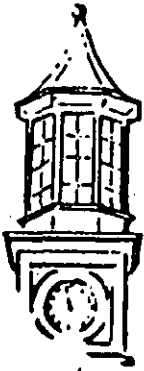


BOARD MINUTES  
JANUARY 2000 - JUNE 2000

JANUARY 2000

0002

2000-01-01



**DES PLAINES  
PUBLIC LIBRARY**

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, JANUARY 18, 2000**

**7:00 PM\***

**Large Meeting Room**

**Agenda:**

- **Building Project Status Report**
- **Departmental Report**
- **Review of Trust**
- **Executive Session**
  - To Discuss the Compensation, Discipline & Performance of Specific Employees**
  - Semi-Annual Review of Minutes**

**\*Note early start time**

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.

Adult	338	338	0
Juvenile	0	0	0
Total (Russian language)	338	338	0
Slovak			
Adult	1	1	0
Juvenile	0	0	0
Total (Slovak language)	1	1	0
Spanish			
Adult	728	769	41
Juvenile	770	770	0
Total (Spanish language)	1,498	1,539	41
Swahili			
Adult	1	1	0
Juvenile	0	0	0
Total (Swahili language)	1	1	0
Total (Adult)	1,938	1,987	49
Total (Juvenile)	862	862	0
Total (Foreign languages)	2,800	2,849	49
=====			
TOTAL	211,316	212,301	985

## XIII

## REGISTRATION SERVICES REPORT FOR MARCH 2000

## I. LIBRARY CARD REGISTRATION SERVICES

<u>March 1999</u>	<u>February 2000</u>	<u>March 2000</u>	<u>Year to Date</u> <u>1999</u>	<u>Year to Date</u> <u>2000</u>	<u>% Change</u>
769	716	775	2,238	2,238	0
A.	New Cards			286	
B.	Renewals			418	
C.	Non-Resident Cards			11	
D.	Off-line Library Cards			60	
	Total			775	

## II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	212
2.	Number of Meeting Room Uses	51
3.	Cab cards and Other Registrations	6
4.	LAN Discs Sold (Year to Date - 9)	3
5.	Computer Room	240
6.	Reading Edge Users	0
	Total	512

## III. TOTAL NUMBER OF REGISTERED BORROWERS

March 1999	33,783	(62.7% of Population)
March 2000	36,618	(68.5% of Population)

CIRCULATION REPORT FOR March 2000  
Page 2

**PATRON ATTENDANCE COUNT**

<u>March 1999</u>	<u>February 2000</u>	<u>March 2000</u>	<u>Year to Date</u> <u>1999</u>	<u>Year to Date</u> <u>2000</u>	<u>% Change</u>
31,905	28,716	30,697	76,653	86,148	11.0%

**RECIPROCAL BORROWING**  
(Materials Lent)

	<u>March 1999</u>	<u>March 2000</u>	<u>% Change</u>
NSLS	7,522	8,666	13.2%
OTHER SYSTEMS	1,835	1,771	(- 3.5%)
TOTAL	9,357	10,437	10.3%

**INTERLIBRARY LOAN**

Sent	1,218
Received	346

DES PLAINES PUBLIC LIBRARY  
ADULT PATRON ASSISTANCE  
MARCH 2000

Assistance	<u>Number</u>	<u>Total</u>
1. Equipment repair and assistance	298	
2. Tax forms	139	
3. Directional questions	199	
4. Item retrieval by library pages	79	
5. Audio visual inquiries	647	
Total		1,362
Reference Services		
1. Specific item request	1,366	
2. Ready reference	747	
3. Material searching	385	
4. Referrals to other libraries	21	
5. Reader's Advisory	19	
Total		2,538
GRAND TOTAL		3,900

CHILDREN'S PATRON ASSISTANCE  
MARCH 2000

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Computer Sign-up	1,037	
2. Program Sign-up	23	
3. Equipment Repair & Assistance	434	
4. Directional Questions	379	
5. ILL & Patron Holds	44	

Total 1,917

<u>In-House Circulation</u>	<u>Number</u>
1. Train Sets	930
2. Periodicals	1
3. Textbooks	3
4. Reserve Books	10

Total 944

<u>Reference</u>	<u>Number</u>
1. Specific Item Request	591
2. Reference	601
3. Reader's Advisory	13
4. Referrals to Other Libraries	2

Total 1,207

GRAND TOTAL 4,068

Number of individuals using the Local Computer Network = 2,472



USAGE STATISTICS FOR ONLINE REFERENCE PRODUCTS  
MARCH 2000

Britannica	162
Des Plaines Public Library Homepage	14,223
First Search	185
Library Catalog (access via dialup, telenet or remote)	222
Newsbank (Chicago Tribune)	245
News Illinois	20
UMI (Chicago Sun Times, New York Times, Wall Street Journal)	904
Total Searches & Queries	15,961

DES PLAINES PUBLIC LIBRARY  
MEETING ROOM MARCH 2000

Library Sponsored Adult Programs	<u>Times Used</u>	<u>Attendance</u>
Adult Book Discussion	1	19
Electronic Mailing List Discussion	1	12
Email Basics	2	60
Getting Into Print	1	14
Internet Basics	2	90
Young Adult Author & Journalists	1	5
Other	<u>Times Used</u>	<u>Attendance</u>
Adult Services Departmental Meeting	1	8
All Staff Meeting	1	56
Ameritech Meeting	1	7
Building Committee	2	13
BWI Meeting	1	10
U.S. Census Bureau	32	60
Ceremonial Moving Advisory Committee	2	20
Circulation Meeting	1	30
Focus Groups	4	21
Friends of the Library	1	12
Grand Opening Advisory Committee	2	16
Library Board Meeting	1	15
Newsletter Meeting	1	5
Nortel Demonstration	2	19
Northwest Suburban Extension Services	1	5
Orientation Committee	1	18
Special Board Meeting	1	8
Style Committee	1	7
Sub-Committee for Fund-Raising Event	1	6
Technical Services Meeting	1	8
Volunteer Committee	1	5
Web Team Meeting	1	10
Total	68	559

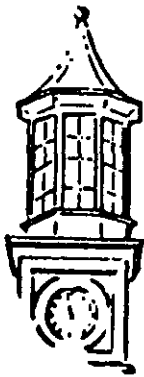
DES PLAINES PUBLIC LIBRARY  
MEETING ROOM MARCH 2000

Page 2

Library Sponsored Community Programs	<u>Times Used</u>	<u>Attendance</u>
Baby Sitting Clinic	1	10
Total	1	10
Library Sponsored Children's Programs	<u>Times Used</u>	<u>Attendance</u>
Boy Scout Troop	1	8
Bright Start Baby Book Times	3	64
Congregational Church Preschool	3	95
Dr. Seuss Program	1	203
Storytime 2 year olds	1	15
Storytime 3-5 year olds	2	18
YA Teen 2000	1	16
Total	12	419
Grand Total	81	988

March Total = 81 groups involving 988 people.

2000 Year to Date Total 194 groups involving 3,790 people.



## DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

### BOARD OF TRUSTEES Minutes of the Ceremonial Moving Advisory Committee March 28, 2000

Chair: Eldon Burk  
Present: Eldon Burk, Sandra Norlin, Martha Sloan, Barbara Saletnik, Susan Burrows, Brian Mulcrone, Gary Valente, Charlotte Storer, Leslie Steiner, Carol Kidd.

Chairman Burk called the meeting to order at 5:06 PM.

Sandra Norlin reported that Plains Bank and G.L. Hills will each donate \$1,500 toward the purchase of 1,000 T-shirts for the move. Charlotte Storer, President of the Friends of the Library, offered an additional donation if the T-shirt costs exceed \$3,000.00.

Eldon Burk suggested that the following agenda for the meeting:

1. Check-in and distribution of T-shirts.
2. Line-up of participants.
3. Refreshments.

Eldon suggested that volunteers for the move wear color coordinated T-shirts for easy recognition. Gary Valente suggested that bright colored vests would be practical and inexpensive. Eldon will investigate the possibility of a loan of vests and radios from a local school.

The following ideas were submitted to the Committee for the lining-up of participants:

1. Eldon Burk suggested that as participants register they be instructed to proceed to the end of the line.
2. Gary Valente suggested T-shirts be distributed to participants with tickets as they are in line.
3. Brian Mulcrone suggested that the move route have designated locations.
4. Leslie Steiner suggested numbering tickets.

5. Susan Burrows suggested that only larger groups be assigned specific locations on the parade route.
6. Sandra Norlin suggested that large groups be notified in writing of the location they are assigned.

Eldon Burk, Barbara Saletnik, Leslie Steiner, and Becky Wenzel will form a sub-committee to discuss the line-up of participants for the move.

Brian Mulcrone asked that the move be televised on the Library Cable Network.

Eldon Burk will contact local organizations to ask for volunteers for distributing water, orange drink, and lemonade along the route.

Leslie Steiner reported that Barry Petersen will submit a pencil sketch of the move logo and provide a camera-ready copy for the Committee approval. The logo will appear on the library website.

Brian Mulcrone will report on the bag pipers at the next meeting.

Eldon Burk reported that the Elks Club will have five flags and provide a twenty-one gun salute. The Elks Club participation will not include speeches.

The Committee asked Leslie Steiner to begin publicity for the move the first week in April.

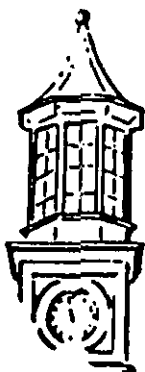
Brian Mulcrone will ask for a donation of a flag for the move.

The Committee suggested that a good neighbor letter be sent to local businesses and residents to advise of the move.

The next meeting is scheduled for Tuesday, April 11, 2000 at 6:00 PM.

The meeting adjourned at 6:08 PM

Minutes prepared by Carol Kidd



DES PLAINES  
PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES  
Minutes of the Grand Opening Advisory Committee  
March 30, 2000

Chair: Eldon Burk  
Present: Inara Brubaker, Chris Posinger, Charlotte Storer, Leslie Steiner, Susan Burrows, Eldon Burk, Sandra Norlin, Carol Kidd.

The meeting was called to order by Chairman Eldon Burk at 5:15 PM.

The Committee set the date for the Grand Opening for Sunday, September 24, 2000 between the hours of 1:00 PM and 5:00 PM.

Sandra Norlin and Eldon Burk did not have a report on the Opening Ceremony.

The Committee will prepare an invitation list for the Grand Opening.

Leslie Steiner researched the cost of publishing and mailing 30,000 copies of a six-page grand opening newsletter. The proposed cost for the newsletters is \$7,000, but this cost is offset by \$3,5000 due to the absence of a summer newsletter.

All invoices associated with the Grand Opening must be submitted to the library no later than June 22, 2000 for accounting purposes.

Christine Posinger presented ideas for the grand opening entertainment that included a Mariachi band, polka music, Yo-Yo Man, Mime, Juggler, and Banjo Buddies [Dixieland].

Christine also reported that the price for lemonade and cookies for 2,000 people was quoted at approximately \$5,400 through Gapers of Chicago. Susan Burrows offered to contact Pepperidge Farm for donations or reduced pricing for cookies. The Committee will continue to investigate options for refreshments.

Susan reported that organized tours of the new building will not be part of the celebration, but docents will be posted at various locations to explain features of the building.

The next meeting is scheduled for Thursday, April 13, 2000 at 5:00 PM.

The meeting adjourned at 6:02 PM.

Minutes prepared by Carol Kidd.



## DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

### Minutes of Subcommittee for Fund-Raising Event March 30, 2000

Chair: Eldon Burk  
Present: Eldon Burk, Sandra Norlin, Susan Burrows, Leslie Steiner, Carol Kidd,  
Charlotte Storer

Eldon Burk called the meeting to order at 5:06 PM.

The Committee set the date for the Pre-Opening Fundraiser Library Dinner for Thursday, July 27, 2000 from 6:30 PM – 9:30 PM. Tentative times for the shows will be at 7:15 PM and 8:30 PM. A champagne toast is scheduled for 8:15 PM and may take place in the atrium.

Eldon composed a letter to send to Mayor Arredia requesting an exemption from the liquor license ordinance, so that wine could be served at the fundraiser.

Sandra spoke with Nick Mitchell of Grazie! and Eldon spoke with representatives from both Giuseppe's LaCantina and the Black Ram concerning food for the fund-raising event. All were willing to participate. Eldon will schedule a meeting with local restaurateurs to discuss menu, pricing and donations.

The Committee also discussed ticket pricing and tentatively has decided on \$75.00 per person.

Publicity for the event will be discussed at the April 13 meeting.



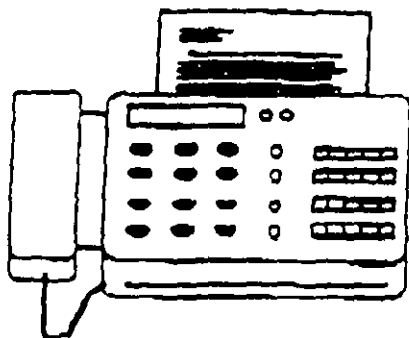
Charlotte Storer of the Friends of the Library reported that the Friends will sponsor the fundraiser and open an account with an initial deposit of \$1,000.

The next meeting is scheduled for Thursday, April 13, 2000 at 4:00 PM.

The meeting adjourned at 5:13 PM.

Minutes prepared by Carol Kidd.

0018



# Fax Transmission

- Please call to confirm receipt
- Please respond by return fax
- Call only if transmission problem

To: Bookmobile

Fax Number: Mr. Karen Wallace

Message:

Hello Phyllis,  
 I forgot to thank  
 you for the "talking book  
 info" for our blind friend.  
 He now receives them  
 and says it has changed his  
 life. — Thanks again + kudos  
 to the Ses Phinos bookmobile!  
 Chocole Schramm

# NIGHT OWL

## REFERENCE SERVICE



February 2000

Total number calls =988

10 Antioch Public Library  
 53 Arlington Heights Memorial Library  
 22 Barrington Area Public Library  
 27 Bartlett Public Library  
 14 Bedford Park Public Library  
 29 Bellwood Public Library  
 20 Bridgeview Public Library  
 19 Coal City Public Library  
 41 Des Plaines Public Library  
 40 Ela Area Public Library  
 27 Elk Grove Village Public Library  
 44 Elmhurst Public Library  
 21 Fossil Ridge Public Library  
 11 Fremont Public Library  
 40 Glenview Public Library  
 32 Highland Park Public Library  
 22 Indian Trails Public Library  
 32 Lake Forest Public Library  
 10 Lincolnwood Public Library  
 21 Lisle Library District

31 Mt Prospect Public Library  
 9 Nippersink Public Library  
 34 Northbrook Public Library  
 19 Oswego Public Library  
 23 Palatine Public Library  
 30 Park Ridge Public Library  
 12 Prospect Heights Public Library  
 17 Riverside Public Library  
 15 Rolling Meadows Public Library  
 15 St. Charles Public Library  
 35 Schaumburg Township Public Library  
 62 Skokie Public Library  
 28 Vernon Area Public Library  
 22 Villa Park Public Library  
 14 Warrenville Public Library  
 14 Wauconda Public Library  
 16 Westchester Public Library  
 12 Wood Dale Public Library  
 33 Woodstock Public Library


### SAMPLE QUESTIONS

Patron needed ad from 'Editor and Publisher'  
 How to say 'Thank You' when in Hong Kong  
 Numbers from 1998 tax tables  
 Names for polygons  
 Phone number in Bremen, Germany  
 What were some styles for fasteners before zippers?  
 Breakdown of federal campaign donations in the last presiden  
 Difference between a primary and a caucus  
 Car rental places in Phoenix, AZ  
 When did the U.S. first use jet airplanes?  
 Editorials from the time of Brown vs. Board of Education  
 How to say 'With love from Grandma' in Spanish  
 Rates at a Paris Hotel  
 How long can dried fruit be kept?  
 Fees to register a copyright  
 American Airlines flight information  
 Refrigerator ratings

*Bob  
 Packet*

*Marilyn Uselmann*  
 Marilyn Uselmann  
 Head, Night Owl

0020



April 11, 2000

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

Dear Sandra and Library Staff,

We would like to take time during the celebration of National Library Week to thank each of you for the vital role you play in helping our literacy students improve their reading and other life skills.

We are happy to partner with you in providing books and other materials for our new readers. We appreciate your attractive display of the New Readers Collection. Karen Wallace's participation on the Literacy Advisory Committee and her willingness to cooperate in every way have also contributed to the success of our program.

We hope that the renovation of the Des Plaines Public Library is progressing on schedule. We appreciate the wonderful space and the many services extended to our students, volunteer tutors, and facilitators in the past and look forward to conducting classes at Des Plaines in the fall.

Again, our thanks to each of you for your graciousness in responding all year long to the needs of everyone in the Learn to Read to Learn program.

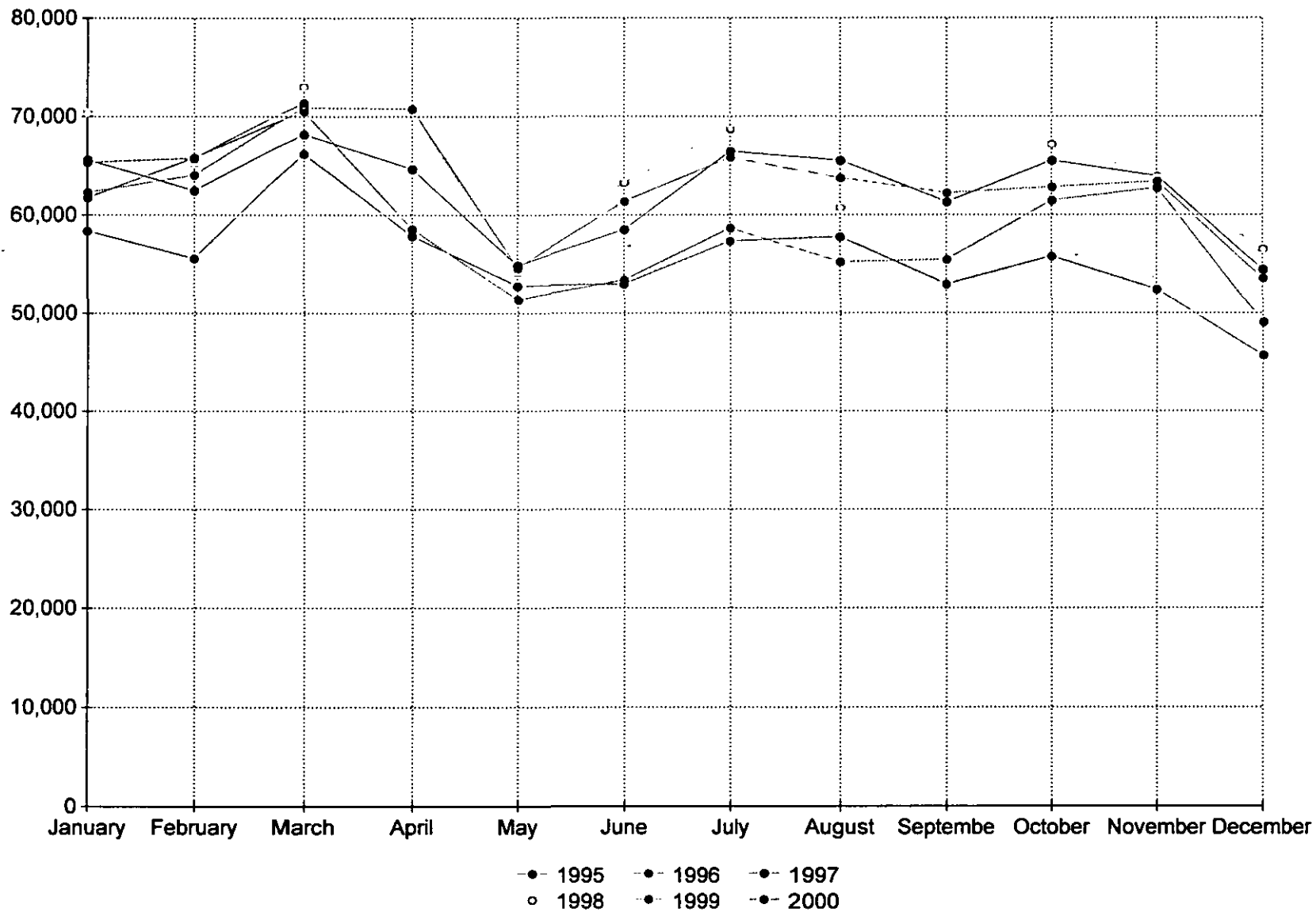
Sincerely,



Oakton Community College/Alliance  
Learn to Read to Learn Program

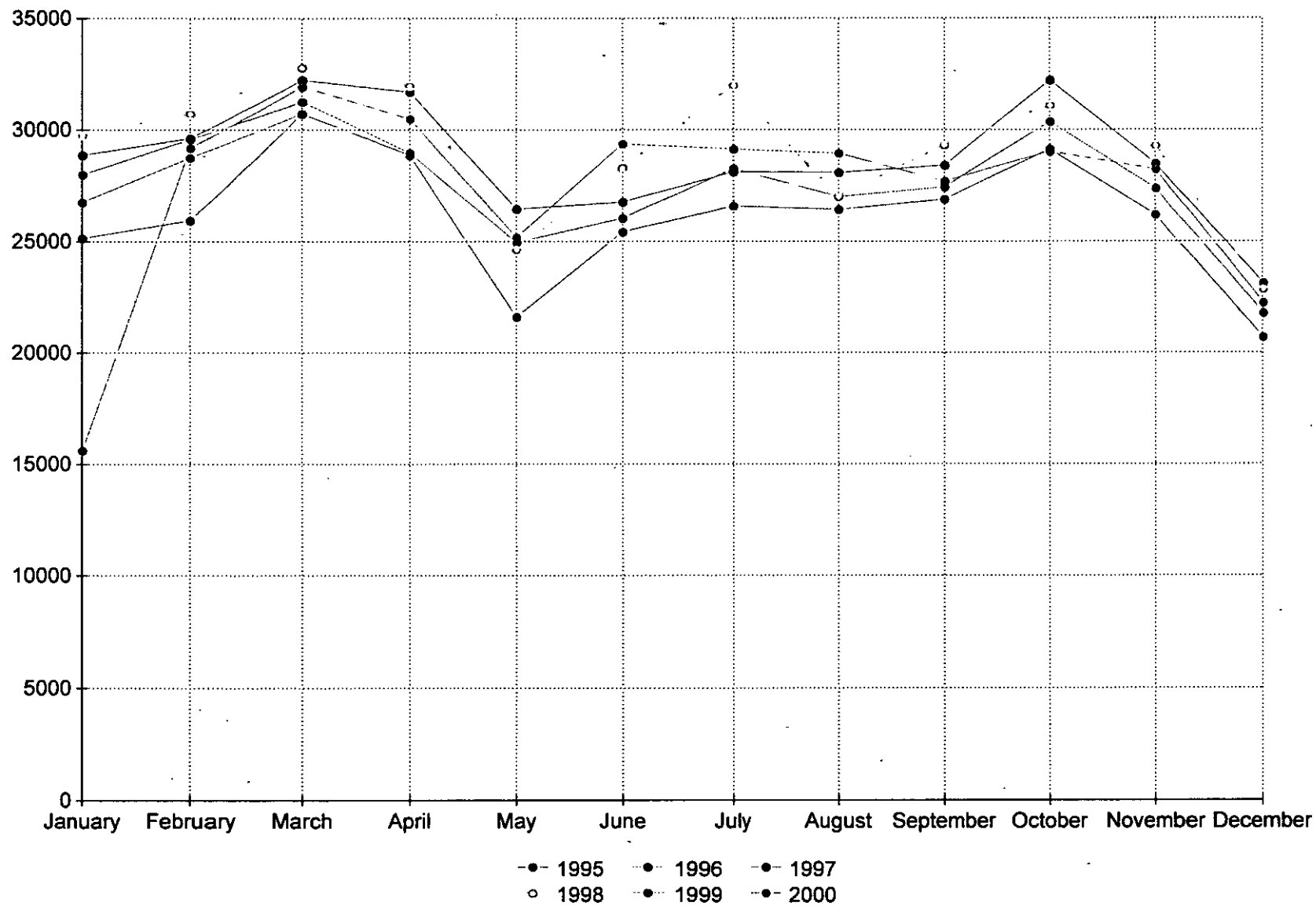
### Circulation Statistics

Items Circulated Per Month By Year

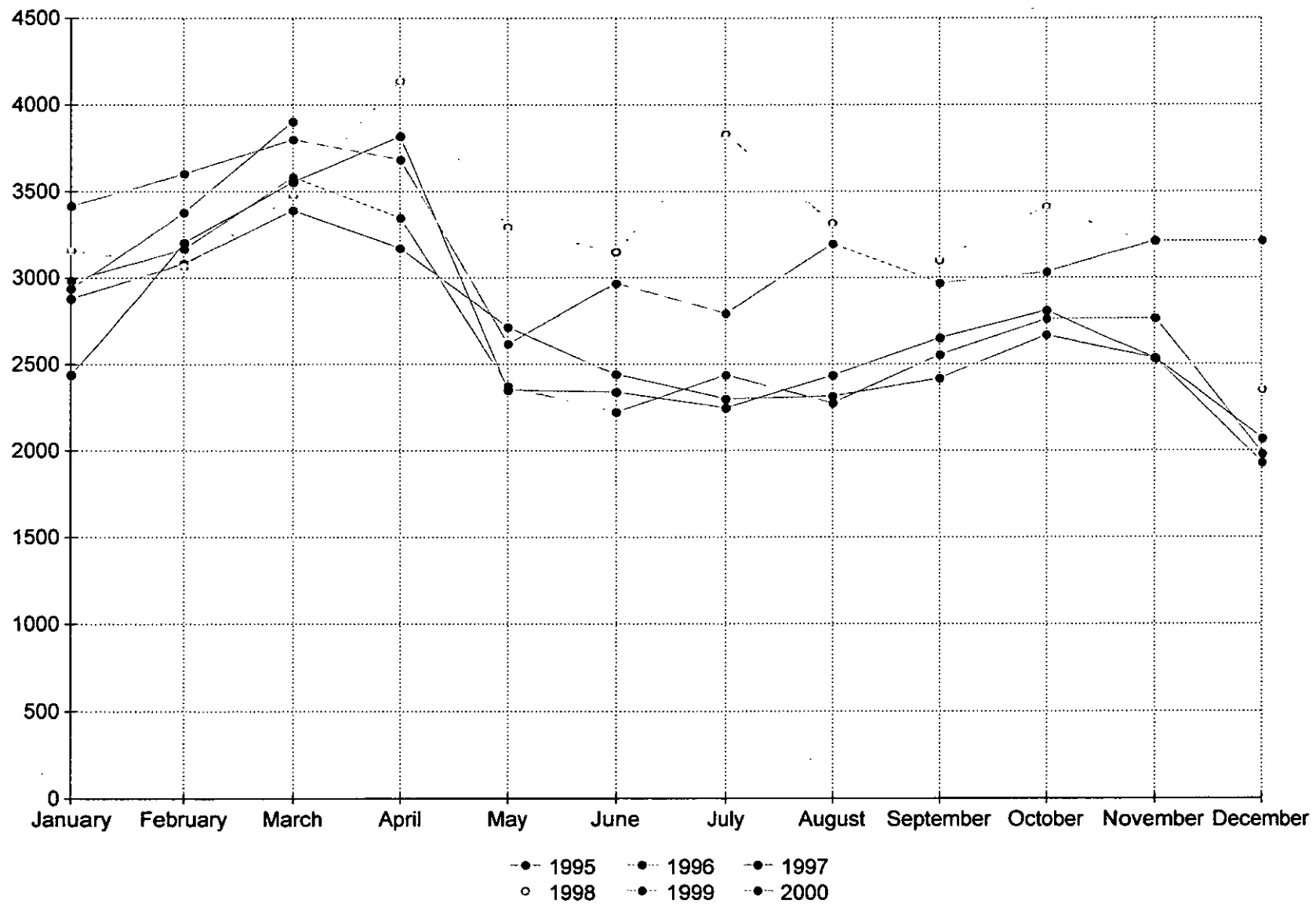


# Patron Attendance

March 2000

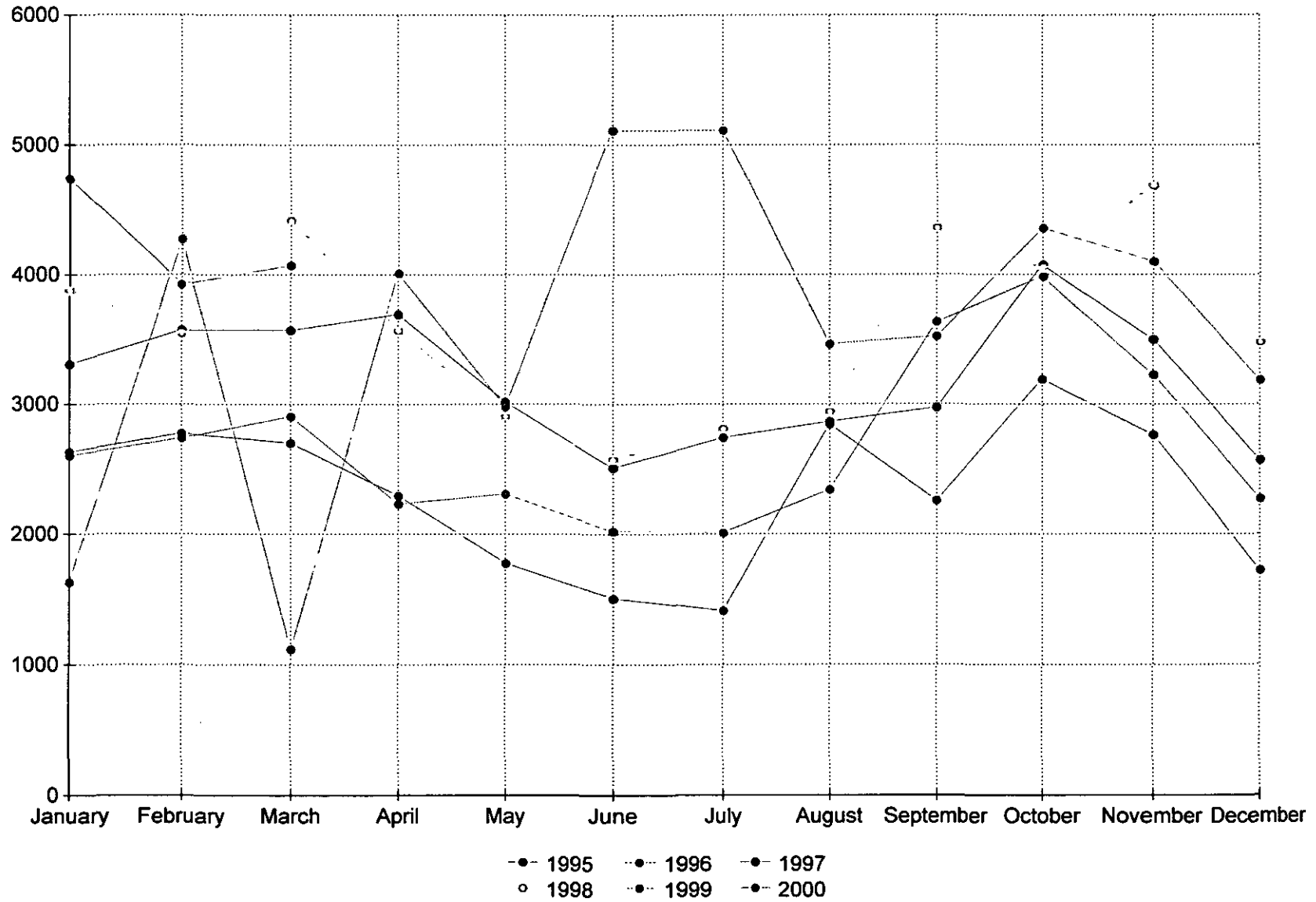


### Adult Patron Assistance March 2000



# Children's Patron Assistance

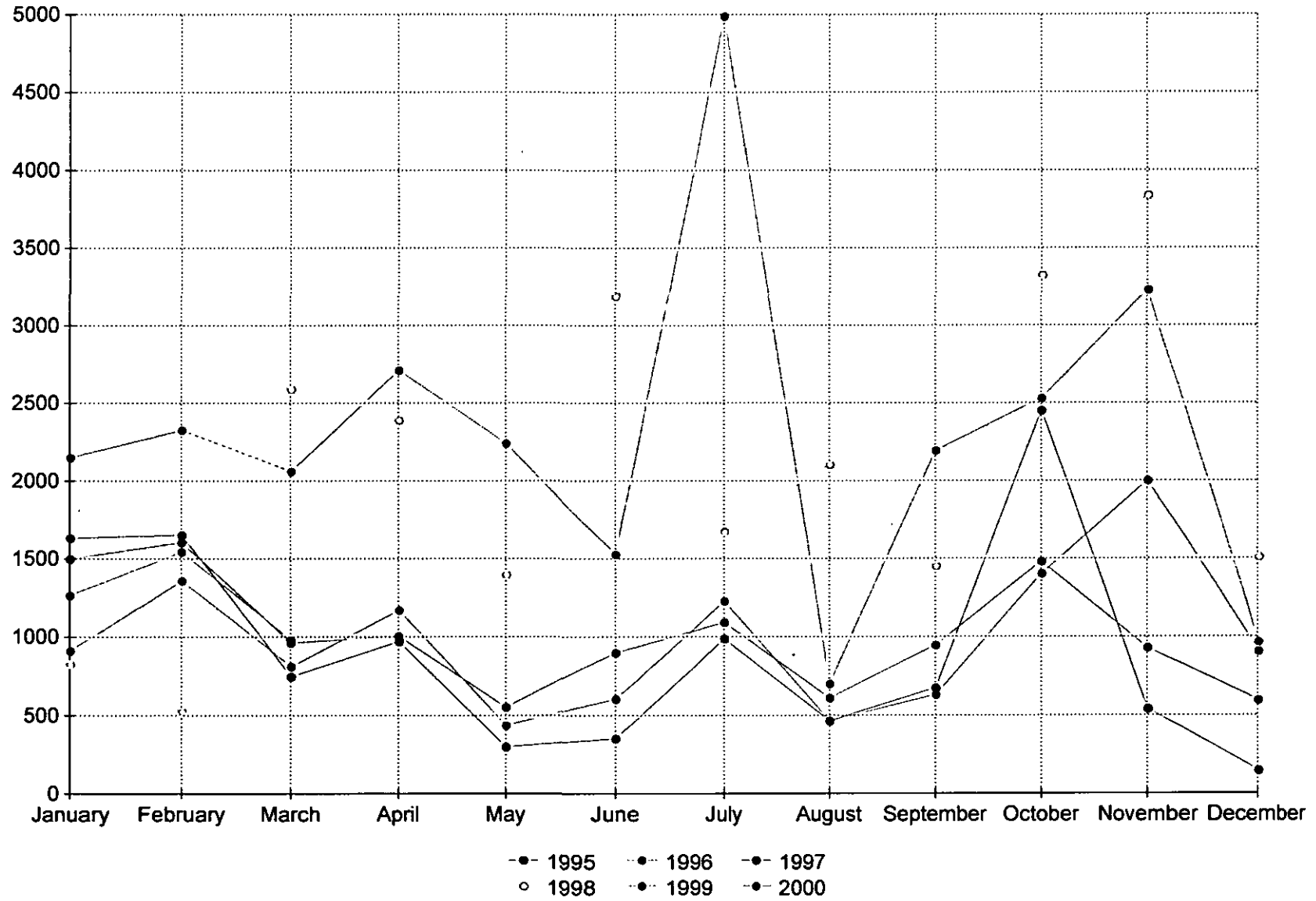
## March 2000



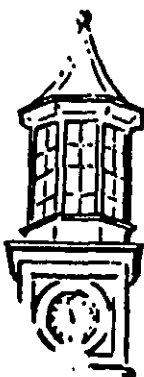


# Meeting Room Attendance

## March 2000



10026



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

February 15, 2000

Brian J. Mulcrone  
VVA Chapter #311  
989 Woodlawn  
Des Plaines, IL 60016

*Brian*  
Dear Mr. Mulcrone:

Thank you and the VietNam Veterans of America Des Plaines Chapter #311 for your generous donation of fifteen dollars to be used for purchase of a oversized periodical protective binder for the VVA Veteran subscription that you donated to the library.

The support of the VietNam Veterans of America Des Plaines Chapter #311 is gratefully acknowledged.

Sincerely,

Sandra K. Norlin  
Library Administrator

10027

Brian J. Mulcrone  
989 Woodlawn  
DesPlaines, IL 60016-3235  
H :847/824-2297 Email: mulcronebrian@yahoo.com

*Copies to  
Sandra*

March 15, 2000

Ms. Sandra Norlin  
Library Administrator  
Des Plaines Public Library  
841 Graceland AVE  
Des Plaines, IL 60016-6472

Dear Ms. Norlin:

Attached is a check (#1893) in the amount of fifteen dollars (\$15.00) from VietNam Veterans of America Des Plaines Chapter #311 for *an oversized* periodical protective binder for the The VVA Veteran magazine subscription we wish to present to you and Eldon Burk for the Des Plaines Public Library. When chapter president, Robert Gilman, heard about the January presentation by the American Legion and VFW, he encouraged me to request a similar arrangement on behalf of VVA Chapter #311. A subscription request has already been submitted to the publisher, and I would like to request the opportunity for Mr. Gilman to make his presentation at your monthly board meeting on Tuesday, April 16, 2000.

To inform and promote local membership in VVA Chapter #311 I likewise ask that you affix the attached page protector in that binder. Secured in the back of the see-thru plastic it will include general information about our chapter and its current officers.


For administrative handling I have asked our publisher to direct mail the The VVA Veteran magazine to the library while routing renewal reminders to our Chapter Secretary.

VVA Chapter #311 wants to demonstrate support for the Des Plaines Public Library by:

- ◆ funding a subscription to the The VVA Veteran magazine for the periodical section of the library and
- ◆ supporting the symbolic "book move" community project in the summer.

I, the officer and members of VietNam Veterans of America Des Plaines Chapter #311 wish you and your library board continued success in this exciting and challenging year of service by the library - *"the mind of our community."*

Yours in Service to Veterans,

  
Brian J. Mulcrone  
VVA Chapter #311

attachment

cc: R Gilman, Pres VVA 311 R. Klopp, VP VVA 311 M. Voss, Sec'y VVA 311

BILLS

50 \$  
20 \$  
10 \$  
5 \$  
2 \$  
1 \$

*Procs [Signature]*

15.00  
\$ 15.00

COINS ROLLED

.25 \$  
.10 \$  
.05 \$  
.01 \$

COINS LOOSE

1.00 \$  
.50 \$  
.25 \$  
.10 \$  
.05 \$  
.01 \$

TOTAL DEPOSIT

\$ 15.00

*[Signature]*

COPERS \$  
REFUNDS \$

1893



VIETNAM VETERANS OF AMERICA  
CHAPTER 311  
P.O. BOX 96  
DES PLAINES, IL 60016-4608

DATE Feb. 16, 2000

70-2319/719

PAY TO THE ORDER OF

Des Plaines Public Library  
Fifteen and 00/100

\$15.00/100

DOLLARS



*[Signature]*

FOR MAG. COVER

⑈907455699⑈ ⑈09122190⑈ ⑈663554106⑈

To: Ms. Sandra K. Norlin  
Library Administrator  
Des Plaines Public Library  
841 Graceland Avenue  
Des Plaines, IL 60016-6472

March 28, 2000

From: Jim Weiss  
Executive Service Corps of Chicago

### **THE DES PLAINES PUBLIC LIBRARY FOCUS GROUP RESPONSES**

A series of four focus groups was conducted for the Des Plaines Public Library on March 14, 15, 16 and 21 for the purpose of determining the level of satisfaction with library services and facilities among residents of the City of Des Plaines. Participants were recruited by the library. The focus group sessions were conducted by an impartial group from the Executive Service Corps of Chicago, which had been retained by the library for this function.

The four groups were selected to represent the different needs of various age groups: Senior Citizens; Adults with young children; Adults from families with grown children or no children; and, High School age students. The following is a report of the focus group input from each of the four groups you assembled for our interviews. We have made every effort to include all of the information we gathered. Please keep in mind that these are qualitative findings, not quantitative, and a number may be contradictory or inaccurate perceptions. However, I believe you will find it quite useful to know this.

#### **THE SENIORS GROUP**

- Computer instruction needed more often with added basic instruction, particularly as related to searching the library's inventory -- a 1-hour presentation is difficult for Seniors to grasp
- Current facility seems to have a disproportionate amount of space allocated to children's resources as opposed to the adult section
- Book discussions once a month often enough--difficult to read more books in shorter time
- Book discussions may need to be split to accommodate more participants
- Need more large print materials
- Need a larger selection of books on tape--also, some tapes are badly worn from use
- Responses not always received to questions on late night calls, but most felt late night service was good
- Suggested that Bookmobile add stops to Senior facilities such as the Heritage to assist older users who have difficulty coming to, or using, the library

- Seniors Group does not currently take advantage of the art selection
- Present movies are oversold and it is difficult to see with the present seating arrangement
- Would like the library to offer AARP Income Tax service again
- The group approved of filtering internet access for children
- The group supported the suggestion of a limited food/drink service area adjacent to the library as long as it doesn't compete with local businesses
- Would like an outdoor book drop
- Current library hours are suitable
- Library staff helpful and makes visitors feel comfortable
- Library exchange works well
- Suggested that English as a Second Language could use more instructors-- however, none of the attendees' families uses the program
- A longer receipt should be used for the new check-out system so it can double as a bookmark and not be easily misplaced
- Security is currently good--some questions regarding new library security
- Current library is clean and generally well maintained, but some things have been allowed to run down

#### **ADULTS WITH YOUNG CHILDREN**

- Love story times--would like extension into evenings
- Enjoy Teen 2000 monthly meetings
- Computers fill the void for homes lacking them
- Filtering Internet access essential for kids
- Would like to be able to use computers in Children's area to be able to work side-by-side with their children
- Staff is not always technically competent re computer use
- Concern about drop-off security in new library--would like explanation of security system before new library opens
- Offer older children summertime projects--e.g., rain forests, volcanoes, etc.
- As kids outgrow younger children's programs there are so many competitive attractions outside of the library for their time (a thought for the library to consider)
- Conduct a Junior Great Books program
- Would like more library activities during "school break (vacation)" times
- Many books on tape showing signs of wear
- Some kids from outside Des Plaines who attend Des Plaines schools need assistance in getting library cards

- ESL (English as a Second Language) program is well received--could use one for younger children
- Most recent materials not readily available enough for Home Schoolers
- Reference books often not available--may have to wait weeks
- Would like a program course to teach library use, the Dewey Decimal System, etc.--especially at beginning of the school year
- Extend evening hours until at least 10 p.m. to accommodate High School and College students as well as adults studying for additional degrees
- Suggested expanded large print selection and magnifiers for the visually impaired
- A reading/vending machine area would be good, but no drinks or food in the library itself
- Bookmobile is excellent and very accommodating with filling requests
- Approve of new receipt system, but would like made longer to use as bookmarks--also, would like some type of computer program to phone and notify patrons of overdue books
- Provide an "amnesty day" once or twice a year to get overdue books back without charge
- Questioned what is policy regarding reserving community meeting rooms
- Warm atmosphere--experiences with staff generally very positive--staff is very helpful
- Building is clean and well-maintained
- Questioned whether railings in new building are all "code" so children can't get through them
- Need improved public relations to make new library acceptable to all residents

#### **ADULT-WITHOUT-YOUNG-CHILDREN GROUP**

- Would like evening, or weekend, book discussions for working people--once-a-month is sufficient
- Summer reading program for children is excellent
- Enjoy various library offerings such as movies--would like more classes and, particularly, more educational speakers
- Better allocation of program resources at other than daytime hours
- Increase selection of books on tape
- Should not carry videos that compete with the private sector
- Library should partner with schools to provide computer training in school labs rather than using library facilities
- Need more evening classes for computer training
- Only one attendee familiar with after-hours information service
- Want more information on the new library (don't seem to pay much attention to the plans displayed on the first floor)

- Criticism that community has not been brought into the new library project as to art and decoration--people have not had the opportunity to "buy into" the project--needs to be more personalized, as with the artists' tiles in the new Park District building
- Suggestion to move books to the new library by cart as a community project
- Some criticism that some Board members are not receptive to suggestions--Board meeting dates not published
- Re the available art, one participant provided some of the art and one participant borrows art
- Interest in some type of "coffee" service
- Also want space for artists and musical performances
- Suggested follow-up focus group(s) to advise library of early experiences in the new library
- Suggested that many Des Plaines residents are hostile to any spending increases (taxes?)
- Generally support internet filtering for children through Jr. High
- Library needs more computers (referenced to the existing library)
- Bookmobile--all comments positive
- Want more publicity on new books when they arrive
- Suggestion for program whereby residents purchase new books and contribute these to the library with option for first check-out
- Like "Staff Picks"; perhaps could also add "Community Picks"
- Suggestion that new receipts for check-out be in form of Post-It notes
- Staff is greatly improved in recent years
- Need a car-accessible book drop at the new library--also, short-term parking area

### **TEENAGE GROUP**

The results from this group are rather fragmented and incomplete. Six attendees began the meeting. One was taken out by a parent after about ten minutes, another after about 35 minutes and two attendees were taken from the meeting for a period of some twenty minutes. However, the group did contribute the following:

- The library needs more reference books that are available for check-out
- Generally, the book selection is not large enough
- New library needs a food/beverage area so students don't need to leave the building while studying
- Jr. High students would like the library to provide social gatherings
- All attendees have home computers and would like more computers in the new library
- Internet access and game playing a substantial part of computer appeal
- Would like computer/video games to check out



- Students would like more weekend "open" hours
- The students spend about equal time for study, personal interests and fun
- Most Middle and Parochial School libraries are very poor
- Library staff are all very helpful
- Some concern with security and handling noise problems in the new library

### SUMMARY

In general, all four groups were very positive in their comments regarding the library's staff and programs. Rather obviously, most of the negative comments related to the current physical facility and its limitations--especially, the limited inventory of available materials. There was little comment regarding foreign language materials because the attendees at these sessions mostly did not have a use for them. While many were aware of Channel 24, few ever used it.

It should be noted that there was some amount of anger concerning the new library and the decision to build it. While most everyone acknowledged the need for the facility, a number of attendees voiced disapproval at the way it was confirmed after having been voted down in referendum. It seems apparent that most have not paid attention to the plans on exhibit on the first floor of this library and some effort might be expended to publicize the positives of the new building and expanded resources that will be the new library.

The suggestion of one or more additional focus groups following the opening is perhaps one that might be considered. Perhaps sometime during the Fall of the year, after the library has been in use for several months, would allow enough time for users to get acquainted and become more comfortable in the newer setting. We would suggest a sign-up sheet at the checkout desk for interested persons, to get a more varied interview group. It would also be good to do this(these) as a mixed group in contrast to the defined groups used in the first four sessions.

It has been a distinct pleasure working with you and your staff and we hope the above information is useful in helping you reach all your goals with the new Des Plaines Public Library.

Attach.

cc: Adolph Link  
Dick Loewenthal  
Ken Mendelson

10034

# THINKING LIGHTLY INC.

April 3, 2000

Patti Gilford Fine Arts  
325 West Huron Street  
Suite 407  
Chicago, IL 60610

*stream  
sculpture*

Dear Patti,

It was good to speak with you by telephone last week. We hope you had a wonderful trip. Enclosed please find the materials you requested for you April 18<sup>th</sup> meeting regarding the Des Plaines Public Library.

Michael and I have examined the drawings that you sent to us. We will be able to create a site-specific work, appropriate in scope for the library within your specified \$75,000.00 budget. One thought would be to utilize a transparent unidirectional or bi-directional holographic diffraction grating (similar to that used in the piece that you referenced, "Anfractuous Light"), and create the illusion of pages having been ripped from a book and hovering in an upward spiraling configuration, in the space. That is only one preliminary thought.

We feel that the slides we are sending give ample evidence of our artistic capabilities and we would be very interested in developing a magical, inspiring and appropriate suspended sculpture, expressly for the library, once your client gives us the go-ahead.

If there is anything else you need to have from us for this meeting, please don't hesitate to call. We are looking forward to working with you on this project.

Sincerely,

*Kristina Lucas*  
*Michael Hayden*

Kristina LUCAS & Michael HAYDEN  
Sculptors  
Thinking Lightly, Inc.

2329 Salado St.  
Denton, TX 76201  
March 28, 2000

Patti Gilford  
325 West Huron Street, Suite 407  
Chicago, Illinois 60610

*2nd  
floor  
Children's  
room*

Dear Patti,

Here are some images of paintings that I have scanned into my computer and printed out for your presentation. They cover the last two years of my work and exemplify aspects of my painting that I think will be of interest to the selection committee. I have also included some recent exhibition announcements, which may give a better idea of the quality of the paint and color, and an updated resume.

First of all, I want to let you know that I am very enthusiastic about the possibility of taking on this project. I think that the nature of my style, with its story-book qualities, is tailor-made for your mural. Furthermore, I am intrigued by the boat structure that will be in front of the mural. It's shapes are very reminiscent of my own stylizations! The fact that kids would play on it, and that puppet shows would be staged in it is even more appealing to me. I just feel that this mural is the perfect venue for my art and I would very much like the opportunity to create something there. My intention would be to execute the paintings in acrylic on canvas mounted on stretchers here in my Denton studio. When finished, the sections could be taken off the stretchers then adhered directly to the walls. The paintings should definitely be affixed to a hard surface, and they should definitely be done in acrylic paint. I would want the kids to be able to touch the textured surface of the painting without fear of it being damaged. In terms of imagery, my first thoughts run along the following lines. A vast landscape with action flowing from middleground to background to foreground, the space flowing between forest, meadow, and river. I would also want the space to move from outside to inside—the psychology of the interior space with a window view being one of the staples of my iconography. There should be lots of animals and lots of people. My idea for the people is that they would basically be my characters reenacting scenes and/or characters from a selection of classic children's literature. Tom Sawyer, Robin Hood, Alice in Wonderland, The Wind in the Willows, for instance. Here, I would welcome suggestions as I

0036

work out the drawings. The intention would be to create a charmed landscape filled with dynamic forms created with glorious color and sensuous surface that would evoke the all-embracing wonders of imagination that grow in the gardens of literature.

If I am awarded this project, it will be my intention to take a leave of absence from my teaching at the University of North Texas during the second semester next year so that I could devote my full attention to the completion of this mural.

Please feel free to contact me if you need anything else that might aid you in your presentation. My phone number is 940-898-0873. I teach Mondays, Wednesdays, and Fridays, the other days I am usually home, in my studio, painting. Good luck, and I will anxiously await word from you on how it all goes.

Yours truly,

A handwritten signature in black ink, appearing to read 'Robert Jessup', written in a cursive style.

Robert Jessup

comment

PAE WHITE

## THE NOUVEAU OBJET

Jan Tumlir

PAE WHITE'S art can be a tricky thing to decipher, not because it is inordinately complex or garbled or cryptic, but because it wants to prolong interpretation and postpone meaning for as long as possible. That it does not readily

PANTONE PONY #229, 1997.  
COWHIDE UPPER, FROG  
SKIN INTERIOR. COURTESY  
SHOSHANA WAYNE,  
SANTA MONICA.

disclose its substance should not suggest that there is too little of it to go around, or too much. Rather, the work remains strategically half full/half empty, depending upon your outlook. Marcel Duchamp described the relationship between artist and viewer as one indefinitely stalled at the stage of courtship. Here, likewise, intimate conclusions keep getting pushed just out of reach, but playfully, in a manner that seems neither vague nor willfully elusive. Like the best techniques of seduction, White's are grounded in a specific set of rules. Her game plan is known, agreed upon, yet never less than surprising.

White describes her ideal viewer as a decadent type—someone with no more allegiance to the world of art than to the one outside its borders, though sensitive to their subtle distinctions and the complexities of their interplay. This person should first understand the differences between the art and non-art object, and then be able to suspend this knowledge, so as to experience the work in much the same way as White makes it.

For instance, White's contribution to "Enterprise," a 1997 group show at the ICA in Boston, consisted of an installation of (very) handmade mobiles in the entry corridor, titled *If You Won't Leave Me, I'll Find Someone Who Will*; and also, the design of the exhibition catalogue. Two distinct spheres of aesthetic production were in this way connected, but without leveling their operational differences, or at least what remains of them. This is a delicate business, requiring the greatest attention to the smallest details. To keep pace with the interdisciplinary mergers that sustain the culture, that is, White must continually redress the categorical parameters of her own practice, drawing her lines across, rather than between, the once exclusive territories of design and art, the printed page and the gallery. She tries not only to conserve their specific properties, but to multiply them so that what collapses instead is an idea of context as decisive limit or final arbiter.



0038  
4-4-2000

Patti:

These sketches are all based on American Indian shapes. The whittled sketches derive from effigy mounds and the twig sketches from trail trees. Both the tumuli and the trail trees existed in profusion in the upper Midwest. For pre-literate people these were crucial repositories of communal history, markers of geographic place and signals for searchers.

The sudden inexplicable disappearance of the mound building culture about three hundred years before the appearance of Europeans should be a cautionary example of the fragility of our own amassed resources.

Fred

N.B. These are sketches not models -  
material, scale, color, shape,  
texture etc. not final

0039

# DPL

## Project Status Report

Period: April 2000

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- The base construction project is anticipated to be completed on or around June 12, 2000. Current discussions between the furniture dealers and LA indicate that furniture will be completed being installed until July 7, 2000. This date is still pending further discussions with Library Bureau Steel.
- Currently the base project is within budget. Eight Change Orders totaling \$276,178.00 have been prepared, comprising to date, of 44 approved Change Order Requests. 20 Additional Change Order Requests have been or are being reviewed by OS, LA and PTC for cost and scope accuracy.
- Current work:
  - Installation of stone is occurring at the Northwest corner and the 1<sup>st</sup> floor walkway soffit.
  - Installation of windows at the 4<sup>th</sup> floor West Side.
  - Installation and taping of drywall is occurring at the 3<sup>rd</sup>, 4<sup>th</sup>, and 1<sup>st</sup> floors.
  - Painting and priming of the drywall partitions, ceilings and soffits is occurring at the 2<sup>nd</sup> and 3<sup>rd</sup> floors.
  - *The Grand Stair continues to be assembled.*
  - Installation of the metal panel siding at the 4<sup>th</sup> floor exterior continues.
  - Plastic laminate casework is being installed.
  - Final finishes are being installed at the 2<sup>nd</sup> floor.
- A construction workforce of 35-45 persons is on site daily.
- Lohan Associates continue to review shop drawings, product submittals and answer information requests
- The PBX bid was received on 4/14/00 with the apparent low bidder as Convergent Communications who bid \$43,572.00 for the specified PBX system. Currently ESD, DPL and OS are reviewing the bid for responsiveness and anticipate making a recommendation to the board of trustees at the April board meeting.
- Special interior and additional work contracted through Lohan Associates:
  1. Fish Tank – pricing being reviewed for accuracy. Current total cost approx. \$11,100.00. The review is pending LA satisfaction of scope of work.
  2. Heritage Room – Preliminary pricing for build out of the room arrived on 3/20/00 and is pending pricing of changes in scope of the lighting.
  3. Security System - Pricing has been received regarding security system changes from the value engineered system. Preliminary pricing of the changes is \$22,536.00. OS, DPL and ESD to review scope and costs.
  4. CT/IT poke throughs – Pricing has been received for the changes in the location and type of poke throughs to match the changes in FF&E. Costs for this item is \$76,344.00. OS & ESD reviewing scope and cost.
  5. Lilly Pads - Costs pending installer review of scope of work and original contract drawings.

# Des Plaines Public Library

## FF&E Budget

April 17, 2000

### Projected Expenses

	Current Projected Project Budget Expense		Future Capital Improvement Expense	Total
<b><u>PROFESSIONAL SERVICE COSTS</u></b>				
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
Art Consultant	\$16,000.00	a	\$0.00	\$16,000.00
Kinetic Sculpture Connection Engineering	\$2,000.00		\$0.00	\$2,000.00
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
<b>Subtotal</b>	<b>\$224,300.00</b>		<b>\$0.00</b>	<b>\$224,300.00</b>

### FIXTURES, FURNISHINGS AND EQUIPMENT

<b><u>Fixtures</u></b>				
Specialty Int. (see page 2)	\$136,800.10		\$150,000.00	\$286,800.10

<b><u>Furniture</u></b>				
Corporate Concepts (Knoll)	\$522,752.84	a	\$0.00	\$522,752.84
Library Bureau Steel (Shelving)	\$117,006.93	a	\$0.00	\$117,006.93
Henricksen (Misc.)	\$470,300.81	a	\$0.00	\$470,300.81
Book Drops	inc. in Henricksen	a	\$0.00	\$0.00
Reference Desks	inc. in Corp Concepts	a	\$0.00	\$0.00
Misc. Furniture items	inc in Henricksen	a	\$18,900.00	\$18,900.00

<b><u>Equipment</u></b>				
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	\$43,572.00	p	\$0.00	\$43,572.00
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

<b><u>Services</u></b>				
Move (includes technical move costs)	\$48,880.00	a	\$0.00	\$48,880.00
<b>Subtotal</b>	<b>\$1,702,562.68</b>		<b>\$668,400.00</b>	<b>\$2,368,962.68</b>

**SUBTOTAL PROF. SERV. & FF&E** **\$1,928,862.68** **\$2,593,262.68**

Contingency (5%) over all FF&E \$96,343.13 \$129,663.13  
 Additional Funds Available \$530,769.19  
**TOTAL CONTINGENCY AVAILABLE** **\$627,112.32**

**DPL CHANGE ORDERS (See Breakdown Page)** **\$390,609.35** **\$390,609.35**

**ADJUSTED SBTL PROF. SERV. & FF&E** **\$2,317,472.03**

**TOTAL CONTINGENCY REMAINING** **\$236,502.97**

**TOTAL CURRENT COST** **\$2,553,975.00**

**TOTAL OVERALL PROJECT COST** **\$3,113,535.16**



## Des Plaines Public Library

	Current Projected Project Budget Expense	Future Capital Improvement Expense	Total
<b>Special Interiors breakdown</b>			
Fish Tank	\$11,092.76 a	\$0.00	\$11,092.76
Boat	\$22,957.34 a	\$0.00	\$22,957.34
Display/Posters	\$8,000.00	\$0.00	\$8,000.00
Poetry Corner	\$4,000.00	\$0.00	\$4,000.00
Banners	\$9,741.00 a	\$0.00	\$9,741.00
Second Floor Mural	\$0.00	\$35,000.00	\$35,000.00
3rd and 4th Floor art pieces	\$0.00	\$40,000.00	\$40,000.00
Kinetic Sculpture	\$0.00	\$75,000.00	\$75,000.00
Heritage Room	\$81,009.00 p	\$0.00	\$81,009.00
Subtotal	\$136,800.10	\$150,000.00	\$286,800.10

**Computers / IT / Electrical breakdown**

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

**Furniture Contracts**

Corporate Concepts Base Contract - Knol	\$522,752.84	
Corporate Concepts C/O #1	\$106,436.54	
Corporate Concepts C/O #2	\$2,146.18	
Total for Corporate Concepts:	\$631,335.56 a	
Library Bureau Steel Base Contract - Shel	\$117,066.93	
Library Bureau Steel C/O #1	\$11,500.72	
Library Bureau Steel C/O #2	\$2,500.00	
Library Bureau Steel C/O #3	\$0.00	
Total for Library Bureau Steel:	\$131,067.65 a	
Henricksen Base Contract- Misc. Items	\$470,300.81	
Henricksen C/O # 1	\$116,256.72	
Henricksen C/O # 2	\$28,730.91	
Henricksen C/O # 3	\$3,592.57	
Total for Henricksen	\$618,881.01 a	
Total Furniture Base Contracts	\$1,110,120.58	
Total Furniture C/O to date	\$271,163.64	
<b>TOTAL FURNITURE COST TO DATE</b>	<b>\$1,381,284.22</b>	

**DPL CHANGE ORDERS (items not budgeted for)**

Furniture C/O's (See Breakdown Above)	\$271,163.64	a
Change book drop type	(\$1,917.00)	a
Remove cabinets at room 304	(\$3,495.00)	a
Add swing gates at checkout counters	\$1,244.00	a
Various elect. changes (rms. 205, 304 & 306)	\$1,414.00	a
AV Closets in rm. 105	\$8,338.00	a
Stair #1 corridor (rm. 115A)	\$4,827.00	a
Lilly Pad carpet tile pattern	\$9,487.21	p
Elect/Data Poke throughs	\$76,344.00	p
Additional safety sensors at sliding drs.	\$867.50	a

0012

# Des Plaines Public Library

Security hardware changes

\$22,536.00 p

TOTAL C/O's

\$390,609.35

0043

# Des Plaines Public Library

## HERITAGE ROOM

Henricksen Furniture - see furniture breakdown above C/O #2	a	
Leopardo Const.		\$81,009.00 p
<hr/>		
Total Cost		\$81,009.00 p
Amount originally budgeted (approx.)		\$50,000.00
<hr/>		
Net Difference		(\$31,009.00)

## STAIR #1

Lohan Associates		\$1,500.00 p
Leopardo Construction		\$3,327.00 a
<hr/>		
Total Cost		\$4,827.00 p

## Fish Tank

Leopardo Construction		\$5,942.76 p
Aquarium		\$4,910.00 p
<hr/>		
Total Cost		\$10,852.76 p
Amount originally budgeted		\$8,500.00
<hr/>		
Net Difference		(\$2,352.76)

## Boat

Boat and Crows nest const.		\$21,005.34 a
Prorated General Conditions		\$1,952.00 a
<hr/>		
Total Cost		\$22,957.34 a
Amount originally budgeted		\$15,500.00
<hr/>		
Net Difference		(\$7,457.34)

## Banners

Banner Fabrication		\$8,911.00 a
Prorated General Conditions		\$830.00 a
<hr/>		
Total Cost		\$9,741.00 a
Amount originally budgeted		\$10,000.00
<hr/>		
Net Difference		\$259.00

# 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

<b>Brick sale / Donations</b>	
-Brick Sales to date (11/09/99)	\$63,975.00
-Donations to date (11/09/99)	\$8,500.00
-Anticipated Donations	\$41,500.00
-Anticipated Heritage Room Donation	\$50,000.00

Poss. sign allow. in base contract	\$20,000.00
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<b>DPL operating Revenue</b>	
-Professional consulting 1998	\$10,000.00
-Professional consulting 1999	\$15,000.00
-Professional consulting 2000	\$25,000.00
-Computers 1999	\$50,000.00
-Computers 2000	\$100,000.00
-Per Capita Grant 2000	\$20,000.00

<b>TOTAL REVENUE</b>	<b>\$2,553,975.00</b>
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<b>CURRENT PROJECT BUDGET</b>	<b>\$2,553,975.00</b>
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<b>NET DIFFERENCE</b>	<b>\$0.00</b>
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### Foot Notes

- a Actual contracted cost not an estimated expense
- b From Lohan Furniture Estimate
- c From ESD CTAT report
- d Projected Revenue - not yet determined
- e In base construction contract
- f Pending cost not yet contracted for

Certification

Illinois Public Library Annual Report FY1999-2000  
Illinois State Library

Please return the original certification to your library system and a copy to the Library Research Center.

Name of Library Des Plaines Public Library

This annual report is filed by the undersigned public library pursuant to Illinois Compiled Statutes (ILCS) for the fiscal year commencing January 1 1999 and ending December 31 ~~XX~~ 1999

\_\_\_\_\_  
Head Librarian (signature)  
Sandra K. Norlin

The Board of directors herewith accepts the above report, certifies its essential accuracy and transmits it to the Illinois State Library in accordance with the above statute. (REQUIRES the signature of the secretary and president of the current library board.)

\_\_\_\_\_  
Secretary (signature) Carol Kidd

April 18 2000  
Date

\_\_\_\_\_  
President (signature) Eldon Burk

April 18 2000  
Date

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:  
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>			

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 . . . . . 326098  
 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 35828  
 19. Non-resident LOCAL (for use in this library) borrower's cards:  
 Family fee (for use in this library) . . . \$ 135.00  
 Number of family fees paid . . . . . 58  
 Student fee (for use in this library) . . . \$ .00  
 Number of student fees paid. . . . .  
 20. Total number of non-resident borrower's cards purchased. . . . . 111  
 21. Total amount of fees collected for non-resident borrower's cards \$ 7830

CHILDREN

22. Children's Program Attendance . . . . . 9660  
 23. Children's Holdings . . . . . 65341  
 24. Children's Materials Expenditures . . . . . \$ 180000

REFERENCE QUESTIONS

25. Number of reference questions asked by . . .  

	Adults	Children	Total
a. For the Year	24695	39328	64023
b. For any one week in October	_____	_____	_____
c. For any one week in April	_____	_____	_____

RESOURCES OWNED	Held at End of Last FY	Withdrawn During FY	Added During FY	Held at End of This FY
26. Books . . . . .	176906	6380	10368	180894
27. Serials: Newspapers.	173			173
28. Serials: Periodicals	3300	1650	516	2166
29. Videos/Films . . . .	9509	469	1407	10447
30. Audio recordings . .	13976	502	2364	15838
31. Number of subscriptions currently received . . . . .				521
32. Number of microforms held . . . . .				5380
Computer-Readable Materials:				
33. CD-ROM . . . . .	398			398
34. Other computer-readable materials . . . . .				

USE OF RESOURCES (Report for your entire fiscal year)

35. Number of adult materials loaned . . . . .	469336
36. Number of children's materials loaned. . . . .	228068
37. Total number of materials loaned (sum of lines 35 and 36). . . . .	697404
38. Does your library participate in reciprocal borrowing?. . . (Y)es/(N)o Y IF YES, report the number of materials loaned . . . . .	105660
39. Number of interlibrary loans lent to other libraries. . . . .	11902
40. Number of interlibrary loans borrowed from other libraries. . . . .	4669

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) . . . . \$	3088250
b. Capital income from bond sales. . . . .	\$
42. State government	
a. Per capita grants . . . . .	\$ 66153
b. Equalization aid. . . . .	\$
c. Corporate replacement tax . . . . .	\$
d. Educate and automate grants . . . . .	\$ 12538
e. Other Bring Expert, Laptops Learning, etc. . . . .	\$ 6005
43. Federal government	
a. LSCA funds received . . . . .	\$
b. LSTA funds received . . . . .	\$ 16682
c. Other federal funds received. . . . .	\$
44. All other receipts. . . . .	\$
45. TOTAL receipts (sum of lines 41 to 44) . . . . .	\$ 3189628



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.

Table with 2 columns: Line number and Amount. Rows include Salaries and wages for all library staff (\$1477170), Fringe benefits for all library staff (\$496101), Printed materials (\$479152), Nonprint materials (\$141949), All other operating expenditures not entered above (\$444700), Capital outlay for building construction, Capital outlay for all other fixed assets (\$72263), and TOTAL expenditures (sum of lines 46 to 52) (\$3111335).

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 \$ 40.89

Position Title Coordinator of Public Services
Education Code MLS
Sex F
Total Hours Per Week 37.5
Hourly Rate \$ 30.62
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 Coordinator of Computer & Tech
Education Code MLS
Sex M
Total Hours Per Week 37.5
Hourly Rate \$ 27.84
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 Youth Services  
 Education Code MLS  
 Sex F  
 Total Hours Per Week 37.5  
 Hourly Rate \$ 23.89  
 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 F  
 Total Hours Per Week 37.5  
 Hourly Rate \$ 23.89  
 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 Head of Community Services  
 Education Code MLS  
 Sex F  
 Total Hours Per Week 37.5  
 Hourly Rate \$ 23.00  
 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 \$ 20.71  
 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 \$ 22.76  
 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 \$ 22.25  
 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 \$ 20.10  
 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 \$ 20.10  
 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 \$ 21.10  
 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 \$ 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 \$ 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 \$ 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 \$ 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 \$ 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 \$ 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 \$ 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 Catalog Librarian  
 Education Code MLS  
 Sex M  
 Total Hours Per Week 37.5  
 Hourly Rate \$ 23.13  
 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 \$ 23.26  
 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 37.5  
 Hourly Rate \$ 18.60  
 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 \$ 17.08  
 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 \$ 17.08  
 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 \$ 17.08  
 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

Group B: Full-time/part-time technical and clerical employees  
 Total hours worked in a typical week by all Group B employees . . . 1045.5  
 Minimum hourly rate actually paid. . . . . \$ 7.87  
 Maximum hourly rate actually paid. . . . . \$ 20.71

Group C: Full-time/part-time pages or shelvers  
 Total hours worked in a typical week by all Group C employees . . . 407.0  
 Minimum hourly rate actually paid. . . . . \$ 6.32  
 Maximum hourly rate actually paid. . . . . \$ 10.29

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 . . . 67.8  
 Minimum hourly rate actually paid. . . . . \$ 11.99  
 Maximum hourly rate actually paid. . . . . \$ 18.17

55a. Librarian Vacancies

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 \_\_\_\_\_  
 Hours Per Week .0  
 Work Area \_\_\_\_\_  
 Education Required \_\_\_\_\_  
 (F)illed or (U)nfilled \_\_\_\_\_  
 Date Filled  / /

55c. Eliminated Librarian Positions

Position Title \_\_\_\_\_  
 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 . . . . .	_____	_____
486. . . . .	_____	_____
Pentium. . . . .	<u>70</u>	<u>21</u>
Macintosh Microcomputers . . . . .	<u>4</u>	<u>3</u>
Printers: Termal. . . . .	_____	_____
Dot Matrix. . . . .	<u>10</u>	<u>2</u>
Ink Jet . . . . .	<u>10</u>	<u>2</u>
Laser . . . . .	<u>6</u>	<u>3</u>
Computer Modems. . . . .	<u>3</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. . . . . \$ 56075
63. Operating Expenditures for electronic access. . . . . \$ 102490
64. Telecommunications Expenditures . . . . . \$ 7085

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)
66. How many workstations/terminals are available for accessing the Internet?  

	Dedicated (Internet Only)	Not Dedicated
For Staff Use Only. . . . .	<u>0</u>	<u>39</u>
For Public Use. . . . .	<u>0</u>	<u>9</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>	<u>X</u>
c. Graphical Web Browsing . . . . .	<u>X</u>	<u>X</u>
d. Text-based Web Browsing. . . . .		<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 FY1999/99? . . . (Y)es/(N)o N

74. Report each referendum presented to the voters:	Date of Referendum	(P)assed/ (F)ailed	Effective Date
Annexation. . . . .	<u>/ /</u>	<u>    </u>	<u>/ /</u>
Bond Issue. . . . .	<u>/ /</u>	<u>    </u>	<u>/ /</u>
Conversion. . . . .	<u>/ /</u>	<u>    </u>	<u>/ /</u>
District Establishment. . . . .	<u>/ /</u>	<u>    </u>	<u>/ /</u>
Maintenance Tax . . . . .	<u>/ /</u>	<u>    </u>	<u>/ /</u>
Public Library Establishment. . . . .	<u>/ /</u>	<u>    </u>	<u>/ /</u>
Tax Increase. . . . .	<u>/ /</u>	<u>    </u>	<u>/ /</u>
Restoration Fund Tax. . . . .	<u>/ /</u>	<u>    </u>	<u>/ /</u>
Mortgage Tax. . . . .	<u>/ /</u>	<u>    </u>	<u>/ /</u>
Working Cash. . . . .	<u>/ /</u>	<u>    </u>	<u>/ /</u>
Other _____	<u>/ /</u>	<u>    </u>	<u>/ /</u>

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 . . . . .	<u>/ /</u>
Annexation . . . . .	<u>/ /</u>
Other _____	<u>/ /</u>
Other _____	<u>/ /</u>

## 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-

## 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-

## 78. Treasurer

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

## 79. Secretary

Name Carol Kidd Present Term Ends /  
 Telephone (847)639-1660  
 Home Address 24 Forest Lane  
 City Cary State IL Zip Code 60013-

## 80. Other Members:

Name John Burke Present Term Ends 06/02  
 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 06/00  
 Telephone (847)298-2018  
 Home Address 766 Graceland Avenue  
 City Des Plaines State IL Zip Code 60016-

Name Rhys Read Present Term Ends 06/00  
 Telephone (847)827-4397  
 Home Address 175 Lancaster Lane  
 City Des Plaines State IL Zip Code 60018-

Name Betty Ritter Present Term Ends 06/02  
 Telephone (847)297-8219  
 Home Address 822 Thacker  
 City Des Plaines State IL Zip Code 60016-

Name Ellen Yearwood Present Term Ends 06/02  
 Telephone (847)759-8944  
 Home Address 380 Cambridge Road  
 City Des Plaines State IL Zip Code 60016-

- 81. Amount of surety bond. . . . . \$ 150000
- 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 01/01/99  
and ending 12/31/99
- 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:

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

1961



April 11, 2000

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

Dear Sandra and Library-Staff,

We would like to take time during the celebration of National Library Week to thank each of you for the vital role you play in helping our literacy students improve their reading and other life skills.

We are happy to partner with you in providing books and other materials for our new readers. We appreciate your attractive display of the New Readers Collection. Karen Wallace's participation on the Literacy Advisory Committee and her willingness to cooperate in every way have also contributed to the success of our program.


We hope that the renovation of the Des Plaines Public Library is progressing on schedule. We appreciate the wonderful space and the many services extended to our students, volunteer tutors, and facilitators in the past and look forward to conducting classes at Des Plaines in the fall.

Again, our thanks to each of you for your graciousness in responding all year long to the needs of everyone in the Learn to Read to Learn program.

Sincerely,

*Marilyn, Rosemary, Teren*

Oakton Community College/Alliance  
Learn to Read to Learn Program



# *DPL*

## Project Status Report

Period: April 2000

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- The base construction project is anticipated to be completed on or around June 12, 2000. Current discussions between the furniture dealers and LA indicate that furniture will be completed being installed until July 7, 2000. This date is still pending further discussions with Library Bureau Steel.
- Currently the base project is within budget. Eight Change Orders totaling \$276,178.00 have been prepared, comprising to date, of 44 approved Change Order Requests. 20 Additional Change Order Requests have been or are being reviewed by OS, LA and PTC for cost and scope accuracy.
- Current work:
  - Installation of stone is occurring at the Northwest corner and the 1<sup>st</sup> floor walkway soffit.
  - Installation of windows at the 4<sup>th</sup> floor West Side.
  - Installation and taping of drywall is occurring at the 3<sup>rd</sup>, 4<sup>th</sup>, and 1<sup>st</sup> floors.
  - Painting and priming of the drywall partitions, ceilings and soffits is occurring at the 2<sup>nd</sup> and 3<sup>rd</sup> floors.
  - The Grand Stair continues to be assembled.
  - Installation of the metal panel siding at the 4<sup>th</sup> floor exterior continues.
  - Plastic laminate casework is being installed.
  - Final finishes are being installed at the 2<sup>nd</sup> floor.
- A construction workforce of 35-45 persons is on site daily.
- Lohan Associates continue to review shop drawings, product submittals and answer information requests
- The PBX bid was received on 4/14/00 with the apparent low bidder as Convergent Communications who bid \$43,572.00 for the specified PBX system. Currently ESD, DPL and OS are reviewing the bid for responsiveness and anticipate making a recommendation to the board of trustees at the April board meeting.
- Special interior and additional work contracted through Lohan Associates:
  1. Fish Tank – pricing being reviewed for accuracy. Current total cost approx. \$11,100.00. The review is pending LA satisfaction of scope of work.
  2. Heritage Room – Preliminary pricing for build out of the room arrived on 3/20/00 and is pending pricing of changes in scope of the lighting.
  3. Security System - Pricing has been received regarding security system changes from the value engineered system. Preliminary pricing of the changes is \$22,536.00. OS, DPL and ESD to review scope and costs.
  4. CT/IT poke throughs – Pricing has been received for the changes in the location and type of poke throughs to match the changes in FF&E. Costs for this item is \$76,344.00. OS & ESD reviewing scope and cost.
  5. Lilly Pads - Costs pending installer review of scope of work and original contract drawings.

**OWNER SERVICES GROUP, INC.**

*Objectively Managing the Building Process*

# Des Plaines Public Library

## FF&E Budget

April 17, 2000

### Projected Expenses

	Current Projected Project Budget Expense		Future Capital Improvement Expense		Total
<b><u>PROFESSIONAL SERVICE COSTS</u></b>					
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
Art Consultant	\$18,000.00	a	\$0.00		\$18,000.00
Kinetic Sculpture Connection Engineering	\$2,000.00		\$0.00		\$2,000.00
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
<b>Subtotal</b>	<b>\$224,300.00</b>		<b>\$0.00</b>		<b>\$224,300.00</b>
 <b><u>FIXTURES, FURNISHINGS AND EQUIPMENT</u></b>					
<b><u>Fixtures</u></b>					
Specialty Int. (see page 2)	\$136,800.10		\$150,000.00		\$286,800.10
 <b><u>Furniture</u></b>					
Corporate Concepts (Knoll)	\$522,752.84	a	\$0.00		\$522,752.84
Library Bureau Steel (Shelving)	\$117,006.93	a	\$0.00		\$117,006.93
Henricksen (Misc.)	\$470,300.81	a	\$0.00		\$470,300.81
Book Drops	Inc. in Henricksen	a	\$0.00		\$0.00
Reference Desks	inc. in Corp Concepts	a	\$0.00		\$0.00
Misc. Furniture items	inc in Henricksen	a	\$18,900.00		\$18,900.00
 <b><u>Equipment</u></b>					
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	\$43,572.00	p	\$0.00		\$43,572.00
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
 <b><u>Services</u></b>					
MOV8 (includes technical move costs)	\$48,880.00	a	\$0.00		\$48,880.00
<b>Subtotal</b>	<b>\$1,702,562.68</b>		<b>\$666,400.00</b>		<b>\$2,368,962.68</b>
<b>SUBTOTAL PROF. SERV. &amp; FF&amp;E</b>	<b>\$1,926,862.68</b>				<b>\$2,593,262.68</b>
Contingency (5%) over all FF&E	\$96,343.13				\$129,683.13
Additional Funds Available	\$530,769.19				
<b>TOTAL CONTINGENCY AVAILABLE</b>	<b>\$627,112.32</b>				
<b>DPL CHANGE ORDERS (See Breakdown Beta)</b>	<b>\$390,609.35</b>				<b>\$390,609.35</b>
<b>ADJUSTED SBTL PROF. SERV. &amp; FF&amp;E</b>	<b>\$2,317,472.03</b>				
<b>TOTAL CONTINGENCY REMAINING</b>	<b>\$236,502.97</b>				
<b>TOTAL CURRENT COST</b>	<b>\$2,553,975.00</b>				
<b>TOTAL OVERALL PROJECT COST</b>					<b>\$3,113,535.16</b>

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## Des Plaines Public Library

	Current Projected Project Budget Expense		Future Capital Improvement Expense		Total
<b><u>Special Interiors breakdown</u></b>					
Fish Tank	\$11,092.78	a	\$0.00		\$11,092.78
Boat	\$22,957.34	a	\$0.00		\$22,957.34
Display/Posters	\$8,000.00		\$0.00		\$8,000.00
Poetry Corner	\$4,000.00		\$0.00		\$4,000.00
Banners	\$9,741.00	a	\$0.00		\$9,741.00
Second Floor Mural	\$0.00		\$35,000.00		\$35,000.00
3rd and 4th Floor art pieces	\$0.00		\$40,000.00		\$40,000.00
Kinetic Sculpture	\$0.00		\$75,000.00		\$75,000.00
Heritage Room	\$81,009.00	p	\$0.00		\$81,009.00
Subtotal	\$136,800.10		\$150,000.00		\$286,800.10

### Computers / IT / Electrical breakdown

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

### Furniture Contracts

Corporate Concepts Base Contract - Knol	\$522,752.84	
Corporate Concepts C/O #1	\$108,436.54	
Corporate Concepts C/O #2	\$2,146.18	
Total for Corporate Concepts:	\$631,335.56	a
Library Bureau Steel Base Contract - Shel	\$117,068.93	
Library Bureau Steel C/O #1	\$11,500.72	
Library Bureau Steel C/O #2	\$2,500.00	
Library Bureau Steel C/O #3	\$0.00	
Total for Library Bureau Steel:	\$131,067.85	a
Henricksen Base Contract- Misc. Items	\$470,300.81	
Henricksen C/O # 1	\$118,258.72	
Henricksen C/O # 2	\$28,730.91	
Henricksen C/O # 3	\$3,592.57	
Total for Henricksen	\$618,881.01	a
Total Furniture Base Contracts	\$1,110,120.58	
Total Furniture C/O to date	\$271,163.84	
<b>TOTAL FURNITURE COST TO DATE</b>	<b>\$1,381,284.22</b>	

### DPL CHANGE ORDERS (Items not budgeted for)

Furniture C/O's (See Breakdown Above)	\$271,163.84	a
Change book drop type	(\$1,917.00)	a
Remove cabinets at room 304	(\$3,485.00)	a
Add swing gates at checkout counters	\$1,244.00	a
Various elect. changes (rms. 205, 304 & 308)	\$1,414.00	a
AV Closets in rm. 105	\$8,338.00	a
Stair #1 corridor (rm. 115A)	\$4,827.00	a
Lilly Pad carpet tile pattern	\$9,487.21	p
Elect/Data Poke throughs	\$76,344.00	p
Additional safety sensors at sliding drs.	\$887.50	a



# Des Plaines Public Library

Security hardware changes	\$22,538.00	p
TOTAL C/O's	<hr/>	
	\$390,809.35	

## Des Plaines Public Library

### HERITAGE ROOM

Henricksen Furniture - see furniture breakdown above C/O #2 a	
Leopardo Const.	\$81,009.00 p
<hr/>	
Total Cost	\$81,009.00 p
Amount originally budgeted (approx.)	\$50,000.00
<hr/>	
Net Difference	(\$31,009.00)

### STAIR #1

Lohan Associates	\$1,500.00 p
Leopardo Construction	\$3,327.00 a
<hr/>	
Total Cost	\$4,827.00 p

### Fish Tank

Leopardo Construction	\$5,942.78 p
Aquarium	\$4,910.00 p
<hr/>	
Total Cost	\$10,852.78 p
Amount originally budgeted	\$8,500.00
<hr/>	
Net Difference	(\$2,352.78)

### Boat

Boat and Crows nest const.	\$21,005.34 a
Prorated General Conditions	\$1,952.00 a
<hr/>	
Total Cost	\$22,957.34 a
Amount originally budgeted	\$15,500.00
<hr/>	
Net Difference	(\$7,457.34)

### Banners

Banner Fabrication	\$8,911.00 a
Prorated General Conditions	\$830.00 a
<hr/>	
Total Cost	\$9,741.00 a
Amount originally budgeted	\$10,000.00
<hr/>	
Net Difference	\$259.00

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# 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 (11/09/99)	\$83,975.00
-Donations to date (11/09/99)	\$8,500.00
-Anticipated Donations	\$41,500.00
-Antipated Heritage Room Donation	\$50,000.00

Poss. sign allow. in base contract	\$20,000.00
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### **DPL operating Revenue**

-Professional consulting 1998	\$10,000.00
-Professional consulting 1999	\$15,000.00
-Professional consulting 2000	\$25,000.00
-Computers 1999	\$50,000.00
-Computers 2000	\$100,000.00
-Per Capita Grant 2000	\$20,000.00

<b>TOTAL REVENUE</b>	<b>\$2,553,975.00</b>
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<b><u>CURRENT PROJECT BUDGET</u></b>	<b><u>\$2,553,975.00</u></b>
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<b>NET DIFFERENCE</b>	<b>\$0.00</b>
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### **Foot Notes**

- a Actual contracted cost not an estimated expense
- b From Lohan Furniture Estimate
- c From ESD CTAT report
- d Projected Revenue - not yet determined
- e In base construction contract
- p Pending cost not yet contracted for

**DES PLAINES PUBLIC LIBRARY**  
**BID TABULATION**  
**TELEPHONE SYSTEM NORTEL**

	<b>WILLIAMS</b>	<b>CONVERGENT</b>
<b>BIDDERS:</b>		
System Hardware Software	\$ 50,837.52	\$ 43,572.00
<i><b>INCLUDED</b></i>		
Computer Telephony Integration (CTI)	\$ 382.68	N/A
Wireless Headsets	\$ 2,263.04	N/A
Second Year Warranty	N/A	\$ 2,970.00
Average Unit Price	293.52 (4% -)	\$ 305.58 (4% +)
Installation	\$ 11,853.12 79 hrs. X \$ 150.00	\$ 9,520.00 136 hrs. X \$70.00
<b>NET PRICE</b>	<b>\$ 48,191.80</b>	<b>\$ 40,602.00 (-18%)</b>
<i><b>OPTIONALS</b></i>		
Integrated Voice Response (IVR) Software	N/A	\$ 4,350.00
Automated Call Distribution (ACD)	\$ 2,002.57	\$ 3,484.00
Computer Telephony Integration (CTI)	-	\$ 240.00
Wireless Headsets	\$ 565.76/each	\$ 252.00/each
Call Detail Record (CDR)	\$ 2,002.57	\$ 2,294.00
Conference Unit	N/A	\$ 630.00
UPS	\$ 714.28	\$ 2,445.00
Move, Add and Changes (MACS)	\$ 100.00	\$ 140.00 1 <sup>st</sup> hour \$ 95.00 2 <sup>nd</sup> hour

TELECOMMUNICATIONS SYSTEM - DES PLAINES PUBLIC LIBRARY - OPENED APRIL 14, 2000 10:00 AM

PAGE	BIDDERS:	WILLIAMS COMMUNICATIONS SOLUTIONS	CONVERGENT COMMUNICATIONS
19-23 (34)	Complete Bid Proposal (w/Authorized Signature)	\$50,837.52	\$43,572.00
31	Complete Certifications (Prevailing Wage Act)	Yes	Yes
32	Complete Certifications (Delinquent Taxpayers)	Yes	Yes
30	Complete Certifications (Public Contracts)	Yes	Yes
33	Complete Reference For Number of References	Yes, no library references	Yes, library references
25	Implementation Schedule	Yes	Yes
35	Performance Bond	Yes	Yes
35	Contractor's Insurance	Yes	No, to be provided
35	Compensation Insurance	Yes	No, to be provided
35	Public Liability & Property Damage Ins	Yes	No, to be provided
35	Proof of Insurance	Yes	No, to be provided
	Payment Plan	Yes	None indicated

**DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT  
1998/1999**

**Total 1998:** 776,872      **Total 1999:** 747,931      % Change -3.73%

CHILDREN	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
	1998	1999	1998	1999	1998	1999
Non Fiction	51,224	45,426	10,420	9,213	61,644	54,639
Fiction	110,878	113,171	13,706	13,195	124,584	126,366
Foreign Language Non Fiction	424	403	77	101	501	504
Foreign Language Fiction	2,004	1,627	826	947	2,830	2,574
Periodicals	2,014	1,860	867	1,010	2,881	2,870
Compact Discs	2,641	3,484	255	463	2,896	3,947
Audio Cassettes	3,061	3,416	327	222	3,388	3,638
Audio Kits	4,886	4,258	994	700	5,880	4,958
Puzzles	3,986	3,868	749	529	4,735	4,397
Games	697	844	144	213	841	1,057
Audio Books	1,489	1,753	81	108	1,570	1,861
Video Fiction	18,611	28,737	3,271	3,453	21,882	32,190
Video Non Fiction	8,729	12,065	699	642	9,428	12,707
DVD	0	106	0	0	0	106
CD ROMs	3,704	7,050	0	1	3,704	7,051
<b>SUB TOTAL</b>	<b>214,348</b>	<b>228,068</b>	<b>32,416</b>	<b>30,797</b>	<b>246,764</b>	<b>258,865</b>

ADULT	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
	1998	1999	1998	1999	1998	1999
Non Fiction	141,632	127,377	2,124	2,643	143,756	130,020
Fiction	85,361	86,781	4,134	3,525	89,495	90,306
Large Type	9,577	9,879	814	1,080	10,391	10,959
Foreign Language Non Fiction	907	1,503	41	121	948	1,624
Foreign Language Fiction	3,652	4,053	0	66	3,652	4,119
High School Collection	0	1,012	0	38	0	1,050
Periodicals	28,722	25,845	1,423	1,414	30,145	27,259
Pamphlets	550	317	1	0	551	317
Compact Discs	46,375	51,692	4,961	4,877	51,336	56,569
Audio Cassettes	7,692	5,775	90	187	7,782	5,962
Puzzles	106	166	0	71	106	237
Pictures	776	842	0	0	776	842
Audio Books	16,437	18,906	292	266	16,729	19,172
CD ROMs	2,309	2,410	0	1	2,309	2,411
Video Fiction	109,880	90,985	4,017	4,705	113,897	95,690
Video Non Fiction	36,745	37,788	321	372	37,066	38,160
DVD	0	3,486	0	0	0	3,486
Misc. Formats	145	519	1	29	146	548
	<b>490,866</b>	<b>469,336</b>	<b>18,219</b>	<b>19,395</b>	<b>509,085</b>	<b>488,731</b>
Supercedes	13,244	0	7,779	335	21,023	335
<b>GRAND TOTAL</b>	<b>718,458 **</b>	<b>697,404</b>	<b>58,414 *</b>	<b>50,527</b>	<b>776,872</b>	<b>747,931</b>
Half Check	29,399	26,724	0	0	29,399	26,724

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

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

## Main/Mobile Combined 1999

CHILDREN	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Non Fiction	5,348	5,860	8,205	5,488	4,058	3,277	3,838	3,412	4,440	4,998	4,809	3,318	64,639
Fiction	10,868	11,489	11,225	10,035	8,769	11,121	11,408	10,218	10,853	11,299	11,320	8,183	126,366
Foreign Language Non Fiction	44	50	53	42	29	19	34	29	35	64	61	44	504
Foreign Language Fiction	218	202	312	259	215	139	202	136	217	238	253	183	2,574
Periodicals	255	261	287	282	241	213	222	268	258	253	203	151	2,870
Compact Discs	261	259	278	299	247	309	372	427	348	373	495	281	3,947
Audio Cassettes	242	287	331	295	257	316	368	323	328	313	351	229	3,638
Audio Kits	390	488	431	388	298	411	484	445	508	497	388	234	4,958
Puzzles	341	424	434	432	337	341	400	348	344	396	391	209	4,397
Games	70	95	78	103	74	67	125	97	95	92	94	67	1,067
Audio Books	124	111	174	112	123	249	231	184	124	161	135	133	1,861
Video Fiction	2,168	2,698	2,925	2,705	2,168	2,484	2,788	2,780	2,788	3,025	3,143	2,520	32,190
Video Non Fiction	764	1,000	1,078	1,128	920	1,088	1,175	1,246	1,247	1,171	1,118	778	12,707
DVD	0	0	0	0	4	5	7	9	9	18	30	26	106
CD ROMs	429	452	609	658	547	644	657	665	600	572	636	584	7,051
<b>SUB TOTAL</b>	<b>21,320</b>	<b>23,474</b>	<b>24,418</b>	<b>22,200</b>	<b>18,281</b>	<b>20,683</b>	<b>22,107</b>	<b>20,585</b>	<b>21,990</b>	<b>23,468</b>	<b>23,425</b>	<b>18,918</b>	<b>258,865</b>
<b>ADULT</b>													
Non Fiction	11,831	12,143	13,581	12,135	10,174	10,154	10,919	10,314	10,254	10,252	10,282	7,991	130,020
Fiction	7,145	8,993	8,010	7,870	6,907	8,378	8,898	8,899	7,212	7,113	8,988	6,297	90,306
Large Type	885	809	935	955	807	1,026	1,070	1,081	974	838	828	775	10,959
Foreign Language Non Fiction	81	84	120	171	138	158	141	154	145	137	189	128	1,624
Foreign Language Fiction	314	272	380	303	285	323	337	421	374	338	413	379	4,119
High School	18	41	58	72	55	117	105	130	117	116	124	99	1,050
Periodicals	2,457	2,428	2,808	2,525	2,175	2,359	2,324	2,284	1,979	2,017	2,028	1,875	27,259
Pamphlets	32	31	61	32	38	18	11	32	32	20	7	5	317
Compact Discs	4,319	4,517	5,420	5,045	4,018	4,384	4,544	4,823	4,822	4,707	5,132	5,060	66,569
Audio Cassettes	448	585	720	509	448	377	418	430	363	409	628	631	5,962
Puzzles	9	22	15	28	22	13	21	24	26	29	15	15	237
Pictures	75	61	81	105	55	95	48	85	48	78	60	55	842
Audio Books	1,340	1,469	1,831	1,575	1,544	1,812	1,735	1,862	1,595	1,873	1,522	1,414	19,172
CD ROMs	211	244	235	198	162	226	203	213	210	178	166	165	2,411
Video Fiction	8,878	7,457	8,600	8,061	6,492	7,757	8,851	8,401	7,809	7,872	7,874	8,038	95,690
Video Non Fiction	3,063	3,317	3,782	3,260	2,714	3,019	3,430	3,672	2,811	2,997	3,081	3,034	38,160
DVD	0	0	18	217	205	268	402	428	388	487	530	543	3,486
Misc. Formats	12	48	35	42	31	40	38	64	67	63	54	58	548
<b>SUB TOTAL</b>	<b>40,918</b>	<b>40,521</b>	<b>46,428</b>	<b>42,901</b>	<b>38,288</b>	<b>40,498</b>	<b>43,489</b>	<b>43,097</b>	<b>38,828</b>	<b>39,320</b>	<b>39,907</b>	<b>36,580</b>	<b>488,731</b>
Supersedes	0	0	0	19	3	128	172	8	5	0	0	0	335
<b>GRAND TOTAL</b>	<b>62,238</b>	<b>63,995</b>	<b>70,844</b>	<b>65,120</b>	<b>64,550</b>	<b>61,309</b>	<b>65,768</b>	<b>63,690</b>	<b>60,821</b>	<b>62,786</b>	<b>63,332</b>	<b>63,478</b>	<b>747,931</b>
Self Check	2,457	2,785	2,907	2,365	1,897	1,298 *	2,454	2,501	2,142	2,133	2,156	1,629	26,724
Days Closed/Out of Service	6	0	0	0	0	5	1	6	3	0	0	0	21

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

## Main Library 1999

CHILDREN	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Non Fiction	4,458	4,580	5,181	4,441	3,237	3,000	3,132	3,082	3,549	4,048	3,998	2,753	45,426
Fiction	9,872	10,259	10,003	8,895	7,570	10,589	10,604	9,581	9,437	9,870	9,948	7,183	113,171
Foreign Language Non Fiction	37	38	50	38	21	18	28	27	25	48	45	32	403
Foreign Language Fiction	147	88	221	180	119	91	160	104	131	131	149	108	1,627
Periodicals	174	171	184	142	141	170	156	189	150	181	124	118	1,880
Compact Discs	232	230	248	262	198	288	330	397	290	309	459	245	3,484
Audio Cassettes	221	284	315	277	242	304	352	300	309	288	334	210	3,416
Audio Kits	348	436	380	314	220	374	420	412	422	406	325	201	4,258
Puzzles	283	352	384	381	288	324	365	323	306	343	359	180	3,868
Games	58	74	60	78	52	62	111	89	78	62	71	53	844
Audio Books	118	105	164	99	114	244	218	179	114	144	129	125	1,753
Video Fiction	1,925	2,383	2,627	2,380	1,901	2,345	2,548	2,588	2,410	2,610	2,774	2,238	29,737
Video Non Fiction	712	927	993	1,054	853	1,073	1,148	1,220	1,188	1,105	1,068	728	12,068
DVD	0	0	0	0	4	5	7	9	9	16	30	26	108
CD ROMs	429	452	609	658	547	644	657	665	600	571	638	584	7,060
<b>SUB TOTAL</b>	<b>18,812</b>	<b>20,347</b>	<b>21,357</b>	<b>18,995</b>	<b>15,507</b>	<b>19,507</b>	<b>20,234</b>	<b>18,153</b>	<b>19,014</b>	<b>19,913</b>	<b>20,447</b>	<b>14,782</b>	<b>228,068</b>
<b>ADULT</b>													
Non Fiction	11,681	11,909	13,310	11,872	9,921	10,045	10,740	10,153	9,990	9,971	10,002	7,783	127,377
Fiction	8,928	8,735	7,732	7,329	8,558	8,181	8,544	8,401	8,927	8,784	8,828	6,058	88,781
Large Type	797	707	839	868	733	936	966	985	870	755	733	690	9,879
Foreign Language Non Fiction	78	77	118	167	131	153	136	148	108	119	150	120	1,503
Foreign Language Fiction	314	271	360	303	285	322	336	409	346	331	398	378	4,063
High School	18	41	53	89	52	109	101	129	109	109	123	99	1,012
Periodicals	2,353	2,311	2,667	2,375	2,047	2,285	2,192	2,151	1,849	1,904	1,905	1,808	25,846
Pamphlets	32	31	61	32	38	16	11	32	32	20	7	5	317
Compact Discs	3,862	4,146	4,956	4,544	3,568	4,126	4,192	4,500	4,034	4,205	4,689	4,748	51,692
Audio Cassettes	433	566	698	489	435	369	408	418	348	389	608	614	5,775
Puzzles	9	22	15	17	11	11	10	16	17	19	7	12	166
Pictures	75	61	81	105	55	95	48	85	48	76	60	55	842
Audio Books	1,310	1,428	1,824	1,557	1,537	1,804	1,712	1,845	1,556	1,845	1,498	1,392	18,906
CD ROMs	211	244	235	198	162	226	203	213	210	178	188	164	2,410
Video Fiction	8,332	7,010	8,185	7,613	6,096	7,527	8,511	8,105	7,125	7,338	7,416	7,727	90,985
Video Non Fiction	3,040	3,280	3,721	3,216	2,673	3,009	3,409	3,856	2,774	2,955	3,048	3,007	37,788
DVD	0	0	18	217	205	268	402	428	388	487	530	543	3,486
Misc. Formats	7	38	30	40	30	39	35	64	66	62	52	58	519
<b>SUB TOTAL</b>	<b>39,578</b>	<b>38,879</b>	<b>44,703</b>	<b>41,011</b>	<b>34,557</b>	<b>39,501</b>	<b>41,954</b>	<b>41,738</b>	<b>38,797</b>	<b>37,347</b>	<b>38,018</b>	<b>35,255</b>	<b>469,336</b>
Supersedes													0
<b>GRAND TOTAL</b>	<b>58,388</b>	<b>59,228</b>	<b>66,080</b>	<b>60,006</b>	<b>50,064</b>	<b>59,008</b>	<b>62,188</b>	<b>60,891</b>	<b>55,811</b>	<b>57,260</b>	<b>58,485</b>	<b>50,037</b>	<b>697,404</b>
Self Check	2,457	2,785	2,907	2,365	1,897	1,298 *	2,454	2,501	2,142	2,133	2,156	1,629	26,724
Days Closed	1												1

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



## Mobile Library 1999

CHILDREN	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Non Fiction	890	1,100	1,044	1,045	819	277	504	320	891	947	813	563	9,213
Fiction	996	1,230	1,222	1,340	1,199	552	802	657	1,216	1,629	1,372	980	13,195
Foreign Language Non Fiction	7	14	3	4	8	3	6	2	10	16	16	12	101
Foreign Language Fiction	71	114	91	79	96	48	42	32	86	107	104	77	947
Periodicals	81	90	123	120	100	43	66	77	106	92	79	33	1,010
Compact Discs	29	29	30	37	49	23	42	30	58	64	36	36	463
Audio Cassettes	21	23	16	18	15	12	16	23	17	25	17	19	222
Audio Kits	42	50	51	74	76	37	64	33	86	91	63	33	700
Puzzles	58	72	70	51	49	17	35	25	38	53	32	29	529
Games	12	21	18	27	22	5	14	8	19	30	23	14	213
Audio Books	6	6	10	13	9	5	13	5	10	17	6	8	108
Video Fiction	243	305	298	325	265	139	240	194	378	415	369	282	3,453
Video Non Fiction	52	73	83	72	67	15	29	26	61	66	48	50	642
DVD	0	0	0	0	0	0	0	0	0	0	0	0	0
CD ROMs	0	0	0	0	0	0	0	0	0	1	0	0	1
<b>SUB TOTAL</b>	<b>2,508</b>	<b>3,127</b>	<b>3,059</b>	<b>3,205</b>	<b>2,774</b>	<b>1,176</b>	<b>1,873</b>	<b>1,432</b>	<b>2,976</b>	<b>3,553</b>	<b>2,978</b>	<b>2,136</b>	<b>30,797</b>
<b>ADULT</b>													
Non Fiction	150	234	251	263	253	109	179	161	264	281	290	208	2,643
Fiction	219	258	278	341	349	215	352	298	285	329	360	241	3,525
Large Type	88	102	96	87	74	90	104	76	104	81	93	85	1,080
Foreign Language Non Fiction	5	7	2	4	7	3	5	6	37	18	19	8	121
Foreign Language Fiction	0	1	0	0	0	1	1	12	28	7	15	1	66
High School	0	0	3	3	3	8	4	1	8	7	1	0	38
Periodicals	104	117	141	150	128	74	132	133	130	113	123	69	1,414
Pamphlets	0	0	0	0	0	0	0	0	0	0	0	0	0
Compact Discs	357	369	464	501	428	238	352	323	588	502	443	312	4,877
Audio Cassettes	15	19	22	20	11	8	10	12	15	20	18	17	187
Puzzles	0	0	0	9	11	2	11	8	9	10	8	3	71
Pictures	0	0	0	0	0	0	0	0	0	0	0	0	0
Audio Books	30	41	7	18	7	8	23	17	39	28	26	22	266
CD ROMs	0	0	0	0	0	0	0	0	0	0	0	1	1
Video Fiction	346	447	415	448	396	230	340	296	484	534	458	311	4,705
Video Non Fiction	23	37	41	44	41	10	21	16	37	42	33	27	372
DVD	0	0	0	0	0	0	0	0	0	0	0	0	0
Misc. Formats	5	10	5	2	1	1	1	0	1	1	2	0	29
<b>SUB TOTAL</b>	<b>1,342</b>	<b>1,642</b>	<b>1,725</b>	<b>1,890</b>	<b>1,709</b>	<b>897</b>	<b>1,535</b>	<b>1,359</b>	<b>2,029</b>	<b>1,973</b>	<b>1,889</b>	<b>1,305</b>	<b>19,395</b>
Superseded				19	3	128	172	8	5	0	0	0	335
<b>GRAND TOTAL</b>	<b>3,850</b>	<b>4,769</b>	<b>4,784</b>	<b>5,095</b>	<b>4,483</b>	<b>2,173</b>	<b>3,408</b>	<b>2,791</b>	<b>5,005</b>	<b>5,526</b>	<b>4,867</b>	<b>3,441</b>	<b>50,192</b>

Out of Service (days)	5				5	1	6	3					20
Out of Service Description						(1/2 + 1/2)		Van					

## XIV

## REGISTRATION SERVICES REPORT FOR DECEMBER 1999

## I. LIBRARY CARD REGISTRATION SERVICES

<u>December 1998</u>	<u>November 1999</u>	<u>December 1999</u>	<u>Year to Date 1998</u>	<u>Year to Date 1999</u>	<u>% Change</u>
529	763	525	11,074	9,196	(-17.0%)
A.	New Cards			180	
B.	Renewals			298	
C.	Non-Resident Cards			11	
D.	Off-line Library Cards			36	
	Total			525	

## II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	10
2.	Number of Meeting Room Uses	64
3.	Cab cards and Other Registrations	6
4.	LAN Discs Sold	1
	(Year to Date - 57)	
5.	Computer Room	158
6.	Reading Edge Users	1
	Total	240

## III. TOTAL NUMBER OF REGISTERED BORROWERS

December 1998	34,969	(65.4% of Population)
December 1999	35,828	(67.1% of Population)

## DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

December 1999

<b>Total 1998 to Date:</b>	776,872	<b>Total 1999 to Date:</b>	747,931	<b>% Change</b>
<b>December 1998:</b>	56,413	<b>December 1999:</b>	53,478	-3.73%
				-5.20%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
<u>CHILDREN</u>	1998	1999	1998	1999	1998	1999
Non Fiction	3,536	2,753	693	563	4,229	3,316
Fiction	7,722	7,183	1,038	980	8,760	8,163
Foreign Language Non Fiction	44	32	7	12	51	44
Foreign Language Fiction	203	106	75	77	278	183
Periodicals	141	118	44	33	185	151
Compact Discs	186	245	24	36	210	281
Audio Cassettes	270	210	40	19	310	229
Audio Kits	310	201	45	33	355	234
Puzzles	215	180	58	29	273	209
Games	56	53	13	14	69	67
Audio Books	84	125	3	8	87	133
Video Fiction	1,566	2,238	274	282	1,840	2,520
Video Non Fiction	628	728	58	50	686	778
DVD	0	26	0	0	0	26
CD ROMs	381	584	0	0	381	584
<b>SUB TOTAL</b>	<b>15,342</b>	<b>14,782</b>	<b>2,372</b>	<b>2,136</b>	<b>17,714</b>	<b>16,918</b>
<b>ADULT</b>						
Non Fiction	9,548	7,783	171	208	9,719	7,991
Fiction	6,214	6,056	236	241	6,450	6,297
Large Type	747	690	112	85	859	775
Foreign Language Non Fiction	88	120	3	8	91	128
Foreign Language Fiction	307	378	0	1	307	379
High School Collection	0	99	0	0	0	99
Periodicals	1,993	1,806	98	69	2,091	1,875
Pamphlets	27	5	1	0	28	5
Compact Discs	4,295	4,748	321	312	4,616	5,060
Audio Cassettes	863	614	21	17	884	631
Puzzles	11	12	0	3	11	15
Pictures	73	55	0	0	73	55
Audio Books	1,239	1,392	42	22	1,281	1,414
CD ROMs	212	164	0	1	212	165
Video Fiction	9,017	7,727	316	311	9,333	8,038
Video Non Fiction	2,629	3,007	28	27	2,657	3,034
DVD	0	543	0	0	0	543
Misc. Formats	86	56	1	0	87	56
	<b>37,349</b>	<b>35,255</b>	<b>1,350</b>	<b>1,305</b>	<b>38,699</b>	<b>36,560</b>
<b>GRAND TOTAL</b>	<b>52,691</b>	<b>50,037</b>	<b>3,722 *</b>	<b>3,441</b>	<b>56,413</b>	<b>53,478</b>
Self Check	1,979	1,629	0		1,979	1,629

## CIRCULATION REPORT FOR DECEMBER 1999

Page 2

## PATRON ATTENDANCE COUNT

<u>December 1998</u>	<u>November 1999</u>	<u>December 1999</u>	<u>Year to Date 1998</u>	<u>Year to Date 1999</u>	<u>% Change</u>
22,808	28,202	22,195	349,366	326,098	(-6.6%)

## RECIPROCAL BORROWING

(Materials Lent)

	<u>December 1998</u>	<u>December 1999</u>	<u>% Change</u>
NSLS	7,107	6,733	5.3%
OTHER SYSTEMS	1,383	1,409	1.8%
TOTAL	8,490	8,142	4.1%

## INTERLIBRARY LOAN

Sent	799
Received	313

Dec. 1999 Holdings

	Last Month	This Month	Change	Percent Change
Books	180,355	179,844	-511	-0.3%
Audio	15,227	15,227	0	0.0%
Video	10,161	10,245	84	0.8%
Puzzles and Games	832	831	-1	-0.1%
Realia	236	236	0	0.0%
Pamphlets	14,861	1,280	-13581	-91.4%
=====				
Total	221,672	207,663	-14009	-6.3%

ACQUISITIONS REPORT FOR  
FOR DECEMBER 1999

	Last Month	This Month	Change	Percent Change
Non Fiction				
Adult				
000	2,000	1,936	-64	-3.2%
100	2,599	2,584	-15	-0.6%
200	2,880	2,882	2	0.1%
300	12,006	11,862	-144	-1.2%
400	671	672	1	0.1%
500	2,568	2,566	-2	-0.1%
600	16,128	15,917	-211	-1.3%
700	15,308	15,224	-84	-0.5%
800	5,186	5,146	-40	-0.8%
900	11,336	11,349	13	0.1%
B	4,531	4,448	-83	-1.8%
Total (Adult)	75,213	74,586	-627	-0.8%
Juvenile (J)				
000	372	371	-1	-0.3%
100	192	198	6	3.1%
200	286	286	0	0.0%
300	2,166	2,183	17	0.8%
400	121	122	1	0.8%
500	3,283	3,325	42	1.3%
600	2,344	2,385	41	1.7%
700	3,280	3,306	26	0.8%
800	744	747	3	0.4%
900	3,632	3,672	40	1.1%
B	977	978	1	0.1%
YA	963	971	8	0.8%
Total (J)	18,360	18,544	184	1.0%
Total (E)	7,698	7,744	46	0.6%
Total (Juvenile)	26,058	26,288	230	0.9%
Total (Non fiction)	101,271	100,874	-397	-0.4%
Fiction				
Adult	34,177	33,478	-699	-2.0%
Juvenile				
J	8,365	8,359	-6	-0.1%
YA	2,061	2,146	85	4.1%
E	9,013	9,127	114	1.3%
Picture Books	8,920	9,078	158	1.8%
Board Books	1,428	1,471	43	3.0%
Total (Juvenile)	29,787	30,181	394	1.3%
Total (Fiction)	63,964	63,659	-305	-0.5%
High school	726	737	11	1.5%

Compact discs				
Adult	6,399	6,362	-37	-0.6%
Juvenile	492	526	34	6.9%
Total (Compact discs)	6,891	6,888	-3	-0.0%
DVDs				
Adult	139	139	0	0.0%
Juvenile	8	8	0	0.0%
Total (DVDs)	147	147	0	0.0%
CD ROMs				
Adult	193	192	-1	-0.5%
Juvenile	432	432	0	0.0%
Total (CD ROMs)	625	624	-1	-0.2%
Audio Cassettes				
Adult	2,292	2,289	-3	-0.1%
Juvenile	1,000	1,013	13	1.3%
Audio Books				
Adult	2,232	2,229	-3	-0.1%
Juvenile	943	950	7	0.7%
Total (Cassettes)	6,467	6,471	4	0.1%
Kits	1,097	1,097	0	0.0%
Videocassettes				
Adult	7,971	8,022	51	0.6%
Juvenile	2,190	2,223	33	1.5%
Total (Videocassettes)	10,161	10,245	84	0.8%
Total (Audio Visual)	25,388	25,472	84	0.3%
Reference				
Adult	6,091	6,053	-38	-0.6%
Juvenile	1,192	1,363	171	14.3%
Total (Reference)	7,283	7,416	133	1.8%
Puzzles				
Adult	90	90	0	0.0%
Juvenile	634	633	-1	-0.2%
Total (Puzzles)	724	723	-1	-0.1%
Games (Juvenile)	108	108	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	3,444	3,455	11	0.3%
Juvenile	27	27	0	0.0%
Total (Large Type)	3,471	3,482	11	0.3%
Pamphlets	14,861	1,280	-13581	-91.4%
Easy Reading	1,023	1,022	-1	-0.1%
Foreign language				
Afrikaans				
Adult	0	0	0	0.0%
Juvenile	1	1	0	0.0%
Total (Afrikaans language)	1	1	0	0.0%
French				
Adult	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	649	658	9	1.4%
Juvenile	74	74	0	0.0%
Total (Polish language)	723	732	9	1.2%
Russian				



Adult	280	307	27	9.6%
Juvenile	0	0	0	0.0%
Total (Russian language)	280	307	27	9.6%
Slovak				
Adult	1	1	0	0.0%
Juvenile	0	0	0	0.0%
Total (Slovak language)	1	1	0	0.0%
Spanish				
Adult	635	636	1	0.2%
Juvenile	770	770	0	0.0%
Total (Spanish language)	1,405	1,406	1	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)	1,765	1,802	37	2.1%
Total (Juvenile)	852	852	0	0.0%
Total (Foreign languages)	2,617	2,654	37	1.4%

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TOTAL	221,672	207,663	-14009	-6.3%
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DES PLAINES PUBLIC LIBRARY  
ADULT PATRON ASSISTANCE  
DECEMBER 1999

Assistance	<u>Number</u>	<u>Total</u>
1. Equipment repair and assistance	162	
2. Tax forms	10	
3. Directional questions	85	
4. Item retrieval by library pages	90	
5. Audio visual inquiries	630	
Total		977
Reference Services		
1. Specific item request	770	
2. Ready reference	464	
3. Material searching	238	
4. Referrals to other libraries	28	
5. Reader's Advisory	18	
Total		1,518
GRAND TOTAL		3,211

CHILDREN'S PATRON ASSISTANCE  
DECEMBER 1999

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Computer Sign-up	741	
2. Program Sign-up	100	
3. Equipment Repair & Assistance	451	
4. Directional Questions	351	
5. ILL & Patron Holds	15	

Total 1,658

<u>In-House Circulation</u>	<u>Number</u>
1. Train Sets	695
2. Periodicals	15
3. Textbooks	3
4. Reserve Books	9

Total 722

<u>Reference</u>	<u>Number</u>
1. Specific Item Request	324
2. Reference	456
3. Reader's Advisory	18
4. Referrals to Other Libraries	3

Total 801

GRAND TOTAL 3,181

Number of individuals using the Local Computer Network = 1,835

USAGE STATISTICS FOR ONLINE REFERENCE PRODUCTS  
DECEMBER 1999

Des Plaines Public Library Homepage	10,521
First Search	195
Info USA (US company information)	407
Info Trac	1,306
Library Catalog (access via dialup, telenet or remote)	47
Newsbank (Chicago Tribune)	70
News Illinois	1
SIRS (Online database of articles on social issues)	21
UMI (Chicago Sun Times, New York Times, Wall Street Journal)	737
Total Searches & Queries	13,305

DES PLAINES PUBLIC LIBRARY  
MEETING ROOM DECEMBER 1999

<b>Outside Community Groups</b>	<u>Times Used</u>	<u>Attendance</u>
AAUW - Northwest Suburban	1	8
Boy Scouts of America	1	16
Chicago Faucet	1	5
Coupon Club	1	4
DePaul Study Group	2	10
Des Plaines Art Guild	1	12
Des Plaines Figure Skating	1	6
Time To Get Organized	1	3
Toastmasters	2	18
Yoga Class	2	10
<b>Total</b>	<b>13</b>	<b>92</b>
 <b>Library Sponsored Adult Programs</b>		
Adult Book Discussion	1	15
All Staff Meeting	1	55
Executive Service Corp	2	29
Investing in the Future	1	8
Life is Beautiful	1	25
Page Meeting	1	22
Style Meeting Committee	1	7
 <b>Other</b>		
Library Board Meeting	1	13
<b>Total</b>	<b>9</b>	<b>174</b>

DES PLAINES PUBLIC LIBRARY  
MEETING ROOM DECEMBER 1999

Page 2

Library Sponsored Children's Programs

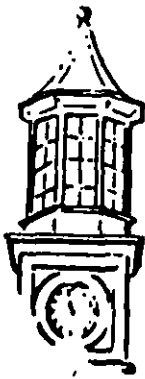
Cub Scout Pack #263	1	15
Family Storytime	1	40
Holiday Craft	1	150
Storytime 2 year olds	5	52
Storytime 3-5 year olds	8	84
YA Millennium Party	1	32
YA Teen 2000	1	26
Total	19	399

Literacy Program

Learn to Read	6	297
Grand Total	46	962

December Total = 46 groups involving 962 people.

1999 Year to Date Total 968 groups involving 25,544 people.



## DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

### BOARD OF TRUSTEES Minutes of the Ceremonial Moving Advisory Committee January 4, 2000

Chair: Eldon Burk  
Present: Alderman Thomas Christiansen, Charlotte Storer, Barbara Saletnik, The Reverend David Laaser, Eldon Burk, Sandra Norlin, Martha Sloan, Susan Burrows, Brian Mulcrone.

The Committee discussed ideas for the move from old library to new library. Alderman Christiansen described his participation as a Cub Scout in the 1958 library move.

The Committee will welcome all participation. Participants will be encouraged to bring their own carts and wagons and the Committee will invite groups (churches, schools, Boy Scouts, other Civic Associations). A special invitation to the 1958 participants (Honor Guard) was discussed. Another idea presented was to form a human chain (bucket brigade) from library to library, much as "Hands Across America".

The police department would have to be contacted to determine if the streets can be closed during the move. Alderman Christiansen volunteered to estimate the number of people needed to form the human chain. (The Committee will make a decision at a later date, as to whether carts will be used for the move or a people chain would be favored.)

The Committee discussed moving an older collection that could be protected from the weather with shrink wrap or garbage bags.

An early commitment by participants would be necessary and the committee will consider a commemorative gift for participants. School participation through a slogan/logo contest was suggested.

The consensus of the Committee is that a human chain is manageable and can accommodate a wide variance in the number of books being moved. The first choice for

a moving date is Sunday, June 11, 2000 at 2:00 PM. The Committee also chose May 21, 2000 at 2:00 PM for a rehearsal date for the move.

Suggested slogans were, "move it!" or "moving on!"

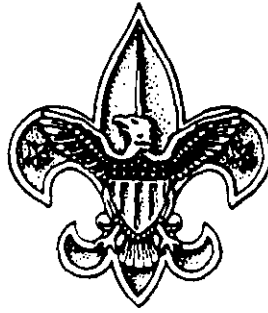
Tom Christiansen will measure the distance from library to library, David Lasser will organize the entertainment and refreshments, and Sandra Norlin will investigate costs for T-shirts and fans.

Other assignments will be discussed at the next meeting.

The next meeting is scheduled for Tuesday, February 1, 2000 at 5:00 PM.

Minutes prepared by Sandra Norlin





**BOY SCOUTS OF AMERICA**

**TROOP 160**

December 23, 1999

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

Dear Ms. Sandra Norland:

I would like to take this opportunity to thank you for allowing me to have a collection box at the Library for my Eagle Scout Project. On December 18, 1999 about 15 Boy Scouts and myself collected from homes and businesses approximately 2,300 pieces of clothing for our community.

I just wanted you to know that without your support this project would never had been possible. Thank you for caring about our less fortunate and for all your help getting me closer to obtaining my Eagle Rank.

Thank you again,

Kevin Hemmati  
1426 Danbury Lane  
Des Plaines, IL. 60016

# NIGHT OWL

## REFERENCE SERVICE



December, 1999

Total number calls =794

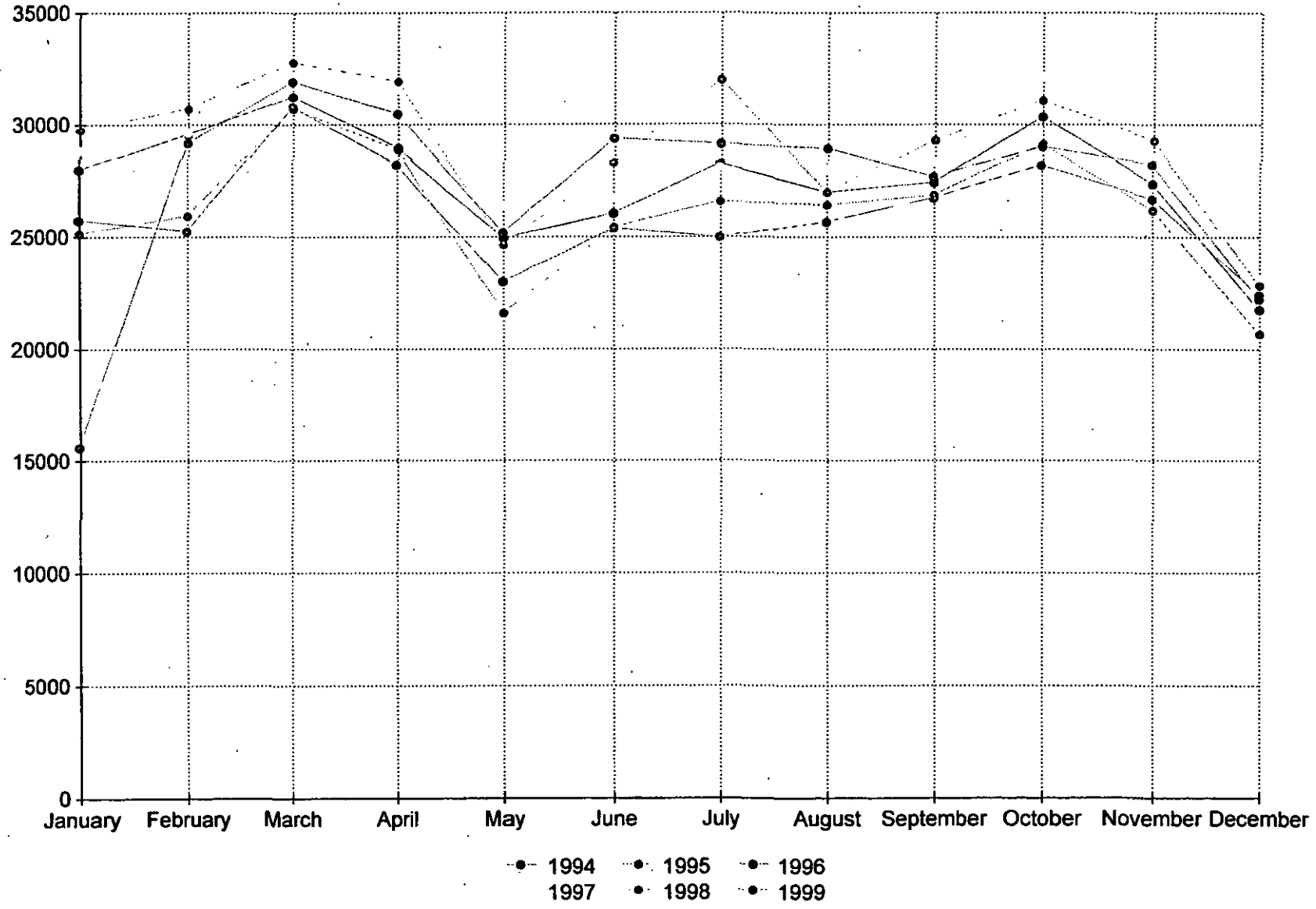
16 Antioch Public Library	16 Mt Prospect Public Library
58 Arlington Heights Memorial Library	8 Nippersink Public Library
23 Barrington Area Public Library	17 Northbrook Public Library
11 Bartlett Public Library	12 Oswego Public Library
11 Bedford Park Public Library	19 Palatine Public Library
27 Bellwood Public Library	26 Park Ridge Public Library
10 Bridgeview Public Library	9 Prospect Heights Public Library
10 Coal City Public Library	16 Riverside Public Library
33 Des Plaines Public Library	11 Rolling Meadows Public Library
42 Elmhurst Public Library	21 St. Charles Public Library
19 Elk Grove Village Public Library	30 Schaumburg Township Public Library
34 Elmhurst Public Library	52 Skokie Public Library
10 Fossil Ridge Public Library	10 Vernon Area Public Library
9 Fremont Public Library	12 Villa Park Public Library
37 Glenview Public Library	13 Warrenville Public Library
46 Highland Park Public Library	10 Wauconda Public Library
17 Indian Trails Public Library	10 Westchester Public Library
26 Lake Forest Public Library	14 Wood Dale Public Library
8 Lincolnwood Public Library	13 Woodstock Public Library
16 Lisle Library District	

### SAMPLE QUESTIONS

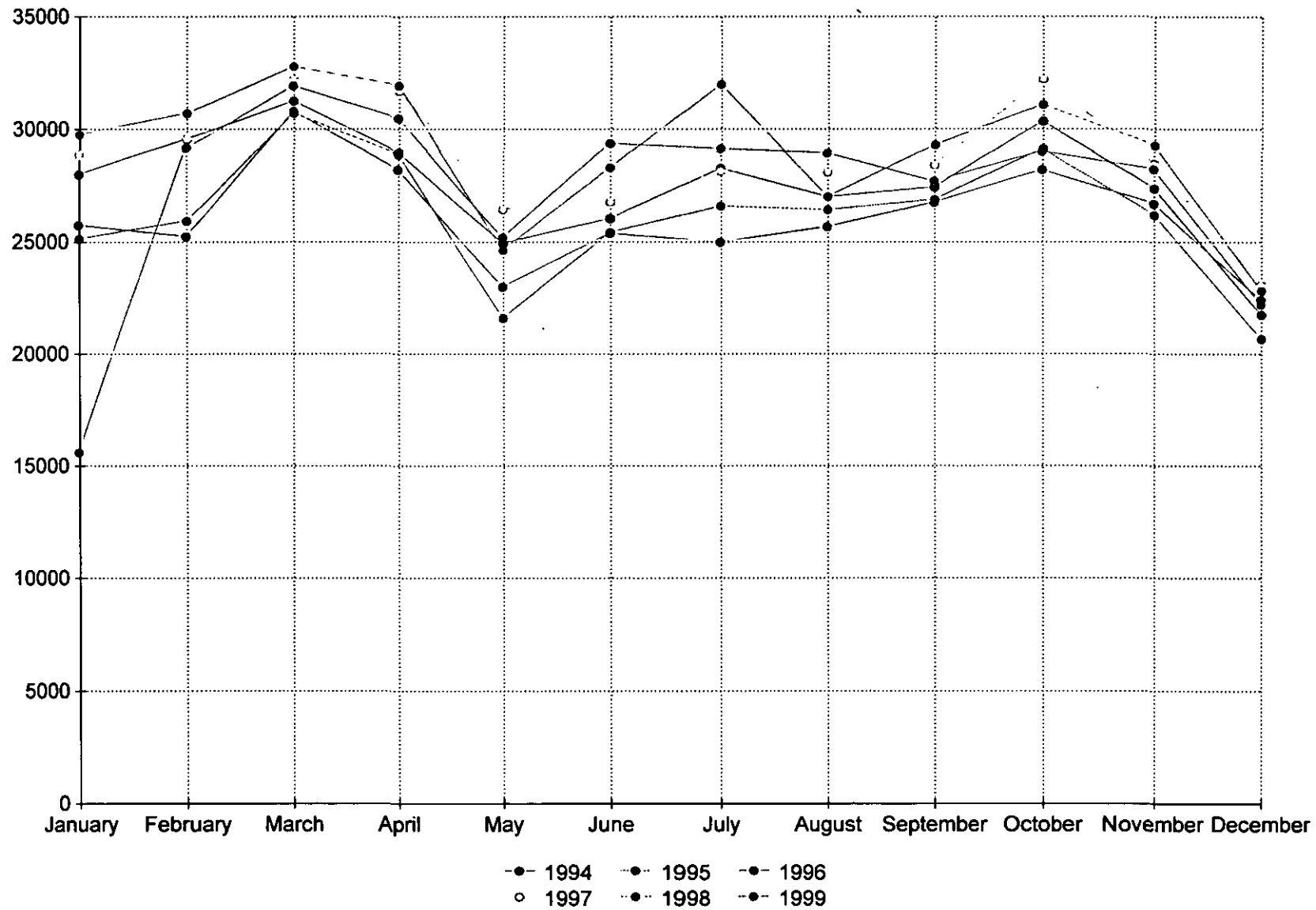
Collective annual sales of discount department stores  
 How to spell 'Feliz Navidad'  
 Dimensions of full and queen size beds  
 What is Neufchatel?  
 When is the next full moon?  
 How does a fluorescent bulb burn out?  
 Lyrics to a Scottish song  
 Frequencies of cell phones  
 How to file for legal guardianship  
 Amount of caffeine in black tea  
 RTA number for New Orleans  
 Poverty level in United States  
 Lyrics for 'What Child is This'  
 Does Northwestern School of Music have online application?  
 Golf courses in Riverside, CA  
 Names of the Magi

*Marilyn Uselmann*  
 Marilyn Uselmann  
 Head, Night Owl

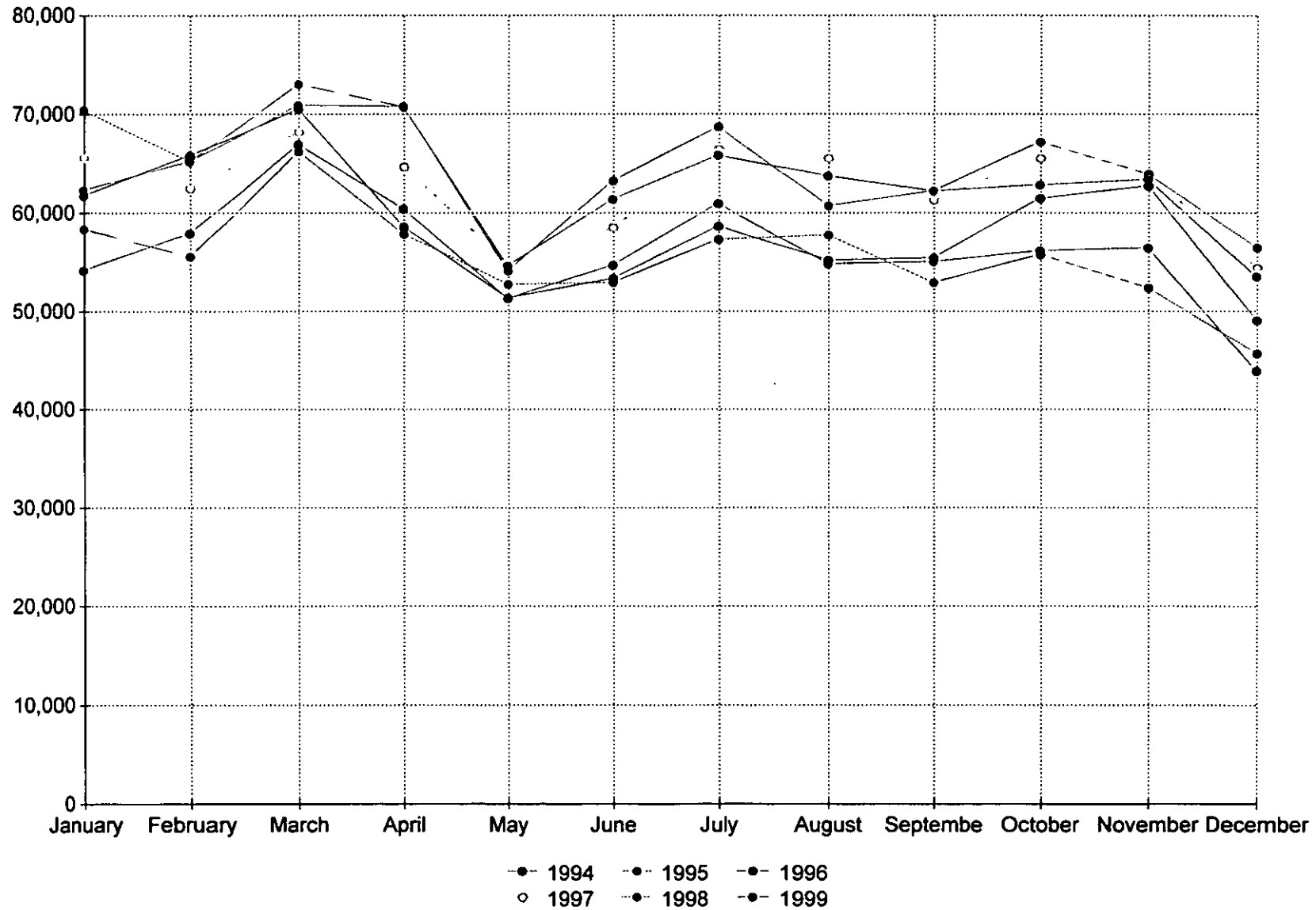
### Patron Attendance December 1999



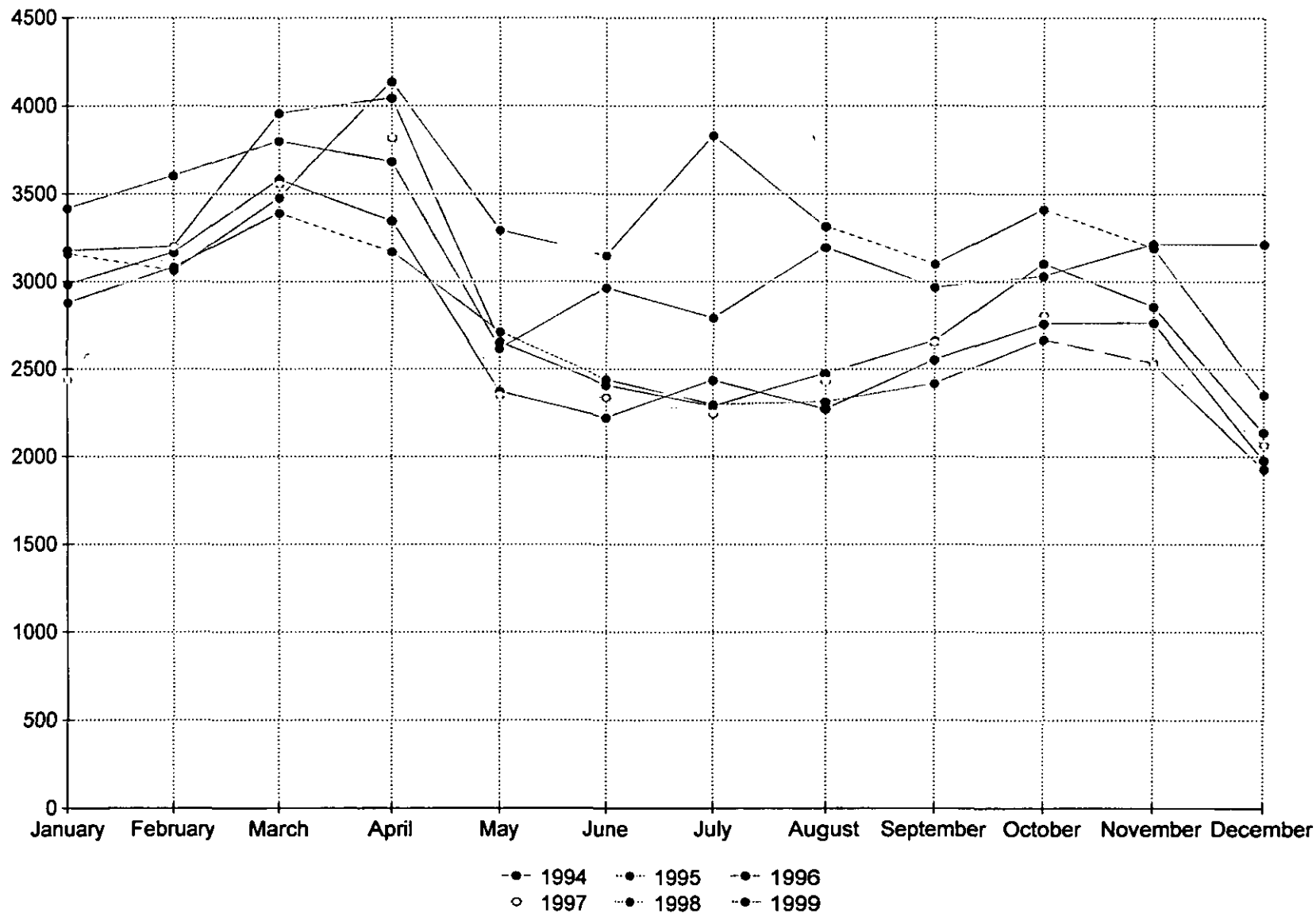
### Patron Attendance December 1999



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

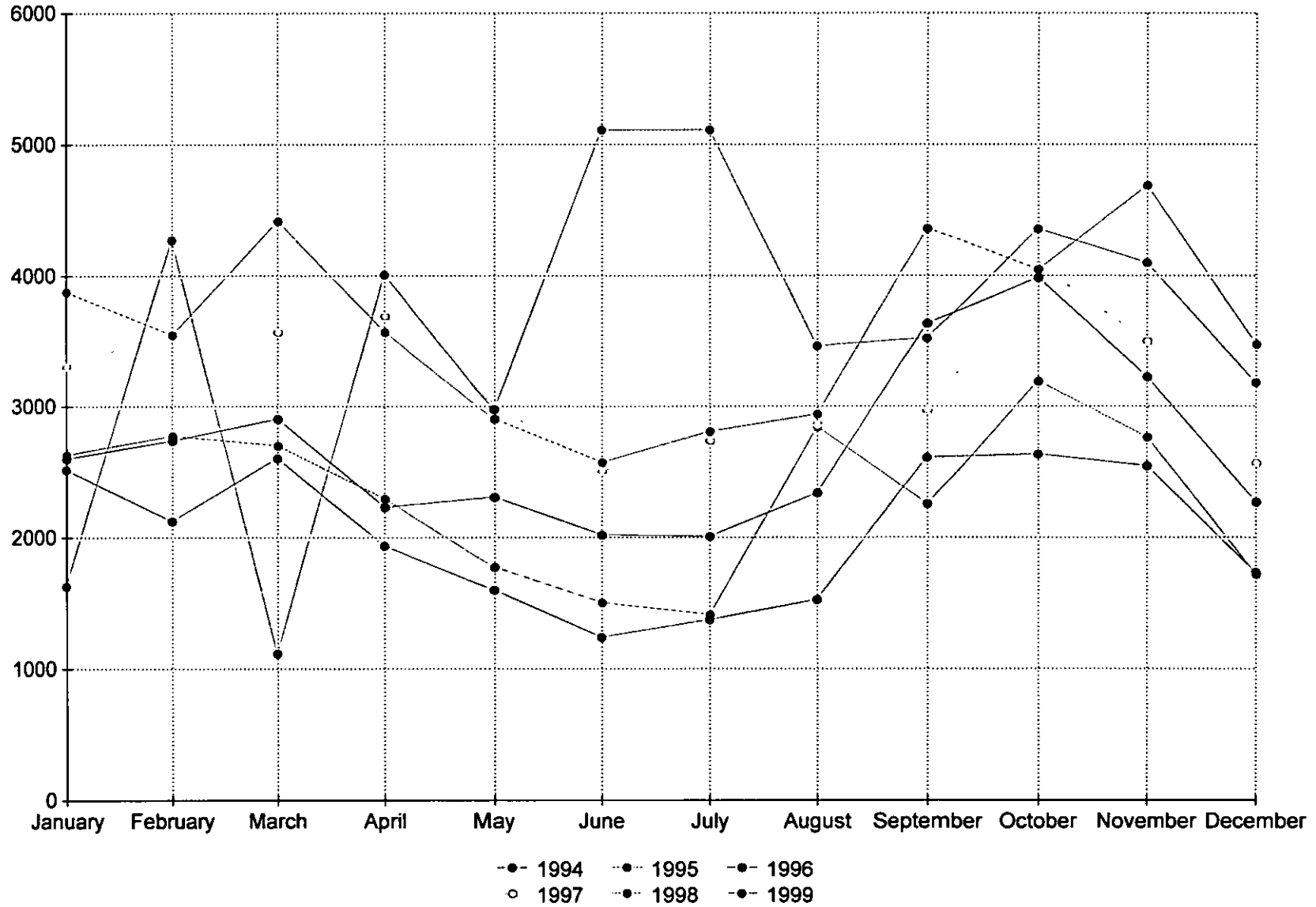


### Adult Patron Assistance December 1999



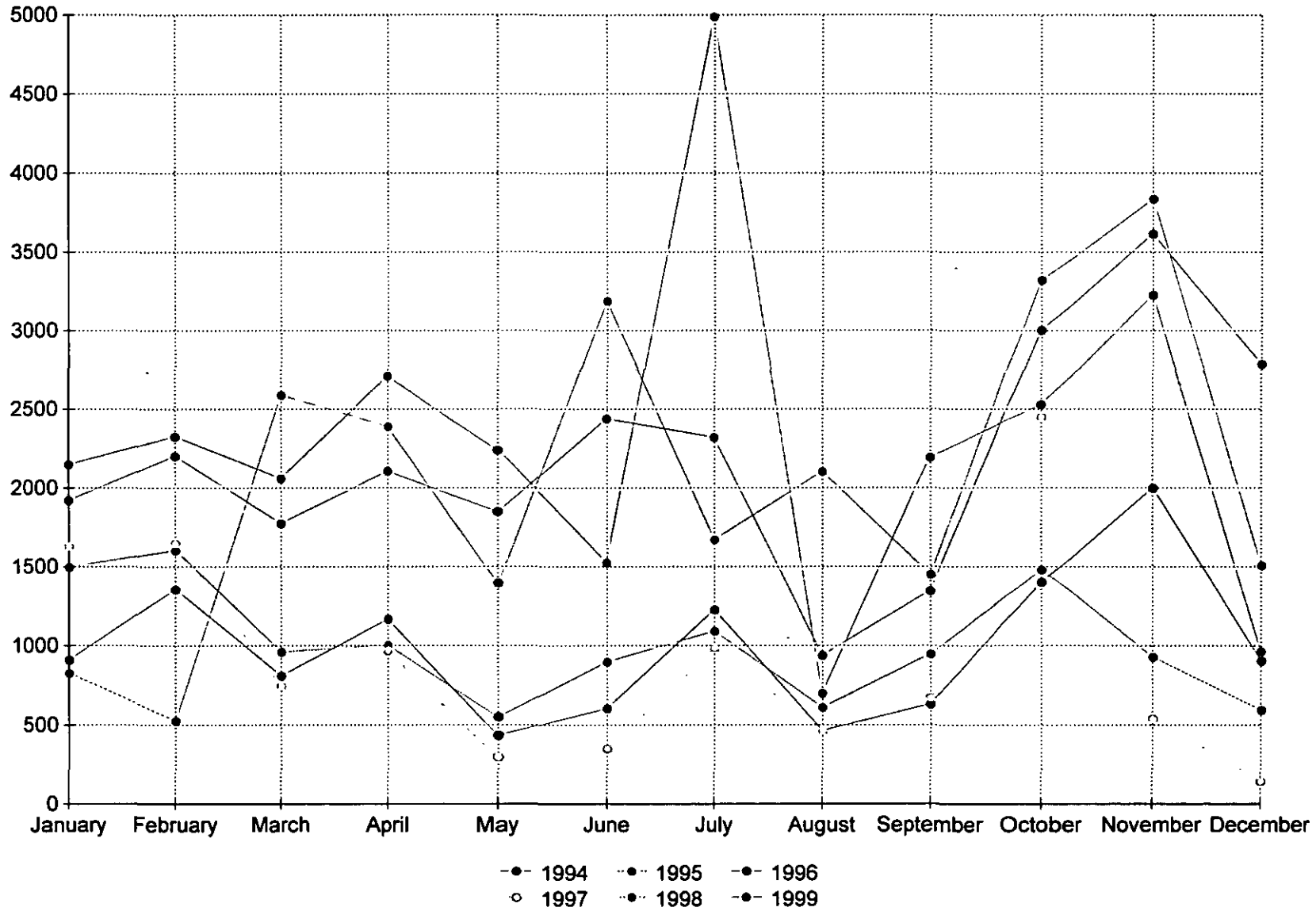
### Children's Patron Assistance

December 1999



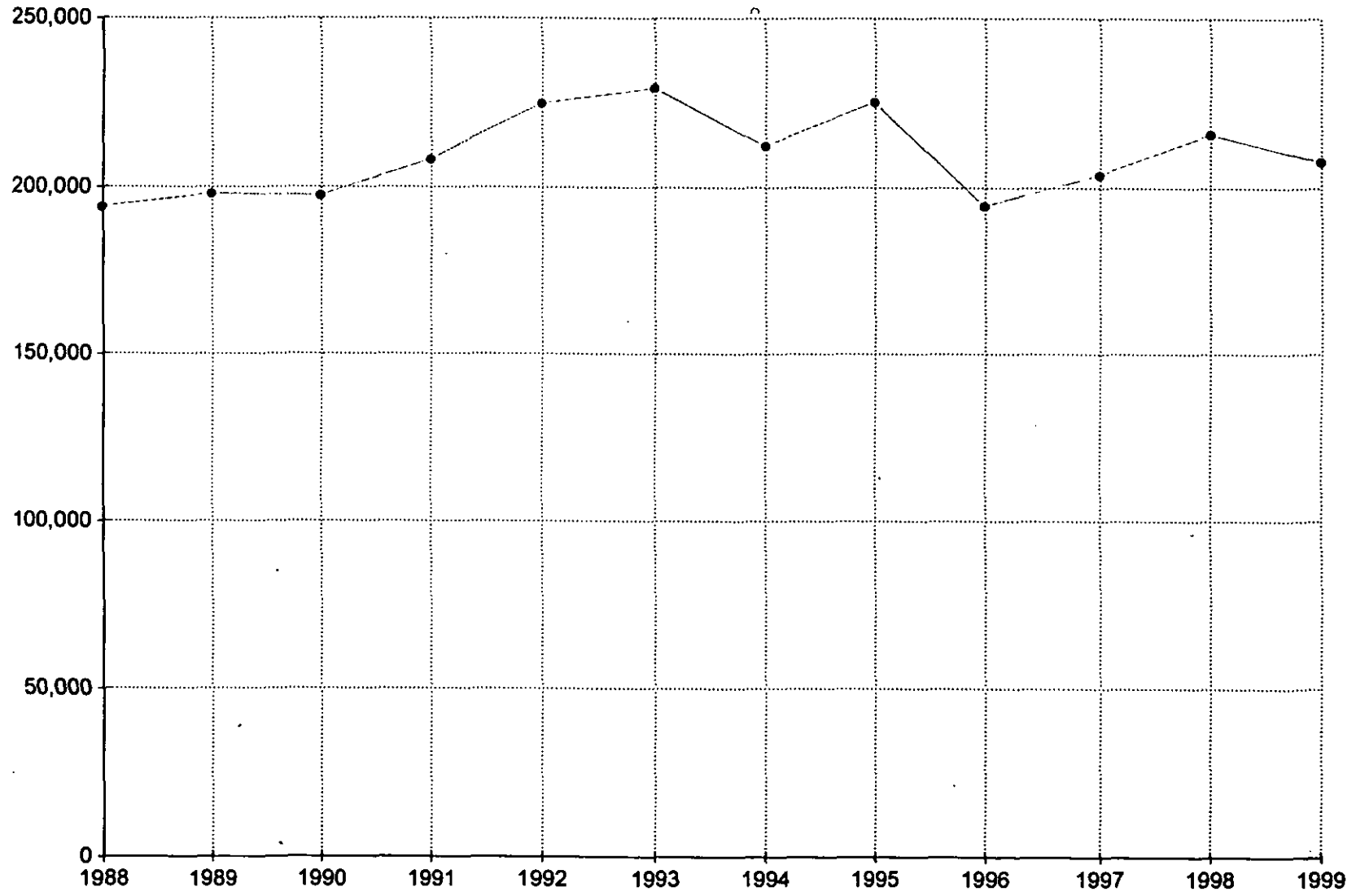
### Meeting Room Attendance

December 1999



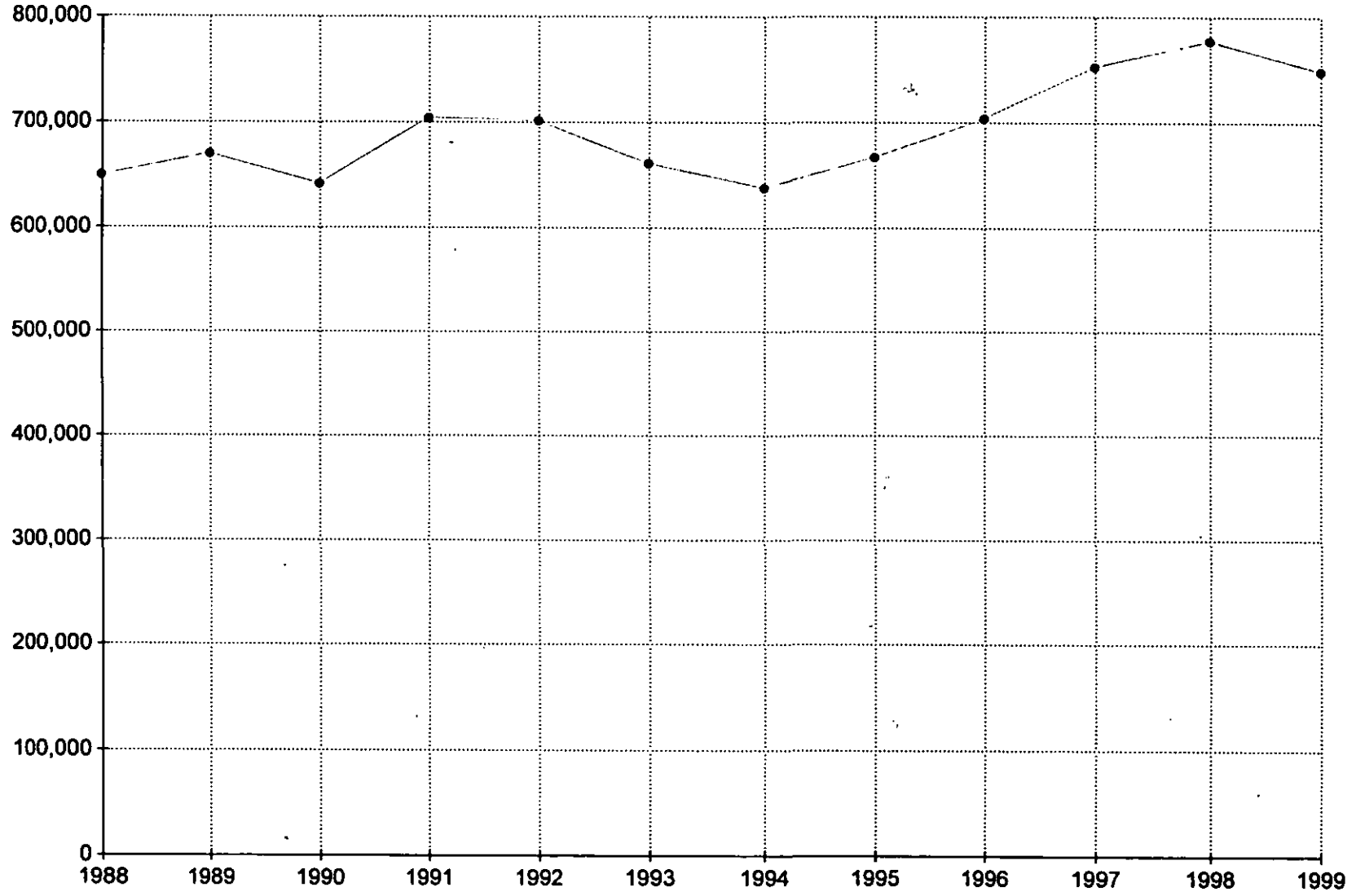


### Collection Size 1988 - 1999

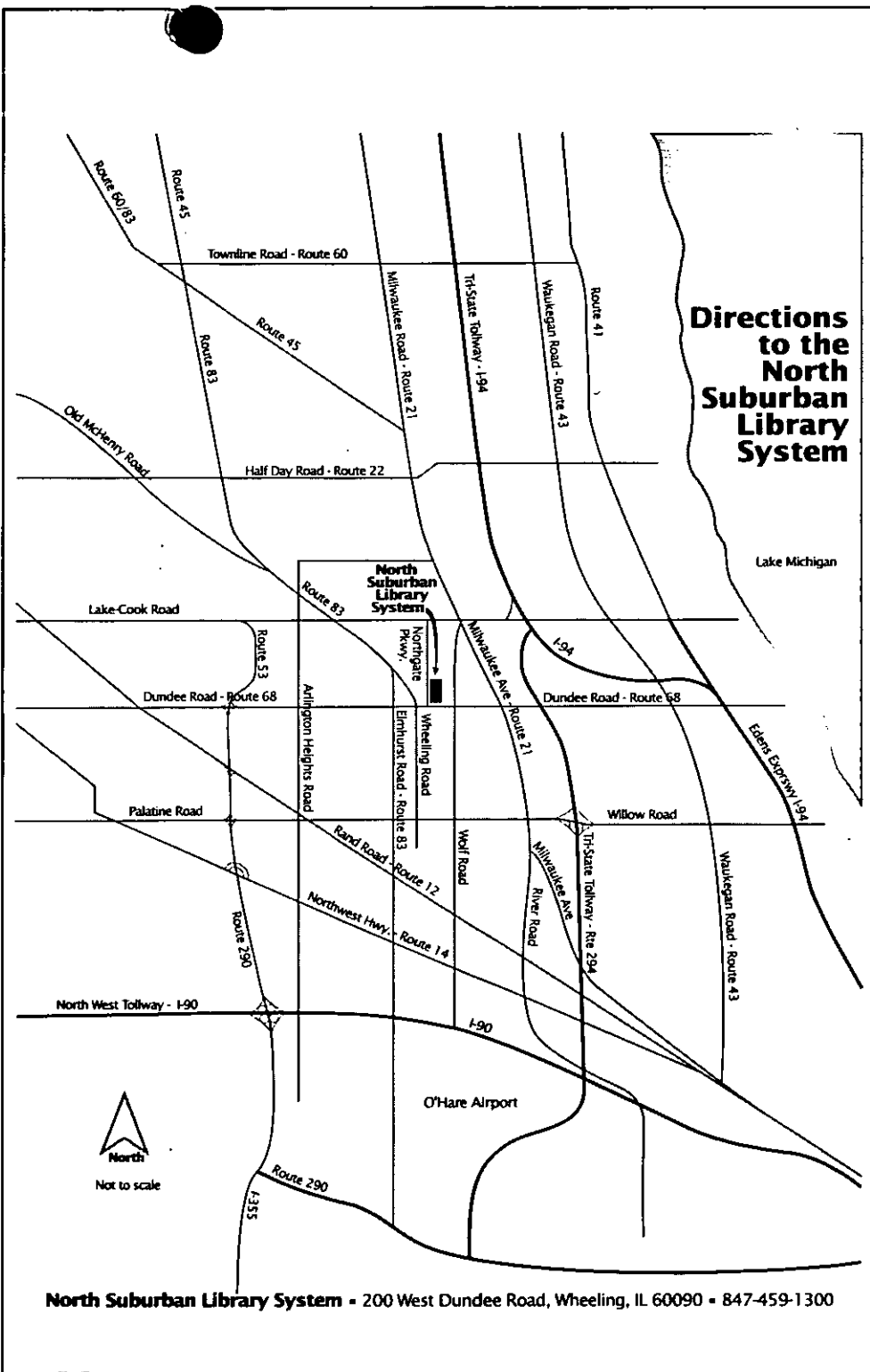


Series 1

### Circulation Statistics 1989 - 1999



-●- Series 1



Please join us for the 2000  
Legislative Breakfast

Bob Lyons, NSLS Board President, will be the Master of Ceremonies and will offer opening remarks. He will then introduce the legislators and allow them time to briefly speak and answer questions. Legislators will be seated with their constituents. Concluding remarks will be made by Sarah Ann Long, NSLS System Director.

Please phone, fax, or e-mail your reservation to NSLS by Friday, February 4, 2000. Reservation form on reverse.

*You are cordially invited to attend the*

*North Suburban Library System  
Legislative Breakfast*

*For State and National Legislators  
and the NSLS Community.*

*Monday, February 14, 2000  
8:30 a.m. - 11:00 a.m.  
North Suburban Library System  
200 West Dundee Road  
Wheeling, Illinois*

*Continental Breakfast Buffet will be provided.*

*RSVP by Friday, February 4*

*847.459.1300 ext. 142*

Please phone, fax, or e-mail your reservation to NSLS.  
Deadline for registration is Friday, February 4, 2000.

Name(s) of individuals attending (please print): \_\_\_\_\_

Organization: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Please return to Mary Wheeler:  
FAX: (847) 459-0380    PHONE: (847) 459-1300 Ext. 142.  
E-MAIL: [mwheeler@nslsilus.org](mailto:mwheeler@nslsilus.org)

**Des Plaines Public Library**  
 Computer Equipment Inventory for Moving/Purchase  
 Corrected 1/21/2000

Area	Computers		Printers		Receipt Printers	
	Current	Projected	Current	Projected		
1st Floor	Checkout	3	5	0	0	4
	Registration	1	3	1	3	2
	Checkin	2	3	1	1	3
	Circulation Office	6	9	3	4	4
	Community Services	2	6	0	1	4
	Maintenance/Security	1	3	0	2	
	Storage Room	0	1	0	1	
	Friends of the Library	0	1	0	1	
2nd Floor	Director's Office	1	1	0	1	
	Coordinator of Public Services	1	1	1	1	
	Coordinator of Technical/Computer Services	1	1	0	1	
	Head of Adult Services	1	1	0	1	
	Head of Youth Services	1	1	0	1	
	Head of Community Services	1	1	0	1	
	Head of Circulation Services	1	1	1	1	
	Head of Public Information	1	1	1	1	
	Administrative Assistant	1	2	1	2	
	Youth Services Public Machines	10	31	2	8	
	Youth Services Desk	2	3	1	1	1
	Youth Services Office	4	8	0	1	
3rd Floor	Popular Materials Public Machines	7	14	2	7	
	Popular Materials Desk	2	3	0	1	1
	Adult Services Office	4	12	0	1	
	Technical Services	4	8	2	2	
	Graphics	1	1	2	1	
	LAN Manager	1	2	0	1	
4th Floor	Non-Fiction Public Machines	6	30	0	2	
	Non-Fiction Desk	2	3	0	1	1
	Computer Lab	3	11	3	4	
	Non-Fiction Workroom	0	2	0	1	
<b>Totals</b>	<b>70</b>	<b>169</b>	<b>21</b>	<b>54</b>	<b>20</b>	

	Current	Projected	% Increase
Public Computers	26	86	230.77%
Public Service Desk Computers	10	17	70.00%
Staff Office Computers	34	66	94.12%

	Computers	Printers	Receipt Printers
Needed for Purchase	99	33	20

# *DPL*

## Project Status Report

Period: January 2000

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- The base construction project is currently on schedule. The anticipated completion date is still on or before May 30, 2000.
- Currently the base project is within budget. Six official Change Orders totaling \$201,228.00 have been prepared, comprising to date, of 31 approved Change Order Requests. 20 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 North Elevation is complete to about the Third floor. The corner stone has been set.
  - The exterior Storefront and glazing has been installed at the first and fourth floors.
  - Mechanical ductwork is substantially complete on all floors. The HVAC equipment on the 4<sup>th</sup> floor is installed and the mechanical room on the 4<sup>th</sup> floor is complete.
  - Electrical wire pulling is occurring on all floors.
  - Plumbing rough in is substantially complete on all floors.
  - Fire sprinkler testing is occurring.
  - Studwork for the interior partition walls is occurring on the 4<sup>th</sup> and 1<sup>st</sup> floors.
  - Drywall is being installed on the second floor.
  - All elevators are being installed.
  - Roofing is being installed.
- A construction workforce of 55 to 60 persons is on site daily.
- Lohan Associates continue to review shop drawings, product submittals and answer information requests
- Stone deliveries continue to remain a hindrance to the timely installation of the masonry work. The project has been impacted and the Contractors schedule has extended however, impact to the DPL scheduled move has not occurred. Further stone shipment delays or weather related delays might impact the anticipated substantial completion date.
- Contracts for the FF&E have been signed.
- Lohan Associates at the direction of DPL have prepared or begun preparation on documentation for pricing the following changes:
  1. Fish Tank
  2. Corridor to Stair #1
  3. Hanging sculpture

**OWNER SERVICES GROUP, INC.**

*Objectively Managing the Building Process*



# Des Plaines Public Library

	Current Projected Project Budget Expense	Future Capital Improvement Expense	Total
<b>Special Interiors breakdown</b>			
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 frs. 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	\$0.00
IT Cable Hookup	\$0.00	e	\$0.00	\$0.00
Computer room	\$35,000.00	c	\$0.00	\$35,000.00
Data network	\$36,000.00	c	\$0.00	\$36,000.00
PC's	\$100,000.00	c	\$400,000.00	\$500,000.00
Subtotal	\$171,000.00		\$400,000.00	\$571,000.00

### Furniture Contracts

Corporate Concepts Base Contract - Kno	\$522,752.84	
Corporate Concepts C/O #1	\$106,436.54	
<b>Total for Corporate Concepts:</b>	<b>\$629,189.38</b>	<b>a</b>
Library Bureau Steel Base Contract - She	\$117,066.93	
Library Bureau Steel C/O #1	\$11,500.72	
<b>Total for Library Bureau Steel:</b>	<b>\$128,567.65</b>	<b>a</b>
Henricksen Base Contract- Misc. Items	\$470,300.81	
Henricksen C/O # 1	\$116,256.72	
<b>Total for Henricksen</b>	<b>\$586,557.53</b>	<b>a</b>
<b>Total Furniture Base Contracts</b>	<b>\$1,110,120.58</b>	
<b>Total Furniture C/O to date</b>	<b>\$234,193.98</b>	
<b>TOTAL FURNITURE COST TO DATE</b>	<b>\$1,344,314.56</b>	

### DPL CHANGE ORDERS (items not budgeted for)

Furniture (See Breakdown Below)	\$234,193.98	a
Closets in room 105	\$8,338.00	a
Stair #1 corridor	\$6,500.00	p
Lilly Pad carpet tile pattern	\$9,487.21	p
Quarry Tile upgrade in Lobby	\$10,490.03	p
Elect/Data Poke throughs	\$50,000.00	p
<b>TOTAL C/O's</b>	<b>\$319,009.22</b>	



0104

# 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 (11/09/99)	\$63,975.00
-Donations to date (11/09/99)	\$8,500.00
-Anticipated Donations	\$41,500.00
-Antipated Heritage Room Donation	\$50,000.00
Poss. sign allow. in base contract	\$20,000.00
DPL operating Revenue	
-Professional consulting 1998	\$10,000.00
-Professional consulting 1999	\$15,000.00
-Professional consulting 2000	\$25,000.00
-Computers 1999	\$50,000.00
-Computers 2000	\$100,000.00
-Per Capita Grant 2000	\$20,000.00
<b>TOTAL REVENUE</b>	<b>\$2,553,975.00</b>
<b>CURRENT PROJECT BUDGET</b>	<b>\$2,553,975.00</b>
<b>NET DIFFERENCE</b>	<b>\$0.00</b>

### 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
- f Pending cost not yet contracted for

6105

Architecture  
Planning  
Interior Design

225 North Michigan Avenue  
Chicago, Illinois 60601  
938.4455 Fax 312.938.0929  
Internet www.lohan.com

**LOHAN ASSOCIATES**

13 January 2000

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

Dear Sandra:

Attached you will find all three Dealer's pricing for items labeled "future" and for additional new product as requested through proposal request 1 for FF&E, dated 14 December 1999. Please advise us of your approval as soon as possible so that a change order may be prepared for your authorization. These items should be incorporated into the furniture order as soon as possible. For your convenience, I am providing the following cost summary information.

	<u>Contract Sum</u>	<u>Prop. Req. 1 Sum</u>	<u>Total</u>
- Corporate Concepts (Knoll Product)	\$522,752.84	\$106,436.54	\$629,189.38
- Library Bureau Steel (Metal Shelving)	\$117,066.93	\$ 11,500.72	\$128,567.65
- Henricksen (Miscellaneous)	\$470,300.81	\$116,256.72	<u>\$586,557.53</u>
 Grand total FF&E contract sums and Proposal Request #1			 \$1,344,314.56

If you require any additional information, please do not hesitate to call.

Sincerely,

Dawn Brightfield

cc: E. Burk, B. Ritter, K. Hutson, F. Anderson, C. Stolt, Project File: 98520; D4.12000

Des Plaines Public Library  
Children's Floor Upgrades

Lohan Associates  
98520

18 January 2000

Description	Budget	Unit Cost	Total	Remarks
Boat and Crow's Nest	\$ 15,000.00	\$ 22,311.84	\$ 24,773.00	Installation not included
Pillows	\$ 500.00	\$ 152.00	\$ 760.00	Includes (5) 24" square pillows
Banners	\$ 15,000.00	\$ 7,416.00	\$ 8,234.00	Installation not included
Rocking Chairs - Adult		\$ 840.00	\$ 1,680.00	
Rocking Chairs - Child		\$ 210.00	\$ 840.00	Includes (4) rockers
Carpet Circles - Storytime Room		\$ 564.00	\$ 626.00	Includes (40) circles and labor to cut circles
Camera for Poetry Corner	\$ 1,500.00		\$ 13,000.00	Includes flat screen 42" flat screen TV and PC
Magnetic Poetry Board	\$ 1,500.00		-	Not Specified
Listening Equipment	\$ 1,000.00		-	Not Specified
Fantasy Theme	\$ 8,000.00		-	Not specified
Poster Hangers	\$ 2,500.00	\$ 10.00	\$ 200.00	Includes (20) hangers
Tackable Wall Surface - Grade School Area	\$ 5,000.00 **		\$ 5,000.00	One wall floor to ceiling tackable surface
Listening Equipment	\$ 1,000.00		-	Not specified
Fish Tank and Equipment	\$ 3,500.00	\$ 5,150.00	\$ 5,150.00	
Fish Tank Architectural Upgrades	\$ 5,000.00 **		\$ 5,000.00	
Lilly Pad Upgrades		* \$ 8,000.00	\$ 8,000.00	Includes labor to install special carpet features
Chess Pieces		\$ 79.95	\$ 480.00	Includes (5) chess sets
<b>TOTAL</b>	<b>\$ 69,500.00</b>		<b>\$ 73,263.00</b>	

\* Estimated amount - awaiting revised proposal request from Leopardo

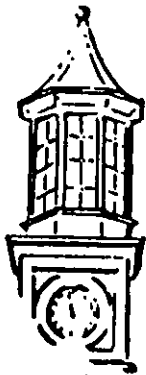
\*\* Estimated amount - proposal request with pricing to come from Leopardo

Des Plaines Public Library  
Children's Floor Upgrades

Lohan Associates  
98520

18 January 2000

Description	Budget	Unit Cost	Total	Remarks
Art Consultant			\$16,000	
2nd Floor Mural	\$15 - 25,000			
3rd Floor Mural	\$15 - 25,000			
4th Floor Mural	\$15 - 25,000			
Atrium Sculpture	\$ 30,000.00			



DES PLAINES  
PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting  
January 18, 2000 7:00 PM\*

- I. Call to Order. (7:00 PM) \*Note early start time.
- II. Executive Session.
  - A. To Discuss the Compensation, Discipline & Performance of Specific Employees.
  - B. Semi-Annual Review of Minutes.
- III. Presentation by VFW Post #2992.
- IV. Consideration of the Agenda.
- V. Approval of Minutes of the Regular Board Meeting, December 21, 1999.  
(Action Item)
- VI. Public Comments and Questions.
- VII. City Council Community Services Committee - Alderman Sayad.
- VIII. Building and Grounds Committee - Betty Ritter.
  - A. Board Review of Department Activities.
  - B. Building Project Status Report.
  - C. Art Consultants - Lohan Associates.
  - D. Procedures for Authorizing Change Orders.

- IX. Finance Report - Susan Burrows. (Action Item)(9:00 PM)
  - A. Over the Counter Receipts (to be filed)
  - B. Petty Cash Expenditures (to be filed)
  - C. Statement of Cash Receipts and Disbursements (to be filed)
  - D. Budget Expenditures Report (to be filed)
  - E. Expenditures (to be approved)
  - F. Report of January 5, 2000 Meeting.
  
- X. Management Committee - Ellen Yearwood. (9:30 PM)
  
- XI. Planning Committee - John Burke.
  
- XII. System Membership - John Ciborowski.
  
- XIII. Friends of the Library - Inara Brubaker.
  
- XIV. Administrator's Report - Sandra Norlin.
  
- XV. New Business. (10:00 PM)
  
- XVI. Old Business.
  
- XVII. Other.
  - A. Report of January 4, 2000 Ceremonial Moving Advisory Committee.
  
- XVIII. Announcements.
  - A. Correspondence.
  
- XIX. Adjournment. (10:30 PM)



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

V

## BOARD OF TRUSTEES Minutes of the Regular Meeting December 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, December 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, Carol Stolt, Dawn Brightfield.

MOTION by William Grice, seconded by Inara Brubaker, to accept the agenda as written. 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 November 16, 1999, as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

### PUBLIC COMMENTS AND QUESTIONS.

Leslie Steiner asked if the Library Board of Trustees would consider having their photographs in the library staff lounge and the Board gave their consent.

### CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Sayad.

Alderman Sayad reported that the City Council was comfortable with the presentation made by the Library for the increase in their budget for the year 2000.

Alderman Sayad suggested that an updated video presentation of recent changes to the new library building be prepared for Library Cable Network. President Burk responded that the contract the City of Des Plaines had with Corcoran Productions has expired and video taping cannot be accomplished without a production company. Eldon Burk reported that the new building is changing quickly and as soon as the City of Des Plaines secures a contract with a production company, filming can continue. Eldon Burk reported that he would like to see taping accomplished in January or February.

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

Betty Ritter reported on the Project Status Report for the period November – December 1999 prepared by Ken Hutson of Owner Services Group, Inc. The base construction project is currently on schedule with an anticipated completion date on or before May 30, 2000.

There have been three official Change Orders comprising nine Change Order Requests approved for \$84,812.00.

Eldon Burk reported that a written Change Order to add an additional door to the stairwell on the east side of the first floor will be submitted. The additional door is needed so that library staff will have access to the stairway. The approximate cost is between \$6,000.00 and \$7,000.00.

Betty Ritter reported that a malfunction of the heat sensors in the library sent an alarm to the fire department. Gary Valente will work with Security Link Central Alarm Company to determine and correct the problems.

Dawn Brightfield and Carol Stolt of Lohan Associates presented interior plans for the Youth Services Department, with a large boat as the focal point of the area. The boat will include reading areas, puzzle storage and a puppet theatre. A double-sided aquarium, a checkerboard and chessboard in the floor and a flexible poster display were all part of the presentation.

**MOTION** by Inara Brubaker, seconded by John Burke to upgrade the Youth Services Department as presented to the Board by Carol Stolt and Dawn Brightfield of Lohan Associates. Vote: Ayes: All. Nays: None. **MOTION CARRIED.**

Carol Stolt presented to the Board sample fabrics for the furniture and wall and floor coverings proposed for the "Heritage Room". The Board approved burgundy and patterned fabric for the furnishings and wall coverings and approved gold carpeting for the floor. The Board discussed changing the light fixtures in the Heritage Room to brass, but will honor the Lohan design concept with the brushed nickel fixtures. A fireplace in this room was discussed, but was rejected by the Board as too costly. Also discussed but rejected was a television in this room.

Dawn Brightfield recommended that an art consultant be employed to keep the design



concepts and integrity of the artwork uniform throughout the new library building. The consultant's fee would range from \$10,000 - \$15,000. The Board asked for a recommendation at the January 18, 2000 Board Meeting.

MOTION by Inara Brubaker, seconded by Betty Ritter, to accept the proposal by Lohan Associates to solicit proposals from several art consultants and to make a recommendation to the Board at the January 18, 2000 meeting. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Susan Burrows stated that the Board should be involved with the proposed art coordinator and asked that a committee be formed. Susan Burrows, John Burke, Betty Ritter, and Eldon Burk will form the new Art Committee.

Alderman Sayad stated that artwork begun after the opening of the new library would continue to inspire interest in the library.

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	\$ 7,072.50
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 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:

November 01, 1999	\$ 37,209.15
November 15, 1999	<u>54,882.12</u>
Total	\$ 92,091.27

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

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

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

Susan Burrows distributed copies of the minutes from the Finance Committee meeting held on November 16, 1999.

President Burk reported that he and Charlotte Storer met with Mrs. Norma Jung to discuss her family's wishes for the possible dedication of the new library building to Mayor Jung. An advisory letter will be sent to the members of the City Council after a decision has been reached. A copy of this letter will also be sent to Mrs. Jung.

MANAGEMENT COMMITTEE – Ellen Yearwood, Chairman.

Ellen distributed copies of the Collection Development Policy with suggested revisions.

MOTION by Committee, to approve revisions to the Collection Development Policy.  
Vote: Ayes: All. Nays: None. MOTION CARRIED.

Ellen Yearwood reported that she had contacted Attorney Frank Galvin in Rock Island, Illinois regarding the reformation of the Kenneth W. Downing Charitable Trust through the Court of Rock Island. Attorney Galvan advised that the judicial system in Rock Island would not reform this trust because there is no mismanagement. Ellen recommended that the trust remain in its current form. The Board thanked Ellen for her thorough investigation of this matter.

PLANNING COMMITTEE – John Burke, Chairman.

No report

SYSTEM MEMBERSHIP – John Ciborowski

John Ciborowski reported that the North Suburban Library System Annual banquet will be held on March 3, 2000.

Ellen Yearwood left the meeting at 10:32 PM.

## FRIENDS OF THE LIBRARY – Inara Brubaker

Inara Brubaker reported that Library Department Heads, Holly Richards Sorensen, Adult Services, Mary Ann Brown, Youth Services and Karen Wallace, Community Services presented a program to the Friends on new services that will be provided when the new building opens. Eldon Burk reported that Ken and Shelby Reese were honored at the November 30 meeting for her contribution to the Buy A Brick fundraising program.

## ADMINISTRATOR'S REPORT

Kathy Davy resigned, effective December 3, 1999.

The All-Staff Meeting on December 9 was well attended and well organized. Barbara Saletnik, Move Coordinator, planned the agenda, which included a report from the staff committee working on the lighter side of the moving project and a panel discussion with two staff members from libraries that have recently completed moves to new or expanded facilities.

The Staff Holiday Party was well attended and well planned. The event was organized by the Circulation Department staff and had impressive participation from staff of all departments. The party refreshments, decorations, and door prizes were furnished through the generous donations from Library Trustees and Department Heads and augmented by funds from the two library refreshment vending machines

The Volunteer Appreciation Party on December 2 was well attended by volunteers. It was planned by Joyce Piagari, who had to leave for a family emergency, so the remaining tasks of organizing and presenting the program were taken over by Karen Wallace and Jaye Domecq. Thanks to Eldon Burk, Alderman Sayad and Inara Brubaker who also attended and formally thanked the volunteers.

The library will finish the year with a decrease in overall circulation. Sandra has spoken to several area library directors who all report the same pattern of decrease that began for most of them about two years ago. In some cases, lack of space was cited as an additional factor to the general trend of decreased use of print materials and increased use of, but lack of reporting of, internet and other automated information resources.

The library has installed two Internet filtering software programs for two-week trials. Cyber Patrol and Bess were the two selected by the Youth Services Department with help from Hector Marino. The library will select a system after the trial period has ended.

The Youth Services Department, along with Community Services and Circulation Services has participated in several well-attended events. At the North School Children's Book Week celebration, Mary Ann Brown read to 100 children. At the Terrace School Family Reading Night, Katie Rank and Mona Vady met over 200 children and their parents and registered new library patrons. Veronica Schwartz presented a book talk at

the Oakton CC At-home Dads Convention. The Jim Trelease program on November 17 was a success as well. Over 100 people attended and the program was exceptional in quality.

Karen Wallace, Head of Community Services Department presented a talk about library services for people with visual impairments to 21 people.

Sandra has met with Barbara Saletnik to help in the preparation of documents for the moving bids, with Michael Barnes and Joyce Lerner regarding development of a new library logo, with Executive Service Corps members to plan for the Focus Group Interviews and with Norma Jung regarding honoring the memory of Paul Jung in the new library facility. Sandra attended one library construction tour, the annual SLURP luncheon, CCS Governing Board and Finance and Budget Committee meetings. Sandra also attended a meeting of the ILA Membership Committee.

Sandra held two meetings with the Orientation Committee to develop a library-wide system for employee orientation. Sandra is in the process of developing an Orientation Team, and the Committee plans to hold the first Orientation session the first Wednesday in February.

#### NEW BUSINESS

New job descriptions for Head of Building & Security Services, Library Assistant IV and Public Information Assistant, Library Assistant II were reviewed and discussed.

Sandra reported that both positions would begin January 1, 2000 and receive either a 5% increase or move to the next step, whichever is greater.

MOTION by John Burke, seconded by Inara Brubaker, to approve the new positions of Head of Building & Security Services, Library, Library Assistant IV, and Public Information Assistant, Library Assistant II to begin January 1, 2000 and receive either a 5% increase or move to the next step, whichever is greater. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by William Grice, seconded by Susan Burrows, to authorize Library Administrator, Sandra Norlin to advertise for bids for moving from 841 Graceland Avenue to 1501 Ellinwood Street. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by Inara Brubaker, to approve the transfer of funds within the 1999 Library Budget to cover all 1999 appropriation deficit categories and to transfer any remaining balance to the Library Fund for 2000. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Ritter. NAYS: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by William Grice, to approve the 2000

appropriation and the 1999 levy. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Ritter. NAYS: None. MOTION CARRIED.

John Burke agreed to attend the January 3 City Council Meeting, John Ciborowski the January 17 meeting, Inara Brubaker the February 7 meeting and Eldon Burk the February 21 meeting.

A letter of recommendation was requested by the Sheldon Good Company and prepared by President Burk. The Board approved the letter.

Eldon Burk reported that Brian J. Mulcrone and Commander Murphy of VFW Post #2992 will attend the January 18, 2000 Board Meeting.

Inara Brubaker shared with the Board an email she received from a colleague praising the Library and Library Board of Trustees.

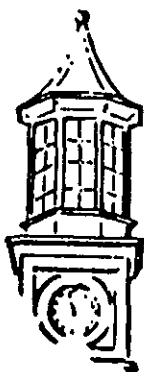
The Board will review the Semi-Annual Minutes of the Executive Session at the January 18, 2000 meeting.

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

The meeting adjourned at 11:15 PM.

Minutes prepared by Carol Kidd.

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DES PLAINES  
PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES  
Minutes of the Finance Committee Meeting  
January 5, 2000

Chair: Susan Burrows.  
Present: Eldon Burk, Susan Burrows, Inara Brubaker, Sandra Norlin.  
Call to Order: 5:10 PM by Susan Burrows.

The Committee discussed changes to the Henricksen contract and voted to accept the changes and support the signing of this contract as being in the best interest of the library.

The Committee discussed changes to the Corporate Concept contract. The changes requested by Corporate Concepts are 1) minimum storage period of 30 days, and 2) reduction of liability for damage caused by other trades.

The Committee voted to accept the changes and support the signing of the contract as being in the best interest of the library.

The Committee agreed to solicit a donor or donors to cover the expense of 1) the boat in the Children's Room, 2) the atrium sculpture, 3) murals on each floor (to begin on second floor with the Heritage Room).

Sandra reported that Jane Moore transferred shares of stock to the North Suburban Library Foundation to fund a collection of books for the Heritage Room in honor of her Aunt Jane Mullenbach.

Meeting adjourned at 5:15 PM.

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

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

1. Over the Counter Receipts	\$	8,534.32
2. Petty Cash Expenditures	\$	28.13
3. Budget Expenditures for December	\$	412,760.07
4. Expenditures Year to Date	\$	3,203,239.93
5. Revenue for December	\$	86,005.75
6. Revenue Year to Date	\$	5,209,658.61

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

December 06, 1999	\$	50,453.52
December 20, 1999		<u>90,603.29</u>
Total	\$	141,056.81

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

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

December 02, 1999	\$	63,750.77
December 16, 1999	\$	65,984.46
December 29, 1999	\$	<u>63,243.93</u>
Total	\$	192,979.16

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

MOTION BY \_\_\_\_\_ 2<sup>ND</sup> BY \_\_\_\_\_ to approve, subject to audit, transfer entries to the Library account in December, 1999 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (December)	\$	<u>170.58</u>
Total	\$	170.58

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

## DES PLAINES PUBLIC LIBRARY

## OVER THE COUNTER RECEIPTS - DECEMBER 1999

December 1998    December 1999    1998 to Date    1999 to Date

Lost Materials	\$ 193.76	\$ 457.74	\$ 3,997.00	\$ 5,198.37
Fines	5,648.97	6,568.20	70,138.46	77,409.49
Damage	38.23	47.63	2,851.04	771.82
Fees	132.57	1,029.90	5,726.11	7,280.16
Copies	1,977.75	410.85	19,784.15	14,766.39
Miscellaneous	26.60	20.00	390.42	1,898.11
Totals	\$ 8,017.88	*\$ 8,534.32	\$102,887.18	\$107,324.34

\*Totals for December were run on 01/07/00

## PETTY CASH EXPENDITURES - December

970620	Periodicals	1.50
970620	Periodicals	1.75
970620	Periodicals	4.90
920210	InService Training	19.98
	Total	\$28.13



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

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

1. Over the Counter Receipts	\$ 8,534.32*
2. Petty Cash Expenditures	\$ 28.13
3. Budget Expenditures for December	\$ 398,816.95
4. Expenditures Year to Date	\$ 3,078,439.74
5. Revenue for December	\$ 80,799.32
6. Revenue Year to Date	\$ 3,283,952.18

\*Totals for December were run 01/07/00

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

December 06, 1999	\$ 43,122.23
December 20, 1999	<u>\$ 85,561.46</u>
Total	\$ 128,683.69

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

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

December 02, 1999	\$ 63,750.77
December 16, 1999	\$ 65,984.46
December 29, 1999	<u>63,243.93</u>
Total	\$ 192,979.16

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

MOTION BY \_\_\_\_\_ 2<sup>ND</sup> BY \_\_\_\_\_ to approve,  
subject to audit, transfer entries to the Library account in December, 1999 by the City  
of Des Plaines as follows:

Gasoline and Diesel Fuel (December)	<u>\$170.58</u>
Total	\$170.58

ROLL CALL VOTE

AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

SELECTION CRITERIA: expledgr.fund='201'

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	1,218,478.00	116,478.86	.00	1,016,898.83	201,579.17	.83
910200	TEMPORARY WAGES	442,767.00	50,730.42	.00	465,486.06	-22,719.06	1.05
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	66.57	433.43	.13
910500	VACATION PAY	.00	9,004.58	.00	73,147.19	-73,147.19	.00
910600	SICK PAY	.00	2,482.21	.00	20,984.75	-20,984.75	.00
910700	HOLIDAY PAY	.00	14,283.09	.00	43,393.34	-43,393.34	.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	2,000.00	.00	1.00
918020	EMPLOYER CONTR-F.I.C.A.	126,950.00	14,397.58	.00	122,612.24	4,337.76	.97
918021	EMPLOYER CONTR-I.M.R.F.	116,459.00	12,364.13	.00	99,145.34	17,313.66	.85
918040	LIFE INS PREMIUMS	4,738.00	347.90	.00	3,837.25	900.75	.81
918050	MEDICAL INS PREMIUMS	164,735.00	8,813.00	.00	95,777.85	68,957.15	.58
918060	TUITION REIMBURSEMENTS	2,000.00	.00	.00	3,929.50	-1,929.50	1.96
918070	WORKERS COMPENSATION	3,800.00	474.78	.00	3,275.21	524.79	.86
TOTAL	PERSONAL SERVICES	2,101,527.00	229,876.55	.00	1,964,983.24	136,543.76	.94
920110	PROFESSIONAL CONSULTING	20,000.00	1,533.20	.00	23,769.88	-3,769.88	1.19
920120	COMMUNICATION SERVICES	25,000.00	835.80	.00	10,266.65	14,733.35	.41
920130	DATA PROCESSING SERVICES	53,000.00	5,754.87	.00	68,166.52	-13,166.52	1.24
920202	CONFERENCES	3,000.00	90.50	.00	4,046.67	-1,046.67	1.35
920204	TRAINING	2,000.00	.00	.00	5,167.50	-3,167.50	2.58
920206	SEMINARS	2,000.00	.00	.00	1,919.00	81.00	.96
920210	IN-SERVICE TRAINING	3,000.00	53.58	.00	1,289.95	1,710.05	.43
920220	MEMBERSHIP DUES	3,000.00	330.00	.00	2,791.00	209.00	.93
920230	PUBLICATION OF NOTICES	1,000.00	.00	.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	8,033.70	17,566.30	.31
TOTAL	SUBSIDIES,REBATES,CONTRIB	25,600.00	723.76	.00	8,033.70	17,566.30	.31
920900	PROPERTY/LIAB CONTRIBUTIO	42,000.00	10,500.00	.00	42,000.00	.00	1.00
930010	R & M EQUIPMENT	42,600.00	5,401.02	.00	41,614.05	985.95	.98
930020	R & M BLDGS & STRUCTURES	45,000.00	823.00	.00	7,471.71	37,528.29	.17
930030	R & M VEHICLES	1,500.00	481.00	.00	2,666.06	-1,166.06	1.78
930195	BOOK BINDING & REPAIR	6,000.00	654.95	.00	3,654.01	2,345.99	.61
930210	RENTAL OF EQUIPMENT	2,900.00	.00	.00	.00	2,900.00	.00
930320	CLEANING:CUSTODIAL SERV	25,000.00	3,540.00	.00	21,240.50	3,759.50	.85
960070	AUTO/TRAVEL EXPENSES	3,000.00	21.83	.00	530.60	2,469.40	.18
960210	SPECIAL EVENT PROGRAMMING	15,000.00	2,179.92	.00	24,717.23	-9,717.23	1.65
960990	MISC CONTRACTUAL SUCS	70,000.00	2,525.75	.00	51,626.79	18,373.21	.74
TOTAL	CONTRACTUAL SERVICES	392,600.00	35,451.18	.00	324,860.66	67,739.34	.83
970100	SUPPLIES	42,000.00	4,064.84	.00	42,662.44	-662.44	1.02

SELECTION CRITERIA: expledger.fund='201'

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
970110	NEALS (PRSNRS/WRKRS/VOLS)	.00	321.82	.00	1,877.37	-1,877.37	.00
970170	JANITORIAL	15,000.00	1,206.67	.00	8,920.03	6,079.97	.59
970200	COPYING/FAX SUPPLIES	2,000.00	.00	.00	.00	2,000.00	.00
970260	POSTAGE AND PARCEL	13,200.00	2,203.00	.00	12,128.79	1,071.21	.92
970270	PRINTING-REPROD-BINDING	10,300.00	80.00	.00	4,750.89	5,549.11	.46
970320	SUPPLIES: BLDG R/M	.00	.00	.00	94.00	-94.00	.00
970330	SUPPLIES: VEHICLE R/M	.00	40.22	.00	50.00	-50.00	.00
970600	BOOKS	400,000.00	62,602.74	.00	358,908.80	41,091.20	.90
970610	AUDIO MATERIALS	45,500.00	5,286.33	.00	41,236.76	4,263.24	.91
970620	SUBSCRIPTIONS	62,000.00	32,563.09	.00	65,619.91	-3,619.91	1.06
970630	VISUAL MATERIALS	42,500.00	2,921.61	.00	39,342.44	3,157.56	.93
970640	AUTOMATED REFERENCE MAT'L	62,100.00	750.00	.00	54,809.90	7,290.10	.88
970810	NATURAL GAS	14,000.00	1,145.25	.00	13,551.26	448.74	.97
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	.00	148.38	.00	638.09	-638.09	.00
970850	GASOLINE	2,000.00	22.20	.00	2,592.72	-592.72	1.30
TOTAL	COMMODITIES	711,100.00	113,556.15	.00	647,183.60	63,916.40	.91
980400	EQUIPMENT	97,450.00	16,340.13	.00	33,589.19	63,864.81	.34
980410	COMPUTER HARDWARE	.00	5,192.35	.00	25,572.63	-25,572.63	.00
980420	COMPUTER SOFTWARE	.00	114.37	.00	992.37	-992.37	.00
980600	FURNITURE & FIXTURES	2,700.00	-96.89	.00	3,115.81	-415.81	1.15
TOTAL	CAPITAL EXPENDITURES	100,150.00	21,550.02	.00	63,266.00	36,884.00	.63
990300	BANK/TRUST/AGENCY FEES	130.00	.00	.00	40.00	110.00	.27
990900	TRANSFER TO DEBT SERVICE	12,078.00	.00	.00	11,993.00	125.00	.99
TOTAL	DEBT SERVICE	12,228.00	.00	.00	11,993.00	235.00	.98
TOTAL	LIBRARY SERVICES	3,317,605.00	400,433.90	.00	3,012,286.50	305,318.50	.91

SELECTION CRITERIA: genledgr.fund='201'

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102008	CASH PD DISBRST 276502401		190,070.83
102012	CASH IPIIP/FOA 7139200161	568,587.11	
TOTAL CASH		569,087.11	190,070.83
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		3,638,249.42	190,070.83
401000	ACCOUNTS PAYABLE		32,772.59
470000	DEFERRED REV-PROPERTY TAX		3,029,919.00
TOTAL CURRENT LIABILITIES		.00	3,082,691.59
TOTAL LIABILITIES		.00	3,082,691.59
700110	EXPENDITURE CONTROL	3,078,439.74	
700120	REVENUE CONTROL		3,283,952.18
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		6,487,638.53	6,668,325.18
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		6,487,638.53	6,853,125.53
TOTAL PUBLIC LIBRARY FUND		10,123,887.95	10,123,887.95
TOTAL REPORT		10,123,887.95	10,123,887.95

SELECTION CRITERIA: genledgr.fund='202'

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT - - - - -	TITLE - - - - -	DEBITS	CREDITS
102008	CASH PB DISBRST 276302401	49,194.13	
TOTAL CASH		49,194.13	.00
TOTAL ASSETS		49,194.13	.00
700110	EXPENDITURE CONTROL	71,709.19	
700120	REVENUE CONTROL		120,903.34
TOTAL SYSTEM CONTROL		71,709.19	120,903.34
TOTAL EQUITIES		71,709.19	120,903.34
TOTAL LIBRARY CAPITAL PROJ FUND		120,903.34	120,903.34
TOTAL REPORT		120,903.34	120,903.34

SELECTION CRITERIA: revledgr.fund='201'

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

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
810010	PROPERTY TAXES 1993	.00	.00	.00	78.17	-78.17	.00
810011	PROPERTY TAXES 1994	.00	.00	.00	.41	-.41	.00
810012	PROPERTY TAXES 1995	.00	.00	.00	.00	.00	.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	2,870,870.26	70,798.74	.98
810016	PROPERTY TAXES 1999	.00	.00	.00	.00	.00	.00
TOTAL	PROPERTY TAXES	2,981,669.00	.00	.00	2,872,726.30	108,942.70	.96
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	3,074,657.00	.00	.00	2,965,714.30	108,942.70	.96
822040	STATE GRANT:PER CAPITA	66,768.00	65,894.45	.00	132,047.69	-65,279.69	1.98
822080	STATE GRANT:LIBRARY TECH	12,500.00	.00	.00	16,038.00	-3,538.00	1.28
822090	STATE GRANT:LIB CONSTRUCT	.00	.00	.00	.00	.00	.00
822095	STATE GRANT:LIBRARY	.00	.00	.00	19,186.92	-19,186.92	.00
TOTAL	STATE GRANTS	79,268.00	65,894.45	.00	167,272.61	-88,004.61	2.11
TOTAL	INTERGOVERNMENTAL REVENUE	79,268.00	65,894.45	.00	167,272.61	-88,004.61	2.11
850102	LIBRARY FINES	90,000.00	6,570.16	.00	77,851.34	12,148.66	.87
TOTAL	FINES	90,000.00	6,570.16	.00	77,851.34	12,148.66	.87
850201	COPYING FEE	25,000.00	3,810.04	.00	17,525.45	7,474.55	.70
850215	SPECIAL PROGRAMS & EVENTS	18,000.00	.00	.00	11,504.00	6,496.00	.64
TOTAL	FEES AND SERVICES	43,000.00	3,810.04	.00	29,029.45	13,970.55	.68
TOTAL	FINES, FEES, AND SERVICES	133,000.00	10,380.20	.00	106,880.79	26,119.21	.80
890010	INTEREST INCOME	5,000.00	270.67	.00	22,236.53	-17,236.53	4.45
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	4,254.00	.00	21,847.95	-10,847.95	1.99
TOTAL	OTHER REVENUE	16,000.00	4,524.67	.00	44,084.48	-28,084.48	2.76
TOTAL	PUBLIC LIBRARY FUND	3,302,925.00	80,799.32	.00	3,283,952.18	18,972.82	.99
TOTAL	PUBLIC LIBRARY FUND	3,302,925.00	80,799.32	.00	3,283,952.18	18,972.82	.99
TOTAL REPORT		3,302,925.00	80,799.32	.00	3,283,952.18	18,972.82	.99

01/06/00  
ACCOUNTING PERIOD: 12/99

CITY OF DES PLAINES  
ORGANIZATION REVENUE STATUS

SELECTION CRITERIA: revledgr.fund='202'

FUND - 202 - LIBRARY CAPITAL PROJ FUND  
FUND - 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
890010	INTEREST INCOME	.00	403.34	.00	403.34	-403.34	.00
899920	LIBRARY DONATIONS	.00	.00	.00	5,000.00	-5,000.00	.00
899930	LIBRARY BUY-A-BRICK	.00	.00	.00	3,000.00	-3,000.00	.00
TOTAL	OTHER REVENUE	.00	403.34	.00	8,403.34	-8,403.34	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	.00	403.34	.00	120,903.34	-120,903.34	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	.00	403.34	.00	120,903.34	-120,903.34	.00
TOTAL REPORT		.00	403.34	.00	120,903.34	-120,903.34	.00

SELECTION CRITERIA: expldgr.fund='201'

FUND - 201 - PUBLIC LIBRARY FUND  
 FUND COM - 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	-1,616.95	.00	30,968.97	-10,968.97	1.55
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	-1,616.95	.00	48,669.12	-28,669.12	2.43
TOTAL	IL LIBRARY PER CAP GRANT	66,768.00	-1,616.95	.00	66,153.24	614.76	.99
TOTAL	CIVIC & CULTURE	3,384,373.00	398,816.95	.00	3,078,439.74	305,933.26	.91
TOTAL	PUBLIC LIBRARY FUND	3,384,373.00	398,816.95	.00	3,078,439.74	305,933.26	.91
TOTAL REPORT		3,384,373.00	398,816.95	.00	3,078,439.74	305,933.26	.91



01/06/00  
 ACCOUNTING PERIOD: 12/99  
 (\*)

CITY OF DES PLAINES  
 ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expledgr.fund='202'

FUND 202 - LIBRARY CAPITAL PROJ FUND  
 FUND 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	12,373.12	.00	71,709.19	-71,709.19	.00
TOTAL	CONTRACTUAL SERVICES	.00	12,373.12	.00	71,709.19	-71,709.19	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	.00	12,373.12	.00	71,709.19	-71,709.19	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	.00	12,373.12	.00	71,709.19	-71,709.19	.00
TOTAL REPORT		.00	12,373.12	.00	71,709.19	-71,709.19	.00

11/29/99

ACCOUNTING PERIOD: 11/99

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

LECTION CRITERIA: payable.due\_date='12/06/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920110	PROFESSIONAL CONSULTING 06258	EXECUTIVE SERVICE CORPS O	3536	1,000.00
2110	920220	MEMBERSHIP DUES 20127	ILLINOIS LIBRARY ASSOCIAT	100416	90.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS 04829	CITY OF DES PLAINES EMPLO	• DECEMBER 99	162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS 04829	CITY OF DES PLAINES EMPLO	• DECEMBER 99	324.02
2110	920850	SUBSIDY:1994 E.R.P. TRANS 04829	CITY OF DES PLAINES EMPLO	• DECEMBER 99	162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS 06135	CITY OF DES PLAINES EMPLO	• DECEMBER 99	18.93
2110	920850	SUBSIDY:1994 E.R.P. TRANS 06135	CITY OF DES PLAINES EMPLO	• DECEMBER 99	37.86
2110	920850	SUBSIDY:1994 E.R.P. TRANS 06135	CITY OF DES PLAINES EMPLO	• DECEMBER 99	18.93
2110	930010	R & M EQUIPMENT 06463	SECURITY LINK FROM AMERIT	• 37000146	75.00
2110	930010	R & M EQUIPMENT 06463	SECURITY LINK FROM AMERIT	• 28407138	215.00
2110	930010	R & M EQUIPMENT 07143	ANDERSON ELEVATOR CO.	22107	120.00
2110	930020	R & M BLDGS & STRUCTURES 08027	EVERGLOW PAINTERS	120130	275.00
2110	930195	BOOK BINDING & REPAIR 05479	HOUCHEM BINDERY LTD	072067	369.95
2110	960210	SPECIAL EVENT PROGRAMMING 05997	BORDERS	15336	31.08
2110	960210	SPECIAL EVENT PROGRAMMING 09046	CHRISTINE POSINGER	REIMB	196.94
2110	960210	SPECIAL EVENT PROGRAMMING 09977	THE MYSTERY SHOP	10-24-99	690.00
2110	960210	SPECIAL EVENT PROGRAMMING 43765	DOMINICKS FINER FOODS	1744171	66.72
2110	960210	SPECIAL EVENT PROGRAMMING 43765	DOMINICKS FINER FOODS	9911031	17.23
2110	960990	MISC CONTRACTUAL SVCS 02637	CENSUS MICROFILM RENTAL P	600160	100.00
2110	960990	MISC CONTRACTUAL SVCS 11841	CLEMMER MOVING & STORAGE,	C763794	647.00
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004820385	43.25
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004805141	18.15
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004815611	36.10
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004785675	52.15
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004805032	39.60
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004803676	24.25
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004791610	49.95
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004791711	16.35
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004769246	32.65
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004774903	26.60
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004780673	58.90
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2004811480	50.60
2110	970100	SUPPLIES 07975	BAKER & TAYLOR ENTERTAINM	N40823110	265.62
2110	970100	SUPPLIES 09638	OFFICE DEPOT	• 080714294	196.29
2110	970100	SUPPLIES 09638	OFFICE DEPOT	• 080751983	19.20
2110	970100	SUPPLIES 09638	OFFICE DEPOT	• 080751669	1.41
2110	970100	SUPPLIES 09638	OFFICE DEPOT	• 080977941	132.84
2110	970100	SUPPLIES 09638	OFFICE DEPOT	• 080714294	21.04
2110	970100	SUPPLIES 09918	JANWAY COMPANY	8418	540.00
2110	970100	SUPPLIES 09918	JANWAY COMPANY	9268	562.49
2110	970100	SUPPLIES 13942	RUBBER STAMP MAN	281851	32.93
2110	970100	SUPPLIES 20177	DEMCO EDUCATIONAL CORP	691749	88.94
2110	970100	SUPPLIES 20177	DEMCO EDUCATIONAL CORP	689380	516.75
2110	970110	MEALS (PRSNRS/WRKRS/VOLS) 05147	SONYA STAHL	11-9-99	114.00
2110	970110	MEALS (PRSNRS/WRKRS/VOLS) 05147	SONYA STAHL	12-2-99	325.00
2110	970170	JANITORIAL 00189	ANDERSON LOCK CO LTD	183596	22.64
2110	970170	JANITORIAL 00283	BADE PAPER PRODUCTS	072508-00	158.00
2110	970170	JANITORIAL 08666	IDEAL UNIFORM SERVICE	679702	15.15
2110	970170	JANITORIAL 09032	TRI STATE ELECTRONICS	26618	67.77
2110	970170	JANITORIAL 09689	RADIO SHACK	033321	13.25
2110	970170	JANITORIAL 29379	HANSEN TRUE VALUE HDWE	102901	289.90

LECTION CRITERIA: payable.due\_date='12/06/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE		VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HDWE	100701	18.73
2110	970170	JANITORIAL	43765	DOMINICKS FINER FOODS	9911021	12.47
2110	970170	JANITORIAL	85309	ACE DES PLAINES, INC	01061007	-1.99
2110	970170	JANITORIAL	85309	ACE DES PLAINES, INC	01067062	32.70
2110	970260	POSTAGE AND PARCEL	00933	POSTMASTER		1,130.00
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	7-774-22493	14.75
2110	970270	PRINTING-REPROD-BINDING	14465	INSTY PRINTS	204634	80.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	866033	624.04
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	861677	358.23
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	864767	3,331.76
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	864150	2,205.05
2110	970600	BOOKS	02958	MARQUIS WHO'S WHO	106829	476.74
2110	970600	BOOKS	03045	ORYX	638785	38.45
2110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	120282	150.45
2110	970600	BOOKS	05317	GROLIER PUBLISHING CO	10351432	267.07
2110	970600	BOOKS	05317	GROLIER PUBLISHING CO	10348292	3,345.36
2110	970600	BOOKS	05317	GROLIER PUBLISHING CO	10349619	59.83
2110	970600	BOOKS	05317	GROLIER PUBLISHING CO	10348848	14.96
2110	970600	BOOKS	07439	THE GALE GROUP	9329060	129.51
2110	970600	BOOKS	07439	THE GALE GROUP	9334010	488.93
2110	970600	BOOKS	07439	THE GALE GROUP	9311418	106.73
2110	970600	BOOKS	07439	THE GALE GROUP	9312236	138.89
2110	970600	BOOKS	07527	STAGE & SCREEN	09002165448	27.65
2110	970600	BOOKS	07977	MITCHELL REPAIR INFORMATI	802552530.1	135.80
2110	970600	BOOKS	09682	KAREN WALLACE	REIMB	47.04
2110	970600	BOOKS	09770	RMA	1000061453	135.00
2110	970600	BOOKS	09855	WEISS RATINGS, INC.	BK1099	368.95
2110	970600	BOOKS	09855	WEISS RATINGS, INC.	LH1299	368.95
2110	970600	BOOKS	11815	US NEWS & WORLD REPORT	ATTACH	38.80
2110	970600	BOOKS	11839	INTL. THOMSON PUBLISHING	2544065650	113.47
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004811479	1,328.18
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004791710	203.30
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004791609	1,302.39
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3003020049	766.95
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004774902	634.32
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3003042956	636.76
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3002998788	20.37
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004820384	811.20
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004805031	765.33
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004815610	880.64
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004803675	591.27
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004780672	1,073.87
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004785674	807.80
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004769245	543.91
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004805140	529.08
2110	970600	BOOKS	52364	MARKET DATA RETRIEVAL	0940213	78.10
2110	970600	BOOKS	58875	INGRAM	00676812	18.98
2110	970600	BOOKS	82668	POLONIA BOOK STORES	008305	105.47
2110	970610	AUDIO MATERIALS	04799	BOOKS IN MOTION	13544	152.38
2110	970610	AUDIO MATERIALS	06253	TIME LIFE EDUCATION INC	P51000880002	36.95
2110	970610	AUDIO MATERIALS	06253	TIME LIFE EDUCATION INC	P51000880003	36.05

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11/29/99  
ACCOUNTING PERIOD: 11/99

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

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LECTION CRITERIA: payable.due\_date='12/06/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-28-99-1	243.52
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-28-99-4	47.10
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-28-99-3	73.72
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-28-99-5	65.90
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-28-99-2	12.73
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3720443P	259.95
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3722493M	32.90
2110	970620	SUBSCRIPTIONS & BOOKS	07439	THE GALE GROUP	RI9252526	995.00
2110	970620	SUBSCRIPTIONS & BOOKS	07980	ENCYCLOPAEDIA BRITANNICA,	1535087 RR	2,105.43
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	240706480	51.54
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	240691660	88.20
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	N40823110	6.95
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	N40795480	64.10
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	N40795490	197.14
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	240729040	41.85
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	N40795470	29.99
2110	970630	VISUAL MATERIALS	58875	INGRAM	00673714	855.63
2110	970630	VISUAL MATERIALS	58875	INGRAM	00687328	17.24
2110	970630	VISUAL MATERIALS	58875	INGRAM	00712697	30.37
2110	970640	AUTOMATED REFERENCE MAT'L	43806	NORTH SUBURBAN LIBRARY SY	ATTACH	750.00
2110	970840	DIESEL	03031	AVALON PETROLEUM COMPANY	019696	48.63
2110	980400	EQUIPMENT	06093	DELL MARKETING L.P.	284639200	2,936.00
2110	980410	COMPUTER HARDWARE	03662	LIBERTY COMPUTER CENTRE	11005	22.00
2110	980420	COMPUTER SOFTWARE	11827	MICROAID	0044048-IN	114.37
TOTAL LIBRARY SERVICES						43,122.23
TOTAL FUND						43,122.23

12/10/99

ACCOUNTING PERIOD: 12/99

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='12/20/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	920110	PROFESSIONAL CONSULTING	09080	PEOPLEWORKS	8384	500.00
2110	920110	PROFESSIONAL CONSULTING	25529	KLEIN, THORPE & JENKINS	1657-2	35.20
2110	920120	COMMUNICATION SERVICES	05851	SPRINT	847 391-5300	19.21
2110	920120	COMMUNICATION SERVICES	05851	SPRINT	844318621	115.15
2110	920120	COMMUNICATION SERVICES	06827	CELLULAR ONE	49682107	36.78
2110	920140	DATA PROCESSING SERVICES	07007	PSINET, INC.	2323216	1,270.23
2110	920140	DATA PROCESSING SERVICES	09737	BAKER & TAYLOR	LO8NS1371M	470.42
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	OCTOBER 1999	2,652.47
2110	920202	CONFERENCES	06036	MARTHA SLOAN	REIMB	54.00
2110	920220	MEMBERSHIP DUES	20127	ILLINOIS LIBRARY ASSOCIAT	100028	90.00
2110	920220	MEMBERSHIP DUES	37429	DES PLAINES CHAMBER OF CO	120099	150.00
2110	930010	R & M EQUIPMENT	06789	AMBASSADOR BUSINESS SOLUT	6439073	134.00
2110	930010	R & M EQUIPMENT	09600	RMC INC.	056799	765.00
2110	930010	R & M EQUIPMENT	53253	DISTINCTIVE BUSINESS PROD	401332	527.25
2110	930010	R & M EQUIPMENT	72106	COOPERATIVE COMPUTER SERV	OCTOBER 1999	2,567.02
2110	930020	R & M BLDGS & STRUCTURES	05720	MARIO GAMBINO & SONS LAND	11-04-99	348.00
2110	930030	R & M VEHICLES	07023	NORTHWEST COLLISION OF DE	3952	481.00
2110	930320	CLEANING: CUSTODIAL SERV	09536	CRYSTAL MGMT. & MAINT. SE	7703	140.00
2110	930320	CLEANING: CUSTODIAL SERV	09536	CRYSTAL MGMT. & MAINT. SE	7735	1,700.00
2110	960210	SPECIAL EVENT PROGRAMMING	00957	HOUSE OF RENTAL	04-066817-02	11.55
2110	960210	SPECIAL EVENT PROGRAMMING	05237	JOYCE PIAGARI	REIMB	43.31
2110	960210	SPECIAL EVENT PROGRAMMING	05237	JOYCE PIAGARI	REIMB	120.00
2110	960210	SPECIAL EVENT PROGRAMMING	08459	PATRICIA E. SHERMAN	DP99010	50.00
2110	960210	SPECIAL EVENT PROGRAMMING	08459	PATRICIA E. SHERMAN	DP99011	50.00
2110	960210	SPECIAL EVENT PROGRAMMING	19776	BAKER & TAYLOR, INC.	2004884814	155.82
2110	960210	SPECIAL EVENT PROGRAMMING	19776	BAKER & TAYLOR, INC.	2004905121	124.39
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	005699	70.17
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004837838	32.45
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004871793	51.65
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004849423	22.40
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004877483	47.30
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004855983	53.45
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004849006	1.50
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004861115	47.40
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004848514	53.90
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004855829	95.60
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004885097	47.10
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004852999	12.70
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004866534	38.65
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004827123	36.35
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004832940	13.85
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004824317	11.05
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004832825	85.45
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004839439	27.30
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004826846	37.45
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004892580	46.30
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004848727	65.50
2110	960990	MISC CONTRACTUAL SVCS	70067	NORBERT SOLARZ	164868	26.00
2110	970100	SUPPLIES	00118	MARILYN'S FLOWERS AND THI	04475	80.00
2110	970100	SUPPLIES	04832	BRUDNO ART SUPPLY	BL115804	7.55
2110	970100	SUPPLIES	05337	SIGN A RAMA, USA	9966	41.65

12/10/99

ACCOUNTING PERIOD: 12/99

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='12/20/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970100	SUPPLIES	09638	OFFICE DEPOT	082526263	22.87
2110	970100	SUPPLIES	09638	OFFICE DEPOT	081613312	13.40
2110	970100	SUPPLIES	09638	OFFICE DEPOT	081715311	-25.74
2110	970100	SUPPLIES	09638	OFFICE DEPOT	082525999	19.52
2110	970100	SUPPLIES	09638	OFFICE DEPOT	081716726	11.06
2110	970100	SUPPLIES	09638	OFFICE DEPOT	081715558	-15.23
2110	970100	SUPPLIES	09638	OFFICE DEPOT	081471836	112.20
2110	970100	SUPPLIES	09638	OFFICE DEPOT	081762511	253.00
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	702459	37.45
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	006026	11.87
2110	970100	SUPPLIES	92003	COMPUTYPE INC.	88229-1010	368.32
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	03239	GIUSEPPE'S LA CANTINA	70985	43.90
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	06036	MARTHA SLOAN	REIMB	36.50
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	43765	DOMINICKS FINER FOODS	003922	38.92
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	073119-00	161.00
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	685247	15.15
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	682549	15.15
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	688338	15.15
2110	970260	POSTAGE AND PARCEL	00933	POSTMASTER		1,000.00
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	7-774-79785	29.50
2110	970330	SUPPLIES: VEHICLE R/M	02474	OAKTON AUTO PARTS	614513	40.22
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	867611	1,101.85
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	0074334-99	503.25
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	0061916-99	903.25
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	0062398-99	430.00
2110	970600	BOOKS	02958	MARQUIS WHO'S WHO	129984	273.44
2110	970600	BOOKS	02958	MARQUIS WHO'S WHO	131639	518.42
2110	970600	BOOKS	03363	WEST GROUP	748-441-028	129.00
2110	970600	BOOKS	05317	GROLIER PUBLISHING CO	10359196	561.80
2110	970600	BOOKS	05855	AMERICAN LIBRARY ASSOCIAT	8256964	39.30
2110	970600	BOOKS	06036	MARTHA SLOAN	REIMB	48.15
2110	970600	BOOKS	06253	TIME LIFE EDUCATION INC	050589650015	59.84
2110	970600	BOOKS	07038	BORDERS	17774	83.93
2110	970600	BOOKS	07439	THE GALE GROUP	9367109	107.80
2110	970600	BOOKS	07439	THE GALE GROUP	9365541	123.51
2110	970600	BOOKS	07439	THE GALE GROUP	9380628	68.84
2110	970600	BOOKS	07569	RUSSIAN HOUSE LTD.	140015	320.13
2110	970600	BOOKS	08066	EDUCATIONAL STRATEGISTS A	991434	94.40
2110	970600	BOOKS	08948	HIPPOCRENE BOOKS, INC.	57099	20.34
2110	970600	BOOKS	12156	THOMSON LEARNING	2549679050	22.19
2110	970600	BOOKS	12168	GREENWOOD PUBLISHING GROU	1576809	17.96
2110	970600	BOOKS	12168	GREENWOOD PUBLISHING GROU	1576728	17.96
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004905121	24.94
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004827122	1,022.00
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004849006	32.26
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004855696	23.80
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004884814	155.82
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004849422	474.35
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004852998	407.18
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004839438	767.24
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004866533	854.91

2232

0134

12/10/99  
ACCOUNTING PERIOD: 12/99

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='12/20/1999'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004871792	1,177.85
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004918799	24.90
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004848513	1,458.65
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004832939	195.54
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004877056	143.58
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004826845	889.15
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004832824	1,340.77
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004855828	1,618.95
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004837837	819.03
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004877482	1,348.77
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004848726	675.73
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004824316	275.16
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004861114	1,121.27
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004892579	2,031.45
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004885096	850.26
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2004855982	888.85
2110	970600	BOOKS	20232 REGENT BOOK COMPANY	87612	20.91
2110	970600	BOOKS	20701 WORLD BOOK ENCYCLOPEDIA,	748-441-028	27.40
2110	970600	BOOKS	58875 INGRAM	24015329	24.96
2110	970600	BOOKS	58875 INGRAM	24015328	31.90
2110	970600	BOOKS	68820 MARSHALL CAVENDISH CORP.	R481283	466.35
2110	970600	BOOKS	80127 EDUCATIONAL DIRECTORIES	60669	87.00
2110	970610	AUDIO MATERIALS	02482 CHIVERS NORTH AMERICA	182016	6.50
2110	970610	AUDIO MATERIALS	02482 CHIVERS NORTH AMERICA	180816	12.13
2110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	240961640	104.67
2110	970610	AUDIO MATERIALS	09640 GATEWAY LEARNING CORPORAT	ORD008165	659.85
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	11-16-99-5	38.19
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	11-2-99-3	107.09
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	11-2-99-5	198.45
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	11-16-99-3	269.25
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	11-2-99-1	236.10
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	11-16-99-2	18.73
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	11-16-99-1	220.81
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	3758818M	5.00
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	3748643M	15.00
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	949457	17.85
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	947778	138.40
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	953169	232.00
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	945733	5.95
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	953607	5.95
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	947780	40.80
2110	970620	SUBSCRIPTIONS & BOOKS	74130 EBSCO SUBSCRIPTION SVC	0320200	70.95
2110	970620	SUBSCRIPTIONS & BOOKS	74130 EBSCO SUBSCRIPTION SVC	CM13818	-118.00
2110	970620	SUBSCRIPTIONS & BOOKS	74130 EBSCO SUBSCRIPTION SVC	0316895	28,870.11
2110	970620	SUBSCRIPTIONS & BOOKS	76126 DAILY HERALD	898489	639.60
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	241180	76.00
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	240737	112.00
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	N40833660	9.04
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	N40889330	80.19
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	240824170	80.25
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	N41001000	31.34

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13  
15

12/10/99  
ACCOUNTING PERIOD: 12/99

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

PAGE 15

SELECTION CRITERIA: payable.due\_date='12/20/1999'

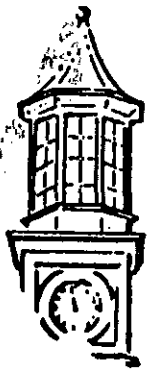
FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	A24350330	10.44
2110	970630	VISUAL MATERIALS	10548 SELECT VIDEO PUBLISHING	991277	144.85
2110	970630	VISUAL MATERIALS	12132 VIDEO TUTOR	ATTACH	250.20
2110	970630	VISUAL MATERIALS	58875 INGRAM	01053515	18.96
2110	970630	VISUAL MATERIALS	58875 INGRAM	00900431	116.12
2110	970630	VISUAL MATERIALS	58875 INGRAM	00825292	68.92
2110	970630	VISUAL MATERIALS	58875 INGRAM	00781535	95.08
2110	970630	VISUAL MATERIALS	58875 INGRAM	01082027	17.24
2110	970630	VISUAL MATERIALS	58875 INGRAM	01031849	123.66
2110	970630	VISUAL MATERIALS	58875 INGRAM	00949450	37.46
2110	970840	DIESEL	03031 AVALON PETROLEUM COMPANY	• 025543	50.71
2110	970850	GASOLINE	03031 AVALON PETROLEUM COMPANY	• 365924	22.20
2110	980400	EQUIPMENT	05124 CDW GOVERNMENT, INC.	BB29290	1,204.97
2110	980400	EQUIPMENT	11205 GATSNAY COMPANIES, INC.	71188564	4,803.00
2110	980400	EQUIPMENT	12120 A-R&B ASSOCIATES, INC.	00009264	5,779.23

TOTAL LIBRARY SERVICES 85,561.46

TOTAL FUND 85,561.46





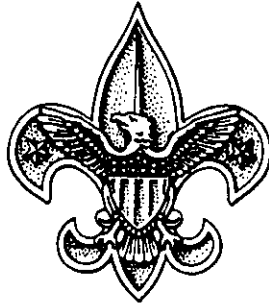
DES PLAINES  
PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

VISITOR REGISTRATION

Please sign in

1. Mary Murphy
2. Emmett J. Koos
3. Brian J. Melton
4. David M. Murphy
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_

**BOY SCOUTS OF AMERICA****TROOP 160**

December 23, 1999

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

Dear Ms. Sandra Norland:

I would like to take this opportunity to thank you for allowing me to have a collection box at the Library for my Eagle Scout Project. On December 18, 1999 about 15 Boy Scouts and myself collected from homes and businesses approximately 2,300 pieces of clothing for our community.

I just wanted you to know that without your support this project would never had been possible. Thank you for caring about our less fortunate and for all your help getting me closer to obtaining my Eagle Rank.

Thank you again,

Kevin Hemmati  
1426 Danbury Lane  
Des Plaines, IL 60016

# NIGHT OWL

## REFERENCE SERVICE



December, 1999

Total number calls =794

16 Antioch Public Library	16 Mt Prospect Public Library
58 Arlington Heights Memorial Library	8 Nippersink Public Library
23 Barrington Area Public Library	17 Northbrook Public Library
11 Bartlett Public Library	12 Oswego Public Library
11 Bedford Park Public Library	19 Palatine Public Library
27 Bellwood Public Library	26 Park Ridge Public Library
10 Bridgeview Public Library	9 Prospect Heights Public Library
10 Coal City Public Library	16 Riverside Public Library
33 Des Plaines Public Library	11 Rolling Meadows Public Library
42 Elmhurst Public Library	21 St. Charles Public Library
19 Elk Grove Village Public Library	30 Schaumburg Township Public Library
34 Elmhurst Public Library	52 Skokie Public Library
10 Fossil Ridge Public Library	10 Vernon Area Public Library
9 Fremont Public Library	12 Villa Park Public Library
37 Glenview Public Library	13 Warrenville Public Library
46 Highland Park Public Library	10 Wauconda Public Library
17 Indian Trails Public Library	10 Westchester Public Library
26 Lake Forest Public Library	14 Wood Dale Public Library
8 Lincolnwood Public Library	13 Woodstock Public Library
16 Lisle Library District	

### SAMPLE QUESTIONS

Collective annual sales of discount department stores  
 How to spell 'Feliz Navidad'  
 Dimensions of full and queen size beds  
 What is Neufchatel?  
 When is the next full moon?  
 How does a fluorescent bulb burn out?  
 Lyrics to a Scottish song  
 Frequencies of cell phones  
 How to file for legal guardianship  
 Amount of caffeine in black tea  
 RTA number for New Orleans  
 Poverty level in United States  
 Lyrics for 'What Child is This'  
 Does Northwestern School of Music have online application?  
 Golf courses in Riverside, CA  
 Names of the Magi

*Marilyn Uselmann*  
 Marilyn Uselmann  
 Head, Night Owl

### DOWNING CHARITABLE TRUST FUND

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

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

Balance of Trust		\$25,000.00
December 31, 1998	Interest Balance	\$ 368.21
	1999 Deposits	\$ 847.31
	Fees (Check Printing)	\$ 44.90
	1999 Check Paid	<u>\$ (200.00)*</u>
December 31, 1999	Interest Balance	\$ 970.62

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

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

\*Funds were used to purchase one new original framed piece of artwork from the Des Plaines Art Guild Fall Show.

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### GERTRUDE G. DUNCAN TRUST FUND

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

December 31, 1999	Balance	\$0
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The funds were withdrawn on October 15, 1999 by action of the Library Board of Trustees taken at the September 21, 1999 Board Meeting. Covest Bank issued a check in the amount of \$4,322.55 made payable to the North Suburban Library Foundation to be deposited in the Des Plaines Public Library Fund.

NORTH  
SUBURBAN  
LIBRARY  
FOUNDATION

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

30 December 1999

Ms. Jane Moore  
800 South River Road  
Des Plaines, Illinois 60016

Dear Ms. Moore,

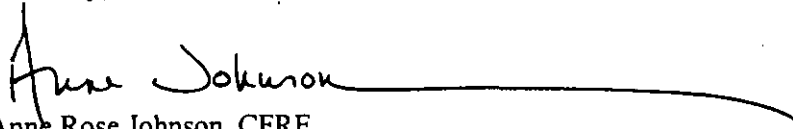
We have received your transfer of securities to benefit the Des Plaines Public Library Fund. Your transaction, which was completed on December 21, 1999, is a contribution of \$5,905.00 to that fund. Your generous and thoughtful gift is very much appreciated.

As you have discussed with Sandra Norlin, your contribution will endow the **Jane Mullenbach Collection** at the Des Plaines Public Library. This circulating collection will include modern and classical prize-winning works, and will be located in the Heritage Reading Room in the new library building. Your gift will enable the library to continually increase the number of titles in the collection.

It is very exciting that you are making this notable literature available to patrons of the Des Plaines Public Library.

Thank you for your generous and significant contribution to library.

Sincerely,



Anne Rose Johnson, CFRE  
Foundation Manager

/arj

cc: Sandra K. Norlin, Administrator  
Des Plaines Public Library

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

John William Morris, Ph.D.

John Rauscher

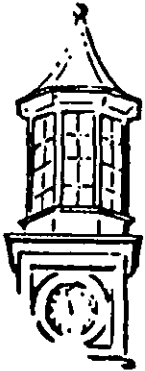
Wald C. Rodgers, Ph.D.

Anne Rose Johnson  
Manager

FEBRUARY 2000

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**DES PLAINES  
PUBLIC LIBRARY**

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, FEBRUARY 15, 2000**

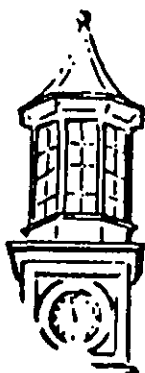
**7:30 PM**

**Large Meeting Room**

**Agenda:**

- **Building Project Status Report**
- **Departmental Report - Adult Services**
- **Bid Award/Moving**
- **Executive Session**  
**To Discuss the Compensation, Discipline & Performance of**  
**Specific Employees**

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



DES PLAINES  
PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

DES PLAINES PUBLIC LIBRARY

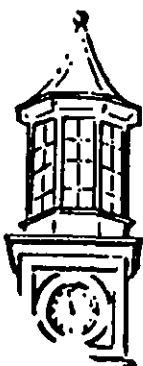
BOARD OF TRUSTEES

Agenda for the Regular Meeting  
February 15, 2000 7:30 PM

- I. Call to Order. (7:30 PM)
- II. Consideration of the Agenda.
- III. Approval of Minutes of the Regular Board Meeting, January 18, 2000. (Action Item) Approval of Minutes of the Special Board Meeting, February 1, 2000. (Action Item)
- IV. Public Comments and Questions.
- V. City Council Community Services Committee - Alderman Petersen
- 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. Bid Award for Moving Services. (Action Item)
  - G. Approval of Contract with Wellspring Associates. (Action Item)
- VII. Building and Grounds Committee - Betty Ritter.
  - A. Building Project Status Report.
  - B. Change Orders.



- 0144
- VIII. Management Committee - Ellen Yearwood. (8:30 PM)
    - A. Board Review of Department Activities - Adult Services Department, Holly Richards Sorensen.
  - IX. Planning Committee - John Burke.
  - X. System Membership - John Ciborowski.
  - XI. Friends of the Library - Inara Brubaker.
  - XII. Administrator's Report - Sandra Norlin.
  - XIII. New Business. (9:30 PM)
    - A. Report of January 31, 2000 Art Committee Meeting.
    - B. Report of February 7, 2000 Art Committee Meeting.
    - C. Report of February 1, 2000 Ceremonial Moving Advisory Committee.
    - D. Attendance at City Council Meetings - March 6, 20 and April 3, 17.
  - XVI. Old Business.
  - XVII. Other
  - XVIII. Announcements.
    - A. Correspondence.
  - XIX. Executive Session.
    - A. To Discuss the Compensation, Discipline & Performance of Specific Employees.
  - XX. Adjournment. (10:30 PM)



DES PLAINES  
PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
January 18, 2000

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the Large #1 meeting room on Tuesday, January 18, 2000. President Eldon Burk called the meeting to order at 7:00 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, Alderman Sayad, Carol Kidd, Gary Valente, Mary Murphy, Brian J. Mulcrone, David Murphy, Emmett J. Koos, Carol Stolt, Ken Hutson.

MOTION by, Inara Brubaker, seconded by Betty Ritter, to enter into an Executive Session at 7:00 PM to discuss the compensation, discipline & performance of specific employees and semi-annual review of minutes. Vote: Ayes: All. Nays: None.  
MOTION CARRIED.

The regular session reconvened at 7:39 PM and was called to order by President Eldon Burk.

The Administrator Review Committee will meet on Wednesday, January 26, 2000 at 5:00 PM.

Ellen Yearwood left the meeting at 7:43 PM.

Brian Mulcrone of VFW Post #2992 reported that the VFW would participate in the Ceremonial Move. Mr. Mulcrone introduced David Murphy, Post Commander, VFW Des Plaines Post #2992 and Emmett Koos, Jr., Vice Commander of American Legion Post 36 to the Board. A subscription to the VFW magazine and the book "Our First Century" were donated by the American Legion and the Veterans of Foreign Wars (VFW). President Eldon Burk and Library Administrator, Sandra Norlin, accepted the donation on behalf of the Des Plaines Public Library.

MOTION by William Grice, seconded by John Burke, to accept the agenda as amended by adding under XV. New Business. A. Review of Trusts and Foundation Grants and VIII. Building & Grounds. E. Proposal Request #1 for FF&E. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by Betty Ritter, to approve the Minutes of the regular Board Meeting of December 21, 2000, 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 Corcoran Productions withdrew their contract for services to the City of Des Plaines. Alderman Sayad also reported that Joyce Petersen is the newest City Council member. Ms. Peterson was recommended by the mayor and approved by the City Council.

Alderman Sayad received a compliment from one of his constituents about the staff in the Youth Services Department.

Alderman Sayad reported that Council Committees will be reorganized and that he may not retain his position as library liaison. President Burk responded that this would be a loss to the library. John Burke confirmed that Alderman Sayad has been a most effective advocate.

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

Ken Hutson reported on the Project Status for the period January 2000. The base construction project is currently on schedule with an anticipated completion date on or before May 30, 2000.

Contracts for the FF&E (furniture, fixtures, and equipment) have been signed.

There have been six official Change Orders totaling \$201,228.00 to date.

Betty Ritter reported that Gary Valente has contacted Security Link for an investigation of a problem with the heat sensors.

Gary Valente spoke to the Board about his duties as Head of Building and Security Services. Gary reported on the current crime prevention program, maintenance of the library, and contracts that he has negotiated for library building services.

Alderman Sayad asked about the security system for the new building. Gary Valente responded that there are 16 cameras planned for security purposes in the new library building and Sandra Norlin responded that each book will have a magnetic security strip. The Board thanked Gary for his report.

Ken Hutson reported that Lohan Associates continues to monitor the color of the Kasota stone for consistency to the original building plans that were issued for construction. Ken Hutson reported that the limestone will age with time and that if color does not conform to original specifications, some of the stones can be replaced. Susan Burrows questioned Ken Hutson about the length of time it will take for the oxidation process and Hutson responded that oxidation occurs up to two and one half years after installation.

Ken Hutson reported on change orders for Fish Tank, Corridor to Stair #1, and Hanging Sculpture. President Burk questioned why a change order was necessary for the Fish Tank, since this was included in the original plans. Hutson responded that the Fish Tank was not part of the original plans.

Ken Hutson also reported that an investigation is pending following testing of the mortar and grout on the new building. Lohan will refer results of the investigation to masonry consultants for review. President Burk asked Ken Hutson to keep the Board informed.

Ken Hutson distributed the FF&E (furniture, fixtures, and equipment) Budget dated January 14, 2000.

MOTION by Committee, to accept changes to the Henricksen contract as being in the best interest of the library and to support the signing of this contract for a total cost of \$470,300.81. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Grice, Ritter. NAYS: None. MOTION CARRIED.

MOTION by John Burke, seconded by Susan Burrows, to accept Corporate Concepts C/O (change order) #1 in the amount of \$106,436.54. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Grice, Ritter. NAYS: None. MOTION CARRIED.

MOTION by John Burke, seconded by Susan Burrows, to accept Library Steel Bureau C/O (change order) #1 in the amount of \$11,500.72. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Grice, Ritter. NAYS: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by John Burke, to accept the Change Order for Closets in Room 105 in the amount of \$8,338.00. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Grice, Ritter. NAYS: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by Inara Brubaker, to accept the Change Order for the Lily Pad carpet tile pattern not to exceed \$10,000.00. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Grice, Ritter. NAYS: None. MOTION CARRIED.

MOTION by William Grice, seconded by Susan Burrows, to authorize President Eldon Burk and the Chairs of the Finance and Building Committees to approve Change Orders for \$5,000 and above with consultation from Library Administrator, Sandra Norlin and OSG, Inc. Project Manager. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Grice, Ritter. NAYS: None. MOTION CARRIED.

MOTION by William Grice, seconded by Susan Burrows, to authorize Library Administrator, Sandra Norlin, to approve Change Orders for less than \$5,000.00. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Grice, Ritter. NAYS: None. MOTION CARRIED.

Carol Stolt of Lohan Associates brought in samples of upgraded quarry tiles proposed for the lobby of the new building and advised that the additional cost would be \$10,490.03. The Board did not approve the upgrade.

Carol Stolt distributed copies of the proposed Children's Floor Upgrades. Adult and children's rocking chairs were proposed at a cost of \$2,520.00 with Carol presenting drawings and fabric swatches. William Grice asked if the children's rocking chairs were safe and Carol Stolt responded that all the rocking chairs were safe. The Board discussed the style of the chairs and asked Carol Stolt to research pricing for a special "chair and a half".

Costs for the poetry corner were discussed and the Board did not approve the camera for the poetry corner which included a flat screen TV and PC for a total cost of \$13,000.00. The Board also changed the special carpet Chess Pieces from five (5) chess sets to two (2) checker sets and (2) chess sets.

MOTION by John Burke, seconded by Inara Brubaker, to remove the "Camera for Poetry Corner" from the Children's Floor Upgrades list at a cost of \$13,000.00 and to change the special carpet Chess Pieces from five (5) chess sets to two (2) checker sets and two (2) chess sets. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Grice, Ritter. NAYS: None. MOTION CARRIED.

Carol Stolt of Lohan Associates reported that two art consultants will be recommended to the Board for the development of an overall concept for murals for the second, third, and fourth floors, as well as the sculpture for the atrium.

President Burk called for a Special Board Meeting to be held on Tuesday, February 1, 2000 at 6:30 PM for a presentation by the art consultants recommended by Lohan Associates.

MOTION by, Inara Brubaker, seconded by William Grice, to enter into an Executive Session at 10:45 PM to discuss the compensation, discipline & performance of specific employees and semi-annual review of minutes. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The regular session reconvened at 11:02 PM and was called to order by President Eldon Burk.

MOTION by Susan Burrows, seconded by William Grice to accept the voluntary resignation and reassignment of the employee discussed in Executive Session. Vote: Ayes: All. Nays: None. MOTION CARRIED.

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

William Grice left the meeting at 11:04 PM.

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	\$ 8,534.32*
2. Petty Cash Expenditures	\$ 28.13
3. Budget Expenditures for December	\$ 398,816.95
4. Expenditures Year to Date	\$ 3,078,439.74
5. Revenue for December	\$ 80,799.32
6. Revenue Year to Date	\$ 3,283,952.18

\*Totals for December were run 01/07/00.

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:

December 06, 1999	\$ 43,122.23
December 20, 1999	<u>\$ 85,561.46</u>
Total	\$ 128,683.69

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

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

December 02, 1999	\$ 63,750.77
December 16, 1999	\$ 65,984.46
December 29, 1999	\$ <u>63,243.93</u>
Total	\$ 192,979.16

ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, 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 December, 1999 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (December)	<u>\$170.58</u>
Total	\$170.58

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

Susan Burrows reported on the Finance Committee meeting held on January 5, 2000.

MANAGEMENT COMMITTEE – Ellen Yearwood, Chairman.

No report.

PLANNING COMMITTEE – John Burke, Chairman.

John Ciborowski absent. No report

SYSTEM MEMBERSHIP – John Ciborowski

No report.

FRIENDS OF THE LIBRARY – Inara Brubaker

The next Round Table meeting will be held on Tuesday, January 25, 2000 at 7:00 PM.

ADMINISTRATOR'S REPORT

Susan Shallcross, Clerk, Technical Services, part-time and Mario Sigismondi, Monitor, Building Services, part-time have resigned their positions at the library.

Sarah McGowan has been hired as a full-time Librarian I in Adult Services and will

begin work on January 24, 2000.

The following positions are being advertised: part-time Catalog Librarian; part-time Materials Processor; part-time Webmaster; part-time Monitor; and part-time Librarians for Youth Services and Adult Services for weekend Reference duties.

Sandra is developing a proposal for staff development services from Sharon Colby to continue her work on team building with the Administrative Team and the Technical Services Department.

Holly Richards Sorensen is attending ALA Midwinter and Hector Marino will attend the Computers in Libraries Conference in Washington, DC in March. Sandra reported that five staff members will attend the PLA Conference in Charlotte, NC in April.

Sandra reported that overall circulation is down 3.7% from 1998, with decreases of 12% in Youth Services print materials and 7.7% in Adult print materials. Sandra stated that she thinks we are seeing the beginning of the effect of the internet and other electronic resources on reading, information access, and leisure. The activities that we have historical records of show that we had fewer in-person visits in 1999 than in 1998, but that we have a higher percentage of the population who are library users (registered patrons). The library has begun to track the use of our internet and other electronic resources and show active use of these services. Several programs have been presented to "sellout" crowds and have engaged both adults and children in reading discussion groups. It appears that the balance of resources and usage is still healthy. This trend has been the topic of discussion among area librarians over the past few months. Some libraries in our area continue to chart large increases in the use of their materials, most of which is attributable to non-print categories. Some show decreasing circulation with increasing numbers of visits; others show slower rates of increases, with nonprint circulation up and print circulation down. Most library directors have reported that although circulation figures are flat or decreasing they feel that their programs are improving and that this is the beginning of a new way of viewing library services within the public library's mission.

Sandra worked with Lohan Associates and OSG to get contracts modified and signed with all three successful bidders for furniture and equipment. Sandra met with the Orientation Committee, the Board Ceremonial Moving Advisory Committee, and Finance Committee, a meeting called to discuss changes to the building security plan for the new building and with members of the Executive Service Corps to review plans for the focus groups to be held Feb-March, 2000. Sandra has also met with Joyce Lerner of Graphic Solutions to work on the development of the new logo for the library.



## NEW BUSINESS

The board reviewed the Downing Charitable Trust Fund. MOTION by Susan Burrows, seconded by Inara Brubaker, to accept the Downing Charitable Trust Report as presented. Vote: Ayes: All. Nays: None. MOTION CARRIED.

## OTHER

Sandra reported on the January 4, 2000 Ceremonial Moving Advisory Committee meeting. A slogan is needed for the move and will be discussed at the next meeting. Assignment of duties will also be discussed. The next meeting is scheduled for Tuesday, February 1, 2000 at 5:00 PM.

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

The meeting adjourned at 11:27 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 February 1, 2000

The special meeting of the Des Plaines Public Library Board of Trustees was held in the large meeting room on Tuesday, February 1, 2000. President Eldon Burk called the meeting to order at 6:30 PM.

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

Members Absent: Ellen Yearwood (Ellen was not notified of the meeting due to an oversight.)

Also present: Sandra Norlin, Martha Sloan, Hector Marino, Carol Kidd, Carol Stolt of Lohan Associates, Anne Lyman of Lyman Art Advisory and Patti Gilford of Patti Gilford Fine Arts.

President Burk introduced Carol Stolt of Lohan Associates. Carol advised the Board that she had arranged for two art consultants to make presentations at the meeting. Anne S. Lyman of Lyman Art Advisory was introduced by Carol and was given approximately 45 minutes to make her presentation.

Anne distributed a proposal from Lyman Art Advisory, Commission & Management Services. The services to be provided by Lyman Art Advisory would include:

1. Establish a design concept for the overall art program within the library focusing on the following major pieces:
  - Murals on 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> floor south walls
  - Atrium sculpture
  - "Heritage Wall"
2. Make recommendations for commissioned pieces as described above.
3. Procure artworks.

4. Manage the Art Program (i.e., acquisition/commission, framing, shipping, handling, delivery, installation, etc.

The hourly rate for services provided would be \$125.00, not to exceed \$15,000.00 plus all pre-approved reimbursable expenses for all third party and/or out-of-pocket expenses incurred on behalf of the Art Program (i.e., artworks, framing, taxes, shipping, handling, installation, secretarial, travel, etc.).

Anne advised the Board that she would act as an objective intermediary. A slide presentation was prepared for the Board on projects that have been completed by Lyman Art Advisory.

Betty Ritter questioned Anne about whether local artists would be used for the library art. Anne responded that local artists would fit in with the Board's timeframe, but that additional criteria would be used for artist selection and that "local" could mean someone who works locally, someone who does local art, or someone who resides elsewhere but is considered a Chicago artist.

President Burk reported that artwork purchases would be spread out over a two to three year timeframe. Anne stated that she was enthusiastic about working with the Board on this project.

Patti Gilford of Patti Gilford Fine Arts was introduced to the Board and also given approximately 45 minutes to make her presentation. Patti explained to the Board that she has worked on all types of projects. The services to be provided by Patti Gilford Fine Arts would include the conceptual design of the overall art program for the Des Plaines Public Library with particular focus on the selection of artists to create murals for the second, third, and fourth floors, the commission of a sculpture to be placed in the atrium of the new library and the creation of a "Heritage Wall" recalling the history of Des Plaines. A detailed task list with a fee schedule was distributed to the Board. Patti explained the total hours planned for the project would be 88, with a fee not to exceed \$16,000.00. In addition Patti Gilford Fine Arts would bill for out-of-pocket expenses such as presentation materials, messenger and delivery services, etc.

William Grice entered meeting at 8:20 PM.

The Board discussed the presentation and President Burk asked each Board member to give his/her view of each consultant.

MOTION by Susan Burrows, seconded by Betty Ritter, to accept the proposal made by Patti Gilford of Patti Gilford Fine Arts in an amount not to exceed \$16,000.00. ROLL CALL VOTE: Ayes: Brubaker, Burk, Burke, Burrows, Ciborowski, Ritter.

Carol Stolt reported to the Board that the art consultant would be a subcontractor to Lohan Associates.

The next meeting of the Art Committee will be held on Tuesday, February 7, 2000 at 5:00 PM in the Friends of the Library Meeting Room.

President Burk will reschedule the Grand Opening Advisory Meeting.

MOTION by John Ciborowski, seconded by John Burke, to adjourn the meeting. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The meeting adjourned at 8:50 PM.

Minutes prepared by Carol Kidd

DES PLAINES PUBLIC LIBRARY  
FINANCE REPORT FOR THE MONTH OF JANUARY 2000

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

1. Over the Counter Receipts	\$	6,848.56
2. Petty Cash Expenditures	\$	20.00
3. Budget Expenditures for January	\$	177,874.80
4. Expenditures Year to Date	\$	177,874.80
5. Revenue for January	\$	6,522.61
6. Revenue Year to Date	\$	6,522.61

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

January 03, 2000	\$	27,946.80
January 27, 2000	\$	<u>60,627.96</u>
Total	\$	88,574.76

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

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

January 13, 2000	\$	65,616.59
January 27, 2000	\$	<u>65,726.67</u>
Total	\$	131,343.26

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

## DES PLAINES PUBLIC LIBRARY

## OVER THE COUNTER RECEIPTS - JANUARY 2000

	January 1999	January 2000	1999 to Date	2000 to Date
Lost Materials	\$ 505.88	\$ 472.80	\$ 505.88	\$ 472.80
Fines	6,297.32	5,706.12	6,297.32	5,706.12
Damage	32.90	34.68	32.90	34.68
Fees	583.58	476.16	583.58	476.16
Copies	1,705.95	141.70	1,705.95	141.70
Miscellaneous	18.90	17.10	18.90	17.10
Totals	\$ 9,144.53	\$ 6,848.56	\$ 9,144.53	\$ 6,848.56

## PETTY CASH EXPENDITURES - January

970620	Periodicals	15.50
970620	Periodicals	4.50
	Total	\$20.00

01  
07  
03  
12/22/99

ACCOUNTING PERIOD: 12/99

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

PAGE 9

SELECTION CRITERIA: payable.due\_date='01/03/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	10-22-99	1,361.75
2110	920210	IN-SERVICE TRAINING	43765	DOMINICKS FINER FOODS	9912081	53.58
2110	930010	R & M EQUIPMENT	06789	AMBASSADOR BUSINESS SOLUT	• 6444269	112.75
2110	930010	R & M EQUIPMENT	07143	ANDERSON ELEVATOR CO.	• 22570	120.00
2110	930010	R & M EQUIPMENT	09600	RMC INC.	057086	765.00
2110	930020	R & M BLDGS & STRUCTURES	05720	MARIO GAMBINO & SONS LAND	• 11-30-99	200.00
2110	930195	BOOK BINDING & REPAIR	05479	HOUCHEM BINDERY LTD	072952	285.00
2110	930320	CLEANING:CUSTODIAL SERV	09536	CRYSTAL MGMT. & MAINT. SE	• 7813	1,700.00
2110	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	PETTY CASH	13.00
2110	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	PETTY CASH	2.79
2110	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	PETTY CASH	6.04
2110	960210	SPECIAL EVENT PROGRAMMING	05237	JOYCE PIAGARI	REIMB	245.47
2110	960210	SPECIAL EVENT PROGRAMMING	06036	MARTHA SLOAN	REIMB	48.15
2110	960210	SPECIAL EVENT PROGRAMMING	08459	PATRICIA E. SHERMAN	DP99012	50.00
2110	960210	SPECIAL EVENT PROGRAMMING	09919	MICHAELS #8625	0611	28.77
2110	960210	SPECIAL EVENT PROGRAMMING	12364	ALISON JAYE DOMEQ	REIMB	19.99
2110	960210	SPECIAL EVENT PROGRAMMING	19776	BAKER & TAYLOR, INC.	2004968500	92.82
2110	960210	SPECIAL EVENT PROGRAMMING	21092	PETTY CASH	PETTY CASH	54.29
2110	960210	SPECIAL EVENT PROGRAMMING	21092	PETTY CASH	PETTY CASH	6.05
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	9912021	7.17
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004929675	39.70
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004925253	30.65
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004938482	25.50
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004943287	33.85
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004925511	30.65
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004929400	55.20
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004934931	31.75
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004925079	35.35
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004920848	25.80
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004913020	18.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004908660	26.70
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004913484	24.70
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004905918	26.30
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004913331	18.15
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2004902993	54.55
2110	970100	SUPPLIES	02245	WOLF CAMERA, INC	0203458IN	18.85
2110	970100	SUPPLIES	02245	WOLF CAMERA, INC	0203701IN	30.16
2110	970100	SUPPLIES	05235	UPSTART	5956849-001	25.76
2110	970100	SUPPLIES	09638	OFFICE DEPOT	• 083620225	43.12
2110	970100	SUPPLIES	09638	OFFICE DEPOT	• 083113155	-14.03
2110	970100	SUPPLIES	09638	OFFICE DEPOT	• 083334860	221.40
2110	970100	SUPPLIES	09638	OFFICE DEPOT	• 083618890	23.77
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	720484	65.98
2110	970100	SUPPLIES	21092	PETTY CASH	PETTY CASH	13.34
2110	970100	SUPPLIES	21092	PETTY CASH	PETTY CASH	4.04
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	9912031	7.98
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	9912061	8.08
2110	970100	SUPPLIES	73875	MESSAGE MOVERS	9911021	241.12
2110	970100	SUPPLIES	85048	G.NEIL COMPANIES	4902265	59.84
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	072508-01	46.00
2110	970170	JANITORIAL	02213	LAPORT CHEMICAL & SUPPLY	1/023190	196.80

12/22/99

ACCOUNTING PERIOD: 12/99

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='01/03/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970170	JANITORIAL	07553	LEE AUTO PARTS INC	D244440	42.62
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	693997	15.15
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	696686	15.15
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	691144	15.15
2110	970170	JANITORIAL	85309	ACE DES PLAINES, INC	01070926	40.73
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	7-775-81780	14.00
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	7-774-22493	14.75
2110	970600	BOOKS	00029	OXFORD UNIVERSITY PRESS	74888730	65.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	869400	341.26
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	874331	398.33
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	010603678	491.50
2110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	121732	155.70
2110	970600	BOOKS	05527	QUALITY BOOKS INC	510326	108.58
2110	970600	BOOKS	07439	THE GALE GROUP	9438388	129.51
2110	970600	BOOKS	07439	THE GALE GROUP	9427071	20.00
2110	970600	BOOKS	07439	THE GALE GROUP	9453320	148.66
2110	970600	BOOKS	07439	THE GALE GROUP	9473721	108.43
2110	970600	BOOKS	07439	THE GALE GROUP	9441948	154.00
2110	970600	BOOKS	07439	THE GALE GROUP	9403640	286.42
2110	970600	BOOKS	07439	THE GALE GROUP	9412327	108.88
2110	970600	BOOKS	07439	THE GALE GROUP	9448391	78.59
2110	970600	BOOKS	07439	THE GALE GROUP	9406400	138.89
2110	970600	BOOKS	07439	THE GALE GROUP	9446794	68.84
2110	970600	BOOKS	07439	THE GALE GROUP	9447798	107.80
2110	970600	BOOKS	08365	DOWNTOWN BOOK CENTER	00093993	264.94
2110	970600	BOOKS	09431	LEXIS LAW PUBLISHING	H42827	69.38
2110	970600	BOOKS	09431	LEXIS LAW PUBLISHING	H76875	112.78
2110	970600	BOOKS	12352	SOUTHWEST PARKS & MONUMEN	S06355	10.84
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004931771	182.61
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004913330	488.71
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3003081144	219.18
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004913019	490.55
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004913483	418.62
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004920847	563.31
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004905917	908.59
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004908659	497.91
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004902992	1,350.90
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004929674	339.15
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004929399	749.51
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004943286	490.22
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004938481	629.05
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004968500	14.77
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004934930	646.91
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3003061895	50.07
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004925510	545.04
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3003100933	400.45
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004925252	276.26
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3002957159	79.77
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2004925078	528.65
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	88282	20.96
2110	970600	BOOKS	20270	NATIONAL REGISTER PUBLISH	191517	250.21



0190

12/22/99

ACCOUNTING PERIOD: 12/99

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

PAGE 11

SELECTION CRITERIA: payable.due\_date='01/03/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	20361	BERNAN ASSOCIATES	1999143 80.00
2110	970600	BOOKS	21092	PETTY CASH	PETTY CASH 13.90
2110	970600	BOOKS	35225	MATTHEW BENDER & CO., INC	81702663 61.48
2110	970600	BOOKS	82668	POLONIA BOOK STORES	008648 101.56
2110	970610	AUDIO MATERIALS	03882	BOOKCASSETTE SALES	0030007IN 408.75
2110	970610	AUDIO MATERIALS	12376	BORDERS	178.68
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	12-23-99-3 32.69
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	11-26-99-1 132.73
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	12-23-99-2 35.05
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	12-3-99-1 222.43
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	11-23-99-1 204.29
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	11-23-99-3 288.81
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	11-26-99-3 74.93
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3770168M 5.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	955169 148.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	957931 5.95
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	960898 40.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	957932 8.25
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	964295 5.95
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	242092 38.00
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	N41085670 13.95
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	R05442540 68.31
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B26092560 20.92
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	A24398490 6.97
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	S39314390 40.91
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z40991710 19.38
2110	970630	VISUAL MATERIALS	58875	INGRAM	01163272 26.20
2110	970630	VISUAL MATERIALS	58875	INGRAM	01332870 32.21
2110	970840	DIESEL	03031	AVALON PETROLEUM COMPANY	• 025605 49.04
2110	980410	COMPUTER HARDWARE	05124	CDW GOVERNMENT, INC.	BC33711 4,861.53
2110	980410	COMPUTER HARDWARE	05124	CDW GOVERNMENT, INC.	BC50998 308.82
2110	980600	FURNITURE & FIXTURES	09638	OFFICE DEPOT	• 067628347 -96.85

TOTAL LIBRARY SERVICES

27,946.80

TOTAL FUND

27,946.80

01/01

01/06/00

ACCOUNTING PERIOD: 1/00

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

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ACTION CRITERIA: payable.due\_date='01/17/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920110	PROFESSIONAL CONSULTING	25529 KLEIN, THORPE & JENKINS	1657-2	103.90
2110	920120	COMMUNICATION SERVICES	05851 SPRINT	844318621	92.86
2110	920120	COMMUNICATION SERVICES	06153 AMERITECH	● 847827555112	388.49
2110	920120	COMMUNICATION SERVICES	06153 AMERITECH	● 847803397712	264.06
2110	920120	COMMUNICATION SERVICES	06827 CELLULAR ONE	● 49682107	32.30
2110	920120	COMMUNICATION SERVICES	71279 AMERITECH-ILLINOIS CABS	HO73356545-9	99.95
2110	920140	DATA PROCESSING SERVICES	07007 PSINET, INC.	2339762	1,270.23
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	● TER, POR, CIR	2,450.73
2110	920202	CONFERENCES	21432 AMERICAN LIBRARY ASSOCIAT	ATTACHED	194.00
2110	920202	CONFERENCES	21432 AMERICAN LIBRARY ASSOCIAT	ATTACHED	379.00
2110	920202	CONFERENCES	21432 AMERICAN LIBRARY ASSOCIAT	ATTACHED	194.00
2110	920202	CONFERENCES	21432 AMERICAN LIBRARY ASSOCIAT	ATTACHED	194.00
2110	920202	CONFERENCES	21432 AMERICAN LIBRARY ASSOCIAT	ATTACHED	172.00
2110	920220	MEMBERSHIP DUES	02737 MUSIC OCLC USERS GROUP	12-4-1999	15.00
2110	920220	MEMBERSHIP DUES	05855 AMERICAN LIBRARY ASSOCIAT	0018018	195.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	JANUARY 2000	162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	JANUARY 2000	324.02
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	JANUARY 2000	162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	JANUARY 2000	37.86
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	JANUARY 2000	18.93
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	JANUARY 2000	18.93
2110	930010	R & M EQUIPMENT	05076 NORB & SONS ELECTRIC, INC	8478275551	248.00
2110	930010	R & M EQUIPMENT	07143 ANDERSON ELEVATOR CO.	22851	339.13
2110	930010	R & M EQUIPMENT	72106 COOPERATIVE COMPUTER SERV	TER, POR, CIR	389.63
2110	930020	R & M BLDGS & STRUCTURES	12699 ALL CITIES GLASS 'N MIRRO	7033	288.00
2110	960210	SPECIAL EVENT PROGRAMMING	12651 JIM TRELEASE	BS 99-101	312.08
2110	960210	SPECIAL EVENT PROGRAMMING	12742 SUE STORM	2/9/2000	150.00
2110	960210	SPECIAL EVENT PROGRAMMING	12754 BEVERLY GUNDERSON	2/16/2000	100.00
2110	960210	SPECIAL EVENT PROGRAMMING	12819 PAUL LEE & COMPANY	1/16/00	400.00
2110	960210	SPECIAL EVENT PROGRAMMING	12821 JAN'S CLAN	1/16/2000	350.00
2110	960210	SPECIAL EVENT PROGRAMMING	19776 BAKER & TAYLOR, INC.	2005014011	42.72
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	102803016510	26.07
2110	960990	MISC CONTRACTUAL SVCS	12728 US OFFICE EQUIPMENT INC.	85044	322.23
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004968475	30.35
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004990798	62.25
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004997400	9.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004967002	21.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005005356	54.10
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004947480	47.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004966758	36.55
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005003645	13.30
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004957226	9.85
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004952384	100.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004987261	36.35
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2004972094	37.80
2110	960990	MISC CONTRACTUAL SVCS	83193 TRANSWORLD SYSTEMS INC	548767	2,445.00
2110	970100	SUPPLIES	00118 MARILYN'S FLOWERS AND THI	04564	40.00
2110	970100	SUPPLIES	09638 OFFICE DEPOT	● 086304948001	17.98
2110	970100	SUPPLIES	09638 OFFICE DEPOT	● 086305380001	47.40
2110	970100	SUPPLIES	09638 OFFICE DEPOT	● 086305684001	25.74
2110	970100	SUPPLIES	09638 OFFICE DEPOT	● 086298067001	89.09

01/06/00

ACCOUNTING PERIOD: 1/00

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

LECTION CRITERIA: payable.due\_date='01/17/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970100	SUPPLIES	09638	OFFICE DEPOT	085237460001	82.80
2110	970100	SUPPLIES	09638	OFFICE DEPOT	085880722001	412.09
2110	970100	SUPPLIES	09638	OFFICE DEPOT	085838444001	177.82
2110	970100	SUPPLIES	09638	OFFICE DEPOT	084934590001	123.90
2110	970100	SUPPLIES	09638	OFFICE DEPOT	085328457001	-106.20
2110	970100	SUPPLIES	09836	GENERAL BINDING CORP	11185062	159.10
2110	970100	SUPPLIES	12663	VERONICA SCHWARTZ	REIMB	45.09
2110	970100	SUPPLIES	13942	RUBBER STAMP MAN	282408	9.74
2110	970100	SUPPLIES	19714	GAYLORD BROS	A00139840	33.36
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	729892	73.31
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	110123001523	16.06
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	074397-00	333.33
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GEFC	4100173	149.80
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	699667	15.15
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	7-824-29920	49.50
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	7-824-04205	33.00
2110	970330	SUPPLIES: VEHICLE R/M	02474	OAKTON AUTO PARTS	619356	21.25
2110	970330	SUPPLIES: VEHICLE R/M	02474	OAKTON AUTO PARTS	619560	27.57
2110	970600	BOOKS	00292	APPLE BOOKS	48546	1,510.34
2110	970600	BOOKS	00292	APPLE BOOKS	48677	275.91
2110	970600	BOOKS	00292	APPLE BOOKS	48645	313.81
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	877912	237.21
2110	970600	BOOKS	02798	PRENTICE HALL	240113012368	111.64
2110	970600	BOOKS	02886	OXFORD UNIVERSITY PRESS	7527839Y	432.30
2110	970600	BOOKS	02886	OXFORD UNIVERSITY PRESS	75229986	220.40
2110	970600	BOOKS	02886	OXFORD UNIVERSITY PRESS	75122065	204.14
2110	970600	BOOKS	03363	WEST GROUP	748-441-028	178.50
2110	970600	BOOKS	04625	CCH, INCORPORATED	4446739	561.51
2110	970600	BOOKS	05148	CRONER PUBLICATIONS	8537	129.95
2110	970600	BOOKS	05317	GROLIER PUBLISHING CO	10370200	455.80
2110	970600	BOOKS	05317	GROLIER PUBLISHING CO	10373718	740.94
2110	970600	BOOKS	06754	JIM TRELEASE	BH99-104	38.00
2110	970600	BOOKS	07439	THE GALE GROUP	9539723	74.84
2110	970600	BOOKS	07439	THE GALE GROUP	9521839	68.84
2110	970600	BOOKS	07439	THE GALE GROUP	9478716	63.28
2110	970600	BOOKS	07439	THE GALE GROUP	9501558	129.51
2110	970600	BOOKS	07439	THE GALE GROUP	9534693	107.80
2110	970600	BOOKS	07439	THE GALE GROUP	9511590	522.55
2110	970600	BOOKS	07439	THE GALE GROUP	9483891	276.91
2110	970600	BOOKS	07439	THE GALE GROUP	9497642	611.29
2110	970600	BOOKS	07439	THE GALE GROUP	9511156	788.32
2110	970600	BOOKS	07439	THE GALE GROUP	9392476	149.11
2110	970600	BOOKS	07439	THE GALE GROUP	9504646	154.00
2110	970600	BOOKS	08285	R.R. BOWKER	284347	503.17
2110	970600	BOOKS	08285	R.R. BOWKER	006119	172.75
2110	970600	BOOKS	09855	WEISS RATINGS, INC.	770265	368.95
2110	970600	BOOKS	09855	WEISS RATINGS, INC.	770265	368.95
2110	970600	BOOKS	12625	DEALERS COSTS CORPORATION	2547572277	15.00
2110	970600	BOOKS	12637	THE LITURGICAL PRESS	435558	175.60
2110	970600	BOOKS	12649	TOP DOCTORS	12/14/99	39.90
2110	970600	BOOKS	12687	NATIONAL BOOK NETWORK	12/15/99	19.95

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01/06/00  
ACCOUNTING PERIOD: 1/00

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

LECTION CRITERIA: payable.due\_date='01/17/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	12704	VIVID PUBLISHING 12/20/99	23.75
2110	970600	BOOKS	12716	UPPERCASE 00000014	45.00
2110	970600	BOOKS	12730	THE ROSEN PUBLISHING GROU 167116	1,012.10
2110	970600	BOOKS	12792	FINANCIAL INFORMATION INC ATTACH	595.00
2110	970600	BOOKS	12807	JOURNAL OF COMMERCE 1130-1999	579.75
2110	970600	BOOKS	19764	BRO-DART INC M013634	7,173.60
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC. 3003120519	519.62
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC. 3003174035	274.32
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC. 2004972093	1,111.41
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC. 2004947479	1,029.21
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC. 2004952383	1,682.01
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC. 2005005355	1,276.49
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC. 2005003644	407.90
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC. 2005007603	53.90
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC. 2004990797	1,660.29
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC. 2005014011	58.66
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC. 2005049333	30.07
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC. 2004967001	1,000.59
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC. 2004957225	340.90
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC. 2004987260	997.32
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC. 2004966757	914.90
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC. 3003140838	308.27
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC. 2004997399	284.79
2110	970600	BOOKS	20359	STANDARD & POOR'S 8713410	4,419.14
2110	970600	BOOKS	20907	POLITICAL RESEARCH INC 181038	138.00
2110	970600	BOOKS	22618	LIBRARY OF CONGRESS 202218-003	368.00
2110	970600	BOOKS	22618	LIBRARY OF CONGRESS 12/10/99	58.00
2110	970600	BOOKS	49070	NATIONAL INFORMATION DATA RENEW	46.90
2110	970600	BOOKS	52364	MARKET DATA RETRIEVAL 0940213	78.10
2110	970600	BOOKS	58538	SUPERINTENDENT BONDS	10.00
2110	970600	BOOKS	58875	INGRAM 24736770	24.87
2110	970600	BOOKS	68715	THE CHILD'S WORLD NA25239	3,058.10
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS 12-14-99-5	200.70
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS 12-14-99-1	220.21
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS 12-14-99-2	111.72
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE 3793360M	5.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC 968197	29.75
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC 955990	1,056.80
2110	970620	SUBSCRIPTIONS & BOOKS	43806	NORTH SUBURBAN LIBRARY SY DEC 1999	15.00
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC S-92606	25.03
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM R06176130	10.46
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM 241390880	67.26
2110	970630	VISUAL MATERIALS	58875	INGRAM 01664377	7.48
2110	970640	AUTOMATED REFERENCE MAT'L	02806	WORLD BOOK SCHOOL AND LIB 1017112	695.00
2110	970850	GASOLINE	03031	AVALON PETROLEUM COMPANY 367367	20.81
2110	980400	EQUIPMENT	12613	MICRO DESIGN INTERNATIONA 0049682-IN	379.18
2110	980410	COMPUTER HARDWARE	05124	CDW GOVERNMENT, INC. BB14203	3,662.56

TOTAL LIBRARY SERVICES 60,627.96

TOTAL FUND 60,627.96

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01/06/00  
ACCOUNTING PERIOD: 1/00

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SECTION CRITERIA: payable.due\_date='01/17/2000'

FUND . 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
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0165

01/06/00  
ACCOUNTING PERIOD: 1/00

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

LECTION CRITERIA: payable.due\_date='01/17/2000'

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
202	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	● 991102	7,400.00
202	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	● 991051	5,148.05
202	960990	MISC CONTRACTUAL SVCS	09675 ARTHUR J. GALLAGHER RISK	53514	1,096.00
TOTAL LIBRARY CAPITAL PROJ FUND					13,644.05
TOTAL FUND					13,644.05

SELECTION CRITERIA: genledgr.fund='201'

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102008	CASH PB DISBRST 276502401		435,941.46
102012	CASH IPTIP/FOA 7139200161	568,587.11	
TOTAL CASH		569,087.11	435,941.46
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		3,638,249.42	435,941.46
401000	ACCOUNTS PAYABLE	21,745.85	
470000	DEFERRED REV-PROPERTY TAX		3,029,919.00
TOTAL CURRENT LIABILITIES		21,745.85	3,029,919.00
TOTAL LIABILITIES		21,745.85	3,029,919.00
TOTAL SYSTEM CONTROL		4,176,997.15	4,186,331.61
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		4,176,997.15	4,371,131.96
TOTAL PUBLIC LIBRARY FUND		7,836,992.42	7,836,992.42
TOTAL REPORT		7,836,992.42	7,836,992.42

ACCOUNTING PERIOD: 1/00

BALANCE SHEET

SELECTION CRITERIA: genledgr.fund='202'

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH PB DISBRST 276302401	35,550.10	
TOTAL CASH		35,550.10	.00
TOTAL ASSETS		35,550.10	.00
401000	ACCOUNTS PAYABLE	12,548.05	
TOTAL CURRENT LIABILITIES		12,548.05	.00
TOTAL LIABILITIES		12,548.05	.00
TOTAL SYSTEM CONTROL		586,901.85	635,000.00
TOTAL EQUITIES		586,901.85	635,000.00
TOTAL LIBRARY CAPITAL PROJ FUND		635,000.00	635,000.00
TOTAL REPORT		635,000.00	635,000.00



SELECTION CRITERIA: revledgr.fund='201'

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

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
810015	PROPERTY TAXES 1998	40,000.00	.00	.00	.00	40,000.00	.00
810016	PROPERTY TAXES 1999	3,591,616.00	.00	.00	.00	3,591,616.00	.00
TOTAL	PROPERTY TAXES	3,631,616.00	.00	.00	.00	3,631,616.00	.00
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	.00	92,988.00	.00
TOTAL	TAXES	3,724,604.00	.00	.00	.00	3,724,604.00	.00
822040	STATE GRANT:PER CAPITA	66,768.00	.00	.00	.00	66,768.00	.00
822080	STATE GRANT:LIBRARY TECH	21,232.00	.00	.00	.00	21,232.00	.00
TOTAL	STATE GRANTS	88,000.00	.00	.00	.00	88,000.00	.00
TOTAL	INTERGOVERNMENTAL REVENUE	88,000.00	.00	.00	.00	88,000.00	.00
850102	LIBRARY FINES	90,000.00	4,169.76	.00	4,169.76	85,830.24	.05
TOTAL	FINES	90,000.00	4,169.76	.00	4,169.76	85,830.24	.05
850201	COPYING FEE	25,000.00	92.85	.00	92.85	24,907.15	.00
850215	SPECIAL PROGRAMS & EVENTS	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL	FEES AND SERVICES	35,000.00	92.85	.00	92.85	34,907.15	.00
TOTAL	FINES, FEES, AND SERVICES	125,000.00	4,262.61	.00	4,262.61	120,737.39	.03
890010	INTEREST INCOME	10,000.00	.00	.00	.00	10,000.00	.00
899900	MISCELLANEOUS REVENUE	15,000.00	2,260.00	.00	2,260.00	12,740.00	.15
TOTAL	OTHER REVENUE	25,000.00	2,260.00	.00	2,260.00	22,740.00	.09
TOTAL	PUBLIC LIBRARY FUND	3,962,604.00	6,522.61	.00	6,522.61	3,956,081.39	.00
TOTAL	PUBLIC LIBRARY FUND	3,962,604.00	6,522.61	.00	6,522.61	3,956,081.39	.00
TOTAL REPORT		3,962,604.00	6,522.61	.00	6,522.61	3,956,081.39	.00

SELECTION CRITERIA: revledgr.fund='202'

FUND - 202 - LIBRARY CAPITAL PROJ FUND  
 FUNCTION - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
822080	STATE GRANT:LIBRARY TECH	100,000.00	.00	.00	.00	100,000.00	.00
822090	STATE GRANT:LIB CONSTRUCT	137,500.00	.00	.00	.00	137,500.00	.00
TOTAL	STATE GRANTS	237,500.00	.00	.00	.00	237,500.00	.00
TOTAL	INTERGOVERNMENTAL REVENUE	237,500.00	.00	.00	.00	237,500.00	.00
890010	INTEREST INCOME	30,000.00	.00	.00	.00	30,000.00	.00
890050	SALE OF FIXED ASSETS	10,000.00	.00	.00	.00	10,000.00	.00
898902	TRANSFER FROM LIB FUND	150,000.00	.00	.00	.00	150,000.00	.00
TOTAL	OTHER REVENUE	190,000.00	.00	.00	.00	190,000.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	427,500.00	.00	.00	.00	427,500.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	427,500.00	.00	.00	.00	427,500.00	.00
TOTAL REPORT		427,500.00	.00	.00	.00	427,500.00	.00

SELECTION CRITERIA: expledgr.fund='201'

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	1,451,614.00	77,142.99	.00	77,142.99	1,374,471.01	.03
910200	TEMPORARY WAGES	618,933.00	33,944.06	.00	33,944.06	584,988.94	.05
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	.00	500.00	.00
910300	VACATION PAY	.00	6,788.37	.00	6,788.37	-6,788.37	.00
910600	SICK PAY	.00	2,272.36	.00	2,272.36	-2,272.36	.00
910700	HOLIDAY PAY	.00	11,195.48	.00	11,195.48	-11,195.48	.00
910900	ACT/OUT OF CLASS/PREMIUM	500.00	.00	.00	.00	500.00	.00
910950	EXCESS SICK HRS PAY OUT	8,000.00	2,842.33	.00	2,842.33	5,157.67	.36
918010	UNEMPLOYMENT COMPENSATION	2,000.00	.00	.00	.00	2,000.00	.00
918020	EMPLOYER CONTR-F.I.C.A.	157,937.00	10,146.91	.00	10,146.91	147,790.09	.06
918021	EMPLOYER CONTR-I.N.R.F.	123,453.00	8,355.13	.00	8,355.13	115,097.87	.07
918040	LIFE INS PREMIUMS	4,747.00	347.90	.00	347.90	4,399.10	.07
918050	MEDICAL INS PREMIUMS	182,629.00	8,813.00	.00	8,813.00	173,812.00	.05
918060	TUITION REIMBURSEMENTS	4,000.00	.00	.00	.00	4,000.00	.00
918070	WORKERS COMPENSATION	4,000.00	349.80	.00	349.80	3,650.20	.09
TOTAL	PERSONAL SERVICES	2,558,309.00	162,198.33	.00	162,198.33	2,396,110.67	.06
920110	PROFESSIONAL CONSULTING	15,000.00	.00	.00	.00	15,000.00	.00
920120	COMMUNICATION SERVICES	25,000.00	.00	.00	.00	25,000.00	.00
920140	DATA PROCESSING SERVICES	85,000.00	.00	.00	.00	85,000.00	.00
920204	CONFERENCES	3,500.00	1,133.00	.00	1,133.00	2,367.00	.32
920204	TRAINING	2,000.00	.00	.00	.00	2,000.00	.00
920206	SEMINARS	2,000.00	.00	.00	.00	2,000.00	.00
920210	IN-SERVICE TRAINING	2,000.00	.00	.00	.00	2,000.00	.00
920220	MEMBERSHIP DUES	4,000.00	210.00	.00	210.00	3,790.00	.05
920230	PUBLICATION OF NOTICES	2,000.00	.00	.00	.00	2,000.00	.00
TOTAL	CONTRACTUAL SERVICES	140,500.00	1,343.00	.00	1,343.00	139,157.00	.01
920850	SUBSIDY:1994 E.R.P. TRANS	25,600.00	723.76	.00	723.76	24,876.24	.03
TOTAL	SUBSIDY:1994 E.R.P. TRANS	25,600.00	723.76	.00	723.76	24,876.24	.03
920900	PROPERTY/LIAB CONTRIBUTIO	51,367.00	.00	.00	.00	51,367.00	.00
930010	R & M EQUIPMENT	42,600.00	.00	.00	.00	42,600.00	.00
930020	R & M BLDGS & STRUCTURES	20,000.00	.00	.00	.00	20,000.00	.00
930030	R & M VEHICLES	3,000.00	.00	.00	.00	3,000.00	.00
930195	BOOK BINDING & REPAIR	6,000.00	.00	.00	.00	6,000.00	.00
930210	RENTAL OF EQUIPMENT	1,000.00	.00	.00	.00	1,000.00	.00
930320	CLEANING:CUSTODIAL SERU	33,000.00	.00	.00	.00	33,000.00	.00
960070	AUTO/TRAVEL EXPENSES	3,000.00	.00	.00	.00	3,000.00	.00
960210	SPECIAL EVENT PROGRAMMING	15,000.00	1,000.00	.00	1,000.00	14,000.00	.07
960990	MISC CONTRACTUAL SUCS	75,000.00	2,445.00	.00	2,445.00	72,555.00	.03
TOTAL	CONTRACTUAL SERVICES	249,967.00	3,445.00	.00	3,445.00	246,522.00	.01
970100	SUPPLIES	50,000.00	.00	.00	.00	50,000.00	.00

SELECTION CRITERIA: expledgr.fund='201'

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
970110	NEALS (PRSMRS/WRKRS/VOLS)	2,000.00	.00	.00	.00	2,000.00	.00
970170	JANITORIAL	12,000.00	.00	.00	.00	12,000.00	.00
970200	COPYING/FAX SUPPLIES	1,000.00	.00	.00	.00	1,000.00	.00
970260	POSTAGE AND PARCEL	13,200.00	.00	.00	.00	13,200.00	.00
970270	PRINTING-REPROD-BINDING	15,000.00	.00	.00	.00	15,000.00	.00
970600	BOOKS	440,000.00	9,454.71	.00	9,454.71	430,545.29	.02
970610	AUDIO MATERIALS	56,700.00	.00	.00	.00	56,700.00	.00
970620	SUBSCRIPTIONS & BOOKS	74,200.00	15.00	.00	15.00	74,185.00	.00
970630	VISUAL MATERIALS	53,000.00	.00	.00	.00	53,000.00	.00
970640	AUTOMATED REFERENCE MAT'L	87,000.00	695.00	.00	695.00	86,305.00	.01
970810	NATURAL GAS	14,400.00	.00	.00	.00	14,400.00	.00
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	500.00	.00	.00	.00	500.00	.00
970850	GASOLINE	3,500.00	.00	.00	.00	3,500.00	.00
TOTAL	COMMODITIES	823,000.00	10,164.71	.00	10,164.71	812,835.29	.01
980400	EQUIPMENT	80,000.00	.00	.00	.00	80,000.00	.00
980600	FURNITURE & FIXTURES	5,000.00	.00	.00	.00	5,000.00	.00
TOTAL	CAPITAL EXPENDITURES	85,000.00	.00	.00	.00	85,000.00	.00
990000	BANK/TRUST/AGENCY FEES	150.00	.00	.00	.00	150.00	.00
990900	TRANSFER TO DEBT SERVICE	29,283.00	.00	.00	.00	29,283.00	.00
TOTAL	DEBT SERVICE	29,433.00	.00	.00	.00	29,433.00	.00
990940	TRANS TO LIB CAP PROJ FND	150,000.00	.00	.00	.00	150,000.00	.00
TOTAL	TRANS TO LIB CAP PROJ FND	150,000.00	.00	.00	.00	150,000.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	4,111,809.00	177,874.80	.00	177,874.80	3,933,934.20	.04

SELECTION CRITERIA: expledgr.fund='201'

FUND - 201 - PUBLIC LIBRARY FUND  
 FUNCTION - 400 - CIVIC & CULTURE  
 ELEMENT - 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	3,500.00	.00	.00	.00	3,500.00	.00
920202	CONFERENCES	5,000.00	.00	.00	.00	5,000.00	.00
960070	AUTO/TRAVEL EXPENSES	1,500.00	.00	.00	.00	1,500.00	.00
960990	MISC CONTRACTUAL SUCS	38,000.00	.00	.00	.00	38,000.00	.00
TOTAL	CONTRACTUAL SERVICES	48,000.00	.00	.00	.00	48,000.00	.00
980400	EQUIPMENT	20,000.00	.00	.00	.00	20,000.00	.00
TOTAL	CAPITAL EXPENDITURES	20,000.00	.00	.00	.00	20,000.00	.00
TOTAL	IL LIBRARY PER CAP GRANT	68,000.00	.00	.00	.00	68,000.00	.00
TOTAL	CIVIC & CULTURE	4,179,809.00	177,874.80	.00	177,874.80	4,001,934.20	.04
TOTAL	PUBLIC LIBRARY FUND	4,179,809.00	177,874.80	.00	177,874.80	4,001,934.20	.04
TOTAL REPORT		4,179,809.00	177,874.80	.00	177,874.80	4,001,934.20	.04

SELECTION CRITERIA: expledgr.fund="202"

FUND - 202 - LIBRARY CAPITAL PROJ FUND  
 FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	25,000.00	.00	.00	.00	25,000.00	.00
960990	MISC CONTRACTUAL SUCS	.00	1,096.00	.00	1,096.00	-1,096.00	.00
TOTAL	CONTRACTUAL SERVICES	25,000.00	1,096.00	.00	1,096.00	23,904.00	.04
970100	SUPPLIES	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL	COMMODITIES	10,000.00	.00	.00	.00	10,000.00	.00
980300	IMPROVEMENTS	100,000.00	.00	.00	.00	100,000.00	.00
980600	FURNITURE & FIXTURES	500,000.00	.00	.00	.00	500,000.00	.00
TOTAL	CAPITAL EXPENDITURES	600,000.00	.00	.00	.00	600,000.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	635,000.00	1,096.00	.00	1,096.00	633,904.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	635,000.00	1,096.00	.00	1,096.00	633,904.00	.00
TOTAL REPORT		635,000.00	1,096.00	.00	1,096.00	633,904.00	.00

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## DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

### January 2000

<b>Total 1999 to Date:</b>	62,238	<b>Total 2000 to Date:</b>	65,286	<b>% Change</b>
<b>January 1999:</b>	62,238	<b>January 2000:</b>	65,286	4.90%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
CHILDREN	1999	2000	1999	2000	1999	2000
Non Fiction	4,456	4,367	890	925	5,346	5,292
Fiction	9,672	10,008	996	1,226	10,668	11,234
Foreign Language Non Fiction	37	34	7	18	44	52
Foreign Language Fiction	147	172	71	70	218	242
Periodicals	174	129	81	62	255	191
Compact Discs	232	347	29	48	261	395
Audio Cassettes	221	247	21	12	242	259
Audio Kits	348	389	42	54	390	443
Puzzles	283	360	58	29	341	389
Games	58	94	12	21	70	115
Audio Books	118	196	6	4	124	200
Video Fiction	1,925	2,776	243	381	2,168	3,157
Video Non Fiction	712	1,139	52	65	764	1,204
DVD	0	29	0	0	0	29
CD ROMs	429	633	0	0	429	633
<b>SUB TOTAL</b>	<b>18,812</b>	<b>20,920</b>	<b>2,508</b>	<b>2,915</b>	<b>21,320</b>	<b>23,835</b>
<b>ADULT</b>						
Non Fiction	11,681	10,116	150	328	11,831	10,444
Fiction	6,926	6,633	219	414	7,145	7,047
Large Type	797	822	88	97	885	919
Foreign Language Non Fiction	76	148	5	11	81	159
Foreign Language Fiction	314	450	0	2	314	452
High School Collection	18	103	0	1	18	104
Periodicals	2,353	2,075	104	163	2,457	2,238
Pamphlets	32	15	0	0	32	15
Compact Discs	3,962	4,619	357	446	4,319	5,065
Audio Cassettes	433	345	15	24	448	369
Puzzles	9	16	0	7	9	23
Pictures	75	69	0	0	75	69
Audio Books	1,310	1,568	30	32	1,340	1,600
CD ROMs	211	183	0	0	211	183
Video Fiction	8,332	8,286	346	405	8,678	8,691
Video Non Fiction	3,040	3,378	23	54	3,063	3,432
DVD	0	577	0	0	0	577
Misc. Formats	7	63	5	1	12	64
	39,576	39,466	1,342	1,985	40,918	41,451
Supersedes	0	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>58,388 *</b>	<b>60,386</b>	<b>3,850 *</b>	<b>4,900</b>	<b>62,238</b>	<b>65,286</b>
Self Check	2,457	1,826	0	0	2,457	1,826

\*In 1999, Main Library closed 1 day during blizzard.

\*\*In 1999, Mobile Library out of service 5 days.

## XII

## REGISTRATION SERVICES REPORT FOR JANUARY 2000

## I. LIBRARY CARD REGISTRATION SERVICES

<u>January 1999</u>	<u>December 1999</u>	<u>January 2000</u>	Year to Date <u>1999</u>	Year to Date <u>2000</u>	<u>% Change</u>
697	525	747	697	747	6.7%
A.	New Cards			249	
B.	Renewals			415	
C.	Non-Resident Cards			16	
D.	Off-line Library Cards			67	
	Total			747	

## II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	30
2.	Number of Meeting Room Uses	59
3.	Cab cards and Other Registrations	9
4.	LAN Discs Sold	3
	(Year to Date - 3)	
5.	Computer Room	169
6.	Reading Edge Users	0
	Total	270

## III. TOTAL NUMBER OF REGISTERED BORROWERS

January 1999	36,993	(69.1% of Population)
January 2000	36,077	(67.6% of Population)



CIRCULATION REPORT FOR January 2000  
Page 2

PATRON ATTENDANCE COUNT

<u>January 1999</u>	<u>December 1999</u>	<u>January 2000</u>	Year to Date <u>1999</u>	Year to Date <u>2000</u>	<u>% Change</u>
15,591	22,195	26,735	15,591	26,735	41.7%

RECIPROCAL BORROWING  
(Materials Lent)

	January 1999	January 2000	<u>% Change</u>
NSLS	6,638	7,673	13.5%
OTHER SYSTEMS	1,630	1,618	0.7%
TOTAL	8,268	9,291	11.0%

INTERLIBRARY LOAN

Sent	955
Received	421

## Jan. 2000 Holdings

	Last Month	This Month	Change	Percent Change
Books	179,845	180,894	1049	0.6%
Audio	15,237	15,473	236	1.5%
Video	10,245	10,267	22	0.2%
Puzzles and Games	831	828	-3	-0.4%
Realia	236	234	-2	-0.8%
Pamphlets	1,280	1,280	0	0.0%
<hr/>				
Total	207,674	208,976	1302	0.6%

ACQUISITIONS REPORT FOR  
FOR JANUARY 2000

	Last Month	This Month	Change	Percent Change
Non Fiction				
Adult				
000	1,936	1,983	47	2.4%
100	2,584	2,556	-28	-1.1%
200	2,882	2,926	44	1.5%
300	11,862	12,025	163	1.4%
400	672	700	28	4.2%
500	2,566	2,595	29	1.1%
600	15,917	16,054	137	0.9%
700	15,224	15,309	85	0.6%
800	5,146	5,173	27	0.5%
900	11,349	11,444	95	0.8%
B	4,448	4,301	-147	-3.3%
Total (Adult)	74,586	75,066	480	0.6%
Juvenile (J)				
000	371	399	28	7.5%
100	198	200	2	1.0%
200	286	290	4	1.4%
300	2,183	2,198	15	0.7%
400	122	125	3	2.5%
500	3,325	3,341	16	0.5%
600	2,385	2,465	80	3.4%
700	3,306	3,362	56	1.7%
800	747	748	1	0.1%
900	3,672	3,732	60	1.6%
B	978	987	9	0.9%
YA	971	976	5	0.5%
Total (J)	18,544	18,823	279	1.5%
Total (E)	7,744	7,798	54	0.7%
Total (Juvenile)	26,288	26,621	333	1.3%
Total (Non fiction)	100,874	101,687	813	0.8%
Fiction				
Adult	33,478	33,289	-189	-0.6%
Juvenile				
J	8,359	8,383	24	0.3%
YA	2,146	2,167	21	1.0%
E	9,127	8,196	-931	-10.2%
Picture Books	9,078	10,132	1054	11.6%
Board Books	1,471	1,479	8	0.5%
Total (Juvenile)	30,181	30,357	176	0.6%
Total (Fiction)	63,659	63,646	-13	-0.0%
High schoool	737	788	51	6.9%

Compact discs				
Adult	6,362	6,606	244	3.8%
Juvenile	526	537	11	2.1%
Total (Compact discs)	6,888	7,143	255	3.7%
DVDs				
Adult	139	139	0	0.0%
Juvenile	8	8	0	0.0%
Total (DVDs)	147	147	0	0.0%
CD ROMs				
Adult	192	189	-3	-1.6%
Juvenile	432	432	0	0.0%
Total (CD ROMs)	624	621	-3	-0.5%
Audio Cassettes				
Adult	2,289	2,287	-2	-0.1%
Juvenile	1,013	1,015	2	0.2%
Audio Books				
Adult	2,229	2,211	-18	-0.8%
Juvenile	950	959	9	0.9%
Total (Cassettes)	6,481	6,472	-9	-0.1%
Kits	1,097	1,090	-7	-0.6%
Videocassettes				
Adult	8,022	8,039	17	0.2%
Juvenile	2,223	2,228	5	0.2%
Total (Videocassettes)	10,245	10,267	22	0.2%
Total (Audio Visual)	25,482	25,740	258	1.0%
Reference				
Adult	6,053	6,092	39	0.6%
Juvenile	1,363	1,407	44	3.2%
Total (Reference)	7,416	7,499	83	1.1%
Puzzles				
Adult	90	90	0	0.0%
Juvenile	633	630	-3	-0.5%
Total (Puzzles)	723	720	-3	-0.4%
Games (Juvenile)	108	108	0	0.0%

Realia				
Paintings	234	232	-2	-0.9%
CC decoders	2	2	0	0.0%
Total (Realia)	236	234	-2	-0.8%
Large Type				
Adult	3,455	3,545	90	2.6%
Juvenile	27	27	0	0.0%
Total (Large Type)	3,482	3,572	90	2.6%
Pamphlets	1,280	1,280	0	0.0%
Easy Reading	1,023	1,022	-1	-0.1%
Foreign language				
Afrikaans				
Adult	0	0	0	0.0%
Juvenile	1	1	0	0.0%
Total (Afrikaans language)	1	1	0	0.0%
French				
Adult	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	658	662	4	0.6%
Juvenile	74	74	0	0.0%
Total (Polish language)	732	736	4	0.5%
Russian				

Adult	307	307	0	0.0%
Juvenile	0	0	0	0.0%
Total (Russian language)	307	307	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	657	21	3.3%
Juvenile	770	771	1	0.1%
Total (Spanish language)	1,406	1,428	22	1.6%
Swahili				
Adult	1	1	0	0.0%
Juvenile	0	0	0	0.0%
Total (Swahili language)	1	1	0	0.0%
Total (Adult)	1,802	1,827	25	1.4%
Total (Juvenile)	852	853	1	0.1%
Total (Foreign languages)	2,654	2,680	26	1.0%
=====				
TOTAL	207,674	208,976	1302	0.6%

DES PLAINES PUBLIC LIBRARY  
ADULT PATRON ASSISTANCE  
JANUARY 2000

Assistance	<u>Number</u>	<u>Total</u>
1. Equipment repair and assistance	203	
2. Tax forms	143	
3. Directional questions	114	
4. Item retrieval by library pages	78	
5. Audio visual inquiries	437	
Total		975
Reference Services		
1. Specific item request	989	
2. Ready reference	617	
3. Material searching	305	
4. Referrals to other libraries	18	
5. Reader's Advisory	31	
Total		1,960
GRAND TOTAL		2,935

CHILDREN'S PATRON ASSISTANCE  
JANUARY 2000

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Computer Sign-up	782	
2. Program Sign-up	353	
3. Equipment Repair & Assistance	385	
4. Directional Questions	439	
5. ILL & Patron Holds	27	
Total		1,986
<u>In-House Circulation</u>	<u>Number</u>	
1. Train Sets	760	
2. Periodicals	31	
3. Textbooks	10	
4. Reserve Books	43	
Total		844
<u>Reference</u>	<u>Number</u>	
1. Specific Item Request	414	
2. Reference	589	
3. Reader's Advisory	53	
4. Referrals to Other Libraries	5	
Total		1,905
GRAND TOTAL		4,735

Number of individuals using the Local Computer Network = 2,028.



USAGE STATISTICS FOR ONLINE REFERENCE PRODUCTS  
JANUARY 2000

Britannica	113
College Source Online	46
Des Plaines Public Library Homepage	11,833
Electric Library	50
First Search	325
Library Catalog (access via dialup, telenet or remote)	114
Newsbank (Chicago Tribune)	161
News Illinois	11
Novelist	18
SIRS (Online database of articles on social issues)	42
UMI (Chicago Sun Times, New York Times, Wall Street Journal)	1,065
Total Searches & Queries	13,778

DES PLAINES PUBLIC LIBRARY  
MEETING ROOM JANUARY 2000

**Library Sponsored Adult Programs**

Adult Book Discussion	1	14
Administrator Evaluation	1	4
Adult Services	1	8
Art Committee	1	5
Building Committee	3	20
Ceremonial Moving Advisory Committee	1	9
Finance Committee	1	4
Literacy Circle Book Discussion	1	5
Pre-Bid Meeting	1	20
Style Committee	1	6
Web Team	1	10

**Other**

Library Board Meeting	1	20
Special Board Meeting	1	14

Total	15	139
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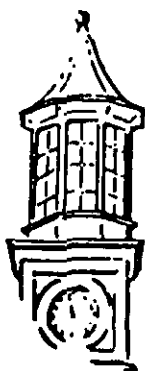
DES PLAINES PUBLIC LIBRARY  
MEETING ROOM JANUARY 2000  
Page 2

Library Sponsored-Children's-Programs

Babysitting Clinic	3	72
Book Buddies Plainfield/Maine West	1	44
Bright Start Baby Book Times	12	275
Family Storytime	1	40
Friends Sunday Program Magic Show	1	250
Home Schooling Open House	1	60
Mother Daughter Book Discussion	1	5
PreSchool Open House	1	200
Storytime 2 year olds	5	55
Storytime 3-5 year olds	10	114
YA Teen 2000	1	7
Total	37	1,122
Grand Total	52	1,261

January Total = 52 groups involving 1,261 people.

2000 Year to Date Total 52 groups involving 1,261 people.



DES PLAINES  
PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES  
Minutes of the Art Committee  
January 31, 2000

Chair: Eldon Burk  
Present: Betty Ritter, Eldon Burk, John Burke, Carol Stolt, Martha Sloan.

Carol Stolt, from Lohan Associates, presented the committee with two proposals for Art Consultant. She reported that at the Special Board Meeting on Feb. 1, 2000, each consultant will present her process, perhaps show slides or present a portfolio. Each consultant will take 45 minutes.

Stolt suggested that the Board's questions focus on how each candidate would spend her time and allocate the hours. She noted that there was a wide difference in the number of hours proposed.

In further discussion, Stolt told the members that they would subsequently meet with the consultant to ensure that the murals reflect what the Board and city want and that the Board would be involved at different stages of the process. There was some discussion on themes for the two adult services floors: one on Des Plaines history; the other on the future. She noted the size, 85'x7', of each floor.

In response to a question from Eldon Burk, Stolt reported that the reason that there is not currently a way to secure an atrium mobile is that there are many ways to do so. In a perfect world we would have designed a mobile before construction. However, we can still do so according to the configuration of the one selected. She assured him that Dirk Lohan has been deeply involved in the entire process.

Eldon Burk asked about the inclusion of the Maine West muralist. Carol said that the consultant could include him in their decision-making process.

Minutes prepared by Martha Sloan.



## LYMAN ART ADVISORY

COMMISSION &amp; MANAGEMENT SERVICES

January 14, 2000

Carol Stolt  
Lohan Associates  
225 North Michigan Avenue  
Chicago, Illinois 60601

Dear Carol:

Thank you for your December 28 proposal request for art advisory services as sub-contractor to Lohan Associates for the new Des Plaines Public Library project.

Per your outline, the services to be provided by Lyman Art Advisory would include the following:

1. Establish a design concept for the overall art program within the library focusing on the following major pieces:
  - Murals on 2nd, 3rd, and 4th floor south walls
  - Atrium sculpture
  - "Heritage Wall"
2. Make recommendations for commissioned pieces as described above.
3. Procure artworks
4. Manage the Art Program (i.e., acquisition/commission, framing, shipping, handling, delivery, installation, etc.)

Lyman Art Advisory would be compensated for all of the above services on an hourly basis of \$125/hr., not to exceed \$15,000 plus all pre-approved reimbursable expenses for all third party and/or out-of-pocket expenses incurred on behalf of the Art Program (i.e., artworks, framing, taxes, shipping, handling, installation, secretarial, travel, etc.) Attached is a detailed listing of Arts Management services and estimated timeline projections required to complete the project.

Please call with any questions you may have. It would be a pleasure to collaborate with you and Lohan Associates to complete the Des Plaines Library project with a fine art program that corresponds to the quality, integrity and architectural intentions of your design objectives.

With best regards,

Anne S. Lyman  
Principal  
Lyman Art Advisory

ASL:jc



# LYMAN ART ADVISORY

COMMISSION & MANAGEMENT SERVICES

## Art Advisory Services Proposal Detail

### Prepared for Lohan Associates

### Des Plaines Library Project

#### 1. Art Program Concept Design

##### A. Research (19 - 24 hrs.)

- Site Tour
- Architectural Plan Review with Lohan Associates team
- Library Board Art Committee Goal Setting Session
- Compilation of above input/development of the Art Program Concept Statement

##### B. Presentation (7 - 10 hrs.)

- Presentation of Preliminary Art Program Concept to Lohan Assoc. team
- (Revision to Concept Presentation if needed)
- Presentation of Art Program Concept to Library Board Art Committee for discussion/approval
- (Revision to concept if needed)

#### 2. Commission Recommendations

##### A. Research (20 - 30 hrs.)

Major commission pieces include murals on 2nd, 3rd and 4th floor south walls and atrium sculpture.

Lyman Art Advisory (LAA) would commence the research process with a review of direct artist contacts and the LAA slide and documentation library, in addition to outside sources including gallery directors, private dealers, museum and other professional curatorial colleagues. Interviews, studio and gallery visits would follow.

**B. Presentations (10 - 20 hrs.)**

- Material assimilation, organization and preparation for presentation
- Preliminary presentation to Lohan Associates. team
- Presentation to Library Art Committee

**C. Artist Interviews and studio visits with Art Selection committees prior to final approval.  
(8 - 27 hrs.)**

**3. Artwork Procurement & Program Management (40 - 60 hrs.)**

- Arrange for drawing and maquette reviews.
- Select framing treatment, manage shipping, handling and installation.
- Research and select elements for, and curate Heritage Wall presentation
- Supervise installations

**TOTAL HOURS**

**96 - 144 hrs.**

**\$12,000 - \$18,000**

Estimated hours to complete the Des Plaines Library Project are 176-224. Lyman Art Advisory would be compensated at an hourly fee of \$125/hr. not to exceed \$15,000.00 to provide all of the above services, plus all reimbursable expenses which include all pre-approved third party and out-of-pocket art program expenditures (e.g., artwork, framing, taxes, shipping, handling, delivery, travel, secretarial, installation, and presentation assistance, if needed).

# Patti Gilford

F I N E  
A R T S

January 17, 2000

Carol Stolt  
Lohan Associates  
225 North Michigan Avenue, Suite 800  
Chicago, Illinois 60601

Dear Carol,

We are pleased to present our proposal to provide art consulting services to Lohan Associates for the new Des Plaines Public Library ("DPPL"). Our engagement will include the conceptual design of the overall art program for DPPL with particular focus on the selection of artists to create murals for the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floors, the commission of a sculpture to be placed in the atrium of the new library and the creation of a "Heritage Wall" recalling the history of Des Plaines. The specific tasks and hours of our engagement are as follows:

<u>Hours</u>	<u>Task</u>
2	- Conduct a site visit to better understand scope of project and view the spaces where art will be placed (scale, etc.)
2	- Meet with Lohan Associates and DPPL Board officials to discuss the parameters of the project and discuss the program goals to be achieved (budget, type of art, medium, etc.)
10	- Develop the conceptual program and focus for each installation

Subtotal: 14 Hours    Fee: \$2,800.00

Artist Selection

12	- Utilize the resources of Patti Gilford Fine Arts ("PGFA") to network and identify appropriate artists to be interviewed for each commission
7	- Review artists' prior works and qualifications and conduct interviews (identify a minimum of 2 artists to be presented for each commissioned work)
2	- Arrange interviews and/or site visits at artists' studios or prior installation sites for viewing by Lohan Associates and DPPL Board (as determined necessary)
6	- Prepare presentations of each artist's concept for consideration and approval by Lohan Associates and DPPL Board

Subtotal: 27 Hours    Fee: \$5,400.00

325 West Huron Street  
Chicago, IL USA 60610  
Phone 312.951.9472  
Fax 312.951.9473



0192

Procurement and Installation

- 2 - Upon approval, coordinate the contractual agreement between the artist and the DPPL
- 4 - Coordinate the preparation of detailed drawings and maquette reviews with each artist
- 4 - Monitor the progress of the commissioned works and keep Lohan Associates appraised of the direction and progress of the various artworks being created
- 20 - Arrange for, and coordinate, the framing, delivery and installation of the commissioned artworks

Subtotal: 30 Hours Fee: \$5,250.00

Heritage Wall

- 4 - Meet with Lohan Associates and DPPL officials to conceptualize the space and review available visual materials
- 3 - Select photographs and documents to be used on wall
- 4 - Design wall layout
- 6 - Arrange for, and coordinate, framing, delivery and installation

Subtotal: 17 Hours Fee: \$2,550.00

**Total: 88 Hours Fee not to exceed: \$16,000.00**

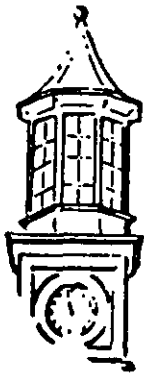
In addition, PGFA will bill you, at our cost, for all out-of-pocket expenses such as presentation materials, messenger and delivery services, etc.

We are delighted by this opportunity to serve you on this important project and would be happy to meet with you or the DPPL Board to present our qualifications or answer any questions you may have.

Sincerely,



Patti Gilford



DES PLAINES  
PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES  
Minutes of the Art Committee  
February 7, 2000

Chair: Eldon Burk  
Present: Eldon Burk, Susan Burrows, John Burke, Betty Ritter, Sandra Norlin, Carol Stolt.

The Committee decided that the purpose of the meeting would be to reach a consensus about the direction and concept of the major art pieces before the meeting with the art consultant, Patti Gilford.

The Committee will recommend "The Love of Reading" as the theme for the second floor wall. Attributes will include interactive, textural, touchable, alphabets, colorful, stimulating, whimsical, and illustrated children's books as reference. Also to be incorporated in the theme would be the aquarium and the river theme could be alluded to in an abstract way.

The Committee will recommend "Literacy" as the theme for the third floor wall. Attributes will include active, stimulating, intriguing, multicultural, historical and durable. A media other than oil and canvas may be suggested to the Board.

The Committee will recommend "Lifelong Learning" as the theme for the fourth floor wall. Attributes will include contemplative, individual, introspective, thoughtful, research, forward-looking, reaching toward the future and durable.

Carol Stolt of Lohan Associates reported on her recent conversation with Dirk Lohan about the atrium sculpture. The second floor expanse of wall will provide a dramatic backdrop for the sculpture, which will be hung to the west side of the space. The Committee suggested the theme of invitation/inspiration feeling. Attributes will include reaching through the space vertically, kinetic (but a gently, quiet movement), concern for light and the shadow it casts on the floor and wall, and light in both concept and actuality. Possible materials for the sculpture will include paper and prisms and suggest soft, curving lines, not structural, geometric or architectural.

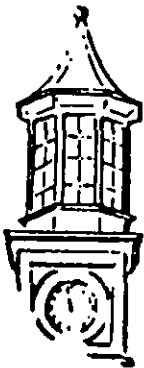
The Committee will consider identifying a group of artists and then holding a competition for selection of works, however this may delay the project beyond the deadline the Committee is comfortable with.

The Committee will also establish a price range for each piece for Patti Gilford to work with and use estimates currently in the budget at this time.

The next meeting is scheduled for Thursday, February 17, 2000 at 5:00 PM.

The meeting adjourned at 6:25 PM.

Minutes prepared by Sandra Norlin.



DES PLAINES  
PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES  
Minutes of the Ceremonial Moving Advisory Committee  
February 1, 2000

Chair: Eldon Burk  
Present: Alderman Thomas Christiansen, Charlotte Storer, Barbara Saletnik, Eldon Burk, Sandra Norlin, Martha Sloan, Betty Ritter, Brian Mulcrone, Carol Kidd.

The Committee discussed inviting schools, churches, local businesses, and civic organizations to be part of the ceremonial move on June 11, 2000. The Committee will design a flyer and compose a letter to be sent to organizations alerting them of the move. A preliminary letter will be sent to organizations in March, with flyers and posters being sent in April. Charlotte Storer will contact a local cartoonist for help in designing the flyers. The Friends of the Library will support the move by donating the cost of postage for all mailings. The Committee also discussed advertising the move on public access television and Library Cable Network. Eldon Burk asked if Leslie Steiner, Head of Public Information Services, could help with the publicity and design of the flyers and posters.

Sandra Norlin reported that a local bank is interested in sponsoring the move. Sandra will contact the bank to request T-shirts as the donation. Suggestions from the committee included having more than one sponsor and having the shirts printed with the library's moving logo. The consensus of the Committee is that 2,000 T-shirts will be needed for participants. Sandra also reported that she has discussed with Graham Hill the donation of paper fans.

Alderman Christiansen brought a detailed map of the city blocks surrounding both library buildings and reported that between 700 and 1,000 participants will be needed to form the human chain depending on the route that is chosen. Eldon Burk reported that he has sent a letter to David Wiltse, City Attorney, and Sergeant Mike Krueger of the Des Plaines Police Department requesting permission to close both Lee Street and Prairie Street to vehicular traffic for one hour on the day of the move.

The Committee discussed ideas for a theme and logo and will come prepared to the next meeting with suggestions.

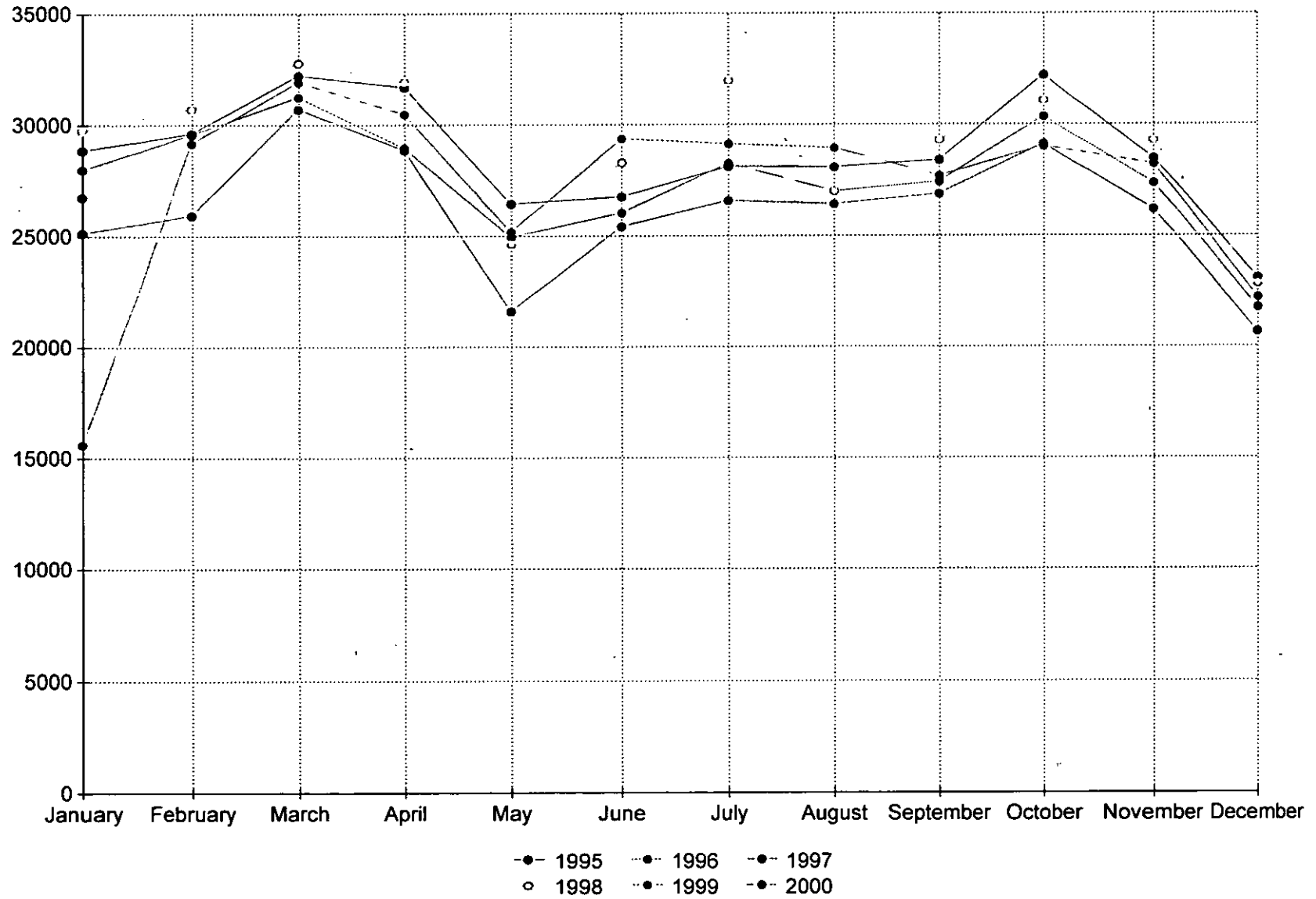
Brian Mulcrone suggested that water be passed to participants along the moving line. Martha Sloan reported that the Teen Advisory group, along with other groups could distribute water. Barbara Saletnik will contact McDonalds for a donation of cups and water containers. Sandra will contact Junior Woman's Club of Des Plaines to ask them to serve lemonade at the end of the route. Garbage cans will be needed along the route for clean-up. The Committee also discussed the possibility of offering lemonade at the new library site and having a drawing for several prizes.

The next meeting is scheduled for Tuesday, February 29, 2000 at 5:00 PM.

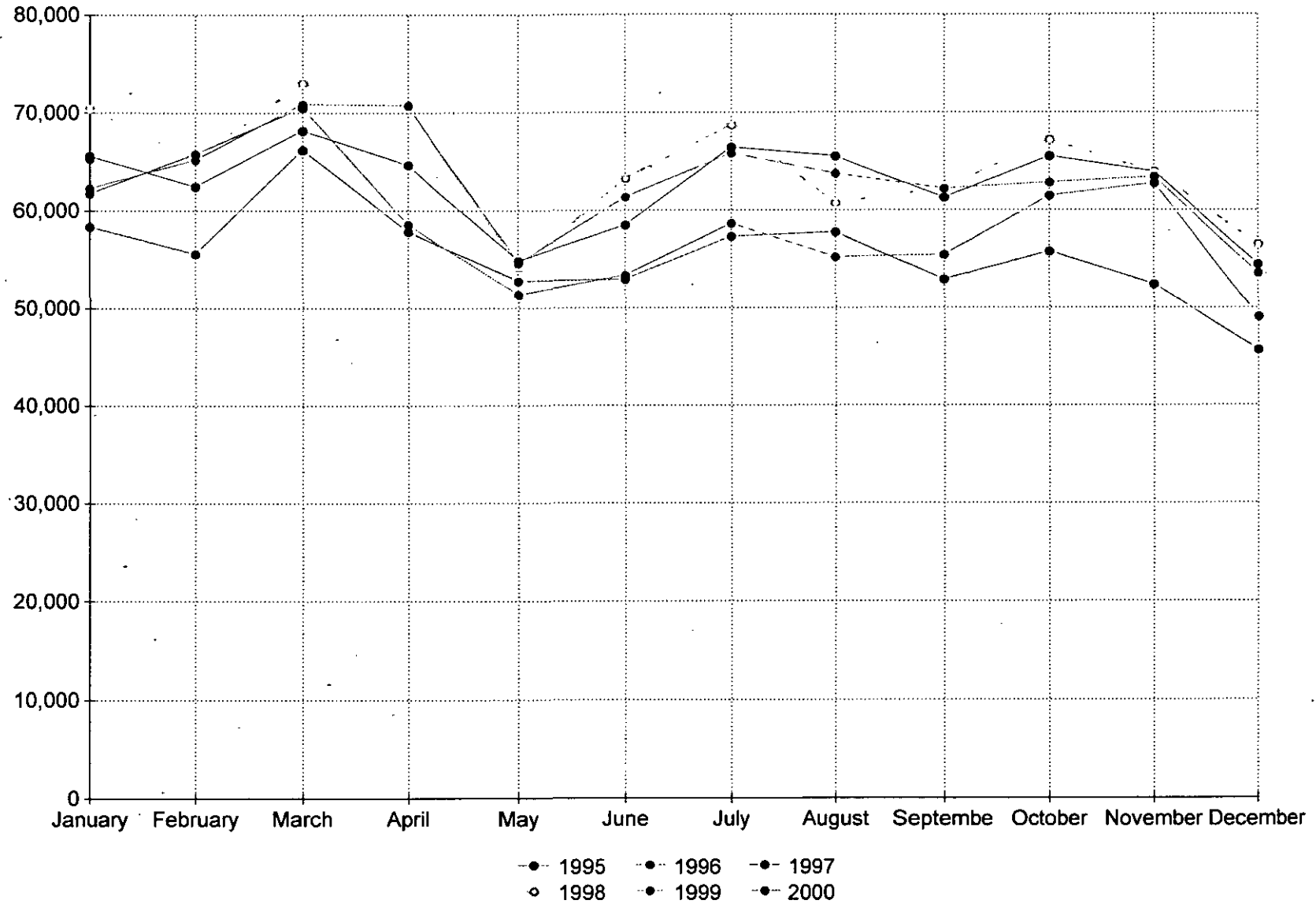
The meeting adjourned at 6:15 PM

Minutes prepared by Carol Kidd

### Patron Attendance January 2000

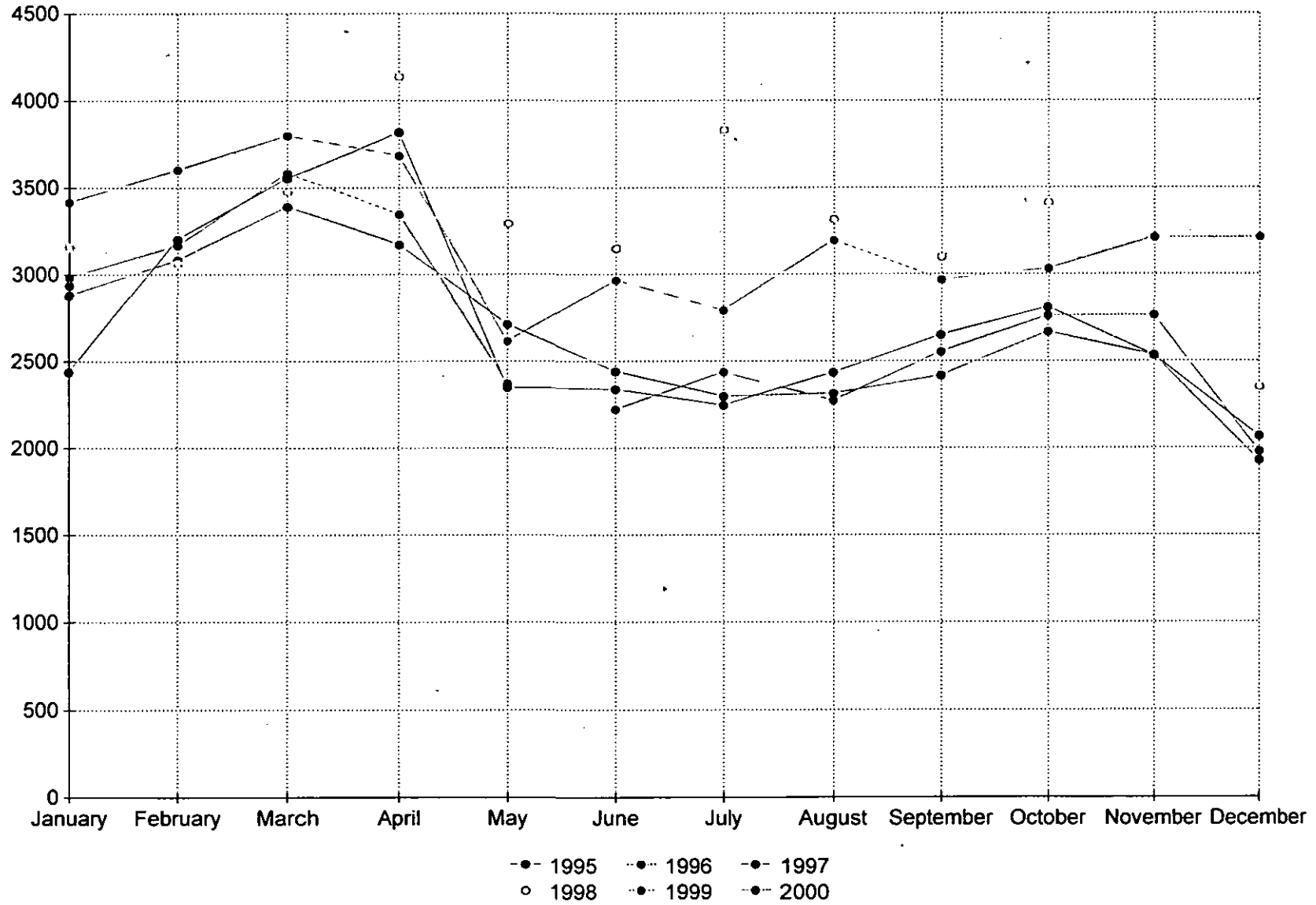


**Circulation Statistics**  
Items Circulated Per Month By Year



## Adult Patron Assistance

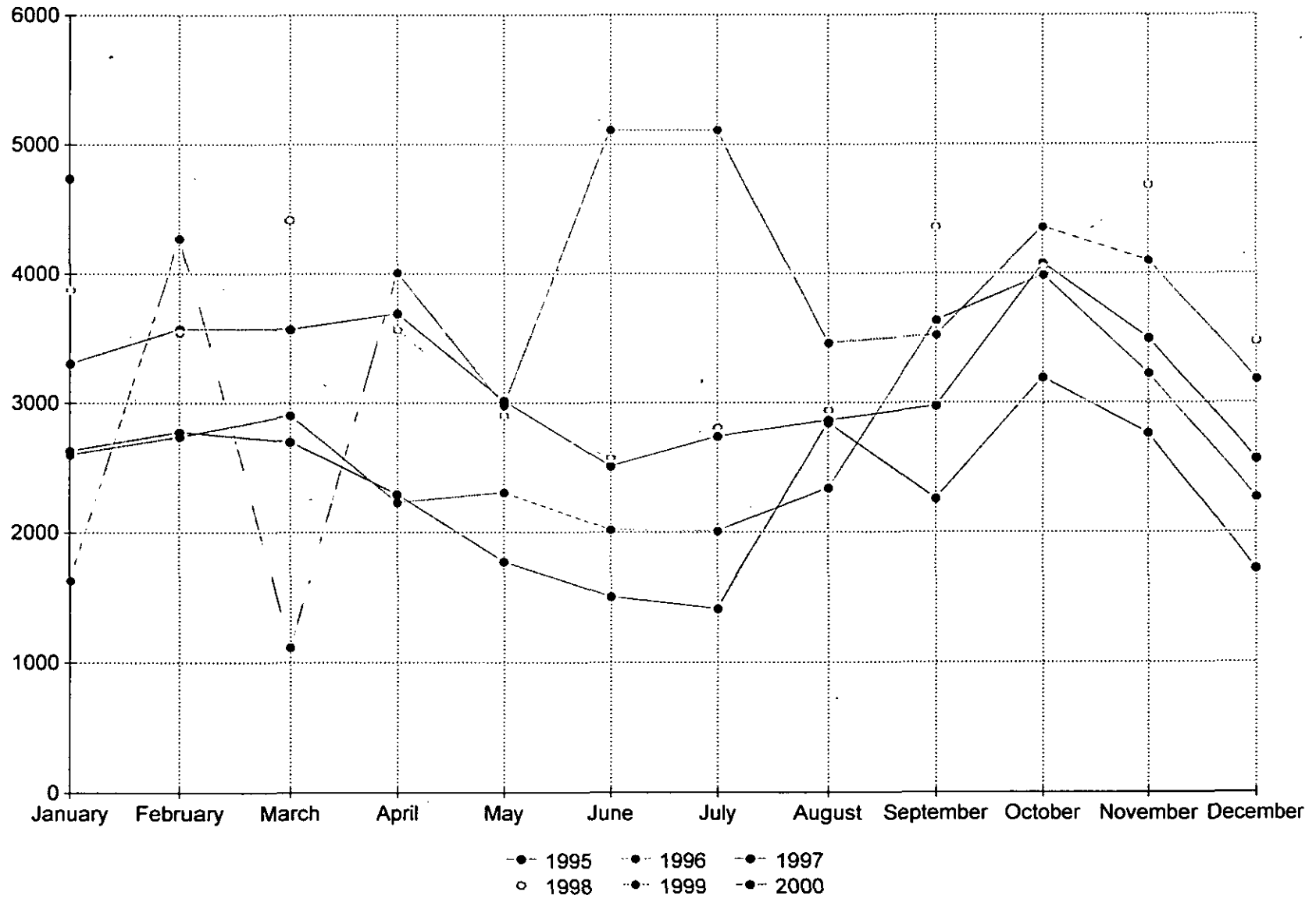
January 2000





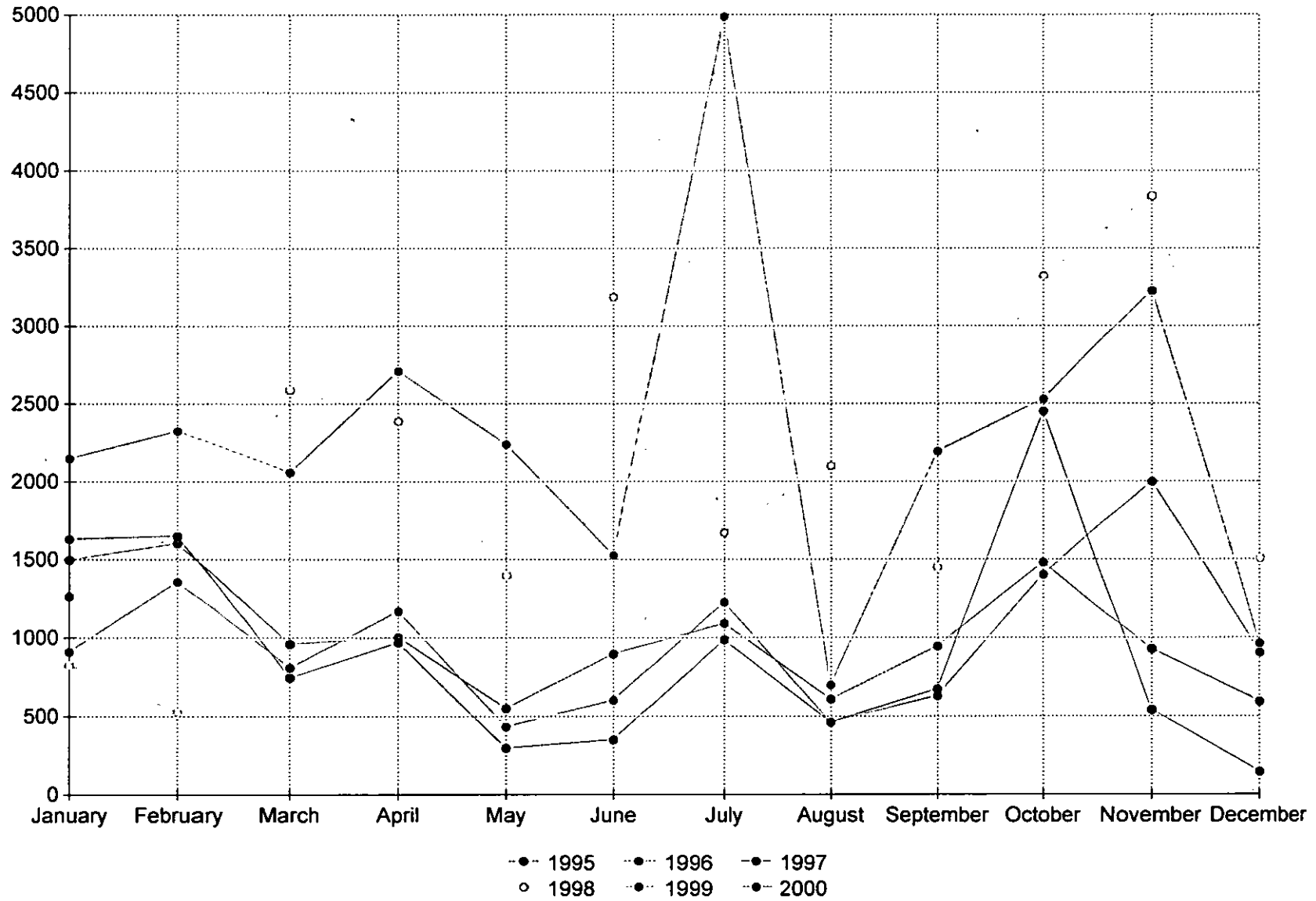
# Children's Patron Assistance

## January 2000



# Meeting Room Attendance

## January 2000



February 8, 2000

Dear Sandra,

We are absolutely thrilled with all the shelving that the Des Plaines Public Library will be supplying for our redesigned library at Central School. I've shared the shelving plans with our principal, our PTO board, our staff, and many of our administrators, and everyone is overwhelmed with your generosity. We thank you from the bottom of our hearts.

I have enclosed Dawn's plan for our library and have highlighted all the units that you will be providing for us. It is quite easy to see that your contribution will make achieving our goal possible.

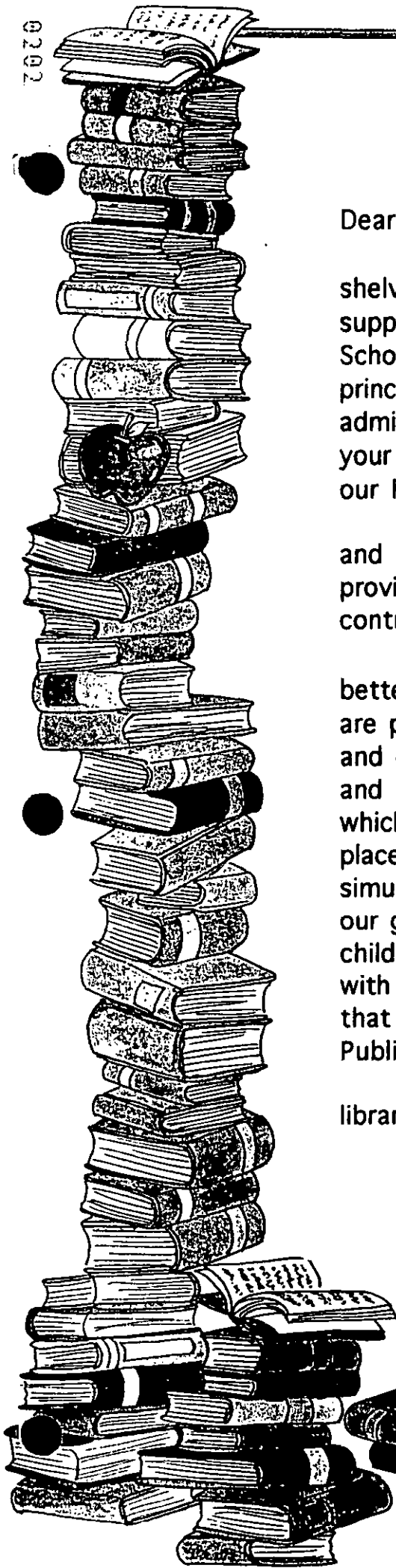
We believe that our redesigned facility will better enable us to help children see that libraries are places with many purposes: a place to explore and experience great literature, a place to access and use information from many sources, a place in which we can participate in great programs, a place that is dynamic and used in many ways simultaneously, and a place that is instrumental to our growth as life long learners. For many of our children, the Central IMC is their first experience with a library. Hopefully we can provide the basis that creates lifelong patrons for the Des Plaines Public Library.

Thank you for making our dreams of a better library facility for our students come true.

Sincerely,

*Karen Dorn*

Karen Dorn, Library Media Specialist  
and all the students, staff and  
parents from Central School



**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.

Sarah 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 Genther, 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)

**Plan B - All meals and workshop**

ILA Member    \$100 Nonmember    \$120

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ fax \_\_\_\_\_

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.**

0204

**Marriott Hickory Ridge Conference Center**  
**1195 Summerhill Drive, Lisle IL 60532-3190**  
**Phone: (630) 971-5000**  
**Fax: (630) 971-6956**

**From the North on I-294**

Take I-294 South to I-88 west exit (exit will say Aurora). Follow I-88 west 6 miles to Illinois Route 53 and exit south. Proceed south 4 miles to Summerhill Drive and make a right. The hotel is at the end of the road.

**From the Northwest on I-90 or I-355**

Take I-90 east and exit south on I-355. Follow I-355 south and exit on Maple Ave. Turn right on Maple and proceed west to Route 53. Turn left and proceed south to second stoplight which is Summerhill Drive and make a right. The hotel is located at the end of the road.

**From the South on I-355 or I-55**

Take I-55 north to Chicago. Exit on I-355 North. Proceed on I-355 north to 63<sup>rd</sup> St. (or Hobson) and go west (turn left). Follow Hobson west to Rt. 53 and make a right turn to go north. Go to second stop light which is Summerhill Drive and make a left. The hotel is located at the end of the road.

**From the South on I-294**

Take I-294 north to I-55 south (St. Louis), which will actually be going west, to I-355 going north. Proceed on I-355 north to 63<sup>rd</sup> St. (or Hobson) and go west (turn left). Follow Hobson west to Rt. 53 and turn right to go north. Go to second stop light which is Summerhill Drive and make a left. The hotel is located at the end of the road.

**From the East on I-290 (Eisenhower Expressway)**

Take I-290 west and merge into I-88 west (sign will say Aurora). Continue west 6 miles and exit Route 53 south. Proceed 4 miles to Summerhill Drive and make a right. The hotel is located at the end of the road.

**From the West on I-88**

Take I-88 east and exit south at I-355 (sign will say Joliet). Follow I-355 south and exit at Maple Avenue. Turn right on Maple and proceed west to Rt. 53 (second stop light). Turn left on Rt. 53 and go south to Summerhill Drive and make a right. The hotel is located at the end of the road.

**\*\*\*Most expressways require tolls ranging between \$.30 and \$.50\*\*\***



January 18, 2000

Mary Ann Brown  
Des Plaines Public Library  
841 Graceland Avenue  
Des Plaines, IL 60016

Dear Ms. Brown,

On behalf of the Des Plaines Special Events Commission, I would like to express our sincere thanks for the cooperation of the Des Plaines Public Library in our 1999 Mitten Tree project. A total of 511 items were collected and delivered to the Des Plaines Self Help Closet for distribution to those in need.

Once again, thank you for your cooperation and involvement in this important community activity.

Sincerely,

*Lucille Adamick*  
LK

Lucille Adamick  
Mitten Tree Chairperson  
Des Plaines Special Events Commission

NORTH  
SUBURBAN  
LIBRARY  
FOUNDATION

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

25 January 2000

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

Dear Sandra,

Enclosed is the Des Plaines Public Library Fund Activity Report for the quarter ending 12/31/99.

In addition to the two initial contributions, and the gift of securities that was received from Ms. Moore, you will note the posting of interest ('cash') at the November and December month ends. Interest is posted on a monthly basis, as earned interest is booked by the Foundation, for example, as a CD matures, or as money market interest is credited to our account. Interest is distributed proportionately across all Foundation funds. The fund balances on the 1<sup>st</sup> day of each month are used to calculate that distribution.

If you have any questions about this, please do call. Unless you need a report in the interim, a Fund Activity Report will be generated every quarter.

I am also enclosing a Fund Activity Report that shows *only* the Memorial Tribute gifts to Ms. Florence Burfisher. Copies of the acknowledgements and receipts for the donors are attached. I send a card to Mr. Burfisher announcing that the Memorial Tribute has been established.

Best regards,



Anne Rose Johnson, CFRE  
Manager

/arj

enclosures

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  
William Morris, Ph.D.  
William Rauscher  
Ronald C. Rodgers, Ph.D.  
Anne Rose Johnson  
Manager

### Fund Activity Report

DPL: Des Plaines Public Library Fund

10/1/99 to 12/31/99

January 25, 2000

Anne / 11:12:56 AM

Folder ID	Full Name	Recvd.	Type	Const.	Source	Camp.	Appeal	Pledge	Gift
	CoVest Banc	10/26/99	GO			LIB	LFund		\$4,322.55
3636	Des Plaines Library Referendum Committee	10/26/99	GO			LIB	LFund		\$2,029.00
3163	Cash	11/30/99	GO			LIB	LFund		\$2.42
3688	Ms. Jane Moore	12/21/99	GO			LIB	LFund		\$5,905.00
3163	Cash	12/31/99	GO			LIB	LFund		\$32.15
									<u>\$12,291.12</u>

#### Summary

Largest Gift:	\$5,905.00	Largest Pledge:	
Smallest Gift:	\$2.42	Smallest Pledge:	
Average Gift:	\$2,458.22	Average Pledge:	
Outright Gifts:	5		\$12,291.12
Total Cash Receipts:	5		<u>\$12,291.12</u>
Total Pledges:			\$0.00
Less Payments:			<u>\$0.00</u>
Pledges Due:			\$0.00
Total Commitments:			<u><u>\$12,291.12</u></u>



### Fund Activity Report

DPL: Des Plaines Public Library Fund

1/24/00 to 1/24/00

January 24, 2000

Anne / 12:48:55 PM

Folder ID	Full Name	Recvd.	Type	Const.	Source	Camp.	Appeal	Pledge	Gift
	Mr. Mark J. Andrus (The above gift is a tribute to Ms. Florence Burfisher.)	01/24/00	GO		ML	LIB	LFund		\$25.00
3712	Ms. Maureen McDonald (The above gift is a tribute to Ms. Florence Burfisher.)	01/24/00	GO		ML	LIB	LFund		\$25.00
3711	Mr. Thomas J. McShane (The above gift is a tribute to Ms. Florence Burfisher.)	01/24/00	GO		ML	LIB	LFund		\$25.00
3709	Mr. Matthew J. Miller (The above gift is a tribute to Ms. Florence Burfisher.)	01/24/00	GO		ML	LIB	LFund		\$25.00
									\$100.00

#### Summary

Largest Gift:	\$25.00	Largest Pledge:	
Smallest Gift:	\$25.00	Smallest Pledge:	
Average Gift:	\$25.00	Average Pledge:	
Gift Tributes:	4		\$100.00
Outright Gifts:	4		\$100.00
Total Cash Receipts:	4		\$100.00
Total Pledges:			\$0.00
Less Payments:			\$0.00
Pledges Due:			\$0.00
Total Commitments:			\$100.00

NORTH  
SUBURBAN  
LIBRARY  
FOUNDATION

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

24 January, 2000

Mr. Mark J. Andrus  
1947 North Hudson, No. 13  
Chicago, IL 60614

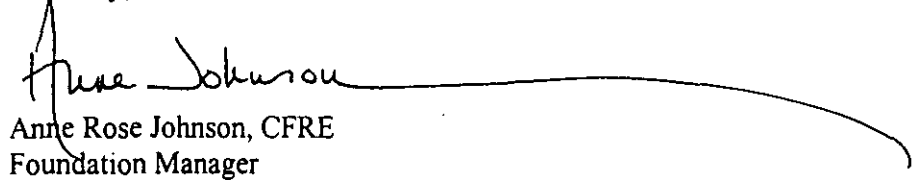
Dear Mr. Andrus,

Thank you for your gift to the Des Plaines Public Library Fund – North Suburban Library Foundation, in memory of Ms. Florence Burfisher.

Through the generosity of its donors, the North Suburban Library Foundation and its partner libraries are able to fund projects that foster commitment to literacy, devotion to literature and community services. Your thoughtful gesture will help the Foundation and the Des Plaines Public Library continue to make a difference in continuing and expanding the library's impact on the community.

Again, thank you for your memorial contribution. We are proud to have earned your support, and to assist you in honoring the memory of someone dear to you.

Sincerely,

  
Anne Rose Johnson, CFRE  
Foundation Manager

/arj

-----  
**GIFT RECEIPT**

Check Number	2704
Gift Date	1/24/00
Amount	\$25

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, for your gift. The North Suburban Library Foundation is a 501(c)3 organization, for tax purposes, our identification number is 36-4045731.

**The tax-deductible portion of this gift is:                    \$25**

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

William Morris, Ph.D.

William Rauscher

Ronald C. Rodgers, Ph.D.

Anne Rose Johnson  
Manager

## DEPARTMENT OF PUBLIC WORKS

## CITY OF DES PLAINES



1111 JOSEPH J SCHWAB ROAD \* DES PLAINES, ILLINOIS 60016 \* (847) 391-5464 FAX (847) 297-6801

January 14, 2000

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

Dear Sandra,

The Holiday Decorations Committee welcomes you. Members of the Holiday Decorations Committee and I look forward to working with you. Thank you for accepting our invitation to join.

Expect to receive a memo from me later this month. It will include minutes of the last meeting and notification of the date and time of the next meeting of the Holiday Decorations Committee. I usually follow the memo with a phone call.

Please feel free to call me at any time. My phone number is 391-5650.

Yours truly,



Pamela Rosinia, Coordinator  
Keep Des Plaines Beautiful



UNITED  
FEDERATION of  
DOLL  
CLUBS, INC.

---

January 12, 2000

Sandra K. Norlin  
Library Administrator  
DES PLAINES PUBLIC LIBRARY  
841 Graceland Avenue  
Des Plaines, Illinois 60016-6472

Dear Ms. Norlin,

I am delighted to hear that your new building will be ready for you in May. By chance, our Spring Executive Committee Meeting will take place in Chicago this year, and we will move the Federation material out of the library during the week of March 20, 2000. We have contacted a moving company, and will let you know the exact date we will be moving after they have looked at the site.

At the request of Susan Burrows, the Executive Committee voted to put a case and a selection of dolls on permanent loan to the Des Plaines Library. We will choose a representative group when we come to Des Plaines prior to the move.

We are most grateful for your help and support during the past few years, and look forward to working with you in the future. My own interest lies in the Internet, and I envision future ties using that medium.

Best wishes to you in your new environment. It is always exciting to move forward.

Sincerely,

Bettyanne Twigg  
President, UFDC, Inc.



### 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

**Jan Auerbach**  
Winthrop 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

## MEMORANDUM

TO: NSLS Community

FROM: Sarah Ann Long

DATE: 26 January 2000

RE: Scholarships for ALA Legislative Day - May 2, 2000

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

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

If you are interested in one of the scholarships, please address a letter to the System to the attention of Marie Caviness, NSLS Legislation Committee, outlining all the good reasons why we should choose you. This is your opportunity to participate in the legislative process while learning about and helping libraries. Deadline for letters is Tuesday, February 22, 2000.

Traditionally, the ILA group leaves on the Sunday before Legislative Day (this year that is April 30, 2000) and returns on Tuesday evening, May 2, at about 6:00 p.m.

ILA has negotiated a room rate of \$160 single/double occupancy at the Henley Park Hotel, 926 Massachusetts Avenue, N.W., Washington, D.C. 20001. Phone: 202/638-5200. We have a block of rooms from Sunday through Tuesday. Accommodations are based on a limited room block. Deadline for this rate is March 29, 2000. ILA has also negotiated a room rate of \$205/single and \$225/double at the Hotel George.

This year's events will begin with a dinner at the Fado Irish Pub (\$40.00) on Sunday night (April 30, 2000). Emily Sheketoff from ALA's Washington Office will provide a special legislative update and briefing for the Illinois delegation. Packets with ALA and ILA materials will be distributed. It is essential that participants attend this briefing session. This is when we will coordinate our plans for Tuesday.

Monday night's dinner will be held at the Henley Park Hotel (\$50.00). This dinner will be more of a social event and is optional. It is a grand opportunity to meet others in our Illinois delegation to maximize the ability of participants to work well together during Tuesday's Capitol Hill visits.

On Tuesday morning, May 2nd, the delegation will travel to Capitol Hill for appointments with our Representatives and, hopefully, an afternoon joint meeting with Senators Peter Fitzgerald and Dick Durbin.

200 W. Dundee Rd.

Wheeling, IL 60090-2799

847/459-1300

FAX 847/459-0380

0213  
Sometime before Legislative Day we will hold an orientation and pre-briefing at the System Center.

Attached please find a fact sheet from ILA with more specifics.

# SPRING 2000 CONTINUING EDUCATION OPPORTUNITIES

## NATIONAL LIBRARY LEGISLATIVE DAY

Tuesday, May 2, 2000

Photocopy or detach and mail or fax with payment to:  
ILA, 33 W. Grand Ave., Suite 301, Chicago, IL 60610-4306  
Phone: 312-644-1896 Fax: 312-644-1899.

Mark your calendar for the National Library Legislative Day, Tuesday, May 2, 2000—the day we bring our lobbying skills to the nation's capital for what is deemed "the most important grass roots lobbying effort under our sponsorship!" A variety of activities has been designed to prepare National Library Legislative Day participants for an informed and effective day of congressional visits.

### Sunday, April 30, 2000

7:30 P.M. This year's events will begin with a dinner at Fado Irish Pub & Restaurant (808 7th St., N.W., Washington, DC 20001; phone: 202-789-0066) on Sunday night. Emily Sheketoff from ALA's Washington Office will provide a legislative update and briefing for the Illinois delegation. Packets with ALA and ILA materials will be distributed.

### Monday, May 1, 2000

9:00 A.M. Participants may want to attend the ALA briefing at the Holiday Inn on The Hill, 415 New Jersey Ave., N.W., Washington, DC 20001. This full day (9:00 A.M. - 3:30 P.M.) of issues briefings is designed to prepare National Library Legislative Day participants for congressional visits. The ALA Washington Office has reserved two large meeting rooms, so everyone is welcome.

7:30 P.M. On Monday night, a dinner is planned at The Henley Park Hotel. Advocacy strategies along with political commentary will precede questions and answers as we prepare for our Congressional visits. Attendance at dinner is optional.

### Tuesday, May 2, 2000

8:30 - 9:45 A.M. A kick-off and brief summary of key issues have been tentatively scheduled at the Dirksen Senate Office Building, Room G-50, Dirksen Senate Auditorium, entrance on First and C Streets, N.W.

9:45 A.M. The delegation will "Hit the Hill," with scheduled congressional appointments.

3:00 P.M. Currently, the tentative scheduled meeting with Senators Dick Durbin and Peter Fitzgerald.

5:00 - 7:00 P.M. The National Library Legislative Day Committee has scheduled a Congressional Reception in the Rayburn House Office Building, B338-340, South Capitol and Independence Ave, S.W. All representatives and senators will be sent invitations to attend the reception. Congressional staff is also being invited.

### Accommodations

ILA has reserved two room blocks: Henley Park Hotel, 926 Massachusetts Ave., N.W., Washington, DC 20001; phone: 800-222-8474; fax: 202-638-6740; \$160 (single or double), 14.5% sales tax not included. Hotel George, 15 E Street, N.W., Washington, DC 20001; phone: 202-347-4200; fax: 202-347-4213; \$205 single and \$225 double, 14.5% sales tax not included. Please refer to group number 1416 when making reservations at the Hotel George. Due to the National Rural Electric Cooperative Association conference, space is extremely limited and it is advised that you make your reservation early. Hotel reservations must be made by March 30, 2000.

Yes, I would like to sign up for National Library Legislative Day.

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Your registration fee includes legislative materials, coffee breaks at the briefing sessions, and the Congressional Reception on Tuesday evening, organized by the National Library Legislative Day Committee. Fees are:

\$20 for ILA Members       \$25 for nonmembers.

\$40 for dinner on Sunday night with Emily Sheketoff at Fado Irish Pub & Restaurant. All dinners will be served with a house salad. Choice of beverages: coffee, tea, and decaffeinated coffee. Dessert is brown bread ice cream. A cash bar will be available. Price includes 10% District of Columbia sales tax and 18% gratuity. Please choose one of the following menu options:

- Peppered salmon—pepper-seared Atlantic salmon, served with basil vegetable rosemary au jus and straw potatoes
- Roasted tenderloin of pork—oven-roasted stuffed pork with a honey and clove sauce, served with colcannon and fresh vegetable mash
- New York strip steak—char-grilled New York strip served with a peppercorn sauce and sauteed peppers, onions and mushrooms
- Vegetable boxty—potato pancake, rolled and stuffed with mixed sautéed vegetables.

\$50 for dinner on Monday night at the Henley Park Hotel. All dinners will be served with an English watercress salad. Choice of beverages: iced tea, coffee, hot tea, or decaffeinated coffee. Dessert is cheesecake. A cash bar will be available. Price includes 10% District of Columbia sales tax and 18% gratuity. Please choose one of the following menu options:

- Chicken Marsala—seared chicken breast finished with a Marsala wine mushroom sauce
- Swordfish Rosa—broiled fillet, served with a sun-dried tomato mignonette
- Chef's selection vegetarian plate.

Method of payment:

Check or money order for \$ \_\_\_\_\_ made payable to ILA.

Charge \$ \_\_\_\_\_ to my  VISA  MasterCard

Account No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

Deadline for registration is April 15, 2000. Confirmations and additional information will be sent after the registration deadline.

# F R I E N D S



FRIENDS OF THE DES PLAINES PUBLIC LIBRARY • 841 GRACELAND AVE. • DES PLAINES, ILLINOIS 60016

Tuesday, February 8, 2000

To:

Library Board of Trustees  
Des Plaines Public Library  
841 Graceland Avenue  
Des Plaines, IL 60016

From:

The Friends of the Des Plaines Public Library

Today the Friends of the Library sent a check to the Northwest Suburban Library Foundation – Des Plaines Public Library Fund to close out the bank account for the Buy-A-Brick Program.

You will be happy to know that the check amounted to \$60,622.81. That, along with the \$3,000.00 deposited with the City of Des Plaines Library Fund, is the money available to pay for the brick inscriptions and for use in the Youth Department.

We have severed the credit card connection. All charges have been paid that involved the credit cards. The PlainsBank of Illinois waived all the fees they would normally charge in relation to credit card use.

The Friends have donated all the postal and stationary costs needed for the program.

To summarize:

\$60,622.81	Deposited with the NSLS Foundation
+ 3,000.00	Deposited with the City of Des Plaines
<b>TOTAL \$63,622.81</b>	

Outstanding debt – Cost of brick inscriptions  
Remaining funds for the use of the Youth Department

What a wonderful campaign this has been.

Sincerely,

Charlotte Storer  
President



NORTH  
SUBURBAN  
LIBRARY  
FOUNDATION

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

25 January 2000

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

Dear Sandra,

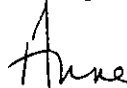
Enclosed is the Des Plaines Public Library Fund Activity Report for the quarter ending 12/31/99.

In addition to the two initial contributions, and the gift of securities that was received from Ms. Moore, you will note the posting of interest ('cash') at the November and December month ends. Interest is posted on a monthly basis, as earned interest is booked by the Foundation, for example, as a CD matures, or as money market interest is credited to our account. Interest is distributed proportionately across all Foundation funds. The fund balances on the 1<sup>st</sup> day of each month are used to calculate that distribution.

If you have any questions about this, please do call. Unless you need a report in the interim, a Fund Activity Report will be generated every quarter.

I am also enclosing a Fund Activity Report that shows *only* the Memorial Tribute gifts to Ms. Florence Burfisher. Copies of the acknowledgements and receipts for the donors are attached. I send a card to Mr. Burfisher announcing that the Memorial Tribute has been established.

Best regards,



Anne Rose Johnson, CFRE  
Manager

/arj

enclosures

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

William Morris, Ph.D.

Rauscher

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Anne Rose Johnson  
Manager

0217

**NORTH  
SUBURBAN  
LIBRARY  
FOUNDATION**

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

24 January, 2000

Mr. Mark J. Andrus  
1947 North Hudson, No. 13  
Chicago, IL 60614


Dear Mr. Andrus,

Thank you for your gift to the Des Plaines Public Library Fund – North Suburban Library Foundation, in memory of Ms. Florence Burfisher.

Through the generosity of its donors, the North Suburban Library Foundation and its partner libraries are able to fund projects that foster commitment to literacy, devotion to literature and community services. Your thoughtful gesture will help the Foundation and the Des Plaines Public Library continue to make a difference in continuing and expanding the library's impact on the community.

Again, thank you for your memorial contribution. We are proud to have earned your support, and to assist you in honoring the memory of someone dear to you.

Sincerely,

  
Anne Rose Johnson, CFRE  
Foundation Manager

/arj

---

<b>GIFT RECEIPT</b>	Check Number	2704
	Gift Date	1/24/00
	Amount	\$25

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, for your gift. The North Suburban Library Foundation is a 501(c)3 organization, for tax purposes, our identification number is 36-4045731.

**The tax-deductible portion of this gift is:                    \$25**

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Vice President
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- Ronald C. Rodgers, Ph.D.
- Anne Rose Johnson  
Manager

**Fund Activity Report**

DPL: Des Plaines Public Library Fund

10/1/99 to 12/31/99

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**Fund Activity Report**

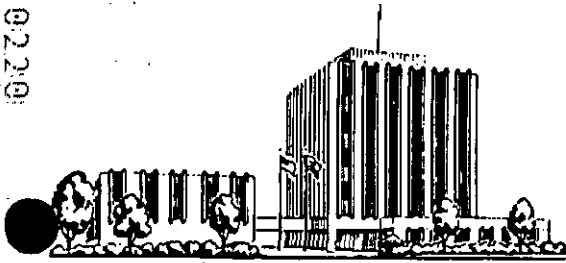
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DEPARTMENT OF PUBLIC WORKS

CITY OF DES PLAINES

1111 JOSEPH J SCHWAB ROAD \* DES PLAINES, ILLINOIS 60016 \* (847) 391-5464 FAX (847) 297-6801

January 14, 2000

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

Dear Sandra,

The Holiday Decorations Committee welcomes you. Members of the Holiday Decorations Committee and I look forward to working with you. Thank you for accepting our invitation to join.

Expect to receive a memo from me later this month. It will include minutes of the last meeting and notification of the date and time of the next meeting of the Holiday Decorations Committee. I usually follow the memo with a phone call.

Please feel free to call me at any time. My phone number is 391-5650.

Yours truly,

A handwritten signature in cursive script, reading "Pamela Rosinia". The signature is written in black ink and is positioned above the typed name.

Pamela Rosinia, Coordinator  
Keep Des Plaines Beautiful

# F R I E N D S



FRIENDS OF THE DES PLAINES PUBLIC LIBRARY • 841 GRACELAND AVE. • DES PLAINES, ILLINOIS 60016

Tuesday, February 8, 2000

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841 Graceland Avenue  
Des Plaines, IL 60016

From:

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Sincerely,

Charlotte Storer  
President



UNITED  
FEDERATION of  
DOLL  
CLUBS, INC.

January 12, 2000

Sandra K. Norlin  
Library Administrator  
DES PLAINES PUBLIC LIBRARY  
841 Graceland Avenue  
Des Plaines, Illinois 60016-6472

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We are most grateful for your help and support during the past few years, and look forward to working with you in the future. My own interest lies in the Internet, and I envision future ties using that medium.

Best wishes to you in your new environment. It is always exciting to move forward.

Sincerely,

Bettyanne Twigg

President, UFDC, Inc.

MARCH 2000

0223

00 48 10/10/00





# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, MARCH 21, 2000

6:45 PM\*

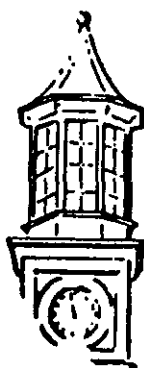
Large Meeting Room

### Agenda:

- Oath of Office - Rhys Read
- Building Project Status Report
- Departmental Report
- Authorization to Bid for Telephone System
  
- Executive Session  
    Review of Minutes

\*Note early start time

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



DES PLAINES  
PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

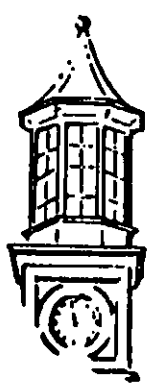
Agenda for the Regular Meeting  
March 21, 2000 6:45 PM\*

- I. Call to Order. (6:45 PM) \*Note early start time.
- II. Oath of Office - Rhys Read.
- III. Executive Session.
  - A. Review of Minutes of Executive Session.
- IV. Consideration of the Agenda. (7:30 PM)
- V. Approval of Minutes of the Regular Board Meeting, February 15, 2000. (Action Item)
- VI. Public Comments and Questions.
- VII. City Council Community Services Committee - Alderman Petersen
- VIII. 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)

- IX. Building and Grounds Committee - Betty Ritter.
  - A. Building Project Status Report.
  - B. Change Orders.
  - C. Authorization to Bid for Telephone System.
  
- X. Management Committee - Ellen Yearwood. (8:30 PM)
  - A. Board Review of Department Activities - Community Services Department, Karen Wallace.
  
- XI. Planning Committee - John Burke.
  
- 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. Report of February 16, 2000 Grand Opening Advisory Committee Meeting.
  - B. Report of February 17, 2000 Art Committee Meeting.
  - C. Report of February 29, 2000 Ceremonial Moving Advisory Committee Meeting.
  - D. Report of February 29, 2000 Subcommittee for Fund-Raising Event.
  - E. Report of March 9, 2000 Grand Opening Advisory Committee Meeting.
  - F. Report of March 9, 2000 Subcommittee for Fund-Raising Event.
  - G. Report of March 14, 2000 Ceremonial Moving Advisory Committee Meeting.
  
- XVI. Old Business.
  
- XVII. Other
  - A. In-Service Day (Action Item)
  
- XVIII. Announcements.
  - A. Correspondence.
  
- XIX. Adjournment. (10:30 PM)

0227

V



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## BOARD OF TRUSTEES Minutes of the Regular Meeting February 15, 2000

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the Large (#1) meeting room on Tuesday, February 15, 2000. 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 Joyce Petersen, Holly Richards Sorensen, Barbara Saletnik, Alderman Dick Sayad, Joseph Botte, Graham Buck, Rhys Read.

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 Burke, to approve the Minutes of the regular Board Meeting of January 18, 2000, as amended. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by Inara Brubaker, to approve the Minutes of the special Board Meeting of February 1, 2000, as amended. Vote: Ayes: All. Nays: None. MOTION CARRIED.

### PUBLIC COMMENTS AND QUESTIONS.

Joseph Botte spoke to the Board concerning misinformation he received from library personnel concerning meeting attendance. Mr. Botte advised the Board that he placed a phone call to the library about a meeting he saw printed in the newspaper for February 7, 2000 and was told the meeting was closed to the public. The Board advised Mr. Botte

that the meeting scheduled for February 7, 2000 was an Art Committee Meeting and was open to the public. The Board apologized to Mr. Botte for the misunderstanding and welcomed his attendance at any open meetings. Mr. Botte asked that all employees be notified that the public is invited to all open meetings of the Library Board of Trustees.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Petersen.

President Burk introduced Alderman Joyce Petersen to the Board as the City of Des Plaines liaison to the library. Alderman Peterson had 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	\$ 6,848.56
2. Petty Cash Expenditures	\$ 20.00
3. Budget Expenditures for January	\$ 177,874.80
4. Expenditures Year to Date	\$ 177,874.80
5. Revenue for January	\$ 6,522.61
6. Revenue Year to Date	\$ 6,522.61

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:

January 03, 2000	\$ 27,946.80
January 27, 2000	\$ 60,627.96
Total	\$ 88,574.76

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

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

January 13, 2000	\$ 65,616.59
January 27, 2000	\$ 65,726.67
Total	\$ 131,343.26

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

Inara Brubaker questioned Sandra Norlin about reduced copier receipts for the month of January. Sandra explained that the library has contracted with U. S. Office Equipment to

service all patron copiers and collect copier money. The library receives a monthly check for copier receipts.

Sandra Norlin introduced library staff member, Barbara Saletnik, as the Move Coordinator and thanked her for her thoroughness throughout the bid process.

Barbara Saletnik reported that six (6) bids for the move contract were opened on February 9, 2000. Barbara explained the bid process to the Board and reported that the lowest responsible bidder, who submitted a conforming bid, was Federal Companies in the amount of \$48,880.00. The lowest bidder was Hallett Movers with a bid of \$47,378.00, but was deemed irregular due to the inclusions of special conditions.

The City of Des Plaines Attorney Raymond Bartel reviewed all move documents.

Barbara Saletnik reported that reference checks were successfully done. President Burk asked for a recommendation from Sandra Norlin, Library Administrator. Sandra recommended Federal Companies of Waukegan as the lowest responsible bidder.

MOTION by Betty Ritter, seconded by Susan Burrows, to award the moving contract bid to Federal Companies, as the lowest responsible bidder, who submitted a conforming bid in the amount of \$48,880.00, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Ritter, Yearwood

President Burk thanked Barbara Saletnik for the excellent job she did in organizing and implementing the moving service contract.

Sandra Norlin asked for Board approval on a proposed contract with Wellspring Associates in an amount not to exceed \$7,000.00. The proposal will include ongoing team-building services for the Department Heads, Management Team and the Technical Services Department.

MOTION by Susan Burrows, seconded by Inara Brubaker, to approve the contract with Wellspring Associates in an amount not to exceed \$7,000.00 for ongoing team-building services for the Department Heads, Management Team and the Technical Services Department. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Ritter, Yearwood.

Ellen Yearwood asked Sandra how many hours would be provided by Wellspring Associates and Sandra reported that 25 contact hours would be provided.

MANAGEMENT COMMITTEE – Ellen Yearwood, Chairman.

Sandra introduced Holly Richards Sorensen, Head of Adult Services, who provided an update on preparations for the move to the new building by the Adult Services staff. Holly reported that the position of Readers Advisory Manager has been offered to and

accepted by staff member Roberta Johnson.

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

Betty Ritter reported that the recurring water leaks in the building are related to the gutters, which fill up with ice during the winter months and cause the water to seep into the inside walls of the building.

Gary Valente will not renew the full service mechanical systems contract with RMC, which expired January 31, 2000, but will have repairs done, if needed, on a time and materials basis.

Betty Ritter reported on the Project Status Report for the period February 2000 prepared by Ken Hutson of Owner Services Group, Inc. The base construction project is currently on schedule with an anticipated completion date on or before May 30, 2000.

Special interior and additional work contracted through Lohan Associates:

1. Fish Tank – pricing being reviewed for accuracy. Current total cost approximately \$11,100.00 (\$2,600.00 over budgeted amount).
2. Corridor to Stair #1 – pricing currently being reviewed for accuracy. Cost within budget.
3. Hanging sculpture connection currently being designed by Lohan.
4. Boat and banners – pending pricing.
5. Heritage Room – pending pricing.

Six official Change Orders for the base building project totaling \$201,228.00 have been approved out of 31 approved Change Order Requests. There have been 20 additional Change Order Requests that have been or are being reviewed by OS, LA and PTC for cost and scope accuracy.

Susan Burrows asked if the electrical wiring is included in the Change Order for the fish tank. Sandra Norlin responded that it was not shown on the description of work, but that she would verify whether or not the wiring was included. President Burk reported to the Board that Lohan Associates at a February, 1999, meeting noted the library's request for the fish tank. He will contact Lohan Associates and Owner Services Group, Inc. to discuss this discrepancy.

Alderman Petersen questioned the Board regarding the funding of the fish and fish tank. Sandra Norlin responded that the fish and fish tank are being funded by donations.

**MOTION** by Susan Burrows, seconded by Inara Brubaker, to approve the Change Order for the construction of the fish tank in an amount not to exceed \$6,000.00. **ROLL CALL VOTE:** AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Ritter, Yearwood.

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

No report.

PLANNING COMMITTEE – John Burke, Chairman.

No report

SYSTEM MEMBERSHIP – John Ciborowski

John Ciborowski reported on an article that was published in the North Suburban Library System newsletter concerning Internet filtering.

John also reported that the Des Plaines Public Library will receive \$2,495.00 for the FY2000 Educate and Automate Grant.

FRIENDS OF THE LIBRARY – Inara Brubaker

Inara Brubaker reported that the next Roundtable for the Friends will be held on February 22, 2000. The bookshelf program has earned \$685.00 to date. The Friends will discuss booksale funding issues at their next Committee meeting and the donation of give-away items for the grand opening of the new library.

#### ADMINISTRATOR'S REPORT

Sarah McGowan began work on January 24, 2000 as Librarian I, Full-time, Adult Services. Michael Federspiel began work on February 10, 2000 as part-time Security Monitor. Mario Sigismondi resigned, effective January 31, 2000 as part-time Security Monitor.

Applications are being received and screened for several positions. Technical Services, Materials Processor, Cataloger, Technology Page, all part-time; Adult Services Department, Full-time Librarian II, Readers' Services Librarian (one internal candidate, pending approval of Civil Service Commission), part-time and full-time Library Assistant II for Readers' Services; Public Information, part-time webmaster; Circulation Services, Head of Department and part-time circulation clerks.

A quarterly all-staff meeting will be held on March 9, 2000. Wellspring Associates has submitted a proposal for ongoing team-building services for the Department Heads, Management Team and the Technical Services Department. Staff is encouraged to attend the ALA Annual Conference, which will be held in Chicago July 6–10 this year.

The Community Services Department presented three programs to community groups this past month, including one to the Friends of the Library. The Youth Services Department staff attended a meeting of Plainfield School's East Indian families and took examples of books from our foreign language collection.

Monthly statistical records indicate increases in all areas of service over last January;



however, we must remember that last January's numbers were unusually low because of the January blizzard, which caused library closings and kept many patrons indoors for a week following the blizzard. The trend of decreases in print circulation and increases in audiovisual circulation and use of computer services continues. The Local Area Network received use 2,028 times in January and 13,778 searches were conducted using our online reference resources.

Our babysitting clinic continues to be successful, as does Bright Start Baby Book Times. The family Sunday program, a magic show, attracted 250 attendees. Other well-attended programs were the preschool open house (200) and the home schooling open house (60).

Since last meeting's report, Sandra has attended the pre-bid meeting for the moving companies, Library Cable Network executive board meeting, the Illinois Extension Advisory Committee meeting, SLURP, the Ceremonial Moving Advisory Committee meeting, the new library hardhat tour, the Art Committee and the bid opening meeting. Hector Marino and Sandra have met with Ken Hutson (OSG) and representatives of ESD, the technology consulting group, to begin to prepare specifications for telephone and computer network services and products for the new building.

Sandra will be absent from the city from Saturday, February 19 through Wednesday, February 23. Hector Marino will be Librarian in Charge during her absence.

#### NEW BUSINESS

President Burk reported on the progress made by Committee members at the Art Committee meetings held on January 31 and February 7, 2000.

President Burk also reported on the Moving Committee which met on February 1, 2000 and reported that the Grand Opening Advisory Committee would meet on February 16, 2000.

Joseph Botte questioned Board Members regarding the cost for special interiors and additional work quoted on the *Project Status Report* submitted by Owner Services Group, Inc. President Burk responded that the Fish Tank is a budgeted item, the corridor to Stair #1 will require additional funding, the hanging sculpture is partially funded, and the boat and banners and Heritage Room will possibly be funded by donations. President Burk also stated that not every one of these items is expected to be completed by the library's opening.

Mr. Botte also inquired about cable service to the new building and Sandra Norlin responded that both Ameritech and TCI now provide free cable service to the library and will continue to provide this service at the new building.

John Ciborowski agreed to attend the March 6 City Council meeting, John Burke the March 20 meeting, Inara Brubaker the April 3 meeting and Eldon Burk the April 17 meeting.

## OTHER

William Grice asked that Sandra Norlin include her Administrator's Report in the Board packet which is mailed to Board members before each meeting.

## ANNOUNCEMENTS

A letter from Central School was received by Sandra Norlin thanking the Des Plaines Public Library for supplying shelving to the school. Sandra was asked to contact school Districts 62 and 59 to offer shelving at a nominal fee.

MOTION by, John Burke, seconded by Betty Ritter, to enter into an Executive Session at 9:38 PM to discuss the compensation, discipline & performance of specific employees. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Ellen Yearwood prepared the following minutes.

The regular session reconvened at 10:15 PM and was called to order by President Eldon Burk.

MOTION by Ellen Yearwood, seconded by Susan Burrows, to approve the Minutes of the Executive Session of January 18, 2000, as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by William Grice, seconded by Susan Burrows, to approve the Executive Session decision on the salary of Administrator, Sandra Norlin. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by William Grice, seconded by Susan Burrows, to meet 45 minutes earlier on March 21, 2000 to review Executive Session minutes currently on file that are closed to public inspection. Vote: Ayes: All. Nays: None. MOTION CARRIED.

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

The meeting adjourned at 10:15 PM.

Minutes prepared by Carol Kidd except for minutes noted above.

**DES PLAINES PUBLIC LIBRARY  
FINANCE REPORT FOR THE MONTH OF FEBRUARY 2000**

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

1. Over the Counter Receipts	\$ 6,802.58
2. Petty Cash Expenditures	\$ 69.44
3. Budget Expenditures for February	\$ 412,847.62
4. Expenditures Year to Date	\$ 591,392.42
5. Revenue for February	\$ 190,990.13
6. Revenue Year to Date	\$ 199,256.12

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

February 07, 2000	\$ 217,447.41
February 22, 2000	<u>\$ 68,004.47</u>
Total	\$ 285,451.88

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

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

February 10, 2000	\$ 67,443.08
February 24, 2000	<u>\$ 66,353.40</u>
Total	\$ 133,796.48

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

MOTION BY \_\_\_\_\_ 2<sup>ND</sup> BY \_\_\_\_\_ to approve, subject to audit, transfer entries to the Library account in February, 2000 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (February)	<u>\$73.45</u>
Total	\$73.45

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

**DES PLAINES PUBLIC LIBRARY  
FINANCE REPORT FOR THE MONTH OF FEBRUARY 2000**

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

1. Over the Counter Receipts	\$ 6,802.58
2. Petty Cash Expenditures	\$ 69.44
3. Budget Expenditures for February	\$ 246,139.41
4. Expenditures Year to Date	\$ 423,588.21
5. Revenue for February	\$ 11,861.11
6. Revenue Year to Date	\$ 145,471.60

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

February 07, 2000	\$ 62,254.40
February 22, 2000	<u>\$ 56,489.27</u>
Total	\$ 118,743.67

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

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

February 10, 2000	\$ 67,443.08
February 24, 2000	<u>\$ 66,353.40</u>
Total	\$ 133,796.48

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

MOTION BY \_\_\_\_\_ 2<sup>ND</sup> BY \_\_\_\_\_ to approve, subject to audit, transfer entries to the Library account in February, 2000 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (February)	<u>\$73.45</u>
Total	\$73.45

ROLL CALL VOTE

AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

## VIII

## DES PLAINES PUBLIC LIBRARY

## OVER THE COUNTER RECEIPTS - FEBRUARY 2000

	February 1999	February 2000	1999 to Date	2000 to Date
Lost Materials	\$ 418.15	\$ 758.35	\$ 987.03	\$ 1,231.15
Fines	5,600.16	5,018.44	11,897.48	10,724.56
Damage	65.94	102.89	164.78	137.57
Fees	514.04	558.20	1,097.62	1,034.36
Copies	1,992.25	309.40	3,698.20	451.10
Miscellaneous	7.14	55.30	26.04	72.40
Totals	\$ 8,660.68	\$ 6,802.58	\$ 17,871.15	\$ 13,651.14

## PETTY CASH EXPENDITURES - February

920210	Inservice Training	19.98
970170	Janitorial Services	5.02
970620	Periodicals	2.45
970620	Periodicals	1.75
970620	Periodicals	15.50
970620	Periodicals	4.50
970620	Periodicals	1.50
970620	Periodicals	10.25
970620	Periodicals	4.50
970100	Supplies	3.99
	Total	\$69.44

01/28/00  
 ACCOUNTING PERIOD: 1/00

CITY OF DES PLAINES  
 CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='02/07/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	DECEMBER 99	374.55
2110	920202	CONFERENCES	21432	AMERICAN LIBRARY ASSOCIAT	ATTACH	297.00
2110	920202	CONFERENCES	43806	NORTH SUBURBAN LIBRARY SY	ATTACH	129.00
2110	920220	MEMBERSHIP DUES	05855	AMERICAN LIBRARY ASSOCIAT	204054	65.00
2110	920220	MEMBERSHIP DUES	20127	ILLINOIS LIBRARY ASSOCIAT	101428	105.00
2110	920220	MEMBERSHIP DUES	20127	ILLINOIS LIBRARY ASSOCIAT	107451	40.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	* FEB 2000	162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	* FEB 2000	324.02
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	* FEB 2000	162.31
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	* FEB 2000	37.86
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	* FEB 2000	18.93
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	* FEB 2000	18.93
2110	930010	R & M EQUIPMENT	06131	3M HARDGOODS & ELECTRONIC	QCZ14317	940.63
2110	930010	R & M EQUIPMENT	06790	TOWER COMPUTER SYSTEMS	0044462-IN	643.40
2110	930010	R & M EQUIPMENT	07143	ANDERSON ELEVATOR CO.	23022	120.00
2110	930010	R & M EQUIPMENT	09600	RMC INC.	376342	242.55
2110	930010	R & M EQUIPMENT	53253	DISTINCTIVE BUSINESS PROD	402963	690.25
2110	930010	R & M EQUIPMENT	72106	COOPERATIVE COMPUTER SERV	DECEMBER 99	2,510.87
2110	930195	BOOK BINDING & REPAIR	05479	HOUCHEN BINDERY LTD	073834	298.85
2110	930320	CLEANING:CUSTODIAL SERV	08750	KLEEN-MASTERS, INC.	1-03-2000	120.00
2110	960210	SPECIAL EVENT PROGRAMMING	12821	JAN'S CLAN	2-20-2000	350.00
2110	960210	SPECIAL EVENT PROGRAMMING	87319	MID AMERICA CHARTER LINES	69277	355.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005077312	47.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005060706	22.65
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005041853	46.30
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005030306	16.15
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005034374	18.50
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005062205	1.05
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005047751	28.40
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005057057	15.30
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005048872	16.15
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005070877	23.55
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005018744	27.20
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005014140	17.25
2110	970100	SUPPLIES	02618	PESCHE'S INC	82959	228.00
2110	970100	SUPPLIES	03592	UNITED ART & EDUCATION SU	377253	67.57
2110	970100	SUPPLIES	09638	OFFICE DEPOT	* 086727256	69.99
2110	970100	SUPPLIES	09689	RADIO SHACK	039666	107.92
2110	970100	SUPPLIES	12364	ALISON JAYE DOMECCQ	REIMB	6.39
2110	970100	SUPPLIES	24056	THE HIGHSMITH CO., INC.	5991161-001	42.54
2110	970170	JANITORIAL	01638	KINDER INDUSTRIAL SUPPLY	7193	19.12
2110	970170	JANITORIAL	01638	KINDER INDUSTRIAL SUPPLY	6989	85.43
2110	970170	JANITORIAL	08636	ACE DES PLAINES, INC.	01085329	60.73
2110	970170	JANITORIAL	08636	ACE DES PLAINES, INC.	91636639	16.96
2110	970170	JANITORIAL	08636	ACE DES PLAINES, INC.	01082778	12.00
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	702505	15.15
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	705056	15.15
2110	970170	JANITORIAL	09761	JP GRAPHICS	1078	203.00
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	7-824-83629	13.43
2110	970270	PRINTING-REPROD-BINDING	08577	THE JOHN CHARLES CORP.	123532	2,458.00
2110	970600	BOOKS	02345	OMNIGRAPHICS, INC.	76543	470.00

01/28/00  
 ACCOUNTING PERIOD: 1/00

CITY OF DES PLAINES  
 CASH REQUIREMENTS BILL LIST

SECTION CRITERIA: payable.due\_date='02/07/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	02806	WORLD BOOK SCHOOL AND LIB	1021786	1,438.00
2110	970600	BOOKS	02806	WORLD BOOK SCHOOL AND LIB	1022533	1,516.00
2110	970600	BOOKS	02958	MARQUIS WHO'S WHO	255142	396.38
2110	970600	BOOKS	03975	LECTORUM PUBLICATIONS, IN	431024	63.84
2110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	00200929	145.93
2110	970600	BOOKS	06253	TIME LIFE EDUCATION INC	050589650016	59.84
2110	970600	BOOKS	07439	THE GALE GROUP	9598890	92.63
2110	970600	BOOKS	07439	THE GALE GROUP	9596247	71.84
2110	970600	BOOKS	07439	THE GALE GROUP	9594895	112.30
2110	970600	BOOKS	07439	THE GALE GROUP	9597721	63.28
2110	970600	BOOKS	07439	THE GALE GROUP	9550141	149.11
2110	970600	BOOKS	07439	THE GALE GROUP	9595362	128.01
2110	970600	BOOKS	07527	STAGE & SCREEN	09002165448	33.65
2110	970600	BOOKS	07527	STAGE & SCREEN	09002165448	31.65
2110	970600	BOOKS	07977	MITCHELL REPAIR INFORMATI	802552530.2	108.00
2110	970600	BOOKS	08365	DOWNTOWN BOOK CENTER	00100549	403.83
2110	970600	BOOKS	12998	QUALITY EDUCATION DATA	995945	97.40
2110	970600	BOOKS	13007	GRAYSLAKE AREA PUBLIC LIB	995945	12.45
2110	970600	BOOKS	13045	BUREAU OF ECONOMIC & BUSI	ATTACH	50.00
2110	970600	BOOKS	13057	SPORTS PUBLISHING INC.	ATTACH	67.40
2110	970600	BOOKS	13071	MULTI-CULTURAL BOOKS & VI	99-491	145.43
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005070876	1,150.29
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3003188012	209.21
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005048871	561.64
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005060705	659.91
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005057056	395.32
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005077311	1,352.75
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005014139	490.95
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005041852	1,384.39
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005047750	884.43
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005080191	37.42
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005018743	533.90
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005034373	389.68
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005030305	571.18
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005062205	29.60
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3003202903	146.20
2110	970600	BOOKS	20212	REGENT BOOK COMPANY	88988	43.83
2110	970600	BOOKS	20270	NATIONAL REGISTER PUBLISH	205779	673.00
2110	970600	BOOKS	20270	NATIONAL REGISTER PUBLISH	205632	846.62
2110	970600	BOOKS	21913	RAND McNALLY & CO	06951247	299.53
2110	970600	BOOKS	23806	FACTS ON FILE	22390728	33.05
2110	970600	BOOKS	35225	MATTHEW BENDER & CO., INC	83118551	74.48
2110	970600	BOOKS	58875	INGRAM	25632610	10.85
2110	970600	BOOKS	78320	SCHOLASTIC INC	1154052	489.60
2110	970600	BOOKS	79776	ROURKE PUBLISHING	125812	679.70
2110	970600	BOOKS	85282	OAG NORTH AMERICAN	ATTACH	339.00
2110	970600	BOOKS	99037	SBD SPANISH BOOK DIST.	6880	679.93
2110	970600	BOOKS	99037	SBD SPANISH BOOK DIST.	6946	128.08
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	12-28-99-5	13.48
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	12-28-99-1	151.47
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	12-28-99-2	75.65

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SELECTION CRITERIA: payable.due\_date='02/07/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	12-28-99-3	20.76
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3809473M	10.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3760272P	255.95
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	972140	55.20
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	969844	89.10
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	968477	1,213.60
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	974942	11.90
2110	970620	SUBSCRIPTIONS & BOOKS	07534	CHICAGO TRIBUNE	1580384	205.39
2110	970620	SUBSCRIPTIONS & BOOKS	13021	ELDERHCSTEL	12/15/99	10.00
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	0330556	971.08
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	244326	37.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	244803	38.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	244327	106.00
2110	970630	VISUAL MATERIALS	07439	THE GALE GROUP	9556191	134.76
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	826857350	10.46
2110	970630	VISUAL MATERIALS	09682	KAREN WALLACE	REIMS	103.82
2110	970630	VISUAL MATERIALS	11645	PARSONS TECHNOLOGY	674075 DO	1,009.00
2110	970640	AUTOMATED REFERENCE MAT'L	09647	INFO USA MARKETING, INC.	99-90-507525	1,265.00
2110	970640	AUTOMATED REFERENCE MAT'L	13033	LANDMARK AUDIOBOOKS	37391	1,347.50
2110	970640	AUTOMATED REFERENCE MAT'L	13069	BELL & HOWELL	170770	11,890.00
2110	970840	DIESEL	03031	AVALON PETROLEUM COMPANY	* 018652	46.78
2110	970850	GASOLINE	03031	AVALON PETROLEUM COMPANY	* 369278	15.08
2110	980400	EQUIPMENT	03662	LIBERTY COMPUTER CENTRE	11252	152.00
2110	980400	EQUIPMENT	11205	GATEWAY COMPANIES, INC.	81459291	4,803.00
TOTAL LIBRARY SERVICES						54,497.90
2130	920120	COMMUNICATION SERVICES	07581	ARLINGTON HEIGHTS MEMORIA	00-012	6,142.50
2130	920202	CONFERENCES	44850	FIRST MAINE TRAVEL	0314981	223.50
2130	920202	CONFERENCES	44850	FIRST MAINE TRAVEL	0314981	223.50
2130	920202	CONFERENCES	44850	FIRST MAINE TRAVEL	0314980	238.50
2130	920202	CONFERENCES	44850	FIRST MAINE TRAVEL	0314981	223.50
2130	920202	CONFERENCES	44850	FIRST MAINE TRAVEL	0314981	75.00
2130	920202	CONFERENCES	44850	FIRST MAINE TRAVEL	0314981	221.50
2130	920202	CONFERENCES	44850	FIRST MAINE TRAVEL	0315018	183.00
2130	920202	CONFERENCES	44850	FIRST MAINE TRAVEL	0314981	223.50
TOTAL IL LIBRARY PER CAP GRANT						7,756.50
TOTAL FUND						62,254.40



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ORGANIZATION	ACCOUNT	TITLE		VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	918060	TUITION REIMBURSEMENTS	13679	SUSAN M. HOLSTROM	REIMB	114.00
2110	920110	PROFESSIONAL CONSULTING	25529	KLEIN, THORPE & JENKINS	85613	68.70
2110	920120	COMMUNICATION SERVICES	05851	SPRINT	844318621	90.45
2110	920120	COMMUNICATION SERVICES	06827	CELLULAR ONE	49682107	25.52
2110	920120	COMMUNICATION SERVICES	71279	AMERITECH-ILLINOIS CABS	H07-3356	201.47
2110	920140	DATA PROCESSING SERVICES	07007	PSINET, INC.	2359592	1,270.23
2110	920140	DATA PROCESSING SERVICES	09737	BAKER & TAYLOR	N100NS2283M	470.42
2110	920202	CONFERENCES	09656	HOLLY RICHARDS SORENSEN	REIMB	470.54
2110	920202	CONFERENCES	21432	AMERICAN LIBRARY ASSOCIAT	0129052	150.00
2110	920202	CONFERENCES	34477	NORTHERN ILLINOIS UNIVERS	5149	140.00
2110	920202	CONFERENCES	34477	NORTHERN ILLINOIS UNIVERS	5149	140.00
2110	920206	SEMINARS	04713	LACONI	ATTACH	55.80
2110	920206	SEMINARS	13174	MTCA/PROJECT SUCCESS	ATTACH	25.00
2110	920206	SEMINARS	13174	MTCA/PROJECT SUCCESS	ATTACH	25.00
2110	920206	SEMINARS	13174	MTCA/PROJECT SUCCESS	ATTACH	25.00
2110	920206	SEMINARS	43806	NORTH SUBURBAN LIBRARY SY	ATTACH	20.00
2110	920220	MEMBERSHIP DUES	05179	ADULT READING ROUND TABLE	ATTACH	8.00
2110	920230	PUBLICATION OF NOTICES	01597	JOURNAL AND TOPICS NEWSPA	65387	185.50
2110	920230	PUBLICATION OF NOTICES	01597	JOURNAL AND TOPICS NEWSPA	65386	106.00
2110	920230	PUBLICATION OF NOTICES	01597	JOURNAL AND TOPICS NEWSPA	65315	98.28
2110	920230	PUBLICATION OF NOTICES	01597	JOURNAL AND TOPICS NEWSPA	65388	185.50
2110	920230	PUBLICATION OF NOTICES	07450	CHICAGO TRIBUNE	231137001	2,530.00
2110	920230	PUBLICATION OF NOTICES	76126	DAILY HERALD	2257630	186.50
2110	920230	PUBLICATION OF NOTICES	76126	DAILY HERALD	2259271	214.50
2110	920230	PUBLICATION OF NOTICES	76126	DAILY HERALD	2257613	136.50
2110	920230	PUBLICATION OF NOTICES	76126	DAILY HERALD	2257619	185.25
2110	920230	PUBLICATION OF NOTICES	76126	DAILY HERALD	2257626	156.00
2110	920230	PUBLICATION OF NOTICES	76126	DAILY HERALD	2259261	165.75
2110	930010	R & M EQUIPMENT	06789	AMBASSADOR BUSINESS SOLUT	6451253	98.75
2110	930010	R & M EQUIPMENT	09600	RMC INC.	057307	765.00
2110	930010	R & M EQUIPMENT	13473	DATA SHARE CORPORATION	DSC16915	1,031.50
2110	930020	R & M BLDGS & STRUCTURES	09533	DOR-0-MATIC	CS4941	32.50
2110	930030	R & M VEHICLES	13643	PANASONIC	RV123959	130.50
2110	930210	RENTAL OF EQUIPMENT	09530	U.S. BANK	2/28/2000	40.00
2110	930320	CLEANING:CUSTODIAL SERV	09536	CRYSTAL MGMT. & MAINT. SE	7900	1,700.00
2110	960070	AUTO/TRAVEL EXPENSES	04997	JOHN LAVALIE	REIMB	5.33
2110	960070	AUTO/TRAVEL EXPENSES	09656	HOLLY RICHARDS SORENSEN	REIMB	276.20
2110	960210	SPECIAL EVENT PROGRAMMING	08279	FOREIGN POLICY ASSOCIATIO	000012997	192.50
2110	960210	SPECIAL EVENT PROGRAMMING	08459	PATRICIA E. SHERMAN	DP2000-01	75.00
2110	960210	SPECIAL EVENT PROGRAMMING	08490	PATRICIA HORN	REIMB	17.60
2110	960210	SPECIAL EVENT PROGRAMMING	13590	WILD DOVE STUDIO & PRESS,	3-4-2000	75.00
2110	960210	SPECIAL EVENT PROGRAMMING	13631	DEBORAH SPECTOR SIEGEL	3-02-2000	50.00
2110	960210	SPECIAL EVENT PROGRAMMING	13681	PATRICIA JABLONSKI	2-28-2000	150.00
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	0001211	32.09
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005188511	23.15
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005209059	48.70
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005222764	12.60
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005207457	12.20
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005247874	15.20
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005207655	28.35
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005131730	15.75

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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.	2005116748	15.90
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005086124	27.55
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005105723	49.40
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005111375	11.20
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005094565	14.85
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005146256	18.95
2110	970100	SUPPLIES	04501	THREE M BUSINESS PROD	UM76036	74.51
2110	970100	SUPPLIES	05124	CDW GOVERNMENT, INC.	BH51688	179.28
2110	970100	SUPPLIES	05337	SIGN A RAMA, USA	10154	17.85
2110	970100	SUPPLIES	06393	J.L. HAMMETT CO.	238441	32.10
2110	970100	SUPPLIES	09638	OFFICE DEPOT	087085329/1	80.23
2110	970100	SUPPLIES	09638	OFFICE DEPOT	088047220	193.34
2110	970100	SUPPLIES	09638	OFFICE DEPOT	087783840	185.82
2110	970100	SUPPLIES	09638	OFFICE DEPOT	087973446	62.85
2110	970100	SUPPLIES	09638	OFFICE DEPOT	087893663	-6.50
2110	970100	SUPPLIES	09638	OFFICE DEPOT	087618753	6.50
2110	970100	SUPPLIES	09638	OFFICE DEPOT	087892255	293.28
2110	970100	SUPPLIES	09638	OFFICE DEPOT	087893797	-2.68
2110	970100	SUPPLIES	09638	OFFICE DEPOT	087634547	4.88
2110	970100	SUPPLIES	09638	OFFICE DEPOT	088837655	79.60
2110	970100	SUPPLIES	13629	VERNON	101363	6,634.48
2110	970100	SUPPLIES	13942	RUBBER STAMP MAN	282747	8.87
2110	970100	SUPPLIES	19714	GAYLORD BROS	OG54963006	13.83
2110	970100	SUPPLIES	19714	GAYLORD BROS	OG54963006	-13.83
2110	970100	SUPPLIES	19714	GAYLORD BROS	OG57910004	133.20
2110	970100	SUPPLIES	19714	GAYLORD BROS	OG56446000	7.39
2110	970100	SUPPLIES	19764	BRO-DART INC	1838311	21.09
2110	970100	SUPPLIES	20127	ILLINOIS LIBRARY ASSOCIAT	ATTACH	208.50
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	745117	41.60
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	741105	239.48
2110	970100	SUPPLIES	24056	THE HIGHSMITH CO., INC.	6009505-001	11.19
2110	970100	SUPPLIES	24692	PARK RIDGE BLUEPRINT	181491	9.75
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	0001171	15.58
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	0001111	17.97
2110	970100	SUPPLIES	92003	COMPUTYPE INC.	90918-1010	217.35
2110	970170	JANITORIAL	00189	ANDERSON LOCK CO LTD	193484	21.64
2110	970170	JANITORIAL	07553	LEE AUTO PARTS INC	265268	24.09
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	713836	15.15
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	710838	15.15
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	716664	15.15
2110	970170	JANITORIAL	13485	LIGHT SHED CORPORATION	106	112.30
2110	970260	POSTAGE AND PARCEL	00933	POSTMASTER	1/26/2000	2,000.00
2110	970260	POSTAGE AND PARCEL	09495	THE WALL STREET JOURNAL	ATTACH	49.00
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	7-825-29395	79.00
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	7-825-86794	16.00
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	7-825-06548	9.70
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	7-825-57060	15.75
2110	970270	PRINTING-REPROD-BINDING	07170	GRAPHIC SOLUTIONS	6418	952.00
2110	970270	PRINTING-REPROD-BINDING	14465	INSTY PRINTS	204847	155.05
2110	970270	PRINTING-REPROD-BINDING	14465	INSTY PRINTS	204848	219.53
2110	970270	PRINTING-REPROD-BINDING	14465	INSTY PRINTS	204883	179.99

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970270	PRINTING-REPROD-BINDING	14465	INSTY PRINTS	204880	43.53
2110	970600	BOOKS	00029	OXFORD UNIVERSITY PRESS	5/507067	27.85
2110	970600	BOOKS	00292	APPLE BOOKS	48982	200.20
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	882730	398.85
2110	970600	BOOKS	02345	OMNIGRAPHICS, INC.	77011	101.75
2110	970600	BOOKS	02805	INSIDE PROSPECTS	4181	2,290.00
2110	970600	BOOKS	02806	WORLD BOOK SCHOOL AND LIB	1033071	22.00
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	0159527-00	403.25
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	5063049-00	558.25
2110	970600	BOOKS	03363	WEST GROUP	748-441-028	440.00
2110	970600	BOOKS	04058	N. LATHROP ENTERPRISES	25355	36.84
2110	970600	BOOKS	04625	CCH, INCORPORATED	4683431	37.00
2110	970600	BOOKS	04625	CCH, INCORPORATED	4632489	49.00
2110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	00201881	151.18
2110	970600	BOOKS	05871	HARRIS INFOSOURCE INTL	449656	199.25
2110	970600	BOOKS	07439	THE GALE GROUP	9623284	563.22
2110	970600	BOOKS	07439	THE GALE GROUP	9629251	134.76
2110	970600	BOOKS	07439	THE GALE GROUP	9642928	108.88
2110	970600	BOOKS	07439	THE GALE GROUP	9608551	355.75
2110	970600	BOOKS	07439	THE GALE GROUP	9520460	108.22
2110	970600	BOOKS	08719	MEYERS COMMUNICATION GROU	ATTACH	26.40
2110	970600	BOOKS	09309	ROBERTA S. JOHNSON	REIMB	65.25
2110	970600	BOOKS	12376	BORDERS	1/03/2000	402.24
2110	970600	BOOKS	13655	NOMIS PUBLICATIONS, INC.	2670	88.00
2110	970600	BOOKS	13693	FISHING HOT SPOTS, INC.	77222	19.95
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3003253190	442.79
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3003158238	476.66
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005247873	372.18
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3003240148	327.06
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005222763	443.83
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005209058	663.63
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005207456	494.53
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3003265829	123.36
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005207654	479.14
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	CM7029	-155.82
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005188510	921.34
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3003227172	87.06
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005116747	449.08
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005131729	372.85
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005146255	514.71
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005111374	623.22
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005184318	228.93
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005086123	608.07
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005094564	512.69
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005105722	1,320.86
2110	970600	BOOKS	19934	MANUFACTURERS' NEWS, INC.	527552-00	180.95
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	275626	524.48
2110	970600	BOOKS	20359	STANDARD & POOR'S	5128786	2,392.84
2110	970600	BOOKS	23806	FACTS ON FILE	222147	414.70
2110	970600	BOOKS	58875	INGRAM	02186920	11.21
2110	970600	BOOKS	82668	POLONIA BOOK STORES	009468	103.08

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	82668	POLONIA BOOK STORES	009486	99.17
2110	970600	BOOKS	99037	SBD SPANISH BOOK DIST.	7012	108.87
2110	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA	183763	6.50
2110	970610	AUDIO MATERIALS	06253	TIME LIFE EDUCATION INC	P51041570001	18.48
2110	970610	AUDIO MATERIALS	07569	RUSSIAN HOUSE LTD.	140181	353.04
2110	970610	AUDIO MATERIALS	13617	BRILLIANCE CORPORATION	0030851-IN	312.28
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	1-19-00-1	235.55
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	1-13-00-3	21.56
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	1-7-00-1	324.55
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	1-11-00-1	232.38
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	1-13-00-1	330.34
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3809145P	232.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	979398	12.90
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	910423	5.95
2110	970620	SUBSCRIPTIONS & BOOKS	10512	FIS	1653270	3,088.00
2110	970620	SUBSCRIPTIONS & BOOKS	11607	LIBRARY JOURNAL	A01LBCJ9	109.00
2110	970620	SUBSCRIPTIONS & BOOKS	13069	BELL & HOWELL	90176913	66.95
2110	970620	SUBSCRIPTIONS & BOOKS	13605	VESTNIK INFORMATION AGENC	3-4-2000	48.00
2110	970620	SUBSCRIPTIONS & BOOKS	13667	THE NEW YORK TIMES	095139820	19.00
2110	970620	SUBSCRIPTIONS & BOOKS	21432	AMERICAN LIBRARY ASSOCIAT	204054	65.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	245252	150.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	245860	38.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	246383	75.00
2110	970840	DIESEL	03031	AVALON PETROLEUM COMPANY	* 025891	51.74
2110	970850	GASOLINE	03031	AVALON PETROLEUM COMPANY	* 371427	21.71
2110	980400	EQUIPMENT	05124	CDW GOVERNMENT, INC.	BH05716	275.79
2110	980400	EQUIPMENT	05124	CDW GOVERNMENT, INC.	BH07541	4,860.56
2110	980410	COMPUTER HARDWARE	05124	CDW GOVERNMENT, INC.	BI05792	208.30
2110	980600	FURNITURE & FIXTURES	01339	HENRICKSEN & COMPANY	70010156	290.91
TOTAL LIBRARY SERVICES						56,489.27
TOTAL FUND						56,489.27

02/11/00  
ACCOUNTING PERIOD: 2/00

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='02/22/2000'

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
202	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	* 00020	1,050.00
202	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	* 00018	610.20
202	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	* 00017	1,780.00
202	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	* 00019	8,075.00
TOTAL LIBRARY CAPITAL PROJ FUND					11,515.20
TOTAL FUND					11,515.20

SELECTION CRITERIA genLedger Fund=1201

FUND - 201 PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PEITY CASH	500.00	
102000	CASH PB DISBURS 276502401		112,558.98
102012	CASH INTER-FUN 1139200161	103,805.70	
	TOTAL CASH	104,305.70	112,558.98
104001	INVESTMENTS-PEARLE	2,337.97	
104002	INVESTMENTS-DUNCAN	1,708.09	
104003	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	3,173,468.01	112,558.98
401000	ACCOUNTS PAYABLE		24,825.79
420000	DEFERRED REV-PROPERTY TAX		3,029,919.00
421000	DEFERRED REV-OTHER		65,894.45
	TOTAL CURRENT LIABILITIES	.00	3,120,639.24
	TOTAL LIABILITIES	.00	3,120,639.24
700110	EXPENDITURE CONTROL	423,388.21	
700120	REVENUE CONTROL		145,471.63
700150	EXP. BUDGET CONTROL		4,179,809.00
700160	REV. BUDGET CONTROL	3,962,604.00	
700170	BUDGET FUND BALANCE	183,618.95	
	TOTAL SYSTEM CONTROL	4,569,811.16	4,325,280.60
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	164,800.35
	TOTAL EQUITIES	4,369,811.16	4,310,080.95
	TOTAL PUBLIC LIBRARY FUND	7,743,279.17	7,743,279.17
	TOTAL REPORT	7,743,279.17	7,743,279.17

SELECTION CRITERIA: genLedger.fund='202'

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH PD HISRSST 276592401		17,303.99
102012	CASH IPTIP/10A 7139200161	40,489.53	
TOTAL CASH		40,489.53	17,303.99
TOTAL ASSETS		40,489.53	17,303.99
TOTAL SYSTEM CONTROL		612,503.99	635,489.52
TOTAL EQUITIES		612,503.99	635,489.52
TOTAL LIBRARY CAPITAL PROJ FUND		652,993.52	652,993.52
TOTAL REPORT		652,993.52	652,993.52

03/09/00

CITY OF DES PLAINES

ACCOUNTING PERIOD: 2/00

BALANCE SHEET

SELECTION CRITERIA: generally Fund=1457

FUND - 1457 FF & E - LIBRARY

ACCOUNT	TITLE	DEBITS	CREDITS
102000	CASH FD BUDGET 274500401	591,715.99	
102014	CASH FD INUST TRUST(FET)	1,000,000.00	
	TOTAL CASH	1,591,715.99	00
	TOTAL ASSETS	1,591,715.99	00
700110	EXPENDITURE CONTROL	155,193.01	
700150	EXP. BUDGET CONTROL		1,800,000.00
700170	BUDGET FUND BALANCE	53,091.00	
	TOTAL SYSTEM CONTROL	208,284.01	1,800,000.00
	TOTAL EQUITIES	208,284.01	1,800,000.00
	TOTAL FF & E - LIBRARY	1,800,000.00	1,800,000.00
	TOTAL REPORT	1,800,000.00	1,800,000.00



SELECTION CRITERIA: Knowledge Funds 1001

FUND 01 - PUBLIC LIBRARY FUND  
 FUND 02 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/SDO
810014	PROPERTY TAXES 1997	00	.00	.00	38,412.08	-38,412.08	.00
810015	PROPERTY TAXES 1998	10,000.00	.00	.00	87,421.95	-47,421.95	2.19
810016	PROPERTY TAXES 1999	2,591,615.00	.00	.00	.00	2,591,615.00	.00
TOTAL	PROPERTY TAXES	3,601,615.00	.00	.00	125,834.03	2,505,781.97	.03
810800	PERSONAL PROP SEPL TAX	72,908.00	.00	.00	.00	72,908.00	.00
TOTAL	TAXES	3,724,604.00	.00	.00	125,834.03	3,598,769.97	.03
822040	STATE GRANT-PER CAPITA	66,768.00	.00	.00	.00	66,768.00	.00
822080	STATE GRANT-LIBRARY TECH	21,232.00	.00	.00	.00	21,232.00	.00
TOTAL	STATE GRANTS	88,000.00	.00	.00	.00	88,000.00	.00
TOTAL	INTERGOVERNMENTAL REVENUE	88,000.00	.00	.00	.00	88,000.00	.00
830102	LIBRARY FINES	90,000.00	9,510.04	.00	13,679.80	76,320.20	.15
TOTAL	FINES	90,000.00	9,510.04	.00	13,679.80	76,320.20	.15
850201	COPYING FEE	25,000.00	1,574.89	.00	1,667.74	23,332.26	.07
850215	SPECIAL PROGRAMS & EVENTS	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL	FEES AND SERVICES	35,000.00	1,574.89	.00	1,667.74	33,332.26	.05
TOTAL	FINES, FEES, AND SERVICES	125,000.00	11,084.93	.00	15,347.54	109,652.46	.12
890010	INTEREST INCOME	10,000.00	.00	.00	1,253.85	8,746.15	.13
899900	MISCELLANEOUS REVENUE	15,000.00	776.18	.00	3,036.13	11,963.82	.20
TOTAL	OTHER REVENUE	25,000.00	776.18	.00	4,290.03	20,709.97	.17
TOTAL	PUBLIC LIBRARY FUND	3,962,604.00	11,861.11	.00	145,471.60	3,817,132.40	.04
TOTAL	PUBLIC LIBRARY FUND	3,962,604.00	11,861.11	.00	145,471.60	3,817,132.40	.04
TOTAL REPORT		3,962,604.00	11,861.11	.00	145,471.60	3,817,132.40	.04

SELECTION CRITERIA knowledge fund# 202

FUND 001 - LIBRARY CAPITAL PROJ FUND  
 FUND 002 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
822090	STATE GRANT:LIBRARY TECH	100,000.00	.00	.00	.00	100,000.00	.00
822090	STATE GRANT:LIB CONSTRUCT	137,500.00	.00	.00	.00	137,500.00	.00
TOTAL	STATE GRANTS	237,500.00	.00	.00	.00	237,500.00	.00
TOTAL	INTERGOVERNMENTAL REVENUE	237,500.00	.00	.00	.00	237,500.00	.00
890010	INTEREST INCOME	30,000.00	.00	.00	489.53	29,510.47	.02
890050	SALE OF FIXED ASSETS	10,000.00	.00	.00	.00	10,000.00	.00
898902	TRANSFER FROM LIB FUND	150,000.00	.00	.00	.00	150,000.00	.00
TOTAL	OTHER REVENUE	190,000.00	.00	.00	489.53	189,510.47	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	427,500.00	.00	.00	489.53	427,010.47	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	427,500.00	.00	.00	489.53	427,010.47	.00
TOTAL REPORT		427,500.00	.00	.00	489.53	427,010.47	.00

03/07/00

CITY OF DES PLAINES  
ORGANIZATION REVENUE STATUS

ACCOUNTING PERIOD 1/00

SELECTION CRITERIA revenue fund=415

FUND 15 - FF & E - LIBRARY

FUNC. 415 - FF & E - LIBRARY

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ SUB
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
899900	TRANSFER FROM OTHER FUNDS	.00	.00	.00	.00	.00	.00
TOTAL	OTHER REVENUE	.00	.00	.00	.00	.00	.00
TOTAL	FF & E - LIBRARY	.00	.00	.00	.00	.00	.00
TOTAL	FF & E - LIBRARY	.00	.00	.00	.00	.00	.00
TOTAL REPORT		.00	.00	.00	.00	.00	.00

SELECTION CRITERIA Employer Fund=1001

FUND 101 - PUBLIC LIBRARY FUND  
 FUND 400 - GEN'L & CULTURE  
 DEPARTMENT 710 - LIBRARY SERVICES

ACCOUNT	TITLE	SUBJECT	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
970110	REALS (PNSMS/HANDS/VOLES)	2,000.00	.00	.00	.00	2,000.00	.00
970170	JANITORIAL	12,000.00	67.09	.00	67.09	11,932.91	.01
970200	COPYING/PAN SUPPLIES	1,000.00	.00	.00	.00	1,000.00	.00
970260	POSTAGE AND PARCEL	13,200.00	2,169.45	.00	2,169.45	11,030.55	.15
970270	PRINTING-REPROD-BLADING	15,300.00	1,550.10	.00	1,550.10	13,749.90	.10
970600	BOOKS	440,000.00	19,433.49	.00	29,463.20	411,531.30	.36
970610	AUDIO MATERIALS	56,700.00	1,732.49	.00	1,732.49	54,967.51	.03
970620	SUBSCRIPTIONS & BOOKS	74,200.00	4,367.03	.00	4,382.03	69,817.97	.06
970630	VISUAL MATERIALS	53,000.00	366.82	.00	366.82	52,633.18	.01
970640	AUTOMATED REFERENCE MAT'L	67,000.00	13,237.50	.00	13,932.50	73,067.50	.15
970810	NATURAL GAS	14,400.00	4,159.88	.00	4,159.88	10,240.12	.29
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	500.00	51.74	.00	51.74	448.26	.10
970850	GASOLINE	3,500.00	21.71	.00	21.71	3,478.29	.01
TOTAL	CONDUITIES	823,000.00	55,783.69	.00	65,522.40	757,477.60	.08
980400	EQUIPMENT	80,000.00	5,136.35	.00	5,136.35	74,863.65	.06
980410	COMPUTER HARDWARE	.00	208.30	.00	208.30	-208.30	.00
980600	FURNITURE & FIXTURES	5,000.00	290.91	.00	290.91	4,709.09	.06
TOTAL	CAPITAL EXPENDITURES	85,000.00	5,635.56	.00	5,635.56	79,364.44	.07
990300	BANK/TRUST/AGENCY FEES	150.00	.00	.00	.00	150.00	.00
990900	TRANSFER TO DEPT SERVICE	29,283.00	.00	.00	.00	29,283.00	.00
TOTAL	DEPT SERVICE	29,433.00	.00	.00	.00	29,433.00	.00
990940	TRANS TO LIB CAP PROJ FND	150,000.00	.00	.00	.00	150,000.00	.00
TOTAL	TRANS TO LIB CAP PROJ FND	150,000.00	.00	.00	.00	150,000.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	4,111,309.00	238,382.91	.00	415,631.71	3,695,677.29	.10

SELECTION CRITERIA: expldgr fund=1001

FUND 101 - PUBLIC LIBRARY FUND  
 FUND 4 - 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	1,431,514.00	39,539.99	.00	130,302.27	1,271,311.73	.12
910200	TEMPORARY WAGES	518,433.00	30,472.74	.00	67,416.50	551,516.20	.11
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	.00	500.00	.00
910500	VACATION PAY	.00	4,605.13	.00	9,041.74	-9,041.74	.00
910600	SICK PAY	.00	6,123.62	.00	3,154.22	-9,154.22	.00
910700	HOLIDAY PAY	.00	.00	.00	224.71	-224.71	.00
910900	ACT/OUT OF CLASS/PREMIUM	500.00	.00	.00	.00	500.00	.00
910950	EXCESS SICK HRS PAY OUT	8,000.00	.00	.00	2,542.33	5,157.67	.36
918010	UNEMPLOYMENT COMPENSATION	2,000.00	.00	.00	.00	2,000.00	.00
918020	EMPLOYER CONTR-F.I.C.R.	157,937.00	10,116.19	.00	20,263.10	137,673.90	.13
918021	EMPLOYER CONTR-I.M.R.F.	123,453.00	7,987.68	.00	16,542.81	107,110.19	.13
918040	LIFE INS PREMIUMS	4,747.00	365.09	.00	712.95	4,034.05	.15
918050	MEDICAL INS PREMIUMS	182,625.00	8,919.14	.00	17,732.14	164,292.86	.10
918060	TUITION REIMBURSEMENTS	4,000.00	114.00	.00	114.00	3,886.00	.03
918070	WORKERS COMPENSATION	4,900.00	337.10	.00	706.90	3,293.10	.13
TOTAL	PERSONAL SERVICES	2,558,509.00	161,655.64	.00	321,653.97	2,234,455.03	.13
920110	PROFESSIONAL CONSULTING	13,000.00	.00	.00	.00	13,000.00	.00
920120	COMMUNICATION SERVICES	25,000.00	1,612.89	.00	1,612.89	23,387.11	.06
920130	DATA PROCESSING SERVICES	95,000.00	1,740.65	.00	1,740.65	83,259.35	.02
920202	CONFERENCES	3,500.00	1,325.54	.00	2,459.54	1,040.46	.70
920204	TRAINING	2,000.00	.00	.00	.00	2,000.00	.00
920206	SEMINARS	2,000.00	95.00	.00	95.00	1,905.00	.05
920210	IN-SERVICE TRAINING	2,000.00	.00	.00	.00	2,000.00	.00
920220	MEMBERSHIP DUES	4,000.00	73.00	.00	283.00	3,717.00	.07
920230	PUBLICATION OF NOTICES	2,000.00	4,149.78	.00	4,149.78	-2,149.78	2.07
TOTAL	CONTRACTUAL SERVICES	140,500.00	8,997.86	.00	10,340.86	130,159.14	.07
920650	SUBSIDY:1994 E.R.P. TRANS	25,600.00	723.76	.00	1,447.32	24,152.48	.06
TOTAL	SUBSIDY:1994 E.R.P. TRANS	25,600.00	723.76	.00	1,447.32	24,152.48	.06
920900	PROPERTY/LIAS CONTRIBUTIO	31,367.00	.00	.00	.00	31,367.00	.00
930010	R & M EQUIPMENT	42,400.00	2,915.88	.00	2,915.88	40,004.12	.06
930020	R & M BLDGS & STRUCTURES	20,000.00	32.50	.00	32.50	19,967.50	.00
930030	R & M VEHICLES	3,000.00	130.50	.00	130.50	2,869.50	.04
930105	BOOK BINDING & REPAIR	6,000.00	.00	.00	.00	6,000.00	.00
930210	RENTAL OF EQUIPMENT	1,000.00	40.00	.00	40.00	960.00	.04
930320	CLEANING/RESTORATION SERV	32,000.00	1,700.00	.00	1,700.00	31,300.00	.05
960070	AUTO/TRAVEL EXPENSES	3,000.00	281.53	.00	281.53	2,718.47	.09
960210	SPECIAL EVENT PROGRAMMING	15,000.00	592.19	.00	1,592.19	13,407.81	.11
960990	OTHC CONTRACTUAL SUCS	75,000.00	293.80	.00	2,736.80	72,263.20	.04
TOTAL	CONTRACTUAL SERVICES	249,367.00	5,586.40	.00	9,031.40	240,335.60	.04
970100	SUPPLIES	30,000.00	3,520.34	.00	3,520.34	41,379.61	.17

SELECTION CRITERIA: expledgr.fund='001'

FUND 001 - PUBLIC LIBRARY FUND  
 FUND 400 - CIVIC & CULTURE  
 DEPARTMENT - 2100 - IL LIBRARY PER CAP GRANT

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	3,500.00	.00	.00	.00	3,500.00	.00
920120	COMMUNICATION SERVICES	.00	6,142.50	.00	6,142.50	-6,142.50	.00
920202	CONFERENCES	5,000.00	1,614.00	.00	1,614.00	3,386.00	.32
960070	AUTO/TRAVEL EXPENSES	1,500.00	.00	.00	.00	1,500.00	.00
960990	HTSC CONTRACTUAL SVCS	38,000.00	.00	.00	.00	38,000.00	.00
TOTAL	CONTRACTUAL SERVICES	48,000.00	7,756.50	.00	7,756.50	40,243.50	.16
980400	EQUIPMENT	20,000.00	.00	.00	.00	20,000.00	.00
TOTAL	CAPITAL EXPENDITURES	20,000.00	.00	.00	.00	20,000.00	.00
TOTAL	IL LIBRARY PER CAP GRANT	68,000.00	7,756.50	.00	7,756.50	60,243.50	.11
TOTAL	CIVIC & CULTURE	4,179,809.00	246,139.41	.00	423,388.21	3,756,420.79	.10
TOTAL	PUBLIC LIBRARY FUND	4,173,309.00	246,139.41	.00	423,388.21	3,756,420.79	.10
TOTAL REPORT		4,179,809.00	246,139.41	.00	423,388.21	3,756,420.79	.10



03/09/00

CITY OF DES PLAINES  
EXPENDITURE TRANSACTION ANALYSIS

PAGE 1

ACCOUNTING PERIOD: 3/00

SELECTION CRITERIA: transact.yr='00' and transact.period='3' and transact.fund='415'

FUND 415 - FF & E - LIBRARY  
ORGANIZATION - 415 - FF & E - LIBRARY

ACCOUNT	DATE	I/O PURCHAS	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
980600								FURNITURE & FIXTURES
2 700	02/07/00	31	196307	6130-HENRIKSEN & COMP		155,193.01		.00
TOTAL					.00	155,193.01		.00
TOTAL					.00	155,193.01		.00
TOTAL					.00	155,193.01		.00
TOTAL REPORT					.00	155,193.01		.00



ADMINISTRATOR'S REPORT  
February 16 - March 21, 2000

I. PERSONNEL

Eileen Finnander and Bianca Maks began work as Assistant Clerks in Circulation Services. Susan Hoffman began as Librarian I, Cataloger in Technical Services. Kathy Kyrouac began as Webmaster in Public Information Services. Sarah McGowan has resigned her position as Librarian I, Adult Services. Roberta Johnson has accepted the promotion to Librarian II, Readers Services Manager. We have made offers to candidates for Head of Circulation Services and Library Assistant I in Circulation Services and are awaiting their acceptances. Jeanne Meyer has accepted our offer as Library Assistant II (Readers Services).

II. STAFF DEVELOPMENT

Sharon Colby (Wellspring Associates) has begun her work with our staff. She has completed three sessions with the Executive Team (Martha, Hector, and Sandra) and has begun her work with the Technical Services Department. A full-day retreat is scheduled for the Technical Services Department on Monday, March 20.

Eleven staff members have registered for the Reaching Forward Conference for library assistants on April 14.

Hector Marino attended the Computers in Libraries Conference in Washington, DC, March 15 - 17.

The first Quarterly All-Staff meeting of 2000 was held on March 9.

III. PATRON SERVICES

Please review the statistical information in this board packet pertaining to patron use of our collections and facilities.

Focus Group sessions are underway, under the direction of the Executive Services Corps.

I received a report on the use of the library's BVM Kiosks from March 29 through December 31, 1999. Of the total 77,001 inquiries, 62.2% were job-related inquiries, 10% were health-related, 22.3% were food and entertainment-related, and 5.5% were business related.

In the Winter Reading Club activities 490 children participated. We have placed the order for the Cyber Patron Internet filtering software.

#### IV. OTHER ACTIVITIES

In addition to the Art Committee, Grand Opening, Fund-Raising Event, and Ceremonial Move Committee meetings, I have attended the following during this reporting period:

- ◆ A 2-day seminar on fund-raising fundamentals at North Suburban Library Systems.
- ◆ A NorthStarNet planning session at the Rolling Meadows library.
- ◆ S.L.U.R.P. at the Prospect Heights Public Library.
- ◆ Public Library Administrators Forum at North Suburban Library Systems.
- ◆ Executive Committee meeting of Library Cable Network.
- ◆ Two library site tours.
- ◆ District 62 Board meeting, at which our library received an award for outstanding partnership in education.
- ◆ Two City Council meetings.
- ◆ The Chamber/City Advisory /Group meeting.

Library staff have participated in the following community events:

- ◆ Northwest 2001 and Human Care Council educational forum on Census 2000.
- ◆ Sam's Club Children's Book Fair.
- ◆ Chamber of Commerce Luncheon.

**DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT**  
**February 2000**

<b>Total 1999 to Date:</b>	126,233	<b>Total 2000 to Date:</b>	130,976	<b>% Change</b>
<b>February 1999:</b>	63,995	<b>February 2000:</b>	65,690	3.76%
				2.65%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
<u>CHILDREN</u>	1999	2000	1999	2000	1999	2000
Non Fiction	4,560	4,754	1,100	868	5,660	5,622
Fiction	10,259	10,163	1,230	1,374	11,489	11,537
Foreign Language Non Fiction	36	39	14	22	50	61
Foreign Language Fiction	88	143	114	84	202	227
Periodicals	171	151	90	60	261	211
Compact Discs	230	369	29	47	259	416
Audio Cassettes	264	253	23	16	287	269
Audio Kits	436	361	50	52	486	413
Puzzles	352	343	72	41	424	384
Games	74	83	21	27	95	110
Audio Books	105	134	6	9	111	143
Video Fiction	2,393	2,711	305	378	2,698	3,089
Video Non Fiction	927	1,326	73	78	1,000	1,404
DVD	0	34	0	0	0	34
CD ROMs	452	693	0	0	452	693
<b>SUB TOTAL</b>	<b>20,347</b>	<b>21,557</b>	<b>3,127</b>	<b>3,056</b>	<b>23,474</b>	<b>24,613</b>
<u>ADULT</u>	1999	2000	1999	2000	1999	2000
Non Fiction	11,909	10,584	234	299	12,143	10,883
Fiction	6,735	6,557	258	364	6,993	6,921
Large Type	707	755	102	93	809	848
Foreign Language Non Fiction	77	177	7	20	84	197
Foreign Language Fiction	271	363	1	6	272	369
High School Collection	41	133	0	0	41	133
Periodicals	2,311	2,146	117	148	2,428	2,294
Pamphlets	31	10	0	0	31	10
Compact Discs	4,148	4,716	369	460	4,517	5,176
Audio Cassettes	566	340	19	17	585	357
Puzzles	22	8	0	6	22	14
Pictures	61	50	0	0	61	50
Audio Books	1,428	1,543	41	21	1,469	1,564
CD ROMs	244	178	0	3	244	181
Video Fiction	7,010	7,488	447	406	7,457	7,894
Video Non Fiction	3,280	3,540	37	67	3,317	3,607
DVD	0	540	0	1	0	541
Misc. Formats	38	35	10	3	48	38
	38,879	39,163	1,642	1,914	40,521	41,077
Supersedes	0	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>59,226</b>	<b>60,720 *</b>	<b>4,769</b>	<b>4,970 **</b>	<b>63,995</b>	<b>65,690</b>
Self Check	2,785	0	0	0	2,785	0

\* Due to snow, closed 2/3 day.

\*\*Due to snow, out of service 1 day.

## XIV

## REGISTRATION SERVICES REPORT FOR FEBRUARY 2000

## I. LIBRARY CARD REGISTRATION SERVICES

<u>February 1999</u>	<u>January 1999</u>	<u>February 2000</u>	<u>Year to Date</u> <u>1999</u>	<u>Year to Date</u> <u>2000</u>	<u>% Change</u>
1,173	597	716	1,469	1,463	0
A.	New Cards			244	
B.	Renewals			387	
C.	Non-Resident Cards			14	
D.	Off-line Library Cards			71	
	Total			716	

## II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	469
2.	Number of Meeting Room Uses	85
3.	Cab cards and Other Registrations	78
4.	LAN Discs Sold	3
	(Year to Date - 6)	
5.	Computer Room	167
6.	Reading Edge Users	3
	Total	270

## III. TOTAL NUMBER OF REGISTERED BORROWERS

February 1999	33,491	(62.7% of Population)
February 2000	36,321	(68.0% of Population)

## CIRCULATION REPORT FOR February 2000

Page 2

## PATRON ATTENDANCE COUNT

<u>February 1999</u>	<u>January 1999</u>	<u>February 2000</u>	Year to Date <u>1999</u>	Year to Date <u>2000</u>	<u>% Change</u>
29,157	15,591	28,716	44,748	55,451	19.3%

## RECIPROCAL BORROWING

(Materials Lent)

	February 1999	February 2000	<u>% Change</u>
NSLS	6,992	7,571	7.6%
OTHER SYSTEMS	1,627	1,687	3.5%
TOTAL	8,619	9,258	6.9%

## INTERLIBRARY LOAN

Sent	1,059
Received	313

## Feb. 2000 Holdings

	Last Month	This Month	Change	Percent Change
Books	180,895	183,000	2105	1.2%
Audio	15,473	15,638	165	1.1%
Video	10,267	10,327	60	0.6%
Puzzles and Games	828	824	-4	-0.5%
Realia	234	234	0	0.0%
Pamphlets	1,280	1,280	0	0.0%
=====				
Total	208,977	211,303	2326	1.1%

ACQUISITIONS REPORT FOR  
FOR FEBRUARY 2000

	Last Month	This Month	Change	Percent Change
<b>Non Fiction</b>				
<b>Adult</b>				
000	1,983	2,001	18	0.9%
100	2,556	2,584	28	1.1%
200	2,926	2,956	30	1.0%
300	12,025	12,038	13	0.1%
400	700	708	8	1.1%
500	2,595	2,624	29	1.1%
600	16,054	16,153	99	0.6%
700	15,309	15,341	32	0.2%
800	5,173	5,203	30	0.6%
900	11,444	11,572	128	1.1%
B	4,301	4,192	-109	-2.5%
<b>Total (Adult)</b>	<b>75,066</b>	<b>75,372</b>	<b>306</b>	<b>0.4%</b>
<b>Juvenile (J)</b>				
000	399	402	3	0.8%
100	200	205	5	2.5%
200	290	302	12	4.1%
300	2,198	2,218	20	0.9%
400	125	163	38	30.4%
500	3,341	3,402	61	1.8%
600	2,465	2,514	49	2.0%
700	3,362	3,399	37	1.1%
800	748	751	3	0.4%
900	3,732	3,863	131	3.5%
B	987	992	5	0.5%
YA	976	985	9	0.9%
<b>Total (J)</b>	<b>18,823</b>	<b>19,196</b>	<b>373</b>	<b>2.0%</b>
<b>Total (E)</b>	<b>7,798</b>	<b>7,908</b>	<b>110</b>	<b>1.4%</b>
<b>Total (Juvenile)</b>	<b>26,621</b>	<b>27,104</b>	<b>483</b>	<b>1.8%</b>
<b>Total (Non fiction)</b>	<b>101,687</b>	<b>102,476</b>	<b>789</b>	<b>0.8%</b>
<b>Fiction</b>				
<b>Adult</b>	<b>33,289</b>	<b>33,965</b>	<b>676</b>	<b>2.0%</b>
<b>Juvenile</b>				
J	8,383	8,534	151	1.8%
YA	2,167	2,220	53	2.4%
E	8,196	6,509	-1687	-20.6%
Picture Books	10,132	12,017	1885	18.6%
Board Books	1,479	1,492	13	0.9%
<b>Total (Juvenile)</b>	<b>30,357</b>	<b>30,772</b>	<b>415</b>	<b>1.4%</b>
<b>Total (Fiction)</b>	<b>63,646</b>	<b>64,737</b>	<b>1091</b>	<b>1.7%</b>
<b>High school</b>	<b>788</b>	<b>827</b>	<b>39</b>	<b>4.9%</b>

Compact discs				
Adult	6,606	6,654	48	0.7%
Juvenile	537	555	18	3.4%
Total (Compact discs)	7,143	7,209	66	0.9%
DVDs				
Adult	139	139	0	0.0%
Juvenile	8	19	11	137.5%
Total (DVDs)	147	158	11	7.5%
CD ROMs				
Adult	189	192	3	1.6%
Juvenile	432	456	24	5.6%
Total (CD ROMs)	621	648	27	4.3%
Audio Cassettes				
Adult	2,287	2,287	0	0.0%
Juvenile	1,015	1,028	13	1.3%
Audio Books				
Adult	2,211	2,227	16	0.7%
Juvenile	959	957	-2	-0.2%
Total (Cassettes)	6,472	6,486	14	0.2%
Kits	1,090	1,137	47	4.3%
Videocassettes				
Adult	8,039	8,070	31	0.4%
Juvenile	2,228	2,257	29	1.3%
Total (Videocassettes)	10,267	10,327	60	0.6%
Total (Audio Visual)	25,740	25,965	225	0.9%
Reference				
Adult	6,092	6,081	-11	-0.2%
Juvenile	1,407	1,459	52	3.7%
Total (Reference)	7,499	7,540	41	0.5%
Puzzles				
Adult	90	91	1	1.1%
Juvenile	630	626	-4	-0.6%
Total (Puzzles)	720	717	-3	-0.4%
Games (Juvenile)	108	107	-1	-0.9%



Realia				
Paintings	232	232	0	0.0%
CC decoders	2	2	0	0.0%
Total (Realia)	234	234	0	0.0%
Large Type				
Adult	3,545	3,571	26	0.7%
Juvenile	27	27	0	0.0%
Total (Large Type)	3,572	3,598	26	0.7%
Pamphlets	1,280	1,280	0	0.0%
Easy Reading	1,023	1,022	-1	-0.1%
Foreign language				
Afrikaans				
Adult	0	0	0	0.0%
Juvenile	1	1	0	0.0%
Total (Afrikaans language)	1	1	0	0.0%
French				
Adult	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	10	8	400.0%
Total (Gujarti language)	2	10	8	400.0%
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	662	671	9	1.4%
Juvenile	74	76	2	2.7%
Total (Polish language)	736	747	11	1.5%
Russian				

Adult	307	338	31	10.1%
Juvenile	0	0	0	0.0%
Total (Russian language)	307	338	31	10.1%
Slovak				
Adult	1	1	0	0.0%
Juvenile	0	0	0	0.0%
Total (Slovak language)	1	1	0	0.0%
Spanish				
Adult	657	728	71	10.8%
Juvenile	771	770	-1	-0.1%
Total (Spanish language)	1,428	1,498	70	4.9%
Swahili				
Adult	1	1	0	0.0%
Juvenile	0	0	0	0.0%
Total (Swahili language)	1	1	0	0.0%
Total (Adult)	1,827	1,938	111	6.1%
Total (Juvenile)	853	862	9	1.1%
Total (Foreign languages)	2,680	2,800	120	4.5%
<hr/>				
TOTAL	208,977	211,303	2326	1.1%

DES PLAINES PUBLIC LIBRARY  
ADULT PATRON ASSISTANCE  
FEBRUARY 2000

Assistance	<u>Number</u>	<u>Total</u>
1. Equipment repair and assistance	236	
2. Tax forms	175	
3. Directional questions	166	
4. Item retrieval by library pages	66	
5. Audio visual inquiries	430	
Total		1,073
Reference Services		
1. Specific item request	1,184	
2. Ready reference	669	
3. Material searching	409	
4. Referrals to other libraries	19	
5. Reader's Advisory	20	
Total		2,301
GRAND TOTAL		3,374

CHILDREN'S PATRON ASSISTANCE  
FEBRUARY 2000

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Computer Sign-up	927	
2. Program Sign-up	109	
3. Equipment Repair & Assistance	418	
4. Directional Questions	358	
5. ILL & Patron Holds	28	

Total 1,840

<u>In-House Circulation</u>	<u>Number</u>
1. Train Sets	819
2. Periodicals	4
3. Textbooks	12
4. Reserve Books	10

Total 845

<u>Reference</u>	<u>Number</u>
1. Specific Item Request	522
2. Reference	679
3. Reader's Advisory	32
4. Referrals to Other Libraries	3

Total 1,246

GRAND TOTAL 3,921

Number of individuals using the Local Computer Network = 1,998

USAGE STATISTICS FOR ONLINE REFERENCE PRODUCTS  
FEBRUARY 2000

Britannica	154
College Source Online	55
Des Plaines Public Library Homepage	13,052
Electric Library	200
First Search	221
Info Trac	1,372
Library Catalog (access via dialup, telenet or remote)	194
Newsbank (Chicago Tribune)	146
News Illinois	20
Novelist	16
SIRS (Online database of articles on social issues)	48
UMI (Chicago Sun Times, New York Times, Wall Street Journal)	1,111
Total Searches & Queries	16,589

DES PLAINES PUBLIC LIBRARY  
MEETING ROOM FEBRUARY 2000

**Library Sponsored Adult Programs**

A Visit With Your Angels	1	91
Adult Book Discussion	1	17
Anatomy of a Tax Return	1	16
Harry Potter Party	1	67
Literary Circle Book Discussion	1	4
Lyric Opera Lecture	1	17
Rosemaling: The Art of Norway	1	24
Census Testing	5	99
What Love Sees	1	65

**Other**

Adult Services Departmental Meeting	1	8
Art Committee	1	6
Bid Opening for Packing & Moving Services Contract	1	11
Ceremonial Moving Advisory Committee	1	9
Friends of the Library	1	10
Page Meeting	1	18
Web Team	1	10
Library Board Meeting	1	20
 Total	 21	 492

DES PLAINES PUBLIC LIBRARY  
MEETING ROOM FEBRUARY 2000  
Page 2

Library Sponsored Community Programs	<u>Times Used</u>	<u>Attendance</u>
Chamber of Commerce Open House	1	15
Our Lady of Destiny Storytime Programs	2	41
Holy Family Medical Center Preschool Storytime	1	20
Rebecca Caudill Book Discussion	1	25
Total	5	<del>335</del> 101

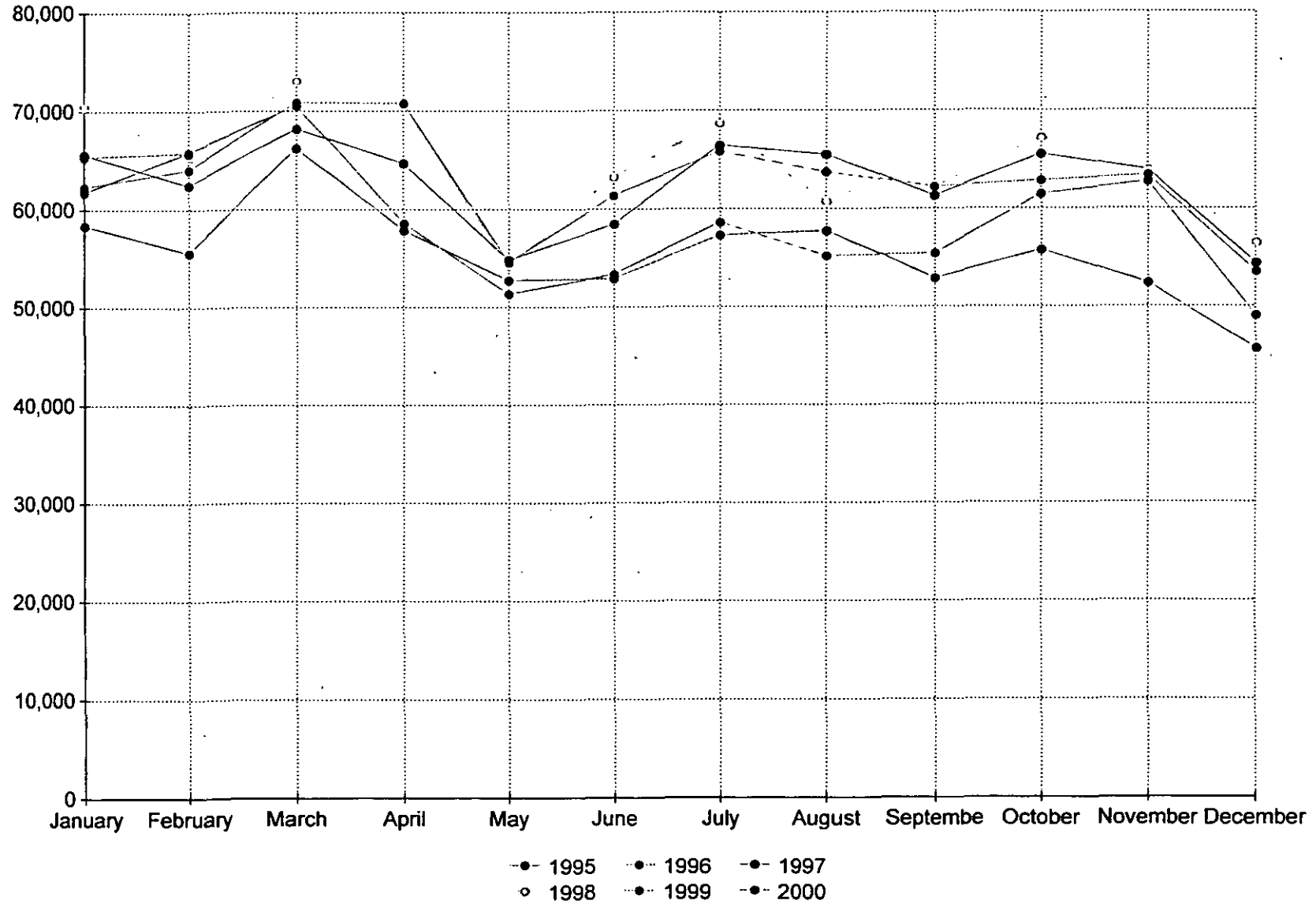
**Library Sponsored Children's Programs**

Babysitting Clinic	2	69
Bright Start Baby Book Times	9	183
Chicago Wolves Player Visist	1	75
Family Evening Storytime	1	52
Jan Clan's Puppet Show	1	220
Girl Scout Troop 883	1	10
Mother Daughter Book Discussion	1	5
Storytime 2 year olds	6	61
Storytime 3-5 year olds	11	107
Valentine Craft	1	140
YA Teen 2000	1	26
Total	35	948
Grand Total	61	1541

February Total = 61 groups involving 1,541 people.  
2000 Year to Date Total 113 groups involving 2,802 people.

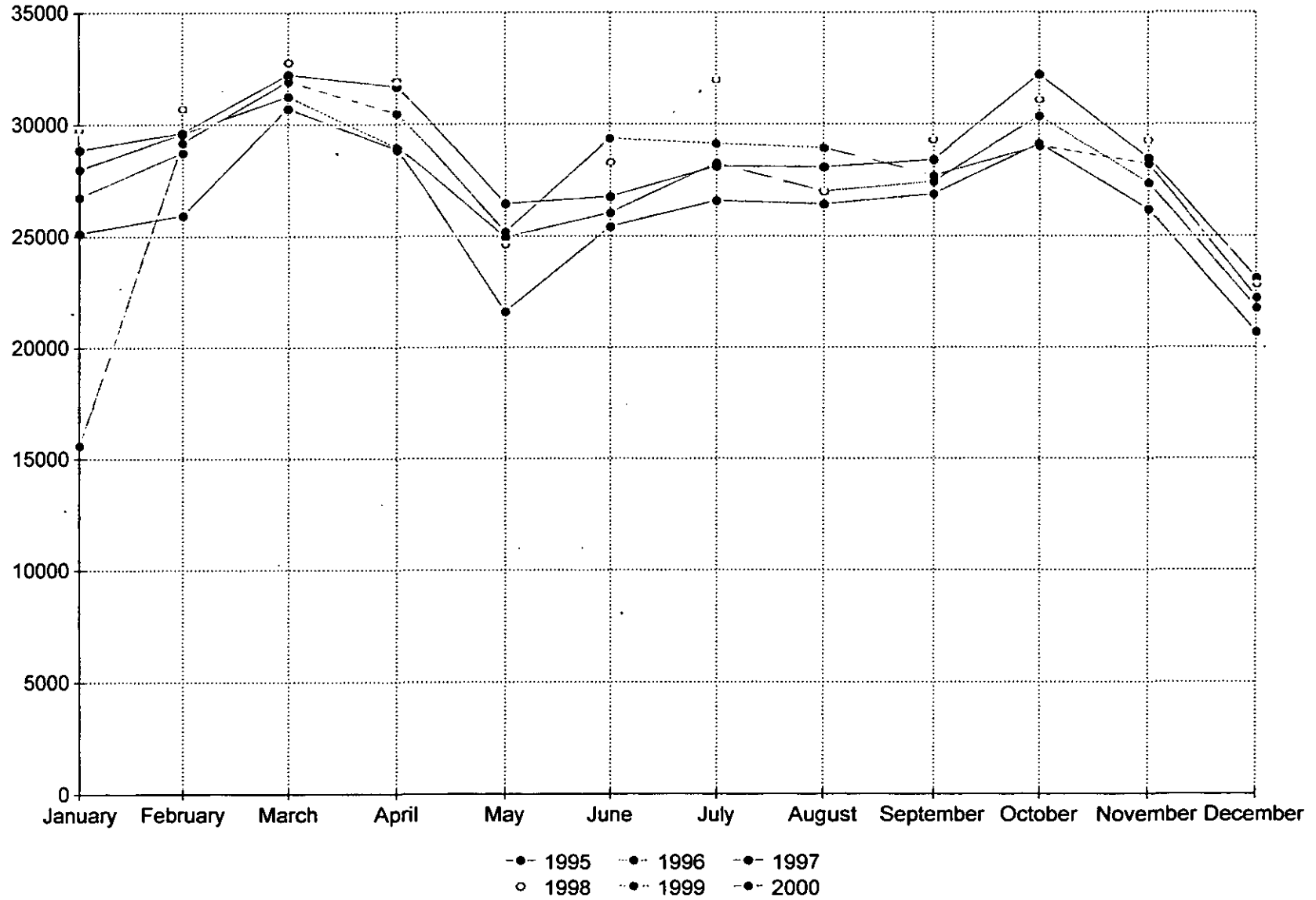
### Circulation Statistics

Items Circulated Per Month By Year

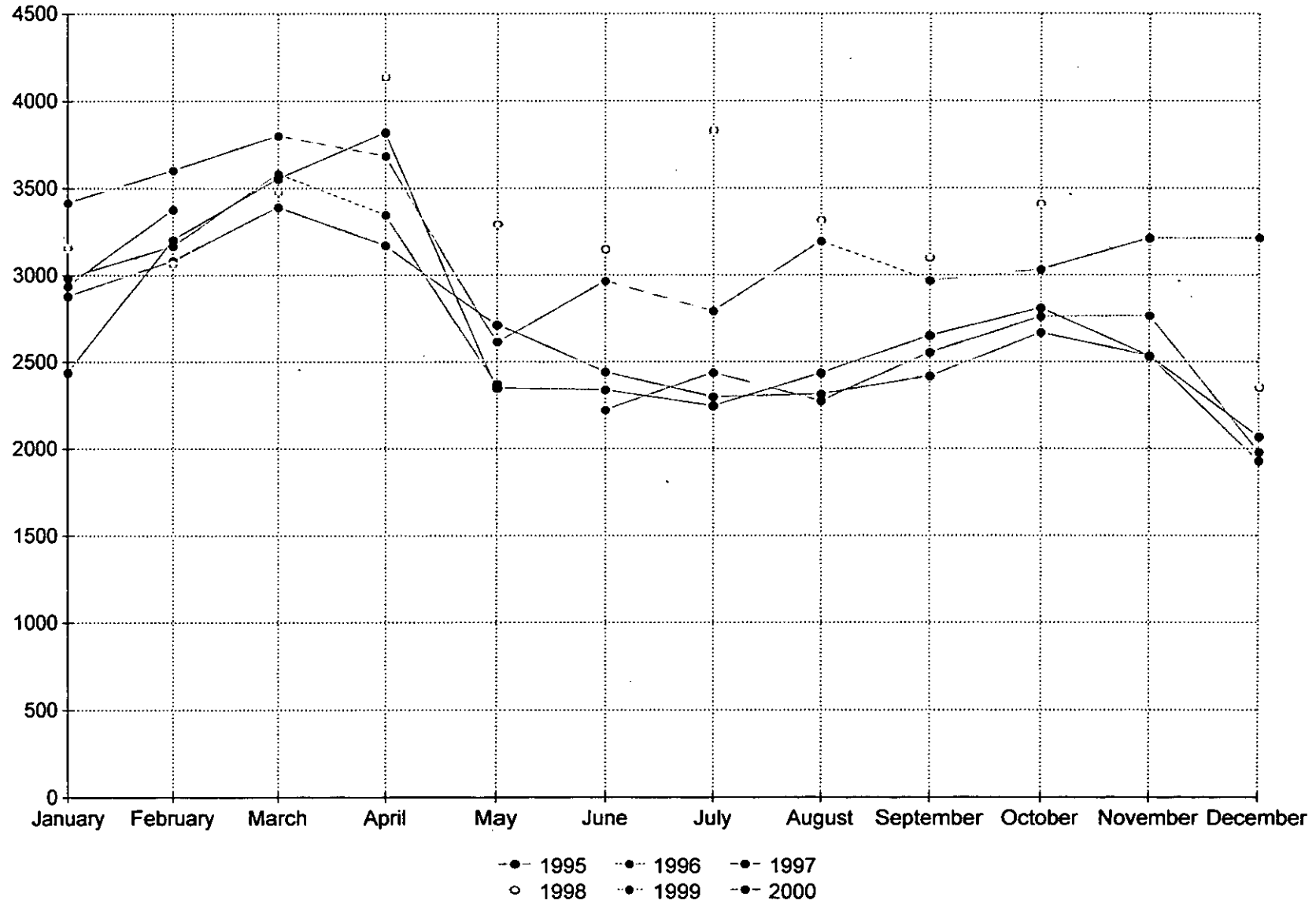




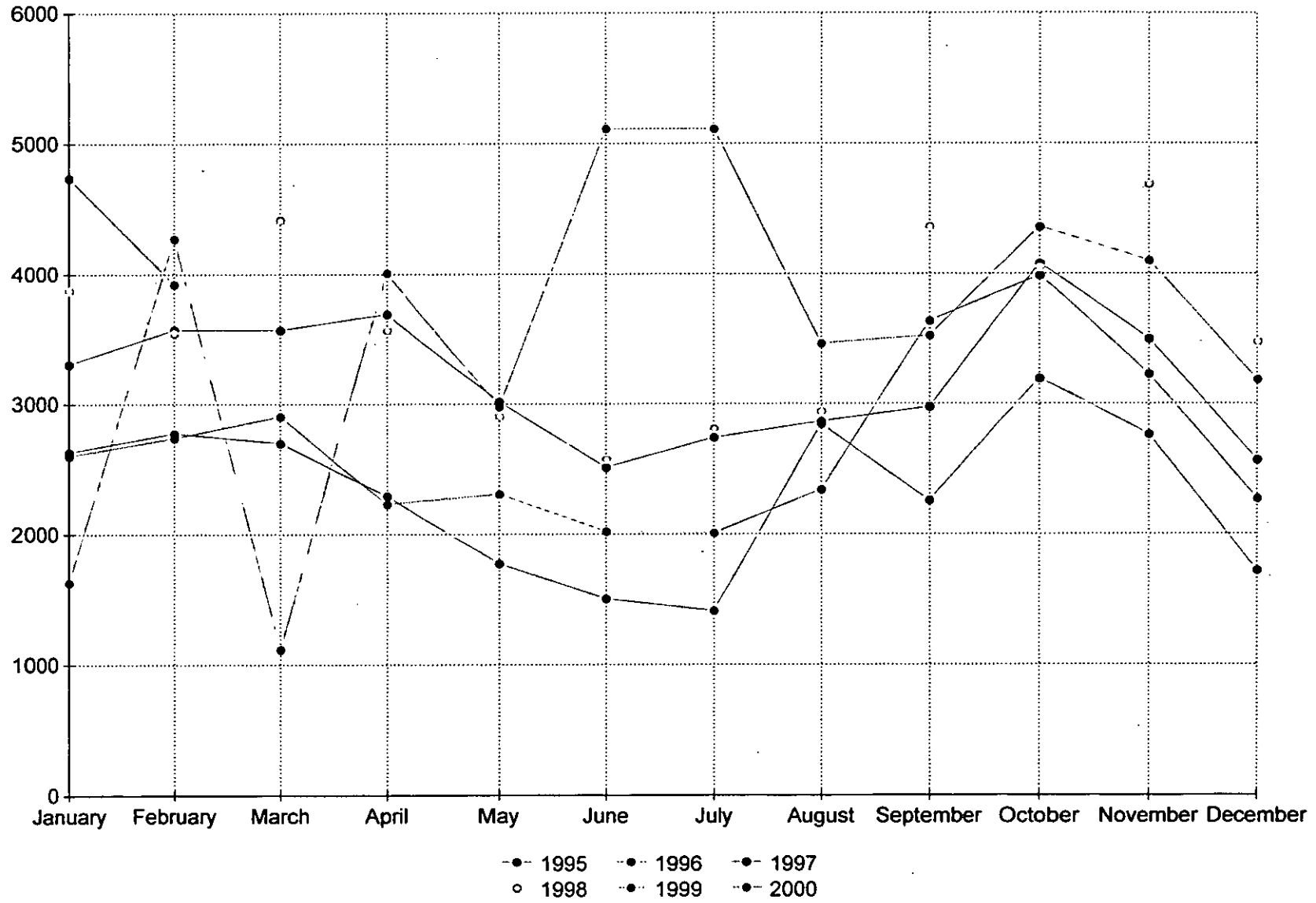
### Patron Attendance February 2000



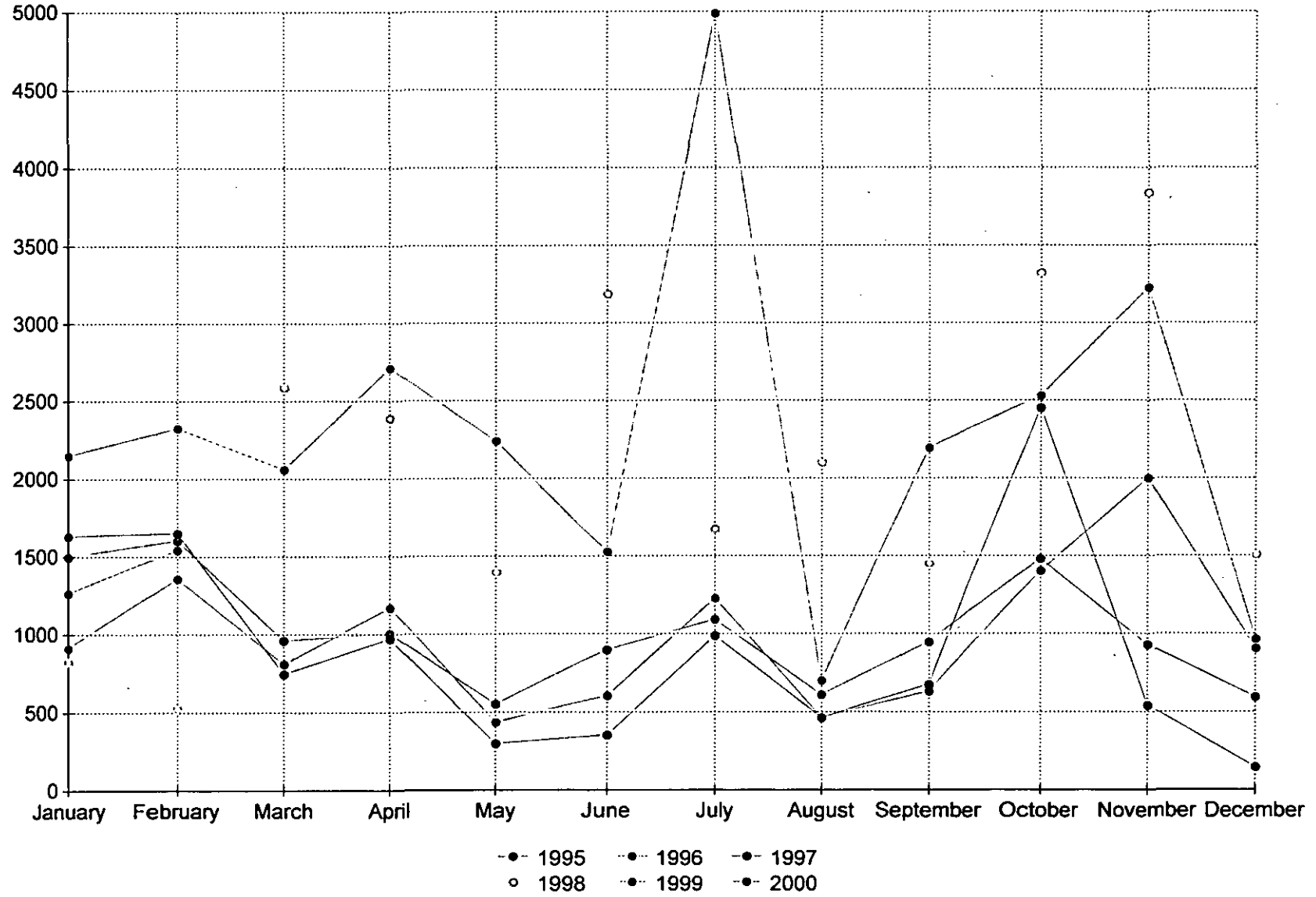
### Adult Patron Assistance February 2000



### Children's Patron Assistance February 2000



### Meeting Room Attendance February 2000





# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## BOARD OF TRUSTEES Minutes of the Grand Opening Advisory Committee February 16, 2000

Chair: Eldon Burk  
Present: Inara Brubaker, Martha Sloan, Chris Posinger, Charlotte Storer, Mary Ann Brown, Leslie Steiner, David Laaser, Susan Burrows, Eldon Burk, Sandra Norlin.

Eldon Burk opened the meeting with ideas for the Grand Opening of the new library and suggested:

1. Dinner, in house, for staff, trustees, and special guests, just before opening, as a thank you.
2. Grand, public celebration, approximately one month later.

Committee members discussed these ideas. Charlotte Storer suggested adding referendum committee workers to the special invitation list. Susan Burrows wants to avoid the impression of elitism that a special invited party list might give. The Committee suggested that an event be planned for a pre-opening, "family" style party for staff and board. A fund-raiser is a good idea because it is self-selecting. It could be an affordable fund-raiser. Then the discussion turned to timing of the events.

For the grand public opening, food should be served outdoors.

The Committee agreed to plan for three events, as follows:

1. A meal for staff, board and their families only, before opening to the public.  
The Board will host.  
Friends of the Library will provide food/funding.  
Sub Committee: Susan Burrows, Edlon Burk, Charlotte Storer, and other Board Members and Friends.  
Date: Thursday, June 29, 2000 or the week of June 26, 2000.

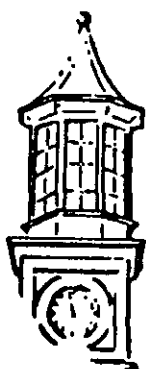
- 0277
2. Fund-raising event.  
Date: Friday, June 30, 2000 in the evening.  
Sub-committee: Chair – David Laaser [Susan Burrows, Sandra Norlin, Leslie Steiner].
  3. Grand Opening  
Date: Sunday, July 30, 2000 at 1:00 PM. [This will be planned by the whole committee.]

Leslie suggested a special Grand Opening edition of the library newsletter and the Committee agreed.

The next meeting is scheduled for Thursday, March 9, 2000 at 5:00 PM.

The meeting adjourned at 6:10 PM

Minutes prepared by Sandra Norlin.



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## BOARD OF TRUSTEES Minutes of the Art Committee February 17, 2000

Chair: Eldon Burk  
Present: Eldon Burk, Dawn Brightfield, Patti Gilford, Susan Burrows, Betty Ritter, Sandra Norlin, Mary Ann Brown, Martha Sloan, Hector Marino.

The meeting was called to order at 5:10 PM.

Eldon Burk asked Patti Gilford what information she would need from the Committee. Patti responded that the list the Committee submitted to her was very helpful, but she also wants to know what the Committee does not want. Patti asked the Committee what the Board has budgeted for the artwork for the new building.

Eldon Burk clarified for Patti Gilford the priority order for commissioning the artwork:

1. Atrium
2. Second Floor
3. Third Floor
4. Fourth Floor

Patti Gilford toured the new library building in the afternoon on February 17, 2000 and reported that the anticipated \$30,000 budget for the atrium was low and a more realistic budget figure would be \$75,000.

Patti stated that the mural walls are broken up with doors and windows, so the artwork would work better on smaller sections (36 feet), therefore some economy can be realized for these walls.

- |    |                      |               |
|----|----------------------|---------------|
| 1. | Second Floor         | \$35,000      |
| 2. | Third & Fourth Floor | \$20,000 each |

Total budget for commissioned art: \$150,000.

0279

The discussion continued about how "interactive" is interpreted for the second floor. Physically/literally? Or stimulating to imagination? Committee agreed that it would not be a literal interaction.

Mary Ann Brown explained that the books she selected were meant to show the broad range of illustrations that appeal to children.

Patti Gilford pointed out that there already is a theme set up on the second floor: water, flowing, river, current, drifting, floating, a journey.

The third floor can use a little "higher" art form, such as paper. Patti knows an artist who uses newspapers, for example. The third floor will be a dynamic, current interest floor.


The atrium artwork will soften the space and create volume. Patti introduced the idea of using light.

Patti will meet with the Committee in six weeks with a presentation for four floors.

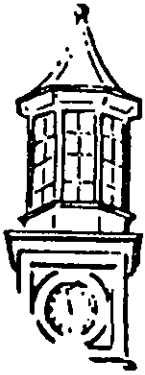
*The next meeting is scheduled for Tuesday, April 18, 2000 at 3:00 PM.*

The meeting adjourned at 6:25 PM.

Minutes prepared by Sandra Norlin.







# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## BOARD OF TRUSTEES Minutes of the Ceremonial Moving Advisory Committee February 29, 2000

Chair: Eldon Burk  
Present: Alderman Thomas Christiansen, Barbara Saletnik, Eldon Burk, Sandra Norlin, Martha Sloan, Susan Burrows, Anne Evans, Sue D'Hondt, Brian Mulcrone, Barry Peterson, Carol Kidd.

Chairman Burk called the meeting to order at 5:08 PM.

The Committee discussed a letter prepared by Eldon Burk that will inform the public of the dates for participation in the Ceremonial Move.

Brian Mulcrone reported that the Des Plaines Elks have planned their annual Flag Day ceremony for June 11, 2000. Brian suggested the Flag Day ceremony be held at the new library at the conclusion of the Ceremonial Move. Eldon will speak with a representative from the Elks to discuss this idea.

Eldon suggested the following meeting agenda:

1. Discuss the purchase of T-shirts for give aways.
2. Decide on logo for the T-shirts.
3. Discuss letter prepared by Eldon Burk

Eldon Burk distributed a design submitted from Rick Ormberg of Ormberg & Associates for the T-shirts.

Sandra Norlin reported that the people she contacted were reluctant to purchase all 2,000 T-shirts. She thinks that two businesses would agree to share the expense for 1,000 shirts. Sandra was asked to verify this by the next meeting.

0281

Barry Peterson, local cartoonist, presented to the Committee a sketch he designed for the T-shirts which read, "The Book Stops Here". Brain Mulcrone suggested that the logo be used for other library events and the Committee discussed using the logo for flyers and brochures associated with the move.

Barbara Saletnik reported that she contacted McDonalds and requested a donation of juice and containers for 1,000 people. Barbara was told that McDonalds would supply five (5) containers and enough juice for 500 people. Eldon Burk volunteered to accompany Barbara Saletnik to the McDonalds headquarters to discuss a donation.

The Des Plaines Park District Community Concert Band will participate in the move by performing at the library at the conclusion of the move.

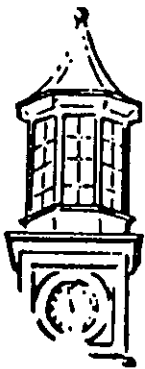
Sandra Norlin reported that Gary Valente met with Raymond Bartel, Assistant City Attorney and Mike Krueger of the Des Plaines Police Department to discuss the resolution to close several streets while the ceremonial move is taking place. Both the police and the attorney offered their assistance.

The agenda for the next meeting will include the selection of T-shirts, donation of water containers and juice, donation of lemonade by the Junior Woman's Club of Des Plaines, and finalization of the letter written by Eldon Burk and edited by Leslie Steiner.

The next meeting is scheduled for Tuesday, March 14, 2000 at 5:00 PM.

The meeting adjourned at 6:10 PM

Minutes prepared by Carol Kidd



## DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

### Minutes of Subcommittee for Fund-Raising Event February 29, 2000

Chair: David Laaser  
Present: Eldon Burk, Sandra Norlin, Susan Burrows, Leslie Steiner, Carol Kidd,  
Martha Sloan.

David Laaser called the meeting to order at 4:10 PM.

The pre-opening fundraiser library dinner is scheduled for June 30, 2000.

David Laaser asked for suggestions for the dinner and Sandra Norlin suggested possible participation by local restaurants, including David's Bistro, Grazie! and the Black Ram. The Committee suggested having stations set up throughout the library for dinner, a progressive dinner, or a buffet. David Laaser suggested a formal sit-down dinner.

Susan Burrows will contact local businesses for donations of door prizes for the fundraiser dinner.

Sandra Norlin suggested a bookmark be distributed at the dinner as a remembrance and presented samples from two different companies that manufacture bookmarks. The David Howell Company of New York, NY can produce a customized gold plated bookmark for a cost of \$3.00 each with a minimum order of 500 and a set-up charge of \$115.00. The bookmarks would take approximately three months to produce and deliver. Kurt Mager of Mager Metal Art, LTD, Des Plaines, IL submitted a design for a bookmark with a cost not to exceed \$5.50 each. There is no minimum order and Mr. Mager is a Des Plaines resident and local artist. Eldon Burk asked that Sandra contact Mr. Mager for a firm price on the bookmarks and asked Sandra to inquire about a reduced price for the library.

0283

David Laaser asked the Committee to give Sandra Norlin authorization to proceed with the selection and ordering of the bookmarks with guidelines set by the Committee.

Susan Burrows would like the dinner to be used as a fundraiser. David Laaser asked that the Committee decide on a time for the dinner and whether the dinner would be used as a fundraiser or not. Martha Sloan reported that the Friends of the Library were anticipating a more gala event for the Grand Opening. Eldon Burk will work with Sandra Norlin on obtaining costs for the food.

Eldon Burk asked the Committee to authorize Sandra Norlin to order 500 bookmarks from Kurt Mager of Mager Metal Art, LTD.

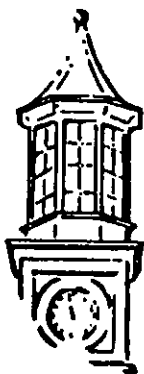
MOTION by Eldon Burk, seconded by Martha Sloan to authorized Sandra Norlin to purchase 500 bookmarks and use the guidelines set by the Committee to chose a vendor.  
Vote: Ayes: David Laaser, Eldon Burk, Sandra Norlin, Leslie Steiner, Martha Sloan.  
Nays: Susan Burrows. MOTION CARRIED.

Susan Burrows stressed that she would like to wait until the end of April to order the bookmarks. Susan volunteered to contact Pesches for flower donations.

The next meeting is scheduled for Thursday, March 9, 2000 at 4:00 PM.

The meeting adjourned at 5:08 PM.

Minutes prepared by Carol Kidd.



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## BOARD OF TRUSTEES Minutes of the Grand Opening Advisory Committee March 9, 2000

Chair: Eldon Burk  
Present: Inara Brubaker, Martha Sloan, Chris Posinger, Charlotte Storer, Mary Ann Brown, Leslie Steiner, Susan Burrows, Eldon Burk, Sandra Norlin, Alderman Dick Sayad.

The meeting was called to order by Chairman Eldon Burk at 5:05 PM.

Eldon Burk announced the news that construction is now officially two weeks behind schedule. This change will not affect the Ceremonial Move date of June 11, 2000, but it may affect the public Grand Opening and the Preview Party fund-raiser dates. The Committee will decide on the dates of the Grand Opening and Preview Party on or by April 15, 2000.

Martha Sloan suggested October 1, 2000 as a good date for the Grand Opening since this is the anniversary of the original library.

Christine Posinger suggested moving 1,501 books in the Ceremonial Move.

The Committee brainstormed ideas for events that included elements, guests, activities, etc. and included the following ideas:

1. Ribbon-cutting.
2. Short speeches.
3. Good food.
4. Music.
5. No storytelling? In new room?
6. Entire community present, big crowd.
7. Dignitaries – Jesse White, Governor Ryan, etc.
8. Tours.
9. Children's activities.
10. Magnets.

- 0285
11. Video taping.
  12. Dedications/Recognition (rooms, areas, pictures)
  13. Printed map.
  14. Souvenir booklet.
  15. Prizes – raffle (TV/VCR, silverware)
  16. Balloons/Flowers
  17. Photographs.
  18. Baskets – genre, topics – silent auction.
  19. Entertainment – floating, yo-yo, face painting.
  20. Spotlights – night.
  21. Board members/greeters/hosts (same outfits).
  22. Network (all events) Press.
  23. Scavenger Hunt – All.
  24. Special Exhibits.
  25. Taped Tour (Art).
  26. Special Card Registration.

Eldon Burk guided a discussion of what will take place and who will take responsibility for the following duties:

1. Opening Ceremony (ribbon cutting, speeches, dignitaries, dedication) # 1, 2, 7, 12 – Sandra Norlin and Eldon Burk.
2. Information (maps, booklet, video, magnets) # 6, 10, 11, 13, 14, 17, 22 – Leslie Steiner.
3. Entertainment (music, children's activities, floating entertainment, scavenger hunt, storytelling) # 4, 5, 9, 19, 23 – Christine Posinger, Mary Ann Brown, Susan Burrows.
4. Tours/Greeters/Exhibits/Special Card Registration # 8, 21, 24, 25, 26 – Martha Sloan, Inara Brubaker.
5. Food – Mary Ann Brown, Christine Posinger, Susan Burrows, and possibly Aldermen Sayad and Petersen.
6. Prizes for Scavenger Hunt.
7. Decorations (balloons, flowers) – Susan Burrows.
8. Raffle/Silent Auction, Preview Party # 15, 18, 22.

Alderman Sayad will provide one television and two VCR's for prizes (one TV and one VCR as raffle for Preview Party) and (one VCR for drawing or scavenger hunt prizes) for Grand Opening.

Leslie Steiner brought an idea for a Special Edition of the newspaper (Herald or Journal). This would involve staff time selling advertising. The Committee opposed this idea.

Christine Posinger reported on the Indian Trails Grand Opening, which included several donations from local restaurants and grocery stores.

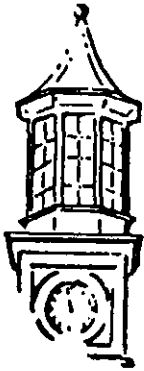
0286

Charlotte Storer was asked to request further donations from the Friends of the Library for food and/or paper goods for the Grand Opening. Charlotte already has authorization to spend \$1,000.00 that would have been spent for hospitality for the library.

The next meeting is scheduled for Thursday, March 30, 2000 at 5:00 PM.

The meeting adjourned at 6:05 PM.

Minutes prepared by Sandra Norlin..



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## BOARD OF TRUSTEES Minutes of the Ceremonial Moving Advisory Committee March 14, 2000

Chair: Eldon Burk  
Present: Eldon Burk, Sandra Norlin, Martha Sloan, Barbara Saletnik, Susan Burrows, Brian Mulcrone, Charlotte Storer, Leslie Steiner, Carol Kidd.

Chairman Burk called the meeting to order at 5:08 PM.

The Committee made revisions to a letter prepared by Eldon Burk that will inform the public of the dates for participation in the Ceremonial Move on June 11, 2000. Leslie Steiner will submit the letter to the City of Des Plaines for use in the City Digest.

Charlotte Storer reported that she will approach the Friends of the Library for a donation for T-shirts for the Ceremonial Move.

Eldon Burk contacted the Des Plaines Elks and was informed that their Flag Day ceremony includes speeches. The Committee concurred that speeches would not be appropriate for the Ceremonial Move.

Eldon Burk will contact the Des Plaines Park District Community Concert Band for confirmation that they will play at the end of the move ceremony.

Martha Sloan presented to the Committee a report on the mock move that the library staff participated in at their All-Staff meeting. The move included 100 books and 47 staff members and took 14 minutes to move the books. Martha suggested that some participants in the move may want to bring their own chairs. Also, Martha suggested an instruction sheet be given to each participant outlining the events.

Brian Mulcrone volunteered to obtain information on having a bag pipe player at the ceremony who would play for approximately 30 minutes.



0288

Eldon Burk reminded the Committee that the resolution for street closure is on the consent agenda for the March 21, 2000 City Council meeting. Eldon asked that library members show their support of this resolution by attending the meeting.

The Committee authorized Eldon Burk, Sandra Norlin, and Leslie Steiner to approve the logo for the move T-shirts.

Barbara Saletnik reported that after numerous phone calls to McDonalds headquarters, she was able to obtain juice bowls and orange drink for 1,000 people on the day of the Ceremonial Move. Barbara reported that there will be a \$25.00 deposit for each juice bowl borrowed from McDonalds. Barbara was thanked for her effort in securing this donation.

The Committee discussed the need for signage on the moving route and Eldon Burk suggested that the logistics be worked out in a subcommittee. Eldon will work with Brian Mulcrone and Gary Valente in a subcommittee for route markings and instruction sheets for participants and bring a report back to the Committee.

The next meeting is scheduled for Tuesday, March 28, 2000 at 5:00 PM.

The meeting adjourned at 6:00 PM

Minutes prepared by Carol Kidd

0289

Subject:

Awards Nomination

Date:

Tue, 11 Jan 2000 15:06:00 -0600 (CST)

From:

Anna.Yackle.at.NSLS

Membership Nomination Info:

Which award: Library of the Year

Which library for Library of the year? Des Plaines Public Library

To: Anna

From: Anna Yackle

Library Affiliation: NSLS

Phone: 847-459-1300x151

E-Mail Address: ayackle@nslsilus.org

Nominee's Name:

Title:

Library Affiliation: Des Plaines Public Library

Phone: 847-827-5551

Reason for nomination:

The Des Plaines Public Library has shaken off the shackles of the status quo and fashioned itself into a dynamic force in its community. The staff and director have worked hard to make these changes come about and have made themselves leaders in their community and within the North Suburban Library System. Because of their hard work and achievements I would like to nominate them for Library of the Year.

They are building a hard fought for new facility which will be the jewel of their community. They have sought out high caliber, innovative staff to make this new library more than just a showplace but a true asset to their community. The Des Plaines Library staff also looks for ways to bring about positive change within the NSLS neighborhood.

They are original thinkers and have come up with a program to share their bookmobile with the Park Ridge Public Library in a way that is beneficial to both communities. Also

0290

they are participants in the Learning Organization Grant and are always looking for ways to do things better.

I am proud of their achievements and that they are members of the North Suburban Library System. For their hard work, perseverance, ingenuity and spirit of cooperation, they are worthy candidates for Library of the Year Award.

NORTH  
SUBURBAN  
LIBRARY  
FOUNDATION

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

24 January, 2000

Ms. Maureen McDonald  
807 South Euclid  
Oak Park, IL 60304-1225

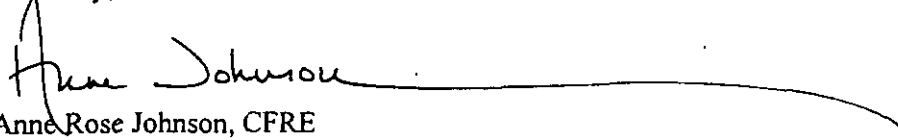
Dear Ms. McDonald,

Thank you for your gift to the Des Plaines Public Library Fund – North Suburban Library Foundation, in memory of Ms. Florence Burfisher.

Through the generosity of its donors, the North Suburban Library Foundation and its partner libraries are able to fund projects that foster commitment to literacy, devotion to literature and community services. Your thoughtful gesture will help the Foundation and the Des Plaines Public Library continue to make a difference in continuing and expanding the library's impact on the community.

Again, thank you for your memorial contribution. We are proud to have earned your support, and to assist you in honoring the memory of someone dear to you.

Sincerely,



Anne Rose Johnson, CFRE  
Foundation Manager

/arj

**GIFT RECEIPT**

Check Number	2966
Gift Date	1/24/00
Amount	\$25

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, for your gift. The North Suburban Library Foundation is a 501(c)3 organization, for tax purposes, our identification number is 36-4045731.

**The tax-deductible portion of this gift is:                    \$25**

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

J. C. Rodgers, Ph.D.

Anne Rose Johnson  
Manager

NORTH  
SUBURBAN  
LIBRARY  
FOUNDATION

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

24 January, 2000

Mr. and Mrs. Thomas J. McShane  
315 Clinton Avenue  
Oak Park, IL 60302

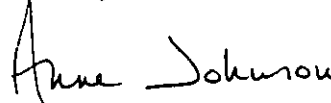
Dear Mr. and Mrs. McShane,

Thank you for your gift to the Des Plaines Public Library Fund – North Suburban Library Foundation, in memory of Ms. Florence Burfisher.

Through the generosity of its donors, the North Suburban Library Foundation and its partner libraries are able to fund projects that foster commitment to literacy, devotion to literature and community services. Your thoughtful gesture will help the Foundation and the Des Plaines Public Library continue to make a difference in continuing and expanding the library's impact on the community.

Again, thank you for your memorial contribution. We are proud to have earned your support, and to assist you in honoring the memory of someone dear to you.

Sincerely,



Anne Rose Johnson, CFRE  
Foundation Manager

/arj

-----  
**GIFT RECEIPT**

Check Number 1494  
Gift Date 1/24/00  
Amount \$25

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, for your gift. The North Suburban Library Foundation is a 501(c)3 organization, for tax purposes, our identification number is 36-4045731.

**The tax-deductible portion of this gift is: \$25**

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

J. C. Rodgers, Ph.D.

Anne Rose Johnson  
Manager

0293

# NORTH SUBURBAN LIBRARY FOUNDATION

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

24 January, 2000

Mr. and Mrs. Matthew J. Miller  
1418 William  
River Forest, IL 60305

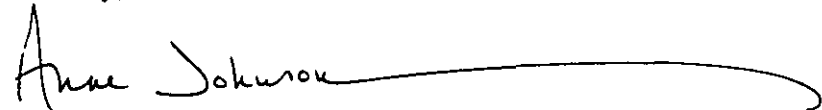
Dear Mr. and Mrs. Miller,

Thank you for your gift to the Des Plaines Public Library Fund – North Suburban Library Foundation, in memory of Ms. Florence Burfisher.

Through the generosity of its donors, the North Suburban Library Foundation and its partner libraries are able to fund projects that foster commitment to literacy, devotion to literature and community services. Your thoughtful gesture will help the Foundation and the Des Plaines Public Library continue to make a difference in continuing and expanding the library's impact on the community.

Again, thank you for your memorial contribution. We are proud to have earned your support, and to assist you in honoring the memory of someone dear to you.

Sincerely,



Anne Rose Johnson, CFRE  
Foundation Manager

/arj

-----  
**GIFT RECEIPT**

Check Number 3179  
Gift Date 1/24/00  
Amount \$25

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, for your gift. The North Suburban Library Foundation is a 501(c)3 organization, for tax purposes, our identification number is 36-4045731.

**The tax-deductible portion of this gift is: \$25**

- 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
- † C. Rodgers, Ph.D.
- Anne Rose Johnson  
Manager

0294

**A Tribute has been established in Memory of  
Ms. Florence Burfisher**

**At the  
Des Plaines Public Library Fund –  
North Suburban Library Foundation**

**With gifts from  
Mr. Thomas McShane  
Mr. Mark Andrus  
Ms. Matthew Miller  
Ms. Maureen McDonald**

0295

**HALLETT**  
THE ONLY **MOVERS** YOU NEED TO KNOW

7535 W. 59 Street Summit, IL 60501-1415  
(708) 458-8600 • Fax (708) 458-7116

Hallett & Sons Expert Movers, Inc.  
I.C.C. No. MC-8967

March 13, 2000

**Des Plaines Public Library  
Board of Trustees  
841 Graceland Avenue  
Des Plaines, Illinois**

**To the Board of Trustees:**

It is our understanding that our proposal was eliminated using the reference to an irregular bid statement under Instructions to Bidders stated within the bid document.

It was apparent to us, after reading Page 12 of the R.F.P., that the Library could not give the mover constant access to the new facility. After touring the new site, it was apparent that no more than one vehicle could unload into it at one time. Also the egress to this loading area was a public alley and that construction would be continuing at the time of this relocation. It is also stated that there would be deliveries of various items. Naturally, everyone is expected to extend common courtesies. We have found in the past that some delivery personnel are not willing to cooperate in the same manner.

Control of traffic in the alleyway would be a major problem with construction continuing in that area and parking of construction workers' automobiles.

It is our understanding that the elevator at the loading end has been reliable in the past. However, the elevators would be put to extremes during the relocation of your materials. It is not known that it will remain in service. The function of the elevators at the destination are not always reliable either. We do understand the service people can be called to repair these elevators. Generally they are back in service in a short time.

Transferring your collection and related items in June is relatively safe in reference to torrential downpours. However, if one does occur, I am sure you would want us to cease operations.

It has been our policy in the past and will be in the future to inform our clients of all costs that would be related to any charges that would be incurred rather than billing for them at a later date.

Federal, rather than stating the following on the bid sheet as **Hallett Movers** did, they referenced it within their proposal. Federal's answer to Number 17 was as listed in the latter portion of this document. That statement is: "Parking and turnaround areas must be reserved at origin and destination to avoid costly delays". (I am sure this does not mean costly delays to the carrier.)





Des Plaines Public Library  
Page 2  
February 29, 2000

Throughout all of the proposals supplied to the Des Plaines Library was a statement of how the mapping and labeling would be accomplished. It was stated that the supervisors would work with the Library Staff.

A clear and concise method was proposed in the **Hallett** material to assure that before the collection was removed, the Library Staff and **Hallett** personnel knew exactly the location of every book within the new facility.

Finally, we take exception to the statement that the award was "given to the lowest responsible bidder" implying that **Hallett** was irresponsible in our proposal. In fact, it would have been irresponsible of us not to mention situations that may arise and in turn, effect the relocation.

We are forwarding this letter to you in anticipation of attending the next Library Board of Director's meeting to state our case in hopes that you would reconsider the award of this contract.

Sincerely,

*Jack L. Hallett*  
**Jack L. Hallett**

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0297

F41



# OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

Secretary of State Literacy Office/ Illinois State Library  
431 S. Fourth Street  
Springfield, Illinois 62701  
217-785-6921

March 1, 2000

Ms. Karen L. Wallace  
Des Plaines Public Library  
841 Graceland Avenue  
Des Plaines, Illinois 60018-6472

Dear Ms. Wallace:

Congratulations. You wrote a successful application for the FY2000 Adult New Reader Materials Grant. Des Plaines Public Library has been awarded \$921.00. We know that these funds will enhance your library's collection of materials and provide needed reading materials for adults who are newly literate. Make sure that you advertise these new materials to the new readers and literacy programs in your area.

As you get ready to use these funds, remember the Illinois State Library Literacy Office's requirements.

- Place all orders for materials prior to June 30, 2000.
- Make sure that you have the materials at your site and you have made all payments prior to August 31, 2000.
- We STRONGLY ENCOURAGE YOU TO SPEND ALL OF THE GRANT AWARD.
- If you cannot get the item you wanted within the time frame, order a similar item that is immediately available so that you can expend the funds.
- If you do not spend all the money, you must return unused funds to the Literacy Office. Any funds not spent by August 31, 2000 must be returned.
- If you spend more than the award in order to fully expend, there will not be a penalty from our office. However, you will only receive the amount you are awarded.
- Financial and qualitative reports (attached) are due in the Literacy Office on September 1, 2000.

Please feel free to contact Cyndy Colletti, 217-524-3529 or ccollet@library.sos.state.il.us if you have any further questions.

Sincerely,

Judith Rake  
Director, Literacy Office

JR:CC:jah  
cc: MG-00-129  
Enclosures

0298

Brian J. Mulcrone  
989 Woodlawn  
DesPlaines, IL 60016-3235  
H :847/824-2297 Email: mulcronebrian@yahoo.com

March 15, 2000

Ms. Sandra Norlin  
Library Administrator  
Des Plaines Public Library  
841 Graceland AVE  
Des Plaines, IL 60016-6472

Dear Ms. Norlin:

Attached is a check (#1893) in the amount of fifteen dollars (\$15.00) from VietNam Veterans of America Des Plaines Chapter #311 for an oversized periodical protective binder for the The VVA Veteran magazine subscription we wish to present to you and Eldon Burk for the Des Plaines Public Library. When chapter president, Robert Gilman, heard about the January presentation by the American Legion and VFW, he encouraged me to request a similar arrangement on behalf of VVA Chapter #311. A subscription request has already been submitted to the publisher, and I would like to request the opportunity for Mr. Gilman to make his presentation at your monthly board meeting on Tuesday, April 16, 2000.

To inform and promote local membership in VVA Chapter #311 I likewise ask that you affix the attached page protector in that binder. Secured in the back of the see-thru plastic it will include general information about our chapter and its current officers.

For administrative handling I have asked our publisher to direct mail the The VVA Veteran magazine to the library while routing renewal reminders to our Chapter Secretary.

VVA Chapter #311 wants to demonstrate support for the Des Plaines Public Library by:

- ◆ funding a subscription to the The VVA Veteran magazine for the periodical section of the library and
- ◆ supporting the symbolic "book move" community project in the summer.

I, the officer and members of VietNam Veterans of America Des Plaines Chapter #311 wish you and your library board continued success in this exciting and challenging year of service by the library - "*the mind of our community.*"

Yours in Service to Veterans,



Brian J. Mulcrone  
VVA Chapter #311

attachment

cc: R Gilman, Pres VVA 311 R. Klopp, VP VVA 311 M. Voss, Sec'y VVA 311



## OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

March 17, 2000

Ms. Martha Sloan  
Des Plaines Public Library  
841 Graceland Avenue  
Des Plaines, IL 60016-6472

Dear Ms. Sloan:

Congratulations! It is with great pleasure that I award your library a Federal FY2000 Library Services and Technology Act grant, titled "Bring in an Expert" totaling \$2,000.00. These grants are administered by the Illinois State Library, a division of the Secretary of State's Office, using federal funds awarded by the Institute for Museums and Library Services.

This is my pleasure as Secretary of State and State Librarian to award grants under LSTA and I am delighted with the response under each of the mini grant programs. I was impressed with your grant proposal. It demonstrates a commitment to providing new and innovative library services in order to fulfill the changing needs of your patrons. I am confident that through projects such as yours, Illinois libraries will continue to be leaders in service to their communities.

Again, my sincere congratulations to you, and best wishes for the continued growth and success of your library.

Sincerely,

A handwritten signature in cursive script that reads "Jesse White".

JESSE WHITE  
Secretary of State  
and State Librarian

JW:isl

0300



**NORTH  
SUBURBAN  
LIBRARY  
SYSTEM**

Sarah Ann Long  
System Director

# CIRCULATION LIBRARIAN

TO: NSLS Public Library Circulation Managers  
FROM: Sandy McVeigh  
North Suburban Library System  
DATE: March 16, 2000  
RE: RBP Statistics

Attached are the RBP statistics for February 2000. The figures listed UNDER your library are the number of items borrowed by patrons of other libraries from your library. These figures were provided to NSLS by your circulation department. You can determine the number of items borrowed from other libraries by reading ACROSS the columns. The total is on the last page.

Statistics received too late for inclusion in this report sent out to the Circulation Managers will be input on the appropriate month's form but a revised memo will not be sent.

Please send your statistics to Sandy McVeigh. We need them by the TENTH of each month. Only statistics received by the tenth of the month will be included.

Please call 847/459-1300 extension 7134 if there are any questions.

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

00-0316-066

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

**North Suburban Library System**  
**Reciprocal Borrowing Program**  
**February 2000**

	Algonquin	Antioch	Arlington Hts	Barrington	Cary	Cook Mem.	Crystal Lake	Deerfield	Des Plaines	Dundee	Ela	Elk Grove	Evanston	Fox Lake
Algonquin			15	386	33		1,378	1	10	362	41	20	2	
Antioch	4		6	3		86			3		12		8	241
Arlington Heights		29		49		89		17	113	7	29	241	5	
Barrington	660	2	137		39	27	2		16	111	4,702	13		3
Cary	196		12	1,858		5	770	1	28	9	258		11	
Cook Memorial		8	19	22	1			74	88	4	210	4	15	2
Crystal Lake	156		3	113	34				17	32	18	3	88	
Deerfield			7	4		18			4		2		32	
Des Plaines	3		235	30				22			14	326		
Dundee	2,793		19	358	3		108		19		128	57	12	
Ela	14	2	75	905	1	134	19		30	4		48		
Elk Grove	2		76	13					47		4			
Evanston			21	18		38		84	72					
Fox Lake		57		20		110					100	1		
Fox River Grove	9		23	1,291	82		10				91			
Fremont			12	86		5,353		3	1		919	3	8	13
Gail Borden			15	84			40		4	271		61	35	
Glencoe			3	1	1			35	5		20		55	
Glenview			69	11		2	11	19	73	1	1	1	6	
Grayslake	8	13	12	4	3	1,240	2	11	21		24	10	21	1
Highland Park						51		494	46		5		206	
Highwood							3						3	
Huntley	581		4	66		25	470		1	93				
Indian Trails			1,000	71		69		58	203	4	270	32	22	
Lake Bluff						178		51					8	
Lake Forest			2	20		251		206					28	
Lake Villa	1	401		20		504		17	23		23	36		278
Lincolnwood			1						1				62	
McHenry	5		34	53	33	86	884	4		1	28			
McHenry-Nunda						7	7				2			1
Morton Grove			5					39	89			6	63	
Mt. Prospect			1,051	17		33		4	656		1	174	61	
Niles		3	21	2			3	1	3,423	1	43		43	
Northbrook			31	12		1		119	124		14			
North Chicago				5		831		11			6		6	
Palatine	2		800	388		6		59	34		120	56	8	
Park Ridge			32	65				9	1,833			20	86	
Prospect Heights			414	4		6			30			13	7	
Rolling Meadows			340	47			5		69		1	32		
Round Lake		75		14		170					34		1	33
Schaumburg			109	68				8	159	31	8	812	7	
Skokie			17	4		7		157	41		2		934	
Vernon	1		166	50		640	3	441	145	2	577	1	8	2
Warren-Newport		68	26	5		2,786		44	13		51		23	8
Wauconda	27	8	22	251	12	87	110				555	6	2	
Waukegan		23				1,070		27	17		18		21	3
Wilmette				2		13		27	75		20	47	704	
Winnetka-Northfield		4	19					79	38		6		199	
Zion-Benton		32				201		2				2		1
<b>Total Loaned:</b>	<b>4,462</b>	<b>725</b>	<b>4,853</b>	<b>6,420</b>	<b>242</b>	<b>14,124</b>	<b>3,825</b>	<b>2,124</b>	<b>7,571</b>	<b>933</b>	<b>8,357</b>	<b>2,025</b>	<b>2,800</b>	<b>586</b>

**North Suburban Library System**  
**Reciprocal Borrowing Program**  
 February 2000

	Fox River Gr	Fremont	Gail Borden	Glencoe	Glenview	Grayslake	Highland Pk	Highwood	Huntley	Indian Trails	Lk Bluff	Lk Forest	Lk Villa	Lincolnwood
Algonquin		13	44		8	2			475	48			5	
Antioch		29	2			78		4		2		4	2,379	
Arlington Heights				1	90	6				2,331		18	2	
Barrington	75	24	4							96		2		
Cary	70		4						5	3				
Cook Memorial		1,982	5	11	77	80	161	3		117	90	457	156	
Crystal Lake		1	16	1	4	1			47	6		3		
Deerfield		9		28	18	8	775	9		47	10	11	11	
Des Plaines		17	6	13	100		10			80		6	11	4
Dundee		3	479	1					173	51				
Ela		210		1	8		7			87		2	22	2
Elk Grove					3	1	1			7				
Evanston				102	347		166	1		110		24		90
Fox Lake		6				26	2		1				1,036	
Fox River Grove										1				
Fremont					62	347	2			28		123	122	
Gail Borden					3	2				6				
Glencoe					50	1	223	2		3		13		
Glenview				29		18	23	5		52		4		15
Grayslake		185		1	2		7	3		14	7	23	1,312	
Highland Park		19		565				390		31	15	99	10	
Highwood				5		17	654					88	11	
Huntley			48		4	3			1					
Indian Trails		94	6	50	229	15	48					2	13	23
Lake Bluff		3		17	3	1	138	4				3,924	4	
Lake Forest		10		37			334	6		1	114		13	
Lake Villa		27			8	293	8					38		
Lincolnwood				10	4					7		2		
McHenry		5	5			42				24			7	
McHenry-Nunda		1			1	4								
Morton Grove				10	670	4	32			3		3		10
Mt. Prospect			7		34	7		2		72				
Niles				16	2,423		31			80	1			51
Northbrook		2		72	681	1	125	6		180		43	2	6
North Chicago						10	32	3			97	571	8	
Palatine			1		116	3				177				
Park Ridge					18					29		7		
Prospect Heights		2			23	2				2,654	28	7	14	
Rolling Meadows						2		2		12				
Round Lake		52	18			282				22		6	1,093	
Schaumburg			31		36	2	4	2		42			4	
Skokie				31	173		30	7		26		3	1	222
Vernon		132		80	120	17	261	2		1,342	6	67	5	1
Warren-Newport		90		2	25	2,089	52			2	3	180	1,006	
Wauconda		20	6		2	79		1		4				
Waukegan		36		10	1	22	9	3		3	25	136	100	
Wilmette				111	819	1	142			2		33	1	4
Winnetka-Northfiel		1		743	420	1	117	2		6	13	15		7
Zion-Benton		103			2	19	2			7		82	46	
<b>Total Loaned:</b>	<b>145</b>	<b>3,076</b>	<b>682</b>	<b>1,947</b>	<b>6,584</b>	<b>3,486</b>	<b>3,396</b>	<b>458</b>	<b>701</b>	<b>7,815</b>	<b>409</b>	<b>5,996</b>	<b>7,394</b>	<b>435</b>

**North Suburban Library System  
Reciprocal Borrowing Program  
February 2000**

	McHenry	McH-Nunda	Morton Grov	Mt. Prospect	Niles	Northbrook	North Chgo	Palatine	Park Ridge	Prospect Hts	Ring Mdws	Round Lk	Schaumburg	Skokie
Algonquin	13			7	1			100			22		490	
Antioch	6				5	26			2			86	9	1
Arlington Heights			2	615	53	60		726	77		813	18	611	50
Barrington	1		2	28	8	20		3,989	97		78	2	1,439	
Cary	27			3		4			6			1	94	2
Cook Memorial				27	34	125	67	25	5		2	34	99	4
Crystal Lake	24			13		3		76	1			6	239	
Deerfield			22	10	199	1,195		6	1				56	109
Des Plaines			76	895	454	61		155	667		95		239	160
Dundee	3			2				82			17		725	10
Ela			1	14	30	43		592	5		1	9	121	
Elk Grove				22	8	1		42	15				852	3
Evanston			206	9	93	249		2	61		18		51	2,535
Fox Lake	51	10		8				23				958	39	
Fox River Grove													2	1
Fremont				3		140		22	16			66	42	4
Gail Borden				23	2	6		79			92		2,372	4
Glencoe				3	1	414			6					31
Glenview			264	49	605	2,122		20	81		4		35	292
Grayslake			2	5		53		42	2		29	596	12	4
Highland Park				9	4	460		1	3				14	124
Highwood						45							11	25
Huntley	4							40	8		1	3	243	3
Indian Trails				175	141	598		534	32		22	3	207	95
Lake Bluff				2		12							2	1
Lake Forest				2	2	125		1	1				9	69
Lake Villa	11		6	5	15	47		16	16			795	42	10
Lincolnwood			71	1	88	18			31				2	2,009
McHenry		26						55	2			13	67	
McHenry-Nunda	363										5	1	18	
Morton Grove				13	2,327	43			76				28	3,301
Mt. Prospect					194	44		77	59		158		314	46
Niles			108	94		193		38	1,018		25		50	1,104
Northbrook				14	74			94			13	65	17	199
North Chicago				6					39				5	4
Palatine			4	64	16	25			27				3,872	25
Park Ridge			25	54	1,152	29		39			36		51	211
Prospect Heights			28	229	40	64		85	50		26	2	45	47
Rolling Meadows			4	65	39	11		858					795	
Round Lake	7			6	1	5							12	
Schaumburg			3	137	3	52		314	14		266	3		20
Skokie			1,623	9	425	66		46	113		3	1	86	
Vernon				31	29	455		343	83		40	6	43	96
Warren-Newport			2	68		8		2	11			83	14	10
Wauconda	38			14		7		167			7	71	73	
Waukegan			5	2		40	39	1				8	22	49
Wilmette			41	14	136	262		2	24				44	719
Winnetka-Northfield				2	13	660			2					59
Zion-Benton						4	5					32	5	
<b>Total Loaned:</b>	<b>548</b>	<b>36</b>	<b>2,495</b>	<b>2,752</b>	<b>6,192</b>	<b>7,795</b>	<b>111</b>	<b>8,694</b>	<b>2,651</b>	<b>0</b>	<b>3,759</b>	<b>2,862</b>	<b>13,618</b>	<b>11,436</b>



North Suburban Library System  
 Reciprocal Borrowing Program  
 February 2000

	Vernon	Warm-Newp	Wauconda	Waukegan	Wilmette	Wintka-Nrthf	Zion-Benton	Total Borrowed	Total Loaned	Loan-Borrow
Algonquin	2	1						3,479	4,462	983
Antioch	5	195						3,196	725	-2471
Arlington Heights	221		32		35	22		6,362	4,853	-1509
Barrington	82	9	1,048	3	3	6		12,728	6,420	-6308
Cary	38		162					3,567	242	-3325
Cook Memorial	9,877	450	57	50	15	27	40	14,524	14,124	-400
Crystal Lake	26		35		10			976	3,825	2849
Deerfield	442	5		18	11	4		3,071	2,124	-947
Des Plaines	10		4		1			3,694	7,571	3877
Dundee			2		2		1	5,048	933	-4115
Ela	922	22	257	12	7	5	2	3,614	8,357	4743
Elk Grove	17				1			1,115	2,025	910
Evanston	27	2		27	2,890	552		7,795	2,800	-4995
Fox Lake	33	12	229	12				2,734	586	-2148
Fox River Grove			1					1,511	145	-1366
Fremont	767	111	1,247	112	9	11		9,632	3,076	-6556
Gall Borden					1			3,100	682	-2418
Glencoe					144	505		1,516	1,947	431
Glenview	70			1	377	122	8	4,390	6,584	2194
Grayslake	213	675	23	35	2		7	4,624	3,486	-1138
Highland Park	126	4		12	58	67		2,813	3,396	583
Highwood	20							882	458	-424
Huntley	18			3				1,619	701	-918
Indian Trails	7,201	3	2	8	18	19	1	11,268	7,815	-3453
Lake Bluff	13	30		18	3	3		4,415	409	-4006
Lake Forest	417	37		2	8	31		1,726	5,996	4270
Lake Villa	48	971	20	83	8	5	9	3,784	7,394	3610
Lincolnwood		2		2	2	2		2,315	435	-1880
McHenry	80		597					2,051	548	-1503
McHenry-Nunda	20		374					804	36	-768
Morton Grove				1	110	31		6,864	2,495	-4369
Mt. Prospect	1				6			3,018	2,752	-266
Niles	62	2			25			8,861	6,192	-2669
Northbrook	65	7			72	133	10	2,182	7,795	5613
North Chicago	29	785		548			3	2,999	111	-2888
Palatine	46		44			1		7,880	8,694	814
Park Ridge	8				15			3,719	2,651	-1068
Prospect Heights	37				2	1		3,860	0	-3860
Rolling Meadows								2,282	3,759	1477
Round Lake	18	117	68	14	1	8	12	2,069	2,862	793
Schaumburg	75	6		3	28			2,247	13,618	11371
Skokie	3	4		9	332	123		4,498	11,436	6938
Vernon		24	18	40	6	6		5,289	21,351	16062
Warren-Newport	158		12	656		5		7,502	10,859	3357
Wauconda	60	14		2		7		1,652	4,234	2582
Waukegan	80	6,045				3	489	8,307	2,624	-5683
Wilmette	6	2	2	11		814		4,078	4,872	794
Winnetka-Northfiel				1	670			3,077	2,526	-551
Zion-Benton	8	1,324		941		13		2,831	582	-2249
<b>Total Loaned:</b>	<b>21,351</b>	<b>10,859</b>	<b>4,234</b>	<b>2,624</b>	<b>4,872</b>	<b>2,526</b>	<b>582</b>	<b>211,568</b>	<b>211,568</b>	

# Des Plaines Public Library

## FF&E Budget

March 21, 2000

### Projected Expenses

	Current Projected Project Budget Expense		Future Capital Improvement Expense	Total
<b><u>PROFESSIONAL SERVICE COSTS</u></b>				
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
Kinetic Sculpture Connection Engineering	\$2,000.00		\$0.00	\$2,000.00
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	\$208,300.00		\$0.00	\$208,300.00

### FIXTURES, FURNISHINGS AND EQUIPMENT

#### Fixtures

Specialty Int. (see page 2)	\$139,706.10		\$150,000.00	\$289,706.10
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#### Furniture

Corporate Concepts (Knoll)	\$522,752.84	a	\$0.00	\$522,752.84
Library Bureau Steel (Shelving)	\$117,006.93	a	\$0.00	\$117,006.93
Henricksen (Misc.)	\$470,300.81	a	\$0.00	\$470,300.81
Book Drops	Inc. in Henricksen	a	\$0.00	\$0.00
Reference Desks	inc. in Corp Concepts	a	\$0.00	\$0.00
Misc. Furniture items	inc in Henricksen	a	\$18,900.00	\$18,900.00

#### Equipment

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

#### Services

Move (includes technical move costs)	\$48,880.00	a	\$0.00	\$48,880.00
Subtotal	\$1,861,896.68		\$716,400.00	\$2,378,296.68

**SUBTOTAL PROF. SERV. & FF&E** **\$1,870,196.68** **\$2,586,596.68**

Contingency (5%) over all FF&E \$93,509.83 \$129,329.83

Additional Funds Available \$590,268.49

TOTAL CONTIGENCY AVAILABLE \$683,778.32

QPL CHANGE ORDERS (See Breakdown Bldg.) \$391,913.44 \$391,913.44

ADJUSTED SBTL PROF. SERV. & FF&E \$2,262,110.12

TOTAL CONTIGENCY REMAINING \$291,864.88

**TOTAL CURRENT COST** **\$2,553,975.00**

**TOTAL OVERALL PROJECT COST** **\$3,107,839.95**

# Des Plaines Public Library

	Current Projected Project Budget Expense	Future Capital Improvement Expense	Total
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## Special Interiors breakdown

Fish Tank	\$11,092.76 a	\$0.00	\$11,092.76
Boat	\$22,957.34 a	\$0.00	\$22,957.34
Display/Posters	\$8,000.00	\$0.00	\$8,000.00
Poetry Corner	\$4,000.00	\$0.00	\$4,000.00
Banners	\$9,741.00 a	\$0.00	\$9,741.00
Second Floor Mural	\$0.00	\$35,000.00	\$35,000.00
3rd and 4th Floor art pieces	\$0.00	\$40,000.00	\$40,000.00
Kinetic Sculpture	\$0.00	\$75,000.00	\$75,000.00
Heritage Room	\$83,915.00 p	\$0.00	\$83,915.00
Subtotal	\$139,708.10	\$150,000.00	\$289,708.10

## Computers / IT / Electrical breakdown

Electrical Hookup	\$0.00 e	\$0.00	\$0.00
IT Cable Hookup	\$0.00 e	\$0.00	\$0.00
Computer room	\$35,000.00 c	\$0.00	\$35,000.00
Data network	\$38,000.00 c	\$0.00	\$38,000.00
PC's	\$100,000.00 c	\$400,000.00	\$500,000.00
Subtotal	\$171,000.00	\$400,000.00	\$571,000.00

## Furniture Contracts

Corporate Concepts Base Contract - Knol	\$522,752.84
Corporate Concepts C/O #1	\$108,438.54
Corporate Concepts C/O #2	\$2,146.18

Total for Corporate Concepts: \$831,335.56 a

Library Bureau Steel Base Contract - Shel	\$117,088.93
Library Bureau Steel C/O #1	\$11,500.72
Library Bureau Steel C/O #2	\$2,500.00
Library Bureau Steel C/O #3	\$0.00

Total for Library Bureau Steel: \$131,089.65 a

Henricksen Base Contract- Misc. Items	\$470,300.81
Henricksen C/O # 1	\$118,258.72
Henricksen C/O # 2	\$28,915.00
Henricksen C/O # 3	\$3,592.57

Total for Henricksen \$819,065.10 a

Total Furniture Base Contracts	\$1,110,120.58
Total Furniture C/O to date	\$271,347.73

**TOTAL FURNITURE COST TO DATE** \$1,381,468.31

## DPL CHANGE ORDERS (items not budgeted for)

Furniture C/O's (See Breakdown Above)	\$271,347.73 a
Change book drop type	(\$1,917.00) a
Remove cabinets at room 304	(\$3,495.00) a
Add swing gates at checkout counters	\$1,244.00 a
Various elect. changes (rms. 205, 304 & 308)	\$1,414.00 a
AV Closets in rm. 105	\$8,338.00 a
Stair #1 corridor (rm. 115A)	\$4,827.00 a
Lilly Pad carpet tile pattern	\$9,487.21 p
Elect/Data Poke throughs	\$50,000.00 p
Additional safety sensors at sliding drs.	\$887.50 a

28730.91

Boat, Banners  
+ 32,698.34

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# Des Plaines Public Library

Security hardware changes	\$50,000.00	p
TOTAL C/O's	<hr/>	
	\$391,813.44	

# Des Plaines Public Library

## HERITAGE ROOM

Henricksen Furniture - see furniture breakdown above C/O #2	a	
Leopardo Const.		\$83,915.00 p
<hr/>		
Total Cost		\$83,915.00
Amount originally budgeted (approx.)		\$50,000.00
<hr/>		
Net Difference		(\$33,915.00)

## STAIR #1

Lohan Associates		\$1,500.00 p
Leopardo Construction		\$3,327.00 a
<hr/>		
Total Cost		\$4,827.00 p

## Fish Tank

Leopardo Construction		\$5,942.76 p
Aquarium		\$5,150.00 p
<hr/>		
Total Cost		\$11,092.76 p
Amount originally budgeted		\$8,500.00
<hr/>		
Net Difference		(\$2,592.76)

## Boat

Boat and Crows nest const.		\$21,005.34
Prorated General Conditions		\$1,952.00
<hr/>		
Total Cost		\$22,957.34
Amount originally budgeted		\$15,500.00
<hr/>		
Net Difference		(\$7,457.34)

## Banners

Banner Fabrication		\$8,911.00
Prorated General Conditions		\$830.00
<hr/>		
Total Cost		\$9,741.00
Amount originally budgeted		\$10,000.00
<hr/>		
Net Difference		\$259.00

# 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

<b>Brick sale / Donations</b>	
-Brick Sales to date (11/09/99)	\$63,975.00
-Donations to date (11/09/99)	\$8,500.00
-Anticipated Donations	\$41,500.00
-Anticipated Heritage Room Donation	\$50,000.00

Poss. sign allow. in base contract	\$20,000.00
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<b>DPL operating Revenue</b>	
-Professional consulting 1998	\$10,000.00
-Professional consulting 1999	\$15,000.00
-Professional consulting 2000	\$25,000.00
-Computers 1999	\$50,000.00
-Computers 2000	\$100,000.00
-Per Capita Grant 2000	\$20,000.00

**TOTAL REVENUE** **\$2,553,975.00**

**CURRENT PROJECT BUDGET** **\$2,553,975.00**

**NET DIFFERENCE** **\$0.00**

### Foot Notes

- a Actual contracted cost not an estimated expense
- b From Lohan Furniture Estimate
- c From ESD CTIT report
- d Projected Revenue - not yet determined
- e In base construction contract
- p Pending cost not yet contracted for

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## MEMORANDUM

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**TO:** SANDRA  
**FROM:** HECTOR  
**SUBJECT:** TELEPHONE SYSTEM  
**DATE:** 3/21/2000

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All the following three vendors are highly advanced in telecommunications support and extremely reputable in the industry. System features specified by Des Plaines Public Library are standard features on all of the listed systems including:

- E911 Compliance
- Expandable and compatible to support other Sub-Systems
- Primary Rate Interface (PRI)
- Voice Messaging System
- Speaker Phones
- Caller ID
- Training

Vendor	Model	Price	Warranty Parts & Labor	Staff Choice	Market Share
Nortel	Meridian Norstar	\$ 35,975.00	1 yr.	YES	32,4 %
Lucent	Merlin/ Magix	\$ 65,709.40	1 yr.	NON	20,4 %
InterTel	Axxess	\$ 52,752.00	N/A	NON	5,2 %

Northern Telecom adopted the brand name Nortel in 1995. The company has been in the industry since 1895. Nortel is the dominant manufacturer of telecommunications equipment. The system is capable of supporting Interactive Voice Response (IVR), wireless connections, and is compatible with our Novell System for Computer Telephony Integration (CTI).

Based on price consideration, Nortel is the lowest price. Waukegan and Skokie Public Libraries recommended this system. Finally, our staff liked the Nortel demonstration.

For these reasons, I highly recommend NORTEL be our choice for the telephone system.

6030

WEB DESIGN SERVICES

Des Plaines Public Library  
Interoffice Memorandum

To: Sandra Norlin  
From: Leslie Steiner  
Date: March 20, 2000  
Re: Proposals from Web Design Consultants

Three Des Plaines based companies were invited to submit proposals on our Web site redesign. They are Graphic Solutions, Ornberg & Associates, and Task Performance Group..

Ornberg & Associates decided not to submit a proposal due to other commitments in other areas. Proposals were received from Graphic Solutions/BellCow and Task Performance Group.

Both companies have excellent references and are very professional in their presentation and performance. (I have looked at Web sites created by both and at a sample disk submitted by Task Performance Group.)

Their proposals are broken down differently, but I prepared a general comparative breakdown on the attached table. (I have also attached their pricing summaries for your review. Please note that Task Performance Group has also submitted a notebook and a disk, which I have in my office, should you wish to review them.)

Based on the attached price comparison and our previous experience working with Graphic Solutions and BellCow, I recommend that we contract with Graphic Solutions/Bell Cow, as a Web design consultant. (Please note that Graphic Solutions and BellCow, Inc. have also developed a staff Intranet for one of their clients, something we would like to develop in the near future.)





## Comparison of proposals for Web redesign

	Graphic Solutions/BellCow	Task Performance Group
Graphic design of Web site	\$4,500 Includes 1-2 renditions for home page, second level page and navigation bar <i>30 hrs</i>	\$ 9,990 Would present different themes and library staff can choose
Developing templates, conversion to Web graphics	\$2,240 Includes conversion of Site Design to Web graphics and html templates; templates and initial Web pages will be created using the library's editing software of choice <i>16 hrs</i>	\$ 5,500 Developing template and theme; will be developed after design so the next pages and sub sites follow the same theme
Developing site	\$2,400 (or \$480 if library Webmaster does this) Incorporate existing Web content into new design; modify content, incorporate new templates and apply specific graphics designed for individual page <i>20/4 hrs</i>	\$ 8,000 Developing site, including one main site and two to three sub sites and search site
Developing Interactive components	\$1,920 Developing interactive forms, access to changing components, incorporation of a site search component based on the development tool the library chooses to work with to maintain the site. Cost estimate is based on library taking advantage of services currently offered on NorthStarNet's server, as well as advanced Web editors (FrontPage, Dreamweaver, Adobe Go Live) <i>12-hrs</i>	
Developing secondary pages		\$15,000
Developing content pages		\$ 1,500
Training	\$800/day estimated at <u>one day</u>	\$ 5,000
Templates and tools		\$ 3,000
Estimated totals:	<b>\$11,860 (or \$9,940)</b>	<b>\$47,990.</b>

0311

**GRAPHIC SOLUTIONS**  
inc-chgo

701 Lee St  
Suite 795  
Des Plaines, IL  
60016  
fax: 847-699-1668

847-699-1663

March 13, 2000

Ms. Leslie Steiner  
Head of Public Information Services  
Des Plaines Public Library  
841 Graceland Avenue  
Des Plaines, IL 60016-6472

Dear Leslie,

BellCow, Inc. and Graphic Solutions inc-chgo, working in partnership, provide the following proposal for consideration in redesign of Des Plaines Public Library's Web site.

**Step 1: Site Design (Graphic Solutions)**

Develop site graphics design signature to reflect the library's overall design goals, providing a clean and intuitive interface. This design would include all graphic components needed for the design theme and uniform navigation aids throughout the site.

Prior to incorporation of the graphics signature into Web-ready images and HTML templates, approval of the design by the library would be required. Development of additional renditions would be billable (if resulting in project hours exceeding the cost budget).

Estimated times (includes 1-2 renditions per):

Home page, 20 hours

Second Level page, 10 hours

Navigation Bar, 6 hours

(Additional levels of pages, 6 hours ea.; additional graphic elements or animation 4-10 hours ea)

Cost: 36 hrs @ \$125/hr = \$4500

**Step 2: Conversion of Site Design to Web Graphics and HTML Templates (BellCow, Inc.)**

Convert Photoshop composite files into Web-ready images and HTML templates. All images will be compressed to minimize file transfer time. Images in the navigation structure will include mouse-over image changes to increase site interactivity. The HTML templates will include the javascript code necessary to support this level of interactivity. All templates will be documented for ease of future development.

Site structure including file and folder layout, file naming conventions, and standards for ADA (Americans with Disabilities Act) compliance will be including in the development of templates.

Prior to development of the templates we will meet with the Web site management team to determine what editing software is preferred for site-management and future development. Templates and initial Web pages will be created using the library's editing software of choice.

Cost: 16 hrs @ \$140/hr = \$2,240



page 2 of 3

**Step 3: Incorporate Existing Web Content into New Design (BellCow, Inc.)**

Import existing Web content into Web pages using the new templates and site structure. Current content represents approximately 40 pages. Page migration is estimated at 1/2 hour per page to modify content formatting, incorporate new templates and apply specific graphics designed for individual page.

NOTE: The library may choose to have internal staff convert existing content into the new template. If this is the case, only a few pages would need to be converted prior to staff taking over that task. If this approach is desired, contract time could be budgeted as 4 hours instead of the 20 hours shown.

Cost: 20 hrs @ \$120/hr = \$2,400

4 X 120 = \$ 480

2,400  
- 480  
-----  
1,920

**Step 4: Develop Interactive Components (BellCow, Inc.)**

Interactive forms, access to changing components and incorporation of a Site Search component should be developed based on the development tool the library chooses to work with to maintain the site. Whether these components use cgi scripting or FrontPage components can be determined by the library when we meet to discuss the alternative methods for implementation. The cost estimate provided is based on the library taking advantage of services currently offered on NorthStarNet's server, as well as advanced Web editors (e.g. FrontPage, Dreamweaver, or Adobe Go Live).

Cost: 12 hrs @ \$160/hr = \$1,920

**Step 5: Staff Training and Site Turnover (BellCow, Inc.)**

In order to provide the library with a Web site that can be maintained and enhanced in the future, staff responsible for maintaining the content would benefit from training to review the graphics design elements, HTML templates, site guidelines and standards, and use of the Web editing tool endorsed by the library. It should be possible to augment existing NSLS workshops with specialized topics specific to Des Plaines Public Library's Web site.

Cost: 1 day @ \$800/day = \$800

Total Budget (for all identified steps): \$11,860

- 1920  
-----  
\$ 9,940



page 3 of 3

### Ongoing Maintenance

Once the redesigned site is launched, library staff will be able to provide ongoing support and maintenance. However, we have found some clients wishing to continue contracting for ongoing development, to supplement development of pages internally. The following table is provided for your reference:

Graphic design	\$125/hr
Programming, database design	\$160/hour
Ongoing update/maintenance of text-based Web pages (billed in 15 minute increments)	\$120/hour

The following Web sites and references may be helpful in evaluating our proposal. We would be happy to provide additional references, upon request.

Alice Calabrese, Chicago Library System (312) 341-8500  
Development of Vendor Fair Web site for the Illinois State Library, CLS and NILRC  
<http://www.chilibsys.org/VendorFair>

Sarah Ann Long, ALA President (847) 459-1300  
Development of Sarah Ann Long's Web site as American Libraries Association President  
<http://www.sarahlong.org>

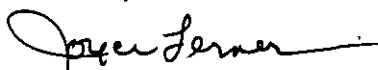
Mary Witt, Membership Services, North Suburban Library System (847) 459-1300  
Development of online member directory and report processing for members  
<http://susi.nslsilus.org>

Chicago Botanic Garden  
Funded through a state grant, this site offers database searching for Illinois plant.  
<http://bestplants.chicago-botanic.org>

!!  
Karen Widi, Skidmore, Owings & Merrill LLP (312) 360-4660  
Development of Library Intranet site design (not accessible externally)

Leslie, we would welcome the chance to meet with you to discuss the above. Thank you for your consideration and the opportunity to bid on your project.

Sincerely,

  
Joyce Lerner, President  
Graphic Solutions inc-chgo



**TASK PERFORMANCE GROUP, INC.**

3158 River Road, Des Plaines, IL 60018 USA  
Phone: (847) 390-7300 Fax: (847) 390-7343  
Web-site: [www.taskperformance.com](http://www.taskperformance.com)  
E-mail: [tpg@taskperformance.com](mailto:tpg@taskperformance.com)

March 15, 2000  
Des Plaines Public Library  
841 Geaceland AV.  
Des Plaines, IL, 60016-6472

Quotation: Cost for the development of library web site

S/N	Item and Discription	Cost
1	Design of website This include graphics and look and feel of web site	\$9,990.00
2	Developing Template and Theme This will be develop after design so that next Pages and sub sits follow the same theme	\$5,500.00
3	Developing Site Which include one main site and some two three sub sites and search site.	\$8,000.00
4	Developing Secondray pages	\$15,000.00
5	Developing content pages	\$1,500.00
6	Training	\$5,000.00
7	Templates and Tools	\$3,000.00
	Total	\$47,990.00

- 1 Request for information from TPG to librarian must be satisfied within one business day.
- 2 Project cost is calculated on the requirements provided by library and any amendments in the requirement will be required additional charges.
- 3 Proposal does not contain any software, hardware and network cost.
- 4 Catalog will be integrated with the web site as soon as it will be available on the web by the company CCS. As they have mentioned in their site

If selected, we understand any award is subject to successful negotiation of terms and conditions including, but not limited to, price and exceptions taken.

Sincerely

Mushtaq H. Merchant, President

0315

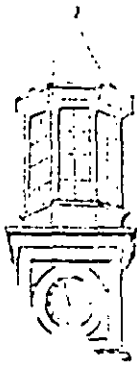
October 19, 1993 - Executive Session

Susan Burrows reported that she is a co-executor of an estate where the owner of a large doll collection died recently. The party's husband wants to keep this collection together and not break it up or sell it.

It was discussed that the Des Plaines Mall property having 114,00 sq ft of space and the library would need only 80,000 sq ft if they were to acquire this property.

Doll collection could be housed in 4-6,000 sq ft, would be self sustaining, self funded by trust. It could be a large draw to the City of Des Plaines of people from all over the midwest because of size and uniqueness of this collection.

Library Board in agreement that President McConnell write a letter to widower of owner of doll collection to investigate possibility of setting up this collection if the Library were to acquire the Mall for purposes of moving the Library there.



# DES PLAINES PUBLIC LIBRARY

501 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-0472

## BOARD OF TRUSTEES Minutes of the Executive Session April 18, 1995

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, April 18, 1995. President Sarah McConnell called the meeting to order at 10:00 PM.

Members Present: Inara Brubaker, John Burke, Susan Burrows, Sarah McConnell, William Prentice, Betty Ritter, John Scarsi, Michael Schnell, William Vedral.

Also present: Administrator Sandra Norlin, Nancy Peterson

### ACQUISITION OF REAL PROPERTY

Sandra Norlin has contacted MacDonald and MacDonald to negotiate for purchase of property owned by Steve Smuk. In response to a letter from Gregory MacDonald, the Board discussed what they felt were reasonable offers, based on the most recent appraisal of the property.

Other issues in the letter that need to be considered:

Zoning - Library does not follow normal zoning regulations

Parking - City Ordinance states that a very low amount is needed

Permits - The City bonds the Library. Contingent upon successful referendum and bond

Utilities - Location of lines

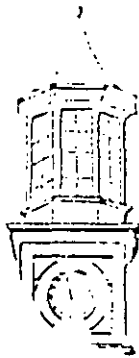
Purchase Price - Initial - \$600,000

Highest - Wait for counter offer

The meeting adjourned at 10:22 PM.

Minutes prepared by Sandra K. Norlin.

0317



# DES PLAINES PUBLIC LIBRARY

501 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60018-0472

XVIII

## BOARD OF TRUSTEES Minutes of the Executive Session May 16, 1995

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, May 16, 1995. President Sarah McConnell called the meeting to order at 9:25 PM.

Members Present: Inara Brubaker, John Burke, Susan Burrows, Sarah McConnell, William Prentice, Betty Ritter, John Scarsi, Michael Schnell, William Vedral.

Also present: Administrator Sandra Norlin, Nancy Peterson

### ACQUISITION OF REAL PROPERTY

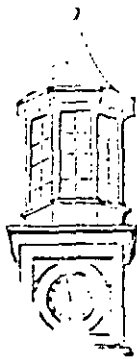
Sarah McConnell asked for permission to sign an offer to purchase and promissory note for earnest money to purchase land. Board agreed and will vote out of executive session.

Susan Burrows reported on the UFDC's interest in housing their research collection in the Library and eventually moving their entire office to Des Plaines. Board discussed possibility of leased space in the new building or the lease of the old building upon a successful referendum. The UFDC are presently occupying a space of 7' x 10' for research. The board agreed to offer UFDC the use of the small mezzanine room.

The meeting adjourned at 10:00 PM.

Minutes prepared by Nancy Peterson.





# DES PLAINES PUBLIC LIBRARY

511 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-0472

XVII

## BOARD OF TRUSTEES Minutes of the Executive Session June 20, 1995

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, June 20, 1995. President Sarah McConnell called the meeting to order at 9:47 PM.

Members Present: Inara Brubaker, John Burke, Susan Burrows, Sarah McConnell, William Prentice, Betty Ritter, John Scarsi, Michael Schnell, William Vedral.

Also present: Administrator Sandra Norlin, Nancy Peterson, Dave Phillips, Anthony Oliver.

### ACQUISITION OF REAL PROPERTY

Sandra Norlin has contacted MacDonald and MacDonald for a report on the property owned by Steve Smuk. They are waiting for a counter offer from Mr. Smuk.

Board agreed and will vote out of executive session for Sandra Norlin to obtain an appraisal for the Library building based on fair market value and fair rental value for office space.

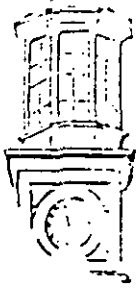
### RESOLUTION FOR A NEW LIBRARY BUILDING

Board agreed to the following changes to the wording of the resolution and will vote out of executive session:

Building Cost	\$11,558,334.00
Property Acquisition and Site Preparation	1,430,000.00
Professional Fees	1,169,333.00
Contingency	842,333.00
Total	\$15,000,000.00

The meeting adjourned at 11:00 PM.

Minutes prepared by Nancy Peterson.



DES PLAINES  
PUBLIC LIBRARY

341 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60018-6472

BOARD OF TRUSTEES  
Minutes of the Executive Session  
August 15, 1995

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, August 15, 1995. President Sarah McConnell called the meeting to order at 10:00 PM.

Members Present: Inara Brubaker, John Burke, Susan Burrows, Sarah McConnell, William Prentice, Betty Ritter, Michael Schnell, William Vedral.

Members Absent: John Scarsi.

Also present: Administrator Sandra Norlin, Nancy Peterson

EXECUTIVE SESSION MINUTES

Motion by Michael Schnell, seconded by Eldon Burk, to approve the July 18, 1995 Executive Session Minutes. Vote: Ayes: All. Nays: None. MOTION CARRIED.

PURCHASE OR LEASE OF REAL PROPERTY

Sarah McConnell reported on a letter received from MacDonald and MacDonald regarding the purchase of Mr. Smuk's property. Mr. Smuk countered the library's offer of \$600,000.00 for the property with a purchase price of \$800,000.00.

It was agreed that Sandra Norlin is to acquire information.

Motion by Inara Brubaker, seconded by Betty Ritter to adjourn the executive session and to reconvene to open, regular session.

The meeting adjourned at 10:35 PM.

Minutes prepared by Nancy Peterson.

0320



DES PLAINES  
PUBLIC LIBRARY  
911 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60018-6472

XVI

BOARD OF TRUSTEES  
Minutes of the Executive Session  
October 30, 1995

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Monday, October 30, 1995. President Sarah McConnell called the meeting to order at 5:40 PM.

Members Present: Inara Brubaker, John Burke, Susan Burrows, Sarah McConnell, William Prentice, Betty Ritter, Michael Schnell.

Members Absent: Eldon Burk, John Scarsi.

Also present: Administrator Sandra Norlin, Nancy Peterson.

PURCHASE OR LEASE OF REAL PROPERTY

Sarah McConnell reported that Margaret Moehling approached her and John Burke on October 26, 1995 asking if the Library Board was interested in purchasing the Immanuel Lutheran School property. The price is over one million dollars and the property is 72,000 square feet. Immanuel Lutheran is interested in purchasing the Woolworth property currently for sale.

The Board agreed and will vote out of executive session to have the Board of Trustees Officers continue discussions concerning the purchase of the land.

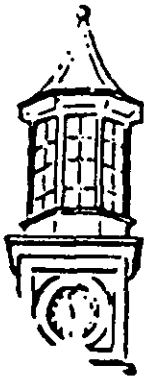
MOTION

by Inara Brubaker, seconded by Betty Ritter to adjourn the executive session and to reconvene in open, regular session.

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

The meeting adjourned at 5:55 PM.

Minutes prepared by Nancy Peterson.



DES PLAINES  
PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES  
Minutes of the Executive Session  
January 16, 1996

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, January 16, 1996. President Sarah McConnell called the meeting to order at 9:55 PM.

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

Members Absent: Eldon Burk, Susan Burrows, William Prentice.

Also present: Sandra Norlin, Martha Sloan, Nancy Peterson

EXECUTIVE SESSION MINUTES

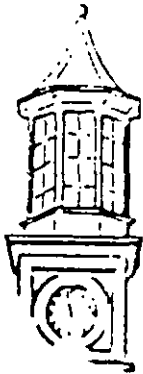
The Board agreed and will vote out of Executive Session to approve the December 19, 1995 minutes and to keep the executive session minutes currently on file closed to public inspection.

Motion by Betty Ritter, seconded by Inara Brubaker to adjourn the executive session and to reconvene to open, regular session.

The meeting adjourned at 10:00 PM.

Minutes prepared by Nancy Peterson.





DES PLAINES  
PUBLIC LIBRARY

541 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-0472

BOARD OF TRUSTEES  
Minutes of the Executive Session  
March 19, 1996

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, March 19, 1996. President Sarah McConnell called the meeting to order at 9:21 PM.

Members Present: Inara Brubaker, Eldon Burk, John Burke, Susan Burrows, John Ciborowski, Sarah McConnell, William Prentice, Betty Ritter, John Scarsi.

Members Absent: None

Also present: Sandra Norlin, Martha Sloan, Nancy Peterson

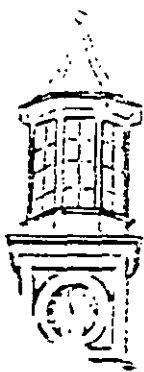
EXECUTIVE SESSION MINUTES

The Board agreed and will vote out of Executive Session to approve the February 20, 1996 and February 27, 1996 minutes as written.

MOTION by Inara Brubaker, seconded by Susan Burrows to adjourn the executive session and to reconvene to open, regular session.

The meeting adjourned at 9:24 PM.

Minutes prepared by Nancy Peterson:



DES PLAINES  
PUBLIC LIBRARY

510 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60018-5672

BOARD OF TRUSTEES  
Minutes of the Executive Session  
August 20, 1996

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, August 20, 1996. President John Burke called the meeting to order at 10:42 PM.

Members Present: Inara Brubaker, Eldon Burk, John Burke, Susan Burrows, Sarah McConnell, William Prentice, John Scarsi.

Members Absent: John Ciborowski, Betty Ritter.

Also present: Sandra Norlin, Nancy Peterson, Martha Sloan.

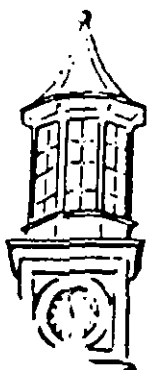
EXECUTIVE SESSION MINUTES

The Board reviewed the list of minutes of executive sessions and agreed to vote out of Executive Session to keep the executive session minutes currently on file closed to public inspection.

MOTION by Eldon Burk, seconded by Sarah McConnell, to adjourn the executive session and to reconvene to open, regular session.

The meeting adjourned at 10:25 PM.

Minutes prepared by Nancy Peterson.



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## BOARD OF TRUSTEES Minutes of the Executive Session December 17, 1996

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, December 17, 1996. President John Burke called the meeting to order at 9:30 PM.

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

Members Absent: John Ciborowski.

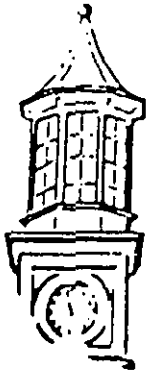
### EXECUTIVE SESSION MINUTES

John Burke reported that the Administrator Evaluation Committee met and discussed Library Administrator Sandra Norlin's annual evaluation. The Committee recommends the postponement of the evaluation until the January 1997 Regular Board Meeting. Everyone agreed.

The meeting adjourned at 9:50 PM.

Minutes prepared by Nancy Peterson.





DES PLAINES  
PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES  
Minutes of the Executive Session  
July 15, 1997

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, July 15, 1997. President John Burke called the meeting to order at 9:50 PM.

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

Members Absent: Sarah McConnell, John Scarsi, Ellen Yearwood.

Also present: Sandra Norlin, Nancy Peterson, Martha Sloan.

EXECUTIVE SESSION MINUTES

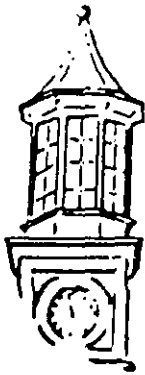
The Trustees reviewed the list of minutes of executive sessions and agreed to vote out of Executive Session to keep the executive session minutes currently on file closed to public inspection.

John Burke reported on his discussions with LR Developers regarding the Des Plaines Mall property. LR Developers is currently discussing possibilities with City Officials for the Library to be placed in the downtown area.

MOTION by Eldon Burk, seconded by Betty Ritter, to adjourn the executive session and to reconvene to open, regular session.

The meeting adjourned at 9:56 PM.

Minutes prepared by Nancy Peterson



DES PLAINES  
PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES  
Minutes of the Executive Session  
August 19, 1997

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, August 19, 1997. President John Burke called the meeting to order at 9:15 PM.

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

Members Absent: John Ciborowski.

Also present: Sandra Norlin, Nancy Peterson, Martha Sloan.

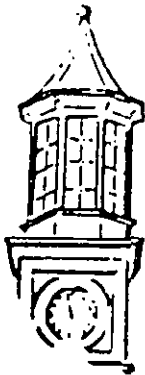
EXECUTIVE SESSION MINUTES

John Burke reported on his discussions with LR Developers regarding the Des Plaines downtown redevelopment. The Trustees unanimously agreed to support the concept of the library in the downtown redevelopment area and asked John Burke to continue his discussions with City Officials and LR Developers.

MOTION by Eldon Burk, seconded by John Scarsi, to adjourn the executive session and to reconvene to open, regular session.

The meeting adjourned at 9:42 PM.

Minutes prepared by Nancy Peterson.



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## BOARD OF TRUSTEES Minutes of the Executive Session September 16, 1997

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, September 16, 1997. President John Burke called the meeting to order at 9:40 PM.

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

Members Absent: John Scarsi.

Also present: Sandra Norlin, Nancy Peterson, Martha Sloan.

### EXECUTIVE SESSION MINUTES

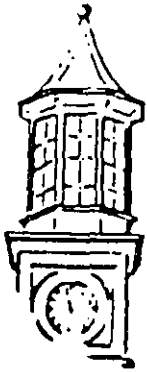
John Burke reported on his continuing discussions with LR Developers regarding the Des Plaines downtown redevelopment. LR Developers is in the process of developing a site plan.

**MOTION** by Inara Brubaker, seconded by Betty Ritter, to adjourn the executive session and to reconvene to open, regular session.

The meeting adjourned at 10:02 PM.

Minutes prepared by Nancy Peterson.

0328



DES PLAINES  
PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES  
Minutes of the Executive Session  
October 21, 1997

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, October 21, 1997. President John Burke called the meeting to order at 9:15 PM.

Members Present: Eldon Burk, John Burke, John Ciborowski, Sarah McConnell, Betty Ritter, Ellen Yearwood..

Members Absent: Inara Brubaker, Susan Burrows, John Scarsi.

Also present: Sandra Norlin, Nancy Peterson, Martha Sloan.

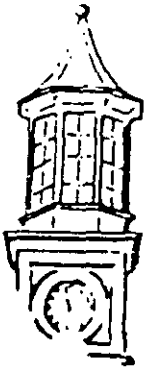
EXECUTIVE SESSION MINUTES

John Burke reported on his continuing discussions with LR Developers regarding the Des Plaines downtown redevelopment and presented the latest renderings of the downtown area. John Burke, Sandra Norlin and Anthony Oliver of CCS/Owner Services will meet with Wally Douthwaite, City Manager, tomorrow morning to discuss the details and logistics. John Burke asked the Trustees for their thoughts and questions.

MOTION by Eldon Burk, seconded by Ellen Yearwood, to adjourn the executive session and to reconvene to open, regular session.

The meeting adjourned at 10:10 PM.

Minutes prepared by Nancy Peterson.



DES PLAINES  
PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES  
Minutes of the Executive Session  
November 18, 1997

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, November 18, 1997. President John Burke called the meeting to order at 8:30 PM.

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

Members Absent: John Ciborowski.

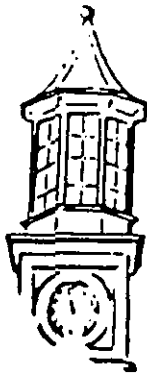
Also present: Sandra Norlin, Nancy Peterson, Martha Sloan.

EXECUTIVE SESSION MINUTES

John Burke reported on the progress with the City Council and LR Developers regarding the Des Plaines downtown redevelopment. John Burke reported that the City requested information about Lohan Associates, the Library's chosen architect. The Trustees agreed to have John Burke and Sandra Norlin continue discussions with CCS/Owner Services regarding their consulting services for the Library.

The meeting adjourned at 9:41 PM.

Minutes prepared by Nancy Peterson.



# DES PLAINES PUBLIC LIBRARY

341 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## BOARD OF TRUSTEES Minutes of the Executive Session December 16, 1997

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, December 16, 1997. President John Burke called the meeting to order at 9:36 PM:

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

Members Absent: Betty Ritter, John Scarsi.

Also present: Sandra Norlin, Nancy Peterson, Martha Sloan, Anthony Oliver, Ian Parr.

### EXECUTIVE SESSION MINUTES

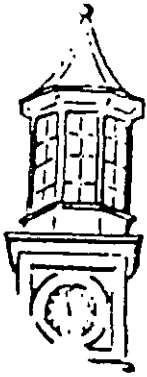
John Burke introduced Anthony Oliver and Ian Parr of CCS/Owner Services. They presented their plan to represent the Library in the downtown redevelopment project. The Trustees agreed to have CCS/Owners Services represent the Library in the downtown redevelopment project.

The Trustees reviewed the list of minutes of executive sessions and agreed to vote out of Executive Session to keep the executive session minutes currently on file closed to public inspection.

The meeting adjourned at 10:52 PM.

Minutes prepared by Nancy Peterson.

0331



DES PLAINES  
PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEE  
Minutes of the Executive Session  
April 27, 1999

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the large meeting room on Tuesday, April 27, 1999. President Eldon Burk called the meeting to order at 8:24 PM.

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

Also present: Sandra Norlin, Martha Sloan, Tony Siciliano, Carol Kidd, Rev. Dr. William Grice.

EXECUTIVE SESSION MINUTES

President Eldon Burk reported that Gerard Dempsey of Klein, Thorpe and Jenkins, Ltd. has reviewed the revised drafts of the Agreement of Sale and the two (2) editions of the Public Library Lease. Burk distributed copies of these documents to the Board and asked that they review them. Burk also requested a Special Board Meeting be held on May 4, 1999 at 8:30 PM and that Jerry Dempsey be in attendance for additional counsel.

MOTION by Susan Burrows, seconded by Ellen Yearwood, to adjourn the meeting. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The meeting adjourned at 8:54 PM.

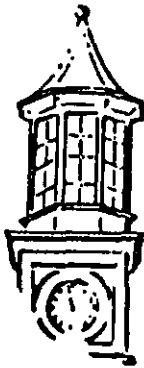
Minutes prepared by Carol Kidd

APRIL 2000

0333

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**DES PLAINES  
PUBLIC LIBRARY**

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, APRIL 18, 2000**

**7:30 PM**

**Large Meeting Room**

**Agenda:**

- Executive Service Corps Report on Focus Groups
- Building Project Status Report
- Departmental Report - Public Information Services
- Bid Award - Telecommunications System

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

BOARD OF TRUSTEES

Agenda for the Regular Meeting  
April 18,2000

- I. Call to Order. (7:30 PM)
- II. Consideration of the Agenda.
- III. VietNam Veterans of America Des Plaines Chapter #311 Presentation.
- IV. Executive Service Corps Focus Group Report - Jim Weiss, ESC.
- V. Approval of Minutes of the Regular Board Meeting, March 21, 2000. (Action Item) Approval of Minutes of the Special Board Meeting, March 27, 2000. (Action Item)
- VI. Public Comments and Questions.
- VII. City Council Community Services Committee - Alderman Petersen
- VIII. 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)

- 0335
- IX. Building and Grounds Committee - Betty Ritter.
    - A. Building Project Status Report.
    - B. Signage Request for Proposals.
    - C. Materials Security and Circulation Workstations Request for Proposals.
    - D. Bid Award for Telecommunications System.
  
  - X. Management Committee - Ellen Yearwood. (8:30 PM)
    - A. Board Review of Department Activities - Public Information Services, Leslie Steiner.
    - B. Set Date for Committee Meeting.
  
  - XI. System Membership - John Ciborowski.
  
  - XII. Friends of the Library - Inara Brubaker.
  
  - XIII. Administrator's Report - Sandra Norlin.
  
  - XIV. New Business. (8:45 PM)
    - A. Report of March 30, 2000 Grand Opening Advisory Committee Meeting.
    - B. Report of March 28, 2000 Ceremonial Moving Advisory Committee Meeting.
    - C. Report of March 28, 2000 Subcommittee for Fund-Raising Event.
    - D. Illinois Public Library Annual Report. (Action Item)
    - E. Attendance at City Council Meetings - May 1, 15 and June 5, 19.
  
  - XV. Old Business.
  
  - XVI. Other
  
  - XVII. Announcements.
    - A. Correspondence.
  
  - XVIII. Adjournment. (9:30 PM)



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

V

## BOARD OF TRUSTEES Minutes of the Regular Meeting March 21, 2000

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the Large (#1) meeting room on Tuesday, March 21, 2000. President Eldon Burk called the meeting to order at 6:47 PM.

Members Present: Inara Brubaker, Eldon Burk, John Burke, Susan Burrows, William Grice, Betty Ritter, Rhys Read.

Members Absent: John Ciborowski, Ellen Yearwood.

Also Present: Administrator Sandra Norlin, Martha Sloan, Hector Marino, Leslie Steiner, Carol Kidd, Alderman Joyce Petersen, Karen Wallace, Kenneth Hutson, Sean Carney, Jack Hallett, Charlotte Storer, Willard Strassburger.

Rhys Read took the Oath for Office of Trustee.

MOTION by, John Burke, seconded by Inara Brubaker, to enter into an Executive Session at 6:47 PM to review Executive Session Minutes. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The regular session reconvened at 7:30 PM and was called to order by President Eldon Burk.

MOTION by William Grice, seconded by Susan Burrow, to concur with consensus in Executive Session that the following Executive Session minutes no longer require confidential treatment and are available for public inspection:

October 19, 1993	-Doll Collection, Mall Property
April 18, 1995	-Acquisition of Smuk Property
May 16, 1995	-Acquisition of Smuk Property, UFDC Lease

June 20, 1995 -Acquisition of Smuk Property, Resolution for New Library  
 August 15, 1995 -Acquisition of Smuk Property  
 October 30, 1995 -Acquisition of Imanuel Lutheran School Property  
 January 16, 1996 -Semi-Annual Review of Minutes  
 February 20, 1996 -UFDC Lease Negotiations  
 March 19, 1996 -Approval of February 20 and February 27 Minutes  
 August 20, 1996 -Semi-Annual Review of Minutes  
 December 17, 1996 -Administrator's Review  
 July 15, 1997 -Downtown Redevelopment  
 August 19, 1997 -Downtown Redevelopment  
 September 16, 1997 -Downtown Redevelopment  
 October 21, 1997 -Downtown Redevelopment  
 November 18, 1997 -Downtown Redevelopment  
 December 16, 1997 -Downtown Redevelopment  
 April 27, 1999 -Purchase or Lease of Real Property

And further concur with consensus in Executive Session that the need for confidentiality still exists as to all or part of the remaining Executive Session minutes. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by William Grice, seconded by Inara Brubaker, to accept the agenda as amended by adding under VIII. Finance. F. Review (and possible action) on Web Design proposals and IX. Building & Grounds. D. Review (and possible action) of Change Order Requests. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by Rhys Read, to approve the Minutes of the regular Board Meeting of February 15, 2000, as amended. Vote: Ayes: All. Nays: None. MOTION CARRIED.

#### PUBLIC COMMENTS AND QUESTIONS.

Mr. Jack Hallett of Hallett Movers read a statement explaining his concern regarding the bid he submitted for packing and moving services for the Des Plaines Public Library. He explained that Hallett Movers is very competitive and disagreed with the Board's decision that his bid was irregular due to the inclusions of special conditions.

President Burk explained that the bid documents were reviewed by the City Attorney, Raymond Bartel, and the Board made their decision based on this review and the recommendation of the Library Administrator. President Burk also stated that a contract has been entered into with Federal Companies. The Board thanked Mr. Hallett for attending the meeting and explaining his position. The Board asked Sandra Norlin to send a thank you letter Mr. Hallett.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Petersen.

No report.

BUILDING AND GROUNDS COMMITTEE - Betty Ritter, Chairman.

Ken Hutson of OSG, Inc. reported that the anticipated completion date of the new library is June 12, 2000. Library Bureau Steel has notified Lohan Associates that shelving installation will take longer than anticipated and completion date is now July 7, 2000. Ken Hutson advised the Board that Lohan will contact Library Bureau Steel to try to expedite installation of the shelving.

Ken Hutson reported that the Lohan requirement for 3000psi grout was considered excessive, since it does not appear to be a building code requirement. The City of Des Plaines and Lohan Associates will approve the work that has been done.

Susan Burrows asked if the steel beam for the hanging sculpture connection had been installed. Ken Hutson replied not at this time, but that the beam will be installed after the Board makes its decision on a sculpture.

Ken distributed the FF&E Budget dated March 21, 2000. William Grice asked Ken Hutson to report on Change Orders for the library only. Ken explained that Des Plaines Public Library Change Orders were listed on page 2 of the FF&E budget distributed.

MOTION by Susan Burrows, seconded by Inara Brubaker, to authorize the construction of the boat and banners at a cost not to exceed \$35,000. ROLL CALL VOTE: Ayes: Brubaker, Burk, Burke, Burrows, Grice, Ritter, Read. Nays: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by William Grice, to authorize construction of the Heritage Room at a cost not to exceed \$85,000. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Grice, Ritter, Read. NAYS: None. MOTION CARRIED.

Sandra Norlin explained the theme of the Heritage Room to Rhys Read.

MOTION by William Grice, seconded by Inara Brubaker, to approve Henricksen Change Order #3 at a cost not to exceed \$3,592.57, to approve Corporate Concepts Change Order #2 at a cost not to exceed \$2,146.18, to approve Henricksen Change Order #2 at a cost not to exceed \$28,730.91 and to approve change to shelving height by Library Bureau Steel at no cost to the library. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Grice, Ritter, Read. NAYS: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by John Burke, to approve the proposal submitted by Aquaticare for set-up of the fish tank, that includes plants and lights, and six weeks of maintenance. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Grice, Ritter, Read. NAYS: None. MOTION CARRIED.

Hector Marino, Coordinator of Computer and Technical Services, reported to the Board his findings for the proposed telecommunications system for the new library. Hector obtained information from three vendors and staff recommendations and highly recommended the Northern Telecom Norstar Digital Communication System.

MOTION by Rhys Read, seconded by Susan Burrows, to authorize Library Administrator, Sandra Norlin to advertise for bids for the Northern Telecom Norstar Digital Communication System. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Betty Ritter reported that Gary Valente has begun spring cleanup on the exterior grounds of the library and has arranged for repair and painting of the wall adjacent to the doll mezzanine stairwell.

MANAGEMENT COMMITTEE – Ellen Yearwood, Chairman.

Eldon introduced Karen Wallace, Head of Community Services, who reported on recent activities in the Community Services Department. Karen distributed the schedule for the Mobile Library and informed Board members of programs sponsored by Community Services. The Mobile Library will celebrate their 30<sup>th</sup> anniversary in November. Karen also explained that the library volunteer program will be expanded and invited the Board to attend a Volunteer Tea on April 11, 2000 at 2:00 PM.

Alderman Petersen asked if the new library would be named in honor of Mayor Paul Jung. President Burk responded that the library will not be renamed, but that there will be a plaque in the new building honoring Mayor Jung.

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	\$	6,802.58
2. Petty Cash Expenditures	\$	69.44
3. Budget Expenditures for February	\$	246,139.41
4. Expenditures Year to Date	\$	423,588.21
5. Revenue for February	\$	11,861.11
6. Revenue Year to Date	\$	145,471.60

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

February 07, 2000	\$ 62,254.40
February 22, 2000	<u>\$ 56,489.27</u>
Total	\$ 118,743.67

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

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

February 10, 2000	\$ 67,443.08
February 24, 2000	<u>\$ 66,353.40</u>
Total	\$ 133,796.48

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

MOTION by Susan Burrows, seconded by William Grice, to approve, subject to audit, transfer entries to the Library account in February, 2000 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (February)	<u>\$73.45</u>
Total	\$73.45

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

Leslie Steiner presented to the Board proposals for Web Design Consultants. Leslie explained that the library is seeking approval for an outside firm to design the library web page. Leslie reported that three Des Plaines based companies were invited to submit proposals on the Web site design and that her recommendation is Graphic Solutions/Bell Cow based on comparisons and previous experience working with Graphic Solutions and Bell Cow.

MOTION by William Grice, seconded by Betty Ritter, to authorize Library Administrator, Sandra Norlin, to enter into an agreement with Graphic Solutions/Bell Cow for Web Design Consultants in an amount not to exceed \$11,860. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Grice, Read, Ritter. NAYS: None. MOTION CARRIED.



0312

MOTION by William Grice, seconded by Betty Ritter to amend the previous motion to include the phrase "with a recommended deadline of July 1, 2000 to be renegotiated if necessary". ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Grice, Read, Ritter. NAYS: None. MOTION CARRIED.

PLANNING COMMITTEE – John Burke, Chairman

No report.

SYSTEM MEMBERSHIP – John Ciborowski

John Ciborowski absent. No report.

FRIENDS OF THE LIBRARY – Inara Brubaker

Inara Brubaker reported the next Friends meeting will be held on Tuesday, March 28, 2000 at 7:00 PM. Inara asked that the Library Board send a sympathy letter to the family of Janet Evans.

Charlotte Storer reported on the Friends involvement in preparing for the opening of the new library.

#### ADMINISTRATOR'S REPORT

Eileen Finnander and Bianca Maks began work as Assistant Clerks in Circulation Services. Susan Hoffman began as Librarian I, Cataloger in Technical Services. Kathy Kyrouac began as Webmaster in Public Information Services. Sarah McGowan has resigned her position as Librarian I, Adult Services. Roberta Johnson has accepted the promotion to Librarian II, Readers Services Manager. We have made offers to candidates for Head of Circulation Services and Library Assistant I in Circulation Services and are awaiting their acceptances. Jeanne Meyer has accepted our offer as Library Assistant II (Readers Services).

Sharon Colby (Wellspring Associates) has begun her work with the staff. She has completed three sessions with the Executive Team (Martha, Hector, and Sandra) and has begun her work with the Technical Services Department. A full-day retreat is scheduled for the Technical Services Department on Monday, March 20.

Eleven staff members have registered for the Reaching Forward Conference for library assistants on April 14.

Hector Marino attended the Computers in Libraries Conference in Washington, DC, March 15 – 17.

The first Quarterly All-Staff meeting of 2000 was held on March 9.

0343

Focus Group sessions are underway, under the direction of the Executive Services Corps.

Sandra received a report on the use of the library's BVM Kiosks from March 29 through December 31, 1999. Of the total 77,001 inquiries, 62.2% were job-related inquiries, 10% were health-related, 22.3% were food and entertainment-related, and 5.5% were business related.

490 children participated in the Winter Reading Club activities. We have placed the order for the Cyber Patrol Internet filtering software.

In addition to the Art Committee, Grand Opening, Fund-Raising Event, and Ceremonial Move Committee meetings, Sandra attended a 2-day seminar on fund-raising fundamentals at North Suburban Library Systems, a NorthStarNet planning session at the Rolling Meadows library, S.L.U.R.P. at the Prospect Heights Public Library, a Public Library Administrators Forum at North Suburban Library Systems, an Executive Committee meeting of Library Cable Network, two library site tours, a District 62 Board meeting at which our library received an award for outstanding partnership in education, two City Council meetings and the Chamber/City Advisory /Group meeting.

Library staff have participated in Northwest 2001 and Human Care Coalition educational forum on Census 2000, Sam's Club Children's Book Fair and the Chamber of Commerce Luncheon.

#### NEW BUSINESS

Willard Strassburger, President of the Des Plaines Art Guild made a brief presentation to the Board promoting local artists for consideration by the Art Committee. Eldon Burk explained that Patti Gilford will search out artists for the new building, but examples of local artists work would be forwarded to Patti Gilford.

President Burk reported on recent Committee meetings.

Inara Brubaker contacted Charles Moore, a local harpist, for information regarding the cost of a performance. Mr. Moore charges \$150.00 for each two-hour performance.

#### OTHER

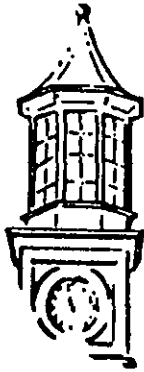
Sandra Norlin asked Board members to authorize her to reschedule the staff In-Service Day to the first week the library is closed.

MOTION by William Grice, seconded by Susan Burrows, to authorize Library Administrator, Sandra Norlin, to reschedule the staff In-Service day to the first week the library is closed. Vote: Ayes: All. Nays: All. MOTION CARRIED.

0344  
MOTION by William Grice, seconded by John Burke, to adjourn the regular meeting.  
Vote: Ayes: All. Nays: None. MOTION CARRIED.

The meeting adjourned at 10:27 PM.

Minutes prepared by Carol Kidd.



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

V

## BOARD OF TRUSTEES Minutes of the Special Meeting March 27, 2000

The special meeting of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Monday, March 27, 2000. Vice-President Eldon Burk called the meeting to order at 7:01 PM.

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

Members Absent: John Burke, William Grice.

Also present: Sandra Norlin.

MOTION by John Ciborowski, seconded by Ellen Yearwood to waive bid procedures for the provision and installation of a new telecommunications system and to authorize Library Administrator, Sandra Norlin, to proceed with Request for Proposal activities for the same because it is in the best interest of the library. The Board does not waive the requirements of a Performance Bond, Payment Bond, and Certificate of Insurance. ROLL CALL VOTE: AYES: Brubaker, Burk, Burrows, Ciborowski, Read, Ritter Yearwood. NAYS: None. MOTION CARRIED.

MOTION by John Ciborowski, seconded by Ellen Yearwood, to waive bid procedures for the provision and installation of computers and to authorize Library Administrator, Sandra Norlin, to proceed with Request for Proposal activities for the same because it is in the best interest of the library. The Board does not waive the requirements of a Performance Bond, Payment Bond, and Certificate of Insurance. ROLL CALL VOTE: AYES: Brubaker, Burk, Burrows, Ciborowski, Read, Ritter Yearwood. NAYS: None. MOTION CARRIED.

MOTION by John Ciborowski, seconded by Ellen Yearwood to waive bid procedures for provisions and installation of switches for the network and to authorize Library

0316

Administrator, Sandra Norlin, to proceed with Request for Proposal activities for the same because it is in the best interest of the library. The Board does not waive the requirements of a Performance Bond, Payment Bond, and Certificate of Insurance. ROLL CALL VOTE: AYES: Brubaker, Burk, Burrows, Ciborowski, Read, Ritter, Yearwood. NAYS: None. MOTION CARRIED.

Susan Burrows emphasized that it is important that multiple bids are encouraged.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to advertise for bids in the Daily Herald, in addition to the Des Plaines Journal. Vote: Ayes: Brubaker, Burk, Ciborowski, Read, Ritter, Yearwood. Nays: Burrows. 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 7:25 PM.

Minutes prepared by Sandra K. Norlin.

DES PLAINES PUBLIC LIBRARY  
FINANCE REPORT FOR THE MONTH OF MARCH 2000

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

1. Over the Counter Receipts	\$ 9,399.01
2. Petty Cash Expenditures	\$ 53.14
3. Budget Expenditures for March	\$ 272,008.00
4. Expenditures Year to Date	\$ 863,400.42
5. Revenue for March	\$ 1,099,884.80
6. Revenue Year to Date	\$ 1,299,140.92

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

March 06, 2000	\$ 36,549.79
March 22, 2000	\$ <u>69,568.57</u>
Total	\$ 106,118.36

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

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

March 09, 2000	\$ 63,508.69
March 23, 2000	\$ <u>66,951.04</u>
Total	\$ 130,459.73

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

MOTION BY \_\_\_\_\_ 2<sup>ND</sup> BY \_\_\_\_\_ to approve, subject to audit, transfer entries to the Library account in March, 2000 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (March)	\$ <u>153.85</u>
Total	\$153.85

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

DES PLAINES PUBLIC LIBRARY  
FINANCE REPORT FOR THE MONTH OF MARCH 2000

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

1. Over the Counter Receipts	\$	9,399.01
2. Petty Cash Expenditures	\$	53.14
3. Budget Expenditures for March	\$	240,791.91
4. Expenditures Year to Date	\$	656,623.62
5. Revenue for March	\$	112,588.66
6. Revenue Year to Date	\$	311,251.87

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

March 06, 2000	\$	34,979.79
March 22, 2000	\$	<u>58,640.48</u>
Total	\$	93,620.27

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

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

March 09, 2000	\$	63,508.69
March 23, 2000	\$	<u>66,951.04</u>
Total	\$	130,459.73

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

MOTION BY \_\_\_\_\_ 2<sup>ND</sup> BY \_\_\_\_\_ to approve,  
subject to audit, transfer entries to the Library account in March, 2000 by the City of  
Des Plaines as follows:

Gasoline and Diesel Fuel (March)	\$	<u>153.85</u>
Total	\$	153.85

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

## DES PLAINES PUBLIC LIBRARY

## OVER THE COUNTER RECEIPTS - MARCH 2000

	March 1999	March 2000	1999 to Date	2000 to Date
Lost Materials	\$ 494.15	\$ 571.45	\$ 1,481.18	\$ 1,802.60
Fines	5,856.30	8,017.72	17,753.78	18,742.28
Damage	35.95	68.98	200.73	206.55
Fees	912.66	358.71	2,010.28	1,393.07
Copies	2,074.70	320.35	5,772.90	771.45
Miscellaneous	43.45	61.80	69.49	134.20
Totals	\$ 9,417.21	\$ 9,399.01	\$ 27,288.36	\$ 23,050.15

## PETTY CASH EXPENDITURES - March

960070	Auto/Travel	5.53
960070	Auto/Travel	1.72
970170	Janitorial Services	6.24
920210	Inservice Training	19.15
970110	Meals	9.55
970110	Meals	8.78
970260	Postage	2.17
	Total	\$53.14



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02/25/00  
ACCOUNTING PERIOD: 2/00

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SECTION CRITERIA: payable.due\_date='03/06/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920120	COMMUNICATION SERVICES	10653	AMERITECH NEW MEDIA	31.44
2110	920140	DATA PROCESSING SERVICES	06827	CELLULAR ONE	49682107 30.95
2110	920140	DATA PROCESSING SERVICES	07007	PSINET, INC.	2375504 1,270.23
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	2-10-2000 1,302.68
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	1-28-2000 1,303.90
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	JANUARY 2000 2,702.49
2110	920206	SEMINARS	04713	LACONI	ATTACH 8.50
2110	920206	SEMINARS	07641	PRYOR RESOURCES, INC.	ATTACH 159.00
2110	920206	SEMINARS	09656	HOLLY RICHARDS SORENSEN	REIMB 15.00
2110	920206	SEMINARS	09902	CAREER TRACK	ATTACH 99.00
2110	920220	MEMBERSHIP DUES	05082	ONLINE AUDIOVISUAL CATALO	ATTACH 12.00
2110	920220	MEMBERSHIP DUES	05179	ADULT READING ROUND TABLE	ATTACH 8.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	MARCH 2000 162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	MARCH 2000 162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	MARCH 2000 324.02
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	MARCH 2000 18.93
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	MARCH 2000 37.86
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	MARCH 2000 18.93
2110	930010	R & M EQUIPMENT	05076	NORB & SONS ELECTRIC, INC	2-2-2000 306.00
2110	930010	R & M EQUIPMENT	06789	AMBASSADOR BUSINESS SOLUT	6456725 73.75
2110	930010	R & M EQUIPMENT	07090	ACCOUNTOR SYSTEMS	15689 175.00
2110	930010	R & M EQUIPMENT	07143	ANDERSON ELEVATOR CO.	23462 120.00
2110	930010	R & M EQUIPMENT	11827	MICROAID	0045408-IN 65.00
2110	930010	R & M EQUIPMENT	72106	COOPERATIVE COMPUTER SERV	JANUARY 2000 2,546.43
2110	930195	BOOK BINDING & REPAIR	05479	HOUCHEM BINDERY LTD	074554 290.05
2110	960210	SPECIAL EVENT PROGRAMMING	09919	MICHAELS #8625	0630 14.73
2110	960990	MISC CONTRACTUAL SVCS	05389	STIVERS TEMPORARY PERSONN	0120226 345.00
2110	960990	MISC CONTRACTUAL SVCS	05389	STIVERS TEMPORARY PERSONN	0120197 138.00
2110	960990	MISC CONTRACTUAL SVCS	13473	DATA SHARE CORPORATION	1/2/00 1,031.50
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005322175 30.15
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005300316 24.10
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005328711 26.50
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005311358 45.65
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005328057 29.50
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005271799 34.60
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005298690 43.75
2110	960990	MISC CONTRACTUAL SVCS	70067	NORBERT SOLARZ	164871 71.00
2110	970100	SUPPLIES	04501	THREE M BUSINESS PROD	UM76724 117.13
2110	970100	SUPPLIES	09638	OFFICE DEPOT	090149202 26.86
2110	970100	SUPPLIES	09638	OFFICE DEPOT	088767042 51.03
2110	970100	SUPPLIES	09638	OFFICE DEPOT	090277038 134.97
2110	970100	SUPPLIES	09638	OFFICE DEPOT	090188563 247.48
2110	970100	SUPPLIES	09638	OFFICE DEPOT	089210897 221.40
2110	970100	SUPPLIES	14075	CLOWN ALLEY PRODUCTS, INC	081112 129.95
2110	970100	SUPPLIES	14465	INSTY PRINTS	204932 33.59
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	767462 462.29
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	0002041 8.38
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	0002081 10.03
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	0002071 52.81
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	0002111 1.78
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	14245	DELI HEADQUARTERS	0439 72.00

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02/25/00

ACCOUNTING PERIOD: 2/00

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

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SELECTION CRITERIA: payable.due\_date='03/06/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	43765	DOMINICKS FINER FOODS	0002141	25.76
2110	970170	JANITORIAL	00189	ANDERSON LOCK CO LTD	194461	10.40
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	075833-00	291.90
2110	970170	JANITORIAL	01638	KINDER INDUSTRIAL SUPPLY	007392	7.55
2110	970170	JANITORIAL	06280	JUST FAUCETS	128873	38.66
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	722315	15.15
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	719500	15.15
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HDWE	0114010046	-24.99
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HDWE	0114010047	42.56
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HDWE	0113010066	1.89
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HDWE	0114010045	24.99
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HDWE	0124010109	43.98
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HDWE	0130010074	69.99
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	7-882-10877	251.70
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	7-882-35760	85.94
2110	970600	BOOKS	00029	OXFORD UNIVERSITY PRESS	76203808	72.75
2110	970600	BOOKS	00170	NEWSCLIP	ATTACH	165.00
2110	970600	BOOKS	00292	APPLE BOOKS	49266	86.94
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	888602	25.92
2110	970600	BOOKS	03975	LECTORUM PUBLICATIONS, IN	435190	45.62
2110	970600	BOOKS	06392	NATIONAL MARKET REPORTS,	97130	58.00
2110	970600	BOOKS	07439	THE GALE GROUP	9653150	82.34
2110	970600	BOOKS	07439	THE GALE GROUP	9650985	112.30
2110	970600	BOOKS	07439	THE GALE GROUP	9640504	138.89
2110	970600	BOOKS	07439	THE GALE GROUP	9666657	134.76
2110	970600	BOOKS	07439	THE GALE GROUP	9652894	71.84
2110	970600	BOOKS	07439	THE GALE GROUP	9634189	149.11
2110	970600	BOOKS	09308	M.E. SHARPE, INC.	855	380.65
2110	970600	BOOKS	12625	DEALERS COSTS CORPORATION	ATTACH	14.00
2110	970600	BOOKS	12730	THE ROSEN PUBLISHING GROU	170920	13.45
2110	970600	BOOKS	14063	VESTERHEIM NORWEGIAN AMER	9010416	341.72
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3003292810	449.47
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3003276552	63.68
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005328710	616.17
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005300315	778.80
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005322692	25.81
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005271798	778.33
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005298689	1,347.17
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005372270	102.20
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005328056	702.42
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005322174	1,323.39
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005311357	1,291.41
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	89455	10.37
2110	970600	BOOKS	23806	FACTS ON FILE	22615624	57.95
2110	970600	BOOKS	23806	FACTS ON FILE	22680726	41.35
2110	970600	BOOKS	51657	N A D A APPRAISAL GUIDE	592129	35.00
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	241907360	12.70
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	241889040	79.96
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	1-27-00-2	19.06
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	2-3-00-2	206.03
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	2-3-00-1	104.69

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02/25/00  
ACCOUNTING PERIOD: 2/00

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='03/06/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	1-27-00-1	113.52
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	3851758	5.00
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	3859951	20.00
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	3842143	288.00
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	3843179	25.95
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	987761	5.95
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	993635	5.95
2110	970620	SUBSCRIPTIONS & BOOKS	07534 CHICAGO TRIBUNE	01580384	205.39
2110	970620	SUBSCRIPTIONS & BOOKS	71360 MORNINGSTAR	Q2DDZZ	43.00
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	247701	37.00
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	246979	113.00
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	247644	75.00
2110	970630	VISUAL MATERIALS	58875 INGRAM	02490374	14.99
2110	970640	AUTOMATED REFERENCE MAT'L	68870 CAREER GUIDANCE FDN	092488	748.00
2110	970840	DIESEL	03031 AVALON PETROLEUM COMPANY	025981	56.12
2110	970850	GASOLINE	03031 AVALON PETROLEUM COMPANY	372049	24.28
TOTAL LIBRARY SERVICES					27,267.29
2130	960990	MISC CONTRACTUAL SVCS	07581 ARLINGTON HEIGHTS MEMORIA	00-013	6,142.50
TOTAL IL LIBRARY PER CAP GRANT					6,142.50
TOTAL FUND					33,409.79

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02/25/00

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

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ACCOUNTING PERIOD: 2/00

SELECTION CRITERIA: payable.due\_date='01/06/2000'

FUND - 415 - FF & E - LIBRARY

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
415	920110	PROFESSIONAL CONSULTING	04640 CCS OWNER SERVICES	• 4558	1,570.00
TOTAL FF & E - LIBRARY					1,570.00
TOTAL FUND					1,570.00

03/13/00  
 ACCOUNTING PERIOD: 3/00

CITY OF DES PLAINES  
 CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='03/20/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920110	PROFESSIONAL CONSULTING 09367	SHARON A. COLBY, MA	LTR AGREEMT	1,000.00
2110	920120	COMMUNICATION SERVICES 71279	AMERITECH-ILLINOIS CABS	H07-3356 545	99.95
2110	920140	DATA PROCESSING SERVICES 09737	BAKER & TAYLOR	P08NS2826M	470.42
2110	920210	IN-SERVICE TRAINING 21092	PETTY CASH	PETTY CASH	19.98
2110	920220	MEMBERSHIP DUES 20127	ILLINOIS LIBRARY ASSOCIAT	107429	105.00
2110	920220	MEMBERSHIP DUES 21432	AMERICAN LIBRARY ASSOCIAT	0087044	195.00
2110	930020	R & M BLDGS & STRUCTURES 07769	MEIER ROOFING COMPANY, IN	20014	375.00
2110	930320	CLEANING:CUSTODIAL SERV 09536	CRYSTAL MGMT. & MAINT. SE	7985	1,700.00
2110	960210	SPECIAL EVENT PROGRAMMING 43765	DOMINICKS FINER FOODS	0002161	21.57
2110	960210	SPECIAL EVENT PROGRAMMING 43765	DOMINICKS FINER FOODS	0002241	7.79
2110	960210	SPECIAL EVENT PROGRAMMING 43765	DOMINICKS FINER FOODS	0002221	76.61
2110	960990	MISC CONTRACTUAL SVCS 05389	STIVERS TEMPORARY PERSONN	0120258	345.00
2110	960990	MISC CONTRACTUAL SVCS 05389	STIVERS TEMPORARY PERSONN	0120316	690.00
2110	960990	MISC CONTRACTUAL SVCS 08203	LABOR READY	1395-1627	50.00
2110	960990	MISC CONTRACTUAL SVCS 12728	US OFFICE EQUIPMENT INC.	87948	199.74
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2005361058	53.65
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2005385626	23.50
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2005340528	55.55
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2005361736	19.90
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2005378537	58.10
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2005353111	27.20
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2005329259	26.60
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2005418789	40.80
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2005420099	26.70
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2005385107	33.85
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2005426216	38.15
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2005398272	32.30
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2005330400	60.40
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2005391268	12.55
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2005403842	56.30
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2005369713	35.70
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2005414992	38.35
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2005386134	26.65
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2005404244	29.40
2110	960990	MISC CONTRACTUAL SVCS 19776	BAKER & TAYLOR, INC.	2005398700	20.05
2110	960990	MISC CONTRACTUAL SVCS 25701	MIDCO INC	111902	820.00
2110	970100	SUPPLIES 09638	OFFICE DEPOT	• 090944664/1	-39.33
2110	970100	SUPPLIES 09638	OFFICE DEPOT	• 090648515	11.76
2110	970100	SUPPLIES 09638	OFFICE DEPOT	• 090945761	-11.97
2110	970100	SUPPLIES 09638	OFFICE DEPOT	• 090188563	13.68
2110	970100	SUPPLIES 09638	OFFICE DEPOT	• 090894647	127.95
2110	970100	SUPPLIES 14465	INSTY PRINTS	205024	113.39
2110	970100	SUPPLIES 14843	MATTHEWS SPECIALTY VEHICL	21564	172.72
2110	970100	SUPPLIES 21092	PETTY CASH	PETTY CASH	3.99
2110	970100	SUPPLIES 43765	DOMINICKS FINER FOODS	0002171	9.37
2110	970100	SUPPLIES 43765	DOMINICKS FINER FOODS	0002241	8.03
2110	970110	MEALS (PRSNRS/WRKRS/VOLS) 14245	DELI HEADQUARTERS	0445	15.24
2110	970110	MEALS (PRSNRS/WRKRS/VOLS) 43765	DOMINICKS FINER FOODS	0002161	21.86
2110	970170	JANITORIAL 02213	LAPORT CHEMICAL & SUPPLY	1/029330	153.50
2110	970170	JANITORIAL 08666	IDEAL UNIFORM SERVICE	724985	15.15
2110	970170	JANITORIAL 08666	IDEAL UNIFORM SERVICE	727812	15.15

03/13/00

ACCOUNTING PERIOD: 1/00

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='03/20/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970170	JANITORIAL	09689	RADIO SHACK	034713 10.48
2110	970170	JANITORIAL	21092	PETTY CASH	PETTY CASH 5.02
2110	970260	POSTAGE AND PARCEL	00933	POSTMASTER	• REPLENISH 1,100.00
2110	970260	POSTAGE AND PARCEL	00933	POSTMASTER	• BULK FEE 100.00
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	7-882-64418 10.47
2110	970270	PRINTING-REPROD-BINDING	07814	NILES PUBLIC LIBRARY DIST	2/15/2000 9.78
2110	970600	BOOKS	02074	PRACTISING LAW INSTITUTE	0461828 113.25
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	892522 273.72
2110	970600	BOOKS	03363	WEST GROUP	748-441-028 318.20
2110	970600	BOOKS	04625	CCH, INCORPORATED	4760119 49.00
2110	970600	BOOKS	08365	DOWNTOWN BOOK CENTER	00106972 195.55
2110	970600	BOOKS	14831	SPORTYS SHOPS	ATTACH 30.00
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3003307884 380.76
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005385625 630.72
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005398271 1,051.96
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005426215 1,680.06
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005414991 1,040.97
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005378536 1,469.63
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005419562 24.40
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005361057 3,229.46
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005340527 961.46
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005369712 1,222.72
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005361735 555.86
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005353110 664.65
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3003323054 482.68
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005420098 1,076.93
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005329258 644.37
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005448260 8.49
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005426038 53.53
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005330399 1,270.48
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005385106 1,022.02
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005398699 471.92
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005404243 505.46
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005418788 1,368.27
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005386133 703.05
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005403841 1,369.31
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005391267 221.06
2110	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA	185264 6.50
2110	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA	184575 13.00
2110	970610	AUDIO MATERIALS	06253	TIME LIFE EDUCATION INC	PS104830001 18.48
2110	970610	AUDIO MATERIALS	13617	BRILLIANCE CORPORATION	0031326-IN 65.47
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	2-14-00-4 174.64
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	2-15-00-4 85.94
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	2-14-00-3 4.89
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	2-14-00-1 268.61
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	998482 11.90
2110	970620	SUBSCRIPTIONS & BOOKS	14817	TEENINK	ATTACH 25.00
2110	970620	SUBSCRIPTIONS & BOOKS	14829	AOPA PILOT	ATTACH 21.00
2110	970620	SUBSCRIPTIONS & BOOKS	21092	PETTY CASH	PETTY CASH 15.50
2110	970620	SUBSCRIPTIONS & BOOKS	21092	PETTY CASH	PETTY CASH 2.45
2110	970620	SUBSCRIPTIONS & BOOKS	21092	PETTY CASH	PETTY CASH 1.75

SELECTION CRITERIA: payable.due\_date='03/20/2000'

201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970620	SUBSCRIPTIONS & BOOKS	21092	PETTY CASH	4.50
2110	970620	SUBSCRIPTIONS & BOOKS	21092	PETTY CASH	10.25
2110	970620	SUBSCRIPTIONS & BOOKS	21092	PETTY CASH	4.50
2110	970620	SUBSCRIPTIONS & BOOKS	21092	PETTY CASH	1.50
2110	970620	SUBSCRIPTIONS & BOOKS	43765	DOMINICKS FINER FOODS	5.98
2110	970620	SUBSCRIPTIONS & BOOKS	54257	CHRONICLE GUIDANCE PUBL	117.81
2110	970620	SUBSCRIPTIONS & BOOKS	67929	VALUE LINE INC	249.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	112.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	75.00
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	24.41
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	297.28
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	109.20
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	66.93
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	55.78
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	94.02
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	261.43
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	846.32
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	6.97
2110	980400	EQUIPMENT	06790	TOWER COMPUTER SYSTEMS	4,771.44
2110	980400	EQUIPMENT	11205	GATEWAY COMPANIES, INC.	4,803.00
2110	980400	EQUIPMENT	11205	GATEWAY COMPANIES, INC.	4,803.00
TOTAL LIBRARY SERVICES					49,282.39
TOTAL FUND					49,282.39

0357

03/13/00  
ACCOUNTING PERIOD: 3/00

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='03/20/2000'

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
202	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	• 00120	536.36
202	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	• 00122	183.00
202	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	• 00119	1,780.00
202	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	• 00121	607.23
202	980300	IMPROVEMENTS	05892 CHICAGO TITLE AND TRUST	▪ DRAW# 21	6,251.50
TOTAL LIBRARY CAPITAL PROJ FUND					9,358.09
TOTAL FUND					9,358.09



CITY OF DES PLAINES  
 BALANCE SHEET

SELECTION CRITERIA: genledgr.fund in ('201','202','415')

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	300.00	
102008	CASH PB DISBRST 276502401		133,386.49
102012	CASH IPTIP/FOA 7139200161	169,313.10	
TOTAL CASH		169,813.10	133,386.49
104033	INVESTMENTS-DOWNING	39,682.20	
TOTAL INVESTMENTS		39,682.20	.00
118000	RECEIVABLE-PROPERTY TAXES	3,696,065.80	
TOTAL ACCOUNTS RECEIVABLE		3,696,065.80	.00
TOTAL ASSETS		3,905,361.10	133,386.49
430030	ACCRUED LIAB-COMP ABSENCE		72,925.38
TOTAL ACCRUED LIABILITIES		.00	72,925.38
470000	DEFERRED REV-PROPERTY TAX		3,699,364.00
471000	DEFERRED REV-OTHER		63,894.45
TOTAL CURRENT LIABILITIES		.00	3,838,183.83
TOTAL LIABILITIES		.00	3,838,183.83
700110	EXPENDITURE CONTROL	670,322.62	
700120	REVENUE CONTROL		311,251.87
700150	EXP. BUDGET CONTROL		4,179,809.00
700160	REV. BUDGET CONTROL	3,962,604.00	
700170	BUDGET FUND BALANCE	44,106.21	
TOTAL SYSTEM CONTROL		4,677,232.83	4,491,060.87
720010	FUND BAL-RESRV-GIFT TRUST		39,682.20
TOTAL FUND BALANCE-RESERVED		.00	39,682.20
730000	FUND BALANCE-UNRESERVED		80,480.34
TOTAL FUND EQUITY		.00	120,162.74
TOTAL EQUITIES		4,677,232.83	4,611,223.61
TOTAL PUBLIC LIBRARY FUND		8,582,793.93	8,582,793.93

SELECTION CRITERIA: genledgr.fund in ('201','202','415')

FUND - 202 - LIBRARY CAPITAL PROJ FUND			
ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH FB DISBRST 276302401		8,861.83
102012	CASH IPTIP/FOA 7139200161	22,592.66	
TOTAL CASH		22,592.66	8,861.83
TOTAL ASSETS		22,592.66	8,861.83
471000	DEFERRED REV-OTHER		26,672.76
TOTAL CURRENT LIABILITIES		.00	26,672.76
TOTAL LIABILITIES		.00	26,672.76
700110	EXPENDITURE CONTROL	21,969.29	
700120	REVENUE CONTROL		592.91
700150	EXP. BUDGET CONTROL		635,000.00
700160	REV. BUDGET CONTROL	427,500.00	
700170	BUDGET FUND BALANCE	199,065.55	
TOTAL SYSTEM CONTROL		648,534.84	635,592.91
TOTAL EQUITIES		648,534.84	635,592.91
TOTAL LIBRARY CAPITAL PROJ FUND		671,127.50	671,127.50

036  
04/07/00  
ACCOUNTING PERIOD: 3/00

CITY OF DES PLAINES  
BALANCE SHEET

SELECTION CRITERIA: genledgr.fund in ('201','202','413')

FUND - 413 - FF & E - LIBRARY

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH FB DISBRST 276502401	321,971.26	
102014	CASH FED INUST TRUST(FIT)	1,266,604.73	
TOTAL CASH		1,588,575.99	.00
TOTAL ASSETS		1,588,575.99	.00
700110	EXPENDITURE CONTROL	158,333.01	
700150	EXP. BUDGET CONTROL		1,800,000.00
700170	BUDGET FUND BALANCE	53,091.00	
TOTAL SYSTEM CONTROL		211,424.01	1,800,000.00
TOTAL EQUITIES		211,424.01	1,800,000.00
TOTAL FF & E - LIBRARY		1,800,000.00	1,800,000.00
TOTAL REPORT		11,053,921.43	11,053,921.43

SELECTION CRITERIA: expldgr.fund in ('201','202','415')

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	1,451,614.00	93,573.12	.00	273,875.39	1,177,738.61	.19
910200	TEMPORARY WAGES	618,933.00	36,886.61	.00	104,303.41	514,629.59	.17
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	.00	500.00	.00
910500	VACATION PAY	.00	4,048.72	.00	13,090.46	-13,090.46	.00
910600	SICK PAY	.00	1,970.76	.00	10,124.98	-10,124.98	.00
910700	HOLIDAY PAY	.00	.00	.00	224.71	-224.71	.00
910900	ACT/OUT OF CLASS/PREMIUM	500.00	.00	.00	.00	500.00	.00
910950	EXCESS SICK HRS PAY OUT	8,000.00	.00	.00	2,842.33	5,157.67	.36
918010	UNEMPLOYMENT COMPENSATION	2,000.00	.00	.00	.00	2,000.00	.00
918020	EMPLOYER CONTR-F.I.C.A.	157,937.00	10,320.48	.00	30,583.58	127,353.42	.19
918021	EMPLOYER CONTR-I.N.R.F.	123,453.00	8,091.73	.00	24,434.54	99,018.46	.20
918040	LIFE INS PREMIUMS	4,747.00	365.05	.00	1,078.00	3,669.00	.23
918050	MEDICAL INS PREMIUMS	182,625.00	9,025.28	.00	26,757.42	155,867.58	.15
918060	TUITION REIMBURSEMENTS	4,000.00	.00	.00	114.00	3,886.00	.03
918070	WORKERS COMPENSATION	4,000.00	362.94	.00	1,069.84	2,930.16	.27
TOTAL	PERSONAL SERVICES	2,558,309.00	164,644.69	.00	488,498.66	2,069,810.34	.19
920110	PROFESSIONAL CONSULTING	15,000.00	1,000.00	.00	1,000.00	14,000.00	.07
920120	COMMUNICATION SERVICES	25,000.00	487.48	.00	2,100.37	22,899.63	.08
920140	DATA PROCESSING SERVICES	85,000.00	7,080.67	.00	8,821.32	76,178.68	.10
920202	CONFERENCES	3,500.00	.00	.00	2,459.54	1,040.46	.70
920204	TRAINING	2,000.00	.00	.00	.00	2,000.00	.00
920206	SEMINARS	2,000.00	281.50	.00	376.50	1,623.50	.19
920210	IN-SERVICE TRAINING	2,000.00	19.98	.00	19.98	1,980.02	.01
920220	MEMBERSHIP DUES	4,000.00	320.00	.00	603.00	3,397.00	.15
920230	PUBLICATION OF NOTICES	2,000.00	.00	.00	4,149.78	-2,149.78	2.07
TOTAL	CONTRACTUAL SERVICES	140,500.00	9,189.63	.00	19,530.49	120,969.51	.14
920850	SUBSIDY:1994 E.R.P. TRANS	25,600.00	723.76	.00	2,171.28	23,428.72	.08
TOTAL	SUBSIDY:1994 E.R.P. TRANS	25,600.00	723.76	.00	2,171.28	23,428.72	.08
920900	PROPERTY/LIAB CONTRIBUTIO	51,367.00	.00	.00	.00	51,367.00	.00
930010	R & M EQUIPMENT	42,600.00	3,286.18	.00	5,802.06	36,797.94	.14
930020	R & M BLDGS & STRUCTURES	20,000.00	375.00	.00	407.50	19,592.50	.02
930030	R & M VEHICLES	3,000.00	.00	.00	130.50	2,869.50	.04
930195	BOOK BINDING & REPAIR	6,000.00	290.05	.00	290.05	5,709.95	.05
930210	RENTAL OF EQUIPMENT	1,000.00	.00	.00	40.00	960.00	.04
930320	CLEANING:CUSTODIAL SERV	33,000.00	1,700.00	.00	3,400.00	29,600.00	.10
960070	AUTO/TRAVEL EXPENSES	3,000.00	.00	.00	281.53	2,718.47	.09
960210	SPECIAL EVENT PROGRAMMING	15,000.00	120.70	.00	1,712.89	13,287.11	.11
960990	MISC CONTRACTUAL SVCS	75,000.00	3,608.69	.00	6,347.49	68,652.51	.08
TOTAL	CONTRACTUAL SERVICES	249,967.00	9,380.62	.00	18,412.02	231,554.98	.07
9701	SUPPLIES	50,000.00	1,906.19	.00	10,526.58	39,473.42	.21

SELECTION CRITERIA: expldgr.fund in ('201','202','415')

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)	2,000.00	134.86	.00	134.86	1,865.14	.07
970170	JANITORIAL	12,000.00	736.53	.00	803.62	11,196.38	.07
970200	COPYING/FAX SUPPLIES	1,000.00	.00	.00	.00	1,000.00	.00
970260	POSTAGE AND PARCEL	13,200.00	1,548.11	.00	3,717.56	9,482.44	.28
970270	PRINTING-REPROD-BINDING	15,000.00	9.78	.00	1,559.88	13,440.12	.10
970600	BOOKS	440,000.00	32,878.70	.00	61,346.90	378,653.10	.14
970610	AUDIO MATERIALS	56,700.00	1,536.24	.00	3,268.73	53,431.27	.06
970620	SUBSCRIPTIONS & BOOKS	74,200.00	707.63	.00	5,089.66	69,110.34	.07
970630	VISUAL MATERIALS	53,000.00	2,189.33	.00	2,556.15	50,443.85	.05
970640	AUTOMATED REFERENCE MAT'L	87,000.00	748.00	.00	14,680.50	72,319.50	.17
970810	NATURAL GAS	14,400.00	.00	.00	4,159.88	10,240.12	.29
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	500.00	56.12	.00	107.86	392.14	.22
970850	GASOLINE	3,500.00	24.28	.00	45.99	3,454.01	.01
TOTAL	COMMODITIES	823,000.00	42,475.77	.00	107,998.17	715,001.83	.13
980400	EQUIPMENT	80,000.00	14,377.44	.00	19,313.79	60,686.21	.24
980410	COMPUTER HARDWARE	.00	.00	.00	208.30	-208.30	.00
980600	FURNITURE & FIXTURES	5,000.00	.00	.00	290.91	4,709.09	.06
TOTAL	CAPITAL EXPENDITURES	85,000.00	14,377.44	.00	20,013.00	64,987.00	.24
990300	BANK/TRUST/AGENCY FEES	150.00	.00	.00	.00	150.00	.00
990900	TRANSFER TO DEBT SERVICE	29,283.00	.00	.00	.00	29,283.00	.00
TOTAL	DEBT SERVICE	29,433.00	.00	.00	.00	29,433.00	.00
990940	TRANS TO LIB CAP PROJ FND	150,000.00	.00	.00	.00	150,000.00	.00
TOTAL	TRANS TO LIB CAP PROJ FND	150,000.00	.00	.00	.00	150,000.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	4,111,809.00	240,791.91	.00	656,623.62	3,455,185.38	.16

SELECTION CRITERIA: explogy.fund in ('201', '202', '415')

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	3,500.00	.00	.00	.00	3,500.00	.00
920120	COMMUNICATION SERVICES	.00	.00	.00	6,142.50	-6,142.50	.00
920202	CONFERENCES	5,000.00	.00	.00	1,614.00	3,386.00	.32
960070	AUTO/TRAVEL EXPENSES	1,500.00	.00	.00	.00	1,500.00	.00
960990	MISC CONTRACTUAL SVCS	38,000.00	6,142.50	.00	6,142.50	31,857.50	.16
TOTAL	CONTRACTUAL SERVICES	48,000.00	6,142.50	.00	13,899.00	34,101.00	.29
980400	EQUIPMENT	20,000.00	.00	.00	.00	20,000.00	.00
TOTAL	CAPITAL EXPENDITURES	20,000.00	.00	.00	.00	20,000.00	.00
TOTAL	IL LIBRARY PER CAP GRANT	68,000.00	6,142.50	.00	13,899.00	34,101.00	.20
TOTAL	CIVIC & CULTURE	4,179,809.00	246,934.41	.00	670,522.62	3,509,286.38	.16
TOTAL	PUBLIC LIBRARY FUND	4,179,809.00	246,934.41	.00	670,522.62	3,509,286.38	.16

04/07/00

CITY OF DES PLAINES  
 ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expledgr.fund in ('201','202','415')

FUND 202 - LIBRARY CAPITAL PROJ FUND  
 FUNCTION - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	25,000.00	3,106.59	.00	14,621.79	10,378.21	.58
960990	MISC CONTRACTUAL SVCS	.00	.00	.00	1,096.00	-1,096.00	.00
TOTAL	CONTRACTUAL SERVICES	25,000.00	3,106.59	.00	15,717.79	9,282.21	.63
970100	SUPPLIES	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL	COMMODITIES	10,000.00	.00	.00	.00	10,000.00	.00
980300	IMPROVEMENTS	100,000.00	6,231.50	.00	6,231.50	93,768.50	.06
980600	FURNITURE & FIXTURES	300,000.00	.00	.00	.00	300,000.00	.00
TOTAL	CAPITAL EXPENDITURES	600,000.00	6,231.50	.00	6,231.50	393,748.50	.01
TOTAL	LIBRARY CAPITAL PROJ FUND	635,000.00	9,338.09	.00	21,969.29	613,030.71	.03
TOTAL	LIBRARY CAPITAL PROJ FUND	635,000.00	9,338.09	.00	21,969.29	613,030.71	.03

SELECTION CRITERIA: explogy.fund in ('201', '202', '415')

FF 415 - FF & E - LIBRARY  
FUNCTION - 415 - FF & E - LIBRARY

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	.00	3,140.00	.00	3,140.00	-3,140.00	.00
TOTAL	CONTRACTUAL SERVICES	.00	3,140.00	.00	3,140.00	-3,140.00	.00
980300	IMPROVEMENTS	1,800,000.00	.00	.00	.00	1,800,000.00	.00
980600	FURNITURE & FIXTURES	.00	.00	.00	155,193.01	-155,193.01	.00
TOTAL	CAPITAL EXPENDITURES	1,800,000.00	.00	.00	155,193.01	1,644,806.99	.09
TOTAL	FF & E - LIBRARY	1,800,000.00	3,140.00	.00	158,333.01	1,641,666.99	.09
TOTAL	FF & E - LIBRARY	1,800,000.00	3,140.00	.00	158,333.01	1,641,666.99	.09
TOTAL REPORT		6,614,809.00	239,432.50	.00	830,824.92	5,763,984.08	.13



CITY OF DES PLAINES  
ORGANIZATION REVENUE STATUS

SELECTION CRITERIA: revldgr.fund in ('201','202','415')

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

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
810015	PROPERTY TAXES 1998	40,000.00	.00	.00	933.43	39,046.55	.02
810016	PROPERTY TAXES 1999	3,591,616.00	.00	.00	176,801.08	3,414,814.92	.05
TOTAL	PROPERTY TAXES	3,631,616.00	.00	.00	177,734.53	3,453,861.47	.05
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	.00	92,988.00	.00
TOTAL	TAXES	3,724,604.00	.00	.00	177,734.53	3,546,849.47	.05
822040	STATE GRANT:PER CAPITA	66,768.00	.00	.00	.00	66,768.00	.00
822080	STATE GRANT:LIBRARY TECH	21,232.00	100,000.00	.00	100,000.00	-78,768.00	4.71
TOTAL	STATE GRANTS	88,000.00	100,000.00	.00	100,000.00	-12,000.00	1.14
TOTAL	INTERGOVERNMENTAL REVENUE	88,000.00	100,000.00	.00	100,000.00	-12,000.00	1.14
850102	LIBRARY FINES	90,000.00	8,621.15	.00	22,300.95	67,699.05	.25
TOTAL	FINES	90,000.00	8,621.15	.00	22,300.95	67,699.05	.25
850201	COPYING FEE	25,000.00	1,380.56	.00	3,048.30	21,951.70	.12
850215	SPECIAL PROGRAMS & EVENTS	10,000.00	906.00	.00	906.00	9,094.00	.09
TOTAL	FEES AND SERVICES	35,000.00	2,286.56	.00	3,954.30	31,045.70	.11
TOTAL	FINES, FEES, AND SERVICES	125,000.00	10,907.71	.00	26,255.25	98,744.75	.21
890010	INTEREST INCOME	10,000.00	.00	.00	2,524.96	7,475.04	.25
899900	MISCELLANEOUS REVENUE	15,000.00	1,680.95	.00	4,717.13	10,282.87	.31
TOTAL	OTHER REVENUE	25,000.00	1,680.95	.00	7,242.09	17,757.91	.29
TOTAL	PUBLIC LIBRARY FUND	3,962,604.00	112,588.66	.00	311,251.87	3,651,352.13	.08
TOTAL	PUBLIC LIBRARY FUND	3,962,604.00	112,588.66	.00	311,251.87	3,651,352.13	.08

SELECTION CRITERIA: revledgr.fund in ('201','202','415')

F 202 - LIBRARY CAPITAL PROJ FUND  
 FUNCTION - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
822080	STATE GRANT:LIBRARY TECH	100,000.00	.00	.00	.00	100,000.00	.00
822090	STATE GRANT:LIB CONSTRUCT	137,500.00	.00	.00	.00	137,500.00	.00
TOTAL	STATE GRANTS	237,500.00	.00	.00	.00	237,500.00	.00
TOTAL	INTERGOVERNMENTAL REVENUE	237,500.00	.00	.00	.00	237,500.00	.00
890010	INTEREST INCOME	30,000.00	.00	.00	592.91	29,407.09	.02
890050	SALE OF FIXED ASSETS	10,000.00	.00	.00	.00	10,000.00	.00
898902	TRANSFER FROM LIB FUND	150,000.00	.00	.00	.00	150,000.00	.00
TOTAL	OTHER REVENUE	190,000.00	.00	.00	592.91	189,407.09	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	427,500.00	.00	.00	592.91	426,907.09	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	427,500.00	.00	.00	592.91	426,907.09	.00
TOTAL REPORT		4,390,104.00	112,588.66	.00	311,844.78	4,078,259.22	.07

ADMINISTRATOR'S REPORT  
April 18, 2000

I. PERSONNEL

Susan Farid began work as Head of the Circulation Services Department on April 3. Two part-time reference librarians for the Adult Services Department were hired. Karen Widi began March 18 and Nancy Madsen Rowley began April 1.

Joyce Piagari, Library Assistant I, Circulation Services, retired, effective April 1.

We are in the final stages of hiring (and creating an eligibility list for) a new Librarian I for the Adult Services Department. And are screening applicants for the Library Assistant II positions for the Adult Services Department.

II. STAFF DEVELOPMENT

The first Orientation Meeting was held on April 5, 2000. Five new employees attended, along with members of the Orientation Team. Eldon Burk attended to welcome the new employees. We will hold these meetings once a month if we have employees who have not yet received this part of the orientation program.

Six staff members attended the bi-annual conference of the Public Library Association in Charlotte, NC. The following are reports received from four of the attendees.

Martha Sloan. The session on "Electronic Books: the Next Big Thing" challenged librarians to think about new ways to deliver books to our patrons. Presentation from a futurist firm, Coates and Jarret, Glassbook, a software development company that has created reading software and applications that automate the e-book "supply chain," Baltimore County Public Library, and netLibrary, a vendor that has a growing library of e-books for downloading, explored the role electronic books will play in the future. Among the many questions posed in the session was the central one of delivery. Will libraries lend the entire e-book reader with downloaded books? Or, will we be a portal from which patrons can download books directly to their computer or personal reader? The BCPL presenter suggested that we read April 15 Library Journal to see what a small suburban Chicago library has been doing, for the director has been of great assistance in their discussion about lending Rocket Books.

Holly Sorensen. As always, PLA was excellent. I went to several programs on staff training for technology. Most interesting to me was the program on "Core Competencies" given by the Kansas City Public Library. They assessed all staff, from the director to the parking lot attendant, to determine what level of computer competency staff was operating at. Why determine core competencies? KCPL felt that all staff must be able to serve both external and internal customers and all staff

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must know how to find materials in the library catalog. By assessing staff knowledge they could assure minimum standards, develop training needs and evaluate its effectiveness. This would be a useful tool for us to assess the level of staff computer knowledge and skills so we can better plan how to train.

Karen Wallace. This was the first time I have ever attended PLA< and I thoroughly enjoyed it. There were at least two programs I wanted to attend every session. I learned a great deal from talking to colleagues and vendors from around the nation. The single best program I attended was about the Richmond Public Library in British Columbia, A popular materials branch that has been open for about a year now. It has a collection of 65,000 items and circulated 750,000 items last year. They have made a concerted effort to use technology in ways that free up staff members to have more meaningful interactions with patrons. For example, they allow patrons to pay fines on the Internet or over the phone using a credit card. Eighty-five percent of their circulation is done from self-checkout machines. One way they promote these is by calling the "Express Checkout" rather than self-checkout; I think that we could use this expression, too, in the new building, to make self-checkout more enticing. Encouraging this kind of patron self-reliance has enabled staff to provide a drop-in storytime every day, do more readers advisory work, and provide other kinds of value-added patron interactions. The presentation was inspiring in part because it illustrated the power of having a clear vision and concentrated efforts on achieving it. Our library may not identify the same goals as Richmond, but we can still take heart from their example.

Mary Ann Brown. A conference like this one is good in many ways. It validates the good things we are already doing, and it inspires us to do new and better things as well. After the conference we were talking about all the good ideas we heard, and what one thing we would implement if we were limited to only one. I believe the session on preschool programs had far reaching philosophical ideas about best practices and age appropriate activities. PLA is now developing, along with the National Institute of Child Health and Human Development, an Effective Practices Initiative to distribute the latest research on how children develop language skills that translate into reading skills. Something as simple as eliminating our storytime coloring sheets, which are considered developmentally inappropriate for two, three and four year olds, would be a beginning toward using best practices research in our programs for preschoolers.

Hector Marino. PLA 2000 was an excellent opportunity to gather information and resources for my current job. Programs such as: Managing for Results: Allocating Public Library Resources and Current Issues in Technology: Ask the Consultants were superb and rich with information. Another program is also worth mentioning "Staff Intranets: The New Communication Tool".

In addition to PLA, two Youth Services staff members attended the Children's Literature Conference at Northern Illinois University on March 17 and 18. The conference brings in well-known children's authors and illustrators who give presentations. New authors and illustrators are also introduced through their books. According to Veronica Schwartz, the recurrent theme this year was that for children

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to be successful in life, they must read. They need libraries where the staff makes them feel safe, respected and welcome. "As I listened to these speeches I was proud because we are that kind of library. We are what these children need."

### III. PATRON SERVICES

You will notice that the patron count is up by ten percent from last year to date, but down from March 1999. Interlibrary Loan records show that we lent nearly four times as many items as we borrowed. The use by our library patrons of Night Owl Reference service continues to be healthy. Circulation figures, when compared to last year, show a small increase, but it is important to remember that last year was down from 1998. It is equally as important to keep in mind that our recording of electronic database usage is nearly 16,000 per month, which correlates to the decrease in print periodical and nonfiction use.

Kelli Phillips took her perennially popular babysitting clinic on the road on March 21. At the request of Chippewa Middle School, she held one session as an after-school activity for ten students.

Sam's Club has donated multiple copies of children's books as part of their "Get Caught Reading" campaign.

We held a party for our volunteers with an attendance of around fifty adults and children. Margie Borris organized this Volunteer Week appreciation as part of her new duties.

### IV. OTHER ADMINISTRATIVE ACTIVITIES

I attended meetings of the CCS Governing Board (3/22), the Extension Services Advisory Council (3/23), the Chamber/City Advisory Council and Ceremonial Moving Committee (3/28), Preview Party and Grand Opening Committee meetings (3/30), a follow-up meeting with Executive Service Corps concerning the results of the Focus Group sessions (3/31), the City Holiday Decorations Committee (4/5), with Anne Johnson of the North Suburban Library Foundation and Library Site Tour (4/6), a reception at the Rolling Meadows Library welcoming the new Library Director, David Ruff and the Socrates Rand Awards Dinner (4/7).

I also attended the workshop at North Suburban Library System "Numbers Into Statistics: A Short Course for Librarians" during which I learned how to interpret reports using percentages and relative numbers; how to present numbers that have significance and relevance; how to present these numbers and trends accurately and effectively.

**DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT**  
**March 2000**

<b>Total 1999 to Date:</b>	197,077	<b>Total 2000 to Date:</b>	202,306	<b>% Change</b>
<b>March 1999:</b>	70,844	<b>March 2000:</b>	71,330	2.65%
				0.69%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
<u>CHILDREN</u>	1999	2000	1999	2000	1999	2000
Non Fiction	5,161	4,902	1,044	773	6,205	5,675
Fiction	10,003	11,017	1,222	1,401	11,225	12,418
Foreign Language Non Fiction	50	47	3	22	53	69
Foreign Language Fiction	221	210	91	100	312	310
Periodicals	164	144	123	66	287	210
Compact Discs	246	400	30	63	276	463
Audio Cassettes	315	242	16	14	331	256
Audio Kits	380	406	51	46	431	452
Puzzles	364	346	70	45	434	391
Games	60	83	18	29	78	112
Audio Books	164	199	10	10	174	209
Video Fiction	2,627	2,976	298	423	2,925	3,399
Video Non Fiction	993	1,357	83	90	1,076	1,447
DVD	0	64	0	0	0	64
CD ROMs	609	778	0	1	609	779
<b>SUB TOTAL</b>	<b>21,357</b>	<b>23,171</b>	<b>3,059</b>	<b>3,083</b>	<b>24,416</b>	<b>26,254</b>
<u>ADULT</u>						
Non Fiction	13,310	11,605	251	282	13,561	11,887
Fiction	7,732	7,153	278	376	8,010	7,529
Large Type	839	852	96	148	935	1,000
Foreign Language Non Fiction	118	161	2	14	120	175
Foreign Language Fiction	360	418	0	6	360	424
High School Collection	53	162	3	6	56	168
Periodicals	2,667	2,372	141	185	2,808	2,557
Pamphlets	61	39	0	0	61	39
Compact Discs	4,956	5,449	464	448	5,420	5,897
Audio Cassettes	698	351	22	17	720	368
Puzzles	15	8	0	7	15	15
Pictures	81	71	0	0	81	71
Audio Books	1,624	1,661	7	42	1,631	1,703
CD ROMs	235	186	0	4	235	190
Video Fiction	8,185	8,136	415	444	8,600	8,580
Video Non Fiction	3,721	3,785	41	84	3,762	3,869
DVD	18	555	0	1	18	556
Misc. Formats	30	45	5	3	35	48
	<b>44,703</b>	<b>43,009</b>	<b>1,725</b>	<b>2,067</b>	<b>46,428</b>	<b>45,076</b>
Supersedes	0	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>66,060</b>	<b>66,180</b>	<b>4,784</b>	<b>5,150</b>	<b>70,844</b>	<b>71,330</b>
Self Check	2,907	2,080	0	0	2,907	2,080

## Main Library 2000

CHILDREN	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Non Fiction	4,367	4,754	4,902										14,023
Fiction	10,008	10,163	11,017										31,188
Foreign Language Non Fiction	34	39	47										120
Foreign Language Fiction	172	143	210										525
Periodicals	129	151	144										424
Compact Discs	347	369	400										1,116
Audio Cassettes	247	253	242										742
Audio Kits	389	361	406										1,156
Puzzles	360	343	346										1,049
Games	94	83	83										260
Audio Books	196	134	199										529
Video Fiction	2,778	2,711	2,976										8,463
Video Non Fiction	1,139	1,326	1,357										3,822
DVD	29	34	64										127
CD ROMs	633	693	778										2,104
<b>SUB TOTAL</b>	<b>20,920</b>	<b>21,557</b>	<b>23,171</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>65,648</b>
<b>ADULT</b>													
Non Fiction	10,116	10,584	11,605										32,305
Fiction	6,633	6,557	7,153										20,343
Large Type	822	755	852										2,429
Foreign Language Non Fiction	148	177	181										486
Foreign Language Fiction	450	363	418										1,231
High School	103	133	162										398
Periodicals	2,075	2,146	2,372										6,593
Pamphlets	15	10	39										64
Compact Discs	4,619	4,716	5,449										14,784
Audio Cassettes	345	340	351										1,036
Puzzles	16	8	8										32
Pictures	69	50	71										190
Audio Books	1,568	1,543	1,661										4,772
CD ROMs	183	178	186										547
Video Fiction	8,288	7,488	8,136										23,910
Video Non Fiction	3,378	3,540	3,785										10,703
DVD	577	540	555										1,672
Misc. Formats	63	35	45										143
<b>SUB TOTAL</b>	<b>39,466</b>	<b>39,163</b>	<b>43,009</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>121,638</b>
Supersedes													0
<b>GRAND TOTAL</b>	<b>60,386</b>	<b>60,720</b>	<b>66,180</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>187,286</b>
Self Check	1,826	2,240	2,080										6,146
Days Closed		2/3											0

## Mobile Library 2000

CHILDREN	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Non Fiction	925	868	773										2,566
Fiction	1,226	1,374	1,401										4,001
Foreign Language Non Fiction	18	22	22										62
Foreign Language Fiction	70	84	100										254
Periodicals	62	60	66										188
Compact Discs	48	47	63										158
Audio Cassettes	12	16	14										42
Audio Kits	54	52	46										152
Puzzles	29	41	45										115
Games	21	27	29										77
Audio Books	4	9	10										23
Video Fiction	381	378	423										1,182
Video Non Fiction	65	78	90										233
DVD	0	0	0										0
CD ROMs	0	0	1										1
<b>SUB TOTAL</b>	<b>2,915</b>	<b>3,056</b>	<b>3,083</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,054</b>
<b>ADULT</b>													
Non Fiction	328	299	282										909
Fiction	414	364	376										1,154
Large Type	97	93	148										338
Foreign Language Non Fiction	11	20	14										45
Foreign Language Fiction	2	6	6										14
High School	1	0	6										7
Periodicals	163	148	185										496
Pamphlets	0	0	0										0
Compact Discs	446	460	448										1,354
Audio Cassettes	24	17	17										58
Puzzles	7	6	7										20
Pictures	0	0	0										0
Audio Books	32	21	42										95
CD ROMs	0	3	4										7
Video Fiction	405	406	444										1,255
Video Non Fiction	54	67	84										205
DVD	0	1	1										2
Misc. Formats	1	3	3										7
<b>SUB TOTAL</b>	<b>1,985</b>	<b>1,914</b>	<b>2,067</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,966</b>
Supersedes													0
<b>GRAND TOTAL</b>	<b>4,900</b>	<b>4,970</b>	<b>5,150</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,020</b>
Out of Service (days)		1											1
Out of Service Description		snow											



## Main/Mobile Combined 2000

CHILDREN	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Non Fiction	5,292	5,822	5,675	0	0	0	0	0	0	0	0	0	16,589
Fiction	11,234	11,537	12,418	0	0	0	0	0	0	0	0	0	35,189
Foreign Language Non Fiction	52	61	69	0	0	0	0	0	0	0	0	0	182
Foreign Language Fiction	242	227	310	0	0	0	0	0	0	0	0	0	779
Periodicals	191	211	210	0	0	0	0	0	0	0	0	0	612
Compact Discs	395	416	463	0	0	0	0	0	0	0	0	0	1,274
Audio Cassettes	259	269	258	0	0	0	0	0	0	0	0	0	784
Audio Kits	443	413	452	0	0	0	0	0	0	0	0	0	1,308
Puzzles	389	384	391	0	0	0	0	0	0	0	0	0	1,164
Games	115	110	112	0	0	0	0	0	0	0	0	0	337
Audio Books	200	143	209	0	0	0	0	0	0	0	0	0	552
Video Fiction	3,157	3,089	3,399	0	0	0	0	0	0	0	0	0	9,645
Video Non Fiction	1,204	1,404	1,447	0	0	0	0	0	0	0	0	0	4,055
DVD	29	34	64	0	0	0	0	0	0	0	0	0	127
CD ROMs	633	693	779	0	0	0	0	0	0	0	0	0	2,105
<b>SUB TOTAL</b>	<b>23,835</b>	<b>24,613</b>	<b>26,254</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>74,702</b>
<b>ADULT</b>													
Non Fiction	10,444	10,883	11,887	0	0	0	0	0	0	0	0	0	33,214
Fiction	7,047	6,921	7,529	0	0	0	0	0	0	0	0	0	21,497
Large Type	919	848	1,000	0	0	0	0	0	0	0	0	0	2,767
Foreign Language Non Fiction	159	197	175	0	0	0	0	0	0	0	0	0	531
Foreign Language Fiction	452	369	424	0	0	0	0	0	0	0	0	0	1,245
High School	104	133	168	0	0	0	0	0	0	0	0	0	405
Periodicals	2,238	2,294	2,557	0	0	0	0	0	0	0	0	0	7,089
Pamphlets	15	10	39	0	0	0	0	0	0	0	0	0	64
Compact Discs	5,065	5,176	5,897	0	0	0	0	0	0	0	0	0	16,138
Audio Cassettes	369	357	368	0	0	0	0	0	0	0	0	0	1,094
Puzzles	23	14	15	0	0	0	0	0	0	0	0	0	52
Pictures	69	50	71	0	0	0	0	0	0	0	0	0	190
Audio Books	1,600	1,584	1,703	0	0	0	0	0	0	0	0	0	4,887
CD ROMs	183	181	190	0	0	0	0	0	0	0	0	0	554
Video Fiction	8,691	7,894	8,580	0	0	0	0	0	0	0	0	0	25,165
Video Non Fiction	3,432	3,607	3,869	0	0	0	0	0	0	0	0	0	10,908
DVD	577	541	558	0	0	0	0	0	0	0	0	0	1,674
Misc. Formats	64	38	48	0	0	0	0	0	0	0	0	0	150
<b>SUB TOTAL</b>	<b>41,451</b>	<b>41,077</b>	<b>45,076</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>127,604</b>
Supersedes	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>65,286</b>	<b>65,690</b>	<b>71,330</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>202,306</b>
Self Check	1,826	2,240	2,080	0	0	0*	0	0	0	0	0	0	6,146
Days Closed/Out of Service	0	2/3—1	0	0	0	0	0	0	0	0	0	0	1

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

## Mar. 2000 Holdings

	Last Month	This Month	Change	Percent Change
Books	183,000	183,820	820	0.4%
Audio	15,651	15,746	95	0.6%
Video	10,327	10,447	120	1.2%
Puzzles and Games	824	717	-107	-13.0%
Realia	234	234	0	0.0%
Pamphlets	1,280	1,337	57	4.5%
<hr/>				
Total	211,316	212,301	985	0.5%

ACQUISITIONS REPORT FOR  
FOR MARCH 2000

	Last Month	This Month	Change
Non Fiction			
Adult			
000	2,001	2,028	27
100	2,584	2,626	42
200	2,956	3,000	44
300	12,038	11,991	-47
400	708	714	6
500	2,624	2,651	27
600	16,153	15,930	-223
700	15,341	15,407	66
800	5,203	5,225	22
900	11,572	11,692	120
B	4,192	4,113	-79
Total (Adult)	75,372	75,377	5
Juvenile (J)			
000	402	394	-8
100	205	202	-3
200	302	298	-4
300	2,218	2,121	-97
400	163	153	-10
500	3,402	3,375	-27
600	2,514	2,522	8
700	3,399	3,402	3
800	751	751	0
900	3,863	3,891	28
B	992	994	2
YA	985	985	0
Total (J)	19,196	19,088	-108
Total (E)	7,908	7,925	17
Total (Juvenile)	27,104	27,013	-91
Total (Non fiction)	102,476	102,390	-86
Fiction			
Adult	33,965	34,076	111
Juvenile			
J	8,534	8,755	221
YA	2,220	2,301	81
E	6,509	6,211	-298
Picture Books	12,017	12,553	536
Board Books	1,492	1,563	71
Total (Juvenile)	30,772	31,383	611
Total (Fiction)	64,737	65,459	722
High school	827	846	19

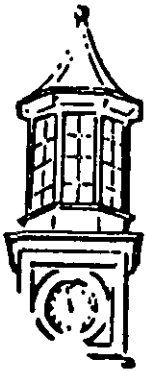
Compact discs			
Adult	6,654	6,674	20
Juvenile	555	588	33
Total (Compact discs)	7,209	7,262	53
DVDs			
Adult	139	145	6
Juvenile	19	19	0
Total (DVDs)	158	164	6
CD ROMs			
Adult	192	194	2
Juvenile	456	500	44
Total (CD ROMs)	648	694	46
Audio Cassettes			
Adult	2,287	2,286	-1
Juvenile	1,028	1,044	16
Audio Books			
Adult	2,227	2,221	-6
Juvenile	957	954	-3
Total (Cassettes)	6,499	6,490	-9
Kits	1,137	1,136	-1
Videocassettes			
Adult	8,070	8,153	83
Juvenile	2,257	2,294	37
Total (Videocassettes)	10,327	10,447	120
Total (Audio Visual)	25,978	26,193	215
Reference			
Adult	6,081	6,146	65
Juvenile	1,459	1,481	22
Total (Reference)	7,540	7,627	87
Puzzles			
Adult	91	91	0
Juvenile	626	528	-98
Total (Puzzles)	717	619	-98
Games (Juvenile)	107	98	-9

Realia			
Paintings	232	232	0
CC decoders	2	2	0
Total (Realia)	234	234	0
Large Type			
Adult	3,571	3,602	31
Juvenile	27	27	0
Total (Large Type)	3,598	3,629	31
Pamphlets	1,280	1,337	57
Easy Reading	1,022	1,020	-2
Foreign language			
Afrikaans			
Adult	0	0	0
Juvenile	1	1	0
Total (Afrikaans language)	1	1	0
French			
Adult	85	85	0
Juvenile	2	2	0
Total (French language)	87	87	0
German			
Adult	92	92	0
Juvenile	2	2	0
Total (German language)	94	94	0
Greek			
Adult	1	1	0
Juvenile	0	0	0
Total (Greek language)	1	1	0
Gujarti			
Adult	0	0	0
Juvenile	10	10	0
Total (Gujarti language)	10	10	0
Hebrew			
Adult	0	0	0
Juvenile	1	1	0
Total (Hebrew language)	1	1	0
Italian			
Adult	21	21	0
Juvenile	0	0	0
Total (Italian language)	21	21	0
Polish			
Adult	671	679	8
Juvenile	76	76	0
Total (Polish language)	747	755	8
Russian			

MAY 2000

0379

0379



**DES PLAINES  
PUBLIC LIBRARY**

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, MAY 16, 2000**

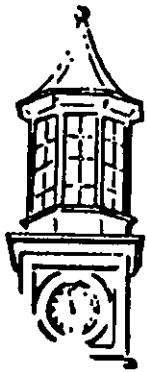
**7:30 PM**

**Large Meeting Room**

**Agenda:**

- **Building Project Status Report**
- **Departmental Report - Technical Services**
- **Finance Committee Report**
- **Appointment of Nominating Committee**

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



DES PLAINES  
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II

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting  
May 16, 2000 7:30 PM

- I. Call to Order. (7:30 PM)
- II. Consideration of the Agenda.
- III. Artwork Contracts. (Action Item)
- IV. Approval of Minutes of the Regular Board Meeting, April 18, 2000. (Action Item)
- V. Public Comments and Questions.
- VI. City Council Community Services Committee – Alderman Petersen.
- 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)
  - F. Report of April 13, 2000 Meeting.
- VIII. Building and Grounds Committee – Betty Ritter.
  - A. Building Project Status Report.
  - B. Cable Origination Drop



- 20382
- IX. Management Committee - Ellen Yearwood. (8:30 PM)
    - A. Board Review of Department Activities - Technical Services, Hector Marino.
    - B. Review of *Serving Our Public* & Per Capita Grant.
  - X. System Membership - John Ciborowski.
  - XI. Friends of the Library - Inara Brubaker.
  - XII. Administrator's Report - Sandra Norlin.
  - XIII. New Business. (8:45 PM)
    - A. Reports of April 13, 2000 and April 27, 2000 Grand Opening Advisory Committee Meetings.
    - B. Reports of April 11, 2000 and April 25, 2000 Ceremonial Moving Advisory Committee Meetings.
    - C. Reports of April 13, 2000 and April 27, 2000 Fund-Raising Event Committee Meetings.
    - D. Appointment of Nominating Committee.
    - E. Purchase of Required Shirts for Library Personnel. (Action Item)
  - XIV. Announcements.
  - XV. Correspondence.
  - XVI. Adjournment. (9:30 PM)



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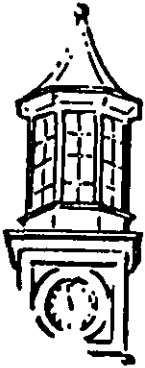
DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting  
May 16, 2000 7:30 PM

- I. Call to Order. (7:30 PM)
- II. Consideration of the Agenda.
- III. Approval of Minutes of the Regular Board Meeting, April 18,2000. (Action Item)
- IV. Public Comments and Questions.
- V. City Council Community Services Committee - Alderman Petersen
- 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 April 13, 2000 Meeting.
- VII. Building and Grounds Committee - Betty Ritter.
  - A. Building Project Status Report.

- VIII. Management Committee - Ellen Yearwood. (8:30 PM)
- A. Board Review of Department Activities - Technical Services, Hector Marino.
  - B. Per Capital Grant Review.
- IX. System Membership - John Ciborowski.
- X. Friends of the Library - Inara Brubaker.
- XI. Administrator's Report - Sandra Norlin.
- XII. New Business. (8:45 PM)
- A. Reports of April 13, 2000 and April 27, 2000 Grand Opening Advisory Committee Meetings.
  - B. Reports of April 11, 2000 and April 25, 2000 Ceremonial Moving Advisory Committee Meetings.
  - C. Reports of April 13, 2000 and April 27, 2000 Fund-Raising Event Committee Meetings.
  - D. Appointment of Nominating Committee.
  - E. Report of April 18, 2000 Art Committee Meeting.
  - F. Purchase of Required Shirts for Library Personnel. (Action Item)
  - G. Authorization to Pay Artists Deposits. (Action Item)
- XIII. Announcements.
- XIV. Correspondence.
- XV. Adjournment. (9:30 PM)



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

III

## BOARD OF TRUSTEES Minutes of the Regular Meeting April 18, 2000

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the Large (#1) meeting room on Tuesday, April 18, 2000. President Eldon Burk called the meeting to order at 7:34 PM.

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

Members Absent: William Grice

Also Present: Administrator Sandra Norlin, Martha Sloan, Hector Marino, Leslie Steiner, Carol Kidd, Susan Farid, Kathy Kyrouac, Alderman Joyce Petersen, Jim Weiss, Adolph Link, Robert Suriano, Robert Gilman, Brian Mulcrone, Ken Hutson.

MOTION by Inara Brubaker, seconded by John Ciborowski, to accept the agenda as amended by adding under XIV. New Business. F. Art Committee Report. Vote: Ayes: All. Nays: None. MOTION CARRIED.

President Burk introduced Robert Gilman, president of the VietNam Veterans of America Des Plaines Chapter #311. Mr. Gilman, who explained his role in the VVA, presented a subscription to the VVA Veteran magazine to the library. President Eldon Burk and Library Administrator, Sandra Norlin, accepted the donation on behalf of the Des Plaines Public Library.

Sandra Norlin introduced Jim Weiss and Adolph Link of Executive Service Corps who facilitated focus groups for the library. Mr. Weiss distributed copies of the focus group responses by the residents interviewed and explained that participants responded positively to the library and the services provided to the community, especially the

Mobile Library. Mr. Link reported that the last focus groups were held five years ago and there has been excellent progress in library services in that time.

MOTION by Inara Brubaker, seconded by Susan Burrows, to approve the Minutes of the regular Board Meeting of March 21, 2000, as written. Vote: Ayes: All. Nays: None.  
MOTION CARRIED.

MOTION by Inara Brubaker, seconded by Betty Ritter, to approve the Minutes of the Special Board Meeting of March 27, 2000, as written. Vote: Ayes: All. Nays: None.  
MOTION CARRIED.

#### PUBLIC COMMENTS AND QUESTIONS.

Robert Suriano of the Des Plaines Cable Commission asked Board members if they had been contacted by the Cable Commission to have the new library serve as a point of origination for public access cable programming. President Burk responded that the library is not able to fund this project, but asked that Robert return to clarify what the responsibility of the library would be if funds became available.

#### CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Petersen.

Alderman Peterson questioned the need to order new books when they will have to be moved to the new library. Sandra Norlin, Library Administrator, explained that publishers do not keep a backlog of books and patrons anticipate the arrival of new books when they are released.

#### 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	\$ 9,399.01
2. Petty Cash Expenditures	\$ 53.14
3. Budget Expenditures for March	\$ 240,791.91
4. Expenditures Year to Date	\$ 656,623.62
5. Revenue for March	\$ 112,588.66
6. Revenue Year to Date	\$ 311,251.87

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:

March 06, 2000	\$ 34,979.79
March 22, 2000	\$ 58,640.48
Total	\$ 93,620.27

ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Read, 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:

March 09, 2000	\$ 63,508.69
March 23, 2000	<u>\$ 66,951.04</u>
Total	\$ 130,459.73

ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Read, 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 March, 2000 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (March)	<u>\$153.85</u>
Total	\$153.85

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

Sandra Norlin introduced Susan Farid, Head of Circulation Services and Kathy Kyrouac, Webmaster in Public Information Services as new employees to the Des Plaines Public Library.

BUILDING AND GROUNDS COMMITTEE – Betty Ritter, Chairman.

Ken Hutson of Owner Services Group, Inc. distributed Project Status Reports dated April 2000. The base construction project will be completed mid-June with the installation of furniture being completed in July.

Library tours of the new building continue to be held on the first and third Thursday of each month.

Eldon Burk asked the Board to make a decision on the Heritage Room if sufficient donations are not received to complete the room as planned.

MOTION by Rhys Read, seconded by Susan Burrows, to complete the Heritage Room as a usable room if donations to complete the room as planned are not received within two weeks. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Sandra Norlin reminded the Board that furniture for the Heritage Room has already been ordered.

MOTION by Ellen Yearwood, seconded by Susan Burrows, to authorize Ken Hutson, Owner Services Group, Inc. to proceed with CT/IT poke-throughs at a cost not to exceed \$76,344, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Read, Ritter, Yearwood. NAYS: None. MOTION CARRIED.

Betty Ritter reported on current building maintenance. Betty also reported that the shelving mock-up has been assembled in the large meeting room.

Sandra reported that Lohan Associates has recommended ASI as the provider for signage, since no other company manufactures the custom signage the library has selected. Sandra also reported that Raymond Bartel, Assistant City Attorney, has reviewed and approved this decision as in the best interest of the library.

Sandra also reported that 3M was selected for materials securing and circulation workstations since the library currently uses their product and this will prevent the cost of changing to a new system.

MOTION by Betty Ritter, seconded by Susan Burrows, to authorize Library Administrator, Sandra Norlin, to proceed with the request for proposal from the dealer, ASI, as the sole provider of the proprietary signage systems, which is in the best interest of the Des Plaines Public Library. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Betty Ritter, seconded by Susan Burrows, to authorize Library Administrator, Sandra Norlin, to proceed with RFP to obtain 3M materials security, hardware, software and circulation workstations from 3M authorized vendors, which is in the best interest of the Des Plaines Public Library. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Hector Marino, Head of Computer and Technical Services, distributed a spreadsheet on the bid tabulations for the Nortel telephone system. Hector's recommendation was Convergent Communications as the lowest responsible bidder. Sandra distributed a bid comparison sheet that listed documents received at the bid opening on April 14, 2000.

MOTION by Rhys Read, seconded by John Ciborowski, to authorize Library Administrator, Sandra Norlin, to award the Northern Telecom Norstar Digital Communication System contract bid to Convergent, as the lowest responsible bidder who submitted a conforming bid in the amount of \$43,572.00, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Read, Ritter, Yearwood.

MANAGEMENT COMMITTEE – Ellen Yearwood, Chairman.

Ellen scheduled a Management Committee meeting for Monday, May 8, 2000 at 5:30 PM

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to discuss personnel issues.

Sandra introduced Leslie Steiner, Head of Public Information Services, who reported on recent activities in the Public Information Department. A short video clip produced by Library Cable Network, titled "Did You Know..." was part of Leslie's presentation.

Sandra Norlin and Eldon Burk complimented Leslie on her excellent service to the library. Betty Ritter agreed that Leslie does a wonderful job.

#### SYSTEM MEMBERSHIP – John Ciborowski

No report.

#### FRIENDS OF THE LIBRARY – Inara Brubaker

Inara reported that the next Friends meeting will be held on Tuesday, April 25. The Friends annual meeting will be held on Tuesday, May 23 at 7:00 PM and Inara encouraged the Board to attend.

#### ADMINISTRATOR'S REPORT

Susan Farid began work as Head of the Circulation Services Department on April 3. Two part-time reference librarians for the Adult Services Department were hired. Karen Widi began March 18 and Nancy Madsen Rowley began April 1.

Joyce Piagari, Library Assistant I, Circulation Services, retired, effective April 1.

We are in the final stages of hiring (and creating an eligibility list for) a new Librarian I for the Adult Services Department and are screening applicants for the Library Assistant II positions for the Adult Services Department.

The first Orientation Meeting was held on April 5, 2000. Five new employees attended, along with members of the Orientation Team. Eldon Burk attended to welcome the new employees. We will hold these meetings once a month if we have employees who have not yet received this part of the orientation program.

Six staff members attended the bi-annual conference of the Public Library Association in Charlotte, NC. The following are reports received from five of the attendees.

Martha Sloan. The session on "Electronic Books: the Next Big Thing" challenged librarians to think about new ways to deliver books to our patrons. Presentation from a futurist firm, Coates and Jarret, Glassbook, a software development company that has created reading software and applications that automate the e-book "supply chain," Baltimore County Public Library, and netLibrary, a vendor that has a growing library of e-books for downloading, explored the role electronic books will play in the future. Among the many questions posed in the session was the central one of delivery. Will



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libraries lend the entire e-book reader with downloaded books? Or, will we be a portal from which patrons can download books directly to their computer or personal reader? The BCPL presenter suggested that we read April 15 Library Journal to see what a small suburban Chicago library has been doing, for the director has been of great assistance in their discussion about lending Rocket Books.

Holly Sorensen. As always, PLA was excellent. I went to several programs on staff training for technology. Most interesting to me was the program on "Core Competencies" given by the Kansas City Public Library. They assessed all staff, from the director to the parking lot attendant, to determine what level of computer competency staff was operating at. Why determine core competencies? KCPL felt that all staff must be able to serve both external and internal customers and all staff must know how to find materials in the library catalog. By assessing staff knowledge they could assure minimum standards, develop training needs and evaluate its effectiveness. This would be a useful tool for us to assess the level of staff computer knowledge and skills so we can better plan how to train.

Karen Wallace. This was the first time I have ever attended PLA and I thoroughly enjoyed it. There were at least two programs I wanted to attend every session. I learned a great deal from talking to colleagues and vendors from around the nation. The single best program I attended was about the Richmond Public Library in British Columbia, a popular materials branch that has been open for about a year now. It has a collection of 65,000 items and circulated 750,000 items last year. They have made a concerted effort to use technology in ways that free up staff members to have more meaningful interactions with patrons. For example, they allow patrons to pay fines on the Internet or over the phone using a credit card. Eighty-five percent of their circulation is done from self-checkout machines. One way they promote these is by calling the "Express Checkout" rather than self-checkout; I think that we could use this expression, too, in the new building, to make self-checkout more enticing. Encouraging this kind of patron self-reliance has enabled staff to provide a drop-in storytime every day, do more readers advisory work, and provide other kinds of value-added patron interactions. The presentation was inspiring in part because it illustrated the power of having a clear vision and concentrated efforts on achieving it. Our library may not identify the same goals as Richmond, but we can still take heart from their example.

Mary Ann Brown. A conference like this one is good in many ways. It validates the good things we are already doing, and it inspires us to do new and better things as well. After the conference we were talking about all the good ideas we heard, and what one thing we would implement if we were limited to only one. I believe the session on preschool programs had far reaching philosophical ideas about best practices and age appropriate activities. PLA is now developing, along with the National Institute of Child Health and Human Development, an Effective Practices Initiative to distribute the latest research on how children develop language skills that translate into reading skills. Something as simple as eliminating our storytime coloring sheets, which are considered developmentally inappropriate for two, three and four year olds, would be a beginning toward using best practices research in our programs for preschoolers.

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Hector Marino. PLA 2000 was an excellent opportunity to gather information and resources for my current job. Programs such as: Managing for Results: Allocating Public Library Resources and Current Issues in Technology: Ask the Consultants were superb and rich with information. Another program is also worth mentioning" Staff Intranets: The New Communication Tool".

In addition to PLA, two Youth Services staff members attended the Children's Literature Conference at Northern Illinois University on March 17 and 18. The conference brings in well-known children's authors and illustrators who give presentations. New authors and illustrators are also introduced through their books. According to Veronica Schwartz, the recurrent theme this year was that for children to be successful in life, they must read. They need libraries where the staff makes them feel safe, respected and welcome. "As I listened to these speeches I was proud because we are that kind of library. We are what these children need."

You will notice that the patron count is up by ten percent from last year to date, but down from March 1999. Interlibrary Loan records show that we lent nearly four times as many items as we borrowed. The use by our library patrons of Night Owl Reference service continues to be healthy. Circulation figures, when compared to last year, show a small increase, but it is important to remember that last year was down from 1998. It is equally as important to keep in mind that our recording of electronic database usage is nearly 16,000 per month, which correlates to the decrease in print periodical and nonfiction use.

Kelli Phillips took her perennially popular babysitting clinic on the road on March 21. At the request of Chippewa Middle School, she held one session as an after-school activity for ten students.

Sam's Club has donated multiple copies of children's books as part of their "Get Caught Reading" campaign.

We held a party for our volunteers with an attendance of around fifty adults and children. Margie Borris organized this Volunteer Week appreciation as part of her new duties.

Sandra attended meetings of the CCS Governing Board (3/22), the Extension Services Advisory Council (3/23), the Chamber/City Advisory Council and Ceremonial Moving Committee (3/28), Preview Party and Grand Opening Committee meetings (3/30), a follow-up meeting with Executive Service Corps concerning the results of the Focus Group sessions (3/31), the City Holiday Decorations Committee (4/5), with Anne Johnson of the North Suburban Library Foundation and Library Site Tour (4/6), a reception at the Rolling Meadows Library welcoming the new Library Director, David Ruff and the Socrates Rand Awards Dinner (4/7).

Sandra also attended the workshop at North Suburban Library System "Numbers Into Statistics: A Short Course for Librarians" during which she learned how to interpret reports using percentages and relative numbers; how to present numbers that have

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significance and relevance; how to present these numbers and trends accurately and effectively.

Susan Burrows congratulated Sandra on her successful transformation of the library.

#### NEW BUSINESS

President Burk reported on the progress made by Committee members at the Grand Opening Advisory Committee Meeting which met on March 30, 2000. The Grand Opening celebration will be held on Sunday, September 24 between 1:00 PM and 5:00 PM. Betty Ritter reported that Library Cable Network will film the Grand Opening celebration.

The Moving Committee met on March 28, 2000 and the Fund Raising Event Committee met on March 28, 2000. Eldon reported that the Preview Party is scheduled for Thursday, July 27 between 6:30 PM and 9:30 PM. Eldon asked the Board to vote on a ticket price to the Preview Party in the amount of \$75.00.

MOTION by Ellen Yearwood, seconded by Inara Brubaker to authorize the Fund Raising Event Committee to charge \$75.00 per person for the Preview Party to be held on July 27, 2000. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to accept the Illinois Public Library Annual Report as written or revised by Friday, April 21, 2000. Vote: Ayes: All. Nays: None. MOTION CARRIED.

John Burke agreed to attend the May 1 City Council Meeting, John Ciborowski the May 15 meeting, Ellen Yearwood the June 5 meeting and Rhys Read the June 19 meeting.

Susan Burrows reported on the Art Committee meeting and presented examples of the proposed artist's work to the Board.

The Art Committee's recommendations were Michael Hayden and Christina Lucas for the atrium sculpture, Robert Jessup for the mural in the Children's Department, Pae White for the third floor computer generated artwork, and Fred Nagelback for the fourth floor sculptural wall forms.

The Board agreed with recommendations for the atrium, second and third floors, but questioned the fourth floor concept. Several Board members felt the fourth floor concept would not work uniformly with the other floors and that there were too many unrelated themes.

Betty Ritter reported that the character of each floor was considered for the artwork. John Ciborowski asked for another artist presentation. Rhys Read questioned funding for the artwork. President Burk stated that part of the money for the artwork is in the budget, but not all of the funding for these projects.

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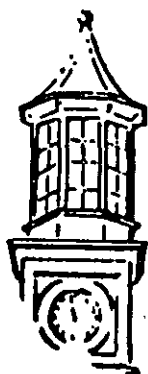
MOTION by Ellen Yearwood, seconded by Inara Brubaker, to authorize Patti Gilford of Patti Gilford Fine Arts to proceed with plans for the atrium, second and third floors. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The Board was divided on the sculpture for the fourth floor and will possibly view the artists work at other locations.

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

The meeting adjourned at 10:33 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 April 13, 2000

Chair: Susan Burrows.  
Present: Eldon Burk, Susan Burrows, Sandra Norlin, Rhys Read, John Burke.  
Call to Order: 6:00 PM by Susan Burrows.

Susan Burrows reminded the Committee of its charge to create a plan for defining, accepting and acknowledging major gifts to present to the Board of Trustees for their approval.

#### Areas of agreement:

- ◆ All major gifts that sponsor rooms, areas, major art pieces, etc. will be identified by a plaque of the same size and dimensions. (These might be considered "big gifts")
- ◆ All gifts during a year will be recognized by printing names in the library newsletter once a year.
- ◆ The Finance Committee will not differentiate between individuals, organizations, businesses, corporations and foundations.
- ◆ A gift recognition system (tree or other configuration) will be comprised of 2 parts:
  1. An annual multi-name plaque:
    - a. Bronze - \$100
    - b. Silver - \$250
    - c. Gold - \$500
  2. A permanent multi-name plaque:

- a. Bronze     -\$1,000
- b. Silver     -\$2,500     [These can be cumulative over a 10-year period]
- c. Gold       -\$5,000

These should be prominently displayed. The Committee should have information about this giving program/system or available by the Fund-Raising Party.

The next meeting is scheduled for Tuesday, May 16, 2000 at 6:30 PM.

Agenda: Fundraising Plans.

Meeting adjourned at 6:45 PM.

Minutes prepared by Sandra Norlin.

DES PLAINES PUBLIC LIBRARY  
FINANCE REPORT FOR THE MONTH OF APRIL 2000

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

1. Over the Counter Receipts	\$ 10,877.62
2. Petty Cash Expenditures	\$ 53.14
3. Budget Expenditures for April	\$ 250,513.18
4. Expenditures Year to Date	\$ 1,113,913.60
5. Revenue for April	\$ 317,733.18
6. Revenue Year to Date	\$ 1,616,874.10

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

April 03, 2000	\$ 41,076.20
April 17, 2000	\$ 41,597.34
Total	\$ 82,673.54

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

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

April 06, 2000	\$ 67,548.55
April 20, 2000	\$ 68,853.66
Total	\$ 136,402.21

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

MOTION BY \_\_\_\_\_ 2<sup>ND</sup> BY \_\_\_\_\_ to approve, subject to audit, transfer entries to the Library account in April, 2000 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (April)	\$108.39
Total	\$108.39

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

**DES PLAINES PUBLIC LIBRARY  
FINANCE REPORT FOR THE MONTH OF APRIL 2000**

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

1. Over the Counter Receipts	\$ 10,877.62
2. Petty Cash Expenditures	\$ 53.14
3. Budget Expenditures for April	\$ 245,871.18
4. Expenditures Year to Date	\$ 915,070.30
5. Revenue for April	\$ (90,836.97)
6. Revenue Year to Date	\$ 1,207,640.08

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

April 03, 2000	\$ 41,076.20
April 17, 2000	<u>\$ 41,597.34</u>
Total	\$ 82,673.54

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

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

April 06, 2000	\$ 67,548.55
April 20, 2000	<u>\$ 68,853.66</u>
Total	\$ 136,402.21

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

MOTION BY \_\_\_\_\_ 2<sup>ND</sup> BY \_\_\_\_\_ to approve,  
subject to audit, transfer entries to the Library account in April, 2000 by the City of  
Des Plaines as follows:

Gasoline and Diesel Fuel (April)	<u>\$108.39</u>
Total	\$108.39

ROLL CALL VOTE

AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_



## DES PLAINES PUBLIC LIBRARY

## OVER THE COUNTER RECEIPTS - APRIL 2000

	April 1999	April 2000	1999 to Date	2000 to Date
Lost Materials	\$ 356.56	\$ 655.13	\$ 1,837.74	\$ 2,457.73
Fines	6,091.38	9,255.91	23,845.16	27,998.19
Damage	71.75	30.99	272.48	237.54
Fees	240.64	661.79	2,250.92	2,054.86
Copies	1,978.35	246.60	7,751.25	1,018.05
Miscellaneous	29.95	27.20	99.44	161.40
Totals	\$ 8,768.63	\$ 10,877.62	\$ 36,056.99	\$ 33,927.77

## PETTY CASH EXPENDITURES - April

960070	Auto/Travel	5.53
970110	Meals	7.55
	Total	\$13.08

CITY OF DES PLAINES  
BALANCE SHEET

SELECTION CRITERIA: genledgr.fund in ('201','202','415')

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102008	CASH PB DISBRST 276502401		341,309.56
102012	CASH IPTIP/FOA 7139200161	1,010,535.70	
TOTAL CASH		1,011,035.70	341,309.56
104033	INVESTMENTS-DOWNING	39,682.20	
TOTAL INVESTMENTS		39,682.20	.00
118000	RECEIVABLE-PROPERTY TAXES	3,696,065.80	
TOTAL ACCOUNTS RECEIVABLE		3,696,065.80	.00
TOTAL ASSETS		4,746,783.70	341,309.56
450030	ACCRUED LIAB-COMP ABSENCE		72,925.38
TOTAL ACCRUED LIABILITIES		.00	72,925.38
470000	DEFERRED REV-PROPERTY TAX		3,699,364.00
471000	DEFERRED REV-OTHER		65,894.45
TOTAL CURRENT LIABILITIES		.00	3,838,183.83
TOTAL LIABILITIES		.00	3,838,183.83
700110	EXPENDITURE CONTROL	933,611.30	
700120	REVENUE CONTROL		1,207,640.08
700150	EXP. BUDGET CONTROL		4,179,809.00
700160	REV. BUDGET CONTROL	3,962,604.00	
700170	BUDGET FUND BALANCE	217,205.00	
TOTAL SYSTEM CONTROL		5,113,420.30	5,387,449.08
720010	FUND BAL-RESRV-GIFT TRUST		39,682.20
TOTAL FUND BALANCE-RESERVED		.00	39,682.20
730000	FUND BALANCE-UNRESERVED		253,579.33
TOTAL FUND EQUITY		.00	293,261.53
TOTAL EQUITIES		5,113,420.30	5,680,710.61
TOTAL PUBLIC LIBRARY FUND		9,860,204.00	9,860,204.00

SELECTION CRITERIA: genledgr.fund in ('201','202','415')

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH PB DISBRST 276502401	100,039.50	
102012	CASH IPTIP/FOA 7139200161	12,655.63	
102014	CASH FED INUST TRUST(FIT)	1,106.66	
TOTAL CASH		113,801.79	.00
TOTAL ASSETS		113,801.79	.00
471000	DEFERRED REV-OTHER		26,672.76
TOTAL CURRENT LIABILITIES		.00	26,672.76
TOTAL LIABILITIES		.00	26,672.76
700110	EXPENDITURE CONTROL	21,969.29	
700120	REVENUE CONTROL		100,663.87
700150	EXP. BUDGET CONTROL		635,000.00
700160	REV. BUDGET CONTROL	427,500.00	
700170	BUDGET FUND BALANCE	207,500.00	
TOTAL SYSTEM CONTROL		656,969.29	735,663.87
730000	FUND BALANCE-UNRESERVED		8,434.45
TOTAL FUND EQUITY		.00	8,434.45
TOTAL EQUITIES		656,969.29	744,098.32
TOTAL LIBRARY CAPITAL PROJ FUND		770,771.08	770,771.08

SELECTION CRITERIA: genledgr.fund in ('201','202','415')

FUND - 415 - FF. & E - LIBRARY

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH PB DISBRST 276302401	216,971.26	
102014	CASH FED INUST TRUST(FIT)	1,371,604.73	
	TOTAL CASH	1,588,575.99	.00
	TOTAL ASSETS	1,588,575.99	.00
700110	EXPENDITURE CONTROL	158,333.01	
700150	EXP. BUDGET CONTROL		1,800,000.00
700170	BUDGET FUND BALANCE	1,800,000.00	
	TOTAL SYSTEM CONTROL	1,958,333.01	1,800,000.00
730000	FUND BALANCE-UNRESERVED		1,746,909.00
	TOTAL FUND EQUITY	.00	1,746,909.00
	TOTAL EQUITIES	1,958,333.01	3,546,909.00
	TOTAL FF & E - LIBRARY	3,546,909.00	3,546,909.00
	TOTAL REPORT	14,177,884.08	14,177,884.08

SELECTION CRITERIA: revledgr.fund between '201' and '202'

FUND 001 - 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	.00	.00	.00	.00	.00	.00
810015	PROPERTY TAXES 1998	40,000.00	.00	.00	953.45	39,046.55	.02
810016	PROPERTY TAXES 1999	3,591,616.00	.00	.00	1,158,986.15	2,432,629.85	.32
TOTAL	PROPERTY TAXES	3,631,616.00	.00	.00	1,159,939.60	2,471,676.40	.32
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	.00	92,988.00	.00
TOTAL	TAXES	3,724,604.00	.00	.00	1,159,939.60	2,564,664.40	.31
822040	STATE GRANT:PER CAPITA	66,768.00	.00	.00	.00	66,768.00	.00
822080	STATE GRANT:LIBRARY TECH	21,232.00	-97,505.00	.00	2,495.00	18,737.00	.12
822090	STATE GRANT:LIB CONSTRUCT	.00	.00	.00	.00	.00	.00
822095	STATE GRANT:LIBRARY	.00	921.00	.00	921.00	-921.00	.00
TOTAL	STATE GRANTS	88,000.00	-96,584.00	.00	3,416.00	84,584.00	.04
TOTAL	INTERGOVERNMENTAL REVENUE	88,000.00	-96,584.00	.00	3,416.00	84,584.00	.04
850102	LIBRARY FINES	90,000.00	4,880.44	.00	27,181.39	62,818.61	.30
TOTAL	FINES	90,000.00	4,880.44	.00	27,181.39	62,818.61	.30
850201	COPYING FEE	25,000.00	851.59	.00	3,899.89	21,100.11	.16
850215	SPECIAL PROGRAMS & EVENTS	10,000.00	.00	.00	906.00	9,094.00	.09
TOTAL	FEES AND SERVICES	35,000.00	851.59	.00	4,805.89	30,194.11	.14
TOTAL	FINES, FEES, AND SERVICES	125,000.00	5,732.03	.00	31,987.28	93,012.72	.26
890010	INTEREST INCOME	10,000.00	.00	.00	7,565.07	2,434.93	.76
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	15,000.00	15.00	.00	4,732.13	10,267.87	.32
TOTAL	OTHER REVENUE	25,000.00	15.00	.00	12,297.20	12,702.80	.49
TOTAL	PUBLIC LIBRARY FUND	3,962,604.00	-90,836.97	.00	1,207,640.08	2,754,963.92	.30
TOTAL	PUBLIC LIBRARY FUND	3,962,604.00	-90,836.97	.00	1,207,640.08	2,754,963.92	.30

03/08/00

CITY OF DES PLAINES  
ORGANIZATION REVENUE STATUS

ACCOUNTING PERIOD: 4/00

SELECTION CRITERIA: revldgr.fund between '201' and '202'

FUND - 202 - LIBRARY CAPITAL PROJ FUND  
FUNCTION - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
822080	STATE GRANT:LIBRARY TECH	100,000.00	100,000.00	.00	100,000.00	.00	1.00
822090	STATE GRANT:LIB CONSTRUCT	137,500.00	.00	.00	.00	137,500.00	.00
TOTAL	STATE GRANTS	237,500.00	100,000.00	.00	100,000.00	137,500.00	.42
TOTAL	INTERGOVERNMENTAL REVENUE	237,500.00	100,000.00	.00	100,000.00	137,500.00	.42
890010	INTEREST INCOME	30,000.00	.00	.00	663.87	29,336.13	.02
890050	SALE OF FIXED ASSETS	10,000.00	.00	.00	.00	10,000.00	.00
898902	TRANSFER FROM LIB FUND	150,000.00	.00	.00	.00	150,000.00	.00
899920	LIBRARY DONATIONS	.00	.00	.00	.00	.00	.00
899930	LIBRARY BUY-A-BRICK	.00	.00	.00	.00	.00	.00
TOTAL	OTHER REVENUE	190,000.00	.00	.00	663.87	189,336.13	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	427,500.00	100,000.00	.00	100,663.87	326,836.13	.24
TOTAL	LIBRARY CAPITAL PROJ FUND	427,500.00	100,000.00	.00	100,663.87	326,836.13	.24
TOTAL REPORT		4,390,104.00	9,163.03	.00	1,308,303.95	3,081,800.03	.30

SELECTION CRITERIA: expledgr.fund in ('201','202','413')

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
910100	SALARIES	1,451,614.00	94,849.91	.00	368,725.30	1,082,888.70	.25
910200	TEMPORARY WAGES	618,933.00	36,452.15	.00	140,755.56	478,177.44	.23
910300	SUPERVISORY OVERTIME	.00	.00	.00	.00	.00	.00
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	.00	500.00	.00
910500	VACATION PAY	.00	3,571.90	.00	16,662.36	-16,662.36	.00
910600	SICK PAY	.00	1,303.54	.00	11,428.52	-11,428.52	.00
910700	HOLIDAY PAY	.00	.00	.00	224.71	-224.71	.00
910900	ACT/OUT OF CLASS/PREMIUM	300.00	.00	.00	.00	300.00	.00
910950	EXCESS SICK HRS PAY OUT	8,000.00	407.10	.00	3,249.43	4,750.57	.41
918010	UNEMPLOYMENT COMPENSATION	2,000.00	.00	.00	273.50	1,726.50	.14
918020	EMPLOYER CONTR-F.I.C.A.	157,937.00	10,330.44	.00	40,914.02	117,022.98	.26
918021	EMPLOYER CONTR-I.M.R.F.	123,453.00	8,152.98	.00	32,587.52	90,865.48	.26
918040	LIFE INS PREMIUMS	4,747.00	355.25	.00	1,433.25	3,313.75	.30
918050	MEDICAL INS PREMIUMS	182,625.00	8,600.73	.00	35,358.15	147,266.85	.19
918060	TUITION REIMBURSEMENTS	4,000.00	144.50	.00	258.50	3,741.50	.06
918070	WORKERS COMPENSATION	4,000.00	362.25	.00	1,432.09	2,567.91	.36
TOTAL	PERSONAL SERVICES	2,558,309.00	164,530.75	.00	653,302.91	1,905,006.09	.26
9201	PROFESSIONAL CONSULTING	15,000.00	.00	.00	1,000.00	14,000.00	.07
920120	COMMUNICATION SERVICES	25,000.00	249.52	.00	2,349.89	22,650.11	.09
920140	DATA PROCESSING SERVICES	85,000.00	5,754.67	.00	14,575.99	70,424.01	.17
920202	CONFERENCES	3,500.00	2,636.56	.00	5,096.10	-1,596.10	1.46
920204	TRAINING	2,000.00	50.00	.00	50.00	1,950.00	.03
920206	SEMINARS	2,000.00	530.00	.00	906.50	1,093.50	.45
920210	IN-SERVICE TRAINING	2,000.00	125.66	.00	145.64	1,854.36	.07
920220	MEMBERSHIP DUES	4,000.00	485.00	.00	1,088.00	2,912.00	.27
920230	PUBLICATION OF NOTICES	2,000.00	390.00	.00	4,539.78	-2,539.78	2.27
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
TOTAL	CONTRACTUAL SERVICES	140,500.00	10,221.41	.00	29,751.90	110,748.10	.21
920850	SUBSIDY:1994 E.R.P. TRANS	25,600.00	723.76	.00	2,895.04	22,704.96	.11
TOTAL	SUBSIDY:1994 E.R.P. TRANS	25,600.00	723.76	.00	2,895.04	22,704.96	.11
920900	PROPERTY/LIAB CONTRIBUTIO	51,367.00	.00	.00	12,302.00	39,065.00	.24
930010	R & M EQUIPMENT	42,600.00	1,495.95	.00	7,298.01	35,301.99	.17
930020	R & M BLDGS & STRUCTURES	20,000.00	580.50	.00	988.00	19,012.00	.05
930030	R & M VEHICLES	3,000.00	.00	.00	130.50	2,869.50	.04
930195	BOOK BINDING & REPAIR	6,000.00	349.55	.00	639.60	5,360.40	.11
930210	RENTAL OF EQUIPMENT	1,000.00	.00	.00	40.00	960.00	.04
930320	CLEANING:CUSTODIAL SERU	33,000.00	1,700.00	.00	5,100.00	27,900.00	.15
960070	AUTO/TRAVEL EXPENSES	3,000.00	84.79	.00	366.32	2,633.68	.12
960210	SPECIAL EVENT PROGRAMMING	15,000.00	399.77	.00	2,112.66	12,887.34	.14

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05/08/00

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expledgr.fund in ('201','202','413')

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
960990	MISC CONTRACTUAL SUCS	75,000.00	1,257.86	.00	7,605.35	67,394.65	.10
TOTAL	CONTRACTUAL SERVICES	249,967.00	5,868.42	.00	36,582.44	213,384.56	.15
970100	SUPPLIES	50,000.00	3,058.03	.00	13,584.61	36,415.39	.27
970110	MEALS (PRSMRS/WRKRS/VOLS)	2,000.00	237.22	.00	372.08	1,627.92	.19
970170	JANITORIAL	12,000.00	628.61	.00	1,432.23	10,567.77	.12
970200	COPYING/FAX SUPPLIES	1,000.00	.00	.00	.00	1,000.00	.00
970260	POSTAGE AND PARCEL	13,200.00	103.83	.00	3,821.39	9,378.61	.29
970270	PRINTING-REPROD-BINDING	15,000.00	.00	.00	1,559.88	13,440.12	.10
970320	SUPPLIES: BLDG R/M	.00	.00	.00	.00	.00	.00
970330	SUPPLIES: VEHICLE R/M	.00	.00	.00	.00	.00	.00
970600	BOOKS	440,000.00	32,795.66	.00	94,142.56	345,857.44	.21
970610	AUDIO MATERIALS	56,700.00	3,669.53	.00	6,938.26	49,761.74	.12
970620	SUBSCRIPTIONS & BOOKS	74,200.00	916.00	.00	6,005.66	68,194.34	.08
970630	VISUAL MATERIALS	53,000.00	7,303.90	.00	9,860.05	43,139.95	.19
970640	AUTOMATED REFERENCE MAT'L	87,000.00	13,731.98	.00	28,412.48	58,587.52	.33
970810	NATURAL GAS	14,400.00	1,634.69	.00	5,794.57	8,605.43	.40
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	500.00	56.65	.00	164.51	335.49	.33
970850	GASOLINE	3,500.00	51.74	.00	97.73	3,402.27	.03
TOTAL	COMMODITIES	823,000.00	64,187.84	.00	172,186.01	650,813.99	.21
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	80,000.00	.00	.00	19,513.79	60,486.21	.24
980410	COMPUTER HARDWARE	.00	.00	.00	208.30	-208.30	.00
980420	COMPUTER SOFTWARE	.00	339.00	.00	339.00	-339.00	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	5,000.00	.00	.00	290.91	4,709.09	.06
TOTAL	CAPITAL EXPENDITURES	85,000.00	339.00	.00	20,352.00	64,648.00	.24
990300	BANK/TRUST/AGENCY FEES	150.00	.00	.00	.00	150.00	.00
990900	TRANSFER TO DEBT SERVICE	29,283.00	.00	.00	.00	29,283.00	.00
TOTAL	DEBT SERVICE	29,433.00	.00	.00	.00	29,433.00	.00
990940	TRANS TO LIB CAP PROJ FND	150,000.00	.00	.00	.00	150,000.00	.00
TOTAL	TRANS TO LIB CAP PROJ FND	150,000.00	.00	.00	.00	150,000.00	.00
991000	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
TOTAL	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00



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05/08/00  
ACCOUNTING PERIOD: 4/00

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expledgr.fund in ('201','202','415')

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
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	4,111,809.00	245,871.18	.00	915,070.30	3,196,738.70	.22

05/08/00

ACCOUNTING PERIOD: 4/00

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

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SELECTION CRITERIA: expledgr.fund in ('201','202','415')

FUND 01 - PUBLIC LIBRARY FUND

FUNCTION - 400 - CIVIC &amp; 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	3,500.00	540.00	.00	540.00	2,960.00	.15
920120	COMMUNICATION SERVICES	.00	.00	.00	6,142.50	-6,142.50	.00
920202	CONFERENCES	5,000.00	.00	.00	1,614.00	3,386.00	.32
960070	AUTO/TRAVEL EXPENSES	1,500.00	.00	.00	.00	1,500.00	.00
960210	SPECIAL EVENT PROGRAMMING	.00	.00	.00	.00	.00	.00
960990	MISC CONTRACTUAL SVCS	38,000.00	4,102.00	.00	10,244.50	27,755.50	.27
TOTAL	CONTRACTUAL SERVICES	48,000.00	4,642.00	.00	18,541.00	29,459.00	.39
980400	EQUIPMENT	20,000.00	.00	.00	.00	20,000.00	.00
980410	COMPUTER HARDWARE	.00	.00	.00	.00	.00	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
TOTAL	CAPITAL EXPENDITURES	20,000.00	.00	.00	.00	20,000.00	.00
TOTAL	IL LIBRARY PER CAP GRANT	68,000.00	4,642.00	.00	18,541.00	49,459.00	.27
TOTAL	CIVIC & CULTURE	4,179,809.00	230,513.18	.00	933,611.30	3,246,197.70	.22
TOTAL	PUBLIC LIBRARY FUND	4,179,809.00	230,513.18	.00	933,611.30	3,246,197.70	.22

SELECTION CRITERIA: expledgr.fund in ('201','202','415')

FUND 202 - LIBRARY CAPITAL PROJ FUND  
FUNCTION - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	25,000.00	.00	.00	14,621.79	10,378.21	.38
960990	MISC CONTRACTUAL SVCS	.00	.00	.00	1,096.00	-1,096.00	.00
TOTAL	CONTRACTUAL SERVICES	25,000.00	.00	.00	15,717.79	9,282.21	.63
970100	SUPPLIES	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL	COMMODITIES	10,000.00	.00	.00	.00	10,000.00	.00
980300	IMPROVEMENTS	100,000.00	.00	.00	6,251.50	93,748.50	.06
980600	FURNITURE & FIXTURES	500,000.00	.00	.00	.00	500,000.00	.00
TOTAL	CAPITAL EXPENDITURES	600,000.00	.00	.00	6,251.50	593,748.50	.01
TOTAL	LIBRARY CAPITAL PROJ FUND	635,000.00	.00	.00	21,969.29	613,030.71	.03
TOTAL	LIBRARY CAPITAL PROJ FUND	635,000.00	.00	.00	21,969.29	613,030.71	.03

CITY OF DES PLAINES  
 ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expledgr.fund in ('201','202','415')

FUND - 415 - FF & E - LIBRARY  
 FUNCTION - 415 - FF & E - LIBRARY

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	.00	.00	.00	3,140.00	-3,140.00	.00
TOTAL	CONTRACTUAL SERVICES	.00	.00	.00	3,140.00	-3,140.00	.00
980300	IMPROVEMENTS	1,800,000.00	.00	.00	.00	1,800,000.00	.00
980600	FURNITURE & FIXTURES	.00	.00	.00	155,193.01	-155,193.01	.00
TOTAL	CAPITAL EXPENDITURES	1,800,000.00	.00	.00	155,193.01	1,644,806.99	.09
TOTAL	FF & E - LIBRARY	1,800,000.00	.00	.00	158,333.01	1,641,666.99	.09
TOTAL	FF & E - LIBRARY	1,800,000.00	.00	.00	158,333.01	1,641,666.99	.09
TOTAL REPORT		6,614,809.00	250,313.18	.00	1,113,913.60	5,500,895.40	.17

SELECTION CRITERIA: payable.due\_date='04/03/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE		VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	918060	TUITION REIMBURSEMENTS	08665	GAIL BRADLEY	REIMB	144.50
2110	920120	COMMUNICATION SERVICES	05851	SPRINT	844318621	102.37
2110	920120	COMMUNICATION SERVICES	06827	CELLULAR ONE	49682107	34.95
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	FEB 2000	1,305.01
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	FEB 2000	2,709.01
2110	920202	CONFERENCES	20127	ILLINOIS LIBRARY ASSOCIAT	ATTACH	580.00
2110	920204	TRAINING	58132	MARY ANN MANIACEK	3/20/00	50.00
2110	920210	IN-SERVICE TRAINING	43765	DOMINICKS FINER FOODS	0002281	52.02
2110	920210	IN-SERVICE TRAINING	43765	DOMINICKS FINER FOODS	0003081	73.64
2110	920220	MEMBERSHIP DUES	05855	AMERICAN LIBRARY ASSOCIAT	0193833	145.00
2110	920220	MEMBERSHIP DUES	05855	AMERICAN LIBRARY ASSOCIAT	0193835	145.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	APRIL 2000	324.02
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	APRIL 2000	162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	APRIL 2000	162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	APRIL 2000	37.86
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	APRIL 2000	18.93
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	APRIL 2000	18.93
2110	930010	R & M EQUIPMENT	05204	DIVISION OF MANAGEMENT SE	9241868	40.00
2110	930010	R & M EQUIPMENT	06789	AMBASSADOR BUSINESS SOLUT	6462035	96.00
2110	930010	R & M EQUIPMENT	72106	COOPERATIVE COMPUTER SERV	FEB 2000	354.76
2110	930020	R & M BLDGS & STRUCTURES	07143	ANDERSON ELEVATOR CO.	23935	120.00
2110	930020	R & M BLDGS & STRUCTURES	08282	HAUSMAN PLUMBING & HEATIN	18686	460.50
2110	930195	BOOK BINDING & REPAIR	05479	HOUCHEM BINDERY LTD	075390	349.55
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	0002251	43.12
2110	960990	MISC CONTRACTUAL SVCS	05389	STIVERS TEMPORARY PERSONN	0120340	319.13
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005487640	31.55
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005460871	31.50
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005438883	38.50
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005482321	24.10
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005457040	22.25
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005475235	68.40
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005481991	38.55
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005449215	69.10
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005494618	12.55
2110	960990	MISC CONTRACTUAL SVCS	70067	NORBERT SOLARZ	164872	10.00
2110	970100	SUPPLIES	05337	SIGN A RAMA, USA	10386	175.00
2110	970100	SUPPLIES	07975	BAKER & TAYLOR ENTERTAINM	B29562180	285.00
2110	970100	SUPPLIES	08991	SKOKIE PAPER POINT	00401133	28.98
2110	970100	SUPPLIES	09638	OFFICE DEPOT	• 092477054/1	531.02
2110	970100	SUPPLIES	09638	OFFICE DEPOT	• 092799249/1	166.43
2110	970100	SUPPLIES	09638	OFFICE DEPOT	• 091902469/1	253.30
2110	970100	SUPPLIES	09638	OFFICE DEPOT	• 092605652/1	183.84
2110	970100	SUPPLIES	09638	OFFICE DEPOT	• 092402651/1	62.28
2110	970100	SUPPLIES	19714	GAYLORD BROS	OG76757006	63.36
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	791708	57.30
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	0003101	8.03
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	00030011	10.78
2110	970170	JANITORIAL	01638	KINDER INDUSTRIAL SUPPLY	007587	45.89
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	730642	15.15
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	707991	15.15
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HARDWAR	021001	23.93

03/24/00

CITY OF DES PLAINES

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ACCOUNTING PERIOD: 3/00

CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='04/03/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HARDWAR	021701	46.49
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	7-883-18263	67.44
2110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	00203352	147.43
2110	970600	BOOKS	07439	THE GALE GROUP	9672985	149.11
2110	970600	BOOKS	07439	THE GALE GROUP	9684157	108.88
2110	970600	BOOKS	07439	THE GALE GROUP	9685471	138.89
2110	970600	BOOKS	07439	THE GALE GROUP	9701102	71.84
2110	970600	BOOKS	07439	THE GALE GROUP	9699055	112.30
2110	970600	BOOKS	07977	MITCHELL REPAIR INFORMATI	2561547	242.20
2110	970600	BOOKS	11633	UNIVERSITY OF ILLINOIS C/	200260	38.00
2110	970600	BOOKS	12637	THE LITURGICAL PRESS	435558A	49.17
2110	970600	BOOKS	12730	THE ROSEN PUBLISHING GROU	174221	13.45
2110	970600	BOOKS	14350	CHICAGO PUBLIC LIBRARY	ATTACH	20.00
2110	970600	BOOKS	15380	HUGHES HENSHAW PUBLICATIO	ATTACH	44.00
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005438882	1,168.14
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3003351728	61.20
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005449214	1,844.69
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005509895	74.74
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005494617	329.43
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3003338847	1,174.42
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005487639	1,235.58
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005457039	629.51
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005471004	121.37
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005481990	917.89
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005460870	981.57
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005462245	14.20
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005482320	561.13
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005475234	1,695.21
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005505755	39.10
2110	970600	BOOKS	19934	MANUFACTURERS' NEWS, INC.	851737-00	190.95
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	90041	41.39
2110	970600	BOOKS	20361	BERNAN ASSOCIATES	2030306	80.00
2110	970600	BOOKS	20737	COUNCIL OF STATE GOVT	108078	53.49
2110	970600	BOOKS	20907	POLITICAL RESEARCH INC	183513	372.00
2110	970600	BOOKS	20907	POLITICAL RESEARCH INC	183558	542.00
2110	970600	BOOKS	21030	CONGRESSIONAL QUARTERLY	73868	518.06
2110	970600	BOOKS	23806	FACTS ON FILE	229801	44.50
2110	970600	BOOKS	35225	MATTHEW BENDER & CO., INC	84107138	76.68
2110	970600	BOOKS	44276	BOCA INTERNATIONAL	0500512-IN	58.00
2110	970600	BOOKS	58875	INGRAM	27586857	39.24
2110	970600	BOOKS	58875	INGRAM	27586856	44.46
2110	970600	BOOKS	82668	POLONIA BOOK STORES	010090	101.55
2110	970600	BOOKS	82668	POLONIA BOOK STORES	009769	103.14
2110	970600	BOOKS	99037	SBD SPANISH BOOK DIST.	7098	73.67
2110	970610	AUDIO MATERIALS	06253	TIME LIFE EDUCATION INC	P51058550001	18.48
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z42149380	109.14
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	2-21-00-4	90.48
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	2-21-00-2	206.03
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	2-21-00-1	27.71
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	2-2-00-2	17.23
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	2-2-00-1	105.59

SELECTION CRITERIA: payable.due\_date='04/03/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	2-2-00-4	170.73
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	2-3-00-4	57.20
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	2-2-00-5	26.96
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3879844	15.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3889566	25.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1007953	23.80
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1001572	465.70
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1002587	215.20
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1002587	215.20
2110	970620	SUBSCRIPTIONS & BOOKS	13667	THE NEW YORK TIMES	095139820	19.00
2110	970620	SUBSCRIPTIONS & BOOKS	67929	VALUE LINE INC	2602940	570.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	249558	76.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	249557	37.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	250188	76.00
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B30358980	24.41
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	242328550	13.95
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B30478650	43.94
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B29985120	41.16
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	R12241420	13.95
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	N012892CM	-37.19
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B30151350	27.89
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	N012864CM	-61.99
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B30241390	32.07
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	N012842CM	-58.88
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	242185840	13.95
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	N62307660	51.44
2110	970640	AUTOMATED REFERENCE MAT'L	07439	THE GALE GROUP	9663281	13,731.98
2110	970840	DIESEL	03031	AVALON PETROLEUM COMPANY	026102	56.65
2110	970850	GASOLINE	03031	AVALON PETROLEUM COMPANY	373675	26.65
2110	980420	COMPUTER SOFTWARE	03662	LIBERTY COMPUTER CENTRE	11539	32.00

TOTAL LIBRARY SERVICES 41,076.20

TOTAL FUND 41,076.20

04/07/00  
ACCOUNTING PERIOD: 4/00CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

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SELECTION CRITERIA: payable.due\_date='04/17/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920120	COMMUNICATION SERVICES	71279 AMERITECH-ILLINOIS CABS	H07-3356545	112.20
2110	920140	DATA PROCESSING SERVICES	07007 PSINET, INC.	2390316	1,270.23
2110	920140	DATA PROCESSING SERVICES	09737 BAKER & TAYLOR	Q13NS3180M	470.42
2110	920202	CONFERENCES	12663 VERONICA SCHWARTZ	REIMB	61.00
2110	920202	CONFERENCES	16164 HECTOR MARINO	REIMB	165.56
2110	920206	SEMINARS	07641 PRYOR RESOURCES, INC.		149.00
2110	920206	SEMINARS	07641 PRYOR RESOURCES, INC.		195.00
2110	920206	SEMINARS	07641 PRYOR RESOURCES, INC.		149.00
2110	920206	SEMINARS	37429 DES PLAINES CHAMBER OF CO	0752	19.00
2110	920206	SEMINARS	37429 DES PLAINES CHAMBER OF CO		18.00
2110	920220	MEMBERSHIP DUES	05855 AMERICAN LIBRARY ASSOCIAT	0018018	195.00
2110	920230	PUBLICATION OF NOTICES	07450 CHICAGO TRIBUNE	302030001	390.00
2110	930010	R & M EQUIPMENT	06463 SECURITY LINK FROM AMERIT	39396844	258.19
2110	930010	R & M EQUIPMENT	06463 SECURITY LINK FROM AMERIT	39045642	152.50
2110	930010	R & M EQUIPMENT	06463 SECURITY LINK FROM AMERIT	39396876	220.00
2110	930010	R & M EQUIPMENT	09600 RMC INC.	077269	220.50
2110	930010	R & M EQUIPMENT	16011 ADVANCE MECHANICAL SYSTEM	1264	154.00
2110	930320	CLEANING:CUSTODIAL SERV	09536 CRYSTAL MGMT. & MAINT. SE	8071	1,700.00
2110	960070	AUTO/TRAVEL EXPENSES	12663 VERONICA SCHWARTZ	REIMB	36.79
2110	960070	AUTO/TRAVEL EXPENSES	16164 HECTOR MARINO	REIMB	48.00
2110	960210	SPECIAL EVENT PROGRAMMING	87319 MID AMERICA CHARTER LINES	69278	356.65
2110	960990	MISC CONTRACTUAL SVCS	12728 US OFFICE EQUIPMENT INC.	89380	155.73
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005541188	31.70
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005536510	102.95
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005516414	60.10
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005548303	47.35
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005510506	23.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005541274	11.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005527298	12.05
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005507808	32.65
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005509773	35.35
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005493833	21.70
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005516245	32.95
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005524593	25.50
2110	970100	SUPPLIES	09638 OFFICE DEPOT	093779467/1	34.11
2110	970100	SUPPLIES	20127 ILLINOIS LIBRARY ASSOCIAT	4736	208.50
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	800405	414.26
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	794288	494.87
2110	970100	SUPPLIES	43765 DOMINICKS FINER FOODS	004360	14.17
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	05147 SONYA STAHL	3-23-00	98.00
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	07809 NEW PIG	2241313-00	53.73
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	14245 DELI HEADQUARTERS	0458	47.60
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	43765 DOMINICKS FINER FOODS	003278	37.89
2110	970170	JANITORIAL	00282 BADE PAPER PRODUCTS	077193-00	272.40
2110	970170	JANITORIAL	02213 LAPORT CHEMICAL & SUPPLY	1/031830	164.15
2110	970170	JANITORIAL	08666 IDEAL UNIFORM SERVICE	736441	15.15
2110	970170	JANITORIAL	08666 IDEAL UNIFORM SERVICE	739145	15.15
2110	970170	JANITORIAL	08666 IDEAL UNIFORM SERVICE	733450	15.15
2110	970260	POSTAGE AND PARCEL	40311 FEDERAL EXPRESS CORP.	7-883-46070	19.74
2110	970260	POSTAGE AND PARCEL	40311 FEDERAL EXPRESS CORP.	7-883-70923	16.65
2110	970600	BOOKS	00029 OXFORD UNIVERSITY PRESS	7669772X	42.93



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04/07/00

ACCOUNTING PERIOD: 4/00

CITY OF DES PLAINES  
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SELECTION CRITERIA: payable.due\_date='04/17/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	902605	566.99
2110	970600	BOOKS	03363	WEST GROUP	748-441-028	86.00
2110	970600	BOOKS	03975	LECTORUM PUBLICATIONS, IN	43/921	54.78
2110	970600	BOOKS	04625	CCH, INCORPORATED	4434154	560.00
2110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	00204835	151.18
2110	970600	BOOKS	05997	BORDERS	15178	253.70
2110	970600	BOOKS	07439	THE GALE GROUP	9731658	134.76
2110	970600	BOOKS	07439	THE GALE GROUP	9759219	71.84
2110	970600	BOOKS	07439	THE GALE GROUP	9744120	847.95
2110	970600	BOOKS	07439	THE GALE GROUP	9746477	4.08
2110	970600	BOOKS	07439	THE GALE GROUP	9736777	3.63
2110	970600	BOOKS	07439	THE GALE GROUP	9694413	3.63
2110	970600	BOOKS	07439	THE GALE GROUP	9758935	128.01
2110	970600	BOOKS	07439	THE GALE GROUP	9716681	154.00
2110	970600	BOOKS	07439	THE GALE GROUP	9724895	314.39
2110	970600	BOOKS	07439	THE GALE GROUP	9722756	149.11
2110	970600	BOOKS	07527	STAGE & SCREEN	09002165448	42.65
2110	970600	BOOKS	07527	STAGE & SCREEN	09002165448	53.65
2110	970600	BOOKS	07569	RUSSIAN HOUSE LTD.	140372	330.91
2110	970600	BOOKS	07982	AMERICAN CHAMBER OF COMME	348567	131.00
2110	970600	BOOKS	09647	INFO USA MARKETING, INC.	24-032661	725.00
2110	970600	BOOKS	09855	WEISS RATINGS, INC.	HD2567	368.95
2110	970600	BOOKS	12376	BORDERS BUSINESS & PROFES	2/28/00	139.85
2110	970600	BOOKS	15952	FITZROY DEARBORN PUBLISHE	19706	56.43
2110	970600	BOOKS	15964	EARLY CHICAGO INC.	02262000	51.46
2110	970600	BOOKS	15990	THE MOCA STORE WHOLESALE	32116	50.65
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3003371685	552.39
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005527297	298.65
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005536942	53.69
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005524592	889.17
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005541273	495.83
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005510505	583.60
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005580710	57.52
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005516244	718.08
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005509772	814.41
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005516413	831.63
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005507807	936.48
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005542491	160.18
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005541187	1,126.91
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005493832	633.03
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005536509	2,065.76
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005548302	1,364.54
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005559077	61.83
2110	970600	BOOKS	20359	STANDARD & POOR'S	5216386	42.15
2110	970600	BOOKS	20361	BERNAN ASSOCIATES	2037557	68.00
2110	970600	BOOKS	20361	BERNAN ASSOCIATES	2034227	127.20
2110	970600	BOOKS	22618	LIBRARY OF CONGRESS	202218-003	368.00
2110	970600	BOOKS	40830	JOHN WILEY & SONS, INC.	6375758	63.40
2110	970600	BOOKS	68820	MARSHALL CAVENDISH CORP.	R497631	731.29
2110	970600	BOOKS	95926	LEISURE ARTS	97082461731	29.91
2110	970610	AUDIO MATERIALS	06253	TIME LIFE EDUCATION INC	P51044530001	18.48

04/07/00

ACCOUNTING PERIOD: 4/00

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

PAGE 13

SELECTION CRITERIA: payable.due\_date='04/17/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-13-00-1	149.46
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-13-00-3	302.62
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-9-00-3	178.24
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-22-00-1	62.30
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-22-00-5	26.96
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-22-00-4	11.18
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-9-00-2	299.68
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-22-00-3	257.75
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-9-00-4	69.26
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-9-00-1	65.90
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	386840P	209.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3903017M	10.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3870184M	15.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1013618	11.90
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1010107	186.40
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1013672	5.95
2110	970620	SUBSCRIPTIONS & BOOKS	21078	PIERIAN PRESS	158739	272.00
2110	970620	SUBSCRIPTIONS & BOOKS	70433	NATIONAL AUTOMOBILE DEALE	067831014	55.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	252298	151.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	250848	75.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	251552	12.99
2110	970630	VISUAL MATERIALS	06393	J.L. HAMMETT CO.	244297	288.85
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B310040730	119.23
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z42499080	97.65
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	E27925520	24.39
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B30635710	3,079.49
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B30836000	177.89
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	R13546200	169.50
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z42499070	62.76
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B30817100	644.60
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B30635690	559.82
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z42409970	20.88
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	R13218100	214.12
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z42409960	27.83
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B30635730	386.19
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B30635700	118.48
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	G28707860	172.87
2110	970630	VISUAL MATERIALS	11645	PARSONS TECHNOLOGY	1251704DO	502.91
2110	970630	VISUAL MATERIALS	11645	PARSONS TECHNOLOGY	1267356DO	80.96
2110	970630	VISUAL MATERIALS	58875	INGRAM	03099587	22.79
2110	970850	GASOLINE	03031	AVALON PETROLEUM COMPANY	375280	25.09
2110	980420	COMPUTER SOFTWARE	15988	THE LEARNING COMPANY	2722933	307.00
TOTAL LIBRARY SERVICES						36,955.34
2130	920110	PROFESSIONAL CONSULTING	08123	MARY JANE KEPNER	148	540.00
2130	960990	MISC CONTRACTUAL SVCS	15976	GRAPHIC SOLUTIONS	6434	736.00
2130	960990	MISC CONTRACTUAL SVCS	15976	GRAPHIC SOLUTIONS	6420	3,366.00
TOTAL IL LIBRARY PER CAP GRANT						4,642.00

0415

04/07/00  
ACCOUNTING PERIOD: 4/00

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='04/17/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
TOTAL FUND					41,597.34

LIBRARY ADMINISTRATOR'S REPORT  
May 16, 2000

I. PERSONNEL

Michael Brouillet began work as Full Time Library Assistant I in Circulation Services on 5.1.00. Bob Palmero (4.12) and Harris Lakhani (4.12) began as Part Time Technology Pages.

Bianca Maks (5.5) and Ronnie Andres (5.12), Assistant Clerks have resigned.

II. STAFF DEVELOPMENT

Sharon Colby completed her work with the Technical Services Staff and with the Executive Team and has begun her work with the Department Heads on teambuilding. Our first session was held May 10, 2000.

The second Orientation Meeting was held on May 10; five new employees attended. Eldon Burk attended to welcome the staff and extend greetings from the Board of Trustees.

All Department Heads attended a two-day workshop on Systems Thinking, which is one of the Five Disciplines of a Learning Organization. We learned and practiced the techniques of "productive conversations" and charting and recognizing core issues and structural problems that present as small problems that are often solved without looking beneath the surface issues.

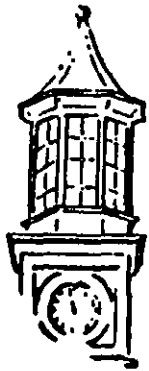
III. PATRON SERVICES

True to the trends first noticed in 1999, circulation of print materials is decreasing while circulation and use of non-print materials is increasing. Over two thousand people used our computer resources on site and between on site and remote users, over fifteen thousand searches were conducted last month. Registration of patrons has increased.

The Mobile Library paid special visits to the Park District Pre-School and to All American Day Care. Teen 2000, our teen advisory council continues strong involvement and strong enrollment at nearly 40 members. Four staff members (Karen Wallace, Margie Borris, Penny Sympton, and I) attended Chamber of Commerce events this past month. We are continuing to contribute a monthly column in the Chamber newsletter.

IV. ACTIVITIES

I attended the University of Illinois Extension Service Volunteer Dinner (4.19), the Library Cable Network Executive Committee meeting and the semi-monthly library tour (4.20 and 5/4) Ceremonial Move Committee meeting (4.25) and (5.9), the Preview Party and Grand Opening Committee meetings (4.27), a demonstration of the SIRSI library automation system at Northbrook Public Library (4.28), the Rotary District Conference (4.28-29), a meeting with poet/consultant William Bucinsky (5.1), City Council (5.1), a Systems Thinking seminar (5.2-3), a meeting with the artists for the new library (5.6), a meeting with restaurant owners (5.5), a SLURP meeting (5.12), and a Poetry Grant brainstorming meeting (5.15).



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## BOARD OF TRUSTEES Minutes of the Grand Opening Advisory Committee April 13, 2000

Chair: Eldon Burk  
Present: Inara Brubaker, Chris Posinger, Charlotte Storer, Leslie Steiner, Susan Burrows, Eldon Burk, Sandra Norlin, Mary Ann Brown, Rhys Read.

The meeting was called to order by Chairman Eldon Burk at 5:10 PM.

The date of the Grand Opening is Sunday, September 24 between 1:00 PM and 5:00 PM.

Sandra asked if she should pursue the German-American Singers for the Grand Opening. The Committee will discuss at the April 27 meeting.

Christine Posinger reported on entertainment availability and costs:

- ◆ Polka Band & Dixieland Band - \$1,200 together, three (3) hours each.
- ◆ Bluegrass - Martha Sloan has contacted Patti Ecker for cost.
- ◆ Four Children's Performers - \$1,300, Mary Ann Brown will confirm.
- ◆ Mariachi - Christine will pursue.

The Committee estimated \$5,000 for total cost for entertainment.

Leslie Steiner reported on costs of printing a 6-page issue of the newsletter. The design will cost \$3,220 and the printing will cost \$4,997.

Alderman Sayad has obtained a donation from Manzo's for a cake for the Grand Opening. Sandra will write a letter confirming and thanking him for his efforts.

Susan Burrows will ask for 3,000 cookies at a reduced price from Pepperidge Farm.

Eldon will check with Sysco for the price of 3,000 cookies.

The Friends of the Library will pay for the lemonade from Gapers of Chicago. Christine will contact Gapers to confirm the price.

Leslie pointed out that her department will need information about signs for the day's event.

Susan Burrows will work on prizes for the scavenger hunt.

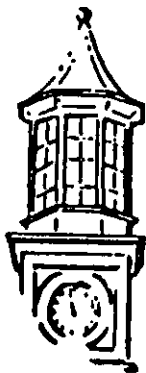
Mary Ann Brown will contact McDonalds for gift certificates for the scavenger hunt.

Sandra asked for a response to her idea of applying for an innovation grant from NSLS for a self-guided tour of the new library. Committee members encouraged her to apply. Eldon suggested inquiring at the Chicago Historical Society about the tape player system as a leased venture.

The next meeting is scheduled for Thursday, April 27, 2000 at 5:00 PM.

The meeting adjourned at 5:50 PM.

Minutes prepared by Sandra Norlin.



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## BOARD OF TRUSTEES Minutes of the Grand Opening Advisory Committee April 27, 2000

Chair: Eldon Burk  
Present: Inara Brubaker, Chris Posinger, Charlotte Storer, Leslie Steiner, Susan Burrows, Eldon Burk, Sandra Norlin, Mary Ann Brown, Carol Kidd.

The meeting was called to order by Chairman Eldon Burk at 5:15 PM.

Sandra Norlin reported that Michael Barnes of Lohan Associates will give design suggestions to the Committee for donation plaques.

Christine Posinger reported on her progress in securing entertainment for the Grand Opening celebration. Mary Ann Brown and Christine will coordinate the entertainment for the celebration.

Leslie Steiner reported that Josh Pfluger of Library Cable Network would produce a five-minute video photo montage featuring photos of the new building being constructed. The Committee agreed to have Leslie pursue this idea for use at the Grand Opening celebration. The clip could also be used at other functions.

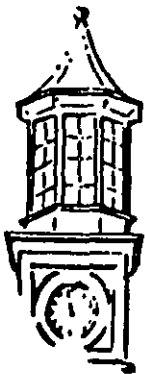
Christine will contact all performers to ask if they would be willing to have their performances video taped. Christine will report back to the Committee.

Susan Burrows and Eldon Burk will pursue possible donations of refreshments from Pepperidge Farms and SYSCO.

The next meeting is scheduled for Thursday, May 25, 2000 at 4:30 PM.

The meeting adjourned at 5:58 PM.

Minutes prepared by Carol Kidd



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## BOARD OF TRUSTEES

Minutes of the Ceremonial Moving Advisory Committee  
April 11, 2000

Chair: Eldon Burk  
Present: Eldon Burk, Sandra Norlin, Martha Sloan, Barbara Saletnik, Charlotte Storer, Leslie Steiner, Tom Christiansen, Hector Marino.

Chairman Burk called the meeting to order at 6:00 PM:

### Reports -

- ◆ Leslie Steiner distributed the final artwork for the logo prepared by Barry Petersen. The Committee selected navy blue print on white 50/50 XL T-shirts.
- ◆ Leslie Steiner reported on the registration, check-in, line-up procedures plans developed by a sub-committee of library staff. Map and description attached.
- ◆ Sandra Norlin reported that the Junior Woman's Club of Des Plaines will prepare and serve lemonade at the new library on the day of the event.
- ◆ Leslie reported that Gail Bradley is preparing a flyer for distribution to announce the Ceremonial Move.
- ◆ For the letters to organizations, staff (part-time or temporary) will prepare labels from the Community Organization booklet and Mary Ann Brown's list of schools. The Committee will stuff envelopes at the next meeting to be mailed the last week of April.
- ◆ Sandra will call Jewel/Osco requesting a loan of 15 - 20 shopping carts and will ask if the carts could be delivered.
- ◆ Leslie will prepare a news release asking for people who participated in the 1958 moving event. The Committee will designate these people in some way. The Committee will ask them to inform us at the time they register. The Committee will announce their names at the ceremony and give them a small token to commemorate their 2-time participation. [The Committee will save one commemorative piece for the Historical Society.]

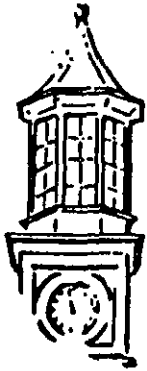


- ◆ The Committee anticipates needing approximately 50 people to assist during the event, made up of Trustees and staff.

The next meeting is scheduled for Tuesday, April 25, 2000 at 5:00 PM.

The 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 Ceremonial Moving Advisory Committee  
April 25, 2000

Chair: Eldon Burk  
Present: Eldon Burk, Sandra Norlin, Martha Sloan, Barbara Saletnik, Charlotte Storer, Tom Christiansen, Anne Evans, Hector Mariño, Brian Mulcrone, Gary Valente, Susan Burrows.

Chairman Burk called the meeting to order at 5:10 PM.

Sandra Norlin reported that she is waiting for a response from Karen Ramos, Director of Public Affairs at Jewel Food Stores regarding the loan of 20 shopping carts to transport water, T-shirts, other set-up paraphernalia to sites along the five block route.

Eldon Burk contacted Paul Leathem, Principal of Maine Township High School West and secured a loan of 10 radios and 10 - 12 vests for the move.

Charlotte Storer reported that the Friends were notified of the Ceremonial Move at their April 25 meeting.

Assignments for the next meeting include:

- ◆ Work committee assignments [possibly 50 volunteer positions to fill]

Brian Mulcrone will contact bag pipers and report his progress at the next meeting.

Alderman Christiansen reported that he received a letter from IDOT giving permission to the City of Des Plaines to close Lee Street between Prairie and Miner Streets on June 11, 2000. Alderman Christian also volunteered to contact Karen Henrikson about borrowing the Public Address system from the City of Des Plaines for the move.

Brian Mulcrone reported that the Elks will donate a 4' x 6' flag to be used at the ceremony and asked if that would be the appropriate size for the new flagpole. Alderman Christiansen will contact Jack Klaus about the size of the flag needed for the new flagpole.

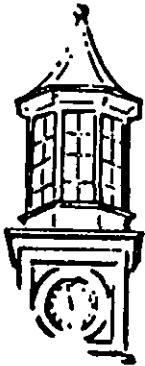
The Committee stuffed envelopes for the mailing for the move.

Sergeant Mike Krueger of the Des Plaines Police Department reported that off duty police officers and the police reserves will volunteer their time on June 11 for the move.

The next meeting is scheduled for Tuesday, May 9, 2000 at 5:00 PM.

The meeting adjourned at 5:58 PM

Minutes prepared by Carol Kidd.



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## Minutes of Subcommittee for Fund-Raising Event (Preview Party) April 13, 2000

Chair: Eldon Burk  
Present: Eldon Burk, Sandra Norlin, Susan Burrows, Leslie Steiner, Charlotte Storer

Eldon Burk called the meeting to order at 4:10 PM.

Charlotte Storer reported that the Friends have set up an account of \$1,000 for expenses for the Preview Party.

Eldon Burk reported on a conversation with Steven Good, CEO of Sheldon Good, Auctioneers. Mr. Good suggested a celebrity auction for the preview party. Sheldon Good Company would secure celebrity items based upon the audiences interests. The Committee did not express interest in pursuing this idea further.

The Committee decided to pursue the "silent auction" plan. Staff member Pat Horn is developing theme baskets; Alderman Sayad has donated a television and a VCR. The Committee will pursue donations from restaurants and services in Des Plaines.

Eldon reported on his contact with the Sysco Company. Sysco will provide food to local restaurants who agree to prepare food for this event.

Decisions that need to be made:

- ◆ Price of tickets - \$75.00 per person.
- ◆ Reaffirm the date and time: Thursday, July 27, 2000 at 6:30 PM. All agreed.

Leslie and Sandra reported on their meeting with Anne Johnson of the North Suburban Library Foundation who offered to assist us with registration and planning.

Ideas to pursue:

- ◆ Photographs as mementos (Eldon will contact Maine West for camera availability)
- ◆ Contributions from printers (Susan Burrows and Eldon will contact printers)
- ◆ Contributions from graphics designers (Sandra will contact)
- ◆ Red carpet (rented by Friends)

Charlotte Storer will obtain the list of Friends members who have donated beyond the basic membership as well as the people who volunteered to work on the two referenda.

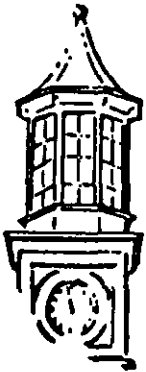
Susan Burrows will contact florists for donations.

Christine Posinger reported that the entertainer Jill Ann Gabrielle of Paradise Productions will charge \$1,000 for two performances.

The next meeting is scheduled for Thursday, April 27, 2000 at 4:00 PM.

The meeting adjourned at 5:10 PM.

Minutes prepared by Sandra Norlin.



## DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

### Minutes of Subcommittee for Fund-Raising Event (Preview Party) April 27, 2000

Chair: Eldon Burk  
Present: Eldon Burk, Sandra Norlin, Susan Burrows, Leslie Steiner, Charlotte  
Storer, Carol Kidd.

Eldon Burk called the meeting to order at 4:13 PM.

Eldon Burk reported that he attended a meeting at Immanuel Lutheran Church on Tuesday, April 25 and answered questions from residents of Des Plaines about the new library. Concerns of the residents included the parking garage, book drops outside the new building and short-term parking for book drop offs. Eldon reported that good questions were asked and that the residents had a high interest in the new Children's Department.

Eldon reported that the following restaurants will participate in the preview party:

- ◆ Don's Dock Seafood Market
- ◆ David's Bistro
- ◆ Grazie! Ristorante & Banquet
- ◆ Giuseppe's La Cantina
- ◆ Black Ram
- ◆ Café La Cave

Sandra Norlin suggested that Manzo's may want to donate a decorated cake for the preview party instead of the Grand Opening Celebration. Eldon will contact Alderman Sayad. Eldon will contact Oliveti's Italian Ristorante to see if they would like to participate in the preview party.

A meeting is scheduled with the above restaurants, Sandra Norlin and Eldon Burk on May 5 at 2:00PM at Giuseppe's La Cantina to discuss planning and preparations for the party. A Sysco representative will also attend for the possible donation of food and supplies.

The Committee discussed the presentation of the food for the party and agreed that all presentations would be uniform.

Eldon reported that he has not been contacted by the City of Des Plaines in response to the Committee's request for a liquor license.

Charlotte Storer reported that the Friends will pay for the postage for the invitations to the Preview Party.

The Committee discussed possible recipients of tickets to the preview party that would include major donors, Mayor and Mrs. Arredia, Rosemary Mulligan.

The Committee will mail approximately 600 invitations to the party. Invitations will be mailed in late June or early July.

Leslie Steiner reported that Graphic Solutions will provide a substantial discount to the library for printing and design of the invitations. Sandra and Leslie volunteered to work with Graphic Solutions on the design and printing of the invitations.

Sandra presented the proposed bookmark for the preview party to the Committee. Inara Brubaker requested that the date be placed on the bookmark. Sandra explained that the design could not be altered.

Leslie Steiner suggested naming the preview party "One for the Books". The Committee voted unanimously to use this name.

The next meeting is scheduled for Thursday, May 25, 2000 at 3:30 PM.

The meeting adjourned at 5:15 PM.

Minutes prepared by Carol Kidd.

**DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT**  
**April 2000**

<b>Total 1999 to Date:</b>	262,197	<b>Total 2000 to Date:</b>	265,533	<b>% Change</b>
<b>April 1999:</b>	65,120	<b>April 2000:</b>	63,227	1.27%
				-2.91%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
<u>CHILDREN</u>	1999	2000	1999	2000	1999	2000
Non Fiction	4,441	4,188	1,045	803	5,486	4,991
Fiction	8,695	8,639	1,340	1,347	10,035	9,986
Foreign Language Non Fiction	38	42	4	12	42	54
Foreign Language Fiction	180	147	79	68	259	215
Periodicals	142	94	120	62	262	156
Compact Discs	262	346	37	64	299	410
Audio Cassettes	277	179	18	25	295	204
Audio Kits	314	285	74	38	388	323
Puzzles	381	254	51	39	432	293
Games	76	57	27	12	103	69
Audio Books	99	163	13	5	112	168
Video Fiction	2,380	2,579	325	401	2,705	2,980
Video Non Fiction	1,054	1,168	72	83	1,126	1,251
DVD	0	54	0	0	0	54
CD ROMs	656	680	0	1	656	681
<b>SUB TOTAL</b>	<b>18,995</b>	<b>18,875</b>	<b>3,205</b>	<b>2,960</b>	<b>22,200</b>	<b>21,835</b>
<u>ADULT</u>						
Non Fiction	11,872	11,090	263	277	12,135	11,367
Fiction	7,329	6,666	341	361	7,670	7,027
Large Type	868	811	87	100	955	911
Foreign Language Non Fiction	167	161	4	14	171	175
Foreign Language Fiction	303	361	0	4	303	365
High School Collection	69	108	3	2	72	110
Periodicals	2,375	2,213	150	181	2,525	2,394
Pamphlets	32	32	0	0	32	32
Compact Discs	4,544	4,830	501	476	5,045	5,306
Audio Cassettes	489	369	20	24	509	393
Puzzles	17	6	9	3	26	9
Pictures	105	59	0	2	105	61
Audio Books	1,557	1,642	18	57	1,575	1,699
CD ROMs	198	168	0	1	198	169
Video Fiction	7,613	6,996	448	419	8,061	7,415
Video Non Fiction	3,216	3,164	44	71	3,260	3,235
DVD	217	689	0	0	217	689
Misc. Formats	40	33	2	2	42	35
	<b>41,011</b>	<b>39,398</b>	<b>1,890</b>	<b>1,994</b>	<b>42,901</b>	<b>41,392</b>
Supersedes	0	0	19	0	19	0
<b>GRAND TOTAL</b>	<b>60,006</b>	<b>58,273</b>	<b>5,114</b>	<b>4,954</b>	<b>65,120</b>	<b>63,227</b>
Self Check	2,365	1,819	0	0	2,365	1,819



## Main/Mobile Combined 2000

CHILDREN	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Non Fiction	5,292	5,622	5,675	4,991	0	0	0	0	0	0	0	0	21,580
Fiction	11,234	11,537	12,418	9,986	0	0	0	0	0	0	0	0	45,175
Foreign Language Non Fiction	52	61	69	54	0	0	0	0	0	0	0	0	236
Foreign Language Fiction	242	227	310	215	0	0	0	0	0	0	0	0	994
Periodicals	191	211	210	156	0	0	0	0	0	0	0	0	768
Compact Discs	395	416	463	410	0	0	0	0	0	0	0	0	1,684
Audio Cassettes	259	269	256	204	0	0	0	0	0	0	0	0	988
Audio Kits	443	413	452	323	0	0	0	0	0	0	0	0	1,631
Puzzles	389	384	391	293	0	0	0	0	0	0	0	0	1,457
Games	115	110	112	69	0	0	0	0	0	0	0	0	406
Audio Books	200	143	209	168	0	0	0	0	0	0	0	0	720
Video Fiction	3,157	3,089	3,399	2,980	0	0	0	0	0	0	0	0	12,625
Video Non Fiction	1,204	1,404	1,447	1,251	0	0	0	0	0	0	0	0	5,306
DVD	29	34	64	54	0	0	0	0	0	0	0	0	181
CD ROMs	633	693	779	681	0	0	0	0	0	0	0	0	2,786
<b>SUB TOTAL</b>	<b>23,835</b>	<b>24,613</b>	<b>26,254</b>	<b>21,835</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>96,537</b>
<b>ADULT</b>													
Non Fiction	10,444	10,883	11,887	11,367	0	0	0	0	0	0	0	0	44,581
Fiction	7,047	6,921	7,529	7,027	0	0	0	0	0	0	0	0	28,524
Large Type	919	848	1,000	911	0	0	0	0	0	0	0	0	3,678
Foreign Language Non Fiction	159	197	175	175	0	0	0	0	0	0	0	0	706
Foreign Language Fiction	452	369	424	365	0	0	0	0	0	0	0	0	1,610
High School	104	133	168	110	0	0	0	0	0	0	0	0	515
Periodicals	2,238	2,294	2,557	2,394	0	0	0	0	0	0	0	0	9,483
Pamphlets	15	10	39	32	0	0	0	0	0	0	0	0	96
Compact Discs	5,065	5,176	5,897	5,306	0	0	0	0	0	0	0	0	21,444
Audio Cassettes	369	357	368	393	0	0	0	0	0	0	0	0	1,487
Puzzles	23	14	15	9	0	0	0	0	0	0	0	0	61
Pictures	69	50	71	61	0	0	0	0	0	0	0	0	251
Audio Books	1,600	1,564	1,703	1,699	0	0	0	0	0	0	0	0	6,566
CD ROMs	183	181	190	169	0	0	0	0	0	0	0	0	723
Video Fiction	8,691	7,894	8,580	7,415	0	0	0	0	0	0	0	0	32,580
Video Non Fiction	3,432	3,607	3,869	3,235	0	0	0	0	0	0	0	0	14,143
DVD	577	541	556	689	0	0	0	0	0	0	0	0	2,363
Misc. Formats	64	38	48	35	0	0	0	0	0	0	0	0	185
<b>SUB TOTAL</b>	<b>41,451</b>	<b>41,077</b>	<b>45,076</b>	<b>41,392</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>168,996</b>
Supersedes	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>65,286</b>	<b>65,690</b>	<b>71,330</b>	<b>63,227</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>265,533</b>
Self Check	1,826	2,240	2,080	1,819	0	0*	0	0	0	0	0	0	7,965
Days Closed/Out of Service	0	2/3—1	0	0	0	0	0	0	0	0	0	0	1

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



# Mobile Library 2000

CHILDREN	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Non Fiction	925	868	773	803									3,369
Fiction	1,226	1,374	1,401	1,347									5,348
Foreign Language Non Fiction	18	22	22	12									74
Foreign Language Fiction	70	84	100	68									322
Periodicals	62	60	66	62									250
Compact Discs	48	47	63	64									222
Audio Cassettes	12	16	14	25									67
Audio Kits	54	52	46	38									190
Puzzles	29	41	45	39									154
Games	21	27	29	12									89
Audio Books	4	9	10	5									28
Video Fiction	381	378	423	401									1,583
Video Non Fiction	65	78	90	83									316
DVD	0	0	0	0									0
CD ROMs	0	0	1	1									2
<b>SUB TOTAL</b>	<b>2,915</b>	<b>3,056</b>	<b>3,083</b>	<b>2,960</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,014</b>

ADULT	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Non Fiction	328	299	282	277									1,186
Fiction	414	364	376	361									1,515
Large Type	97	93	148	100									438
Foreign Language Non Fiction	11	20	14	14									59
Foreign Language Fiction	2	6	6	4									18
High School	1	0	6	2									9
Periodicals	163	148	185	181									677
Pamphlets	0	0	0	0									0
Compact Discs	446	460	448	476									1,830
Audio Cassettes	24	17	17	24									82
Puzzles	7	6	7	3									23
Pictures	0	0	0	2									2
Audio Books	32	21	42	57									152
CD ROMs	0	3	4	1									8
Video Fiction	405	406	444	419									1,674
Video Non Fiction	54	67	84	71									276
DVD	0	1	1	0									2
Misc. Formats	1	3	3	2									9
<b>SUB TOTAL</b>	<b>1,985</b>	<b>1,914</b>	<b>2,067</b>	<b>1,994</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,960</b>

Supersedes													0
<b>GRAND TOTAL</b>	<b>4,900</b>	<b>4,970</b>	<b>5,150</b>	<b>4,954</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19,974</b>

Out of Service (days) 1  
 Out of Service Description snow

## XI

## REGISTRATION SERVICES REPORT FOR APRIL 2000

## I. LIBRARY CARD REGISTRATION SERVICES

<u>April 1999</u>	<u>March 2000</u>	<u>April 2000</u>	<u>Year to Date</u> <u>1999</u>	<u>Year to Date</u> <u>2000</u>	<u>% Change</u>
812	775	714	3,050	2,952	(- 3.2%)
A.	New Cards			260	
B.	Renewals			376	
C.	Non-Resident Cards			7	
D.	Off-line Library Cards			71	
	Total			714	

## II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	0
2.	Number of Meeting Room Uses	35
3.	Cab cards and Other Registrations	4
4.	LAN Discs Sold	2
	(Year to Date - 11)	
5.	Computer Room	242
6.	Reading Edge Users	0
	Total	283

## III. TOTAL NUMBER OF REGISTERED BORROWERS

April 1999	34,010	(63.6% of Population)
April 2000	36,878	(69.0% of Population)

CIRCULATION REPORT FOR MARCH 2000  
Page 2

**PATRON ATTENDANCE COUNT**

<u>April 1999</u>	<u>March 2000</u>	<u>April 2000</u>	<u>Year to Date</u>		<u>% Change</u>
			<u>1999</u>	<u>2000</u>	
30,464	30,697	26,560	107,117	112,708	5.0%

**RECIPROCAL BORROWING**  
(Materials Lent)

	<u>April 1999</u>	<u>April 2000</u>	<u>% Change</u>
NSLS	7,600	8,371	9.2%
OTHER SYSTEMS	1,800	1,681	(- 6.6%)
TOTAL	9,400	10,052	16.4%

**INTERLIBRARY LOAN**

Sent	1,193
Received	354

## Apr. 2000 Holdings

	Last Month	This Month	Change	Percent Change
Books	183,822	184,792	970	0.5%
Audio	15,761	15,968	207	1.3%
Video	10,447	10,485	38	0.4%
Puzzles and Games	726	693	-33	-4.5%
Realia	234	234	0	0.0%
Pamphlets	1,337	1,337	0	0.0%
=====				
Total	212,327	213,509	1182	0.6%

DES PLAINES PUBLIC LIBRARY  
ADULT PATRON ASSISTANCE  
APRIL 2000

Assistance	<u>Number</u>	<u>Total</u>
1. Equipment repair and assistance	203	
2. Tax forms	176	
3. Directional questions	131	
4. Item retrieval by library pages	112	
5. Audio visual inquiries	563	
Total		1,185
Reference Services		
1. Specific item request	992	
2. Ready reference	593	
3. Material searching	242	
4. Referrals to other libraries	35	
5. Reader's Advisory	38	
Total		1,900
GRAND TOTAL		3,085

CHILDREN'S PATRON ASSISTANCE  
APRIL 2000

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Computer Sign-up	873	
2. Program Sign-up	1	
3. Equipment Repair & Assistance	325	
4. Directional Questions	363	
5. ILL & Patron Holds	18	
Total		1,580
<u>In-House Circulation</u>	<u>Number</u>	
1. Train Sets	756	
2. Periodicals	6	
3. Textbooks	6	
4. Reserve Books	2	
Total		770
<u>Reference</u>	<u>Number</u>	
1. Specific Item Request	409	
2. Reference	526	
3. Reader's Advisory	17	
4. Referrals to Other Libraries	2	
Total		954
GRAND TOTAL		3,304

Number of individuals using the Local Computer Network = 2,077



USAGE STATISTICS FOR ONLINE REFERENCE PRODUCTS  
APRIL 2000

Britannica	123
College Source Online	19
Des Plaines Public Library Homepage	12,515
Electric Library	200
First Search	281
Info Trac	1,360
Library Catalog (access via dialup, telenet or remote)	189
Newsbank (Chicago Tribune)	198
News Illinois	55
Novelist	42
SIRS (Online database of articles on social issues)	176
UMI (Chicago Sun Times, New York Times, Wall Street Journal)	77
Total Searches & Queries	15,235

DES PLAINES PUBLIC LIBRARY  
MEETING ROOM APRIL 2000

	<u>Times Used</u>	<u>Attendance</u>
Adult Services Departmental Meeting	2	13
Art Committee	1	28
Telecommunications Bid Opening	1	10
BWI Meeting	1	2
Ceremonial Moving Advisory Committee	2	19
Finance Committee	1	5
Friends of the Library	2	20
Fundraising Preview Party Committee	1	5
Grand Opening Advisory Committee	2	18
Library Board Meeting	1	26
Library Cable Network	1	5
Mandatory Pre-bid Meeting	1	21
Moving Meeting	1	7
Orientation Committee	1	20
Page Meeting	1	16
Re-Keying-1501 Ellinwood Building	1	4
Security Meeting	1	4
Volunteer Tea	1	50
Technical Services Meeting	1	9
Web Team Meeting	1	13
Total	24	295

DES PLAINES PUBLIC LIBRARY  
MEETING ROOM APRIL 2000

Page 2

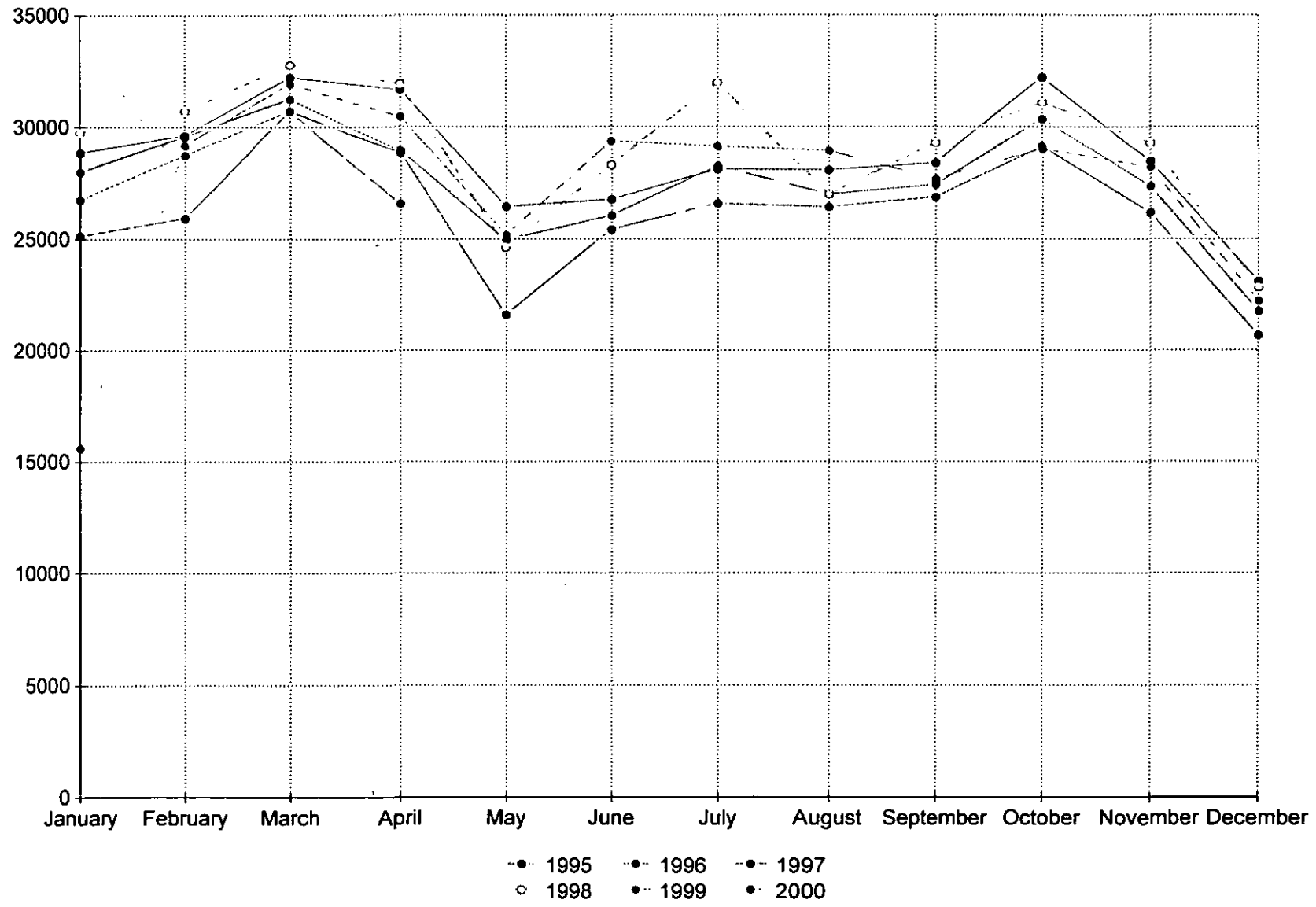
Library Sponsored Community Programs	<u>Times Used</u>	<u>Attendance</u>
Park District Pre-School Mobile Library Visits	3	53
All American Day Care Storytime	1	14
Total	4	67
Library Sponsored Children's Programs	<u>Times Used</u>	<u>Attendance</u>
Teen 2000	1	28
Oakton Preschool	1	4
Total	2	32
Grand Total	30	394

April Total = 30 groups involving 394 people.

2000 Year to Date Total 224 groups involving 4,184 people.

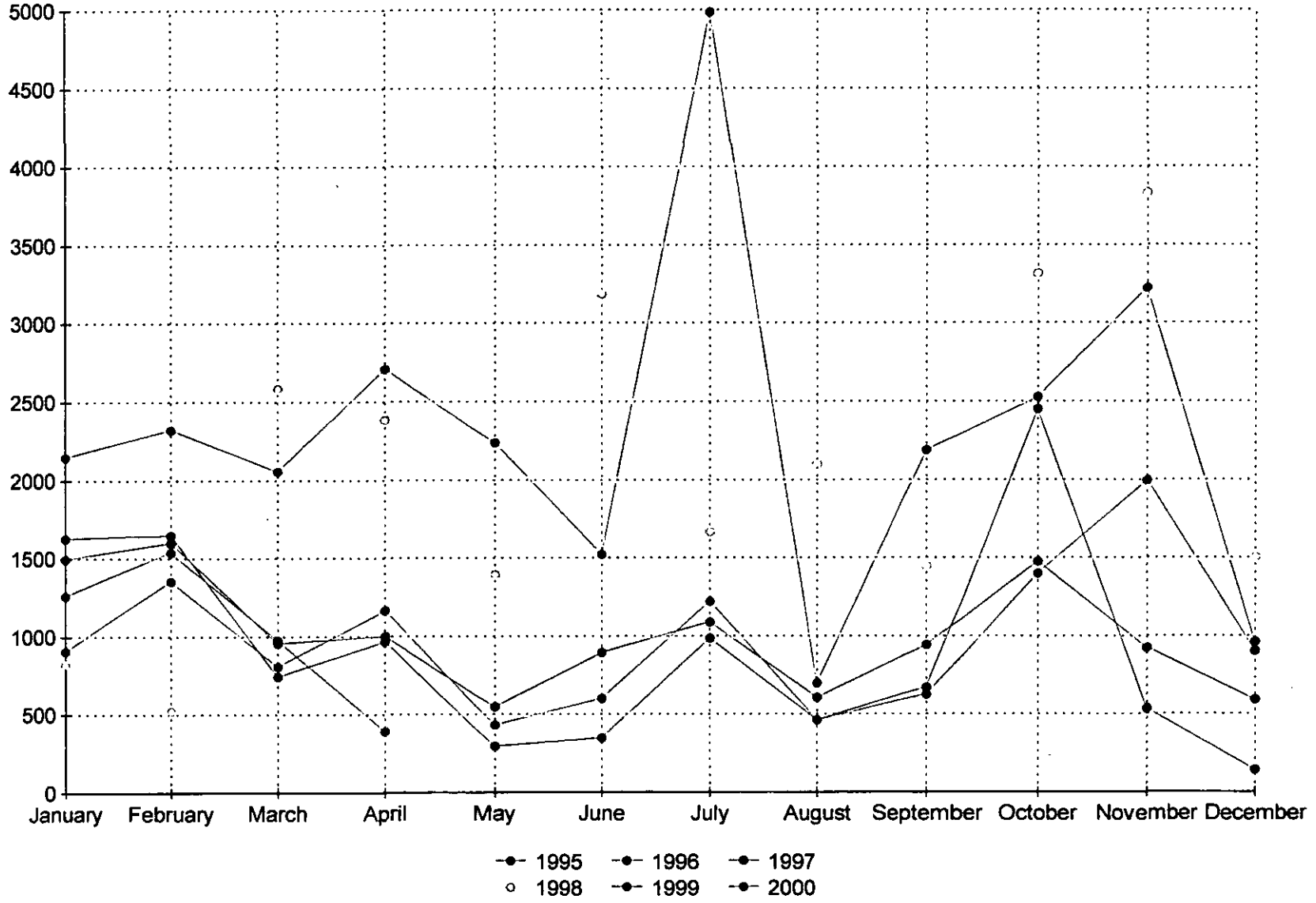
### Patron Attendance

April 2000



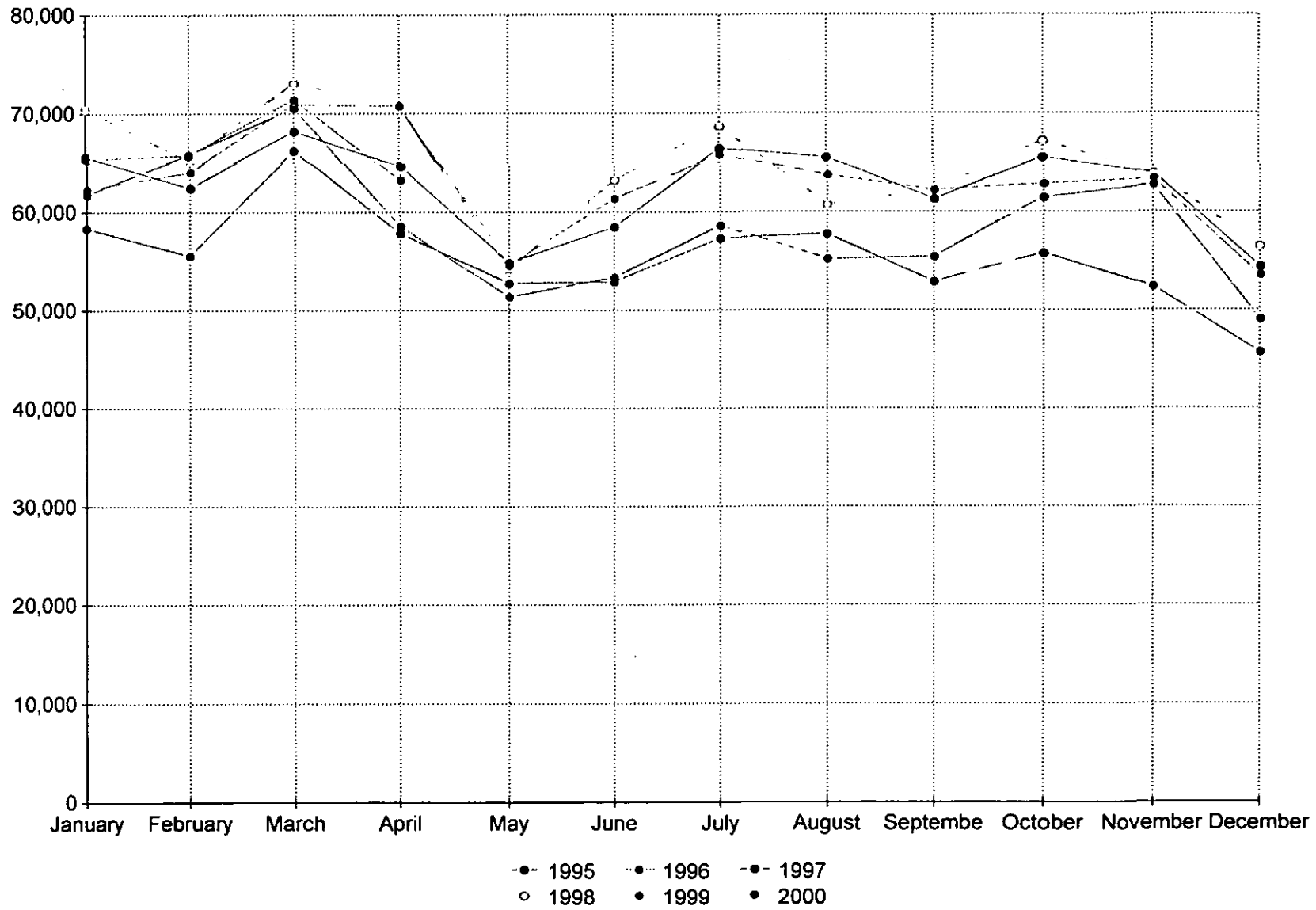
### Meeting Room Attendance

April 2000



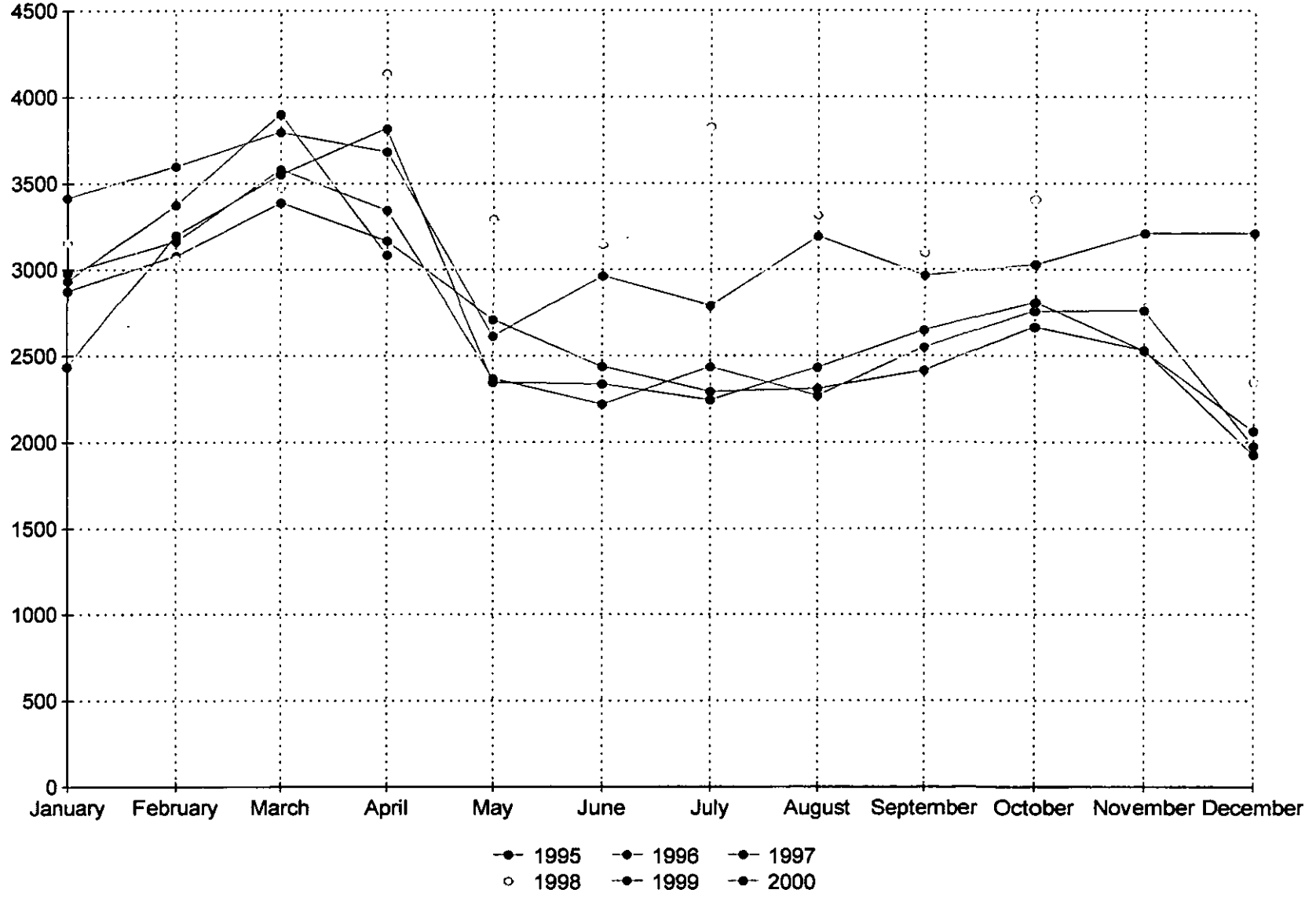
### Circulation Statistics

Items Circulated Per Month By Year



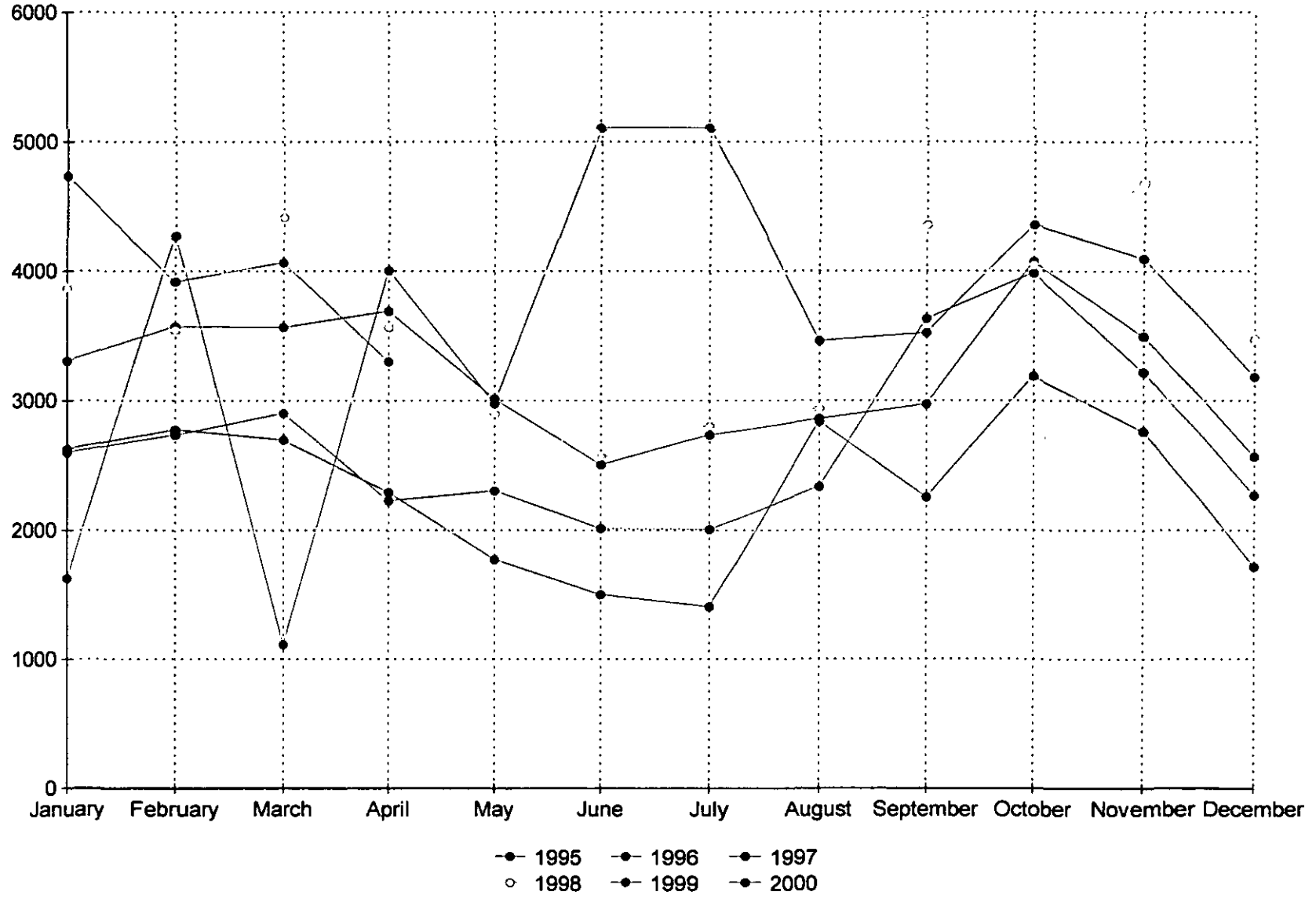
### Adult Patron Assistance

April 2000



### Children's Patron Assistance

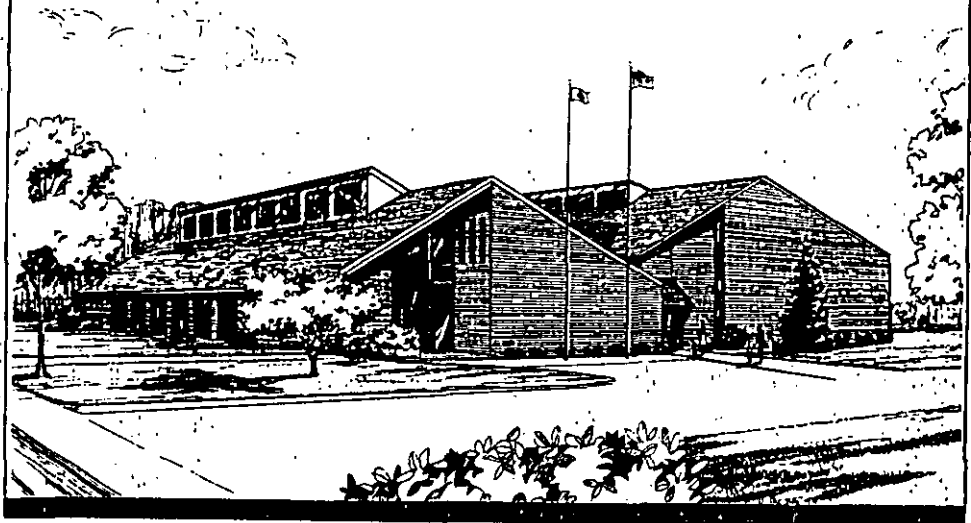
April 2000





ORLAND  
PARK  
PUBLIC  
LIBRARY


Aileen S. Andrew Memorial



Dear Sandra,

Thank you for taking the time to join Sharon Fritz and me in the tour of the new library. We appreciated the insight that you and Mr. Burk provided. It is a beautiful and well-conceived building. I look forward to seeing the finished product.

Sincerely,  
Sharon



**Architectural  
Groundbreaking**

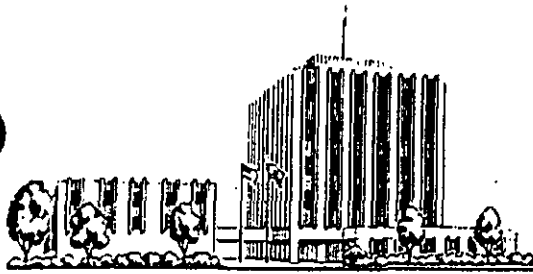
at area public library  
S. Old Rand Rd.

**May 21, 2000**  
**2pm**  
 at building site  
 just south of  
 Casper Hardware  
 S. Old Rand Rd.

Reception follows  
 at current library

Meet the architect  
 See the displays



**CITY OF DES PLAINES**

1420 Miner/Northwest Highway ■ Des Plaines, Illinois 60016-4498 ■ (847)391-5300

May 1, 2000

TO: Sandra Norlin, Director  
Des Plaines Public Library

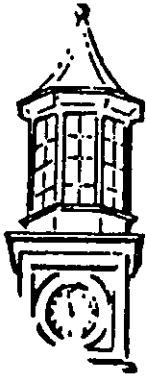
FROM: Arlene Merriman, Director  
Human Resources and Services *AM*

RE: Take Your Child To Work Day

Thank you for sending the bookmarks and other materials that we gave to the children on Thursday, April 28<sup>th</sup> during "Take Your Child To Work Day." The children enjoyed all of the tours and they look forward to touring the new Library next year. All the children had a wonderful time while learning a great deal about the City of Des Plaines. The day also provided them the opportunity to understand what their parents do during their day away from home. Thank you for providing us with the materials and helping us make this a special day for the children.

AM:jto





# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## BOARD OF TRUSTEES Minutes of the Art Committee April 18, 2000

Chair: Eldon Burk  
Present: Eldon Burk, Betty Ritter, Susan Burrows, John Burke, Sandra Norlin, Andrea Hazen, Jan Geist, Carol Stolt, Martha Sloan, Patti Gilford, Hector Marino, Mary Ann Brown, Willard Strassburger, Roberta Johnson, Susan Holstrom, Christine Posinger, Barbara Saletnik, Susan Farid, Leslie Steiner, Patricia Horn, Kelli Phillips, Lee Cho, Katherine Burrows, Veronica Schwartz, Carol Kidd

The meeting was called to order at 3:10 PM.

Eldon Burk introduced Patti Gilford of Patti Gilford Fine Arts as the art consultant for the new library. Ms. Gilford presented the work of artists to consider for commissioned pieces for the new library.

Rob Fischer - Patti Gilford presented black and white and color photographs of Rob Fischer's work. Mr. Fischer's sculpture will require little maintenance and is UV and fire retardant. The sculpture will be beads and metal shapes that will soften the volume, create mass, and reflect light. The sculpture will move without noise and be stable.

Rob Fischer's fee is \$75,000 inclusive, except for the anchoring apparatus and site visit. The sculpture will not be ready for the June opening, but models and pictures can be ready by June for review.

Michael Hayden & Christina Lucas - A slide presentation was shown to the Committee. Patti explained that work will be site specific and incorporate holographic materials. The sculpture will require a lighting plan for night viewing. The sculpture will have movement, but no noise, and light will bounce off the sculpture to produce different colors. Patti Gilford stated the atrium sculpture should be completed by the Grand Opening Celebration.

The fee for the sculpture is \$75,000 inclusive, excluding anchoring and lighting and site visit.

Patti Gilford stressed to the Committee that this is fine art, not decorative artwork and that each floor will be very distinctive.

Eldon Burk stated that the atrium is a number one priority for the new library in reference to the proposed artwork. Carol Stolt of Lohan Associates responded that the goal for the meeting is to have the Committee select an artist for each floor.

MOTION by Committee to select Michael Hayden & Christina Lucas to design the sculpture for the atrium. Vote: Ayes: All. Nays: None. MOTION CARRIED.

#### Floor 2 – Youth Services Department

Patti explained that she would present artwork from three artists for the second floor and their artwork would incorporate the river theme.

1. David Giffey – mural will reference history and community. Timeframe for completion of work is one year.
2. Robert Jessup – mural to be interactive conceptually and will integrate the boat into the theme. Timeframe – able to begin work immediately. Cost of mural is \$35,000 inclusive, plus initial site visit.
3. Elise Kapnick & Matthew Owen – will incorporate mystery into their picture. Timeframe – will begin after a deposit is received.

MOTION by Committee to select Robert Jessup to design the mural for the Youth Services Department for the new library. Vote: Ayes: All. Nays: None. MOTION CARRIED.

#### Floors 3 & 4 – Adult Services [Popular Fiction & Reference]

1. Marty Ackley – Collage piece with graphic elements, uses mixed mediums in artwork.
2. Beth Reisman – Works with current newspapers, photojournalist paintings.
3. Fred Nagelbach – American Indian shapes, will research Des Plaines Indian heritage, and include a plaque that describes his artwork.
4. Pae White – Computer generated artwork, conceptual not tangible, open-ended, to be mounted behind acrylic sheeting.

Eldon Burk asked for input from Willard Strassburger, President of the Des Plaines Art Guild. Mr. Strassburger instructed the Committee to look at the color of the pieces, the element of design and how the sculptural piece will evolve up to the ceiling.

Patti Gilford advised the Committee that all the artists will do a mock-up for display purposes before the art is actually completed.

The Committee chose Fred Nagelbach to design the artwork for the fourth floor and Pae White for the third floor.

0451

John Burke entered the meeting at 5:55 PM.

Patti Gilford asked the Committee for timeframe and cost restrictions. The following deposits will be required before designs begin:

Atrium – Michael Hayden & Christina Lucas [\$25,000]

Second Floor – Robert Jessup [\$17,500]

Third Floor – Pae White [\$10,000]

Fourth Floor – Fred Nagelbach [\$10,000]

The meeting adjourned at 6:00 PM.

Minutes prepared by Carol Kidd.

~~HRS, RSJ, PSS, SP, GP, SH, AS, S~~

↑  
Return  
to

April 15, 2000

To: Des Plaines Library Staff  
From: Charles Scott: Census 2000 Clerk

I would like to take this opportunity to express my sincere thanks to the entire Des Plaines Library staff. Throughout my stay at the library, serving as the Census 2000 Questionnaire Assistance Center clerk, the entire staff exhibited enthusiasm, courtesy and a friendly attitude on a daily basis. This was much appreciated by myself and my coworker.

I wish you all much success in the future and leave knowing this community is well served. Thank you again.

Sincerely,

*Charles M. Scott*

Charles M. Scott  
Clerk: Questionnaire Assistance Center  
U.S. Census Bureau



# TECHNOLOGY TRENDS AND LIBRARIES

## A special session for Public Library Trustees

Monday, June 5, 2000

7:00 p.m. - 8:30 p.m.

North Suburban Library System  
200 W. Dundee Road, Wheeling

Planning for effective library programs and services cannot occur in isolation from emerging local, national and global trends. These trends are powerful factors in library planning. Many questions face library leaders: How will the information revolution affect libraries? How will the library evolve as a modern workplace requiring a new set of staff skills and expertise? What role will the continued demand for traditional library services play in the networked environment? What organizations and agencies will be partners and allies for libraries? With whom must libraries now compete with? What will the library look like in 5 years?

The presenter will draw upon her broad experience in library administration and management, library networking, consulting, and her knowledge of the emerging trends in the library and information field. She will discuss:

- Impact of demographic and cultural changes on library services.
- Implications of a transition to web based information services.
- Powerful effect of e-commerce on user expectations.
- Accelerating trend toward lifelong learning, credentialing, and distance education.
- Need for relevant continuing education and development programs for library staff at all levels.
- Changing nature of library space needs.
- Core technology trends which library leaders should monitor.

Presenter: Lou Wetherbee is a consultant to libraries in the areas of planning, marketing, and customer service. She has an M.L.S. degree from the University of Texas at Austin.

**\$15**

If you need an accommodation for a disability to attend this workshop, please contact Ruth Downey at NSLS, 847/459-1300, ext. 7128 at least five working days prior to the scheduled event.

Technology Trends and Libraries 06/05/00 \$15. Course #1282  
 Return to Ruth Downey, NSLS, 200 W. Dundee Rd., Wheeling, IL 60090 or Fax 847/459-0380.  
 Please PRINT.  
 Name: \_\_\_\_\_  
 Library (Schools include name and district): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Enclosed is a check for \$ \_\_\_\_\_ or deduct \$ \_\_\_\_\_ from my library's deposit account.  
 (K/Q code is required when using this payment method) K/Q Code: \_\_\_\_\_

**REMEMBER:** You can register on-line by going to the NSLS Continuing Education Calendar at <http://doug.nslsilus.org/cgi-bin/CECalendar/bydate.pl> and then click on the registration form for this class.

00-0420-105



## LIBRARY ADMINISTRATOR'S REPORT

May 16, 2000

### I. PERSONNEL

Michael Brouillet began work as Full Time Library Assistant I in Circulation Services on 5.1.00. Bob Palmero (4.12) and Harris Lakhani (4.12) began as Part Time Technology Pages.

Bianca Maks (5.5) and Ronnie Andres (5.12), Assistant Clerks have resigned.

### II. STAFF DEVELOPMENT

Sharon Colby completed her work with the Technical Services Staff and with the Executive Team and has begun her work with the Department Heads on teambuilding. Our first session was held May 10, 2000.

The second Orientation Meeting was held on May 10; five new employees attended. Eldon Burk attended to welcome the staff and extend greetings from the Board of Trustees.

All Department Heads attended a two-day workshop on Systems Thinking, which is one of the Five Disciplines of a Learning Organization. We learned and practiced the techniques of "productive conversations" and charting and recognizing core issues and structural problems that present as small problems that are often solved without looking beneath the surface issues.

### III. PATRON SERVICES

True to the trends first noticed in 1999, circulation of print materials is decreasing while circulation and use of non-print materials is increasing. Over two thousand people used our computer resources on site and between on site and remote users, over fifteen thousand searches were conducted last month. Registration of patrons has increased.

The Mobile Library paid special visits to the Park District Pre-School and to All American Day Care. Teen 2000, our teen advisory council continues strong involvement and strong enrollment at nearly 40 members. Four staff members (Karen Wallace, Margie Borris, Penny Sympton, and I) attended Chamber of Commerce events this past month. We are continuing to contribute a monthly column in the Chamber newsletter.

### IV. ACTIVITIES

I attended the University of Illinois Extension Service Volunteer Dinner (4.19), the Library Cable Network Executive Committee meeting and the semi-monthly library tour (4.20 and 5/4) Ceremonial Move Committee meeting (4.25) and (5.9), the Preview Party and Grand Opening Committee meetings (4.27), a demonstration of the SIRSI library automation system at Northbrook Public Library (4.28), the Rotary District Conference (4.28-29), a meeting with poet/consultant William Bucinsky (5.1, City Council (5.1), a Systems Thinking seminar (5.2-3), a meeting with the artists for the new library (5.6), a meeting with restaurant owners (5.5), a SLURP meeting (5.12), and a Poetry Grant brainstorming meeting (5.15).

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The Mobile Library paid special visits to the Park District Pre-School and to All American Day Care. Teen 2000, our teen advisory council continues strong involvement and strong enrollment at nearly 40 members. Four staff members (Karen Wallace, Margie Borris, Penny Sympson, and I) attended Chamber of Commerce events this past month. We are continuing to contribute a monthly column in the Chamber newsletter.

### IV. ACTIVITIES

I attended the University of Illinois Extension Service Volunteer Dinner (4.19), the Library Cable Network Executive Committee meeting and the semi-monthly library tour (4.20 and 5/4) Ceremonial Move Committee meeting (4.25) and (5.9), the Preview Party and Grand Opening Committee meetings (4.27), a demonstration of the SIRSI library automation system at Northbrook Public Library (4.28), the Rotary District Conference (4.28-29), a meeting with poet/consultant William Bucinsky (5.1, City Council (5.1), a Systems Thinking seminar (5.2-3), a meeting with the artists for the new library (5.6), a meeting with restaurant owners (5.5), a SLURP meeting (5.12), and a Poetry Grant brainstorming meeting (5.15).

**JP Graphics**

242 Cumberland Pkwy.  
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**SERVING OUR PUBLIC:**  
**STANDARDS FOR ILLINOIS PUBLIC LIBRARIES**

Revised Edition

Illinois Library Association,  
Public Library Management Forum,  
Standards Review Committee

**ILLINOIS LIBRARY ASSOCIATION 1997**



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## Introduction

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The purpose of *Serving Our Public: Standards for Illinois Public Libraries* is to help people who govern, administer, and staff the public libraries of Illinois develop and maintain high quality library service in their communities. The standards are not a celebration of mediocrity nor are they intended to provide a level of comfort by showing activities or statistics that represent a hypothetical average. Rather, the standards provide a path, sometimes difficult, to an ideal.

The basic premise of *Serving Our Public* is that all Illinois residents are entitled to high quality library service that is consistently gracious and friendly and that effectively and efficiently meets their needs.

An underlying concern reflected throughout *Serving Our Public* is that the document is valid for all Illinois public libraries—those serving a population of less than one thousand as well as those serving over two million. The more than six hundred communities served by Illinois public libraries vary widely in terms of both wealth and population. *Serving Our Public* is designed to be applicable and helpful in all of these communities.

*Serving Our Public* is also an essential document under Illinois state law, which requires Illinois public libraries to "Provide, as determined by the State Librarian, library services which either meet or show progress toward meeting the Illinois library standards, as most recently adopted by the Illinois Library Association." [75 I LL. COMP. STAT. ANN. 10/8.1 (1)]

*Serving Our Public* builds on but also varies significantly from *Avenues to Excellence II*. There is a greater use of tables of numerical standards, model and sample policies, and bibliographies. In response to extensive input from public library trustees and administrators, the use of "output measures" to define a level of quality or to compare one library to another has been eliminated. (See "About Output Measures" following the "How to Use" section.)

The process of review and revision entailed a thorough study of *Avenues to Excellence II* as well as the public library standards from more than twenty other states. In determining the focus of the revision, the committee used its combined experience and sought the opinions of colleagues throughout the state. Working drafts of each section were reviewed by appropriate ILA forums as well as individuals with particular areas of expertise. Their help was invaluable in developing this document. The actual numbers that appear in the numerical standards come from a variety of sources, including previous Illinois public library standards, public library standards from other states, consultation with faculty at the Graduate School of Library and Information Science at the University of Illinois, and (for more-technical standards) consultation with nationally recognized experts.

To quote Heraclitis, "Nothing endures but change." Although the committee tried to incorporate relevant changes in legislation, technology, and other areas into this document, it was eventually time to stop writing and start printing. It will be up to the users of this document to remain fresh in their fields and continue the process of revising *Serving Our Public* until a new committee takes up the task in another five years.

## How to Use *Serving Our Public*

1. Beginning with Core Standards (Chapter I), divide the document into manageable segments, and then schedule a review and discussion of each segment over the course of several board meetings. The same process can be used to introduce the document to the staff. Has the library met all the core standards? Is the library making any progress in meeting the core standards? Which of the specific areas—governance, personnel, etc.—should be targeted for improvement? Using the tables, decide which levels are appropriate for the library. For example, some libraries will have a well-established and effective public relations and marketing program but need to do more work in collection management. *Serving Our Public* can serve as a checklist to determine “How are we doing?”
2. Once the board, administrator, and staff become familiar with *Serving Our Public*, they will be able to use the document to revise their library’s long-range plan.
3. In subsequent years, it may be productive to continue the process of reviewing *Serving Our Public* over the course of a year rather than trying to do it all at one board or department head meeting.

Establishing statewide public library standards does not contradict the need to develop library services that address local needs. Statewide standards establish a foundation or a springboard from which to develop local goals. Indeed, it would be a failure of this document if the use of it resulted in a diminution rather than an improvement of local services. Many libraries provide services and collections that are not specifically mentioned in this document. Fully staffed genealogy and local-history rooms and collections, computer services that include a program of instruction, story times at day-care centers and other remote points are a sampling of what is available in some Illinois public libraries.

### Core Standards

The core standards, first introduced in chapter 1, are considered essential to the provision of quality library service. Many are legal requirements as noted by accompanying citations. Although a few of the standards may never be achieved by some of the libraries, this signifies funding problems rather than invalid standards. For convenience, the core standards that apply to each chapter are repeated there and designated by “Core 1,” etc.

### Supplemental Standards

The supplemental standards, listed in each of the subsequent chapters, provide a more-detailed blueprint for addressing, developing, and improving specific areas of library activity. While the core standards apply to all public libraries on a continuing basis, the degree to which the supplemental standards apply to each library may vary during each library’s history.

The fact that a library cannot meet one of the core standards does not mean that the library should not use the supplemental standards.

# Chapter I Core Standards

- Core 1.** The library provides uniformly gracious and friendly service to all users.
- Core 2.** The library is established and operated in compliance with Chapter 75 of the *Illinois Compiled Statutes*. In general, libraries established by cities, villages, or incorporated towns or townships are governed by the provisions of 75 ILL. COMP. STAT. ANN. 5, the *Illinois Local Library Act*. Library districts are governed by the provisions of 75 ILL. COMP. STAT. ANN. 16, the *Public Library District Act of 1991*.
- Core 3.** The library is in compliance with all other state laws that affect library operations including but not limited to the *Illinois Accessibility Code* [ILL. ADMIN. CODE tit. 71, § 400 et seq.], the *Open Meetings Act* [5 ILL. COMP. STAT. ANN. 120/1], the *Illinois Freedom of Information Act* [5 ILL. COMP. STAT. ANN. 140/1 et seq.], the *State Records Act* [5 ILL. COMP. STAT. ANN. 160/1 et seq.; 70/2 and 5/1-7], the *Library Records Confidentiality Act* [75 ILL. COMP. STAT. ANN. 70/1] and the *Drug Free Workplace Act* [30 ILL. COMP. STAT. ANN. 580/1 et seq.].
- Core 4.** The library is in compliance with all federal laws that affect library operations including but not limited to the *Americans with Disabilities Act* [42 U.S.C. 12101 et seq.], the *Fair Labor Standards Act* [29 U.S.C. 201 et seq.], and the *Bloodborne Pathogens Standard* [29 C.F.R. § 1910.1030]. (See appendix 1.)
- Core 5.** The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes* [75 ILL. COMP. STAT. ANN. 5/4-7.1 and 75 ILL. COMP. STAT. ANN. 16/30-55.15].
- Core 6.** The board of trustees adopts written bylaws that outline its purpose and operational procedures and address conflict-of-interest issues. The board reviews its bylaws at least every three years. (See appendix 2.1 topics for topics recommended for consideration in developing board bylaws.)
- Core 7.** The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator [75 ILL. COMP. STAT. ANN. 5/4-7 or 75 ILL. COMP. STAT. ANN. 16/30-55.35]. For the purposes of this document, a qualified librarian is a person holding an MLS degree from an ALA-accredited program.
- Core 8.** The board of trustees meets on a monthly basis, no less than ten times per year (libraries that contract with another agency for all services meet no less than twice each year), with the library administrator in attendance. Meetings are held in a room and at a location that is convenient for the board and the community. The room is large enough to encourage community participation. The location and the room are accessible to persons affected by the *Illinois Accessibility Code* [ILL. ADMIN. CODE tit. 71, § 400 et seq.] and/or the *Americans with Disabilities Act* [42 U.S.C. 12101 et seq.]. Additional reasonable accommodations that allow persons with disabilities to participate in the meeting are

provided as needed. All board meetings and board committee meetings are in compliance with the *Open Meeting Act* [5 ILL. COMP. STAT. ANN. 120/1]. Written or recorded minutes are taken and kept for all board meetings. Following approval, these minutes are made available to the public and are retained in compliance with the *State Records Act* [5 ILL. COMP. STAT. ANN. 160/1 et seq.; 70/2 and 5/1-7].

- Core 9.** The board of trustees has exclusive control of all property owned by the library and expenditure of all monies collected, donated, or appropriated for the library fund [75 ILL. COMP. STAT. ANN. 5/4-7 and 75 ILL. COMP. STAT. ANN. 16/30-55.10].
- Core 10.** The library has a board-approved, written budget. The budget is developed annually by the library administrator and the board with input from the staff.
- Core 11.** On an annual basis, the board of trustees determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.
- Core 12.** The library has a board-approved mission statement, a long-range plan, a disaster prevention and recovery plan, and policies. Such policies include but are not limited to the following topics: personnel; reference; use of the library's materials, services, and facilities including use of the library for exhibits and meetings; and collection management. Illinois statutory law specifically requires the board to establish and review at least biennially a written policy for the selection of library materials (as part of the library's collection management policy) and the use of library materials and facilities [75 ILL. COMP. STAT. ANN. 5/4-7.2 or 75 ILL. COMP. STAT. ANN. 16/30-60]. All library policies are in compliance with state and federal laws. (See appendix 2.2.)
- Core 13.** The library keeps adequate records of library operations. (See appendix 2.3.)
- Core 14.** On a monthly basis, the library administrator presents written reports on library operations to the board of trustees. Such reports include but are not limited to employment decisions, usage, finance, and collection development.
- Core 15.** The board of trustees annually reviews the performance of the library administrator.
- Core 16.** The library adopts and adheres to the principles set forth in the American Library Association's *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations. (See Appendices 2.4-2.6 for ALA *Library Bill of Rights* and other ALA intellectual freedom statements.)
- Core 17.** The library adopts and adheres to the *Ethics Statement for Public Library Trustees*. (See appendix 2.7 for *Ethics Statement for Public Library Trustees*.)
- Core 18.** The library adopts and adheres to the ALA *Code of Ethics*. (See Appendix 2.8 for ALA *Code of Ethics*.)



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- Core 19.** The library is a member of an Illinois multitype library system and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 20.** The library has a telephone, telefacsimile machine, photocopier, and computer with modem. The library provides telephone service to its patrons with hearing disabilities through a TTY (teletypewriter), TDD (Telecommunications Devices for the Deaf) or a voice relay provided by the telephone company.
- Core 21.** The library provides access to ILLINET Online.
- Core 22.** The library participates in the *Standards for the Services of Illinois Multitype Systems* by fulfilling the member library responsibilities.
- Core 23.** The library is located in a facility designed or renovated for that purpose and in compliance with all applicable federal, state, and local codes.
- Core 24.** The library is open a minimum of 25 hours per week. The hours, scheduled for the convenience of the public, include a minimum of two evenings (Total of 6 hours after 5 p.m.) and 4 weekend hours. Branches or other fixed service points, but not bookmobiles, are also open a minimum of 25 hours per week.
- Core 25.** The library spends a minimum of 12 percent of its operating budget on materials for patrons. For the purposes of this document, the operating budget includes all disbursements except capital expenditures. Health and life insurance; FICA, IMRF, or other pension plans; and all other insurance are part of the operating budget. Capital expenditures include remodeling and building, equipment and furniture, and any other items that are included as fixed assets in the audit. Materials include books, audiovisual materials, periodicals, telecommunication costs for reference services, fees for online information services, and CD-ROM products. Costs related to the installation and maintenance of a LAN or a shared or stand-alone bibliographic database are not included.
- Core 26.** The library provides or develops a formal agreement with another agency to provide reference service to the community.
- Core 27.** The library informs its community about the collections and services available in and through the library.
- Core 28.** At least every ten years, and more frequently if necessary, the board of trustees determines if the physical facility is sufficient to meet the needs of the community. If the facility does not meet the needs of the community, the board of trustees takes steps to correct the problem.
- Core 29.** At least every ten years, and more frequently if necessary, the library conducts a study to determine if the library is providing collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

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## Chapter II Governance and Administration

A well-governed and administered public library places the best interests of its patrons at the heart of every decision. Public library service is provided to the people of Illinois through local tax-supported public libraries, multitype library systems, the Illinois State Library, and the statewide library network ILLINET Online. Illinois public libraries are governed by boards of trustees elected or appointed according to the provisions of the *Illinois Compiled Statutes* under which the libraries are established—village, city, district, township, commission form, etc.

Each library board carries the full responsibility for the library and its policies. The responsibility for administering library policy, including management of day-to-day operations, collection management, and employment decisions, is delegated to the library administrator. In addition, the library administrator provides the board with clear, relevant, and timely information that will enable it to make informed decisions in regard to policy, planning, and budget.

### Applicable Core Standards

- Core 1.** The library provides uniformly gracious and friendly service to all library users.
- Core 2.** The library is established and operated in compliance with Chapter 75 of the *Illinois Compiled Statutes*. In general, libraries established by cities, villages, or incorporated towns or townships are governed by the provisions of 75 ILL. COMP. STAT. ANN. 5, the *Illinois Local Library Act*. Library districts are governed by the provisions of 75 ILL. COMP. STAT. ANN. 16, the *Public Library District Act of 1991*.
- Core 3.** The library is in compliance with all other state laws that affect library operations including but not limited to the *Illinois Accessibility Code* [ILL. ADMIN. CODE tit. 71, § 400 et seq.], the *Open Meetings Act* [5 ILL. COMP. STAT. ANN. 120/1], the *Illinois Freedom of Information Act* [5 ILL. COMP. STAT. ANN. 140/1 et seq.], the *State Records Act* [5 ILL. COMP. STAT. ANN. 160/1 et seq.; 70/2 and 5/1-7], the *Library Records Confidentiality Act* [75 ILL. COMP. STAT. ANN. 70/1] and the *Drug Free Workplace Act* [30 ILL. COMP. STAT. ANN. 580/1 et seq.].
- Core 4.** The library is in compliance with all federal laws that affect library operations including but not limited to the *Americans with Disabilities Act* [42 U.S.C. 12101 et seq.], the *Fair Labor Standards Act* [29 U.S.C. 201 et seq.] and the *Bloodborne Pathogens Standard* [29 C.F.R. § 1910.1030]. (See appendix 1.)
- Core 5.** The library is governed by a board of trustees elected or appointed and constituted in compliance with Chapter 75 of the *Illinois Compiled Statutes* [75 ILL. COMP. STAT. ANN. 5/4 - 7.1 and 75 ILL. COMP. STAT. ANN. 16/30-55.15].
- Core 6.** The board of trustees adopts written bylaws which outline its purpose and operational procedures and address conflict-of-interest issues. The board reviews its bylaws at least every three years. (See appendix 2.1 for topics

recommended for consideration in developing board bylaws.)

- Core 7.** The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator [75 ILL. COMP. STAT. ANN. 5/4 -7 or 75 ILL. COMP. STAT. ANN. 16/30-55.35]. For the purposes of this document, a qualified librarian is a person holding an MLS degree from an ALA-accredited program.
- Core 8.** The board of trustees meets on a monthly basis, no less than ten times per year (libraries that contract with another agency for all services meet no less than twice each year), with the library administrator in attendance. Meetings are held in a room and at a location that is convenient for the board and the community. The room is large enough to encourage community participation. The location and the room are accessible to persons affected by the *Illinois Accessibility Code* [ILL. ADMIN. CODE tit. 71, § 400 et seq.] and/or the *Americans with Disabilities Act* [42 U.S.C. 12101 et seq.]. Additional reasonable accommodations that allow persons with disabilities to participate in the meeting are provided as needed. All board meetings and board committee meetings are in compliance with the *Open Meetings Act* [5 ILL. COMP. STAT. ANN. 120/1]. Written or recorded minutes are taken and kept for all board meetings. Following approval, these minutes are made available to the public and are retained in compliance with the *State Records Act* [5 ILL. COMP. STAT. ANN. 160/1 et seq.; 70/2 and 5/1-7].
- Core 9.** The board of trustees has exclusive control of all property owned by the library and expenditure of all monies collected, donated, or appropriated for the library fund [75 ILL. COMP. STAT. ANN. 5/4-7 and 75 ILL. COMP. STAT. ANN. 16/30-55.10].
- Core 10.** The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.
- Core 11.** On an annual basis, the board of trustees determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees takes action to increase the library's revenues.
- Core 12.** The library has a board-approved mission statement, a long-range plan, a disaster prevention and recovery plan, and policies. Such policies include but are not limited to the following topics: personnel; reference; use of the library's materials, services, and facilities including use of the library for exhibits and meetings; and collection management. Illinois statutory law specifically requires the board to establish and review at least biennially, a written policy for the selection of library materials (as part of the library's collection management policy) and the use of library materials and facilities [75 ILL. COMP. STAT. ANN. 54-7.2 or 75 ILL. COMP. STAT. ANN. 16/30-60]. All library policies are in compliance with state and federal laws.

- (See appendix 2.2 for topics recommended for consideration in a policy that addresses the public's use of the library. References to other policies are included under appropriate sections.)
- Core 13.** The library keeps adequate records of library operations. (See Appendix 2.3 for information on how to contact the Local Records Unit of the Illinois State Archives who will provide detailed information on records to be retained.)
- Core 14.** On a monthly basis, the library administrator presents written reports on library operations to the board of trustees. Such reports include but are not limited to employment decisions library usage, finance, and collection development.
- Core 15.** The board of trustees annually reviews the performance of the library administrator.
- Core 16.** The library adopts and adheres to the principles set forth in the American Library Association's *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations. (See Appendices 2.4-2.6 for ALA *Library Bill of Rights* and other ALA intellectual freedom statements.)
- Core 17.** The library adopts and adheres to the *Ethics Statement for Public Library Trustees*. (See appendix 2.7 for *Ethics Statement for Public Library Trustees*.)
- Core 18.** The library adopts and adheres to the ALA *Code of Ethics*. (See Appendix 2.8 for ALA *Code of Ethics*.)
- Core 19.** The library is a member of an Illinois multitype library system and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 20.** The library has a telephone, telefacsimile machine, photocopier, and computer with modem. The library provides telephone service to its patrons with hearing disabilities through a TTY (teletypewriter), TDD (Telecommunications Devices for the Deaf) or a voice relay provided by the telephone company.
- Core 21.** The library provides access to ILLINET Online.
- Core 22.** The library participates in the *Standards for the Services of Illinois Multitype Systems* by fulfilling member library responsibilities.
- Core 24.** The library is open a minimum of 25 hours per week. The hours, scheduled for the convenience of the public, include a minimum of two evenings (total of 6 hours after 5 p.m.) and 4 weekend hours. Branches or other fixed service points, but not bookmobiles, are also open a minimum of 25 hours per week.
- Core 25.** The library spends a minimum of 12 percent of its operating budget on materials for patrons. For the purposes of this document, the operating budget includes all disbursements except capital expenditures. Health

and life insurance; FICA, IMRF, or other pension plans; and all other insurance are part of the operating budget. Capital expenditures include remodeling and building, equipment and furniture, and any other items that are included as fixed assets in the audit. Materials include books, audiovisual materials, periodicals, telecommunication costs for reference services, fees for online information services, and CD-ROM products. Costs related to the installation and maintenance of a LAN or a shared or stand-alone bibliographic database are not included.

**Core 28.** At least every ten years, and more frequently if necessary, the board of trustees determines if the physical facility is sufficient to meet the needs of the community. Should the facility be found insufficient to meet its needs, the board of trustees takes steps to correct the problem.

**Core 29.** At least every ten years, and more frequently if necessary, the library conducts a study to determine if the library is providing collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

### Supplemental Standards

1. The board-approved mission statement, library roles, and long-range plan are developed by board, administrator, and staff. These documents are based on a sound knowledge of public library service and a deep understanding of the community. Surveys, neighborhood dialogues, hearings, and input from staff who serve the community on a daily basis provide a framework for this understanding. The most difficult task is eliciting input from those who do not use the library. (See appendix 8.)
2. Most library policies are reviewed by the board every three years. The policy governing the selection and use of library materials and facilities must, by law, be reviewed biennially [75 ILL. COMP. STAT. ANN. 5/4-7.2 or 75 ILL. COMP. STAT. ANN. 16/30-60].
3. Board members participate in relevant local, state, regional, and national decision making to effect change that will benefit libraries. This can be achieved through a variety of methods. Among these, board members can
  - . write, call, or visit legislators
  - . attend meetings of other units of local government
  - . serve on ALA, ILA, or system legislative committees
  - . participate in other community organizations that have similar legislative interests
  - . include the subject of legislation on board-meeting agenda
  - . provide a forum for local community issues

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4. The board and the library administrator develop and conduct a meaningful and comprehensive orientation program for each new board member. This can be achieved by creating a new-trustee orientation checklist. (See appendix 2.9 for topics for new trustee orientation.)
  5. On an annual basis, each trustee participates in a continuing-education activity that focuses on libraries, trusteeship, or other issues pertinent to libraries and reports on this activity to the full board.
  6. The library provides financial support for trustee membership in ILA and ALA as well as trustee attendance at workshops and conferences.
  7. In encouraging citizens to run for the position of library trustee or in recommending citizens for appointment, the standing library board of trustees can use the following as a guide:

Library trustees are selected for their interest in the library, their knowledge of the community and of groups within the community, their ability to work well with others, their willingness to devote the time and effort necessary to carry out the duties of a trustee, their open-mindedness and respect for the opinions of others, and their ability to plan and establish policies for services.

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## Chapter V Reference, Reader's Advisory, and Bibliographic Instruction

Quality reference service is the provision of information or material within a time frame, at a level, and in a format that is satisfactory for the patron.

**Reference service** is the provision of information in response to a patron's question.

**Reader's advisory service** is guidance in selecting material appropriate to a specific patron's desires and needs.

**Bibliographic instruction** is service provided in response to a request by a patron either for the individual or for a group to learn how to use one or more of the library's resources.

All Illinois public libraries should provide or contract to provide professional reference service for their patrons. For purposes of this document *professional reference service* refers to reference service provided by a person holding an MLS degree from an ALA-accredited program.

Because so many Illinois public libraries serve sparsely populated communities and as a result, often lack the funding to hire a full-time qualified librarian, other approaches, such as the following, may be required.

mergers of several small libraries or library services

consortiums of several small libraries with one central reference library

system reference service with an 800 number

Illinois State Library reference service with an 800 number

contracts between small libraries and larger libraries for reference service

shared qualified librarians, with several small libraries pooling funds to employ and share a qualified librarian who would handle collection management, train staff, and provide back-up reference service and perhaps function as a circuit librarian by working suitable hours at each site

cooperative collection development in which the purchase of specific reference works is assigned to each library in the group

cooperative hours of service, with a group of libraries coordinating their hours of reference service to provide their combined patrons with access to reference service for a greater number of hours (A number of Illinois public libraries already provide late-night reference service using this approach.)

### Applicable Core Standards

**Core 1.** The library provides uniformly gracious and friendly service to all library users.

**Core 12.** The library has a board-approved mission statement, a long-range plan, a disaster prevention and recovery plan, and policies. Such policies include but are not limited to the following topics: personnel; reference; use of the library's materials, services, and facilities, including use of the library for

exhibits and meetings; and collection management. Illinois statutory law specifically requires the board to establish and review at least biennially a written policy for the selection of library materials (as part of the library's collection management policy) and the use of library materials and facilities [75 ILL. COMP. STAT. ANN. 5/4-7.2 or 75 ILL. COMP. STAT. ANN. 16/30-60]. All library policies are in compliance with state and federal laws. (See appendix 2.2)

- Core 16.** The library adopts and adheres to the principles set forth in the American Library Association's *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations. (See appendices 2.4-2.6 for ALA *Library Bill of Rights* and other ALA intellectual freedom statements.)
- Core 18.** The library adopts and adheres to the ALA *Code of Ethics*. (See appendix 2.7 for *Code of Ethics*.)
- Core 19.** The library is a member of an Illinois multitype library system and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 20.** The library has a telephone, telefacsimile machine, photocopier, and computer with modem. The library provides telephone service to its patrons with hearing disabilities through a TTY (teletypewriter), TDD (Telecommunications Devices for the Deaf) or a voice relay provided by the telephone company.
- Core 21.** The library provides access to ILLINET Online. .
- Core 26.** The library provides or develops a formal agreement with another agency to provide reference service to the community.

### Supplemental Standards

1. All basic services are available when the library is open. For the purpose of this document, basic services are circulation and reference and reader's advisory. If reference and reader's advisory are provided to children and adults from two separate points, then the library provides adequate staffing at both locations at all hours the library is open.
2. The library has a board-approved reference service policy developed by reference staff and administration. (See appendix 5.1 for a model reference service policy.)
3. The reference service policy is reviewed every three years.
4. The library participates in system-provided backup reference, interlibrary loan, and resource sharing to help provide accurate and timely reference service.
5. The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
6. The library provides easy access to an accurate and up-to-date community information/resource file.

7. The library provides current issues of at least one community or local newspaper and retains backfiles for a minimum of six months.
8. The library provides access to local ordinances or codes of all municipalities within its service boundaries.
9. The library provides access to local and state maps.
10. The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
11. The library provides voter information, including precinct boundaries and location of polling places.
12. The library provides information about local history and events.
13. The library has telephone books for the local calling area and any other frequently requested areas.
14. The library has all materials included in the list of basic reference materials. (See appendix 5.2.)
15. Staff have access to a telephone to receive and respond to requests for information and materials and to contact other agencies for information.

## Evaluating Reference Service

Although reference service is one of the most difficult areas of library service to measure, the exercise of examining and attempting to evaluate reference service heightens the librarian's awareness of what comprises quality reference service, increases the librarian's sensitivity to patron needs, and stimulates efforts to improve. (See appendix 5.3 for evaluation methods.)

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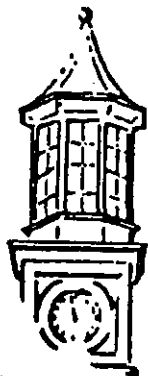
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JUNE 2000

0171

06/01/00



**DES PLAINES  
PUBLIC LIBRARY**

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, JUNE 20, 2000**

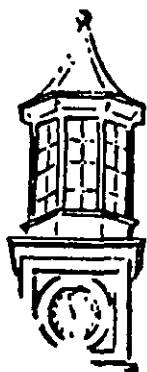
**7:30 PM**

**Large Meeting Room**

**Agenda:**

- Building Project Status Report
- Departmental Report - Youth Services
- Finance Committee Reports
- Appointment of Nominating Committee
- Per Capita Grant Application

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

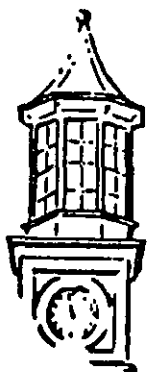
### BOARD OF TRUSTEES

#### Agenda for the Regular Meeting June 20, 2000 7:30 PM

- I. Call to Order. (7:30 PM)
- II. Consideration of the Agenda.
- III. Approval of Minutes of the Regular Board Meeting, May 16, 2000. (Action Item)
- IV. Public Comments and Questions.
- V. City Council Community Services Committee - Alderman Petersen.
- VI. Building and Grounds Committee - Betty Ritter.
  - A. Building Project Status Report.
  - B. Signage. (Action Item)
- 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)
  - F. Reports of May 16, 2000 and June 1, 2000 Meetings.
  - G. Per Capita Application.
  - H. Materials Security and Management Equipment - Award Bid. (Action Item)

- I. Network Hub Equipment - Award Bid. (Action Item)
- J. Personal Computers and Monitors - Award Bid. (Action Item)
  
- VIII. Management Committee - Ellen Yearwood. (8:30 PM)
  - A. Board Review of Department Activities - Youth Services, Mary Ann Brown.
  
- IX. Nominating Committee - John Ciborowski.
  - A. Recommendation for Board Officers, 2000-2001.
  - B. Committee Appointments.
  
- X. System Membership - John Ciborowski.
  
- XI. Friends of the Library - Inara Brubaker.
  
- XII. Administrator's Report - Sandra Norlin.
  
- XIII. New Business. (8:45 PM)
  - A. Report of May 25, 2000 Grand Opening Advisory Committee Meeting.
  - B. Reports of May 23, 2000 and June 6, 2000 Ceremonial Moving Advisory Committee Meetings.
  - C. Reports of May 25, 2000 and June 8, 2000 Fund-Raising Event Committee Meetings.
  - D. Report by John Burke and Betty Ritter - Technology Trends.
  - E. Attendance at City Council Meetings - July 3, 17 and August 3, 17.
  - F. Board Attendance at ALA Annual Conference.
  
- XIV. Announcements.
  
- XV. Correspondence.
  
- XVI. Adjournment. (9:30 PM)





## DES PLAINES PUBLIC LIBRARY

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### BOARD OF TRUSTEES Minutes of the Regular Meeting May 16, 2000

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the Large (#1) meeting room on Tuesday, May 16, 2000. President Eldon Burk called the meeting to order at 7:32 PM.

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

Also Present: Administrator Sandra Norlin, Martha Sloan, Hector Marino, Leslie Steiner, Carol Kidd, Alderman Joyce Petersen, Ken Hutson, Patti Gilford, Andrea Hazen, Carol Stolt, Wayne Serbin.

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

Eldon Burk introduced Patti Gilford of Patti Gilford Fine Arts. Ms. Gilford presented photographs of sculptural works of art created by Fred Nagelbach. The artwork of Fred Nagelbach will represent the Indian heritage of Des Plaines and include descriptive text. Betty Ritter asked if Fred Nagelbach had done artwork for other libraries, but Ms. Gilford was not sure and replied that she would research the question. Ms. Gilford assured the Board that the work done by Mr. Nagelbach would be site specific. Inara Brubaker asked that color not be part of the sculpture, but the backdrop be colored, she requested the pieces of artwork retain their natural colorings. Ms. Gilford responded that Mr. Nagelbach could do a mock-up if retained for the fourth floor. Ellen Yearwood stated that the artwork appeared crude and requested that all pieces look finished. Ellen also stated that she would like the artwork to look like a fine cabinet, not rough wood. Ms. Gilford responded that the pieces would not look like a fine cabinet and Ellen stated that the sculpture should be finished so the bark does not fall off.

Eldon Burk stated that the Board's decision on the artwork of Fred Nagelbach might not be unanimous.

John Ciborowski stated that he was more comfortable with Mr. Nagelbach's work, but asked if funds for the project were available. President Burk responded that not all funding has been secured at this time.

MOTION by Inara Brubaker, seconded by Susan Burrows to accept the concept of the artwork by Fred Nagelbach and also pending Board approval for the mock-up. Vote: Ayes: Brubaker, Burk, Burke, Burrows, Ciborowski, Ritter. Nays: Read. Abstain: Yearwood. MOTION CARRIED.

Ms. Gilford presented to the Board contracts prepared by Thinking Lightly and Robert Jessup. The Thinking Lightly contract requires a 50% deposit in the amount of \$37,500 with a completion date of September 24, 2000. Eldon Burk asked Ms. Gilford if the framing and cables for the sculpture were included in the \$75,000 cost and Ms. Gilford responded yes. The contract does not include the winch or holes for hanging the sculpture. Eldon reported that the sculpture would include a companion piece. The Robert Jessup contract requires a 50% deposit in the amount of \$17,500 with a completion date of September 24, 2000. Ms. Gilford asked that the Board give their approval to these contracts. Susan Burrows requested that City Attorney, David Wiltse, review the contracts before the Board gives their approval. Eldon Burk will deliver the contracts to Attorney Wiltse's office.

Susan Burrows asked who would hold creative control of the artwork for reproduction purposes. Ms. Gilford referred Susan to the contracts and stated that the rights to reproduce the artwork would be given to the Library Board by the artists.

Ms. Gilford asked the Board to lock-in contracts for artists Pae White and Fred Nagelbach for the third and fourth floors. A retainer of 10% was requested for both artists. Ms. Gilford asked that contracts state the artists would submit drawings or mock-ups of the proposed work. Each contract would expire in two years and the total amount of the retainer fees would be \$4,000.

The Board was asked to approve \$59,000 for artwork. Susan Burrows stated that funds for the atrium and second floor mural were available, but there are not funds for the third and fourth floors. Susan stated that the contingency fund should not be liquidated completely.

MOTION by Susan Burrows, seconded by John Burke to approve deposits for the atrium sculpture by Thinking Lightly in an amount not to exceed \$37,500 and the second floor mural by Robert Jessup in an amount not to exceed \$17,500 and to approve a 10% retainer fee for the proposed artwork of Pae White for the third floor and Fred Nagelbach for the fourth floor in an amount not to exceed \$2,000 each, pending contract approval by City Attorney, David Wiltse. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Read, Ritter, Yearwood. NAYS: None. MOTION CARRIED.

0489

Eldon Burk stated that fundraising for artwork will include all four floors and not be site specific.

MOTION by Inara Brubaker, seconded by Rhys Read, to approve the Minutes of the regular Board Meeting of April 18, 2000, as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

#### PUBLIC COMMENTS AND QUESTIONS

None.

#### CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman Petersen.

Alderman Peterson asked what kind of roof is on the new building. Ken Hutson responded that information concerning roofing should be directed to Michael D'Onofrio for specific information.

Alderman Peterson asked if there will be a plaque in the new building honoring the City Aldermen. Eldon Burk responded that Michael Barnes of Lohan Associates will design donor and commemorative plaques that will coordinate with the style of the building. Eldon will contact Acting Mayor Anthony Arredia to discuss a donor plaque for the Aldermen.

#### 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	\$	10,877.62
2. Petty Cash Expenditures	\$	53.14
3. Budget Expenditures for April	\$	245,871.18
4. Expenditures Year to Date	\$	915,070.30
5. Revenue for April	\$	(90,836.97)
6. Revenue Year to Date	\$	1,207,640.08

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:

April 03, 2000	\$	41,076.20
April 17, 2000	\$	41,597.54
Total	\$	82,673.54

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

0181

MOTION by Susan Burrows, seconded by Inara Brubaker, to approve, subject to audit, transfer entries to the Library account in April, 2000 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (April)	\$	108.39
Total	\$	108.39

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

Susan Burrows reported that the Finance Committee will meet on an ongoing basis to prepare a donation campaign.

Wayne Serbin asked what type of roof material is being used at the new library building. President Burk responded that Alderman Peterson will contact Michael D'Onofrio for the specific materials. Mr. Serbin also suggested that the library might find ideas for their newsletter in the *Union League Club of Chicago Library*.

BUILDING AND GROUNDS COMMITTEE – Betty Ritter, Chairman.

Betty Ritter introduced Ken Hutson of OSG, Inc. Ken distributed copies of the Project Status Report for the period May 2000. Ken reported that due to union difficulties and the resulting increase in labor costs, the installer that was originally scheduled to install the shelving, Midwest Library Systems, which is subcontracted to Library Bureau Steel, was released from the project. OSG, Inc. asked Lohan Associates to request proposals to install the shelving with union labor from both Henricksen and Corporate Concepts, with Henricksen's proposal for \$52,124.80, while Corporate Concepts proposal was for \$27,260.00. Corporate Concepts was retained to install the shelving. The estimated cost for the change from Midwest Library Systems to Corporate Concepts is in the range of \$10,000 and OSG, Inc. will review and determine the final costs to the Library Board for their approval.

Wayne Serbin asked when the new library would open and Sandra Norlin responded that the new library is tentatively scheduled to open August 1. Mr. Serbin also asked how long the library would be closed and Sandra responded one month.

Ken Hutson distributed copies of the FF&E Budget for May 16, 2000 and explained that the proposed artwork is not included in the budget.

MOTION by John Burke, seconded by Ellen Yearwood, to approve the Change Order for Brick Engraving in an amount not to exceed \$16,000.00. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Read, Ritter, Yearwood. NAYS: None. MOTION CARRIED.

0482

MOTION by Susan Burrows, seconded by Ellen Yearwood, to approve the Change Order for Security Hardware in an amount not to exceed \$27,000. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Read, Ritter, Yearwood. NAYS: None. MOTION CARRIED.

Ken Hutson requested Board approval for the Change Order for the Electrical Data Poke Throughs in an amount not to exceed \$77,000. John Ciborowski asked if this item was budgeted for and Ken Hutson replied no. Inara Brubaker asked that the City of Des Plaines absorb some of this cost and Ken Hutson responded that the work is the responsibility of the library. Inara Brubaker responded that the library cannot take on additional major costs.

MOTION by Susan Burrows, seconded by Ellen Yearwood, to accept the proposal from Corporate Concepts to install the remaining shelving in an amount not to exceed \$28,000. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Read, Ritter, Yearwood. NAYS: None. MOTION CARRIED.

John Ciborowski stated that he has changed jobs and now works for Henricksens and requests that he vote no. The Board stated that the motion concerned Corporate Concepts and not Henricksens, so it would not be necessary for him to vote no.

The Board discussed authorizing Ken Hutson to negotiate a contract with Library Bureau Steel regarding shelving costs and Ellen Yearwood stated that no motion should be needed, since Ken Hutson is competent to handle the negotiations. Ken Hutson will report back to the Board.

William Grice entered the meeting at 9:38 PM.

Betty Ritter questioned the Cable Origination Drop item on the agenda. Sandra Norlin reported that she received a phone call from AT&T to discuss the cable drop and that a meeting was held with AT&T, F. Wallace Douthwaite, City Manager and a cable commission representative. AT&T proposed no cost to the library for the cable drop, the only costs to be incurred by the library would be production costs if used. Betty Ritter stated that she did not see the point in installing the drop and Eldon Burk responded that if the library decided later to have the cable installed they would be charged. Susan Burrows stated that she is not interested in a cable drop. Eldon Burk asked Betty Ritter to bring the latest report from the Cable Commission meeting. Sandra Norlin stated that this was a generous offer from AT&T. Ellen Yearwood stated that the Board directed Mr. Suriano to return and he is not present at this meeting. Eldon Burk stressed that the cable drop would be cost free to the library and he would like to see the library at least have the capability to use the service if wanted. William Grice asked that this drop be installed. Betty Ritter asked that Sandra Norlin contact AT&T to see if they are supported by Ameritech.

MOTION by Rhys Read, seconded by Inara Brubaker, to authorize Library Administrator, Sandra Norlin, to accept the installation of the cable contingent upon there being no cost to the library. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Inara Brubaker and Susan Burrows asked if there would be a line charge for the cable and Sandra Norlin reported there would not be a line charge.

MANAGEMENT COMMITTEE – Ellen Yearwood, Chairman.

Sandra Norlin introduced Hector Marino, Head of Computer & Technical Services, who reported on the activities in the Technical Services Department. A power point presentation included the locations of new computers and a step-by-step process on department operations.

Sandra Norlin distributed copies of Chapters I, II & V of *Serving Our Public: Standards For Illinois Public Libraries* for Board review. Sandra explained that one of the requirements for the Per Capita Grant is the review by the Board of these chapters. The application for the Per Capita Grant will be included with the June Board packet or distributed at the June Board meeting.

SYSTEM MEMBERSHIP – John Ciborowski.

No report.

FRIENDS OF THE LIBRARY – Inara Brubaker.

The Friends annual meeting will be held on Tuesday, May 23 at 7:00 PM and Inara encouraged Board attendance. The bookshelf program has netted \$875.00 as of April 25. The Friends will participate in the Book Brigade on Sunday, June 11, 2000.

#### ADMINISTRATOR'S REPORT

Michael Brouillet began work as Full-time Library Assistant I in Circulation Services on May 1. Bob Palmero began work on April 12 and Harris Lakhani began work on April 17, both in the Technical Services Department as Part-time Technology Pages.

Bianca Makes resigned her position on May 5 and Ronnie Andres resigned his position on May 12, both Part-time Assistant Clerks in the Circulation Department.

Sharon Colby completed her work with the Technical Services Staff and with the Executive Team and has begun her work with the Department Heads on teambuilding. The first session was held on May 10.

The second Orientation Meeting was held on May 10; five new employees attended. Eldon Burk attended to welcome the staff and extend greetings from the Board of Trustees.

All Department Heads attended a two-day workshop on Systems Thinking, which is one of the Five Disciplines of a Learning Organization. The Department Heads learned and practiced the techniques of "productive conversations" and charting and recognizing core issues and structural problems that present as small problems that are often solved without looking beneath the surface issues.

True to the trends first noticed in 1999, circulation of print materials is decreasing while circulation and use of non-print materials is increasing. Over two thousand people used our computer resources on site and between on site and remote users, over fifteen thousand searches were conducted last month. Registration of patrons has increased.

The Mobile Library paid special visits to the Park District Pre-School and to All American Day Care. Teen 2000, our teen advisory council, continues strong involvement and strong enrollment at nearly 40 members. Three staff members (Karen Wallace, Margie Borris, Penny Sympon), and Sandra attended Chamber of Commerce events this past month. The library continues to contribute to a monthly column in the Chamber newsletter.

Sandra attended the University of Illinois Extension Service Volunteer Dinner on April 19, the Library Cable Network Executive Committee meeting and the semi-monthly library tour on April 20 and May 4, the Ceremonial Move Committee meetings on April 25 and May 9, the Preview Party and Grand Opening Committee meetings on April 27, a demonstration of the SIRSI library automation system at Northbrook Public Library on April 28, the Rotary District Conference on April 28 and April 29, a meeting with poet/consultant William Bucinsky on May 1, City Council meeting on May 1, a Systems Thinking seminar on May 2 and May 3, a meeting with the artists for the new library on May 6, a meeting with restaurant owners on May 5, a SLURP meeting on May 12, and a Poetry Grant brainstorming meeting on May 15.

The Board agreed to have the monthly graphed statistics include the current year, as well as the previous two years, rather than the previous five years.

#### NEW BUSINESS

President Burk reported on the progress made by Committee members at the Grand Opening Advisory Committee Meeting which met on April 13 and April 27.

The Moving Committee met on April 11 and April 25 and the Fund Raising Event Committee met on April 13 and April 27.

President Burk appointed to the nominating committee John Ciborowski, (Chairman), Ellen Yearwood and Inara Brubaker.

The Board discussed the purchase of shirts for the staff to be worn at the Grand Opening Celebration. They recommended that library personnel will choose the style of shirt, but all shirts will be the same color.

MOTION by William Grice, seconded by Susan Burrows, to authorize Library Administrator, Sandra Norlin, to purchase shirts for library personnel in an amount not to exceed \$2,500.00. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Read, Ritter, Yearwood. NAYS: None. MOTION CARRIED.

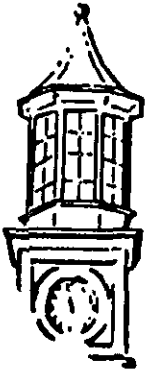
Betty Ritter reported on the North Suburban Library System trustee meeting.

MOTION by Eldon Burk, seconded by John Ciborowski, to adjourn the regular meeting. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The meeting adjourned at 11:12 PM.

Minutes prepared by Carol Kidd.





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BOARD OF TRUSTEES  
Minutes of the Finance Committee Meeting  
May 16, 2000

Chair: Susan Burrows.  
Present: Eldon Burk, Susan Burrows, Sandra Norlin, Rhys Read, John Burke,  
William Grice, Carol Kidd

Call to Order: 6:40 PM by Susan Burrows.

Sandra Norlin reported that Michael Barnes of Lohan Associates has been contacted about designing the donor plaques for the new library.

Susan Burrows asked Rhys Read to review the FF&E budget prepared by Ken Hutson of OSG, Inc.

Eldon Burk reported that an anonymous donor will contribute \$35,000 for construction of the boat in the Children's Department. The donor will name the boat.

The Committee will ask for Board approval to commission Thinking Lightly to design and construct the sculpture for the atrium in the amount of \$75,000, and to approve the deposit of 50% in an amount not to exceed \$37,000. The Committee will also ask for Board approval to commission Robert Jessup to design and paint a mural for the second floor Children's Department in the amount of \$35,000, and to approve the deposit of 50% in an amount not to exceed \$17,500. The mock-up of the sculpture will be completed by July 27 and the sculpture is scheduled to be hung in the atrium by September 24. The Committee will ask for Board approval for artists on the third and fourth floors with a commitment of 10% of the total cost for each piece of artwork in the amount of \$2,000, totaling \$4,000. The Committee will ask the Board to commit to \$114,000 to be spent on artwork, with deposits of \$59,000 being approved at the Board meeting on May 16.

The library will pay for the maintenance of the aquarium.

Eldon Burk reported that Corporate Concepts will install the remaining shelving, due to a problem with Library Bureau Steel workers. Additional costs have not been determined at this time. There will be additional fees charged to the library for this additional consulting work by Lohan Associates.

Eldon Burk reported that artwork for the third and fourth floors will be delayed for up to two years depending on the generosity of donors.

Susan Burrows reported that the Heritage Room would not be completed for the opening, but will have flooring, paint, furniture.

William Grice left the meeting at 7:07 PM.

The Committee discussed fundraising and John Burke asked for a project list, target donors and stated the necessity to contact fund-raising experts. The Committee discussed meetings with donors that included a mock-up of the proposed artwork.

The next meeting is scheduled for June 1, 2000 at 5:00 PM.

Meeting adjourned at 7:31 PM.

Minutes prepared by Carol Kidd.



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BOARD OF TRUSTEES  
Minutes of the Finance Committee Meeting  
June 1, 2000

Chair: Susan Burrows.  
Present: Eldon Burk, Susan Burrows, Sandra Norlin, Rhys Read, John Burke, Anne Rose Johnson, Carol Kidd

Call to Order: 5:10 PM by Susan Burrows.

Eldon Burk reported on recent donations made to the Des Plaines Public Library Fund at the North Suburban Library Foundation. Sandra Norlin introduced Anne Rose Johnson, Foundation Manager at the North Suburban Library Foundation.

Anne Rose Johnson distributed fundraising information and made the following recommendations to the Committee:

1. Commit to a Plan by brainstorming in Committee before approaching potential donors.
2. Plan campaigns for individual projects which could include Public Art, Heritage Room and Special Event funding.

Eldon Burk reported that \$200,000 would be required for artwork, which would include:

1.	Atrium Sculpture	-	\$ 75,000
2.	Second Floor Mural	-	\$ 35,000
3.	Third Floor Artwork	-	\$ 20,000
4.	Fourth Floor Artwork	-	<u>\$ 20,000</u>
TOTAL			\$150,000

Eldon Burk asked if donations should be solicited from large corporations and Anne responded that strong individual contacts with the corporations may provide a connection.

Sandra Norlin was asked to solicit donations from contractors, architects, and consultants and Sandra suggested these donors may be interested in the Heritage Room.

The Committee discussed a plaque system and Anne stated that an area of the lobby could be designated as a donor recognition area. Anne offered to email information on donor recognition trees, etc. to the Committee.

Eldon Burk reported that the library would be sending gifts to donors and Anne suggested that gifts be personalized and suggested sending a picture of the boat in Youth Services with children playing in it. Anne also suggested a ceremonial christening of the boat. A meet and greet the artists could be a special event for donors.

Susan Burrows reported that a Silent Auction would be part of the entertainment at the preview party. Anne suggested:

1. Theme baskets that focus on books.
2. A book in every basket.
3. Popular items that have no monetary value.
4. Accept credit card payment.
5. Have the opening minimum bid be one-half the cost of the basket.

The Committee will continue to solicit donors.

The next meeting is scheduled for June 20, 2000 at 6:00 PM.

Meeting adjourned at 6:07 PM.

Minutes prepared by Carol Kidd.

DES PLAINES PUBLIC LIBRARY  
FINANCE REPORT FOR THE MONTH OF MAY 2000

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

1. Over the Counter Receipts	\$ 67,108.64
2. Petty Cash Expenditures	\$ 77.61
3. Budget Expenditures for April	\$ 514,220.85
4. Expenditures Year to Date	\$ 1,628,134.45
5. Revenue for April	\$ 22,372.17
6. Revenue Year to Date	\$ 1,639,246.27

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

May 01, 2000	\$ 287,077.84
May 15, 2000	\$ 64,111.21
Total	\$ 351,189.05

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

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

May 06, 2000	\$ 67,027.25
May 20, 2000	\$ 69,750.07
Total	\$ 136,777.32

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

MOTION BY \_\_\_\_\_ 2<sup>ND</sup> BY \_\_\_\_\_ to approve, subject to audit, transfer entries to the Library account in May, 2000 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (May)	\$53.17
Total	\$53.17

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

**DES PLAINES PUBLIC LIBRARY  
FINANCE REPORT FOR THE MONTH OF MAY 2000**

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

1. Over the Counter Receipts	\$ 6,7108.64
2. Petty Cash Expenditures	\$ 77.61
3. Budget Expenditures for April	\$ 233,993.84
4. Expenditures Year to Date	\$ 1,149,064.14
5. Revenue for April	\$ 13,367.07
6. Revenue Year to Date	\$ 1,529,497.55

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

May 01, 2000	\$ 30,728.34
May 15, 2000	<u>\$ 41,286.07</u>
Total	\$ 72,014.41

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

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

May 06, 2000	\$ 67,027.25
May 20, 2000	<u>\$ 69,750.07</u>
Total	\$ 136,777.32

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

MOTION BY \_\_\_\_\_ 2<sup>ND</sup> BY \_\_\_\_\_ to approve,  
subject to audit, transfer entries to the Library account in May, 2000 by the City of  
Des Plaines as follows:

Gasoline and Diesel Fuel (May)	<u>\$53.17</u>
Total	\$53.17

ROLL CALL VOTE

AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

## VII

## DES PLAINES PUBLIC LIBRARY

## OVER THE COUNTER RECEIPTS - MAY 2000

	May 1999	May 2000	1999 to Date	2000 to Date
Lost Materials	\$ 451.18	\$ 437.47	\$ 1,669.71	\$ 2,107.18
Fines	5,459.70	5,399.99	23,845.16	38,416.55
Damage	64.99	86.44	272.48	387.80
Fees	502.19	437.79	2,250.92	2,638.73
Copies	1,493.20	314.15	7,751.25	9,456.76
Miscellaneous	12.30	34.80	99.44	166.81
Totals	\$ 7,983.56	\$ 6,710.64	\$ 36,056.99	\$ 53,173.83

## PETTY CASH EXPENDITURES - May

960070	Auto/Travel	6.18
960070	Auto/Travel	21.81
970620	Periodicals	2.00
920210	Inservice Training	17.77
920210	Inservice Training	18.77
920210	Inservice Training	11.08
	Total	\$77.61

SELECTION CRITERIA: genledgr.fund between '201' and '202'

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102005	CASH PB PAYABLE 281190401		74,597.63
102008	CASH PB DISBRST 276502401		143,070.65
102012	CASH IFTIP/FOA 7139200161	868,582.03	
102014	CASH FED INVST TRUST (FIT)	100,443.92	
	TOTAL CASH	969,525.95	217,668.28
104033	INVESTMENTS-DOWNING	39,682.20	
	TOTAL INVESTMENTS	39,682.20	.00
118000	RECEIVABLE-PROPERTY TAXES	3,696,065.80	
	TOTAL ACCOUNTS RECEIVABLE	3,696,065.80	.00
	TOTAL ASSETS	4,705,273.95	217,668.28
450030	ACCRUED LIAB-COMP ABSENCE		72,925.38
	TOTAL ACCRUED LIABILITIES	.00	72,925.38
470000	DEFERRED REV-PROPERTY TAX		3,699,364.00
471000	DEFERRED REV-OTHER		65,894.45
	TOTAL CURRENT LIABILITIES	.00	3,838,183.83
	TOTAL LIABILITIES	.00	3,838,183.83
700110	EXPENDITURE CONTROL	1,173,337.24	
700120	REVENUE CONTROL		1,529,497.55
700150	EXP. BUDGET CONTROL		4,179,809.00
700160	REV. BUDGET CONTROL	3,962,604.00	
700170	BUDGET FUND BALANCE	217,205.00	
	TOTAL SYSTEM CONTROL	5,353,146.24	5,709,306.55
720010	FUND BAL-RESRV-GIFT TRUST		39,682.20
	TOTAL FUND BALANCE-RESERVED	.00	39,682.20
730000	FUND BALANCE-UNRESERVED		253,579.33
	TOTAL FUND EQUITY	.00	293,261.53
	TOTAL EQUITIES	5,353,146.24	6,002,568.08
	TOTAL PUBLIC LIBRARY FUND	10,058,420.19	10,058,420.19



06/06/00  
ACCOUNTING PERIOD: 5/00

CITY OF DES PLAINES  
BALANCE SHEET

PAGE 2

LECTION CRITERIA: genledgr.fund between '201' and '202'

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102005	CASH PB PAYABLE 281190401		26,097.59
102008	CASH PB DISBRST 276502401	100,039.64	
102012	CASH IPTIP/FOA 7139200161	12,730.33	
102014	CASH FED INVST TRUST(FIT)	1,111.57	
	TOTAL CASH	113,881.54	26,097.59
	TOTAL ASSETS	113,881.54	26,097.59
471000	DEFERRED REV-OTHER		26,672.76
	TOTAL CURRENT LIABILITIES	.00	26,672.76
	TOTAL LIABILITIES	.00	26,672.76
700110	EXPENDITURE CONTROL	48,066.88	
700120	REVENUE CONTROL		100,743.62
700150	EXP. BUDGET CONTROL		635,000.00
700160	REV. BUDGET CONTROL	427,500.00	
700170	BUDGET FUND BALANCE	207,500.00	
	TOTAL SYSTEM CONTROL	683,066.88	735,743.62
730000	FUND BALANCE-UNRESERVED		8,434.45
	TOTAL FUND EQUITY	.00	8,434.45
	TOTAL EQUITIES	683,066.88	744,178.07
	TOTAL LIBRARY CAPITAL PROJ FUND	796,948.42	796,948.42
	TOTAL REPORT	10,855,368.61	10,855,368.61

SELECTION CRITERIA: expledgr.fund between '201' and '202'

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	1,451,614.00	94,423.78	.00	463,149.08	988,464.92	.32
910200	TEMPORARY WAGES	618,933.00	35,481.44	.00	176,237.00	442,696.00	.28
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	.00	500.00	.00
910500	VACATION PAY	.00	5,336.66	.00	21,999.02	-21,999.02	.00
910600	SICK PAY	.00	1,319.30	.00	12,747.82	-12,747.82	.00
910700	HOLIDAY PAY	.00	216.14	.00	440.85	-440.85	.00
910900	ACT/OUT OF CLASS/PREMIUM	500.00	.00	.00	.00	500.00	.00
910950	EXCESS SICK HRS PAY OUT	8,000.00	.00	.00	3,249.43	4,750.57	.41
918010	UNEMPLOYMENT COMPENSATION	2,000.00	.00	.00	273.50	1,726.50	.14
918020	EMPLOYER CONTR-F.I.C.A.	157,937.00	10,337.72	.00	51,251.74	106,685.26	.32
918021	EMPLOYER CONTR-I.M.R.F.	123,453.00	8,114.85	.00	40,702.37	82,750.63	.33
918040	LIFE INS PREMIUMS	4,747.00	360.15	.00	1,793.40	2,953.60	.38
918050	MEDICAL INS PREMIUMS	182,625.00	8,958.62	.00	44,316.77	138,308.23	.24
918060	TUITION REIMBURSEMENTS	4,000.00	71.25	.00	329.75	3,670.25	.08
918070	WORKERS COMPENSATION	4,000.00	349.20	.00	1,781.29	2,218.71	.45
TOTAL	PERSONAL SERVICES	2,558,309.00	164,969.11	.00	818,272.02	1,740,036.98	.32
920110	PROFESSIONAL CONSULTING	15,000.00	-35.20	.00	964.80	14,035.20	.06
920120	COMMUNICATION SERVICES	25,000.00	1,294.26	.00	3,644.15	21,355.85	.15
920130	DATA PROCESSING SERVICES	85,000.00	5,126.47	.00	19,702.46	65,297.54	.23
920202	CONFERENCES	3,500.00	-2,409.51	.00	2,686.59	813.41	.77
920204	TRAINING	2,000.00	.00	.00	50.00	1,950.00	.03
920206	SEMINARS	2,000.00	663.00	.00	1,569.50	430.50	.78
920210	IN-SERVICE TRAINING	2,000.00	.00	.00	145.64	1,854.36	.07
920220	MEMBERSHIP DUES	4,000.00	290.00	.00	1,378.00	2,622.00	.34
920230	PUBLICATION OF NOTICES	2,000.00	137.65	.00	4,677.43	-2,677.43	2.34
TOTAL	CONTRACTUAL SERVICES	140,500.00	5,066.67	.00	34,818.57	105,681.43	.25
920850	SUBSIDY:1994 E.R.P. TRANS	25,600.00	723.76	.00	3,618.80	21,981.20	.14
TOTAL	SUBSIDY:1994 E.R.P. TRANS	25,600.00	723.76	.00	3,618.80	21,981.20	.14
920900	PROPERTY/LIAB CONTRIBUTIO	51,367.00	.00	.00	12,302.00	39,065.00	.24
930010	R & M EQUIPMENT	42,600.00	2,720.29	.00	10,018.30	32,581.70	.24
930020	R & M BLDGS & STRUCTURES	20,000.00	383.40	.00	1,371.40	18,628.60	.07
930030	R & M VEHICLES	3,000.00	.00	.00	130.50	2,869.50	.04
930195	BOOK BINDING & REPAIR	6,000.00	482.80	.00	1,122.40	4,877.60	.19
930210	RENTAL OF EQUIPMENT	1,000.00	.00	.00	40.00	960.00	.04
930320	CLEANING:CUSTODIAL SERV	33,000.00	1,907.50	.00	7,007.50	25,992.50	.21
960070	AUTO/TRAVEL EXPENSES	3,000.00	144.00	.00	510.32	2,489.68	.17
960210	SPECIAL EVENT PROGRAMMING	15,000.00	75.00	.00	2,187.66	12,812.34	.15
960990	MISC CONTRACTUAL SVCS	75,000.00	1,102.15	.00	8,707.50	66,292.50	.12
TOTAL	CONTRACTUAL SERVICES	249,967.00	6,815.14	.00	43,397.58	206,569.42	.17
970100	SUPPLIES	50,000.00	3,109.94	.00	16,694.55	33,305.45	.33

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06/06/00  
ACCOUNTING PERIOD: 5/00

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expldgr.fund between '201' and '202'

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	MÉALS (PRSNRS/WRKRS/VOLS)	2,000.00	115.34	.00	487.42	1,512.58	.24
970170	JANITORIAL	12,000.00	359.87	.00	1,792.10	10,207.90	.15
970200	COPYING/FAX SUPPLIES	1,000.00	.00	.00	.00	1,000.00	.00
970260	POSTAGE AND PARCEL	13,200.00	2,097.82	.00	5,919.21	7,280.79	.45
970270	PRINTING-REPROD-BINDING	15,000.00	80.33	.00	1,640.21	13,359.79	.11
970330	SUPPLIES: VEHICLE R/M	.00	10.75	.00	10.75	-10.75	.00
970600	BOOKS	440,000.00	35,980.14	.00	130,122.70	309,877.30	.30
970610	AUDIO MATERIALS	56,700.00	5,721.34	.00	12,659.60	44,040.40	.22
970620	SUBSCRIPTIONS & BOOKS	74,200.00	905.78	.00	6,911.44	67,288.56	.09
970630	VISUAL MATERIALS	53,000.00	2,399.21	.00	12,259.26	40,740.74	.23
970640	AUTOMATED REFERENCE MAT'L	87,000.00	.00	.00	28,412.48	58,587.52	.33
970810	NATURAL GAS	14,400.00	1,771.67	.00	7,566.24	6,833.76	.53
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	500.00	31.22	.00	195.73	304.27	.39
970850	GASOLINE	3,500.00	21.95	.00	119.68	3,380.32	.03
TOTAL	COMMODITIES	823,000.00	52,605.36	.00	224,791.37	598,208.63	.27
980400	EQUIPMENT	80,000.00	3,813.80	.00	23,327.59	56,672.41	.29
980500	COMPUTER HARDWARE	.00	.00	.00	208.30	-208.30	.00
980600	COMPUTER SOFTWARE	.00	.00	.00	339.00	-339.00	.00
980600	FURNITURE & FIXTURES	5,000.00	.00	.00	290.91	4,709.09	.06
TOTAL	CAPITAL EXPENDITURES	85,000.00	3,813.80	.00	24,165.80	60,834.20	.28
990300	BANK/TRUST/AGENCY FEES	150.00	.00	.00	.00	150.00	.00
990900	TRANSFER TO DEBT SERVICE	29,283.00	.00	.00	.00	29,283.00	.00
TOTAL	DEBT SERVICE	29,433.00	.00	.00	.00	29,433.00	.00
990940	TRANS TO LIB CAP PROJ FND	150,000.00	.00	.00	.00	150,000.00	.00
TOTAL	TRANS TO LIB CAP PROJ FND	150,000.00	.00	.00	.00	150,000.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	4,111,809.00	233,993.84	.00	1,149,064.14	2,962,744.86	.28

0497

06/06/00  
 ACCOUNTING PERIOD: 5/00

CITY OF DES PLAINES  
 ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expledgr.fund between '201' and '202'

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	3,500.00	500.00	.00	1,040.00	2,460.00	.30
920120	COMMUNICATION SERVICES	.00	.00	.00	6,142.50	-6,142.50	.00
920202	CONFERENCES	5,000.00	4,604.54	.00	6,218.54	-1,218.54	1.24
960070	AUTO/TRAVEL EXPENSES	1,500.00	27.56	.00	27.56	1,472.44	.02
960210	SPECIAL EVENT PROGRAMMING	.00	600.00	.00	600.00	-600.00	.00
960990	MISC CONTRACTUAL SVCS	38,000.00	.00	.00	10,244.50	27,755.50	.27
TOTAL	CONTRACTUAL SERVICES	48,000.00	5,732.10	.00	24,273.10	23,726.90	.51
980400	EQUIPMENT	20,000.00	.00	.00	.00	20,000.00	.00
TOTAL	CAPITAL EXPENDITURES	20,000.00	.00	.00	.00	20,000.00	.00
TOTAL	IL LIBRARY PER CAP GRANT	68,000.00	5,732.10	.00	24,273.10	43,726.90	.36
TOTAL	CIVIC & CULTURE	4,179,809.00	239,725.94	.00	1,173,337.24	3,006,471.76	.28
TOTAL	PUBLIC LIBRARY FUND	4,179,809.00	239,725.94	.00	1,173,337.24	3,006,471.76	.28

0198

06/06/00  
 ACCOUNTING PERIOD: 5/00

CITY OF DES PLAINES  
 ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expledgr.fund between '201' and '202'

FUND - 202 - LIBRARY CAPITAL PROJ FUND  
 FUNCTION - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	25,000.00	22,737.59	.00	37,359.38	-12,359.38	1.49
960990	MISC CONTRACTUAL SVCS	.00	.00	.00	1,096.00	-1,096.00	.00
TOTAL	CONTRACTUAL SERVICES	25,000.00	22,737.59	.00	38,455.38	-13,455.38	1.54
970100	SUPPLIES	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL	COMMODITIES	10,000.00	.00	.00	.00	10,000.00	.00
980300	IMPROVEMENTS	100,000.00	.00	.00	6,251.50	93,748.50	.06
980600	FURNITURE & FIXTURES	500,000.00	3,360.00	.00	3,360.00	496,640.00	.01
TOTAL	CAPITAL EXPENDITURES	600,000.00	3,360.00	.00	9,611.50	590,388.50	.02
TOTAL	LIBRARY CAPITAL PROJ FUND	635,000.00	26,097.59	.00	48,066.88	586,933.12	.08
TOTAL	LIBRARY CAPITAL PROJ FUND	635,000.00	26,097.59	.00	48,066.88	586,933.12	.08
TOTAL REPORT		4,814,809.00	265,823.53	.00	1,221,404.12	3,593,404.88	.25

0100

06/06/00  
 ACCOUNTING PERIOD: 5/00

CITY OF DES PLAINES  
 ORGANIZATION REVENUE STATUS

SELECTION CRITERIA: revledgr.fund between '201' and '202'

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

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
810015	PROPERTY TAXES 1998	40,000.00	.00	.00	953.45	39,046.55	.02
810016	PROPERTY TAXES 1999	3,591,616.00	.00	.00	1,467,032.48	2,124,583.52	.41
TOTAL	PROPERTY TAXES	3,631,616.00	.00	.00	1,467,985.93	2,163,630.07	.40
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	.00	92,988.00	.00
TOTAL	TAXES	3,724,604.00	.00	.00	1,467,985.93	2,256,618.07	.39
822040	STATE GRANT:PER CAPITA	66,768.00	.00	.00	.00	66,768.00	.00
822080	STATE GRANT:LIBRARY TECH	21,232.00	.00	.00	2,495.00	18,737.00	.12
822095	STATE GRANT:LIBRARY	.00	2,000.00	.00	2,921.00	-2,921.00	.00
TOTAL	STATE GRANTS	88,000.00	2,000.00	.00	5,416.00	82,584.00	.06
TOTAL	INTERGOVERNMENTAL REVENUE	88,000.00	2,000.00	.00	5,416.00	82,584.00	.06
850102	LIBRARY FINES	90,000.00	6,180.78	.00	33,362.17	56,637.83	.37
TOTAL	FINES	90,000.00	6,180.78	.00	33,362.17	56,637.83	.37
850201	COPYING FEE	25,000.00	1,451.91	.00	5,351.80	19,648.20	.21
850205	SPECIAL PROGRAMS & EVENTS	10,000.00	1,495.00	.00	2,401.00	7,599.00	.24
TOTAL	FEES AND SERVICES	35,000.00	2,946.91	.00	7,752.80	27,247.20	.22
TOTAL	FINES, FEES, AND SERVICES	125,000.00	9,127.69	.00	41,114.97	83,885.03	.33
890010	INTEREST INCOME	10,000.00	.00	.00	8,009.14	1,990.86	.80
899900	MISCELLANEOUS REVENUE	15,000.00	2,239.38	.00	6,971.51	8,028.49	.46
TOTAL	OTHER REVENUE	25,000.00	2,239.38	.00	14,980.65	10,019.35	.60
TOTAL	PUBLIC LIBRARY FUND	3,962,604.00	13,367.07	.00	1,529,497.55	2,433,106.45	.39
TOTAL	PUBLIC LIBRARY FUND	3,962,604.00	13,367.07	.00	1,529,497.55	2,433,106.45	.39

SELECTION CRITERIA: revledgr.fund between '201' and '202'

FUND - 202 - LIBRARY CAPITAL PROJ FUND  
FUNCTION - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
822080	STATE GRANT:LIBRARY TECH	100,000.00	.00	.00	100,000.00	.00	1.00
822090	STATE GRANT:LIB CONSTRUCT	137,500.00	.00	.00	.00	137,500.00	.00
TOTAL	STATE GRANTS	237,500.00	.00	.00	100,000.00	137,500.00	.42
TOTAL	INTERGOVERNMENTAL REVENUE	237,500.00	.00	.00	100,000.00	137,500.00	.42
890010	INTEREST INCOME	30,000.00	.00	.00	743.62	29,256.38	.02
890050	SALE OF FIXED ASSETS	10,000.00	.00	.00	.00	10,000.00	.00
898902	TRANSFER FROM LIB FUND	150,000.00	.00	.00	.00	150,000.00	.00
TOTAL	OTHER REVENUE	190,000.00	.00	.00	743.62	189,256.38	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	427,500.00	.00	.00	100,743.62	326,756.38	.24
TOTAL	LIBRARY CAPITAL PROJ FUND	427,500.00	.00	.00	100,743.62	326,756.38	.24
TOTAL REPORT		4,390,104.00	13,367.07	.00	1,630,241.17	2,759,862.83	.37

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920120	COMMUNICATION SERVICES	05851 SPRINT	844318621	97.31
2110	920206	SEMINARS	06308 LACONI OUTREACH	5-5-00	15.00
2110	920206	SEMINARS	06308 LACONI OUTREACH	5-5-00	15.00
2110	920230	PUBLICATION OF NOTICES	02553 PADDOCK PUBLICATIONS	T2311897	39.37
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	MAY 2000	162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	MAY 2000	162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	MAY 2000	324.02
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	MAY 2000	37.86
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	MAY 2000	18.93
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	MAY 2000	18.93
2110	930010	R & M EQUIPMENT	07143 ANDERSON ELEVATOR CO.	24386	120.00
2110	930020	R & M BLDGS & STRUCTURES	08027 EVERGLOW PAINTERS	120131	125.00
2110	930195	BOOK BINDING & REPAIR	05479 HOUCHEM BINDERY LTD	076298	482.80
2110	930320	CLEANING:CUSTODIAL SERV	09536 CRYSTAL MGMT. & MAINT. SE	8158	1,700.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005559731	57.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005611329	14.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005586129	39.85
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005560063	7.15
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005593566	46.45
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005564332	13.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005594166	10.55
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005571926	15.35
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005587858	18.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005606419	35.45
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005581022	27.55
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005577308	18.70
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005569129	35.95
2110	970100	SUPPLIES	09638 OFFICE DEPOT	* 093779467/1	34.11
2110	970100	SUPPLIES	09638 OFFICE DEPOT	* 093983464/1	14.49
2110	970100	SUPPLIES	09638 OFFICE DEPOT	* 093841774/1	-9.36
2110	970100	SUPPLIES	09638 OFFICE DEPOT	* 093575892/1	138.56
2110	970100	SUPPLIES	09638 OFFICE DEPOT	* 093575790/1	3.12
2110	970100	SUPPLIES	09638 OFFICE DEPOT	* 093841853/1	.22
2110	970100	SUPPLIES	09638 OFFICE DEPOT	* 094231438/1	521.82
2110	970100	SUPPLIES	09638 OFFICE DEPOT	* 093853316/1	-11.24
2110	970100	SUPPLIES	09638 OFFICE DEPOT	* 094984089/1	477.30
2110	970100	SUPPLIES	09638 OFFICE DEPOT	* 093896474/1	12.50
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	813305	200.95
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	809115	90.08
2110	970100	SUPPLIES	24056 THE HIGHSMITH CO., INC.	6133179-001	47.05
2110	970100	SUPPLIES	43765 DOMINICKS FINER FOODS	0004041	3.99
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	43765 DOMINICKS FINER FOODS	0004031	12.99
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	98667 MARGARET BORRIS	REIMB	49.77
2110	970170	JANITORIAL	00189 ANDERSON LOCK CO LTD	200853	19.40
2110	970170	JANITORIAL	00189 ANDERSON LOCK CO LTD	201534	10.95
2110	970170	JANITORIAL	08666 IDEAL UNIFORM SERVICE	744940	15.15
2110	970170	JANITORIAL	29379 HANSEN TRUE VALUE HARDWAR	0329010053	16.17
2110	970260	POSTAGE AND PARCEL	00933 POSTMASTER	4/10/2000	2,000.00
2110	970260	POSTAGE AND PARCEL	40311 FEDERAL EXPRESS CORP.	794030186	54.95
2110	970260	POSTAGE AND PARCEL	40311 FEDERAL EXPRESS CORP.	794002779	9.59
2110	970270	PRINTING-REPROD-BINDING	14465 INSTY PRINTS	205195	80.33



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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970330	SUPPLIES: VEHICLE R/M	02474	OAKTON AUTO PARTS	635104 10.75
2110	970600	BOOKS	02088	CHELSEA HOUSE PUBLISHERS	601122 12 757.89
2110	970600	BOOKS	02886	OXFORD UNIVERSITY PRESS	7755194 62.48
2110	970600	BOOKS	05997	-BORDERS	16018 212.25
2110	970600	BOOKS	05997	BORDERS	15555 23.80
2110	970600	BOOKS	05997	BORDERS	15652 17.59
2110	970600	BOOKS	05997	BORDERS	15301 15.80
2110	970600	BOOKS	05997	BORDERS	15511 217.14
2110	970600	BOOKS	05997	BORDERS	15337 42.32
2110	970600	BOOKS	06253	TIME LIFE EDUCATION INC	050589650017 59.84
2110	970600	BOOKS	07439	THE GALE GROUP	9769666 134.76
2110	970600	BOOKS	07439	THE GALE GROUP	9765234 63.73
2110	970600	BOOKS	07439	THE GALE GROUP	9765557 63.28
2110	970600	BOOKS	07527	STAGE & SCREEN	33241529 38.65
2110	970600	BOOKS	07530	MAINE TOWNSHIP	DIRECTORY 10.00
2110	970600	BOOKS	08285	R.R. BOWKER	055228 178.16
2110	970600	BOOKS	08285	R.R. BOWKER	096488 203.25
2110	970600	BOOKS	09309	ROBERTA S. JOHNSON	REIMB 175.68
2110	970600	BOOKS	12376	BORDERS BUSINESS & PROFES	APRIL, 2000 333.54
2110	970600	BOOKS	15952	FITZROY DEARBORN PUBLISHE	19888 46.17
2110	970600	BOOKS	16164	HECTOR MARINO	REIMB 141.86
2110	970600	BOOKS	16762	ABC-CLIO, INC.	143954 382.50
2110	970600	BOOKS	16774	MISTER ANDERSON'S COMPANY	7816 538.15
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005594165 363.95
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005606418 637.38
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005577307 537.41
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005587857 723.26
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005642435 43.25
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	0000623222 -41.25
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005663288 62.39
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3003407125 122.77
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005609381 56.03
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005560062 167.01
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005626659 58.18
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005636011 14.20
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005611328 358.92
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3003389832 540.67
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005564331 280.75
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005559730 1,433.48
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005569128 1,049.40
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005593565 1,067.22
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005581021 1,276.70
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005586128 991.01
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005571925 478.15
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	284956 24.01
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	90675 19.96
2110	970600	BOOKS	20361	BERNAN ASSOCIATES	2047649 84.00
2110	970600	BOOKS	40830	JOHN WILEY & SONS, INC.	6400572 555.00
2110	970600	BOOKS	58875	INGRAM	28231491 42.66
2110	970600	BOOKS	82668	POLONIA BOOK STORES	010363 96.23
2110	970600	BOOKS	82668	POLONIA BOOK STORES	010362 107.45

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970610	AUDIO MATERIALS	07567	RADIO SPIRITS INC.	251802A 140.89
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-1-00-4 25.24
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-1-00-1 148.26
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3917100M 20.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1020648 346.50
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1020031 5.95
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1021146 338.40
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1008198 1,219.20
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	253135 103.00
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B31256070 459.19
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	G28803410 6.95
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	R13907320 48.77
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z42591370 91.97
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B31510570 63.44
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B31408590 73.23
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	G287555310 41.82
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B31479800 177.70
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z42662790 69.75
2110	970630	VISUAL MATERIALS	16748	LEARNING CURVE INTERNATIO	4-12-2000 234.25
2110	970840	DIESEL	03031	AVALON PETROLEUM COMPANY	* 026166 31.22
2110	980400	EQUIPMENT	16750	OPTELEC U.S., INC.	0060529 2,255.00
TOTAL LIBRARY SERVICES					28,232.80
2130	920110	PROFESSIONAL CONSULTING	09080	PEOPLEWORKS	SESSIONS 5/6 500.00
2130	920202	CONFERENCES	06036	MARTHA SLOAN	REIMB 428.00
2130	920202	CONFERENCES	09309	ROBERTA S. JOHNSON	REIMB 583.38
2130	920202	CONFERENCES	09310	MARY ANN BROWN	REIMB 337.19
2130	920202	CONFERENCES	09656	HOLLY RICHARDS SORENSEN	REIMB 299.18
2130	920202	CONFERENCES	09682	KAREN WALLACE	REIMB 320.23
2130	960070	AUTO/TRAVEL EXPENSES	09310	MARY ANN BROWN	REIMB 18.20
2130	960070	AUTO/TRAVEL EXPENSES	09682	KAREN WALLACE	REIMB 9.36
TOTAL IL LIBRARY PER CAP GRANT					2,495.54
TOTAL FUND					30,728.34

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FUND - 202 - LIBRARY CAPITAL PROJ FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
202	920110	PROFESSIONAL CONSULTING	04640	CCS OWNER SERVICES	1,570.00
202	920110	PROFESSIONAL CONSULTING	16827	ENVIRONMENTAL SYSTEMS DES	652.04
202	920110	PROFESSIONAL CONSULTING	16827	ENVIRONMENTAL SYSTEMS DES	2,002.14
202	980600	FURNITURE & FIXTURES	16839	-AQUATICARE, INC.	3,360.00
TOTAL LIBRARY CAPITAL PROJ FUND					7,584.18
TOTAL FUND					7,584.18

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	918060	TUITION REIMBURSEMENTS	13679 SUSAN M. HOLSTROM	REIMB	71.25
2110	920110	PROFESSIONAL CONSULTING	25529 KLEIN, THORPE & JENKINS	84904	-35.20
2110	920120	COMMUNICATION SERVICES	06827 CELLULAR ONE	49682107	36.36
2110	920120	COMMUNICATION SERVICES	71279 AMERITECH-ILLINOIS CABS	H07-3356	118.59
2110	920140	DATA PROCESSING SERVICES	07007 PSINET, INC.	2406376	1,270.23
2110	920140	DATA PROCESSING SERVICES	09737 BAKER & TAYLOR	M09NS1822M	470.42
2110	920140	DATA PROCESSING SERVICES	09737 BAKER & TAYLOR	R10NS3501M	470.42
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	MARCH 2000	2,915.40
2110	920202	CONFERENCES	16164 HECTOR MARINO	REIMB	227.05
2110	920206	SEMINARS	08707 CENTRE EAST SHOWCASE	9/13-14	50.00
2110	920206	SEMINARS	08707 CENTRE EAST SHOWCASE	9/13-14	50.00
2110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	ATTACH	40.00
2110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	20013735/41	473.00
2110	920206	SEMINARS	91994 ILLINET/OCLC USERS GROUP	5-19-2000	10.00
2110	920206	SEMINARS	91994 ILLINET/OCLC USERS GROUP	5-19-2000	10.00
2110	920220	MEMBERSHIP DUES	21432 AMERICAN LIBRARY ASSOCIAT	0193835	145.00
2110	920220	MEMBERSHIP DUES	21432 AMERICAN LIBRARY ASSOCIAT	0193833	145.00
2110	920230	PUBLICATION OF NOTICES	01597 JOURNAL AND TOPICS NEWSPA	67094	98.28
2110	930010	R & M EQUIPMENT	06789 AMBASSADOR BUSINESS SOLUT	6469096	104.50
2110	930010	R & M EQUIPMENT	12728 US OFFICE EQUIPMENT INC.	89956	74.01
2110	930010	R & M EQUIPMENT	72106 COOPERATIVE COMPUTER SERV	MARCH 2000	351.78
2110	930020	R & M BLDGS & STRUCTURES	07786 G & I ELECTRIC COMPANY,	21621	258.40
2110	930320	CLEANING: CUSTODIAL SERV	09536 CRYSTAL MGMT. & MAINT. SE	8209	207.50
2110	960070	AUTO/TRAVEL EXPENSES	16164 HECTOR MARINO	REIMB	144.00
2110	960210	SPECIAL EVENT PROGRAMMING	08459 PATRICIA E. SHERMAN	DP2000-02	75.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	911097	34.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	921049	42.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	916952	98.55
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	910492	20.45
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	919907	13.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	922254	9.70
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	926787	-39.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	913066	4.85
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	916952	-4.85
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	911957	70.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	915880	46.15
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	919341	39.20
2110	960990	MISC CONTRACTUAL SVCS	17247 IMAGING OFFICE SYSTEMS OF	302104	2,070.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005683618	12.35
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005650539	27.85
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	20056669135	10.85
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005646096	34.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005656949	18.95
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005675069	27.35
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005615602	21.95
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005653058	14.55
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005620320	23.70
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005639929	13.95
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005656718	37.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005627349	33.15
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005615099	37.25

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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.	2005680206	50.15
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005636671	32.45
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005662858	28.70
2110	970100	SUPPLIES	00118	MARILYN'S FLOWERS AND THI	00241	35.00
2110	970100	SUPPLIES	02245	WOLF CAMERA, INC	80135885	75.42
2110	970100	SUPPLIES	09638	OFFICE DEPOT	095018349/1	243.85
2110	970100	SUPPLIES	09638	OFFICE DEPOT	095458323/1	162.14
2110	970100	SUPPLIES	09638	OFFICE DEPOT	095018143/1	8.40
2110	970100	SUPPLIES	09638	OFFICE DEPOT	095237720/1	18.33
2110	970100	SUPPLIES	14465	INSTY PRINTS	205215	43.63
2110	970100	SUPPLIES	17273	XEROX CORPORATION	366053 1	181.31
2110	970100	SUPPLIES	19714	GAYLORD BROS	OG94968007	63.36
2110	970100	SUPPLIES	24692	PARK RIDGE BLUEPRINT	PR183785	75.24
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	00618	8.03
2110	970100	SUPPLIES	89575	RIVERSHORE READING STORE	00-5369	32.50
2110	970100	SUPPLIES	92003	COMPUTYPE INC.	96679-1010	639.58
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	14245	DELI HEADQUARTERS	0467	46.60
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	43765	DOMINICKS FINER FOODS	002943	5.98
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GECF	2100033	59.39
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GECF	4100757	148.79
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GECF	4082215	97.40
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GECF	0151444	-180.72
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GECF	7101521	19.67
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	747612	15.15
2110	970170	JANITORIAL	09689	RADIO SHACK	048336	18.46
2110	970170	JANITORIAL	13485	LIGHT SHED CORPORATION	142	108.00
2110	970170	JANITORIAL	85309	ACE DES PLAINES, INC	111622817	12.06
2110	970260	POSTAGE AND PARCEL	07906	DON'T SHOOT THE MESSENGER	21131181	18.95
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	7-940-54739	14.33
2110	970600	BOOKS	02045	EDUCATORS PROGRESS SERVIC	92L14-670C	44.90
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	916952	561.12
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	921049	155.22
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	911097	127.37
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	911957	136.20
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	922254	37.08
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	910492	173.74
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	913066	50.40
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	919907	93.42
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	915880	324.45
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	919341	179.41
2110	970600	BOOKS	03363	WEST GROUP	748-441-028	391.30
2110	970600	BOOKS	03975	LECTORUM PUBLICATIONS, IN	16543	68.96
2110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	00206165	150.43
2110	970600	BOOKS	06153	AMERITECH	217 T32-9478	528.00
2110	970600	BOOKS	07439	THE GALE GROUP	9786266	108.88
2110	970600	BOOKS	07439	THE GALE GROUP	9790143	134.76
2110	970600	BOOKS	07439	THE GALE GROUP	9784004	149.11
2110	970600	BOOKS	07439	THE GALE GROUP	9793780	77.84
2110	970600	BOOKS	07439	THE GALE GROUP	9799735	140.30
2110	970600	BOOKS	07439	THE GALE GROUP	9794295	42.67
2110	970600	BOOKS	07536	AIMS INTERNATIONAL BOOKS,	30769	371.88

05/05/00  
ACCOUNTING PERIOD: 5/00

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='05/13/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	08365 DOWNTOWN BOOK CENTER	00112202	60.65
2110	970600	BOOKS	08752 NOAA NATIONAL DATA CENTER	ATTACH	32.00
2110	970600	BOOKS	09218 ENCYCLOPAEDIA BRITANNICA,	155587RR	48.90
2110	970600	BOOKS	09308 M.E. SHARPE, INC.	202	196.10
2110	970600	BOOKS	12156 THOMSON LEARNING	26494828SO	83.18
2110	970600	BOOKS	17211 DELTA SYSTEMS CO., INC.	343098	881.03
2110	970600	BOOKS	17235 GREENHAVEN PRESS, INC.	284780	172.95
2110	970600	BOOKS	17259 LIBROS SIN FRONTERAS	1354BF	115.77
2110	970600	BOOKS	17261 LAKE CLAREMONT PRESS	3028	172.50
2110	970600	BOOKS	17285 PEARSON EDUCATION	4586798	105.22
2110	970600	BOOKS	17285 PEARSON EDUCATION	4586797	10.40
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	3003444007	713.30
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005683617	574.72
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005650538	612.98
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005653057	497.53
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	3003425141	642.46
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005639928	327.07
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005615098	727.41
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005716083	104.69
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005620319	1,153.84
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005646095	754.60
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005656948	760.09
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005675068	617.36
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005615601	1,224.28
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005636670	1,247.97
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005662857	777.21
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005627348	1,140.29
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005656717	926.08
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005680205	1,124.84
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005669134	330.56
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005693750	51.13
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005750390	51.47
2110	970600	BOOKS	20232 REGENT BOOK COMPANY	286085	657.72
2110	970600	BOOKS	68820 MARSHALL CAVENDISH CORP.	R500368	142.81
2110	970600	BOOKS	99037 SBD SPANISH BOOK DIST.	8207	24.56
2110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	242909730	100.90
2110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B430091CM	-34.88
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	4-18-00-3	236.39
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	4-10-00-3	50.82
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	4-10-00-1	136.97
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	4-18-00-4	8.78
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	4-18-00-1	104.97
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	3941912	5.00
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	3911564	169.00
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	3930869	20.00
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	1020639	885.10
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	1030066	5.95
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	1024118	1,687.90
2110	970620	SUBSCRIPTIONS & BOOKS	05477 INFORMATION TODAY, INC.	1311185-R2	210.00
2110	970620	SUBSCRIPTIONS & BOOKS	17209 BOOKPAGE	46668	180.00
2110	970620	SUBSCRIPTIONS & BOOKS	71360 MORNINGSTAR	Q2DUSF	415.00

05/05/00

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='05/15/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	016302	-60.00
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	0-69906	221.00
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	010587	-46.14
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	S-51898	53.51
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	021734	-47.45
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	029586	-35.94
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	0332064	15.80
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	9/13-14	37.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	253934	177.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	254653	74.00
2110	970630	VISUAL MATERIALS	07585	U.S. TOY CO/CONSTRUCTIVE	5033873201	363.25
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B31479740	57.55
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B31690810	118.89
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B31479920	35.43
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B429228CM	-19.98
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B31643360	34.88
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	242740290	27.88
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	242740280	24.41
2110	970630	VISUAL MATERIALS	08025	LISTENING LIBRARY INC.	334636	98.83
2110	970850	GASOLINE	03031	AVALON PETROLEUM COMPANY	• 376876	21.95
2110	980400	EQUIPMENT	09638	OFFICE DEPOT	• 094460733/1	1,558.80
TOTAL LIBRARY SERVICES						40,686.07
2130	960210	SPECIAL EVENT PROGRAMMING	17223	EDEN ENTERTAINMENT	9-24-2000	600.00
TOTAL IL LIBRARY PER CAP GRANT						600.00
TOTAL FUND						41,286.07

(D)  
LF  
(D)  
05/05/00

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 5/00

SELECTION CRITERIA: payable.due\_date='05/15/2000'

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
202	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	* 00326	6,000.00
202	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	* 00232	6,000.00
202	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	* 00314	1,780.00
202	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	* 00315	751.73
202	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	* 314	1,780.00
202	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	* 230	1,282.13
202	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	* 231	159.00
202	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	* 229	760.55
202	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	* 315	751.73
202	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	* 228	1,780.00
TOTAL LIBRARY CAPITAL PROJ FUND					21,045.14
TOTAL FUND					21,045.14



JESSE WHITE  
SECRETARY OF STATE AND STATE LIBRARIAN  
ILLINOIS STATE LIBRARY

APPLICATION FOR GRANTS AVAILABLE TO ILLINOIS PUBLIC LIBRARIES  
APPLICATION STATEMENT

The Library Board understands that the State Librarian is empowered to make these grants, under the law, from funds appropriated by the Illinois General Assembly and that if the monies appropriated for these grants are not sufficient, the State Librarian shall reduce the per capita amount of the grants so that the qualifying public libraries receive the same amount of per capita. The Board further affirms that in making the application for a grant, or grants, it is acting at its sole discretion and is not applying as a result of pressure or duress from any outside agency, person or persons.

In making application for a grant or grants, the Library Board agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library and defined by the Illinois Library System Act and corresponding Administrative Rules. The Library Board further affirms that all grant funds received as a result of this application shall be used for providing public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the library's levy in the current year or in the next year.

The Board further affirms that if the expenditure of the grant funds is contemplated, at any time, to be other than that stated in the grant application, that it will solicit and receive the consent of the Illinois State Library before approving such expenditures. Failure to spend funds as approved by the Illinois State Library shall result in ineligibility for future grants for a period of one year. The Board further affirms that it has reviewed SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES, revised edition during the previous twelve months and that it has completed all requirements of this application. The Board agrees that the Illinois State Library or its designee shall have the right to examine any of the Board's records, which directly relate to this grant. The Board affirms that the information contained in this application is, to the best of its knowledge and under penalty of perjury, correct.

Date: June 20, 2000

Mr.  Mrs.  Ms. \_\_\_\_\_ Eldon Burk  
SIGNATURE: *President, Board of Directors/Trustees* Name (typed)

Mr.  Mrs.  Ms. \_\_\_\_\_ Carol Kidd  
SIGNATURE: *Secretary, Board of Directors/ Trustees* Name (typed)

Mr.  Mrs.  Ms. \_\_\_\_\_ Sandra K. Norlin  
SIGNATURE: *Librarian* Name (typed)

Prepare four (4) copies of application and all supporting documentation. Retain one (1) copy for your library's files, send one (1) copy to your regional library system, and submit two (2) copies (one with original ink signatures and documentation) postmarked no later than July 14, 2000 to:

State Grants for Illinois Public Libraries  
Illinois State Library  
300 South Second Street  
Springfield, Illinois 62701-1796

The Illinois State Library is neither responsible for nor obligated to pay grant applications received after the deadline date. Proof of receipt is the responsibility of the applicant. The Illinois State Library is not obligated to pay grant applications from public libraries that have delinquent grant reports or that have lapsed grant funds from any Illinois State Library administered grant program.

**Please review and correct preprinted information**

APPLICATION FOR GRANTS AVAILABLE TO ILLINOIS PUBLIC LIBRARIES

Pursuant to the provisions of the Illinois Compiled Statutes (ILCS), 75 ILCS 10/8 and 10/8.1, as amended, the undersigned PUBLIC LIBRARY hereby applies for a Per Capita Grant and/or an Equalization Aid Grant to be used for library purposes.

1. Legal name of library: **Des Plaines Public Library**  
*\*Note any name changes made between June 30, 1999 and July 15, 2000 due to mergers, conversion or other reasons should be reported on line 1.*  
 Formerly: \_\_\_\_\_
2. Address: **841 Graceland Avenue**  
**Des Plaines**  
**60016-6472** County: **Cook**
3. Name of corporate authority that levies the tax supporting the library: \_\_\_\_\_
4. Type of library applying: **City**
5. What county or counties does the library's primary service area include: **Cook**
6. Date library was legally established: \_\_\_\_\_
7. Library system: **North Suburban Library System**
8. Federal Tax Identification Number (FEIN#): **36-6005849**
9. The library's non-resident fee as calculated using the Illinois State Library formula would be: \$ 150.15 for FY2000
10. The library's actual non-resident fee for FY2000 is: \$ 135.00 through June 30, 2000  
 \$ 150.00 July 1, 2000 through June 30, 2001  
 NOTE: If #10 is less than #9, please check the appropriate explanation:  system average  tax bill method  Other (explain) \_\_\_\_\_
11. Name and title of the person preparing this application:  
**Mrs. Sandra Norlin** Library Administrator  
 Library Phone Number: **847-827-5551** Library FAX Number: **847-827-7974**  
 E-Mail Address: **snorlin@desplaines.lib.il.us**  
 Main Library Hours: Monday 9:00 AM - 9:00 PM Tuesday 9:00 AM - 9:00 PM  
 Wednesday 9:00 AM - 9:00 PM Thursday 9:00 AM - 9:00 PM  
 Friday 9:00 AM - 9:00 PM Saturday 9:00 AM - 5:00 PM  
 Sunday 1:00 PM - 5:00 PM

ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

12. Calculation of Equalization Aid Grant:

(NOTE: Sections a, b, and c must be completed in order to apply for a Per Capita Grant, even if you are not applying for an Equalization Aid Grant.)

- a) Value of all taxable property within the library's service area as of January 1, 1999, or the most recent year available (the assessed valuation against which tax revenue was most recently levied) and as equalized by the Department of Revenue, Property Tax Administration Bureau (see page 11)..... \$ 1,412,288,365.00 a)
- b) Said valuation multiplied by 0.0013 yields..... \$ 1,835,974.87 b)
- c) Levy at 0.13% divided by population served yields per capita of..... \$ 34.37 c)
- d) Population served multiplied by \$4.25 equals..... \$ \_\_\_\_\_ d)
- e) Enter valuation multiplied by 0.0013 obtained in step b)..... \$ \_\_\_\_\_ e)
- f) Subtract e) from d) equals amount of equalization aid..... \$ \_\_\_\_\_ f)

13. Calculation of Per Capita Grant:

Population Served 53,414

**ONLY THE OFFICIAL 1990 CENSUS (INCLUDING, CORRECTED OR REVISED) OR A SPECIAL FEDERAL CENSUS AS OFFICIALLY ON FILE WITH THE SECRETARY OF STATE'S OFFICE AS OF JULY 14, 2000 FOR THE AREA WILL BE ACCEPTED.**

14. Attachments and Certifications Check Off:

**NOTE: Omit 14. a) if the library received a per capita grant last year and the population served (#13) has not changed since July 15, 1999.**

- a) Population verification: If library taxes are collected (not contractual) from more than one taxing jurisdiction (e.g., county, townships, city, district, or part thereof) show population for each and a total. Attach sheet, if necessary, and include documentation for any population changes officially on file with the Secretary of State's Office as of July 14, 2000 (such as a special census or U.S. Census corrections). Please check if applicable.
- b) County Clerk Certification(s): Check the box if the library has attached the original copy from your county clerk(s) certifying the tax rate levied for library purposes on the equalized assessed valuation of all taxable property within your library service area as of January 1, 1999, or the most recent year available.
- c) In order to be eligible for either an Equalization Aid Grant or a Per Capita Grant, the corporate authorities, in lieu of a tax levy at a particular rate, may provide an amount equivalent to the amount to be produced by that levy. If your library is applying for a grant on that basis, attach the most recent year available documentation. Please check if applicable.
- d) Please check the box if the library's current annual report is on file at the Illinois State Library.

**PUBLIC LIBRARIES APPLYING FOR PER CAPITA FOR THE FIRST TIME MUST FILE:**

- e) Drug free certification: If the library has not submitted a Drug Free Workplace Certificate to the Illinois State Library, please attach the statement as approved by the board (Illinois Compiled Statutes 30 ILCS 580/1-7) and check if applicable.
- f) Disaster Plan: Please check if the library has attached its disaster plan to the FY2001 per capita application.
- g) ADA Self-Evaluation Form: Please check if the library has attached the ADA Self-Evaluation form to the FY2001 per capita application.

ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

15. On what date(s) did the public library board review Chapter II, "Governance and Administration" and Chapter V, "Reference, Reader's Advisory, and Bibliographic Instruction," of *SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES*, revised edition?

A. Chapter II Date: month 06 day 20 Year 2000

Chapter V Date: month 06 day 20 Year 2000

B. In reviewing the Illinois public library standards, did the library board use the electronic version contained on the ADMINISTRATIVE READY REFERENCE DISK?        Yes   X   No

C. A well-governed and administered public library has clear, relevant and timely policies for operating a library. Has the library used the ADMINISTRATIVE READY REFERENCE DISK in making informed decision in the following areas? (check all appropriate boxes)

- 1. Ordinances        Yes   X   No
- 2. Annexation        Yes   X   No
- 3. Charitable Giving        Yes   X   No
- 4. Policy Model        Yes   X   No
- 5. Non-Resident Fee Calculation   X   Yes        No
- 6. Trustee Fact Files        Yes   X   No
- 7. Useful Citations to Illinois Compiled Statutes        Yes   X   No

16. How often does the public library review and revise the following library policies and procedures? Please use the blank lines to fill in frequency for updating the following policies or N/A if not appropriate. (Sample policies can be found on the Administrative Ready Reference Disk) For example: yearly, biannually, etc.

Acceptable Use Policies

- a) Equipment and Computer Use Policy Biennially, last reviewed 04/20/99
- b) Public Access to Electronic Information Networks Biennially, last reviewed 04/20/99

Board of Trustees

- a) Bylaws of your library Biennially, last reviewed 04/20/99
- b) Disposal of Surplus Library Materials Biennially, last reviewed 04/20/99
- c) Division of Responsibility between Board and Librarian Biennially, last reviewed 04/20/99
- d) Employment of Relatives Policy N/A
- e) Friends of the Library Biennially, last reviewed 04/20/99
- f) General Policy Biennially, last reviewed 06/15/99
- g) Gifts to the Library Biennially, last reviewed 04/20/99
- h) The Illinois Freedom of Information Act Biennially, last reviewed 04/20/99
- i) Indemnification and Insurance N/A
- j) Investment of Public Funds Biennially, last reviewed 04/20/99
- k) Materials Selection Policy Biennially, last reviewed 09/21/99
- l) Meeting and Telephone Conferencing Biennially, last reviewed 04/20/99
- m) Meeting Date Ordinance Biennially, last reviewed 04/20/99
- n) Minutes of Closed Meeting Biennially, last reviewed 04/20/99
- o) Mission Statement Biennially, last reviewed 04/20/99

## ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

16. Board of Trustees *Continued*

- p) Model Library Personnel Record Policy Biennially, last reviewed 09/21/99
- q) Patron Confidentiality Ordinance Biennially, last reviewed 04/20/99
- r) Prohibited Gift Policy Biennially, last reviewed 04/20/99
- s) Purchasing Policy (Bids/Quotations) Biennially, last reviewed 04/20/99
- t) Records to Be Retained Biennially, last reviewed 04/20/99
- u) Routine Banking Procedures N/A
- v) Secretary's Certificate Minutes Biennially, last reviewed 04/20/99
- w) Secretary's Certificate of Ordinance N/A
- x) Sexual Harassment Biennially, last reviewed 04/20/99
- y) Volunteers Biennially, last reviewed 04/20/99
- z) Waiver of All Claims Biennially, last reviewed 04/20/99

## Financial Policies

- a) Authority to Spend Biennially, last reviewed 04/20/99
- b) Budget and Finance Policy Biennially, last reviewed 04/20/99

## Legal Requirements

- a) Bloodborne Pathogen Policy Biennially, last reviewed 04/20/99
- b) Circulation Biennially, last reviewed 04/20/99
- c) Confidentiality of Records Biennially, last reviewed 04/20/99
- d) Drug and Alcohol Free Library Policy Biennially, last reviewed 04/20/99
- e) Lost, Damaged, and Overdue Books Biennially, last reviewed 06/15/99
- f) Service to Patrons with Disabilities Biennially, last reviewed 06/15/00

## Patron Service Policies

- a) Borrowing Policy Biennially, last reviewed 06/15/99
- b) Conduct Ordinance Biennially, last reviewed 06/15/99
- c) Confidentiality Policy--Staff Handbook Biennially, last reviewed 04/20/99
- d) Copyright Restrictions Biennially, last reviewed 04/20/99
- e) Discipline Policy Biennially, last reviewed 04/20/99
- f) Display Space Biennially, last reviewed 06/15/99
- g) Exhibits Biennially, last reviewed 06/15/99
- h) Hours of Operation Biennially, last reviewed 06/15/99
- i) Meeting Room Policy Biennially, last reviewed 06/15/99
- j) Patron Conduct Biennially, last reviewed 06/15/99
- k) Reference Service Biennially, last reviewed 06/15/99
- l) Unattended Children Biennially, last reviewed 06/15/99

## Personnel Policies

- a) Accidents, First Aid, Unsafe Working Conditions Biennially, last reviewed 09/21/99
- b) Acknowledgment and Disclaimer Biennially, last reviewed 09/21/99
- c) At Will Employment Biennially, last reviewed 09/21/99

ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

16. Continued

- d) Grievance Procedure Policy Biennially, last reviewed 09/21/99
- e) Immigration Compliance Policy Biennially, last reviewed 09/21/99
- f) Initial Ninety Day Period Biennially, last reviewed 09/21/99
- g) Leaves Biennially, last reviewed 09/21/99
- h) Personnel Policy Biennially, last reviewed 09/21/99
- i) Overtime/Compensatory Time Biennially, last reviewed 09/21/99
- j) Performance Evaluation Biennially, last reviewed 09/21/99
- k) Personnel Records Biennially, last reviewed 09/21/99
- l) Prevailing Wage Act Biennially, last reviewed 09/21/99
- m) Staff Development Biennially, last reviewed 09/21/99
- n) Travel and Conference Policy Biennially, last reviewed 09/21/99
- o) Vacation Policy Biennially, last reviewed 09/21/99

USE OF E-RESOURCES

17. Reference Service that is timely, at a level, and in a format that is satisfactory for the patron is the optimum level of library service. This section will examine use of e-resources in the provision of Reference Services in Illinois public libraries. Does your library offer e-resources for staff and/or patrons?

Yes (continue to section A)  No (Skip to #18)

A. Check each e-resource used by staff and or patron.

- 1) ABI/INFORM – Covers nearly every aspect of business, including company histories and new product development; full text availability.  staff  patron
- 2) ArticleFirst– Describes items listed on the table of contents pages of more than 12,500 journals.  staff  patron
- 3) ContentsFirst – Contains the table of content pages and holdings information of more than 12,500 journals.  staff  patron
- 4) Electronic Collection Online (ECO) – Bibliographic information devoted to the sciences and the humanities. Abstracts and full text articles available from journals to which your library subscribes.  staff  patron
- 5) ERIC – a guide to published and unpublished sources of educational topics.  staff  patron
- 6) GPO Monthly – Consists of records published by the GPO (Government Printing Office) since July 1976.  staff  patron
- 7) H.W. Wilson Select – A general reference database, which includes more than 800 periodical titles. All records in the database have companion full text availability.  staff  patron

ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

17A. Continued

- 8) Health Reference Center – Academic - A multi-source database for health and wellness research; designed specifically for lay researchers. Includes over 40 nursing and allied health journals as well as leading medical journals; full text availability.  staff  patron
- 9) MEDLINE – Covers all areas of medicine; indexes over 3,500 journals (most with abstracts).  staff  patron
- 10) NetFirst – Contains bibliographic citations describing Internet-accessible resources, complete with summary descriptions and subject headings. Links to Web sites provided with each record.  staff  patron
- 11) PapersFirst – Provides access to individual papers presented at conferences worldwide.  staff  patron
- 12) Periodical Abstracts – A general reference database, with indexing and abstracts for over 1,500 popular and academic periodicals; full text availability.  staff  patron
- 13) ProceedingsFirst - Provides tables of contents of papers presented at conferences worldwide.  staff  patron
- 14) OCLC Union Lists of Periodicals – Includes more than 7 million listings linked to over 750,000 bibliographic records in WorldCat; provides holdings information.  staff  patron
- 15) World Almanac – Full text. Provides essential facts about the United States including facts on federal, state and local governments.  staff  patron
- 16) WorldCat –over 40 million bibliographic records of any type of material cataloged by OCLC member libraries. Includes manuscripts written as early as the 11<sup>th</sup> Century.  staff  patron
- 17) NovelList – This fiction readers advisory database covers fiction for readers of all ages, beginning with pre-school.  staff  patron
- 18) News Illinois - Developed especially for Illinois libraries and offered for the first time this year, News Illinois is a full text database containing news articles about Illinois.  staff  patron

B. What are top preferred electronic resources used by your library staff in providing access to information, including local, state and federal documents? (e-resources are not limited to resources cited in 17 A)

- 1. Infotrac 2. Reference USA
- 3. Newsbank (Chicago Tribune) 4. Proquest
- 5. WorldCat

(E-resource libraries should Skip to #19 after completing 17 A & B)

**ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID**

18A. If the public library does not use e-resources in providing reference services, please write a brief narrative explaining why these resources are not used.

N/A

18B. Using the space provided, please explain how the library provides access to current reference information and to local, state, and federal documents.

Access to WorldCat has had tremendous impact on our services by providing easy access to library holdings nationwide. The new interface makes it very easy to search. For more difficult questions, especially from college students we use ERIC and Wilson Select, for tough medical questions we turn to MEDLINE, and for business ABI-Inform. NoveList will be a major part of our patron education on the popular materials floor of our new building. To help us promote our expanded Readers' Advisory services, NoveList and Duncan Smith will be providing training to our librarians in using this database. Our staff will be encouraged to present NoveList as an option for patrons whenever appropriate, as well as using it routinely at the desk.

**PLANNED USE OF FY2000 GRANT MONIES**

19. In order to meet standards in SERVING OUR PUBLIC, we plan to use FY2000 grant monies in the following way(s). Use general categories in identifying actual planned expenditures (see #22 and #25). Capital expenditures (anything attached to the building will be considered a capital expenditure) will not be approved for per capita funds.

Public Relations - Quarterly Newsletter Production & Distribution

\$14,000

Contractual Services - Photocopier/Print, Lease and Service

\$22,500

Library Cable Network

\$24,000

Continuing Education - Conference/Seminar Attendance

\$ 5,000



USE OF LAST YEAR'S (FY2000) PER CAPITA GRANT

If a Per Capita Grant was received last year, describe how the Per Capita Grant monies were used in the library's progress toward meeting the Illinois Public Library Standards adopted by the Illinois Library Association, **SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES**, revised edition.

Per Capita Grant monies were used to publish and distribute the library's quarterly newsletter to 23,000+ residences, to provide Library Cable Network broadcasting to all Des Plaines residents, to assist staff participation in Continuing Education and to continue to upgrade computer equipment for staff and public use.

EXPENDITURE OF LAST YEAR'S (FY2000) PER CAPITA GRANT

21. Total FY2000 Per Capita Grant received: 65,894.45

22. Were all the FY2000 Per Capita funds obligated or encumbered between July 1, 1999 – June 30, 2000?  
 YES       NO

NOTE: List expenditures/obligations by general category

CATEGORY	AMOUNT
Children's Materials (including electronic format)	\$ _____
Adult Materials (including electronic format)	\$ _____
Programs	\$ _____
Personnel	\$ _____
Continuing Education	\$ _____
Supplies	\$ _____
Equipment	\$ <u>48,670</u>
Electronic Access (include computer software and hardware)	\$ _____
Travel	\$ <u>861</u>
Public Relations	\$ _____
Telecommunications (all expenditures associated with telecommunications)	\$ _____
Contractual Services (please specify)	\$ _____
<u>Library Cable Network; newsletter</u>	\$ <u>16,347</u>
<u>Other (please specify) production</u>	\$ _____
<b>TOTAL</b>	\$ <u>65,878</u>

(Total must be equal to Fy2000 Per Capita Grant)

ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

USE OF LAST YEAR'S (FY2000) EQUALIZATION AID GRANT

23. If an Equalization Aid Grant was received last year, describe how the Equalization Aid Grant monies were used in the library's progress toward meeting the Illinois Public Library Standards adopted by the Illinois Library Association, SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES, revised edition.

EXPENDITURE OF LAST YEAR'S (FY2000) EQUALIZATION AID GRANT

24. Total FY2000 Equalization Aid Grant received: \_\_\_\_\_

25. Were all FY2000 Equalization Aid funds obligated or encumbered between July 1, 1999 - June 30, 2000?  
 YES       NO

NOTE: List expenditures/obligations by general category

CATEGORY	AMOUNT
Children's Materials (including electronic formats)	\$ _____
Adult Materials (including electronic formats)	\$ _____
Programs	\$ _____
Personnel	\$ _____
Continuing Education	\$ _____
Supplies	\$ _____
Equipment	\$ _____
Electronic Access (include computer software and hardware)	\$ _____
Travel	\$ _____
Public Relations	\$ _____
Telecommunications (all expenditures associated with telecommunications)	\$ _____
Contractual Services (please specify)	\$ _____
Other (please specify)	\$ _____
TOTAL	\$ _____

(Total must be equal to Fy2000 Equalization Aid Grant)

JESSE WHITE  
SECRETARY OF STATE AND STATE LIBRARIAN  
ILLINOIS STATE LIBRARY

SUBMIT WITH APPLICATION FOR EQUALIZATION AID  
AND/OR PER CAPITA GRANT

I, David Orr Clerk of the County of Cook  
in the State of Illinois, and keeper of the records and files of said county, do hereby certify that  
the assessed value of all property as equalized by the Department of Revenue,  
Property Tax Administration Bureau for the most recent year available in  
City of Des Plaines - Library Fund is:

*(Library Corporate entity)*

Real Estate	\$ <u>1,412,288,365</u>
Pollution Control	\$ <u>1482</u>
Railroad Property	\$ <u>752,059</u>
All Other	\$ <u>- 0 -</u>
TOTAL	\$ <u>1,413,041,906</u>

All of which appears from the records and files in my office.

The 0371-5 City of Des Plaines - Library Fund library tax rate is 0.215

I HAVE HEREUNTO SET MY HAND AND  
AFFIXED THE SEAL OF THE COUNTY  
OF COOK, IN  
THE CITY OF CHICAGO  
IN SAID COUNTY.

(County Seal)

David W. Orr  
(County Clerk Signature) 5/1/00  
(Date)

ADMINISTRATOR'S REPORT  
June 20, 2000

I. PERSONNEL

New employees this month are:

Heidi Krueger and Christina Tropea, Librarian I, Fulltime, Adult Services.  
David Whittingham, Library Assistant II, Fulltime, Adult Services. (Promotion)  
Eileen Gladish, Library Assistant I, Fulltime, Circulation Services.  
Susan McCarthy, Librarian I, Part-time, Youth Services.

*William Finnerty resigned effective 06.05.00. Bill recently completed his education for pharmacy.*

Karen Wallace, Head of Community Services has submitted her resignation, effective July 1. We are all sad to think of work in this organization without Karen, because she has made remarkable contributions in every phase of our work together. Karen and her husband, a recent law school graduate will return to Des Moines, IA, to be nearer their families, who need them now, and to begin her husband's law practice. Karen has accepted a position as Librarian in the Drake University Law Library.

II. STAFF DEVELOPMENT

Staff Committees are working hard to anticipate problems and to organize the imminent move in order to minimize anxiety and maximize efficiency and enjoyment. Cow Times is an occasional publication of one committee that accepts concerns, researches topics, and answers questions. The Fun Committee has produced and managed several games and contests so that friendly competition between departments serves as a stress-reliever. The annual inservice day is planned for June 29. The topic of the day will be Moving Safely and Serenely. We have back training/safe lifting sessions, a mid-day barbecue, an all staff organizing time, and a finale that includes an appropriate farewell to 841 Graceland.

Sharon Colby's work with the Department Heads has produced very strong results. We have improved our meeting skills, added new techniques to help determine where decisions are appropriate and to help make better decisions in areas that are most in need of management level decisions.

III. PATRON SERVICES

Our patrons have given us a pleasant surprise this month. Circulation increased by nearly 7% while all else seems to be winding down. My interpretation of this change is that the library is on people's minds more lately because of the excellent publicity we are receiving. Please note the shift in meeting room use from public programs to meetings, meetings, and meetings. The Ceremonial Book Move on June 11<sup>th</sup> was successful in every sense, but it

0517  
required nearly weekly meetings to manage all the details that helped the operation come off smoothly.

#### IV. ADMINISTRATIVE ACTIVITIES

In addition to several meetings of the Ceremonial Move, Preview Party, and the Grand Opening Committees, I met with Eldon Burk, John Burke, and Inara Brubaker and representatives of the Executive Service Corps to discuss possible board development services from ESC. I attended a Chamber of Commerce Reception for Community Leaders on May 18, the Chamber Community Advisory Committee monthly breakfast, a retirement luncheon for Jack Klaus, City Economic Development Director, the Mayor's Prayer Breakfast on May 25, a joint meeting of the three advisory committees for Library Cable Network, also on May 25, the recognition banquet for Oakton Community College's literacy volunteers on May 31, a Finance Committee Meeting on June 1. On June 6, Eldon Burk and I met with a delegation of library personnel from Sarawak, Malaysia; the group included the Secretary of State of Sarawak as well. They were interested in touring public libraries in the Chicago area and selected ours because it was under construction.



## DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

### BOARD OF TRUSTEES

Minutes of the Ceremonial Moving Advisory Committee  
May 23, 2000

Chair: Eldon Burk  
Present: Eldon Burk, Sandra Norlin, Martha Sloan, Leslie Steiner, Barbara Saletnik, Charlotte Storer, Tom Christiansen, Brian Mulcrone, Anne Evans, Carol Kidd.

Chairman Burk called the meeting to order at 5:03 PM.

Eldon Burk suggested designating assignments for the Ceremonial Move.

Brian Mulcrone reported that he has volunteer pipers and drummers for the move.

The Committee will refer to volunteers as "staff" and a "staff" table will be located outside the library (841 Graceland) on June 11 for the delegation of duties.

Sandra and Eldon recruited 10 volunteers from the Kiwanis and Rotary Clubs who will assist library staff volunteers in distributing T-shirts. Volunteers will be asked to arrive one-half hour before the ceremony begins. Eldon has also recruited Maine West and Iroquois students to distribute the orange drink.

John Woods of Maine West High School will construct signs to be hung at the new library and Public Information Services will construct signs for the Staff Volunteer and General Information tables.

The Committee concurred that all unclaimed T-shirts will be distributed after 2:00 PM. Volunteer staff will distribute the T-shirts to participants in their group who did not receive a T-shirt. Used tickets will be destroyed by volunteer staff and placed in a plastic bag for disposal.

Barbara Saletnik asked if that last book passed would be a symbolic book and the Committee discussed passing a large children's book as the final book.

The library will supply clear plastic bags for passing books in the rain.

Brian Mulcrone asked how many books would be passed and Eldon Burk responded that books would be passed for approximately thirty to forty-five minutes depending on weather and participation. Sandra Norlin and Eldon Burk will determine when the last book is passed.

Alderman Christiansen has contacted the fire department who will set-up a first-aid station through EMA.

Barbara Saletnik reported that McDonalds will supply orange drink and orange bowls for the move.

Sandra Norlin reported that 1,162 people have signed up for the move, and six of those people are former participants of the original book move. Alderman Christiansen reported that the approximate cost for creating plaques for former participants would be \$8.00. Public Information Services will assemble the plaques.

Sandra Norlin reported that Robert Lightfoot may film the move using electronic cameras for a panoramic view of the celebration.

Charlotte Storer reported the Friends of the Library will wear nametags.

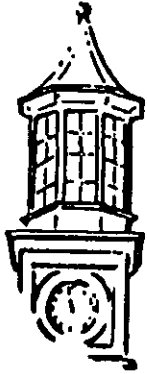
Alderman Christiansen reported that the Mobile Library can be stored at the Public Works Department on the weekend of the move, so that the library garage can be utilized for shopping carts and filling orange drink containers.

Eldon Burk thanked the Committee.

The next meeting is scheduled for Tuesday, June 6 at 4:00 PM.

The meeting adjourned at 5:51 PM

Minutes prepared by Carol Kidd.



## DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

### BOARD OF TRUSTEES Minutes of the Grand Opening Advisory Committee May 25, 2000

Chair: Eldon Burk  
Present: Inara Brubaker, Chris Posinger, Charlotte Storer, Leslie Steiner, Eldon Burk, Sandra Norlin, Mary Ann Brown.

The meeting was called to order by Chairman Eldon Burk at 4:43 PM.

The cake for the Grand Opening will be donated by Manzo's.

Christine Posinger will coordinate all entertainment for the Grand Opening. Martha Sloan, Christine Posinger and Mary Ann Brown will tentatively set the schedule for Committee approval. Reserved parking will be available for all entertainers.

Eldon Burk will contact the Des Plaines Police Department for parking coordination.

The Committee discussed the possibility of closing Ellinwood for the celebration, but have not notified merchants of this. This decision will be made at a future meeting.

Mary Ann Brown reported that contracts have been received for three of the four entertainers and will be given to Sandra Norlin for approval. Funds are to be encumbered no later than June 30, 2000.

Eldon will decide on the order of speakers after the responses have been received from those asked to speak.

A ribbon cutting ceremony will follow the speeches with a limited number of dignitaries, with a child cutting the ribbon.

Susan Burrows reported that she will contact a Pepperidge Farms representative regarding a donation of cookies.

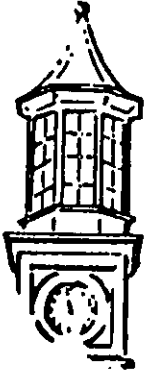


Mary Ann Brown will report at the next meeting on prizes for the Scavenger Hunt. Mary Ann will also retain a face painter.

The next meeting is scheduled for Thursday, June 22, 2000 at 4:00 PM.

The meeting adjourned at 5:30 PM.

Minutes prepared by Martha Sloan.



## DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

### Minutes of "One For The Books" (Preview Party) Advisory Committee May 25, 2000

Chair: Eldon Burk  
Present: Eldon Burk, Sandra Norlin, Susan Burrows, Leslie Steiner, Charlotte Storer, Carol Kidd.

Eldon Burk called the meeting to order at 3:43 PM.

Eldon reported that the following restaurants will participate in the preview party:

- ◆ Grazie! Ristorante & Banquet
- ◆ Giuseppe's La Cantina
- ◆ Black Ram
- ◆ Café La Cave
- ◆ Oliveti's Italian Ristorante

Eldon Burk scheduled a meeting with these restaurants for May 26 to discuss donations. Susan Burrows and Eldon Burk offered to solicit donations for table skirting and chafing dishes.

Eldon Burk reported that Manzo's Restaurant has offered to donate cakes for the "One For The Books" party and the Grand Opening celebration.

The Committee will contact local business for donations of soft drinks, wine and champagne. The Committee will hire a bartender to serve alcoholic beverages.

Eldon reported that participating restaurants are suggesting additional insurance for the party. Eldon will contact Jim Egeberg, Finance Director for the City of Des Plaines, to obtain Event Insurance for the Ceremonial Move, "One For The Books" party and the Grand Opening Celebration.

Sandra reported that several staff members have volunteered to work at the party and will be paid or given compensatory time. Staff who would like to attend the party and work only part of the time will be asked for a suggested donation of \$25.00 payable to the Des Plaines Public Library Fund. Other staff who choose to come as full guests will be expected to pay the full amount of the ticket.

The Committee decided the RSVP date for the invitations will be July 12, 2000.

Susan Burrows requested that the party be held for four hours and the Committee agreed to change the times to 6:30 PM – 10:00 PM. The performance times will remain the same.

Sandra Norlin reported that Graphic Solutions would print 600 invitations at a cost of \$1,020.00. Susan Burrows reported that Insty Print would print the invitations at no cost, but the size of the invitations would have to be adjusted. The Committee will not change the size of the invitation and authorized Sandra Norlin to spend up to \$1,200.00 for the invitations. The reply card will not be stamped.

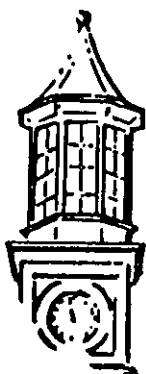
Susan Burrows and Sandra Norlin will choose flowers and colors for the party.

Eldon asked that the invitation list be finalized at the June 8 meeting.

The next meeting is scheduled for Thursday, June 8, 2000 at 4:00 PM.

The meeting adjourned at 4:43 PM.

Minutes prepared by Carol Kidd.



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## Minutes of "One For The Books" Advisory Committee June 8, 2000

Chair: Eldon Burk  
Present: Eldon Burk, Sandra Norlin, Susan Burrows, Leslie Steiner, Charlotte Storer, Carol Kidd.

Eldon Burk called the meeting to order at 4:10 PM.

Sandra Norlin submitted a sample of the invitation to be sent for Committee approval.

Eldon Burk reported that the construction of the building has been delayed one week and the Committee discussed postponing the event by one week. Leslie Steiner reported that a small amount of publicity has been submitted for the July 27 date. Sandra Norlin reported that the pianist is available both August 3 and 10, but cannot guarantee that these dates will remain open. Nick Mitchell of Grazie! will be on vacation August 3, but may be able to change his plans to participate in the event.

The Committee decided to have a 10-day response time for the invitations.

Sandra reported that the bookmarks ordered from Mager Metals, Inc. were delivered to the library and rejected due to scratches and poor presentation. Mr. Mager is preparing alternatives.

Eldon reported that additional expenses for the party would include renting two convection ovens, two refrigerators and two hot boxes at an approximate cost of \$3,000. Eldon reported that the restaurateurs have chosen a tentative menu.

Susan Burrows asked if seating would be available for eating. Eldon Burk responded that some tables and chairs would be available for seating, but seating would not be provided for all guests. Leslie Steiner suggested restricted areas for food consumption. Susan

suggested that trash receptacles be available. The Committee decided that signs would be placed at the elevators and stairs suggesting food be consumed only on the first floor.

Charlotte Storer asked how many invitations would be mailed and Sandra responded that 600 invitations would be ordered.

Sandra suggested that background music be played in the atrium area and the Committee decided that music should be piped in over the public address system. Sandra Norlin will coordinate the background music.

Eldon Burk reported that Nick Mitchell of Grazie! will be available on August 3 for the preview party.

The Committee decided that the invitations would have an RSVP date of July 17. Invitations will be mailed on June 30.

Eldon reported that Tony Ferrazzuolo, owner of Oliveti's, has secured donations for all soft drinks from his Pepsi distributor.

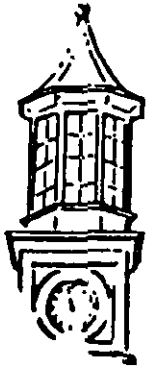
An ice sculpture will be purchased for the event and a red carpet will be rented.

Susan Burrows asked if additional invitations could be ordered and Sandra responded that they could if necessary.

The next meeting is scheduled for Thursday, June 22, 2000 at 5:00 PM.

The meeting adjourned at 5:10 PM.

Minutes prepared by Carol Kidd.



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## BOARD OF TRUSTEES Minutes of the Ceremonial Moving Advisory Committee June 6, 2000

Chair: Eldon Burk  
Present: Eldon Burk, Sandra Norlin, Martha Sloan, Leslie Steiner, Barbara Saletnik, Charlotte Storer, Brian Mulcrone, Anne Evans, Carol Kidd.

Chairman Burk called the meeting to order at 4:07 PM.

Gary Valente will pick-up the orange drinks, bowls and cups at the Des Plaines McDonalds and have them filled for Sunday. Two volunteers will be assigned to each drink cart.

Gary Valente reported that the Public Works department will pick-up the shopping carts from Jewel/Osco in Des Plaines on Friday, June 9.

Leslie Steiner reported that Public Information Services will make signs for the event.

Tables will be set-up near the new library for the Junior Woman's Club of Des Plaines to serve lemonade.

Eldon Burk and Sandra Norlin will meet with the contractor of the new library on Friday, June 9 to discuss the location of the flag ceremony and speeches.

Eldon Burk reported that Maine West High School will lend radios and security vests to the library. Eldon will pick-up the PA system from the Public Works department or Pamela Rosinia will drop-off. Eldon also reported that he will pick-up signs painted by Maine West students that read "The Book Stops Here" and "The Book Starts Here" and deliver to Gary Valente for hanging.

The Community Band will play during the move and the bag pipers will follow the last book to the new building.

Eldon Burk and Sandra Norlin will produce a fact sheet for the move.

Public Information Services will design certificates for past participants.

Volunteers will be asked to be at the library at 12:00 PM for assignments.

Brian Mulcrone asked if library personnel could contact each large group signed up for the move. Sandra will ask Becky Wenzel to make these calls.

Sandra Norlin volunteered to purchase ice for the orange drinks.

The meeting adjourned at 4:55 PM

Minutes prepared by Carol Kidd.

**DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT**  
**May 2000**

<b>Total 1999 to Date:</b>	316,747	<b>Total 2000 to Date:</b>	323,888	<b>% Change</b>
<b>May 1999:</b>	54,550	<b>May 2000:</b>	58,355	2.25%
				6.98%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
<u>CHILDREN</u>	1999	2000	1999	2000	1999	2000
Non Fiction	3,237	3,250	819	783	4,056	4,033
Fiction	7,570	7,597	1,199	1,190	8,769	8,787
Foreign Language Non Fiction	21	28	8	18	29	46
Foreign Language Fiction	119	103	96	75	215	178
Periodicals	141	83	100	65	241	148
Compact Discs	198	325	49	61	247	386
Audio Cassettes	242	208	15	14	257	222
Audio Kits	220	229	76	54	296	283
Puzzles	288	265	49	35	337	300
Games	52	46	22	24	74	70
Audio Books	114	139	9	5	123	144
Video Fiction	1,901	2,442	265	402	2,166	2,844
Video Non Fiction	853	974	67	76	920	1,050
DVD	4	63	0	0	4	63
CD ROMs	547	672	0	4	547	676
<b>SUB TOTAL</b>	<b>15,507</b>	<b>16,424</b>	<b>2,774</b>	<b>2,806</b>	<b>18,281</b>	<b>19,230</b>
<u>ADULT</u>	1999	2000	1999	2000	1999	2000
Non Fiction	9,921	9,414	253	248	10,174	9,662
Fiction	6,558	6,751	349	375	6,907	7,126
Large Type	733	842	74	197	807	1,039
Foreign Language Non Fiction	131	151	7	7	138	158
Foreign Language Fiction	285	400	0	4	285	404
High School Collection	52	127	3	3	55	130
Periodicals	2,047	2,090	128	138	2,175	2,228
Pamphlets	38	17	0	0	38	17
Compact Discs	3,588	4,754	428	507	4,016	5,261
Audio Cassettes	435	311	11	18	446	329
Puzzles	11	7	11	5	22	12
Pictures	55	76	0	3	55	79
Audio Books	1,537	1,618	7	59	1,544	1,677
CD ROMs	162	157	0	3	162	160
Video Fiction	6,096	6,690	396	418	6,492	7,108
Video Non Fiction	2,673	2,831	41	82	2,714	2,913
DVD	205	788	0	0	205	788
Misc. Formats	30	33	1	1	31	34
	34,557	37,057	1,709	2,068	36,266	39,125
Supersedes	0	0	3	0	3	0
<b>GRAND TOTAL</b>	<b>50,064</b>	<b>53,481</b>	<b>4,486</b>	<b>4,874</b>	<b>54,550</b>	<b>58,355</b>
Self Check	1,897	1,550	0	0	1,897	1,550



## Main Library 2000

CHILDREN	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Non Fiction	4,367	4,754	4,902	4,188	3,250								21,461
Fiction	10,008	10,163	11,017	8,639	7,597								47,424
Foreign Language Non Fiction	34	39	47	42	28								190
Foreign Language Fiction	172	143	210	147	103								775
Periodicals	129	151	144	94	83								601
Compact Discs	347	369	400	346	325								1,787
Audio Cassettes	247	253	242	179	208								1,129
Audio Kits	389	361	406	285	229								1,670
Puzzles	360	343	346	254	265								1,568
Games	94	83	83	57	46								363
Audio Books	196	134	199	163	139								831
Video Fiction	2,776	2,711	2,976	2,579	2,442								13,484
Video Non Fiction	1,139	1,326	1,357	1,168	974								5,964
DVD	29	34	64	54	63								244
CD ROMs	633	693	778	680	672								3,456
<b>SUB TOTAL</b>	<b>20,920</b>	<b>21,557</b>	<b>23,171</b>	<b>18,875</b>	<b>16,424</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100,947</b>
<b>ADULT</b>													
Non Fiction	10,116	10,584	11,605	11,090	9,414								52,809
Fiction	6,633	6,557	7,153	6,666	6,751								33,760
Large Type	822	755	852	811	842								4,082
Foreign Language Non Fiction	148	177	161	161	151								798
Foreign Language Fiction	450	363	418	361	400								1,992
High School	103	133	162	108	127								633
Periodicals	2,075	2,146	2,372	2,213	2,090								10,896
Pamphlets	15	10	39	32	17								113
Compact Discs	4,619	4,716	5,449	4,830	4,754								24,368
Audio Cassettes	345	340	351	369	311								1,716
Puzzles	16	8	8	6	7								45
Pictures	69	50	71	59	76								325
Audio Books	1,568	1,543	1,661	1,642	1,618								8,032
CD ROMs	183	178	186	168	157								872
Video Fiction	8,286	7,488	8,136	6,996	6,690								37,596
Video Non Fiction	3,378	3,540	3,785	3,164	2,831								16,698
DVD	577	540	555	689	788								3,149
Misc. Formats	63	35	45	33	33								209
<b>SUB TOTAL</b>	<b>39,466</b>	<b>39,163</b>	<b>43,009</b>	<b>39,398</b>	<b>37,057</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>198,093</b>
Supersedes													0
<b>GRAND TOTAL</b>	<b>60,386</b>	<b>60,720</b>	<b>66,180</b>	<b>58,273</b>	<b>53,481</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>299,040</b>
Self Check	1,826	2,240	2,080	1,819	1,550								9,515
Days Closed		2/3											0

## Mobile Library 2000

CHILDREN	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Non Fiction	925	868	773	803	783								4,152
Fiction	1,226	1,374	1,401	1,347	1,190								6,538
Foreign Language Non Fiction	18	22	22	12	18								92
Foreign Language Fiction	70	84	100	68	75								397
Periodicals	62	60	66	62	65								315
Compact Discs	48	47	63	64	61								283
Audio Cassettes	12	16	14	25	14								81
Audio Kits	54	52	46	38	54								244
Puzzles	29	41	45	39	35								189
Games	21	27	29	12	24								113
Audio Books	4	9	10	5	5								33
Video Fiction	381	378	423	401	402								1,985
Video Non Fiction	65	78	90	83	76								392
DVD	0	0	0	0	0								0
CD ROMs	0	0	1	1	4								6
<b>SUB TOTAL</b>	<b>2,915</b>	<b>3,056</b>	<b>3,083</b>	<b>2,960</b>	<b>2,806</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,820</b>
<b>ADULT</b>													
Non Fiction	328	299	282	277	248								1,434
Fiction	414	364	376	361	375								1,890
Large Type	97	93	148	100	197								635
Foreign Language Non Fiction	11	20	14	14	7								66
Foreign Language Fiction	2	6	6	4	4								22
High School	1	0	6	2	3								12
Periodicals	163	148	185	181	138								815
Pamphlets	0	0	0	0	0								0
Compact Discs	446	460	448	476	507								2,337
Audio Cassettes	24	17	17	24	18								100
Puzzles	7	6	7	3	5								28
Pictures	0	0	0	2	3								5
Audio Books	32	21	42	57	59								211
CD ROMs	0	3	4	1	3								11
Video Fiction	405	406	444	419	418								2,092
Video Non Fiction	54	67	84	71	82								358
DVD	0	1	1	0	0								2
Misc. Formats	1	3	3	2	1								10
<b>SUB TOTAL</b>	<b>1,985</b>	<b>1,914</b>	<b>2,067</b>	<b>1,994</b>	<b>2,068</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,028</b>
Supersedes													0
<b>GRAND TOTAL</b>	<b>4,900</b>	<b>4,970</b>	<b>5,150</b>	<b>4,954</b>	<b>4,874</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24,848</b>

Out of Service (days) 1  
 Out of Service Description snow

## Main/Mobile Combined 2000

CHILDREN	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Non Fiction	5,292	5,622	5,675	4,991	4,033	0	0	0	0	0	0	0	25,613
Fiction	11,234	11,537	12,418	9,986	8,787	0	0	0	0	0	0	0	53,962
Foreign Language Non Fiction	52	61	69	54	46	0	0	0	0	0	0	0	282
Foreign Language Fiction	242	227	310	215	178	0	0	0	0	0	0	0	1,172
Periodicals	191	211	210	156	148	0	0	0	0	0	0	0	916
Compact Discs	395	416	463	410	386	0	0	0	0	0	0	0	2,070
Audio Cassettes	259	269	256	204	222	0	0	0	0	0	0	0	1,210
Audio Kits	443	413	452	323	283	0	0	0	0	0	0	0	1,914
Puzzles	389	384	391	293	300	0	0	0	0	0	0	0	1,757
Games	115	110	112	69	70	0	0	0	0	0	0	0	476
Audio Books	200	143	209	168	144	0	0	0	0	0	0	0	864
Video Fiction	3,157	3,089	3,399	2,980	2,844	0	0	0	0	0	0	0	15,469
Video Non Fiction	1,204	1,404	1,447	1,251	1,050	0	0	0	0	0	0	0	6,356
DVD	29	34	64	54	63	0	0	0	0	0	0	0	244
CD ROMs	633	693	779	681	676	0	0	0	0	0	0	0	3,462
<b>SUB TOTAL</b>	<b>23,835</b>	<b>24,613</b>	<b>26,254</b>	<b>21,835</b>	<b>19,230</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>115,767</b>
<b>ADULT</b>													
Non Fiction	10,444	10,883	11,887	11,367	9,662	0	0	0	0	0	0	0	54,243
Fiction	7,047	6,921	7,529	7,027	7,126	0	0	0	0	0	0	0	35,650
Large Type	919	848	1,000	911	1,039	0	0	0	0	0	0	0	4,717
Foreign Language Non Fiction	159	197	175	175	158	0	0	0	0	0	0	0	864
Foreign Language Fiction	452	369	424	365	404	0	0	0	0	0	0	0	2,014
High School	104	133	168	110	130	0	0	0	0	0	0	0	645
Periodicals	2,238	2,294	2,557	2,394	2,228	0	0	0	0	0	0	0	11,711
Pamphlets	15	10	39	32	17	0	0	0	0	0	0	0	113
Compact Discs	5,065	5,176	5,897	5,306	5,261	0	0	0	0	0	0	0	26,705
Audio Cassettes	369	357	368	393	329	0	0	0	0	0	0	0	1,816
Puzzles	23	14	15	9	12	0	0	0	0	0	0	0	73
Pictures	69	50	71	61	79	0	0	0	0	0	0	0	330
Audio Books	1,600	1,564	1,703	1,699	1,677	0	0	0	0	0	0	0	8,243
CD ROMs	183	181	190	169	160	0	0	0	0	0	0	0	883
Video Fiction	8,691	7,894	8,580	7,415	7,108	0	0	0	0	0	0	0	39,688
Video Non Fiction	3,432	3,607	3,869	3,235	2,913	0	0	0	0	0	0	0	17,056
DVD	577	541	556	689	788	0	0	0	0	0	0	0	3,151
Misc. Formats	64	38	48	35	34	0	0	0	0	0	0	0	219
<b>SUB TOTAL</b>	<b>41,451</b>	<b>41,077</b>	<b>45,076</b>	<b>41,392</b>	<b>39,125</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>208,121</b>
Supersedes	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>65,286</b>	<b>65,690</b>	<b>71,330</b>	<b>63,227</b>	<b>58,355</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>323,888</b>
Self Check	1,826	2,240	2,080	1,819	1,550	0*	0	0	0	0	0	0	9,515
Days Closed/Out of Service	0	2/3—1	0	0	0	0	0	0	0	0	0	0	1

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

## XIII

## REGISTRATION SERVICES REPORT FOR MAY 2000

## I. LIBRARY CARD REGISTRATION SERVICES

<u>May 1999</u>	<u>April 2000</u>	<u>April 2000</u>	<u>Year to Date</u>		<u>Year to Date</u>
			<u>1999</u>	<u>2000</u>	<u>% Change</u>
998	714	564	4,048	3,516	(- 13.1%)
A.	New Cards			142	
B.	Renewals			351	
C.	Non-Resident Cards			1	
D.	Off-line Library Cards			70	
	Total			564	

## II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	1,200
2.	Number of Meeting Room Uses	40
3.	Cab cards and Other Registrations	7
4.	LAN Discs Sold	2
	(Year to Date - 13)	
5.	Computer Room	256
6.	Reading Edge Users	0
	Total	1,505

## III. TOTAL NUMBER OF REGISTERED BORROWERS

April 1999	34,196	(64.0% of Population)
April 2000	37,021	(69.3% of Population)

## CIRCULATION REPORT FOR MAY 2000

Page 2

## PATRON ATTENDANCE COUNT

<u>May 1999</u>	<u>April 2000</u>	<u>May 2000</u>	Year to Date <u>1999</u>	Year to Date <u>2000</u>	<u>% Change</u>
25,169	26,560	24,760	132,286	137,468	3.8%

## RECIPROCAL BORROWING

(Materials Lent)

	May 1999	May 2000	<u>% Change</u>
NSLS	6,736	7,658	12.0%
OTHER SYSTEMS	1,294	1,644	21.2%
TOTAL	8,030	9,302	13.7%

## INTERLIBRARY LOAN

Sent	1,206
Received	274

## May 2000 Holdings

	Last Month	This Month	Change	Percent Change
Books	184,792	185,965	1173	0.6%
Audio	15,981	16,235	254	1.6%
Video	10,485	10,566	81	0.8%
Puzzles and Games	693	666	-27	-3.9%
Realia	234	234	0	0.0%
Pamphlets	1,337	1,337	0	0.0%
=====				
Total	213,522	215,003	1481	0.7%

USAGE STATISTICS FOR ONLINE REFERENCE PRODUCTS  
MAY 2000

Britannica	124
College Source Online	NA
Des Plaines Public Library Homepage	13,936
Electric Library	NA
First Search	118
Info Trac	1457
Library Catalog (access via dialup, telenet or remote)	NA
Newsbank (Chicago Tribune)	193
News Illinois	33
Novelist	128
SIRS (Online database of articles on social issues)	209
UMI (Chicago Sun Times, New York Times, Wall Street Journal)	116
Total Searches & Queries	16,314

DES PLAINES PUBLIC LIBRARY  
ADULT PATRON ASSISTANCE  
MAY 2000

Assistance	<u>Number</u>	<u>Total</u>
1. Equipment repair and assistance	209	
2. Tax forms	10	
3. Directional questions	103	
4. Item retrieval by library pages	108	
5. Audio visual inquiries	371	
Total		801
Reference Services		
1. Specific item request	1,034	
2. Ready reference	571	
3. Material searching	236	
4. Referrals to other libraries	18	
5. Reader's Advisory	19	
Total		1,878
GRAND TOTAL		2,679



CHILDREN'S PATRON ASSISTANCE  
MAY 2000

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Computer Sign-up	755	
2. Program Sign-up	0	
3. Equipment Repair & Assistance	343	
4. Directional Questions	333	
5. ILL & Patron Holds	21	
Total		1,452

<u>In-House Circulation</u>	<u>Number</u>	
1. Train Sets	710	
2. Periodicals	3	
3. Textbooks	0	
4. Reserve Books	13	
Total		726

<u>Reference</u>	<u>Number</u>	
1. Specific Item Request	367	
2. Reference	461	
3. Reader's Advisory	29	
4. Referrals to Other Libraries	8	
Total		865

GRAND TOTAL 3,043

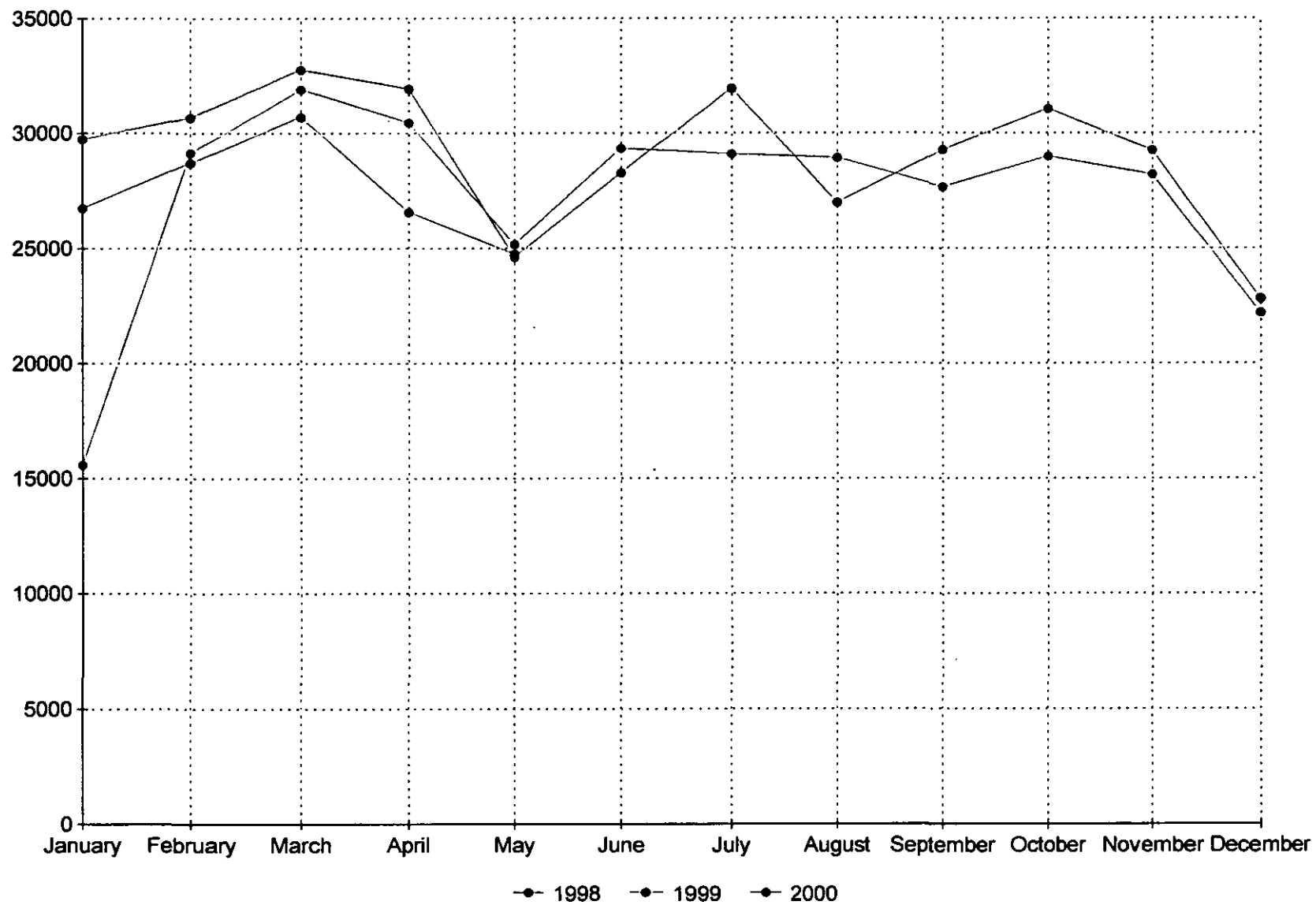
Number of individuals using the Local Computer Network = 2,436

DES PLAINES PUBLIC LIBRARY  
MEETING ROOM MAY 2000

	<u>Times Used</u>	<u>Attendance</u>
Ad Hoc Committee Meeting	1	4
Adult Services Departmental Meeting	1	7
Building Transition Team	2	20
Ceremonial Moving Advisory Committee	2	21
Concern Committee	3	29
Finance Committee	1	7
Friends of the Library	1	25
Fundraising Preview Party Committee	1	6
Grand Opening Advisory Committee	1	9
Illinois Century Network	1	3
Library Board Meeting	1	20
Lohan Associates	1	6
NSLS Mentoring Program	1	2
Mobile Library On-Line Meeting	1	3
Orientation Committee	1	18
PC Trouble Shooting	1	10
Page Meeting	1	3
Poetry Brainstorming	1	10
Program Committee	2	18
Staff Kitchen Committee	2	14
Technical Services Meeting	2	16
Timeline Committee	1	14
Wireless Meeting	1	5
Total	30	270

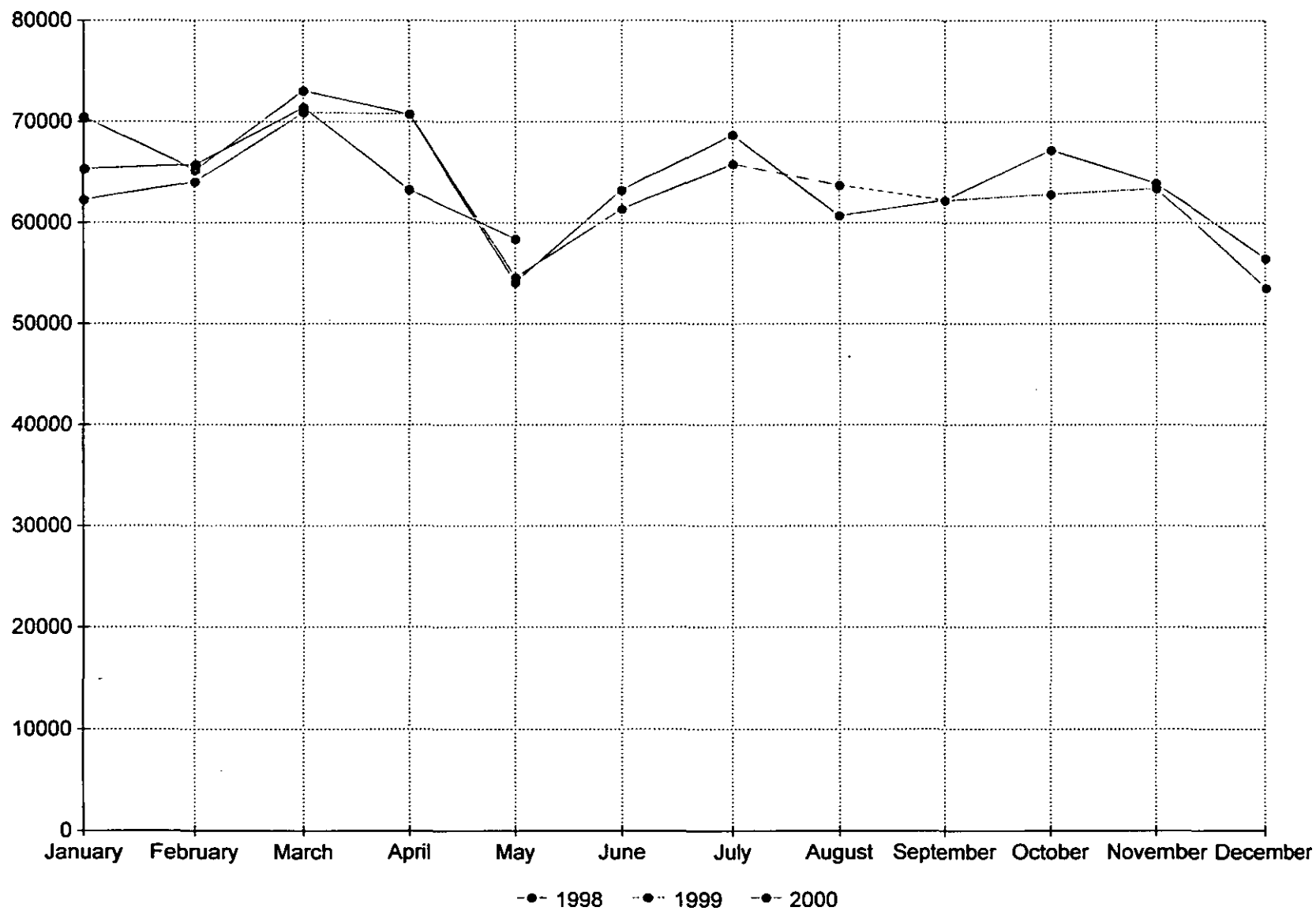
# Patron Attendance

May 2000



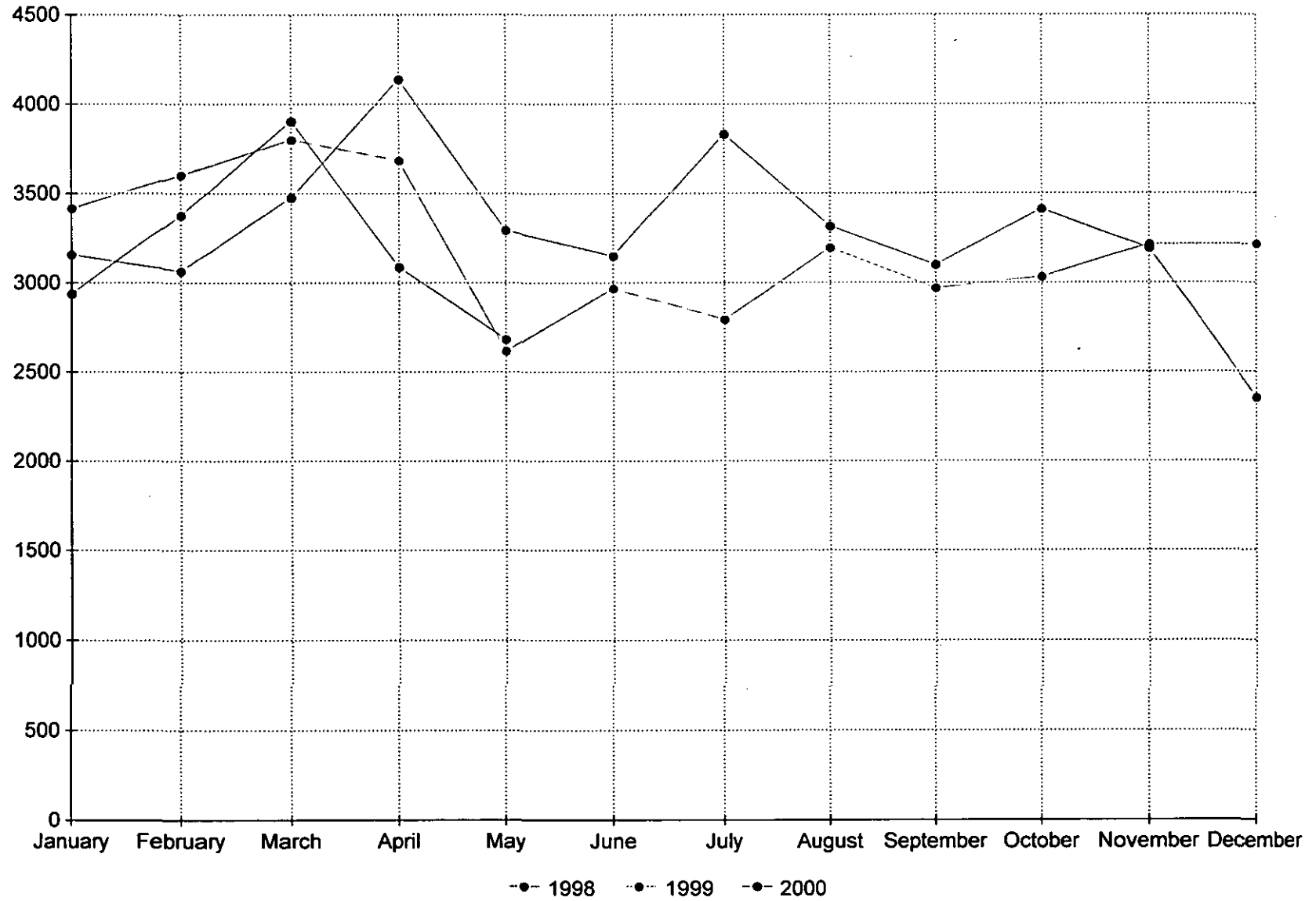
### Circulation Statistics

Items Circulated Per Month By Year



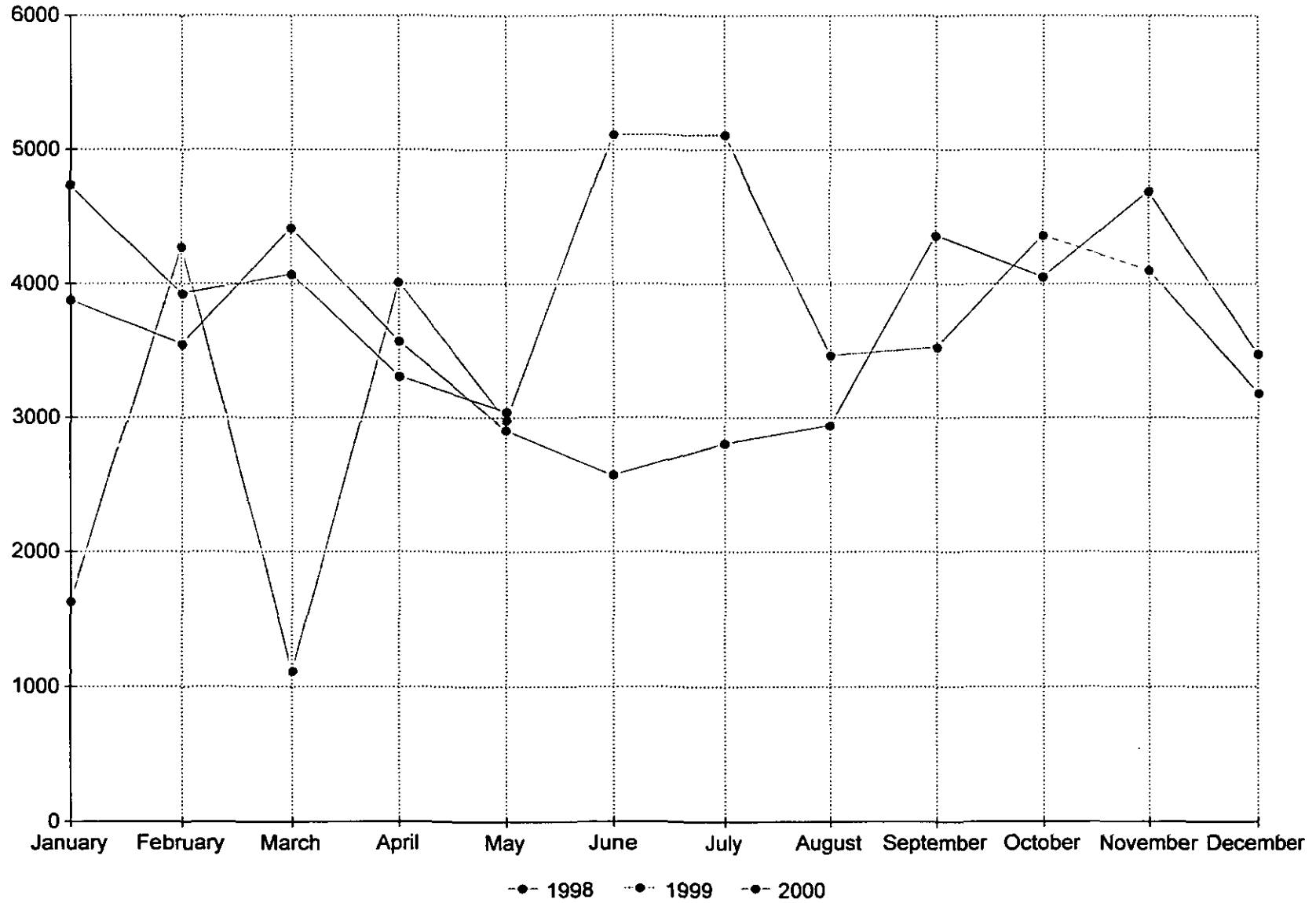
# Adult Patron Assistance

May 2000



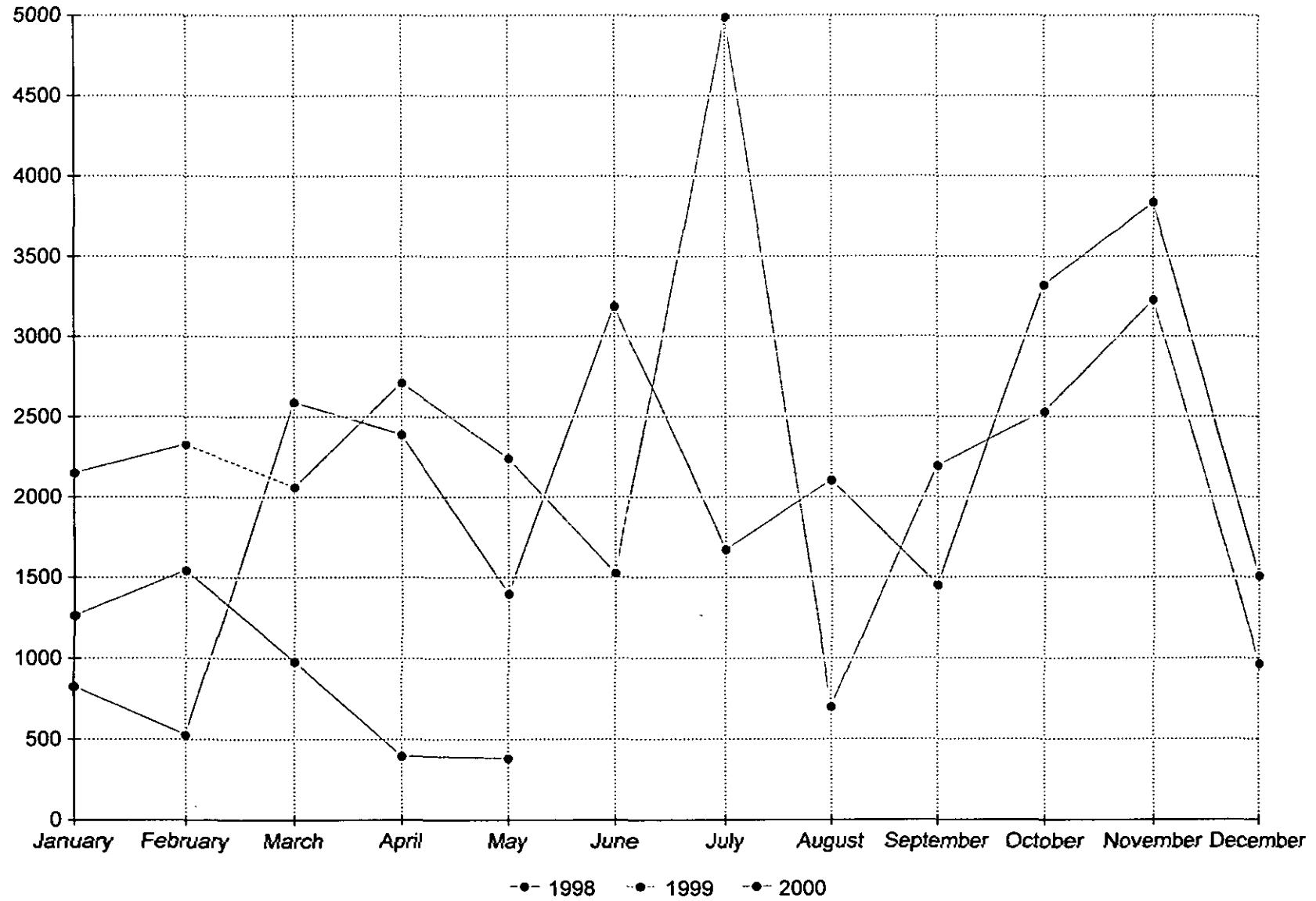
# Children's Patron Assistance

May 2000



# Meeting Room Attendance

May 2000



Floyd Anderson, 01:08 PM 5/30/00 , Your Support

Return-Path: <fanderson@lohan.com>  
X-Sender: fdanderson@mail.lohan.com  
Date: Tue, 30 May 2000 13:08:55 -0500  
To: SNorlin@DesPlaines.lib.il.us  
From: Floyd Anderson <fanderson@lohan.com>  
Subject: Your Support  
Cc: "Barnes, Michael" <mbarnes@lohan.com>, <vcaporale@lohan.com>,  
"Brightfield, Dawn" <dbrightfield@lohan.com>,  
"Stolt, Carol" <CStolt@lohan.com>

Sandra:

As you probably heard, we were recently awarded the design services for Orland Park's new library. I just wanted to thank you as well as Eldon and the rest of the Library Board for your support and kind words about our firm. We have all enjoyed working with you the last two years. All of us are excited about and proud of your new Library in Des Plaines and are looking forward to it's opening (probably not as much as you). Thank you again on behalf of Dirk, Michael, Vince, Dawn, Carol and myself.

Sincerely,

Floyd

Floyd D. Anderson, AIA  
Principal  
LOHAN ASSOCIATES

225 N. Michigan Ave., #800  
Chicago, Illinois 60601  
e-mail: fdanderson@lohan.com  
web site: <http://www.lohan.com>  
312 938 4455 Fax 938 0929



# NIGHT OWL

## REFERENCE SERVICE



March 2000

Total number calls =995

15 Antioch Public Library	31 Mt Prospect Public Library
51 Arlington Heights Memorial Library	11 Nppersink Public Library
29 Barrington Area Public Library	29 Northbrook Public Library
19 Bartlett Public Library	20 Oswego Public Library
16 Bedford Park Public Library	16 Palatine Public Library
26 Bellwood Public Library	20 Park Ridge Public Library
14 Bridgeview Public Library	14 Prospect Heights Public Library
15 Coal City Public Library	18 Riverside Public Library
31 Des Plaines Public Library	15 Rolling Meadows Public Library
32 Elmhurst Public Library	15 St. Charles Public Library
24 Elk Grove Village Public Library	38 Schaumburg Township Public Library
57 Elmhurst Public Library	63 Skokie Public Library
14 Fossil Ridge Public Library	26 Vernon Area Public Library
16 Fremont Public Library	20 Villa Park Public Library
46 Glenview Public Library	14 Warrenville Public Library
31 Highland Park Public Library	18 Wauconda Public Library
24 Indian Trails Public Library	19 Westchester Public Library
30 Lake Forest Public Library	15 Wood Dale Public Library
13 Lincolnwood Public Library	35 Woodstock Public Library
26 Lisle Library District	

### SAMPLE QUESTIONS

Are medical records immediately available to police?  
 Number of conscientious objectors during WWII  
 Copy of an IRS form  
 Amount of sleep required for an 11-13 year old  
 Meaning of 'black Irish'  
 Is silk a good hot weather fabric?  
 Who was the first woman admitted to the bar?  
 Number of hang gliding fatalities  
 Definition of Klezmer music  
 List of celebrities who died of AIDS  
 Are there poisonous plants in Hawaii?  
 Address and phone for World Wildlife Fund  
 Composition of the new Sacajawea coin  
 U.S. corporations with offices in Malaysia  
 Can parents be held responsible for a child's criminal act?  
 Information on National Organization for Women  
 When are the space shuttles in 2000?

**FYI—Night Owl was closed on March 14 due to unexpected phone problems at the library. We apologize for the inconvenience.**

*Marilyn Uselmann*  
 Marilyn Uselmann  
 Head, Night Owl



## OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

**ILLINOIS STATE LIBRARY**  
300 South Second Street  
Springfield, Illinois 62701-1796

June 2, 2000

Ms. Roberta Johnson  
Des Plaines Public Library  
841 Graceland Avenue  
Des Plaines, IL 60016-6472

Dear Ms. Johnson:

By now you should have received a letter from Secretary of State and State Librarian, Jesse White, awarding your library a grant totaling \$15,150.00. I join the Secretary in congratulating you on your accomplishment, and applaud your efforts in developing this grant.

To accept your grant, please sign and return the enclosed acceptance form. This form must be received by the Illinois State Library prior to June 30, 2000, in order for your library to receive funding. Upon receipt of the acceptance form, the Illinois State Library will send you information regarding the grant reporting requirements. Please note the funds awarded under this program are reimbursed after they have been expended or encumbered by the agency receiving the grant.

While I know you are anxious to share the good news with your library's community, this information must not be released for the time being. The Illinois State Library received a number of requests for Library Services and Technology Act grants, and all applicants must be notified before the grant recipients can be announced. When this process is completed, Secretary White's press office will contact your local media.

If you have any questions, please contact either your monitor (Mary Downing) or the Library Development Group at 1-800-665-5576 ex 1.

Sincerely,

A handwritten signature in cursive script that reads "Jean Wilkins".

Jean Wilkins  
Director, Illinois State Library

JW:ldg



## OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

June 2, 2000

Ms. Roberta Johnson  
Des Plaines Public Library  
841 Graceland Avenue  
Des Plaines, IL 60016-6472

Dear Ms. Johnson:

Congratulations! It is with great pleasure that I award your library a Federal FY2001 Library Services and Technology Act five-month grant, totaling \$15,150.00. These grants are administered by the Illinois State Library, a division of the Secretary of State's Office, using federal funds awarded by the Institute for Museums and Library Services.

This is my pleasure as Secretary of State and State Librarian to award grants under LSTA and I am delighted with the response to this grant offering. I was impressed with your grant proposal. It demonstrates a commitment to providing new and innovative library services in order to fulfill the changing needs of your patrons. I am confident that through projects such as yours, Illinois libraries will continue to be leaders in service to their communities.

Again, my sincere congratulations to you, and best wishes for the continued growth and success of your library.

Sincerely,

A handwritten signature in cursive script that reads "Jesse White".

JESSE WHITE  
Secretary of State  
and State Librarian

JW:isl

ILLINOIS STATE LIBRARY  
FY2001 LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)  
FIVE MONTH  
ACCEPTANCE SHEET

01-402

The undersigned library accepts and agrees to the following, in regard to the award of a grant by the Illinois State Library, a division of the Secretary of State's Office.

1. All funds received, as part of this grant will not draw interest.
2. The equipment will be maintained for a period of at least five years (located in the library).
3. There will be no charge for the use of the equipment during the grant time frame.
4. Library agrees to all laws, rules, and regulations that govern Library Services and Technology Act funds as administered by the State of Illinois.
5. All reports will be filed in accordance with a provided manual.
7. All funds awarded under this grant must be expended or encumbered between July 1, 2000, and September 30, 2000. Encumbered funds must be expended by the library prior to November 15, 2000.
7. Failure to file required reports or to expend all grant funds may result in not being awarded future grants by the Illinois State Library.

Signature

*Charles K. Nulin*

(name of employee/board member authorized to sign)

Title

*LIBRARY ADMINISTRATOR*

(of employee/board member)

Agency

*DES PLAINES PUBLIC LIBRARY*

(legal name of library)

Date

*6.5.00*

(date)

**DUE TO THE ILLINOIS STATE LIBRARY PRIOR TO JUNE 30, 2000**

Return to:

LSTA Program  
Illinois State Library  
300 South Second Street  
Springfield, Illinois 62701-1796

Receipt of this acceptance sheet assures that funding will be awarded contingent upon availability of federal funding and the filing of all required reports.

ISL 6/2/00

**Library Comparisons based on 1996-1999 Annual Reports  
(Niles-54,338; Des Plaines-53,414; Mount Prospect-53,168;  
Park Ridge-37,075; Elk Grove Village-33,429)**

<b>Budget</b>	<b>1996</b>	<b>1997</b>	<b>1998</b>	<b>1999</b>
Niles	\$2,902,383	\$4,490,651	\$9,518,011	\$3,895,288
Mount Prospect	\$3,150,100	\$3,380,651	\$3,030,813	\$3,139,496
Park Ridge	\$2,630,522	\$2,899,365	\$3,044,226	\$3,089,897
Des Plaines	\$2,422,889	\$2,611,941	\$2,746,558	\$2,991,773
Elk Grove Villag	\$2,368,713	\$2,671,391	\$2,724,387	\$2,912,637

<b>Levy Rate</b>	<b>1996</b>	<b>1997</b>	<b>1998</b>	<b>1999</b>
Park Ridge	0.2960	0.3060	0.3210	0.3480
Niles	0.2610	0.3110	0.3180	0.3260
Mount Prospect	0.2910	0.2920	0.2810	0.2970
Des Plaines	0.1860	0.1780	0.1870	0.2020
Elk Grove Villag	0.1905	0.1730	0.1730	0.1760

<b>Cost Per Capita</b>	<b>1996</b>	<b>1997</b>	<b>1998</b>	<b>1999</b>
Elk Grove Villag	\$70.86	\$79.91	\$81.50	\$87.13
Park Ridge	\$84.97	\$91.18	\$81.75	\$84.68
Niles	\$53.41	\$82.64	\$175.16	\$71.69
Mount Prospect	\$49.48	\$54.53	\$57.26	\$58.12
Des Plaines	\$45.36	\$48.90	\$51.42	\$56.01

<b>Circulation per Capita</b>	<b>1996</b>	<b>1997</b>	<b>1998</b>	<b>1999</b>
Park Ridge	18.3	18.3	19.1	18.2
Elk Grove Villag	17.6	17.8	17.8	17.2
Des Plaines	12.5	13.2	13.5	14.5
Mount Prospect	15.6	12.7	11.3	13.0
Niles	12.4	12.4	12.7	12.0

<b>Staff (FTE)</b>	<b>1996</b>	<b>1997</b>	<b>1998</b>	<b>1999</b>
Niles	50.3	55.3	58.1	65.7
Mount Prospect	54.9	57.7	59.9	56.5
Park Ridge	49.0	49.0	51.1	49.8
Des Plaines	41.9	41.8	44.6	48.1
Elk Grove Villag	31.9	40.2	32.9	35.5

<b>Materials Expenditures</b>	<b>1996</b>	<b>1997</b>	<b>1998</b>	<b>1999</b>
Niles	\$433,412	\$338,153	\$594,740	\$544,631
Park Ridge	\$397,296	\$403,382	\$461,435	\$509,286
Des Plaines	\$442,017	\$515,001	\$441,761	\$499,021
Mount Prospect	\$469,500	\$516,087	\$461,968	\$454,981
Elk Grove Villag	\$396,441	\$423,850	\$424,522	\$443,108

<b>Collection Size</b>	<b>1996</b>	<b>1997</b>	<b>1998</b>	<b>1999</b>
Mount Prospect	325,915	344,469	355,825	368,773
Elk Grove Village	204,120	219,457	234,110	245,569
Park Ridge	232,415	236,595	243,579	245,120
Niles	197,019	196,018	206,754	221,617
Des Plaines	205,393	178,822	187,002	200,789

<b>Circulation</b>	<b>1996</b>	<b>1997</b>	<b>1998</b>	<b>1999</b>
Des Plaines	666,666	703,240	720,606	776,872
Niles	827,531	677,175	599,359	690,664
Mount Prospect	677,918	679,918	706,847	673,336
Park Ridge	674,934	673,866	687,534	652,474
Elk Grove Village	589,975	596,172	595,390	574,123

<b>Cost Per Item Circulated</b>	<b>1996</b>	<b>1997</b>	<b>1998</b>	<b>1999</b>
Niles	\$3.51	\$6.63	\$15.88	\$5.64
Elk Grove Village	\$4.01	\$4.48	\$4.58	\$5.07
Park Ridge	\$4.65	\$4.97	\$4.29	\$4.66
Mount Prospect	\$3.95	\$4.12	\$4.22	\$3.98
Des Plaines	\$3.63	\$3.71	\$3.81	\$3.85

<b>Borrowers as % of Population</b>	<b>1996</b>	<b>1997</b>	<b>1998</b>	<b>1999</b>
Mount Prospect	82%	89.5%	84.6%	89.9%
Park Ridge	77%	83.5%	84.3%	85.7%
Elk Grove Village	90%	91.5%	96.7%	73.6%
Des Plaines	70%	68.0%	68.5%	65.5%
Niles	52%	50.9%	68.9%	55.0%

<b>Items Circulated per FTE</b>	<b>1996</b>	<b>1997</b>	<b>1998</b>	<b>1999</b>
Elk Grove Village	18,495	14,830	18,097	16,172
Des Plaines	15,911	16,824	16,157	16,151
Park Ridge	13,835	13,876	13,833	13,521
Mount Prospect	15,073	11,736	10,006	12,224
Niles	13,418	12,186	11,834	9,931

<b>Materials as % of Budget</b>	<b>1996</b>	<b>1997</b>	<b>1998</b>	<b>1999</b>
Des Plaines	18%	20%	16%	17%
Park Ridge	13%	12%	15%	16%
Elk Grove Village	17%	16%	16%	15%
Mount Prospect	18%	18%	15%	15%
Niles	15%	8%	6%	14%

Niles entries marked in red indicate the presence of construction funds added to operating budget.

# NIGHT OWL

## REFERENCE SERVICE



May 2000

Total number calls =880

13 Antioch Public Library  
 53 Arlington Heights Memorial Library  
 11 Aurora Public Library  
 16 Barrington Area Public Library  
 10 Bartlett Public Library  
 11 Bedford Park Public Library  
 26 Bellwood Public Library  
 13 Bridgeview Public Library  
 13 Coal City Public Library  
 20 Des Plaines Public Library  
 43 Elmhurst Public Library  
 23 Elk Grove Village Public Library  
 30 Elmhurst Public Library  
 11 Fossil Ridge Public Library  
 11 Fremont Public Library  
 37 Glenview Public Library  
 40 Highland Park Public Library  
 16 Indian Trails Public Library  
 33 Lake Forest Public Library  
 12 Lincolnwood Public Library

26 Lisle Library District  
 15 Mt Prospect Public Library  
 10 Nippersink Public Library  
 18 Northbrook Public Library  
 17 Oswego Public Library  
 17 Palatine Public Library  
 22 Park Ridge Public Library  
 12 Prospect Heights Public Library  
 16 Riverside Public Library  
 13 Rolling Meadows Public Library  
 14 St. Charles Public Library  
 38 Schaumburg Township Public Library  
 60 Skokie Public Library  
 37 Vernon Area Public Library  
 17 Villa Park Public Library  
 15 Warrenville Public Library  
 13 Wauconda Public Library  
 13 Westchester Public Library  
 10 Wood Dale Public Library  
 12 Woodstock Public Library

### SAMPLE QUESTIONS

Obituary for Florence Nightingale  
 Storm door manufacturers/evaluations  
 Recipe for lemon sauce  
 Equivalent title in Royal Air Force for a 2<sup>nd</sup> Lieutenant in US Air Force  
 How to harvest rhubarb  
 Employee rights regarding background checks  
 How long can you safely freeze fish  
 Telephone number for Fossil Rock Campground  
 Racing schedule for Arlington Park  
 Growing conditions for hyacinths  
 Caffeine content of coffee vs tea  
 Costs for air travel to Egypt, Israel and Jordan  
 Companies that do tests on animals  
 How to make a gin/tonic

**NOTE: NIGHT OWL WAS UNEXPECTEDLY CLOSED MAY 18 DUE TO POWER OUTAGE AS A RESULT OF THE STORM. WE ARE SORRY FOR THE INCONVENIENCE.**

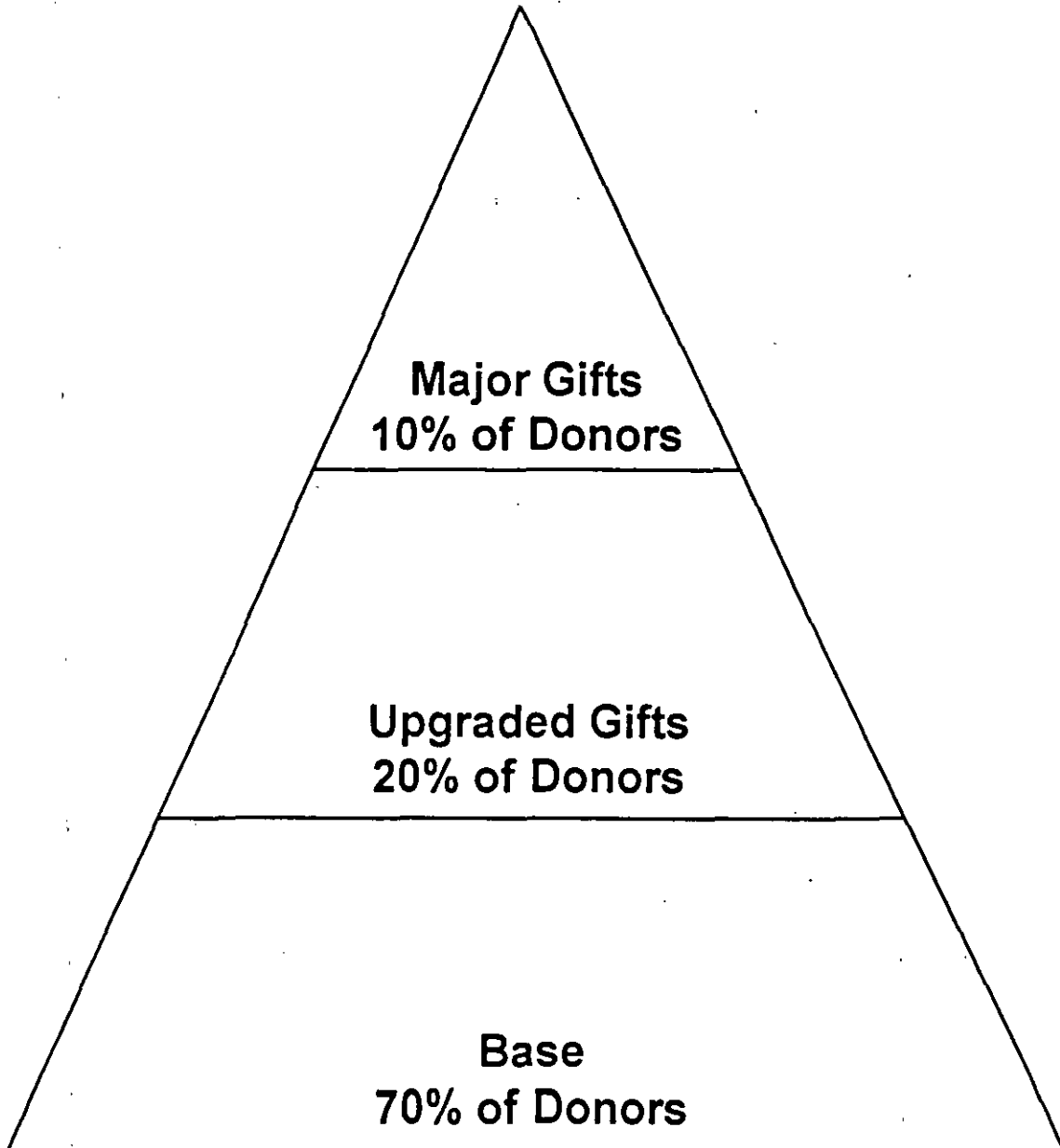
*Marilyn Uselmann*  
 Marilyn Uselmann  
 Head, Night Owl



# **STRATEGIES FOR THE ANNUAL FUND**

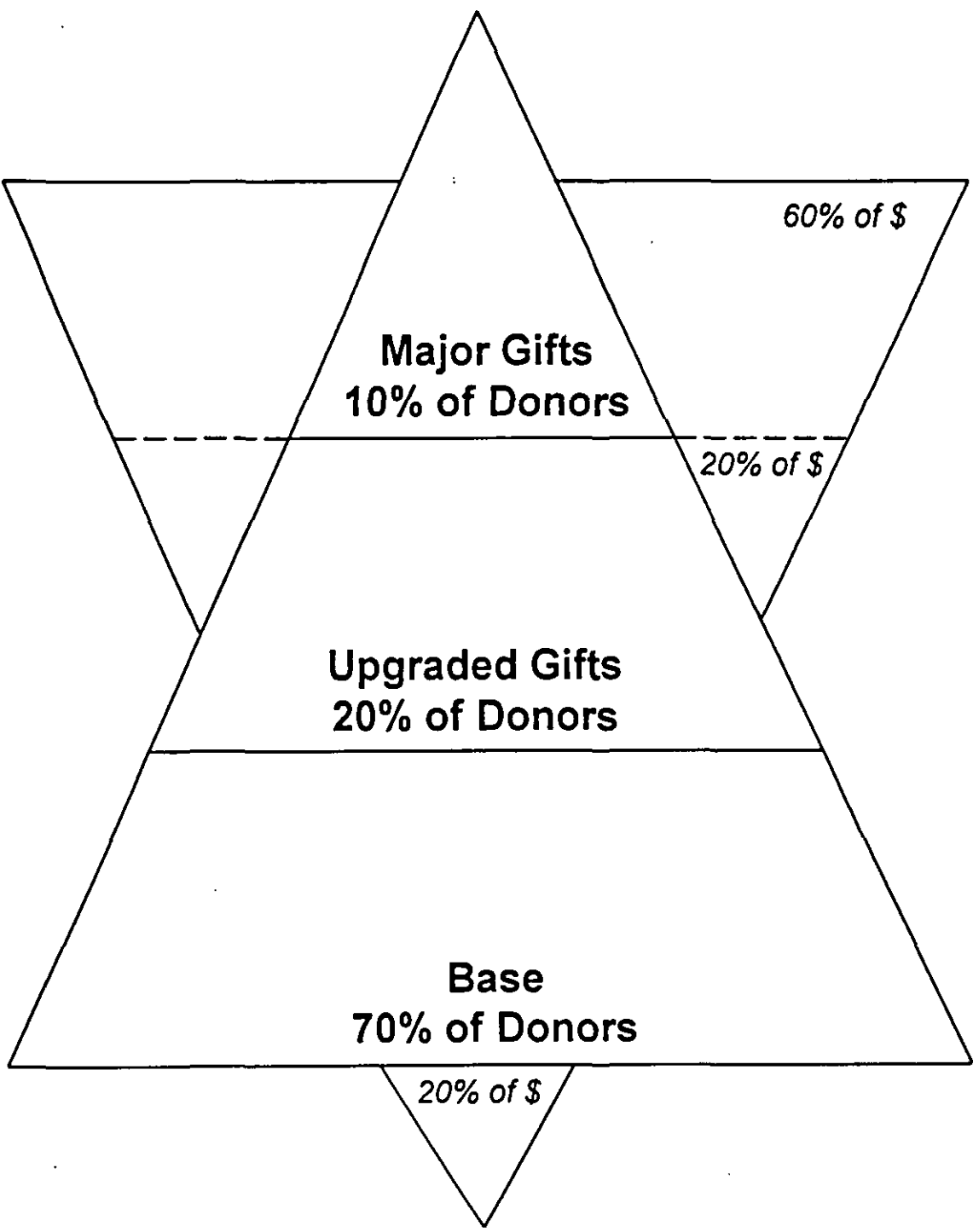
- 1. Direct mail**
- 2. Phone appeals**
- 3. Personal solicitation of major gifts**
- 4. Recognition groups**
- 5. Challenge gifts**
- 6. Grant proposals**
- 7. Special events**

# PROFILE OF THE ANNUAL FUND (1)





# PROFILE OF THE ANNUAL FUND (2)



## THE GIFT RANGE CHART AND THE ANNUAL FUND

10%	of the donors	=	60%	of the \$
20%	of the donors	=	20%	of the \$
<u>70%</u>	of the donors	=	<u>20%</u>	of the \$
100%			100%	

 The Fund Raising School Center on Philanthropy

# ANNUAL FUND GIFT RANGE CHART

## \$60,000 GOAL

Gift Range - \$	# of Gifts	# of Prospects	\$ per Range
3,000	2	10 (5:1)	6,000
1,500	4	20 (5:1)	6,000
750	12	48 (4:1)	9,000
500	18	72 (4:1)	9,000
250	24	72 (3:1)	6,000
<i>10% of donors</i>			<i>60% of goal</i>
100	120	360 (3:1)	12,000
<i>20% of donors</i>			<i>20% of goal</i>
under 100 (average gift \$30)	400	800 (2:1)	12,000
<i>70% of donors</i>			<i>20% of goal</i>



# ANNUAL FUND GIFT RANGE CHART

## \$100,000 GOAL

Gift Range - \$	# of Gifts	# of Prospects	\$ per Range
5,000	2	10 (5:1)	10,000
2,500	6	30 (5:1)	15,000
1000	18	72 (4:1)	18,000
500	34	136 (4:1)	17,000
<i>10% of donors</i>			<i>60% of goal</i>
250	48	144 (3:1)	12,000
100	80	240 (3:1)	8,000
<i>20% of donors</i>			<i>20% of goal</i>
under 100	412	824 (2:1)	20,000
<i>70% of donors</i>			<i>20% of goal</i>

# ANNUAL FUND GIFT RANGE CHART

## \$500,000 GOAL

Gift Range - \$	# of Gifts	# of Prospects	\$ per Range
25,000+	2	10 (5:1)	50,000
10,000	4	20 (5:1)	40,000
2,500	18	72 (4:1)	45,000
1,000	30	120 (4:1)	30,000
500	110	330 (3:1)	55,000
250	320	960 (3:1)	80,000
<i>10% of donors</i>			<i>60% of goal</i>
100	1,000	3,000 (3:1)	100,000
<i>20% of donors</i>			<i>20% of goal</i>
under 100	3,334	6,668 (2:1)	100,000
<i>70% of donors</i>			<i>20% of goal</i>

## ANNUAL FUND GIFT RANGE CHARTS

Gift range charts are statistical representations of patterns of giving in fund raising campaigns. They are used in annual giving programs as well as major campaigns (capital, endowment, and/or comprehensive campaigns). There are four basic functions of the gift range chart:

1. As a planning instrument to determine the pattern of giving that will result in a successful campaign
2. As a tool for testing and measuring the availability of donor prospects at specific gift levels
3. As a device to raise the giving sights of donors and prospects
4. As a means of evaluating the fund raising effort during implementation and at the conclusion of the program --i.e., how did the outcome relate to our plans.

In preparing a gift range chart for planning, as well as for prospect identification and evaluation, the following principles should be used:

1. The first two gifts should equal 10% of the goal, or 5% each.
2. The next four gifts equal an additional 10% of the goal.
3. The chart is flexibly developed beyond this point, depending on available prospects, gift history, and the key factors of linkage, ability, and interest.
4. The prospect to donor ratio begins at the top level at 5:1 and gradually reduces to 2:1.
5. The gift range chart as a tool for the annual fund is most effective with goals of \$25,000 and above.

Remember that gift range charts begin in mechanical fashion, as tools to chart the number of gifts and prospective donors needed to reach the dollar goal. The major principle to keep in mind in the actual fund raising is flexibility: you might need to manipulate some gift ranges, and number of gifts in the ranges, to be in line with your constituency and its giving patterns and/or potential.

## PREPARING A GIFT RANGE CHART

The following exercise can be used for a step-by-step preparation of an annual fund gift range chart:

1. Select a round figure for the campaign goal, one easily divisible by 10. For this exercise, use the annual fund goal of \$60,000.
2. The first two gifts equal 10% of the goal, or 5% each.  
 10% of \$60,000 = \$6,000  
 5% of each = \$3,000
3. First level of gift range is \$3,000.
4. Use prospect-to-donor ratio of 5:1. Show a plus sign to indicate that larger gifts are possible and welcome.

<u>Gift range</u>	<u># gifts</u>	<u># prospects</u>	<u>Gift \$ in range</u>	<u>Cum gift total</u>
\$3,000	2	10	\$6,000	\$6,000

5. For a good range of gift capability, reduce by 1/2 the dollar range for the next level.

\$1,500-2,999	4	20	\$6,000	\$12,000
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6. Again, reduce gift range dollars by 1/2 for the next level. Use a 4:1 prospect-to-donor ratio.

\$750-1,449	12	48	\$9,000	\$21,000
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7. At this level, the gift ranges begin to compress, so the dollar amount between ranges is smaller. Continue to use 4:1 prospect-to-donor ratio.

\$500-749	18	72	\$9,000	\$30,000
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8. Continue on with the gift ranges, using smaller dollar ranges, and reducing prospect-to-donor ratios of 3:1 and finally of 2:1.

\$250-499	24	72	\$6,000	\$36,000
\$100-249	120	360	\$12,000	\$48,000
Under \$100	400	800	\$12,000	\$60,000

## ANNUAL FUND GIFT RANGE CHART -- \$60,000 GOAL

Gift Range \$	# of Gifts	Cumulative # of Gifts	# of Prospects	Cumulative # of Prospects	\$ per Range	Cumulative \$	
3,000	2	2	10 (5:1)	10	6,000	6,000	
1,500	4	6	20 (5:1)	30	6,000	12,000	
750	12	18	48 (4:1)	78	9,000	21,000	
500	18	36	72 (4:1)	150	9,000	30,000	
250	24	60	72 (3:1)	222	6,000	36,000	
<i>10% of donors</i>							<i>60% of goal</i>
100	120	180	360 (3:1)	582	12,000	48,000	
<i>20% of donors</i>							<i>20% of goal</i>
Under 100 average gift \$30	400	580	800 (2:1)	1,162	12,000	60,000	
<i>70% of donors</i>							<i>20% of goal</i>



## ANNUAL FUND GIFT RANGE CHART -- \$100,000 GOAL

Gift Range \$	# of Gifts	Cumulative # of Gifts	# of Prospects	Cumulative # of Prospects	\$ per Range	Cumulative \$
5,000	2	2	10 (5:1)	10	10,000	10,000
2,500	6	8	30 (5:1)	40	15,000	25,000
1,000	18	26	72 (4:1)	112	18,000	43,000
500	34	60	136 (4:1)	248	17,000	60,000
<i>10% of donors</i>			<i>60% of goal</i>			
250	48	108	144 (3:1)	392	12,000	72,000
100	80	188	240 (3:1)	632	8,000	80,000
<i>20% of donors</i>			<i>20% of goal</i>			
Under 100	412	600	824 (2:1)	1,456	20,000	100,000
<i>70% of donors</i>			<i>20% of goal</i>			

## ANNUAL FUND GIFT RANGE CHART -- \$500,000 GOAL

Gift Range \$	# of Gifts	Cumulative # of Gifts	# of Prospects	Cumulative # of Prospects	\$ per Range	Cumulative \$
25,000+	2	2	10 (5:1)	10	50,000	50,000
10,000	4	6	20 (5:1)	30	40,000	90,000
2,500	18	24	72 (4:1)	102	45,000	135,000
1,000	30	54	120 (4:1)	222	30,000	165,000
500	110	164	330 (3:1)	552	55,000	220,000
250	320	484	960 (3:1)	1,512	80,000	300,000
<i>10% of donors</i>			<i>60% of goal</i>			
100	1,000	1,484	3,000 (3:1)	4,512	100,000	400,000
<i>20% of donors</i>			<i>20% of goal</i>			
Under 100	3,334	4,818	6,668 (2:1)	11,180	100,020	500,000
<i>70% of donors</i>			<i>20% of goal</i>			



## CAPITAL CAMPAIGN COMMITTEES

1. **Campaign Advisory Committee (study advisory committee)**
  - a. Leaders from the board and industry, business professional, civic, and other constituencies
  - b. Provides guidance for precampaign decisions
  
2. **Board Development Committee**
  - a. Board members
  - b. Provides linkage, involvement of advocacy, interest, ability
  - c. Works with CEO and board chair
  
3. **Prospect Review Committee (campaign prospect committee)**
  - a. Board members and selected Campaign Advisory Committee members
  - b. Provides guidance for selection of major gift prospects and evaluation of gift potential
  
4. **Advance Gifts Committee**
  - a. Selected board and Campaign Advisory Committee members
  - b. Seeks leadership gifts for highest levels of the gift chart before public announcement of the campaign

 The Fund Raising School Center on Philanthropy

# \$1,000,000 GIFT RANGE CHART

## Five Year Pledges

Gift Range \$	# of Gifts	# of Prospects	Range Total \$	Cumulative Total \$
150,000	1	3 - 5	150,000	150,000
100,000	1	3 - 5	100,000	250,000
50,000	3	10 - 15	150,000	400,000
25,000	5	15 - 25	125,000	525,000
10,000	10	40 - 50	100,000	625,000
5,000	20	80 - 100	100,000	725,000
2,500	70	250 - 350	175,000	900,000
below 2,500	many	many	250,000	1,000,000

1351 Evergreen Avenue  
Des Plaines, Illinois 60016  
June 13, 2000

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

Dear Sandra,

I wanted to offer my congratulations to you and your staff on the success of the Ceremonial Move of books from our "old" library to our new library. The entire day was a triumph of good planning. The route that was chosen was perfect. All the participants lined up along Prairie Avenue and Lee Street got a great kick out of being able to stand in the middle of the street while passing the books. The tee shirts were a big hit - they will make cherished souvenirs for all who participated, young and old. The check-in points worked well and assured that the crowd would be evenly spaced along the entire route. The cold drinks were a welcome treat for everyone on a warm, humid day. The sight and sound of the bagpipe band leading the crowd up Lee Street brought a lump to the throats of many. The community band was also a great treat.

Most important of all was that the day created warm memories for all who attended, especially the children. Years from now they will still be telling their friends of the day they stood elbow-to-elbow in the middle of the street with more than a thousand people and passed the books to the new library. On that day, people got a rare "hands on" opportunity to demonstrate their pride in being part of Des Plaines. In all my years in this city, I have never been part of such a universally positive and happy occasion on so large a scale. The event validated all that we have long suspected - that the people of Des Plaines love their library! The good vibrations of the day were a harbinger of what is in store for the future of the downtown redevelopment - indeed all of Des Plaines, a feeling which was not lost on all of the City officials in attendance.

Thanks again to all of you who planned so well and worked so hard to make this day such a memorable occasion.

Sincerely,

  
John M. Burke



**NORTH  
SUBURBAN  
LIBRARY  
SYSTEM**

Sarah Ann Long  
System Director

# CIRCULATION LIBRARIAN

TO: NSLS Public Library Circulation Managers

FROM: Sandy McVeigh  
North Suburban Library System

DATE: April 18, 2000

RE: RBP Statistics

Attached are the RBP statistics for March 2000. The figures listed UNDER your library are the number of items borrowed by patrons of other libraries from your library. These figures were provided to NSLS by your circulation department. You can determine the number of items borrowed from other libraries by reading ACROSS the columns. The total is on the last page.

Statistics received too late for inclusion in this report sent out to the Circulation Managers will be input on the appropriate month's form but a revised memo will not be sent.

Please send your statistics to Sandy McVeigh. We need them by the TENTH of each month. Only statistics received by the tenth of the month will be included.

Please call 847/459-1300 extension 7134 if there are any questions.

200 W. Dundee Rd.  
Wheeling, IL 60090  
708/459-1300  
FAX 708/459-0380

00-0414-096

**North Suburban Library System**  
**Reciprocal Borrowing Program**  
 March 2000

	Algonquin	Antioch	Arlington Hts	Barrington	Cary	Cook Mem.	Crystal Lk	Deerfield	Des Plaines	Dundee	Ela	Elk Grove	Evanston	Fox Lake
Algonquin			8	340	76		1,706		23	231	75	22	2	
Antioch			7			63		3	6		24		4	245
Arlington Heights	17			131		84		6	182	2	27	215	8	
Barrington	653		114		9	80	3		16	122	4,666	43	13	3
Cary	212		24	2,313		19	948	4	63	7	233			
Cook Memorial		12	18	4	1		3	117	87	4	239	2	11	
Crystal Lake	123		16	123	28	8		8	10	11	5	1	4	2
Deerfield			9	5		6			2		11		88	
Des Plaines	30	1	262	58				19		8	31	475	32	
Dundee	2,690		38	372	12		92		8		87	64		
Ela	7		100	825	6	109	16	1	23	16		34	12	
Elk Grove	6		86						33		1			
Evanston			32	37		29		74	108		1			
Fox Lake		84	34	20		86			1		58		4	
Fox River Grove	58		31	1,338	83		54			1	90			
Fremont		12	23	28		5,104	1	19	62		977	4	8	
Gail Borden	4		26	48			12		2	220	1	53	35	
Glencoe			3					13	7		11		55	
Glenview			73	10		27		98	79		2	1	6	
Grayslake	6	51	6	9	6	1,550	14	25	1	1	19		21	8
Highland Park			5			22		578	44		8	1	159	
Highwood			7					2	4				3	
Huntley	568		3	43		14	427		1	80		3	1	
Indian Trails	2		1,001	123		88		119	191	5	283	54	22	
Lake Bluff			2			319		70					15	
Lake Forest	2					284		207	12				21	
Lake Villa		300				516		7	22		25	34		224
Lincolnwood			5					5	6				61	
McHenry	14		19	109	10	103	819			6	29			
McHenry-Nunda						11	1					7		
Morton Grove			18			46		14	165				57	
Mt. Prospect			1,110	45		5			924			257	88	
Niles	2	1	41	1				7	4,007	2	32	4	43	
Northbrook			55	6		7		91	133		11			1
North Chicago				7		697		15			4		7	
Palatine			726	560	10	44	3	82	66	26	328	198	8	
Park Ridge			44	27		37		1	1,880			11	75	
Prospect Heights			448	5		26			57		6	5	11	
Rolling Meadows			383	17					10		7	33		
Round Lake		86	6	13		128					79			21
Schaumburg		3	163	75		6	1	7	130	44	11	929	7	1
Skokie			22	4		11		154	22		4		1,120	
Vernon	1		173	47		755		501	106		633	4	35	
Warren-Newport		112	14	22		2,762		54			44	2	28	4
Wauconda	12	19	16	327	6	117			1	7	605	4	8	3
Waukegan			1			1,161		23	17		20		21	
Wilmette			7			3		37	133	2	5	27	846	
Winnetka-Northfield		11	10					109	22		3		225	
Zion-Benton		20	3			184		3		1			2	
<b>Total Loaned:</b>	<b>4,407</b>	<b>712</b>	<b>5,192</b>	<b>7,092</b>	<b>247</b>	<b>14,511</b>	<b>4,100</b>	<b>2,473</b>	<b>8,666</b>	<b>796</b>	<b>8,695</b>	<b>2,487</b>	<b>3,166</b>	<b>512</b>

**North Suburban Library System**  
**Reciprocal Borrowing Program**  
 March 2000

	Fox Rvr Gro	Fremont	Gail Borden	Glencoe	Glenview	Grayslake	Highland Pk	Highwood	Huntley	Indian Trails	Lk Bluff	Lk Forest	Lk Villa	Lincolnwood
Algonquin			76		1	1			451	11				
Antioch		54				67		3		4		13	2,491	
Arlington Heights		10	5	15	104		6			2,030		9		
Barrington	120	18	4	2	1		2		2	64		2		
Cary	115		8						4	7			13	
Cook Memorial		2,241	2	6	104	116	125			64	90	510	205	
Crystal Lake	5	5	13		3				55					
Deerfield		4		12	5	1	854	4		51	2	20	16	
Des Plaines		7		26	88		4			52			3	4
Dundee			430						167	49				
Ela		237			31	2				96		8	4	
Elk Grove					19		2			16				
Evanston				158	372	2	238			105	2	37		151
Fox Lake		1			6	46							1,249	
Fox River Grove										2				
Fremont					54	474	11			63		49	85	
Gail Borden					3	1				14				
Glencoe					77		180	7		2		5		
Glenview		9	1	43		14	41	3		26		3		2
Grayslake		160			2		9	1		2	10	3	1,497	4
Highland Park		4		630				265		7	29	156	7	6
Highwood						12	861					152	1	
Huntley			43		1	3		1						
Indian Trails		34		53	213	36	72				4	2	14	5
Lake Bluff		1		9	3	6	148	1				3,802	4	
Lake Forest		1		40	12		404				181		14	
Lake Villa		60			5	465	6			2		64		
Lincolnwood		1		13	15					14				
McHenry		7			1	35				25			13	1
McHenry-Nunda													13	
Morton Grove				1	839	2	25			7				24
Mt. Prospect			1		35	7	1			73				
Niles				22	2,854	1	20			75			1	57
Northbrook				131	784		177	3		166	1	54		26
North Chicago					3	13	36	1			91	627	7	6
Palatine			3	6	111	1	19			189				
Park Ridge		6		1	92					39		12		6
Prospect Heights					16					2,945	19		17	
Rolling Meadows					1	4		4		2				
Round Lake		51	16			300				34		3	970	
Schaumburg			41		53	4				87			2	
Skokie			1	34	246		11	6		30		22		239
Vernon		236		99	163	12	234	2		1,506	3	129	4	8
Warren-Newport		82			58	2,255	24			6	11		1,144	
Wauconda		73	9		4	58				14			21	
Waukegan		34		16	3	55	25	4			10	155	50	
Wilmette				139	976		151			3		13		9
Winnetka-Northfield				928	362		58	2		22	20	8		2
Zion-Benton		8		3		29	9			2	3	218	37	
<b>Total Loaned:</b>	<b>240</b>	<b>3,344</b>	<b>653</b>	<b>2,387</b>	<b>7,720</b>	<b>4,022</b>	<b>3,753</b>	<b>307</b>	<b>679</b>	<b>7,906</b>	<b>476</b>	<b>6,076</b>	<b>7,882</b>	<b>550</b>



**North Suburban Library System**  
**Reciprocal Borrowing Program**  
 March 2000

	McHenry	McH-Nunda	Morton Grov	Mt. Prospec	Niles	Northbrook	North Chgo	Palatine	Park Ridge	Prospect Hts	Rlng Mdws	Round Lk	Schaumburg	Skokie
Algonquin				4		12		107	1		48		442	3
Antioch	7			8	4	26	3		4			63	8	
Arlington Heights			2	605	91	102		972	86	861	797	12	563	68
Barrington	1		2	16	2	18		4,219	112	80	64	5	1,452	
Cary	18			3					12				87	1
Cook Memorial	2			6	57	180	107	74	6	2		20	43	11
Crystal Lake	8			4				78	5		3	7	254	
Deerfield			22	11	131	1,133				59			35	186
Des Plaines			76	1,102	593	76		112	849	38	55		300	97
Dundee	3			10				191	3	1	13		750	2
Ela	35	3	1	32	15	33		721	21	2	25	1	76	2
Elk Grove				24	3	1		81	5	3	52		1,102	
Evanston			206	34	117	294		13	70	1			88	2,730
Fox Lake	95	18		22				4			6	1,176	71	1
Fox River Grove				4									36	
Fremont				15		78		6	35	3		193	87	10
Gail Borden				33	6	12		91			71		2,029	4
Glencoe				8	1	492			4					55
Glenview			264	45	537	2,081		45	91	3	6		40	392
Grayslake			2	4		100		71	2		23	649	43	10
Highland Park				3	3	415			8	1			17	233
Highwood						6							2	19
Huntley	14							76				1	201	
Indian Trails				203	148	552		843	27	1,107	35	15	238	99
Lake Bluff				2		12							5	
Lake Forest				14	3	127		3	31				3	39
Lake Villa	5		6	4	19	64		27	11			803	47	11
Lincolnwood			71		134	18			24				1	2,607
McHenry		36						27	2		1	31	29	
McHenry-Nunda	388										11	3	9	
Morton Grove				12	2,553	54		24	114	1			33	4,011
Mt. Prospect					176	77		147	65	754	211		424	24
Niles			108	113		127		54	1,432	16	47	1	73	1,098
Northbrook	5			8	94			58		5		53	36	216
North Chicago				20	2	1			12				5	1
Palatine		4		93	13	71			43	55	1,857		3,993	53
Park Ridge		25		54	1,253	25		91		67	18		92	315
Prospect Heights			28	259	28	99		105	58		3		49	66
Rolling Meadows			4	64	68	4		893	15	25			713	
Round Lake	1			2	2	3		59					7	
Schaumburg			3	96	20	2		362	4	7	261	3		53
Skokie			1,623	19	468	117		31	94		2		147	
Vernon				36	14	336		376	22	43	50	15	71	107
Warren-Newport	2		2	27		13	7	8	26				34	24
Wauconda	37	1		7	1	10		130	2	1		79	83	
Waukegan			5	4	12	36	87	2				52	10	43
Wilmette			41	4	89	247		28	26	1		1	22	802
Winnetka-Northfiel				4	19	595			4	22			3	86
Zion-Benton				4			10	14				10	2	
<b>Total Loaned:</b>	<b>621</b>	<b>58</b>	<b>2,495</b>	<b>3,042</b>	<b>6,676</b>	<b>7,649</b>	<b>214</b>	<b>10,143</b>	<b>3,326</b>	<b>3,158</b>	<b>3,659</b>	<b>3,193</b>	<b>13,855</b>	<b>13,479</b>

**North Suburban Library System**  
**Reciprocal Borrowing Program**  
 March 2000

	Vernon	Warm-Newsp	Wauconda	Waukegan	Wilmette	Winnetka-Northfield	Zion-Benton	Total Borrowed	Total Loaned	Loan-Borrow
Algonquin	6		18					3,664	4,407	743
Antioch	21	170	2			2		3,302	712	-2590
Arlington Heights	271	3	39		1	6		7,330	5,192	-2138
Barrington	90	5	1,223		4	3		13,233	7,092	-6141
Cary	23		122		13	1		4,250	247	-4003
Cook Memorial	11,038	414	107		16	21	57	16,122	14,511	-1611
Crystal Lake	29		60					868	4,100	3232
Deerfield	354				17	5		3,043	2,473	-570
Des Plaines	6	4			9			4,417	8,666	4249
Dundee								4,982	796	-4186
Ela	965	5	132		8	6	1	3,611	8,695	5084
Elk Grove	4							1,438	2,487	1049
Evanston	12				3,073	598		8,582	3,166	-5416
Fox Lake	41	19	194					3,236	512	-2724
Fox River Grove	18		4					1,719	240	-1479
Fremont	829	94	1,049		9	5	8	9,395	3,344	-6051
Gail Borden								2,665	653	-2012
Glencoe		6			165	511	1	1,603	2,387	784
Glenview	167				356	151	3	4,619	7,720	3101
Grayslake	278	422	15		7		5	5,036	4,022	-1014
Highland Park	91				57	45		2,794	3,753	959
Highwood	13					1		1,083	307	-776
Huntley	18							1,498	679	-819
Indian Trails	7,670	3	1		32	6	1	13,301	7,906	-5395
Lake Bluff	40	10				3		4,452	476	-3976
Lake Forest	289	6			4	42		1,739	6,076	4337
Lake Villa	45	732			10	1	17	3,532	7,882	4350
Lincolnwood	1				2	5		2,983	550	-2433
McHenry	69		768			11		2,165	621	-1544
McHenry-Nunda	15		468					926	58	-868
Morton Grove					66	45		8,111	2,495	-5616
Mt. Prospect					8			4,432	3,042	-1390
Niles	73				40	20		10,372	6,676	-3696
Northbrook	116	16			92	147		2,492	7,649	5157
North Chicago	28	657				23	39	2,302	214	-2088
Palatine	94	5	45					8,706	10,143	1437
Park Ridge	22				18	12		4,223	3,326	-897
Prospect Heights	35				13			4,298	3,158	-1140
Rolling Meadows	2							2,249	3,659	1410
Round Lake	38	90	140			5	39	2,093	3,193	1100
Schaumburg	84	1			13	1		2,474	13,855	11381
Skokie	7	6			358	95		4,893	13,479	8586
Vernon		6	15		4	13		5,759	23,323	17564
Warren-Newport	174							6,939	8,925	1986
Wauconda	82	24				3		1,764	4,500	2736
Waukegan	118	5,164	6		7		632	7,773	0	-7773
Wilmette	4	4				807		4,427	5,072	645
Winnetka-Northfield	1		1		670			3,187	2,616	-571
Zion-Benton	42	1,059	91			22		1,776	803	-973
<b>Total Loaned:</b>	<b>23,323</b>	<b>8,925</b>	<b>4,500</b>	<b>0</b>	<b>5,072</b>	<b>2,616</b>	<b>803</b>	<b>225,858</b>	<b>225,858</b>	

## Des Plaines Public Library

## FF&amp;E Budget

June 14, 2000

Projected Expenses

	Current Projected Project Budget Expense		Future Capital Improvement Expense	Total
<b>PROFESSIONAL SERVICE COSTS</b>				
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
Art Consultant	\$16,000.00	a	\$0.00	\$16,000.00
Kinetic Sculpture Connection Engineering	\$2,000.00	p	\$0.00	\$2,000.00
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	\$224,300.00		\$0.00	\$224,300.00
<b>FIXTURES, FURNISHINGS AND EQUIPMENT</b>				
<b>Fixtures</b>				
Specialty Int. (see page 2)	\$225,791.10		\$0.00	\$225,791.10
<b>Furniture</b>				
Corporate Concepts (Knoll)	\$522,752.84	a	\$0.00	\$522,752.84
Library Bureau Steel (Shelving)	\$117,006.93	a	\$0.00	\$117,006.93
Henricksen (Misc.)	\$470,300.81	a	\$0.00	\$470,300.81
Book Drops	Inc. In Henricksen	a	\$0.00	\$0.00
Reference Desks	Inc. In Corp Concepts	a	\$0.00	\$0.00
Misc. Furniture Items	Inc. In Henricksen	a	\$16,900.00	\$16,900.00
<b>Equipment</b>				
Signage	\$42,129.82	a	\$0.00	\$42,129.82
Computers / IT/ Electrical (see page 2)	\$168,530.82	a,c	\$400,000.00	\$568,530.82
Telecommunications	\$43,572.00	a	\$0.00	\$43,572.00
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		\$85,000.00	\$85,000.00
Misc. Kitchen Equip.	\$5,000.00	p	\$0.00	\$5,000.00
Book security	\$53,000.00	c	\$0.00	\$53,000.00
<b>Services</b>				
Move (includes technical move costs)	\$48,880.00	a	\$0.00	\$48,880.00
Subtotal	\$1,794,964.12		\$516,400.00	\$2,311,364.12
<b>SUBTOTAL PROF. SERV. &amp; FF&amp;E</b>	<b>\$2,019,264.12</b>			<b>\$2,535,664.12</b>
Contingency (5%) over all FF&E	\$100,963.21			\$126,783.21
Additional Funds Available	<del>\$427,947.67</del>			
<b>TOTAL CONTINGENCY AVAILABLE</b>	<b>\$528,910.88</b>			
<b>DPL CHANGE ORDERS (See Breakdown Below)</b>	<b>\$390,807.82</b>			<b>\$390,807.82</b>
<b>ADJUSTED SBTL PROF. SERV. &amp; FF&amp;E</b>	<b>\$2,410,071.94</b>			
<b>TOTAL CONTINGENCY REMAINING</b>	<b>\$138,103.06</b>			
<b>TOTAL CURRENT COST</b>	<b>\$2,548,175.00</b>			
<b>TOTAL OVERALL PROJECT COST</b>				<b>\$3,053,255.15</b>

# Des Plaines Public Library

	Current Projected Project Budget Expense	Future Capital Improvement Expense	Total
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## Special Interiors breakdown

Fish Tank	\$11,092.76 a	\$0.00	\$11,092.76
Boat	\$22,957.34 a	\$0.00	\$22,957.34
Display/Posters	\$8,000.00	\$0.00	\$8,000.00
Poetry Corner	\$4,000.00	\$0.00	\$4,000.00
Banners	\$9,741.00 a	\$0.00	\$9,741.00
Second Floor Mural	\$35,000.00 a	\$0.00	\$35,000.00
3rd and 4th Floor art pieces	\$40,000.00 a	\$0.00	\$40,000.00
Atrium Sculpture	\$75,000.00 a	\$0.00	\$75,000.00
Heritage Room	\$20,000.00 p	\$0.00	\$20,000.00
Subtotal	\$225,791.10	\$0.00	\$225,791.10

## Computers / IT / Electrical breakdown

Electrical Hookup	\$0.00 e	\$0.00	\$0.00
IT Cable Hookup	\$0.00 e	\$0.00	\$0.00
Computer room	\$35,000.00 c	\$0.00	\$35,000.00
Data network	\$33,530.82 a	\$0.00	\$33,530.82
PC's	\$100,000.00 c	\$400,000.00	\$500,000.00
Subtotal	\$168,530.82	\$400,000.00	\$568,530.82

## Furniture Contracts

Corporate Concepts Base Contract - Knoll	\$522,752.84 a
Corp. Concepts C/O #1	\$108,436.54 a
Corp. Concepts C/O #2	\$2,148.18 a
Corp. Concepts C/O #3 pending	\$23,835.00 p
Corp. Concepts C/O #4 pending	\$5,810.00 p
Corp. Concepts C/O #5 pending	\$10,913.52 p
Corp. Concepts C/O #6 pending (est) see below	\$5,090.00 p

Total for Corporate Concepts:	\$677,084.08
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Library Bureau Steel Base Contract - Shelving	\$117,086.93 a
Library Bureau Steel C/O #1	\$11,500.72 a
Library Bureau Steel C/O #2	\$2,500.00 a
Library Bureau Steel C/O #3	\$0.00 a
Library Bureau Steel C/O #4 pending (est)	(\$22,224.00) p
Library Bureau Steel C/O #5 pending (est)	\$3,500.00 p
Library Bureau Steel C/O #6 pending (est)	(\$5,090.00) p

Total for Library Bureau Steel:	\$107,253.65
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Henricksen Base Contract- Misc. Items	\$470,300.81 a
Henricksen C/O #1	\$118,256.72 a
Henricksen C/O #2	\$28,730.91 a
Henricksen C/O #3	\$3,592.57 a
Henricksen C/O #4 pending	\$3,300.00 p
Henricksen C/O #5 pending	\$9,443.95 p
Henricksen C/O #6 pending (est)	\$700.00 p

Total for Henricksen	\$632,324.96
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Total Furniture Base Contracts	\$1,110,120.58
Total Furniture C/O to date	\$308,542.11

<b>TOTAL FURNITURE COST TO DATE</b>	<b>\$1,418,662.69</b>
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# Des Plaines Public Library

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## DPL BASE BUILDING CHANGE ORDERS (Items not budgeted for)

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Furniture C/O's (See Breakdown Above)	\$308,542.11	a
Change book drop type	(\$1,917.00)	a
Remove cabinets at room 304	(\$3,495.00)	a
Add swing gates at checkout counters	\$1,244.00	a
Various elect. changes (rms. 205, 304 & 306)	\$1,414.00	a
AV Closets in rm. 105	\$8,338.00	a
Stair #1 corridor (rm. 115A)	\$4,827.00	a
Lilly Pad carpet tile pattern	\$9,487.21	p
Elect/Data Poke throughs	\$38,172.00	p
Additional safety sensors at sliding drs.	\$887.50	a
Security hardware changes	\$5,000.00	p
8 Yale security keypads	\$3,272.00	p
Bulletin Board in Children's Area	\$839.00	p
Added Electrical power on 4th Flr.	\$1,149.00	p
Brick engraving (Est)	\$15,268.00	p
<b>TOTAL C/O's</b>	<b>\$390,807.82</b>	

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### HERITAGE ROOM

Henricksen Furniture - see furniture breakdown above C/O #2		a
Leopardo Const.	\$20,000.00	e
<b>Total Cost</b>	<b>\$20,000.00</b>	<b>e</b>
Amount originally budgeted (approx.)	N/A	
<b>Net Difference</b>	<b>N/A</b>	

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### STAIR #1

Lohan Associates	\$1,500.00	p
Leopardo Construction	\$3,327.00	a
<b>Total Cost</b>	<b>\$4,827.00</b>	<b>p</b>

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### Fish Tank

Leopardo Construction	\$5,943.00	a
Aquarium	\$5,360.00	a
<b>Total Cost</b>	<b>\$11,303.00</b>	<b>a</b>
Amount originally budgeted	\$8,500.00	
<b>Net Difference</b>	<b>(\$2,803.00)</b>	

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### Boat

Boat and Crows nest const.	\$21,005.34	a
Prorated General Conditions	\$1,952.00	a
<b>Total Cost</b>	<b>\$22,957.34</b>	<b>a</b>
Amount originally budgeted	\$15,500.00	
<b>Net Difference</b>	<b>(\$7,457.34)</b>	

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### Banners

Banner Fabrication	\$8,911.00	a
Prorated General Conditions	\$830.00	a
<b>Total Cost</b>	<b>\$9,741.00</b>	<b>a</b>
Amount originally budgeted	\$10,000.00	
<b>Net Difference</b>	<b>\$259.00</b>	

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Corporate Concepts C/O #6 - Pending estimate of cost

## Des Plaines Public Library

Grind Paint off of LBS web stiffeners	\$1,600.00
Install web stiffeners on 3rd flr.	\$1,275.00
Layout and move 2nd flr. Shelving (est)	<u>\$2,125.00</u> p
Total Cost	\$5,000.00 (est)

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## 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
Reference Desk Contribution	\$30,000.00
Brick sale / Donations	
-Brick Sales to date (11/09/99)	\$83,975.00
-Donations to date (8/12/00)	\$20,500.00
-Anticipated Heritage Room Donation	\$0.00
-Boat / Banner Donation	\$35,000.00
-Paul Jung campaign donation (est)	\$4,700.00
-Art donation	\$4,000.00
Poss. sign allow. in base contract	\$20,000.00
DPL operating Revenue	
-Professional consulting 1998	\$10,000.00
-Professional consulting 1999	\$15,000.00
-Professional consulting 2000	\$25,000.00
-Computers 1999	\$50,000.00
-Computers 2000	\$100,000.00
-Per Capita Grant 2000	\$20,000.00
<b>TOTAL REVENUE</b>	<b>\$2,548,175.00</b>
<b>CURRENT PROJECT BUDGET</b>	<b>\$2,548,175.00</b>
<b>NET DIFFERENCE</b>	<b>\$0.00</b>

Foot Notes

- a Actual contracted cost not an estimated expense
- b From Lohan Furniture Estimate
- c From ESD CTAT report
- d Projected Revenue - not yet determined
- e In base construction contract
- p Pending cost not yet contracted for

# *DPL*

## Project Status Report

Period: June 2000

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- The base construction project is scheduled to be available for the collection move on July 17, 2000. Final Furniture installation is still anticipated to be substantially completed on or about July 17, 2000.
- Currently the base project is within budget. Ten Change Orders totaling \$373,554 have been prepared, comprising to date, of 49 approved Change Order Requests. 15 Additional Change Order Requests have been or are being reviewed by OS, LA and PTC for cost and scope accuracy.
- Current work:
  - Installation and taping of drywall is occurring on the main stairway.
  - Painting and priming of the drywall partitions, ceilings and soffits is occurring on the first floor.
  - Plastic laminate casework is being installed.
  - Final finishes are being installed at the 2<sup>nd</sup> and 3<sup>rd</sup> floor.
  - Furniture and shelving is being installed floors 2 thru 4. Leopardo Construction will assume the added costs of leveling the shelving and furniture.
  - The building's interior cabling is nearing completion and will be ready for the Library's phone installer.
  - The electrical contractor is working on the first floor finishing wiring in the ceiling areas and installing light fixtures.
  - The glazing contractor is finishing the window installation on the first floor.
  - The plastering contractor is finishing the soffit on the north elevation.
  - Leopardo's millwork installer is working throughout the building.
  - The Fresco Plastering has been installed around the main elevator shaft.
  - The first floor is scheduled to be completed by the first of July, and the Lobby is scheduled to be finished by the 24<sup>th</sup> of July.
  - Leopardo is scheduling general building cleaning later in June.
- A construction workforce of 25 - 30 persons is on site daily.
- Lohan Associates continue to review product submittals and answer information requests.

**OWNER SERVICES GROUP, INC.**

*Objectively Managing the Building Process*