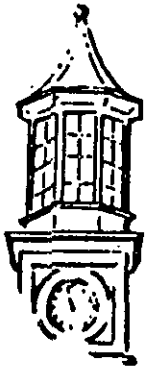


BOARD MINUTES
JULY 2000 - DECEMBER 2000

JULY 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, JULY 18, 2000

7:30 PM

MAINE WEST HIGH SCHOOL

Principal's Conference Room

1705 Wolf Road

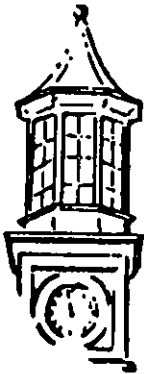
Des Plaines, IL 60018

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Agenda:

- **Building Project Status Report**
- **ALA Annual Conference Reports**
- **Finance Committee Reports**
- **Election of Officers for 2000 - 20001**
- **Establishment of Library Calendar for 2000 - 20001**
- **Determination of Non-Resident Fee for 2000 - 2001**
- **Executive Service Corps Presentation: Board Development**

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
July 18, 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, June 20, 2000. (Action Item)
- IV. Public Comments and Questions.
- V. City Council Community Services Committee - Alderman Petersen.
- VI. Management Committee - Ellen Yearwood. (8:30 PM)
 - A. ALA Annual Conference Reports.
- VII. Building and Grounds Committee - Betty Ritter.
 - A. Building Project Status Report.
- 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)

- F. Personal Computers and Monitors - Award Bid. (Action Item)
 - G. Security Enhancement Charge Order. (Action Item)
 - H. U. S. Office Equipment Contract Upgrade. (Action Item)
 - I. Report of June 20, 2000 Meeting.
- IX. Nominating Committee - John Ciborowski.
- A. Election of Officers.
 - B. Oath of Office.
- 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 June 22, 2000 Grand Opening Advisory Committee Meeting.
 - B. Reports of June 22, 2000 and July 5, 2000 "One For The Books" Committee Meetings.
 - C. Approval of Board Meeting Dates. (Action Item)
 - D. Approval of Library Closings. (Action Item)
 - E. Determination of Non-Resident Fee for July 19, 2000 - July 16, 2001.
- XIV. Announcements.
- XV. Correspondence.
- XVI. Adjournment. (9:30 PM)



DES PLAINES
PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES
Minutes of the Regular Meeting
June 20, 2000

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the Large (#1) meeting room on Tuesday, June 20, 2000. President Eldon Burk called the meeting to order at 7:30 PM.

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

Members Absent: William Grice, Ellen Yearwood.

Also Present: Administrator Sandra Norlin, Martha Sloan, Hector Marino, Leslie Steiner, Carol Kidd, Alderman Joyce Petersen, Dawn Brightfield, Charlotte Storer, Mary Ann Brown, Amy McLaughlin.

MOTION by Inara Brubaker, seconded by John Ciborowski, to accept the agenda as revised. 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 May 16, 2000, as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Petersen.

Alderman Peterson congratulated the Library Board of Trustees and staff on the success of the Ceremonial Move held on June 11, 2000.

Alderman Peterson also congratulated Library Administrator, Sandra Norlin on the favorable study recently reported by the Library Research Center at Urbana, IL which compares five comparable northwest suburban Illinois libraries that ranked Des Plaines Public Library highest in circulation with the lowest cost to taxpayers.

BUILDING AND GROUNDS COMMITTEE – Betty Ritter, Chairman.

Betty Ritter introduced Anthony Oliver of Owners Services Group, Inc., who distributed the Des Plaines Public Library Project Status Report for June 2000. The report stated that the base construction project is scheduled to be available for the collection move on July 17, 2000 with final furniture installation anticipated to be substantially completed on or about July 17, 2000.

John Burke asked if the ongoing cement driver's strike would delay the completion date of the new building and Mr. Oliver responded that the strike was not expected to impact the library move.

Mr. Oliver distributed the FF& E budget dated June 20, 2000 for the new library. Eldon Burk reported that the total cost to engrave the bricks for the Buy A Brick fundraiser was \$15,416.47. Charlotte Storer reported that the net profit from the Buy A Brick fundraiser was \$48,808.53.

John Ciborowski asked if the shelving installation problems had been resolved and Mr. Oliver responded yes. President Burk reported that an additional cost of approximately \$1,500.00 would be incurred due to the union difficulties with Library Bureau Steel workers.

Sandra Norlin reported that the cost of the Electrical Data Poke Throughs may be split with the City of Des Plaines.

Inara Brubaker questioned Anthony Oliver about the length of time required for the brick to weather on the new building for uniformity in color. Mr. Oliver responded that Lohan Associates would monitor the situation.

MOTION by Susan Burrows, seconded by Inara Brubaker, to approve Change Order #3 for the installation of shelving on the third and fourth floors by Corporate Concepts in the amount of \$23,935.00. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Read, Ritter. NAYS: None. MOTION CARRIED.

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MOTION by Susan Burrows, seconded by John Burke, to approve Change Order #4 for carrels that were not picked up in the future furniture change order by Corporate Concepts in the amount of \$10,913.51. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Read, Ritter. NAYS: None. MOTION CARRIED.

Susan Burrows reported that additional services from Lohan Associates would be required to design the roof support and surrounding areas for the atrium sculpture in an amount not to exceed \$6,000.00.

MOTION by Inara Brubaker, seconded by Betty Ritter to approve Lohan Associates to design the support system for the atrium sculpture in an amount not to exceed \$6,000.00. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Read, Ritter. NAYS: None. MOTION CARRIED.

Sandra Norlin asked for Board approval to enter into an agreement with ASI Sign Systems for interior signage in the amount of \$42,129.82.

MOTION by Committee, to authorize Library Administrator, Sandra Norlin, to enter into an agreement with ASI Sign Systems for interior signage in the amount of \$42,129.82. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Read, Ritter. NAYS: None. MOTION CARRIED.

Betty Ritter, Susan Burrow and Eldon Burk will review additional signage requests.

Dawn Brightfield of Lohan Associates reported that costs for Change Orders #4 and #5 for Henricksen's included the split cost for routing of the end panels to produce a flush appearance and the back panels for the fish end panels at a cost of \$12,743.95.

MOTION by Susan Burrows, seconded by Inara Brubaker, to approve the Henricksen Change Order #4 for split cost for routing of the end panels to produce a flush appearance in the amount of \$3,300.00. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Read, Ritter. NAYS: Ciborowski. MOTION CARRIED.

MOTION by Susan Burrows, seconded by Inara Brubaker, to approve the Henricksen Change Order #5 for the back panels for the fish end panels in the amount of \$9,443.95. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Read, Ritter. NAYS: Ciborowski. MOTION CARRIED.

A concept drawing by Robert Jessup was presented to the Board for their approval. Dawn Brightfield stated that Mr. Jessup will construct a maquette of the mural with Board approval of the drawing. Sandra Norlin stated the mural will include characters from fairytales and children's literature. The Board requested that all cultures be represented in the mural. The Board discussed the drawing and asked Mary Ann Brown, Head of Youth Services to contact School District 62 for additional resources. Susan Burrows and Inara Brubaker will bring ideas to Mary Ann, who will convey the Board's request to Robert Jessup and Patti Gilford of Patti Gilford Fine Arts.

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	\$ 67,108.64
2. Petty Cash Expenditures	\$ 77.61
3. Budget Expenditures for May	\$ 233,993.84
4. Expenditures Year to Date	\$ 1,149,064.14
5. Revenue for May	\$ 13,367.07
6. Revenue Year to Date	\$ 1,529,497.55

Eldon Burk reported that Rhys Read will contact Jim Egeberg, Director of Finance, for a better understanding of the library's financial reports.

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

May 01, 2000	\$ 30,728.34
May 15, 2000	\$ 41,286.07
Total	\$ 72,014.41

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

MOTION by Susan Burrows, seconded by Inara Brubaker, to be approved, 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

MOTION by Susan Burrows, seconded by Rhys Read, 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: Brubaker, Burk, Burke, Burrows, Ciborowski, Read, Ritter. NAYS: None. MOTION CARRIED.

John Ciborowski asked if gas and diesel fuel costs were amortized over the year and Sandra Norlin responded that they were.

MOTION by Susan Burrows, seconded by John Burke, to approve the FY01 Illinois State Library Per Capita Grant Application. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Hector Marino, Coordinator of Computer & Technical Services reported on the proposal for 3M equipment to be installed in the Circulation Department of the new library. The equipment includes Security Systems, Self Check, Workstations and Bookchecks with a 12-month service agreement effective after the expiration of the manufacturer's 90 day warranty. Hector recommended Minnesota Mining and Manufacturing (3M) Company at a cost of \$94,670.

MOTION by Rhys Read, seconded by Susan Burrows, to accept the proposal from Minnesota Mining and Manufacturing (3M) Company for 3801 Security System, 3802 Security System, 6210 Self Check, 955 Workstations and 955 Book Checks including a 12 month service agreement after the expiration of the manufacturer's 90 day warranty and installation in the amount of \$94,670.00. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Read, Ritter. NAYS: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by Betty Ritter to accept the proposal from Convergent Communications, the lowest compliant bidder, to provide the Network Hub Equipment for the computers in the amount of \$33,530.62. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Read, Ritter. NAYS: None. MOTION CARRIED.

The Midland Computers bid was eliminated from consideration because it was received late.

Sandra Norlin reported that the request for proposal for the Acquisition of Computers and Monitors for the new building was delayed by one week, due to substantial changes to the bid documents. Sandra Norlin reported that the bids will be opened on June 26, 2000 at 10:00 AM and requested Board approval to accept the lowest responsible bidder. Betty Ritter, Susan Burrows and Eldon Burk will review the proposals and authorize Library Administrator, Sandra Norlin, to accept the lowest responsible bidder.

Eldon Burk requested Board approval for donor plaques for the Children's Department for the mural and the aquarium. Eldon reported that the suggestion of the Finance Committee was to dedicate the children's mural to the Paul Jung Family and the residents of Des Plaines who purchased bricks.

MOTION by Committee, to approve two donor plaques for the Children's Department for the mural and the aquarium. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MANAGEMENT COMMITTEE – Ellen Yearwood, Chairman.

Sandra Norlin introduced Mary Ann Brown, Head of Youth Services, who reported on the activities in the Youth Services Department. Mary Ann's presentation included updates on activities and materials in the Children's Department. Sandra Norlin thanked Mary Ann for bringing serenity, energy and creativity to the Youth Services Department.

NOMINATING COMMITTEE – John Ciborowski, Chairman.

John Ciborowski reported that the Committee nominates Eldon Burk as President, John Burke as Vice-President and Carol Kidd as Secretary for a twelve-month term, beginning with the July Board Meeting.

Eldon Burk asked the Board to remain on the same Committees for one year.

SYSTEM MEMBERSHIP – John Ciborowski.

No report.

FRIENDS OF THE LIBRARY – Inara Brubaker.

Inara Brubaker introduced the President of the Friends of the Library, Charlotte Storer. Charlotte reported that the Buy A Brick fundraiser netted \$48,808.53.

ADMINISTRATOR'S REPORT

Heidi Krueger and Christina Tropea began work as Full-time Librarian I in Adult Services and David Whittingham was promoted to Library Assistant II, Full-time in Adult Services. Eileen Gladish began work as Library Assistant I, Full-time, in Circulation Services. Susan McCarthy, began work as Librarian I, Part-time in the Youth Services Department.

William Finnerty resigned his position on June 5. 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.

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 planned for 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.

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, meeting, and meetings. The Ceremonial Book Move on June 11 was successful in every sense, but it required nearly weekly meetings to manage all the details that helped the operation come off smoothly.

In addition to several meetings of the Ceremonial Move, Preview Party, and the Grand Opening Committees, Sandra met with Eldon Burk and John Burke and representatives of the Executive Service Corps to discuss possible board development services for ESC. Sandra attended a Chamber of Commerce monthly breakfast, a retirement luncheon for Jack Klaus, City Economic Development Director, the Mayor's Prayer Breakfast 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 Sandra 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 Chicago area and selected ours because it was under construction.

NEW BUSINESS

President Burk reported on the progress made by Committee members at the Grand Opening Advisory Committee Meeting which met on May 25.

The Moving Committee met on May 23 and June 6 and the Fund Raising Event Committee met on May 25 and June 8.

Eldon Burk reported that volunteers for the Ceremonial Move were sent a thank you letter for their participation.

Eldon Burk reported that the preview party "One For The Books" will be held on Thursday, August 3, 2000 at the new building.

John Burke reported on a recent seminar he and Betty Ritter attended at North Suburban

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Library Systems entitled Technology Trends in Libraries.

Inara Brubaker agreed to attend the July 10 City Council meeting, Rhys Read the July 17 meeting, John Ciborowski the August 7 meeting, and Eldon Burk the August 17 meeting.

The next Board meeting will be held at Maine West High School in the Principal's Conference Room.

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

The meeting adjourned at 10:07 PM.

Minutes prepared by Carol Kidd.

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

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

1. Over the Counter Receipts	\$ 7,1038.27
2. Petty Cash Expenditures	\$ 34.18
3. Budget Expenditures for June	\$ 936,738.27
4. Expenditures Year to Date	\$ 2,564,872.72
5. Revenue for June	\$ 260,807.54
6. Revenue Year to Date	\$ 1,900,053.81

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

June 05, 2000	\$ 438,638.66
June 19, 2000	\$ <u>73,601.43</u>
Total	\$ 512,240.09

ROLL CALL VOTE AYES: _____ NAYS: _____

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

June 01, 2000	\$ 70,454.00
June 15, 2000	\$ 73,101.77
June 29, 2000	\$ <u>76,877.26</u>
Total	\$ 220,433.03

ROLL CALL VOTE AYES: _____ NAYS: _____

MOTION BY _____ 2ND BY _____ to approve, subject to audit, transfer entries to the Library account in June, 2000 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (June)	\$ <u>139.34</u>
Total	\$ 139.34

ROLL CALL VOTE
AYES: _____ NAYS: _____

**DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR THE MONTH OF JUNE 2000**

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

1. Over the Counter Receipts	\$ 7,1038.27
2. Petty Cash Expenditures	\$ 34.18
3. Budget Expenditures for June	\$ 365,466.34
4. Expenditures Year to Date	\$ 1,538,435.58
5. Revenue for June	\$ 14,526.30
6. Revenue Year to Date	\$ 1,552,613.41

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

June 05, 2000	\$ 49,721.28
June 19, 2000	<u>\$ 51,865.02</u>
Total	\$ 101,586.30

ROLL CALL VOTE AYES: _____ NAYS: _____

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

June 01, 2000	\$ 70,454.00
June 15, 2000	\$ 73,101.77
June 29, 2000	<u>\$ 76,877.26</u>
Total	\$ 220,433.03

ROLL CALL VOTE AYES: _____ NAYS: _____

MOTION BY _____ 2ND BY _____ to approve, subject to audit, transfer entries to the Library account in June, 2000 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (June)	<u>\$139.34</u>
Total	\$139.34

ROLL CALL VOTE

AYES: _____ NAYS: _____

VIII

DES PLAINES PUBLIC LIBRARY

OVER THE COUNTER RECEIPTS - JUNE 2000

	June 1999	June 2000	1999 to Date	2000 to Date
Lost Materials	\$ 233.52	\$ 456.70	\$ 1,903.23	\$ 2,563.88
Fines	5,221.91	6,064.16	38,283.47	44,480.71
Damage	106.90	72.00	408.26	459.80
Fees	450.39	202.76	2,651.33	2,841.49
Copies	1,331.85	224.25	10,474.46	9,681.01
Miscellaneous	8.10	65.40	140.11	232.21
Totals	\$ 7,352.67	\$ 7,103.27	\$ 53,860.86	\$ 60,259.10

PETTY CASH EXPENDITURES - June

960070	Auto/Travel	7.18
970100	Supplies	27.00
	Total	\$34.18

CITY OF DES PLAINES
 BALANCE SHEET

SELECTION CRITERIA: genledgr.fund='201'

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	300.00	
102005	CASH PB PAYABLE 281190401	197.38	
102008	CASH PB DEPOSIT 276302401		348,408.19
102012	CASH IPTIP/FOA 7139200161	656,775.96	
102014	CASH FED INUST TRUST(FIT)	100,809.84	
	TOTAL CASH	758,283.38	348,408.19
104033	INVESTMENTS-DOWNING	39,682.20	
	TOTAL INVESTMENTS	39,682.20	.00
118000	RECEIVABLE-PROPERTY TAXES	3,696,063.80	
	TOTAL ACCOUNTS RECEIVABLE	3,696,063.80	.00
	TOTAL ASSETS	4,494,031.38	348,408.19
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	1,538,435.58	
700120	REVENUE CONTROL		1,552,613.41
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	5,718,244.58	5,732,422.41
720010	FUND BAL-RESRV-GIFT TRUST		39,682.20
	TOTAL FUND BALANCE-RESERVED	.00	39,682.20
730000	FUND BALANCE-UNRESERVED		293,579.33
	TOTAL FUND EQUITY	.00	293,261.53
	TOTAL EQUITIES	5,718,244.58	6,025,683.94
	TOTAL PUBLIC LIBRARY FUND	10,212,275.96	10,212,275.96
	TOTAL REPORT	10,212,275.96	10,212,275.96

CITY OF DES PLAINES
 BALANCE SHEET

SELECTION CRITERIA: genLedgr.fund='202'

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH PB DEPOSIT 276502401		334,008.37
102012	CASH IPTIP/FOA 7139200161	12,799.79	
102014	CASH FED INVST TRUST(FIT)	1,115.62	
	TOTAL CASH	13,915.41	334,008.37
	TOTAL ASSETS	13,915.41	334,008.37
471000	DEFERRED REV-OTHER		26,672.76
	TOTAL CURRENT LIABILITIES	.00	26,672.76
	TOTAL LIABILITIES	.00	26,672.76
700110	EXPENDITURE CONTROL	456,359.33	
700120	REVENUE CONTROL		101,159.16
700150	EXP. BUDGET CONTROL		635,000.00
700160	REV. BUDGET CONTROL	427,500.00	
700170	BUDGET FUND BALANCE	207,500.00	
	TOTAL SYSTEM CONTROL	1,091,359.33	736,159.16
730000	FUND BALANCE-UNRESERVED		8,434.45
	TOTAL FUND EQUITY	.00	8,434.45
	TOTAL EQUITIES	1,091,359.33	744,593.61
	TOTAL LIBRARY CAPITAL PROJ FUND	1,105,274.74	1,105,274.74
	TOTAL REPORT	1,105,274.74	1,105,274.74

07/06/00

ACCOUNTING PERIOD: 6/00

CITY OF DES PLAINES
BALANCE SHEET

PAGE 1

SELECTION CRITERIA: genledgr.fund='415'

FUND - 415 - FF & E - LIBRARY

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH PB DEPOSIT 276502401	205.94	
102014	CASH FED INUST TRUST(FIT)	1,339,604.73	
TOTAL CASH		1,339,810.67	.00
TOTAL ASSETS		1,339,810.67	.00
700110	EXPENDITURE CONTROL	407,098.33	
700150	EXP. BUDGET CONTROL		1,800,000.00
700170	BUDGET FUND BALANCE	1,800,000.00	
TOTAL SYSTEM CONTROL		2,207,098.33	1,800,000.00
730000	FUND BALANCE-UNRESERVED		1,746,909.00
TOTAL FUND EQUITY		.00	1,746,909.00
TOTAL EQUITIES		2,207,098.33	3,546,909.00
TOTAL FF & E - LIBRARY		3,546,909.00	3,546,909.00
TOTAL REPORT		3,546,909.00	3,546,909.00

SELECTION CRITERIA: revledgr.fund='201'

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

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
810015	PROPERTY TAXES 1998	40,000.00	.00	.00	933.43	39,046.57	.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	1,467,965.93	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	1,467,965.93	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	.00	.00	2,921.00	-2,921.00	.00
TOTAL	STATE GRANTS	88,000.00	.00	.00	5,416.00	82,584.00	.06
TOTAL	INTERGOVERNMENTAL REVENUE	88,000.00	.00	.00	5,416.00	82,584.00	.06
850102	LIBRARY FINES	90,000.00	7,943.03	.00	41,305.20	48,694.80	.46
TOTAL	FINES	90,000.00	7,943.03	.00	41,305.20	48,694.80	.46
850201	COPYING FEE	25,000.00	199.00	.00	5,350.80	19,449.20	.22
850202	SPECIAL PROGRAMS & EVENTS	10,000.00	.00	.00	2,401.00	7,599.00	.24
TOTAL	FEEES AND SERVICES	35,000.00	199.00	.00	7,751.80	27,048.20	.23
TOTAL	FINES, FEES, AND SERVICES	125,000.00	8,142.03	.00	49,257.00	75,743.00	.39
890010	INTEREST INCOME	10,000.00	.00	.00	16,598.70	-6,598.70	1.66
899900	MISCELLANEOUS REVENUE	15,000.00	6,384.27	.00	13,355.78	1,644.22	.89
TOTAL	OTHER REVENUE	25,000.00	6,384.27	.00	29,954.48	-4,954.48	1.20
TOTAL	PUBLIC LIBRARY FUND	3,962,604.00	14,526.30	.00	1,552,613.41	2,409,990.59	.39
TOTAL	PUBLIC LIBRARY FUND	3,962,604.00	14,526.30	.00	1,552,613.41	2,409,990.59	.39
TOTAL REPORT		3,962,604.00	14,526.30	.00	1,552,613.41	2,409,990.59	.39

07/06/00
 ACCOUNTING PERIOD: 6/00

CITY OF DES PLAINES
 ORGANIZATION REVENUE STATUS

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	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	1,159.16	28,840.84	.04
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	1,159.16	188,840.84	.01
TOTAL	LIBRARY CAPITAL PROJ FUND	427,500.00	.00	.00	101,159.16	326,340.84	.24
TOTAL	LIBRARY CAPITAL PROJ FUND	427,500.00	.00	.00	101,159.16	326,340.84	.24
TOTAL REPORT		427,500.00	.00	.00	101,159.16	326,340.84	.24

CITY OF DES PLAINES
 ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expldgr.fund='201'

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	1,431,614.00	139,429.22	.00	602,578.30	849,035.70	.42
910200	TEMPORARY WAGES	618,933.00	55,078.06	.00	231,315.06	387,617.94	.37
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	.00	500.00	.00
910500	VACATION PAY	.00	15,881.10	.00	37,880.12	-37,880.12	.00
910600	SICK PAY	.00	4,289.40	.00	17,037.22	-17,037.22	.00
910700	HOLIDAY PAY	.00	5,755.25	.00	6,196.10	-6,196.10	.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	16,733.68	.00	67,985.42	89,951.58	.43
918021	EMPLOYER CONTR-I.N.R.F.	123,453.00	13,261.39	.00	53,963.76	69,489.24	.44
918040	LIFE INS PREMIUMS	4,747.00	377.30	.00	2,170.70	2,576.30	.46
918050	MEDICAL INS PREMIUMS	182,625.00	9,383.18	.00	53,699.95	128,925.05	.29
918060	TUITION REIMBURSEMENTS	4,000.00	.00	.00	329.75	3,670.25	.08
918070	WORKERS COMPENSATION	4,000.00	504.56	.00	2,285.85	1,714.15	.57
TOTAL	PERSONAL SERVICES	2,558,309.00	260,693.14	.00	1,078,965.16	1,479,343.84	.42
920110	PROFESSIONAL CONSULTING	15,000.00	.00	.00	964.80	14,035.20	.06
920120	COMMUNICATION SERVICES	25,000.00	1,323.52	.00	4,967.67	20,032.33	.20
920140	DATA PROCESSING SERVICES	85,000.00	9,658.80	.00	29,361.26	55,638.74	.35
920202	CONFERENCES	3,500.00	.00	.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	1,025.00	.00	2,594.50	-594.50	1.30
920210	IN-SERVICE TRAINING	2,000.00	19.15	.00	164.79	1,835.21	.08
920220	MEMBERSHIP DUES	4,000.00	420.00	.00	1,798.00	2,202.00	.45
920230	PUBLICATION OF NOTICES	2,000.00	175.00	.00	4,852.43	-2,852.43	2.43
920850	SUBSIDY:1994 E.R.P. TRANS	25,600.00	723.76	.00	4,342.56	21,257.44	.17
TOTAL	SUBSIDIES,REBATES,CONTRIB	25,600.00	723.76	.00	4,342.56	21,257.44	.17
920900	PROPERTY/LIAB CONTRIBUTIO	51,367.00	.00	.00	12,302.00	39,065.00	.24
930010	R & M EQUIPMENT	42,600.00	4,577.99	.00	14,596.29	28,003.71	.34
930020	R & M BLDGS & STRUCTURES	20,000.00	894.25	.00	2,265.65	17,734.35	.11
930030	R & M VEHICLES	3,000.00	.00	.00	130.50	2,869.50	.04
930195	BOOK BINDING & REPAIR	6,000.00	559.55	.00	1,681.95	4,318.05	.28
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	8,707.50	24,292.50	.26
960070	AUTO/TRAVEL EXPENSES	3,000.00	12.78	.00	523.10	2,476.90	.17
960210	SPECIAL EVENT PROGRAMMING	15,000.00	.00	.00	2,187.66	12,812.34	.15
960990	MISC CONTRACTUAL SUCS	75,000.00	2,492.45	.00	11,199.95	63,800.05	.15
TOTAL	CONTRACTUAL SERVICES	416,067.00	23,582.25	.00	105,417.20	310,649.80	.25
970100	SUPPLIES	50,000.00	4,471.51	.00	21,166.06	28,833.94	.42

CITY OF DES PLAINES
 ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expldgr.fund='201'

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
970110	NEALS (PRSMRS/WRKRS/VOLS)	2,000.00	34.82	.00	342.24	1,437.76	.27
970170	JANITORIAL	12,000.00	448.76	.00	2,240.86	9,759.14	.19
970200	COPYING/FAX SUPPLIES	1,000.00	.00	.00	.00	1,000.00	.00
970260	POSTAGE AND PARCEL	13,200.00	172.39	.00	6,091.60	7,108.40	.46
970270	PRINTING-REPROD-BINDING	15,000.00	2,683.87	.00	4,324.08	10,675.92	.29
970330	SUPPLIES: VEHICLE R/M	.00	.00	.00	10.75	-10.75	.00
970600	BOOKS	440,000.00	47,264.77	.00	177,019.47	262,980.53	.40
970610	AUDIO MATERIALS	56,700.00	2,078.51	.00	14,738.11	41,961.89	.26
970620	SUBSCRIPTIONS & BOOKS	74,200.00	2,330.16	.00	9,241.60	64,958.40	.12
970630	VISUAL MATERIALS	53,000.00	4,194.33	.00	16,453.59	36,546.41	.31
970640	AUTOMATED REFERENCE MAT'L	87,000.00	5,677.00	.00	34,089.48	52,910.52	.39
970810	NATURAL GAS	14,400.00	138.66	.00	7,704.90	6,695.10	.54
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	500.00	117.15	.00	312.88	187.12	.63
970850	GASOLINE	3,500.00	22.19	.00	141.87	3,358.13	.04
TOTAL	COMMODITIES	823,000.00	69,654.12	.00	294,077.49	528,922.51	.36
980400	EQUIPMENT	80,000.00	.00	.00	23,327.59	56,672.41	.29
980410	COMPUTER HARDWARE	.00	.00	.00	208.30	-208.30	.00
980420	COMPUTER SOFTWARE	.00	195.12	.00	534.12	-334.12	.00
980600	FURNITURE & FIXTURES	5,000.00	.00	.00	290.91	4,709.09	.06
TOTAL	CAPITAL EXPENDITURES	85,000.00	195.12	.00	24,360.92	60,639.08	.29
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	354,124.63	.00	1,302,820.77	2,608,988.23	.37

SELECTION CRITERIA: expledgr.fund='201'

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	3,500.00	5,820.00	.00	6,860.00	-3,360.00	1.96
920120	COMMUNICATION SERVICES	.00	.00	.00	6,142.50	-6,142.50	.00
920202	CONFERENCES	5,000.00	2,045.00	.00	8,263.54	-3,263.54	1.65
960070	AUTO/TRAVEL EXPENSES	1,500.00	1,063.71	.00	1,091.27	408.73	.73
960210	SPECIAL EVENT PROGRAMMING	.00	450.00	.00	1,050.00	-1,050.00	.00
960990	MISC CONTRACTUAL SUCS	38,000.00	1,963.00	.00	12,207.50	25,792.50	.32
TOTAL	CONTRACTUAL SERVICES	48,000.00	11,341.71	.00	35,614.81	12,385.19	.74
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	11,341.71	.00	35,614.81	32,385.19	.52
TOTAL	CIVIC & CULTURE	4,179,809.00	365,466.34	.00	1,538,435.58	2,641,373.42	.37
TOTAL	PUBLIC LIBRARY FUND	4,179,809.00	365,466.34	.00	1,538,435.58	2,641,373.42	.37
TOTAL REPORT		4,179,809.00	365,466.34	.00	1,538,435.58	2,641,373.42	.37

SELECTION CRITERIA: expledgr.fund='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	4,355.50	.00	41,714.88	-16,714.88	1.67
930010	R & N EQUIPMENT	.00	.00	.00	.00	.00	.00
960990	MISC CONTRACTUAL SUCS	.00	1,308.00	.00	2,404.00	-2,404.00	.00
TOTAL	CONTRACTUAL SERVICES	25,000.00	5,663.50	.00	44,118.88	-19,118.88	1.76
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	6,231.50	93,748.50	.06
980400	EQUIPMENT	.00	27,961.17	.00	27,961.17	-27,961.17	.00
980600	FURNITURE & FIXTURES	500,000.00	374,667.78	.00	378,027.78	121,972.22	.76
TOTAL	CAPITAL EXPENDITURES	600,000.00	402,628.95	.00	412,240.45	187,759.55	.69
TOTAL	LIBRARY CAPITAL PROJ FUND	635,000.00	408,292.45	.00	456,359.33	178,640.67	.72
TOTAL	LIBRARY CAPITAL PROJ FUND	635,000.00	408,292.45	.00	456,359.33	178,640.67	.72
TOTAL REPORT		635,000.00	408,292.45	.00	456,359.33	178,640.67	.72

CITY OF DES PLAINES
 ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expledgr.fund='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	403,958.33	-403,958.33	.00
TOTAL	CAPITAL EXPENDITURES	1,800,000.00	.00	.00	403,958.33	1,396,041.67	.22
TOTAL	FF & E - LIBRARY	1,800,000.00	.00	.00	407,098.33	1,392,901.67	.23
TOTAL	FF & E - LIBRARY	1,800,000.00	.00	.00	407,098.33	1,392,901.67	.23
TOTAL REPORT		1,800,000.00	.00	.00	407,098.33	1,392,901.67	.23

05/26/00
 ACCOUNTING PERIOD: 5/00

CITY OF DES PLAINES
 CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='06/05/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	JANUARY 2000	1,395.41
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	FEB 2000	1,405.49
2110	920206	SEMINARS	05165	SKILLPATH INC.	ATTACH	199.00
2110	920206	SEMINARS	37429	DES PLAINES CHAMBER OF CO	0890	18.00
2110	920206	SEMINARS	37429	DES PLAINES CHAMBER OF CO	ATTACH	18.00
2110	920206	SEMINARS	43806	NORTH SUBURBAN LIBRARY SY	5/2-5/3/2000	570.00
2110	920206	SEMINARS	43806	NORTH SUBURBAN LIBRARY SY	ATTACH	15.00
2110	920210	IN-SERVICE TRAINING	21092	PETTY CASH	PETTY CASH	19.15
2110	920220	MEMBERSHIP DUES	05855	AMERICAN LIBRARY ASSOCIAT	0256084	95.00
2110	920220	MEMBERSHIP DUES	05855	AMERICAN LIBRARY ASSOCIAT	0059249	95.00
2110	920220	MEMBERSHIP DUES	05855	AMERICAN LIBRARY ASSOCIAT	0256083	95.00
2110	920220	MEMBERSHIP DUES	05855	AMERICAN LIBRARY ASSOCIAT	0256085	95.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	JUNE 2000	324.02
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	JUNE 2000	162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	JUNE 2000	162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	JUNE 2000	18.93
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	JUNE 2000	37.86
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	JUNE 2000	18.93
2110	930010	R & M EQUIPMENT	06967	HENRICHSEN'S FIRE & SAFET	27085	98.15
2110	930010	R & M EQUIPMENT	06967	HENRICHSEN'S FIRE & SAFET	27130	28.30
2110	930010	R & M EQUIPMENT	07143	ANDERSON ELEVATOR CO.	24830	120.00
2110	930010	R & M EQUIPMENT	53253	DISTINCTIVE BUSINESS PROD	406316	740.25
2110	930020	R & M BLDGS & STRUCTURES	05720	MARIO GAMBINO & SONS LAND	4-26-2000	350.00
2110	930020	R & M BLDGS & STRUCTURES	07786	G & I ELECTRIC COMPANY,	21645	95.50
2110	930195	BOOK BINDING & REPAIR	05479	HOUCHEM BINDERY LTD	077321	258.95
2110	930320	CLEANING:CUSTODIAL SERV	09536	CRYSTAL MGMT. & MAINT. SE	8238	1,700.00
2110	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	PETTY CASH	1.72
2110	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	PETTY CASH	5.53
2110	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	PETTY CASH	5.53
2110	960990	MISC CONTRACTUAL SVCS	06463	SECURITY LINK FROM AMERIT	39602693	261.60
2110	960990	MISC CONTRACTUAL SVCS	17560	PANASONIC COMMUNICATIONS	27130673	960.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005695243	32.85
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005702306	29.95
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005715937	32.10
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005729483	33.50
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005711350	21.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005736103	23.95
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005711234	32.55
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005725636	35.90
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005674130	20.20
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005736311	36.70
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005693997	52.60
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005701153	27.50
2110	970100	SUPPLIES	09638	OFFICE DEPOT	096064257/1	36.12
2110	970100	SUPPLIES	09638	OFFICE DEPOT	095673748/1	48.00
2110	970100	SUPPLIES	19714	GAYLORD BROS	OG9750005	57.72
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	839978	2,647.50
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	837474	213.12
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	795155	-9.81
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	004196	11.97
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	21092	PETTY CASH	PETTY CASH	8.78

05/26/00

ACCOUNTING PERIOD: 5/00

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SEL ON CRITERIA: payable.due_date='06/05/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	21092	PETTY CASH	PETTY CASH	9.55
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	21092	PETTY CASH	PETTY CASH	7.55
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	078463-00	338.05
2110	970170	JANITORIAL	08636	ACE DES PLAINES, INC.	01129822	13.57
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	752915	15.15
2110	970170	JANITORIAL	21092	PETTY CASH	PETTY CASH	6.24
2110	970260	POSTAGE AND PARCEL	07906	DON'T SHOOT THE MESSENGER	21162780	17.35
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH	2.17
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	7-941-68677	45.14
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	7-941-42411	81.76
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	7-941-11529	9.71
2110	970600	BOOKS	02077	LAKESHORE LEARNING MATERI	2-414251	66.58
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	922518	109.11
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	930627	491.94
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	926390	329.52
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	910738	10.94
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	923693	36.56
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	925649	28.66
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	907742	55.93
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	922520	110.13
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	922519	35.04
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	932049	7.58
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	929046	66.15
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	923692	118.71
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	926135	61.25
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	925651	452.91
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	923258	44.66
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	925650	119.90
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	0100080-00	946.50
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	0118036-00	458.25
2110	970600	BOOKS	07439	THE GALE GROUP	9823271	454.00
2110	970600	BOOKS	07439	THE GALE GROUP	9817199	140.58
2110	970600	BOOKS	07439	THE GALE GROUP	9820762	71.84
2110	970600	BOOKS	07439	THE GALE GROUP	9819477	134.76
2110	970600	BOOKS	07439	THE GALE GROUP	9820507	82.34
2110	970600	BOOKS	09308	M.B. SHARPE, INC.	10909	487.60
2110	970600	BOOKS	09309	ROBERTA S. JOHNSON	REIMB	40.00
2110	970600	BOOKS	09431	LEXIS LAW PUBLISHING	M33241	70.38
2110	970600	BOOKS	09714	SCHOOL SPECIALTY INC.	38029193	22.84
2110	970600	BOOKS	12637	THE LITURGICAL PRESS	435858B	49.16
2110	970600	BOOKS	16774	MISTER ANDERSON'S COMPANY	8018	11.00
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005725635	1,182.13
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005796524	49.95
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005804549	74.33
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005701152	1,021.83
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005711349	805.89
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005769486	33.86
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005763805	27.23
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	0000642602	-12.93
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005674129	684.41
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005711233	955.27

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CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 5/00

SELECTION CRITERIA: payable.due_date='06/05/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005729482	1,241.33
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005736102	934.64
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005782406	24.94
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005736310	1,322.09
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005715936	784.38
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	0000639272	-28.37
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005702305	1,073.74
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005693996	1,378.15
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005757570	9.49
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005695242	761.19
2110	970600	BOOKS	20701	WORLD BOOK ENCYCLOPEDIA,	RGRR00317571	31.40
2110	970600	BOOKS	51657	N A D A APPRAISAL GUIDE	4600	80.00
2110	970600	BOOKS	58875	INGRAM	29017874	24.87
2110	970600	BOOKS	99037	SBD SPANISH BOOK DIST.	8291	12.79
2110	970610	AUDIO MATERIALS	02077	LAKESHORE LEARNING MATERI	2-414251	5.95
2110	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA	188226	6.50
2110	970610	AUDIO MATERIALS	07339	BLACKSTONE AUDIO BOOKS	154985	6.00
2110	970610	AUDIO MATERIALS	13617	BRILLIANCE CORPORATION	IN0093380	94.43
2110	970610	AUDIO MATERIALS	13617	BRILLIANCE CORPORATION	IN0093470	213.16
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-26-00-3	68.17
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-26-00-1	463.75
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-26-00-4	2.78
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-1-00-5	13.48
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-26-00-5	40.44
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-1-00-1	166.84
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-1-00-3	68.15
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3952295M	15.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	396040M	15.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1035809	11.90
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1034173	11.90
2110	970620	SUBSCRIPTIONS & BOOKS	09738	UNITED FEDERATION OF DOLL	53076	28.00
2110	970620	SUBSCRIPTIONS & BOOKS	11621	MERGENT FIS	125342	2,146.30
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	851898	53.51
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	256421	189.00
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B31860430	131.98
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B32019210	31.38
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B32009910	7.25
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	R15482280	13.95
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B32141200	417.68
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B31796110	13.93
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	242990450	20.92
2110	970630	VISUAL MATERIALS	08025	LISTENING LIBRARY INC.	335366	12.98
2110	970630	VISUAL MATERIALS	11645	PARSONS TECHNOLOGY	1666668	291.77
2110	970630	VISUAL MATERIALS	11645	PARSONS TECHNOLOGY	1684011	111.39
2110	970630	VISUAL MATERIALS	17546	CHILDCRAFT	0002344711	172.44
2110	970640	AUTOMATED REFERENCE MAT'L	09463	BVM COMMUNICATIONS INC.	2033121	1,500.00
2110	970640	AUTOMATED REFERENCE MAT'L	17534	ROTH PUBLISHING, INC.	65824	765.00
2110	970640	AUTOMATED REFERENCE MAT'L	17558	BIGCHALK.COM, INC.	4769390	3,412.00
2110	970840	DIESEL	03031	AVALON PETROLEUM COMPANY	026271	56.43

TOTAL PUBLIC LIBRARY SERVICES

41,474.57

05/26/00

ACCOUNTING PERIOD: 5/00

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='06/05/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2130	920110	PROFESSIONAL CONSULTING	06258 EXECUTIVE SERVICE CORPS O	3761	2,320.00
2130	920110	PROFESSIONAL CONSULTING	09367 SHARON A. COLBY, MA	5-05-00	3,500.00
2130	960070	AUTO/TRAVEL EXPENSES	17962 THINKING LIGHTLY INC.	TRAVEL EXP	1,063.71
2130	960990	MISC CONTRACTUAL SVCS	15976 GRAPHIC SOLUTIONS	6458	1,363.00
TOTAL IL LIBRARY PER CAP GRANT					8,246.71
TOTAL FUND					49,721.28

05/26/00
ACCOUNTING PERIOD: 5/00

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='06/05/2000'

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
202	920110	PROFESSIONAL CONSULTING	04640 CCS OWNER SERVICES	• 4600	1,178.00
202	980400	EQUIPMENT	17895 CONVERGENT COMMUNICATIONS	• 1ST PAYMENT	13,071.60
202	980600	FURNITURE & FIXTURES	17924 CORPORATE CONCEPTS, INC.	• PAYMENT #1	315,667.78
202	980600	FURNITURE & FIXTURES	17962 THINKING LIGHTLY INC.	• COMMISSION F	37,500.00
202	980600	FURNITURE & FIXTURES	17974 ROBERT JESSUP	• COMMISSION F	17,500.00
202	980600	FURNITURE & FIXTURES	17986 FRED NAGELBACH	• COMMISSION F	2,000.00
202	980600	FURNITURE & FIXTURES	17998 PAE WHITE	• COMMISSION F	2,000.00
TOTAL LIBRARY CAPITAL PROJ FUND					388,917.38
TOTAL FUND					388,917.38

06/12/00
 ACCOUNTING PERIOD: 6/00

CITY OF DES PLAINES
 CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='06/19/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920120	COMMUNICATION SERVICES	06827 CELLULAR ONE	49682107	29.48
2110	920120	COMMUNICATION SERVICES	71279 AMERITECH-ILLINOIS CABS	HO3356545	113.18
2110	920140	DATA PROCESSING SERVICES	07007 PSINET, INC.	2421207	1,270.23
2110	920140	DATA PROCESSING SERVICES	09737 BAKER & TAYLOR	T09NS4279M	470.42
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	DPK-GLS	1,877.00
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	APRIL 2000	3,240.25
2110	920206	SEMINARS	07530 MAINE TOWNSHIP	AGENCY DAY	30.00
2110	920206	SEMINARS	09682 KAREN WALLACE	REIMB	75.00
2110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	NORLIN	45.00
2110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	ATTACH	40.00
2110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	ATTACH	15.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	104536	40.00
2110	920230	PUBLICATION OF NOTICES	76126 DAILY HERALD	T2351923	175.00
2110	930010	R & M EQUIPMENT	06789 AMBASSADOR BUSINESS SOLUT	6475389	113.00
2110	930010	R & M EQUIPMENT	09600 RMC INC.	077447	356.00
2110	930010	R & M EQUIPMENT	12728 US OFFICE EQUIPMENT INC.	92046	164.48
2110	930010	R & M EQUIPMENT	18095 LEONARD J. BROWN PLUMBING	010445	158.00
2110	930010	R & M EQUIPMENT	26729 GEISER-BERNER PLUMBING SE	115528	69.00
2110	930010	R & M EQUIPMENT	72106 COOPERATIVE COMPUTER SERV	APRIL 2000	2,730.81
2110	930020	R & M BLDGS & STRUCTURES	05720 MARIO GAMBINO & SONS LAND	5-22-00	300.00
2110	930020	R & M BLDGS & STRUCTURES	67814 DOOR SYSTEMS INC	0448310IN	148.75
2110	930195	BOOK BINDING & REPAIR	05479 HOUCHEM BINDERY LTD	078079	300.60
2110	960990	MISC CONTRACTUAL SVCS	08750 KLEEN-MASTERS, INC.	5-9-00	40.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005769814	15.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005864886	21.45
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005809288	8.10
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005784244	18.25
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005783378	24.90
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005777296	48.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005804665	49.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005848153	44.05
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005801206	26.65
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005864595	41.35
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005832801	34.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005814489	28.10
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005840638	20.45
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005769620	22.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005825367	104.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005751003	20.65
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005852746	37.30
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005819402	32.40
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005813595	31.05
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005763884	50.65
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005792009	21.45
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005791719	58.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2005750267	92.45
2110	970100	SUPPLIES	09537 DYMO-COSTAR CORPORATION	1056951	35.90
2110	970100	SUPPLIES	09638 OFFICE DEPOT	098036281/01	5.37
2110	970100	SUPPLIES	09638 OFFICE DEPOT	098260461/01	3.51
2110	970100	SUPPLIES	09638 OFFICE DEPOT	097388498/01	62.85
2110	970100	SUPPLIES	09638 OFFICE DEPOT	097722370/01	22.08

06/12/00

ACCOUNTING PERIOD: 6/00

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='06/19/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970100	SUPPLIES	09638 OFFICE DEPOT	098595521/01	16.32
2110	970100	SUPPLIES	09638 OFFICE DEPOT	096583276/01	63.60
2110	970100	SUPPLIES	09638 OFFICE DEPOT	098595035/01	63.71
2110	970100	SUPPLIES	09638 OFFICE DEPOT	096594041/01	129.09
2110	970100	SUPPLIES	09638 OFFICE DEPOT	097406949/01	77.30
2110	970100	SUPPLIES	09638 OFFICE DEPOT	098595400/01	35.45
2110	970100	SUPPLIES	09638 OFFICE DEPOT	098595264/01	11.17
2110	970100	SUPPLIES	09638 OFFICE DEPOT	098594601/01	556.97
2110	970100	SUPPLIES	16750 OPTELEC U.S., INC.	9285	134.70
2110	970100	SUPPLIES	18306 BORDERS BOOKS MUSIC AND C	5046	30.00
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	846630	48.83
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	847610	92.55
2110	970100	SUPPLIES	21432 AMERICAN LIBRARY ASSOCIAT	2758	37.00
2110	970100	SUPPLIES	43765 DOMINICKS FINER FOODS	0005101	12.12
2110	970100	SUPPLIES	43765 DOMINICKS FINER FOODS	0005221	4.39
2110	970100	SUPPLIES	43765 DOMINICKS FINER FOODS	003342	23.98
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	43765 DOMINICKS FINER FOODS	0005101	28.94
2110	970170	JANITORIAL	01341 HENRICHSEN FIRE EQUIPMENT	27130	28.30
2110	970170	JANITORIAL	08666 IDEAL UNIFORM SERVICE	756027	15.15
2110	970170	JANITORIAL	08666 IDEAL UNIFORM SERVICE	758851	15.15
2110	970170	JANITORIAL	08666 IDEAL UNIFORM SERVICE	750479	15.15
2110	970170	JANITORIAL	08666 IDEAL UNIFORM SERVICE	761659	15.15
2110	970170	JANITORIAL	08666 IDEAL UNIFORM SERVICE	764644	15.15
2110	970260	POSTAGE AND PARCEL	40311 FEDERAL EXPRESS CORP.	7-941-94590	16.26
2110	970270	PRINTING-REPROD-BINDING	14465 INSTY PRINTS	205341	358.87
2110	970270	PRINTING-REPROD-BINDING	18112 CONSOLIDATED PRESS, INC.	72675	2,325.00
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	936899	10.94
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	933228	13.54
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	927162	81.88
2110	970600	BOOKS	03363 WEST GROUP	748-441-028	117.25
2110	970600	BOOKS	04625 CCH, INCORPORATED	4914033	34.62
2110	970600	BOOKS	04964 WHEELER PUBLISHING, INC.	00207891	151.93
2110	970600	BOOKS	05317 GROLIER PUBLISHING CO	10434159	267.07
2110	970600	BOOKS	05317 GROLIER PUBLISHING CO	10433119	314.13
2110	970600	BOOKS	07439 THE GALE GROUP	9834899	110.24
2110	970600	BOOKS	07439 THE GALE GROUP	9863665	140.30
2110	970600	BOOKS	07439 THE GALE GROUP	9846266	155.11
2110	970600	BOOKS	07439 THE GALE GROUP	9864691	468.93
2110	970600	BOOKS	07439 THE GALE GROUP	9859200	42.67
2110	970600	BOOKS	07439 THE GALE GROUP	9875400	71.84
2110	970600	BOOKS	07439 THE GALE GROUP	9856241	134.76
2110	970600	BOOKS	07439 THE GALE GROUP	9878379	134.76
2110	970600	BOOKS	07975 BAKER & TAYLOR ENTERTAINM	B431962CM	-51.44
2110	970600	BOOKS	08753 HAINES & COMPANY, INC.	25655	554.00.
2110	970600	BOOKS	18124 DELSTAR BOOKS	ATTACH	43.95
2110	970600	BOOKS	18136 G.T. LABS	104	16.95
2110	970600	BOOKS	18148 R.S. MEANS COMPANY, INC.	2456298	75.43
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005847296	18.90
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005814488	723.08
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005848152	1,126.30
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005751002	654.45

06/12/00

ACCOUNTING PERIOD: 6/00

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SEL N CRITERIA: payable.due_date='06/19/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005825366	2,261.38
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005864594	1,329.48
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005832800	922.95
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005902417	9.49
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005852745	1,049.13
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	3003462394	197.21
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005840637	653.49
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005864885	574.83
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005769619	481.21
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005783377	804.19
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005801205	944.51
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	3003480833	143.00
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005819401	1,101.47
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005838533	16.66
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005792008	419.69
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005777295	1,329.74
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005864360	92.10
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005813594	1,558.89
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	3003498032	517.65
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005891811	53.22
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005804664	1,434.01
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005883637	65.51
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005769813	382.24
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005809287	249.00
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005784243	672.32
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005750266	3,403.29
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005763883	1,779.77
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005791718	1,809.67
2110	970600	BOOKS	82668 POLONIA BOOK STORES	010672	105.56
2110	970610	AUDIO MATERIALS	02482 CHIVERS NORTH AMERICA	188759	6.50
2110	970610	AUDIO MATERIALS	06253 TIME LIFE EDUCATION INC	ATTACH	20.98
2110	970610	AUDIO MATERIALS	13617 BRILLIANCE CORPORATION	IN0093723	65.47
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	5-15-00-3	82.38
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	5-15-00-1	141.28
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	3986356M	10.00
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	3981733M	10.00
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	3957616P	296.00
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	3965765M	28.95
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	1038667	201.60
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	1047540	11.90
2110	970620	SUBSCRIPTIONS & BOOKS	19984 NATIONAL GEOGRAPHIC SOCIE	2165983	36.90
2110	970620	SUBSCRIPTIONS & BOOKS	71360 MORNINGSTAR	948218B	89.00
2110	970620	SUBSCRIPTIONS & BOOKS	74130 EBSCO SUBSCRIPTION SVC	0339946	29.96
2110	970630	VISUAL MATERIALS	02077 LAKESHORE LEARNING MATERI	2-441431	216.90
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	336531	104.00
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	337622	54.99
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	337025	75.00
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B32195120	259.45
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	Z43058540	48.78
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B32195100	129.31
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	Z43058530	64.87

06/12/00
 ACCOUNTING PERIOD: 6/00

CITY OF DES PLAINES
 CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='06/19/2000'

FUND 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B32195090	36.97
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B32223690	580.19
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B32372510	440.00
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B32223700	182.76
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	Z43125930	41.85
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B32488440	27.88
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B32401330	30.00
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	R15980530	90.63
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	Z43125920	38.93
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	E28218370	10.46
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B32195110	237.23
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B436494CM	-116.25
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	N42637880	27.90
2110	970630	VISUAL MATERIALS	17546 CHILDCRAFT	P00483580104	25.30
2110	970630	VISUAL MATERIALS	17546 CHILDCRAFT	P00483580102	63.23
2110	970630	VISUAL MATERIALS	17546 CHILDCRAFT	P00483580103	109.28
2110	970840	DIESEL	03031 AVALON PETROLEUM COMPANY	• 026357	60.72
2110	970850	GASOLINE	03031 AVALON PETROLEUM COMPANY	• 338894	22.19
2110	980420	COMPUTER SOFTWARE	05124 CDW GOVERNMENT, INC.	BV76349	195.12
TOTAL LIBRARY SERVICES					50,815.02
2130	960210	SPECIAL EVENT PROGRAMMING	08459 PATRICIA E. SHERMAN	9-24-2000	450.00
2130	960990	MISC CONTRACTUAL SVCS	05791 BARRY NORTH	9-24-2000	300.00
2130	960990	MISC CONTRACTUAL SVCS	18100 CHRIS FASCIONE	9-24-2000	300.00
TOTAL IL LIBRARY PER CAP GRANT					1,050.00
TOTAL FUND					51,865.02

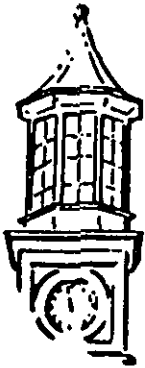
06/12/00
ACCOUNTING PERIOD: 6/00

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='06/19/2000'

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
202	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	• 00378	1,780.00
202	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	• 00379	1,397.50
202	960990	MISC CONTRACTUAL SVCS	17895 CONVERGENT COMMUNICATIONS	C67052	1,308.00
202	980400	EQUIPMENT	18150 ASI SIGN SYSTEMS	25769RV	14,043.27
202	980400	EQUIPMENT	18150 ASI_SIGN SYSTEMS	25768RV	3,207.64
TOTAL LIBRARY CAPITAL PROJ FUND					21,736.41
TOTAL FUND					21,736.41



DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES Minutes of the Finance Committee Meeting June 20, 2000

Chair: Susan Burrows.
Present: Eldon Burk, Susan Burrows, Sandra Norlin, Rhys Read, John Burke,
Carol Kidd

Call to Order: 6:22 PM by Susan Burrows.

Susan Burrows reported that the contingency fund has approximately \$118,000 remaining. The cost for installation of the atrium sculpture will decrease the contingency fund. That cost has not yet been determined.

Eldon Burk reported that the Paul Jung family has made a generous donation to the Children's Department. Eldon suggested that the Children's mural be dedicated to the Paul Jung Family and the residents of Des Plaines who purchased bricks. The Committee will recommend that donor plaques be approved for the Children's Department for the mural and aquarium.

John Burke and Eldon Burk will contact major local businesses for possible donations.

Eldon Burk reported that the cost of the Poke Throughs for the second, third and fourth floors of the new building may be split with the City of Des Plaines.

Rhys Read asked if money would be raised for books for the new library and Eldon Burk responded that proceeds from "One for the Books" and the donation of stock from Jane Moore would be used for books.

Eldon Burk reported that Sysco will donate all disposable items for "One For The Books" and Pepsi Cola will donate all soft drinks. Eldon and Sandra will meet with restaurateurs on Thursday, June 22, 2000 to discuss the donation of food costs. Eldon also reported that the date has been changed to August 3 for the preview party.

0607

Rhys Read will contact Jim Egeberg, Director of Finance, for a better understanding of the library's financial reports. Eldon Burk will attend meeting with Rhys Read and Jim Egeberg if he is available.

Meeting adjourned at 7:17 PM.

Minutes prepared by Carol Kidd.

ADMINISTRATOR'S REPORT July 18, 2000

I. PERSONNEL

New employees this month are:

Rosemary (Corky) Lee began as Library Assistant II in Readers Services on 6.21.00. Christina Brennan and Dorothea Frisbee will begin as Library Assistant I, part-time, in the Community Services Department on 7.24.00.

Martha Sloan and I are interviewing five candidates for the Community Services Department Head position.

II. STAFF DEVELOPMENT

Two major staff development events took place this month. First, our annual staff inservice day was held June 29. We concentrated on the upcoming move, paying attention to the details of physically moving to the new library as well as saying an appropriate farewell to the old building that has served us so well for over 40 years. We worked as a group, in teams, and as individuals at various tasks throughout the day. Our midday lunch was a "cookout" on the grounds of the library. Seventy-one staff members attended.

The other opportunity for staff development was the Annual Conference of the American Library Association, which was held in Chicago July 7 through 11. Twenty-eight staff members attended preconferences, meetings, programs and/or exhibits. This was a good professional burst before our busy weeks of moving activities. I attended a preconference on statistics gathering and reporting, and two programs, one on outsourcing technical services activities, and the other on public programming through the Writers Live! Grant program from ALA.

III. PATRON SERVICES

Our last few weeks at the Graceland site were gratifying. Our circulation was brisk and steady, patrons commented on the excitement of moving to a new, improved space. The "report card" comparison of area public libraries that I distributed last month shows that we continue to be one of the most efficient and cost-effective libraries in this area. Coupled with the results of recent patron satisfaction surveys (focus groups most recently), this information gives us reason for pride.

IV. ADMINISTRATIVE ACTIVITIES

In addition to ALA attendance July 7-9, I attended meetings of the Fundraising Event and Grand Opening Committee meetings, and the PC and Monitor bid opening, I was on vacation from June 30 through July 3.

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT
June 2000

Total 1999 to Date:	378,056	Total 2000 to Date:	385,899	% Change
June 1999:	61,309	June 2000:	62,011	2.07%
				1.15%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
<u>CHILDREN</u>	1999	2000	1999	2000	1999	2000
Non Fiction	3,000	3,214	277	205	3,277	3,419
Fiction	10,569	9,821	552	477	11,121	10,298
Foreign Language Non Fiction	16	34	3	5	19	39
Foreign Language Fiction	91	101	48	31	139	132
Periodicals	170	94	43	14	213	108
Compact Discs	286	338	23	40	309	378
Audio Cassettes	304	276	12	1	316	277
Audio Kits	374	271	37	15	411	286
Puzzles	324	262	17	23	341	285
Games	62	64	5	3	67	67
Audio Books	244	258	5	2	249	260
Video Fiction	2,345	2,715	139	114	2,484	2,829
Video Non Fiction	1,073	973	15	19	1,088	992
DVD	5	59	0	0	5	59
CD ROMs	644	653	0	0	644	653
SUB TOTAL	19,507	19,133	1,176	949	20,683	20,082
ADULT						
Non Fiction	10,045	9,761	109	138	10,154	9,899
Fiction	8,161	8,405	215	359	8,376	8,764
Large Type	936	1,098	90	254	1,026	1,352
Foreign Language Non Fiction	153	169	3	0	156	169
Foreign Language Fiction	322	450	1	0	323	450
High School Collection	109	185	8	2	117	187
Periodicals	2,285	1,880	74	102	2,359	1,982
Pamphlets	16	22	0	0	16	22
Compact Discs	4,126	4,924	238	285	4,364	5,209
Audio Cassettes	369	333	8	10	377	343
Puzzles	11	19	2	0	13	19
Pictures	95	48	0	0	95	48
Audio Books	1,804	2,053	8	23	1,812	2,076
CD ROMs	226	180	0	0	226	180
Video Fiction	7,527	7,177	230	169	7,757	7,346
Video Non Fiction	3,009	3,023	10	31	3,019	3,054
DVD	268	761	0	0	268	761
Misc. Formats	39	64	1	4	40	68
	39,501	40,552	997	1,377	40,498	41,929
Supersedes	0	0	128	0	128	0
GRAND TOTAL	59,008	59,685	2,301	2,326 *	61,309	62,011
Self Check	1,298 **	1,900	0	0	1,298	1,900

* In 1999, Mobile Library out of service 5 days. In 2000, Mobile Library out of service 10 days.

** In 1999, Self Check figures reflect only June 1-17. CCS reported figures unavailable for June 18-30.

Main/Mobile Combined 2000

CHILDREN	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Non Fiction	5,292	5,822	5,875	4,991	4,033	3,419	0	0	0	0	0	0	29,032
Fiction	11,234	11,537	12,418	9,986	8,787	10,298	0	0	0	0	0	0	64,260
Foreign Language Non Fiction	52	61	69	54	46	39	0	0	0	0	0	0	321
Foreign Language Fiction	242	227	310	215	178	132	0	0	0	0	0	0	1,304
Periodicals	191	211	210	156	148	108	0	0	0	0	0	0	1,024
Compact Discs	395	416	463	410	386	378	0	0	0	0	0	0	2,448
Audio Cassettes	259	269	256	204	222	277	0	0	0	0	0	0	1,487
Audio Kits	443	413	452	323	283	286	0	0	0	0	0	0	2,200
Puzzles	389	384	391	293	300	285	0	0	0	0	0	0	2,042
Games	115	110	112	89	70	67	0	0	0	0	0	0	543
Audio Books	200	143	209	168	144	260	0	0	0	0	0	0	1,124
Video Fiction	3,157	3,089	3,399	2,980	2,844	2,829	0	0	0	0	0	0	18,298
Video Non Fiction	1,204	1,404	1,447	1,251	1,050	992	0	0	0	0	0	0	7,348
DVD	29	34	64	54	63	59	0	0	0	0	0	0	303
CD ROMs	633	693	779	681	676	653	0	0	0	0	0	0	4,115
SUB TOTAL	23,835	24,813	26,254	21,835	19,230	20,082	0	0	0	0	0	0	135,849
ADULT													
Non Fiction	10,444	10,883	11,887	11,367	9,662	9,899	0	0	0	0	0	0	64,142
Fiction	7,047	6,921	7,529	7,027	7,128	8,764	0	0	0	0	0	0	44,414
Large Type	919	848	1,000	911	1,039	1,352	0	0	0	0	0	0	6,069
Foreign Language Non Fiction	159	197	175	175	158	169	0	0	0	0	0	0	1,033
Foreign Language Fiction	452	369	424	365	404	450	0	0	0	0	0	0	2,464
High School	104	133	168	110	130	187	0	0	0	0	0	0	832
Periodicals	2,238	2,294	2,557	2,394	2,228	1,982	0	0	0	0	0	0	13,693
Pamphlets	15	10	39	32	17	22	0	0	0	0	0	0	135
Compact Discs	5,065	5,176	5,897	5,306	5,261	5,209	0	0	0	0	0	0	31,914
Audio Cassettes	369	357	368	393	329	343	0	0	0	0	0	0	2,159
Puzzles	23	14	15	9	12	19	0	0	0	0	0	0	92
Pictures	69	50	71	61	79	48	0	0	0	0	0	0	378
Audio Books	1,600	1,564	1,703	1,699	1,877	2,076	0	0	0	0	0	0	10,319
CD ROMs	183	181	190	169	160	180	0	0	0	0	0	0	1,063
Video Fiction	8,691	7,894	8,580	7,415	7,108	7,346	0	0	0	0	0	0	47,034
Video Non Fiction	3,432	3,607	3,869	3,235	2,913	3,054	0	0	0	0	0	0	20,110
DVD	577	541	556	689	788	761	0	0	0	0	0	0	3,912
Misc. Formats	64	38	48	35	34	68	0	0	0	0	0	0	287
SUB TOTAL	41,451	41,077	45,076	41,392	39,125	41,929	0	0	0	0	0	0	250,050
Supersedes	0	0	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	65,286	65,690	71,330	63,227	58,355	62,011	0	0	0	0	0	0	385,899
Self Check	1,828	2,240	2,080	1,819	1,550	1,900	0	0	0	0	0	0	11,415
Days Closed/Out of Service	0	2/3-----1	0	0	0	10	0	0	0	0	0	0	11

Mobile Library 2000

CHILDREN	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Non Fiction	925	888	773	803	783	205							4,357
Fiction	1,228	1,374	1,401	1,347	1,190	477							7,015
Foreign Language Non Fiction	18	22	22	12	18	5							97
Foreign Language Fiction	70	84	100	68	75	31							428
Periodicals	62	60	66	62	65	14							329
Compact Discs	48	47	63	64	61	40							323
Audio Cassettes	12	16	14	25	14	1							82
Audio Kits	54	52	46	38	54	15							259
Puzzles	29	41	45	39	35	23							212
Games	21	27	29	12	24	3							116
Audio Books	4	9	10	5	5	2							35
Video Fiction	381	378	423	401	402	114							2,099
Video Non Fiction	65	78	90	83	78	19							411
DVD	0	0	0	0	0	0							0
CD ROMs	0	0	1	1	4	0							6
SUB TOTAL	2,915	3,056	3,083	2,960	2,806	949	0	0	0	0	0	0	15,769
ADULT													
Non Fiction	328	299	282	277	248	138							1,572
Fiction	414	384	376	361	375	359							2,249
Large Type	97	83	148	100	187	254							889
Foreign Language Non Fiction	11	20	14	14	7	0							66
Foreign Language Fiction	2	6	6	4	4	0							22
High School	1	0	6	2	3	2							14
Periodicals	163	148	185	181	138	102							917
Pamphlets	0	0	0	0	0	0							0
Compact Discs	446	460	448	476	507	285							2,622
Audio Cassettes	24	17	17	24	18	10							110
Puzzles	7	6	7	3	5	0							28
Pictures	0	0	0	2	3	0							5
Audio Books	32	21	42	57	59	23							234
CD ROMs	0	3	4	1	3	0							11
Video Fiction	405	408	444	419	418	169							2,261
Video Non Fiction	54	67	84	71	82	31							389
DVD	0	1	1	0	0	0							2
Misc. Formats	1	3	3	2	1	4							14
SUB TOTAL	1,985	1,914	2,067	1,994	2,068	1,377	0	0	0	0	0	0	11,405
Supersedes													0
GRAND TOTAL	4,900	4,970	5,150	4,954	4,874	2,326	0	0	0	0	0	0	27,174

Out of Service (days)	1	10											11
Out of Service Description	snow												

maintenance

XII

REGISTRATION SERVICES REPORT FOR JUNE 2000

I. LIBRARY CARD REGISTRATION SERVICES

<u>June 1999</u>	<u>May 2000</u>	<u>June 2000</u>	<u>Year to Date 1999</u>	<u>Year to Date 2000</u>	<u>% Change</u>
753	564	613	4,801	4,129	(- 14.0%)
A.	New Cards			268	
B.	Renewals			299	
C.	Non-Resident Cards			0	
D.	Off-line Library Cards			46	
	Total			613	

II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	64
2.	Number of Meeting Room Uses	35
3.	Cab cards and Other Registrations	4
4.	LAN Discs Sold (Year to Date - 15)	2
5.	Computer Room	100
6.	Reading Edge Users	0
	Total	205

III. TOTAL NUMBER OF REGISTERED BORROWERS

June 1999	34,397	(64.4% of Population)
June 2000	37,289	(69.8% of Population)

CIRCULATION REPORT FOR JUNE 2000
Page 2

PATRON ATTENDANCE COUNT

<u>June 1999</u>	<u>May 2000</u>	<u>June 2000</u>	<u>Year to Date</u> <u>1999</u>	<u>Year to Date</u> <u>2000</u>	<u>% Change</u>
29,348	24760	25,339	161,634	162,807	1.0%

RECIPROCAL BORROWING
(Materials Lent)

	<u>June 1999</u>	<u>June 2000</u>	<u>% Change</u>
NSLS	7,375	7,751	4.9%
OTHER SYSTEMS	1,421	1,863	23.7%
TOTAL	8,796	9,614	8.5%

INTERLIBRARY LOAN

Sent	1,001
Received	172

June 2000 Holdings

	Last Month	This Month	Change	Percent Change
Books	185,965	187,968	2003	1.1%
Audio	16,232	16,337	105	0.6%
Video	10,566	10,559	-7	-0.1%
Puzzles and Games	666	688	22	3.3%
Realia	234	234	0	0.0%
Pamphlets	1,337	1,337	0	0.0%
<hr/>				
Total	215,000	217,123	2123	1.0%

DES PLAINES PUBLIC LIBRARY
ADULT PATRON ASSISTANCE
JUNE 2000

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Equipment repair and assistance	136	
2. Tax forms	6	
3. Directional questions	59	
4. Item retrieval by library pages	52	
5. Audio visual inquiries	134	
Total		387
Reference Services		
1. Specific item request	884	
2. Ready reference	536	
3. Material searching	206	
4. Referrals to other libraries	20	
5. Reader's Advisory	26	
Total		1,672
GRAND TOTAL		2,059

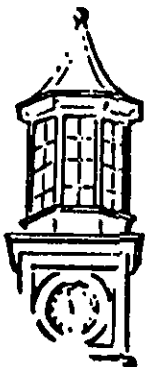
CHILDREN'S PATRON ASSISTANCE
JUNE 2000

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Computer Sign-up	1,050	
2. Program Sign-up	0	
3. Equipment Repair & Assistance	384	
4. Directional Questions	372	
5. ILL & Patron Holds	11	
Total		1,817

<u>In-House Circulation</u>	<u>Number</u>	
1. Train Sets	857	
2. Periodicals	7	
3. Textbooks	2	
4. Reserve Books	1	
Total		867

<u>Reference</u>	<u>Number</u>	
1. Specific Item Request	393	
2. Reference	338	
3. Reader's Advisory	48	
4. Referrals to Other Libraries	1	
Total		780
GRAND TOTAL		3,464

Number of individuals using the Local Computer Network = 2,252



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 5:10 PM.

Sandra Norlin reported that 800 invitations were ordered and Shelby Reese will print the labels for the invitations.

Complimentary tickets will be sent to the following people:

Representative Rosemary Mulligan

Acting Mayor & Mrs. Arredia

Anne Evans

Norma Jung

Edward & Virginia McCaskey

Jane Moore

Leslie Steiner suggested that complimentary tickets be sent to the press and Eldon Burk suggested that two reporters from each newspaper be invited. Sandra Norlin suggested inviting the Chicago Magazine also.

Eldon Burk reported that Sysco will provide all disposable products and produce for the party. Participating restaurants have volunteered to divide the remaining food costs. Soft drinks will be donated by Pepsi Cola.

The Committee will contact local liquor stores for possible donations. Susan Burrows suggested that if a donor is not located for the party, that any liquor that is unopened can be returned.

0619

The Friends of the Library will donate \$1,000 toward the party in addition to postage for the invitations.

Sandra Norlin suggested that coffee be served and asked if Sysco would donate plastic coffee cups. Staff could prepare and serve the coffee.

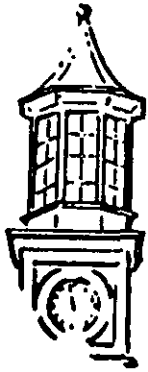
Eldon Burk reported that five servers would be needed and three busboys and the library would hire these people from the restaurants.

Susan Burrows reported that donations are being accepted for the silent auction and that gift baskets will be made up and include gift certificates from the participating restaurants.

The next meeting is scheduled for Wednesday, July 5, 2000 at 4:00 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 "One For The Books" Advisory Committee July 5, 2000

Chair: Eldon Burk
Present: Eldon Burk, Sandra Norlin, Susan Burrows, Leslie Steiner, Charlotte Storer, Carol Kidd, Anne Johnson, Shirley Eilken.

Eldon Burk called the meeting to order at 4:06 PM.

Charlotte Storer reported that 561 invitations were mailed on July 1, 2000 with the remaining invitations to be mailed on July 5, 2000.

Anne Johnson made the following suggestions for the preview party:

- ✓ Flyers be distributed to strategic locations for optimal coverage.
- ✓ Press releases be sent to all newspapers
- ✓ Courtesy tickets be sent to participating restaurants and major sponsors

Anne will also:

- ✓ Process credit card payments and checks
- ✓ Create a donor database
- ✓ Send confirmation letters to participants, with the amount of the ticket that is tax deductible
- ✓ Volunteer to help with the silent auction
- ✓ Generate a list of partygoers

The Committee discussed where participants will enter the library and decided that the main entrance to the library will be open at the northwest corner of the building. The Committee asked Public Information to provide signage to direct attendees to this entrance.

0621

Anne Johnson will generate a guest list and submit to Eldon by July 31 for the final count to restaurants.

Eldon Burk asked how bills would be paid and Charlotte Storer responded that the Friends of the Library will write the checks for the party and ask for reimbursement from the Foundation in one check. All funds from the preview party will be deposited in the Century Fund.

Graphic Solutions will bill the library for the invitations, but will make a cash donation.

Anne Johnson asked who would MC the party and Eldon Burk responded that he would serve as MC with Sandra Norlin, Acting Mayor Anthony Arredia, Dirk Lohan, and a representative from Leopardo.

A portable public address system will be borrowed from the Public Works Department.

Eldon reported that the major expense to the library for the party would be the cost of renting the equipment.

Leslie Steiner will send a photo alert to newspapers and Eldon Burk suggested Library Cable Network be notified.

Susan Burrows questioned where the items for the silent auction would be located. The Committee will decide at a future meeting. The silent auction will begin at 6:30 PM and conclude at 9:00 PM with the final bid. The highest bidder will be announced over the PA system.

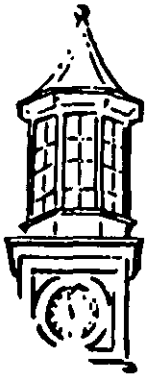
Susan Burrows asked how much wine and champagne would be needed for the party and Eldon responded that he would check with the participating restaurants who have that expertise. Eldon will also contact Alderman Dick Sayad about a donation from a local liquor store.

Eldon spoke with Jim Egeberg, Director of Finance, who will provide a certificate of insurance to the restaurateurs.

The next meetings are scheduled for Monday, July 17, 2000 at 4:00 PM and Thursday, July 27 at 4:00 PM. These meeting will be held at the new building in the conference room on the second floor.

The meeting adjourned at 5:12 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 June 22, 2000

Chair: Eldon Burk
Present: Susan Burrows, Christine Posinger, Martha Sloan, Charlotte Storer, Leslie Steiner, Eldon Burk, Sandra Norlin, Mary Ann Brown, Carol Kidd.

The meeting was called to order by Chairman Eldon Burk at 4:28 PM.

Christine Posinger reported that entertainment contracts are being prepared for signatures at a cost of \$3,600.00.

Approximate costs for the Grand Opening Celebration are:

\$ 3,600.00	Entertainment
\$ 8,500.00	Newsletter Additional Printing Costs
\$ 500.00	Cookies
<u>\$ 300.00</u>	Library Cable Network Montage
\$12,900.00	

Leslie Steiner suggested a deadline of July 24, 2000 for submission of the newsletter to the printer with the newsletter being mailed the week of September 5, 2000. An agenda will be inserted in the newsletter for the Grand Opening, but will not include the names of designated speakers.

Charlotte Storer reported that the Friends of the Library will donate 10,000 magnets to be distributed at the Grand Opening. The Friends will also donate the lemonade if needed.

Leslie reported that she had spoken with Director of Finance, Jim Egeberg, who offered to have the water bills printed with a one-line advertisement for the Grand Opening. Leslie will report back to the Committee with a firm commitment. Susan Burrows asked Leslie if the celebration could also be posted on the Park District sign.

0623

Sandra Norlin suggested that school children cut the ribbon for the Grand Opening ribbon cutting ceremony. Eldon Burk suggested that one child from each school, including private Des Plaines schools, be invited to participate in the ceremony.

Eldon Burk suggested that dignitaries be sent invitations to the Grand Opening and also be asked to speak.

Eldon will introduce Acting Mayor Anthony Arredia, who will introduce the Aldermen and Eldon will follow with an introduction of the Board of Trustees and staff recognition.

Eldon reported that plaques will be hung on the first floor for the late mayor Jung and the current Aldermen and mayor. All dedication plaques will be hung for the Grand Opening celebration.

Christine Posinger will insure that napkins have been ordered for the celebration.

Sandra Norlin asked if the Committee thought tours would still be necessary for the Grand Opening and Eldon suggested that the Board could lead tours, but the library would still have docents who would be stationed at various sites throughout the library.

The next meeting is scheduled for Thursday, August 10, 2000 at 4:00 PM in the Training Room of the new building.

The meeting adjourned at 5:08 PM.

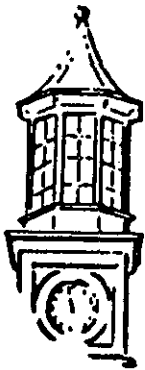
Minutes prepared by Carol Kidd.

The Board of Library Trustees of the Des Plaines Public Library will hold its regular monthly meeting for the period of August 2000 through July 2001 on the third Tuesday of each month at 7:30 PM in the second floor Conference Room. The dates are as follows:

Month	Day	Year
August	15	2000
September	19	2000
October	17	2000
November	21	2000
December	19	2000
January	16	2001
February	20	2001
March	20	2001
April	17	2001
May	15	2001
June	19	2001
July	17	2001

Sandra K. Norlin
Library Administrator

Approved _____



DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

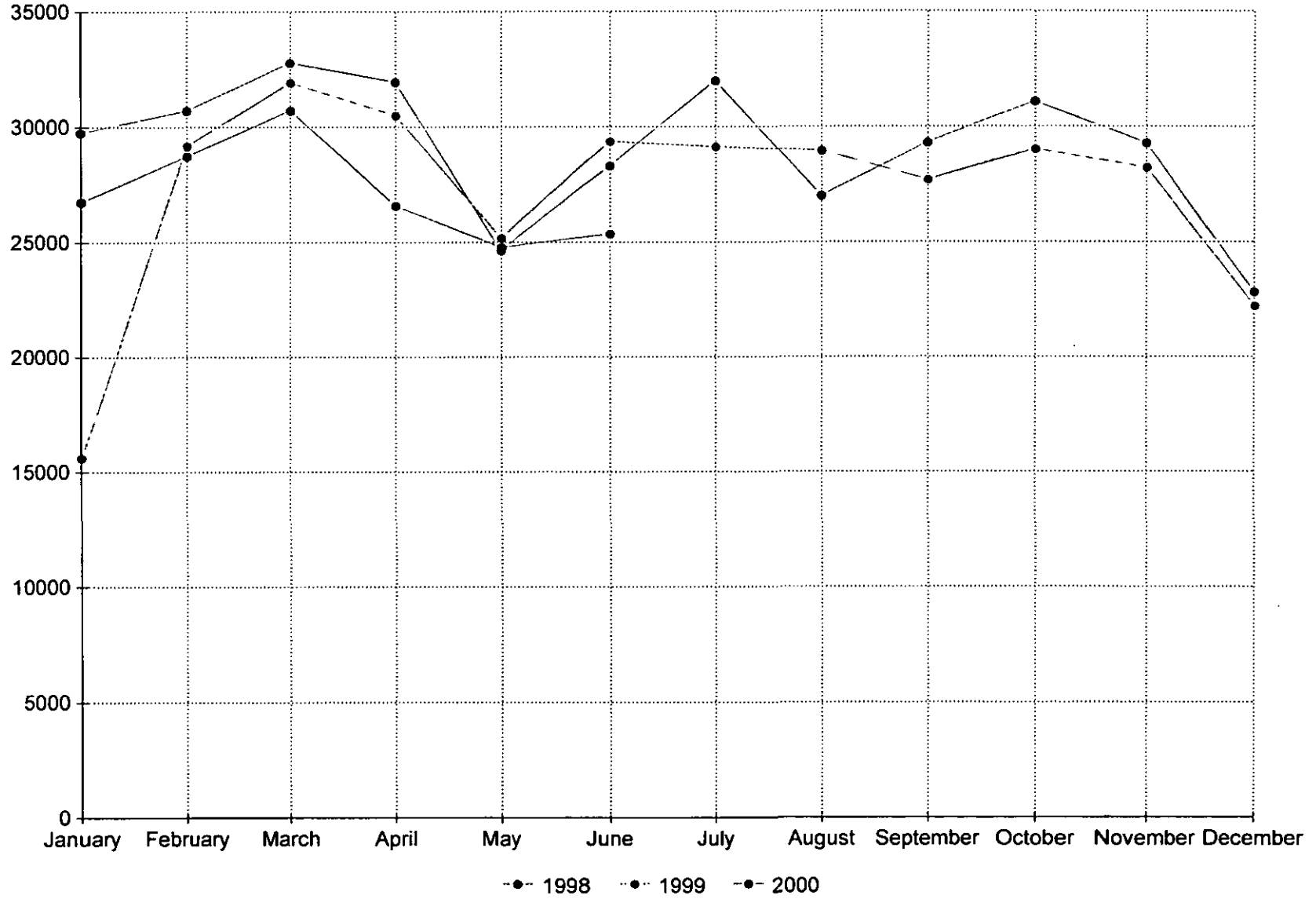
2000 - 20001 LIBRARY CLOSINGS

Sunday, September 3, 2000	Labor Day Holiday
Monday, September 4, 2000	Labor Day
Thursday, November 23, 2000	Thanksgiving
Sunday, December 24, 2000	Christmas Eve
Monday, December 25, 2000	Christmas Day
Sunday, December 31, 2000	New Year's Eve
Monday, January 1, 2001	New Year's Day
Sunday, April 15, 2001	Easter
Thursday, May 10, 2001	Staff Inservice Workshop
Sunday, May 27, 2001	Memorial Day Holiday
Monday, May 28, 2001	Memorial Day
Wednesday, July 4, 2001	Independence Day

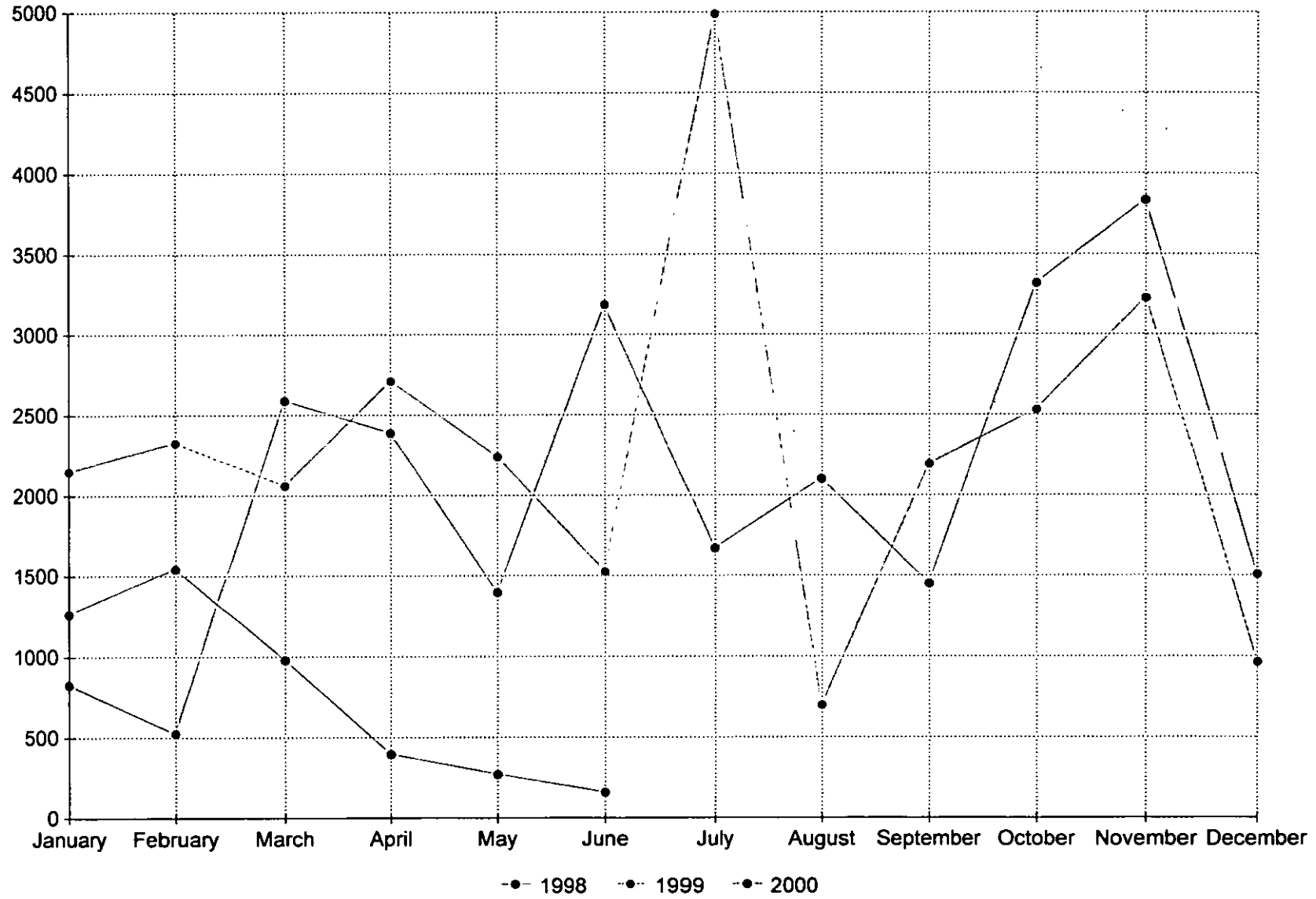
Sandra K. Norlin
Library Administrator

Approved and revised _____

Patron Attendance June 2000

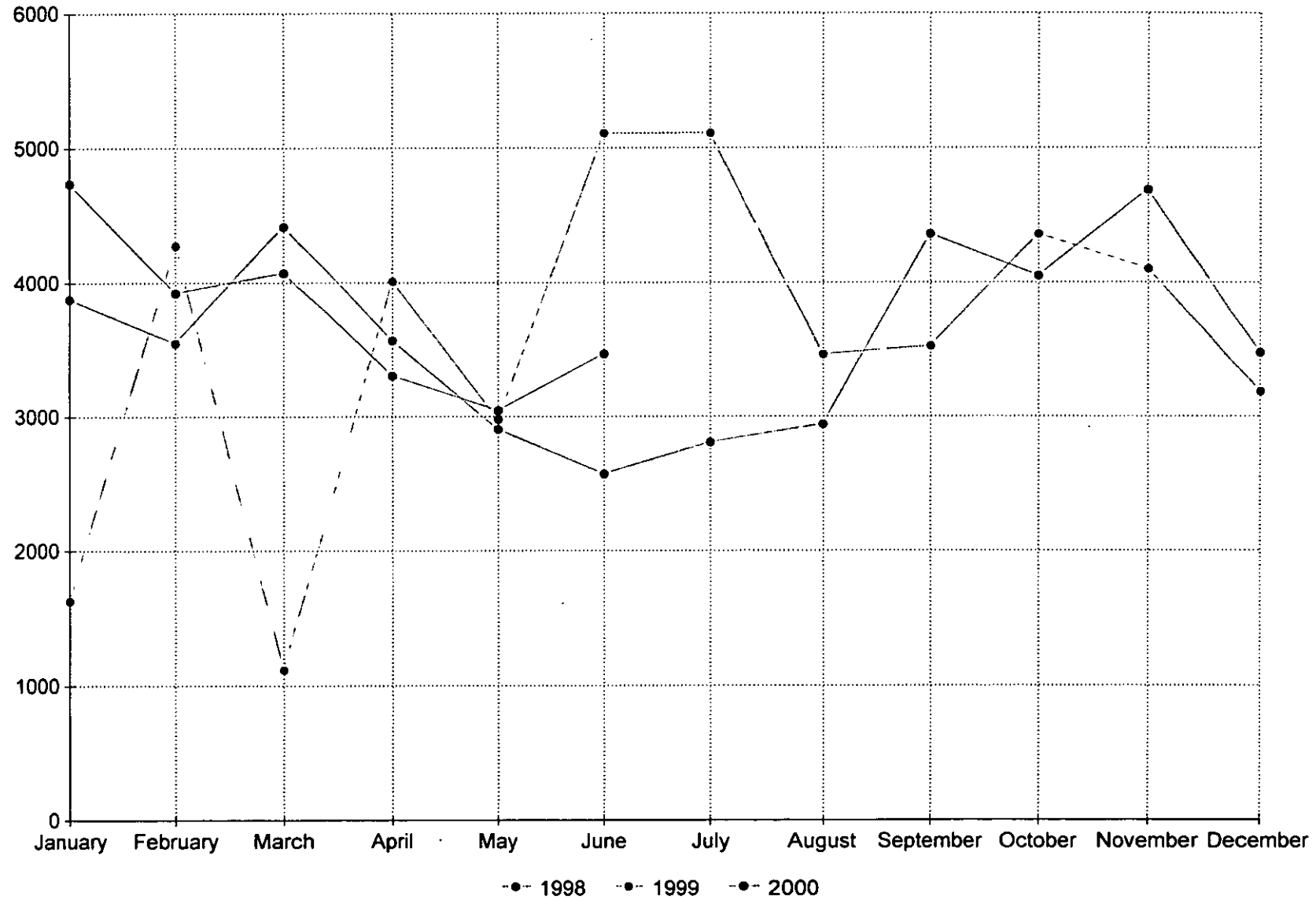


Meeting Room Attendance June 2000



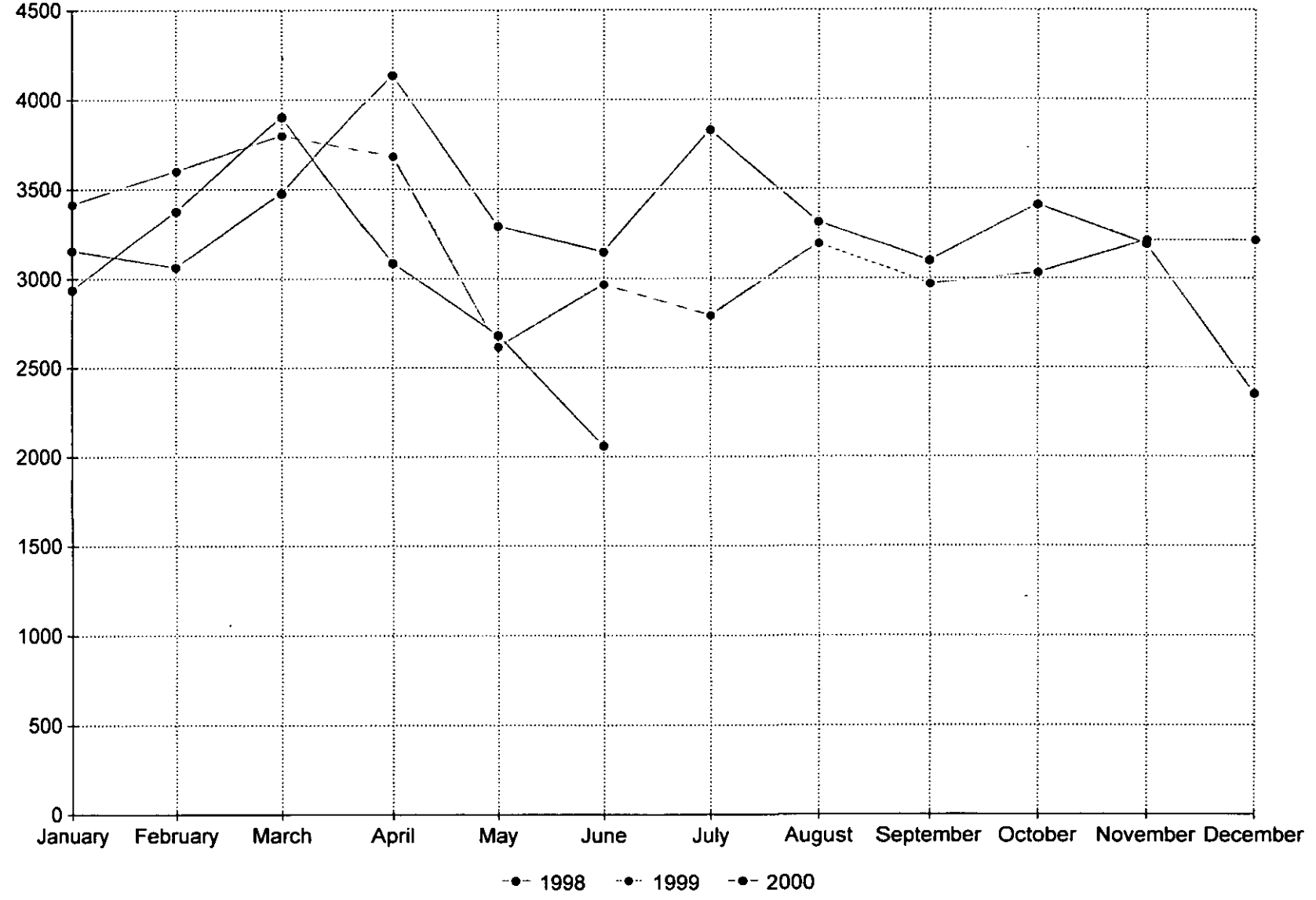
Children's Patron Assistance

June 2000



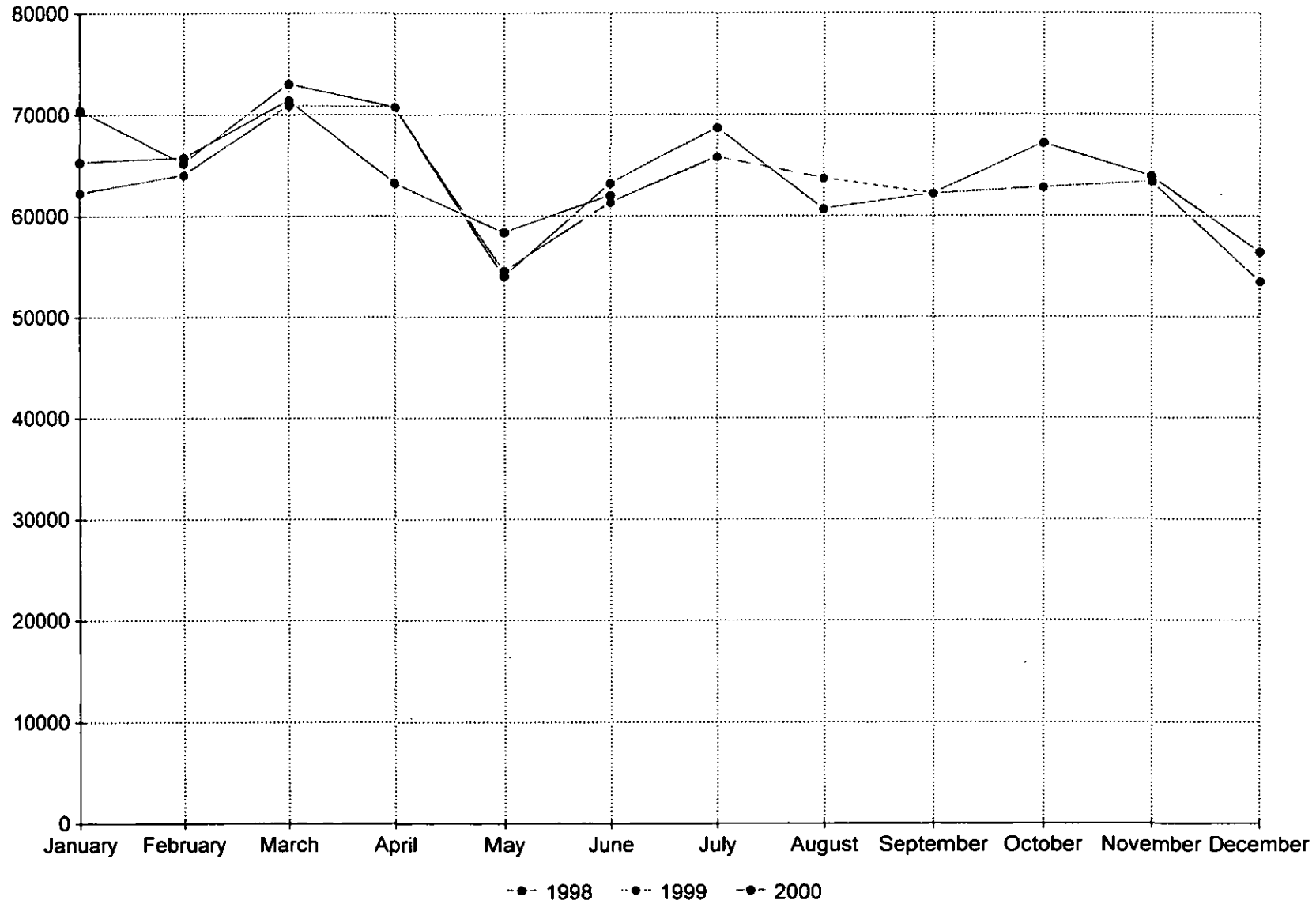
Adult Patron Assistance

June 2000



Circulation Statistics

Items Circulated Per Month By Year



Des Plaines Public Library

FF&E Budget July 13, 2000

Projected Expenses

	Current Projected Project Budget Expense		Future Capital Improvement Expense		Total
PROFESSIONAL SERVICE COSTS					
FF&E Designer	\$89,000.00	a	\$0.00		\$89,000.00
Owner Representative	\$30,000.00	a	\$0.00		\$30,000.00
Specialty Interior Designer	\$18,000.00	a	\$0.00		\$18,000.00
Specialty Interior Designer - Heritage Rm.	\$4,800.00	a	\$0.00		\$4,800.00
Art Consultant	\$16,000.00	a	\$0.00		\$16,000.00
Kinetic Sculpture Connection Engineering	\$8,000.00	a	\$0.00		\$8,000.00
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	\$230,300.00		\$0.00		\$230,300.00
FIXTURES, FURNISHINGS AND EQUIPMENT					
Fixtures					
Specialty Int. (see page 2)	\$220,605.10		\$0.00		\$220,605.10
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	\$42,129.82	a	\$0.00		\$42,129.82
Computers / IT/ Electrical (see page 2)	\$168,530.62	a,c	\$400,000.00		\$568,530.62
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
Services					
Move (includes technical move costs)	\$48,880.00	a	\$0.00		\$48,880.00
Subtotal	\$1,789,778.12		\$516,400.00		\$2,306,178.12
SUBTOTAL PROF. SERV. & FF&E	\$2,020,078.12				\$2,536,478.12
Contingency (5%) over all FF&E	\$101,003.91				\$126,823.91
Additional Funds Available	\$407,092.97				
TOTAL CONTINGENCY AVAILABLE	\$508,096.88				
DPL CHANGE ORDERS (See Breakdown Below)	\$410,990.21				\$410,990.21
ADJUSTED SBTTL PROF. SERV. & FF&E	\$2,431,068.33				
TOTAL CONTINGENCY REMAINING	\$97,106.67				
TOTAL CURRENT COST	\$2,528,175.00				
TOTAL OVERALL PROJECT COST					\$3,074,292.24

Des Plaines Public Library

	Current Projected Project Budget Expense	Future Capital Improvement Expense	Total
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	\$14,814.00 p	\$0.00	\$14,814.00
Subtotal	\$220,605.10	\$0.00	\$220,605.10

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	\$33,530.62 a	\$0.00	\$33,530.62
PC's	\$100,000.00 c	\$400,000.00	\$500,000.00
Subtotal	\$168,530.62	\$400,000.00	\$568,530.62

Furniture Contracts

Corporate Concepts Base Contract - Knoll	\$522,752.84 a		
Corp. Concepts C/O #1	\$106,436.54 a	Future furniture	
Corp. Concepts C/O #2	\$2,146.18 a	Changes in work stations in the bookmobile workroom	
Corp. Concepts C/O #3	\$23,935.00 a	Contract to install the 3rd & 4th floor shelving	
Corp. Concepts C/O #4	\$10,913.52 a	Carrels that were not picked up in the future furniture change order	
Corp. Concepts C/O #5 pending	\$401.50 p	Misused 3 furniture panels in C/O #4	
Corp. Concepts C/O #6 Pending	\$182.79 p	Exchange of wiring harnesses/outlets for modular furniture	
Corp. Concepts C/O #7 Pending	\$4,877.50 p	21 added keyboards	
Corp. Concepts C/O #10 Pending	\$805.38 p	Added Furniture for the Lan Workroom 306	
Corp. Concepts C/O #8 pending (est)	\$5,810.00 p	Anchoring of the 90" shelving on the 4th floor	
Corp. Concepts C/O #9 pending (est) see below	\$5,090.00 p	grinding and install of the web stiffeners, reworking of 2nd flr. shelving	
Total for Corporate Concepts:	\$683,351.25		
Library Bureau Steel Base Contract - Shelving	\$117,066.93 a		
Library Bureau Steel C/O #1	\$11,500.72 a	Future shelving	
Library Bureau Steel C/O #2	\$2,500.00 a	Mistake on cost for Change Order #1	
Library Bureau Steel C/O #3	\$0.00 a	Changes to shelving in the 3rd floor workroom	
Library Bureau Steel C/O #4 pending (est)	(\$22,224.00) p	Reduction of shelving installation contract	
Library Bureau Steel C/O #5 pending (est)	\$3,500.00 p	Add'l cost for union labor to install 2nd flr. shelving and delay charges	
Library Bureau Steel C/O #6 pending (est)	(\$5,090.00) p	Back charge for work done in Corp. Conc. C/O #6	
Total for Library Bureau Steel:	\$107,253.65		
Henricksen Base Contract- Misc. Items	\$470,300.81 a		
Henricksen C/O #1	\$116,256.72 a	Future furniture	
Henricksen C/O #2	\$28,730.91 a	Heritage room	
Henricksen C/O #3	\$3,592.57 a	Wall clocks, pillows, etc.	
Henricksen C/O #4	\$3,300.00 a	Split cost for routing of end panel to produce flush appearance	
Henricksen C/O #5	\$9,443.95 a	Back panels for fish end panel	
Henricksen C/O #6 pending	\$625.50 p	Routing of various end panels to accommodate the floor anchors	
Total for Henricksen	\$632,250.46		
Total Furniture Base Contracts	\$1,110,120.58		
Total Furniture C/O to date	\$312,734.78		
TOTAL FURNITURE COST TO DATE	\$1,422,855.36		

Des Plaines Public Library

DPL BASE BUILDING CHANGE ORDERS (items not budgeted for)

Furniture C/O's (See Breakdown Above)	\$312,734.78	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, 401 & 403)	\$996.00	a Split w/ City
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 Split w/ City
Additional safety sensors at sliding drs.	\$667.50	a Split w/ City
Security and hardware changes	\$23,680.25	p \$6000 additional paid by city
Bulletin Board in Children's Area	\$839.00	p
Brick engraving (Est)	\$15,416.47	p
TOTAL C/O's	\$410,990.21	

HERITAGE ROOM

Henricksen Furniture - see furniture breakdown above C/O #2		a
Leopardo Const.	\$14,814.00	e
Total Cost	\$14,814.00	e
Amount originally budgeted (approx.)	N/A	
Net Difference	N/A	

STAIR #1

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

Fish Tank

Leopardo Construction	\$5,943.00	a
Aquarium	\$5,360.00	a
Total Cost	\$11,303.00	a
Amount originally budgeted	\$8,500.00	
Net Difference	(\$2,803.00)	

Boat

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

Banners

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

Des Plaines Public Library

Corporate Concepts C/O #6 - Pending estimate of cost

Grind Paint off of LBS web stiffeners	\$1,690.00	-
Install web stiffeners on 3rd flr.	\$1,275.00	
Layout and move 2nd flr. Shelving (est)	<u>\$2,125.00</u>	p
Total Cost	\$5,090.00	(est)

0635

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
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Brick sale / Donations

-Brick Sales to date (11/09/99)	\$63,975.00
-Donations to date (6/12/00)	\$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

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

TOTAL REVENUE	\$2,528,175.00
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CURRENT PROJECT BUDGET	\$2,528,175.00
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NET DIFFERENCE	\$0.00
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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
- p Pending cost not yet contracted for

THE DES PLAINES PUBLIC LIBRARY CHILDRENS FLOOR MURAL

By
ROBERT JESSUP

NOTES FOR THE PREPARATORY DRAWING

1. RAPUNZELL. Traditional European story, here with one of my characters climbing her hair. Behind her can be seen a Mouse running up the Clock.
2. HANSEL AND GRETEL. The Brothers Grimm.
3. A PUPPETEER OF MY OWN INVENTION. He is performing with a puppet of the TIN WOODMAN from the Wizard of Oz with one of the THREE BEARS (probably Papa) on his back.
4. THE THREE BEARS and GOLDILOCKS. The other two bears are watching the Puppeteer (number 3.) and Goldilocks is behind them eating porridge next to a broken chair.
5. PINOCCHIO. Traditional European. My own version of the puppet-boy.
6. THE GREEN FROGS. Traditional Korean folk tale. See The Green Frogs retold by Yumi Heo.
7. A combination of Chinese folk tales I remember from childhood. The Fisherman and his wife and the magic fish, and the Chinese Mirror.
8. JACK AND THE BEANSTALK.
9. ALICE IN WONDERLAND holding STUART LITTLE.
10. THE MAD HATTER from Alice in Wonderland.
11. LITTLE RED RIDING HOOD. My version.
12. A boy with a coyote mask hitting at a rabbit-shaped piñata. This refers to the TALE OF RABBIT AND COYOTE as retold by Tony Johnston. A traditional Mexican folktale.
13. SWISS FAMILY ROBINSON.
14. THE PIED PIPER OF HAMLIN
15. URASHIMA AND THE KINGDOM UNDER THE SEA. A traditional Japanese folktale I found in many sources.
16. PAUL BUNYON AND BABE. North American.

- 0637
17. THE OWL AND THE PUSSYCAT. Mother Goose.
 18. My own characters: A MAN AND HIS DOG WITH PIES ON THEIR HEADS.
 19. UNANANA AND THE ENORMOUS ONE-TUSKED ELEPHANT. A traditional Zulu tale I found in a couple of anthologies. See Magical Tales from Many Lands, retold by Margaret Mayo.
 20. MOMOTARO THE PEACH BOY. A traditional Japanese story which can be found in The Oxford Treasury of World Stories. He is seen here holding a peach, accompanied by his companions in battle, the monkey, the dog, and the wild bird.
 21. A character of mine pretending to be CAPTAIN HOOK. He is coming around the TREE OF THE LOST BOYS, in which the mural's aquarium is housed.
 22. THE CHESHIRE CAT from Alice in Wonderland.
 23. PETER PAN.
 24. DOROTHY from the Wizard of Oz.
 25. THE BRAVE POT-MAKER. A traditional tale from India which I found in Far East Stories by Dolch, Dolch, and Jackson.
 26. ALADDIN AND THE GENIE.
 27. JOHN HENRY. An African-American folk-hero.
 28. THE PRINCE AND THE GREEN PARROT. I've shown three episodes from this traditional story from India. The Prince and the Parrot, the Prince finding his Bride (the most beautiful woman in the world), and the Prince and his Bride riding their Magic Horse. I found this story in Stories from India by Edward and Marguerite Dolch.
 29. TOM SAWYER AND HUCK FINN
 30. A TRADITIONAL CHINESE YELLOW DRAGON. He is found in many stories from China.
 31. ANNIE CHRISTMAS. An African-American folk-hero whose story I found in Her Stories, retold by Virginia Hamilton.
 32. ROBIN HOOD

0638

33. MALINDY AND LITTLE DEVIL. Another African-American story I found in Her Stories by Virginia Hamilton.

34. My version of PUSS IN BOOTS.

35. TARZAN.

36. A final landscape scene with two youths reading under a tree.

6539
Patti Gilford
Patti Gilford Fine Art
330 Diversey Parkway
Apartment 2802
Chicago, Illinois 60657

July 14, 2000

Dear Patti,

Enclosed please find several slides which I am sending via Federal Express for Saturday delivery so that you will have them for you Monday afternoon meeting.

Red dots indicate upper right hand corner of each image. Numbers in red dots correspond to descriptions below:

1. & 2. This is an experiment with a copy of the actual letter "D" held in front of a 25 watt quartz halogen light (track lighting) approximately 20 feet from light source, with the letter held 6 feet away from the wall. This is a rather unsophisticated test, but it shows that even in this very low-wattage, non-specifically focused light source, the shadow of the letter is cast clearly on the wall. In the actual sculpture the light source should be brighter and a "spot" rather than a "flood" light. Letters can be grouped in relatively close proximity to one another to be hit by each spotlight, using perhaps 6 - 8 spotlights in all, around the space in key locations.
3. View of the mesh scale model of the areas of the library where the sculptures will be suspended. In the front window area the individual units of the sculpture are configured in a loose, circular arrangement, hovering above the second floor reading area, adjacent to the bridge, and centrally located in that space.
4. View upward of main sculpture suspended from skylight alcoves above lobby.
5. View from above, (limited depth of field with limited focusing capabilities, roughly shows groupings of downlines with suspended sculptural units hung from skylight alcoves. Downlines will be in grids of 5 x 5, 25 downlines suspending from within each skylight area, creating 4 square "columns".
6. Smaller Front (Northern) sculpture suspended in loose circular arrangement.
7. View of the model with sculpture maquette within.

0610

On my way to FedEx I am going to stop by the Lab and pick up one more set of slides that I shot today. I will also enclose any images that I feel are potentially good for you to show.

If you want to, call me when you get these on Saturday. I'll be in the studio all day. (707-546-0664).

I am still refining the arrangements for the main atrium piece, to emphasize the look of four square columns created by the downlines, with the sculptural units or (as Eldon refers to them) "pages" fluttering in spirals, within those light and line-defined columns.

Look forward to yours and the Library's response thus far.

Regards,

Kristina Lucas
Kristina Lucas

P.S.

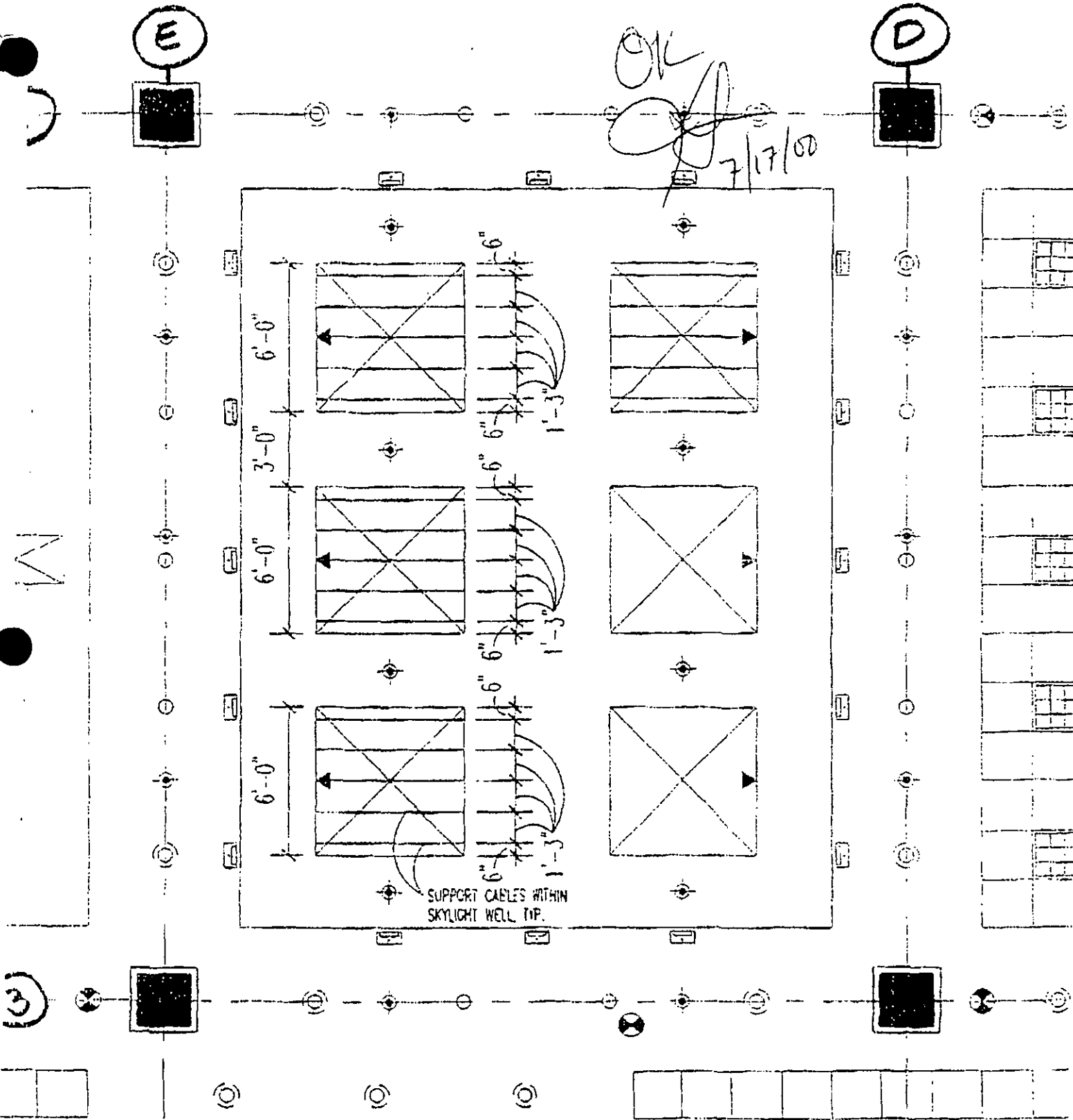
Slides 8-16 general shots of model in "skylight" light - similar to actual library setting.

Check out "floor" shadows in #'s 14-16, look for letters.

Letter "L" is a copy of the actual letter to be used (sandwiched in acrylic) for actual sculpture.

KL

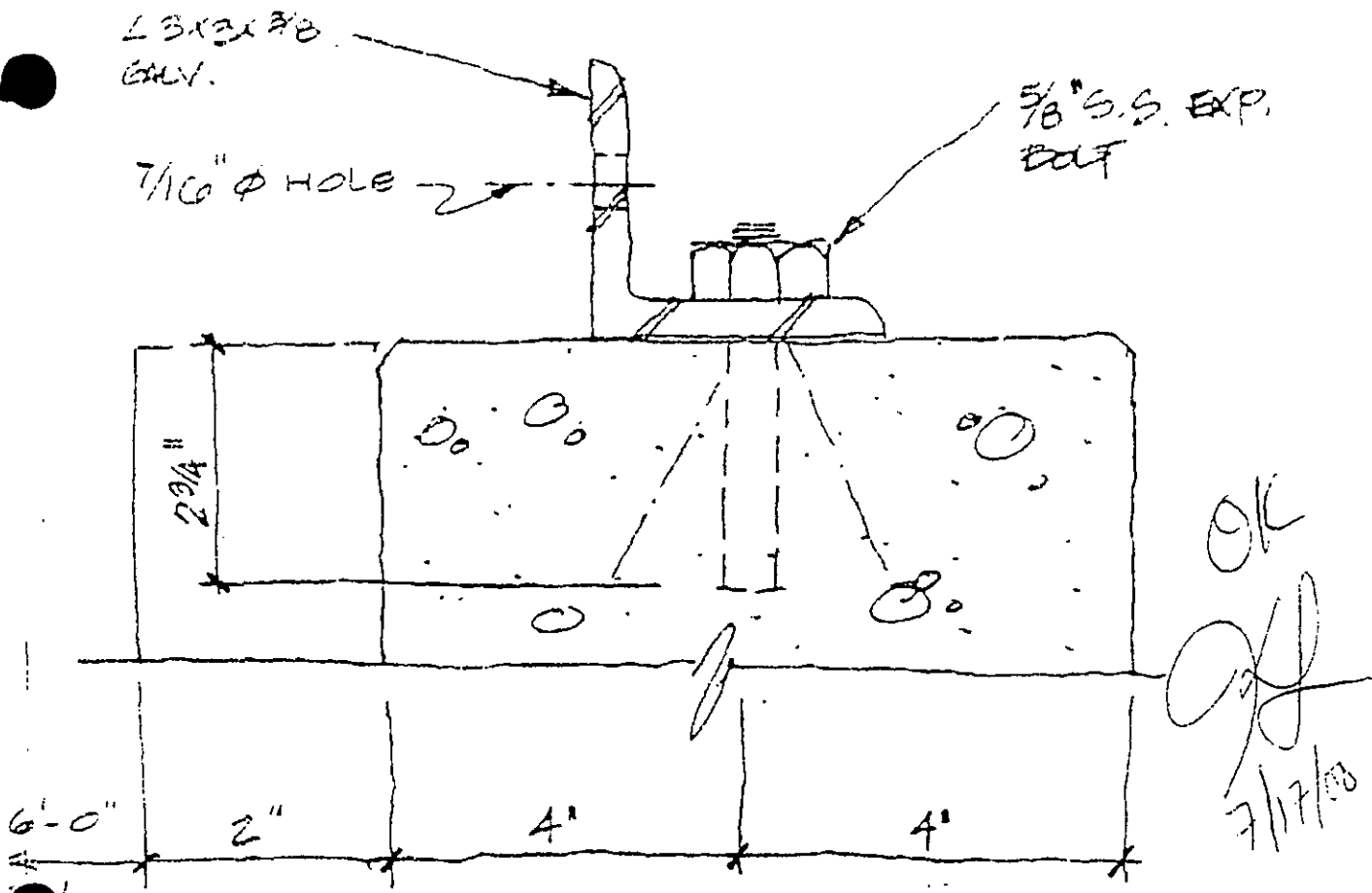
These are all original slides which I'd like to have back to make dupes - after you've used them.
KL



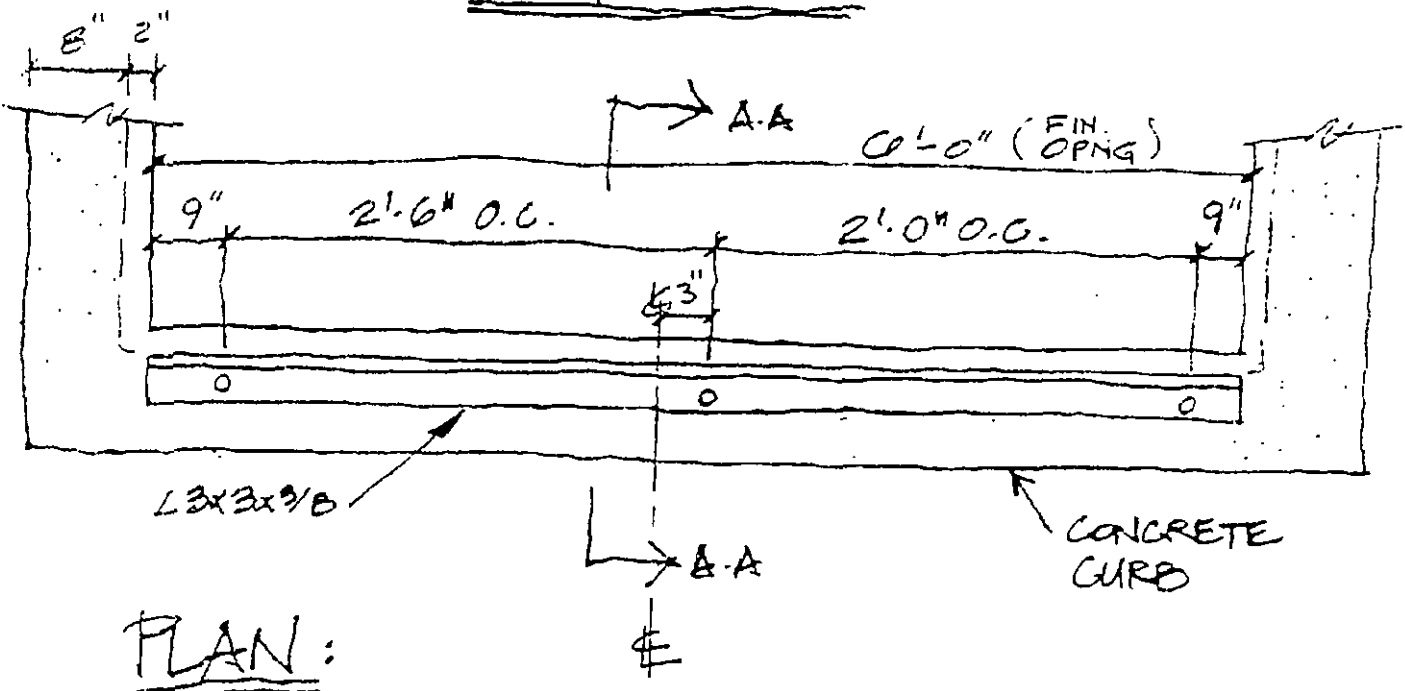
SUSPENDED HOLOGRAPHIC SCULPTURE
WITHIN THE ATRIUM.



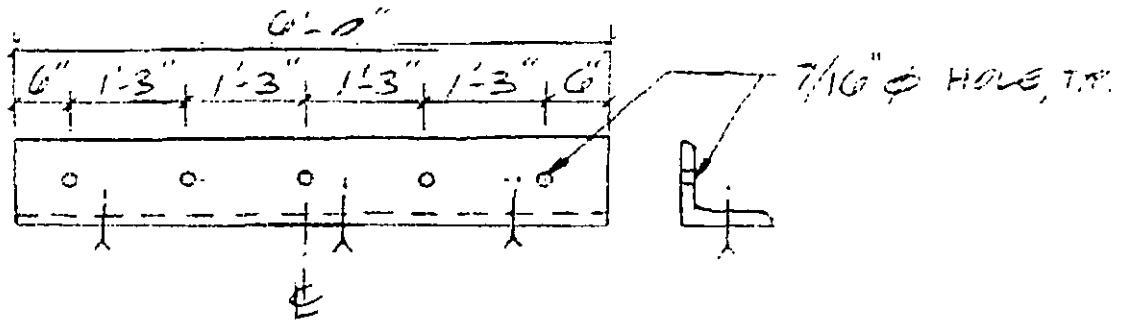
DIES PLAINES PUBLIC LIBRARY <small>LIBRARY PLAZA 100 MARKET STREET</small>	TITLE: ANCHOR AT CONCRETE CURB DATE: 7-14-00 REF. A6-4. A2-4.0	SCALE: WTS. A2-4.0	REGION: <small>LIBRARY PLAZA 100 MARKET STREET</small>
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SECTION A-A

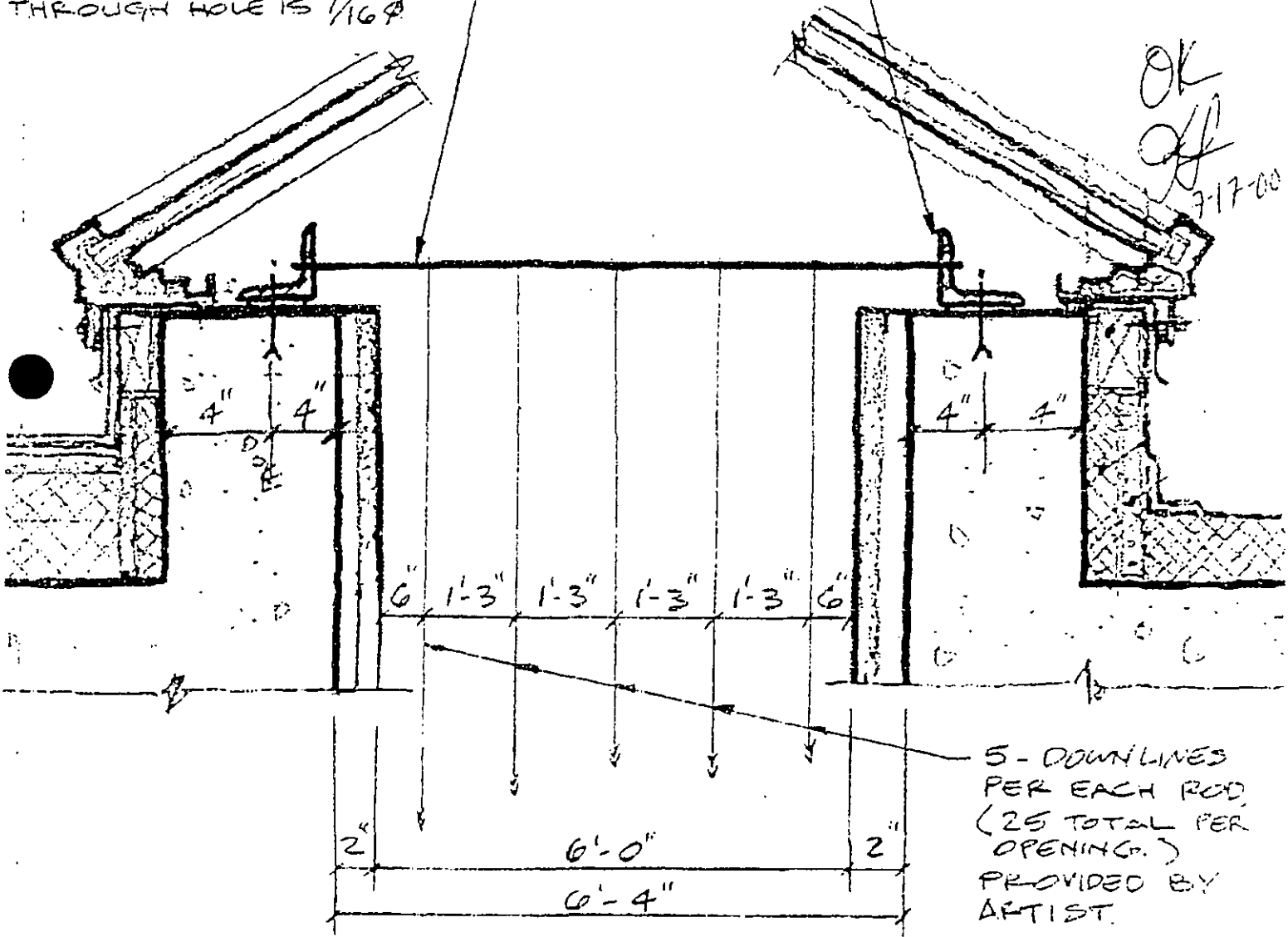


DES PLAINES PUBLIC LIBRARY <small>LIBRARY PLAZA DES PLAINES, ILLINOIS</small>	TITLE: ANCHOR AT CONCRETE CURB DATE: 7-14-00 REF. 1/A8-11, 5/A7-1	SCALE: N.T.S.	DWTG: [] [] []
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5/16" Ø, 6X19 S.S. CABLE W/
 3/8" Ø STUD AT ENDS.
 PROVIDE TENSIONING NUT AND
 LOCKING NUT AT END
 CONNECTORS.
 THROUGH HOLE IS 7/16" Ø

3"x3"x 3/8", 6'-0" LONG
 GALVANIZED STEEL ANGLE
 EXPANSION ANCHOR INTO
 CONCRETE CURB
 REFERENCE SKETCH #2



SUSPENDED HOLOGRAPHIC SCULPTURE
 WITHIN THE ATRIUM.

DES PLAINES PUBLIC LIBRARY <small>LIBRARY PLAZA 300 MARKET BLVD</small>	TITLE: ANCHOR AT CONCRETE CURB SCALE: NTS DATE: 7-14-00 REF. 1/A8-11, 5/A7-1	DRAWING <small>LIBRARY PLAZA 300 MARKET BLVD</small>
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Crashing

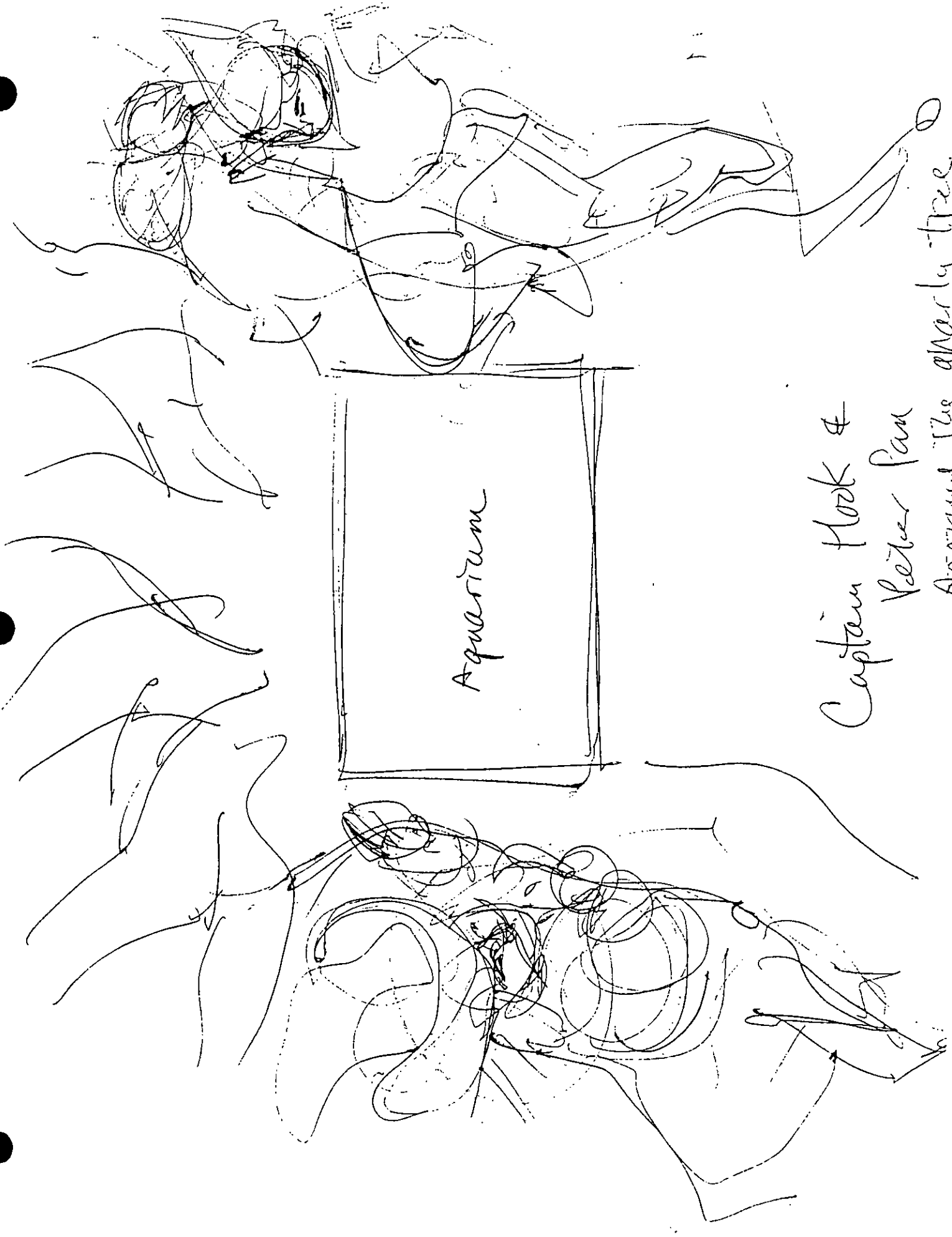






Uramisha
and the ~~King~~ Tattle
Giant





Aquarium

Captain Hook &
Peter Pan

Around The quarry-tree

Dordwy
&
foto



Annie
Christmas



Alice (and
Stewart
Little)



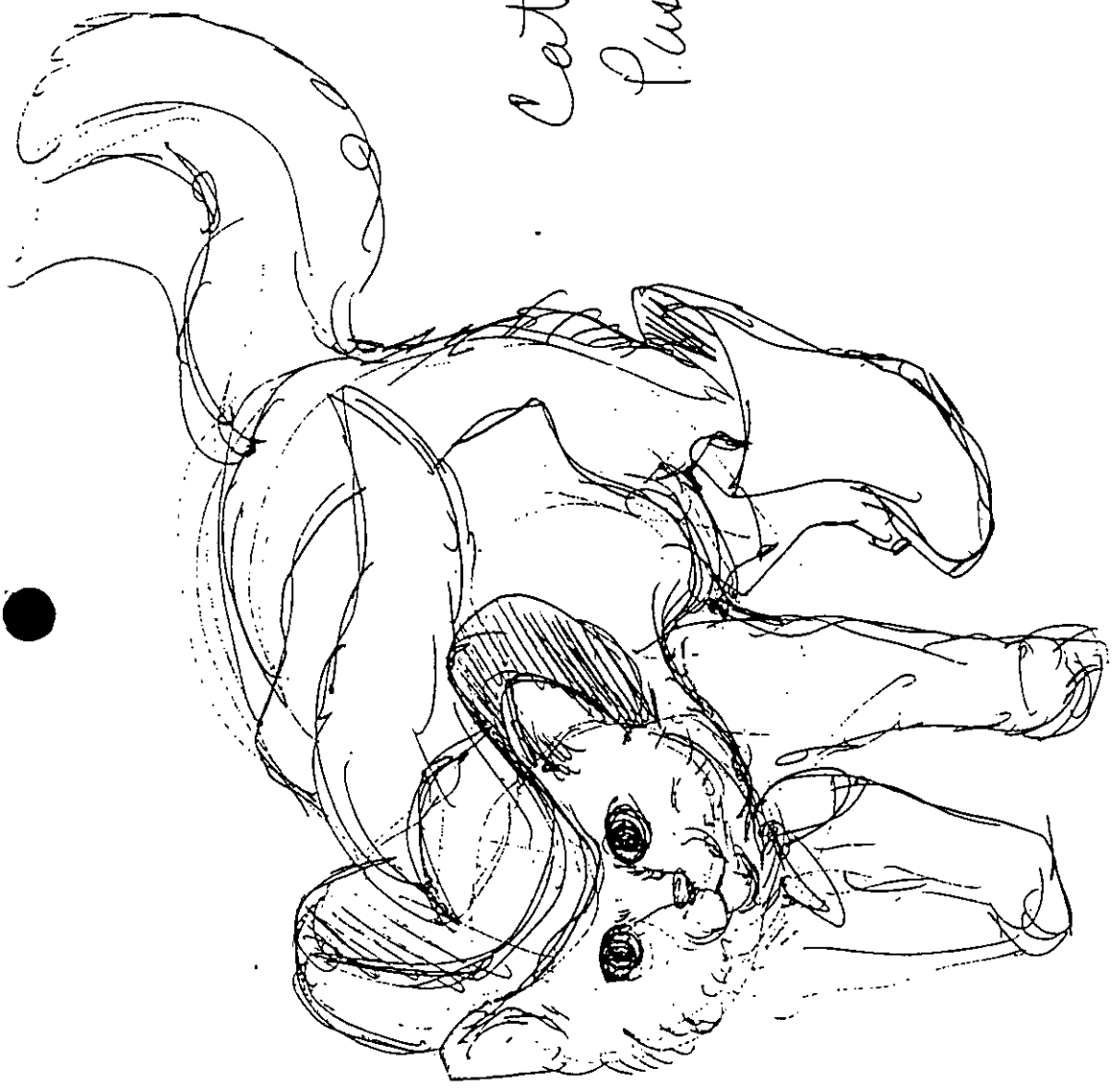
The Brave maker
The Pot on
Great
Worse.

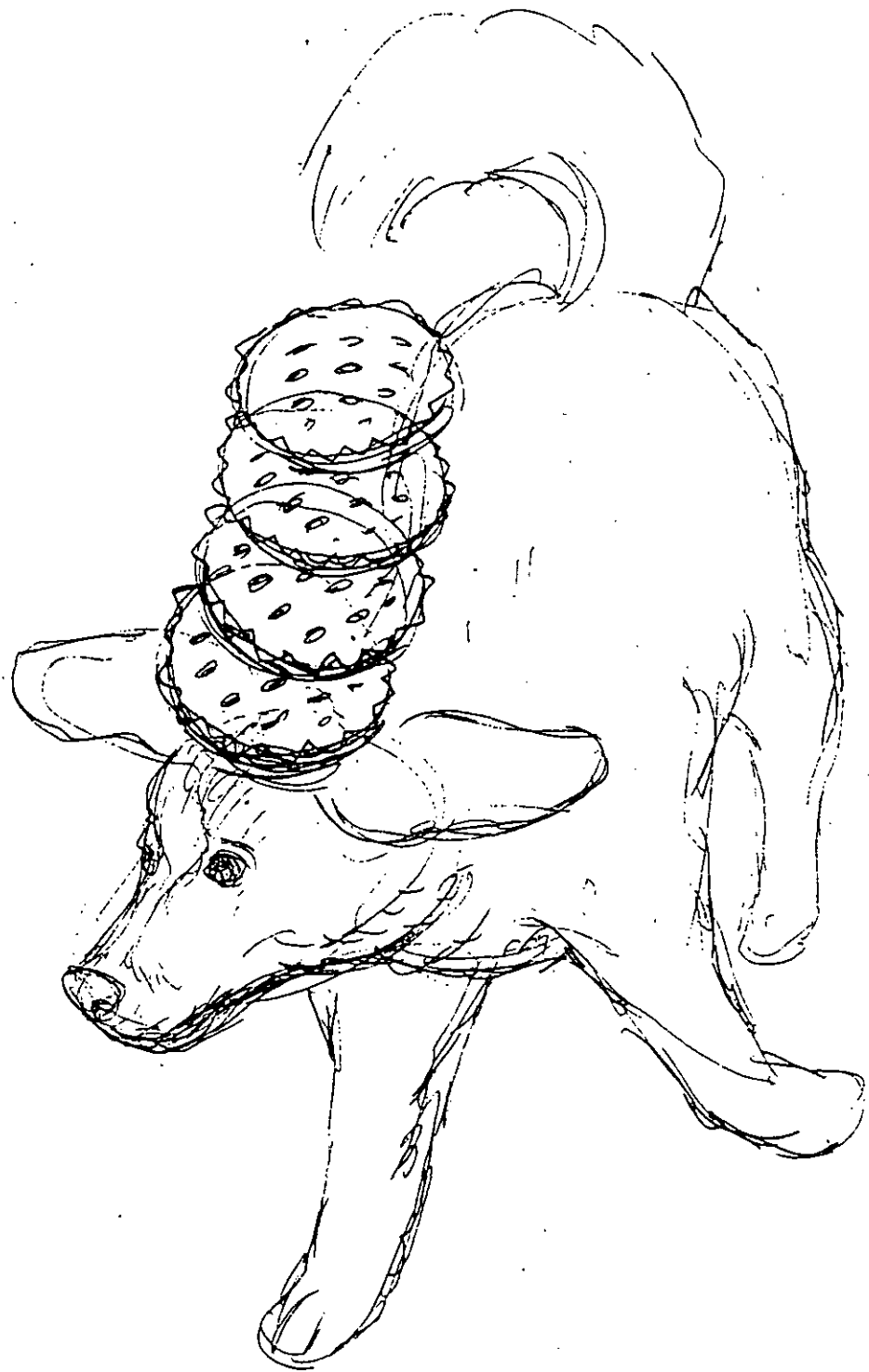


The
Foolish &
Elders
Chalm



Cat as
Pun in Boots







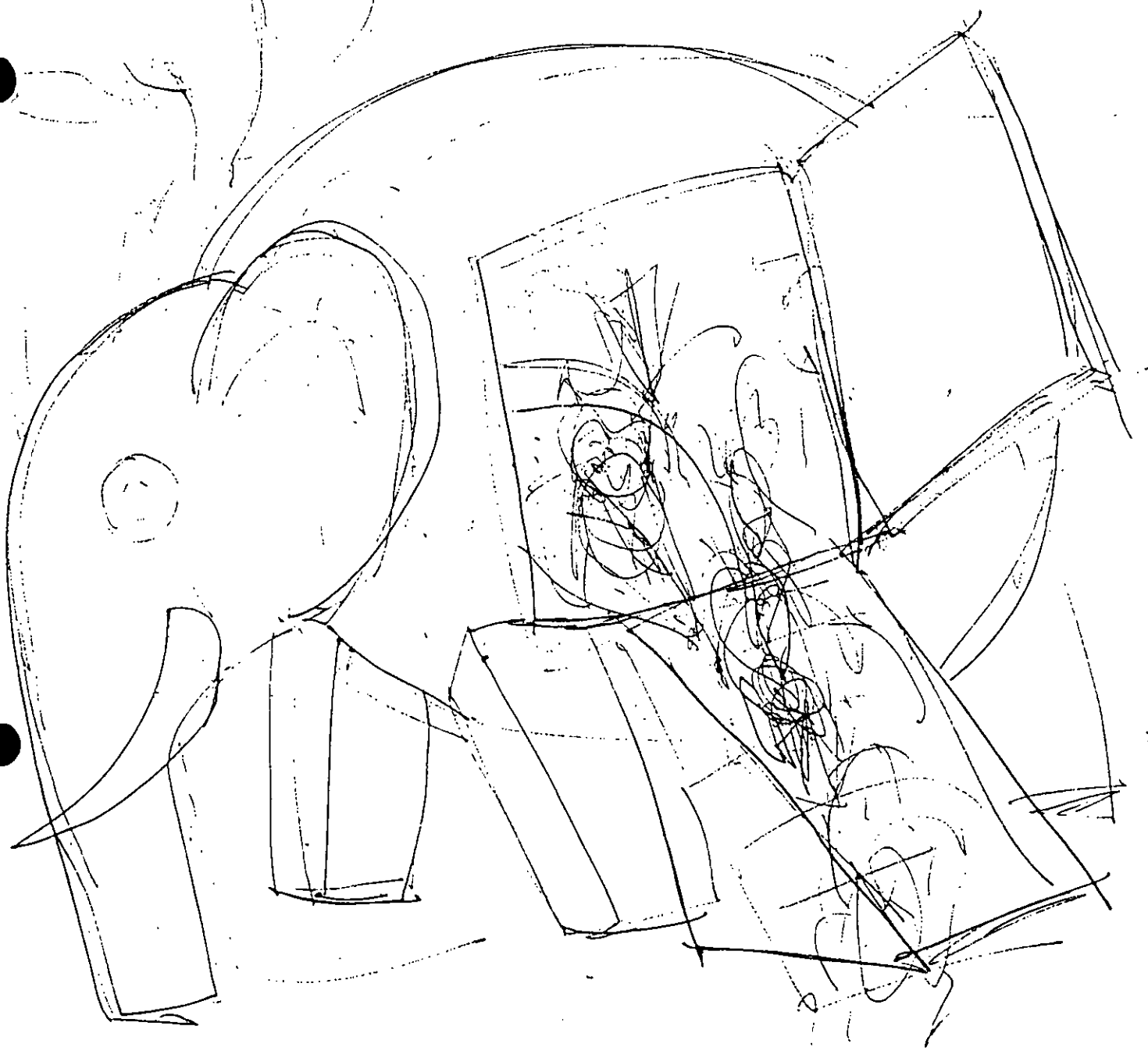
Marilyn
and
Little Devil





Alladin
and
Genie





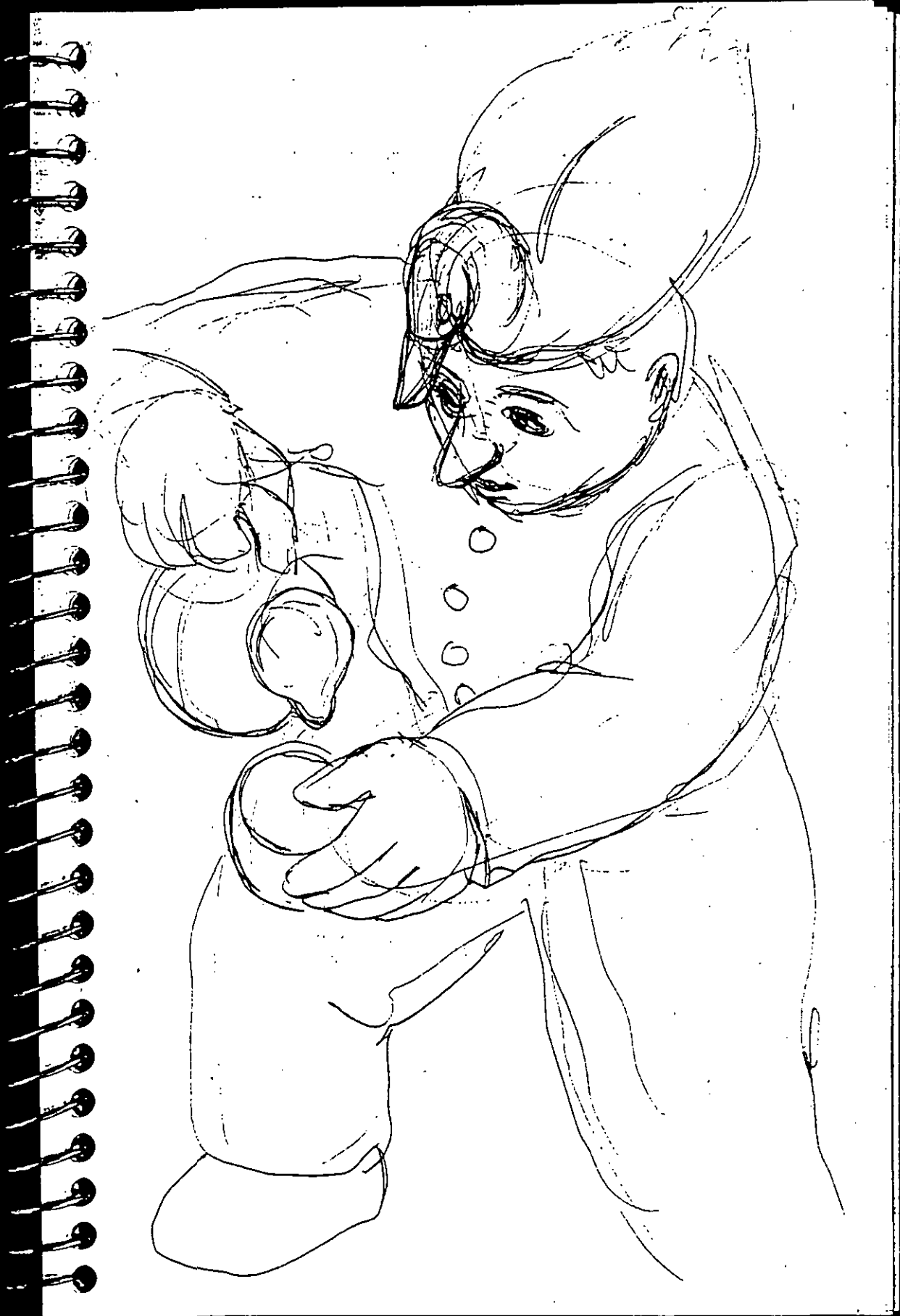
Unanana
and The
Giant Elephant



Little Red



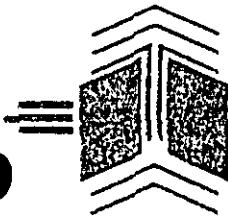
The Great
Parrot



AUGUST 2000

0664

2.2 DE 2000
10/20



Des Plaines Public Library

1501 Ellinwood Street
Des Plaines, IL 60016-4553
847.827.5551 phone
847.827.7974 fax
www.desplaines.lib.il.us

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, AUGUST 15, 2000

7:30 PM

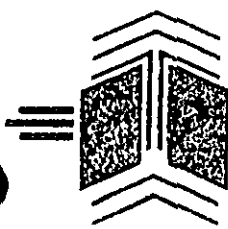
Conference Room - Second Floor

Agenda:

- **Building Project Status Report**
- **Management Committee Report**
- **Finance Committee Report**
- **Review First Draft of 2001 Budget**
- **Executive Session**
 - Purchase or lease of real property**

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

9999



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II

DES PLAINES PUBLIC LIBRARY

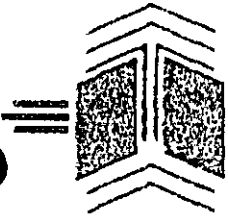
BOARD OF TRUSTEES

Agenda for the Regular Meeting
August 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, July 18, 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.
- VII. Finance Report - Susan Burrows. (Action Item)(8:30 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 August 10, 2000 Meeting.
 - G. Report of August 14, 2000 Meetings.
 - H. FY2001 Budget - First Draft
- VIII. Management Committee - Ellen Yearwood.
 - A. Report of August 14, 2000 Meeting.

- 0667
- IX. Nominating Committee - John Ciborowski.
 - A. Oath of Office.
 - X. Planning Committee - John Burke.
 - XI. System Membership - John Ciborowski.
 - XII. Friends of the Library - Inara Brubaker.
 - XIII. Administrator's Report - Sandra Norlin.
 - XIV. New Business. (9:30 PM)
 - A. Report of August 14, 2000 Grand Opening Advisory Committee Meeting.
 - B. Report of July 17, 2000 Art Committee Meeting.
 - C. Report of July 27, 2000 "One For The Books" Meeting.
 - D. Attendance at City Council Meetings - September 5, 18 and October 2, 16.
 - XV. Announcements.
 - XVI. Correspondence.
 - XVII. Executive Session.
 - A. Sale or Purchase of Real Property.
 - XVIII. Adjournment. (10:30 PM)

8950



Des Plaines Public Library

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Des Plaines, IL 60016-4553
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III

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

The regular meeting of the Des Plaines Public Library Board of Trustees was held at Maine West High School in the Principal's Conference room on Tuesday, July 18, 2000. President Eldon Burk called the meeting to order at 7:30 PM.

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

Members Absent: John Ciborowski, Ellen Yearwood.

Also Present: Administrator Sandra Norlin, Martha Sloan, Hector Marino, Leslie Steiner, Carol Kidd, Alderman Joyce Petersen, Walter Roth, Ken Hutson, Chip Sproul.

MOTION by Inara Brubaker, seconded by Rhys Read, to accept the agenda as amended by adding VI. Art Committee. A. Final Sketches. and VII. Executive Service Corps.
Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by Susan Burrows, to approve the Minutes of the regular Board Meeting of June 20, 2000, as amended. Vote: Ayes: All. Nays: None.
MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Petersen.

Alderman Peterson suggested that all contributions to the library be presented to the public as donations for public awareness. Eldon Burk responded that all artwork for the new library will be paid for by donations.

ART COMMITTEE – Eldon Burk

Susan Burrows presented detailed sketches by Robert Jessup of the proposed mural and distributed descriptive text of the fairytale portraits for Board approval. Susan also reported that Mr. Jessup plans to attend the preview party "One For The Books" on August 3, 2000, when he will measure the wall for the mural and present his sketches to the guests of the party.

MOTION by Committee, to proceed with the mural for the Children's Department.
Vote: Ayes: All. Nays: None. MOTION CARRIED.

Eldon Burk questioned the lack of smiles on the faces of the fairytale characters. Patty Gilford of Patti Gilford Fine Arts will speak to Mr. Jessup and request that more smiling faces be a part of the mural.

Susan Burrows reported that the sculpture and companion piece created for the atrium will consist of 26 letters of the alphabet plus an ampersand and the letters will be sculpted out of holographic film laminated between acrylic.

Eldon Burk visited the Thinking Lightly studio in California and reported that the sculpture materials last indefinitely, since they are encased in plexiglass.

The Board asked Kenneth Hutson and Chip Sproul of Owner Services Group, Inc. to solicit pricing for the installation of the atrium sculpture and companion piece and report back to the Board at the August meeting.

Rhys Read asked if the cost of installation of the sculpture and companion piece would be donated and Eldon Burk responded that that installation is part of the capital campaign.

MOTION by Committee to proceed with completion of the sculpture for the atrium including the companion sculpture. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The Board will tour the new library on August 1, 2000 at 4:30 PM.

Betty Ritter congratulated Barbara Saletnik on the wonderful organizational skills used in preparing for the move and Eldon Burk thanked the library staff for the extra work that has been done to insure the transition between the old and new buildings.

EXECUTIVE SERVICES CORPS

Eldon Burk introduced Walter Roth of Executive Service Corps who proposed the development of a five-year plan for the purpose of preparing goals, identifying problems and examining Board functions. William Grice complimented Mr. Roth on his presentation and suggested an all day retreat possibly in Spring, 20001. The Board asked

Mr. Roth to prepare a formal proposal and return to Sandra Norlin by October 9, 2000 for presentation at the October 17, 2000 Board meeting.

MANAGEMENT COMMITTEE – Ellen Yearwood, Chairman.

Ellen Yearwood absent. No report.

Sandra Norlin reported that due to moving, Department Heads would not give their ALA Annual Conference Reports.

BUILDING AND GROUNDS COMMITTEE – Betty Ritter, Chairman.

Betty Ritter introduced Chip Sproul of Owners Services Group, Inc., who distributed the Des Plaines Public Library Project Status Report for July 2000.

Chip Sproul reported that installation of vinyl tile in the Friends room would be labor intensive due to the necessity of removing shelving already installed. Chip reported that to install flooring around the shelving would be very labor intensive due to the extra cutting involved.

Chip also reported that the book drops will be modified due to the incorrect height of the drop. Ken Hutson stated that the book drops do not blend in with the other furnishings, due to the bright metal doors. Susan Burrows responded that she did not want to consider replacement of the drops because of the additional costs to the library of approximately \$5,000.00. Susan asked if the book drops could be returned and Chip Sproul responded that book drops were not returnable. The Board concurred that the book drops would not be replaced. Inara Brubaker asked that alternatives be explored. William Grice asked if the panels could be changed to provide a different finish and Ken Hutson responded that he was unsure if panels were available. Eldon Burk will contact Michael Barnes of Lohan Associates to discuss alternative solutions.

MOTION by William Grice, seconded by Susan Burrows, to approve Corporate Concepts Change Order #5 for the missing three furniture panels in Change Order #4 in the amount of \$401.50, Corporate Concepts Change Order #6 for exchange of wiring harnesses/modular furniture in the amount of \$182.79, Corporate Concepts Change Order #7 for 21 added keyboards in the amount of \$4,877.50 and Corporate Concepts Change Order #8 for added furniture for the LAN Workroom 306 in the amount of \$805.38.

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

MOTION by Rhys Read, seconded by William Grice, to approve Henricksen Change Order #6 for routing of various end panels to accommodate the floor anchors in the amount of \$625.50. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Grice, Read, Ritter. NAYS: None. MOTION CARRIED.

Kenneth Hutson informed the Board that he would meet with the Board for the last time at the August Board meeting.

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	\$ 7,103.27
2. Petty Cash Expenditures	\$ 34.18
3. Budget Expenditures for June	\$ 365,466.34
4. Expenditures Year to Date	\$ 1,538,435.58
5. Revenue for June	\$ 14,526.30
6. Revenue Year to Date	\$ 1,552,613.41

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:

June 05, 2000	\$ 49,721.28
June 19, 2000	<u>\$ 51,865.02</u>
Total	\$ 101,586.30

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

MOTION by Susan Burrows, seconded by William Grice, to be approved, subject to audit, expenditures for salaries made by the Library Administrator as follows:

June 01, 2000	\$ 70,454.00
June 15, 2000	\$ 73,101.77
June 29, 2000	<u>\$ 76,877.26</u>
Total	\$ 220,433.03

MOTION by Susan Burrows, seconded by William Grice, to approve, subject to audit, transfer entries to the Library account in June, 2000 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (June)	<u>\$139.34</u>
Total	\$139.34

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

0672

Rhys Read met with Director of Finance, Jim Egeberg to discuss City reporting of Library funds.

Hector Marino, Coordinator of Computer & Technical Services distributed an analysis of the bids for the Acquisition of Computers and Monitors. Hector recommended Ace Computers as the lowest responsible bidder who submitted a bid in the amount of \$86,400.00.

MOTION by William Grice, seconded by Rhys Read, to authorize Library Administrator, Sandra Norlin, to award the Computers & Monitors proposal to Ace Computers, as the lowest responsible bidder in the amount of \$86,400.00, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Grice, Read, Ritter. NAYS: None. MOTION CARRIED.

The Board authorized Betty Ritter, Susan Burrows and Eldon Burk to review the proposals and authorized Library Administrator, Sandra Norlin, to accept the lowest responsible bidder at the June 20, 2000 Board Meeting.

Sandra Norlin reported to the Board on the additional equipment necessary for security enhancement.

MOTION by William Grice, seconded by Inara Brubaker, to approve Change Order #11 for security enhancement in the amount of \$15,810.00. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Grice, Read, Ritter. NAYS: None. MOTION CARRIED.

MOTION by Rhys Read, seconded by William Grice, to authorize Library Administrator, Sandra Norlin to sign a five-year lease with U.S. Office Equipment to upgrade, increase and service the printing and copying equipment and debit card dispensers in the amount of \$960.00 per month for the first six months and \$1,875 per month thereafter. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Grice, Read, Ritter. NAYS: None. MOTION CARRIED.

Susan Burrows asked when the price per copy was increased last, and Sandra Norlin responded 1994.

Rhys Read asked if the lease was for five years and Sandra Norlin responded that the lease was for five years, but the term of the lease could be adjusted.

NOMINATING COMMITTEE – John Ciborowski.

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

The new officers will take the Oath of Office at the August 15, 2000 meeting.

SYSTEM MEMBERSHIP – John Ciborowski.

John Ciborowski absent. No report.

FRIENDS OF THE LIBRARY – Inara Brubaker.

Inara Brubaker introduced the President of the Friends of the Library, Charlotte Storer. Charlotte reported that the Shelf program has netted \$1,500.00 since the inception in October 1999. The Friends will begin collecting books for their next book sale in September. The next meeting will be held Tuesday, July 25, 2000 at the City of Des Plaines Civic Center.

ADMINISTRATOR'S REPORT

Rosemary (Corky) Lee began work as a Full-time Library Assistant II in Adult Services on June 21, 2000. Christina Brennan and Dorothea Frisbee will begin work as Part-time Library Assistant I, in the Community Services Department on July 24, 2000..

Martha Sloan and Sandra are interviewing five candidates for the Community Services Department Head position.

Two major staff development events took place this month. First, the annual staff inservice day was held on June 29, 2000. The staff concentrated on the upcoming move, paying attention to the details of physically moving to the new library as well as saying an appropriate farewell to the old building that has served us so well for over 40 years. The staff worked as a group, in teams, and as individuals at various tasks throughout the day. The midday lunch was a "cookout" on the grounds of the library. Seventy-one staff members attended.

The other opportunity for staff development was the Annual Conference of the American Library Association, which was held in Chicago July 7 through 11. Twenty-eight staff members attended preconferences, meeting, programs and/or exhibits. This was a good professional burst before our busy weeks of moving activities. Sandra attended a preconference on statistics gathering and reporting, and two programs, one on outsourcing technical services activities, and the other on public programming through the Writers Live! Grant program from ALA.

The last few weeks at the Graceland site were gratifying. The circulation was brisk and steady, patrons commented on the excitement of moving to a new, improved space. The "report card" comparison of area public libraries that Sandra distributed last month shows that the Des Plaines Public Library continues to be one of the most efficient and cost-effective libraries in this area. Coupled with the results of recent patron satisfaction surveys (focus groups most recently), this information gives us reason for pride.

In addition to ALA attendance July 7-9, Sandra attended meetings of the Fundraising Event and Grand Opening Committee meetings, and the PC and Monitor bid opening. Sandra was on vacation from June 30 through July 3.

NEW BUSINESS

The next meeting for the Grand Opening Advisory Committee will be held on August 10, 2000 at 4:00 PM.

Sandra Norlin reported that response has been good for the preview party "One For The Books" with 120 responses at this time.

Susan Burrows asked if a liquor license had been obtained for the preview party and Eldon Burk responded that since liquor is not being sold, he was informed by the Mayor's office a license is not necessary.

MOTION by William Grice, seconded by Susan Burrows, to suspend food and alcohol prohibition for the August 3, 2000 preview party "One For The Books". Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by William Grice, seconded by Inara Brubaker, to approve the regular monthly Board of Library Trustees meeting dates for the period August 2000 through July 2001. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by William Grice, seconded by Rhys Read, to approve the Library Closings for the period August 2000 through July 2001. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by Inara Brubaker, to increase the Non-Resident Fee from \$135.00 per family per year to \$150.00 per family per year for period July 1, 2000 through June 30, 2001. Vote: Ayes: All. Nays: None. MOTION CARRIED.

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

The meeting adjourned at 10:40 PM.

Minutes prepared by Carol Kidd.

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

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

1. Over the Counter Receipts	\$ 1,040.64
2. Petty Cash Expenditures	\$ 28.59
3. Budget Expenditures for July	\$ 293,222.46
4. Expenditures Year to Date	\$ 2,858,095.18
5. Revenue for July	\$ 24,815.44
6. Revenue Year to Date	\$ 1,924,869.25

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

July 10, 2000	\$ 21,758.41
July 17, 2000	\$ 406,221.76
Total	\$ 427,980.17

ROLL CALL VOTE AYES: _____ NAYS: _____

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

July 13, 2000	\$ 76,026.12
July 27, 2000	\$ 67,533.55
Total	\$ 143,559.67

ROLL CALL VOTE AYES: _____ NAYS: _____

MOTION BY _____ 2ND BY _____ to approve, subject to audit, transfer entries to the Library account in July, 2000 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (July)	\$105.48
Total	\$105.48

ROLL CALL VOTE
AYES: _____ NAYS: _____

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

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

1. Over the Counter Receipts	\$ 1,040.64
2. Petty Cash Expenditures	\$ 28.59
3. Budget Expenditures for July	\$ 238,165.70
4. Expenditures Year to Date	\$ 1,903,965.95
5. Revenue for July	\$ 4,653.02
6. Revenue Year to Date	\$ 1,653,334.14

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

July 10, 2000	\$ 21,758.41
July 17, 2000	\$ 52,502.68
Total	\$ 74,261.09

ROLL CALL VOTE AYES: _____ NAYS: _____

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

July 13, 2000	\$ 76,026.12
July 27, 2000	\$ 67,533.55
Total	\$ 143,559.67

ROLL CALL VOTE AYES: _____ NAYS: _____

MOTION BY _____ 2ND BY _____ to approve,
subject to audit, transfer entries to the Library account in July, 2000 by the City of
Des Plaines as follows:

Gasoline and Diesel Fuel (July)	\$105.48
Total	\$105.48

ROLL CALL VOTE
AYES: _____ NAYS: _____

VII

DES PLAINES PUBLIC LIBRARY

OVER THE COUNTER RECEIPTS - JULY 2000

	July 1999	July 2000	1999 to Date	2000 to Date
Lost Materials	\$ 671.78	\$ 72.00	\$ 2,575.01	\$ 2,635.88
Fines	5,811.17	786.54	44,094.64	45,267.25
Damage	52.95	0	461.21	459.80
Fees	592.19	43.90	3,243.52	2,885.39
Copies	1,326.80	135.20	11,801.26	9,816.21
Miscellaneous	27.50	3.00	167.61	235.21
Totals	\$ 8,482.39	\$ 1,040.64	\$ 62,343.25	\$ 61,299.74

PETTY CASH EXPENDITURES - June

960070	Auto/Travel	5.53
960070	Auto/Travel	4.55
960070	Auto/Travel	10.00
960070	Auto/Travel	6.18
970100	Supplies	2.33
	Total	\$28.59

07/07/00
ACCOUNTING PERIOD: 7/00

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='07/17/2000'

FUND 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	918060	TUITION REIMBURSEMENTS	13679 SUSAN M. HOLSTROM	TUITION REIM	114.00
2110	920120	COMMUNICATION SERVICES	05851 SPRINT	9200261589	16.75
2110	920120	COMMUNICATION SERVICES	06827 CELLULAR ONE	49682107	20.69
2110	920120	COMMUNICATION SERVICES	71279 AMERITECH-ILLINOIS CABS	H073356545	101.62
2110	920140	DATA PROCESSING SERVICES	07007 PSINET, INC.	2434629	1,270.23
2110	920140	DATA PROCESSING SERVICES	09737 BAKER & TAYLOR	U15NS4895M	470.42
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	MAY 2000	2,653.77
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	DPK-CIRC	1,237.50
2110	920202	CONFERENCES	19104 HEIDI KRUEGER	REIMB	145.00
2110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	ATTACH	45.00
2110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	ATTACH	15.00
2110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	ATTACH	45.00
2110	920230	PUBLICATION OF NOTICES	01597 JOURNAL AND TOPICS NEWSPA	68361	132.50
2110	920230	PUBLICATION OF NOTICES	01597 JOURNAL AND TOPICS NEWSPA	68744	98.28
2110	920230	PUBLICATION OF NOTICES	76126 DAILY HERALD	2368984	222.20
2110	930010	R & M EQUIPMENT	06789 AMBASSADOR BUSINESS SOLUT	6481156	103.75
2110	930010	R & M EQUIPMENT	07143 ANDERSON ELEVATOR CO.	25297	120.00
2110	930010	R & M EQUIPMENT	09600 RMC INC.	077420	398.25
2110	930010	R & M EQUIPMENT	12728 US OFFICE EQUIPMENT INC.	93973	122.10
2110	930010	R & M EQUIPMENT	72106 COOPERATIVE COMPUTER SERV	MAY 2000	354.69
2110	930195	BOOK BINDING & REPAIR	05479 HOUCHEM BINDERY LTD	078945	309.55
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	204051	11.90
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	951433	.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	939700	17.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	951434	5.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	941340	35.50
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	951432	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	928479	38.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	950632	.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	946757	17.90
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	936636	7.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	936638	4.05
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	951099	14.85
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	953021	5.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	936639	7.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	943047	21.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	939034	5.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	941339	21.95
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	947265	4.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	954256	37.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	954255	5.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	948690	9.65
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	936640	57.95
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	948691	4.05
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	941338	11.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	934373	9.45
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	941341	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	936633	25.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	936634	36.75
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	936632	.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS, INC.	954252	5.35

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='07/17/2000'

FUND 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS, INC.	936637	40.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS, INC.	936635	6.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS, INC.	941342	10.50
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS, INC.	940125	15.10
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS, INC.	943429	13.50
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS, INC.	940710	4.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS, INC.	951957	34.15
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS, INC.	939701	21.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS, INC.	944835	75.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS, INC.	951956	13.15
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS, INC.	940711	16.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS, INC.	933557	7.55
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS, INC.	934374	20.95
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005892252	26.25
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005920558	37.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005949057	5.45
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005954150	11.10
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005884661	75.55
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005926908	19.45
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005935974	29.15
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005961260	14.90
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005953813	17.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005993386	11.55
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005896146	50.55
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005909645	17.90
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005917050	12.20
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005914505	37.25
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005984632	25.90
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005967619	35.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005914272	11.20
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005905702	21.45
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005896500	23.10
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005949001	50.75
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005910425	14.45
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005978238	58.80
2110	970100	SUPPLIES	09537	DYMO-COSTAR CORPORATION	1060815	41.65
2110	970100	SUPPLIES	09638	OFFICE DEPOT	100536662/1	33.24
2110	970100	SUPPLIES	09918	JANWAY COMPANY	13393	531.66
2110	970100	SUPPLIES	19714	GAYLORD BROS	OH17670002	31.35
2110	970100	SUPPLIES	19764	BRO-DART INC	982406	14.87
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	874544	97.44
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	001521	4.62
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	005031	35.04
2110	970170	JANITORIAL	33643	STEINER ELECTRIC COMPANY	20298266	6.41
2110	970170	JANITORIAL	33643	STEINER ELECTRIC COMPANY	20293500	140.12
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	7-994-53925	34.86
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	7-995-32062	26.49
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	7-995-02336	29.86
2110	970330	SUPPLIES: VEHICLE R/M	00189	ANDERSON LOCK CO LTD	210315	18.60
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	936639	69.93
2110	970600	BOOKS	02191	BOOK WHOLESALERS, INC.	936640	477.58

07/00
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CITY OF DES PLAINES
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FUND 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	941341	23.31
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	943047	85.67
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	940125	107.64
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	939700	78.12
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	951433	14.36
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	936634	196.60
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	944835	440.47
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	939034	20.93
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	941340	235.30
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	936636	33.95
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	951432	19.20
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	928479	167.11
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	946757	79.58
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	951099	107.19
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	936635	31.04
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	936638	29.96
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	941338	92.79
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	941339	131.90
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	954256	140.85
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	948691	25.20
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	934373	62.85
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	936633	164.59
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	947265	47.95
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	948690	55.69
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	951957	217.42
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	954252	24.54
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	941342	98.09
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	939701	110.64
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	936632	2.39
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	950632	2.39
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	933557	49.06
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	954255	29.27
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	943429	89.10
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	940710	14.22
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	953021	63.48
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	936637	204.57
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	940711	79.10
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	951956	71.49
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	951434	38.36
2110	970600	BOOKS	02191 BOOK WHOLESALERS, INC.	934374	182.66
2110	970600	BOOKS	02339 WORLD CHAMBER OF COMMERCE	116802	35.00
2110	970600	BOOKS	03363 WEST GROUP	748-441-028	207.75
2110	970600	BOOKS	06912 THE TAX FORM LIBRARY	ATTACH	255.09
2110	970600	BOOKS	07439 THE GALE GROUP	9905966	134.76
2110	970600	BOOKS	07439 THE GALE GROUP	9943014	134.76
2110	970600	BOOKS	07439 THE GALE GROUP	9926011	1,403.88
2110	970600	BOOKS	07439 THE GALE GROUP	9971300	505.22
2110	970600	BOOKS	07439 THE GALE GROUP	9943525	128.01
2110	970600	BOOKS	07439 THE GALE GROUP	9912448	110.29
2110	970600	BOOKS	07439 THE GALE GROUP	9906605	42.67
2110	970600	BOOKS	07439 THE GALE GROUP	9922274	150.22

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FUN 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	07439 THE GALE GROUP	9929511	71.84
2110	970600	BOOKS	07439 THE GALE GROUP	9996064	4,242.14
2110	970600	BOOKS	07527 STAGE & SCREEN	38664070	27.65
2110	970600	BOOKS	07527 STAGE & SCREEN	38178565	23.60
2110	970600	BOOKS	07527 STAGE & SCREEN	39815127	27.65
2110	970600	BOOKS	08365 DOWNTOWN BOOK CENTER	00122045	270.79
2110	970600	BOOKS	08975 WALKER'S MANUAL, LLC	13969	71.50
2110	970600	BOOKS	12156 THOMSON LEARNING	2685708780	52.97
2110	970600	BOOKS	19063 THE CHAPEL HILL PRESS, IN	061400-14	28.00
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005914271	360.93
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005914504	1,175.92
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005917049	284.06
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005935973	721.21
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005954149	245.62
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005896145	1,225.86
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005910424	257.19
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005909644	509.90
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005896499	532.85
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005949056	111.55
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	3003595146	116.62
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005977996	203.38
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005967618	858.78
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005961259	439.02
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005884660	2,034.64
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005959102	23.80
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006006960	45.95
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005920557	1,339.72
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005953812	627.53
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005905701	652.82
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005892251	806.65
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005984631	1,042.35
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005949000	1,348.07
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005926907	601.21
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	3003564243	105.76
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	3003578430	709.43
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005993385	378.89
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005953549	44.35
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006012680	22.50
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005978237	1,361.81
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	3003516203	347.57
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	3003531102	11.16
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2005948765	39.32
2110	970600	BOOKS	20361 BERNAN ASSOCIATES	2059237	83.00
2110	970600	BOOKS	21030 CONGRESSIONAL QUARTERLY	90003	129.95
2110	970600	BOOKS	21494 A.M. BEST CO.	1415241	611.95
2110	970600	BOOKS	21494 A.M. BEST CO.	1415240	611.95
2110	970600	BOOKS	51657 N A D A APPRAISAL GUIDE	ATTACH	80.00
2110	970600	BOOKS	58875 INGRAM	29749127	24.87
2110	970600	BOOKS	79776 ROURKE PUBLISHING	130412	18.45
2110	970600	BOOKS	82668 POLONIA BOOK STORES	010886	110.30
2110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	243199860	41.87

SELECTION CRITERIA: payable.due_date='07/17/2000'

F 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z43468740	118.07
2110	970610	AUDIO MATERIALS	13617	BRILLIANCE CORPORATION	IN0095363	54.27
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-24-00-1	106.34
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-4-00-4	73.21
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-4-00-5	13.48
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-4-00-3	196.25
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-4-00-1	310.34
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-24-00-3	39.69
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-15-00-4	5.58
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-15-00-3	41.94
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-15-00-2	299.68
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-15-00-1	322.79
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-15-00-5	12.73
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	3999735M	10.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4011591M	10.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1049584	17.85
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1058693	930.40
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1055786	29.75
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1050959	199.20
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1060391	1,138.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1064661	367.20
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1061328	11.90
2110	970620	SUBSCRIPTIONS & BOOKS	02485	NEW CAR COST GUIDE	ATTACH	85.00
2110	970620	SUBSCRIPTIONS & BOOKS	07450	CHICAGO TRIBUNE	063179314	263.50
2110	970620	SUBSCRIPTIONS & BOOKS	67929	VALUE LINE INC	2655202	387.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	90000373	37.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	90001046	75.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	338054	112.00
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B32822220	167.46
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z43330010	34.02
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B32633070	13.95
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	G29086550	34.78
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	R16441730	20.88
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B32582970	73.25
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B32223710	506.07
2110	970630	VISUAL MATERIALS	19099	RANDY STEVENS	REC#118-4377	59.00
2110	970640	AUTOMATED REFERENCE MAT'L	17558	BIGCHALK.COM, INC.	000469390	3,412.00
2110	970840	DIESEL	03031	AVALON PETROLEUM COMPANY	026522	23.06
2110	980400	EQUIPMENT	05124	CDW GOVERNMENT, INC.	BY91853	93.44
TOTAL LIBRARY SERVICES						52,502.68
2130	960210	SPECIAL EVENT PROGRAMMING	09467	CIRCUS BOY THEATRES	9-24-00	400.00
2130	960210	SPECIAL EVENT PROGRAMMING	19087	RONALD G. MULHOLLAND	1554020	530.35
2130	960990	MISC CONTRACTUAL SVCS	15976	GRAPHIC SOLUTIONS	6471	1,030.00
2130	980400	EQUIPMENT	11205	GATEWAY COMPANIES INC	79590441	4,803.00
TOTAL IL LIBRARY PER CAP GRANT						6,763.35
TOTAL FUND						59,266.03

07/07/00

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='07/17/2000'

FUND 202 - LIBRARY CAPITAL PROJ FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
202	930010	R & M EQUIPMENT	17895	CONVERGENT COMMUNICATIONS	5,720.07
202	960990	MISC CONTRACTUAL SVCS	17895	CONVERGENT COMMUNICATIONS	976.62
202	960990	MISC CONTRACTUAL SVCS	19075	CERAMICA, INC.	15,416.47
202	980400	EQUIPMENT	17895	CONVERGENT COMMUNICATIONS	9,766.20
TOTAL LIBRARY CAPITAL PROJ FUND					31,879.36
TOTAL FUND					31,879.36

07/07/00

CITY OF DES PLAINES
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ACCOUNTING PERIOD: 7/00

SELECTION CRITERIA: payable.due_date='07/17/2000'

FUND 415 - FF & E - LIBRARY

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
415	980600	FURNITURE & FIXTURES	01339 HENRICKSEN & COMPANY	70021845	1,089.00
415	980600	FURNITURE & FIXTURES	01339 HENRICKSEN & COMPANY	70060057	3,116.50
TOTAL FF & E - LIBRARY					4,205.50
TOTAL FUND					4,205.50

CITY OF DES PLAINES
 CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='07/10/2000'

FUND 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	920120	COMMUNICATION SERVICES	05851	SPRINT	844318621	107.11
2110	920120	COMMUNICATION SERVICES	43806	NORTH SUBURBAN LIBRARY SY	INTERNET SVC	300.00
2110	920202	CONFERENCES	12663	VERONICA SCHWARTZ	REIMB	65.00
2110	920206	SEMINARS	43806	NORTH SUBURBAN LIBRARY SY	6/27/2000	20.00
2110	920220	MEMBERSHIP DUES	05855	AMERICAN LIBRARY ASSOCIAT	0229705	145.00
2110	920230	PUBLICATION OF NOTICES	01597	JOURNAL AND TOPICS NEWSPA	68413	98.28
2110	920230	PUBLICATION OF NOTICES	02553	DAILY HERALD	T2354976	39.37
2110	920230	PUBLICATION OF NOTICES	07450	CHICAGO TRIBUNE	450253001	557.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	JULY 2000	162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	JULY 2000	162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	JULY 2000	324.02
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	JULY 2000	37.86
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	JULY 2000	18.93
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	JULY 2000	18.93
2110	930320	CLEANING:CUSTODIAL SERV	09536	CRYSTAL MGMT. & MAINT. SE	8321	1,700.00
2110	960210	SPECIAL EVENT PROGRAMMING	04365	SANDRA NORLIN	REIMB	127.40
2110	960210	SPECIAL EVENT PROGRAMMING	07981	A CHILD'S VOICE	5/15-6/2	1,875.00
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	008749	9.69
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005887914	10.40
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005875611	9.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2005869506	55.05
2110	970100	SUPPLIES	09638	OFFICE DEPOT	* 099317237/1	110.18
2110	970100	SUPPLIES	09638	OFFICE DEPOT	* 099761638/1	252.00
2110	970100	SUPPLIES	09638	OFFICE DEPOT	* 099648167/1	32.23
2110	970100	SUPPLIES	09638	OFFICE DEPOT	* 099318323/1	11.17
2110	970100	SUPPLIES	09638	OFFICE DEPOT	* 099762419/1	5.94
2110	970100	SUPPLIES	09638	OFFICE DEPOT	* 099317807/1	170.39
2110	970100	SUPPLIES	09638	OFFICE DEPOT	* 099541507/1	11.36
2110	970100	SUPPLIES	09638	OFFICE DEPOT	* 099318578/1	23.01
2110	970100	SUPPLIES	18629	ADAPT-A-LAP INC.	1103	108.95
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	863158	377.02
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	863156	216.14
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	005163	8.03
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	079966-00	269.40
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GEFC	4311345	33.60
2110	970170	JANITORIAL	08636	ACE DES PLAINES, INC.	01142448	49.02
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	770124	15.15
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	767438	15.15
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HARDWAR	0501010030	31.41
2110	970170	JANITORIAL	43765	DOMINICKS FINER FOODS	005627	10.35
2110	970600	BOOKS	07975	BAKER & TAYLOR ENTERTAINM	B431968DM	96.07
2110	970600	BOOKS	13655	NOMIS PUBLICATIONS, INC.	2670	35.00
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005875610	350.73
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005926761	13.06
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005887913	252.01
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005921250	23.74
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2005869505	1,066.04
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	92422	10.37
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	R16128630	27.86
2110	970840	DIESEL	03031	AVALON PETROLEUM COMPANY	026476	55.13
2110	970850	GASOLINE	03031	AVALON PETROLEUM COMPANY	340498	27.29

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CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 6/00

SELECTION CRITERIA: payable.due_date='07/10/2000'

FUND 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
TOTAL PUBLIC LIBRARY FUND					9,549.86
2130	920110	PROFESSIONAL CONSULTING	09367	SHARON A. COLBY, MA 5-30-00	2,400.00
2130	960990	MISC CONTRACTUAL SVCS	07581	ARLINGTON HEIGHTS MEMORIA 00-010	6,898.25
2130	960990	MISC CONTRACTUAL SVCS	07606	NIGHT OWL REFERENCE SERVI	2,910.30
TOTAL IL LIBRARY PER CAP GRANT					12,208.55
TOTAL FUND					21,758.41

SELECTION CRITERIA: genledgr.fund='201'

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102005	CASH PB PAYABLE 281190401	3,492.00	
102008	CASH PB DEPOSIT 276502401		574,172.52
102012	CASH IPTIP/FOA 7139200161	659,843.77	
102014	CASH FED INVST TRUST(FIT)	815.59	
TOTAL CASH		664,651.36	574,172.52
104033	INVESTMENTS-DOWNING	39,682.20	
TOTAL INVESTMENTS		39,682.20	.00
118000	RECEIVABLE-PROPERTY TAXES	3,696,063.80	
TOTAL ACCOUNTS RECEIVABLE		3,696,063.80	.00
TOTAL ASSETS		4,400,399.36	574,172.52
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	1,958,532.66	
700120	REVENUE CONTROL		1,653,334.14
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		6,138,361.66	5,833,143.14
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		6,138,361.66	6,126,404.67
TOTAL PUBLIC LIBRARY FUND		10,538,761.02	10,538,761.02
TOTAL REPORT		10,538,761.02	10,538,761.02

SELECTION CRITERIA: genledgr.fund='202'

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH PB DEPOSIT 276502401		215,742.01
102012	CASH IPTIP/FOA 7139200161	12,860.48	
102014	CASH FED INUST TRUST(FIT)	1,123.54	
TOTAL CASH		13,984.02	215,742.01
TOTAL ASSETS		13,984.02	215,742.01
471000	DEFERRED REV-OTHER		26,672.76
TOTAL CURRENT LIABILITIES		.00	26,672.76
TOTAL LIABILITIES		.00	26,672.76
700110	EXPENDITURE CONTROL	488,238.69	
700120	REVENUE CONTROL		251,373.49
700150	EXP. BUDGET CONTROL		635,000.00
700160	REV. BUDGET CONTROL	427,500.00	
700170	BUDGET FUND BALANCE	207,500.00	
TOTAL SYSTEM CONTROL		1,123,238.69	886,373.49
730000	FUND BALANCE-UNRESERVED		8,434.45
TOTAL FUND EQUITY		.00	8,434.45
TOTAL EQUITIES		1,123,238.69	894,807.94
TOTAL LIBRARY CAPITAL PROJ FUND		1,137,222.71	1,137,222.71
TOTAL REPORT		1,137,222.71	1,137,222.71

SELECTION CRITERIA: genledgr.fund='415'

FUND - 415 - FF & E - LIBRARY

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH PB DEPOSIT 276502401		3,999.56
102014	CASH FED INVST TRUST(FIT)	1,339,604.73	
TOTAL CASH		1,339,604.73	3,999.56
TOTAL ASSETS		1,339,604.73	3,999.56
700110	EXPENDITURE CONTROL	411,303.83	
700150	EXP. BUDGET CONTROL		1,800,000.00
700170	BUDGET FUND BALANCE	1,800,000.00	
TOTAL SYSTEM CONTROL		2,211,303.83	1,800,000.00
730000	FUND BALANCE-UNRESERVED		1,746,909.00
TOTAL FUND EQUITY		.00	1,746,909.00
TOTAL EQUITIES		2,211,303.83	3,546,909.00
TOTAL FF & E - LIBRARY		3,550,908.56	3,550,908.56
TOTAL REPORT		3,550,908.56	3,550,908.56

SELECTION CRITERIA: revledgr.fund in ('201', '202', '415', '2130')

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	933.43	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	92,988.00	.00	1.00
TOTAL	TAXES	3,724,604.00	.00	.00	1,560,973.93	2,163,630.07	.42
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	.00	.00	2,921.00	-2,921.00	.00
TOTAL	STATE GRANTS	88,000.00	.00	.00	5,416.00	82,584.00	.06
TOTAL	INTERGOVERNMENTAL REVENUE	88,000.00	.00	.00	5,416.00	82,584.00	.06
850102	LIBRARY FINES	90,000.00	1,504.23	.00	42,809.43	47,190.57	.48
TOTAL	FINES	90,000.00	1,504.23	.00	42,809.43	47,190.57	.48
850201	COPYING FEE	25,000.00	133.00	.00	5,683.80	19,316.20	.23
850215	SPECIAL PROGRAMS & EVENTS	10,000.00	500.00	.00	2,901.00	7,099.00	.29
TOTAL	FEES AND SERVICES	35,000.00	633.00	.00	8,584.80	26,415.20	.25
TOTAL	FINES, FEES, AND SERVICES	125,000.00	2,137.23	.00	51,394.23	73,605.77	.41
890010	INTEREST INCOME	10,000.00	.00	.00	19,677.61	-9,677.61	1.97
899900	MISCELLANEOUS REVENUE	15,000.00	2,516.59	.00	15,872.37	-872.37	1.06
TOTAL	OTHER REVENUE	25,000.00	2,516.59	.00	35,549.98	-10,549.98	1.42
TOTAL	PUBLIC LIBRARY FUND	3,962,604.00	4,653.82	.00	1,653,334.14	2,309,269.86	.42
TOTAL	PUBLIC LIBRARY FUND	3,962,604.00	4,653.82	.00	1,653,334.14	2,309,269.86	.42

SELECTION CRITERIA: revledgr.fund in ('201','202','415','2130')

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
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	1,373.49	28,626.51	.05
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	150,000.00	.00	1.00
TOTAL	OTHER REVENUE	190,000.00	.00	.00	151,373.49	38,626.51	.80
TOTAL	LIBRARY CAPITAL PROJ FUND	427,500.00	.00	.00	231,373.49	176,126.51	.59
TOTAL	LIBRARY CAPITAL PROJ FUND	427,500.00	.00	.00	231,373.49	176,126.51	.59
TOTAL REPORT		4,390,104.00	4,633.82	.00	1,904,707.63	2,485,396.37	.43

ACCOUNTING PERIOD: 7/00

SELECTION CRITERIA: expledgr.key_orgn in ('2110','2130','202','415')

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	1,451,614.00	97,670.03	.00	700,248.33	731,365.67	.48
910200	TEMPORARY WAGES	618,933.00	28,611.73	.00	259,926.79	359,006.21	.42
910400	NON-SUPERVISORY OVERTIME	500.00	2,544.30	.00	2,544.30	-2,044.30	5.09
910500	VACATION PAY	.00	9,080.25	.00	46,960.37	-46,960.37	.00
910600	SICK PAY	.00	2,149.93	.00	19,187.15	-19,187.15	.00
910700	HOLIDAY PAY	.00	6,047.73	.00	12,243.83	-12,243.83	.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	547.00	1,453.00	.27
918020	EMPLOYER CONTR-F.I.C.A.	157,937.00	11,033.00	.00	79,018.42	78,918.58	.50
918021	EMPLOYER CONTR-I.N.R.F.	123,453.00	9,159.06	.00	63,122.82	60,330.18	.51
918040	LIFE INS PREMIUMS	4,747.00	401.80	.00	2,572.50	2,174.50	.54
918050	MEDICAL INS PREMIUMS	182,625.00	10,437.26	.00	64,137.21	118,487.79	.35
918060	TUITION REIMBURSEMENTS	4,000.00	114.00	.00	443.75	3,556.25	.11
918070	WORKERS COMPENSATION	4,000.00	302.39	.00	2,588.24	1,411.76	.65
TOTAL	PERSONAL SERVICES	2,558,309.00	177,551.48	.00	1,256,790.14	1,301,518.86	.49
920110	PROFESSIONAL CONSULTING	18,500.00	2,400.00	.00	10,224.80	8,275.20	.33
920120	COMMUNICATION SERVICES	25,000.00	955.79	.00	12,469.94	12,530.06	.50
920140	DATA PROCESSING SERVICES	85,000.00	5,631.92	.00	34,993.18	50,006.82	.41
920202	CONFERENCES	8,500.00	210.00	.00	11,160.13	-2,660.13	1.31
920204	TRAINING	2,000.00	.00	.00	50.00	1,950.00	.03
920206	SEMINARS	2,000.00	125.00	.00	2,719.50	-719.50	1.36
920210	IN-SERVICE TRAINING	2,000.00	1,027.34	.00	1,192.13	807.87	.60
920220	MEMBERSHIP DUES	4,000.00	145.00	.00	1,943.00	2,057.00	.49
920230	PUBLICATION OF NOTICES	2,000.00	1,147.63	.00	6,000.06	-4,000.06	3.00
920850	SUBSIDY:1994 E.R.P. TRANS	25,600.00	723.76	.00	5,066.32	20,533.68	.20
TOTAL	SUBSIDIES,REBATES,CONTRIB	25,600.00	723.76	.00	5,066.32	20,533.68	.20
920900	PROPERTY/LIAB CONTRIBUTIO	51,367.00	.00	.00	24,604.00	26,763.00	.48
930010	R & M EQUIPMENT	42,600.00	1,098.79	.00	15,695.08	26,904.92	.37
930020	R & M BLDGS & STRUCTURES	20,000.00	.00	.00	2,265.65	17,734.35	.11
930030	R & M VEHICLES	3,000.00	.00	.00	130.50	2,869.50	.04
930195	BOOK BINDING & REPAIR	6,000.00	309.55	.00	1,991.50	4,008.50	.33
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	10,407.50	22,592.50	.32
960070	AUTO/TRAVEL EXPENSES	4,500.00	.00	.00	1,614.37	2,885.63	.36
960210	SPECIAL EVENT PROGRAMMING	15,000.00	2,954.34	.00	6,192.00	8,808.00	.41
960990	MISC CONTRACTUAL SUCS	113,000.00	12,216.10	.00	35,623.55	77,376.45	.32
TOTAL	CONTRACTUAL SERVICES	464,067.00	30,645.22	.00	184,383.21	279,683.79	.40
970100	SUPPLIES	50,000.00	2,116.29	.00	23,282.35	26,717.65	.47
970110	MEALS (PRSHRS/WRKRS/VOLS)	2,000.00	.00	.00	542.24	1,457.76	.27
970170	JANITORIAL	12,000.00	570.61	.00	2,811.47	9,188.53	.23

SELECTION CRITERIA: expledgr.key_orgn in ('2110','2130','202','415')

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
970200	COPYING/FAX SUPPLIES	1,000.00	.00	.00	.00	1,000.00	.00
970260	POSTAGE AND PARCEL	13,200.00	125.21	.00	6,216.81	6,983.19	.47
970270	PRINTING-REPROD-BINDING	15,000.00	.00	.00	4,324.08	10,675.92	.29
970330	SUPPLIES: VEHICLE R/M	.00	18.60	.00	29.35	-29.35	.00
970600	BOOKS	440,000.00	34,164.24	.00	211,183.71	228,816.29	.48
970610	AUDIO MATERIALS	56,700.00	4,350.54	.00	19,088.65	37,611.35	.34
970620	SUBSCRIPTIONS & BOOKS	74,200.00	735.50	.00	9,977.10	64,222.90	.13
970630	VISUAL MATERIALS	53,000.00	1,161.27	.00	17,614.86	35,385.14	.33
970640	AUTOMATED REFERENCE MAT'L	87,000.00	.00	.00	34,089.48	52,910.52	.39
970810	NATURAL GAS	14,400.00	696.72	.00	8,401.62	5,998.38	.58
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	500.00	78.19	.00	391.07	108.93	.78
970850	GASOLINE	3,500.00	27.29	.00	169.16	3,330.84	.05
TOTAL	COMMODITIES	823,000.00	44,044.46	.00	338,121.95	484,878.05	.41
980400	EQUIPMENT	100,000.00	4,896.44	.00	28,224.03	71,775.97	.28
980410	COMPUTER HARDWARE	.00	.00	.00	208.30	-208.30	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	534.12	-534.12	.00
980600	FURNITURE & FIXTURES	5,000.00	.00	.00	290.91	4,709.09	.06
TOTAL	CAPITAL EXPENDITURES	105,000.00	4,896.44	.00	29,257.36	75,742.64	.28
990300	BANK/TRUST/AGENCY FEES	150.00	.00	.00	.00	150.00	.00
990	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 FMD	150,000.00	.00	.00	150,000.00	.00	1.00
TOTAL	TRANS TO LIB CAP PROJ FMD	150,000.00	.00	.00	150,000.00	.00	1.00
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	PUBLIC LIBRARY FUND	4,179,809.00	257,137.60	.00	1,958,552.66	2,221,256.34	.47

SELECTION CRITERIA: expledgr.key_orgn in ('2110','2130','202','415')

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	41,714.88	-16,714.88	1.67
930010	R & M EQUIPMENT	.00	5,720.07	.00	5,720.07	-5,720.07	.00
960990	MISC CONTRACTUAL SVCS	.00	16,393.09	.00	18,797.09	-18,797.09	.00
TOTAL	CONTRACTUAL SERVICES	25,000.00	22,113.16	.00	66,232.04	-41,232.04	2.65
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
980400	EQUIPMENT	.00	9,766.20	.00	37,727.37	-37,727.37	.00
980600	FURNITURE & FIXTURES	500,000.00	.00	.00	378,027.78	121,972.22	.76
TOTAL	CAPITAL EXPENDITURES	600,000.00	9,766.20	.00	422,006.65	177,993.35	.70
TOTAL	LIBRARY CAPITAL PROJ FUND	635,000.00	31,879.36	.00	488,238.69	146,761.31	.77

SELECTION CRITERIA: expledgr.key_orgn in ('2110','2130','202','415')

FUND - 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	4,205.50	.00	408,163.83	-408,163.83	.00
TOTAL	CAPITAL EXPENDITURES	1,800,000.00	4,205.50	.00	408,163.83	1,391,836.17	.23
TOTAL	FF & E - LIBRARY	1,800,000.00	4,205.50	.00	411,303.83	1,388,696.17	.23
TOTAL REPORT		6,614,809.00	293,222.46	.00	2,858,093.18	3,756,713.82	.43

ADMINISTRATOR'S REPORT

August 15, 2000

I. PERSONNEL

New employees this month: Linda Knorr, Amber Creger, and Kathleen Burke Geraghty, part-time Library Assistants, II, for Readers Advisory Services.

II. STAFF DEVELOPMENT

Thanks to Martha Sloan, a series of staff training sessions was held during our moving weeks. We have had telephone training, customer service training, email training, and have enjoyed a number of department open houses, which have helped us to learn all the features of the new building in an informal setting.

III. PATRON SERVICES

The services we have been able to provide have been severely limited because of the necessity of closing down the old facility and preparing the new facility for public use. During this period the old library was open for eight days and the mobile library for nine days. We appreciate the patience of our patrons who are awaiting the opening of our new facility.

IV. ADMINISTRATIVE ACTIVITIES

I attended two exciting seminars in the past month. The first, "The Library of the Future," was a presentation by an administrator of the Richmond, B.C. Public Library, who described the innovative planning and execution of a branch library that has much in common with our circumstances. As a branch in a new retail mall development, the library planners sought to appeal to the consumers in ways that would make library use easy, convenient, exciting, and familiar in a self-service culture. For example, over 85% of their circulation is done by the patrons themselves through self-check when taking items out and through pre-sorting when returning the items. They are able to process 750,000 circulations with a collection of 65,000 and a staff of 13. The public loves using the facility and the staff reports very high morale and low work related repetitive motion injuries. We are installing some of the same checkout equipment in our new facility.

The second seminar I attended was "Technology Survival Skills for Library Administrators," which was presented by Consultant Joan Frye Williams. She drew comparisons between the library mindset and the mindset of managers and entrepreneurs in the new technology and information management businesses. She also gave guidelines for the types of issues that were management level as opposed to technology planners' level. She also pointed out that since the current business cycle is 90 days, an administrator could adequately keep abreast of trends and new developments by scanning the literature only quarterly. One statement that Williams repeated has struck a chord with me. She stated that the library profession's definition of success is perfection 100% of the time, so we spend vast amounts of staff time

planning and trying to prevent errors and problems, when our time could be better spent planning new services and dealing with problems as they occur.

I attended the usual round of monthly meetings, both library and community, but want to emphasize that the time spent planning "One For the Books" was time well spent and our efforts were rewarded tenfold.

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT July 2000

Total 1999 to Date:	443,824	Total 2000 to Date:	404,241	% Change
July 1999:	65,768	July 2000:	18,342	-8.92%
			18,342	-72.11%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>		
	CHILDREN	1999	2000	1999	2000	1999	2000
Non Fiction		3,132	644	504	245	3,636	889
Fiction		10,604	2,291	802	531	11,406	2,822
Foreign Language Non Fiction		28	2	6	6	34	8
Foreign Language Fiction		160	32	42	17	202	49
Periodicals		156	45	66	18	222	63
Compact Discs		330	88	42	12	372	100
Audio Cassettes		352	53	16	16	368	69
Audio Kits		420	103	64	14	484	117
Puzzles		365	31	35	23	400	54
Games		111	8	14	4	125	12
Audio Books		218	82	13	7	231	89
Video Fiction		2,548	741	240	209	2,788	950
Video Non Fiction		1,146	197	29	31	1,175	228
DVD		7	13	0	3	7	16
CD ROMs		657	107	0	1	657	108
SUB TOTAL		20,234	4,437	1,873	1,137	22,107	5,574
ADULT							
Non Fiction		10,740	2,414	179	136	10,919	2,550
Fiction		8,544	2,585	352	507	8,896	3,092
Large Type		966	327	104	56	1,070	383
Foreign Language Non Fiction		136	40	5	4	141	44
Foreign Language Fiction		336	125	1	2	337	127
High School Collection		101	63	4	4	105	67
Periodicals		2,192	514	132	103	2,324	617
Pamphlets		11	0	0	0	11	0
Compact Discs		4,192	1,276	352	216	4,544	1,492
Audio Cassettes		408	103	10	4	418	107
Puzzles		10	4	11	1	21	5
Pictures		46	19	0	1	46	20
Audio Books		1,712	462	23	42	1,735	504
CD ROMs		203	34	0	0	203	34
Video Fiction		8,511	2,268	340	259	8,851	2,527
Video Non Fiction		3,409	894	21	21	3,430	915
DVD		402	247	0	33	402	280
Misc. Formats		35	3	1	1	36	4
		41,954	11,378	1,535	1,390	43,489	12,768
Supersedes		0	0	172	0	172	0
GRAND TOTAL		62,188	15,815 **	3,580 *	2,527 **	65,768	18,342
Self Check		2,454	519	0	0	2,454	519

*In 1999, Mobile Library out of service for 2 1/2 days.

**Due to move, Main Library open only 9 days and Mobile Library in service only 9 days.

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	3,419	889	0	0	0	0	0	29,921
Fiction	11,234	11,537	12,418	9,988	8,787	10,298	2,822	0	0	0	0	0	67,082
Foreign Language Non Fiction	52	61	69	54	46	39	8	0	0	0	0	0	329
Foreign Language Fiction	242	227	310	215	178	132	49	0	0	0	0	0	1,353
Periodicals	191	211	210	156	148	108	63	0	0	0	0	0	1,087
Compact Discs	395	416	463	410	386	378	100	0	0	0	0	0	2,548
Audio Cassettes	259	269	256	204	222	277	69	0	0	0	0	0	1,556
Audio Kits	443	413	452	323	283	286	117	0	0	0	0	0	2,317
Puzzles	389	384	391	293	300	285	54	0	0	0	0	0	2,096
Games	115	110	112	69	70	67	12	0	0	0	0	0	655
Audio Books	200	143	209	168	144	260	89	0	0	0	0	0	1,213
Video Fiction	3,157	3,089	3,399	2,980	2,844	2,829	950	0	0	0	0	0	19,248
Video Non Fiction	1,204	1,404	1,447	1,251	1,050	992	228	0	0	0	0	0	7,576
DVD	29	34	64	54	63	59	16	0	0	0	0	0	319
CD ROMs	633	693	779	681	676	653	108	0	0	0	0	0	4,223
SUB TOTAL	23,835	24,613	26,254	21,835	19,230	20,082	5,574	0	0	0	0	0	141,423
ADULT													
Non Fiction	10,444	10,883	11,887	11,367	9,662	9,899	2,550	0	0	0	0	0	66,692
Fiction	7,047	6,921	7,529	7,027	7,126	8,764	3,092	0	0	0	0	0	47,506
Large Type	919	848	1,000	911	1,039	1,352	383	0	0	0	0	0	6,452
Foreign Language Non Fiction	159	197	175	175	158	169	44	0	0	0	0	0	1,077
Foreign Language Fiction	452	369	424	365	404	450	127	0	0	0	0	0	2,591
High School	104	133	168	110	130	187	67	0	0	0	0	0	899
Periodicals	2,238	2,294	2,557	2,394	2,228	1,982	617	0	0	0	0	0	14,310
Pamphlets	15	10	39	32	17	22	0	0	0	0	0	0	135
Compact Discs	5,065	5,176	5,897	5,306	5,261	5,209	1,492	0	0	0	0	0	33,406
Audio Cassettes	369	357	368	393	329	343	107	0	0	0	0	0	2,266
Puzzles	23	14	15	8	12	19	5	0	0	0	0	0	97
Pictures	69	50	71	61	79	48	20	0	0	0	0	0	398
Audio Books	1,600	1,564	1,703	1,699	1,677	2,076	504	0	0	0	0	0	10,823
CD ROMs	183	181	190	169	160	180	34	0	0	0	0	0	1,097
Video Fiction	8,691	7,894	8,580	7,415	7,108	7,346	2,527	0	0	0	0	0	49,561
Video Non Fiction	3,432	3,607	3,869	3,235	2,913	3,054	915	0	0	0	0	0	21,025
DVD	577	541	556	689	788	761	280	0	0	0	0	0	4,192
Misc. Formats	64	38	48	35	34	68	4	0	0	0	0	0	291
SUB TOTAL	41,451	41,077	45,076	41,392	39,125	41,929	12,768	0	0	0	0	0	262,818
Supersedes	0	0	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	65,286	65,690	71,330	63,227	58,355	62,011	18,342	0	0	0	0	0	404,241
Self Check	1,826	2,240	2,080	1,819	1,550	1,900	519	0	0	0	0	0	11,934
Days Closed/Out of Service	0	2/3-----1	0	0	0	10	22-----9	0	0	0	0	0	42

Mobile Library 2000

CHILDREN	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Non Fiction	925	868	773	803	783	205	245						4,602
Fiction	1,226	1,374	1,401	1,347	1,190	477	531						7,546
Foreign Language Non Fiction	18	22	22	12	18	5	6						103
Foreign Language Fiction	70	84	100	68	75	31	17						445
Periodicals	62	60	66	62	65	14	18						347
Compact Discs	48	47	63	64	61	40	12						335
Audio Cassettes	12	16	14	25	14	1	16						98
Audio Kits	54	52	46	38	54	15	14						273
Puzzles	29	41	45	39	35	23	23						235
Games	21	27	29	12	24	3	4						120
Audio Books	4	9	10	5	5	2	7						42
Video Fiction	381	378	423	401	402	114	209						2,308
Video Non Fiction	65	78	90	83	76	19	31						442
DVD	0	0	0	0	0	0	3						3
CD ROMs	0	0	1	1	4	0	1						7
SUB TOTAL	2,915	3,056	3,083	2,960	2,806	949	1,137	0	0	0	0	0	16,906
ADULT													
Non Fiction	328	299	282	277	248	138	136						1,708
Fiction	414	364	376	361	375	359	507						2,756
Large Type	97	93	148	100	197	254	56						945
Foreign Language Non Fiction	11	20	14	14	7	0	4						70
Foreign Language Fiction	2	6	6	4	4	0	2						24
High School	1	0	6	2	3	2	4						18
Periodicals	163	148	185	181	138	102	103						1,020
Pamphlets	0	0	0	0	0	0	0						0
Compact Discs	446	460	448	476	507	285	216						2,838
Audio Cassettes	24	17	17	24	18	10	4						114
Puzzles	7	6	7	3	5	0	1						29
Pictures	0	0	0	2	3	0	1						6
Audio Books	32	21	42	57	59	23	42						276
CD ROMs	0	3	4	1	3	0	0						11
Video Fiction	405	406	444	419	418	169	259						2,520
Video Non Fiction	54	67	84	71	82	31	21						410
DVD	0	1	1	0	0	0	33						35
Misc. Formats	1	3	3	2	1	4	1						15
SUB TOTAL	1,985	1,914	2,067	1,994	2,068	1,377	1,390	0	0	0	0	0	12,795
Supersedes													0
GRAND TOTAL	4,900	4,970	5,150	4,954	4,874	2,326	2,527	0	0	0	0	0	29,701

Out of Service (days)	1	10	9	20
Out of Service Description	snow	maintenance	move	

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	3,214	644						25,319
Fiction	10,008	10,163	11,017	8,639	7,597	9,821	2,291						59,536
Foreign Language Non Fiction	34	39	47	42	28	34	2						226
Foreign Language Fiction	172	143	210	147	103	101	32						908
Periodicals	129	151	144	94	83	94	45						740
Compact Discs	347	369	400	346	325	338	88						2,213
Audio Cassettes	247	253	242	179	208	276	53						1,458
Audio Kits	389	361	408	285	229	271	103						2,044
Puzzles	360	343	346	254	265	262	31						1,861
Games	94	83	83	57	46	64	8						435
Audio Books	196	134	199	163	139	258	82						1,171
Video Fiction	2,776	2,711	2,976	2,579	2,442	2,715	741						16,940
Video Non Fiction	1,139	1,326	1,357	1,168	974	973	197						7,134
DVD	29	34	64	54	63	59	13						316
CD ROMs	633	693	778	680	672	653	107						4,216
SUB TOTAL	20,920	21,557	23,171	18,875	16,424	19,133	4,437	0	0	0	0	0	124,517
ADULT													
Non Fiction	10,116	10,584	11,605	11,090	9,414	9,761	2,414						64,984
Fiction	6,633	6,557	7,153	6,666	6,751	8,405	2,585						44,750
Large Type	822	755	852	811	842	1098	327						5,607
Foreign Language Non Fiction	148	177	161	161	151	169	40						1,007
Foreign Language Fiction	450	363	418	361	400	450	125						2,567
High School	103	133	162	108	127	185	63						881
Periodicals	2,075	2,146	2,372	2,213	2,090	1,880	514						13,290
Pamphlets	15	10	39	32	17	22	0						135
Compact Discs	4,619	4,716	5,449	4,830	4,754	4,924	1,276						30,568
Audio Cassettes	345	340	351	369	311	333	103						2,152
Puzzles	16	8	8	6	7	19	4						68
Pictures	69	50	71	59	76	48	19						392
Audio Books	1,568	1,543	1,661	1,642	1,618	2,053	462						10,547
CD ROMs	183	178	186	168	157	180	34						1,086
Video Fiction	8,286	7,488	8,136	6,996	6,690	7,177	2,268						47,041
Video Non Fiction	3,378	3,540	3,785	3,164	2,831	3,023	894						20,615
DVD	577	540	555	689	788	761	247						4,157
Misc. Formats	63	35	45	33	33	64	3						276
SUB TOTAL	39,466	39,163	43,009	39,398	37,057	40,552	11,378	0	0	0	0	0	250,023
Supersedes													0
GRAND TOTAL	60,386	60,720	66,180	58,273	53,481	59,685	15,815	0	0	0	0	0	374,540
Self Check	1,826	2,240	2,080	1,819	1,550	1,900	519						11,934
Days Closed		2/3					22						22

July 2000 Holdings

	Last Month	This Month	Change	Percent Change
Books	187,972	188,785	813	0.4%
Audio	16,330	16,495	165	1.0%
Video	10,559	10,472	-87	-0.8%
Puzzles and Games	688	589	-99	-14.4%
Realia	234	234	0	0.0%
Pamphlets	1,337	1,337	0	0.0%
=====				
Total	217,120	217,912	792	0.4%

XIII

REGISTRATION SERVICES REPORT FOR JULY 2000

I. LIBRARY CARD REGISTRATION SERVICES

<u>July 1999</u>	<u>June 2000</u>	<u>July 2000</u>	<u>Year to Date 1999</u>	<u>Year to Date 2000</u>	<u>% Change</u>
700	613	147	5,501	4,276	(- 22.2%)
A.	New Cards			59	
B.	Renewals			78	
C.	Non-Resident Cards			0	
D.	Off-line Library Cards			10	
	Total			147	

II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	0
2.	Number of Meeting Room Uses	4
3.	Cab cards and Other Registrations	4
4.	LAN Discs Sold (Year to Date - 15)	0
5.	Computer Room	25
6.	Reading Edge Users	0
	Total	33

III. TOTAL NUMBER OF REGISTERED BORROWERS

July 1999	34,397	(64.4% of Population)
July 2000	37,348	(69.9% of Population)

CIRCULATION REPORT FOR JULY 2000

Page 2

PATRON ATTENDANCE COUNT

<u>July 1999</u>	<u>June 2000</u>	<u>July 2000</u>	<u>Year to Date</u> <u>1999</u>	<u>Year to Date</u> <u>2000</u>	<u>% Change</u>
29,108	25,339	5,988	190,108	168,795	(-11.2%)

 RECIPROCAL BORROWING
 (Materials Lent)

	<u>July 1999</u>	<u>July 2000</u>	<u>% Change</u>
NSLS	7,857	2,133	(-72.8%)
OTHER SYSTEMS	1,577	441	(-72.0%)
TOTAL	9,434	2,574	(-72.7%)

INTERLIBRARY LOAN

Sent	22 383
Received	9

**The library closed on July 17, 2000 and did not reopen until August 14, 2000.

DES PLAINES PUBLIC LIBRARY
ADULT PATRON ASSISTANCE
JULY 2000

Assistance	<u>Number</u>	<u>Total</u>
1. Equipment repair and assistance	31	
2. Tax forms	4	
3. Directional questions	25	
4. Item retrieval by library pages	8	
5. Audio visual inquiries	0	
Total		68
Reference Services		
1. Specific item request	185	
2. Ready reference	120	
3. Material searching	49	
4. Referrals to other libraries	5	
5. Reader's Advisory	5	
Total		364
GRAND TOTAL		432

CHILDREN'S PATRON ASSISTANCE
JULY 2000

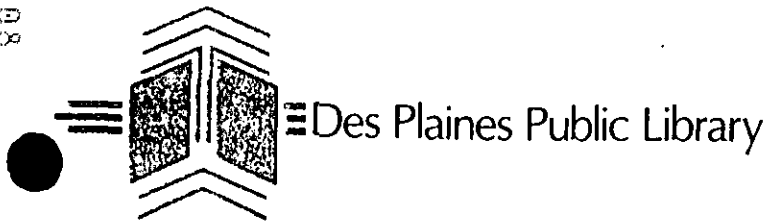
<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Computer Sign-up	220	
2. Program Sign-up	0	
3. Equipment Repair & Assistance	58	
4. Directional Questions	80	
5. ILL & Patron Holds	0	
Total		358
<u>In-House Circulation</u>	<u>Number</u>	
1. Train Sets	171	
2. Periodicals	0	
3. Textbooks	0	
4. Reserve Books	0	
Total		171
<u>Reference</u>	<u>Number</u>	
1. Specific Item Request	68	
2. Reference	72	
3. Reader's Advisory	5	
4. Referrals to Other Libraries	1	
Total		146
GRAND TOTAL		675

Number of individuals using the Local Computer Network = 537

DES PLAINES PUBLIC LIBRARY
MEETING ROOM JULY 2000

	<u>Times Used</u>	<u>Attendance</u>
Interview	2	7
Building Transition Team	1	6
Fund Raising Committee	1	5
Total	4	18
Library Sponsored Children's Programs	<u>Times Used</u>	<u>Attendance</u>
Total	0	0
Grand Total	4	18

July Total = 4 groups involving 399 people.
2000 Year to Date Total 296 groups involving 4,964 people.



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XIV

Minutes of "One For The Books" Advisory Committee July 27, 2000

Chair: Eldon Burk
 Present: Eldon Burk, Sandra Norlin, Leslie Steiner, Charlotte Storer, Carol Kidd,
 Anne Johnson, Shirley Eilken.

Eldon Burk called the meeting to order at 4:01 PM.

Eldon reported that the approximate cost for the preview party would be \$5,000.

Anne Rose Johnson reported that 188 guests have responded positively to the party and this number includes complimentary tickets. Eldon reported that between 15 – 20 guests will be attending from the participating restaurants.

Leslie Steiner was asked by the Committee to invite members of the press to the preview party. The press will attend the party as guests. Leslie will send the standard media alert to newspapers and magazines, as well as the society editors. Library Cable Network will tape the party.

Eldon Burk suggested that preceding the champagne toast, tables be set up on every floor and Library Trustees and Friends pour champagne for the guests.

Sandra reported that volunteers will assemble the two-part champagne glasses. The Friends will help with the assembly.

The restaurants will begin set-up at 3:00 PM on Thursday, August 3, 2000. Eldon Burk will pick-up food for the party on Tuesday or Wednesday and store in the library storage room on the first floor.

Food will be served on the first floor of the library and check-in will be placed in the front corner of the building. Leslie Steiner and Martha Sloan will assist Anne Rose Johnson will check-in, if needed. Anne Johnson will process all credit cards.

0709

Sandra Norlin reported that the minimum bids for the Robert Jessup sketches would be \$500.00 for 8" x 10", \$1,000.00 for 16" x 20" and \$1,500.00 for 20" x 30" and asked for Committee suggestions. The Committee asked Sandra to request two 16" x 20" companion sketches that will be used for the silent auction with a minimum bid of \$1,000.00 or greater.

Eldon reported that the participating restaurants each have donated two gift certificates for the gift baskets to be used for the silent auction.

Charlotte Storer asked if local bookstores could be contacted for possible donations. The Committee was unsure if this was possible due to the time constraints, but suggested that donations may be requested for the Grand Opening Celebration.

Eldon reported that food for the party will be served at 6:30 PM.

Engraved bricks will be installed by the Grand Opening celebration on September 24, 2000.

Successful bidders for the silent auction will be announced at 9:30 PM over the Public Address system.

Public Information Services will print signs and programs for the party.

Docents will be stationed on each floor.

Anne Johnson reported that ticket sales and donation totals to date totaled \$13,465.00.

Meeting adjourned at 5:30 PM.

Minutes prepared by Carol Kidd.



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 Des Plaines, IL 60016-4553
 847.827.5551 phone
 847.827.7974 fax
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XIV

BOARD OF TRUSTEES Minutes of the Art Committee July 17, 2000

Present: Sandra Norlin, Susan Burrows, Patti Gilford, Betty Ritter, Lee Cho, Katie Rank, Kelli Phillips, Patricia Horn, Hector Marino.

The meeting was called to order at 3:05 PM.

Patti Gilford of Patti Gilford Fine Arts presented a drawing from Robert Jessup of the proposed mural with detailed descriptive text of the fairytale portraits. Patti also presented individual drawings of the proposed fairytale characters. Robert Jessup will produce ten 30" x 22" individual sketches to be sold at the preview party "One For The Books" on August 3, 2000, with the library fund receiving 70% and Mr. Jessup receiving 30%. Ms. Gilford asked the Committee for proposed changes to the drawing, since Mr. Jessup is ready to begin painting. Susan Burrows asked that placement of the copier not interfere with the mural. The copier will be measured, so that the dimensions can be sent to Mr. Jessup.

Susan Burrows asked Ms. Gilford if Mr. Jessup would install the mural panels, and Ms. Gilford responded that per his contract he will be providing his own installers. Mr. Jessup will begin painting on August 1, 2000 with Board approval.

Ms. Gilford informed the Committee that the Thinking Lightly team of Kristina Lucas and Michael Hayden will attend the August 3, 2000 preview party and bring a maquette of the atrium sculpture. The Committee also will invite Robert Jessup to the preview party.

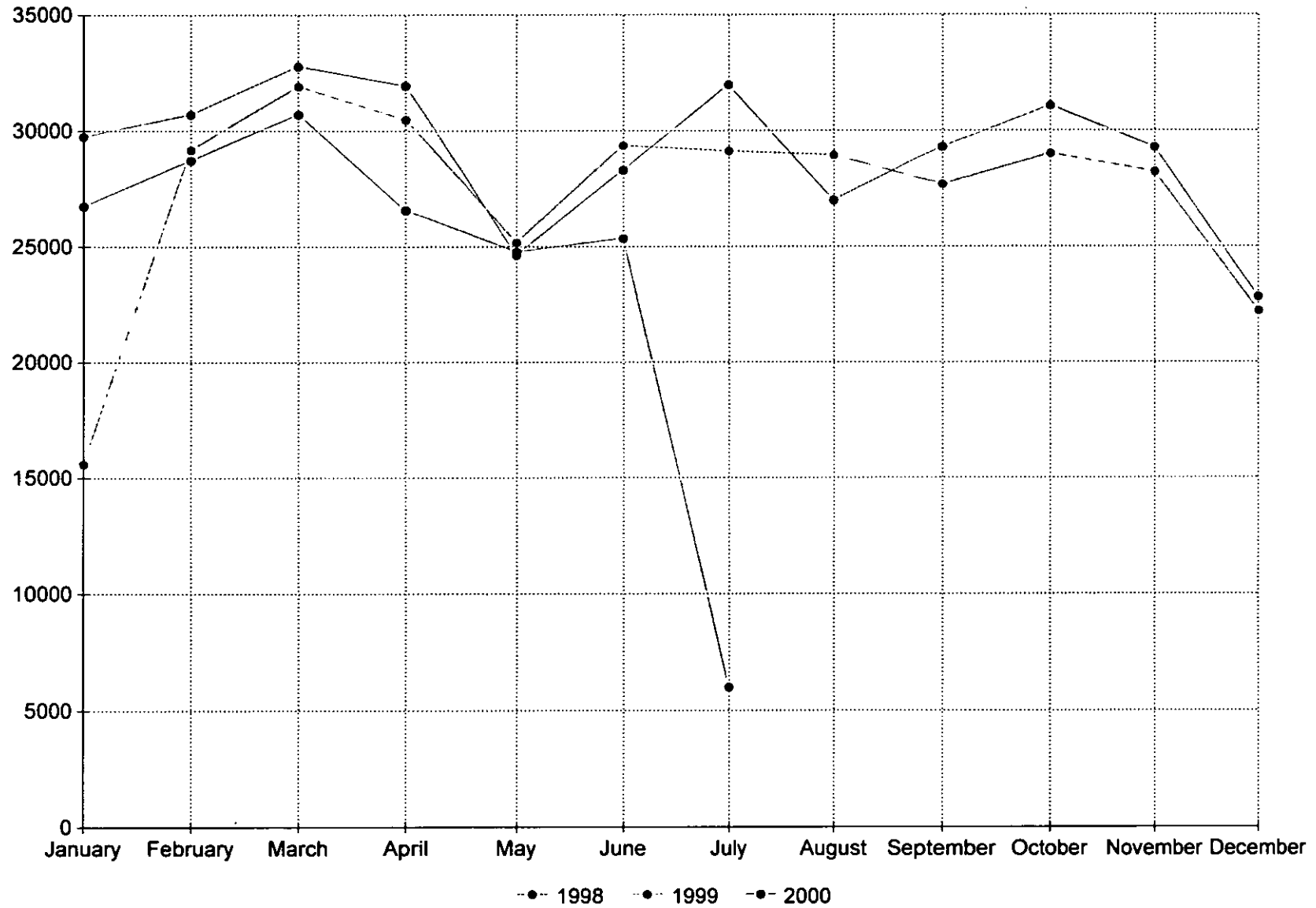
Ms. Gilford stated that the letters for the sculpture will be holographic film laminated between acrylic. Spotlights will be used for lighting the sculpture. Movement of the sculpture will be like pages fluttering in spirals. The sculpture will consist of 26 letters of the alphabet plus an ampersand. The sculpture pieces will be designed to have dialog between, but also to be different.

The meeting adjourned at 4:30 PM.

Minutes prepared by Carol Kidd.

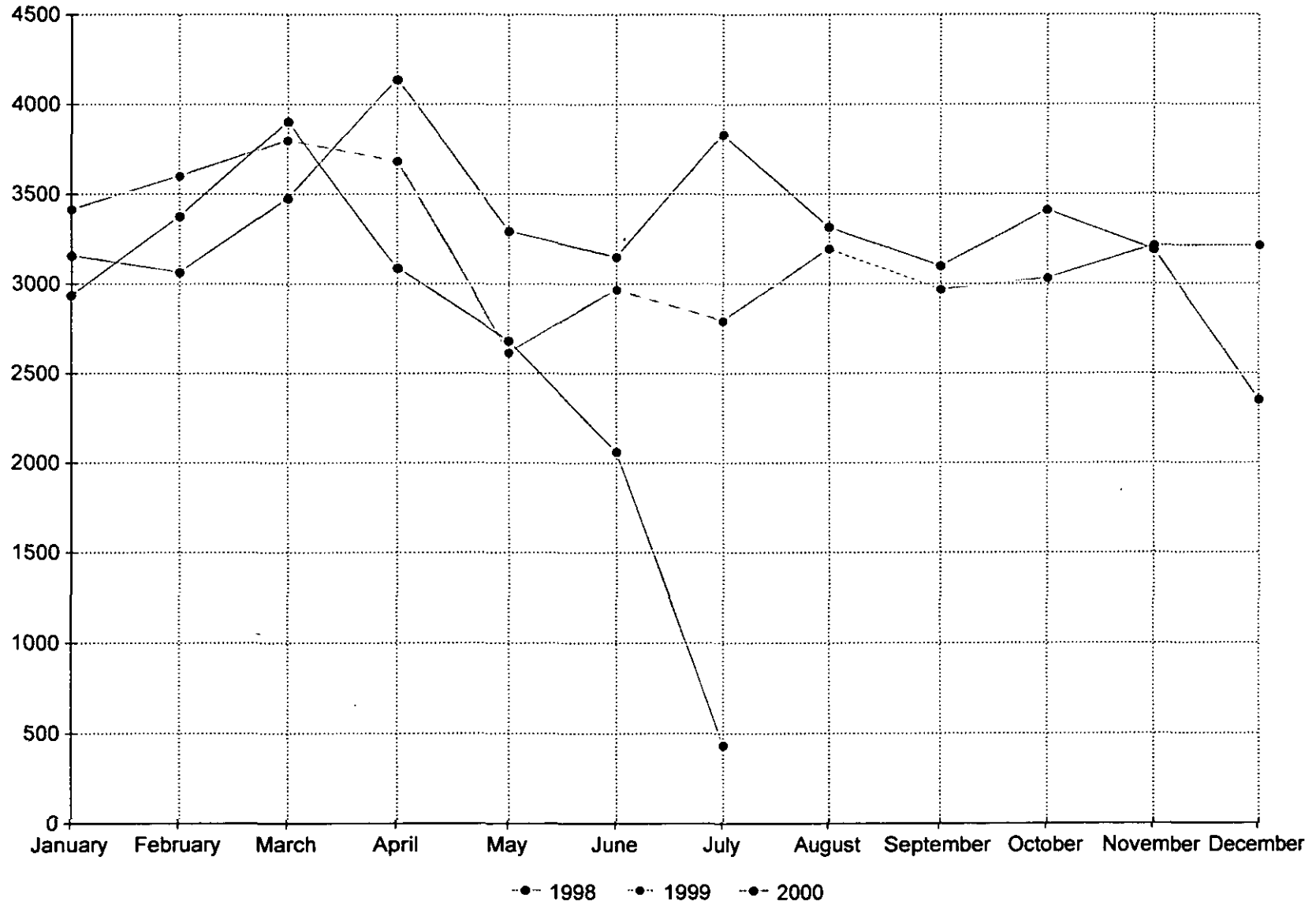
Patron Attendance

July 2000



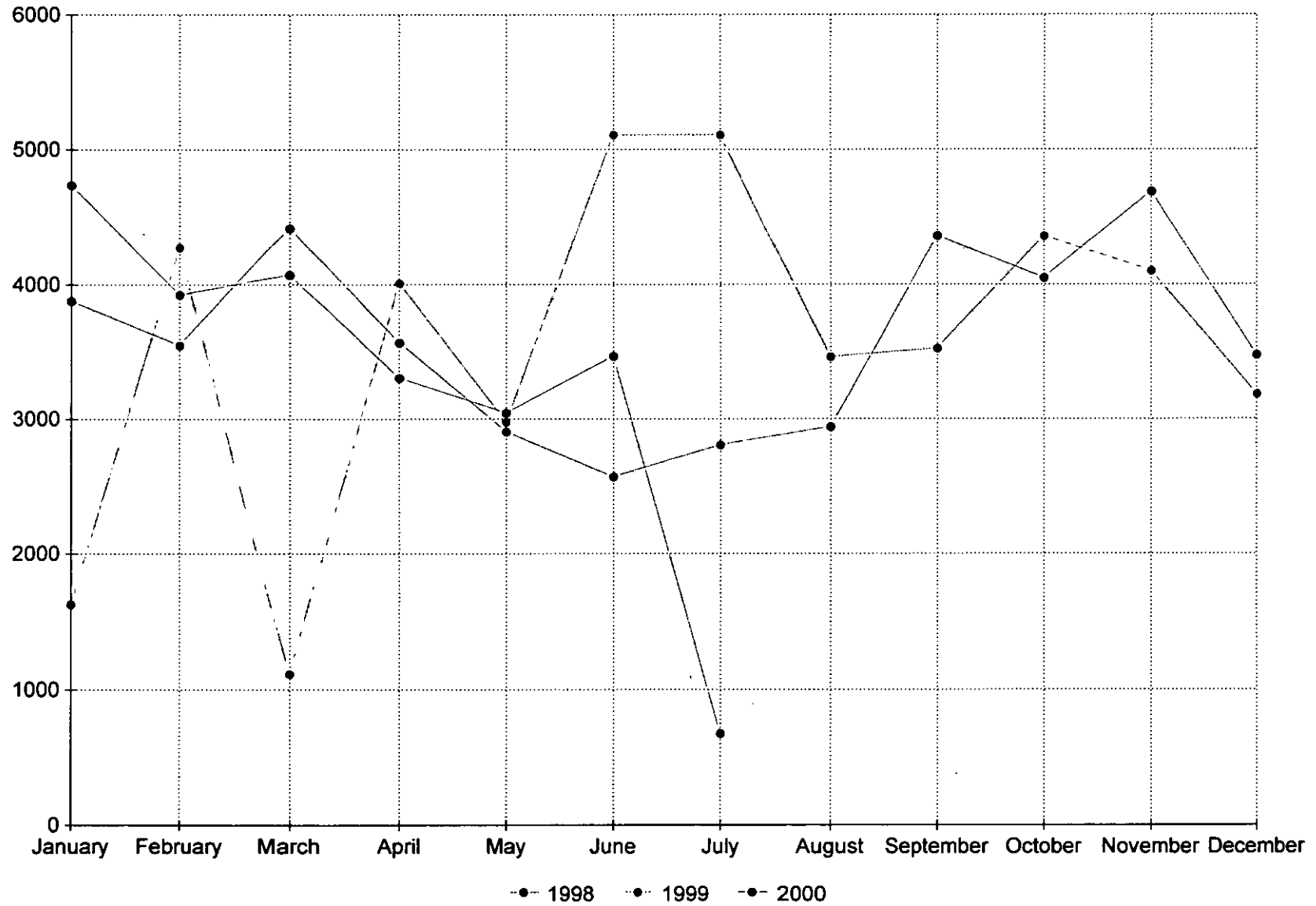
Adult Patron Assistance

July 2000

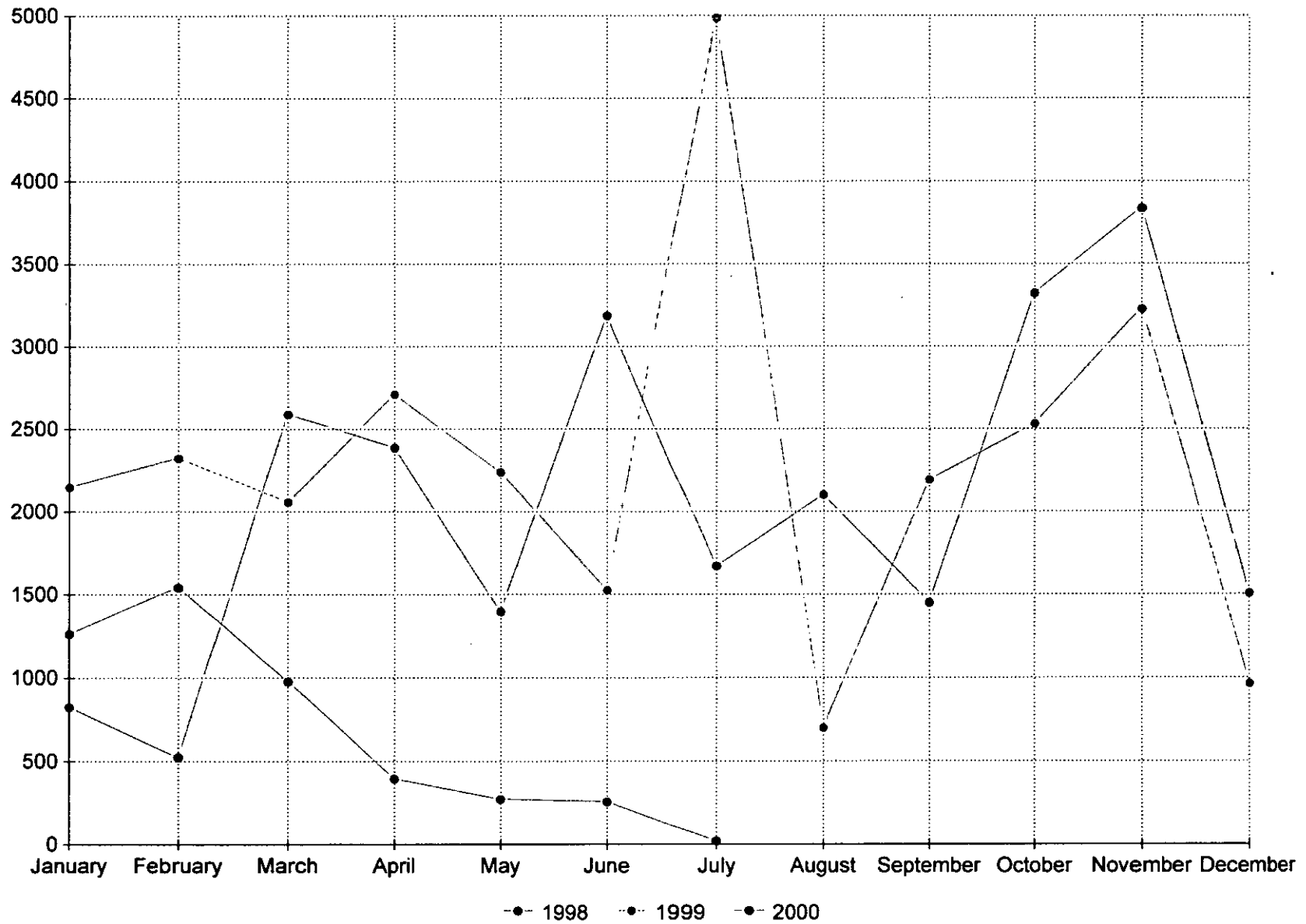


Children's Patron Assistance

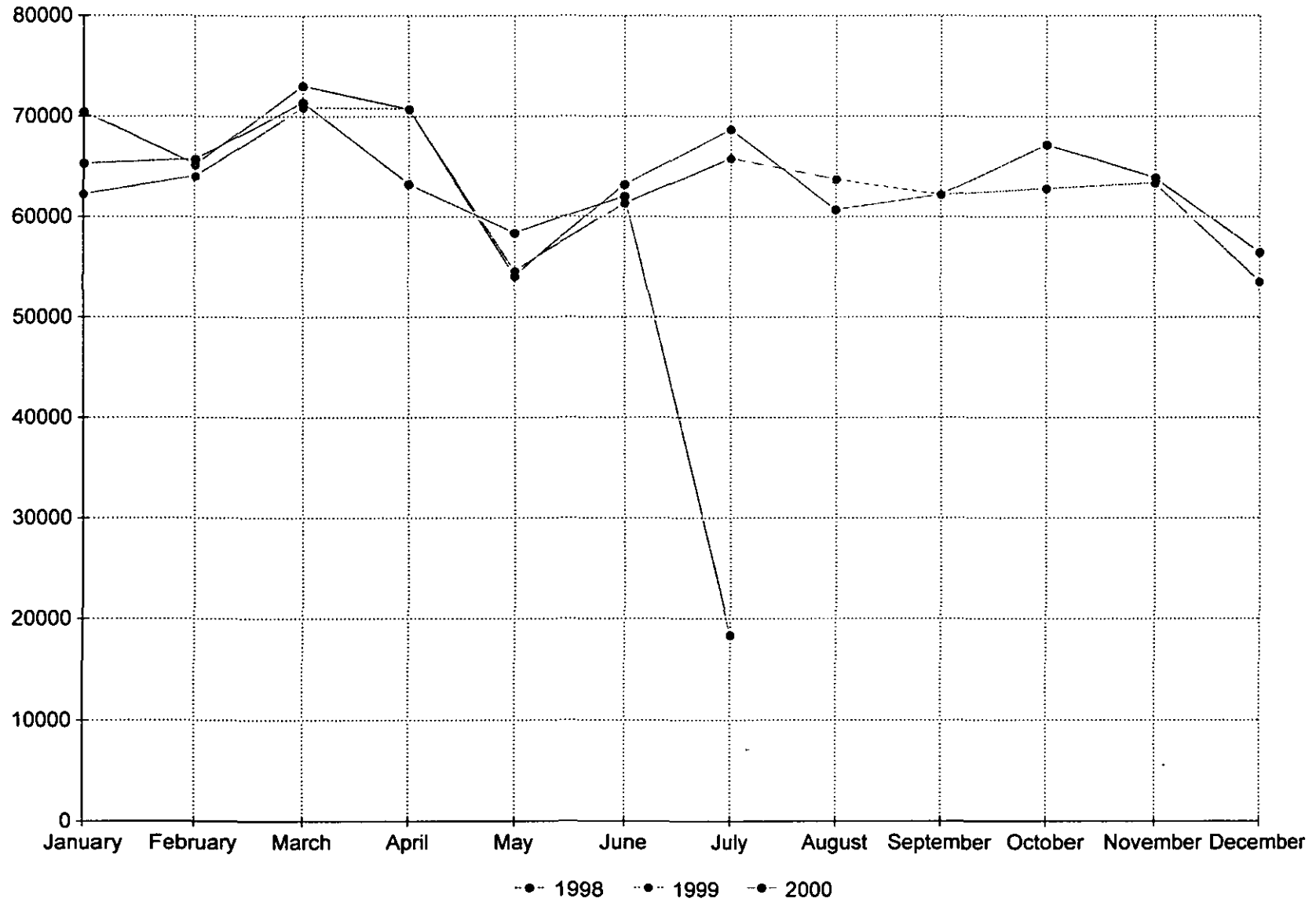
July 2000



Meeting Room Attendance



Circulation Statistics
Items Circulated Per Month By Year



Memorandum

To: Management Committee
CC: Library Board-of Trustees
From: Sandra K. Norlin, Library Administrator
Date: 08/09/00
Re: Job Classification Upgrades

Attached are the Job Classification Upgrades and Meeting Room Policy that will be discussed at the Management Committee meeting on Monday, August 14, 2000 at 5:00 PM. Please review these documents for the Monday meeting. Thank you for your assistance.

EXPLANATION OF CHANGES PUBLIC MEETING ROOM USE POLICY DES PLAINES PUBLIC LIBRARY

Introduction

As we prepare for our move to the new building, we are looking for ways in which our new space will allow us to expand and improve our library programming. In our current building we have often been limited in what we can do by our commitment to Learn to Read, Great Decisions, and other outside groups.

A Program/Meeting Room Committee was formed and at our first meeting we took a look at our Public Meeting Room Use Policy and discussed the changes we would like to see. We had sample policies from other libraries. We noted that several of the libraries had divided their policies into categories. We all liked the clarity of this format. We decided to revise the policy using the category format and incorporating the changes we discussed.

Changes

For the most part, the wording has not changed from the policy approved by the board in June 1999. The statements have been listed in three categories including **Types of Meetings, Reservations, and Rules of Use**. The changes that we are asking you to consider are the following:

1. Our original policy states that priority will be given to library programs, but makes no statement about the sorts of groups that might use the meeting rooms. Several of the libraries assigned a priority ranking to potential group meetings. We have incorporated that type of priority here.
2. Our current policy allows that any group may use our meeting rooms. This includes groups that are located in other towns and companies that are in business for a profit. Generally these for profit companies are financial firms that are offering free seminars and hoping to attract some new business. Our committee would like for the board to change our policy to disallow any for profit organization from using the meeting rooms. We believe that it is not clear to our patrons that these programs are not library-sponsored. We also ask that the policy state that the group contact person be a resident of Des Plaines and that a majority of its members be residents of Des Plaines. We get so many calls from out of town organizations wanting to book our rooms because there is no charge. We believe that with our new, highly visible building this will only increase, further limiting our flexibility in planning library programs.
3. Our current policy states that groups are responsible for setting up furniture and equipment. Because some furniture and all equipment will be stored in the adjoining closets, which will be locked, we recommend a policy change. The security monitor will be responsible for setting up the rooms but groups must

choose from the fixed setup options that Gary will design. Gary will work with our regular groups to make certain that the options we offer are appropriate for their needs. These setup options will be listed on the Meeting Room Request Sheet.

4. The current policy lists the equipment that is available for groups to use. We've moved the equipment options to the Meeting Room Request Sheet.
5. We have added a statement requesting that groups notify the library if a scheduled meeting is cancelled. This past year there were several occasions when our security monitors prepared rooms for groups that never arrived.
6. We have added a statement indicating that the library has the right to cancel or change meeting room reservations. This is something that we have done in practice, but it was not written in policy.
7. Our current policy states that the meeting rooms may be used only during library hours but allows for special arrangements for extended use. We've changed the wording slightly, leaving the possibility for extending use less open. We have done this because Gary would like for this option to be available only for Learn to Read with whom we have a special relationship. We are requesting that the board allow this interpretation.
8. The current policy states that food and non-alcoholic beverages may be served. We've added the phrase "in designated areas". We would like to keep Meeting Room A free of food and drink.
9. The current policy states that groups may not receive mail at the library's address. In practice, we have allowed the Friends of the Library to receive mail and we have added this to the policy.

Conclusion

The policies of the other libraries are generally longer, more specific, and more restrictive. There are often elaborate fee schedules for using the rooms, the kitchen and equipment. We've kept it simple, with few restrictions – in line with the original policy. The major changes we are requesting are to limit to Des Plaines groups, and to restrict "for profit" organizations from using the meeting rooms. These are restrictions, but they are in line with what other libraries are doing and we believe we would have greater access to the rooms for library programs.

Program/Meeting Room Committee

Gail Bradley, Lee Cho, Kelli Phillips, Christine Posinger, Martha Sloan, Leslie Steiner, Gary Valente, Becky Wenzel

June 23, 2000

DES PLAINES PUBLIC LIBRARY PUBLIC MEETING ROOM USE POLICY

Types of Meetings

All meetings are free and open to the public. Priority for meeting room use is as follows:

1. Library-sponsored programs and meetings.
2. Library-related programs and meetings including Friends of the Library, Learn to Read, and Great Decisions.
3. Meetings of nonprofit Des Plaines community groups or organizations whose aims are educational, cultural, or civic in nature.
4. Meetings of other nonprofit groups the majority of whose members are residents of Des Plaines.

Reservations

1. All groups must submit a Meeting Room Request Sheet to the Registration Desk.
2. Groups must select a member to act as the contact person and assume responsibility for the group. The contact person will complete the Meeting Room Request Sheet and must be a Des Plaines resident with a currently valid Des Plaines library card.
3. Meeting rooms may be booked for up to one year in advance. The library will send a Meeting Room Request Sheet to participating groups in June.
4. There will be no charge during hours the library is open.
5. Groups must select from the options for room setup and equipment that are listed on the Meeting Room Request Sheet. If necessary, library staff will provide instruction on equipment operation if requested prior to the meeting date.
6. A representative of the group must complete a Record of Meeting Room Use form after each use.
7. As a courtesy, the library requests that groups notify the Registration Desk of a cancellation 24 hours before the scheduled meeting.
8. The library reserves the right to change or cancel meeting room reservations.

Rules of Use

1. Groups may use the meeting rooms only during hours the library is open to the public. In special circumstances, the library administrator may grant permission for a group to use a meeting room after library hours. The group would then be required to reimburse the library for the cost of extending the hours of library security personnel.

2. After the library has been closed to the public, members of groups using the meeting rooms are restricted to the meeting room and the designated corridors used to leave the building.
3. Groups are responsible for the cost of repairing damage to equipment, furniture, or the building caused by people in attendance at their meetings.
4. Groups may not charge admission nor require donations for their meetings.
5. Nothing may be sold to the public in the library without permission from the library administrator.
6. Smoking is not permitted in the library.
7. Food and non-alcoholic beverages may be served in designated areas. The group or caterer must provide all paper goods and serving utensils.
8. Groups may use the pantry that is adjacent to the meeting rooms for food preparation, but may not store anything in the cabinets or refrigerator.
9. Groups are responsible for cleaning the meeting rooms and pantry after each use.
10. The piano may not be used as a practice instrument.
11. Groups other than Friends of the Library may not receive mail at the library's address.

DES PLAINES PUBLIC LIBRARY
PUBLIC MEETING ROOM USE POLICY

Types of Meetings

All meetings are free and open to the public. Priority for meeting room use is as follows:

1. Library-sponsored programs and meetings.
2. Library-related programs and meetings including Friends of the Library, Learn to Read, and Great Decisions.
3. Meetings of nonprofit Des Plaines Community groups or organizations whose aims are educational, cultural, or civic in nature.
4. Meetings of other nonprofit groups the majority of whose members are residents of Des Plaines.

Reservations

1. All groups must submit a Meeting Room Request Sheet to the Registration Desk.
2. Groups must select a member to act as the contact person and assume responsibility for the group. The contact person will complete the Meeting Room Request Sheet and must be a Des Plaines resident with a currently valid Des Plaines library card.
3. Meeting rooms may be booked for up to one year in advance. The library will send a Meeting Room Request Sheet to participating groups in June.
4. There will be no charge during hours the library is open.
5. Groups must select from the options for room setup and equipment that are listed on the Meeting Room Request Sheet. If necessary, library staff will provide instruction on equipment operation if requested prior to the meeting date.
6. A representative of the group must complete a Record of Meeting Room Use form after each use.
7. As a courtesy, the library requests that groups notify the Registration Desk of a cancellation no less than 24 hours before the scheduled meeting.
8. The library reserves the right to change or cancel meeting room reservations due to unusual circumstances and will notify groups within 48 hours.

Rules of Use

1. Groups may use the meeting rooms only during hours the library is open to the public. In special circumstances, the library administrator may grant permission for a group to use a meeting room after library hours. The group would then be required to reimburse the library for the cost of extending the hours of library security personnel.

2. After the library has been closed to the public, members of groups using the meeting rooms are restricted to the meeting room and the designated corridors used to leave the building.
3. Groups are responsible for the cost of repairing damage to equipment, furniture, or the building caused by people in attendance at their meeting.
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10. The piano may not be used as a practice instrument.
11. Groups other than Friends of the Library may not receive mail at the library's address.

Reviewed and Approved 10/15/96
Revised and Approved 06/15/99
Revised and Approved 08/15/00

Position Description

JOB TITLE: Technical Services Manager

DEPARTMENT: Technical Services

CLASSIFICATION: Librarian II

STATUS: Exempt

GENERAL STATEMENT:

Under the general direction of the Coordinator of Computer and Technical Services, the Technical Services Manager performs professional and supervisory duties. The work involves planning, organizing, and supervising the services and activities in the technical services department, including cataloging, classification, and maintenance of the library collections; as well as assisting in the upgrading and maintenance of library database systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and practices the Vision, Mission and Key Beliefs of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly service to all users.
3. Understands and enforces the library's policies and procedures.
4. Plans and organizes work according to standard procedures and regular library schedule.
5. Trains and supervises and evaluates personnel assigned to the Technical Services department.
6. Performs original and copy cataloging of print and non-print materials.
7. Supervises purchasing, receiving, processing and classification of print and non-print materials.
8. Confers with Coordinator of Computer and Technical Services in developing short/long term planning for technical services department.
8. Participates in appropriate regional technical services committees.
9. Attends appropriate meetings, workshops and conferences.
10. Writes reports and compiles statistics.

PERIPHERAL DUTIES:

- 1. Resolves office equipment malfunctions.
- 2. Maintains neatness of public areas including desks, counters, shelves, tables and personal space visible to the public.
- 3. Performs other duties as assigned.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of library materials from one library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

MINIMUM QUALIFICATIONS:

- 1. Considerable ability to establish and maintain effective working relationships with staff and patrons.
- 2. Ability to perform excellent customer service and to communicate library policies and procedures to the staff and the general public.
- 3. A Masters Degree in Library Science and previous library experience.
- 4. Working ability to supervise.
- 6. Working ability to handle multiple and simultaneous tasks.
- 7. Considerable skill in written and oral communications.

8. Considerable knowledge of the professional practices, procedures and techniques of library science; good knowledge of the library collection and of technical services sources.
9. Knowledge/skill in the use of metadata such as Dublin Core.
10. Working ability to instruct and train library staff in library methods and procedures.

Position Description

JOB TITLE: Assistant Head of Circulation

DEPARTMENT: Circulation Services

CLASSIFICATION: Library Assistant III

STATUS: Non-exempt

GENERAL STATEMENT:

Under the general direction of the Head of Circulation Services, the Assistant Head of Circulation assists in the management of the Circulation Department. The work also involves supervision of Library Assistants and Assistant Clerks. The work includes training, supervising the work flow and interpreting library policy concerning the circulation of library materials in the absence of the department head. The work requires familiarity with and the ability to perform all circulation functions. It also includes excellent customer service skills and a working ability to plan and manage the operation of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and practices the Vision, Mission and Key Beliefs of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly services to all users.
3. Assists in the planning and coordinating of the operation of the Circulation Department.
4. Assists in selecting, training, and evaluating Library Assistants and Assistant Clerks.
5. Assists in supervising Library Assistants and Assistant Clerks. Supervises Library Pages in the absence of the Page Supervisor.
6. Schedules work and maintains adequate staffing levels in the absence of the Head of Circulation Services and/or Page Supervisor.
7. Assists in resolution of patron, staff and/or material related problems.
8. Reviews time sheets for part-time Library Assistants and Assistant Clerks.
9. Teaches, models and maintains high standards of customer service.

PERIPHERAL DUTIES:

1. Performs circulation, registration, and information desk duties.
2. Operates telephone switchboard.
3. Answers patrons' directional and procedural inquiries.
4. Maintains neatness of public areas including desks, counters, shelves, tables and personal space visible to the public.
5. Attends and participates in job related meetings.
6. Performs other duties as assigned.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of library materials from one library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

MINIMUM QUALIFICATIONS:

1. High school diploma or General Equivalency Diploma. Completion of two or more years of undergraduate college or comparable experience and training is preferred.
2. At least three years experience with circulation procedures.
3. Working ability to train and supervise staff.
4. Considerable skill in communicating goals, expectations, and procedures to staff and in communicating library policies to the general public.
5. Considerable ability to establish and maintain effective working relationships with staff and patrons.

6. Considerable ability to perform excellent customer service.
7. Good knowledge of work flow design as it pertains to department practice and customer service.
8. Working skill in the use of a personal computer.

POSITION DESCRIPTION

JOB TITLE: Program Manager

DEPARTMENT: Adult Services

CLASSIFICATION: Librarian II

STATUS: Exempt

GENERAL STATEMENT:

Under the general direction of the Head of Adult Services, the Program Manager performs professional library work that involves developing, managing and evaluating the Adult Services Department programs. This person is responsible for developing and writing grants for major library programs, for implementing major library programs and functions, for coordinating programming throughout the library and with outside groups, for assisting staff to create and present programs, and for creating and maintaining displays and other bibliographic aids for the Adult Services Department. This person also provides reference and readers services and creates and presents regular library programs and special events. In the absence of the Head of Adult Services, this person may be responsible for the operation of the Adult Services Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and practices the Vision, Mission and Key Beliefs of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly service to all users.
3. Understands and enforces the library's policies and procedures.
4. Provides reference and readers' advisory services at the desk and on the telephone.
5. Selects material for the collection and participates in collection evaluation and maintenance.
6. Develops and maintains a yearly program calendar for Adult Services Department programs.
7. Creates, presents and evaluates programs.
8. Coordinates the adult summer reading program and adult discussion groups.
9. Supervises and evaluates Adult Services staff in the area of programming.
10. Creates and organizes displays and bibliographic aides for the Adult Services Department.

11. Creates and implements major library programs, such as those for National Library Week, Family Reading Week, and special anniversaries.
12. Coordinates with the Community Services and Youth Services departments in planning and developing the summer reading program and events.
13. Acts as the library's liaison to the Library Cable Network.
14. Works with the Public Information Department in the creation of flyers and other information to the media in the promotion of Adult programs and copy for the library newsletter.
15. Develops and writes grants for funding unique and special programs.
16. Implements and monitors major programs.
17. Works with community groups, business and institutions to create and carry out programs of mutual interest.
18. Maintains files of all current and past programs and files of ideas for future programs.
19. Attends professional meetings and maintains memberships in professional associations and participates in their activities.
20. Assists patrons at the public service desks and on the telephone by providing answers to reference and readers services questions.
21. Attends appropriate meetings, workshops and conferences.
22. Writes reports and compiles statistics.

PERIPHERAL DUTIES:

1. Maintains neatness of public areas including desks, counters, shelves, tables and personal space visible to the public.
2. Performs other duties as assigned.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger,

handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of library materials from one library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

MINIMUM QUALIFICATIONS:

1. Considerable ability to establish and maintain effective working relationships with staff and outside performers, lecturers and other programming professionals.
2. Considerable ability to plan, organize and implement of wide variety of library programs.
3. Considerable knowledge of programming needs of the library community.
4. Considerable ability to perform excellent customer service and to communicate library policies and procedures to the public.
5. Considerable skill in written and oral communication.
6. A Masters Degree in Library Science and previous library experience.
7. Considerable knowledge of adult materials in a variety of formats; considerable ability to select appropriate library materials for patrons with diverse interests and varying abilities.
8. Ability to conduct a patron interview and to provide an accurate response in a timely manner.
9. Ability to handle multiple and simultaneous tasks.
10. Considerable knowledge of the professional practices, procedures and techniques of library science; extensive knowledge of the library collection and of reference sources.
11. Considerable knowledge/skill in the use of the computer catalog and in the use of CD-ROMs and of the Internet.

Position Description

JOB TITLE: Acquisitions/Serials Assistant

DEPARTMENT: Technical Services

CLASSIFICATION: Library Assistant II

STATUS: Non-exempt

GENERAL STATEMENT:

Under the general supervision of the Head of Technical Services, the Acquisitions/Serials Assistant performs routine and varied clerical and technical tasks of moderate difficulty. The work involves the use of on-line acquisitions systems database management. Self-motivation and the ability to organize various duties under deadlines are required. In the absence of the Computer Network Administrator, this person may be responsible for the operation of the library network.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and practices the Vision, Mission and Key Beliefs of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly service to all users.
3. Operates the acquisition and ordering system for all library materials.
4. Places orders for library materials using several technologies and follows up on these orders as necessary.
5. Is responsible for managing all subscriptions of library's magazines and newspapers including but not limited to, ordering, record keeping, and claiming.
6. Prepares reports on vendor performance. Works with vendors to resolve claims and payment issues.
7. Creates, updates and maintains database for all subscriptions.
8. Coordinates work of volunteers who are working on the acquisition process.
9. Performs bibliographic searches using OCLC.

PERIPHERAL DUTIES:

1. Operates online integrated bibliographic database.
2. Performs trouble-shooting work as back up to the Computer Network Administrator.
3. Assists in the preparation and maintenance of the Technical Services procedures manual.
4. Maintain neatness of public areas including desks, counters, shelves, tables, and personal space visible to the public.
5. Performs other duties as assigned.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up 100 pounds of library materials from one library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

MINIMUM QUALIFICATIONS:

1. Working ability to establish and maintain effective working relationship with staff and patrons.
2. Working ability to perform excellent customer service and to communicate general library policies and procedures to the public.
3. College courses in computer science or related field and three years of computer systems experience or equivalent combination of training and library experience.

4. Working knowledge of bibliographic data information, including MARC records.
5. Working knowledge of relational databases.
6. Basic knowledge of Novell Network Operating System.
7. Working ability to communicate with vendors and solve communication and delivery problems.
8. Considerable skills in written and oral English.

0735

Position Description

JOB TITLE: Maintenance Assistant

DEPARTMENT: Building and Security Services

CLASSIFICATION: Library Assistant II

STATUS: Non-exempt

GENERAL STATEMENT:

Under the general supervision of the Head of Building and Security Services, the Maintenance Assistant performs work of moderate difficulty assisting in the operation of the Building and Security Services Department. This involves participating in the work required to maintain a safe, clean and attractive building. This position includes monitoring of patrons throughout the library and taking appropriate action when required, especially in the absence of the Head of Building and Security Services and the Security Monitor. This work requires using good judgment and tact and conveying a positive attitude of hospitality with the public and library staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and practices the Vision, Mission and Key Beliefs of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly service to staff and all users.
3. Acts as the Security Monitor when the designated Monitor is not on duty.
4. Assists Supervisor in mechanical maintenance of all HVAC and building equipment.
5. Opens or closes building in absence of the Supervisor or Security Monitor.
6. Stores and transports library supplies and related materials.
7. Removes discarded books, cardboard and trash as needed.
8. Cleans staff kitchen appliances, stores utensils, and starts the dishwasher.
9. Sets up meeting rooms for scheduled activities.
10. Operates projector, audio and video equipment.
11. Assists staff in preparation for events and meetings.
12. Checks meeting rooms after meetings have ended making sure appliances and equipment are properly stored.
13. Cleans walks of snow and debris as needed.
14. Spot cleans, mops and re-supplies restrooms as needed.
15. Picks up trash from grounds and parking garage as needed.

16. Routinely checks designated areas of the library for trash, debris, graffiti, and cleans, vacuums, or mops as needed.
17. Washes and performs general maintenance on all library vehicles.

PERIPHERAL DUTIES:

1. Escorts patrons and staff to their vehicles upon request.
2. Answers building emergency calls.
3. Delivers and picks up library materials as needed.
4. Performs other duties as assigned.

TOOLS/EQUIPMENT USED:

A variety of hand and power shop tools, including, but not limited to, snow blower, power washer, carpet extractor, vacuum cleaner, mops, and brooms.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to climb ladders and stairs, balance, stoop, bend, lift and operate all equipment necessary to complete custodian assignments.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 80 pounds. The employee must be able to transport/move up to 150 pounds of library materials from one location to another. The employee will be required to lift, set up, and take down meeting room tables and chairs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORKING ENVIRONMENT:

The noise level in the work areas is generally quiet with the occasional operation of equipment. Sometimes exposed to heights, wet or humid conditions, fumes, airborne particles and toxic cleaning chemicals.

MINIMUM QUALIFICATIONS:

1. Working ability to establish and maintain effective working relationships with staff and patrons.
2. Working ability to perform excellent customer service and to communicate general library policies and procedures to the public.
3. Good knowledge of methods and safe practices used in custodial work.
4. Valid Illinois drivers license and ability to drive the library vehicle.
5. High school graduate or equivalence diploma.
6. Three years previous experience in custodial and maintenance work.
7. Good knowledge of the methods, materials and equipment used in custodial and building maintenance work.
8. Good knowledge of current safety practices.
9. Good knowledge of pertinent tools, equipment and supplies used in building maintenance.
10. Working ability to carry out written and oral instructions.
11. Working ability to establish and maintain effective working relationships with other employees and the general public.
12. Working ability to analyze the requirements for placement of furniture and fixtures for public events.
13. Working ability to communicate and provide written reports as required to the Head of Building and Security Services.

Position Description

JOB TITLE: Page Supervisor

DEPARTMENT: Circulation Services

CLASSIFICATION: Library Assistant II

STATUS: Non-exempt

GENERAL STATEMENT:

Under the general direction of the Head of Circulation Services, the Page Supervisor is responsible for the work of all library pages. The work includes selecting, training, scheduling, supervising and evaluating the pages and supervising the work flow. The Page Supervisor assists in the management of the Circulation Department and performs major and varied clerical tasks in providing library service to patrons. The work requires familiarity with and the ability to perform all circulation functions which includes public contact while working at the information desk.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and practices the Vision, Mission and Key Beliefs of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly services to all users.
3. Assists in selecting and evaluating all library pages.
4. Trains and supervises all library pages.
5. Schedules work and maintains adequate and appropriate page staffing levels.
6. Resolves problems related to shelving and the circulation of library materials.
7. Reviews time sheets for pages.
8. Assists in coordinating the operation of the Circulation Department.
9. Maintains neatness of public areas including desks, counters, shelves, tables and personal space visible to the public.
10. Teaches, models and maintains high standards of customer service.

PERIPHERAL DUTIES:

1. Performs circulation, registration, and information desk duties.
2. Operates telephone switchboard.
3. Answers patrons' directional and procedural inquiries.

4. Attends and participates in job related meetings.
5. Performs other duties as assigned.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of library materials from one library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

MINIMUM QUALIFICATIONS:

1. High school diploma or General Equivalency Diploma. Completion of two or more years of undergraduate college or comparable experience and training is preferred.
2. Working ability to establish and maintain effective working relationships with staff and patrons.
3. Working ability to perform excellent customer service and to communicate general library policies and procedures to the public.
4. Working ability to train and supervise staff.
5. Working ability to perform quality control of schedules and work production.
6. Working experience with circulation procedures.
7. Working skill in the use of a personal computer.

Position Description

JOB TITLE: Mobile Library Driver/Assistant

DEPARTMENT: Community Services

CLASSIFICATION: Library Assistant II

STATUS: Non-exempt

GENERAL STATEMENT:

Under the general supervision of the Head of the Community Services Department, the Mobile Library Driver/Assistant performs major and varied tasks in providing Mobile Library and other community services to the public. The work requires a valid CDL to operate the Mobile Library vehicle and the ability to conduct vehicle safety inspections. A significant part of this position involves providing circulation services, basic reference services, and readers advisory services, as well as advisory assistance for materials in other formats, to the public on the Mobile Library. It also requires being subject to varying weather conditions. The Mobile Library Driver/Assistant must be able to work independently and exercise good judgment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and practices the Vision, Mission and Key Beliefs of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly service to all users.
3. Assists patrons on the Mobile Library in locating materials.
4. Assists patrons on the Mobile Library with basic reference and advisory inquiries.
5. Assists and instructs patrons in the use of the automated catalog and other select electronic resources.
6. Keeps a sufficient quantity of materials and supplies on Mobile Library.
7. Drives the Mobile Library.
8. Assists in vehicle inspections of the Mobile Library.
9. Performs circulation duties including checking materials in and out, registering patrons for cards, filling reserve requests, and re-shelving library materials.
10. Assists with deposit collection and homebound delivery preparation, assistive technology promotion, book talks, reading club programs, and with other activities as assigned.
11. Assists with departmental collection development activities, including selection and weeding.
12. Assembles book and other displays.

13. Compiles booklists, bibliographies, bookmarks and other advisory aids.
14. Promotes services and programs offered at both the Mobile Library and the main library.
15. Performs first level mechanical repair and preventative maintenance of Mobile Library.
16. Attends appropriate meetings, conferences and workshops.
17. Serves on appropriate committees as assigned.

PERIPHERAL DUTIES:

1. Transfers main library returns to the Circulation Department.
2. Maintains collection through light cleaning and repair of materials.
3. Performs general housekeeping duties in the Mobile Library.
4. Maintains neatness of public areas including desks, counters, shelves, tables and personal space visible to the public.
5. Performs routine clerical tasks.
6. Performs other duties as assigned.

TOOLS/EQUIPMENT USED:

Mobile Library, a variety of office machines, computers and other library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of library materials from one library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work requires being subject to varying weather conditions.

MINIMUM QUALIFICATIONS:

1. Working ability to establish and maintain effective working relationships with staff and patrons.
2. Working ability to perform excellent customer service and to communicate general library policies and procedures to the public.
3. High school graduation or equivalent required. Bachelor's degree preferred.
4. Working ability to obtain a class "B" CDL driver's license.
5. Working skill in working both independently and as a member of a team.
6. Working ability to exercise initiative, tact, and independent judgment in providing customer service.
7. Working ability to conduct a patron interview and to provide an accurate response in a timely manner.
8. Working ability to handle multiple and simultaneous tasks.
9. Working ability to communicate with all ages levels.
10. Good knowledge of popular materials for all age levels.
11. Working skill in the use of the computer catalog.
12. Working skill in providing basic troubleshooting of equipment, including laptop computers, the cellular connection, the Mobile Library, and the generator.
13. Working skill in the use of readers advisory and reference resources, both Internet and paper.
14. Working skill in the use of PCs, including word processing and database applications.

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Position Description

JOB TITLE: Assistant Head of Circulation

DEPARTMENT: Circulation Services

CLASSIFICATION: Library Assistant III

STATUS: Non-exempt

GENERAL STATEMENT:

Under the general direction of the Head of Circulation Services, the Assistant Head of Circulation assists in the management of the Circulation Department. The work also involves supervision of Library Assistants and Assistant Clerks. The work includes training, supervising the work flow and interpreting library policy concerning the circulation of library materials in the absence of the department head. The work requires familiarity with and the ability to perform all circulation functions. It also includes excellent customer service skills and a working ability to plan and manage the operation of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and practices the Vision, Mission and Key Beliefs of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly services to all users.
3. Assists in the planning and coordinating of the operation of the Circulation Department.
4. Assists in selecting, training, and evaluating Library Assistants and Assistant Clerks.
5. Assists in supervising Library Assistants and Assistant Clerks. Supervises Library Pages in the absence of the Page Supervisor.
6. Schedules work and maintains adequate staffing levels in the absence of the Head of Circulation Services and/or Page Supervisor.
7. Assists in resolution of patron, staff and/or material related problems.
8. Reviews time sheets for part-time Library Assistants and Assistant Clerks.
9. Teaches, models and maintains high standards of customer service.

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PERIPHERAL DUTIES:

1. Performs circulation, registration, and information desk duties.
2. Operates telephone switchboard.
3. Answers patrons' directional and procedural inquiries.
4. Maintains neatness of public areas including desks, counters, shelves, tables and personal space visible to the public.
5. Attends and participates in job related meetings.
6. Performs other duties as assigned.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of library materials from one library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

MINIMUM QUALIFICATIONS:

1. High school diploma or General Equivalency Diploma. Completion of two or more years of undergraduate college or comparable experience and training is preferred.
2. At least three years experience with circulation procedures.
3. Working ability to train and supervise staff.
4. Considerable skill in communicating goals, expectations, and procedures to staff and in communicating library policies to the general public.
5. Considerable ability to establish and maintain effective working relationships with staff and patrons.

6. Considerable ability to perform excellent customer service.
7. Good knowledge of work flow design as it pertains to department practice and customer service.
8. Working skill in the use of a personal computer.

Approved 08/15/00

POSITION DESCRIPTION

JOB TITLE: Program Manager

DEPARTMENT: Adult Services

CLASSIFICATION: Librarian II

STATUS: Exempt

GENERAL STATEMENT:

Under the general direction of the Head of Adult Services, the Program Manager performs professional library work that involves developing, managing and evaluating the Adult Services Department programs. This person is responsible for developing and writing grants for major library programs, for implementing major library programs and functions, for coordinating programming throughout the library and with outside groups, for assisting staff to create and present programs, and for creating and maintaining displays and other bibliographic aids for the Adult Services Department. This person also provides reference and readers' services and creates and presents regular library programs and special events. In the absence of the Head of Adult Services, this person may be responsible for the operation of the Adult Services Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and practices the Vision, Mission and Key Beliefs of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly service to all users.
3. Understands and enforces the library's policies and procedures.
4. Provides reference and readers' advisory services at the desk and on the telephone.
5. Selects material for the collection and participates in collection evaluation and maintenance.
6. Develops and maintains a yearly program calendar for Adult Services Department programs.
7. Creates, presents and evaluates programs.
8. Coordinates the adult summer reading program and adult discussion groups.
9. Supervises and evaluates Adult Services staff in the area of programming.
10. Creates and organizes displays and bibliographic aides for the Adult Services Department.

11. Creates and implements major library programs, such as those for National Library Week, Family Reading Week, and special anniversaries.
12. Coordinates with the Community Services and Youth Services departments in planning and developing the summer reading program and events.
13. Acts as the library's liaison to the Library Cable Network.
14. Works with the Public Information Department in the creation of flyers and other information to the media in the promotion of Adult programs and copy for the library newsletter.
15. Develops and writes grants for funding unique and special programs.
16. Implements and monitors major programs.
17. Works with community groups, business and institutions to create and carry out programs of mutual interest.
18. Maintains files of all current and past programs and files of ideas for future programs.
19. Attends professional meetings and maintains memberships in professional associations and participates in their activities.
20. Assists patrons at the public service desks and on the telephone by providing answers to reference and readers services questions.
21. Attends appropriate meetings, workshops and conferences.
22. Writes reports and compiles statistics.

PERIPHERAL DUTIES:

1. Maintains neatness of public areas including desks, counters, shelves, tables and personal space visible to the public.
2. Performs other duties as assigned.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger,

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handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of library materials from one library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

MINIMUM QUALIFICATIONS:

1. Considerable ability to establish and maintain effective working relationships with staff and outside performers, lecturers and other programming professionals.
2. Considerable ability to plan, organize and implement of wide variety of library programs.
3. Considerable knowledge of programming needs of the library community.
4. Considerable ability to perform excellent customer service and to communicate library policies and procedures to the public.
5. Considerable skill in written and oral communication.
6. A Masters Degree in Library Science and previous library experience.
7. Considerable knowledge of adult materials in a variety of formats; considerable ability to select appropriate library materials for patrons with diverse interests and varying abilities.
8. Ability to conduct a patron interview and to provide an accurate response in a timely manner.
9. Ability to handle multiple and simultaneous tasks.
10. Considerable knowledge of the professional practices, procedures and techniques of library science; extensive knowledge of the library collection and of reference sources.
11. Considerable knowledge/skill in the use of the computer catalog and in the use of CD-ROMs and of the Internet.

Approved 08/15/00

Position Description

JOB TITLE: Technical Services Manager

DEPARTMENT: Technical Services

CLASSIFICATION: Librarian II

STATUS: Exempt

GENERAL STATEMENT:

Under the general direction of the Coordinator of Computer and Technical Services, the Technical Services Manager performs professional and supervisory duties. The work involves planning, organizing, and supervising the services and activities in the technical services department, including cataloging, classification, and maintenance of the library collections; as well as assisting in the upgrading and maintenance of library database systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and practices the Vision, Mission and Key Beliefs of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly service to all users.
3. Understands and enforces the library's policies and procedures.
4. Plans and organizes work according to standard procedures and regular library schedule.
5. Trains and supervises and evaluates personnel assigned to the Technical Services department.
6. Performs original and copy cataloging of print and non-print materials.
7. Supervises purchasing, receiving, processing and classification of print and non-print materials.
8. Confers with Coordinator of Computer and Technical Services in developing short/long term planning for technical services department.
8. Participates in appropriate regional technical services committees.
9. Attends appropriate meetings, workshops and conferences.
10. Writes reports and compiles statistics.

PERIPHERAL DUTIES:

1. Resolves office equipment malfunctions.
2. Maintains neatness of public areas including desks, counters, shelves, tables and personal space visible to the public.
3. Performs other duties as assigned.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of library materials from one library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

MINIMUM QUALIFICATIONS:

1. Considerable ability to establish and maintain effective working relationships with staff and patrons.
2. Ability to perform excellent customer service and to communicate library policies and procedures to the staff and the general public.
3. A Masters Degree in Library Science and previous library experience.
4. Working ability to supervise.
6. Working ability to handle multiple and simultaneous tasks.
7. Considerable skill in written and oral communications.

8. Considerable knowledge of the professional practices, procedures and techniques of library science; good knowledge of the library collection and of technical services sources.
9. Knowledge/skill in the use of metadata such as Dublin Core.
10. Working ability to instruct and train library staff in library methods and procedures.

Approved 08/15/00

Position Description

JOB TITLE: Mobile Library Driver/Assistant

DEPARTMENT: Community Services

CLASSIFICATION: Library Assistant II

STATUS: Non-exempt

GENERAL STATEMENT:

Under the general supervision of the Head of the Community Services Department, the Mobile Library Driver/Assistant performs major and varied tasks in providing Mobile Library and other community services to the public. The work requires a valid CDL to operate the Mobile Library vehicle and the ability to conduct vehicle safety inspections. A significant part of this position involves providing circulation services, basic reference services, and readers advisory services, as well as advisory assistance for materials in other formats, to the public on the Mobile Library. It also requires being subject to varying weather conditions. The Mobile Library Driver/Assistant must be able to work independently and exercise good judgment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and practices the Vision, Mission and Key Beliefs of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly service to all users.
3. Assists patrons on the Mobile Library in locating materials.
4. Assists patrons on the Mobile Library with basic reference and advisory inquiries.
5. Assists and instructs patrons in the use of the automated catalog and other select electronic resources.
6. Keeps a sufficient quantity of materials and supplies on Mobile Library.
7. Drives the Mobile Library.
8. Assists in vehicle inspections of the Mobile Library.
9. Performs circulation duties including checking materials in and out, registering patrons for cards, filling reserve requests, and re-shelving library materials.
10. Assists with deposit collection and homebound delivery preparation, assistive technology promotion, book talks, reading club programs, and with other activities as assigned.
11. Assists with departmental collection development activities, including selection and weeding.
12. Assembles book and other displays.
13. Compiles booklists, bibliographies, bookmarks and other advisory aids.

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14. Promotes services and programs offered at both the Mobile Library and the main library.
 15. Performs first level mechanical repair and preventative maintenance of Mobile Library.
 16. Attends appropriate meetings, conferences and workshops.
 17. Serves on appropriate committees as assigned.

PERIPHERAL DUTIES:

1. Transfers main library returns to the Circulation Department.
2. Maintains collection through light cleaning and repair of materials.
3. Performs general housekeeping duties in the Mobile Library.
4. Maintains neatness of public areas including desks, counters, shelves, tables and personal space visible to the public.
5. Performs routine clerical tasks.
6. Performs other duties as assigned.

TOOLS/EQUIPMENT USED:

Mobile Library, a variety of office machines, computers and other library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of library materials from one library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work requires being subject to varying weather conditions.

MINIMUM QUALIFICATIONS:

1. Working ability to establish and maintain effective working relationships with staff and patrons.
2. Working ability to perform excellent customer service and to communicate general library policies and procedures to the public.
3. High school graduation or equivalent required. Bachelor's degree preferred.
4. Working ability to obtain a class "B" CDL driver's license.
5. Working skill in working both independently and as a member of a team.
6. Working ability to exercise initiative, tact, and independent judgment in providing customer service.
7. Working ability to conduct a patron interview and to provide an accurate response in a timely manner.
8. Working ability to handle multiple and simultaneous tasks.
9. Working ability to communicate with all ages levels.
10. Good knowledge of popular materials for all age levels.
11. Working skill in the use of the computer catalog.
12. Working skill in providing basic troubleshooting of equipment, including laptop computers, the cellular connection, the Mobile Library, and the generator.
13. Working skill in the use of readers advisory and reference resources, both Internet and paper.
14. Working skill in the use of PCs, including word processing and database applications.

Approved 08/15/00

Position Description

JOB TITLE: Acquisitions/Serials Assistant

DEPARTMENT: Technical Services

CLASSIFICATION: Library Assistant II

STATUS: Non-exempt

GENERAL STATEMENT:

Under the general supervision of the Head of Technical Services, the Acquisitions/Serials Assistant performs routine and varied clerical and technical tasks of moderate difficulty. The work involves the use of on-line acquisitions systems database management. Self-motivation and the ability to organize various duties under deadlines are required. In the absence of the Computer Network Administrator, this person may be responsible for the operation of the library network.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and practices the Vision, Mission and Key Beliefs of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly service to all users.
3. Operates the acquisition and ordering system for all library materials.
4. Places orders for library materials using several technologies and follows up on these orders as necessary.
5. Is responsible for managing all subscriptions of library's magazines and newspapers including but not limited to, ordering, record keeping, and claiming.
6. Prepares reports on vendor performance. Works with vendors to resolve claims and payment issues.
7. Creates, updates and maintains database for all subscriptions.
8. Coordinates work of volunteers who are working on the acquisition process.
9. Performs bibliographic searches using OCLC.

PERIPHERAL DUTIES:

1. Operates online integrated bibliographic database.
2. Performs trouble-shooting work as back up to the Computer Network Administrator.
3. Assists in the preparation and maintenance of the Technical Services procedures manual.
4. Maintain neatness of public areas including desks, counters, shelves, tables, and personal space visible to the public.
5. Performs other duties as assigned.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up 100 pounds of library materials from one library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

MINIMUM QUALIFICATIONS:

1. Working ability to establish and maintain effective working relationship with staff and patrons.
2. Working ability to perform excellent customer service and to communicate general library policies and procedures to the public.
3. College courses in computer science or related field and three years of computer systems experience or equivalent combination of training and library experience.

4. Working knowledge of bibliographic data information, including MARC records.
5. Working knowledge of relational databases.
6. Basic knowledge of Novell Network Operating System.
7. Working ability to communicate with vendors and solve communication and delivery problems.
8. Considerable skills in written and oral English.

Approved 08/15/00

Position Description

JOB TITLE: Maintenance Assistant

DEPARTMENT: Building and Security Services

CLASSIFICATION: Library Assistant II

STATUS: Non-exempt

GENERAL STATEMENT:

Under the general supervision of the Head of Building and Security Services, the Maintenance Assistant performs work of moderate difficulty assisting in the operation of the Building and Security Services Department. This involves participating in the work required to maintain a safe, clean and attractive building. This position includes monitoring of patrons throughout the library and taking appropriate action when required, especially in the absence of the Head of Building and Security Services and the Security Monitor. This work requires using good judgment and tact and conveying a positive attitude of hospitality with the public and library staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and practices the Vision, Mission and Key Beliefs of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly service to staff and all users.
3. Acts as the Security Monitor when the designated Monitor is not on duty.
4. Assists Supervisor in mechanical maintenance of all HVAC and building equipment.
5. Opens or closes building in absence of the Supervisor or Security Monitor.
6. Stores and transports library supplies and related materials.
7. Removes discarded books, cardboard and trash as needed.
8. Cleans staff kitchen appliances, stores utensils, and starts the dishwasher.
9. Sets up meeting rooms for scheduled activities.
10. Operates projector, audio and video equipment.
11. Assists staff in preparation for events and meetings.
12. Checks meeting rooms after meetings have ended making sure appliances and equipment are properly stored.
13. Cleans walks of snow and debris as needed.
14. Spot cleans, mops and re-supplies restrooms as needed.
15. Picks up trash from grounds and parking garage as needed.

16. Routinely checks designated areas of the library for trash, debris, graffiti, and cleans, vacuums, or mops as needed.
17. Washes and performs general maintenance on all library vehicles.

PERIPHERAL DUTIES:

1. Escorts patrons and staff to their vehicles upon request.
2. Answers building emergency calls.
3. Delivers and picks up library materials as needed.
4. Performs other duties as assigned.

TOOLS/EQUIPMENT USED:

A variety of hand and power shop tools, including, but not limited to, snow blower, power washer, carpet extractor, vacuum cleaner, mops, and brooms.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to climb ladders and stairs, balance, stoop, bend, lift and operate all equipment necessary to complete custodian assignments.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 80 pounds. The employee must be able to transport/move up to 150 pounds of library materials from one location to another. The employee will be required to lift, set up, and take down meeting room tables and chairs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORKING ENVIRONMENT:

The noise level in the work areas is generally quiet with the occasional operation of equipment. Sometimes exposed to heights, wet or humid conditions, fumes, airborne particles and toxic cleaning chemicals.

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MINIMUM QUALIFICATIONS:

1. Working ability to establish and maintain effective working relationships with staff and patrons.
2. Working ability to perform excellent customer service and to communicate general library policies and procedures to the public.
3. Good knowledge of methods and safe practices used in custodial work.
4. Valid Illinois drivers license and ability to drive the library vehicle.
5. High school graduate or equivalence diploma.
6. Three years previous experience in custodial and maintenance work.
7. Good knowledge of the methods, materials and equipment used in custodial and building maintenance work.
8. Good knowledge of current safety practices.
9. Good knowledge of pertinent tools, equipment and supplies used in building maintenance.
10. Working ability to carry out written and oral instructions.
11. Working ability to establish and maintain effective working relationships with other employees and the general public.
12. Working ability to analyze the requirements for placement of furniture and fixtures for public events.
13. Working ability to communicate and provide written reports as required to the Head of Building and Security Services.

Approved 08/15/00

Position Description

JOB TITLE: Page Supervisor
DEPARTMENT: Circulation Services
CLASSIFICATION: Library Assistant II
STATUS: Non-exempt

GENERAL STATEMENT:

Under the general direction of the Head of Circulation Services, the Page Supervisor is responsible for the work of all library pages. The work includes selecting, training, scheduling, supervising and evaluating the pages and supervising the work flow. The Page Supervisor assists in the management of the Circulation Department and performs major and varied clerical tasks in providing library service to patrons. The work requires familiarity with and the ability to perform all circulation functions which includes public contact while working at the information desk.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and practices the Vision, Mission and Key Beliefs of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly services to all users.
3. Assists in selecting and evaluating all library pages.
4. Trains and supervises all library pages.
5. Schedules work and maintains adequate and appropriate page staffing levels.
6. Resolves problems related to shelving and the circulation of library materials.
7. Reviews time sheets for pages.
8. Assists in coordinating the operation of the Circulation Department.
9. Maintains neatness of public areas including desks, counters, shelves, tables and personal space visible to the public.
10. Teaches, models and maintains high standards of customer service.

PERIPHERAL DUTIES:

1. Performs circulation, registration, and information desk duties.
2. Operates telephone switchboard.
3. Answers patrons' directional and procedural inquiries.

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4. Attends and participates in job related meetings.
 5. Performs other duties as assigned.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of library materials from one library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

MINIMUM QUALIFICATIONS:

1. High school diploma or General Equivalency Diploma. Completion of two or more years of undergraduate college or comparable experience and training is preferred.
2. Working ability to establish and maintain effective working relationships with staff and patrons.
3. Working ability to perform excellent customer service and to communicate general library policies and procedures to the public.
4. Working ability to train and supervise staff.
5. Working ability to perform quality control of schedules and work production.
6. Working experience with circulation procedures.
7. Working skill in the use of a personal computer.

Approved 08/15/00

Memorandum

To: Sandra N.

CC:

From: Gary V.

Date: 08/15/00

Re: Inventory of Items at 841 Graceland

12 Steel Desks

22 Wooden Desks

7 Computer Desks

10 Typewriter Return Desks

27 Rectangular Wooden Tables

10 Round Wooden Tables

1 Eight Sided Wooden Table

18 4' Study Tables

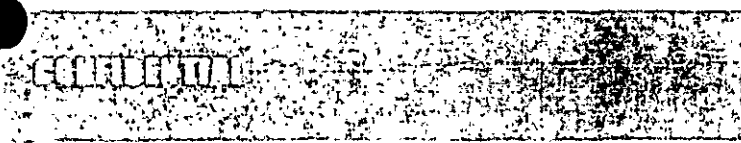
15 6' Folding Tables

2 8' Folding Tables

1 10' Oval Table

9 Orange Padded Chairs

129 Steel Folding Chairs



August 15, 2000

134 Wooden Chairs

2 Wooden Desks (Furniture Type)

4 Two Drawer File Cabinets

8 Four Drawer File Cabinets

2 Four Drawer Lateral File Cabinets

1 10 Drawer Map File Cabinet

2 Steel Storage Cabinets

22 7' Wall Mounted Wooden Shelving Units

38 Wall and Freestanding Steel Shelving Units

1 Wall Mounted 15,000 BTU Air Conditioner

1 Steel Safe

3 Computer Printers

6 Computers

8 Video Monitors

1 20 Gallon Fish Tank

4 Coat Racks

18 Telephones

MEMORANDUM

TO: SANDRA
FROM: HECTOR
SUBJECT: MEETING ROOMS * AV EQUIPMENT
DATE: 8/10/2000

After careful analysis of the acquisition of meeting rooms AV equipment, I recommend that contract award consideration be given to Frostline.

This recommendation is based on the following facts:

- Very competitive pricing
• Ceiling mounted projectors
• Excellent equipment PROXIMA with unprecedented brightness at 3000 ANSI lumens
• SONY Surround Sound
• Wireless Microphone System
• Two year warranty

Proposals received were:

Table with 4 columns: Vendors, ABT, FROSTLINE, INTERSTATE. Values: 43,018.00 (1), \$ 39,260.00, \$ 50,500.00 (2)

(1) Includes VCRs, DVDs, Pull-Down Screens for 2nd Floor conference rooms and speakers for the Storytime Room.
(2) Does not include Story Time room.
(*) Meeting rooms include:
Large and Small Conference Rooms at 1st Floor
Story time and Training Rooms at 2nd Floor

Des Plaines Public Library

FF&E Budget August 15, 2000

Projected Expenses

	Current Projected Project Budget Expense		Future Capital Improvement Expense		Total
PROFESSIONAL SERVICE COSTS					
FF&E Designer	\$89,000.00	a	\$0.00		\$89,000.00
Owner Representative	\$30,000.00	a	\$0.00		\$30,000.00
Specialty Interior Designer	\$18,000.00	a	\$0.00		\$18,000.00
Specialty Interior Designer - Heritage Rm.	\$4,800.00	a	\$0.00		\$4,800.00
Art Consultant	\$16,000.00	a	\$0.00		\$16,000.00
Kinetic Sculpture Connection Engineering	\$8,000.00	a	\$0.00		\$8,000.00
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	\$230,300.00		\$0.00		\$230,300.00
 FIXTURES, FURNISHINGS AND EQUIPMENT					
Fixtures					
Specialty Int. (see page 2)	\$220,605.10		\$0.00		\$220,605.10
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	\$0.00		\$0.00
Reference Desks		Inc. in Corp Concepts	\$0.00		\$0.00
Misc. Furniture items		Inc. in Henricksen	\$18,900.00		\$18,900.00
Equipment					
Signage	\$42,129.82	a	\$0.00		\$42,129.82
Computers / IT/ Electrical (see page 2)	\$154,930.62	a,c	\$400,000.00		\$554,930.62
Telecommunications	\$43,572.00	a	\$0.00		\$43,572.00
Meeting Rms. / Audio Visual	\$39,260.00	a	\$0.00		\$39,260.00
Graphics Dept Work Stations	\$0.00	c	\$12,500.00		\$12,500.00
Self Checkout Stations	\$54,490.00	a	\$0.00		\$54,490.00
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	\$26,980.00	a	\$0.00		\$26,980.00
Services					
Move (includes technical move costs)	\$48,880.00	a	\$0.00		\$48,880.00
Subtotal	\$1,745,908.12		\$516,400.00		\$2,262,308.12
SUBTOTAL PROF. SERV. & FF&E	\$1,976,208.12				\$2,492,608.12
 Contingency (5%) over all FF&E	 \$98,810.41				 \$124,630.41
Additional Funds Available	\$458,156.47				
TOTAL CONTINGENCY AVAILABLE	\$556,966.88				
 DPL CHANGE ORDERS (See Breakdown Below)	 \$447,183.95				 \$447,183.95
<hr/>					
ADJUSTED SBTL PROF. SERV. & FF&E	\$2,423,392.07				
<hr/>					
TOTAL CONTINGENCY REMAINING	\$108,782.93				
<hr/>					
TOTAL CURRENT COST	\$2,533,175.00				
 TOTAL OVERALL PROJECT COST					 \$3,064,422.48

Des Plaines Public Library

	Current Projected Project Budget Expense	Future Capital Improvement Expense	Total
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	\$14,814.00 a	\$0.00	\$14,814.00
Subtotal	\$220,605.10	\$0.00	\$220,605.10

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	\$33,530.62 a	\$0.00	\$33,530.62
PC's	\$86,400.00 a	\$400,000.00	\$486,400.00
Subtotal	\$154,930.62	\$400,000.00	\$554,930.62

Furniture Contracts

Corporate Concepts Base Contract - Knoll	\$522,752.84 a		
Corp. Concepts C/O #1	\$108,438.54 a	Future furniture	
Corp. Concepts C/O #2	\$2,148.18 a	Changes in work stations in the bookmobile workroom	
Corp. Concepts C/O #3	\$23,935.00 a	Contract to install the 3rd & 4th floor shelving	
Corp. Concepts C/O #4	\$10,913.52 a	Carrels that were not picked up in the future furniture change order	
Corp. Concepts C/O #5	\$401.50 a	Misread 3 furniture panels in C/O #4	
Corp. Concepts C/O #6	\$182.79 a	Exchange of wiring harnesses/outlets for modular furniture	
Corp. Concepts C/O #7	\$4,877.50 a	21 added keyboards	
Corp. Concepts C/O #8	\$805.38 a	Added Furniture for the Lan Workroom 306	
Corp. Concepts C/O #9 pending	\$2,234.24 p	Additional carrels	
Corp. Concepts C/O #10 pending	\$418.00 p	Misc. cutting of tackboard and end panels for electrical/comm. Jacks	
Corp. Concepts C/O #11 pending (est)	\$5,810.00 p	Anchoring of the 90° shelving on the 4th floor	
Corp. Concepts C/O #12 pending (est) see below	\$5,090.00 p	grinding and install of the web stiffeners, reworking of 2nd flr. shelving	
Total for Corporate Concepts:	\$686,001.49		
Library Bureau Steel Base Contract - Shelving	\$117,088.93 a		
Library Bureau Steel C/O #1	\$11,500.72 a	Future shelving	
Library Bureau Steel C/O #2	\$2,500.00 a	Mistake on cost for Change Order #1	
Library Bureau Steel C/O #3	\$0.00 a	Changes to shelving in the 3rd floor workroom	
Library Bureau Steel C/O #4 pending (est)	(\$22,224.00) p	Reduction of shelving installation contract	
Library Bureau Steel C/O #5 pending (est)	\$3,500.00 p	Add'l cost for union labor to install 2nd flr. shelving and delay charges	
Library Bureau Steel C/O #6 pending (est)	(\$5,090.00) p	Back charge for work done in Corp. Conc. C/O #6	
Total for Library Bureau Steel:	\$107,253.65		
Henricksen Base Contract- Misc. Items	\$470,300.81 a		
Henricksen C/O #1	\$116,258.72 a	Future furniture	
Henricksen C/O #2	\$28,730.91 a	Heritage room	
Henricksen C/O #3	\$3,592.57 a	Wall clocks, pillows, etc.	
Henricksen C/O #4	\$3,300.00 a	Split cost for routing of end panel to produce flush appearance	
Henricksen C/O #5	\$9,443.95 a	Back panels for fish end panel	
Henricksen C/O #6	\$625.50 a	Routing of various end panels to accommodate the floor anchors	
Henricksen C/O #7 Pending	\$2,283.69 p	Rework of canopy tops on 2nd floor	
Total for Henricksen	\$634,514.15		
Total Furniture Base Contracts	\$1,110,120.58		
Total Furniture C/O to date	\$317,648.71		
TOTAL FURNITURE COST TO DATE	\$1,427,769.29		

Des Plaines Public Library

DPL BASE BUILDING CHANGE ORDERS (items not budgeted for)

Furniture C/O's (See Breakdown Above)	\$317,848.71	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, 401 & 403)	\$996.00	a Split w/ City
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	a
Elect/Data Poke throughs	\$38,172.00	a Split w/ City
Additional safety sensors at sliding drs.	\$667.50	a Split w/ City
Security and hardware changes	\$23,680.25	a \$6000 additional paid by city
Bulletin Board in Children's Area	\$839.00	a
Brick engraving (Est)	\$15,416.47	a
Sculpture Support	\$15,200.00	a
Lowering of Tech room counter	\$1,000.00	p estimated - LCI to provide actual cost
Panic buttons on info and recp'n desks	\$3,750.81	p
AV elect. outlets	\$9,829.00	p 2nd floor meeting rooms
Allow. for First Security during sculpture hanging	\$1,500.00	p
TOTAL C/O's	\$447,183.95	

HERITAGE ROOM

Henricksen Furniture - see furniture breakdown above C/O #2		a
Leopardo Const.	\$14,814.00	a
Total Cost	\$14,814.00	a
Amount originally budgeted (approx.)	N/A	
Net Difference	N/A	

STAIR #1

Lohan Associates	\$1,500.00	a
Leopardo Construction	\$3,327.00	a
Total Cost	\$4,827.00	a

Fish Tank

Leopardo Construction	\$5,943.00	a
Aquarium	\$5,360.00	a
Total Cost	\$11,303.00	a
Amount originally budgeted	\$8,500.00	
Net Difference	(\$2,803.00)	

Boat

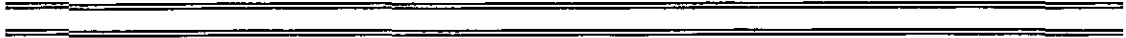
Boat and Crows nest const.	\$21,005.34	a
Prorated General Conditions	\$1,952.00	a
Total Cost	\$22,957.34	a
Amount originally budgeted	\$15,500.00	
Net Difference	(\$7,457.34)	

Des Plaines Public Library



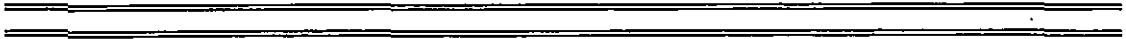
Banners

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



Corporate Concepts C/O #6 -Pending estimate of cost

Grind Paint off of LBS web stiffeners	\$1,690.00
Install web stiffeners on 3rd flr.	\$1,275.00
Layout and move 2nd flr. Shelving (est)	<u>\$2,125.00</u>
Total Cost	\$5,090.00



0770

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)	\$63,975.00
-Donations to date (8/15/00)	\$25,500.00
-Anticipated Heritage Room Donation	\$0.00
-Boat / Banner Donation	\$35,000.00
-Paul Jung campaign donation (est)	\$4,700.00
-Art donation (est)	\$4,000.00
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
TOTAL REVENUE	\$2,533,175.00
CURRENT PROJECT BUDGET	\$2,533,175.00
NET DIFFERENCE	\$0.00

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



1501 Ellinwood St., Des Plaines, IL 60016
www.desplaines.lib.il.us

FOR IMMEDIATE RELEASE
August 17, 2000

Contact: Leslie Steiner 847/376-2792

**LIBRARY BOARD APPROVES FIRST DRAFT OF 2001 BUDGET
IN NEWS FROM BOARD MEETING**

The Des Plaines Public Library Board of Trustees approved the first draft of the 2001 budget as presented by the Finance Committee at the Board's August 15th meeting. The target level total of \$4,678,051 represents an 11.9 percent increase over the total budget for 2000. This would require a 5 to 8 percent increase in the levy. Board President Eldon Burk reported that the 2001 budget reflects the higher costs associated with the first full year of operating and stocking a building which is twice the size of the previous library.

The target level for the materials portion of the budget is \$794,000, which is 11.1 percent more than the figure for 2000. The materials budget is 17 percent of the total budget. Library Administrator Sandra Norlin noted that most libraries strive for a materials budget which is 20 percent of the total, but very few libraries are able to achieve that ideal percentage.

The 2001 budget also includes several staff upgrades and a 3.5 percent general wage increase. This is in keeping with the general wage increase anticipated for other non-union City employees.

In other news, the Board authorized the library to enter into a contract with Frostline to provide audiovisual equipment for the meeting rooms for the amount of \$39,260. Frostline, which submitted the lowest proposal, will provide ceiling mounted projectors, pull-down screens, wireless microphone systems, and speakers, along with a two-year warranty.

Plans for the Grand Opening celebration are under way. The entire community is invited to attend the event from 1-5 p.m. on Sunday, September 24. A ribbon-cutting ceremony, entertainment, refreshments, and prizes are scheduled. The atrium sculpture and the Youth Services mural are expected to be in place by the Grand Opening, and the artists will be present.

Friends of the Library reported that the shelf book sale program has brought in \$1,510. The next used book sale is tentatively scheduled for Saturday and Sunday, November 4 and 5. Materials for the sale will be accepted beginning September 5, and guidelines for donations will be announced.

The next Board meeting is scheduled at 7:30 p.m. on Tuesday, October 17, and the public is invited to attend.

###

0772

FF and E budget -> \$ 43,000
Installation 8/24/00. 3 or 4 days.

Frostline

80 SOUTH LIVELY BLVD.
ELK GROVE VILLAGE, IL 60007
(847) 640-0433
Fax (847) 640-0467

STANLEY J. CHARA E-Mail schara@FrostlineInc.com
Territory Manager
SPECIALISTS IN VISUAL COMMUNICATION

MEMORANDUM

TO: SANDRA
FROM: HECTOR
SUBJECT: MEETING ROOMS * AV EQUIPMENT
DATE: 8/10/2000

After careful analysis of the acquisition of meeting rooms AV equipment, I recommend that contract award consideration be given to **Frostline**.

This recommendation is based on the following facts:

- Very competitive pricing
- Ceiling mounted projectors
- Excellent equipment PROXIMA with unprecedented brightness at 3000 ANSI lumens
- SONY Surround Sound
- Wireless Microphone System
- Two year warranty

{ AV 9320
DP 9240

Proposals received were:

Vendors	ABT	FROSTLINE	INTERSTATE
	43,018.00 (1)	\$ 39,260.00 ✓	\$ 50,500.00 (2)

- (1) Includes VCRs, DVDs, Pull-Down Screens for 2nd Floor conference rooms and speakers for the Storytime Room.
- (2) Does not include Story Time room.
- (*) Meeting rooms include:
Large and Small Conference Rooms at 1st Floor
Story time and Training Rooms at 2nd Floor

0773

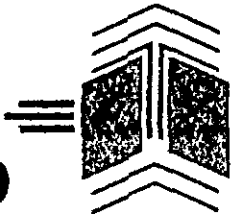
OATH OF OFFICE OF TRUSTEE

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

SEPTEMBER 2000

0774

2000 SEP 20 10 10 AM '00
P. O. BOX 1000
NEW YORK, NY 10108



Des Plaines Public Library

1501 Ellinwood Street

Des Plaines, IL 60016-4553

847.827.5551 phone

847.827.7974 fax

www.desplaines.lib.il.us

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, SEPTEMBER 19, 2000

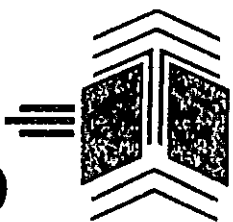
7:30 PM

Conference Room – Second Floor

Agenda:

- **Building Project Status Report**

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



Des Plaines Public Library

1501 Ellinwood Street
 Des Plaines, IL 60016-4553
 847.827.5551 phone
 847.827.7974 fax
 www.desplaines.lib.il.us

II

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
 September 19, 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, August 15, 2000. (Action Item)
- IV. Public Comments and Questions.
- V. City Council Community Services Committee – Alderman Petersen.
- VI. Website Presentation – Kathy Kyrouac.
- VII. Finance Report – Susan Burrows. (Action Item)(8:30 PM)
 - A. Over the Counter Receipts (to be filed)
 - B. Petty Cash Expenditures (to be filed)
 - C. Statement of Cash Receipts and Disbursements (to be filed)
 - D. Budget Expenditures Report (to be filed)
 - E. Expenditures (to be approved)
- VIII. Building and Grounds Committee – Betty Ritter.
 - A. Building Project Status Report.
- IX. Management Committee – Ellen Yearwood.
- X. Planning Committee – John Burke.
- XI. System Membership – John Ciborowski.
- XII. Friends of the Library – Inara Brubaker.

0777

XIII. Administrator's Report – Sandra Norlin.

XIV. New Business. (9:45 PM)

A. Report of September 5, 2000 Grand Opening Advisory Committee Meeting.

XV. Announcements.

XVI. Correspondence.

XVII. Adjournment. (10:00 PM)



1501 Ellinwood Street
 Des Plaines, IL 60016-4553
 847.827.5551 phone
 847.827.7974 fax
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III

BOARD OF TRUSTEES
Minutes of the Regular Meeting
 August 15, 2000

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference on Tuesday, August 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, Rhys Read, Betty Ritter, Ellen Yearwood.

Also Present: Administrator Sandra Norlin, Martha Sloan, Hector Marino, Leslie Steiner, Carol Kidd, Alderman Joyce Petersen, Ken Hutson.

MOTION by Inara Brubaker, seconded by Susan Burrows, to accept the agenda as amended by adding under VI. Building and Grounds. B. Declaration of Surplus Property. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by Susan Burrows, to approve the Minutes of the regular Board Meeting of July 18, 2000, as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Petersen.

Alderman Petersen reported that the Finance Department posts interest to the library account once a month. Rhys Read questioned this procedure and Alderman Petersen will research further. President Eldon Burk thanked Alderman Petersen for her support of the library.

BUILDING AND GROUNDS COMMITTEE – Betty Ritter, Chairman.

Ken Hutson of Owner Services Group, Inc. reported that there was no formal report for the month of August, but that the contractors continue working and punch lists have been started and given to the contractors. Ken asked that any questions concerning the building be directed to either Sandra Norlin or himself, not to the contractor. Ken explained that the library's contract with Owner Services Group, Inc. has been completed and any additional service requests will be billable.

Ken reported that the Library Bureau Steel contract is still being negotiated.

Betty Ritter stated that there is no place to plug in laptops on the fourth floor and Sandra Norlin responded that not all the carrels have been wired at this time.

Ken Hutson asked for Board approval on the change orders for the Sculpture support and the audiovisual electrical outlets.

MOTION by Susan Burrows, seconded by Ellen Yearwood, to approve the installation of audiovisual electrical outlets in an amount not to exceed \$10,000. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Read, Ritter, Yearwood. NAYS: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by Betty Ritter, to approve the Sculpture Support in the amount of \$15,200.00. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Read, Ritter, Yearwood. NAYS: None. MOTION CARRIED.

Betty Ritter asked the Board to write a letter of recommendation for Owner Services Group, Inc. and Ken Hutson.

Sandra Norlin distributed a list of the property remaining at 841 Graceland and asked the Board to declare the items surplus property. Sandra reported that an auction is planned for the disposal of these items.

MOTION by Inara Brubaker, seconded by Susan Burrows, to declare the list of items remaining at 841 Graceland Avenue surplus property. Vote: Ayes: All. Nays: None. MOTION CARRIED.

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	\$ 1,040.64
2. Petty Cash Expenditures	\$ 28.59
3. Budget Expenditures for July	\$ 238,165.70
4. Expenditures Year to Date	\$ 1,903,965.95
5. Revenue for July	\$ 4,653.02
6. Revenue Year to Date	\$ 1,653,334.14

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:

July 10, 2000	\$ 21,758.41
July 17, 2000	\$ 52,502.68
Total	\$ 74,261.09

ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Grice, Read, Ritter, Yearwood. NAYS: Ciborowski. MOTION CARRIED.

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

July 13, 2000	\$ 76,026.12
July 27, 2000	\$ 67,533.55
Total	\$ 143,559.67

MOTION by Susan Burrows, seconded by Inara Brubaker, to approve, subject to audit, transfer entries to the Library account in July, 2000 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (July)	\$105.48
Total	\$105.48

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

Hector Marino recommended Frostline for the acquisition of meeting room audiovisual equipment at a cost of \$39,260.00. Hector explained that prices were obtained from three vendors and the best price and quality was obtained through Frostline.

MOTION by Committee to authorize Library Administrator, Sandra Norlin to accept the bid from Frostline for the acquisition of meeting room audiovisual equipment in the amount of \$39,260.00. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Read, Ritter, Yearwood. NAYS: None. MOTION CARRIED.

Susan Burrows reported that a proposal from the Rotary Club was presented by F. Wallace Douthwaite at the August 10, 2000 Finance Committee meeting. The Rotary Club proposed donating \$30,000 over a three-year period and have requested the Heritage Room be renamed the Rotary Heritage Room.

MOTION by Committee to accept the donation proposed by the Rotary Club to donate \$30,000 over a three-year period and to rename the Heritage Room the Rotary Heritage Room. Vote: Ayes: Brubaker, Burk, Burke, Burrows, Read, Yearwood. Nays: Ciborowski, Grice, Ritter. MOTION CARRIED.

Eldon Burk presented to the Board a recommendation from the Finance Committee to name the Children's Corner the Sylvia Good Children's Corner.

MOTION by Committee to name the Children's Corner the Sylvia Good Children's Corner. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Susan Burrows reported that the Finance Committee has reviewed the first draft of the FY2001 budget. Sandra Norlin reported that priorities include upgrading several current positions, computer network upgrades, increase in materials budget, an anticipated 3.5% general wage increase for personnel and a reduction in professional consulting fees.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to approve the draft of the FY2001 Budget papers dated August 14, 2000 as prepared by the Finance Committee. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Read, Ritter, Yearwood. NAYS: None. MOTION CARRIED.

MANAGEMENT COMMITTEE – Ellen Yearwood, Chairman.

Ellen Yearwood reported that the Management Committee met on August 14, 2000 and reviewed the revised Public Meeting Room Use Policy and the new and revised job descriptions for Assistant Head of Circulation, Acquisitions/Serials Assistant, Technical Services Manager, Maintenance Assistant, Program Manager and Mobile Library Driver/Assistant.

MOTION Committee, to approve the Des Plaines Public Library Public Meeting Room Use Policy. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Committee, to approve the new and revised job descriptions for Assistant Head of Circulation, Acquisitions/Serials Assistant, Technical Services Manager, Maintenance Assistant, Program Manager and Mobile Library Driver/Assistant. Vote: Ayes: All. Nays: None. MOTION CARRIED.

NOMINATING COMMITTEE – John Ciborowski.

The new officers took the Oath of Office. Eldon Burk was elected President, John Burke, Vice-President and Carol Kidd, Secretary.

PLANNING COMMITTEE - John Burke.

John Burke reported that he will schedule a meeting of the Planning Committee in the near future.

SYSTEM MEMBERSHIP – John Ciborowski.

John Ciborowski reported that Sarah Long served as president of ALA for one year and will become the immediate past president in July 2000.

FRIENDS OF THE LIBRARY – Inara Brubaker.

Inara Brubaker reported that the shelf book sale program has netted \$1,509.80. The Friends will begin accepting book donations on September 5, 2000 for their Book Sale.

ADMINISTRATOR'S REPORT

New employees for August include Linda Knorr, Amber Creger, and Kathleen Burke Geraghty, part-time Library Assistants, II, for Readers Advisory Services.

Thanks to Martha Sloan, a series of staff training sessions was held during our moving weeks. The library has had telephone training, customer service training, email training, and has enjoyed a number of department open houses, which have helped us to learn all the features of the new building in an informal setting.

The services the library has been able to provide have been severely limited because of the necessity of closing down the old facility and preparing the new facility for public use. During this period the old library was open for eight days and the mobile library for nine days. The library appreciates the patience of our patrons who are awaiting the opening of the new facility.

Sandra attended two exciting seminars in the past month. The first, "The Library of the Future," was a presentation by an administrator of the Richmond, B.C. Public Library, who described the innovative planning and execution of a branch library that has much in

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common with our circumstances. As a branch in a new retail mall development, the library planners sought to appeal to the consumers in ways that would make library use easy, convenient, exciting, and familiar in a self-service culture. For example, over 85% of the circulation is done by the patrons themselves through self check when taking items out and through pre-sorting when returning the items. They are able to process 750,000 circulations with a collection of 65,000 and a staff of 13. The public loves using the facility and the staff reports very high morale and low work related repetitive motion injuries. The library is installing some of the same checkout equipment in our new facility.

The second seminar Sandra attended was "Technology Survival Skills for Library Administrators," which was presented by Consultant Joan Frye Williams. She drew comparisons between the library mindset and the mindset of managers and entrepreneurs in the new technology and information management businesses. She also gave guidelines for the types of issues that were management level as opposed to technology planners' level. She also pointed out that since the current business cycle is 90 days, an administrator could adequately keep abreast of trends and new developments by scanning the literature only quarterly. One statement that Williams repeated has struck a chord with me. She stated that the library profession's definition of success is perfection 100% of the time, so we spend vast amounts of staff time planning and trying to prevent errors and problems, when our time could be better spent planning new services and dealing with problems as they occur.

Sandra attended the usual round of monthly meetings, both library and community, but wants to emphasize that the time spent planning "One for the Books" was time well spent and our efforts were rewarded tenfold.

NEW BUSINESS

Eldon Burk reported that a Grand Opening Advisory Committee meeting was held on August 14, 2000 and that letters were sent to dignitaries asking them to speak at the celebration. The Grand Opening will be held on Sunday, September 24, 2000 between 1:00 PM and 5:00 PM.

Inara Brubaker agreed to attend the September 5 City Council meeting, John Burke the September 18 meeting, John Ciborowski the October 2 meeting, and Rhys Read the October 16 meeting.

MOTION by, Inara Brubaker, seconded by Susan Burrows, to enter into an Executive Session at 10:27 PM to discuss the purchase or lease of real property. Vote: Ayes: All. Nays: None. MOTION CARRIED.

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

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

The meeting adjourned at 10:55 PM.

Minutes prepared by Carol Kidd.



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VII

BOARD OF TRUSTEES Minutes of the Finance Committee Meeting August 10, 2000

Chair: Susan Burrows.
Present: Eldon Burk, Susan Burrows, Sandra Norlin, Rhys Read, John Burke,
Carol Kidd, F. Wallace Douthwaite.

Call to Order: 5:05 PM by Susan Burrows.

Eldon Burk introduced Rotary Board member, F. Wallace Douthwaite. Mr. Douthwaite reported that the Rotary Club is prepared to donate \$30,000 to the library over the next three years. The donation will be used for the Heritage Room and the Rotary Club has asked that the Heritage Room be renamed the Rotary Heritage Room.

Eldon Burk asked if the Rotary Club would commit to a \$50,000 donation over a period of five years for the exclusive privilege of naming the room and Mr. Douthwaite responded that \$30,000 was a significant donation for the Rotary Club. The Committee concurred that the Heritage Room could be named the Rotary Heritage Room, but that an additional plaque would be displayed for names of other donors. The Committee thanked Mr. Douthwaite for the support of the Rotary Club.

Sandra Norlin distributed the FY2001 Budget documents and answered questions from the Committee. Eldon Burk asked if current staffing would be adequate for the larger building and Sandra responded that that would not be known until after the building opens to the public. Eldon requested a budget increase of less than 10%. The Committee asked Sandra Norlin to increase the materials budget and reduce the budget for Miscellaneous Contractual Services.

Meeting adjourned at 6:55 PM.

Minutes prepared by Carol Kidd.



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VII

BOARD OF TRUSTEES
Minutes of the Finance Committee Meeting
August 14, 2000

Chair: Susan Burrows.
Present: Eldon Burk, Susan Burrows, Sandra Norlin, Rhys Read, John Burke,
Hector Marino, Carol Kidd.

Call to Order: 6:12 PM by Susan Burrows.

The Committee discussed the location of donor plaques in the new building.

Sandra Norlin reported on revisions made to the first draft of the FY2001 budget requested by the Committee. The Committee will present the first draft of the budget with corrections and additions to the full Board for approval at the August 15, 2000 Board meeting.

Hector Marino recommended Frostline for the acquisition of meeting room audiovisual equipment at a cost of \$39,260.00. Hector explained to the Committee that prices were obtained from three vendors and the best price and quality was obtained through Frostline.

MOTION by Rhys Read, seconded by John Burke to approve Frostline for the acquisition of meeting room audiovisual equipment at a cost of \$39,260.00. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Meeting adjourned at 7:00 PM.

Minutes prepared by Carol Kidd.

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

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

1. Over the Counter Receipts	\$ 3,966.20
2. Petty Cash Expenditures	\$ 0
3. Budget Expenditures for August	\$ 673,081.06
4. Expenditures Year to Date	\$ 3,531,176.24
5. Revenue for August	\$ 95,523.74
6. Revenue Year to Date	\$ 2,020,392.99

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

August 07, 2000	\$ 66,450.91
August 21, 2000	\$ 113,733.69
Total	\$ 180,184.60

ROLL CALL VOTE AYES: _____ NAYS: _____

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

August 10, 2000	\$ 71,957.56
August 23, 2000	\$ 71,223.71
Total	\$ 143,181.27

ROLL CALL VOTE AYES: _____ NAYS: _____

MOTION BY _____ 2ND BY _____ to approve, subject to audit, transfer entries to the Library account in August, 2000 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (August)	\$96.58
Total	\$96.58

ROLL CALL VOTE
AYES: _____ NAYS: _____

**DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR THE MONTH OF AUGUST 2000**

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

1. Over the Counter Receipts	\$ 3,966.20
2. Petty Cash Expenditures	\$ 0
3. Budget Expenditures for August	\$ 250,143.94
4. Expenditures Year to Date	\$ 2,154,109.89
5. Revenue for August	\$ 68,735.44
6. Revenue Year to Date	\$ 1,742,145.33

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

August 07, 2000	\$ 57,104.56
August 21, 2000	\$ 26,129.21
Total	\$ 83,233.77

ROLL CALL VOTE AYES: _____ NAYS: _____

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

August 10, 2000	\$ 71,957.56
August 23, 2000	\$ 71,223.71
Total	\$ 143,181.27

ROLL CALL VOTE AYES: _____ NAYS: _____

MOTION BY _____ 2ND BY _____ to approve, subject to audit, transfer entries to the Library account in August, 2000 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (August)	\$96.58
Total	\$96.58

ROLL CALL VOTE

AYES: _____ NAYS: _____

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DES PLAINES PUBLIC LIBRARY
OVER THE COUNTER RECEIPTS - AUGUST 2000

	August 1999	August 2000	1999 to Date	2000 to Date
Lost Materials	\$ 511.19	\$ 438.15	\$ 3,086.20	\$ 3,074.03
Fines	5,388.17	2,540.56	49,482.81	47,807.81
Damage	147.39	43.95	608.60	503.75
Fees	737.10	309.22	3,980.62	3,194.61
Copies	1,249.18	23.90	13,050.44	9,840.11
Miscellaneous	26.50	610.42	194.11	845.63
Totals	\$ 8,059.53	\$ 3,966.20	\$70,402.78	\$65,265.94

07/28/00

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 7/00

SELECTION CRITERIA: payable.due_date='08/07/2000'

FD - 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	02281 AT&T	847 803-3977	10.15
2110	920120	COMMUNICATION SERVICES	06827 CELLULAR ONE	7/5/00	20.24
2110	920140	DATA PROCESSING SERVICES	07007 PSINET, INC.	2443445	760.00
2110	920140	DATA PROCESSING SERVICES	09737 BAKER & TAYLOR	U15N84895M	470.42
2110	920140	DATA PROCESSING SERVICES	19582 ARTTODAY.COM, INC.	SUBSCRIPTION	29.95
2110	920140	DATA PROCESSING SERVICES	19996 BAKER & TAYLOR	ATTACHED	3,750.00
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	MARCH 2000	1,483.71
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	APRIL 2000	1,483.81
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	MAY 2000	1,602.97
2110	920204	TRAINING	09080 PEOPLEWORKS	SESSION 1&2	500.00
2110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	DPK	95.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	AUGUST 2000	324.02
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	AUGUST 2000	162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	AUGUST 2000	162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	AUGUST 2000	37.86
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	AUGUST 2000	18.93
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	AUGUST 2000	18.93
2110	930010	R & M EQUIPMENT	06789 AMBASSADOR BUSINESS SOLUT	6486594	88.25
2110	930010	R & M EQUIPMENT	07143 ANDERSON ELEVATOR CO.	25759	120.00
2110	930020	R & M BLDGS & STRUCTURES	05720 MARIO GAMBINO & SONS LAND	6-19-2000	300.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	954253	11.50
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	951435	34.50
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	958304	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	954259	62.75
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	954254	31.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	956654	42.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	957676	32.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	957677	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	961602	32.40
2110	960990	MISC CONTRACTUAL SVCS	19594 MPLC	734850	1,218.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006049905	25.75
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006081171	17.55
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006007292	28.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006037347	31.15
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006003983	27.05
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006018144	13.35
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006017910	55.40
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006040498	28.75
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006055030	40.50
2110	960990	MISC CONTRACTUAL SVCS	70067 NORBERT SOLARZ	164877	10.00
2110	970100	SUPPLIES	02245 WOLF CAMERA, INC	0250259	75.40
2110	970100	SUPPLIES	02245 WOLF CAMERA, INC	1680668	75.42
2110	970100	SUPPLIES	05337 SIGN A RAMA, USA	10937	103.50
2110	970100	SUPPLIES	08281 EMED COMPANY INC.	713459-00	274.20
2110	970100	SUPPLIES	09638 OFFICE DEPOT	101063268/1	2.93
2110	970100	SUPPLIES	09638 OFFICE DEPOT	101964323/1	16.19
2110	970100	SUPPLIES	09638 OFFICE DEPOT	099897374/1	189.00
2110	970100	SUPPLIES	09638 OFFICE DEPOT	101473565/1	48.57
2110	970100	SUPPLIES	09638 OFFICE DEPOT	102433416/1	155.96
2110	970100	SUPPLIES	09638 OFFICE DEPOT	102270375/1	15.72

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07/28/00

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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ACCOUNTING PERIOD: 7/00

SELECTION CRITERIA: payable.due_date='08/07/2000'

F - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970100	SUPPLIES	09638	OFFICE DEPOT	102165868/1	5.24
2110	970100	SUPPLIES	09638	OFFICE DEPOT	101335685/1	15.56
2110	970100	SUPPLIES	09638	OFFICE DEPOT	101178273/1	148.35
2110	970100	SUPPLIES	09761	JP GRAPHICS	3500	2,192.50
2110	970100	SUPPLIES	12376	BORDERS BUSINESS & PROFES		30.00
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	877916	173.19
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	001072	6.04
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	008420	35.07
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	14245	DELI HEADQUARTERS	7/5/00	57.80
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	14245	DELI HEADQUARTERS	7/6/00	54.00
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	43765	DOMINICKS FINER FOODS	011183	58.80
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	43765	DOMINICKS FINER FOODS	004032	20.33
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	080524-00	230.90
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GECP	1070931	284.26
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	773080	15.15
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	778521	7.50
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HARDWAR	060501-0034	20.68
2110	970170	JANITORIAL	33643	STEINER ELECTRIC COMPANY	20324165	3.46
2110	970260	POSTAGE AND PARCEL	00933	POSTMASTER	7-5-2000	1,150.00
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	7-995-61809	145.82
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	7-995-89198	361.64
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	5-534-14465	26.23
2110	970330	SUPPLIES: VEHICLE R/M	07553	LEE AUTO PARTS INC	D347658	8.74
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	957677	14.36
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	956654	445.26
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	954254	214.43
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	961602	373.68
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	957676	244.08
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	951435	245.74
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	954259	478.29
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	954253	46.37
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	958304	11.94
2110	970600	BOOKS	02958	MARQUIS WHO'S WHO	322325	147.39
2110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	00209542	160.18
2110	970600	BOOKS	06269	ICMA MANAGEMENT ASSOCIATI	MYB14301700	89.45
2110	970600	BOOKS	07439	THE GALE GROUP	10048704	19.96
2110	970600	BOOKS	07439	THE GALE GROUP	10027150	34.32
2110	970600	BOOKS	07439	THE GALE GROUP	10010219	76.64
2110	970600	BOOKS	07439	THE GALE GROUP	10013878	415.22
2110	970600	BOOKS	07439	THE GALE GROUP	9944767	1,433.13
2110	970600	BOOKS	07439	THE GALE GROUP	10001651	18.36
2110	970600	BOOKS	08285	R.R. BOWKER	130974	274.40
2110	970600	BOOKS	08285	R.R. BOWKER	121847	198.05
2110	970600	BOOKS	08948	HIPPOCRENE BOOKS, INC.	65995	62.72
2110	970600	BOOKS	12376	BORDERS BUSINESS & PROFES		285.07
2110	970600	BOOKS	13071	MULTI-CULTURAL BOOKS & VI	2000-408	329.67
2110	970600	BOOKS	16762	ABC-CLIO, INC.	B010904	247.50
2110	970600	BOOKS	19611	TELECOMMUNICATIONS FOR TH	102893	24.00
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006017909	1,369.18
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006049904	889.96
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006036200	51.02

07/28/00

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 7/00
SELECTION CRITERIA: payable.due_date='08/07/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006055029	1,036.86
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006083170	438.01
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006007291	1,068.81
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006003982	695.45
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	3003645375	140.95
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006018143	460.70
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	3003612492	231.92
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006074237	63.16
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006037346	1,019.04
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006040497	618.42
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006057544	47.62
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006058891	54.00
2110	970600	BOOKS	20270 NATIONAL REGISTER PUBLISH	234310	1,245.93
2110	970600	BOOKS	51657 N A D A APPRAISAL GUIDE	592129	10.00
2110	970600	BOOKS	58875 INGRAM	20193790	26.88
2110	970600	BOOKS	82668 POLONIA BOOK STORES	011033	104.08
2110	970600	BOOKS	82668 POLONIA BOOK STORES	010986	119.61
2110	970600	BOOKS	93526 THOMSON FINANCIAL PUBLISH	711452	501.00
2110	970610	AUDIO MATERIALS	02482 CHIVERS NORTH AMERICA	190980	6.50
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	6-27-00-1	72.33
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	7-3-00-2	148.32
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	7-3-00-1	275.68
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	6-27-00-5	88.91
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	6-27-00-2	31.04
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	6-27-00-3	11.18
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	4036591P	352.00
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	4044528M	15.00
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	4023127M	30.00
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	4033017M	10.00
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	1067166	23.80
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	1056291	1,443.20
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	1076557	29.75
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	1071344	17.85
2110	970620	SUBSCRIPTIONS & BOOKS	19609 PENNY SYMPSON	REIMB	139.00
2110	970620	SUBSCRIPTIONS & BOOKS	20359 STANDARD & POOR'S	5244476	476.08
2110	970630	VISUAL MATERIALS	05884 LIBRARY VIDEO COMPANY	C00130080001	2,453.07
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	90001316	37.00
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	90002039	38.00
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	90002585	74.00
2110	970630	VISUAL MATERIALS	07719 BAKER & TAYLOR ENTERTAINM	B33306320	34.89
2110	970630	VISUAL MATERIALS	07719 BAKER & TAYLOR ENTERTAINM	E28372790	62.75
2110	970630	VISUAL MATERIALS	07719 BAKER & TAYLOR ENTERTAINM	E33057320	41.83
2110	970630	VISUAL MATERIALS	07719 BAKER & TAYLOR ENTERTAINM	B33289980	38.88
2110	970630	VISUAL MATERIALS	07719 BAKER & TAYLOR ENTERTAINM	B33031190	71.35
2110	970630	VISUAL MATERIALS	19611 TELECOMMUNICATIONS FOR TH	102893	39.95
2110	970630	VISUAL MATERIALS	19776 BAKER & TAYLOR, INC.	B442929CM	-925.57
2110	970640	AUTOMATED REFERENCE MAT'L	07439 THE GALE GROUP	RENEW	1,044.75
2110	970640	AUTOMATED REFERENCE MAT'L	09647 INFO USA MARKETING, INC.	90-181100	7,055.00
2110	970840	DIESEL	03031 AVALON PETROLEUM COMPANY	026576	53.71
2110	970850	GASOLINE	03031 AVALON PETROLEUM COMPANY	343037	13.06
2110	970850	GASOLINE	03031 AVALON PETROLEUM COMPANY	342114	24.81

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07/28/00
ACCOUNTING PERIOD: 7/00

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='08/07/2000'

201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE		VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	980420	COMPUTER SOFTWARE	03662	LIBERTY COMPUTER CENTRE	11899	8.00
TOTAL LIBRARY SERVICES						48,752.49
2130	920140	DATA PROCESSING SERVICES	07581	ARLINGTON HEIGHTS MEMORIA	00-011	6,898.25
2130	960210	SPECIAL EVENT PROGRAMMING	17223	EDEN ENTERTAINMENT	9-24-2000	600.00
2130	960210	SPECIAL EVENT PROGRAMMING	19570	ALBERTO CALVILLO	9-24-2000	600.00
2130	970100	SUPPLIES	09742	H. DERMER AND ASSOCIATES	809951	253.82
TOTAL IL LIBRARY PER CAP GRANT						8,352.07
TOTAL FUND						57,104.56

07/28/00

07/28/00

ACCOUNTING PERIOD: 7/00

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='08/07/2000'

202 - LIBRARY CAPITAL PROJ FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
202	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	• 00421	3,560.00
202	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	• 00422	634.53
202	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	• 00423	4,578.56
202	980600	FURNITURE & FIXTURES	17962 THINKING LIGHTLY INC	• 2ND INSTALL	22,500.00
202	980600	FURNITURE & FIXTURES	17974 ROBERT JESSUP	• 2ND INSTALL	5,000.00
TOTAL LIBRARY CAPITAL PROJ FUND					36,273.09
TOTAL FUND					36,273.09

0795

08/14/00
ACCOUNTING PERIOD: 8/00

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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SELECTION CRITERIA: payable.due_date='08/21/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920110	PROFESSIONAL CONSULTING	25529 KLEIN, THORPE & JENKINS	86799	162.00
2110	920120	COMMUNICATION SERVICES	71279 AMERITECH-ILLINOIS CABS	H073356545	96.01
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	JUNE 2000	2,946.14
2110	920202	CONFERENCES	20414 DAVID WHITTINGHAM	REIMB	18.50
2110	920206	SEMINARS	14362 JEANNE MEYER	REIMB	18.50
2110	920206	SEMINARS	20397 CORKY LEE	REIMB	18.50
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	112807	105.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	112806	40.00
2110	920230	PUBLICATION OF NOTICES	07450 CHICAGO TRIBUNE	063179314	788.50
2110	930010	R & M EQUIPMENT	25701 MIDCO INC	94282	252.22
2110	930010	R & M EQUIPMENT	53253 DISTINCTIVE BUSINESS PROD	411726	740.25
2110	930010	R & M EQUIPMENT	72106 COOPERATIVE COMPUTER SERV	JUNE 2000	355.44
2110	930020	R & M BLDGS & STRUCTURES	05720 MARIO GAMBINO & SONS LAND	7-17-00	300.00
2110	930020	R & M BLDGS & STRUCTURES	07786 G & I ELECTRIC COMPANY,	21179	75.50
2110	930195	BOOK BINDING & REPAIR	05479 HOUCHEM BINDERY LTD	080870	461.80
2110	930210	RENTAL OF EQUIPMENT	13629 VERNON	105787	754.35
2110	930320	CLEANING: CUSTODIAL SERV	09536 CRYSTAL MGMT & MAINT SERV	8410	733.47
2110	960070	AUTO/TRAVEL EXPENSES	07823 KATHY PUETZ	REIMB	79.25
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	959053	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	957117	8.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	954257	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	961058	11.05
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	957678	4.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	953877	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	967633	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	961853	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	957116	.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	954251	6.15
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	963314	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	959055	9.15
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	961854	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	959057	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	959058	15.90
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	961055	11.93
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	961057	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	953878	5.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	961850	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	967634	9.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	967021	4.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	957118	9.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	961849	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	959051	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	959059	4.05
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	961056	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	959054	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	959052	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	961852	10.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	959050	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	961851	4.85
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	963313	18.90
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	954258	5.40

08/14/00

ACCOUNTING PERIOD: 8/00

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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SELECTION CRITERIA: payable.due_date='08/21/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	963312	35.15
2110	960990	MISC CONTRACTUAL SVCS	08203	LABOR READY	37881627	350.00
2110	960990	MISC CONTRACTUAL SVCS	08203	LABOR READY	37881627	875.00
2110	960990	MISC CONTRACTUAL SVCS	08750	KLEEN-MASTERS, INC.	7-13-00	260.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2006064695	48.95
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2006071741	20.45
2110	960990	MISC CONTRACTUAL SVCS	20402	PEST ENDERS, INC.	2001879C	225.00
2110	970100	SUPPLIES	09638	OFFICE DEPOT	• 103129309/1	12.99
2110	970100	SUPPLIES	09638	OFFICE DEPOT	• 103128627/1	219.90
2110	970100	SUPPLIES	09638	OFFICE DEPOT	• 103128943/1	139.90
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	907165	305.50
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	14245	DELI HEADQUARTERS	0484	51.30
2110	970170	JANITORIAL	00189	ANDERSON LOCK CO LTD	212753	29.20
2110	970170	JANITORIAL	00189	ANDERSON LOCK CO LTD	213333	73.18
2110	970170	JANITORIAL	01638	KINDER INDUSTRIAL SUPPLY	010374	31.70
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	742131	15.15
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	787134	7.50
2110	970170	JANITORIAL	29379	HANSEN TRUE VALUE HARDWAR	071901-0092	63.64
2110	970200	COPYING/FAX SUPPLIES	09638	OFFICE DEPOT	• 102440786/1	323.38
2110	970200	COPYING/FAX SUPPLIES	09638	OFFICE DEPOT	• 102733696/1	503.56
2110	970260	POSTAGE AND PARCEL	08490	PATRICIA HORN	REIMB	110.21
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	5-534-37228	48.98
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	959057	9.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	961055	95.89
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	961056	10.19
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	959055	61.68
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	959058	138.62
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	954257	23.07
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	963312	191.32
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	967021	17.95
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	954258	40.16
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	957678	23.19
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	957116	6.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	961853	7.18
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	961854	7.18
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	963314	9.60
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	961057	15.58
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	957117	69.86
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	959053	4.78
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	954251	23.21
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	961849	4.20
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	967634	28.68
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	953878	42.52
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	953877	7.18
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	963313	131.25
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	959050	4.78
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	961852	64.65
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	961851	31.76
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	961850	7.48
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	967633	14.28
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	957118	28.70

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08/14/00
ACCOUNTING PERIOD: 8/00

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='08/21/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC 959052	17.58
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC 959051	5.98
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC 959059	29.70
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC 961058	96.24
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC 959054	14.30
2110	970600	BOOKS	03218	BUSINESS COMMUNICATIONS I U09340961900	37.90
2110	970600	BOOKS	07439	THE GALE GROUP 10064348	145.36
2110	970600	BOOKS	07439	THE GALE GROUP 10067657	13.56
2110	970600	BOOKS	07439	THE GALE GROUP 10065266	103.99
2110	970600	BOOKS	07569	RUSSIAN HOUSE LTD. 140645	346.85
2110	970600	BOOKS	08975	WALKER'S MANUAL, LLC 14003	91.50
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC. 3003660679	753.19
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC. 2006071740	542.53
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC. 2006064694	1,491.69
2110	970600	BOOKS	20359	STANDARD & POOR'S 5257277	1,409.20
2110	970600	BOOKS	20579	SALEM PRESS 0295548-IN	72.50
2110	970600	BOOKS	93526	THOMSON FINANCIAL PUBLISH 718995	177.00
2110	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA 191998	13.50
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS 7-17-00-2	96.63
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS 7-17-00-1	148.56
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE 40534412M	10.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE 4043585P	160.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE 4004035P	244.95
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC 1079561	260.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC 990299	17.85
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC 1081671	18.85
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI 90004358	38.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI 90005092	112.00
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM B33412390	95.20
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM B33584590	27.88
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM 243761450	20.92
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM B33528030	41.87
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM B33230090	264.92
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM R16852840	13.93
2110	970640	AUTOMATED REFERENCE MAT'L	02953	BUSINESS REFERENCE SERVIC 5070118-00	1,491.25
2110	980400	EQUIPMENT	05124	CDW GOVERNMENT, INC. CD19613	2,118.00
2110	980420	COMPUTER SOFTWARE	05124	CDW GOVERNMENT, INC. 060200	99.40
TOTAL LIBRARY SERVICES					23,629.21
2130	960990	MISC CONTRACTUAL SVCS	07581	ARLINGTON HEIGHTS MEMORIA 00-017	2,500.00
TOTAL IL LIBRARY PER CAP GRANT					2,500.00
TOTAL FUND					26,129.21

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08/14/00
ACCOUNTING PERIOD: 8/00

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='08/21/2000'

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ORGANIZATION	ACCOUNT	TITLE		VENDOR	PURCHASE OR INVOICE	AMOUNT
202	920110	PROFESSIONAL CONSULTING	04640	CCS OWNER SERVICES	4635	1,176.00
202	960990	MISC CONTRACTUAL SVCS	20426	CONSTRUCTION SECURITY SER	1441	1,512.00
202	960990	MISC CONTRACTUAL SVCS	53253	DISTINCTIVE BUSINESS PROD	95418A	150.00
202	980400	EQUIPMENT	01638	KINDER INDUSTRIAL SUPPLY	010528	19.64
202	980400	EQUIPMENT	01638	KINDER INDUSTRIAL SUPPLY	010495	8.84
TOTAL LIBRARY CAPITAL PROJ FUND						2,866.48
TOTAL FUND						2,866.48

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08/14/00
ACCOUNTING PERIOD: 8/00

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='08/21/2000'

FUND - 415 - FF & E - LIBRARY

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
415	980400	EQUIPMENT	05407 THE HOME DEPOT/GECF	143751	5,519.80
415	980400	EQUIPMENT	09638 OFFICE DEPOT	• 103168460/1	1,822.94
415	980400	EQUIPMENT	09638 OFFICE DEPOT	• 103215391/1	341.61
TOTAL, FF & E - LIBRARY					7,684.35
TOTAL FUND					7,684.35

SELECTION CRITERIA: genLedgr.fund='201'

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	300.00	
102005	CASH PB PAYABLE 281190401		680.69
102007	CASH PB PAYROLL 276529401	.00	
102008	CASH PB DEPOSIT 276502401		151,218.97
102012	CASH IPTIP/FOA 7139200161	5,474.76	
102014	CASH FED INUST TRUST(FIT)	824.47	
102026	CASH FIRST BANK ACCUMULTN	.00	
102031	CASH PLAINSBANK ACCUMULTN	.00	
	TOTAL CASH	6,799.23	151,899.66
104003	INVESTMENTS-US OBLIGATION	.00	
104006	INVESTMENTS-CERTIF OF DEP	.00	
104030	INVESTMENTS-ACCUMULATION	.00	
104031	INVESTMENTS-EARLE	.00	
104032	INVESTMENTS-DUNCAN	.00	
104033	INVESTMENTS-DONKING	39,682.20	
	TOTAL INVESTMENTS	39,682.20	.00
119400	RECEIVABLE-ACCRUED INTRST	.00	
118000	RECEIVABLE-PROPERTY TAXES	3,696,065.80	
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	3,696,065.80	.00
	TOTAL ASSETS	3,742,547.23	151,899.66
401000	ACCOUNTS PAYABLE		.00
410020	ESCROW DEPOSITS		.00
	TOTAL DEPOSITS	.00	.00
430010	DUE TO-CORPORATE GENL		.00
430080	DUE TO-EMPL RETRMTY TRUST		.00
	TOTAL DUE TO-OTHER FUNDS	.00	.00
450030	ACCRUED LIAB-COMP ABSENCE		72,923.38
450040	ACCRUED PAYROLL		.00
	TOTAL ACCRUED LIABILITIES	.00	72,923.38
470000	DEFERRED REV-PROPERTY TAX		3,699,364.00
471000	DEFERRED REV-OTHER		.00
	TOTAL CURRENT LIABILITIES	.00	3,772,289.38
	TOTAL LIABILITIES	.00	3,772,289.38
	TOTAL SYSTEM CONTROL	6,396,857.67	5,921,954.33
720010	FUND BAL-RESRV-GIFT TRUST		39,682.20
	TOTAL FUND BALANCE-RESERVED	.00	39,682.20
730000	FUND BALANCE-UNRESERVED		253,579.33

CITY OF DES PLAINES
BALANCE SHEET

SELECTION CRITERIA: genledgr.fund='201'

FUND - 201 - PUBLIC LIBRARY FUND			
ACCOUNT	TITLE	DEBITS	CREDITS
TOTAL FUND EQUITY		.00	293,261.53
TOTAL EQUITIES		6,396,837.67	6,215,215.86
TOTAL PUBLIC LIBRARY FUND		10,139,404.90	10,139,404.90
TOTAL REPORT		10,139,404.90	10,139,404.90

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09/11/00
ACCOUNTING PERIOD: 8/00

CITY OF DES PLAINES
BALANCE SHEET

SEL: N CRITERIA: genLedgr.fund in ('2130', '2136', '202', '413')

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH PD DEPOSIT 276502401	188,402.09	
102012	CASH IPTIP/FOA 7139200161	12,940.12	
102014	CASH FED INUST TRUST(FIT)	1,129.77	
	TOTAL CASH	202,471.94	.00
	TOTAL ASSETS	202,471.94	.00
	TOTAL SYSTEM CONTROL	719,094.63	913,132.12
730000	FUND BALANCE-UNRESERVED		8,434.45
	TOTAL FUND EQUITY	.00	8,434.45
	TOTAL EQUITIES	719,094.63	921,566.57
	TOTAL LIBRARY CAPITAL PROJ FUND	921,566.57	921,566.57

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RUN DATE 09/11/00 TIME 09:22:16

PSI-GOVERNMENT SYSTEMS DIVISION - FUND ACCOUNTANT

09/11/00
ACCOUNTING PERIOD: 8/00

CITY OF DES PLAINES
BALANCE SHEET

PAGE 2

SEL IN CRITERIA: genLedgr.Fund to ('2110', '2130', '202', '415')

FUND - 415 - FF & E - LIBRARY

ACCOUNT	TITLE	DEBITS	CREDITS
102002	CASH PB DEPOSIT 276502401		322,728.67
102014	CASH FED INUST TRUST(FIT)	839,604.73	
TOTAL CASH		839,604.73	322,728.67
TOTAL ASSETS		839,604.73	322,728.67
TOTAL SYSTEM CONTROL		3,030,032.94	1,800,000.00
730000	FUND BALANCE-UNRESERVED		1,746,909.00
TOTAL FUND EQUITY		.00	1,746,909.00
TOTAL EQUITIES		3,030,032.94	3,546,909.00
TOTAL FF & E - LIBRARY		3,869,637.67	3,869,637.67
TOTAL REPORT		4,791,204.24	4,791,204.24

09/13/00

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

ACCOUNTING PERIOD: 8/00

SELECTION CRITERIA: revledgr.fund='201'

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

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
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	20,386.35	19,613.65	.51
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	1,487,418.83	2,144,197.17	.41
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	3,724,604.00	.00	.00	1,580,406.83	2,144,197.17	.42
822040	STATE GRANT:PER CAPITA	66,768.00	63,894.43	.00	63,894.43	873.35	.99
822080	STATE GRANT:LIBRARY TECH	21,232.00	.00	.00	2,493.00	18,737.00	.12
822090	STATE GRANT:LIB CONSTRUCT	.00	.00	.00	.00	.00	.00
822095	STATE GRANT:LIBRARY	.00	.00	.00	2,921.00	-2,921.00	.00
TOTAL	STATE GRANTS	88,000.00	63,894.43	.00	71,310.43	16,689.55	.81
TOTAL	INTERGOVERNMENTAL REVENUE	88,000.00	63,894.43	.00	71,310.43	16,689.55	.81
850102	LIBRARY FINES	90,000.00	1,871.76	.00	44,666.19	45,333.81	.50
TOTAL	FINES	90,000.00	1,871.76	.00	44,666.19	45,333.81	.50
850201	COPYING FEE	23,000.00	.00	.00	3,683.80	19,316.20	.23
850215	SPECIAL PROGRAMS & EVENTS	10,000.00	22.00	.00	2,923.00	7,077.00	.29
TOTAL	FEES AND SERVICES	35,000.00	22.00	.00	8,606.80	26,393.20	.25
TOTAL	FINES, FEES, AND SERVICES	125,000.00	1,893.76	.00	33,272.99	71,727.01	.43
890010	INTEREST INCOME	10,000.00	30.03	.00	20,383.49	-10,383.49	2.04
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	897.20	.00	16,769.57	-1,769.57	1.12
TOTAL	OTHER REVENUE	25,000.00	947.23	.00	37,153.06	-12,153.06	1.49
TOTAL	PUBLIC LIBRARY FUND	3,962,604.00	68,735.44	.00	1,742,145.33	2,220,458.67	.44
TOTAL	PUBLIC LIBRARY FUND	3,962,604.00	68,735.44	.00	1,742,145.33	2,220,458.67	.44
TOTAL REPORT		3,962,604.00	68,735.44	.00	1,742,145.33	2,220,458.67	.44

0805

09/11/00
ACCOUNTING PERIOD: 8/00

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

SELF-SELECTION CRITERIA: revldgr.fund in ('2110','2130','202','410')

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	26,672.76	.00	26,672.76	110,827.24	.19
TOTAL	STATE GRANTS	237,500.00	26,672.76	.00	126,672.76	110,827.24	.53
TOTAL	INTERGOVERNMENTAL REVENUE	237,500.00	26,672.76	.00	126,672.76	110,827.24	.53
890010	INTEREST INCOME	30,000.00	.00	.00	1,459.36	23,540.64	.05
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	150,000.00	.00	1.00
TOTAL	OTHER REVENUE	190,000.00	.00	.00	151,459.36	33,540.64	.80
TOTAL	LIBRARY CAPITAL PROJ FUND	427,500.00	26,672.76	.00	278,132.12	149,367.88	.65
TOTAL	LIBRARY CAPITAL PROJ FUND	427,500.00	26,672.76	.00	278,132.12	149,367.88	.65
TOTAL REPORT		427,500.00	26,672.76	.00	278,132.12	149,367.88	.65

ACCOUNTING PERIOD: 8/00

SELECTION CRITERIA: expledgr.key_orgn in ('2110','2130')

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	103,564.41	.00	803,812.74	647,801.26	.55
910200	TEMPORARY WAGES	618,933.00	32,165.71	.00	292,092.50	326,840.50	.47
910300	SUPERVISORY OVERTIME	.00	.00	.00	.00	.00	.00
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	2,544.30	-2,044.30	5.09
910500	VACATION PAY	.00	6,309.61	.00	53,269.98	-53,269.98	.00
910600	SICK PAY	.00	844.10	.00	20,031.25	-20,031.25	.00
910700	HOLIDAY PAY	.00	297.44	.00	12,541.27	-12,541.27	.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	547.00	1,453.00	.27
918020	EMPLOYER CONTR-F.I.C.A.	157,937.00	10,808.50	.00	89,826.92	68,110.08	.57
918021	EMPLOYER CONTR-I.N.R.F.	123,453.00	8,953.21	.00	72,076.03	51,376.97	.58
918040	LIFE INS PREMIUMS	4,747.00	404.25	.00	2,976.75	1,770.25	.63
918050	MEDICAL INS PREMIUMS	182,625.00	10,543.40	.00	74,680.61	107,944.39	.41
918060	TUITION REIMBURSEMENTS	4,000.00	144.50	.00	588.25	3,411.75	.15
918070	WORKERS COMPENSATION	4,000.00	297.61	.00	2,885.85	1,114.15	.72
TOTAL	PERSONAL SERVICES	2,558,309.00	174,332.74	.00	1,431,122.88	1,127,186.12	.56
920100	PROFESSIONAL CONSULTING	13,000.00	162.00	.00	1,126.80	13,873.20	.08
920100	COMMUNICATION SERVICES	23,000.00	2,052.38	.00	8,379.82	16,620.18	.34
920140	DATA PROCESSING SERVICES	85,000.00	12,497.05	.00	47,490.23	37,509.77	.56
920202	CONFERENCES	3,500.00	18.50	.00	2,915.09	584.91	.83
920204	TRAINING	2,000.00	500.00	.00	550.00	1,450.00	.28
920206	SEMINARS	2,000.00	132.00	.00	2,851.50	-851.50	1.43
920210	IN-SERVICE TRAINING	2,000.00	.00	.00	1,192.13	807.87	.60
920220	MEMBERSHIP DUES	4,000.00	145.00	.00	2,088.00	1,912.00	.52
920230	PUBLICATION OF NOTICES	2,000.00	788.50	.00	6,788.56	-4,788.56	3.39
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	25,600.00	723.76	.00	5,790.08	19,809.92	.23
TOTAL	SUBSIDIES,REBATES,CONTRIB	25,600.00	723.76	.00	5,790.08	19,809.92	.23
920900	PROPERTY/LIAB CONTRIBUTIO	51,367.00	.00	.00	24,604.00	26,763.00	.48
930010	R & M EQUIPMENT	42,600.00	1,556.16	.00	17,251.24	25,348.76	.40
930020	R & M BLDGS & STRUCTURES	20,000.00	675.50	.00	2,941.15	17,058.85	.15
930030	R & M VEHICLES	3,000.00	.00	.00	130.50	2,869.50	.04
930195	BOOK BINDING & REPAIR	6,000.00	461.80	.00	2,453.30	3,546.70	.41
930210	RENTAL OF EQUIPMENT	1,000.00	754.35	.00	794.35	205.65	.79
930320	CLEANING:CUSTODIAL SERV	33,000.00	733.47	.00	11,140.97	21,859.03	.34
960070	AUTO/TRAVEL EXPENSES	3,000.00	79.25	.00	602.35	2,397.65	.20
960210	SPECIAL EVENT PROGRAMMING	15,000.00	.00	.00	4,211.65	10,788.35	.28
960990	MISC CONTRACTUAL SUCS	75,000.00	3,732.48	.00	16,309.98	58,690.02	.22
TOTAL	CONTRACTUAL SERVICES	416,067.00	25,012.20	.00	159,611.70	256,455.30	.38
970100	SUPPLIES	50,000.00	4,241.13	.00	27,523.48	22,476.52	.55

SELECTION CRITERIA: explodgr.key_orgn in ('2110','2130')

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
970110	REALS (PRSNRS/WRKRS/VOLS)	2,000.00	242.23	.00	784.47	1,215.53	.39
970170	JANITORIAL	12,000.00	782.32	.00	3,593.79	8,406.21	.30
970200	COPYING/FAX SUPPLIES	1,000.00	826.94	.00	826.94	173.06	.83
970260	POSTAGE AND PARCEL	13,200.00	1,842.88	.00	8,059.69	5,140.31	.61
970270	PRINTING-REPROD-BINDING	15,000.00	.00	.00	4,324.08	10,675.92	.29
970320	SUPPLIES: BLDG R/N	.00	.00	.00	.00	.00	.00
970330	SUPPLIES: VEHICLE R/N	.00	8.74	.00	38.09	-38.09	.00
970600	BOOKS	440,000.00	22,342.96	.00	233,726.67	206,273.33	.53
970610	AUDIO MATERIALS	56,700.00	3,525.90	.00	22,614.55	34,085.45	.40
970620	SUBSCRIPTIONS & BOOKS	74,200.00	645.03	.00	10,622.13	63,577.87	.14
970630	VISUAL MATERIALS	53,000.00	2,579.87	.00	20,194.73	32,805.27	.38
970640	AUTOMATED REFERENCE MAT'L	87,000.00	9,591.00	.00	43,680.48	43,319.52	.50
970810	NATURAL GAS	14,400.00	1,648.02	.00	10,049.64	4,350.36	.70
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	500.00	53.71	.00	444.78	55.22	.89
970850	GASOLINE	3,500.00	42.87	.00	212.03	3,287.97	.06
TOTAL	COMMODITIES	823,000.00	48,573.60	.00	386,695.55	436,304.45	.47
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	80,000.00	2,118.00	.00	25,539.03	54,460.97	.32
980410	COMPUTER HARDWARE	.00	.00	.00	208.30	-208.30	.00
980420	COMPUTER SOFTWARE	.00	107.40	.00	641.52	-641.52	.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	2,225.40	.00	26,679.76	58,320.24	.31
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	150,000.00	.00	1.00
TOTAL	TRANS TO LIB CAP PROJ FND	150,000.00	.00	.00	150,000.00	.00	1.00
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
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	4,111,809.00	250,143.94	.00	2,154,109.89	1,937,699.11	.32

SELECTION CRITERIA: expledgr.key_orgn in ('2110','2130')

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	3,300.00	.00	.00	9,260.00	-5,760.00	2.63
920120	COMMUNICATION SERVICES	.00	.00	.00	6,142.50	-6,142.50	.00
920140	DATA PROCESSING SERVICES	.00	6,298.25	.00	6,298.25	-6,298.25	.00
920202	CONFERENCES	5,000.00	.00	.00	8,263.54	-3,263.54	1.65
920204	TRAINING	.00	.00	.00	.00	.00	.00
960070	AUTO/TRAVEL EXPENSES	1,500.00	.00	.00	1,091.27	408.73	.73
960210	SPECIAL EVENT PROGRAMMING	.00	1,200.00	.00	3,180.35	-3,180.35	.00
960990	MISC CONTRACTUAL SVCS	38,000.00	600.00	.00	23,646.05	14,353.95	.62
TOTAL	CONTRACTUAL SERVICES	48,000.00	8,098.25	.00	57,881.96	-9,881.96	1.21
970100	SUPPLIES	.00	233.82	.00	233.82	-233.82	.00
TOTAL	COMMODITIES	.00	233.82	.00	233.82	-233.82	.00
980400	EQUIPMENT	20,000.00	.00	.00	4,803.00	15,197.00	.24
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	4,803.00	15,197.00	.24
TOTAL	IL LIBRARY PER CAP GRANT	68,000.00	8,332.07	.00	62,938.78	5,061.22	.93
TOTAL	CIVIC & CULTURE	4,179,809.00	238,496.01	.00	2,217,048.67	1,962,760.33	.53
TOTAL	PUBLIC LIBRARY FUND	4,179,809.00	238,496.01	.00	2,217,048.67	1,962,760.33	.53
TOTAL REPORT		4,179,809.00	238,496.01	.00	2,217,048.67	1,962,760.33	.53

09/11/00

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

ACCOUNTING PERIOD: 8/00

SELECTION CRITERIA: expledgr.fund in ('2110', '2130', '202', '413')

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	9,949.09	.00	91,663.97	-26,563.97	2.07
930010	R & M EQUIPMENT	.00	.00	.00	5,720.07	-5,720.07	.00
960990	MISC CONTRACTUAL SVCS	.00	1,662.00	.00	20,459.09	-20,459.09	.00
TOTAL	CONTRACTUAL SERVICES	25,000.00	11,611.09	.00	77,843.13	-52,843.13	3.11
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	6,291.50	93,748.50	.06
980400	EQUIPMENT	.00	-37,727.37	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	500,000.00	-378,027.78	.00	.00	500,060.00	.00
TOTAL	CAPITAL EXPENDITURES	600,000.00	-415,755.15	.00	6,291.50	593,748.50	.01
TOTAL	LIBRARY CAPITAL PROJ FUND	635,000.00	-404,144.06	.00	84,094.63	536,903.37	.13
TOTAL	LIBRARY CAPITAL PROJ FUND	635,000.00	-404,144.06	.00	84,094.63	536,903.37	.13

09/11/00
ACCOUNTING PERIOD: 8/00

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expledgr.fund in ('2110','2130','202','413')

FUND - 415 - FF & E - LIBRARY
FUNCTION - 415 - FF & E - LIBRARY

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	VTD/ 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
980400	EQUIPMENT	.00	131,840.20	.00	131,840.20	-131,840.20	.00
980600	FURNITURE & FIXTURES	.00	686,888.91	.00	1,095,052.74	-1,095,052.74	.00
TOTAL	CAPITAL EXPENDITURES	1,800,000.00	818,729.11	.00	1,226,892.94	573,107.06	.68
TOTAL	FF & E - LIBRARY	1,800,000.00	818,729.11	.00	1,230,032.94	569,967.06	.68
TOTAL	FF & E - LIBRARY	1,800,000.00	818,729.11	.00	1,230,032.94	569,967.06	.68
TOTAL REPORT		2,435,000.00	414,985.05	.00	1,314,127.57	1,120,872.43	.54



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IX

BOARD OF TRUSTEES
Minutes of the Management Committee Meeting
August 14, 2000

Chair: Ellen Yearwood
 Present: Inara Brubaker, Eldon Burk, Ellen Yearwood, Rhys Read, John Burke,
 Sandra Norlin, Martha Sloan, Hector Marino, Carol Kidd.

Call to Order: 5:05 PM by Ellen Yearwood.

Sandra Norlin reported that the Committee would discuss Job Classification Upgrades and Meeting Room Policy.

Sandra Norlin distributed current and revised policies for the Public Meeting Room Use and the explanation of changes prepared by the Program/Meeting Room Committee. The major changes are to limit the public meeting rooms to Des Plaines groups, and to restrict "for profit" organizations from using the meeting rooms. Ellen Yearwood asked if the room request form would include the patrons library card number and Martha Sloan responded that it would. Ellen then requested that the library insure that the number is valid and Martha replied that registration will verify the number.

Inara Brubaker requested the following changes be made to the newly revised policy:

7. As a courtesy, the library requests that groups notify the Registration Desk of a cancellation no less than 24 hours before the scheduled meeting.
8. The library reserves the right to change or cancel meeting room reservations due to unusual circumstances and will notify groups within 48 hours of the meeting date.

Eldon Burk stressed that there are more rooms now, so that cancellations should not be necessary. Inara Brubaker asked for a definition of the available rooms be placed in the policy and Sandra Norlin responded that the meeting room form would have the room information.

John Burke complimented the staff on a well-written policy.

MOTION by John Burke, seconded by Inara Brubaker, to approve the Des Plaines Public Library Public Meeting Room Use Policy. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Sandra Norlin distributed copies of new and revised job descriptions for Assistant Head of Circulation, Acquisitions/Serials Assistant, Technical Services Manager, Maintenance Assistant, Program Manager and Mobile Library Driver/Assistant. Sandra reported that the Acquisitions/Serials Assistant will receive a 5% increase retroactive to her anniversary date.

MOTION by John Burke, seconded by Inara Brubaker, to approve the new and revised job descriptions for Assistant Head of Circulation, Acquisitions/Serials Assistant, Technical Services Manager, Maintenance Assistant, Program Manager and Mobile Library Driver/Assistant. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Meeting adjourned at 6:00 PM.

Minutes prepared by Carol Kidd.

Aug. 2000 Holdings

	Last Month	This Month	Change	Percent Change
Books	188,785	190,206	1421	0.8%
Audio	16,473	16,565	92	0.6%
Video	10,472	10,547	75	0.7%
Puzzles and Games	589	539	-50	-8.5%
Realia	234	234	0	0.0%
Pamphlets	1,337	1,337	0	0.0%
<hr/>				
Total	217,890	219,428	1538	0.7%

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT
August 2000

		% Change	
Total 1999 to Date:	507,514	Total 2000 to Date:	450,248 -11.28%
August 1999:	63,690	August 2000:	46,007 -27.76%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>		
	CHILDREN	1999	2000	1999	2000	1999	2000
Non Fiction		3,092	2,637	320	311	3,412	2,948
Fiction		9,561	9,685	657	684	10,218	10,369
Foreign Language Non Fiction		27	32	2	4	29	36
Foreign Language Fiction		104	70	32	31	136	101
Periodicals		189	257	77	20	266	277
Compact Discs		397	395	30	21	427	416
Audio Cassettes		300	298	23	11	323	309
Audio Kits		412	188	33	40	445	228
Puzzles		323	225	25	24	348	249
Games		89	55	8	6	97	61
Audio Books		179	153	5	9	184	162
Video Fiction		2,586	1,799	194	215	2,780	2,014
Video Non Fiction		1,220	778	26	31	1,246	809
DVD		9	40	0	0	9	40
CD ROMs		665	574	0	0	665	574
SUB TOTAL		19,153	17,186	1,432	1,407	20,585	18,593
ADULT							
Non Fiction		10,153	5,825	161	110	10,314	5,935
Fiction		8,401	5,077	298	343	8,699	5,420
Large Type		985	694	76	224	1,061	918
Foreign Language Non Fiction		148	123	6	2	154	125
Foreign Language Fiction		409	235	12	3	421	238
High School Collection		129	186	1	1	130	187
Periodicals		2,151	1,699	133	130	2,284	1,829
Pamphlets		32	7	0	0	32	7
Compact Discs		4,500	4,139	323	258	4,823	4,397
Audio Cassettes		418	323	12	10	430	333
Puzzles		16	0	8	3	24	3
Pictures		85	44	0	0	85	44
Audio Books		1,845	1,103	17	48	1,862	1,151
CD ROMs		213	107	0	0	213	107
Video Fiction		8,105	4,151	296	235	8,401	4,386
Video Non Fiction		3,656	1,795	16	25	3,672	1,820
DVD		428	500	0	0	428	500
Misc. Formats		64	14	0	0	64	14
		41,738	26,022	1,359	1,392	43,097	27,414
Supersedes		0	0	8	0	8	0
GRAND TOTAL		60,891	43,208 **	2,799 *	2,799 **	63,690	46,007
Self Check		2,501	4,973	0	0	2,501	4,973

* In 1999, Mobile Library down six days for servicing.

** In 2000, Mobile Library down five days for servicing and Main Library closed 13 days due to move.

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	3,419	889	2,948	0	0	0	0	32,869
Fiction	11,234	11,537	12,418	9,986	8,787	10,298	2,822	10,369	0	0	0	0	77,451
Foreign Language Non Fiction	52	61	69	54	46	39	8	36	0	0	0	0	365
Foreign Language Fiction	242	227	310	215	178	132	49	101	0	0	0	0	1,454
Periodicals	191	211	210	156	148	108	63	277	0	0	0	0	1,364
Compact Discs	395	416	463	410	386	378	100	416	0	0	0	0	2,964
Audio Cassettes	259	269	256	204	222	277	69	309	0	0	0	0	1,865
Audio Kits	443	413	452	323	283	286	117	228	0	0	0	0	2,545
Puzzles	389	384	391	293	300	285	54	249	0	0	0	0	2,345
Games	115	110	112	69	70	67	12	61	0	0	0	0	616
Audio Books	200	143	209	168	144	260	89	162	0	0	0	0	1,375
Video Fiction	3,157	3,089	3,399	2,980	2,844	2,829	950	2,014	0	0	0	0	21,262
Video Non Fiction	1,204	1,404	1,447	1,251	1,050	992	228	809	0	0	0	0	8,385
DVD	29	34	64	54	63	59	16	40	0	0	0	0	359
CD ROMs	633	693	779	681	676	653	108	574	0	0	0	0	4,797
SUB TOTAL	23,835	24,613	26,254	21,835	19,230	20,082	5,574	18,593	0	0	0	0	160,016
ADULT													
Non Fiction	10,444	10,883	11,887	11,367	9,662	9,899	2,550	5,935	0	0	0	0	72,627
Fiction	7,047	6,921	7,529	7,027	7,126	8,764	3,092	5,420	0	0	0	0	52,926
Large Type	919	848	1,000	911	1,039	1,352	383	918	0	0	0	0	7,370
Foreign Language Non Fiction	159	197	175	175	158	169	44	125	0	0	0	0	1,202
Foreign Language Fiction	452	369	424	365	404	450	127	238	0	0	0	0	2,829
High School	104	133	168	110	130	187	67	187	0	0	0	0	1,086
Periodicals	2,238	2,294	2,557	2,394	2,228	1,982	617	1,829	0	0	0	0	16,139
Pamphlets	15	10	39	32	17	22	0	7	0	0	0	0	142
Compact Discs	5,065	5,176	5,897	5,306	5,261	5,209	1,492	4,397	0	0	0	0	37,803
Audio Cassettes	369	357	368	393	329	343	107	333	0	0	0	0	2,599
Puzzles	23	14	15	9	12	19	5	3	0	0	0	0	100
Pictures	69	50	71	61	79	48	20	44	0	0	0	0	442
Audio Books	1,600	1,564	1,703	1,699	1,677	2,076	504	1,151	0	0	0	0	11,974
CD ROMs	183	181	190	169	160	180	34	107	0	0	0	0	1,204
Video Fiction	8,691	7,894	8,580	7,415	7,108	7,346	2,527	4,386	0	0	0	0	53,947
Video Non Fiction	3,432	3,607	3,869	3,235	2,913	3,054	915	1,820	0	0	0	0	22,845
DVD	577	541	556	689	788	761	280	500	0	0	0	0	4,692
Misc. Formats	64	38	48	35	34	68	4	14	0	0	0	0	305
SUB TOTAL	41,451	41,077	45,076	41,392	39,125	41,929	12,768	27,414	0	0	0	0	290,232
Supersedes	0	0	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	65,286	65,690	71,330	63,227	58,355	62,011	18,342	46,007	0	0	0	0	450,248
Self Check	1,826	2,240	2,080	1,819	1,550	1,900	519	4,973	0	0	0	0	16,907
Days Closed/Out of Service	0	2/3-----1	0	0	0	10	22-----9	13-----5	0	0	0	0	60

Mobile Library 2000

CHILDREN	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Non Fiction	925	868	773	803	783	205	245	311					4,913
Fiction	1,226	1,374	1,401	1,347	1,190	477	531	684					8,230
Foreign Language Non Fiction	18	22	22	12	18	5	6	4					107
Foreign Language Fiction	70	84	100	68	75	31	17	31					476
Periodicals	62	60	66	62	65	14	18	20					367
Compact Discs	48	47	63	64	61	40	12	21					356
Audio Cassettes	12	16	14	25	14	1	16	11					109
Audio Kits	54	52	46	38	54	15	14	40					313
Puzzles	29	41	45	39	35	23	23	24					259
Games	21	27	29	12	24	3	4	6					126
Audio Books	4	9	10	5	5	2	7	9					51
Video Fiction	381	378	423	401	402	114	209	215					2,523
Video Non Fiction	65	78	90	83	76	19	31	31					473
DVD	0	0	0	0	0	0	3	0					3
CD ROMs	0	0	1	1	4	0	1	0					7
SUB TOTAL	2,915	3,056	3,083	2,960	2,806	949	1,137	1,407	0	0	0	0	18,313
ADULT													
Non Fiction	328	299	282	277	248	138	136	110					1,818
Fiction	414	364	376	361	375	359	507	343					3,099
Large Type	97	93	148	100	197	254	56	224					1,169
Foreign Language Non Fiction	11	20	14	14	7	0	4	2					72
Foreign Language Fiction	2	6	6	4	4	0	2	3					27
High School	1	0	6	2	3	2	4	1					19
Periodicals	163	148	185	181	138	102	103	130					1,150
Pamphlets	0	0	0	0	0	0	0	0					0
Compact Discs	446	460	448	476	507	285	216	258					3,096
Audio Cassettes	24	17	17	24	18	10	4	10					124
Puzzles	7	6	7	3	5	0	1	3					32
Pictures	0	0	0	2	3	0	1	0					6
Audio Books	32	21	42	57	59	23	42	48					324
CD ROMs	0	3	4	1	3	0	0	0					11
Video Fiction	405	406	444	419	418	169	259	235					2,755
Video Non Fiction	54	67	84	71	82	31	21	25					435
DVD	0	1	1	0	0	0	33	0					35
Misc. Formats	1	3	3	2	1	4	1	0					15
SUB TOTAL	1,985	1,914	2,067	1,994	2,068	1,377	1,390	1,392	0	0	0	0	14,187
Supersedes													0
GRAND TOTAL	4,900	4,970	5,150	4,954	4,874	2,326	2,527	2,799	0	0	0	0	32,500
Out of Service (days)		1				10	9	5					25
Out of Service Description		snow				maintenance	move	service					

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	3,214	644	2,637					27,956
Fiction	10,008	10,163	11,017	8,639	7,597	9,821	2,291	9,685					69,221
Foreign Language Non Fiction	34	39	47	42	28	34	2	32					258
Foreign Language Fiction	172	143	210	147	103	101	32	70					978
Periodicals	129	151	144	94	83	94	45	257					997
Compact Discs	347	369	400	346	325	338	88	395					2,608
Audio Cassettes	247	253	242	179	208	276	53	298					1,756
Audio Kits	389	361	406	285	229	271	103	188					2,232
Puzzles	360	343	346	254	265	262	31	225					2,086
Games	94	83	83	57	46	64	8	55					490
Audio Books	196	134	199	163	139	258	82	153					1,324
Video Fiction	2,776	2,711	2,976	2,579	2,442	2,715	741	1,799					18,739
Video Non Fiction	1,139	1,326	1,357	1,168	974	973	197	778					7,912
DVD	29	34	64	54	63	59	13	40					356
CD ROMs	633	693	778	680	672	653	107	574					4,790
SUB TOTAL	20,920	21,557	23,171	18,875	16,424	19,133	4,437	17,186	0	0	0	0	141,703
ADULT													
Non Fiction	10,116	10,584	11,605	11,090	9,414	9,761	2,414	5,825					70,809
Fiction	6,633	6,557	7,153	6,666	6,751	8,405	2,585	5,077					49,827
Large Type	822	755	852	811	842	1098	327	694					6,201
Foreign Language Non Fiction	148	177	161	161	151	169	40	123					1,130
Foreign Language Fiction	450	363	418	361	400	450	125	235					2,802
High School	103	133	162	108	127	185	63	186					1,067
Periodicals	2,075	2,146	2,372	2,213	2,090	1,880	514	1,699					14,989
Pamphlets	15	10	39	32	17	22	0	7					142
Compact Discs	4,619	4,716	5,449	4,830	4,754	4,924	1,276	4,139					34,707
Audio Cassettes	345	340	351	369	311	333	103	323					2,475
Puzzles	16	8	8	6	7	19	4	0					68
Pictures	69	50	71	59	76	48	19	44					436
Audio Books	1,568	1,543	1,661	1,642	1,618	2,053	462	1,103					11,650
CD ROMs	183	178	186	168	157	180	34	107					1,193
Video Fiction	8,286	7,488	8,136	6,996	6,690	7,177	2,268	4,151					51,192
Video Non Fiction	3,378	3,540	3,785	3,164	2,831	3,023	894	1,795					22,410
DVD	577	540	555	689	788	761	247	500					4,657
Misc. Formats	63	35	45	33	33	64	3	14					290
SUB TOTAL	39,466	39,163	43,009	39,398	37,057	40,552	11,378	26,022	0	0	0	0	276,045
Supersedes													0
GRAND TOTAL	60,386	60,720	66,180	58,273	53,481	59,685	15,815	43,208	0	0	0	0	417,748
Self Check	1,826	2,240	2,080	1,819	1,550	1,900	519	4,973					16,907
Days Closed		2/3					22	13					35

XIII

REGISTRATION SERVICES REPORT FOR AUGUST 2000

I. LIBRARY CARD REGISTRATION SERVICES

<u>August 1999</u>	<u>July 2000</u>	<u>August 2000</u>	<u>Year to Date</u> <u>1999</u>	<u>Year to Date</u> <u>2000</u>	<u>% Change</u>
756	147	1,290	5,501	5,566	1.2%
A.	New Registrations			646	
B.	Renewals			558	
C.	Non-Resident Cards			86	
D.	Off-line Library Cards			0	
	Total			1,290	

II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	0
2.	Number of Meeting Room Uses	2
3.	Cab cards and Other Registrations	0
4.	LAN Discs Sold	0
	(Year to Date - 15)	
6.	Reading Edge Users	0
	Total	2

III. TOTAL NUMBER OF REGISTERED BORROWERS

August 1999	34,397	(64.4% of Population)
August 2000	37,994	(71.1% of Population)

CIRCULATION REPORT FOR AUGUST 2000
Page 2

PATRON ATTENDANCE COUNT

<u>August 1999</u>	<u>July 2000</u>	<u>August 2000</u>	Year to Date <u>1999</u>	Year to Date <u>2000</u>	<u>% Change</u>
28,926	5,988	11,867	219,034	180,662	(-21%)

RECIPROCAL BORROWING
 (Materials Lent)

	August 1999	August 2000	<u>% Change</u>
NLS	8,089	4,145	(-95.2%)
OTHER SYSTEMS	1,398	1,213	(-15.3%)
TOTAL	9,487	5,358	(-77.1%)

INTERLIBRARY LOAN

Sent	823 823
Received	189

**The library closed on July 17, 2000 and did not reopen until August 14, 2000.

**DES PLAINES PUBLIC LIBRARY
ADULT PATRON ASSISTANCE
AUGUST
2000**

Assistance	<u>Number</u>	<u>Total</u>
1. Computer Lab	55	
2. Internet	169	
3. LAN Databases	76	
4. Tax Forms	9	
5. Directional	1,577	
Total		1,886

Reference Services

1. Specific item request	1,496	
2. Ready reference	437	
3. In-Depth Reference	60	
4. Internet/Electronic Reference	67	
5. E-mail requests	0	
6. Interlibrary Loan Requests	149	
7. Referrals	45	
8. Readers Advisory	82	
Total		2,336

GRAND TOTAL

4,222

Internet Usage	=	1,444
Computer Lab Usage	=	105

**CHILDREN'S PATRON ASSISTANCE
AUGUST 2000**

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Computer Sign-up	703	
2. Program Sign-up	204	
3. Equipment Repair & Assistance	282	
4. Directional Questions	449	
5. ILL & Patron Holds	21	
Total		1,659
<u>In-House Circulation</u>	<u>Number</u>	
1. Train Sets	164	
2. Periodicals	5	
3. Textbooks	2	
4. Reserve Books	8	
Total		179
<u>Reference</u>	<u>Number</u>	
1. Specific Item Request	499	
2. Reference	311	
3. Reader's Advisory	39	
4. Referrals to Other Libraries	1	
Total		850
GRAND TOTAL		2,688

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM AUGUST 2000**

	<u>Times Used</u>	<u>Attendance</u>
Library Sponsored Adult Programs		
Friends of the Library	1	20
Management Committee	1	8
Finance Committee	2	14
Grand Opening Advisory Committee	1	10
Pepsco/ICMA Employee Meeting	1	15
Employee Insurance Meeting	1	31
Page Meeting	2	35
Total	9	133
Outside Community Groups		
City Streetscape	1	50
Total	1	50
Other		
Library Board Meeting	1	16
Total	1	16
Library Sponsored Children's Programs		
Central School Tour	2	45
Total	2	45
Grand Total	13	244

August Total = 13 groups involving 244 people.
2000 Year to Date Total 309 groups involving 5,208.



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XIV

Minutes of Grand Opening Advisory Committee August 10, 2000

Chair: Eldon Burk
 Present: Sandra Norlin, Eldon Burk, Susan Burrows, Martha Sloan, Mary Ann Brown,
 Christine Posinger, Leslie Steiner, Charlotte Storer.

Eldon Burk called the meeting to order at 4:04 PM.

Eldon reported that he would send a letter to all dignitaries asking them to speak at the Grand Opening on September 24, 2000. The opening ceremonies will begin at 1:00 PM and last approximately 20 – 30 minutes.

All performers for the Grand Opening have been booked.

Susan Burrows reported that the cookies for the celebration are to be picked up on Friday, September 22 or Saturday, September 23. Christine Posinger reported that 50 gallons of strawberry lemonade and 50 gallons of regular lemonade have been ordered. Christine Posinger will contact the Junior Woman's Club to ask if they will serve the lemonade.

Eldon Burk will contact Sysco for the possible donation of napkins and tablecloths.

Leslie Steiner will contact Library Cable Network to confirm the production of a video montage at a cost of \$300.00.

Mary Ann Brown reported that the VCR donated by Alderman Sayad will be used as one of the prizes and Mary Ann will contact McDonald's for a donation of coupons for french fries.

Charlotte Storer reported that the Friends will sell memberships on September 24 and asked that a table be set up.

Susan Burrows reported that flowers for the Grand Opening will be donated by Pesches.

The next meeting is scheduled for Tuesday, September 5, 2000 at 4:00 PM.

Meeting adjourned at 5:04 PM.

Minutes prepared by Leslie Steiner and Carol Kidd.



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XIV

BOARD OF TRUSTEES Minutes of the Grand Opening Advisory Committee September 5, 2000

Chair: Eldon Burk
 Present: Christine Posinger, Martha Sloan, Charlotte Storer, Gail Bradley, Eldon Burk, Mary Ann Brown, Carol Kidd.

The meeting was called to order by Chairman Eldon Burk at 4:08 PM.

Eldon Burk stated that a media blitz be started as soon as possible and made the following recommendations for publicity:

1. Banners be hung in the front and rear entrances of the library.
2. Press releases each week.
3. Contact District 62 and Maine West High School to advise of Grand Opening date and time.
4. Contact Karen Henricksen for coverage on government access cable television.

Eldon reported that he has received few responses from dignitaries and asked that dignitaries be contacted a week before the ceremony.

The Des Plaines Historical Society will present a program on Des Plaines history on the fourth floor terrace.

The quarterly newsletter will be mailed within the next week to all Des Plaines residents and will include a schedule of events for the Grand Opening. There are 5,000 extra copies of the newsletter that will be available for distribution on September 24. Eldon asked that an easel be set up on each floor to display the schedule of events.

Christine Posinger asked that performers be allowed to park closer to the building for ease in transporting equipment. Christine will ask Gary Valente to schedule a monitor to oversee the parking garage and place cones in reserved parking spaces for dignitaries and performers. Gary will be asked to have monitors present at 12:00 PM.

0825

Christine also reported that risers can be rented for \$60.00 each for a 4' x 8' riser with a delivery charge of \$40.00. Eldon Burk responded that he will check to see if risers can be borrowed from a local high school. The Committee discussed setting up 100 folding chairs outside the building. The Public Works department will loan the library their public address system.

Christine Posinger will order skirts and tablecloths for all tables.

Mary Ann Brown reported that one child from each school (grade school and junior high school) will participate in the ribbon cutting ceremony. The students will arrive at 12:45 PM and will meet in the parking lot.

Charlotte Storer reported that the Friends of the Library will distribute refrigerator magnets and advertise their booksale.

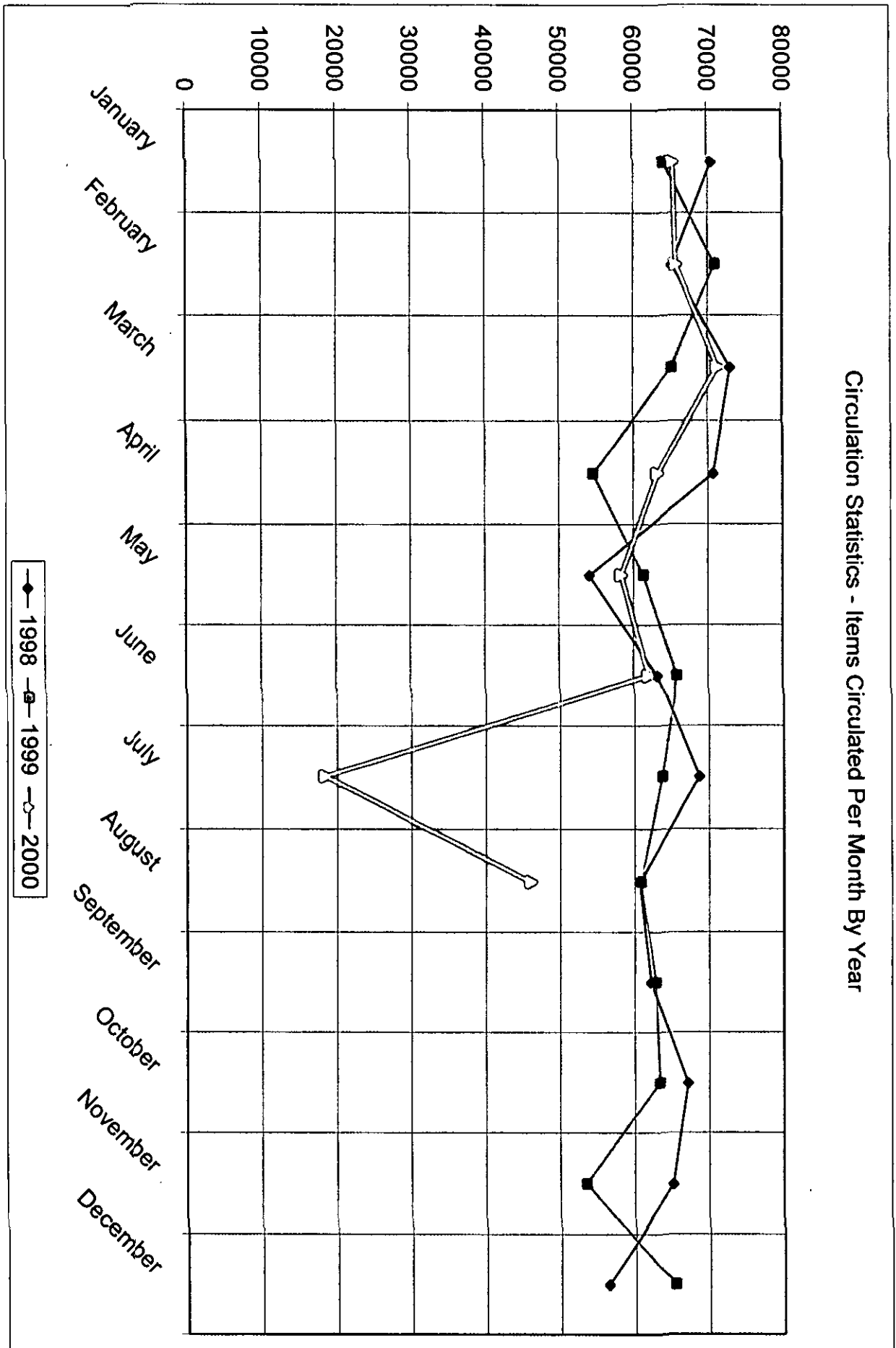
Eldon Burk reported that the donor plaques will not be completed by September 24 and asked Public Information Services to provide computer generated cardboard plaques for the Grand Opening. Eldon will supply the names of the donors to Gail Bradley.

The portrait of the late Mayor Paul Jung will be hung by the first floor elevators.

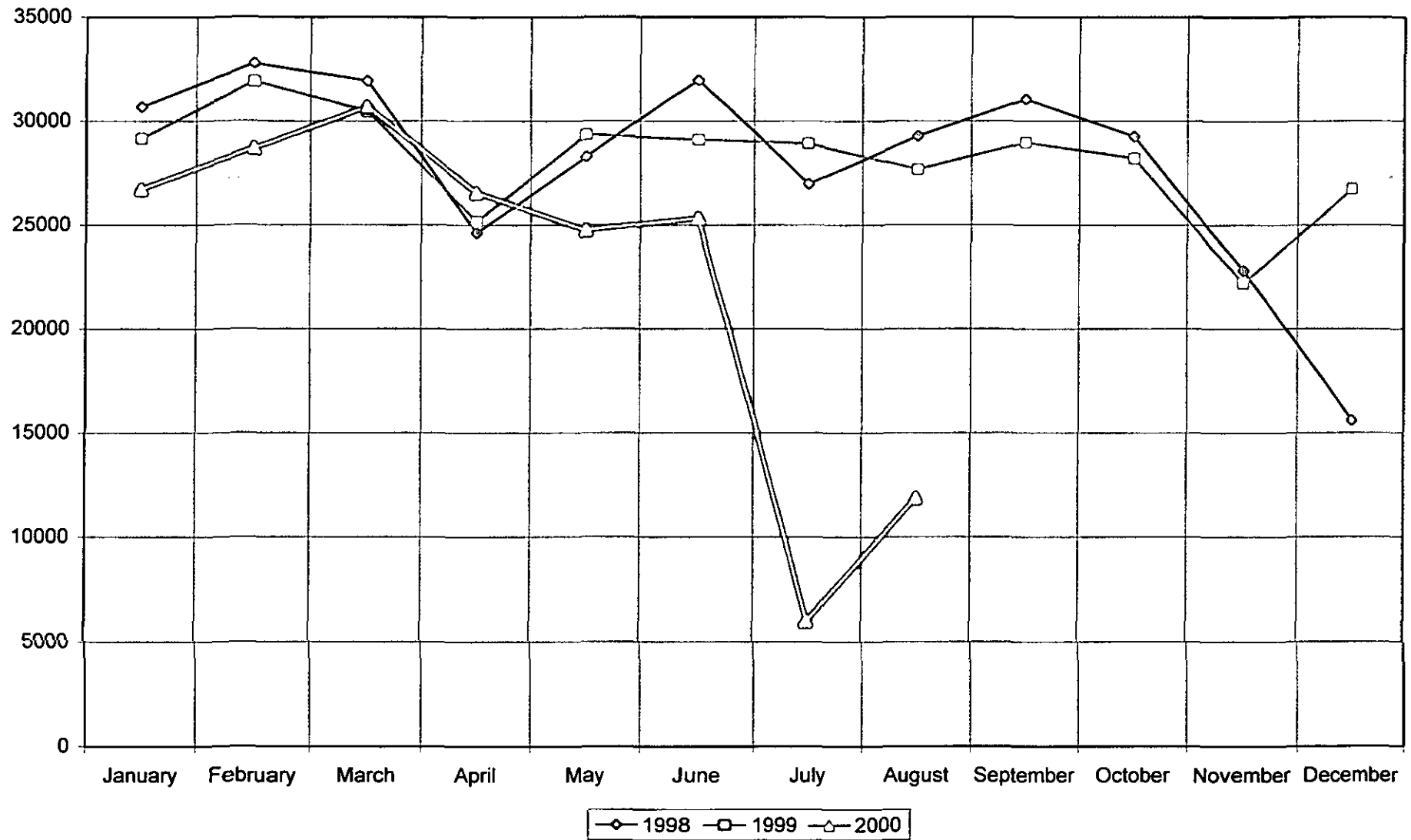
The next meeting is scheduled for Tuesday, September 19, 2000 at 6:30 PM.

Minutes prepared by Carol Kidd.

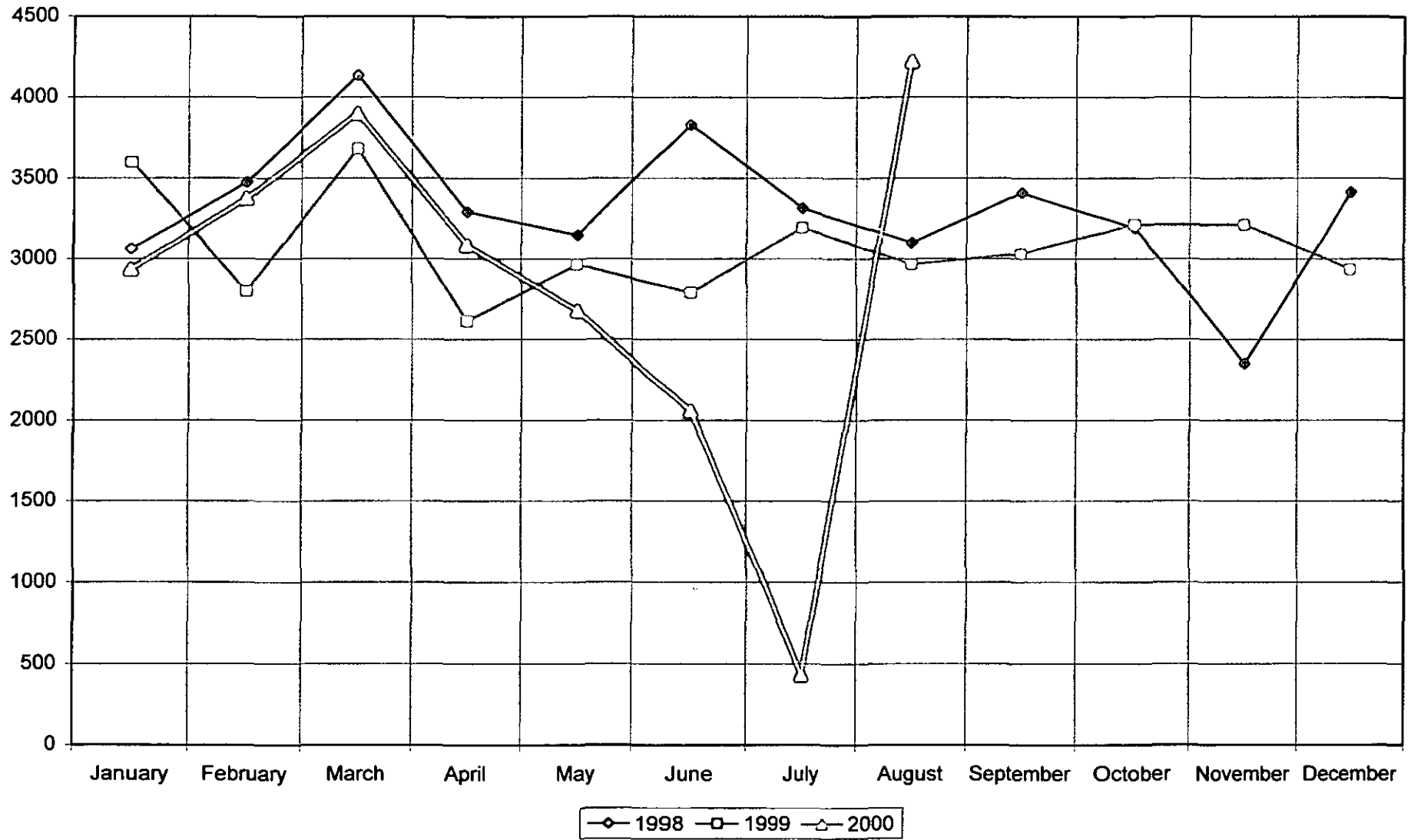
Circulation Statistics - Items Circulated Per Month By Year



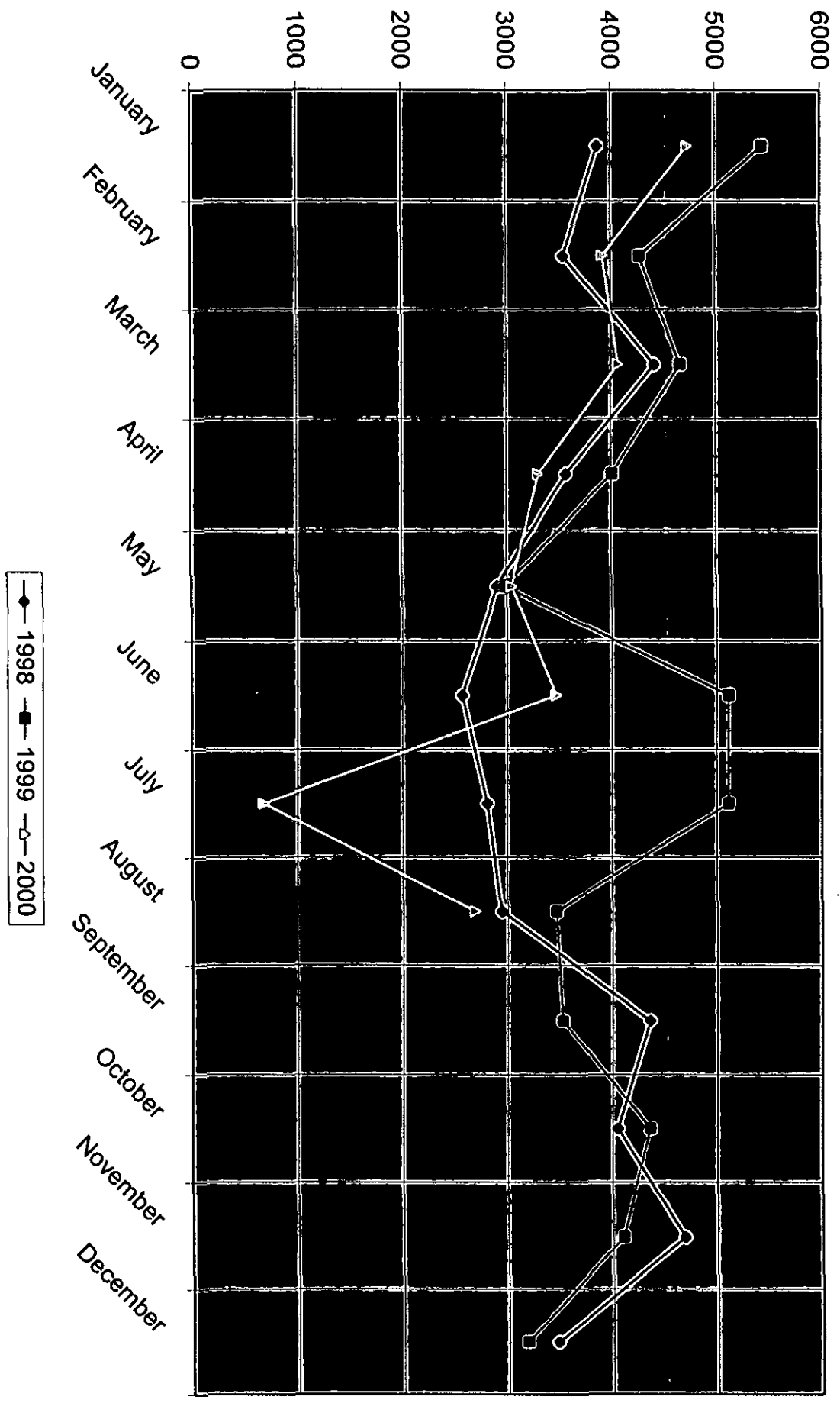
Patron Attendance - August 2000



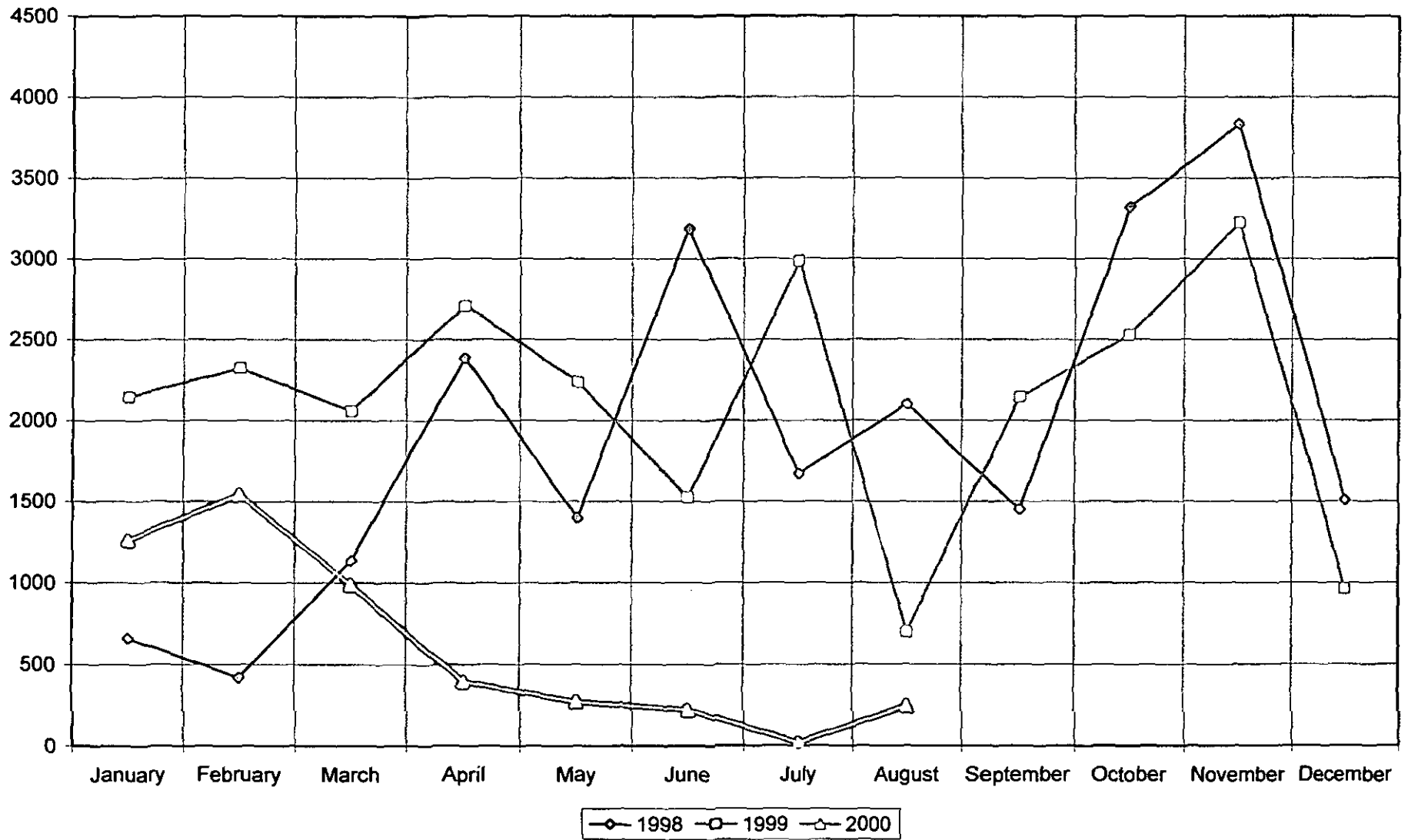
Adult Patron Assistance - August 2000



Children's Patron Assistance - August 2000



Meeting Room Attendance - August 2000





**NORTH
SUBURBAN
LIBRARY
SYSTEM**

Board of Directors

William S. Seiden
President
Deerfield Public Library

Donald Roalkvam
Vice President
Indian Trails Public
Library District

Bruce Ente
Secretary
Wilmette Public Library

Paul Kaplan
Treasurer
Elk Grove Village
Public Library

Jo Auerbach
Brook Public Library

Mimi Black
Ela Area Public
Library District

Tom L. Buchta
College of Lake County

Marie Caviness
Grayslake Area Public
Library District

Lillian Faber
School District #15

G. Victor Johnson
Arlington Heights Memorial
Library

Patricia Groh
Skokie Public Library

Corinne Roth
Rolling Meadows Library

Harold Sterling
Schaumburg Township
District Library

Edward Valauskas
Chicago Horticultural
Society

Richard Wallens
Lake Villa Area Public
Library District

Sarah Ann Long
System Director

M E M O R A N D U M

TO: NSLS Public Library Directors
NSLS Board Presidents

FROM: Sarah Ann Long *SM*

DATE: August 8, 2000

RE: Trustee Day at the ILA Annual Conference in Peoria

When the Illinois Library Association meets in Peoria this October, Saturday October 14 has been designated as Trustee Day. Attached please find all the details about this special day designed just for public library trustees. Register early (by August 18) and receive a discount on the registration.

It's an action packed agenda, full of suggestions, ideas and strategies that you can implement as soon as you get home. I hope to see you there.

700 W. Dundee Rd.

Wheeling, IL 60090-2799

847/459-1300

FAX 847/459-0380

Peoria Is Great

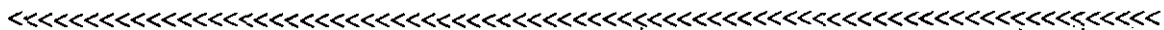
Come join the fun in Peoria this fall – it will be PIG heaven – and we'll learn so much, too!

Saturday, October 14 will be our day in Peoria – Trustee Day will be from 9:00 a.m. to 5:00 p.m.

Building a Better Board Team: a one-day seminar designed especially for trustees, presented by Dan Cain. This workshop is designed to help members of the board learn their roles and responsibilities and find ways to improve their board's operations. When trustees leave this workshop, they'll know what the board should and should not do, what the board should expect of the director, and how to solve the problems that keep your board team from effectively governing your library. Topics that will be covered include:

- . Commitment to the mission
- . Building the board team
- . The trustee's job description and how to stay in that role
- . Hiring the director and delegating management
- . Planning the future of the library
- . Monitoring/evaluating
- . Establishing policies to guide the library
- . Advocating for the library: lobbying, PR, securing adequate funding
- . The trustee's role in relation to the director's role
- . Preventing and resolving conflict on the board team
- . Better board meetings and board meeting ideas and other timely topics.

And, as always, we'll network, network! For more information, contact Jane Rowland 708-868-4349.



Please send registration form and payment to: Illinois Library Association, 33 West Grand Avenue, Suite 301, Chicago, IL 60610-4306 - or fax with credit card payment to: 312-644-1899.

Preconference	Early Bird (by 8/18)	Advance (by 9/22)	On-Site(after 9/22)
Trustee Day	\$70	\$90	\$100

Preconference attendees who plan to attend conference on Sunday, Monday or Tuesday should also register for the conference.

Full Conference			
ILA Trustee Member	\$75	\$95	\$110

Single Day (Circle One:	Sunday	Monday	Tuesday)	
ILA Trustee Member	\$50		\$70	\$90

Be sure to register for the early bird special!

0033

F R I E N D S



FRIENDS OF THE DES PLAINES PUBLIC LIBRARY • 1501 ELLINWOOD ST. • DES PLAINES, ILLINOIS 60016-4553

August 30, 2000

To: Des Plaines Library Board of Trustees

From: Friends of the Des Plaines Public Library

As you finalize the plans for the new library building the Friends of the Library would like to bring to your attention the services the Friends have contributed to the Des Plaines Library for probably over 50 years.

Many of the donations the Friends make to the Library do not lend themselves to any kind of permanent recognition. I refer to such things as programs, picnics and prizes. Some, however, do.

We refer particularly to the Computer Room we donated just a few years ago and the Meeting Room that has for many, many years been referred to as the Friends Meeting Room.

Please consider moving the plaque from the old Computer Room to a comparable area in the new building.

Also consider naming the large meeting room for the Friends... Friends Room A and Friends Room B has a very nice sound to our ears.

Thank you for your consideration in this matter. We will, of course, continue to be supportive of both programs and other items in the library.

We remain your friends from the Friends,

Charlotte Storer
President

Des Plaines Public Library

FF&E Budget
September 19, 2000Projected Expenses

	Current Projected Project Budget Expense		Future Capital Improvement Expense	Total
PROFESSIONAL SERVICE COSTS				
FF&E Designer	\$89,000.00	a	\$0.00	\$89,000.00
Owner Representative	\$30,000.00	a	\$0.00	\$30,000.00
Specialty Interior Designer	\$18,000.00	a	\$0.00	\$18,000.00
Specialty Interior Designer - Heritage Rm.	\$4,800.00	a	\$0.00	\$4,800.00
Art Consultant	\$16,000.00	a	\$0.00	\$16,000.00
Kinetic Sculpture Connection Engineering	\$8,000.00	a	\$0.00	\$8,000.00
Auction Consultant	\$45,000.00	a	\$0.00	\$45,000.00
CT Consultant	\$4,500.00	a	\$0.00	\$4,500.00
Addn'l Int. Des. Service for LBS contract change	\$2,400.00	a	\$0.00	\$2,400.00
Electrical Engineer fee for poke throughs	\$1,005.00	a	\$0.00	\$1,005.00
Reimbursables	\$15,000.00		\$0.00	\$15,000.00
Subtotal	\$233,705.00		\$0.00	\$233,705.00
FIXTURES, FURNISHINGS AND EQUIPMENT				
<u>Fixtures</u>				
Specialty Int. (see page 2)	\$220,805.10		\$0.00	\$220,805.10
<u>Furniture</u>				
Corporate Concepts (Kroll)	\$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	\$0.00	\$0.00
Reference Desks		Inc. in Corp Concepts	\$0.00	\$0.00
Misc. Furniture items		Inc. in Henricksen	\$18,900.00	\$18,900.00
<u>Equipment</u>				
Signage	\$42,129.82	a	\$0.00	\$42,129.82
Computers / IT/ Electrical (see page 2)	\$154,930.82	a,c	\$400,000.00	\$554,930.82
Telecommunications	\$43,572.00	a	\$0.00	\$43,572.00
Meeting Rms. / Audio Visual	\$39,260.00	a	\$0.00	\$39,260.00
Graphics Dept Work Stations	\$0.00	c	\$12,500.00	\$12,500.00
Self Checkout Stations	\$54,490.00	a	\$0.00	\$54,490.00
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	\$28,980.00	a	\$0.00	\$28,980.00
<u>Services</u>				
Move (includes technical move costs)	\$48,880.00	a	\$0.00	\$48,880.00
Subtotal	\$1,745,908.12		\$518,400.00	\$2,262,308.12
SUBTOTAL PROF. SERV. & FF&E	\$1,979,613.12			\$2,496,013.12
Contingency (5%) over all FF&E	\$98,980.66			\$124,800.66
Additional Funds Available	\$455,081.22			
TOTAL CONTINGENCY AVAILABLE	\$554,061.88			
DPL CHANGE ORDERS (See Breakdown Below)	\$445,058.95			\$445,058.95
ADJUSTED SBTL PROF. SERV. & FF&E	\$2,424,672.07			
TOTAL CONTINGENCY REMAINING	\$109,002.93			
TOTAL CURRENT COST	\$2,533,675.00			
TOTAL OVERALL PROJECT COST				\$3,065,872.73

Des Plaines Public Library

	Current Projected Project Budget Expense	Future Capital Improvement Expense	Total
<u>Special Interiors breakdown</u>			
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	\$14,814.00 a	\$0.00	\$14,814.00
Subtotal	\$220,805.10	\$0.00	\$220,805.10
<u>Computers / IT / Electrical breakdown</u>			
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	\$33,530.62 a	\$0.00	\$33,530.62
PC's	\$86,400.00 a	\$400,000.00	\$486,400.00
Subtotal	\$154,930.62	\$400,000.00	\$554,930.62
<u>Furniture Contracts</u>			
Corporate Concepts Base Contract - Knoll	\$522,752.84 a		
Corp. Concepts C/O #1	\$106,438.54 a	Future furniture	
Corp. Concepts C/O #2	\$2,148.18 a	Changes in work stations in the bookmobile workroom	
Corp. Concepts C/O #3	\$23,935.00 a	Contract to install the 3rd & 4th floor shelving	
Corp. Concepts C/O #4	\$10,913.52 a	Carrels that were not picked up in the future furniture change order	
Corp. Concepts C/O #5	\$401.50 a	Misseed 3 furniture panels in C/O #4	
Corp. Concepts C/O #6	\$182.79 a	Exchange of wiring harnesses/outlets for modular furniture	
Corp. Concepts C/O #7	\$4,877.50 a	21 added keyboards	
Corp. Concepts C/O #8	\$805.38 a	Added Furniture for the Lan Workroom 306	
Corp. Concepts C/O #9 pending	\$2,234.24 p	Additional carrels	
Corp. Concepts C/O #10 pending	\$418.00 p	Misc. cutting of tackboard and end panels for electrical/comm. Jacks	
Corp. Concepts C/O #11 pending (est)	\$5,810.00 p	Anchoring of the 90° shelving on the 4th floor	
Corp. Concepts C/O #12 pending (est) see below	\$5,090.00 p	grinding and install of the web stiffeners, reworking of 2nd flr. shelving	
Total for Corporate Concepts:	\$886,001.49		
Library Bureau Steel Base Contract - Shelving	\$117,066.93 a		
Library Bureau Steel C/O #1	\$11,500.72 a	Future shelving	
Library Bureau Steel C/O #2	\$2,500.00 a	Mistake on cost for Change Order #1	
Library Bureau Steel C/O #3	\$0.00 a	Changes to shelving in the 3rd floor workroom	
Library Bureau Steel C/O #4 pending (est)	(\$22,224.00) p	Reduction of shelving installation contract	
Library Bureau Steel C/O #5 pending (est)	\$3,500.00 p	Add'l cost for union labor to install 2nd flr. shelving and delay charges	
Library Bureau Steel C/O #6 pending (est)	(\$7,215.00) p	Back charge for work done in Corp. Conc. C/O #6	
Total for Library Bureau Steel:	\$105,128.65		
Henricksen Base Contract- Misc. Items	\$470,300.81 a		
Henricksen C/O #1	\$116,256.72 a	Future furniture	
Henricksen C/O #2	\$28,730.91 a	Heritage room	
Henricksen C/O #3	\$3,592.57 a	Wall clocks, pillows, etc.	
Henricksen C/O #4	\$3,300.00 a	Split cost for routing of end panel to produce flush appearance	
Henricksen C/O #5	\$9,443.95 a	Back panels for fish end panel	
Henricksen C/O #6	\$825.50 a	Routing of various end panels to accommodate the floor anchors	
Henricksen C/O #7 Pending	\$2,283.69 p	Rework of canopy tops on 2nd floor	
Total for Henricksen	\$834,514.15		
Total Furniture Base Contracts	\$1,110,120.58		
Total Furniture C/O to date	\$315,523.71		
TOTAL FURNITURE COST TO DATE	\$1,425,644.29		

Des Plaines Public Library

DPL BASE BUILDING CHANGE ORDERS (Items not budgeted for)

Furniture C/O's (See Breakdown Above)	\$315,523.71	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, 401 & 403)	\$996.00	a Split w/ City
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	a
Elect/Data Poke throughs	\$38,172.00	a Split w/ City
Additional safety sensors at sliding drs.	\$867.50	a Split w/ City
Security and hardware changes	\$23,880.25	a \$8000 additional paid by city
Bulletin Board in Children's Area	\$839.00	a
Brick engraving (Est)	\$15,416.47	a
Sculpture Support	\$15,200.00	a
Lowering of Tech room counter	\$1,000.00	p estimated - LCI to provide actual cost
Panic buttons on info and recp'n desks	\$3,750.81	p
AV elect. outlets	\$9,829.00	p 2nd floor meeting rooms
Allow. for First Security during sculpture hangin	\$1,500.00	p
TOTAL C/O's	\$445,058.95	

HERITAGE ROOM

Henricksen Furniture - see furniture breakdown above C/O #2		a
Leopardo Const.	\$14,814.00	a
Total Cost	\$14,814.00	a
Amount originally budgeted (approx.)	N/A	
Net Difference	N/A	

STAIR #1

Lohan Associates	\$1,500.00	a
Leopardo Construction	\$3,327.00	a
Total Cost	\$4,827.00	a

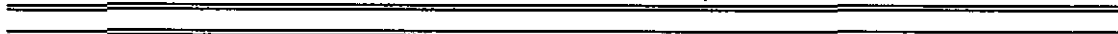
Fish Tank

Leopardo Construction	\$5,943.00	a
Aquarium	\$5,380.00	a
Total Cost	\$11,303.00	a
Amount originally budgeted	\$8,500.00	
Net Difference	(\$2,803.00)	

Boat

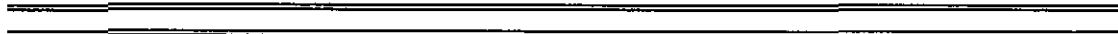
Boat and Crows nest const.	\$21,005.34	a
Prorated General Conditions	\$1,852.00	a
Total Cost	\$22,957.34	a
Amount originally budgeted	\$15,500.00	
Net Difference	(\$7,457.34)	

Des Plaines Public Library



Banners

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



Corporate Concepts C/O #8 -Pending estimate of cost

Grind Paint off of LBS web stiffeners	\$1,890.00
Install web stiffeners on 3rd flr.	\$1,275.00
Layout and move 2nd flr. Shelving (est)	<u>\$2,125.00</u>
Total Cost	\$5,090.00



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
Reference Desk Contribution	\$30,000.00
Brick sale / Donations	
-Brick Sales to date (11/09/99)	\$83,975.00
-Donations to date (8/15/00)	\$26,000.00
-Anticipated Heritage Room Donation	\$0.00
-Boef / Banner Donation	\$35,000.00
-Paul Jung campaign donation (est)	\$4,700.00
-Art donation (est)	\$4,000.00
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
	\$2,533,675.00
TOTAL REVENUE	\$2,533,675.00
CURRENT PROJECT BUDGET	\$2,533,675.00
NET DIFFERENCE	\$0.00

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

From: "Hutson, Ken" <KHutson@CCSOS.com>
To: "Sandra K. Norlin (E-mail)" <snorlin@desplaines.lib.il.us>
Copies to: "Betty Ritter (E-mail)" <bjritter@home.com>,
"Eldoneb@aol.com"
<Eldoneb@aol.com>
Subject: Last Proforma/ Budget Update
Date sent: Tue, 19 Sep 2000 16:14:02 -0500

Hi Sandra,
I have attached for your use tonight the updated Proforma for September. I anticipate that this will be my last update for the project. I believe it contains for the most part the most up to date info available. DPL will need to start comparing your actual expenses against the budget items to validate the final Proforma. I think that DPL may be doing slightly better than the remaining dollar figure of about \$109K. The reason being is that some categories like "Reimbursables" may not be fully used.

Also, I will not be at tonight's Board Meeting and I anticipate that last month was my final appearance in the capacity as your Owner Rep. for the project. (Please pass along my regards to everyone, as I will miss them and have enjoyed our working together.)

Please note that I will contact LBS tomorrow to move the final negotiation of their contract along. By now I'm certain that you have received my letter and the Lohan backup explaining what we feel the final adjustment should be. The letter tries to put the library in the most advantageous negotiating position as is possible. Everything that we could rationally back charge LBS on we did. (But please note that I made an error in addition in the summary letter that I wrote. The suggested final payment to LBS should be \$1,000.00 higher - \$30,596.99) I will try to resolve this issue, but the final decision on the contract settlement may come down to a board decision if LBS does not accept the terms that were put forth in the letter.

I hope that your vacation was wonderful and that it has been an easy transition for you back into work.

Ken.
<<FF&E actual 000919.xls>>
Kenneth M. Hutson, AIA

OWNER SERVICES GROUP, INC.
Objectively Managing the Building Process

200 West 22nd. Street
Lombard, Illinois 60148
email: khutson@ccsos.com
web: www.ccsos.com
voice: 630.916.7500
fax: 630.916.7502

OCTOBER 2000

0841

0980000000



1501 Ellinwood Street
Des Plaines, IL 60016-4553
847.827.5551 phone
847.827.7974 fax
www.desplaines.lib.il.us

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, OCTOBER 17, 2000

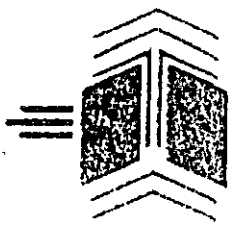
7:30 PM

Conference Room – Second Floor

Agenda:

- **FY2001 Budget**
- **Additional Signage**
- **Passenger Elevator Failures**
- **Library Bureau Steel – Outstanding Issues**
- **Executive Service Corps Proposal**
- **Staff Bonuses**

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

1501 Ellinwood Street
Des Plaines, IL 60016-4553
847.827.5551 phone
847.827.7974 fax
www.desplaines.lib.il.us

II

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
October 17 7:30 PM

- I. Call to Order. (7:30 PM)
- II. Consideration of the Agenda.
- III. Approval of Minutes of the Regular Board Meeting, September 19, 2000. (Action Item)
- IV. Public Comments and Questions.
- V. City Council Community Services Committee – Alderman Petersen.
- VI. Board Review of Department Activities.
- VII. Finance Report – Susan Burrows. (Action Item)(8:15 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. FY2001 Budget.
 - G. Library Foundation Advisory Committee Meeting, September 21, 2000.
- VIII. Building and Grounds Committee – Betty Ritter.
 - A. Signage.
 - B. Library Bureau Steel.
 - C. Surplus Property Auction.
- IX. Management Committee – Ellen Yearwood.
 - A. Employee Bonus Report.

- X. Planning Committee – John Burke.
 - A. Planning Committee Meeting – October 19, 2000, 5:30 PM.
 - B. Executive Service Corps Proposal for Board Development Program.

- XI. System Membership – John Ciborowski.

- XII. Friends of the Library – Inara Brubaker.

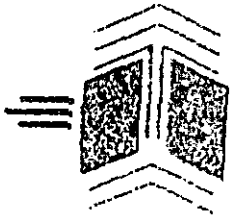
- XIII. Administrator's Report – Sandra Norlin.

- XIV. New Business. (9:00 PM)
 - A. Administrator's Evaluation Committee.
 - B. City Budget and Hearing Schedule.
 - C. City Council Meeting Attendance.
 - D. Attendance at Mayor's Address to Business, October 26, 2000, 7:30 PM, Café La Cave.

- XV. Announcements.

- XVI. Correspondence.

- XVII. Adjournment. (9:30 PM)



Des Plaines Public Library

1501 Ellinwood Street
Des Plaines, IL 60016-4553
847.827.5551 phone
847.827.7974 fax
www.desplaines.lib.il.us

III

BOARD OF TRUSTEES
Minutes of the Regular Meeting
September 19, 2000

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference on Tuesday, September 19, 2000. President Eldon Burk called the meeting to order at 7:34 PM.

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

Members Absent: Inara Brubaker.

Also Present: Administrator Sandra Norlin, Martha Sloan, Hector Marino, Leslie Steiner, Carol Kidd, Alderman Joyce Petersen, Kathy Kyrouac, Robert Blanchard.

MOTION by Susan Burrows, seconded by Ellen Yearwood to accept the agenda as amended by adding under XIV. New Business. B. Consideration of Special Request by Police Department for Meeting Room Use. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by Ellen Yearwood, to approve the Minutes of the regular Board Meeting of August 15, 2000, as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Petersen.

No report.

0815

WEBSITE PRESENTATION – Kathy Kyrouac

Leslie Steiner introduced Kathy Kyrouac, part-time Webmaster at the library. Kathy presented to the Board the redesigned website using a laptop computer and the overhead projector. The website will soon be launched to the public.

John Ciborowski entered the meeting at 7:52 PM, during the website presentation.

Sandra introduced Robert Blanchard, the new Head of Community Services.

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	\$ 3,966.20
2. Petty Cash Expenditures	\$ 0
3. Budget Expenditures for August	\$ 250,143.94
4. Expenditures Year to Date	\$ 2,154,109.89
5. Revenue for August	\$ 68,735.44
6. Revenue Year to Date	\$ 1,742,145.33

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

August 07, 2000	\$ 57,104.56
August 21, 2000	\$ 26,129.21
Total	\$ 83,233.77

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

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

August 07, 2000	\$ 57,104.56
August 21, 2000	\$ 26,129.21
Total	\$ 83,233.77

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

0817

MOTION by Susan Burrows, seconded by Ellen Yearwood, to approve, subject to audit, transfer entries to the Library account in August, 2000 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (August)	<u>\$96.58</u>
Total	\$96.58

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

Susan Burrows reported that she and Eldon Burk will meet with Anne Rose Johnson of the North Suburban Library Foundation on Thursday, September 21, 2000 at 10:00 AM to discuss the Des Plaines Public Library Fund.

William Grice entered the meeting at 8:23 PM.

BUILDING AND GROUNDS COMMITTEE – Betty Ritter, Chairman.

Betty Ritter distributed the FF&E Budget prepared by Ken Hutson of Owner Services Group, Inc. dated September 19, 2000. Betty reported that negotiations continue between Library Bureau Steel, Lohan Associates and Owner Services Group, Inc. The Board may be asked to make a decision on the final payment.

Sandra reported that a Change Order has been received from Lohan Associates for the wall mounted metal relief sculpture and for the design of the donor plaques. Eldon Burk asked Sandra to contact Lohan for a more detailed explanation of the sculpture.

MANAGEMENT COMMITTEE – Ellen Yearwood, Chairman.

No report.

PLANNING COMMITTEE - John Burke.

The next meeting will be held on Thursday, October 19, 2000 at 5:30 PM in the second floor conference room.

SYSTEM MEMBERSHIP – John Ciborowski.

No report.

FRIENDS OF THE LIBRARY – Inara Brubaker.

Inara Brubaker was absent. Carol Kidd reported that the Friends Roundtable will be held on September 26 at 7:00 PM and the general meeting will be held on Tuesday, November 28 at 7:00 PM. The book sale will be held on Saturday, November 4 and Sunday, November 5 and donations are now being accepted.

0818

ADMINISTRATOR'S REPORT

New employees for September are Robert Blanchard who began his position as Head of Community Services on September 5 and Laurie Papadourakis who began her position as part-time Library Assistant II on August 14.

The auction of surplus property from the 841 Graceland building will be scheduled after the Grand Opening ceremony.

Sandra reported that registration has been so brisk that the new library card supply is being deleted.

NEW BUSINESS

Eldon Burk reported that a Grand Opening Advisory Committee meeting was held on September 19, 2000 and all plans were finalized. The Grand Opening will be held on Sunday, September 24, 2000 between 1:00 PM and 5:00 PM.

Sandra reported that she received a phone call from Kevin O'Connell of the Des Plaines Police Department requesting the use of meeting rooms B and C for a consortium of police detectives from the suburban area.

MOTION by Susan Burrows, seconded by Betty Ritter, to approve an exception to the Meeting Room Use Policy for the meeting of a consortium of police detectives from the suburban area. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The Friends of the Library sent a letter to the Board requesting that the large meeting room be named the Friends Room.

MOTION by William Grice, seconded by Susan Burrows, to name the large meeting room The Friends Meeting Room. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Eldon Burk reported that the Oakton Pavillion will donate a new wheelchair for use between the parking garage and the building.

William Grice inquired about the feasibility of adding a book checkout on the third floor and Sandra Norlin responded that a checkout station would cost between \$20,000 and \$30,000. Ellen Yearwood suggested additional signage in the circulation area promoting the self-check machine.

CORRESPONDENCE

Sandra Norlin reported that final payment is promised for the Live & Learn Construction

Grant from the Illinois State Library.

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

The meeting adjourned at 9:42 PM.

Minutes prepared by Carol Kidd.

VII

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

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

1. Over the Counter Receipts	\$ 6,646.38
2. Petty Cash Expenditures	\$ 0
3. Budget Expenditures for September	\$ 313,810.89
4. Expenditures Year to Date	\$ 3,844,987.13
5. Revenue for September	\$ 9,917.52
6. Revenue Year to Date	\$ 2,030,310.51

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

September 05, 2000	\$ 54,571.41
September 18, 2000	\$ 51,021.10
Total	\$ 105,592.51

ROLL CALL VOTE AYES: _____ NAYS: _____

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

September 07, 2000	\$ 73,063.74
September 21, 2000	\$ 75,170.29
Total	\$ 148,234.03

ROLL CALL VOTE AYES: _____ NAYS: _____

MOTION BY _____ 2ND BY _____ to approve, subject to audit, transfer entries to the Library account in September, 2000 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (September)	\$142.04
Total	\$142.04

ROLL CALL VOTE
AYES: _____ NAYS: _____

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

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

1. Over the Counter Receipts	\$ 6,646.38
2. Petty Cash Expenditures	\$ 0
3. Budget Expenditures for September	\$ 262,653.84
4. Expenditures Year to Date	\$ 2,416,763.73
5. Revenue for September	\$ 9,342.09
6. Revenue Year to Date	\$ 1,751,488.21

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

September 05, 2000	\$ 43,531.28
September 18, 2000	\$ 26,216.41
Total	\$ 69,747.69

ROLL CALL VOTE AYES: _____ NAYS: _____

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

September 07, 2000	\$ 73,063.74
September 21, 2000	\$ 75,170.29
Total	\$ 148,234.03

ROLL CALL VOTE AYES: _____ NAYS: _____

MOTION BY _____ 2ND BY _____ to approve, subject to audit, transfer entries to the Library account in September, 2000 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (September)	\$142.04
Total	\$142.04

ROLL CALL VOTE
AYES: _____ NAYS: _____

VII

DES PLAINES PUBLIC LIBRARY

OVER THE COUNTER RECEIPTS - SEPTEMBER 2000

	September 1999	September 2000	1999 to Date	2000 to Date
Lost Materials	\$ 500.43	\$ 521.00	\$ 3,586.63	\$ 3,595.03
Fines	5,259.16	4,827.44	54,741.97	52,635.25
Damage	36.00	75.83	644.60	579.58
Fees	1,099.82	1,139.36	5,080.44	4,333.97
Copies	581.70	23.20	13,632.14	9,863.31
Miscellaneous	1,018.85	59.55	1,212.96	905.18
Totals	\$ 8,059.53	\$ 6,646.38	\$78,898.74	\$71,912.32

SELECTION CRITERIA: genLedgr.fund Ln ('201', '202', '415')

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	300.00	
102008	CASH PB DEPOSIT 276502401		405,710.62
102012	CASH IPTIP/FOA 7139200161	5,474.76	
102014	CASH FED INVT FRUST(FIT)	324.47	
	TOTAL CASH	6,799.23	405,710.62
104033	INVESTMENTS-DOWNING	39,682.20	
	TOTAL INVESTMENTS	39,682.20	00
112000	RECEIVABLE-PROPERTY TAXES	3,696,065.90	
	TOTAL ACCOUNTS RECEIVABLE	3,696,065.90	00
	TOTAL ASSETS	3,742,947.23	405,710.62
450030	ACCRUED LIAB-COMP ABSENCE		72,925.38
	TOTAL ACCRUED LIABILITIES	00	72,925.38
470000	DEFERRED REV-PROPERTY TAX		3,599,364.00
	TOTAL CURRENT LIABILITIES	00	3,772,289.38
	TOTAL LIABILITIES	00	3,772,289.38
	TOTAL SYSTEM CONTROL	5,660,011.51	3,931,297.21
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	6,660,011.51	6,224,558.74
	TOTAL PUBLIC LIBRARY FUND	10,402,558.74	10,402,558.74

06/00
ACCOUNTING PERIOD: 9/00

CITY OF DES PLAINES
BALANCE SHEET

SELECTION CRITERIA: genLedgr.fund in ('201', '202', '415')

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH PB DEPOSIT 276302401	164,211.63	
102012	CASH IPTIP/FOA 7139200161	13,048.97	
102014	CASH FED INUST TRUST(FIT)	1,135.77	
TOTAL CASH		178,396.27	.00
TOTAL ASSETS		178,396.27	.00
TOTAL SYSTEM CONTROL		743,285.05	913,246.87
730000	FUND BALANCE-UNRESERVED		3,414.45
TOTAL FUND EQUITY		.00	3,414.45
TOTAL EQUITIES		743,285.05	921,681.32
TOTAL LIBRARY CAPITAL PROJ FUND		921,681.32	921,681.32

ACCOUNTING PERIOD: 9/00

SELECTION CRITERIA: genledgr.fund ln ('201', '202', '415')

FUND - 415 - FF & E - LIBRARY

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH PD DEPOSIT 276502401	309.70	
102014	CASH FED INUST TRUST(FIT)	489,609.73	
	TOTAL CASH	490,409.43	.00
	TOTAL ASSETS	490,409.43	.00
	TOTAL SYSTEM CONTROL	3,056,499.57	1,300,000.00
730000	FUND BALANCE-UNRESERVED		1,746,909.00
	TOTAL FUND EQUITY	.00	1,746,909.00
	TOTAL EQUITIES	3,056,499.57	3,546,909.00
	TOTAL FF & E - LIBRARY	3,546,909.00	3,546,909.00
	TOTAL REPORT	14,871,149.06	14,871,149.06

SELECTION CRITERIA: revLedgr.Fund Id ('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
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	20,336.25	19,613.65	.51
810016	PROPERTY TAXES 1999	3,591,616.00	.00	.00	1,467,032.49	2,124,583.52	.41
TOTAL	PROPERTY TAXES	3,631,616.00	.00	.00	1,487,368.74	2,144,197.17	.41
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	3,724,604.00	.00	.00	1,580,356.74	2,144,197.17	.42
822040	STATE GRANT:PER CAPITA	66,768.00	.00	.00	63,394.45	373.55	.99
822080	STATE GRANT:LIBRARY TECH	21,232.00	.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	.00	.00	3,921.00	-3,921.00	.00
TOTAL	STATE GRANTS	88,000.00	.00	.00	71,310.45	16,689.55	.81
TOTAL	INTERGOVERNMENTAL REVENUE	88,000.00	.00	.00	71,310.45	16,689.55	.81
850102	LIBRARY FINES	90,000.00	7,016.45	.00	51,682.64	38,317.36	.57
TOTAL	FINES	90,000.00	7,016.45	.00	51,682.64	38,317.36	.57
850201	COPYING FEE	25,000.00	217.27	.00	3,901.07	19,098.93	.24
850215	SPECIAL PROGRAMS & EVENTS	10,000.00	.00	.00	2,923.00	7,077.00	.29
TOTAL	FEES AND SERVICES	35,000.00	217.27	.00	8,824.07	26,175.93	.25
TOTAL	FINES, FEES, AND SERVICES	125,000.00	7,233.72	.00	60,506.71	64,493.29	.48
890010	INTEREST INCOME	10,000.00	.00	.00	20,386.28	-10,386.28	2.04
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	2,108.37	.00	18,377.94	-3,377.94	1.26
TOTAL	OTHER REVENUE	25,000.00	2,108.37	.00	39,264.22	-14,264.22	1.57
TOTAL	PUBLIC LIBRARY FUND	3,962,604.00	9,342.09	.00	1,751,488.21	2,211,115.79	.44
TOTAL	PUBLIC LIBRARY FUND	3,962,604.00	9,342.09	.00	1,751,488.21	2,211,115.79	.44

10/06/00
 ACCOUNTING PERIOD: 9/00

CITY OF DES PLAINES
 ORGANIZATION REVENUE STATUS

SELECTION CRITERIA: reviewedgr fund in ('201', '202', '415')

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	26,672.76	110,827.24	.19
TOTAL	STATE GRANTS	237,500.00	.00	.00	126,672.76	110,827.24	.53
TOTAL	INTERGOVERNMENTAL REVENUE	237,500.00	.00	.00	126,672.76	110,827.24	.53
890010	INTEREST INCOME	30,000.00	.00	.00	1,574.11	28,425.89	.55
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	150,000.00	.00	1.00
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	151,574.11	38,425.89	.30
TOTAL	LIBRARY CAPITAL PROJ FUND	427,500.00	.00	.00	278,246.87	149,253.13	.65
TOTAL	LIBRARY CAPITAL PROJ FUND	427,500.00	.00	.00	278,246.87	149,253.13	.65

SELECTION CRITERIA: revledgr.fund in ('201', '202', '415')

FUND - 415 - FF & E - LIBRARY
 FUNCTION - 415 - FF & E - LIBRARY

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
890090	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
398900	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		4,390,104.00	9,342.09	.00	2,029,735.08	2,360,368.92	.96

SELECTION CRITERIA: expldgr key_orig in ('2110', '2130', '202', '410')

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	1,451,514.00	99,799.50	.00	998,612.34	352,901.66	.62
910200	TEMPORARY WAGES	615,933.00	77,825.77	.00	325,918.87	290,014.13	.53
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	2,544.30	-2,044.30	5.09
910500	VACATION PAY	.00	11,426.39	.00	64,696.37	-64,696.37	.00
910600	SICK PAY	.00	3,400.24	.00	22,431.49	-22,431.49	.00
910700	HOLIDAY PAY	.00	5,781.43	.00	18,322.70	-18,322.70	.00
910900	ACT/OUT OF CLASS/PREMIUM	500.00	.00	.00	.00	500.00	.00
910950	EXCESS SICK HRS PAY OUT	3,000.00	.00	.00	3,249.43	4,750.57	.41
918010	UNEMPLOYMENT COMPENSATION	2,000.00	273.50	.00	820.50	1,179.50	.41
918020	EMPLOYER CONTR-F.I.C.A.	157,937.00	11,195.03	.00	101,021.95	56,915.05	.54
918021	EMPLOYER CONTR-I.M.R.F.	123,453.00	9,151.57	.00	81,227.60	42,225.40	.56
918040	LIFE INS PREMIUMS	4,747.00	414.05	.00	3,390.80	1,356.20	.71
918050	MEDICAL INS PREMIUMS	182,625.00	10,543.40	.00	85,224.01	97,400.99	.47
918060	TUITION REIMBURSEMENTS	4,000.00	71.25	.00	659.50	3,340.50	.16
918070	WORKERS COMPENSATION	4,000.00	305.86	.00	3,191.71	808.29	.80
TOTAL	PERSONAL SERVICES	2,558,309.00	180,188.69	.00	1,611,311.57	946,997.43	.63
920100	PROFESSIONAL CONSULTING	15,000.00	1,544.00	.00	2,670.80	12,329.20	.18
920120	COMMUNICATION SERVICES	25,000.00	855.08	.00	9,234.90	15,765.10	.37
920140	DATA PROCESSING SERVICES	85,000.00	4,911.07	.00	52,401.30	32,598.70	.62
920202	CONFERENCES	3,500.00	.00	.00	2,715.09	584.91	.33
920204	TRAINING	2,000.00	.00	.00	550.00	1,450.00	.33
920206	SEMINARS	2,000.00	98.50	.00	2,950.00	-950.00	1.43
920210	IN-SERVICE TRAINING	2,000.00	.00	.00	1,132.13	807.87	.60
920220	MEMBERSHIP DUES	4,000.00	-200.00	.00	1,388.00	2,112.00	.47
920230	PUBLICATION OF NOTICES	2,000.00	.00	.00	6,788.56	-4,788.56	3.39
920850	SUBSIDY:1994 E.R.P. TRANS	25,600.00	723.76	.00	6,513.84	19,086.16	.25
TOTAL	SUBSIDIES,REBATES,CONTRIB	25,600.00	723.76	.00	6,513.84	19,086.16	.25
920900	PROPERTY/LIAB CONTRIBUTIO	51,367.00	12,302.00	.00	36,906.00	14,461.00	.72
930010	R & M EQUIPMENT	42,600.00	3,910.52	.00	21,061.76	21,538.24	.49
930020	R & M BLDGS & STRUCTURES	20,000.00	667.93	.00	3,609.08	16,390.92	.18
930030	R & M VEHICLES	3,000.00	.00	.00	130.50	2,869.50	.04
930195	BOOK BINDING & REPAIR	5,000.00	.00	.00	2,453.30	2,546.70	.41
930210	RENTAL OF EQUIPMENT	1,000.00	.00	.00	794.35	205.65	.79
930320	CLEANING:CUSTODIAL SERV	33,000.00	7,208.38	.00	18,349.35	14,650.65	.56
960070	AUTO/TRAVEL EXPENSES	3,000.00	.00	.00	602.35	2,397.65	.20
960210	SPECIAL EVENT PROGRAMMING	15,000.00	5,215.43	.00	9,427.08	5,572.92	.63
960990	MISC CONTRACTUAL SVCS	75,000.00	5,168.15	.00	21,478.13	53,521.87	.29
TOTAL	CONTRACTUAL SERVICES	416,067.00	42,304.82	.00	201,916.52	214,150.48	.49
970100	SUPPLIES	30,000.00	6,941.12	.00	34,464.60	15,535.40	.69

SELECTION CRITERIA: expldgr_key_orgn in ('2110', '2130', '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
970110	MEALS (PRSNRS/WRKRS/VOLS)	2,000.00	.00	.00	784.47	1,215.53	.39
970170	JANITORIAL	12,000.00	1,025.87	.00	4,619.66	7,380.34	.38
970200	COPYING/FAX SUPPLIES	1,000.00	.00	.00	326.94	673.06	.33
970260	POSTAGE AND PARCEL	13,200.00	47.72	.00	3,107.41	10,092.59	.31
970270	PRINTING-REPROD-BINDING	15,000.00	767.41	.00	5,091.49	9,908.51	.34
970330	SUPPLIES: VEHICLE R/M	.00	21.71	.30	59.80	-59.80	.00
970600	BOOKS	440,000.00	25,755.18	.00	259,481.85	180,518.15	.59
970610	AUDIO MATERIALS	56,700.00	2,845.26	.00	25,459.81	31,240.19	.45
970620	SUBSCRIPTIONS & BOOKS	74,200.00	1,551.54	.00	12,173.67	62,026.33	.16
970630	VISUAL MATERIALS	53,000.00	228.38	.00	20,423.61	32,576.39	.39
970640	AUTOMATED REFERENCE MAT'L	87,000.00	.00	.00	43,680.48	43,319.52	.50
970810	NATURAL GAS	14,400.00	.00	.00	10,049.64	4,350.36	.70
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	300.00	104.75	.00	549.53	-49.53	1.10
970850	GASOLINE	3,500.00	37.29	.00	249.32	3,250.68	.07
TOTAL	COMMODITIES	823,000.00	39,326.73	.00	426,022.28	396,977.72	.52
980000	EQUIPMENT	60,000.00	933.00	.00	26,472.03	53,527.97	.33
980400	COMPUTER HARDWARE	.00	.00	.00	208.30	-208.30	.00
980420	COMPUTER SOFTWARE	.00	-99.40	.00	542.12	-542.12	.00
980600	FURNITURE & FIXTURES	5,000.00	.00	.00	290.91	4,709.09	.06
TOTAL	CAPITAL EXPENDITURES	65,000.00	833.60	.00	27,513.36	57,486.64	.32
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	150,000.00	.00	1.00
TOTAL	TRANS TO LIB CAP PROJ FND	150,000.00	.00	.00	150,000.00	.00	1.00
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	262,653.84	.00	2,416,763.73	1,695,045.27	.59

SELECTION CRITERIA: expldgr key_orgn in ('2110', '2130', '202', '413')

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	9,260.00	-3,760.00	2.53
920120	COMMUNICATION SERVICES	.00	.00	.00	5,142.50	-5,142.50	.00
920140	DATA PROCESSING SERVICES	.00	.00	.00	6,298.25	-6,298.25	.00
920202	CONFERENCES	5,000.00	.00	.00	3,263.54	-3,263.54	1.66
920204	TRAINING	.00	500.00	.00	500.00	-500.00	.00
960070	AUTO/TRAVEL EXPENSES	1,500.00	.00	.00	1,091.27	408.73	.73
960210	SPECIAL EVENT PROGRAMMING	.00	.00	.00	3,180.35	-3,180.35	.00
960990	MISC CONTRACTUAL SVCS	38,000.00	.00	.00	23,646.05	14,353.95	.62
TOTAL	CONTRACTUAL SERVICES	48,000.00	500.00	.00	58,381.96	-10,381.96	1.22
970100	SUPPLIES	.00	.00	.00	253.82	-253.82	.00
TOTAL	COMMODITIES	.00	.00	.00	253.82	-253.82	.00
980400	EQUIPMENT	20,000.00	.00	.00	4,803.00	15,197.00	.24
TOTAL	CAPITAL EXPENDITURES	20,000.00	.00	.00	4,803.00	15,197.00	.24
TOTAL	IL LIBRARY PER CAP GRANT	68,000.00	500.00	.00	63,438.78	4,561.22	.93
TOTAL	CIVIC & CULTURE	4,179,809.00	263,133.84	.00	2,480,202.31	1,699,606.69	.59
TOTAL	PUBLIC LIBRARY FUND	4,179,809.00	263,133.84	.00	2,480,202.31	1,699,606.69	.59

SELECTION CRITERIA: expledgr.key_orgh in ('2110', '2130', '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/309
920110	PROFESSIONAL CONSULTING	25,000.00	-51,663.97	.00	.00	25,000.00	.00
930010	R & M EQUIPMENT	.00	-5,720.07	.00	.00	.00	.00
960990	MISC CONTRACTUAL SVCS	.00	-4,325.54	.00	15,633.55	-15,633.55	.00
TOTAL	CONTRACTUAL SERVICES	25,000.00	-62,209.58	.00	15,633.55	9,366.45	.53
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
980400	EQUIPMENT	.00	86,400.00	.00	86,400.00	-86,400.00	.00
980600	FURNITURE & FIXTURES	500,000.00	.00	.00	.00	500,000.00	.00
TOTAL	CAPITAL EXPENDITURES	600,000.00	86,400.00	.00	92,651.50	507,348.50	.15
TOTAL	LIBRARY CAPITAL PROJ FUND	635,000.00	24,190.42	.00	108,285.05	326,714.95	.17
TOTAL	LIBRARY CAPITAL PROJ FUND	635,000.00	24,190.42	.00	108,285.05	326,714.95	.17

SELECTION CRITERIA: expLedgr_key_orig in ('2110', '2130', '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	31,663.97	.00	34,803.97	-9,303.97	.00
920120	COMMUNICATION SERVICES	.00	985.85	.00	985.85	-985.85	.00
930010	R & M EQUIPMENT	.00	6,445.07	.00	6,445.07	-6,445.07	.00
960990	MISC CONTRACTUAL SVCS	.00	21,432.47	.00	21,432.47	-21,432.47	.00
TOTAL	CONTRACTUAL SERVICES	.00	80,527.36	.00	83,667.36	-83,667.36	.70
980300	IMPROVEMENTS	1,800,000.00	.00	.00	.00	1,800,000.00	.00
980400	EQUIPMENT	.00	-77,154.57	.00	54,685.63	-54,685.63	.00
980600	FURNITURE & FIXTURES	.00	23,093.84	.00	1,118,146.58	-1,118,146.58	.00
TOTAL	CAPITAL EXPENDITURES	1,800,000.00	-54,060.73	.00	1,172,932.21	627,167.79	.65
TOTAL	FF & E - LIBRARY	1,800,000.00	26,466.63	.00	1,256,499.57	543,500.43	.70
TOTAL	FF & E - LIBRARY	1,800,000.00	26,466.63	.00	1,256,499.57	543,500.43	.70
TOTAL REPORT		6,614,809.00	313,810.89	.00	3,844,987.13	2,769,821.87	.58

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SELECTION CRITERIA: payable.due_date='09/05/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920120	COMMUNICATION SERVICES	06827 CELLULAR ONE	8/5/00	58.75
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	JULY 2000	3,973.57
2110	920206	SEMINARS	09309 ROBERTA S. JOHNSON	REIMB	18.50
2110	920206	SEMINARS	20969 HISPANIC COMMUNITY ADVISO	ATTACH	50.00
2110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	ATTACH	30.00
2110	920220	MEMBERSHIP DUES	04713 LACONI	ATTACH	70.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	SEPTEMBER 00	324.02
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	SEPTEMBER 00	162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	SEPTEMBER 00	162.01
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	SEPTEMBER 00	37.86
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	SEPTEMBER 00	18.93
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	SEPTEMBER 00	18.93
2110	930010	R & M EQUIPMENT	06789 AMBASSADOR BUSINESS SOLUT	6493523	6.50
2110	930010	R & M EQUIPMENT	09789 VAHE GHAZARIAN	101163	70.00
2110	930010	R & M EQUIPMENT	72106 COOPERATIVE COMPUTER SERV	JULY 2000	2,929.50
2110	930020	R & M BLDGS & STRUCTURES	00878 DES PLAINES GLASS	1868	100.00
2110	930320	CLEANING:CUSTODIAL SERV	09536 CRYSTAL MGMT & MAINT SERV	8558	4,460.00
2110	960210	SPECIAL EVENT PROGRAMMING	19776 BAKER & TAYLOR, INC.	2006185550	211.08
2110	960210	SPECIAL EVENT PROGRAMMING	58875 INGRAM	70493360	22.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	959824	81.75
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	970238	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	956004	13.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	970239	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	957675	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	968628	4.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	968627	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	970240	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	966039	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	966041	7.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	973146	.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	970916	56.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	962563	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	973147	3.50
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	964930	3.75
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	956653	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	968687	10.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	970237	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	967632	.80
2110	960990	MISC CONTRACTUAL SVCS	08203 LABOR READY	40371627	543.75
2110	960990	MISC CONTRACTUAL SVCS	08203 LABOR READY	40371627	256.25
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006158266	13.95
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006158242	14.15
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006158244	31.10
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006158254	12.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006158248	36.10
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006158256	.70
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006158260	1.15
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006179540	13.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006158258	11.30
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006169635	19.95
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006158246	.35

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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.	2006158264	10.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006158268	11.15
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006158250	5.30
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006159288	10.30
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006158252	20.90
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006158239	40.65
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006158262	9.85
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006196730	16.25
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006158270	3.10
2110	970100	SUPPLIES	04838 ELLISON EDUCATIONAL	499632	698.83
2110	970100	SUPPLIES	05337 SIGN A RAMA, USA	11213	412.30
2110	970100	SUPPLIES	09638 OFFICE DEPOT	104538237/01	623.66
2110	970100	SUPPLIES	09638 OFFICE DEPOT	105145307/01	92.24
2110	970100	SUPPLIES	09638 OFFICE DEPOT	105145307/02	.47
2110	970100	SUPPLIES	09836 GENERAL BINDING CORP	11499294	159.10
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	907158	1,704.09
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	921065	338.85
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	837474	9.81
2110	970100	SUPPLIES	20933 HAWK ELECTRONICS	226462	39.50
2110	970100	SUPPLIES	20957 RIGSS, INCORPORATED	2591	1,540.11
2110	970100	SUPPLIES	43765 DOMINICKS FINER FOODS	010025	45.89
2110	970100	SUPPLIES	43765 DOMINICKS FINER FOODS	003814	8.03
2110	970170	JANITORIAL	00282 BADE PAPER PRODUCTS	081944-00	140.00
2110	970170	JANITORIAL	00282 BADE PAPER PRODUCTS	081612-00	399.80
2110	970170	JANITORIAL	08666 IDEAL UNIFORM SERVICE	13F60	20.00
2110	970170	JANITORIAL	08666 IDEAL UNIFORM SERVICE	789767	7.50
2110	970170	JANITORIAL	08666 IDEAL UNIFORM SERVICE	784143	7.50
2110	970170	JANITORIAL	08666 IDEAL UNIFORM SERVICE	781346	7.50
2110	970170	JANITORIAL	08666 IDEAL UNIFORM SERVICE	795539	7.50
2110	970260	POSTAGE AND PARCEL	40311 FEDERAL EXPRESS CORP.	5-535-44647	14.56
2110	970260	POSTAGE AND PARCEL	40311 FEDERAL EXPRESS CORP.	5-535-20395	33.16
2110	970270	PRINTING-REPROD-BINDING	14465 INSTY PRINTS	205644	107.79
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	968628	20.85
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	973147	25.92
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	973146	3.59
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	959824	498.45
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	964930	17.36
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	968687	70.62
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	966041	28.71
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	970240	24.28
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	956653	25.42
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	970916	201.86
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	968627	5.85
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	966039	5.94
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	970239	8.99
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	970238	9.00
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	962563	9.60
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	956004	106.09
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	970237	8.34
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	967632	5.56
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	957675	10.17

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	010603678	663.25
2110	970600	BOOKS	02958	MARQUIS WHO'S WHO	329529	273.44
2110	970600	BOOKS	03363	WEST GROUP	748-441-028	418.50
2110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	00211012	163.18
2110	970600	BOOKS	05032	ABINGDON PRESS	P10273800001	49.20
2110	970600	BOOKS	05527	QUALITY BOOKS INC	524970	76.12
2110	970600	BOOKS	05997	BORDERS	5/21 5341	37.28
2110	970600	BOOKS	07439	THE GALE GROUP	10055500	155.14
2110	970600	BOOKS	07439	THE GALE GROUP	10099362	160.23
2110	970600	BOOKS	07439	THE GALE GROUP	10087158	371.57
2110	970600	BOOKS	07439	THE GALE GROUP	10089317	134.76
2110	970600	BOOKS	07439	THE GALE GROUP	10102649	115.00
2110	970600	BOOKS	07439	THE GALE GROUP	10089673	82.34
2110	970600	BOOKS	07439	THE GALE GROUP	10096101	134.76
2110	970600	BOOKS	07439	THE GALE GROUP	10089921	71.84
2110	970600	BOOKS	07439	THE GALE GROUP	10084114	69.62
2110	970600	BOOKS	07439	THE GALE GROUP	10091319	47.92
2110	970600	BOOKS	07439	THE GALE GROUP	10101387	46.18
2110	970600	BOOKS	07527	STAGE & SCREEN	43296782	13.05
2110	970600	BOOKS	07527	STAGE & SCREEN	43573734	34.65
2110	970600	BOOKS	07767	GROLIER EDUCATIONAL	10462305	4,783.78
2110	970600	BOOKS	07977	MITCHELL REPAIR INFORMATI	B02578611.2	69.00
2110	970600	BOOKS	07977	MITCHELL REPAIR INFORMATI	B02578611.1	281.00
2110	970600	BOOKS	16762	ABC-CLIO, INC.	B011483	157.50
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3003701746	32.18
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006158259	31.86
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006158241	344.09
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006196729	348.82
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3003709519	395.92
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3003547911	196.65
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3003701738	154.05
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006208273	363.38
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3003701743	76.00
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006158243	965.61
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006184979	179.08
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006158253	233.70
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006158245	25.00
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3003701742	42.34
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006158261	317.10
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006158263	360.42
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006158269	55.69
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006158263	254.64
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006158251	460.37
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006205791	275.12
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006158257	255.61
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006158255	16.01
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006158249	162.08
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006206388	199.81
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006159287	308.28
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006158247	667.58
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006158238	869.60

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006158267	242.25
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006222570	103.28
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006169634	430.10
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006179539	339.46
2110	970600	BOOKS	20232 REGENT BOOK COMPANY	93025	10.87
2110	970600	BOOKS	20737 COUNCIL OF STATE GOVT	2997	53.49
2110	970600	BOOKS	23806 FACTS ON FILE	253128	86.67
2110	970600	BOOKS	58875 INGRAM	70582922	12.77
2110	970600	BOOKS	82668 POLONIA BOOK STORES	011240	105.46
2110	970610	AUDIO MATERIALS	20983 ASIA FOR KIDS	43291A	546.75
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	8-9-00-2	14.23
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	8-9-00-1	316.37
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	4076913P	152.00
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	1099372	29.75
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	1099950	383.20
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	1085211	224.80
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	1080228	11.90
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	1091820	881.60
2110	970620	SUBSCRIPTIONS & BOOKS	12376 BORDERS BUSINESS & PROFES		194.78
2110	970620	SUBSCRIPTIONS & BOOKS	20971 BETTER BUYS FOR BUSINESS	71669	149.95
2110	970630	VISUAL MATERIALS	05884 LIBRARY VIDEO COMPANY	0000653246	29.95
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	90006648	74.00
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	90003407	37.00
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	90005653	74.00
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B33771910	13.93
2110	970840	DIESEL	03031 AVALON PETROLEUM COMPANY	348118	49.41
2110	970850	GASOLINE	03031 AVALON PETROLEUM COMPANY	26485	20.16
2110	980400	EQUIPMENT	00189 ANDERSON LOCK CO LTD	214194	783.00
2110	980400	EQUIPMENT	03662 LIBERTY COMPUTER CENTRE	12026	150.00
TOTAL LIBRARY SERVICES					43,031.28
2130	920204	TRAINING	08123 MARY JANE KEPNER	166	500.00
TOTAL IL LIBRARY PER CAP GRANT					500.00
TOTAL FUND					43,531.28

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FUND - 202 - LIBRARY CAPITAL PROJ FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
202	980400	EQUIPMENT	20945 AMERITECH CELLULAR EQUIPM	115907-CHIC	1,227.88
TOTAL LIBRARY CAPITAL PROJ FUND					1,227.88
TOTAL FUND					1,227.88

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SELECTION CRITERIA: payable.due_date='09/05/2000'

FUND 415 - FF & E - LIBRARY

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
415	960990	MISC CONTRACTUAL SVCS	20426	CONSTRUCTION SECURITY SER 1444	1,251.00
415	960990	MISC CONTRACTUAL SVCS	20426	CONSTRUCTION SECURITY SER 1449	1,116.00
415	960990	MISC CONTRACTUAL SVCS	20426	CONSTRUCTION SECURITY SER 1452	891.00
415	980400	EQUIPMENT	20488	ACE COMPUTERS • 62008	4,380.00
415	980400	EQUIPMENT	20933	HAWK ELECTRONICS • 226462	3,402.13
TOTAL FF & E - LIBRARY					11,040.13
TOTAL FUND					11,040.13

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ACCOUNTING PERIOD: 9/00

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SELECTION CRITERIA: payable_due_date='09/18/2000'

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	09080	PEOPLEWORKS	SESSIONS 3-4	500.00
2110	920110	PROFESSIONAL CONSULTING	21511	C. BERGER GROUP, INC.	53403	1,044.00
2110	920120	COMMUNICATION SERVICES	02281	AT&T	847 801-3977	3.80
2110	920120	COMMUNICATION SERVICES	07142	SPRINT PCS	0042175037-7	77.56
2110	920120	COMMUNICATION SERVICES	71279	AMERITECH-ILLINOIS CABS	H07-3356545	102.25
2110	920140	DATA PROCESSING SERVICES	71279	AMERITECH-ILLINOIS CABS	IL418242	937.50
2110	920220	MEMBERSHIP DUES	05870	NSLS	MEMBERSHIP	20.00
2110	930010	R & M EQUIPMENT	06463	SECURITY LINK FROM AMERIT	43348478	85.00
2110	930010	R & M EQUIPMENT	06463	SECURITY LINK FROM AMERIT	43293100	85.00
2110	930010	R & M EQUIPMENT	06463	SECURITY LINK FROM AMERIT	43041987	85.00
2110	930010	R & M EQUIPMENT	06463	SECURITY LINK FROM AMERIT	43426390	310.00
2110	930010	R & M EQUIPMENT	06789	AMBASSADOR BUSINESS SOLUT	6491211	108.00
2110	930010	R & M EQUIPMENT	12728	US OFFICE EQUIPMENT INC.	96282	98.63
2110	930010	R & M EQUIPMENT	21535	ALARM PRO	62127	32.89
2110	930020	R & M BLDGS & STRUCTURES	00189	ANDERSON LOCK CO LTD	216720	97.15
2110	930020	R & M BLDGS & STRUCTURES	00189	ANDERSON LOCK CO LTD	217232	132.64
2110	930020	R & M BLDGS & STRUCTURES	00189	ANDERSON LOCK CO LTD	217366	38.14
2110	930020	R & M BLDGS & STRUCTURES	05720	MARIO GAMBINO & SONS LAND		300.00
2110	930320	CLEANING;CUSTODIAL SERV	09536	CRYSTAL MGMT & MAINT SERV	8565	2,748.38
2110	960210	SPECIAL EVENT PROGRAMMING	95603	LYRIC OPERA OF CHICAGO	183328	4,632.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	974510	11.50
2110	960990	MISC CONTRACTUAL SVCS	17560	PANASONIC COMMUNICATIONS	27923707	3,840.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2006208274	13.40
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2006244127	10.50
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2006224820	11.70
2110	970100	SUPPLIES	09638	OFFICE DEPOT	* 105366339/1	230.75
2110	970100	SUPPLIES	09638	OFFICE DEPOT	* 105515894/1	359.40
2110	970100	SUPPLIES	09638	OFFICE DEPOT	* 105286872/1	-359.40
2110	970100	SUPPLIES	09638	OFFICE DEPOT	* 099897168/1	-189.00
2110	970100	SUPPLIES	09638	OFFICE DEPOT	* 105516880/1	13.85
2110	970100	SUPPLIES	09638	OFFICE DEPOT	* 105603972/1	7.10
2110	970100	SUPPLIES	09638	OFFICE DEPOT	* 105532605/1	22.12
2110	970100	SUPPLIES	09761	JP GRAPHICS	3574	375.25
2110	970100	SUPPLIES	19764	BRO-DART INC	106074	35.01
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	928147	261.52
2110	970100	SUPPLIES	21547	MERCHANTS CASH REGISTER C	CP43187	98.25
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	082369-00	420.92
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	798173	15.15
2110	970270	PRINTING-REPROD-BINDING	14465	INSTY PRINTS	205687	659.62
2110	970330	SUPPLIES: VEHICLE R/M	02474	OAKTON AUTO PARTS	660639	21.71
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	974510	115.90
2110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	00212459	161.68
2110	970600	BOOKS	07439	THE GALE GROUP	10153831	145.26
2110	970600	BOOKS	07439	THE GALE GROUP	10164779	179.95
2110	970600	BOOKS	07439	THE GALE GROUP	10137691	513.46
2110	970600	BOOKS	07439	THE GALE GROUP	10151581	42.67
2110	970600	BOOKS	07439	THE GALE GROUP	10155276	20.76
2110	970600	BOOKS	07439	THE GALE GROUP	10142368	134.76
2110	970600	BOOKS	07527	STAGE & SCREEN	44622485	31.65
2110	970600	BOOKS	08789	UNIVERSITY PARK MEDIA	21542	280.64

RUN DATE 09/08/00 TIME 12:17:30

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

09/08/00

ACCOUNTING PERIOD: 9/00

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

PAGE 13

SELECTION CRITERIA: payable.due_date='09/18/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	10512	MERGENT FIS	23582 853.00
2110	970600	BOOKS	13071	MULTI-CULTURAL BOOKS & VI	2872 1,000.00
2110	970600	BOOKS	13071	MULTI-CULTURAL BOOKS & VI	2873 1,000.00
2110	970600	BOOKS	13071	MULTI-CULTURAL BOOKS & VI	2000-668 1,069.89
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006240732 203.42
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006244126 352.86
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006224819 308.78
2110	970600	BOOKS	20361	BERNAN ASSOCIATES	2075259 83.00
2110	970600	BOOKS	73124	SCHOLL CORP GUIDES	29027 65.90
2110	970600	BOOKS	82668	POLONIA BOOK STORES	011375 108.09
2110	970600	BOOKS	82668	POLONIA BOOK STORES	011372 612.26
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	8-21-00-2 106.42
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	8-21-00-1 178.24
2110	970620	SUBSCRIPTIONS & BOOKS	03260	VITAL RECORD BANC, INC.	287 939.89
2110	970620	SUBSCRIPTIONS & BOOKS	09309	ROBERTA S. JOHNSON	REIMB 13.92
2110	970620	SUBSCRIPTIONS & BOOKS	21482	PROGRESSIVE BUSINESS PUBL	01655148 253.00
2110	970840	DIESEL	03031	AVALON PETROLEUM COMPANY	• 26804 55.34
2110	970850	GASOLINE	03031	AVALON PETROLEUM COMPANY	• 28407 17.13

TOTAL LIBRARY SERVICES

26,216.41

TOTAL FUND

26,216.41

0872

09/08/00
ACCOUNTING PERIOD: 9/00

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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SELECTION CRITERIA: payable.due_date='09/18/2000'

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
202	960990	MISC CONTRACTUAL SVCS	17895 CONVERGENT COMMUNICATIONS	176289	13,348.93
TOTAL LIBRARY CAPITAL PROJ FUND					13,348.93
TOTAL FUND					13,348.93

0873

08/00

ACCOUNTING PERIOD: 9/00

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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SELECTION CRITERIA: payable_due_date='09/18/2000'

FUND - 415 - FF & E - LIBRARY

ORGANIZATION	ACCOUNT	TITLE		VENDOR	PURCHASE OR INVOICE	AMOUNT
415	920120	COMMUNICATION SERVICES	21523	FOCAL COMM. CORP. OF IL	15115	985.85
415	930010	R & M EQUIPMENT	21509	EWING-DOHERTY MECHANICAL,	065570	725.00
415	980600	FURNITURE & FIXTURES	17895	CONVERGENT COMMUNICATIONS	171841	23,093.84
TOTAL FF & E - LIBRARY						24,804.69
TOTAL FUND						24,804.69

ADMINISTRATOR'S REPORT
October 17, 2000

I. PERSONNEL

New employees for October are Texas Bullock, Monitor; Allen Cummins, Technology Page; Kara Giles, Librarian I; Tony Marino, Technology Page; Joyce Pierozzi, Page I, and Monisha Williams, Page I.

Resignations: Eileen Finnander, Kathleen Geraghty, Emily Kasmar, Harris Lakhani, and Nancy Rowley.

II. STAFF DEVELOPMENT

Department Heads have received training in Groupwise, the City's email system. During the All-Staff Meeting on September 21, the staff saw the new Intranet and Website demonstrated, participated in a Q&A with the representative for our new telephone system, and saw the new meeting room AV equipment demonstrated.

III. PATRON SERVICES

Several reports of our ongoing activities are notable for the first full month we have used our new building. Self-check use has doubled over last year's use, CD checkouts have increased significantly, as well as children's fiction and foreign language materials. I attribute all of these increases to increased visibility in addition to increased attendance. Library card registrations have also increased; please note the growing percentage of library cardholders.

The library staff and volunteers registered over 400 people to vote during the last few days before the deadline. Thanks to Margie Borris for making all the arrangements.

The "meter" reading from the day of the Grand Opening Celebration was 2785.

IV. OTHER ACTIVITIES

I addressed the AAUW and the Des Plaines Lions Club, participated in the Grand Opening, attended the Chamber/City Advisory Breakfast meeting, the Governing Board of CCS meeting, and the Library Cable Network Executive Committee meeting.

XIII**REGISTRATION SERVICES REPORT FOR SEPTEMBER 2000****I. LIBRARY CARD REGISTRATION SERVICES**

<u>September 1999</u>	<u>August 2000</u>	<u>September 2000</u>	<u>Year to Date</u> <u>1999</u>	<u>Year to Date</u> <u>2000</u>	<u>% Change</u>
895	1,290	1,024	7,152	5,566	(-28.5%)
A.	New Registrations			774	
B.	Renewals			194	
C.	Non-Resident Cards			51	
D.	Off-line Library Cards			5	
	Total			1,024	

II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	43
2.	Number of Meeting Room Uses	41
3.	Cab cards and Other Registrations	50
4.	LAN Discs Sold	3
	(Year to Date - 18)	
5.	Reading Edge Users	4
	Total	141

III. TOTAL NUMBER OF REGISTERED BORROWERS

September 1999	35,045	(63.8% of Population)
September 2000	38,768	(72.5% of Population)

CIRCULATION REPORT FOR SEPTEMBER 2000

Page 2

PATRON ATTENDANCE COUNT

<u>September 1999</u>	<u>August 2000</u>	<u>September 2000</u>	<u>Year to Date 1999</u>	<u>Year to Date 2000</u>	<u>% Change</u>
28,926	11,867	39,431	246,704	220,093	(-12.1%)

RECIPROCAL BORROWING
 (Materials Lent)

	<u>September 1999</u>	<u>September 2000</u>	<u>% Change</u>
NSLS	7,298	7,028	(-3.8%)
OTHER SYSTEMS	1,487	1,854	24.7%
TOTAL	8,785	8,872	1.0%

INTERLIBRARY LOAN

Sent	56 1,000
Received	342

DES PLAINES PUBLIC LIBRARY -CIRCULATION REPORT September 2000

				% Change
Total 1999 to Date:	568,335	Total 2000 to Date:	515,743	-9.25%
September 1999:	60,821	September 2000:	64,894	6.70%

CHILDREN	MAIN LIBRARY		MOBILE LIBRARY		TOTAL	
	1999	2000	1999	2000	1999	2000
Non Fiction	3,549	4,073	891	726	4,440	4,799
Fiction	9,437	12,183	1,216	1,169	10,653	13,352
Foreign Language Non Fiction	25	60	10	14	35	74
Foreign Language Fiction	131	171	86	90	217	261
Periodicals	150	300	106	32	256	332
Compact Discs	290	524	58	54	348	578
Audio Cassettes	309	402	17	19	326	421
Audio Kits	422	366	86	66	508	432
Puzzles	306	291	38	42	344	333
Games	76	70	19	12	95	82
Audio Books	114	198	10	15	124	213
Video Fiction	2,410	2,514	378	409	2,788	2,923
Video Non Fiction	1,186	1,043	61	55	1,247	1,098
DVD	9	47	0	0	9	47
CD ROMs	600	752	0	3	600	755
SUB TOTAL	19,014	22,994	2,976	2,706	21,990	25,700

ADULT	MAIN LIBRARY		MOBILE LIBRARY		TOTAL	
	1999	2000	1999	2000	1999	2000
Non Fiction	9,990	9,258	264	220	10,254	9,478
Fiction	6,927	6,874	285	313	7,212	7,187
Large Type	870	820	104	165	974	985
Foreign Language Non Fiction	108	191	37	5	145	196
Foreign Language Fiction	346	409	28	1	374	410
High School Collection	109	216	8	3	117	219
Periodicals	1,849	2,011	130	131	1,979	2,142
Pamphlets	32	13	0	0	32	13
Compact Discs	4,034	5,783	588	409	4,622	6,192
Audio Cassettes	348	496	15	20	363	516
Puzzles	17	0	9	6	26	6
Pictures	48	46	0	0	48	46
Audio Books	1,556	1,696	39	36	1,595	1,732
CD ROMs	210	168	0	1	210	169
Video Fiction	7,125	6,281	484	377	7,609	6,658
Video Non Fiction	2,774	2,538	37	35	2,811	2,573
DVD	388	644	0	0	388	644
Misc. Formats	66	25	1	3	67	28
	36,797	37,469	2,029	1,725	38,826	39,194
Supersedes	0	0	5	0	5	0
GRAND TOTAL	55,811	60,463 **	5,010 *	4,431 **	60,821	64,894

Self Check 2,142 5,691 0 0 2,142 5,691

* In 1999, van replaced Mobile Library for 3 days.

**In 2000, Main Library was closed 5 mornings @4.5 hrs. and Mobile Library was confined for .5 day.

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	3,419	889	2,969	4,799	0	0	0	37,669
Fiction	11,234	11,537	12,418	9,986	8,787	10,298	2,822	10,390	13,352	0	0	0	90,824
Foreign Language Non Fiction	52	61	69	54	46	39	8	36	74	0	0	0	439
Foreign Language Fiction	242	227	310	215	178	132	49	101	261	0	0	0	1,715
Periodicals	191	211	210	156	148	108	63	277	332	0	0	0	1,696
Compact Discs	395	416	463	410	386	378	100	416	578	0	0	0	3,542
Audio Cassettes	259	269	256	204	222	277	69	310	421	0	0	0	2,287
Audio Kits	443	413	452	323	283	286	117	229	432	0	0	0	2,978
Puzzles	389	384	391	293	300	285	54	249	333	0	0	0	2,678
Games	115	110	112	69	70	67	12	61	82	0	0	0	698
Audio Books	200	143	209	168	144	260	89	163	213	0	0	0	1,589
Video Fiction	3,157	3,089	3,399	2,980	2,844	2,829	950	2,018	2,923	0	0	0	24,189
Video Non Fiction	1,204	1,404	1,447	1,251	1,050	992	228	811	1,098	0	0	0	9,485
DVD	29	34	64	54	63	59	16	40	47	0	0	0	406
CD ROMs	633	693	779	681	676	653	108	574	755	0	0	0	5,552
SUB TOTAL	23,835	24,613	26,254	21,835	19,230	20,082	5,574	18,644	25,700	0	0	0	185,767
ADULT													
Non Fiction	10,444	10,883	11,887	11,367	9,662	9,899	2,550	6,100	9,478	0	0	0	82,270
Fiction	7,047	6,921	7,529	7,027	7,126	8,764	3,092	5,456	7,187	0	0	0	60,149
Large Type	919	848	1,000	911	1,039	1,352	383	922	985	0	0	0	8,359
Foreign Language Non Fiction	159	197	175	175	158	169	44	125	196	0	0	0	1,398
Foreign Language Fiction	452	369	424	365	404	450	127	250	410	0	0	0	3,251
High School	104	133	168	110	130	187	67	189	219	0	0	0	1,307
Periodicals	2,238	2,294	2,557	2,394	2,228	1,982	617	1,829	2,142	0	0	0	18,281
Pamphlets	15	10	39	32	17	22	0	7	13	0	0	0	155
Compact Discs	5,065	5,176	5,897	5,306	5,261	5,209	1,492	4,487	6,192	0	0	0	44,085
Audio Cassettes	369	357	368	393	329	343	107	336	516	0	0	0	3,118
Puzzles	23	14	15	9	12	19	5	3	6	0	0	0	106
Pictures	69	50	71	61	79	48	20	44	46	0	0	0	488
Audio Books	1,600	1,564	1,703	1,699	1,677	2,076	504	1,172	1,732	0	0	0	13,727
CD ROMs	183	181	190	169	160	180	34	109	169	0	0	0	1,375
Video Fiction	8,691	7,894	8,580	7,415	7,108	7,346	2,527	4,506	6,658	0	0	0	60,725
Video Non Fiction	3,432	3,607	3,869	3,235	2,913	3,054	915	1,904	2,573	0	0	0	25,502
DVD	577	541	556	689	788	761	280	511	644	0	0	0	5,347
Misc. Formats	64	38	48	35	34	68	4	14	28	0	0	0	333
SUB TOTAL	41,451	41,077	45,076	41,392	39,125	41,929	12,768	27,964	39,194	0	0	0	329,976
Supersedes	0	0	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	65,286	65,690	71,330	63,227	58,355	62,011	18,342	46,608	64,894	0	0	0	515,743
Self Check	1,826	2,240	2,080	1,819	1,550	1,900	519	4,973	5,691	0	0	0	22,598
Days Closed/Out of Service	0-----0	.66-----1	0-----0	0-----0	0-----0	0-----10	22-----9	13-----5	1.875---.5	0	0	0	37.5--25.5

Mobile Library 2000

CHILDREN	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Non Fiction	925	868	773	803	783	205	245	311	726				5,639
Fiction	1,226	1,374	1,401	1,347	1,190	477	531	684	1,169				9,399
Foreign Language Non Fiction	18	22	22	12	18	5	6	4	14				121
Foreign Language Fiction	70	84	100	68	75	31	17	31	90				566
Periodicals	62	60	66	62	65	14	18	20	32				399
Compact Discs	48	47	63	64	61	40	12	21	54				410
Audio Cassettes	12	16	14	25	14	1	16	11	19				128
Audio Kits	54	52	46	38	54	15	14	40	66				379
Puzzles	29	41	45	39	35	23	23	24	42				301
Games	21	27	29	12	24	3	4	6	12				138
Audio Books	4	9	10	5	5	2	7	9	15				66
Video Fiction	381	378	423	401	402	114	209	215	409				2,932
Video Non Fiction	65	78	90	83	76	19	31	31	55				528
DVD	0	0	0	0	0	0	3	0	0				3
CD ROMs	0	0	1	1	4	0	1	0	3				10
SUB TOTAL	2,915	3,056	3,083	2,960	2,806	949	1,137	1,407	2706	0	0	0	21,019

ADULT

Non Fiction	328	299	282	277	248	138	136	110	220				2,038
Fiction	414	364	376	361	375	359	507	343	313				3,412
Large Type	97	93	148	100	197	254	56	224	165				1,334
Foreign Language Non Fiction	11	20	14	14	7	0	4	2	5				77
Foreign Language Fiction	2	6	6	4	4	0	2	3	1				28
High School	1	0	6	2	3	2	4	1	3				22
Periodicals	163	148	185	181	138	102	103	130	131				1,281
Pamphlets	0	0	0	0	0	0	0	0	0				0
Compact Discs	446	460	448	476	507	285	216	258	409				3,505
Audio Cassettes	24	17	17	24	18	10	4	10	20				144
Puzzles	7	6	7	3	5	0	1	3	6				38
Pictures	0	0	0	2	3	0	1	0	0				6
Audio Books	32	21	42	57	59	23	42	48	36				360
CD ROMs	0	3	4	1	3	0	0	0	1				12
Video Fiction	405	406	444	419	418	169	259	235	377				3,132
Video Non Fiction	54	67	84	71	82	31	21	25	35				470
DVD	0	1	1	0	0	0	33	0	0				35
Misc. Formats	1	3	3	2	1	4	1	0	3				18
SUB TOTAL	1,985	1,914	2,067	1,994	2,068	1,377	1,390	1,392	1725	0	0	0	15,912
Supersedes													0
GRAND TOTAL	4,900	4,970	5,150	4,954	4,874	2,326	2,527	2,799	4,431	0	0	0	36,931

Out of Service (days)	1				10	9	5	1/2					25
Out of Service Description	snow				maintenance	move	service	obstruction					

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	3,214	644	2,658	4,073				32,050
Fiction	10,008	10,163	11,017	8,639	7,597	9,821	2,291	9,706	12,183				81,425
Foreign Language Non Fiction	34	39	47	42	28	34	2	32	60				318
Foreign Language Fiction	172	143	210	147	103	101	32	70	171				1,149
Periodicals	129	151	144	94	83	94	45	257	300				1,297
Compact Discs	347	369	400	346	325	338	88	395	524				3,132
Audio Cassettes	247	253	242	179	208	276	53	299	402				2,159
Audio Kits	389	361	406	285	229	271	103	189	366				2,599
Puzzles	360	343	346	254	265	262	31	225	291				2,377
Games	94	83	83	57	46	64	8	55	70				560
Audio Books	196	134	199	163	139	258	82	154	198				1,523
Video Fiction	2,776	2,711	2,976	2,579	2,442	2,715	741	1,803	2,514				21,257
Video Non Fiction	1,139	1,326	1,357	1,168	974	973	197	780	1,043				8,957
DVD	29	34	64	54	63	59	13	40	47				403
CD ROMs	633	693	778	680	672	653	107	574	752				5,542
SUB TOTAL	20,920	21,557	23,171	18,875	16,424	19,133	4,437	17,237	22,994	0	0	0	164,748
ADULT													
Non Fiction	10,116	10,584	11,605	11,090	9,414	9,761	2,414	5,990	9,258				80,232
Fiction	6,633	6,557	7,153	6,666	6,751	8,405	2,585	5,113	6,874				56,737
Large Type	822	755	852	811	842	1098	327	698	820				7,025
Foreign Language Non Fiction	148	177	161	161	151	169	40	123	191				1,321
Foreign Language Fiction	450	363	418	361	400	450	125	247	409				3,223
High School	103	133	162	108	127	185	63	188	216				1,285
Periodicals	2,075	2,146	2,372	2,213	2,090	1,880	514	1,699	2,011				17,000
Pamphlets	15	10	39	32	17	22	0	7	13				155
Compact Discs	4,619	4,716	5,449	4,830	4,754	4,924	1,276	4,229	5,783				40,580
Audio Cassettes	345	340	351	369	311	333	103	326	496				2,974
Puzzles	16	8	8	6	7	19	4	0	0				68
Pictures	69	50	71	59	76	48	19	44	46				482
Audio Books	1,568	1,543	1,661	1,642	1,618	2,053	462	1,124	1,696				13,367
CD ROMs	183	178	186	168	157	180	34	109	168				1,363
Video Fiction	8,286	7,488	8,136	6,996	6,690	7,177	2,268	4,271	6,281				57,593
Video Non Fiction	3,378	3,540	3,785	3,164	2,831	3,023	894	1,879	2,538				25,032
DVD	577	540	555	689	788	761	247	511	644				5,312
Misc. Formats	63	35	45	33	33	64	3	14	25				315
SUB TOTAL	39,466	39,163	43,009	39,398	37,057	40,552	11,378	26,572	37,469	0	0	0	314,064
Supersedes													0
GRAND TOTAL	60,386	60,720	66,180	58,273	53,481	59,685	15,815	43,809	60,463	0	0	0	478,812
Self Check	1,826	2,240	2,080	1,819	1,550	1,900	519	4,973	5,691				22,598
Days Closed		8 hours					22	13	22.5 hrs.				37

Sept. 2000 Holdings

	Last Month	This Month	Change	Percent Change
Books	190,206	191,872	1666	0.9%
Audio	16,516	16,603	87	0.5%
Video	10,547	10,578	31	0.3%
Puzzles and Games	541	535	-6	-1.1%
Realia	234	234	0	0.0%
Pamphlets	1,337	1,337	0	0.0%
=====				
Total	219,381	221,159	1778	0.8%

**DES PLAINES PUBLIC LIBRARY
ADULT PATRON ASSISTANCE
SEPTEMBER 2000**

Assistance	<u>Number</u>	<u>Total</u>
1. Computer Lab	304	
2. Internet	317	
3. LAN Databases	45	
4. Tax Forms	13	
5. Directional	1,648	
6. Informational	1,049	
Total		3,376
 Reference Services		
1. Specific item request	2,261	
2. Ready reference	838	
3. In-Depth Reference	108	
4. Internet/Electronic Reference	65	
5. E-mail requests	1	
6. Interlibrary Loan Requests	284	
7. Referrals	59	
8. Readers Advisory	160	
9. Reserves	243	
Total		4,019
GRAND TOTAL		7,395
Internet Usage	= 2,130	
Computer Lab Usage	= 406	

**CHILDREN'S PATRON ASSISTANCE
SEPTEMBER 2000**

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Computer Sign-up	1,239	
2. Program Sign-up	272	
3. Equipment Repair & Assistance	474	
4. Directional Questions	461	
5. ILL & Patron Holds	42	
Total		2,488
<u>In-House Circulation</u>	<u>Number</u>	
1. Train Sets	217	
2. Periodicals	12	
3. Textbooks	3	
4. Reserve Books	21	
Total		253
<u>Reference</u>	<u>Number</u>	
1. Specific Item Request	706	
2. Reference	689	
3. Reader's Advisory	106	
4. Referrals to Other Libraries	5	
Total		1,506
GRAND TOTAL		4,247

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM SEPTEMBER 2000**

	<u>Times Used</u>	<u>Attendance</u>
Outside Community Groups		
AAUW	1	30
Care Coalition – Physical Health Subcommittee	1	10
Total	2	40
Library Sponsored Adult Programs		
Book Discussion – Evening	1	10
Book Discussion – Morning	1	23
Des Plaines Public Library Fund	1	4
Friends of the Library	1	19
Grand Opening Advisory Committee	2	20
Group Wise Training	2	12
Library Cable Network	1	8
Lunchtime Stories	3	30
Orientation Meeting	1	22
Page Meeting	2	35
Total	15	183
Other		
Library Board Meeting	1	16
Total	1	16

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM SEPTEMBER 2000**

	<u>Times Used</u>	<u>Attendance</u>
Library Sponsored Children's Programs		
Boy Scouts	1	12
Bright Start Baby Book Times	9	155
Central School Tour	8	211
Cub Scouts	1	8
Family Evening Storytime	1	56
Game Fun Friday	1	12
Groovy Movie 5 Grade & Up	1	10
Harry Potter Party 1-3 Grade	1	42
Harry Potter Party 4-8 Grade	1	45
Junior Great Books	1	2
Mother Daughter Book Discussion	1	8
North School Tour	4	95
Preschool Movie Morning	3	50
School IMC & Principal Tea	1	22
Science & Arts Academy Tour	1	9
Stories & More	2	34
Story-Mania 3-5 th Grade	1	4
Storytime 2 Yr	7	144
Storytime 3-5 Yr	15	149
Teen 2000 Advisory Group	1	26
Youth Services Volunteer Orientation	1	12
Total	62	1,106
Literacy Program		
Learn to Read	32	625
Grand Total	112	1,970

September Total = 112 groups involving 1,970 people.
2000 Year to Date Total 421 groups involving 7,178.

**USAGE STATISTICS FOR ONLINE REFERENCE PRODUCTS
SEPTEMBER 2000**

Ancestry.com	NA
College Source Online	14
Contemporary Authors	NA
Des Plaines Public Library Homepage	26,482
Electric Library	NA
Encyclopedia Britannica Online	41
FactsOnFile	NA
FACTS.com	NA
First Search	150
Hoover's Online	NA
Info USA (American Business Disc and Phone Disc)	510
InfoTrac	993
Library Catalog (access via dialup, telenet or remote)	NA
Moody's Weely News Reports	NA
Newsbank (Chicago Tribune)	209
News Illinois	55
Novelist	27
PoemFinder	NA
ProQuest Direct (Chicago Sun Times, Daily Herald, New York Times, Wall Street Journal)	75
SRDS Advertising Age	NA
Value Line	NA
World Book Encyclopedia	NA
Total Searches & Queries	28,416



1501 Ellinwood Street
Des Plaines, IL 60016-4553
847.827.5551 phone
847.827.7974 fax
www.desplaines.lib.il.us

XIV

BOARD OF TRUSTEES
Minutes of the Grand Opening Advisory Committee
September 19, 2000

Chair: Eldon Burk
Present: Sandra Norlin, Christine Posinger, Martha Sloan, Charlotte Storer, Leslie Steiner, Eldon Burk, Susan Burrows, Carol Kidd, Hector Marino, John Burke.

The meeting was called to order by Chairman Eldon Burk at 6:42 PM.

Eldon Burk reported that one-foot risers will be delivered on Friday, September 22, 2000 and asked that Gary Valente pick-up the public address system from the Public Works department.

Eldon also reported that Carolyn Krause, David Sullivan, Rosemary Mulligan, Jean Wilkins, Anthony Oliver, Floyd Anderson, Michael Barnes, Norma Jung, and Mayor Arredia have agreed to speak at the celebration.

The dedication of the aquarium, second floor mural, storytime room and picture of the late Mayor Jung will immediately follow the opening ceremony.

The library will open to the public after the ceremony has concluded. Refreshments of lemonade and cookies will be served outside the building, weather permitting.

Twenty-four schools have been contacted for the ribbon cutting ceremony and the children will be asked to meet in the parking garage at 12:45PM. Mary Ann Brown has contacted McDonald's for a donation of coupons for free french fries and the library will print the coupons with McDonald's approval.

Christine Posinger brought a sample of the table skirts to be used.

The Committee asked Leslie Steiner if Public Information Services could make nametags for the trustees.

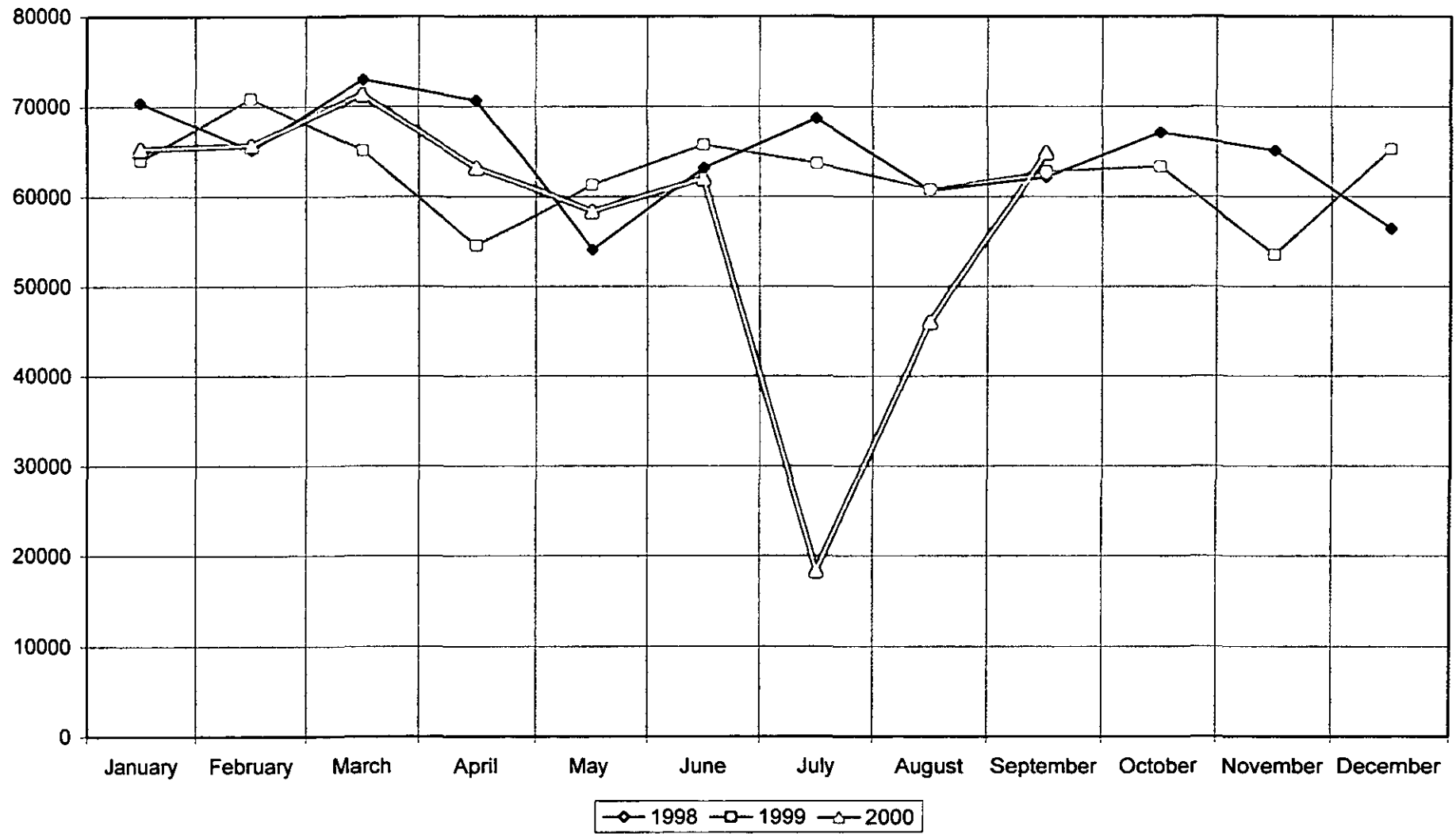
0000
Charlotte Storer reported that the Friends of the Library will give away bookmarks and magnets.

Leslie Steiner reported that the library will give away bookmarks that are colored to match the library floors and are printed with the library website address.

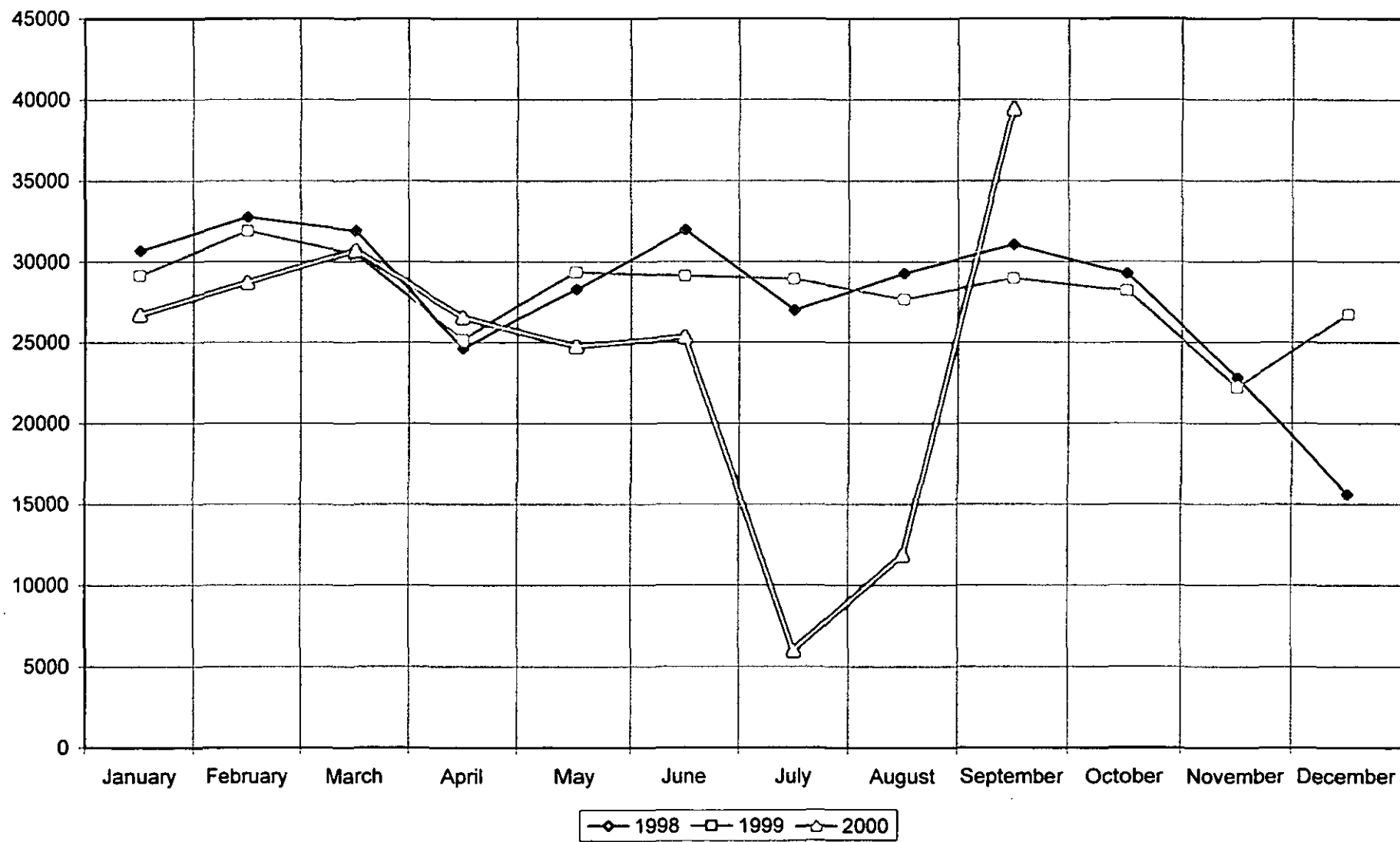
The meeting adjourned at 7:18 PM.

Minutes prepared by Carol Kidd.

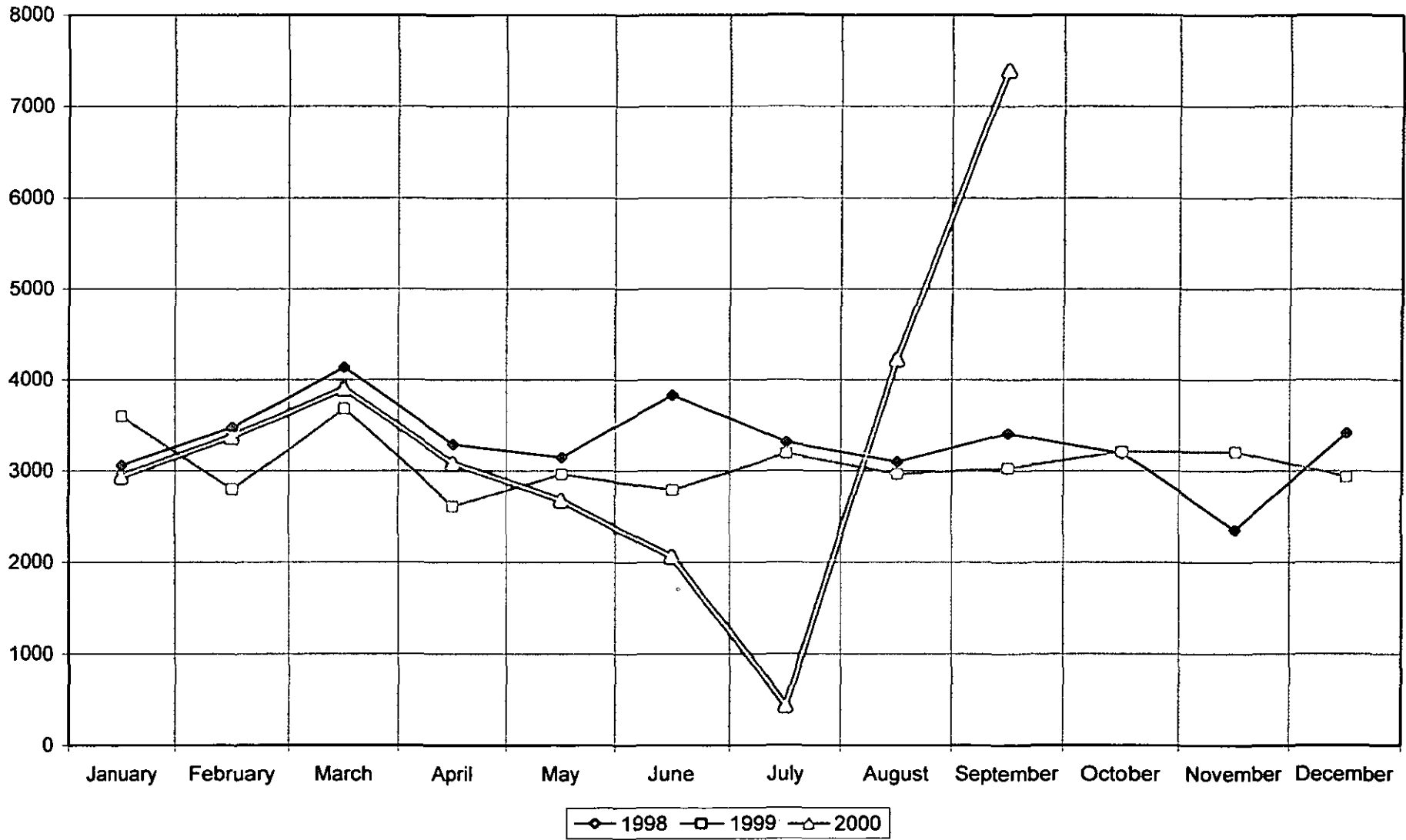
Circulation Statistics
Items Circulated Per Month By Year



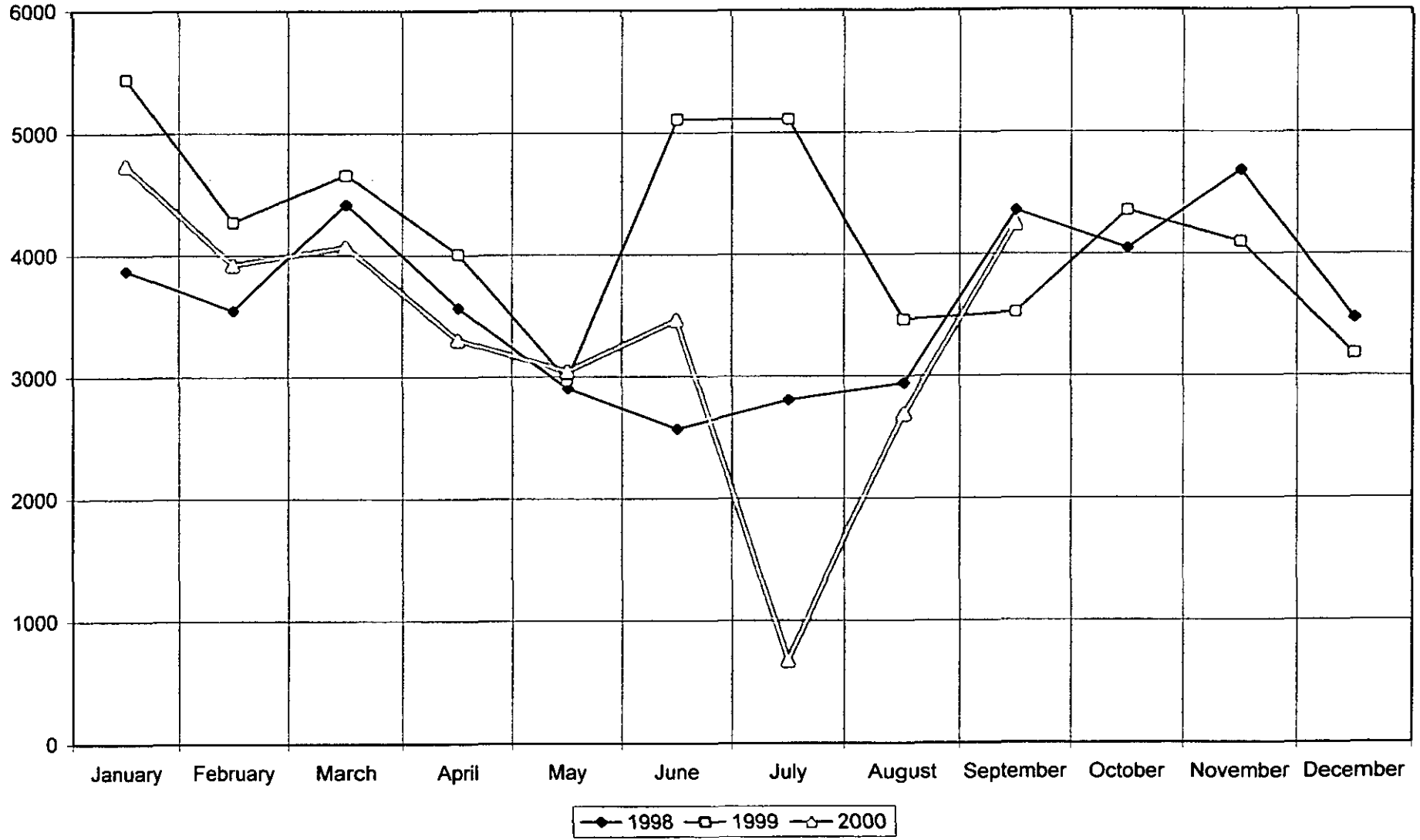
Patron Attendance - September 2000



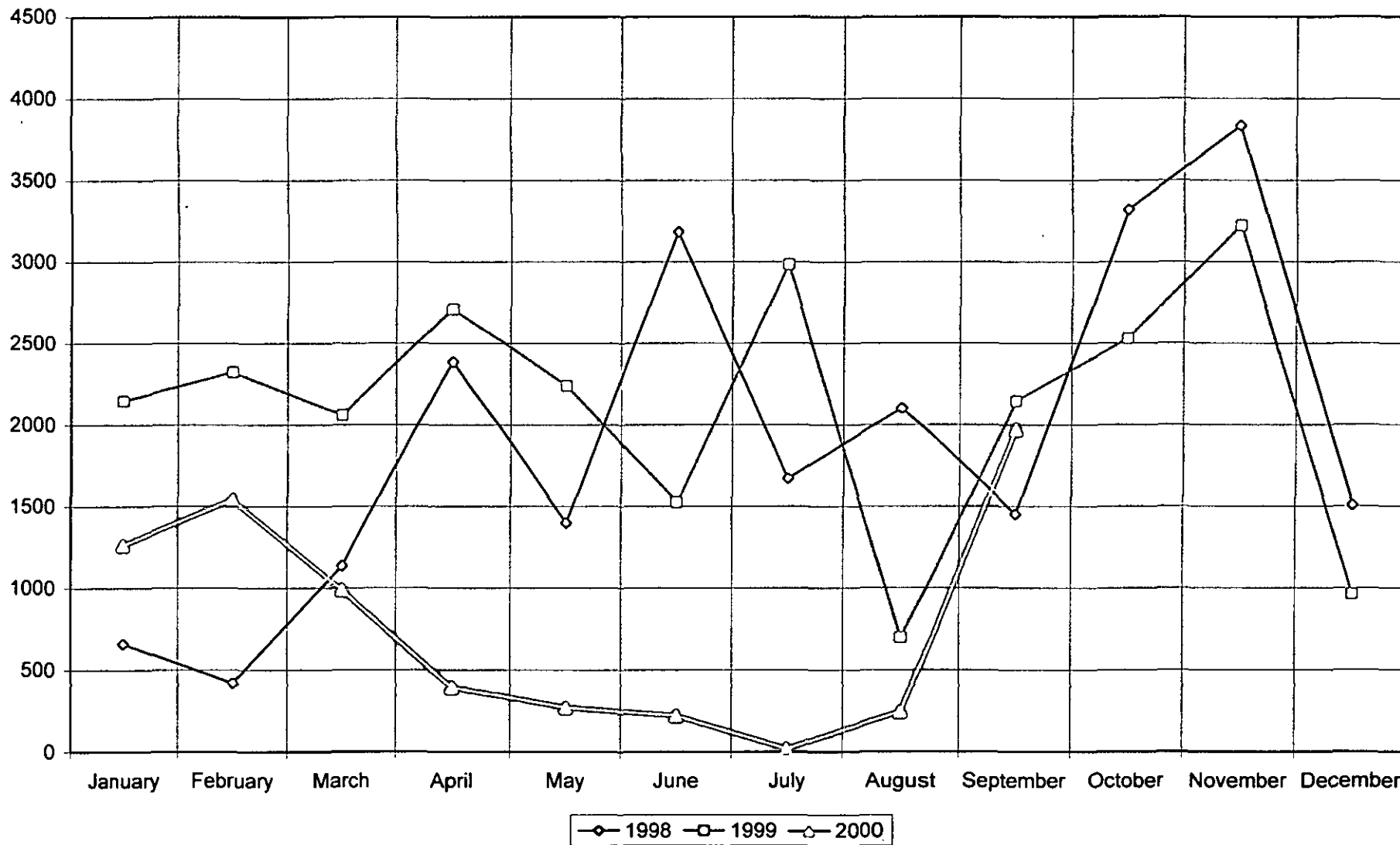
Adult Patron Assistance - September 2000



Children's Patron Assistance - September 2000



Meeting Room Attendance - September 2000





September 20, 2000

Sandra K. Norlin, Director
Des Plaines Library
1501 Ellinwood Street
Des Plaines, IL 60016

Dear Sandra,

I wanted to extend a thank you to your department and the staff who attended our Family Fun Fest and Fiesta Events. Mother Nature was not very cooperative, and we had to stop the Family Fun Fest due to severe lightning. On a more positive note, the Fiesta had comfortable temperatures and a clear blue sky.

Your staff did an excellent job at both activities. I know at times the volume of kids was a little overwhelming however the staff was outstanding. Please extend a thank you to them. I am grateful for your support of these two large community events and look forward to your participation next year.

Sincerely,

A handwritten signature in cursive script that reads 'Cynthia N. Capek'.

Cynthia N. Capek
Superintendent of Recreation

NIGHT OWL

REFERENCE SERVICE



August 2000

Total number calls =833

10 Antioch Public Library	11 Lincolnwood Public Library
32 Arlington Heights Memorial Library	24 Lisle Library District
12 Aurora Public Library	18 Mt Prospect Public Library
22 Barrington Area Public Library	11 Nppersink Public Library
20 Bartlett Public Library	24 Northbrook Public Library
16 Bedford Park Public Library	20 Oswego Public Library
30 Bellwood Public Library	23 Palatine Public Library
18 Bridgeview Public Library	21 Park Ridge Public Library
12 Coal City Public Library	12 Prospect Heights Public Library
33 Des Plaines Public Library	27 Riverside Public Library
33 Ela Area Public Library	12 Rolling Meadows Public Library
19 Elk Grove Village Public Library	14 St. Charles Public Library
45 Elmhurst Public Library	32 Schaumburg Township Public Library
14 Fossil Ridge Public Library	52 Skokie Public Library
10 Fremont Public Library	15 Vernon Area Public Library
23 Glenview Public Library	18 Villa Park Public Library
25 Highland Park Public Library	13 Warrenville Public Library
10 Homer Township Public Library	11 Westchester Public Library
27 Indian Trails Public Library	11 WoodDale Public Library
21 Lake Forest Public Library	20 Woodstock Public Library

SAMPLE QUESTIONS

Location of closest Social Security Office
 Name for having different colored eyes
 Address for Buffalo Bills training camp
 Australian consulate in New York
 CA state lottery winners for June
 Principles of feng shui
 Consumer Report on cell phones
 What do the words 'flea market' mean?
 Power outage status
 Profiles and ratings of cruise ships
 Names of women Democratic senators
 How to contact the Czech Museum in Chicago
 Dates for Little Falls MN Art Fair
 Distance from St. Charles to Ft. Lauderdale, FL
 Sources for used records
 How old is Mike Ditka

Marilyn Uselmann
 Marilyn Uselmann
 Head, Night Owl



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

September 25, 2000

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

Dear Mrs. Norlin:

I am delighted to award the Des Plaines Public Library a FY2001 Illinois Public Library Per Capita Grant in the amount of \$65,947.57. This amount represents the statutory \$1.23 per person payment to your library.

I am extremely proud of the outstanding work performed by our Illinois public libraries. Public libraries are an integral part of every community, and the services you provide enrich and enlighten the citizens of this state. Though our economy remains strong and vibrant in Illinois, I am aware that public libraries face constant challenges to improve and upgrade the services they offer to patrons. A program like the Public Library Per Capita Grant Program helps provide the financial resources your community depends upon to meet the ever-changing needs of the public.

You should receive your lump sum check within six to eight weeks of this notification. All funds must be obligated by June 30, 2001, and expended by August 31, 2001. Any changes in the planned use of this grant must be requested by May 1, 2001.

Please extend my congratulations and best wishes to your library board and staff for their outstanding work. Please do not ever hesitate to contact me if I may be of assistance to you.

Sincerely,

A handwritten signature in cursive script that reads "Jesse White".

JESSE WHITE, Secretary of State
and State Librarian

cc: Eldon Burke, Board President

JW:isl



**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: September 14, 2000

RE: RBP Statistics

Attached are the RBP statistics for August 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. Please send your statistics to Sandy McVeigh. We need them by the TENTH of each month.

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

00-0914-208

**North Suburban Library System
Reciprocal Borrowing Program
August 2000**

	Algonquin	Antioch	Arlington Hts	Barrington	Cary	Cook Mem.	Crystal Lk	Deerfield	Des Plaines	Dundee	Ela	Elk Grove	Evanston	Fox Lake	Fox Rvr Gro
Algonquin			24	88	73	14	1,155		29	210	32		2		10
Antioch			5			108		243	3				21	224	
Arlington Heights				34		42		27	104		97	200	8		
Barrington	568	13	103		14	63	38		29	80	4,655	21	21		77
Cary	206		2	1,291		33	998		10		184				100
Cook Memorial		15	41	4	6		1	82	36	2	155	2	11	1	
Crystal Lake	182		11	87	16	6			2	15	18		31		5
Deerfield			12			20			11		10		88	7	
Des Plaines	5	8	322	7				16			57	414	32		10
Dundee	2,533		18	289			244				93	7			
Ela	4		65	580	1	87	13	14	1	3		67	12		
Elk Grove			75	5		22		11	46						
Evanston			22	10		11		36	48			10			
Fox Lake	3	55	3			96	8		2		172	40	8		
Fox River Grove				88	52		50				83				
Fremont	6	24	42	48		4,782		12	1		696		8	7	
Gail Borden	25		39	46			29		48	261		49	35		
Glencoe								7	8		10		55		
Glenview		3	44			4	10	34	31				8		
Grayslake	8		12			1,030	1	18			18		52	15	
Highland Park			4			55		477	18				155		
Highwood								2					2		
Huntley	459		3	22		13	392			118					
Indian Trails		32	974	21		139	1	54	92		194	45	22		
Lake Bluff						282		55					12		
Lake Forest			1			328		193	3				23		
Lake Villa		226	8			323		11	5		29	12		116	
Lincolnwood									7				60		
McHenry	16		28	60		17	911	1	10	7	31			7	
McHenry-Nunda						6	5				5	12			
Morton Grove			21					16	81				68		
Mt. Prospect			951	8		1	8	10	455			464	71		
Niles		4	34		1		1		1,602		61	20	43		
Northbrook			34			25		215	84		2	37			
North Chicago						449		5			5		9		
Palatine			672	501	4	36	21	68	34	4	172	91	8	4	
Park Ridge			35	11				8	1,107		3	13	22		
Prospect Heights			512	7		31			29		6	12	18		
Rolling Meadows			294	37		2	1		2		2	57			
Round Lake		47				135		19	3		109		26	63	
Schaumburg			84	84		19	4	1	65	31	47	768	7		5
Skokie			23			15		155	9				1,211		
Vernon			125	41		683		359	30		542	2	4		
Warren-Newport		9	7	42	21	2,821		45	12		47		15		
Wauconda	1	3	8	155	1	71	112		1		501	4	10		
Waukegan						1,126		17	4				21	1	25
Winnetka	1		6					21	65		7		902		
Winnetka-Northfield		3	2					124	20		3		262		
Zion-Benton		12	3	6		272	2				2		15	6	
Total Loaned:	4,017	454	4,867	3,570	189	13,163	4,005	2,358	4,145	731	8,048	2,345	3,376	451	232

**North Suburban Library System
Reciprocal Borrowing Program
August 2000**

	Fremont	Gall Borden	Glencoe	Glenview	Grayslake	Highland Pk	Highwood	Huntley	Indian Trails	Lk Bluff	Lk Forest	Lk Villa	Lincolnwood	McHenry	McH-Nunda
Algonquin	1	25		1	1			573						22	
Antioch	10		2		55						4	1,928		9	
Arlington Heights			8	38	7	11			1,703		8		1		
Barrington	7	15	13	1	5	3		9	33		1				
Cary		7						20				8			
Cook Memorial	1,833		1	128	106	68	2		151	46	370	111		11	
Crystal Lake		5	4	4	4	3	1	22			5			21	
Deerfield	1		29	15	4	809	9		20	7	9				
Des Plaines		5		49		4			77			13	58		
Dundee		387			1			97	1			11			
Ela	106		4	15	16				75		7	2			
Elk Grove		9		2	2		1								
Evanston			122	289	2	95	2		22		47		83		
Fox Lake	8			1	32				8		1	864		72	21
Fox River Grove		4							1						
Fremont			1	53	383				10	1	22	67		10	
Gall Borden				5	2			5							
Glencoe				11		238	4		1		11				
Glenview		2	14		9	33	3		26		1		5		
Grayslake	146			10		64					1	1,227	1		
Highland Park			500		7		227			25	167	11			
Highwood			1		9	810					48				
Huntley		20													
Indian Trails	74		20	195	40	20					8	186	23		
Lake Bluff			31			79	1				2,924				
Lake Forest	4		25	4		296	7			104					
Lake Villa	59		3	27	419	4	1		2	5	33				
Lincolnwood			4	11		7			10						
McHenry		1			11							3			10
McHenry-Nunda					2			5						422	
Morton Grove				775		19			5				19		
Mt. Prospect		10		49	3	7			73						
Niles			5	2,725		30		7	97				55		
Northbrook			148	606	1	234	6		162		32	10	11		
North Chicago				2	4	42	1			65	241	25			
Palatine	9	4		49	5	68		4	168		1				
Park Ridge	8		2	46					11		6		15		
Prospect Heights	5			14	18				2,905	15			1		
Rolling Meadows				21			1		15	3	3				
Round Lake	44	10			478						3	1,329		8	
Schaumburg		7		30					31						
Skokie		1	68	252		29	3		15		11		214		
Vernon	340		11	114	15	124	1		1,574		138	7	3		
Warren-Newport	129		4	45	2,151	30			8	2	168	1,028		3	
Wauconda	43	10			22				29		6	13		41	3
Waukegan	15		3	13	25	10	9			13	120	51			
Wilmette			151	955		83					11	4	5		
Winnetka-Northfield			816	441		63	5		15	34	8				
Zion-Benton	17				13	30					46	29			
Total Loaned:	2,859	522	1,990	6,992	3,852	3,333	284	742	7,244	320	4,461	6,927	494	619	34

**North Suburban Library System
Reciprocal Borrowing Program
August 2000**

	Morton Grov	Mt. Prospec	Niles	Northbrook	North Chgo	Palatine	Park Ridge	Prospect Ht	Ring Mdws	Round Lk	Schaumburg	Skokie	Vernon	Warm-Newp	Wauconda
Algonquin		20		4		109	3		69		247		12		
Antioch		2		10			4			39	13	1	31	180	6
Arlington Heights	14	633	26	48		783	51	951	761	15	530	102	288		31
Barrington		8	20	8		3,963	93		47		1,488		111		1,054
Cary		6	2				5				145	1	6	10	78
Cook Memorial		14	38	134	81	9	27			14	102	35	10,372	277	49
Crystal Lake		5		4		100	2		28		138		10		23
Deerfield	20	6	99	839		46	2	53			25	216	274		
Des Plaines	26	2,336	1,110	78		116	1,571	99	118	5	294	179	14	5	
Dundee		9	1	2		121	6		6	2	602		5		
Ela		32	14	18		635	12	4	2		106		737	11	174
Elk Grove	2	24				98	7	3	7	2	1,003	10			
Evanston	194	24	226	209	1	2	49	11	1		75	2,334	115		
Fox Lake		5	5	7			29			884	14		50	24	317
Fox River Grove									3		3				19
Fremont		7	5	10	7	9	4	4		171	48	20	898	69	755
Gall Borden		24		5		115			92		2,520	13			
Glencoe	4	4	7	265			3			1		6			
Glenview	154	76	446	1,913		14	75	7		6	60	361	140		
Grayslake		5	16	19	3		11		30	390	58	7	148	449	50
Highland Park	2	1		308			7				9	52	97		
Highwood				59							3	27	12		
Huntley						23	6		10		232		7		2
Indian Trails		245	38	482		841	18	931	20	5	209	204	6,935		20
Lake Bluff				2		2					1		48	38	
Lake Forest		8	8	58		17	34				15	1	310	3	42
Lake Villa		3	42	61	8		9			717	68	17	91	620	8
Lincolnwood	10	1	149	17			28				15	2,060			
McHenry			1			19	6			20	54		82		507
McHenry-Nunda						3			6		15		21		276
Morton Grove		7	2,679	19		1	117	6	2		14	3,687			
Mt. Prospect			103	99		309	93	913	168	4	487	22	3		
Niles	166	165		270		11	1,071	77	7		73	1,201	85	6	
Northbrook	3	8	66			54		10	49		12	238	52		
North Chicago		11	6	2			11				6		25	808	
Palatine	7	79	1	38			50	51	1,754	17	3,879	27	105	4	17
Park Ridge	29	46	930	35		53		47	50		78	162	17		16
Prospect Heights	28	243	30	51		236	72		4		42	63	30		
Rolling Meadows	2	84	2	4		821		22			785		4		
Round Lake		2		14		1	11				19		20	94	99
Schaumburg	2	121	4	5		361	13	34	253	5		20	51		
Skokie	1,684	26	468	110		20	109		5		94		6		
Vernon		70	22	300		213	10	25	20	18	108	115		8	2
Warren-Newport		43	1	18		9	4			109	40		214		25
Wauconda		8		10		43			8	51	77		132	18	
Waukegan		3	9	37	17	3				29	20	25	41	4,362	
Wilmette	14	2	78	260		14	7			4	41	772	8	3	
Winnetka-Northfield		2	17	504			40				1	116			
Zion-Benton					1	1			49	23	3		70	1,799	79
Total Loaned:	2,361	4,418	6,665	6,330	118	9,175	3,668	3,248	3,557	2,531	13,867	12,094	21,671	8,788	3,649

North Suburban Library System

Reciprocal Borrowing Program

August 2000

	Waukegan	Wilmette	Winnetka-Northfield	Zion-Benton	Total Borrowed	Total Loaned	Loan-Borrow
Algonquin		4			2,716	4,017	1301
Antioch	20		4	1	2,921	454	-2467
Arlington Heights	2	2	9		6,530	4,667	-1863
Barrington	3	24	11		12,599	3,570	-9029
Cary		3			3,115	189	-2926
Cook Memorial	94	20	29		14,496	13,163	-1333
Crystal Lake		17	2		767	4,005	3238
Deerfield		8	4		2,643	2,356	-287
Des Plaines		17			7,045	4,145	-2900
Dundee					4,435	731	-3704
Ela		0	7		2,832	8,048	5216
Elk Grove					1,329	2,345	1016
Evanston	46	2,592	599		7,277	3,376	-3901
Fox Lake	6				2,733	451	-2282
Fox River Grove					303	232	-71
Fremont	41	12	6		8,237	2,859	-5378
Gail Borden					3,311	522	-2789
Glencoe		109	401		1,145	1,990	845
Glenview		268	260		4,005	6,992	2987
Grayslake	34	2		10	3,833	3,852	19
Highland Park	3	60	36		2,219	3,333	1114
Highwood			7		980	284	-696
Huntley					1,307	742	-565
Indian Trails	1	10	7		12,106	7,244	-4862
Lake Bluff	5	1		1	3,480	320	-3160
Lake Forest	20	2	4	5	1,511	4,461	2950
Lake Villa	98	5			3,028	6,927	3899
Lincolnwood		3	1		2,381	494	-1887
McHenry	5				1,805	619	-1186
McHenry-Nunda					778	34	-744
Morton Grove	3	34	24		7,597	2,361	-5236
Mt. Prospect		2	1		4,312	4,418	106
Niles		60	24		7,901	6,665	-1236
Northbrook		90	328		2,617	6,330	3813
North Chicago	450	7	2	24	2,200	118	-2082
Palatine	1		12		7,963	9,175	1212
Park Ridge		22	8		2,780	3,668	888
Prospect Heights	4	1	14		4,391	3,248	-1143
Rolling Meadows					2,162	3,557	1395
Round Lake	6		1	6	2,547	2,531	-16
Schaumburg			3		2,053	13,867	11814
Skokie	6	307	31		4,872	12,094	7222
Vernon	88	16	38		5,164	21,671	16507
Warren-Newport	490		4		7,542	8,788	1246
Wauconda	5		11		1,397	3,649	2252
Waukegan		6		250	6,255	3,098	-3157
Wilmette			908		4,322	4,373	51
Winnetka-Northfield	2	661			3,139	2,811	-328
Zion-Benton	1,667		15		4,160	297	-3863
Total Loaned:	3,098	4,373	2,811	297	205,141	205,141	

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PUBLIC LIBRARY FUNDS

The Library Board of Trustees adopted the following 2001 budget for library operations at the October 17, 2000 board meeting. In order to accomplish the goals of the library in 2001, the budget will require \$4,086,344 in property taxes, an increase of \$386,980 over the tax levy extended and collected in 2000. This budget will support the following:

- **Staffing.** This budget will support the addition of .47 FTEs and a general wage increase of 3.5%. It should be noted that this is the first budget that includes a full twelve month's salary for the employees that were hired late in 1999 to support the move into the larger library.
- **Operations.** Cleaning, maintenance, heating and cooling, supply, telecommunication, and property and liability insurance costs will increase for the new building as well.
- **Library Collections.** An additional \$83,100 is required to maintain the collection growth planned for the new facility.
- **Capital Projects.** The Capital Projects Fund will allow additional computer hardware and software to be installed.
- **Computer Operations.** Unrelated to the move to larger facilities, a library computer system upgrade is planned for the 2000-2001 with an initial payment due in 2000 and installation costs due in the 2001 fiscal year. The total cost of this project is estimated to be \$80,000.

◆ **Library Operations Fund**

DESCRIPTION	ACTUAL 1998	ACTUAL 1999	BUDGET 2000	PROJECTED 2000	BUDGET 2001
Beginning Balance					223,719
Revenues	5,632,075	3,310,319	3,962,604	4,052,352	4,454,332
Total Available					4,678,051
Expenditures	2,951,145	3,177,448	4,179,809	4,082,213	4,678,051
Ending Balance					0

◆ **Library Capital Projects Fund**

DESCRIPTION	ACTUAL 1998	ACTUAL 1999	BUDGET 2000	PROJECTED 2000	BUDGET 2001
Beginning Balance					253,148
Revenues	0	94,262	427,500	353,000	173,000
Total Available					426,148
Expenditures	0	85,827	635,000	108,286	150,000
Ending Balance					276,148

◆ Library FF&E Fund

DESCRIPTION	ACTUAL 1998	ACTUAL 1999	BUDGET 2000	PROJECTED 2000	BUDGET 2001
Beginning Balance					100,000
Revenues	0	1,800,000	0	0	0
Total Available					100,000
Expenditures	0	53,091	1,800,000	1,646,909	100,000
Ending Balance					0

PUBLIC LIBRARY FUND
FUND 201 DIVISION 2110

CITY OF DES PLAINES
2001 BUDGET

	1998 ACTUAL	1999 ACTUAL	2000 BUDGET	2000 PROJECTED	2001 BUDGET
<u>PERSONAL SERVICES</u>					
910100 Salaries	900,539	1,011,617	1,451,614	1,459,984	1,674,127
910200 Temporary Wages	460,581	465,486	618,933	578,388	635,842
910400 Non-Supervisory Overtime	0	67	500	3,600	500
910500 Vacation Pay	73,527	75,499	0	0	0
910600 Sick Pay	22,729	21,232	0	0	0
910700 Holiday Pay	23,290	54,364	0	0	0
910900 Act/Out of Class/Premium Pay	557	0	500	1,053	500
910950 Excess Sick Hours Payout	4,985	14,429	8,000	3,250	3,500
TOTAL DIRECT SALARY & WAGES	1,486,207	1,642,694	2,079,547	2,046,275	2,314,469
918010 Unemployment Compensation	2,000	2,000	2,000	1,147	1,012
918020 Employer Contribution-F.I.C.A.	115,147	122,612	157,937	150,000	169,465
918021 Employer Contribution-I.M.R.F.	100,869	99,145	123,453	115,000	142,301
918040 Life Insurance Premiums	3,796	3,837	4,747	5,000	4,896
918050 Medical Insurance Premiums	89,178	95,778	182,625	116,700	218,452
918060 Tuition Reimbursement	419	3,930	4,000	4,000	5,000
918070 Workers Compensation	3,100	3,275	4,000	4,100	6,000
TOTAL EMPLOYEE BENEFITS	314,509	330,577	478,762	395,947	547,126
TOTAL PERSONAL SERVICES	1,800,716	1,973,271	2,558,309	2,442,222	2,861,595
<u>CONTRACTUAL SERVICES</u>					
920110 Professional Consulting	34,579	23,942	15,000	15,000	10,000
920120 Communication Services	21,806	11,144	25,000	35,000	50,000
920140 Data-Processing Services	53,398	72,262	85,000	85,000	85,000
920202 Conferences	1,808	4,047	3,500	10,000	7,000
920204 Training	2,046	5,168	2,000	200	2,500
920206 Seminars	3,007	1,919	2,000	2,800	2,500
920210 In-Service Training	1,576	1,290	2,000	2,000	2,000
920220 Membership Dues	3,433	2,936	4,000	4,000	4,500
920230 Publishing of Notices	6,759	2,793	2,000	6,500	2,000
920341 Property/Liability Insurance	42,000	1,096	51,367	49,208	67,423
920850 E.R.P. Transfer to Medical Fund	9,007	8,034	25,600	9,000	11,000
920900 Property/Liability Contribution	0	42,000	0	0	0
930010 Repair/Maintenance of Equipment	62,120	47,118	42,600	40,000	52,600
930020 Repair/Maintenance of Building	25,570	7,760	20,000	5,000	20,000
930030 Repair/Maintenance of Vehicles	743	2,666	3,000	3,000	3,000
930195 Book Binding and Repair	5,910	3,953	6,000	2,500	3,000
930210 Rental of Equipment	883	0	1,000	1,200	3,000
930320 Custodial Services	24,072	21,361	33,000	35,000	45,000
960070 Auto/Travel Expenses	4,188	531	3,000	4,500	5,500
960210 Special Program Services	19,727	25,453	15,000	15,000	17,000
960990 Misc. Contractual Services	117,450	52,688	75,000	113,000	70,000
TOTAL CONTRACTUAL SERVICES	440,082	338,160	416,067	437,908	463,023

PUBLIC LIBRARY FUND

CITY OF DES PLAINES

FUND 201 DIVISION 2110

2001 BUDGET

	1998 ACTUAL	1999 ACTUAL	2000 BUDGET	2000 PROJECTED	2001 BUDGET	
<u>COMMODITIES</u>						
970100	Library Supplies	41,935	44,579	50,000	50,000	70,000
970110	Meals (Prsmrs/Wrksr/Vols)	767	1,878	2,000	1,000	1,500
970170	Janitorial Supplies	11,864	9,982	12,000	6,000	8,000
970200	Copying/Fax Supplies	2,189	0	1,000	500	1,000
970260	Postage & Parcel	13,278	12,225	13,200	12,000	13,200
970260	Periodicals	54,025	65,860	74,200	74,200	85,000
970270	Printing/Reproduction	5,228	7,206	15,000	6,000	7,500
970320	Supplies: Bldg R/M	0	94	0	0	0
970600	Books	305,677	413,292	440,000	440,000	493,000
970610	Audio Materials	40,351	45,111	56,700	56,700	64,000
970630	Visual/Multi-Media Materials	37,772	40,763	53,000	53,000	65,000
970640	Automated Reference Material	66,983	56,075	87,000	87,000	87,000
970810	Natural Gas/Electricity	13,997	15,171	14,400	11,500	19,000
970820	Supplies: Vehicle R/M	0	99	0	0	0
970820	Electricity	0	0	500	500	500
970840	Diesel	436	685	500	3,500	3,500
970850	Gasoline	3,054	2,629	3,500	750	800
	TOTAL COMMODITIES	597,555	715,648	823,000	802,650	919,000
<u>CAPITAL OUTLAY</u>						
980300	Improvements	15,575	0	0	0	0
980400	Equipment	9,441	38,919	80,000	100,000	135,000
980410	Computer Hardware	0	29,235	0	0	0
980420	Computer Software	0	992	0	0	0
980600	Furniture & Fixtures	8,968	3,116	5,000	5,000	5,000
	TOTAL CAPITAL OUTLAY	33,984	72,263	85,000	105,000	140,000
<u>DEBT SERVICE/OTHER</u>						
990300	Trust/Agency Fees	0	40	150	150	150
990900	Transfer to Debt Service	0	11,953	0	0	0
990910	Abatement of 1993 G.O. Bond	12,039	0	29,283	29,283	29,283
990940	Transfer to Capital Projects Fund	0	0	150,000	150,000	150,000
993000	Contingency Reserve	0	0	50,000	50,000	50,000
	TOTAL DEBT SERVICE/OTHER	12,039	11,993	229,433	229,433	229,433
	TOTAL DEPARTMENT REQUEST	2,884,377	3,111,335	4,111,809	4,017,213	4,613,051

PUBLIC LIBRARY
PER CAPITA GRANT DIVISION

CITY OF DES PLAINES
2001 BUDGET

FUND 201 DIVISION 2130

	1998 ACTUAL	1999 ACTUAL	2000 BUDGET	2000 PROJECTED	2001 BUDGET
<u>CONTRACTUAL SERVICES</u>					
920110 Professional Consulting	8,555	0	3,500	0	0
920120 Communications	4,835	0	0	0	0
920202 Conferences	0	276	5,000	5,000	5,000
960070 Travel	1,499	861	1,500	0	0
960990 Misc. Contractual Services and Programs	3,657	20,627	38,000	60,000	60,000
TOTAL CONTRACTUAL SERVICES	18,546	21,765	48,000	65,000	65,000
<u>CAPITAL OUTLAY</u>					
980400 Equipment	28,995	26,689	20,000	0	0
980410 Computer Hardware	0	17,303	0	0	0
980420 Computer Software	0	397	0	0	0
980500 Vehicles	19,227	0	0	0	0
TOTAL CAPITAL OUTLAY	48,222	44,389	20,000	0	0
TOTAL PER CAPITA FUND	66,768	66,153	68,000	65,000	65,000
TOTAL LIBRARY FUNDS	2,951,145	3,177,488	4,179,809	4,082,213	4,678,051

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**LIBRARY CAPITAL PROJECTS
FUND**

**CITY OF DES PLAINES
2001 BUDGET**

FUND 202 DIVISION 202

	1998 ACTUAL	1999 ACTUAL	2000 BUDGET	2000 PROJECTED	2001 BUDGET
<u>CONTRACTUAL SERVICES</u>					
920110 Professional Consulting	0	85,827	25,000	0	0
980990 Misc. Contractual Services	0	0	0	15,634	0
TOTAL CONTRACTUAL SERVICES	0	85,827	25,000	15,634	0
<u>COMMODITIES</u>					
970100 Supplies	0	0	10,000	0	0
TOTAL COMMODITIES	0	0	10,000	0	0
<u>CAPITAL OUTLAY</u>					
980300 Improvements	0	0	100,000	6,252	0
980400 Equipment	0	0	0	86,400	50,000
980420 Software	0	0	0	0	50,000
980600 Furniture & Fixtures	0	0	500,000	0	50,000
TOTAL CAPITAL OUTLAY	0	0	600,000	92,652	150,000
TOTAL LIBRARY CAPITAL PROJECTS FUND	0	85,827	635,000	108,286	150,000

LIBRARY FF&E
FUND

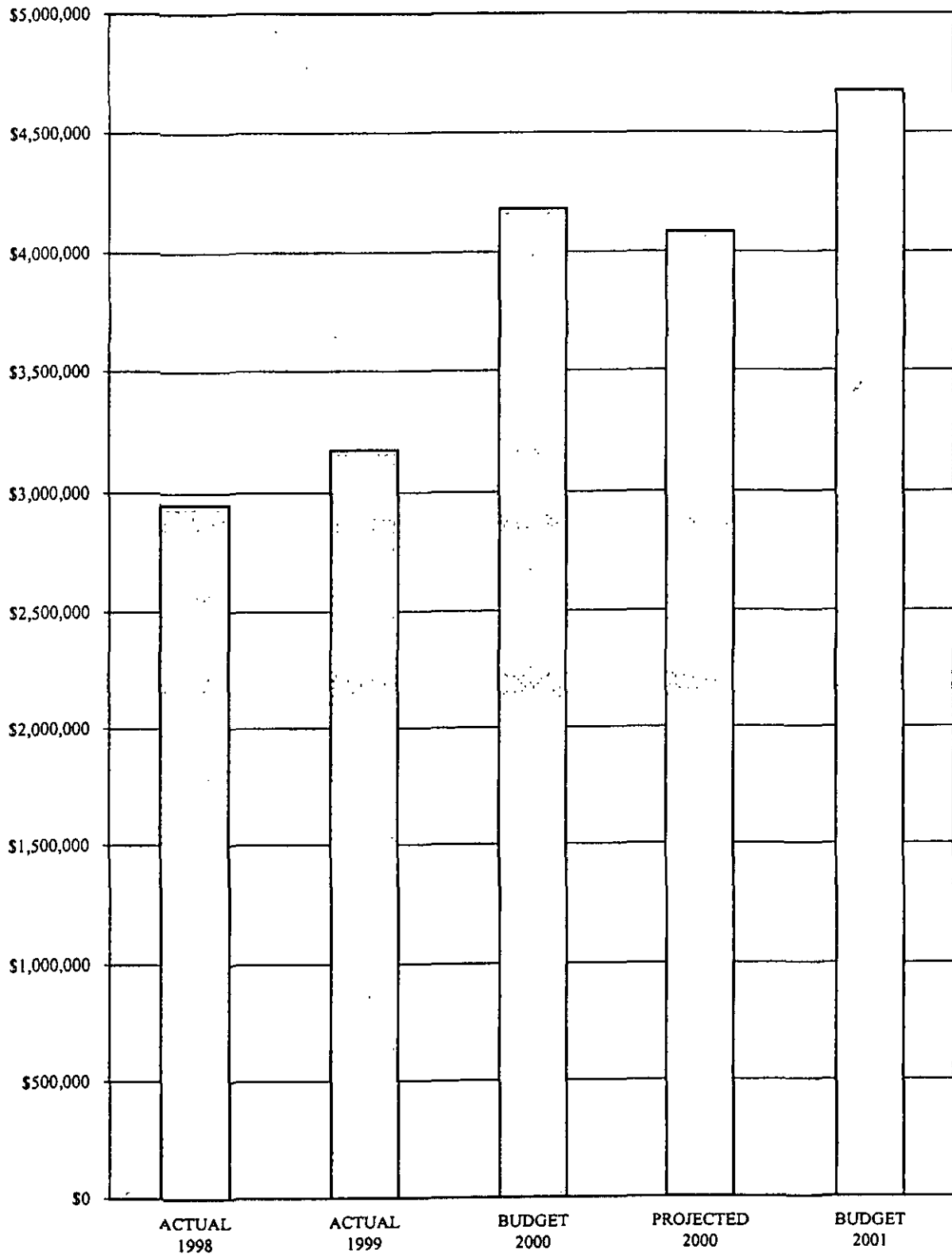
CITY OF DES PLAINES
2001 BUDGET

FUND 415 DIVISION 415

	1998 ACTUAL	1999 ACTUAL	2000 BUDGET	2000 PROJECTED	2001 BUDGET
<u>CONTRACTUAL SERVICES</u>					
920110 Professional Consulting	0	53,091	0	75,000	0
920120 Communication Services	0	0	0	1,000	0
930010 R/M Equipment	0	0	0	6,445	0
960990 Misc. Contractual Services	0	0	0	35,000	0
TOTAL CONTRACTUAL SERVICES	0	53,091	0	117,445	0
<u>CAPITAL OUTLAY</u>					
980300 Improvements	0	0	1,800,000	0	0
980400 Equipment	0	0	0	108,964	0
980600 Furniture & Fixtures	0	0	0	1,420,500	100,000
TOTAL CAPITAL OUTLAY	0	0	1,800,000	1,529,464	100,000
TOTAL LIBRARY FF&E FUND	0	53,091	1,800,000	1,646,909	100,000

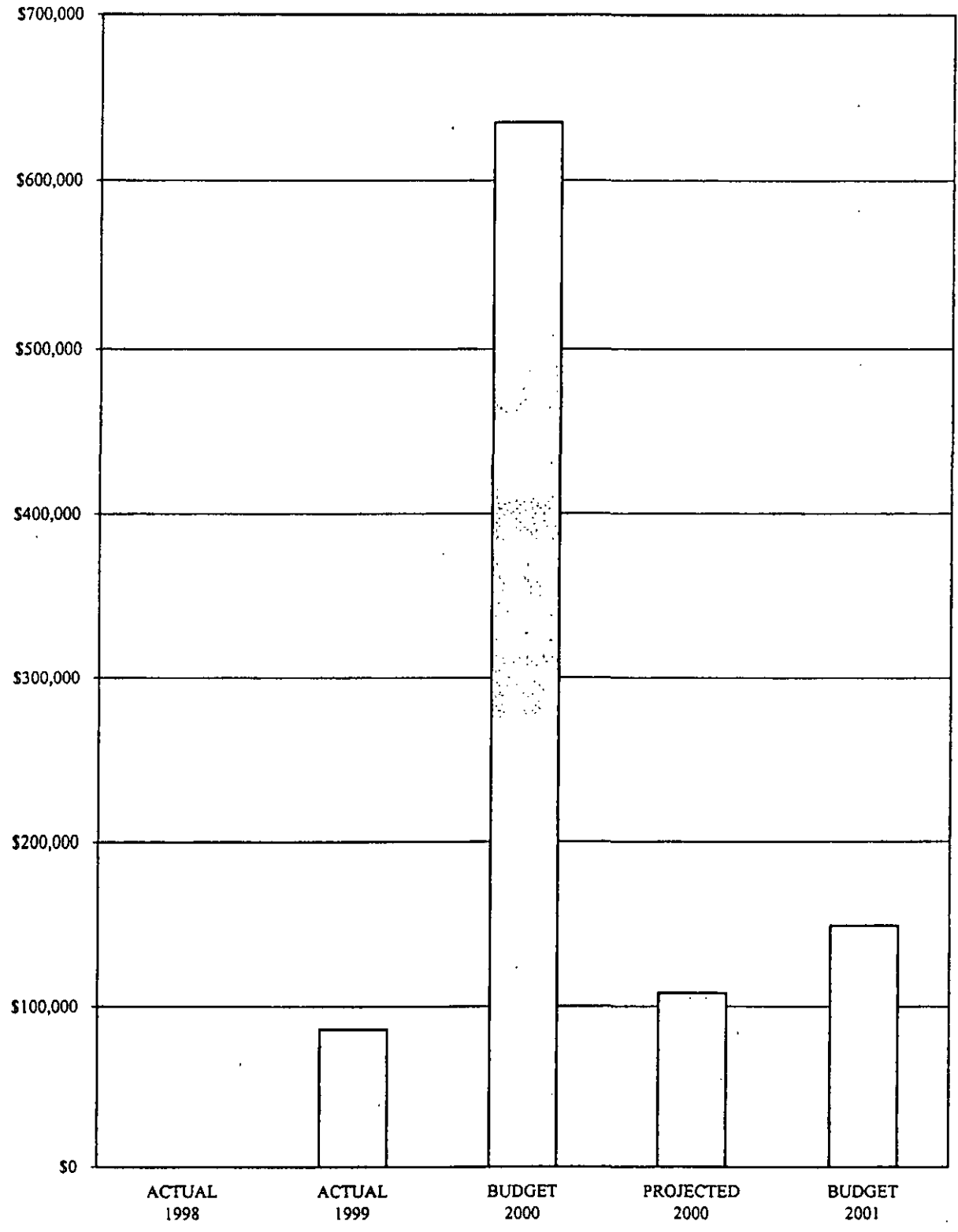
Library Operations Fund

History of Expenditures

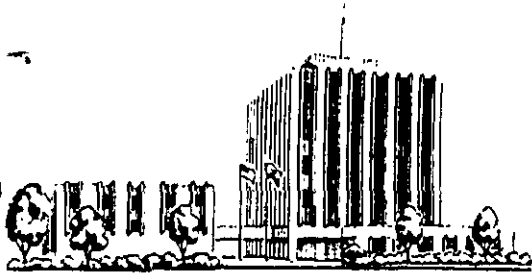


Library Capital Projects Fund

History of Expenditures



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CITY OF DES PLAINES

1420 Miner/Northwest Highway ■ Des Plaines, Illinois 60016-4498 ■ (847)391-5300

October 27, 2000

TO: Tony Arredia, Acting Mayor
Des Plaines City Council

FROM: F. Wallace Douthwaite
City Manager

RE: Letter of Transmittal - Proposed 2001 Budget

I am pleased to present to you the proposed 2001 budget for the City of Des Plaines. The budget incorporates the total program of proposed City expenditures and supporting revenues for the coming year, and maintains the City's operating reserves at their minimum recommended levels. The proposed operating and capital budgets contained herein have been prepared in accordance with Illinois Statutes, the City Code and generally accepted accounting principles.

The budget is a comprehensive document containing detailed revenues and expenditures for all funds operated by the City. Details of the budget can be found in the pages immediately following this budget message.

BUDGET PROCESS

The City's budget again has been prepared using a "target-based" approach. There are three main reasons for using this process: first, to identify and eliminate unnecessary or duplicative costs in the budget; second, to provide elected officials with a variety of program and service options; and third, to consciously reevaluate the benefits of funding particular service requests.

The target-based budget has two primary components: 1) a "target level" budget which finances a basic level of municipal services; and 2) an unspecified number of incremental expenditure requests called "service levels". Each service level is a separate and autonomous set of expenditures required to provide a particular service or to fund a particular piece of equipment, and represents an additional level of service that a department can provide.



October 27, 2000

Letter of Transmittal - Proposed 2001 Budget

The following steps were employed in the development of the budget:

- 1) A "Target Level" expenditure base was established for all departments funded by the General Corporate Fund. The "Target Level" was defined as actual salaries and benefits for the upcoming year, based upon labor union contractual agreements and the anticipated general wage increases for non-union employees in line with corresponding labor contracts, plus one hundred one percent (101%) of 2000 budgeted commodities and contractual services. One-time capital outlays budgeted last year were excluded from the target level.
- 2) Department Heads determined what expenditure reductions (if any) could be made to bring their budgets within the "Target Level" constraints. The Department Heads also prepared additional service level requests. If service levels or programs were required to be reduced in order to meet the target level, those reductions were identified, as well as their impacts on the citizenry. In the case of the 2001 budget requests, reductions in service levels were not necessary.
- 3) The Department Head ranked service level requests in priority order. The restoration of current services generally - though not always - received a higher priority than requests for enhanced services. Each department's Target Level request was automatically included in the budget as the highest priority.
- 4) General Fund revenues were estimated and the budget was balanced by funding the service level requests that, in the City Manager's opinion, were of the highest priority within our revenue constraints.
- 5) Budgets were prepared for all special revenue, internal, debt service, enterprise, and capital project funds.

KEY BUDGET PRINCIPLES

This financial plan is founded upon sound fiscal policies. The theme of these policies is summarized by the following principles:

- Revenues have been estimated at realistic levels. In addition, the proposed General Fund budget assumes no increase in the property tax levy over and above the three percent "loss and cost" adjustment assessed by Cook County, nor any additional revenue sources over and above those now available.

- Expenditures are reflective of the true cost of operation.

- Adequate reserves have been maintained for the City's major liabilities. These include workers' compensation, employee cost-of-living increases mandated through negotiated labor contracts, health insurance, and liability insurance.

October 27, 2000
Letter of Transmittal - Proposed 2001 Budget

GENERAL FUND

The General Fund is the principal operating fund of the City. Departments contained in the General Fund include the Legislative, City Clerk, City Manager, Legal, Finance, Police, Fire, Engineering, Community Development, Public Works, and Human Resources & Services. Also contained in the General Fund are budgets to fund the operations of the Fire & Police Commission, Cable Services Commission, and the Historical Museum.

Revenues

Revenues for the General Fund are projected to increase slightly without the need to impose alternative revenue sources. In 2001, General Fund revenues are projected to total \$34,644,629, an increase of approximately \$572,000 (or 1.6 percent) from 2000 projections. None of the major revenue sources, with the exception of the personal property replacement tax, building permit fees and income tax, shows any significant increases.

The property tax, sales tax and income tax are still the most important sources of revenue for the General Fund, accounting for over two-thirds of all revenues. For purposes of the "Truth in Taxation" law, there is no increase in the 2001 General Fund net levy.

The City's share of the state sales tax is expected to be \$7,400,000 in 2001, an increase of \$300,000 from the 2000 budget. The City's share of state income tax revenues is expected to be about eleven percent more than in 2000, with \$5,000,000 budgeted next year. As is the case with the sales tax, income tax collections are reflective of the healthy economy.

All other General Fund revenues combined are estimated at \$13,256,666, a \$40,000 decrease from 2000 projected revenues.

The 2001 beginning balance is projected to be \$8,023,646. This amount is approximately \$1.5 million more than the 2000 beginning balance, due mainly to an unanticipated increase in sales and income tax collections, along with significant cost savings on the part of our Department Heads. As a result, it will not be necessary in 2001 to explore new revenue sources, nor increase the General Fund tax levy.

October 27, 2000
Letter of Transmittal - Proposed 2001 Budget

Expenditures

The proposed expenditures in 2001 total \$35,969,316. This represents an increase of slightly more than \$2.3 million (or 6.9 percent) over the 2000 budgeted expenditures of \$33,620,949. Most of the increase can be attributed to labor cost increases as a result of collective bargaining, plus substantial one-time capital improvements.

The 2001 budget again proposes several large inter-fund transfers. I am proposing to increase the transfer from the General Fund to the Building Enhancement Fund from \$319,999 to \$500,000 to accelerate the investment of funds for future replacement of or additions to some of our municipal buildings. In addition, I am recommending the creation of a Sidewalk and Alley Capital Improvement Fund, financed from cost savings from our annual street construction program, to accommodate the City Council's desire to construct new sidewalks and rehabilitate alleys not now funded through the City's Capital Improvement Program. Finally, transfers to the Equipment Replacement Fund and Computer Replacement Fund are recommended to continue the viability of our pay-as-you-go programs.

Most of the service level additions are in the form of one-time expenditures, notably equipment purchases and building repairs for the Police, Fire and Public Works Departments.

The General Fund budget proposes the addition of two new full-time employees, plus the upgrade of a part-time position to a full-time one. I am proposing to upgrade the position of Cable Production Coordinator from the part-time status approved (although not yet filled) in the 2000 budget, and proposing the addition of two Information Systems positions to keep up with the increased workload imposed on our current IS staff.

Other significant additions are \$150,000 for renovations to Fire Station #3; \$225,000 for foundation repair and tuck pointing of the Public Works Building; \$290,000 for a new phone system for the City (which will reduce our operational expense by \$60,000 annually); and the changeout of one-half of the Police Department's mobile workstations at a cost of \$105,000.

October 27, 2000
Letter of Transmittal - Proposed 2001 Budget

OTHER FUNDS

Library Fund: Although the General Fund budget proposes no increase in the tax levy, the same cannot be said for the Library Fund. The Library Board has submitted a budget of approximately \$4.6 million, which represents an increase of approximately 9.5 percent. The Board's proposed property tax levy of \$4,086,344 represents an increase of approximately 14% over the 2000 levy (not including the County's "loss and cost" factor).

Emergency Communications Fund: The Emergency Communications budget has increased by two percent, to \$2,151,830. This increase is due primarily to labor increases, as well as some one-time capital outlays to replace some dispatch equipment.

Emergency Communications Fund revenues take into consideration the intergovernmental agreement between Des Plaines and Park Ridge, in which the operating costs of the emergency communication function is shared based upon relative call load. However, revenues are still not sufficient to fully cover the costs of the operation, and an additional subsidy of approximately \$980,000 from the General Fund will be needed in 2000.

We anticipate a new infusion of money into the Emergency Communications Fund in the form of a state-approved surcharge on wireless telephones. Because we do not yet know the extent of this new revenue, it has not been budgeted, but I expect it to decrease the subsidy from the General Fund in future years.

Water Fund: Water Fund expenditures have increased almost fifteen percent from the 2000 projections, to a total of \$10,352,314, due mainly to several water projects anticipated to begin next year. However, due to annual increases in the costs of our water operations, and no increases in past years other than to cover the increased cost of purchasing water from the City of Chicago, the Fund's operating reserve is dwindling. Although the Budget does not anticipate a rate increase to cover those increased expenditures, I believe it prudent to discuss later the issue of an increase in our rates.

Sanitation Fund: The Sanitation Fund's 2001 budget is \$2,277,991, a seven percent decrease from 2000.

Building Replacement Fund: I am proposing the expenditure of \$175,000 from the Building Replacement Funds to match the \$250,000 in state grants for an addition to Fire Station #3. The Fund was established in 2000 to accommodate these needed improvements.

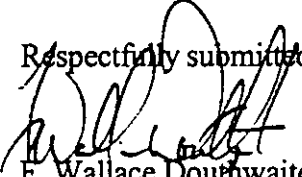
October 27, 2000
Letter of Transmittal – Proposed 2001 Budget

2001 PROGNOSIS

The City continues to be relatively healthy with respect to its finances. Expenditures are under control, and our revenue picture continues to be good. However, our situation has benefited greatly by the continued strength of development revenues, as well as the strong economy, and this scenario should not be assumed to continue for the long term. This possibility of an economic downturn and/or a falloff in building permit revenues makes even more important the need to keep our reserves at a comfortable level. Although the 2000 General Fund budget did not require an increase in the property tax levy, and the 2001 General Fund budget is also balanced without the need for an increase, we may be in a situation where a modest increase in some revenues may be needed in the future. Continued scrutiny of ongoing expenditures will be the "word of the day".

In closing, I would like to express my appreciation to the members of the City staff who worked long hours to identify departmental needs and to prepare budget proposals based upon these needs. Special thanks go to the members of the Finance Department, who put the attached document together in a timely and highly professional fashion.

Respectfully submitted,

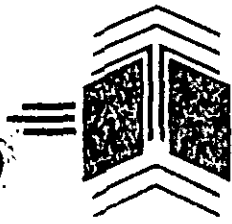


F. Wallace Douthwaite
City Manager
FWD/rm

NOVEMBER 2000

0917

0000000000



Des Plaines Public Library

1501 Ellinwood Street

Des Plaines, IL 60016-4553

847.827.5551 phone

847.827.7974 fax

www.desplaines.lib.il.us

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, NOVEMBER 21, 2000

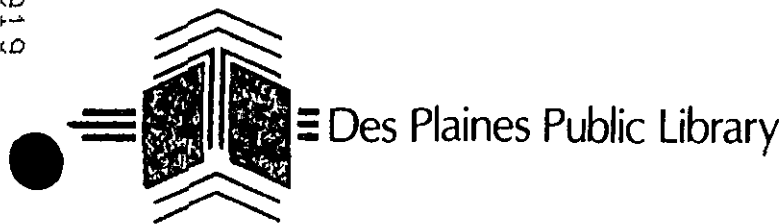
7:30 PM

Conference Room – Second Floor

Agenda:

- **Finance Committee Report**
- **Planning Committee Report**
- **Housekeeping Services Contract**
- **Executive Session**
Administrator Review

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



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II

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
November 21, 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, October 17, 2000. (Action Item)
- IV. Public Comments and Questions.
- V. City Council Community Services Committee – Alderman Petersen.
- VI. Board Review of Department Activities – Kathy Kyrouac, Public Information Services & Christina Tropea, Adult Services, Reference Resources on LAN.
- VII. Finance Report – Susan Burrows. (Action Item)(8:15 PM)
 - A. Over the Counter Receipts (to be filed)
 - B. Petty Cash Expenditures (to be filed)
 - C. Statement of Cash Receipts and Disbursements (to be filed)
 - D. Budget Expenditures Report (to be filed)
 - E. Expenditures (to be approved)
 - F. Report of November 8, 2000 Meeting.
 - G. Corporate Concepts Change Order F1-11
- VIII. Building and Grounds Committee – Betty Ritter.
- IX. Management Committee – Ellen Yearwood.
- X. Planning Committee – John Burke.
 - A. Report of November 15, 2000 Meeting.
- XI. System Membership – John Ciborowski.

XII. Friends of the Library – Inara Brubaker.

XIII. Administrator's Report – Sandra Norlin.

XIV. New Business. (9:00 PM)

A. Consideration of Request for Special Use of Meeting Rooms.

XV. Announcements.

XVI. Correspondence.

XVII. Executive Session.

A. Administrator Review Committee Report.

XVIII. Adjournment. (9:30 PM)



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III

BOARD OF TRUSTEES
Minutes of the Regular Meeting
October 17, 2000

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference on Tuesday, October 17, 2000. President Eldon Burk called the meeting to order at 7:30 PM.

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

Members Absent: William Grice, Ellen Yearwood.

Also Present: Administrator Sandra Norlin, Martha Sloan, Hector Marino, Leslie Steiner, Carol Kidd, Garry R. Danfield, Alderman Tom Becker.

MOTION by Inara Brubaker, seconded by John Burke to accept the agenda as written.
Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by John Ciborowski, seconded by John Burke, to approve the Minutes of the regular Board Meeting of September 19, 2000, as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS

Garry Danfield requested that the enclosed walkway to the library entrance be locked when the library is closed for security reasons. President Burk asked Library Administrator, Sandra Norlin, to confer with the library staff on any problems associated with the enclosed walkway. Mr. Danfield requested additional policemen be assigned to the library to deter the use of bicycles and skateboard activity. President Burk responded that the bicycle police are patrolling the downtown area including the library and surrounding businesses.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Petersen.

Alderman Petersen absent. No report.

BOARD REVIEW OF DEPARTMENT ACTIVITIES.

Sandra Norlin reported that Mary Ann Brown, Head of Youth Services, wrote an article for Illinois Libraries and Martha Sloan, Coordinator of Public Services, and Christine Posinger, Librarian, co-authored an article for Book Groups. Inara Brubaker requested that Board members receive copies of these articles.

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	\$ 6,646.38
2. Petty Cash Expenditures	\$ 0
3. Budget Expenditures for September	\$ 262,653.84
4. Expenditures Year to Date	\$ 2,416,763.73
5. Revenue for September	\$ 9,342.09
6. Revenue Year to Date	\$ 1,751,488.21

MOTION by Susan Burrows, seconded by Inara Brubaker, for the library Warrant Register as follows:

September 05, 2000	\$ 43,531.28
September 18, 2000	\$ 26,216.41
Total	\$ 69,747.69

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

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

September 07, 2000	\$ 73,063.74
September 21, 2000	\$ 75,170.29
Total	\$ 148,234.03

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

0923

MOTION by Susan Burrows, seconded by John Burke, to approve, subject to audit, transfer entries to the Library account in September, 2000 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (September)	<u>\$142.04</u>
Total	\$142.04

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

Sandra presented to the Board the library's FY2001 Preliminary Budget. The Board discussed the increase in property tax of 13.7%, if compared to the 2000 budget.

Rhys Read entered the meeting at 7:50 PM.

MOTION by Susan Burrows, seconded by Inara Brubaker, to approve the FY2001 Preliminary Budget in the amount of \$4,678,051. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Read, Ritter. NAYS: None. MOTION CARRIED.

Sandra reported that budget hearings for the library will be held at City Hall on November 13, 2000.

Susan Burrows reported that a Library Foundation Advisory Committee Meeting was held on September 21, 2000 to discuss a timetable for anticipated library expenses.

Eldon Burk will report on proceeds from "One For The Books" at the November 21, 2000 Board Meeting.

BUILDING AND GROUNDS COMMITTEE – Betty Ritter, Chairman.

Betty Ritter reported that all remaining furniture and equipment at the old library will be sold at public auction on Saturday, October 21, 2000. Any items not bid on may be donated to the Self-Help Closet.

Betty also reported that Gary Valente continues to work with members of the building design and construction team to resolve the problem of excess heat in the public elevators maintenance closet and difficulty opening the main entrance doors due to negative air pressure in the building.

Sandra reported that negotiations continue with Library Bureau Steel on the final payment. Sandra also reported that a representative from LBS visited the library to view faulty book holders.

0924

Eldon Burk reported that Leopardo will repair wavy floors in high traffic areas of the library at no cost to the City of Des Plaines or the Library.

Sandra Norlin reported that additional signage is needed for the library and these are items that were removed from the original request for signage due to cost.

MOTION by Inara Brubaker, seconded by Susan Burrows, to approve additional signage from ASI Signage Company in the amount of \$27,081.91. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Read, Ritter. NAYS: None. MOTION CARRIED.

MANAGEMENT COMMITTEE – Ellen Yearwood, Chairman.

Ellen Yearwood absent. No report.

Sandra Norlin reported that bonuses would be awarded to seven library employees, with six employees receiving \$300.00 each for added responsibilities due to the move and one employee receiving \$200.00 for assuming additional duties when the department was without an acting supervisor.

PLANNING COMMITTEE - John Burke.

John Burke reported that the Planning Committee met with Jim Weiss and Jim Cullen of Executive Service Corps of Chicago on October 19, 2000. Executive Service Corps will work with the Board to develop a plan for the library for the next five years and assist in reexamining the Board's responsibilities. John asked the Board to bring their calendars to the November 21, 2000 Board meeting to select dates for an all-day retreat. John Burke asked for Board approval on the Consulting Agreement between ESC and the Des Plaines Public Library in the amount of \$5,000.00.

MOTION by Rhys Read, seconded by Inara Brubaker, to approve the Consulting Agreement Log #3875 with Executive Service Corps of Chicago in the amount of \$5,000.00. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Read, Ritter. NAYS: None. MOTION CARRIED.

SYSTEM MEMBERSHIP – John Ciborowski.

No report.

FRIENDS OF THE LIBRARY – Inara Brubaker.

Inara Brubaker reported that the General Meeting will be held on November 28, 2000. The book sale will be November 4 and 5.

ADMINISTRATOR'S REPORT

New employees for October are Texas Bullock, Monitor, Allen Cummins, Technology Page, Kara Giles, Librarian I, Tony Marino, Page I, Joyce Pierozzi, Page I, and Monisha Williams, Page I.

Resignations for October are Eileen Finnander, Kathleen Geraghty, Emily Kasmar, Harris Lakhani, and Nancy Rowley.

Department Heads have received training in Groupwise, the City's email system. During the All-Staff Meeting on September 21, the staff saw the new Intranet and Website demonstrated, participated in a Q&A with the representative for our new telephone system, and saw the new meeting room AV equipment demonstrated.

Several reports of our ongoing activities are notable for the first full month we have used our new building. Self-check use has doubled over last year's use, CD checkouts have increased significantly, as well as children's fiction and foreign language materials. Sandra attributes all of these increases to increased visibility in addition to increased attendance. Library card registrations have also increased; please note the growing percentage of library cardholders.

The library staff and volunteers registered over 400 people to vote during the last few days before the deadline. Thanks to Margie Borris for making all the arrangements.

The "meter" reading from the day of the Grand Opening Celebration was 2,785.

Sandra addressed the AAUW and the Des Plaines Lions club, participated in the Grand Opening, attended the Chamber/City Advisory Breakfast meeting, the Governing Board of CCS meeting, and the Library Cable Network Executive Committee meeting.

NEW BUSINESS

President Burk will contact committee members to schedule an Administrator Evaluation meeting.

Eldon Burk will attend the November 6 City Council meeting, John Burke the November 20 meeting, John Ciborowski the December 4 meeting and Rhys Read the December 18 meeting.

Sandra Norlin reported the Holiday Lighting Ceremony will be December 1, Library Plaza, Santa arrival on December 2 at the library, and the Historical Museum's holiday gala on December 3.

0925

CORRESPONDENCE

President Burk received a letter from Brian Mulcrone requesting the library donate their unused plastic magazine holders to the Boy Scouts.

MOTION by Inara Brubaker, seconded by Betty Ritter, to make available to the Boy Scouts or any other not for profit organization the plastic magazine holders no longer used by the library. Vote: Ayes: All. Nays: None. MOTION CARRIED.

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

The meeting adjourned at 9:25 PM.

Minutes prepared by Carol Kidd.



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VII

BOARD OF TRUSTEES
Minutes of the Finance Committee Meeting
November 8, 2000

Chair: Susan Burrows.
Present: Eldon Burk, John Burke, Susan Burrows, Rhys Read, Sandra Norlin,
Carol Kidd.

Call to Order: 5:44 PM by Susan Burrows.

Eldon Burk and Sandra Norlin will contact Alderman Brookman to discuss the Library FY2001 Budget before presenting to the City Finance Committee.

Sandra Norlin distributed a library comparison study based on the 1996-1999 annual reports from Des Plaines, Nilus, Mount Prospect, Park Ridge and Elk Grove Village, which indicates that the Des Plaines Public Library has the highest circulation, with the lowest cost per capita for 1999 among the five comparable libraries. The Committee asked Sandra to forward a copy of this study to Mayor Arredia, F. Wallace Douthwaite, Jim Egeberg, and members of the City Council for the November 13, 2000 budget meeting.

Sandra also distributed copies of the Budget Message received from F. Wallace Douthwaite, City Manager, and the Proposed 2001 Library Budget.

The Committee discussed the benefits to the City of Des Plaines when Library Court is completed, which will include additional real estate taxes from condominiums and new businesses, and additional sales tax.

Eldon Burk reported that a generous donation has been promised for the Poetry Corner.

The Committee compared real estate property tax bills to determine how much the real estate tax bill increased due to the new library and the Committee concurred that the increase was minimal.

Meeting adjourned at 6:57 PM.

Minutes prepared by Carol Kidd.

**DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR THE MONTH OF OCTOBER 2000**

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

1. Over the Counter Receipts	\$ 6,878.39
2. Petty Cash Expenditures	\$ 110.99
3. Budget Expenditures for October	\$ 599,422.51
4. Expenditures Year to Date	\$ 4,444,409.64
5. Revenue for October	\$ 2,194,132.50
6. Revenue Year to Date	\$ 4,224,443.01

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

October 02, 2000	\$ 109,777.49
October 16, 2000	<u>\$ 97,375.31</u>
Total	\$ 207,152.80

ROLL CALL VOTE AYES: _____ NAYS: _____

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

October 05, 2000	\$ 76,319.50
October 19, 2000	<u>\$ 75,498.35</u>
Total	\$ 151,817.85

ROLL CALL VOTE AYES: _____ NAYS: _____

MOTION BY _____ 2ND BY _____ to approve, subject to audit, transfer entries to the Library account in October, 2000 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (October)	<u>\$ 82.98</u>
Total	\$ 82.98

ROLL CALL VOTE

AYES: _____ NAYS: _____

0929

VII

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

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

1. Over the Counter Receipts	\$ 6,878.39
2. Petty Cash Expenditures	\$ 110.99
3. Budget Expenditures for October	\$ 279,840.14
4. Expenditures Year to Date	\$ 2,696,603.87
5. Revenue for October	\$ 2,073,929.38
6. Revenue Year to Date	\$ 3,825,462.40

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

October 02, 2000	\$ 89,348.85
October 16, 2000	\$ <u>46,125.71</u>
Total	\$ 135,474.56

ROLL CALL VOTE AYES: _____ NAYS: _____

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

October 05, 2000	\$ 76,319.50
October 19, 2000	\$ <u>75,498.35</u>
Total	\$ 151,817.85

ROLL CALL VOTE AYES: _____ NAYS: _____

MOTION BY _____ 2ND BY _____ to approve, subject to audit, transfer entries to the Library account in October, 2000 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (October)	\$ 82.98
Total	\$ 82.98

ROLL CALL VOTE
AYES: _____ NAYS: _____

VII

DES PLAINES PUBLIC LIBRARY

OVER THE COUNTER RECEIPTS - OCTOBER 2000

	October 1999	October 2000	1999 to Date	2000 to Date
Lost Materials	\$ 709.14	\$ 457.50	\$ 4,295.77	\$ 4,052.53
Fines	10,736.52	5,256.17	65,478.49	57,891.42
Damage	59.94	101.73	704.54	681.31
Fees	819.38	1,074.64	5,899.82	5,408.61
Copies	443.40	(-20.95)	14,075.54	9,842.36
Miscellaneous	50.40	8.90	1,263.36	914.08
Totals	\$12,818.78	\$ 6,877.99	\$91,717.52	\$78,790.31

11/13/00
COUNTING PERIOD: 10/00

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 DEPOSIT 276502401	1,367.11	
102012	CASH IPTIP/FOA 7139200161	58,274.16	
102014	CASH FED INVST TRUST(FIT)	1,400,828.76	
	TOTAL CASH	1,460,970.23	.00
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	5,196,718.23	.00
450030	ACCRUED LIAB-COMP ABSENCE		72,925.38
	TOTAL ACCRUED LIABILITIES	.00	72,925.38
470000	DEFERRED REV-PROPERTY TAX		3,699,364.00
470100	LIBRARY DEFERRED REVENUE		65,947.57
	TOTAL DEFERRED REV-PROPERTY TAX	.00	65,947.57
	TOTAL CURRENT LIABILITIES	.00	3,838,236.95
	TOTAL LIABILITIES	.00	3,838,236.95
	TOTAL SYSTEM CONTROL	6,940,051.65	8,005,271.40
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	6,940,051.65	8,298,532.93
	TOTAL PUBLIC LIBRARY FUND	12,136,769.88	12,136,769.88

033

11/13/00
ACCOUNTING PERIOD: 10/00

CITY OF DES PLAINES
BALANCE SHEET

SELECTION CRITERIA: genledgr.fund in ('201','202','415')

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH FB DEPOSIT 276502401	277,372.51	
102012	CASH IPTIP/FOA 7139200161	13,301.68	
102014	CASH FED INVST TRUST(PIT)	1,141.68	
	TOTAL CASH	291,815.87	.00
	TOTAL ASSETS	291,815.87	.00
	TOTAL SYSTEM CONTROL	743,285.05	1,026,666.47
730000	FUND BALANCE-UNRESERVED		8,434.45
	TOTAL FUND EQUITY	.00	8,434.45
	TOTAL EQUITIES	743,285.05	1,035,100.92
	TOTAL LIBRARY CAPITAL PROJ FUND	1,035,100.92	1,035,100.92

0333

11/13/00
ACCOUNTING PERIOD: 10/00

CITY OF DES PLAINES
BALANCE SHEET

SELECTION CRITERIA: genledgr.fund in ('201','202','415')

FUND - 415 - FF & E - LIBRARY

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH PB DEPOSIT 276502401		318,577.67
102014	CASH FED INVST TRUST(FIT)	489,604.73	
	TOTAL CASH	489,604.73	318,577.67
	TOTAL ASSETS	489,604.73	318,577.67
	TOTAL SYSTEM CONTROL	3,375,881.94	1,800,000.00
730000	FUND BALANCE-UNRESERVED		1,746,909.00
	TOTAL FUND EQUITY	.00	1,746,909.00
	TOTAL EQUITIES	3,375,881.94	3,546,909.00
	TOTAL FF & E - LIBRARY	3,865,486.67	3,865,486.67
	TOTAL REPORT	17,037,357.47	17,037,357.47

11/13/00
 ACCOUNTING PERIOD: 10/00

CITY OF DES PLAINES
 ORGANIZATION REVENUE STATUS

SELECTION CRITERIA: revledgr.fund='201'

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

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
810010	PROPERTY TAXES 1993	.00	.00	.00	.00	.00	.00
810011	PROPERTY TAXES 1994	.00	.00	.00	.00	.00	.00
810012	PROPERTY TAXES 1995	.00	.00	.00	.00	.00	.00
810013	PROPERTY TAXES 1996	.00	.00	.00	.00	.00	.00
810014	PROPERTY TAXES 1997	.00	.00	.00	.00	.00	.00
810015	PROPERTY TAXES 1998	40,000.00	39,216.27	.00	59,602.62	-19,602.62	1.49
810016	PROPERTY TAXES 1999	3,591,616.00	2,023,477.15	.00	3,490,509.63	101,106.37	.97
810017	PROPERTY TAXES 2000	.00	.00	.00	.00	.00	.00
TOTAL	PROPERTY TAXES	3,631,616.00	2,062,693.42	.00	3,550,112.25	81,503.75	.98
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	3,724,604.00	2,062,693.42	.00	3,643,100.25	81,503.75	.98
822040	STATE GRANT:PER CAPITA	66,768.00	.00	.00	65,894.45	873.55	.99
822080	STATE GRANT:LIBRARY TECH	21,232.00	.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	.00	.00	2,921.00	-2,921.00	.00
TOTAL	STATE GRANTS	88,000.00	.00	.00	71,310.45	16,689.55	.81
TOTAL	INTERGOVERNMENTAL REVENUE	88,000.00	.00	.00	71,310.45	16,689.55	.81
850102	LIBRARY FINES	90,000.00	7,242.76	.00	58,925.40	31,074.60	.65
TOTAL	FINES	90,000.00	7,242.76	.00	58,925.40	31,074.60	.65
850201	COPYING FEE	25,000.00	1.00	.00	5,902.07	19,097.93	.24
850215	SPECIAL PROGRAMS & EVENTS	10,000.00	445.00	.00	3,368.00	6,632.00	.34
TOTAL	FEES AND SERVICES	35,000.00	446.00	.00	9,270.07	25,729.93	.26
TOTAL	FINES, FEES, AND SERVICES	125,000.00	7,688.76	.00	68,195.47	56,804.53	.55
890010	INTEREST INCOME	10,000.00	65.66	.00	20,496.75	-10,496.75	2.05
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	3,481.54	.00	22,359.48	-7,359.48	1.49
TOTAL	OTHER REVENUE	25,000.00	3,547.20	.00	42,856.23	-17,856.23	1.71
TOTAL	PUBLIC LIBRARY FUND	3,962,604.00	2,073,929.38	.00	3,825,462.40	137,141.60	.97
TOTAL	PUBLIC LIBRARY FUND	3,962,604.00	2,073,929.38	.00	3,825,462.40	137,141.60	.97
TOTAL REPORT		3,962,604.00	2,073,929.38	.00	3,825,462.40	137,141.60	.97

11/13/00
 ACCOUNTING PERIOD: 10/00

CITY OF DES PLAINES
 ORGANIZATION REVENUE STATUS

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	100,000.00	.00	1.00
822090	STATE GRANT:LIB CONSTRUCT	137,500.00	112,500.00	.00	139,172.76	-1,672.76	1.01
TOTAL	STATE GRANTS	237,500.00	112,500.00	.00	239,172.76	-1,672.76	1.01
TOTAL	INTERGOVERNMENTAL REVENUE	237,500.00	112,500.00	.00	239,172.76	-1,672.76	1.01
890010	INTEREST INCOME	30,000.00	388.98	.00	2,493.71	27,506.29	.08
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	150,000.00	.00	1.00
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	388.98	.00	152,493.71	37,506.29	.80
TOTAL	LIBRARY CAPITAL PROJ FUND	427,500.00	112,888.98	.00	391,666.47	35,833.53	.92
TOTAL	LIBRARY CAPITAL PROJ FUND	427,500.00	112,888.98	.00	391,666.47	35,833.53	.92
REPORT		427,500.00	112,888.98	.00	391,666.47	35,833.53	.92

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ACCOUNTING PERIOD: 10/00

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

PAGE 1

SELECTION CRITERIA: revledgr.fund='415'

FUND - 415 - FF & E - LIBRARY

FUNCTION - 415 - FF & E - LIBRARY

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
898900	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

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CITY OF DES PLAINES

ACCOUNTING PERIOD: 10/00

ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expledgr.fund='201'

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

Table with columns: ACCOUNT, TITLE, BUDGET, PERIOD EXPENDITURES, ENCUMBRANCES OUTSTANDING, YEAR TO DATE ENC + EXP, AVAILABLE BALANCE, YTD/ BUD. Rows include SALARIES, TEMPORARY WAGES, SUPERVISORY OVERTIME, etc.

(E)
(D)
(C)
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CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

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ACCOUNTING PERIOD: 10/00

SELECTION CRITERIA: expledgr.fund='201'

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
970110	MEALS (PRSNRS/WRKRS/VOLS)	2,000.00	24.95	.00	809.42	1,190.58	.40
970170	JANITORIAL	12,000.00	1,163.66	.00	5,783.32	6,216.68	.48
970200	COPYING/FAX SUPPLIES	1,000.00	.00	.00	826.94	173.06	.83
970260	POSTAGE AND PARCEL	13,200.00	2,071.59	.00	10,179.00	3,021.00	.77
970270	PRINTING-REPROD-BINDING	15,000.00	5,297.50	.00	10,388.99	4,611.01	.69
970320	SUPPLIES: BLDG R/M	.00	.00	.00	.00	.00	.00
970330	SUPPLIES: VEHICLE R/M	.00	.00	.00	59.80	-59.80	.00
970600	BOOKS	440,000.00	36,471.19	.00	295,953.04	144,046.96	.67
970610	AUDIO MATERIALS	56,700.00	2,430.44	.00	27,890.25	28,809.75	.49
970620	SUBSCRIPTIONS & BOOKS	74,200.00	209.65	.00	12,383.32	61,816.68	.17
970630	VISUAL MATERIALS	53,000.00	3,405.33	.00	23,828.94	29,171.06	.45
970640	AUTOMATED REFERENCE MAT'L	87,000.00	6,190.00	.00	49,870.48	37,129.52	.57
970810	NATURAL GAS	14,400.00	.00	.00	10,049.64	4,350.36	.70
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	500.00	61.70	.00	611.23	-111.23	1.22
970850	GASOLINE	3,500.00	21.28	.00	270.60	3,229.40	.08
TOTAL	COMMODITIES	823,000.00	67,011.11	.00	493,033.39	329,966.61	.60
980000	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	80,000.00	497.00	.00	26,969.03	53,030.97	.34
980410	COMPUTER HARDWARE	.00	.00	.00	208.30	-208.30	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	542.12	-542.12	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	5,000.00	1,144.91	.00	1,435.82	3,564.18	.29
TOTAL	CAPITAL EXPENDITURES	85,000.00	1,641.91	.00	29,155.27	55,844.73	.34
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
990910	TRANS TO D/S:93 GO BOND	.00	.00	.00	.00	.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	150,000.00	.00	1.00
TOTAL	TRANS TO LIB CAP PROJ FND	150,000.00	.00	.00	150,000.00	.00	1.00
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
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	4,111,809.00	279,840.14	.00	2,696,603.87	1,415,205.13	.66

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11/13/00

CITY OF DES PLAINES
 ORGANIZATION EXPENDITURE STATUS

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ACCOUNTING PERIOD: 10/00

SELECTION CRITERIA: expledgr.fund='201'

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	3,500.00	.00	.00	9,260.00	-5,760.00	2.65
920120	COMMUNICATION SERVICES	.00	.00	.00	6,142.50	-6,142.50	.00
920140	DATA PROCESSING SERVICES	.00	.00	.00	6,298.25	-6,298.25	.00
920202	CONFERENCES	5,000.00	.00	.00	8,263.54	-3,263.54	1.65
920204	TRAINING	.00	.00	.00	500.00	-500.00	.00
960070	AUTO/TRAVEL EXPENSES	1,500.00	.00	.00	1,091.27	408.73	.73
960210	SPECIAL EVENT PROGRAMMING	.00	200.00	.00	3,380.35	-3,380.35	.00
960990	MISC CONTRACTUAL SVCS	38,000.00	.00	.00	23,646.05	14,353.95	.62
TOTAL	CONTRACTUAL SERVICES	48,000.00	200.00	.00	58,581.96	-10,581.96	1.22
970100	SUPPLIES	.00	.00	.00	253.82	-253.82	.00
TOTAL	COMMODITIES	.00	.00	.00	253.82	-253.82	.00
980400	EQUIPMENT	20,000.00	.00	.00	4,803.00	15,197.00	.24
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	4,803.00	15,197.00	.24
TOTAL	IL LIBRARY PER CAP GRANT	68,000.00	200.00	.00	63,638.78	4,361.22	.94
TOTAL	CIVIC & CULTURE	4,179,809.00	280,040.14	.00	2,760,242.65	1,419,566.35	.66
TOTAL	PUBLIC LIBRARY FUND	4,179,809.00	280,040.14	.00	2,760,242.65	1,419,566.35	.66
TOTAL REPORT		4,179,809.00	280,040.14	.00	2,760,242.65	1,419,566.35	.66

11/13/00
 ACCOUNTING PERIOD: 10/00

CITY OF DES PLAINES
 ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expledgr.fund='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	.00	.00	.00	25,000.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
960990	MISC CONTRACTUAL SVCS	.00	.00	.00	15,633.55	-15,633.55	.00
TOTAL	CONTRACTUAL SERVICES	25,000.00	.00	.00	15,633.55	9,366.45	.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
980400	EQUIPMENT	.00	.00	.00	86,400.00	-86,400.00	.00
980600	FURNITURE & FIXTURES	500,000.00	.00	.00	.00	500,000.00	.00
TOTAL	CAPITAL EXPENDITURES	600,000.00	.00	.00	92,651.50	507,348.50	.15
TOTAL	LIBRARY CAPITAL PROJ FUND	635,000.00	.00	.00	108,285.05	526,714.95	.17
TOTAL	LIBRARY CAPITAL PROJ FUND	635,000.00	.00	.00	108,285.05	526,714.95	.17
REPORT		635,000.00	.00	.00	108,285.05	526,714.95	.17

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11/13/00
ACCOUNTING PERIOD: 10/00

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expldgr.fund='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	8,469.96	.00	63,273.93	-63,273.93	.00
920120	COMMUNICATION SERVICES	.00	615.08	.00	1,600.93	-1,600.93	.00
930010	R & M EQUIPMENT	.00	912.80	.00	7,357.87	-7,357.87	.00
930320	CLEANING:CUSTODIAL SERV	.00	4,460.00	.00	4,460.00	-4,460.00	.00
960990	MISC CONTRACTUAL SVCS	.00	43,920.00	.00	65,352.47	-65,352.47	.00
TOTAL	CONTRACTUAL SERVICES	.00	58,377.84	.00	142,045.20	-142,045.20	.00
980300	IMPROVEMENTS	1,800,000.00	.00	.00	.00	1,800,000.00	.00
980400	EQUIPMENT	.00	58,729.98	.00	113,415.61	-113,415.61	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	.00	202,274.55	.00	1,320,421.13	-1,320,421.13	.00
TOTAL	CAPITAL EXPENDITURES	1,800,000.00	261,004.53	.00	1,433,836.74	366,163.26	.80
TOTAL	FF & E - LIBRARY	1,800,000.00	319,382.37	.00	1,575,881.94	224,118.06	.88
TOTAL	FF & E - LIBRARY	1,800,000.00	319,382.37	.00	1,575,881.94	224,118.06	.88
REPORT		1,800,000.00	319,382.37	.00	1,575,881.94	224,118.06	.88

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09/22/00

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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ACCOUNTING PERIOD: 9/00

SELECTION CRITERIA: payable.due_date='10/02/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2006314347	15.90
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2006324528	8.10
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2006274665	13.70
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2006323680	15.45
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2006347693	19.50
2110	960990	MISC CONTRACTUAL SVCS	21511	C. BERGER GROUP, INC.	53471	440.80
2110	970100	SUPPLIES	06036	MARTHA SLOAN	REIMB	36.00
2110	970100	SUPPLIES	09638	OFFICE DEPOT	105405919/1	89.28
2110	970100	SUPPLIES	09638	OFFICE DEPOT	106400384/1	64.05
2110	970100	SUPPLIES	09638	OFFICE DEPOT	105713268/2	9.96
2110	970100	SUPPLIES	09638	OFFICE DEPOT	106141703/2	6.66
2110	970100	SUPPLIES	09638	OFFICE DEPOT	106141157/1	56.15
2110	970100	SUPPLIES	09638	OFFICE DEPOT	106347421/1	44.39
2110	970100	SUPPLIES	09638	OFFICE DEPOT	106141703/1	150.66
2110	970100	SUPPLIES	09638	OFFICE DEPOT	106399130/1	378.42
2110	970100	SUPPLIES	09638	OFFICE DEPOT	106201240/1	50.62
2110	970100	SUPPLIES	09638	OFFICE DEPOT	105714347/1	48.56
2110	970100	SUPPLIES	09638	OFFICE DEPOT	105809377/1	8.27
2110	970100	SUPPLIES	09638	OFFICE DEPOT	105713674/1	8.34
2110	970100	SUPPLIES	09638	OFFICE DEPOT	106777009/1	9.96
2110	970100	SUPPLIES	09638	OFFICE DEPOT	106679549/1	260.21
2110	970100	SUPPLIES	09638	OFFICE DEPOT	106140938/1	11.53
2110	970100	SUPPLIES	09656	HOLLY RICHARDS SORENSEN	REIMB	45.30
2110	970100	SUPPLIES	19764	BRO-DART INC	113110	146.82
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	935500	3,441.27
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	934948	540.73
2110	970100	SUPPLIES	21092	PETTY CASH	PETTY CASH	17.77
2110	970100	SUPPLIES	21092	PETTY CASH	PETTY CASH	21.08
2110	970100	SUPPLIES	21092	PETTY CASH	PETTY CASH	18.77
2110	970100	SUPPLIES	21092	PETTY CASH	PETTY CASH	2.33
2110	970100	SUPPLIES	21092	PETTY CASH	PETTY CASH	27.00
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	082712-00	384.90
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	083219-00	307.40
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	082712-01	36.70
2110	970170	JANITORIAL	01638	KINDER INDUSTRIAL SUPPLY	010917	16.11
2110	970170	JANITORIAL	08636	ACE DES PLAINES, INC.	01179119	27.18
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	803757	15.15
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	806696	15.15
2110	970170	JANITORIAL	09638	OFFICE DEPOT	105713268/1	162.75
2110	970170	JANITORIAL	09689	RADIO SHACK	58660	442.97
2110	970170	JANITORIAL	09689	RADIO SHACK	59279	-266.80
2110	970260	POSTAGE AND PARCEL	00933	POSTMASTER		2,000.00
2110	970260	POSTAGE AND PARCEL	07906	DON'T SHOOT THE MESSENGER	21431003	22.17
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	5-574-02844	23.02
2110	970270	PRINTING-REPROD-BINDING	05337	SIGN A RAMA, USA	11295	69.00
2110	970270	PRINTING-REPROD-BINDING	05337	SIGN A RAMA, USA	11333	231.00
2110	970600	BOOKS	00292	APPLE BOOKS	52370	525.45
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	975482	49.98
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	978257	24.58
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	978259	75.64
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	977840	9.00

RUN DATE 09/22/00 TIME 11:39:30

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09/22/00

ACCOUNTING PERIOD: 9/00

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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SELECTION CRITERIA: payable_due_date='10/02/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	974295	69.52
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	981425	654.53
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	978471	9.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	978258	2.70
2110	970600	BOOKS	05527	QUALITY BOOKS INC	526491	11.65
2110	970600	BOOKS	05948	BUSINESS & LEGAL REPORTS.	2995571	428.58
2110	970600	BOOKS	07439	THE GALE GROUP	10177594	112.92
2110	970600	BOOKS	07439	THE GALE GROUP	10196683	22.36
2110	970600	BOOKS	07439	THE GALE GROUP	10188052	419.59
2110	970600	BOOKS	07439	THE GALE GROUP	10171305	263.18
2110	970600	BOOKS	07439	THE GALE GROUP	10180323	263.04
2110	970600	BOOKS	07439	THE GALE GROUP	10165389	111.52
2110	970600	BOOKS	07439	THE GALE GROUP	10188381	754.42
2110	970600	BOOKS	07439	THE GALE GROUP	10203796	113.11
2110	970600	BOOKS	07439	THE GALE GROUP	10155284	91.82
2110	970600	BOOKS	07439	THE GALE GROUP	10182865	134.76
2110	970600	BOOKS	07439	THE GALE GROUP	100185804	71.84
2110	970600	BOOKS	07767	GROLIER EDUCATIONAL	10477965	376.30
2110	970600	BOOKS	08285	R.R. BOWKER	00213358	289.95
2110	970600	BOOKS	08365	DOWNTOWN BOOK CENTER	00132264	60.22
2110	970600	BOOKS	08789	UNIVERSITY PARK MEDIA	21711	44.90
2110	970600	BOOKS	08789	UNIVERSITY PARK MEDIA	21488	1,256.74
2110	970600	BOOKS	08851	P.J. KENEDY & SONS	242392	278.43
2110	970600	BOOKS	09641	GREY HOUSE PUBLISHING	214215	135.00
2110	970600	BOOKS	12156	THOMSON LEARNING	2734551850	68.05
2110	970600	BOOKS	19491	INDEX PUBLISHING CO	395361	90.56
2110	970600	BOOKS	19491	INDEX PUBLISHING CO	395327	115.37
2110	970600	BOOKS	19491	INDEX PUBLISHING CO	395362	194.81
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006314346	549.29
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006316822	730.70
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006309046	554.45
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006382991	83.33
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3003743928	118.06
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006345064	247.28
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006301624	402.64
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006315616	1,745.13
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006316676	15.31
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006347692	405.46
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006308902	1,061.97
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006307287	78.45
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3003780123	603.61
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006324527	175.12
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3003726475	481.03
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006323679	395.25
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006363386	54.80
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3003783281	10.53
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3003762112	549.70
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006315205	309.55
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006274664	445.52
2110	970600	BOOKS	21810	VICTOR KAMKIN	143500	431.12
2110	970600	BOOKS	22046	CHICAGO PUBLIC LIBRARY	5/02/00	234.28

RUN DATE 09/22/00 TIME 11:39:30

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

0914

09/22/00

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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ACCOUNTING PERIOD: 9/00

SELECTION CRITERIA: payable.due_date='10/02/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	51657	N A D A APPRAISAL GUIDE	592129 245.00
2110	970600	BOOKS	70263	DIRPRO	2K-16803 24.00
2110	970600	BOOKS	82668	POLONIA BOOK STORES	011547 103.19
2110	970600	BOOKS	82668	POLONIA BOOK STORES	011509 35.75
2110	970600	BOOKS	95926	LEISURE ARTS	97082461731 24.91
2110	970610	AUDIO MATERIALS	20983	ASIA FOR KIDS	43291B 14.95
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	9-4-00-2 72.27
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	9-4-00-1 302.28
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4112689M 15.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4100169M 5.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4102098P 200.00
2110	970620	SUBSCRIPTIONS & BOOKS	13069	BELL & HOWELL	305634 207.65
2110	970620	SUBSCRIPTIONS & BOOKS	21092	PETTY CASH	PETTY CASH 2.00
2110	970630	VISUAL MATERIALS	05884	LIBRARY VIDEO COMPANY	E00154990001 659.56
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	90009217 74.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	90007366 227.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	90008026 187.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	90010206 37.00
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B34047210 41.79
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B340047360 27.91
2110	970640	AUTOMATED REFERENCE MAT'L	13069	BELL & HOWELL	90268379 2,780.00
2110	970640	AUTOMATED REFERENCE MAT'L	21822	HOOVER'S, INC.	44497 995.00
2110	970640	AUTOMATED REFERENCE MAT'L	21834	COMPUTER EDUCATION RESOUR	11475 2,415.00
2110	980400	EQUIPMENT	48624	ABT TV & APPLIANCE	0199959228 1,878.00
2110	980400	EQUIPMENT	69018	FROSTLINE	01158907 1,554.00
2110	980400	EQUIPMENT	69018	FROSTLINE	01158910 3,092.00
2110	980400	EQUIPMENT	69018	FROSTLINE	01158906 26,216.00
2110	980400	EQUIPMENT	69018	FROSTLINE	01158908 3,092.00
2110	980400	EQUIPMENT	69018	FROSTLINE	01158980 475.00
TOTAL LIBRARY SERVICES					89,348.85
2110	960210	SPECIAL EVENT PROGRAMMING	21846	GERMAN-AMERICAN SINGERS O	9-24-2000 200.00
TOTAL IL LIBRARY PER CAP GRANT					200.00
TOTAL FUND					89,548.85

10/06/00

ACCOUNTING PERIOD: 10/00

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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SELECTION CRITERIA: payable.due_date='10/16/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920120	COMMUNICATION SERVICES	06827 CELLULAR ONE	8/6-9/5/00	28.81
2110	920120	COMMUNICATION SERVICES	07142 SPRINT PCS	0042175017-7	34.31
2110	920120	COMMUNICATION SERVICES	22503 VERIZON WIRELESS		221.23
2110	920120	COMMUNICATION SERVICES	71279 AMERITECH-ILLINOIS CABS	217 H07-3356	114.17
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	RENEWAL	40.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	RENEWAL	40.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	RENEWAL	300.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	RENEWAL	40.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	RENEWAL	40.00
2110	930010	R & M EQUIPMENT	06789 AMBASSADOR BUSINESS SOLUT	6499988	25.25
2110	930020	R & M BLDGS & STRUCTURES	05720 MARIO GAMBINO & SONS LAND	8/21-9/11/00	300.00
2110	930195	BOOK BINDING & REPAIR	05479 HOUCHEM BINDERY LTD	081943	282.00
2110	960070	AUTO/TRAVEL EXPENSES	22450 DOROTHEA M. FRISHIE	REIMB	40.00
2110	960210	SPECIAL EVENT PROGRAMMING	08459 PATRICIA E. SHERMAN	DPL2000.03	75.00
2110	960210	SPECIAL EVENT PROGRAMMING	09046 CHRISTINE POSINGER	REIMB	43.00
2110	960210	SPECIAL EVENT PROGRAMMING	09918 JANWAY COMPANY	15022	476.33
2110	960210	SPECIAL EVENT PROGRAMMING	09977 THE MYSTERY SHOP	10/21/00	200.00
2110	960210	SPECIAL EVENT PROGRAMMING	19776 BAKER & TAYLOR, INC.	2006457322	42.60
2110	960210	SPECIAL EVENT PROGRAMMING	21858 JOY OF ART	11-12-00	150.00
2110	960210	SPECIAL EVENT PROGRAMMING	22400 SUZANNE HALES	11-15-00	150.00
2110	960210	SPECIAL EVENT PROGRAMMING	22412 L'EAU THEQUE PRODUCTION	11-16-00	260.00
2110	960210	SPECIAL EVENT PROGRAMMING	22448 EASTLAND DISASTER	11-9-00	50.00
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	0009151	37.09
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	982779	8.10
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	984608	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	985074	20.70
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	979242	15.65
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	983067	4.85
2110	960990	MISC CONTRACTUAL SVCS	08203 LABOR READY	44321627	443.75
2110	960990	MISC CONTRACTUAL SVCS	15976 GRAPHIC SOLUTIONS	6481	764.00
2110	960990	MISC CONTRACTUAL SVCS	15976 GRAPHIC SOLUTIONS	6487	4,634.00
2110	960990	MISC CONTRACTUAL SVCS	17560 PANASONIC COMMUNICATIONS	2813683695	960.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006411347	78.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006398426	16.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006411477	17.70
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006363278	16.65
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006412127	2.85
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006376690	7.35
2110	960990	MISC CONTRACTUAL SVCS	21535 ALARM PRO	64148	131.74
2110	960990	MISC CONTRACTUAL SVCS	22498 FIRST SECURITY SYSTEMS, I	552579	315.00
2110	960990	MISC CONTRACTUAL SVCS	70067 NORBERT SOLARZ	164878	30.00
2110	970100	SUPPLIES	00957 HOUSE OF RENTAL	4-071145-01	35.70
2110	970100	SUPPLIES	08490 PATRICIA HORN	REIMB	77.82
2110	970100	SUPPLIES	09638 OFFICE DEPOT	• 108404238/1	53.31
2110	970100	SUPPLIES	09638 OFFICE DEPOT	• 107691926/1	124.88
2110	970100	SUPPLIES	09638 OFFICE DEPOT	• 107770748/1	10.44
2110	970100	SUPPLIES	09638 OFFICE DEPOT	• 108865923/1	343.09
2110	970100	SUPPLIES	09638 OFFICE DEPOT	• 107785044/1	88.40
2110	970100	SUPPLIES	09638 OFFICE DEPOT	• 107771123/3	32.20
2110	970100	SUPPLIES	09638 OFFICE DEPOT	• 107771123/1	591.33
2110	970100	SUPPLIES	09638 OFFICE DEPOT	• 108780700/1	84.67

10/06/00
ACCOUNTING PERIOD: 10/00CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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SELECTION CRITERIA: payable.due_date='10/16/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970100	SUPPLIES	09638	OFFICE DEPOT	• 108788404/1	580.94
2110	970100	SUPPLIES	09638	OFFICE DEPOT	• 108404824/1	12.87
2110	970100	SUPPLIES	15976	GRAPHIC SOLUTIONS	6522	416.00
2110	970100	SUPPLIES	19714	GAYLORD BROS	OH51271006	726.23
2110	970100	SUPPLIES	19764	BRO-DART INC	114648	50.53
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	952312	26.26
2110	970100	SUPPLIES	20933	HAWK ELECTRONICS	156623	275.05
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	0009221	9.99
2110	970100	SUPPLIES	92003	COMPUTYPE INC.	105429-1010	639.98
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	43765	DOMINICKS FINER FOODS	0009140	24.95
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	809441	15.15
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	5-574-77352	26.40
2110	970270	PRINTING-REPROD-BINDING	05228	KASCO PRINTING	3999	4,997.50
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	983067	30.56
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	982779	55.11
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	985074	141.27
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	984608	9.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	979242	111.95
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	0036510-00	403.25
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	0074334-00	528.25
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	0062398-00	458.25
2110	970600	BOOKS	03363	WEST GROUP	50102141	63.00
2110	970600	BOOKS	04713	LACONI	ATTACH	45.00
2110	970600	BOOKS	05317	GROLIER PUBLISHING CO	10487042	349.84
2110	970600	BOOKS	05855	AMERICAN LIBRARY ASSOCIAT	8421876	69.00
2110	970600	BOOKS	07439	THE GALE GROUP	10248525	135.51
2110	970600	BOOKS	07439	THE GALE GROUP	10241258	155.65
2110	970600	BOOKS	07439	THE GALE GROUP	10232761	436.80
2110	970600	BOOKS	07439	THE GALE GROUP	10254697	19.96
2110	970600	BOOKS	07439	THE GALE GROUP	10237243	69.48
2110	970600	BOOKS	07439	THE GALE GROUP	10233465	296.28
2110	970600	BOOKS	07439	THE GALE GROUP	10218513	155.34
2110	970600	BOOKS	07439	THE GALE GROUP	10239177	277.84
2110	970600	BOOKS	07439	THE GALE GROUP	10231638	69.82
2110	970600	BOOKS	07439	THE GALE GROUP	10249082	71.84
2110	970600	BOOKS	07439	THE GALE GROUP	10226060	42.67
2110	970600	BOOKS	07527	STAGE & SCREEN	9/31/00	30.65
2110	970600	BOOKS	07569	RUSSIAN HOUSE LTD.	140757	948.00
2110	970600	BOOKS	09308	M.E. SHARPE, INC.	24656	380.54
2110	970600	BOOKS	09534	GROVE'S DICTIONARIES, INC	2103938	3,950.00
2110	970600	BOOKS	12376	BORDERS BUSINESS & PROFES	7/21/00	226.12
2110	970600	BOOKS	13071	MULTI-CULTURAL BOOKS & VI	2877	399.50
2110	970600	BOOKS	13071	MULTI-CULTURAL BOOKS & VI	2878	102.00
2110	970600	BOOKS	13071	MULTI-CULTURAL BOOKS & VI	2000-698	1,008.10
2110	970600	BOOKS	13071	MULTI-CULTURAL BOOKS & VI	2879	102.00
2110	970600	BOOKS	13071	MULTI-CULTURAL BOOKS & VI	2000-738	1,000.00
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006382881	191.95
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006416204	70.03
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006436655	7.74
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006309337	248.63
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006363277	646.06

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10/06/00
 ACCOUNTING PERIOD: 10/00

CITY OF DES PLAINES
 CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='10/16/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006411476	482.12
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	3003797020	35.25
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006460836	76.20
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006403878	407.43
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006398425	409.18
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006449477	100.34
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006339945	206.62
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	3003812177	196.23
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006412126	70.31
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006376689	236.22
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006427929	314.90
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006411346	1,874.00
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006251861	80.19
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006436391	96.63
2110	970600	BOOKS	21432 AMERICAN LIBRARY ASSOCIAT	8-421876	75.00
2110	970600	BOOKS	21810 VICTOR KAMKIN	144402	147.66
2110	970600	BOOKS	22424 FACETS MULTI-MEDIA, INC.	1302991	326.11
2110	970600	BOOKS	22462 SCHOOLSEARCH BY ESA	201986	151.90
2110	970600	BOOKS	22474 THE BILINGUAL PUBLICATION	53246	16.95
2110	970600	BOOKS	22474 THE BILINGUAL PUBLICATION	53207	198.40
2110	970600	BOOKS	22486 JEFFREY NORTON PUBLISHERS	LG090700AF	39.45
2110	970600	BOOKS	22486 JEFFREY NORTON PUBLISHERS	LG090700AF	205.80
2110	970600	BOOKS	38057 BOOKS ON TAPE	4136755M	5.00
2110	970600	BOOKS	51657 N A D A APPRAISAL GUIDE	592129	30.00
2110	970600	BOOKS	82668 POLONIA BOOK STORES	011372	51.39
2110	970600	BOOKS	82668 POLONIA BOOK STORES	011372	85.20
2110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	M91328430	50.80
2110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	M9179830	8.23
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	9-11-00-1	136.32
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	9-11-00-2	63.65
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	4131362M	5.00
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	4127939M	25.00
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	1110641	1,364.00
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	1115921	17.85
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	1109795	11.90
2110	970610	AUDIO MATERIALS	95603 LYRIC OPERA OF CHICAGO	ATTACH	138.19
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	90011072	112.00
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	90011074	38.00
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	90011073	135.93
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	90011896	83.96
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B34079280	10.44
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B34257800	20.93
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	M91330420	27.91
2110	970630	VISUAL MATERIALS	22424 FACETS MULTI-MEDIA, INC.	1309934	69.90
2110	970630	VISUAL MATERIALS	22436 STAR PUBLISHERS DISTRIBUT	692	1,652.00
2110	970840	DIESEL	03031 AVALON PETROLEUM COMPANY	026919	61.70
2110	970850	GASOLINE	03031 AVALON PETROLEUM COMPANY	29162	21.28
2110	980400	EQUIPMENT	03662 LIBERTY COMPUTER CENTRE	12155	66.00
2110	980400	EQUIPMENT	09856 COMPAQ COMPUTER CORPORATI	4100599195	431.00
2110	980600	FURNITURE & FIXTURES	20177 DEMCO EDUCATIONAL CORP	954691	958.51
2110	980600	FURNITURE & FIXTURES	20177 DEMCO EDUCATIONAL CORP	944974	186.38

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10/06/00
ACCOUNTING PERIOD: 10/00

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='10/16/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	980600	FURNITURE & FIXTURES	21547	MERCHANTS CASH REGISTER C W16031	1,500.00
TOTAL LIBRARY SERVICES					46,125.71
TOTAL FUND					46,125.71

10/06/00
ACCOUNTING PERIOD: 10/00

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='10/15/2000'

FUND - 415 - FF & E - LIBRARY

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
415	920110	PROFESSIONAL CONSULTING	04640 CCS OWNER SERVICES	4623	1,178.00
415	920110	PROFESSIONAL CONSULTING	04640 CCS OWNER SERVICES	4612	1,178.00
415	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	628/629/630	6,113.96
415	920120	COMMUNICATION SERVICES	21523 FOCAL COMM. CORP. OF IL	16951	615.08
415	930010	R & M EQUIPMENT	17895 CONVERGENT COMMUNICATIONS	176289	912.80
415	980400	EQUIPMENT	06070 LOHAN ASSOCIATES	00247	1,005.00
415	980400	EQUIPMENT	16920 XIBITZ INC.	001031-2	15,749.34
415	980400	EQUIPMENT	17895 CONVERGENT COMMUNICATIONS	180901	240.00
415	980600	FURNITURE & FIXTURES	17895 CONVERGENT COMMUNICATIONS	74567	15,352.42
415	980600	FURNITURE & FIXTURES	17895 CONVERGENT COMMUNICATIONS	183073	145.00
415	980600	FURNITURE & FIXTURES	20488 ACE COMPUTERS	62010	4,380.00
415	980600	FURNITURE & FIXTURES	20488 ACE COMPUTERS	62009	4,380.00
TOTAL FF & E - LIBRARY					51,249.60
TOTAL FUND					51,249.60



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 847.827.7974 fax
 www.desplaines.lib.il.us

X

BOARD OF TRUSTEES
Minutes of the Planning Committee Meeting
October 19, 2000

Chair: John Burke
Present: John Burke, Betty Ritter, Hector Marino, Carol Kidd, Jim Weiss, Jim Cullen.

Call to Order: 5:36 PM by John Burke.

John Burke introduced Jim Weiss and Jim Cullen from the Executive Service Corps. Jim Cullen and Walter Roth will work with the Board to develop a plan for the library for the next five years and assist in reexamining the Board's responsibilities.

Eldon Burk asked that the Committee revisit the Strategic Plan. John Burke asked the members of the Planning Committee to review the Strategic Plan for discussion at the next meeting.

The Board will discuss possible dates for the retreat at the November 21, 2000 Board meeting.

The Executive Service Corps objectives are:

- ❖ Work in conjunction with the Library's Planning Committee in making decisions on the process to be used.
- ❖ Become acquainted with the issues and problems ahead through individual interviews and/or the use of questionnaires.
- ❖ Categorize issues, opportunities and problems identified in the previous step.
- ❖ Work to reach a consensus, possibly through a retreat, on a more specific five-year vision and goals

- ❖ Assist the Planning Committee in reexamining those board responsibilities, board structures, board/staff relationships, board assessments or evaluations that may have to be modified to achieve the five-year vision and its goals.
- ❖ Assist the Planning Committee in developing a written document of the conclusions of the study.

The next meeting is scheduled for November 16, 2000 at 5:30 PM.

The meeting adjourned at 6:20 PM.

Minutes prepared by Carol Kidd.

ADMINISTRATOR'S REPORT

November 21, 2000

I. PERSONNEL

New employees for November:

Nerissa Belo, Denise Eastwood, Donnica Saetre as Part-time Assistant Clerks; Syed Hussain and Jennifer Welch as Library Pages; and Daniel O'Connell as Technology Page. Carole Bonarek, Karen Rambert, and Carol Valente were promoted to Library Assistants.

II. STAFF DEVELOPMENT

Margie Borris has met with Department Heads to review and revise documents and procedures for our orientation program. The next orientation sessions for new employees will be December 6 at 9 AM and December 13 at 6 PM. Sue Pirie attended the Illinois Library Association Annual Conference in Peoria and Hector Marino has completed a series of communications skill building meetings with Peopleworks.

The next All-Staff Meeting is scheduled for December 14, from 8 to 10 AM.

Please note the article about our library's participation in the Learning Organization grant in the September/October issue of Public Libraries: "Preparing Staff for the Library of the Future," by Jan Hayes and Ian Baaske.

III. PATRON SERVICES

Our patron service activities have increased in all areas, with the highest increases in patron attendance, which is up over 43% over last October; patron registration, which now brings us to 74% of our population with library cards, and in use of the public meeting rooms for library and community-sponsored programs and meetings. We are also beginning to see growth in our collection.

The library staff in all departments is to be commended for their hard work and clear thinking in bringing workable solutions to many overwhelming situations throughout the library. Public service staff has remained calm and thoughtful in their reaction to the high attendance and/or inappropriate behavior in the library during the evening hours. Everyone has cooperated with the procedures we have put in place and the results are very positive. We have held meetings with several police department officials and officers and have benefited from their suggestions

and cooperation. I also spoke to the principal of one of the junior high schools. In our conversation we clarified expectations of assistance and cooperation.

Regarding the recent news reports of the Hennen Public Library Rankings (HAPLR), the Des Plaines Public Library scores well. Although these rankings are not universally recognized or accepted as a valid measurement of library quality, it is helpful for us to know how we rank in comparison to similar -size communities.

This year (1998 data) we rank 24th among libraries in the United States serving populations of 50,000 to 99,000, and 6th among libraries of that size in Illinois.

IV. OTHER ACTIVITIES

Since my last report I have attended a meeting of the City Holiday Decorations Committee, the Library Auction, the Oakton Affiliates' Breakfast, CCS Governing Board meeting, the Mayor's Annual Address to Business, two meetings of public library administrators at North Suburban Library System, a Finance Committee meeting, a Planning Committee meeting, and the library budget review meeting with the City Council. I have also given two tours of the library and hosted the bi-monthly SLURP directors' meeting.

I have accepted an invitation to participate in a Leadership Retreat sponsored by the Illinois State Library. The retreat will be held on November 30 and December 1, and will address leadership in the library profession.

XIII

REGISTRATION SERVICES REPORT FOR OCTOBER 2000

I. LIBRARY CARD REGISTRATION SERVICES

<u>October 1999</u>	<u>September 2000</u>	<u>October 2000</u>	<u>Year to Date 1999</u>	<u>Year to Date 2000</u>	<u>% Change</u>
756	1,523	1,298	7,908	7,363	(-7.4%)
A.	New Registrations			674	
B.	Renewals			477	
C.	Non-Resident Cards			118	
D.	Off-line Library Cards			29	
	Total			1,298	

II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	313
2.	Number of Meeting Room Uses	65
3.	Cab cards and Other Registrations	500
4.	LAN Discs Sold (Year to Date - 21)	3
5.	Reading Edge Users	4
	Total	885

III. TOTAL NUMBER OF REGISTERED BORROWERS

October 1999	35,380	(66.2% of Population)
October 2000	39,442	(73.8% of Population)

CIRCULATION REPORT FOR OCTOBER 2000

Page 2

PATRON ATTENDANCE COUNT

<u>October 1999</u>	<u>September 2000</u>	<u>October 2000</u>	Year to Date <u>1999</u>	Year to Date <u>2000</u>	<u>% Change</u>
28,997	39,431	41,526	275,701	261,619	(-5.9%)

RECIPROCAL BORROWING
(Materials Lent)

	<u>October 1999</u>	<u>October 2000</u>	<u>% Change</u>
NSLS	6,971	7,992	14.6%
OTHER SYSTEMS	1,429	1,945	36.1%
TOTAL	8,400	9,937	18.3%

INTERLIBRARY LOAN

Sent	52 1003
Received	462

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT
October 2000

Total 1999 to Date:	631,121	Total 2000 to Date:	582,257	% Change
October 1999:	62,786	October 2000:	66,514	-7.74%
				5.94%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
CHILDREN	1999	2000	1999	2000	1999	2000
Non Fiction	4,049	4,779	947	701	4,996	5,480
Fiction	9,670	12,506	1,629	1,173	11,299	13,679
Foreign Language Non Fiction	48	75	16	16	64	91
Foreign Language Fiction	131	285	107	83	238	368
Periodicals	161	258	92	27	253	285
Compact Discs	309	524	64	37	373	561
Audio Cassettes	288	470	25	18	313	488
Audio Kits	406	422	91	60	497	482
Puzzles	343	326	53	46	396	372
Games	62	76	30	15	92	91
Audio Books	144	187	17	17	161	204
Video Fiction	2,610	2,344	415	356	3,025	2,700
Video Non Fiction	1,105	1,001	66	59	1,171	1,060
DVD	16	49	0	0	16	49
CD ROMs	571	694	1	0	572	694
SUB TOTAL	19,913	23,996	3,553	2,608	23,466	26,604
ADULT						
Non Fiction	9,971	9,857	281	231	10,252	10,088
Fiction	6,784	7,034	329	361	7,113	7,395
Large Type	755	864	81	172	836	1,036
Foreign Language Non Fiction	119	195	18	2	137	197
Foreign Language Fiction	331	468	7	1	338	469
High School Collection	109	231	7	4	116	235
Periodicals	1,904	2,023	113	142	2,017	2,165
Pamphlets	20	9	0	0	20	9
Compact Discs	4,205	5,882	502	358	4,707	6,240
Audio Cassettes	389	421	20	15	409	436
Puzzles	19	0	10	2	29	2
Pictures	76	54	0	0	76	54
Audio Books	1,645	1,821	28	36	1,673	1,857
CD ROMs	178	146	0	0	178	146
Video Fiction	7,338	5,876	534	329	7,872	6,205
Video Non Fiction	2,955	2,601	42	43	2,997	2,644
DVD	487	692	0	0	487	692
Misc. Formats	62	37	1	3	63	40
	37,347	38,211	1,973	1,699	39,320	39,910
Supersedes	0	0	0	0	0	0
GRAND TOTAL	57,260	62,207	5,526	4,307 *	62,786	66,514
Self Check	2,133	7,367	0	0	2,133	7,367

* Out of service Saturday, October 28th.

Mobile Library 2000

CHILDREN	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Non Fiction	925	868	773	803	783	205	245	311	726	701			6,340
Fiction	1,226	1,374	1,401	1,347	1,190	477	531	684	1,169	1,173			10,572
Foreign Language Non Fiction	18	22	22	12	18	5	6	4	14	16			137
Foreign Language Fiction	70	84	100	68	75	31	17	31	90	83			649
Periodicals	62	60	66	62	65	14	18	20	32	27			426
Compact Discs	48	47	63	64	61	40	12	21	54	37			447
Audio Cassettes	12	16	14	25	14	1	16	11	19	18			146
Audio Kits	54	52	46	38	54	15	14	40	66	60			439
Puzzles	29	41	45	39	35	23	23	24	42	46			347
Games	21	27	29	12	24	3	4	6	12	15			153
Audio Books	4	9	10	5	5	2	7	9	15	17			83
Video Fiction	381	378	423	401	402	114	209	215	409	356			3,288
Video Non Fiction	65	78	90	83	76	19	31	31	55	59			587
DVD	0	0	0	0	0	0	3	0	0	0			3
CD ROMs	0	0	1	1	4	0	1	0	3	0			10
SUB TOTAL	2,915	3,056	3,083	2,960	2,806	949	1,137	1,407	2,706	2,608	0	0	23,627
ADULT													
Non Fiction	328	299	282	277	248	138	136	110	220	231			2,269
Fiction	414	364	376	361	375	359	507	343	313	361			3,773
Large Type	97	93	148	100	197	254	56	224	165	172			1,506
Foreign Language Non Fiction	11	20	14	14	7	0	4	2	5	2			79
Foreign Language Fiction	2	6	6	4	4	0	2	3	1	1			29
High School	1	0	6	2	3	2	4	1	3	4			26
Periodicals	163	148	185	181	138	102	103	130	131	142			1,423
Pamphlets	0	0	0	0	0	0	0	0	0	0			0
Compact Discs	446	460	448	476	507	285	216	258	409	358			3,863
Audio Cassettes	24	17	17	24	18	10	4	10	20	15			159
Puzzles	7	6	7	3	5	0	1	3	6	2			40
Pictures	0	0	0	2	3	0	1	0	0	0			6
Audio Books	32	21	42	57	59	23	42	48	36	36			396
CD ROMs	0	3	4	1	3	0	0	0	1	0			12
Video Fiction	405	406	444	419	418	169	259	235	377	329			3,481
Video Non Fiction	54	67	84	71	82	31	21	25	35	43			513
DVD	0	1	1	0	0	0	33	0	0	0			35
Misc. Formats	1	3	3	2	1	4	1	0	3	3			21
SUB TOTAL	1,985	1,914	2,067	1,994	2,068	1,377	1,390	1,392	1,725	1,699	0	0	17,611
Supersedes													0
GRAND TOTAL	4,900	4,970	5,150	4,954	4,874	2,326	2,527	2,799	4,431	4,307	0	0	41,238

Out of Service (days)	1				10	9	5	1/2	1				26
Out of Service Description	snow				maintenance	move	service	obstruction	no driver				

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	3,214	644	2,658	4,073	4,779			36,829
Fiction	10,008	10,163	11,017	8,639	7,597	9,821	2,291	9,706	12,183	12,506			93,931
Foreign Language Non Fiction	34	39	47	42	28	34	2	32	60	75			393
Foreign Language Fiction	172	143	210	147	103	101	32	70	171	285			1,434
Periodicals	129	151	144	94	83	94	45	257	300	258			1,555
Compact Discs	347	369	400	346	325	338	88	395	524	524			3,656
Audio Cassettes	247	253	242	179	208	276	53	299	402	470			2,629
Audio Kits	389	361	406	285	229	271	103	189	366	422			3,021
Puzzles	360	343	346	254	265	262	31	225	291	326			2,703
Games	94	83	83	57	46	64	8	55	70	76			636
Audio Books	196	134	199	163	139	258	82	154	198	187			1,710
Video Fiction	2,776	2,711	2,976	2,579	2,442	2,715	741	1,803	2,514	2,344			23,601
Video Non Fiction	1,139	1,326	1,357	1,168	974	973	197	780	1,043	1,001			9,958
DVD	29	34	64	54	63	59	13	40	47	49			452
CD ROMs	633	693	778	680	672	653	107	574	752	694			6,236
SUB TOTAL	20,920	21,557	23,171	18,875	16,424	19,133	4,437	17,237	22,994	23,996	0	0	188,744
ADULT													
Non Fiction	10,116	10,584	11,605	11,090	9,414	9,761	2,414	5,990	9,258	9,857			90,089
Fiction	6,633	6,557	7,153	6,666	6,751	8,405	2,585	5,113	6,874	7,034			63,771
Large Type	822	755	852	811	842	1098	327	698	820	864			7,889
Foreign Language Non Fiction	148	177	161	161	151	169	40	123	191	195			1,516
Foreign Language Fiction	450	363	418	361	400	450	125	247	409	468			3,691
High School	103	133	162	108	127	185	63	188	216	231			1,516
Periodicals	2,075	2,146	2,372	2,213	2,090	1,880	514	1,699	2,011	2,023			19,023
Pamphlets	15	10	39	32	17	22	0	7	13	9			164
Compact Discs	4,619	4,716	5,449	4,830	4,754	4,924	1,276	4,229	5,783	5,882			46,462
Audio Cassettes	345	340	351	369	311	333	103	326	496	421			3,395
Puzzles	16	8	8	6	7	19	4	0	0	0			68
Pictures	69	50	71	59	76	48	19	44	46	54			536
Audio Books	1,568	1,543	1,661	1,642	1,618	2,053	462	1,124	1,696	1,821			15,188
CD ROMs	183	178	186	168	157	180	34	109	168	146			1,509
Video Fiction	8,286	7,488	8,136	6,996	6,690	7,177	2,268	4,271	6,281	5,876			63,469
Video Non Fiction	3,378	3,540	3,785	3,164	2,831	3,023	894	1,879	2,538	2,601			27,633
DVD	577	540	555	689	788	761	247	511	644	692			6,004
Misc. Formats	63	35	45	33	33	64	3	14	25	37			352
SUB TOTAL	39,466	39,163	43,009	39,398	37,057	40,552	11,378	26,572	37,469	38,211	0	0	352,275
Supersedes													0
GRAND TOTAL	60,386	60,720	66,180	58,273	53,481	59,685	15,815	43,809	60,463	62,207	0	0	541,019
Self Check	1,826	2,240	2,080	1,819	1,550	1,900	519	4,973	5,691	7,367			29,965
Days Closed		8 hours					22	13	22.5 hrs.				37

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	3,419	889	2,969	4,799	5,480	0	0	43,169
Fiction	11,234	11,537	12,418	9,986	8,787	10,298	2,822	10,390	13,352	13,679	0	0	104,503
Foreign Language Non Fiction	52	61	69	54	46	39	8	36	74	91	0	0	530
Foreign Language Fiction	242	227	310	215	178	132	49	101	261	368	0	0	2,083
Periodicals	191	211	210	156	148	108	63	277	332	285	0	0	1,981
Compact Discs	395	416	463	410	386	378	100	416	578	561	0	0	4,103
Audio Cassettes	259	269	256	204	222	277	69	310	421	488	0	0	2,775
Audio Kits	443	413	452	323	283	286	117	229	432	482	0	0	3,460
Puzzles	389	384	391	293	300	285	54	249	333	372	0	0	3,050
Games	115	110	112	69	70	67	12	61	82	91	0	0	789
Audio Books	200	143	209	168	144	260	89	163	213	204	0	0	1,793
Video Fiction	3,157	3,089	3,399	2,980	2,844	2,829	950	2,018	2,923	2,700	0	0	26,889
Video Non Fiction	1,204	1,404	1,447	1,251	1,050	992	228	811	1,098	1,060	0	0	10,545
DVD	29	34	64	54	63	59	16	40	47	49	0	0	455
CD ROMs	633	693	779	681	676	653	108	574	755	694	0	0	6,246
SUB TOTAL	23,835	24,613	26,254	21,835	19,230	20,082	5,574	18,644	25,700	26,604	0	0	212,371
ADULT													
Non Fiction	10,444	10,883	11,887	11,367	9,662	9,899	2,550	6,100	9,478	10,088	0	0	92,358
Fiction	7,047	6,921	7,529	7,027	7,126	8,764	3,092	5,456	7,187	7,395	0	0	67,544
Large Type	919	848	1,000	911	1,039	1,352	383	922	985	1,036	0	0	9,395
Foreign Language Non Fiction	159	197	175	175	158	169	44	125	196	197	0	0	1,595
Foreign Language Fiction	452	369	424	365	404	450	127	250	410	469	0	0	3,720
High School	104	133	168	110	130	187	67	189	219	235	0	0	1,542
Periodicals	2,238	2,294	2,557	2,394	2,228	1,982	617	1,829	2,142	2,165	0	0	20,446
Pamphlets	15	10	39	32	17	22	0	7	13	9	0	0	164
Compact Discs	5,065	5,176	5,897	5,306	5,261	5,209	1,492	4,487	6,192	6,240	0	0	50,325
Audio Cassettes	369	357	368	393	329	343	107	336	516	436	0	0	3,554
Puzzles	23	14	15	9	12	19	5	3	6	2	0	0	108
Pictures	69	50	71	61	79	48	20	44	46	54	0	0	542
Audio Books	1,600	1,564	1,703	1,699	1,677	2,076	504	1,172	1,732	1,857	0	0	15,584
CD ROMs	183	181	190	169	160	180	34	109	169	146	0	0	1,521
Video Fiction	8,691	7,894	8,580	7,415	7,108	7,346	2,527	4,506	6,658	6,205	0	0	66,930
Video Non Fiction	3,432	3,607	3,869	3,235	2,913	3,054	915	1,904	2,573	2,644	0	0	28,146
DVD	577	541	556	689	788	761	280	511	644	692	0	0	6,039
Misc. Formats	64	38	48	35	34	68	4	14	28	40	0	0	373
SUB TOTAL	41,451	41,077	45,076	41,392	39,125	41,929	12,768	27,964	39,194	39,910	0	0	369,886
Supersedes	0	0	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	65,286	65,690	71,330	63,227	58,355	62,011	18,342	46,608	64,894	66,514	0	0	582,257
Self Check	1,826	2,240	2,080	1,819	1,550	1,900	519	4,973	5,691	7,367	0	0	29,965
Days Closed/Out of Service	0-----0	.66-----1	0-----0	0-----0	0-----0	0-----10	22-----9	13-----5	1.875---.5	0-----1	0	0	37.5-26.5

Oct. 2000 Holdings

	Last Month	This Month	Change	Percent Change
Books	191,872	193,682	1810	0.9%
Audio	16,591	16,626	35	0.2%
Video	10,578	10,552	-26	-0.2%
Puzzles and Games	537	556	19	3.5%
Realia	234	232	-2	-0.9%
Pamphlets	1,337	1,337	0	0.0%
<hr/>				
Total	221,149	222,985	1836	0.8%

**USE OF ONLINE REFERENCE PRODUCTS
OCTOBER 2000**

Ancestry.com	NA
College Source Online	19
Contemporary Authors	NA
Des Plaines Public Library Homepage	32,252
Electric Library	NA
Encyclopedia Britannica Online	39
FactsOnFile	NA
FACTS.com	NA
First Search	208
Hoover's Online	NA
Info USA (American Business Disc and Phone Disc)	1198
InfoTrac	NA
Library Catalog (access via dialup, telenet or remote)	NA
Moody's Weely News Reports	NA
Newsbank (Chicago Tribune)	192
News Illinois	37
Novelist	41
PoemFinder	71
ProQuest Direct (Chicago Sun Times, Daily Herald, New York Times, Wall Street Journal)	148
SRDS Advertising Age	NA
Value Line	NA
World Book Encyclopedia	NA
Total Searches & Queries	34,205

**DES PLAINES PUBLIC LIBRARY
ADULT PATRON ASSISTANCE
OCTOBER 2000**

Assistance	<u>Number</u>	<u>Total</u>
1. Computer Lab	313	
2. Internet	340	
3. LAN Databases	85	
4. Tax Forms	14	
5. Directional	1,204	
Total		1,956
 Reference Services		
1. Specific item request	2,432	
2. Ready reference	1,063	
3. In-Depth Reference	167	
4. Internet/Electronic Reference	97	
5. E-mail requests	2	
6. Interlibrary Loan Requests	340	
7. Referrals	35	
8. Readers Advisory	83	
9. Reserves	254	
10. Informational	783	
Total		5,256
GRAND TOTAL		7,212
Internet Use	4,184	
Computer Lab Use	546	

**CHILDREN'S PATRON ASSISTANCE
OCTOBER 2000**

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Computer Sign-up	1,401	
2. Program Sign-up	189	
3. Equipment Repair & Assistance	515	
4. Directional Questions	586	
5. ILL & Patron Holds	42	
Total		2,733

<u>In-House Circulation</u>	<u>Number</u>	
1. Train Sets	0	
2. Chess/Checkers	124	
3. Periodicals	5	
4. Textbooks	14	
5. Telephone Calls	162	
6. Reserve Books	12	
Total		317

<u>Reference</u>	<u>Number</u>	
1. Specific Item Request	927	
2. Reference	784	
3. Reader's Advisory	189	
4. Referrals to Other Libraries	1	
Total		1,901
GRAND TOTAL		4,951

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM OCTOBER 2000**

	<u>Times Used</u>	<u>Attendance</u>
Library Sponsored Adult Programs		
Adult Services Meeting	1	12
Children at Risk – District 62 Library Card	1	85
Child's Voice – Poetry Program	1	26
Evening Book Discussion	1	5
Friends of the Library	1	19
Fright Night	1	39
Insomnia	1	41
Joy of Soy	1	60
Library Cable Network	1	10
Library Department Heads/Police Department	1	11
London, "Flower of Cities All"	1	21
Maintain A Worry Free Environment	1	18
Murder in Three Acts	1	101
Library Pages	2	18
Planning Committee Meeting	1	6
Poetry Night	1	30
Technical Services Meeting	2	15
Teen 2000	1	23
Tuesday Morning Book Group	1	17
Voter Registration	1	250
Who Gets Grandma's Yellow Pie Plate	1	15
Total	23	822

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM OCTOBER 2000**

Outside Community Groups

AARP	1	4
AAUW	1	7
City Hall Community Group Meeting	1	70
Dave Williams	1	11
Des Plaines Police Department Seminar	1	75
Junior Woman's Club of Des Plaines	2	32
Korean-American Woman's Club	1	15
Mansard South Condominium Association	1	10
Romance Writers	1	20
Toastmasters	2	18

Total	12	262
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Other

Library Board Meeting	1	14
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Total	1	14
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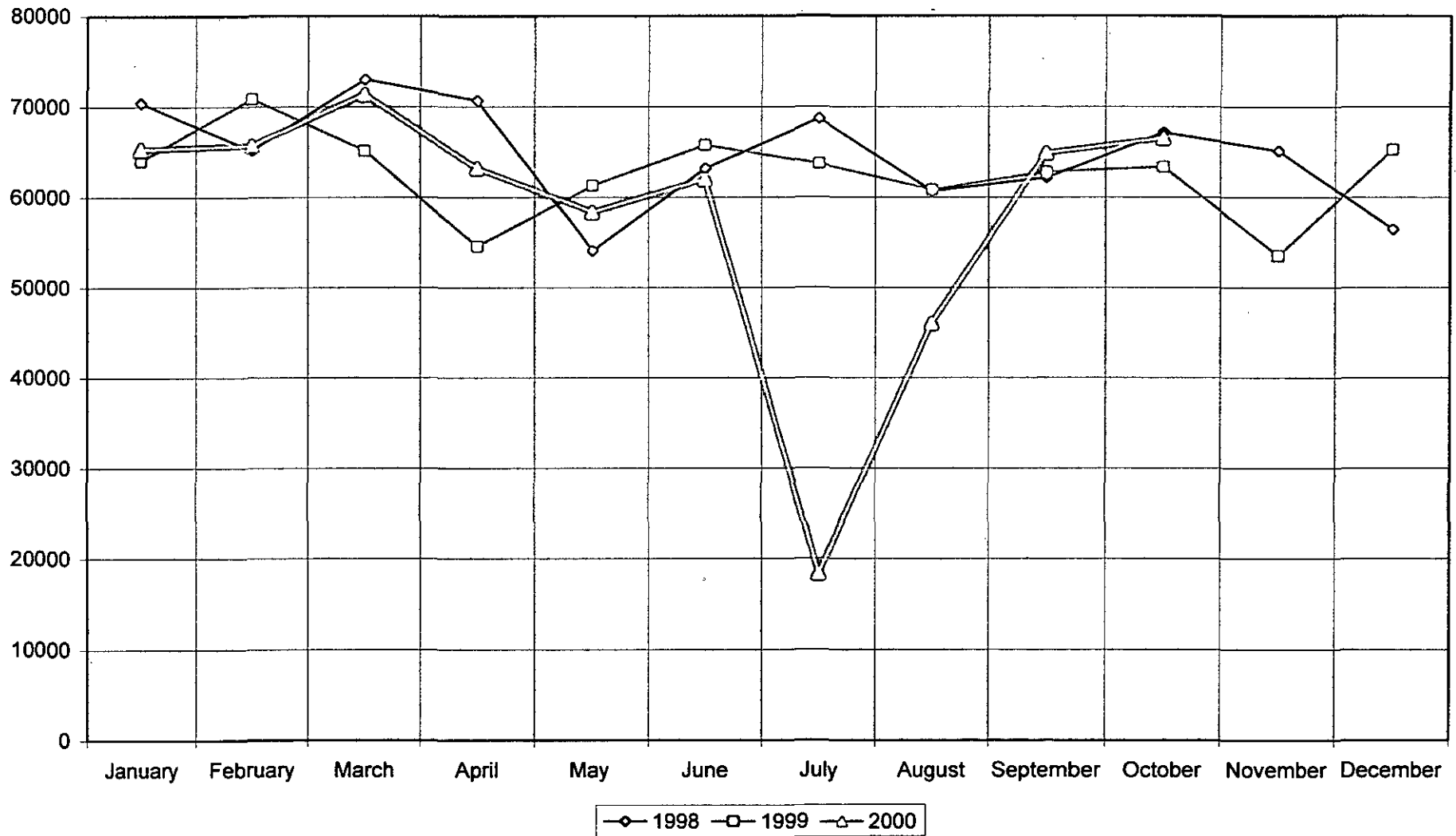
**DES PLAINES PUBLIC LIBRARY
MEETING ROOM OCTOBER 2000**

Library Sponsored Children's Programs

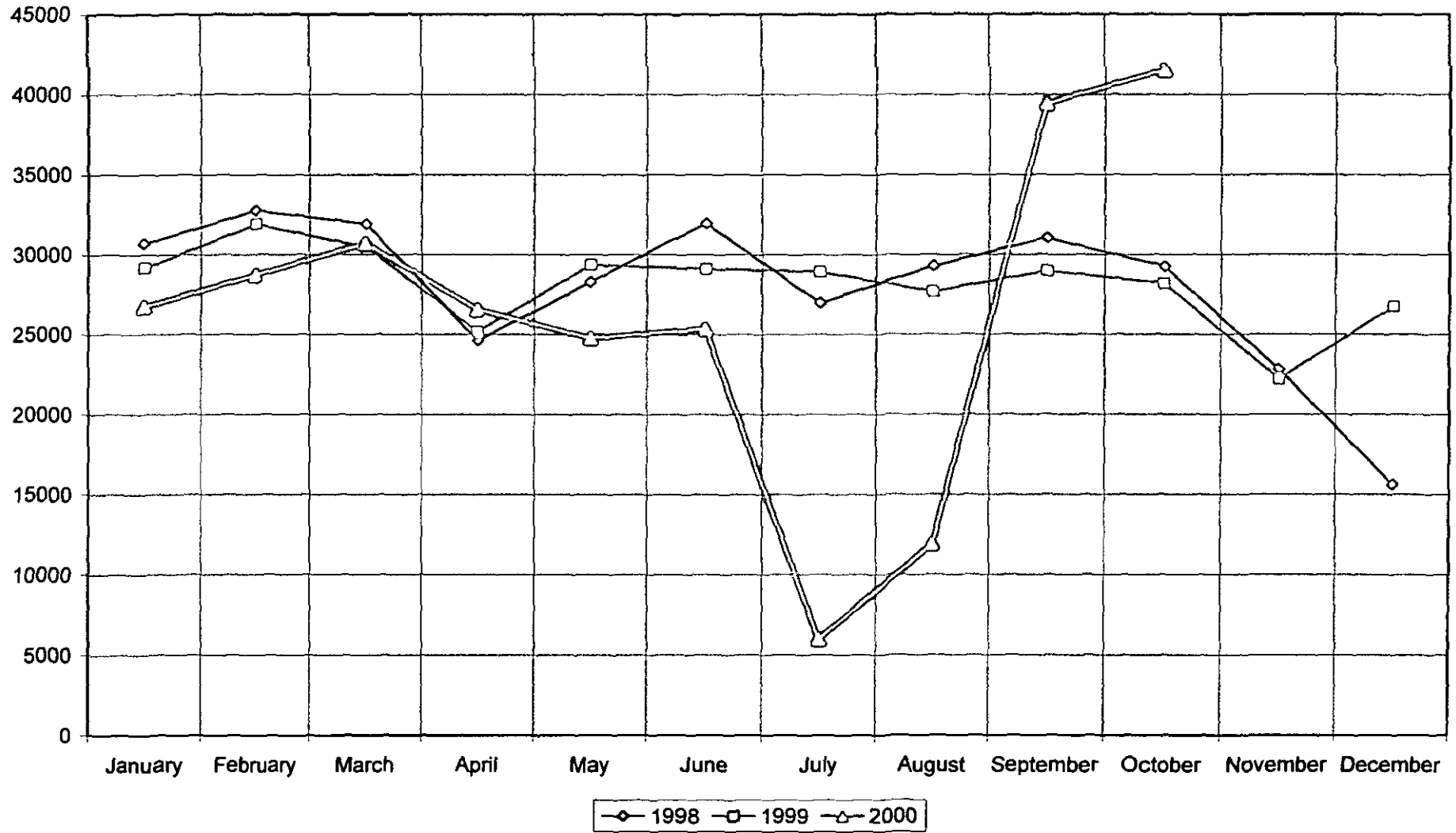
Babysitting Clinic	5	177
Bright Start Baby Book Times	20	442
Cumberland School Boy Scouts Tour	1	17
Cumberland School Tour	1	8
District 62 Spanish Language Family Storytime	1	80
Family Evening Storytime	1	57
Fright Night	1	139
Game Fun Friday	1	6
Girl Scout Tour	1	30
Groovy Movie 5 th Grade & Up	1	15
Halloween Drop-in Craft	1	79
Junior Great Books	3	8
Mother/Daughter Book Discussion	1	12
Mystery Night	1	43
North School Tour	4	100
No School Movie Time	1	23
Orchard Place School	6	145
Poetry Program K-4 Grades	1	26
Poetry Program 5 th & Up Grades	1	30
Preschool Movie Morning	4	46
Science & Arts Academy Tour	1	11
Stories & More K-2 nd Grade	1	22
2 Year Old Storytime	9	168
3-5 Year Old Storytime	25	262
Stuffed Animal Clinic	1	14
Teen 2000 Advisory Group	1	23
Thomas Jefferson Charter School Tour	1	24
 Total	 95	 2,007
 Grand Total	 131	 3,105

October Total = 131 groups involving 3,105 people.
2000 Year to Date Total 552 groups involving 10,283.

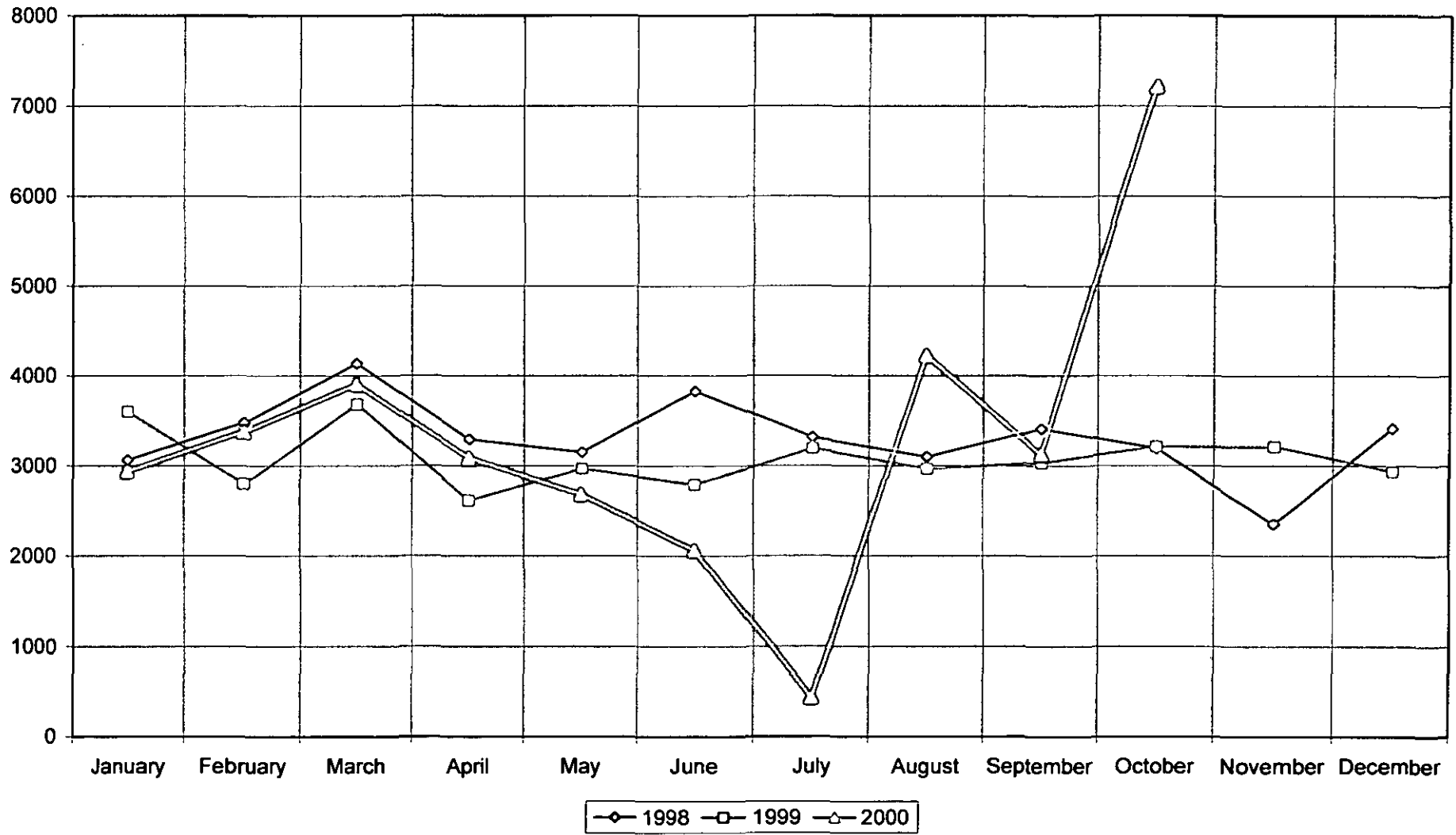
Circulation Statistics Items Circulated Per Month By Year



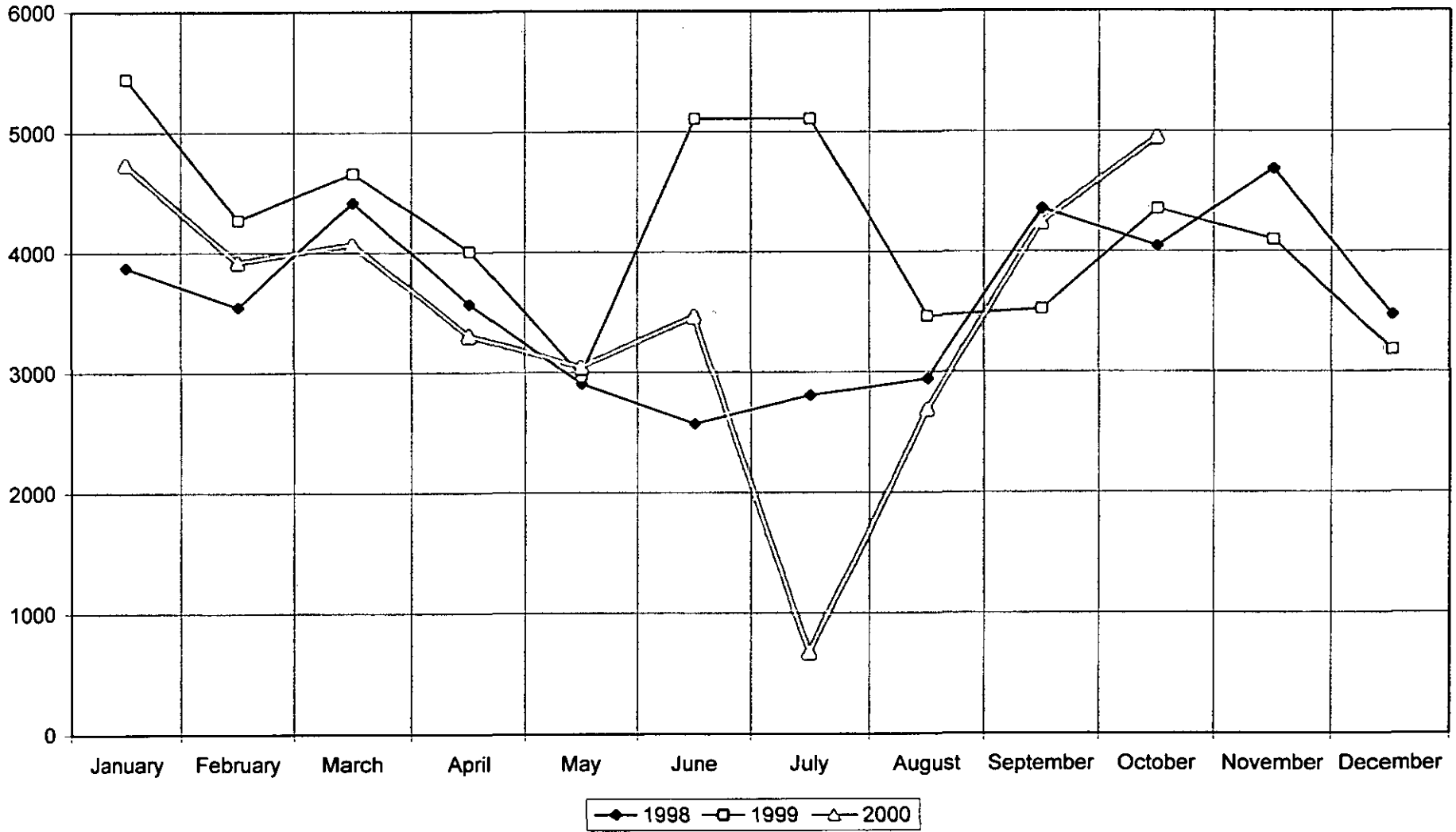
Patron Attendance October 2000



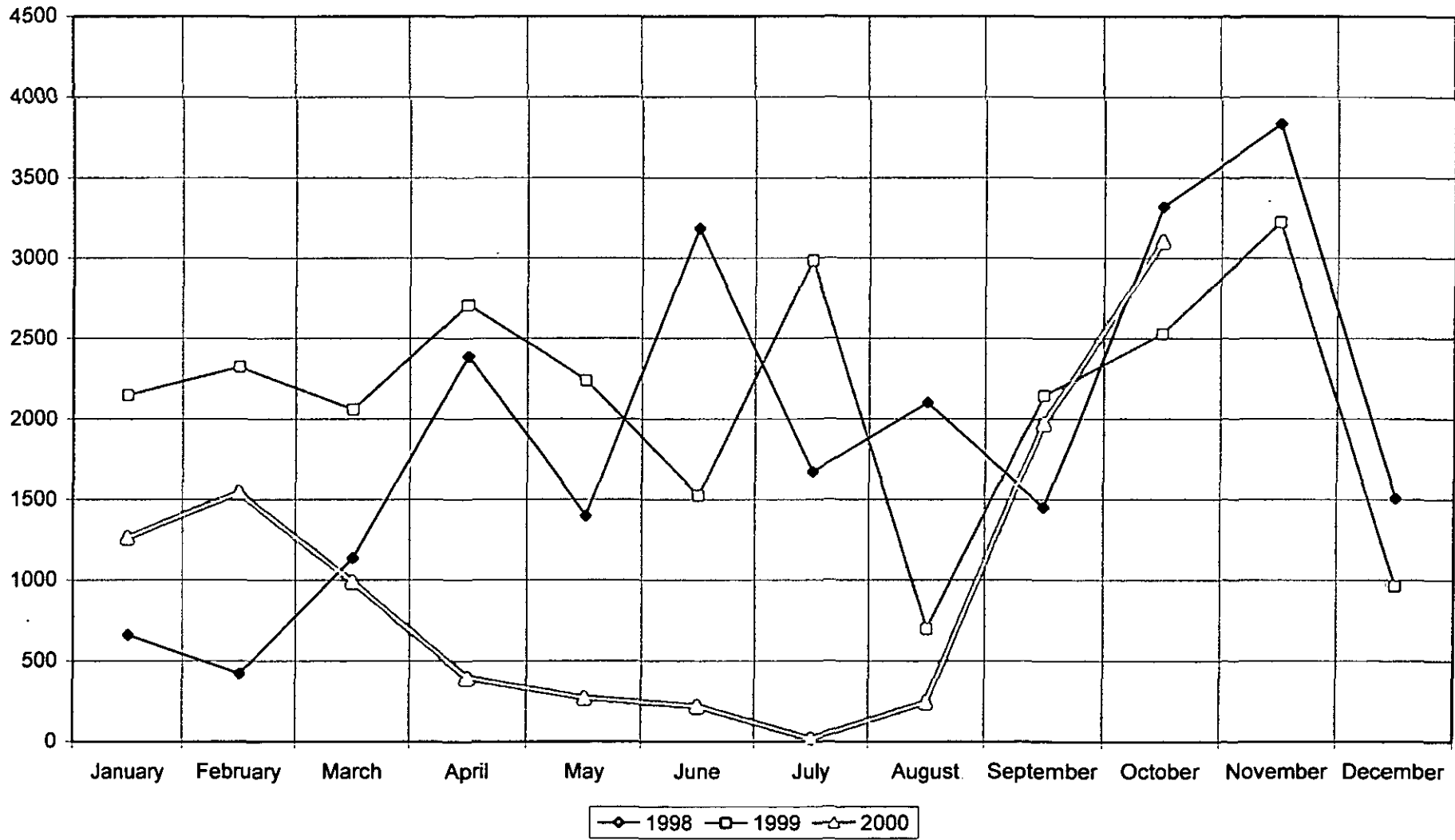
Adult Patron Assistance October 2000



Children's Patron Assistance October 2000



Meeting Room Attendance October 2000



Date sent: Mon, 25 Sep 2000 09:08:20 -0500 (CDT)
 From: Des Plaines Public Library <dppl@listserv.nslsilus.org>
 Send reply to: zychs@msn.com
 Subject: Web - Comment for Administrator

***** Name: Corinne zych Organization: parent
 Address: 440 N. 4th City: Des Plaines State:
 IL Zip: 60016 Phone: 847.803.9265 Email:
 zychs@msn.com HTTP User Agent: Mozilla/4.0 (compatible; MSIE 5.5;
 MSNIA; Windows 98) Date: 25 Sep 2000 Time:
 09:08:19

Comment:

Just wanted to let you know that I was very impressed with the Grand Opening celebration yesterday! I attended with my 10 year old son and mother, and was amazed at the attendance! The place was packed! I am happy that the people of Des Plaines came out to support this fine library with all of the controversy that surrounded this building. I only regret that Dr. Jung was not there! He was truly an inspiration in our school district and city. I hope that this library will bring people together. It looks like alot of planning was done to consider what our city needs. The meeting rooms look like facilities that should be utilized immensely. My mother does not drive, and lives in downtown Des Plaines. She frequents the library quite often, and really enjoys the free movies. My 13 year old loves the new teen section of books, and she loves the Mystery Shop and other programs that have been offered in the past. And my 10 year old thinks that the checkers and chess board! s on the floor are really cool!! So, thank you for "visioning" and bringing this building to reality!

The following prices are for housekeeping services at the 1501 DPPL.

Date: 9-15-00

All bid packages and specifications were submitted by 9-11-2000.

All prices are monthly rates.

Crystal Maintenance Services

847 228-6555

\$ 3,390.00

Starlight Janitorial Service Inc.

630 226-5300

\$ 3,595.00

Marian Ratajczak

630 226-5300

Perfect Cleaning Service Inc.

773 283-1112

\$ 3,946.00

Best Quality Cleaning Inc.

847 233-0202

\$ 3,974.00

Advanced Janitorial Systems

847 390-7830

\$ 4,186.00

Power Maintenance Inc.

773 283-1424

\$ 4,800.00

Solutions Inc.

630 941-8806

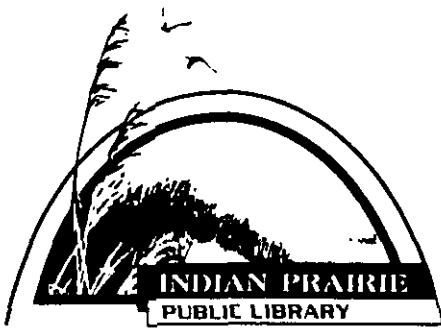
\$ 5,100.00

Koral Maintenance Inc.
847 290-8159
\$ 5,300.00

Imperial Service Systems Inc.
630 833-6687
\$ 5,391.00

Majesty Maintenance Inc.
630 860-0997
\$ 6,752.00

Coverall Cleaning Concepts
630 969-4300
\$ 9,050.00



401 Plainfield Road • Darien, Illinois 60561-4207
PHONE: 630/887-8760 FAX: 630.887.1018 TDD: 630/887-1421
<http://www.sls.lib.il.us/INS/>

November 9, 2000

Ms. Sandra K. Norlin, Administrator
Des Plaines Public Library
1501 Ellinwood Street
Des Plaines, IL 60016

Dear Sandra,

Indian Prairie Public Library trustees and staff thoroughly enjoyed touring the beautiful new Des Plaines Library on Saturday, November 4th. Board President Eldon Burk most graciously answered all of our questions and Christine and Margie were excellent tour guides. We are most envious of the spaciousness of your building and realize the constraints of our limited square footage. Des Plaines residents are truly fortunate to have a building and staff able to provide quality library services to the community. Thank you for arranging our visit.

Sincerely,

Lee Schacht
Director

LIBRARY BOARD MEETING
SIGN-IN

1. Garry R. Dantfield

2. Alison Becker

3. _____

4. _____

5. _____

6. _____

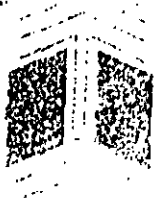
7. _____

8. _____

9. _____

10. _____

0977



Des Plaines Public Library

1501 Ellinwood Street
Des Plaines, IL 60016-4553
847.827.5551 phone
847.827.7974 fax
www.desplaines.lib.il.us

TO: F. Wallace Douthwaite, City Manager
FROM: Sandra K. Norlin, Library Administrator
SUBJECT: Library Budget, FY2001
DATE: September 28, 2000
CC: Jim Egeberg, Finance Director

I am enclosing the library's FY2001 Preliminary Budget, which was adopted by the Library Board of Trustees at their August 16 meeting. This budget will support a general wage increase of 3.5%, which we believe is in accord with increases throughout the city departments. It will also support the upgrades of our positions and the establishment of a full-time position by adding 17.5 hours per week to an existing part-time position. It will support the startup costs of migrating to a new integrated computer system as a member of the 10-library Cooperative Computer System, which is estimated at \$50,000 - \$80,000. You may recall that a portion of these costs were budgeted for FY2000, but the consortium will not have completed its vendor selection until late in 2000, so part or all of this year's funds will be carried over in the library's fund balance for 2001. The budget will support upgrades to our computer network for security and functionality as well as limited replacement PCs and software.

At the Board's request, the materials budget has been increased by 11% in order to accomplish our goal of a book collection of 250,000 volumes and to enhance and refresh our very popular audio book, nonfiction video, and DVD collections.

The Professional Consulting line has been reduced significantly, but will support limited board development and staff development consulting activities.

If my predictions of revenue bear out under our discussions during this process, the proposed budget will require an increase in property tax of 13.7%, if compared to the 2000 budget, or 10.5% if compared to our projected property tax revenue.

PUBLIC LIBRARY FUND		CITY OF DES PLAINES				
FUND 201 DIVISION 2110		2001 BUDGET				
		1998	1999	2000	2000	2001
		ACTUAL	ACTUAL	BUDGET	PROJECTED	BUDGET
PERSONAL SERVICES						
910100	Salaries	900,539	1,011,617	1,451,614	1,459,984	1,674,127
910200	Temporary Wages	460,581	465,486	618,933	578,388	635,842
910400	Non-Supervisory Overtime	0	67	500	3,600	500
910500	Vacation Pay	73,527	75,499	0	0	0
910600	Sick Pay	22,729	21,232	0	0	0
910700	Holiday Pay	23,290	54,364	0	0	0
910900	Act/Out of Class/Premium Pay	557	0	500	1,053	500
910950	Excess Sick Hours Payout	4,985	14,429	8,000	3,250	3,500
TOTAL DIRECT SALARY & WAGES		1,486,207	1,642,694	2,079,547	2,046,275	2,314,469
918010	Unemployment Compensation	2,000	2,000	2,000	1,147	1,012
918020	Employer Contribution-F.I.C.A.	115,147	122,612	157,937	150,000	169,465
918021	Employer Contribution-I.M.R.F.	100,869	99,145	123,453	115,000	142,301
918040	Life Insurance Premiums	3,796	3,837	4,747	5,000	4,896
918050	Medical Insurance Premiums	89,178	95,778	182,625	116,700	218,452
918060	Tuition Reimbursement	419	3,930	4,000	4,000	5,000
918070	Workers Compensation	3,100	3,275	4,000	4,100	6,000
TOTAL EMPLOYEE BENEFITS		314,509	330,577	478,762	395,947	547,126
TOTAL PERSONAL SERVICES		1,800,716	1,973,271	2,558,309	2,442,222	2,861,595
CONTRACTUAL SERVICES						
920110	Professional Consulting	34,579	23,942	15,000	15,000	10,000
920120	Communication Services	21,806	11,144	25,000	35,000	50,000
920140	Data-Processing Services	53,398	72,262	85,000	85,000	85,000
920202	Conferences	1,808	4,047	3,500	10,000	7,000
920204	Training	2,046	5,168	2,000	200	2,500
920206	Seminars	3,007	1,919	2,000	2,800	2,500
920210	In-Service Training	1,576	1,290	2,000	2,000	2,000
920220	Membership Dues	3,433	2,936	4,000	4,000	4,500
920230	Publishing of Notices	6,759	2,793	2,000	6,500	2,000
920341	Property/Liability Insurance	42,000	1,096	51,367	49,208	67,423
920850	E.R.P. Transfer to Medical Fund	9,007	8,034	25,600	9,000	11,000

920900	Property/Liability Contribution	0	42,000	0	0	0
930010	Repair/Maintenance of Equipment	62,120	47,118	42,600	40,000	52,600
930020	Repair/Maintenance of Building	25,570	7,760	20,000	5,000	20,000
930030	Repair/Maintenance of Vehicles	743	2,666	3,000	3,000	3,000
930195	Book Binding and Repair	5,910	3,953	6,000	2,500	3,000
930210	Rental of Equipment	883	0	1,000	1,200	3,000
930320	Custodial Services	24,072	21,361	33,000	35,000	45,000
960070	Auto/Travel Expenses	4,188	531	3,000	4,500	5,500
960210	Special Program Services	19,727	25,453	15,000	15,000	17,000
960990	Misc. Contractual Services	117,450	52,688	75,000	113,000	70,000
	TOTAL CONTRACTUAL SERVICES	440,082	338,160	416,067	437,908	463,023

PUBLIC LIBRARY FUND		CITY OF DES PLAINES				
FUND 201 DIVISION 2110		2001 BUDGET				
		1998	1999	2000	2000	2001
		ACTUAL	ACTUAL	BUDGET	PROJECTED	BUDGET
COMMODITIES						
970100	Library Supplies	41,935	44,579	50,000	50,000	70,000
970110	Meals (Prsmrs/Wrks/Vols)	767	1,878	2,000	1,000	1,500
970170	Janitorial Supplies	11,864	9,982	12,000	6,000	8,000
970200	Copying/Fax Supplies	2,189	0	1,000	500	1,000
970260	Postage & Parcel	13,278	12,225	13,200	12,000	13,200
970260	Periodicals	54,025	65,860	74,200	74,200	85,000
970270	Printing/Reproduction	5,228	7,206	15,000	6,000	7,500
970320	Supplies: Bldg R/M	0	94	0	0	0
970600	Books	305,677	413,292	440,000	440,000	493,000
970610	Audio Materials	40,351	45,111	56,700	56,700	64,000
970630	Visual/Multi-Media Materials	37,772	40,763	53,000	53,000	65,000
970640	Automated Reference Material	66,983	56,075	87,000	87,000	87,000
970810	Natural Gas/Electricity	13,997	15,171	14,400	11,500	19,000
970820	Supplies: Vehicle R/M	0	99	0	0	0
970820	Electricity	0	0	500	500	500
970840	Diesel	436	685	500	3,500	3,500
970850	Gasoline	3,054	2,629	3,500	750	800
TOTAL COMMODITIES		597,555	713,648	823,000	802,650	919,000
CAPITAL OUTLAY						
980300	Improvements	15,575	0	0	0	0
980400	Equipment	9,441	38,919	80,000	100,000	135,000
980410	Computer Hardware	0	29,235	0	0	0
980420	Computer Software	0	992	0	0	0
980600	Furniture & Fixtures	8,968	3,116	5,000	5,000	5,000
TOTAL CAPITAL OUTLAY		33,984	72,263	85,000	105,000	140,000
DEBT SERVICE/OTHER						
990300	Trust/Agency Fees	0	40	150	150	150
990900	Transfer to Debt Service	0	11,953	0	0	0
990910	Abatement of 1993 G.O. Bond	12,039	0	29,283	29,283	29,283
990940	Transfer to Capital Projects Fund	0	0	150,000	150,000	150,000
993000	Contingency Reserve	0	0	50,000	50,000	50,000

TOTAL DEBT SERVICE/OTHER	12,039	11,993	229,433	229,433	229,433
TOTAL DEPARTMENT REQUEST	2,884,377	3,111,335	4,111,809	4,017,213	4,613,051

PUBLIC LIBRARY FUND ACCUMULATION DIVISION		CITY OF DES PLAINES 2001 BUDGET				
FUND 201 DIVISION 2120		1998	1999	2000	2000	2001
		ACTUAL	ACTUAL	BUDGET	PROJECTED	BUDGET
CONTRACTUAL SERVICES						
930020	Repair/Maintenance of Building	0	0	0	0	0
920110	Professional Consulting	0	0	0	0	0
TOTAL CONTRACTUAL SERVICES		0	0	0	0	0
CAPITAL OUTLAY						
980400	Equipment	0	0	0	0	0
980500	Vehicles	0	0	0	0	0
980600	Furniture & Fixtures	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL ACCUMULATION FUND		0	0	0	0	0

PUBLIC LIBRARY PER CAPITA GRANT DIVISION		CITY OF DES PLAINES 2001 BUDGET				
FUND 201 DIVISION 2130		1998	1999	2000	2000	2001
		ACTUAL	ACTUAL	BUDGET	PROJECTED	BUDGET
CONTRACTUAL SERVICES						
920110	Professional Consulting	8,555	0	3,500	0	0
920120	Communications	4,835	0	0	0	0
920202	Conferences	0	276	5,000	5,000	5,000
960070	Travel	1,499	861	1,500	0	0
960990	Misc. Contractual Services and Programs	3,657	20,627	38,000	60,000	60,000
TOTAL CONTRACTUAL SERVICES		18,546	21,765	48,000	65,000	65,000
COMMODITIES						
970640	Automated Reference Materials	0	0	0	0	0
TOTAL COMMODITIES		0	0	0	0	0
CAPITAL OUTLAY						
980400	Equipment	28,995	26,689	20,000	0	0
980410	Computer Hardware	0	17,303	0	0	0
980420	Computer Software	0	397	0	0	0
980500	Vehicles	19,227	0	0	0	0
TOTAL CAPITAL OUTLAY		48,222	44,389	20,000	0	0
TOTAL PER CAPITA FUND		66,768	66,153	68,000	65,000	65,000
TOTAL LIBRARY FUNDS		2,951,145	3,177,488	4,179,809	4,082,213	4,678,051

DRAFT

2001 BUDGET
PROJECTED REVENUES

LIBRARY FUND

	1997 ACTUAL	1998 ACTUAL	1999 BUDGET	1999 PROJECTED	2000 BUDGET	2001 BUDGET
Property Tax	2,414,524	2,638,436	2,941,669	3,029,919	3,591,616	4,086,344
Prior Year Property Taxes	(4,313)	51,485	40,000	2,500	40,000	40,000
Personal Property Replacement	92,988	92,988	92,988	92,988	92,988	92,988
Library Fines	90,599	79,915	90,000	78,590	90,000	100,000
Library Per Capita Grant	66,768	66,768	66,768	66,153	68,000	65,000
State Grant	0	0	12,500	12,538	20,000	
Copying Fees	17,853	22,257	25,000	20,100	25,000	30,000
Miscellaneous Fees	6,801	19,179	11,000	24,500	15,000	15,000
Special Program Fees	16,413	11,212	18,000	15,000	10,000	15,000
Investment Income	15,578	11,399	5,000	20,000	10,000	10,000
TOTAL LIBRARY FUND	2,717,211	2,993,639	3,302,925	3,362,288	3,962,604	4,454,332

LIBRARY CAPITAL
PROJECTS FUND

	1997 ACTUAL	1998 ACTUAL	1999 BUDGET	1999 PROJECTED	2000 BUDGET	2001 BUDGET
State Grant - Construction	0	0	0	112,500	112,500	
Investment Income	0	0	0	5,625	0	0
Sale of Fixed Assets	0	0	0	1,800,000		
Donations	0	0	0	5,000	0	0
Buy a Brick	0	0	0	3,000	0	0
Grants						20,000
TOTAL LIB CAP PROJ FUND	0	0	0	1,926,125	112,500	20,000

REVENUE 2001			
Fund 2110-2130			
	2000 Budget	2000 Projected	2001 Budget
Fund Balance 12/31	\$200,000	\$253,579	\$223,719
Previous Yrs Taxes	\$40,000	\$40,000	\$40,000
Property Taxes	\$3,591,616	\$3,699,364	\$4,086,344
Personal Property Replacement	\$92,988	\$92,988	\$92,988
Grants	\$88,000	\$75,000	\$65,000
Fines	\$90,000	\$90,000	\$100,000
Copy Fees	\$25,000	\$15,000	\$30,000
Special Programs	\$10,000	\$7,000	\$15,000
Interest Income	\$10,000	\$18,000	\$10,000
Miscellaneous Revenue	\$15,000	\$15,000	\$15,000
Total	\$3,962,604	\$4,052,352	\$4,678,051
REVENUE 2001			
Fund 202			
Transfer from Fund 201			\$150,000
Grants			\$20,000
Total			\$170,000

**Public Library
Fund**

**City of Des Plaines
2001 Budget**

Fund 202 Division 2110

Revenues

Grants	\$20,000
Transfer from Fund 201	\$150,000
Total	\$170,000

Expenditures

Furniture & Fixtures	\$50,000
Computer Software	\$50,000
Equipment	\$50,000
Total	\$150,000



September 20, 2000

Sandra K. Norlin, Director
Des Plaines Library
1501 Ellinwood Street
Des Plaines, IL 60016

Dear Sandra,

I wanted to extend a thank you to your department and the staff who attended our Family Fun Fest and Fiesta Events. Mother Nature was not very cooperative, and we had to stop the Family Fun Fest due to severe lightning. On a more positive note, the Fiesta had comfortable temperatures and a clear blue sky.

Your staff did an excellent job at both activities. I know at times the volume of kids was a little overwhelming however the staff was outstanding. Please extend a thank you to them. I am grateful for your support of these two large community events and look forward to your participation next year.

Sincerely,

Cynthia N. Capek
Superintendent of Recreation

NIGHT OWL

REFERENCE SERVICE



August 2000

Total number calls =833

10 Antioch Public Library	11 Lincolnwood Public Library
32 Arlington Heights Memorial Library	24 Lisle Library District
12 Aurora Public Library	18 Mt Prospect Public Library
22 Barrington Area Public Library	11 Nppersink Public Library
20 Bartlett Public Library	24 Northbrook Public Library
16 Bedford Park Public Library	20 Oswego Public Library
30 Bellwood Public Library	23 Palatine Public Library
18 Bridgeview Public Library	21 Park Ridge Public Library
12 Coal City Public Library	12 Prospect Heights Public Library
33 Des Plaines Public Library	27 Riverside Public Library
33 Ela Area Public Library	12 Rolling Meadows Public Library
19 Elk Grove Village Public Library	14 St. Charles Public Library
45 Elmhurst Public Library	32 Schaumburg Township Public Library
14 Fossil Ridge Public Library	52 Skokie Public Library
10 Fremont Public Library	15 Vernon Area Public Library
23 Glenview Public Library	18 Villa Park Public Library
25 Highland Park Public Library	13 Warrenville Public Library
10 Homer Township Public Library	11 Westchester Public Library
27 Indian Trails Public Library	11 WoodDale Public Library
21 Lake Forest Public Library	20 Woodstock Public Library

SAMPLE QUESTIONS

Location of closest Social Security Office
 Name for having different colored eyes
 Address for Buffalo Bills training camp
 Australian consulate in New York
 CA state lottery winners for June
 Principles of feng shui
 Consumer Report on cell phones
 What do the words 'flea market' mean?
 Power outage status
 Profiles and ratings of cruise ships
 Names of women Democratic senators
 How to contact the Czech Museum in Chicago
 Dates for Little Falls MN Art Fair
 Distance from St. Charles to Ft. Lauderdale, FL
 Sources for used records
 How old is Mike Ditka

Marilyn Uselmann
 Marilyn Uselmann
 Head, Night Owl



Sarah Ann Long
System Director

CIRCULATION LIBRARIAN

TO: NSLS Public Library Circulation Managers

FROM: Sandy McVeigh
North Suburban Library System

DATE: September 14, 2000

RE: RBP Statistics

Attached are the RBP statistics for August 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.

Please send your statistics to Sandy McVeigh. We need them by the TENTH of each month.

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

00-0914-208

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
August 2000**

	Algonquin	Antioch	Arlington Hts	Barrington	Cary	Cook Mem.	Crystal Lk	Deerfield	Des Plaines	Dundee	Ela	Elk Grove	Evanston	Fox Lake	Fox Rvr Gro
Algonquin			24	88	73	14	1,155		29	210	32		2		10
Antioch			5			106		243	3				21	224	
Arlington Heights				34		42		27	104		97	200	8		
Barrington	568	13	103		14	63	38		29	80	4,655	21	21		77
Cary	206		2	1,291		33	998		10		184				100
Cook Memorial		15	41	4	6		1	82	36	2	155	2	11	1	
Crystal Lake	182		11	87	16	6			2	15	18		31		5
Deerfield			12			20			11		10		88	7	
Des Plaines	5	8	322	7				16			57	414	32		10
Dundee	2,533		18	289			244				93	7			
Ela	4		65	580	1	87	13	14	1	3		67	12		
Elk Grove			75	5		22		11	48						
Evanston			22	10		11		36	48			10			
Fox Lake	3	55	3			96	8		2		172	40	8		
Fox River Grove				88	52		50				83				
Fremont	6	24	42	48		4,782		12	1		696		8	7	
Gall Borden	25		39	48			29		48	281		49	35		
Glencoe								7	8		10		55		
Glenview		3	44			4	10	34	31				6		
Grayslake	8		12			1,030	1	18			18		52	15	
Highland Park			4			55		477	18				155		
Highwood								2					2		
Huntley	459		3	22		13	392			118					
Indian Trails		32	974	21		139	1	54	92		194	45	22		
Lake Bluff						282		55					12		
Lake Forest			1			326		193	3				23		
Lake Villa		226	8			323		11	5		29	12		116	
Lincolnwood									7				60		
McHenry	16		26	60		17	911	1	10	7	31			7	
McHenry-Nunda						6	5				5	12			
Morton Grove			21					16	81				68		
Mt. Prospect			951	8		1	8	10	455			464	71		
Niles		4	34		1		1		1,602		61	20	43		
Northbrook			34			25		215	84		2	37			
North Chicago						449		5			5		9		
Palatine			672	501	4	36	21	68	34	4	172	91	8	4	
Park Ridge			35	11				8	1,107		3	13	22		
Prospect Heights			512	7		31			29		6	12	18		
Rolling Meadows			294	37		2	1		2		2	57			
Round Lake		47				135		19	3		109		26	63	
Schaumburg			84	84		19	4	1	65	31	47	766	7		5
Skokie			23			15		155	9				1,211		
Vernon			125	41		683		359	30		542	2	4		
Warren-Newport		9	7	42	21	2,821		45	12		47		15		
Wauconda	1	3	8	155	1	71	112		1		501	4	10		
Waukegan						1,126		17	4				21	1	25
Wilmette	1		6					21	65		7		902		
Winnetka-Northfield		3	2					124	20		3		262		
Zion-Benton		12	3	6		272	2				2		15	6	
Total Loaned:	4,017	454	4,667	3,570	189	13,163	4,005	2,356	4,145	731	8,048	2,345	3,376	451	232

North Suburban Library System
Reciprocal Borrowing Program
 August 2000

	Fremont	Gail Borden	Glencoe	Glenview	Grayslake	Highland Pk	Highwood	Huntley	Indian Trails	Lk Bluff	Lk Forest	Lk Villa	Lincolnwood	McHenry	McH-Nunda
Algonquin	1	25		1	1			573						22	
Antioch	10		2		55						4	1,928		9	
Arlington Heights			8	38	7	11			1,703		8		1		
Barrington	7	15	13	1	5	3		9	33		1				
Cary		7						20				8			
Cook Memorial	1,833		1	128	106	88	2		151	46	370	111		11	
Crystal Lake		5	4		4	3	1	22			5			21	
Deerfield	1		29	15	4	809	9		20	7	9				
Des Plaines		5		49		4			77			13	58		
Dundee		387			1			97	1			11			
Ela	106		4	15	16				75		7	2			
Elk Grove		9		2	2		1								
Evanston			122	289	2	95	2		22		47		83		
Fox Lake	8			1	32				6		1	864		72	21
Fox River Grove		4							1						
Fremont			1	53	383				10	1	22	67		10	
Gail Borden				5	2			5							
Glencoe				11		238	4		1		11				
Glenview		2	14		9	33	3		26		1		5		
Grayslake	146			10		64					1	1,227	1		
Highland Park			500		7		227			25	167	11			
Highwood			1		9	810					48				
Huntley		20													
Indian Trails	74		20	195	40	20					8	186	23		
Lake Bluff			31			79	1				2,924				
Lake Forest	4		25	4		296	7			104					
Lake Villa	59		3	27	419	4	1		2	5	33				
Lincolnwood			4	11		7			10						
McHenry		1			11							3			10
McHenry-Nunda					2			5						422	
Morton Grove				775		19			5				19		
Mt. Prospect		10		49	3	7			73						
Niles			5	2,725		30		7	97				55		
Northbrook			148	606	1	234	6		162		32	10	11		
North Chicago				2	4	42	1			65	241	25			
Palatine	9	4		49	5	68		4	166		1				
Park Ridge	8		2	48					11		6		15		
Prospect Heights	5			14	18				2,905	15			1		
Rolling Meadows				21			1		15	3	3				
Round Lake	44	10			478						3	1,329		8	
Schaumburg		7		30					31						
Skokie		1	68	252		29	3		15		11		214		
Vernon	340		11	114	15	124	1		1,574		138	7	3		
Warren-Newport	129		4	45	2,151	30			8	2	168	1,028		3	
Wauconda	43	10			22				29		6	13		41	3
Waukegan	15		3	13	25	10	9			13	120	51			
Wilmette			151	955		83					11	4	5		
Winnetka-Northfield			816	441		63	5		15	34	8				
Zion-Benton	17				13	30					46	29			
Total Loaned:	2,859	522	1,990	6,992	3,852	3,333	284	742	7,244	320	4,461	6,927	494	619	34

North Suburban Library System
Reciprocal Borrowing Program
 August 2000

	Morton Grov	Mt. Prospect	Niles	Northbrook	North Chgo	Palatine	Park Ridge	Prospect Hts	Ring Mōwa	Round Lk	Schaumburg	Skokie	Vernon	Warm-Newp	Wauconda
Algonquin		20		4		109	3		59		247		12		
Antioch		2		10			4			39	13	1	31	180	6
Arlington Heights	14	633	26	46		783	51	951	761	15	530	102	266		31
Barrington		8	20	8		3,963	93		47		1,488		111		1,054
Cary		6	2				5				145	1	6	10	78
Cook Memorial		14	36	134	81	9	27			14	102	35	10,372	277	49
Crystal Lake		5		4		100	2		28		138		10		23
Deerfield	20	6	99	839		46	2	53			25	216	274		
Des Plaines	26	2,336	1,110	78		116	1,571	99	118	5	294	179	14	5	
Dundee		9	1	2		121	6		8	2	602		5		
Ela		32	14	16		635	12	4	2		106		737	11	174
Elk Grove	2	24				98	7	3	7	2	1,003	10			
Evanston	194	24	228	209	1	2	49	11	1		75	2,334	115		
Fox Lake		5	5	7			29			884	14		50	24	317
Fox River Grove									3		3				19
Fremont		7	5	10	7	9	4	4		171	46	20	698	69	755
Gall Borden		24		5		115			92		2,520	13			
Glencoe	4	4	7	265			3			1		6			
Glenview	154	76	446	1,913		14	75	7		6	60	361	140		
Grayslake		5	16	19	3		11		30	390	58	7	146	449	50
Highland Park	2	1		306			7				9	52	97		
Highwood				59							3	27	12		
Huntley						23	6		10		232		7		2
Indian Trails		245	38	482		841	18	931	20	5	209	204	6,935		20
Lake Bluff				2		2					1		46	38	
Lake Forest		8	6	58		17	34				15	1	310	3	42
Lake Villa		3	42	61	8		9			717	66	17	91	620	8
Lincolnwood	10	1	149	17			26				15	2,060			
McHenry			1			19	6			20	54		82		507
McHenry-Nunda						3			6		15		21		276
Morton Grove		7	2,679	19		1	117	6	2		14	3,687			
Mt. Prospect			103	99		309	93	913	168	4	487	22	3		
Niles	166	165		270		11	1,071	77	7		73	1,201	85	6	
Northbrook	3	8	66			54		10	49		12	238	52		
North Chicago		11	6	2			11				6		25	608	
Palatine	7	79	1	38			50	51	1,754	17	3,879	27	105	4	17
Park Ridge	29	46	930	35		53		47	50		78	162	17		16
Prospect Heights	28	243	30	51		236	72		4		42	63	30		
Rolling Meadows	2	84	2	4		821		22			785		4		
Round Lake		2		14		1	11				19		20	94	99
Schaumburg	2	121	4	5		361	13	34	253	5		20	51		
Skokie	1,684	26	468	110		20	109		5		94		6		
Vernon		70	22	300		213	10	25	20	18	108	115		8	2
Warren-Newport		43	1	16		9	4			109	40		214		25
Wauconda		8		10		43			8	51	77		132	18	
Waukegan		3	9	37	17	3				29	20	25	41	4,362	
Wilmette	14	2	78	260		14	7			4	41	772	8	3	
Winnetka-Northfielk		2	17	504			40				1	116			
Zion-Benton					1	1			49	23	3		70	1,799	79
Total Loaned:	2,361	4,418	6,665	6,330	118	9,175	3,668	3,248	3,557	2,531	13,867	12,094	21,671	8,788	3,649

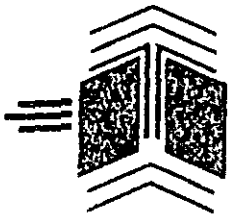
North Suburban Library System
Reciprocal Borrowing Program
 August 2000

	Waukegan	Wilmette	Winnetka-Northfield	Zion-Benton	Total Borrowed	Total Loaned	Loan-Borrow
Algonquin		4			2,716	4,017	1301
Antioch	20		4	1	2,921	454	-2467
Arlington Heights	2	2	9		6,530	4,667	-1863
Barrington	3	24	11		12,599	3,570	-9029
Cary		3			3,115	189	-2926
Cook Memorial	94	20	29		14,496	13,163	-1333
Crystal Lake		17	2		767	4,005	3238
Deerfield		8	4		2,643	2,356	-287
Des Plaines		17			7,045	4,145	-2900
Dundee					4,435	731	-3704
Ela		8	7		2,832	8,048	5216
Elk Grove					1,329	2,345	1016
Evanston	46	2,592	599		7,277	3,376	-3901
Fox Lake	6				2,733	451	-2282
Fox River Grove					303	232	-71
Fremont	41	12	6		8,237	2,859	-5378
Gail Borden					3,311	522	-2789
Glencoe		109	401		1,145	1,990	845
Glenview		268	260		4,005	6,992	2987
Grayslake	34	2		10	3,833	3,852	19
Highland Park	3	60	36		2,219	3,333	1114
Highwood			7		980	284	-696
Huntley					1,307	742	-565
Indian Trails	1	10	7		12,108	7,244	-4862
Lake Bluff	5	1		1	3,480	320	-3160
Lake Forest	20	2	4	5	1,511	4,461	2950
Lake Villa	98	5			3,028	6,927	3899
Lincolnwood		3	1		2,381	494	-1887
McHenry	5				1,805	619	-1186
McHenry-Nunda					778	34	-744
Morton Grove	3	34	24		7,597	2,361	-5236
Mt. Prospect		2	1		4,312	4,418	106
Niles		60	24		7,901	6,665	-1236
Northbrook		90	328		2,517	6,330	3813
North Chicago	450	7	2	24	2,200	118	-2082
Palatine	1		12		7,963	9,175	1212
Park Ridge		22	8		2,780	3,668	888
Prospect Heights	4	1	14		4,391	3,248	-1143
Rolling Meadows					2,162	3,557	1395
Round Lake	6		1	6	2,547	2,531	-16
Schaumburg			3		2,053	13,867	11814
Skokie	6	307	31		4,872	12,094	7222
Vernon	86	16	38		5,164	21,671	16507
Warren-Newport	490		4		7,542	8,788	1246
Wauconda	5		11		1,397	3,649	2252
Waukegan		6		250	6,255	3,098	-3157
Wilmette			908		4,322	4,373	51
Winnetka-Northfield	2	661			3,139	2,811	-328
Zion-Benton	1,667		15		4,160	297	-3863
Total Loaned:	3,098	4,373	2,811	297	205,141	205,141	

DECEMBER 2000

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Des Plaines Public Library

1501 Ellinwood Street

Des Plaines, IL 60016-4553

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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, DECEMBER 19, 2000

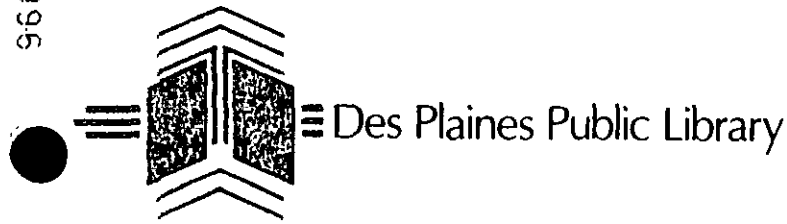
7:30 PM

Conference Room – Second Floor

Agenda:

- **Management Committee Report**
- **Planning Committee Report**
- **2001 Salary Schedule**
- **Executive Session**
 - Administrator Review**
 - Semi-Annual Review of Executive Session Minutes**

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



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II

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
 December 19, 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, November 21, 2000. (Action Item)
- IV. Public Comments and Questions.
- V. City Council Community Services Committee – Alderman Petersen.
- VI. Board Review of Department Activities – Martha Sloan, Grants Report.
- VII. Finance Report – Susan Burrows. (Action Item)(8:15 PM)
 - A. Over the Counter Receipts (to be filed)
 - B. Petty Cash Expenditures (to be filed)
 - C. Statement of Cash Receipts and Disbursements (to be filed)
 - D. Budget Expenditures Report (to be filed)
 - E. Expenditures (to be approved)
- VIII. Building and Grounds Committee – Betty Ritter.
- IX. Management Committee – Ellen Yearwood.
 - A. Report of December 12, 2000 Meeting.
- X. Planning Committee – John Burke.
 - A. Report of December 14, 2000 Meeting.
- XI. System Membership – John Ciborowski.
- XII. Friends of the Library – Inara Brubaker.

XIII. Administrator's Report – Sandra Norlin.

XIV. New Business. (9:00 PM)

- A. 2001 Salary Schedule. (Action Item)
- B. City Council Attendance – January 2, 15 and February 5, 19.
- C. Resolutions. (Action Item)
 - 1. Transfer of Funds to Fund Balance.
 - 2. Appropriation and Levy.
- D. Board Memberships on Arts Council.
- E. Administrator Nomination for ILA Office.

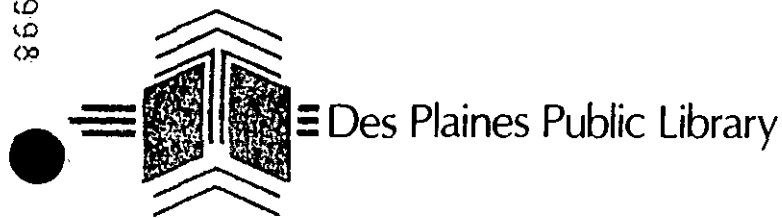
XV. Announcements.

XVI. Correspondence.

XVII. Executive Session.

- A. Administrator Review Committee Report.
- B. Semi-Annual Review of Executive Session Minutes

XVIII. Adjournment. (9:30 PM)



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III

BOARD OF TRUSTEES
Minutes of the Regular Meeting
November 21, 2000

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference on Tuesday, November 21, 2000. President Eldon Burk called the meeting to order at 7:30 PM.

Members Present: Eldon Burk, John Burke, John Ciborowski, Rhys Read, Betty Ritter, Ellen Yearwood.

Members Absent: Inara Brubaker, Susan Burrows, William Grice.

Also Present: Administrator Sandra Norlin, Hector Marino, Leslie Steiner, Carol Kidd, Alderman Tom Becker, Mark Belkin, Ingrid Hanson-Tunthand, Stacey Svetlichova, Rhonda Popko, Dr. Helene Bartz, Anna Belkin, Dina Svetlichna.

MOTION by John Burke, seconded by Rhys Read to accept the agenda as amended by adding under XVII. Executive Session. B. Pending Litigation and XIV. New Business. B. Maintenance Contract. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Betty Ritter, seconded by Rhys Read, to approve the Minutes of the regular Board Meeting of November 21, 2000, as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS

Dr. Helene Bartz of the Science and Arts Academy thanked the library for the used shelving they purchased from the old building. The shelving was purchased for a nominal fee and was used to fashion two Learning Center walls. Rhonda Popko introduced students Mark Belkin, Ingrid Hanson Tunthand, and Stacey Svetlichna who performed classic monologues.

John Ciborowski entered the meeting at 7:39 PM.

Rhonda Popko invited the Board to see the school with the newly installed shelving.

Alderman Becker reported that the holiday decorating activities would begin with the tree lighting ceremony on Friday, December 1, 2000. The Optimist Club donated \$600 to purchase the trees and local school children and Indian Guides from Lattof YMCA will decorate the trees with handmade ornaments. Alderman Becker reported that volunteers would place the lights on the trees on Sunday, November 26, 2000.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Petersen.

No report.

BOARD REVIEW OF DEPARTMENT ACTIVITIES.

Library Administrator Sandra Norlin introduced Reference Librarian Christina Tropea and Webmaster Kathy Kyrouac who provided information on new online subscription databases recently purchased by the library. The new Local Area Computer Network (LAN) menu was shown to the Board.

FINANCE COMMITTEE – John Burke

John Burke presented the following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$ 6,878.39
2. Petty Cash Expenditures	\$ 110.99
3. Budget Expenditures for October	\$ 279,840.14
4. Expenditures Year to Date	\$ 2,696,603.87
5. Revenue for October	\$ 2,073,929.38
6. Revenue Year to Date	\$ 3,825,462.40

MOTION by John Burke, seconded by Betty Ritter, for the library Warrant Register as follows:

October 02, 2000	\$ 89,348.85
October 16, 2000	\$ <u>46,125.71</u>
Total	\$ 135,474.56

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

MOTION by John Burke, seconded by Ellen Yearwood, to be approved, subject to audit, expenditures for salaries made by the Library Administrator as follows:

October 05, 2000	\$ 76,319.50
October 19, 2000	\$ <u>75,498.35</u>
Total	\$ 151,817.85

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

MOTION by John Burke, seconded by John Ciborowski, to approve, subject to audit, transfer entries to the Library account in October, 2000 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (October)	<u>\$ 82.98</u>
Total	\$ 82.98

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

President Burk reported that no revisions were necessary to the library's 2001 budget which was presented to the City Council on November 13, 2000.

Alderman Petersen reported that the City Council will meet in Executive Session on Wednesday, December 13, 2000 to discuss ownership of both the old and new libraries.

Sandra Norlin asked for the Board's approval on Corporate Concepts Change Order F1-11 for shelving modifications required in the field during June/July 2000 installation. Sandra Norlin reported that difficulties with the initial installation by Library Bureau Steel necessitated the Change Order from Corporate Concepts. Sandra Norlin also reported that the library was in negotiations with Library Bureau Steel on their final bill.

MOTION by Ellen Yearwood, seconded by Betty Ritter to approve Corporate Concepts Change Order F1-11 in the amount of \$23,125 for shelving modifications required in the field during June/July 2000 installation. ROLL CALL VOTE: AYES: Burk, Burke, Ciborowski, Read, Ritter, Yearwood. NAYS: None. MOTION CARRIED.

Sandra Norlin asked for Board approval on additional services provided by Graphic Solutions/Bell Cow for the design of the children's web page.

MOTION by Ellen Yearwood, seconded by Betty Ritter, to approve \$1,925 to Graphic Solutions/Bell Cow for children's web design services. ROLL CALL VOTE: AYES: Burk, Burke, Ciborowski, Read, Ritter, Yearwood. NAYS: None. MOTION CARRIED.

BUILDING AND GROUNDS COMMITTEE – Betty Ritter, Chairman.

Betty Ritter reported that one of the library's elevators will have a heat sensor replaced. Betty Ritter also reported that Public Works is cleaning the plaza area only once a week. Gary Valente, Head of Building & Security Services was told that there were funds available for clean up one time per week only. President Burk asked Alderman Petersen to discuss at a City Council meeting.

Sandra Norlin reported that Fund 415 has a zero balance and that the \$1,800,000 was spent on the new library.

Sandra Norlin reported that negotiations with Library Bureau Steel continue and asked for Board approval to issue a check to Library Bureau Steel in the amount of \$30,596.99.

MOTION by Betty Ritter, seconded by Ellen Yearwood to approve payment to Library Bureau Steel in the amount of \$30,596.99. ROLL CALL VOTE: AYES: Burk, Burke, Ciborowski, Read, Ritter, Yearwood. NAYS: None. MOTION CARRIED.

The library will continue negotiations with Library Bureau Steel.

Betty Ritter requested that letters of recommendation be prepared for Owner Services Group, Leopardo, and Lohan Associates.

MANAGEMENT COMMITTEE – Ellen Yearwood, Chairman.

The Management Committee will meet Tuesday, December 12, 2000 at 5:30 PM to discuss the meeting room policy.

PLANNING COMMITTEE - John Burke.

John Burke reported that the Planning Committee met on Wednesday, November 15 to review the Strategic Plan and will meet again on Thursday, December 14 at 5:30 PM. Tentative dates to schedule a spring retreat with Executive Service Corps of Chicago were discussed.

SYSTEM MEMBERSHIP – John Ciborowski.

No report.

FRIENDS OF THE LIBRARY – Inara Brubaker.

Inara Brubaker absent. Eldon Burk reported that the Friends earned approximately \$3,700 from the last book sale and are planning another sale in the spring.

ADMINISTRATOR'S REPORT

New employees are Nerissa Belo, Denise Eastwood, Donnica Saetre as Part-time Assistant Clerks; Syed Hussain and Jennifer Welch as Library Pages; and Daniel O'Connell as Technology Page. Carole Bonarek, Karen Rambert, and Carol Valente were promoted to Library Assistants.

Margie Borris has met with Department Heads to review and revise documents and procedures for our orientation program. The next orientation sessions for new employees will be December 6 at 9 AM and December 13 at 6 PM. Sue Pirie attended the Illinois Library Association Annual Conference in Peoria and Hector Marino has completed a series of communications skill building meetings with Peopleworks.

The next All-Staff Meeting is scheduled for December 14, from 8 to 10 AM.

Please note the article about our library's participation in the Learning Organization grant in the September/October issue of Public Libraries: "Preparing Staff for the Library of the Future," by Jan Hayes and Ian Baaske.

Our patron service activities have increased in all areas, with the highest increases in patron attendance, which is up over 43% over last October; patron registration, which now brings us to 74% of our population with library cards, and in use of the public meeting rooms for library and community-sponsored programs and meetings. We are also beginning to see growth in our collection.

The library staff in all departments is to be commended for their hard work and clear thinking in bringing workable solutions to many overwhelming situations throughout the library. Public service staff has remained calm and thoughtful in their reaction to the high attendance and/or inappropriate behavior in the library during the evening hours. Everyone has cooperated with the procedures we have put in place and the results are very positive. We have held meetings with several police department officials and officers and have benefited from their suggestions and cooperation. I also spoke to the principal of one of the junior high schools. In our conversation we clarified expectations of assistance and cooperation.

Regarding the recent news reports of the Hennen Public Library Rankings (HAPLR), the Des Plaines Public Library scores well. Although these rankings are not universally recognized or accepted as a valid measurement of library quality, it is helpful for us to know how we rank in comparison to similar-size communities.

This year (1998 data) we rank 24th among libraries in the United States serving populations of 50,000 to 99,000, and 6th among libraries of that size in Illinois.

Sandra Norlin attended a meeting of the City Holiday Decorations Committee, the Library Auction, the Oakton Affiliates' Breakfast, CCS Governing Board meeting, the Mayor's Annual Address to Business, two meetings of public library administrators at North Suburban Library System, a Finance Committee meeting, a Planning Committee meeting, and the library budget review meeting with the City Council. Sandra Norlin has also given two tours of the library and hosted the bi-monthly SLURP directors' meeting.

Sandra Norlin accepted an invitation to participate in a Leadership Retreat sponsored by the Illinois State Library. The retreat will be held on November 30 and December 1, and will address leadership in the library profession.

NEW BUSINESS

Sandra Norlin reported that requests for meeting room use have included requests that do not fit the library guidelines. The Board discussed the meeting room policy and authorized Library Administrator, Sandra Norlin, to make policy on a case by case basis.

Sandra Norlin reported that bids were requested for housekeeping services for the new library and Gary Valente recommended Crystal Maintenance Services in the amount of \$3,390 per month as the lowest responsible bidder.

MOTION by Rhys Read, seconded by Ellen Yearwood to authorize Library Administrator Sandra Norlin to award the housekeeping services bid to Crystal Maintenance Services in the amount of \$40,680 for one year, which is in the best interest of the Des Plaines Public Library. **ROLL CALL VOTE: AYES:** Burk, Burke, Ciborowski, Read, Ritter, Yearwood. **NAYS:** None. **MOTION CARRIED.**

John Burke asked if the housekeeping companies were asked to provide proof of insurance and if their employees were bonded and Sandra Norlin responded no. Sandra advised she would ask Gary Valente to inquire about insurance and bonding.

The staff will hold their annual Christmas party on Friday, December 15, 2000. The Board was invited to attend.

MOTION by, John Burke, seconded by Ellen Yearwood, to enter into an Executive Session at 9:57 PM to discuss pending litigation. **Vote: Ayes: All. Nays: None. MOTION CARRIED.**

The regular session reconvened at 10:19 PM and was called to order by President Eldon Burk.

MOTION by Rhys Read, seconded by Ellen Yearwood, to adjourn the regular meeting. **Vote: Ayes: All. Nays: None. MOTION CARRIED.**

The meeting adjourned at 10:19 PM.

Minutes prepared by Carol Kidd.

VII

**DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR THE MONTH OF NOVEMBER 2000**

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

1. Over the Counter Receipts	\$ 5,867.38
2. Petty Cash Expenditures	\$ 0
3. Budget Expenditures for November	\$ 702,544.20
4. Expenditures Year to Date	\$ 5,146,953.84
5. Revenue for November	\$ 81,881.56
6. Revenue Year to Date	\$ 4,306,324.57

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

November 06, 2000	\$ 285,951.80
November 20, 2000	<u>\$ 105,201.40</u>
Total	\$ 391,153.20

ROLL CALL VOTE AYES: _____ NAYS: _____

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

November 01, 2000	\$ 76,268.70
November 16, 2000	\$ 77,777.39
November 30, 2000	<u>\$ 75,797.93</u>
Total	\$ 229,844.02

ROLL CALL VOTE AYES: _____ NAYS: _____

MOTION BY _____ 2ND BY _____ to approve, subject to audit, transfer entries to the Library account in November, 2000 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (November)	<u>\$ 147.38</u>
Total	\$ 147.38

ROLL CALL VOTE

AYES: _____ NAYS: _____

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

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

1. Over the Counter Receipts	\$ 5,867.38
2. Petty Cash Expenditures	\$ 0
3. Budget Expenditures for November	\$ 429,230.34
4. Expenditures Year to Date	\$ 3,125,834.21
5. Revenue for November	\$ 23,789.61
6. Revenue Year to Date	\$ 3,856,560.17

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

November 06, 2000	\$ 26,707.99
November 20, 2000	\$ <u>90,877.65</u>
Total	\$ 117,585.64

ROLL CALL VOTE AYES: _____ NAYS: _____

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

November 01, 2000	\$ 76,268.70
November 16, 2000	\$ 77,777.39
November 30, 2000	\$ <u>75,797.93</u>
Total	\$ 229,844.02

ROLL CALL VOTE AYES: _____ NAYS: _____

MOTION BY _____ 2ND BY _____ to approve, subject to audit, transfer entries to the Library account in November, 2000 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (November)	\$ <u>147.38</u>
Total	\$ 147.38

ROLL CALL VOTE
AYES: _____ NAYS: _____

VII

DES PLAINES PUBLIC LIBRARY

OVER THE COUNTER RECEIPTS - NOVEMBER 2000

	November 1999	November 2000	1999 to Date	2000 to Date
Lost Materials	\$ 444.86	\$ 378.57	\$ 4,740.63	\$ 4,431.10
Fines	5,362.80	4,787.18	70,841.29	62,678.60
Damage	19.65	31.95	724.19	713.26
Fees	350.44	667.13	6,250.26	6,075.74
Copies	280.00	(-22.05)	14,355.54	9,820.31
Miscellaneous	614.75	24.60	1,878.11	938.68
Totals	\$ 7,072.50	\$ 5,867.38	\$ 98,790.02	\$ 84,657.69

1007

12/05/00

CITY OF DES PLAINES
BALANCE SHEET

PAGE 1

COUNTING PERIOD: 11/00

SELECTION CRITERIA: genledgr.fund in ('201','202','415')

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102005	CASH PB PAYABLE 281190401		253.70
102007	CASH PB PAYROLL 276529401		92,789.05
102008	CASH PB DEPOSIT 276502401		306,030.87
102012	CASH IPTIP/FOA 7139200161	58,274.36	
102014	CASH FED INVST TRUST(FIT)	1,403,136.92	
	TOTAL CASH	1,461,911.28	399,073.62
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	5,197,659.28	399,073.62
450030	ACCRUED LIAB-COMP ABSENCE		72,925.38
	TOTAL ACCRUED LIABILITIES	.00	72,925.38
470000	DEFERRED REV-PROPERTY TAX		3,699,364.00
470100	LIBRARY DEFERRED REVENUE		65,947.57
	TOTAL DEFERRED REV-PROPERTY TAX	.00	65,947.57
	TOTAL CURRENT LIABILITIES	.00	3,838,236.95
	TOTAL LIABILITIES	.00	3,838,236.95
700110	EXPENDITURE CONTROL	3,189,472.99	
700120	REVENUE CONTROL		3,856,560.17
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	7,369,281.99	8,036,369.17
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	7,369,281.99	8,329,630.70
	TOTAL PUBLIC LIBRARY FUND	12,566,941.27	12,566,941.27

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12/05/00
ACCOUNTING PERIOD: 11/00

CITY OF DES PLAINES
BALANCE SHEET

PAGE 2

SELECTION CRITERIA: genledgr.fund in ('201','202','415')

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH PB DEPOSIT 276502401	174,832.01	
102012	CASH IPTIP/FOA 7139200161	13,301.68	
102014	CASH FED INVST TRUST(FIT)	1,147.66	
TOTAL CASH		189,281.35	.00
TOTAL ASSETS		189,281.35	.00
700110	EXPENDITURE CONTROL	210,825.55	
700120	REVENUE CONTROL		391,672.45
700150	EXP. BUDGET CONTROL		635,000.00
700160	REV. BUDGET CONTROL	427,500.00	
700170	BUDGET FUND BALANCE	207,500.00	
TOTAL SYSTEM CONTROL		845,825.55	1,026,672.45
730000	FUND BALANCE-UNRESERVED		8,434.45
TOTAL FUND EQUITY		.00	8,434.45
TOTAL EQUITIES		845,825.55	1,035,106.90
TOTAL LIBRARY CAPITAL PROJ FUND		1,035,106.90	1,035,106.90

12/05/00
ACCOUNTING PERIOD: 11/00

CITY OF DES PLAINES
BALANCE SHEET

SELECTION CRITERIA: genledgr.fund in ('201','202','415')

FUND - 415 - FF & E - LIBRARY

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH FB DEPOSIT 276502401		169,604.73
102014	CASH FED INVST TRUST(FIT)	169,604.73	
TOTAL CASH		169,604.73	169,604.73
TOTAL ASSETS		169,604.73	169,604.73
700110	EXPENDITURE CONTROL	1,746,909.00	
700150	EXP. BUDGET CONTROL		1,800,000.00
700170	BUDGET FUND BALANCE	1,800,000.00	
TOTAL SYSTEM CONTROL		3,546,909.00	1,800,000.00
730000	FUND BALANCE-UNRESERVED		1,746,909.00
TOTAL FUND EQUITY		.00	1,746,909.00
TOTAL EQUITIES		3,546,909.00	3,546,909.00
TOTAL FF & E - LIBRARY		3,716,513.73	3,716,513.73
TOTAL REPORT		17,318,561.90	17,318,561.90

12/11/00

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

ACCOUNTING PERIOD: 11/00

SELECTION CRITERIA: revledgr.fund='201' and revledgr.key_orgn='201'

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

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/BUD
810010	PROPERTY TAXES 1993	.00	.00	.00	.00	.00	.00
810011	PROPERTY TAXES 1994	.00	.00	.00	.00	.00	.00
810012	PROPERTY TAXES 1995	.00	.00	.00	.00	.00	.00
810013	PROPERTY TAXES 1996	.00	.00	.00	.00	.00	.00
810014	PROPERTY TAXES 1997	.00	.00	.00	.00	.00	.00
810015	PROPERTY TAXES 1998	40,000.00	.00	.00	59,602.62	-19,602.62	1.49
810016	PROPERTY TAXES 1999	3,591,616.00	.00	.00	3,490,509.63	101,106.37	.97
810017	PROPERTY TAXES 2000	.00	.00	.00	.00	.00	.00
TOTAL	PROPERTY TAXES	3,631,616.00	.00	.00	3,550,112.25	81,503.75	.98
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	3,724,604.00	.00	.00	3,643,100.25	81,503.75	.98
822040	STATE GRANT:PER CAPITA	66,768.00	.00	.00	65,894.45	873.55	.99
822080	STATE GRANT:LIBRARY TECH	21,232.00	.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	15,150.00	.00	18,071.00	-18,071.00	.00
TOTAL	STATE GRANTS	88,000.00	15,150.00	.00	86,460.45	1,539.55	.98
TOTAL	INTERGOVERNMENTAL REVENUE	88,000.00	15,150.00	.00	86,460.45	1,539.55	.98
850102	LIBRARY FINES	90,000.00	5,569.00	.00	64,494.40	25,505.60	.72
TOTAL	FINES	90,000.00	5,569.00	.00	64,494.40	25,505.60	.72
850201	COPYING FEE	25,000.00	24.00	.00	5,926.07	19,073.93	.24
850215	SPECIAL PROGRAMS & EVENTS	10,000.00	1,894.00	.00	5,262.00	4,738.00	.53
TOTAL	FEEES AND SERVICES	35,000.00	1,918.00	.00	11,188.07	23,811.93	.32
TOTAL	FINES, FEEES, AND SERVICES	125,000.00	7,487.00	.00	75,682.47	49,317.53	.61
890010	INTEREST INCOME	10,000.00	.00	.00	27,804.91	-17,804.91	2.78
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	1,152.61	.00	23,512.09	-8,512.09	1.57
TOTAL	OTHER REVENUE	25,000.00	1,152.61	.00	51,317.00	-26,317.00	2.05
TOTAL	PUBLIC LIBRARY FUND	3,962,604.00	23,789.61	.00	3,856,560.17	106,043.83	.97
TOTAL	PUBLIC LIBRARY FUND	3,962,604.00	23,789.61	.00	3,856,560.17	106,043.83	.97
TOTAL REPORT		3,962,604.00	23,789.61	.00	3,856,560.17	106,043.83	.97

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12/11/00
ACCOUNTING PERIOD: 11/00

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

PAGE 2

SELECTION CRITERIA: revledgr.fund in ('2110','2130','415','202')

FUND - 415 - FF & E - LIBRARY
FUNCTION - 415 - FF & E - LIBRARY

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
898900	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		427,500.00	.00	.00	391,672.45	35,827.55	.92

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12/11/00
 ACCOUNTING PERIOD: 11/00

CITY OF DES PLAINES
 ORGANIZATION REVENUE STATUS

SELECTION CRITERIA: revledgr.fund in ('2110','2130','415','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	139,172.76	-1,672.76	1.01
TOTAL	STATE GRANTS	237,500.00	.00	.00	239,172.76	-1,672.76	1.01
TOTAL	INTERGOVERNMENTAL REVENUE	237,500.00	.00	.00	239,172.76	-1,672.76	1.01
890010	INTEREST INCOME	30,000.00	.00	.00	2,499.69	27,500.31	.08
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	150,000.00	.00	1.00
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	152,499.69	37,500.31	.80
TOTAL	LIBRARY CAPITAL PROJ FUND	427,500.00	.00	.00	391,672.45	35,827.55	.92
TOTAL	LIBRARY CAPITAL PROJ FUND	427,500.00	.00	.00	391,672.45	35,827.55	.92

12/11/00
 ACCOUNTING PERIOD: 11/00

CITY OF DES PLAINES
 ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expledgr.fund='201' and expledgr.key_orgn in ('2110','202','415','2130')

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	1,451,614.00	155,921.23	.00	1,161,006.98	290,607.02	.80
910200	TEMPORARY WAGES	618,933.00	54,499.58	.00	417,498.24	201,434.76	.67
910300	SUPERVISORY OVERTIME	.00	.00	.00	.00	.00	.00
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	2,544.30	-2,044.30	5.09
910500	VACATION PAY	.00	9,657.09	.00	79,436.53	-79,436.53	.00
910600	SICK PAY	.00	3,744.84	.00	28,911.07	-28,911.07	.00
910700	HOLIDAY PAY	.00	6,021.28	.00	24,790.82	-24,790.82	.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	820.50	1,179.50	.41
918020	EMPLOYER CONTR-F.I.C.A.	157,937.00	17,396.75	.00	129,908.51	28,028.49	.82
918021	EMPLOYER CONTR-I.M.R.F.	123,453.00	14,159.53	.00	104,698.72	18,754.28	.85
918040	LIFE INS PREMIUMS	4,747.00	426.30	.00	4,243.40	503.60	.89
918050	MEDICAL INS PREMIUMS	182,625.00	19,290.90	.00	117,375.51	65,249.49	.64
918060	TUITION REIMBURSEMENTS	4,000.00	.00	.00	659.50	3,340.50	.16
918070	WORKERS COMPENSATION	4,000.00	477.59	.00	3,981.14	18.86	1.00
TOTAL	PERSONAL SERVICES	2,558,309.00	281,595.09	.00	2,079,124.65	479,184.35	.81
920100	PROFESSIONAL CONSULTING	15,000.00	.00	.00	2,602.10	12,397.90	.17
920120	COMMUNICATION SERVICES	25,000.00	3,556.44	.00	13,673.15	11,326.85	.55
920140	DATA PROCESSING SERVICES	85,000.00	4,975.73	.00	66,531.80	18,468.20	.78
920202	CONFERENCES	3,500.00	.00	.00	2,915.09	584.91	.83
920204	TRAINING	2,000.00	.00	.00	580.00	1,420.00	.29
920206	SEMINARS	2,000.00	65.00	.00	3,015.00	-1,015.00	1.51
920210	IN-SERVICE TRAINING	2,000.00	.00	.00	1,192.13	807.87	.60
920220	MEMBERSHIP DUES	4,000.00	325.00	.00	3,291.00	709.00	.82
920230	PUBLICATION OF NOTICES	2,000.00	225.25	.00	7,013.81	-5,013.81	3.51
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	25,600.00	699.29	.00	7,912.42	17,687.58	.31
TOTAL	SUBSIDIES,REBATES,CONTRIB	25,600.00	699.29	.00	7,912.42	17,687.58	.31
920900	PROPERTY/LIAB CONTRIBUTIO	51,367.00	.00	.00	36,906.00	14,461.00	.72
930010	R & M EQUIPMENT	42,600.00	1,439.42	.00	23,005.79	19,594.21	.54
930020	R & M BLDGS & STRUCTURES	20,000.00	300.00	.00	4,209.08	15,790.92	.21
930030	R & M VEHICLES	3,000.00	.00	.00	130.50	2,869.50	.04
930195	BOOK BINDING & REPAIR	6,000.00	347.50	.00	3,082.80	2,917.20	.51
930210	RENTAL OF EQUIPMENT	1,000.00	.00	.00	794.35	205.65	.79
930320	CLEANING:CUSTODIAL SERV	33,000.00	3,860.00	.00	21,449.35	11,550.65	.65
960070	AUTO/TRAVEL EXPENSES	3,000.00	.00	.00	703.75	2,296.25	.23
960210	SPECIAL EVENT PROGRAMMING	15,000.00	2,836.28	.00	15,208.47	-208.47	1.01
960990	MISC CONTRACTUAL SVCS	75,000.00	3,903.46	.00	35,202.43	39,797.57	.47
TOTAL	CONTRACTUAL SERVICES	416,067.00	22,533.37	.00	249,419.02	166,647.98	.60
970100	SUPPLIES	50,000.00	3,570.56	.00	47,698.98	2,301.02	.95

12/11/00
ACCOUNTING PERIOD: 11/00

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

PAGE 2

SELECTION CRITERIA: expledgr.fund='201' and expledgr.key_orgn in ('2110','202','415','2130')

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
970110	MEALS (PRSNRS/WRKRS/VOLS)	2,000.00	.00	.00	809.42	1,190.58	.40
970170	JANITORIAL	12,000.00	2,733.28	.00	8,516.60	3,483.40	.71
970200	COPYING/FAX SUPPLIES	1,000.00	.00	.00	826.94	173.06	.83
970260	POSTAGE AND PARCEL	13,200.00	1,172.22	.00	11,351.22	1,848.78	.86
970270	PRINTING-REPROD-BINDING	15,000.00	1,739.00	.00	12,127.99	2,872.01	.81
970320	SUPPLIES: BLDG R/M	.00	.00	.00	.00	.00	.00
970330	SUPPLIES: VEHICLE R/M	.00	7.98	.00	67.78	-67.78	.00
970600	BOOKS	440,000.00	41,522.29	.00	337,475.33	102,524.67	.77
970610	AUDIO MATERIALS	56,700.00	4,879.61	.00	32,769.86	23,930.14	.58
970620	SUBSCRIPTIONS & BOOKS	74,200.00	31,496.62	.00	43,879.94	30,320.06	.59
970630	VISUAL MATERIALS	53,000.00	4,470.58	.00	28,299.52	24,700.48	.53
970640	AUTOMATED REFERENCE MAT'L	87,000.00	2,694.90	.00	52,565.38	34,434.62	.60
970810	NATURAL GAS	14,400.00	1,862.51	.00	11,912.15	2,487.85	.83
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	500.00	111.05	.00	722.28	-222.28	1.44
970850	GASOLINE	3,500.00	36.33	.00	306.93	3,193.07	.09
TOTAL	COMMODITIES	823,000.00	96,296.93	.00	589,330.32	233,669.68	.72
980000	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980100	EQUIPMENT	80,000.00	-478.05	.00	26,490.98	53,509.02	.33
980410	COMPUTER HARDWARE	.00	.00	.00	208.30	-208.30	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	542.12	-542.12	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	5,000.00	.00	.00	1,435.82	3,564.18	.29
TOTAL	CAPITAL EXPENDITURES	85,000.00	-478.05	.00	28,677.22	56,322.78	.34
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
990910	TRANS TO D/S:93 GO BOND	.00	29,283.00	.00	29,283.00	-29,283.00	.00
TOTAL	DEBT SERVICE	29,433.00	29,283.00	.00	29,283.00	150.00	.99
990940	TRANS TO LIB CAP PROJ FND	150,000.00	.00	.00	150,000.00	.00	1.00
TOTAL	TRANS TO LIB CAP PROJ FND	150,000.00	.00	.00	150,000.00	.00	1.00
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
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	4,111,809.00	429,230.34	.00	3,125,834.21	985,974.79	.76

12/11/00
ACCOUNTING PERIOD: 11/00

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expledgr.fund='201' and expledgr.key_orgn in ('2110','202','415','2130')

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	3,500.00	.00	.00	9,260.00	-5,760.00	2.65
920120	COMMUNICATION SERVICES	.00	.00	.00	6,142.50	-6,142.50	.00
920140	DATA PROCESSING SERVICES	.00	.00	.00	6,298.25	-6,298.25	.00
920202	CONFERENCES	5,000.00	.00	.00	8,263.54	-3,263.54	1.65
920204	TRAINING	.00	.00	.00	500.00	-500.00	.00
960070	AUTO/TRAVEL EXPENSES	1,500.00	.00	.00	1,091.27	408.73	.73
960210	SPECIAL EVENT PROGRAMMING	.00	.00	.00	3,380.35	-3,380.35	.00
960990	MISC CONTRACTUAL SVCS	38,000.00	.00	.00	23,646.05	14,353.95	.62
TOTAL	CONTRACTUAL SERVICES	48,000.00	.00	.00	58,581.96	-10,581.96	1.22
970100	SUPPLIES	.00	.00	.00	253.82	-253.82	.00
TOTAL	COMMODITIES	.00	.00	.00	253.82	-253.82	.00
980400	EQUIPMENT	20,000.00	.00	.00	4,803.00	15,197.00	.24
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	4,803.00	15,197.00	.24
TOTAL	IL LIBRARY PER CAP GRANT	68,000.00	.00	.00	63,638.78	4,361.22	.94
TOTAL	CIVIC & CULTURE	4,179,809.00	429,230.34	.00	3,189,472.99	990,336.01	.76
TOTAL	PUBLIC LIBRARY FUND	4,179,809.00	429,230.34	.00	3,189,472.99	990,336.01	.76
TOTAL REPORT		4,179,809.00	429,230.34	.00	3,189,472.99	990,336.01	.76

SELECTION CRITERIA: payable.due_date='11/06/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	920220	MEMBERSHIP DUES	04713	LACONI	ATTACH	45.00
2110	920220	MEMBERSHIP DUES	20127	ILLINOIS LIBRARY ASSOCIAT	ATTACH	40.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	NOVEMBER 00	159.68
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	NOVEMBER 00	159.68
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	NOVEMBER 00	319.36
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	NOVEMBER 00	15.14
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	NOVEMBER 00	30.29
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	NOVEMBER 00	15.14
2110	930010	R & M EQUIPMENT	07424	NEOPOST	40307905	609.00
2110	930010	R & M EQUIPMENT	16839	AQUATICARE, INC.	104	300.00
2110	930195	BOOK BINDING & REPAIR	05479	HOUCHEM BINDERY LTD	083107	347.50
2110	960210	SPECIAL EVENT PROGRAMMING	05147	SONYA STAHL	9-2-2000	172.00
2110	960210	SPECIAL EVENT PROGRAMMING	09217	NATALIE B. NEWBERGER	9/12-19-26	180.00
2110	960210	SPECIAL EVENT PROGRAMMING	09918	JANWAY COMPANY	25102	804.64
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	008025	14.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	987292	33.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	989456	20.70
2110	960990	MISC CONTRACTUAL SVCS	02670	PRAIRIE LEE PRINT AND FRA	0056096	250.98
2110	960990	MISC CONTRACTUAL SVCS	08203	LABOR READY	44851627	456.25
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2006441893	13.80
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2006436619	14.25
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2006460942	11.10
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2006480892	13.80
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2006476014	33.45
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2006442321	4.05
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2006472531	10.70
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2006436550	18.45
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2006442501	3.45
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2006428386	49.65
2110	960990	MISC CONTRACTUAL SVCS	22931	JERRY HUG	9-27-2000	106.00
2110	970100	SUPPLIES	02245	WOLF CAMERA, INC	1719 00801	80.80
2110	970100	SUPPLIES	04501	THREE M BUSINESS PROD	UM02439	792.31
2110	970100	SUPPLIES	04838	ELLISON EDUCATIONAL	505761	39.00
2110	970100	SUPPLIES	04838	ELLISON EDUCATIONAL	920495	-29.75
2110	970100	SUPPLIES	09638	OFFICE DEPOT	109659247/1	-13.98
2110	970100	SUPPLIES	09638	OFFICE DEPOT	107771123/4	16.00
2110	970100	SUPPLIES	16839	AQUATICARE, INC.	104	73.95
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	952432	262.22
2110	970100	SUPPLIES	40311	FEDERAL EXPRESS CORP.	5-575-33058	22.45
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	001910	5.99
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	009539	39.39
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	003633	12.02
2110	970170	JANITORIAL	00189	ANDERSON LOCK CO LTD	222964	44.00
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	083946-00	103.00
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	083810-00	331.40
2110	970170	JANITORIAL	01638	KINDER INDUSTRIAL SUPPLY	011594	60.91
2110	970170	JANITORIAL	01638	KINDER INDUSTRIAL SUPPLY	011482	35.07
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GECF	3241936	764.70
2110	970170	JANITORIAL	05407	THE HOME DEPOT/GECF	7062033	158.62
2110	970170	JANITORIAL	08666	IDEAL UNIFORM SERVICE	812190	15.15
2110	970170	JANITORIAL	22943	XPECT FIRST AID	00343033656	176.75

10/26/00
ACCOUNTING PERIOD: 10/00

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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SELECTION CRITERIA: payable.due_date='11/06/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970270	PRINTING-REPROD-BINDING	05228 KASCO PRINTING	4010	1,589.00
2110	970330	SUPPLIES: VEHICLE R/M	02474 OAKTON AUTO PARTS	667212	7.98
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	989456	137.52
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	987292	300.91
2110	970600	BOOKS	03804 SRDS	3334717	3,315.00
2110	970600	BOOKS	03975 LECTORUM PUBLICATIONS, IN	456749	384.47
2110	970600	BOOKS	07439 THE GALE GROUP	10264965	23.16
2110	970600	BOOKS	07439 THE GALE GROUP	10260063	128.01
2110	970600	BOOKS	07439 THE GALE GROUP	10266355	134.76
2110	970600	BOOKS	07439 THE GALE GROUP	10263351	99.51
2110	970600	BOOKS	07569 RUSSIAN HOUSE LTD.	140858	341.76
2110	970600	BOOKS	08285 R.R. BOWKER	165574	457.43
2110	970600	BOOKS	08365 DOWNTOWN BOOK CENTER	00134837	300.00
2110	970600	BOOKS	12687 NATIONAL BOOK NETWORK	2462273	17.87
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006436618	305.36
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006498083	55.49
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006480876	49.43
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006472530	365.74
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006475159	99.94
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006442500	146.37
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006441892	377.85
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006460941	353.63
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006480891	346.28
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006476013	714.47
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006428385	1,599.24
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006465895	969.75
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006442320	139.81
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006436549	566.86
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006501658	238.72
2110	970600	BOOKS	20359 STANDARD & POOR'S	7003404	2,311.02
2110	970600	BOOKS	21121 THE MCGRAW-HILL COMPANIES	L383725JOO	141.12
2110	970600	BOOKS	22527 THE H.W. WILSON COMPANY	53291956	197.00
2110	970600	BOOKS	22929 NEW READERS PRESS	2438456	461.27
2110	970600	BOOKS	22979 PRODUCT DEVELOPMENT CORPO	ATTACH	247.02
2110	970600	BOOKS	22981 CHECK BOOK	ATTACH	10.45
2110	970600	BOOKS	22993 DISABILITY INCOME ASSOCIA	ATTACH	56.95
2110	970600	BOOKS	23002 FLINT PUBLIC LIBRARY	ATTACH	13.90
2110	970600	BOOKS	23014 THE PLAN	ATTACH	16.95
2110	970600	BOOKS	23026 RAND DISTRIBUTION	ATTACH	13.00
2110	970600	BOOKS	58875 INGRAM	71399593	40.95
2110	970600	BOOKS	58875 INGRAM	71399594	17.07
2110	970600	BOOKS	58875 INGRAM	71316772	28.71
2110	970600	BOOKS	68715 THE CHILD'S WORLD	NA32438	184.56
2110	970600	BOOKS	82668 POLONIA BOOK STORES	011775	100.07
2110	970610	AUDIO MATERIALS	02482 CHIVERS NORTH AMERICA	195048	13.00
2110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	M91328420	54.57
2110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	Z44021620	8.23
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	9-28-00-1	176.26
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	9-28-00-2	93.05
2110	970620	SUBSCRIPTIONS & BOOKS	09363 ACADEMY OF MODEL AERONAUT	ATTACH	16.00
2110	970640	AUTOMATED REFERENCE MAT'L	22967 MYFAMILY.COM	40007180	699.90

10/26/00
ACCOUNTING PERIOD: 10/00

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='11/06/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970810	NATURAL GAS	08089 NICOR ENERGY	130569670	985.25
2110	970810	NATURAL GAS	08089 NICOR ENERGY	130569670	708.48
2110	970840	DIESEL	03031 AVALON PETROLEUM COMPANY	026992	51.61
2110	970850	GASOLINE	03031 AVALON PETROLEUM COMPANY	378919	17.87
2110	980400	EQUIPMENT	05407 THE HOME DEPOT/GEFC	9252445	-768.00
TOTAL LIBRARY SERVICES					26,707.99
TOTAL FUND					26,707.99

10/26/00

ACCOUNTING PERIOD: 10/00

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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SELECTION CRITERIA: payable.due_date='11/06/2000'

FUND - 415 - FF & E - LIBRARY

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
415	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	00672	6,000.00
415	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	00670	360.00
415	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	00676	2,700.00
415	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	00671	246.46
415	980600	FURNITURE & FIXTURES	01339 HENRICKSEN & COMPANY	PMT# 3	240,910.05
415	980600	FURNITURE & FIXTURES	18150 ASI SIGN SYSTEMS	26321	9,027.30
TOTAL FF & E - LIBRARY					259,243.81
TOTAL FUND					259,243.81

ACCOUNTING PERIOD: 11/00

SELECTION CRITERIA: payable.due_date='11/20/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	920120	COMMUNICATION SERVICES	06827	CELLULAR ONE	10/5/00	30.64
2110	920120	COMMUNICATION SERVICES	07142	SPRINT PCS		34.31
2110	920120	COMMUNICATION SERVICES	21523	FOCAL COMM. CORP. OF IL	18899	1,286.17
2110	920120	COMMUNICATION SERVICES	22503	VERIZON WIRELESS		224.66
2110	920120	COMMUNICATION SERVICES	23636	VERIZON WIRELESS	142169-CHIC	1,227.88
2110	920120	COMMUNICATION SERVICES	71279	AMERITECH-ILLINOIS CABS	217 H07-3356	116.63
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	9-27-00	1,253.95
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	14925	81.90
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	SEPT 2000	3,139.88
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	C2000-69	500.00
2110	920206	SEMINARS	23363	CHICAGO LIBRARY SYSTEM	1690	65.00
2110	920220	MEMBERSHIP DUES	20127	ILLINOIS LIBRARY ASSOCIAT	100415	90.00
2110	920220	MEMBERSHIP DUES	20127	ILLINOIS LIBRARY ASSOCIAT	100416	90.00
2110	920220	MEMBERSHIP DUES	20127	ILLINOIS LIBRARY ASSOCIAT	107429	105.00
2110	920230	PUBLICATION OF NOTICES	01597	JOURNAL AND TOPICS NEWSPA	71196	106.00
2110	920230	PUBLICATION OF NOTICES	01597	JOURNAL AND TOPICS NEWSPA	71197	119.25
2110	930010	R & M EQUIPMENT	05076	NORB & SONS ELECTRIC, INC	10-10-00	125.00
2110	930010	R & M EQUIPMENT	06789	AMBASSADOR BUSINESS SOLUT	6507076	55.25
2110	930010	R & M EQUIPMENT	72106	COOPERATIVE COMPUTER SERV	SEPT 2000	350.17
2110	930020	R & M BLDGS & STRUCTURES	05720	MARIO GAMBINO & SONS LAND	10-9-00	300.00
2110	930320	CLEANING:CUSTODIAL SERV	09536	CRYSTAL MGMT & MAINT SERV	8750	3,700.00
2110	930320	CLEANING:CUSTODIAL SERV	09536	CRYSTAL MGMT & MAINT SERV	8756	160.00
2110	960210	SPECIAL EVENT PROGRAMMING	05793	LEE GIBBS FANTASTIC PROGR	11-26-00	165.00
2110	960210	SPECIAL EVENT PROGRAMMING	09310	MARY ANN BROWN	REIMB	29.70
2110	960210	SPECIAL EVENT PROGRAMMING	09310	MARY ANN BROWN	REIMB	23.12
2110	960210	SPECIAL EVENT PROGRAMMING	09977	THE MYSTERY SHOP	1234	765.75
2110	960210	SPECIAL EVENT PROGRAMMING	10938	LITTLE VILLA RESTURANT	10-21-00	262.30
2110	960210	SPECIAL EVENT PROGRAMMING	21858	JOY OF ART	12-3-00	150.00
2110	960210	SPECIAL EVENT PROGRAMMING	23387	GLEN ALLEN PRUETT	11-30-00	100.00
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	019751	105.95
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	009333	16.37
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	011032	47.45
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	996694	33.75
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1000920	14.55
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	993784	72.30
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	992252	48.65
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1000083	29.10
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1001600	2.15
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1000921	17.25
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1005239	4.80
2110	960990	MISC CONTRACTUAL SVCS	08203	LABOR READY	1056275	371.88
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2006527231	4.95
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2006562591	45.75
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2006567661	35.70
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2006556838	16.80
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2006556612	26.25
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2006526930	19.55
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2006480728	34.20
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2006553216	29.85
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2006498217	30.90
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2006516163	12.30

11/09/00

ACCOUNTING PERIOD: 11/00

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='11/20/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006504966	14.55
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006567360	35.10
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006522218	13.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006535612	15.90
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006521909	28.05
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006522147	18.30
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006476246	27.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006481015	22.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006553046	15.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006481650	20.10
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006546569	17.40
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2006481889	21.60
2110	960990	MISC CONTRACTUAL SVCS	21511 C. BERGER GROUP, INC.	53584	928.00
2110	960990	MISC CONTRACTUAL SVCS	21511 C. BERGER GROUP, INC.	53642	835.20
2110	970100	SUPPLIES	05337 SIGN A RAMA, USA	11473	124.90
2110	970100	SUPPLIES	07975 BAKER & TAYLOR ENTERTAINM	834008680	287.10
2110	970100	SUPPLIES	09310 MARY ANN BROWN	REIMB	85.92
2110	970100	SUPPLIES	09537 DYMO-COSTAR CORPORATION	1075086	86.55
2110	970100	SUPPLIES	09537 DYMO-COSTAR CORPORATION	1075570	74.75
2110	970100	SUPPLIES	09638 OFFICE DEPOT	• 110951127/1	38.84
2110	970100	SUPPLIES	09638 OFFICE DEPOT	• 110401100/1	38.00
2110	970100	SUPPLIES	09638 OFFICE DEPOT	• 110670422/1	53.65
2110	970100	SUPPLIES	09638 OFFICE DEPOT	• 111087904/1	34.49
2110	970100	SUPPLIES	09638 OFFICE DEPOT	• 110112865/1	-341.61
2110	970100	SUPPLIES	09638 OFFICE DEPOT	• 109696007/1	94.39
2110	970100	SUPPLIES	09638 OFFICE DEPOT	• 111052213/1	121.50
2110	970100	SUPPLIES	09638 OFFICE DEPOT	• 109645539/1	143.70
2110	970100	SUPPLIES	09638 OFFICE DEPOT	• 110234031/1	265.83
2110	970100	SUPPLIES	09638 OFFICE DEPOT	• 110791367/1	7.37
2110	970100	SUPPLIES	09638 OFFICE DEPOT	• 110951028/1	41.01
2110	970100	SUPPLIES	09638 OFFICE DEPOT	• 111126934/1	119.04
2110	970100	SUPPLIES	09638 OFFICE DEPOT	• 110666979/1	96.26
2110	970100	SUPPLIES	09638 OFFICE DEPOT	• 110113132/1	341.61
2110	970100	SUPPLIES	09638 OFFICE DEPOT	• 109619863/1	133.48
2110	970100	SUPPLIES	09638 OFFICE DEPOT	• 110429586/1	177.17
2110	970100	SUPPLIES	09638 OFFICE DEPOT	• 109329941/1	59.52
2110	970100	SUPPLIES	09638 OFFICE DEPOT	• 109790759/1	56.40
2110	970100	SUPPLIES	20127 ILLINOIS LIBRARY ASSOCIAT	5522	39.00
2110	970100	SUPPLIES	20957 RIGSS, INCORPORATED	200743	53.31
2110	970100	SUPPLIES	23416 AMBER CREGER	REIMB	30.40
2110	970100	SUPPLIES	43765 DOMINICKS FINER FOODS	006453	3.08
2110	970170	JANITORIAL	00282 BADE PAPER PRODUCTS	084522-00	449.80
2110	970170	JANITORIAL	05407 THE HOME DEPOT/GECF	0211356	416.49
2110	970170	JANITORIAL	08666 IDEAL UNIFORM SERVICE	775880	15.15
2110	970170	JANITORIAL	08666 IDEAL UNIFORM SERVICE	817793	15.00
2110	970170	JANITORIAL	08666 IDEAL UNIFORM SERVICE	820544	15.00
2110	970170	JANITORIAL	22943 XPECT FIRST AID	0343035533	69.95
2110	970170	JANITORIAL	33643 STEINER ELECTRIC COMPANY	20483286	54.42
2110	970170	JANITORIAL	85309 ACE DES PLAINES, INC	01186424-32	7.87
2110	970260	POSTAGE AND PARCEL	00933 POSTMASTER	POSTAGE	1,100.00
2110	970260	POSTAGE AND PARCEL	40311 FEDERAL EXPRESS CORP.	5-616-13615	27.70

SELECTION CRITERIA: payable.due_date='11/20/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	5-575-84400	44.52
2110	970270	PRINTING-REPROD-BINDING	05228	KASCO PRINTING	4016	150.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1000083	233.23
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1000921	116.40
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	993784	420.10
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	992252	367.59
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1001600	17.34
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1000920	99.97
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	996694	232.10
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1005239	17.94
2110	970600	BOOKS	02798	PRENTICE HALL	ATTACH	89.94
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	0061916-00	964.75
2110	970600	BOOKS	02958	MARQUIS WHO'S WHO	338357	482.84
2110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	00213997	160.16
2110	970600	BOOKS	05527	QUALITY BOOKS INC	529094	42.32
2110	970600	BOOKS	05871	HARRIS INFOSOURCE INTL	475645	164.60
2110	970600	BOOKS	06033	THE H.W. WILSON COMPANY	53407148	788.00
2110	970600	BOOKS	07089	ADAMS MEDIA CORPORATION	562553	295.00
2110	970600	BOOKS	07439	THE GALE GROUP	10282627	160.23
2110	970600	BOOKS	07439	THE GALE GROUP	10302874	42.67
2110	970600	BOOKS	07439	THE GALE GROUP	10303553	134.75
2110	970600	BOOKS	07439	THE GALE GROUP	10278635	436.00
2110	970600	BOOKS	07439	THE GALE GROUP	10258028	336.36
2110	970600	BOOKS	07439	THE GALE GROUP	10300649	24.76
2110	970600	BOOKS	07439	THE GALE GROUP	10308340	69.62
2110	970600	BOOKS	07439	THE GALE GROUP	10297454	145.36
2110	970600	BOOKS	07439	THE GALE GROUP	10297870	238.60
2110	970600	BOOKS	07439	THE GALE GROUP	10101017	77.84
2110	970600	BOOKS	07439	THE GALE GROUP	10292379	161.32
2110	970600	BOOKS	07439	THE GALE GROUP	10287947	77.64
2110	970600	BOOKS	07527	STAGE & SCREEN	09002165448	34.65
2110	970600	BOOKS	07767	GROLIER EDUCATIONAL	10489195	178.05
2110	970600	BOOKS	08789	UNIVERSITY PARK MEDIA	22137	49.95
2110	970600	BOOKS	08789	UNIVERSITY PARK MEDIA	22256	44.90
2110	970600	BOOKS	09641	GREY HOUSE PUBLISHING	223461	262.50
2110	970600	BOOKS	09641	GREY HOUSE PUBLISHING	225695	187.00
2110	970600	BOOKS	09647	INFO USA MARKETING, INC.	24-309206	725.00
2110	970600	BOOKS	12156	THOMSON LEARNING	2795978550	37.84
2110	970600	BOOKS	12168	GREENWOOD PUBLISHING GROU	1714943	34.36
2110	970600	BOOKS	12168	GREENWOOD PUBLISHING GROU	1707994	38.07
2110	970600	BOOKS	13071	MULTI-CULTURAL BOOKS & VI	2000-799	605.19
2110	970600	BOOKS	17259	LIBROS SIN FRONTERAS	010693	28.80
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006481014	475.54
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3003894099	432.83
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006567359	849.95
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006481888	601.55
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006556837	589.29
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006481649	482.20
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006522217	336.47
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006592179	150.62
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2006563455	100.21

11/09/00
 ACCOUNTING PERIOD: 11/00

CITY OF DES PLAINES
 CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='11/20/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006552718	118.80
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006535611	434.36
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006521908	816.13
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006527230	133.46
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006522146	250.74
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	3003851547	206.83
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006546568	473.03
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006526929	432.61
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	3003905590	225.22
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006480727	1,019.49
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006528787	131.02
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006538707	27.77
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006504965	327.73
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006544645	100.27
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006498216	917.14
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006516162	516.67
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006546324	37.66
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006553215	588.18
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006476245	486.41
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006573921	69.80
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006553045	460.55
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006567660	1,204.12
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	3003870528	157.23
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	3003832730	587.36
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006556611	680.92
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2006562590	1,055.91
2110	970600	BOOKS	20232 REGENT BOOK COMPANY	94854	10.87
2110	970600	BOOKS	20270 NATIONAL REGISTER PUBLISH	177195	305.35
2110	970600	BOOKS	20361 BERNAN ASSOCIATES	2085685	87.00
2110	970600	BOOKS	23375 TEXAS TECH UNIVERSITY PRE	520805	26.46
2110	970600	BOOKS	23404 BAKER BOOK HOUSE	645754	16.91
2110	970600	BOOKS	23428 NATIONAL CENTER FOR EDUCA	B00733	104.00
2110	970600	BOOKS	23430 HAZELDEN INFORMATION & ED	139675	16.61
2110	970600	BOOKS	23442 HOLCOMB HATHAWAY, PUBLISH	103260	19.63
2110	970600	BOOKS	23454 PENGUIN PUTNAM INC.	5650707	5.59
2110	970600	BOOKS	23478 M. LEE SMITH PUBLISHERS L	6471271-B1	53.00
2110	970600	BOOKS	23806 FACTS ON FILE	63621	259.50
2110	970600	BOOKS	68820 MARSHALL CAVENDISH CORP.	R523608	142.81
2110	970600	BOOKS	68820 MARSHALL CAVENDISH CORP.	R520323	349.75
2110	970600	BOOKS	82668 POLONIA BOOK STORES	011771	101.25
2110	970600	BOOKS	82668 POLONIA BOOK STORES	011372	101.60
2110	970610	AUDIO MATERIALS	06253 TIME LIFE EDUCATION INC	P51142230001	36.95
2110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B33230100	1,407.23
2110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B32908090	73.25
2110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	M91508730	12.70
2110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B34997560	21.69
2110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	M91409610	20.93
2110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	M91526600	59.04
2110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	M91526610	16.47
2110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B34997540	79.01
2110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	M91449980	12.70

SELECTION CRITERIA: payable.due_date='11/20/2000'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B32732130	233.41
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-7-00-1	244.79
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-17-00-3	13.29
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-17-00-1	274.87
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-7-00-2	162.30
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-9-00-1	84.63
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-17-00-5	137.09
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4132562	208.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4165637	5.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4148439	10.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4155800	20.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4173089	52.90
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1137665	902.40
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1124946	17.85
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1130243	267.20
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1140498	160.80
2110	970620	SUBSCRIPTIONS & BOOKS	07978	MINNESOTA WOMEN'S PRESS,	ATTACH	24.00
2110	970620	SUBSCRIPTIONS & BOOKS	71360	MORNINGSTAR	Q2H0VI	495.00
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	001071	-28.88
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	013785	-34.00
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	1025148	31,014.50
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	S44487	10.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	90013589	38.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	90013590	75.00
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B34998070	17.43
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B35000370	17.42
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B34998050	352.85
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B34999050	24.41
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B34997990	566.01
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B34998080	27.86
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B35000350	34.86
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B35000270	38.33
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B34998230	1,046.27
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B34998380	244.89
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B35000360	404.30
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B34998060	62.78
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B34998970	268.48
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B35000340	151.84
2110	970630	VISUAL MATERIALS	11645	PARSONS TECHNOLOGY	2347029	1,099.85
2110	970640	AUTOMATED REFERENCE MAT'L	23806	FACTS ON FILE	00241	1,995.00
2110	970840	DIESEL	03031	AVALON PETROLEUM COMPANY	* 027121	59.44
2110	970850	GASOLINE	03031	AVALON PETROLEUM COMPANY	* 385108	18.46
2110	980400	EQUIPMENT	09537	DYMO-COSTAR CORPORATION	1075389	289.95

TOTAL LIBRARY SERVICES

90,877.65

TOTAL FUND

90,877.65

1025

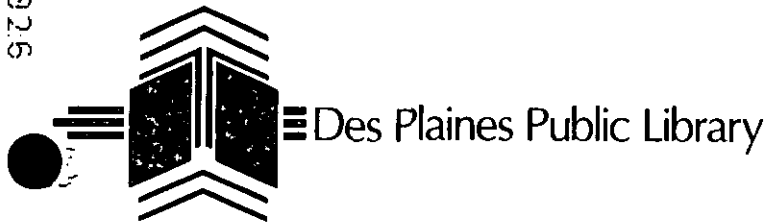
11/09/00
ACCOUNTING PERIOD: 11/00

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable_due_date='11/20/2000'

FUND - 415 - FF & E - LIBRARY

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
415	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	00802	62.95
415	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	00801	128.49
415	960990	MISC CONTRACTUAL SVCS	21731 NOVAK & PARKER	15383	119.99
415	980400	EQUIPMENT	04501 THREE M BUSINESS PROD	UM02240	2,125.00
415	980400	EQUIPMENT	23399 JENSEN IT	I200904	7,995.00
415	980400	EQUIPMENT	69018 FROSTLINE	01159828	756.32
415	980400	EQUIPMENT	69018 FROSTLINE	01159696	186.00
415	980420	COMPUTER SOFTWARE	20488 ACE COMPUTERS	62046	2,950.00
TOTAL FF & E - LIBRARY					14,323.75
TOTAL FUND					14,323.75



1501 Ellinwood Street
 Des Plaines, IL 60016-4553
 847.827.5551 phone
 847.827.7974 fax
 www.desplaines.lib.il.us

X

BOARD OF TRUSTEES
 Minutes of the Planning Committee Meeting
 November 15, 2000

Chair: John Burke
 Present: John Burke, Betty Ritter, John Ciborowski, Eldon Burk, Sandra Norlin,
 Martha Sloan, Hector Marino, Carol Kidd.

Call to Order: 5:50 PM by John Burke.

The Committee reviewed Goals 1 -3 of the Strategic Plan and made the following changes:

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

Objectives:

- 1.1 Establish contact with community advisory groups for regularly obtaining information on current collection interests through a variety of communication opportunities. [~~January 1, 2000~~]-[June 1, 2001]
- ~~1.2~~ Establish a program of at least semi-annual, in-person, brief surveys of library users to elicit feedback about the collection. [~~January 1, 2000~~]
[April 1, 2001]
- 1.3 Spend a minimum of 20% of the ~~FY2000~~ operating budget for materials for patrons. [~~December 31, 2000~~] [December 31, 2001]
- 1.4 Ensure that public service departments establish annual goals for the collection development plan. [November, each year]
- ~~1.5~~ ~~Establish a subsection of the collection development plan that addresses the selection of electronic resources.~~ [~~November 1, 1999~~]

GOAL 2: A staff actively engaged in continuous learning.

Objectives:

- ~~2.1~~ Continue with ~~formal~~ Learning Organization training activities. ~~through the auspices of North Suburban Library System.~~ [~~May, 1999~~] [May, 2001]

- 1027
- 2.2 Address and ensure adequate funding for continuing education opportunities as appropriate for all library employees. [~~August 1, 1999~~ July, 2001]
 - 2.3 Maintain a collection of books, tapes, and periodicals for staff use in continuing education. [Ongoing]
 - ~~2.4 Formalize an Orientation Program that emphasizes expectations and opportunities for all staff to engage in continuous learning in order to enthusiastically participate in the vision of the library. [January 1, 2000]~~

GOAL 3: ~~An effective and efficient transition from the old to the new building.~~

Objectives:

- ~~3.1 Establish staff task force to address:
Project calendars
Staff preparation, training, and morale
Selection of moving company
Learning from other libraries' experience
Budget
Public Information
Pre-move schedule—shutting down functions
Security needs
Sale/auction of furniture and equipment~~

The next meeting is scheduled for December 14, 2000 at 5:30 PM.

The meeting adjourned at 6:35 PM.

Minutes prepared by Carol Kidd.

BOARD OF TRUSTEES
Minutes of the Management Committee Meeting
December 12, 2000

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

Call to Order: 5:45 PM by Ellen Yearwood.

Ellen Yearwood stated that the Committee would begin by reviewing the Bylaws of the Board of Trustees. The Committee will recommend the following changes to the bylaws:

Article II OBJECTIVES

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

The Committee discussed changes to the Public Meeting Room Use Policy and recommended the following changes:

Exceptions
(to be inserted at end of document)

Any exceptions must be approved by the Board of Trustees.

Reservations

6. A representative of the group must complete a Record of Meeting Room Use form after each use and before leaving the building.

Rules of Use

9. ~~Groups are responsible for cleaning the meeting rooms and pantry after each use.~~ Groups are responsible for restoring meeting rooms and pantry to the condition prior to their meeting.

The next meeting is scheduled for Tuesday, January 30, 2000 at 5:30 PM to review Policy C.

Meeting adjourned at 6:35 PM.

Minutes prepared by Carol Kidd.

ADMINISTRATOR'S REPORT

I. PERSONNEL

MaryAnn Brown, Head of Youth Services has resigned for personal reasons, effective December 30, 2000. She has accepted a position at Algonquin Public Library District, which is her home library.

Joseph Jacobs, Library Page resigned effective November 25, 2000.

Florin Felecan will begin work as a full-time Maintenance Assistant on December 18, 2000. Deborah Samborski began as Security Monitor on December 13, 2000.

II. STAFF DEVELOPMENT

We held a quarterly All-Staff Meeting on December 14. Staff photos were taken, we heard a report from the Healthy Community Partnerships Committee, and experienced some magic.

The staff holiday party was held December 15.

We have received word that NSLS received a grant to continue our participation in the Learning Organization activities. This segment will focus on work and job redesign.

We have held two orientation sessions this month.

III. PATRON SERVICES

All staff members contributed to the success of the first city holiday lighting ceremonies held in Library Plaza. Gary Valente, Chris Posinger, and Lee Cho and the Youth Services staff deserve special recognition for their cooperation in planning and providing special events.

IV. PROFESSIONAL ACTIVITIES

I participated in the Illinois Library Leadership Retreat in Urbana on November 30 and December 1. I have taken two basic classes on Excel, arranged by the City of Des Plaines. I attended the City Holiday Party on December 7.

XIII

REGISTRATION SERVICES REPORT FOR NOVEMBER 2000

I. LIBRARY CARD REGISTRATION SERVICES

<u>November 1999</u>	<u>October 2000</u>	<u>November 2000</u>	<u>Year to Date 1999</u>	<u>Year to Date 2000</u>	<u>% Change</u>
763	1,298	977	8,671	8,340	(-4.0%)
A.	New Registrations			409	
B.	Renewals			461	
C.	Non-Resident Cards			100	
D.	Off-line Library Cards			7	
	Total			977	

II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	208
2.	Number of Meeting Room Uses	71
3.	Voters Registered	2
4.	LAN Discs Sold	1
	(Year to Date - 21)	
	Total	282

III. TOTAL NUMBER OF REGISTERED BORROWERS

November 1999	36,136	(67.6% of Population)
November 2000	39,851	(74.6% of Population)

CIRCULATION REPORT FOR NOVEMBER 2000

Page 2

PATRON ATTENDANCE COUNT

<u>November 1999</u>	<u>October 2000</u>	<u>November 2000</u>	<u>Year to Date 1999</u>	<u>Year to Date 2000</u>	<u>% Change</u>
28,202	41,526	36,808	303,903	298,427	(-2.0%)

RECIPROCAL BORROWING

(Materials Lent)

	<u>November 1999</u>	<u>November 2000</u>	<u>% Change</u>
NLS	7,280	7,992	9.8%
OTHER SYSTEMS	1,662	1,814	9.1%
TOTAL	8,942	8,354	(-7.0 %)

INTERLIBRARY LOAN

Sent	58 988
Received	446

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT
November 2000

		% Change	
Total 1999 to Date:	694,453	Total 2000 to Date:	648,897 -6.56%
November 1999:	63,332	November 2000:	66,640 5.22%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>		
	CHILDREN	1999	2000	1999	2000	1999	2000
Non Fiction		3,996	4,573	813	823	4,809	5,396
Fiction		9,948	12,250	1,372	1,433	11,320	13,683
Foreign Language Non Fiction		45	47	16	15	61	62
Foreign Language Fiction		149	204	104	95	253	299
Periodicals		124	228	79	18	203	246
Compact Discs		459	573	36	55	495	628
Audio Cassettes		334	439	17	20	351	459
Audio Kits		325	365	63	56	388	421
Puzzles		359	329	32	61	391	390
Games		71	57	23	20	94	77
Audio Books		129	165	6	18	135	183
Video Fiction		2,774	2,488	369	404	3,143	2,892
Video Non Fiction		1,068	980	48	49	1,116	1,029
DVD		30	78	0	0	30	78
CD ROMs		636	752	0	7	636	759
SUB TOTAL		20,447	23,528	2,978	3,074	23,425	26,602
ADULT							
Non Fiction		10,002	9,411	290	256	10,292	9,667
Fiction		6,628	6,612	360	384	6,988	6,996
Large Type		733	885	93	152	826	1,037
Foreign Language Non Fiction		150	181	19	11	169	192
Foreign Language Fiction		398	498	15	1	413	499
High School Collection		123	203	1	2	124	205
Periodicals		1,905	1,877	123	110	2,028	1,987
Pamphlets		7	3	0	0	7	3
Compact Discs		4,689	6,293	443	468	5,132	6,761
Audio Cassettes		608	419	18	23	626	442
Puzzles		7	0	8	2	15	2
Pictures		60	48	0	0	60	48
Audio Books		1,496	1,689	26	19	1,522	1,708
CD ROMs		166	160	0	1	166	161
Video Fiction		7,416	6,347	458	363	7,874	6,710
Video Non Fiction		3,048	2,503	33	44	3,081	2,547
DVD		530	1,038	0	0	530	1,038
Misc. Formats		52	31	2	4	54	35
		38,018	38,198	1,889	1,840	39,907	40,038
Supersedes		0	0	0	0	0	0
GRAND TOTAL		58,465	61,726	4,867	4,914	63,332	66,640
Self Check		2,156	9,827	0	0	2,156	9,827

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	3,214	644	2,658	4,073	4,779	4,573		41,402
Fiction	10,008	10,163	11,017	8,639	7,597	9,821	2,291	9,706	12,183	12,506	12,250		106,181
Foreign Language Non Fiction	34	39	47	42	28	34	2	32	60	75	47		440
Foreign Language Fiction	172	143	210	147	103	101	32	70	171	285	204		1,638
Periodicals	129	151	144	94	83	94	45	257	300	258	228		1,783
Compact Discs	347	369	400	346	325	338	88	395	524	524	573		4,229
Audio Cassettes	247	253	242	179	208	276	53	299	402	470	439		3,068
Audio Kits	389	361	406	285	229	271	103	189	366	422	365		3,386
Puzzles	360	343	346	254	265	262	31	225	291	326	329		3,032
Games	94	83	83	57	46	64	8	55	70	76	57		693
Audio Books	196	134	199	163	139	258	82	154	198	187	165		1,875
Video Fiction	2,776	2,711	2,976	2,579	2,442	2,715	741	1,803	2,514	2,344	2,488		26,089
Video Non Fiction	1,139	1,326	1,357	1,168	974	973	197	780	1,043	1,001	980		10,938
DVD	29	34	64	54	63	59	13	40	47	49	78		530
CD ROMs	633	693	778	680	672	653	107	574	752	694	752		6,988
SUB TOTAL	20,920	21,557	23,171	18,875	16,424	19,133	4,437	17,237	22,994	23,996	23,528	0	212,272
ADULT													
Non Fiction	10,116	10,584	11,605	11,090	9,414	9,761	2,414	5,990	9,258	9,857	9,411		99,500
Fiction	6,633	6,557	7,153	6,666	6,751	8,405	2,585	5,113	6,874	7,034	6,612		70,383
Large Type	822	755	852	811	842	1,098	327	698	820	864	885		8,774
Foreign Language Non Fiction	148	177	161	161	151	169	40	123	191	195	181		1,697
Foreign Language Fiction	450	363	418	361	400	450	125	247	409	468	498		4,189
High School	103	133	162	108	127	185	63	188	216	231	203		1,719
Periodicals	2,075	2,146	2,372	2,213	2,090	1,880	514	1,699	2,011	2,023	1,877		20,900
Pamphlets	15	10	39	32	17	22	0	7	13	9	3		167
Compact Discs	4,619	4,716	5,449	4,830	4,754	4,924	1,276	4,229	5,783	5,882	6,293		52,755
Audio Cassettes	345	340	351	369	311	333	103	326	496	421	419		3,814
Puzzles	16	8	8	6	7	19	4	0	0	0	0		68
Pictures	69	50	71	59	76	48	19	44	46	54	48		584
Audio Books	1,568	1,543	1,661	1,642	1,618	2,053	462	1,124	1,696	1,821	1,689		16,877
CD ROMs	183	178	186	168	157	180	34	109	168	146	160		1,669
Video Fiction	8,286	7,488	8,136	6,996	6,690	7,177	2,268	4,271	6,281	5,876	6,347		69,816
Video Non Fiction	3,378	3,540	3,785	3,164	2,831	3,023	894	1,879	2,538	2,601	2,503		30,136
DVD	577	540	555	689	788	761	247	511	644	692	1,038		7,042
Misc. Formats	63	35	45	33	33	64	3	14	25	37	31		383
SUB TOTAL	39,466	39,163	43,009	39,398	37,057	40,552	11,378	26,572	37,469	38,211	38,198	0	390,473
Supersedes													0
GRAND TOTAL	60,386	60,720	66,180	58,273	53,481	59,685	15,815	43,809	60,463	62,207	61,726	0	602,745
Self Check	1,826	2,240	2,080	1,819	1,550	1,900	519	4,973	5,691	7,367	9,827		39,792
Days Closed		8 hours					22	13	22.5 hrs.				37

Mobile Library 2000

CHILDREN	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Non Fiction	925	868	773	803	783	205	245	311	726	701	823		7,163
Fiction	1,226	1,374	1,401	1,347	1,190	477	531	684	1,169	1,173	1,433		12,005
Foreign Language Non Fiction	18	22	22	12	18	5	6	4	14	16	15		152
Foreign Language Fiction	70	84	100	68	75	31	17	31	90	83	95		744
Periodicals	62	60	66	62	65	14	18	20	32	27	18		444
Compact Discs	48	47	63	64	61	40	12	21	54	37	55		502
Audio Cassettes	12	16	14	25	14	1	16	11	19	18	20		166
Audio Kits	54	52	46	38	54	15	14	40	66	60	56		495
Puzzles	29	41	45	39	35	23	23	24	42	46	61		408
Games	21	27	29	12	24	3	4	6	12	15	20		173
Audio Books	4	9	10	5	5	2	7	9	15	17	18		101
Video Fiction	381	378	423	401	402	114	209	215	409	356	404		3,692
Video Non Fiction	65	78	90	83	76	19	31	31	55	59	49		636
DVD	0	0	0	0	0	0	3	0	0	0	0		3
CD ROMs	0	0	1	1	4	0	1	0	3	0	7		17
SUB TOTAL	2,915	3,056	3,083	2,960	2,806	949	1,137	1,407	2,706	2,608	3,074	0	26,701
ADULT													
Non Fiction	328	299	282	277	248	138	136	110	220	231	256		2,525
Fiction	414	364	376	361	375	359	507	343	313	361	384		4,157
Large Type	97	93	148	100	197	254	56	224	165	172	152		1,658
Foreign Language Non Fiction	11	20	14	14	7	0	4	2	5	2	11		90
Foreign Language Fiction	2	6	6	4	4	0	2	3	1	1	1		30
High School	1	0	6	2	3	2	4	1	3	4	2		28
Periodicals	163	148	185	181	138	102	103	130	131	142	110		1,533
Pamphlets	0	0	0	0	0	0	0	0	0	0	0		0
Compact Discs	446	460	448	476	507	285	216	258	409	358	468		4,331
Audio Cassettes	24	17	17	24	18	10	4	10	20	15	23		182
Puzzles	7	6	7	3	5	0	1	3	6	2	2		42
Pictures	0	0	0	2	3	0	1	0	0	0	0		6
Audio Books	32	21	42	57	59	23	42	48	36	36	19		415
CD ROMs	0	3	4	1	3	0	0	0	1	0	1		13
Video Fiction	405	406	444	419	418	169	259	235	377	329	363		3,824
Video Non Fiction	54	67	84	71	82	31	21	25	35	43	44		557
DVD	0	1	1	0	0	0	33	0	0	0	0		35
Misc. Formats	1	3	3	2	1	4	1	0	3	3	4		25
SUB TOTAL	1,985	1,914	2,067	1,994	2,068	1,377	1,390	1,392	1,725	1,699	1,840	0	19,451
Supersedes													0
GRAND TOTAL	4,900	4,970	5,150	4,954	4,874	2,326	2,527	2,799	4,431	4,307	4,914	0	46,152

Out of Service (days)
Out of Service Description

1 snow
10 maintenance
9 move
5 service
1/2 obstruction
1 no driver

26

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	3,419	889	2,969	4,799	5,480	5,396	0	48,565
Fiction	11,234	11,537	12,418	9,986	8,787	10,298	2,822	10,390	13,352	13,679	13,683	0	118,186
Foreign Language Non Fiction	52	61	69	54	46	39	8	36	74	91	62	0	592
Foreign Language Fiction	242	227	310	215	178	132	49	101	261	368	299	0	2,382
Periodicals	191	211	210	156	148	108	63	277	332	285	246	0	2,227
Compact Discs	395	416	463	410	386	378	100	416	578	561	628	0	4,731
Audio Cassettes	259	269	256	204	222	277	69	310	421	488	459	0	3,234
Audio Kits	443	413	452	323	283	286	117	229	432	482	421	0	3,881
Puzzles	389	384	391	293	300	285	54	249	333	372	390	0	3,440
Games	115	110	112	69	70	67	12	61	82	91	77	0	868
Audio Books	200	143	209	168	144	260	89	163	213	204	183	0	1,978
Video Fiction	3,157	3,089	3,399	2,980	2,844	2,829	950	2,018	2,923	2,700	2,892	0	29,781
Video Non Fiction	1,204	1,404	1,447	1,251	1,050	992	228	811	1,098	1,060	1,029	0	11,574
DVD	29	34	64	54	63	59	16	40	47	49	78	0	533
CD ROMs	633	693	779	681	676	653	108	574	755	694	759	0	7,005
SUB TOTAL	23,835	24,613	26,254	21,835	19,230	20,082	5,574	18,644	25,700	26,604	26,602	0	238,973
ADULT													
Non Fiction	10,444	10,883	11,887	11,367	9,662	9,899	2,550	6,100	9,478	10,088	9,667	0	102,025
Fiction	7,047	6,921	7,529	7,027	7,126	8,764	3,092	5,456	7,187	7,395	6,996	0	74,540
Large Type	919	848	1,000	911	1,039	1,352	383	922	985	1,036	1,037	0	10,432
Foreign Language Non Fiction	159	197	175	175	158	169	44	125	196	197	192	0	1,787
Foreign Language Fiction	452	369	424	365	404	450	127	250	410	469	499	0	4,219
High School	104	133	168	110	130	187	67	189	219	235	205	0	1,747
Periodicals	2,238	2,294	2,557	2,394	2,228	1,982	617	1,829	2,142	2,165	1,987	0	22,433
Pamphlets	15	10	39	32	17	22	0	7	13	9	3	0	167
Compact Discs	5,065	5,176	5,897	5,306	5,261	5,209	1,492	4,487	6,192	6,240	6,761	0	57,086
Audio Cassettes	369	357	368	393	329	343	107	336	516	436	442	0	3,996
Puzzles	23	14	15	9	12	19	5	3	6	2	2	0	110
Pictures	69	50	71	61	79	48	20	44	46	54	48	0	590
Audio Books	1,600	1,564	1,703	1,699	1,677	2,076	504	1,172	1,732	1,857	1,708	0	17,292
CD ROMs	183	181	190	169	160	180	34	109	169	146	161	0	1,682
Video Fiction	8,691	7,894	8,580	7,415	7,108	7,346	2,527	4,506	6,658	6,205	6,710	0	73,640
Video Non Fiction	3,432	3,607	3,869	3,235	2,913	3,054	915	1,904	2,573	2,644	2,547	0	30,693
DVD	577	541	556	689	788	761	280	511	644	692	1,038	0	7,077
Misc. Formats	64	38	48	35	34	68	4	14	28	40	35	0	408
SUB TOTAL	41,451	41,077	45,076	41,392	39,125	41,929	12,768	27,964	39,194	39,910	40,038	0	409,924
Supersedes	0	0	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	65,286	65,690	71,330	63,227	58,355	62,011	18,342	46,608	64,894	66,514	66,640	0	648,897
Self Check	1,826	2,240	2,080	1,819	1,550	1,900	519	4,973	5,691	7,367	9,827	0	39,792
Days Closed/Out of Service	0-----0	.66-----1	0-----0	0-----0	0-----0	0-----10	22-----9	13-----5	1.875---.5	0-----1	0	0	37.5--26.5

Nov. 2000 Holdings

	Last Month	This Month	Change	Percent Change
Books	193,682	195,625	1943	1.0%
Audio	16,606	16,726	120	0.7%
Video	10,552	10,506	-46	-0.4%
Puzzles and Games	556	531	-25	-4.5%
Realia	232	232	0	0.0%
Pamphlets	1,337	1,337	0	0.0%

Total	222,965	224,957	1992	0.9%

**DES PLAINES PUBLIC LIBRARY
ADULT PATRON ASSISTANCE
NOVEMBER 2000**

Assistance	<u>Number</u>	<u>Total</u>
1. Computer Lab	120	
2. Directional	1,098	
3. Informational	658	
4. Internet	290	
5. LAN Databases	229	
6. Tax Forms	13	
Total		2,408
 Reference Services		
1. Specific item request	2,027	
2. Ready reference	897	
3. In-Depth Reference	144	
4. Internet/Electronic Reference	62	
5. E-mail requests	9	
6. Interlibrary Loan Requests	287	
7. Referrals	25	
8. Readers Advisory	148	
9. Reserves	289	
Total		3,888
GRAND TOTAL		6,296
Internet Use	4,063	
Computer Lab Use	489	

XIII

**CHILDREN'S PATRON ASSISTANCE
NOVEMBER 2000**

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Computer Sign-up	1,346	
2. Program Sign-up	195	
3. Equipment Repair & Assistance	519	
4. Directional Questions	572	
5. ILL & Patron Holds	68	
Total		2,700
<u>In-House Circulation</u>	<u>Number</u>	
1. Train Sets	0	
2. Chess/Checkers	114	
3. Periodicals	1	
4. Textbooks	25	
5. Telephone Calls	351	
6. Reserve Books	30	
Total		521
<u>Reference</u>	<u>Number</u>	
1. Specific Item Request	868	
2. Reference	732	
3. Reader's Advisory	111	
4. Referrals to Other Libraries	4	
Total		1,715
GRAND TOTAL		4,936

USAGE STATISTICS FOR ONLINE REFERENCE PRODUCTS
NOVEMBER 2000

Ancestry.com	NA
College Source Online	56
Contemporary Authors	NA
Des Plaines Public Library Homepage	30,790
Electric Library	NA
Encyclopedia Britannica Online	51
FactsOnFile	44
FACTS.com	NA
First Search	214
Hoover's Online	NA
Info USA (American Business Disc and Phone Disc)	1,198
InfoTrac	1,324
Library Catalog (access via dialup, telenet or remote)	27
Moody's Weekly News Reports	NA
Newsbank (Chicago Tribune)	192
News Illinois	31
Novelist	NA
PoemFinder	72
ProQuest Direct (Chicago Sun Times, Daily Herald, New York Times, Wall Street Journal)	301
SRDS Advertising Age	NA
Value Line	NA
World Book Encyclopedia	2066
Total Searches & Queries	36,366

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM NOVEMBER 2000**

	<u>Times Used</u>	<u>Attendance</u>
Library Sponsored Adult Programs		
Activated Storytellers	1	103
Administrator's Evaluation Committee	1	4
Baker & Taylor – Technical Services	1	12
Ballad of Reading Gaol	1	12
Celebration of Chicago Women	1	28
Eastland Disaster: Tragedy on the Chicago River	1	43
Evening Book Discussion	1	3
Friends of the Library	1	35
Kremlin Gold	1	24
Long Term Care Panel Discussion	1	11
Planning Committee	1	8
SLURP	1	15
Technical Services Meeting	2	17
Tuesday Morning Book Group	1	21
Vienna	1	37
Webmaster – LAN	2	18
Total	18	391
Outside Community Groups		
Des Plaines Art Guild	1	15
Des Plaines School District 62	1	70
Healthy Community Partners	1	12
I Am Veg	1	14
Junior Woman's Club of Des Plaines	3	35
Project Success	1	37
Romance Writers	1	21
Secretary of State	1	17
Saint Mary's Seminar	2	21
Wright Music Studio	1	100
Total	13	342
Other		
Library Board Meeting	1	18
Total	1	18

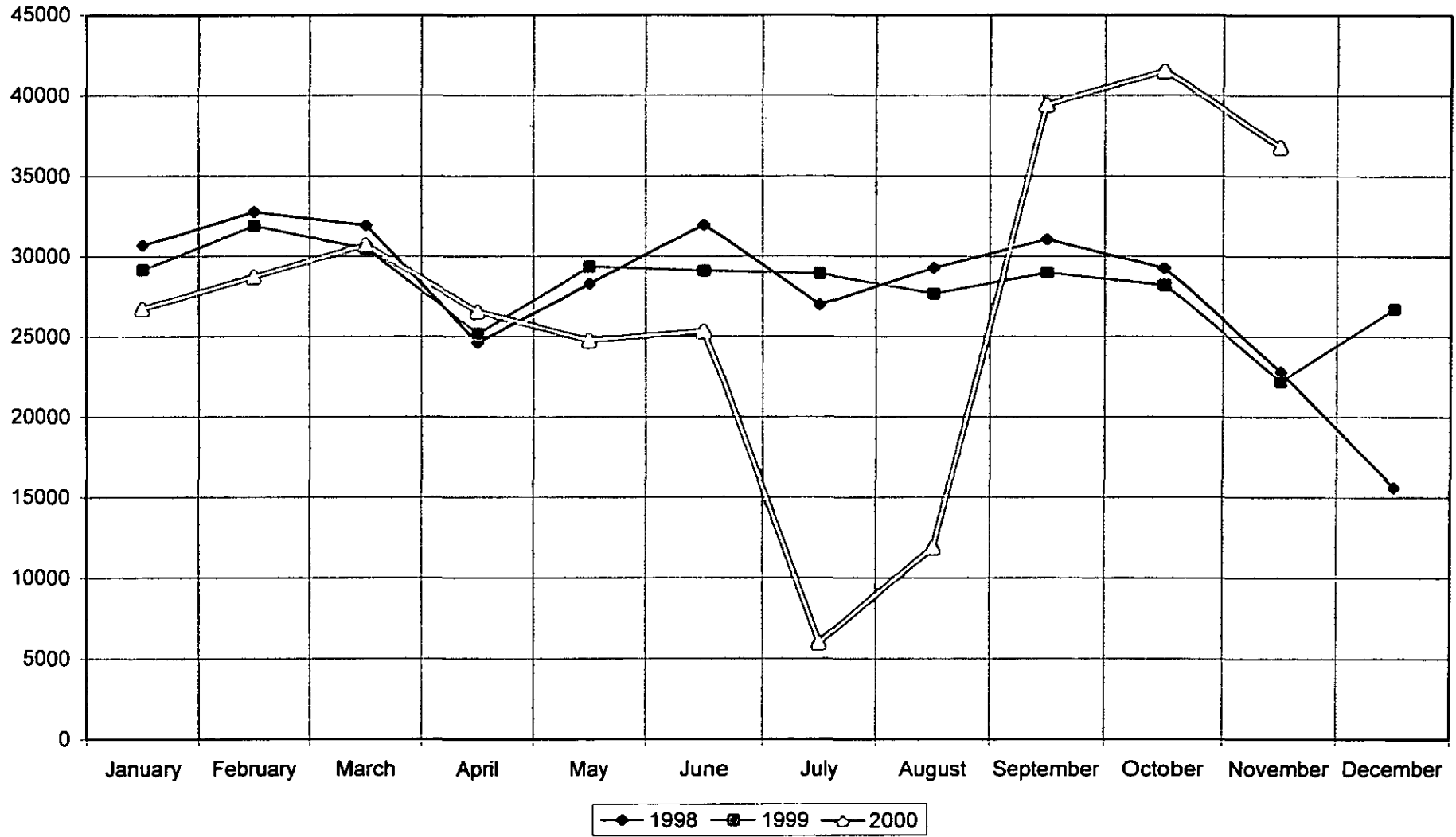
**DES PLAINES PUBLIC LIBRARY
MEETING ROOM NOVEMBER 2000**

Library Sponsored Children's Programs

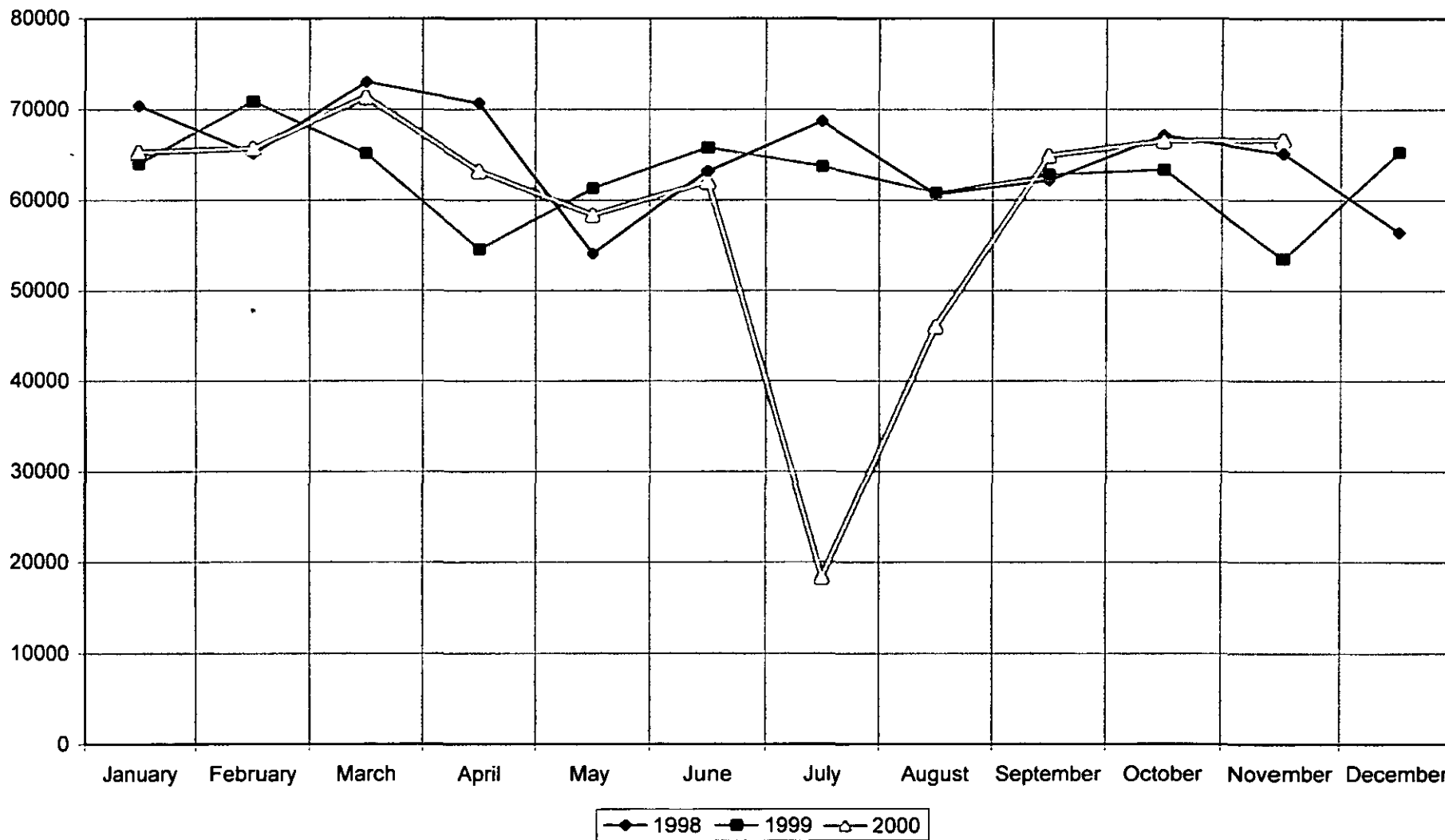
2 Year Old Storytime	5	121
3-5 Year Old Storytime	15	149
Around the World with Jack	1	103
Boy Scout Tour	2	19
Bright Start Baby Book Times	21	228
Central School Tour	1	25
Cub Scout Tour	1	12
District 62 Spanish Language Family Storytime	2	15
Family Evening Storytime	1	32
Game Fun Friday	1	2
Girl Scout Tour	2	21
Groovy Movie 5 th Grade & Up	1	2
Mother/Daughter Book Discussion	1	8
No School Movie Time	1	10
North School Tour	2	50
Preschool Movie Morning	3	56
Stories & More K-2 nd Grade	2	40
Teen 2000 Advisory Group	1	17
Thanksgiving Drop In Craft	1	88
Thomas Jefferson Charter School Tour	1	24
Total	65	1,022
Grand Total	97	1,773

November Total = 97 groups involving 1,773 people.
2000 Year to Date Total 649 groups involving 12,056.

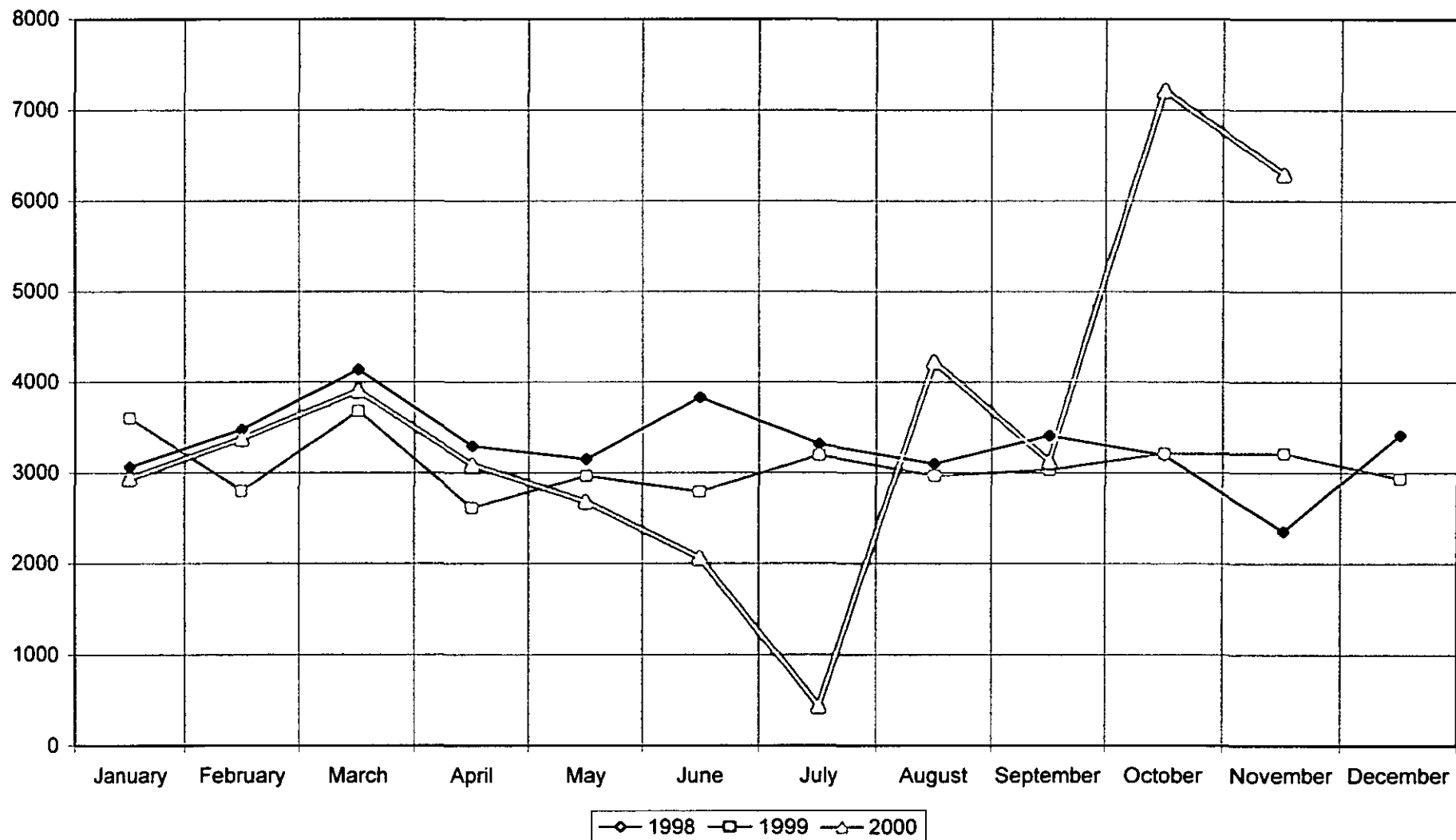
Patron Attendance November 2000



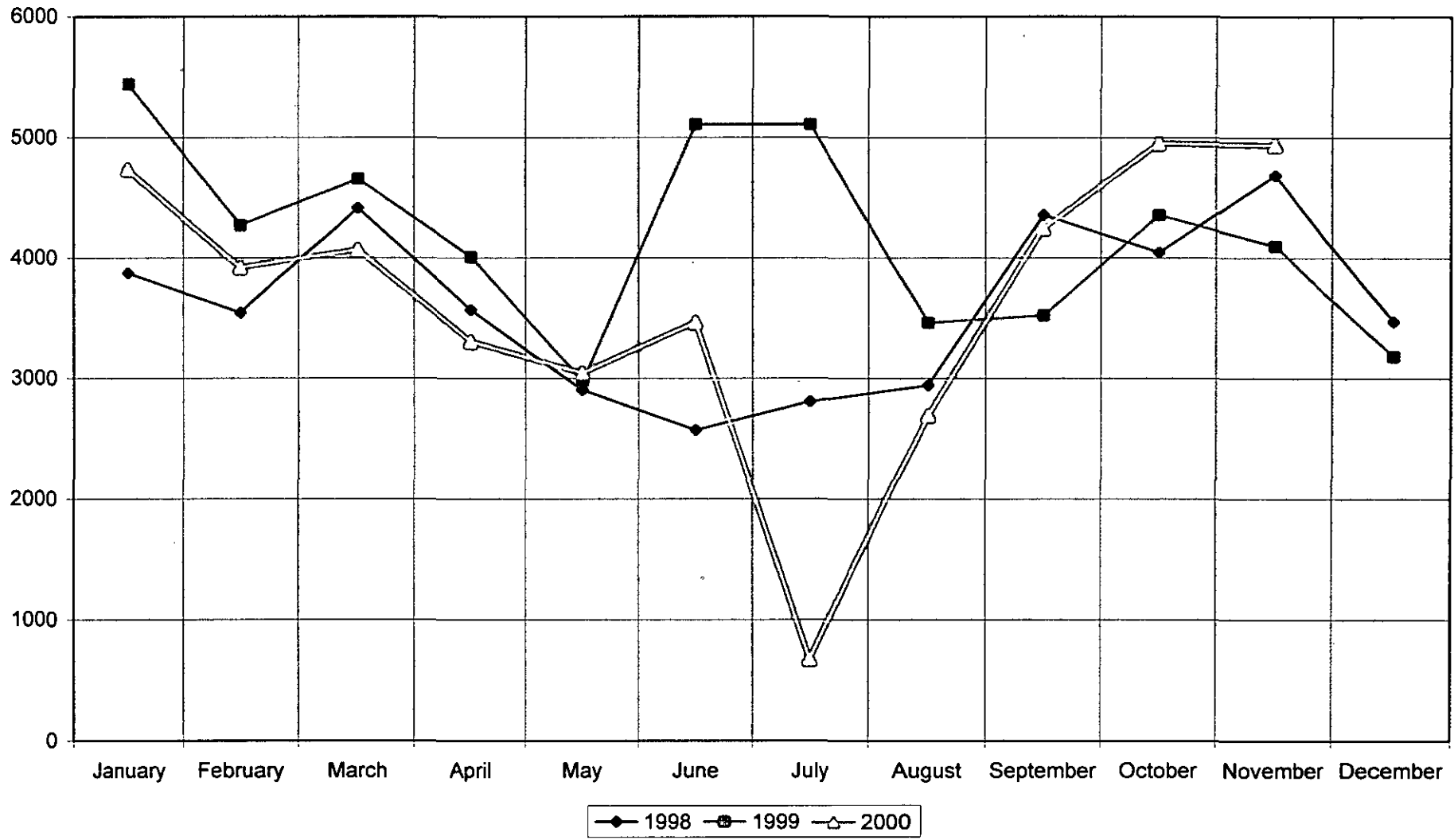
Circulation Statistics Items Circulated Per Month By Year



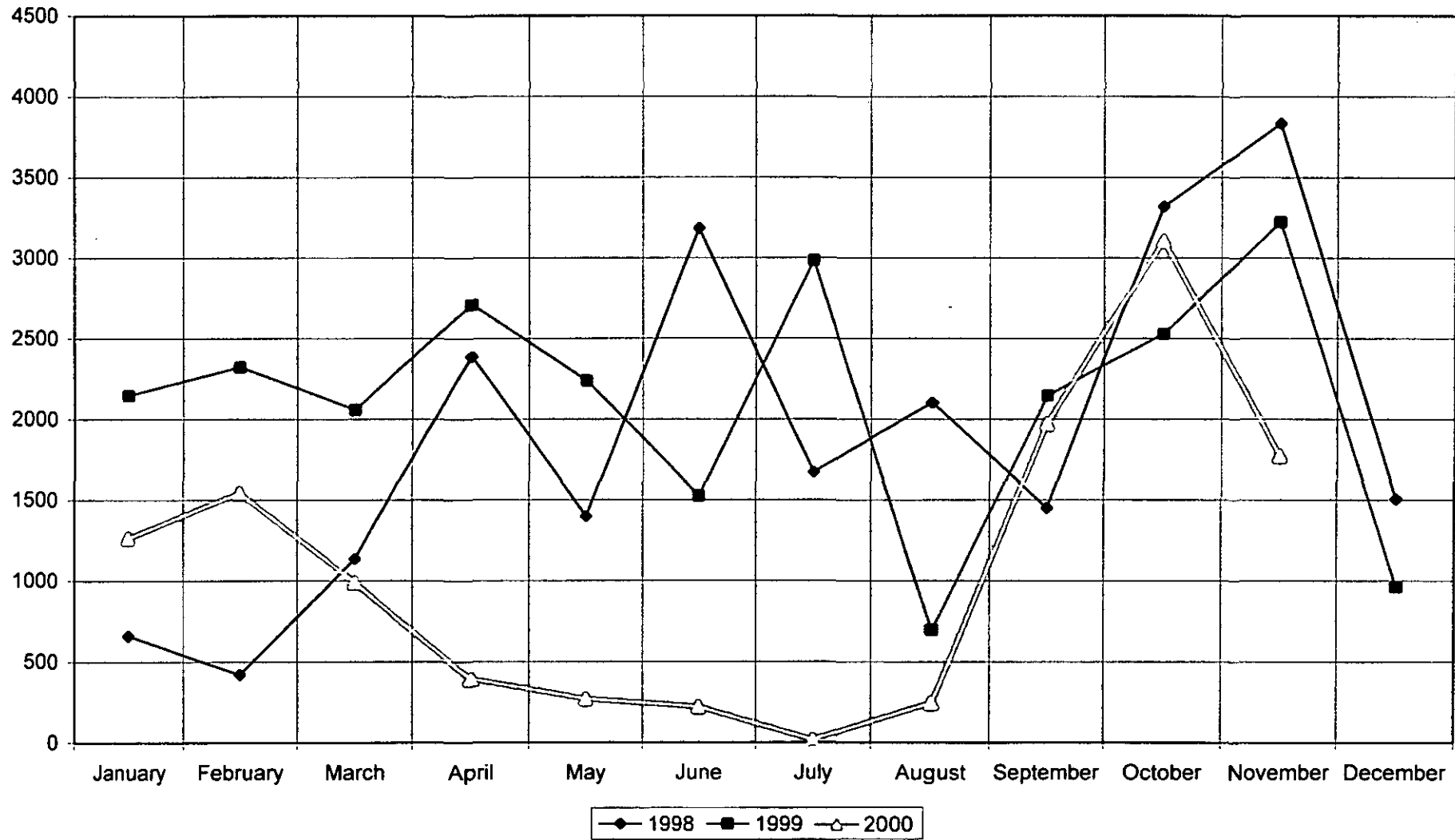
Adult Patron Assistance November 2000



Children's Patron Assistance November 2000



Meeting Room Attendance November 2000





Des Plaines Chamber of Commerce and Industry

1401 Oakton Street • Des Plaines, IL 60018 • Telephone (847) 824-4200 • Fax (847) 824-7932
Email: info@dpchamber.com • www.dpchamber.com

2000 OFFICERS

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Precision Instruments, Inc.

President-Elect
ROGER HULL
Alphagraphics

Vice President - Finance
CLIFFORD BOXLEITNER
Boxleitner Financial Services

Vice President - Industrial
VERN KRAMER
Kester Solder Company

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Marilyn's Flowers & Things

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USA SIUDA
Holy Family Medical Center

Immediate Past President
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Oehler Funeral Home

Executive Director
RICHARD ORNBERG

2000 DIRECTORS

PHIL ADDANTE, I.C.S.W.

GENE ANDERSON
Anderson Lock Company

GEORGE BELLAS
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C-Line Products, Inc.

JOHN SCHNEIDER
O'Hare Spring Company, Inc.

RAYMOND TUTTON
UOP

December 4, 2000

Ms. Sandra Norlin
Administrator
Des Plaines Public Library
1501 Ellinwood Street
Des Plaines, IL 60016

Dear Sandra:

On behalf of the entire Des Plaines Chamber of Commerce & Industry board of directors, a hearty holiday thank you to everyone at the Library for helping to make Santa's Arrival in Des Plaines a success.

I have been hearing nothing but glowing compliments about the event, and along with those comments many go on to say how much they enjoyed seeing the new library as well. The cooperation, planning and foresight provided by your staff and volunteers helped hundreds of families and kids to begin their holiday season in Des Plaines.

"High Fives" all around to you and your staff for all your help and support for this major component of the 3-day "Celebrate Des Plaines" weekend. I'm looking forward to meeting with you soon to explore how we can all make next year's event even better.

Sincerely,

Richard Ornberg
Executive Director



Des Plaines Chamber of Commerce and Industry

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B.R.C. Heating/Cooling

THOMAS CACINI
Sign-A-Rama

F. WALLACE DOUTHWAITE
City of Des Plaines

THOMAS KERSTING
Dial One Aleyden Heat & Air

WILLIAM RACE
CoVest Banc

SKIP ROBERTSON
C-Line Products, Inc.

JOHN SCHNEIDER
O'Hare Spring Company, Inc.

RAYMOND TUTTON
UOP

December 4, 2000

Ms. Sandra Norlin
Administrator
Des Plaines Public Library
1501 Ellinwood Street
Des Plaines, IL 60016

Dear Sandra:

Just a quick note to thank you for the additional support and assistance offered by several young volunteers who contributed so much to the success of Santa's Arrival at the Des Plaines Library. These valuable volunteers included:

Ashley Gulder
Emily Zanger
Becky Stevens
Alexa Tanglis
Stephanie Blaski
Alexandra Frunza

Their help and assistance handing out materials, helping serve refreshments, assisting Mrs. Claus and other duties helped make this a special and happy experience for hundreds of Des Plaines kids. Please extend our thanks to each of them, along with a holiday "Well Done" from the Chamber of Commerce.

Sincerely,

Richard Ornberg
Executive Director

F R I E N D S



FRIENDS OF THE DES PLAINES PUBLIC LIBRARY • 1501 ELLINWOOD ST. • DES PLAINES, ILLINOIS 60016-4553

Thursday, November 30, 2000

Sandra Norlin
Des Plaines Public Library
1501 Ellinwod
Des Plaines, IL 60016-4553

Dear Sandra,

As the Friends of the Library reviewed the November Book Sale it was again evident that the cooperation of Gary Valente was well above and beyond our requests. What is so impressive about Gary is that when we made a request or even a suggestionhis response was always a positive one.

We count among our blessings that he has chosen to give his talents to this library. Please pass on to Gary how grateful for all he does for the Friends constantly and especially at the Book Sale.

Sincerely,

A handwritten signature in cursive script that reads "Charlotte Storer".

Charlotte Storer
President



November 29, 2000

Ms. Sandra Norlin
Des Plaines Public Library
1501 Ellinwood St.
Des Plaines, IL 60016

1755 S. Wolf Road
Des Plaines, IL 60018

Dear Sandra,

"The Umbrella organization
for arts providers in the
community."

I am writing you on behalf of the Des Plaines Arts Council. We have a position open on our Board of Directors which we would like to fill from either the Library Staff or the Library Board.

The Bog Theatre
Community Concert Association
of Maine Township

Currently, well over half of the events listed in the Arts Council Calendar are sponsored by or take place at the library. The Arts Council is currently assisting Oakton Community College on the planning of their Humanities Festival which is expected to be housed at the library. Due to the amount of promotion given to library events by the Arts Council we would like to see representation on our board.

Des Plaines Art Guild

Des Plaines Camera Club

Des Plaines Community
Concert Band

Des Plaines Community
Senior Center

Most of the arts providers that are listed in the calendar are members. There are several categories of membership available. The Park District, the City of Des Plaines, School District 62 and Oakton Community College are all guarantors. The Des Plaines Historical Society is a Patron and the Senior Center is a Sponsor. Becoming a contributing part of the Arts Council can benefit your activities as well as help achieve the goals of our board.

Des Plaines Garden Club

On behalf of our Board of Directors I respectfully request that the Library Board consider joining in the aims of the Arts Council and supporting our efforts.

Des Plaines Historical Museum

Thank you for your consideration.

Des Plaines Park District

Des Plaines Public Library

Fine Arts Departments of
Maine East & Maine West

Happy Twirlers Dance Club

Mosaic Yarn Studios, Ltd.

Northwest Choral Society

Northwest Symphony Orchestra

Oakton Community College

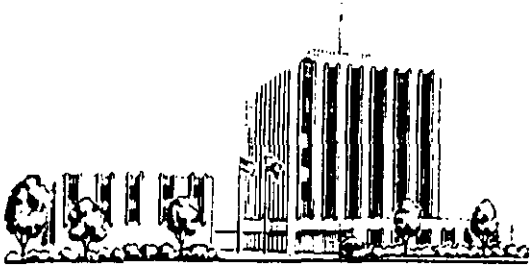
Park Ridge Chorale

Sincerely,

Donna Catlett
President, Des Plaines Arts Council

cc: Eldon Burk
President, Library Board

*Our purpose and goal is to strengthen, support and encourage
involvement in the arts of the community.*

**CITY OF DES PLAINES**

1420 Miner/Northwest Highway ■ Des Plaines, Illinois 60016-4498 ■ (847)391-5300

December 8, 2000

Sandra Norlin, Administrator
Des Plaines Public Library
1501 Ellinwood Street
Des Plaines, IL 60016

Dear Sandra,

Enclosed is a copy of Todd Wessell's December 6, 2000 Journal & Topics editorial. Entitled "Friday Night A Throwback To Days Of Civic Pride", the author described Friday's ceremony using exactly the terms used as we planned the event. What you know that both the writer and the Des Plaines public do not, is that the party was a volunteer achievement. I know that this celebration would have been impossible without each of you going all out to put on a perfect party. Invited to participate without reward, each of gave your best to the Des Plaines 2000 Holiday Lighting Ceremony.

Thank you for recognizing that doing your part well was key to the success of the whole. I commend you for creating an event that will be remembered as fantastic by the hundreds (thousands?) of Des Plaines residents lucky enough to have attended. Thank you all for being part of the first annual "Celebrate, Des Plaines!" Holiday Lighting Ceremony.

Please know that you are each cordially invited back next year, December 7, 2001, to participate in the second annual "Celebrate, Des Plaines!" weekend of holiday festivities. Happy Holidays!

Yours Truly,

Pamela Rosinia
Holiday Decorations Committee



•Send your letter to the editor to:
622 Graceland Ave.,
Des Plaines, IL, 60016

Opinions

The Journal & Topics Newspapers

•Have you got an opinion on something? Call Speak Out at 299-1500 or fax us at 298-8549.

Friday Night A Throwback To Days Of Civic Pride

Elbow room was at a premium and voices were loud.

Smiles, however, they were wide.

That, in a nutshell, describes the scene last Friday evening as hundreds of Des Plainesites jammed the front hallway of the new downtown Des Plaines Public Library. Eyes were sharply

focused on a 12-ft. long by four-ft. high brown and white cake—a replica of the building everyone was standing in. It was the creation of Nick Mitchell and Grazia!

Restaurant Nick too, smiled, as he stood nearby, clad in a dark suit.

Library was just what Des Plaines needed—a stiff shot of civic pride in a downtown area that has taken it share of blows to the stomach in recent decades.

Just a minute earlier, Acting Mayor Tony Arredia had flipped the switch sending thousands of sparkling lights ablaze on 16 Christmas trees that lined Library Plaza. One couldn't help but take note that the oohs and aahs triggered by Arredia's flick of his wrist came after years of

Des Plaines residents who had to put up with the Behrel parking plaza for more than 20 years in nearly the exact same spot.

That side, Friday night was about a perfect as you could get.

Off The Record
By TODD WESSELL

The synchronization of the tree lighting worked out just fine thanks to the Public Works Dept.

Keep Des Plaines Beautiful coordinator Pamela Rosinia, and aldermen Tom Becker and Wayne Elstner. The various choral groups such as students from Maine West High School and the Harmonaires, sang right on key. The cake, cut and handed out by Arredia, Ald. Dick Sayad (4th), Tom Steitner, and Ed & Gloria Keane, tasted sweet. And even the horses that pulled carriages full of people around downtown, behaved.

While I was too young or not yet born to remember Des Plaines back in the 1940s and early 50s when the big event of the year, Frontier Days, resulted in the closing of downtown streets with large crowds packed in, last Friday night in Des Plaines must have been similar to that time and place. People really enjoyed themselves. They liked what they saw and you could see on their

faces that they had connected to their hometown.

"This is just what Des Plaines needed," said one local man.

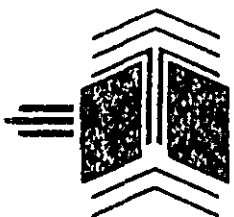
"This is great," another resident said.

"Boy that cake was good," added someone else.

Where, when and how Des Plaines developed a sort of lack of self-esteem, as some people believe to be the case, is something I've never been able to figure out.

I think now, however, with Friday night, Dec. 1, coupled with

the fact that the city has three or four major redevelopment projects on the hook, and progress is being made in many areas, any thoughts of those negative ways should just fade away—or crumple to the ground just as the Behrel deck did about four years ago.



Des Plaines Public Library

1501 Ellinwood Street
Des Plaines, IL 60016-4553
847.827.5551 phone
847.827.7974 fax
www.desplaines.lib.il.us

STATE OF ILLINOIS)
)
COUNTY OF COOK)

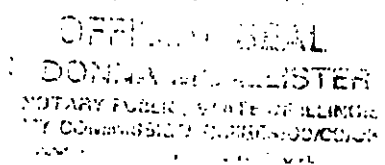
I, Carol Kidd, Secretary of the Board of Library Trustees of the Des Plaines Public Library of Des Plaines, Illinois, do hereby certify that the foregoing resolutions were duly adopted by the Board of Library Trustees of the said Des Plaines Public Library, at a regular and scheduled meeting of the said Board, at which meeting a quorum was present, held on the 19th day of December 2000, pursuant to written and posted notice, at the Des Plaines Public Library, that 8 Trustees were present and voting and that the roll call vote of the question of adopting the foregoing resolutions was Inara Brubaker, Eldon Burk, John Burke, Susan Burrows, John Ciborowski, William Grice, Rhys Read, Ellen Yearwood. All voting aye. In Witness Whereof, I do set hereunder my name this 27 day of December 2000.

Signed Carol Kidd
Secretary

Subscribed and sworn by me

This 27th day of December 2000.

Donna McAllister
Notary Public





 1501 Ellinwood Street

 Des Plaines, IL 60016-4553

 847.827.5551 phone

 847.827.7974 fax

 www.desplaines.lib.il.us

December 19, 2000

Jim Egeberg, Director of Finance
 City of Des Plaines
 1420 Miner Street
 Des Plaines, IL 60016

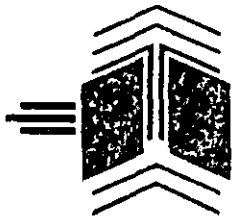
Dear Mr. Egeberg:

At the regular meeting of December 19, 2000, the Library Board of Trustees directed me to authorize and direct you to:

1. Transfer funds to cover all ²⁰⁰¹ 2000 appropriation deficit categories after all expenditures for ²⁰⁰¹ 2000 are completed.
2. Carry over to ²⁰⁰¹ 2001 all unexpended balances in the Library account that are not required in the ²⁰⁰² operating fund at December 31, 2000.

Sincerely,

Sandra K. Norlin
 Library Administrator



Des Plaines Public Library

1501 Ellinwood Street
Des Plaines, IL 60016-4553
847.827.5551 phone
847.827.7974 fax
www.desplaines.lib.il.us

²⁰⁰² ²⁰⁰¹
RESOLUTION
2001 appropriation and 2000 Levy for Library Purposes
Des Plaines Public Library Des Plaines, Illinois

WHEREAS, The Board of Library Trustees of the Des Plaines Public Library of Des Plaines, Illinois, has at an open and public meeting held on December 19, 2000,²⁰⁰¹ considered the financial requirements of the said Public library for the fiscal year commencing January 1, 2001; and
²⁰⁰²

WHEREAS, said Board has determined the financial requirements of the Library for the coming fiscal year and caused to be made a statement of those financial requirements, a copy of which is attached hereto and made a part hereof marked Exhibit A; and

WHEREAS, said Board has further determined the amount of money of which, in its judgment, it will be necessary to levy for library purposes in the 2000 annual tax levy ordinance to be enacted by the City Council of the City of Des Plaines.²⁰⁰¹

NOW, THEREFORE, BE IT RESOLVED, by the Board of Library Trustees of the Des Plaines Public Library as follows:

1. THAT the amount of money, which in its judgment it will be necessary to levy for library purposes in the ²⁰⁰¹2000 annual tax levy ordinance and for collection and deposit in the library fund is \$4,085,588.
2. AND THAT the Library will control its expenditures so that the expenditures do not exceed actual income during FY 2001.
²⁰⁰²
3. THAT the Secretary of the Board file a certified copy of this resolution with the City Clerk of the City of Des Plaines, Illinois.

AUGUST 25, 1994

Executive Session: 9:10 PM

Discussed that Sandra Norlin should contact Mr. Steve Smuk to get an idea of price of acquisition.
Mrs. Norlin should contact Brandt Carlson for an appraisal.
Discussion regarding friendly condemnation.
Mrs. Norlin should contact City Attorney to take steps to attain property.

Motion by Susan Burrows, seconded by William Prentice, to come out of Executive Session.

Roll Call Vote: Aye: Unanimous. Nay: None.

Motion passed.

Out of Executive Session - 9:45 PM

Discussed Charrette process to be presented at September 20th Board Meeting. Public are able to be involved in design process, creating good public relations.

Adjourned: 9:55 PM

Des Plaines Public Library
Management Committee Minutes
April 9, 1997

Minutes of the Executive Session

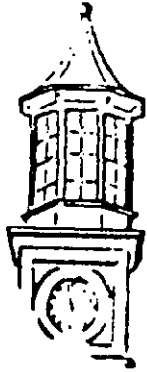
Chair: John Ciborowski

Attendance: John Ciborowski, Sandra Norlin, John Burke, Susan Burrows,
Martha Sloan, Ellen Yearwood

Call to Order: 8:50 PM

1. Sandra informed the Committee of planned action: assignment of Martha Sloan to a three-month intensive observation and assessment period in the Children's Services Department. The Committee agreed to the action.

Adjourned: 9:17 PM



DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES Minutes of the Executive Session June 16, 1998

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 16, 1998. President John Burke called the meeting to order at 10:45 PM.

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

Members Absent: John Ciborowski

Also present: Sandra Norlin, Martha Sloan, Carol Kidd.

EXECUTIVE SESSION MINUTES

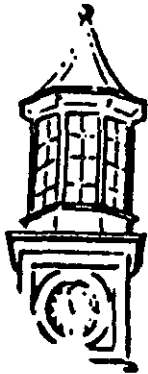
Sandra reported that she had spoken with Steve Good of Steve Good and Associates and that Steve would present a proposal for the sale of the library building and property at a future board meeting. The board asked Sandra to schedule the presentation after checking with the Schaumburg library director.

Sandra also reported that she had been contacted by Sharon Smith from the Senior Center who requested a meeting with Sandra and John Burke to discuss the sale of the library building and property.

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

The meeting adjourned at 10:55 PM.

Minutes prepared by Carol Kidd.



DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES Minutes of the Executive Session July 21, 1998

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 21, 1998. President John Burke called the meeting to order at 9:45 PM.

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

Members Absent: Betty Ritter

Also present: Sandra Norlin, Martha Sloan, Carol Kidd.

EXECUTIVE SESSION MINUTES

Steve Good of Sheldon Good and Associates was introduced by Sandra to discuss proposed management of the sale of the Des Plaines Public Library property. The board received the "Technical Auction Marketing Proposal" which was submitted to Sandra by Good for distribution to the board members for their review. The board questioned Good on the proposed proceedings of the sale of the property and requested additional time to study the proposal that was distributed.

Sandra reported that Alderman Carla Brookman suggested that the library retain ownership of the building and property and lease it for office use. Sandra obtained a proposal from Leonard Lickerman of Lickerman and Associates, Inc. The board discussed the proposal and decided not to pursue this alternate solution to the sale of the building and property.

MOTION by Eldon Burk, seconded by Inara Brubaker, to adjourn the meeting. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The meeting adjourned at 11:15 PM.

Minutes prepared by Carol Kidd.