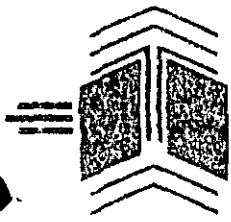


BOARD MINUTES
JULY 2001 - DECEMBER 2001

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Des Plaines Public Library

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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, JULY 17, 2001

7:30 PM

Conference Room – Second Floor

Agenda:

- **Election of Officers for 2001 - 2002**
- **Establishment of Library Calendar for 2001 – 2002**
- **Determination of Non-Resident Fee for 2001 – 2002**
- **Finance Committee Report**

- **Executive Session**
 - Purchase or Lease of Real Property**
 - Semi-Annual Review of Executive Session Minutes**

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II

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
July 17, 2001 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 19, 2001. (Action Item)
- IV. Public Comments and Questions.
- V. City Council Community Services Committee – Rosemary Argus.
- VI. Board Review of Department Activities.
 - A. Rosemary Lee – “Literature for All of Us Grant”.
- VII. Finance Report – Susan Burrows. (Action Item)(7:45 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 July 11, 2001 Meeting.
 - G. Expenditure for Donor Sign System. (Action Item)

- 0829
- VIII. Building and Grounds Committee – John Ciborowski.
 - IX. Management Committee – Ellen Yearwood. (8:00PM)
 - X. Planning Committee – John Burke.
 - XI. System Membership – John Ciborowski. (8:15 PM)
 - XII. Friends of the Library – Inara Brubaker.
 - XIII. Administrator's Report – Sandra Norlin.
 - XIV. New Business. (8:45PM)
 - A. Approval of Board Meeting Dates. (Action Item)
 - B. Approval of Library Closings. (Action Item)
 - C. Determination of Non-Resident Fee. (Action Item)
 - D. Bank Signature Cards.
 - E. Review of Safety Deposit Box Contents.
 - XV. Announcements.
 - XVI. Nominating Committee – Susan Burrows.
 - A. Election of Officers.
 - B. Oath of Office.
 - XVII. Executive Session.
 - A. Purchase or Lease of Real Property.
 - B. Semi-Annual Review of Executive Session Minutes.
 - XVIII. Adjournment. (9:30 PM)

0810

BOARD OF TRUSTEES
Minutes of the Regular Meeting
June 19, 2001

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, June 19, 2001. 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, Ellen Yearwood.

Members Absent: William Grice.

Also Present: Administrator Sandra Norlin, Hector Marino, Carol Kidd, Sue D'Hondt.

MOTION by Inara Brubaker, seconded by Susan Burrows, to amend the agenda by adding under XIII. New Business. F. Nominating Committee. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by Susan Burrows, to approve the Minutes of the regular Board Meeting of May 15, 2001, as amended. Vote: Ayes: All. Nays: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Rosemary Argus.

Alderman Argus absent. No report.

FINANCE COMMITTEE – Susan Burrows

Susan Burrows presented the following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$ 6,760.37
2. Petty Cash Expenditures	\$ 1.80
3. Budget Expenditures for May	\$ 440,787.17
4. Expenditures Year to Date	\$ 1,528,925.15
5. Revenue for May	\$ 24,671.81
6. Revenue Year to Date	\$ 1,925,071.04

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

May 03, 2001	\$ 52,933.67
May 17, 2001	\$ 72,705.65
Total	\$ 125,639.32

ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Read, Yearwood.
NAYS: Ciborowski. 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 03, 2001	\$ 81,868.97
May 17, 2001	\$ 84,772.19
May 31, 2001	\$ 84,170.25
Total	\$ 250,811.41

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

MOTION BY Susan Burrows, seconded by Inara Brubaker, to be approved, subject to audit, transfer entries to the Library account in May 2001 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (May)	\$ 67.78
Total	\$ 67.78

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

The following motions were presented to the Board by Finance Chairman, Susan Burrows:

MOTION by Susan Burrows, seconded by John Burke, to approve the renewal of the annual license agreement for Info USA Library Package from Info USA Marketing, Inc., May, 2001 – July, 2002 in the amount of \$6,170.00. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Read, Yearwood. NAYS: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by Ellen Yearwood, to approve the FY02 Illinois State Library Per Capita Grant Application. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by Inara Brubaker, to approve the renewal of the Chicago Tribune Collection (WEB), January – December, 2002 from NewsBank, Inc. in the amount of \$9,975.00. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Read, Yearwood. NAYS: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by John Burke, to authorize Library Administrator, Sandra Norlin, to enter into an agreement with 3M for the purchase of the 3M Selfcheck System (6210) in the amount of \$25,100.00 which includes installation, freight, and a one-year service agreement and which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Read, Yearwood. NAYS: None. MOTION CARRIED.

President Burk stated that purchase of the Dell Computers and Monitors was approved at the May 15, 2001 Board meeting. The Finance Committee was polled by telephone and approved the purchase of 19 Dell Dimension 8100 Computers and 19 15" Flat Panel Monitors from Dell Marketing L. P. in the amount of \$39,159.00.

MOTION by Susan Burrows, seconded by John Burke, to approve the purchase of 19 Dell Dimension 8100 Computers and 19 15" Flat Panel Monitors from Dell Marketing L. P. in the amount of \$39,159.00, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Read, Yearwood. NAYS: None. MOTION CARRIED.

Susan Burrows asked the Board for approval for a six page fall newsletter that would include the Buy A Brick information and application. Sandra Norlin reported that the cost of a six page newsletter [28,000 copies] would be \$5,980.00 and the cost of a 4 page newsletter would be \$3,853.00 [25,500 copies]. Additional copies of the six page newsletter would be used for distribution at the library and other locations.

0813

Eldon Burk asked Sandra Norlin if the additional costs for a six page newsletter could be absorbed by the current budget and Sandra Norlin responded yes. Eldon Burk suggested that any added costs for the newsletter be incorporated into the Buy A Brick fundraiser, if the fundraiser is approved by the Des Plaines City Council.

MOTION by Susan Burrows, seconded by Inara Brubaker, to authorize Library Administrator to approve a six page fall 2001 newsletter in the event the Buy A Brick fundraiser is approved by the Des Plaines City Council in an amount not to exceed \$6,000.00, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Read, Yearwood. NAYS: None. MOTION CARRIED.

MOTION by Rhys Read, seconded by John Burke, to amend the motion to approve the six page fall 2001 newsletter to include all expenses incurred for printing the additional two pages of the newsletter be paid for from the proceeds of the Buy A Brick fundraiser, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Read, Yearwood. NAYS: None. MOTION CARRIED.

The Finance Committee will meet on Wednesday, July 11, 2001 at 5:30 PM to discuss the FY2002 budget.

BUILDING AND GROUNDS COMMITTEE – John Ciborowski.

John Ciborowski reported that the emergency safety on the interior set of sliding automatic doors has been repaired.

The installation of a handicap accessible side door has been suggested to officials at the City of Des Plaines. The City states that the building meets the ADA requirements.

John Ciborowski also reported that the fresh air intake vents pulls cold air into the building which may cause interior pipes and the automatic sprinkler system to freeze up in the cold temperatures of winter. Gary Valente, Head of Building and Security Systems will meet with L. R. Development and City officials to address these issues.

The safety of the boat in the Youth Services department is being addressed by both the library and the designer of the boat. The designer will try and improve the design to insure the safety of the children that use it.

The striping of the parking garage adjacent to the library is to be completed within the next two weeks and will change the pattern of traffic to one way only.

0844
Inara Brubaker asked why there are no fire extinguishers in the parking garage and Eldon Burk responded that there is a problem with theft of the extinguishers. Sandra Norlin responded that the City of Des Plaines is aware of the problem.

Rhys Read reported on his attendance at the 3rd ward meeting. Rhys reported that he received a complaint about the lack of inside wall clocks on the plaza side of the building. Rhys Read also reported that residents asked for signage on the second floor of the parking garage which would direct patrons to the first floor entrance. Inara Brubaker suggested that signage be placed on every floor of the parking garage.

The Board reviewed three installation plans sent by artist, Pae White, for the third floor artwork. The plans included the estimated costs of additional materials required for the installation.

Susan Burrows explained the concept Pae White will use when designing the artwork.

Susan Burrows reported that the library would require donations to help with the cost of the third floor artwork and installation.

John Burke asked which installation design Patti Gilford, art consultant to the library, suggested and Sandra Norlin responded that Patti Gilford supported Plan 5 at an additional cost to the library of \$8,500.00.

Inara Brubaker stated that she favored Plan 5, since the cost is minimal if projected over many years.

Ellen Yearwood asked how the additional cost of the art installation would be budgeted for and Eldon Burk responded that proceeds from the Buy A Brick fundraiser, if successful, would be used for the installation. Eldon explained that funds raised from Buy A Brick are divided between the book fund and the artwork fund through the Des Plaines Public Library Fund.

Sue D'Hondt asked if \$8,500.00 would complete the cost of the artwork installation and asked for samples of Pae White's work to present to the Friends at their next meeting. Eldon Burk stated that preliminary drawings were expected from Pae White in July. Sue D'Hondt stated that the Friends of the Library will not meet in July.

Rhys Read asked if the Board could approve funds designated for fourth floor artwork to be used for the installation of the third floor artwork and Susan Burrows responded there were no funds designated at this time for the fourth floor artwork.

Sue D'Hondt stated that the book sale scheduled for September would raise funds for the library, but stated that she would need the membership approval before any donation could be offered to the library.

MOTION by Inara Brubaker, seconded by Ellen Yearwood to accept Plan 5 for the installation of the third floor artwork designed by Pae White in the amount of \$8,500.00, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Read, Yearwood. NAYS: None. MOTION CARRIED.

Sandra Norlin reported that the cost of the commemorative plaque to be hung in the lobby of the library is \$188.20.

MOTION by Susan Burrows, seconded by Rhys Read, to authorize payment of one-half of the cost of the commemorative plaque in the amount of \$94.10 as per the agreement between the President of the Library Board and the Mayor of the City of Des Plaines. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Read, Yearwood. NAYS: None. MOTION CARRIED

MANAGEMENT COMMITTEE – Ellen Yearwood, Chairman.

Ellen Yearwood reported that the Management Committee met on May 29, 2001. The Committee asked for approval of the revised Bylaws of the Board of Trustees and the revised Guidelines for Adult Services.

Ellen Yearwood explained the change to the Bylaws and to Article VIII.

MOTION by Committee to approve the revised Bylaws of the Board of Trustees. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Ellen Yearwood explained the changes to the Guidelines for Adult Services policy.

MOTION by Committee to approve the revised Guidelines for Adult Services Policy. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Ellen Yearwood distributed Library Policy C-8 [Rules of Conduct] and asked for Board discussion on allowing food and drink in the library.

Sandra Norlin reported that among library staff there were many different opinions concerning this issue.

John Ciborowski asked if more garbage receptacles would be needed if food and drink were allowed and Sandra Norlin responded that more receptacles may be needed.

0816

Sue D'Hondt asked if each floor in the library had a restricted area and Sandra Norlin responded no, but food and drink could be restricted to certain areas if that were necessary.

Ellen Yearwood asked that the staff of the library develop a policy for Board review and possible approval.

MOTION by Ellen Yearwood, seconded by John Burke, to ask the staff of the Des Plaines Public Library to propose a policy for food and drink consumption in the library to be presented to the Board at the July 17, 2001 meeting, that would include costs of additional signage, suggestions for implementation and what would be needed if food and drink were allowed. Vote: Ayes: All. Nays: None. MOTION CARRIED.

John Ciborowski stated that he thought allowing food and drink in the library would help local businesses.

PLANNING COMMITTEE – John Burke

John Burke asked for Board approval on the revised Strategic Plan.

MOTION by Committee, to approve the revised Strategic Plan and to review the Strategic Plan in November, 2001. Vote: Ayes: All. Nays: None. MOTION CARRIED.

John Burke distributed a report prepared by Executive Service Corps that included information gathered at the April 21, 2001 Board retreat. The final report will be completed by July.

SYSTEM MEMBERSHIP – John Ciborowski.

No report.

FRIENDS OF THE LIBRARY – Inara Brubaker.

Inara Brubaker introduced Sue D'Hondt, the newly elected President of the Friends of the Library. Sue D'Hondt reported that the next Friends book sale will be September 14, 15 and 16. The shelving has been installed for the Friends ongoing book sale and sale of the books will begin soon. June Blue will coordinate the Buy A Brick fundraiser if approved by the City of Des Plaines. Sue also reported that the Friends will begin showing movies once a month on Sundays. The Friends donated the funds for the motion picture license. The Friends ordered 25,000 plastic book bags for library patrons. Inara Brubaker asked that additional signs be placed in the lobby of the library for the booksales.

0847

ADMINISTRATOR'S REPORT

Rick Kinnebrew joined the staff as a part-time librarian in the Youth Services Department on June 11, 2001. Rick will begin full-time employment in September, 2001.

Christopher Jost resigned his position as library page effective June 12, 2001.

Plans have begun to work with the full-time staff of the circulation department to understand and develop individual skills and preferences in order to develop a team approach to overall departmental customer services goals.

The work of the Work Analysis Team continues. They have gathered information from nearly all staff members and have begun to interview individuals to obtain information about specific job duties and activities. They will formulate a recommended plan for work redesign, based on customer service, which will be presented in August.

Please consult the monthly statistical reports for the verification of the high rate of public use of our facilities, collection, and services. The analysis and comparison information from the Illinois State Library Public Library Statistics included in the board packets demonstrates that the Des Plaines Public Library's use of funds and its public use of the services compares well to our surrounding libraries and to other libraries throughout the state that fall within profiles selected by the Library Research Center at the University of Illinois. Once again, our library compares favorably in what we produce for the budget we operate. The two areas that I would like to improve in percentage of residents registered for library cards and in collection size.

The letter from Roberta Johnson concerning the Literature For All of Us grant program deserves special recognition. All of us who were connected with this grant have received gratification from the experience because of how effective it was in fulfilling its goals of giving a group of individuals a voice to express themselves and giving the library staff the opportunity to hear and witness the depth of feelings of worthiness of the young women who participated. I think this was the perfect use of grant monies, because it allowed us to try something creative with a group of people who might not otherwise have been served through our normal operating budget.

Another activity worth noting is the outstanding effort put forth by the Youth Services Staff in conducting library tours for over 1400 6, 7, and 8th graders during the month of May. As you can tell from the letter included in your packet, these efforts have had very positive results.

0818

Since my last report I have represented the library at the following meetings and events: On May 16 I attended the meeting of the city Holiday Decorations Committee; on May 21 City Council, on May 22 the Annual Meeting of the Friends of the Library, on May 23 the Chicago Building Congress Awards Ceremony, on May 29 the Chamber/City Advisory Council, on May 30 the NSLS Library Trustees Meeting, on June 1 I conducted a tour of the library for Anders Dahlgren's Library Building Planning class from Dominican University, on June 6 I along with Holly Richards Sorensen, Roberta Johnson, and Sarah Long, taped three more segments of the Library Cable Network's "Check in @ your Library", on June 11 the District 62 Community Education Council meeting and the MERC Unity Dinner. I will attend the Annual Conference of the American Library Association in San Fransico from Friday, June 15 through Monday, June 18.

NEW BUSINESS

Rhys Read will attend the July 16 City Council meeting, Ellen Yearwood the August 6 meeting, and John Burke the August 20 meeting.

MOTION by Rhys Read, seconded by Ellen Yearwood, to accept the Illinois Public Library Annual Report as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The Board received a copy of the Cate;McNeely report and Sandra Norlin encouraged them to read it.

Eldon Burk informed the Board of an upcoming joint meeting of the Library Board of Trustees and the Des Plaines City Council. The meeting will be held at the library in Room C on Tuesday, July 10, 2001 at 7:00 PM. President Burk and Mayor Arredia will host this meeting.

The Board discussed the option of televising the Library Board meetings. The Board agreed that if the meetings were televised they would continue to meet at the library. The Board also decided that televising the meeting would be dependent upon the cost of the production and that the meetings could be taped and shown later.

NOMINATING COMMITTEE – Susan Burrows, Chairman.

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

MOTION by John Burke, seconded by Ellen Yearwood, to enter into an Executive Session at 9:53 PM to discuss Purchase or Lease of Real Property, Personnel - Compensation, and Litigation – Probable. Vote: Ayes: All. Nays: None. MOTION CARRIED.

0819

The regular session reconvened at 11:17 PM and was called to order by President Eldon Burk.

MOTION by Rhys Read, seconded by Inara Brubaker to approve the recommendation made in Executive Session regarding Compensation of a Specific Employee. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows Ciborowski, Read, Yearwood. NAYS: None. MOTION CARRIED.

MOTION by John Burke, seconded by John Ciborowski, to approve the recommendation made in Executive Session regarding the resolution of the contract with Library Bureau Steel in the amount of \$2,723.93. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows Ciborowski, Read, Yearwood. NAYS: None. MOTION CARRIED.

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

The meeting adjourned at 11:20 PM.

Minutes prepared by Carol Kidd.



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BOARD OF TRUSTEES
Minutes of the Finance Committee Meeting
July 11, 2001

Chair: Susan Burrows.
Present: Inara Brubaker, Rhys Read, Eldon Burk, Susan Burrows, John Burke, John Ciborowski, Sandra Norlin, Carol Kidd, Martha Sloan, Hector Marino, Wayne Serbin, Alderman Rosemary Argus, Alderman Dick Sayad.

Call to Order: 5:45 PM by Susan Burrows.

Alderman Dick Sayad asked the Finance Committee for their cooperation in reducing the FY2002 library budget request and explained that a budget reduction has also been requested for City departments. Alderman Sayad also reported that all areas of taxation will be reviewed by the City of Des Plaines. Susan Burrows asked if there were shortfalls in the current budget and Alderman Sayad responded that hotels/motels in Des Plaines were taxed at a rate lower than other areas. Sandra Norlin asked Alderman Sayad to explain the parameters of the proposed budget.

Eldon Burk asked Sandra Norlin if the budget would include requests for additional staffing and Sandra responded that additional staff have been requested, due to increased library use. Susan Burrows asked if the library would request funding for additional equipment and Sandra Norlin responded that the library has a program to replace 1/3 of the personal computers each year.

Sandra Norlin distributed information on the donor sign system from ASI Sign Systems. Sandra presented drawings of the proposed sign system to the Committee. Sandra explained that the silkscreen cost for the Donor Board is on a per line of copy basis at \$17.82 and is not included in the quote total of \$6,813.77. Sandra asked for Committee approval to proceed with the donor sign system.

MOTION by Rhys Read, seconded by Inara Brubaker, to authorize Library Administrator, Sandra Norlin, to enter into an agreement with ASI Sign Systems for the purchase of the various donor sign system components in an amount not to exceed \$9,000.00 which included the cost of inserts and installation. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Read. NAYS: None. MOTION CARRIED.

Meeting adjourned at 6:55 PM.

Minutes prepared by Carol Kidd.

**DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR THE MONTH OF JUNE 2001**

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

1. Over the Counter Receipts	\$ 9,226.50
2. Petty Cash Expenditures	\$ 33.06
3. Budget Expenditures for June	\$ 416,144.86
4. Expenditures Year to Date	\$ 1,945,070.01
5. Revenue for June	\$ 7,951.48
6. Revenue Year to Date	\$ 1,938,293.52

MOTION by _____ 2nd by _____ to be approved, subject to audit, expenditures authorized by the Library Administrator and Board Representatives for library Warrant Registers as follows:

June 04, 2001	\$ 74,101.34
June 18, 2001	\$ 58,021.65
Total	\$ 132,122.99

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 14, 2001	\$ 81,737.92
June 28, 2001	\$ 84,623.16
Total	\$ 166,361.08

MOTION by _____ 2nd by _____, to approve, subject to audit, transfer entries to the Library account in June, 2001 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (June)	\$ 74.75
Total	\$ 74.75

ROLL CALL VOTE: AYES: _____ NAYS: _____

**DES PLAINES PUBLIC LIBRARY
OVER THE COUNTER RECEIPTS FOR THE MONTH OF JUNE 2001**

	June 2000	June 2001	2000 to Date	2001 to Date
Lost Materials	\$ 456.70	\$ 268.62	\$ 2,563.88	\$ 3,744.62
Fines	\$ 6,064.16	\$ 5,947.88	\$44,480.71	\$ 39,243.62
Damage	\$ 72.00	\$ 108.87	\$ 459.80	\$ 490.14
Fees	\$ 202.76	\$ 343.86	\$ 2,841.49	\$ 5,280.40
Copies	\$ 224.25	\$ 2,548.87	\$ 9,681.01	\$ 5,790.59
Miscellaneous	\$ 65.40	\$ 8.40	\$ 232.21	\$ 133.90
Totals	\$ 7,103.27	\$ 9,226.50	\$60,259.10	\$ 54,683.27

PETTY CASH EXPENDITURES – June

960070	Auto/Travel	\$19.00
960070	Auto/Travel	\$11.06
070260	Postage	<u>\$ 3.00</u>
Total		\$33.06

07/05/01

ACCOUNTING PERIOD: 6/01

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	
102005	CASH PB PAYABLE 281190401	10.00	
102008	CASH PB DEPOSIT 276502401		486,746.38
102012	CASH IPTIP/FOA 7139200161	322,699.51	
102014	CASH FED INVST TRUST(FIT)	689,541.63	
TOTAL CASH		1,012,751.14	486,746.38
104033	INVESTMENTS-DOWNING	35,426.73	
TOTAL INVESTMENTS		35,426.73	.00
TOTAL ASSETS		1,048,177.87	486,746.38
450030	ACCRUED LIAB-COMP ABSENCE		105,901.30
TOTAL ACCRUED LIABILITIES		.00	105,901.30
470100	LIBRARY DEFERRED REVENUE		65,947.57
TOTAL DEFERRED REV-PROPERTY TAX		.00	65,947.57
TOTAL CURRENT LIABILITIES		.00	171,848.87
TOTAL LIABILITIES		.00	171,848.87
700110	EXPENDITURE CONTROL	1,990,636.97	
700120	REVENUE CONTROL		1,862,203.23
700150	EXP. BUDGET CONTROL		4,678,051.00
700160	REV. BUDGET CONTROL	4,454,332.00	
700170	BUDGET FUND BALANCE	223,719.00	
TOTAL SYSTEM CONTROL		6,668,687.97	6,540,254.23
720010	FUND BAL-RESRV-GIFT TRUST		35,425.73
TOTAL FUND BALANCE-RESERVED		.00	35,425.73
730000	FUND BALANCE-UNRESERVED		482,590.63
TOTAL FUND EQUITY		.00	518,016.36
TOTAL EQUITIES		6,668,687.97	7,058,270.59
TOTAL PUBLIC LIBRARY FUND		7,716,865.84	7,716,865.84

085A
1588

07/05/01

CITY OF DES PLAINES

ACCOUNTING PERIOD: 6/01

BALANCE SHEET

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102005	CASH PB PAYABLE 281190401	673.55	
102008	CASH PB DEPOSIT 276502401	55,180.10	
102012	CASH IPTIP/FOA 7139200161	13,789.30	
102014	CASH FED INVST TRUST(FIT)	1,205.95	
	TOTAL CASH	70,848.90	.00
119200	RECEIVABLE-MISC	100,000.00	
	TOTAL ACCOUNTS RECEIVABLE	100,000.00	.00
	TOTAL ASSETS	170,848.90	.00
700110	EXPENDITURE CONTROL		45,566.96
700120	REVENUE CONTROL		76,090.29
700150	EXP. BUDGET CONTROL		150,000.00
700160	REV. BUDGET CONTROL	173,000.00	
700170	BUDGET FUND BALANCE		23,000.00
	TOTAL SYSTEM CONTROL	173,000.00	294,657.25
730000	FUND BALANCE-UNRESERVED		49,191.65
	TOTAL FUND EQUITY	.00	49,191.65
	TOTAL EQUITIES	173,000.00	343,848.90
	TOTAL LIBRARY CAPITAL PROJ FUND	343,848.90	343,848.90

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07/05/01

CITY OF DES PLAINES

ACCOUNTING PERIOD: 6/01

BALANCE SHEET

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

FUND - 415 - FF & E - LIBRARY

ACCOUNT	TITLE	DEBITS	CREDITS
700150	EXP. BUDGET CONTROL		100,000.00
700170	BUDGET FUND BALANCE	100,000.00	
	TOTAL SYSTEM CONTROL	100,000.00	100,000.00
	TOTAL EQUITIES	100,000.00	100,000.00
	TOTAL FF & E - LIBRARY	100,000.00	100,000.00
	TOTAL REPORT	8,160,714.74	8,160,714.74

07/05/01

ACCOUNTING PERIOD: 6/01

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

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

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

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
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	9,636.10	30,363.90	.24
810016	PROPERTY TAXES 1999	.00	.00	.00	20,849.83	-20,849.83	.00
810017	PROPERTY TAXES 2000	4,086,344.00	.00	.00	1,720,702.27	2,365,641.73	.42
TOTAL	PROPERTY TAXES	4,126,344.00	.00	.00	1,751,188.20	2,375,155.80	.42
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	.00	92,988.00	.00
TOTAL	TAXES	4,219,332.00	.00	.00	1,751,188.20	2,468,143.80	.42
822040	STATE GRANT: PER CAPITA	65,000.00	.00	.00	.00	65,000.00	.00
822080	STATE GRANT: LIBRARY TECH	.00	.00	.00	.00	.00	.00
822090	STATE GRANT: LIB CONSTRUCT	.00	500.00	.00	500.00	-500.00	.00
822095	STATE GRANT: LIBRARY	.00	.00	.00	21,916.92	-21,916.92	.00
TOTAL	STATE GRANTS	65,000.00	500.00	.00	22,416.92	42,583.08	.34
100	INTERGOVERNMENTAL REVENUE	65,000.00	500.00	.00	22,416.92	42,583.08	.34
350102	LIBRARY FINES	100,000.00	6,897.28	.00	45,434.02	54,565.98	.45
TOTAL	FINES	100,000.00	6,897.28	.00	45,434.02	54,565.98	.45
350201	COPYING FEE	30,000.00	.00	.00	3,258.90	26,741.10	.11
350215	SPECIAL PROGRAMS & EVENTS	15,000.00	.00	.00	3,417.00	11,583.00	.23
TOTAL	FEES AND SERVICES	45,000.00	.00	.00	6,675.90	38,324.10	.15
TOTAL	FINES, FEES, AND SERVICES	145,000.00	6,897.28	.00	52,109.92	92,890.08	.36
390010	INTEREST INCOME	10,000.00	.00	.00	28,280.19	-18,280.19	2.83
390050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
398900	TRANSFER FROM OTHER FUNDS	.00	.00	.00	.00	.00	.00
399900	MISCELLANEOUS REVENUE	15,000.00	554.20	.00	8,208.00	6,792.00	.55
TOTAL	OTHER REVENUE	25,000.00	554.20	.00	36,488.19	-11,488.19	1.46
TOTAL	PUBLIC LIBRARY FUND	4,454,332.00	7,951.48	.00	1,862,203.23	2,592,128.77	.42
TOTAL	PUBLIC LIBRARY FUND	4,454,332.00	7,951.48	.00	1,862,203.23	2,592,128.77	.42

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07/05/01

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

ACCOUNTING PERIOD: 6/01

SELECTION CRITERIA: revledgr.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	.00	.00	.00	.00	.00	.00
822090	STATE GRANT:LIB CONSTRUCT	20,000.00	.00	.00	-25,000.00	45,000.00	-1.25
TOTAL	STATE GRANTS	20,000.00	.00	.00	-25,000.00	45,000.00	-1.25
TOTAL	INTERGOVERNMENTAL REVENUE	20,000.00	.00	.00	-25,000.00	45,000.00	-1.25
890010	INTEREST INCOME	3,000.00	.00	.00	1,090.29	1,909.71	.36
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
898902	TRANSFER FROM LIB FUND	150,000.00	.00	.00	.00	150,000.00	.00
899920	LIBRARY DONATIONS	.00	.00	.00	100,000.00	-100,000.00	.00
899930	LIBRARY BUY-A-BRICK	.00	.00	.00	.00	.00	.00
TOTAL	OTHER REVENUE	153,000.00	.00	.00	101,090.29	51,909.71	.66
TOTAL	LIBRARY CAPITAL PROJ FUND	173,000.00	.00	.00	76,090.29	96,909.71	.44
TOTAL	LIBRARY CAPITAL PROJ FUND	173,000.00	.00	.00	76,090.29	96,909.71	.44

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CITY OF DES PLAINES

ACCOUNTING PERIOD: 6/01

ORGANIZATION EXPENDITURE STATUS

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	4,613,051.00	408,142.93	.00	1,964,373.47	2,648,677.53	.43

07/05/01

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

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
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		4,627,332.00	7,951.48	.00	1,938,293.52	2,689,038.48	.42

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07/05/01

CITY OF DES PLAINES

ACCOUNTING PERIOD: 6/01

ORGANIZATION EXPENDITURE STATUS

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	1,674,127.00	103,515.04	.00	702,155.65	971,971.35	.42
910200	TEMPORARY WAGES	635,842.00	43,547.53	.00	272,344.03	363,497.97	.43
910300	SUPERVISORY OVERTIME	.00	.00	.00	.00	.00	.00
910400	NON-SUPERVISORY OVERTIME	500.00	13.37	.00	163.77	336.23	.33
910500	VACATION PAY	.00	9,857.67	.00	40,363.51	-40,363.51	.00
910600	SICK PAY	.00	2,808.08	.00	20,226.77	-20,226.77	.00
910700	HOLIDAY PAY	.00	6,619.39	.00	16,684.55	-16,684.55	.00
910900	ACT/OUT OF CLASS/PREMIUM	500.00	.00	.00	.00	500.00	.00
910950	EXCESS SICK HRS PAY OUT	3,500.00	.00	.00	3,401.76	98.24	.97
918010	UNEMPLOYMENT COMPENSATION	1,012.00	253.00	.00	506.00	506.00	.50
918020	EMPLOYER CONTR-F.I.C.A.	169,465.00	12,663.07	.00	80,582.64	88,882.36	.48
918021	EMPLOYER CONTR-I.M.R.F.	142,301.00	11,012.03	.00	70,367.84	71,933.16	.49
918040	LIFE INS PREMIUMS	4,896.00	396.00	.00	2,331.00	2,565.00	.48
918050	MEDICAL INS PREMIUMS	218,452.00	6,658.37	.00	76,414.95	142,037.05	.35
918060	TUITION REIMBURSEMENTS	5,000.00	.00	.00	69.50	4,930.50	.01
918070	WORKERS COMPENSATION	6,000.00	390.72	.00	2,513.49	3,486.51	.42
TOTAL	PERSONAL SERVICES	2,861,595.00	197,734.27	.00	1,288,125.46	1,573,469.54	.45
920100	LITIGATION & LEGAL FEES	.00	.00	.00	607.50	-607.50	.00
920110	COSTS OF LITIGATION	.00	.00	.00	12.95	-12.95	.00
920120	PROFESSIONAL CONSULTING	10,000.00	176.79	.00	8,052.12	1,947.88	.81
920120	COMMUNICATION SERVICES	50,000.00	1,922.25	.00	12,569.71	37,430.29	.25
920140	DATA PROCESSING SERVICES	85,000.00	6,262.17	.00	27,176.74	57,823.26	.32
920202	CONFERENCES	7,000.00	275.00	.00	3,903.13	3,096.87	.56
920204	TRAINING	2,500.00	-10.00	.00	2,156.91	343.09	.86
920206	SEMINARS	2,500.00	325.00	.00	1,685.00	815.00	.67
920210	IN-SERVICE TRAINING	2,000.00	.00	.00	.00	2,000.00	.00
920220	MEMBERSHIP DUES	4,500.00	40.00	.00	1,597.00	2,903.00	.35
920230	PUBLICATION OF NOTICES	2,000.00	.00	.00	1,473.69	526.31	.74
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	11,000.00	699.29	.00	3,876.38	7,123.62	.35
TOTAL	SUBSIDIES,REBATES,CONTRIB	11,000.00	699.29	.00	3,876.38	7,123.62	.35
920900	PROPERTY/LIAB CONTRIBUTIO	67,423.00	16,855.00	.00	33,710.00	33,713.00	.50
930010	R & M EQUIPMENT	52,600.00	7,244.14	.00	16,517.47	36,082.53	.31
930020	R & M BLDGS & STRUCTURES	20,000.00	4,217.85	.00	6,514.08	13,485.92	.33
930030	R & M VEHICLES	3,000.00	.00	.00	1,237.97	1,762.03	.41
930195	BOOK BINDING & REPAIR	3,000.00	615.40	.00	2,185.85	814.15	.73
930210	RENTAL OF EQUIPMENT	3,000.00	.00	.00	.00	3,000.00	.00
930320	CLEANING:CUSTODIAL SERV	45,000.00	3,460.00	.00	21,727.50	23,272.50	.48
960070	AUTO/TRAVEL EXPENSES	5,500.00	319.11	.00	2,105.92	3,394.08	.38
960210	SPECIAL EVENT PROGRAMMING	17,000.00	292.90	.00	6,281.09	10,718.91	.37

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07/05/01

CITY OF DES PLAINES

ACCOUNTING PERIOD: 6/01

ORGANIZATION EXPENDITURE STATUS

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
960990	MISC CONTRACTUAL SVCS	70,000.00	15,549.27	.00	59,354.25	10,645.75	.85
TOTAL	CONTRACTUAL SERVICES	463,023.00	58,244.17	.00	212,745.26	250,277.74	.46
970100	SUPPLIES	70,000.00	2,978.93	.00	34,651.18	35,348.82	.50
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	569.28	.00	1,082.85	417.15	.72
970170	JANITORIAL	8,000.00	2,879.73	.00	6,352.90	1,647.10	.79
970200	COPYING/FAX SUPPLIES	1,000.00	.00	.00	2,197.05	-1,197.05	2.20
970260	POSTAGE AND PARCEL	13,200.00	191.12	.00	9,492.40	3,707.60	.72
970270	PRINTING-REPROD-BINDING	7,500.00	1,247.39	.00	3,192.98	4,307.02	.43
970320	SUPPLIES: BLDG R/M	.00	.00	.00	.00	.00	.00
970330	SUPPLIES: VEHICLE R/M	.00	.00	.00	671.95	-671.95	.00
970600	BOOKS	493,000.00	47,648.61	.00	175,103.74	317,896.26	.36
970610	AUDIO MATERIALS	64,000.00	5,895.05	.00	19,451.05	44,548.95	.30
970620	SUBSCRIPTIONS & BOOKS	85,000.00	1,564.55	.00	7,091.25	77,908.75	.08
970630	VISUAL MATERIALS	65,000.00	2,532.12	.00	27,004.24	37,995.76	.42
970640	AUTOMATED REFERENCE MAT'L	87,000.00	14,766.98	.00	47,272.35	39,727.65	.54
970810	NATURAL GAS	19,000.00	1,260.86	.00	25,423.16	-6,423.16	1.34
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	3,500.00	51.54	.00	237.99	3,262.01	.07
970840	GASOLINE	800.00	23.21	.00	106.60	693.40	.13
TOTAL	COMMODITIES	919,000.00	81,609.37	.00	359,331.69	559,668.31	.39
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	135,000.00	830.27	.00	8,115.32	126,884.68	.06
980410	COMPUTER HARDWARE	.00	64,279.00	.00	64,870.60	-64,870.60	.00
980420	COMPUTER SOFTWARE	.00	1,261.85	.00	26,059.83	-26,059.83	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	5,000.00	4,184.00	.00	5,125.31	-125.31	1.03
TOTAL	CAPITAL EXPENDITURES	140,000.00	70,555.12	.00	104,171.06	35,828.94	.74
990300	BANK/TRUST/AGENCY FEES	150.00	.00	.00	.00	150.00	.00
990900	TRANSFER TO DEBT SERVICE	.00	.00	.00	.00	.00	.00
990910	TRANS TO D/S:93 GO BOND	29,283.00	.00	.00	.00	29,283.00	.00
TOTAL	DEBT SERVICE	29,433.00	.00	.00	.00	29,433.00	.00
990940	TRANS TO LIB CAP PROJ FND	150,000.00	.00	.00	.00	150,000.00	.00
TOTAL	TRANS TO LIB CAP PROJ FND	150,000.00	.00	.00	.00	150,000.00	.00
991000	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
TOTAL	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00

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07/05/01

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

ACCOUNTING PERIOD: 6/01

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	.00	.00	.00	.00	.00	.00
920120	COMMUNICATION SERVICES	.00	.00	.00	.00	.00	.00
920140	DATA PROCESSING SERVICES	.00	.00	.00	.00	.00	.00
920202	CONFERENCES	5,000.00	1,125.00	.00	1,125.00	3,875.00	.23
920204	TRAINING	.00	.00	.00	1,995.00	-1,995.00	.00
960070	AUTO/TRAVEL EXPENSES	.00	.00	.00	.00	.00	.00
960210	SPECIAL EVENT PROGRAMMING	.00	.00	.00	.00	.00	.00
960990	MISC CONTRACTUAL SVCS	60,000.00	935.00	.00	23,143.50	36,856.50	.39
TOTAL	CONTRACTUAL SERVICES	65,000.00	2,060.00	.00	26,263.50	38,736.50	.40
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
TOTAL	COMMODITIES	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	.00	.00	.00	.00	.00	.00
980410	COMPUTER HARDWARE	.00	.00	.00	.00	.00	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
TOTAL	CAPITAL EXPENDITURES	.00	.00	.00	.00	.00	.00
TOTAL	IL LIBRARY PER CAP GRANT	65,000.00	2,060.00	.00	26,263.50	38,736.50	.40
TOTAL	CIVIC & CULTURE	4,678,051.00	410,202.93	.00	1,990,636.97	2,687,414.03	.43
TOTAL	PUBLIC LIBRARY FUND	4,678,051.00	410,202.93	.00	1,990,636.97	2,687,414.03	.43

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CITY OF DES PLAINES

ACCOUNTING PERIOD: 6/01

ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expledgr.key_orgn 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/ BUD
920110	PROFESSIONAL CONSULTING	.00	.00	.00	.00	.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
960990	MISC CONTRACTUAL SVCS	.00	.00	.00	.00	.00	.00
TOTAL	CONTRACTUAL SERVICES	.00	.00	.00	.00	.00	.00
970100	SUPPLIES	.00	36.00	.00	36.00	-36.00	.00
TOTAL	COMMODITIES	.00	36.00	.00	36.00	-36.00	.00
980300	IMPROVEMENTS	.00	.00	.00	-104,194.62	104,194.62	.00
980400	EQUIPMENT	50,000.00	.00	.00	46,683.78	3,316.22	.93
980420	COMPUTER SOFTWARE	50,000.00	.00	.00	.00	50,000.00	.00
980600	FURNITURE & FIXTURES	50,000.00	5,905.93	.00	11,907.88	38,092.12	.24
TOTAL	CAPITAL EXPENDITURES	150,000.00	5,905.93	.00	-45,602.96	195,602.96	-.30
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	5,941.93	.00	-45,566.96	195,566.96	-.30
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	5,941.93	.00	-45,566.96	195,566.96	-.30

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CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

ACCOUNTING PERIOD: 6/01

SELECTION CRITERIA: expledgr.key_orgn 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	.00	.00	.00	.00	.00
920120	COMMUNICATION SERVICES	.00	.00	.00	.00	.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
930320	CLEANING:CUSTODIAL SERV	.00	.00	.00	.00	.00	.00
960990	MISC CONTRACTUAL SVCS	.00	.00	.00	.00	.00	.00
TOTAL	CONTRACTUAL SERVICES	.00	.00	.00	.00	.00	.00
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	.00	.00	.00	.00	.00	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	100,000.00	.00	.00	.00	100,000.00	.00
TOTAL	CAPITAL EXPENDITURES	100,000.00	.00	.00	.00	100,000.00	.00
TOTAL	FF & E - LIBRARY	100,000.00	.00	.00	.00	100,000.00	.00
TOTAL	FF & E - LIBRARY	100,000.00	.00	.00	.00	100,000.00	.00
TOTAL REPORT		4,928,051.00	416,144.86	.00	1,945,070.01	2,982,980.99	.39

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5/25/01
ACCOUNTING PERIOD: 5/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='06/04/2001'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
.10	920120	COMMUNICATION SERVICES	71279	AMERITECH-ILLINOIS CABS	01127	128.24
.10	920140	DATA PROCESSING SERVICES	07007	PSINET, INC.	• 7009222	1,767.35
.10	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV		47.85
.10	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	• APRIL 2001	3,893.22
.10	920206	SEMINARS	21092	PETTY CASH	PETTY CASH	30.00
.10	920206	SEMINARS	43806	NORTH SUBURBAN LIBRARY SY	ATTACH	255.00
.10	920220	MEMBERSHIP DUES	37429	DES PLAINES CHAMBER OF CO	00305	40.00
.10	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	JUNE 2001	159.68
.10	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	JUNE 2001	319.36
.10	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	JUNE 2001	159.68
.10	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	JUNE 2001	30.29
.10	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	JUNE 2001	15.14
.10	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	JUNE 2001	15.14
.10	930010	R & M EQUIPMENT	100121	MENSCHING PIANO SERVICE	5-09-01	80.00
.10	930010	R & M EQUIPMENT	10653	AMERITECH NEW MEDIA		84.00
.10	930010	R & M EQUIPMENT	25660	ALARM DETECTION SYSTEMS,	SI166279	164.00
.10	930010	R & M EQUIPMENT	28014	INTER-TEL TECHNOLOGIES, I	• 561604	572.50
.10	930010	R & M EQUIPMENT	28014	INTER-TEL TECHNOLOGIES, I	5077892	-285.00
.10	930010	R & M EQUIPMENT	28014	INTER-TEL TECHNOLOGIES, I	• 579681	1,104.23
.10	930010	R & M EQUIPMENT	72106	COOPERATIVE COMPUTER SERV	• APRIL 2001	3,113.69
.10	930195	BOOK BINDING & REPAIR	05479	HOUCHEM BINDERY LTD	089272	615.40
.10	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	PETTY CASH	6.18
.10	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	PETTY CASH	12.00
.10	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	PETTY CASH	6.18
.10	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	PETTY CASH	3.25
.10	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	PETTY CASH	2.28
.10	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	PETTY CASH	13.25
.10	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	PETTY CASH	3.25
.10	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	PETTY CASH	3.58
.10	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	PETTY CASH	7.80
.10	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	PETTY CASH	5.53
.10	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	PETTY CASH	12.36
.10	960210	SPECIAL EVENT PROGRAMMING	09733	ORIENTAL TRADING COMPANY,	350175337	17.00
.10	960210	SPECIAL EVENT PROGRAMMING	100142	CHICAGO SHAKESPEARE THEAT	TICKETS	540.00
.10	960210	SPECIAL EVENT PROGRAMMING	21092	PETTY CASH	PETTY CASH	20.93
.10	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	009633	29.97
.10	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1085625	26.40
.10	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1090019	16.00
.10	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1084671	2.70
.10	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1075225	75.60
.10	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1084670	.80
.10	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1085139	21.30
.10	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1083255	6.70
.10	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1083256	.80
.10	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1084379	9.45
.10	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1085138	1.35
.10	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1083257	22.85
.10	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1090021	1.35
.10	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1091571	11.30
.10	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1087287	2.40
.10	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1088694	60.35

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CITY OF DES PLAINES
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JND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
L10	960990	MISC CONTRACTUAL SVCS	08203	LABOR READY	58511627	150.00
L10	960990	MISC CONTRACTUAL SVCS	08554	C. BERGER & COMPANY	54554	3,186.46
L10	960990	MISC CONTRACTUAL SVCS	08554	C. BERGER & COMPANY	54486	3,890.70
L10	960990	MISC CONTRACTUAL SVCS	100016	PANASONIC COMMUNICATION &	• 29809942	960.00
L10	960990	MISC CONTRACTUAL SVCS	100078	US OFFICE SOLUTIONS INC	• 000350	888.91
L10	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007333117	22.10
L10	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007350724	16.20
L10	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007351076	25.80
L10	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007351282	5.80
L10	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007322681	4.00
L10	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007330465	32.00
L10	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007333188	33.00
L10	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007350568	38.50
L10	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007316969	45.00
L10	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007337262	12.60
L10	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007345485	41.00
L10	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007355710	38.00
L10	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007322471	39.80
L10	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007322589	6.40
L10	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007345534	16.30
L10	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007332966	24.40
L10	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007370032	33.10
L10	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007362858	30.40
L10	960990	MISC CONTRACTUAL SVCS	22943	XPECT FIRST AID	0343057471	95.25
L10	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	74625825	29.15
L10	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	74625833	14.80
L10	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	74659737	12.05
L10	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	74772050	26.95
L10	970100	SUPPLIES	09638	OFFICE DEPOT	127412687/1	2.99
L10	970100	SUPPLIES	09638	OFFICE DEPOT	127991686/1	6.71
L10	970100	SUPPLIES	09638	OFFICE DEPOT	127410939/1	52.60
L10	970100	SUPPLIES	09638	OFFICE DEPOT	127102354/1	130.09
L10	970100	SUPPLIES	09638	OFFICE DEPOT	127148912/1	18.64
L10	970100	SUPPLIES	09638	OFFICE DEPOT	127991086/1	82.51
L10	970100	SUPPLIES	09638	OFFICE DEPOT	127974056/1	-44.04
L10	970100	SUPPLIES	09638	OFFICE DEPOT	127150519/1	10.71
L10	970100	SUPPLIES	09638	OFFICE DEPOT	127661334/1	7.04
L10	970100	SUPPLIES	19714	GAYLORD BROS	67665	19.05
L10	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	336787	33.63
L10	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	340016	266.15
L10	970100	SUPPLIES	21092	PETTY CASH	PETTY CASH	3.27
L10	970100	SUPPLIES	21092	PETTY CASH	PETTY CASH	7.59
L10	970110	MEALS (PRSNRS/WRKRS/VOLS)	100107	HOME DEPOT/GEFC	8242180	29.50
L10	970110	MEALS (PRSNRS/WRKRS/VOLS)	100117	KAFFECCINO	5-15-01	52.08
L10	970110	MEALS (PRSNRS/WRKRS/VOLS)	100127	SONYA STAHL	5-11-01	140.00
L10	970110	MEALS (PRSNRS/WRKRS/VOLS)	21092	PETTY CASH	PETTY CASH	13.49
L10	970110	MEALS (PRSNRS/WRKRS/VOLS)	98667	MARGARET BORRIS	REIMB	139.51
L10	970170	JANITORIAL	00189	ANDERSON LOCK CO LTD	247415	206.26
L10	970170	JANITORIAL	01638	KINDER INDUSTRIAL SUPPLY	014952	32.22
L10	970170	JANITORIAL	01638	KINDER INDUSTRIAL SUPPLY	014951	74.84
L10	970170	JANITORIAL	01638	KINDER INDUSTRIAL SUPPLY	014615	25.57

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CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='06/04/2001'

UND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
110	970170	JANITORIAL	01638	KINDER INDUSTRIAL SUPPLY	014325	46.72
110	970170	JANITORIAL	01638	KINDER INDUSTRIAL SUPPLY	014439	46.45
110	970170	JANITORIAL	01638	KINDER INDUSTRIAL SUPPLY	014137	41.94
110	970170	JANITORIAL	17132	MENARD'S	10751	278.00
110	970170	JANITORIAL	85309	ACE DES PLAINES, INC	1258374-31	63.17
110	970170	JANITORIAL	85309	ACE DES PLAINES, INC	1262089-31	60.11
110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH	25.00
110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH	2.40
110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH	.60
110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH	1.05
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1085139	125.32
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1088694	321.27
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1083257	181.89
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1090021	13.56
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1083256	8.97
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1087287	21.05
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1085138	9.57
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1091571	94.83
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1083255	38.04
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1084379	68.88
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1084671	19.14
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1090019	78.00
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1084670	2.99
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1075225	399.50
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1085625	78.31
110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	00224079	157.93
110	970600	BOOKS	05855	AMERICAN LIBRARY ASSOCIAT	8416213	45.00
110	970600	BOOKS	05855	AMERICAN LIBRARY ASSOCIAT	8423363	76.50
110	970600	BOOKS	06912	THE TAX FORM LIBRARY	DES20911	255.09
110	970600	BOOKS	07439	THE GALE GROUP	10649320	137.76
110	970600	BOOKS	07439	THE GALE GROUP	10675644	94.24
110	970600	BOOKS	07439	THE GALE GROUP	10664549	137.76
110	970600	BOOKS	07439	THE GALE GROUP	10658576	522.66
110	970600	BOOKS	07439	THE GALE GROUP	10668721	537.90
110	970600	BOOKS	07527	STAGE & SCREEN	09002165448	40.99
110	970600	BOOKS	07569	RUSSIAN HOUSE LTD.	141385	330.84
110	970600	BOOKS	08753	HAINES & COMPANY, INC	72230	586.00
110	970600	BOOKS	100119	TDS PROFESSIONAL DRAPERY	ATTACH	25.45
110	970600	BOOKS	100120	BORDERS BOOKS MUSIC AND C	5-01-01	66.30
110	970600	BOOKS	100122	BOY SCOUTS OF AMERICA	IN4601162234	1.96
110	970600	BOOKS	100123	DISTRIBOOKS INCORPORATED	042001	559.50
110	970600	BOOKS	100124	CRABTREE PUBLISHING COMPA	201487	80.85
110	970600	BOOKS	100125	PENTON MEDIA INCORPORATED	143322	23.95
110	970600	BOOKS	100126	LAKE SUPERIOR PORT CITIES	036060	18.11
110	970600	BOOKS	100128	UNIVERSITY OF IOWA	147834	10.00
110	970600	BOOKS	19764	BRO-DART INC	174746	86.75
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007351075	195.46
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007337261	252.07
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007316968	1,221.98
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007351281	148.26
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007355709	889.29

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UND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2007391868	120.08
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2007403379	130.17
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	3004395354	162.72
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2007333116	714.72
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2007345484	889.82
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2007350723	266.27
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2007345533	1,381.34
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2007333187	549.92
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2007330464	931.61
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	3004416338	160.36
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2007350567	793.42
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2007332965	639.90
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2007380535	75.47
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2007403176	72.12
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2007322680	127.21
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2007362768	73.87
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2007370031	652.11
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2007322470	929.87
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2007322588	198.86
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2007362857	475.18
110	970600	BOOKS	20232 REGENT BOOK COMPANY	99432	11.46
110	970600	BOOKS	20361 BERNAN ASSOCIATES	2137016	95.00
110	970600	BOOKS	20361 BERNAN ASSOCIATES	2135786	78.00
110	970600	BOOKS	43806 NORTH SUBURBAN LIBRARY SY	18730-001	7.00
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	74625826	104.43
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	74625822	20.85
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	74625827	4.47
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	74625823	3.83
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	74625832	70.90
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	74625824	57.85
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	74772051	16.87
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	74625830	32.10
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	74625829	52.38
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	74772048	8.93
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	74625828	17.51
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	74772047	17.55
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	74625831	27.87
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	74772045	14.82
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	74772046	13.65
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	74772053	11.37
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	74659735	37.44
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	74659734	4.47
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	74772049	140.80
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	74772054	59.22
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	74625834	28.50
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	74772052	14.79
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	74659733	14.25
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	74659736	65.93
110	970600	BOOKS	68820 MARSHALL CAVENDISH CORP.	R547259	142.81
110	970600	BOOKS	76970 IICLE	287712	109.50
110	970600	BOOKS	82668 POLONIA BOOK STORES	014847	103.64

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CITY OF DES PLAINES
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LEAD CRITERIA: payable.due_date='06/04/2001'

ND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
10	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	M93165030	13.50
10	970610	AUDIO MATERIALS	100120 BORDERS BOOKS MUSIC AND C	5-01-01	68.15
10	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	4-30-1-5	51.06
10	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	4-30-01-3	26.58
10	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	4-30-01-1	200.05
10	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	4411002M	20.00
10	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	4416587M	13.95
10	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	4403433P	543.93
10	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	4403435P	1,590.26
10	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	1242621	17.85
10	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	1233990	245.60
10	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	1244583	826.40
10	970610	AUDIO MATERIALS	80139 RECORDED BOOKS INC	1249994	194.40
10	970620	SUBSCRIPTIONS & BOOKS	03260 VITAL RECORD BANC, INC.	148	964.33
10	970620	SUBSCRIPTIONS & BOOKS	03260 VITAL RECORD BANC, INC.	147	463.22
10	970620	SUBSCRIPTIONS & BOOKS	08752 NOAA NATIONAL DATA CENTER	10152062001	32.00
10	970620	SUBSCRIPTIONS & BOOKS	21432 AMERICAN LIBRARY ASSOCIAT	187725	20.00
10	970620	SUBSCRIPTIONS & BOOKS	82577 BLACK BOOK	DESPL15387	85.00
10	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	1049B	76.00
10	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	1049C	74.00
10	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	1072A	38.00
10	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	1049E	114.00
10	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	1049D	28.00
10	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R19693192	6.95
10	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R19693193	20.91
10	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R19693190	108.78
10	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R19693191	55.77
10	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R19693194	27.86
10	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R19723071	41.79
10	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R19723072	6.97
10	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R19723070	43.18
10	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R19603970	52.28
10	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R19723073	18.12
10	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R19603975	10.44
10	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R19723074	60.12
10	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R19603974	28.56
10	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R19603971	66.22
10	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R19603973	34.87
10	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R19603972	87.86
10	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B39223070	104.91
10	970630	VISUAL MATERIALS	25775 CRIMSON MULTIMEDIA DIST.,	8708	212.47
10	970630	VISUAL MATERIALS	25775 CRIMSON MULTIMEDIA DIST.,	8818	53.61
10	970630	VISUAL MATERIALS	25775 CRIMSON MULTIMEDIA DIST.,	8861	37.61
10	970640	AUTOMATED REFERENCE MAT'L	07439 THE GALE GROUP	• R110531574	13,731.98
10	970840	DIESEL	03031 AVALON PETROLEUM COMPANY	28381	51.54
10	970850	GASOLINE	03031 AVALON PETROLEUM COMPANY	358139	23.21
10	980400	EQUIPMENT	18150 ASI SIGN SYSTEMS	27102RVI	830.27
10	980420	COMPUTER SOFTWARE	17247 IMAGING OFFICE SYSTEMS, I	129689	1,058.90
10	980600	FURNITURE & FIXTURES	100078 US OFFICE SOLUTIONS INC	• 02594A	2,200.00
1	980600	FURNITURE & FIXTURES	100118 TERRY DOWD INCORPORATED	86345	1,984.00

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/25/01
COUNTING PERIOD: 5/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

LEARN CRITERIA: payable.due_date='06/04/2001'

ND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
TAL PUBLIC LIBRARY FUND					70,209.79
TAL FUND					70,209.79

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/25/01
COUNTING PERIOD: 5/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='06/04/2001'

ND - 202 - LIBRARY CAPITAL PROJ FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2	970100	SUPPLIES	09638 OFFICE DEPOT	127114807-1	36.00
2	980600	FURNITURE & FIXTURES	100140 MIDWEST LIBRARY SYSTEMS	7-928	3,182.00
2	980600	FURNITURE & FIXTURES	69018 FROSTLINE	01162259	673.55
TOTAL LIBRARY CAPITAL PROJ FUND					3,891.55
TOTAL FUND					3,891.55

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CITY OF DES PLAINES

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ACCOUNTING PERIOD: 6/01

CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='06/18/2001'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	01297	138.82
2110	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	01299	37.97
2110	920140	DATA PROCESSING SERVICES	27515 THELIBRARYPLACE.COM	E09NS9375M	553.75
2110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	ATTACH	20.00
2110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	ATTACH	20.00
2110	930010	R & M EQUIPMENT	08035 SCHINDLER ELEVATOR CORPOR	7150180025	941.74
2110	930010	R & M EQUIPMENT	08035 SCHINDLER ELEVATOR CORPOR	7150182071	1,276.48
2110	930010	R & M EQUIPMENT	28014 INTER-TEL TECHNOLOGIES, I	615866	192.50
2110	930020	R & M BLDGS & STRUCTURES	08777 BISHOP PLUMBING, INC.	5087	2,007.95
2110	930020	R & M BLDGS & STRUCTURES	08777 BISHOP PLUMBING, INC.	5076	489.95
2110	930020	R & M BLDGS & STRUCTURES	08777 BISHOP PLUMBING, INC.	5025	420.00
2110	930020	R & M BLDGS & STRUCTURES	08777 BISHOP PLUMBING, INC.	4980	1,049.95
2110	930020	R & M BLDGS & STRUCTURES	27008 RON SCHUNE	5-8-01	250.00
2110	930320	CLEANING:CUSTODIAL SERV	09536 CRYSTAL MGMT & MAINT SERV	9421	3,460.00
2110	960070	AUTO/TRAVEL EXPENSES	08490 PATRICIA HORN	REIMB	87.50
2110	960070	AUTO/TRAVEL EXPENSES	100163 JUDY REISS	REIMB	127.10
2110	960070	AUTO/TRAVEL EXPENSES	91968 SUZANNE PIRIE	REIMB	28.85
2110	960210	SPECIAL EVENT PROGRAMMING	08459 PATRICIA E. SHERMAN	DPL2001.05	75.00
2110	960210	SPECIAL EVENT PROGRAMMING	100163 JERRY RUMPS	7-18-01	150.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1098388	6.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1091883	16.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1092780	15.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1090628	68.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1090020	4.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1092785	61.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1093186	12.65
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1094224	44.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1094223	7.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1098387	4.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1092340	14.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1092784	20.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1092779	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1092341	32.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1092782	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1083254	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1091105	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1087025	29.30
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1092781	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1091106	51.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1097731	5.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1092339	6.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1091107	37.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1092783	42.70
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1097730	2.15
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1098386	8.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1097729	.80
2110	960990	MISC CONTRACTUAL SVCS	06789 AMBASSADOR BUSINESS SOLUT	6553164	95.50
2110	960990	MISC CONTRACTUAL SVCS	08554 C. BERGER & COMPANY	54622	3,353.85
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007447101	6.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007403295	30.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007404128	20.80

RUN DATE 06/08/01 TIME 10:34:16

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

0873

06/08/01
ACCOUNTING PERIOD: 6/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

LECTION CRITERIA: payable.due_date='06/18/2001'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007455046	17.30
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007377290	72.80
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007380416	26.40
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007385361	35.60
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007444217	26.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007380597	14.60
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007413911	36.50
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007409268	31.80
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007398487	44.50
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007390840	35.90
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007429382	20.20
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007437431	43.10
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007437502	14.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007431375	21.90
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007418992	72.30
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007403452	18.00
2110	960990	MISC CONTRACTUAL SVCS	25660	ALARM DETECTION SYSTEMS,	SI-167347	117.00
2110	960990	MISC CONTRACTUAL SVCS	53253	DISTINCTIVE BUSINESS PROD	431066	830.00
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	74807207	10.80
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	74839948	37.05
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	74807210	7.55
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	74807204	5.65
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	74926063	15.05
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	74839958	8.60
2110	970100	SUPPLIES	08490	PATRICIA HORN	REIMB	7.57
2110	970100	SUPPLIES	09638	OFFICE DEPOT	128537757/1	1.01
2110	970100	SUPPLIES	09638	OFFICE DEPOT	106348378/1	43.06
2110	970100	SUPPLIES	09638	OFFICE DEPOT	129137795/1	10.99
2110	970100	SUPPLIES	09638	OFFICE DEPOT	129137928/1	24.31
2110	970100	SUPPLIES	09638	OFFICE DEPOT	128644653/1	415.34
2110	970100	SUPPLIES	09638	OFFICE DEPOT	128931118/1	270.08
2110	970100	SUPPLIES	09638	OFFICE DEPOT	128797463/1	565.16
2110	970100	SUPPLIES	09638	OFFICE DEPOT	128572311/1	30.15
2110	970100	SUPPLIES	09638	OFFICE DEPOT	128572188/1	21.80
2110	970100	SUPPLIES	09638	OFFICE DEPOT	128537463/1	160.23
2110	970100	SUPPLIES	09638	OFFICE DEPOT	129137679/1	15.38
2110	970100	SUPPLIES	09638	OFFICE DEPOT	128537886/1	214.90
2110	970100	SUPPLIES	19764	BRO-DART INC	178605	589.96
2110	970100	SUPPLIES	20933	HAWK ELECTRONICS	245980	47.47
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	006448	10.03
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	3805	41.06
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	4232	-4.39
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	08490	PATRICIA HORN	REIMB	76.78
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	43765	DOMINICKS FINER FOODS	002075	91.79
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	43765	DOMINICKS FINER FOODS	010637	26.13
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	090916-01	64.50
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	090916-00	294.90
2110	970170	JANITORIAL	48870	LAB SAFETY SUPPLY, INC	1000618736	1,645.05
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	5-800-68296	10.80
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	5-801-00524	38.50
2110	970270	PRINTING-REPROD-BINDING	05228	KASCO PRINTING	4092	626.00

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CITY OF DES PLAINES

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ACCOUNTING PERIOD: 6/01

CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='06/18/2001'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970270	PRINTING-REPROD-BINDING	14465 INSTY PRINTS	206559	621.39
2110	970600	BOOKS	00170 NEWSCLIP	612	175.00
2110	970600	BOOKS	02088 CHELSEA HOUSE PUBLISHERS	645292 11	605.86
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1098387	23.95
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1094224	219.96
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1092780	100.29
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1090628	550.35
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1093186	87.09
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1094223	26.91
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1092783	385.64
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1091883	47.80
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1092784	62.75
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1092782	9.57
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1092340	80.32
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1092341	95.60
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1092779	20.37
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1091106	426.82
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1083254	9.59
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1087025	224.81
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1092785	484.71
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1090020	10.74
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1092781	27.02
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1091107	109.97
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1091105	9.59
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1097731	25.89
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1092339	23.92
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1097730	13.74
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1097729	8.46
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1098386	34.74
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1098388	34.42
2110	970600	BOOKS	02482 CHIVERS NORTH AMERICA	B0109159	54.90
2110	970600	BOOKS	03363 WEST GROUP	748-441-028	452.75
2110	970600	BOOKS	04838 ELLISON EDUCATIONAL	536467	620.55
2110	970600	BOOKS	04964 WHEELER PUBLISHING, INC.	00225672	158.68
2110	970600	BOOKS	05853 ABC SCHOOL SUPPLY INC	8339137	11.99
2110	970600	BOOKS	07439 THE GALE GROUP	10718455	73.34
2110	970600	BOOKS	07439 THE GALE GROUP	10711882	175.43
2110	970600	BOOKS	07439 THE GALE GROUP	10721859	131.19
2110	970600	BOOKS	07439 THE GALE GROUP	10725630	74.48
2110	970600	BOOKS	07439 THE GALE GROUP	10727866	193.47
2110	970600	BOOKS	07439 THE GALE GROUP	10723532	212.44
2110	970600	BOOKS	07439 THE GALE GROUP	10731460	137.76
2110	970600	BOOKS	07439 THE GALE GROUP	10729170	185.07
2110	970600	BOOKS	07439 THE GALE GROUP	10709012	100.26
2110	970600	BOOKS	07439 THE GALE GROUP	10692081	137.01
2110	970600	BOOKS	07439 THE GALE GROUP	10705852	160.34
2110	970600	BOOKS	07439 THE GALE GROUP	10716168	165.23
2110	970600	BOOKS	09308 M.E. SHARPE, INC.	24656-4	380.54
2110	970600	BOOKS	100160 HOSANNA PUBLICATIONS INCO	1027	19.90
2110	970600	BOOKS	100162 RUSSIA ONLINE INCORPORATE	642	227.00
2110	970600	BOOKS	100164 CANARY CONNECT PUBLICATIO	557	16.45

RUN DATE 06/08/01 TIME 10:34:17

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

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CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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ACCOUNTING PERIOD: 6/01

SELECTION CRITERIA: payable.due_date='06/18/2001'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	100166	BORDERS BOOKS AND MUSIC	7153	70.18
2110	970600	BOOKS	12168	GREENWOOD PUBLISHING GROU	1810072	42.47
2110	970600	BOOKS	12730	THE ROSEN PUBLISHING GROU	212880	1,466.57
2110	970600	BOOKS	18306	BORDERS BOOKS MUSIC AND C	6816	244.80
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007385360	766.02
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007437481	4.16
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007403294	884.86
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007436920	10.10
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007404127	449.98
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007437501	173.47
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007380415	464.84
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007429193	62.21
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007431374	635.81
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007447100	292.39
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007432318	69.20
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3004436182	95.73
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007437430	980.05
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007390839	1,055.42
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007398486	1,302.41
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007377289	3,025.09
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007444216	605.46
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3004454419	394.72
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007403451	401.15
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007455656	17.82
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007413910	872.24
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007380596	577.56
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3004468337	110.27
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007474881	24.32
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007455045	362.80
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007409267	814.52
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007429381	389.56
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007418991	1,383.49
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	0000785143	-158.90
2110	970600	BOOKS	21810	VICTOR KAMKIN	153075	153.20
2110	970600	BOOKS	22618	LIBRARY OF CONGRESS	202218	240.00
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	74839953	41.55
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	74839954	4.47
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	74839952	14.79
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	74943559	68.40
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	74839955	4.47
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	74839956	13.65
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	74839957	18.15
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	74807206	13.08
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	74839959	32.37
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	74926064	40.38
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	74807203	46.40
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	74807205	13.65
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	74926062	80.84
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	74839951	14.22
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	74807211	21.40
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	74839946	3.83

0876

06/08/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

PAGE 16

ACCOUNTING PERIOD: 6/01

SELECTION CRITERIA: payable.due_date='06/18/2001'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	74807208	81.90
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	74839947	14.22
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	74807209	42.75
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	74839950	54.48
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	74839949	228.11
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	74839945	14.08
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	74807212	13.65
2110	970600	BOOKS	68820	MARSHALL CAVENDISH CORP.	R553514	1,906.73
2110	970600	BOOKS	79776	ROURKE PUBLISHING	004608	237.65
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M93324780	70.47
2110	970610	AUDIO MATERIALS	18306	BORDERS BOOKS MUSIC AND C	6815	143.50
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-14-01-1	343.42
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-7-01-2	195.92
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-7-01-1	414.08
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-14-01-2	60.87
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-7-01-3	55.96
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-14-01-3	65.05
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4430361M	5.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1252264	5.95
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1251828	723.10
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	1049H	112.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	1507B	61.70
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	1507A	17.99
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	1049I	32.00
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R19764362	97.65
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R19764363	83.60
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R19764364	62.73
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R19764361	139.35
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R19764360	113.94
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B39346120	194.90
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M93367550	22.48
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B39492560	26.21
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M93289540	26.22
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M93367540	18.73
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B39686410	18.73
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST.,	9018	94.61
2110	970640	AUTOMATED REFERENCE MAT'L	09647	INFO USA MARKETING, INC.	1-24-149585	1,035.00
TOTAL LIBRARY SERVICES						55,961.65
2130	920202	CONFERENCES	96011	LATTOF YMCA	5-14-01	1,125.00
2130	960990	MISC CONTRACTUAL SVCS	100165	NETVIZION	537	935.00
TOTAL IL LIBRARY PER CAP GRANT						2,060.00
TOTAL FUND						58,021.65

ADMINISTRATOR'S REPORT
July 17, 2001

I. PERSONNEL

New employees for June/July, 2001 are Philip Semon, who is an intern through an Illinois Arts Grant project with North Suburban Library Foundation. Philip, who will begin college next fall, won the Frank Lloyd Wright prize at Oak Park High School this year. Kate Rodriguez began as Page on 7.11.01 and John LaBuda began as Monitor on 6.29.01.

Deborah Samborski, Frank Nelson, Daniel O'Connell, and Florin Felecan ended their employment during this past month.

II. STAFF DEVELOPMENT

Several staff members were trained to use new software that was installed within the last month. The Work Analysis Team is preparing for their final report, which is due in August. They have received written reports of job activities from all staff members and have interviewed several staff to discuss their work in more detail.

III. PATRON SERVICES

Increased library use is evident in all categories for which we keep records. The increase of nearly 50% in attendance (year to date) at the library is remarkable and has a concomitant effect in all public service points. Staff who handle telephone inquiries, registrations, directional questions, reference questions, computer assistance and signups, activities associated with circulating and returning materials, and interlibrary loan have all performed well to keep up with this increased demand for their attention and assistance.

Several programs deserve special mention in this report. The summer reading clubs for both adults and youth have very healthy participation. The programming for teens is especially strong, with a

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growing number of participants and a growing enthusiasm for the activities among the participants. The Teen Poetry Night is an excellent example of this. Partnerships have produced excellent and well-attended programs this month as well. We cooperated with Oakton Community College to present a portion of Bluestem Festival programming at the library, concluding with a performance of the Northwest Symphony Orchestra. The Family Heritage Festival was presented at the library, planned by the Historical Museum Staff, and very well attended by the public. And, our Fourth of July parade entry helped to make our presence known by all Independence Day celebrants.

Summer Reading Club registration and activities are very strong as well. Over 800 children and 150 adults have registered for the SRC, which culminates in our annual celebration on August 5.

IV. OTHER ADMINISTRATIVE ACTIVITIES.

I attended a follow-up session on leadership development at the invitation of the Illinois State Library in Bloomington, IL on June 22; the Rotary International Convention in San Antonio, TX June 23 through 28; City Council Committee of the Whole meeting on July 9, the Council - Board Meeting on July 10, and the Board Finance Committee Meeting on July 11. My year as Rotary Club President began on July 1.

JUNE 2001 HOLDINGS

	Last Month	This Month	Change	Percent Change
Books	202,395	204,586	2191	1.1%
Audio	17,859	18,136	277	1.6%
Video	10,566	10,717	151	1.4%
Puzzles and Games	517	513	-4	-0.8%
Realia	232	232	0	0.0%
Pamphlets	1,337	1,337	0	0.0%
=====				
Total	232,906	235,521	2615	1.1%

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

June 2001

% Change

Total 2000 to Date:	385,899	Total 2001 to Date:	425,408	10.24%
June 2000	62,011	June 2001	70,227	13.25%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
CHILDREN	2000	2001	2000	2001	2000	2001
Non Fiction	3,214	3,582	205	258	3,419	3,840
Fiction	9,821	12,241	477	635	10,298	12,876
Foreign Language Non Fiction	34	48	5	2	39	50
Foreign Language Fiction	101	248	31	26	132	274
Periodicals	94	338	14	21	108	359
Compact Discs	338	421	40	19	378	440
Audio Cassettes	276	301	1	7	277	308
Audio Kits	271	304	15	13	286	317
Puzzles	262	330	23	11	285	341
Games	64	63	3	3	67	66
Audio Books	258	256	2	6	260	262
Video Fiction	2,715	2,820	114	259	2,829	3,079
Video Non Fiction	973	1,053	19	33	992	1,086
DVD	59	217	0	0	59	217
CD ROMs	653	716	0	0	653	716
SUB TOTAL	19,133	22,938	949	1,293	20,082	24,231
ADULT	2000	2001	2000	2001	2000	2001
Non Fiction	9,761	9,678	138	136	9,899	9,814
Fiction	8,405	8,483	359	280	8,764	8,763
Large Type	1,098	1,065	254	150	1,352	1,215
Foreign Language Non Fiction	169	237	0	0	169	237
Foreign Language Fiction	450	675	0	2	450	677
High School Collection	185	416	2	2	187	418
Periodicals	1,880	2,170	102	95	1,982	2,265
Pamphlets	22	5	0	0	22	5
Compact Discs	4,924	6,989	285	252	5,209	7,241
Audio Cassettes	333	214	10	10	343	224
Puzzles	19	0	0	0	19	0
Pictures	48	54	0	0	48	54
Audio Books	2,053	2,020	23	44	2,076	2,064
CD ROMs	180	139	0	0	180	139
Video Fiction	7,177	6,618	169	243	7,346	6,861
Video Non Fiction	3,023	3,050	31	42	3,054	3,092
DVD	761	2,788	0	0	761	2,788
Misc. Formats	64	138	4	1	68	139
SUB TOTAL	40,552	44,739	1,377	1,257	41,929	45,996
GRAND TOTAL	59,685	67,677	2,326 *	2,550 **	62,011	70,227
Self Check	1,900	12,961	0	0	1,900	12,961

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

**In 2001, Mobile Library out of service 5 days.

**DES PLAINES PUBLIC LIBRARY
REGISTRATION SERVICES REPORT FOR JUNE 2001**

I. LIBRARY CARD REGISTRATION SERVICES

<u>June 2000</u>	<u>May 2001</u>	<u>June 2001</u>	<u>Year to Date 2000</u>	<u>Year to Date 2001</u>	<u>% Change</u>
613	734	939	4,129	4,602	11.5%
	A. New Registrations			393	
	B. Renewals			413	
	C. Non-Resident Cards			129	
	D. Off-line Library Cards			4	
	Total			939	

II. OTHER REGISTRATION SERVICES

1. Patrons Registering for Programs	80
2. Number of Meeting Room Uses	52
3. Voters Registered	3
4. LAN Discs Sold (Year to Date - 2)	0
5. Cab Cards	5
Total	140

III. TOTAL NUMBER OF REGISTERED BORROWERS

June 2000	37,289	(69.8% of Population)
June 2001	38,156	(64.9% of Population)*

*The population for the City of Des Plaines increased from 53,414 to 58,720. (2000 Census Report)

DES PLAINES PUBLIC LIBRARY
CIRCULATION SERVICES REPORT FOR JUNE 2001

PATRON ATTENDANCE COUNT

<u>June 2000</u>	<u>May 2001</u>	<u>June 2001</u>	<u>Year to Date</u> <u>2000</u>	<u>Year to Date</u> <u>2001</u>	<u>% Change</u>
25,339	37,898	42,729	137,468	205,536	49.5%

RECIPROCAL BORROWING

(Materials Lent)

	June 2000	June 2001	% Change
NSLS	7,751	11,896	53.5%
OTHER SYSTEMS	1,863	2,149	15.4%
TOTAL	9,614	14,045	46.1%

INTERLIBRARY LOAN

Sent	1,074
Received	634

**DES PLAINES PUBLIC LIBRARY
ADULT PATRON ASSISTANCE
JUNE 2001**

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Computer	559	
2. Directional	1,137	
3. Informational	1,194	
4. Mechanical	257	
5. Tax Forms	26	
6. Instruction	5	
Total		3,178

Reference and Readers Services

1. Specific item request	2,883	
2. Ready reference	1,102	
3. In-Depth Reference	268	
4. Virtual Reference Desk	20	
5. Interlibrary Loan Requests	262	
6. Readers' Advisory	147	
7. Reserves	509	
Total		5,191

Sign Up

1. Internet	5,254	
2. Computer Lab	381	
3. Group Study Rooms	180	
4. Reading Edge	4	
Total		5,819
GRAND TOTAL		14,188

DES PLAINES PUBLIC LIBRARY
CIRCULATION PATRON ASSISTANCE
JUNE 2001

<u>Assistance/Service Desk</u>	<u>Number</u>	<u>Total</u>
1. Phone Calls Received	2,142	
2. Patron Renewals	1,225	
3. Patron Reserves Delivered	1,269	
4. Directional	2,434	
5. Account Inquiries	1,590	
6. Program Sign-up	225	
7. Miscellaneous Problems	1,943	
Total		10,828

Assistance/Switchboard

1. Phone Calls Answered		
Administration	129	
Adult Services	1,095	
Building/Security	45	
Circulation	1,175	
Community Services	88	
Public Information	50	
Technical Services	53	
Youth Services	245	
2. Delivery/Buzzer	48	
3. 2-Way Radio	90	
Total		3,018
GRAND TOTAL		13,846

DES PLAINES PUBLIC LIBRARY
CHILDREN'S PATRON ASSISTANCE
JUNE 2001

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Computer Sign-up	1,164	
2. Program Sign-up	483	
3. Equipment Repair & Assistance	618	
4. Directional Questions	331	
5. ILL & Patron Holds	30	
Total		2,626
In-House Circulation		
1. Train Sets	807	
2. Chess/Checkers	157	
3. Periodicals	8	
4. Textbooks	10	
5. Reserve Books	67	
Total		1,051
Reference		
1. Specific Item Request	694	
2. Reference	761	
3. Reader's Advisory	119	
4. Referrals to Other Libraries	9	
5. Book Bag Request	1	
Total		1,584
GRAND TOTAL		5,261

DES PLAINES PUBLIC LIBRARY
USAGE STATISTICS FOR ONLINE REFERENCE PRODUCTS
June 2001

Ancestry.com	NA
Biography Resource Center	276
College Source Online	32
Contemporary Authors	30
Des Plaines Public Library Homepage	40,983
Elibrary Plus	NA
Encyclopedia Britannica Online	4
Encyclopedia of Life Sciences	NA
FACTS.com	238
Facts On File	3
First Search	527
Grolier Online	NA
Health & Wellness Resource Center	47
Hoover's Online	NA
Info USA (American Business Disc & Phone Disc)	257
InfoTrac	744
Library Catalog (access via dialup, telnet, or remote)	50
NewsBank (Chicago Tribune)	124
News Illinois	2
NoveList	237
PoemFinder	38
ProQuest (Chicago Sun-Times, Daily Herald, New York Times, Wall Street Journal)	94*
Searchasaurus	40
Student Resource Center	276
What Do I Read Next?	18
World Book Encyclopedia	2,120*
 Total Searches & Queries	 46,140

*Number of hits (number of searches not provided)

DES PLAINES PUBLIC LIBRARY
MEETING ROOM JUNE 2001

Times Used Attendance

Library Sponsored Adult Programs

1920's Pulitzer Prize Winners	1	33
Blenheim Palace and Three Gardens	1	27
Book Discussion	1	18
Chicago Journalism in the 20 th Century	1	43
Circulation Clerk's Meeting	2	23
Department Head Meetings	4	34
Dominican Library Tour	1	15
Executive Service Corps	1	4
Exploiting Genealogical Resources on the Internet	1	31
Family Heritage Days	2	320
Friends of the Library	1	15
Great Decisions	1	17
Hereditary Diseases	1	11
Innovators: 1920's Architects	1	31
Maine West English Class	2	34
Making Memories Matter in the Digital Age	1	15
Molecular Genealogy	1	10
Northwest Symphony Orchestra String Quartet	1	78
Outlook Training	2	20
Page Meeting	2	23
Prairie Memories	1	51
Project Success	1	60
Summer Reading Club Costume Party	1	7
Summer Reading Club Mural Activities	1	48
Summer Reading Club Scavenger Hunt	1	57
Work Analysis Team	5	43
Total	38	1,068

DES PLAINES PUBLIC LIBRARY
MEETING ROOM ~~MAY~~ 2001 June

Outside Community Groups

Adult Learning Resource Center	1	10
Des Plaines Police Department	1	40
Des Plaines Toastmasters	2	22
Diabetic Support Group	1	11
District 62	7	63
Healthy Community Partners	1	6
Illinois Chess Association	1	12
Intergenerational Task Force	1	8
Junior Womans Club of Des Plaines	1	9
Kiwanis Club of Des Plaines	1	9
Maine Township High School Foreign Exchange	1	70
Romance Writers	1	30
Softbodies/IDA Doll Club	1	32
Total	20	322

Times Used Attendance

Outside Community Groups

Kiwanis Club of Des Plaines	1	10
Piano Recital	1	85
Romance Writers	1	25
Softbodies & Illinois Dollmaker's Association	1	31
Willows Academy	2	21
U.S. Bureau of Census	1	6
Total	7	178

Other

Library Board Meeting	1	12
Total	1	12

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM MAY 2001****Library Sponsored Children's Programs**

2 – 5 Year Old Storytime	3	105
Bright Start Baby Book Times	20	478
Costume Party	1	7
Mural Contest and Party	1	48
Orienteering Scavenger Hunt	2	57
Project Assist Tours	1	60
Preschool Movie Morning	5	152
Spanish Evening Storytime	1	12
Total	34	919
Literacy Program		
Learn to Read	16	720
Grand Total	116	3,219

June Total = 55 groups involving 3,219 people.
2001 Year to Date Total 544 groups involving 20,798.

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

2001 – 2002 LIBRARY CLOSINGS

Sunday, September 2, 2001	Labor Day Holiday
Monday, September 3, 2001	Labor Day
Thursday, November 22, 2001	Thanksgiving
Monday, December 24, 2001	Christmas Eve
Tuesday, December 25, 2001	Christmas Eve
Monday, December 31, 2001	New Year's Eve
Tuesday, January 1, 2002	New Year's Day
Sunday, March 31, 2002	Easter
Thursday, May 9, 2002	All Staff Inservice Day
Sunday, May 26, 2002	Memorial Day Holiday
Monday, May 27, 2002	Memorial Day
Thursday, July 4, 2002	Independence Day

Sandra K. Norlin
Library Administrator

Approved and revised _____

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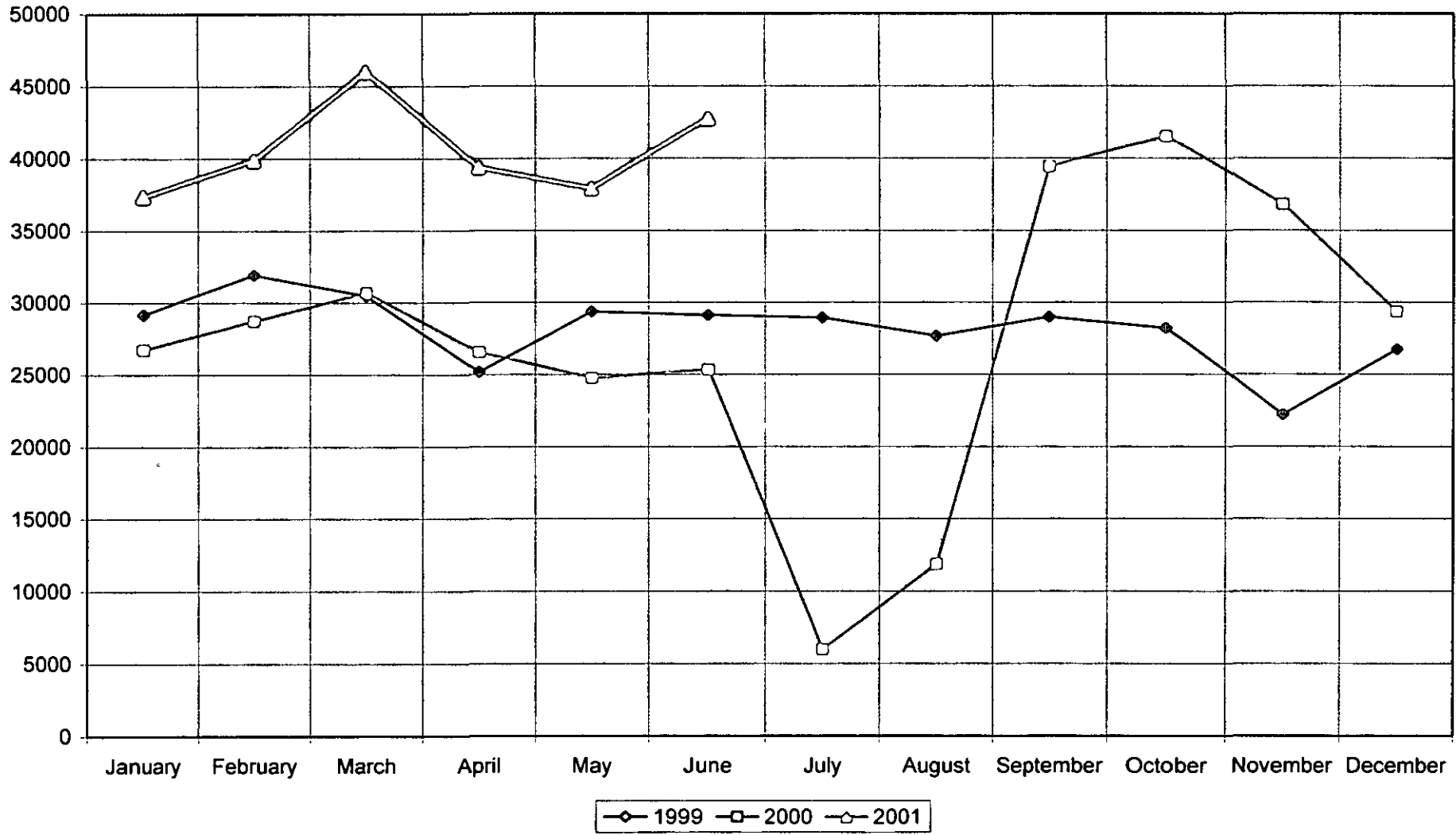
The board of Library Trustees of the Des Plaines Library will hold its regular monthly meeting for the period of August 2001 through July 2002 on the third Tuesday of each month at 7.30PM in the second floor Conference Room. The dates are as follows:

Month	Day	Year
August	21	2001
September	18	2001
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December	18	2001
January	15	2002
February	19	2002
March	19	2002
April	16	2002
May	21	2002
June	18	2002
July	16	2002

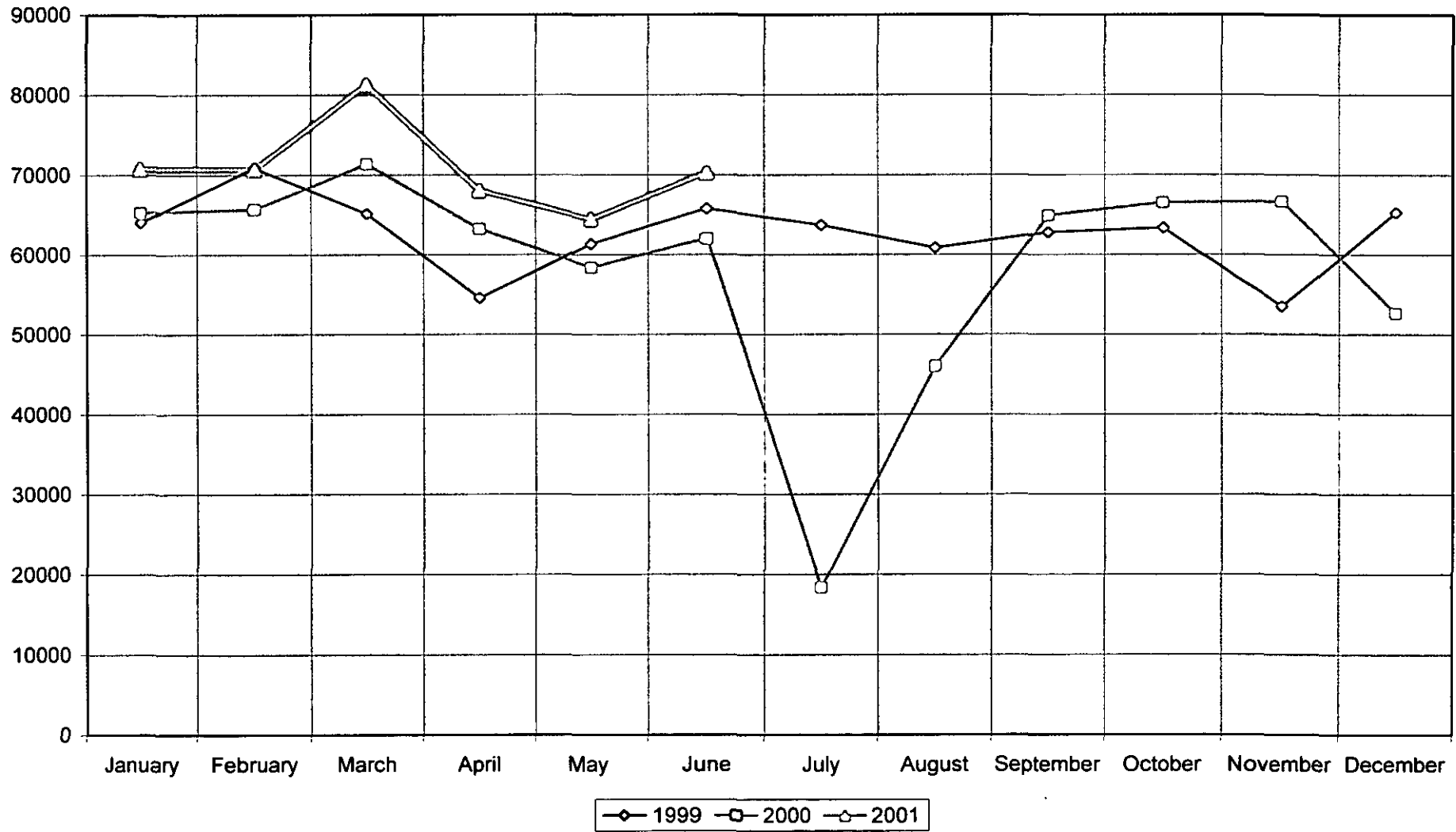
Sandra K. Norlin
Library Administrator

Approved _____

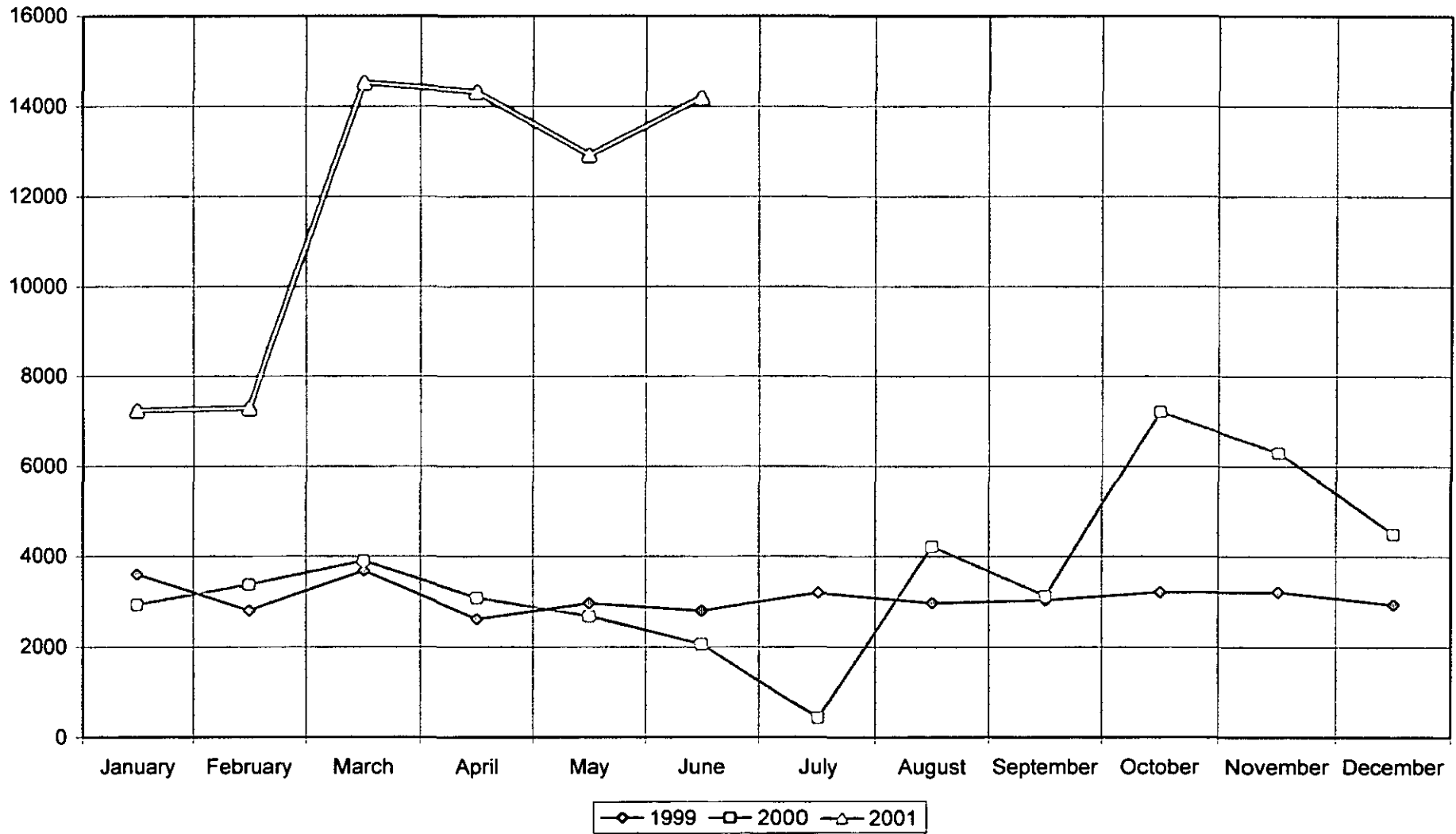
Patron Attendance June 2001



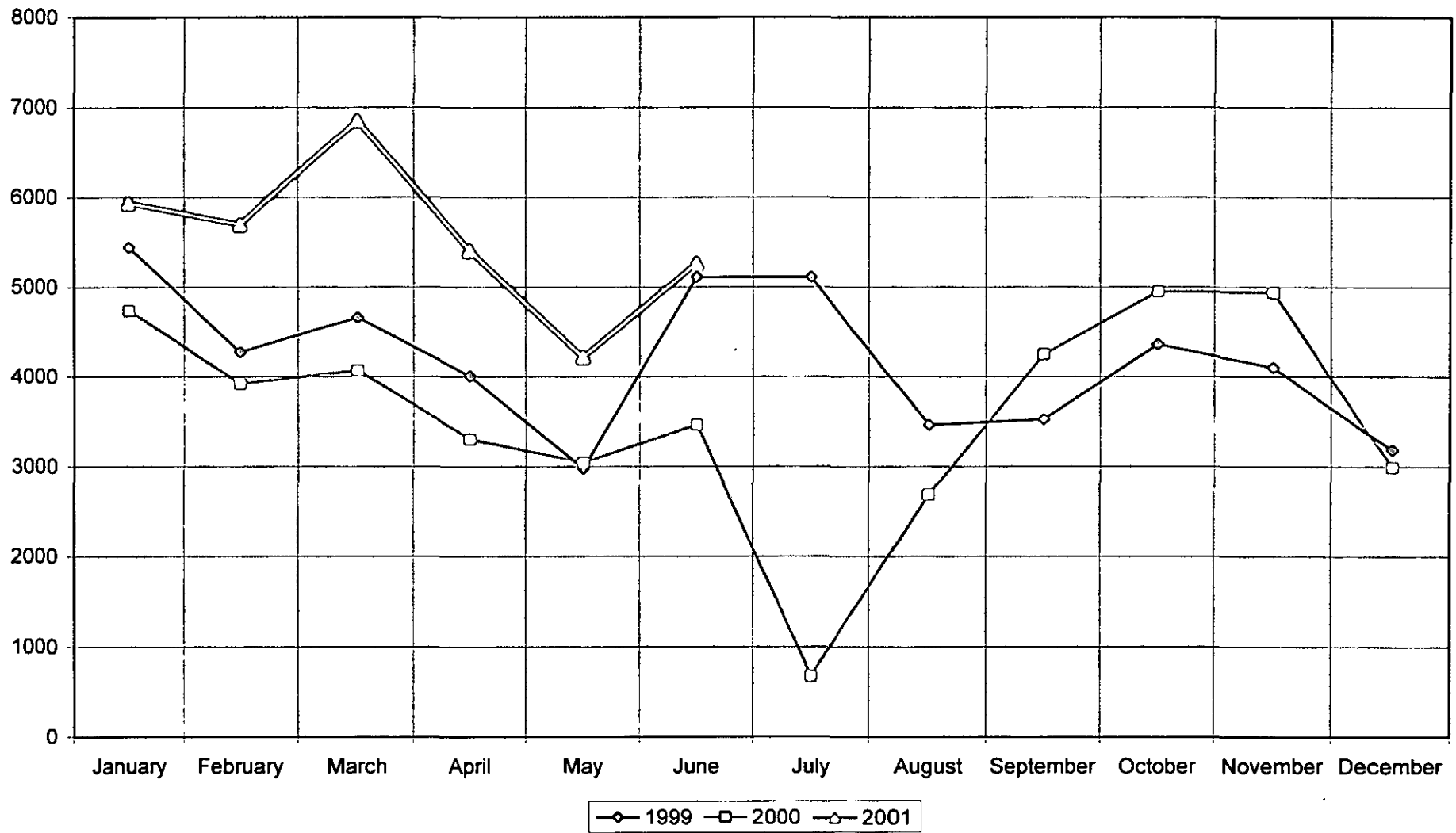
Circulation Statistics Items Circulated Per Month By Year



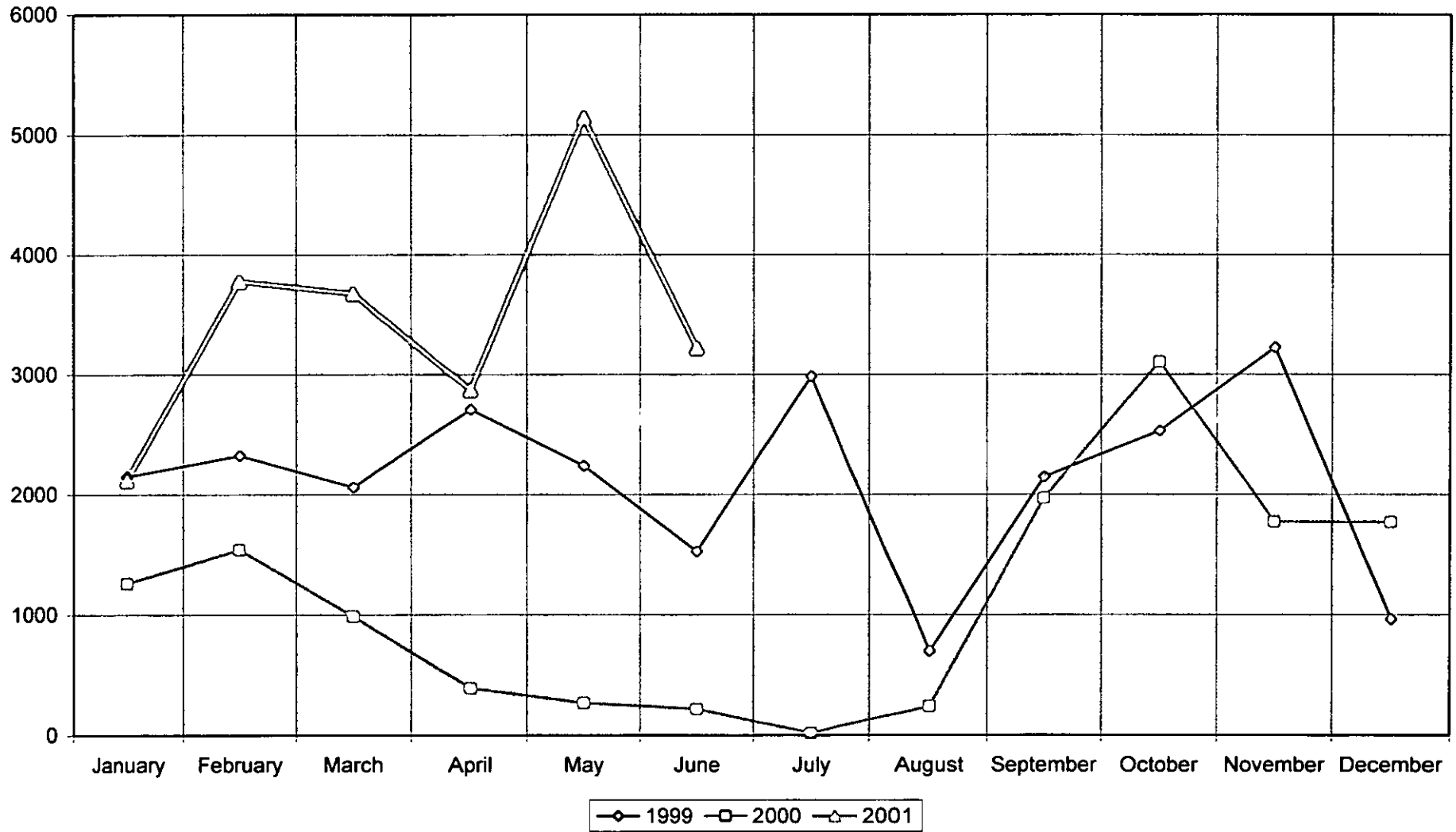
Adult Patron Assistance June 2001

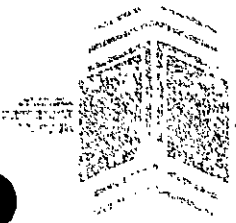


Children's Patron Assistance
June 2001



Meeting Room Attendance June 2001





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FORMULA FOR DETERMINING NON-RESIDENT FEE

- 1. = Library income from local government sources [\$1,464,627,774]
- 2. = Population [58,720]
- 3. = Size of average household [2.58]

1/2 x 3 = Non-Resident Fee

('00) \$1,464,627,774
 ('00) 58,720 x 2.58 = \$162.81

Non-Resident Fees 2000

Arlington Heights	\$286.00
Mount Prospect	\$175.00
Niles	\$150.00
Park Ridge	\$180.00
Des Plaines	\$150.00

Non-Resident Fees 2001

Arlington Heights	\$286.00
Mount Prospect	\$190.00
Niles	\$150.00
Park Ridge	\$180.00
Des Plaines	\$_____

0898



Des Plaines Public Library

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March	19	2002
April	16	2002
May	21	2002
June	18	2002
July	16	2002

Sandra K. Norlin
Library Administrator

Approved _____



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Monday, May 27, 2002	Memorial Day
Thursday, July 4, 2002	Independence Day


Sandra K. Norlin
Library Administrator

Approved and revised _____

U.S.OFFICE SOLUTIONS/PANASONIC Agreement

CURRENT AGREEMENT	NEW AGREEMENT	
\$ 2,835.00 p/month	\$ 2,715.00 p/month	SAVINGS \$ 120.00 per month
4 B/W Analog Copiers Public Use	4 NEW B/W DIGITAL COPIERS	REPLACE
1 B/W Digital Copier Staff Use - 35 cpm	1 NEW B/W DIGITAL COPIER Staff Use – 45 cpm Third Floor	REPLACE
	1 NEW B/W DIGITAL COPIER Staff Use – 45 cpm with network & scanner capabilities Administration	NEW
	1 NEW DIGITAL COLOR COPIER Public & Staff Use – Four Floor	NEW
NETWORK CONNECTION: NOVELL	NETWORK CONNECTION: WINDOWS 2000 With Time Control Software for Internet sign-ups	NEW
	1 PRINT PAY STATION Third Floor	NEW
	WILL INTERFACE WITH NEW LIBRARY PHOTO ID	NEW
	WILL START AUG.1,2001 – First Six Months = FREE	BUDGET 2001 SAVINGS \$ 14,175

Memorandum

To: Library Board of Trustees
From: Sandra K. Norlin, Library Administrator 
Date: 07/17/01
Re: Food & Beverage Policy Recommendation

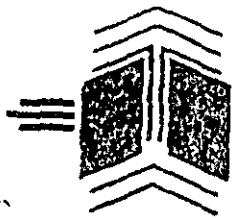
The requested statement of policy for food and beverages is as follows:

Policy – [Beverages in covered containers are welcome in the library.]

Suggested signage – [Beverages in covered containers are welcome in the library. Patrons please dispose of your containers and clean up all spills immediately. Library staff will assist you upon request.]

Current policy – Section C-8, Rules of Conduct. 3. Eating and drinking are prohibited in public areas, except for meeting rooms.





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SAFETY DEPOSIT BOX CONTENTS
July 17, 2001

1. Safe Instructions and Combination.
2. Computer Backup Tapes – 03/28/96, 06/26/97, 07/17/01.
3. Mobile Library Certificate of Origin
03/22/96
VIN #1T75N2B23T1142264

0903

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

FORMULA FOR DETERMINING NON-RESIDENT FEE

1. = Library income from local government sources [\$1,464,627,774]
2. = Population [58,720]
3. = Size of average household [2.58]

1/2 x 3 = Non-Resident Fee

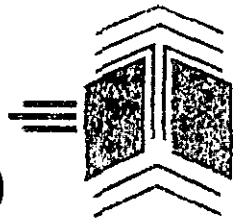
('00) \$1,464,627,774
 ('00) 58,720 x 2.58 = \$162.81

Non-Resident Fees 2000

Arlington Heights	\$286.00
Mount Prospect	\$175.00
Niles	\$150.00
Park Ridge	\$180.00
Des Plaines	\$150.00

Non-Resident Fees 2001

Arlington Heights	\$286.00
Mount Prospect	\$190.00
Niles	\$150.00
Park Ridge	\$180.00
Des Plaines	\$_____



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Oath for Office of Trustee

I do solemnly swear that I will support the Constitution of The United States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the Des Plaines Public Library according to the best of my ability.

Oath for Trustee Office Holder

I do solemnly swear that I will support the Constitution of The United States, and that I will faithfully discharge the duties of the office of _____ to the best of my ability.

0905

AUGUST



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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, AUGUST 21, 2001

7:00 PM

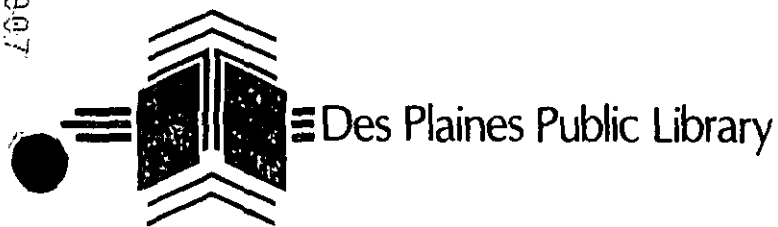
Conference Room – Second Floor

Agenda:

- **Finance Committee Report**
- **Review First Draft of 2002 Budget**
- **Executive Service Corps Final Report**

- **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.



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III

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
August 21, 2001 7:00 PM

- I. Call to Order. (7:00 PM)
- II. Oath of Office – John Burke, Noreen Lake.
- III. Consideration of the Agenda.
- IV. Approval of Minutes of the Regular Board Meeting, July 17, 2001 and Minutes of the Joint Library Board of Trustees and Des Plaines City Council Meeting, July 10, 2001. (Action Item)
- V. Public Comments and Questions.
- VI. City Council Community Services Committee – Rosemary Argus.
- VII. Planning Committee – John Burke.
 - A. Executive Service Corps Final Report – Walter Roth.
- VIII. Board Review of Department Activities
 - A. Bob Blanchard – Mobile Library Activities.
- IX. 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)

- 8060
- D. Budget Expenditures Report(to be filed)
 - E. Expenditures (to be approved)
 - F. Report of August 14, 2001 Meeting.
 - G. FY2002 Budget – First Draft.
 - H. Expenditure for Rentacrate. (Action Item)
 - I. Expenditure for Library Carts. (Action Item)
 - J. Xibitz Proposal – Boat Repair. (Action Item)

- X. Building and Grounds Committee – John Ciborowski.
- XI. Management Committee – Ellen Yearwood. (8:30 PM)
 - A. Set Meeting to Review Staff Computer & Internet Use Policy.
- XII. Planning Committee – John Burke.
- XIII. System Membership – John Ciborowski. (8:45 PM)
- XIV. Friends of the Library – Inara Brubaker.
- XV. Administrator’s Report – Sandra Norlin.
- XVI. New Business. (9:00 PM)
 - A. Attendance at City Council Meetings – September 4, 17 and October 1, 15.
 - B. Committee Reassignments.
- XVII. Old Business.
 - A. Ad Hoc Committee Report – Televising Library Board Meetings.
- XVIII. Announcements.
- XIX. Executive Session.
 - A. Purchase or Lease of Real Property.
- XX. Adjournment. (9:30 PM)



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IV

BOARD OF TRUSTEES Minutes of the Regular Meeting July 17, 2001

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, July 17, 2001. President Eldon Burk called the meeting to order at 7:30 PM.

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

Members Absent: John Burke, Ellen Yearwood.

Also Present: Administrator Sandra Norlin, Carol Kidd, Martha Sloan, Leslie Steiner, Hector Marino, Alderman Rosemary Argus, Sue D'Hondt, Rosemary Lee, Jennifer Upshaw.

MOTION by Inara Brubaker, seconded by William Grice, to amend the agenda by adding under IX. Management Committee. A. Beverage Policy. B. Meeting Room Request. 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 19, 2001, as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Rosemary Argus.

Alderman Argus voiced her concern about the door from the parking garage into the library not being handicap accessible. Alderman Argus has requested that the City of Des Plaines speak with the developer about changing this door. Alderman Argus asked that the library van parking space be designated a handicap parking space and Sandra Norlin responded that Gary Valente, Head of Building & Security is awaiting direction from the City of Des Plaines on this matter.

Rhys Read asked if state funds were still available for the door to the parking garage to be replaced with an automatic door and Eldon Burk responded that the funds were no longer available through the State of Illinois through Representative Rosemary Mulligan.

Inara Brubaker requested signage for the new book drop and Sandra Norlin responded that the signage has been ordered.

BOARD REVIEW OF DEPARTMENT ACTIVITIES - Rosemary Lee.

Sandra Norlin introduced Rosemary (Corky) Lee, Library Assistant II in the Adult Services Department to the Board. Corky presented information on the "Literature for All of Us" grant awarded to the Des Plaines Public Library in the amount of \$2,900.00. Corky explained that young women from Maryville Academy, ages 12 – 17 years were participants in the program and that the program was not only successful, but very rewarding.

FINANCE COMMITTEE – Susan Burrows

Susan Burrows presented the following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$ 9,226.50
2. Petty Cash Expenditures	\$ 33.06
3. Budget Expenditures for June	\$ 416,144.86
4. Expenditures Year to Date	\$ 1,945,070.01
5. Revenue for June	\$ 7,951.48
6. Revenue Year to Date	\$ 1,938,293.52

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T160

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

June 04, 2001	\$ 74,101.34
June 18, 2001	<u>\$ 58,021.65</u>
Total	\$ 132,122.99

ROLL CALL VOTE: AYES: Brubaker, Burk, Burrows, Ciborowski, Grice, Read.
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 14, 2001	\$ 81,737.92
June 28, 2001	<u>\$ 84,623.16</u>
Total	\$ 166,361.08

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

MOTION BY Susan Burrows, seconded by Inara Brubaker, to be approved, subject to audit, transfer entries to the Library account in June 2001 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (June)	<u>\$ 74.75</u>
Total	\$ 74.75

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

Susan Burrows distributed minutes from the July 11, 2001 Finance Committee meeting. Susan reported that Alderman Dick Sayad and Alderman Rosemary Argus attended the meeting and asked that the library not request additional funding for 2002.

Susan Burrows distributed information on the donor sign system proposed by ASI Sign Systems. Eldon Burk asked why the library did not go out for bid for the sign system and Susan Burrows responded that specifications from Lohan Associates indicated a preference for ASI Sign System and Sandra Norlin responded that ASI Sign Systems has provided signage throughout the library building.

William Grice asked if the donor signs would remain indefinitely on the wall or if the signs would be removed and replaced with new donor names after a specified

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period of time. Susan Burrows responded that this will be addressed at the next Finance Committee meeting.

Susan explained that the silkscreen cost for the Donor Board is on a per line of copy basis at \$17.82 and is not included in the quote total of \$6,813.77. Susan Burrows asked for Board approval to proceed with the donor sign system.

MOTION by Committee, to authorize Library Administrator, Sandra Norlin, to enter into an agreement with ASI Sign Systems for the purchase of the various donor sign system components in an amount not to exceed \$9,000.00 which includes the cost of inserts and installation, and is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Brubaker, Burk, Burrows, Ciborowski, Grice, Read. NAYS: None. MOTION CARRIED.

Sandra Norlin asked for Board approval for an upgrade to the current contract with Panasonic/U.S. Office Solutions, Inc. at a cost of \$2,715.00 per month for a period of 60 months. Hector Marino, Coordinator of Computer & Technical Services distributed an informational sheet listing the differences between the current agreement and the new agreement. The new agreement includes a reduced payment of \$2,715.00 per month; the previous payment was \$2,835.00 per month. The new agreement will include four new black & white digital copiers to replace four black & white analog copiers for public use, one new black & white digital copier for staff use to replace one black & white digital copier for staff use, one new black & white digital copier for staff use, one new digital color copier for public & staff use, network connection: windows 2000 with time control software for internet sign-ups, one print pay station and will begin on August 1, 2001 with the first six months free.

MOTION by Susan Burrows, seconded by Inara Brubaker to approve the upgrade to the current contract with Panasonic/U.S. Office Solution, Inc. at a cost of \$2,715.00 per month for a period of 60 months. ROLL CALL VOTE: AYES: Brubaker, Burk, Burrows, Ciborowski, Grice, Read. NAYS: None. MOTION CARRIED.

BUILDING AND GROUNDS COMMITTEE – John Ciborowski.

John Ciborowski reported that the library continues to work with the City of Des Plaines regarding ongoing HVAC problems that affect the cooling of the building and the operation of the elevators. John explained that the elevators malfunction when temperatures get too warm inside the elevators machine room

MANAGEMENT COMMITTEE – Ellen Yearwood, Chairman.

Ellen Yearwood absent.

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Sandra Norlin distributed a statement of policy for food and beverages prepared by library staff. The policy recommendation is as follows:

Suggested Policy – [Beverages in covered containers are welcome in the library.]

Suggested signage – [Beverages in covered containers are welcome in the library. Patrons please dispose of your containers and clean up all spills immediately. Library staff will assist you upon request.]

Current policy – Section C-8, Rules of Conduct, 3. Eating and drinking are prohibited in public areas, except for meeting rooms.

Susan Burrows asked why library staff does not want food in the library and Sandra Norlin responded that food items are messier and odors can linger after the food has been eaten. Sandra also stated that vermin and insect problems are a consideration. John Ciborowski agreed that food odor may be offensive to other library patrons and staff. Eldon Burk asked if food would be allowed on the veranda, but the Board agreed that the policy would be changed to include covered drinks only.

MOTION by Susan Burrows, seconded by Inara Brubaker, to allow beverages in covered containers in the library and to review the library policy [Section C-8, Rules of Conduct] at the December 2002 Board meeting. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Eldon Burk asked when the policy would take effect and Sandra Norlin responded immediately.

Sandra Norlin reported on a meeting room request from ICMA to hold a meeting with employers of local municipalities for the purpose of soliciting business. The Board discussed the request and the consensus was to deny the request for ICMA to use the meeting room.

PLANNING COMMITTEE – John Burke

John Burke absent.

John Ciborowski reported that Executive Service Corps will present a final report and their recommendations to the Board at the August 21, 2001 Board meeting.

SYSTEM MEMBERSHIP – John Ciborowski.

John Ciborowski reported on his attendance at the North Suburban Library System Membership meeting where Marshall Keyes, library futurist, spoke on global trends and demographic changes in this country.

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160

Rhys Read asked if the Des Plaines Public Library was reaching out to the Hispanic community and Sandra Norlin responded that there are library sponsored programs for the Hispanic population and that the library was awarded a diversity grant and received funds for an intern for the summer.

FRIENDS OF THE LIBRARY – Inara Brubaker.

Inara Brubaker introduced Sue D'Hondt, President of the Friends of the Library. Sue reported that she has asked for approval from the Friends to underwrite the additional costs of installing the Pae White artwork on the third floor of the library, but does not have an answer at this time.

The Friends Book Sale will be held at the library from September 14 through September 16, 2001. The ongoing bookshelf program has netted \$100.00 in just two weeks and the Friends are delighted with the response from library patrons.

Inara Brubaker asked the Board to remember that the Friends make a large contribution to the library and work very hard.

ADMINISTRATOR'S REPORT

New employees for June/July, 2001 are Philip Semon, who is an intern through an Illinois Arts Grant project with North Suburban Library Foundation. Philip, who will begin college next fall, won the Frank Lloyd Wright prize at Oak Park High School this year. Kate Rodriguez began as Page on 7.11.01 and John LaBuda began as Monitor on 6.29.01.

Deborah Samborski, Frank Nelson, Daniel O'Connell, and Florin Felecan ended their employment during this past month.

Several staff members were trained to use new software that was installed within the last month. The Work Analysis Team is preparing for their final report, which is due in August. They have received written reports of job activities from all staff members and have interviewed several staff to discuss their work in more detail.

Increased library use is evident in all categories for which we keep records. The increase of nearly 50% in attendance (year to date) at the library is remarkable and has a concomitant effect in all public service points. Staff who handle telephone inquiries, registrations, directional questions, reference questions, computer assistance and signups, activities associated with circulating and returning materials, and interlibrary loan have all performed well to keep up with this increased demand for their attention and assistance.

0915

Several programs deserve special mention in this report. The summer reading clubs for both adults and youth have very healthy participation. The programming for teens is especially strong, with a growing number of participants and a growing enthusiasm for the activities among the participants. The Teen Poetry Night is an excellent example of this. Partnerships have produced excellent and well-attended programs this month as well. We cooperated with Oakton Community College to present a portion of Bluestem Festival programming at the library, concluding with a performance of the Northwest Symphony Orchestra. The Family Heritage Festival was presented at the library, planned by the Historical Museum Staff, and very well attended by the public. And, our Fourth of July parade entry helped to make our presence known by all Independence Day celebrants.

Summer Reading Club registration and activities are very strong as well. Over 800 children and 150 adults have registered for the SRC, which culminates in our annual celebration on August 5.

Sandra attended a follow-up session on leadership development at the invitation of the Illinois State Library in Bloomington, IL on June 22; the Rotary International Convention in San Antonio, TX June 23 through 28; City Council Committee of the Whole meeting on July 9, the Council - Board Meeting on July 10, and the Board Finance Committee Meeting on July 11. Her year as Rotary Club President began on July 1.

Inara Brubaker reported that she has had comments from patrons regarding the library. Inara reported that patrons feel lost at the front entrance of the library and staff could offer additional assistance. Inara also reported complaints about staff being too curt with patron requests who may appear more limited in their knowledge of library use.

Inara did state that the comments she has received regarding the library have been more positive than negative.

Sandra Norlin responded that customer satisfaction is a most important factor and that a work analysis team has been formed and led by consultant Maureen Sullivan.

Sandra reported that after the meeting with Cate McNeely, the department heads have implemented a program to ask three patrons three questions each week. The suggested questions included "How was the service?" "Did you find what you were looking for?" Susan Burrows stated that there has been an increase in attendance at the library with a staff that has not grown with the attendance.

Sue D'Hondt asked for additional signage for the next Friends book sale.

0916

NEW BUSINESS

William Grice asked for Board approval to change the Board's meeting time to 7:00 PM instead of 7:30 PM.

MOTION by Rhys Read, seconded by Susan Burrows, to approve the regular monthly Board of Library Trustees meeting dates for the period August 2001 through July 2002 and to change the meeting time to 7:00 PM. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Rhys Read, seconded by Inara Brubaker, to approve the Library Closings for the period August 2001 through July 2002. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by William Grice, seconded by Inara Brubaker, to increase the Non-Resident Fee from \$150.00 per family per year to \$165.00 per family per year for period July 1, 2001 through June 30, 2002. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Sandra Norlin will notify the Village of Rosemont about the change in the Non-Resident Fee in accordance with the Intergovernmental Agreement.

Sandra Norlin distributed a list of the contents of the Safety Deposit Box as of July 17, 2001.

NOMINATING COMMITTEE – Susan Burrows, Chairman.

The new officers took the Oath of Office. John Ciborowski was elected President, John Burke, Vice President and Carol Kidd, Secretary. John Burke will take the Oath of Office at the August 21, 2001 Board Meeting.

ANNOUNCEMENTS

Alderman Argus asked board members if they would consider televising their meetings in Room 102 at the City of Des Plaines. Eldon Burk responded that the library meetings could be taped at the library with a delayed broadcast time, but that cost of the tapings would be a consideration. The Board consensus was to continue to have their meetings at the library, but to continue to explore other options. President Burk appointed a Committee to review the options available to the library regarding broadcasting their meetings. President Burk appointed William Grice, Susan Burrows and John Ciborowski to the Committee. The Committee will meet at the City of Des Plaines in the Council Chambers with Alderman Argus on July 30, 2001 at 10:00 AM.

0917

MOTION by Inara Brubaker, seconded by Rhys Read, to enter into an Executive Session at 10:01 PM to discuss Purchase or Lease of Real Property and Semi-Annual Review of Executive Session Minutes. Vote: Ayes: All. Nays: None. MOTION CARRIED.

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

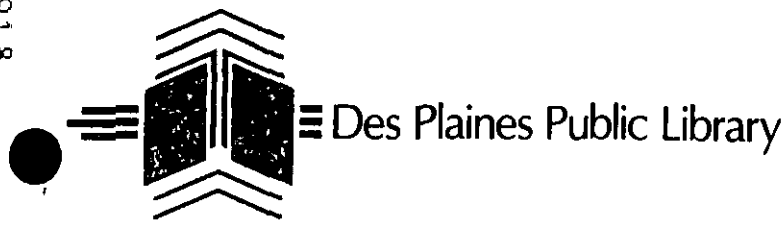
MOTION by Eldon Burk, seconded by William Grice, that the need for confidentiality still exists as to all of the remaining Executive Session minutes. Vote: Ayes: All. Nays: None. MOTION CARRIED.

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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IV

BOARD OF TRUSTEES & DES PLAINES CITY COUNCIL
Minutes of the Special Meeting
July 10, 2001

The special meeting of the Des Plaines Public Library Board of Trustees and the Des Plaines City Council was held in Meeting Room C on Tuesday, July 10, 2001. Mayor Tony Arredia called the meeting to order at 7:00 PM.

City Council & Library Board Present: Inara Brubaker, Eldon Burk, John Burke, Susan Burrows, John Ciborowski, Rhys Read, Ellen Yearwood, Tony Arredia, Thomas Christiansen, Laura Murphy, Dick Sayad, Tom Becker, Rosemary Argus.

Also Present: Administrator Sandra Norlin, Martha Sloan, Carol Kidd, Charlotte Storer, Sue D'Hondt, Holly Richards Sorensen, Susan Farid, Veronica Schwartz, Leslie Steiner, Bob Blanchard, Val Manaves, Anna Marie McCall, Amy McLaughlin, Nick Straikow, Ralph Minnis, Mary Minnis, Kathy Krus, Wayne Serbin.

Mayor Arredia explained that the joint meeting between the City Council and Library Board of Trustees would include a presentation by Attorney Gerard Dempsey of Klein, Thorpe and Jenkins, LTD. Mayor Arredia advised that there would be an opportunity for questions after Mr. Dempsey completed his presentation.

The City Council members and Library Trustees introduced themselves.

President Burk introduced Mr. Dempsey who gave an overview of library law and answered questions.

Mayor Arredia asked if the Mayor and City Council could reappoint every position on the Library Board and Mr. Dempsey responded that the Mayor and City Council should be responsive to the library needs of the community.

0919

Mayor Arredia asked Mr. Dempsey if ownership of the library building would be transferred to the Library Board if the library were converted to a district. Mr. Dempsey responded that he would research this question.

Mayor Arredia asked who usually owns the library building and Mr. Dempsey responded that the Illinois Local Library Act allows local libraries to own their own real estate, but the host municipality can own the building.

Alderman Sayad allowed that the library board has complete control over its own budget and the City Council has no authority or accountability for the library. Alderman Sayad stated that the residents of Des Plaines voice their concerns to Council members when library taxes are increased. President Burk responded that increases to the library tax are minimal and that the library generates only 2.5% of the total tax bill. President Burk also stated that the library has been responsive to concerns of the city council in regards to the budget. John Burke stated that the budget is done with sensitivity to Des Plaines and the economy. Susan Burrows stated that the library has made adjustments to the budget in response to City concerns in the past.

Alderman Argus stated that the residents of Des Plaines enjoy the library, but are concerned about tax increases as well.

Alderman Becker stated that the Library Board did not complete repairs to the old library building as budgeted for, but used the monies for other items. Alderman Becker asked if the Library Board had the authority to amend their budget and transfer funds from one line item to another. Mr. Dempsey responded that the Library Board has the authority to transfer funds from one line item to another. Rhys Read asked if the City of Des Plaines has the authority to amend their budget and Mayor Arredia responded that they can amend their budget, but they do not.

Alderman Christiansen asked if the library could return unused funds to the City of Des Plaines and Mr. Dempsey responded that it was permissible for Library and City unexpended funds to be returned to the city if both parties were in agreement. Mr. Dempsey stated that a special reserve fund could be created with unused funds. Susan Burrows replied that the library has a contingency for emergencies as well as a building project fund for future items that will need replacing, such as carpeting. Alderman Sayad responded that the City of Des Plaines is responsible for all outside repair of the library building.

Alderman Argus asked if the library was required to go out for bid for expensive items and if the library is required to have purchase orders and Mr. Dempsey responded that any item over \$5,000 requires a request for bid. Sandra Norlin stated that library policy states that any item over \$5,000 shall go out for bid. Eldon Burk stated that either the Library Board President or the Chairman of Finance Committee approves each library invoice.

0920

Alderman Sayad repeated that the City Council has no authority over the library budget and that the City Council cannot stop payment on any library request for payment.

President Burk distributed a library comparison sheet based on 1996-2000 Illinois Public Library Annual Reports. Alderman Becker asked if the recent census figures were taken into account for the report and Sandra Norlin responded no, because the reports were filed before the census results were certified.

The meeting adjourned at 9:00 PM.

Minutes prepared by Carol Kidd.

**DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR THE MONTH OF JULY 2001**

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

1. Over the Counter Receipts	\$	5,919.89
2. Petty Cash Expenditures	\$	13.70
3. Budget Expenditures for July	\$	303,180.63
4. Expenditures Year to Date	\$	2,248,250.64
5. Revenue for July	\$	88,561.59
6. Revenue Year to Date	\$	2,050,291.88

MOTION by _____ 2nd by _____ to be approved, subject to audit, expenditures authorized by the Library Administrator and Board Representatives for library Warrant Registers as follows:

July 02, 2001	\$	50,502.35
July 18, 2001	\$	45,398.10
Total	\$	95,900.45

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 12, 2001	\$	88,514.44
July 26, 2001	\$	85,103.92
Total	\$	173,618.36

MOTION by _____ 2nd by _____ to approve, subject to audit, transfer entries to the Library account in July, 2001 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (July)	\$	74.36
Total	\$	74.36

ROLL CALL VOTE: AYES: _____ NAYS: _____

**DES PLAINES PUBLIC LIBRARY
OVER THE COUNTER RECEIPTS FOR THE MONTH OF JULY 2001**

	July 2000	July 2001	2000 to Date	2001 to Date
Lost Materials	\$ 72.00	\$ 397.16	\$ 2,635.88	\$ 4,141.78
Fines	\$ 786.54	\$ 5,135.36	\$45,267.25	\$ 44,378.98
Damage	\$ 00	\$ 98.95	\$ 459.80	\$ 589.09
Fees	\$ 43.90	\$ 246.22	\$ 2,885.39	\$ 5,526.62
Copies	\$ 135.20	\$ 30.80	\$ 9,816.21	\$ 5,821.39
Miscellaneous	\$ 3.00	\$ 11.40	\$ 235.21	\$ 145.30
Totals	\$ 1,040.64	\$ 5,919.89	\$61,299.74	\$ 60,603.16

PETTY CASH EXPENDITURES – July

970170	Janitorial	3.50
970260	Postage	3.00
970260	Postage	1.80
970260	Postage	5.40
Total		\$13.70



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IX

BOARD OF TRUSTEES
 Minutes of the Finance Committee Meeting
 August 14, 2001

Chair: Susan Burrows.
 Present: Inara Brubaker, Susan Burrows, John Ciborowski, Rhys Read, Sandra Norlin, Carol Kidd, Martha Sloan, Hector Marino.

Call to Order: 5:34 PM by Susan Burrows.

Sandra Norlin asked for Committee approval for the following proposed expenditures:

Xibitz Proposal - Proposal for redesign and repair of the boat in the Youth Services Department at a cost of \$12,491.00.

MOTION by Rhys Read, seconded by Inara Brubaker, to approve the redesign and repair of the boat in the Youth Services Department in the amount of \$12,491.00. ROLL CALL VOTE: AYES: Brubaker, Burrows, Read. NAYS: None. MOTION CARRIED.

Microsoft Office XP – Proposal to upgrade Microsoft Office for 90 users at the Des Plaines Public Library at a cost of \$4,770.

John Ciborowski entered the meeting at 5:45 PM.

MOTION by Rhys Read, seconded by Inara Brubaker, to approve the purchase of upgrades for 90 Microsoft Office users at the Des Plaines Public Library at a cost of \$4,770.00. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Sandra Norlin presented estimates for the costs of lighting the atrium sculpture from Juno Lighting and Gibson Electric. The Committee asked Sandra to contact sculpture designers, Michael Hayden and Kristina Lucas for additional recommendations for lighting the sculpture before proceeding further.

Elevator Maintenance Contract – Sandra Norlin reported that the library is without an elevator maintenance contract and Gary Valente, Head of Building & Security Systems has obtained proposals from the following companies:

Schindler Elevator - \$9,102.72/year

Anderson Elevator - \$4,680.00/year

Montgomery-Kone Elevator - \$7,560.00/year

ThyssenKrupp Elevator - \$7,560.00/year

ACM Elevator - \$6,300.00/year

Sandra reported that Gary Valente is recommending ThyssenKrupp Elevator at a cost of \$7,560.00 because they are the largest large reliable company in the country and are able to do diagnostic testing on the equipment.

MOTION by Rhys Read, seconded by Inara Brubaker, to approve a one-year maintenance contract with ThyssenKrupp Elevator for elevator maintenance at a cost of \$7,560.00. ROLL CALL VOTE: AYES: Brubaker, Burrows, Ciborowski, Read. NAYS: None. MOTION CARRIED.

Trim Moulding for Aquarium Wall in the Children's Department – Sandra presented a proposal from Pinkus Woodworking Group for the installation of maple moulding around the aquarium and surrounding wall, which includes doorway casement and floor and ceiling trim at a cost of \$4,166.00.

MOTION by Rhys Read, seconded by Inara Brubaker, to approve the installation of maple moulding around the aquarium and surrounding wall, which includes doorway casement and floor and ceiling trim at a cost of \$4,166.00. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Security Camera Relocation – Sandra proposed the relocation of security cameras on the fourth floor by recommendation of the staff for increased security. The cost of the relocation is \$2,400.00. President Ciborowski approved the relocation of the security cameras at a cost of \$2,400.00.

Sandra Norlin asked the Committee to review the policy on library expenditures which authorizes the library administrator to approve single item purchases of goods or services up to two thousand (\$2,000) provided they do not exceed the line item authorized in the budget. Sandra provided the Committee with spending limits approved by other libraries in the area. The Committee will plan to discuss this policy at a future meeting.

Sandra Norlin asked the Committee to review the Strategic Plan before proceeding with the review of the FY2002 draft budget proposal. Sandra reported that the first review of the library budget will be on September 7, 2001 at the City of Des Plaines. The Committee will present the first draft of the budget with corrections and additions to the full Board for approval at the August 21, 2001 Board meeting.

0925

Sandra Norlin distributed the FY2002 Budget documents and answered questions from the Committee.

Susan Burrows left the meeting at 6:50 PM.

The Committee asked Sandra Norlin to increase the projected expenditure of the contingency reserve to \$50,000 and also asked that she prepare a comparison study of salary increases for surrounding libraries. Sandra proposed a minimal staffing increase that would not begin until July 2002 with an FTE of 1.865.

Meeting adjourned at 7:05 PM.

Minutes prepared by Carol Kidd.

08/09/01
ACCOUNTING PERIOD: 7/01CITY OF DES PLAINES
BALANCE SHEET

PAGE 1

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	160.00	
102008	CASH PB DEPOSIT 276502401		282,922.35
102012	CASH IPTIP/FOA 7139200161	345,401.94	
102014	CASH FED INVST TRUST(FIT)	195,698.41	
	TOTAL CASH	541,760.35	282,922.35
104033	INVESTMENTS-DOWNING	35,426.73	
	TOTAL INVESTMENTS	35,426.73	.00
	TOTAL ASSETS	577,187.08	282,922.35
450030	ACCRUED LIAB-COMP ABSENCE		105,901.30
	TOTAL ACCRUED LIABILITIES	.00	105,901.30
	TOTAL CURRENT LIABILITIES	.00	105,901.30
	TOTAL LIABILITIES	.00	105,901.30
700110	EXPENDITURE CONTROL	2,293,817.60	
700120	REVENUE CONTROL		1,964,164.67
700150	EXP. BUDGET CONTROL		4,678,051.00
700160	REV. BUDGET CONTROL	4,454,332.00	
700170	BUDGET FUND BALANCE	223,719.00	
	TOTAL SYSTEM CONTROL	6,971,868.60	6,642,215.67
720010	FUND BAL-RESRV-GIFT TRUST		35,425.73
	TOTAL FUND BALANCE-RESERVED	.00	35,425.73
730000	FUND BALANCE-UNRESERVED		482,590.63
	TOTAL FUND EQUITY	.00	518,016.36
	TOTAL EQUITIES	6,971,868.60	7,160,232.03
	TOTAL PUBLIC LIBRARY FUND	7,549,055.68	7,549,055.68

08/09/01
ACCOUNTING PERIOD: 7/01CITY OF DES PLAINES
BALANCE SHEET

PAGE 1

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	160.00	
102008	CASH PB DEPOSIT 276502401		282,922.35
102012	CASH IPTIP/FOA 7139200161	345,401.94	
102014	CASH FED INVST TRUST(FIT)	195,698.41	
	TOTAL CASH	541,760.35	282,922.35
104033	INVESTMENTS-DOWNING	35,426.73	
	TOTAL INVESTMENTS	35,426.73	.00
	TOTAL ASSETS	577,187.08	282,922.35
450030	ACCRUED LIAB-COMP ABSENCE		105,901.30
	TOTAL ACCRUED LIABILITIES	.00	105,901.30
	TOTAL CURRENT LIABILITIES	.00	105,901.30
	TOTAL LIABILITIES	.00	105,901.30
700110	EXPENDITURE CONTROL	2,293,817.60	
700120	REVENUE CONTROL		1,964,164.67
700150	EXP. BUDGET CONTROL		4,678,051.00
700160	REV. BUDGET CONTROL	4,454,332.00	
700170	BUDGET FUND BALANCE	223,719.00	
	TOTAL SYSTEM CONTROL	6,971,868.60	6,642,215.67
720010	FUND BAL-RESRV-GIFT TRUST		35,425.73
	TOTAL FUND BALANCE-RESERVED	.00	35,425.73
730000	FUND BALANCE-UNRESERVED		482,590.63
	TOTAL FUND EQUITY	.00	518,016.36
	TOTAL EQUITIES	6,971,868.60	7,160,232.03
	TOTAL PUBLIC LIBRARY FUND	7,549,055.68	7,549,055.68

08/09/01
ACCOUNTING PERIOD: 7/01CITY 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
102005	CASH PB PAYABLE 281190401	673.55	
102008	CASH PB DEPOSIT 276502401	58,008.32	
102012	CASH IPTIP/FOA 7139200161	13,830.04	
102014	CASH FED INVST TRUST(FIT)	1,213.12	
TOTAL CASH		73,725.03	.00
119200	RECEIVABLE-MISC	100,000.00	
TOTAL ACCOUNTS RECEIVABLE		100,000.00	.00
TOTAL ASSETS		173,725.03	.00
700110	EXPENDITURE CONTROL		45,566.96
700120	REVENUE CONTROL		78,966.42
700150	EXP. BUDGET CONTROL		150,000.00
700160	REV. BUDGET CONTROL	173,000.00	
700170	BUDGET FUND BALANCE		23,000.00
TOTAL SYSTEM CONTROL		173,000.00	297,533.38
730000	FUND BALANCE-UNRESERVED		49,191.65
TOTAL FUND EQUITY		.00	49,191.65
TOTAL EQUITIES		173,000.00	346,725.03
TOTAL LIBRARY CAPITAL PROJ FUND		346,725.03	346,725.03

08/09/01

ACCOUNTING PERIOD: 7/01

CITY OF DES PLAINES

BALANCE SHEET

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

FUND - 415 - FF & E - LIBRARY

ACCOUNT	TITLE	DEBITS	CREDITS
700150	EXP. BUDGET CONTROL		100,000.00
700170	BUDGET FUND BALANCE	100,000.00	
	TOTAL SYSTEM CONTROL	100,000.00	100,000.00
	TOTAL EQUITIES	100,000.00	100,000.00
	TOTAL FF & E - LIBRARY	100,000.00	100,000.00
	TOTAL REPORT	7,995,780.71	7,995,780.71

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08/13/01
ACCOUNTING PERIOD: 7/01

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

SELECTION CRITERIA: revledgr.fund in ('201','202','2130','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	9,636.10	30,363.90	.24
810016	PROPERTY TAXES 1999	.00	.00	.00	20,849.83	-20,849.83	.00
810017	PROPERTY TAXES 2000	4,086,344.00	.00	.00	1,742,369.11	2,343,974.89	.43
TOTAL	PROPERTY TAXES	4,126,344.00	.00	.00	1,772,855.04	2,353,488.96	.43
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	.00	92,988.00	.00
TOTAL	TAXES	4,219,332.00	.00	.00	1,772,855.04	2,446,476.96	.42
822040	STATE GRANT:PER CAPITA	65,000.00	65,947.57	.00	65,947.57	-947.57	1.01
822080	STATE GRANT:LIBRARY TECH	.00	.00	.00	.00	.00	.00
822090	STATE GRANT:LIB CONSTRUCT	.00	3,421.67	.00	3,921.67	-3,921.67	.00
822095	STATE GRANT:LIBRARY	.00	.00	.00	21,916.92	-21,916.92	.00
TOTAL	STATE GRANTS	65,000.00	69,369.24	.00	91,786.16	-26,786.16	1.41
TOTAL	INTERGOVERNMENTAL REVENUE	65,000.00	69,369.24	.00	91,786.16	-26,786.16	1.41
850102	LIBRARY FINES	100,000.00	3,706.41	.00	49,140.43	50,859.57	.49
TOTAL	FINES	100,000.00	3,706.41	.00	49,140.43	50,859.57	.49
850201	COPYING FEE	30,000.00	2,560.97	.00	5,819.87	24,180.13	.19
850215	SPECIAL PROGRAMS & EVENTS	15,000.00	.00	.00	3,417.00	11,583.00	.23
TOTAL	FEES AND SERVICES	45,000.00	2,560.97	.00	9,236.87	35,763.13	.21
TOTAL	FINES, FEES, AND SERVICES	145,000.00	6,267.38	.00	58,377.30	86,622.70	.40
890010	INTEREST INCOME	10,000.00	7,642.98	.00	37,600.25	-27,600.25	3.76
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
898900	TRANSFER FROM OTHER FUNDS	.00	.00	.00	.00	.00	.00
899900	MISCELLANEOUS REVENUE	15,000.00	5,231.06	.00	13,439.06	1,560.94	.90
TOTAL	OTHER REVENUE	25,000.00	12,874.04	.00	51,039.31	-26,039.31	2.04
TOTAL	PUBLIC LIBRARY FUND	4,454,332.00	88,510.66	.00	1,974,057.81	2,480,274.19	.44
TOTAL	PUBLIC LIBRARY FUND	4,454,332.00	88,510.66	.00	1,974,057.81	2,480,274.19	.44

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08/13/01

CITY OF DES PLAINES

ACCOUNTING PERIOD: 7/01

ORGANIZATION REVENUE STATUS

SELECTION CRITERIA: revledgr.fund in ('201','202','2130','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	.00	.00	.00	.00	.00	.00
822090	STATE GRANT:LIB CONSTRUCT	20,000.00	.00	.00	-25,000.00	45,000.00	-1.25
TOTAL	STATE GRANTS	20,000.00	.00	.00	-25,000.00	45,000.00	-1.25
TOTAL	INTERGOVERNMENTAL REVENUE	20,000.00	.00	.00	-25,000.00	45,000.00	-1.25
890010	INTEREST INCOME	3,000.00	50.93	.00	1,234.07	1,765.93	.41
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
898902	TRANSFER FROM LIB FUND	150,000.00	.00	.00	.00	150,000.00	.00
899920	LIBRARY DONATIONS	.00	.00	.00	100,000.00	-100,000.00	.00
899930	LIBRARY BUY-A-BRICK	.00	.00	.00	.00	.00	.00
TOTAL	OTHER REVENUE	153,000.00	50.93	.00	101,234.07	51,765.93	.66
TOTAL	LIBRARY CAPITAL PROJ FUND	173,000.00	50.93	.00	76,234.07	96,765.93	.44
TOTAL	LIBRARY CAPITAL PROJ FUND	173,000.00	50.93	.00	76,234.07	96,765.93	.44

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08/13/01 CITY OF DES PLAINES PAGE 3
ACCOUNTING PERIOD: 7/01 ORGANIZATION REVENUE STATUS
SELECTION CRITERIA: revledgr.fund in ('201','202','2130','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		4,627,332.00	88,561.59	.00	2,050,291.88	2,577,040.12	.44

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	1,674,127.00	103,854.70	.00	806,010.35	868,116.65	.48
910200	TEMPORARY WAGES	635,842.00	48,264.16	.00	320,608.19	315,233.81	.50
910300	SUPERVISORY OVERTIME	.00	.00	.00	.00	.00	.00
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	163.77	336.23	.33
910500	VACATION PAY	.00	12,375.23	.00	52,738.74	-52,738.74	.00
910600	SICK PAY	.00	3,022.06	.00	23,248.83	-23,248.83	.00
910700	HOLIDAY PAY	.00	6,102.21	.00	22,786.76	-22,786.76	.00
910900	ACT/OUT OF CLASS/PREMIUM	500.00	.00	.00	.00	500.00	.00
910950	EXCESS SICK HRS PAY OUT	3,500.00	.00	.00	3,401.76	98.24	.97
918010	UNEMPLOYMENT COMPENSATION	1,012.00	.00	.00	506.00	506.00	.50
918020	EMPLOYER CONTR-F.I.C.A.	169,465.00	13,156.43	.00	93,739.07	75,725.93	.55
918021	EMPLOYER CONTR-I.M.R.F.	142,301.00	11,266.90	.00	81,634.74	60,666.26	.57
918040	LIFE INS PREMIUMS	4,896.00	389.40	.00	2,720.40	2,175.60	.56
918050	MEDICAL INS PREMIUMS	218,452.00	13,072.56	.00	89,487.51	128,964.49	.41
918060	TUITION REIMBURSEMENTS	5,000.00	.00	.00	69.50	4,930.50	.01
918070	WORKERS COMPENSATION	6,000.00	383.43	.00	2,896.92	3,103.08	.48
TOTAL	PERSONAL SERVICES	2,861,595.00	211,887.08	.00	1,500,012.54	1,361,582.46	.52
920100	LITIGATION & LEGAL FEES	.00	.00	.00	607.50	-607.50	.00
920105	COSTS OF LITIGATION	.00	.00	.00	12.95	-12.95	.00
920110	PROFESSIONAL CONSULTING	10,000.00	1,500.00	.00	9,552.12	447.88	.96
920120	COMMUNICATION SERVICES	50,000.00	3,008.83	.00	15,578.54	34,421.46	.31
920140	DATA PROCESSING SERVICES	85,000.00	5,456.33	.00	32,633.07	52,366.93	.38
920202	CONFERENCES	7,000.00	-1,331.00	.00	2,572.13	4,427.87	.37
920204	TRAINING	2,500.00	.00	.00	2,156.91	343.09	.86
920206	SEMINARS	2,500.00	35.00	.00	1,720.00	780.00	.69
920210	IN-SERVICE TRAINING	2,000.00	.00	.00	.00	2,000.00	.00
920220	MEMBERSHIP DUES	4,500.00	460.00	.00	2,057.00	2,443.00	.46
920230	PUBLICATION OF NOTICES	2,000.00	.00	.00	1,473.69	526.31	.74
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	11,000.00	699.29	.00	4,575.67	6,424.33	.42
TOTAL	SUBSIDIES,REBATES,CONTRIB	11,000.00	699.29	.00	4,575.67	6,424.33	.42
920900	PROPERTY/LIAB CONTRIBUTIO	67,423.00	.00	.00	33,710.00	33,713.00	.50
930010	R & M EQUIPMENT	52,600.00	-2,031.25	.00	14,486.22	38,113.78	.28
930020	R & M BLDGS & STRUCTURES	20,000.00	2,150.60	.00	8,664.68	11,335.32	.43
930030	R & M VEHICLES	3,000.00	.00	.00	1,237.97	1,762.03	.41
930195	BOOK BINDING & REPAIR	3,000.00	1,253.10	.00	3,438.95	-438.95	1.15
930210	RENTAL OF EQUIPMENT	3,000.00	.00	.00	.00	3,000.00	.00
930320	CLEANING:CUSTODIAL SERV	45,000.00	.00	.00	21,727.50	23,272.50	.48
960070	AUTO/TRAVEL EXPENSES	5,500.00	20.00	.00	2,125.92	3,374.08	.39
960210	SPECIAL EVENT PROGRAMMING	17,000.00	2,716.27	.00	8,997.36	8,002.64	.53

0034

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
960990	MISC CONTRACTUAL SVCS	70,000.00	5,402.91	.00	64,757.16	5,242.84	.93
TOTAL	CONTRACTUAL SERVICES	463,023.00	19,340.08	.00	232,085.34	230,937.66	.50
970100	SUPPLIES	70,000.00	3,662.96	.00	38,314.14	31,685.86	.55
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	23.40	.00	1,106.25	393.75	.74
970170	JANITORIAL	8,000.00	527.39	.00	6,880.29	1,119.71	.86
970200	COPYING/FAX SUPPLIES	1,000.00	.00	.00	2,197.05	-1,197.05	2.20
970260	POSTAGE AND PARCEL	13,200.00	218.24	.00	9,710.64	3,489.36	.74
970270	PRINTING-REPROD-BINDING	7,500.00	.00	.00	3,192.98	4,307.02	.43
970320	SUPPLIES: BLDG R/M	.00	.00	.00	.00	.00	.00
970330	SUPPLIES: VEHICLE R/M	.00	60.93	.00	732.88	-732.88	.00
970600	BOOKS	493,000.00	27,960.97	.00	203,064.71	289,935.29	.41
970610	AUDIO MATERIALS	64,000.00	4,542.78	.00	23,993.83	40,006.17	.37
970620	SUBSCRIPTIONS & BOOKS	85,000.00	17,108.44	.00	24,199.69	60,800.31	.28
970630	VISUAL MATERIALS	65,000.00	3,926.92	.00	30,931.16	34,068.84	.48
970640	AUTOMATED REFERENCE MAT'L	87,000.00	-1,303.65	.00	45,968.70	41,031.30	.53
970810	NATURAL GAS	19,000.00	.00	.00	25,423.16	-6,423.16	1.34
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	3,500.00	54.28	.00	292.27	3,207.73	.08
970850	GASOLINE	800.00	20.08	.00	126.68	673.32	.16
TOTAL	COMMODITIES	919,000.00	56,802.74	.00	416,134.43	502,865.57	.45
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	135,000.00	1,850.53	.00	9,965.85	125,034.15	.07
980410	COMPUTER HARDWARE	.00	.00	.00	64,870.60	-64,870.60	.00
980420	COMPUTER SOFTWARE	.00	-6,038.00	.00	20,021.83	-20,021.83	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	5,000.00	486.00	.00	5,611.31	-611.31	1.12
TOTAL	CAPITAL EXPENDITURES	140,000.00	-3,701.47	.00	100,469.59	39,530.41	.72
990300	BANK/TRUST/AGENCY FEES	150.00	.00	.00	.00	150.00	.00
990900	TRANSFER TO DEBT SERVICE	.00	.00	.00	.00	.00	.00
990910	TRANS TO D/S:93 GO BOND	29,283.00	.00	.00	.00	29,283.00	.00
TOTAL	DEBT SERVICE	29,433.00	.00	.00	.00	29,433.00	.00
990940	TRANS TO LIB CAP PROJ FND	150,000.00	.00	.00	.00	150,000.00	.00
TOTAL	TRANS TO LIB CAP PROJ FND	150,000.00	.00	.00	.00	150,000.00	.00
991000	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
TOTAL	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00

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08/13/01

CITY OF DES PLAINES

ACCOUNTING PERIOD: 7/01

ORGANIZATION EXPENDITURE STATUS

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	4,613,051.00	284,328.43	.00	2,248,701.90	2,364,349.10	.49

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08/13/01

CITY OF DES PLAINES

ACCOUNTING PERIOD: 7/01

ORGANIZATION EXPENDITURE STATUS

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

FUND - 201 - PUBLIC LIBRARY FUND

FUNCTION - 400 - CIVIC & CULTURE

DEPARTMENT - 2120 - LIBRARY ACCUMULATION

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
980600	FURNITURE & FIXTURES	.00	.00	.00	.00	.00	.00
TOTAL	CAPITAL EXPENDITURES	.00	.00	.00	.00	.00	.00
TOTAL	LIBRARY ACCUMULATION	.00	.00	.00	.00	.00	.00

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08/13/01 CITY OF DES PLAINES PAGE 5
 ACCOUNTING PERIOD: 7/01 ORGANIZATION EXPENDITURE STATUS
 SELECTION CRITERIA: expledgr.fund in ('201','202','2130','415')

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	.00	.00	.00	.00	.00	.00
920120	COMMUNICATION SERVICES	.00	.00	.00	.00	.00	.00
920140	DATA PROCESSING SERVICES	.00	.00	.00	.00	.00	.00
920202	CONFERENCES	5,000.00	1,331.00	.00	2,456.00	2,544.00	.49
920204	TRAINING	.00	.00	.00	1,995.00	-1,995.00	.00
930010	R & M EQUIPMENT	.00	2,985.38	.00	2,985.38	-2,985.38	.00
960070	AUTO/TRAVEL EXPENSES	.00	.00	.00	.00	.00	.00
960210	SPECIAL EVENT PROGRAMMING	.00	.00	.00	.00	.00	.00
960990	MISC CONTRACTUAL SVCS	60,000.00	14,535.82	.00	37,679.32	22,320.68	.63
TOTAL	CONTRACTUAL SERVICES	65,000.00	18,852.20	.00	45,115.70	19,884.30	.69
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
TOTAL	COMMODITIES	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	.00	.00	.00	.00	.00	.00
980410	COMPUTER HARDWARE	.00	.00	.00	.00	.00	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
	CAPITAL EXPENDITURES	.00	.00	.00	.00	.00	.00
TOTAL	IL LIBRARY PER CAP GRANT	65,000.00	18,852.20	.00	45,115.70	19,884.30	.69
TOTAL	CIVIC & CULTURE	4,678,051.00	303,180.63	.00	2,293,817.60	2,384,233.40	.49
TOTAL	PUBLIC LIBRARY FUND	4,678,051.00	303,180.63	.00	2,293,817.60	2,384,233.40	.49

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08/13/01

CITY OF DES PLAINES

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ACCOUNTING PERIOD: 7/01

ORGANIZATION EXPENDITURE STATUS

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

FUNCTION - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	.00	.00	.00	.00	.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
960990	MISC CONTRACTUAL SVCS	.00	.00	.00	.00	.00	.00
TOTAL	CONTRACTUAL SERVICES	.00	.00	.00	.00	.00	.00
970100	SUPPLIES	.00	.00	.00	36.00	-36.00	.00
TOTAL	COMMODITIES	.00	.00	.00	36.00	-36.00	.00
980300	IMPROVEMENTS	.00	.00	.00	-104,194.62	104,194.62	.00
980400	EQUIPMENT	50,000.00	.00	.00	46,683.78	3,316.22	.93
980420	COMPUTER SOFTWARE	50,000.00	.00	.00	.00	50,000.00	.00
980600	FURNITURE & FIXTURES	50,000.00	.00	.00	11,907.88	38,092.12	.24
TOTAL	CAPITAL EXPENDITURES	150,000.00	.00	.00	-45,602.96	195,602.96	-.30
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	.00	.00	-45,566.96	195,566.96	-.30
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	.00	.00	-45,566.96	195,566.96	-.30

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08/13/01
 ACCOUNTING PERIOD: 7/01

CITY OF DES PLAINES
 ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expledgr.fund in ('201','202','2130','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	.00	.00	.00
920120	COMMUNICATION SERVICES	.00	.00	.00	.00	.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
930320	CLEANING:CUSTODIAL SERV	.00	.00	.00	.00	.00	.00
960990	MISC CONTRACTUAL SVCS	.00	.00	.00	.00	.00	.00
TOTAL	CONTRACTUAL SERVICES	.00	.00	.00	.00	.00	.00
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	.00	.00	.00	.00	.00	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	100,000.00	.00	.00	.00	100,000.00	.00
TOTAL	CAPITAL EXPENDITURES	100,000.00	.00	.00	.00	100,000.00	.00
TOTAL	FF & E - LIBRARY	100,000.00	.00	.00	.00	100,000.00	.00
TOTAL	FF & E - LIBRARY	100,000.00	.00	.00	.00	100,000.00	.00
TOTAL REPORT		4,928,051.00	303,180.63	.00	2,248,250.64	2,679,800.36	.46

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06/21/01
ACCOUNTING PERIOD: 6/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='07/02/2001'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	920110	PROFESSIONAL CONSULTING	100258	MCNEELY CONSULTING	103	1,500.00
2110	920120	COMMUNICATION SERVICES	72106	COOPERATIVE COMPUTER SERV	5-22-01	1,416.37
2110	920120	COMMUNICATION SERVICES	72106	COOPERATIVE COMPUTER SERV	5/16-6/15	47.85
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	MAY 2001	3,523.80
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	4-27-01	1,419.19
2110	920206	SEMINARS	100252	ROBERT T. BLANCHARD	REIMB	35.00
2110	920220	MEMBERSHIP DUES	100075	AMERICAN LIBRARY ASSOCIAT	0059249	95.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	JULY 2001	159.68
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	JULY 2001	319.36
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	JULY 2001	159.68
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	JULY 2001	30.29
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	JULY 2001	15.14
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	JULY 2001	15.14
2110	930010	R & M EQUIPMENT	72106	COOPERATIVE COMPUTER SERV	MAY 2001	651.65
2110	930020	R & M BLDGS & STRUCTURES	100000	GIBSON	0048969-IN	368.60
2110	930020	R & M BLDGS & STRUCTURES	100077	ACCESS TECHNOLOGIES	90598940	118.00
2110	930020	R & M BLDGS & STRUCTURES	100250	DRAKE JOHNSON	20123	762.00
2110	930020	R & M BLDGS & STRUCTURES	27008	RON SCHUNE	5-23-01	312.00
2110	930195	BOOK BINDING & REPAIR	05479	HOUCHEM BINDERY LTD	089931	384.55
2110	960070	AUTO/TRAVEL EXPENSES	20397	CORKY LEB	REIMB	20.00
2110	960210	SPECIAL EVENT PROGRAMMING	00355	POONJA LEE CHO	REIMB	79.90
2110	960210	SPECIAL EVENT PROGRAMMING	03239	GIUSEPPE'S LA CANTINA	2454	37.25
2110	960210	SPECIAL EVENT PROGRAMMING	05235	UPSTART	6836013-001	390.00
2110	960210	SPECIAL EVENT PROGRAMMING	100161	JERRY RUMPS	7-25-01	150.00
2110	960210	SPECIAL EVENT PROGRAMMING	100251	MICHAEL GAUER	8-1-01	150.00
2110	960210	SPECIAL EVENT PROGRAMMING	14465	INSTY PRINTS	206604	248.63
2110	960210	SPECIAL EVENT PROGRAMMING	14465	INSTY PRINTS	206635	51.08
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	001596	70.50
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1098882	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1098389	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1098390	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1098385	46.05
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1100767	41.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1097734	76.85
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1099344	4.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1099345	21.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1097733	18.75
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1098391	8.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1102294	98.25
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1098884	6.75
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1099346	10.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1097732	11.25
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1098881	8.05
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1098883	16.00
2110	960990	MISC CONTRACTUAL SVCS	06463	SECURITY LINK FROM AMERIT	49190056	37.50
2110	960990	MISC CONTRACTUAL SVCS	07606	NIGHT OWL REFERENCE SERVI	7/01-6/02	2,910.30
2110	960990	MISC CONTRACTUAL SVCS	08554	C. BERGER & COMPANY	54685	1,267.20
2110	960990	MISC CONTRACTUAL SVCS	100140	MIDWEST LIBRARY SYSTEMS	7-941	752.00
2110	960990	MISC CONTRACTUAL SVCS	100245	RENTOKIL TROPICAL PLANT S	CH489176	23.52
2110	960990	MISC CONTRACTUAL SVCS	100245	RENTOKIL TROPICAL PLANT S	CH491250	85.56
2110	960990	MISC CONTRACTUAL SVCS	100245	RENTOKIL TROPICAL PLANT S	CH491251	58.80

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06/21/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 6/01

SELECTION CRITERIA: payable.due_date='07/02/2001'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	16839	AQUATICARE, INC.	314	365.33
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007459617	31.40
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007475591	15.40
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007465381	52.50
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007479957	11.30
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007492029	25.70
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007496215	29.10
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007495875	26.30
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007459482	23.30
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007447427	4.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007475503	22.50
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007455458	1.50
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007465541	7.30
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007475196	50.30
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	74999209	26.70
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	75094691	7.40
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	75137307	30.25
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	75094687	17.30
2110	970100	SUPPLIES	05337	SIGN A RAMA, USA	12158	56.45
2110	970100	SUPPLIES	07527	STAGE & SCREEN	66666512	39.99
2110	970100	SUPPLIES	09638	OFFICE DEPOT	129712713/1	128.17
2110	970100	SUPPLIES	09638	OFFICE DEPOT	129712875/1	46.79
2110	970100	SUPPLIES	09638	OFFICE DEPOT	130870185/1	224.30
2110	970100	SUPPLIES	09638	OFFICE DEPOT	130869691/1	519.82
2110	970100	SUPPLIES	09638	OFFICE DEPOT	130014985/1	1,196.30
2110	970100	SUPPLIES	09638	OFFICE DEPOT	130050701/1	-270.38
2110	970100	SUPPLIES	09638	OFFICE DEPOT	130479360/2	11.33
2110	970100	SUPPLIES	09638	OFFICE DEPOT	130869520/1	13.40
2110	970100	SUPPLIES	09638	OFFICE DEPOT	130385247/1	1,196.30
2110	970100	SUPPLIES	09638	OFFICE DEPOT	130505157/1	44.30
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	004573	4.14
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	009243	4.34
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	091924-00	356.30
2110	970170	JANITORIAL	01638	KINDER INDUSTRIAL SUPPLY	015162	37.16
2110	970170	JANITORIAL	02436	NORTHWEST ELECTRICAL SUPP	888871	34.65
2110	970170	JANITORIAL	17132	MENARD'S	18215	64.44
2110	970170	JANITORIAL	85309	ACE DES PLAINES, INC	01275380-16	10.49
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	5-801-65913	17.34
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	5-801-35286	31.33
2110	970600	BOOKS	00292	APPLE BOOKS	56682	1,422.42
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1098391	91.35
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1098883	64.40
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1097732	120.34
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1098884	51.27
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1099346	49.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1098881	46.56
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1097734	624.76
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1100767	281.48
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1102294	323.39
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1098882	15.54
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1098389	20.38

06/21/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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ACCOUNTING PERIOD: 6/01

SELECTION CRITERIA: payable.due_date='07/02/2001'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1099344	33.90
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1098385	311.40
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1097733	153.30
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1099345	90.33
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1098390	9.57
2110	970600	BOOKS	03218	BUSINESS COMMUNICATIONS I		148.80
2110	970600	BOOKS	03363	WEST GROUP	748-441-028	29.00
2110	970600	BOOKS	07439	THE GALE GROUP	10756167	71.09
2110	970600	BOOKS	07439	THE GALE GROUP	10731863	44.17
2110	970600	BOOKS	07439	THE GALE GROUP	10737005	117.13
2110	970600	BOOKS	07439	THE GALE GROUP	10740920	76.86
2110	970600	BOOKS	07439	THE GALE GROUP	10757694	137.76
2110	970600	BOOKS	07439	THE GALE GROUP	10717945	128.01
2110	970600	BOOKS	07439	THE GALE GROUP	10752561	150.36
2110	970600	BOOKS	100124	CRABTREE PUBLISHING COMPA	203865	73.22
2110	970600	BOOKS	100246	READING RAILROAD	859812	24.90
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007492028	465.95
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007459616	595.68
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007455457	65.37
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007517677	41.97
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007516490	68.14
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007479956	472.99
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007496214	551.48
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007447426	194.94
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007465540	62.08
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007459481	513.46
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3004489650	169.27
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007518007	36.88
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007475590	319.18
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007465380	1,273.11
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007509236	31.91
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007475502	401.65
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3004506771	193.95
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007475195	1,212.76
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007522719	53.46
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007495874	875.21
2110	970600	BOOKS	20177	DEMCO EDUCATIONAL CORP	349964	102.20
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	62421	21.03
2110	970600	BOOKS	20361	BERNAN ASSOCIATES	2147797	132.50
2110	970600	BOOKS	22462	SCHOOLSEARCH BY ESA	2102764	154.97
2110	970600	BOOKS	22618	LIBRARY OF CONGRESS	1010509-0006	240.00
2110	970600	BOOKS	26987	TECH REPUBLIC	ATTACH	94.95
2110	970600	BOOKS	35225	MATTHEW BENDER & CO., INC	05256313	70.66
2110	970600	BOOKS	40830	JOHN WILEY & SONS, INC.	7688400	34.15
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75094684	4.47
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75094686	133.44
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75094689	13.11
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	74999215	29.01
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	74999213	38.00
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	74999212	72.64
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	74999214	27.90

RUN DATE 06/21/01 TIME 10:50:10

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

06/21/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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ACCOUNTING PERIOD: 6/01

SELECTION CRITERIA: payable.due_date='07/02/2001'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	74999211	42.12
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	74999210	23.92
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75094688	27.30
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75137306	290.88
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75094690	54.81
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75137304	13.41
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75094685	13.11
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75094692	17.55
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75137305	4.47
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	74999208	73.42
2110	970600	BOOKS	82668	POLONIA BOOK STORES	015223	109.93
2110	970600	BOOKS	95926	LEISURE ARTS	97082461731	24.91
2110	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA	205867	19.50
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M93388110	13.50
2110	970610	AUDIO MATERIALS	09640	GATEWAY LEARNING CORPORAT	320024	269.95
2110	970610	AUDIO MATERIALS	100243	SOUTH INDIA MUSIC	5-23-01	58.00
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-24-01-3	34.27
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-24-01-2	23.79
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-24-01-1	272.08
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IN0123537	44.66
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IN0123096	183.24
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IN0124189	123.12
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4448577M	5.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4436784P	882.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1261013	555.70
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1268891	244.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1261271	11.90
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1245807	5.95
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1251839	187.60
2110	970620	SUBSCRIPTIONS & BOOKS	54257	CHRONICLE GUIDANCE PUBL	806660016	122.54
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	1040031	91.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	1507C	37.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	1049J	14.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	1049K	30.00
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B39716560	242.49
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B39689850	149.84
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	G31035310	14.98
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M93477980	22.48
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M93421580	41.13
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M93547830	14.93
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B39832630	153.61
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B39689840	41.21
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B39689980	13.71
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B39689830	907.82
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B484286CM	-3.15
2110	970630	VISUAL MATERIALS	08284	PBS VIDEO	5784636	357.89
2110	970630	VISUAL MATERIALS	100244	SENTIMENTAL PRODUCTIONS	43144	128.00
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST.,	9332	19.61
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	02447054	18.98
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	02534129	62.98
2110	970840	DIESEL	03031	AVALON PETROLEUM COMPANY	28445	54.28

RUN DATE 06/21/01 TIME 10:50:10

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

0911

06/21/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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ACCOUNTING PERIOD: 6/01

SELECTION CRITERIA: payable.due_date='07/02/2001'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970850	GASOLINE	03031 AVALON PETROLEUM COMPANY	* 359212	20.08
2110	980400	EQUIPMENT	18150 ASI SIGN SYSTEMS	88004	1,270.15
2110	980400	EQUIPMENT	69018 FROSTLINE	01162781	283.13
2110	980400	EQUIPMENT	69018 FROSTLINE	01162736	-121.75
2110	980600	FURNITURE & FIXTURES	17895 CONVERGENT COMMUNICATIONS	185601	486.00
TOTAL LIBRARY SERVICES					44,146.09
2110	960990	MISC CONTRACTUAL SVCS	05228 KASCO PRINTING	* 4094	2,903.00
2110	960990	MISC CONTRACTUAL SVCS	100078 US OFFICE SOLUTIONS INC	002842	628.26
2110	960990	MISC CONTRACTUAL SVCS	15976 GRAPHIC SOLUTIONS	* 6600	950.00
2110	960990	MISC CONTRACTUAL SVCS	17560 PANASONIC COMMUNICATIONS	* 5992120-61	1,875.00
TOTAL IL LIBRARY PER CAP GRANT					6,356.26
TOTAL FUND					50,502.35

07/06/01

07/06/01

ACCOUNTING PERIOD: 7/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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SELECTION CRITERIA: payable.due_date='07/16/2001'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920140	DATA PROCESSING SERVICES	19776 BAKER & TAYLOR, INC.	POA000406394	-40.41
2110	920220	MEMBERSHIP DUES	100075 AMERICAN LIBRARY ASSOCIAT	0256085	95.00
2110	920220	MEMBERSHIP DUES	100075 AMERICAN LIBRARY ASSOCIAT	0256084	95.00
2110	920220	MEMBERSHIP DUES	100075 AMERICAN LIBRARY ASSOCIAT	0256083	95.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	104536	40.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	112806	40.00
2110	930010	R & M EQUIPMENT	25660 ALARM DETECTION SYSTEMS,	SI168395	236.20
2110	930020	R & M BLDGS & STRUCTURES	100250 DRAKE JOHNSON	20167	590.00
2110	930195	BOOK BINDING & REPAIR	05479 HOUCHEN BINDERY LTD	090850	868.55
2110	960210	SPECIAL EVENT PROGRAMMING	100161 JERRY RUMPS	8-22-01	150.00
2110	960210	SPECIAL EVENT PROGRAMMING	61884 SEPTRAN INC		123.31
2110	960210	SPECIAL EVENT PROGRAMMING	61884 SEPTRAN INC		811.42
2110	960210	SPECIAL EVENT PROGRAMMING	61884 SEPTRAN INC		201.19
2110	960210	SPECIAL EVENT PROGRAMMING	61884 SEPTRAN INC		266.78
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1106574	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1106568	2.95
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1105859	10.25
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1106567	6.75
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1106570	20.81
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1106569	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1106571	6.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1106566	15.85
2110	960990	MISC CONTRACTUAL SVCS	08554 C. BERGER & COMPANY	54742	1,051.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007573311	22.30
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007555812	14.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007559955	31.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007520098	17.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007548856	34.70
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007548772	57.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007560321	24.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007544848	10.90
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007523647	1.10
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007523533	37.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007503372	17.70
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007530456	20.70
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007509414	27.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007536077	13.70
2110	960990	MISC CONTRACTUAL SVCS	22498 FIRST SECURITY SYSTEMS, I	S54423	225.00
2110	960990	MISC CONTRACTUAL SVCS	28569 STRUCTURE TECHNOLOGIES IN	1148	1,200.00
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	75154026	12.05
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	75252130	14.40
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	75187207	49.45
2110	960990	MISC CONTRACTUAL SVCS	83193 TRANSWORLD SYSTEMS INC	712550	4,375.00
2110	970100	SUPPLIES	05855 AMERICAN LIBRARY ASSOCIAT	8459435	63.00
2110	970100	SUPPLIES	12675 REBEL'S TROPHIES INC	52011	94.10
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	375632	87.72
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	000592	-250.00
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	375943	453.29
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	16164 HECTOR MARINO	REIMB	23.40
2110	970170	JANITORIAL	00189 ANDERSON LOCK CO LTD	252998	8.57
2110	970170	JANITORIAL	09689 RADIO SHACK	079970	15.77

RUN DATE 07/06/01 TIME 16:54:35

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

07/06/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='07/16/2001'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75187210	22.74
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75187208	20.44
2110	970600	BOOKS	93526	THOMSON FINANCIAL PUBLISH	812376	502.00
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M93634510	92.20
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M93493260	8.24
2110	970610	AUDIO MATERIALS	08285	R.R. BOWKER	312998	202.28
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-16-01-1	510.60
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-16-01-5	38.47
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-8-01-3	52.46
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-16-01-3	74.14
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-8-01-2	11.19
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-8-01-1	487.51
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IN0124650	91.68
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4460719M	10.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1273185	5.95
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1267516	23.80
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	1507D	37.00
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R19823900	38.29
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R19862300	17.44
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R19977380	24.39
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R19823902	113.98
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R20073702	757.46
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R19862302	10.46
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R19977381	10.44
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R19862301	45.13
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R20073703	217.61
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R19977382	110.21
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R19823901	20.88
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R20073701	13.93
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R19977383	51.13
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R20073700	54.36
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M93635650	11.21
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M93581340	44.97
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z338591CM	-120.67
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z352848CM	-14.25
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	02620540	121.43
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	02768700	74.96
2110	970640	AUTOMATED REFERENCE MAT'L	05702	NEWSBANK	• RN333830	9,975.00
2110	970640	AUTOMATED REFERENCE MAT'L	09647	INFO USA MARKETING, INC.	• 1-90-149605	6,170.00
2110	980400	EQUIPMENT	01250	W.W. GRAINGER, INC.	937-025004-6	419.00
2110	980420	COMPUTER SOFTWARE	100286	VIVENDI UNIVERSAL	3744662	301.00

TOTAL LIBRARY SERVICES 45,398.10

TOTAL FUND 45,398.10

ADMINISTRATOR'S REPORT

August 21, 2001

PERSONNEL

New employees for July/August are Dale Loux, Maintenance Assistant, Full-time; Jason Pluta, Technology Page, Part-time; and Kassam Master, Circulation Page, Part-time.

Joseph Mershon, Amy Warman, and Jennifer Weber ended their employment during this time period.

STAFF DEVELOPMENT

The Work Analysis Team presented results of their activities to the library staff on July 26. They are preparing their final report for the Department Heads.

Training for migration to the new computer system SIRSI has begun in anticipation for the installation and changeover in December.

PATRON SERVICES

This month's statistical charts do not show a clear picture of our growth in services and demand because we were closed most of July 2000 in preparation for the move into our new facility. If compared to July 1999, we show an increase of 9.22% in circulation.

Our Summer Reading Club event on August 5 was successful, as was the entire program. The Youth Services Department enrolled 903 children, the largest number in their history. They are especially proud that this was accomplished without staff visiting the schools to announce the program and without "fancy" incentive prizes. The YS staff feels that over 900 children were reading this summer merely for the pleasure of reading.

The Adult Services Department enrolled 144 people in their program, with 43 readers turning in their game cards (four books read) to qualify for great prizes, provided by local merchants through the extraordinary efforts of Laurie Papadourakis of the Readers Services Department.

0918

The Mobile Library service will include five new stops in their September schedule. Bob Blanchard, Head of Community Outreach will give a full report of Mobile Library activities at this month's Board meeting.

ADMINISTRATIVE ACTIVITIES

Since my last report I have attended the following meetings: City Holiday Decorations Committee (7/18 and 8/15); Santa Arrival Committee (8/15); Mary Walsh regarding Mobile Library service in Rosemont (8/19); Chamber Advisory Committee (7/31); Poetry Corner Discussion (7/31); Board Ad Hoc Committee on Televising Board Meetings (8/6); and Board Finance Committee Meeting (8/15).

Mike O'Connor, Dominican College Library Science Student about the building project, interviewed me. (8/9)

JULY 2001 HOLDINGS

	Last Month	This Month	Change	Percent Change
Books	204,586	206,188	1602	0.8%
Audio	18,139	18,515	376	2.1%
Video	10,717	10,805	88	0.8%
Puzzles and Games	513	510	-3	-0.6%
Realia	232	232	0	0.0%
Pamphlets	1,337	1,337	0	0.0%
=====				
Total	235,524	237,587	2063	0.9%

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT
July 2001

Total 2000 to Date:	404,241	Total 2001 to Date:	497,238	% Change
July 2000	18,342	July 2001	71,830	291.61%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
<u>CHILDREN</u>	2000	2001	2000	2001	2000	2001
Non Fiction	644	3,817	245	241	889	4,058
Fiction	2,291	12,390	531	721	2,822	13,111
Foreign Language Non Fiction	2	47	6	7	8	54
Foreign Language Fiction	32	169	17	31	49	200
Periodicals	45	314	18	26	63	340
Compact Discs	88	698	12	19	100	717
Audio Cassettes	53	318	16	9	69	327
Audio Kits	103	348	14	17	117	365
Puzzles	31	319	23	13	54	332
Games	8	65	4	7	12	72
Audio Books	82	287	7	12	89	299
Video Fiction	741	3,048	209	282	950	3,330
Video Non Fiction	197	980	31	26	228	1,006
DVD	13	257	3	0	16	257
CD ROMs	107	610	1	0	108	610
SUB TOTAL	4,437	23,667	1,137	1,411	5,574	25,078
<u>ADULT</u>	2000	2001	2000	2001	2000	2001
Non Fiction	2,414	10,118	136	174	2,550	10,292
Fiction	2,585	8,936	507	337	3,092	9,273
Large Type	327	1,134	56	149	383	1,283
Foreign Language Non Fiction	40	206	4	5	44	211
Foreign Language Fiction	125	648	2	1	127	649
High School Collection	63	440	4	2	67	442
Periodicals	514	2,231	103	124	617	2,355
Pamphlets	0	7	0	1	0	8
Compact Discs	1,276	6,633	216	312	1,492	6,945
Audio Cassettes	103	285	4	7	107	292
Puzzles	4	0	1	0	5	0
Pictures	19	50	1	0	20	50
Audio Books	462	1,890	42	30	504	1,920
CD ROMs	34	146	0	0	34	146
Video Fiction	2,268	6,586	259	326	2,527	6,912
Video Non Fiction	894	2,948	21	24	915	2,972
DVD	247	2,846	33	4	280	2,850
Misc. Formats	3	150	1	2	4	152
SUB TOTAL	11,378	45,254	1,390	1,498	12,768	46,752
GRAND TOTAL	15,815 *	68,921	2,527 *	2,909	18,342 *	71,830
Self Check	519	14,467	0	0	519	14,467

* Due to move in 2000, Main Library only open 9 days and Mobile Library only in service 9 days.

**DES PLAINES PUBLIC LIBRARY
REGISTRATION SERVICES REPORT FOR JULY 2001**

I. LIBRARY CARD REGISTRATION SERVICES

<u>July 2000</u>	<u>June 2001</u>	<u>July 2001</u>	<u>Year to Date</u> <u>2000</u>	<u>Year to Date</u> <u>2001</u>	<u>% Change</u>
613	939	835	4,276	5,437	27.2%
A.	New Registrations			332	
B.	Renewals			352	
C.	Non-Resident Cards			150	
D.	Off-line Library Cards			1	
	Total			835	

II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	146
2.	Number of Meeting Room Uses	63
3.	Voters Registered	0
4.	LAN Discs Sold (Year to Date - 2)	0
5.	Cab Cards	6
	Total	215

III. TOTAL NUMBER OF REGISTERED BORROWERS

July 2000	37,348	(69.9% of Population)
July 2001	38,482	(65.4% of Population)*

*The population for the City of Des Plaines increased from 53,414 to 58,720. (2000 Census Report)

**DES PLAINES PUBLIC LIBRARY
CIRCULATION SERVICES REPORT FOR JULY 2001**

PATRON ATTENDANCE COUNT

<u>July 2000</u>	<u>June 2001</u>	<u>July 2001</u>	<u>Year to Date</u> <u>2000</u>	<u>Year to Date</u> <u>2001</u>	<u>% Change</u>
5,988	42,729	42,177	168,795	247,713	46.8%

RECIPROCAL BORROWING

(Materials Lent)

	June 2000	July 2001	% Change
NSLS	2,133	11,105	420.6%
OTHER SYSTEMS	441	2,557	479.8%
TOTAL	2574	13,662	430.8%

INTERLIBRARY LOAN

Sent	1,193
Received	580

**DES PLAINES PUBLIC LIBRARY
CIRCULATION PATRON ASSISTANCE
JULY 2001**

<u>Assistance/Service Desk</u>	<u>Number</u>	<u>Total</u>
1. Phone Calls Received	1,724	
2. Patron Renewals	1,596	
3. Patron Reserves Delivered	1,405	
4. Directional	2,258	
5. Account Inquiries	1,972	
6. Program Sign-up	201	
Total		9,156

Assistance/Switchboard

1. Phone Calls Answered		
Administration	144	
Adult Services	1,400	
Building/Security	72	
Circulation	1,540	
Community Services	64	
Public Information	79	
Technical Services	29	
Youth Services	257	
2. Delivery/Buzzer	52	
3. 2-Way Radio	91	
Total		3,728
GRAND TOTAL		12,884

**DES PLAINES PUBLIC LIBRARY
ADULT PATRON ASSISTANCE
JULY 2001**

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Computer	392	
2. Directional	1,041	
3. Informational	1,079	
4. Mechanical	101	
5. Tax Forms	1	
6. Instruction	30	
 Total		 2,644

Reference and Readers Services

1. Specific item request	3,011	
2. Ready reference	1,197	
3. In-Depth Reference	193	
4. Virtual Reference Desk	18	
5. Interlibrary Loan Requests	227	
6. Readers' Advisory	174	
7. Reserves	567	
 Total		 5,387

Sign Up

1. Internet	5,678	
2. Computer Lab	408	
3. Group Study Rooms	211	
4. Reading Edge	0	
 Total		 6,297
 GRAND TOTAL		 14,328

**DES PLAINES PUBLIC LIBRARY
USAGE STATISTICS FOR ONLINE REFERENCE PRODUCTS
July 2001**

Ancestry.com	NA
bigChalk Library	38
Biography Resource Center	350
College Source Online	13
Contemporary Authors	25
Des Plaines Public Library Homepage	44,848
Encyclopedia Britannica Online	40
FACTS.com	238
Facts On File	3
First Search	527
Grolier Online	NA
Health & Wellness Resource Center	40
Hoover's Online	NA
Info USA (American Business Disc & Phone Disc)	289
InfoTrac	1,242
Library Catalog (access via dialup, telnet, or remote)	99
NewsBank (Chicago Tribune)	207
News Illinois	18
NoveList	237
PoemFinder	28
ProQuest (Chicago Sun-Times, Daily Herald, New York Times, Wall Street Journal)	126*
Searchasaurus	1
Student Resource Center	79
What Do I Read Next?	46
World Book Encyclopedia	899*
 Total Searches & Queries	 49,393

*Number of hits (number of searches not provided)

**DES PLAINES PUBLIC LIBRARY
CHILDREN'S PATRON ASSISTANCE
JULY 2001**

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Computer Sign-up	1,796	
2. Program Sign-up	391	
3. Equipment Repair & Assistance	600	
4. Directional Questions	331	
5. ILL & Patron Holds	72	
Total		3,190
 In-House Circulation		
1. Train Sets	1,009	
2. Chess/Checkers	173	
3. Periodicals	19	
4. Textbooks	9	
5. Reserve Books	22	
Total		1,232
 Reference		
1. Specific Item Request	987	
2. Reference	790	
3. Reader's Advisory	190	
4. Referrals to Other Libraries	24	
5. Book Bag Request	2	
Total		1,993
 GRAND TOTAL		 6,415

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM JULY 2001**

	<u>Times Used</u>	<u>Attendance</u>
Library Sponsored Adult Programs		
Book Discussion	1	19
Great Decisions	1	17
How to Pick Stocks	1	32
Library Board/City Council	1	35
Library Cable Network	1	7
New Employee Orientation	1	19
Readers Advisory Interest Group	1	12
Reference Department	1	10
Style Committee	1	8
Walking in Switzerland	1	44
Work Analysis Team	9	101
Total	19	304
Outside Community Groups		
AAUW	2	13
Des Plaines Toastmasters	2	24
Diabetic Support Group	1	11
District 62	13	130
District 62 Alumni	1	12
DuPage Figure Skaters	1	14
Kiwanis Club of Des Plaines	1	10
Mansard South Condominium Association	1	10
Park Place Condominium Association	1	35
Romance Writers	1	20
Soft Bodies Doll Club	1	32
Thacker Park Condominium Association	1	20
Total	26	331
Other		
Library Board Meeting	1	14
Total	1	14

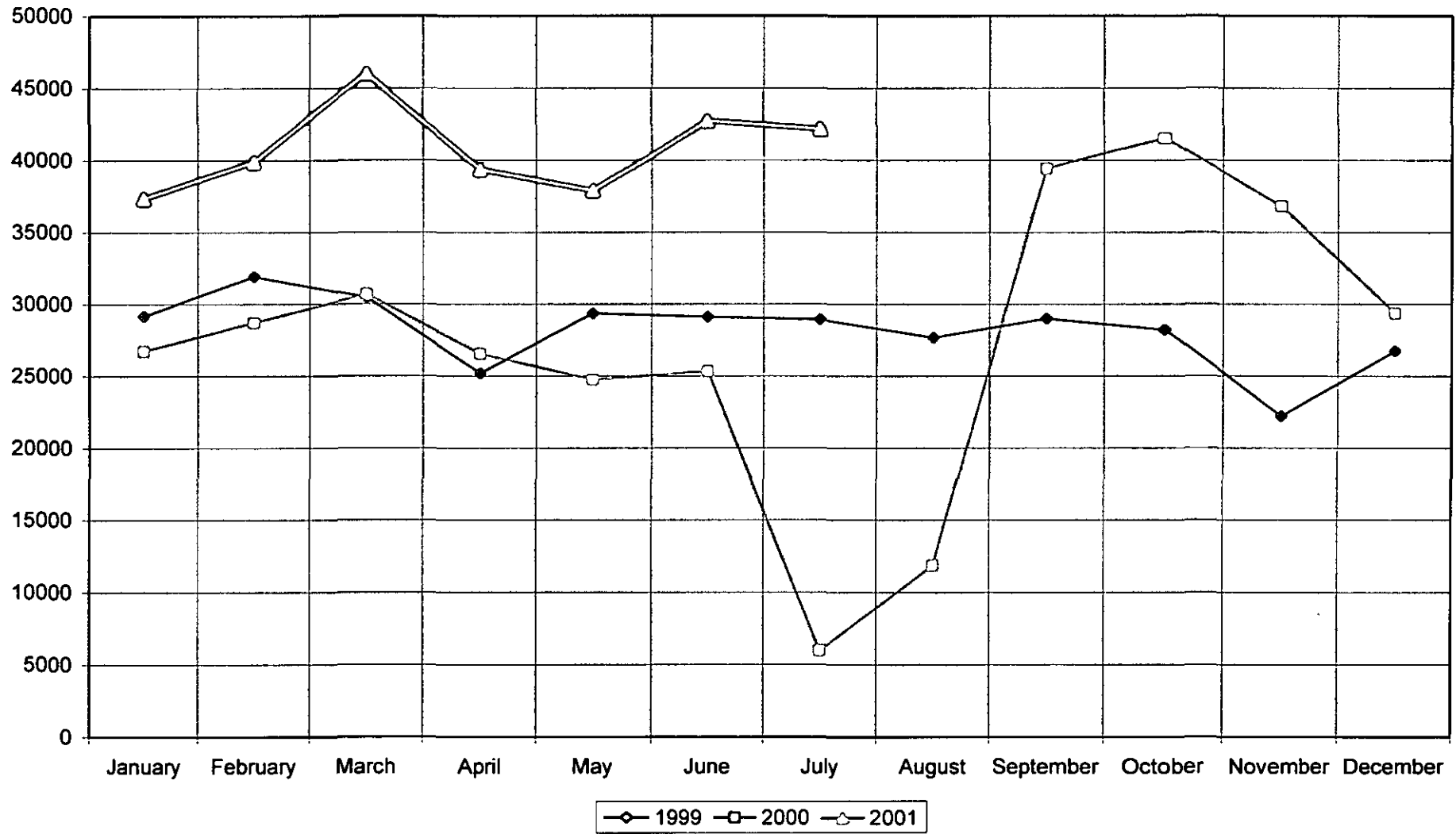
**DES PLAINES PUBLIC LIBRARY
MEETING ROOM JULY 2001**

Library Sponsored Children's Programs

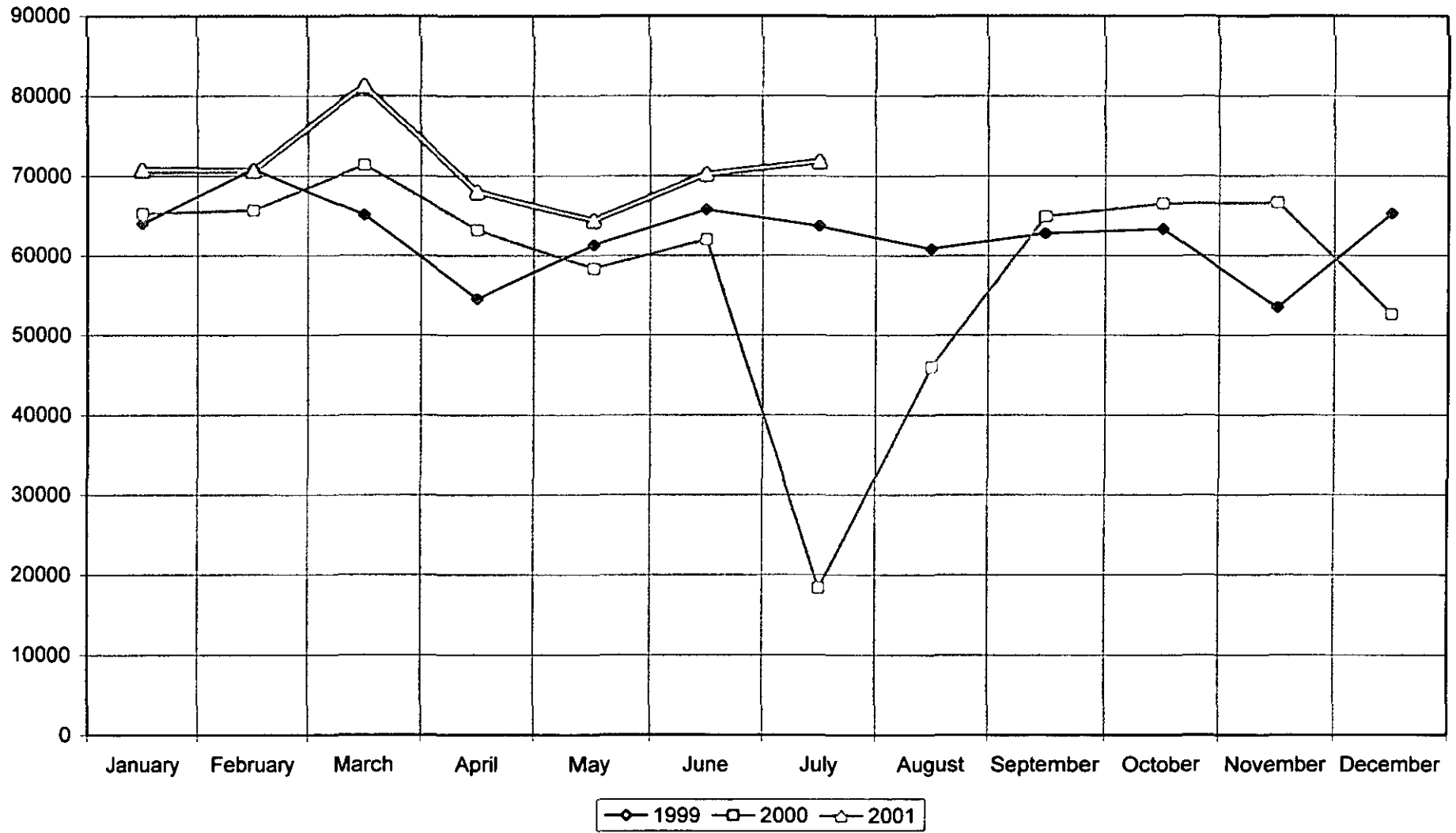
2 – 5 Year Old Storytime	4	94
Bartholomew and the Oobleck Play	1	76
Bright Start Baby Book Times	18	330
Fiesta	1	180
Junior Great Books	4	32
Homeschooling Support Group	1	15
Mad Hatter Party	1	70
Movie Madness	1	24
Origami Program	1	30
Preschool Movie Morning	4	64
Science Fun K-3 rd	1	50
Science Fun 4-8 th	1	36
YA Theatre	1	76
 Total	 39	 1,077
 Literacy Program		
Learn to Read	16	1,105
 Grand Total	 100	 2,831

July Total = 38 groups involving 2,831 people.
2001 Year to Date Total 582 groups involving 23,629.

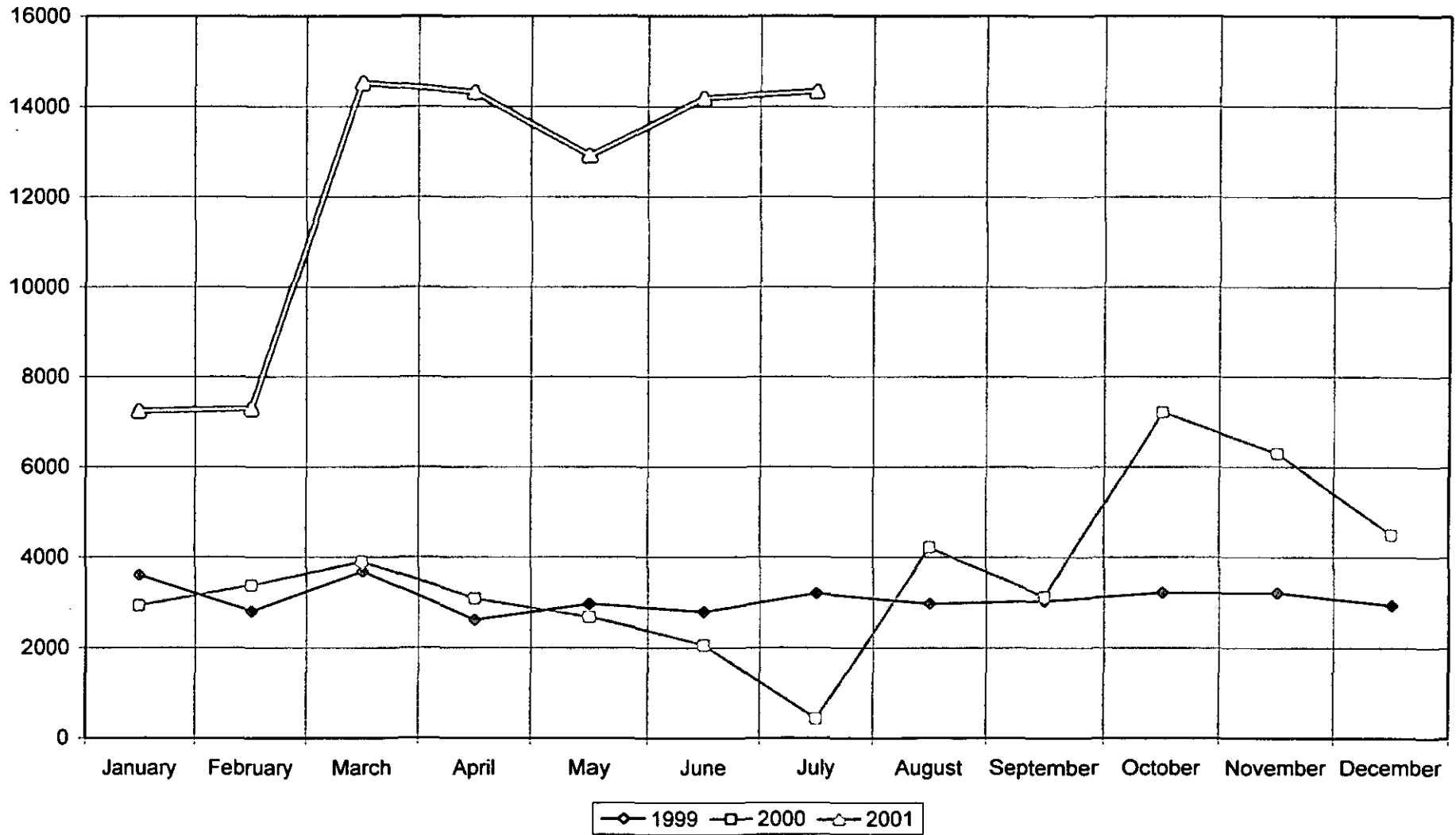
Patron Attendance July 2001



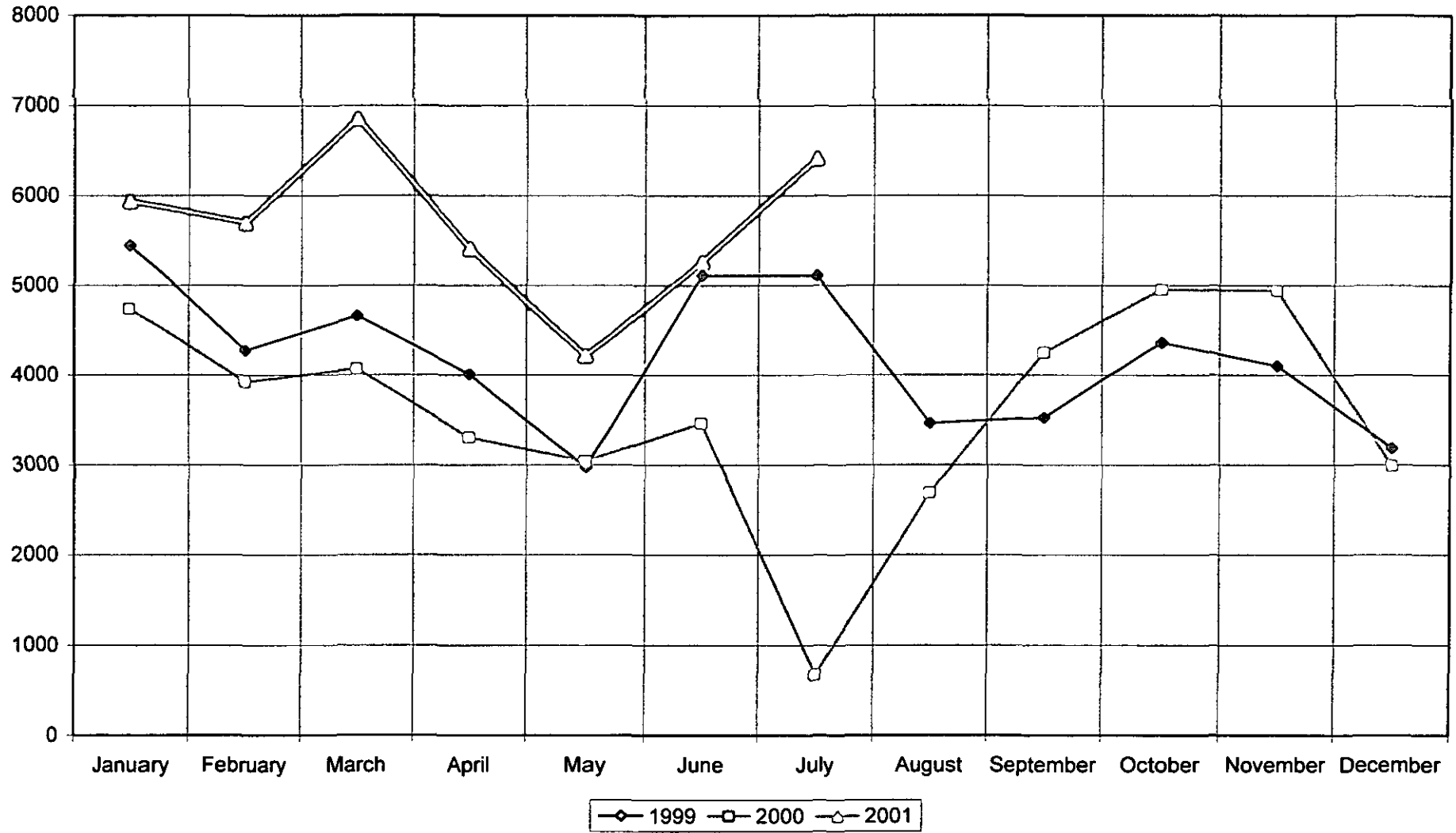
Circulation Statistics Items Circulated Per Month By Year



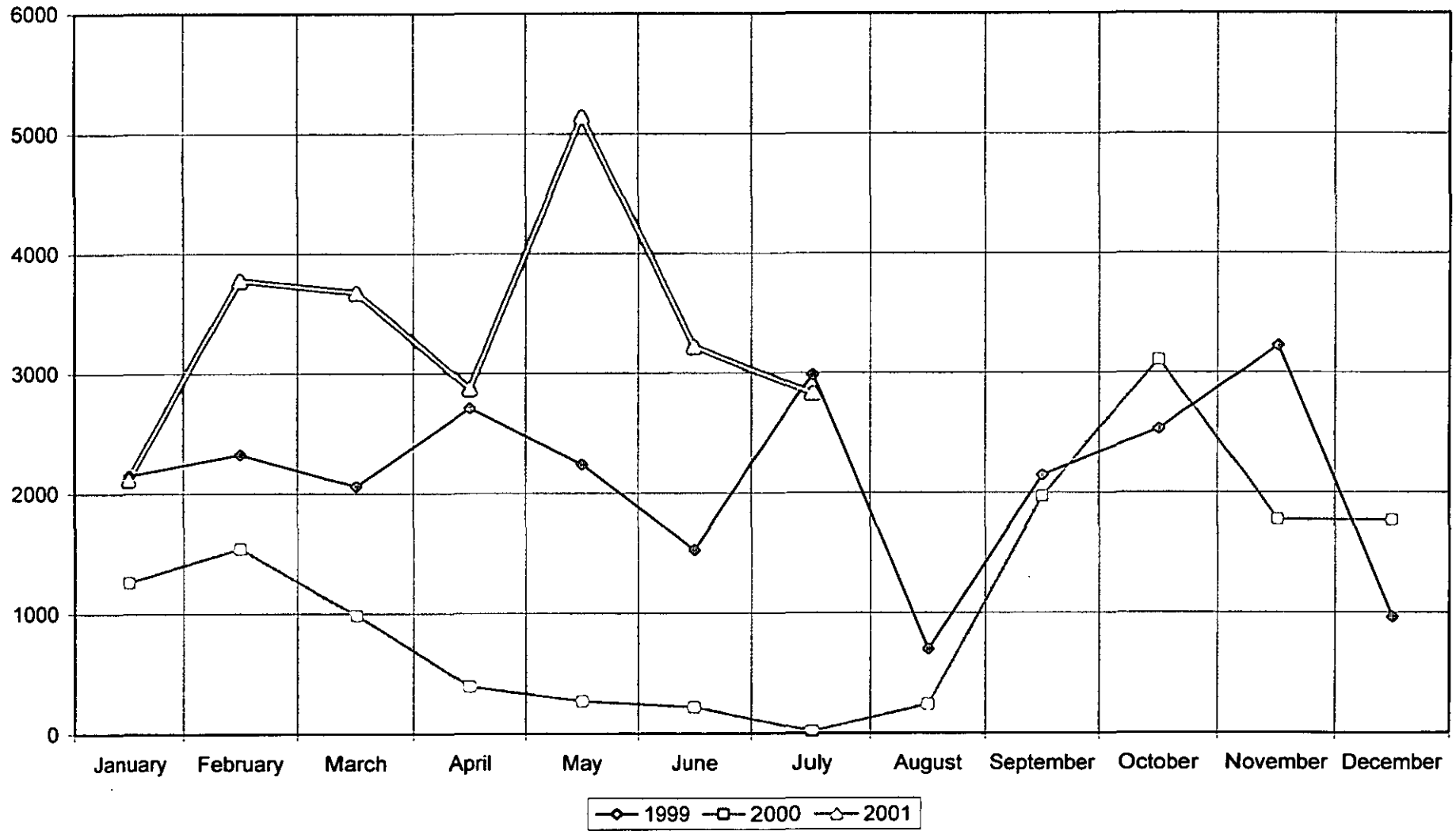
Adult Patron Assistance July 2001



Children's Patron Assistance July 2001



Meeting Room Attendance July 2001



NIGHT OWL

REFERENCE SERVICE



June, 2001

Total number calls =625

9 Antioch Public Library	7 Lincolnwood Public Library
41 Arlington Heights Memorial Library	14 Lisle Library District (phone problems)
12 Aurora Public Library	17 Mt Prospect Public Library
11 Barrington Area Public Library	7 Nippersink Public Library
10 Bartlett Public Library	12 Northbrook Public Library
8 Bedford Park Public Library	6 Orland Park Public Library
30 Bellwood Public Library	14 Oswego Public Library
6 Bradley Public Library	8 Palatine Public Library
7 Bridgeview Public Library	13 Park Ridge Public Library
9 Coal City Public Library	8 Prospect Heights Public Library
12 Des Plaines Public Library	11 Riverside Public Library
29 Ela Area Public Library	10 Rolling Meadows Public Library
25 Elk Grove Village Public Library	12 St. Charles Public Library
21 Elmhurst Public Library	38 Schaumburg Township Public Library
10 Fossil Ridge Public Library	46 Skokie Public Library
9 Fremont Public Library	12 Vernon Area Public Library
16 Glenview Public Library	17 Villa Park Public Library
23 Highland Park Public Library	12 Warrenville Public Library
15 Homer Township Public Library	11 Westchester Public Library
14 Indian Trails Public Library	9 WoodDale Public Library
16 Lake Forest Public Library	10 Woodstock Public Library

SAMPLE QUESTIONS

Train schedule from Paris Airport to Avignon
 Investment information for Coca Cola
 What does 'reasonable documentation for a disability' mean in relation to ADA?
 Books on graphing calculators
 Address/phone for Chicago Center for Clinical Research
 Information on preservation of a lighthouse in Kenosha
 States with the most organic farming
 Amish clothesline design
 Why does the moon sometimes look bigger?
 Information on Michigan cherries
 Meaning of 'invictus'
 Instructions for filling out an Indian Visa application
 Prices for Bumper Pool Tables
 Sources for financial help for seniors
 URLs for state and federal tax forms
 Contact for New England School of Law
 Number of white cells in normal blood count
 What percent of the African continent was colonized in 1876?

Marilyn Uselmann
 Marilyn Uselmann
 Head, Night Owl

DAILY HERALD 7-28-01

Arrest raises Internet filter issue

BY RUSSELL LISSAU

Daily Herald Staff Writer

Officials with the Vernon Area Public Library say they will not change their stance against Internet filters, even though a former patron was charged with downloading child pornography using library computers.

"We don't believe in filters," said Echo Morgan, a spokeswoman for the Lincolnshire library. "Everybody should have access to any kind of information."

The Lake County Sheriff's Office announced Monday that Richard M. Dirkes, 24, was charged with 15 counts of possession of child pornography. Dirkes, who does not have a permanent address, downloaded the illegal photographs at the library in late 1999 and early 2000, according to police.

Dirkes has been in custody at the Lake County jail since March after he was arrested and charged with domestic battery, jail officials said. He was convicted of that charge and sentenced to six months of periodic imprisonment, or work release, officials said.

Dirkes was arrested again late last week after a sheriff's investigation revealed Dirkes was in possession of child pornography, authorities said.

Copies of the photographs were

found recently by Dirkes' wife in a storage unit they had rented, said Lake County Undersheriff Gary Stryker. She turned them over to police, Stryker said.

Dirkes told investigators he had downloaded the photographs off the Internet at the library, authorities said.

Dirkes remained in custody Monday on \$150,000 bond. He is scheduled to appear in court today.

Librarians at Vernon were unaware of the investigation or the charges against Dirkes.

The charges come at a time when library leaders, First Amendment advocates and legislators nationwide are in a court battle over filtering software and access to the World Wide Web.

The Vernon Area Library does not use electronic filtering software to block access to pornographic or inappropriate Web sites. Some libraries have Internet filters on their computers, while others do not.

Supporters of filters say they keep children away from offensive Web sites.

Opponents say the filters impose on First Amendment rights to free speech and often ban access to Web pages that aren't pornographic, such as medical or artistic sites.

Libraries and schools that receive

federal funding to help pay for computers and Internet access must soon comply with a new law mandating the installation of Web filters or risk losing the funds.

The law is being challenged, however, by organizations including the American Library Association and the American Civil Liberties Union. Courts in several states have overturned similar laws on constitutional grounds.

Morgan said the criminal case likely won't lead the library board to change its position against Net filters.

"We do stand behind our policy," she said.

About half of the library's 20 public Internet terminals are in the youth services department, while the others are in the adult services department, Morgan said. All of the computers are in the open, either in alcoves or along the library walls.

"It deters people from pulling (inappropriate) information off the Internet and allows our librarians to keep an eye on what's going on," Morgan said.

Because of the criminal case, Internet filters likely will be discussed at the library board's Aug. 20 meeting, Morgan said.

That meeting is scheduled for 7 p.m. at the library, 300 Old Half Day Road.

Peter McCory

Music For The Young...
And The Young At Heart!

The One-Man-Band for KIDS!

July 25, 2001

Ms. Veronica Schwartz
Des Plaines Public Library
1501 Ellinwood Street
Des Plaines, IL 60016

Dear Ms. Schwartz

I just wanted to drop you a quick note to say thank you for the wonderful *School Library Journal* review you wrote about my tape of children's songs, "The Big Blue Ball." I was thrilled that you liked it!

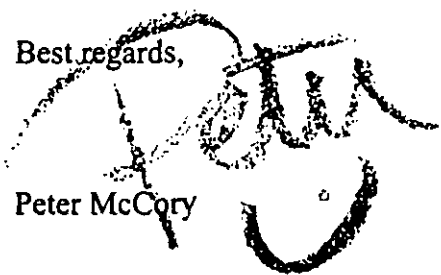
I've been very pleased so far to find out that children, parents and people like yourself enjoy the tape. I am fairly new to full-time children's music, so the whole project was a bit of an experiment. But I am proud to report that in addition to your positive review, the tape recently won a Parents' Choice Recommended Award.

Libraries are always one of my very favorite places to play, and I am having fun this summer playing summer reading programs at libraries in my area (just outside of Washington, DC.) Hope your summer reading program is going well!

Thanks again for your kind words. I've already had one library in Texas call to ask how they could order my tape, thanks to your review.

Best regards,

Peter McCory



Sandra -
FYI
This was
pretty exciting
for me. It's
the first time
I've ever gotten
a thank you
for a review!
Monica



**NORTH
SUBURBAN
LIBRARY
SYSTEM**

Sarah Ann Long
System Director

DIRECTOR

TO: NSLS Public Library Directors
NSLS Public Library Circulation Managers

FROM: Sandy McVeigh
North Suburban Library System

DATE: July 19, 2001

RE: RBP Statistics

Attached are the RBP statistics for June 2001. The figures listed UNDER your library are the number of items borrowed by patrons of other libraries from your library. You can determine the number of items borrowed from other libraries by reading ACROSS the columns. The total is on the last page.

Reciprocal Borrowing Statistics dating as far back as July 1999 are now available to NSLS members in an easily printable format (PDF). To access them, log in to SUSi at <http://susi.nslsilus.org>. Click on the blue bar labeled "SUSi-Query." Click next on the link which says "RBP Statistics." You will need Adobe Acrobat installed on your browser in order to view them. This can be easily downloaded through a link on the RBP Statistics page.

Statistics received after the tenth will be added to the online records, but a revised paper copy will not be sent out.

If you have any questions, please call 847-459-1300, extension 7134 (Sandy McVeigh) or 7133 (Ian Baaske).

200 W. Dundee Rd.

Wheeling, IL 60090-2799

847/459-1300

FAX 847/459-0380

01-0719-176

The North Suburban Library System is an organization of 650 academic, public, school and special libraries in northern Cook County, all of Lake County, and parts of McHenry and Kane Counties. It is one of twelve library systems funded by yearly grants from the Illinois General Assembly and the office of Jesse White, the Secretary of State and State Librarian.

**North Suburban Library System
Reciprocal Borrowing Program
June 2001**

	Algonquin	Antioch	Arlington Hts	Barrington	Cary	Cook Mem.	Crystal Lk	Deerfield	Des Plaines	Dundee	Ela	Elk Grove	Evanston	Fox Lake
Algonquin			19	255	56		1225		20	371	84	8		8
Antioch			5			39	3	56	1		1			3
Arlington Heights	52	9		108		5	33	9	122	3	61	156	20	
Barrington	462		114		22	29	33		16	86	5313	5	19	
Cary	247		12	2172			1011		16	4	124		51	
Cook Memorial			22	1	10			71	143	2	204		13	5
Crystal Lake	69		8	116	39	7			8	16	18		10	
Deerfield			5	3		17			4		3		28	6
Des Plaines	4		190	1			58			2	22	287	40	
Dundee	2454		19	201	4		143		2		51	12	2	
Ela	10		39	732		151	4	3	63			24	9	
Elk Grove			67	23				7	82					
Evanston			42	14		22		68	48					
Fox Lake		106	31	15	6	123			2		218		1	
Fox River Grove			6	1063	68		39		15		52			
Fremont		6	68	30		3635		10	1		616		8	2
Gail Borden	33		27	99			56		42	207		55	15	
Glencoe			29			5		8	10				42	
Glenview			49			5		32	178		6		93	
Grayslake	18		5			1144	1	11	33	3	16		12	6
Highland Park			4			71		556	18			1	87	
Highwood			4					5					1	
Huntley	270		7	29		34	325			101		1	19	
Indian Trails		42	968	36		72	2	137	278	10	179	18	62	
Lake Bluff			5			357		89					33	
Lake Forest			2			245		156	19				39	
Lake Villa		600	11			388		12	4		43	7	1	206
Lincolnwood			2					7	5				78	
McHenry	11	2	19	123	16	27	642	11	11	3	73		12	
McHenry-Nunda						5	23				7			
Morton Grove			1					13	148			1	43	
Mt. Prospect			1060	12		2			1286		17	519	127	
Niles		12	58	9	1	4		29	6278			5	2	
Northbrook			4			78		157	103		12	25	181	
North Chicago			6			556		60					1	
Palatine		3	661	511		30	12	57	72	4	260	22	14	
Park Ridge			19					3	2144	1	1	6	28	
Prospect Heights			408					5	158		18	1	49	
Rolling Meadows			343	14			3		73		12	42	21	
Round Lake		37		54	1	298	28	8			178		2	36
Schaumburg			104	198		46	2		92	153	7	1273	16	
Skokie			18	18		17	1	154	86		2		887	2
Vernon	2	4	87	53		544		402	149		579	1	5	
Warren-Newport	3	21		23	27	2099		57	42		34		21	4
Wauconda		10	15	309	1	46	89		14		383	4	10	
Waukegan			3			1315		8	5				4	
Wilmette		1	9			13		45	88		25		749	
Winnetka-Northfie		3	4					28	19		4		330	
Zion-Benton		3	1	1		201							1	
Total Loaned:	3,635	859	4,580	6,221	251	11,630	3,733	2,274	11,896	966	8,623	2,471	3,195	451

**North Suburban Library System
Reciprocal Borrowing Program
June 2001**

	Fox Rvr Gro	Fremont	Gail Borden	Glencoe	Glenview	Grayslake	Highland Pk	Highwood	Huntley	Indian Trails	Lk Bluff	Lk Forest	Lk Villa	Lincolnwood
Algonquin	5		35		1	2								
Antioch		9	2			41		6		2		1	2025	
Arlington Heights				4	18	2	7	6		1939		2		1
Barrington	95	2	15			1	15	5		47		10		
Cary	108		3							23				
Cook Memorial		2571		3	101	98	100	14		74	58	427	125	
Crystal Lake			2		6	31		1						
Deerfield				19	10	14	721	20		63		14	9	
Des Plaines	20	26			58			5		67		1		10
Dundee		3	354							12		4		
Ela		686	2	4	2		3			6		7	1	9
Elk Grove						3				24		6		
Evanston				153	239	2	174	3		14	2	76		116
Fox Lake		64			2	61				13			1027	
Fox River Grove		1				1				17				
Fremont					1	382		14		2		16	90	8
Gail Borden														
Glencoe					22		169	4				40		2
Glenview		1		22		2	37	3		9				22
Grayslake		361			25		55	8		9		15	1118	12
Highland Park				553				247			10	110	5	
Highwood				4			807					58		
Huntley			62		3	4								
Indian Trails		89		20	180	7	17					15	12	3
Lake Bluff		6		2	5	3	72	8				3788		
Lake Forest		2		13	13		292	19			131		58	
Lake Villa		60			5	552	24					69		
Lincolnwood				13	2	1	14			5		1		
McHenry		23	2		2	27				2		2	4	
McHenry-Nunda		2	10		2	2							45	
Morton Grove		1		11	526	1	16			20				14
MT. Prospect					56	1	1	3		170		21	13	
Niles				1	3133		7			91				138
Northbrook		52		213	498	1	182	13		112		29		28
North Chicago					6	2	35	10			33	438	11	
Palatine		36	12		8	2	51			240				
Park Ridge		8		8	48	1		1				5		9
Prospect Heights				12	128	5	3	1		2756	24		19	3
Rolling Meadows						2				27				
Round Lake		189	9			458		1					682	
Schaumburg		8	8		20					22				
Skokie				83	295		76	9		8	20	1		297
Vernon		294		29	89	18	161	17		1074		21		3
Warren-Newport		292		1	44	2217	6	4		20	2	122	1133	1
Wauconda		76	11	1	8	55	3			18	1		8	
Waukegan	25	34		20	99	21	35	15			44	122	60	
Wilmette		1		198	907	2	50	2				58		10
Winnetka-Northfield				847	333		88	2				18	1	2
Zion-Benton		57			1	54	7	5			1	50	58	
Total Loaned:	253	4,854	527	2,234	6,894	4,076	3,228	448	0	6,886	326	5,547	6,500	688

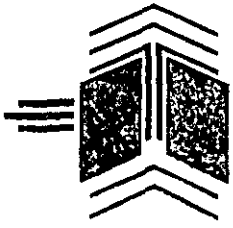
**North Suburban Library System
Reciprocal Borrowing Program
June 2001**

	McHenry	McH-Nunda	Morton Grov	Mt. Prospec	Niles	Northbrook	North Chgo	Palatine	Park Ridge	Prospect Ht	Ring Mdws	Round Lk	Schaumburg	Skokie
Algonquin	42			5				139	21		17		587	
Antioch	15			2		20	1		3			63	21	5
Arlington Heights	1		18	496	44	122		761	57	982	901	7	634	67
Barrington				13	13	40		5231	17	2	65		1642	
Cary	3			4	3	23			3			27	57	4
Cook Memorial	3		19	10	17	69	44	31	8	1	7	41	106	56
Crystal Lake	15			8		30		51					224	
Deerfield			8	4	83	1056		6	11				110	161
Des Plaines			32	938	328	135		89	723	50	74	12	311	131
Dundee	1			1	6			102		5	8		634	
Ela	1			2	24	32		633	9	9	5	9	159	
Elk Grove				33	3	11		26	19	1	2		717	35
Evanston			203	21	119	108		12	72	7	3	1	119	2803
Fox Lake	57	37		6				24			2	1124	16	
Fox River Grove						6			5			3	3	
Fremont	141				24	47	1	21	24		11	87	30	2
Gail Borden	4			12		5		81			86		2511	
Glencoe	1				3	245			7					4
Glensview			148	29	489	2280		8	54	6	2		14	458
Grayslake				4		17		14	1			542	45	9
Highland Park				3	7	303		2	14				22	121
Highwood						37		9						20
Huntley								5			8		203	
Indian Trails			3	348	25	479		764	42	948	42	1	307	182
Lake Bluff						16	22	5						13
Lake Forest				7		66	2	9	47				7	10
Lake Villa			12	1	49	92	3		6			875	42	9
Lincolnwood			24	1	77	17			38		4		2	2203
McHenry		8				10		9	3			16	200	
McHenry-Nunda	753											6	10	
Morton Grove				15	2992	11			82		1		5	3542
Mt. Prospect					81	108		312	114	1139	174		576	53
Niles	4		51	76		83		15	1529	12	12		151	1062
Northbrook			23	11	173			45	6	7			32	183
North Chicago					5								6	1
Palatine				155	2	18			36	27	1910		3923	32
Park Ridge			1	32	917	64		40		17	59		45	166
Prospect Heights				291	11	86		122	66				63	119
Rolling Meadows				32		2		977	1				999	
Round Lake	1				7	1		12					1	
Schaumburg				117	30	6		650	14		251			22
Skokie			979	4	624	74		47	79		2		168	
Vernon	1			59	40	399		451	30	13	12	5	135	117
Warren-Newport				34	26	84		14	57	1		78	70	9
Wauconda	78			5				96			18	85	141	2
Waukegan				16		63	43					15	63	68
Wilmette			41		77	255			16				42	724
Winnetka-Northfie				2	7	619			1				3	94
Zion-Benton				1			7						2	
Total Loaned:	1,121	45	1,562	2,798	6,306	7,139	123	10,813	3,213	3,227	3,676	2,977	15,158	12,487

North Suburban Library System
Reciprocal Borrowing Program
 June 2001

	Vernon	Warm-Newp	Wauconda	Waukegan	Wilmette	Winnetka-Nrthf	Zion-Benton	Total Borrowed	Total Loaned	Loan-Borrow
Algonquin	12			4				2,912	3,635	723
Antioch	29	211	1				11	2,760	859	-1901
Arlington Heights	232	3	19	2	1	3		6,905	4,580	-2325
Barrington	96		993	5	21	4		14,431	6,221	-8210
Cary	28	1	141		4			4,069	251	-3818
Cook Memorial	12130	536	25	16	13	24	18	17,216	11,630	-5586
Crystal Lake	6	7	34					706	3,733	3027
Deerfield	644				12	7		3,038	2,274	-764
Des Plaines	19	2	11		12	1		3,659	11,896	8237
Dundee	9				7	7		4,041	966	-3075
Ela	1288	9	101		7	4		4,047	8,623	4576
Elk Grove	1							1,060	2,471	1411
Evanston	17			32	2896	617	18	8,021	3,195	-4826
Fox Lake	122	57	350	17			6	3,487	451	-3036
Fox River Grove	14							1,293	253	-1040
Fremont	850	98	1031	26	39	7		7,328	4,954	-2374
Gail Borden		2						3,235	527	-2708
Glencoe	6				119	374		1,090	2,234	1144
Glenview	93	19			366	259		4,682	6,894	2212
Grayslake	160	622	13		5	4		4,288	4,076	-212
Highland Park	171			2	76	40	8	2,431	3,228	797
Highwood	38				3	1		987	446	-541
Huntley	7			3				1,081	0	-1081
Indian Trails	7495		18		30	57	2	12,890	6,886	-6004
Lake Bluff	32	44			6		4	4,510	326	-4184
Lake Forest	346	34		4	1	37		1,557	5,547	3990
Lake Villa	174	550	16	53	1	1	10	3,876	6,500	2624
Lincolnwood	2				29	6		2,529	688	-1841
McHenry	79	9	863				1	2,210	1,121	-1089
McHenry-Nunda			305					1,170	45	-1125
Morton Grove	2				35	51		7,531	1,562	-5969
Mt. Prospect	13				15	9		5,882	2,798	-3084
Niles	123			16	61	6		12,969	6,306	-6663
Northbrook	57	10		4	101	226	13	2,579	7,139	4560
North Chicago	12	647		405		11	13	2,258	123	-2135
Palatine	267	2	23		10	7		8,407	10,813	2406
Park Ridge	2		2		24			3,651	3,213	-438
Prospect Heights	49				3	5		4,405	3,227	-1178
Rolling Meadows						1		2,549	3,676	1127
Round Lake	47	177	147	2		4	6	2,386	2,977	591
Schaumburg	67	3			10	4		3,123	15,158	12035
Skokie	14		12	1	368	87		4,431	12,487	8056
Vernon		11	23	7	14	24		4,873	25,267	20394
Warren-Newport	265		38	420		2	122	7,393	10,034	2641
Wauconda	94	19				7		1,587	4,252	2665
Waukegan	132	5941	31		2		478	8,662	1,845	-6817
Wilmette	23	2		25		960		4,323	5,013	690
Winnetka-Northfle		1		12	719			3,137	2,880	-257
Zion-Benton		1017	55	789	3	23		2,335	710	-1625
Total Loaned:	25,267	10,034	4,252	1,845	5,013	2,880	710	223,990	223,990	

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Des Plaines Public Library


1501 Ellinwood Street

Des Plaines, IL 60016-4553

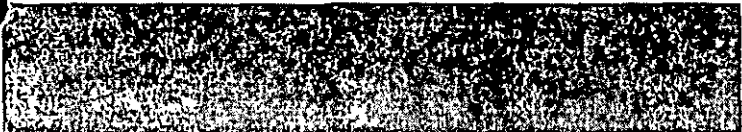
847.827.5551 phone

847.827.7974 fax

www.desplaines.lib.il.us

To: Library Board of Trustees
From: John Burke, Chairman of the Planning Committee 
Date: 08/14/01
Re: Executive Service Corps Final Report

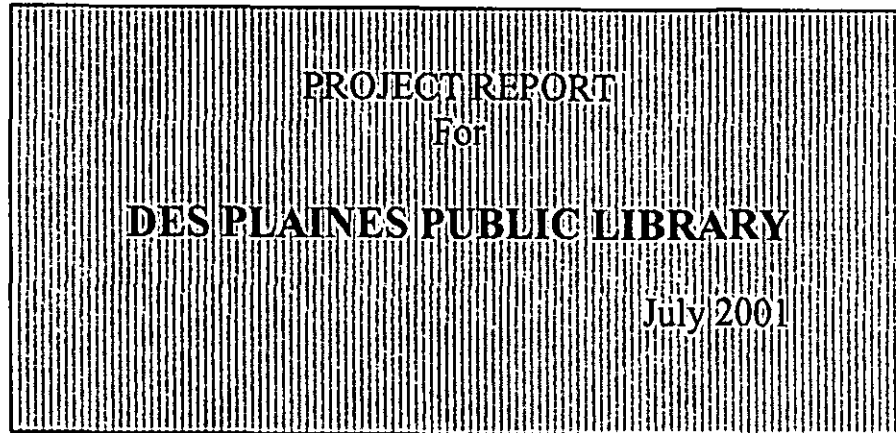
Please review the attached report prepared by Walter Roth and the Executive Service Corps. Walter Roth will attend the August 21, 2001 board meeting to discuss the final report with you and to give you his recommendations. If you have any questions, please call me.



ESC

EXECUTIVE
SERVICE
CORPS OF CHICAGO
Consultants to Nonprofit and Government Organizations

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Foreword

The Des Plaines Public Library Board of Trustees and staff recently completed the planning and construction of a new public library for the City of Des Plaines. The new facility is now in operation, providing greater resources, much improved library services and it is a cultural focal point for the residents.

The Executive Service Corps in 1996 assisted the Board and staff in developing a strategic plan, which is being updated regularly and its goals continue to be implemented. A series of Focus Groups were conducted by the Executive Service Corps early in 2000 to determine the level of satisfaction with the library services and facilities among the residents of the city.

With the completion of the new facility and after a few months of operations, the Board thought it desirable to reexamine its own activities, since so much of the Board's efforts had been directed toward the building project and it was necessary to focus on the opportunities the new building provided in serving the community.

It was suggested that the Executive Service Corps undertake another project to examine how the Board of Trustees could organize itself to meet the mission and the challenges of future. Many issues and opportunities were identified through a questionnaire and individual interviews of the Board of Trustees and the Library Administrator. These were considered and underlying issues were identified during a retreat held on April 21, 2001. This report and its recommendations are the result of these activities.

John Burke, Vice President and Planning Committee Chair, and Sandra Norlin, Library Administrator, worked closely with the ESC project team in conducting this assignment, as did Eldon Burk, President, and members of the Board.

Mission and the Envisioned Future

The Des Plaines Public Library Mission Statement

The mission of the Des Plaines Public Library is to provide free and open access to information in a welcoming environment and to promote literacy, lifelong learning and the love of reading for all residents of Des Plaines.

The Mission Revisited

The participants of the retreat were asked to judge the current mission according to a number of criteria and then decide whether the mission should be changed. One half of the participants thought it should not be changed, while the rest thought it might be changed to some extent, none thought that it definitely should be changed.

The Des Plaines Public Library Vision Statement

The Des Plaines Public Library is an essential cultural and educational service so vital that all residents of the community use its resources to realize their hopes and to enrich their lives.

Vision Looking 3 to 5 Years Ahead

Participants of the retreat were asked to listen to a fictitious account involving remarks by outsiders of how the Library was "building community and changing lives." They were asked to "begin coloring - shapes, pictures, words" of what they had heard. Then, participants were asked to write in a few phrases what the Library's results could be in the future.

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2/60

The following are the thoughts of the participants of the retreat looking 3 to 5 years ahead:

- ◇ Beyond new library
- ◇ Maintain momentum
- ◇ Review Board functions
- ◇ Redefine role of library
- ◇ Relationship with City Council and community
- ◇ Changing population
- ◇ Satisfaction
- ◇ Pride and unity in community (Focus)
- ◇ Expand knowledge (Abundant resources)
- ◇ Keep up with times
- ◇ Increase library use
- ◇ Deals with creative community needs
- ◇ Location enables entertainment focus
- ◇ Stimulate fine arts
- ◇ Limitless knowledge source
- ◇ User should be able to find pleasure and help in library
- ◇ Suggest things user never thought of
- ◇ Should be multicultural/ethnic
- ◇ Dreams of growing so much as to grow out of present building
- ◇ Redesign services to serve the community more fully
- ◇ Become entertainment center
- ◇ Keep open ears to needs

It is important that the vision and ideas about the vision be kept in mind as goals are set. Working toward the vision should be a constant process. It should be the strategic thrust of the organization.

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Initial Recommendation: Review Board Functions

Why are these recommendations important?

The Board of Trustees in its operations needs to have time to consider the really important issues, particularly those relating to the organization's mission and vision. The Board should minimize the time spent on routine agenda items, without jeopardizing its oversight function. At the same time, Board meetings should be of reasonable length and they should provide a sense of accomplishment to its members.

Initial Recommendation #1:

Improve committee structures by submitting written reports and motions prior to Board meetings, preferably with the agenda one week in advance of the meeting.

Providing verbal reports at Board meetings take valuable time away from other perhaps more important issues and it does not provide the opportunity for other members to examine the material more closely.

A motion prior to a discussion tends to focus everyone on solving a problem. It avoids lengthy discussions on issues not directly related to the problem. Obviously, the motion can be modified or restated. It is very helpful to have background information and the recommendation prior to the meeting.

Initial Recommendation #2:

Improve Board meeting agenda by careful agenda development, by exploring consent agenda and by completing the agenda schedule within a two hour period.

A unique agenda should be developed for each meeting, with input from key members and the Library Administrator. Important issues relating to the future of the organization are placed on the agenda for discussion (perhaps with a motion). Sufficient time must be allotted for this segment of the meeting.

As much as possible of routine business should be placed in the consent agenda. Anyone wishing to discuss an item from the consent agenda removes that item from the consent agenda for it to be handled separately.

The President of the Board of Trustees controls the agenda time schedule. He has to apply the discipline to keep discussions focused and to provide sufficient time for the major issues.

Additional Recommendations

The additional recommendations are based on the fundamental underlying issues identified by the participants during the retreat. These are to be considered by the Board by selecting 2 or 3 of the most important at one time.

Finance Committee

- Develop funding sources to supplement tax based funds for refinements to building and support of cultural features to be added.
- Refine the process by which the Board establishes and monitors the budget.

Management Committee

- Paid staff and volunteer staff need to be appropriate for the diversity of the community.
- Establish a two-way linkage between the programs and services and the Board's strategic plan.

Planning Committee

- Develop a system to continuously monitor how well the library is serving the community.

Establish Board Development Committee (either permanent or ad hoc)

- Assess Board organizational needs regularly.
- Recommend new members to meet Library needs and represent the community.
- Modify the Board member manual to orient new members.
- Train committee members and their chairs; encourage attendance at professional organization meetings.

Executive Committee

- Increase support and participation in community activities.
- Continue to attempt improvements in relations and cooperation between the City administration and the Library Board administration.
- Focus attention on the issues of the Strategic Plan.

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Description of the Planning Process

At the request of John Burke, Vice President, and of Sandra Norlin, Library Administrator, and with the approval of the Board of Trustees, a planning process was initiated on October 20, 2000 with the objective to identify where the organization should be five years from now and then determine how the Board should organize itself to achieve that goal. It was anticipated that the process would take up to eight months to complete.

STEP 1 - QUESTIONNAIRES AND INTERVIEWS

The purpose of the confidential questionnaire was to assist in developing a list of issues, problems and opportunities faced by the Board of Trustees in planning five years ahead.

All eight current members of the Board submitted completed questionnaires directly to the Executive Service Corps (ESC) project team, which tabulated and analyzed the replies.

All eight current members of the Board and the Library Administrator were interviewed individually by members of the ESC project team. Issues identified during these interviews were added to those obtained through the use of the questionnaire.

STEP 2 - CATEGORIZED LIST OF ISSUES

The following list of issues was developed by the ESC project team, based on the results of the confidential questionnaire and the individual interviews. The list was reviewed, modified and approved by the library management team.

LIST OF ISSUES BASED ON QUESTIONNAIRE AND INTERVIEWS

BOARD RESPONSIBILITIES - FINANCIAL

1. The library needs funds for community activities to make it a greater cultural center
2. Need to identify new alternate sources for funding
3. Sustaining funding in an economic downturn
4. Mode of presentation of financial reports to the Board
5. The committee does not meet to discuss variances from budget

BOARD RESPONSIBILITIES - PLANNING

1. Mission, vision and beliefs should be reexamined because of the new library location and changing conditions
2. To take appropriate actions to implement what the Board believes the image should be: accessible, friendly, helpful, welcoming, informative, a community resource and gathering place
3. Need to identify trends in order to deal with them
4. Our Board and staff must identify opportunities from trends
5. We don't know if we are serving the diverse needs of the population
6. Are we satisfied with the increasing usage of the new library facility?
7. Cable TV, large bookstores and home Internet access compete with us in attracting patrons

BOARD RESPONSIBILITIES - STAFF MANAGEMENT AND RELATIONS

1. The staff should be appropriate for the multi-culturing community
2. Need some Spanish speaking staff
3. Do we have a program that solicits and which optimizes the use of volunteers in the operation of the Library
4. We hear about volunteer staff occasionally but we are not getting information to evaluate effective usage
5. The Board should establish a formal staff review process to reach the Board in case of disagreement with the administrator

BOARD RESPONSIBILITIES - OPERATIONS

1. Establish a linkage between the programs and services developed by the staff and the Board's strategic responsibilities
2. Must continue to improve old and find new programs and services
3. Need outreach programs and services to seniors
4. Need outreach programs and services to minorities
5. Need for more multi-cultural programs by the Library
6. Our collection is inadequate in Spanish language books and in other languages related to the diverse community population
7. The collection should be appropriate for the multi-culturing community
8. Develop communication and services which will meld the diverse backgrounds
9. Regarding oversight function of the Board, the Board depends on the library administrator to communicate to the Board
10. Program and service evaluations are given to the Board through staff reports
11. Uncertain if we are measuring the right things in evaluating the programs and services
12. Board might want to audit policies
13. Greater Board oversight of activities might permit members to have more information when responding to criticism
14. Some areas, particularly the first floor of the new library, could be made more welcoming

BOARD STRUCTURES

1. Time manage agenda more effectively
2. More formal, productive agenda
3. Board does not utilize committee structure fully and efficiently
4. The Board spends considerable times as a committee-of-the-whole
5. Written committee reports were not issued in advance of meeting
6. Board meetings are not tightly organized, nor are motions prepared in advance
7. More challenges and debates in Board discussions, without the need for unanimous decisions
8. No specific instructions are given to committee chairs
9. We could do a better job of training committee chairs when appointed
10. The committees could perhaps become more proactive and effective, yet most members are satisfied
11. Are some Board functions and responsibilities being overlooked because of the Board's trust and dependency on the current Library Administrator
12. Should the Board rely on the strong administrator to create the management and staff structure meeting the library's needs
13. Reexamine bylaws of the B of T to be certain that they are correct and up-to-date

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BOARD BUILDING

1. Board member skills and expertise are not fully utilized when non-essential items are discussed at meetings
2. Member skills are not formally analyzed and utilized
3. No formal new board member training and orientation (procedures, policies, finances, bylaws, legal requirements, handbook)
4. Desirable Board member skills have not been formally developed
5. Ethnic and age diversity is not reflected in the board composition
6. Establish an annual board member review evaluation
7. Utilize talents of board members to volunteer, assist and lead programs

OUTREACH

1. Many subgroups in the community are not aware of the programs and services we offer
2. Board needs to reach out to the ethnic communities, which are difficult to reach
3. We have not yet peaked in our opportunity to embrace the community
4. People in the community who do not use the library facility see it as a big tax drain
5. People complaining of financial inefficiencies despite the library having the second lowest tax rate
6. There is still some community resentment of the Board and the administration because the new facility was built without a referendum
7. Although our image in general is positive, our image to some is that we are elitist, that the board is not under any restraints and that it is spending too much money
8. Need better publicity and public relations regarding Board actions
9. Need more visibility of library board and management in the community
10. Relationship with the City Council is now a lesser concern, but still one requiring attention
11. A cooperative arrangement between the Library and the City to take full advantage of the municipal TV channel
12. The Friends of the Library should expand to reach more of the population

STEP 3 - PLANNING THE RETREAT

A Board of Trustee retreat was planned for Saturday, April 21, 2001 at the First Congregational Church in Des Plaines, for the Board to revisit the Library's mission and vision and, through the list of issues, identify the most fundamental issues for the Board to develop an appropriate structure and organization to resolve those issues in the future.

The entire Board of Trustees was invited to participate in the retreat, in addition to the Library Administrator and three past Board members.

The following materials were sent to the participants in advance of the retreat:

- Retreat agenda
- Replies to the questionnaire
- Categorized list of issues
- Statement of the Library's mission, vision and key beliefs
- A general list of functions of a typical Board (see Appendix)
- Governance and Administration Policies for Libraries

STEP 4 - THE RETREAT

Outcome: An agreed upon plan by the Board for an appropriate structure and organization for the future.

Mission Revisited

Participants were asked to judge the current mission according to a number of criteria and then decide whether the mission should be changed.

One half the participants thought the mission should not be changed, while the others thought it might be changed to some extent. None believed that it definitely should be changed.

The individual survey sheets were given to the Planning Committee Chair.

The Vision Looking 3 to 5 Years Ahead

Participants were shown the current vision of the Library. They were then asked to listen to a fictitious account involving remarks by outsiders of how the Library was "building community and changing lives." First they were asked to "begin coloring - shapes, pictures, words" of what they had heard. Finally, participants were asked to write in a few phrases what the Library's results could be in the future.

Identifying Fundamental Underlying Issues

The Categorized List of Issues previously given to the participants was also shown on flip charts covering the walls of the room. The complete list was reviewed again with everyone.

It was explained to the participants that we wanted to identify the fundamental underlying issues for each of the seven categories, keeping in mind the mission and the vision thoughts identified earlier. Two breakout groups were formed and they were given the choice of either working off the Categorized List of Issues or to modify a list of underlying issues prepared by the ESC project team. Both groups chose to work off the ESC list. The entire group then went over the results and the following fundamental issues were identified:

Setting Priorities

The participants voted to prioritize the categories, with each member having 3 votes, with the following results:

Planning	9 votes
Outreach	9 votes
Operations	4 votes
Board Building	4 votes
Board Structure	1 vote
Finance	0 votes
Staff Mgmt & Rel	0 votes

Retreat Action Plans

The following plans were made by the breakout groups in the remaining time of the retreat:

1. Maintain committee structure
2. Add ad hoc
3. Relations with Mayor re: new members

Board responsibilities

1. Continue on same - and don't lose sight of big picture
2. Board must be the public face of the Library
3. Increase time and events for reflecting on community issues
4. Develop better and more effective Board meetings
5. More effective committee reports to Board including motions

Issues

1. Maintain current Board structure
2. Refocus on responsibilities of committees and individuals to achieve mission and vision

FUNDAMENTAL ISSUES
Developed by Participants during Retreat

A. Finance

1. Develop funding sources to supplement tax based funds for refinements to building and support of cultural features to be added.
2. Refine the process by which the Board establishes and monitors the budget.

B. Planning

1. Develop a system to continuously monitor how well the library is serving the community.
2. The mission, vision and key beliefs should be revisited every two years.

C. Staff/Management Relations

1. Paid staff and volunteer staff need to be appropriate for the diversity of the community.
2. Board should be informed in a timely fashion of all disputes and dismissals of employees and volunteers through the management committee.

D. Operations

1. Establish a two-way linkage between the programs and services and the Board's strategic plan.
2. The Board's role is to set policy and the staff responsibility is to implement.

E. Board Structure

1. By laws of the Board need to be updated every other year or as needed.
2. Improve committee structures by issuing written reports and proposed motions prior to Board meetings.
3. Improve Board meeting agenda by exploring consent agenda; stay on agenda schedule under two hours.
4. Focus attention on the issues of the Strategic Plan.

F. Board Building

1. Assess Board organizational needs regularly.
2. Recommend new members to meet Library needs and represent the community.
3. Modify the Board member manual to orient new members.
4. Train committee members and their chairs; encourage attendance at professional organization meetings.

G. Outreach

1. Increase support and participation in community activities.
2. Continue to attempt improvements in relations and cooperation between the City administration and the Library Board administration.

DES PLAINES PUBLIC LIBRARY

Confidential Questionnaire

The purpose of the questionnaire is to assist in developing a "laundry list" of issues, problems and opportunities we face in planning five years ahead. These will be discussed and prioritized by the Board of Trustees at a future meeting. This refined list will be addressed through Board committees or task forces. Please try to answer each question to the best of your ability and from your own unique perspective.

1. About how much time do you spend per month on B of T affairs?
2. Are the individual skills of board members adequately utilized?
 Yes No Don't know
 Explain:
3. Are there additional skills that would improve the effectiveness of the board?
 Yes No Don't know
 Explain:
4. Do you consider also serving on other boards as being beneficial?
 Yes No Don't know
 Explain:
5. Were you given sufficient information or training when you joined the B of T?
 Yes No Don't know
 Explain:
6. Are you comfortable that you are being kept abreast of activities?
 Yes No Don't know
 Explain:
7. Do you believe that the mission and vision statements are still appropriate?
 Yes No Don't know
 Explain:
8. Do you agree that the statement of beliefs are your fundamental values?
 Yes No Don't know
 Explain:
9. Are you familiar with the bylaws of the B of T and are they current?
 Yes No Don't know
 Explain:

10. Are you familiar with the library policies and are they current?

Yes No Don't know

Explain:

11. Are the programs and services the library currently offers adequate to meet the goals of the mission?

Yes No Don't know

Explain:

12. Is the current funding adequate to meet the financial needs of the library?

Yes No Don't know

Explain:

13. What are the major positive aspects of the new library facility?

14. Are there areas of the new facility that could have been improved?

15. Has the community reacted favorably with respect to the new library?

Yes No Don't know

Explain:

16. Have there been negative comments by members of the community?

Yes No Don't know

Explain:

17. Have new programs or services been introduced since moving to this facility?

Yes No Don't know

Explain:

18. Are there programs or services that you would like to see started or expanded?

Yes No Don't know

Explain:

19. Are we taking advantage of the new facility in serving the community?

Yes No Don't know

Explain:

20. Is the process currently in use to evaluate programs and services adequate?

Yes No Don't know

Explain:

21. Is the board kept adequately informed regarding program and service evaluations?

Yes No Don't know

Explain:

22. Do you feel that the library is serving the diverse population appropriately?

Yes No Don't know

Explain:

23. Are there groups within the community the library is not currently serving?

Yes No Don't know

Explain:

24. What is our image in the community?

25. What would you like our image to be?

26. Is the community aware of the programs and services being offered?

Yes No Don't know

Explain:

27. Is the community taking advantage of the programs and services?

Yes No Don't know

Explain:

28. Are there trends in the community that need to be considered in future services?

Yes No Don't know

Explain:

29. What are outside competing forces that will affect us in the future?

30. Do you believe that the board is aware and dealing with these trends?

Yes No Don't know

Explain:

31. Are there opportunities that we may want to consider?

Yes No Don't know

Explain:

32. What are the strengths and weaknesses of the current Board of Trustees?

33. Is the board doing an adequate job of setting policies and planning for the future?
 Yes No Don't know
 Explain:
34. Does the present committee structure of the board function effectively?
 Yes No Don't know
 Explain:
35. Is there an annual board member review evaluation?
 Yes No Don't know
 Explain:
36. Is there a clear division between board and staff responsibilities?
 Yes No Don't know
 Explain:
37. Are internal communications between the board and staff adequate and appropriate?
 Yes No Don't know
 Explain:
38. Is the current management and staff structure adequate to meet the library's needs?
 Yes No Don't know
 Explain:
39. Does the composition of the board adequately reflect the cultural diversity of the community?
 Yes No Don't know
 Explain:
40. Does the composition of the staff adequately reflect the cultural diversity of the community?
 Yes No Don't know
 Explain:
41. What is the role of the Friends of the Library?
42. What should the role be of the Friends of the Library?
43. Are the volunteer opportunities within the library being adequately exploited?
 Yes No Don't know
 Explain:

**DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES RETREAT**

**April 21, 2001
9:00 AM to 3:30 PM**

AGENDA

Purpose: To examine how the Board of Trustees should be organized to meet the mission and the challenges of the future

Outcome: An agreed upon plan by the Board for an appropriate structure and organization for the future

I. Introduction

- a. Opening remarks John Burke
- b. Purpose and outcome of retreat Walter Roth
- c. Board and facilitator introductions
- d. Agenda review

II. Mission revisited

ESC Team

III. Looking five years ahead

ESC Team

- a. The Des Plaines Public Library
- b. The Board of Trustees

Break

IV. Discussion of underlying issues

ESC Team

- a. Review of categorized issues
- b. Identifying fundamental underlying issues
- LUNCH**
- c. Identifying fundamental underlying issues (con't)
- d. Discussion/consensus

Break

V. Discussion of outcomes

ESC Team

- a. Combining vision of 5 yrs ahead and underlying issues into desired outcomes
- b. The organization to achieve these outcomes

VI. Conclusion

- a. Summary, next steps, evaluation Walter Roth
- b. Closing remarks Eldon Burk

DES PLAINES PUBLIC LIBRARY

Typical Board of Trustee Functions

General Board Functions:

Board Responsibilities

Board Structures

Board Building

Outreach

Board Responsibilities:

1. Mission and Purpose
2. Select Library Administrator
3. Assess performance of Library Administrator
4. Planning
5. Budget and resources
6. Manage resources
7. Determine and monitor programs and services
8. Facilities
9. Accountability
10. Legal and ethical integrity

Board Structures:

1. Bylaws
2. Select Board officers
3. President's leadership responsibilities
4. Committee structure and effectiveness of committees
5. Committee chairs responsibilities and training
6. Member responsibilities
7. Meeting agenda development and preparation
8. Board/Staff relationship and communication
9. Advisory groups

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Board Building:

1. Profile membership skill requirements
2. Board of Trustees position descriptions
3. Recruitment of Board of Trustee membership
4. Training and orientation of new members
5. Motivation and involvement of Board members
6. Assess individual member performance
7. Succession issues
8. Appreciation and recognition of members

Outreach:

1. Articulating mission, vision and key beliefs
2. Identify community needs and perceptions
3. Public relations
4. City/Library partnership
5. Communication

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088 8650

SEPTEMBER



Des Plaines Public Library

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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, SEPTEMBER 18, 2001

7:00 PM

Conference Room – Second Floor

Agenda:

- **Management Committee Report**
- **Executive Committee Report**

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

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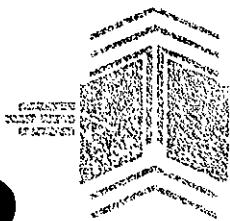
DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
September 18, 2001 6:30 PM

- I. Call to Order. (7:00 PM)
- II. Consideration of the Agenda.
- III. Approval of Minutes of the Regular Board Meeting, August 21, 2001.
(Action Item)
- IV. Public Comments and Questions.
- V. City Council Community Services Committee – Rosemary Argus.
- VI. Finance Report – Susan Burrows. (Action Item)(7:30 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. Budget Meetings – 09/06/01 & 09/07/01.
 - G. Budget Meeting – November 14, 2001.
- VII. Building and Grounds Committee – John Ciborowski.
 - A. Sculpture Lighting.
 - B. Pae White Artwork.

- VIII. Management Committee – Ellen Yearwood. (8:00 PM)
 - A. Report of August 27, 2001 Meeting.
- IX. Executive Committee – John Burke.
 - A. Report of August 30, 2001 Meeting.
- X. Planning Committee – John Burke.
- XI. System Membership – John Ciborowski. (8:30 PM)
- XII. Friends of the Library – Inara Brubaker.
- XIII. Administrator's Report – Sandra Norlin.
- XIV. New Business. (8:45 PM)
 - A. 1st Anniversary Celebration – September 30, 2001. Board Assignments.
 - B. Gates Grant.
- XV. Announcements.
- XVI. Adjournment. (9:00 PM)



Des Plaines Public Library

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BOARD OF TRUSTEES Minutes of the Regular Meeting August 21, 2001

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, August 21, 2001. President John Ciborowski called the meeting to order at 7:00 PM.

Members Present: Inara Brubaker, Eldon Burk, John Burke, Susan Burrows, John Ciborowski, William Grice, Noreen Lake, Rhys Read, Ellen Yearwood.

Also Present: Administrator Sandra Norlin, Carol Kidd, Martha Sloan, Leslie Steiner, Hector Marino, Sue D'Hondt, Jennifer Upshaw, Walter Roth.

John Burke and Noreen Lake took the Oath of Office.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to amend the agenda by adding under XVI. New Business. C. Consideration of Art Guild Purchase Award. D. Proposal for New Year's Eve Celebration from Special Events Commission. E. Proposal for Fundraiser. IX. Finance. K. Expenditure for Microsoft Office XP. L. Expenditure for SIRSI Training. M. Expenditure for High Voltage Maintenance Contract. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by Rhys Read, to approve the Minutes of the regular Board Meeting of July 17, 2001, as amended and to approve the Minutes of the Joint Library Board of Trustees and Des Plaines City Council Meeting of July 10, 2001, as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS

None

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Rosemary Argus.

Alderman Argus absent. No report.

PLANNING COMMITTEE – John Burke.

John Burke introduced Walter Roth from Executive Service Corps. Walter Roth gave an overview of the ESC final report to the library and offered suggestions to the board for more effective meetings.

The Executive Committee will meet on Thursday, August 30, 2001, to discuss committee restructuring.

The Board consensus was to begin implementing the recommendations made by Executive Service Corps.

John Ciborowski introduced new Board member, Noreen Lake, to the Board of Trustees.

BOARD REVIEW OF DEPARTMENT ACTIVITIES – Bob Blanchard.

Sandra Norlin introduced Bob Blanchard, Head of Community Services who gave an overview of the department and its activities. Bob provided information on several new stops that have been added to the Mobile Library route. Bob gave a detailed report of the Community Services Department and a PowerPoint presentation of the mobile library, past and present.

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	\$ 5,919.89
2. Petty Cash Expenditures	\$ 13.70
3. Budget Expenditures for July	\$ 303,180.63
4. Expenditures Year to Date	\$ 2,248,250.64
5. Revenue for July	\$ 88,561.59
6. Revenue Year to Date	\$ 2,050,291.88

MOTION by Susan Burrows, seconded by John Burke, to be approved, subject to audit, expenditures authorized by the Library Administrator and Board Representatives for library Warrant Registers as follows:

July 02, 2001	\$ 50,502.35
July 18, 2001	<u>\$ 45,398.10</u>
Total	\$ 95,900.45

ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Lake, Read, Yearwood. 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:

July 12, 2001	\$ 88,514.44
July 26, 2001	<u>\$ 85,103.92</u>
Total	\$ 173,618.36

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

MOTION BY Susan Burrows, seconded by Ellen Yearwood, to be approved, subject to audit, transfer entries to the Library account in July 2001 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (July)	<u>\$ 74.36</u>
Total	\$ 74.36

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

Susan Burrows distributed minutes from the August 14, 2001 Finance Committee meeting.

Susan Burrows reported that the Finance Committee reviewed the first draft of the FY2002 budget. Sandra Norlin reported that priorities include a modest staff increase that will begin in July 2002, an increase to the book budget and an 18.6% decrease in the capital outlay.

Rhys Read commented that the tax levy would actually decrease with the minimal increase in the library budget.

MOTION by Rhys Read, seconded by Ellen Yearwood, to approve the draft of the FY2002 Budget papers dated August 14, 2001 as prepared by the Finance Committee. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Lake, Read, Yearwood. NAYS: None. MOTION CARRIED.

The following motions were presented to the Board by Finance Chairman, Susan Burrows:

MOTION by Committee to approve additional expenses to Rentacrate in the amount of \$1,609.00. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Lake, Read, Yearwood. NAYS: None. MOTION CARRIED.

MOTION by Committee to purchase 15 Booktrucks from Demco in the amount of \$2,310.00. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Lake, Read, Yearwood. NAYS: None. MOTION CARRIED.

MOTION by Committee to approve the redesign and repair of the boat in the Youth Services Department in the amount of \$12,491.00. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Lake, Read, Yearwood. NAYS: None. MOTION CARRIED.

MOTION by Committee to approve the purchase of upgrades to 90 Microsoft Office XP users at the Des Plaines Public Library at a cost of \$4,770.00. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Lake, Read, Yearwood. NAYS: None. MOTION CARRIED.

MOTION by Committee to approve a one-year maintenance contract with ThyssenKrupp Elevator for elevator maintenance at a cost of \$7,560.00. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Lake, Read, Yearwood. NAYS: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by John Burke, to approve additional SIRSI training for library employees at a cost not to exceed \$3,000.00. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Lake, Read, Yearwood. NAYS: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by John Burke, to approve a one-year contract with High Voltage Maintenance (HVM) UPS services at a cost of \$4,680.00. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Lake, Read, Yearwood. NAYS: None. MOTION CARRIED.

BUILDING AND GROUNDS COMMITTEE – John Ciborowski.

John Ciborowski reported that the City of Des Plaines Executive Committee will deal with library building problems that include the elevator and air conditioning system. The Community Block Grant will sponsor the installation of the handicap accessible side door leading from the parking garage into the library. Pinkus Woodworking Group will install maple moulding around the aquarium and surrounding wall, which includes doorway casement and floor and ceiling trim.

John Ciborowski also reported that the library will have some of the outside brick power washed due to salt residue.

MANAGEMENT COMMITTEE – Ellen Yearwood, Chairman.

Ellen Yearwood scheduled a Management Committee meeting for Monday, August 27, 2001 at 6:00 PM.

SYSTEM MEMBERSHIP – John Ciborowski.

John Ciborowski reported on an Internet pilot project through North Suburban Library Systems with the address www.answersunlimited.org that will eventually operate 24 hours a day, seven days a week.

FRIENDS OF THE LIBRARY – Inara Brubaker.

Inara Brubaker reported that the Friends will hold their semi-annual booksale beginning September 14, 2001 for members and concluding September 16, 2001. The Friends did not have a meeting in July, but will meet on Tuesday, August 28, 2001 at 7:00 PM in the second floor conference room of the library.

ADMINISTRATOR'S REPORT

New employees for July/August are Dale Loux, Maintenance Assistant, Full-time; Jason Pluta, Technology Page, Part-time; and Kassam Master, Circulation Page, Part-time.

Joseph Mershon, Amy Warman, and Jennifer Weber ended their employment during this time period.

The Work Analysis Team presented results of their activities to the library staff on July 26. They are preparing their final report for the Department Heads.

Training for migration to the new computer system SIRSI has begun in anticipation for the installation and changeover in December.

This month's statistical charts do not show a clear picture of our growth in services and demand because we were closed most of July 2000 in preparation for the move into our new facility. If compared to July 1999, we show an increase of 9.22% in circulation.

Our Summer Reading Club event on August 5 was successful, as was the entire program. The Youth Services Department enrolled 903 children, the largest number in their history. They are especially proud that this was accomplished without staff visiting the schools to announce the program and without "fancy" incentive prizes. The YS staff feels that over 900 children were reading this summer merely for the pleasure of reading.

The Adult Services Department enrolled 144 people in their program, with 43 readers turning in their game cards (four books read) to qualify for great prizes, provided by local merchants through the extraordinary efforts of Laurie Papadourakis of the Readers Services Department.

The Mobile Library service will include five new stops in their September schedule. Bob Blanchard, Head of Community Outreach will give a full report of Mobile Library activities at this month's Board meeting.

Since my last report I have attended the following meetings: City Holiday Decorations Committee (7/18 and 8/15); Santa Arrival Committee (8/15); Mary Walsh regarding Mobile Library service in Rosemont (8/19); Chamber Advisory Committee (7/31); Poetry Corner Discussion (7/31); Board Ad Hoc Committee on Televising Board Meetings (8/6); and Board Finance Committee Meeting (8/15).

Mike O'Connor, Dominican College Library Science Student about the building project, interviewed me. (8/9)

NEW BUSINESS

John Ciborowski will attend the September 4 City Council meeting, Eldon Burk the September 17 meeting, Susan Burrows the October 1 meeting and Ellen Yearwood the October 15 meeting.

President Ciborowski asked Board members to call him regarding their choices for Committee assignments.

Sandra Norlin was notified that the Des Plaines Art Guild will host their annual Art Fair on September 8, 2001 and asked for approval for a purchase award. Sandra explained that in past years art purchases were funded by the interest from the Gertrude Downing Trust.

MOTION by Eldon Burk, seconded by Susan Burrows, to authorize Library Administrator, Sandra Norlin, to approve an art purchase in an amount not to exceed \$1,000.00 to be purchased with interest funds from the Downing Trust and that the artwork be displayed in the library for a period of one year, after which time the artwork will become part of the library's art collection. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Lake, Read, Yearwood. NAYS: None. MOTION CARRIED.

Sandra Norlin reported that the Special Events Commission has asked the library for permission to use the first floor meeting rooms and washrooms for a New Years Eve celebration. The Board postponed this discussion until the September 18, 2001 meeting. The Special Events Committee will meet again on September 5, 2001.

Eldon Burk proposed selling a library building ornament as a fundraiser for the library. The Board will address this again in the spring and take no action at this time.

OLD BUSINESS

John Ciborowski reported that the Ad Hoc Committee met at the City of Des Plaines in the Council Chambers on August 6, 2001. The recommendation by the Committee was to videotape the Board meetings at the library through Library Cable Network and broadcast the meetings on Channel 17 through the City of Des Plaines.

MOTION by Committee, to videotape Des Plaines Public Library Board meetings from the second floor conference room of the library on a quarterly basis funded by a library grant and to broadcast the meetings on Channel 17 through the City of Des Plaines. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Josh Pfluger from Library Cable Network will attend the September Board meeting and present information on the taping.

The Ad Hoc Committee asked that library patrons be polled for a response to the televised meetings.

ANNOUNCEMENTS

Sandra Norlin announced that the library will celebrate its one year anniversary on Sunday, September 30, 2001 from 2:00 PM – 4:00 PM.

MOTION by Eldon Burk, seconded by Inara Brubaker, to enter into an Executive Session at 9:40 PM to discuss Purchase or Lease of Real Property. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The regular session reconvened at 9:55 PM and was called to order by President John Ciborowski.

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

The meeting adjourned at 9:55 PM.

Minutes prepared by Carol Kidd.

**DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR THE MONTH OF AUGUST 2001**

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

1. Over the Counter Receipts	\$ 7,166.82
2. Petty Cash Expenditures	\$ 128.93
3. Budget Expenditures for August	\$ 528,175.23
4. Expenditures Year to Date	\$ 2,776,425.87
5. Revenue for August	\$ 264,471.76
6. Revenue Year to Date	\$ 2,314,808.13

MOTION by _____ 2nd by _____ to be approved, subject to audit, expenditures authorized by the Library Administrator and Board Representatives for library Warrant Registers as follows:

August 06, 2001	\$ 73,724.13
August 20, 2001	<u>\$ 59,238.65</u>
Total	\$ 132,962.78

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 09, 2001	\$ 87,699.98
August 23, 2001	<u>\$ 86,295.80</u>
Total	\$ 173,995.78

MOTION by _____ 2nd by _____ to approve, subject to audit, transfer entries to the Library account in August, 2001 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (August)	<u>\$ 141.03</u>
Total	\$ 141.03

ROLL CALL VOTE: AYES: _____ NAYS: _____

**DES PLAINES PUBLIC LIBRARY
OVER THE COUNTER RECEIPTS FOR THE MONTH OF AUGUST 2001**

	August 2000	August 2001	2000 to Date	2001 to Date
Lost Materials	\$ 438.15	\$ 435.06	\$ 3,074.03	\$ 4,576.84
Fines	\$ 2,540.56	\$ 6,148.33	\$ 47,807.81	\$ 50,527.31
Damage	\$ 43.95	\$ 143.51	\$ 503.75	\$ 732.60
Fees	\$ 309.22	\$ 435.57	\$ 3,194.61	\$ 5,962.19
Copies	\$ 23.90	\$ -13.70	\$ 9,840.11	\$ 5,807.69
Miscellaneous	\$ 610.42	\$ 18.05	\$ 845.63	\$ 163.35
Totals	\$ 3,966.20	\$ 7,166.82	\$ 65,265.94	\$ 67,769.98

PETTY CASH EXPENDITURES – August

960070	Auto/Travel	11.00
960070	Auto/Travel	5.53
970260	Postage	3.60
970260	Postage	64.00
970260	Postage	2.40
970260	Postage	2.40
920206	Seminars	40.00
Total		\$128.93

LECTION 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	400.00	
102007	CASH PB PAYROLL 276329401	.00	
102008	CASH PB DEPOSIT 276302401		390,861.05
102012	CASH IPTIP/FOA 7139200161	52,515.08	
102014	CASH FED INUST TRUST(FIT)	199,698.41	
102026	CASH FIRST BANK ACCUMULTH	.00	
102031	CASH PLAINSBANK ACCUMULTN	.00	
	TOTAL CASH	249,113.49	390,861.05
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-DOWNING	35,426.73	
	TOTAL INVESTMENTS	35,426.73	.00
113400	RECEIVABLE-ACCRUED INTAST	.00	
113410	RECEIVABLE-INTEREST EARNS	.00	
118000	RECEIVABLE-PROPERTY TAXES	.00	
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
	TOTAL ASSETS	284,540.22	390,861.05
401000	ACCOUNTS PAYABLE		.00
401001	AUDIT ACCOUNTS PAYABLE		.00
410020	ESCROW DEPOSITS		.00
	TOTAL DEPOSITS	.00	.00
430010	DUE TO-CORPORATE GENL		.00
430080	DUE TO-ENPL RETRANT TRUST		.00
	TOTAL DUE TO-OTHER FUNDS	.00	.00
450030	ACCRUED LIAB-COMP ABSENCE		105,901.30
450040	ACCRUED PAYROLL		.00
	TOTAL ACCRUED LIABILITIES	.00	105,901.30
470000	DEFERRED REV-PROPERTY TAX		.00
470100	LIBRARY DEFERRED REVENUE		.00
	TOTAL DEFERRED REV-PROPERTY TAX	.00	.00
471000	DEFERRED REV-OTHER		.00
	TOTAL CURRENT LIABILITIES	.00	105,901.30
	TOTAL LIABILITIES	.00	105,901.30

1/07/01

CITY OF DES PLAINES
BALANCE SHEET

COUNTING PERIOD: 8/01

LECTION CRITERIA: genledgr.fund in ('201','202','415')

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
700110	EXPENDITURE CONTROL	2,618,671.99	
700120	REVENUE CONTROL		2,088,433.50
700130	ENCUMBRANCE CONTROL		.00
700140	RESERVE FOR ENCUMBRANCE		.00
700150	EXP. BUDGET CONTROL		4,678,051.00
700160	REV. BUDGET CONTROL	4,454,332.00	
700170	BUDGET FUND BALANCE	223,719.00	
	TOTAL SYSTEM CONTROL	7,496,722.99	6,766,484.50
720010	FUND BAL-RESRV-GIFT TRUST		39,425.73
	TOTAL FUND BALANCE-RESERVED	.00	39,425.73
730000	FUND BALANCE-UNRESERVED		482,590.63
	TOTAL FUND EQUITY	.00	518,016.36
	TOTAL EQUITIES	7,496,722.99	7,284,500.86
	TOTAL PUBLIC LIBRARY FUND	7,781,263.21	7,781,263.21

LECTION CRITERIA: genledgr.fund in ('201','202','415')

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102005	CASH PB PAYABLE 281190401	673.33	
102008	CASH PB DEPOSIT 276502401	202,048.04	
102012	CASH IPTIP/FOA 7139200161	13,877.69	
102014	CASH FED INUST TRUST(FIT)	1,213.12	
	TOTAL CASH	217,812.40	.00
119200	RECEIVABLE-NISC	100,000.00	
	TOTAL ACCOUNTS RECEIVABLE	100,000.00	.00
	TOTAL ASSETS	317,812.40	.00
401000	ACCOUNTS PAYABLE		.00
401001	AUDIT ACCOUNTS PAYABLE		.00
471000	DEFERRED REV-OTHER		.00
	TOTAL CURRENT LIABILITIES	.00	.00
	TOTAL LIABILITIES	.00	.00
700110	EXPENDITURE CONTROL		42,246.12
700120	REVENUE CONTROL		226,374.63
700150	EXP. BUDGET CONTROL		150,000.00
700160	REV. BUDGET CONTROL	173,000.00	
700170	BUDGET FUND BALANCE		23,000.00
	TOTAL SYSTEM CONTROL	173,000.00	441,620.75
730000	FUND BALANCE-UNRESERVED		49,191.65
	TOTAL FUND EQUITY	.00	49,191.65
	TOTAL EQUITIES	173,000.00	490,812.40
	TOTAL LIBRARY CAPITAL PROJ FUND	490,812.40	490,812.40

LECTION CRITERIA: genledgr.fund in ('201', '202', '415')

FUND - 415 - FF & E - LIBRARY

ACCOUNT	TITLE	DEBITS	CREDITS
102003	CASH PB PAYABLE 281190401	.00	
102008	CASH PB DEPOSIT 276502401	.00	
102014	CASH FED INUST TRUST (FIT)	.00	
TOTAL CASH		.00	.00
104031	INVESTMENTS-SEIDLER CO	.00	
TOTAL INVESTMENTS		.00	.00
TOTAL ASSETS		.00	.00
401000	ACCOUNTS PAYABLE		.00
TOTAL CURRENT LIABILITIES		.00	.00
TOTAL LIABILITIES		.00	.00
700110	EXPENDITURE CONTROL		.00
700120	REVENUE CONTROL		.00
700150	EXP. BUDGET CONTROL		100,000.00
700160	REV. BUDGET CONTROL		.00
700170	BUDGET FUND BALANCE	100,000.00	
TOTAL SYSTEM CONTROL		100,000.00	100,000.00
730000	FUND BALANCE-UNRESERVED		.00
TOTAL FUND EQUITY		.00	.00
TOTAL EQUITIES		100,000.00	100,000.00
TOTAL FF & E - LIBRARY		100,000.00	100,000.00
TOTAL REPORT		8,372,075.61	8,372,075.61

COUNTING PERIOD: 8/01

LECTION CRITERIA: revldgr.fund in ('201','202','415')

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

COUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
0010	PROPERTY TAXES 1993	.00	.00	.00	.00	.00	.00
0011	PROPERTY TAXES 1994	.00	.00	.00	.00	.00	.00
0012	PROPERTY TAXES 1995	.00	.00	.00	.00	.00	.00
0013	PROPERTY TAXES 1996	.00	.00	.00	.00	.00	.00
0014	PROPERTY TAXES 1997	.00	.00	.00	.00	.00	.00
0015	PROPERTY TAXES 1998	40,000.00	.00	.00	9,636.10	30,363.90	.24
0016	PROPERTY TAXES 1999	.00	.00	.00	20,849.83	-20,849.83	.00
0017	PROPERTY TAXES 2000	4,086,344.00	.00	.00	1,742,369.11	2,343,974.89	.43
ITAL	PROPERTY TAXES	4,126,344.00	.00	.00	1,772,855.04	2,353,488.96	.43
0800	PERSONAL PROP REPL TAX	92,988.00	92,988.00	.00	92,988.00	.00	1.00
ITAL	TAXES	4,219,332.00	92,988.00	.00	1,865,843.04	2,353,488.96	.44
2040	STATE GRANT:PER CAPITA	65,000.00	.00	.00	63,947.57	-947.57	1.01
2080	STATE GRANT:LIBRARY TECH	.00	.00	.00	.00	.00	.00
2090	STATE GRANT:LIB CONSTRUCT	.00	11,002.08	.00	14,923.75	-14,923.75	.00
2095	STATE GRANT:LIBRARY	.00	.00	.00	21,916.92	-21,916.92	.00
ITAL	STATE GRANTS	65,000.00	11,002.08	.00	102,788.24	-37,788.24	1.58
ITAL	INTERGOVERNMENTAL REVENUE	65,000.00	11,002.08	.00	102,788.24	-37,788.24	1.58
30102	LIBRARY FINES	100,000.00	9,163.21	.00	58,303.64	41,696.36	.58
ITAL	FINES	100,000.00	9,163.21	.00	58,303.64	41,696.36	.58
30201	COPYING FEE	30,000.00	.00	.00	3,819.87	24,180.13	.19
30215	SPECIAL PROGRAMS & EVENTS	15,000.00	500.00	.00	3,917.00	11,083.00	.26
ITAL	FEES AND SERVICES	45,000.00	500.00	.00	9,736.87	35,263.13	.22
ITAL	FINES, FEES, AND SERVICES	145,000.00	9,663.21	.00	68,040.51	76,959.49	.47
90010	INTEREST INCOME	10,000.00	36.61	.00	37,642.65	-27,642.65	3.76
90050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
98900	TRANSFER FROM OTHER FUNDS	.00	.00	.00	.00	.00	.00
99900	MISCELLANEOUS REVENUE	15,000.00	680.00	.00	14,119.06	880.94	.94
OTAL	OTHER REVENUE	25,000.00	716.61	.00	51,761.71	-26,761.71	2.07
OTAL	PUBLIC LIBRARY FUND	4,454,332.00	114,369.90	.00	2,088,433.30	2,365,898.30	.47
OTAL	PUBLIC LIBRARY FUND	4,454,332.00	114,369.90	.00	2,088,433.30	2,365,898.30	.47

COUNTING PERIOD: 8/01

LECTION CRITERIA: revldgr.fund in ('201', '202', '415')

IND 02 - LIBRARY CAPITAL PROJ FUND
ACTION - 202 - LIBRARY CAPITAL PROJ FUND

COUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
2080	STATE GRANT:LIBRARY TECH	.00	.00	.00	.00	.00	.00
2090	STATE GRANT:LIB CONSTRUCT	20,000.00	.00	.00	-25,000.00	45,000.00	-1.25
ITAL	STATE GRANTS	20,000.00	.00	.00	-25,000.00	45,000.00	-1.25
ITAL	INTERGOVERNMENTAL REVENUE	20,000.00	.00	.00	-25,000.00	45,000.00	-1.25
0010	INTEREST INCOME	3,000.00	101.86	.00	1,374.63	1,625.37	.46
0050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
8902	TRANSFER FROM LIB FUND	150,000.00	150,000.00	.00	150,000.00	.00	1.00
9920	LIBRARY DONATIONS	.00	.00	.00	100,000.00	-100,000.00	.00
9930	LIBRARY BUY-A-BRICK	.00	.00	.00	.00	.00	.00
ITAL	OTHER REVENUE	153,000.00	150,101.86	.00	251,374.63	-98,374.63	1.64
ITAL	LIBRARY CAPITAL PROJ FUND	173,000.00	150,101.86	.00	226,374.63	-53,374.63	1.31
ITAL	LIBRARY CAPITAL PROJ FUND	173,000.00	150,101.86	.00	226,374.63	-53,374.63	1.31

1/07/01

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

ACCOUNTING PERIOD: 8/01

SELECTION CRITERIA: revldgr.fund in ('201','202','413')

JN 415 - FF & E - LIBRARY
INCTION - 415 - FF & E - LIBRARY

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
10030	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
10900	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		4,627,332.00	269,471.76	.00	2,314,808.13	2,312,523.87	.50

COUNTING PERIOD: 8/01

ELECTION CRITERIA: exp|edgr.fund in ('201','202','415')

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
10100	SALARIES	1,674,127.00	107,839.22	.00	913,849.37	760,277.43	.59
10200	TEMPORARY WAGES	635,842.00	47,786.74	.00	368,394.93	267,447.07	.58
10300	SUPERVISORY OVERTIME	.00	.00	.00	.00	.00	.00
10400	NON-SUPERVISORY OVERTIME	300.00	185.15	.00	348.92	151.08	.70
10500	VACATION PAY	.00	16,134.90	.00	68,873.64	-68,873.64	.00
10600	SICK PAY	.00	1,930.45	.00	25,179.28	-25,179.28	.00
10700	HOLIDAY PAY	.00	119.32	.00	22,906.08	-22,906.08	.00
10900	ACT/OUT OF CLASS/PREMIUM	300.00	.00	.00	.00	300.00	.00
10950	EXCESS SICK HRS PAY OUT	3,500.00	.00	.00	3,401.76	98.24	.97
18010	UNEMPLOYMENT COMPENSATION	1,012.00	.00	.00	506.00	506.00	.50
18020	EMPLOYER CONTR-F.I.C.A.	169,465.00	13,171.18	.00	106,910.25	62,554.75	.63
18021	EMPLOYER CONTR-I.N.R.F.	142,301.00	11,246.64	.00	92,881.38	49,419.62	.65
18040	LIFE INS PREMIUMS	4,896.00	396.61	.00	3,117.01	1,778.99	.64
18050	MEDICAL INS PREMIUMS	218,452.00	13,090.99	.00	102,578.50	115,873.50	.47
18060	TUITION REIMBURSEMENTS	5,000.00	.00	.00	69.50	4,930.50	.01
18070	WORKERS COMPENSATION	6,000.00	413.71	.00	3,310.63	2,689.37	.55
TOTAL	PERSONAL SERVICES	2,861,595.00	212,314.91	.00	1,712,327.45	1,149,267.55	.60
201	LITIGATION & LEGAL FEES	.00	992.00	.00	1,599.50	-1,599.50	.00
20105	COSTS OF LITIGATION	.00	12.20	.00	25.15	-25.15	.00
20110	PROFESSIONAL CONSULTING	10,000.00	3,679.33	.00	13,231.45	-3,231.45	1.32
20120	COMMUNICATION SERVICES	50,000.00	2,390.55	.00	17,969.09	32,030.91	.36
20140	DATA PROCESSING SERVICES	85,000.00	7,606.37	.00	40,239.44	44,760.56	.47
20202	CONFERENCES	7,000.00	687.89	.00	3,260.02	3,739.98	.47
20204	TRAINING	2,500.00	3,306.00	.00	5,462.91	-2,962.91	2.19
20206	SEMINARS	2,500.00	45.00	.00	1,765.00	735.00	.71
20210	IN-SERVICE TRAINING	2,000.00	.00	.00	.00	2,000.00	.00
20220	MEMBERSHIP DUES	4,500.00	25.00	.00	2,082.00	2,418.00	.46
20230	PUBLICATION OF NOTICES	2,000.00	118.00	.00	1,591.69	408.31	.80
20341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
20850	SUBSIDY:1994 E.R.P. TRANS	11,000.00	699.29	.00	5,274.96	5,725.04	.48
TOTAL	SUBSIDIES,REBATES,CONTRIB	11,000.00	699.29	.00	5,274.96	5,725.04	.48
20900	PROPERTY/LIAB CONTRIBUTIO	67,423.00	.00	.00	33,710.00	33,713.00	.50
30010	R & M EQUIPMENT	52,600.00	1,675.30	.00	16,161.52	36,438.48	.31
30020	R & M BLDGS & STRUCTURES	20,000.00	392.48	.00	9,057.08	10,942.92	.45
30030	R & M VEHICLES	3,000.00	825.00	.00	2,062.97	937.03	.69
30195	BOOK BINDING & REPAIR	3,000.00	.00	.00	3,438.95	-438.95	1.15
30210	RENTAL OF EQUIPMENT	3,000.00	4,040.00	.00	4,040.00	-1,040.00	1.35
30320	CLEANING-CUSTODIAL SERV	45,000.00	6,850.00	.00	28,577.50	16,422.50	.64
40070	AUTO/TRAVEL EXPENSES	5,500.00	1,735.48	.00	3,861.40	1,638.60	.70
40210	SPECIAL EVENT PROGRAMMING	17,000.00	2,301.76	.00	11,299.12	5,700.88	.66

ACCOUNTING PERIOD: 8/01

LECTION CRITERIA: expledgr.fund in ('201','202','415')

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
90990	RISC CONTRACTUAL SVCS	70,000.00	5,667.13	.00	70,424.29	-424.29	1.01
TOTAL	CONTRACTUAL SERVICES	463,023.00	43,048.70	.00	275,134.04	187,888.96	.59
0100	SUPPLIES	70,000.00	3,416.64	.00	41,730.78	28,269.22	.60
0110	REELS (PRSHRS/WRKRS/VOLS)	1,500.00	22.02	.00	1,128.27	371.73	.75
0170	JANITORIAL	8,000.00	1,105.08	.00	7,985.37	14.63	1.00
0200	COPYING/FAX SUPPLIES	1,000.00	.00	.00	2,197.05	-1,197.05	2.20
0260	POSTAGE AND PARCEL	13,200.00	1,634.68	.00	11,345.32	1,854.68	.86
0270	PRINTING-REPROD-BINDING	7,500.00	.00	.00	3,192.98	4,307.02	.43
0320	SUPPLIES: BLDG R/M	.00	.00	.00	.00	.00	.00
0330	SUPPLIES: VEHICLE R/M	.00	9.90	.00	742.78	-742.78	.00
0600	BOOKS	493,000.00	43,714.19	.00	246,778.90	246,221.10	.50
0610	AUDIO MATERIALS	64,000.00	10,209.17	.00	34,203.00	29,797.00	.53
0620	SUBSCRIPTIONS & BOOKS	85,000.00	261.43	.00	24,461.12	60,538.88	.29
0630	VISUAL MATERIALS	65,000.00	5,269.03	.00	36,200.19	28,799.81	.56
0640	AUTOMATED REFERENCE MAT'L	87,000.00	4,357.00	.00	50,325.70	36,674.30	.58
70810	NATURAL GAS	19,000.00	224.29	.00	25,647.45	-6,647.45	1.35
70820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
70830	DIESEL	3,500.00	111.14	.00	403.41	3,096.59	.12
70850	GASOLINE	800.00	29.89	.00	156.57	643.43	.20
TOTAL	COMMODITIES	919,000.00	70,364.46	.00	486,498.89	432,501.11	.53
90300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
90400	EQUIPMENT	135,000.00	7,156.85	.00	17,122.70	117,877.30	.13
90410	COMPUTER HARDWARE	.00	444.94	.00	65,315.54	-65,315.54	.00
90420	COMPUTER SOFTWARE	.00	3,514.28	.00	23,536.11	-23,536.11	.00
90500	VEHICLES	.00	.00	.00	.00	.00	.00
90600	FURNITURE & FIXTURES	3,000.00	.00	.00	3,611.31	-611.31	1.12
TOTAL	CAPITAL EXPENDITURES	140,000.00	11,116.07	.00	111,585.66	28,414.34	.80
90300	BANK/TRUST/AGENCY FEES	150.00	.00	.00	.00	150.00	.00
90900	TRANSFER TO DEBT SERVICE	.00	.00	.00	.00	.00	.00
90910	TRANS TO D/S:93 GO BOND	29,283.00	28,527.00	.00	28,527.00	756.00	.97
TOTAL	DEBT SERVICE	29,433.00	28,527.00	.00	28,527.00	906.00	.97
90940	TRANS TO LIB CAP PROJ FND	150,000.00	150,000.00	.00	150,000.00	.00	1.00
TOTAL	TRANS TO LIB CAP PROJ FND	150,000.00	150,000.00	.00	150,000.00	.00	1.00
91000	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
TOTAL	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
93000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00

7/07/01

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

COUNTING PERIOD: 8/01

LECTION CRITERIA: exploegr.fund in ("201", "202", "415")

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

COUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
ITAL	CONTINGENCY RESERVE	30,000.00	.00	.00	.00	30,000.00	.00
ITAL	LIBRARY SERVICES	4,613,051.00	515,371.14	.00	2,764,073.04	1,848,977.96	.60

1/07/01

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

ACCOUNTING PERIOD: 8/01

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

INSTRUMENT - PUBLIC LIBRARY FUND
FUNCTION - 400 - CIVIC & CULTURE
DEPARTMENT - 2120 - LIBRARY ACCUMULATION

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
30600	FURNITURE & FIXTURES	.00	.00	.00	.00	.00	.00
TOTAL	CAPITAL EXPENDITURES	.00	.00	.00	.00	.00	.00
TOTAL	LIBRARY ACCUMULATION	.00	.00	.00	.00	.00	.00

COUNTING PERIOD: 8/01

LECTION CRITERIA: expledgr.fund in ('201','202','415')

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

COUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
00110	PROFESSIONAL CONSULTING	.00	.00	.00	.00	.00	.00
00120	COMMUNICATION SERVICES	.00	.00	.00	.00	.00	.00
00140	DATA PROCESSING SERVICES	.00	.00	.00	.00	.00	.00
00202	CONFERENCES	3,000.00	.00	.00	2,436.00	2,344.00	.49
00204	TRAINING	.00	.00	.00	1,995.00	-1,995.00	.00
00206	SEMINARS	.00	.00	.00	.00	.00	.00
00010	R & R EQUIPMENT	.00	.00	.00	2,985.38	-2,985.38	.00
00070	AUTO/TRAVEL EXPENSES	.00	.00	.00	.00	.00	.00
00210	SPECIAL EVENT PROGRAMMING	.00	.00	.00	.00	.00	.00
00990	MISC CONTRACTUAL SVCS	60,000.00	9,483.25	.00	47,162.57	12,837.43	.79
JTAL	CONTRACTUAL SERVICES	65,000.00	9,483.25	.00	54,598.93	10,401.03	.84
00100	SUPPLIES	.00	.00	.00	.00	.00	.00
00270	PRINTING-REPROD-BINDING	.00	.00	.00	.00	.00	.00
JTAL	COMMODITIES	.00	.00	.00	.00	.00	.00
30400	EQUIPMENT	.00	.00	.00	.00	.00	.00
30410	COMPUTER HARDWARE	.00	.00	.00	.00	.00	.00
30400	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
30500	VEHICLES	.00	.00	.00	.00	.00	.00
JTAL	CAPITAL EXPENDITURES	.00	.00	.00	.00	.00	.00
JTAL	IL LIBRARY PER CAP GRANT	65,000.00	9,483.25	.00	54,598.93	10,401.03	.84
JTAL	CIVIC & CULTURE	4,678,051.00	524,854.39	.00	2,818,671.99	1,859,379.01	.60
JTAL	PUBLIC LIBRARY FUND	4,678,051.00	524,854.39	.00	2,818,671.99	1,859,379.01	.60

1/07/01

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

COUNTING PERIOD: 8/01

LECTION CRITERIA: expledgr.fund in ('201', '202', '415')

IND 02 - LIBRARY CAPITAL PROJ FUND
INCTION - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
10110	PROFESSIONAL CONSULTING	.00	.00	.00	.00	.00	.00
10010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
10990	MISC CONTRACTUAL SUCS	.00	.00	.00	.00	.00	.00
ITAL	CONTRACTUAL SERVICES	.00	.00	.00	.00	.00	.00
10100	SUPPLIES	.00	.00	.00	36.00	-36.00	.00
ITAL	COMMODITIES	.00	.00	.00	36.00	-36.00	.00
10300	IMPROVEMENTS	.00	.00	.00	-104,194.62	104,194.62	.00
10400	EQUIPMENT	50,000.00	.00	.00	46,683.78	3,316.22	.93
10420	COMPUTER SOFTWARE	50,000.00	.00	.00	.00	50,000.00	.00
10600	FURNITURE & FIXTURES	50,000.00	3,320.84	.00	15,228.72	34,771.28	.30
ITAL	CAPITAL EXPENDITURES	150,000.00	3,320.84	.00	-42,282.12	192,282.12	-.28
ITAL	LIBRARY CAPITAL PROJ FUND	150,000.00	3,320.84	.00	-42,246.12	192,246.12	-.28
ITAL	LIBRARY CAPITAL PROJ FUND	150,000.00	3,320.84	.00	-42,246.12	192,246.12	-.28

107/01

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

COUNTING PERIOD: 8/01

LECTION CRITERIA: expledgr.fund in ("201","202","413")

ND 5 - FF & E - LIBRARY
ACTION - 413 - FF & E - LIBRARY

COUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
10110	PROFESSIONAL CONSULTING	.00	.00	.00	.00	.00	.00
10120	COMMUNICATION SERVICES	.00	.00	.00	.00	.00	.00
10010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
10320	CLEANING:CUSTODIAL SERV	.00	.00	.00	.00	.00	.00
10990	MISC CONTRACTUAL SUCS	.00	.00	.00	.00	.00	.00
JTAL	CONTRACTUAL SERVICES	.00	.00	.00	.00	.00	.00
10300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
10400	EQUIPMENT	.00	.00	.00	.00	.00	.00
10420	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
10600	FURNITURE & FIXTURES	100,000.00	.00	.00	.00	100,000.00	.00
JTAL	CAPITAL EXPENDITURES	100,000.00	.00	.00	.00	100,000.00	.00
JTAL	FF & E - LIBRARY	100,000.00	.00	.00	.00	100,000.00	.00
JTAL	FF & E - LIBRARY	100,000.00	.00	.00	.00	100,000.00	.00
JTAL	REPORT	4,928,051.00	328,175.23	.00	2,776,425.87	2,151,625.13	.56

07/26/01

ACCOUNTING PERIOD: 7/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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LECTION CRITERIA: payable.due_date='08/06/2001'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	01389	416.46
2110	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	01390	499.81
2110	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	01392	98.06
2110	920110	PROFESSIONAL CONSULTING	100389 MITCHELL & KOHN LIGHTING	220401	165.00
2110	920120	COMMUNICATION SERVICES	06827 CINGULAR WIRELESS	49682107	22.02
2110	920120	COMMUNICATION SERVICES	72106 COOPERATIVE COMPUTER SERV		47.85
2110	920140	DATA PROCESSING SERVICES	27515 THELIBRARYPLACE.COM	F15NS9819M	553.75
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	6-27-01	1,417.35
2110	920202	CONFERENCES	04365 SANDRA NORLIN	REIMB	54.87
2110	920202	CONFERENCES	07548 LESLIE STEINER	REIMB	337.21
2110	920202	CONFERENCES	09656 HOLLY RICHARDS SORENSEN	REIMB	162.81
2110	920202	CONFERENCES	20127 ILLINOIS LIBRARY ASSOCIAT	ATTACH	133.00
2110	920204	TRAINING	100403 NEXT TECHNOLOGY	ORDER ID888	1,322.00
2110	920204	TRAINING	31786 OAKTON COMMUNITY COLLEGE	52985	1,984.00
2110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	ATTACH	25.00
2110	920230	PUBLICATION OF NOTICES	01597 JOURNAL AND TOPICS NEWSPA	76199	118.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES-EMPO	AUGUST 2001	159.68
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	AUGUST 2001	319.36
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	AUGUST 2001	159.68
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	AUGUST 2001	15.14
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	AUGUST 2001	15.14
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	AUGUST 2001	30.29
2110	930010	R & M EQUIPMENT	07424 NEOPOST	40625195	243.00
2110	930010	R & M EQUIPMENT	100370 CONTROL SOLUTIONS	100896	500.00
2110	930010	R & M EQUIPMENT	100402 LAPIN SYSTEMS	5407	438.75
2110	930020	R & M BLDGS & STRUCTURES	27008 RON SCHUNE	6-22-01	104.00
2110	930020	R & M BLDGS & STRUCTURES	28052 PROGRAM PROFESSIONAL SERV	55588	288.40
2110	930320	CLEANING:CUSTODIAL SERV	09536 CRYSTAL MGMT & MAINT SERV	9519	3,460.00
2110	960070	AUTO/TRAVEL EXPENSES	04365 SANDRA NORLIN	REIMB	340.65
2110	960070	AUTO/TRAVEL EXPENSES	07548 LESLIE STEINER	REIMB	605.15
2110	960070	AUTO/TRAVEL EXPENSES	09656 HOLLY RICHARDS SORENSEN	REIMB	759.62
2110	960070	AUTO/TRAVEL EXPENSES	21092 PETTY CASH	PETTY CASH	11.06
2110	960070	AUTO/TRAVEL EXPENSES	21092 PETTY CASH	PETTY CASH	19.00
2110	960210	SPECIAL EVENT PROGRAMMING	09918 JANWAY COMPANY	21269	162.85
2110	960210	SPECIAL EVENT PROGRAMMING	100367 PRAIRIE BRASS BAND	8-05-01	500.00
2110	960210	SPECIAL EVENT PROGRAMMING	100376 LEE WAYNE CORPORATION	379324	598.49
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1113855	6.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1110318	10.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1101534	.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1109993	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1109994	16.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1101530	17.55
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1112868	4.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1109027	11.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1107377	6.75
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1111521	24.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1101532	.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1112867	11.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1112865	4.05
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1114750	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1112869	18.35

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PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

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CASH REQUIREMENTS BILL LIST

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1111933	69.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1113296	6.75
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1114748	16.10
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1112864	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1115431	9.90
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1109354	36.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1112870	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1109030	7.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1106572	4.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1112866	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1109028	4.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1109026	4.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1109031	85.84
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1101533	70.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1111520	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1109032	41.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1111930	12.10
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1106573	24.95
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1109995	5.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1109024	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1110986	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1110985	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1112269	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1101531	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1109029	5.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1111932	24.55
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1111931	10.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1109025	29.35
2110	960990	MISC CONTRACTUAL SVCS	08554	C. BERGER & COMPANY	54802	835.20
2110	960990	MISC CONTRACTUAL SVCS	100245	RENTOKIL TROPICAL PLANT S	CH493916	58.80
2110	960990	MISC CONTRACTUAL SVCS	100245	RENTOKIL TROPICAL PLANT S	CH493915	85.56
2110	960990	MISC CONTRACTUAL SVCS	16839	AQUATICARE, INC.	342	401.93
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007618830	33.90
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007589068	35.80
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007623635	23.30
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007616259	46.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007602998	46.10
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007603071	12.10
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007595002	31.70
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007584168	17.20
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007619834	9.50
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007588554	26.70
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007595084	29.40
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	75302438	22.80
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	75316117	9.25
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	75316115	7.60
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	2CM26953	-12.05
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	75405906	14.00
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	75383315	26.50
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	75472379	26.75
2110	960990	MISC CONTRACTUAL SVCS	70067	NORBERT SOLARZ	164891	55.00

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970100	SUPPLIES	07975	BAKER & TAYLOR ENTERTAINM	B446776CM	-218.08
2110	970100	SUPPLIES	07975	BAKER & TAYLOR ENTERTAINM	B453292CM	-54.52
2110	970100	SUPPLIES	07975	BAKER & TAYLOR ENTERTAINM	2352848CM	-14.25
2110	970100	SUPPLIES	09638	OFFICE DEPOT	132544424/1	328.20
2110	970100	SUPPLIES	09638	OFFICE DEPOT	132438445/1	5.06
2110	970100	SUPPLIES	09638	OFFICE DEPOT	132009279/1	30.06
2110	970100	SUPPLIES	09638	OFFICE DEPOT	132544664/1	74.52
2110	970100	SUPPLIES	09638	OFFICE DEPOT	129959508/1	-540.16
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	382034	405.83
2110	970100	SUPPLIES	20957	RIGSS, INCORPORATED	2730	495.22
2110	970100	SUPPLIES	21092	PETTY CASH	PETTY CASH	.50
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	016260	3.99
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	007938	4.19
2110	970170	JANITORIAL	00878	DES PLAINES GLASS	2560	178.00
2110	970170	JANITORIAL	100369	ADAMS ELEVATOR EQUIPMENT	7400164994	66.28
2110	970170	JANITORIAL	100372	P.B. SALES	4514	101.14
2110	970260	POSTAGE AND PARCEL	00933	POSTMASTER	REPLENISH	1,450.00
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH	3.00
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH	.60
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH	1.20
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	5-848-59182	18.08
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	5-848-90322	48.41
2110	970330	SUPPLIES: VEHICLE R/M	07553	LEE AUTO PARTS INC	D504653	9.90
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1111932	173.94
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1101531	3.90
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1109029	48.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1109026	14.34
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1111931	95.82
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1110985	10.77
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1101532	13.56
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1109995	29.33
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1109030	49.14
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1106572	53.82
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1109032	374.92
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1111930	100.61
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1109024	10.19
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1101533	598.84
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1112269	30.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1109025	203.32
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1109031	10.25
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1106573	255.41
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1112865	28.77
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1110986	10.19
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1110318	76.72
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1109027	53.66
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1107377	50.31
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1114750	9.56
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1101530	134.74
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1111521	101.10
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1109994	114.78
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1109993	10.17

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1112870	2.10
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1111520	10.19
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1109028	17.85
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1101534	9.59
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1112866	15.58
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1112867	101.43
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1111933	535.07
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1115431	104.25
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1114748	109.66
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1112869	162.16
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1112864	3.90
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1113296	54.41
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1113855	53.48
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1112868	14.95
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1109354	264.09
2110	970600	BOOKS	02339	WORLD CHAMBER OF COMMERCE	120332	35.00
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	5070118-01	1,568.50
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	5078215-01	699.50
2110	970600	BOOKS	03363	WEST GROUP	748-441-028	171.38
2110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	00227040	163.18
2110	970600	BOOKS	05101	ALPHAGRAPHICS	17444	1,570.28
2110	970600	BOOKS	05948	BUSINESS & LEGAL REPORTS,	3546563	428.58
2110	970600	BOOKS	07439	THE GALE GROUP	10814819	80.84
2110	970600	BOOKS	07439	THE GALE GROUP	10823931	19.16
2110	970600	BOOKS	07439	THE GALE GROUP	10798926	138.51
2110	970600	BOOKS	07439	THE GALE GROUP	10813069	47.12
2110	970600	BOOKS	07439	THE GALE GROUP	10800052	82.34
2110	970600	BOOKS	07439	THE GALE GROUP	10814603	73.34
2110	970600	BOOKS	07439	THE GALE GROUP	10786243	832.65
2110	970600	BOOKS	07439	THE GALE GROUP	10790875	561.86
2110	970600	BOOKS	07439	THE GALE GROUP	10797381	47.92
2110	970600	BOOKS	07439	THE GALE GROUP	10810867	761.13
2110	970600	BOOKS	07439	THE GALE GROUP	10829018	116.35
2110	970600	BOOKS	07439	THE GALE GROUP	10804254	189.84
2110	970600	BOOKS	07439	THE GALE GROUP	10787990	718.38
2110	970600	BOOKS	07439	THE GALE GROUP	10799429	44.17
2110	970600	BOOKS	07439	THE GALE GROUP	10821902	160.22
2110	970600	BOOKS	07439	THE GALE GROUP	10817515	160.34
2110	970600	BOOKS	07527	STAGE & SCREEN	09002165448	43.99
2110	970600	BOOKS	07977	MITCHELL REPAIR INFORMATI	804392870-1	185.30
2110	970600	BOOKS	08285	R.R. BOWKER	504840	303.93
2110	970600	BOOKS	08789	UNIVERSITY PARK MEDIA	25826	118.75
2110	970600	BOOKS	100371	CAROLANDO PRESS	STS 82	15.97
2110	970600	BOOKS	100373	SPINNER PUBLICATIONS	00038526	23.00
2110	970600	BOOKS	12156	THOMSON LEARNING	40258153SO	22.65
2110	970600	BOOKS	16762	ABC-CLIO, INC.	8016167	72.23
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007595001	748.03
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007603070	369.08
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	U15NS4895M	-470.42
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007639141	210.82
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007645433	38.64

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007589067	553.21
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007616258	1,409.62
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007618829	695.85
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007619833	237.83
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007623634	386.61
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007634212	100.43
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007595083	511.87
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3004561719	208.08
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007584167	486.14
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3004543246	896.38
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007602997	1,036.40
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007602832	60.45
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007614062	150.75
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007588553	456.12
2110	970600	BOOKS	20397	CORKY LEE	REIMB	31.14
2110	970600	BOOKS	20397	CORKY LEE	REIMB	5.09
2110	970600	BOOKS	20579	SALEM PRESS	0308005	70.88
2110	970600	BOOKS	20579	SALEM PRESS	0308783	89.78
2110	970600	BOOKS	20737	COUNCIL OF STATE GOVT	8934	53.49
2110	970600	BOOKS	21030	CONGRESSIONAL QUARTERLY	167872	130.95
2110	970600	BOOKS	23416	AMBER CREGER	REIMB	10.85
2110	970600	BOOKS	23806	FACTS ON FILE	297533	105.93
2110	970600	BOOKS	26339	FIVE IN A ROW	ATTACH	303.30
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75383320	94.50
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75383316	61.47
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75383319	12.51
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75316116	81.33
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75383321	13.65
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75351745	71.10
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75472385	14.22
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75472382	3.19
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75472381	13.11
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75472380	118.86
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75472383	21.62
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75472384	55.23
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75316114	76.85
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75405905	48.32
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75405908	52.29
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75405907	22.08
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75383317	23.03
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75383314	29.64
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75302439	14.22
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75302441	34.58
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75316118	14.22
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75302437	139.96
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75302440	25.05
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75472378	43.07
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75383318	43.29
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75302442	7.03
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75302436	4.47
2110	970600	BOOKS	68715	THE CHILD'S WORLD	NA39646	980.60

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	82668	POLONIA BOOK STORES	015479	92.99
2110	970600	BOOKS	82668	POLONIA BOOK STORES	015530	101.24
2110	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA	208036	2,061.12
2110	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA	207639	209.88
2110	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA	B0111703	29.97
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B40148850	4.61
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B40316010	24.18
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B40102730	21.29
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B40103800	38.00
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B40102720	126.90
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-26-01-1	201.42
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-25-01-3	39.17
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-25-01-1	170.65
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	7-3-01-5	39.17
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	7-3-01-2	208.43
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	7-3-01-1	264.41
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IN125640	102.48
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4472204M	20.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4470952P	212.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	970538	5.95
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1271485	1,693.60
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	913923	162.40
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1279645	11.90
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1266030	1,602.40
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1279571	382.40
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	970538	5.95
2110	970620	SUBSCRIPTIONS & BOOKS	71360	MORNINGSTAR	948218C	89.00
2110	970630	VISUAL MATERIALS	05884	LIBRARY VIDEO COMPANY	001442890001	39.90
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	2412A	70.10
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	2378A	66.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	1507E	76.00
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R20231910	54.91
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R20362720	27.15
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R20148750	245.33
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M93705200	29.92
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B40102730	11.23
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B40316010	33.71
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B40148850	218.81
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B40103800	59.92
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B40102720	307.15
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B40018210	13.95
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	Z338591CM	-120.67
2110	970630	VISUAL MATERIALS	100374	SELECTVIDEO PUBLISHING	20010179	1,013.59
2110	970640	AUTOMATED REFERENCE MAT'L	07439	THE GALE GROUP	RI10763532	945.00
2110	970840	DIESEL	03031	AVALON PETROLEUM COMPANY	28720	57.77
2110	970850	GASOLINE	03031	AVALON PETROLEUM COMPANY	360760	15.79
2110	980400	EQUIPMENT	05124	CDW GOVERNMENT, INC.	D216206	567.25
2110	980400	EQUIPMENT	09638	OFFICE DEPOT	132748002/1	142.92
2110	980400	EQUIPMENT	100368	DANIEL LYZA	6-30-01	194.00
2110	980400	EQUIPMENT	18150	ASI SIGN SYSTEMS	27385RV1	2,271.26
2110	980400	EQUIPMENT	69018	FROSTLINE	01162975	481.42

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SELECTION CRITERIA: payable.due_date='08/06/2001'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	980410	COMPUTER HARDWARE	05124	CDW GOVERNMENT, INC. DY08599	444.94
2110	980420	COMPUTER SOFTWARE	05124	CDW GOVERNMENT, INC. DX91283	187.67
2110	980420	COMPUTER SOFTWARE	05124	CDW GOVERNMENT, INC. CDW041801	175.36
2110	980420	COMPUTER SOFTWARE	100401	SBC GLOBAL SERVICES INCOR IL481356	3,151.25
TOTAL LIBRARY SERVICES					64,240.88
2130	960990	MISC CONTRACTUAL SVCS	07581	ARLINGTON HEIGHTS MEMORIA • 01/02/-01	6,648.25
2130	960990	MISC CONTRACTUAL SVCS	100016	PANASONIC COMMUNICATION & • 30094665	960.00
2130	960990	MISC CONTRACTUAL SVCS	17560	PANASONIC COMMUNICATIONS • 6048474-71	1,875.00
TOTAL IL LIBRARY PER CAP GRANT					9,483.25
TOTAL FUND					73,724.13

8/09/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ELECTION CRITERIA: payable.due_date='08/20/2001'

UNFUND 01 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
110	920100	LITIGATION & LEGAL FEES	25529 KLEIN, THORPE AND JENKINS	1657-1	992.00
110	920105	COSTS OF LITIGATION	25529 KLEIN, THORPE AND JENKINS	1657-1	12.20
110	920110	PROFESSIONAL CONSULTING	06258 EXECUTIVE SERVICE CORPS O	• 6005	2,500.00
110	920120	COMMUNICATION SERVICES	100015 VERIZON WIRELESS	21222	.90
110	920140	DATA PROCESSING SERVICES	07007 PSINET, INC.	• 7011604	1,767.35
110	920140	DATA PROCESSING SERVICES	07007 PSINET, INC.	• 7014089	627.78
110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV		47.85
110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	• JUNE 2001	3,692.29
110	920206	SEMINARS	37429 DES PLAINES CHAMBER OF CO	00391	20.00
110	920220	MEMBERSHIP DUES	09046 CHRISTINE POSINGER	REIMB	25.00
110	930010	R & M EQUIPMENT	09643 ABM/PRO SERVICE, INC.	42784	115.00
110	930010	R & M EQUIPMENT	72106 COOPERATIVE COMPUTER SERV	JUNE 2001	378.55
110	930030	R & M VEHICLES	74477 EHRHARDTS TRAILER SALES	9546	825.00
110	930210	RENTAL OF EQUIPMENT	100473 RENTACRATE INCORPORATED	• IL-1848	2,431.00
110	930320	CLEANING; CUSTODIAL SERV	09536 CRYSTAL MGMT & MAINT SERV	• 9599	3,390.00
110	960210	SPECIAL EVENT PROGRAMMING	05855 AMERICAN LIBRARY ASSOCIAT	8464727	362.88
110	960210	SPECIAL EVENT PROGRAMMING	09919 MICHAELS #8625	0111	22.94
110	960210	SPECIAL EVENT PROGRAMMING	09919 MICHAELS #8625	0992	25.77
110	960210	SPECIAL EVENT PROGRAMMING	09975 KATHERINE RANK	REIMB	31.61
110	960210	SPECIAL EVENT PROGRAMMING	18100 CHRIS FASCIONE	8-05-01	350.00
110	960210	SPECIAL EVENT PROGRAMMING	25866 ROTARY CLUB OF DES PLAINE	6-29-01	125.00
110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	010633	11.08
110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	000458	9.34
110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	014694	43.61
110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	011096	25.59
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1115430	6.75
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1116387	1.35
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1125056	10.80
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1114747	1.35
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1123470	58.30
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1116385	19.00
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1116386	28.00
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1119736	2.70
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1114749	13.45
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1124453	2.40
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1123469	1.60
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1115433	3.75
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1114751	51.20
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1125494	7.80
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1123468	1.35
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1120140	46.40
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1124454	15.20
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1115429	1.35
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1116384	.80
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1117244	39.00
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1115432	1.35
110	960990	MISC CONTRACTUAL SVCS	06789 AMBASSADOR BUSINESS SOLUT	6559586	107.00
110	960990	MISC CONTRACTUAL SVCS	08554 C. BERGER & COMPANY	54908	864.00
110	960990	MISC CONTRACTUAL SVCS	08554 C. BERGER & COMPANY	54863	979.20
110	960990	MISC CONTRACTUAL SVCS	16839 AQUATICARE, INC.	• 358	300.00
110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007623578	41.60

SELECTION CRITERIA: payable.due_date='08/20/2001'

FUND 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007665019	3.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007660807	13.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007700139	39.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007644240	30.90
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007639478	30.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007695790	22.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007635713	21.40
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007700592	17.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007681358	60.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007652038	59.10
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007688801	19.30
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007681600	18.70
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007644334	24.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007670356	26.20
2110	960990	MISC CONTRACTUAL SVCS	25660 ALARM DETECTION SYSTEMS,	105093	98.85
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	75646050	3.40
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	75560725	35.70
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	75523931	11.70
2110	960990	MISC CONTRACTUAL SVCS	70067 NORBERT SOLARZ	164893	10.00
2110	960990	MISC CONTRACTUAL SVCS	70067 NORBERT SOLARZ	164894	51.00
2110	970100	SUPPLIES	05337 SIGN A RAMA, USA	12466	90.00
2110	970100	SUPPLIES	09638 OFFICE DEPOT	133672718/1	13.21
2110	970100	SUPPLIES	09638 OFFICE DEPOT	133676798/1	43.55
2110	970100	SUPPLIES	09638 OFFICE DEPOT	133676936/1	10.99
2110	970100	SUPPLIES	09638 OFFICE DEPOT	133676239/1	4.50
2110	970100	SUPPLIES	09638 OFFICE DEPOT	134234252/1	25.29
2110	970100	SUPPLIES	09638 OFFICE DEPOT	132544424/2	28.56
2110	970100	SUPPLIES	09638 OFFICE DEPOT	134234492/1	555.58
2110	970100	SUPPLIES	09638 OFFICE DEPOT	133676593/1	11.08
2110	970100	SUPPLIES	09638 OFFICE DEPOT	134234031/1	100.10
2110	970100	SUPPLIES	09836 GENERAL BINDING CORP	11939840	167.71
2110	970100	SUPPLIES	13629 VERNON	115030	662.53
2110	970100	SUPPLIES	14465 INSTY PRINTS	206791	96.71
2110	970100	SUPPLIES	17247 IMAGING OFFICE SYSTEMS, I	130322	22.00
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	382034	-101.54
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	392651	100.92
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	387373	361.59
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	389310	678.40
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	43765 DOMINICKS FINER FOODS	000081	22.02
2110	970170	JANITORIAL	00282 BADE PAPER PRODUCTS	092661-00	559.60
2110	970170	JANITORIAL	01638 KINDER INDUSTRIAL SUPPLY	015593	23.34
2110	970170	JANITORIAL	01638 KINDER INDUSTRIAL SUPPLY	015407	11.13
2110	970170	JANITORIAL	01638 KINDER INDUSTRIAL SUPPLY	015578	5.19
2110	970170	JANITORIAL	01638 KINDER INDUSTRIAL SUPPLY	015525	18.96
2110	970170	JANITORIAL	07553 LEE AUTO PARTS INC	D477491	24.12
2110	970170	JANITORIAL	07553 LEE AUTO PARTS INC	D489855	50.43
2110	970170	JANITORIAL	29379 HANSEN TRUE VALUE HARDWAR	070601-0073	66.89
2110	970260	POSTAGE AND PARCEL	40311 FEDERAL EXPRESS CORP.	5-849-51855	20.28
2110	970260	POSTAGE AND PARCEL	40311 FEDERAL EXPRESS CORP.	5-849-83052	37.46
2110	970260	POSTAGE AND PARCEL	74130 EBSCO SUBSCRIPTION SVC	0-71250	55.65
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1125494	65.36

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CITY OF DES PLAINES
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ACCOUNTING PERIOD: 8/01

ELECTION CRITERIA: payable.due_date='08/20/2001'

UNCLASIFIED - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC 1115433	40.79
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC 1124454	66.89
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC 1124453	12.57
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC 1120140	235.92
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC 1115432	10.19
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC 1125056	76.72
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC DES062	-88.57
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC 1116384	8.99
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC 1123468	10.19
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC 1123469	6.56
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC 1116387	13.51
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC 1114751	285.41
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC 1115430	45.00
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC 1123470	375.66
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC 1116385	147.09
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC 1115429	8.46
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC 1116386	82.95
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC 1117244	234.87
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC 1114749	87.07
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC 1114747	8.99
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC 1119736	17.94
1110	970600	BOOKS	02958	MARQUIS WHO'S WHO 375942	331.90
1110	970600	BOOKS	04964	WHEELER PUBLISHING, INC. 00228538	162.43
1110	970600	BOOKS	05338	STANDARD & POOR'S 5387240	469.48
1110	970600	BOOKS	07439	THE GALE GROUP 10839586	137.76
1110	970600	BOOKS	07439	THE GALE GROUP 10849154	47.12
1110	970600	BOOKS	07439	THE GALE GROUP 10852524	20.80
1110	970600	BOOKS	07439	THE GALE GROUP 10833490	275.16
1110	970600	BOOKS	07439	THE GALE GROUP 10840084	44.92
1110	970600	BOOKS	07439	THE GALE GROUP 10844622	478.97
1110	970600	BOOKS	07439	THE GALE GROUP 10833597	189.28
1110	970600	BOOKS	07439	THE GALE GROUP 10840963	73.34
1110	970600	BOOKS	07585	U.S. TOY CO/CONSTRUCTIVE 5043936001	312.99
1110	970600	BOOKS	07904	BOWKER 00236025	299.95
1110	970600	BOOKS	07977	MITCHELL REPAIR INFORMATI 2600084	266.00
1110	970600	BOOKS	100162	RUSSIA ONLINE INCORPORATE 706	81.96
1110	970600	BOOKS	100454	NATIONAL GEOGRAPHIC MAPS ATTACH	106.45
1110	970600	BOOKS	100455	HEINEMANN 1831813	42.04
1110	970600	BOOKS	100457	JUDY CARMAN ATTACH	16.45
1110	970600	BOOKS	12730	THE ROSEN PUBLISHING GROU 216761	20.60
1110	970600	BOOKS	19776	BAKER & TAYLOR, INC. 2007681599	468.69
1110	970600	BOOKS	19776	BAKER & TAYLOR, INC. 2007696265	56.77
1110	970600	BOOKS	19776	BAKER & TAYLOR, INC. 2007695562	137.47
1110	970600	BOOKS	19776	BAKER & TAYLOR, INC. 2007706216	139.45
1110	970600	BOOKS	19776	BAKER & TAYLOR, INC. 2007660806	296.37
1110	970600	BOOKS	19776	BAKER & TAYLOR, INC. 2007644333	370.18
1110	970600	BOOKS	19776	BAKER & TAYLOR, INC. 2007730273	123.34
1110	970600	BOOKS	19776	BAKER & TAYLOR, INC. 2007623577	809.42
1110	970600	BOOKS	19776	BAKER & TAYLOR, INC. 2007735648	498.30
1110	970600	BOOKS	19776	BAKER & TAYLOR, INC. 2007716719	43.06
1110	970600	BOOKS	19776	BAKER & TAYLOR, INC. 2007669825	76.37

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UN 01 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2007652037	958.08
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2007644239	448.94
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2007670355	578.13
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2007665018	109.74
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	3004595666	114.56
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2007688800	337.54
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2007695789	493.47
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2007681357	960.61
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2007700138	677.47
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2007700591	419.31
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2007639477	585.70
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2007635712	545.25
110	970600	BOOKS	20270 NATIONAL REGISTER PUBLISH	290680	1,353.43
110	970600	BOOKS	20361 BERNAN ASSOCIATES	S13739	79.00
110	970600	BOOKS	20579 SALEM PRESS	0307143-IN	616.35
110	970600	BOOKS	20737 COUNCIL OF STATE GOVT	10363	53.49
110	970600	BOOKS	21494 A.M. BEST CO.	1571048	680.95
110	970600	BOOKS	21810 VICTOR KAMKIN	154193	140.84
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	75560724	13.65
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	75560723	72.27
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	75646051	9.60
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	75646052	23.15
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	75523928	26.76
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	75560722	7.67
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	75560726	167.39
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	75523929	13.08
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	75523930	62.04
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	75560718	8.63
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	75560721	25.80
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	75560720	12.54
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	75560719	30.37
110	970600	BOOKS	82668 POLONIA BOOK STORES	14252CM	-198.00
110	970600	BOOKS	82668 POLONIA BOOK STORES	015644	256.96
110	970600	BOOKS	93526 THOMSON FINANCIAL PUBLISH	830299	188.50
110	970600	BOOKS	93526 THOMSON FINANCIAL PUBLISH	836333	248.50
110	970610	AUDIO MATERIALS	02482 CHIVERS NORTH AMERICA	B0112880	52.47
110	970610	AUDIO MATERIALS	02482 CHIVERS NORTH AMERICA	208981	6.50
110	970610	AUDIO MATERIALS	02482 CHIVERS NORTH AMERICA	208863	97.44
110	970610	AUDIO MATERIALS	02482 CHIVERS NORTH AMERICA	B0112105	48.72
110	970610	AUDIO MATERIALS	02482 CHIVERS NORTH AMERICA	208786	248.85
110	970610	AUDIO MATERIALS	02482 CHIVERS NORTH AMERICA	B0112007	101.19
110	970610	AUDIO MATERIALS	02482 CHIVERS NORTH AMERICA	208145	176.13
110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	M93804230	56.98
110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	M93847440	8.23
110	970610	AUDIO MATERIALS	100166 BORDERS BOOKS AND MUSIC	6689	91.96
110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	7-11-01-3	13.29
110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	7-11-01-5	12.59
110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	7-11-01-2	12.59
110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	7-16-01-1	442.75
110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	7-16-01-3	39.87
110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	7-11-01-1	351.16

ACCOUNTING PERIOD: 8/01

SELECTION CRITERIA: payable.due_date='08/20/2001'

UN 01 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4493714M	10.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4500713P	372.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4503937M	10.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4511194M	5.00
2110	970610	AUDIO MATERIALS	58875	INGRAM LIBRARY SERVICES	75638242	41.12
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1288639	5.95
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1291820	11.90
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1286886	330.40
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS INC	1283151	23.80
2110	970620	SUBSCRIPTIONS & BOOKS	54257	CHRONICLE GUIDANCE PUBL	ATTACH	172.43
2110	970630	VISUAL MATERIALS	05124	CDW GOVERNMENT, INC.	DT37779	39.93
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	2378B	74.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	1507F	37.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	2378C	38.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	1507G	148.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	1668E	449.25
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	2378C	38.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	2378E	186.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	2411A	37.00
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R20484871	65.68
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R20432281	92.96
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R20413740	10.44
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R20484870	26.05
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R20432280	416.85
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R20413741	26.43
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B40438570	546.11
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B40740230	18.53
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B40490230	37.48
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B40495650	72.81
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B40437930	18.73
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B40437900	52.44
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B40370570	103.32
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M93758120	14.98
2110	970630	VISUAL MATERIALS	100374	SELECTVIDEO PUBLISHING	20010215	49.90
2110	970630	VISUAL MATERIALS	100453	DAVID NELSON	7-09-01	50.90
2110	970630	VISUAL MATERIALS	100456	SOUTHPORT VIDEO	2184	157.85
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST.,	10619	158.89
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST.,	10611	128.89
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	02930090	25.61
2110	970640	AUTOMATED REFERENCE MAT'L	17558	BIGCHALK.COM, INC.	00005943	3,412.00
2110	970840	DIESEL	03031	AVALON PETROLEUM COMPANY	28822	53.37
2110	970850	GASOLINE	03031	AVALON PETROLEUM COMPANY	354840	14.10
2110	980400	EQUIPMENT	28014	INTER-TEL TECHNOLOGIES, I	660087	3,500.00
TOTAL LIBRARY SERVICES						55,917.81
TOTAL FUND						55,917.81

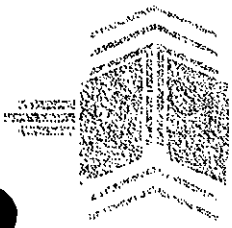
18/09/01
COUNTING PERIOD: 9/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='08/20/2001'

FUND 002 - LIBRARY CAPITAL PROJ FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
002	980600	FURNITURE & FIXTURES	17924 CORPORATE CONCEPTS, INC.	• 118171	3,320.84
TOTAL LIBRARY CAPITAL PROJ FUND					3,320.84
TOTAL FUND					3,320.84



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

VIII

BOARD OF TRUSTEES Minutes of the Management Committee Meeting August 27, 2001

Chair: Ellen Yearwood
Present: Ellen Yearwood, William Grice, John Ciborowski, Martha Sloan.

Call to Order: 6:00 by Ellen Yearwood.

The Committee reviewed the Staff Computer and Internet Use Policy and made the following changes:

5c.

Personal use of ~~chat, newsgroup, Usenet, listservs, and free email accounts (e.g., Yahoo, Hotmail, Homenet)~~ Internet/email must be ~~minimized and~~ on employee' s own time (breaks, before and after working hours). Business related use of the computer takes priority over personal use. Staff members should make clear that their opinions and recommendations do not represent the Board or Administration of the Des Plaines Public Library.

4a.

The computers are provided for business use. Personal use must be ~~minimized and~~ on employee' s own time (breaks, before and after working hours). Business related use of the computer takes priority over personal use.

The Committee discussed internet filtering and directed Martha Sloan, Coordinator of Public Services, to determine the need to reexamine the current policy and to 1) conduct a round table discussion with the adult services staff and to bring back to the committee the pros and cons of filtering from their recommendations and 2) reexamine the reference librarian' s job description to ensure that it includes the responsibility and duty of actively facilitating patrons to find information on any subject, even if the information is personally offensive to the staff person involved.

The Committee discussed the staff' s reaction to dealing with sites that are pornographic or with patrons accessing such sites. Ellen Yearwood and William Grice asked for a clear recourse for any member of the staff who feels "sexually harassed." Martha Sloan responded that the library' s policy manual includes a section on sexual harassment (Section D, H. Harassment, including sexual harassment.)

The meeting adjourned at 6:35 PM.

Minutes prepared by Martha Sloan

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PLANNING COMMITTEE REPORT

September 2001

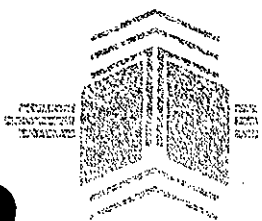
Board Members recently received the Project Report of the Executive Service Corps (ESC), based on the results of the Board Development Retreat held in April. At our last Board Meeting, with the assistance of Walter Roth of the ESC, we reviewed the Initial Recommendations of that Report.

In order to begin the process of implementing certain of those recommendations, a meeting of the Executive Committee of the Board was held on August 30th. (Certain of the decisions of the Committee are outlined in the attached Minutes.) It was agreed that, in order to conduct our Board meetings more efficiently, committee reports will, to the extent possible, be submitted in writing in the monthly Board packet, and, where appropriate, will be included in a consent agenda. We will develop a "template" for use on the front page of all committee reports, indicating to the reader whether the report is intended A. Merely as a progress report; B. Requesting a response from the Board; or C. Requiring Board action.

In order to give Carol Kidd time to prepare the committee reports for inclusion in the packets, it is essential that those reports be in her hands no later than ten days prior to the Board meeting.

Respectfully submitted:

John M. Burke, Chairman
Planning Committee



IX

BOARD OF TRUSTEES
Minutes of the Executive Committee Meeting
August 30, 2001

Chair: John Burke.
Present: John Burke, John Ciborowski, Eldon Burk, Ellen Yearwood, Sandra Norlin,
Carol Kidd.

Call to Order: 5:35 PM by John Burke.

The Committee discussed the recommendations made by Walter Roth and the Executive Service Corps for improving the agenda and preparing a consent agenda. John Burke suggested designing a template for committee minutes that would include the following checklist in the top right corner 1) Progress report 2) Response requested 3) Board action needed. The Committee consensus was to have all committee meeting minutes included in the monthly board packet.

Eldon Burk suggested that the monthly Board meeting begin with a consent agenda and include all committee reports and finance, administrator, and Friends reports. The Committee will allow anyone attending the meeting to remove items from the consent agenda for discussion. The Board secretary will not read the consent agenda.

Ellen Yearwood entered the meeting at 6:00 PM.

The Committee consensus was to continue with the board review of department activities, but on a quarterly basis with the presentation time being approximately 20 minutes.

The Committee consensus was to have Board members contact the Library Administrator when requesting items to be placed on the agenda and that the Board President meet with the Administrator.

The meeting adjourned at 6:20 PM.

Minutes prepared by Carol Kidd.

ADMINISTRATOR'S REPORT
September 18, 2001

I. PERSONNEL

New employees since the last report: Daushal Rawal, Page I and Marianne Orme, Reference Librarian, Adult Services, Part-time.

Employee separations since last report: Jason Pluta, Technology Page; Lori Maslon, Mark Camposagrado, Monisha Williams, and Ahmed Osman, Page I; and Thomas Kinnebrew, Librarian I, Youth Services.

II. STAFF DEVELOPMENT

The Work Analysis Team submitted their final report to the Executive Team on September 6. The group is to be commended for their dedicated work, their opening the process to all staff input, and for thoughtful analysis, and promising suggestions. Their belief statements about customer service will serve as an effective guide for our staff. They will present their report to the whole staff on Thursday, September 13 at the All-Staff Meeting. Members of this team are Bob Blanchard, Mei-Na Chen, Kathy Kyrouac, Vee Luz, Chris Posinger, Paulette Simo, and David Whittingham.

Susan Farid, Martha Sloan, and I met with Peopleworks staff to prepare for the series of meetings with the fulltime Circulation Department staff for team building for improving customer service delivery.

III. PATRON SERVICES

Fall programming has begun, with storytimes for children everyday, Monday through Friday. The new Mobile Library schedule is in effect. Learn to Read registration has begun and the Sunday films, sponsored by the Friends of the Library have been resumed. Plans are underway for a festive, informative, and elegant First Anniversary Celebration, thanks to the planning of Chris Posinger.

Our patron usage continues to be robust, but the statistics are difficult to compare with last year's figures, because we were closed during the first two weeks of August for the move to our new building.

1041

IV. ADMINISTRATIVE ACTIVITIES

Our library has been selected to receive one of Secretary of State/State Librarian Jesse White's Project Next Generation grants for 2001-2002. The grant will supply funds for computers, digital cameras, scanners, laptops, and staff for the mentoring of 10-12 children from sixth through eighth grades.

The mentors will be trained and the children will receive one-on-one assistance from the mentors as the youth develop computer skills and build self-esteem. The project will begin in November, with the children actively involved by February.

I have received introductory information concerning P.A.92-0166 (House Bill 1785) which will allow non-resident library card purchasers to use their cards at all Illinois libraries. The law, which is scheduled to take effect on January 1, 2002, is being reviewed for administrative procedures in a series of public hearings throughout the state. The North Suburban Library staff is monitoring this process and keeping librarians informed.

I attended the Des Plaines Art Guild's Fall Art Fair on September 8 to make a purchase award for the library. I selected a series of four monoprints from Jan Bowersox. The artist is changing the frame and mat on one print and is creating a new print for this series.

On August 27 I attended a planning session for the customer service teambuilding project with the staff of Peopleworks and a seminar on Meeting Management at North Suburban Library System Headquarters. I attended the Chamber/City Advisory Committee meeting on 8/28, the Board Executive Committee meeting on 8/30, and a teleconference with the Illinois State Library staff concerning the Project Next Generation. I conducted a brief orientation meeting with Noreen Lake on 9/4 and a budget discussion meeting with the acting City Manager and City Finance Director.

XIII

AUG. 2001 HOLDINGS

	Last Month	This Month	Change	Percent Change
Books	206,188	207,765	1577	0.8%
Audio	18,535	18,844	309	1.7%
Video	10,805	10,862	57	0.5%
Puzzles and Games	510	502	-8	-1.6%
Realia	232	232	0	0.0%
Pamphlets	1,337	1,337	0	0.0%
=====				
Total	237,607	239,542	1935	0.8%

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

August 2001

Total 2000 to Date:	450,849	Total 2001 to Date:	575,575	% Change
August 2000	46,608	August 2001	78,337	27.66%
			78,337	68.08%

CHILDREN	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
	2000	2001	2000	2001	2000	2001
Non Fiction	2,658	3,852	311	294	2,969	4,146
Fiction	9,706	13,219	684	727	10,390	13,946
Foreign Language Non Fiction	32	55	4	8	36	63
Foreign Language Fiction	70	261	31	34	101	295
Periodicals	257	356	20	36	277	392
Compact Discs	395	761	21	12	416	773
Audio Cassettes	299	323	11	8	310	331
Audio Kits	189	345	40	20	229	365
Puzzles	225	312	24	47	249	359
Games	55	98	6	10	61	108
Audio Books	154	349	9	11	163	360
Video Fiction	1,803	3,343	215	349	2,018	3,692
Video Non Fiction	780	1,137	31	40	811	1,177
DVD	40	311	0	0	40	311
CD ROMs	574	699	0	2	574	701
SUB TOTAL	17,237	25,421	1,407	1,598	18,644	27,019
ADULT						
Non Fiction	5,990	10,610	110	138	6,100	10,748
Fiction	5,113	9,227	343	356	5,456	9,583
Large Type	698	1,277	224	167	922	1,444
Foreign Language Non Fiction	123	253	2	2	125	255
Foreign Language Fiction	247	580	3	1	250	581
High School Collection	188	465	1	2	189	467
Periodicals	1,699	2,576	130	100	1,829	2,676
Pamphlets	7	11	0	0	7	11
Compact Discs	4,229	7,568	258	356	4,487	7,924
Audio Cassettes	326	411	10	12	336	423
Puzzles	0	0	3	0	3	0
Pictures	44	40	0	0	44	40
Audio Books	1,124	2,070	48	49	1,172	2,119
CD ROMs	109	186	0	0	109	186
Video Fiction	4,271	7,524	235	323	4,506	7,847
Video Non Fiction	1,879	3,362	25	52	1,904	3,414
DVD	511	3,461	0	3	511	3,464
Misc. Formats	14	132	0	4	14	136
	26,572	49,753	1,392	1,565	27,964	51,318
GRAND TOTAL	43,809 *	75,174	2,799 *	3,163 **	46,608	78,337
Self Check	4,973	16,979	0	0	4,973	16,979

* In 2000, Mobile Library down 5 days for scheduled service and Main Library closed 13 days due to move.

** In 2001, Mobile Library down 5 days for scheduled maintenance.

**DES PLAINES PUBLIC LIBRARY
CIRCULATION PATRON ASSISTANCE
AUGUST 2001**

<u>Assistance/Service Desk</u>	<u>Number</u>	<u>Total</u>
1. Phone Calls Received	1,720	
2. Patron Renewals	1,777	
3. Patron Reserves Delivered	1,623	
4. Directional	2,641	
5. Account Inquiries	2,291	
6. Program Sign-up	121	
7. In Person Patron Assistance	2,295	
Total		12,468

Assistance/Switchboard

1. Phone Calls Answered		
Administration	167	
Adult Services	1,670	
Building/Security	50	
Circulation	1,612	
Community Services	30	
Public Information	96	
Technical Services	41	
Youth Services	334	
2. Delivery/Buzzer	86	
3. 2-Way Radio	105	
Total		4,191
GRAND TOTAL		16,659

**DES PLAINES PUBLIC LIBRARY
REGISTRATION SERVICES REPORT FOR AUGUST 2001**

I. LIBRARY CARD REGISTRATION SERVICES

<u>August 2000</u>	<u>July 2001</u>	<u>August 2001</u>	<u>Year to Date 2000</u>	<u>Year to Date 2001</u>	<u>% Change</u>
1,290	835	895	5,566	6,332	14.0%
A.	New Registrations			378	
B.	Renewals			386	
C.	Non-Resident Cards			129	
D.	Off-line Library Cards			2	
	Total			895	

II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	157
2.	Number of Meeting Room Uses	35
3.	Voters Registered	2
4.	LAN Discs Sold (Year to Date - 2)	0
5.	Cab Cards	7
	Total	201

III. TOTAL NUMBER OF REGISTERED BORROWERS

August 2000	37,994	(71.1% of Population)
August 2001	38,355	(65.3% of Population)*

*The population for the City of Des Plaines increased from 53,414 to 58,720. (2000 Census Report)

**DES PLAINES PUBLIC LIBRARY
CIRCULATION SERVICES REPORT FOR AUGUST 2001**

PATRON ATTENDANCE COUNT

<u>August 2000</u>	<u>July 2001</u>	<u>August 2001</u>	<u>Year to Date 2000</u>	<u>Year to Date 2001</u>	<u>% Change</u>
11,867	42,177	43,555	180,662	291,268	61.2%

RECIPROCAL BORROWING

(Materials Lent)

	August 2000	August 2001	% Change
NSLS	4,145	11,639	180.8%
OTHER SYSTEMS	1,213	2,881	137.5%
TOTAL	5,358	14,520	171.0%

INTERLIBRARY LOAN

Sent	1,263
Received	623

**DES PLAINES PUBLIC LIBRARY
ADULT PATRON ASSISTANCE
AUGUST 2001**

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Computer	333	
2. Directional	1,009	
3. Informational	1,033	
4. Mechanical	194	
5. Tax Forms	26	
6. Instruction	73	
 Total		 2,668

Reference and Readers Services

1. Specific item request	3,147	
2. Ready reference	1,184	
3. In-Depth Reference	256	
4. Virtual Reference Desk	28	
5. Interlibrary Loan Requests	338	
6. Readers' Advisory	145	
7. Reserves	703	
 Total		 5,801

Sign Up

1. Internet	5,820	
2. Computer Lab	358	
3. Group Study Rooms	343	
4. Reading Edge	1	
 Total		 6,522
 GRAND TOTAL		 14,991

**DES PLAINES PUBLIC LIBRARY
CHILDREN'S PATRON ASSISTANCE
AUGUST 2001**

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Computer Sign-up	2,043	
2. Program Sign-up	160	
3. Equipment Repair & Assistance	886	
4. Directional Questions	332	
5. ILL & Patron Holds	99	
Total		3,520
 In-House Circulation		
1. Train Sets	1,235	
2. Chess/Checkers	283	
3. Periodicals	16	
4. Textbooks	6	
5. Reserve Books	8	
Total		1,548
 Reference		
1. Specific Item Request	937	
2. Reference	813	
3. Reader's Advisory	198	
4. Referrals to Other Libraries	10	
5. Book Bag Request	7	
Total		1,965
 GRAND TOTAL		 7,033

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM AUGUST 2001**

Times Used Attendance

Library Sponsored Adult Programs

Bear Market Seminar	1	20
Circulation Clerks Meeting	2	18
Executive Committee Meeting	1	6
Great Decisions	1	17
Holiday Decorating Committee	1	8
How to Pick Mutual Funds	1	15
Insurance Open Enrollment Meeting	1	15
New Employee Orientation	1	19
Outlook Training	2	15
Oregon Coast and the Pacific Northwest	1	28
Page Meeting	2	35
SIRSI Migration	1	7
Style Committee	1	7
Tuesday Morning Book Group	1	18
Work Analysis Team	4	23
Total	21	251

Outside Community Groups

AAUW	1	7
Attorney General Task Force	1	30
Des Plaines Art Guild	1	25
Des Plaines Toastmasters	2	28
Diabetic Support Group	1	9
District 62 Principal's Meeting	1	12
Home School Support Group	2	35
Junior Woman's Club of Des Plaines	1	5
Kiwanis Club of Des Plaines	1	12
Moms on the Move	1	25
Park Place Condominium Association	1	30
River Pointe Condominium	1	70
Romance Writers	1	20
Shepherd's Vineyard Ministry	1	10
Soft Bodies Doll Club	1	25
Toastmasters Northwest Division	1	36
Total	18	379

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM AUGUST 2001**

Other

Library Board Meeting	1	17
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Total	1	17
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Library Sponsored Children's Programs

Junior Great Books	4	36
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Preschool Movies	5	86
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Spanish Storytime	1	7
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Storytime 2 - 5 Year Olds	1	34
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Summer Movie	1	9
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Volunteer Pizza Party	1	12
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Total	13	184
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Literacy Program

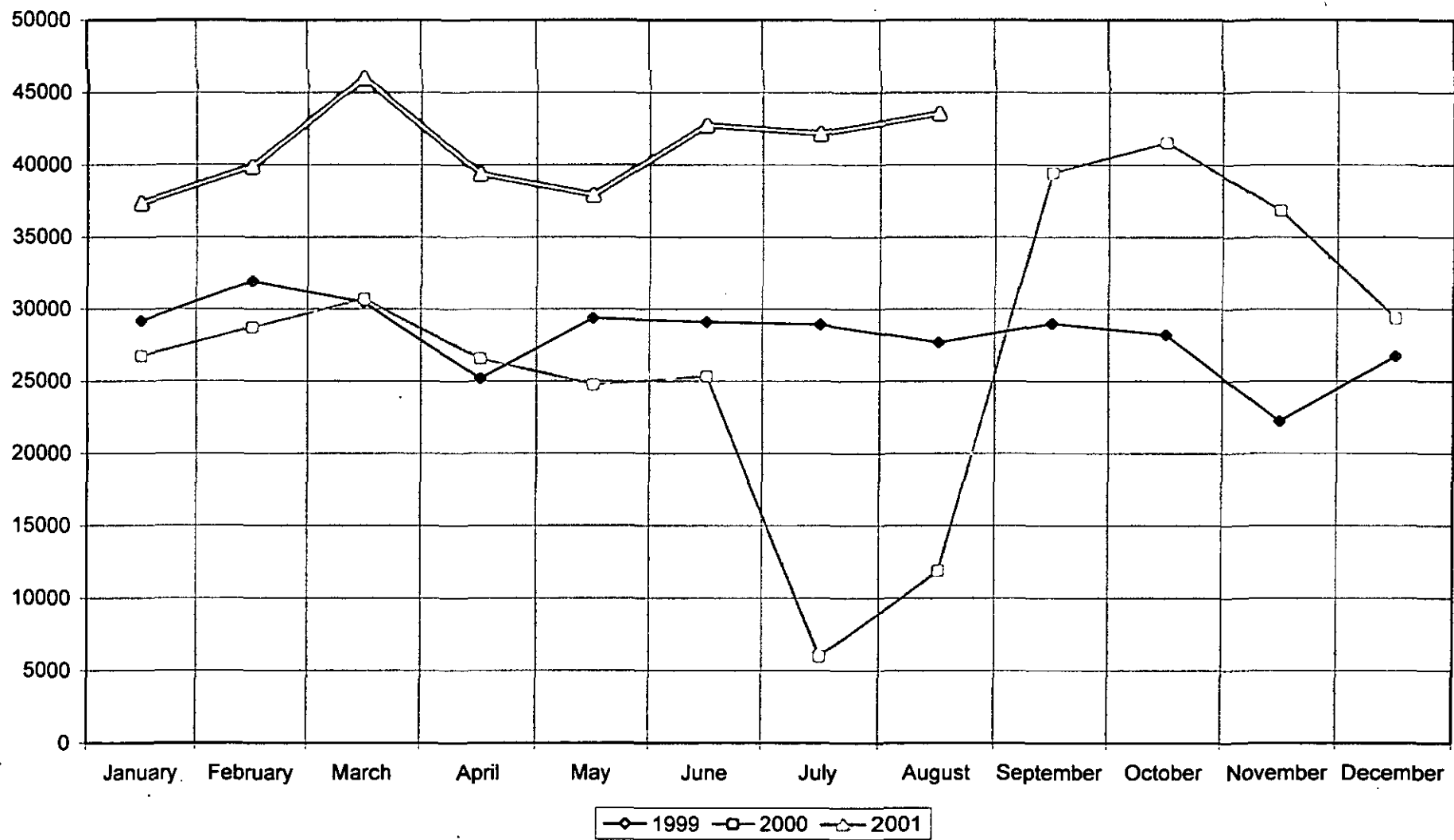
Learn to Read	16	260
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Grand Total	69	1,091
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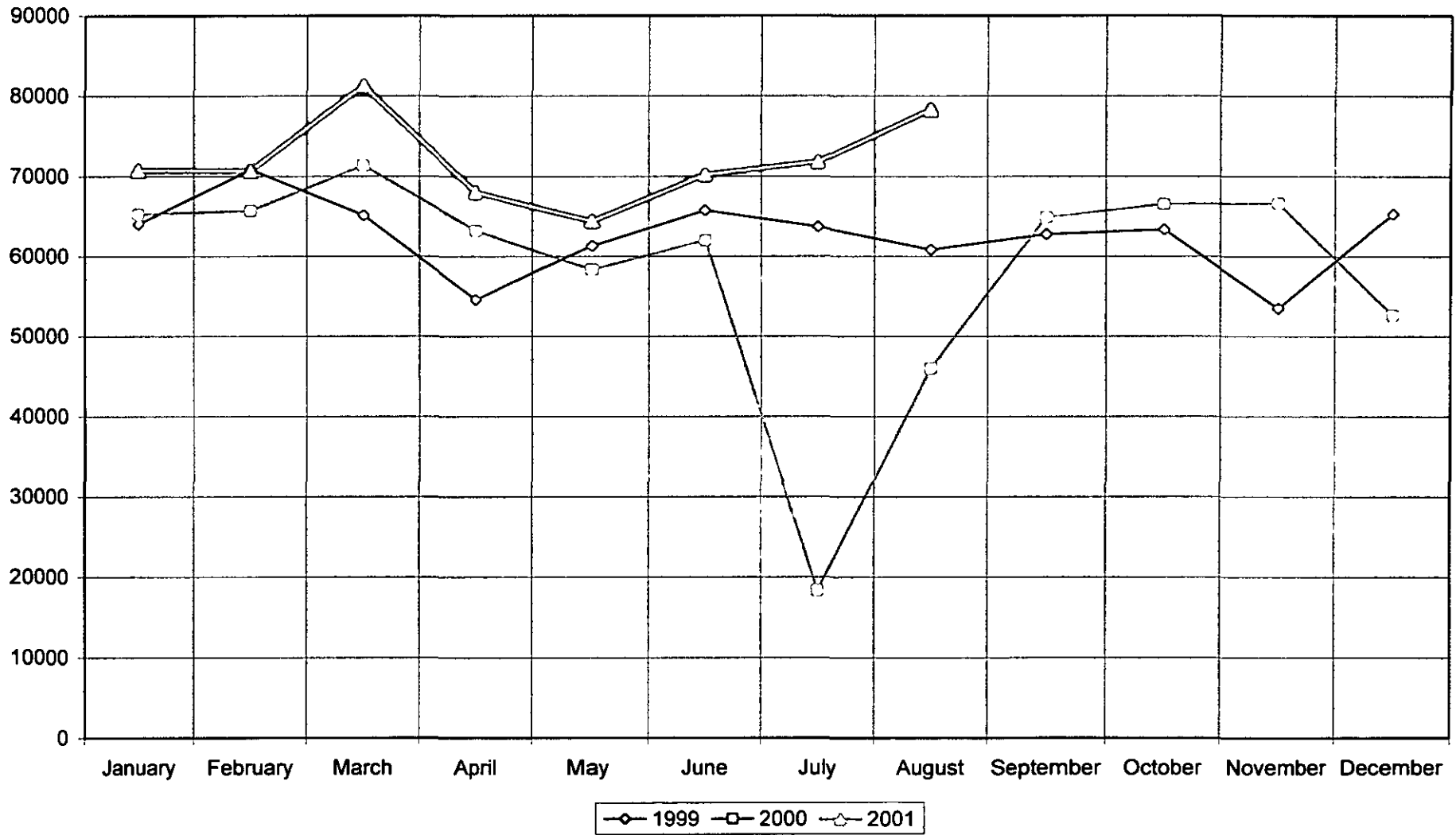
August Total = 39 groups involving 1,091 people.

2001 Year to Date Total 621 groups involving 24,720.

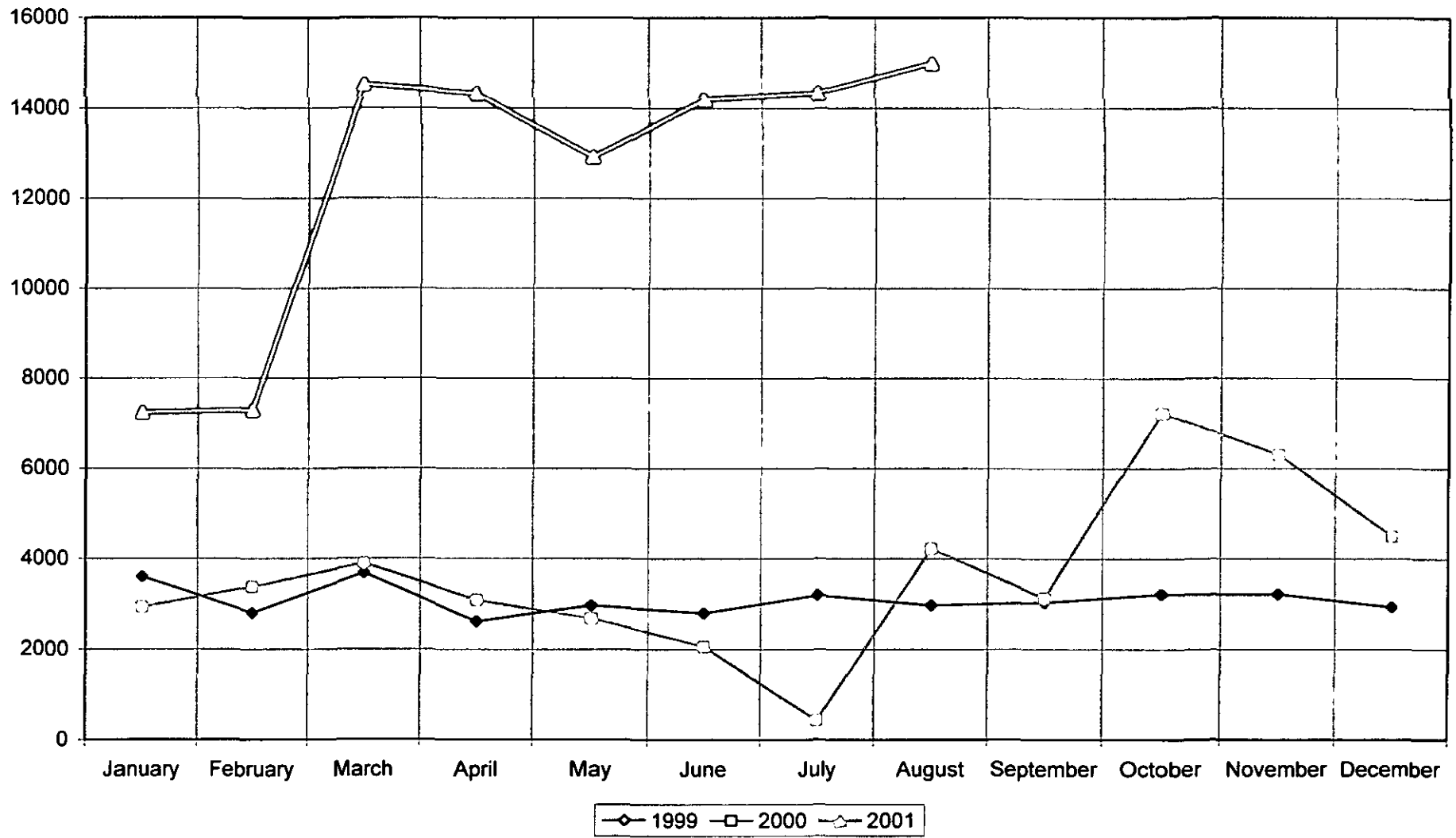
Patron Attendance August 2001



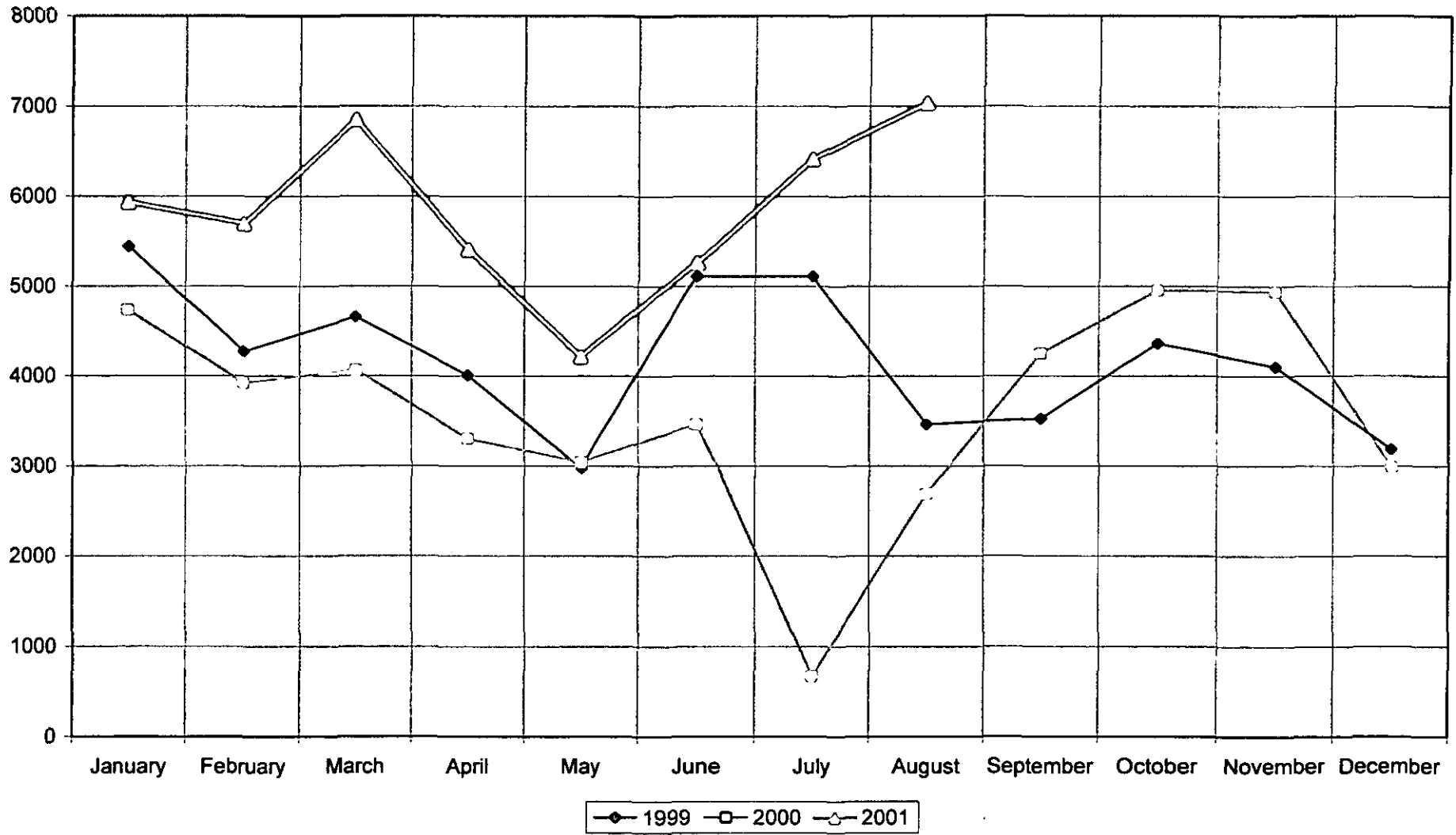
Circulation Statistics Items Circulated Per Month By Year



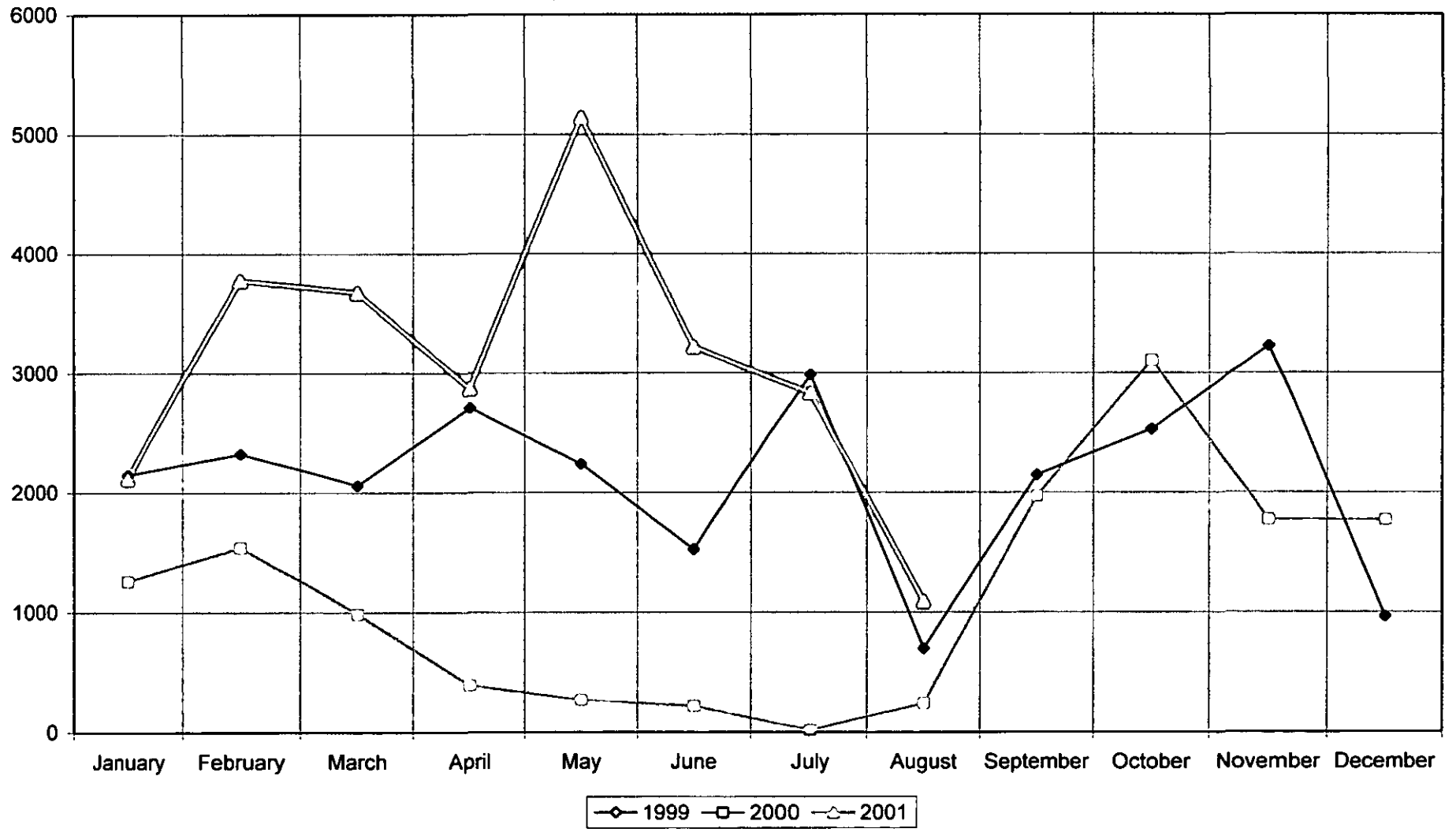
Adult Patron Assistance August 2001



Children's Patron Assistance August 2001



Meeting Room Attendance August 2001



9561



**NORTH
SUBURBAN
LIBRARY
SYSTEM**

Sarah Ann Long
System Director

DIRECTOR

TO: NSLS Public Library Directors
FROM: Mary Witt, Assistant Director
North Suburban Library System
DATE: August 2, 2001
RE: RBP Semiannual Report

Attached is the Reciprocal Borrowing Program Semiannual Report for January 1, 2001 through June 30, 2001. As we have told you in previous memos, a new formula is being used to calculate the payment; if you have any questions about the formula, please call me at 847-459-1300 extension 7144.

A new column titled "6 month Circulation" includes the figure provided by your circulation staff that represents all items lent by your library through any means, including RBP. This figure is used in the new calculation.

Checks will be made out on August 31, 2001. If you have a correction, please call Sandy McVeigh (extension 7134) by August 30, 2001.

200 W. Dundee Rd.

Wheeling, IL 60090-2799

847/459-1300

FAX 847/459-0380

01-0814-195

The North Suburban Library System is an organization of 650 academic, public, school and special libraries in northern Cook County, all of Lake County, and parts of McHenry and Kane Counties. It is one of twelve library systems funded by yearly grants from the Illinois General Assembly and the office of Jesse White, the Secretary of State and State Librarian.

**Reciprocal Borrowing Program
Semiannual Report
First Half of Year
2000-2001**

8/13/2001
10:05 AM

	Loans			Borrowings			6 month Circulation	RBP Imbalance	10% of 6Mo Circulation	RBP Items >10% of Circ	Cash Paid
	Jan-Mar	Apr-Jun	Total	Jan-Mar	Apr-Jun	Total					
Algonquin	9355	11642	20997	8013	9246	17259	183010	3738	18,301		
Antioch	1230	1692	2922	6408	7743	14151	110487		11,049		
Arlington Heights	9846	13522	23368	14513	19732	34245	708123		70,812		
Barrington	12662	17618	30280	26959	38214	65173	318480		31,848		
Cary	710	862	1572	7986	11363	19349	114536		11,454		
Cook Memorial	28024	35082	63106	37491	50472	87963	505090		50,509		
Crystal Lake	8444	10863	19307	1923	2566	4489	310075	14818	31,008		
Deerfield	5215	6914	12129	6197	8705	14902	16577		1,658		
Des Plaines	22191	32888	55079	7871	10281	18152	421289	36927	42,130		
Dundee	1699	2397	4096	11379	13852	25231	130538		13,054		
Ela	17027	24465	41492	8295	11156	19451	355664	22041	35,566		
Elk Grove	4654	6370	11024	3319	3599	6918	12881	4106	1,288	2,818	\$70
Evanston	7033	6476	13509	16742	24868	41610	443505		44,351		
Fox Lake	894	1291	2185	7288	10514	17812	44411		4,441		
Fox River Grove	270	627	897	2839	3598	6235	1094		109		
Franklin Park	9770	14951	24621	16972	21091	38063	240024		24,002		
Gall Borden	1846	1880	3526	6817	8880	15697	5412		541		
Glencoe	4747	6534	11281	2583	3452	6035	84348	5246	8,435		
Glenview	15081	20821	35902	10014	13853	23867	43080	12035	4,308	7,727	\$193
Grayslake	9032	11907	20939	10483	13232	23715	169609		16,961		
Highland Park	7335	48977	56312	5693	46429	52122	21209	4190	2,121	2,069	\$52
Highwood	901	1381	2282	2018	2838	4856	2722		272		
Huntley	2683	2268	4931	2252	3172	5424	1149		115		
Indian Trails	15341	19448	34789	27863	37854	65717	322038		32,204		
Lake Bluff	683	986	1669	9853	13094	22947	33337		3,334		
Lake Forest	12261	16296	28557	3584	4552	8136	184793	20421	18,479	1,942	\$49
Lake Villa	16207	19824	36031	6503	10099	16602	298169	19429	29,617		
Lincolnwood	1632	2224	3856	5933	7615	13548	68108		6,811		
McHenry	1516	2722	4238	4863	6685	11548	119390		11,939		
McHenry-Nunda	180	126	306	1975	3018	4993	6455		646		
Morton Grove	14321	4807	19128	25594	23055	48649	23973		2,397		
Mt. Prospect	6294	8067	14361	10803	16318	27119	17145		1,715		
Niles	14646	19264	33910	23274	34769	58043	404696		40,470		
Northbrook	16292	21150	37442	5113	7256	12369	339823	25073	33,982		
North Chicago	287	428	715	4628	5924	10552	887		89		
Palatine	21190	29865	51055	18100	24960	43060	60123	7995	6,012	1,983	\$50
Park Ridge	5764	8514	14278	8180	11201	19381	318706		31,671		
Prospect Heights	6415	9309	15724	8728	12094	20822	74717		7,472		
Rolling Meadows	7290	9845	16935	5845	7768	13613	202440	3322	20,244		
Round Lake	6326	8751	15077	6715	8350	15065	111662	12	11,166		
Schaumburg	32147	46881	79028	5646	8451	14097	975248	64931	97,525		
Skokie	24899	37714	62613	11135	12747	23882	75230	38731	7,523	31,208	\$780
Vernon	52281	71527	123808	11155	14882	26037	477331	97771	47,733	50,038	\$1,251
Warren-Newport	20313	27017	47330	16486	20947	37433	494837	9897	49,464		
Wauconda	9315	11780	21095	3384	4729	8113	172093	12982	17,209		
Waukegan	2353	4033	6386	19585	25590	45155	12926		1,293		
Wilmette	10782	14972	25754	9569	12525	22094	282558	3660	28,256		

Reciprocal Borrowing Program
Semiannual Report
First Half of Year
2000-2001

	Loans		Borrowings		6 month Circulation		RBP Imbalance	10% of 6Mo Circulation	RBP Items >10% of Circ	Cash Paid
	Jan-Mar	Apr-Jun	Jan-Mar	Apr-Jun	Total	Apr-Jun	Total	Apr-Jun	Apr-Jun	Apr-Jun
Winnatka-Northfield	6420	9365	7441	9326	16767	124065	12,407	12,407	97,784	\$2,445
Zion-Benton	1711	2511	4141	5893	10034	148272	14,827	14,827		
Totals:	487295	688554	489941	688554	1178495	407325				

NIGHT OWL

REFERENCE SERVICE



July, 2001

Total number calls =648

- | | |
|---------------------------------------|---------------------------------------|
| 12 Antioch Public Library | 11 Lisle Library District |
| 54 Arlington Heights Memorial Library | 4 Mokena Public Library |
| 13 Aurora Public Library | 25 Mt Prospect Public Library |
| 11 Barrington Area Public Library | 6 Nippersink Public Library |
| 11 Bartlett Public Library | 16 Northbrook Public Library |
| 9 Bedford Park Public Library | 7 Orland Park Public Library |
| 23 Bellwood Public Library | 15 Oswego Public Library |
| 7 Bradley Public Library | 8 Palatine Public Library |
| 5 Bridgeview Public Library | 15 Park Ridge Public Library |
| 12 Coal City Public Library | 9 Prospect Heights Public Library |
| 12 Des Plaines Public Library | 10 Riverside Public Library |
| 27 Ela Area Public Library | 11 Rolling Meadows Public Library |
| 30 Elk Grove Village Public Library | 10 St. Charles Public Library |
| 31 Elmhurst Public Library | 35 Schaumburg Township Public Library |
| 12 Fossil Ridge Public Library | 51 Skokie Public Library |
| 9 Fremont Public Library | 13 Vernon Area Public Library |
| 25 Glenview Public Library | 15 Villa Park Public Library |
| 23 Highland Park Public Library | 10 Warrenville Public Library |
| 14 Homer Township Public Library | 12 Westchester Public Library |
| 15 Indian Trails Public Library | 8 Wood Dale Public Library |
| 12 Lake Forest Public Library | 12 Woodstock Public Library |
| 8 Lincolnwood Public Library | |

SAMPLE QUESTIONS

- Who owns patent for Teflon?
- List of local pulmonary specialists
- Critiques for psychological tests
- Value of a baseball card
- How long to keep tax records
- Side effects of St. John's Wort
- Directions to House on the Rock in Wisconsin
- Price for an antique hedge trimmer
- Does the new tax law include estate tax?
- Pediatric hospitals in the United States
- Form of address on wedding invitation for single women
- Phone for Disney store in Santa Ana, CA
- What is the curved surface of water called?
- How to save a wet paperback
- Information about bacteria on cruise ships
- Number of public libraries in the United States

NOTE: If you have any questions about Night Owl please contact me at muselman@ahml.lib.il.us or call 847-506-2670.

Marilyn Uselmann
Marilyn Uselmann
Head, Night Owl

DIRECTOR



**NORTH
SUBURBAN
LIBRARY
SYSTEM**

Sarah Ann Long
System Director

TO: NSLS Public Library Directors
NSLS Public Library Circulation Managers

FROM: Sandy McVeigh
North Suburban Library System

DATE: August 16, 2001

RE: RBP Statistics

Attached are the RBP statistics for July 2001. The figures listed UNDER your library are the number of items borrowed by patrons of other libraries from your library. You can determine the number of items borrowed from other libraries by reading ACROSS the columns. The total is on the last page.

Reciprocal Borrowing Statistics dating as far back as July 1999 are now available to NSLS members in an easily printable format (PDF). To access them, log in to SUSi at <http://susi.nslsilus.org>. Click on the blue bar labeled "SUSi-Query." Click next on the link which says "RBP Statistics." You will need Adobe Acrobat installed on your browser in order to view them. This can be easily downloaded through a link on the RBP Statistics page.

Statistics received after the tenth will be added to the online records, but a revised paper copy will not be sent out.

If you have any questions, please call 847-459-1300, extension 7134 (Sandy McVeigh) or 7133 (Ian Baaske).

200 W. Dundee Rd.

Wheeling, IL 60090-2799

847/459-1300

FAX 847/459-0380

01-0816-201

The North Suburban Library System is an organization of 650 academic, public, school and special libraries in northern Cook County, all of Lake County, and parts of McHenry and Kane Counties. It is one of twelve library systems funded by yearly grants from the Illinois General Assembly and the office of Jesse White, the Secretary of State and State Librarian.

**North Suburban Library System
Reciprocal Borrowing Program
July 2001**

	Algonquin	Antioch	Arlington Hts	Barrington	Cary	Cook Mem.	Crystal Lk	Deerfield	Des Plaines	Dundee	Ela	Elk Grove	Evanston	Fox Lake
Algonquin			10	214	47		1406		13	394	61	4	7	
Antioch			9	3		65	1	85	1		17		4	153
Arlington Heights	22			113		2	2	5	207	9	76	306	23	
Barrington	357		135		8	39	45	3	3	90	4535	26	21	
Cary	161		4	2142			972		5	15	141		17	
Cook Memorial			20	41	9			50	55	2	144	3	25	7
Crystal Lake	80		15	118	67	3			4	13	16		23	
Deerfield			3	10		20			2		7	1	47	
Des Plaines	12		217	8			38				39	230	87	
Dundee	2663		33	330	2		53		13		61	11		
Ela	19		61	781	5	106	4	16	30			25	19	
Elk Grove			124	23				3	31				14	
Evanston			10	22		14		34	123			19		
Fox Lake			17	17		99			3		64		2	
Fox River Grove	4		3	919	92		57		8	5	37			
Fremont			105	30		3229		15	18		607	13	10	
Gail Borden	32		16	185			15		5	145		84	15	
Glencoe	2		28					9					23	
Glenview			40			9	3	24	312				148	
Grayslake	4		3			1057	2	13	7	8	12		22	6
Highland Park						87		570	36				110	
Highwood			2											
Huntley	234		2	42			420			78		3	55	
Indian Trails	8		1119	71		113		105	189		237	22	93	
Lake Bluff			4			278		59					54	
Lake Forest			1			266		214	23				48	12
Lake Villa			15	10		394		16	1		44	18	4	215
Lincolnwood								6	13				63	
McHenry	10		17	171		41	806	5	4	16	57	7	1	1
McHenry-Nunda						21	6		1					2
Morton Grove			7	14		15		14	186			1	62	
Mt. Prospect			1080	8		8		1	1186		14	573	100	
Niles			34	6		5		11	5641		2		2	
Northbrook			10			29		149	72	1		50	162	
North Chicago			4			384		80						
Palatine	20		700	426		24	4	68	98	2	216	42	9	
Park Ridge			20	9			6		2241	6	7	21	49	
Prospect Heights			514			1			132	1		5	60	
Rolling Meadows			312	6			2		34		4	93	15	
Round Lake				55		260		13	28		172		2	58
Schaumburg			104	129		37		5	68	137	18	2027	15	2
Skokie			30	18		6		133	74		1		890	
Vernon			120	63		654		444	126		588	6	6	
Warren-Newport	3		9			2102		74			13		18	
Wauconda			20	336	5	68	110			2	412		5	1
Waukegan			3	7		1512		30	13		4		3	1
Wilmette			10					77	87		25		824	
Winnetka-Northfield								27	12		1		365	
Zion-Benton				7		178		11					1	2
Total Loaned:	3,631	0	4,990	6,342	235	11,124	3,950	2,369	11,105	924	7,632	3,589	3,521	460

**North Suburban Library System
Reciprocal Borrowing Program
July 2001**

	Fox Rvr Gro	Fremont	Gail Borden	Glencoe	Glenview	Grayslake	Highland Pk	Highwood	Huntley	Indian Trails	Lk Bluff	Lk Forest	Lk Villa	Lincolnwood
Algonquin	10		43						1588	8				
Antioch		26				23				2		8	1838	
Arlington Heights		15	1	1	35		8			2100		8		
Barrington	100	10	23		4	3	17		3	37		16	34	
Cary	90	9				1			10	19				
Cook Memorial		2379	1	13	138	69	80			75	71	481	135	
Crystal Lake			3		7	2			22					
Deerfield		13		34	6	9	777			21		27		
Des Plaines	30		6		58	1	8			20		1	2	20
Dundee			435						178	30		3		
Ela		491	2	1	9	1			4	10		6		7
Elk Grove						2								3
Evanston				147	258	4	172			32		57		134
Fox Lake		56			1	65	2				2	6	1065	
Fox River Grove			9			1								
Fremont						317	8			2		11	47	4
Gail Borden					3	2								
Glencoe					10	1	228			1		20		6
Glenview				24		3	30			16		5	2	3
Grayslake		407			20		69			4		8	1147	2
Highland Park				534		7					11	100		9
Highwood				18		1	845			2		37		
Huntley			72		3	4								
Indian Trails		77		8	213	12	28				2	25	12	3
Lake Bluff				8	1		100					3953		
Lake Forest				8	7		287				148		12	
Lake Villa		67		1		664	58			6		69		
Lincolnwood				3	22		15			8				
McHenry		34	1			42			4	5				
McHenry-Nunda	15		3			1				3			64	
Morton Grove				6	903	1	3							51
Mt. Prospect		1		1	73	2				194		37	4	1
Niles				3	2761	3	1		4	52				137
Northbrook		1		171	604	3	167			151		36		8
North Chicago						3	27				24	378	26	2
Palatine		33	12		14	1	42			237		5		2
Park Ridge					72							16	18	
Prospect Heights		6		8	69		1			2830	13			
Rolling Meadows					19	4				1				
Round Lake		163	16			540	2						667	1
Schaumburg		6	35		30					18				
Skokie				51	208		40			2		3		429
Vernon		335		25	69	46	212			1304		25		2
Warren-Newport		178			22	2345	22			7	4	80	1210	
Wauconda		147	24		6	64	3			14	2			
Waukegan	15	48		3	81	44	29				22	145	63	
Wilmette				188	970	3	54					64		18
Winnetka-Northfield				922	374	1	74					37	1	1
Zion-Benton		15			4	30	23					51	3	
Total Loaned:	260	4,517	686	2,178	7,072	4,325	3,428	0	1,783	7,208	299	5,718	6,350	843

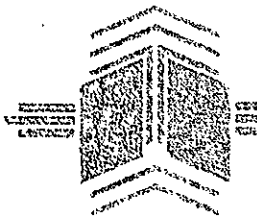
**North Suburban Library System
Reciprocal Borrowing Program
July 2001**

	McHenry	Mch-Nunda	Morton Grov	Mt. Prospec	Niles	Northbrook	North Chgo	Palatine	Park Ridge	Prospect Hl	Ring Mdws	Round Lk	Schaumburg	Skokie
Algonquin	17			4				155	19		9		418	24
Antioch	8			2		6						50	7	6
Arlington Heights			2	530	30	87		924	57	1057	904	13	777	109
Barrington				31	17	58		5315	13		73		1618	
Cary	11				5	4			4	3		3	177	6
Cook Memorial	1		14	10	10	118	81	19	7	4	20	32	127	34
Crystal Lake	21			20		15		20					269	
Deerfield			4	11	6	1107		4	5				59	71
Des Plaines			58	920	223	85		34	799	52	98		320	119
Dundee	4			2	3			166		3	6		824	
Ela				8	8	25		562	18	8	20	8	199	1
Elk Grove				39	6			98	3	3	9		950	60
Evanston			185	23	95	152		22	68	6	5		97	2833
Fox Lake	171	49		26		4		45	5	1	4	1126	30	
Fox River Grove	11								4	12			4	
Fremont	27		4	7	3	35		9	24			114	22	
Gall Borden				34				55			80		2728	
Glencoe				7	4	403								41
Glenview			80	60	449	2577		4	31	16		1	22	494
Grayslake				2		85		57	6			697	122	4
Highland Park				2	3	392			18	1			18	131
Highwood						10		11						27
Huntley								48	14		3		170	2
Indian Trails			3	274	20	574		889	11	1283	16		271	223
Lake Bluff						22	3						4	34
Lake Forest				2		87		6	20				11	12
Lake Villa	4		6	4	38	110		4	8		3	911	38	18
Lincolnwood			71	1	109	28			26		5		2	2202
McHenry		30						7				28	213	
McHenry-Nunda	724										10		2	
Morton Grove				4	2826	27			74	2			12	4350
Mt. Prospect					81	97		215	75	1155	188		509	40
Niles			181	106		121		16	1415	13	30		90	1185
Northbrook			51	3	242			34	53	14			24	174
North Chicago				12	3			4	2				4	
Palatine				123	6	9			16	32	2041		4230	32
Park Ridge			13	34	880	33		4		27	51		57	224
Prospect Heights			7	345	26	81		120	35			1	50	104
Rolling Meadows				56		2		1101		7			1009	
Round Lake	6			1		4	1	28	6				12	
Schaumburg				59	40	11		508	21	6	315			39
Skokie			1162	5	631	48		35	129				89	
Vernon				60	44	315		402	19	29	29	11	83	188
Warren-Newport				48	6	37			27			78	34	
Wauconda	78	1		2	1	18		163		6	70	41	190	
Waukegan				9	3	34	75	10				7	18	20
Wilmette			27	4	135	246			18				52	806
Winnetka-Northfie	1			1	25	621			1				1	155
Zion-Benton						18	22	13						
Total Loaned:	1,084	80	1,866	2,891	5,978	7,706	182	11,105	3,050	3,720	3,989	3,121	15,971	13,766

**North Suburban Library System
Reciprocal Borrowing Program
July 2001**

	Vernon	Warm-Newp	Wauconda	Waukegan	Wilmette	Winika-Nrthf	Zion-Benton	Total Borrowed	Total Loaned	Loan-Borrow
Algonquin	2			1				4,434	3,631	-803
Anloch	2	153					11	2,480	0	-2480
Arlington Heights	234		17		1	12		7,687	4,990	-2697
Barrington	80		1164	3	35	1		13,917	6,342	-7575
Cary	47		60		4			3,910	235	-3675
Cook Memorial	13223	460	23	48	37	38	19	18,121	11,124	-6997
Crystal Lake	5		88	1				812	3,950	3138
Deerfield	508			52	19	18		2,841	2,369	-472
Des Plaines	4	10	14		5			3,514	11,105	7591
Dundee	4							4,824	924	-3900
Ela	1084	20	80		8	1		3,647	7,632	3985
Elk Grove	48					6		1,418	3,589	2171
Evanston	27			15	2928	645	24	8,149	3,521	-4628
Fox Lake	63	39	305	11	3			3,281	460	-2821
Fox River Grove	31		9					1,208	260	-948
Fremont	1060	60	886	2	15	4		6,688	4,517	-2171
Gall Borden		6			4			3,419	686	-2733
Glencoe					111	377		1,268	2,178	910
Glenview	67	20	39	6	395	250		5,130	7,072	1942
Grayslake	196	431		11	2	3		4,407	4,325	-82
Highland Park	128	14	60	21	89	61	3	2,405	3,428	1023
Highwood	31	8						990	0	-990
Huntley	5			2				1,157	1,793	636
Indian Trails	8358		6		18	14	2	14,279	7,209	-7070
Lake Bluff	15	19		5	3			4,562	299	-4263
Lake Forest	391	23		4	3	59		1,642	5,718	4076
Lake Villa	83	434	21	35			12	3,305	6,350	3045
Lincolnwood					14	5	2	2,595	843	-1752
McHenry	80		799	4				2,383	1,084	-1299
McHenry-Nunda			222					1,074	80	-994
Morton Grove	2				27	43		8,630	1,866	-6764
MT. Prospect	26				11	8		5,688	2,891	-2797
Niles	128			2	32	10		11,991	5,978	-6013
Northbrook	100	1		455	74	279		3,118	7,706	4588
North Chicago	38	638	30			28	12	1,699	182	-1517
Palatine	237	4	47		3	6		8,741	11,105	2364
Park Ridge		3	4		47	5		3,847	3,050	-797
Prospect Heights	42	2			13	2		4,468	3,720	-748
Rolling Meadows	14							2,679	3,989	1310
Round Lake	65	127	39	18	5	1		2,290	3,121	831
Schaumburg	131				4			3,765	15,971	12206
Skokie	5		21		245	134		4,397	13,766	9369
Vernon		30		10	7	21		5,272	27,305	22033
Warren-Newport	518		65	515	4	2	125	7,548	10,226	2680
Wauconda	111	30				3		1,833	4,128	2195
Waukegan	98	6611	66		5	1	492	9,472	2,074	-7398
Wilmette	8	3		6		1022		4,649	4,993	344
Winnetka-Northfie	3			4	822			3,449	3,082	-367
Zion-Benton	5	1080	63	843		23		2,390	702	-1688
Total Loaned:	27,305	10,226	4,128	2,074	4,993	3,082	702	231,569	231,569	

THE UNIVERSITY OF CHICAGO



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, OCTOBER 16, 2001

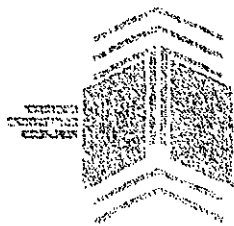
7:00 PM

Conference Room – Second Floor

Agenda:

- **FY2002 Budget – Revision**
- **Computer System Migration Progress Report**
- **Art Installation Report**
- **Authorization to Advertise for Bids for Computer Maintenance Services**

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



Des Plaines Public Library

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Des Plaines, IL 60016-4553
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II

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting October 16, 2001 7:00 PM

- I. Call to Order. (7:00 PM)
- II. Consideration of the Agenda.
- III. Public Comments and Questions.
- IV. City Council Community Services Committee – Rosemary Argus.
- V. Consent Agenda.
 - A. Approval of the Minutes of the Regular Board Meeting – September 18, 2001.
 - B. Acceptance of Financial Reports for September, 2001.
 - C. Approval of Library Expenditures
 1. Warrant Register – September 4, 2001 - \$51,788.03.
 2. Warrant Register – September 17, 2001 - \$89,181.43.
 3. Salaries – September 6, 2001 - \$82,755.16
 4. Salaries – September 20, 2001 = \$84,011.10.
 5. Transfer Entry – Gasoline and Diesel Fuel - \$133.36.
 - D. Authorization to Advertise for Bids for Maintenance & Repair Services for Computers, Printers and Network.
 - E. Approval of Revised FY2002 Budget to Include the Expenditure for Dental Insurance – Personal Services [918055] - \$15,190.00.

- F. Acceptance of Committee Reports.
 - 1. Finance Committee – Susan Burrows.
 - 2. Building and Grounds Committee – Eldon Burk.
 - 3. Management Committee – William Grice.
 - 4. Planning Committee – John Burke
 - 5. System Membership – Eldon Burk.
 - 6. Friends of the Library – Inara Brubaker.
 - 7. Art Committee – John Ciborowski.
 - 8. Administrator's Report – Sandra Norlin.

- VI. New Business. (7:15 PM)
 - A. Attendance at City Council Meetings – November 5, 19 and December 3, 17.
 - B. Art Committee Report.
 - 1. Sculpture Lighting.
 - 2. Pae White Art Installation, Third Floor.
 - C. Authorization to Pay Annual Microfilm Subscription for Chicago Tribune and New York Times.

- VII. Staff Presentation – Roberta Johnson, Library Computer System Migration. (8:00 PM)

- VIII. Announcements.

- IX. Adjournment.

V-A

BOARD OF TRUSTEES
Minutes of the Regular Meeting
September 18, 2001

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, September 18, 2001. President John Ciborowski called the meeting to order at 6:30 PM.

Members Present: Inara Brubaker, Eldon Burk, John Burke, Susan Burrows, John Ciborowski, William Grice, Noreen Lake, Rhys Read, Ellen Yearwood.

Also Present: Administrator Sandra Norlin, Carol Kidd, Martha Sloan, Hector Marino, Alderman Rosemary Argus, Sue D'Hondt, Josh Pfluger, Dave Kleeman.

MOTION by John Burke, seconded by Eldon Burk, to amend the agenda by moving New Business to VI. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Rhys Read, to approve the Minutes of the regular Board Meeting of August 21, 2001, as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

NEW BUSINESS

Sandra Norlin reported that the first year anniversary of the library will be celebrated on Sunday, September 30, 2001 from 2:00 PM – 4:00 PM. Sandra asked Board members to participate in the anniversary and volunteer their services in various capacities.

Inara Brubaker entered the meeting at 6:35 PM.

Sandra Norlin reported that the library qualifies for a partial Gates Grant that would allow the library to purchase four Gates computers at a cost of \$2,800 each, which

includes the PC, a 17" monitor, software and support for the software. The library would also be eligible to purchase a content server in the amount of \$3,600 and this purchase would also include support from Gates. Sandra explained that applying for the grant did not obligate the library to purchase these computers.

Eldon Burk asked if there would be a savings to the library by purchasing these computers through Gates, and Sandra Norlin responded no, but there is some advantage to the additional software being offered and the support that is included.

MOTION by Eldon Burk, seconded by Inara Brubaker, to apply for the Gates Grant. Vote: Ayes: All. Nays: None. MOTION CARRIED.

John Ciborowski reported that he is in the process of reappointing Board members to Committees.

John Ciborowski reported on budget meetings held with the City of Des Plaines and Alderman Sayad. Alderman Sayad has requested that the library explore new sources of funding, which might include a fee for meeting room use and the possibility of increasing fines for overdue material.

PUBLIC COMMENTS AND QUESTIONS

Hector Marino, Coordinator of Computer & Technical Services introduced Josh Pflueger from Library Cable Network. Josh explained that taping the Board meetings could be easily accomplished using one or two cameras. Josh introduced Dave Kleeman, a free lance photographer, who would tape the meetings for the library.

Eldon Burk asked who would air the tapings of the meeting and John Ciborowski responded that Channel 17 would broadcast the meetings.

Inara Brubaker asked if a tape of the meeting would be available to library patrons to borrow and Josh Pflueger responded yes.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Rosemary Argus.

Alderman Argus reported that the library's request for displaying the Peace Pole on Library Plaza would be coordinated with the City of Des Plaines' sculpture committee.

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	\$ 7,166.82
2. Petty Cash Expenditures	\$ 128.93
3. Budget Expenditures for August	\$ 528,175.23
4. Expenditures Year to Date	\$ 2,776,425.87
5. Revenue for August	\$ 264,471.76
6. Revenue Year to Date	\$ 2,314,808.13

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

August 06, 2001	\$ 73,724.13
August 20, 2001	\$ 59,238.65
Total	\$ 132,962.78

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

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

August 09, 2001	\$ 87,699.98
August 23, 2001	\$ 86,295.80
Total	\$ 173,995.78

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

MOTION BY Susan Burrows, seconded by William Grice, to be approved, subject to audit, transfer entries to the Library account in August 2001 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (August)	\$ 141.03
Total	\$ 141.03

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

Susan Burrows reported that budget meetings were held on September 6, 2001 and September 7, 2001 and that the meetings were productive.

Sandra Norlin reported that the final budget presentation to the City of Des Plaines would be held on November 14, 2001 at 6:30 PM.

BUILDING AND GROUNDS COMMITTEE – John Ciborowski.

John Ciborowski reported that the City of Des Plaines is addressing the remaining problems with the library building.

Sandra Norlin reported that the study rooms have been painted and trash and ash receptacles have been ordered.

Sandra also reported that Kristina Lucas and Michael Hayden from Thinking Lightly visited the library on September 5, 2001 and made suggestions for lighting the atrium sculpture. The suggestions included one 12-foot track with six fixtures. The fixtures would include barn door baffles and have a dimmer capability. Gary Valente, Head of Building & Security Systems will contact Juno Lighting, Gibson Electric and Marc Pilipuf for pricing estimates.

Sandra Norlin reported that three options for the third floor artwork have been sent for Board approval and asked if the Board would participate in a Special Meeting to choose and approve the artwork.

MANAGEMENT COMMITTEE – Ellen Yearwood.

Ellen Yearwood reported on the Management Committee meeting that was held on August 27, 2001 and asked for Board approval on the following revisions to the Staff Computer and Internet Use Policy:

5c.

Personal use of ~~chat, newsgroup, Usenet, listservs, and free email accounts (e.g., Yahoo, Hotmail, Homenet)~~ Internet/email must be ~~minimized and~~ on employee's own time (breaks, before and after working hours). Business related use of the computer takes priority over personal use. Staff members should make clear that their opinions and recommendations do not represent the Board or Administration of the Des Plaines Public Library.

4a.

The computers are provided for business use. Personal use must be ~~minimized and~~ on employee's own time (breaks, before and after working hours). Business related use of the computer takes priority over personal use.

MOTION by Committee to approve the revisions to 5c and 4a of the Staff Computer & Internet Use Policy as revised in the Management Committee meeting held on August 27, 2001. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Ellen Yearwood asked the Board to begin considering reopening the discussion on internet filtering at the library and advised that this could be discussed at a later date.

EXECUTIVE COMMITTEE – John Burke.

John Burke reported on the Executive Committee meeting that was held on August 30, 2001. John asked Committee Chairs to submit written reports to Carol Kidd two weeks before the Board meetings and asked that Committee reports be placed on a consent agenda. John Burke asked for Board approval to place as many items as possible on the consent agenda so that Board meetings can focus on important issues to the library including the vision and mission statement and future of the library. John Burke also asked that New Business be placed on the agenda early in the meeting.

SYSTEM MEMBERSHIP – John Ciborowski.

No report.

FRIENDS OF THE LIBRARY – Inara Brubaker.

Inara Brubaker reported that the Friends booksale netted approximately \$6,000 and was very successful. Inara also reported that the new Friends shelf program netted \$480 in the first 50 days of operation.

ADMINISTRATOR'S REPORT

New employees since the last report: Daushal Rawal, Page I and Marianne Orme, Reference Librarian, Adult Services, Part-time.

Employee separations since last report: Jason Pluta, Technology Page; Lori Maslon, Mark Camposagrado, Monisha Williams, and Ahmed Osman, Page I; and Thomas Kinnebrew, Librarian I, Youth Services.

The Work Analysis Team submitted their final report to the Executive Team on September 6. The group is to be commended for their dedicated work, their opening the process to all staff input, for thoughtful analysis, and promising suggestions. Their belief statements about customer service will serve as an effective guide for our staff. They will present their report to the whole staff on Thursday, September 13 at the All-Staff Meeting. Members of this team are Bob

Blanchard, Mei-Na Chen, Kathy Kyrouac, Vee Luz, Chris Posinger, Pauline Simo, and David Whittingham.

Susan Farid, Martha Sloan, and I met with Peopleworks staff to prepare for the series of meetings with the full-time Circulation Department staff for team building for improving customer service delivery.

Fall programming has begun, with storytimes for children everyday, Monday through Friday. The new Mobile Library schedule is in effect. Learn to Read registration has begun and the Sunday films, sponsored by the Friends of the Library have been resumed. Plans are underway for a festive, informative, and elegant First Anniversary Celebration, thanks to the planning of Chris Posinger.

Our patron usage continues to be robust, but the statistics are difficult to compare with last year's figures, because we were closed during the first two weeks of August 2000 for the move to our new building.

Our library has been selected to receive one of Secretary of State/State Librarian Jesse White's Project Next Generation grants for 2001-2002. The grant will supply funds for computers, digital cameras, scanners, laptops, and staff for the mentoring of 10-12 children from sixth through eighth grades.

The mentors will be trained and the children will receive one-on-one assistance from the mentors as the youth develop computer skills and build self-esteem. The project will begin in November, with the children actively involved by February.

I have received introductory information concerning P.A.92-0166 (House Bill 1785) which will allow non-resident library card purchasers to use their cards at all Illinois libraries. The law, which is scheduled to take effect on January 1, 2002, is being reviewed for administrative procedures in a series of public hearings throughout the state. The North Suburban Library staff is monitoring this process and keeping librarians informed.

I attended the Des Plaines Art Guild's Fall Art Fair on September 8 to make a purchase award for the library. I selected a series of four monoprints from Jan Bowersox. The artist is changing the frame and mat on one print and is creating a new print for this series.

On August 27 I attended a planning session for the customer service teambuilding project with the staff of Peopleworks and a seminar on Meeting Management at North Suburban Library System Headquarters. I attended the Chamber/City Advisory Committee meeting on 8/28, the Board Executive Committee meeting on 8/30, and a teleconference with the Illinois State Library staff concerning the Project Next Generation. I conducted a brief orientation meeting with Noreen Lake on 9/4 and a budget discussion meeting with the acting City Manager and City Finance Director.

ANNOUNCEMENTS

Sandra Norlin asked for Board approval for the rental of a Christmas tree from Rentokil. Inara Brubaker asked that other religions be represented at the library with displays. The Board consensus was to approve the rental of a Christmas tree and to have displays depicting other religions.

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

The meeting adjourned at 7:21 PM.

Minutes prepared by Carol Kidd.

V-B

**DES PLAINES PUBLIC LIBRARY
OVER THE COUNTER RECEIPTS FOR THE MONTH OF SEPTEMBER 2001**

	September 2000	September 2001	2000 to Date	2001 to Date
Lost Materials	\$ 521.00	\$ 769.73	\$ 3,595.03	\$ 5,346.57
Fines	\$ 4,827.44	\$ 6,298.80	\$52,635.25	\$ 56,826.11
Damage	\$ 75.83	\$ 60.85	\$ 579.58	\$ 793.45
Fees	\$ 1,139.36	\$ 615.89	\$ 4,333.97	\$ 6,578.08
Copies	\$ 23.20	\$ 1,186.37	\$ 9,863.31	\$ 6,994.06
Miscellaneous	\$ 59.55	\$ 13.00	\$ 905.18	\$ 176.35
Totals	\$ 6,646.38	\$ 8,944.64	\$71,912.32	\$ 76,714.62

PETTY CASH EXPENDITURES – September

960070	Auto/Travel	4.55
960070	Auto/Travel	6.18
970170	Janitorial Supplies	7.00
970110	Meals	11.27
970260	Postage	12.00
970260	Postage	2.40
920206	Seminars	15.00
Total		\$58.40

**DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR THE MONTH OF SEPTEMBER 2001**

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

1. Over the Counter Receipts	\$ 8,944.64
2. Petty Cash Expenditures	\$ 58.40
3. Budget Expenditures for September	\$ 362,671.27
4. Expenditures Year to Date	\$3,139,097.14
5. Revenue for September	\$ 6,725.84
6. Revenue Year to Date	\$2,323,000.33

Warrant Register

September 04, 2001	\$ 51,788.03
September 17, 2001	<u>\$ 89,181.43</u>
Total	\$ 140,969.46

Salaries

September 06, 2001	\$ 82,755.16
September 20, 2001	<u>\$ 84,011.10</u>
Total	\$ 166,766.26

Transfer Entry – Gasoline & Diesel

Gasoline and Diesel Fuel (September)	<u>\$ 133.36</u>
Total	\$ 133.36

ACCOUNTING PERIOD: 9/01

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		537,855.82
102012	CASH IPTIP/FOA 7139200161	53,929.40	
102014	CASH FED INVST TRUST(FIT)	700.58	
TOTAL CASH		55,129.98	537,855.82
104033	INVESTMENTS-DOWNING	35,426.73	
TOTAL INVESTMENTS		35,426.73	.00
TOTAL ASSETS		90,556.71	537,855.82
450030	ACCRUED LIAB-COMP ABSENCE		105,901.30
TOTAL ACCRUED LIABILITIES		.00	105,901.30
TOTAL CURRENT LIABILITIES		.00	105,901.30
TOTAL LIABILITIES		.00	105,901.30
700110	EXPENDITURE CONTROL	3,167,792.60	
700120	REVENUE CONTROL		2,096,575.83
700150	EXP. BUDGET CONTROL		4,678,051.00
700160	REV. BUDGET CONTROL	4,454,332.00	
700170	BUDGET FUND BALANCE	223,719.00	
TOTAL SYSTEM CONTROL		7,845,843.60	6,774,626.83
720010	FUND BAL-RESRV-GIFT TRUST		35,425.73
TOTAL FUND BALANCE-RESERVED		.00	35,425.73
730000	FUND BALANCE-UNRESERVED		482,590.63
TOTAL FUND EQUITY		.00	518,016.36
TOTAL EQUITIES		7,845,843.60	7,292,643.19
TOTAL PUBLIC LIBRARY FUND		7,936,400.31	7,936,400.31

10/05/01

CITY OF DES PLAINES

ACCOUNTING PERIOD: 9/01

BALANCE SHEET

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH PB DEPOSIT 276502401	189,170.93	
102012	CASH IPTIP/FOA 7139200161	13,923.79	
102014	CASH FED INVST TRUST(FIT)	1,216.89	
	TOTAL CASH	204,311.61	.00
119200	RECEIVABLE-MISC	100,000.00	
	TOTAL ACCOUNTS RECEIVABLE	100,000.00	.00
	TOTAL ASSETS	304,311.61	.00
700110	EXPENDITURE CONTROL		28,695.46
700120	REVENUE CONTROL		226,424.50
700150	EXP. BUDGET CONTROL		150,000.00
700160	REV. BUDGET CONTROL	173,000.00	
700170	BUDGET FUND BALANCE		23,000.00
	TOTAL SYSTEM CONTROL	173,000.00	428,119.96
730000	FUND BALANCE-UNRESERVED		49,191.65
	TOTAL FUND EQUITY	.00	49,191.65
	TOTAL EQUITIES	173,000.00	477,311.61
	TOTAL LIBRARY CAPITAL PROJ FUND	477,311.61	477,311.61

10/05/01

CITY OF DES PLAINES
BALANCE SHEET

ACCOUNTING PERIOD: 9/01

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

FUND - 415 - FF & E - LIBRARY

ACCOUNT	TITLE	DEBITS	CREDITS
700150	EXP. BUDGET CONTROL		100,000.00
700170	BUDGET FUND BALANCE	100,000.00	
TOTAL SYSTEM CONTROL		100,000.00	100,000.00
TOTAL EQUITIES		100,000.00	100,000.00
TOTAL FF & E - LIBRARY		100,000.00	100,000.00
TOTAL REPORT		8,513,711.92	8,513,711.92

10/08/01
 ACCOUNTING PERIOD: 9/01

CITY OF DES PLAINES
 ORGANIZATION REVENUE STATUS

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

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	9,636.10	30,363.90	.24
810016	PROPERTY TAXES 1999	.00	.00	.00	20,849.83	-20,849.83	.00
810017	PROPERTY TAXES 2000	4,086,344.00	.00	.00	1,742,369.11	2,343,974.89	.43
TOTAL	PROPERTY TAXES	4,126,344.00	.00	.00	1,772,855.04	2,353,488.96	.43
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	4,219,332.00	.00	.00	1,865,843.04	2,353,488.96	.44
822040	STATE GRANT:PER CAPITA	65,000.00	.00	.00	65,947.57	-947.57	1.01
822080	STATE GRANT:LIBRARY TECH	.00	.00	.00	.00	.00	.00
822090	STATE GRANT:LIB CONSTRUCT	.00	-686.64	.00	14,237.11	-14,237.11	.00
822095	STATE GRANT:LIBRARY	.00	.00	.00	21,916.92	-21,916.92	.00
TOTAL	STATE GRANTS	65,000.00	-686.64	.00	102,101.60	-37,101.60	1.57
TOTAL	INTERGOVERNMENTAL REVENUE	65,000.00	-686.64	.00	102,101.60	-37,101.60	1.57
850102	LIBRARY FINES	100,000.00	5,698.09	.00	64,001.73	35,998.27	.64
TOTAL	FINES	100,000.00	5,698.09	.00	64,001.73	35,998.27	.64
850201	COPYING FEE	30,000.00	161.85	.00	5,981.72	24,018.28	.20
850215	SPECIAL PROGRAMS & EVENTS	15,000.00	7.54	.00	3,924.54	11,075.46	.26
TOTAL	FEEES AND SERVICES	45,000.00	169.39	.00	9,906.26	35,093.74	.22
TOTAL	FINES, FEEES, AND SERVICES	145,000.00	5,867.48	.00	73,907.99	71,092.01	.51
890010	INTEREST INCOME	10,000.00	.00	.00	39,059.14	-29,059.14	3.91
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	1,545.00	.00	15,664.06	-664.06	1.04
TOTAL	OTHER REVENUE	25,000.00	1,545.00	.00	54,723.20	-29,723.20	2.19
TOTAL	PUBLIC LIBRARY FUND	4,454,332.00	6,725.84	.00	2,096,575.83	2,357,756.17	.47
TOTAL	PUBLIC LIBRARY FUND	4,454,332.00	6,725.84	.00	2,096,575.83	2,357,756.17	.47

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10/08/01

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

PAGE 2

ACCOUNTING PERIOD: 9/01

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

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	.00	.00	.00	.00	.00	.00
822090	STATE GRANT:LIB CONSTRUCT	20,000.00	.00	.00	-25,000.00	45,000.00	-1.25
TOTAL	STATE GRANTS	20,000.00	.00	.00	-25,000.00	45,000.00	-1.25
TOTAL	INTERGOVERNMENTAL REVENUE	20,000.00	.00	.00	-25,000.00	45,000.00	-1.25
890010	INTEREST INCOME	3,000.00	.00	.00	1,424.50	1,575.50	.47
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
898902	TRANSFER FROM LIB FUND	150,000.00	.00	.00	150,000.00	.00	1.00
899920	LIBRARY DONATIONS	.00	.00	.00	100,000.00	-100,000.00	.00
899930	LIBRARY BUY-A-BRICK	.00	.00	.00	.00	.00	.00
TOTAL	OTHER REVENUE	153,000.00	.00	.00	251,424.50	-98,424.50	1.64
TOTAL	LIBRARY CAPITAL PROJ FUND	173,000.00	.00	.00	226,424.50	-53,424.50	1.31
TOTAL	LIBRARY CAPITAL PROJ FUND	173,000.00	.00	.00	226,424.50	-53,424.50	1.31

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10/08/01
ACCOUNTING PERIOD: 9/01

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

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

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		4,627,332.00	6,725.84	.00	2,323,000.33	2,304,331.67	.50

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10/08/01

ACCOUNTING PERIOD: 9/01

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

PAGE 1

SELECTION CRITERIA: expledgr.fund in ('201', '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	1,674,127.00	106,391.86	.00	1,020,241.43	653,885.57	.61
910200	TEMPORARY WAGES	635,842.00	40,907.83	.00	409,302.76	226,539.24	.64
910300	SUPERVISORY OVERTIME	.00	.00	.00	.00	.00	.00
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	348.92	151.08	.70
910500	VACATION PAY	.00	9,516.60	.00	78,390.24	-78,390.24	.00
910600	SICK PAY	.00	3,675.39	.00	28,854.67	-28,854.67	.00
910700	HOLIDAY PAY	.00	6,274.58	.00	29,180.66	-29,180.66	.00
910900	ACT/OUT OF CLASS/PREMIUM	500.00	.00	.00	.00	500.00	.00
910950	EXCESS SICK HRS PAY OUT	3,500.00	.00	.00	3,401.76	98.24	.97
918010	UNEMPLOYMENT COMPENSATION	1,012.00	253.00	.00	759.00	253.00	.75
918020	EMPLOYER CONTR-F.I.C.A.	169,465.00	12,629.58	.00	119,539.83	49,925.17	.71
918021	EMPLOYER CONTR-I.M.R.F.	142,301.00	11,253.30	.00	104,134.68	38,166.32	.73
918040	LIFE INS PREMIUMS	4,896.00	402.60	.00	3,519.61	1,376.39	.72
918050	MEDICAL INS PREMIUMS	218,452.00	13,437.78	.00	116,016.28	102,435.72	.53
918060	TUITION REIMBURSEMENTS	5,000.00	1,000.00	.00	1,069.50	3,930.50	.21
918070	WORKERS COMPENSATION	6,000.00	388.79	.00	3,699.42	2,300.58	.62
TOTAL	PERSONAL SERVICES	2,861,595.00	206,131.31	.00	1,918,458.76	943,136.24	.67
920100	LITIGATION & LEGAL FEES	.00	1,824.00	.00	3,423.50	-3,423.50	.00
920105	COSTS OF LITIGATION	.00	6.55	.00	31.70	-31.70	.00
920110	PROFESSIONAL CONSULTING	10,000.00	2,900.76	.00	16,132.21	-6,132.21	1.61
920120	COMMUNICATION SERVICES	50,000.00	546.26	.00	18,515.35	31,484.65	.37
920140	DATA PROCESSING SERVICES	85,000.00	6,812.56	.00	47,052.00	37,948.00	.55
920200	CONFERENCES	7,000.00	-1,182.02	.00	2,078.00	4,922.00	.30
920204	TRAINING	2,500.00	-5,287.91	.00	175.00	2,325.00	.07
920206	SEMINARS	2,500.00	-222.00	.00	1,543.00	957.00	.62
920210	IN-SERVICE TRAINING	2,000.00	4,950.00	.00	4,950.00	-2,950.00	2.48
920220	MEMBERSHIP DUES	4,500.00	230.00	.00	2,312.00	2,188.00	.51
920230	PUBLICATION OF NOTICES	2,000.00	.00	.00	1,591.69	408.31	.80
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	11,000.00	699.29	.00	5,974.25	5,025.75	.54
TOTAL	SUBSIDIES,REBATES,CONTRIB	11,000.00	699.29	.00	5,974.25	5,025.75	.54
920900	PROPERTY/LIAB CONTRIBUTIO	67,423.00	16,855.00	.00	50,565.00	16,858.00	.75
930010	R & M EQUIPMENT	52,600.00	6,045.10	.00	22,206.62	30,393.38	.42
930020	R & M BLDGS & STRUCTURES	20,000.00	1,527.00	.00	10,584.08	9,415.92	.53
930030	R & M VEHICLES	3,000.00	.00	.00	2,062.97	937.03	.69
930195	BOOK BINDING & REPAIR	3,000.00	583.45	.00	4,022.40	-1,022.40	1.34
930210	RENTAL OF EQUIPMENT	3,000.00	.00	.00	4,040.00	-1,040.00	1.35
930320	CLEANING:CUSTODIAL SERV	45,000.00	3,390.00	.00	31,967.50	13,032.50	.71
960070	AUTO/TRAVEL EXPENSES	5,500.00	.00	.00	3,861.40	1,638.60	.70
960210	SPECIAL EVENT PROGRAMMING	17,000.00	2,105.66	.00	13,404.78	3,595.22	.79

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10/08/01
 ACCOUNTING PERIOD: 9/01

CITY OF DES PLAINES
 ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expledgr.fund in ('201','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
960990	MISC CONTRACTUAL SVCS	70,000.00	4,409.48	.00	74,833.77	-4,833.77	1.07
TOTAL	CONTRACTUAL SERVICES	463,023.00	46,193.18	.00	321,327.22	141,695.78	.69
970100	SUPPLIES	70,000.00	5,017.75	.00	46,748.53	23,251.47	.67
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	31.10	.00	1,159.37	340.63	.77
970170	JANITORIAL	8,000.00	2,048.69	.00	10,034.06	-2,034.06	1.25
970200	COPYING/FAX SUPPLIES	1,000.00	.00	.00	2,197.05	-1,197.05	2.20
970260	POSTAGE AND PARCEL	13,200.00	1,968.22	.00	13,313.54	-113.54	1.01
970270	PRINTING-REPROD-BINDING	7,500.00	-1,550.51	.00	1,642.47	5,857.53	.22
970320	SUPPLIES: BLDG R/M	.00	.00	.00	.00	.00	.00
970330	SUPPLIES: VEHICLE R/M	.00	.00	.00	742.78	-742.78	.00
970600	BOOKS	493,000.00	34,654.84	.00	281,433.74	211,566.26	.57
970610	AUDIO MATERIALS	64,000.00	7,378.67	.00	41,581.67	22,418.33	.65
970620	SUBSCRIPTIONS & BOOKS	85,000.00	323.02	.00	24,784.14	60,215.86	.29
970630	VISUAL MATERIALS	65,000.00	2,277.71	.00	38,477.90	26,522.10	.59
970640	AUTOMATED REFERENCE MAT'L	87,000.00	3,797.75	.00	54,123.45	32,876.55	.62
970810	NATURAL GAS	19,000.00	.00	.00	25,647.45	-6,647.45	1.35
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	3,500.00	98.97	.00	502.38	2,997.62	.14
970850	GASOLINE	800.00	34.39	.00	190.96	609.04	.24
TOTAL	COMMODITIES	919,000.00	56,080.60	.00	542,579.49	376,420.51	.59
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	135,000.00	29,302.64	.00	46,425.34	88,574.66	.34
980410	COMPUTER HARDWARE	.00	.00	.00	65,315.54	-65,315.54	.00
980420	COMPUTER SOFTWARE	.00	59.95	.00	23,596.06	-23,596.06	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	5,000.00	.00	.00	5,611.31	-611.31	1.12
TOTAL	CAPITAL EXPENDITURES	140,000.00	29,362.59	.00	140,948.25	-948.25	1.01
990300	BANK/TRUST/AGENCY FEES	150.00	.00	.00	.00	150.00	.00
990900	TRANSFER TO DEBT SERVICE	.00	.00	.00	.00	.00	.00
990910	TRANS TO D/S:93 GO BOND	29,283.00	.00	.00	28,527.00	756.00	.97
TOTAL	DEBT SERVICE	29,433.00	.00	.00	28,527.00	906.00	.97
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

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CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

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ACCOUNTING PERIOD: 9/01

SELECTION CRITERIA: expdedgr.fund in ('201','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
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	4,613,051.00	337,767.68	.00	3,101,840.72	1,511,210.28	.67

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ACCOUNTING PERIOD: 9/01

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

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

FUND - 201 - PUBLIC LIBRARY FUND
FUNCTION - 400 - CIVIC & CULTURE
DEPARTMENT - 2120 - LIBRARY ACCUMULATION

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
980600	FURNITURE & FIXTURES	.00	.00	.00	.00	.00	.00
TOTAL	CAPITAL EXPENDITURES	.00	.00	.00	.00	.00	.00
TOTAL	LIBRARY ACCUMULATION	.00	.00	.00	.00	.00	.00

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ACCOUNTING PERIOD: 9/01

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expledgr.fund in ('201','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	.00	.00	.00	.00	.00	.00
920120	COMMUNICATION SERVICES	.00	.00	.00	.00	.00	.00
920140	DATA PROCESSING SERVICES	.00	.00	.00	.00	.00	.00
920202	CONFERENCES	5,000.00	3,260.02	.00	5,716.02	-716.02	1.14
920204	TRAINING	.00	5,462.91	.00	7,457.91	-7,457.91	.00
920206	SEMINARS	.00	920.00	.00	920.00	-920.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	2,985.38	-2,985.38	.00
960070	AUTO/TRAVEL EXPENSES	.00	.00	.00	.00	.00	.00
960210	SPECIAL EVENT PROGRAMMING	.00	.00	.00	.00	.00	.00
960990	MISC CONTRACTUAL SVCS	60,000.00	.00	.00	47,162.57	12,837.43	.79
TOTAL	CONTRACTUAL SERVICES	65,000.00	9,642.93	.00	64,241.88	758.12	.99
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
970270	PRINTING-REPROD-BINDING	.00	1,710.00	.00	1,710.00	-1,710.00	.00
TOTAL	COMMODITIES	.00	1,710.00	.00	1,710.00	-1,710.00	.00
980400	EQUIPMENT	.00	.00	.00	.00	.00	.00
980410	COMPUTER HARDWARE	.00	.00	.00	.00	.00	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
T	CAPITAL EXPENDITURES	.00	.00	.00	.00	.00	.00
TOTAL	IL LIBRARY PER CAP GRANT	65,000.00	11,352.93	.00	65,951.88	-951.88	1.01
TOTAL	CIVIC & CULTURE	4,678,051.00	349,120.61	.00	3,167,792.60	1,510,258.40	.68
TOTAL	PUBLIC LIBRARY FUND	4,678,051.00	349,120.61	.00	3,167,792.60	1,510,258.40	.68

10/08/01

CITY OF DES PLAINES
 ORGANIZATION EXPENDITURE STATUS

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

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	.00	1,059.66	.00	1,059.66	-1,059.66	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
960990	MISC CONTRACTUAL SVCS	.00	.00	.00	.00	.00	.00
TOTAL	CONTRACTUAL SERVICES	.00	1,059.66	.00	1,059.66	-1,059.66	.00
970100	SUPPLIES	.00	.00	.00	36.00	-36.00	.00
TOTAL	COMMODITIES	.00	.00	.00	36.00	-36.00	.00
980300	IMPROVEMENTS	.00	.00	.00	-104,194.62	104,194.62	.00
980400	EQUIPMENT	50,000.00	12,491.00	.00	59,174.78	-9,174.78	1.18
980420	COMPUTER SOFTWARE	50,000.00	.00	.00	.00	50,000.00	.00
980600	FURNITURE & FIXTURES	50,000.00	.00	.00	15,228.72	34,771.28	.30
TOTAL	CAPITAL EXPENDITURES	150,000.00	12,491.00	.00	-29,791.12	179,791.12	-.20
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	13,550.66	.00	-28,695.46	178,695.46	-.19
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	13,550.66	.00	-28,695.46	178,695.46	-.19

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

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	.00	.00	.00
920120	COMMUNICATION SERVICES	.00	.00	.00	.00	.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
930320	CLEANING:CUSTODIAL SERV	.00	.00	.00	.00	.00	.00
960990	MISC CONTRACTUAL SVCS	.00	.00	.00	.00	.00	.00
TOTAL	CONTRACTUAL SERVICES	.00	.00	.00	.00	.00	.00
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	.00	.00	.00	.00	.00	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	100,000.00	.00	.00	.00	100,000.00	.00
TOTAL	CAPITAL EXPENDITURES	100,000.00	.00	.00	.00	100,000.00	.00
TOTAL	FF & E - LIBRARY	100,000.00	.00	.00	.00	100,000.00	.00
TOTAL	FF & E - LIBRARY	100,000.00	.00	.00	.00	100,000.00	.00
TOTAL REPORT		4,928,051.00	362,671.27	.00	3,139,097.14	1,788,953.86	.64

3/23/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 8/01

SELECTION CRITERIA: payable.due_date='09/04/2001'

JND 01 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
01	822090	STATE GRANT:LIB CONSTRUCT	43806 NORTH SUBURBAN LIBRARY SY	REF GRANT	686.64
TOTAL PUBLIC LIBRARY FUND					686.64
110	920140	DATA PROCESSING SERVICES	09737 BAKER & TAYLOR	G17NS1259M	553.75
110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	• JULY 2001	3,854.42
110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	• JUNE 2001	1,850.64
110	920202	CONFERENCES	100541 PEGASUS COMMUNICATIONS IN	H MARINO	1,395.00
110	920204	TRAINING	43806 NORTH SUBURBAN LIBRARY SY	ATTACH	175.00
110	920206	SEMINARS	37429 DES PLAINES CHAMBER OF CO	ATTACHMENT	20.00
110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	ATTACH	30.00
110	920210	IN-SERVICE TRAINING	100260 COMPUTERLAND	• 84510	4,950.00
110	920220	MEMBERSHIP DUES	90809 THE VOLUNTEER CENTER		150.00
110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	SEPTEMBER 01	159.68
110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	SEPTEMBER 01	319.36
110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	SEPTEMBER 01	159.68
110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	SEPTEMBER 01	15.14
110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	SEPTEMBER 01	15.14
110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	SEPTEMBER 01	30.29
110	930010	R & M EQUIPMENT	00189 ANDERSON LOCK CO LTD	259303	92.00
110	930010	R & M EQUIPMENT	06789 CANON BUSINESS SOLUTIONS-	6565570	32.94
110	930010	R & M EQUIPMENT	08035 SCHINDLER ELEVATOR CORPOR	7150191165	467.98
110	930010	R & M EQUIPMENT	22498 FIRST SECURITY SYSTEMS, I	854549	620.16
110	930010	R & M EQUIPMENT	72106 COOPERATIVE COMPUTER SERV	• JULY 2001	3,227.97
110	930020	R & M BLDGS & STRUCTURES	04453 COMMERCIAL CARPET CLEANER	27963	450.00
110	930020	R & M BLDGS & STRUCTURES	100077 ACCESS TECHNOLOGIES	90536636	177.00
110	930020	R & M BLDGS & STRUCTURES	100515 SERVICE BUILDING MAINTENA	18379	900.00
110	930195	BOOK BINDING & REPAIR	05479 HOUCHEM BINDERY LTD	092107	583.45
110	960210	SPECIAL EVENT PROGRAMMING	100511 MOSAIC YARN STUDIO	9-26-01	50.00
110	960210	SPECIAL EVENT PROGRAMMING	100513 APPLE-A-DAY	9-19-01	215.00
110	960210	SPECIAL EVENT PROGRAMMING	100540 HOMER'S	08/05/01	713.75
110	960210	SPECIAL EVENT PROGRAMMING	58875 INGRAM LIBRARY SERVICES	75693391	116.48
110	960210	SPECIAL EVENT PROGRAMMING	87319 MID AMERICA CHARTER LINES	81832	605.60
110	960210	SPECIAL EVENT PROGRAMMING	98667 MARGARET BORRIS	REIMB	82.52
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1125055	1.35
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1119424	21.35
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1125784	6.15
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1128161	1.60
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1125058	1.35
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1128426	2.70
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1121913	1.35
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1125060	53.95
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1133745	5.65
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1132487	14.85
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1128425	19.20
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1125782	27.25
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1125786	10.80
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1125785	28.85
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1125783	1.35
110	960990	MISC CONTRACTUAL SVCS	08554 C. BERGER & COMPANY	54963	748.80
110	960990	MISC CONTRACTUAL SVCS	100078 US OFFICE SOLUTIONS INC	004994	937.62

8/23/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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ACCOUNTING PERIOD: 8/01

ELECTION CRITERIA: payable.due_date='09/04/2001'

UND 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
110	960990	MISC CONTRACTUAL SVCS	100245	RENTOKIL TROPICAL PLANT S	CH496777	85.56
110	960990	MISC CONTRACTUAL SVCS	100245	RENTOKIL TROPICAL PLANT S	CH496778	58.80
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007717165	20.60
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007762497	26.00
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007769798	36.30
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007756947	23.10
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007768986	25.80
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007769143	22.50
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007769349	13.70
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007735651	22.50
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007750280	16.30
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007716894	9.00
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007758547	25.40
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007732061	10.10
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007713017	35.70
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007728366	15.90
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	75781943	6.50
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	75826377	17.15
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	27JH212	-17.15
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	75850329	18.50
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	75781949	20.60
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	75781952	3.85
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	75781955	21.25
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	75781954	10.85
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	75661303	30.25
110	970100	SUPPLIES	09638	OFFICE DEPOT	135390892/1	26.18
110	970100	SUPPLIES	09638	OFFICE DEPOT	134666001/1	8.32
110	970100	SUPPLIES	09638	OFFICE DEPOT	135118530/1	748.57
110	970100	SUPPLIES	09638	OFFICE DEPOT	135390575/1	204.53
110	970100	SUPPLIES	09638	OFFICE DEPOT	134883036/1	10.40
110	970100	SUPPLIES	09638	OFFICE DEPOT	134568554/1	123.64
110	970100	SUPPLIES	09638	OFFICE DEPOT	135163730/1	340.70
110	970100	SUPPLIES	19714	GAYLORD BROS	115544	96.00
110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	413387	367.07
110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	418990	906.64
110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	006435	3.99
110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	006428	4.09
110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	004807	6.99
110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	004078	3.99
110	970110	MEALS (PRSNRS/WRKRS/VOLS)	43765	DOMINICKS FINER FOODS	009396	17.96
110	970110	MEALS (PRSNRS/WRKRS/VOLS)	43765	DOMINICKS FINER FOODS	000082	13.14
110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	093257-00	72.00
110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	093149-00	668.00
110	970170	JANITORIAL	01638	KINDER INDUSTRIAL SUPPLY	015878	75.78
110	970170	JANITORIAL	01638	KINDER INDUSTRIAL SUPPLY	016285	46.39
110	970170	JANITORIAL	02436	NORTHWEST ELECTRICAL SUPP	J10424	107.47
110	970170	JANITORIAL	08995	AIR FILTER ENGINEERS INC.	27914C-IN	488.00
110	970170	JANITORIAL	09761	JP GRAPHICS	4517	50.50
110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	5-896-15682	52.63
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1121913	9.00
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1125783	11.39

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CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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ACCOUNTING PERIOD: 8/01

ELECTION CRITERIA: payable.due_date='09/04/2001'

JND 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1125786	83.00
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1125785	131.88
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1125782	194.69
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1128425	71.76
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1125060	416.87
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1132487	95.83
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1133745	33.51
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1125058	9.57
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1128161	11.94
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1119424	98.88
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1128426	18.60
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1125784	32.83
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1125055	10.17
110	970600	BOOKS	07439	THE GALE GROUP	10873524	165.23
110	970600	BOOKS	07439	THE GALE GROUP	10878070	1,458.32
110	970600	BOOKS	07439	THE GALE GROUP	10888678	100.26
110	970600	BOOKS	07439	THE GALE GROUP	10890330	24.76
110	970600	BOOKS	07439	THE GALE GROUP	10868223	160.52
110	970600	BOOKS	07439	THE GALE GROUP	10850746	128.56
110	970600	BOOKS	07439	THE GALE GROUP	10875467	160.22
110	970600	BOOKS	07439	THE GALE GROUP	10872455	117.13
110	970600	BOOKS	07439	THE GALE GROUP	10887584	54.58
110	970600	BOOKS	07439	THE GALE GROUP	10864185	312.04
110	970600	BOOKS	07569	RUSSIAN HOUSE LTD.	141598	344.11
110	970600	BOOKS	07977	MITCHELL REPAIR INFORMATI	B04392870.2	76.00
110	970600	BOOKS	09638	OFFICE DEPOT	134817321/1	954.00
110	970600	BOOKS	100512	ESSENTIAL PUBLISHING, INC	1111	39.95
110	970600	BOOKS	100514	UNIVERSAL PUBLISHERS	ATTACH	24.90
110	970600	BOOKS	100516	SCHIFFER PUBLISHING, LTD.	444837	445.49
110	970600	BOOKS	100518	MODERN COOKING	1607	14.00
110	970600	BOOKS	10512	MERGENT FIS	23582	894.00
110	970600	BOOKS	19764	BRO-DART INC	199080	22.23
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	0000811729	-13.63
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007769142	566.99
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007803187	15.47
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007768985	1,199.22
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007758521	78.24
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007769797	465.93
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007762496	361.42
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007769348	246.29
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007802003	157.07
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3004648602	312.51
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007748452	19.00
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007758401	23.85
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007728365	417.75
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007762378	85.60
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007750279	407.22
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007747987	28.12
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3004625620	119.65
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007716893	189.57
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007756946	342.25

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CCOUNTING PERIOD: 8/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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ELECTION CRITERIA: payable.due_date='09/04/2001'

UND 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	320.35
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	1,084.70
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	45.91
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	294.56
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	335.58
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	378.57
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	78.14
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	24.66
110	970600	BOOKS	20361	BERNAN ASSOCIATES	79.00
110	970600	BOOKS	21432	AMERICAN LIBRARY ASSOCIAT	49.30
110	970600	BOOKS	21494	A.M. BEST CO.	680.95
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	131.74
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	6.39
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	8.32
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	27.30
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	13.65
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	56.97
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	13.08
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	41.01
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	11.37
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	8.94
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	7.66
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	8.63
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	160.65
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	27.30
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	28.44
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	12.54
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	29.58
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	14.22
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	4.47
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	14.22
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	15.93
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	28.44
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	28.50
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	18.05
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	22.74
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	28.44
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	54.04
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	92.71
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	3.83
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	24.27
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	34.41
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	13.65
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	165.92
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	42.66
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	8.32
110	970600	BOOKS	82668	POLONIA BOOK STORES	99.54
110	970600	BOOKS	99037	SBD SPANISH BOOK DIST.	198.54
110	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA	146.16
110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	10.35
110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	138.57

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CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 8/01

ELECTION CRITERIA: payable_due_date='09/04/2001'

UND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	M93951380	27.00
110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B40990340	431.22
110	970610	AUDIO MATERIALS	13617 BRILLIANCE CORPORATION	IN0127976	391.53
110	970610	AUDIO MATERIALS	13617 BRILLIANCE CORPORATION	IN0128814	60.93
110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	7-30-01-5	65.75
110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	7-30-01-3	115.41
110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	7-23-01-3	13.29
110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	7-30-01-1	434.37
110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	7-23-01-5	66.45
110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	7-23-01-1	209.85
110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	7-23-01-2	41.26
110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	4520333M	253.56
110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	4525660M	15.00
110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	1284765	232.80
110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	1299456	41.65
110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	1301757	254.40
110	970610	AUDIO MATERIALS	95603 LYRIC OPERA OF CHICAGO	ATTACH	598.90
110	970620	SUBSCRIPTIONS & BOOKS	19582 ARTTODAY.COM, INC.	040199	99.95
110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	2378G	116.18
110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	2378F	227.79
110	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R20604260	34.92
110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B40990360	18.73
110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B40974430	22.26
110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B40927660	580.72
110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B40927670	26.21
110	970640	AUTOMATED REFERENCE MAT'L	100517 MLNC	8802	40.00
110	970640	AUTOMATED REFERENCE MAT'L	100517 MLNC	8562	667.75
110	980400	EQUIPMENT	05124 CDW GOVERNMENT, INC.	EF77775	104.84
110	980400	EQUIPMENT	17924 CORPORATE CONCEPTS, INC.	004994	87.50
TOTAL LIBRARY SERVICES					51,101.39
TOTAL FUND					51,788.03

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CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='09/17/2001'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	918060	TUITION REIMBURSEMENTS	09975 KATHERINE RANK	REIMB	1,000.00
2110	920100	LITIGATION & LEGAL FEES	25529 KLEIN, THORPE AND JENKINS	1657-1	1,824.00
2110	920105	COSTS OF LITIGATION	25529 KLEIN, THORPE AND JENKINS	1657-1	6.55
2110	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	01471	69.41
2110	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	01473	30.55
2110	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	01472	300.80
2110	920110	PROFESSIONAL CONSULTING	13332 SIRICH GARDNER & CO. LLP	* 42454	2,500.00
2110	920120	COMMUNICATION SERVICES	71279 AMERITECH-ILLINOIS CABS	01158	104.71
2110	920120	COMMUNICATION SERVICES	71279 AMERITECH-ILLINOIS CABS	01188	101.19
2110	920120	COMMUNICATION SERVICES	71279 AMERITECH-ILLINOIS CABS	01127	-113.19
2110	920120	COMMUNICATION SERVICES	71279 AMERITECH-ILLINOIS CABS	01219	-36.36
2110	920140	DATA PROCESSING SERVICES	09737 BAKER & TAYLOR	H14NS1715M	553.75
2110	920202	CONFERENCES	06996 UW/MADISON	SALETNIK	208.00
2110	920202	CONFERENCES	06996 UW/MADISON	FARID	208.00
2110	920202	CONFERENCES	20127 ILLINOIS LIBRARY ASSOCIAT	ATTACH	267.00
2110	920206	SEMINARS	09606 ELA AREA PUBLIC LIBRARY	ATTACH	8.00
2110	920206	SEMINARS	37429 DES PLAINES CHAMBER OF CO	00491	20.00
2110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	ATTACH	75.00
2110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	ATTACH	20.00
2110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	SALETNIK	175.00
2110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	FARID	175.00
2110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	BRUSCA	175.00
2110	920220	MEMBERSHIP DUES	04713 LACONI	ATTACH	80.00
2110	930010	R & M EQUIPMENT	06789 CANON BUSINESS SOLUTIONS-	6570635	39.15
2110	930010	R & M EQUIPMENT	08371 EDWARDS ENGINEERING INC.	83834	85.00
2110	930010	R & M EQUIPMENT	22498 FIRST SECURITY SYSTEMS, I	954880	331.90
2110	930010	R & M EQUIPMENT	25660 ALARM DETECTION SYSTEMS,	SI-171959	118.00
2110	930010	R & M EQUIPMENT	53253 DISTINCTIVE BUSINESS PROD	437015	830.00
2110	930320	CLEANING/CUSTODIAL SERV	09536 CRYSTAL MGMT & MAINT SERV	* 9691	3,390.00
2110	960210	SPECIAL EVENT PROGRAMMING	09217 NATALIE B. NEWBERGER	10-16-01	225.00
2110	960210	SPECIAL EVENT PROGRAMMING	100561 ILLINOIS COALITION	10-11-01	50.00
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	015769	47.31
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1137443	4.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1137444	4.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1137442	9.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1128987	4.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1134755	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1136878	8.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1136333	19.95
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1138332	11.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1135616	4.30
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1134757	5.10
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1134759	.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1134756	5.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1135995	33.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1130193	40.05
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1136446	19.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1128988	10.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1137441	18.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1125057	8.55
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1136880	68.00

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CITY OF DES PLAINES

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ACCOUNTING PERIOD: 9/01

CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='09/17/2001'

FUND - 301 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1134758	4.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1119425	7.75
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1138331	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1131575	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1138615	19.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1129521	22.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1131574	5.10
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1131577	7.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1131573	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1131576	4.55
2110	960990	MISC CONTRACTUAL SVCS	08554	C. BERGER & COMPANY	55016	864.00
2110	960990	MISC CONTRACTUAL SVCS	10000	GIBSON	0049146-IN	196.25
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007807901	2.60
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007834811	20.20
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007796715	42.10
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007824196	44.40
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007780629	21.60
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007788527	23.90
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007784696	14.70
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007780782	15.90
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007789007	18.30
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007845825	17.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007845097	32.70
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007834811	20.20
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007807236	73.60
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007815671	45.40
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	76066267	11.70
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	76066271	11.20
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	76034218	15.95
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	76034214	5.90
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	76008931	31.80
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	76066277	15.80
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	75995782	18.40
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	75912325	24.15
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	75922046	24.60
2110	970100	SUPPLIES	04713	LACONI	ATTACH	45.00
2110	970100	SUPPLIES	09638	OFFICE DEPOT	136595049/1	442.60
2110	970100	SUPPLIES	09638	OFFICE DEPOT	136507734/1	191.52
2110	970100	SUPPLIES	09638	OFFICE DEPOT	135762902/1	105.12
2110	970100	SUPPLIES	09638	OFFICE DEPOT	136645837/1	96.25
2110	970100	SUPPLIES	09638	OFFICE DEPOT	135763051/1	31.42
2110	970100	SUPPLIES	09638	OFFICE DEPOT	136088655/1	155.56
2110	970100	SUPPLIES	09638	OFFICE DEPOT	135735570/1	-23.73
2110	970100	SUPPLIES	09638	OFFICE DEPOT	135705322/1	2.59
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	422994	361.70
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	415762	441.11
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	428342	124.68
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	088194	8.03
2110	970100	SUPPLIES	85048	G.NEIL DIRECT MAIL INCORP	5993527	184.79
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	094148-00	416.80
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	094148-01	123.75

RUN DATE 09/06/01 TIME 15:46:19

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

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09/06/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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ACCOUNTING PERIOD: 9/01

SELECTION CRITERIA: payable.due_date='09/17/2001'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970260	POSTAGE AND PARCEL	00933	POSTMASTER	2,000.00
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	28.36
2110	970270	PRINTING-REPROD-BINDING	05228	KASCO PRINTING	159.49
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	21.27
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	26.36
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	10.17
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	67.05
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	41.90
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	17.94
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	16.73
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	40.76
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	71.28
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	14.95
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	11.09
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	41.89
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	140.17
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	193.66
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	22.74
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	13.50
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	28.88
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	45.87
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	56.01
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	33.37
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	83.24
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	49.65
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	71.28
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	82.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	94.41
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	56.17
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	544.40
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	143.18
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	86.16
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	424.50
2110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	163.18
2110	970600	BOOKS	05032	ABINGDON PRESS	57.09
2110	970600	BOOKS	05884	LIBRARY VIDEO COMPANY	574.95
2110	970600	BOOKS	07439	THE GALE GROUP	23.16
2110	970600	BOOKS	07439	THE GALE GROUP	613.16
2110	970600	BOOKS	07439	THE GALE GROUP	23.16
2110	970600	BOOKS	07439	THE GALE GROUP	126.51
2110	970600	BOOKS	07439	THE GALE GROUP	23.96
2110	970600	BOOKS	07439	THE GALE GROUP	73.34
2110	970600	BOOKS	07439	THE GALE GROUP	444.16
2110	970600	BOOKS	07439	THE GALE GROUP	132.56
2110	970600	BOOKS	07439	THE GALE GROUP	150.36
2110	970600	BOOKS	07439	THE GALE GROUP	268.32
2110	970600	BOOKS	07439	THE GALE GROUP	20.00
2110	970600	BOOKS	07439	THE GALE GROUP	160.14
2110	970600	BOOKS	07439	THE GALE GROUP	137.76
2110	970600	BOOKS	07439	THE GALE GROUP	586.20
2110	970600	BOOKS	07439	THE GALE GROUP	263.16

RUN DATE 09/06/01 TIME 15:46:20

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

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09/06/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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ACCOUNTING PERIOD: 9/01

SELECTION CRITERIA: payable.due_date='09/17/2001'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	07439	THE GALE GROUP	10903580	44.17
2110	970600	BOOKS	07527	STAGE & SCREEN	73263346	43.68
2110	970600	BOOKS	07975	BAKER & TAYLOR ENTERTAINM	B490573DM	134.92
2110	970600	BOOKS	08789	UNIVERSITY PARK MEDIA	26421	44.90
2110	970600	BOOKS	100558	GLEIM PUBLICATIONS INCORP	99247527	107.80
2110	970600	BOOKS	100560	SOUTHFARM PRESS PUBLISHER	82512	33.00
2110	970600	BOOKS	100562	INTERNATIONAL BUSINESS DI	101332	217.00
2110	970600	BOOKS	12156	THOMSON LEARNING	41166709SO	29.29
2110	970600	BOOKS	12156	THOMSON LEARNING	41125080SO	29.29
2110	970600	BOOKS	16762	ABC-CLIO, INC.	B017535	72.23
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007864961	93.61
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007815670	991.18
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007845824	239.84
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3004705111	179.59
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007845096	761.29
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007895067	36.32
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007834810	339.94
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007825480	10.68
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007788526	389.08
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007872945	56.78
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007880810	37.97
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007807900	173.93
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007789006	313.73
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007879445	184.75
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007814678	5.94
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007823774	32.21
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007796714	602.43
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3004666514	546.18
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007815613	60.15
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007824195	1,084.50
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007887670	33.70
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007809192	99.85
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007840896	5.67
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007807235	1,661.58
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007784699	332.87
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3004681559	280.91
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007780628	449.08
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007780781	304.05
2110	970600	BOOKS	20361	BERNAN ASSOCIATES	I10001924	79.00
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76066275	28.50
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76066272	27.30
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75995784	92.55
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75995785	31.80
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76034219	75.05
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75995786	14.22
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75912324	197.98
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75922047	79.59
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76047547	5.11
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75922049	76.10
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75922048	57.96
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75922050	14.22

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CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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ACCOUNTING PERIOD: 9/01

SELECTION CRITERIA: payable.due_date='09/17/2001'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76008930	271.71
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75989122	13.99
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75912322	14.25
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75995783	10.21
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76034212	2.55
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75912323	8.30
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75995781	28.50
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76034216	43.90
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75995787	11.37
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76034213	47.79
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76034217	18.15
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76066278	3.83
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76066266	71.10
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76034215	3.52
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76066270	103.78
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76066274	13.08
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76066269	37.59
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76066268	14.79
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76066276	66.45
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75912320	14.22
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76066273	12.51
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	75912321	11.83
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	2CMB6651	-31.30
2110	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA	209610	187.38
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	MS4138450	67.50
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	8-23-01-3	70.64
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	8-13-01-1	307.06
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	8-23-01-5	50.36
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	8-13-01-5	39.17
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	8-13-01-2	12.59
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	8-23-01-1	144.78
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	8-13-01-3	64.34
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4536290M	10.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1311362	-125.60
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1300341	29.75
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1266030	1,407.20
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1311364	-49.60
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1310032	17.85
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1301349	1,792.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1301609	-195.20
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	831697	227.99
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	004854	-4.92
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	2378H	77.51
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	2411B	37.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	2378I	40.51
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R20377530	9.72
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R20952041	282.46
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R20952040	366.35
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R20738211	19.89
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R20738210	25.86
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R20952042	306.92

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CITY OF DES PLAINES

ACCOUNTING PERIOD: 9/01

CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='09/17/2001'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST.,	10903 84.68
2110	970640	AUTOMATED REFERENCE MAT'L	100557	FACTS ON FILE NEWS SERVIC	• 01037 2,095.00
2110	970640	AUTOMATED REFERENCE MAT'L	21822	HOOVER'S, INC.	54466 995.00
2110	970840	DIESEL	03031	AVALON PETROLEUM COMPANY	28967 47.78
2110	970840	DIESEL	03031	AVALON PETROLEUM COMPANY	28888 51.19
2110	970850	GASOLINE	03031	AVALON PETROLEUM COMPANY	352651 15.48
2110	970850	GASOLINE	03031	AVALON PETROLEUM COMPANY	353725 18.91
2110	980400	EQUIPMENT	100140	MIDWEST LIBRARY SYSTEMS	7-968 1,700.30
2110	980400	EQUIPMENT	100563	THREE M	• UM14341 25,100.00
2110	980400	EQUIPMENT	20177	DEMCO EDUCATIONAL CORP	431062 2,310.00
2110	980420	COMPUTER SOFTWARE	18306	BORDERS BOOKS MUSIC AND C	1962 34.95
TOTAL LIBRARY SERVICES					75,630.77
TOTAL FUND					75,630.77

1102

09/06/01

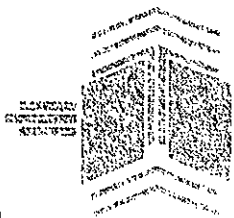
CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 9/01

SELECTION CRITERIA: payable.due_date='09/17/2001'

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ORGANIZATION	ACCOUNT	TITLE		VENDOR	PURCHASE OR INVOICE	AMOUNT
202	920110	PROFESSIONAL CONSULTING	06070	LOHAN ASSOCIATES	01548	36.99
202	920110	PROFESSIONAL CONSULTING	06070	LOHAN ASSOCIATES	01547	1,022.67
202	980400	EQUIPMENT	16920	XIBITZ INC.	• 504 DEPOSIT	6,245.50
202	980400	EQUIPMENT	16920	XIBITZ INC.	• BALANCE	6,245.50
TOTAL LIBRARY CAPITAL PROJ FUND						13,550.66
TOTAL FUND						13,550.66



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

V-F.1

- Progress Report
- Response Requested by _____
- Board Action Required 10-16-01 meeting

BOARD OF TRUSTEES
 Minutes of the Finance Committee Meeting
 October 2, 2001

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

Call to Order: 6:00 PM by Susan Burrows.

Sandra Norlin explained to the Committee that the City of Des Plaines has passed on the cost of premiums for the employee dental insurance to each city department and the library's cost for 2002 is \$15,400. This premium was previously paid for by interest earned in the medical trust fund, but interest rates have gone down and the cost of medical insurance has increased by about 19%. Sandra stated that funds could be allocated from the General Fund Balance to cover this expense.

The Committee discussed several options for incorporating this increase into the budget without increasing the total budget. The Committee also discussed increasing revenues by increasing fines and requiring a fee for meeting room use. Sandra Norlin stated that staff seminars and travel could be reduced for savings of approximately \$10,000.

The Committee consensus was that the FY2002 budget is responsible and will not increase the levy as requested by the Des Plaines City Council. The Committee also stated that there has been a 50% increase in usage at the library and the budget has only increased by 2.8%.

Susan Burrows reported that the City of Des Plaines has asked the library to pay for their own advertisements for open library positions that are placed in the newspaper.

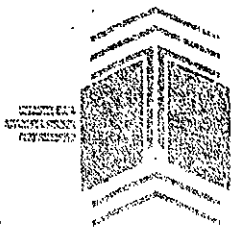
Sandra Norlin asked for Committee authorization to advertise for bids for the Maintenance and Repair Services for Computers, Printers and Network.

MOTION by Rhys Read, seconded by John Burke, to authorize Library Administrator, Sandra Norlin to advertise for bids for the Maintenance and Repair Services for Computers, Printers and Network. Vote: Ayes: All. Nays: None. MOTION CARRIED.

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

Meeting adjourned: 7:05pm

Minutes prepared by Carol Kidd.



Des Plaines Public Library

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V-F.2

- Progress Report
- Response Requested by _____
- Board Action Required _____

DES PLAINES PUBLIC LIBRARY BUILDING AND GROUNDS COMMITTEE REPORT

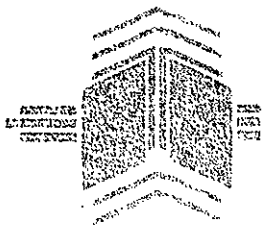
Eldon Burk met with Gary Valente on October 9, 2001 for an update on the building problems yet to be resolved. The following information came forth from Gary:

- Elevator update. We have signed a new maintenance contract with ThyssenKrupp (formerly Dover) for continual maintenance and repair of the elevators. Their price was much less than Schindler, the original contract holder, and they have expertise with our "cars" as well as six crews in the Des Plaines area. As of this time we have not experienced any problems with the elevators and have not needed their services since the contract was signed. There is still a concern about the elevator equipment room overheating during the cold weather. The overheating problem was resolved by bringing cold air from the A/C during the summer. This same air will be much warmer during the winter and may not accomplish the desired result. We won't know if the system will work for a month or two as the supplied air becomes warmer.
- The faulty A/C compressor has not been replaced.
- The installation of the make up heater for the boiler room has not been installed nor have the broken patio blocks under the chiller. Gary has not been given the boiler staging and sequencing control operational instruction.

Eldon notified the Mayor's Office as the Mayor was about to authorize a rather large payout to the contractor.

- Gary has purchased a power washer to be used to clean the bricks under the overhang of the building which will be our responsibility. The cost of purchase was \$200 less than the cost of hiring the pressure cleaning done by an outside source. The city will be responsible for all other areas of the plaza for cleaning, snow removal, trash removal, and maintaining the flowers and bushes.

Prepared by Eldon Burk, Chairman, Building and Grounds Committee.



Des Plaines Public Library

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V-F.3

- Progress Report
- Response Requested by _____
- Board Action Required _____

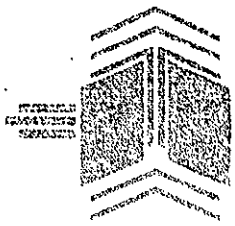
DES PLAINES PUBLIC LIBRARY MANAGEMENT COMMITTEE REPORT

Chair: William Grice

I was recently informed that I was appointed the Chair of the Management Committee. Additional members include Noreen Lake and Ellen Yearwood.

I will be out of town the week of October 14 , but have scheduled the next Management Committee meeting for Tuesday, October 30 at 5:30 PM.

Any management issues or concerns in my absence may be directed to Sandra Norlin.



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

V-F.6

- Progress Report
- Response Requested by _____
- Board Action Required _____

DES PLAINES PUBLIC LIBRARY FRIENDS COMMITTEE REPORT

Inara Brubaker - September, 2001

- Progress/Informational Report: *Friends of the Des Plaines Public Library*
- Fall (September) Book Sale net sales income \$6000.00.
- Shelf Book Sales: about \$480.00 in recent 50 day span (earns about \$10.00/day).
- Volunteers treated to a post sale pizza party.
- Voted to contribute \$8500.00 to the library's third floor art project, with the understanding that Support of the Friends to be acknowledged.
- Spring Book Sale: Friday, April 19, for Friends only;
 Saturday, April 20, open to the public;
 Sunday, April 21, open to the public.
 Donations accepted February 9.
- All Fall Books Sales to be held the third weekend in October
- All Spring Books Sales to be held in April, date to be selected annually.
- Friends funded Film Program began September 9.
- Gift funds in Janet Evan's memory to be used to reframe vintage picture of Des Plaines Public Library and to purchase art videos.
- **Next meeting: October 30, 7.00p.m.; need to have a board member attend – Inara Brubaker scheduled to be out of town.**



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

V-F.7

- Progress Report
- Response Requested by _____
- Board Action Required 10-16-01 meeting

BOARD OF TRUSTEES
 Minutes of the Art Committee Meeting
 October 2, 2001

Chair: John Ciborowski.
 Present: John Burke, Susan Burrows, John Ciborowski, Rhys Read, Eldon Burk,
 Hector Marino, Sandra Norlin, Martha Sloan, Carol Kidd, Patti
 Gilford, Christine Posinger.

Call to Order: 7:12 PM by John Ciborowski.

Patti Gilford of Patti Gilford Fine Arts presented to the Committee three options from Pae White for artwork for the third floor. Patti Gilford explained that the Committee would be asked to make recommendations for the color scheme and decide on the theme of the artwork. Patti then explained that she would present the recommendations to Pae White who would revise the artwork before the October 16, 2001 Board meeting. The artwork will be installed by the end of 2001.

The Committee reviewed the wall space on the third floor and made their recommendations to Patti. The Committee asked that third floor room signs and mouldings not interfere with the artwork. Eldon Burk asked if a clock could be incorporated into the artwork.

Meeting adjourned: 8:10 PM

Minutes prepared by Carol Kidd.

ADMINISTRATOR' REPORT

October 6, 2001

I. PERSONNEL

New employees for August/September are Bindu Soni, David Stone, and Mercedes Golarza as Page I; and Marianne Orme, Part-time Librarian I.

Sally Bennett, Page I, resigned, effective September 25.

II. STAFF DEVELOPMENT

The first session of "Project Welcome" was held on October 1 at Friendship Park Conservatory. All full-time Circulation Department staff, Martha Sloan and I attended. Linda Leahy and Mary Dewyer of Peopleworks facilitated the meeting. The goal of this meeting was to give Susan Farid, Martha, and I the opportunity to describe our vision for customer service at the library. The session ended with all of us taking the Myers-Briggs Type Indicator inventory. There will be two more follow-up meetings with the full staff, with consultations for Susan Farid between the sessions.

The Department Heads took a field trip to the Mexican Fine Arts Museum in Chicago on October 3. We received a back room tour of their expanded facilities and viewed their excellent exhibits, including their annual Day of the Dead exhibit. We will be exploring partnership arrangements with the museum.

III. PATRON SERVICES

Our increases in services in all areas of the library continue. I'd like to commend the following staff members for outstanding service during this past month. Martha Sloan and Margie Borris wrote three applications for Illinois State Library grants and were awarded all three. One grant is for staff development, one for developing attractive displays for books on the first floor, and one is a development grant to discover how the library can best serve its new neighbors, both condo residents and business owners. With the pending Project Next Generation Grant, the total monetary award is about \$32,000.

Veronica Schwartz and her Youth Services staff also deserve special recognition for their work in organizing and presenting the annual School Librarian's Tea. Veronica headed up the annual Breast Cancer Awareness drive, earning \$280 from staff contributions. You may have noticed donors wearing denim on October 5.

Margie Borris and Christine Posinger deserve our thanks for their successful efforts to plan an appropriate first anniversary celebration. Chris made arrangements for the entertainment and refreshments and Margie planned the Peace Pole Dedication, which was touching in its simplicity and pertinence. Martha Sloan oversaw the plans and preparations for this event.

Margie Borris is the producer of the power point presentation on the history of the Des Plaines Public Library. It will be broadcast on Channel 17.

Our new department, Readers' Services, submitted a Year in Review report, which points how many readers aides they have prepared (132), how many book discussions they conducted (14), how many displays were created, newsletter columns written, and special projects managed. This department has added to the enjoyment of literature, film, and music for over 40,000 library patrons this past year.

IV. OTHER ADMINISTRATIVE ACTIVITIES

I represented the library at weekly city department heads meetings, bi-weekly city council meetings, the Holiday Decorations Committee meeting, Library Cable Network Executive Committee meeting, Community Education Advisory Council, CCS Governing Board; conducted evaluations of staff who report to me; attended Finance and Art Committee meetings; the First Anniversary celebration, a meeting on Library Leadership at the State Library in Springfield; and taped a brief segment for Library Cable Network on the history of the library.

V-F.8

SEPTEMBER 2001 HOLDINGS

	Last Month	This Month	Change	Percent Change
Books	207,765	208,790	1025	0.5%
Audio	18,838	18,993	155	0.8%
Video	10,862	11,037	175	1.6%
Puzzles and Games	502	514	12	2.4%
Realia	232	232	0	0.0%
Pamphlets	1,337	1,337	0	0.0%
=====				
Total	239,536	240,903	1367	0.6%

**DES PLAINES PUBLIC LIBRARY
REGISTRATION SERVICES REPORT FOR SEPTEMBER 2001**

I. LIBRARY CARD REGISTRATION SERVICES

<u>Sept 2000</u>	<u>August 2001</u>	<u>Sept 2001</u>	<u>Year to Date 2000</u>	<u>Year to Date 2001</u>	<u>% Change</u>
1,024	895	909	5,566	7,241	30.1%
	A. New Registrations			388	
	B. Renewals			406	
	C. Non-Resident Cards			104	
	D. Off-line Library Cards			11	
	Total			909	

II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	164
2.	Number of Meeting Room Uses	46
3.	Voters Registered	0
4.	LAN Discs Sold (Year to Date - 2)	0
5.	Cab Cards	11
	Total	221

III. TOTAL NUMBER OF REGISTERED BORROWERS

September 2000	38,768	(72.5% of Population)
September 2001	38,221	(65.1% of Population)*

*The population for the City of Des Plaines increased from 53,414 to 58,720. (2000 Census Report)

**DES PLAINES PUBLIC LIBRARY
CIRCULATION SERVICES REPORT FOR SEPTEMBER 2001**

PATRON ATTENDANCE COUNT

<u>Sept 2000</u>	<u>August 2001</u>	<u>Sept 2001</u>	<u>Year to Date 2000</u>	<u>Year to Date 2001</u>	<u>% Change</u>
39,431	43,555	39,081	220,093	330,349	50.1%

**RECIPROCAL BORROWING
(Materials Lent)**

	Sept 2000	Sept 2001	% Change
NSLS	7,028	10,418	48.2%
OTHER SYSTEMS	1,854	2,408	29.9%
TOTAL	8,882	12,826	44.4%

INTERLIBRARY LOAN

Sent	1,065
Received	521

V-F.8

**DES PLAINES PUBLIC LIBRARY
CIRCULATION PATRON ASSISTANCE
SEPTEMBER 2001**

<u>Assistance/Service Desk</u>	<u>Number</u>	<u>Total</u>
1. Phone Calls Received	1,558	
2. Patron Renewals	1,545	
3. Patron Reserves Delivered	1,398	
4. Directional	2,526	
5. Account Inquiries	1,956	
6. Program Sign-up	276	
7. In Person Patron Assistance	1,913	
Total		11,172

Assistance/Switchboard

1. Phone Calls Answered		
Administration	181	
Adult Services	1,274	
Building/Security	68	
Circulation	1,671	
Community Services	35	
Public Information	85	
Technical Services	39	
Youth Services	321	
2. Delivery/Buzzer	89	
3. 2-Way Radio	102	
Total		3,865

GRAND TOTAL		15,037
-------------	--	--------

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

September 2001

				% Change
Total 2000 to Date:	515,743	Total 2001 to Date:	642,931	24.66%
September 2000	64,894	September 2001	67,356	3.79%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
	CHILDREN	2000	2001	2000	2001	2000
Non Fiction	4,073	4,431	726	639	4,799	5,070
Fiction	12,183	11,974	1,169	1,377	13,352	13,351
Foreign Language Non Fiction	60	72	14	8	74	80
Foreign Language Fiction	171	207	90	50	261	257
Periodicals	300	166	32	45	332	211
Compact Discs	524	646	54	22	578	668
Audio Cassettes	402	258	19	14	421	272
Audio Kits	366	330	66	60	432	390
Puzzles	291	280	42	63	333	343
Games	70	62	12	13	82	75
Audio Books	198	186	15	20	213	206
Video Fiction	2,514	2,502	409	507	2,923	3,009
Video Non Fiction	1,043	925	55	63	1,098	988
DVD	47	277	0	0	47	277
CD ROMs	752	592	3	1	755	593
SUB TOTAL	22,994	22,908	2,706	2,882	25,700	25,790
ADULT						
Non Fiction	9,258	9,216	220	168	9,478	9,384
Fiction	6,874	7,079	313	303	7,187	7,382
Large Type	820	1,000	165	147	985	1,147
Foreign Language Non Fiction	191	192	5	1	196	193
Foreign Language Fiction	409	583	1	3	410	586
High School Collection	216	315	3	8	219	323
Periodicals	2,011	1,891	131	163	2,142	2,054
Pamphlets	13	17	0	0	13	17
Compact Discs	5,783	5,986	409	415	6,192	6,401
Audio Cassettes	496	233	20	18	516	251
Puzzles	0	0	6	0	6	0
Pictures	46	41	0	0	46	41
Audio Books	1,696	1,730	36	43	1,732	1,773
CD ROMs	168	115	1	1	169	116
Video Fiction	6,281	5,791	377	448	6,658	6,239
Video Non Fiction	2,538	2,581	35	56	2,573	2,637
DVD	644	2,896	0	4	644	2,900
Misc. Formats	25	121	3	1	28	122
SUB TOTAL	37,469	39,787	1,725	1,779	39,194	41,566
GRAND TOTAL	60,463 *	62,695	4,431 *	4,661	64,894	67,356
Self Check	5,691	14,850	0	0	5,691	14,850

* In 2000, Main Library was closed 5 mornings @4.5 hrs. and Mobile Library was confined for .5 day.

DES PLAINES PUBLIC LIBRARY
USAGE STATISTICS FOR ONLINE REFERENCE PRODUCTS
September 2001

AncestryPlus	NA
BigChalk	17
Biography Resource Center	441
College Source Online	26
Contemporary Authors	16
Des Plaines Public Library Homepage	38,556
Encyclopedia Britannica Online	20
FACTS.com	NA
Facts On File	26
First Search	1,081
Grolier Online	NA
Health & Wellness Resource Center	28
Hoover's Online	NA
Info USA (American Business Disc & Phone Disc)	309
InfoTrac	1,190
Library Catalog (access via dialup, telnet, or remote)	70
NewsBank (Chicago Tribune)	117
News Illinois	3
NoveList	40
PoemFinder	30
ProQuest (Chicago Sun-Times, Daily Herald, New York Times, Wall Street Journal)	107*
Searchasaurus	4
Student Resource Center	417
What Do I Read Next?	9
World Book Encyclopedia	1,145
 Total Searches & Queries	 43,652

*Number of hits (number of searches not provided)

DES PLAINES PUBLIC LIBRARY
ADULT PATRON ASSISTANCE
SEPTEMBER 2001

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Computer	412	
2. Directional	960	
3. Informational	959	
4. Mechanical	245	
5. Tax Forms	10	
6. Instruction	38	
Total		2,624

Reference and Readers Services

1. Specific item request	3,268	
2. Ready reference	1,183	
3. In-Depth Reference	267	
4. Virtual Reference Desk	24	
5. Interlibrary Loan Requests	263	
6. Readers' Advisory	133	
7. Reserves	637	
Total		5,775

Sign Up

1. Internet	5,253	
2. Computer Lab	480	
3. Group Study Rooms	257	
4. Reading Edge	2	
Total		5,992

GRAND TOTAL 14,391

DES PLAINES PUBLIC LIBRARY
CHILDREN'S PATRON ASSISTANCE
SEPTEMBER 2001

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Computer Sign-up	1,497	
2. Program Sign-up	277	
3. Equipment Repair & Assistance	660	
4. Directional Questions	288	
5. ILL & Patron Holds	170	
Total		2,892
In-House Circulation		
1. Train Sets	1,118	
2. Chess/Checkers	87	
3. Periodicals	17	
4. Textbooks	22	
5. Reserve Books	159	
Total		1,403
Reference		
1. Specific Item Request	1,075	
2. Reference	1,030	
3. Reader's Advisory	194	
4. Referrals to Other Libraries	19	
5. Book Bag Request	12	
Total		2,330
GRAND TOTAL		6,625

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM SEPTEMBER 2001**

Times Used Attendance

Library Sponsored Adult Programs

Carol Stream Library Tour	1	12
Circulation Clerks Meeting	1	7
Cooking With Herbs	1	35
Friends of the Library Book Sale	3	1,000
Friends of the Library	1	17
Harry Potter Book Discussion	1	12
Knitting: Just Get Me Started	1	19
Library Cable Network Executive Meeting	1	7
Lighthouse Legends	1	17
New Library First Anniversary	1	500
Page Meeting	2	30
Pere Jacques Graview	1	24
Reaching Forward	1	21
Style Meeting	1	6
Sunday Afternoon Movies	1	32
Tax Relief Seminar	1	15
Technology Meeting	1	5
Tuesday Morning Book Discussion	1	20
Work Analysis Team	2	12
Total	23	1,791

Outside Community Groups

AAUW	1	6
Des Plaines Art Council	1	8
Des Plaines Art Guild	2	10
Des Plaines Home School Support Group	1	15
Diabetic Support Group	1	8
DuPage Figure Skating	1	15
Kiwanis Club of Des Plaines	1	15
Moms on the Move	1	20
Park Place Condominium Association	1	30
Romance Writers	1	25
Soft Bodies Doll Club	1	24
Total	12	176

V-F.8

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM SEPTEMBER 2001**

Other

Library Board Meeting	1	17
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Total	1	17
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Library Sponsored Children's Programs

Bright Start Baby Book Times	18	427
------------------------------	----	-----

Cumberland School Tour	2	19
------------------------	---	----

LIGHT (Teen Advisory Group)	1	13
-----------------------------	---	----

Preschool Movies	4	57
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Spanish Movie	1	8
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Stories & More	2	18
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Storytime 2 - 5 Year Olds	6	88
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Storytime 3 - 5 Year Olds	16	124
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Thomas Jefferson Charter School Tour	1	8
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Total	51	762
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Literacy Program

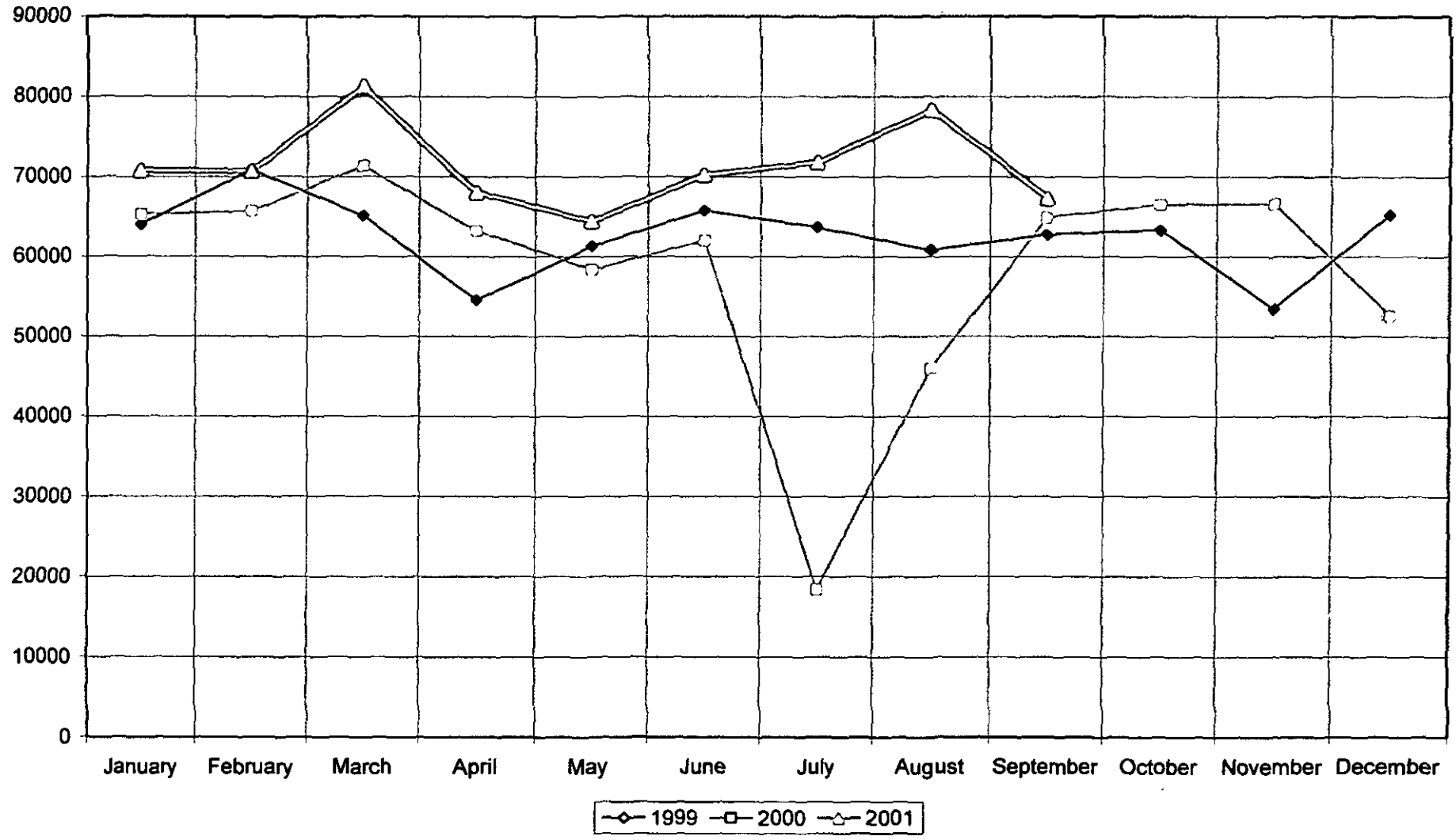
Learn to Read	16	456
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Grand Total	103	3,202
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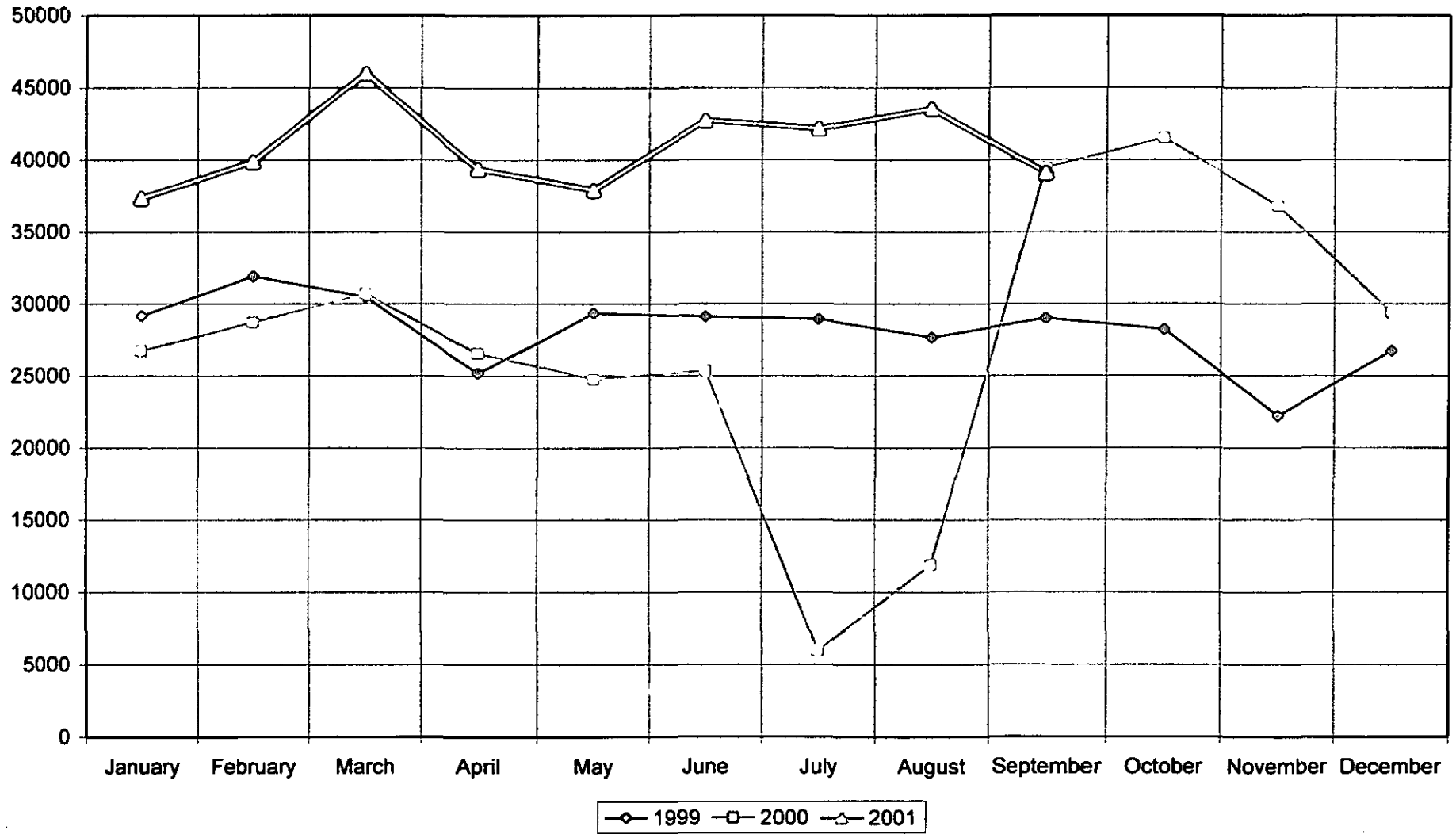
September Total = 41 groups involving 3,202 people.

2001 Year to Date Total 662 groups involving 27,922.

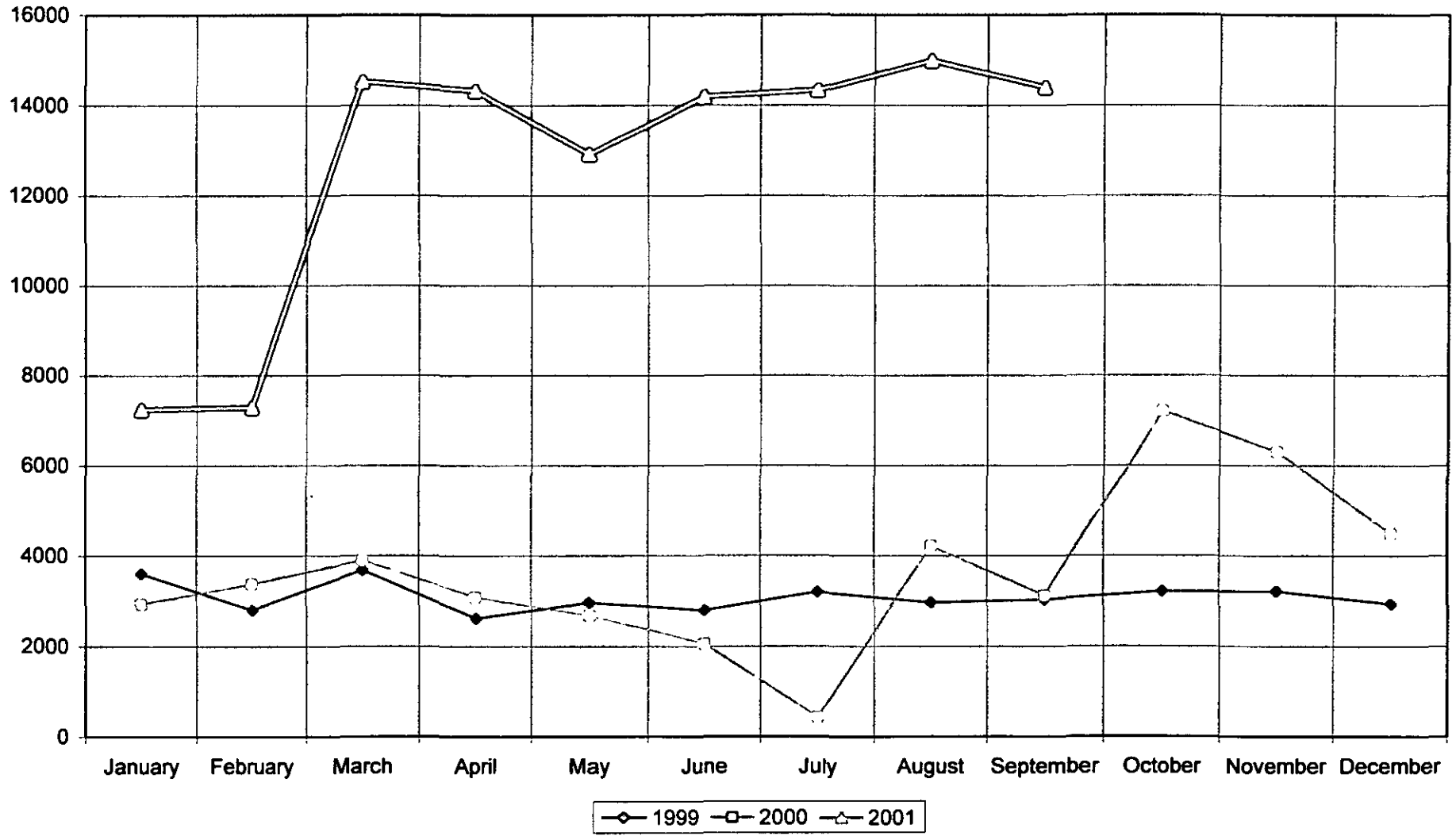
Circulation Statistics September 2001



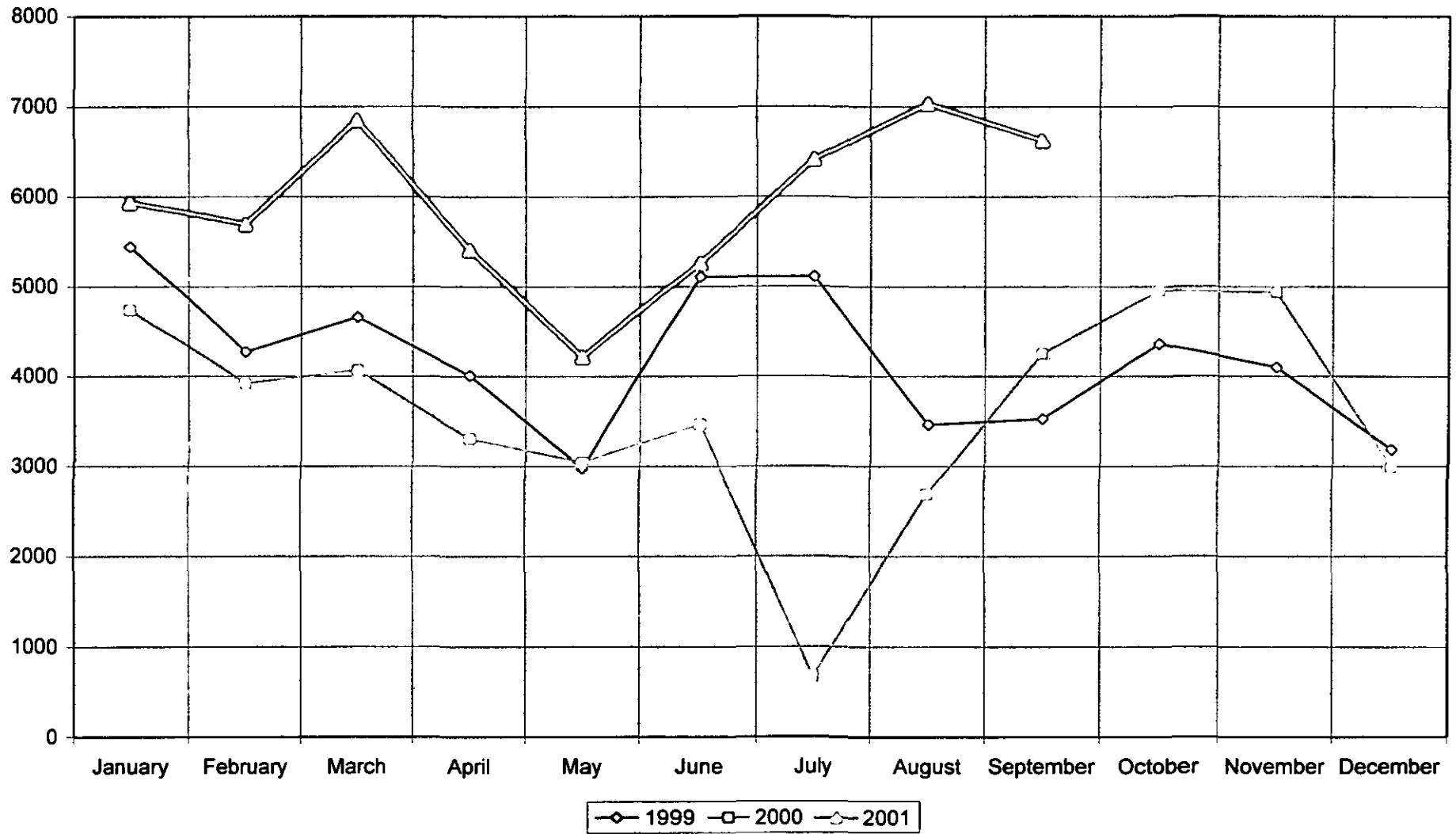
Patron Attendance September 2001



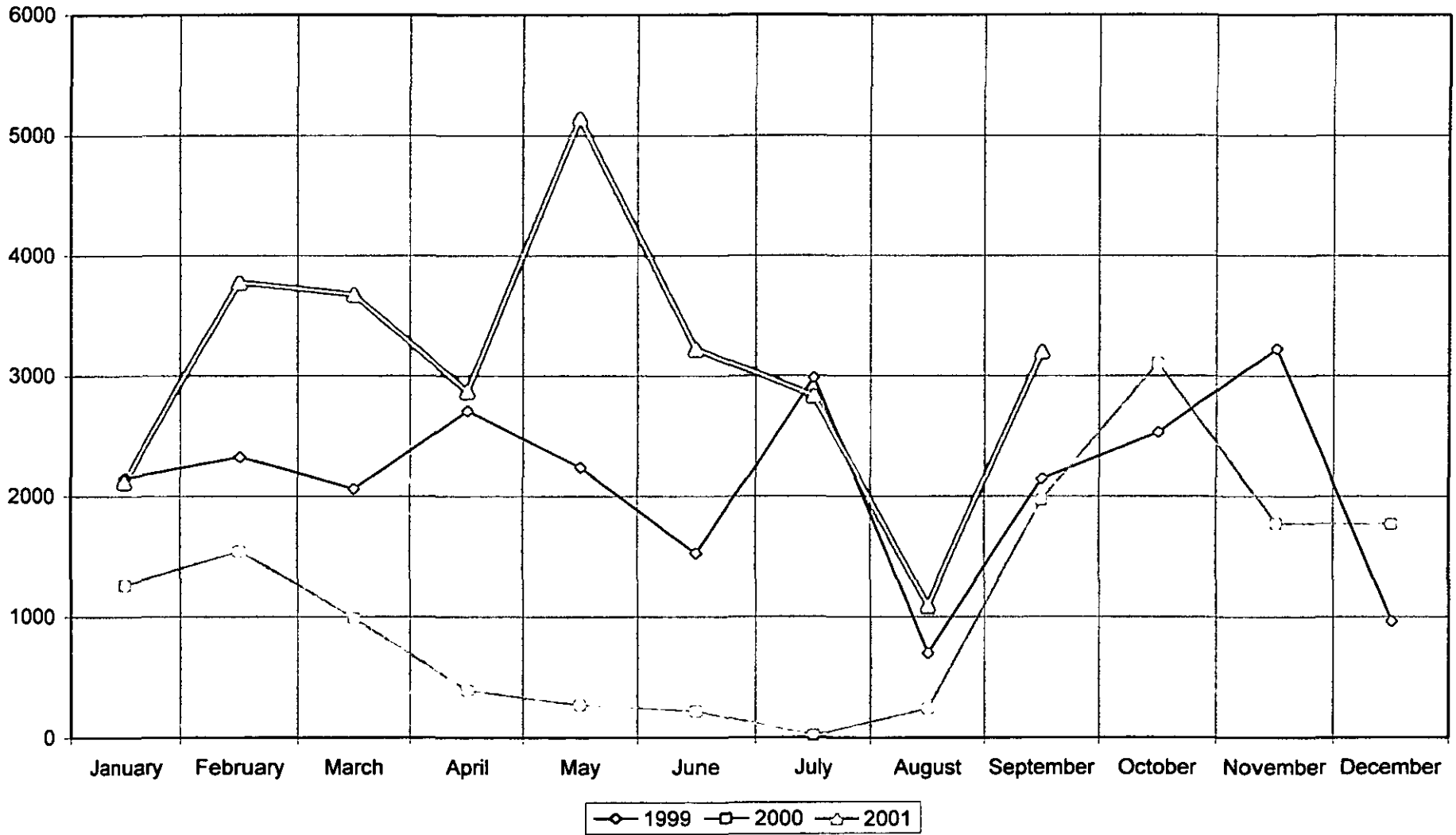
Adult Patron Assistance September 2001



Children's Patron Assistance September 2001



Meeting Room Attendance September 2001





**NORTH
SUBURBAN
LIBRARY
SYSTEM**

Sarah Ann Long
System Director

TO: NSLS Public Library Directors
FROM: Mary Witt, Assistant Director
DATE: 4 October 2001
RE: Revised RBP Semiannual Report

Board Packet
DIRECTOR

Attached is the REVISED Reciprocal Borrowing Semiannual Report for January through June 2001. If you are going to receive payment due to an RBP imbalance, that figure will appear in the last column of the report. Checks will be issued shortly.

We are issuing a revised copy because there was some confusion about what figures we needed in order to figure out which libraries would receive a reimbursement. Some libraries were unclear about what we were asking for when we requested their six-month circulation figure.

On July 1, 2000, the NSLS Board voted to change the reimbursement program. As a result, NSLS will only reimburse in those situations where a library loans more than their patrons borrow from other libraries and where the amount they loan is over 10% of their total circulation. The amount of reimbursement is 2 ½ cents for each item over the 10% threshold.

Since we issue reimbursements twice per year, we ask public libraries to enter their total circulation figures for January through June or July through December. This figure should include ALL loans the library made during that period, not just RBP loans.

Circulation managers will be prompted twice a year to enter this six-month figure after they log into SUSi, our membership database that includes a variety of statistical information and other important data about NSLS libraries. (SUSi is the place where Circ Managers currently enter RBP statistics each month.) Hopefully this will make things less confusing for everyone.

If you have any questions about the report or the formula we use to figure out reimbursements, please contact me at 847/459-1300, ext. 7144 or marywitt@nslsilus.org.

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

847/459-1300

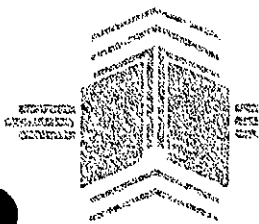
FAX 847/459-0380

01-1004-244

**Reciprocal Borrowing Program
Semiannual Report
Second Half of Year
2000-2001**

10/2/2001
11:49 AM

	Loans			Borrowings			6 month Circulation	RBP Imbalance	10% of 6Mo Circulation	RBP Items >10% of Circ	Cash Paid
	Jan-Mar	Apr-Jun	Total	Jan-Mar	Apr-Jun	Total					
Algonquin	9355	11642	20997	8013	9252	17265	183010	3732	18,301		
Antioch	1230	1692	2922	6408	7534	13942	110487		11,049		
Arlington Heights	9846	13522	23368	14513	19769	34282	708123		70,812		
Barrington	12662	17818	30280	26959	38234	65193	318480		31,848		
Cary	710	862	1572	7986	11409	19395	114536		11,454		
Cook Memorial	28024	35082	63106	37491	49900	87391	505090		50,509		
Crystal Lake	8444	10863	19307	1923	2570	4493	310075	14814	31,008		
Deerfield	5215	6914	12129	6197	8672	14869	16577		1,658		
Des Plaines	22191	32888	55079	7871	10313	18184	421299	36895	42,130		
Dundee	1699	2397	4096	11379	13854	25233	130538		13,054		
Ela	17027	24465	41492	8295	11156	19451	355664	22041	35,566		
Elk Grove	4654	6370	11024	3319	3595	6914	336513	4110	33,651		
Evanston	7033	9671	16704	16742	24989	41731	443505		44,351		
Fox Lake	894	1291	2185	7298	10458	17756	44411		4,441		
Fox River Grove	270	627	897	2639	3598	6237	22853		2,285		
Fremont	9770	14851	24621	16972	21002	37974	240024		24,002		
Gail Borden	1646	1880	3526	6817	8893	15710	482528		48,253		
Glencoe	4747	6534	11281	2583	3499	6082	84348	5199	8,435		
Glenview	15081	20821	35902	10014	13862	23876	373600	12026	37,360		
Grayslake	9032	11907	20939	10483	12613	23096	169609		16,961		
Highland Park	7335	10417	17752	5693	7949	13642	277717	4110	27,772		
Highwood	901	1381	2282	2018	2832	4850	2722		272		
Huntley	2663	2268	4931	2252	3195	5447	123235		12,324		
Indian Trails	15341	19448	34789	27863	37905	65768	322038		32,204		
Lake Bluff	683	986	1669	9853	13090	22943	33337		3,334		
Lake Forest	12281	16296	28557	3584	4577	8161	184793	20396	18,479	1,917	\$48
Lake Villa	16207	19824	36031	6503	9546	16049	296169	19982	29,617		
Lincolnwood	1632	2224	3856	5933	7417	13350	68108		6,811		
McHenry	1516	2722	4238	4863	6688	11551	119390		11,939		
McHenry-Nunda	180	126	306	1975	3018	4993	6455		646		
Morton Grove	14321	4807	19128	25594	23751	49345	23973		2,397		
Mt. Prospect	6294	8067	14361	10803	16422	27225	17145		1,715		
Niles	14646	19264	33910	23274	34727	58001	404696		40,470		
Northbrook	16292	21150	37442	5113	7393	12506	339823	24936	33,982		
North Chicago	287	428	715	4828	5286	9914	887		89		
Palatine	21190	29865	51055	18100	24988	43088	860701	7967	86,070		
Park Ridge	5764	8514	14278	8180	11213	19393	316708		31,671		
Prospect Heights	6415	9309	15724	8728	12081	20809	74717		7,472		
Rolling Meadows	7290	9645	16935	5845	7789	13634	202440	3301	20,244		
Round Lake	6326	8751	15077	6715	8175	14890	111662	187	11,166		
Schaumburg	32147	46881	79028	5646	8498	14144	975248	64884	97,525		
Skokie	24899	37964	62863	11135	13634	24769	617205	38094	61,721		
Vernon	52281	71527	123808	11155	14871	26026	477331	97782	47,733	50,049	\$1,251
Warren-Newport	20313	16983	37296	16486	20965	37451	494637		49,464		
Wauconda	9315	11780	21095	3384	4718	8102	172093	12993	17,209		
Waukegan	2353	4033	6386	19565	19615	39180	12928		1,293		
Wilmette	10782	14972	25754	9569	13362	22931	282559	2823	28,256		



Des Plaines Public Library

1501 Ellinwood Street

Des Plaines, IL 60016-4553

847.827.5551 phone

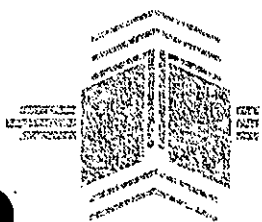
847.827.7974 fax

www.desplaines.lib.il.us

- Progress Report
- Response Requested by _____
- Board Action Required _____

DES PLAINES PUBLIC LIBRARY COMMITTEE REPORT

Chair:



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

- Progress Report
- Response Requested by _____
- Board Action Required _____

DES PLAINES PUBLIC LIBRARY COMMITTEE MEETING

Minutes of the _____

Date _____

Time called to order _____

Chair _____

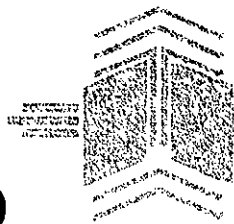
Attendee(s) _____

Action taken:

Adjourned _____

Minutes prepared by _____

10/28/81 AM 10:30



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, NOVEMBER 20, 2001

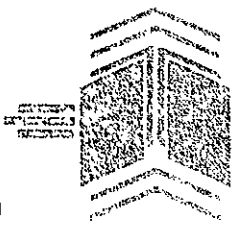
7:00 PM

Conference Room – Second Floor

Agenda:

- **Residents and Retailers Grant**
- **Poet Tree Corner – Design Approval**

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Des Plaines Public Library

1501 Ellinwood Street

Des Plaines, IL 60016-4553

847.827.5551 phone

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DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

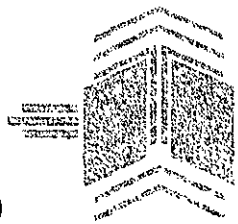
Agenda for the Regular Meeting
November 20, 2001 7:00 PM

- I. Call to Order. (7:00 PM)
- II. Consideration of the Agenda.
- III. Public Comments and Questions.
- IV. City Council Community Services Committee – Rosemary Argus.
- V. Consent Agenda.
 - A. Approval of the Minutes of the Regular Board Meeting – October 16, 2001.
 - B. Acceptance of Financial Reports for October, 2001.
 - C. Approval of Library Expenditures.
 1. Warrant Register – October 1, 2001 - \$31,010.36.
 2. Warrant Register – October 15, 2001 - \$65,504.33.
 3. Salaries – October 4, 2001 - \$84,550.61.
 4. Salaries – October 18, 2001 - \$86,620.93.
 5. Transfer Entry – Gasoline and Diesel Fuel - \$86.15.
 - D. Approval of Project Next Generation Grant.
 - E. Acceptance of Committee Reports.
 1. Finance Committee – Susan Burrows.
 2. Building and Grounds Committee – Eldon Burk.
 3. Management Committee – William Grice.
 4. System Membership – Eldon Burk.
 5. Friends of the Library – Inara Brubaker.
 6. Administrator's Report – Sandra Norlin.
 7. Foundation Advisory Committee Report – Susan Burrows.
 - F. Expenditure for Annual EBSCO Subscription Services - \$31,287.27.

- VI. New Business. (7:30 PM)
 - A. Approval of Residents and Retailer Grant. (Action Item)
 - B. Request for Funding the Poet Tree Corner. (Action Item)
 - C. Approval of Skyline Design proposal for Poet Tree Corner. (Action Item)
 - D. Assignment of Administrator Review Committee.
 - E. Award Bid for Maintenance & Repair Services for Computers, Printers and Network. (Action Item)

- VII. Announcements.

- VIII. Adjournment. (8:30 PM)



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V.A

BOARD OF TRUSTEES
Minutes of the Regular Meeting
October 16, 2001

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, October 16, 2001. President John Ciborowski called the meeting to order at 6:59 PM.

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

Members Absent: William Grice, Ellen Yearwood.

Also Present: Administrator Sandra Norlin, Carol Kidd, Martha Sloan, Hector Marino, Sue D'Hondt, Lila Small, Ralph Minnis, Mary Minnis, Wally Meyer.

Susan Burrows asked that E. Approval of Revised FY2002 Budget to Include the Expenditures for Dental Insurance – Personal Services [918055] - \$15,190.00 be removed from the Consent Agenda.

MOTION by Inara Brubaker, seconded by Eldon Burk, to amend the agenda by adding under VI. New Business. D. Approval of Annual Subscription for Student Resource Center Silver and Biographical Resource Center. E. Brick Placement in Library Plaza. F. Procedures for Handling Suspicious Substances. G. Bake Sale Request for Not for Profit Group. H. Commendation Letters. Vote: Ayes: All. Nays: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Rosemary Argus.

Alderman Argus absent. No report.

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CONSENT AGENDA

MOTION by Eldon Burk, seconded by John Burke, to approve the Minutes of the regular Board Meeting of September 18, 2001, as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

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

1. Over the Counter Receipts	\$ 8,944.64
2. Petty Cash Expenditures	\$ 58.40
3. Budget Expenditures for September	\$ 362,671.27
4. Expenditures Year to Date	\$3,139,097.14
5. Revenue for September	\$ 6,725.84
6. Revenue Year to Date	\$2,323,000.33

MOTION by Eldon Burk, seconded by John Burke, to be approved, subject to audit, expenditures authorized by the Library Administrator and Board Representatives for library Warrant Registers as follows:

September 04, 2001	\$ 51,788.03
September 17, 2001	\$ 89,181.43
Total	\$ 140,969.46

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

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

September 06, 2001	\$ 82,755.16
September 20, 2001	\$ 84,011.10
Total	\$ 166,766.26

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

MOTION BY Eldon Burk, seconded by John Burke, to be approved, subject to audit, transfer entries to the Library account in September 2001 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (September)	\$ 133.36
Total	\$ 133.36

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

MOTION by Eldon Burk, seconded by John Burke, to authorize Library Administrator, Sandra Norlin, to advertise for Bids for Maintenance & Repair Services for Computers, Printers and Network. Vote: Ayes: All. Nays: None. MOTION CARRIED.

ADMINISTRATOR' REPORT

New employees for August/September are Bindu Soni, David Stone, and Mercedes Golarza as Page I; and Marianne Orme, Part-time Librarian I.

Sally Bennett, Page I, resigned, effective September 25.

The first session of "Project Welcome" was held on October 1 at Friendship Park Conservatory. All full-time Circulation Department staff, Martha Sloan and I attended. Linda Leahy and Mary Dewyer of Peopleworks facilitated the meeting. The goal of this meeting was to give Susan Farid, Martha, and I the opportunity to describe our vision for customer service at the library. The session ended with all of us taking the Myers-Briggs Type Indicator inventory. There will be two more follow-up meetings with the full staff, with consultations for Susan Farid between the sessions.

The Department Heads took a field trip to the Mexican Fine Arts Museum in Chicago on October 3. We received a back room tour of their expanded facilities and viewed their excellent exhibits, including their annual Day of the Dead exhibit. We will be exploring partnership arrangements with the museum.

Our increases in services in all areas of the library continue. I'd like to commend the following staff members for outstanding service during this past month. Martha Sloan and Margie Borris wrote three applications for Illinois State Library grants and were awarded all three. One grant is for staff development, one for developing attractive displays for books on the first floor, and one is a development grant to discover how the library can best serve its new neighbors, both condo residents and business owners. With the pending Project Next Generation Grant, the total monetary award is about \$32,000.

Veronica Schwartz and her Youth Services staff also deserve special recognition for their work in organizing and presenting the annual School Librarian's Tea. Veronica headed up the annual Breast Cancer Awareness drive, earning \$220 from staff contributions. You may have noticed donors wearing denim on October 5.

Margie Borris and Christine Posinger deserve our thanks for their successful efforts to plan an appropriate first anniversary celebration. Chris made arrangements for

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the entertainment and refreshments and Margie planned the Peace Pole Dedication, which was touching in its simplicity and pertinence. Martha Sloan oversaw the plans and preparations for this event.

Margie Borris is the producer of the power point presentation on the history of the Des Plaines Public Library. It will be broadcast on Channel 17.

Our new department, Readers' Services, submitted a Year in Review report, which points how many readers aides they have prepared (132), how many book discussions they conducted (14), how many displays were created, newsletter columns written, and special projects managed. This department has added to the enjoyment of literature, film, and music for over 40,000 library patrons this past year.

I represented the library at weekly city department heads meetings, bi-weekly city council meetings, the Holiday Decorations Committee meeting, Library Cable Network Executive Committee meeting, Community Education Advisory Council, CCS Governing Board; conducted evaluations of staff who report to me; attended Finance and Art Committee meetings; the First Anniversary celebration, a meeting on Library Leadership at the State Library in Springfield; and taped a brief segment for Library Cable Network on the history of the library.

FINANCE COMMITTEE – Susan Burrows.

Susan Burrows reported that the library has a stable revenue source and the proposed FY2002 library budget will not increase the property tax levy. Susan reported a 50% increase in usage at the library and stated that the need for library services and materials will continue to grow.

Susan Burrows reported that the City of Des Plaines has passed on the cost of premiums for the employee dental insurance to each city department and the library's cost for 2002 is \$15,400. Susan stated that the funds will be allocated from the General Fund Balance.

MOTION by Committee to approve the addition of employee dental insurance premiums to the library FY2002 budget in the amount of \$15,400 and that the funds be allocated from the General Fund Balance. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Lake, Read. NAYS: None. MOTION CARRIED.

The next budget meeting will be at the City of Des Plaines on November 14, 2001.

NEW BUSINESS

John Burke will attend the November 5 City Council meeting, Rhys Read the

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November 19 meeting, Inara Brubaker the December 3 meeting and Eldon Burk the December 17 meeting.

Sandra Norlin reported that the library is waiting for pricing and a demonstration from Marc Pilipuf and Gibson Electric for lighting the atrium sculpture. Eldon Burk asked if an estimate had been requested from Juno Lighting and Sandra Norlin responded an estimate had been received, but that Juno Lighting does not offer the type of lighting the artist is recommending.

Sandra Norlin distributed copies of Pae White's revised drawing for the third floor artwork. Sandra explained that the colors in the completed artwork will be more intense and that the whimsical faces are Pae's trademark. Susan Burrows stated that the artwork will not incorporate the entire south wall. Eldon Burk stated that he and the Art Committee were not aware that the artwork would not be continuous across the wall.

President Ciborowski thanked the Friends of the Library for their generous contribution of \$8,500.00 for the installation of the third floor artwork. John Ciborowski reported that the library owns the copyright to the Pae White design and will be able to have additional fundraisers that could include postcards and stationery.

Eldon Burk asked if the artwork would be installed by January 2002 and Sandra Norlin responded yes. Eldon proposed a library celebration for the unveiling of the artwork and Sandra Norlin proposed a Saturday evening celebration/fundraiser.

Ralph Minnis asked what kind of medium was being used for the artwork and John Ciborowski responded a very durable vinyl film that is colorfast.

MOTION by Committee to approve the final design from Pae White for the third floor artwork. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by John Burke to approve payment in the amount of \$13,518.75 to Proquest Information and Learning for annual microfilm subscription for the Chicago Tribune and New York Times. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Lake, Read. NAYS: None. MOTION CARRIED.

Susan Burrows stated that the payment to Proquest is a budgeted item. Rhys Read asked if there was an alternative to the microfilming and Sandra Norlin replied that the library has all forms of medium, but that microfilm gives complete and full images. Sandra also stated that microfilm is still a credible source of storing data.

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MOTION by Susan Burrows, seconded by John Burke, to approve payment in the amount of \$8,351.00 to the Gale Group for subscriptions for Student Resource Center Silver and Biographical Resource Center. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Lake, Read. NAYS: None. MOTION CARRIED.

Rhys Read asked if this subscription was a budgeted expense and Susan Burrows responded yes.

Noreen Lake asked if 52 of the engraved bricks could be turned around so that the viewing of these bricks would be easier. Noreen explained that when sitting on the benches in front of the library, certain bricks could only be viewed upside down. Eldon Burk responded that the bricks were installed before the benches. This matter was referred to the Building and Grounds Committee for further discussion and a cost analysis.

Several handouts were distributed to the Board on procedures that library personnel should follow when opening suspicious letters or packages. This information has been provided to library staff to ensure a safe work environment. The Board asked Sandra Norlin to post a sign in the library lobby warning that anyone involved in a hoax will be prosecuted to the full extent of the law.

Sandra Norlin reported that she was asked if the library board would permit a bake sale to be held in a library meeting room by a not for profit group. The Board consensus was to deny the request because the request does not conform to the library's meeting room policy.

President Ciborowski asked that commendation letters be sent to Christine Posinger and Margie Borris for their organizational efforts in preparing the library for the First Year Anniversary Celebration. John Ciborowski also asked that Margie Borris receive a letter thanking her for the special library program she prepared on the history of the library. The Board consensus was to prepare and send the letters.

STAFF PRESENTATION – Roberta Johnson

Sandra Norlin introduced Roberta Johnson, Readers Services Librarian, in the Adult Services Department. Roberta demonstrated how iBistro will improve public access to our catalog. Roberta explained that the migration to SIRSI is completely on schedule and library staff will be trained on the new software.

Sandra Norlin commended Roberta Johnson on the wonderful job she has done with the SIRSI Migration.

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ANNOUNCEMENTS

President Ciborowski reported that the first installment of the Rotary Club donation of \$30,000 has been received in the amount of \$10,000. This donation will be used for the Heritage Reading Room which will be named in honor of the Rotary Club. John Ciborowski stated that Sandra Norlin is the President of the Rotary Club this year.

President Ciborowski also thanked the Friends of the Library for their generous donation of \$8,500 for the installation of the artwork for the third floor.

Noreen Lake reported that she attended a staff orientation and was very impressed with the professionalism of Sandra Norlin and the library staff.

Sandra Norlin reported that the final installment of the Live and Learn Construction Grant has been received in the amount of \$25,000.00.

The Management Committee will meet on Tuesday, October 30, 2001 at 5:30 PM and will discuss the new state law that provides for reciprocal library use statewide but prevents people from finding the cheapest library card available. Sandra stated that the Des Plaines Public Library could choose not to participate in the program.

The Finance Committee will meet on Monday, November 12, 2001 at 6:00 PM in preparation for the budget hearing on November 14, 2001.

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

The meeting adjourned at 8:15 PM.

Minutes prepared by Carol Kidd.

**DES PLAINES PUBLIC LIBRARY
OVER THE COUNTER RECEIPTS FOR THE MONTH OF OCTOBER 2001**

	October 2000	October 2001	2000 to Date	2001 to Date
Lost Materials	\$ 457.50	\$ 735.81	\$ 4,052.53	\$ 6082.38
Fines	\$ 5,256.17	\$ 5,099.86	\$57,891.42	\$ 61,961.97
Damage	\$ 101.73	\$ 56.00	\$ 681.31	\$ 849.45
Fees	\$ 1,074.64	\$ 487.04	\$ 5,408.61	\$ 7,065.12
Copies	\$ (-20.95)	\$ 97.55	\$ 9,842.36	\$ 7,091.61
Miscellaneous	\$ 8.90	\$ 56.00	\$ 914.08	\$ 970.08
Totals	\$ 6,877.99	\$ 6,532.26	\$78,790.31	\$ 84,020.61

PETTY CASH EXPENDITURES – October

970100	Supplies	12.00
970260	Postage	3.60
970260	Postage	4.20
Total		\$19.80

**DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR THE MONTH OF OCTOBER 2001**

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

1. Over the Counter Receipts	\$ 6,532.26
2. Petty Cash Expenditures	\$ 19.80
3. Budget Expenditures for October	\$ 308,910.45
4. Expenditures Year to Date	\$ 3,448,007.59
5. Revenue for October	\$ 31,095.96
6. Revenue Year to Date	\$ 2,354,764.04

Warrant Register

October 01, 2001	\$ 31,010.36
October 15, 2001	<u>\$ 65,504.33</u>
Total	\$ 96,514.69

Salaries

October 04, 2001	\$ 84,550.61
October 18, 2001	<u>\$ 86,620.93</u>
Total	\$ 171,171.54

Transfer Entry – Gasoline & Diesel

Gasoline and Diesel Fuel (October)	<u>\$ 86.15</u>
Total	\$ 86.15

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	187.00	
102008	CASH PB DEPOSIT 276502401		840,234.03
102012	CASH IPTIP/FOA 7139200161	54,292.78	
102014	CASH FED INVST TRUST(FIT)	702.16	
TOTAL CASH		55,681.94	840,234.03
104033	INVESTMENTS-DOWNING	35,426.73	
TOTAL INVESTMENTS		35,426.73	.00
TOTAL ASSETS		91,108.67	840,234.03
450030	ACCRUED LIAB-COMP ABSENCE		105,901.30
TOTAL ACCRUED LIABILITIES		.00	105,901.30
TOTAL CURRENT LIABILITIES		.00	105,901.30
TOTAL LIABILITIES		.00	105,901.30
700110	EXPENDITURE CONTROL	3,475,953.78	
700120	REVENUE CONTROL		2,102,910.76
700150	EXP. BUDGET CONTROL		4,678,051.00
700160	REV. BUDGET CONTROL	4,454,332.00	
700170	BUDGET FUND BALANCE	223,719.00	
TOTAL SYSTEM CONTROL		8,154,004.78	6,780,961.76
720010	FUND BAL-RESRV-GIFT TRUST		35,425.73
TOTAL FUND BALANCE-RESERVED		.00	35,425.73
730000	FUND BALANCE-UNRESERVED		482,590.63
TOTAL FUND EQUITY		.00	518,016.36
TOTAL EQUITIES		8,154,004.78	7,298,978.12
TOTAL PUBLIC LIBRARY FUND		8,245,113.45	8,245,113.45

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10/31/01

ACCOUNTING PERIOD: 10/01

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 276502401	213,754.14	
102012	CASH IPTIP/FOA 7139200161	14,017.35	
102014	CASH FED INVST TRUST(FIT)	1,219.63	
	TOTAL CASH	228,991.12	.00
119200	RECEIVABLE-MISC	100,000.00	
	TOTAL ACCOUNTS RECEIVABLE	100,000.00	.00
	TOTAL ASSETS	328,991.12	.00
700110	EXPENDITURE CONTROL		27,946.19
700120	REVENUE CONTROL		251,853.28
700150	EXP. BUDGET CONTROL		150,000.00
700160	REV. BUDGET CONTROL	173,000.00	
700170	BUDGET FUND BALANCE		23,000.00
	TOTAL SYSTEM CONTROL	173,000.00	452,799.47
730000	FUND BALANCE-UNRESERVED		49,191.65
	TOTAL FUND EQUITY	.00	49,191.65
	TOTAL EQUITIES	173,000.00	501,991.12
	TOTAL LIBRARY CAPITAL PROJ FUND	501,991.12	501,991.12

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10/31/01
ACCOUNTING PERIOD: 10/01

CITY OF DES PLAINES
BALANCE SHEET

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

FUND - 415 - FF & E - LIBRARY

ACCOUNT	TITLE	DEBITS	CREDITS
700150	EXP. BUDGET CONTROL		100,000.00
700170	BUDGET FUND BALANCE	100,000.00	
TOTAL SYSTEM CONTROL		100,000.00	100,000.00
TOTAL EQUITIES		100,000.00	100,000.00
TOTAL FF & E - LIBRARY		100,000.00	100,000.00
TOTAL REPORT		8,847,104.57	8,847,104.57

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11/02/01

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

PAGE 1

ACCOUNTING PERIOD: 10/01

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

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	9,636.10	30,363.90	.24
810016	PROPERTY TAXES 1999	.00	.00	.00	20,849.83	-20,849.83	.00
810017	PROPERTY TAXES 2000	4,086,344.00	.00	.00	1,742,369.11	2,343,974.89	.43
TOTAL	PROPERTY TAXES	4,126,344.00	.00	.00	1,772,855.04	2,353,488.96	.43
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	4,219,332.00	.00	.00	1,865,843.04	2,353,488.96	.44
822040	STATE GRANT:PER CAPITA	65,000.00	.00	.00	65,947.57	-947.57	1.01
822080	STATE GRANT:LIBRARY TECH	.00	.00	.00	.00	.00	.00
822090	STATE GRANT:LIB CONSTRUCT	.00	.00	.00	14,237.11	-14,237.11	.00
822095	STATE GRANT:LIBRARY	.00	.00	.00	21,916.92	-21,916.92	.00
TOTAL	STATE GRANTS	65,000.00	.00	.00	102,101.60	-37,101.60	1.57
TOTAL	INTERGOVERNMENTAL REVENUE	65,000.00	.00	.00	102,101.60	-37,101.60	1.57
850102	LIBRARY FINES	100,000.00	6,681.25	.00	70,682.98	29,317.02	.71
TOTAL	FINES	100,000.00	6,681.25	.00	70,682.98	29,317.02	.71
850201	COPYING FEE	30,000.00	1,114.52	.00	7,096.24	22,903.76	.24
850215	SPECIAL PROGRAMS & EVENTS	15,000.00	.00	.00	3,924.54	11,075.46	.26
TOTAL	FEES AND SERVICES	45,000.00	1,114.52	.00	11,020.78	33,979.22	.24
TOTAL	FINES, FEES, AND SERVICES	145,000.00	7,795.77	.00	81,703.76	63,296.24	.56
890010	INTEREST INCOME	10,000.00	.00	.00	39,424.10	-29,424.10	3.94
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	165.00	.00	15,829.06	-829.06	1.06
TOTAL	OTHER REVENUE	25,000.00	165.00	.00	55,253.16	-30,253.16	2.21
TOTAL	PUBLIC LIBRARY FUND	4,454,332.00	7,960.77	.00	2,104,901.56	2,349,430.44	.47
TOTAL	PUBLIC LIBRARY FUND	4,454,332.00	7,960.77	.00	2,104,901.56	2,349,430.44	.47

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11/02/01
 ACCOUNTING PERIOD: 10/01

CITY OF DES PLAINES
 ORGANIZATION REVENUE STATUS

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

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	.00	.00	.00	.00	.00	.00
822090	STATE GRANT:LIB CONSTRUCT	20,000.00	25,000.00	.00	.00	20,000.00	.00
TOTAL	STATE GRANTS	20,000.00	25,000.00	.00	.00	20,000.00	.00
TOTAL	INTERGOVERNMENTAL REVENUE	20,000.00	25,000.00	.00	.00	20,000.00	.00
890010	INTEREST INCOME	3,000.00	125.99	.00	1,853.28	1,146.72	.62
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
898902	TRANSFER FROM LIB FUND	150,000.00	.00	.00	150,000.00	.00	1.00
899920	LIBRARY DONATIONS	.00	.00	.00	100,000.00	-100,000.00	.00
899930	LIBRARY BUY-A-BRICK	.00	.00	.00	.00	.00	.00
TOTAL	OTHER REVENUE	153,000.00	125.99	.00	251,853.28	-98,853.28	1.65
TOTAL	LIBRARY CAPITAL PROJ FUND	173,000.00	25,125.99	.00	251,853.28	-78,853.28	1.46
TOTAL	LIBRARY CAPITAL PROJ FUND	173,000.00	25,125.99	.00	251,853.28	-78,853.28	1.46

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11/02/01

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

ACCOUNTING PERIOD: 10/01

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

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		4,627,332.00	33,086.76	.00	2,356,754.84	2,270,577.16	.51

11/02/01

11/02/01
ACCOUNTING PERIOD: 10/01

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expledgr.fund in ('201','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	1,674,127.00	113,425.60	.00	1,133,667.03	540,459.97	.68
910200	TEMPORARY WAGES	635,842.00	46,636.16	.00	455,938.92	179,903.08	.72
910300	SUPERVISORY OVERTIME	.00	.00	.00	.00	.00	.00
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	348.92	151.08	.70
910500	VACATION PAY	.00	6,041.69	.00	84,431.93	-84,431.93	.00
910600	SICK PAY	.00	4,890.70	.00	33,745.37	-33,745.37	.00
910700	HOLIDAY PAY	.00	177.39	.00	29,358.05	-29,358.05	.00
910900	ACT/OUT OF CLASS/PREMIUM	500.00	.00	.00	.00	500.00	.00
910950	EXCESS SICK HRS PAY OUT	3,500.00	.00	.00	3,401.76	98.24	.97
918010	UNEMPLOYMENT COMPENSATION	1,012.00	.00	.00	759.00	253.00	.75
918020	EMPLOYER CONTR-F.I.C.A.	169,465.00	12,958.59	.00	132,498.42	36,966.58	.78
918021	EMPLOYER CONTR-I.M.R.F.	142,301.00	11,364.14	.00	115,498.82	26,802.18	.81
918040	LIFE INS PREMIUMS	4,896.00	402.60	.00	3,922.21	973.79	.80
918050	MEDICAL INS PREMIUMS	218,452.00	13,541.64	.00	129,557.92	88,894.08	.59
918060	TUITION REIMBURSEMENTS	5,000.00	.00	.00	1,069.50	3,930.50	.21
918070	WORKERS COMPENSATION	6,000.00	403.46	.00	4,102.88	1,897.12	.68
TOTAL	PERSONAL SERVICES	2,861,595.00	209,841.97	.00	2,128,300.73	733,294.27	.74
920100	LITIGATION & LEGAL FEES	.00	.00	.00	3,423.50	-3,423.50	.00
920105	COSTS OF LITIGATION	.00	.00	.00	31.70	-31.70	.00
920110	PROFESSIONAL CONSULTING	10,000.00	900.00	.00	17,032.21	-7,032.21	1.70
920120	COMMUNICATION SERVICES	50,000.00	2,444.15	.00	20,959.50	29,040.50	.42
920140	DATA PROCESSING SERVICES	85,000.00	29,371.64	.00	76,423.64	8,576.36	.90
920202	CONFERENCES	7,000.00	.00	.00	2,078.00	4,922.00	.30
920204	TRAINING	2,500.00	.00	.00	175.00	2,325.00	.07
920206	SEMINARS	2,500.00	60.00	.00	1,603.00	897.00	.64
920210	IN-SERVICE TRAINING	2,000.00	70.52	.00	5,020.52	-3,020.52	2.51
920220	MEMBERSHIP DUES	4,500.00	910.00	.00	3,222.00	1,278.00	.72
920230	PUBLICATION OF NOTICES	2,000.00	.00	.00	1,591.69	408.31	.80
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	11,000.00	814.35	.00	6,788.60	4,211.40	.62
TOTAL	SUBSIDIES, REBATES, CONTRIB	11,000.00	814.35	.00	6,788.60	4,211.40	.62
920900	PROPERTY/LIAB CONTRIBUTIO	67,423.00	.00	.00	50,565.00	16,858.00	.75
930010	R & M EQUIPMENT	52,600.00	155.50	.00	22,362.12	30,237.88	.43
930020	R & M BLDGS & STRUCTURES	20,000.00	1,552.60	.00	12,136.68	7,863.32	.61
930030	R & M VEHICLES	3,000.00	.00	.00	2,062.97	937.03	.69
930195	BOOK BINDING & REPAIR	3,000.00	.00	.00	4,022.40	-1,022.40	1.34
930210	RENTAL OF EQUIPMENT	3,000.00	.00	.00	4,040.00	-1,040.00	1.35
930320	CLEANING:CUSTODIAL SERV	45,000.00	.00	.00	31,967.50	13,032.50	.71
960070	AUTO/TRAVEL EXPENSES	5,500.00	204.03	.00	4,065.43	1,434.57	.74
960210	SPECIAL EVENT PROGRAMMING	17,000.00	1,893.84	.00	15,298.62	1,701.38	.90

ACCOUNTING PERIOD: 10/01

ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expledgr.fund in ('201','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
960990	MISC CONTRACTUAL SVCS	70,000.00	7,832.42	.00	82,666.19	-12,666.19	1.18
TOTAL	CONTRACTUAL SERVICES	463,023.00	46,209.05	.00	367,536.27	95,486.73	.79
970100	SUPPLIES	70,000.00	2,123.09	.00	48,871.62	21,128.38	.70
970110	MEALS (PRSNRS/WRKRS/VOL&)	1,500.00	250.00	.00	1,409.37	90.63	.94
970170	JANITORIAL	8,000.00	532.86	.00	10,566.92	-2,566.92	1.32
970200	COPYING/FAX SUPPLIES	1,000.00	449.98	.00	2,647.03	-1,647.03	2.65
970260	POSTAGE AND PARCEL	13,200.00	126.64	.00	13,440.18	-240.18	1.02
970270	PRINTING-REPROD-BINDING	7,500.00	788.91	.00	2,431.38	5,068.62	.32
970320	SUPPLIES: BLDG R/M	.00	.00	.00	.00	.00	.00
970330	SUPPLIES: VEHICLE R/M	.00	319.60	.00	1,062.38	-1,062.38	.00
970600	BOOKS	493,000.00	34,444.02	.00	315,877.76	177,122.24	.64
970610	AUDIO MATERIALS	64,000.00	1,894.06	.00	43,475.73	20,524.27	.68
970620	SUBSCRIPTIONS & BOOKS	85,000.00	470.40	.00	25,254.54	59,745.46	.30
970630	VISUAL MATERIALS	65,000.00	4,916.49	.00	43,394.39	21,605.61	.67
970640	AUTOMATED REFERENCE MAT'L	87,000.00	.00	.00	54,123.45	32,876.55	.62
970810	NATURAL GAS	19,000.00	410.30	.00	26,057.75	-7,057.75	1.37
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	3,500.00	66.59	.00	568.97	2,931.03	.16
970850	GASOLINE	800.00	19.56	.00	210.52	589.48	.26
TOTAL	COMMODITIES	919,000.00	46,812.50	.00	589,391.99	329,608.01	.64
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	135,000.00	482.82	.00	46,908.16	88,091.84	.35
980410	COMPUTER HARDWARE	.00	44.84	.00	65,360.38	-65,360.38	.00
980420	COMPUTER SOFTWARE	.00	4,770.00	.00	28,366.06	-28,366.06	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	5,000.00	.00	.00	5,611.31	-611.31	1.12
TOTAL	CAPITAL EXPENDITURES	140,000.00	5,297.66	.00	146,245.91	-6,245.91	1.04
990300	BANK/TRUST/AGENCY FEES	150.00	.00	.00	.00	150.00	.00
990900	TRANSFER TO DEBT SERVICE	.00	.00	.00	.00	.00	.00
990910	TRANS TO D/S:93 GO BOND	29,283.00	.00	.00	28,527.00	756.00	.97
TOTAL	DEBT SERVICE	29,433.00	.00	.00	28,527.00	906.00	.97
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

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11/02/01

CITY OF DES PLAINES

ACCOUNTING PERIOD: 10/01

ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expledgr.fund in ('201','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
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	4,613,051.00	308,161.18	.00	3,410,001.90	1,203,049.10	.74

11/02/01

11/02/01

ACCOUNTING PERIOD: 10/01

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

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

FUND - 201 - PUBLIC LIBRARY FUND

FUNCTION - 400 - CIVIC & CULTURE

DEPARTMENT - 2120 - LIBRARY ACCUMULATION

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
980600	FURNITURE & FIXTURES	.00	.00	.00	.00	.00	.00
TOTAL	CAPITAL EXPENDITURES	.00	.00	.00	.00	.00	.00
TOTAL	LIBRARY ACCUMULATION	.00	.00	.00	.00	.00	.00

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11/02/01

CITY OF DES PLAINES

ACCOUNTING PERIOD: 10/01

ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expledgr.fund in ('201','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	.00	.00	.00	.00	.00	.00
920120	COMMUNICATION SERVICES	.00	.00	.00	.00	.00	.00
920140	DATA PROCESSING SERVICES	.00	.00	.00	.00	.00	.00
920202	CONFERENCES	5,000.00	.00	.00	5,716.02	-716.02	1.14
920204	TRAINING	.00	.00	.00	7,457.91	-7,457.91	.00
920206	SEMINARS	.00	.00	.00	920.00	-920.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	2,985.38	-2,985.38	.00
960070	AUTO/TRAVEL EXPENSES	.00	.00	.00	.00	.00	.00
960210	SPECIAL EVENT PROGRAMMING	.00	.00	.00	.00	.00	.00
960990	MISC CONTRACTUAL SVCS	60,000.00	.00	.00	47,162.57	12,837.43	.79
TOTAL	CONTRACTUAL SERVICES	65,000.00	.00	.00	64,241.88	758.12	.99
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
970270	PRINTING-REPROD-BINDING	.00	.00	.00	1,710.00	-1,710.00	.00
TOTAL	COMMODITIES	.00	.00	.00	1,710.00	-1,710.00	.00
980400	EQUIPMENT	.00	.00	.00	.00	.00	.00
980410	COMPUTER HARDWARE	.00	.00	.00	.00	.00	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
TOTAL	CAPITAL EXPENDITURES	.00	.00	.00	.00	.00	.00
TOTAL	IL LIBRARY PER CAP GRANT	65,000.00	.00	.00	65,951.88	-951.88	1.01
TOTAL	CIVIC & CULTURE	4,678,051.00	308,161.18	.00	3,475,953.78	1,202,097.22	.74
TOTAL	PUBLIC LIBRARY FUND	4,678,051.00	308,161.18	.00	3,475,953.78	1,202,097.22	.74

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CITY OF DES PLAINES

ACCOUNTING PERIOD: 10/01

ORGANIZATION EXPENDITURE STATUS

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

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	.00	409.27	.00	1,468.93	-1,468.93	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
960990	MISC CONTRACTUAL SVCS	.00	.00	.00	.00	.00	.00
TOTAL	CONTRACTUAL SERVICES	.00	409.27	.00	1,468.93	-1,468.93	.00
970100	SUPPLIES	.00	.00	.00	36.00	-36.00	.00
TOTAL	COMMODITIES	.00	.00	.00	36.00	-36.00	.00
980300	IMPROVEMENTS	.00	.00	.00	-104,194.62	104,194.62	.00
980400	EQUIPMENT	50,000.00	340.00	.00	59,514.78	-9,514.78	1.19
980420	COMPUTER SOFTWARE	50,000.00	.00	.00	.00	50,000.00	.00
980600	FURNITURE & FIXTURES	50,000.00	-2,723.93	.00	12,504.79	37,495.21	.25
TOTAL	CAPITAL EXPENDITURES	150,000.00	-2,383.93	.00	-32,175.05	182,175.05	-.21
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	-1,974.66	.00	-30,670.12	180,670.12	-.20
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	-1,974.66	.00	-30,670.12	180,670.12	-.20

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11/02/01

CITY OF DES PLAINES

ACCOUNTING PERIOD: 10/01

ORGANIZATION EXPENDITURE STATUS

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

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	.00	.00	.00
920120	COMMUNICATION SERVICES	.00	.00	.00	.00	.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
930320	CLEANING:CUSTODIAL SERV	.00	.00	.00	.00	.00	.00
960990	MISC CONTRACTUAL SVCS	.00	.00	.00	.00	.00	.00
TOTAL	CONTRACTUAL SERVICES	.00	.00	.00	.00	.00	.00
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	.00	.00	.00	.00	.00	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	100,000.00	.00	.00	.00	100,000.00	.00
TOTAL	CAPITAL EXPENDITURES	100,000.00	.00	.00	.00	100,000.00	.00
TOTAL	FF & E - LIBRARY	100,000.00	.00	.00	.00	100,000.00	.00
TOTAL	FF & E - LIBRARY	100,000.00	.00	.00	.00	100,000.00	.00
TOTAL REPORT		4,928,051.00	306,186.52	.00	3,445,283.66	1,482,767.34	.70

ACCOUNTING PERIOD: 9/01

CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='10/01/2001'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	• JULY 2001	1,358.10
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	• 8-21-01	7,770.45
2110	920206	SEMINARS	21092	PETTY CASH	PETTY CASH	40.00
2110	920206	SEMINARS	37429	DES PLAINES CHAMBER OF CO	00514	20.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	OCTOBER 2001	209.60
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	OCTOBER 2001	319.36
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	OCTOBER 2001	209.60
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	OCTOBER 2001	16.19
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	OCTOBER 2001	16.19
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	OCTOBER 2001	43.41
2110	930010	R & M EQUIPMENT	06463	SECURITY LINK FROM AMERIT	51041705	37.50
2110	930020	R & M BLDGS & STRUCTURES	10000	GIBSON	0049305IN	277.60
2110	930020	R & M BLDGS & STRUCTURES	100604	MK PAINTING & DECORATING	2	575.00
2110	930020	R & M BLDGS & STRUCTURES	100604	MK PAINTING & DECORATING	1	700.00
2110	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	PETTY CASH	5.53
2110	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	PETTY CASH	11.00
2110	960210	SPECIAL EVENT PROGRAMMING	09977	THE MYSTERY SHOP	10-20-01	725.00
2110	960210	SPECIAL EVENT PROGRAMMING	100600	MARK O'CONNOR	9-30-01	600.00
2110	960210	SPECIAL EVENT PROGRAMMING	17223	EDEN ENTERTAINMENT	9-30-01	350.00
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	009763	32.88
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1134998	17.25
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1136879	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1141167	13.15
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1141554	2.95
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1132162	7.75
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1141553	9.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1141555	8.10
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1140247	22.95
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1141552	24.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1137792	10.15
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1128986	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1140673	15.25
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1140672	2.40
2110	960990	MISC CONTRACTUAL SVCS	08035	SCHINDLER ELEVATOR CORPOR	7150182070	692.75
2110	960990	MISC CONTRACTUAL SVCS	08554	C. BERGER & COMPANY	55062	849.60
2110	960990	MISC CONTRACTUAL SVCS	100245	RENTOKIL TROPICAL PLANT S	CH499485	85.56
2110	960990	MISC CONTRACTUAL SVCS	100245	RENTOKIL TROPICAL PLANT S	CH499486	58.80
2110	960990	MISC CONTRACTUAL SVCS	16839	AQUATICARE, INC.	387	300.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007851558	22.20
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007879780	40.70
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007852257	27.90
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007897329	24.10
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007876120	30.40
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007887742	5.90
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007879932	26.40
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007858232	17.50
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2007851364	22.40
2110	970100	SUPPLIES	100598	PAULINE SIMO	REIMB	5.10
2110	970100	SUPPLIES	17247	IMAGING OFFICE SYSTEMS, I	52040	15.00
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	442255	19.20
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	445032	746.34

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CITY OF DES PLAINES

ACCOUNTING PERIOD: 9/01

CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='10/01/2001'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970170	JANITORIAL	00189	ANDERSON LOCK CO LTD	261575	31.55
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	094778-00	246.40
2110	970170	JANITORIAL	01638	KINDER INDUSTRIAL SUPPLY	016444	112.78
2110	970170	JANITORIAL	17132	MENARD'S	36107	89.99
2110	970170	JANITORIAL	17132	MENARD'S	37825	48.64
2110	970170	JANITORIAL	21092	PETTY CASH	PETTY CASH	3.50
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH	1.80
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH	2.40
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH	5.40
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH	3.60
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH	3.00
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH	64.00
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	5-897-37891	10.28
2110	970270	PRINTING-REPROD-BINDING	14465	INSTY PRINTS	206913	715.79
2110	970270	PRINTING-REPROD-BINDING	14465	INSTY PRINTS	206942	73.12
2110	970330	SUPPLIES: VEHICLE R/M	02474	OAKTON AUTO PARTS	727152	11.44
2110	970330	SUPPLIES: VEHICLE R/M	78502	ACME TRUCK BRAKE AND SUPP	212420088	308.16
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1132162	43.78
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1141167	92.81
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1141553	145.20
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1140247	172.22
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1141555	43.20
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1140673	158.15
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1134998	132.48
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1137792	100.13
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1141552	130.52
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1128986	9.87
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1141554	15.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1140672	16.17
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1136879	9.57
2110	970600	BOOKS	03804	SRDS	3362166	3,501.00
2110	970600	BOOKS	05317	GROLIER PUBLISHING CO	10607097	316.94
2110	970600	BOOKS	07439	THE GALE GROUP	10932448	150.89
2110	970600	BOOKS	07439	THE GALE GROUP	10934332	155.45
2110	970600	BOOKS	07439	THE GALE GROUP	10928486	292.64
2110	970600	BOOKS	07439	THE GALE GROUP	10931759	74.48
2110	970600	BOOKS	07439	THE GALE GROUP	10950217	160.22
2110	970600	BOOKS	07981	A CHILD'S VOICE	ATTACH	58.83
2110	970600	BOOKS	100599	HARCOURT INCORPORATED	44216266	22.79
2110	970600	BOOKS	12156	THOMSON LEARNING	4119733680	39.01
2110	970600	BOOKS	13679	SUSAN M. HOLSTROM	REIMB	14.94
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007907625	29.54
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3004725130	167.97
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007887741	113.12
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007897328	513.44
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007876119	649.52
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007852256	429.32
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007851557	356.94
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007851363	367.96
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007879931	567.59
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007858231	514.80

09/20/01
ACCOUNTING PERIOD: 9/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='10/01/2001'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2007879779	985.28
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2007918235	127.65
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2007915741	67.12
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2007937874	87.36
2110	970600	BOOKS	51657 N A D A APPRAISAL GUIDE	592129	275.00
2110	970600	BOOKS	99037 SBD SPANISH BOOK DIST.	10797	275.53
2110	970610	AUDIO MATERIALS	02482 CHIVERS NORTH AMERICA	210351	188.91
2110	970610	AUDIO MATERIALS	02482 CHIVERS NORTH AMERICA	210388	6.50
2110	970610	AUDIO MATERIALS	02482 CHIVERS NORTH AMERICA	210618	131.19
2110	970610	AUDIO MATERIALS	28038 BRILLIANCE AUDIO, INC.	IN0130609	50.13
2110	970620	SUBSCRIPTIONS & BOOKS	100602 PROQUEST	495170	228.45
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	2378J	40.51
2110	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R20967744	28.64
2110	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R20967741	182.71
2110	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R20967743	21.58
2110	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R20967740	49.51
2110	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R20967742	7.16
2110	980400	EQUIPMENT	05124 CDW GOVERNMENT, INC.	EG84382	5.65
2110	980400	EQUIPMENT	05337 SIGN A RAMA, USA	12749	165.00
2110	980410	COMPUTER HARDWARE	05124 CDW GOVERNMENT, INC.	EI87875	1.41
TOTAL LIBRARY SERVICES					30,670.36
TOTAL FUND					30,670.36

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09/20/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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ACCOUNTING PERIOD: 9/01

SELECTION CRITERIA: payable.due_date='10/01/2001'

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
202	980400	EQUIPMENT	100601 PEACE POLE MAKERS USA	323	340.00
TOTAL LIBRARY CAPITAL PROJ FUND					340.00
TOTAL FUND					340.00

SELECTION CRITERIA: payable.due_date='10/15/2001'

0 - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920110	PROFESSIONAL CONSULTING	09080 PEOPLEWORKS	1002	900.00
2110	920140	DATA PROCESSING SERVICES	03672 GEAC COMPUTERS, INC.	28839	500.00
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	8-28-01	15,540.88
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	AUGUST 2001	364.40
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	AUGUST 2001	3,837.81
2110	920210	IN-SERVICE TRAINING	43765 DOMINICKS FINER FOODS	007360	70.52
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	102381	40.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	107074	105.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	101490	300.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	101631	135.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	114056	40.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	100027	40.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	112702	75.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	102847	40.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	ATTACH	40.00
2110	920220	MEMBERSHIP DUES	21432 AMERICAN LIBRARY ASSOCIAT	ATTACH	95.00
2110	930010	R & M EQUIPMENT	25660 ALARM DETECTION SYSTEMS,	SI-171959	118.00
2110	960210	SPECIAL EVENT PROGRAMMING	09919 MICHAELS #8625	0170	35.96
2110	960210	SPECIAL EVENT PROGRAMMING	100649 KATHLEEN'S CAKES	9-30-01	150.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1143036	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1143035	4.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1143038	18.05
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1144709	59.25
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1143033	20.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1143037	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1143032	2.95
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1128985	38.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1143034	40.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1148804	19.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1147711	19.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1147710	21.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1152627	12.10
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1143031	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1147712	16.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1147709	2.15
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1147708	19.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1148173	20.75
2110	960990	MISC CONTRACTUAL SVCS	05228 KASCO PRINTING	4142	4,605.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007983723	12.70
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007999660	18.40
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007974423	28.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007997946	99.39
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007962343	28.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007983507	13.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007943745	13.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007988245	17.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007927464	19.90
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007938813	18.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007982767	13.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007983571	15.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007982117	32.50

SELECTION CRITERIA: payable.due_date='10/15/2001'

201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007938564	13.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007938476	32.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007916726	42.90
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007887455	24.70
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007916987	16.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2007938899	31.30
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	76348245	14.05
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	76360301	7.40
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	76220961	36.05
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	76220955	12.10
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	76360303	5.45
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	76322652	4.80
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	76322656	18.10
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	76348244	143.07
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	76306678	17.45
2110	970100	SUPPLIES	00118 MARILYN'S FLOWERS AND THI	405	41.00
2110	970100	SUPPLIES	09638 OFFICE DEPOT	139455200/1	410.06
2110	970100	SUPPLIES	09638 OFFICE DEPOT	138598003/1	93.06
2110	970100	SUPPLIES	09638 OFFICE DEPOT	138577746/1	2.66
2110	970100	SUPPLIES	09638 OFFICE DEPOT	139227063/1	12.54
2110	970100	SUPPLIES	09638 OFFICE DEPOT	138182984/1	23.95
2110	970100	SUPPLIES	09638 OFFICE DEPOT	138183242/1	71.33
2110	970100	SUPPLIES	09638 OFFICE DEPOT	138183368/1	23.85
2110	970100	SUPPLIES	09638 OFFICE DEPOT	138359770/1	185.89
2110	970100	SUPPLIES	100650 BAUDVILLE	778161	202.25
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	451920	94.11
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	449561	34.94
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	460754	141.81
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	100117 KAFFECCINO	9-30-01	250.00
2110	970200	COPYING/FAX SUPPLIES	27395 EL-MAR OFFICE SUPPLY INC	356860	449.98
2110	970260	POSTAGE AND PARCEL	40311 FEDERAL EXPRESS CORP.	5-897-97174	36.16
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1143032	15.38
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1144709	401.22
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1143038	129.97
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1144708	158.09
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1143033	157.44
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1143034	168.52
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1128985	136.56
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1143035	64.56
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1148804	71.76
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1143037	9.57
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1143036	32.28
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1147711	290.40
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1147710	144.37
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1143031	9.57
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1147708	71.76
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1148173	161.07
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1152627	105.52
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1147712	93.60
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1147709	19.14
2110	970600	BOOKS	05338 STANDARD & POOR'S	8730139	2,438.02

SELECTION CRITERIA: payable.due_date='10/15/2001'

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ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	07439	THE GALE GROUP	10977183	137.76
2110	970600	BOOKS	07439	THE GALE GROUP	10984803	82.34
2110	970600	BOOKS	07439	THE GALE GROUP	10978564	44.17
2110	970600	BOOKS	07439	THE GALE GROUP	10978039	73.34
2110	970600	BOOKS	07439	THE GALE GROUP	10959019	66.50
2110	970600	BOOKS	07439	THE GALE GROUP	10956425	122.20
2110	970600	BOOKS	07439	THE GALE GROUP	10969634	20.00
2110	970600	BOOKS	07439	THE GALE GROUP	10976149	85.44
2110	970600	BOOKS	07439	THE GALE GROUP	10979423	78.59
2110	970600	BOOKS	07439	THE GALE GROUP	10981320	110.20
2110	970600	BOOKS	07439	THE GALE GROUP	10982242	47.12
2110	970600	BOOKS	07527	STAGE & SCREEN	09002165448	35.38
2110	970600	BOOKS	07767	GROLIER EDUCATIONAL	10610439	3,841.30
2110	970600	BOOKS	09855	WEISS RATINGS, INC.	770265	392.95
2110	970600	BOOKS	09855	WEISS RATINGS, INC.	770265	392.95
2110	970600	BOOKS	100516	SCHIFFER PUBLISHING, LTD.	449342	49.52
2110	970600	BOOKS	100652	COUNTRY STORE	ATTACH	74.92
2110	970600	BOOKS	100653	INDEPENDENT PUBLISHING GR	ATTACH	21.95
2110	970600	BOOKS	12730	THE ROSEN PUBLISHING GROU	223287	86.20
2110	970600	BOOKS	15380	HUGHES HENSHAW PUBLICATIO	ATTACH	44.00
2110	970600	BOOKS	17285	PEARSON EDUCATION	2283894	17.10
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3004763806	278.18
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007887454	585.22
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007982766	310.60
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007957118	226.84
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007982116	779.38
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007988244	345.66
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007983506	210.12
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007951372	91.04
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007969441	533.13
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007974422	472.74
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007938812	293.91
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007927463	489.95
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008060630	85.98
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008030452	153.90
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007994653	105.80
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	0000819301	-15.24
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007962342	471.28
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3004745234	825.10
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007943744	314.69
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007983570	279.99
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007938898	687.39
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007916986	277.59
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007916725	858.14
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007983722	348.46
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007999659	346.68
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007938475	687.25
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2007938563	281.56
2110	970600	BOOKS	20361	BERNAN ASSOCIATES	110009621	78.00
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76306679	21.35
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76220965	13.11

SELECTION CRITERIA: payable.due_date='10/15/2001'

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ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76220964	13.68
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76322657	13.68
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76306676	72.96
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76220954	108.30
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76220957	84.87
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	776322654	26.76
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76360300	70.31
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76360302	27.30
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76370015	51.30
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76360304	18.54
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76220958	14.25
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76306680	42.66
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76417093	11.49
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76306681	13.11
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76322655	88.74
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76220962	41.54
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76220963	102.42
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76220956	8.94
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76306677	43.26
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76220959	6.39
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76322658	13.11
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76322653	40.44
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76322651	47.38
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76220960	77.15
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76220966	8.96
2110	970600	BOOKS	68715	THE CHILD'S WORLD	NA40578	1,070.72
2110	970600	BOOKS	73124	SCHOLL CORP GUIDES	29758	67.90
2110	970600	BOOKS	82668	POLONIA BOOK STORES	016211	16.32
2110	970600	BOOKS	82668	POLONIA BOOK STORES	016338	101.89
2110	970600	BOOKS	82668	POLONIA BOOK STORES	014369	69.35
2110	970600	BOOKS	99037	SBD SPANISH BOOK DIST.	10947	45.85
2110	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA	211302	229.38
2110	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA	211166	6.50
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B41320520	22.97
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B41822630	43.51
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B40782280	22.19
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B41676310	62.28
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	9-13-01-1	274.19
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	9-5-01-1	132.22
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	9-13-01-3	26.58
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	9-13-01-5	64.35
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	9-5-01-5	28.68
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	9-5-01-3	61.55
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	9-13-01-2	160.16
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	9-5-01-2	153.17
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4527312M	5.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4568751M	15.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4561273M	5.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4577060M	5.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4548071P	152.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1318339	35.70

SELECTION CRITERIA: payable.due_date='10/15/2001'

D - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1321476	11.90
2110	970620	SUBSCRIPTIONS & BOOKS	05047	NO-LOAD FUND INVESTOR	269306	139.00
2110	970620	SUBSCRIPTIONS & BOOKS	27553	WEIGHTWATCHERS	ATTACH	13.95
2110	970620	SUBSCRIPTIONS & BOOKS	71360	MORNINGSTAR	1603178D	89.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	2378K	77.51
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	2378L	40.51
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21288436	7.19
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21288435	10.79
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21288434	139.35
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21247842	21.56
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21288431	37.28
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21155712	17.95
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21247840	562.20
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21225303	804.91
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21288430	146.59
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21225302	490.31
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21225301	263.84
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21288432	10.76
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21247843	10.79
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21225300	10.79
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21288433	7.16
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21155710	120.08
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21247841	10.79
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21155711	230.62
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21247844	218.53
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B41480820	111.62
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M94141350	22.48
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B41254210	75.36
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B41186820	142.42
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B41067030	14.98
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M94025600	20.24
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B41640070	233.04
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B41192780	22.41
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B41087420	44.98
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B41320520	22.49
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B41869580	59.93
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B41822630	127.39
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B40782280	72.65
2110	970630	VISUAL MATERIALS	09714	SCHOOL SPECIALTY INC.	38904777	220.37
2110	970630	VISUAL MATERIALS	100651	COLLAGE VIDEO	1348731A	95.79
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST.,	11574	26.68
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	03806261	34.04
2110	970840	DIESEL	03031	AVALON PETROLEUM COMPANY	350834	66.59
2110	970850	GASOLINE	03031	AVALON PETROLEUM COMPANY	351670	19.56
2110	980400	EQUIPMENT	17924	CORPORATE CONCEPTS, INC.	118792	46.64
2110	980400	EQUIPMENT	17924	CORPORATE CONCEPTS, INC.	119164	87.50
2110	980400	EQUIPMENT	20177	DEMCO EDUCATIONAL CORP	460754	178.03
2110	980410	COMPUTER HARDWARE	05124	CDW GOVERNMENT, INC.	EJ82850	37.49
2110	980410	COMPUTER HARDWARE	05124	CDW GOVERNMENT, INC.	EK97447	5.94
2110	980420	COMPUTER SOFTWARE	05124	CDW GOVERNMENT, INC.	EH29432	4,770.00

10/05/01
ACCOUNTING PERIOD: 10/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='10/15/2001'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
TOTAL PUBLIC LIBRARY FUND					65,095.06
TOTAL FUND					65,095.06

10/05/01

COUNTING PERIOD: 10/01

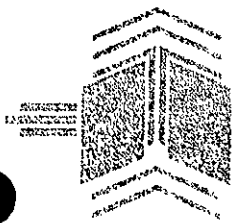
07

ELECTION CRITERIA: payable.due_date='10/15/2001'

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
202	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	01597	48.33
202	920110	PROFESSIONAL CONSULTING	06070 LOHAN ASSOCIATES	01596	360.94
TOTAL LIBRARY CAPITAL PROJ FUND					409.27
TOTAL FUND					409.27



Des Plaines Public Library

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V-E.1

- Progress Report
- Response Requested by _____
- Board Action Required 11-20-01 meeting

BOARD OF TRUSTEES
Minutes of the Finance Committee Meeting
November 13, 2001

Chair: Susan Burrows.
Present: Susan Burrows, John Ciborowski, Eldon Burk, Sandra Norlin, Martha Sloan, Carol Kidd

Call to Order: 3:10 PM by Susan Burrows.

The Committee discussed the proposed FY2002 budget. Sandra Norlin distributed information on grants and gifts that were received in 2001 and reported that the library continues to be successful in applying for and receiving grants. The Committee also discussed patron computer use and concurred that the library's computers are adequate for patron demand at this time and into the near future.

The Committee discussed interim funding for the Poet Tree Corner and made the following suggestions:

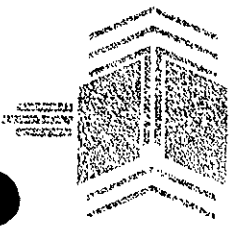
1. Borrow needed funds from local bank.
2. Borrow needed funds from Des Plaines Public Library Fund at the North Suburban Library Foundation.

Susan Burrows will continue to talk to the Friends of the Library and Eldon Burk will talk to two potential donors.

Sandra Norlin asked for Committee approval for EBSCO Subscription Services in the amount of \$31,287.27. The Committee consensus was to approve payment to EBSCO and to ask the Board of Trustees to ratify this approval at the November 20, 2001 Board meeting.

The meeting adjourned at 5:00 PM.

Minutes prepared by Carol Kidd and Sandra Norlin.



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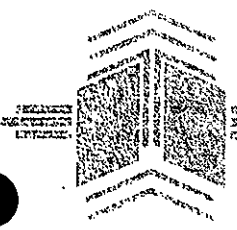
V-E.2

- Progress Report
- Response Requested by _____
- Board Action Required _____

BOARD OF TRUSTEES
Building and Grounds Committee Report

1. Gary indicated that we have had a problem with the phone system because of the "uninterrupted power source" equipment. It should still be covered under either warranty or the service contract. He is working on it.
2. The fourth floor terrace door has had the lock changed so that it will automatically lock when you come back into the library but will not lock you out when outside. (The John Burke plan). This will keep the door always locked from the inside unless you have the key.
3. There is no new news about the new automatic door by checkout. It will be paid through the Block Grant from the City and we won't be able to do anything more until they get the grant. LeRoy has it in the plan when the money is available.
4. Some security cameras have been moved to provide a better view of the check out area and the door to the hall to the garage.
5. We are still waiting to get the drawings for the lights for the atrium. One of the fixtures originally planned for is no longer available so they have to find an acceptable substitute.

Respectfully submitted by Eldon Burk 11-12-01



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V-E.3

- Progress Report
- Response Requested by _____
- Board Action Required 11-20-01 meeting

BOARD OF TRUSTEES
 Minutes of the Management Committee Meeting
 October 30, 2001

Chair: William Grice.
 Present: William Grice, Noreen Lake, Ellen Yearwood, Sandra Norlin, Carol Kidd, Hector Marino.

Call to Order: 5:27 PM by William Grice.

The Committee discussed Internet filtering at the library. Sandra Norlin reported that both staff and department heads have addressed this issue and that a consensus could not be reached. Sandra explained that even if computers had filtering software installed, staff would still be subjected to objectionable sites when patrons asked for the filter to be disabled.

Sandra explained that the Children's Internet Protection Act went into effect in April 2001. The law places restrictions on the use of funding that is available through the Library Services and Technology Act, Title III of the Elementary and Secondary Education Act, and the Universal Service discount program known as the E-rate. The American Library Association is legally challenging this act. William Grice suggested that the library's computer policy be reviewed in the coming months.

Noreen Lake asked Sandra if the computers in the Youth Services Department were filtered and Sandra responded that they were.

Noreen Lake suggested that computer policies be requested from other libraries for comparisons to the Des Plaines Public Library's policy and review by the Management Committee.

The Committee will discuss Internet filtering at the next Management meeting. The Committee will also report their findings to the full Board at the January or February 2002 meeting.

Sandra Norlin reported on the State of Illinois Public Act 92-0166. Sandra stated that the Illinois Local Library Act will be amended on January 1, 2002 and require persons residing outside of a public library service area to apply for a non-resident library card at the public library located closest to the person's principal residence. The law also is changed by stating that "The nonresident cards shall allow for borrowing privileges at all participating public libraries in the regional library system, instead of only at the library where the card was issued. William Grice asked Sandra to recruit staff to begin formulating a new policy to comply with PA 92-0166. PA 92-0166 will be placed on the agenda for the next Management Committee meeting.

Sandra Norlin reported that the City of Des Plaines is in the process of establishing a Retiree Health Savings Plan that will be proposed to interested library employees at one of several informational meetings hosted by the City of Des Plaines on November 7, 2001. Sandra stated that she will obtain feedback from eligible employees on whether or not they are interested in this plan and report back to the Committee.

Sandra Norlin reported that the Vernon Area Public Library District will implement changes to their policy for non-resident users of their library beginning 01/01/02. Changes for non-resident users include not being able to place a hold or reserve on any materials, not being able to place a request for interlibrary loan materials, not being able to check out any audio-visual materials, not being able to register for certain library programs, and only being able to check out up to four items per day.

Sandra Norlin asked for Committee approval to sign the Project Next Generation grant, Contract#: NG-02-117. Sandra explained that three Dell Computer packages will be paid for by the grant and are to be ordered no later than October 30, 2001. The Dell Corporation will supply the library with three computer sets at a cost of \$5,340. The total amount of the grant is \$11,500. The program targets ten to twelve Junior High School students and provides a "technology toolkit", opportunities for personal growth and a variety of essential life skills to enable future success. Ellen Yearwood asked how the children would be chosen for the program and Sandra Norlin responded that the library would work closely with local schools for recommendations of children that would be suitable for the program.

The Committee consensus was to approve acceptance of the Project Next Generation Grant, Contract#: NG-02-117 by Library Administrator, Sandra Norlin and to ask the Board of Trustees to ratify this approval at the November 20, 2001 Board meeting which is in the best interest of the Des Plaines Public Library.

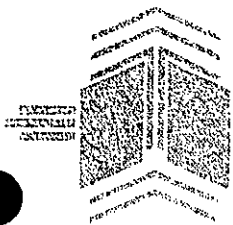
Sandra Norlin reported that the Des Plaines Public Library won an Excellence in Masonry 2001 Award from the Illinois Indiana Masonry Council.

Sandra also reported that a generous contribution has been pledged by Douglas and Maxine Hubbard for the Poetry Corner. The Poetry Corner dedication will be the week of April 15, 2002, which is National Poetry Week.

The next Management Committee meeting is scheduled for Thursday, November 29, 2001 at 5:30 PM.

The meeting adjourned at 6:35 PM.

Minutes prepared by Carol Kidd.



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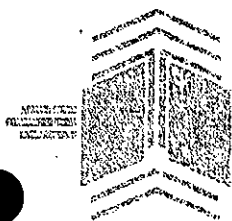
V-E.4

- Progress Report
- Response Requested by _____
- Board Action Required _____

BOARD OF TRUSTEES
System Membership Report

1. Administrator's Report: Sara Long reported on her meeting with Jessie White, the State Librarian. They discussed the need for more publicity for literacy, libraries in general, etc. They discussed the possibility of having a license plate for this purpose such as the cardinal and the dove plates for conservation. She also indicated that there will be a \$400,000,000 shortfall from the state this year for grants. Most of the current grants will be completed but funding for next year will be down significantly. She also discussed the unique position of NSLS. It is not local government, not a library district, etc. They are going to file for 501 c-3 status and plan to become more entrepreneurial.
2. The Outreach Committee has put together a power point presentation to be taken to various functions as well as member libraries to better inform them about NSLS.
3. They plan to meet twice a year in locations other than their own. The November meeting is at Northwestern Univ. (one of their board members is the librarian at Northwestern). It might be a nice idea for us to invite them to meet in our building next year.
4. There was much discussion about House Bill 1785 which was passed Jan. 1, 01, and pertains to the purchase of a library card for those not in a community served by a library. There are approx. 800,000 Illinois residents in this category. There are several interpretations as to what "closest" library means. It could be determined by school attendance.
5. The remainder of the meeting was viewing and discussing the power point presentation.

Respectfully submitted by Eldon Burk 11-12-01



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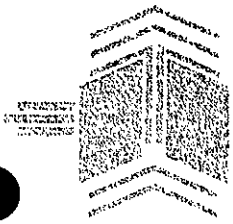
V-E.5

- Progress Report
- Response Requested by _____
- Board Action Required _____

BOARD OF TRUSTEES
Friends of the Library Report

Inara Brubaker with information supplied by Noreen Lake and Sue D'Hondt
 Friends Meeting October 30, 2001

- Friends Roundtable meeting had 18 attendees, including Mayor Arredia, John Ciborowski and Noreen Lake.
- Friends organization has 491 members, with 371 residents from Des Plaines.
- Shelf book sale appears not to be receiving payment for all the books that are taken from the shelves. Sandra Norlin/Library staff to be asked to review this concern and take action to remedy the problem, perhaps with the use of a video camera to monitor activity.
- Mayor Arredia asked for Friends involvement in art program for Spanish youth; it was suggested that Art Guild or similar organization be asked to take on this project; this type of activity is not with the charter of the Friends, whose purpose is to raise funds for library enrichment.
- Friends to honor Mary and Ralph Minnis for their efforts in the very successful fall Book Sale by purchasing a "brick" in their name.
- Next meeting: General meeting, Tuesday, November 27, 7:00 P.M.; to get acquainted and discuss future plans.



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V-E.6

ADMINISTRATOR'S REPORT November 20, 2001

I. PERSONNEL

New employees for September/October: Mercedes Galarza, Page I, began 10.10.01.

Separations for September/October: Lolita Sayadian, Page I, effective 10.09.01; Texas Bullock, Monitor, effective 10.31.01.

II. STAFF DEVELOPMENT

The Circulation Department held three group meetings with Peopleworks. All full time employees participated in sessions that were designed to build self-understanding, team building, and a shared vision.

In the past month, library staff have attended training sessions on iBistro and SIRSI Workflows, the Anti-Defamation League's diversity training, workplace safety, reference basics, supervisory skills, and marketing. Several staff members attended the Illinois Library Association's Annual Conference. Hector Marino presented a program at the Conference. Hector also attended the annual conference of Pegasus, Inc., which is the training body for the Learning Organization principles. Roberta Johnson attended Bouchercon, which is the annual mystery writers' conference.

III. PATRON SERVICES

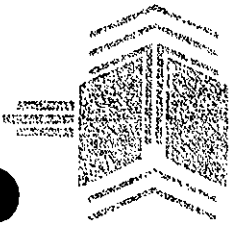
Patron use of our facilities and services continues to remain high, with a 43% increase in attendance comparing year to date figures from 2000 to 2001. The increase in reciprocal borrowing is over 44%, again year to date. Patrons have checked out nearly 13% more items in October, 2001 than in October 2000. This is a particularly healthy sign, since we were open the full month in our new facility last October.

We enjoyed the success of the Leif Erikson events and were pleased to host two city-sponsored events: the Flood Prevention Program and the Housing Fair. Our babysitting clinic continues to be popular and well attended. The program co-sponsored with District 62 for Children at Risk attracted 100 parents and children.

Please note the very large increases in Adult and Children's Patron Assistance.

ADMINISTRATIVE ACTIVITIES

Since my last report I have represented the library at the following meetings: City Holiday Decorations Committee (10/17), the Extension Advisory Council (10/18), the Masonry Council's Awards Banquet (10/20) at which the library building won the award for government buildings, the City Community Services Committee (10/30) and the City Council Committee of the Whole meeting on the 2002 Budget. I also attended the library board's Management Committee and Foundation Advisory Committee meetings, the Library Cable Network Executive Committee meeting, and a Directors' discussion group at North Suburban Library System. On November 9 I met with Des Plaines' new City Manager, Scott Miller and gave him a tour of our library building.



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V-E.7

- Progress Report
- Response Requested by _____
- Board Action Required 11-20-01 meeting

BOARD OF TRUSTEES
Minutes of the Foundation Advisory Committee Meeting
October 17, 2001

Chair: Susan Burrows.
Present: Susan Burrows, Eldon Burk, Douglas Hubbard, Anne Johnson, Sandra Norlin.

Call to Order: 6:00 PM by Susan Burrows.

Mr. & Mrs. Douglas Hubbard will contribute funding for the construction and installation of the Poet Tree Corner. The Hubbards will make yearly contributions from 2001 – 2003 to complete the Poet Tree Corner. The Hubbards would like to be included in the decision making for the Poet Tree Corner so that it is designed with "improvements" in mind.

The Committee will ask for Board approval to borrow funds needed for the Poet Tree Corner from the Des Plaines Public Library Fund at the North Suburban Library Foundation.

The Grand Opening of the Poet Tree Corner will be the week of April 15 – 21.

The meeting adjourned at 7:15 PM.

Minutes prepared by Sandra Norlin.

V-E.6

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%
=====				
Total	221,149	222,985	1836	0.8%

**DES PLAINES PUBLIC LIBRARY
REGISTRATION SERVICES REPORT FOR OCTOBER 2001**

I. LIBRARY CARD REGISTRATION SERVICES

<u>October 2000</u>	<u>Sept 2001</u>	<u>October 2001</u>	<u>Year to Date 2000</u>	<u>Year to Date 2001</u>	<u>% Change</u>
1,298	909	979	7,363	8,220	11.6%
A.	New Registrations			434	
B.	Renewals			407	
C.	Non-Resident Cards			126	
D.	Off-line Library Cards			12	
	Total			979	

II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	89
2.	Number of Meeting Room Uses	67
3.	Voters Registered	0
4.	LAN Discs Sold (Year to Date - 2)	0
5.	Cab Cards	15
	Total	171

III. TOTAL NUMBER OF REGISTERED BORROWERS

October 2000	39,442	(73.8% of Population)
October 2001	38,639	(65.8% of Population)*

*The population for the City of Des Plaines increased from 53,414 to 58,720. (2000 Census Report)

**DES PLAINES PUBLIC LIBRARY
CIRCULATION SERVICES REPORT FOR OCTOBER 2001**

PATRON ATTENDANCE COUNT

<u>October 2000</u>	<u>Sept 2001</u>	<u>October 2001</u>	<u>Year to Date</u> <u>2000</u>	<u>Year to Date</u> <u>2001</u>	<u>% Change</u>
39,431	43,555	44,025	261,619	374,374	43.1%

RECIPROCAL BORROWING

(Materials Lent)

	October 2000	October 2001	% Change
NSLS	7,992	12,602	57.7%
OTHER SYSTEMS	1,945	2,305	29.9%
TOTAL	9,937	14,907	44.4%

INTERLIBRARY LOAN

Sent	1,188
Received	466

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

October 2001

Total 2000 to Date:	582,257	Total 2001 to Date:	718,037	% Change	23.32%
October 2000	66,514	October 2001	75,106		12.92%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
<u>CHILDREN</u>	2000	2001	2000	2001	2000	2001
Non Fiction	4,779	5,105	701	783	5,480	5,888
Fiction	12,506	13,943	1,173	1,595	13,679	15,538
Foreign Language Non Fiction	75	136	16	9	91	145
Foreign Language Fiction	285	342	83	84	368	426
Periodicals	258	271	27	35	285	306
Compact Discs	524	756	37	30	561	786
Audio Cassettes	470	395	18	10	488	405
Audio Kits	422	388	60	75	482	463
Puzzles	326	361	46	45	372	406
Games	76	72	15	20	91	92
Audio Books	187	213	17	14	204	227
Video Fiction	2,344	2,924	356	537	2,700	3,461
Video Non Fiction	1,001	1,115	59	79	1,060	1,194
DVD	49	316	0	0	49	316
CD ROMs	694	620	0	0	694	620
SUB TOTAL	23,996	26,957	2,608	3,316	26,604	30,273
ADULT						
Non Fiction	9,857	10,125	231	201	10,088	10,326
Fiction	7,034	7,095	361	329	7,395	7,424
Large Type	864	1,037	172	129	1,036	1,166
Foreign Language Non Fiction	195	239	2	1	197	240
Foreign Language Fiction	468	554	1	1	469	555
High School Collection	231	346	4	0	235	346
Periodicals	2,023	2,026	142	127	2,165	2,153
Pamphlets	9	7	0	0	9	7
Compact Discs	5,882	6,887	358	447	6,240	7,334
Audio Cassettes	421	293	15	14	436	307
Puzzles	0	0	2	0	2	0
Pictures	54	35	0	0	54	35
Audio Books	1,821	1,901	36	39	1,857	1,940
CD ROMs	146	184	0	0	146	184
Video Fiction	5,876	6,343	329	494	6,205	6,837
Video Non Fiction	2,601	2,677	43	70	2,644	2,747
DVD	692	3,099	0	0	692	3,099
Misc. Formats	37	131	3	2	40	133
	38,211	42,979	1,699	1,854	39,910	44,833
GRAND TOTAL	62,207	69,936	4,307 *	5,170	66,514	75,106
Self Check	7,367	18,052	0	0	7,367	18,052

* Out of service Saturday, October 28, 2000.

**DES PLAINES PUBLIC LIBRARY
CIRCULATION PATRON ASSISTANCE
OCTOBER 2001**

<u>Assistance/Service Desk</u>	<u>Number</u>	<u>Total</u>
1. Phone Calls Received	2,071	
2. Patron Renewals	2,005	
3. Patron Reserves Delivered	1,780	
4. Directional	2,669	
5. Account Inquiries	2,635	
6. Program Sign-up	421	
7. In Person Patron Assistance	2,517	
Total		14,098

Assistance/Switchboard

1. Phone Calls Answered		
Administration	198	
Adult Services	1,678	
Building/Security	61	
Circulation	1,677	
Community Services	66	
Public Information	178	
Technical Services	45	
Youth Services	390	
2. Delivery/Buzzer	104	
3. 2-Way Radio	124	
Total		4,521
 GRAND TOTAL		 18,619

DES PLAINES PUBLIC LIBRARY
USAGE STATISTICS FOR ONLINE REFERENCE PRODUCTS
October 2001

AncestryPlus	NA
BigChalk	8
Biography Resource Center	128
College Source Online	NA
Contemporary Authors	52
Des Plaines Public Library Homepage	38,586
Encyclopedia Britannica Online	21
FACTS.com	451*
Facts On File	17
First Search	865
Grolier Online	NA
Health & Wellness Resource Center	108
Hoover's Online	NA
Info USA (American Business Disc & Phone Disc)	277
InfoTrac	1,012
Library Catalog (access via dialup, telnet, or remote)	79
NewsBank (Chicago Tribune)	137
News Illinois	14
NovelList	131
PoemFinder	36
ProQuest (Chicago Sun-Times, Daily Herald, New York Times, Wall Street Journal)	60*
Searchasaurus	0
Student Resource Center	207
What Do I Read Next?	3
World Book Encyclopedia	1,145
 Total Searches & Queries	 43,337

*Number of hits or visits (number of searches not provided)

V-E.6

**DES PLAINES PUBLIC LIBRARY
ADULT PATRON ASSISTANCE
OCTOBER 2001**

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Computer	426	
2. Directional	997	
3. Informational	1,075	
4. Mechanical	326	
5. Tax Forms	14	
6. Instruction	21	
 Total		 2,859

Reference and Readers Services

1. Specific item request	3,310	
2. Ready reference	1,385	
3. In-Depth Reference	329	
4. Virtual Reference Desk	51	
5. Interlibrary Loan Requests	248	
6. Readers' Advisory	109	
7. Reserves	549	
 Total		 5,981

Sign Up

1. Internet	6,049	
2. Computer Lab	619	
3. Group Study Rooms	365	
4. Reading Edge	1	
 Total		 7,034
 GRAND TOTAL		 15,874

V-E.6

**DES PLAINES PUBLIC LIBRARY
CHILDREN'S PATRON ASSISTANCE
OCTOBER 2001**

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Computer Sign-up	1,966	
2. Program Sign-up	223	
3. Equipment Repair & Assistance	546	
4. Directional Questions	339	
5. ILL & Patron Holds	145	
Total		3,219
 In-House Circulation		
1. Train Sets	1,306	
2. Chess/Checkers	138	
3. Periodicals	43	
4. Textbooks	42	
5. Reserve Books	175	
Total		1,704
 Reference		
1. Specific Item Request	1,374	
2. Reference	1,162	
3. Reader's Advisory	251	
4. Referrals to Other Libraries	4	
5. Book Bag Request	8	
Total		2,799
 GRAND TOTAL		 7,722

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM OCTOBER 2001**

Times Used Attendance

Library Sponsored Adult Programs

Acupuncture	1	7
Art Committee	1	11
Book Discussion	1	22
Ciudadanía: Todo lo que se necesita saber	1	14
Circulation Services Meeting	2	22
Department Heads Meeting	4	35
Friends of the Library Meeting	1	18
Friends of the Library Movie	1	27
Homework Hassels	1	21
Hypnosis	1	20
IMRF/Pepsco	1	15
Leif Erikson Crafts	1	175
Leif Erikson Exhibits	1	200
Leif Erikson Lecture	1	117
Lunchtime Stories	2	14
LIGHT	1	14
Orientation Meeting	1	13
Pre-Bid Meeting	1	12
SIRSI Meeting	2	7
Teacher's Tea	1	25
Viking Talk	1	32
Youth Services Meeting	1	6
Total	28	827

Outside Community Groups

AAUW	1	6
Des Plaines Art Guild	1	11
Des Plaines Flood Prevention Program	1	150
Des Plaines Toastmasters	2	23
Diabetic Support Group	1	8
DuPage Figure Skating	1	15
Forest School	1	50
Housing Fair	1	100
Junior Woman's Club of Des Plaines	2	27
Kiwanis Club of Des Plaines	1	15
Life Span	1	50
Mansard South Condominium Association	1	4

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM OCTOBER 2001**

	<u>Times Used</u>	<u>Attendance</u>
Library-Sponsored Adult Programs		
Romance Writers	1	25
Rotary Club of Des Plaines	1	24
Saint Mary's Parish	2	19
Soft Bodies	1	29
Thacker Park Condominium Association	1	18
 Total	 20	 574
Other		
Library Board Meeting	1	16
 Total	 1	 16
Library Sponsored Children's Programs		
Babysitting Clinic	5	165
Bright Start Baby Book Times	27	567
Children at Risk Orchard Place	1	100
Fright Night Teen Program	1	12
Game Day	1	30
Holiday Craft	1	90
Homework Hassels	1	21
LIGHT (Teen Advisory Group	1	14
Parent/Child Book Discussion	1	5
Preschool Movies	4	43
Stories & More	2	18
Teacher's Tea	1	25
Thomas Jefferson Charter School Tour	1	12
 Total	 47	 1,102
Literacy Program		
Learn to Read	16	1,083
 Grand Total	 112	 3,602

October Total = 54 groups involving 3,602 people.
2001 Year to Date Total 716 groups involving 31,524.

1187



CIRCULATION LIBRARIAN

**NORTH
SUBURBAN
LIBRARY
SYSTEM**

Sarah Ann Long
System Director

TO: NSLS Public Library Directors
NSLS Public Library Circulation Managers

FROM: Sandy McVeigh
North Suburban Library System

DATE: October 18, 2001

RE: Corrected RBP Statistics

Attached is the corrected RBP report for September 2001. The figures listed UNDER your library are the number of items borrowed by patrons of other libraries from your library. You can determine the number of items borrowed from other libraries by reading ACROSS the columns. The total is on the last page.

Reciprocal Borrowing Statistics dating as far back as July 1999 are now available to NSLS members in an easily printable format (PDF). To access them, log in to SUSi at <http://susi.nslsilus.org>. Click on the green square labeled "SUSi-Query." Click next on the link which says "RBP Statistics." You will need Adobe Acrobat installed on your browser in order to view them. This can be easily downloaded through a link on the RBP Statistics page.

Statistics received after the tenth will be added to the online records, but a revised paper copy will not be sent out.

If you have any questions, please call 847-459-1300, extension 7134 (Sandy McVeigh) or 7133 (Ian Baaske).

W. Dundee Rd.
Wheeling, IL 60090-2799

847/459-1300

FAX 847/459-0380

01-1018-260

The North Suburban Library System is an organization of 650 academic, public, school and special libraries in northern Cook County, all of Lake County, and parts of McHenry and Kane Counties. It is one of twelve library systems funded by yearly grants from the Illinois General Assembly and the office of Jesse White, the Secretary of State and State Librarian.

**North Suburban Library System
Reciprocal Borrowing Program
September 2001**

	Algonquin	Antioch	Arlington Hts	Barrington	Cary	Cook Mem.	Crystal Lk	Deerfield	Des Plaines	Dundee	Ela	Elk Grove	Evanston	Fox Lake
Algonquin			8	187	113		1287		18	315		93		
Antioch			8			58		62				16		192
Arlington Heights	38			61			1	1	172	5	14	159	18	
Barrington	501		83		32	35	16		1	87	4131	30	21	
Cary	174		12	1712		20	833		12	1	127		9	95
Cook Memorial	41	25	25		18			117	89	1	237		16	2
Crystal Lake	132		1	252	51				10	5	7		15	
Deerfield			5	4		4			80				32	
Des Plaines	4		203	1			18					16	173	61
Dundee	2527		8	182	1		48		6		34	8	4	
Ela	18		55	640	2	93	5		68	4		14	7	
Elk Grove			88	10				3	102	1	5		7	
Evanston			34	21		14		37	112					
Fox Lake		68	2	6		105	10		10		155			
Fox River Grove	3		6	750	98		10		7		33		1	
Fremont	5	12	78	8		3328		9	19		757	9	10	1
Gail Borden	22		8	87			59		4	172		32	18	
Glencoe			44.00					33	6				53	
Glenview			51	5		2		50	110			8	122	
Grayslake		1	8	9		1038	1	10	5		9		33	
Highland Park			1			25		54	22				175	
Highwood			1					19					1	
Huntley	214		2	68	8	10	298		22	95		6	19	
Indian Trails		25	885	37		139		158	351		250	18	45	
Lake Bluff			3			473		75	4		1		14	
Lake Forest						271		166	29				28	
Lake Villa		372	6		6	615	4	14	35		21	3	4	128
Lincolnwood			2					16	16				36	
McHenry	13	1	6	145	6	23	753	4	20		47		6	12
McHenry-Nunda						5	2				1	3		6
Morton Grove			6			2		4	141				80	
ML Prospect			795	60				7	1164		6	177	87	
Niles		10	24			2		5	5010				1	
Northbrook			25	11		88		162	81	1		15	111	
North Chicago			4			369		92	6				28	
Palatine	9		678	299		35		87	144	1	189	133	3	
Park Ridge			34					8	1940	4			35	
Prospect Heights	1		395			10		10	130	4			34	
Rolling Meadows			321	4			2		8		9	25	5	
Round Lake	2	73		14		204		11	22		54			48
Schaumburg	4		65	121		52		12	112	98	62	801	11	
Skokie			13	7		7		125	35		3		838	
Vernon			100	43		595		347	91	8	602	19	6	
Warren-Newport		10		31	2	1824		48	14	5	40		22	2
Wauconda			13	268	23	24	78	5	8		415		7	
Waukegan						1541		28	13		1		13	
Wilmette			2			1		69	170		77		674	
Winnetka-Northfield		29						29	26				307	
Zion-Benton		11				146		23	8		3		1	4
Total Loaned:	3708	637	4102	5032	358	11252	3421	2368	10418	785	7415	1630	3011	395

**North Suburban Library System
Reciprocal Borrowing Program**

September 2001

	Fox Rvr Grove	Fremont	Gail Borden	Glencoe	Glenview	Grayslake	Highland Pk	Highwood	Huntley	Indian Trails	Lk Bluff	Lk Forest	Lk Villa	Lincolnwood
Algonquin	7		28		6	1				22				1
Antioch		14	2			32		3					2231	
Arlington Heights			1	3	23	2		5		1729				
Barrington	75	15	8			2	11	4		23		21		
Cary	95		8							21				
Cook Memorial		3037		33	157	111	56	26		28	78	227	72	
Crystal Lake	5		7		3									
Deerfield		8		31	7	1	601	28		59	3	33	5	1
Des Plaines		39	1	5	111		2	5		36		4	2	8
Dundee		6	445		15					88				
Ela		670			8	3	1			35		3	2	
Elk Grove						3								
Evanston		1		176	232	5	149	18		29		16	2	101
Fox Lake		30	17		1	106		2				8	1008	
Fox River Grove			8			1								
Fremont			9			258	12	18		18		150	55	
Gail Borden														
Glencoe							204	7		4		11		3
Glenview				57		6	17	8		6	2			13
Grayslake		312			4		23	5		2		18	917	11
Highland Park				458		23		264		2	26	141		
Highwood				21			731					45		
Huntley			31			2								
Indian Trails		26		8	209	37	56	4					15	1
Lake Bluff		17		3	6	3	138	12		14		2784		
Lake Forest		17		27			320	21		1	112		38	
Lake Villa		175		1	5	436	17	1		7		8		
Lincolnwood				2	10		3							
McHenry		27	1			88				12		1	6	
McHenry-Nunda						3				24				
Morton Grove		8			569	2	11	6				1	2	23
Mt. Prospect		7		3	64	1		3		162		13		1
Niles		6		4	2531		8			146			1	126
Northbrook				206	781	1	114	15		105		37		12
North Chicago		3			2		15	21			96	262	38	
Palatine		9	6		20	2	20	3		239		2	1	2
Park Ridge		4		10	32	1						7	9	10
Prospect Heights		12		8	41	1	6			2254	25			
Rolling Meadows					9					17				
Round Lake		68		1		485		5				17	868	
Schaumburg			13		18	1				31				
Skokie			1	43	238		25	13		1		3	2	403
Vernon		304		28	78	20	195	18		1208	7	35		3
Warren-Newport		308		1	39	2335	42	4		6	7	125	1176	
Wauconda		199	4		2	13		2		11	3		6	
Waukegan	15	44		5	59	21	19	20			13	86	63	
Wilmette		4		170	900		53	2				18		12
Winnetka-Northfield				955	319		74	3			3	12		
Zion-Benton		30				39	15	7				50	12	
Total Loaned:	197	5401	580	2257	6509	4045	2940	553	0	6342	375	4147	6531	731

North Suburban Library System
Reciprocal Borrowing Program
 September 2001

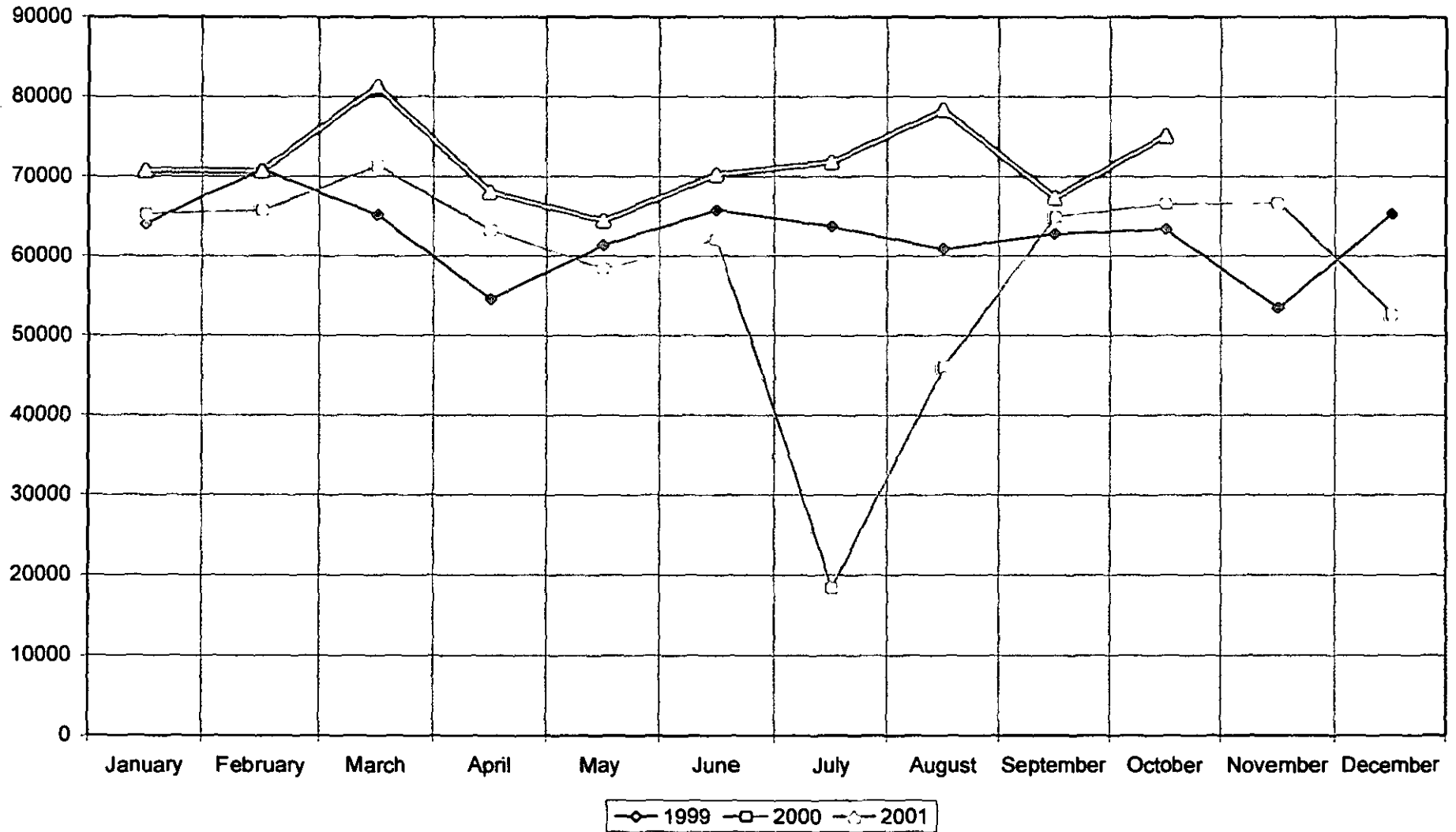
	McHenry	McH-Nunda	Morton Grove	Mt. Prospect	Niles	Northbrook	North Chgo	Palatine	Park Ridge	Prospect Hts	Ring Mdws	Round Lk	Schaumburg	Skokie
Algonquin	4			16				141	12		32		371	
Antioch	114			1		12			6			78	12	2
Arlington Heights			4	457	52	73		748	90	782	609	4	730	69
Barrington	2			14	1	38		3380	18	6	86		1368	
Cary	2			11	5	1			4				153	2
Cook Memorial				12	7	179	40	85	16		19	34	60	104
Crystal Lake	9			8				60			4		234	
Deerfield			10	24		667		2					40	76
Des Plaines			10	796	224	89		98	661	64	77		355	148
Dundee				13				141		4		13	837	
Ela	1			6	22	19		570	20	30	10	2	119	
Elk Grove				20				38	21		2		697	37
Evanston				16	101	123		9	24	18			112	3028
Fox Lake	82	2		4				6				1185	13	
Fox River Grove	18			3									1	2
Fremont	28		5	5	7	151		69	23		8	27	48	
Gail Borden				4				62			5		2634	
Glencoe	1			1.00	1	328.00								33
Glenview			106	44	826	2,285		21	69	16		3	22	499
Grayslake	6			12		14	3	59				507	27	6
Highland Park				5	33	399			5		1		28	62
Highwood						5		3						21
Huntley								26	5		7		169	2
Indian Trails	4		3	162	31	543		626	9	866	21		339	202
Lake Bluff					3	14	8						3	18
Lake Forest				4	2	90			39				9	
Lake Villa				7	23	85			2			924	49	10
Lincolnwood			4		149	24			10		2			2080
McHenry		12			3			27				10	3	
McHenry-Nunda	549										2	50		
Morton Grove				1	2688	110			59					3610
Mt. Prospect			2		38	133		206	97	922	173		41	37
Niles			24	89		135		12	857	18	18			921
Northbrook			22	8	58			35	33	11		3		77
North Chicago				1	4			14						
Palatine	6			119	12	27			11	18	1518		4185	43
Park Ridge			23	52	758	43		74		30	11			208
Prospect Heights				242	8	98		40	54		29	1		84
Rolling Meadows				46		1		787	1					8
Round Lake	1				7	14	1	30	1		5			
Schaumburg			13	98	25	19		410	6	22	267			64
Skokie			1118	11	492	74		44	88					
Vernon				77	23	244	1	451	34	28	14	4		178
Warren-Newport				23	3	49	1	22	28			40		6
Wauconda				9	4	3		75		2	63	24		
Waukegan	1			2		31	91							35
Wilmette			26	3	78	247		12	11	2				678
Winnetka-Northfield	1		4		29	559			7	1				62
Zion-Benton				1			30					23		8
Total Loaned:	848	14	1374	2427	5710	7124	175	6383	2421	2840	2983	2930		8

**North Suburban Library System
Reciprocal Borrowing Program**

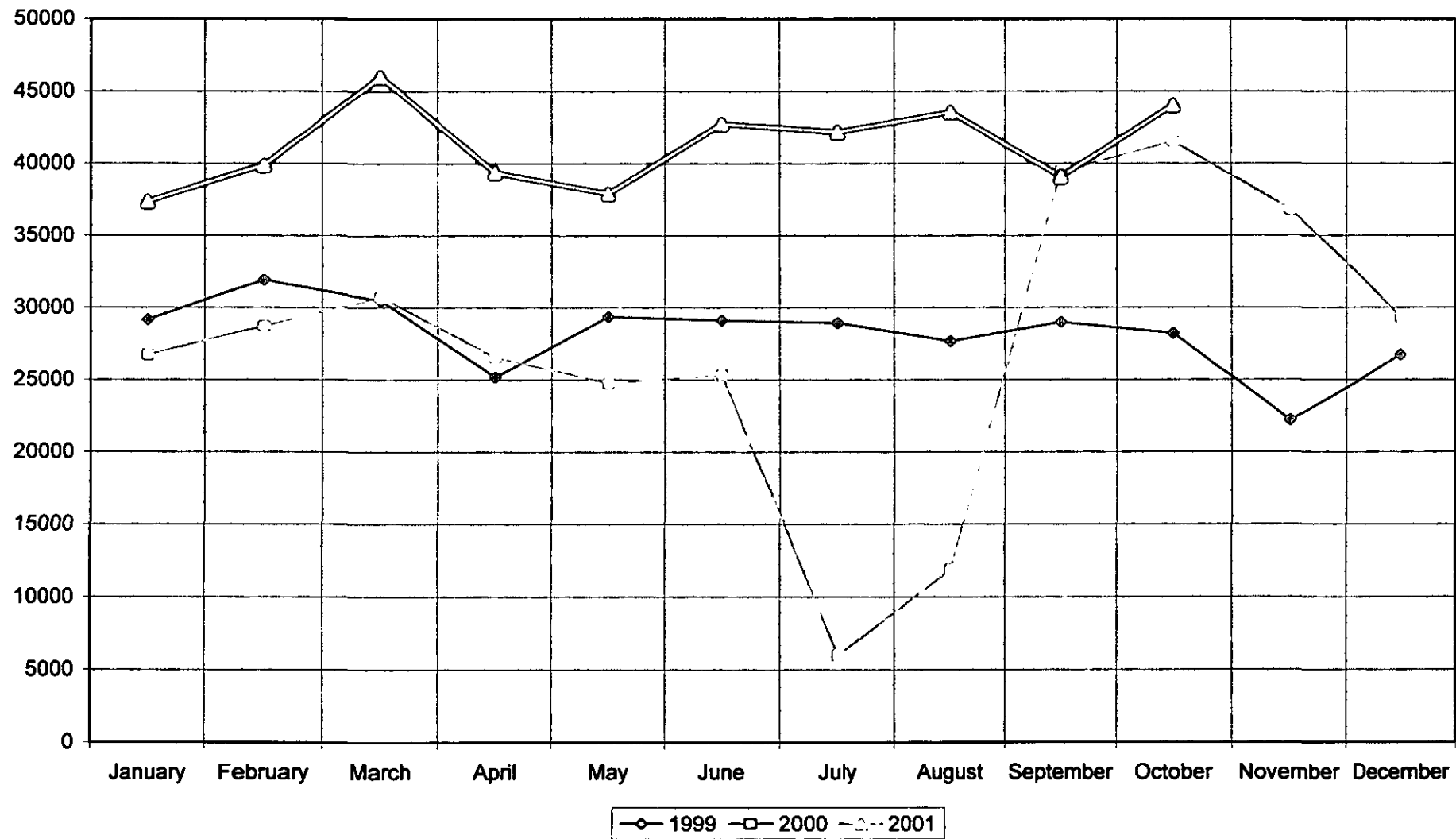
September 2001

	Vernon	Warm-Newport	Wauconda	Waukegan	Wilmette	Winnetka-Northfield	Zion-Benton	Total Borrowed	Total Loaned	Loan-Borrow
Algonquin	8							2688	3708	1040
Antioch	37	99		7				2987	837	-2350
Arlington Heights	211	7	9	4				6085	4102	-1983
Barrington	57		826		19	5		10896	5032	-5864
Cary	68		36					3306	358	-2948
Cook Memorial	10968	470	25	25	38	18	15	16505	11252	-5253
Crystal Lake	7	3	75					888	3421	2533
Deerfield	369			68	10	15		2353	2366	13
Des Plaines	20				2	3		3225	10418	7193
Dundee	6					1		4384	785	-3599
Ela	963	2	75	1	6	2	1	3475	7415	3940
Elk Grove	29					5		1258	1630	372
Evanston	36			30	2727	621	15	7807	3011	-4796
Fox Lake	119	28	343	13			11	3329	395	-2934
Fox River Grove			20					959	197	-762
Fremont	694	98	825	8		8	23	6779	5401	-1378
Gail Borden				1				3108	590	-2518
Glencoe					109	331		1167	2257	1090
Glenview	20	48			270	188		4878	6508	1633
Graystake	182	523	64	24	3		1	3833	4045	212
Highland Park	110		1	13	102	49	11	2510	2840	430
Highwood	9				8			862	553	-309
Huntley	16			3				1000	0	-1000
Indian Trails	6803	15	2	5	9	25		11929	6342	-5587
Lake Bluff	18	41		9				3659	375	-3284
Lake Forest	325	3		5	4	59	2	1572	4147	2575
Lake Villa	78	381	66	58	15			3543	6531	2988
Lincolnwood	5				8	13		2381	731	-1650
McHenry	85	6	550					1886	648	-1018
McHenry-Nunda			191					838	14	-822
Morton Grove	6				27	64		7419	1374	-6045
ML Prospect	17				4	4		4224	2427	-1797
Niles	109				45	14		10216	5710	-4506
Northbrook	153	2			47	191	7	2418	7124	4706
North Chicago	5	537		340			9	1812	175	-1637
Palatine	278		21	5		12		8135	8383	248
Park Ridge	17				21	5		3334	2421	-913
Prospect Heights	24				2	4		3517	2840	-677
Rolling Meadows	5							1248	2983	1735
Round Lake	109	52	83	8			18	2201	2930	729
Schaumburg	84	1	4		7			2421	12859	10438
Skokie	49				284	41		3931	12620	8689
Vernon		21	23	8	7	32		4846	22650	17804
Warren-Newport	409		38	497	2	4	177	7436	8716	1280
Wauconda	89	28				3		1398	3303	1905
Waukegan	47	5482					460	8100	1773	-6327
Wilmette	15		3	15		832	1	4275	4371	86
Winnetka-Northfield	2			17	614			3050	2561	-489
Zion-Benton	5	872	38	611	3	7		1945	742	-1203
Total Loaned:	22650	8716	3303	1773	4371	2561	742			

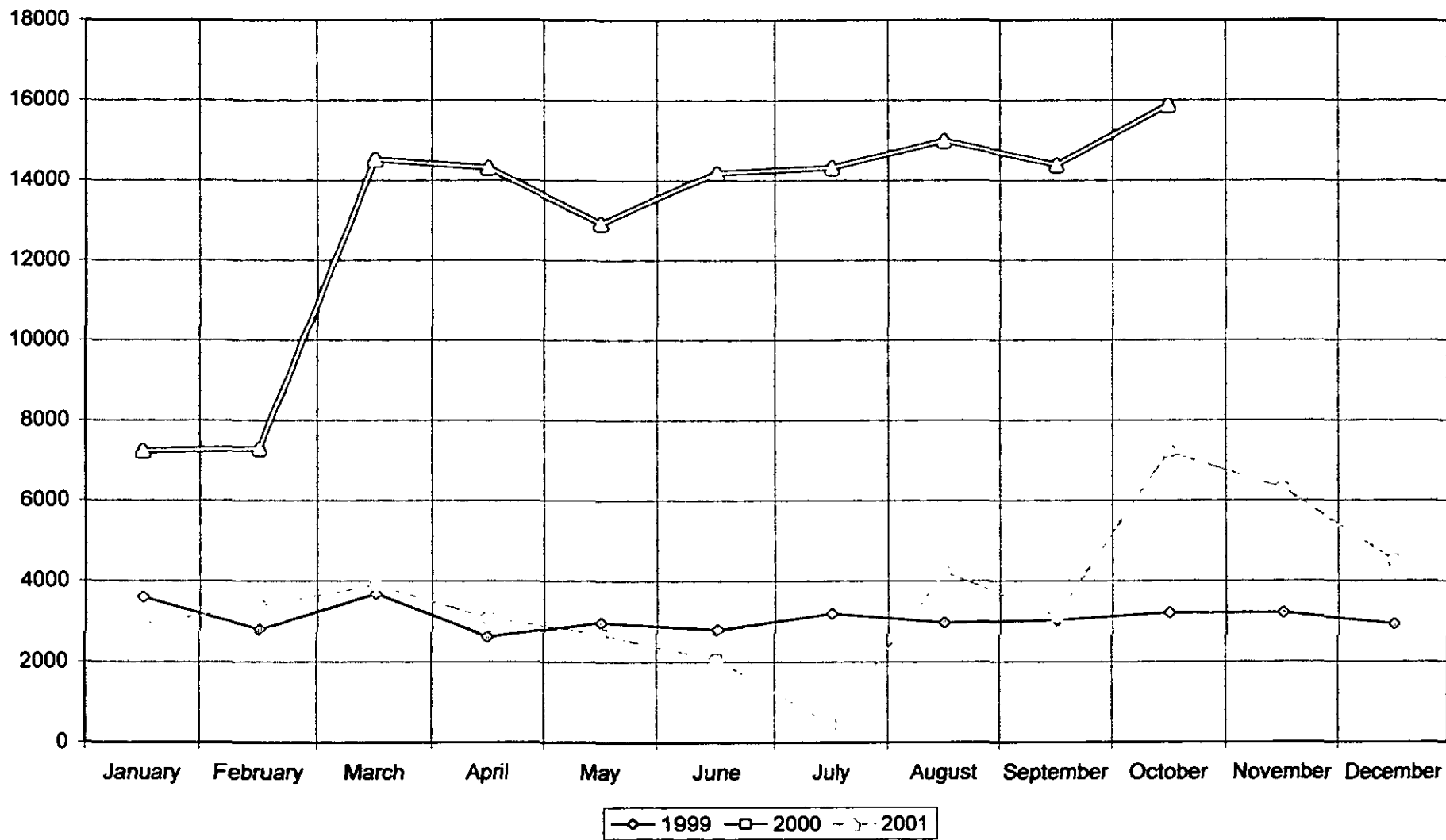
Circulation Statistics Items Circulated Per Month By Year



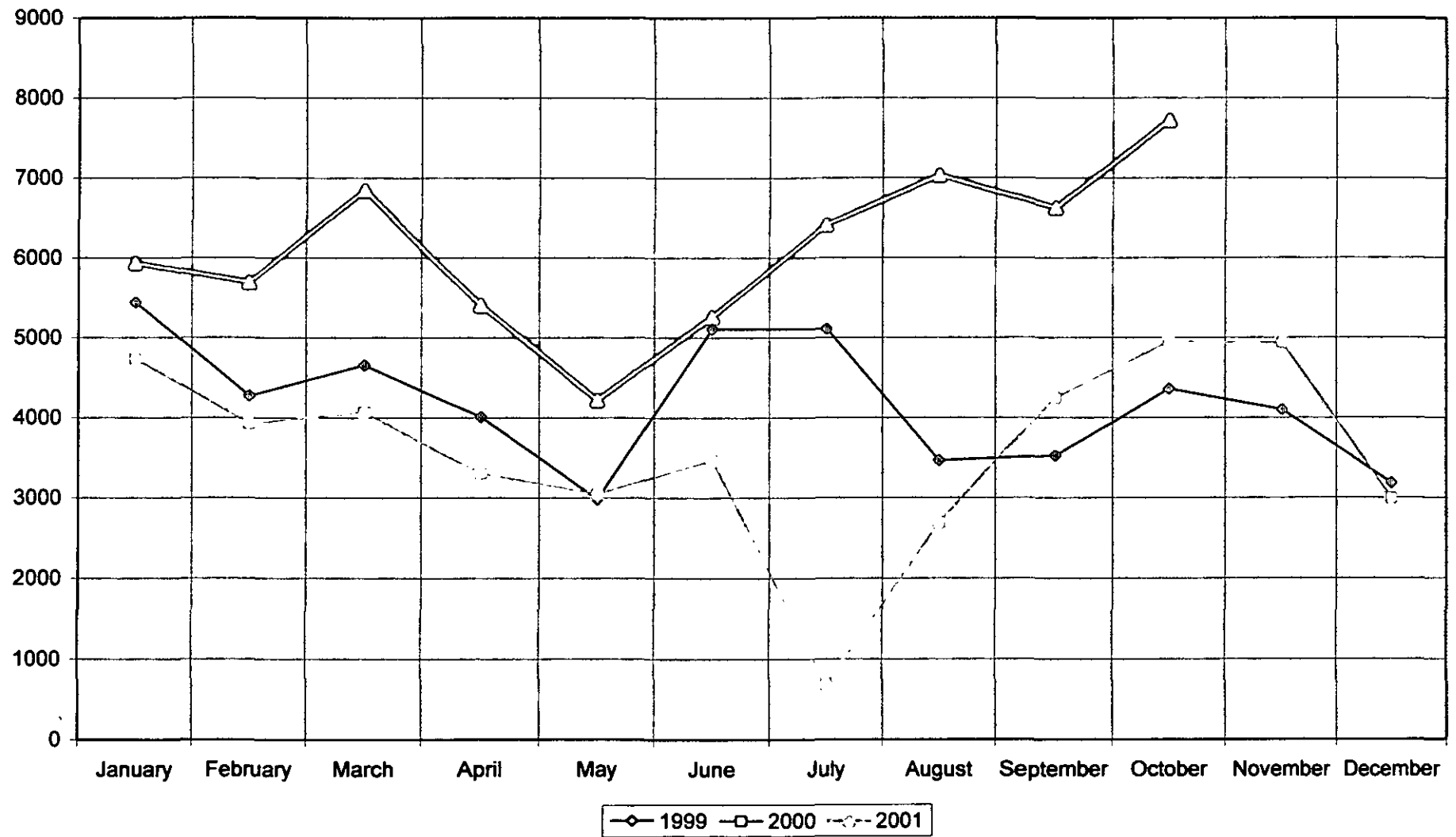
Patron Attendance October 2001



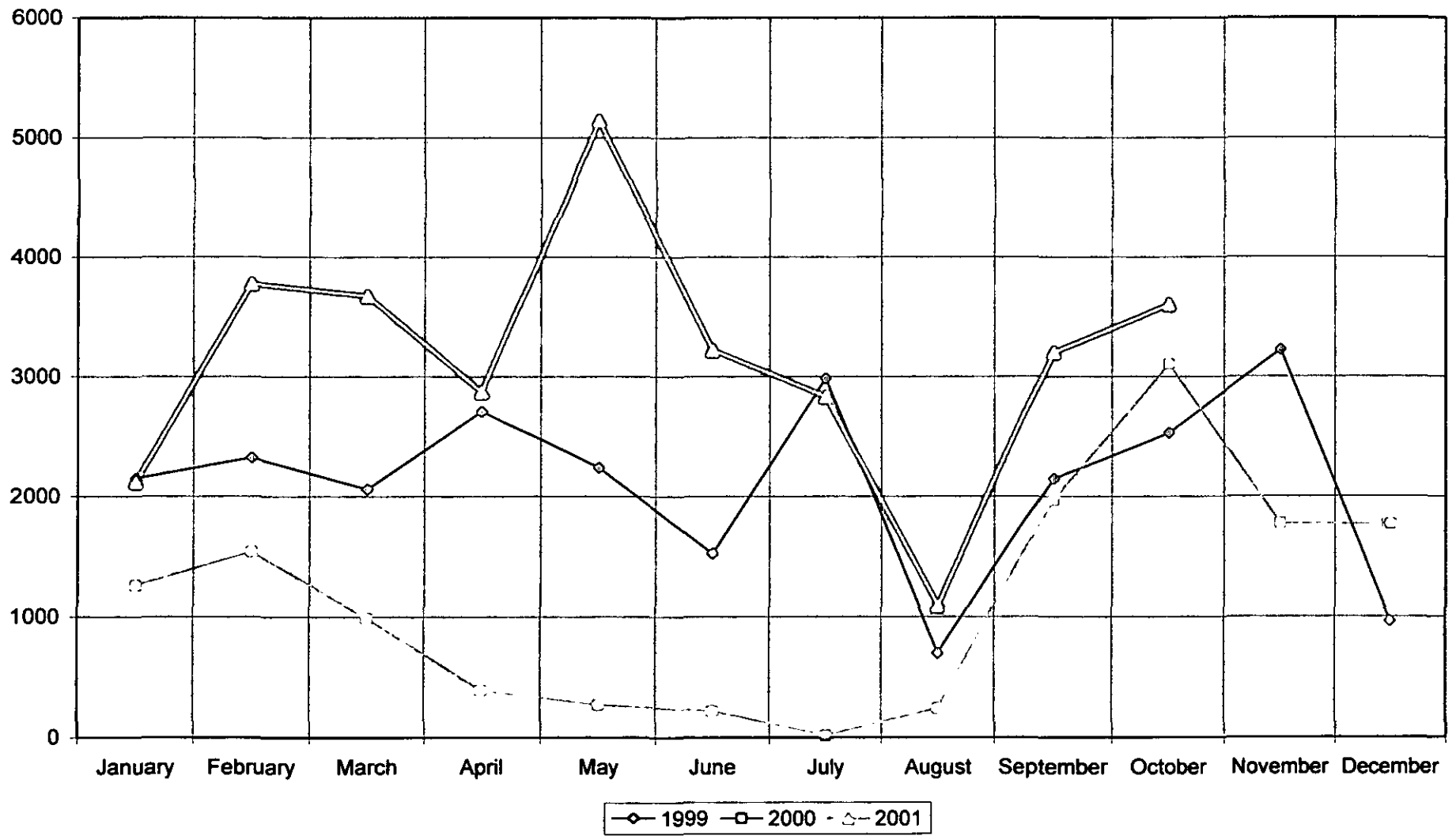
**Adult Patron Assistance
October 2001**

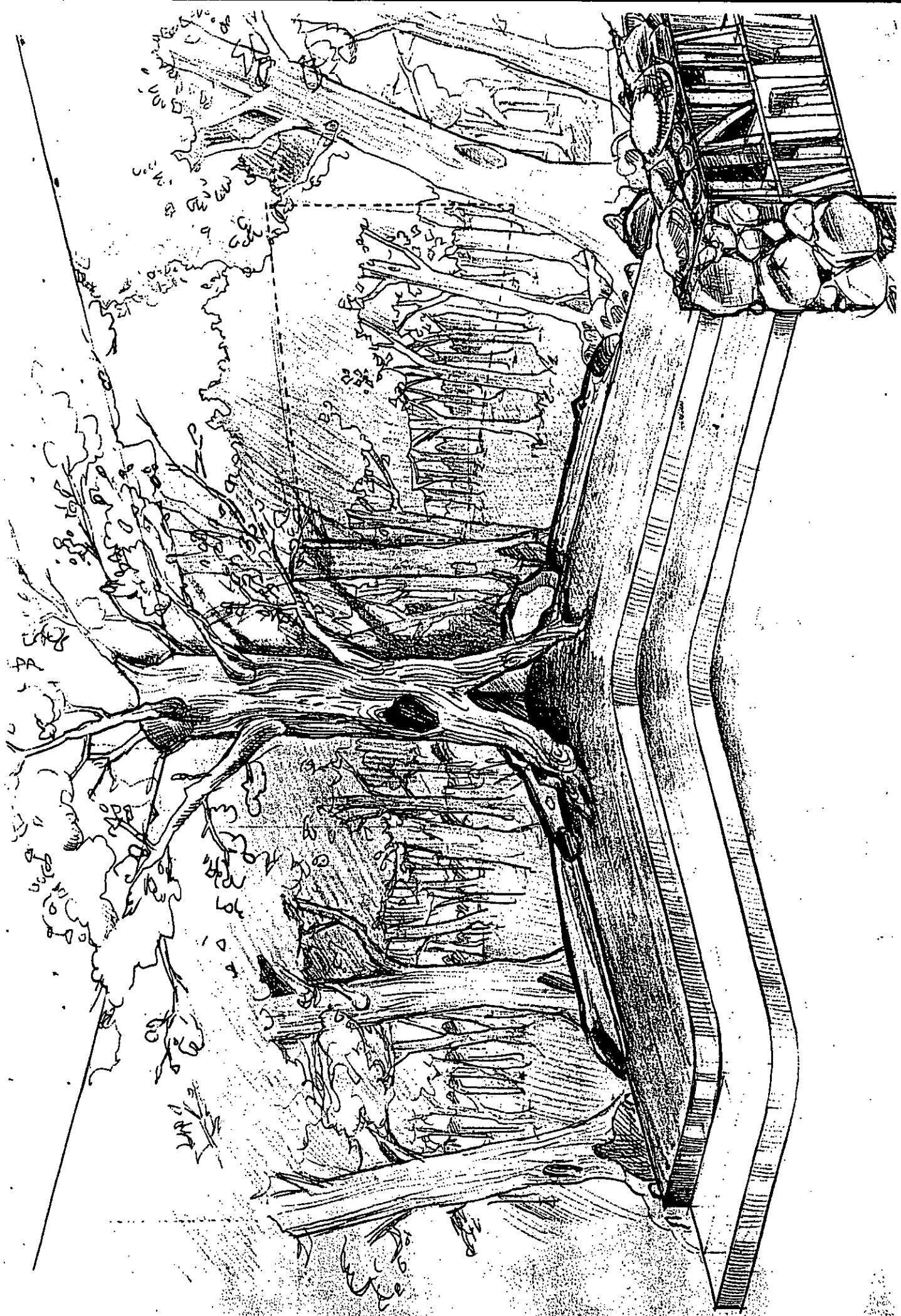


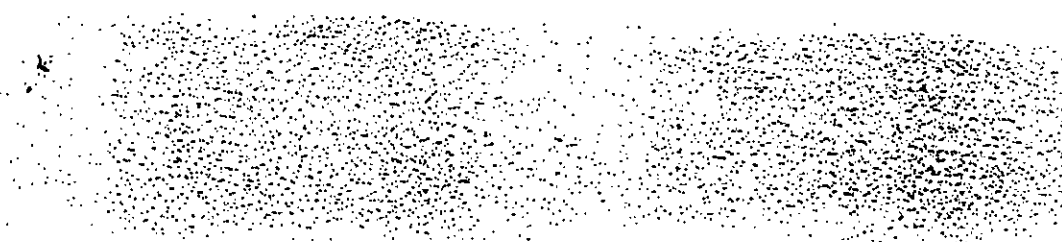
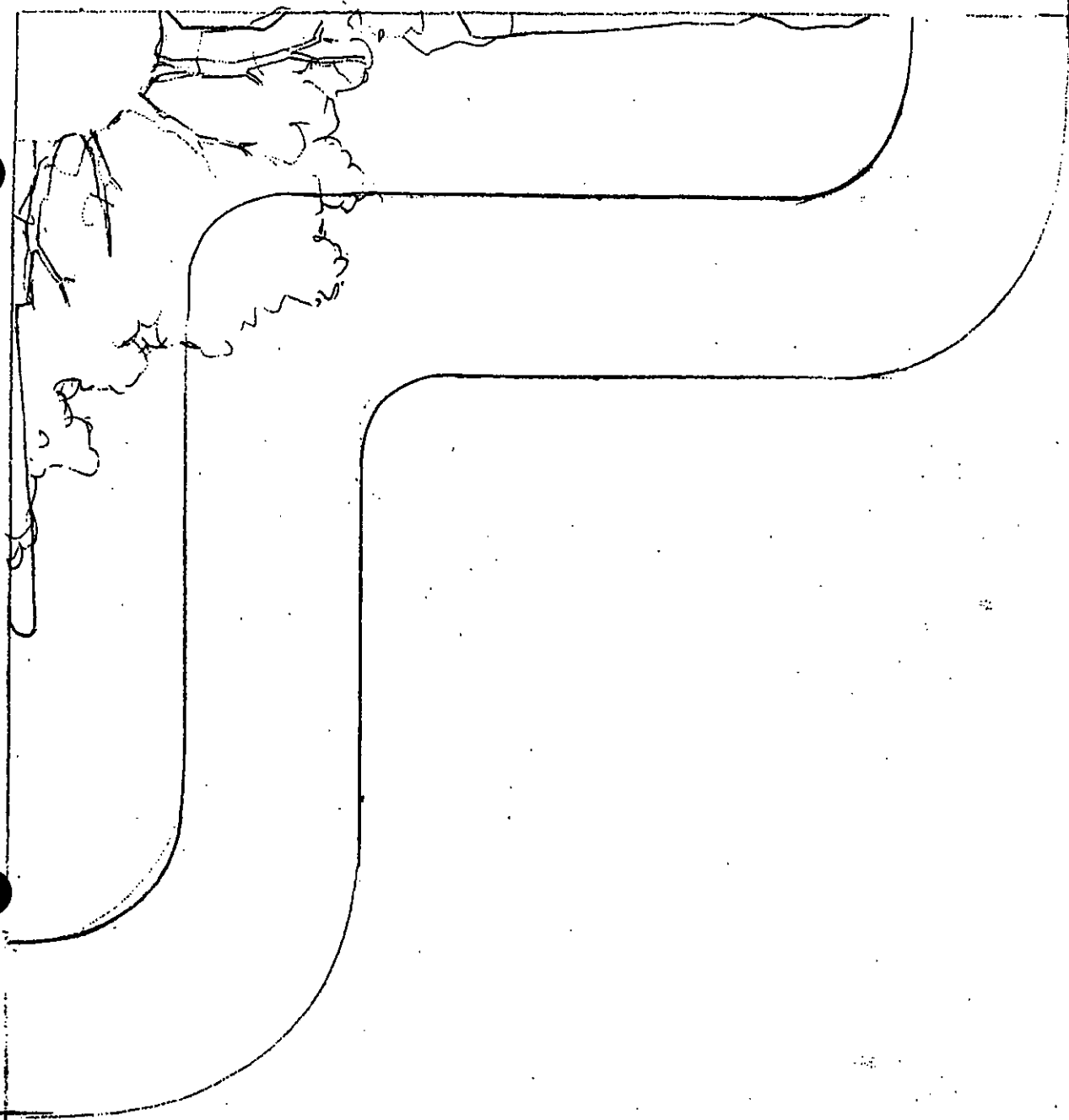
Children's Patron Assistance
October 2001



Meeting Room Attendance October 2001







SKYLINE DESIGN / CODA

1240 N. HOMAN AVENUE CHICAGO, IL 60651 TEL. 773-278-4660 FAX 773-278-3548

BID DATE 08/07/01

BILL TO 011942

L Associates
225 North Michigan Avenue
Chicago, IL 60601
Usa

PH.: 312/938-4455

FAX: 312/938-0929

SHIP TO

SO # B2279-A

Das Plaines Library
Des Plaines, IL 60016
USA

PH.:

FAX:

CONTACT	SOLD BY	CUST PO / REF	PAYMENT TERMS	SHIPPING METHOD	FOB
Dawn Brightfield	KYOU		50% Dep/50%	TBD	

LN#	QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL	TAX
1	1	AR_SCPT	SCULPTURE Skyline Design proposes to fabricate (1) 8'-3" tall tree with foilage. The entire tree will be carved urethane foam over a steel armature. The foam will then be covered with a rigid urethane coating. The tree will also feature an approximately 3'-6" high opening in the base of the trunk and several hollow "poetry" knot holes.	\$20,009.00	\$20,009.00	Y
2	1	AR_SCPT	SCULPTURE Skyline Design proposes to fabricate (1) indoor corner platform approximately 15'-0" x 15'-0" x 2'-2 1/2". This platform will be fabricated from 3/4" plywood with vertical plywood support ribs and a 0'-2 1/2" red oak bullnose. Also includes a one color indoor carpet for the platform that will be installed on site.	\$10,927.00	\$10,927.00	Y
	1	AR_PTG	PAINTING / MURAL Skylne Design proposes to produce approximately 425 square feet of hand painted mural on canvas. The subject matter will be a forest painted in a style to match the three dimensional tree. Also includes several dimensional carved foam and urethane branches and logs to be applied directly to the mural. Also includes tack board underlayment.	\$15,740.00	\$15,740.00	Y
4	1	AR_SCPT	SCULPTURE Skyline Design proposes to fabricate (1) 4'-0" x 8'-0" sheet metal poetry wall. This wall section will be installed beneath the painted canvas mural on the existing wall. All individual words and symbols for the wall are to be supplied by others.	\$430.00	\$430.00	Y

Please inspect the above job description. Accepting this bid constitutes placing a Purchase Order for the "Custom Made" items described above. Any alteration or deviation from the above specifications will be executed only upon written orders and will become an EXTRA charge over and above this estimate. I accept the above quotation as written and discussed. Please accept my order for the material above.

Continued on next page

Signature

Date

Cust PO/Ref

NOTE: THIS QUOTE IS VALID FOR 90 DAYS EXCEPT FOR SHIPPING COSTS WHICH ARE VALID FOR 30 DAYS. 8.75% TAX TO BE ADDED IF APPLICABLE 1.5% INTEREST PER MONTH WILL BE CHARGED ON ALL OVERDUE ACCOUNTS.

Thank you for your continued business and support.

SKYLINE DESIGN / CODA

1240 N. HOMAN AVENUE CHICAGO, IL 60651 TEL. 773-278-4660 FAX 773-278-3548

BID DATE 08/07/01

BILL TO 011942

Associates
225 North Michigan Avenue
Chicago, IL 60601
Usa

PH.: 312/938-4455

FAX: 312/938-0929

SHIP TO

SO # B2279-A

Des Plaines Library
Des Plaines, IL 60016
USA

PH.:

FAX:

CONTACT	SOLD BY	CUST PO / REF	PAYMENT TERMS	SHIPPING METHOD	FOB
Dawn Brightfield	KYOU	sculptures	50% Dep/50%	TBD	

L#	QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL	TAX
5	1	AR_SCPT	SCULPTURE Skyline Design proposes to fabricate one complete set of approximately 250 twinkling fiber optic stars to be installed in the ceiling mural above the platform.	\$5,758.00	\$5,758.00	Y
6	1	AR_SCPT	SCULPTURE Skyline Design proposes to fabricate faux stone panels to clad existing book shelves. There will be a total of two panels at 1'-6" x 6'-0" and two panels at 1'-6" x 5'-0". Each panel will be fabricated of carved foam with a rigid urethane coating. The panels will have a painted faux stone finish with a clear top coat.	\$4,341.00	\$4,341.00	Y
7	1	AR_INST	INSTALLATION	\$7,800.00	\$7,800.00	Y
8	1	AR_SPG	SHIPPING	\$300.00	\$300.00	N
9	1	AR_SCPT	SCULPTURE Fee for study maquette	\$1,000.00	\$1,000.00	Y
10	1	AR_NOTE	Notes - Lead Time: 10 to 12 weeks from receipt of purchase order, deposit and art approval. - Installation is included using non-union personnel during regular business hours. - This price is based on sketches dated 8/7/01. - Permits and engineering by others. - All electrical hook-ups by others. - Terms: 50% deposit/ 50% COD.	\$0.00	\$0.00	N

Please inspect the above job description. Accepting this bid constitutes placing a Purchase Order for the "Custom Made" items described above. Any alteration or deviation from the above specifications will be executed only upon written orders and will become an EXTRA charge over and above this estimate. I accept the above quotation as written and discussed. Please accept my order for the material above.

Non Taxable Subtotal	\$300.00
Taxable Subtotal	\$66,005.00
Tax (8.750%)	\$5,775.44
Total Order	\$72,080.44
Deposit	\$0.00
Balance	\$72,080.44

Signature

Date

Cust PO/Ref

NOTE: THIS QUOTE IS VALID FOR 90 DAYS EXCEPT FOR SHIPPING COSTS WHICH ARE VALID FOR 30 DAYS. 8.75% TAX TO BE ADDED IF APPLICABLE 1.5% INTEREST PER MONTH WILL BE CHARGED ON ALL OVERDUE ACCOUNTS.

Thank you for your continued business and support.

Directions to the North Suburban Library System

General:

NSLS Headquarters is located at 200 West Dundee Road (Route 68) in Wheeling, 1/4 mile east of Wheeling Road and 1/4 mile west of Wolf Road. It is on the north side of the street, next to (east of) the Wheeling Post Office and across from (north of) the Wheeling Fire Department. Look for the prominent red "200 W. Dundee" sign. The parking and building entrance is located at the rear of the building.

From the North:

Take Route 294 to the Lake-Cook Road exit. (The Lake-Cook Road exit is just past the Deerfield tollbooth.) Turn right (west) onto Lake-Cook Road and travel 2 miles. Take the Milwaukee Avenue (Route 21) exit. Turn left (south) onto Milwaukee Avenue and proceed 3/4 mile to Dundee Road. Turn right (west) onto Dundee Road and travel 1/2 mile, beyond the Wolf Road intersection to NSLS. NSLS is on the right (north) side of the street.

From the South:

From Route 294: Take Route 294 to the Willow Road exit. Turn left (west) onto Willow Road. Go 1 mile to Milwaukee Avenue (Route 21). Turn right (north) onto Milwaukee Avenue and proceed 2 miles to Dundee Road (Route 68). Turn left (west) onto Dundee Road. Proceed about 1/4 mile beyond the Wolf Road intersection to NSLS, which is on the right (north) side of the street.

From the Edens Expressway (I-94/Route 41): Take the Edens to the Dundee Road (Route 68) west exit. Take Dundee for approximately 7 1/4 miles. NSLS is on the right (north) side of the street 1/4 mile beyond the Wolf Road intersection.

From Highway 355/Route 290/Route 53: Take I-355/Route 290/Route 53 to the Dundee Road (Route 68) exit. Turn right (east) onto Dundee Road. Proceed on Dundee Road for 4 miles. NSLS is about 3/4 mile past Elmhurst Road on the left (north) side of the street.

Alternative Parking Directions

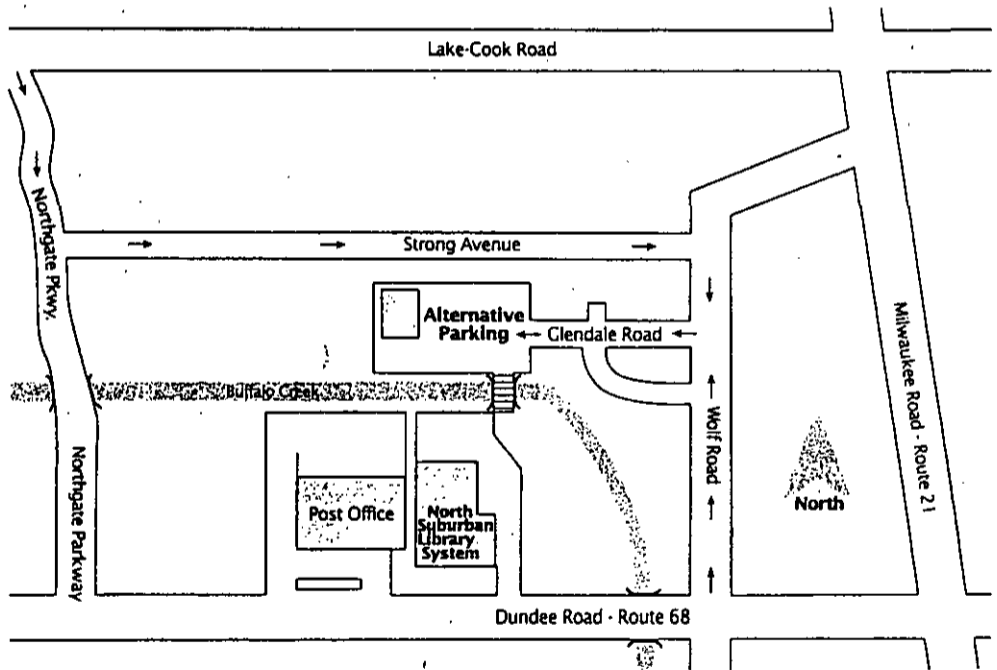
Parking at NSLS is becoming more difficult. Traffic is often backed up on Dundee Road in front of NSLS. This map offers alternative parking which should help to avoid the backup.

Directions:

Traveling eastbound on Lake-Cook Road approximately 1 mile past Route 83, turn right onto Northgate Parkway. Travel south on Northgate for just under a mile and make a left turn onto Strong Avenue. Travel just over 1/2 mile on Strong to Wolf Road. Turn right onto Wolf Road. The second side street after turning onto Wolf is Glendale Road. Turn right onto Glendale Road. Glendale Road ends in the NSLS alternative parking area. Cross the footbridge over Buffalo Creek to NSLS.

Traveling westbound on Lake-Cook Road, take the Milwaukee Avenue (Route 21) exit. Turn left (south) at the off ramp intersection 1/4 mile to Wolf Road. Turn right (west) onto Wolf Road and 1/8 mile onto Glendale Road. Turn right (west) onto Glendale Road. Glendale Road ends in the NSLS alternative parking area. Cross the footbridge over Buffalo Creek to NSLS.

From the intersection of Dundee Road and Wolf Road, go north on Wolf Road about 1/4 mile to Glendale Road. Turn left (west). Glendale Road ends in the NSLS alternative parking area. Cross the footbridge over Buffalo Creek to NSLS.



Not to scale



TRUSTEES—SAVE THE DATE!!!!!!

TRUSTEE BOOTCAMP

The Basics for New Trustees and
for Trustees that want a Refresher!

Saturday, January 12, 2002

9:30 a.m. Coffee

10:00 a.m. - 2:00 p.m. Program

North Suburban Library System
200 W. Dundee Road, Wheeling

TWO IMPORTANT TOPICS:

The Public Library Trustee—Director Relationship What Works and What Doesn't?

Presented by Dr. John Throop

John Throop is president of The Summit Group, a national consulting and training firm based in Peoria, Illinois. The primary aim of The Summit Group is to help nonprofit organizations anticipate and plan for change, and to equip them with the tools they need to make the most of the new opportunities they face. The areas of particular focus are on strategic planning, marketing and development issues. Dr. Throop has served on nonprofit boards for 22 years and has a Doctor of Ministry degree in organizational development.

Basics of Library Law and Finance

Presented by Mary Jane Kepner, Consulting for Organizational Excellence, LaGrange, Illinois. Ms. Kepner has over 20 years of experience working in and consulting with public libraries.

\$20 (includes lunch)

If you need an accommodation for a disability to attend this workshop, please contact Ruth Downey at NSLS, 847/459-1300, ext. 7128 at least five working days prior to the scheduled event.

Trustee Bootcamp 01/12/02 \$20.

Return to Ruth Downey, NSLS, 200 W. Dundee Rd., Wheeling, IL 60090 or Fax 847/459-0380.

Please PRINT.

Name: _____

Library _____

Address: _____

Phone: _____

FAX: _____

Email: _____

Enclosed is a check for \$ _____ or deduct \$ _____ from my library's deposit account.

(K/Q code is required when using this payment method) K/Q Code: _____

REMEMBER: You can register on-line by going to the NSLS Continuing Education Calendar at <http://classes.nslsilus.org> and then click on the registration form for this class.

Comparison of Des Plaines Public Library and the City of Des Plaines

1. The Des Plaines Public Library was created by the votes of the citizens of the City pursuant to, and is governed by, the Illinois Local Library Act (75 ILCS 5/1- 0.1 *et seq.*). The Library is governed by a nine-member Board of Library Trustees, appointed by the Mayor with the approval of the City Council. Upon termination of the term of office of each member of the Board of Library Trustees, the Mayor may re-appoint the member or appoint a successor member.

The Board of Library Trustees prepares its own budget and passes a resolution for a specific tax levy which it then forwards to the City for inclusion in the City's appropriation and tax levy. The fact that the City must levy a tax to fund the Library's budget does not diminish the Board of Library Trustees' control over the Library's budget: the Illinois Local Library Act clarifies that the City's role in levying a tax to fund the Library's budget is simply a ministerial duty.
2. The Library is a public, tax-supported entity which depends upon a property tax levied by the City. The general real estate tax bills show a line item separate from the City for real estate taxes levied for the Library.
3. The Board of Library Trustees annually prepares the Library's budget, without input from the City, and the City's duty to levy a tax to fund that budget is merely ministerial.
 - A. The statute directs the Library Board to prepare a statement of the Library's financial requirements for the upcoming year, and the amount of money which it will be necessary to levy for library purposes, for inclusion in the appropriation of the [City]." The City is not authorized to hold public hearings on the Library's budget, and possesses no authority to question the Library about its proposed expenditures. The statute also directs the City to levy a tax for the Library in the amount determined by the Library Board.
 - B. The tax proceeds derived from the library tax levy are delivered to the City by the Cook County Treasurer, and are deposited to the Library's account.
4. The statute specifically provides that the Library Board has "exclusive control of the expenditure" of library funds. Therefore, the Library Board has exclusive control over determining the amount of funding required for the Library's needs, including its personnel needs.
5. The Des Plaines Public Library hires its own employees with City involvement. The Library Board sets wages for library employees, and determines their fringe benefits. In particular, the Board of Library Trustees has the exclusive authority to appoint and fix the compensation of a qualified librarian, who in turn has the authority to hire

such other employees as may be necessary, and fix their compensation, and to remove such employees, subject to the approval of the Library Board.

- A. At present, Library employees are paid from the Library Account pursuant to checks issued by the City at the direction of the Board of Library Trustees.
 - B. At present, Library employees are covered by a self-insured health insurance program which is sponsored by the City.
 - C. At present, the Library uses the City as its payroll service, and the City issues all checks on the Library account in payment of the various expenditures made by the Library.
 - D. Library employees, like those of the City, participate in the Illinois Municipal Retirement Fund. The IMRF issues periodic statements of pension benefits earned by library employees, and these IMRF statements show the Library as the employer.
 - E. The Board of Library Trustees has exclusive authority to hire and fire library employees. Rank and file employees of the Library are subject to the Civil Service regulations of the City.
 - F. The Board of Library Trustees establishes its own employment policies, subject to the said Civil Service regulations.
6. The Illinois Local Library Act vests the Board of Library Trustees with broad powers to control and govern the library, including the following powers:
- to make and adopt bylaws, rules and regulations for the government of the library;
 - to have the exclusive control of the construction of any library buildings;
 - to have exclusive control over the supervision, care and custody of library grounds, rooms and buildings;
 - to purchase or lease real or personal property;
 - to sell or otherwise dispose of any real or personal property;
 - to enter into contracts and take title to property acquired by it for library purposes;
 - to sue and be sued;
 - to invest funds;
 - to accumulate and set apart unexpended funds as reserve funds.
7. Pursuant to Section 3 of the Illinois Municipal Budget Law (50 ILCS 330/3), the Board of Library Trustees of the Des Plaines Library may from

time to time make transfers between the various items in any fund, not exceeding in the aggregate 10% of the total amount appropriated in such fund, and may amend its budget from time to time by utilizing the same procedure as provided for the original adoption of its budget. Consequently, if the Library were to apply a gift or contribution to pay for a specific line item in its budget, the Library would be free to transfer the real estate tax proceeds from that line item to a different line item, or to amend its budget for the purpose of creating a new and different appropriation.

8. The Des Plaines Public Library is governed by the Illinois Local Library Act and, as such, is subject to various other Illinois and federal laws of general applicability to "political subdivisions," such as the Illinois Freedom of Information Act, the Illinois Open Meetings Act, the Illinois Tort Immunity Act, the Illinois Local Government Prompt Payment Act, the federal Civil Rights Act, *etc.* The Library must comply with the statutory bidding requirements of the Illinois Local Library Act (75 ILCS 5/5-5) and, in addition, has adopted a bidding requirement of obtaining at least three bids before incurring general expenditures over \$5,000.
9. Both "municipal libraries," such as the Des Plaines Public Library, and "village libraries" are authorized by and operate pursuant to the Illinois Local Library Act. On the other hand, "public library districts" are authorized by and operate pursuant to the Illinois Public Library District Act of 1981, as amended.

"Public library districts" are wholly independent local governmental units. "Municipal libraries" and "village libraries" differ from public library districts in that there are a few limitations on the autonomy of municipal libraries and village libraries. For example, the tax levy for municipal and village libraries is included within the tax levy ordinance of the municipality, while a public library district levies its own taxes. Further, an issuance of library bonds and the mortgaging of library property is effected by the municipality on behalf of a municipal or village library, while a public library district has authority in itself to issue library bonds and to mortgage library property. In addition, a municipal or village library's exercise of the power of eminent domain requires the prior approval of the municipality, while a library district has this power in itself.

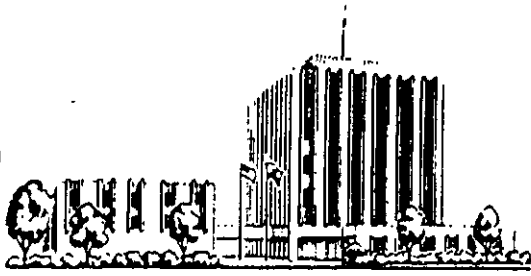
In general, "municipal libraries" differ from "village libraries" primarily with respect to the manner in which such libraries are established and in the manner of selecting members of the Board of Library Trustees. A city by its own action can establish a municipal library, but in a village an election is required to establish a village library. (A public library district may be

formed either (1) in territory that is not being provided with library services, through a public referendum, or (2) by the conversion of a municipal or village library to a public library district.) In a municipal library, members of the Board of Library Trustees, as noted above, are appointed by the Mayor with the approval of the City Council. In a village, the members of the Board of Library Trustees are elected (unless the village is organized under the commission form of government, in which case the members of the Board of Library Trustees are appointed).

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GERARD E. DEMPSEY

Gerard E. Dempsey was graduated from Xavier University in 1962 with an A.B. degree. He earned an L.L.B. degree from Harvard University Law School in 1965. Mr. Dempsey served for two years as a law clerk in the Illinois Appellate Court (1st District). He has been admitted to the bars of the State of Illinois, the U.S. District Court, Northern District of Illinois, and the United States Tax Court. He represents school and municipal clients, municipal libraries, library districts, library systems, and consortiums of public libraries. He has also conducted library, school and municipal litigation at both trial and appellate levels. His experience includes consultation and preparation of contracts for computer hardware, software and new communications technologies. He also represents other local governmental entities, including park districts, as well as private sector clients. He has co-authored the pamphlet *Formal Dismissal Procedures under Illinois Teacher Tenure Law*, with other members of the firm, published by the Illinois Association of School Boards, and has recently up-dated a chapter, "Dismissal and Suspension Procedures," for the practice handbook on *Illinois School Law* published by the Illinois Institute of Continuing Legal Education. He has published and lectured on various local governmental law, public sector deferred compensation and exempt organization (§501(c)(3)) topics, and is also active in compensation, income tax and estate planning matters. Mr. Dempsey also participates as counsel to three inter-governmental risk management agencies for the Suburban Library System.



CITY OF DES PLAINES

1420 Miner/Northwest Highway ■ Des Plaines, Illinois 60016-4498 ■ (847)391-5300

June 21, 2001

01-332

Mr. Anthony Elhadj
Library Bureau Steel
1560 Northwest Blvd.
Vineland, NJ 08360

Re: Des Plaines Public Library

Dear Mr. Elhadj:

This confirms an agreement between the Des Plaines Public Library and Library Bureau Steel regarding an outstanding invoice submitted by Library Bureau Steel to the Des Plaines Public Library.

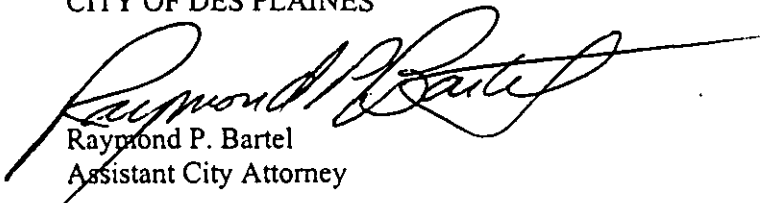
The parties have agreed that the Des Plaines Public Library shall issue a check in the amount of \$2,723.93 as full and complete payment of all outstanding obligations owed Library Bureau Steel by the Des Plaines Public Library.

I have communicated your acceptance to Ms. Sandra Norlin, the Library Administrator. She will take steps necessary to process the Library Bureau Steel Payment and forward same to you.

Should you have any questions concerning the above, or should any of the above not accurately reflect the agreement of the parties, please contact me at your earliest convenience.

Sincerely,

CITY OF DES PLAINES


Raymond P. Bartel
Assistant City Attorney

RPB:dl

cc: Sandra Norlin, Library Administrator ✓
David R. Wiltse, City Attorney

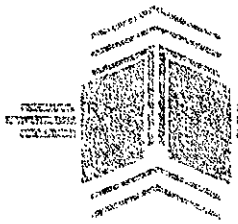
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DECEMBER

1206

80898:1010 (12/17)



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, DECEMBER 18, 2001

7:30 PM*

Conference Room -- Second Floor

Agenda:

- **2001 Salary Schedule**
- **Executive Session**
 - Administrator Review**
 - Semi-Annual Review of Executive Session Minutes**

*** Note later starting time.**

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

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
December 18, 2001 7:30 PM

- I. Call to Order. (7:30 PM)
- II. Consideration of the Agenda.
- III. Public Comments and Questions.
- IV. City Council Community Services Committee – Rosemary Argus.
- V. Consent Agenda.
 - A. Approval of the Minutes of the Regular Board Meeting – November 20, 2001.
 - B. Acceptance of Financial Reports for November, 2001.
 - C. Approval of Library Expenditures.
 - 1. Warrant Register – November 05, 2001 - \$61,978.64.
 - 2. Warrant Register – November 19, 2001 - \$66,504.33.
 - 3. Salaries – November 01, 2001 - \$84,380.64.
 - 4. Salaries – November 15, 2001 - \$86,096.41.
 - 5. Salaries – November 29, 2001 - \$85,593.19.
 - 6. Transfer Entry – Gasoline and Diesel Fuel - \$111.27.
 - E. Acceptance of Committee Reports.
 - 1. Finance Committee – Susan Burrows.
 - 2. Building and Grounds Committee – Eldon Burk.
 - 3. Management Committee – William Grice.
 - 4. Friends of the Library – Inara Brubaker.
 - 5. Administrator’s Report – Sandra Norlin.
 - F. Approval to Begin Planning a Fundraising Concept for the Library. (Action Item)
 - G. Approval to Revise Policy C-1, Registration Eligibility. (Action Item)

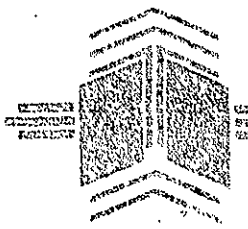
- 1209
- VI. New Business. (7:30 PM)
 - A. 2002 Salary Schedule. (Action Item)
 - B. City Council Attendance – January 7, 21 and February 4, 18.
 - C. Resolutions. (Action Item)
 - 1. Transfer of Funds to Fund Balance.
 - 2. Appropriation and Levy.
 - D. Authorization to Pay Inside Prospects N.W.
 - E. Authorization to Pay Proquest Information and Learning.
 - F. Authorization to Pay LexisNexis.

 - VII. Announcements.

 - VIII. Executive Session.
 - A. Semi-Annual Review of Executive Session Minutes.
 - B. Administrator Review Committee Report.

 - IX. Adjournment. (9:00 PM)

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



Des Plaines Public Library

V-A

BOARD OF TRUSTEES Minutes of the Regular Meeting November 20, 2001

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, November 20, 2001. President John Ciborowski called the meeting to order at 7:03 PM.

Members Present: Inara Brubaker, Eldon Burk, John Burke, Susan Burrows, John Ciborowski, William Grice, Noreen Lake, Rhys Read.

Members Absent: Ellen Yearwood.

Also Present: Administrator Sandra Norlin, Carol Kidd, Martha Sloan, Leslie Steiner, Hector Marino, Sue D'Hondt.

MOTION by Inara Brubaker, seconded by Susan Burrows, to amend the agenda by adding under VI. New Business. G. Library Board of Trustees Christmas Party. Vote: Ayes: All. Nays: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Rosemary Argus.

Alderman Argus absent. No report.

CONSENT AGENDA

John Ciborowski asked that the Systems Membership Report, Friends of the Library Report and the Administrator's Report be removed from the Consent Agenda for discussion.

1211

John Ciborowski brought up for discussion the fact that there will be a shortfall of \$400,000,000 from the State of Illinois this year. Eldon Burk responded that that figure is now approaching \$500,000,000.

Rhys Read entered the meeting at 7:08 PM.

Eldon Burk asked for Board approval to invite the Board of Directors of the North Suburban Library System to have one of their meetings at the Des Plaines Public Library. The Board agreed to issue an invitation to NSLS and asked Sandra Norlin to extend the invitation.

John Ciborowski reported that he and Noreen Lake attended the Friends of the Library Roundtable meeting and that the Friends are concerned that books are being taken from the Shelf Program, but are not being paid for. The Friends would like additional security in the area. John Burke suggested additional larger print signage in the book sale area and also in the library lobby.

John Ciborowski referred to the Administrator's Report and the increase in circulation and attendance at the library compared to statistics from 2000.

Sandra Norlin reported that Penny Sympon, Librarian I, Adult Services, resigned her position at the library effective November 30, 2001. Sandra stated that Penny has been responsible for the financial planning programs at the library.

MOTION by John Burke, seconded by Eldon Burk, to approve the Minutes of the regular Board Meeting of October 16, 2001, as amended. Vote: Ayes: All. Nays: None. MOTION CARRIED.

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

1. Over the Counter Receipts	\$ 6,532.26
2. Petty Cash Expenditures	\$ 19.80
3. Budget Expenditures for October	\$ 308,910.45
4. Expenditures Year to Date	\$3,448,007.59
5. Revenue for October	\$ 31,095.96
6. Revenue Year to Date	\$2,354,764.04

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MOTION by John Burke, seconded by Eldon Burk, to be approved, subject to audit, expenditures authorized by the Library Administrator and Board Representatives for library Warrant Registers as follows:

October 01, 2001	\$ 31,010.36
October 15, 2001	<u>\$ 65,504.33</u>
Total	\$ 96,514.69

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

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

October 04, 2001	\$ 84,550.61
October 18, 2001	<u>\$ 86,620.93</u>
Total	\$ 171,171.54

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

MOTION BY John Burke, seconded by Eldon Burk, to be approved, subject to audit, transfer entries to the Library account in October 2001 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (October)	<u>\$ 86.15</u>
Total	\$ 86.15

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

MOTION by Committee to approve acceptance of the Project Next Generation Grant, Contract#: NG-02-117 by Library Administrator, Sandra Norlin in the amount of \$11,500. Vote: Ayes: All. Nays: None.

MOTION by John Burke, seconded by Eldon Burk, to approve payment in the amount of \$31,287.27 to EBSCO Subscription Services. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Lake, Read. NAYS: None. MOTION CARRIED.

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ADMINISTRATOR'S REPORT

New employees for September/October: Mercedes Galarza, Page 1, began 10.10.01.

Separations for September/October: Lolita Sayadian, Page 1, effective 10.09.01; Texas Bullock, Monitor, effective 10.31.01.

The Circulation Department held three group meetings with Peopleworks. All full time employees participated in sessions that were designed to build self-understanding, team building, and a shared vision.

In the past month, library staff have attended training sessions on iBistro and SIRSI Workflows, the Anti-Defamation League's diversity training, workplace safety, reference basics, supervisory skills, and marketing. Several staff members attended the Illinois Library Association's Annual Conference. Hector Marino presented a program at the Conference. Hector also attended the annual conference of Pegasus, Inc., which is the training body for the Learning Organization principles. Roberta Johnson attended Bouchercon, which is the annual mystery writers' conference.

Patron use of our facilities and services continues to remain high, with a 43% increase in attendance comparing year to date figures from 2000 to 2001. The increase in reciprocal borrowing is over 44%, again year to date. Patrons have checked out nearly 13% more items in October, 2001 than in October 2000. This is a particularly healthy sign, since we were open the full month in our new facility last October.

We enjoyed the success of the Leif Erikson events and were pleased to host two city-sponsored events: the Flood Prevention Program and the Housing Fair. Our babysitting clinic continues to be popular and well attended. The program co-sponsored with District 62 for Children at Risk attracted 100 parents and children.

Please note the very large increases in Adult and Children's Patron Assistance.

Since my last report I have represented the library at the following meetings: City Holiday Decorations Committee (10/17), the Extension Advisory Council (10/18), the Masonry Council's Awards Banquet (10/20) at which the library building won the award for government buildings, the City Community Services Committee (10/30) and the City Council Committee of the Whole meeting on the 2002 Budget. I also attended the library board's Management Committee and Foundation Advisory Committee meetings, the Library Cable Network Executive Committee meeting, and a Directors' discussion group at North Suburban Library System. On November 9 I met with Des Plaines' new City Manager, Scott Miller and gave him a tour of our library building.

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NEW BUSINESS

MOTION by Susan Burrows, seconded by William Grice, to approve acceptance of the Residents and Retailers Grant in the amount of \$13,285.00. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Susan Burrows asked for Board approval to request a check in the amount of \$30,000 from the Des Plaines Public Library Fund at the North Suburban Library Foundation for the initial deposit for the Poet Tree Corner. Susan reported that the design for the Poet Tree Corner was prepared by Skyline Design and that Douglas and Maxine Hubbard have pledged funding for the Poet Tree Corner. Susan also asked for Board approval for the proposal submitted by Skyline Design. A maquette of the Poet Tree Corner was on display.

John Ciborowski asked if proposals were obtained from other companies for the Poet Tree Corner and Susan Burrows responded that this is an artform and Skyline Design has done this type of work before. Sandra Norlin distributed a memo from Raymond Bartel, Assistant City Attorney, who states that the Poet Tree Corner does not require competitive bidding, but that the contract be authorized by a vote of 2/3 of all members of the Board of Trustees. John Burke asked if the donor had pledged all funds for the artwork and Susan responded that the donors have pledged donations for 2002, 2003 and 2004. Eldon Burk stated that the donor will sign a letter of intent for the cost of the project.

MOTION by Committee to authorize Library Administrator, Sandra Norlin, to approve the proposal by Skyline Design for the Poet Tree Corner and to request a check in the amount of \$30,000 from the Des Plaines Public Library Fund at the North Suburban Library Foundation for the initial deposit for the construction of the Poet Tree Corner. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Lake, Read. NAYS: None. MOTION CARRIED.

The Administrator Review Committee will be John Ciborowski, John Burke, Eldon Burke, Susan Burrows, and William Grice. John Ciborowski will schedule a date and time for the meeting.

Hector Marino distributed an informational sheet on bids submitted for the Maintenance and Repair Services for Computers, Printer and Network. Hector recommended Action Computer as the lowest bidder at a cost of \$16,222 for a one-year contract, which is from December 1, 2001 through November 30, 2002. Rhys Read asked if the contract would include maintenance for the network and Hector responded that it would. Eldon Burk asked if the contract could be broken if the vendor was unable to fulfill their obligations and Hector Marino responded that a clear description of the services are outlined in the contract. John Burke stated that he was concerned about the way the bid specifications were written and asked if the specification could be more clearly written and the bid process

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reopened. Sandra Norlin responded that all bidders were required to attend a Pre-Bid meeting where the bid specifications were clarified.

MOTION by Rhys Read, seconded by William Grice to award the bid for the Maintenance and Repair Services for Computers, Printer and Network for the Des Plaines Public to Action Computer Services in the amount of \$16,222.00, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Lake, Read. NAYS: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by Rhys Read to approve payment in the amount of \$8,460 for 3M Service Agreement Renewal. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Lake, Read. NAYS: None. MOTION CARRIED.

ANNOUNCEMENTS

The annual Library Board of Trustees Christmas Party will be held on December 18, 2001 at the Black Ram Restaurant at 5:00 PM. The regular meeting of the Library Board of Trustees will meet at 7:30 PM, rather than 7:00 PM.

Inara Brubaker asked if the library had prepared displays depicting other religions and Sandra Norlin responded that the library was planning a multi-cultural holiday celebration display for the Community Case in the library walkway.

MOTION by Inara Brubaker, seconded by Rhys Read, to adjourn the regular meeting.

The meeting adjourned at 8:27 PM.

Minutes prepared by Carol Kidd.

DES PLAINES PUBLIC LIBRARY
OVER THE COUNTER RECEIPTS FOR THE MONTH OF NOVEMBER 2001

	November 2000	November 2001	2000 to Date	2001 to Date
Lost Materials	\$ 378.57	\$ 331.09	\$ 4,431.10	\$ 6,413.47
Fines	\$ 4,787.18	\$ 5,799.06	\$62,678.60	\$ 67,761.03
Damage	\$ 31.95	\$ 140.10	\$ 713.26	\$ 989.55
Fees	\$ 667.13	\$ 456.95	\$ 6,075.74	\$ 7,522.07
Copies	\$ (-22.05)	\$ 175.85	9,820.31	\$ 7,267.46
Miscellaneous	\$ 24.60	\$ 17.00	938.68	\$ 987.08
Totals	\$ 5,867.38	\$ 6,920.05	\$84,657.69	\$ 90,940.66

PETTY CASH EXPENDITURES – November

960070		
960070	Auto/Travel	8.97
960070	Auto/Travel	6.56
960070	Auto/Travel	5.87
970170	Janitorial	1.00
970260	Postage	1.20
970260	Postage	7.20
Total		\$30.80

**DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR THE MONTH OF NOVEMBER 2001**

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

1. Over the Counter Receipts	\$ 6,920.05
2. Petty Cash Expenditures	\$ 30.80
3. Budget Expenditures for November	\$ 547,679.16
4. Expenditures Year to Date	\$3,992,962.82
5. Revenue for November	\$ 11,433.81
6. Revenue Year to Date	\$3,188,576.49

Warrant Register

November 05, 2001	\$ 61,978.64
November 19, 2001	\$ <u>66,504.33</u>
Total	\$ 128,482.97

Salaries

November 01, 2001	\$ 84,380.64
November 15, 2001	\$ 86,096.41
November 29, 2001	\$ <u>85,593.19</u>
Total	\$ 256,070.24

Transfer Entry - Gasoline & Diesel

Gasoline and Diesel Fuel (November)	\$ <u>111.27</u>
Total	\$ 111.27

12/04/01

CITY OF DES PLAINES

ACCOUNTING PERIOD: 11/01

BALANCE SHEET

SELECTION CRITERIA: genledgr.fund in ('201','202')

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102005	CASH PB PAYABLE 281190401		612.76
102008	CASH PB DEPOSIT 276502401		429,605.95
102012	CASH IPTIP/FOA 7139200161	34,653.83	
102014	CASH FED INVST TRUST(FIT)	703.78	
	TOTAL CASH	35,857.61	430,218.71
104033	INVESTMENTS-DOWNING	35,426.73	
	TOTAL INVESTMENTS	35,426.73	.00
	TOTAL ASSETS	71,284.34	430,218.71
450030	ACCRUED LIAB-COMP ABSENCE		105,901.30
	TOTAL ACCRUED LIABILITIES	.00	105,901.30
	TOTAL CURRENT LIABILITIES	.00	105,901.30
	TOTAL LIABILITIES	.00	105,901.30
700110	EXPENDITURE CONTROL	3,919,438.32	
700120	REVENUE CONTROL		2,936,586.29
700150	EXP. BUDGET CONTROL		4,678,051.00
700160	REV. BUDGET CONTROL	4,454,332.00	
700170	BUDGET FUND BALANCE	223,719.00	
	TOTAL SYSTEM CONTROL	8,597,489.32	7,614,637.29
720010	FUND BAL-RESRV-GIFT TRUST		35,425.73
	TOTAL FUND BALANCE-RESERVED	.00	35,425.73
730000	FUND BALANCE-UNRESERVED		482,590.63
	TOTAL FUND EQUITY	.00	518,016.36
	TOTAL EQUITIES	8,597,489.32	8,132,653.65
	TOTAL PUBLIC LIBRARY FUND	8,668,773.66	8,668,773.66

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CITY OF DES PLAINES
BALANCE SHEET

ACCOUNTING PERIOD: 11/01

SELECTION CRITERIA: genledgr.fund in ('201','202')

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH PB DEPOSIT 276502401	112,395.20	
102012	CASH IPTIP/FOA 7139200161	14,039.71	
102014	CASH FED INVST TRUST(FIT)	1,222.44	
	TOTAL CASH	127,657.35	.00
119200	RECEIVABLE-MISC	100,000.00	
	TOTAL ACCOUNTS RECEIVABLE	100,000.00	.00
	TOTAL ASSETS	227,657.35	.00
700110	EXPENDITURE CONTROL	73,524.50	
700120	REVENUE CONTROL		251,990.20
700150	EXP. BUDGET CONTROL		150,000.00
700160	REV. BUDGET CONTROL	173,000.00	
700170	BUDGET FUND BALANCE		23,000.00
	TOTAL SYSTEM CONTROL	246,524.50	424,990.20
730000	FUND BALANCE-UNRESERVED		49,191.65
	TOTAL FUND EQUITY	.00	49,191.65
	TOTAL EQUITIES	246,524.50	474,181.85
	TOTAL LIBRARY CAPITAL PROJ FUND	474,181.85	474,181.85
	TOTAL REPORT	9,142,955.51	9,142,955.51

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

ACCOUNTING PERIOD: 11/01

SELECTION CRITERIA: expledgr.fund in ('201','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	1,674,127.00	162,172.44	.00	1,295,839.47	378,287.53	.77
910200	TEMPORARY WAGES	635,842.00	68,476.97	.00	524,415.89	111,426.11	.82
910300	SUPERVISORY OVERTIME	.00	.00	.00	.00	.00	.00
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	348.92	151.08	.70
910500	VACATION PAY	.00	14,030.95	.00	98,462.88	-98,462.88	.00
910600	SICK PAY	.00	4,698.56	.00	38,443.93	-38,443.93	.00
910700	HOLIDAY PAY	.00	6,691.32	.00	36,049.37	-36,049.37	.00
910900	ACT/OUT OF CLASS/PREMIUM	500.00	.00	.00	.00	500.00	.00
910950	EXCESS SICK HRS PAY OUT	3,500.00	.00	.00	3,401.76	98.24	.97
918010	UNEMPLOYMENT COMPENSATION	1,012.00	.00	.00	759.00	253.00	.75
918020	EMPLOYER CONTR-F.I.C.A.	169,465.00	19,347.27	.00	151,845.69	17,619.31	.90
918021	EMPLOYER CONTR-I.M.R.F.	142,301.00	17,008.14	.00	132,506.96	9,794.04	.93
918040	LIFE INS PREMIUMS	4,896.00	.00	.00	3,922.21	973.79	.80
918050	MEDICAL INS PREMIUMS	218,452.00	19,967.94	.00	149,525.86	68,926.14	.68
918060	TUITION REIMBURSEMENTS	5,000.00	154.50	.00	1,224.00	3,776.00	.24
918070	WORKERS COMPENSATION	6,000.00	599.83	.00	4,702.71	1,297.29	.78
TOTAL	PERSONAL SERVICES	2,861,595.00	313,147.92	.00	2,441,448.65	420,146.35	.85
920100	LITIGATION & LEGAL FEES	.00	1,417.00	.00	4,840.50	-4,840.50	.00
920105	COSTS OF LITIGATION	.00	9.70	.00	41.40	-41.40	.00
920110	PROFESSIONAL CONSULTING	10,000.00	1,114.97	.00	18,147.18	-8,147.18	1.81
920120	COMMUNICATION SERVICES	50,000.00	1,399.04	.00	22,358.54	27,641.46	.45
920140	DATA PROCESSING SERVICES	85,000.00	6,832.79	.00	83,256.43	1,743.57	.98
920202	CONFERENCES	7,000.00	70.00	.00	2,148.00	4,852.00	.31
920204	TRAINING	2,500.00	.00	.00	175.00	2,325.00	.07
920206	SEMINARS	2,500.00	550.00	.00	2,153.00	347.00	.86
920210	IN-SERVICE TRAINING	2,000.00	1,787.21	.00	6,807.73	-4,807.73	3.40
920220	MEMBERSHIP DUES	4,500.00	415.00	.00	3,637.00	863.00	.81
920230	PUBLICATION OF NOTICES	2,000.00	1,276.00	.00	2,867.69	-867.69	1.43
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	11,000.00	878.01	.00	7,666.61	3,333.39	.70
TOTAL	SUBSIDIES,REBATES,CONTRIB	11,000.00	878.01	.00	7,666.61	3,333.39	.70
920900	PROPERTY/LIAB CONTRIBUTIO	67,423.00	.00	.00	50,565.00	16,858.00	.75
930010	R & M EQUIPMENT	52,600.00	665.54	.00	23,027.66	29,572.34	.44
930020	R & M BLDGS & STRUCTURES	20,000.00	3,826.55	.00	15,963.23	4,036.77	.80
930030	R & M VEHICLES	3,000.00	35.72	.00	2,098.69	901.31	.70
930195	BOOK BINDING & REPAIR	3,000.00	1,407.95	.00	5,430.35	-2,430.35	1.81
930210	RENTAL OF EQUIPMENT	3,000.00	.00	.00	4,040.00	-1,040.00	1.35
930320	CLEANING:CUSTODIAL SERV	45,000.00	6,780.00	.00	38,747.50	6,252.50	.86
960070	AUTO/TRAVEL EXPENSES	5,500.00	541.19	.00	4,606.62	893.38	.84
960210	SPECIAL EVENT PROGRAMMING	17,000.00	2,255.05	.00	17,553.67	-553.67	1.03

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12/04/01

CITY OF DES PLAINES

ACCOUNTING PERIOD: 11/01

ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expledgr.fund in ('201','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
960990	MISC CONTRACTUAL SVCS	70,000.00	4,752.46	.00	87,418.65	-17,418.65	1.25
TOTAL	CONTRACTUAL SERVICES	463,023.00	36,014.18	.00	403,550.45	59,472.55	.87
970100	SUPPLIES	70,000.00	2,119.06	.00	50,990.68	19,009.32	.73
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	205.95	.00	1,615.32	-115.32	1.08
970170	JANITORIAL	8,000.00	1,609.72	.00	12,176.64	-4,176.64	1.52
970200	COPYING/FAX SUPPLIES	1,000.00	99.60	.00	2,746.63	-1,746.63	2.75
970260	POSTAGE AND PARCEL	13,200.00	1,601.60	.00	15,041.78	-1,841.78	1.14
970270	PRINTING-REPROD-BINDING	7,500.00	.00	.00	2,431.38	5,068.62	.32
970320	SUPPLIES: BLDG R/M	.00	.00	.00	.00	.00	.00
970330	SUPPLIES: VEHICLE R/M	.00	2.03	.00	1,064.41	-1,064.41	.00
970600	BOOKS	493,000.00	50,185.85	.00	366,063.61	126,936.39	.74
970610	AUDIO MATERIALS	64,000.00	3,533.56	.00	47,009.29	16,990.71	.73
970620	SUBSCRIPTIONS & BOOKS	85,000.00	14,371.75	.00	39,626.29	45,373.71	.47
970630	VISUAL MATERIALS	65,000.00	3,523.33	.00	46,917.72	18,082.28	.72
970640	AUTOMATED REFERENCE MAT'L	87,000.00	11,985.80	.00	66,109.25	20,890.75	.76
970810	NATURAL GAS	19,000.00	.00	.00	26,057.75	-7,057.75	1.37
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970830	DIESEL	3,500.00	94.34	.00	663.31	2,836.69	.19
970850	GASOLINE	800.00	16.93	.00	227.45	572.55	.28
TOTAL	COMMODITIES	919,000.00	89,349.52	.00	678,741.51	240,258.49	.74
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	135,000.00	2,101.71	.00	49,009.87	85,990.13	.36
980410	COMPUTER HARDWARE	.00	31.21	.00	65,391.59	-65,391.59	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	28,366.06	-28,366.06	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	5,000.00	2,840.00	.00	8,451.31	-3,451.31	1.69
TOTAL	CAPITAL EXPENDITURES	140,000.00	4,972.92	.00	151,218.83	-11,218.83	1.08
990300	BANK/TRUST/AGENCY FEES	150.00	.00	.00	.00	150.00	.00
990900	TRANSFER TO DEBT SERVICE	.00	.00	.00	.00	.00	.00
990910	TRANS TO D/S.93 GO BOND	29,283.00	.00	.00	28,527.00	756.00	.97
TOTAL	DEBT SERVICE	29,433.00	.00	.00	28,527.00	906.00	.97
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

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12/04/01

CITY OF DES PLAINES

ACCOUNTING PERIOD: 11/01

ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expledgr.fund in ('201','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
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	4,613,051.00	443,484.54	.00	3,853,486.44	759,564.56	.84

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12/04/01

CITY OF DES PLAINES

ACCOUNTING PERIOD: 11/01

ORGANIZATION EXPENDITURE STATUS

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

FUND - 201 - PUBLIC LIBRARY FUND

FUNCTION - 400 - CIVIC & CULTURE

DEPARTMENT - 2120 - LIBRARY ACCUMULATION

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
980600	FURNITURE & FIXTURES	.00	.00	.00	.00	.00	.00
TOTAL	CAPITAL EXPENDITURES	.00	.00	.00	.00	.00	.00
TOTAL	LIBRARY ACCUMULATION	.00	.00	.00	.00	.00	.00

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12/04/01

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

ACCOUNTING PERIOD: 11/01

SELECTION CRITERIA: expledgr.fund in ('201','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	.00	.00	.00	.00	.00	.00
920120	COMMUNICATION SERVICES	.00	.00	.00	.00	.00	.00
920140	DATA PROCESSING SERVICES	.00	.00	.00	.00	.00	.00
920202	CONFERENCES	5,000.00	.00	.00	5,716.02	-716.02	1.14
920204	TRAINING	.00	.00	.00	7,457.91	-7,457.91	.00
920206	SEMINARS	.00	.00	.00	920.00	-920.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	2,985.38	-2,985.38	.00
960070	AUTO/TRAVEL EXPENSES	.00	.00	.00	.00	.00	.00
960210	SPECIAL EVENT PROGRAMMING	.00	.00	.00	.00	.00	.00
960990	MISC CONTRACTUAL SVCS	60,000.00	.00	.00	47,162.57	12,837.43	.79
TOTAL	CONTRACTUAL SERVICES	65,000.00	.00	.00	64,241.88	758.12	.99
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
970270	PRINTING-REPROD-BINDING	.00	.00	.00	1,710.00	-1,710.00	.00
TOTAL	COMMODITIES	.00	.00	.00	1,710.00	-1,710.00	.00
980400	EQUIPMENT	.00	.00	.00	.00	.00	.00
980510	COMPUTER HARDWARE	.00	.00	.00	.00	.00	.00
980520	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
TOTAL	CAPITAL EXPENDITURES	.00	.00	.00	.00	.00	.00
TOTAL	IL LIBRARY PER CAP GRANT	65,000.00	.00	.00	65,951.88	-951.88	1.01
TOTAL	CIVIC & CULTURE	4,678,051.00	443,484.54	.00	3,919,438.32	758,612.68	.84
TOTAL	PUBLIC LIBRARY FUND	4,678,051.00	443,484.54	.00	3,919,438.32	758,612.68	.84

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CITY OF DES PLAINES

ACCOUNTING PERIOD: 11/01

ORGANIZATION EXPENDITURE STATUS

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

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	.00	.00	.00	1,468.93	-1,468.93	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
960990	MISC CONTRACTUAL SVCS	.00	.00	.00	.00	.00	.00
TOTAL	CONTRACTUAL SERVICES	.00	.00	.00	1,468.93	-1,468.93	.00
970100	SUPPLIES	.00	.00	.00	36.00	-36.00	.00
TOTAL	COMMODITIES	.00	.00	.00	36.00	-36.00	.00
980300	IMPROVEMENTS	.00	104,194.62	.00	.00	.00	.00
980400	EQUIPMENT	50,000.00	.00	.00	59,514.78	-9,514.78	1.19
980420	COMPUTER SOFTWARE	50,000.00	.00	.00	.00	50,000.00	.00
980600	FURNITURE & FIXTURES	50,000.00	.00	.00	12,504.79	37,495.21	.25
TOTAL	CAPITAL EXPENDITURES	150,000.00	104,194.62	.00	72,019.57	77,980.43	.48
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	104,194.62	.00	73,524.50	76,475.50	.49
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	104,194.62	.00	73,524.50	76,475.50	.49
REPORT		4,828,051.00	547,679.16	.00	3,992,962.82	835,088.18	.83

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 ACCOUNTING PERIOD: 11/01

CITY OF DES PLAINES
 ORGANIZATION REVENUE STATUS

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

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	9,636.10	30,363.90	.24
810016	PROPERTY TAXES 1999	.00	.00	.00	20,849.83	-20,849.83	.00
810017	PROPERTY TAXES 2000	4,086,344.00	.00	.00	2,561,319.21	1,525,024.79	.63
TOTAL	PROPERTY TAXES	4,126,344.00	.00	.00	2,591,805.14	1,534,538.86	.63
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	4,219,332.00	.00	.00	2,684,793.14	1,534,538.86	.64
822040	STATE GRANT:PER CAPITA	65,000.00	.00	.00	65,947.57	-947.57	1.01
822080	STATE GRANT:LIBRARY TECH	.00	.00	.00	.00	.00	.00
822090	STATE GRANT:LIB CONSTRUCT	.00	-14,237.11	.00	.00	.00	.00
822095	STATE GRANT:LIBRARY	.00	14,237.11	.00	36,154.03	-36,154.03	.00
TOTAL	STATE GRANTS	65,000.00	.00	.00	102,101.60	-37,101.60	1.57
TOTAL	INTERGOVERNMENTAL REVENUE	65,000.00	.00	.00	102,101.60	-37,101.60	1.57
850102	LIBRARY FINES	100,000.00	8,876.74	.00	79,559.72	20,440.28	.80
TOTAL	FINES	100,000.00	8,876.74	.00	79,559.72	20,440.28	.80
850201	COPYING FEE	30,000.00	186.30	.00	7,282.54	22,717.46	.24
850215	SPECIAL PROGRAMS & EVENTS	15,000.00	1,912.50	.00	5,837.04	9,162.96	.39
TOTAL	FEEES AND SERVICES	45,000.00	2,098.80	.00	13,119.58	31,880.42	.29
TOTAL	FINES, FEEES, AND SERVICES	145,000.00	10,975.54	.00	92,679.30	52,320.70	.64
890010	INTEREST INCOME	10,000.00	.92	.00	40,837.59	-30,837.59	4.08
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	345.60	.00	16,174.66	-1,174.66	1.08
TOTAL	OTHER REVENUE	25,000.00	346.52	.00	57,012.25	-32,012.25	2.28
TOTAL	PUBLIC LIBRARY FUND	4,454,332.00	11,322.06	.00	2,936,586.29	1,517,745.71	.66
TOTAL	PUBLIC LIBRARY FUND	4,454,332.00	11,322.06	.00	2,936,586.29	1,517,745.71	.66

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CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

ACCOUNTING PERIOD: 11/01

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

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	.00	.00	.00	.00	.00	.00
822090	STATE GRANT:LIB CONSTRUCT	20,000.00	.00	.00	.00	20,000.00	.00
TOTAL	STATE GRANTS	20,000.00	.00	.00	.00	20,000.00	.00
TOTAL	INTERGOVERNMENTAL REVENUE	20,000.00	.00	.00	.00	20,000.00	.00
890010	INTEREST INCOME	3,000.00	111.75	.00	1,990.20	1,009.80	.66
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
898902	TRANSFER FROM LIB FUND	150,000.00	.00	.00	150,000.00	.00	1.00
899920	LIBRARY DONATIONS	.00	.00	.00	100,000.00	-100,000.00	.00
899930	LIBRARY BUY-A-BRICK	.00	.00	.00	.00	.00	.00
TOTAL	OTHER REVENUE	153,000.00	111.75	.00	251,990.20	-98,990.20	1.65
TOTAL	LIBRARY CAPITAL PROJ FUND	173,000.00	111.75	.00	251,990.20	-78,990.20	1.46
TOTAL	LIBRARY CAPITAL PROJ FUND	173,000.00	111.75	.00	251,990.20	-78,990.20	1.46
TOTAL REPORT		4,627,332.00	11,433.81	.00	3,188,576.49	1,438,755.51	.69

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICES	AMOUNT
2110	920110	PROFESSIONAL CONSULTING	06070	LOHAN ASSOCIATES	01687 69.41
2110	920110	PROFESSIONAL CONSULTING	06070	LOHAN ASSOCIATES	01688 120.31
2110	920110	PROFESSIONAL CONSULTING	06070	LOHAN ASSOCIATES	01689 25.25
2110	920110	PROFESSIONAL CONSULTING	09080	PEOPLEWORKS	1003 900.00
2110	920140	DATA PROCESSING SERVICES	09737	BAKER & TAYLOR	K10NS2449M 553.75
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	9-19-01 1,343.01
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	SEPTEMBER 01 3,741.92
2110	920206	SEMINARS	21092	PETTY CASH	PETTY CASH 15.00
2110	920206	SEMINARS	43806	NORTH SUBURBAN LIBRARY SY	ATTACH 15.00
2110	920210	IN-SERVICE TRAINING	72106	COOPERATIVE COMPUTER SERV	DPK-08/01 1,787.21
2110	920220	MEMBERSHIP DUES	100075	AMERICAN LIBRARY ASSOCIAT	0018018 195.00
2110	920220	MEMBERSHIP DUES	20127	ILLINOIS LIBRARY ASSOCIAT	101492 90.00
2110	930010	R & M EQUIPMENT	06789	CANON BUSINESS SOLUTIONS-	6582491 59.13
2110	930010	R & M EQUIPMENT	10000	GIBSON	0608673IN 162.21
2110	930010	R & M EQUIPMENT	72106	COOPERATIVE COMPUTER SERV	SEPTEMBER 01 392.70
2110	930020	R & M BLDGS & STRUCTURES	00189	ANDERSON LOCK CO LTD	267308 638.55
2110	930020	R & M BLDGS & STRUCTURES	00189	ANDERSON LOCK CO LTD	265789 134.00
2110	930020	R & M BLDGS & STRUCTURES	100604	MK PAINTING & DECORATING	3 740.00
2110	930195	BOOK BINDING & REPAIR	05479	HOUCHEM BINDERY LTD	095596 852.70
2110	930320	CLEANING:CUSTODIAL SERV	09536	CRYSTAL MGMT & MAINT SERV	9873 3,390.00
2110	960070	AUTO/TRAVEL EXPENSES	100001	SUSAN FARID	REIMB 380.03
2110	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	PETTY CASH 4.55
2110	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	PETTY CASH 6.18
2110	960210	SPECIAL EVENT PROGRAMMING	08459	PATRICIA E. SHERMAN	11-3-01 100.00
2110	960210	SPECIAL EVENT PROGRAMMING	09046	CHRISTINE POSINGER	REIMB 75.13
2110	960210	SPECIAL EVENT PROGRAMMING	100754	JOHN MORRISSY	12-2-01 150.00
2110	960210	SPECIAL EVENT PROGRAMMING	100759	DEREK EVANS	2-13-02 60.00
2110	960210	SPECIAL EVENT PROGRAMMING	100760	RANDOM RINGERS	12-7-01 150.00
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	005075 75.54
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	019077 7.99
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1169534 1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1169539 14.50
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1169537 .80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1164313 14.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1164309 4.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1165737 20.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1168000 26.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1169533 1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1169536 1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1162621 64.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1157110 11.55
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1168559 57.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1168001 1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1168002 1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1168003 45.55
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1162156 20.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1172047 4.05
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1169538 53.30
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1164310 8.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1164311 45.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1172048 .80

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1163636	10.25
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1172049	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1162984	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1173267	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1164314	5.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1165735	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1173266	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1164312	40.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1169535	26.45
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1159900	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1168004	13.50
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1172509	20.15
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1163637	4.80
2110	960990	MISC CONTRACTUAL SVCS	16839	AQUATICARE, INC.	445	399.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008200864	86.30
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008120825	29.90
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008194845	50.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008099153	16.70
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008104450	34.60
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008159388	39.20
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008130103	37.30
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008141038	34.60
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008154241	46.80
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008110689	53.70
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008154375	43.70
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008124533	40.20
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008165154	18.70
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008164985	44.70
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008168906	28.40
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	76845431	12.35
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	76685140	18.70
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	76787398	36.90
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	76649744	20.10
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	76589254	44.30
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	76755924	24.25
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	76845427	13.30
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	76845429	14.35
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	76813822	6.50
2110	970100	SUPPLIES	00118	MARILYN'S FLOWERS AND THI	477	35.00
2110	970100	SUPPLIES	09638	OFFICE DEPOT	139977582/1	-11.48
2110	970100	SUPPLIES	09638	OFFICE DEPOT	141809974/1	-18.14
2110	970100	SUPPLIES	09638	OFFICE DEPOT	141739556/1	150.44
2110	970100	SUPPLIES	09638	OFFICE DEPOT	141809441/1	-812.51
2110	970100	SUPPLIES	09638	OFFICE DEPOT	141843547/1	53.20
2110	970100	SUPPLIES	09638	OFFICE DEPOT	140953986/1	103.79
2110	970100	SUPPLIES	09638	OFFICE DEPOT	141552619/1	62.61
2110	970100	SUPPLIES	09638	OFFICE DEPOT	140672640/1	1,100.13
2110	970100	SUPPLIES	09638	OFFICE DEPOT	139742398/1	26.12
2110	970100	SUPPLIES	19714	GAYLORD BROS	148999	41.83
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	023617	152.23
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	071384	136.58

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	022741	27.55
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	029539	595.40
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	036333	61.26
2110	970100	SUPPLIES	20957	RIGSS, INCORPORATED	2765	16.20
2110	970100	SUPPLIES	21092	PETTY CASH	PETTY CASH	12.00
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	004148	21.72
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	005541	12.02
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	005215	4.04
2110	970100	SUPPLIES	85048	G.NEIL DIRECT MAIL INCORP	6104026	107.01
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	09398	BARBARA SALETNIK	REIMB	40.98
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	21092	PETTY CASH	PETTY CASH	11.27
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	096311-00	754.00
2110	970170	JANITORIAL	02436	NORTHWEST ELECTRICAL SUPP	H88873	18.00
2110	970170	JANITORIAL	09689	RADIO SHACK	091338	16.98
2110	970170	JANITORIAL	100118	TERRY DOWD INCORPORATED	036791	188.75
2110	970170	JANITORIAL	17132	MENARD'S	53076	10.62
2110	970170	JANITORIAL	21092	PETTY CASH	PETTY CASH	7.00
2110	970170	JANITORIAL	43765	DOMINICKS FINER FOODS	004471	24.87
2110	970200	COPYING/FAX SUPPLIES	17273	XEROX CORPORATION	10026749	99.60
2110	970260	POSTAGE AND PARCEL	00933	POSTMASTER		1,535.00
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH	4.20
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH	12.00
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH	3.00
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH	2.40
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	5-945-47343	7.54
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1172509	236.56
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1168003	374.67
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1163637	68.64
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1169539	148.40
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1172048	11.20
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1172047	35.91
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1172049	12.71
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1164311	171.98
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1169538	294.31
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1162156	135.01
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1164314	71.33
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1163636	34.55
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1162984	10.19
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1173267	36.30
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1165736	5.36
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1169537	11.20
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1173266	13.56
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1164312	352.25
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1164310	50.90
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1169535	224.76
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1169534	9.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1168002	10.17
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1168001	24.80
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1169536	8.97
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1168004	93.45
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1164313	120.99

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CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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ACCOUNTING PERIOD: 11/01

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1159900	20.40
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1168559	517.06
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1169533	8.97
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1162621	459.74
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1168000	98.01
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1164309	20.95
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1165737	187.58
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1157110	108.75
2110	970600	BOOKS	02482	CHIVERS NORTH AMERICA	213522	23.40
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	0074334-01	554.50
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	0061916-01	1,011.00
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	0062398-01	484.50
2110	970600	BOOKS	03363	WEST GROUP	800236653	49.00
2110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	00232672	160.93
2110	970600	BOOKS	05317	GROLIER PUBLISHING CO	10626282	1,056.30
2110	970600	BOOKS	05871	HARRIS INFOSOURCE INTL	509110	180.10
2110	970600	BOOKS	06033	THE H.W. WILSON COMPANY	5420481X	868.00
2110	970600	BOOKS	07439	THE GALE GROUP	11037662	44.17
2110	970600	BOOKS	07439	THE GALE GROUP	11037396	73.34
2110	970600	BOOKS	07439	THE GALE GROUP	11007610	160.22
2110	970600	BOOKS	07439	THE GALS GROUP	11059982	160.14
2110	970600	BOOKS	07439	THE GALE GROUP	11017556	20.80
2110	970600	BOOKS	07439	THE GALE GROUP	11049201	110.20
2110	970600	BOOKS	07439	THE GALE GROUP	11061308	150.36
2110	970600	BOOKS	07439	THE GALE GROUP	11024350	156.75
2110	970600	BOOKS	07439	THE GALE GROUP	11001218	123.50
2110	970600	BOOKS	07439	THE GALE GROUP	11055395	100.26
2110	970600	BOOKS	07439	THE GALE GROUP	11041051	120.60
2110	970600	BOOKS	07439	THE GALE GROUP	11022011	37.00
2110	970600	BOOKS	07439	THE GALE GROUP	11036632	137.76
2110	970600	BOOKS	07527	STAGE & SCREEN	09002165448	39.38
2110	970600	BOOKS	08365	DOWNTOWN BOOK CENTER	00183498	382.17
2110	970600	BOOKS	08365	DOWNTOWN BOOK CENTER	00183362	134.72
2110	970600	BOOKS	100123	DISTRIBOOKS INCORPORATED	0008613-IN	53.14
2110	970600	BOOKS	100755	BACON'S INFORMATION INCOR	246790810CK	345.00
2110	970600	BOOKS	100757	RODALE BOOKS	ATTACH	38.72
2110	970600	BOOKS	100758	VON HOLTZBRINCK PUBLISHIN	59359161	77.25
2110	970600	BOOKS	18306	BORDERS BOOKS MUSIC AND C	002629	224.83
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008194844	1,023.72
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3004852757	13.63
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3004849152	577.71
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008110688	1,020.93
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008120824	500.76
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008104449	859.05
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008168905	661.70
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008164984	827.69
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008200863	1,495.03
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008218054	567.41
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008226290	159.98
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3004891726	123.45
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008165038	22.00

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CITY OF DES PLAINES
 CASH REQUIREMENTS BILL LIST

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008165153	327.49
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008154374	981.72
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008154240	828.86
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008148827	14.20
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008099152	366.24
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008190326	75.73
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008124532	664.32
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	304611309	323.71
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008141037	735.89
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3004869386	152.82
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008159387	932.44
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008130102	782.59
2110	970600	BOOKS	20361	BERNAN ASSOCIATES	110022091	79.00
2110	970600	BOOKS	20361	BERNAN ASSOCIATES	110017451	76.32
2110	970600	BOOKS	20361	BERNAN ASSOCIATES	110017677	83.74
2110	970600	BOOKS	20361	BERNAN ASSOCIATES	110018119	77.38
2110	970600	BOOKS	20361	BERNAN ASSOCIATES	110017899	77.38
2110	970600	BOOKS	21121	THE MCGRAW-HILL COMPANIES	L183079J01	135.69
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76685139	172.11
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76755923	236.32
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	04119105	22.76
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76649743	201.11
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76695861	81.74
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76589253	447.98
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76685489	4.47
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76775385	81.74
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76813821	74.58
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76695860	7.67
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76845426	150.60
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76845430	114.13
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76845428	140.85
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76787397	347.11
2110	970600	BOOKS	68820	MARSHALL CAVENDISH CORP.	566422	349.75
2110	970600	BOOKS	68820	MARSHALL CAVENDISH CORP.	565346	142.81
2110	970600	BOOKS	68820	MARSHALL CAVENDISH CORP.	566606	97.31
2110	970600	BOOKS	79776	ROURKE PUBLISHING	008029	693.60
2110	970600	BOOKS	82668	POLONIA BOOK STORES	015644	35.58
2110	970600	BOOKS	82668	POLONIA BOOK STORES	014369	40.02
2110	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA	212981	6.50
2110	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA	212493	198.63
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M94557440	8.23
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M94569860	70.47
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B42078280	8.87
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	9-26-01-1	267.19
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-17-01-1	291.68
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-4-01-1	213.33
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-17-01-3	108.42
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-4-01-2	23.78
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	9-26-01-2	93.03
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IN0132400	50.13
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IN0134131	86.37

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4620419M 20.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4621043P 192.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4604822M 10.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1347872 5.95
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1332549 321.60
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1344619 266.40
2110	970620	SUBSCRIPTIONS & BOOKS	05477	INFORMATION TODAY, INC.	1573046 184.00
2110	970620	SUBSCRIPTIONS & BOOKS	100756	CSRL	ATTACH 20.00
2110	970620	SUBSCRIPTIONS & BOOKS	14817	TEENINK	ATTACH 25.00
2110	970620	SUBSCRIPTIONS & BOOKS	71360	MORNINGSTAR	Q2NPPJ 495.00
2110	970630	VISUAL MATERIALS	05884	LIBRARY VIDEO COMPANY	001494650001 508.52
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	4235A 47.40
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21764274 14.39
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21542464 62.53
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21764270 75.59
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21764272 9.32
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21764273 279.58
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21542463 21.52
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21542461 14.39
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21646953 492.67
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21542462 21.56
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21542460 128.03
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21764271 69.07
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21646951 43.16
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21646950 14.36
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21646952 24.40
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B42443540 162.59
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M94524770 22.49
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M94474940 20.23
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B42270440 74.99
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B42196100 97.40
2110	970630	VISUAL MATERIALS	22424	FACETS MULTI-MEDIA, INC.	1405423 324.05
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	04194663 22.76
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	04085433 22.79
2110	970640	AUTOMATED REFERENCE MAT'L	07439	THE GALE GROUP	56840 8,351.00
2110	970640	AUTOMATED REFERENCE MAT'L	09647	INFO USA MARKETING, INC.	124292170 725.00
2110	970640	AUTOMATED REFERENCE MAT'L	100512	ESSENTIAL PUBLISHING, INC	1189 159.80
2110	970840	DIESEL	03031	AVALON PETROLEUM COMPANY	29173 39.49
2110	970840	DIESEL	03031	AVALON PETROLEUM COMPANY	29267 54.85
2110	970850	GASOLINE	03031	AVALON PETROLEUM COMPANY	401255 16.93
2110	980410	COMPUTER HARDWARE	05124	CDW GOVERNMENT, INC.	EL17536 31.21
TOTAL LIBRARY SERVICES					66,572.39
TOTAL FUND					66,572.39

EL ON CRITERIA: payable.due_date='11/05/2001'

UND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
1110	918060	TUITION REIMBURSEMENTS	08665 GAIL BRADLEY	TUITION REIMB	154.50
1110	920100	LITIGATION & LEGAL FEES	25529 KLEIN, THORPE AND JENKINS	96206	1,417.00
1110	920105	COSTS OF LITIGATION	25529 KLEIN, THORPE AND JENKINS	96206	9.70
1110	920140	DATA PROCESSING SERVICES	07007 PSINET, INC.	7016519	640.36
1110	920140	DATA PROCESSING SERVICES	09737 BAKER & TAYLOR	J11NS2109M	553.75
1110	920202	CONFERENCES	12663 VERONICA SCHWARTZ	REIMB	70.00
1110	920206	SEMINARS	100075 AMERICAN LIBRARY ASSOCIAT	ATTACH	90.00
1110	920206	SEMINARS	23416 AMBER CREGER	REIMB	20.00
1110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	AMBER CREGER	30.00
1110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	L ADLER	30.00
1110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	WHITTINGHAM	30.00
1110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	L ADLER	30.00
1110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	AMBER CREGER	30.00
1110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	WHITTINGHAM	30.00
1110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	JEANNE MEYER	30.00
1110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	C TROPEA	30.00
1110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	CORKY LEE	30.00
1110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	M ORME	30.00
1110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	SUE HOLSTROM	50.00
1110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	SUE HOLSTROM	45.00
1110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	LINDA KNORR	30.00
1110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	100028	90.00
1110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	100029	40.00
1110	920230	PUBLICATION OF NOTICES	07450 CHICAGO TRIBUNE	247176001	1,216.00
1110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	NOVEMBER 01	209.60
1110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	NOVEMBER 01	383.02
1110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	NOVEMBER 01	209.60
1110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	NOVEMBER 01	16.19
1110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	NOVEMBER 01	16.19
1110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	NOVEMBER 01	43.41
1110	930010	R & M EQUIPMENT	06789 CANON BUSINESS SOLUTIONS-	6575042	34.02
1110	930010	R & M EQUIPMENT	17132 MENARD'S	46570	17.48
1110	930020	R & M BLDGS & STRUCTURES	04453 COMMERCIAL CARPET CLEANER	28112	300.00
1110	930020	R & M BLDGS & STRUCTURES	09536 CRYSTAL MGMT & MAINT SERV	9749	239.00
1110	930020	R & M BLDGS & STRUCTURES	100694 APPLESWEET SERVICES	20665	1,495.00
1110	930020	R & M BLDGS & STRUCTURES	28052 PROGRAM PROFESSIONAL SERV	57343	280.00
1110	930195	BOOK BINDING & REPAIR	05479 HOUCHEM BINDERY LTD	093839	555.25
1110	930320	CLEANING:CUSTODIAL SERV	09536 CRYSTAL MGMT & MAINT SERV	9785	3,390.00
1110	960070	AUTO/TRAVEL EXPENSES	04365 SANDRA NORLIN	REIMB	108.55
1110	960070	AUTO/TRAVEL EXPENSES	04997 JOHN LAVALIE	REIMB	18.55
1110	960070	AUTO/TRAVEL EXPENSES	91968 SUZANNE PIRIE	REIMB	13.33
1110	960210	SPECIAL EVENT PROGRAMMING	05793 LEE GIBBS FANTASTIC PROGR	11-8-01	200.00
1110	960210	SPECIAL EVENT PROGRAMMING	09638 OFFICE DEPOT	139816715/1	74.40
1110	960210	SPECIAL EVENT PROGRAMMING	100698 JIM AYLESWORTH	11-17-01	350.00
1110	960210	SPECIAL EVENT PROGRAMMING	100699 BEVERLY LEVINE SMALLWOOD	11-14-01	70.00
1110	960210	SPECIAL EVENT PROGRAMMING	100700 URSULA BIELSKI	11-7-01	100.00
1110	960210	SPECIAL EVENT PROGRAMMING	100701 MAWI ASGEDOM	11-12-01	500.00
1110	960210	SPECIAL EVENT PROGRAMMING	22412 L'EAU THEQUE PRODUCTION	11-15-01	260.00
1110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1157105	1.35
1110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1156502	3.20
1110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1157106	2.70

ELIGIBILITY CRITERIA: payable.due_date='11/05/2001'

UND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1157107	6.40
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1157111	47.50
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1146882	18.60
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1154884	2.70
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1148410	3.50
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1154883	1.35
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1157102	68.55
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1160819	5.95
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1157103	10.75
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1160820	80.30
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1157101	4.85
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1156501	2.40
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1157104	24.00
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1156503	20.80
110	960990	MISC CONTRACTUAL SVCS	07424	NEOPOST	40656708	609.00
110	960990	MISC CONTRACTUAL SVCS	100245	RENTOKIL TROPICAL PLANT S	CH502124	85.56
110	960990	MISC CONTRACTUAL SVCS	100245	RENTOKIL TROPICAL PLANT S	CH502125	58.80
110	960990	MISC CONTRACTUAL SVCS	15976	GRAPHIC SOLUTIONS	6632	1,375.00
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008034078	7.40
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008094560	72.70
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008006618	29.40
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008033500	24.40
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008033928	22.50
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008023068	32.00
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008012258	49.60
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008028371	18.00
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008012506	10.60
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008053009	28.90
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008042176	20.70
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008094756	18.20
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008061427	15.00
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008094628	24.40
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008033565	15.60
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008082714	55.80
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008047798	27.70
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008053703	9.40
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008072813	19.10
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008076633	16.20
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008075199	32.10
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	76463748	11.25
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	76463742	10.05
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	76631704	5.05
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	76517899	11.05
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	76631699	2.80
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	76631702	1.40
110	970100	SUPPLIES	09537	DYMO-COSTAR CORPORATION	1125760	79.80
110	970100	SUPPLIES	09638	OFFICE DEPOT	139991586/1	9.88
110	970100	SUPPLIES	09638	OFFICE DEPOT	139804954/1	92.71
110	970100	SUPPLIES	19764	BRO-DART INC	213769	59.67
110	970110	MEALS (PRSNRS/WRKRS/VOLS)	43765	DOMINICKS FINER FOODS	005661	21.46
110	970110	MEALS (PRSNRS/WRKRS/VOLS)	43765	DOMINICKS FINER FOODS	009782	89.41

ELIGIBILITY CRITERIA: payable.due_date='11/05/2001'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
1110	970110	MEALS (PRSNRS/WRKRS/VOLS)	43765	DOMINICKS FINER FOODS	012057	42.83
1110	970170	JANITORIAL	01638	KINDER INDUSTRIAL SUPPLY	016697	3.18
1110	970170	JANITORIAL	01638	KINDER INDUSTRIAL SUPPLY	017022	23.52
1110	970170	JANITORIAL	02436	NORTHWEST ELECTRICAL SUPP	J18284	33.08
1110	970170	JANITORIAL	02436	NORTHWEST ELECTRICAL SUPP	J18282	86.10
1110	970170	JANITORIAL	05337	SIGN A RAMA, USA	12675	248.90
1110	970170	JANITORIAL	09761	JP GRAPHICS	4676	146.25
1110	970170	JANITORIAL	17132	MENARD'S	45598	48.47
1110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	5-944-25780	37.46
1110	970330	SUPPLIES: VEHICLE R/M	02474	OAKTON AUTO PARTS	733543	2.03
1110	970600	BOOKS	00292	APPLE BOOKS	58208	491.55
1110	970600	BOOKS	02088	CHELSEA HOUSE PUBLISHERS	657053 11	512.05
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1160819	321.99
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1157107	42.78
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1160820	429.94
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1157105	8.37
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1148410	22.13
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1157103	63.46
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1156502	16.68
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1146882	135.24
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1157106	19.18
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1157102	620.47
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1154884	24.19
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1157111	373.37
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1154883	10.77
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1157101	30.60
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1156501	17.73
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1157104	101.70
1110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1156503	114.09
1110	970600	BOOKS	02482	CHIVERS NORTH AMERICA	211852	307.35
1110	970600	BOOKS	02798	PRENTICE HALL	323516401	46.94
1110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	00231493	159.43
1110	970600	BOOKS	05884	LIBRARY VIDEO COMPANY	001455030002	29.95
1110	970600	BOOKS	07089	ADAMS MEDIA CORPORATION	635887	342.20
1110	970600	BOOKS	07439	THE GALE GROUP	10992999	142.50
1110	970600	BOOKS	07439	THE GALE GROUP	11002756	152.00
1110	970600	BOOKS	07439	THE GALE GROUP	10997037	142.16
1110	970600	BOOKS	07767	GROLIER EDUCATIONAL	10620774	283.76
1110	970600	BOOKS	08285	R.R. BOWKER	773616	482.84
1110	970600	BOOKS	08365	DOWNTOWN BOOK CENTER	00171054	337.18
1110	970600	BOOKS	100695	GRHS	ATTACH	26.75
1110	970600	BOOKS	100697	THE ENCHANTED FOREST	A24405	23.70
1110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008061426	286.69
1110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008053008	515.53
1110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008094559	1,605.43
1110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008072812	335.91
1110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008075198	801.01
1110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008076632	452.76
1110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008082713	1,032.31
1110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008042175	482.70
1110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008123491	99.00

07/25/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 10/01

ELIGIBILITY CRITERIA: payable.due_date='11/05/2001'

UND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008053702	179.19
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3004784500	262.77
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008094627	412.93
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008033927	272.42
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008094755	432.44
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	CM4181	-20.20
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3004804847	442.73
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3004827040	650.45
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008033564	380.92
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008107792	30.76
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008033499	368.74
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008006617	606.29
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008028370	477.29
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008012505	228.77
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008023067	712.23
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008047797	492.02
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008012257	822.02
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008034077	152.37
110	970600	BOOKS	20232	REGENT BOOK COMPANY	64070	11.48
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	03882484	44.94
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76631698	15.36
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76463749	3.83
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76631700	15.93
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76430737	74.10
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76631701	14.25
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76631703	45.35
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76517898	118.31
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76463746	3.83
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76463743	45.54
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76463745	14.25
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76463741	102.26
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76463744	12.13
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76463750	49.50
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76463747	13.68
110	970600	BOOKS	68715	THE CHILD'S WORLD	NA41946	92.28
110	970600	BOOKS	68715	THE CHILD'S WORLD	NA41671	628.10
110	970600	BOOKS	68820	MARSHALL CAVENDISH CORP.	R564308	67.63
110	970600	BOOKS	68820	MARSHALL CAVENDISH CORP.	R563625	827.49
110	970600	BOOKS	82668	POLONIA BOOK STORES	016429	90.60
110	970600	BOOKS	82668	POLONIA BOOK STORES	016509	100.08
110	970610	AUDIO MATERIALS	00282	BADE PAPER PRODUCTS	095559-00	487.00
110	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA	211841	119.94
110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M94340740	13.50
110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	9-21-01-2	133.60
110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	9-21-01-1	182.56
110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	9-21-01-3	9.09
110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	9-21-01-5	13.29
110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4595764M	5.00
110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4581301P	128.00
110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1325481	17.85
110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1318524	1,567.20

3/25/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

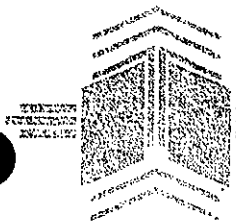
PAGE 21

ACCOUNTING PERIOD: 10/01

ELIMINATION CRITERIA: payable.due_date='11/05/2001'

UND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1334335 9.25
110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1334333 11.90
110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1266030 -1,407.20
110	970620	SUBSCRIPTIONS & BOOKS	07670	QUINLAN PUBLISHING	9689646 129.00
110	970620	SUBSCRIPTIONS & BOOKS	100602	PROQUEST	90454242 13,518.75
110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21484994 64.74
110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21360063 35.98
110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21360060 197.67
110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21484992 14.32
110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21421662 43.12
110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21421661 83.07
110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21421660 28.78
110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21484990 57.30
110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21360062 35.98
110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21484993 28.72
110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21360061 35.95
110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21360064 14.36
110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21484991 10.79
110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B41718830 37.44
110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M94427380 37.48
110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B42014470 18.71
110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M94312260 62.24
110	970630	VISUAL MATERIALS	100696	DEVIKA VIDEO HOUSE	11501 74.00
110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST.,	10731 57.68
110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	03883707 11.21
110	970640	AUTOMATED REFERENCE MAT'L	07439	THE GALE GROUP	RI11021546 1,500.00
110	970640	AUTOMATED REFERENCE MAT'L	23806	FACTS ON FILE	30633330 1,250.00
110	980400	EQUIPMENT	01250	W.W. GRAINGER, INC.	136848577367 1,354.95
110	980400	EQUIPMENT	05124	CDW GOVERNMENT, INC.	EK37991 85.44
110	980400	EQUIPMENT	20177	DEMCO EDUCATIONAL CORP	473492 248.46
110	980400	EQUIPMENT	20177	DEMCO EDUCATIONAL CORP	019456 412.86
110	980600	FURNITURE & FIXTURES	09079	EMBURY LTD.	1743 2,840.00
TOTAL LIBRARY SERVICES					61,978.64
TOTAL FUND					61,978.64



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

V-E.1

- Progress Report
- Response Requested by _____
- Board Action Required 12-18-01 meeting

BOARD OF TRUSTEES
Minutes of the Finance Committee Meeting
November 13, 2001

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

Call to Order: 6:04 PM by Susan Burrows.

Eldon Burk reported that the Hubbards will make yearly contributions from 2001 – 2003 to complete the Poet Tree Corner. The initial deposit for the Poet Tree Corner has been requested from the Des Plaines Public Library Fund at the North Suburban Library Foundation. Sandra Norlin reported that the proposed cost of the Poet Tree Corner does not include lighting. Eldon reported that Mark Pilipuf, lighting engineer for Gibson Electric will estimate the cost of lighting the Poet Tree Corner.

Susan Burrows reported that the Buy A Brick fundraiser will conclude on December 31, 2001. The Committee discussed borrowing the proceeds from the Buy A Brick fundraiser for the Poet Tree Corner.

Eldon Burk reported that, if necessary, the library could borrow funds from Covest Bank for the Poet Tree Corner.

The Committee discussed sending plants or flowers to major donors to the library as a thank you. The Finance Committee will request funds from the Des Plaines Public Library Fund through the North Suburban Library Foundation and send plants or flowers in January 2002.

1210

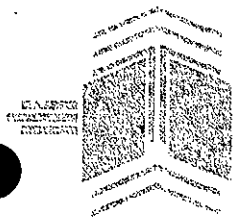
The Committee discussed library fundraisers. Sandra Norlin suggested that an evening fundraiser be promoted for the unveiling of the third floor artwork. Rhys Read suggested that a celebration be planned for the artwork but that donations be solicited after the unveiling and party. Eldon Burk suggested a raffle after the fundraiser. The fundraiser could be held in late January or early February 2002, depending on the installation date of the artwork. Sandra Norlin volunteered to contact Nick Mitchell from Grazie! for a possible donation of hors d'oeuvres and dessert.

Sandra Norlin reported that the library has received the Per Capita Grant in the amount of \$68,794.00 for FY2002. The Per Capita Grant represents a \$1.17 per person payment for the library.

MOTION by Eldon Burk, seconded by Rhys Read, to ask for Board approval to begin planning a fundraising concept for the library. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The meeting adjourned at 7:15 PM.

Minutes prepared by Carol Kidd.



Des Plaines Public Library

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Des Plaines, IL 60016-4553

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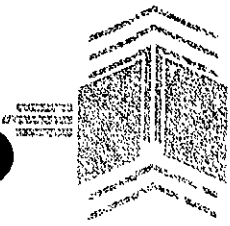
V-E.2

- Progress Report
- Response Requested by _____
- Board Action Required _____

DES PLAINES PUBLIC LIBRARY BUILDING AND GROUNDS COMMITTEE REPORT

Of the three major compressors for the building, one went out this summer, a second one is in the process of going, and at this time the third one is functioning properly. Our concerns, however, are that in one plus year of use, we have lost two compressors without there being any valid explanation. Gary Valente is working with the engineering company and compressor manufacturer to attempt to determine the cause. At this time, it is still undetermined. It appears there may be some expense in the exchange of the old compressor for the new one. This amount is still to be determined. Gary Valente is working with the City of Des Plaines to help resolve this problem.

Prepared by Eldon Burk, Chairman, Building and Grounds Committee.



Des Plaines Public Library

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Des Plaines, IL 60016-4553

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V-E.3

- Progress Report
- Response Requested by _____
- Board Action Required 12-18-01 meeting

BOARD OF TRUSTEES
Minutes of the Management Committee Meeting
November 29, 2001

Chair: William Grice.
Present: William Grice, Noreen Lake, Ellen Yearwood, Sandra Norlin, Carol Kidd, Hector Marino.

Call to Order: 5:30 PM by William Grice.

The Committee discussed Internet filtering at the library. Sandra Norlin reported that both staff and department heads have addressed this issue and their recommendation is no change at this time. Sandra explained that the Children's Internet Protection Act goes into effect July 1, 2002. The law places restrictions on the use of funding that is available through the Library Services and Technology Act, Title III of the Elementary and Secondary Education Act, and the Universal Service discount program known as the E-rate. The consensus of the Management Committee regarding CIPA was to recommend no change at this time, but to continue to move toward compliance. William Grice asked if there would eventually be a room dedicated to non-filtered Internet. Sandra Norlin responded that a specially coded library card could be purchased and used at the library that would be required to use a library computer. The encoded cards would prevent children from accessing non-filtered Internet sites.

1243

Sandra Norlin asked for a change to the library policy to comply with Public Act 92-0166. The Committee will ask for Board approval for the following change to policy C-1, Registration Eligibility:

~~Non-resident cards shall allow for borrowing privileges only at the library where the card is issued, except non-resident system wide cards will be honored.~~

Non-resident cards shall allow for borrowing privileges. (Public Act 92-0166, 75ILCS 5/4-7)

William Grice asked that the notices posted for the Management Committee clearly state "Public Welcome". This is moving toward compliance with the Child Internet Protection Act (CIPA).

The next Management Committee meeting is scheduled for Tuesday, January 8, 2002 at 4:30 PM.

The meeting adjourned at 6:10 PM.

Minutes prepared by Carol Kidd.

Journal 12-5-01

Library Decides Not To Filter Internet Use By Adult Patrons

Currently, the Des Plaines Public Library has an Internet filtering system in the Children's Dept., which prohibits children from accessing certain sites that may be deemed harmful or inappropriate. There are no such filters on other computers in the Library.

After consulting with its various departments regarding the current policy, Library officials have concluded that there is "no strong consensus to change existing computer policy," said Library Administrator Sandra Norlin.

According to Norlin, adult individuals are left responsible for their own computer use. There is no rule prohibiting adults from accessing certain sites.

There have been no large-scale problems with this policy, although once in a while someone will leave an unsavory image on the screen for someone else to find. There have also been instances of unsightly sites popping up unwanted while a user is searching the Internet.

Or, when these images are accessed purposely, a nearby computer user will complain.

However, in each case of

someone complaining, which Norlin said amounts to less than 10 a year, the offending individual leaves the controversial screen. No one has ever challenged the no-filter policy.

"It is a very delicate balance between a person's right to view certain things and another's feelings and values being affronted," said Norlin. "The people of Des Plaines are handling it well."

Norlin said the Library has had no problems with children accessing inappropriate sites on unfiltered computers.

A federal law called the Child Internet Protection Act (CIPA) is scheduled to go into effect July 1. This law would require any public school or library that receives an E-Rate to have a filtering system on all computers. An E-Rate is a discount passed along by Internet service providers who receive money from the federal government. This encourages Internet use and, if CIPA takes effect, limits access to harmful material.

The Des Plaines Public Library receives an E-Rate and would have to change existing policy should CIPA become law.

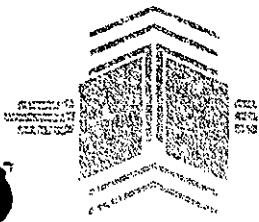


Officer Tara Baggott received the city's DARE (Drug Abuse Resistance Education) award.

Mayor P For Wor

Mayor Tony ... police officer Tara Baggott's work. D.A.R.E. Office community activ

Officer Baggott Des Plaines fifth two years. She activities through including McGi week, security



Des Plaines Public Library

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 847.827.7974 fax
 www.desplaines.lib.il.us

V-E.4

- Progress Report
- Response Requested by _____
- Board Action Required _____

DES PLAINES PUBLIC LIBRARY FRIENDS COMMITTEE REPORT

- The Friends of the Des Plaines Public Library General Meeting was November 27, the presentations included:
 - The What, Why, and Who of the Friends;
 - Information on Monthly Roundtable Meetings;
 - Film on the Des Plaines Public Library history, produced and narrated by Margie Borris;
 - Description of the Friends ongoing book sale shelf and book sales.

The meeting was attended by board members: John Burke, Noreen Lake and Inara Brubaker.
- The mailing to the Friends included the need for volunteers in the self-check and computer support areas and statistics on library activity during the first year in the new library.
- Need: Signage on the side of the shelf for the ongoing book sale, so that the purpose of the shelf can be seen through the glass doors leading to it from the public area of the library.
- Future Roundtable Meetings at 7:00 p.m.:
 - January 29
 - February 26
 - March 26
 - April 30

There is no meeting in December.

Inara Brubaker - December, 2001

ADMINISTRATOR'S REPORT
December 18, 2001

I. PERSONNEL

New Employees for November/December are Sara McLaughlin, Librarian I, Youth Services; Susan Frankino, Temporary Grant Coordinator, Community Services; and Jaime Gutierrez, Temporary Lead Mentor, Project Next Generation. Resignations for November/December are Penny Sympson, Librarian I, Adult Services and Kevin Cukierski, Pagel, Circulation Services.

II. STAFF DEVELOPMENT

Peopleworks continues to work with Susan Farid and the fulltime staff in Circulations Services; I have joined a Directors' Discussion Group through NSLS to assist Directors in transition. Martha Sloan is beginning work with Mary Jane Kepner on the new staff development grant that addresses cross training.

III. PATRON SERVICES

Use of the library is up in all areas. Attendance maintains the highest increase (40.3%) year to date, compared with 2001. Circulation, which is the traditional, and still reliable, figure we use to show the health of use and to spot trends in use, indicates a very high increase over last year and an impressive increase over last November. Circulation from the Mobile Library is down because it has not been in service for several days for repairs. Over 5,000 people have used the library meeting rooms 782 times year to date. Our self-check equipment was used to circulate over 19,000 items, an all-time high, which represents 26% of total circulation for November.

The weekend of November 30 through December 2 was especially busy because of the Holiday Lighting events and Santa's arrival on the Plaza and at the library. The average attendance for the four Fridays preceding November 30 was 1480; on November 30 it was 2894. The average

1245

1247

attendance for the four Saturdays preceding December 1 was 1355; on December 1 it was 2524. The average attendance for the whole weekend was 3704; on this weekend attendance was 6479.

IV. OTHER ADMINISTRATIVE ACTIVITIES

Since my last report I have represented the library at the following meetings and events: Library Cable Network Executive Committee and NSLS Directors Discussion Group (11/15); a CCS OPAC Security Issues Workshop and Discussion (11/20); the Chamber/City Advisory Committee breakfast meeting (11/27); CCS Governing Board ((11/28); Public Library Administrators' Forum (11/30); the Holiday Tree Lighting festivities (11/30) and Santa's arrival (12/1); the School District 59 Focus Group session (12/10) and the Chamber After Hours at the Heritage (12/11). I have also attended the Library Board Finance Committee and Management Committee meetings.

NOVEMBER 2001 HOLDINGS

	Last Month	This Month	Change	Percent Change
Books	209,649	211,507	1858	0.9%
Audio	19,185	19,007	-178	-0.9%
Video	11,326	11,435	109	1.0%
Puzzles and Games	508	508	0	0.0%
Realia	232	232	0	0.0%
Pamphlets	1,337	1,337	0	0.0%
=====				
Total	242,237	244,026	1789	0.7%

**DES PLAINES PUBLIC LIBRARY
REGISTRATION SERVICES REPORT FOR NOVEMBER 2001**

I. LIBRARY CARD REGISTRATION SERVICES

<u>Nov 2000</u>	<u>Oct 2001</u>	<u>Nov 2001</u>	<u>Year to Date 2000</u>	<u>Year to Date 2001</u>	<u>% Change</u>
977	979	815	8,340	9,035	8.3%
A.	New Registrations			300	
B.	Updates			392	
C.	Other Libraries			120	
D.	Fee Paid Cards			3	
	Total			815	

II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	219
2.	Number of Meeting Room Uses	68
3.	Voters Registered	0
4.	LAN Discs Sold (Year to Date - 2)	0
5.	Cab Cards	10
	Total	297

III. TOTAL NUMBER OF REGISTERED BORROWERS

November 2000	39,442	(73.8% of Population)
November 2001	38,906	(66.2% of Population)*

*The population for the City of Des Plaines increased from 53,414 to 58,720. (2000 Census Report)

V-E.5

**DES PLAINES PUBLIC LIBRARY
CIRCULATION SERVICES REPORT FOR NOVEMBER 2001**

PATRON ATTENDANCE COUNT

<u>Nov 2000</u>	<u>Oct 2001</u>	<u>Nov 2001</u>	<u>Year to Date 2000</u>	<u>Year to Date 2001</u>	<u>% Change</u>
39,431	44,025	44,404	298,427	418,778	40.3%

RECIPROCAL BORROWING

(Materials Lent)

	Nov 2000	Nov 2001	% Change
NSLS	7,992	12,595	57.6%
OTHER SYSTEMS	1,814	2,096	15.6%
TOTAL	8,354	14,691	75.9%

INTERLIBRARY LOAN

Sent	355
Received	500

1251

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

November 2001

					% Change
Total 2000 to Date:	648,897	Total 2001 to Date:	791,200		21.93%
November 2000	66,640	November 2001	73,163		9.79%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
<u>CHILDREN</u>	2000	2001	2000	2001	2000	2001
Non Fiction	4,573	4,908	823	532	5,396	5,440
Fiction	12,250	13,055	1,433	1,104	13,683	14,159
Foreign Language Non Fiction	47	107	15	13	62	120
Foreign Language Fiction	204	838	95	104	299	942
Periodicals	228	218	18	33	246	251
Compact Discs	573	814	55	25	628	839
Audio Cassettes	439	303	20	21	459	324
Audio Kits	365	378	56	34	421	412
Puzzles	329	291	61	51	390	342
Games	57	70	20	19	77	89
Audio Books	165	159	18	23	183	182
Video Fiction	2,488	2,912	404	399	2,892	3,311
Video Non Fiction	980	1,091	49	63	1,029	1,154
DVD	78	411	0	0	78	411
CD ROMs	752	586	7	2	759	588
SUB TOTAL	23,528	26,141	3,074	2,423	26,602	28,564
ADULT						
Non Fiction	9,411	10,186	256	185	9,667	10,371
Fiction	6,612	6,951	384	255	6,996	7,206
Large Type	885	1,028	152	102	1,037	1,130
Foreign Language Non Fiction	181	272	11	2	192	274
Foreign Language Fiction	498	226	1	2	499	228
High School Collection	203	320	2	4	205	324
Periodicals	1,877	2,078	110	117	1,987	2,195
Pamphlets	3	3	0	0	3	3
Compact Discs	6,293	7,705	468	320	6,761	8,025
Audio Cassettes	419	331	23	12	442	343
Puzzles	0	0	2	0	2	0
Pictures	48	58	0	0	48	58
Audio Books	1,689	1,646	19	33	1,708	1,679
CD ROMs	160	174	1	0	161	174
Video Fiction	6,347	6,253	363	352	6,710	6,605
Video Non Fiction	2,503	2,613	44	52	2,547	2,665
DVD	1,038	3,188	0	0	1,038	3,188
Misc. Formats	31	127	4	4	35	131
	38,198	43,159	1,840	1,440	40,038	44,599
GRAND TOTAL	61,726	69,300	4,914	3,863 *	66,640	73,163
Self Check	9,827	19,112	0	0	9,827	19,112

*Mobile Library out-of-service 9.5 days. Van pick-up only.

**DES PLAINES PUBLIC LIBRARY
USAGE STATISTICS FOR ONLINE REFERENCE PRODUCTS
November 2001**

AncestryPlus	NA
BigChalk	3
Biography Resource Center	210
College Source Online	6
Des Plaines Public Library Homepage	43,108
Encyclopedia Britannica Online	0
FACTS.com	NA*
Facts On File	37
First Search	314
Grolier Online	12*
Health & Wellness Resource Center	81
Hoover's Online	NA
Info USA (American Business Disc & Phone Disc)	236
InfoTrac	844
Library Catalog (access via dialup, telnet, or remote)	NA
NewsBank (Chicago Tribune)	200
News Illinois	46
NoveList	38
PoemFinder	42
ProQuest (Chicago Sun-Times, Daily Herald, New York Times, Wall Street Journal)	222*
Searchasaurus	8
Student Resource Center	501
What Do I Read Next?	10
World Book Encyclopedia	1,590
Total Searches & Queries	47,508

*Number of hits or visits (number of searches not provided)

**DES PLAINES PUBLIC LIBRARY
ADULT PATRON ASSISTANCE
NOVEMBER 2001**

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Computer/Instructional	431	
2. Mechanical	280	
3. Directional	998	
4. Informational	1,075	
5. Tax Forms	7	
6. Instructional	21	
Total		2,812
 Reference and Readers' Services		
1. Specific item request	2,176	
2. Ready reference	1,247	
3. In-Depth reference	330	
4. Virtual Reference Desk	69	
5. Interlibrary Loan Request	259	
6. Readers' Advisory	121	
7. Reserves	537	
Total		4,739
 Sign Up		
1. Internet	5,762	
2. Computer Lab	555	
3. Group Study Rooms	361	
4. Reading Edge	2	
Total		6,680
 GRAND TOTAL		 14,231

**DES PLAINES PUBLIC LIBRARY
CIRCULATION PATRON ASSISTANCE
NOVEMBER 2001**

<u>Assistance/Service Desk</u>	<u>Number</u>	<u>Total</u>
1. Phone Calls Received	1,904	
2. Patron Renewals	1,776	
3. Patron Reserves Delivered	1,475	
4. Directional	2,824	
5. Account Inquiries	2,689	
6. Program Sign-up	436	
7. In Person Patron Assistance	2,777	
Total		13,881

Assistance/Switchboard

1. Phone Calls Answered		
Administration	136	
Adult Services	1,450	
Building/Security	64	
Circulation	1,629	
Community Services	105	
Public Information	108	
Technical Services	37	
Youth Services	332	
2. Delivery/Buzzer	82	
3. 2-Way Radio	161	
Total		4,104

GRAND TOTAL		17,985
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DES PLAINES PUBLIC LIBRARY
CHILDREN'S PATRON ASSISTANCE
NOVEMBER 2001

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Computer Sign-up	2,237	
2. Program Sign-up	258	
3. Equipment Repair & Assistance	888	
4. Directional Questions	254	
5. ILL & Patron Holds	84	
Total		3,721
 In-House Circulation		
1. Train Sets	1,164	
2. Chess/Checkers	189	
3. Periodicals	17	
4. Textbooks	19	
5. Reserve Books	15	
Total		1,404
 Reference		
1. Specific Item Request	1,208	
2. Reference	940	
3. Reader's Advisory	161	
4. Referrals to Other Libraries	17	
5. Book Bag Request	6	
Total		2,332
GRAND TOTAL		7,457

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM NOVEMBER 2001**

Times Used Attendance

Library Sponsored Adult Programs

Adult Services Meeting	1	10
Book Discussion	1	1
Circulation Clerks Meeting	1	10
Computers, Internet & Genealogy	1	30
Department Heads Meeting	4	35
Finance Committee Meeting	1	6
Friends of the Library Meeting	1	30
Friends of the Library Movie	1	35
Ghostlore of Chicago	1	29
Holiday Lighting Ceremony & Entertainment	1	800
Ibistro Training	1	5
Kiwanis Club Board Meeting	1	6
Live the Good Life	1	4
Management Meeting	1	6
Oakton Guitar Ensemble	1	34
Page Meeting	2	30
Poet Tree Corner	1	5
Retirement Health Savings Plan	1	8
SIRSI Training	2	10
Style Committee	1	6
Technical Services Meeting	1	7
Teen Book Discussion	1	6
Tuesday Morning Book Group	1	15
Van Gogh and Gauguin: The Studio of the South	1	39
Work Analysis Team	2	8
Workflow Training	1	9
World of Tea	1	34
 Total	 33	 1,218

Outside Community Groups

AAUW	1	6
Addison Disease Support Group	1	10
Baby Book time Drop In Playgroup	2	7
Bethesda Worship Center	1	20
Care Coalition	1	5
Central School	1	65
Children's Hope	1	40

DES PLAINES PUBLIC LIBRARY
MEETING ROOM NOVEMBER 2001

Times Used Attendance

Outside Community Groups

Cumberland School	1	70
Des Plaines Art Guild	1	12
Des Plaines Home School Support Group	1	4
Des Plaines Toastmasters	1	8
Diabetic's Support Group	1	10
DuPage Figure Skaters	1	12
Fouth Ward Meeting	1	21
Junior Woman's Club of Des Plaines	1	21
Moms on the Move	1	10
River Point Condominium Meeting	1	100
Romance Writers	1	25
Saint Marys	2	10
Spark Program	2	15
Tax Group (AARP)	1	8
Thacker Park Condominium Association	1	8
Total	25	334

Other

Library Board Meeting	1	14
Total	1	14

Library Sponsored Children's Programs

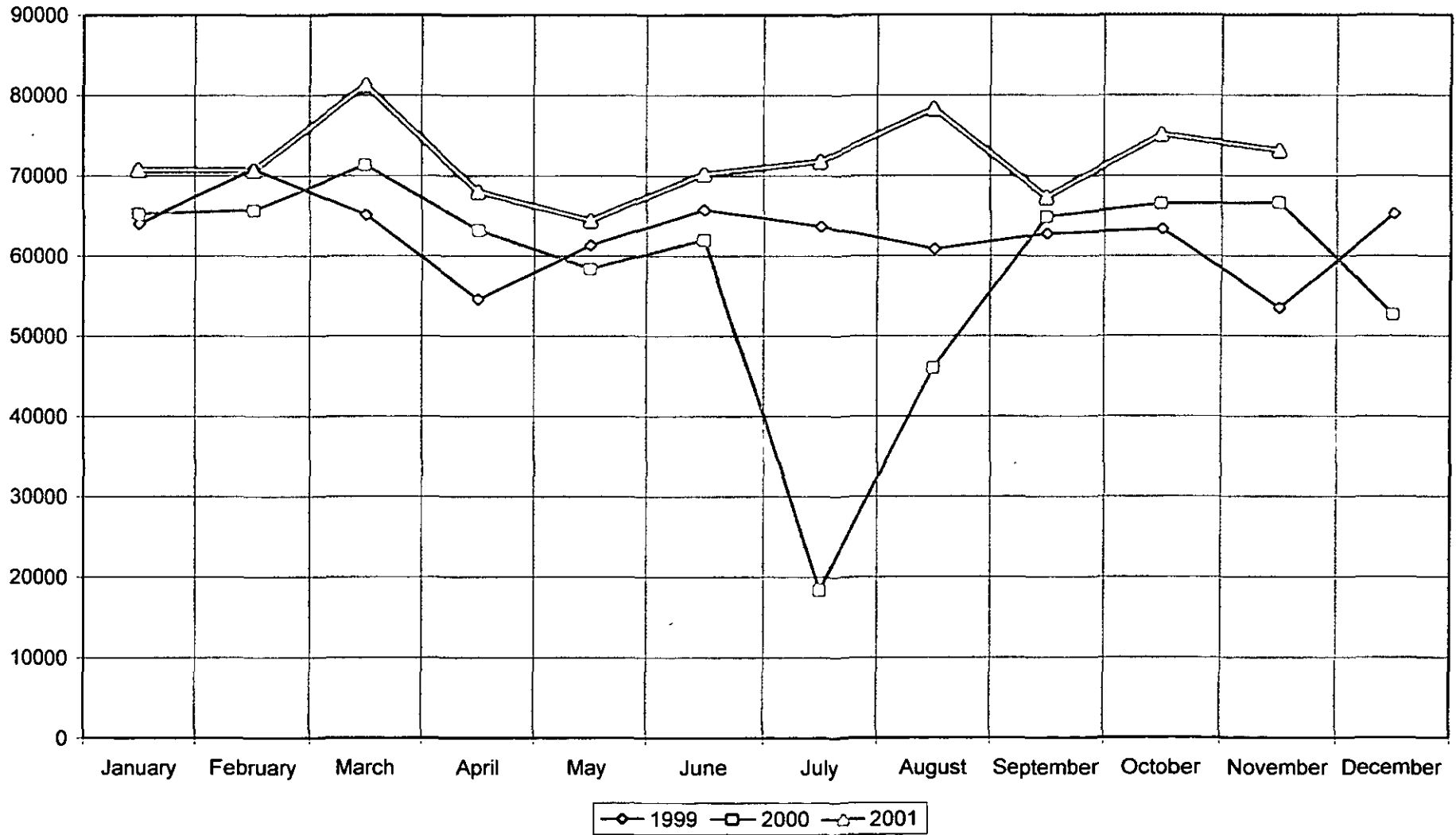
2 Year Old Storytime	5	90
3-5 Year Old Storytime	15	147
Activated Storytellers	1	140
Angel Project Craft	1	42
Bright Start Baby Book Times	24	912
Family Story Night	1	49
Holiday Craft	1	115
Jim Aylesworth (Author)	1	42
LIGHT (Teen Advisory Group)	1	14
Mawi Asgedom	1	54
Prairie Stories & Songs/Patty Ecker	1	72
Preschool Movies	5	59
Santa's Craft	1	197
Santa's Visit	1	724

DES PLAINES PUBLIC LIBRARY
MEETING ROOM NOVEMBER 2001

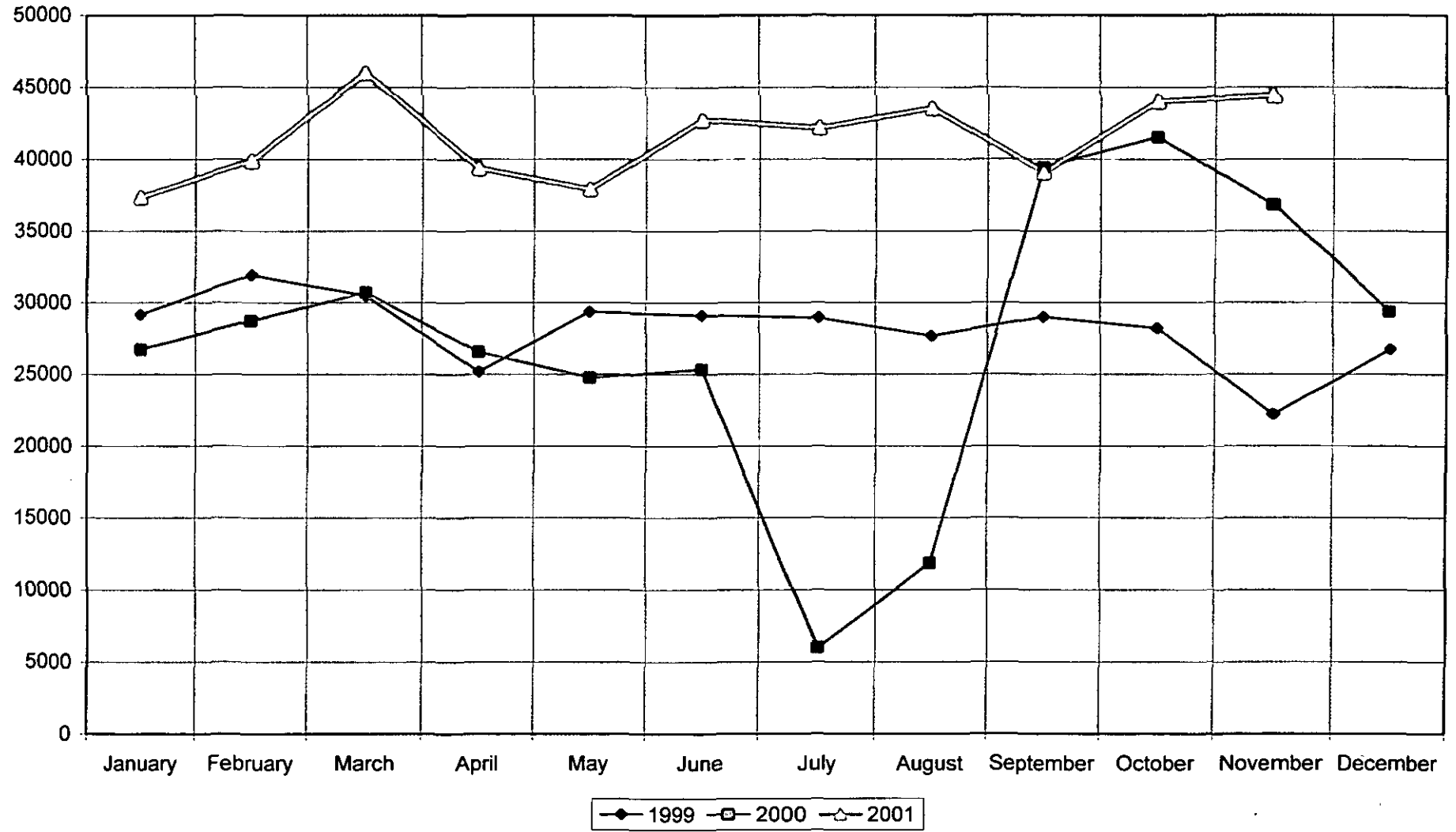
	<u>Times Used</u>	<u>Attendance</u>
Library Sponsored Children's Programs		
Stories & More	2	19
Total	61	2,676
Literacy Program		
Learn to Read	16	840
Grand Total	136	5,082

November Total = 66 groups involving 5,082 people.
2001 Year to Date Total 782 groups involving 36,759.

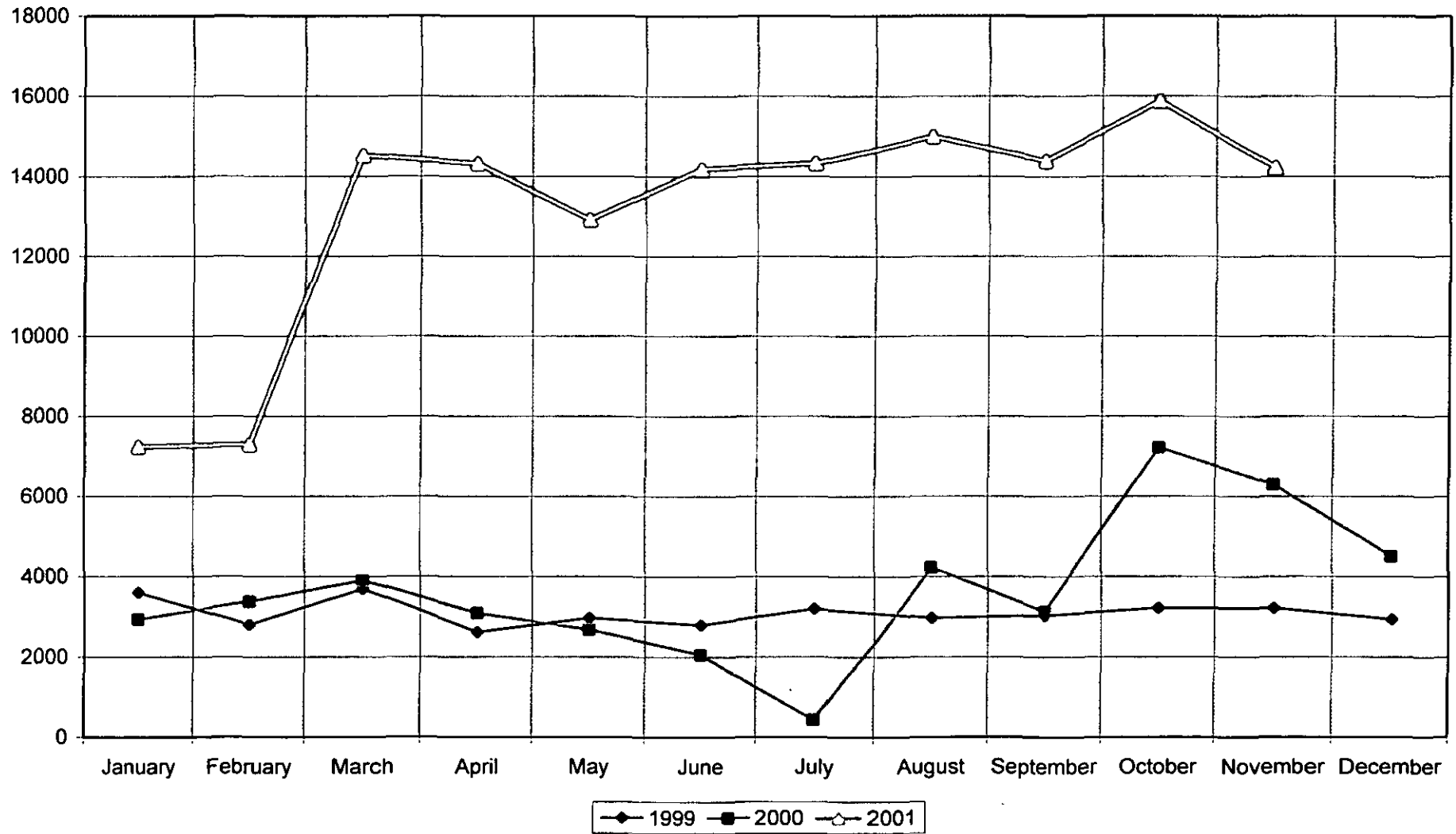
Circulation Statistics Items Circulated Per Month By Year



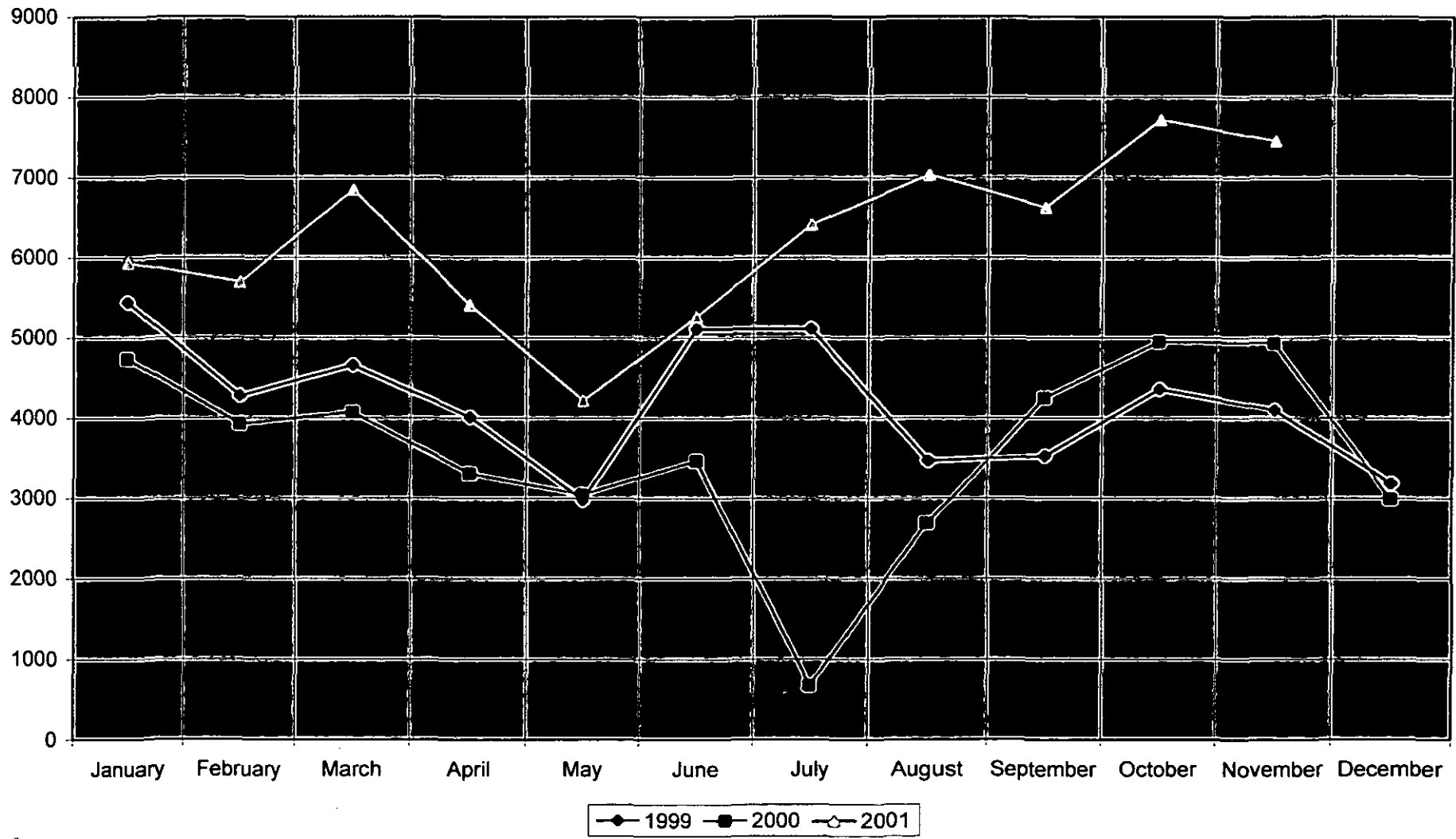
Patron Attendance November 2001



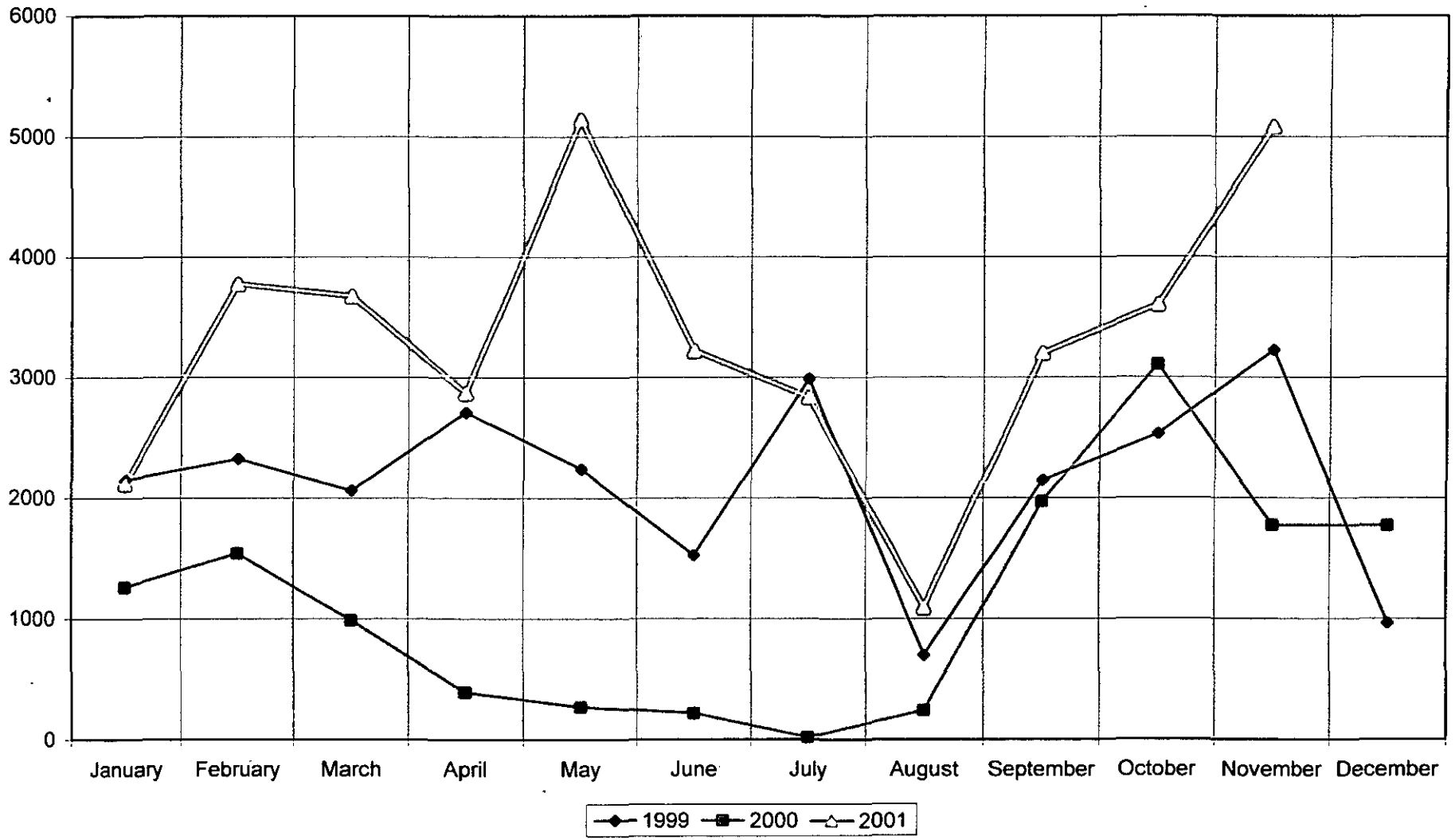
Adult Patron Assistance November 2001



Children's Patron Assistance November 2001



Meeting Room Attendance November 2001



DAILY HERALD

TUESDAY, DECEMBER 4, 2001

Library membership has statewide privileges

Here's a good deal for you, and it's free.

If you pay taxes to support your local public library, your library card is good at most other public libraries in Illinois. So, for example, if a public library near your workplace is more convenient for you to visit on your lunch hour, you can make use of that library, borrow books and perhaps borrow other materials as well.

Here's a handy Web site with all the public libraries in our area: www.nslsilus.org/publicwebsites. Check it out for the locations of libraries you might wish to visit.

Librarians call this program reciprocal borrowing. It's a popular service and last year accounted for a circulation of 2,535,170 items in the North Suburban Library System alone, a figure higher than the circulation of the largest public library in the system. There are rules, and if you wish to make use of this service, my advice would be to inquire at the library's circulation desk before you spend time selecting materials.

The North Suburban Library System supports this service in a variety of ways. First, we work with all the libraries in the area to insure that the program runs smoothly. Second, we operate a van delivery service to make sure that the books all get back to the owning library. Third, we pay libraries a token amount for loaning many more books to out-of-district borrowers than their patrons use from other libraries.

Finally, we organize a union cata-



Sarah Long
Our Libraries

log showing all the books and other materials owned by member libraries. You can access it by going to our home page at www.nslsilus.org and selecting "Union Catalog/LI-Aison." Then you can find material you wish to borrow, and visit that library with your library card. Consider calling the library before hopping in your car, just to make sure that the book or

other item is actually on the shelf. Also ask about the local rules honoring your card. While all libraries allow books to be borrowed, some have restrictions on loaning audiovisual materials or other services.

When public libraries were first established in this country, many of them included the word "free" in their name because their precursors had been subscription libraries. The Free Library of Philadelphia is an example. The irony of this practice is that the public library has never been free. Somebody has always had to pay for it. In the United States, most public libraries are supported about 90 percent by local tax dollars.

But a program such as this stretches those dollars and extends service to everyone who has a library card. Reciprocal borrowing might not put the "free" back into public library service, but it certainly gives library card owners a bonus by opening the doors to many other libraries.

• Sarah Long is director of the North Suburban Library System. Send e-mail to slong@nslsilus.org.



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

November 19, 2001

Mrs. Sandra Norlin, Library Administrator
Des Plaines Public Library
1501 Ellinwood Avenue
Des Plaines, Illinois 60015-4553

Dear Mrs. Norlin:

As Secretary of State and State Librarian, it is a pleasure to award the Des Plaines Public Library a FY2002 Illinois Public Library Per Capita Grant of \$68,794.00. The Per Capita Grant represents a \$1.17 per person payment for your library.

For the past several months, my office has been verifying service area populations for public libraries. With the certification of the census, some communities may see reductions in their populations and consequently their per capita grants. Overall, Illinois experienced a population increase in the 2000 Census.

You should receive your lump sum payment within six to eight weeks of this notification. All funds must be obligated by June 30, 2002, and expended by August 31, 2002. Any changes in the planned use of this grant must be requested in writing to the Illinois State Library by May 1, 2002.

Your library was one of 631 public libraries that shared information on reaching out with library services to those hard-to-reach and/or nearly invisible segments of your community including teenagers, persons with physical disabilities, and senior citizens. A review of the applications shows that Illinois public libraries are inclusive and are seeking innovative and creative services and programs to serve their diverse populations. I commend you on your efforts to enhance library services for all those in your community.

The official population figure for your library is 58,720. Please be sure to use this figure on future per capita grant applications and Illinois Public Library Annual Reports (IPLAR). The official population figure for your library can only be changed with proper documentation. Proper documentation includes official US Census Bureau letters and/or annexation or referendum confirmations.

Illinois libraries are wonderful places for empowering Illinois citizens through access to quality library and information services. Congratulations to you, your board of trustees and staff on your hard work and commitment to your library and your community.

Sincerely,

A handwritten signature in cursive script that reads "Jesse White".

Jesse White, Secretary of State
and State Librarian

cc: Eldon Burke, Board President

W:isl



**NORTH
SUBURBAN
LIBRARY
SYSTEM**

Sarah Ann Long
System Director

DIRECTOR

TO: NSLS Public Library Directors
NSLS Public Library Circulation Managers

FROM: Sandy McVeigh
North Suburban Library System

DATE: November 13, 2001

RE: Monthly RBP Statistics

Attached is the RBP report for October 2001. The figures listed UNDER your library are the number of items borrowed by patrons of other libraries from your library. You can determine the number of items borrowed from other libraries by reading ACROSS the columns. The total is on the last page.

Reciprocal Borrowing Statistics dating as far back as July 1999 are now available to NSLS members in an easily printable format (PDF). To access them, log in to SUSi at <http://susi.nslsillus.org>. Click on the green square labeled "SUSi-Query." Click next on the link which says "RBP Statistics." You will need Adobe Acrobat installed on your browser in order to view them. This can be easily downloaded through a link on the RBP Statistics page.

Statistics received after the tenth will be added to the online records, but a revised paper copy will not be sent out.

If you have any questions, please call 847-459-1300, extension 7134 (Sandy McVeigh) or 7133 (Ian Baaske).

200 W. Dundee Rd.

Wheeling, IL 60090-2799

847/459-1300

FAX 847/459-0380

01-1113-283

**North Suburban Library System
Reciprocal Borrowing Program**

October 2001

	Algonquin	Antioch	Arlington Hts	Barrington	Cary	Cook Mem.	Crystal Lk	Deerfield	Des Plaines	Dundee	Ela	Elk Grove	Evanston	Fox Lake
Algonquin			21	312	180		1504		29	706	75	5	7	
Antioch			10	12		58	55	104	1		37		6	156
Arlington Heights	1			96		1	21	3	248	31	17	143	25	3
Barrington	237	1	114		5	31	49	3	4	102	4312	14	13	
Cary	154		32	1923			970		33	42	275		9	170
Cook Memorial	31	38	28		21		22	97	145	2	328	3	20	37
Crystal Lake	137		14	318	88				2	10	5		18	
Deerfield	4					47			45		12		33	
Des Plaines	5		168	12			11			1	57	283	45	
Dundee	2816		43	307	5		74		18		40	31		
Ela	12		73	761		50	15	3	37	8		18	2	
Elk Grove			98			4		3	104	2	9			
Evanston			24	23		6		118	145					
Fox Lake		72	1	7		117	9		1	2	172		3	
Fox River Grove	2		7	877	118		59		12		75			
Fremont		2	60	15		3881		2	3		735	8	8	3
Gail Borden	18		16	81		9	159		10	164		32	9	
Glencoe						12.00		3						52
Glenview			66	1		12		42	273			11	141	
Grayslake		2	3	7		1046	2	11	3	6	11	4	20	2
Highland Park			5			40		761	22				114	
Highwood			3			1								
Huntley	433		7	82		16	381		13	140		3	21	
Indian Trails		23	881	35		157		221	477		358	41	52	
Lake Bluff			9			453		60	2				6	
Lake Forest				15		235		235	15		1		38	
Lake Villa		321	16	2	9	514	3	16	23		28	34	4	143
Lincolnwood			1					33	14				37	
McHenry	20	3	22	73	1	65	869	11	19		62		3	5
McHenry-Nunda						10	13				28			
Morton Grove			9						187			1	85	
Mt. Prospect			1005	4				5	1153	8	4	388	124	
Niles		10	14	4		2			6484					
Northbrook			36			91		128	152		35	5	98	
North Chicago			3			484		67	2		23		37	
Palatine			693	522	3	40		55	149	3	264	79	7	
Park Ridge			40	1		3		3	2148	2	4	52	42	
Prospect Heights			472			11		3	66	3	3		70	
Rolling Meadows			339	11		1	8		30		5	73	1	
Round Lake		70	1	4		252		17	17		76			52
Schaumburg	3		125	58		64		9	79	92	88	847	25	
Skokie			35	8		16		154	51		4		1058	3
Vernon	5		144	38	3	703	22	477	145		739	53	10	
Warren-Newport		6	4	24		2090		62	57		16		20	2
Wauconda			19	326	54	55	89	2	4		447		13	5
Waukegan		8				1658		26	8				8	
Wilmette			2			44	2	620	142		108		816	
Winnetka-Northfield		2	2					13	31		4	1	297	
Zion-Benton		9	2			177		27	3		5		1	
Total Loaned:	3878	587	4685	5957	467	12434	4337	3382	12602	1324	8458	2109	3396	411

**North Suburban Library System
Reciprocal Borrowing Program**

October 2001

	Fox Rvr Grove	Fremont	Gail Borden	Glencoe	Glenview	Grayslake	Highland Pk	Highwood	Huntley	Indian Trails	Lk Bluff	Lk Forest	Lk Villa	Lincolnwood
Algonquin	19		44		2				1427	13				
Antioch		5	3			46		2				24	2209	
Arlington Heights		3			65	1		7		1907		1		
Barrington	150	24	14			2	33	5	4	27		2	4	
Cary	170		6						10	24				
Cook Memorial		3413		5	153	101	68	24		62		266	112	
Crystal Lake		6	9		3		1				110			
Deerfield		8		44	8	12	552	31		20	2	13		1
Des Plaines		19		1	90		1	6		42		13		28
Dundee		4	599		9				386	69				
Ela		742	1		9	11			3	25		17		
Elk Grove			2			3	11							2
Evanston				185	288	8	198	19		36		60	1	153
Fox Lake		35			1	83						7	859	
Fox River Grove			7			15				4				
Fremont						293	8	21		28		367	23	
Gail Borden									1	2				
Glencoe					2		232	9				18		
Glenview				28		5	11	9		3		8		6
Grayslake		317			12		80	4				18	625	1
Highland Park				586		15		273		12		150	3	1
Highwood				5			667				22	74		
Huntley			28			2								
Indian Trails		25	1	16	223	31	66	4					3	11
Lake Bluff		6		2	11		120	11		9		4259		
Lake Forest		35		8	13		386	23		1	131		37	
Lake Villa		124			1	647	11			70		7		
Lincolnwood				11	10		5					1		
McHenry		25			1	41			6	14			27	
McHenry-Nunda			1					1		30			13	
Morton Grove					647	1	10	4						34
MT Prospect		1	2	21	73	2	2	3		121		3		
Niles					2652		29		14	15			5	123
Northbrook		9		156	868	3	150	18		77		31		11
North Chicago		4				21	5	26		1	87	338	24	
Palatine		13	10		17		41	2		367				1
Park Ridge		31		10	95					21		6	2	5
Prospect Heights				10	47		24			2406	50			
Rolling Meadows					2		2			4				
Round Lake		55	6	7		643		5					907	
Schaumburg			41		11	2			22	54				
Skokie				64	275		111	17		14		17		504
Vernon		263		73	98	17	196	21		1258	11	43	26	2
Warren-Newport		148		4	26	2184	43	3			5	221	1038	
Wauconda		137	7		7	25	3			18	5			
Waukegan	20	21		12	129	41	31	24		19		177	34	
Wilmette		18		191	999	1	63	3				29	1	23
Winnetka-Northfield		10		897	384		41	2			17	20		
Zion-Benton		17		3		44	8	5				68	20	
Total Loaned:	359	5516	781	2436	7232	4302	3232	562	1873	6774	439	6258	6273	906

North Suburban Library System

Reciprocal Borrowing Program

October 2001

	McHenry	McH-Nunda	Morton Grove	Mt. Prospect	Niles	Northbrook	North Chgo	Palatine	Park Ridge	Prospect Hts	Ring Mdws	Round Lk	Schaumburg	Skokie
Algonquin	4			32				163	8		20		352	
Antioch	11			3		16			5			87	19	4
Arlington Heights	6		30	604	28	95		1064	62	813	527	16	894	108
Barrington				21	1	13		3819	3		80		1407	
Cary	18				4				4				83	5
Cook Memorial				35	38	208	88	108	2	14	31	60	47	33
Crystal Lake	16			19	3			90					186	
Deerfield			7	25	6	1037		6	2				28	90
Des Plaines	5		38	708	294	73		89	626	63	44		254	154
Dundee				7	1			165	3	9	2	1	836	
Ela	1			2	25	38		689	17	36	10	36	127	
Elk Grove				20	4			48	26		3		891	18
Evanston			272	32	152	194		4	25	16	3		136	3274
Fox Lake	142	62		2				6		4		1385	19	
Fox River Grove	44			1									5	
Fremont	4		13	5	17	160		57	3			98	12	8
Gall Borden				10				45			17		2643	1
Glencoe				7.00	5	303.00								49
Glenview			105	47	502	2,354		21	95	6		6	32	430
Grayslake				5		18		52				433	38	2
Highland Park			5	6	39	571			16				33	87
Highwood						5		4						18
Huntley	2							28	3		9		218	5
Indian Trails				226	89	624		734	17	1007	14	8	313	233
Lake Bluff				3		34		12					2	24
Lake Forest				7	4	160			19	4			15	
Lake Villa				14	33	151	1		12			1053	51	10
Lincolnwood			12	1	117	38			43	2			5	2263
McHenry		21				4	2	28				61	87	
McHenry-Nunda	521										11	33	6	
Morton Grove				1	2621	37			53	2			13	3971
Mt. Prospect			2		45	187	1	250	90	967	173		695	10
Niles			64	113		104		28	1121	9	24		104	1183
Northbrook			4	25	92			33	2	8	13		21	158
North Chicago					2			2			4		3	2
Palatine				66	17	26			11	67	1782		4358	27
Park Ridge			144	40	989	42				41	42		147	128
Prospect Heights				333		76		85	50		48		43	58
Rolling Meadows				71		8		1255	2				855	16
Round Lake	7				2	25				1			20	
Schaumburg			12	124	15	13		526	13	49	337			46
Skokie			1070	17	580	126		50	71				102	
Vernon	6			92	38	440		522	38	29	24	7	117	177
Warren-Newport				41	4	37	28	16	15			41	29	14
Wauconda		4		12		4		78		6	65	61	174	1
Waukegan				7		19	48						10	3
Wilmette			2	3	72	324		1	14	7		1	57	844
Winnetka-Northfield			2		16	779		30	6					59
Zion-Benton				1	21	15			2	1			1	
Total Loaned:	801	67	1783	2785	6133	8360	181	10096	2481	3161	3283	3383	1	

2000-2001 REPORT

 $(i + a) = N^{SL}S$

Ideas + Action = North Suburban Library System

200 West Dundee Road, Wheeling, Illinois 60090

www.nslsilus.org

December 14, 2001

Sandra K. Norlin
Des Plaines Public Library
1501 Ellinwood Street
Des Plaines, IL 60016-4553

(DPK)

Dear Sandra K. Norlin,

We hope that you will enjoy reading the enclosed copy of the 2000 – 2001 annual report of the North Suburban Library System. You will note that this year's report has a much different look from previous years; it relies heavily on statistics to tell the story of the System's accomplishments.

We have also enclosed a list of System services and programs that you and your staff have used during the past year, as well as a list of other services that are available to your library as a member of our System. If you would like more information about any of these programs or services, please contact Mary Witt at 847-459-1300, ext. 7144 or marywitt@nslsilus.org. Mary is in charge of the Marketing and Membership Department and she will welcome any questions you may have. Also feel free to contact me.

Of all the statistics represented in this report, the most important one is 673, the number of libraries that are members of the North Suburban Library System. Thank you for being one. We appreciate your support during the past year. Your participation is what makes our System so successful, and we look forward to working with you in the upcoming year.

Very truly yours,



William S. Seiden
NSLS Board President

Enclosures

2000-2001 REPORT

(i + a) = NSLS

Ideas + Action = North Suburban Library System

200 West Dundee Road, Wheeling, Illinois 60090
www.nslsilus.org

Statistics

Des Plaines Public Library

(DPK)

- 248 van pick-up and delivery stops were made at your library.
- 64 staff members attended 41 continuing education events at the System.
- Included in the above are 9 staff members who attended 9 technology classes.
- 208,856 bibliographic holdings records from your library are in LIAison, the NSLS Online union catalog.
- 538 magazine holdings records from your library are in the LIAison Serials Database and the OCLC/SILO database.
- Your library was visited by one or more NSLS staff members.
- Your library received 45,283 items through the reciprocal borrowing program and shared 88,563 items.
- Your library subscribed to LIAison interlibrary loan and made 2100 electronic ILL transactions. *
- 63 foreign language titles for your patrons were borrowed via the NSLS Foreign Language Standing Order Program.
- 5 reference questions were answered thanks to NSLS' contract with the Night Owl Backup Reference Service.
- 4787 free FirstSearch searches were made by your staff via the Illinois State Library grant.
- 1 staff member from your library served on an NSLS committee.
- Your library shared community information through NorthStarNet.
- Your library participated in the Digital Past project and has produced 116 images to share on the Web.
- Your library received free passes to Ravinia concerts.
- Your library participated in the Chicago Wolves program.
- Your library participated in the 'What's New in Libraries?' video series.
- Your library participated in the Family Explorer Card program.
- Your library participated in the Intern Diversity Grant.
- Your library helped bring about the Answers Unlimited program for all NSLS libraries.
- Your library has an NSLS deposit account.
- Your library purchased 1 or more LIAison CD-ROM updates.

* Due to a technical difficulty, this number has been estimated.

We hope that in the coming year, your library will consider participating in the following programs and services coordinated by the North Suburban Library System. Call Mary Witt at 847-459-1300 ext. 7144 for more information.

Obtaining insurance for your staff through NSLS.

<u>Folder ID</u>	<u>Full Name</u>	<u>Recvd.</u>	<u>Type</u>	<u>Const.</u>	<u>Source</u>	<u>Camp.</u>	<u>Appeal</u>	<u>Pledge</u>	<u>Gift</u>
5161	Ms. Susan Adams	11/20/01	GO			DPLFnd			\$150.00
4	Ms. Virginia E. Amling	10/01/01	GO			DPLFnd			\$75.00
5228	Ms. Laurie A. Barretto	12/18/01	GO			DPLFnd			\$75.00
4792	Ms. Catherine Baumann	09/19/01	GO			DPLFnd			\$75.00
5157	Baxter International Foundation	11/20/01	GM			DPLFnd			\$75.00
4808	Mr. and Mrs. Timothy G. Bengt	09/19/01	GO			DPLFnd			\$75.00
167	Mrs. Susan Burrows	11/28/01	GO			DPLFnd			\$75.00
4802	Mr. Bob Cappelen & Son	09/19/01	GO			DPLFnd			\$75.00
5163	Ms. Christine I. Cerri	11/20/01	GO			DPLFnd			\$75.00
5021	Ms. Dorothy Chao	10/09/01	GO			DPLFnd			\$75.00
4794	Mr. Michael Christie	09/19/01	GO			DPLFnd			\$150.00
5082	Citizens for Anthony Arredia	10/16/01	GO			DPLFnd			\$150.00
4810	Clingan Steel	09/19/01	GO			DPLFnd			\$75.00
5120	Mr. and Mrs. Delon Cronch	10/25/01	GO			DPLFnd			\$75.00
3979	Ms. Kathleen Cronin	10/09/01	GO			DPLFnd			\$150.00
4801	Mr. and Mrs. Abner Cunanan	11/20/01	GO			DPLFnd			\$75.00
4301	Ms. Cecilia R. Cygnar	09/19/01	GO			DPLFnd			\$75.00
5153	Des Plaines Citizens for Responsible Development	11/20/01	GO			DPLFnd			\$150.00
5152	Ms. Lorene V. Dini	11/20/01	GO			DPLFnd			\$75.00
5164	DSC Logistics	11/20/01	GO			DPLFnd			\$250.00
4797	Mr. Luis Espinosa	09/19/01	GO			DPLFnd			\$75.00
5149	Ms. Jill Ferrone	11/20/01	GO			DPLFnd			\$75.00
4815	Ms. Nancy Filatre	09/19/01	GO			DPLFnd			\$75.00
5159	Ms. Jill A. Formeister	11/20/01	GO			DPLFnd			\$75.00
5196	Mr. and Mrs. Jim Foster	12/10/01	GO			DPLFnd			\$75.00
3723	Friends of the Des Plaines Public Library	11/20/01	GO			DPLFnd			\$150.00
5199	Ms. LaVergne O. Gourley	12/10/01	GO			DPLFnd			\$75.00
5182	Ms. Lois E. Graham	11/28/01	GO			DPLFnd			\$150.00
4800	Mr. Ronald Groll	09/19/01	GO			DPLFnd			\$75.00
5210	Ms. Darlene N. Haddad	12/13/01	GO			DPLFnd			\$75.00
5227	Ms. Judith M. Hanneman	12/18/01	GO			DPLFnd			\$150.00
5181	Mr. Kenneth D. Hupson	11/28/01	GO			DPLFnd			\$75.00
52	Immanuel Lutheran	12/10/01	GO			DPLFnd			\$500.00
5081	Ms. Shirley A. Jaconetly	10/16/01	GO			DPLFnd			\$75.00
4812	Ms. Martha D. Jarvis	09/19/01	GO			DPLFnd			\$75.00
5204	Mr. H. Ronald Kaufman	12/10/01	GO			DPLFnd			\$150.00
5022	Ms. Nancy Kavanaugh	10/09/01	GO			DPLFnd			\$150.00
5200	Ms. Cindy A. Krueger	12/10/01	GO			DPLFnd			\$150.00
4806	Mr. Dennis Krystyn	09/19/01	GO			DPLFnd			\$75.00
5023	Mr. Rudolph F. Kuper	10/09/01	GO			DPLFnd			\$150.00
4807	Ms. Joan Lanum	09/19/01	GO			DPLFnd			\$75.00
5148	Ms. Trudy Lewis	11/20/01	GO			DPLFnd			\$75.00
5080	Ms. Kathleen A. Lisz	10/16/01	GO			DPLFnd			\$75.00
5117	Litigation Management, Inc.	10/25/01	GO			DPLFnd			\$75.00
4963	Ms. Sharon Madison	10/04/01	GO			DPLFnd			\$75.00
3974	Mr. and Mrs. David L. Markworth	10/25/01	GO			DPLFnd			\$75.00
5119	Ms. Michelle Meyer-Edley	10/25/01	GO			DPLFnd			\$150.00
5158	Ms. Gretchen Michaely	11/20/01	GO			DPLFnd			\$75.00
4798	Ms. Frances Milbrandt	09/19/01	GO			DPLFnd			\$75.00
5201	Ms. Kristine L. Minarstini	12/10/01	GO			DPLFnd			\$150.00
4906	Mr. and Mrs. William S. Mukahim	10/01/01	GO			DPLFnd			\$75.00
4910	Ms. Marilyn A. Neidhardt	10/01/01	GO			DPLFnd			\$75.00
5154	Ms. Patricia A. Obidowicz	11/20/01	GO			DPLFnd			\$75.00
5235	Ms. Lorilyn J. Perronc	12/18/01	GO			DPLFnd			\$75.00
4574	Prospect Heights Public Library District	10/01/01	GO			DPLFnd			\$75.00
4008	Mr. and Mrs. Rhys Read	12/10/01	GO			DPLFnd			\$150.00
4796	Ms. Patricia R. Reilly	09/19/01	GO			DPLFnd			\$75.00
4811	Ms. Wilma J. Rich	09/19/01	GO			DPLFnd			\$150.00
5194	Ms. Mildred Richardson	12/10/01	GO			DPLFnd			\$150.00
4793	Ms. Carol Robey	09/19/01	GO			DPLFnd			\$225.00
4799	Ms. Judith E. Rosen	09/19/01	GO			DPLFnd			\$150.00
5236	Ms. Christine M. Schumacher	12/18/01	GO			DPLFnd			\$150.00
4908	Ms. Regina C. Schuppe	10/01/01	GO			DPLFnd			\$75.00
4813	Ms. Lori Schwab	09/19/01	GO			DPLFnd			\$75.00
51	Ms. Nancy Spenk	11/20/01	GO			DPLFnd			\$75.00
514	St. Mary Church	11/20/01	GO			DPLFnd			\$150.00
4909	Mr. and Mrs. Laszlo G. Stephan	10/01/01	GO			DPLFnd			\$75.00

Results/PLUS for Windows
Page 1

Gift Receipts Transmittal
Batch 777

December 18, 2001
Anne / 2:35:31 PM

<u>Folder ID</u>	<u>Date</u>	<u>Type</u>	<u>Receipt</u>	<u>Amount</u>	<u>Solicitor</u>	<u>Tribute</u>	<u>Camp.</u>	<u>Appeal</u>	<u>Fund</u>	<u>Pledge ID</u>	<u>Designation</u>
Ms. Laurie A. Barretto, 1448 Willow Avenue, Des Plaines, IL 60016 5228	12/18/01	GO		\$75.00			DPLFnd		DPBrik		\$75.00
Ms. Judith M. Hanneman, 1057 East Villa Drive, Des Plaines, IL 60016 5227	12/18/01	GO		\$150.00			DPLFnd		DPBrik		\$150.00
Ms. Loralyn J. Perrone, 341 Beau Drive, Des Plaines, IL 60016 5235	12/18/01	GO		\$75.00			DPLFnd		DPBrik		\$75.00
Ms. Christine M. Schumacher, 1440 Jefferson, 1w, Des Plaines, IL 60016-7804 5236	12/18/01	GO		\$150.00			DPLFnd		DPBrik		\$150.00
Totals:						4 receipts					\$450.00

Full Name	Recvd.	Type	Const.	Source	Camp.	Appeal	Pledge	Gift
Mr. Thomas R. Stetmer	10/01/01	GO			DPLFnd			\$150.00
Mr. Robert J. Teevans	09/19/01	GO			DPLFnd			\$75.00
Mr. John J. Theobald	10/16/01	GO			DPLFnd			\$75.00
Ms. Pam Theys	12/10/01	GO			DPLFnd			\$75.00
Mr. Albert J. Thomas III	11/20/01	GO			DPLFnd			\$150.00
Mr. John F. Tito	09/19/01	GO			DPLFnd			\$225.00
Ms. Mary Pat Vail	12/10/01	GO			DPLFnd			\$150.00
Mr. Roger Van Wazer	10/09/01	GO			DPLFnd			\$75.00
Ms. Elizabeth C. Wayman	09/19/01	GO			DPLFnd			\$75.00
Ms. Lori Weide	11/20/01	GO			DPLFnd			\$75.00
Mr. Richard C. Wilson	09/19/01	GO			DPLFnd			\$250.00
Ms. Sandra Wittman	09/19/01	GO			DPLFnd			\$75.00
Mr. James R. Wozny	11/20/01	GO			DPLFnd			\$150.00
Ms. Sylvia A. Ziecins	09/19/01	GO			DPLFnd			\$150.00
								<u>\$9,025.00</u>

Summary

Largest Gift:	\$500.00	Largest Pledge:	
Smallest Gift:	\$75.00	Smallest Pledge:	
Average Gift:	\$111.42	Average Pledge:	
Outright Gifts:	80	\$8,950.00	
Matching Gifts:	1	\$75.00	
Total Cash Receipts:	81	\$9,025.00	
Total Pledges:		\$0.00	
Less Payments:		\$0.00	
Pledges Due:		\$0.00	
Total Commitments:		<u>\$9,025.00</u>	

**North Suburban Library System
Reciprocal Borrowing Program**

October 2001

	Vernon	Warm-Newprt	Wauconda	Waukegan	Wilmette	Winika-Nrthfld	Zion-Benton	Total Borrowed	Total Loaned	Loan-Borrow
Algonquin	8		11	2				4944	3878	-1066
Antioch	25	124	2	28		2	5	3080	567	-2493
Arlington Heights	254	1	18	2	20			7118	4685	-2433
Barrington	41		950	5	33		1	11524	5957	-5567
Cary	52		85					3897	487	-3430
Cook Memorial	11702	520	25	18	81	17	4	17979	12434	-5545
Crystal Lake	22	1	80					1116	4337	3221
Deerfield	382			30	15	35		2491	3382	891
Des Plaines	37	4			13			3180	12602	9422
Dundee	15					2		5460	1324	-4136
Ela	1152		125		6	13		4082	8458	4396
Elk Grove	22							1272	2109	837
Evanston	34			24	3171	802		9401	3396	-6005
Fox Lake	49	47	421	13				3519	411	-3108
Fox River Grove	11		30					1267	359	-908
Fremont	680	139	850	10		15	3	7629	5518	-2013
Gail Borden		4						3221	781	-2440
Glencoe	14				123	487		1318	2438	1120
Glenview	53	31		2	315	234		4849	7232	2383
Grayslake	174	507	25	10	5		4	3747	4302	555
Highland Park	129				125	51		3034	3232	198
Highwood	6	16		5				814	582	-232
Huntley	33			2				1422	1873	451
Indian Trails	8040	23	8	10	9	10		13968	6774	-7192
Lake Bluff	38	62		5	13			5141	439	-4702
Lake Forest	448	20		9	4	75		1934	6258	4324
Lake Villa	132	570	84	57	8		4	4153	6273	2120
Lincolnwood					27	27	3	2650	906	-1744
McHenry	73	6	699					2248	801	-1447
McHenry-Nunda			152					819	87	-732
Morton Grove	5	5			45	40		8071	1783	-6288
Mt. Prospect	49				6	17		5291	2785	-2506
Niles	65				35	13		12215	6133	-6082
Northbrook	169	40			90	251	1	2773	8380	5587
North Chicago	9	582	1	359		22	17	2105	181	-1924
Palatine	323		30	11	1	3		8988	10086	1098
Park Ridge	1				63	7		4105	2481	-1624
Prospect Heights	33				21			3892	3181	-731
Rolling Meadows	29							2810	3283	473
Round Lake	76	63	100	18			1	2425	3383	958
Schaumburg	124	6	8		15			2810	15488	12676
Skokie	23	3			313	35		4719	13507	8788
Vernon		15	22	7	4	31		5914	25147	19233
Warren-Newport	369		46	388		1	128	7088	10265	3177
Wauconda	137	18				1		1793	3822	2029
Waukegan	74	6412	3		10		547	9345	1869	-7476
Wilmette	13	11		19		863		5423	5341	-82
Winnetka-Northfield				4	772			3489	3181	-328
Zion-Benton	28	1035	49	856	18	6		2420	717	-1703
Total Loaned:	25147	10265	3822	1869	5341	3181	717			

November 13, 2001

*Sandra
F-41*

Ms. Holly Sorensen
Head of Reference Dept.
Des Plaines Public Library
1501 Ellinwood St.
Des Plaines, IL 60016

Dear Ms. Sorensen:

A lot more letters are most likely written when someone fails in one way or another to meet up to one's expectations, then in recognizing a person who goes above and beyond...

For your information, I stopped by your Reference Department yesterday, as I became stuck when trying to obtain answers to my questions.

Within less than a half hour, I was able to obtain:

(1) An address of a farm in McHenry County. My husband and I took the AUTUMN DRIVE back in October, and visited all of the farms that participated in this special event. I had taken some photos at FARM #1 on my event map. The entertainer, who was related to the farm owner, turned out exceptionally well on one of the photos. I wanted to send her copies of the photos--but I didn't know how to obtain the address of this farm, without actually going there in person. Ms. Gwen LaCosse asked me if I knew what they farmed. I had no idea, as this was an Arts & Crafts Exhibition. Ms. LaCosse must also enjoy photography, as she was interested in the type of camera that I have.

(2) Name, address and telephone number of a mini-mall filled with specialty shops, in the Naperville area. Last time I patronized this particular store that I was trying to locate, was several years ago. I couldn't recall its name. Ms. LaCosse was able to give me the address and phone number of the FIFTH AVENUE STATION. When I called them and described the store that I was looking for, it was confirmed that it was still there and I was given the store's name and telephone number.

(3) Several years ago, when a young girl who lives in Europe told me that she was in love with Leonardo DiCaprio and wanted to know if I would be able to obtain his address for her, as her dream was to write to him and ask him for an autographed photo. I was able to find his address in some book at some book store. This book was a real hit with its recipient. I was curious if this book was still around, as it would make a great stocking stuffer for the upcoming holidays. A child can write to MICKEY MOUSE, while his parents could write to PAT SAJAK in order to find out how they can get on the WHEEL OF FORTUNE Show. The only other thing that I recalled about this book is that its author was named LEVINE. Ms. LaCosse keyed in some information into the computer. Based upon feedback, she phoned BORDER'S and placed a hold on this book for me. I just needed to pick it up and pay for it. The Sales Person

Continued on Page 2...

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1277

Ms. Holly Sorensen
Des Plaines Public Library
November 13, 2001
Page 2 of 2

at BORDER'S even stated that he was very surprised that a library was equipped with such good customer service.

I found Ms. Gwen LaCrosse to be extremely efficient, courteous and very professional. And--it's amazing what she can do with a limited amount of information!

Former Des Plaines Resident,



HELEN SMITH
2001 E. Pin Oak Drive
Mt. Prospect, IL 60056-1847



ERA Doetsch Realty

Always There For YouSM

October 30, 2001

Ms. Susan Farid
Des Plaines Library
1501 Ellinwood Street
Des Plaines, IL 60016

Dear Ms. Farid:

Just a note to say thank you for the exceptional service the staff gave me October 10th, when I was searching for an article in the October issue of Chicago magazine. I first went to the Glenview library, then was directed to Niles and finally to your library. Our office needed a copy of the article 'What's Your Home Worth?' for a meeting at our real estate office. A section of the article was missing in your copy and your staff, Gwen LaCosse (4th floor) and Laura A. (3rd floor), had the missing section faxed over from Park Ridge.

I was very impressed with exceptionally helpful attitude. Your staff went out of their way to help me and fulfill our need for that article in a timely fashion. Good service such as yours is hard to find these days, and I just wanted to let you know that it didn't go unappreciated.

Also, I want to compliment you on your outstanding web site.

Yours truly,

Jan Doetsch

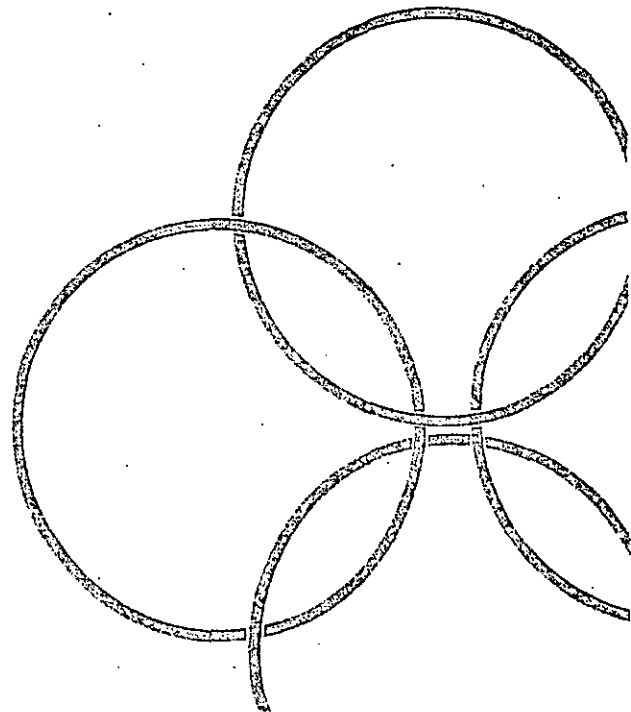
JD:slu
cc: Gwen LaCosse
Laura A.

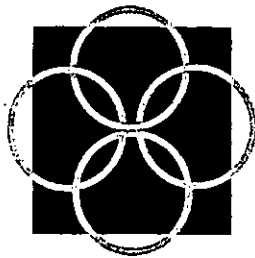
North Suburban Library System

Call for

Nominations

2001 Membership Awards





Appreciation, *n.* Recognition of the quality, value, significance, or magnitude of people and things... *American Heritage College Dictionary, Third Edition*

Dear NSLS Members and Advocates,

Surely, we have all been touched and changed by the events of September 11. There seems to be a new appreciation of family, friends and community. People are taking more time to express their thoughts and feelings with the important people in their lives.

Have you taken the time recently to show your appreciation of those that support and promote your library? Possibly you meant to recognize their contributions with an NSLS Membership Award nomination in previous years, but just never found the time. This year, take the time. Celebrate the accomplishments of those that help libraries fulfill their missions so effectively. Recognize those that make the community aware of libraries as a valuable (and free) resource, an inviting community center, a place of tolerance and understanding, and a stronghold of intellectual freedom.

It takes a great amount of dedication and creativity to keep our libraries vital, and we have an abundance of talented staff, trustees and volunteers in the NSLS community that make that happen. Take another look at the leaders and pioneers that support libraries behind the scenes and in front of the cameras. Take another look at how you can honor their hard work and innovation. Take another look and take time.

Yours faithfully,

*Sarah Ann Long
Director*

P.S. Please submit your nominations this year online at www.nslsilus.org/Awards.

LIBRARY STAFF MEMBER OF THE YEAR

The Library Staff Member of the Year Award is presented to four individual library staff members, one from each type of library, *Academic, Public, School* and *Special*, in recognition of their exceptional contributions to NSLS and the member libraries. Efforts such as participation in committees at the System, state or national level, generous sharing of ideas and experiences, or special contributions of time for projects or mentoring, should be considered in the nomination.

LIBRARY OF THE YEAR

The Library of the Year Award is presented to one library in NSLS in recognition of its contributions to the development of the NSLS library community during 2001. Efforts such as resource-sharing beyond the normal call of duty, fostering of library and community partnerships, and active participation in cooperative projects that help a large segment of the library community should be considered in the nomination.

TRUSTEE OF THE YEAR

The Trustee of the Year Award is presented to an individual for outstanding contributions to his/her library or libraries in general. A commitment to community outreach, effective sharing of the library story and outstanding advocacy efforts should be consideration in the nomination.

VOLUNTEER OF THE YEAR

The Volunteer of the Year Award is presented to an individual for his/her outstanding efforts as a library friend and supporter. A volunteer should be nominated in recognition of hard work, reliability, creativity and for being a proud representative of the library.

LEGISLATOR OF THE YEAR

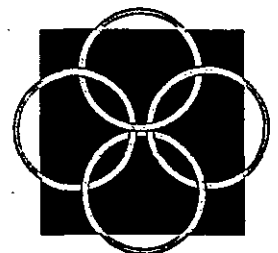
The Legislator of the Year Award is presented to a legislator at the local, state or national level who has effectively served as an advocate for library issues in 2001, and has a proven record of putting libraries first.

COMMUNITY ADVOCATE OF THE YEAR

The Community Advocate of the Year Award is presented to an individual, not officially affiliated with any member library, who has advanced the cause of libraries through efforts such as donations of professional services or materials, extensive partnership efforts, or support in "spreading the word" through various types of media coverage.

INNOVATION AWARD

The Innovation Award is presented to a library in recognition of a unique new service, program or promotion that has had a positive impact on service for library patrons. Any and all projects of a creative and forward-thinking nature should be considered for nomination. The award will be given in the name of the sponsoring library or organization.



ELIGIBILITY

Anyone connected with libraries in NSLS (staff, trustees, volunteers, community advocates and legislators) may submit nominations or self-nominations in any category.

NOMINATION PROCESS

Submit your nomination(s) online at the NSLS Membership Awards Web site at www.nslsilus.org/Awards.

If you would like more examples of criteria to use when considering candidates for awards, you may view a list of previous award recipients and award summaries on the Awards site.

Please submit all nominations by January 7, 2002.

Recipients will be notified the week of January 21, 2002.

Awards will be presented at the NSLS Annual Banquet on Friday, March 8, 2002.

2001 MEMBERSHIP AWARDS COMMITTEE

Anne Dierbeck

Glenview Public Library

Patti Kuhl

Hewitt Associates

Carol Larson

Ela Area Public Library District

Karlotta Matthews

Roosevelt University

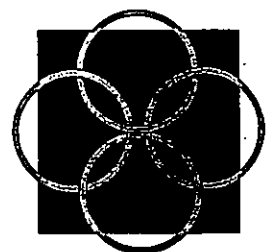
Phyllis Rieman

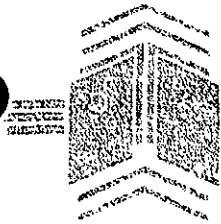
Niles Township High School West

Anna Yackle

North Suburban Library System

If you have questions about the 2001 Membership Awards, please contact Anna Yackle at NSLS, 200 West Dundee Road, Wheeling IL 60090. Phone: 847.459.1300 x7151 Fax: 847.459.0380 E-mail: ayackle@nslsilus.org





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

December 18, 2001

Jim Egeberg, Director of Finance
City of Des Plaines
1420 Miner Street
Des Plaines, IL 60016

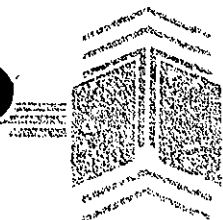
Dear Mr. Egeberg:

At the regular meeting of December 18, 2001, the Library Board of Trustees directed me to authorize and direct you to:

1. Transfer funds to cover all 2001 appropriation deficit categories after all expenditures for 2001 are completed.
2. Carry over to 2002 all unexpended balances in the Library account that are not required in the operating fund at December 31, 2001.

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

RESOLUTION

2002 appropriation and 2001 Levy for Library Purposes Des Plaines Public Library Des Plaines, Illinois

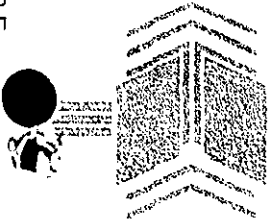
WHEREAS, The Board of Library Trustees of the Des Plaines Public Library of Des Plaines, Illinois, has at an open and public meeting held on December 18, 2001, considered the financial requirements of the said Public library for the fiscal year commencing January 1, 2002; and

WHEREAS, said Board has determined the financial requirements of the Library for the coming fiscal year and caused to be made a statement of those financial requirements, a copy of which is attached hereto and made a part hereof marked Exhibit A; and

WHEREAS, said Board has further determined the amount of money of which, in its judgment, it will be necessary to levy for library purposes in the 2001 annual tax levy ordinance to be enacted by the City Council of the City of Des Plaines.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Library Trustees of the Des Plaines Public Library as follows:

1. THAT the amount of money, which in its judgment it will be necessary to levy for library purposes in the 2001 annual tax levy ordinance and for collection and deposit in the library fund is \$4,086,344.
2. AND THAT the Library will control its expenditures so that the expenditures do not exceed actual income during FY 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.



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 18th day of December 2001, pursuant to written and posted notice, at the Des Plaines Public Library, that 9 Trustees were present and voting and that the roll call vote of the question of adopting the foregoing resolutions was Inara Brubaker, Eldon Burk, John Burke, Susan Burrows, John Ciborowski, William Grice, Noreen Lake, Rhys Read, Ellen Yearwood. All voting aye. In Witness Whereof, I do set hereunder my name this 20 day of December 2001.

Signed *Carol A. Kidd*
 Secretary

Subscribed and sworn by me

This 20th day of December ~~2000~~ 2001

Debra D Lathom
 Notary Public



The following article appeared in the Monday, December 10, 2001 Neighbor section of the Daily Herald/Paddock Publications newspaper:

Thanks to many for helping Santa get here

To the editor: Our annual Des Plaines Chamber of Commerce Santa Arrival was once again a tremendous success, with an estimated crowd of nearly 800 enjoying Santa, refreshments, clowns, face painting and arts and crafts activities at the library.

This growing holiday tradition, sandwiched between the city's tree-lighting ceremony and the Historical Society's gala, offers Des Plaines Chamber member businesses a chance to support and sponsor Santa's official arrival in Des Plaines. Our special thanks go out to the Des Plaines Public Library for their site and support as co-sponsors, along with the Des Plaines Fire and Police Departments. Other major supporters were Des Plaines Chamber member businesses Athena Investment Group, Karis Management (McDonald's), Kiwi the Clown, AlphaGraphics, Inc., Oehler Funeral Home, Higgins Printing, Jewel Foods and Dominick's.

The holiday spirit of all these agencies and businesses helped brighten the day for hundreds of children from the Des Plaines area, and is the Des Plaines Chamber of Commerce & Industry's annual "holiday greeting card" to every resident of Des Plaines.

May all have a happy and safe holiday season!

*Richard Ornberg, Exec. Director
(for) Board of Directors
Des Plaines Chamber of
Commerce & Industry*

Des Plaines Public Library
 Salary Range Schedule
 2002
 Adopted

Classified Positions	Beginning		Trained		Competent			Excellent		Superior
Library Assistant I (117)	B \$23,868	T-1 \$25,975	T-2 \$27,029	C-1 \$28,084	C-2 \$28,783	C-3 \$29,485	E-1 \$30,189	E-2 \$30,890	E-3 \$31,592	S \$32,294
Library Assistant II (165)	B \$26,981	T-1 \$29,361	T-2 \$30,550	C-1 \$31,739	C-2 \$32,534	C-3 \$33,326	E-1 \$34,123	E-2 \$34,916	E-3 \$35,709	S \$36,502
Library Asst III (233)	B \$32,122	T-1 \$34,953	T-2 \$36,369	C-1 \$37,790	C-2 \$38,732	C-3 \$39,677	E-1 \$40,621	E-2 \$41,567	E-3 \$42,512	S \$43,456
Administrative Asst (177)	B \$33,868	T-1 \$36,859	T-2 \$38,353	C-1 \$39,845	C-2 \$40,846	C-3 \$41,841	E-1 \$42,835	E-2 \$43,832	E-3 \$44,828	S \$45,824
Library Asst IV (291)	B \$35,119	T-1 \$38,217	T-2 \$39,766	C-1 \$41,316	C-2 \$42,350	C-3 \$43,381	E-1 \$44,415	E-2 \$45,449	E-3 \$46,482	S \$47,512
Librarian I (323)	B \$36,945	T-1 \$40,206	T-2 \$41,836	C-1 \$43,466	C-2 \$44,553	C-3 \$45,627	E-1 \$46,727	E-2 \$47,813	E-3 \$48,900	S \$49,986
Librarian II (332)	B \$37,978	T-1 \$41,327	T-2 \$43,005	C-1 \$44,680	C-2 \$45,798	C-3 \$46,916	E-1 \$48,030	E-2 \$49,147	E-3 \$50,266	S \$51,382
Librarian III (393)	B \$40,266	T-1 \$43,818	T-2 \$45,595	C-1 \$47,371	C-2 \$48,555	C-3 \$49,740	E-1 \$50,925	E-2 \$52,108	E-3 \$53,291	S \$54,477
Librarian IV (496)	B \$43,903	T-1 \$47,776	T-2 \$49,711	C-1 \$51,648	C-2 \$52,939	C-3 \$54,231	E-1 \$55,523	E-2 \$56,814	E-3 \$58,103	S \$59,397
Public Service Coor (725)	B \$51,169	T-1 \$55,683	T-2 \$57,900	C-1 \$60,199	C-2 \$61,705	C-3 \$63,188	E-1 \$64,705	E-2 \$66,192	E-3 \$67,713	S \$69,230
Tech/Computer Coor (725)	B \$51,169	T-1 \$55,683	T-2 \$57,900	C-1 \$60,199	C-2 \$61,705	C-3 \$63,188	E-1 \$64,705	E-2 \$66,192	E-3 \$67,713	S \$69,230
Unclassified Positions										
Page I	B \$6.77	T-1 \$7.34	T-2 \$7.65	C-1 \$7.93	C-2 \$8.15	C-3 \$8.32	E-1 \$8.54	E-2 \$8.75	E-3 \$8.92	S \$9.13
Asst Clerk	B \$8.44	T-1 \$9.16	T-2 \$9.52	C-1 \$9.88	C-2 \$10.15	C-3 \$10.41	E-1 \$10.64	E-2 \$10.90	E-3 \$11.15	S \$11.41
Clerk, Monitor or Custodian	B \$12.21	T-1 \$13.29	T-2 \$13.83	C-1 \$14.36	C-2 \$14.71	C-3 \$15.07	E-1 \$15.42	E-2 \$15.79	E-3 \$16.15	S \$16.50
Library Assistant II	B \$13.84	T-1 \$15.07	T-2 \$15.66	C-1 \$16.28	C-2 \$16.70	C-3 \$17.11	E-1 \$17.51	E-2 \$17.96	E-3 \$18.36	S \$18.73
Librarian	B \$18.94	T-1 \$20.62	T-2 \$21.46	C-1 \$22.29	C-2 \$22.85	C-3 \$23.39	E-1 \$23.97	E-2 \$24.51	E-3 \$25.09	S \$25.64