

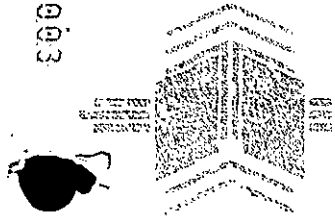
BOARD MINUTES
JANUARY 2002 - JUNE 2002

0001

JANUARY

2002

0003



Des Plaines Public Library

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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, JANUARY 15, 2002

7:00 PM

Conference Room – Second Floor

Agenda: - Staff Report: Building Safety and Security

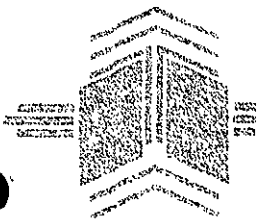
The Des Plaines Public Library, in compliance with the Americans With Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in the meetings or have questions about the accessibility of the meetings or facilities contact 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
January 15, 2002 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 – December 18, 2001.
 - B. Acceptance of Financial Reports for December, 2001.
 - C. Approval of Library Expenditures.
 - 1. Warrant Register – December 03, 2001 - \$49,485.26.
 - 2. Warrant Register – December 17, 2001 - \$76,222.02.
 - 3. Salaries – December 13, 2001 - \$58,773.85.
 - 4. Salaries – December 27, 2001 - \$55,707.80.
 - 5. Transfer Entry – Gasoline and Diesel Fuel - \$142.37.
 - E. Acceptance of Committee Reports.
 - 1. Building and Grounds Committee – Eldon Burk.
 - 2. Management Committee – William Grice.
 - 3. Friends of the Library – Inara Brubaker.
 - 4. Administrator’s Report – Sandra Norlin.
 - F. Approval of Revisions to Library Policy, Section A.
 - G. Approval of Job Title Change from Public Information Assistant to Graphic Artist.

- VI. New Business. (7:30 PM)
- A. Staff Report: Gary Valente, Head of Building and Security Services.
 - B. Authorization to Request Two Additional Proposals for the Lighting of the Atrium Sculpture.
 - C. Volunteer Report.
 - D. Authorization to Pay Gale Group.
 - E. Authorization to Pay Brodart.
 - F. Authorization to Pay Sorkins Directories Inc.
 - G. Authorization to Pay ASI Sign Systems for Additional Signage.
- VII. Announcements.
- VIII. Adjournment. (8:30 PM)



V-A

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

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, December 18, 2001. President John Ciborowski called the meeting to order at 7:34 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.

MOTION by John Burke, seconded by Ellen Yearwood, to amend the agenda by adding under VI. New Business. G. Ideas for January 2002 Meeting and VIII. Executive Session. C. Update Lease Status. 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

Susan Burrows asked to remove V. Consent Agenda. F. Approval to Begin Planning a Fundraising Concept for the Library from the Consent Agenda.

Susan Burrows reported that the Finance Committee discussed fundraising at their November 13 meeting. The Committee is requesting approval for an evening fundraiser for the unveiling of the Pae White artwork on the third floor. The admission fee will be \$15.00 for a single ticket or \$25.00 for two tickets.

MOTION by Committee, to authorize the Finance Committee to move forward with plans for an evening fundraiser for the unveiling of the Pae White artwork on the third floor to be planned for mid February. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Susan Burrows updated the Board on the Buy A Brick fundraiser. To date the Des Plaines Public Library Fund at the Library Community Foundation has had \$9,025 in brick sales.

MOTION by Eldon Burke, seconded by John Burke, to approve the Minutes of the regular Board Meeting of November 20, 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	\$ 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

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:

November 05, 2001	\$ 61,978.64
November 19, 2001	\$ <u>66,504.33</u>
Total	\$ 96,514.69

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

November 01, 2001	\$ 84,380.64
November 15, 2001	\$ 86,096.41
November 29, 2001	<u>\$ 85,593.19</u>
Total	\$ 256,070.24

ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Lake, Read, Yearwood. 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 November 2001 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (November)	\$ 111.27
Total	\$ 111.27

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

MOTION by Committee to approve the following revisions to library 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)

Vote: Ayes: All. Nays: None. MOTION CARRIED.

ADMINISTRATOR'S REPORT

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.

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.

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 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.

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.

NEW BUSINESS

Susan Burrows reported that the 2002 Salary Schedule includes a 3.5% general wage increase for personnel.

MOTION by Susan Burrows, seconded by Ellen Yearwood, to approve the 2002 Salary Schedule, which includes a 3.5% general wage increase for personnel to become effective January 1, 2002. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Lake, Read, Yearwood. NAYS: None.
MOTION CARRIED.

Eldon Burk will attend the January 7 City Council meeting, John Burke the January 21 meeting, John Ciborowski the February 4 meeting and Rhys Read the February 18 meeting.

MOTION by Susan Burrows, seconded by William Grice, to approve the 2002 appropriation and the 2001 levy and to direct Carol Kidd to deliver the information to the City of Des Plaines. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Lake, Read, Yearwood. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Susan Burrows to approve payment to Inside Prospects N.W. in the amount of \$2,325.00. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Lake, Read, Yearwood. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Susan Burrows, to approve payment to Proquest Information and Learning in the amount of \$11,255.00. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Lake, Read, Yearwood. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Susan Burrows, to approve payment to LexisNexis in the amount of \$3,500.00. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Lake, Read, Yearwood. NAYS: None. MOTION CARRIED.

The January Board meeting will be taped by Library Cable Network and broadcast on Channel 17 at a later date. The Board discussed agenda items for January. Sandra Norlin reported that Gary Valente, Head of Building and Security Systems will report on building issues.

ANNOUNCEMENTS

Sandra Norlin thanked the Board for their contribution to the staff Christmas party.

John Ciborowski will attend the Chamber of Commerce Installation Banquet on Friday, January 18, 2002.

MOTION by Rhys Read, seconded by Susan Burrows, to enter into an Executive Session at 8:16 PM to discuss Administrator Review, Semi-Annual Review of Executive Session Minutes and Update Lease Status. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The regular session reconvened at 8:32 PM and was called to order by President John Ciborowski.

MOTION by Susan Burrows, seconded by Ellen Yearwood, to concur with consensus in Executive Session that the following Executive Session minutes no longer require confidential treatment and are available for public inspection:

December 20, 1994 -Administrator's Review

And further concur with consensus in Executive Session that the need for confidentiality still exists as to all or part of the remaining Executive Session minutes. Vote: Ayes: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Read, Yearwood. All. Nays: None. Lake abstains. MOTION CARRIED.

MOTION by William Grice, seconded by Ellen Yearwood, to adjourn the regular meeting.

The meeting adjourned at 8:37 PM.

Minutes prepared by Carol Kidd.

V-B

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

	December 2000	December 2001	2000 to Date	2001 to Date
Lost Materials	\$ 80.55	\$ 231.34	\$ 4,511.65	\$ 6,644.81
Fines	\$ 3,624.04	\$ 2,773.09	\$66,302.64	\$ 70,534.12
Damage	\$ 44.95	\$ 43.00	\$ 758.21	\$ 1,032.55
Fees	\$ 334.23	\$ 242.85	\$ 6,409.97	\$ 7,764.92
Copies	\$ (-11.90)	\$ 2,080.59	9,808.41	\$ 9,348.05
Miscellaneous	\$ 12.00	\$ 13.65	950.68	\$ 1,000.73
Totals	\$ 4,083.87	\$ 5,384.52	\$88,741.56	\$ 96,325.18

PETTY CASH EXPENDITURES – December

None

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

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

1. Over the Counter Receipts	\$ 5,384.52
2. Petty Cash Expenditures	\$ 00
3. Budget Expenditures for December	\$ 399,598.09
4. Expenditures Year to Date	\$ 4,392,560.91
5. Revenue for December	\$ 24,100.77
6. Revenue Year to Date	\$ 4,654,200.72

Warrant Register

December 03, 2001	\$ 49,485.26
December 17, 2001	<u>\$ 76,222.02</u>
Total	\$ 125,707.28

Salaries

December 13, 2001	\$ 86,272.84
December 27, 2001	<u>\$ 83,825.42</u>
Total	\$ 170,098.26

Transfer Entry – Gasoline & Diesel

Gasoline and Diesel Fuel (December)	<u>\$ 142.37</u>
Total	\$ 142.37

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

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102008	CASH PB DEPOSIT 276502401		236,215.53
102012	CASH IPTIP/FOA 7139200161	474,548.07	
102014	CASH FED INVST TRUST(FIT)	567,290.12	
TOTAL CASH		1,042,338.19	236,215.53
104033	INVESTMENTS-DOWNING	35,426.73	
TOTAL INVESTMENTS		35,426.73	.00
TOTAL ASSETS		1,077,764.92	236,215.53
401000	ACCOUNTS PAYABLE		52,429.06
450030	ACCRUED LIAB-COMP ABSENCE		105,901.30
TOTAL ACCRUED LIABILITIES		.00	105,901.30
470100	LIBRARY DEFERRED REVENUE		68,794.00
TOTAL DEFERRED REV-PROPERTY TAX		.00	68,794.00
TOTAL CURRENT LIABILITIES		.00	227,124.36
TOTAL LIABILITIES		.00	227,124.36
700110	EXPENDITURE CONTROL	4,305,666.73	
700120	REVENUE CONTROL		4,402,075.40
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		8,983,717.73	9,080,126.40
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		8,983,717.73	9,598,142.76
TOTAL PUBLIC LIBRARY FUND		10,061,482.65	10,061,482.65

001

01/07/02

ACCOUNTING PERIOD: 13/01

CITY OF DES PLAINES

BALANCE SHEET

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH PB DEPOSIT 276502401	99,809.44	
102012	CASH IPTIP/FOA 7139200161	14,079.16	
102014	CASH FED INVST TRUST(FIT)	1,225.87	
TOTAL CASH		115,114.47	.00
119200	RECEIVABLE-MISC	100,000.00	
TOTAL ACCOUNTS RECEIVABLE		100,000.00	.00
TOTAL ASSETS		215,114.47	.00
700110	EXPENDITURE CONTROL	86,202.50	
700120	REVENUE CONTROL		252,125.32
700150	EXP. BUDGET CONTROL		150,000.00
700160	REV. BUDGET CONTROL	173,000.00	
700170	BUDGET FUND BALANCE		23,000.00
TOTAL SYSTEM CONTROL		259,202.50	425,125.32
730000	FUND BALANCE-UNRESERVED		49,191.65
TOTAL FUND EQUITY		.00	49,191.65
TOTAL EQUITIES		259,202.50	474,316.97
TOTAL LIBRARY CAPITAL PROJ FUND		474,316.97	474,316.97
TOTAL REPORT		10,535,799.62	10,535,799.62

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	3,999,429.68	86,914.32	.98
TOTAL	PROPERTY TAXES	4,126,344.00	.00	.00	4,029,915.61	96,428.39	.98
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	4,219,332.00	.00	.00	4,122,903.61	96,428.39	.98
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	.00	.00	.00
822095	STATE GRANT:LIBRARY	.00	19,792.00	.00	55,946.03	-55,946.03	.00
TOTAL	STATE GRANTS	65,000.00	19,792.00	.00	121,893.60	-56,893.60	1.88
TOTAL	INTERGOVERNMENTAL REVENUE	65,000.00	19,792.00	.00	121,893.60	-56,893.60	1.88
850102	LIBRARY FINES	100,000.00	1,198.85	.00	80,758.57	19,241.43	.81
TOTAL	FINES	100,000.00	1,198.85	.00	80,758.57	19,241.43	.81
850201	COPYING FEE	30,000.00	2,789.25	.00	10,071.79	19,928.21	.34
850215	SPECIAL PROGRAMS & EVENTS	15,000.00	.00	.00	5,837.04	9,162.96	.39
TOTAL	FEES AND SERVICES	45,000.00	2,789.25	.00	15,908.83	29,091.17	.35
TOTAL	FINES, FEES, AND SERVICES	145,000.00	3,988.10	.00	96,667.40	48,332.60	.67
890010	INTEREST INCOME	10,000.00	4.43	.00	44,212.13	-34,212.13	4.42
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	224.00	.00	16,398.66	-1,398.66	1.09
TOTAL	OTHER REVENUE	25,000.00	228.43	.00	60,610.79	-35,610.79	2.42
TOTAL	PUBLIC LIBRARY FUND	4,454,332.00	24,008.53	.00	4,402,075.40	52,256.60	.99
TOTAL	PUBLIC LIBRARY FUND	4,454,332.00	24,008.53	.00	4,402,075.40	52,256.60	.99

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01/07/02
ACCOUNTING PERIOD: 12/01

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

PAGE 2

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	.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	92.24	.00	2,125.32	874.68	.71
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	92.24	.00	252,125.32	-99,125.32	1.65
TOTAL	LIBRARY CAPITAL PROJ FUND	173,000.00	92.24	.00	252,125.32	-79,125.32	1.46
TOTAL	LIBRARY CAPITAL PROJ FUND	173,000.00	92.24	.00	252,125.32	-79,125.32	1.46
TOTAL REPORT		4,627,332.00	24,100.77	.00	4,654,200.72	-26,868.72	1.01

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	114,481.65	.00	1,410,321.12	263,805.88	.84
910200	TEMPORARY WAGES	635,842.00	45,466.42	.00	569,882.31	65,959.69	.90
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	6,354.91	.00	104,817.79	-104,817.79	.00
910600	SICK PAY	.00	2,930.38	.00	41,374.31	-41,374.31	.00
910700	HOLIDAY PAY	.00	864.90	.00	36,914.27	-36,914.27	.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	1,012.00	.00	1.00
918020	EMPLOYER CONTR-F.I.C.A.	169,465.00	12,516.24	.00	164,361.93	5,103.07	.97
918021	EMPLOYER CONTR-I.M.R.F.	142,301.00	11,279.99	.00	143,786.95	-1,485.95	1.01
918040	LIFE INS PREMIUMS	4,896.00	792.00	.00	4,714.21	181.79	.96
918050	MEDICAL INS PREMIUMS	218,452.00	6,835.65	.00	156,361.51	62,090.49	.72
918060	TUITION REIMBURSEMENTS	5,000.00	.00	.00	1,224.00	3,776.00	.24
918070	WORKERS COMPENSATION	6,000.00	399.54	.00	5,102.25	897.75	.85
TOTAL	PERSONAL SERVICES	2,861,595.00	202,174.68	.00	2,643,623.33	217,971.67	.92
920100	LITIGATION & LEGAL FEES	.00	177.60	.00	5,018.10	-5,018.10	.00
920105	COSTS OF LITIGATION	.00	.00	.00	41.40	-41.40	.00
920110	PROFESSIONAL CONSULTING	10,000.00	1,150.00	.00	19,297.18	-9,297.18	1.93
920120	COMMUNICATION SERVICES	50,000.00	1,104.11	.00	23,462.65	26,537.35	.47
920140	DATA PROCESSING SERVICES	85,000.00	14,368.16	.00	97,624.59	-12,624.59	1.15
920202	CONFERENCES	7,000.00	616.59	.00	2,764.59	4,235.41	.39
920204	TRAINING	2,500.00	.00	.00	175.00	2,325.00	.07
920206	SEMINARS	2,500.00	30.00	.00	2,183.00	317.00	.87
920210	IN-SERVICE TRAINING	2,000.00	.00	.00	6,807.73	-4,807.73	3.40
920220	MEMBERSHIP DUES	4,500.00	.00	.00	3,637.00	863.00	.81
920230	PUBLICATION OF NOTICES	2,000.00	430.90	.00	3,298.59	-1,298.59	1.65
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	11,000.00	451.58	.00	8,118.19	2,881.81	.74
TOTAL	SUBSIDIES,REBATES,CONTRIB	11,000.00	451.58	.00	8,118.19	2,881.81	.74
920900	PROPERTY/LIAB CONTRIBUTIO	67,423.00	16,855.00	.00	67,420.00	3.00	1.00
930010	R & M EQUIPMENT	52,600.00	10,892.51	.00	33,920.17	18,679.83	.64
930020	R & M BLDGS & STRUCTURES	20,000.00	6,244.00	.00	22,207.23	-2,207.23	1.11
930030	R & M VEHICLES	3,000.00	.00	.00	2,098.69	901.31	.70
930195	BOOK BINDING & REPAIR	3,000.00	.00	.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	3,390.00	.00	42,137.50	2,862.50	.94
960070	AUTO/TRAVEL EXPENSES	5,500.00	1,233.97	.00	5,840.59	-340.59	1.06
960210	SPECIAL EVENT PROGRAMMING	17,000.00	1,346.16	.00	18,899.83	-1,899.83	1.11

01/07/02

ACCOUNTING PERIOD: 12/01

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

PAGE 2

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	7,566.17	.00	94,984.82	-24,984.82	1.36
TOTAL	CONTRACTUAL SERVICES	463,023.00	65,856.75	.00	469,407.20	-6,384.20	1.01
970100	SUPPLIES	70,000.00	1,339.06	.00	52,329.74	17,670.26	.75
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	.00	.00	1,615.32	-115.32	1.08
970170	JANITORIAL	8,000.00	3,268.76	.00	15,445.40	-7,445.40	1.93
970200	COPYING/FAX SUPPLIES	1,000.00	1,469.19	.00	4,215.82	-3,215.82	4.22
970260	POSTAGE AND PARCEL	13,200.00	242.40	.00	15,284.18	-2,084.18	1.16
970270	PRINTING-REPROD-BINDING	7,500.00	950.00	.00	3,381.38	4,118.62	.45
970320	SUPPLIES: BLDG R/M	.00	.00	.00	.00	.00	.00
970330	SUPPLIES: VEHICLE R/M	.00	188.34	.00	1,252.75	-1,252.75	.00
970600	BOOKS	493,000.00	73,562.98	.00	439,626.59	53,373.41	.89
970610	AUDIO MATERIALS	64,000.00	5,352.14	.00	52,361.43	11,638.57	.82
970620	SUBSCRIPTIONS & BOOKS	85,000.00	31,484.43	.00	71,110.72	13,889.28	.84
970630	VISUAL MATERIALS	65,000.00	9,858.03	.00	56,775.75	8,224.25	.87
970640	AUTOMATED REFERENCE MAT'L	87,000.00	784.00	.00	66,893.25	20,106.75	.77
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
970840	DIESEL	3,500.00	106.70	.00	770.01	2,729.99	.22
970850	GASOLINE	800.00	35.67	.00	263.12	536.88	.33
TOTAL	COMMODITIES	919,000.00	128,641.70	.00	807,383.21	111,616.79	.88
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	135,000.00	1,349.67	.00	50,359.54	84,640.46	.37
980410	COMPUTER HARDWARE	.00	.00	.00	65,391.59	-65,391.59	.00
980420	COMPUTER SOFTWARE	.00	-11,102.71	.00	17,263.35	-17,263.35	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	5,000.00	.00	.00	8,451.31	-3,451.31	1.69
TOTAL	CAPITAL EXPENDITURES	140,000.00	-9,753.04	.00	141,465.79	-1,465.79	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

01/07/02

ACCOUNTING PERIOD: 12/01

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
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	4,613,051.00	386,920.09	.00	4,240,406.53	372,644.47	.92

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01/07/02

ACCOUNTING PERIOD: 12/01

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

PAGE 4

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

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	386,920.09	.00	4,306,358.41	371,692.59	.92
TOTAL	PUBLIC LIBRARY FUND	4,678,051.00	386,920.09	.00	4,306,358.41	371,692.59	.92

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	.00	.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	12,678.00	.00	12,678.00	37,322.00	.25
980600	FURNITURE & FIXTURES	50,000.00	.00	.00	12,504.79	37,495.21	.25
TOTAL	CAPITAL EXPENDITURES	150,000.00	12,678.00	.00	84,697.57	65,302.43	.56
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	12,678.00	.00	86,202.50	63,797.50	.57
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	12,678.00	.00	86,202.50	63,797.50	.57
TOTAL REPORT		4,828,051.00	399,598.09	.00	4,392,560.91	435,490.09	.91

11/21/01

ACCOUNTING PERIOD: 11/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='12/03/2001'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920100	LITIGATION & LEGAL FEES	25529 KLEIN, THORPE AND JENKINS		177.60
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	• OCTOBER 2001	3,790.10
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	• SEPT 2001	1,143.42
2110	920202	CONFERENCES	100808 CHRISTINA TROPEA	REIMB	77.09
2110	920202	CONFERENCES	16164 HECTOR MARINO	REIMB	65.60
2110	920202	CONFERENCES	16164 HECTOR MARINO	REIMB	118.64
2110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	ATTACH	10.00
2110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	ATTACH	20.00
2110	920230	PUBLICATION OF NOTICES	05366 PIONEER PRESS	011069551	25.90
2110	920230	PUBLICATION OF NOTICES	76126 DAILY HERALD	8473515300	202.50
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	DECEMBER 01	209.60
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	DECEMBER 01	209.60
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	DECEMBER 01	16.19
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	DECEMBER 01	16.19
2110	930010	R & M EQUIPMENT	00189 ANDERSON LOCK CO LTD	268643	1,227.74
2110	930010	R & M EQUIPMENT	100370 CONTROL SOLUTIONS	100995	172.50
2110	930010	R & M EQUIPMENT	100807 THYSSENKRUPP ELEVATOR COR	780872	1,260.00
2110	930010	R & M EQUIPMENT	100807 THYSSENKRUPP ELEVATOR COR	28048	630.00
2110	930010	R & M EQUIPMENT	22498 FIRST SECURITY SYSTEMS, I	225539	618.00
2110	930010	R & M EQUIPMENT	22498 FIRST SECURITY SYSTEMS, I	225648	1,852.00
2110	930010	R & M EQUIPMENT	72106 COOPERATIVE COMPUTER SERV	• OCTOBER 2001	3,382.66
2110	930020	R & M BLDGS & STRUCTURES	100806 PINKUS WOODWORKS GROUP IN	1855	4,644.00
2110	960070	AUTO/TRAVEL EXPENSES	100808 CHRISTINA TROPEA	REIMB	264.80
2110	960070	AUTO/TRAVEL EXPENSES	16164 HECTOR MARINO	REIMB	274.36
2110	960070	AUTO/TRAVEL EXPENSES	16164 HECTOR MARINO	REIMB	189.96
2110	960210	SPECIAL EVENT PROGRAMMING	09919 MICHAELS #8625	0188	31.15
2110	960210	SPECIAL EVENT PROGRAMMING	10938 LITTLE VILLA RESTURANT	10-20-01	349.50
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	007198	60.91
2110	960210	SPECIAL EVENT PROGRAMMING	92883 RESURRECTION MEDICAL CENT	COOK CLASS	150.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1174222	7.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1172052	7.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1174221	29.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1174220	3.50
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1174219	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1175105	48.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1172790	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1177623	90.65
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1157108	4.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1172051	3.50
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1172050	14.30
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1163638	19.15
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1162985	11.30
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1159901	33.70
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1164852	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1157109	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1164853	5.40
2110	960990	MISC CONTRACTUAL SVCS	06866 ACTION COMPUTER SERVICE, /	114125	630.00
2110	960990	MISC CONTRACTUAL SVCS	08996 LIBRARY CABLE NETWORK	001-015	300.00
2110	960990	MISC CONTRACTUAL SVCS	100245 RENTOKIL TROPICAL PLANT S	• CH505099	58.80
2110	960990	MISC CONTRACTUAL SVCS	100245 RENTOKIL TROPICAL PLANT S	• CH505098	85.56
2110	960990	MISC CONTRACTUAL SVCS	16839 AQUATICARE, INC.	• 453	333.93

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 11/01

SELECTION CRITERIA: payable.due_date='12/03/2001'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008248132	30.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008225612	67.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008225871	25.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008212067	49.10
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008236977	28.70
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008181605	72.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008196009	35.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008188043	44.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008247539	33.10
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008230965	45.10
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	76888943	2.80
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	76888947	5.70
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	76966278	1.00
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	76888945	6.55
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	76966280	1.38
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	76873296	17.30
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	76971537	25.00
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	76966276	2.70
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	76951513	4.80
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	76997093	2.05
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	76852523	20.40
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	77025438	15.35
2110	970100	SUPPLIES	09638 OFFICE DEPOT	142899950/1	27.98
2110	970100	SUPPLIES	09638 OFFICE DEPOT	142212039/1	9.78
2110	970100	SUPPLIES	09638 OFFICE DEPOT	142413289/1	3.82
2110	970100	SUPPLIES	09638 OFFICE DEPOT	142223870/1	107.27
2110	970100	SUPPLIES	09638 OFFICE DEPOT	142163702/1	-4.14
2110	970100	SUPPLIES	100804 VERIAD	2062395	39.27
2110	970100	SUPPLIES	100804 VERIAD	2056917	47.58
2110	970100	SUPPLIES	19764 BRO-DART INC	227069	15.63
2110	970100	SUPPLIES	20933 HAWK ELECTRONICS	258042	92.48
2110	970170	JANITORIAL	00189 ANDERSON LOCK CO LTD	270192	218.00
2110	970170	JANITORIAL	00282 BADE PAPER PRODUCTS	096311-01	40.00
2110	970170	JANITORIAL	06037 H-O-H CHEMICALS, INC.	148977	273.00
2110	970170	JANITORIAL	07553 LEE AUTO PARTS INC	D552968	51.01
2110	970170	JANITORIAL	09836 GENERAL BINDING CORP	12068113	30.96
2110	970170	JANITORIAL	100803 LAB SAFETY SUPPLY INCORPO	1001304684	20.47
2110	970170	JANITORIAL	100803 LAB SAFETY SUPPLY INCORPO	1001322654	286.54
2110	970170	JANITORIAL	100803 LAB SAFETY SUPPLY INCORPO	1001298807	122.07
2110	970170	JANITORIAL	100803 LAB SAFETY SUPPLY INCORPO	1001328872	87.09
2110	970200	COPYING/FAX SUPPLIES	09638 OFFICE DEPOT	142548270/1	476.97
2110	970200	COPYING/FAX SUPPLIES	100078 US OFFICE SOLUTIONS INC	007257	992.22
2110	970600	BOOKS	02088 CHELSEA HOUSE PUBLISHERS	660362 11	167.90
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1175105	350.51
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1174220	22.74
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1172052	49.06
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1174219	9.60
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1174222	66.79
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1176207	48.41
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1172051	28.80
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1172050	105.28

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11/21/01
 ACCOUNTING PERIOD: 11/01

CITY OF DES PLAINES
 CASH REQUIREMENTS BILL LIST

PAGE 13

SELECTION CRITERIA: payable.due_date='12/03/2001'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1172790	9.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1174221	214.69
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1157109	16.78
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1163638	156.90
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1162985	87.65
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1159901	287.26
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1164853	38.34
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1164852	9.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1157108	10.50
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1177623	621.34
2110	970600	BOOKS	05317	GROLIER PUBLISHING CO	10630363	414.09
2110	970600	BOOKS	05317	GROLIER PUBLISHING CO	10631936	150.50
2110	970600	BOOKS	05527	QUALITY BOOKS INC	550455	93.75
2110	970600	BOOKS	07439	THE GALE GROUP	11092594	50.32
2110	970600	BOOKS	07439	THE GALE GROUP	11051204	160.22
2110	970600	BOOKS	07527	STAGE & SCREEN	09002165448	51.33
2110	970600	BOOKS	09641	GREY HOUSE PUBLISHING	283961	234.50
2110	970600	BOOKS	100122	BOY SCOUTS OF AMERICA	IN4601322594	8.60
2110	970600	BOOKS	100541	PEGASUS COMMUNICATIONS IN	80608490	23.46
2110	970600	BOOKS	100541	PEGASUS COMMUNICATIONS IN	CM332542	-19.95
2110	970600	BOOKS	100652	COUNTRY STORE	010-02469320	3.00
2110	970600	BOOKS	100805	WEST GROUP	29490	240.00
2110	970600	BOOKS	100809	FRONTIER RESEARCH PUBLICA	ATTACH	25.93
2110	970600	BOOKS	100810	NINTENDO OF AMERICA	ATTACH	16.95
2110	970600	BOOKS	100812	PEARSON EDUCATION	4005516110	384.64
2110	970600	BOOKS	100812	PEARSON EDUCATION	4005516116	436.37
2110	970600	BOOKS	12168	GREENWOOD PUBLISHING GROU	1891166	42.04
2110	970600	BOOKS	12730	THE ROSEN PUBLISHING GROU	229923	1,262.25
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008196008	771.73
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008212066	754.45
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3004725330	367.97
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008188042	788.08
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008181604	1,322.21
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008230964	1,391.86
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008225870	489.89
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008274995	42.51
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008236976	651.19
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008248131	708.71
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3004910147	97.45
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008247538	751.63
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008225611	1,294.69
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3004611309	323.71
2110	970600	BOOKS	20701	WORLD BOOK ENCYCLOPEDIA,	RGRR11011691	31.40
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76888949	14.22
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76888944	63.48
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76873295	196.35
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76966277	13.11
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76888948	7.99
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76888946	28.50
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76888942	31.86
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76966275	32.60

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11/21/01

ACCOUNTING PERIOD: 11/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='12/03/2001'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76852522	208.99
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76951512	68.47
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76971536	238.18
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77025437	153.62
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76997092	45.16
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76966279	18.65
2110	970600	BOOKS	80127	EDUCATIONAL DIRECTORIES I	69604	92.00
2110	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA	213937	6.50
2110	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA	214123	187.38
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B42459480	23.64
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-23-01-2	6.99
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-23-01-3	73.44
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-23-01-5	172.77
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-23-01-1	152.48
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4632697M	5.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1339340	370.40
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1347874	8.18
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1357324	187.20
2110	970620	SUBSCRIPTIONS & BOOKS	07978	MINNESOTA WOMEN'S PRESS,	10-01-01	24.00
2110	970620	SUBSCRIPTIONS & BOOKS	100811	MODEL AVIATION	ATTACH	16.00
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	1051808	19.94
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	4273A	102.51
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	4235B	132.29
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	4258A	60.19
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21817512	14.36
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21817511	14.39
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21817513	336.29
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21817510	142.79
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B42459480	860.34
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B42511330	113.89
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B42511320	53.93
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B42665020	288.39
2110	970630	VISUAL MATERIALS	22424	FACETS MULTI-MEDIA, INC.	1406302	79.00
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	04330164	22.76
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	04372562	114.21
2110	970850	GASOLINE	03031	AVALON PETROLEUM COMPANY	401069	14.32
2110	980400	EQUIPMENT	19714	GAYLORD BROS	162666	1,101.21
2110	980420	COMPUTER SOFTWARE	05124	CDW GOVERNMENT, INC.	EN56674	336.00
2110	980420	COMPUTER SOFTWARE	05124	CDW GOVERNMENT, INC.	EN23749	1,170.99
2110	980420	COMPUTER SOFTWARE	05124	CDW GOVERNMENT, INC.	EM66569	5.94
2110	980420	COMPUTER SOFTWARE	05124	CDW GOVERNMENT, INC.	EL17536	31.21

TOTAL LIBRARY SERVICES 49,485.26

TOTAL FUND 49,485.26

SELECTION CRITERIA: payable.due_date='12/17/2001'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920110	PROFESSIONAL CONSULTING	09080 PEOPLEWORKS	01-1008	250.00
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	8/03/01	7,770.44
2110	930320	CLEANING:CUSTODIAL SERV	09536 CRYSTAL MGMT & MAINT SERV	9966	3,390.00
2110	960070	AUTO/TRAVEL EXPENSES	04997 JOHN LAVALIE	REIME	21.39
2110	960210	SPECIAL EVENT PROGRAMMING	10536 BRUCE BLOOM	1-31-02	150.00
2110	960210	SPECIAL EVENT PROGRAMMING	10536 BRUCE BLOOM	1-10-02	150.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1174223	24.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1179718	4.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1179715	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1181357	13.15
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1174224	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1174225	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1181086	7.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1179714	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1179717	4.05
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1179719	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1174226	19.70
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1174228	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1179716	8.90
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1175467	4.85
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1175468	20.15
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1174227	8.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1182717	16.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1178431	16.20
2110	960990	MISC CONTRACTUAL SVCS	09535 EXPRESS PERSONNEL SERVICE	70263047-6	907.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008261432	30.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008264890	33.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008320501	17.30
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008305271	21.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008300478	68.30
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008305119	3.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008327303	5.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008320445	33.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008283247	17.90
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008316323	40.90
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008272114	23.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008265334	20.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008259181	49.90
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008253867	23.70
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008253253	47.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008281612	37.10
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008273134	28.10
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008273280	19.10
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008293810	36.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008288306	24.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008305098	17.90
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	77046450	5.35
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	77041709	7.75
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	77046452	.90
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	77093789	2.45
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	77093787	10.50

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12/06/01

ACCOUNTING PERIOD: 12/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='12/17/2001'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	77142126	9.55
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	77134335	4.90
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	77112504	15.60
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	77120031	.55
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	77120033	3.20
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	77093785	7.00
2110	970100	SUPPLIES	00118	MARILYN'S FLOWERS AND THI	544	41.00
2110	970100	SUPPLIES	09638	OFFICE DEPOT	143437065/1	443.94
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	5-992-78459	234.00
2110	970270	PRINTING-REPROD-BINDING	15976	GRAPHIC SOLUTIONS	6633	950.00
2110	970330	SUPPLIES: VEHICLE R/M	02620	PETTERSON SAFETY SERVICE	310299	113.40
2110	970330	SUPPLIES: VEHICLE R/M	76774	GOODYEAR TIRE CENTER	185330	74.94
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1175468	185.25
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1174228	23.92
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1178431	110.10
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1182717	119.74
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1174227	63.13
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1175467	40.88
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1181086	54.45
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1174223	125.10
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1179718	45.84
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1174226	110.29
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1179714	32.28
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1174224	23.60
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1181357	98.87
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1179716	74.49
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1179715	9.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1179717	35.66
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1179719	16.80
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1174225	28.82
2110	970600	BOOKS	02345	OMNIGRAPHICS, INC.	104064-422	131.88
2110	970600	BOOKS	02345	OMNIGRAPHICS, INC.	104066-422	122.78
2110	970600	BOOKS	02806	WORLD BOOK SCHOOL AND LIB.	1130683	163.00
2110	970600	BOOKS	02806	WORLD BOOK SCHOOL AND LIB	1130061	602.00
2110	970600	BOOKS	02958	MARQUIS WHO'S WHO	386091	299.95
2110	970600	BOOKS	02958	MARQUIS WHO'S WHO	390302	305.35
2110	970600	BOOKS	03363	WEST GROUP	6001237644	68.00
2110	970600	BOOKS	05317	GROLIER PUBLISHING CO	10636774	383.92
2110	970600	BOOKS	07439	THE GALE GROUP	11120369	293.80
2110	970600	BOOKS	07439	THE GALE GROUP	11119761	392.12
2110	970600	BOOKS	07439	THE GALE GROUP	11098904	44.17
2110	970600	BOOKS	07439	THE GALE GROUP	11086724	165.23
2110	970600	BOOKS	07439	THE GALE GROUP	11112981	160.14
2110	970600	BOOKS	07439	THE GALE GROUP	11106328	1,496.30
2110	970600	BOOKS	07439	THE GALE GROUP	11098248	137.76
2110	970600	BOOKS	07439	THE GALE GROUP	11098641	73.34
2110	970600	BOOKS	07439	THE GALE GROUP	11104389	128.01
2110	970600	BOOKS	07527	STAGE & SCREEN	79524947	50.38
2110	970600	BOOKS	07569	RUSSIAN HOUSE LTD.	141854	334.32
2110	970600	BOOKS	08789	UNIVERSITY PARK MEDIA	27434	1,182.60
2110	970600	BOOKS	08789	UNIVERSITY PARK MEDIA	27524	167.29

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12/06/01

ACCOUNTING PERIOD: 12/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

PAGE 13

SELECTION CRITERIA: payable.due_date='12/17/2001'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	09770	RMA	1000136301	145.00
2110	970600	BOOKS	100841	US NEWS SPECIALTY MTKG.	0001863	39.75
2110	970600	BOOKS	16164	HECTOR MARINO	REIME	97.69
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008273133	354.77
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008305939	44.53
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008288305	283.49
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008283246	1,387.46
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008305097	694.39
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008273279	291.76
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008281611	964.79
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008300477	1,400.92
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008253252	838.95
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008327157	6.53
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008305270	374.76
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008320500	1,071.49
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008349211	207.95
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008333722	34.16
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008316322	680.44
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008327302	202.62
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008305118	62.65
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3004966203	240.00
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008265333	447.36
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008253866	323.87
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008320444	847.61
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008264889	724.50
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008261431	418.90
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008272113	493.81
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008259180	1,096.08
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3004941824	530.13
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008293809	588.04
2110	970600	BOOKS	20270	NATIONAL REGISTER PUBLISH	300470	331.90
2110	970600	BOOKS	20361	BERNAN ASSOCIATES	110031128	81.00
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77142125	123.27
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77046449	36.75
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77093786	84.14
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77134334	50.60
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77041708	86.36
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77046451	14.22
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77120030	4.47
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77093788	18.15
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77112503	177.36
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77093784	70.59
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77120032	51.94
2110	970600	BOOKS	82668	POLONIA BOOK STORES	016802	303.74
2110	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA	214634	6.50
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M94632580	21.73
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B41666160	192.79
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M94792190	8.23
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B41666170	31.50
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	11-5-01-2	9.09
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	11-5-01-5	196.55

RUN DATE 12/06/01 TIME 15:26:10

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

SELECTION CRITERIA: payable.due.date='12/17/2001'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	11-5-01-1	398.69
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	11-12-01-1	162.27
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	11-12-01-3	29.37
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	11-12-01-5	64.35
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	11-5-01-3	67.85
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4643039M	5.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1355305	5.95
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBS CO SUBSCRIPTION SVC	1052427	19.98
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBS CO SUBSCRIPTION SVC	8-78869	83.40
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBS CO SUBSCRIPTION SVC	1052438	132.95
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBS CO SUBSCRIPTION SVC	CM23854	-99.11
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBS CO SUBSCRIPTION SVC	1049593	31,287.27
2110	970630	VISUAL MATERIALS	05884	LIBRARY VIDEO COMPANY	001503970001	1,084.54
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	4258C	37.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	4258D	53.79
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	4235E	17.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	4273B	85.91
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	4258B	19.70
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	4570A	50.91
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	4273C	97.31
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	4235D	74.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	4235C	53.79
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21954361	43.03
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21954360	43.10
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R22087340	179.69
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21888760	64.64
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21954362	63.46
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R22087341	57.76
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21888761	17.98
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R21888762	43.58
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B42811100	48.68
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M94702700	14.96
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B42806090	168.63
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B41666160	230.69
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B41666170	18.74
2110	970630	VISUAL MATERIALS	08852	ENCOMIUM PUBLICATIONS	01393	224.40
2110	970630	VISUAL MATERIALS	12376	BORDERS BUSINESS & PROFES	009382	994.40
2110	970630	VISUAL MATERIALS	22424	FACETS MULTI-MEDIA, INC.	1410318	57.75
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	2CM69149	-174.93
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	04465237	150.92
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	04559952	113.98
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	04541217	22.42
2110	970840	DIESEL	03031	AVALON PETROLEUM COMPANY	29313	57.47
2110	970850	GASOLINE	03031	AVALON PETROLEUM COMPANY	403410	6.18
TOTAL LIBRARY SERVICES						76,222.02
TOTAL FUND						76,222.02



V-E.1

- Progress Report
- Response Requested by _____
- Board Action Required by _____

BOARD OF TRUSTEES
 Minutes of the Building and Grounds Committee Meeting
 January 8, 2002

Chair: Eldon Burk
 Present: Eldon Burk, John Ciborowski, Noreen Lake, Sandra Norlin, Gary Valente,
 Carol Kidd, Hector Marino.

Call to Order: 3:18 PM by Eldon Burk

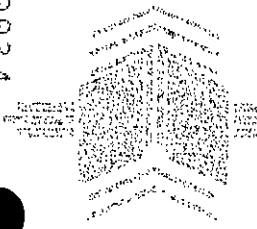
The Building and Grounds Committee met on Tuesday, Jan 8, 2002 and have the following information to report:

1. The air conditioner compressor that had completely stopped this fall has been replaced at no cost to the Library. The second compressor that was failing has stopped working a few weeks ago. The manufacturer has removed the compressor and is attempting to determine what caused two compressors to fail in just over one year. The compressors are guaranteed for 5 years but the labor was only for one year. Someone will have to pay for the labor for this work. The "someone" is yet to be determined.
2. The "Des Plaines Public Library" sign on the front of the building has required a considerable amount of maintenance. The lighting is neon and has to be taken off of the building and returned to the shop for recharging when it goes out. It seems to be very sensitive to rain or snow. Gary suggests that we might want to replace the lights with fluorescent bulbs which would be less of a maintenance problem but would require additional expense for replacement and would not provide the back lighting that we currently have from the neon.

3. We have a window on the northwest corner of the fourth floor that is leaking when it rains. The water even ran down to the third floor and was caught in a bucket. These are sealed double pane windows. After contacting the window company Gary was told the windows are guaranteed for 10 years but this problem is an installation problem which is not covered by the warranty. The cost of solving this problem is in the range of \$2200.
4. We have heating-cooling problems in two areas. One of the areas is a work area and may be resolved by Teng Engineering by changing the air flow in the area. The second area is the communication room which is overheating. Gary is working with Teng to see if the same procedure that worked for the elevator room will resolve this problem.
5. Our new elevator maintenance company has informed Gary that the elevators need about \$9800 worth of work to bring them up to like new condition. Some of the problems may be the result of the Fire Dept. prying open the doors on several occasions, other problems are some that the Schindler Co. (the previous contract) should have taken care of. Gary is working with Leopardo to see if they can't put pressure on Schindler to take care of the problem.
6. The clock in the tower actually ground to a halt a few weeks ago. Public Works came and removed the works and sent them to California to the manufacturer. They will attempt to determine the cause of the breakdown. Although the clock is not our responsibility it still reflects on the Library when anything in the area is not functioning properly. Remember how we got the blame for the condition of the parking garage?

Gary is on top of all of the above mentioned problems and will keep us informed as to how they are resolved.

Respectfully submitted by Eldon Burk, Chairman-Building and Grounds Committee



V-E.2

Progress Report

Response Requested by _____

Board Action Required 01-15-02 meeting

BOARD OF TRUSTEES
Minutes of the Management Committee Meeting
January 8, 2002

Chair: Ellen Yearwood.
Present: Ellen Yearwood, Noreen Lake, John Ciborowski, Susan Burrows, Sandra Norlin, Carol Kidd.

Call to Order: 4:51 PM by Ellen Yearwood.

Sandra Norlin asked for Committee approval on a job title change for the Public Information Assistant to Graphic Artist. Sandra explained that there would be no increase in salary, but that the title change is consistent with other libraries for this position. The Committee consensus was to ask for Board approval for the job title change.

Sandra Norlin reported that the permanent rules for Public Act 92-0166 (non-resident cardholders) will become effective on May 1, 2002. Sandra explained that the Illinois State Library suggested that no procedural changes become effective until May 1, 2002.

Sandra Norlin distributed a Model Policy for Public Libraries within the scope of the "Children's Internet Protection Act." Susan Burrows asked if the library is using privacy screens and Sandra Norlin responded no. Ellen Yearwood opposed these screens due to the inability of library personnel to be aware of what is being viewed on the computers. Ellen Yearwood asked what the Committee would use the Model Policy for, and Sandra Norlin responded that it offers ideas for possible changes to the current policy. Sandra also reported that the Schaumburg Library filters all of their computers, but that the library can select categories for filtering. Sandra suggested that a presentation on Internet filtering is planned for the April Board meeting with Martha Sloan and Hector Marino participating in the discussion.

The Committee reviewed library Policy A-1 through A-12. The following changes were made:

A-3 COMPLAINTS CONCERNING LIBRARY SERVICE.

All complaints about library service and breaches of Library Policy will be reviewed by the Library Administrator. Complaints concerning breaches of Library Policy will be reported to the Board of Trustees Management Committee by the Library Administrator.

A-4 CITIZEN' S OPINOIN CONCERNING SPECIFIC LIBRARY MATERIAL

1. Author _____ ~~Book~~ ~~Art Print~~

2. Title _____ ~~Film~~ ~~Recording~~

3. Publisher _____ ~~Other~~

4. Book Art Print Video Recording Other

5. In what section of the Library is the material located? Adult Children's

6. How did the material come to your attention? _____

7. Did you read, view, or listen to the entire work? Yes No

8. To what, specifically, in the work do you object? Please cite ~~pages~~ examples:

9. What did you find positive in this material?

10. What is the theme of this material? _____

11. ~~Do you know~~ What do you know about what literary critics and/or reviewers think of this material?

12. What do you feel might be the result of someone's reading (viewing or listening to) this material? _____

13. For what age group is this material appropriate? _____

14. In its place, what material would you recommend that would convey a valid perspective of the subject treated? _____

15. What would you like your library to do about this material? _____

Further comments:

A-4B GUIDELINES FOR HEARINGS CONCERNING LIBRARY MATERIALS

The purpose of the hearing before the Library Board of Trustees is to give residents the opportunity to make their opinions of specific library materials known to the Library Board of Trustees and for the Trustees to hear these opinions in an open public forum. The hearing will be conducted so that the Board as a whole can make an informed decision based on the information presented at the hearing and any other pertinent information available.

The Board President will determine the length of the hearing and the time limits given to designated spokespersons and other persons who wish to express opinions on the subject of the hearing. Because the Library Board represents the residents of the City of Des Plaines, only residents will be allowed to speak at the hearing. Speakers will be informed of these rules before the hearing begins.

Each person who registers may speak or leave comments in writing for later consideration of the Board.

If so advised by the City Attorney, the Board may use a court reporter, and if so, each person who testifies will be sworn in.

The Library Board of Trustees will not comment or respond to questions during the hearing.

Questions about the hearing rules should be addressed, in writing, to the President of the Board prior to the hearing.

Following the hearing, the Board will meet to take action on the matter. A written notice of the Library Board's decision will be mailed to the designated spokespersons no later than thirty (30) days following the hearing.

A-7 STATEMENT OF PROFESSIONAL ETHICS

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We recognize and respect intellectual property rights.
- V. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institution.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representations of the aims ~~of our aims~~ of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the professions.

Adapted from the American Library Association
Policy 54.16 Adopted 06/28/95, by ALA
Membership and Council

A-8 POLICY ON LIBRARY EXPENDITURES

The Finance Committee will review this policy at a later date.

The Library Administrator shall be allowed to make 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.

Special purchases of goods or services costing between two thousand and one dollars (\$2,001) and four thousand nine hundred and ninety nine (\$4,999) may be made with the concurrence of the chairman of the appropriate Board committee or the Library Board President provided they do not exceed the line item authorized in the budget.

Emergency purchases of goods or services costing between two thousand and one dollars (\$2,001) and four thousand nine hundred and ninety nine dollars (\$4,999) that must be effected to protect the health and welfare of library personnel and patrons as well as library property may be made with the concurrence of one of the following: Chairman of the

Finance Committee, Chairman of the appropriate committee, the Library Board President, or Library Board Vice President.

Purchases in excess of \$10,000 relating to the construction of a new facility or the repair or remodeling of existing facilities will be made in accordance with state statutes (75 ILCS 5/5-5).

Other expenditures for library projects shall be accomplished by these methods:

1. Library expenditures of five thousand dollars (\$5,000) and more shall be accomplished by a contract let to the lowest responsible bidder after advertising for bids.
2. Expenditures of five thousand dollars (\$5,000) and more may be accomplished by a contract negotiated by the Library Board of Trustees without advertising for bids only if such contract is authorized by a vote of two-thirds (2/3) of all members of the Board of Trustees.
3. Expenditures that are less than five thousand dollars (\$5,000) may be made without advertising for bids and may be accomplished with a majority vote of the Board of Trustees present when those present constitute a quorum.
4. The Board of Trustees shall determine what security is required for the performance of bids.
5. Advertising for bids shall be published in a local newspaper no less than fifteen (15) days before bids will be accepted by the Des Plaines Public Library.
6. The Board of Trustees has the right to reject any and all bids if, in its judgment, that decision will serve the best interests of the Library.

A-9A ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES

A recommendation by the Management Committee to include Policy A-9A as part of the swearing in of Library Trustees.

- I. Trustees must promote a high level of library service while observing ethical standards.
- II. Trustees must avoid situations in which personal interest might be served or financial benefits gained at the expense of library users, colleagues, or the institution.
- III. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
- IV. A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

- V. Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- VI. Trustees who accept appointment to a library board are expected to perform all of the functions of library trustees.

A-10 ORGANIZATION AND OPERATION

The Des Plaines Public Library is organized under Illinois state law as a City Library. The Library's prime service area is the City of Des Plaines from which funds are raised from property taxes to support the Library. The City levies and collects the tax based on the appropriation approved by the Library Board. All Library bills are approved by the Library and sent to the City's Finance Department for payment. All other Library operational policies and decisions are assigned by law to the Library Board.

The Library's governing body is the Library Board of Trustees, composed of nine residents of the City of Des Plaines, appointed by the Mayor. The Board is responsible for setting policies, providing for the financial stability of the Library, for an adequate building and a service level to meet the community's need for library service.

The Library Board annually approves an appropriation request that is sent to the City for approval. Levy by the City Council. State law gives the budget setting power to the Library Board. The City Council may discuss the budget with the Library Board but, by law, must pass the budget approved by the Board.

The Library has a policy of cooperation with the City of Des Plaines, but maintains legal autonomy in the areas provided in the State Library laws relating to the power of libraries and library boards. The Library Administrator is employed by and is responsible to the Library Board of the City of Des Plaines, not the Mayor or the City Council. The Library Board acts in all instances of political sensitivity, leaving the Library Administrator free to interact on a neutral basis.

Support by the City of Des Plaines to the Public Library includes some bookmobile maintenance services at the City Garage, payroll and payment of bills through the Finance Department, some legal services from the City Attorney, and some services from the Public Works Department and the purchasing office. All full time Library personnel are screened by the Personnel section of the City's Department of Human Resources, before final screening by the Library for hiring. This procedure is followed as the Library's full time employees are, by state law, under the City's Civil Service system.

The next Management Committee meeting is scheduled for Tuesday, March 5, 2002 at 4:30 PM.

The meeting adjourned at 5:50 PM.

Minutes prepared by Carol Kidd.



V-E.3

- Progress Report
- Response Requested by _____
- Board Action Required _____

DES PLAINES PUBLIC LIBRARY FRIENDS COMMITTEE REPORT

- New signage already placed on the side of the shelf for the ongoing book sale; and, additional shelf book sale information signs in the main floor of the library to entice customers. (Thank-you library staff.)
- There was no Roundtable meeting in December.
- 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 1.
- Future Roundtable Meetings at 7:00 p.m.:
 - January 29
 - February 26
 - March 26
 - April 30

Inara Brubaker, Liaison to the Friends of the Des Plaines Public Library
January 2002

ADMINISTRATOR'S REPORT
January 15, 2002

I. PERSONNEL

New Employees: Joanne Szkorla Griffen begun as Librarian I, Adult Services, Full-time on January 7, 2002.

Resignations/Separations: Elizabeth Drennan, Jeanne Friedell, and Sarah McGowan, substitute part-time Librarian I, Adult Services, effective 12/27/01.

II. STAFF DEVELOPMENT

All staff development efforts and opportunities this month have been directed to training for the new computer system.

Five staff members have registered to attend the biannual Public Library Association Conference in Phoenix in March.

III. PATRON SERVICES

Statistical reports provided by the automated computer system are not available at this time, due to the transfer between systems in December. We will include these figures in the monthly board packet when they become available.

The figures that we keep in house are available for registration, patron assistance, and attendance. These numbers indicate that we have increased our services in all these areas. Attendance for the year 2001 is 454,781, which is an increase of 38.7%. The graphs of patron services show the increases in both adult and youth patron assistance over 2001. Attendance at library programs and events was 39,025 for the year 2001.

Gary Valente and his staff deserve high praise for maintaining a safe and attractive environment throughout the library. In addition to keeping the facility clean and hazard-free, his department is responsible for setting up furniture and equipment and cleaning for all meetings. With daily attendance at an all-time high in addition to the high number of

meetings held throughout the year, the general appearance of the building is remarkably excellent.

The transition to SIRSI's Unicorn system took place on December 13. Not all functions are usable yet, nor are all functions operating properly. Staff members have shown remarkable patience with a new system that requires learning new procedures as well as with a new system that has a slower response time. These difficulties are being addressed. Staff is learning through practice and patience how to use the system and CCS and SIRSI have reached an agreement to upgrade the server so that an acceptable response time will be met. The holds and Interlibrary loan procedures are still confusing and cumbersome. The staff at CCS and staff from the member libraries are slowly working the bugs out of the system. Self-check is still not available on the first floor because of a programming problem at SIRSI's end. This will be addressed and corrected by SIRSI, but may take considerable time. In the meantime, a non-functioning self-check system will mean delayed payment for SIRSI.

I would like to commend both our staff and our public for their patience and goodwill during this transition. I think that the staff's overall positive attitude that things will improve and be a great improvement over the GeoWeb system has helped the public to be patient as well. Everyone deserves our thanks for being reasonable and accommodating during a difficult undertaking.

IV. OTHER ADMINISTRATIVE ACTIVITIES

I have represented the library at the following meetings and events: I met with Mary Jordan, Director of the North Chicago Public Library on December 20. I gave her a tour of the library and discussed at length our philosophies of service and administrative responsibilities to our libraries and communities. I have attended City Council (1/7), a meeting concerning the alleyway construction issues (1/7), and city Department Heads meetings on 1/2 and 1/8. I have attended meetings of the Building & Grounds and Management Committees (1/9). Finally, I have agreed to sponsor an internship for Diana Wojciechowski, a student at Kendall College and a resident of Des Plaines. She will spend 10 - 15 hours per week for the spring semester, learning about administrative duties and activities of a public service agency.

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

December 2001

			% Change
Total 2000 to Date:	701,557	Total 2001 to Date:	853,490 21.66%
December 2000	52,660	December 2001	62,290 18.29%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
	CHILDREN	2000	2001	2000	2001	2000
Non Fiction	2,966	3,268	351	250	3,317	3,518
Fiction	7,899	9,661	711	426	8,610	10,087
Foreign Language Non Fiction	36	47	4	3	40	50
Foreign Language Fiction	176	286	36	19	212	305
Periodicals	82	142	12	4	94	146
Compact Discs	389	613	32	10	421	623
Audio Cassettes	208	213	14	1	222	214
Audio Kits	259	260	23	9	282	269
Puzzles	241	229	41	10	282	239
Games	66	40	8	8	74	48
Audio Books	132	117	7	14	139	131
Video Fiction	2,155	2,713	267	114	2,422	2,827
Video Non Fiction	666	812	32	10	698	822
DVD	82	407	0	3	82	410
CD ROMs	612	437	0	0	612	437
SUB TOTAL	15,969	19,245	1,538	881	17,507	20,126
ADULT						
Non Fiction	7,330	8,084	215	180	7,545	8,264
Fiction	5,638	5,782	274	209	5,912	5,991
Large Type	813	786	253	164	1,066	950
Foreign Language Non Fiction	148	216	3	1	151	217
Foreign Language Fiction	380	525	0	0	380	525
High School Collection	206	252	2	0	208	252
Periodicals	1,664	1,607	74	33	1,738	1,640
Pamphlets	5	1	1	0	6	1
Compact Discs	5,769	5,830	347	189	6,116	6,019
Audio Cassettes	400	284	18	4	418	288
Puzzles	0	0	2	0	2	0
Pictures	37	40	0	0	37	40
Audio Books	1,460	1,505	67	30	1,527	1,535
CD ROMs	137	147	2	0	139	147
Video Fiction	6,284	5,988	223	138	6,507	6,126
Video Non Fiction	2,161	2,438	45	28	2,206	2,466
DVD	1,126	3,089	0	14	1,126	3,103
Misc. Formats	68	134	1	4	69	138
	33,626	36,708	1,527	994	35,153	37,702
Standalone***		4,300		162		4,462
GRAND TOTAL	49,595 *	55,953	3,065 **	1,875 ****	52,660	62,290
Self Check	8,553	0	0	0	8,553	0

* Closed 6 hours/snowstorm. **Not in service 1 day/snow and 5 days/scheduled maintenance.

***Represents nonspecified checkouts during SIRSI migration.

****Not in service 12 days/repairs and 4 days/ scheduled maintenance.

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

December 2001

				% Change
Total 2000 to Date:	701,557	Total 2001 to Date:	853,490	21.66%
December 2000	52,660	December 2001	62,290	18.29%

	MAIN LIBRARY		MOBILE LIBRARY		TOTAL	
CHILDREN	2000	2001	2000	2001	2000	2001
Non Fiction	2,966	3,268	351	250	3,317	3,518
Fiction	7,899	9,661	711	426	8,610	10,087
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Foreign Language Fiction	176	286	36	19	212	305
Periodicals	82	142	12	4	94	146
Compact Discs	389	613	32	10	421	623
Audio Cassettes	208	213	14	1	222	214
Audio Kits	259	260	23	9	282	269
Puzzles	241	229	41	10	282	239
Games	66	40	8	8	74	48
Audio Books	132	117	7	14	139	131
Video Fiction	2,155	2,713	267	114	2,422	2,827
Video Non Fiction	666	812	32	10	698	822
DVD	82	407	0	3	82	410
CD ROMs	612	437	0	0	612	437
SUB TOTAL	15,969	19,245	1,538	881	17,507	20,126
ADULT						
Non Fiction	7,330	8,084	215	180	7,545	8,264
Fiction	5,638	5,782	274	209	5,912	5,991
Large Type	813	786	253	164	1,066	950
Foreign Language Non Fiction	148	216	3	1	151	217
Foreign Language Fiction	380	525	0	0	380	525
High School Collection	206	252	2	0	208	252
Periodicals	1,664	1,607	74	33	1,738	1,640
Pamphlets	5	1	1	0	6	1
Compact Discs	5,769	5,830	347	189	6,116	6,019
Audio Cassettes	400	284	18	4	418	288
Puzzles	0	0	2	0	2	0
Pictures	37	40	0	0	37	40
Audio Books	1,460	1,505	67	30	1,527	1,535
CD ROMs	137	147	2	0	139	147
Video Fiction	6,284	5,988	223	138	6,507	6,126
Video Non Fiction	2,161	2,438	45	28	2,206	2,466
DVD	1,126	3,089	0	14	1,126	3,103
Misc. Formats	68	134	1	4	69	138
	33,626	36,708	1,527	994	35,153	37,702
Standalone***		4,300		162		4,462
GRAND TOTAL	49,595 *	55,953	3,065 **	1,875 ****	52,660	62,290
Self Check	8,553	0	0	0	8,553	0

* Closed 6 hours/snowstorm. **Not in service 1 day/snow and 5 days/scheduled maintenance..

***Represents nonspecified checkouts during SIRSI migration.

****Not in service 12 days/repairs and 4 days/ scheduled maintenance.

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT 2000/2001

Total to Date:	701,557	Total to Date:	853,490	% Change	21.66%
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	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
	2000	2001	2000	2001	2000	2001
<u>CHILDREN</u>						
Non Fiction	44,368	52,950	7,514	6,230	51,882	59,180
Fiction	114,080	146,589	12,716	12,436	126,796	159,025
Foreign Language Non Fiction	476	976	156	99	632	1,075
Foreign Language Fiction	1,814	3,794	780	610	2,594	4,404
Periodicals	1,865	3,248	456	340	2,321	3,588
Compact Discs	4,618	7,015	534	273	5,152	7,288
Audio Cassettes	3,276	3,570	180	148	3,456	3,718
Audio Kits	3,645	4,077	518	430	4,163	4,507
Puzzles	3,273	3,829	449	445	3,722	4,274
Games	759	875	181	164	940	1,039
Audio Books	2,007	2,521	108	145	2,115	2,666
Video Fiction	28,244	33,823	3,959	4,348	32,203	38,171
Video Non Fiction	11,604	12,577	668	563	12,272	13,140
DVD	612	2,872	3	4	615	2,876
CD ROMs	7,600	7,981	17	8	7,617	7,989
SUB TOTAL	228,241	286,697	28,239	26,243	256,480	312,940
<u>ADULT</u>						
Non Fiction	106,830	121,803	2,740	2,078	109,570	123,881
Fiction	76,021	90,228	4,431	3,694	80,452	93,922
Large Type	9,587	11,923	1,911	1,641	11,498	13,564
Foreign Language Non Fiction	1,845	2,623	93	33	1,938	2,656
Foreign Language Fiction	4,569	6,269	30	17	4,599	6,286
High School Collection	1,925	3,989	30	35	1,955	4,024
Periodicals	22,564	25,782	1,607	1,386	24,171	27,168
Pamphlets	172	87	1	2	173	89
Compact Discs	58,524	81,896	4,678	4,407	63,202	86,303
Audio Cassettes	4,214	3,586	200	160	4,414	3,746
Puzzles	68	0	44	1	112	1
Pictures	621	543	6	0	627	543
Audio Books	18,337	22,294	482	458	18,819	22,752
CD ROMs	1,806	1,968	15	3	1,821	1,971
Video Fiction	76,100	77,049	4,047	4,116	80,147	81,165
Video Non Fiction	32,297	34,773	602	560	32,899	35,333
DVD	8,168	31,411	35	26	8,203	31,437
Misc. Formats	451	1,217	26	30	477	1,247
	424,099	517,441	20,978	18,647	445,077	536,088
Standalone	0	4,300	0	162	0	4,462
GRAND TOTAL	652,340	808,438	49,217	45,052	701,557	853,490
Self Check	48,345	162,317	0	0	48,345	162,317

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT RUNNING GRAND TOTALS - 2001

Total 2001:

853,490

	<u>MAIN LIBRARY</u>	<u>MOBILE LIBRARY</u>	<u>TOTAL</u>
CHILDREN	#REF!	#REF!	#REF!
Non Fiction	52,950	6,230	59,180
Fiction	146,589	12,436	159,025
Foreign Language Non Fiction	976	99	1,075
Foreign Language Fiction	3,794	610	4,404
Periodicals	3,248	340	3,588
Compact Discs	7,015	273	7,288
Audio Cassettes	3,570	148	3,718
Audio Kits	4,077	430	4,507
Puzzles	3,829	445	4,274
Games	875	164	1,039
Audio Books	2,521	145	2,666
Video Fiction	33,823	4,348	38,171
Video Non Fiction	12,577	563	13,140
DVD	2,872	4	2,876
CD ROMs	7,981	8	7,989
SUB TOTAL	286,697	26,243	312,940
ADULT			
Non Fiction	121,803	2,078	123,881
Fiction	90,228	3,694	93,922
Large Type	11,923	1,641	13,564
Foreign Language Non Fiction	2,623	33	2,656
Foreign Language Fiction	6,269	17	6,286
High School Collection	3,989	35	4,024
Periodicals	25,782	1,386	27,168
Pamphlets	87	2	89
Compact Discs	81,896	4,407	86,303
Audio Cassettes	3,586	160	3,746
Puzzles	0	1	1
Pictures	543	0	543
Audio Books	22,294	458	22,752
CD ROMs	1,968	3	1,971
Video Fiction	77,049	4,116	81,165
Video Non Fiction	34,773	560	35,333
DVD	31,411	26	31,437
Misc. Formats	1,217	30	1,247
	517,441	18,647	536,088
Standalone	4,300	162	4,462
GRAND TOTAL	808,438	45,052	853,490
Self Check	162,317	0	162,317

Main/Mobile Combined 2001

CHILDREN	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Non Fiction	5,649	5,968	6,320	5,120	4,163	3,840	4,058	4,146	5,070	5,888	5,440	3,518	59,180
Fiction	13,965	13,641	15,909	11,918	10,524	12,876	13,111	13,946	13,351	15,538	14,159	10,087	159,025
Foreign Language Non Fict	115	74	142	73	109	50	54	63	80	145	120	50	1,075
Foreign Language Fiction	367	363	433	278	264	274	200	295	257	426	942	305	4,404
Periodicals	316	343	432	266	226	359	340	392	211	306	251	146	3,588
Compact Discs	540	538	589	422	353	440	717	773	668	786	839	623	7,288
Audio Cassettes	330	346	351	273	237	308	327	331	272	405	324	214	3,718
Audio Kits	431	447	488	311	249	317	365	365	390	463	412	269	4,507
Puzzles	399	359	483	335	336	341	332	359	343	406	342	239	4,274
Games	96	100	116	106	71	66	72	108	75	92	89	48	1,039
Audio Books	188	219	235	160	197	262	299	360	206	227	182	131	2,666
Video Fiction	2,899	3,165	3,747	2,926	2,725	3,079	3,330	3,692	3,009	3,461	3,311	2,827	38,171
Video Non Fiction	1,164	1,155	1,316	1,080	998	1,086	1,006	1,177	988	1,194	1,154	822	13,140
DVD	99	102	157	150	169	217	257	311	277	316	411	410	2,876
CD ROMs	840	787	868	636	593	716	610	701	593	620	588	437	7,989
SUB TOTAL	27,398	27,607	31,586	24,054	21,214	24,231	25,078	27,019	25,790	30,273	28,564	20,126	312,940
ADULT													
Non Fiction	10,685	10,722	12,186	10,972	10,117	9,814	10,292	10,748	9,384	10,326	10,371	8,264	123,881
Fiction	7,482	7,146	8,233	7,487	7,952	8,763	9,273	9,583	7,382	7,424	7,206	5,991	93,922
Large Type	1,106	1,000	1,084	1,014	1,025	1,215	1,283	1,444	1,147	1,166	1,130	950	13,564
Foreign Language Non Fict	225	209	238	208	149	237	211	255	193	240	274	217	2,656
Foreign Language Fiction	518	499	521	494	453	677	649	581	586	555	228	525	6,286
High School	272	271	301	323	285	418	442	467	323	346	324	252	4,024
Periodicals	2,150	2,346	2,798	2,218	2,318	2,265	2,355	2,676	2,054	2,153	2,195	1,640	27,168
Pamphlets	11	1	13	4	8	5	8	11	17	7	3	1	89
Compact Discs	6,879	7,323	7,967	6,943	7,302	7,241	6,945	7,924	6,401	7,334	8,025	6,019	86,303
Audio Cassettes	262	393	350	371	242	224	292	423	251	307	343	288	3,746
Puzzles	0	0	1	0	0	0	0	0	0	0	0	0	1
Pictures	31	47	49	50	48	54	50	40	41	35	58	40	543
Audio Books	1,908	1,800	2,096	1,897	2,021	2,064	1,920	2,119	1,773	1,940	1,679	1,535	22,752
CD ROMs	159	193	241	137	149	139	146	186	116	184	174	147	1,971
Video Fiction	7,183	6,527	7,835	6,353	5,840	6,861	6,912	7,847	6,239	6,837	6,605	6,126	81,165
Video Non Fiction	3,153	3,075	3,392	2,977	2,743	3,092	2,972	3,414	2,637	2,747	2,665	2,466	35,333
DVD	1,320	1,510	2,318	2,426	2,471	2,788	2,850	3,464	2,900	3,099	3,188	3,103	31,437
Misc. Formats	40	38	50	99	69	139	152	136	122	133	131	138	1,247
SUB TOTAL	43,384	43,100	49,673	43,973	43,192	45,996	46,752	51,318	41,566	44,833	44,599	37,702	536,088
Standalone												4,462	4,462
GRAND TOTAL	70,782	70,707	81,259	68,027	64,406	70,227	71,830	78,337	67,356	75,106	73,163	62,290	853,490
Self Check	13,063	13,237	15,353	13,607	10,636	12,961	14,467	16,979	14,850	18,052	19,112	0	162,317
Days Closed/Out of Service	0-----8.5	0-----0	0-----0	0-----0	0-----0	0-----5	0-----0	0-----5	0-----0	0-----0	0-----9.5	0-----16	0-----44

Mobile Library 2001

6100

CHILDREN	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Non Fiction	534	674	774	652	599	258	241	294	639	783	532	250	6,230
Fiction	740	1,181	1,418	1,277	1,235	635	721	727	1,377	1,595	1,104	426	12,436
Foreign Language Non Fiction	6	9	6	9	19	2	7	8	8	9	13	3	99
Foreign Language Fiction	39	55	49	47	72	26	31	34	50	84	104	19	610
Periodicals	20	29	24	23	44	21	26	36	45	35	33	4	340
Compact Discs	24	30	38	22	22	19	19	12	22	30	25	10	273
Audio Cassettes	8	14	29	13	14	7	9	8	14	10	21	1	148
Audio Kits	47	43	43	42	27	13	17	20	60	75	34	9	430
Puzzles	37	44	50	39	35	11	13	47	63	45	51	10	445
Games	14	12	24	20	14	3	7	10	13	20	19	8	164
Audio Books	8	10	14	5	8	6	12	11	20	14	23	14	145
Video Fiction	196	372	463	409	461	259	282	349	507	537	399	114	4,348
Video Non Fiction	43	50	50	44	62	33	26	40	63	79	63	10	563
DVD	0	1	0	0	0	0	0	0	0	0	0	3	4
CD ROMs	3	0	0	0	0	0	0	2	1	0	2	0	8
SUB TOTAL	1,719	2,524	2,982	2,602	2,612	1,293	1,411	1,598	2,882	3,316	2,423	881	26,243
ADULT													
Non Fiction	161	164	202	170	199	136	174	138	168	201	185	180	2,078
Fiction	294	326	339	279	387	280	337	356	303	329	255	209	3,694
Large Type	121	127	127	129	129	150	149	167	147	129	102	164	1,641
Foreign Language Non Fiction	1	3	7	4	6	0	5	2	1	1	2	1	33
Foreign Language Fiction	0	1	1	1	4	2	1	1	3	1	2	0	17
High School	2	5	3	2	5	2	2	2	8	0	4	0	35
Periodicals	90	131	168	103	135	95	124	100	163	127	117	33	1,386
Pamphlets	1	0	0	0	0	0	1	0	0	0	0	0	2
Compact Discs	308	416	466	468	458	252	312	356	415	447	320	189	4,407
Audio Cassettes	4	19	18	23	19	10	7	12	18	14	12	4	160
Puzzles	0	0	1	0	0	0	0	0	0	0	0	0	1
Pictures	0	0	0	0	0	0	0	0	0	0	0	0	0
Audio Books	13	47	48	42	40	44	30	49	43	39	33	30	458
CD ROMs	1	0	1	0	0	0	0	0	1	0	0	0	3
Video Fiction	187	385	411	349	460	243	326	323	448	494	352	138	4,116
Video Non Fiction	30	55	59	30	62	42	24	52	56	70	52	28	560
DVD	0	1	0	0	0	0	4	3	4	0	0	14	26
Misc. Formats	1	4	1	3	3	1	2	4	1	2	4	4	30
SUB TOTAL	1,214	1,684	1,852	1,603	1,907	1,257	1,498	1,565	1,779	1,854	1,440	994	18,647
Standalone												162	162
GRAND TOTAL	2,933	4,208	4,834	4,205	4,519	2,550	2,909	3,163	4,661	5,170	3,863	2,037	45,052
Out of Service (days)	8.5	0	0	0	0	5	0	5	0.0	0	9.5	16	44.0
Out of Service Description	service					service		service			service	maint/serv	

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

I. LIBRARY CARD REGISTRATION SERVICES

<u>Dec 2000</u>	<u>Nov 2001</u>	<u>Dec 2001</u>	<u>Year to Date 2000</u>	<u>Year to Date 2001</u>	<u>% Change</u>
610	815	524	8,950	9,559	6.8%
A.	New Registrations			245	
B.	Updates			208	
C.	Other Libraries			69	
D.	Fee Paid Cards			2	
	Total			524	

II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	285
2.	Number of Meeting Room Uses	46
3.	Voters Registered	2
4.	LAN Discs Sold (Year to Date - 2)	0
5.	Cab Cards	10
	Total	343

III. TOTAL NUMBER OF REGISTERED BORROWERS

December 2000	40,116	(75.1% of Population)
December 2001	NA*	

* The Des Plaines Public Library has changed their Automated Computer System from GEAC to SIRSI. Currently some reports for the month of December are not available, but as the December statistics become available they will be included in the most current board packet.

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

PATRON ATTENDANCE COUNT

<u>Dec 2000</u>	<u>Nov 2001</u>	<u>Dec 2001</u>	<u>Year to Date</u> <u>2000</u>	<u>Year to Date</u> <u>2001</u>	<u>% Change</u>
29,348	44,404	36,003	327,775	454,781	38.7%

RECIPROCAL BORROWING

(Materials Lent)

	Dec 2000	Dec 2001	% Change
NLSL	7,987	NA*	
OTHER SYSTEMS	1,656	NA*	
TOTAL	9,643	NA*	

INTERLIBRARY LOAN

Sent	140
Received	NA*

* The Des Plaines Public Library has changed their Automated Computer System from GEAC to SIRSI. Currently some reports for the month of December are not available, but as the December statistics become available they will be included in the most current board packet.

**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
DECEMBER 2001**

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Computer/Instructional	370	
2. Mechanical	202	
3. Directional	797	
4. Informational	1,218	
5. Tax Forms	13	
6. Instructional	6	
Total		2,606

Reference and Readers' Services

1. Specific item request	3,058 [↓]	
2. Ready reference	979 [↓]	
3. In-Depth reference	238 ^J	
4. Virtual Reference Desk	41 ^J	
5. Interlibrary Loan Request	158	
6. Readers' Advisory	79 [√]	
7. Reserves	509	
Total		5,062

Sign Up

1. Internet	4,921	
2. Computer Lab	457	
3. Group Study Rooms	230	
4. Reading Edge	0	
Total		5,608
GRAND TOTAL		13,276

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

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Computer Sign-up	1,600	
2. Program Sign-up	188	
3. Equipment Repair & Assistance	499	
4. Directional Questions	254	
5. ILL & Patron Holds	35	
 Total		 2,576
 In-House Circulation		
1. Train Sets	1,012	
2. Chess/Checkers	97	
3. Periodicals	5	
4. Textbooks	40	
5. Reserve Books	17	
 Total		 1,171
 Reference		
1. Specific Item Request	1,993 ↓	
2. Reference	653 ↓	
3. Reader's Advisory	152 ↓	
4. Referrals to Other Libraries	23	
5. Book Bag Request	3	
 Total		 2,824
 GRAND TOTAL		 6,571

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

<u>Assistance/Service Desk</u>	<u>Number</u>	<u>Total</u>
1. Phone Calls Received	1,064	
2. Patron Renewals	1,041	
3. Patron Reserves Delivered	515	
4. Directional	2,097	
5. Account Inquiries	1,325	
6. Program Sign-up	154	
7. In Person Patron Assistance	1,800	
Total		7,996

Assistance/Switchboard

1. Phone Calls Answered		
Administration	115	
Adult Services	1,174	
Building/Security	43	
Circulation	1,256	
Community Services	45	
Public Information	57	
Technical Services	22	
Youth Services	195	
2. Delivery/Buzzer	71	
3. 2-Way Radio	99	
Total		3,077

GRAND TOTAL 11,073

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

	<u>Times Used</u>	<u>Attendance</u>
Library Sponsored Adult Programs		
Department Heads Meeting	3	27
Finance Committee Meeting	1	5
Friends Sunday Afternoon Movie	1	27
Holiday Stories with the Radio City Rockettes	1	79
LIGHT	1	17
Light and Right Holiday Cooking	1	25
Project Success	1	6
Rotary Meeting	1	5
Style Committee Meeting	1	6
Technical Services Meeting	1	7
Tuesday Morning Book Group	1	15
 Total	 13	 219
Outside Community Groups		
AAUW	1	6
Des Plaines Art Guild	1	8
Des Plaines Civic Association	1	14
Des Plaines Home School Support Group	1	25
Des Plaines Toastmasters	2	14
Des Plaines Youth Baseball	1	40
Diabetic Support Group	1	8
Fairmont Townhomes	1	35
Kirstyn Wright Music Studios	1	100
Kiwanis	1	15
Pack 235 Cub Scouts	1	30
Park Place Condominium Association	1	30
Play Group	1	9
Romance Writers	1	25
Saint Mary's	1	4
Spark Program	5	61
 Total	 21	 424
Other		
Library Board Meeting	1	14
 Total	 1	 14

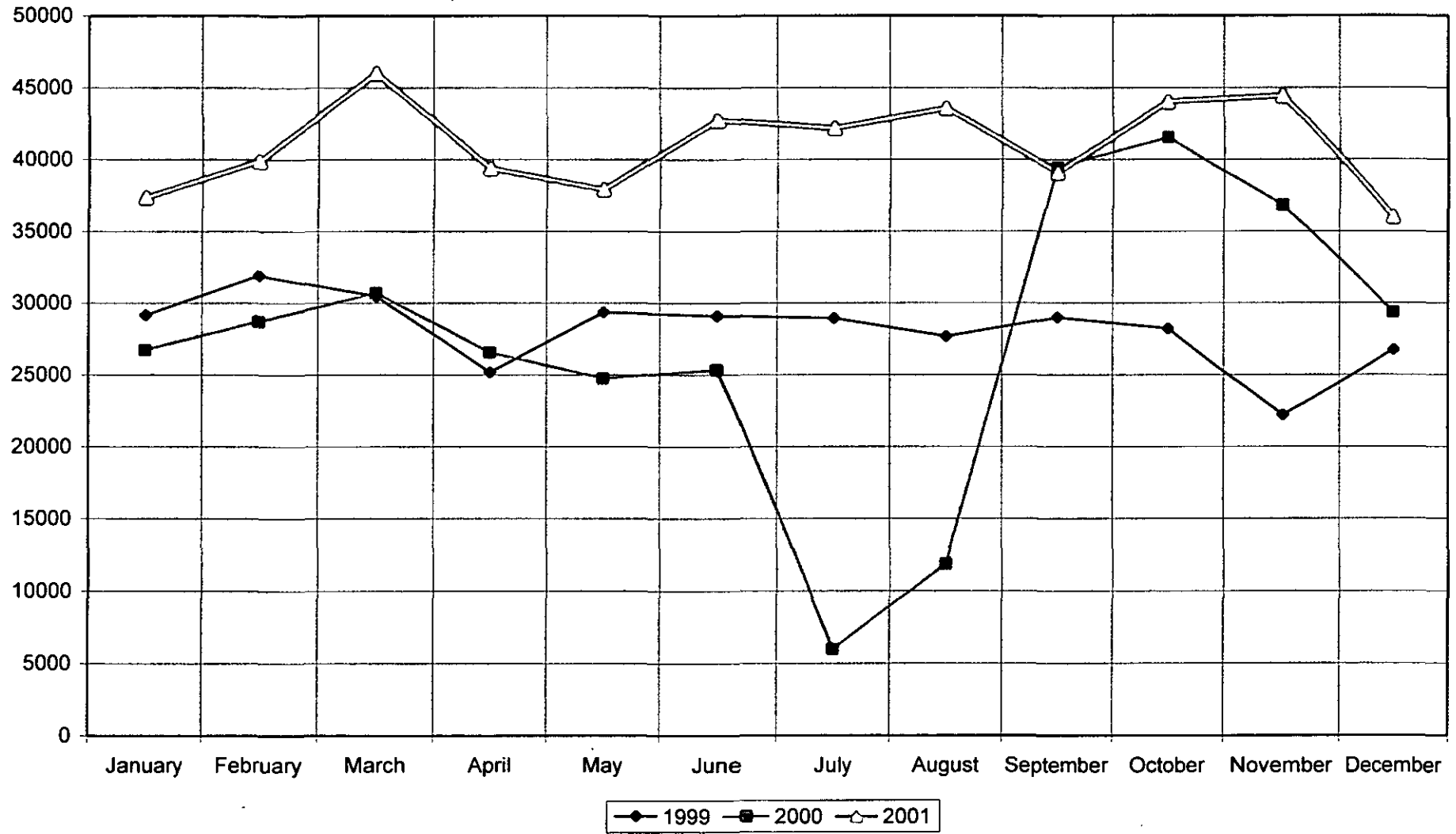
DES PLAINES PUBLIC LIBRARY
MEETING ROOM DECEMBER 2001

Library Sponsored Children's Programs

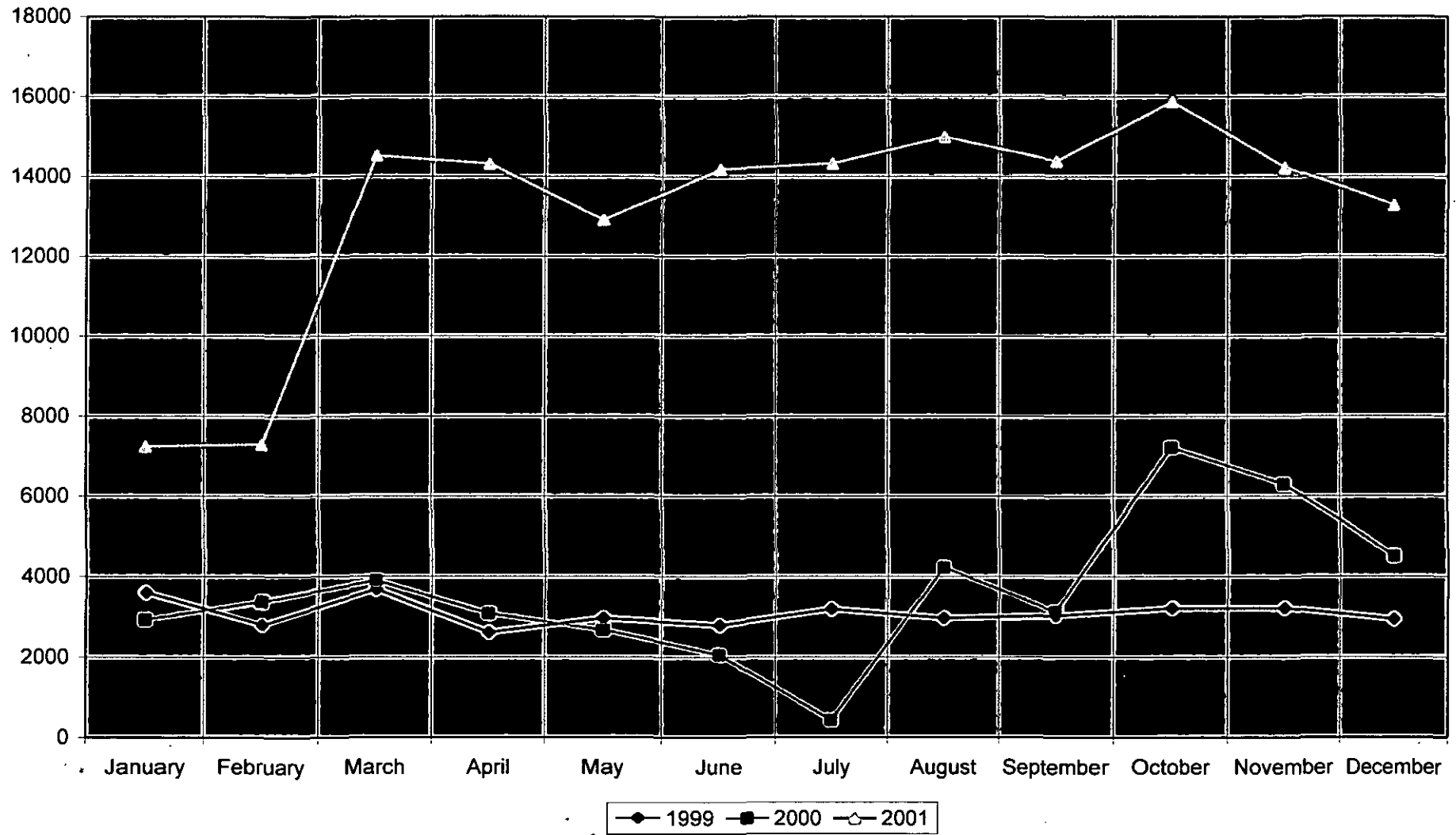
Bright Start Baby Book Times	12	216
Holiday Craft	1	90
Holiday Movie	2	32
LIGHT (Teen Advisory Group)	1	17
Magic for Muggles	1	178
Preschool Movies	3	24
Santa Claus Visit	1	724
Total	21	1,281
Literacy Program		
Learn to Read	8	342
Grand Total	64	2,280

December Total = 36 groups involving 2,266 people.
2001 Year to Date Total 818 groups involving 39,025.

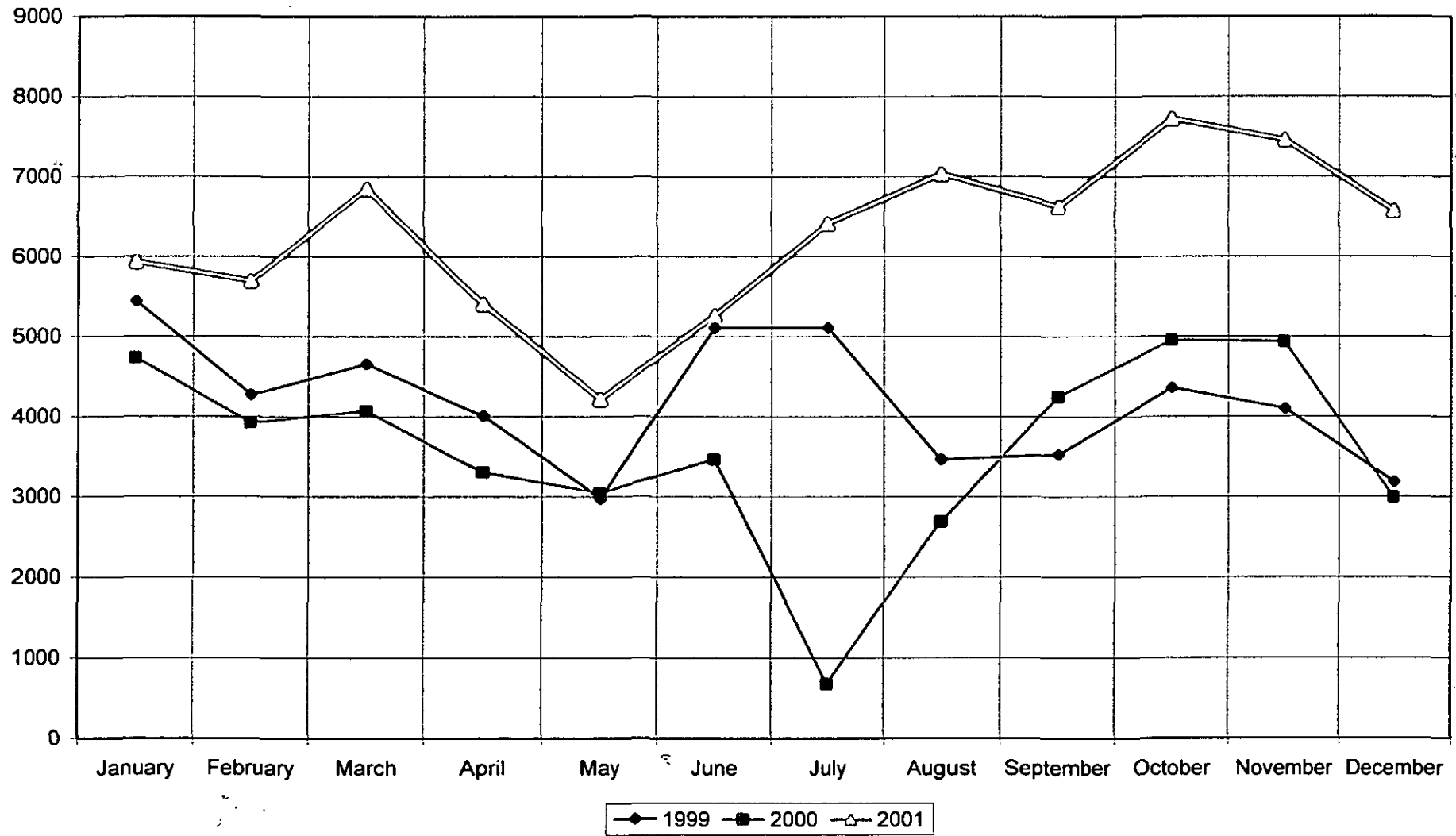
Patron Attendance December 2001



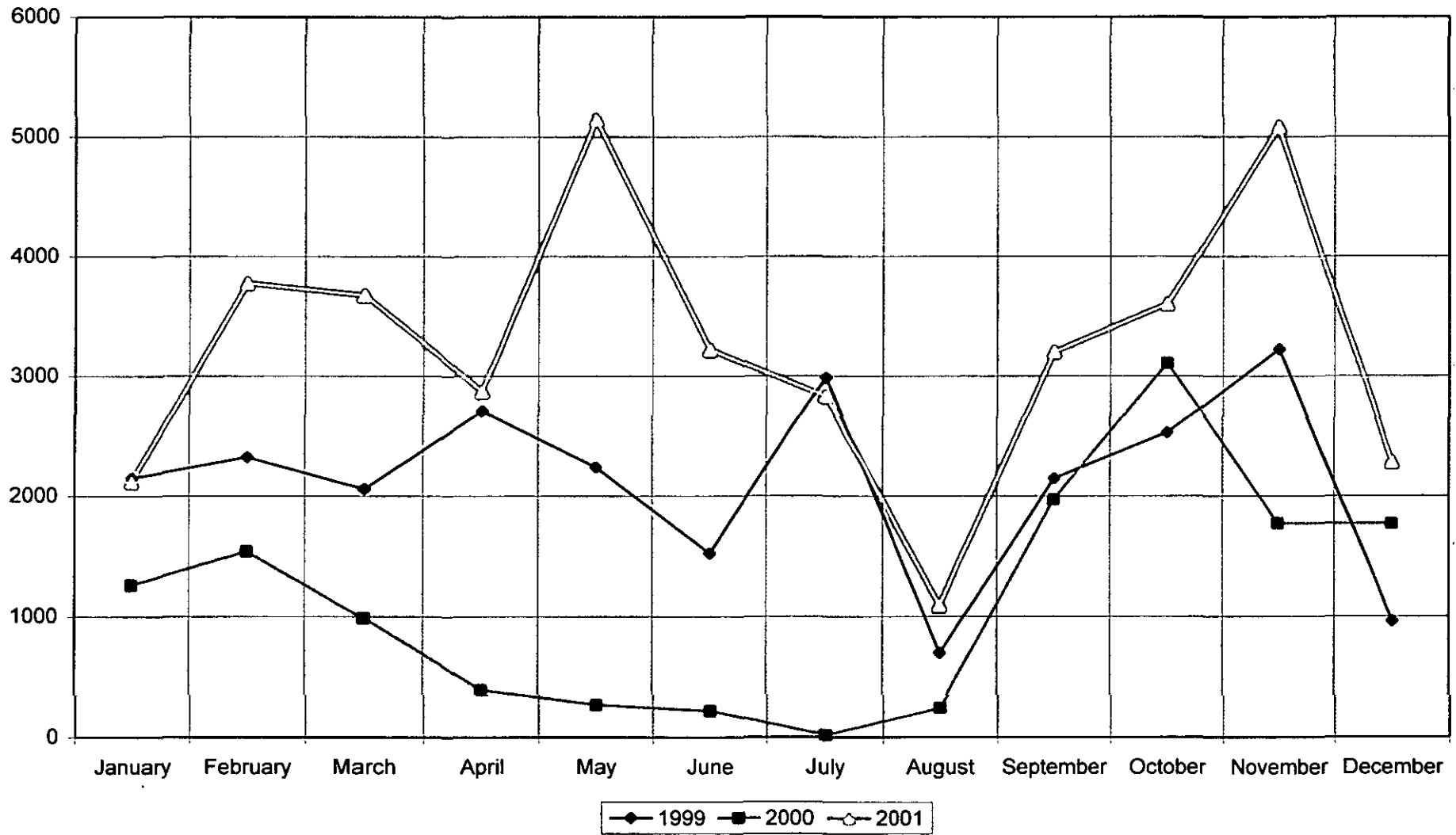
Adult Patron Assistance December 2001



Children's Patron Assistance
December 2001



Meeting Room Attendance December 2001





OFFICE OF THE CITY CLERK

Des Plaines, Illinois • City of Destiny



Donna McAllister, MMC
City Clerk
1420 Miner Street
Des Plaines, IL 60016
Telephone: 847/391-5311
Fax: 847/391-5439
E-Mail: dmcallis@desplaines.org

January 7, 2002

TO:

Mayor Tony Arredia
Pat Beauvais
Tom Becker
Tom Christiansen
Laura Murphy
Dick Sayad
Don Smith
Scott Miller
Sandra Norlin
John Burke
Eric Palm
Kathy Puetz and Madeline May

Thank you! Thank you! . . . for "ringing the bell" for The Salvation Army on Saturday, December 15th. You guys were GREAT!

I thought you would like to see how you've done over the past few years:

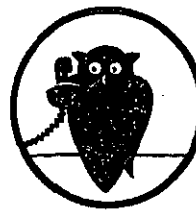
1993	-	\$ 357.29
1994	-	\$ 396.79
1995	-	\$ 284.27
1996	-	\$ 438.72
1997	-	\$ 618.52
1998	-	(no figures available)
1999	-	\$ 470.60
2000	-	\$ 576.32
2001	-	\$ 519.03

Thanks again for helping us, help others.

Donna

NIGHT OWL

REFERENCE SERVICE



November 2001

Total number calls =825

9 Antioch Public Library
 99 Arlington Heights Memorial Library
 13 Aurora Public Library
 22 Barrington Area Public Library
 11 Bartlett Public Library
 12 Bedford Park Public Library
 26 Bellwood Public Library
 9 Bradley Public Library
 10 Coal City Public Library
 13 Des Plaines Public Library
 49 Ela Area Public Library
 26 Elk Grove Village Public Library
 20 Elmhurst Public Library
 14 Fossil Ridge Public Library
 9 Fremont Public Library
 16 Glenview Public Library
 19 Highland Park Public Library
 10 Homer Township Public Library
 17 Indian Trails Public Library
 22 Lake Forest Public Library
 10 Lincolnwood Public Library

12 Lisle Library District
 8 Mokena Public Library
 18 Mt Prospect Public Library
 7 Nippersink Public Library
 17 Northbrook Public Library
 9 Orland Park Public Library
 16 Oswego Public Library
 20 Park Ridge Public Library
 9 Prospect Heights Public Library
 11 Riverside Public Library
 10 Rolling Meadows Public Library
 11 St. Charles Public Library
 46 Schaumburg Township Public Library
 82 Skokie Public Library
 13 Vernon Area Public Library
 25 Villa Park Public Library
 11 Warrenville Public Library
 22 Westchester Public Library
 10 WoodDale Public Library
 12 Woodstock Public Library

SAMPLE QUESTIONS

Eviction process in Illinois
 What does El Al mean?
 What are the major malls in Chicago area?
 How to winter a rose tree
 Origin of artichokes
 Does Illinois law require Physical Education?
 How long can you keep meat after date on the package?
 How to send a fax to Germany
 Is it legal to sit on the edge of a pool table to make shots?
 Radio frequency for Gurnee police department
 Web info for names and managers of blues musicians
 Information on music and mathematics
 List of movers in Milwaukee
 Articles on laughter as therapy

PLEASE BE SURE PHONES ARE FORWARDED TO NIGHT OWL AT CLOSING. IF YOU NEED DIRECTIONS FOR SETTING THE PHONES LET ME KNOW AND I'LL FAX THEM TO YOU.

Marilyn Uselmann
 Marilyn Uselmann
 Head, Night Owl

0064

1000000000

FEBRUARY 2002

0065



Des Plaines Public Library

1501 Ellinwood Street

Des Plaines, IL 60016-4553

847.827.5551 phone

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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, FEBRUARY 19, 2002

7:00 PM

Conference Room – Second Floor

- Agenda:**
- **Authorization to Advertise for Bids for Janitorial Service**
 - **Review of Security System**

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

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
February 19, 2002 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 – January 15, 2002.
 - B. Acceptance of Financial Reports for January, 2002.
 - C. Approval of Library Expenditures.
 1. Warrant Register – January 7, 2002 - \$53,120.74.
 2. Warrant Register – January 21, 2002 - \$120,570.66.
 3. Salaries – January 10, 2002 - \$62,717.90.
 4. Salaries – January 24, 2002 - \$95,444.05.
 5. Transfer Entry – Gasoline and Diesel Fuel - \$0.00.
 - D. Acceptance of Committee Reports.
 1. Administrator's Report – Sandra Norlin.
 2. Friends of the Library – Inara Brubaker.

- VI. New Business. (7:30 PM)
- A. Authorization to Advertise for Bids for Janitorial Contract for the Des Plaines Public Library.
 - B. Review of CCTV Security. (follow-up to January 15, 2002)
 - C. Gates Foundation Grant Computer Purchase.
 - D. Request from Mount Prospect.
 - E. OCLC Techpro Contract
 - F. Authorization to Pay Standard & Poor's.
- VII. Announcements.
- A. Reschedule Finance Committee Meeting.
 - B. Sears Leadership Forum Attendance.
 - C. City Council Attendance – March 4, 18 and April 1, 15.
 - D. NSLS Banquet.
- VIII. Adjournment. (8:30 PM)

V-A

BOARD OF TRUSTEES
Minutes of the Regular Meeting
January 15, 2002

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, January 15, 2002. President John Ciborowski called the meeting to order at 7:02 PM.

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

Members Absent: Eldon Burk

Also Present: Administrator Sandra Norlin, Carol Kidd, Martha Sloan, Leslie Steiner, Hector Marino, Diana Wojciechowski, Sue D' Hondt, Alderman Rosemary Argus, Alderman Dick Sayad.

MOTION by John Burke, seconded by Noreen Lake, to amend the agenda by adding under VI. New Business. H. Policy Revision. Vote: Ayes: All. Nays: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Rosemary Argus.

Alderman Rosemary Argus mentioned two library programs ("Business Before Hours" and the special project for National Library Week) that promote local businesses and thanked the library for their support of Des Plaines businesses.

CONSENT AGENDA

Rhys Read asked that B. Acceptance of Financial Reports for December, 2001 be removed from the Consent Agenda and Sandra Norlin asked that E. - 4. Administrator' s Report be removed from the Consent Agenda.

Rhys Read requested that the February board packet include the financial reports for period 13 and he also requested copies of the audited financial statements for 2001. Sandra Norlin stated that the period 13 financial reports most likely will be provided by the City of Des Plaines by the end of February 2002 and the audited financial reports by March 2002.

Sandra Norlin reported that circulation totals for the year 2001 showed an increase of 22% over the year 2000. Sandra also reported that March 2001 was highest in circulation for the year and August 2001 was the second highest usage month at the library. Sandra reported that trends in library usage are changing.

MOTION by Rhys Read, seconded by William Grice, to approve the Financial Reports for December, 2001. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to accept the Administrator' s Report, as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by John Burke, seconded by Noreen Lake, to approve the Minutes of the regular Board Meeting of December 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	\$ 5,384.52
2. Petty Cash Expenditures	\$ 0.00
3. Budget Expenditures for December	\$ 399,598.09
4. Expenditures Year to Date	\$4,392,560.91
5. Revenue for December	\$ 24,100.77
6. Revenue Year to Date	\$4,654,200.72

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

December 03, 2001	\$ 49,485.26
December 17, 2001	<u>\$ 76,222.02</u>
Total	\$ 125,707.28

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

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

December 13, 2001	\$ 86,272.84
December 27, 2001	<u>\$ 83,825.42</u>
Total	\$ 170,098.26

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

MOTION BY John Burke, seconded by Noreen Lake, to be approved, subject to audit, transfer entries to the Library account in December 2001 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (December)	<u>\$ 142.37</u>
Total	\$ 142.37

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

MOTION by Committee to approve the revisions to Library Policy, Section A, Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Committee to approve a job title change from Public Information Assistant to Graphic Artist. Vote: Ayes: All. Nays: None. MOTION CARRIED.

ADMINISTRATOR' S REPORT

New Employees: Joanne Szkorla Griffen began as Librarian I, Adult Services, Full-time on January 7, 2002.

Resignations/Separations: Elizabeth Drennan, Jeanne Friedell, and Sarah McGowan, substitute part-time Librarian I, Adult Services, effective 12/27/01.

All staff development efforts and opportunities this month have been directed to training for the new computer system.

Five staff members have registered to attend the biannual Public Library Association Conference in Phoenix in March.

Statistical reports provided by the automated computer system are not available at this time, due to the transfer between systems in December. We will include these figures in the monthly board packet when they become available.

The figures that we keep in house are available for registration, patron assistance, and attendance. These numbers indicate that we have increased our services in all these areas. Attendance for the year 2001 is 454,781, which is an increase of 38.7%. The graphs of patron services show the increases in both adult and youth patron assistance over 2000. Attendance at library programs and events was 39,025 for the year 2001.

Gary Valente and his staff deserve high praise for maintaining a safe and attractive environment throughout the library. In addition to keeping the facility clean and hazard-free, his department is responsible for setting up furniture and equipment and cleaning for all meetings. With daily attendance at an all-time high in addition to the high number of meetings held throughout the year, the general appearance of the building is remarkably excellent.

I have represented the library at the following meetings and events: I met with Mary Jordan, Director of the North Chicago Public Library on December 20. I gave her a tour of the library and discussed at length our philosophies of service and administrative responsibilities to our libraries and communities. I have attended City Council (1/7), a meeting concerning the alleyway construction issues (1/7), and city Department Heads meetings on 1/2 and 1/9. I have attended meetings of the Building & Grounds and Management Committees (1/9). Finally, I have agreed to sponsor an internship for Diana Wojciechowski, a student at Kendall College and a resident of Des Plaines. She will spend 10 - 15 hours per week for the spring semester, learning about administrative duties and activities of a public service agency.

NEW BUSINESS

Gary Valente, Head of Building and Security Services reported on the work of his department. Gary's program included a Power Point presentation with a detailed narrative of his department's efforts to effectively and efficiently run the building.

President Ciborowski complimented Gary Valente's management of the building and stated that Gary is on top of all problems and is always looking for ways to save the library money.

Alderman Sayad asked if the library had designated an employee to view the security monitors and if all the monitors were located in one location. Gary Valente responded that the security system is used as a tool by library staff to monitor activity on each floor and that videotapes can be viewed if a security issue arises.

William Grice stated that a member of his church appreciated the security provided by the library. William Grice asked Gary Valente if special uniforms were worn by security and Gary responded that the Building and Security Systems Department all wear shirts that identify them as security monitors for the library.

Alderman Sayad asked if problems with 3M security equipment for library materials had been resolved. Sandra Norlin responded that the most likely reason that alarms were being set off was that library personnel had not desensitized the magnetic strips, but that incidents of the alarm going off have decreased significantly.

Sue D' Hondt stated that Friends of the Library were unable to view library security tapes because of the type of specialized equipment the library security system uses.

Alderman Sayad asked how long the library keeps the security tapes and Gary Valente responded that if there are no incidents to review the tapes automatically rewind and rerecord after 48 hours. Alderman Sayad suggested that additional videotapes be purchased and the library change the tapes daily. Ellen Yearwood responded that an employee of the library would have to change the tapes daily and this would be an added expense for the library. President Ciborowski referred this matter to the Building and Grounds Committee for further review.

President Ciborowski asked for Board approval to obtain two proposals for the lighting of the atrium sculpture.

MOTION by Rhys Read, seconded by Ellen Yearwood, to authorize Library Administrator, Sandra Norlin, to obtain two additional proposals for lighting the atrium sculpture. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Alderman Argus asked if local vendors were being considered for lighting the atrium sculpture and Gary Valente responded that local vendors had been contacted.

Sandra Norlin distributed two reports prepared by Margie Borris. Margie Borris prepared a report on 2001 tours and programs and a volunteer report for 2001. Sandra reported that every department except for Building and Security Systems uses volunteers.

MOTION by Susan Burrows, seconded by Ellen Yearwood, to approve payment to Gale Group in the amount of \$11,903.00, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Brubaker, Burke, Burrows, Ciborowski, Grice, Lake, Read, Yearwood. NAYS: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by Inara Brubaker, to approve payment to Brodart in the amount of \$9,236.40, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Brubaker, Burke, Burrows, Ciborowski, Grice, Lake, Read, Yearwood. NAYS: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by Inara Brubaker, to approve payment to Sorkins Directories, Inc. in the amount of \$2,295.00, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Brubaker, Burke, Burrows, Ciborowski, Grice, Lake, Read, Yearwood. NAYS: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by Inara Brubaker, to approve payment to ASI Sign Systems for additional signage to include: 1 stackend sign, 10 hanging signs, 1 aluminum letters, 2 elevator signs that lock, and 18 lenses for stackends new lettering in the amount of \$5,563.69, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Brubaker, Burke, Burrows, Ciborowski, Grice, Lake, Read, Yearwood. NAYS: None. MOTION CARRIED.

The Management Committee will meet on March 5, 2002 at 4:30 PM and will review the hours the library is open, including Sunday hours. William Grice asked Sandra Norlin to prepare a comparison report on hours that surrounding libraries are open. Sandra Norlin responded that she will gather the information, but also reminded the board that the library budget for 2002 is austere and an increase in library hours would mean budget cuts in other areas. John Burke suggested that this information be gathered for possible implementation in 2003.

ANNOUNCEMENTS

Sandra Norlin introduced Diana Wojciechowski, a resident of Des Plaines, who attends Kendall College and will work with Sandra through the end of March in an administrative internship position.

William Grice thanked the library staff and the patrons of the library for their generous contributions to the Self-Help Closet. William Grice also thanked the library for supporting the program.

Leslie Steiner reported that the library and the Des Plaines Chamber of Commerce & Industry are working with local businesses on a special project for National Library Week, April 14 - 20, 2002. Participating local businesses will offer a discount or special value to people who show their Des Plaines Public Library

cards during National Library Week. Alderman Argus asked that this information be presented to the City Council at their January 21, 2002 meeting. Martha Sloan reported that local businesses are being invited to attend "Business Before Hours" at the library on February 8, 2002. This program is being sponsored by the library, Chamber of Commerce & Industry, and the Des Plaines Economic Development Commission and funded through a grant from the Illinois State Library.

MOTION by John Burke, seconded by Inara Brubaker, to adjourn the regular meeting.

The meeting adjourned at 8:07 PM.

Minutes prepared by Carol Kidd.

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		477.92
102008	CASH PB DEPOSIT 276502401		368,286.25
102012	CASH IPTIP/FOA 7139200161	483,804.30	
102014	CASH FED INVST TRUST(FIT)	322,860.45	
	TOTAL CASH	807,164.75	368,764.17
104033	INVESTMENTS-DOWNING	35,426.73	
	TOTAL INVESTMENTS	35,426.73	.00
	TOTAL ASSETS	842,591.48	368,764.17
401000	ACCOUNTS PAYABLE		56,911.54
450030	ACCRUED LIAB-COMP ABSENCE		110,367.12
	TOTAL ACCRUED LIABILITIES	.00	110,367.12
470100	LIBRARY DEFERRED REVENUE		68,794.00
	TOTAL DEFERRED REV-PROPERTY TAX	.00	68,794.00
	TOTAL CURRENT LIABILITIES	.00	236,072.66
	TOTAL LIABILITIES	.00	236,072.66
700110	EXPENDITURE CONTROL	262,532.71	
700120	REVENUE CONTROL		14,284.99
700150	EXP. BUDGET CONTROL		4,809,952.00
700160	REV. BUDGET CONTROL	4,499,332.00	
700170	BUDGET FUND BALANCE	342,633.99	
	TOTAL SYSTEM CONTROL	5,104,498.70	4,824,236.99
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	5,104,498.70	5,342,253.35
	TOTAL PUBLIC LIBRARY FUND	5,947,090.18	5,947,090.18

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH PB DEPOSIT 276502401	99,825.92	
102012	CASH IPTIP/FOA 7139200161	14,103.17	
102014	CASH FED INVST TRUST(FIT)	1,228.04	
TOTAL CASH		115,157.13	.00
119200	RECEIVABLE-MISC	100,000.00	
TOTAL ACCOUNTS RECEIVABLE		100,000.00	.00
TOTAL ASSETS		215,157.13	.00
700150	EXP. BUDGET CONTROL		25,000.00
700160	REV. BUDGET CONTROL	150,000.00	
700170	BUDGET FUND BALANCE		290,965.48
TOTAL SYSTEM CONTROL		150,000.00	315,965.48
730000	FUND BALANCE-UNRESERVED		49,191.65
TOTAL FUND EQUITY		.00	49,191.65
TOTAL EQUITIES		150,000.00	365,157.13
TOTAL LIBRARY CAPITAL PROJ FUND		365,157.13	365,157.13
TOTAL REPORT		6,312,247.31	6,312,247.31

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		599.67
102008	CASH PB DEPOSIT 276502401	6,234.88	
102012	CASH IPTIP/FOA 7139200161	483,804.30	
102014	CASH FED INVST TRUST(FIT)	322,860.45	
	TOTAL CASH	813,399.63	599.67
104033	INVESTMENTS-DOWNING	32,537.90	
	TOTAL INVESTMENTS	32,537.90	.00
	TOTAL ASSETS	845,937.53	599.67
401000	ACCOUNTS PAYABLE		173,859.31
450030	ACCRUED LIAB-COMP ABSENCE		110,367.12
450040	ACCRUED PAYROLL		15,885.39
	TOTAL ACCRUED LIABILITIES	.00	126,252.51
470100	LIBRARY DEFERRED REVENUE		68,794.00
	TOTAL DEFERRED REV-PROPERTY TAX	.00	68,794.00
	TOTAL CURRENT LIABILITIES	.00	368,905.82
	TOTAL LIABILITIES	.00	368,905.82
700110	EXPENDITURE CONTROL	4,454,574.77	
700120	REVENUE CONTROL		4,412,990.45
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	9,132,625.77	9,091,041.45
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	9,132,625.77	9,609,057.81
	TOTAL PUBLIC LIBRARY FUND	9,978,563.30	9,978,563.30

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH PB DEPOSIT 276502401	99,825.92	
102012	CASH IPTIP/FOA 7139200161	14,103.17	
102014	CASH FED INVST TRUST(FIT)	1,228.04	
TOTAL CASH		115,157.13	.00
TOTAL ASSETS		115,157.13	.00
700110	EXPENDITURE CONTROL	86,202.50	
700120	REVENUE CONTROL		152,167.98
700150	EXP. BUDGET CONTROL		150,000.00
700160	REV. BUDGET CONTROL	173,000.00	
700170	BUDGET FUND BALANCE		23,000.00
TOTAL SYSTEM CONTROL		259,202.50	325,167.98
730000	FUND BALANCE-UNRESERVED		49,191.65
TOTAL FUND EQUITY		.00	49,191.65
TOTAL EQUITIES		259,202.50	374,359.63
TOTAL LIBRARY CAPITAL PROJ FUND		374,359.63	374,359.63
TOTAL REPORT		10,352,922.93	10,352,922.93

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

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

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
810017	PROPERTY TAXES 2000	40,000.00	.00	.00	.00	40,000.00	.00
810018	PROPERTY TAXES 2001	4,086,344.00	.00	.00	.00	4,086,344.00	.00
TOTAL	PROPERTY TAXES	4,126,344.00	.00	.00	.00	4,126,344.00	.00
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	.00	92,988.00	.00
TOTAL	TAXES	4,219,332.00	.00	.00	.00	4,219,332.00	.00
822040	STATE GRANT:PER CAPITA	70,000.00	.00	.00	.00	70,000.00	.00
822095	STATE GRANT:LIBRARY	55,000.00	.00	.00	.00	55,000.00	.00
TOTAL	STATE GRANTS	125,000.00	.00	.00	.00	125,000.00	.00
TOTAL	INTERGOVERNMENTAL REVENUE	125,000.00	.00	.00	.00	125,000.00	.00
850102	LIBRARY FINES	100,000.00	8,431.67	.00	8,431.67	91,568.33	.08
TOTAL	FINES	100,000.00	8,431.67	.00	8,431.67	91,568.33	.08
850201	COPYING FEE	20,000.00	1,606.20	.00	1,606.20	18,393.80	.08
850215	SPECIAL PROGRAMS & EVENTS	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL	FEEES AND SERVICES	30,000.00	1,606.20	.00	1,606.20	28,393.80	.05
TOTAL	FINES, FEEES, AND SERVICES	130,000.00	10,037.87	.00	10,037.87	119,962.13	.08
899900	INTEREST INCOME	10,000.00	.00	.00	.00	10,000.00	.00
899900	MISCELLANEOUS REVENUE	15,000.00	4,247.12	.00	4,247.12	10,752.88	.28
TOTAL	OTHER REVENUE	25,000.00	4,247.12	.00	4,247.12	20,752.88	.17
TOTAL	PUBLIC LIBRARY FUND	4,499,332.00	14,284.99	.00	14,284.99	4,485,047.01	.00
TOTAL	PUBLIC LIBRARY FUND	4,499,332.00	14,284.99	.00	14,284.99	4,485,047.01	.00

02/07/02

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

ACCOUNTING PERIOD: 1/02

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

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

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
898902	TRANSFER FROM LIB FUND	150,000.00	.00	.00	.00	150,000.00	.00
TOTAL	OTHER REVENUE	150,000.00	.00	.00	.00	150,000.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	.00	.00	.00	150,000.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	.00	.00	.00	150,000.00	.00
TOTAL REPORT		4,649,332.00	14,284.99	.00	14,284.99	4,635,047.01	.00

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

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

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
810015	PROPERTY TAXES 1998	40,000.00	.00	.00	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	8,437.81	.00	4,007,867.49	78,476.51	.98
TOTAL	PROPERTY TAXES	4,126,344.00	8,437.81	.00	4,038,353.42	87,990.58	.98
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	4,219,332.00	8,437.81	.00	4,131,341.42	87,990.58	.98
822040	STATE GRANT:PER CAPITA	65,000.00	.00	.00	65,947.57	-947.57	1.01
822095	STATE GRANT:LIBRARY	.00	.00	.00	55,946.03	-55,946.03	.00
TOTAL	STATE GRANTS	65,000.00	.00	.00	121,893.60	-56,893.60	1.88
TOTAL	INTERGOVERNMENTAL REVENUE	65,000.00	.00	.00	121,893.60	-56,893.60	1.88
850102	LIBRARY FINES	100,000.00	-30.00	.00	80,728.57	19,271.43	.81
TOTAL	FINES	100,000.00	-30.00	.00	80,728.57	19,271.43	.81
850201	COPYING FEE	30,000.00	.00	.00	10,071.79	19,928.21	.34
850215	SPECIAL PROGRAMS & EVENTS	15,000.00	.00	.00	5,837.04	9,162.96	.39
TOTAL	FEES AND SERVICES	45,000.00	.00	.00	15,908.83	29,091.17	.35
TOTAL	FINES, FEES, AND SERVICES	145,000.00	-30.00	.00	96,637.40	48,362.60	.67
890010	INTEREST INCOME	10,000.00	2,507.24	.00	46,719.37	-36,719.37	4.67
899900	MISCELLANEOUS REVENUE	15,000.00	.00	.00	16,398.66	-1,398.66	1.09
TOTAL	OTHER REVENUE	25,000.00	2,507.24	.00	63,118.03	-38,118.03	2.52
TOTAL	PUBLIC LIBRARY FUND	4,454,332.00	10,915.05	.00	4,412,990.45	41,341.55	.99
TOTAL	PUBLIC LIBRARY FUND	4,454,332.00	10,915.05	.00	4,412,990.45	41,341.55	.99

02/07/02

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

ACCOUNTING PERIOD: 13/01

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

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

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/BUD
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	42.66	.00	2,167.98	832.02	.72
898902	TRANSFER FROM LIB FUND	150,000.00	.00	.00	150,000.00	.00	1.00
899920	LIBRARY DONATIONS	.00	-100,000.00	.00	.00	.00	.00
TOTAL	OTHER REVENUE	153,000.00	-99,957.34	.00	152,167.98	832.02	.99
TOTAL	LIBRARY CAPITAL PROJ FUND	173,000.00	-99,957.34	.00	152,167.98	20,832.02	.88
TOTAL	LIBRARY CAPITAL PROJ FUND	173,000.00	-99,957.34	.00	152,167.98	20,832.02	.88
TOTAL REPORT		4,627,332.00	-89,042.29	.00	4,565,158.43	62,173.57	.99

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	1,786,236.00	113,174.30	.00	113,174.30	1,673,061.70	.06
910200	TEMPORARY WAGES	659,200.00	33,032.44	.00	33,032.44	626,167.56	.05
910300	SUPERVISORY OVERTIME	.00	.00	.00	.00	.00	.00
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	.00	500.00	.00
910500	VACATION PAY	.00	4,101.46	.00	4,101.46	-4,101.46	.00
910600	SICK PAY	.00	1,757.53	.00	1,757.53	-1,757.53	.00
910700	HOLIDAY PAY	.00	6,096.22	.00	6,096.22	-6,096.22	.00
910900	ACT/OUT OF CLASS/PREMIUM	500.00	.00	.00	.00	500.00	.00
910950	EXCESS SICK HRS PAY OUT	3,500.00	3,068.67	.00	3,068.67	431.33	.88
918010	UNEMPLOYMENT COMPENSATION	1,244.00	.00	.00	.00	1,244.00	.00
918020	EMPLOYER CONTR-F.I.C.A.	187,076.00	13,379.26	.00	13,379.26	173,696.74	.07
918021	EMPLOYER CONTR-I.M.R.F.	110,681.00	8,109.37	.00	8,109.37	102,571.63	.07
918040	LIFE INS PREMIUMS	5,088.00	396.00	.00	396.00	4,692.00	.08
918050	MEDICAL INS PREMIUMS	200,019.00	13,385.35	.00	13,385.35	186,633.65	.07
918055	DENTAL INSURANCE PREMIUMS	15,190.00	1,278.38	.00	1,278.38	13,911.62	.08
918060	TUITION REIMBURSEMENTS	5,000.00	.00	.00	.00	5,000.00	.00
918070	WORKERS COMPENSATION	4,402.00	455.19	.00	455.19	3,946.81	.10
918085	RHS PLAN PAYOUT	.00	1,134.40	.00	1,134.40	-1,134.40	.00
TOTAL	PERSONAL SERVICES	2,978,636.00	199,368.57	.00	199,368.57	2,779,267.43	.07
920100	LITIGATION & LEGAL FEES	1,000.00	.00	.00	.00	1,000.00	.00
920110	COSTS OF LITIGATION	250.00	.00	.00	.00	250.00	.00
920110	PROFESSIONAL CONSULTING	10,000.00	.00	.00	.00	10,000.00	.00
920120	COMMUNICATION SERVICES	35,000.00	1,225.91	.00	1,225.91	33,774.09	.04
920140	DATA PROCESSING SERVICES	90,000.00	.00	.00	.00	90,000.00	.00
920202	CONFERENCES	8,000.00	.00	.00	.00	8,000.00	.00
920204	TRAINING	3,000.00	590.00	.00	590.00	2,410.00	.20
920206	SEMINARS	2,500.00	175.00	.00	175.00	2,325.00	.07
920210	IN-SERVICE TRAINING	3,000.00	.00	.00	.00	3,000.00	.00
920220	MEMBERSHIP DUES	4,500.00	550.00	.00	550.00	3,950.00	.12
920230	PUBLICATION OF NOTICES	2,000.00	-202.50	.00	-202.50	2,202.50	-.10
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	10,000.00	451.58	.00	451.58	9,548.42	.05
TOTAL	SUBSIDIES,REBATES,CONTRIB	10,000.00	451.58	.00	451.58	9,548.42	.05
920900	PROPERTY/LIAB CONTRIBUTIO	61,233.00	.00	.00	.00	61,233.00	.00
930010	R & M EQUIPMENT	55,000.00	16,222.00	.00	16,222.00	38,778.00	.29
930020	R & M BLDGS & STRUCTURES	25,000.00	.00	.00	.00	25,000.00	.00
930030	R & M VEHICLES	4,500.00	.00	.00	.00	4,500.00	.00
930195	BOOK BINDING & REPAIR	4,500.00	.00	.00	.00	4,500.00	.00
930210	RENTAL OF EQUIPMENT	4,500.00	.00	.00	.00	4,500.00	.00
930320	CLEANING:CUSTODIAL SERV	50,000.00	3,390.00	.00	3,390.00	46,610.00	.07

ACCOUNTING PERIOD: 1/02

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
960070	AUTO/TRAVEL EXPENSES	5,000.00	.00	.00	.00	5,000.00	.00
960210	SPECIAL EVENT PROGRAMMING	15,000.00	1,831.93	.00	1,831.93	13,168.07	.12
960990	MISC CONTRACTUAL SVCS	75,000.00	10,262.05	.00	10,262.05	64,737.95	.14
TOTAL	CONTRACTUAL SERVICES	468,983.00	34,495.97	.00	34,495.97	434,487.03	.07
970100	SUPPLIES	70,000.00	.00	.00	.00	70,000.00	.00
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	.00	.00	.00	1,500.00	.00
970170	JANITORIAL	18,000.00	.00	.00	.00	18,000.00	.00
970200	COPYING/FAX SUPPLIES	6,000.00	.00	.00	.00	6,000.00	.00
970260	POSTAGE AND PARCEL	15,200.00	2,000.00	.00	2,000.00	13,200.00	.13
970270	PRINTING-REPROD-BINDING	6,000.00	.00	.00	.00	6,000.00	.00
970320	SUPPLIES: BLDG R/M	750.00	.00	.00	.00	750.00	.00
970330	SUPPLIES: VEHICLE R/M	.00	.00	.00	.00	.00	.00
970600	BOOKS	495,000.00	4,514.67	.00	4,514.67	490,485.33	.01
970610	AUDIO MATERIALS	64,000.00	.00	.00	.00	64,000.00	.00
970620	SUBSCRIPTIONS & BOOKS	85,000.00	21.00	.00	21.00	84,979.00	.00
970630	VISUAL MATERIALS	65,000.00	.00	.00	.00	65,000.00	.00
970640	AUTOMATED REFERENCE MAT'L	87,000.00	18,830.00	.00	18,830.00	68,170.00	.22
970810	NATURAL GAS	25,000.00	.00	.00	.00	25,000.00	.00
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	3,500.00	.00	.00	.00	3,500.00	.00
970900	GASOLINE	800.00	.00	.00	.00	800.00	.00
970900	EQUIPMENT <\$5,000	5,800.00	.00	.00	.00	5,800.00	.00
TOTAL	COMMODITIES	949,050.00	25,365.67	.00	25,365.67	923,684.33	.03
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	.00	.00	.00	.00	.00	.00
980410	COMPUTER HARDWARE	100,000.00	.00	.00	.00	100,000.00	.00
980420	COMPUTER SOFTWARE	9,000.00	.00	.00	.00	9,000.00	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	5,000.00	3,302.50	.00	3,302.50	1,697.50	.66
TOTAL	CAPITAL EXPENDITURES	114,000.00	3,302.50	.00	3,302.50	110,697.50	.03
990300	BANK/TRUST/AGENCY FEES	.00	.00	.00	.00	.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	29,283.00	.00	.00	.00	29,283.00	.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

02/11/02

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

ACCOUNTING PERIOD: 1/02

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
TOTAL	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	4,739,952.00	262,532.71	.00	262,532.71	4,477,419.29	.06

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02/11/02

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

PAGE 4

ACCOUNTING PERIOD: 1/02

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

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

ACCOUNTING PERIOD: 1/02

ORGANIZATION EXPENDITURE STATUS

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

FUND - 201 - PUBLIC LIBRARY FUND

FUNCTION - 400 - CIVIC & CULTURE

DEPARTMENT - 2130 - IL LIBRARY PER CAP GRANT

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	.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	.00	.00	.00	.00	.00	.00
920204	TRAINING	10,000.00	.00	.00	.00	10,000.00	.00
920206	SEMINARS	.00	.00	.00	.00	.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
960070	AUTO/TRAVEL EXPENSES	1,500.00	.00	.00	.00	1,500.00	.00
960210	SPECIAL EVENT PROGRAMMING	.00	.00	.00	.00	.00	.00
960990	MISC CONTRACTUAL SVCS	58,500.00	.00	.00	.00	58,500.00	.00
TOTAL	CONTRACTUAL SERVICES	70,000.00	.00	.00	.00	70,000.00	.00
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
970270	PRINTING-REPROD-BINDING	.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	70,000.00	.00	.00	.00	70,000.00	.00
TOTAL	CIVIC & CULTURE	4,809,952.00	262,532.71	.00	262,532.71	4,547,419.29	.05
TOTAL	PUBLIC LIBRARY FUND	4,809,952.00	262,532.71	.00	262,532.71	4,547,419.29	.05

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

F 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	.00	.00	.00
TOTAL	COMMODITIES	.00	.00	.00	.00	.00	.00
980300	IMPROVEMENTS	25,000.00	.00	.00	.00	25,000.00	.00
980400	EQUIPMENT	.00	.00	.00	.00	.00	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	.00	.00	.00	.00	.00	.00
TOTAL	CAPITAL EXPENDITURES	25,000.00	.00	.00	.00	25,000.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	25,000.00	.00	.00	.00	25,000.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	25,000.00	.00	.00	.00	25,000.00	.00
TOTAL REPORT		4,834,952.00	262,532.71	.00	262,532.71	4,572,419.29	.05

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

F 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	-14,295.46	.00	1,396,025.66	278,101.34	.83
910200	TEMPORARY WAGES	635,842.00	9,789.15	.00	579,671.46	56,170.54	.91
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	348.92	151.08	.70
910500	VACATION PAY	.00	5,810.71	.00	110,628.50	-110,628.50	.00
910600	SICK PAY	.00	138.23	.00	41,512.54	-41,512.54	.00
910700	HOLIDAY PAY	.00	18,908.58	.00	55,822.85	-55,822.85	.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	1,012.00	.00	1.00
918020	EMPLOYER CONTR-F.I.C.A.	169,465.00	.00	.00	164,361.93	5,103.07	.97
918021	EMPLOYER CONTR-I.M.R.F.	142,301.00	.00	.00	143,786.95	-1,485.95	1.01
918040	LIFE INS PREMIUMS	4,896.00	.00	.00	4,714.21	181.79	.96
918050	MEDICAL INS PREMIUMS	218,452.00	.00	.00	156,361.51	62,090.49	.72
918060	TUITION REIMBURSEMENTS	5,000.00	2,000.00	.00	3,224.00	1,776.00	.64
918070	WORKERS COMPENSATION	6,000.00	.00	.00	5,102.25	897.75	.85
TOTAL	PERSONAL SERVICES	2,861,595.00	22,351.21	.00	2,665,974.54	195,620.46	.93
920100	LITIGATION & LEGAL FEES	.00	.00	.00	5,018.10	-5,018.10	.00
920105	COSTS OF LITIGATION	.00	.00	.00	41.40	-41.40	.00
920110	PROFESSIONAL CONSULTING	10,000.00	1,823.55	.00	21,120.73	-11,120.73	2.11
920120	COMMUNICATION SERVICES	50,000.00	1,179.94	.00	24,642.59	25,357.41	.49
920130	DATA PROCESSING SERVICES	85,000.00	9,333.72	.00	106,958.31	-21,958.31	1.26
920202	CONFERENCES	7,000.00	148.31	.00	2,912.90	4,087.10	.42
920204	TRAINING	2,500.00	300.00	.00	475.00	2,025.00	.19
920206	SEMINARS	2,500.00	.00	.00	2,183.00	317.00	.87
920210	IN-SERVICE TRAINING	2,000.00	75.46	.00	6,883.19	-4,883.19	3.44
920220	MEMBERSHIP DUES	4,500.00	.00	.00	3,637.00	863.00	.81
920230	PUBLICATION OF NOTICES	2,000.00	.00	.00	3,298.59	-1,298.59	1.65
920850	SUBSIDY:1994 E.R.P. TRANS	11,000.00	.00	.00	8,118.19	2,881.81	.74
TOTAL	SUBSIDIES, REBATES, CONTRIB	11,000.00	.00	.00	8,118.19	2,881.81	.74
920900	PROPERTY/LIAB CONTRIBUTIO	67,423.00	.00	.00	67,420.00	3.00	1.00
930010	R & M EQUIPMENT	52,600.00	2,723.85	.00	36,644.02	15,955.98	.70
930020	R & M BLDGS & STRUCTURES	20,000.00	2,602.00	.00	24,809.23	-4,809.23	1.24
930030	R & M VEHICLES	3,000.00	510.71	.00	2,609.40	390.60	.87
930195	BOOK BINDING & REPAIR	3,000.00	.00	.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	.00	.00	42,137.50	2,862.50	.94
960070	AUTO/TRAVEL EXPENSES	5,500.00	158.35	.00	5,998.94	-498.94	1.09
960210	SPECIAL EVENT PROGRAMMING	17,000.00	756.32	.00	19,656.15	-2,656.15	1.16
960990	MISC CONTRACTUAL SVCS	70,000.00	5,778.52	.00	100,763.34	-30,763.34	1.44
TOTAL	CONTRACTUAL SERVICES	463,023.00	25,390.73	.00	494,797.93	-31,774.93	1.07
970100	SUPPLIES	70,000.00	2,150.25	.00	54,479.99	15,520.01	.78

ACCOUNTING PERIOD: 13/01

ORGANIZATION EXPENDITURE STATUS

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

FUND - 201 - PUBLIC LIBRARY FUND

FUNCTION - 400 - CIVIC & CULTURE

DEPARTMENT - 2110 - LIBRARY SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	54.46	.00	1,669.78	-169.78	1.11
970170	JANITORIAL	8,000.00	737.23	.00	16,182.63	-8,182.63	2.02
970200	COPYING/FAX SUPPLIES	1,000.00	.00	.00	4,215.82	-3,215.82	4.22
970260	POSTAGE AND PARCEL	13,200.00	80.50	.00	15,364.68	-2,164.68	1.16
970270	PRINTING-REPROD-BINDING	7,500.00	.00	.00	3,381.38	4,118.62	.45
970330	SUPPLIES: VEHICLE R/M	.00	40.95	.00	1,293.70	-1,293.70	.00
970600	BOOKS	493,000.00	50,130.28	.00	489,756.87	3,243.13	.99
970610	AUDIO MATERIALS	64,000.00	3,441.31	.00	55,802.74	8,197.26	.87
970620	SUBSCRIPTIONS & BOOKS	85,000.00	359.55	.00	71,470.27	13,529.73	.84
970630	VISUAL MATERIALS	65,000.00	4,261.53	.00	61,037.28	3,962.72	.94
970640	AUTOMATED REFERENCE MAT'L	87,000.00	16,523.00	.00	83,416.25	3,583.75	.96
970810	NATURAL GAS	19,000.00	1,825.64	.00	27,883.39	-8,883.39	1.47
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	3,500.00	52.95	.00	822.96	2,677.04	.24
970850	GASOLINE	800.00	19.65	.00	282.77	517.23	.35
970900	EQUIPMENT <\$5,000	.00	5,169.45	.00	5,169.45	-5,169.45	.00
TOTAL	COMMODITIES	919,000.00	84,846.75	.00	892,229.96	26,770.04	.97
980400	EQUIPMENT	135,000.00	1,240.00	.00	51,599.54	83,400.46	.38
980410	COMPUTER HARDWARE	.00	2,213.50	.00	67,605.09	-67,605.09	.00
980420	COMPUTER SOFTWARE	.00	166.94	.00	17,430.29	-17,430.29	.00
980430	FURNITURE & FIXTURES	5,000.00	1,353.00	.00	9,804.31	-4,804.31	1.96
TOTAL	CAPITAL EXPENDITURES	140,000.00	4,973.44	.00	146,439.23	-6,439.23	1.05
990300	BANK/TRUST/AGENCY FEES	150.00	.00	.00	.00	150.00	.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
990995	LOSS ON SALE OF INVESTMNT	.00	4,005.98	.00	4,005.98	-4,005.98	.00
TOTAL	OTHER FUNDING ACTIVITIES	.00	4,005.98	.00	4,005.98	-4,005.98	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	4,613,051.00	141,568.11	.00	4,381,974.64	231,076.36	.95

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920202	CONFERENCES	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
960990	MISC CONTRACTUAL SVCS	60,000.00	6,648.25	.00	53,810.82	6,189.18	.90
TOTAL	CONTRACTUAL SERVICES	65,000.00	6,648.25	.00	70,890.13	-5,890.13	1.09
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
TOTAL	IL LIBRARY PER CAP GRANT	65,000.00	6,648.25	.00	72,600.13	-7,600.13	1.12
TOTAL	CIVIC & CULTURE	4,678,051.00	148,216.36	.00	4,454,574.77	223,476.23	.95
TOTAL	PUBLIC LIBRARY FUND	4,678,051.00	148,216.36	.00	4,454,574.77	223,476.23	.95

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	.00	.00	.00	1,468.93	-1,468.93	.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
980400	EQUIPMENT	50,000.00	.00	.00	59,514.78	-9,514.78	1.19
980420	COMPUTER SOFTWARE	50,000.00	.00	.00	12,678.00	37,322.00	.25
980600	FURNITURE & FIXTURES	50,000.00	.00	.00	12,504.79	37,495.21	.25
TOTAL	CAPITAL EXPENDITURES	150,000.00	.00	.00	84,697.57	65,302.43	.56
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	.00	.00	86,202.50	63,797.50	.57
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	.00	.00	86,202.50	63,797.50	.57
TOTAL REPORT		4,828,051.00	148,216.36	.00	4,540,777.27	287,273.73	.94

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/11/02

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 1/02

LECTION CRITERIA: payable.due_date='01/21/2002'

01 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
110	918060	TUITION REIMBURSEMENTS	09975 KATHERINE RANK	TUITION	1,000.00
110	918060	TUITION REIMBURSEMENTS	22450 DOROTHEA M. FRISBIE	TUITION	1,000.00
110	918065	RHS PLAN PAYOUT	100980 VANTAGEPOINT TRANSFER AGE	PLAN #800126	1,134.40
110	920110	PROFESSIONAL CONSULTING	09080 PEOPLEWORKS	• 1005	870.00
110	920140	DATA PROCESSING SERVICES	09737 BAKER & TAYLOR	MI2NS3210M	569.58
110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	• NOVEMBER 01	3,630.22
110	920204	TRAINING	100960 LISA DIETERLE	12-17-01	500.00
110	920204	TRAINING	43806 NORTH SUBURBAN LIBRARY SY	PAT HORN	45.00
110	920204	TRAINING	43806 NORTH SUBURBAN LIBRARY SY	S MCLAUGHLIN	45.00
110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	ATTACH	175.00
110	920210	IN-SERVICE TRAINING	43765 DOMINICKS FINER FOODS	004130	75.46
110	920220	MEMBERSHIP DUES	02737 MUSIC OCLC USERS GROUP	ATTACH	20.00
110	920220	MEMBERSHIP DUES	100075 AMERICAN LIBRARY ASSOCIAT	I BRUBAKER	95.00
110	920220	MEMBERSHIP DUES	100075 AMERICAN LIBRARY ASSOCIAT	E BURK	95.00
110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	107461	75.00
110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	101428	115.00
110	920220	MEMBERSHIP DUES	37429 DES PLAINES CHAMBER OF CO	120001	150.00
110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	JANUARY 2002	209.60
110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	JANUARY 2002	209.60
110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	JANUARY 2002	16.19
110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	JANUARY 2002	16.19
110	930010	R & M EQUIPMENT	06866 ACTION COMPUTER SERVICE,	• 114255A	16,222.00
110	930010	R & M EQUIPMENT	09600 RMC INC.	081247	1,344.00
110	930010	R & M EQUIPMENT	72106 COOPERATIVE COMPUTER SERV	NOVEMBER 01	377.44
110	930020	R & M BLDGS & STRUCTURES	00878 DES PLAINES GLASS	2883	245.00
110	930020	R & M BLDGS & STRUCTURES	27008 RON SCHUNE	12-22-01	520.00
110	930020	R & M BLDGS & STRUCTURES	28052 PROGRAM PROFESSIONAL SERV	5512-14255	280.00
110	930030	R & M VEHICLES	100323 MCI SALES AND SERVICE INC	21060	510.71
110	930320	CLEANING:CUSTODIAL SERV	09536 CRYSTAL MGMT & MAINT SERV	• 10051	3,390.00
110	960210	SPECIAL EVENT PROGRAMMING	05793 LEE GIBBS FANTASTIC PROGR	2-11-02	200.00
110	960210	SPECIAL EVENT PROGRAMMING	06036 MARTHA SLOAN	REIMB	26.93
110	960210	SPECIAL EVENT PROGRAMMING	08490 PATRICIA HORN	REIMB	7.22
110	960210	SPECIAL EVENT PROGRAMMING	100759 DEREK EVANS	2-13-02	240.00
110	960210	SPECIAL EVENT PROGRAMMING	100953 POETRY ALIVE!	101644	900.00
110	960210	SPECIAL EVENT PROGRAMMING	100954 JUDITH MILLER	1-24-02	150.00
110	960210	SPECIAL EVENT PROGRAMMING	100958 NANCY BURGESS	1-17-02	75.00
110	960210	SPECIAL EVENT PROGRAMMING	100959 CLAUDIA HOMMEL	1-13-02	390.00
110	960210	SPECIAL EVENT PROGRAMMING	98667 MARGARET BORRIS	REIMB	37.42
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1199157	.80
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1199158	4.00
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1199355	2.40
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1195078	2.40
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1195080	1.35
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1196445	16.00
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1196448	14.30
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1200338	2.15
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1195081	4.00
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1200341	7.50
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1200340	.80
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1200342	13.75
110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1195082	6.40

3
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3

1/11/02

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

PAGE 13

CCOUNTING PERIOD: 1/02

ELECTION CRITERIA: payable.due_date='01/21/2002'

UN 01 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC 1200339	5.10
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC 1196452	1.60
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC 1201579	23.45
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC 1201578	6.40
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC 1203582	2.70
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC 1203581	9.60
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC 1203579	4.80
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC 1203578	1.35
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC 1201573	4.55
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC 1203584	21.30
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC 1201575	4.00
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC 1201572	8.00
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC 1196446	10.25
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC 1202279	2.40
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC 1195077	1.60
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC 1196449	2.95
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC 1195079	13.20
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC 1196444	12.80
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC 1196450	59.65
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC 1198845	1.60
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC 1198846	7.25
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC 1196443	.80
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC 1196451	2.40
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC 1196453	22.00
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC 1201576	12.00
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC 1198847	12.80
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC 1201580	20.80
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC 1201571	49.60
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC 1201574	6.40
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC 1203583	4.05
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC 1203580	2.95
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC 1196447	1.35
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC 1201570	.80
110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC 1201577	5.60
110	960990	MISC CONTRACTUAL SVCS	07424	NEOPOST 40757288	255.00
110	960990	MISC CONTRACTUAL SVCS	100078	US OFFICE SOLUTIONS INC 08327A	34.20
110	960990	MISC CONTRACTUAL SVCS	100563	THREE M OF04065	8,460.00
110	960990	MISC CONTRACTUAL SVCS	100807	THYSSENKRUPP ELEVATOR COR 66657	630.00
110	960990	MISC CONTRACTUAL SVCS	100955	LIBRARY LABELS 0111010	289.08
110	960990	MISC CONTRACTUAL SVCS	15976	GRAPHIC SOLUTIONS 6647	925.00
110	960990	MISC CONTRACTUAL SVCS	16839	AQUATICARE, INC. DPPL01	327.97
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC. 2008493099	12.90
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC. 2008492719	56.20
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC. 2008492970	16.20
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC. 2008473734	122.10
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC. 2008444308	33.40
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC. 2008426560	44.30
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC. 2008444374	9.50
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC. 2008413463	33.60
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC. 2008433688	36.00
110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC. 2008413341	48.30

11/11/02

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 1/02

SELECTION CRITERIA: payable.due_date='01/21/2002'

FUND 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008443896	15.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008494064	29.10
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008418697	27.80
2110	960990	MISC CONTRACTUAL SVCS	53253 DISTINCTIVE BUSINESS PROD	443846	930.00
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	77475431	6.25
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	77484770	1.40
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	77586147	4.00
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	77409980	18.70
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	77409982	20.15
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	77470146	11.15
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	77484768	1.70
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	77586143	9.30
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	77475429	3.40
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	77586145	3.75
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	77453903	1.00
2110	970100	SUPPLIES	05228 KASCO PRINTING	5197	383.00
2110	970100	SUPPLIES	09309 ROBERTA S. JOHNSON	REIMB	49.96
2110	970100	SUPPLIES	09638 OFFICE DEPOT	145592967/1	225.03
2110	970100	SUPPLIES	09638 OFFICE DEPOT	145593105/1	10.36
2110	970100	SUPPLIES	09638 OFFICE DEPOT	145593335/1	8.36
2110	970100	SUPPLIES	15976 GRAPHIC SOLUTIONS	6657	1,119.00
2110	970100	SUPPLIES	43765 DOMINICKS FINER FOODS	002759	8.08
2110	970170	JANITORIAL	01638 KINDER INDUSTRIAL SUPPLY	017614	68.27
2110	970170	JANITORIAL	01638 KINDER INDUSTRIAL SUPPLY	017647	49.56
2110	970260	POSTAGE AND PARCEL	00933 POSTMASTER	POSTAGE	2,000.00
2110	970260	POSTAGE AND PARCEL	40311 FEDERAL EXPRESS CORP.	4-042-74762	80.50
2110	970330	SUPPLIES: VEHICLE R/M	02474 OAKTON AUTO PARTS	719537	4.32
2110	970600	BOOKS	02088 CHELSEA HOUSE PUBLISHERS	427305	349.84
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1196451	32.40
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1196449	26.91
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1195077	16.19
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1196450	444.63
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1203578	9.57
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1196443	11.60
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1196453	127.96
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1198847	40.16
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1198845	5.10
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1203583	31.54
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1201570	3.59
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1201574	20.40
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1203581	30.60
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1198846	38.92
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1201577	75.60
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1196447	9.00
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1201571	148.18
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1201579	262.33
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1201580	61.62
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1201578	110.72
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1201573	20.10
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1196446	175.49
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1201572	25.50

1/11/02

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 1/02

ELECTION CRITERIA: payable.due_date='01/21/2002'

UND 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1203584	206.90
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1202279	10.17
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1201576	50.65
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1201575	14.85
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1203582	19.14
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1196448	114.48
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1195078	36.00
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1203579	14.34
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1200342	110.56
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1200340	10.52
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1200341	66.46
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1203580	20.74
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1200339	31.16
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1195081	56.00
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1199355	48.42
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1200338	12.27
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1195082	81.52
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1196444	38.24
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1195079	112.72
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1195080	9.57
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1196452	22.40
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1196445	51.00
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1199157	11.60
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1199158	56.00
110	970600	BOOKS	03363	WEST GROUP	800644062	191.50
110	970600	BOOKS	04625	CCH, INCORPORATED	5961679	612.00
110	970600	BOOKS	04625	CCH, INCORPORATED	5918375	647.93
110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	00235664	163.93
110	970600	BOOKS	05317	GROLIER PUBLISHING CO	10642861	1,767.00
110	970600	BOOKS	05338	STANDARD & POOR'S	5426172	2,553.84
110	970600	BOOKS	07439	THE GALE GROUP	11231492	158.48
110	970600	BOOKS	07439	THE GALE GROUP	11213719	69.69
110	970600	BOOKS	07439	THE GALE GROUP	11218772	102.51
110	970600	BOOKS	07439	THE GALE GROUP	11199712	552.72
110	970600	BOOKS	07439	THE GALE GROUP	11192846	160.14
110	970600	BOOKS	07439	THE GALE GROUP	11201608	59.54
110	970600	BOOKS	07439	THE GALE GROUP	11181489	69.48
110	970600	BOOKS	07439	THE GALE GROUP	11204237	160.22
110	970600	BOOKS	07439	THE GALE GROUP	11220969	1,065.90
110	970600	BOOKS	07439	THE GALE GROUP	11208236	73.48
110	970600	BOOKS	07904	BOWKER	791832	710.53
110	970600	BOOKS	09638	OFFICE DEPOT	145604377/1	4.92
110	970600	BOOKS	100516	SCHIFFER PUBLISHING, LTD.	457933	72.66
110	970600	BOOKS	100541	PEGASUS COMMUNICATIONS IN	2436804	23.46
110	970600	BOOKS	100901	POYNTER INSTITUTE	ATTACH	33.90
110	970600	BOOKS	100936	SHICK SCHOOL & OFFICE SUP	48140	11.10
110	970600	BOOKS	100936	SHICK SCHOOL & OFFICE SUP	48044	891.04
110	970600	BOOKS	100937	NORTH AMERICAN BOOK DISTR	6301	175.00
110	970600	BOOKS	100938	KAMISHIBAI FOR KIDS	12-6-01	191.40
110	970600	BOOKS	10512	MERGENT FIS	23582	596.00
110	970600	BOOKS	12687	NATIONAL BOOK NETWORK	3294441	32.24

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1/11/02
ACCOUNTING PERIOD: 1/02

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

PAGE 16

ELECTION CRITERIA: payable.due_date='01/21/2002'

UN 001 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
110	970600	BOOKS	16425 SULLIVAN'S LAW DIRECTORY	299864	74.29
110	970600	BOOKS	16762 ABC-CLIO, INC.	185088	96.30
110	970600	BOOKS	16762 ABC-CLIO, INC.	B019348	72.23
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	3005023622	180.42
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2008444373	170.61
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2008472231	64.16
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	3005050941	145.42
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2008494063	601.65
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2008426559	752.63
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2008444307	649.94
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2008492969	364.24
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2008418696	906.43
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2008413340	825.20
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2008443895	673.93
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	3004725330	-323.71
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	3004725330	-367.97
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2008433687	992.36
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2008413462	547.49
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	3005079350	287.54
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2008492718	1,367.21
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2008506096	17.01
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2008473733	3,482.77
110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2008493098	223.34
110	970600	BOOKS	20232 REGENT BOOK COMPANY	353358	287.97
110	970600	BOOKS	20701 WORLD BOOK ENCYCLOPEDIA,	1135861	1,598.00
110	970600	BOOKS	20701 WORLD BOOK ENCYCLOPEDIA,	1135862	2,295.00
110	970600	BOOKS	22424 FACETS MULTI-MEDIA, INC.	1417691	39.97
110	970600	BOOKS	25799 AAFRC TRUST FOR PHILANTHR	8287	71.00
110	970600	BOOKS	35225 MATTHEW BENDER & CO., INC	31573037	86.01
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	77484767	9.58
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	77453902	14.22
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	77586142	107.63
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	77484769	12.51
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	77586146	40.47
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	77586144	38.40
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	77409981	174.28
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	77475430	112.72
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	77470145	96.69
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	77409979	166.48
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	77475428	47.52
110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	M90216700	62.23
110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	M90267740	13.50
110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	12-4-01-2	26.59
110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	12-4-01-1	60.16
110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	12-4-01-5	25.18
110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	12-4-01-3	358.13
110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	4693840M	10.00
110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	46744746M	5.00
110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	4651493P	212.00
110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	1203588	284.80
110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	1377079	1,580.00

11/11/02

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 1/02

SELECTION CRITERIA: payable.due_date='01/21/2002'

FUND 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1369195	8.25
2110	970620	SUBSCRIPTIONS & BOOKS	05338	STANDARD & POOR'S	8731849	291.97
2110	970620	SUBSCRIPTIONS & BOOKS	14829	AOPA PILOT	E4022Z	21.00
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	012782	-254.91
2110	970620	SUBSCRIPTIONS & BOOKS	85282	OAG NORTH AMERICAN	ATTACH	395.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	4273F	301.44
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	4273E	77.51
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	4570B	23.30
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R22352183	10.79
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R22203090	75.44
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R22352181	106.30
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R22203091	14.39
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R22203092	39.76
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R22352180	57.56
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R22352182	522.85
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R22352184	63.89
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M90101440	37.46
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B44795170	102.75
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B45730990	42.70
2110	970630	VISUAL MATERIALS	13071	MULTI-CULTURAL BOOKS & VI	01-640	277.67
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	05009006	14.99
2110	970640	AUTOMATED REFERENCE MAT'L	02805	INSIDE PROSPECTS	6391	2,325.00
2110	970640	AUTOMATED REFERENCE MAT'L	05702	NEWSBANK	349631	1,480.00
2110	970640	AUTOMATED REFERENCE MAT'L	100602	PROQUEST	1042219	11,255.00
2110	970640	AUTOMATED REFERENCE MAT'L	100956	LEXIS NEXIS	N021810	3,500.00
2110	970640	AUTOMATED REFERENCE MAT'L	100957	LEARNING EXPRESS, LLC	20010636	1,495.00
2110	970640	AUTOMATED REFERENCE MAT'L	74130	EBSCO SUBSCRIPTION SVC	1052851	1,100.00
2110	980600	FURNITURE & FIXTURES	05575	HOWARD L. WHITE & ASSOCIA	201645	1,353.00
2110	980600	FURNITURE & FIXTURES	17924	CORPORATE CONCEPTS, INC.	122117	1,480.50
2110	980600	FURNITURE & FIXTURES	17924	CORPORATE CONCEPTS, INC.	122118	1,822.00
TOTAL LIBRARY SERVICES						113,922.41
2130	960990	MISC CONTRACTUAL SVCS	07581	ARLINGTON HEIGHTS MEMORIA	01/02-02	6,648.25
TOTAL IL LIBRARY PER CAP GRANT						6,648.25
TOTAL FUND						120,570.66

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12/27/01

ACCOUNTING PERIOD: 12/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

PAGE 15

SELECTION CRITERIA: payable.due_date='01/07/2002'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	920110	PROFESSIONAL CONSULTING	09080	PEOPLEWORKS	1004	900.00
2110	920120	COMMUNICATION SERVICES	06153	AMERITECH	309 T17-1308	20.00
2110	920120	COMMUNICATION SERVICES	06827	CINGULAR WIRELESS	256320235	25.28
2110	920140	DATA PROCESSING SERVICES	09737	BAKER & TAYLOR	LO9NS2842M	569.58
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	OCTOBER 2001	1,094.62
2110	920202	CONFERENCES	09309	ROBERTA S. JOHNSON	REIMB	355.26
2110	920230	PUBLICATION OF NOTICES	100076	DAILY HERALD	T2681235	202.50
2110	930010	R & M EQUIPMENT	100078	US OFFICE SOLUTIONS INC	006591	145.08
2110	930010	R & M EQUIPMENT	100894	CHLORIDE POWER PROTECTION	7614	720.00
2110	930010	R & M EQUIPMENT	22498	FIRST SECURITY SYSTEMS, I	S55541	495.00
2110	930010	R & M EQUIPMENT	22498	FIRST SECURITY SYSTEMS, I	S55498	270.00
2110	930010	R & M EQUIPMENT	25660	ALARM DETECTION SYSTEMS,	SSI-178229	119.53
2110	930020	R & M BLDGS & STRUCTURES	100140	MIDWEST LIBRARY SYSTEMS	7-994	300.00
2110	930020	R & M BLDGS & STRUCTURES	100250	DRAKE JOHNSON		1,300.00
2110	960070	AUTO/TRAVEL EXPENSES	09309	ROBERTA S. JOHNSON	REIMB	69.50
2110	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	PETTY CASH	8.97
2110	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	PETTY CASH	6.56
2110	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	PETTY CASH	5.87
2110	960210	SPECIAL EVENT PROGRAMMING	08490	PATRICIA HORN	REIMB	26.26
2110	960210	SPECIAL EVENT PROGRAMMING	09309	ROBERTA S. JOHNSON	REIMB	21.55
2110	960210	SPECIAL EVENT PROGRAMMING	09919	MICHAELS #8625	9807	55.96
2110	960210	SPECIAL EVENT PROGRAMMING	09919	MICHAELS #8625	0198	33.82
2110	960210	SPECIAL EVENT PROGRAMMING	100754	JOHN MORRISSY	MAGIC SHOW	250.00
2110	960210	SPECIAL EVENT PROGRAMMING	14362	JEANNE MEYER	REIMB	15.27
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	004347	38.63
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	015778	13.11
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1188453	24.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1189258	60.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1188760	11.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1190045	4.85
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1192317	33.90
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1191239	9.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1187877	4.55
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1187878	11.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1190661	20.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1188756	8.05
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1190046	28.90
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1188761	2.15
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1187876	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1188758	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1188759	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1188757	1.35
2110	960990	MISC CONTRACTUAL SVCS	06463	ADT	52641804	37.50
2110	960990	MISC CONTRACTUAL SVCS	06789	CANON BUSINESS SOLUTIONS-	K6990797	42.66
2110	960990	MISC CONTRACTUAL SVCS	09535	EXPRESS PERSONNEL SERVICE	71119172-6	337.50
2110	960990	MISC CONTRACTUAL SVCS	09535	EXPRESS PERSONNEL SERVICE	72093800-0	1,095.00
2110	960990	MISC CONTRACTUAL SVCS	09919	MICHAELS #8625	9808	53.81
2110	960990	MISC CONTRACTUAL SVCS	100245	RENTOKIL TROPICAL PLANT S	CH506220	858.00
2110	960990	MISC CONTRACTUAL SVCS	100245	RENTOKIL TROPICAL PLANT S	CH508059	85.56
2110	960990	MISC CONTRACTUAL SVCS	100245	RENTOKIL TROPICAL PLANT S	CH508060	58.80
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008352931	31.10

RUN DATE 12/27/01 TIME 14:33:26

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

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12/27/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 12/01

SELECTION CRITERIA: payable.due_date='01/07/2002'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008386741	15.90
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008337842	33.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008327255	50.10
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008353099	2.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008346941	16.70
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008392213	52.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008409749	4.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008379428	49.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008418794	6.70
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008407402	45.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008337693	45.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008393347	21.10
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008393889	31.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008331556	78.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008393751	23.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008370644	96.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008406833	41.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008386586	43.20
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	77183600	2.80
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	77183598	33.45
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	77147198	6.45
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	77250846	.85
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	76845425	17.20
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	77292855	28.85
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	77292857	4.25
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	77228669	1.60
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	77278216	5.35
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	77367452	6.45
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	77339898	2.55
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	77339900	3.50
2110	970100	SUPPLIES	04964 WHEELER PUBLISHING, INC.	00234193	161.68
2110	970100	SUPPLIES	07975 BAKER & TAYLOR ENTERTAINM	844331220	58.00
2110	970100	SUPPLIES	09638 OFFICE DEPOT	145204615/1	25.56
2110	970100	SUPPLIES	09638 OFFICE DEPOT	144884094/1	10.75
2110	970100	SUPPLIES	09638 OFFICE DEPOT	145204395/1	21.20
2110	970100	SUPPLIES	09638 OFFICE DEPOT	145204215/1	44.99
2110	970100	SUPPLIES	09638 OFFICE DEPOT	145204799/1	8.62
2110	970100	SUPPLIES	09638 OFFICE DEPOT	145204977/1	12.64
2110	970100	SUPPLIES	09638 OFFICE DEPOT	144990897/1	12.40
2110	970100	SUPPLIES	09638 OFFICE DEPOT	144769715/1	24.04
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	172833	218.11
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	086596	100.62
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	029539	-267.30
2110	970100	SUPPLIES	21547 MERCHANTS CASH REGISTER C	CP45891	79.00
2110	970100	SUPPLIES	43765 DOMINICKS FINER FOODS	005303	4.14
2110	970170	JANITORIAL	00189 ANDERSON LOCK CO LTD	270727	833.42
2110	970170	JANITORIAL	02213 LAPORT CHEMICAL & SUPPLY	1/082950	573.30
2110	970170	JANITORIAL	02213 LAPORT CHEMICAL & SUPPLY	1/083000	70.60
2110	970170	JANITORIAL	02436 NORTHWEST ELECTRICAL SUPP	J25168	92.31
2110	970170	JANITORIAL	02436 NORTHWEST ELECTRICAL SUPP	J25169	8.00
2110	970170	JANITORIAL	09914 AIR FILTER SUPPLY, INC.	63142	319.20

1010

12/27/01

ACCOUNTING PERIOD: 12/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='01/07/2002'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970170	JANITORIAL	100803	LAB SAFETY SUPPLY INCORPO	1001335101	41.72
2110	970170	JANITORIAL	100803	LAB SAFETY SUPPLY INCORPO	1001335101	22.42
2110	970170	JANITORIAL	17132	MENARD'S	62682	134.68
2110	970170	JANITORIAL	21092	PETTY CASH	PETTY CASH	1.00
2110	970170	JANITORIAL	59843	SHERWIN WILLIAMS	5065-8	42.97
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH	1.20
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH	7.20
2110	970600	BOOKS	00029	OXFORD UNIVERSITY PRESS	104276739	225.83
2110	970600	BOOKS	02088	CHELSEA HOUSE PUBLISHERS	662707 11	37.31
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1188453	212.25
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1188761	15.54
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1189258	512.89
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1190046	181.20
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1187878	102.34
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1187877	55.34
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1192317	201.73
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1191239	75.42
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1192116	16.95
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1190045	30.81
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1188760	100.02
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1188756	50.59
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1190661	89.75
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1187876	33.12
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1188759	19.18
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1188757	11.97
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1188758	64.56
2110	970600	BOOKS	02806	WORLD BOOK SCHOOL AND LIB	1131618	237.00
2110	970600	BOOKS	02958	MARQUIS WHO'S WHO	395192	333.69
2110	970600	BOOKS	02958	MARQUIS WHO'S WHO	393007	536.16
2110	970600	BOOKS	02958	MARQUIS WHO'S WHO	396956	285.94
2110	970600	BOOKS	07439	THE GALE GROUP	11177104	336.73
2110	970600	BOOKS	07439	THE GALE GROUP	11145755	173.96
2110	970600	BOOKS	07439	THE GALE GROUP	11158831	80.64
2110	970600	BOOKS	07439	THE GALE GROUP	11156356	131.01
2110	970600	BOOKS	07439	THE GALE GROUP	11154610	73.34
2110	970600	BOOKS	07439	THE GALE GROUP	11145725	302.12
2110	970600	BOOKS	07439	THE GALE GROUP	11153520	160.22
2110	970600	BOOKS	07439	THE GALE GROUP	11161974	137.76
2110	970600	BOOKS	07439	THE GALE GROUP	11162456	44.92
2110	970600	BOOKS	07439	THE GALE GROUP	11163244	82.34
2110	970600	BOOKS	07439	THE GALE GROUP	11130170	202.88
2110	970600	BOOKS	07439	THE GALE GROUP	11147229	146.16
2110	970600	BOOKS	07439	THE GALE GROUP	11136533	160.14
2110	970600	BOOKS	07439	THE GALE GROUP	11146762	101.40
2110	970600	BOOKS	07439	THE GALE GROUP	11125436	117.13
2110	970600	BOOKS	07439	THE GALE GROUP	11167103	124.75
2110	970600	BOOKS	07439	THE GALE GROUP	11147628	23.16
2110	970600	BOOKS	07439	THE GALE GROUP	11168416	47.12
2110	970600	BOOKS	07439	THE GALE GROUP	11158571	23.96
2110	970600	BOOKS	07439	THE GALE GROUP	11164863	174.80
2110	970600	BOOKS	07439	THE GALE GROUP	11179313	84.18

0102

12/27/01
ACCOUNTING PERIOD: 12/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='01/07/2002'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	07439	THE GALE GROUP	11144710	793.40
2110	970600	BOOKS	07439	THE GALE GROUP	11142556	131.01
2110	970600	BOOKS	07527	STAGE & SCREEN	81222658	48.38
2110	970600	BOOKS	07767	GROLIER EDUCATIONAL	10640109	394.83
2110	970600	BOOKS	07767	GROLIER EDUCATIONAL	10644877	1,771.92
2110	970600	BOOKS	07977	MITCHELL REPAIR INFORMATI	B04392870.4	155.00
2110	970600	BOOKS	08789	UNIVERSITY PARK MEDIA	27662	174.85
2110	970600	BOOKS	09311	LIBRARIES UNLIMITED	608619	33.09
2110	970600	BOOKS	100557	FACTS ON FILE NEWS SERVIC	63621	259.50
2110	970600	BOOKS	100893	ADVANCED GLOBAL DISTRIBUT	222437	21.17
2110	970600	BOOKS	100895	HOLY QURAN PUBLISHING PRO	1148	30.00
2110	970600	BOOKS	100896	FC & A PUBLISHING	ATTACH	33.96
2110	970600	BOOKS	100897	UNITED NATIONS PUBLICATIO	ATTACH	17.50
2110	970600	BOOKS	100898	COMMON READER	ATTACH	48.95
2110	970600	BOOKS	100899	CDS	ATTACH	20.70
2110	970600	BOOKS	100900	BOOK CLEARING HOUSE	ATTACH	20.95
2110	970600	BOOKS	100901	POYNTER INSTITUTE	ATTACH	33.90
2110	970600	BOOKS	11633	UNIVERSITY OF ILLINOIS C/	20362	11.00
2110	970600	BOOKS	12168	GREENWOOD PUBLISHING GROU	1709596	38.07
2110	970600	BOOKS	12168	GREENWOOD PUBLISHING GROU	1906279	42.04
2110	970600	BOOKS	12998	QUALITY EDUCATION DATA	014226	92.99
2110	970600	BOOKS	18306	BORDERS BOOKS MUSIC AND C	012860	799.93
2110	970600	BOOKS	18306	BORDERS BOOKS MUSIC AND C	029724	289.63
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008331555	1,476.58
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008392212	982.04
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008393750	846.44
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008393346	609.58
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008393888	545.61
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008409748	203.87
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008418793	108.12
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008379427	1,146.83
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008370643	3,260.12
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008404681	11.30
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008386740	267.32
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008386585	990.41
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008353098	265.91
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008407401	837.12
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008352932	582.28
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008418934	140.87
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008327254	902.00
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3005006521	952.99
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008337841	635.14
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008346940	465.19
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008337692	1,068.78
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3004984683	200.48
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008406832	1,090.57
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008375087	93.91
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	65542	21.55
2110	970600	BOOKS	20270	NATIONAL REGISTER PUBLISH	780446	286.20
2110	970600	BOOKS	35225	MATTHEW BENDER & CO., INC	20099835	235.40
2110	970600	BOOKS	35225	MATTHEW BENDER & CO., INC	18272185	116.80

12/27/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 12/01

SELECTION CRITERIA: payable.due_date='01/07/2002'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	35225	MATTHEW BENDER & CO., INC	18082785	69.74
2110	970600	BOOKS	35225	MATTHEW BENDER & CO., INC	18810209	74.74
2110	970600	BOOKS	51657	N A D A APPRAISAL GUIDE	4240	90.00
2110	970600	BOOKS	52364	MARKET DATA RETRIEVAL	1053378	93.32
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77339897	44.36
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77339899	57.20
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77228668	38.48
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77401477	12.12
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77183599	29.04
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77147197	65.91
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77183597	296.41
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77292854	260.70
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77250845	3.83
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77278215	74.85
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	76845424	197.58
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	2CM77299	-197.58
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77367451	69.90
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77368312	48.00
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77292856	35.44
2110	970600	BOOKS	68820	MARSHALL CAVENDISH CORP.	R574187	349.75
2110	970600	BOOKS	68820	MARSHALL CAVENDISH CORP.	R573248	88.83
2110	970600	BOOKS	68820	MARSHALL CAVENDISH CORP.	R571997	297.01
2110	970600	BOOKS	82668	POLONIA BOOK STORES	Q17039	300.16
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B44594800	540.00
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B44635190	107.97
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B44635180	6.99
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M94974370	78.70
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B41613720	12.37
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	11-19-01-5	26.58
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	11-19-01-1	61.55
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	11-19-01-3	223.83
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4658241M	15.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1360192	35.70
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1369190	23.80
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1356218	1,825.60
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	4235F	130.70
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	4273D	43.09
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R22138362	100.28
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R22138363	17.96
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R22138361	43.16
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R22138360	28.74
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	R22302680	17.11
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	R21970960	14.99
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M94843870	71.93
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B43271620	145.92
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B43852810	72.99
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M94992250	22.46
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B44636490	207.77
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B43493780	210.39
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B44594500	1,447.20
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B44635180	304.86

12/27/01

ACCOUNTING PERIOD: 12/01

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='01/07/2002'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B44635190	472.09
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B44331220	11.24
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B41613720	121.38
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	M94266120	13.94
2110	970630	VISUAL MATERIALS	58875 INGRAM LIBRARY SERVICES	04651939	11.24
2110	970630	VISUAL MATERIALS	58875 INGRAM LIBRARY SERVICES	04718662	20.24
2110	970630	VISUAL MATERIALS	58875 INGRAM LIBRARY SERVICES	04762875	15.18
2110	970640	AUTOMATED REFERENCE MAT'L	02806 WORLD BOOK SCHOOL AND LIB	1130205	784.00
2110	970840	DIESEL	03031 AVALON PETROLEUM COMPANY	27534	49.23
2110	970850	GASOLINE	03031 AVALON PETROLEUM COMPANY	404848	15.17
2110	980400	EQUIPMENT	20177 DEMCO EDUCATIONAL CORP	171467	248.46
2110	980420	COMPUTER SOFTWARE	05124 CDW GOVERNMENT, INC.	E023445	31.15
TOTAL LIBRARY SERVICES					53,120.74
TOTAL FUND					53,120.74

**DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR JANUARY 2002**

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

1. Over the Counter Receipts	\$ 7,245.18
2. Petty Cash Expenditures	\$ 13.07
3. Budget Expenditures for January	\$ 262,532.71
4. Expenditures Year to Date	\$ 262,532.71
5. Revenue for January	\$ 14,284.99
6. Revenue Year to Date	\$ 14,284.99

Warrant Register

January 07, 2002	\$ 53,120.74
January 21, 2002	<u>\$ 120,570.66</u>
Total	\$ 173,691.40

Salaries

January 10, 2002	\$ 62,717.90
January 24, 2002	<u>\$ 95,444.05</u>
Total	\$ 158,161.95

Transfer Entry – Gasoline & Diesel

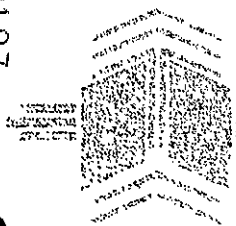
Gasoline and Diesel Fuel (January)	<u>\$ 0.00</u>
Total	\$ 0.00

**DES PLAINES PUBLIC LIBRARY
OVER THE COUNTER RECEIPTS FOR JANUARY 2002**

	January 2001	January 2002	2001 to Date	2002 to Date
Lost Materials	\$ 580.92	\$ 301.52	\$ 580.92	\$ 301.52
Fines	\$ 6,297.89	\$ 6,236.12	\$ 6,297.89	\$ 6,236.12
Damage	\$ 117.44	\$ 54.95	\$ 117.44	\$ 54.95
Fees	\$ 2,062.92	\$ 651.64	\$ 2,062.92	\$ 651.64
Copies	\$ 363.36	\$ (-5.05)	363.36	\$ (-5.05)
Miscellaneous	\$ 32.70	\$ 6.00	32.70	\$ 6.00
Totals	\$ 9,455.23	\$ 7,245.18	\$ 9,455.23	\$ 7,245.18

PETTY CASH EXPENDITURES – January

960070	Auto/Travel	5.87
970260	Postage	7.20
	Total	\$13.07



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

ADMINISTRATOR'S REPORT February 11, 2002

I. PERSONNEL

We had nine separations since the last report. Four were substitutes whose positions were terminated because of the infrequency of their service. Four were resignations. One employee was released during his probation period.

Nine new employees are: Martin Karac, Satish Desai, Francine Galak, James Struck, Justin Ashcroft, Leilani McDonald, Diana Guzman, and Karin Thogerson, all part-time Assistant Clerks. Julianne Dennison is filling out the remainder of the Residents and Retailers grant project, following the resignation of Susan Frankino.

II. STAFF DEVELOPMENT

Martha Sloan is working with Mary Jane Kepner on the staff development grant for cross training. Martha and Mary Jane are working with a committee of staff representatives. In addition to planning the cross-training activities, the committee will plan the annual Staff In-Service Day in May 2002.

The Department Heads will attend a teleconference on Wednesday, February 13, 2002, which will focus on the changes in libraries since September 11, 2001. "September 11 Changed Our World; Has It Changed Our Libraries?" A report on the research study commissioned by the Illinois State Library will be featured along with Security and the Internet, the USA Patriot Act, The Illinois Library Confidentiality Act, and Keeping Libraries as Sources of Complete and Accurate Information.

III. PATRON SERVICES

January circulation rates increased 16.27% over the previous January. The January 2001 figures were an 8.4% over the previous year. Patron visits to the library increased 19.7% over last January. Our online reference products, including our home page, were used 81,898 times in January. Staff members gave personal assistance to patrons 17,006 times in the Reference and Readers' Advisory departments, 8,025 in the Youth Services department, and 16,278 times in the Circulation Services department.

IV. OTHER ADMINISTRATIVE ACTIVITIES

I attended meeting of the Des Plaines City Holiday Decorations Committee (1/16), the CCS Governing Board (1/23), and the Executive Committee of Library Cable Network (1/24). I met with Gary Valente and John Burke to discuss issues raised at the January Board Meeting concerning our Closed Caption TV Security System (2/6) and visited the Skyline Design Studios with Martha Sloan and Veronica Schwartz to view the Poet Tree in progress (1/31). I attended a meeting on the new Non-resident Reciprocal Borrowing law at NSLS on 1/24 and participated in a panel discussion on the Learning Organization for public library administrators of NSLS on 1/29.

I visited Washington, DC on vacation February 7 -10 and, among other sites, visited the Library of Congress and received a tour of the request and retrieval system for the Main Reading Room.

**DES PLAINES PUBLIC LIBRARY
REGISTRATION SERVICES REPORT FOR JANUARY 2002**

I. LIBRARY CARD REGISTRATION SERVICES

Jan 2001	Dec 2001	Jan 2002	<u>Year to Date</u> 2001	<u>Year to Date</u> 2002	<u>% Change</u>
1,019	524	888	1,019	888	(-14.8%)
A.	New Registrations			351	
B.	Updates			420	
C.	Other Libraries			106	
D.	Fee Paid Cards			11	
	Total			888	

II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	280
2.	Number of Meeting Room Uses	61
3.	Voters Registered	2
4.	Cab Cards	15
	Total	358

III. TOTAL NUMBER OF REGISTERED BORROWERS

January 2001	40,551	(75.9% of Population)
January 2002	NA*	

* The Des Plaines Public Library has changed their Automated Computer System from GEAC to SIRSI. Currently some reports for the month of January are not available, but as the January statistics become available they will be included in the most current board packet.

**DES PLAINES PUBLIC LIBRARY
CIRCULATION SERVICES REPORT FOR JANUARY 2002**

PATRON ATTENDANCE COUNT

<u>Jan 2001</u>	<u>Dec 2001</u>	<u>Jan 2002</u>	<u>Year to Date 2001</u>	<u>Year to Date 2002</u>	<u>% Change</u>
37,359	36,003	44,711	37,359	44,711	19.7%

RECIPROCAL BORROWING

(Materials Lent)

	Jan 2001	Jan 2002	% Change
NSLS	9,672	NA*	
OTHER SYSTEMS	2,004	NA*	
TOTAL	11,676	NA*	

INTERLIBRARY LOAN

Sent	327
Received	NA*

* The Des Plaines Public Library has changed their Automated Computer System from GEAC to SIRSI. Currently some reports for the month of January are not available, but as the January statistics become available they will be included in the most current board packet.

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

January 2002

				% Change
Total 2001 to Date:	70,782	Total 2002 to Date:	82,298	16.27%
January 2001	70,782	January 2002	82,298	16.27%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
CHILDREN	2001	2002	2001	2002	2001	2002
Non Fiction	5,115	6,395	534	634	5,649	7,029
Fiction	13,225	15,292	740	1,176	13,965	16,468
Foreign Language Non Fiction	109	65	6	15	115	80
Foreign Language Fiction	328	416	39	92	367	508
Periodicals	296	196	20	23	316	219
Compact Discs	516	856	24	9	540	865
Audio Cassettes	322	309	8	6	330	315
Audio Kits	384	400	47	19	431	419
Puzzles	362	321	37	50	399	371
Games	82	61	14	31	96	92
Audio Books	180	284	8	12	188	296
Video Fiction	2,703	3,239	196	288	2,899	3,527
Video Non Fiction	1,121	1,177	43	44	1,164	1,221
DVD	99	483	0	11	99	494
CD ROMs	837	645	3	0	840	645
SUB TOTAL	25,679	30,139	1,719	2,410	27,398	32,549
ADULT						
Non Fiction	10,524	11,841	161	201	10,685	12,042
Fiction	7,188	7,465	294	283	7,482	7,748
Large Type	985	1,103	121	161	1,106	1,264
Foreign Language Non Fiction	224	280	1	0	225	280
Foreign Language Fiction	518	608	0	2	518	610
High School Collection	270	314	2	5	272	319
Periodicals	2,060	2,535	90	133	2,150	2,668
Pamphlets	10	12	1	0	11	12
Compact Discs	6,571	6,967	308	358	6,879	7,325
Audio Cassettes	258	239	4	9	262	248
Puzzles	0	0	0	0	0	0
Pictures	31	69	0	0	31	69
Audio Books	1,895	2,056	13	71	1,908	2,127
CD ROMs	158	211	1	0	159	211
Video Fiction	6,996	7,196	187	345	7,183	7,541
Video Non Fiction	3,123	3,332	30	56	3,153	3,388
DVD	1,320	3,704	0	61	1,320	3,765
Misc. Formats	39	129	1	3	40	132
	42,170	48,061	1,214	1,688	43,384	49,749
GRAND TOTAL	67,849	78,200	2,933 *	4,098 **	70,782	82,298
Self Check	13,063	12,701	0	0	13,063	12,701

* Mobile Library down 5 days/maintenance and 3.5 days/emergency repairs.

** Mobile Library down 5 days/scheduled maintenance and 2 school stops/snow.

**DES PLAINES PUBLIC LIBRARY
USAGE STATISTICS FOR ONLINE REFERENCE PRODUCTS
FOR JANUARY 2002**

Access Science	5
BigChalk	90
College Source Online	45
Des Plaines Public Library Homepage	76,436
FACTS.com	126*
Facts On File	10
First Search	766
Gale Group:	
• AncestryPlus	NA
• Biography Resource Center	349
• Business & Company Resource Center	484
• General Business File ASAP	143
• General Reference Center Gold	520
• Health & Wellness Resource Center	50
• Health Reference Center	85
• National Newspaper Index	46
• Student Resource Center	507
• What Do I Read Next?	50
Grolier Online	51*
Hoover's Online	NA
Info USA	304
LearnATest.com	NA
Lexis Nexis's Statistical Universe	NA
Library Catalog (access via dialup, telnet, or remote)	NA
NewsBank:	
• Chicago Tribune	132*
• Chicago Tribune Archive	47*
• News Illinois	0*
• Noticias en Espanol	0*

**DES PLAINES PUBLIC LIBRARY
USAGE STATISTICS FOR ONLINE REFERENCE PRODUCTS
FOR JANUARY 2002**

NoveList	99
PoemFinder	14
ProQuest (Chicago Sun-Times, Daily Herald, Wall Street Journal)	53*
Searchasaurus	21
S&P's NetAdvantage	26
World Book Encyclopedia	1,439
Total Searches & Queries	81,898

*Number of hits or visits (number of searches not provided)

**DES PLAINES PUBLIC LIBRARY
ADULT PATRON ASSISTANCE FOR JANUARY 2002**

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Computer/Instructional	491	
2. Mechanical	295	
3. Directional	931	
4. Informational	1,196	
5. Tax Forms	192	
6. Instructional	22	
Total		3,127
 Reference and Readers' Services		
1. Specific item request	4,457	
2. Ready reference	1,405	
3. In-Depth reference	265	
4. Virtual Reference Desk	38	
5. Interlibrary Loan Request	177	
6. Readers' Advisory	105	
7. Reserves	880	
Total		(7,327)
 Sign Up		
1. Internet	5,725	
2. Computer Lab	510	
3. Group Study Rooms	317	
4. Reading Edge	0	
Total		6,552
GRAND TOTAL		17,006

**DES PLAINES PUBLIC LIBRARY
CHILDREN'S PATRON ASSISTANCE FOR JANUARY 2002**

<u>Assistance</u>	<u>Number</u>	<u>Total</u>
1. Computer Sign-up	2,235	
2. Program Sign-up	646	
3. Equipment Repair & Assistance	652	
4. Directional Questions	253	
5. ILL & Patron Holds	112	
 Total		 3,898

In-House Circulation

1. Train Sets	1,082	
2. Chess/Checkers	150	
3. Periodicals	29	
4. Book Bag Request	8	
4. Textbooks	21	
5. Reserve Books	128	
 Total		 1,418

Reference

1. Specific Item Request	1,505	
2. Reference	1,029	
3. Reader's Advisory	158	
4. Referrals to Other Libraries	17	
 Total		 2,709

GRAND TOTAL

8,025

**DES PLAINES PUBLIC LIBRARY
CIRCULATION PATRON ASSISTANCE FOR JANUARY 2002**

<u>Assistance/Service Desk</u>	<u>Number</u>	<u>Total</u>
1. Phone Calls Received	1,894	
2. Patron Renewals	1,642	
3. Patron Reserves Delivered	1,254	
4. Directional	2,376	
5. Account Inquiries	2,338	
6. Program Sign-up	518	
7. In Person Patron Assistance	2,284	
 Total		 12,306

Assistance/Switchboard

1. Phone Calls Answered		
Administration	163	
Adult Services	1,622	
Building/Security	37	
Circulation	1,398	
Community Services	57	
Public Information	61	
Technical Services	31	
Youth Services	359	
2. Delivery/Buzzer	107	
3. 2-Way Radio	137	
 Total		 3,972
 GRAND TOTAL		 16,278

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR JANUARY 2002**

	<u>Times Used</u>	<u>Attendance</u>
Library Sponsored Adult Programs		
Barns of Northeastern Illinois	1	45
Building and Grounds Committee Meeting	1	7
Career Management Strategies	1	25
Circulation Clerks Meeting	1	9
Department Heads Meeting	5	41
E Resumes	1	30
Exhibits Committee	1	6
Friends of the Library Meeting	1	19
Friends Sunday Afternoon Movie	1	223
Grow with the Pro	1	8
IBistro	2	125
Management Committee Meeting	1	6
Page Meeting	2	30
Project Welcome	1	10
Style Committee	1	8
Tuesday Morning Book Group	1	20
Youth Services Meeting	1	8
 Total	 23	 620

Outside Community Groups

AAUW	1	8
Bahai of Des Plaines	2	110
Childrens Hope International	1	40
Cub Scout Pack 263	1	15
Des Plaines Home School Support Group	1	30
Des Plaines Kiwanis Club	2	49
Des Plaines Toastmasters	2	21
DuPage Figure Skating	1	10
I Am Veg	1	2
Junior Woman's Club of Des Plaines	1	40
Literacy Testing	1	1
Maine Township Special Education Program	1	60
Moms on the Move	1	10
Park Place Condominiums	1	30

DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR JANUARY 2002

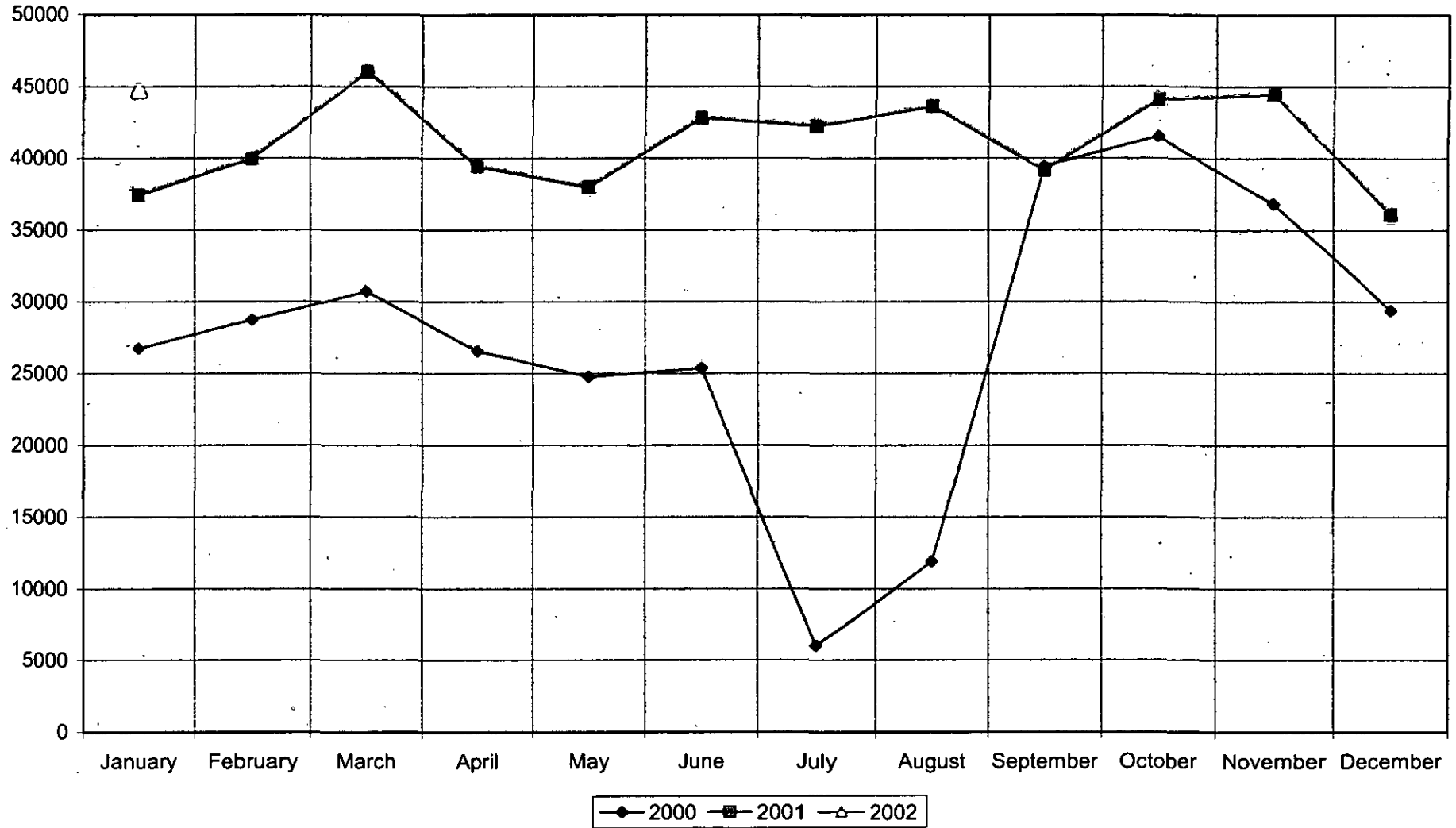
	<u>Times Used</u>	<u>Attendance</u>
Outside Community Groups		
Soft Bodies Doll Club	1	36
Spark	1	20
Thacker Park Condominium	1	12
Thomas Jefferson School Board	1	20
Total	21	514
Other		
Library Board Meeting	1	17
Total	1	17

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR JANUARY 2002**

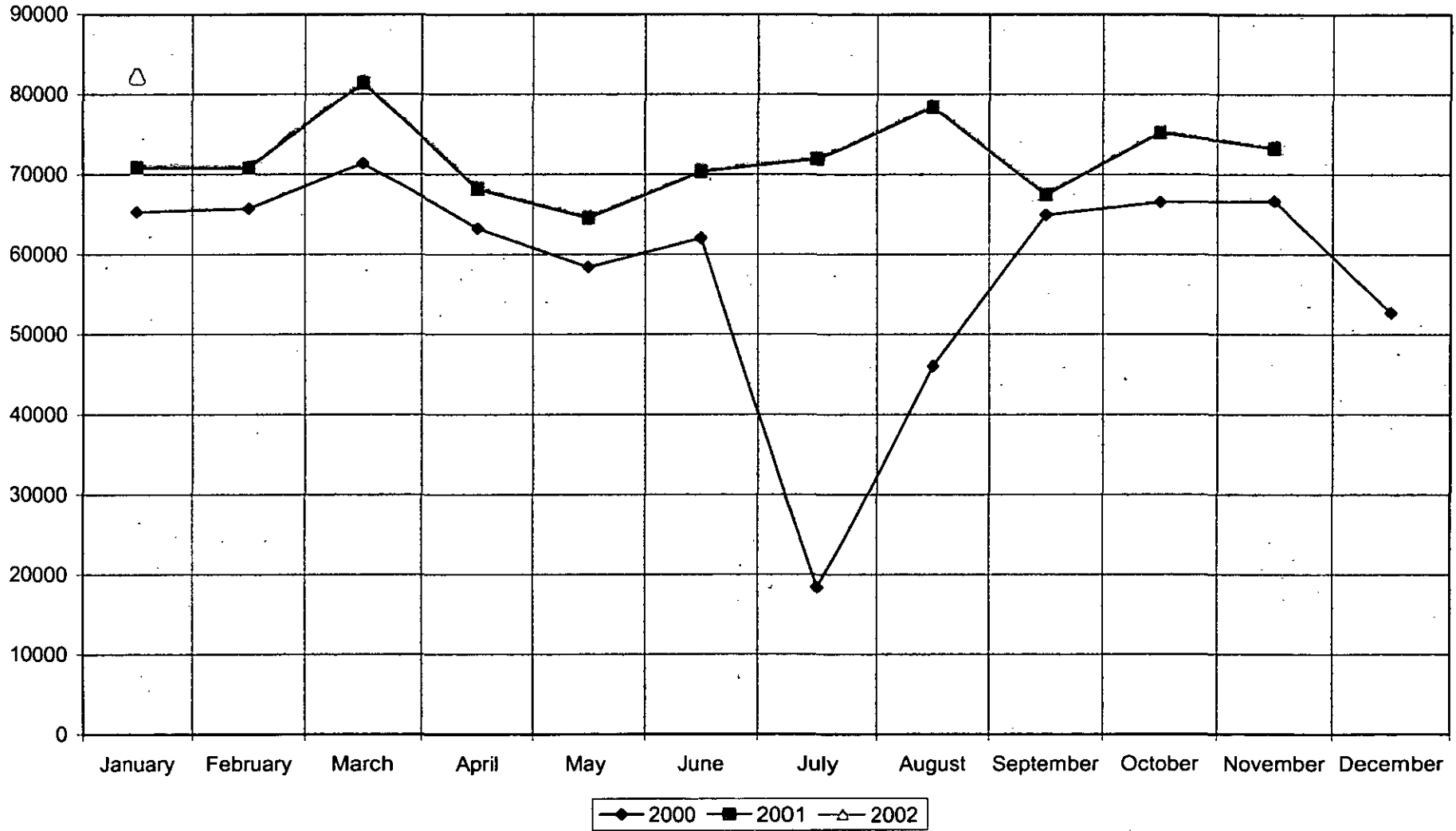
	<u>Times Used</u>	<u>Attendance</u>
Library Sponsored Children's Programs		
Babysitting Clinic	4	70
Boy Scout Tour	1	9
Bright Start Baby Book Times	15	320
Chess Tournament	1	17
Cub Scout Tour	1	13
Cumberland School Tour	2	59
Friends Family Sunday Secret Garden	1	223
Headstart Tour	4	139
Junior Great Books	1	6
LIGHT (Teen Advisory Group)	1	12
Our Lady of Destiny Tour	4	126
Preschool Movies	4	43
Preschool Open House	1	148
Rosemont Second Grade Tour	1	36
Stories and More	2	35
Storytime 2 year olds	11	209
Storytime 3 - 5 year olds	23	276
Total	77	1,741
Literacy Program		
Learn to Read	16	684
GRAND TOTAL	138	3,576

January Total = 138 groups involving 3,576 people.
2002 Year to Date Total 54 groups involving 3,576.

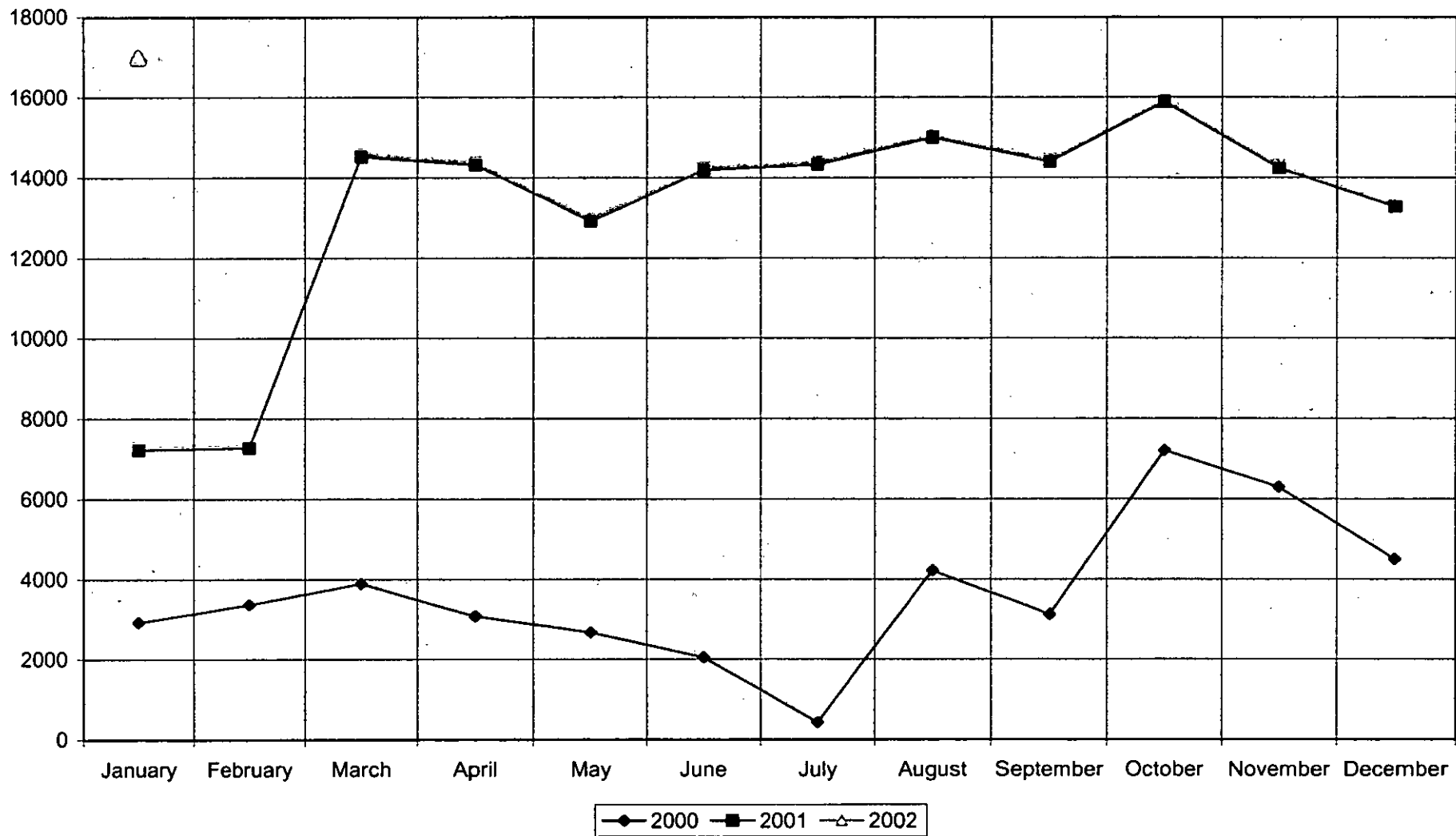
Patron Attendance January 2002



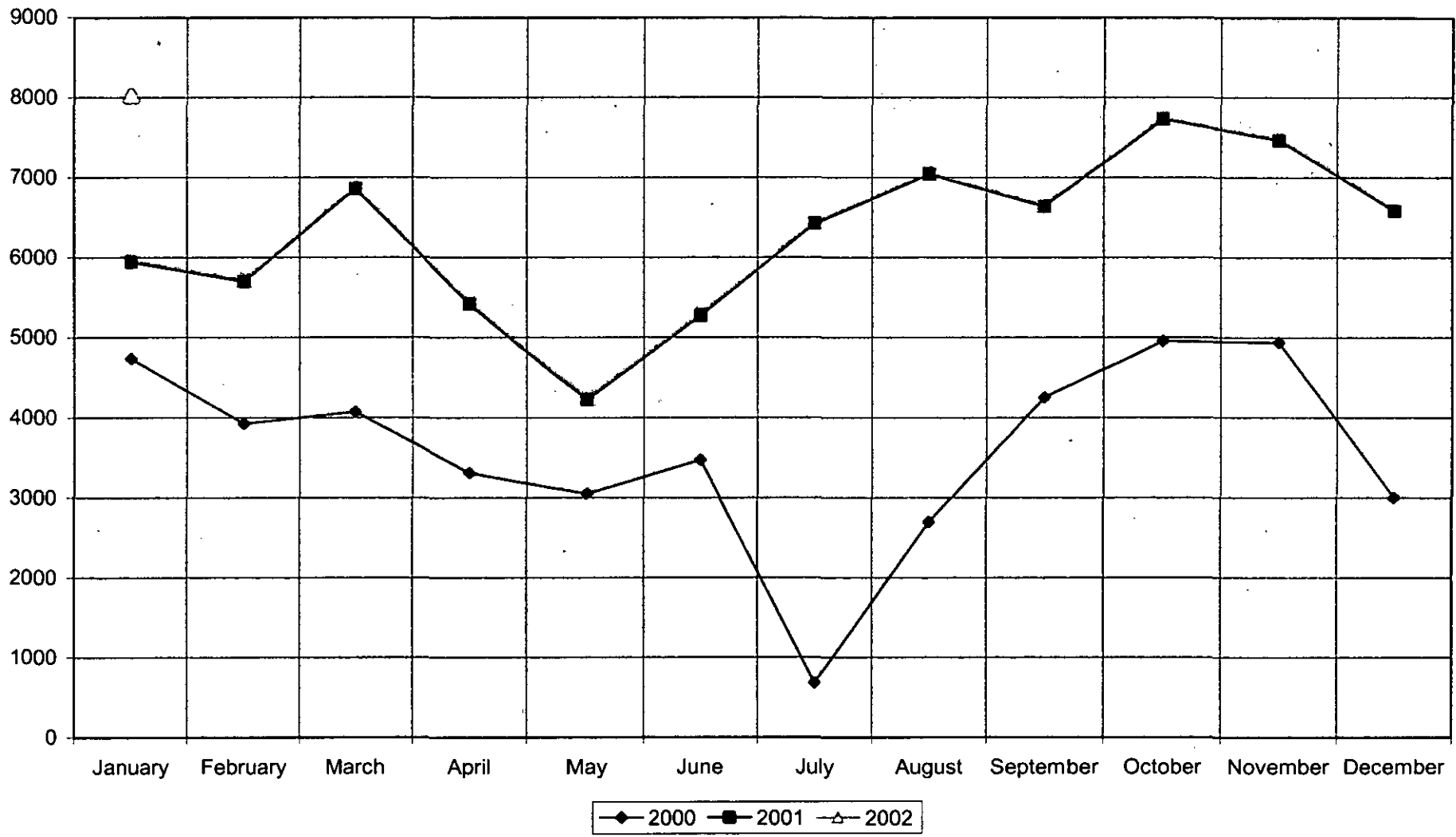
Circulation Statistics Items Circulated Per Month By Year



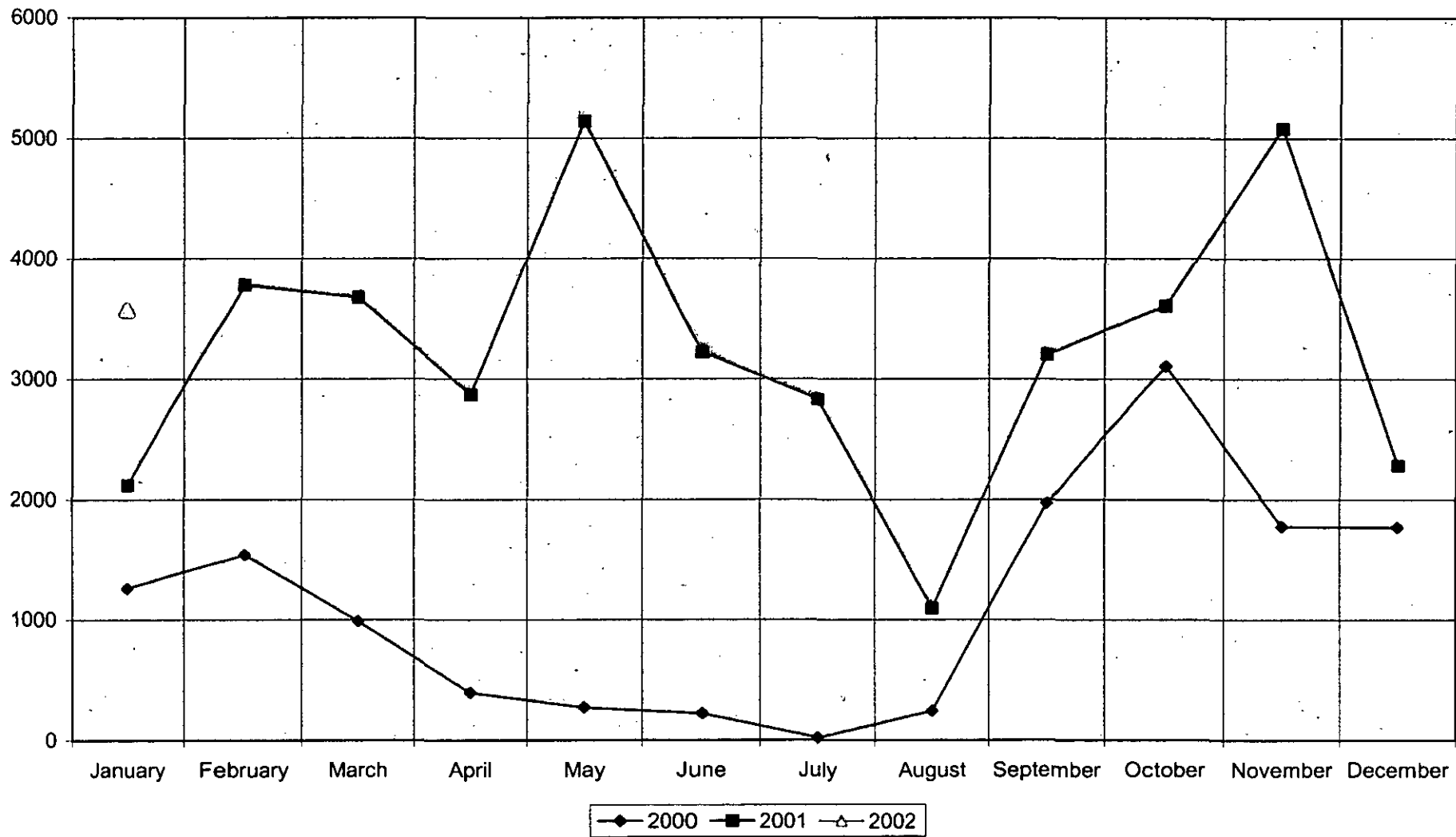
Adult Patron Assistance January 2002

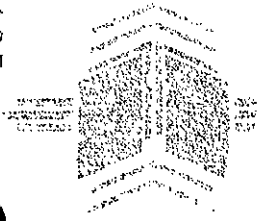


Children's Patron Assistance January 2002



Meeting Room Attendance January 2002





V-E.2

Progress Report

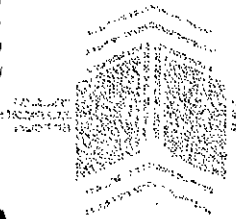
Response Requested by _____

Board Action Required _____

DES PLAINES PUBLIC LIBRARY FRIENDS COMMITTEE REPORT

- Highlights of January Roundtable discussions/issues:
 - Brick sales contribution, 9-12/01, \$13,750;
 - Book sale volunteers contact: Mary/Ralph Minnis, 847-296-4841;
 - Still there are concerns about monitoring the shelf book sale contributions, ~\$50/week; to install additional surveillance equipment would be \$300-400, the large cost does not warrant the estimated losses, about 10%;
 - There are safety concerns about the availability of fire extinguishers in the parking garage; there appear to be none - - all have been removed from their "holders"- - these must be replaced to avert a major catastrophe in case of a fire in the garage - - this is a city responsibility, that needs to be brought to the city's attention by the library staff.
- 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 1;
 - Advertising to start March 1.
- Future Roundtable Meetings at 7:00 p.m.
 - February 26
 - March 26
 - April 30

Inara Brúbaker, Liaison to the Friends of the Des Plaines Public Library



VI-B

Progress Report

Response Requested by _____

Board Action Required _____

DES PLAINES PUBLIC LIBRARY SECURITY ISSUES REPORT
February 6, 2002

Present: John Burke, Gary Valente, Sandra Norlin.

Report to the Library Board of Trustees of a meeting to discuss security issues raised at the January 15, 2002 Board Meeting.

The purpose of our meeting was to review our security camera program in light of questions that were raised at the Library Board meeting of January 15. These questions are:

Is it a good policy to record activities without personnel specifically assigned to monitor the screens full time?

Given the low rate of incidents and the high cost in personnel to provide full-time monitoring, we feel that our system is reasonable and prudent. We know from comments by library staff that they do use the monitors to respond to patron complaints and to loud noises or other disturbances. We have received requests from the staff to reposition the cameras for better views of areas that need more staff attention.

How long should we keep copies of the videotapes for review?

The current practice is to rerecord over the tapes every 48 hours. John Burke reported that his inquiries with other agencies, including libraries, suggested that a month is the preferred length of time to keep tapes for review. He suggested a

simple system of numbering tapes 1-31, so that tapes would be changed daily with the tape's number corresponding to the day's date. Although this method is more staff intensive than the current method, we all agreed that it would improve our ability to review incidents that may not be reported promptly.

Is our system reliable and efficient?

Our system is a good, reliable system, but has already been surpassed by digital recording systems. Gary has been watching the prices of a digital recording system that would work with our camera system. The price he was quoted last June was \$8,800. The advantage of the digital system is that images would be stored for a 30-day period in a more easily accessible format. We all agreed that a digital system should be planned for in a future budget. Gary will obtain more recent quotes for our consideration.

Other related topics we discussed are:

1. The advisability of replacing some of our cameras with video motion detectors so that they would record only when stimulated by activity. We will discuss this idea further, but at this time, we can think of only two or three low activity areas where we would consider placing these cameras.
2. Exploring resetting or upgrading the video monitors on the public service desks to allow staff to "hold" or "freeze" one of the camera views.
3. Consideration of cameras on the ceilings of the elevator cabs.

Sandra restated that the primary goal of the library security system was to create and maintain a safe environment for our patrons and staff. Protecting property from theft or damage is an important, but secondary, goal. Having reviewed the rate of incidents of all types in our facility over the past year, we conclude that we have had very few problems and that our staff and the police department have responded quickly and appropriately to all incidents. An alert and helpful staff is the best deterrent to dangers in our heavily used public building. We think we have met the goals of our system. In short, we think our system is the right size and the monitoring is appropriate for the rate of incidents that we have experienced.

Our plan of action is for Gary (1) to begin a new system of changing tapes daily and storing tapes for one month for review; (2) to continue monitoring the marketplace for an affordable upgrade to a digital recording system; and (3) to consider which cameras might best be changed to video motion activated cameras.

Minutes prepared by Sandra Norlin.

NIGHT OWL
REFERENCE SERVICE



December 2001

Total number calls =844

- 10 Antioch Public Library
- 55 Arlington Heights Memorial Library
- 18 Aurora Public Library
- 35 Barrington Area Public Library
- 11 Bartlett Public Library
- 10 Bedford Park Public Library
- 24 Bellwood Public Library
- 8 Bradley Public Library
- 11 Coal City Public Library
- 19 Des Plaines Public Library
- 48 Ela Area Public Library
- 31 Elk Grove Village Public Library
- 22 Elmhurst Public Library
- 12 Fossil Ridge Public Library
- 3 Fremont Public Library
- 18 Glenview Public Library
- 15 Highland Park Public Library
- 26 Homer Township Public Library
- 11 Indian Trails Public Library
- 29 Lake Forest Public Library
- 10 Lincolnwood Public Library

- 13 Lisle Library District
- 9 Mokena Public Library
- 30 Mt Prospect Public Library
- 8 Nippersink Public Library
- 18 Northbrook Public Library
- 10 Orland Park Public Library
- 18 Oswego Public Library
- 31 Park Ridge Public Library
- 10 Prospect Heights Public Library
- 15 Riverside Public Library
- 13 Rolling Meadows Public Library
- 12 St. Charles Public Library
- 50 Schaumburg Township Public Library
- 59 Skokie Public Library
- 19 Vernon Area Public Library
- 29 Villa Park Public Library
- 11 Warrenville Public Library
- 15 Westchester Public Library
- 11 WoodDale Public Library
- 12 Woodstock Public Library

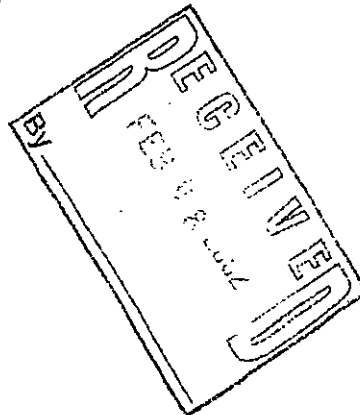
SAMPLE QUESTIONS

- Mailing address for seed companies in Spain
- Synonyms for God
- Do-It-Yourself Messiah concerts
- Hours for the Art Institute
- Origin if the word 'cop' for police officer
- Definition of jet lag
- Average eBay price for a Beatles stamp
- Recipe for snickerdoodles
- Visa requirements for Brazil
- Recipe for puppy chow
- Needed copy of the 1998 Roofing Act
- History of Barrington
- Website for how to create crossword puzzles

NOTE: A REMINDER AGAIN TO BE SURE PHONES ARE FORWARDED TO NIGHT OWL AT THE END OF THE DAY. LIBRARIES WHO HAVE A SEPARATE NUMBER FOR THE SERVICE NEED TO MAKE IT AVAILABLE ON THE LIBRARY MESSAGE.

Marilyn Uselmann
Marilyn Uselmann
Head, Night Owl

Pamela A. Anderson
936 Oakwood Avenue
Des Plaines, Illinois 60016-6331



February 7, 2002

Sandra K. Norlin
Library Administrator
Des Plaines Public Library
1501 Ellinwood Street
Des Plaines, IL 60016-4553

Dear Ms. Norlin:

I want to thank you very much for having the courtesy of informing me that the position of Assistant Clerk that I had applied for has been filled.

In the present economic times with too few jobs for too many applicants, it has been my sad experience to discover that most perspective employers don't bother to respond to applicants at all. Most resumes are never acknowledged and it is rare to find a perspective employer who will take the time to let an applicant know that a position has been filled. During my job search I have been told many times ".....we expect to make a decision by we'll let you know....." with no follow-up letter or phone call. I have vowed that if I should obtain a position within the human resources field, I will do my best to be sure that all resumes and applicants are acknowledged. The search for a job is difficult enough on one's self esteem without feeling like you aren't worthy enough to deserve a response of any kind.

So thanks again for being one of the exceptions to my experiences.

Sincerely,

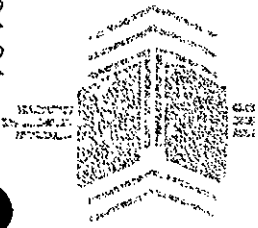
Pamela A. Anderson

MARCH

2002

0130

0131



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, MARCH 19, 2002

7:00 PM

Conference Room – Second Floor

- Agenda:**
- **Poet Tree Corner Dedication**
 - **Buy A Brick Installation**
 - **Surplus Property Resolution**
 - **Review of Library Policies**
 - **Change in Library Hours**

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.



II

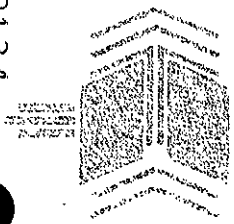
DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
March 19, 2002 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 – February 19, 2002.
 - B. Acceptance of Financial Reports for February, 2002.
 - C. Approval of Library Expenditures.
 1. Warrant Register – February 4, 2002 - \$84,628.12.
 2. Warrant Register – February 19, 2002 - \$41,255.75.
 3. Salaries – February 08, 2002 - \$80,250.58.
 4. Salaries – February 22, 2002 - \$79,105.01.
 5. Transfer Entry – Gasoline and Diesel Fuel - \$70.07.
 - D. Acceptance of Committee Reports.
 1. Administrator's Report – Sandra Norlin.
 2. Friends of the Library – Inara Brubaker.
 3. Finance Committee – Susan Burrows.
 4. Management Committee – William Grice.
 - E. Motion to Deny Proposal to Change 52 Bricks in Library Plaza. (V-D.3)
 - F. Approval to Revise Policy A-8, Policy on Library Expenditures. (V-D.3)

- G. Expenditure for Office Depot - \$5,656.16. (V-D.3)
 - H. Expenditure for Mergent - \$2,156.00. (V-D.3)
 - I. Approval to Explore Reallocating Library Hours. (V-D.3)
 - J. Expenditure for OCLC Techpro - \$40.65 Per Book. (V-D.3)
 - K. Approval to Prepare FY2003 Budget to Include all Expenses for One Additional Hour on Sundays. (V-D.4)
 - L. Approval to Dispose of Surplus Property. (V-D.4)
- VI. New Business. (7:30 PM)
- A. Poet Tree Corner Dedication. (Action Item)
 - B. Declaration of Surplus Property. (Action Item)
 - C. Library Administrators Conference of Northern Illinois – Trustee and Librarian Dinner.
 - D. Sculpture Lighting Proposals.
- VII. Announcements.
- VIII. Adjournment. (8:30 PM)



II

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
March 19, 2002 7:00 PM

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- L. Approval to Dispose of Surplus Property. (V-D.4)

VI. New Business. (7:30 PM)

- A. Poet Tree Corner Dedication. (Action Item)
- B. Declaration of Surplus Property. (Action Item)

VII. Announcements.

VIII. Adjournment. (8:30 PM)



V-A 7

BOARD OF TRUSTEES
Minutes of the Regular Meeting
February 19, 2002

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, February 19, 2002. President John Ciborowski called the meeting to order at 7:01 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, Leslie Steiner, Hector Marino, Diana Wojciechowski, Wally Meyer, Kathy Krus.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to amend the agenda by adding under VI. New Business. G. Sister Libraries. H. Volunteer Report. I. Presentation. Vote: Ayes: All. Nays: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS

William Grice presented a check to library board president, John Ciborowski, willed to the library by his late aunt, Savena Gorsline. The donation is to be used for the purchase of books and will be deposited in the Des Plaines Public Library Fund.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Rosemary Argus.

Alderman Argus absent. No report.

CONSENT AGENDA

Inara Brubaker asked that D. Acceptance of Friends of the Library Report be removed from the Consent Agenda.

Inara Brubaker stated that the Friends of the Library are concerned that there are no fire extinguishers in the parking garage. Sandra Norlin responded that when we inquired about this when we moved into the library, we were told by the city staff that the fire extinguishers are expensive and that they have been stolen after being installed. The Board offered to contact their Aldermen and suggested that the Friends also contact their Alderman to report this safety issue. Inara Brubaker also asked that signage be installed in the library alerting patrons and staff as to the location of the fire extinguishers. John Burke will discuss these issues with Fire Chief Thomas Farinella.

MOTION by Eldon Burk, seconded by William Grice, to accept the Friends of the Library Report, as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by William Grice, to approve the Minutes of the regular Board Meeting of January 21, 2002, as amended. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by William Grice, to approve the Financial Reports for January 2002. Vote: Ayes: All. Nays: None. MOTION CARRIED.

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

1. Over the Counter Receipts	\$ 7,245.18
2. Petty Cash Expenditures	\$ 13.07
3. Budget Expenditures for January	\$ 262,532.71
4. Expenditures Year to Date	\$ 262,532.71
5. Revenue for January	\$ 14,284.99
6. Revenue Year to Date	\$ 14,284.99

MOTION by Eldon Burk, seconded by William Grice, to approve, subject to audit, expenditures authorized by the Library Administrator and Board Representatives for library Warrant Registers as follows:

January 07, 2002	\$ 53,120.74
January 21, 2002	<u>\$ 120,570.66</u>
Total	\$ 173,691.40

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

MOTION by Eldon Burk, seconded by William Grice, to approve, subject to audit, expenditures for salaries made by the Library Administrator as follows:

January 10, 2002	\$ 62,717.90
January 24, 2002	<u>\$ 95,444.05</u>
Total	\$ 158,161.95

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

MOTION BY Eldon Burk, seconded by William Grice, to approve, subject to audit, transfer entries to the Library account in January 2002 by the City of Des Plaines as follows:

Gasoline and Diesel Fuel (January)	<u>\$ 0.00</u>
Total	\$ 0.00

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

MOTION by Eldon Burk, seconded by William Grice, to accept the Administrator's Report, as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

ADMINISTRATOR'S REPORT

We had nine separations since the last report. Four were substitutes whose positions were terminated because of the infrequency of their service. Four were resignations. One employee was released during his probation period.

Nine new employees are: Martin Karac, Satish Desai, Francine Galak, James Struck, Justin Ashcroft, Leilani McDonald, Diana Guzman, and Karin Thogerson, all part-time Assistant Clerks. Julianne Dennison is filling out the remainder of the Residents and Retailers grant project, following the resignation of Susan Frankino.

Martha Sloan is working with Mary Jane Kepner on the staff development grant for cross training. Martha and Mary Jane are working with a committee of staff representatives. In addition to planning the cross-training activities, the committee will plan the annual Staff In-Service Day in May 2002.

The Department Heads will attend a teleconference on Wednesday, February 13, 2002, which will focus on the changes in libraries since September 11, 2001. "September 11 Changed Our World; Has It Changed Our Libraries?" A report on the research study commissioned by the Illinois State Library will be featured along with Security and the Internet, the USA Patriot Act, The Illinois Library

Confidentiality Act, and Keeping Libraries as Sources of Complete and Accurate Information.

January circulation rates increase 16.27% over the previous January. The January 2001 figures were an 8.4% increase over the previous year. Patron visits to the library increased 19.7% over last January. Our online reference products, including our home page, were used 81,898 times in January. Staff members gave personal assistance to patrons 17,006 times in the Reference and Readers' Advisory departments, 8,025 in the Youth Services department, and 16,278 times in the Circulation Services department.

I attended a meeting of the Des Plaines City Holiday Decorations Committee (1/16), the CCS Governing Board (1/23), and the Executive Committee of Library Cable Network (1/24). I met with Gary Valente and John Burke to discuss issues raised at the January Board Meeting concerning our Closed Caption TV Security System (2/6) and visited the Skyline Design Studios with Martha Sloan and Veronica Schwartz to view the Poet Tree in progress (1/31). I attended a meeting on the new Non-resident Reciprocal Borrowing law at NSLS on 1/24 and participated in a panel discussion on the Learning Organization for public library administrators of NSLS on 1/29.

I visited Washington, DC on vacation February 7 -10 and, among other sites, visited the Library of Congress and received a tour of the request and retrieval system for the Main Reading Room.

NEW BUSINESS

Sandra Norlin asked for Board approval to advertise for bids for janitorial services for the Des Plaines Public Library. Sandra reported that currently the library has a month to month contract with Crystal Maintenance at a cost of \$3,390 per month.

Rhys Read asked the time frame for proposed contract and Sandra Norlin responded one year.

MOTION by Rhys Read, seconded by Susan Burrows to authorize Library Administrator, Sandra Norlin, to advertise for bids for Janitorial Services for the Des Plaines Public Library. Vote: Ayes: All. Nays: None. MOTION CARRIED.

John Ciborowski complimented John Burke, Gary Valente and Sandra Norlin for their follow-up report on library security issues. John Burke gave an overview of the report stating that videotapes would now be changed daily. John Burke recommended that a digital recorder be considered in the future and stated that Gary Valente, Head of Building and Security Systems, will begin pricing new systems for possible inclusion in the 2003 library budget.

Noreen Lake suggested that a tape rewinder be purchased for the library and that the videotapes be kept in a locked cabinet. The Board consensus was to purchase a videotape rewinder and to keep the videotapes in a locked cabinet.

Sandra Norlin reported that the Des Plaines Public Library received a Gates Library Computer Partial Grant, which allows the library to purchase special computers with software and support. Sandra asked for Board approval to purchase one Gates Library Computer, one Content Server and one Spanish-Language keyboard.

Hector Marino reported that the PC would be include both adult and children's software and that training would be available from the Gates Foundation. The computer would be adaptable to several languages.

Susan Burrows asked where the computer would be located and Hector Marino responded that it would be in the Assistive Technology Room on the third floor.

MOTION by Susan Burrows, seconded by Inara Brubaker, to approve the purchase of one Gates Library Computer, one Content Server and one Spanish-Language keyboard in the amount of \$5,579.00, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Lake, Read, Yearwood. NAYS: None. MOTION CARRIED.

Sandra Norlin reported that the Mount Prospect Library has asked for Board approval to have library staff distribute bookmarks to Mount Prospect residents using the Des Plaines Public Library to promote their referendum. The Board discussed the request and declined to approve the request.

MOTION by William Grice, seconded by Rhys Read, to respectfully decline the request from the Mount Prospect Library to distribute bookmarks promoting their referendum. Vote: Ayes: Lake, Grice, Burke, Read, Burrows. Nays: Brubaker, Burk. Present: Ciborowski, Yearwood. MOTION CARRIED.

Sandra Norlin reported that the library has a backlog of 530 items from the foreign language collection that have not been cataloged due to the inability of staff to read and understand these foreign languages. Sandra reported that the items could be cataloged through Techpro, a service from OCLC at a cost of \$40.65 per item. Sandra explained the cataloging process to the Board and asked that this item be placed on the agenda for the upcoming Finance Committee meeting. The Board made several suggestions and agreed to place this item on the agenda for the Finance Committee.

MOTION by Susan Burrows, seconded by Inara Brubaker, to approve payment to Standard and Poors in the amount of \$8,810.55, which is in the best interest of the Des Plaines Public Library. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Noreen Lake asked if there would be a staff member at the library who would be interested in looking into the Sister Cities/Sister Library program. Sandra Norlin will ask for staff volunteers and report back to the Board.

Noreen Lake requested that a report be prepared presenting hours worked by volunteers and projected hourly wages. Noreen also suggested publishing these facts during volunteer week to promote the library volunteers and the money the library was saving by utilizing volunteer staff. Noreen also suggested that volunteers receive pins for hours volunteered at the library. A pin could have 50 hours, 100 hours, etc.

Eldon Burk presented a check to the library in the amount of \$1,500.00 to be used for the art fund and placed in the Des Plaines Public Library Fund. The Board thanked Eldon for his generous contribution.

ANNOUNCEMENTS

Eldon Burk will attend the March 4 City Council meeting, John Ciborowski the March 18 meeting, Rhys Read the April 1 meeting and John Burke the April 15 meeting.

Inara Brubaker, Eldon Burk and Rhys Read will attend the North Suburban Library System Award Banquet on Friday, March 8, 2002.

Eldon Burk, William Grice and Noreen Lake will attend the Sears Leadership Forum on Thursday, March 14, 2002.

Sandra Norlin announced that Pae White will oversee the installation of her artwork on the third floor on Monday, February 25, 2002. The installation will begin at 9:00 AM.

MOTION by Inara Brubaker, seconded by Rhys Read, to adjourn the regular meeting.

The meeting adjourned at 8:24 PM.

Minutes prepared by Carol Kidd.

**DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR FEBRUARY 2002**

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

1. Over the Counter Receipts	\$ 6,717.52
2. Petty Cash Expenditures	\$ 5.87
3. Budget Expenditures for February	\$ 280,342.22
4. Expenditures Year to Date	\$ 542,874.93
5. Revenue for February	\$ 20,968.63
6. Revenue Year to Date	\$ 41,921.35

Warrant Register

February 04, 2002	\$ 84,628.12
February 19, 2002	<u>\$ 41,255.75</u>
Total	\$ 125,883.87

Salaries

February 08, 2002	\$ 80,250.58
February 22, 2002	<u>\$ 79,105.01</u>
Total	\$ 159,355.59

Transfer Entry – Gasoline & Diesel

Gasoline and Diesel Fuel (February)	<u>\$ 70.07</u>
Total	\$ 70.07

**DES PLAINES PUBLIC LIBRARY
OVER THE COUNTER RECEIPTS FOR FEBRUARY 2002**

	February 2001	February 2002	2001 to Date	2002 to Date
Lost Materials	\$ 681.97	\$ 162.772	\$ 1,262.89	\$ 464.29
Fines	\$ 5,879.71	\$ 5,975.10	\$12,177.60	\$ 12,211.22
Damage	\$ 29.95	\$ (-.15)	\$ 147.39	\$ 54.80
Fees	\$ 1,085.40	\$ 549.50	\$ 3,148.32	\$ 1,201.14
Copies	\$ 180.90	\$ (-5.20)	544.26	\$ (-10.25)
Miscellaneous	\$ 28.80	\$ 35.50	61.50	\$ 41.50
Totals	\$ 7,886.73	\$ 6,717.52	\$17,341.96	\$ 13,962.70

PETTY CASH EXPENDITURES – February

960070	Auto/Travel	\$5.87
	Total	\$5.87

ACCOUNTING PERIOD: 2/02

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	104.22	
102008	CASH PB DEPOSIT 276502401		368,974.57
102012	CASH IPTIP/FOA 7139200161	490,449.48	
TOTAL CASH		491,053.70	368,974.57
104033	INVESTMENTS-DOWNING	32,537.90	
TOTAL INVESTMENTS		32,537.90	.00
TOTAL ASSETS		523,591.60	368,974.57
401000	ACCOUNTS PAYABLE		1,676.99
450030	ACCRUED LIAB-COMP ABSENCE		110,367.12
TOTAL ACCRUED LIABILITIES		.00	110,367.12
470100	LIBRARY DEFERRED REVENUE		68,794.00
TOTAL DEFERRED REV-PROPERTY TAX		.00	68,794.00
TOTAL CURRENT LIABILITIES		.00	180,838.11
TOTAL LIABILITIES		.00	180,838.11
700110	EXPENDITURE CONTROL	542,874.93	
700120	REVENUE CONTROL		41,898.80
700150	EXP. BUDGET CONTROL		4,809,952.00
700160	REV. BUDGET CONTROL	4,499,332.00	
700170	BUDGET FUND BALANCE	353,881.31	
TOTAL SYSTEM CONTROL		5,396,088.24	4,851,850.80
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		5,396,088.24	5,369,867.16
TOTAL PUBLIC LIBRARY FUND		5,919,679.84	5,919,679.84

ACCOUNTING PERIOD: 2/02

BALANCE SHEET

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102005	CASH PB PAYABLE 281190401		2,723.93
102008	CASH PB DEPOSIT 276502401	99,825.92	
102012	CASH IPTIP/FOA 7139200161	14,123.47	
102014	CASH FED INVST TRUST(FIT)	1,230.29	
TOTAL CASH		115,179.68	2,723.93
TOTAL ASSETS		115,179.68	2,723.93
700120	REVENUE CONTROL		22.55
700150	EXP. BUDGET CONTROL		25,000.00
700160	REV. BUDGET CONTROL	150,000.00	
700170	BUDGET FUND BALANCE		188,241.55
TOTAL SYSTEM CONTROL		150,000.00	213,264.10
730000	FUND BALANCE-UNRESERVED		49,191.65
TOTAL FUND EQUITY		.00	49,191.65
TOTAL EQUITIES		150,000.00	262,455.75
TOTAL LIBRARY CAPITAL PROJ FUND		265,179.68	265,179.68
TOTAL REPORT		6,184,859.52	6,184,859.52

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03/04/02

ACCOUNTING PERIOD: 2/02

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

PAGE 1

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

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	.00	.00	.00	.00	.00	.00
810016	PROPERTY TAXES 1999	.00	.00	.00	.00	.00	.00
810017	PROPERTY TAXES 2000	40,000.00	.00	.00	3,637.52	36,362.48	.09
810018	PROPERTY TAXES 2001	4,086,344.00	.00	.00	.00	4,086,344.00	.00
TOTAL	PROPERTY TAXES	4,126,344.00	.00	.00	3,637.52	4,122,706.48	.00
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	.00	92,988.00	.00
TOTAL	TAXES	4,219,332.00	.00	.00	3,637.52	4,215,694.48	.00
822040	STATE GRANT:PER CAPITA	70,000.00	.00	.00	.00	70,000.00	.00
822080	STATE GRANT:LIBRARY TECH	.00	.00	.00	.00	.00	.00
822090	STATE GRANT:LIB CONSTRUCT	.00	12,276.12	.00	12,276.12	-12,276.12	.00
822095	STATE GRANT:LIBRARY	55,000.00	.00	.00	.00	55,000.00	.00
TOTAL	STATE GRANTS	125,000.00	12,276.12	.00	12,276.12	112,723.88	.10
	INTERGOVERNMENTAL REVENUE	125,000.00	12,276.12	.00	12,276.12	112,723.88	.10
850102	LIBRARY FINES	100,000.00	6,282.05	.00	14,713.72	85,286.28	.15
TOTAL	FINES	100,000.00	6,282.05	.00	14,713.72	85,286.28	.15
850201	COPYING FEE	20,000.00	2.70	.00	1,608.90	18,391.10	.08
850215	SPECIAL PROGRAMS & EVENTS	10,000.00	680.00	.00	680.00	9,320.00	.07
TOTAL	FEES AND SERVICES	30,000.00	682.70	.00	2,288.90	27,711.10	.08
TOTAL	FINES, FEES, AND SERVICES	130,000.00	6,964.75	.00	17,002.62	112,997.38	.13
890010	INTEREST INCOME	10,000.00	.00	.00	3,007.66	6,992.34	.30
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	1,727.76	.00	5,974.88	9,025.12	.40
TOTAL	OTHER REVENUE	25,000.00	1,727.76	.00	8,982.54	16,017.46	.36
TOTAL	PUBLIC LIBRARY FUND	4,499,332.00	20,968.63	.00	41,898.80	4,457,433.20	.01
TOTAL	PUBLIC LIBRARY FUND	4,499,332.00	20,968.63	.00	41,898.80	4,457,433.20	.01

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

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

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
822080	STATE GRANT:LIBRARY TECH	.00	.00	.00	.00	.00	.00
822090	STATE GRANT:LIB CONSTRUCT	.00	.00	.00	.00	.00	.00
TOTAL	STATE GRANTS	.00	.00	.00	.00	.00	.00
TOTAL	INTERGOVERNMENTAL REVENUE	.00	.00	.00	.00	.00	.00
890010	INTEREST INCOME	.00	.00	.00	22.55	-22.55	.00
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	.00	.00	.00
899930	LIBRARY BUY-A-BRICK	.00	.00	.00	.00	.00	.00
TOTAL	OTHER REVENUE	150,000.00	.00	.00	22.55	149,977.45	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	.00	.00	22.55	149,977.45	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	.00	.00	22.55	149,977.45	.00
TOTAL REPORT		4,649,332.00	20,968.63	.00	41,921.35	4,607,410.65	.01

ACCOUNTING PERIOD: 2/02

ORGANIZATION EXPENDITURE STATUS

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

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	1,786,236.00	118,570.71	.00	231,745.01	1,554,490.99	.13
910200	TEMPORARY WAGES	659,200.00	46,681.75	.00	79,714.19	579,485.81	.12
910300	SUPERVISORY OVERTIME	.00	.00	.00	.00	.00	.00
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	.00	500.00	.00
910500	VACATION PAY	.00	5,284.39	.00	9,385.85	-9,385.85	.00
910600	SICK PAY	.00	3,767.27	.00	5,524.80	-5,524.80	.00
910700	HOLIDAY PAY	.00	697.01	.00	6,793.23	-6,793.23	.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	3,068.67	431.33	.88
918010	UNEMPLOYMENT COMPENSATION	1,244.00	.00	.00	.00	1,244.00	.00
918020	EMPLOYER CONTR-F.I.C.A.	187,076.00	13,219.16	.00	26,598.42	160,477.58	.14
918021	EMPLOYER CONTR-I.M.R.F.	110,681.00	8,046.36	.00	16,155.73	94,525.27	.15
918040	LIFE INS PREMIUMS	5,088.00	400.40	.00	796.40	4,291.60	.16
918050	MEDICAL INS PREMIUMS	200,019.00	13,158.62	.00	26,543.97	173,475.03	.13
918055	DENTAL INSURANCE PREMIUMS	15,190.00	1,244.46	.00	2,522.84	12,667.16	.17
918060	TUITION REIMBURSEMENTS	5,000.00	598.00	.00	598.00	4,402.00	.12
918070	WORKERS COMPENSATION	4,402.00	410.10	.00	865.29	3,536.71	.20
918085	RHS PLAN PAYOUT	.00	.00	.00	1,134.40	-1,134.40	.00
TOTAL	PERSONAL SERVICES	2,978,636.00	212,078.23	.00	411,446.80	2,567,189.20	.14
920000	LITIGATION & LEGAL FEES	1,000.00	.00	.00	.00	1,000.00	.00
920005	COSTS OF LITIGATION	250.00	.00	.00	.00	250.00	.00
920110	PROFESSIONAL CONSULTING	10,000.00	.00	.00	.00	10,000.00	.00
920120	COMMUNICATION SERVICES	35,000.00	1,143.34	.00	2,369.25	32,630.75	.07
920140	DATA PROCESSING SERVICES	90,000.00	569.58	.00	569.58	89,430.42	.01
920202	CONFERENCES	8,000.00	484.90	.00	484.90	7,515.10	.06
920204	TRAINING	3,000.00	140.00	.00	730.00	2,270.00	.24
920206	SEMINARS	2,500.00	468.00	.00	643.00	1,857.00	.26
920210	IN-SERVICE TRAINING	3,000.00	.00	.00	.00	3,000.00	.00
920220	MEMBERSHIP DUES	4,500.00	855.00	.00	1,405.00	3,095.00	.31
920230	PUBLICATION OF NOTICES	2,000.00	80.00	.00	-122.50	2,122.50	-.06
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	10,000.00	451.58	.00	903.16	9,096.84	.09
TOTAL	SUBSIDIES,REBATES,CONTRIB	10,000.00	451.58	.00	903.16	9,096.84	.09
920900	PROPERTY/LIAB CONTRIBUTIO	61,233.00	.00	.00	.00	61,233.00	.00
930010	R & M EQUIPMENT	55,000.00	630.00	.00	16,852.00	38,148.00	.31
930020	R & M BLDGS & STRUCTURES	25,000.00	873.00	.00	873.00	24,127.00	.03
930030	R & M VEHICLES	4,500.00	.00	.00	.00	4,500.00	.00
930195	BOOK BINDING & REPAIR	4,500.00	.00	.00	.00	4,500.00	.00
930210	RENTAL OF EQUIPMENT	4,500.00	.00	.00	.00	4,500.00	.00
930320	CLEANING:CUSTODIAL SERV	50,000.00	3,390.00	.00	6,780.00	43,220.00	.14

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
960070	AUTO/TRAVEL EXPENSES	5,000.00	544.00	.00	544.00	4,456.00	.11
960210	SPECIAL EVENT PROGRAMMING	15,000.00	1,051.27	.00	2,883.20	12,116.80	.19
960990	MISC CONTRACTUAL SVCS	75,000.00	6,054.76	.00	16,316.81	58,683.19	.22
TOTAL	CONTRACTUAL SERVICES	468,983.00	16,735.43	.00	51,231.40	417,751.60	.11
970100	SUPPLIES	70,000.00	3,374.72	.00	3,374.72	66,625.28	.05
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	.00	.00	.00	1,500.00	.00
970170	JANITORIAL	18,000.00	803.60	.00	803.60	17,196.40	.04
970200	COPYING/FAX SUPPLIES	6,000.00	.00	.00	.00	6,000.00	.00
970260	POSTAGE AND PARCEL	15,200.00	.00	.00	2,000.00	13,200.00	.13
970270	PRINTING-REPROD-BINDING	6,000.00	486.00	.00	486.00	5,514.00	.08
970320	SUPPLIES: BLDG R/M	750.00	.00	.00	.00	750.00	.00
970330	SUPPLIES: VEHICLE R/M	.00	.00	.00	.00	.00	.00
970600	BOOKS	495,000.00	18,630.21	.00	23,144.88	471,855.12	.05
970610	AUDIO MATERIALS	64,000.00	1,127.04	.00	1,127.04	62,872.96	.02
970620	SUBSCRIPTIONS & BOOKS	85,000.00	1,276.05	.00	1,297.05	83,702.95	.02
970630	VISUAL MATERIALS	65,000.00	852.00	.00	852.00	64,148.00	.01
970640	AUTOMATED REFERENCE MAT'L	87,000.00	3,982.25	.00	22,812.25	64,187.75	.26
970810	NATURAL GAS	25,000.00	.00	.00	.00	25,000.00	.00
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970850	DIESEL	3,500.00	.00	.00	.00	3,500.00	.00
970850	GASOLINE	800.00	.00	.00	.00	800.00	.00
970900	EQUIPMENT <\$5,000	5,800.00	1,854.56	.00	1,854.56	3,945.44	.32
TOTAL	COMMODITIES	949,050.00	32,386.43	.00	57,752.10	891,297.90	.06
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	.00	2,131.72	.00	2,131.72	-2,131.72	.00
980410	COMPUTER HARDWARE	100,000.00	.00	.00	.00	100,000.00	.00
980420	COMPUTER SOFTWARE	9,000.00	34.41	.00	34.41	8,965.59	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	5,000.00	.00	.00	3,302.50	1,697.50	.66
TOTAL	CAPITAL EXPENDITURES	114,000.00	2,166.13	.00	5,468.63	108,531.37	.05
990300	BANK/TRUST/AGENCY FEES	.00	.00	.00	.00	.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	29,283.00	.00	.00	.00	29,283.00	.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

03/04/02

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD.
TOTAL	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	4,739,952.00	263,366.22	.00	525,898.93	4,214,053.07	.11

03/04/02
ACCOUNTING PERIOD: 2/02

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

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

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

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

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	.00	.00	.00	.00	.00	.00
920204	TRAINING	10,000.00	2,360.00	.00	2,360.00	7,640.00	.24
920206	SEMINARS	.00	.00	.00	.00	.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
960070	AUTO/TRAVEL EXPENSES	1,500.00	1,319.50	.00	1,319.50	180.50	.88
960210	SPECIAL EVENT PROGRAMMING	.00	.00	.00	.00	.00	.00
960990	MISC CONTRACTUAL SVCS	58,500.00	13,296.50	.00	13,296.50	45,203.50	.23
TOTAL	CONTRACTUAL SERVICES	70,000.00	16,976.00	.00	16,976.00	53,024.00	.24
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
970270	PRINTING-REPROD-BINDING	.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	70,000.00	16,976.00	.00	16,976.00	53,024.00	.24
TOTAL	CIVIC & CULTURE	4,809,952.00	280,342.22	.00	542,874.93	4,267,077.07	.11
TOTAL	PUBLIC LIBRARY FUND	4,809,952.00	280,342.22	.00	542,874.93	4,267,077.07	.11

03/04/02

ACCOUNTING PERIOD: 2/02

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	.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	.00	.00	.00
TOTAL	COMMODITIES	.00	.00	.00	.00	.00	.00
980300	IMPROVEMENTS	25,000.00	.00	.00	.00	25,000.00	.00
980400	EQUIPMENT	.00	.00	.00	.00	.00	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	.00	.00	.00	.00	.00	.00
TOTAL	CAPITAL EXPENDITURES	25,000.00	.00	.00	.00	25,000.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	25,000.00	.00	.00	.00	25,000.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	25,000.00	.00	.00	.00	25,000.00	.00
TOTAL REPORT		4,834,952.00	280,342.22	.00	542,874.93	4,292,077.07	.11

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		599.67
102008	CASH PB DEPOSIT 276502401	6,234.88	
102012	CASH IPTIP/FOA 7139200161	483,804.30	
102014	CASH FED INVST TRUST(FIT)	322,860.45	
TOTAL CASH		813,399.63	599.67
104033	INVESTMENTS-DOWNING	32,537.90	
TOTAL INVESTMENTS		32,537.90	.00
TOTAL ASSETS		845,937.53	599.67
401000	ACCOUNTS PAYABLE		175,536.30
450030	ACCRUED LIAB-COMP ABSENCE		110,367.12
450040	ACCRUED PAYROLL		15,885.39
TOTAL ACCRUED LIABILITIES		.00	126,252.51
470100	LIBRARY DEFERRED REVENUE		68,794.00
TOTAL DEFERRED REV-PROPERTY TAX		.00	68,794.00
TOTAL CURRENT LIABILITIES		.00	370,582.81
TOTAL LIABILITIES		.00	370,582.81
700110	EXPENDITURE CONTROL	4,456,251.76	
700120	REVENUE CONTROL		4,412,990.45
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		9,134,302.76	9,091,041.45
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		9,134,302.76	9,609,057.81
TOTAL PUBLIC LIBRARY FUND		9,980,240.29	9,980,240.29

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102005	CASH PB PAYABLE 281190401		2,723.93
102008	CASH PB DEPOSIT 276502401	99,825.92	
102012	CASH IPTIP/FOA 7139200161	14,103.17	
102014	CASH FED INVST TRUST(FIT)	1,228.04	
TOTAL CASH		115,157.13	2,723.93
TOTAL ASSETS		115,157.13	2,723.93
700110	EXPENDITURE CONTROL	88,926.43	
700120	REVENUE CONTROL		152,167.98
700150	EXP. BUDGET CONTROL		150,000.00
700160	REV. BUDGET CONTROL	173,000.00	
700170	BUDGET FUND BALANCE		23,000.00
TOTAL SYSTEM CONTROL		261,926.43	325,167.98
730000	FUND BALANCE-UNRESERVED		49,191.65
TOTAL FUND EQUITY		.00	49,191.65
TOTAL EQUITIES		261,926.43	374,359.63
TOTAL LIBRARY CAPITAL PROJ FUND		377,083.56	377,083.56
TOTAL REPORT		10,357,323.85	10,357,323.85

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

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	8,437.81	.00	4,007,867.49	78,476.51	.98
TOTAL	PROPERTY TAXES	4,126,344.00	8,437.81	.00	4,038,353.42	87,990.58	.98
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	4,219,332.00	8,437.81	.00	4,131,341.42	87,990.58	.98
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	.00	.00	.00
822095	STATE GRANT:LIBRARY	.00	.00	.00	55,946.03	-55,946.03	.00
TOTAL	STATE GRANTS	65,000.00	.00	.00	121,893.60	-56,893.60	1.88
TOTAL	INTERGOVERNMENTAL REVENUE	65,000.00	.00	.00	121,893.60	-56,893.60	1.88
850102	LIBRARY FINES	100,000.00	-30.00	.00	80,728.57	19,271.43	.81
TOTAL	FINES	100,000.00	-30.00	.00	80,728.57	19,271.43	.81
850201	COPYING FEE	30,000.00	.00	.00	10,071.79	19,928.21	.34
850215	SPECIAL PROGRAMS & EVENTS	15,000.00	.00	.00	5,837.04	9,162.96	.39
TOTAL	FEEES AND SERVICES	45,000.00	.00	.00	15,908.83	29,091.17	.35
TOTAL	FINES, FEEES, AND SERVICES	145,000.00	-30.00	.00	96,637.40	48,362.60	.67
890010	INTEREST INCOME	10,000.00	2,507.24	.00	46,719.37	-36,719.37	4.67
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	.00	.00	16,398.66	-1,398.66	1.09
TOTAL	OTHER REVENUE	25,000.00	2,507.24	.00	63,118.03	-38,118.03	2.52
TOTAL	PUBLIC LIBRARY FUND	4,454,332.00	10,915.05	.00	4,412,990.45	41,341.55	.99
TOTAL	PUBLIC LIBRARY FUND	4,454,332.00	10,915.05	.00	4,412,990.45	41,341.55	.99

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

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

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
822080	STATE GRANT:LIBRARY TECH	.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	42.66	.00	2,167.98	832.02	.72
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	-100,000.00	.00	.00	.00	.00
899930	LIBRARY BUY-A-BRICK	.00	.00	.00	.00	.00	.00
TOTAL	OTHER REVENUE	153,000.00	-99,957.34	.00	152,167.98	832.02	.99
TOTAL	LIBRARY CAPITAL PROJ FUND	173,000.00	-99,957.34	.00	152,167.98	20,832.02	.88
TOTAL	LIBRARY CAPITAL PROJ FUND	173,000.00	-99,957.34	.00	152,167.98	20,832.02	.88
TOTAL REPORT		4,627,332.00	-89,042.29	.00	4,565,158.43	62,173.57	.99

ACCOUNTING PERIOD: 13/01

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	1,674,127.00	-14,295.46	.00	1,396,025.66	278,101.34	.83
910200	TEMPORARY WAGES	635,842.00	9,789.15	.00	579,671.46	56,170.54	.91
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	5,810.71	.00	110,628.50	-110,628.50	.00
910600	SICK PAY	.00	138.23	.00	41,512.54	-41,512.54	.00
910700	HOLIDAY PAY	.00	18,908.58	.00	55,822.85	-55,822.85	.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	1,012.00	.00	1.00
918020	EMPLOYER CONTR-F.I.C.A.	169,465.00	.00	.00	164,361.93	5,103.07	.97
918021	EMPLOYER CONTR-I.M.R.F.	142,301.00	.00	.00	143,786.95	-1,485.95	1.01
918040	LIFE INS PREMIUMS	4,896.00	.00	.00	4,714.21	181.79	.96
918050	MEDICAL INS PREMIUMS	218,452.00	.00	.00	156,361.51	62,090.49	.72
918060	TUITION REIMBURSEMENTS	5,000.00	2,000.00	.00	3,224.00	1,776.00	.64
918070	WORKERS COMPENSATION	6,000.00	.00	.00	5,102.25	897.75	.85
TOTAL	PERSONAL SERVICES	2,861,595.00	22,351.21	.00	2,665,974.54	195,620.46	.93
920100	LITIGATION & LEGAL FEES	.00	.00	.00	5,018.10	-5,018.10	.00
920105	COSTS OF LITIGATION	.00	.00	.00	41.40	-41.40	.00
920110	PROFESSIONAL CONSULTING	10,000.00	1,823.55	.00	21,120.73	-11,120.73	2.11
920120	COMMUNICATION SERVICES	50,000.00	1,179.94	.00	24,642.59	25,357.41	.49
920140	DATA PROCESSING SERVICES	85,000.00	9,333.72	.00	106,958.31	-21,958.31	1.26
920202	CONFERENCES	7,000.00	148.31	.00	2,912.90	4,087.10	.42
920204	TRAINING	2,500.00	300.00	.00	475.00	2,025.00	.19
920206	SEMINARS	2,500.00	.00	.00	2,183.00	317.00	.87
920210	IN-SERVICE TRAINING	2,000.00	75.46	.00	6,883.19	-4,883.19	3.44
920220	MEMBERSHIP DUES	4,500.00	.00	.00	3,637.00	863.00	.81
920230	PUBLICATION OF NOTICES	2,000.00	.00	.00	3,298.59	-1,298.59	1.65
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	11,000.00	.00	.00	8,118.19	2,881.81	.74
TOTAL	SUBSIDIES,REBATES,CONTRIB	11,000.00	.00	.00	8,118.19	2,881.81	.74
920900	PROPERTY/LIAB CONTRIBUTIO	67,423.00	.00	.00	67,420.00	3.00	1.00
930010	R & M EQUIPMENT	52,600.00	2,723.85	.00	36,644.02	15,955.98	.70
930020	R & M BLDGS & STRUCTURES	20,000.00	2,602.00	.00	24,809.23	-4,809.23	1.24
930030	R & M VEHICLES	3,000.00	510.71	.00	2,609.40	390.60	.87
930195	BOOK BINDING & REPAIR	3,000.00	.00	.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	.00	.00	42,137.50	2,862.50	.94
960070	AUTO/TRAVEL EXPENSES	5,500.00	158.35	.00	5,998.94	-498.94	1.09
960210	SPECIAL EVENT PROGRAMMING	17,000.00	756.32	.00	19,656.15	-2,656.15	1.16

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
960990	MISC CONTRACTUAL SVCS	70,000.00	5,778.52	.00	100,763.34	-30,763.34	1.44
TOTAL	CONTRACTUAL SERVICES	463,023.00	25,390.73	.00	494,797.93	-31,774.93	1.07
970100	SUPPLIES	70,000.00	2,150.25	.00	54,479.99	15,520.01	.78
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	54.46	.00	1,669.78	-169.78	1.11
970170	JANITORIAL	8,000.00	737.23	.00	16,182.63	-8,182.63	2.02
970200	COPYING/FAX SUPPLIES	1,000.00	.00	.00	4,215.82	-3,215.82	4.22
970260	POSTAGE AND PARCEL	13,200.00	80.50	.00	15,364.68	-2,164.68	1.16
970270	PRINTING-REPROD-BINDING	7,500.00	.00	.00	3,381.38	4,118.62	.45
970320	SUPPLIES: BLDG R/M	.00	.00	.00	.00	.00	.00
970330	SUPPLIES: VEHICLE R/M	.00	40.95	.00	1,293.70	-1,293.70	.00
970600	BOOKS	493,000.00	50,146.73	.00	489,773.32	3,226.68	.99
970610	AUDIO MATERIALS	64,000.00	3,441.31	.00	55,802.74	8,197.26	.87
970620	SUBSCRIPTIONS & BOOKS	85,000.00	359.55	.00	71,470.27	13,529.73	.84
970630	VISUAL MATERIALS	65,000.00	4,261.53	.00	61,037.28	3,962.72	.94
970640	AUTOMATED REFERENCE MAT'L	87,000.00	16,523.00	.00	83,416.25	3,583.75	.96
970810	NATURAL GAS	19,000.00	1,825.64	.00	27,883.39	-8,883.39	1.47
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	3,500.00	52.95	.00	822.96	2,677.04	.24
970850	GASOLINE	800.00	19.65	.00	282.77	517.23	.35
970900	EQUIPMENT <\$5,000	.00	5,169.45	.00	5,169.45	-5,169.45	.00
TOTAL	COMMODITIES	919,000.00	84,863.20	.00	892,246.41	26,753.59	.97
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	135,000.00	1,240.00	.00	51,599.54	83,400.46	.38
980410	COMPUTER HARDWARE	.00	2,213.50	.00	67,605.09	-67,605.09	.00
980420	COMPUTER SOFTWARE	.00	166.94	.00	17,430.29	-17,430.29	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	5,000.00	3,013.54	.00	11,464.85	-6,464.85	2.29
TOTAL	CAPITAL EXPENDITURES	140,000.00	6,633.98	.00	148,099.77	-8,099.77	1.06
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
990995	LOSS ON SALE OF INVESTMNT	.00	4,005.98	.00	4,005.98	-4,005.98	.00
TOTAL	OTHER FUNDING ACTIVITIES	.00	4,005.98	.00	4,005.98	-4,005.98	.00
991000	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00

03/11/02

ACCOUNTING PERIOD: 13/01

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
TOTAL	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	4,613,051.00	143,245.10	.00	4,383,651.63	229,399.37	.95

03/11/02
ACCOUNTING PERIOD: 13/01

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

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

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

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	.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	6,648.25	.00	53,810.82	6,189.18	.90
TOTAL	CONTRACTUAL SERVICES	65,000.00	6,648.25	.00	70,890.13	-5,890.13	1.09
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
	CAPITAL EXPENDITURES	.00	.00	.00	.00	.00	.00
TOTAL	IL LIBRARY PER CAP GRANT	65,000.00	6,648.25	.00	72,600.13	-7,600.13	1.12
TOTAL	CIVIC & CULTURE	4,678,051.00	149,893.35	.00	4,456,251.76	221,799.24	.95
TOTAL	PUBLIC LIBRARY FUND	4,678,051.00	149,893.35	.00	4,456,251.76	221,799.24	.95

03/11/02

03/11/02

ACCOUNTING PERIOD: 13/01

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

FUNCTION - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	.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	.00	.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	12,678.00	37,322.00	.25
980600	FURNITURE & FIXTURES	50,000.00	2,723.93	.00	15,228.72	34,771.28	.30
TOTAL	CAPITAL EXPENDITURES	150,000.00	2,723.93	.00	87,421.50	62,578.50	.58
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	2,723.93	.00	88,926.43	61,073.57	.59
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	2,723.93	.00	88,926.43	61,073.57	.59
TOTAL REPORT		4,828,051.00	152,617.28	.00	4,545,178.19	282,872.81	.94

SELECTION CRITERIA: payable.due_date='02/04/2002'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	920110	PROFESSIONAL CONSULTING	06070	LOHAN ASSOCIATES	01874	51.19
2110	920110	PROFESSIONAL CONSULTING	06070	LOHAN ASSOCIATES	01873	902.36
2110	920120	COMMUNICATION SERVICES	06827	CINGULAR WIRELESS	256320235	5.60
2110	920120	COMMUNICATION SERVICES	06827	CINGULAR WIRELESS	256320235	29.00
2110	920120	COMMUNICATION SERVICES	100015	VERIZON WIRELESS	CUST# 21222	212.98
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	NOVEMBER 01	1,022.50
2110	920202	CONFERENCES	98667	MARGARET BORRIS	REIMB	148.31
2110	920220	MEMBERSHIP DUES	05537	ILLINOIS OCLC USERS GROUP	ATTACH	15.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	FEBRUARY	209.60
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	FEBRUARY	209.60
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	FEBRUARY 02	16.19
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	FEBRUARY 02	16.19
2110	930010	R & M EQUIPMENT	08371	EDWARDS ENGINEERING INC.	516172	340.00
2110	930010	R & M EQUIPMENT	100000	GIBSON	0609640-IN	180.00
2110	930010	R & M EQUIPMENT	100000	GIBSON	0609642-IN	108.00
2110	930010	R & M-EQUIPMENT	100807	THYSSENKRUPP ELEVATOR COR	105819	630.00
2110	930020	R & M BLDGS & STRUCTURES	04453	COMMERCIAL CARPET CLEANER	28392	300.00
2110	930020	R & M BLDGS & STRUCTURES	24460	FOUR SEASONS DISPLAY INCO	1741	1,257.00
2110	960070	AUTO/TRAVEL EXPENSES	101016	SUSAN FRANKINO	REIMB	158.35
2110	960210	SPECIAL EVENT PROGRAMMING	00355	POONJA LEE CHO	REIMB	38.66
2110	960210	SPECIAL EVENT PROGRAMMING	08490	PATRICIA HORN	REIMB	31.68
2110	960210	SPECIAL EVENT PROGRAMMING	09046	CHRISTINE POSINGER	REIMB	84.10
2110	960210	SPECIAL EVENT PROGRAMMING	09046	CHRISTINE POSINGER	REIMB	111.98
2110	960210	SPECIAL EVENT PROGRAMMING	09919	MICHAELS #8625	9836	40.72
2110	960210	SPECIAL EVENT PROGRAMMING	101019	LUCIA LUCKETT-KELLY	2-18-02	175.00
2110	960210	SPECIAL EVENT PROGRAMMING	20127	ILLINOIS LIBRARY ASSOCIAT	7425	600.62
2110	960210	SPECIAL EVENT PROGRAMMING	22400	SUZANNE HALES	2-27-02	175.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1208758	41.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1206040	55.22
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1206040	5.65
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1207379	48.90
2110	960990	MISC CONTRACTUAL SVCS	04856	R & J UPROLSTERY	5125	1,805.00
2110	960990	MISC CONTRACTUAL SVCS	05228	KASCO PRINTING	5199	2,878.00
2110	960990	MISC CONTRACTUAL SVCS	100000	GIBSON	0609602-IN	880.07
2110	960990	MISC CONTRACTUAL SVCS	100245	RENTOKIL TROPICAL PLANT S	CH511053	85.56
2110	960990	MISC CONTRACTUAL SVCS	100245	RENTOKIL TROPICAL PLANT S	CH511054	58.80
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008552059	65.90
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008555599	30.30
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008517921	60.90
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008491151	11.80
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008529503	84.30
2110	960990	MISC CONTRACTUAL SVCS	25660	ALARM DETECTION SYSTEMS,	105093	98.85
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	77793553	.55
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	77816853	1.25
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	77768555	1.45
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	77639735	3.35
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	77755174	8.80
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	77755170	14.20
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	77705115	1.80
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	77755172	5.50
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	77724827	22.10

01/25/02

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

PAGE 17

ACCOUNTING PERIOD: 1/02

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SELECTION CRITERIA: payable.due_date='02/04/2002'

JND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	70067	NORBERT SOLARZ	164896	60.00
2110	970100	SUPPLIES	09638	OFFICE DEPOT	148249780/1	4.40
2110	970100	SUPPLIES	09638	OFFICE DEPOT	148249433/1	-4.14
2110	970100	SUPPLIES	09638	OFFICE DEPOT	148352465/1	6.48
2110	970100	SUPPLIES	09638	OFFICE DEPOT	146812959/1	82.31
2110	970100	SUPPLIES	09638	OFFICE DEPOT	147966447/1	104.15
2110	970100	SUPPLIES	21432	AMERICAN LIBRARY ASSOCIAT	WLS-32	40.00
2110	970100	SUPPLIES	53253	DISTINCTIVE BUSINESS PROD	41826A	120.00
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	101016	SUSAN FRANKINO	REIMB	54.46
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	097796-00	444.00
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	097796-01	40.00
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	098520-00	803.60
2110	970170	JANITORIAL	02436	NORTHWEST ELECTRICAL SUPP	J33855	135.40
2110	970330	SUPPLIES: VEHICLE R/M	02474	OAKTON AUTO PARTS	721191	5.43
2110	970330	SUPPLIES: VEHICLE R/M	78502	ACME TRUCK BRAKE AND SUPP	213610107	31.20
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1208758	294.22
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1207379	302.78
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1207378	15.58
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	0159527-02	458.75
2110	970600	BOOKS	02958	MARQUIS WHO'S WHO	399367	459.55
2110	970600	BOOKS	03363	WEST GROUP	800899307	734.00
2110	970600	BOOKS	04625	OCH, INCORPORATED	6088317	54.50
2110	970600	BOOKS	07439	THE GALE GROUP	11243462	44.17
2110	970600	BOOKS	07439	THE GALE GROUP	11242803	137.76
2110	970600	BOOKS	07439	THE GALE GROUP	11263592	22.40
2110	970600	BOOKS	07439	THE GALE GROUP	11245685	124.50
2110	970600	BOOKS	07439	THE GALE GROUP	11245724	148.73
2110	970600	BOOKS	07439	THE GALE GROUP	11252341	170.54
2110	970600	BOOKS	07439	THE GALE GROUP	11259655	184.48
2110	970600	BOOKS	07439	THE GALE GROUP	11270668	131.19
2110	970600	BOOKS	07439	THE GALE GROUP	11268945	170.11
2110	970600	BOOKS	07439	THE GALE GROUP	11246223	20.80
2110	970600	BOOKS	07439	THE GALE GROUP	11220655	70.28
2110	970600	BOOKS	07439	THE GALE GROUP	11246127	21.56
2110	970600	BOOKS	07439	THE GALE GROUP	11243200	73.34
2110	970600	BOOKS	07439	THE GALE GROUP	11241015	361.25
2110	970600	BOOKS	07439	THE GALE GROUP	11242488	77.84
2110	970600	BOOKS	07439	THE GALE GROUP	11250646	79.59
2110	970600	BOOKS	07439	THE GALE GROUP	11275691	43.16
2110	970600	BOOKS	07439	THE GALE GROUP	11257034	131.01
2110	970600	BOOKS	07527	STAGE & SCREEN	ATTACH	51.43
2110	970600	BOOKS	07530	MAINE TOWNSHIP	ATTACH	10.00
2110	970600	BOOKS	07977	MITCHELL REPAIR INFORMATI	B04352870.6	80.00
2110	970600	BOOKS	09308	M.E. SHARPE, INC.	24656-6	142.04
2110	970600	BOOKS	100162	RUSSIA ONLINE INCORPORATE	1189	152.44
2110	970600	BOOKS	100162	RUSSIA ONLINE INCORPORATE	1190	135.00
2110	970600	BOOKS	100956	LEXIS NEXIS	739401	770.00
2110	970600	BOOKS	101012	ELSEVIER SCIENCE	0003391	583.00
2110	970600	BOOKS	101015	MOONBEAM PUBLICATIONS, IN	22548	175.88
2110	970600	BOOKS	101018	MCHENRY PUBLIC LIBRARY DI	1-08-02	35.00
2110	970600	BOOKS	12625	DEALERS COSTS CORPORATION	ATTACH	14.00

RUN DATE 01/25/02 TIME 09:30:31

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

SELECTION CRITERIA: payable.due_date='02/04/2002'

D - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	12625	DEALERS COSTS CORPORATION	ATTACH	15.00
2110	970600	BOOKS	12730	THE ROSEN PUBLISHING GROU	236207	414.70
2110	970600	BOOKS	19764	BRO-DART INC	M047007	9,051.58
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008555598	466.14
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008552058	1,230.34
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008529502	1,710.95
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3005133200	195.39
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008493150	233.84
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008517920	1,500.79
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008554665	18.36
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3005112033	381.54
2110	970600	BOOKS	19934	MANUFACTURERS' NEWS, INC.	851737-00	186.95
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	66166	11.47
2110	970600	BOOKS	20270	NATIONAL REGISTER PUBLISH	301647	300.44
2110	970600	BOOKS	21121	THE MCGRAW-HILL COMPANIES	J402379A02	1,653.06
2110	970600	BOOKS	21913	RAND MCNALLY & CO	09136263	299.87
2110	970600	BOOKS	27010	SWEET'S GROUP	SL00012317	299.00
2110	970600	BOOKS	35225	MATTHEW BENDER & CO., INC	33879532	84.74
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77755173	77.45
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77755171	56.34
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77724826	230.42
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77755169	128.66
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77639734	64.71
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	2CM09180	-53.58
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77768554	28.13
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77705114	67.04
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77793552	24.30
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77816852	11.82
2110	970600	BOOKS	82668	POLONIA BOOK STORES	014369	32.60
2110	970600	BOOKS	82668	POLONIA BOOK STORES	017712	157.20
2110	970600	BOOKS	82668	POLONIA BOOK STORES	017710	305.64
2110	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA	216614	13.00
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B46303580	6.99
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M90305290	8.23
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	1-2-02-1	63.65
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	1-2-02-3	183.26
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	1-2-02-5	27.98
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4704980M	15.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1385957	11.90
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1385740	348.80
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1377391	30.75
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1394237	160.80
2110	970620	SUBSCRIPTIONS & BOOKS	07534	CHICAGO TRIBUNE	01580384	205.84
2110	970620	SUBSCRIPTIONS & BOOKS	07534	CHICAGO TRIBUNE	12401068	210.09
2110	970620	SUBSCRIPTIONS & BOOKS	43806	NORTH SUBURBAN LIBRARY SY	ATTACH	15.00
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSO SUBSCRIPTION SVC	1054707	18.29
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	4273G	40.51
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R22716781	79.03
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R22716782	91.21
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R22462530	7.16
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R22716780	7.19

01/25/02

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

PAGE 19

ACCOUNTING PERIOD: 1/02

SELECTION CRITERIA: payable.due_date='02/04/2002'

ND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R22462532	61.10
2110	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R22462533	26.44
2110	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R22462531	9.32
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	M90138180	74.22
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B46330850	45.81
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B46997860	161.03
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B45453000	119.91
2110	970630	VISUAL MATERIALS	101014 AMAZON.COM CREDIT	12/21/01	928.47
2110	970630	VISUAL MATERIALS	25775 CRIMSON MULTIMEDIA DIST.,	13856	469.02
2110	970630	VISUAL MATERIALS	25775 CRIMSON MULTIMEDIA DIST.,	14114	352.33
2110	970630	VISUAL MATERIALS	58875 INGRAM LIBRARY SERVICES	05259776	18.98
2110	970640	AUTOMATED REFERENCE MAT'L	03878 SORKINS' DIRECTORIES, INC	• 51305	2,295.00
2110	970640	AUTOMATED REFERENCE MAT'L	05702 NEWSBANK	350430	1,700.00
2110	970640	AUTOMATED REFERENCE MAT'L	07439 THE GALE GROUP	• CONT 59571	11,903.00
2110	970840	DIESEL	03031 AVALON PETROLEUM COMPANY	29682	52.95
2110	970850	GASOLINE	03031 AVALON PETROLEUM COMPANY	406419	5.86
2110	970850	GASOLINE	03031 AVALON PETROLEUM COMPANY	407358	13.79
2110	970900	EQUIPMENT <\$5,000	06093 DELL MARKETING L.P.	• 690757604	4,076.40
2110	970900	EQUIPMENT <\$5,000	06093 DELL MARKETING L.P.	• 690758818	1,093.05
2110	980400	EQUIPMENT	100140 MIDWEST LIBRARY SYSTEMS	• 8-012	2,131.72
2110	980400	EQUIPMENT	100140 MIDWEST LIBRARY SYSTEMS	8-011	883.00
2110	980410	COMPUTER HARDWARE	09740 APPLE COMPUTER INC.	9202892783	1,557.00
2110	980410	COMPUTER HARDWARE	101013 RESOURCE COMMUNICATIONS,	9011330	656.50
TOTAL LIBRARY SERVICES					71,331.62
2130	960990	MISC CONTRACTUAL SVCS	07581 ARLINGTON HEIGHTS MEMORIA	11-01-01	6,648.25
2130	960990	MISC CONTRACTUAL SVCS	07581 ARLINGTON HEIGHTS MEMORIA	2-01-02	6,648.25
TOTAL IL LIBRARY PER CAP GRANT					13,296.50
TOTAL FUND					84,628.12

RUN DATE 01/25/02 TIME 09:30:32

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

SELECTION CRITERIA: payable.due_date='02/19/2002'

FUND 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920140	DATA PROCESSING SERVICES	09737 BAKER & TAYLOR	N09NS3565M	569.58
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	• DECEMBER 01	3,312.89
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	• DECEMBER 01	798.53
2110	920202	CONFERENCES	09656 HOLLY RICHARDS SORENSEN	REIMB	484.90
2110	920204	TRAINING	34477 NORTHERN ILLINOIS UNIVERS	ATTACH	140.00
2110	920204	TRAINING	43806 NORTH SUBURBAN LIBRARY SY	DPK	300.00
2110	920206	SEMINARS	04713 LACONI/RASS	ATTACH	13.00
2110	920206	SEMINARS	101073 ROLLING PRAIRIE LIBRARY S	ATTACH	50.00
2110	920206	SEMINARS	101073 ROLLING PRAIRIE LIBRARY S	ATTACH	100.00
2110	920206	SEMINARS	23363 CHICAGO LIBRARY SYSTEM	KRUEGER	75.00
2110	920206	SEMINARS	23363 CHICAGO LIBRARY SYSTEM	HOLSTROM	75.00
2110	920206	SEMINARS	37429 DES PLAINES CHAMBER OF CO	00163	130.00
2110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	ATTACH	25.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	ATTACH	115.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	100415	105.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	ATTACH	115.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	ATTACH	100.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	ATTACH	100.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	ATTACH	100.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	100416	105.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	ATTACH	100.00
2110	930010	R & M EQUIPMENT	72106 COOPERATIVE COMPUTER SERV	DECEMBER 01	374.41
2110	930020	R & M BLDGS & STRUCTURES	05076 NORB & SONS ELECTRIC, INC	06602-1	223.00
2110	930020	R & M BLDGS & STRUCTURES	100604 MK PAINTING & DECORATING	1	650.00
2110	930320	CLEANING/CUSTODIAL SERV	09536 CRYSTAL MGMT & MAINT SERV	• 10145	3,390.00
2110	960070	AUTO/TRAVEL EXPENSES	09656 HOLLY RICHARDS SORENSEN	REIMB	262.50
2110	960210	SPECIAL EVENT PROGRAMMING	100959 CLAUDIA HOMMEL	1-13-02	210.00
2110	960210	SPECIAL EVENT PROGRAMMING	101058 KEN TRAISMAN	3-07-02	50.00
2110	960210	SPECIAL EVENT PROGRAMMING	101059 HELEN A. SHAW		100.00
2110	960210	SPECIAL EVENT PROGRAMMING	101060 SPACE CRAFT	3-07-02	50.00
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	010062	66.66
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	011838	28.53
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1212610	10.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1212611	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1212613	3.50
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1212619	12.55
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1212618	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1212612	.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1212616	.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1212614	4.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1212617	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1212615	40.00
2110	960990	MISC CONTRACTUAL SVCS	101064 USEFUL UTILITIES	1777	495.00
2110	960990	MISC CONTRACTUAL SVCS	16839 AQUATICARE, INC.	510	392.99
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008555838	20.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008555668	19.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008559974	26.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008612591	66.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008584403	56.20
2110	960990	MISC CONTRACTUAL SVCS	27034 AMERICAN SOCIETY OF COMPO	19147069827	175.34
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78002534	.90

2/07/02

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 2/02

ELECTION CRITERIA: payable.due_date='02/19/2002'

001 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	77920220	11.60
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	77941581	32.35
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	77920218	6.75
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	77941583	13.55
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	77966578	.35
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	77932443	1.00
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	77852736	30.65
110	960990	MISC CONTRACTUAL SVCS	72106	COOPERATIVE COMPUTER SERV	DPK-02/01	1,500.00
110	970100	SUPPLIES	101062	US FOODSERVICE OF IL, INC	550601-9	60.50
110	970100	SUPPLIES	19764	BRO-DART INC	245281	10.88
110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	214871	2,937.35
110	970100	SUPPLIES	24692	PARK RIDGE BLUEPRINT	PR198471	28.20
110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	004234	4.04
110	970270	PRINTING-REPROD-BINDING	05228	KASCO PRINTING	5211	486.00
110	970600	BOOKS	02074	PRACTISING LAW INSTITUTE	0794815	127.25
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1212619	193.12
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1212615	526.00
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1212617	8.39
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1212616	8.97
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1212614	52.00
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1212612	2.99
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1212611	4.78
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1212618	44.80
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1212610	155.80
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1212613	22.19
110	970600	BOOKS	02345	OMNIGRAPHICS, INC.	104065-494	218.28
110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	0106567-02	597.50
110	970600	BOOKS	04625	CCH, INCORPORATED	6078034	57.00
110	970600	BOOKS	07439	THE GALE GROUP	11315267	95.84
110	970600	BOOKS	07439	THE GALE GROUP	11312030	45.30
110	970600	BOOKS	07439	THE GALE GROUP	11311136	160.97
110	970600	BOOKS	08789	UNIVERSITY PARK MEDIA	30140	285.98
110	970600	BOOKS	09641	GREY HOUSE PUBLISHING	295034	214.50
110	970600	BOOKS	100541	PEGASUS COMMUNICATIONS IN	2436804	23.46
110	970600	BOOKS	101014	AMAZON.COM CREDIT	12/21/01	13.96
110	970600	BOOKS	101015	MOONBEAM PUBLICATIONS, IN	26664	16.97
110	970600	BOOKS	101061	BILINGUAL EDUCATIONAL SER	6419	1,690.14
110	970600	BOOKS	101063	ADLER'S FOREIGN BOOKS	224518	341.31
110	970600	BOOKS	17259	LIBROS SIN FRONTERAS	013169	489.76
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3005205532	1,378.62
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3005157055	107.54
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008584402	1,359.17
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008604376	370.72
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3005181897	192.92
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008630751	70.20
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008559973	461.24
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008588076	68.15
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008555837	319.15
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008555667	352.24
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008612590	2,079.32
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008643573	89.97

SELECTION CRITERIA: payable.due_date='02/19/2002'

FUND 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	20270	NATIONAL REGISTER PUBLISH	313068	989.59
2110	970600	BOOKS	20270	NATIONAL REGISTER PUBLISH	313679	815.98
2110	970600	BOOKS	20361	BERNAN ASSOCIATES	I10043089	90.10
2110	970600	BOOKS	20361	BERNAN ASSOCIATES	I10042891	90.10
2110	970600	BOOKS	21121	THE MCGRAW-HILL COMPANIES	J442207A02	8.45
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77852735	318.85
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77920217	55.03
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77920219	104.70
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77941580	328.14
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77941582	138.26
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77932442	18.68
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78002533	17.54
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	77966577	10.61
2110	970600	BOOKS	68820	MARSHALL CAVENDISH CORP.	R579328	487.55
2110	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA	217165	6.50
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	1-21-02-1	189.55
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	1-21-02-2	4.89
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	1-11-02-3	30.78
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	1-21-02-4	36.37
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	1-21-02-3	26.58
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	1-11-02-1	397.29
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	1-11-02-2	25.19
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4686662P	120.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4719949M	15.00
2110	970620	SUBSCRIPTIONS & BOOKS	67929	VALUE LINE INC	ATTACH	598.00
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	0-99447	236.62
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	S-40992	10.50
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	002456	-90.80
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	4983A	354.50
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	4273H	-6.89
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R22965020	14.39
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R22965022	17.95
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R22965021	21.55
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R22965023	23.66
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M90450400	155.05
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M90493190	44.98
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B48185430	65.21
2110	970630	VISUAL MATERIALS	22424	FACETS MULTI-MEDIA, INC.	1427276	119.80
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST.,	14515	41.80
2110	970640	AUTOMATED REFERENCE MAT'L	07439	THE GALE GROUP	156071	992.25
2110	970640	AUTOMATED REFERENCE MAT'L	17558	BIGCHALK.COM, INC.	00008485	542.00
2110	970640	AUTOMATED REFERENCE MAT'L	68870	CAREER GUIDANCE FDN	097191	748.00
2110	970900	EQUIPMENT <\$5,000	18150	ASI SIGN SYSTEMS	28092RV2	1,854.56
2110	980420	COMPUTER SOFTWARE	101014	AMAZON.COM CREDIT	12/21/01	166.94
TOTAL LIBRARY SERVICES						41,255.75
TOTAL FUND						41,255.75

ADMINISTRATOR'S REPORT

March 19, 2002

I. PERSONNEL

New employees for February/March 2002 are Joe Mullarkey and Elizabeth Steffensen, both Part-Time Librarians I in Adult Services. We received one resignation, Bindu Soni, Part-Time Page in Circulation Services.

II. STAFF DEVELOPMENT

We held a quarterly all-staff meeting on March 7, during which we introduced the cross-training/shadowing program for staff development, which is grant-funded. We also addressed workstation ergonomic safety and the newly revised building evacuation plan.

III. PATRON SERVICES

Please note that some of the activity reports are from November 2001, the date of the last usable statistical reports from CCS. These numbers show that in the last three months we have increased our holdings by 8.3% and have increased our registrations to 38,906. Registration activity overall has decreased from this time last year by 20 %, but patron attendance has grown by 16.6%. Interlibrary Loan activities reports are puzzling because under the new iBistro system, the demand seems to have increased in our workroom, but the numbers show a decrease in materials sent to other libraries as well as overall activities. I think these numbers will be corrected in a later report. The figures listed for adult and youth patron assistance tell the story of a very busy public services staff. I am pleased to report another increase in circulation of materials in nearly all categories. Please note that self-check use is back to its pattern of use before the downtime during the transition to the new computer system. All in all, the vital signs are good.

IV. FOLLOWUP

At last month's board meeting I was asked to get information about restocking the fire extinguishers in the city parking garage. Both John Burke and Gary Valente contacted the fire department and received positive feedback. I was informed on March 12 that the signs have been installed and the extinguishers have been ordered for two units on each floor near the elevators.

We have scheduled a Volunteer Recognition Tea for April 23. Margie Borris reports some difficulty in finding recognition pins that serve our needs (most are for higher units of hours than we want to recognize. Margie has also begun an inquiry about the sister city/sister library program. She has a number of options to consider.

V. OTHER ADMINISTRATIVE ACTIVITIES

Since my last report I have attended the Library Cable Network Executive Committee meeting (2/20) sat for an interview with Pat Krochmal of the Des Plaines Times, met with Kevin Kirberg, Assistant Administrator of the DePaul University O'Hare Campus to discuss partnership activities for our two institutions. I attended the SLURP meeting in Barrington and the North Suburban Library System Annual banquet on March 8. I attended the meeting of the Taste of Des Plaines Committee on March 11, the Chamber of Commerce's Business After Hours at the Historical Society. I attended the bi-annual conference of the Public Library Association in Phoenix from March 13 through 16.

V-D.1

MARCH 2002 HOLDINGS

	Nov. 2001	This * Month	Change	Percent Change
Books	211,507	228,392	16,885	8.0%
Audio	19,007	19,273	266	1.4%
Video	11,435	14,344	2,909	25.4%
Puzzles and Games	508	775	267	52.6%
Realia	232	233	1	0.4%
Pamphlets	1,337	1,337	0	0.0%
=====				
Total	244,026	264,354	20,328	8.3%

**DES PLAINES PUBLIC LIBRARY
REGISTRATION SERVICES REPORT FOR FEBRUARY 2002**

I. LIBRARY CARD REGISTRATION SERVICES

Feb 2001	Jan 2002	Feb 2002	<u>Year to Date</u> 2001	<u>Year to Date</u> 2002	<u>% Change</u>
1,076	888	857	2,095	1,745	(-20.1%)
	A. New Registrations			358	
	B. Updates			381	
	C. Other Libraries			111	
	D. Fee Paid Cards			7	
	Total			857	

II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	570
2.	Number of Meeting Room Uses	72
3.	Voters Registered	10
4.	Cab Cards	10
	Total	662

III. TOTAL NUMBER OF REGISTERED BORROWERS

February 2001	36,861	(69.0% of Population)
February 2002	NA*	
November 2001	38,906	Last Reported

* The Des Plaines Public Library has changed their Automated Computer System from GEAC to SIRSI. Currently some reports for the month of February are not available, but as the February statistics become available they will be included in the most current board packet.

**DES PLAINES PUBLIC LIBRARY
CIRCULATION SERVICES REPORT FOR FEBRUARY 2002**

PATRON ATTENDANCE COUNT

Feb 2001	Jan 2002	Feb 2002	<u>Year to Date</u> <u>2001</u>	<u>Year to Date</u> <u>2002</u>	<u>% Change</u>
39,874	44,711	45,356	77,233	90,067	16.6%

RECIPROCAL BORROWING

(Materials Lent)

	Feb 2001	Feb 2002	% Change
NSLS	8,933	NA*	
OTHER SYSTEMS	1,954	NA*	
TOTAL	10,887	NA*	

INTERLIBRARY LOAN

	Feb 2001	Feb 2002	<u>Year to Date</u> <u>2001</u>	<u>Year to Date</u> <u>2002</u>	<u>% Change</u>
Sent	1,031	126	2,017	453	(-345.3%)
Received	522	1,540	990	N/A	55.6%
TOTAL	1,553	1,666	3,007	453	(-563.8%)

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**DES PLAINES PUBLIC LIBRARY
ADULT PATRON ASSISTANCE
FEBRUARY 2002**

Assistance	Feb 2001	Feb 2002	<u>Year to Date 2001</u>	<u>Year to Date 2002</u>	<u>% Change</u>
1. Computer/Instructional	287	395	821	886	7.9%
2. Mechanical	N/A	239	N/A	534	N/A
3. Directional	1044	981	2,206	1,912	(-15.4%)
4. Informational	799	1,205	1,574	2,401	52.5%
5. Tax Forms	159	196	370	388	4.8%
6. Instructional	N/A	25	N/A	47	N/A
Total	2,289	3,041	4,971	6,168	24%
Reference and Readers' Services	Feb 2001	Feb 2002	<u>Year to Date 2001</u>	<u>Year to Date 2002</u>	<u>% Change</u>
1. Specific item request	2616	4,195	5,052	8,652	71.2%
2. Ready reference	995	1,211	1,939	2,616	34.9%
3. In-Depth reference	165	279	290	544	87.5%
4. Virtual Reference Desk	N/A	34	N/A	72	N/A
5. Interlibrary Loan Request	299	162	530	339	(-56.3%)
6. Readers' Advisory	110	137	216	242	12%
7. Reserves	369	818	756	1,698	124.6%
Total	4,554	6,836	8,783	14,163	61.2%
Sign Up	Feb 2001	Feb 2002	<u>Year to Date 2001</u>	<u>Year to Date 2002</u>	<u>% Change</u>
1. Internet	N/A	5,345	4,618	11,070	139.7%
2. Computer Lab	N/A	500	412	1,010	145.1%
3. Group Study Rooms	N/A	368	70	685	878.5%
4. Reading Edge	N/A	0	N/A	0	N/A
Total	N/A	6,213	5,100	12,765	150.2%
GRAND TOTAL	6,843	16,090	18,854	33,096	75.5%

**DES PLAINES PUBLIC LIBRARY
ADULT PATRON ASSISTANCE
FEBRUARY 2002**

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7. Reserves	369	818	756	1,698	124.6%
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2. Computer Lab	N/A	500	412	1,010	N/A
3. Group Study Rooms	N/A	368	70	685	N/A
4. Reading Edge	N/A	0	N/A	0	N/A
Total	N/A	6,213	5,100	12,765	N/A
GRAND TOTAL	6,843	16,090	18,854	33,096	75.5%

**DES PLAINES PUBLIC LIBRARY
CIRCULATION PATRON ASSISTANCE
FEBRUARY 2002**

<u>Assistance/Service Desk</u>	<u>Number</u>	<u>Total</u>
1. Phone Calls Received	2,894	
2. Patron Renewals	1,795	
3. Patron Reserves Delivered	1,897	
4. Directional	3,716	
5. Account Inquiries	2,985	
6. Program Sign-up	1,293	
7. In Person Patron Assistance	3,284	
Total		17,864

Assistance/Switchboard

1. Phone Calls Answered		
Administration	171	
Adult Services	1,642	
Building/Security	34	
Circulation	1,736	
Community Services	64	
Public Information	97	
Technical Services	39	
Youth Services	309	
2. Delivery/Buzzer	111	
3. 2-Way Radio	125	
Total		4,328

GRAND TOTAL		22,192
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**DES PLAINES PUBLIC LIBRARY
CIRCULATION SERVICES REPORT FOR FEBRUARY 2002**

PATRON ATTENDANCE COUNT

Feb 2001	Jan 2002	Feb 2002	<u>Year to Date</u> 2001	<u>Year to Date</u> 2002	<u>% Change</u>
39,874	44,711	45,356	77,233	90,067	16.6%

RECIPROCAL BORROWING

(Materials Lent)

	Feb 2001	Feb 2002	% Change
NLS	8,933	NA*	
OTHER SYSTEMS	1,954	NA*	
TOTAL	10,887	NA*	

INTERLIBRARY LOAN

	Feb 2001	Feb 2002	<u>Year to Date</u> 2001	<u>Year to Date</u> 2002	<u>% Change</u>
Sent	1,031	126	2,017	453	(-345.3%)
Received	522	1,540	990	N/A	N/A
TOTAL	1,553	1,666	3,007	453	N/A

* The Des Plaines Public Library has changed their Automated Computer System from GEAC to SIRSI. Currently some reports for the month of February are not available, but as the February statistics become available they will be included in the most current board packet.

Surplus Property

Qty	Description
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2	Spacesaver microfilm cabinets 10 drawer capacity 16mm-1,350 reels, 35mm-800 reels - 51 7/8"H x 23 3/4"W x 28 1/2"D.
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**DES PLAINES PUBLIC LIBRARY
YOUTH SERVICES PATRON ASSISTANCE
FEBRUARY 2002**

Assistance	Feb 2001	Feb 2002	<u>Year to Date 2001</u>	<u>Year to Date 2002</u>	% Change
1. Computer Sign-up	1,138	1,911	2,554	4,146	62.3%
2. Program Sign-up	376	165	839	811	(-3.4%)
3. Equipment Repair & Assistance	545	715	1,116	1,367	22.5%
4. Directional Questions	397	311	933	564	(-65.4%)
5. ILL & Patron Holds	46	86	94	198	11.06%
Total	2,502	3,188	5,536	7,086	28%
In-House Circulation	Feb 2001	Feb 2002	<u>Year to Date 2001</u>	<u>Year to Date 2002</u>	% Change
1. Train Sets	759	1,067	1,335	2,149	60.9%
2. Chess/Checkers	96	116	229	266	16.1%
3. Periodicals	14	3	26	32	23%
4. Book Bag Request	N/A	6	N/A	14	NA
5. Textbooks	12	11	18	32	77%
6. Reserve Books	9	41	17	169	894%
Total	890	1,244	1,625	2,662	63.8%
Reference	Feb 2001	Feb 2002	<u>Year to Date 2001</u>	<u>Year to Date 2002</u>	% Change
1. Specific Item Request	924	1,729	1,879	3,234	72.1%
2. Reference	1,280	839	2,274	1,868	(-21.7)
3. Reader's Advisory	85	152	296	310	4.7%
4. Referrals to Other Libraries	13	16	19	33	73.6%
Total	2,302	2,736	4,468	5,445	21.8%
GRAND TOTAL	5,694	7,168	11,629	15,193	30.6%

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

February 2002

% Change

Total 2001 to Date:	141,489	Total 2002 to Date:	159,931	13.03%
February 2001	70,707	February 2002	77,633	9.80%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
<u>CHILDREN</u>	2001	2002	2001	2002	2001	2002
Non Fiction	5,294	6,632	674	589	5,968	7,221
Fiction	12,460	13,793	1,181	1,158	13,641	14,951
Foreign Language Non Fiction	65	86	9	15	74	101
Foreign Language Fiction	308	423	55	72	363	495
Periodicals	314	278	29	30	343	308
Compact Discs	508	791	30	23	538	814
Audio Cassettes	332	255	14	3	346	258
Audio Kits	404	425	43	29	447	454
Puzzles	315	318	44	42	359	360
Games	88	64	12	23	100	87
Audio Books	209	288	10	13	219	301
Video Fiction	2,793	2,973	372	373	3,165	3,346
Video Non Fiction	1,105	1,126	50	46	1,155	1,172
DVD	101	510	1	9	102	519
CD ROMs	787	654	0	0	787	654
SUB TOTAL	25,083	28,616	2,524	2,425	27,607	31,041
ADULT						
Non Fiction	10,558	11,261	164	190	10,722	11,451
Fiction	6,820	6,933	326	329	7,146	7,262
Large Type	873	1,056	127	150	1,000	1,206
Foreign Language Non Fiction	206	273	3	1	209	274
Foreign Language Fiction	498	560	1	13	499	573
High School Collection	266	379	5	4	271	383
Periodicals	2,215	2,457	131	119	2,346	2,576
Pamphlets	1	2	0	0	1	2
Compact Discs	6,907	6,539	416	432	7,323	6,971
Audio Cassettes	374	290	19	9	393	299
Puzzles	0	0	0	0	0	0
Pictures	47	19	0	0	47	19
Audio Books	1,753	1,916	47	40	1,800	1,956
CD ROMs	193	197	0	0	193	197
Video Fiction	6,142	6,339	385	400	6,527	6,739
Video Non Fiction	3,020	3,134	55	48	3,075	3,182
DVD	1,509	3,296	1	59	1,510	3,355
Misc. Formats	34	144	4	3	38	147
	41,416	44,795	1,684	1,797	43,100	46,592
GRAND TOTAL	66,499	73,411	4,208	4,222	70,707	77,633
Self Check	13,237	19,060	0	0	13,237	19,060

**DES PLAINES PUBLIC LIBRARY
USAGE STATISTICS FOR ONLINE REFERENCE PRODUCTS
February 2002**

Access Science	3*
BigChalk	90
College Source Online	30*
Des Plaines Public Library Homepage	88,885
FACTS.com	126*
Facts On File	4
First Search	809
Gale Group:	
• AncestryPlus	NA
• Biography Resource Center	335
• Business & Company Resource Center	272
• General Business File ASAP	137
• General Reference Center Gold	543
• Health & Wellness Resource Center	14
• Health Reference Center	120
• National Newspaper Index	38
• Student Resource Center	107
• What Do I Read Next?	49
Grolier Online	49*
Hoover's Online	NA
Info USA	305
LearnATest.com	NA
Lexis Nexis's Statistical Universe	3
Library Catalog (access via dialup, telnet, or remote)	NA
NewsBank:	
• Chicago Tribune	116*
• Chicago Tribune Archive	39*
• News Illinois	2*
• Noticias en Espanol	1*
NovelList	159
PoemFinder	14
ProQuest (Chicago Sun-Times, Daily Herald, Wall Street Journal)	105*
Searchasaurus	16

V-D.1

DES PLAINES PUBLIC LIBRARY
USAGE STATISTICS FOR ONLINE REFERENCE PRODUCTS
February 2002

S&P's NetAdvantage	7
World Book Encyclopedia	1,439*
Total Searches & Queries	81,898

*Number of hits or visits (number of searches not provided)

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR FEBRUARY 2002**

	<u>Times Used</u>	<u>Attendance</u>
Library Sponsored Adult Programs		
Cataloger's Meeting	1	25
Cleopatra of Egypt	1	49
Circulation Clerks Meeting	2	14
Circulation New Hire Meeting	1	10
College Saving Plan Program	1	18
Community Services Meeting	1	6
Department Heads Meeting	3	27
Executive Committee	1	4
Finance Committee	1	9
Friends of the Library	1	20
Grow With the Pro	2	12
Presidential Stories "First Mothers"	1	58
Readers Services Meeting	1	11
Sunday Movie – Cats & Dogs	1	36
Teddy Roosevelt T.R.	1	42
Tuesday Morning Book Group	1	20
Web Tips and Tricks Class	3	80
Youth Librarian Association	1	18
 Total	 24	 459

Outside Community Groups

AARP	8	288
AAUW	1	30
Care Coalition	1	10
Chicago-North RWA	1	25
Des Plaines Camping Club	1	40
Des Plaines Kiwanis Club	1	11
Des Plaines Toastmasters	2	22
Diabetic Support Group	1	10
District 207 Centennial Commission	1	20
DuPage Figure Skating	1	10
Great Decisions	2	14
Intergenerational Task Force	1	10
Library Community Foundation	1	16
Moms on the Move	1	20

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR FEBRUARY 2002**

	<u>Times Used</u>	<u>Attendance</u>
OCC Early Childhood Class	1	17
Senior Citizen Law Enforcement Academy	3	108
Soft Bodies Doll Club	1	32
Spark Group	3	62
Total	31	745
Other		
Library Board Meeting	1	16
Total	1	16

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR FEBRUARY 2002**

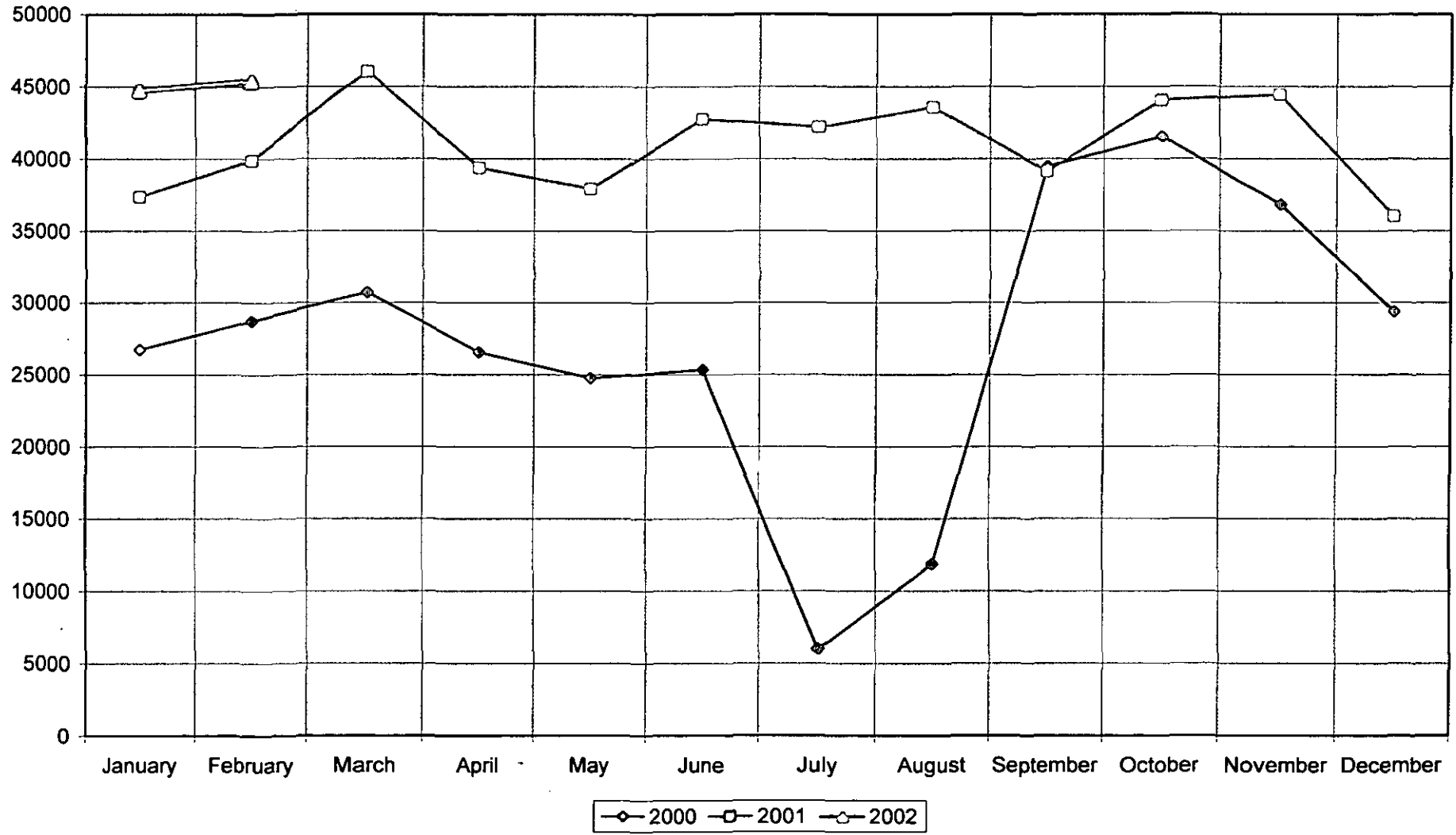
Times Used Attendance

Library Sponsored Children's Programs

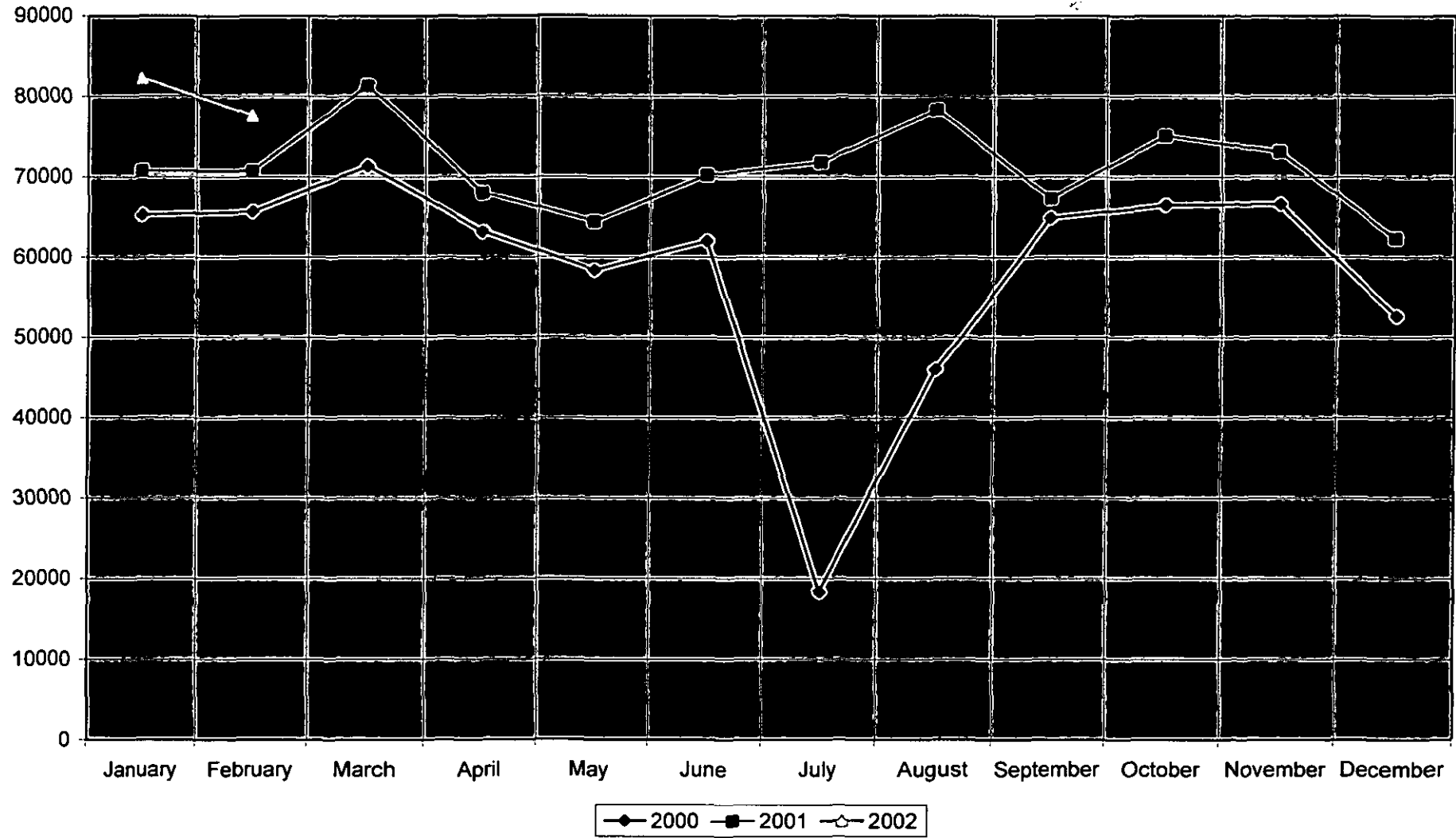
Babysitting Clinic	2	70
Baby Talk Book Time	24	414
Chess Tournament	2	44
Cub Scout Tour	1	17
Friends Family Sunday	1	162
Homeschooling Consortium	1	45
LIGHT (Teen Advisory Group)	1	11
Our Lady of Destiny Tour	1	32
Preschool Movies	3	45
Stories and More	2	32
Stories from around the world	1	60
Storytime 2 year olds	16	165
Storytime 3-5 Year olds	20	301
Valentine Drop in Craft	1	150
 Total	 76	 1,548
 Literacy Program		
Learn to Read	16	912
 GRAND TOTAL	 148	 3,680

February Total = 51 groups involving 3,680 people.
2002 Year to Date Total 189 groups involving 6,256.

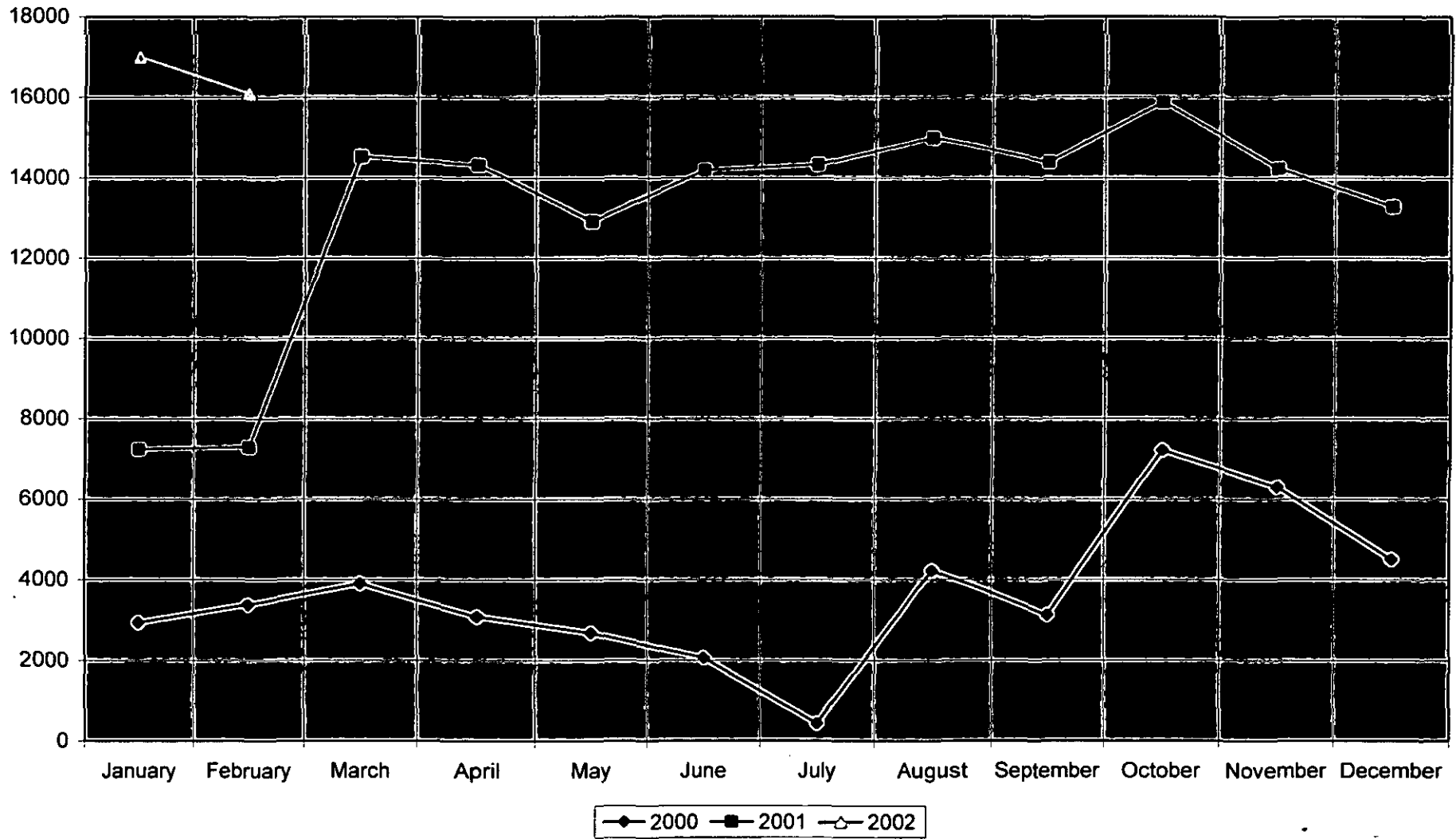
Patron Attendance February 2002



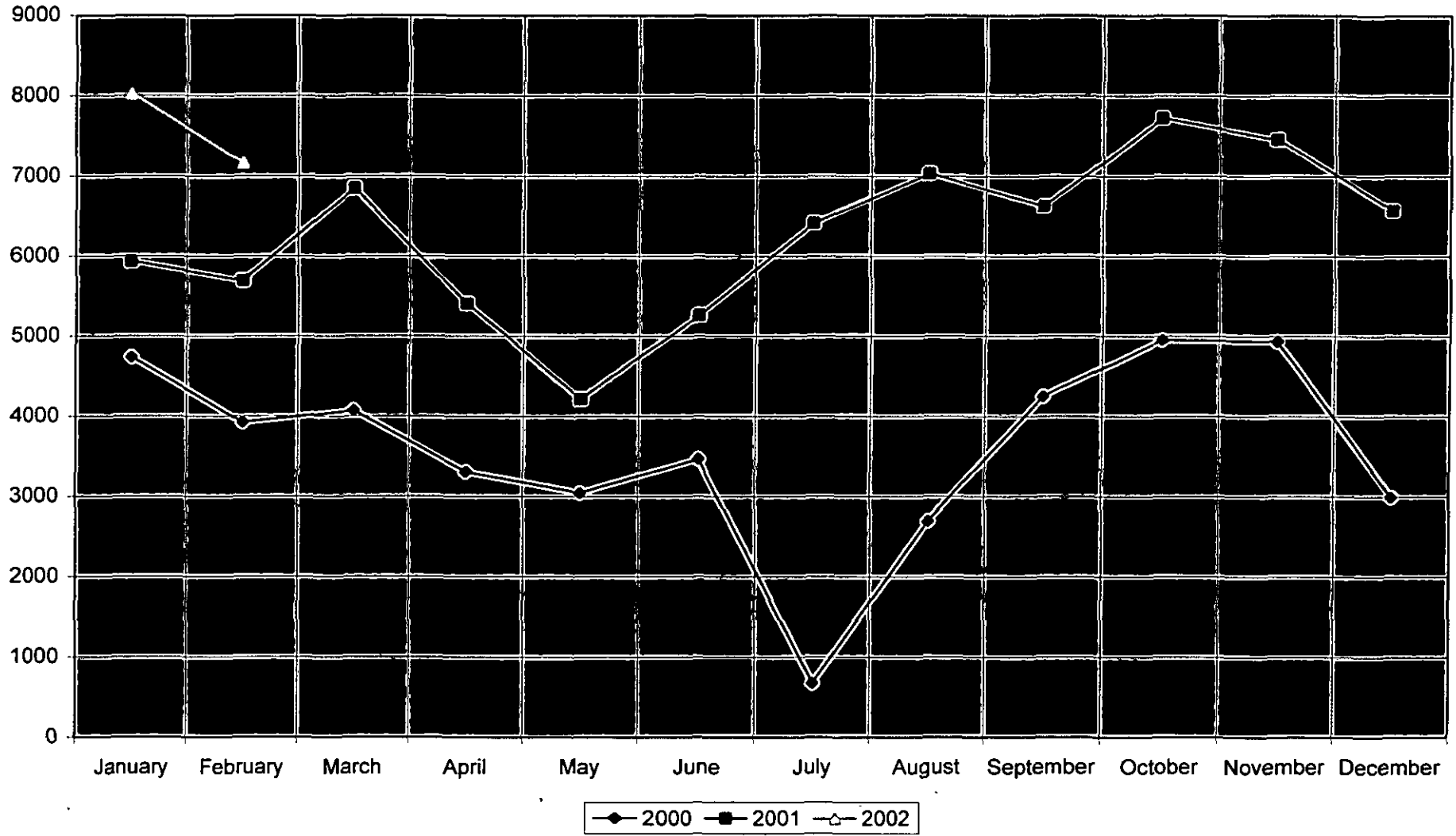
Circulation Statistics Items Circulated Per Month By Year



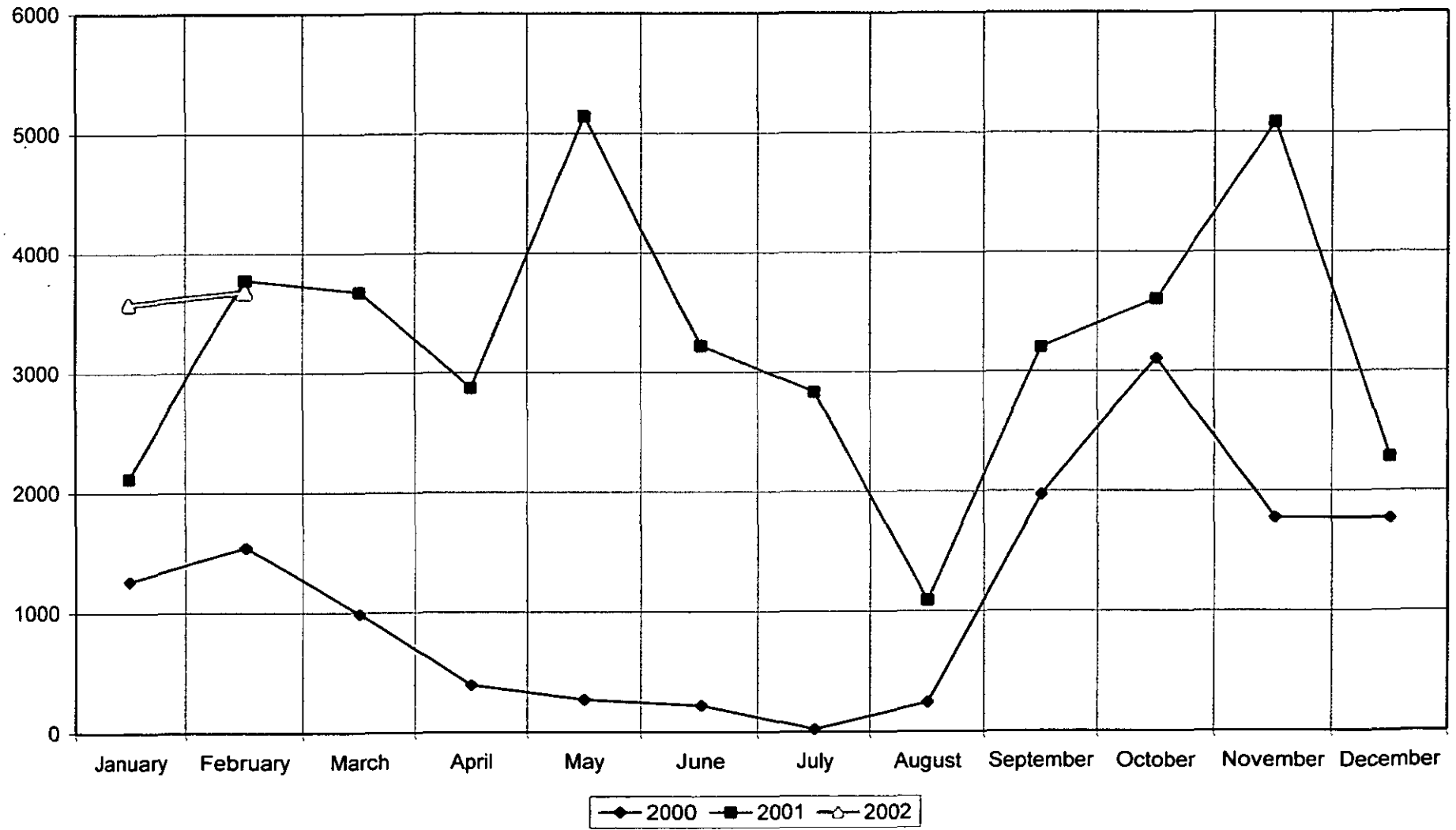
Adult Patron Assistance February 2002

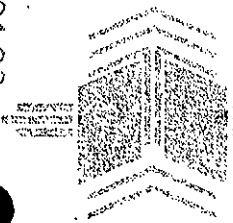


Children's Patron Assistance February 2002



Meeting Room Attendance February 2002





V-D.2

Progress Report

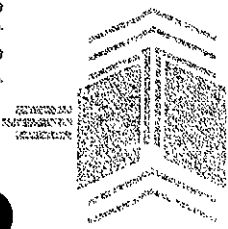
Response Requested by _____

Board Action Required _____

DES PLAINES PUBLIC LIBRARY FRIENDS COMMITTEE REPORT

- Highlights of January Roundtable discussions/issues:
 - 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 1;
 - Advertising to start March 1
 - Book sale volunteers contact: Mary/Ralph Minnis, 847-296-4841;
 - Shelf book sale:
 - The anticipated and actual income from the shelf book sales was tabulated for each of eight weeks, starting January 3, ending February 25. The total anticipated income was \$541.00; the actual income was \$435.73. At least 20% of the expected income was not received. The loss is greater because every week many donations are put directly on the shelf by the donors before pick-up by the Friends. The average number of books either sold or taken from a shelf per week was 39 hard cover and 51 paperbacks. **The Friends need suggestions on how to ensure that the book shelf clients pay for what they "purchase".**
 - Wally Meyer is now the vice-president; Charlotte Storer resigned her position as vice-president.
 - The Wish List by the Library for consideration to fund by the Friends was discussed; the items approved will be finalized at the next Roundtable.
 - Future Roundtable Meetings at 7:00 p.m.
 - March 26
 - April 30
 - General Meeting and election of officers: May 28.

Inara Brubaker, Liaison to the Friends of the Des Plaines Public Library



V-D.3

- Progress Report
- Response Requested by _____
- Board Action Required 03-19-02 meeting

BOARD OF TRUSTEES

Minutes of the Finance Committee Meeting
March 5, 2002

Chair: Susan Burrows.
Present: Susan Burrows, Eldon Burk, Rhys Read, John Ciborowski, Sandra Norlin, Carol Kidd, Diana Wojciechowski, Hector Marino, Martha Sloan.

Call to Order: 6:00 PM by Susan Burrows.

Susan Burrows reported that an anonymous donor has offered a loan to the library for one year. The loan would be deposited in the Des Plaines Public Library Art Fund. The committee consensus was to borrow \$5,000.00 from the anonymous donor and to deposit the funds in the Des Plaines Public Library Art Fund. The Committee will ask for Board approval to borrow \$5,000.00 from the anonymous donor, to have the loan secured by a note, and to pay interest to the donor in an amount less than the current bank rate available to the library.

The Committee discussed turning around the 52 engraved bricks in library plaza that are facing the benches. Noreen Lake had asked that the bricks be turned around so that people sitting on the benches would be able to read the brick inscriptions. Susan Burrows reported that there is the possibility that removal and subsequent replacement of the existing bricks could cause damage to the bricks. The cost to replace bricks that could be damaged is not in the library budget. The Committee consensus was to leave the bricks as originally placed due to the possibility of additional expense to the library.

MOTION by Eldon Burk, seconded by Rhys Read that the 52 engraved bricks facing the benches in library plaza not be turned around, which is in the best interest of the Des Plaines Public Library Vote: Ayes: All. Nays: None. MOTION CARRIED.

Sandra Norlin distributed a list of spending limits for surrounding libraries. The Committee reviewed Policy A-8, Policy on Library Expenditures and will ask for Board approval on the following changes:

A-8

POLICY ON LIBRARY EXPENDITURES

The Library Administrator shall be allowed to make single item purchases of goods or services ~~up to two thousand (\$2,000)~~ less than \$5,000 provided they do not exceed the line item authorized in the budget.

~~Special purchases of goods or services costing between two thousand and one dollars (\$2,001) and four thousand nine hundred and ninety nine (\$4,999) may be made with the concurrence of the chairman of the appropriate Board committee or the Library Board President provided they do not exceed the line item authorized in the budget.~~

~~Emergency purchases of goods or services costing between two thousand and one dollars (\$2,001) and four thousand nine hundred and ninety nine dollars (\$4,999) that must be effected to protect the health and welfare of library personnel and patrons as well as library property may be made with the concurrence of one of the following: Chairman of the Finance Committee, Chairman of the appropriate committee, the Library Board President, or Library Board Vice President. Two members of the Finance Committee.*~~

Purchases in excess of \$10,000 relating to the construction of a new facility or the repair or remodeling of existing facilities will be made in accordance with state statutes (75 ILCS 5/5-5).

Other expenditures for library projects shall be accomplished by these methods:

1. Library expenditures of five thousand dollars (\$5,000) and more shall be accomplished by a contract let to the lowest responsible bidder after advertising for bids.
2. Expenditures of five thousand dollars (\$5,000) and more may be accomplished by a contract negotiated by the Library Board of Trustees without advertising for bids only if such contract is authorized by a vote of two-thirds (2/3) of all members of the Board of Trustees.
3. Expenditures that are less than five thousand dollars (\$5,000) may be made

without advertising for bids and may be accomplished with a majority vote of the Board of Trustees present when those present constitute a quorum.

4. The Board of Trustees shall determine what security is required for the performance of bids.
5. Advertising for bids shall be published in a local newspaper no less than fifteen (15) days before bids will be accepted by the Des Plaines Public Library.
6. The Board of Trustees has the right to reject any and all bids if, in its judgment, that decision will serve the best interests of the Library.

All payment of invoices will be approved by a member of the Finance Committee*.

- The Finance Committee is made of three members of the Library Board of Trustees and the Library Board President.

MOTION by Rhys Read, seconded by John Ciborowski, to ask for Board approval for changes to Policy A-8, Policy on Library Expenditures. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by John Ciborowski, seconded by Rhys to approve payment to Office Depot in the amount of \$5,656.16, which is in the best interest of the Des Plaines Public Library. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Rhys Read, seconded by John Ciborowski, to approve payment to Mergent in the amount of \$2,156.00, which is in the best interest of the Des Plaines Public Library. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Sandra Norlin distributed a report prepared by intern Diana Wojciechowski in response to the Board of Trustees' request for information on the cost and feasibility of being open an additional hour on Sunday. The report gave the Committee information on the hours neighboring libraries are open each week, the cost of staff for the additional hour requested, the number of people entering the library each day, and the average number of patron questions asked per hour on the fourth floor.

MOTION by Rhys Read, seconded by Susan Burrows, to direct Library Administrator, Sandra Norlin, to reduce the hours the library is open on Friday by one hour and to add an additional hour to the Sunday hours at the library

MOTION by Rhys Read, seconded by John Ciborowski, to amend the previous motion to read: to explore the feasibility of reallocating library hours so that the library is open an additional hour on Sunday. Vote: Ayes: All. Nays: None. MOTION CARRIED.

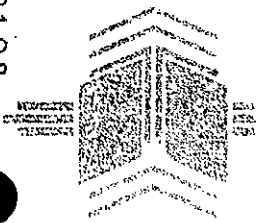
The Committee discussed cataloging the backlog of 530 items from the foreign language collection that have not been cataloged due to the inability of staff to read and understand these foreign languages. Sandra Norlin reported that the library cataloger can catalog anything in the Roman and Russian alphabets, which is a large portion of the library's foreign language collection. Sandra Norlin explained that approximately 300 of the items were ordered with funds received from a Foreign Language grant and the remaining items were a gift from the Niles Public Library. Sandra asked for approval to sign a contract with OCLC Techpro to begin cataloging the books in April 2002 at a cost of \$40.65 per book with 50 books being processed per month. John Ciborowski asked that the cataloging begin in July 2002. Rhys Read stated that the cost of the cataloging should be a Miscellaneous Contractual Service line item. The consensus of the Committee was to begin cataloging the foreign language books.

MOTION by Rhys Read, seconded by John Ciborowski, to enter into an agreement with OCLC Techpro to catalog 50 foreign language books per month to begin July 1, 2002, if possible, at a cost of \$40.65 per book and that payment for the cataloging is a Miscellaneous Contractual Services line item. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Rhys Read, seconded by John Ciborowski, to adjourn the meeting.

The meeting adjourned at 7:58 PM.

Minutes prepared by Carol Kidd.



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-D.4

- Progress Report
- Response Requested by _____
- Board Action Required 03-19-02 meeting

BOARD OF TRUSTEES
Minutes of the Management Committee Meeting
March 5, 2002

Chair: William Grice.
Present: William Grice, Noreen Lake, Ellen Yearwood, John Ciborowski,
Sandra Norlin, Carol Kidd, Hector Marino, Martha Sloan, Diana
Wojciechowski.

Call to Order: 4:34 PM by William Grice.

The Committee reviewed the Public Meeting Room Use Policy in response to a request by Trustee Noreen Lake. Sandra Norlin distributed the library's meeting room use policy and the policies from seven neighboring libraries.

John Ciborowski and Ellen Yearwood entered the meeting at 4:35 PM.

The Committee discussed the use of the library meeting rooms by political candidates and controversial speakers or groups. The Committee discussed political candidate's usage of the meeting rooms and concurred that candidates following the meeting room use policy are allowed to use the rooms.

The Committee discussed allowing controversial groups or speakers use of the meeting rooms and concurred that the library would not restrict usage of the rooms when the policy was adhered to. If the library requires the need for additional security the Des Plaines Police Department will be contacted for back up.

Chairman Grice concluded that the discussion about the meeting room use was helpful to Library Administrator Sandra Norlin. The Committee concurred that current policy will remain as written. William Grice asked if an official complaint form was available to patrons that have complaints about the meeting room policy and Sandra Norlin responded no. William Grice asked Sandra Norlin to prepare a sample form for Board approval.

Sandra Norlin distributed information on PA 92-0166 for review by the Committee. The Committee will recommend no change to the library's current policy for non-resident cards.

Sandra Norlin distributed a report prepared by intern Diana Wojciechowski in response to the Board of Trustee's request for information on the cost and feasibility of being open an additional hour on Sunday. The report gave the Committee information on the hours neighboring libraries are open each week, the cost of staff for the additional hour requested, the number of people entering the library each day, and the average number of patron questions asked per hour on the fourth floor.

The Committee consensus was to direct Sandra Norlin to prepare the 2003 budget to include an additional hour on Sunday.

MOTION by William Grice, seconded by Ellen Yearwood, to direct Library Administrator, Sandra Norlin, to prepare the FY2003 budget to include all costs associated with opening the library an hour earlier on Sunday (12:00 noon - 5:00 p.m.), including salaries and salary increases and other expenses that would be incurred for one additional hour. Vote: Ayes: All. Nays: None. MOTION CARRIED.

William Grice asked what impact being open an additional hour on Sunday would have on the staff. Sandra Norlin was asked to discuss this proposed change with the Department Heads and staff.

Sandra Norlin distributed a list of surplus items the library would like approval to either dispose of or sell by listing the items in the North Suburban Library System blue sheets.

MOTION by William Grice, seconded by Noreen Lake, to declare the list of surplus items presented to the Management Committee by Library Administrator Sandra Norlin surplus property, which is in the best interest of the Des Plaines Public Library. Vote: Ayes: All. Nays: None. MOTION CARRIED. Nays: None. MOTION CARRIED.

The next Management Committee meeting is scheduled for Tuesday, May 7, 2002 at 4:30 PM.

MOTION by William Grice, seconded by Noreen Lake, to adjourn the meeting.

The meeting adjourned at 5:32 PM.

Minutes prepared by Carol Kidd.

Items for Discard

Quantity	Description
4	3M book check machines – all need repairs and are not under warranty.

Items for Salvage

Quantity	Description
1	Cash Register
4	Boxes of 25 cent coin flat wrappers
1 ½	Boxes of 10 cent coin flat wrappers
5 ½	Boxes of 5 cent coin flat wrappers
1220	(Approximate) Single protective cardboard boxes for CDs
36	Double protective cardboard boxes for CDs
222	Protective cardboard boxes for cassettes



CITIZEN'S OPINION CONCERNING
SPECIFIC LIBRARY POLICIES, RULES, OR PROCEDURES

Name _____

Address _____

Telephone (day) _____ (evening) _____

Email Address _____

Best way, method, and time to contact you _____

Please state your opinion with as much specific information as you can.

What action would you like the library administrator and/or the library trustees to take?

Signature _____ Date _____

NIGHT OWL

REFERENCE SERVICE



January 2002

Total number calls =853

10 Antioch Public Library
 61 Arlington Heights Memorial Library
 18 Aurora Public Library
 30 Barrington Area Public Library
 10 Bartlett Public Library
 11 Bedford Park Public Library
 26 Bellwood Public Library
 9 Bradley Public Library
 13 Coal City Public Library
 19 Des Plaines Public Library
 39 Ela Area Public Library
 24 Elk Grove Village Public Library
 21 Elmhurst Public Library
 13 Fossil Ridge Public Library
 4 Fremont Public Library
 24 Glenview Public Library
 35 Highland Park Public Library
 10 Homer Township Public Library
 20 Indian Trails Public Library
 26 Lake Forest Public Library
 11 Lincolnwood Public Library

16 Lisle Library District
 10 Mokena Public Library
 33 Mt Prospect Public Library
 7 Nippersink Public Library
 19 Northbrook Public Library
 12 Orland Park Public Library
 23 Oswego Public Library
 30 Park Ridge Public Library
 12 Prospect Heights Public Library
 15 Riverside Public Library
 13 Rolling Meadows Public Library
 23 St. Charles Public Library
 35 Schaumburg Township Public Library
 60 Skokie Public Library
 18 Vernon Area Public Library
 24 Villa Park Public Library
 12 Warrenville Public Library
 16 Westchester Public Library
 13 WoodDale Public Library
 19 Woodstock Public Library

SAMPLE QUESTIONS

Criteria for National Certified Counselor
 Website for history of Civil War regiments in Illinois
 Origin of Heinz 57 varieties
 Pronunciation of a Polish name
 Route of the Olympic torch through Illinois
 Location of planet Jupiter 'tonight'
 Top 10 stock prices from S&P Outlook
 Ingredients for Long Island Iced Tea
 Prices for cruises
 How to find real estate transactions
 Cost of Harvard Medical School
 Companies that sell space photos
 Copyright law regarding use of songs
 Information on relocating to Georgia
 History of the Chicago Board of Trade

Marilyn Uselmann
 Marilyn Uselmann
 Head, Night Owl

Library Administrators Conference of Northern Illinois

Trustee and Librarian Dinner

Friday, April 19, 2002

6:30 - Hors D'oeuvres and Cash Bar

7:30 p.m. - Dinner

Lisle/Naperville Hilton

3003 Corporate West Drive Lisle, IL (630)505-0900

Speaker

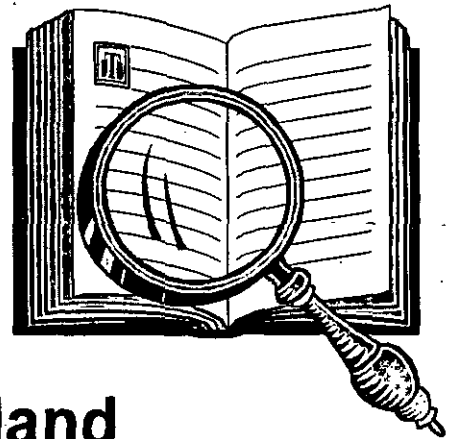
Eleanor Taylor Bland

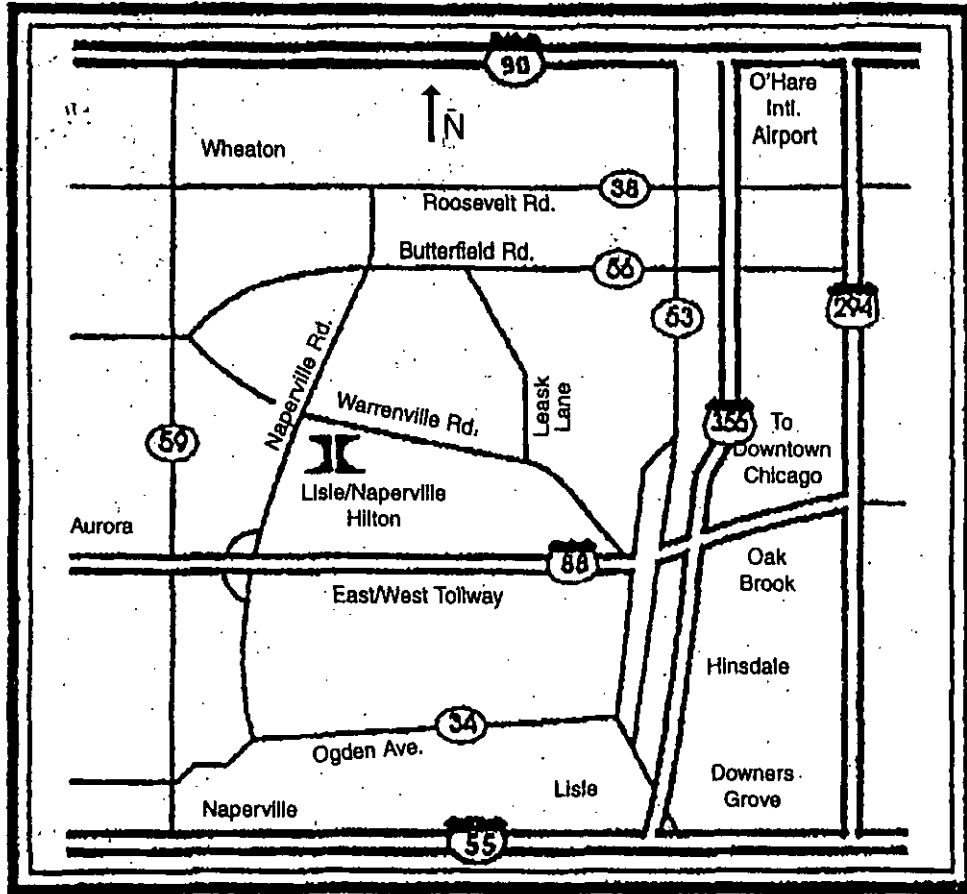
*"Illinois author Eleanor Taylor Bland is the creator of the first series star who is an African American homicide detective. Marti MacAlister is a former Chicago police officer who now works for the Lincoln Prairie, Illinois Police Department. Beginning with **DEAD TIME** in 1992, Marti has solved a variety of crimes including the death of a wealthy schizophrenic, the murder of a deacon in the Baptist church, and comes to terms with the death of her husband, a policeman who was judged to have committed suicide.*

Through nine mystery novels Marti continues to grow and mature as a police officer.

We look forward to many more Marti MacAlister novels.

A Waukegan resident, Eleanor is a retired auditor who wrote her first novels while working at a full-time job. In addition to her mystery novels and many short stories, Eleanor finds time to be with her grandchildren who keep her busy when she is not writing."





Directions

From I-88 (East/West Tollway), exit at Naperville Road-North. Go one block to Warrenville Road. Turn right. The Hilton is at the first stop light on the right.

0204
PLA2002
Public Library Association Ninth National Conference
March 12 - 16, 2002
Phoenix, AZ

Report Submitted by: Sandra K. Norlin, Library Administrator

Thanks to a condensed format and a specifically targeted audience of public librarians, the PLA National Conference offers a rich array of pertinent programs that are easily accessible in a three-day conference. I was able to attend six programs; a focus group, a luncheon with an author as speaker, and a private tour of a nearby public library and have ample time to visit exhibits from vendors and associations that serve public libraries and to do some networking with colleagues in my profession. Each one of these elements was an opportunity for advancement of my professional growth.

To illustrate how timely and pertinent the programming was, I attended programs on two topics that we have addressed within the last two weeks at the Des Plaines Public Library. One program "**Meeting Rooms: Damned If You Do and Damned If You Don't**" gave the opportunity to learn from three library's experience in handling potential (and, in one case, real) litigation over meeting room use by outside speakers as well as the practicalities of making meeting room space available equitably and efficiently. The other program "**Building Language Collections to Serve Multilingual Library Communities**" gave practical information from three vendors (OCLC, Multi-Cultural Books and Videos, Inc., and Libros Sin Fronteras) on ordering, expectations, and cataloging of foreign language materials.

I attended two programs that addressed the necessity of and gave methods of collecting and presenting statistical information in the evaluation of library services and programs. "**Counting on Results: New Tools for Outcome-Based Evaluation of Public Libraries**" was a report on the results of two recent surveys of library data. One, in Florida libraries of all sizes, used Palm Organizers to collect observed data and recorded data over ten sample days. The 40,000 observations were quantified and coded using the Outcomes-Based public library roles (or "service responses") which are part of the new planning process for PLA. The other described a survey conducted by postcard, in which over 5,000 surveys were returned voluntarily by library users. Both surveys are notable for their high response rates. Conclusions from the in-library use survey (Palm) indicated that in-library use of services and materials is the largest of all library uses. Recommendations are to design library facilities to accommodate browsing, homework, and meeting friends. The other survey showed differences in percentages of use based on locality and age group. For example, 85% of the respondents over 60 yrs read for pleasure, while 63% of people younger than 25 read for pleasure. 46% of the older age group used the library to learn to use computers, whereas 17% of people younger than 25 yrs used

the library for that purpose. The highest usage in Orange County, FL was in searching the Web, using e-mail and evaluating the quality of information on the Web. In Nazareth, PA, high usage was reported in use of reference books, the catalog, and asking staff for help.

"Building Synergy: Developing a Creative Teamwork Culture" was an interactive program with about 500 participants. The leaders outlined the principles of the Learning Organization and used an effective method of eliciting and sharing innovative ideas among the participants.

One other program contained practical information relating to the design of a web page. Based on usability and heuristic research, the presenter listed all elements of a web page with recommendations for the best usability including font size and type, background and type colors, action, chunking vs. scrolling.

I attended a luncheon at which the speaker was Juan Williams, Washington Post journalist and author of Thurgood Marshall – American Revolutionary and Eyes on the Prize: America's Civil Rights Years, 1954-1965. Mr. Williams is a captivating storyteller, recounting his attempts to interview Justice Marshall and finally having the opportunity to tell the story of this remarkable American hero.

Visiting the exhibits gave me the opportunity to view some of the latest technological applications for basic library functions. The most innovative was the new 3M patron self-check in equipment, which is still being tested in selected libraries. The new digital tracking system was also on display. My inquiries led to a private excursion for Susan Farid and me with 3M sales representatives to the Chandler Public Library, where staff had just installed digital tags in 10,000 items of their collection and were using the new checkin and shelf-reading equipment that is part of the materials flow and security and inventory system. One other vendor worth mentioning is the Azuradisc system for protecting and repairing compact discs.



Anthony W. Arredia

OFFICE OF THE MAYOR

City of Des Plaines

1420 Miner Street
Des Plaines, Illinois 60016
Telephone: 847/391-5301
Fax: 847/391-5378

CITY OF DES PLAINES

OFFICE OF THE MAYOR

DATE: March 14, 2002

TO: City Council
Donna McAllister, City Clerk
J. Scott Miller, City Manager
Sandra Norlin, Des Plaines Public Library

FROM: Tony Arredia

RE: Dedication of honorary landmarks

Some time ago you were notified that we had received a request from the family of Former Mayor Herbert Behrel to name another city landmark after Mayor Behrel in the wake of the demolition of the Behrel Parking Deck. Several suggestions were made and it seems that the best possibility is the clock tower in front of the Library on the site of the parking deck. I forwarded this request to Sandra Norlin who took it before the Library Board and there was no objection. I feel that since Mrs. Behrel was given assurance from the city government at the time that something within the city would continue to carry her husband's name, the clock tower suggestion is very workable. This formal request will be brought before you at the April 1 City Council Meeting.

In addition, a request has been made of the Library Board to dedicate the flag pole in front of the Library to Savena Gorsline, who donated the original flagpole at the old library site as well as many other flagpoles at sites within the City. This request will come before you at the same time.

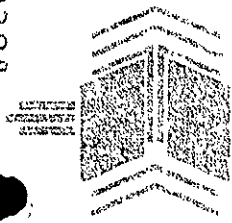
Should you have any comments or questions, please call my office.

~~James~~
Mark
James

0297

APRIL 2002

000000



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, APRIL 16, 2002

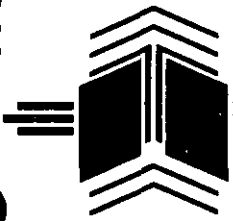
7:00 PM

Conference Room – Second Floor

Agenda:

- **Proposed Amendment of Intergovernmental Agreement for Library Computer Services**
- **Staff Reports – Residents and Retailer Grant and Internet Filtering Update**
- **Executive Session – To Discuss**
 - **Administrator's Review**
 - **Library Lease**

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



Des Plaines Public Library

1501 Ellinwood Street

Des Plaines, IL 60016-4553

847.827.5551 phone

847.827.7974 fax

www.desplaines.lib.il.us

To: Library Board of Trustees
From: Sandra K. Norlin, Library Administrator
Date: 04/09/02
Re: Proposed Amendment of Intergovernmental Agreement

Attached is the revised Intergovernmental Agreement for Library Computer Services received from Cooperative Computer Services. The changes are non-substantive and show the current statutory citations according to the attached memo from Gerard Dempsey of Klein, Thorpe & Jenkins, LTD. If you have any questions concerning this agreement, please call me.



Cooperative
Computer
Services

3355-J N. Arlington Heights Rd.
Arlington Heights, IL 60004-1535

Information Request To: CCS Administrators
Response Deadline: Monday, May 13, 2002
From: R. Shurman
Date: March 28, 2002
Subject: Proposed Amendment Of Intergovernmental Agreement

At yesterday's Governing Board meeting, amendment of the CCS "Intergovernmental Agreement For Library Computer Services" to update the format of the legal citations was recommended unanimously to membership.

I misspoke about the amendment process because I read the information about By-Laws amendment in error. It takes approval of all libraries to amend the Intergovernmental Agreement (as Attorney Dempsey stated in his cover letter). ✓

Please vote on the proposed amendment by Monday, May 13 and convey your library's vote to me. We request that due to the fundamental nature of this vote (our version of a Constitutional amendment, albeit a cosmetic one), each library cast an active vote. How a library chooses to reach its vote is a local matter. Thanks!

Att: proposed revision and Attorney's cover letter

April Board Meeting

LAW OFFICES
KLEIN, THORPE AND JENKINS, LTD.SUITE 1660
20 NORTH WACKER DRIVE
CHICAGO, ILLINOIS 60606-2903TELEPHONE (312) 984-6400
FACSIMILE (312) 984-6444
FACSIMILE (312) 606-7077ORLAND PARK OFFICE
15010 S. RAVINIA AVE., SUITE 17
ORLAND PARK, IL 60462-3162
TELEPHONE (708) 349-3888
FACSIMILE (708) 349-1506RINDA Y. ALLISON
THOMAS M. MELODY
LANCE C. MALINA
KATHLEEN T. HENN
JOHN R. WIKTOR
GEORGE A. WAGNER
JAMES G. WARGO
SUZANNE M. FITCH
MICHAEL A. MARRSPATRICK A. LUCANSKY
E. KENNETH FRIKER
GERARD E. DEMPSEY
TERRENCE M. BARNICLE
BRUCE A. ZOLNA
JAMES P. BARTLEY
RICHARD T. WIMMER
MICHAEL J. DUGGAN
THOMAS P. BAYER
DENNIS G. WALSH
SCOTT F. UHLER
EVERETTE M. HILL, JR.
JANET N. PETSCH
JAMES V. FERROLO
MICHAEL T. JURUSIKWRITER'S DIRECT DIAL
(312) 984-6412WRITER'S E-MAIL
gedempsey@ktjnet.com

March 12, 2002

SENT VIA U.S. MAIL, E-Mail AND FACSIMILE (847) 342-8099

Richard Shurman
Cooperative Computer Services
3355-J North Arlington Heights Road
Arlington Heights, IL 60004-1535.

Dear Richard:

Re: Intergovernmental Agreement
Statutory Citations

As we discussed last week, the statutory citations in the Intergovernmental Agreement are no longer in conformity with the system of citation now in use by the Illinois General Assembly. With the emailed and the hard copies of this letter I enclose (1) the text of the Intergovernmental Agreement as originally adopted, and (2) a red-lined version showing the current statutory citations. Finally, I enclose a "clean" version of the Intergovernmental Agreement with the current citations.

In general, amendments to the Intergovernmental Agreement require approval by 100% of the members of CCS. In this case, the changes are non-substantive; so submitting the "revised" Intergovernmental Agreement to the membership for approval may well be unnecessary.

Very truly yours,

KLEIN, THORPE & JENKINS, LTD.


Gerard E. Dempsey
GED:est
Enclosures
#86305

INTERGOVERNMENTAL AGREEMENT
FOR LIBRARY COMPUTER SERVICES

WHEREAS, each of the Libraries listed on Exhibit A to this Agreement is either a local library established pursuant to the Local Library Act, ~~Ill. Rev. Stat. ch. 81, Sec. 75~~ ILCS 5/ 1-0.1, et seq., or a public library district established pursuant to the Public Library District Act, ~~Ill. Rev. Stat. ch. 81, Sec. 1001-175~~ ILCS 16/ 1-1 et seq.; and

WHEREAS, pursuant to Article VII, Sec. 10 of the Illinois Constitution of 1970 and to the Intergovernmental Agreement Act, ~~Ill. Rev. Stat. ch. 127, Sec. 741-5~~ ILCS 220/ 1 et seq., and to the respective statutes pursuant to which each of the said Libraries is established, the Board of Trustees of each of the said Libraries is empowered and authorized to enter into intergovernmental contracts and agreements for library services; and

WHEREAS, the Libraries which are signatories to this Agreement wish to cooperate jointly and mutually among themselves to provide library automation and library computer services;

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants and agreements herein contained, and in further consideration of the execution of this Agreement by any one or more of the other Libraries listed on Exhibit A, the Library whose signature is set forth below hereby agrees as follows:

1. There is hereby created and established an intergovernmental entity to be known as the Cooperative Computer Services; a body politic and corporate ("CCS"), which shall be the administrative entity formed to carry out the joint and cooperative undertakings of this Agreement.
2. CCS shall be comprised of each of the Libraries which are signatories to this Agreement, each of which Libraries shall be designated a "Member" of CCS.
3. The affairs of CCS shall be conducted by a Governing Board, which shall be composed of one representative from each of its Members.
4. Each representative to the Governing Board of CCS shall be appointed by the Board of Trustees of the Member from among the Trustees of such Member or its head librarian. Each such representative shall have such authority and power as shall be conferred by the appointing Member.
5. CCS may exercise any power, privilege, or authority, consistent with its bylaws, which may be exercised by any of its Members, and may perform any governmental service, activity, or undertaking which any of the parties hereto is authorized by law to perform.
6. The Governing Board of CCS shall adopt bylaws consistent with law and with



**Cooperative
Computer
Services**

3355-J N. Arlington Heights Rd.
Arlington Heights, IL 60004-1535

April 1, 2002

Memo To: CCS Administrators
From: Richard Shurman/Bonnie Owens
Subject: Intergovernmental Agreement

Enclosed is a clean copy for execution,

INTERGOVERNMENTAL AGREEMENT
FOR LIBRARY COMPUTER SERVICES

WHEREAS, each of the Libraries listed on Exhibit A to this Agreement is either a local library established pursuant to the Local Library Act, 75 ILCS 5/ 1-0.1, et seq., or a public library district established pursuant to the Public Library District Act, 75 ILCS 16/ 1-1 et seq.; and

WHEREAS, pursuant to Article VII, Sec. 10 of the Illinois Constitution of 1970 and to the Intergovernmental Agreement Act, 5 ILCS 220/ 1 et seq., and to the respective statutes pursuant to which each of the said Libraries is established, the Board of Trustees of each of the said Libraries is empowered and authorized to enter into intergovernmental contracts and agreements for library services; and

WHEREAS, the Libraries which are signatories to this Agreement wish to cooperate jointly and mutually among themselves to provide library automation and library computer services;

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants and agreements herein contained, and in further consideration of the execution of this Agreement by any one or more of the other Libraries listed on Exhibit A, the Library whose signature is set forth below hereby agrees as follows:

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5. CCS may exercise any power, privilege, or authority, consistent with its bylaws, which may be exercised by any of its Members, and may perform any governmental service, activity, or undertaking which any of the parties hereto is authorized by law to perform.
6. The Governing Board of CCS shall adopt bylaws consistent with law and with

this Agreement to govern its operation, which bylaws shall include, among other things, provisions dealing with election of officers, meetings, voting, contracts, budgeting, receipt and expenditure funds, ownership of real and personal property, operational services, employment of staff, assessment of fees, establishment and termination of membership, and dissolution.

- 7. This Agreement shall become effective and binding upon and inure to the benefit of the Libraries signing this Agreement, and their respective successors and assigns, as of the date of execution by any two (2) or more of the Libraries listed on Exhibit A; provided, however, that this Agreement shall be null and void ab initio unless by September 22, 1987, not less than less than twenty-three (23) of the Libraries listed on Exhibit A attached hereto have so signed.
- 8. Cooperative Computer Services, an intergovernmental entity established pursuant to the Illinois Constitution and statues, shall provide Social Security coverage to its employees. The Governing Board shall enter into a Section 218 Agreement on behalf of the employees of CCS pursuant to Section 218 of the Social Security Act (42 U.S.C. 418) by entering into a coverage agreement with the Social Security Division of the Illinois State Employees' Retirement System, in accordance with Article 21 of the Illinois Pension Code (40 ILCS 5/21-101). The Governing Board is authorized to take such other and further action as may be necessary or desirable to provide and maintain Social Security coverage to the employees of CCS.

IN WITNESS WHEREOF, the Library whose signature is set forth below, acting under authority of its Board of Trustees, has caused this Agreement to be duly executed. This Agreement shall be executed in several counterparts, each of which shall be signed by one Member Library, and each separate Agreement and all such collectively constitute one original.

_____ PUBLIC LIBRARY _____

BY: _____
ITS PRESIDENT

ATTEST:

BY: _____
ITS SECRETARY

APPROVED THIS _____ DAY OF _____, _____.

this Agreement to govern its operation, which bylaws shall include, among other things, provisions dealing with election of officers, meetings, voting, contracts, budgeting, receipt and expenditure funds, ownership of real and personal property, operational services, employment of staff, assessment of fees, establishment and termination of membership, and dissolution.

- 7. This Agreement shall become effective and binding upon and inure to the benefit of the Libraries signing this Agreement, and their respective successors and assigns, as of the date of execution by any two (2) or more of the Libraries listed on Exhibit A; provided, however, that this Agreement shall be null and void ab initio unless by September 22, 1987, not less than less than twenty-three (23) of the Libraries listed on Exhibit A attached hereto have so signed.
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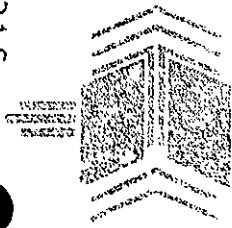
_____ PUBLIC LIBRARY _____

BY: _____
ITS PRESIDENT

ATTEST:

BY: _____
ITS SECRETARY

APPROVED THIS _____ DAY OF _____, _____.



II

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
April 16, 2002 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. Staff Reports
 - A. Residents and Retailers Grant – Julianne Dennison.
 - B. Internet Filtering Update – Hector Marino.
- VI. Consent Agenda.
 - A. Approval of the Minutes of the Regular Board Meeting – March 19, 2002.
 - B. Acceptance of Financial Reports for March, 2002.
 - C. Approval of Library Expenditures.
 1. Warrant Register – March 4, 2002 - \$32,522.71.
 2. Warrant Register – March 18, 2002 - \$61,685.63.
 3. Salaries – March 07, 2002 - \$89,396.70.
 4. Salaries – March 21, 2002 - \$89,792.05.
 5. Transfer Entry – Gasoline and Diesel Fuel - \$0.00.
 - D. Acceptance of Committee Reports.
 1. Administrator's Report – Sandra Norlin.
 2. Friends of the Library – Inara Brubaker.
 3. Building and Grounds Committee – Eldon Burk.
 4. Planning Committee – John Burke.

- VII. New Business. (7:30 PM)
 - A. City Council Attendance – May 6, 20 and June 3, 17.
 - B. Proposed Amendment of Intergovernmental Agreement for Library Computer Services. (Action Item)

- VIII. Announcements.

- IX. Correspondence.
 - A. Comiskey Charitable Remainder Trust.

- X. Adjournment. (8:30 PM)

VI-A

BOARD OF TRUSTEES
Minutes of the Regular Meeting
March 19, 2002

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, March 19, 2002. 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, Leslie Steiner, Hector Marino, Kathy Krus, Wally Meyer, Alderman Rosemary Argus.

MOTION by Noreen Lake, seconded by Eldon Burk, to amend the agenda by adding under VII. Announcements. A. Leadership Forum. B. Taste of Des Plaines. C. Web Site Statistics. Vote: Ayes: All. Nays: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Rosemary Argus.

Alderman Argus asked if fire extinguishers had been reinstalled in the parking garage behind the library. Sandra Norlin responded that the Public Works department would install two fire extinguishers on each floor. Sandra also reported that fire extinguishers were installed before the library opened and again when the original extinguishers had been stolen. John Ciborowski suggested an alarm be placed in the fire extinguisher boxes.

CONSENT AGENDA

Susan Burrows asked that V-E Motion to Deny Proposal to Change 52 Bricks in Library Plaza, V-J Expenditure for OCLC Techpro, and V-K Approval to Prepare FY2003 Budget to Include all Expenses for One Additional Hour on Sundays be

removed from the Consent Agenda. Sandra Norlin asked that V-D.1 Administrator's Report be removed from the Consent Agenda. Noreen Lake asked that V-A Approval of the Minutes of the Regular Board Meeting – February 19, 2002, V-D.3 Finance Committee Report, V-G Expenditure for Office Depot and V-H Expenditure for Mergent be removed from the Consent Agenda.

MOTION by Eldon Burk, seconded by William Grice, to approve the Consent Agenda, as amended. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Noreen Lake asked that the minutes from the February 19, 2002 Board meeting be amended to state that Alderman Rosemary Argus did not attend the Library Board meeting because the Des Plaines City Council meeting was being held at the same time.

MOTION by Noreen Lake, seconded by Susan Burrows, to approve the Minutes of the regular board Meeting of February 19, 2002 as amended. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Sandra Norlin prepared and distributed a report on the Public Library Association Ninth National Conference she attended March 13 – 16.

Rhys Read asked Sandra if the library is fully staffed or if there are available positions. Sandra responded that a full-time Library Assistant II position is open in Building and Security Systems. Sandra also responded that part-time page positions are often open, since many of these positions are filled by students whose schedules change and they leave their jobs.

John Ciborowski asked Sandra Norlin why some of the library statistics for February were not available and Sandra responded that since changing to SIRSI all statistics are not being captured.

MOTION by Eldon Burk, seconded by Rhys Read to accept the Administrator's Report, as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Noreen Lake asked why the library required a loan of \$5,000 from an anonymous lender and Susan Burrows responded that a bridge loan was needed to pay for the balance of the Poet Tree Corner. Susan explained that the donor for the Poet Tree Corner has pledged the money for the Corner, but it is to be donated in yearly installments. Noreen asked that the minutes be amended to read an anonymous lender rather than anonymous donor.

MOTION by Rhys Read, seconded by Ellen Yearwood, to approve the Minutes of the Finance Committee, as amended to read anonymous lender. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Susan Burrows requested that the proposal to turn around 52 bricks in library plaza be deferred to the Building and Grounds Committee.

Noreen Lake asked that an explanation be given for the Office Depot expenditure in the amount of \$5,656.16. Sandra Norlin responded that certain office supplies are ordered in quantities to last for one year to save time and to obtain a lesser price on some items. Susan Burrows asked that a description of the payment be put in the motion.

MOTION by Committee, to approve payment to Office Depot in the amount of \$5,656.16 for payment of office supplies that are ordered for one year, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: Ayes: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Lake, Read, Yearwood. Nays: None. MOTION CARRIED.

Noreen Lake requested an explanation of the expenditure for Mergent in the amount of \$2,156.00. Sandra Norlin responded that Mergent is formerly Moodys and the expenditure is for the annual online business reference service.

MOTION by Committee to approve payment to Mergent in the amount of \$2,156.00 for a subscription to a one-year online business reference service, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: Ayes: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Lake, Read, Yearwood. Nays: None. MOTION CARRIED.

Susan Burrows reported that the Finance Committee discussed cataloging the backlog of 530 items for the foreign language collection that have not been cataloged due to the inability of staff to read and understand these foreign languages. The Committee recommended that the library enter into an agreement with OCLC Techpro beginning July 2002, if possible. Hector Marino stated that the contract could begin on July 1, 2002.

Noreen Lake asked that a report be prepared by library staff and presented to the Board on the circulation of the foreign language books and that if circulation is low that the cataloging not continue. Susan Burrows responded that circulation for the foreign language books now in circulation is much greater than the average mystery. Sandra Norlin stated that libraries are all struggling with the same problem and reported that language "books in a box" that are cataloged and ready to shelf may become available to libraries in the future from OCLC.

MOTION by Noreen Lake, seconded by Susan Burrows, to enter into an agreement with OCLC Techpro to catalog 50 foreign language books per month to begin July 1, 2002 at a cost of \$40.65 per book and that payment for the cataloging is a Miscellaneous Contractual Services line item and that if the circulation of these books is low that the cataloging not continue. ROLL CALL VOTE: Ayes: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Lake, Read, Yearwood. Nays: None. MOTION CARRIED.

Susan Burrows stated that both the Finance Committee and the Management Committee met to discuss the addition of library hours and stated that conflicting motions were being presented to the Board.

MOTION by William Grice, seconded by Inara Brubaker, to withdraw the motions regarding library hours until a more thorough report can be obtained from the staff of the Des Plaines Public Library. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by William Grice, to approve the Financial Reports for February 2002. Vote: Ayes: All. Nays: None. MOTION CARRIED.

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

1. Over the Counter Receipts	\$ 6,717.52
2. Petty Cash Expenditures	\$ 5.87
3. Budget Expenditures for February	\$ 280,342.22
4. Expenditures Year to Date	\$ 542,874.93
5. Revenue for February	\$ 20,968.63
6. Revenue Year to Date	\$ 41,921.35

MOTION by Eldon Burk, seconded by William Grice, to approve, subject to audit, expenditures authorized by the Library Administrator and Board Representatives for library Warrant Registers as follows:

February 04, 2002	\$ 84,628.12
February 19, 2002	\$ <u>41,255.75</u>
Total	\$ 125,883.87

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

MOTION by Eldon Burk, seconded by William Grice, to approve, subject to audit, expenditures for salaries made by the Library Administrator as follows:

February 08, 2002	\$ 80,250.58
February 22, 2002	<u>\$ 79,105.01</u>
Total	\$ 159,355.59

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

MOTION by Committee, to revise Policy A-8, Policy on Library Expenditures. Vote: Ayes: All. Nays: None. MOTION CARRIED.

ADMINISTRATOR'S REPORT

New employees for February/March 2002 are Joe Mullarkey and Elizabeth Steffensen, both Part-Time Librarians I in Adult Services. We received one resignation, Bindu Soni, Part-Time Page in Circulation Services.

We held a quarterly all-staff meeting on March 7, during which we introduced the cross-training/shadowing program for staff development, which is grant-funded. We also addressed workstation ergonomic safety and the newly revised building evacuation plan.

Please note that some of the activity reports are from November 2001, the date of the last usable statistical reports from CCS. These numbers show that in the last three months we have increased our holdings by 8.3% and have increased our registrations to 38,906. Registration activity overall has decreased from this time last year by 20 %, but patron attendance has grown by 16.6%. Interlibrary Loan activities reports are puzzling because under the new iBistro system, the demand seems to have increased in our workroom, but the numbers show a decrease in materials sent to other libraries as well as overall activities. I think these numbers will be corrected in a later report. The figures listed for adult and youth patron assistance tell the story of a very busy public services staff. I am pleased to report another increase in circulation of materials in nearly all categories. Please note that self-check use is back to its pattern of use before the downtime during the transition to the new computer system. All in all, the vital signs are good.

At last month's board meeting I was asked to get information about restocking the fire extinguishers in the city parking garage. Both John Burke and Gary Valente contacted the fire department and received positive feedback. I was informed on March 12 that the signs have been installed and the extinguishers have been ordered for two units on each floor near the elevators.

We have scheduled a Volunteer Recognition Tea for April 23. Margie Borris reports some difficulty in finding recognition pins that serve our needs (most are for higher units of hours than we want to recognize. Margie has also begun an inquiry about the sister city/sister library program. She has a number of options to consider.

Since my last report I have attended the Library Cable Network Executive Committee meeting (2/20) sat for an interview with Pat Krochmal of the Des Plaines Times, met with Kevin Kirberg, Assistant Administrator of the DePaul University O'Hare Campus to discuss partnership activities for our two institutions. I attended the SLURP meeting in Barrington and the North Suburban Library System Annual banquet on March 8. I attended the meeting of the Taste of Des Plaines Committee on March 11, the Chamber of Commerce's Business After Hours at the Historical Society. I attended the bi-annual conference of the Public Library Association in Phoenix from March 13 through 16.

NEW BUSINESS

Sandra Norlin reported that the Poet Tree Corner Dedication was being planned for Saturday, April 13, 2002 between 5:00 p.m. – 7:00 p.m. Sandra asked for Board approval to suspend the meeting room rules to allow for the event. Sandra explained that the donors of the Poet Tree Corner, Douglas and Maxine Hubbard, are requesting sparkling wine be served. Rhys Read asked who would be responsible for the extra insurance coverage required to serve alcohol at the library and Sandra Norlin responded that the library is insured through the City of Des Plaines. William Grice stated that any decision regarding exceptions to the meeting room use policy should be based on its own merit. William Grice also stated that the donor has been very generous and there is no expense to the library to have this reception.

MOTION by William Grice, seconded by Rhys Read, to suspend the meeting room policy to allow after hours use of the library and to serve sparkling wine with the approval of Mayor Arredia. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Sandra Norlin reported that the library has two spacesaver microfilm cabinets the library cannot use and asked that the items be declared surplus property. Sandra explained that the items would be offered to the Historical Society or listed for sale in the North Suburban Library Systems newsletter.

MOTION by William Grice, seconded by Ellen Yearwood, to declare two spacesaver microfilm cabinets surplus property. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Sandra Norlin extended an invitation to the Board to attend the Library Administrators Conference of Northern Illinois on April 19, 2002.

Sandra Norlin reported that three proposals were obtained for the atrium sculpture lighting. The proposal from G & I Electric Company in the amount of \$5,755.60 was the lowest. Other proposals were received from Norb and Sons and Gibson Electric. William Grice asked if dimmers would be installed and Sandra Norlin responded that she would contact G & I Electric to inquire whether dimmers were included in the proposal. The Board discussed funds needed for the lighting and Sandra Norlin suggested payment could be made from the Library's Capital Improvement budget, and the funds could be replaced in the budget when the promised donor funds were received. Sandra will contact G & I Electric for a possible demonstration of the lighting for the sculpture.

MOTION by Rhys Read, seconded by William Grice to accept the proposal from G & I Electric Company to install the atrium lighting in an amount not to exceed \$6,000.00 and that all specifications for the lighting are adhered to, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: Ayes: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Lake, Read, Yearwood. Nays: None. MOTION CARRIED.

John Burke stated that Executive Service Corps has made additional recommendations for Board improvement and asked that a Planning Committee meeting be scheduled. The meeting was scheduled for Tuesday, March 26, 2002 at 5:30 p.m.

ANNOUNCEMENTS

William Grice, Eldon Burk, Noreen Lake, Martha Sloan and Hector Marino attended a Leadership Forum at Sears Headquarters in Hoffman Estates. Noreen Lake stated that she did not feel that the forum was geared toward a library board. Eldon Burk suggested that the library review the mission statement so that it is one simple sentence and easy to remember. Eldon Burk also suggested that the library adopt value statements. William Grice noted that the current mission statement is 17 words and not easy to remember. Eldon Burk suggested that the Board plan a retreat once a year for board renewal and revitalization. William Grice stated that he would pursue information for applying for a library grant from Sears and report his finding to the Planning Committee on Tuesday, March 26.

Noreen Lake reported that the Taste of Des Plaines would use the library plaza for the art exhibitors. Noreen suggested that careful attention be paid to how the booths are set up, so that no damage is done to the plaza or the library.

Leslie Steiner reported that the library Web site was used heavily during the first two months of 2002 with 76,436 requests in January and 88,855 requests in February.

The Building and Grounds Committee will schedule a meeting to discuss the atrium sculpture lighting, Buy A Brick and progress on the automatic side door replacement.

Sandra Norlin reported that the Des Plaines Community Senior Center will begin bus service for seniors to the library and other Des Plaines locations on April 8, 2002.

MOTION by Inara Brubaker, seconded by Noreen Lake, to adjourn the regular meeting.

The meeting adjourned at 8:18 PM.

Minutes prepared by Carol Kidd.

**DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR MARCH 2002**

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

1. Over the Counter Receipts	\$ 8,395.66
2. Petty Cash Expenditures	\$ 35.87
3. Budget Expenditures for March	\$ 326,041.27
4. Expenditures Year to Date	\$ 869,020.42
5. Revenue for March	\$ 12,142.51
6. Revenue Year to Date	\$ 460,533.43

Warrant Register

March 04, 2002	\$ 32,522.71
March 18, 2002	<u>\$ 61,685.63</u>
Total	\$ 94,208.34

Salaries

March 07, 2002	\$ 89,396.70
March 21, 2002	<u>\$ 89,792.05</u>
Total	\$ 179,188.75

Transfer Entry – Gasoline & Diesel

Gasoline and Diesel Fuel (March)	<u>\$ 0.00</u>
Total	\$ 0.00

**DES PLAINES PUBLIC LIBRARY
OVER THE COUNTER RECEIPTS FOR MARCH 2002**

	March 2001	March 2002	2001 to Date	2002 to Date
Lost Materials	\$ 580.04	\$ 202.79	\$ 1,842.93	\$ 667.08
Fines	\$ 5,921.97	\$ 6,664.79	\$18,099.57	\$ 18,876.01
Damage	\$ 56.95	\$ 38.79	\$ 204.34	\$ 93.59
Fees	\$ 862.96	\$ 462.58	\$ 4,011.28	\$ 1,663.72
Copies	\$ 2,230.98	\$ 1,016.81	2,775.24	\$ 1,006.56
Miscellaneous	\$ 6.00	\$ 9.90	67.50	\$ 51.40
Totals	\$ 9,658.90	\$ 8,395.66	\$27,000.86	\$ 22,358.36

PETTY CASH EXPENDITURES – March

960070	Auto/Travel	5.87
920204	Training	10.00
920204	Training	10.00
920204	Training	10.00
	Total	\$35.87

2/22/02

ACCOUNTING PERIOD: 2/02

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='03/04/2002'

UN 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
1110	920100	LITIGATION & LEGAL FEES	25529 KLEIN, THORPE AND JENKINS	98006	343.57
1110	920120	COMMUNICATION SERVICES	06827 CINGULAR WIRELESS	• 256320235	39.36
1110	920204	TRAINING	43806 NORTH SUBURBAN LIBRARY SY	ATTACH	45.00
1110	920220	MEMBERSHIP DUES	100075 AMERICAN LIBRARY ASSOCIAT	0193835	145.00
1110	920220	MEMBERSHIP DUES	100075 AMERICAN LIBRARY ASSOCIAT	1010837	145.00
1110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	MARCH 2002	209.60
1110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	MARCH 2002	209.60
1110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	MARCH 2002	16.19
1110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	MARCH 2002	16.19
1110	930010	R & M EQUIPMENT	09600 RMC INC.	081143	1,062.31
1110	930010	R & M EQUIPMENT	09602 CANON BUSINESS SOLUTIONS	K6604225	5.40
1110	930020	R & M BLDGS & STRUCTURES	00189 ANDERSON LOCK CO LTD	• 161338	544.00
1110	930020	R & M BLDGS & STRUCTURES	00189 ANDERSON LOCK CO LTD	• 279712	1,171.67
1110	930020	R & M BLDGS & STRUCTURES	00189 ANDERSON LOCK CO LTD	• 279154	420.00
1110	930020	R & M BLDGS & STRUCTURES	00189 ANDERSON LOCK CO LTD	• 279155	2,272.95
1110	930020	R & M BLDGS & STRUCTURES	100370 CONTROL SOLUTIONS	101610	892.30
1110	930020	R & M BLDGS & STRUCTURES	25660 ALARM DETECTION SYSTEMS,	SI-182738	170.00
1110	960070	AUTO/TRAVEL EXPENSES	16164 HECTOR MARINO	REIMB	19.32
1110	960210	SPECIAL EVENT PROGRAMMING	00355 POONJA LEE CHO	REIMB	40.28
1110	960210	SPECIAL EVENT PROGRAMMING	05235 UPSTART	7191750-001	300.05
1110	960210	SPECIAL EVENT PROGRAMMING	08279 FOREIGN POLICY ASSOCIATIO	20479	191.25
1110	960210	SPECIAL EVENT PROGRAMMING	09919 MICHAELS #8625	9850	39.87
1110	960210	SPECIAL EVENT PROGRAMMING	100117 KAFFECCINO	1-13-02	238.00
1110	960210	SPECIAL EVENT PROGRAMMING	101102 SCORE	3-27-02	100.00
1110	960210	SPECIAL EVENT PROGRAMMING	101103 PHILIP J ZURAWSKI		50.00
1110	960210	SPECIAL EVENT PROGRAMMING	23416 AMBER CREGER	REIMB	41.58
1110	960210	SPECIAL EVENT PROGRAMMING	23416 AMBER CREGER	REIMB	24.25
1110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1217345	4.80
1110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1217346	.80
1110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1221475	23.40
1110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1219171	1.60
1110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1219170	1.60
1110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1214735	2.70
1110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1223050	-10.00
1110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1223052	-.40
1110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1217344	12.00
1110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1223051	-10.40
1110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1221899	5.95
1110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1217916	2.70
1110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1219172	1.60
1110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1219173	4.00
1110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1214737	10.40
1110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1214736	16.00
1110	960990	MISC CONTRACTUAL SVCS	08996 LIBRARY CABLE NETWORK	001-016	300.00
1110	960990	MISC CONTRACTUAL SVCS	100245 RENTOKIL TROPICAL PLANT S	CH513955	85.56
1110	960990	MISC CONTRACTUAL SVCS	100245 RENTOKIL TROPICAL PLANT S	CH513956	58.80
1110	960990	MISC CONTRACTUAL SVCS	16839 AQUATICARE, INC.	528	323.98
1110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008665798	39.20
1110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008693177	30.10
1110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008638708	43.00
1110	960990	MISC CONTRACTUAL SVCS	25660 ALARM DETECTION SYSTEMS,	105093	79.70

02/22/02

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 2/02

SELECTION CRITERIA: payable.due_date='03/04/2002'

FUND 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78046492	16.50
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78046490	41.25
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78017118	1.60
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78169961	11.45
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78017120	2.90
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78180420	10.50
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78180418	32.75
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78128813	52.45
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78096369	2.80
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78146749	19.45
2110	970100	SUPPLIES	09638	OFFICE DEPOT	149045747/2	9.85
2110	970100	SUPPLIES	09638	OFFICE DEPOT	149470691/1	51.78
2110	970100	SUPPLIES	101098	AMERICAN LIBRARY ASSOCIAT	04210424	86.20
2110	970100	SUPPLIES	59843	SHERWIN WILLIAMS	8517-5	97.68
2110	970100	SUPPLIES	92003	COMPUTYPE INC.	130463-1010	180.68
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	100408	DOMINICK'S C/O SAFEWAY IN	015331	9.98
2110	970260	POSTAGE AND PARCEL	00933	POSTMASTER		1,535.00
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	4-090-37180	13.65
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1221899	64.83
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1218624	33.90
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1217344	145.95
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1219172	22.40
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1217345	81.48
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1221475	159.44
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1214735	26.53
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1219170	24.20
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1217346	11.86
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1217916	21.64
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1214737	53.47
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1219173	95.52
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1214736	118.80
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1219171	5.40
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	5063049-02	649.50
2110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	00237336	161.68
2110	970600	BOOKS	05871	HARRIS INFOSOURCE INTL	518530	341.10
2110	970600	BOOKS	07042	BAKER & TAYLOR ENTERTAINM	R22302680	17.11
2110	970600	BOOKS	07439	THE GALE GROUP	11338502	95.44
2110	970600	BOOKS	07439	THE GALE GROUP	11320051	154.12
2110	970600	BOOKS	07439	THE GALE GROUP	11329917	92.64
2110	970600	BOOKS	07439	THE GALE GROUP	11338118	45.30
2110	970600	BOOKS	07439	THE GALE GROUP	11335122	148.88
2110	970600	BOOKS	07439	THE GALE GROUP	11331884	47.12
2110	970600	BOOKS	07439	THE GALE GROUP	11327155	74.84
2110	970600	BOOKS	07439	THE GALE GROUP	11333223	160.22
2110	970600	BOOKS	07439	THE GALE GROUP	11326767	137.76
2110	970600	BOOKS	07439	THE GALE GROUP	11321116	129.51
2110	970600	BOOKS	07904	BOWKER	818274	202.28
2110	970600	BOOKS	08365	DOWNTOWN BOOK CENTER	00197977	10.36
2110	970600	BOOKS	08365	DOWNTOWN BOOK CENTER	00197057	500.17
2110	970600	BOOKS	08789	UNIVERSITY PARK MEDIA	30503	110.70
2110	970600	BOOKS	09647	INFO USA MARKETING, INC.	2-24-016929	730.00

SELECTION CRITERIA: payable.due_date='03/04/2002'

FUND 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	101100	THE OVERMOUNTAIN PRESS	307-0051	16.45
2110	970600	BOOKS	101100	THE OVERMOUNTAIN PRESS	307-0051	16.45
2110	970600	BOOKS	101101	JACK WILSON & ASSOCIATES	17970	106.45
2110	970600	BOOKS	12730	THE ROSEN PUBLISHING GROU	239461	55.35
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008693176	673.81
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008662027	193.36
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3005228786	144.35
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3005253599	495.33
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008676125	39.03
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008665797	864.56
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008638707	1,007.38
2110	970600	BOOKS	19934	MANUFACTURERS' NEWS, INC.	527552-00	181.95
2110	970600	BOOKS	20361	BERNAN ASSOCIATES	I10025964	84.00
2110	970600	BOOKS	20361	BERNAN ASSOCIATES	I10049862	107.06
2110	970600	BOOKS	20361	BERNAN ASSOCIATES	I10050217	85.00
2110	970600	BOOKS	21078	PIERIAN PRESS	160301	282.00
2110	970600	BOOKS	21121	THE MCGRAW-HILL COMPANIES	J707844A02	7.95
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78096368	37.56
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78046491	158.77
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78068565	44.80
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78017117	26.80
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78180417	270.84
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78017119	44.37
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78180419	85.97
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78146748	207.37
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78128812	489.23
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78046489	445.30
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78169960	184.47
2110	970600	BOOKS	68820	MARSHALL CAVENDISH CORP.	582007	296.75
2110	970600	BOOKS	82668	POLONIA BOOK STORES	017945	307.49
2110	970610	AUDIO MATERIALS	13033	LANDMARK AUDIOBOOKS	92530	1,375.00
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	1-31-02-1	253.90
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	1-28-02-1	287.46
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	1-31-02-3	13.29
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4707987P	156.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4733325M	10.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1401405	239.20
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1397940	7.95
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1399443	5.95
2110	970620	SUBSCRIPTIONS & BOOKS	101099	HOME PLANNERS LLC	628797	17.94
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	4983B	40.51
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	4983C	115.33
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R23175081	39.54
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R23175082	83.80
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R23175080	14.99
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M10022460	104.89
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M10052050	40.50
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M90542810	29.96
2110	970630	VISUAL MATERIALS	100244	SENTIMENTAL PRODUCTIONS	46069	56.30
2110	970630	VISUAL MATERIALS	100374	SELECTVIDEO PUBLISHING	220046	44.95
2110	970630	VISUAL MATERIALS	100374	SELECTVIDEO PUBLISHING	220027	880.06

2/22/02

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 2/02

ELECTION CRITERIA: payable.due_date='03/04/2002'

UN 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
110	980400	EQUIPMENT	09638 OFFICE DEPOT	149470691/1	946.00
110	980420	COMPUTER SOFTWARE	05124 CDW GOVERNMENT, INC.	FG10904	1,968.00
110	980600	FURNITURE & FIXTURES	18150 ASI SIGN SYSTEMS	• 88984	1,660.54
TOTAL LIBRARY SERVICES					31,982.71
1130	960990	MISC CONTRACTUAL SVCS	07581 ARLINGTON HEIGHTS MEMORIA	• 020102	270.00
1130	960990	MISC CONTRACTUAL SVCS	07581 ARLINGTON HEIGHTS MEMORIA	• 08/01/01	270.00
TOTAL IL LIBRARY PER CAP GRANT					540.00
TOTAL FUND					32,522.71

0233

03/07/02
ACCOUNTING PERIOD: 3/02

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='03/18/2002'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920140	DATA PROCESSING SERVICES	09737 BAKER & TAYLOR	P07NS3962M	569.58
2110	920140	DATA PROCESSING SERVICES	43806 NORTH SUBURBAN LIBRARY SY	2-18-02	300.00
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	JANUARY 2002	3,469.62
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	MILESTONE 4	14,295.00
2110	920140	DATA PROCESSING SERVICES	91994 ILLINET/OCLC USERS GROUP	12413	15.11
2110	920204	TRAINING	43806 NORTH SUBURBAN LIBRARY SY	ATTACH	50.00
2110	920204	TRAINING	43806 NORTH SUBURBAN LIBRARY SY	ATTACH	75.00
2110	920204	TRAINING	72106 COOPERATIVE COMPUTER SERV	DPK-02/01	255.47
2110	930010	R & M EQUIPMENT	06866 ACTION COMPUTER SERVICE,	114431	450.00
2110	930010	R & M EQUIPMENT	100807 THYSSENKRUPP ELEVATOR COR	144466	630.00
2110	930010	R & M EQUIPMENT	53253 DISTINCTIVE BUSINESS PROD	451060	930.00
2110	930010	R & M EQUIPMENT	72106 COOPERATIVE COMPUTER SERV	JANUARY 2002	310.74
2110	930020	R & M BLDGS & STRUCTURES	08777 BISHOP PLUMBING, INC.	5180	1,069.95
2110	960210	SPECIAL EVENT PROGRAMMING	07581 ARLINGTON HEIGHTS MEMORIA	1-30-02	16.40
2110	960210	SPECIAL EVENT PROGRAMMING	100117 KAFFECCINO	1	90.00
2110	960210	SPECIAL EVENT PROGRAMMING	101134 STEVE NEAL	4-03-02	100.00
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	001574	52.12
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	017633	26.53
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1225780	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1221900	60.05
2110	960990	MISC CONTRACTUAL SVCS	09530 U.S. BANK	582-A1240	40.00
2110	960990	MISC CONTRACTUAL SVCS	09535 EXPRESS PERSONNEL SERVICE	88208381-9	362.50
2110	960990	MISC CONTRACTUAL SVCS	100078 US OFFICE SOLUTIONS INC	009293	1,398.52
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008742720	22.10
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008748056	20.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008748454	15.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008748264	29.40
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008754249	48.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008754448	29.90
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008724362	36.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008737191	27.90
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008736970	29.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008753514	24.60
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78202756	3.20
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78293449	3.45
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78341177	39.25
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78360143	2.80
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78220004	18.30
2110	970100	SUPPLIES	09638 OFFICE DEPOT	151659905-1	5,656.16
2110	970100	SUPPLIES	09638 OFFICE DEPOT	151415110/1	21.12
2110	970100	SUPPLIES	09638 OFFICE DEPOT	151412271/1	590.50
2110	970100	SUPPLIES	09638 OFFICE DEPOT	151415542/1	15.56
2110	970100	SUPPLIES	09638 OFFICE DEPOT	151409508/1	186.15
2110	970100	SUPPLIES	09638 OFFICE DEPOT	151414947/1	38.90
2110	970100	SUPPLIES	09836 GENERAL BINDING CORP	12194674	323.18
2110	970100	SUPPLIES	100117 KAFFECCINO	1	419.00
2110	970100	SUPPLIES	14960 QUILL CORPORATION	1530063	227.96
2110	970100	SUPPLIES	19714 GAYLORD BROS	214244	24.23
2110	970100	SUPPLIES	19714 GAYLORD BROS	212492	38.56
2110	970100	SUPPLIES	19764 BRO-DART INC	256888	77.90
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	241269	246.88

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03/07/02

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

PAGE 13

SELECTION CRITERIA: payable.due_date='03/18/2002'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	2-8-02-2	13.29
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	2-8-02-3	39.87
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	2-8-02-1	332.94
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	2-13-02-2	156.70
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	2-13-02-5	52.46
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	2-15-02-1	288.91
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	2-15-02-5	12.59
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	4745720M	20.00
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	4751852P	116.00
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	4723357P	291.20
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	1393301	6.70
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	1416621	1,741.60
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	1406679	11.90
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	1415874	211.20
2110	970620	SUBSCRIPTIONS & BOOKS	07534 CHICAGO TRIBUNE	01580384	205.84
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	4983D	40.65
2110	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R23421432	409.46
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B49622150	67.44
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	R23595420	26.24
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B49622160	786.64
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B49622180	44.92
2110	970630	VISUAL MATERIALS	08284 PBS VIDEO	6112580	229.65
2110	970630	VISUAL MATERIALS	101014 AMAZON.COM CREDIT		24.97
2110	970630	VISUAL MATERIALS	22424 FACETS MULTI-MEDIA, INC.	1435163	94.70
2110	970630	VISUAL MATERIALS	58875 INGRAM LIBRARY SERVICES	05976003	44.96
2110	970630	VISUAL MATERIALS	58875 INGRAM LIBRARY SERVICES	05867211	11.21
2110	970640	AUTOMATED REFERENCE MAT'L	05338 STANDARD & POOR'S	5442271	8,810.55
2110	980400	EQUIPMENT	14960 QUILL CORPORATION	1530063	607.23
TOTAL LIBRARY SERVICES					61,685.63
TOTAL FUND					61,685.63

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		16.45
102008	CASH PB DEPOSIT 276502401		684,533.87
102012	CASH IPTIP/FOA 7139200161	896,901.53	
TOTAL CASH		897,401.53	684,550.32
104033	INVESTMENTS-DOWNING	32,537.90	
TOTAL INVESTMENTS		32,537.90	.00
TOTAL ASSETS		929,939.43	684,550.32
450030	ACCRUED LIAB-COMP ABSENCE		110,367.12
TOTAL ACCRUED LIABILITIES		.00	110,367.12
470100	LIBRARY DEFERRED REVENUE		68,794.00
TOTAL DEFERRED REV-PROPERTY TAX		.00	68,794.00
TOTAL CURRENT LIABILITIES		.00	179,161.12
TOTAL LIABILITIES		.00	179,161.12
700110	EXPENDITURE CONTROL	869,020.42	
700120	REVENUE CONTROL		460,493.36
700150	EXP. BUDGET CONTROL		4,809,952.00
700160	REV. BUDGET CONTROL	4,499,332.00	
700170	BUDGET FUND BALANCE	353,881.31	
TOTAL SYSTEM CONTROL		5,722,233.73	5,270,445.36
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		5,722,233.73	5,788,461.72
TOTAL PUBLIC LIBRARY FUND		6,652,173.16	6,652,173.16

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH PB DEPOSIT 276502401	97,101.99	
102012	CASH IPTIP/FOA 7139200161	14,139.26	
102014	CASH FED INVST TRUST(FIT)	1,232.02	
TOTAL CASH		112,473.27	.00
TOTAL ASSETS		112,473.27	.00
700120	REVENUE CONTROL		40.07
700150	EXP. BUDGET CONTROL		25,000.00
700160	REV. BUDGET CONTROL	150,000.00	
700170	BUDGET FUND BALANCE		188,241.55
TOTAL SYSTEM CONTROL		150,000.00	213,281.62
730000	FUND BALANCE-UNRESERVED		49,191.65
TOTAL FUND EQUITY		.00	49,191.65
TOTAL EQUITIES		150,000.00	262,473.27
TOTAL LIBRARY CAPITAL PROJ FUND		262,473.27	262,473.27
TOTAL REPORT		6,914,646.43	6,914,646.43

ACCOUNTING PERIOD: 3/02

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

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	.00	.00	.00	.00	.00	.00
810016	PROPERTY TAXES 1999	.00	.00	.00	.00	.00	.00
810017	PROPERTY TAXES 2000	40,000.00	.00	.00	7,129.60	32,870.40	.18
810018	PROPERTY TAXES 2001	4,086,344.00	.00	.00	401,958.47	3,684,385.53	.10
TOTAL	PROPERTY TAXES	4,126,344.00	.00	.00	409,088.07	3,717,255.93	.10
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	.00	92,988.00	.00
TOTAL	TAXES	4,219,332.00	.00	.00	409,088.07	3,810,243.93	.10
822040	STATE GRANT:PER CAPITA	70,000.00	.00	.00	.00	70,000.00	.00
822080	STATE GRANT:LIBRARY TECH	.00	.00	.00	.00	.00	.00
822090	STATE GRANT:LIB CONSTRUCT	.00	1,000.00	.00	13,276.12	-13,276.12	.00
822095	STATE GRANT:LIBRARY	55,000.00	.00	.00	.00	55,000.00	.00
TOTAL	STATE GRANTS	125,000.00	1,000.00	.00	13,276.12	111,723.88	.11
	INTERGOVERNMENTAL REVENUE	125,000.00	1,000.00	.00	13,276.12	111,723.88	.11
850102	LIBRARY FINES	100,000.00	7,863.23	.00	22,576.95	77,423.05	.23
TOTAL	FINES	100,000.00	7,863.23	.00	22,576.95	77,423.05	.23
850201	COPYING FEE	20,000.00	1,030.41	.00	2,639.31	17,360.69	.13
850215	SPECIAL PROGRAMS & EVENTS	10,000.00	.00	.00	680.00	9,320.00	.07
TOTAL	FEEES AND SERVICES	30,000.00	1,030.41	.00	3,319.31	26,680.69	.11
TOTAL	FINES, FEES, AND SERVICES	130,000.00	8,893.64	.00	25,896.26	104,103.74	.20
890010	INTEREST INCOME	10,000.00	.00	.00	4,009.16	5,990.84	.40
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
898900	TRANSFER FROM OTHER FUNDS	.00	.00	.00	.00	.00	.00
899900	MISCELLANEOUS REVENUE	15,000.00	2,248.87	.00	8,223.75	6,776.25	.55
TOTAL	OTHER REVENUE	25,000.00	2,248.87	.00	12,232.91	12,767.09	.49
TOTAL	PUBLIC LIBRARY FUND	4,499,332.00	12,142.51	.00	460,493.36	4,038,838.64	.10
TOTAL	PUBLIC LIBRARY FUND	4,499,332.00	12,142.51	.00	460,493.36	4,038,838.64	.10

0237

04/09/02

ACCOUNTING PERIOD: 3/02

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

PAGE 1

SELECTION CRITERIA: revledgr.fund='202'

FUND - 202 - LIBRARY CAPITAL PROJ FUND

FUNCTION - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
822080	STATE GRANT:LIBRARY TECH	.00	.00	.00	.00	.00	.00
822090	STATE GRANT:LIB CONSTRUCT	.00	.00	.00	.00	.00	.00
TOTAL	STATE GRANTS	.00	.00	.00	.00	.00	.00
TOTAL	INTERGOVERNMENTAL REVENUE	.00	.00	.00	.00	.00	.00
890010	INTEREST INCOME	.00	.00	.00	40.07	-40.07	.00
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	.00	.00	.00
899930	LIBRARY BUY-A-BRICK	.00	.00	.00	.00	.00	.00
TOTAL	OTHER REVENUE	150,000.00	.00	.00	40.07	149,959.93	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	.00	.00	40.07	149,959.93	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	.00	.00	40.07	149,959.93	.00
TOTAL REPORT		150,000.00	.00	.00	40.07	149,959.93	.00

04/09/02

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

ACCOUNTING PERIOD: 3/02

SELECTION CRITERIA: expledgr.fund='201'

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	1,786,236.00	119,672.36	.00	351,417.37	1,434,818.63	.20
910200	TEMPORARY WAGES	659,200.00	51,154.10	.00	130,868.29	528,331.71	.20
910300	SUPERVISORY OVERTIME	.00	.00	.00	.00	.00	.00
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	.00	500.00	.00
910500	VACATION PAY	.00	4,477.56	.00	13,863.41	-13,863.41	.00
910600	SICK PAY	.00	3,884.73	.00	9,409.53	-9,409.53	.00
910700	HOLIDAY PAY	.00	.00	.00	6,793.23	-6,793.23	.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	3,068.67	431.33	.88
918010	UNEMPLOYMENT COMPENSATION	1,244.00	311.00	.00	311.00	933.00	.25
918020	EMPLOYER CONTR-F.I.C.A.	187,076.00	13,539.47	.00	40,137.89	146,938.11	.21
918021	EMPLOYER CONTR-I.M.R.F.	110,681.00	8,143.85	.00	24,299.58	86,381.42	.22
918040	LIFE INS PREMIUMS	5,088.00	400.40	.00	1,196.80	3,891.20	.24
918050	MEDICAL INS PREMIUMS	200,019.00	13,158.62	.00	39,702.59	160,316.41	.20
918055	DENTAL INSURANCE PREMIUMS	15,190.00	1,244.46	.00	3,767.30	11,422.70	.25
918060	TUITION REIMBURSEMENTS	5,000.00	.00	.00	598.00	4,402.00	.12
918070	WORKERS COMPENSATION	4,402.00	408.95	.00	1,274.24	3,127.76	.29
918085	RHS PLAN PAYOUT	.00	.00	.00	1,134.40	-1,134.40	.00
TOTAL	PERSONAL SERVICES	2,978,636.00	216,395.50	.00	627,842.30	2,350,793.70	.21
920100	LITIGATION & LEGAL FEES	1,000.00	343.57	.00	343.57	656.43	.34
920105	COSTS OF LITIGATION	250.00	.00	.00	.00	250.00	.00
920110	PROFESSIONAL CONSULTING	10,000.00	.00	.00	.00	10,000.00	.00
920120	COMMUNICATION SERVICES	35,000.00	1,418.13	.00	3,891.60	31,108.40	.11
920140	DATA PROCESSING SERVICES	90,000.00	18,649.31	.00	19,218.89	70,781.11	.21
920202	CONFERENCES	8,000.00	200.00	.00	684.90	7,315.10	.09
920204	TRAINING	3,000.00	705.47	.00	1,435.47	1,564.53	.48
920206	SEMINARS	2,500.00	.00	.00	643.00	1,857.00	.26
920210	IN-SERVICE TRAINING	3,000.00	.00	.00	.00	3,000.00	.00
920220	MEMBERSHIP DUES	4,500.00	290.00	.00	1,695.00	2,805.00	.38
920230	PUBLICATION OF NOTICES	2,000.00	.00	.00	-122.50	2,122.50	-.06
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	10,000.00	451.58	.00	1,354.74	8,645.26	.14
TOTAL	SUBSIDIES,REBATES,CONTRIB	10,000.00	451.58	.00	1,354.74	8,645.26	.14
920900	PROPERTY/LIAB CONTRIBUTIO	61,233.00	15,308.25	.00	15,308.25	45,924.75	.25
930010	R & M EQUIPMENT	55,000.00	3,388.45	.00	20,240.45	34,759.55	.37
930020	R & M BLDGS & STRUCTURES	25,000.00	6,540.87	.00	7,413.87	17,586.13	.30
930030	R & M VEHICLES	4,500.00	.00	.00	.00	4,500.00	.00
930195	BOOK BINDING & REPAIR	4,500.00	.00	.00	.00	4,500.00	.00
930210	RENTAL OF EQUIPMENT	4,500.00	.00	.00	.00	4,500.00	.00
930320	CLEANING:CUSTODIAL SERV	50,000.00	.00	.00	6,780.00	43,220.00	.14

04/09/02

CITY OF DES PLAINES
 ORGANIZATION EXPENDITURE STATUS

ACCOUNTING PERIOD: 3/02

SELECTION CRITERIA: expledgr.fund='201'

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
960070	AUTO/TRAVEL EXPENSES	5,000.00	19.32	.00	563.32	4,436.68	.11
960210	SPECIAL EVENT PROGRAMMING	15,000.00	1,310.33	.00	4,193.53	10,806.47	.28
960990	MISC CONTRACTUAL SVCS	75,000.00	3,434.61	.00	19,751.42	55,248.58	.26
TOTAL	CONTRACTUAL SERVICES	468,983.00	52,059.89	.00	103,395.51	365,587.49	.22
970100	SUPPLIES	70,000.00	9,446.15	.00	12,820.87	57,179.13	.18
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	9.98	.00	9.98	1,490.02	.01
970170	JANITORIAL	18,000.00	651.02	.00	1,454.62	16,545.38	.08
970200	COPYING/FAX SUPPLIES	6,000.00	.00	.00	.00	6,000.00	.00
970260	POSTAGE AND PARCEL	15,200.00	1,687.89	.00	3,687.89	11,512.11	.24
970270	PRINTING-REPROD-BINDING	6,000.00	.00	.00	486.00	5,514.00	.08
970320	SUPPLIES: BLDG R/M	750.00	.00	.00	.00	750.00	.00
970330	SUPPLIES: VEHICLE R/M	.00	.00	.00	.00	.00	.00
970600	BOOKS	495,000.00	23,107.50	.00	46,252.38	448,747.62	.09
970610	AUDIO MATERIALS	64,000.00	6,356.11	.00	7,483.15	56,516.85	.12
970620	SUBSCRIPTIONS & BOOKS	85,000.00	223.78	.00	1,520.83	83,479.17	.02
970630	VISUAL MATERIALS	65,000.00	3,231.67	.00	4,083.67	60,916.33	.06
970640	AUTOMATED REFERENCE MAT'L	87,000.00	8,810.55	.00	31,622.80	55,377.20	.36
970810	NATURAL GAS	25,000.00	.00	.00	.00	25,000.00	.00
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970830	DIESEL	3,500.00	.00	.00	.00	3,500.00	.00
970850	GASOLINE	800.00	.00	.00	.00	800.00	.00
970900	EQUIPMENT <\$5,000	5,800.00	.00	.00	1,854.56	3,945.44	.32
TOTAL	COMMODITIES	949,050.00	53,524.65	.00	111,276.75	837,773.25	.12
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	.00	1,553.23	.00	3,684.95	-3,684.95	.00
980410	COMPUTER HARDWARE	100,000.00	.00	.00	.00	100,000.00	.00
980420	COMPUTER SOFTWARE	9,000.00	1,968.00	.00	2,002.41	6,997.59	.22
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	5,000.00	.00	.00	3,302.50	1,697.50	.66
TOTAL	CAPITAL EXPENDITURES	114,000.00	3,521.23	.00	8,989.86	105,010.14	.08
990300	BANK/TRUST/AGENCY FEES	.00	.00	.00	.00	.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	29,283.00	.00	.00	.00	29,283.00	.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

0210

04/09/02

CITY OF DES PLAINES

ACCOUNTING PERIOD: 3/02

ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expledgr.fund='201'

FUND - 201 - PUBLIC LIBRARY FUND

FUNCTION - 400 - CIVIC & CULTURE

DEPARTMENT - 2110 - LIBRARY SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
TOTAL	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	4,739,952.00	325,501.27	.00	851,504.42	3,888,447.58	.18

04/09/02

ACCOUNTING PERIOD: 3/02

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

PAGE 4

SELECTION CRITERIA: expledgr.fund='201'

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

ACCOUNTING PERIOD: 3/02

ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expledgr.fund='201'

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	.00	.00	.00	.00	.00	.00
920120	COMMUNICATION SERVICES	.00	.00	.00	.00	.00	.00
920140	DATA PROCESSING SERVICES	.00	.00	.00	.00	.00	.00
920202	CONFERENCES	.00	.00	.00	.00	.00	.00
920204	TRAINING	10,000.00	.00	.00	2,360.00	7,640.00	.24
920206	SEMINARS	.00	.00	.00	.00	.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
960070	AUTO/TRAVEL EXPENSES	1,500.00	.00	.00	1,319.50	180.50	.88
960210	SPECIAL EVENT PROGRAMMING	.00	.00	.00	.00	.00	.00
960990	MISC CONTRACTUAL SVCS	58,500.00	540.00	.00	13,836.50	44,663.50	.24
TOTAL	CONTRACTUAL SERVICES	70,000.00	540.00	.00	17,516.00	52,484.00	.25
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
970270	PRINTING-REPROD-BINDING	.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	70,000.00	540.00	.00	17,516.00	52,484.00	.25
TOTAL	CIVIC & CULTURE	4,809,952.00	326,041.27	.00	869,020.42	3,940,931.58	.18
TOTAL	PUBLIC LIBRARY FUND	4,809,952.00	326,041.27	.00	869,020.42	3,940,931.58	.18
TOTAL REPORT		4,809,952.00	326,041.27	.00	869,020.42	3,940,931.58	.18

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20

04/09/02

ACCOUNTING PERIOD: 3/02

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

PAGE 1

SELECTION CRITERIA: expledgr.fund='202'

FUND - 202 - LIBRARY CAPITAL PROJ FUND

FUNCTION - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	.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	.00	.00	.00
TOTAL	COMMODITIES	.00	.00	.00	.00	.00	.00
980300	IMPROVEMENTS	25,000.00	.00	.00	.00	25,000.00	.00
980400	EQUIPMENT	.00	.00	.00	.00	.00	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	.00	.00	.00	.00	.00	.00
TOTAL	CAPITAL EXPENDITURES	25,000.00	.00	.00	.00	25,000.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	25,000.00	.00	.00	.00	25,000.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	25,000.00	.00	.00	.00	25,000.00	.00
TOTAL REPORT		25,000.00	.00	.00	.00	25,000.00	.00

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

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102008	CASH PB DEPOSIT 276502401	8,755.81	
102012	CASH IPTIP/FOA 7139200161	483,804.30	
102014	CASH FED INVST TRUST(FIT)	322,860.45	
	TOTAL CASH	815,920.56	.00
104033	INVESTMENTS-DOWNING	32,537.90	
	TOTAL INVESTMENTS	32,537.90	.00
118000	RECEIVABLE-PROPERTY TAXES	4,208,934.00	
	TOTAL ACCOUNTS RECEIVABLE	4,208,934.00	.00
	TOTAL ASSETS	5,057,392.46	.00
401000	ACCOUNTS PAYABLE		175,536.30
401001	AUDIT ACCOUNTS PAYABLE		4,364.54
450030	ACCRUED LIAB-COMP ABSENCE		110,367.12
450040	ACCRUED PAYROLL		15,885.39
	TOTAL ACCRUED LIABILITIES	.00	126,252.51
470000	DEFERRED REV-PROPERTY TAX		4,208,934.00
470100	LIBRARY DEFERRED REVENUE		68,794.00
	TOTAL DEFERRED REV-PROPERTY TAX	.00	68,794.00
	TOTAL CURRENT LIABILITIES	.00	4,583,881.35
	TOTAL LIABILITIES	.00	4,583,881.35
700110	EXPENDITURE CONTROL	4,457,495.70	
700120	REVENUE CONTROL		4,412,990.45
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	9,135,546.70	9,091,041.45
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	9,135,546.70	9,609,057.81
	TOTAL PUBLIC LIBRARY FUND	14,192,939.16	14,192,939.16

0215

04/09/02

CITY OF DES PLAINES

ACCOUNTING PERIOD: 13/01

BALANCE SHEET

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH PB DEPOSIT 276502401	99,825.92	
102012	CASH IPTIP/FOA 7139200161	14,103.17	
102014	CASH FED INVST TRUST(FIT)	1,228.04	
	TOTAL CASH	115,157.13	.00
	TOTAL ASSETS	115,157.13	.00
401001	AUDIT ACCOUNTS PAYABLE		2,723.93
	TOTAL CURRENT LIABILITIES	.00	2,723.93
	TOTAL LIABILITIES	.00	2,723.93
700110	EXPENDITURE CONTROL	88,926.43	
700120	REVENUE CONTROL		152,167.98
700150	EXP. BUDGET CONTROL		150,000.00
700160	REV. BUDGET CONTROL	173,000.00	
700170	BUDGET FUND BALANCE		23,000.00
	TOTAL SYSTEM CONTROL	261,926.43	325,167.98
730000	FUND BALANCE-UNRESERVED		49,191.65
	TOTAL FUND EQUITY	.00	49,191.65
	TOTAL EQUITIES	261,926.43	374,359.63
	TOTAL LIBRARY CAPITAL PROJ FUND	377,083.56	377,083.56
	TOTAL REPORT	14,570,022.72	14,570,022.72

0216

04/09/02
ACCOUNTING PERIOD: 13/01CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

PAGE 1

SELECTION CRITERIA: revledgr.fund='201'

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

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
810010	PROPERTY TAXES 1993	.00	.00	.00	.00	.00	.00
810011	PROPERTY TAXES 1994	.00	.00	.00	.00	.00	.00
810012	PROPERTY TAXES 1995	.00	.00	.00	.00	.00	.00
810013	PROPERTY TAXES 1996	.00	.00	.00	.00	.00	.00
810014	PROPERTY TAXES 1997	.00	.00	.00	.00	.00	.00
810015	PROPERTY TAXES 1998	40,000.00	.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	8,437.81	.00	4,007,867.49	78,476.51	.98
TOTAL	PROPERTY TAXES	4,126,344.00	8,437.81	.00	4,038,353.42	87,990.58	.98
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	4,219,332.00	8,437.81	.00	4,131,341.42	87,990.58	.98
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	.00	.00	.00
822095	STATE GRANT:LIBRARY	.00	.00	.00	55,946.03	-55,946.03	.00
TOTAL	STATE GRANTS	65,000.00	.00	.00	121,893.60	-56,893.60	1.88
TOTAL	INTERGOVERNMENTAL REVENUE	65,000.00	.00	.00	121,893.60	-56,893.60	1.88
850102	LIBRARY FINES	100,000.00	-30.00	.00	80,728.57	19,271.43	.81
TOTAL	FINES	100,000.00	-30.00	.00	80,728.57	19,271.43	.81
850201	COPYING FEE	30,000.00	.00	.00	10,071.79	19,928.21	.34
850215	SPECIAL PROGRAMS & EVENTS	15,000.00	.00	.00	5,837.04	9,162.96	.39
TOTAL	FEES AND SERVICES	45,000.00	.00	.00	15,908.83	29,091.17	.35
TOTAL	FINES, FEES, AND SERVICES	145,000.00	-30.00	.00	96,637.40	48,362.60	.67
890010	INTEREST INCOME	10,000.00	2,507.24	.00	46,719.37	-36,719.37	4.67
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	.00	.00	16,398.66	-1,398.66	1.09
TOTAL	OTHER REVENUE	25,000.00	2,507.24	.00	63,118.03	-38,118.03	2.52
TOTAL	PUBLIC LIBRARY FUND	4,454,332.00	10,915.05	.00	4,412,990.45	41,341.55	.99
TOTAL	PUBLIC LIBRARY FUND	4,454,332.00	10,915.05	.00	4,412,990.45	41,341.55	.99
TOTAL REPORT		4,454,332.00	10,915.05	.00	4,412,990.45	41,341.55	.99

04/09/02

ACCOUNTING PERIOD: 13/01

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

PAGE 1

SELECTION CRITERIA: revledgr.fund='202'

FUND - 202 - LIBRARY CAPITAL PROJ FUND

FUNCTION - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
822080	STATE GRANT:LIBRARY TECH	.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	42.66	.00	2,167.98	832.02	.72
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	-100,000.00	.00	.00	.00	.00
899930	LIBRARY BUY-A-BRICK	.00	.00	.00	.00	.00	.00
TOTAL	OTHER REVENUE	153,000.00	-99,957.34	.00	152,167.98	832.02	.99
TOTAL	LIBRARY CAPITAL PROJ FUND	173,000.00	-99,957.34	.00	152,167.98	20,832.02	.88
TOTAL	LIBRARY CAPITAL PROJ FUND	173,000.00	-99,957.34	.00	152,167.98	20,832.02	.88
TOTAL REPORT		173,000.00	-99,957.34	.00	152,167.98	20,832.02	.88

SELECTION CRITERIA: expldgr.fund='201'

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	1,674,127.00	-14,295.46	.00	1,396,025.66	278,101.34	.83
910200	TEMPORARY WAGES	635,842.00	9,789.15	.00	579,671.46	56,170.54	.91
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	5,810.71	.00	110,628.50	-110,628.50	.00
910600	SICK PAY	.00	138.23	.00	41,512.54	-41,512.54	.00
910700	HOLIDAY PAY	.00	18,908.58	.00	55,822.85	-55,822.85	.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	1,012.00	.00	1.00
918020	EMPLOYER CONTR-F.I.C.A.	169,465.00	.00	.00	164,361.93	5,103.07	.97
918021	EMPLOYER CONTR-I.M.R.F.	142,301.00	.00	.00	143,786.95	-1,485.95	1.01
918040	LIFE INS PREMIUMS	4,896.00	.00	.00	4,714.21	181.79	.96
918050	MEDICAL INS PREMIUMS	218,452.00	.00	.00	156,361.51	62,090.49	.72
918060	TUITION REIMBURSEMENTS	5,000.00	2,000.00	.00	3,224.00	1,776.00	.64
918070	WORKERS COMPENSATION	6,000.00	.00	.00	5,102.25	897.75	.85
TOTAL	PERSONAL SERVICES	2,861,595.00	22,351.21	.00	2,665,974.54	195,620.46	.93
920100	LITIGATION & LEGAL FEES	.00	.00	.00	5,018.10	-5,018.10	.00
920105	COSTS OF LITIGATION	.00	.00	.00	41.40	-41.40	.00
920110	PROFESSIONAL CONSULTING	10,000.00	1,823.55	.00	21,120.73	-11,120.73	2.11
920120	COMMUNICATION SERVICES	50,000.00	1,179.94	.00	24,642.59	25,357.41	.49
920140	DATA PROCESSING SERVICES	85,000.00	9,333.72	.00	106,958.31	-21,958.31	1.26
920202	CONFERENCES	7,000.00	148.31	.00	2,912.90	4,087.10	.42
920204	TRAINING	2,500.00	300.00	.00	475.00	2,025.00	.19
920206	SEMINARS	2,500.00	.00	.00	2,183.00	317.00	.87
920210	IN-SERVICE TRAINING	2,000.00	75.46	.00	6,883.19	-4,883.19	3.44
920220	MEMBERSHIP DUES	4,500.00	.00	.00	3,637.00	863.00	.81
920230	PUBLICATION OF NOTICES	2,000.00	.00	.00	3,298.59	-1,298.59	1.65
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	11,000.00	.00	.00	8,118.19	2,881.81	.74
TOTAL	SUBSIDIES, REBATES, CONTRIB	11,000.00	.00	.00	8,118.19	2,881.81	.74
920900	PROPERTY/LIAB CONTRIBUTIO	67,423.00	.00	.00	67,420.00	3.00	1.00
930010	R & M EQUIPMENT	52,600.00	2,723.85	.00	36,644.02	15,955.98	.70
930020	R & M BLDGS & STRUCTURES	20,000.00	2,602.00	.00	24,809.23	-4,809.23	1.24
930030	R & M VEHICLES	3,000.00	510.71	.00	2,609.40	390.60	.87
930195	BOOK BINDING & REPAIR	3,000.00	.00	.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	.00	.00	42,137.50	2,862.50	.94
960070	AUTO/TRAVEL EXPENSES	5,500.00	158.35	.00	5,998.94	-498.94	1.09
960210	SPECIAL EVENT PROGRAMMING	17,000.00	756.32	.00	19,656.15	-2,656.15	1.16

SELECTION CRITERIA: expledgr.fund='201'

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
960990	MISC CONTRACTUAL SVCS	70,000.00	5,778.52	.00	100,763.34	-30,763.34	1.44
TOTAL	CONTRACTUAL SERVICES	463,023.00	25,390.73	.00	494,797.93	-31,774.93	1.07
970100	SUPPLIES	70,000.00	2,150.25	.00	54,479.99	15,520.01	.78
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	54.46	.00	1,669.78	-169.78	1.11
970170	JANITORIAL	8,000.00	737.23	.00	16,182.63	-8,182.63	2.02
970200	COPYING/FAX SUPPLIES	1,000.00	.00	.00	4,215.82	-3,215.82	4.22
970260	POSTAGE AND PARCEL	13,200.00	80.50	.00	15,364.68	-2,164.68	1.16
970270	PRINTING-REPROD-BINDING	7,500.00	.00	.00	3,381.38	4,118.62	.45
970320	SUPPLIES: BLDG R/M	.00	.00	.00	.00	.00	.00
970330	SUPPLIES: VEHICLE R/M	.00	40.95	.00	1,293.70	-1,293.70	.00
970600	BOOKS	493,000.00	50,146.73	.00	489,773.32	3,226.68	.99
970610	AUDIO MATERIALS	64,000.00	3,441.31	.00	55,802.74	8,197.26	.87
970620	SUBSCRIPTIONS & BOOKS	85,000.00	359.55	.00	71,470.27	13,529.73	.84
970630	VISUAL MATERIALS	65,000.00	4,261.53	.00	61,037.28	3,962.72	.94
970640	AUTOMATED REFERENCE MAT'L	87,000.00	16,523.00	.00	83,416.25	3,583.75	.96
970810	NATURAL GAS	19,000.00	3,069.58	.00	29,127.33	-10,127.33	1.53
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	3,500.00	52.95	.00	822.96	2,677.04	.24
970850	GASOLINE	800.00	19.65	.00	282.77	517.23	.35
970900	EQUIPMENT <\$5,000	.00	5,169.45	.00	5,169.45	-5,169.45	.00
TOTAL	COMMODITIES	919,000.00	86,107.14	.00	893,490.35	25,509.65	.97
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	135,000.00	1,240.00	.00	51,599.54	83,400.46	.38
980410	COMPUTER HARDWARE	.00	2,213.50	.00	67,605.09	-67,605.09	.00
980420	COMPUTER SOFTWARE	.00	166.94	.00	17,430.29	-17,430.29	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	5,000.00	3,013.54	.00	11,464.85	-6,464.85	2.29
TOTAL	CAPITAL EXPENDITURES	140,000.00	6,633.98	.00	148,099.77	-8,099.77	1.06
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
990995	LOSS ON SALE OF INVESTMNT	.00	4,005.98	.00	4,005.98	-4,005.98	.00
TOTAL	OTHER FUNDING ACTIVITIES	.00	4,005.98	.00	4,005.98	-4,005.98	.00
991000	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00

04/09/02
 ACCOUNTING PERIOD: 13/01

CITY OF DES PLAINES
 ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expledgr.fund='201'

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
TOTAL	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	4,613,051.00	144,489.04	.00	4,384,895.57	228,155.43	.95

0251

04/09/02

ACCOUNTING PERIOD: 13/01

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

PAGE 4

SELECTION CRITERIA: expledgr.fund='201'

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

SELECTION CRITERIA: expledgr.fund='201'

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	.00	.00	.00	.00	.00	.00
920120	COMMUNICATION SERVICES	.00	.00	.00	.00	.00	.00
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	6,648.25	.00	53,810.82	6,189.18	.90
TOTAL	CONTRACTUAL SERVICES	65,000.00	6,648.25	.00	70,890.13	-5,890.13	1.09
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
	CAPITAL EXPENDITURES	.00	.00	.00	.00	.00	.00
TOTAL	IL LIBRARY PER CAP GRANT	65,000.00	6,648.25	.00	72,600.13	-7,600.13	1.12
TOTAL	CIVIC & CULTURE	4,678,051.00	151,137.29	.00	4,457,495.70	220,555.30	.95
TOTAL	PUBLIC LIBRARY FUND	4,678,051.00	151,137.29	.00	4,457,495.70	220,555.30	.95
TOTAL REPORT		4,678,051.00	151,137.29	.00	4,457,495.70	220,555.30	.95

04/09/02

ACCOUNTING PERIOD: 13/01

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: expledgr.fund='202'

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	.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	.00	.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	12,678.00	37,322.00	.25
980600	FURNITURE & FIXTURES	50,000.00	2,723.93	.00	15,228.72	34,771.28	.30
TOTAL	CAPITAL EXPENDITURES	150,000.00	2,723.93	.00	87,421.50	62,578.50	.58
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	2,723.93	.00	88,926.43	61,073.57	.59
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	2,723.93	.00	88,926.43	61,073.57	.59
TOTAL REPORT		150,000.00	2,723.93	.00	88,926.43	61,073.57	.59

ADMINISTRATOR'S REPORT

April 16, 2002

I. PERSONNEL

New employees for March/April are Joe Mullarkey and Elizabeth Steffensen, part-time Librarians in Adult Services.

Departing employees are Bobby Palmero and Justin Ashcroft.

II. STAFF DEVELOPMENT

The staff has been engaged in a job-shadowing project, under the grant for staff development. Each employee is required to "shadow" in another department for at least two hours. The assignment for shadowing is to gain understanding of the inner workings and activities of another department and to increase understanding of how each job is related to others in the library. The grant is being administered by Martha Sloan, who is working with Consultant Mary Jane Kepner. They have formed a committee to plan events leading up to and including the Staff In-Service Day on May 9. The grant will also cover most of the expenses for the In-Service, with the exception of food, which is covered in the library's operating budget.

III. PATRON SERVICES

While the increase in circulation for the month of March is not as high as we have been experiencing, it is important to note that the increase from March 2000 to March 2001 was 14%. Patron attendance remains high and is increasing.

Julianne Dennison, Grant Coordinator for the Residents and Retailers Grant has collected information from surveys and has conducted focus groups to obtain suggestions for services to the growing residential and business population in the library's new neighborhood. She will present a preliminary report at the April Board Meeting.

IV. OTHER ADMINISTRATIVE ACTIVITIES

I represented the Des Plaines Public Library on a panel on "Best Practices" in library services to multilingual populations at the Illinois State Library System Directors and Advisory Committee meeting in Springfield on March 21. I attend the UI Extension Advisory Committee meeting on March 22, the Chamber City Advisory Breakfast on March 26. I met with the Mayor and Chloe Golden (Mayor for a Day) and her father on March 26. I attended the meeting of the Board Building and Grounds and Planning Committees on March 26, and a CCS Governing Board Meeting on March 27. On March 28 I met with the librarian of De Paul University's branch campuses to discuss cooperative activities and taped three segments, along with Holly Sorensen, Roberta Johnson, and Sarah Long, of the "Check-in @ Your Library " series on Library Cable Network. One of the segments may be picked up by ALA to use in their ongoing @Your Library campaign. I attended a Public Library Administrators Forum on March 29. The topics for discussion were using statistics to present a library budget to elected officials and the use of library meeting rooms by controversial speakers. I participated in the shadowing program for our staff development project on April 4 and attended a Chamber of Commerce Business After Hours at the Maine Center for Mental Health. I will attend, with John Burke, a workshop on the new PLA Planning Process on April 11 and a Customer Service workshop at Oakton Community College on April 16.

I have been working with Douglas and Maxine Hubbard and staff members Carol Kidd, Gary Valente, Veronica Schwartz, Gail Bradley, Leslie Steiner, and Chris Posinger to plan the Dedication Ceremony and reception for the Poet Tree Corner. Martha Sloan is working with the Hubbards and ASI signage to prepare the signage recognizing their gift.

V. FOLLOWUP

The fire extinguishers have been installed in all floors of the parking garage near the elevators. They are housed in locked cabinets, which are alarmed. Thanks to the Public Works and Fire Departments for their quick response to our requests.

We are continuing to work with CCS and NSLS to recapture statistics of library use during the transition to new computer systems. We believe we will be able to access this information, but perhaps not for another three to four months.

Two staff committees are working on pending issues: Martha Sloan is chairing a staff committee to gather information and to make

recommendations regarding additional hours for public service. Hector Marino is chairing a committee to plan procedures for collecting, processing, and circulating materials in foreign languages.

Our Volunteer Recognition Tea has been rescheduled for Wednesday, May 15 from 3:00 to 4:30. All volunteers will receive an invitation and a letter of appreciation from the Board and Staff during National Volunteer Week.

**DES PLAINES PUBLIC LIBRARY
YOUTH SERVICES PATRON ASSISTANCE
MARCH 2002**

Assistance	Mar 2001	Mar 2002	<u>Year to Date 2001</u>	<u>Year to Date 2002</u>	<u>% Change</u>
1. Computer Sign-up	1,693	2,794	4,247	6,940	63.4%
2. Program Sign-up	233	361	1,072	1,172	9.3%
3. Equipment Repair & Assistance	622	484	1,738	1,367	(-27.1%)
4. Directional Questions	395	186	1,328	750	(-77.1%)
5. ILL & Patron Holds	15	45	109	243	122.9%
Total	2,958	3,870	8,494	10,472	23.3%
In-House Circulation	Mar 2001	Mar 2002	<u>Year to Date 2001</u>	<u>Year to Date 2002</u>	<u>% Change</u>
1. Train Sets	1,041	902	2,376	3,051	28.4%
2. Chess/Checkers	144	121	373	387	3.7%
3. Periodicals	5	23	31	55	77.4%
4. Book Bag Request	N/A	10	N/A	24	NA
5. Textbooks	7	6	25	38	52%
6. Reserve Books	40	41	57	210	268.4%
Total	1,237	1,103	2,862	3,765	31.6%
Reference	Mar 2001	Mar 2002	<u>Year to Date 2001</u>	<u>Year to Date 2002</u>	<u>% Change</u>
1. Specific Item Request	907	1,169	2,786	4,403	158%
2. Reference	1,275	565	3,549	2,433	(-45.8%)
3. Reader's Advisory	102	101	398	411	3.2%
4. Referrals to Other Libraries	10	19	29	52	79.3%
Total	2,294	1,854	6,762	7,299	7.9%
GRAND TOTAL	6,489	6,827	18,118	21,536	18.9%

**DES PLAINES PUBLIC LIBRARY
REGISTRATION SERVICES REPORT FOR MARCH 2002**

I. LIBRARY CARD REGISTRATION SERVICES

March 2001	Feb 2002	March 2002	<u>Year to Date</u> 2001	<u>Year to Date</u> 2002	<u>% Change</u>
1,076	857	747	2,095	2,492	19.0%
	A. New Registrations			284	
	B. Updates			328	
	C. Other Libraries			118	
	D. Fee Paid Cards			17	
	Total			747	

II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	807
2.	Number of Meeting Room Uses	71
3.	Voters Registered	2
4.	Cab Cards	10
	Total	890

III. TOTAL NUMBER OF REGISTERED BORROWERS

March 2001	37,236	(69.7% of Population)
March 2002	NA*	
November 2001	38,906	Last Reported

* The Des Plaines Public Library has changed their Automated Computer System from GEAC to SIRSI. Currently some reports for the month of March are not available, but as the March statistics become available they will be included in the most current board packet.

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT
March 2002

Total 2001 to Date:	222,748	Total 2002 to Date:	242,075	% Change	
March 2001	81,259	March 2002	82,144	8.68%	1.09%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
<u>CHILDREN</u>	2001	2002	2001	2002	2001	2002
Non Fiction	5,546	5,045	774	626	6,320	5,671
Fiction	14,491	14,472	1,418	1,024	15,909	15,496
Foreign Language Non Fiction	136	118	6	6	142	124
Foreign Language Fiction	384	348	49	58	433	406
Periodicals	408	296	24	17	432	313
Compact Discs	551	820	38	24	589	844
Audio Cassettes	322	253	29	3	351	256
Audio Kits	445	407	43	14	488	421
Puzzles	433	441	50	59	483	500
Games	92	51	24	29	116	80
Audio Books	221	315	14	13	235	328
Video Fiction	3,284	3,252	463	384	3,747	3,636
Video Non Fiction	1,266	1,188	50	63	1,316	1,251
DVD	157	843	0	27	157	870
CD ROMs	868	602	0	0	868	602
SUB TOTAL	28,604	28,451	2,982	2,347	31,586	30,798
ADULT						
Non Fiction	11,984	11,989	202	256	12,186	12,245
Fiction	7,894	7,701	339	364	8,233	8,065
Large Type	957	1,131	127	197	1,084	1,328
Foreign Language Non Fiction	231	249	7	3	238	252
Foreign Language Fiction	520	617	1	0	521	617
High School Collection	298	355	3	4	301	359
Periodicals	2,630	2,618	168	143	2,798	2,761
Pamphlets	13	16	0	0	13	16
Compact Discs	7,501	7,090	466	436	7,967	7,526
Audio Cassettes	332	274	18	7	350	281
Puzzles	0	0	1	0	1	0
Pictures	49	63	0	0	49	63
Audio Books	2,048	2,097	48	35	2,096	2,132
CD ROMs	240	227	1	0	241	227
Video Fiction	7,424	7,247	411	351	7,835	7,598
Video Non Fiction	3,333	3,669	59	72	3,392	3,741
DVD	2,318	3,769	0	93	2,318	3,862
Misc. Formats	49	269	1	4	50	273
	47,821	49,381	1,852	1,965	49,673	51,346
GRAND TOTAL	76,425	77,832	4,834	4,312	81,259	82,144
Self Check	15,353	20,075	0	0	15,353	20,075

**DES PLAINES PUBLIC LIBRARY
CIRCULATION SERVICES REPORT FOR MARCH 2002**

PATRON ATTENDANCE COUNT

March 2001	Feb2002	March 2002	<u>Year to Date</u> <u>2001</u>	<u>Year to Date</u> <u>2002</u>	<u>% Change</u>
46,000	45,356	47,189	123,233	137,256	11.4%

RECIPROCAL BORROWING

(Materials Lent)

	March 2001	March 2002	% Change
NSLS	12,519	NA*	
OTHER SYSTEMS	2,404	NA*	
TOTAL	14,923	NA*	

INTERLIBRARY LOAN

	March 2001	March 2002	<u>Year to Date</u> <u>2001</u>	<u>Year to Date</u> <u>2002</u>	<u>% Change</u>
Sent	1,117	942	3,134	1,395	(-124.7%)
Received	615	1,666	1,605	1,666	3.8%
TOTAL	1,732	2,608	4,739	3,061	(-55.0%)

* The Des Plaines Public Library has changed their Automated Computer System from GEAC to SIRSI. Currently some reports for the month of March are not available, but as the March statistics become available they will be included in the most current board packet.

**DES PLAINES PUBLIC LIBRARY
CIRCULATION PATRON ASSISTANCE
MARCH 2002**

<u>Assistance/Service Desk</u>	<u>Number</u>	<u>Total</u>
1. Phone Calls Received	2,258	
2. Patron Renewals	1,750	
3. Patron Reserves Delivered	2,074	
4. Directional	2,873	
5. Account Inquiries	2,729	
6. Program Sign-up	848	
7. In Person Patron Assistance	3,308	
Total		15,840

Assistance/Switchboard

1. Phone Calls Answered		
Administration	188	
Adult Services		
Readers Services	594	
Reference	1,125	
Building/Security	56	
Circulation	1,666	
Community Services	64	
Public Information	79	
Technical Services	35	
Youth Services	367	
2. Delivery/Buzzer	107	
3. 2-Way Radio	178	
Total		4,459

GRAND TOTAL

20,299

VI-D.1

**DES PLAINES PUBLIC LIBRARY
ADULT PATRON ASSISTANCE
MARCH 2002**

Assistance	Mar 2001	Mar 2002	<u>Year to Date 2001</u>	<u>Year to Date 2002</u>	<u>% Change</u>
1. Computer/Instructional	403	523	1,224	1,409	15.1%
2. Mechanical	N/A	356	N/A	890	N/A
3. Directional	1,211	944	3,417	2,856	(-19.6%)
4. Informational	972	1,136	2,546	3,537	38.9%
5. Tax Forms	223	164	593	552	(-7.4%)
6. Instructional	N/A	10	N/A	57	N/A
Total	2,809	3,133	7,780	9,301	19.5%
Reference and Readers' Services	Mar 2001	Mar 2002	<u>Year to Date 2001</u>	<u>Year to Date 2002</u>	<u>% Change</u>
1. Specific item request	2,988	4,206	8,040	12,858	59.9%
2. Ready reference	967	1,224	2,906	3,840	32.1%
3. In-Depth reference	219	248	509	792	55.5%
4. Virtual Reference Desk	N/A	40	N/A	112	N/A
5. Interlibrary Loan Request	348	128	878	467	(-88%)
6. Readers' Advisory	126	255	342	497	45.3%
7. Reserves	507	895	1,263	2,593	105.3%
Total	5,155	6,996	13,938	21,159	51.8%
Sign Up	Mar 2001	Mar 2002	<u>Year to Date 2001</u>	<u>Year to Date 2002</u>	<u>% Change</u>
1. Internet	N/A	5,995	4,618	17,065	N/A
2. Computer Lab	N/A	531	412	1,541	N/A
3. Group Study Rooms	N/A	376	70	1,061	N/A
4. Reading Edge	N/A	0	N/A	0	N/A
Total	N/A	6,902	5,100	19,667	N/A
GRAND TOTAL	7,964	17,031	26,818	50,127	75.5%

**DES PLAINES PUBLIC LIBRARY
USAGE STATISTICS FOR ONLINE REFERENCE PRODUCTS
March 2002**

Access Science	NA*
BigChalk	NA
College Source Online	54*
Des Plaines Public Library Homepage	90,053
FACTS.com	NA*
Facts On File	7
First Search	1,082
Gale Group:	
• AncestryPlus	NA
• Biography Resource Center	617
• Business & Company Resource Center	352
• General Business File ASAP	209
• General Reference Center Gold	570
• Health & Wellness Resource Center	160
• Health Reference Center	74
• National Newspaper Index	48
• Student Resource Center	217
• What Do I Read Next?	49
Grolier Online	88*
Hoover's Online	NA
Info USA	305
LearnATest.com	NA
Lexis Nexis's Statistical Universe	NA
Library Catalog (access via dialup, telnet, or remote)	NA
NewsBank:	
• Chicago Tribune	130*
• Chicago Tribune Archive	425*
• News Illinois	7*
• Noticias en Español	27*
NoveList	233
PoemFinder	30
ProQuest (Chicago Sun-Times, Daily Herald, Wall Street Journal)	183*
Searchasaurus	6
S&P's NetAdvantage	22
World Book Encyclopedia	2,534*
 Total Searches & Queries	 97,482

*Number of hits, views or visits (number of searches not provided)

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR MARCH 2002**

	<u>Times Used</u>	<u>Attendance</u>
Library Sponsored Adult Programs		
Administrators Evaluation	1	4
Balcony Gardening	1	115
Building & Grounds Meeting	1	10
Circulation Clerks Meeting	2	25
Department Heads Meeting	4	36
Finance Committee	1	9
Finding Your People in the Federal Census Schedule	1	28
Friends of the Library Meeting	1	19
Friends Sunday Afternoon Movie	1	34
Great Decisions	4	64
LACONI	1	50
Management Committee	1	9
NorthStar Net	1	3
Page Meeting	2	31
Planning Committee	1	7
Readers Services	1	6
Reference Department Meeting	4	26
Score "Are You Ready to Start a Business"	1	24
Self Publishing	1	14
Spacecraft	1	37
Tax Advantaged Investments	1	15
Technical Services	1	8
Tuesday Morning Book Group	1	26
Total	34	600

Outside Community Groups

AARP Income Tax Assistance	1	215
AAUW	1	4
Care Coalition	1	4
Central Little League	1	25
Childrens Hope International	1	22
Des Plaines Art Guild	1	8
Des Plaines Home School Support Group	1	15
Des Plaines Toastmasters	2	20
Diabetic Support Group	1	10

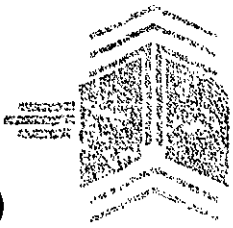
**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR MARCH 2002**

	<u>Times Used</u>	<u>Attendance</u>
Outside Community Groups		
District 62	1	20
District 62 H.I.P.P.Y. Program	2	118
DuPage Figure Skaters	1	10
Girl Scout Troop 568	1	8
I Am Veg	1	10
Intergenerational Task Force	1	8
Junior Woman's Club of Des Plaines	1	15
Kiwanis Club of Des Plaines	1	8
Korean American Book Discussion	2	30
LACONI	1	90
Mansard South Condominium	1	6
Moms on the Move	1	20
Polyglot Toastmaster	2	22
Romance Writers	1	25
Senior Conference Law Enforcement Academy	4	144
Soft Bodies Doll Club	1	26
Spark Program	2	40
University of Illinois	1	30
Total	35	953
Other		
Library Board Meeting	1	15
Total	1	15

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR MARCH 2002**

	<u>Times Used</u>	<u>Attendance</u>
Library Sponsored Children's Programs		
Baby Talk Book Time	12	693
Boy Scout Tour	1	12
Chicago Wolves Player Visit	1	54
Friends Family Sunday Zak Morgan Puppets	1	79
LIGHT (Teen Advisory Group)	1	12
Milwaukee Zoo Animals of Africa	1	210
Preschool Movies	5	71
School Day Off Movie	1	15
Stories & More	2	14
Storytime 2 year olds	14	183
Storytime 3 - 5 year olds	26	192
Total	65	1,535
Literacy Program		
Learn to Read	16	684
GRAND TOTAL	151	3,787

March Total = 151 groups involving 3,787 people.
2002 Year to Date Total 63 groups involving 7,363.



VI-D.2

Progress Report

Response Requested by _____

Board Action Required _____

DES PLAINES PUBLIC LIBRARY FRIENDS COMMITTEE REPORT

- Highlights of March Roundtable discussions/issues:
 - Spring Book Sale:
 - Friday, April 19, for Friends only;
 - Saturday, April 20, open to the public;
 - Sunday, April 21, open to the public.
 - Book sale volunteers contact: Mary/Ralph Minnis, 847-296-4841;
 - Shelf book sale:

The anticipated and actual income from the shelf book sales during the preceding recent weeks was about 6% less than expected. **The Friends need suggestions on how to ensure that the book shelf clients pay for what they "purchase".**
 - The Wish List by the Library for consideration to fund by the Friends was discussed and approved (\$9,500):
 - Plastic book bags (\$3,500 for 25,000)
 - Hospitality fund (not to exceed \$1,200 to be paid by Friends)
 - Film contract (\$1,500)
 - Family Sunday Programs (\$1,800)
 - Summer Reading Club (\$1,500)
 - The Friends now have a new edition of the brochure describing their activities; the Friends plan to have the brochure in Spanish.
 - Attendance included: John Burke, Noreen Lake and Sandra Norlin.
 - Next Roundtable Meeting: April 30, at 7:00 p.m.
 - General Meeting and election of officers: May 28.
Program: Downtown Des Plaines and its History
Election of Officers

Inara Brubaker, Liaison to the Friends of the Des Plaines Public Library

VI-D.3

- Progress Report
- Response Requested by _____
- Board Action Required _____

BOARD OF TRUSTEES
Minutes of the Building and Grounds Committee Meeting
March 26, 2002

Chair: Eldon Burk.
Present: Eldon Burk, Noreen Lake, John Ciborowski, George Wade, Sandra Norlin, William Grice, Gary Valente, Susan Burrows, Martha Sloan, Hector Marino

Call to Order: 4:35 p.m. by Eldon Burk.

1. Lighting for atrium sculpture –
Discussion with George Wade of G&I Electric concerning lighting fixtures that have been specified for lighting the atrium sculpture. Board members had the opportunity to ask Mr. Wade and to view the location of the lighting tracks. The consensus of the group is that the effect of this lighting solution will be acceptable.

MOTION by John Ciborowski, seconded by Noreen Lake to proceed with the lighting proposal from G&I Electric in an amount not to exceed \$6,000.00. MOTION CARRIED. Committee authorized Gary Valente to contact G&I to proceed.
2. Status of automatic opening sliding door at west entrance –
Eldon Burk recounted the history of our working with the City to replace the manual door at the west entrance to the lobby with an automatic sliding door. At the Mayor's directive, Gary Valente is working with Matt Dusckett of Public Works to prepare bid documents for this project. Gary is obtaining quotes and information for the City staff.

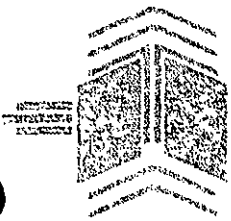
Eldon Burk will request a meeting with Mayor Arredia, City Attorney Wiltse, Leroy Molinari, Gary Valente and Matt Dusckett to inquire about the next step in this process.

3. Brick Removal/Replacement –

Committee discussed the advisability of moving and /or turning around bricks under the lights. The committee members walked out to the Plaza to view the bricks, after which they agreed that Eldon Burk, Susan Burrows and Noreen Lake would meet with the brick installer before bricks are removed and replaced in the Plaza to clarify some questions and to indicate where they would like to have the new bricks placed.

The meeting adjourned at 5:45 p.m.

Minutes prepared by Sandra Norlin.



Des Plaines Public Library

1501 Ellinwood Street

Des Plaines, IL 60016-4553

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847.827.7974 fax

www.desplaines.lib.il.us

VI-D.4

Progress Report

Response Requested by _____

Board Action Required by _____

BOARD OF TRUSTEES
Minutes of the Planning Committee Meeting
March 26, 2002

Chair: John Burke

Present: John Burke, John Ciborowski, Ellen Yearwood, Inara Brubaker, Sandra Norlin, Martha Sloan, Hector Marino.

Call to Order: 5:35 p.m. by John Burke

John Burke asked the committee to review the list of Additional Recommendations (attached) that were identified at the Board planning retreat in April 2001. Purpose of the review is to determine which of those Recommendations should next be addressed by the Board.

The consensus of the committee was to discuss Recommendation #5 – “Develop a system to continuously monitor how well the library is serving the community.” The committee was reminded that the purpose of the planning retreat was to seek ways to improve the overall effectiveness of the Library Board. It was felt that the development of an effective system to regularly obtain and evaluate such feedback from the various segments of our community would contribute to the effectiveness of the Board.

Committee members were asked to explore how other not-for-profit agencies or boards determine their own effectiveness in meeting the needs of the communities they serve.

The next meeting of the Planning Committee will be set at our next Library Board meeting.

The meeting adjourned at 6:10 p.m.

0271

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

1. Develop funding sources to supplement tax based funds for refinements to building and support of cultural features to be added.
 - Investigate revenue generation sources and processes
 - Establish a volunteer base for the specific purpose of revenue generation
2. Refine the process by which the Board establishes and monitors the budget.
 - The process seems to work well with the current Library Administrator

Management Committee

3. Paid staff and volunteer staff need to be appropriate for the diversity of the community.
 - Targets and responsibilities (board and staff) should be set to achieve the diversity goals, if targets do not currently exist
4. Establish a two-way linkage between the programs and services and the Board's strategic plan.
 - Board members should work closely with staff when program and service concepts are formulated, since the board is responsible for achieving the mission/vision of the institution. It would also make the board more knowledgeable when speaking to the public.

Planning Committee

5. Develop a system to continuously monitor how well the library is serving the community.
 - This of course is an ongoing project. There are professionals who feel that rather than having board and staff identify the organization's goals, you need to go into the community to find out what is really needed.

Establish Board Development Committee (either permanent or ad hoc)

6. Assess Board organizational needs regularly.
 - Establish a skills profile and identify desirable skills to be added
7. Recommend new members to meet Library needs and represent the community.
 - Strive for a diverse and representative board
8. Modify the Board member manual to orient new members.
 - Elements that are frequently included: History, mission/vision/beliefs, bylaws, budget, financial statements, board membership, strategic plan, overview of programs and services, organization chart, committee structure and membership, selected board meeting minutes, calendar of activities, including board meeting dates.
9. Train committee members and their chairs; encourage attendance at professional organization meetings.
 - Create position descriptions for committee chairs and for committee members
 - Conduct committee chair training sessions
 - Review expectations with new committee members
10. Evaluate board member performances
 - Use a self-evaluation process
 - If necessary, discuss performance with individual member based on his/her own evaluation
 - Establish a definite recognition process

Executive Committee

11. Increase support and participation in community activities.
 - Board members must be knowledgeable about library activities to be able to properly represent the institution
12. Continue to attempt improvements in relations and cooperation between the City administration and the Library Board administration.
13. Focus attention on the issues of the Strategic Plan.
 - You might want to consider during the next update of the Strategic Plan to first identify the goals contributing directly to achieving the mission/vision, then as a second phase to identify the other goals important but not directly helping to achieve the mission/vision

NIGHT OWL

REFERENCE SERVICE



February, 2002

Total number calls =936

9 Antioch Public Library
 67 Arlington Heights Memorial Library
 12 Aurora Public Library
 17 Barrington Area Public Library
 11 Bartlett Public Library
 10 Bedford Park Public Library
 32 Bellwood Public Library
 11 Bradley Public Library
 11 Coal City Public Library
 30 Des Plaines Public Library
 28 Ela Area Public Library
 28 Elk Grove Village Public Library
 18 Elmhurst Public Library
 13 Fossil Ridge Public Library
 2 Fremont Public Library
 19 Glenview Public Library
 31 Highland Park Public Library
 11 Homer Township Public Library
 16 Indian Trails Public Library
 23 Lake Forest Public Library
 21 Lincolnwood Public Library

10 Lisle Library District
 10 Mokena Public Library
 31 Mt Prospect Public Library
 7 Nippersink Public Library
 18 Northbrook Public Library
 10 Orland Park Public Library
 13 Oswego Public Library
 17 Park Ridge Public Library
 9 Prospect Heights Public Library
 31 Riverside Public Library
 15 Rolling Meadows Public Library
 18 St. Charles Public Library
 58 Schaumburg Township Public Library
 80 Skokie Public Library
 12 Vernon Area Public Library
 18 Villa Park Public Library
 14 Warrenville Public Library
 12 Westchester Public Library
 12 WoodDale Public Library
 14 Woodstock Public Library

SAMPLE QUESTIONS

Average price of a SuperBowl ticket
 Definition of 'degrees of freedom'
 US News best hospitals for pediatrics
 Manufacturers of heated mattress pads
 Name of the accounting firm for KMart
 History and care of Persian cats
 Information on housing and insurance
 Pictures of Elizabethan falconry and fencing
 Rules for dominoes
 Patent for hair trimmers
 Articles on the ecological impact of butterfly populations
 Definition of Freedom Riders
 Articles on art and children
 Swedish retirement homes and hospitals in Chicago area
 Obituary from 1958
 Address for Icelandic Tourist Board
 How to cite online newspapers
 Spanish language radio stations

Marilyn Uselmann
 Marilyn Uselmann
 Head, Night Owl



To: Sandra Norlin

From: Tom Stettner

Re: Open Stage Concert Series

Once again the Special Events Commission will be hosting the summer concert series on the road in front of the library. The series will run from June 14th to August 16th. The hours will be from 5:30 -- 9:30. If it rains, we will not move under the library as we did last year. Have a blessed Easter.



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

Illinois State Library
300 South Second Street
Springfield, Illinois 62701
217-782-2994

March 28, 2002

Ms. Sandra Norlin
Des Plaines Public Library
1501 Ellinwood Avenue
Des Plaines, Illinois 60015

Dear Ms. Norlin: *Sandra*

Thank you for serving on the Panel Discussion of Services and Programming in Languages other than English presented to the Illinois State Library Advisory Committee and System Presidents and Directors Joint Meeting on March 21st here at the Illinois State Library.

I found your panel to be most informative and I have received positive feedback from a number of those attending. I feel this is a very important and timely issue for Illinois libraries and I appreciate you being a part of our day.

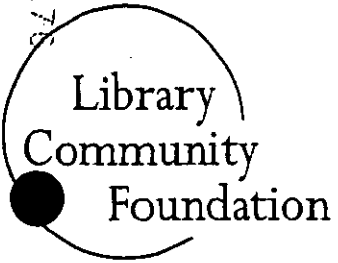
I look forward to working with you in the future as we all strive to make Illinois libraries as service oriented as possible for all of the people of Illinois.

Sincerely

A handwritten signature in cursive script that reads "Jean Wilkins".

Jean Wilkins, Director
Illinois State Library

0275



Library
Community
Foundation

formerly
North Suburban
Library Foundation

200 West Dundee Road
Wheeling, Illinois 60090
Phone 847-353-7143
Fax 847-459-0380

1 April 2002

Ms. Sandra Norlin
Library Administrator
Des Plaines Public Library
1501 Ellinwood
Des Plaines, Illinois 60018

Dear Sandra,

I am enclosing a copy of both the cover letter and the trust document with respect to the Comiskey Charitable Remainder Trust. I have retained the original in the Des Plaines Public Library Fund file at the Library Community Foundation.

This is a very exciting gift, and sends you into the ranks of planned giving fundraisers. Congratulations!

Best regards,

Anne Rose Johnson, CFRE
Executive Director

/arj

cc: Andrew Lotts, CJB&S

Council of Advisors
Peggy Barber
Peggy Sullivan

Terry Passaro
Board Chair

Pradeep M. Gamadia
Vice Chair

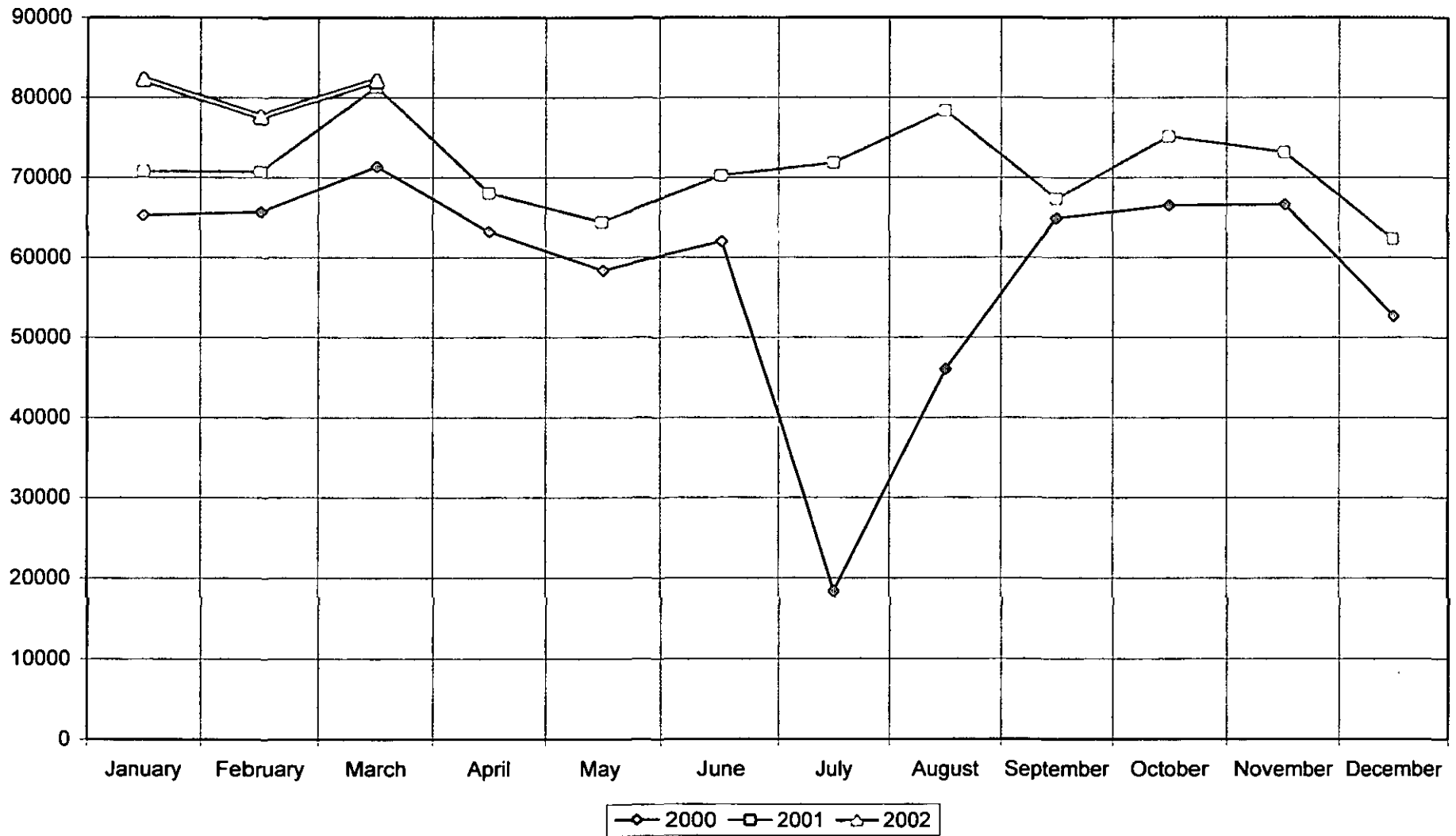
Iris Maiter
Secretary

Bruce J. Caris
Treasurer

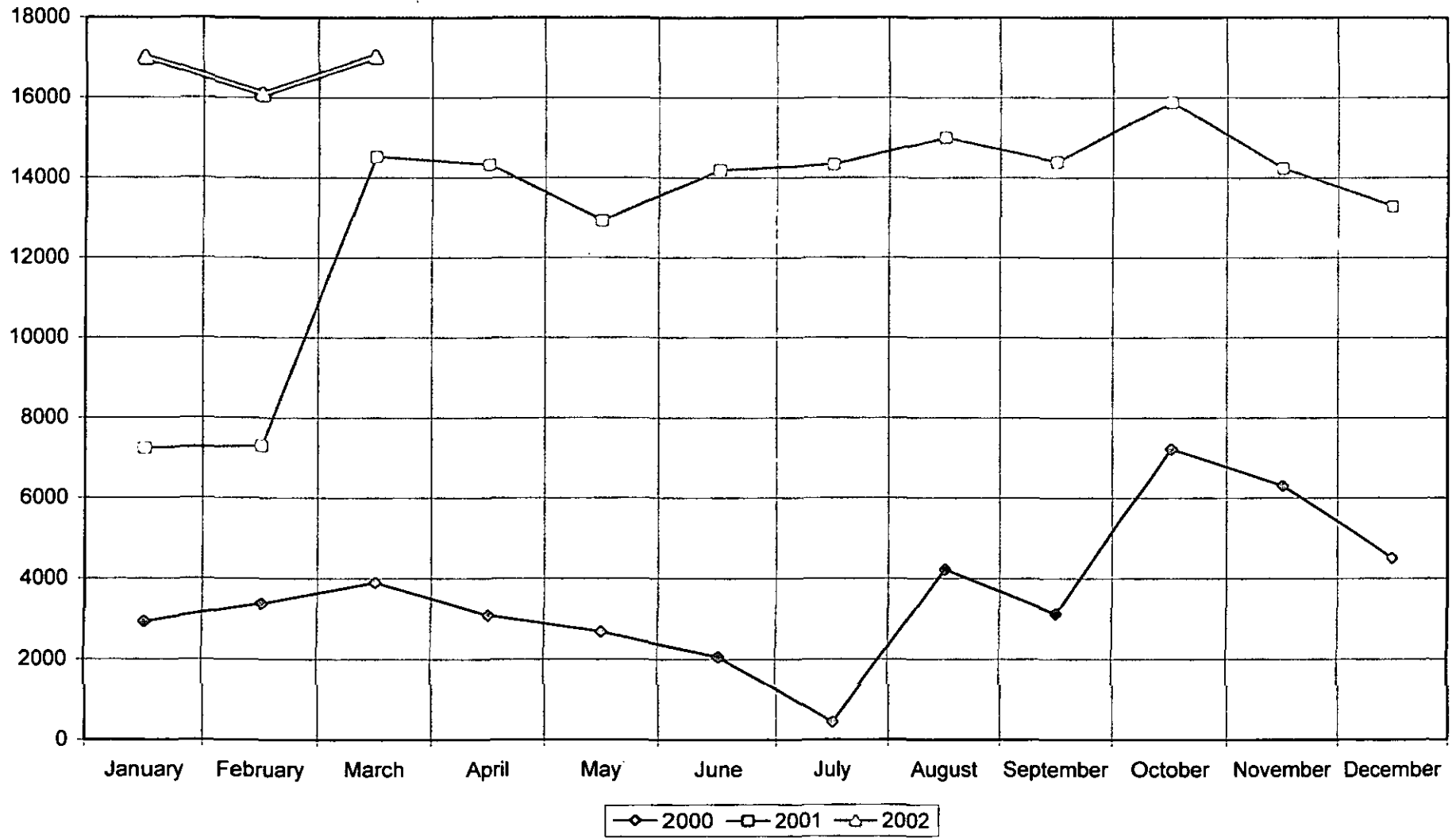
Stephen Daniels
Mary Anne Diehl
William W. Drucker
Kaye Grabbe
Josephine Herrera
Sarah Ann Long
James M. O'Brien
Ronald C. Rodgers, Ph.D.
Antonio A. Sarmiento
Michael Tauber
Richard Wallens

Anne Rose Johnson, CFRE
Executive Director
ajohnson@nslsilus.org

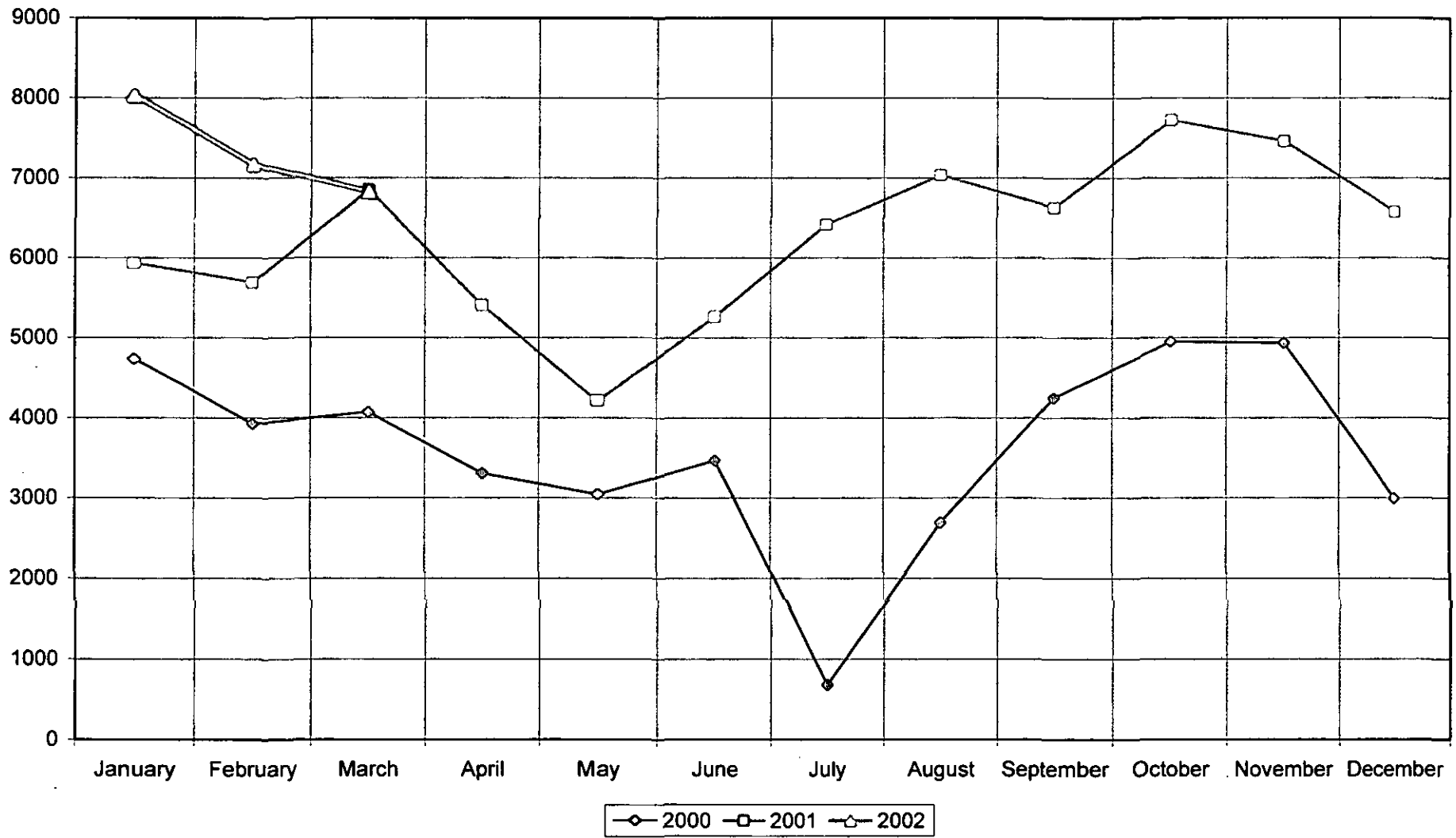
Circulation Statistics Items Circulated Per Month By Year



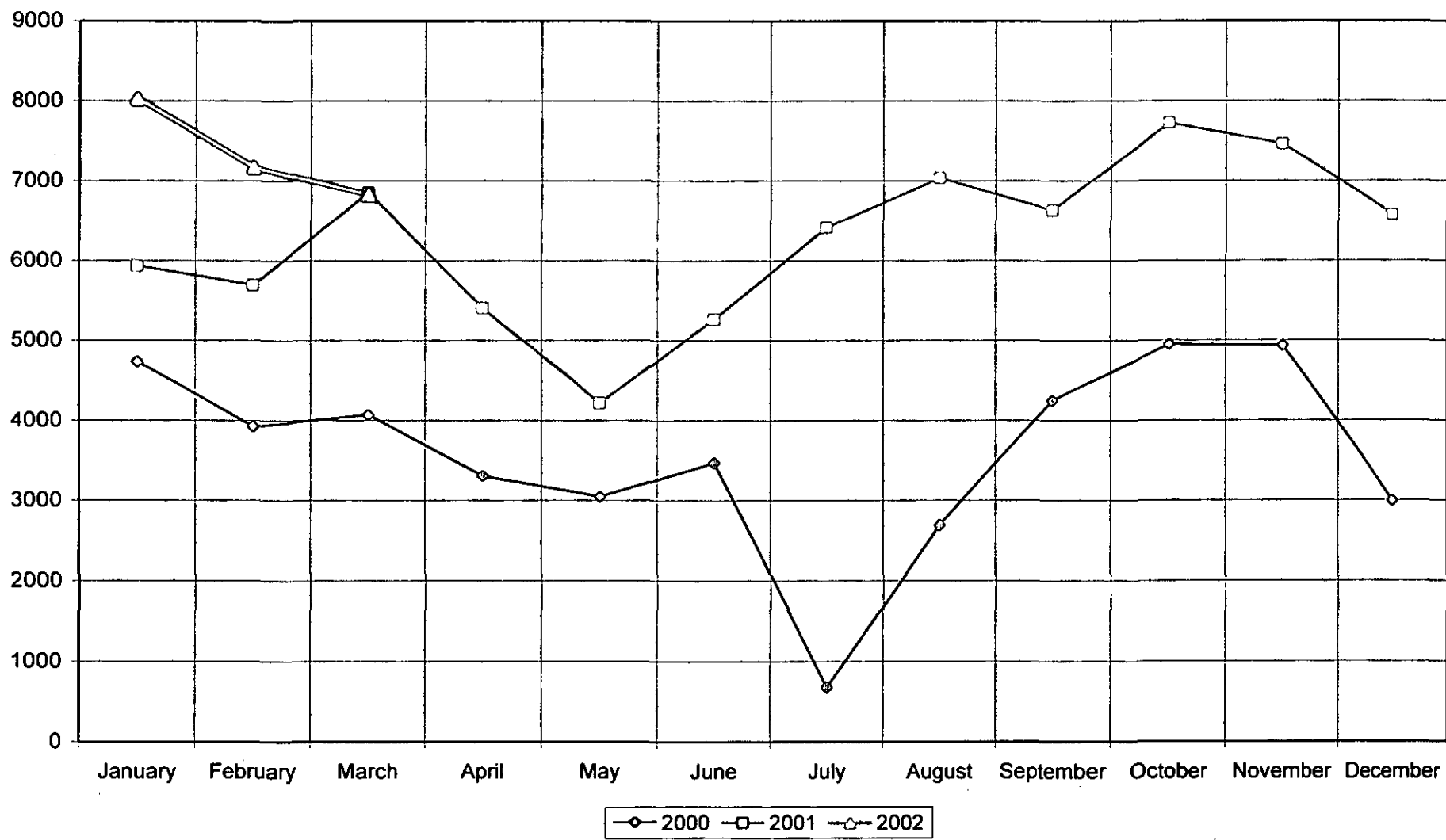
**Adult Patron Assistance
March 2002**



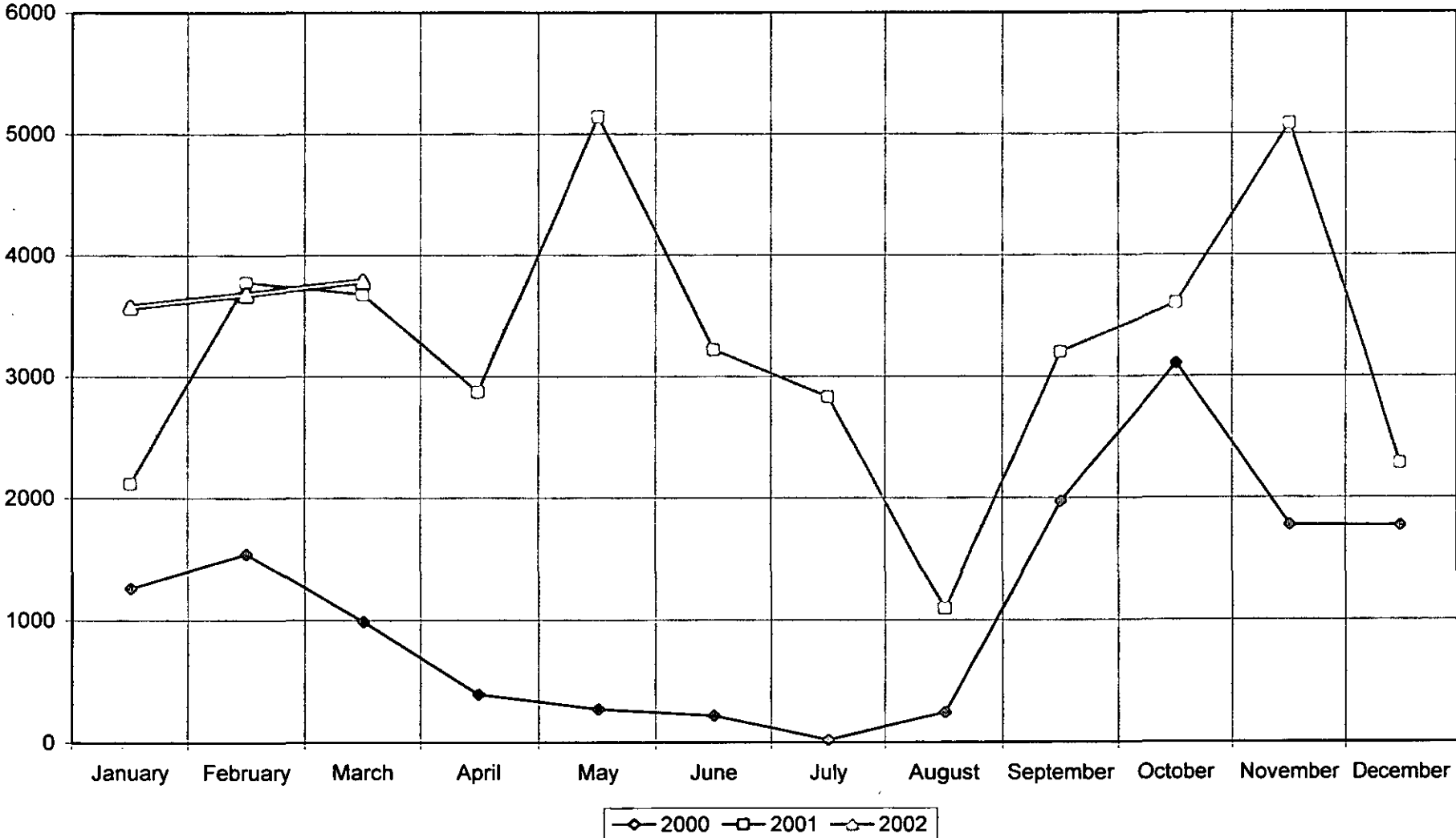
Children's Patron Assistance March 2002



Children's Patron Assistance March 2002



**Meeting Room Attendance
March 2002**



0282

11/11/02

MAY 2002



Des Plaines Public Library

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Des Plaines, IL 60016-4553

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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, MAY 21, 2002

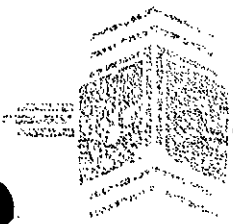
7:00 PM

Conference Room – Second Floor

Agenda:

- **Nominating Committee**
- **Illinois Public Library Annual Report-**
- **Executive Session – To Discuss**
 - **Compensation of Specific Employee**
 - **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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II

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
May 21, 2002 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 – April 16, 2002.
 - B. Acceptance of Financial Reports for April, 2002.
 - C. Approval of Library Expenditures.
 1. Warrant Register – April 1, 2002 - \$47,136.71.
 2. Warrant Register – April 15, 2002 - \$68,433.67.
 3. Salaries – April 4, 2002 - \$89,672.30.
 4. Salaries – April 18, 2002 - \$87,470.20.
 5. Transfer Entry – Gasoline and Diesel Fuel - \$0.00.
 - D. Acceptance of Committee Reports.
 1. Administrator's Report – Sandra Norlin.
 2. Friends of the Library – Inara Brubaker.
 3. Management Committee – William Grice.
 4. Finance Committee – Susan Burrows.
- VI. New Business. (7:30 PM)
 - A. Illinois Public Library Annual Report. (Action Item)

VII. Announcements.

- A. Unity Dinner Sign-Up.
- B. Fourth of July Parade Sign-Up.

VIII. Correspondence.

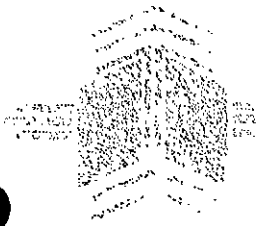
IX. Nominating Committee.

- A. Recommendation for Board Officers, 2002-2003.

X. Executive Session. (8:00 PM)

- A. To Discuss Compensation of Specific Employee.
- B. Purchase or Lease of Real Property.

XI. Adjournment. (8:30 PM)



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V-A

BOARD OF TRUSTEES Minutes of the Regular Meeting April 16, 2002

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, April 16, 2002. President John Ciborowski called the meeting to order at 7:02 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, Leslie Steiner, Hector Marino, Alderman Rosemary Argus, Julianne Dennison, Margaret Borris, Wally Meyer.

MOTION by Eldon Burk, seconded by Inara Brubaker, to amend the agenda by adding X. Executive Session. A. Purchase or Lease of Real Property. B. Administrator's Evaluation. Vote: Ayes: All. Nays: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Rosemary Argus.

Alderman Argus commended Veronica Schwartz, Head of Youth Services, for her presentation to eighth ward residents on youth and senior programs at the library.

Alderman Argus asked if fire extinguishers were reinstalled in the parking garage behind the library and if the elevator in the parking garage had been repaired. Sandra Norlin responded that all fire extinguishers had been installed and the parking garage elevator was repaired.

STAFF REPORTS

RESIDENTS AND RETAILERS GRANT – Margie Borris and Julianne Dennison

Margie Borris and Julianne Dennison reported on the progress of the Residents and Retailers Grant awarded to the library by the Illinois State Library. Julianne Dennison was hired as grant coordinator and has met with downtown business owners and managers, held focus groups and created special programs for condominium dwellers. Sandra Norlin stated that this is an appropriate use of grant money, because it allows us to temporarily add to staff to accomplish projects of use to our community.

INTERNET FILTERING – Hector Marino and Sandra Norlin

Library Administrator, Sandra Norlin, reported the Children's Internet Protection Act (CIPA) will become effective on July 1, 2002, but is currently being challenged by the American Library Association. Sandra explained that CIPA will require that every computer in the library be filtered if the library wants to be eligible for special E-rate discounts and federal grant money to purchase computers for Internet access.

Hector Marino, Coordinator of Computer and Technical Services distributed information on how filters work and on how filtering software could be installed on computers at the library. The Board discussed filtering versus non-filtering and the monetary repercussions if the library chooses not to comply with CIPA.

Susan Burrows asked Hector Marino to keep the Management Committee updated on CIPA developments and the Management Committee will report back to the Board.

CONSENT AGENDA

Noreen Lake asked that VI-D.3 Building and Grounds Committee Report be removed from the Consent Agenda. Rhys Read asked that VI-A. Approval of the Minutes of the Regular Board Meeting – March 19, 2002 be removed from the Consent Agenda and Sandra Norlin asked that VI-D.1 Administrator's Report be removed from the Consent Agenda.

MOTION by William Grice, seconded by Ellen Yearwood, to approve the Consent Agenda, as amended. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Rhys Read asked that the minutes from the March 19, 2002 meeting be changed to include Alderman Rosemary Argus in Also Present.

MOTION by Rhys Read, seconded by William Grice, to approve the Minutes of the regular board Meeting of March 19, 2002 as amended. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Sandra Norlin reported that year to date attendance and circulation have increased over last year.

Sandra asked for Board attendance at the Illinois Library Annual Conference being held at Navy Pier from September 24 – 28. Sandra explained that a program for library trustees will be presented on Saturday, September 28 from 9:00 a.m. – 5:00 p.m. Interested Board members should register by notifying Carol Kidd by July 1 to take advantage of a discount.

Sandra Norlin stated that the library is looking into a Sister City library and has made some initial contacts.

MOTION by Inara Brubaker, seconded by William Grice, to approve the Administrator's Report, as amended. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Noreen Lake asked that the minutes of the Building and Grounds be changed to the following:

3. Brick Removal/Replacement –

Committee discussed the advisability of moving and/or turning around bricks under the lights. The committee members walked out to the Plaza to view the bricks, after which they agreed that Eldon Burk, Susan Burrows and Noreen Lake would meet with the brick installer before bricks are removed and replaced in the Plaza to clarify some questions and to indicate where they would like to have the new bricks placed.

MOTION by John Burke, seconded by Susan Burrows, to accept the minutes of the Building and Grounds Committee, as amended. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by William Grice, seconded by Ellen Yearwood, to approve the Financial Reports for March 2002. Vote: Ayes: All. Nays: None. MOTION CARRIED.

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

1. Over the Counter Receipts	\$ 8,395.66
2. Petty Cash Expenditures	\$ 35.87
3. Budget Expenditures for March	\$ 326,041.27
4. Expenditures Year to Date	\$ 869,020.42
5. Revenue for March	\$ 12,142.51
6. Revenue Year to Date	\$ 460,533.43

MOTION by William Grice, seconded by Ellen Yearwood, to approve, subject to audit, expenditures authorized by the Library Administrator and Board Representatives for library Warrant Registers as follows:

March 04, 2002	\$ 32,522.71
March 18, 2002	\$ <u>61,685.63</u>
Total	\$ 94,208.34

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

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

March 04, 2002	\$ 32,522.71
March 18, 2002	\$ <u>61,685.63</u>
Total	\$ 94,208.34

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

ADMINISTRATOR'S REPORT

New employees for March/April are Joe Mullarkey and Elizabeth Steffensen, part-time Librarians in Adult Services.

Departing employees are Bobby Palmero and Justin Ashcroft.

The staff has been engaged in a job-shadowing project, under the grant for staff development. Each employee is required to "shadow" in another department for at least two hours. The assignment for shadowing is to gain understanding of the inner workings and activities of another department and to increase understanding of how each job is related to others in the library. The grant is being administered by Martha Sloan, who is working with Consultant Mary Jane Kepner. They have formed a committee to plan events leading up to and including the Staff In-Service

Day on May 9. The grant will also cover most of the expenses for the In-Service, with the exception of food, which is covered in the library's operating budget.

While the increase in circulation for the month of March is not as high as we have been experiencing, it is important to note that the increase from March 2000 to March 2001 was 14%. Patron attendance remains high and is increasing.

Julianne Dennison, Grant Coordinator for the Residents and Retailers Grant has collected information from surveys and has conducted focus groups to obtain suggestions for services to the growing residential and business population in the library's new neighborhood. She will present a preliminary report at the April Board Meeting.

I represented the Des Plaines Public Library on a panel on "Best Practices" in library services to multilingual populations at the Illinois State Library System Directors and Advisory Committee meeting in Springfield on March 21. I attend the UI Extension Advisory Committee meeting on March 22, the Chamber City Advisory Breakfast on March 26. I met with the Mayor and Chloe Golden (Mayor for a Day) and her father on March 26. I attended the meeting of the Board Building and Grounds and Planning Committees on March 26, and a CCS Governing Board Meeting on March 27. On March 28 I met with the librarian of De Paul University's branch campuses to discuss cooperative activities and taped three segments, along with Holly Sorensen, Roberta Johnson, and Sarah Long, of the "Check-in @ Your Library " series on Library Cable Network. One of the segments may be picked up by ALA to use in their ongoing @Your Library campaign. I attended a Public Library Administrators Forum on March 29. The topics for discussion were using statistics to present a library budget to elected officials and the use of library meeting rooms by controversial speakers. I participated in the shadowing program for our staff development project on April 4 and attended a Chamber of Commerce Business After Hours at the Maine Center for Mental Health. I will attend, with John Burke, a workshop on the new PLA Planning Process on April 11 and a Customer Service workshop at Oakton Community College on April 16.

I have been working with Douglas and Maxine Hubbard and staff members Carol Kidd, Gary Valente, Veronica Schwartz, Gail Bradley, Leslie Steiner, and Chris Posinger to plan the Dedication Ceremony and reception for the Poet Tree Corner. Martha Sloan is working with the Hubbards and ASI signage to prepare the signage recognizing their gift.

The fire extinguishers have been installed in all floors of the parking garage near the elevators. They are housed in locked cabinets, which are alarmed. Thanks to the Public Works and Fire Departments for their quick response to our requests.

We are continuing to work with CCS and NSLS to recapture statistics of library use during the transition to new computer systems. We believe we will be able to access this information, but perhaps not for another three to four months.

Two staff committees are working on pending issues: Martha Sloan is chairing a staff committee to gather information and to make recommendations regarding additional hours for public service. Hector Marino is chairing a committee to plan procedures for collecting, processing, and circulating materials in foreign languages.

Our Volunteer Recognition Tea has been rescheduled for Wednesday, May 15 from 3:00 to 4:30. All volunteers will receive an invitation and a letter of appreciation from the Board and Staff during National Volunteer Week.

NEW BUSINESS

Eldon Burk will attend the May 6 City Council meeting, Inara Brubaker the May 20 meeting, John Ciborowski the June 3 meeting and Ellen Yearwood the June 17 meeting.

Sandra Norlin asked for Board approval on the non-substantive changes to the Intergovernmental Agreement for Library Computer Services from Cooperative Computer Services.

MOTION by Rhys Read, seconded by William Grice to approve the non-substantive changes to the Intergovernmental Agreement for Library Computer Services from Cooperative Computer Services and to have President John Ciborowski sign the agreement. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Sandra Norlin reported that the North Suburban Library System and the Illinois State Library have requested use of a library meeting room to present a program on Cataloging Electronic Resources. Sandra explained that class participants would pay a fee and asked for Board approval to suspend the meeting room rules for this class.

MOTION by Susan Burrows, seconded by Eldon Burk, to suspend the meeting room rules to allow the Cataloging Electronic Resources Class. Vote: Ayes: All. Nays: None. MOTION CARRIED.

ANNOUNCEMENTS

William Grice thanked library staff who planned and participated in the Poet Tree Corner dedication.

Noreen Lake asked if the library had enough SelfCheck users to enter the 3M prize drawing and Leslie Steiner responded that there were more than enough participants. Each library was required to have 100 people use the SelfCheck and initial the log. Leslie stated that 138 people used the SelfCheck and initialed the log.

John Ciborowski thanked Mayor Arredia and the City Council for the proclamation from the City of Des Plaines for National Library Week.

CORRESPONDENCE

Sandra Norlin reported that the library has been named as a beneficiary to a charitable remainder trust.

MOTION by Rhys Read, seconded by Ellen Yearwood, to enter into an Executive Session at 8:10 PM to discuss Sale or Lease of Real Property and Administrator's Review. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The regular session reconvened at 8:50 PM and was called to order by President John Ciborowski.

The following minutes were prepared by Susan Burrows.

MOTION by Rhys Read, seconded by Ellen Yearwood, to follow the recommendations of the Executive Committee to the Library Board of Trustees in Executive Session. Vote: Ayes: All. Nays: None. MOTION CARRIED.

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

The meeting adjourned at 8:52 p.m.

Minutes prepared by Carol Kidd.

**DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR APRIL 2002**

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

1. Over the Counter Receipts	\$ 7,963.70
2. Petty Cash Expenditures	\$ 65.50
3. Budget Expenditures for April	\$ 330,957.22
4. Expenditures Year to Date	\$ 1,203,143.09
5. Revenue for April	\$ 11,139.81
6. Revenue Year to Date	\$ 2,067,850.78

Warrant Register

April 01, 2002	\$ 47,136.71
April 15, 2002	<u>\$ 68,433.67</u>
Total	\$ 115,570.38

Salaries

April 04, 2002	\$ 89,672.30
April 18, 2002	<u>\$ 87,470.20</u>
Total	\$ 177,142.50

Transfer Entry – Gasoline & Diesel

Gasoline and Diesel Fuel (April)	<u>\$ 0.00</u>
Total	\$ 0.00

**DES PLAINES PUBLIC LIBRARY
OVER THE COUNTER RECEIPTS FOR APRIL 2002**

	April 2001	April 2002	2001 to Date	2002 to Date
Lost Materials	\$ 1,331.89	\$ 275.30	\$ 3,174.82	\$ 942.38
Fines	\$ 9,546.69	\$ 7,172.71	\$27,646.26	\$ 26,048.72
Damage	\$ 120.00	\$ 143.24	\$ 324.34	\$ 236.83
Fees	\$ 417.14	\$ 363.25	\$ 4,428.42	\$ 2,026.97
Copies	\$ 255.72	\$ (-15.05)	3,030.96	\$ 991.51
Miscellaneous	\$ 24.10	\$ 24.25	91.60	\$ 75.65
Totals	\$11,695.54	\$ 7,963.70	\$38,696.40	\$ 30,322.06

PETTY CASH EXPENDITURES – April

960070	Auto/Travel	13.45
960070	Auto/Travel	11.00
970260	Postage	27.20
970260	Postage	3.00
970100	Supplies	10.85
	Total	\$65.50

ACCOUNTING PERIOD: 3/02

SELECTION CRITERIA: payable.due_date='04/01/2002'

FUND 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920110	PROFESSIONAL CONSULTING	09215 JUDITH K. REAM	2-27-02	275.00
2110	920210	IN-SERVICE TRAINING	100117 KAFFECCINO	#1	100.00
2110	920220	MEMBERSHIP DUES	100075 AMERICAN LIBRARY ASSOCIAT	0129052	150.00
2110	920230	PUBLICATION OF NOTICES	01597 JOURNAL AND TOPICS NEWSPA	80303	238.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	APRIL 2002	209.60
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	APRIL 2002	209.60
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	APRIL 2002	16.19
2110	930010	R & M EQUIPMENT	05076 NORB & SONS ELECTRIC, INC	08902-1	875.00
2110	930020	R & M BLDGS & STRUCTURES	06463 ADT	54207781	37.50
2110	930020	R & M BLDGS & STRUCTURES	100604 MK PAINTING & DECORATING	2	475.00
2110	930020	R & M BLDGS & STRUCTURES	100807 THYSSENKRUPP ELEVATOR COR	182632	630.00
2110	930320	CLEANING:CUSTODIAL SERV	09536 CRYSTAL MGMT & MAINT SERV	10230	3,390.00
2110	960210	SPECIAL EVENT PROGRAMMING	08459 PATRICIA E. SHERMAN	5-05-02	450.00
2110	960210	SPECIAL EVENT PROGRAMMING	101102 SCORE	4-24-02	100.00
2110	960210	SPECIAL EVENT PROGRAMMING	101188 MICHAEL J MEYER	4-24-02	150.00
2110	960210	SPECIAL EVENT PROGRAMMING	12376 BORDERS BUSINESS & PROFES	2695	100.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1233408	19.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1234095	4.85
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1233316	10.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1235527	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1235526	32.10
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1230412	8.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1229510	4.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1231044	4.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1233407	31.05
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1231543	29.70
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1235310	- .80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1232580	13.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1230411	33.70
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1235313	-4.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1232579	9.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1253311	-3.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1235311	- .40
2110	960990	MISC CONTRACTUAL SVCS	09535 EXPRESS PERSONNEL SERVICE	86730627-6	333.50
2110	960990	MISC CONTRACTUAL SVCS	100245 RENTOKIL TROPICAL PLANT S	CH516610	85.56
2110	960990	MISC CONTRACTUAL SVCS	100245 RENTOKIL TROPICAL PLANT S	CH516611	58.80
2110	960990	MISC CONTRACTUAL SVCS	16839 AQUATICARE, INC.	573	305.99
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008801835	69.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008809995	60.70
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008809932	29.70
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008769261	55.70
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008777046	36.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008780763	7.30
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008782028	39.40
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008802134	12.10
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78437290	6.65
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78464603	.85
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78523975	3.20
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78537306	6.95
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78523973	22.65
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78464599	31.80

ACCOUNTING PERIOD: 3/02

SELECTION CRITERIA: payable.due_date='04/01/2002'

FUN 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78537310	4.20
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78508152	13.00
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78512480	4.90
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78464601	.85
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78537308	17.55
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78455275	4.95
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78431988	24.95
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78491896	7.05
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78480646	1.00
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78387033	7.70
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78387035	2.25
2110	970100	SUPPLIES	09638	OFFICE DEPOT	151659905/2	96.00
2110	970100	SUPPLIES	09638	OFFICE DEPOT	152551140/1	7.45
2110	970100	SUPPLIES	09638	OFFICE DEPOT	152550820/1	452.79
2110	970100	SUPPLIES	09638	OFFICE DEPOT	152944554/1	29.10
2110	970100	SUPPLIES	09638	OFFICE DEPOT	152269416/1	112.01
2110	970100	SUPPLIES	09638	OFFICE DEPOT	152275373/1	25.30
2110	970100	SUPPLIES	09638	OFFICE DEPOT	152230810/1	245.84
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	247806	115.67
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	253904	11,234.30
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	257204	633.20
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	243891	3,175.30
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	055152	5.99
2110	970170	JANITORIAL	08995	AIR FILTER ENGINEERS INC.	0035836-IN	203.08
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	4-091-73499	15.25
2110	970600	BOOKS	00029	OXFORD UNIVERSITY PRESS	104542956	117.74
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1230411	282.87
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1232579	42.84
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1232580	61.35
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1232662	15.54
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1234095	47.29
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1233316	106.12
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1233407	220.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1235527	9.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1235526	225.01
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1229510	32.50
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1231543	224.18
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1230412	107.08
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1231044	29.55
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1233408	86.16
2110	970600	BOOKS	02806	WORLD BOOK SCHOOL AND LIB	1150395	20.00
2110	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	00239572	162.43
2110	970600	BOOKS	07439	THE GALE GROUP	11361847	84.59
2110	970600	BOOKS	07439	THE GALE GROUP	11362614	262.72
2110	970600	BOOKS	07439	THE GALE GROUP	11372952	125.11
2110	970600	BOOKS	07439	THE GALE GROUP	11373831	79.39
2110	970600	BOOKS	07767	GROLIER EDUCATIONAL	10668088	224.72
2110	970600	BOOKS	07954	CHICAGOLAND CHAMBER OF CO	ATTACH	25.00
2110	970600	BOOKS	09855	WEISS RATINGS, INC.	770265	392.95
2110	970600	BOOKS	101189	PUBLIC CITIZEN	ATTACH	23.50
2110	970600	BOOKS	101190	MENTAL HEALTH ASSOC IN IL	ATTACH	58.94

33/21/02

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 3/02

SELECTION CRITERIA: payable.due_date='04/01/2002'

FUND 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	101192	CLIENT DISTRIBUTION SERVI	ATTACH	40.00
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008827970	123.65
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008780762	158.99
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008769260	1,017.55
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008809427	56.55
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	0000886818	-13.04
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008782027	1,356.61
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008799196	24.94
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008801834	1,370.32
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008840872	131.47
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008809931	666.92
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3005324847	282.29
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008802133	401.17
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008777045	1,115.96
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3005350085	579.36
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008841396	126.60
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008809994	1,105.67
2110	970600	BOOKS	20361	BERNAN ASSOCIATES	110061416	165.89
2110	970600	BOOKS	26406	PUBLISHING SALES CONSULTA	2626	1,679.40
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78480645	13.08
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78464600	4.47
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78464598	252.10
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78491895	73.78
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78431987	259.39
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78387034	35.55
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78523972	214.36
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78387032	127.77
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78523974	23.73
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78512479	61.48
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78455274	61.04
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78437289	115.08
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78464602	4.47
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78508151	119.93
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78537305	68.64
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78537309	43.23
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78537307	188.75
2110	970600	BOOKS	71360	MORNINGSTAR	852215A	445.00
2110	970600	BOOKS	82668	POLONIA BOOK STORES	018294	301.70
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B49864790	44.92
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B50320230	172.92
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B50202140	45.45
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B50398380	81.63
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-5-02-2	48.96
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-5-02-1	351.12
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-5-02-3	228.03
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4753023P	376.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4764378M	15.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1419430	313.60
2110	970620	SUBSCRIPTIONS & BOOKS	101191	98.7 WFMT	ATTACH	35.00
2110	970620	SUBSCRIPTIONS & BOOKS	27565	DICK DAVIS DIGEST	476SJ	144.00
2110	970620	SUBSCRIPTIONS & BOOKS	58538	SUPERINTENDENT	ATTACH	12.00

SELECTION CRITERIA: payable.due_date='04/01/2002'

FUND 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI 6350A	27.35
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI 4273I	-13.16
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI 6350B	40.65
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM R23784450	869.93
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM R23744931	210.44
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM R23744930	344.57
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM B50202140	123.64
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM B49864790	665.85
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM B50320230	191.63
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM B50398390	319.12
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM B50398380	249.50
2110	970630	VISUAL MATERIALS	101193	ANNENBERG/CPB 00275347	766.65
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST., 15485	397.89
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES 05907251	14.99
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES 2CM70823	-18.01
TOTAL LIBRARY SERVICES					47,136.71
TOTAL FUND					47,136.71

CITY OF DES PLAINES
 CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='04/15/2002'

FUND 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	920110	PROFESSIONAL CONSULTING	06070	LOHAN ASSOCIATES	02154	14.58
2110	920110	PROFESSIONAL CONSULTING	06070	LOHAN ASSOCIATES	02153	311.88
2110	920120	COMMUNICATION SERVICES	100015	VERIZON WIRELESS	21222	212.98
2110	920140	DATA PROCESSING SERVICES	58875	INGRAM LIBRARY SERVICES	78475782	1,095.00
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	03/18/02	871.88
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	FEB 2002	3,334.01
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	3-19-02	17,452.60
2110	920140	DATA PROCESSING SERVICES	91994	ILLINET/OCLC USERS GROUP	12973	122.53
2110	920202	CONFERENCES	08707	CENTRE EAST SHOWCASE	ATTCHED	110.00
2110	920204	TRAINING	21092	PETTY CASH	PETTY CASH	10.00
2110	920204	TRAINING	21092	PETTY CASH	PETTY CASH	7.20
2110	920204	TRAINING	21092	PETTY CASH	PETTY CASH	10.00
2110	920204	TRAINING	21092	PETTY CASH	PETTY CASH	10.00
2110	920204	TRAINING	23363	CHICAGO LIBRARY SYSTEM	CAROL KIDD	100.00
2110	920220	MEMBERSHIP DUES	05179	ADULT READING ROUND TABLE	ATTACH	10.00
2110	920220	MEMBERSHIP DUES	100075	AMERICAN LIBRARY ASSOCIAT	1010837	145.00
2110	920220	MEMBERSHIP DUES	100075	AMERICAN LIBRARY ASSOCIAT	0059249	95.00
2110	920220	MEMBERSHIP DUES	100075	AMERICAN LIBRARY ASSOCIAT	0256085	95.00
2110	920220	MEMBERSHIP DUES	100075	AMERICAN LIBRARY ASSOCIAT	00229705	190.00
2110	920220	MEMBERSHIP DUES	100075	AMERICAN LIBRARY ASSOCIAT	0193835	145.00
2110	930010	R & M EQUIPMENT	101241	DYNATECH	31414048	1,396.42
2110	930010	R & M EQUIPMENT	72106	COOPERATIVE COMPUTER SERV	FEB 2002	816.08
2110	930020	R & M BLDGS & STRUCTURES	27008	RON SCHUNE	3-05-02	293.00
2110	930320	CLEANING:CUSTODIAL SERV	09536	CRYSTAL MGMT & MAINT SERV	10319	3,390.00
2110	930320	CLEANING:CUSTODIAL SERV	09536	CRYSTAL MGMT & MAINT SERV	10280	180.00
2110	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	PETTY CASH	5.87
2110	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	PETTY CASH	5.87
2110	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	PETTY CASH	5.87
2110	960210	SPECIAL EVENT PROGRAMMING	100954	JUDITH MILLER	5-02-02	150.00
2110	960210	SPECIAL EVENT PROGRAMMING	101240	RICHARD JONES	4-28-02	375.00
2110	960210	SPECIAL EVENT PROGRAMMING	25646	PAUL IAMS	6-9-02	300.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1238185	15.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1242921	2.15
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1236081	32.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1242037	4.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1243700	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1238448	2.45
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1238450	20.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1236943	33.10
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1243701	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1240928	5.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1241422	20.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1245382	13.50
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	126139	33.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1241423	4.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1242614	20.50
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1243702	18.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1230409	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1240992	28.25
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1230410	6.45
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1239058	9.45

SELECTION CRITERIA: payable.due_date='04/15/2002'

FUN 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1231043	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1243699	15.00
2110	960990	MISC CONTRACTUAL SVCS	09535	EXPRESS PERSONNEL SERVICE	89559549-4	406.00
2110	960990	MISC CONTRACTUAL SVCS	09535	EXPRESS PERSONNEL SERVICE	90928329-3	427.75
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008830056	22.40
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008819048	44.60
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008819324	27.50
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008828515	25.90
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008830166	11.40
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008819886	16.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008835167	46.50
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008846877	46.90
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008829950	42.30
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008872421	33.90
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008863672	40.70
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008879065	35.10
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78559777	.55
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78636566	1.30
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78643717	.70
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78703065	2.80
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78703067	2.80
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78685791	10.40
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78566752	.90
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78636564	5.90
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78573020	.65
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78595974	.55
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78648789	.35
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78607254	1.40
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78620842	4.55
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78620840	22.65
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78620848	14.30
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78620844	2.60
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78620846	2.55
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78556258	11.00
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78559779	.35
2110	970100	SUPPLIES	09537	DYMO-COSTAR CORPORATION	1152513	167.75
2110	970100	SUPPLIES	09638	OFFICE DEPOT	153815405/1	37.05
2110	970100	SUPPLIES	09638	OFFICE DEPOT	153458337/1	1,699.88
2110	970100	SUPPLIES	09638	OFFICE DEPOT	154073097/1	12.12
2110	970100	SUPPLIES	09638	OFFICE DEPOT	153399360/1	470.25
2110	970100	SUPPLIES	09638	OFFICE DEPOT	154073196/1	55.46
2110	970100	SUPPLIES	09638	OFFICE DEPOT	153645132/1	79.18
2110	970100	SUPPLIES	14960	QUILL CORPORATION	2044583	1,439.80
2110	970100	SUPPLIES	19714	GAYLORD BROS	228273	30.41
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	272777	214.90
2110	970100	SUPPLIES	20933	HAWK ELECTRONICS	264417	1,001.80
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	100244-00	536.90
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	100312-00	-45.00
2110	970170	JANITORIAL	02436	NORTHWEST ELECTRICAL SUPP	J46520	91.33
2110	970170	JANITORIAL	43765	DOMINICKS FINER FOODS	002938	47.90
2110	970170	JANITORIAL	43765	DOMINICKS FINER FOODS	004769	12.00

14/04/02

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 4/02

SELECTION CRITERIA: payable.due_date='04/15/2002'

FUN 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970170	JANITORIAL	43765	DOMINICKS FINER FOODS	004340	-10.39
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	4-138-44468	18.50
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	4-138-81619	14.90
2110	970600	BOOKS	00170	NEWSCLIP	IM200215	175.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1238448	34.17
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1238450	62.14
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1238449	12.05
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1236943	198.31
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1240928	26.93
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1240992	205.13
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1245382	114.20
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1243701	11.96
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1241423	56.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1243699	74.64
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	126139	252.51
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1231043	4.78
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1243702	88.63
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1242614	150.45
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1241422	151.49
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1241850	59.36
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1238185	113.26
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1243700	23.20
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1242921	18.54
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1230409	3.59
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1236081	230.40
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1242037	13.50
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1230410	39.50
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1239058	68.19
2110	970600	BOOKS	02806	WORLD BOOK SCHOOL AND LIB	1135862	2,295.00
2110	970600	BOOKS	03363	WEST GROUP	801322064	217.00
2110	970600	BOOKS	04625	CCH, INCORPORATED	6263391	42.12
2110	970600	BOOKS	07439	THE GALE GROUP	11390741	160.22
2110	970600	BOOKS	07439	THE GALE GROUP	11379479	45.30
2110	970600	BOOKS	07439	THE GALE GROUP	11409582	80.84
2110	970600	BOOKS	07439	THE GALE GROUP	11402649	170.07
2110	970600	BOOKS	07439	THE GALE GROUP	11393150	198.80
2110	970600	BOOKS	07439	THE GALE GROUP	11394509	47.92
2110	970600	BOOKS	07439	THE GALE GROUP	11410898	134.76
2110	970600	BOOKS	07439	THE GALE GROUP	11385121	50.32
2110	970600	BOOKS	07439	THE GALE GROUP	11387932	175.15
2110	970600	BOOKS	07569	RUSSIAN HOUSE LTD.	142208	332.92
2110	970600	BOOKS	09308	M.E. SHARPE, INC.	75921	972.13
2110	970600	BOOKS	100516	SCHIFFER PUBLISHING, LTD.	466590	77.06
2110	970600	BOOKS	101061	BILINGUAL EDUCATIONAL SER	6897	717.75
2110	970600	BOOKS	101242	THE HIGHWAY FOUNDATION	752	45.00
2110	970600	BOOKS	101247	IOWA STATE UNIVERSITY	17383	13.00
2110	970600	BOOKS	11621	MERGENT FIS	125342	2,156.00
2110	970600	BOOKS	12807	JOURNAL OF COMMERCE	2124456-B3	581.00
2110	970600	BOOKS	17259	LIBROS SIN FRONTERAS	013362	407.08
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3005373326	123.06
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008846876	1,047.64

SELECTION CRITERIA: payable.due_date='04/15/2002'

FUND 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2008830165	169.87
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2008872746	225.36
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2008872420	957.76
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2008829949	856.39
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2008898961	43.80
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2008879064	892.83
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2008867853	61.24
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2008863671	946.00
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2008828514	772.88
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2008835166	990.53
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2008819885	406.43
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2008819047	978.30
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2008830055	423.34
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2008819323	484.84
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	3005394233	31.46
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2008893604	289.43
2110	970600	BOOKS	20361 BERNAN ASSOCIATES	I10068019	168.01
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78648788	17.07
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78636565	14.22
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78703066	27.87
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78685790	110.49
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78703064	30.15
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78643716	10.22
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78559776	4.47
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78620845	12.77
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78556257	106.48
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78620847	134.08
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78573019	4.47
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78566751	8.63
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78537982	11.43
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78595973	10.87
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78636563	50.18
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78620841	40.60
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78607253	14.22
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78559778	8.96
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78620839	228.63
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78620843	29.04
2110	970600	BOOKS	67929 VALUE LINE INC	2993448	99.00
2110	970600	BOOKS	68820 MARSHALL CAVENDISH CORP.	R587552	142.81
2110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	M10305670	54.00
2110	970610	AUDIO MATERIALS	101138 ELLBEE'S FRIENDS POWERFUN	ATTACHED	10.00
2110	970610	AUDIO MATERIALS	19776 BAKER & TAYLOR, INC.	2008867853	36.86
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	3-13-02-2	51.04
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	3-6-02-1	128.00
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	3-13-02-5	25.88
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	3-13-02-3	79.74
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	3-6-02-2	226.65
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	3-6-02-3	199.35
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	3-13-02-1	135.00
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	4778483M	5.00
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	1415228	23.80

SELECTION CRITERIA: payable.due_date='04/15/2002'

FUND 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1434914	1,429.60
2110	970620	SUBSCRIPTIONS & BOOKS	27541	LIBRARYBOOK, INC.	555	35.00
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	026712	-147.94
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	021299	-7.45
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	0-47351	87.68
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	0-67494	235.20
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	4273J	77.65
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	6350C	77.65
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R24014030	289.86
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R24014031	79.27
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R23834491	14.38
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R23628190	247.74
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R23834490	10.79
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R23834492	49.67
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B51262450	409.34
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B50658570	37.47
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M10308000	59.97
2110	970640	AUTOMATED REFERENCE MAT'L	17534	ROTH PUBLISHING, INC.	68669	600.00
2110	970640	AUTOMATED REFERENCE MAT'L	27553	WEIGHTWATCHERS	ATTACH	9.95
2110	980420	COMPUTER SOFTWARE	05124	CDW GOVERNMENT, INC.	J3459012	-31.21
2110	980420	COMPUTER SOFTWARE	27981	SURFCONTROL INCORPORATED	0126050	750.00
TOTAL LIBRARY SERVICES						66,124.45
2130	920202	CONFERENCES	04365	SANDRA NORLIN	REIMB	596.13
2130	920202	CONFERENCES	100001	SUSAN FARID	REIMB	19.80
2130	920202	CONFERENCES	12663	VERONICA SCHWARTZ	REIMB	55.79
2130	920202	CONFERENCES	25804	ROSEMARY LEE	REIMB	801.90
2130	920204	TRAINING	20127	ILLINOIS LIBRARY ASSOCIAT	ATTACHED	570.00
2130	920204	TRAINING	23363	CHICAGO LIBRARY SYSTEM	H KRUEGER	75.00
2130	920204	TRAINING	23363	CHICAGO LIBRARY SYSTEM	S HOLSTROM	75.00
2130	960070	AUTO/TRAVEL EXPENSES	04365	SANDRA NORLIN	REIMB	75.00
2130	960070	AUTO/TRAVEL EXPENSES	100001	SUSAN FARID	REIMB	12.60
2130	960070	AUTO/TRAVEL EXPENSES	12663	VERONICA SCHWARTZ	REIMB	20.00
2130	960070	AUTO/TRAVEL EXPENSES	25804	ROSEMARY LEE	REIMB	8.00
TOTAL IL LIBRARY PER CAP GRANT						2,309.22
TOTAL FUND						68,433.67

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05/03/02

CITY OF DES PLAINES

PAGE 1

ACCOUNTING PERIOD: 13/01

BALANCE SHEET

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

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102008	CASH PB DEPOSIT 276502401	8,755.81	
102012	CASH IPTIP/FOA 7139200161	483,804.30	
102014	CASH FED INVST TRUST(FIT)	322,860.45	
TOTAL CASH		815,920.56	.00
104033	INVESTMENTS-DOWNING	32,537.90	
TOTAL INVESTMENTS		32,537.90	.00
118000	RECEIVABLE-PROPERTY TAXES	4,208,934.00	
TOTAL ACCOUNTS RECEIVABLE		4,208,934.00	.00
TOTAL ASSETS		5,057,392.46	.00
401000	ACCOUNTS PAYABLE		175,536.30
401001	AUDIT ACCOUNTS PAYABLE		4,364.54
450030	ACCRUED LIAB-COMP ABSENCE		110,367.12
450040	ACCRUED PAYROLL		15,885.39
TOTAL ACCRUED LIABILITIES		.00	126,252.51
470000	DEFERRED REV-PROPERTY TAX		4,208,934.00
470100	LIBRARY DEFERRED REVENUE		68,794.00
TOTAL DEFERRED REV-PROPERTY TAX		.00	68,794.00
TOTAL CURRENT LIABILITIES		.00	4,583,881.35
TOTAL LIABILITIES		.00	4,583,881.35
700110	EXPENDITURE CONTROL	4,457,495.70 ✓	
700120	REVENUE CONTROL		4,412,990.45 ✓
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		9,135,546.70	9,091,041.45
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		9,135,546.70	9,609,057.81
TOTAL PUBLIC LIBRARY FUND		14,192,939.16	14,192,939.16

CITY OF DES PLAINES
BALANCE SHEET

ACCOUNTING PERIOD: 13/01

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH PB DEPOSIT 276502401	99,825.92	
102012	CASH IPTIP/FOA 7139200161	14,103.17	
102014	CASH FED INVST TRUST(FIT)	1,228.04	
	TOTAL CASH	115,157.13	.00
	TOTAL ASSETS	115,157.13	.00
401001	AUDIT ACCOUNTS PAYABLE		2,723.93
	TOTAL CURRENT LIABILITIES	.00	2,723.93
	TOTAL LIABILITIES	.00	2,723.93
700110	EXPENDITURE CONTROL	88,926.43	
700120	REVENUE CONTROL		152,167.98
700150	EXP. BUDGET CONTROL		150,000.00
700160	REV. BUDGET CONTROL	173,000.00	
700170	BUDGET FUND BALANCE		23,000.00
	TOTAL SYSTEM CONTROL	261,926.43	325,167.98
730000	FUND BALANCE-UNRESERVED		49,191.65
	TOTAL FUND EQUITY	.00	49,191.65
	TOTAL EQUITIES	261,926.43	374,359.63
	TOTAL LIBRARY CAPITAL PROJ FUND	377,083.56	377,083.56
	TOTAL REPORT	14,570,022.72	14,570,022.72

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05/14/02
ACCOUNTING PERIOD: 13/01

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

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

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
TOTAL	LICENSES AND PERMITS	40,000.00	.00	.00	30,485.93	9,514.07	.76
810017	PROPERTY TAXES 2000	4,086,344.00	8,437.81	.00	4,007,867.49	78,476.51	.98
TOTAL	PUBLIC SAFETY	4,086,344.00	8,437.81	.00	4,007,867.49	78,476.51	.98
TOTAL	GENERAL REVENUE - GOV'T	4,086,344.00	8,437.81	.00	4,007,867.49	78,476.51	.98
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	4,219,332.00	8,437.81	.00	4,131,341.42	87,990.58	.98
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	.00	.00	.00
822095	STATE GRANT:LIBRARY	.00	.00	.00	55,946.03	-55,946.03	.00
TOTAL	STATE GRANTS	65,000.00	.00	.00	121,893.60	-56,893.60	1.88
TOTAL	INTERGOVERNMENTAL REVENUE	65,000.00	.00	.00	121,893.60	-56,893.60	1.88
850102	LIBRARY FINES	100,000.00	-30.00	.00	80,728.57	19,271.43	.81
TOTAL	FINES	100,000.00	-30.00	.00	80,728.57	19,271.43	.81
850201	COPYING FEE	30,000.00	.00	.00	10,071.79	19,928.21	.34
850215	SPECIAL PROGRAMS & EVENTS	15,000.00	.00	.00	5,837.04	9,162.96	.39
TOTAL	FEES AND SERVICES	45,000.00	.00	.00	15,908.83	29,091.17	.35
TOTAL	INVESTMENT INCOME	145,000.00	-30.00	.00	96,637.40	48,362.60	.67
890010	INTEREST INCOME	10,000.00	2,507.24	.00	46,719.37	-36,719.37	4.67
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	.00	.00	16,398.66	-1,398.66	1.09
TOTAL	OTHER REVENUE	25,000.00	2,507.24	.00	63,118.03	-38,118.03	2.52
TOTAL	PUBLIC LIBRARY FUND	4,454,332.00	10,915.05	.00	4,412,990.45	41,341.55	.99
TOTAL	PUBLIC LIBRARY FUND	4,454,332.00	10,915.05	.00	4,412,990.45	41,341.55	.99

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05/14/02
ACCOUNTING PERIOD: 13/01

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

PAGE 2

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

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

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
822080	STATE GRANT:LIBRARY TECH	.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	42.66	.00	2,167.98	832.02	.72
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	-100,000.00	.00	.00	.00	.00
899930	LIBRARY BUY-A-BRICK	.00	.00	.00	.00	.00	.00
TOTAL	OTHER REVENUE	153,000.00	-99,957.34	.00	152,167.98	832.02	.99
TOTAL	LIBRARY CAPITAL PROJ FUND	173,000.00	-99,957.34	.00	152,167.98	20,832.02	.88
TOTAL	LIBRARY CAPITAL PROJ FUND	173,000.00	-99,957.34	.00	152,167.98	20,832.02	.88
TOTAL REPORT		4,627,332.00	-89,042.29	.00	4,565,158.43	62,173.57	.99

ACCOUNTING PERIOD: 13/01

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	1,674,127.00	-14,295.46	.00	1,396,025.66	278,101.34	.83
910200	TEMPORARY WAGES	635,842.00	9,789.15	.00	579,671.46	56,170.54	.91
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	5,810.71	.00	110,628.50	-110,628.50	.00
910600	SICK PAY	.00	138.23	.00	41,512.54	-41,512.54	.00
910700	HOLIDAY PAY	.00	18,908.58	.00	55,822.85	-55,822.85	.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	1,012.00	.00	1.00
918020	EMPLOYER CONTR-F.I.C.A.	169,465.00	.00	.00	164,361.93	5,103.07	.97
918021	EMPLOYER CONTR-I.M.R.F.	142,301.00	.00	.00	143,786.95	-1,485.95	1.01
918040	LIFE INS PREMIUMS	4,896.00	.00	.00	4,714.21	181.79	.96
918050	MEDICAL INS PREMIUMS	218,452.00	.00	.00	156,361.51	62,090.49	.72
918060	TUITION REIMBURSEMENTS	5,000.00	2,000.00	.00	3,224.00	1,776.00	.64
918070	WORKERS COMPENSATION	6,000.00	.00	.00	5,102.25	897.75	.85
TOTAL	PERSONAL SERVICES	2,861,595.00	22,351.21	.00	2,665,974.54	195,620.46	.93
920100	LITIGATION & LEGAL FEES	.00	.00	.00	5,018.10	-5,018.10	.00
920105	COSTS OF LITIGATION	.00	.00	.00	41.40	-41.40	.00
920110	PROFESSIONAL CONSULTING	10,000.00	1,823.55	.00	21,120.73	-11,120.73	2.11
920120	COMMUNICATION SERVICES	50,000.00	1,179.94	.00	24,642.59	25,357.41	.49
920140	DATA PROCESSING SERVICES	85,000.00	9,333.72	.00	106,958.31	-21,958.31	1.26
920202	CONFERENCES	7,000.00	148.31	.00	2,912.90	4,087.10	.42
920204	TRAINING	2,500.00	300.00	.00	475.00	2,025.00	.19
920206	SEMINARS	2,500.00	.00	.00	2,183.00	317.00	.87
920210	IN-SERVICE TRAINING	2,000.00	75.46	.00	6,883.19	-4,883.19	3.44
920220	MEMBERSHIP DUES	4,500.00	.00	.00	3,637.00	863.00	.81
920230	PUBLICATION OF NOTICES	2,000.00	.00	.00	3,298.59	-1,298.59	1.65
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	11,000.00	.00	.00	8,118.19	2,881.81	.74
TOTAL	SUBSIDIES,REBATES,CONTRIB	11,000.00	.00	.00	8,118.19	2,881.81	.74
920900	PROPERTY/LIAB CONTRIBUTIO	67,423.00	.00	.00	67,420.00	3.00	1.00
930010	R & M EQUIPMENT	52,600.00	2,723.85	.00	36,644.02	15,955.98	.70
930020	R & M BLDGS & STRUCTURES	20,000.00	2,602.00	.00	24,809.23	-4,809.23	1.24
930030	R & M VEHICLES	3,000.00	510.71	.00	2,609.40	390.60	.87
930195	BOOK BINDING & REPAIR	3,000.00	.00	.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	.00	.00	42,137.50	2,862.50	.94
960070	AUTO/TRAVEL EXPENSES	5,500.00	158.35	.00	5,998.94	-498.94	1.09
960210	SPECIAL EVENT PROGRAMMING	17,000.00	756.32	.00	19,656.15	-2,656.15	1.16

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05/14/02
ACCOUNTING PERIOD: 13/01

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
960990	MISC CONTRACTUAL SVCS	70,000.00	5,778.52	.00	100,763.34	-30,763.34	1.44
TOTAL	CONTRACTUAL SERVICES	463,023.00	25,390.73	.00	494,797.93	-31,774.93	1.07
970100	SUPPLIES	70,000.00	2,150.25	.00	54,479.99	15,520.01	.78
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	54.46	.00	1,669.78	-169.78	1.11
970170	JANITORIAL	8,000.00	737.23	.00	16,182.63	-8,182.63	2.02
970200	COPYING/FAX SUPPLIES	1,000.00	.00	.00	4,215.82	-3,215.82	4.22
970260	POSTAGE AND PARCEL	13,200.00	80.50	.00	15,364.68	-2,164.68	1.16
970270	PRINTING-REPROD-BINDING	7,500.00	.00	.00	3,381.38	4,118.62	.45
970320	SUPPLIES: BLDG R/M	.00	.00	.00	.00	.00	.00
970330	SUPPLIES: VEHICLE R/M	.00	40.95	.00	1,293.70	-1,293.70	.00
970600	BOOKS	493,000.00	50,146.73	.00	489,773.32	3,226.68	.99
970610	AUDIO MATERIALS	64,000.00	3,441.31	.00	55,802.74	8,197.26	.87
970620	SUBSCRIPTIONS & BOOKS	85,000.00	359.55	.00	71,470.27	13,529.73	.84
970630	VISUAL MATERIALS	65,000.00	4,261.53	.00	61,037.28	3,962.72	.94
970640	AUTOMATED REFERENCE MAT'L	87,000.00	16,523.00	.00	83,416.25	3,583.75	.96
970810	NATURAL GAS	19,000.00	3,069.58	.00	29,127.33	-10,127.33	1.53
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	3,500.00	52.95	.00	822.96	2,677.04	.24
970850	GASOLINE	800.00	19.65	.00	282.77	517.23	.35
970900	EQUIPMENT <\$5,000	.00	5,169.45	.00	5,169.45	-5,169.45	.00
TOTAL	COMMODITIES	919,000.00	86,107.14	.00	893,490.35	25,509.65	.97
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	135,000.00	1,240.00	.00	51,599.54	83,400.46	.38
980410	COMPUTER HARDWARE	.00	2,213.50	.00	67,605.09	-67,605.09	.00
980420	COMPUTER SOFTWARE	.00	166.94	.00	17,430.29	-17,430.29	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	5,000.00	3,013.54	.00	11,464.85	-6,464.85	2.29
TOTAL	CAPITAL EXPENDITURES	140,000.00	6,633.98	.00	148,099.77	-8,099.77	1.06
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
990995	LOSS ON SALE OF INVESTMNT	.00	4,005.98	.00	4,005.98	-4,005.98	.00
TOTAL	OTHER FUNDING ACTIVITIES	.00	4,005.98	.00	4,005.98	-4,005.98	.00
991000	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00

0310

05/14/02

ACCOUNTING PERIOD: 13/01

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

PAGE 3

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
TOTAL	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	4,613,051.00	144,489.04	.00	4,384,895.57	228,155.43	.95

0311

05/14/02

ACCOUNTING PERIOD: 13/01

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

PAGE 4

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

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

05/14/02
 ACCOUNTING PERIOD: 13/01

CITY OF DES PLAINES
 ORGANIZATION EXPENDITURE STATUS

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	.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	6,648.25	.00	53,810.82	6,189.18	.90
TOTAL	CONTRACTUAL SERVICES	65,000.00	6,648.25	.00	70,890.13	-5,890.13	1.09
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	6,648.25	.00	72,600.13	-7,600.13	1.12
TOTAL	CIVIC & CULTURE	4,678,051.00	151,137.29	.00	4,457,495.70	220,555.30	.95
TOTAL	PUBLIC LIBRARY FUND	4,678,051.00	151,137.29	.00	4,457,495.70	220,555.30	.95

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05/14/02

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

ACCOUNTING PERIOD: 13/01

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

FUNCTION - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	.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	.00	.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	12,678.00	37,322.00	.25
980600	FURNITURE & FIXTURES	50,000.00	2,723.93	.00	15,228.72	34,771.28	.30
TOTAL	CAPITAL EXPENDITURES	150,000.00	2,723.93	.00	87,421.50	62,578.50	.58
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	2,723.93	.00	88,926.43	61,073.57	.59
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	2,723.93	.00	88,926.43	61,073.57	.59
TOTAL REPORT		4,828,051.00	153,861.22	.00	4,546,422.13	281,628.87	.94

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

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102008	CASH PB DEPOSIT 276502401		290,530.23
102012	CASH IPTIP/FOA 7139200161	18,458.12	
102014	CASH FED INVST TRUST(FIT)	1,757,531.59	
TOTAL CASH		1,776,489.71	290,530.23
104033	INVESTMENTS-DOWNING	32,537.90	
TOTAL INVESTMENTS		32,537.90	.00
118000	RECEIVABLE-PROPERTY TAXES	4,208,934.00	
TOTAL ACCOUNTS RECEIVABLE		4,208,934.00	.00
TOTAL ASSETS		6,017,961.61	290,530.23
450030	ACCRUED LIAB-COMP ABSENCE		110,367.12
TOTAL ACCRUED LIABILITIES		.00	110,367.12
470000	DEFERRED REV-PROPERTY TAX		4,208,934.00
470100	LIBRARY DEFERRED REVENUE		68,794.00
TOTAL DEFERRED REV-PROPERTY TAX		.00	68,794.00
TOTAL CURRENT LIABILITIES		.00	4,388,095.12
TOTAL LIABILITIES		.00	4,388,095.12
700110	EXPENDITURE CONTROL	1,201,075.19	
700120	REVENUE CONTROL		2,066,900.34
700150	EXP. BUDGET CONTROL		4,809,952.00
700160	REV. BUDGET CONTROL	4,499,332.00	
700170	BUDGET FUND BALANCE	355,125.25	
TOTAL SYSTEM CONTROL		6,055,532.44	6,876,852.34
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		6,055,532.44	7,394,868.70
TOTAL PUBLIC LIBRARY FUND		12,073,494.05	12,073,494.05

05/03/02

CITY OF DES PLAINES
BALANCE SHEET

ACCOUNTING PERIOD: 4/02

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH PB DEPOSIT 276502401	48,160.12	
102012	CASH IPTIP/FOA 7139200161	14,168.58	
102014	CASH FED INVST TRUST(FIT)	50,233.66	
	TOTAL CASH	112,562.36	.00
	TOTAL ASSETS	112,562.36	.00
700120	REVENUE CONTROL		129.16
700150	EXP. BUDGET CONTROL		25,000.00
700160	REV. BUDGET CONTROL	150,000.00	
700170	BUDGET FUND BALANCE		188,241.55
	TOTAL SYSTEM CONTROL	150,000.00	213,370.71
730000	FUND BALANCE-UNRESERVED		49,191.65
	TOTAL FUND EQUITY	.00	49,191.65
	TOTAL EQUITIES	150,000.00	262,562.36
	TOTAL LIBRARY CAPITAL PROJ FUND	262,562.36	262,562.36
	TOTAL REPORT	12,336,056.41	12,336,056.41

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05/14/02

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

PAGE 1

ACCOUNTING PERIOD: 4/02

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	1,786,236.00	114,650.16	.00	466,067.53	1,320,168.47	.26
910200	TEMPORARY WAGES	659,200.00	50,451.46	.00	181,319.75	477,880.25	.28
910300	SUPERVISORY OVERTIME	.00	.00	.00	.00	.00	.00
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	.00	500.00	.00
910500	VACATION PAY	.00	8,374.20	.00	22,237.61	-22,237.61	.00
910600	SICK PAY	.00	3,047.05	.00	12,456.58	-12,456.58	.00
910700	HOLIDAY PAY	.00	609.63	.00	7,402.86	-7,402.86	.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	3,068.67	431.33	.88
918010	UNEMPLOYMENT COMPENSATION	1,244.00	.00	.00	311.00	933.00	.25
918020	EMPLOYER CONTR-F.I.C.A.	187,076.00	13,382.20	.00	53,520.09	133,555.91	.29
918021	EMPLOYER CONTR-I.M.R.F.	110,681.00	8,088.36	.00	32,387.94	78,293.06	.29
918040	LIFE INS PREMIUMS	5,088.00	400.40	.00	1,597.20	3,490.80	.31
918050	MEDICAL INS PREMIUMS	200,019.00	13,158.62	.00	52,861.21	147,157.79	.26
918055	DENTAL INSURANCE PREMIUMS	15,190.00	1,244.46	.00	5,011.76	10,178.24	.33
918060	TUITION REIMBURSEMENTS	5,000.00	.00	.00	598.00	4,402.00	.12
918070	WORKERS COMPENSATION	4,402.00	409.55	.00	1,683.79	2,718.21	.38
918085	RHS PLAN PAYOUT	.00	.00	.00	1,134.40	-1,134.40	.00
TOTAL	PERSONAL SERVICES	2,978,636.00	213,816.09	.00	841,658.39	2,136,977.61	.28
920000	LITIGATION & LEGAL FEES	1,000.00	.00	.00	343.57	656.43	.34
920105	COSTS OF LITIGATION	250.00	.00	.00	.00	250.00	.00
920110	PROFESSIONAL CONSULTING	10,000.00	601.46	.00	601.46	9,398.54	.06
920120	COMMUNICATION SERVICES	35,000.00	2,525.32	.00	6,416.92	28,583.08	.18
920140	DATA PROCESSING SERVICES	90,000.00	22,876.02	.00	42,094.91	47,905.09	.47
920202	CONFERENCES	8,000.00	132.31	.00	817.21	7,182.79	.10
920204	TRAINING	3,000.00	137.20	.00	1,572.67	1,427.33	.52
920206	SEMINARS	2,500.00	.00	.00	643.00	1,857.00	.26
920210	IN-SERVICE TRAINING	3,000.00	100.00	.00	100.00	2,900.00	.03
920220	MEMBERSHIP DUES	4,500.00	830.00	.00	2,525.00	1,975.00	.56
920230	PUBLICATION OF NOTICES	2,000.00	238.00	.00	115.50	1,884.50	.06
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	10,000.00	435.39	.00	1,790.13	8,209.87	.18
TOTAL	SUBSIDIES,REBATES,CONTRIB	10,000.00	435.39	.00	1,790.13	8,209.87	.18
920900	PROPERTY/LIAB CONTRIBUTIO	61,233.00	.00	.00	15,308.25	45,924.75	.25
930010	R & M EQUIPMENT	55,000.00	3,087.50	.00	23,327.95	31,672.05	.42
930020	R & M BLDGS & STRUCTURES	25,000.00	1,435.50	.00	8,849.37	16,150.63	.35
930030	R & M VEHICLES	4,500.00	.00	.00	.00	4,500.00	.00
930195	BOOK BINDING & REPAIR	4,500.00	.00	.00	.00	4,500.00	.00
930210	RENTAL OF EQUIPMENT	4,500.00	.00	.00	.00	4,500.00	.00
930320	CLEANING:CUSTODIAL SERV	50,000.00	6,960.00	.00	13,740.00	36,260.00	.27

0317

05/14/02

CITY OF DES PLAINES

PAGE 2

ACCOUNTING PERIOD: 4/02

ORGANIZATION EXPENDITURE STATUS

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
960070	AUTO/TRAVEL EXPENSES	5,000.00	17.61	.00	580.93	4,419.07	.12
960210	SPECIAL EVENT PROGRAMMING	15,000.00	1,625.00	.00	5,818.53	9,181.47	.39
960990	MISC CONTRACTUAL SVCS	75,000.00	3,054.10	.00	22,805.52	52,194.48	.30
TOTAL	CONTRACTUAL SERVICES	468,983.00	44,055.41	.00	147,450.92	321,532.08	.31
970100	SUPPLIES	70,000.00	21,494.29	.00	34,315.16	35,684.84	.49
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	.00	.00	9.98	1,490.02	.01
970170	JANITORIAL	18,000.00	835.82	.00	2,290.44	15,709.56	.13
970200	COPYING/FAX SUPPLIES	6,000.00	.00	.00	.00	6,000.00	.00
970260	POSTAGE AND PARCEL	15,200.00	48.65	.00	3,736.54	11,463.46	.25
970270	PRINTING-REPROD-BINDING	6,000.00	.00	.00	486.00	5,514.00	.08
970320	SUPPLIES: BLDG R/M	750.00	.00	.00	.00	750.00	.00
970330	SUPPLIES: VEHICLE R/M	.00	.00	.00	.00	.00	.00
970600	BOOKS	495,000.00	37,048.13	.00	83,300.51	411,699.49	.17
970610	AUDIO MATERIALS	64,000.00	4,082.55	.00	11,565.70	52,434.30	.18
970620	SUBSCRIPTIONS & BOOKS	85,000.00	393.49	.00	1,914.32	83,085.68	.02
970630	VISUAL MATERIALS	65,000.00	5,544.83	.00	9,628.50	55,371.50	.15
970640	AUTOMATED REFERENCE MAT'L	87,000.00	609.95	.00	32,232.75	54,767.25	.37
970810	NATURAL GAS	25,000.00	.00	.00	3,165.45	21,834.55	.13
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970850	DIESEL	3,500.00	.00	.00	.00	3,500.00	.00
970850	GASOLINE	800.00	.00	.00	.00	800.00	.00
970900	EQUIPMENT <\$5,000	5,800.00	.00	.00	1,854.56	3,945.44	.32
TOTAL	COMMODITIES	949,050.00	70,057.71	.00	184,499.91	764,550.09	.19
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	.00	.00	.00	3,684.95	-3,684.95	.00
980410	COMPUTER HARDWARE	100,000.00	.00	.00	.00	100,000.00	.00
980420	COMPUTER SOFTWARE	9,000.00	718.79	.00	2,721.20	6,278.80	.30
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	5,000.00	.00	.00	3,302.50	1,697.50	.66
TOTAL	CAPITAL EXPENDITURES	114,000.00	718.79	.00	9,708.65	104,291.35	.09
990300	BANK/TRUST/AGENCY FEES	.00	.00	.00	.00	.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	29,283.00	.00	.00	.00	29,283.00	.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

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0318

05/14/02

ACCOUNTING PERIOD: 4/02

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

PAGE 3

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
TOTAL	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	4,739,952.00	328,648.00	.00	1,183,317.87	3,556,634.13	.25

0310

05/14/02

ACCOUNTING PERIOD: 4/02

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

PAGE 4

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

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

05/14/02

ACCOUNTING PERIOD: 4/02

CITY OF DES PLAINES ORGANIZATION EXPENDITURE STATUS

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

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

Table with columns: ACCOUNT, TITLE, BUDGET, PERIOD EXPENDITURES, ENCUMBRANCES OUTSTANDING, YEAR TO DATE ENC + EXP, AVAILABLE BALANCE, YTD/BUD. Rows include various service categories like Professional Consulting, Communication Services, Training, and Equipment.

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05/14/02
ACCOUNTING PERIOD: 4/02

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	.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	.00	.00	.00
TOTAL	COMMODITIES	.00	.00	.00	.00	.00	.00
980300	IMPROVEMENTS	25,000.00	.00	.00	.00	25,000.00	.00
980400	EQUIPMENT	.00	.00	.00	.00	.00	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	.00	.00	.00	.00	.00	.00
TOTAL	CAPITAL EXPENDITURES	25,000.00	.00	.00	.00	25,000.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	25,000.00	.00	.00	.00	25,000.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	25,000.00	.00	.00	.00	25,000.00	.00
TOTAL REPORT		4,834,952.00	330,957.22	.00	1,203,143.09	3,631,808.91	.25

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

ACCOUNTING PERIOD: 4/02

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

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	.00	.00	.00	.00	.00	.00
810016	PROPERTY TAXES 1999	.00	.00	.00	.00	.00	.00
TOTAL	LICENSES AND PERMITS	.00	.00	.00	.00	.00	.00
810017	PROPERTY TAXES 2000	40,000.00	.00	.00	24,105.42	15,894.58	.60
TOTAL	PUBLIC SAFETY	40,000.00	.00	.00	24,105.42	15,894.58	.60
TOTAL	GENERAL REVENUE - GOV'T	40,000.00	.00	.00	24,105.42	15,894.58	.60
810018	PROPERTY TAXES 2001	4,086,344.00	.00	.00	1,978,350.73	2,107,993.27	.48
TOTAL	LICENSES AND PERMITS	4,086,344.00	.00	.00	1,978,350.73	2,107,993.27	.48
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	.00	92,988.00	.00
TOTAL	TAXES	4,219,332.00	.00	.00	2,002,456.15	2,216,875.85	.47
822080	STATE GRANT:PER CAPITA	70,000.00	.00	.00	.00	70,000.00	.00
822080	STATE GRANT:LIBRARY TECH	.00	.00	.00	.00	.00	.00
822090	STATE GRANT:LIB CONSTRUCT	.00	-1,000.00	.00	12,276.12	-12,276.12	.00
822095	STATE GRANT:LIBRARY	55,000.00	2,602.00	.00	2,602.00	52,398.00	.05
TOTAL	STATE GRANTS	125,000.00	1,602.00	.00	14,878.12	110,121.88	.12
TOTAL	INTERGOVERNMENTAL REVENUE	125,000.00	1,602.00	.00	14,878.12	110,121.88	.12
850102	LIBRARY FINES	100,000.00	8,174.56	.00	30,751.51	69,248.49	.31
TOTAL	FINES	100,000.00	8,174.56	.00	30,751.51	69,248.49	.31
850201	COPYING FEE	20,000.00	.40	.00	2,639.71	17,360.29	.13
850215	SPECIAL PROGRAMS & EVENTS	10,000.00	.00	.00	680.00	9,320.00	.07
TOTAL	FEES AND SERVICES	30,000.00	.40	.00	3,319.71	26,680.29	.11
TOTAL	INVESTMENT INCOME	130,000.00	8,174.96	.00	34,071.22	95,928.78	.26
890010	INTEREST INCOME	10,000.00	687.23	.00	7,416.76	2,583.24	.74
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	541.57	.00	8,765.32	6,234.68	.58
TOTAL	OTHER REVENUE	25,000.00	1,228.80	.00	16,182.08	8,817.92	.65
TOTAL	PUBLIC LIBRARY FUND	4,499,332.00	11,005.76	.00	2,067,587.57	2,431,744.43	.46
TOTAL	PUBLIC LIBRARY FUND	4,499,332.00	11,005.76	.00	2,067,587.57	2,431,744.43	.46

05/14/02

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

ACCOUNTING PERIOD: 4/02

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

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

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
822080	STATE GRANT:LIBRARY TECH	.00	.00	.00	.00	.00	.00
822090	STATE GRANT:LIB CONSTRUCT	.00	.00	.00	.00	.00	.00
TOTAL	STATE GRANTS	.00	.00	.00	.00	.00	.00
TOTAL	INTERGOVERNMENTAL REVENUE	.00	.00	.00	.00	.00	.00
890010	INTEREST INCOME	.00	134.05	.00	263.21	-263.21	.00
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	.00	.00	.00
899930	LIBRARY BUY-A-BRICK	.00	.00	.00	.00	.00	.00
TOTAL	OTHER REVENUE	150,000.00	134.05	.00	263.21	149,736.79	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	134.05	.00	263.21	149,736.79	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	134.05	.00	263.21	149,736.79	.00
TOTAL REPORT		4,649,332.00	11,139.81	.00	2,067,850.78	2,581,481.22	.44

ADMINISTRATOR'S REPORT

May 21, 2002

PERSONNEL

New employees in April and May are Violeta Atanasova and Glen Olofson, Page I, Circulation Services; Annette Ter Antonians and Mike Menze, Assistant Clerk, Circulation Services; Kintu Patel and Beatriz Avalos, Technology Page; and Jairo Barbosa, Library Assistant II, Building Services.

Resignations in April and May were received from Phyllis Ryczek, Elinor Pea, and Norma Kautz, Page, Circulation Services; and Karin Thogersen, Assistant Clerk, Circulation Services.

STAFF DEVELOPMENT

During the past month several of our library staff have attended seminars, workshops, and committee meetings as part of our continuing education program. The meetings have included Cataloging Workshops, Supervisor Training, Collection Development, Electronic Resources, Services to Multi-lingual populations, Intergenerational Programming, and SIRSI training.

The annual in-service day for staff on May 9 was successful in many ways. A committee organized and coordinated by Martha Sloan and consultant Mary Jane Kepner planned the event. Nearly all expenses were covered by our Grow with a Pro Grant for staff development through the Illinois State Library. The goal of the grant was to give all employees an in depth view of the work of other departments and an increased understanding and appreciation for how each job, including their own, is integral to the successful fulfillment of the library's purpose. Job Shadowing began in March; the culmination of the program was the in-service day in May. The theme for the day, "Camp Happy River", was carried out in decorations, activities (including a campfire sing along), and refreshments. The goals of the grant were realized through group presentations of appreciation of departmental contributions. The last event of the day was the presentation of the staff totem pole, signifying each department's understanding of its contribution to the work of the whole library.

PATRON SERVICES

We are experiencing, along with nearly all public libraries in the U.S., a continuing growth in demand and use of our services. Our attendance has increased over last year by 13.4%; our number of registered borrowers has increased by 3,000; our circulation has increased by 14%, the use of our meeting rooms is strong, and our online reference resources were used nearly 82,000 times in April.

ADMINISTRATIVE/PROFESSIONAL ACTIVITIES

Since the last report I have represented the library at the following meetings and events: The UI Extension Advisory Council meeting and the Volunteer Banquet; The Maine Township High School Anniversary Dinner; two Taste of Des Plaines Committee meetings; The Chamber/City Advisory Council breakfast; the DePaul University Theatre School Scholarship Gala; the Public Library Administrators Forum; and the Library Cable Network Executive Committee meeting. I have attended the following seminars: Technology Trends, a demo of new 3M equipment; Library Services to Multi-Lingual Populations, and Intergenerational Programming.

I have met with GERALYN Hahn and Mary Kay Walsh of Maine West High School and Donna Catlett of the City of Des Plaines to discuss collaborative efforts for participation in the "Maine West Reads" summer reading project.

I have begun to write a monthly column for the Des Plaines Times.

FOLLOWUP ON PREVIOUS QUESTIONS/REQUESTS

The Volunteer Appreciation Tea was held May 15. Volunteers were presented pins and a small gift to show our appreciation of their contribution to the library. Margie Borris organized the event; Gail Bradley designed the pins.

Ceramica in Indianapolis is engraving the commemorative bricks. When we receive a date of delivery, we will contact a bricklayer to install the bricks.

The library will participate in the Taste of Des Plaines in a supporting role. We have ordered aprons for the staff to wear on June 1 and 2 with the words "What's cooking @ your library" embroidered. We will hand out brochures and bookmarks about food-related information sources and books.

**DES PLAINES PUBLIC LIBRARY
REGISTRATION SERVICES REPORT FOR APRIL 2002**

I. LIBRARY CARD REGISTRATION SERVICES

April 2001	March 2002	April 2002	<u>Year to Date</u> 2001	<u>Year to Date</u> 2002	<u>% Change</u>
834	747	798	2,929	3,290	12.3%
A.	New Registrations			320	
B.	Updates			360	
C.	Other Libraries			109	
D.	Fee Paid Cards			9	
	Total			798	

II. OTHER REGISTRATION SERVICES

1.	Patrons Registering for Programs	322
2.	Number of Meeting Room Uses	79
3.	Voters Registered	1
4.	Cab Cards	10
	Total	734

III. TOTAL NUMBER OF REGISTERED BORROWERS

April 2001	37,529	(70.2% of Population)
April 2002	40,537	(69.0% 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 APRIL 2002**

PATRON ATTENDANCE COUNT

April 2001	March 2002	April 2002	<u>Year to Date</u> <u>2001</u>	<u>Year to Date</u> <u>2002</u>	<u>% Change</u>
39,365	47,189	47,109	162,598	184,365	13.4%

RECIPROCAL BORROWING

(Materials Lent)

	April 2001	April 2002	% Change
NSLS	10,636	NA*	
OTHER SYSTEMS	1,856	NA*	
TOTAL	12,492	NA*	

INTERLIBRARY LOAN

	April 2001	April 2002	<u>Year to Date</u> <u>2001</u>	<u>Year to Date</u> <u>2002</u>	<u>% Change</u>
Sent	1,117	1,930	3,134	3,325	6.1%
Received	615	1,635	1,605	3,301	105.7%
TOTAL	1,732	3,565	4,739	6,626	39.8%

* The Des Plaines Public Library has changed their Automated Computer System from GEAC to SIRSI. Currently some reports for the month of April are not available, but as the April statistics become available they will be included in the most current board packet.

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT
April 2002

				% Change
Total 2001 to Date:	290,775	Total 2002 to Date:	319,623	9.92%
April 2001:	68,027	April 2002:	77,548	14.00%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
CHILDREN	2001	2002	2001	2002	2001	2002
Non Fiction	4,468	5,588	652	644	5,120	6,232
Fiction	10,641	12,306	1,277	1,149	11,918	13,455
Foreign Language Non Fiction	64	97	9	4	73	101
Foreign Language Fiction	231	285	47	57	278	342
Periodicals	243	210	23	7	266	217
Compact Discs	400	820	22	27	422	847
Audio Cassettes	260	236	13	8	273	244
Audio Kits	269	316	42	15	311	331
Puzzles	296	393	39	37	335	430
Games	86	87	20	15	106	102
Audio Books	155	223	5	25	160	248
Video Fiction	2,517	2,935	409	368	2,926	3,303
Video Non Fiction	1,036	1,054	44	42	1,080	1,096
DVD	150	999	0	23	150	1,022
CD ROMs	636	615	0	0	636	615
SUB TOTAL	21,452	26,164	2,602	2,421	24,054	28,585
ADULT						
Non Fiction	10,802	11,866	170	211	10,972	12,077
Fiction	7,208	7,831	279	345	7,487	8,176
Large Type	885	1,134	129	192	1,014	1,326
Foreign Language Non Fiction	204	248	4	4	208	252
Foreign Language Fiction	493	571	1	2	494	573
High School Collection	321	356	2	1	323	357
Periodicals	2,115	2,378	103	149	2,218	2,527
Pamphlets	4	9	0	0	4	9
Compact Discs	6,475	6,484	468	418	6,943	6,902
Audio Cassettes	348	440	23	5	371	445
Puzzles	0	0	0	0	0	0
Pictures	50	30	0	0	50	30
Audio Books	1,855	2,155	42	35	1,897	2,190
CD ROMs	137	235	0	0	137	235
Video Fiction	6,004	6,347	349	358	6,353	6,705
Video Non Fiction	2,947	3,146	30	53	2,977	3,199
DVD	2,426	3,665	0	97	2,426	3,762
Misc. Formats	96	192	3	6	99	198
	42,370	47,087	1,603	1,876	43,973	48,963
GRAND TOTAL	63,822	73,251	4,954	4,297	68,027	77,548
Self Check	13,607	17,896	0	0	13,607	17,896

**DES PLAINES PUBLIC LIBRARY
CIRCULATION PATRON ASSISTANCE
APRIL 2002**

Assistance/Service Desk	<u>Number</u>	<u>Total</u>
1. Phone Calls Received	1,869	
2. Patron Renewals	1,632	
3. Patron Reserves Delivered	1,934	
4. Directional	2,846	
5. Account Inquiries	2,686	
6. Program Sign-up	598	
7. In Person Patron Assistance	2,618	
Total		14,183

Assistance/Switchboard

1. Phone Calls Answered		
Administration	158	
Adult Services	1,551	
Building/Security	44	
Circulation	1,560	
Community Services	74	
Public Information	101	
Technical Services	23	
Youth Services	304	
2. Delivery/Buzzer	114	
3. 2-Way Radio	193	
Total		4,122

GRAND TOTAL		18,305
-------------	--	--------

**DES PLAINES PUBLIC LIBRARY
ADULT PATRON ASSISTANCE
APRIL 2002**

Assistance	Apr 2001	Apr 2002	<u>Year to Date 2001</u>	<u>Year to Date 2002</u>	<u>% Change</u>
1. Computer/Instructional	385	465	1,609	1,874	16.5%
2. Mechanical	N/A	316	N/A	1,206	N/A
3. Directional	1,056	972	4,473	3,828	(-16.8 %)
4. Informational	1,863	1,108	4,409	4,645	5.3%
5. Tax Forms	320	203	913	755	(-20.9%)
6. Instruction	N/A	13	N/A	70	N/A
Total	3,624	3,077	11,404	12,378	N/A

Reference and Readers' Services	Apr 2001	Apr 2002	<u>Year to Date 2001</u>	<u>Year to Date 2002</u>	<u>% Change</u>
1. Specific item request	2,988	4,075	11,028	16,933	53.5%
2. Ready reference	967	1,151	3,873	4,991	28.9%
3. In-Depth reference	219	367	728	1,159	59.2%
4. Virtual Reference Desk	N/A	42	N/A	154	N/A
5. Interlibrary Loan Request	348	162	1,226	629	(-94.9%)
6. Readers' Advisory	126	227	468	724	54.7%
7. Reserves	507	821	1,770	3,414	93%
Total	5,155	6,845	19,093	28,004	N/A

Sign Up	Apr 2001	Apr 2002	<u>Year to Date 2001</u>	<u>Year to Date 2002</u>	<u>% Change</u>
1. Internet	N/A	5,789	4,618	22,854	N/A
2. Computer Lab	N/A	433	412	1,974	N/A
3. Group Study Rooms	N/A	368	70	1,429	N/A
4. Reading Edge	N/A	2	N/A	2	N/A
Total	N/A	6,592	5,100	26,259	N/A
GRAND TOTAL	8,779	13,184	26,818	66,641	N/A

**DES PLAINES PUBLIC LIBRARY
YOUTH SERVICES PATRON ASSISTANCE
APRIL 2002**

Assistance	Apr 2001	Apr 2002	<u>Year to Date 2001</u>	<u>Year to Date 2002</u>	<u>% Change</u>
1. Computer Sign-up	1,167	2,794	5,414	9,734	79.8%
2. Program Sign-up	175	361	1,247	1,533	22.9%
3. Equipment Repair & Assistance	546	793	2,284	2,160	(-5%)
4. Directional Questions	367	231	1,695	981	(-72.8%)
5. ILL & Patron Holds	34	84	143	327	128.7%
Total	2,289	4,263	10,783	14,735	36.6%
In-House Circulation	Apr 2001	Apr 2002	<u>Year to Date 2001</u>	<u>Year to Date 2002</u>	<u>% Change</u>
1. Train Sets	996	993	3,372	4,044	19.9%
2. Chess/Checkers	122	94	495	481	(-2.9%)
3. Periodicals	13	12	44	67	52.3%
4. Book Bag Request	10	15	10	39	NA
5. Textbooks	7	4	32	42	31.2%
6. Reserve Books	17	50	74	260	251.3%
Total	1,165	1,168	4,027	4,933	22.5%
Reference	Apr 2001	Apr 2002	<u>Year to Date 2001</u>	<u>Year to Date 2002</u>	<u>% Change</u>
1. Specific Item Request	847	1,081	3,633	5,484	50.9%
2. Reference	1,013	438	4,562	2,871	(-58.9%)
3. Reader's Advisory	89	96	487	507	4.1%
4. Referrals to Other Libraries	5	26	34	78	129.4%
Total	1,954	1,641	8,716	8,940	2.6%
GRAND TOTAL	5,408	7,072	23,526	28,608	21.6%

**DES PLAINES PUBLIC LIBRARY
USAGE STATISTICS FOR ONLINE REFERENCE PRODUCTS
APRIL 2002**

Access Science	NA*
BigChalk	99
College Source Online	3*
Des Plaines Public Library Homepage	74,244
FACTS.com	NA*
Facts On File	6
First Search	1,265
Gale Group:	
• AncestryPlus	NA
• Biography Resource Center	744
• Business & Company Resource Center	12
• General Business File ASAP	13
• General Reference Center Gold	107
• Health & Wellness Resource Center	281
• Student Resource Center	856
• What Do I Read Next?	49
Grolier Online	38*
Hoover's Online	NA
Info USA (Reference USA)	805
LearnATest.com	2
Lexis Nexis's Statistical Universe	30
Library Catalog	NA
NewsBank:	
• Chicago Tribune	191*
• Chicago Tribune Archive	288*
• News Illinois	9*
• Noticias en Español	11*
NetLibrary	1
Novelist	182
PoemFinder	45
ProQuest (Chicago Sun-Times, Daily Herald, Wall Street Journal)	133*
Searchasaurus	36
S&P's NetAdvantage	7
World Book Encyclopedia	81,991*
 Total Searches & Queries	

*Number of hits, views or visits (number of searches not provided)

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR APRIL 2002**

Times Used Attendance

Library Sponsored Adult Programs

All About Asthma	1	7
Care Coalition (Physical Health Subcommittee)	1	5
Chess Tournament	1	23
Circulation Clerks Meeting	2	22
Department Heads Meeting	4	35
Dream Grant Meeting	1	10
Friends of the Library Book Sale	3	3,000
Friends of the Library Meeting	1	19
Friends Sunday Afternoon Movie	1	40
Fourth of July Parade Meeting	1	9
Great Decisions	2	31
Home Buyers' Panel	1	8
How to Start a Small Business	1	30
Inside Writing and Publishing	1	12
John Steinbeck: An American Conscience	1	23
LIGHT	1	50
Page Meeting	2	31
Poetry Alive	1	50
Poetry Reading with Richard Jones	1	12
Poetry Writing Workshop	1	13
Readers' Services	1	7
Technical Service Tech Page Meeting	1	7
Thursday Evening Book Discussion	1	4
Tuesday Morning Book Group	1	15
Volunteer Fair	1	60
Wellness Program: "Higher Tech. Hearing Aids"	1	30
Work Analysis Team	1	5
Total	35	3,558

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR APRIL 2002**

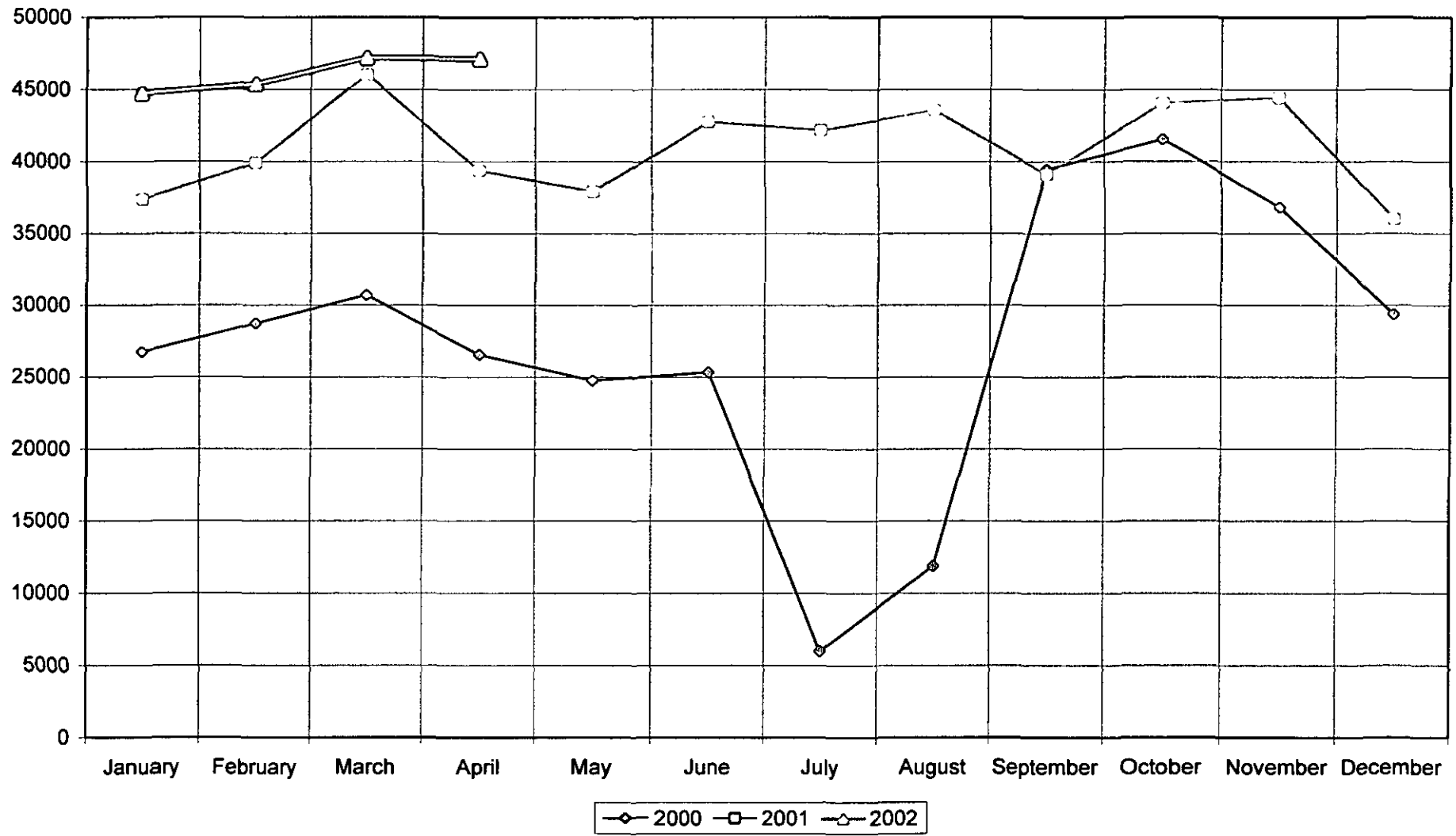
	<u>Times Used</u>	<u>Attendance</u>
Outside Community Groups		
AARP Income Tax Assistance	1	62
AAUW	1	6
Children's Hope International	1	10
City of Des Plaines/IDOT	1	100
Des Plaines Art Guild	1	9
Des Plaines Cable Commission	1	8
Des Plaines Girls Softball	1	11
Des Plaines Home School Support Group	1	16
Des Plaines Home School Support Group	1	15
Des Plaines Police Academy Alumni Association	1	50
Des Plaines Toastmasters	2	13
Des Plaines Youth Baseball	1	25
Diabetic Support Group	1	10
DuPage Figure Skaters	1	10
Junior Woman's Club of Des Plaines	2	17
Lutheran Brotherhood Board Meeting	1	7
Mason Lane Neighborhood Watch	1	11
Polygots Toastmasters	2	20
Riverpoint Condominium Association	1	70
Romance Writers	1	25
Soft Bodies Doll Club	1	34
Soni Bamaj	1	30
Spark Program	4	74
Thacker Park Condominium Association	1	30
Total	30	663
Other		
Library Board Meeting	1	17
Total	1	17

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR APRIL 2002**

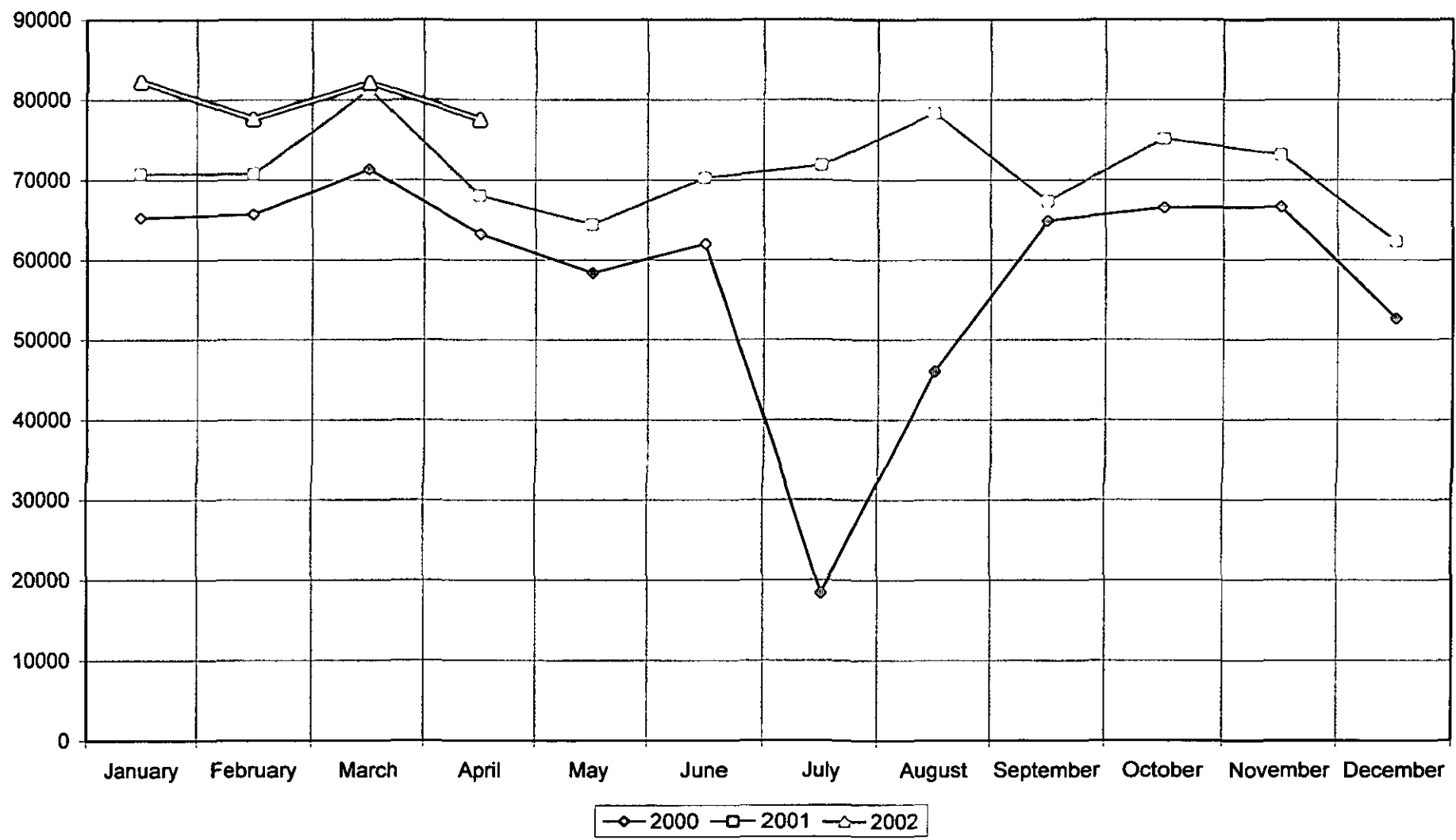
	<u>Times Used</u>	<u>Attendance</u>
Library Sponsored Children's Programs		
Baby Talk Book Time	15	330
Babysitting Clinic	5	75
Cumberland School Tour	1	20
LIGHT (Teen Advisory Group)	1	5
Poetry Alive! 6-8 th grades	1	22
Poetry Alive! K-5 th grades	1	28
Poetry Slam K-8 th grades	1	39
Preschool Movies	4	71
School Day Off Chess Tournament	1	23
Spring Craft	1	125
Stories & More	2	28
Storytime 2 year olds	14	145
Storytime 3-5 year olds	22	211
Total	69	1,122
Literacy Program		
Learn to Read	16	912
 GRAND TOTAL	 151	 6,272

April Total = 66 groups involving 6,272 people.
2002 Year to Date Total 129 groups involving 13,635.

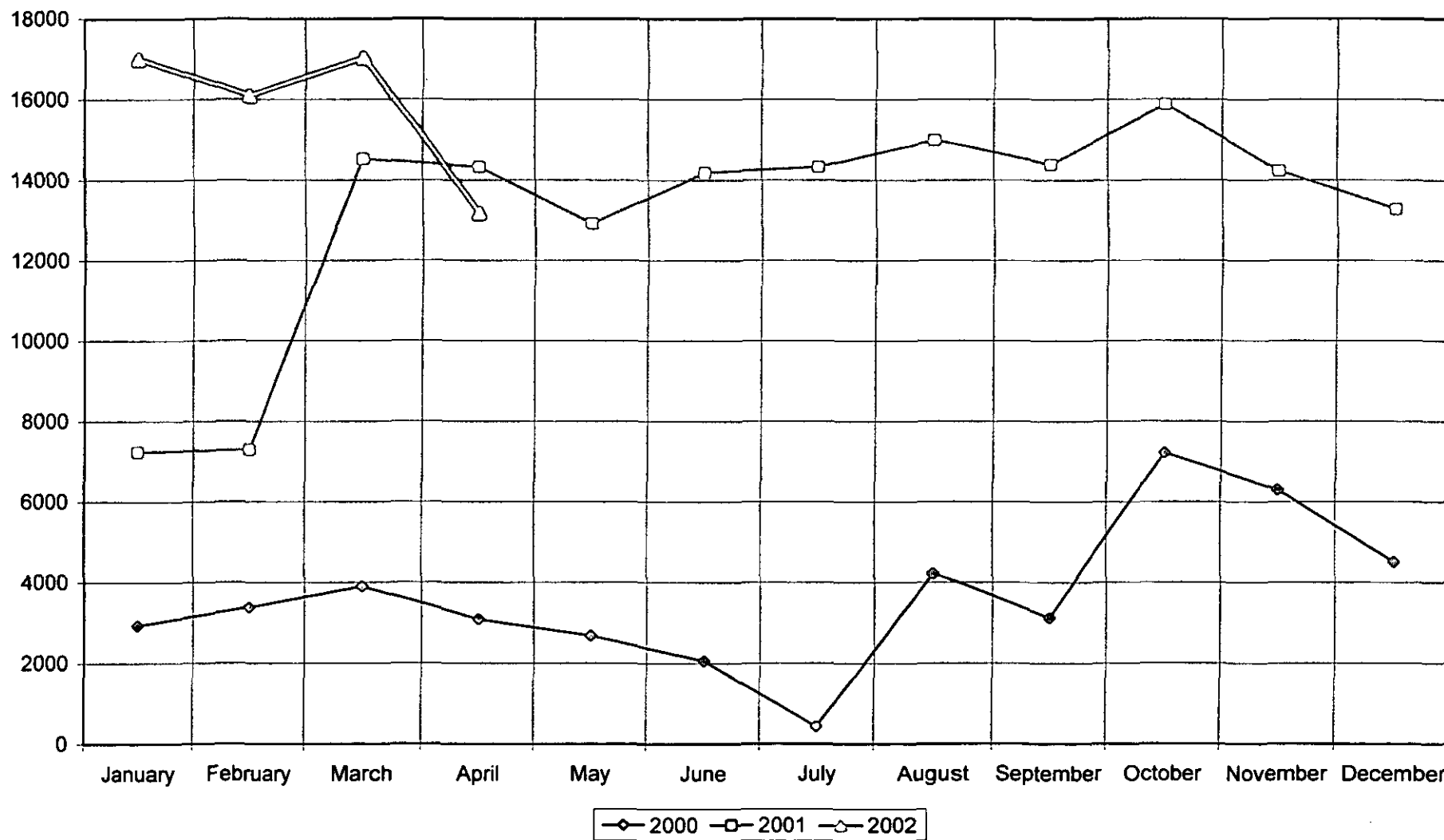
Patron Attendance April 2002



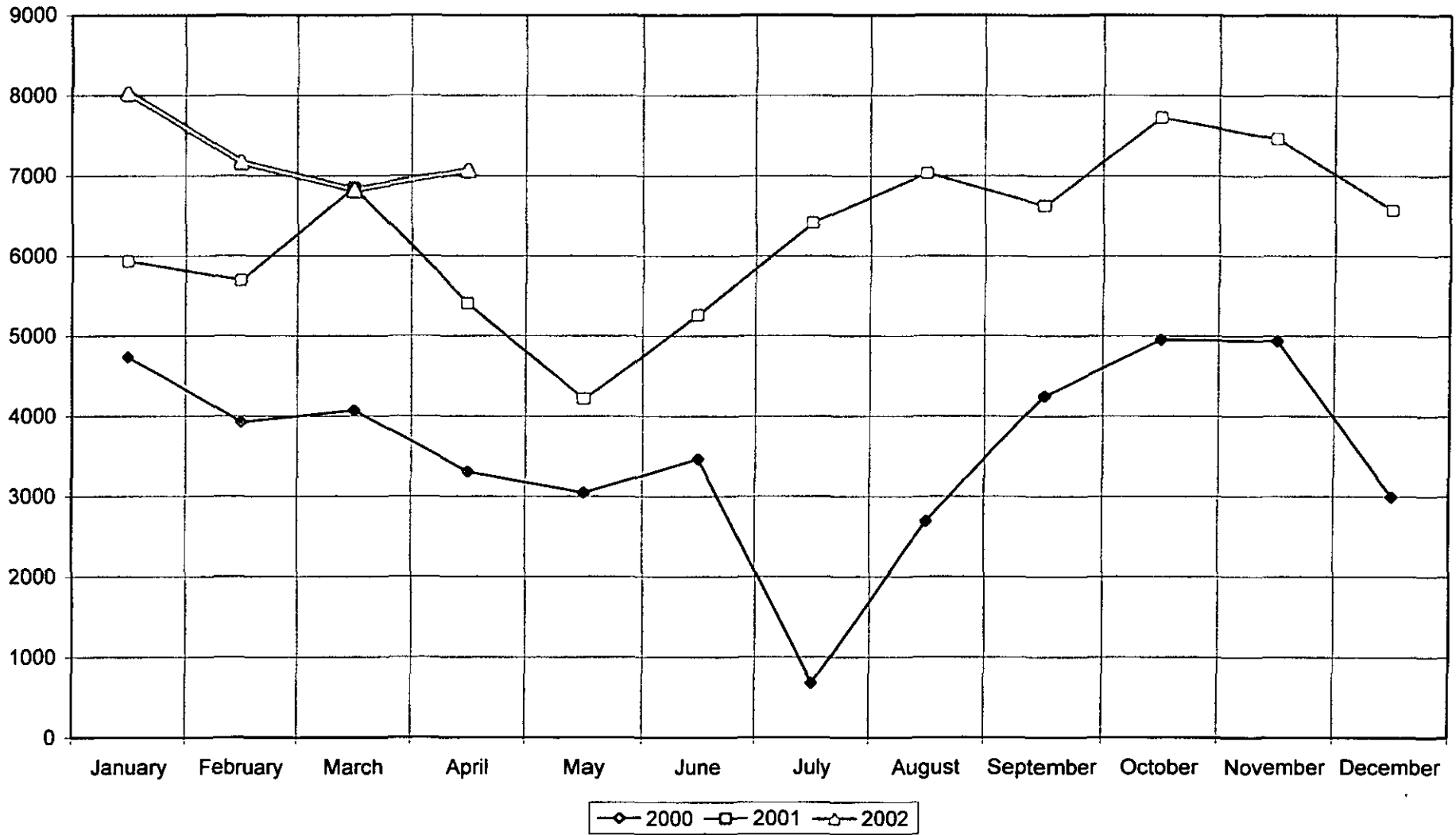
Circulation Statistics Items Circulated Per Month By Year



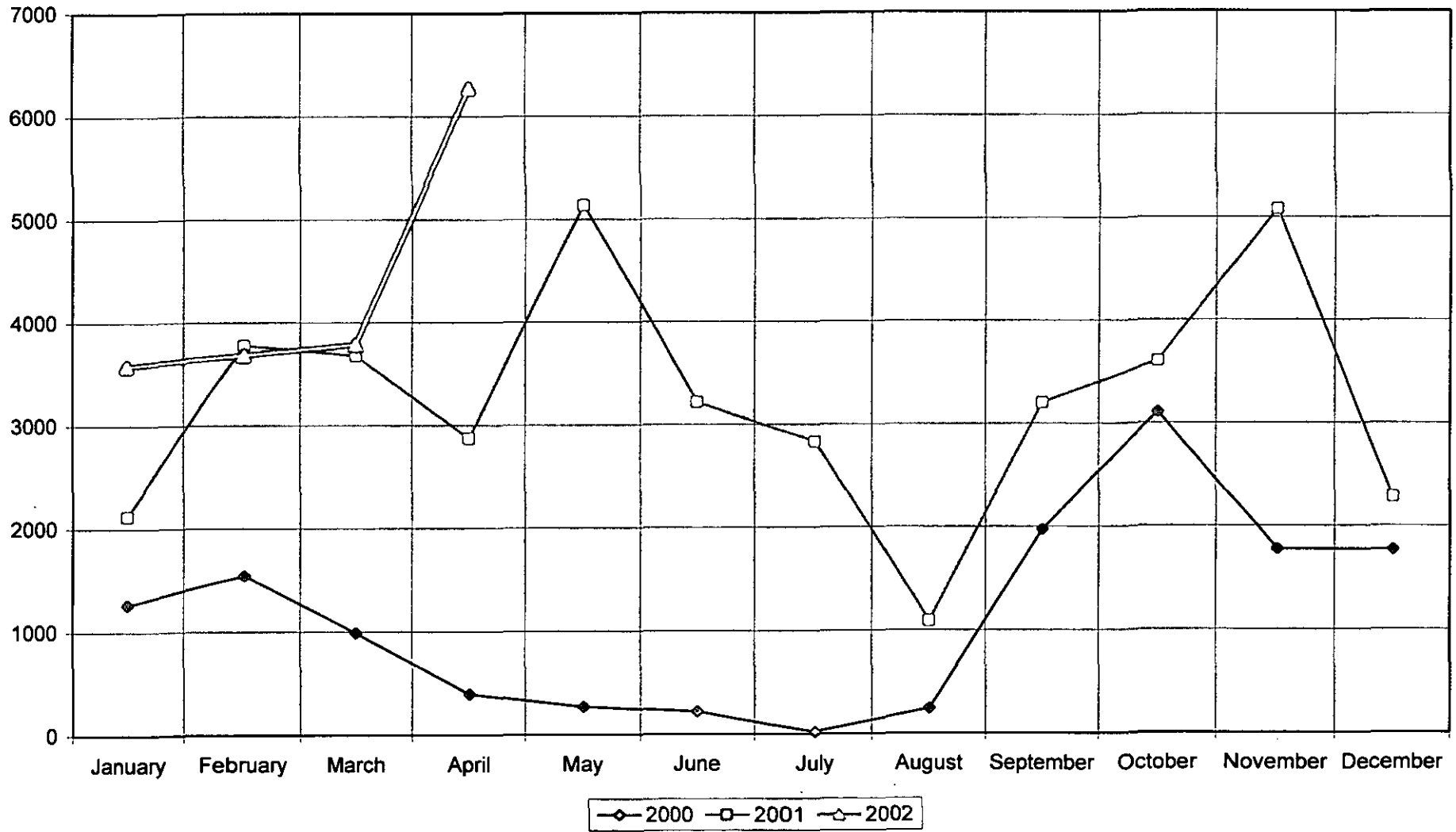
Adult Patron Assistance April 2002

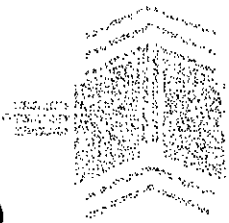


Children's Patron Assistance April 2002



Meeting Room Attendance April 2002





V-D.2

Progress Report

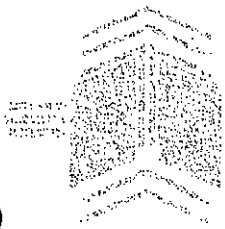
Response Requested by _____

Board Action Required _____

DES PLAINES PUBLIC LIBRARY FRIENDS COMMITTEE REPORT

- Spring Book Sale: about \$8,200 income
- Attendance included: Noreen Lake
- General Meeting May 28, 7:00p.m.
 Program **"Destiny – Downtown – Then and Now"**
Joy Matthiessen, Des Plaines Historical Society
 Election of Officers

Inara Brubaker, Liaison to the Friends of the Des Plaines Public Library



Des Plaines Public Library

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V-D.3

- Progress Report
- Response Requested by _____
- Board Action Required 05/21/02 meeting

BOARD OF TRUSTEES
 Minutes of the Management Committee Meeting
 May 7, 2002

Chair: William Grice.
 Present: William Grice, Noreen Lake, Ellen Yearwood, John Ciborowski,
 Sandra Norlin, Carol Kidd, Hector Marino, Martha Sloan.

Call to Order: 4:30 PM by William Grice.

Sandra Norlin asked for Board participation in the Fourth of July Parade. The Committee consensus was to have a sign-up sheet available for the Board at the May 21 meeting.

MOTION by Ellen Yearwood, seconded by Noreen Lake, to approve the regular monthly Board of Library Trustees meeting dates for the period August 2002 through July 2003 and to place this item on the consent agenda for Board approval at the May 21, 2002 meeting. Vote: Ayes: All. Nays: None. MOTION CARRIED.

John Ciborowski entered the meeting at 4:34 p.m.

MOTION by Noreen Lake, seconded by Ellen Yearwood, to approve the Library Closings for the period August 2002 through July 2003 and to place this item on the consent agenda for Board approval at the May 21, 2002 meeting. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The formula for determining the non-resident fee was distributed to the Committee for their review.

MOTION by Ellen Yearwood, seconded by John Ciborowski, to increase the Non-Resident Fee from \$165.00 per family per year to \$186.00 per family per year for the period July 1, 2002 through June 30, 2003 and to place this item on the consent agenda for Board approval at the May 21, 2002 meeting. Vote: Ayes: All. Nays: None. MOTION CARRIED.

A copy of the amended library lease was distributed to the Committee. Sandra Norlin reported that members of the City Council who will send their comments in writing to City Attorney, David Wiltse, are reviewing the amended library lease. The Committee consensus was to hold comments until the City Council's final version has been received.

Chairman Grice reported that Library Administrator, Sandra Norlin, has asked to travel to Cuba from July 14 – 20 to speak at the Latin American Theological Library Association (LATIN). William Grice reported that Sandra would not request any reimbursement for travel, but has asked to use professional time for the length of the conference. Ellen Yearwood asked how many days Sandra would be gone and Sandra Norlin responded five working days. The Committee referred this matter to the May 21, 2002 Board meeting to discuss in Executive Session. Sandra reported that if she attends the conference, she would be out of town for the July 2002 Board meeting. The Committee consensus was not to change the Board meeting date, but asked Sandra to meet with Library Board President, John Ciborowski, before the meeting for any library updates.

Sandra Norlin reported that the City Council voted to offer employees IMRF Early Retirement and Health Insurance Incentive for five years. The Committee consensus was to approve the early retirement incentive program pending review from the Finance Committee and Board approval.

MOTION by Ellen Yearwood, seconded Noreen Lake, to approve the early retirement incentive program pending review by the Finance Committee and Board approval. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Sandra Norlin distributed information on the Second Annual North and North-West Suburban Unity Dinner. The Committee recommends that a sign-up sheet be sent to Board members at the May 21, 2002 meeting.

Sandra Norlin distributed current statistics for library circulation.

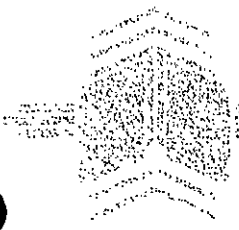
William Grice suggested that the Board reconsider changing the date for their annual holiday dinner to a month other than December.

The next Management Committee meeting is scheduled for Wednesday, June 5, 2002 at 4:30 p.m.

MOTION by Noreen Lake, seconded by Ellen Yearwood, to adjourn the meeting.

The meeting adjourned at 5:35 p.m.

Minutes prepared by Carol Kidd.



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

The Board of Library Trustees of the Des Plaines Library will hold its regular monthly meeting for the period of August 2002 through July 2003 on the third Tuesday of each month at **7:00 PM** in the second floor Conference Room. The dates are as follows:

Month	Day	Year
August	20	2002
September	17	2002
October	15	2002
November	19	2002
December	17	2002
January	21	2003
February	18	2003
March	18	2003
April	15	2003
May	20	2003
June	17	2003
July	15	2003

Sandra K. Norlin
 Library Administrator

Approved _____

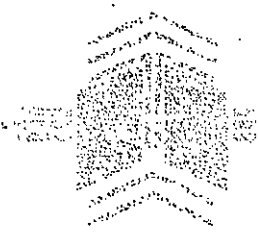


2002 - 2003 LIBRARY CLOSINGS

Sunday, September 1, 2002	Labor Day Holiday
Monday, September 2, 2002	Labor Day
Thursday, November 28, 2002	Thanksgiving
Tuesday, December 24, 2002	Christmas Eve
Wednesday, December 25, 2002	Christmas Day
Tuesday, December 31, 2002	New Year's Eve
Wednesday, January 1, 2003	New Year's Day
Sunday, April 20, 2003	Easter
Thursday, May 8, 2003	All Staff Inservice Day
Sunday, May 25, 2003	Memorial Day Holiday
Monday, May 26, 2003	Memorial Day
Friday, July 4, 2003	Independence Day

Sandra K. Norlin
 Library Administrator

Approved and revised _____



FORMULA FOR DETERMINING NON-RESIDENT FEE*

1. = Library income from local government sources [\$4,219,332]
2. = Population [58,720]
3. = Size of average household [2.58]

$$1 / 2 \times 3 = \text{Fee}$$

[Income divided by population multiplied by average household size]

Non-Resident Fees 2001

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

Des Plaines \$165.00

Non-Resident Fees 2002

Arlington Heights	\$288.00
Mount Prospect	\$190.00
Niles	\$150.00
Park Ridge	\$230.00

Des Plaines \$186.00

* Provided by Illinois State Library.



Des Plaines Public Library

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www.desplaines.lib.il.us

V-D.4

- Progress Report
- Response Requested by _____
- Board Action Required 05-21-02 meeting

BOARD OF TRUSTEES
Minutes of the Finance Committee Meeting
May 14, 2002

Chair: Susan Burrows.
Present: Susan Burrows, Eldon Burk, Sandra Norlin, Carol Kidd.

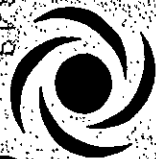
Call to Order: 5:40 PM by Susan Burrows.

Sandra Norlin reported that the Des Plaines City Council approved plans to offer employees IMRF Early Retirement and Health Insurance Incentive for five years. Sandra explained the cost savings to the library and distributed information on the plan. The Committee discussed an alternate plan that would limit the library's payment to \$300.00 per month per employee for the health insurance incentive. The Committee consensus was to approve the IMRF Early Retirement and Health Insurance Incentive.

MOTION by Eldon Burk, seconded by Susan Burrows, to approve the IMRF Early Retirement 5 + 5 Plan and Health Insurance Incentive for five years as approved by the Des Plaines City Council. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The meeting adjourned at 6:30 PM.

Minutes prepared by Carol Kidd.



North Suburban
Library System

DIRECTOR

Libraries in Partnership

200 W. Dundee Rd. • Wheeling, IL 60090-2799 • phone 847.459.1300 • fax 847.459.0380 • www.nsls.info

Sarah Ann Long, System Director

TO: Public Library Directors

FROM: Mary Witt, Assistant Director
North Suburban Library System

DATE: April 18, 2002

RE: RBP Semiannual Report

Attached is the RBP Semiannual Report for July through December 2001.

If there are errors or omissions that you wish to correct, please submit the information before May 15, 2002. After that time, a revised report will be sent and checks will be issued.

Some of our libraries still seem to be having trouble determining their total circulation figure. This figure includes all loans by your library, including RBP, interlibrary loan and borrowing activity by your library's patrons. If you have any questions about this, please call Sandy McVeigh at 847-459-1300 extension 7134.

02-0418-098

NSLS Semi-Annual RBP Report

July - December 2001

NSLS Libraries are entitled to \$.025 for every item their net RBP Loans exceeds 10% of their total circulation.

Member library interlibrary loan staff are prompted to enter this number in SUSI in January and July while they are entering their monthly RBP Stats.

Questions on these policies can be addressed to Mary Witt, marywitt@nslsllus.org, 847-459-1300, ext. 7144

	Total Loans	Total Borrows	Total Circ	10% of Total Circ	RBP Imbalance	Money Due
Algonquin	27,151	20,099	182,839	18,284	-11,232	
Antioch	2,930	15,623	127,921	12,792	-25,485	
Arlington Heights	28,678	38,943	640,095	64,010	-84,275	
Barrington	22,767	68,608	311,376	31,138	-74,859	
Cary	2,033	17,892	122,287	12,227	-28,086	
Cook Memorial	68,170	95,326	488,634	48,863	-78,019	
Crystal Lake	21,541	5,793	317,694	31,769	-18,021	
Deerfield	13,100	15,262	16,487	1,649	-3,721	
Des Plaines	61,308	19,738	428,082	42,808	-1,178	
Dundee	4,732	32,601	138,608	13,861	-41,730	
Ela	38,915	19,315	324,768	32,477	-12,877	
Elk Grove	13,018	7,725	326,980	32,699	-27,406	
Evanston	21,764	48,314	435,629	43,563	-70,113	
Fox Lake	2,247	18,305	40,735	4,074	-20,132	
Fox River Grove	1,583	5,133	1,588	159	-3,729	
Fremont	28,967	38,917	212,859	21,286	-31,236	
Gail Borden	4,085	18,578	491,815	49,182	-63,655	
Glencoe	14,709	7,540	83,832	8,383	-1,214	
Glenview	40,727	28,915	371,481	37,148	-25,336	
Grayslake	23,908	22,620	164,966	16,497	-15,209	
Highland Park	19,459	15,256	273,800	27,380	-23,177	
Highwood	2,177	5,368	3,268	327	-3,516	
Huntley	6,233	7,601	138,854	13,885	-15,253	
Indian Trails	38,537	74,858	368,629	36,863	-72,784	
Lake Bluff	2,176	24,278	35,334	3,533	-25,636	
Lake Forest	28,343	9,914	181,575	18,158	272	\$6.79
Lake Villa	35,853	20,603	Not Reported			
Lincolnwood	4,826	15,132	Not Reported			
McHenry	5,289	11,992	128,451	12,845	-19,368	
McHenry-Nunda	543	5,053	6,918	692	-5,202	
Morton Grove	10,002	47,245	112,400	11,240	-48,483	
Mt. Prospect	16,167	31,318	320,289	32,029	-47,180	
Niles	35,664	62,774	378,263	37,826	-64,936	
Northbrook	48,432	15,329	Not Reported			
North Chicago	1,084	10,791	Not Reported			
Palatine	59,852	49,631	883,179	88,318	-78,297	
Park Ridge	16,326	20,547	308,929	30,893	-35,114	
Prospect Heights	16,085	22,957	Not Reported			
Rolling Meadows	19,804	14,766	199,701	19,970	-15,132	
Round Lake	16,944	13,698	122,038	12,204	-8,958	
Schaumburg	80,402	15,939	1,085,947	108,595	-32,132	
Skokie	77,861	28,443	645,533	64,553	-15,135	
Vernon	135,367	31,252	469,809	46,981	57,134	\$1,428.35
Warren-Newport	55,800	40,998	482,021	48,202	-33,588	
Wauconda	19,497	9,423	Not Reported			
Waukegan	9,168	51,146	Not Reported			
Wilmette	27,145	28,388	Not Reported			
Winnetka-Northfield	17,114	19,789	120,027	12,003	-14,678	
Zion-Benton	4,295	12,376	Not Reported			

RECEIVED
CITY OF DES PLAINES

APR 22 2002

EXECUTIVE OFFICES

1477 E. Thacker Street
Des Plaines, Illinois 60016
April 18, 2002

Dear Mayor Arredia:

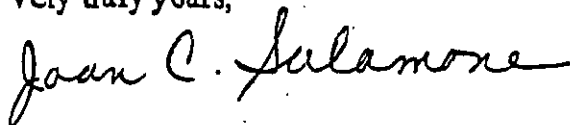
Two years ago I moved from a single family home in Arlington Heights to a new condo in the downtown Des Plaines area. At the time, my neighbors, friends, and co-workers were appalled that I would move from such a nice suburb to Des Plaines. At the time, I was hurt and defended my move to Des Plaines by saying that it was upgrading its image with the construction of the new library and the adjoining businesses. I am still very happy living here in Des Plaines, but I am somewhat disappointed when I observe the landscaping in and around downtown Des Plaines.

In a recent visit to the library, I observed how the once lovely landscaping is in a very sorry state with weeds, litter, and broken and dead twigs all over. There is need for mulch to cover the ground. The area around the railroad tracks and across from the city building is not very appealing. During the summer, weeds and tall grass line the fence by the railroad station. Some of the sidewalks on Pearson Street by the railroad station are cracked and difficult to walk on.

Thousands of people drive through downtown Des Plaines every day. They form their impression of the city from what they see. Des Plaines is the gateway to the rest of the northwest suburbs. If we want Des Plaines to be considered as a first rate suburb, we need to make it look appealing. If you drive through downtown Mt. Prospect and Arlington Heights, you observe very appealing landscaping throughout their downtown areas. I know that Arlington Heights hires students during the summer to maintain and water their landscaped areas. This puts young people to work during the summer and keeps the landscaping looking attractive.

I want to have a sense of pride when I tell people that I live in Des Plaines. I hope that I will be able to do this in the future.

Very truly yours,



Joan C. Salamone



Anthony W. Arredia

OFFICE OF THE MAYOR

City of Des Plaines

1420 Miner Street
Des Plaines, Illinois 60016
Telephone: 847/391-5301
Fax: 847/391-5378

CITY OF DES PLAINES

OFFICE OF THE MAYOR

DATE: May 3, 2002
TO: All Department Heads
FROM: Tony Arredia
RE: Unity Dinner – June 6, 2002

Under separate cover this week, you received an announcement of the Unity Dinner. Attached herewith is a reservation form which was not yet available when the previous announcement was released. Please post and/or distribute this form for your departments and duplicate as necessary. All forms and checks can be sent to my office. Thank you for making this information available to all Des Plaines employees.

Name _____

Title _____

Company/Organization/School/Other _____

Address _____

City/State/Zip _____

Telephone _____

Fax _____

Enclosed is my check(s) in the amount of \$ _____

Please make check payable to Unity Dinner/SHRC.

Please Mail to: UNITY DINNER/SHRC
 Mount Prospect National Bank
 50 North Main Street
 Mount Prospect, IL 60056

Please mail immediately. Thank you.

North and Northwest Suburban
 Unity Dinner
 Sheraton Chicago Northwest Hotel
 3400 West Euclid
 Arlington Heights, Illinois

June 6, 2002

Reception: 6:00 pm
 Dinner: 6:30 pm

Please reserve the following for my organization's participation.

Underwriter _____ **\$1,000** Provides assistance to persons who are without financial means to attend, and other dinner expenses.

Sponsor _____ **\$500** Includes 10 dinner tickets and recognition in dinner program.

Individual _____ **\$40** per ticket

_____ Check enclosed

Please make check payable to Unity Dinner/SHRC

I cannot attend, but please accept the attached donation \$ _____

Dear Sandra and Hilary Staff,
Many thanks to each of
you for your cooperation
with our recent book sale.
The assistance that so many
of you offered us made
a huge undertaking much
easier. Everything went
very smoothly with the
sale. Our efforts were
rewarded with income of
over \$8400.

Sincerely,
Mary Minnie
and
the Friends of the
Library

0355

Certification

Illinois Public Library Annual Report FY 2001-2002 Illinois State Library

Instructions: Please enter your libraries name and the start and end date of your library's fiscal year. Then print out the Certification Sheet (from the File Menu, select Print) and collect the necessary signatures. Please return the signed Certification Sheet to your library system.

Name of Library Des Plaines Public Library

This annual report is filed by the undersigned public library pursuant to Illinois Compiled Statutes (ILCS) for the fiscal year commencing (mm/dd/yy) 01/01/01 and ending (mm/dd/yy) 12/31/01.

Head Librarian (signature)

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

Secretary (signature) Date 20

President (signature) Date 20

NOTE: Final responses have not yet been submitted.

IDENTIFICATION

1. Location Des Plaines
(Name of the municipality (town, city, etc.) in which the central library is located.)

2. Librarian Sandra K. Norlin
Title Library Administrator

3. Legal name of library Des Plaines Public Library

4. Library telephone number (847) 827-5551 (xxx)xxx-xxxx

5. Library fax number (847) 827-7974 (xxx)xxx-xxxx

6. INTERNET address:
Library Director's e-mail snorlin@dppl.org
WWW Home Page www.dppl.org

7a. Address:
Number and Street 1501 Ellinwood Street
City, Zip+4 Des Plaines 60016-4553

7b. Mailing Address, if different:
Number and Street _____
City, Zip+4 _____

8. Library system: [North Suburban (NSLS)]

9. Type of library: [City]

10. Population residing in tax base (Use the latest official federal census figure) _____ 58,720
(If the current population is different from the previous year's population, please send the Illinois State Library verification of that change.)

11. Does your library contract with another library to receive all your library services? _____ Yes No
IF YES, list the name(s) of the library(s) with whom you contract:
1. _____
2. _____

12. Is your library a combined public and school library? _____ Yes No

SERVICE HOURS

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

	Opening Time	Hrs Open Per Day
Monday	<u>9:00 AM</u>	<u>12.0</u>
Tuesday	<u>9:00 AM</u>	<u>12.0</u>
Wednesday	<u>9:00 AM</u>	<u>12.0</u>
Thursday	<u>9:00 AM</u>	<u>12.0</u>
Friday	<u>9:00 AM</u>	<u>12.0</u>
Saturday	<u>9:00 AM</u>	<u>8.0</u>
Sunday	<u>1:00 PM</u>	<u>4.0</u>

13b. Number of DAYS per week the central library was open past 6 pm _____ 5

13c. Number of HOURS per week the central library was open past 6 pm _____ 15.0

Total scheduled public service hours in a typical week last October for all service outlets (i.e., central library, branches, and bookmobiles) _____ 89.0

SERVICE OUTLETS AND ATTENDANCE

- 15a. Total annual attendance in library 454,781
(Report the total number of persons entering the library, including persons attending activities or requiring no staff services. Use an actual annual count, if available; or use an annual estimate calculated from a count taken during a typical week.)
- 15b. Did your library use an automated counter to collect the above attendance figure? Yes No
16. Total number of bookmobiles 1
(A bookmobile is at least all of the following: a truck or van that carries an organized collection of library materials; paid staff; and regularly scheduled hours open to the public.)
- 17a. Total number of branch libraries 0
(A branch library is an auxiliary unit with at least all of the following: separate quarters; organized collection of library materials; paid staff; and regularly scheduled hours open to the public.)
- 17b. List branch libraries:
- | Name | Telephone (xxx)xxx-xxxx |
|----------------|-------------------------|
| <hr/> | |
| Street Address | |
| <hr/> | |
| City | Zip Code Plus Four |
| <hr/> | <hr/> |

REGISTERED BORROWERS

- 18a. Total number of resident borrower's cards in force as of the last day of the fiscal year 38,906
(Include borrower's who reside within your service area. Exclude reciprocal borrowers.)
- 18b. How often are resident borrower's card records purged from your database? (select one)
 As Needed
 Never
 Periodically
 Length of Period: _____
19. Non-resident local (for use in this library) borrower's cards:
(If tax bill method is used to calculate non-resident fee, please enter -1.00 in the "fee" blank. If cards were purchased for only a portion of a year (such as summer cards), count each purchase as 1 card.)
- | | |
|---------------------------------------|-------------------|
| Family fee (for use in this library) | \$ <u>165.00</u> |
| Number of family fees paid | <u>90</u> |
| Student fee (for use in this library) | \$ <u>0.00</u> |
| Number of student fees paid | <u> </u> |
20. Total number of non-resident borrower's cards purchased during the past fiscal year 170
(If cards were purchased for only a portion of a year (such as summer cards), count each purchase as 1 card.)
21. Total amount of fees collected for non-resident borrower's cards in the past fiscal year \$ 14,175

CHILDREN

22. Children's Program Attendance 16,829
(Report the annual attendance of both adults and children at programs which have a portion or all of their target market intended for children age 14 and younger.)
- Children's Holdings 60,791
(Report the number of cataloged ITEMS (NOT number of titles) intended for patrons age 14 and younger. Include children's paperbacks and children's cassettes, even if uncataloged. Exclude children's periodicals, whether cataloged or uncataloged.)

33
34
35

24. Children's Materials Expenditures \$ 180,512

(Report expenditures for materials in all formats which were purchased for use by patrons age 14 and younger.)

REFERENCE QUESTIONS

25. Number of reference questions asked at . . .

(A reference question requires the use of information sources such as print or non-print materials, index tools, the library catalog, on-line databases, or people outside the library. The request may come in person, by phone, fax, mail, or e-mail. If your library has a separate young adult (YA) department, include those reference transactions in the appropriate column.) (Answer line 25a if you have data for the year; if not, use lines 25b and 25c.)

	Adult Dept.	Young Adult Dept.	Children's Dept.	Total
a. For the year	<u>52,188</u>		<u>25,441</u>	<u>77,629</u>
b. For any one week in October	<u>1,296</u>		<u>697</u>	<u>1,993</u>
c. For any one week in April	<u>1,028</u>		<u>487</u>	<u>1,515</u>

RESOURCES OWNED

	Held at End of Last FY	Withdrawn During FY	Added During FY	Held at End of This FY
26. Books	<u>196,967</u>	<u>7,402</u>	<u>24,903</u>	<u>214,468</u>

(Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format. Report the number of different physical volumes owned (not leased) by your library. Include government documents arranged by Su Docs classification. Exclude periodicals, books on tape, and microforms.)

27. Serials: Newspapers	<u>170</u>	<u>0</u>	<u>5</u>	<u>175</u>
-------------------------	------------	----------	----------	------------

(Report the number of titles multiplied by the number of years retained minus the current year. Count any title when the library has at least half of the issues published in a calendar year. Include all formats (i.e. on paper, microform, CD-ROM) of newspapers.)

28. Serials: Periodicals	<u>2,182</u>	<u>108</u>	<u>721</u>	<u>2,795</u>
--------------------------	--------------	------------	------------	--------------

(Report the number of titles multiplied by the number of years retained minus the current year. Count any title when the library has at least half of the issues published in a calendar year. Include all formats (i.e. on paper, microform, CD-ROM) of periodicals (magazines).)

29. Videos/Films	<u>10,461</u>	<u>480</u>	<u>723</u>	<u>11,664</u>
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(Report the number of physical copies of materials which contain video, with or without sound. Include all formats, i.e. videotapes, CD-ROMs, videocassettes, laser discs, motion picture films, filmstrips, and slides.)

30. Audio recordings	<u>16,721</u>	<u>235</u>	<u>4,155</u>	<u>21,111</u>
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(Report the number of physical copies of materials on which only sound is stored and can be reproduced mechanically or electronically. Include all formats, i.e. CD-ROMs, talking books, phonorecords, tapes, cassettes, etc.)

31. Number of print and microfilm subscriptions (magazines and newspapers only) currently received 559

(Report the number of titles, including duplicates, not individual issues. Include periodicals received in print or on microfilm, received by gift subscriptions, or as government documents. Exclude electronic or digital subscriptions.)

32. Does your library have microforms? Yes No

(Microforms are materials which have been photographically reduced in size for storage, protection and inexpensive publication purposes, and which must be read with the help of enlarging instruments. Examples of microforms are: roll microfilm, microcard, microfiche, and ultrafiche. Include government documents.)

33. Does your library provide access to e-books? Yes No

Computer-Readable Materials

Of the above reported resources owned (Q. 26 to 31), report the number of computer-readable materials below.

34. CD-ROM	<u>791</u>	<u>10</u>	<u>48</u>	<u>829</u>
------------	------------	-----------	-----------	------------

(Report the number of physical copies of CD-ROMs which produce sound only (e.g. music CD-ROM, books on CD-ROM) or video, with or without sound (e.g. encyclopedia, databases, reference tools, serials on CD-ROM). Exclude bibliographic records used to manage the collection, library system software, and microcomputer software used only by the library staff.)

35
36
37
38

35. Other computer readable materials 0 0 0 0

(Report the number of physical copies of magnetic tapes and magnetic discs (diskettes), that are designed to be processed by a computer. Examples are US Census data tapes, locally-mounted databases, reference tools, or serials on magnetic tape or magnetic discs (diskettes). These are only those items that must have a computer to work, excluding CD-ROMs and bibliographic records used to manage the collection (i.e. the catalog), library system software (including the LAN), and microcomputer software (such as word processing) used only by the library staff.)

USE OF RESOURCES (Report for your entire fiscal year)

36. Number of adult materials loaned 538,766

(Report all adult and young adult materials borrowed by patrons from your library (and any branches, bookmobiles or other agencies). Include interlibrary loans received from other libraries, bulk loan materials, reciprocal borrowing transactions, and all print and non-print media such as films, records and art prints.)

37. Number of children's materials loaned 314,724

(Report all children's materials (intended for patrons age 14 and younger) borrowed by patrons from your library (and any branches, bookmobiles or other agencies). Include interlibrary loans received from other libraries, bulk loan materials, reciprocal borrowing transactions, and all print and non-print media such as films, records and art prints.)

38. Total number of materials loaned (sum of lines 36 and 37) 853,490

39. Does your library participate in reciprocal borrowing? Yes No

(Reciprocal borrowing is the loaning of materials directly to card holders from other libraries.)

IF YES, report the number of materials loaned 161,759

40. Number of interlibrary loans lent to other libraries 12,263

(These are library materials, or copies of the materials, lent by your library to another upon request during the fiscal year. The libraries involved in interlibrary loans are not under the same library administration.)

41. Number of interlibrary loans borrowed from other libraries 6,364

(These are library materials, or copies of the materials, borrowed by your library from another upon request during the fiscal year. The libraries involved in interlibrary loans are not under the same library administration.)

42. Loan Periods (days):

(Report the number of days items in your general collection are loaned to regular patrons, any portion of a day counts as one day. If a collection is non-circulating, report 0 (zero).)

	Adult	Children
a. Fiction Book	<u>28</u> days	<u>28</u> days
b. Nonfiction Book	<u>28</u> days	<u>28</u> days
c. Newspaper	___ days	___ days
d. Magazine	<u>14</u> days	<u>14</u> days
e. Fiction video	<u>7</u> days	<u>7</u> days
f. Nonfiction video	<u>7</u> days	<u>7</u> days
g. Fiction audio	<u>14</u> days	<u>14</u> days
h. Nonfiction audio (includes music audios)	<u>14</u> days	<u>14</u> days
i. Software	<u>14</u> days	<u>14</u> days
j. Other (please specify) _____	___ days	___ days
k. Other (please specify) _____	___ days	___ days
l. Other (please specify) _____	___ days	___ days

LIBRARY RECEIPTS BY SOURCE

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

Round to Nearest Whole Dollar

Local Government		
<i>Exclude income from tax anticipation warrants.</i>		
a. Local government (except capital income bond sales)		\$ <u>4,131,341</u>
b. Capital income from bond sales		\$ _____
44. State government		
<i>Exclude federal funds distributed by the state</i>		
a. Per capita grants		\$ <u>65,948</u>
b. Equalization aid		\$ _____
c. Corporate replacement tax		\$ _____
d. Educate and automate grants		\$ _____
e. Other (please specify): <u>Project Assist, Internship Div, Il Arts</u>		\$ <u>34,853</u>
45. Federal government		
<i>Include federal money received through the state (e.g., LSCA grants paid directly to your library)</i>		
a. LSTA funds received		\$ <u>21,092</u>
b. Other federal funds received		\$ _____
46. Bill and Melinda Gates Foundation grant monies received		\$ _____
47. All other receipts		\$ <u>311,924</u>
<i>Include all monetary receipts not reported above, e.g., endowment income, gifts and donations, fines, payments for contract services, interest income, and receipts from a library system or from a loan or mortgage.</i>		
TOTAL receipts (sum of lines 43 to 47)		\$ <u>4,565,158</u>

LIBRARY EXPENDITURES BY CATEGORY (Regardless of the source of funds)

Include expenditures paid by other taxing agencies 'on behalf of' your library if the information is available to your library and the expenditures are supported by documents (such as invoices, contracts, payroll records, etc.), not estimated, at the point of disbursement.

Round to Nearest Whole Dollar

49. Salaries and wages for all library staff		\$ <u>1,976,046</u>
<i>Include salaries and wages before deductions for all library staff including building maintenance. Exclude fringe benefits.</i>		
50. Fringe benefits paid by the library for all library staff		\$ <u>689,929</u>
<i>Include fringe benefits (such as insurance, IMRF, social security, etc.) for all library staff including building maintenance.</i>		
51. Printed materials		\$ <u>561,243</u>
<i>Include expenditures for print materials purchased or leased for use by the public, such as books, periodicals, microforms, pamphlets, government documents, etc.</i>		
52. Nonprint materials		\$ <u>200,256</u>
<i>Include expenditures for nonprint materials purchased or leased for use by the public, which are computer-readable (i.e. CD-ROM, magnetic tapes, magnetic diskettes) or used by video projection and/or sound reproduction (e.g., films, records, tape cassettes, filmstrips, slides, etc.), and for framed pictures, sculpture, etc.</i>		
53. All other operating expenditures not entered above		\$ <u>883,426</u>
<i>Include expenditures for library and general office supplies, processing costs, commercial binding and rebinding, equipment, rent, utilities, repairs, etc. Report purchase of fixed assets on line 53.</i>		
54. Capital outlay for building construction		\$ _____
<i>Include expenditures this year for the construction of a new building, or for an addition to or remodeling of an existing building which cost at least \$1,000.</i>		
55. Capital outlay for all other fixed assets		\$ <u>235,522</u>

Include expenditures for land and improvements to land, for the purchase of an existing building, for long-term debt retirement (e.g., mortgage payments), for equipment costing over \$1,000, etc. Fixed assets are those things which are not consumed in use, can be expected to last at least five years, and cost at least \$1,000.

56. TOTAL expenditures (sum of lines 49 to 55) \$ 4,546,422
 Lines 48 and 56 need not agree.

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

57. Staff data (Report status as of the last day of the fiscal year)

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

List each Group A employee separately. Business managers or other persons not a librarian should be counted under Group B below.

If any librarian position is vacant, enter only "IV. Total Hrs/Wk" and the "V. Hourly Rate" for the previous librarian.

(I) Position Title	Head Librarian / Library Director
(II) Education	[<u>MLS degree from ALA accredited program</u>]
(III) Sex	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
(IV) Total Hours/Week	<u>37.5</u>
(V) Hourly Rate	\$ <u>46.30</u>

Other Professional Librarians, media and audiovisual specialists, etc.

[1 of 33]

(I) Position Title	<u>Coordinator of Public Services</u>
(II) Education	[<u>MLS degree from ALA accredited program</u>]
(III) Sex	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
(IV) Total Hours/Week	<u>37.5</u>
(V) Hourly Rate	\$ <u>34.59</u>
(VI) Primary Work Code:	[<u>Asst. Library Director</u>]

[2 of 33]

(I) Position Title	<u>Coordinator of Comp and Tech</u>
(II) Education	[<u>MLS degree from ALA accredited program</u>]
(III) Sex	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
(IV) Total Hours/Week	<u>37.5</u>
(V) Hourly Rate	\$ <u>32.06</u>
(VI) Primary Work Code:	[<u>Asst. Library Director</u>]

[3 of 33]

(I) Position Title	<u>Head of Youth Services</u>
(II) Education	[<u>MLS degree from ALA accredited program</u>]
(III) Sex	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
(IV) Total Hours/Week	<u>37.5</u>
(V) Hourly Rate	\$ <u>23.67</u>
(VI) Primary Work Code:	[<u>Children's/Youth Services</u>]

[4 of 33]

0362

- (I) Position Title Head of Adult Services
- (II) Education [MLS degree from ALA accredited program]
- (III) Sex Male Female
- (IV) Total Hours/Week 37.5
- (V) Hourly Rate \$ 26.87
- (VI) Primary Work Code: [Reference]

[5 of 33]

- (I) Position Title Head of Community Services
- (II) Education [MLS degree from ALA accredited program]
- (III) Sex Male Female
- (IV) Total Hours/Week 37.5
- (V) Hourly Rate \$ 24.63
- (VI) Primary Work Code: [Bookmobile]

[6 of 33]

- (I) Position Title Head of Circulation Services
- (II) Education [MLS degree from ALA accredited program]
- (III) Sex Male Female
- (IV) Total Hours/Week 37.5
- (V) Hourly Rate \$ 25.59
- (VI) Primary Work Code: [Circulation]

[7 of 33]

- (I) Position Title Librarian II
- (II) Education [MLS degree from ALA accredited program]
- (III) Sex Male Female
- (IV) Total Hours/Week 37.5
- (V) Hourly Rate \$ 24.41
- (VI) Primary Work Code: [Reference]

[8 of 33]

- (I) Position Title Librarian II
- (II) Education [MLS degree from ALA accredited program]
- (III) Sex Male Female
- (IV) Total Hours/Week 37.5
- (V) Hourly Rate \$ 25.52
- (VI) Primary Work Code: [Reference]

[9 of 33]

- (I) Position Title Librarian II
- (II) Education [MLS degree from ALA accredited program]
- (III) Sex Male Female
- (IV) Total Hours/Week 37.5
- (V) Hourly Rate \$ 26.10
- (VI) Primary Work Code: [Reference]

[10 of 33]

- (I) Position Title Reference Librarian
- (II) Education [MLS degree from ALA accredited program]
- (III) Sex Male Female
- (IV) Total Hours/Week 37.5
- (V) Hourly Rate \$ 18.30
- (VI) Primary Work Code: [Reference]

[11 of 33]

- (I) Position Title Reference Librarian
- (II) Education [MLS degree from ALA accredited program]
- (III) Sex Male Female
- (IV) Total Hours/Week 37.5
- (V) Hourly Rate \$ 21.54
- (VI) Primary Work Code: [Reference]

[12 of 33]

- (I) Position Title Reference Librarian
- (II) Education [MLS degree from ALA accredited program]
- (III) Sex Male Female
- (IV) Total Hours/Week 37.5
- (V) Hourly Rate \$ 21.54
- (VI) Primary Work Code: [Reference]

[13 of 33]

- (I) Position Title Reference Librarian
- (II) Education [MLS degree from ALA accredited program]
- (III) Sex Male Female
- (IV) Total Hours/Week 37.5
- (V) Hourly Rate \$ 18.31
- (VI) Primary Work Code: [Reference]

[14 of 33]

- (I) Position Title Reference Librarian
- (II) Education [MLS degree from ALA accredited program]
- (III) Sex Male Female
- (IV) Total Hours/Week 37.5
- (V) Hourly Rate \$ 22.75
- (VI) Primary Work Code: [Reference]

[15 of 33]

- (I) Position Title Reference Librarian
- (II) Education [MLS degree from ALA accredited program]
- (III) Sex Male Female
- (IV) Total Hours/Week 20.0
- (V) Hourly Rate \$ 23.16
- (VI) Primary Work Code: [Reference]

[16 of 33]

0364

- (I) Position Title Reference Librarian
- (II) Education [MLS degree from ALA accredited program]
- (III) Sex Male Female
- (IV) Total Hours/Week 3.0
- (V) Hourly Rate \$ 18.30
- (VI) Primary Work Code: [Reference]

[17 of 33]

- (I) Position Title Reference Librarian
- (II) Education [MLS degree from ALA accredited program]
- (III) Sex Male Female
- (IV) Total Hours/Week 3.0
- (V) Hourly Rate \$ 18.30
- (VI) Primary Work Code: [Reference]

[18 of 33]

- (I) Position Title Reference Librarian
- (II) Education [MLS degree from ALA accredited program]
- (III) Sex Male Female
- (IV) Total Hours/Week 6.0
- (V) Hourly Rate \$ 18.30
- (VI) Primary Work Code: [Reference]

[19 of 33]

- (I) Position Title Reference Librarian
- (II) Education [MLS degree from ALA accredited program]
- (III) Sex Male Female
- (IV) Total Hours/Week 3.0
- (V) Hourly Rate \$ 18.30
- (VI) Primary Work Code: [Reference]

[20 of 33]

- (I) Position Title Reference Librarian
- (II) Education [MLS degree from ALA accredited program]
- (III) Sex Male Female
- (IV) Total Hours/Week 5.0
- (V) Hourly Rate \$ 18.30
- (VI) Primary Work Code: [Reference]

[21 of 33]

- (I) Position Title Reference Librarian
- (II) Education [MLS degree from ALA accredited program]
- (III) Sex Male Female
- (IV) Total Hours/Week 3.0
- (V) Hourly Rate \$ 18.30
- (VI) Primary Work Code: [Reference]

[22 of 33]

0355

- (I) Position Title Reference Librarian
 (II) Education [MLS degree from ALA accredited program]
 (III) Sex Male Female
 (IV) Total Hours/Week 3.0
 (V) Hourly Rate \$ 18.30
 (VI) Primary Work Code: [Reference]

[23 of 33]

- (I) Position Title Reference Librarian
 (II) Education [MLS degree from ALA accredited program]
 (III) Sex Male Female
 (IV) Total Hours/Week 5.0
 (V) Hourly Rate \$ 18.30
 (VI) Primary Work Code: [Reference]

[24 of 33]

- (I) Position Title Reference Librarian
 (II) Education [MLS degree from ALA accredited program]
 (III) Sex Male Female
 (IV) Total Hours/Week 5.0
 (V) Hourly Rate \$ 18.30
 (VI) Primary Work Code: [Reference]

[25 of 33]

- (I) Position Title Reference Librarian
 (II) Education [MLS degree from ALA accredited program]
 (III) Sex Male Female
 (IV) Total Hours/Week 6.0
 (V) Hourly Rate \$ 18.30
 (VI) Primary Work Code: [Reference]

[26 of 33]

- (I) Position Title Catalog Librarian
 (II) Education [MLS degree from ALA accredited program]
 (III) Sex Male Female
 (IV) Total Hours/Week 37.5
 (V) Hourly Rate \$ 25.28
 (VI) Primary Work Code: [Cataloging]

[27 of 33]

- (I) Position Title Children's Librarian
 (II) Education [MLS degree from ALA accredited program]
 (III) Sex Male Female
 (IV) Total Hours/Week 37.5
 (V) Hourly Rate \$ 24.87
 (VI) Primary Work Code: [Children's/Youth Services]

[28 of 33]

33
33
33
33

(I) Position Title Children's Librarian
 (II) Education [MLS degree from ALA accredited program]
 (III) Sex Male Female
 (IV) Total Hours/Week 37.5
 (V) Hourly Rate \$ 21.54
 (VI) Primary Work Code: [Children's/Youth Services]

[29 of 33]

(I) Position Title Children's Librarian
 (II) Education [MLS degree from ALA accredited program]
 (III) Sex Male Female
 (IV) Total Hours/Week 3.0
 (V) Hourly Rate \$ 18.30
 (VI) Primary Work Code: [Children's/Youth Services]

[30 of 33]

(I) Position Title Children's Librarian
 (II) Education [MLS degree from ALA accredited program]
 (III) Sex Male Female
 (IV) Total Hours/Week 3.0
 (V) Hourly Rate \$ 18.30
 (VI) Primary Work Code: [Children's/Youth Services]

[31 of 33]

(I) Position Title Children's Librarian
 (II) Education [MLS degree from ALA accredited program]
 (III) Sex Male Female
 (IV) Total Hours/Week 3.0
 (V) Hourly Rate \$ 18.30
 (VI) Primary Work Code: [Children's/Youth Services]

[32 of 33]

(I) Position Title Children's Librarian
 (II) Education [MLS degree from ALA accredited program]
 (III) Sex Male Female
 (IV) Total Hours/Week 3.0
 (V) Hourly Rate \$ 18.30
 (VI) Primary Work Code: [Children's/Youth Services]

[33 of 33]

(I) Position Title Children's Librarian
 (II) Education [MLS degree from ALA accredited program]
 (III) Sex Male Female
 (IV) Total Hours/Week 3.0
 (V) Hourly Rate \$ 18.30
 (VI) Primary Work Code: [Children's/Youth Services]

6357

57. Staff Data (Report status as of the last day of the fiscal year)

Group B: Full-time/part-time technical and clerical employees

Total hours worked in a typical week by all Group B employees	1,270
Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$ 8.15
Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$ 22.01

Group C: Full-time/part-time pages or shelvers

Total hours worked in a typical week by all Group C employees	367
Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$ 6.54
Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$ 11.02

Group D: Full-time/part-time building maintenance, security or plant operation employees

Total hours worked in a typical week by all Group D employees	105
Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$ 12.84
Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$ 21.49

58a. Librarian Vacancies

(Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant)

(I) Position Title	_____	
(II) Hours/Week	_____	
(III) Work Area	[<u>Select Area</u>]	
(IV) Education Required	[<u>Select Degree</u>]	
(V) Number of Weeks Vacant during FY 2001-02	_____	
(VI) Annual Salary Range:	Minimum \$ _____	Maximum \$ _____

58b. Newly Created Librarian Positions

(Include any newly created librarian positions which were created in FY 2001-02)

(I) Position Title	_____
(II) Hours/Week	_____
(III) Work Area	[<u>Select Area</u>]
(IV) Education Required	[<u>Select Degree</u>]
(V) Current Status	<input type="checkbox"/> Filled <input type="checkbox"/> Unfilled
(VI) Date Filled	_____ (mm/dd/yy)

58c. Eliminated Librarian Positions

(An eliminated librarian is that one that was budgeted for FY 2001-02 but is not in the budget for FY 2002-03.)

(I) Position Title	_____
(II) Hours/Week	_____
(III) Work Area	[<u>Select Area</u>]
(IV) Education Required	[<u>Less than a bachelor's degree</u>]
(V) Date Eliminated	_____ (mm/yy)
(VI) Last Annual Salary Paid	\$ _____

03
07
09

(VII) Reason Eliminated
(i.e. lack of funds or need, etc.)

INFORMATION

59. How many of the following does your library have?

	Total Number in Library	Number Available for Public Use
IBM Compatible Microcomputers:		
386 or less	_____	_____
486	_____	_____
Pentium	<u>169</u>	<u>90</u>
Macintosh Microcomputers	<u>15</u>	<u>14</u>
Printers	<u>52</u>	<u>15</u>

60. Does your library have microcomputers containing general software applications (i.e., wordprocessors, spreadsheets, databases, etc.) available to patrons? Yes No

61. Are your catalog records part of an online (automated or web-based) public access catalog (OPAC)? Yes No
(Include the system-wide catalog in which your library is a part.)

(IF YES) a. Report the Internet address of the OPAC: http://www.dppl.org

b. Can patrons access this OPAC from within the library? Yes No

62. Does your library provide patron access to electronic services? Yes No

(Patron access may be either direct or through a staff intermediary. Electronic services (such as bibliographic and full-text databases, multi-media products, etc.) include 1) resources owned/leased by the library or 2) access to remote databases and commercial services.)

63. Number of in-house users of electronic resources in a typical week 1,586

(Report the number of users using electronic resources in the library in a typical week. Electronic resources include, but are not limited to, Internet (WWW, email, telnet, other), online indexes, CD-ROM reference sources, software, and the online catalog. Do not include staff use of these resources. For further instructions regarding data collection, see the letter dated 11/08/01 from Tina Hubert at the Illinois State Library.)

64. Does your library have telephone devices for the deaf (TDD)? Yes No

(IF YES) a. Report the number of TDDs in your library 1

b. Are any TDDs available for public use? Yes No

65. Operating Expenditures for library materials in electronic format \$ 85,416

(Report operating expenditures for materials considered to be part of the collection, whether purchased or leased, that are designed to be processed by a computer. Include CD-ROMs, magnetic tapes, and magnetic discs. Exclude library operating system and networking software and computer software used only by the staff. Note: This entire amount must also be reported as a part of nonprint materials expenditures, question 52.)

66. Operating Expenditures for electronic access \$ 106,958

(Report operating expenditures associated with access to electronic materials and services. Include computer hardware and software, whether purchased or leased; maintenance; services provided by national, regional, and local bibliographic utilities, networks, consortia and commercial services; and fees and usage costs for such services as OCLC FirstSearch or electronic document delivery.)

67. Telecommunications Expenditures \$ 24,643

(Report all expenditures associated with telecommunications. EXCLUDE voice communications. If the actual figure is not available, estimate expenditures.)

3
3
3
3

INTERNET

68. Does your library have access to the Internet? Yes No

(Internet access is defined as having one or more of the following services accessible from the library: telnet, gopher, file transfer protocol, or the World Wide Web. Access to electronic mail only is not Internet access.) If NO, go to line 75.

IF YES, who can use the Internet? [Patrons and staff directly]

69. Maximum Speed of your Internet connection: [T1]

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

Include both dedicated and not dedicated workstations/terminals.

For Staff Use Only 70

For Public Use 65

71. Does your library allow patrons to make printouts of materials obtained from the Internet? Yes No

IF YES, are there any charges for printouts? Yes No

72. What Internet connection provider(s) does your library use? (Check all that apply)

- a. Local/state government organization (e.g., ICN, county/state information services department)
- b. Local educational organization (e.g., community college or university)
- c. Community Information Network (e.g., Heartland Regional Network, Prairienet, etc.)
- d. Your library system network
- e. Commercial provider (e.g., PSI, Delphi, America Online, CompuServe, etc.)
- f. Other (please specify) _____

73. Does your library provide instruction (workshops, classes) to patrons on the use of the Internet? Yes No

74. Has your library board adopted an Internet policy for public access? Yes No

REFERENDA

75. Was your library involved in a referendum in FY 2001-02? Yes No

IF NO, go directly to question 77. IF YES, please send the Illinois State Library a copy of the ballot or a statement of the proposition as presented to the voters. If more than one referendum occurred, report each separately.

76. Include each type of referendum presented to the voters below

	Date of Referendum (mm/dd/yy)	Passed or Failed	Effective Date (mm/dd/yy)
Annexation	_____	[<u>Select Outcome</u>]	_____
Bond Issue	_____	[<u>Select Outcome</u>]	_____
Conversion	_____	[<u>Select Outcome</u>]	_____
District Establishment	_____	[<u>Select Outcome</u>]	_____
Maintenance Tax	_____	[<u>Select Outcome</u>]	_____
Public Library Establishment	_____	[<u>Select Outcome</u>]	_____
Tax Increase	_____	[<u>Select Outcome</u>]	_____
Restoration Fund Tax	_____	[<u>Select Outcome</u>]	_____
Mortgage Tax	_____	[<u>Select Outcome</u>]	_____
Working Cash	_____	[<u>Select Outcome</u>]	_____
Other (please specify): _____	_____	[<u>Select Outcome</u>]	_____

037

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

	Effective Date (mm/dd/yy)
Conversion	_____
Annexation	_____
Other (please specify):	_____
_____	_____
_____	_____

LIBRARY BOARD TRUSTEES

NOTE: This information is used for directory purposes and for meeting the annual legal reporting requirements of library districts. REPORT THE MOST RECENT INFORMATION AVAILABLE.

78. President

Name John Ciborowski Present Term Ends (mm/yy) 06/04
 Telephone (847)298-0529 (xxx)xxx-xxxx
 Home Address 1026 Alfini Drive
 City, State, Zip+4 Des Plaines IL 60016

79. Vice-President

Name John Burke Present Term Ends (mm/yy) 06/02
 Telephone (847)297-4395
 Home Address 1351 Evergreen Avenue
 City, State, Zip+4 Des Plaines IL 60016

80. Treasurer

Name _____ Present Term Ends (mm/yy) _____
 Telephone _____
 Home Address _____
 City, State, Zip+4 _____

81. Secretary

Name Carol Kidd Present Term Ends (mm/yy) _____
 Telephone (847)639-1660
 Home Address 314 Burr Oak Circle
 City, State, Zip+4 Cary IL 60013

82. Other Members:

[1 of 7]

Name Inara Brubaker Present Term Ends (mm/yy) 06/04
 Telephone (847)827-5096
 Home Address 126 Ardmore Road
 City, State, Zip+4 Des Plaines IL 60016

[2 of 7]

Name Eldon Burk Present Term Ends (mm/yy) 06/04
 Telephone (847)827-8619
 Home Address 661 Walnut Court
 City, State, Zip+4 Des Plaines IL 60016

[3 of 7]

Name Susan Burrows Present Term Ends (mm/yy) 06/03
 Telephone (847)297-3942
 Home Address 1739 Sherwood Road
 City, State, Zip+4 Des Plaines IL 60016

[4 of 7]

Name William Grice Present Term Ends (mm/yy) 06/03
 Telephone (847)298-2018
 Home Address 766 Graceland Avenue
 City, State, Zip+4 Des Plaines IL 60016

[5 of 7]

Name Noreen Lake Present Term Ends (mm/yy) 06/02
 Telephone (847)299-1886
 Home Address 1538 Campbell
 City, State, Zip+4 Des Plaines IL 60016

[6 of 7]

Name Rhys Read Present Term Ends (mm/yy) 06/03
 Telephone (847)827-4397
 Home Address 175 Lancaster Lane
 City, State, Zip+4 Des Plaines IL 60018

[7 of 7]

Name Ellen Yearwood Present Term Ends (mm/yy) 06/02
 Telephone (847)759-8944
 Home Address 856 Pearson Street
 City, State, Zip+4 Des Plaines IL 60016

83. Amount of surety bond \$ _____

NOTE: 75 Illinois Compiled Statutes (ILCS) 5/4-9, requires that the bond be 'not less than 50% of the total funds received by the library in the last fiscal year' for municipalities of less than 500,000 population (Paragraph 4-9), and for public library districts (75 Illinois Compiled Statutes (ILCS) 16/30-35(e)).

84. Amount of construction surety bond, if applicable \$ _____

85a. Space (square footage) of the main library building square feet 82,000

(Report the total square footage of the main library building. Exclude the square footage of any branch library buildings.)

85b. Total square footage of the branch library building(s), if applicable square feet _____

(Report the total square footage of the branch library building(s). Note: If there is more than one branch library building, report the combined total square feet. Exclude the square footage of the main library building.)

86. This annual report is filed for the fiscal year commencing (mm/dd/yy) 01/01/01 and ending (mm/dd/yy) 12/31/01

87. Number of months in this fiscal year 12

(End of the Illinois Public Library Annual Report)

IPLAR FY 2001/02 Supplement (To be completed by all)

TRAINING

This section is concerned with Continuing Education (CE), Continuing Professional Development (CPD), and other workshop type learning opportunities. Training may be in-person and via technology. Include workshops brought into the library, workshops at a library system, workshops at another institution, teleconferences, paid web courses, professional conferences, and in-staff training. Include the development and delivery of formal education events on site (e.g. speaker fees, materials). If tracked include travel costs (e.g. per diem, hotel, transportation) and registration fees for conferences, institutes, seminars, workshops, classes held off site, distance education, job related tuition reimbursement, purchase or rental of training materials. Include paid self-instructional courses and academic courses. Exclude staff salaries, monthly staff meetings, and other such meetings.

- 1a. How much money did you spend on staff development and training this fiscal year? \$ 32,547
- 1b. Does this include travel expenses? Yes No
2. How many hours of training did employees receive this year? 1,300

INTERNET FILTERS

3. Does your library utilize Internet filters in your library? Yes No
(IF NO, please proceed to line 7:)
4. When did you start using filters (mm/yy)? 0200
5. Which product/company do you use to provide the filtering?
CyberPatrol
6. Which Internet stations have filters? (check all that apply)
- a. All staff stations
 - b. All public stations
 - c. Public children's stations only
 - d. Public adult stations only
 - f. Other (please specify) _____

E-RATE

7. Did your library receive e-rate money? Yes No
(IF NO, please proceed to line 10.)
8. How much did you receive in FY 2001/02? \$ _____
9. Did you receive the e-rate benefits. . .
- Directly? Yes No
 - Indirectly through circuits paid by consortia? Yes No
 - As a discount on bills? Yes No
 - As a credit on bills? Yes No

***** SKIP TO LINE 11*****

10. Why did your library not participate in the e-rate program? (select one)
- Didn't know about it
 - Negligible benefit
 - Complicated process
 - Other

If other, please explain:

Our request is pending, due to service provider changes

REPLACEMENT COSTS

Replacement costs are what you would have to pay to establish the current library if you were to do so today. Do not include collection(s) replacement costs.

11. What is the current fair market value for the library's real estate (land and buildings, including garages, sheds, etc)? \$ 20,000,000

12. What is the replacement cost for the library's furniture, equipment, and vehicles? \$ 5,000,000

13. Adult Program Attendance 13,438

(For fiscal year 2001/02, report an estimate of the annual attendance at programs with an adult (older than 14) target audience, if the library did not keep actual counts. For ensuing years report the actual annual attendance.)

14. Does your library receive electronic or digital subscriptions? Yes No

15. Circulation by type of material

(Report all materials borrowed by patrons from your library (and any branches, bookmobiles or other agencies). Include interlibrary loans received from other libraries, bulk loan materials, reciprocal borrowing transactions, and all print and non-print media such as films, records and art prints. Children's materials are those materials intended for patrons age 14 or younger.)

	Adult	Children
a. Fiction Books	<u>117,796</u>	<u>163,429</u>
b. Nonfiction Books	<u>126,537</u>	<u>60,255</u>
e. Fiction videos	<u>112,602</u>	<u>41,047</u>
f. Nonfiction videos	<u>35,333</u>	<u>13,140</u>
g. Fiction audios	<u>22,752</u>	<u>2,666</u>
h. Nonfiction audios	<u> </u>	<u> </u>
i. Other Formats	<u>123,299</u>	<u>34,634</u>

16. What information is not currently collected on the Illinois Public Library Annual Report that you would be interested in if it were collected?

(End of the Illinois Public Library Annual Report Supplement)

In addition to the Electronic IPLAR, all district libraries in Illinois are required to submit a District Supplement, a Secretary's Audit, and a copy of each referendum held during the past fiscal year.

Preparation Instructions For A Secretary's Audit (Only District Libraries must complete)

A Secretary's Audit must be prepared on your library's letterhead and contain the following information:

1. Your library's name and address (should be in letterhead)

2. The following text:

"This is to testify that we have examined the secretary's minutes and other records for the past year and find they are in order and have no errors or discrepancies for FY 2001-02."

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

3. The signature of two trustees who were appointed by the president to audit the secretary's records

The date completed

Public Library District Supplement (Only District Libraries must complete)
 Illinois Public Library Annual Report (IPLAR) Fiscal Year 2001-02

During the last fiscal year, were there any changes in the limits or boundaries of your district? _ Yes _ No

(IF YES) a. How did this change occur (ex. referendum)? _____

b. Describe the changes by county, township, and/or municipality giving the area and population for each:

2. During the last fiscal year, did the district acquire property (real property, i.e. building(s) or land)? _ Yes _ No

(IF YES) a. How was the property acquired? (check all that apply)

_ Purchase _ Legacy _ Gift _ Other

b. General description of the property acquired:

3. Does your library have any outstanding liabilities, including bonds? _ Yes _ No

(IF YES) a. Amount of outstanding liabilities, including bonds \$ _____

b. Description of all outstanding liabilities:

(End of the Public Library District Supplement)

Comments

If you have any additional comments or clarification to specific questions on the IPLAR, please explain below.

June 2002

0375



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, JUNE 18, 2002

7:00 PM

Conference Room – Second Floor

Agenda:

- **Nominating Committee**
- **Per Capita Grant Application**
- **Staff Committee Reports**
- **Executive Session – To Discuss**
 - **Purchase or Lease of Real Property**

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



Des Plaines Public Library

1501 Ellinwood Street

Des Plaines, IL 60016-4553

847.827.5551 phone

847.827.7974 fax

www.desplaines.lib.il.us

II

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting June 18, 2002 7:00 PM

- I. Call to Order. (7:00 PM)
- II. Consideration of the Agenda.
- III. Mayor Anthony Arredia – Working Relationships.
- IV. Public Comments and Questions.
- V. City Council Community Services Committee – Rosemary Argus.
- VI. Consent Agenda.
 - A. Approval of the Minutes of the Regular Board Meeting – May 21, 2002.
 - B. Acceptance of Financial Reports for May, 2002.
 - C. Approval of Library Expenditures.
 1. Warrant Register – May 06, 2002 - \$49,978.92.
 2. Warrant Register – May 20, 2002 - \$53,286.08.
 3. Salaries – May 02, 2002 - \$90,014.63.
 4. Salaries – May 16, 2002 - \$89,813.18.
 5. Salaries – May 30, 2002 - \$89,859.17
 6. Transfer Entry – Gasoline and Diesel Fuel - \$0.00.
 - D. Acceptance of Reports.
 1. Administrator's Report – Sandra Norlin.
 2. Friends of the Library – Inara Brubaker.
 3. Management Committee – William Grice.

- VII. Old Business – Staff Committee Reports.
 - A. Residents and Retailers Grant.
 - B. Foreign Language Materials Procedures.
 - C. Library Hours.

- VIII. New Business. (7:30 PM)
 - A. Per Capita Grant Application. (Action Item)
 - B. Attendance at City Council Meetings – July 1, 15 and August 5, 19.
 - C. Set Dates for Budget Meetings.
 - D. Correction to 2002 Illinois Public Library Annual Report. (Action Item)
 - E. Award Janitorial Contract. (Action Item)

- IX. Announcements.

- X. Correspondence.

- XI. Nominating Committee.
 - A. Recommendation for Board Officers, 2002-2003.

- XII. Other

- XIII. Executive Session. (8:00 PM)
 - A. Purchase or Lease of Real Property.

- XIV. Adjournment. (8:30 PM)

V-A

BOARD OF TRUSTEES
Minutes of the Regular Meeting
May 21, 2002

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, May 21, 2002. Vice President John Burke called the meeting to order at 7:00 PM.

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

Members Absent: John Ciborowski, William Grice.

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

MOTION by Eldon Burk, seconded by Rhys Read, to amend the agenda by adding VI. Old Business. A. Library Hours. Vote: Ayes: All. Nays: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS

Sue D'Hondt, President of the Friends of the Library reported that the Friends book sale was very successful. Sue stated that many quality used books were donated.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Rosemary Argus.

Alderman Argus absent due to attendance at Grandchildren's events. No report.

CONSENT AGENDA

Susan Burrows asked that V-D.4 Finance Committee Report be removed from the Consent Agenda.

MOTION by Rhys Read, seconded by Inara Brubaker, to approve the Consent Agenda, as amended. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Susan Burrows explained the Finance Committee's recommendation to offer eligible employees IMRF Early Retirement and a Health Insurance Incentive for five years. Rhys Read asked if the City insurance carrier would subrogate claims and Sandra Norlin responded that the City's insurance carrier would subrogate claims. Sandra Norlin distributed information provided by the City of Des Plaines that eligible employees will receive.

Ellen Yearwood entered the meeting at 7:12 PM.

MOTION by Committee, to approve the IMRF Early Retirement 5 + 5 Plan and Health Insurance Incentive for five years as approved by the Des Plaines City Council. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Susan Burrows asked Library Administrator Sandra Norlin when the staff report on adding library hours would be presented to the Board. Susan stated that it would be helpful to review the report before budget discussions begin for 2003. Sandra Norlin responded that the report will be completed before budget discussions begin.

MOTION by Rhys Read, seconded by Inara Brubaker, to approve the Minutes of the regular board Meeting of April 16, 2002 as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Rhys Read, seconded by Inara Brubaker, to accept the minutes of the Management Committee, as written. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Rhys Read, seconded by Inara Brubaker, to approve the Financial Reports for April 2002. Vote: Ayes: All. Nays: None. MOTION CARRIED.

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

1. Over the Counter Receipts	\$ 7,963.70
2. Petty Cash Expenditures	\$ 65.50
3. Budget Expenditures for April	\$ 330,957.22
4. Expenditures Year to Date	\$ 1,203,143.09
5. Revenue for April	\$ 11,139.81
6. Revenue Year to Date	\$ 2,067,850.78

MOTION by Rhys Read, seconded by Inara Brubaker, to approve, subject to audit, expenditures authorized by the Library Administrator and Board Representatives for library Warrant Registers as follows:

April 01, 2002	\$ 47,136.71
April 15, 2002	<u>\$ 68,433.67</u>
Total	\$ 115,570.38

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

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

April 04, 2002	\$ 89,672.30
April 18, 2002	<u>\$ 87,470.20</u>
Total	\$ 177,142.50

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

ADMINISTRATOR'S REPORT

New employees in April and May are Violeta Atanasova and Glen Olofson, Page I, Circulation Services; Annette Ter Antonians and Mike Menze, Assistant Clerk, Circulation Services; Kintu Patel and Beatriz Avalos, Technology Page; and Jairo Barbosa, Library Assistant II, Building Services.

Resignations in April and May were received from Phyllis Ryczek, Elinor Pea, and Norma Kautz, Page, Circulation Services; and Karin Thogersen, Assistant Clerk, Circulation Services.

During the past month several of our library staff have attended seminars, workshops, and committee meetings as part of our continuing education program. The meetings have included Cataloging Workshops, Supervisor Training, Collection Development, Electronic Resources, Services to Multi-lingual populations, Intergenerational Programming, and SIRSI training.

The annual in-service day for staff on May 9 was successful in many ways. A committee organized and coordinated by Martha Sloan and consultant Mary Jane Kepner planned the event. Nearly all expenses were covered by our Grow with a Pro Grant for staff development through the Illinois State Library. The goal of the grant was to give all employees an in depth view of the work of other departments and an increased understanding and appreciation for how each job, including their own, is integral to the successful fulfillment of the library's purpose. Job

Shadowing began in March; the culmination of the program was the in-service day in May. The theme for the day, "Camp Happy River", was carried out in decorations, activities (including a campfire sing along), and refreshments. The goals of the grant were realized through group presentations of appreciation of departmental contributions. The last event of the day was the presentation of the staff totem pole, signifying each department's understanding of its contribution to the work of the whole library.

We are experiencing, along with nearly all public libraries in the U.S., a continuing growth in demand and use of our services. Our attendance has increased over last year by 13.4%; our number of registered borrowers has increased by 3,000; our circulation has increased by 14%, the use of our meeting rooms is strong, and our online reference resources were used nearly 82,000 times in April.

Since the last report I have represented the library at the following meetings and events: The UI Extension Advisory Council meeting and the Volunteer Banquet; The Maine Township High School Anniversary Dinner; two Taste of Des Plaines Committee meetings; The Chamber/City Advisory Council breakfast; the DePaul University Theatre School Scholarship Gala; the Public Library Administrators Forum; and the Library Cable Network Executive Committee meeting. I have attended the following seminars: Technology Trends, a demo of new 3M equipment; Library Services to Multi-Lingual Populations, and Intergenerational Programming.

I have met with GERALYN Hahn and Mary Kay Walsh of Maine West High School and Donna Catlett of the City of Des Plaines to discuss collaborative efforts for participation in the "Maine West Reads" summer reading project.

I have begun to write a monthly column for the Des Plaines Times.

The Volunteer Appreciation Tea was held May 15. Volunteers were presented pins and a small gift to show our appreciation of their contribution to the library. Margie Borris organized the event; Gail Bradley designed the pins.

Ceramica in Indianapolis is engraving the commemorative bricks. When we receive a date of delivery, we will contact a bricklayer to install the bricks.

The library will participate in the Taste of Des Plaines in a supporting role. We have ordered aprons for the staff to wear on June 1 and 2 with the words "What's cooking @ your library" embroidered. We will hand out brochures and bookmarks about food-related information sources and books.

MOTION by Committee to approve the regular monthly Board of Library Trustees meeting dates for the period August 2002 through July 2003. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Committee, to approve the Library Closings for the period August 2002 through July 2003. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Committee, to increase the Non-Resident Fee from \$165.00 per family per year to \$186.00 per family per year for the period July 1, 2002 through June 30, 2003. Vote: Ayes: All. Nays: None. MOTION CARRIED.

NEW BUSINESS

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

Sandra Norlin reported that a copy of the Illinois Public Library Annual Report will be delivered to the City Clerk's office. Rhys Read asked if the Illinois Public Library Annual Report is available on the Internet and Sandra Norlin responded that she would investigate this and report back to the Board.

ANNOUNCEMENTS

Sandra Norlin distributed a sign-up sheet to interested Board members for participation in the Fourth of July parade and attendance at the Unity Dinner.

NOMINATING COMMITTEE

Vice-President John Burke asked Eldon Burk, Ellen Yearwood and Rhys Read to serve on the nominating committee.

ANNOUNCEMENTS

Eldon Burk reported that the atrium sculpture lights have been installed and that slight adjustments continue to be made to the lighting to achieve the best possible effect.

John Burke stated that the statistics for April 2002 were impressive and that patron attendance and circulation continue to grow.

MOTION by Inara Brubaker, seconded by Noreen Lake, to enter into an Executive Session at 7:45 PM to discuss Purchase or Lease of Real Property and Compensation of Specific Employee. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The regular session reconvened at 9:30 PM and was called to order by Vice-President John Burke.

MOTION by Rhys Read, seconded by Ellen Yearwood, to instruct Board President John Ciborowski to implement action taken at Executive Session on compensation of specific employee effective June 1, 2002. Vote: Ayes: All. Nays: None. MOTION CARRIED

MOTION by Ellen Yearwood, seconded by Rhys Read, to approve the request by Library Administrator, Sandra Norlin to travel to Cuba to speak at the Latin American Theological Library Association (LATIN) from July 14 – 20 and to use professional time for the length of the conference. Vote: Ayes: All. Nays: None. MOTION CARRIED.

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

The meeting adjourned at 9:30 PM.

Minutes prepared by Carol Kidd.

**DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR MAY 2002**

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

1. Over the Counter Receipts	\$ 8,309.17
2. Petty Cash Expenditures	\$ 12.47
3. Budget Expenditures for May	\$ 421,256.91
4. Expenditures Year to Date	\$ 1,624,400.00
5. Revenue for May	\$ 7,718.48
6. Revenue Year to Date	\$ 2,114,085.17

Warrant Register

May 06, 2002	\$ 49,978.92
May 20, 2002	\$ <u>53,286.08</u>
Total	\$ 103,265.00

Salaries

May 02, 2002	\$ 90,014.63
May 16, 2002	\$ 89,813.18
May 30, 2002	\$ <u>89,859.17</u>
Total	\$ 269,686.98

Transfer Entry – Gasoline & Diesel

Gasoline and Diesel Fuel (April)	\$ <u>0.00</u>
Total	\$ 0.00

**DES PLAINES PUBLIC LIBRARY
OVER THE COUNTER RECEIPTS FOR MAY 2002**

	May 2001	May 2002	2001 to Date	2002 to Date
Lost Materials	\$ 301.18	\$ 238.64	\$ 3,476.00	\$ 1,181.02
Fines	\$ 5,649.48	\$ 6,108.14	\$33,295.74	\$ 32,156.86
Damage	\$ 56.93	\$ 86.88	\$ 381.27	\$ 323.71
Fees	\$ 508.12	\$ 334.72	\$ 4,936.54	\$ 2,361.69
Copies	\$ 210.76	\$ 1,531.79	3,241.72	\$ 2,523.30
Miscellaneous	\$ 33.90	\$ 9.00	125.50	\$ 84.65
Totals	\$ 6,760.37	\$ 8,309.17	\$45,456.77	\$ 38,631.23

PETTY CASH EXPENDITURES – May

960070	Auto/Travel	5.87
970260	Postage	6.60
	Total	\$12.47

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		801.42
102008	CASH PB DEPOSIT 276502401		201,499.80
102012	CASH IPTIP/FOA 7139200161	1,056,818.51	
102014	CASH FED INVST TRUST(FIT)	258,218.82	
TOTAL CASH		1,315,537.33	202,301.22
104033	INVESTMENTS-DOWNING	32,537.90	
TOTAL INVESTMENTS		32,537.90	.00
118000	RECEIVABLE-PROPERTY TAXES	4,208,934.00	
TOTAL ACCOUNTS RECEIVABLE		4,208,934.00	.00
TOTAL ASSETS		5,557,009.23	202,301.22
450030	ACCRUED LIAB-COMP ABSENCE		110,367.12
TOTAL ACCRUED LIABILITIES		.00	110,367.12
470000	DEFERRED REV-PROPERTY TAX		4,208,934.00
470100	LIBRARY DEFERRED REVENUE		68,794.00
TOTAL DEFERRED REV-PROPERTY TAX		.00	68,794.00
TOTAL CURRENT LIABILITIES		.00	4,388,095.12
TOTAL LIABILITIES		.00	4,388,095.12
700110	EXPENDITURE CONTROL	1,620,615.98	
700120	REVENUE CONTROL		2,113,717.76
700150	EXP. BUDGET CONTROL		4,809,952.00
700160	REV. BUDGET CONTROL	4,499,332.00	
700170	BUDGET FUND BALANCE	355,125.25	
TOTAL SYSTEM CONTROL		6,475,073.23	6,923,669.76
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		6,475,073.23	7,441,686.12
TOTAL PUBLIC LIBRARY FUND		12,032,082.46	12,032,082.46

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH PB DEPOSIT 276502401	44,464.19	
102012	CASH IPTIP/FOA 7139200161	14,184.69	
102014	CASH FED INVST TRUST(FIT)	50,367.71	
TOTAL CASH		109,016.59	.00
TOTAL ASSETS		109,016.59	.00
700110	EXPENDITURE CONTROL	3,784.02	
700120	REVENUE CONTROL		367.41
700150	EXP. BUDGET CONTROL		25,000.00
700160	REV. BUDGET CONTROL	150,000.00	
700170	BUDGET FUND BALANCE		188,241.55
TOTAL SYSTEM CONTROL		153,784.02	213,608.96
730000	FUND BALANCE-UNRESERVED		49,191.65
TOTAL FUND EQUITY		.00	49,191.65
TOTAL EQUITIES		153,784.02	262,800.61
TOTAL LIBRARY CAPITAL PROJ FUND		262,800.61	262,800.61
TOTAL REPORT		12,294,883.07	12,294,883.07

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

ACCOUNTING PERIOD: 5/02

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

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	.00	.00	.00	.00	.00	.00
810016	PROPERTY TAXES 1999	.00	.00	.00	.00	.00	.00
TOTAL	LICENSES AND PERMITS	.00	.00	.00	.00	.00	.00
810017	PROPERTY TAXES 2000	40,000.00	.00	.00	25,974.78	14,025.22	.65
TOTAL	PUBLIC SAFETY	40,000.00	.00	.00	25,974.78	14,025.22	.65
TOTAL	GENERAL REVENUE - GOV'T	40,000.00	.00	.00	25,974.78	14,025.22	.65
810018	PROPERTY TAXES 2001	4,086,344.00	.00	.00	2,013,246.43	2,073,097.57	.49
TOTAL	LICENSES AND PERMITS	4,086,344.00	.00	.00	2,013,246.43	2,073,097.57	.49
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	.00	92,988.00	.00
TOTAL	TAXES	4,219,332.00	.00	.00	2,039,221.21	2,180,110.79	.48
822080	STATE GRANT:PER CAPITA	70,000.00	.00	.00	.00	70,000.00	.00
822080	STATE GRANT:LIBRARY TECH	.00	.00	.00	.00	.00	.00
822090	STATE GRANT:LIB CONSTRUCT	.00	.00	.00	12,276.12	-12,276.12	.00
822095	STATE GRANT:LIBRARY	55,000.00	.00	.00	2,602.00	52,398.00	.05
TOTAL	STATE GRANTS	125,000.00	.00	.00	14,878.12	110,121.88	.12
TOTAL	INTERGOVERNMENTAL REVENUE	125,000.00	.00	.00	14,878.12	110,121.88	.12
850102	LIBRARY FINES	100,000.00	5,229.48	.00	35,980.99	64,019.01	.36
TOTAL	FINES	100,000.00	5,229.48	.00	35,980.99	64,019.01	.36
850201	COPYING FEE	20,000.00	896.10	.00	3,535.81	16,464.19	.18
850215	SPECIAL PROGRAMS & EVENTS	10,000.00	.00	.00	680.00	9,320.00	.07
TOTAL	FEES AND SERVICES	30,000.00	896.10	.00	4,215.81	25,784.19	.14
TOTAL	INVESTMENT INCOME	130,000.00	6,125.58	.00	40,196.80	89,803.20	.31
890010	INTEREST INCOME	10,000.00	.00	.00	9,063.41	936.59	.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	1,592.90	.00	10,358.22	4,641.78	.69
TOTAL	OTHER REVENUE	25,000.00	1,592.90	.00	19,421.63	5,578.37	.78
TOTAL	PUBLIC LIBRARY FUND	4,499,332.00	7,718.48	.00	2,113,717.76	2,385,614.24	.47
TOTAL	PUBLIC LIBRARY FUND	4,499,332.00	7,718.48	.00	2,113,717.76	2,385,614.24	.47

06/04/02

CITY OF DES PLAINES
 ORGANIZATION REVENUE STATUS

ACCOUNTING PERIOD: 5/02

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

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

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
822080	STATE GRANT:LIBRARY TECH	.00	.00	.00	.00	.00	.00
822090	STATE GRANT:LIB CONSTRUCT	.00	.00	.00	.00	.00	.00
TOTAL	STATE GRANTS	.00	.00	.00	.00	.00	.00
TOTAL	INTERGOVERNMENTAL REVENUE	.00	.00	.00	.00	.00	.00
890010	INTEREST INCOME	.00	.00	.00	367.41	-367.41	.00
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	.00	.00	.00
899930	LIBRARY BUY-A-BRICK	.00	.00	.00	.00	.00	.00
TOTAL	OTHER REVENUE	150,000.00	.00	.00	367.41	149,632.59	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	.00	.00	367.41	149,632.59	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	.00	.00	367.41	149,632.59	.00
TOTAL REPORT		4,649,332.00	7,718.48	.00	2,114,085.17	2,535,246.83	.45

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06/04/02
ACCOUNTING PERIOD: 5/02

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	1,786,236.00	179,278.94	.00	645,346.47	1,140,889.53	.36
910200	TEMPORARY WAGES	659,200.00	74,645.82	.00	255,965.57	403,234.43	.39
910300	SUPERVISORY OVERTIME	.00	.00	.00	.00	.00	.00
910400	NON-SUPERVISORY OVERTIME	500.00	280.83	.00	280.83	219.17	.56
910500	VACATION PAY	.00	10,210.06	.00	32,447.67	-32,447.67	.00
910600	SICK PAY	.00	5,038.19	.00	17,494.77	-17,494.77	.00
910700	HOLIDAY PAY	.00	233.14	.00	7,636.00	-7,636.00	.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	3,068.67	431.33	.88
918010	UNEMPLOYMENT COMPENSATION	1,244.00	.00	.00	311.00	933.00	.25
918020	EMPLOYER CONTR-F.I.C.A.	187,076.00	20,462.63	.00	73,982.72	113,093.28	.40
918021	EMPLOYER CONTR-I.M.R.F.	110,681.00	12,359.98	.00	44,747.92	65,933.08	.40
918040	LIFE INS PREMIUMS	5,088.00	407.00	.00	2,004.20	3,083.80	.39
918050	MEDICAL INS PREMIUMS	200,019.00	13,158.62	.00	66,019.83	133,999.17	.33
918055	DENTAL INSURANCE PREMIUMS	15,190.00	1,244.46	.00	6,256.22	8,933.78	.41
918060	TUITION REIMBURSEMENTS	5,000.00	.00	.00	598.00	4,402.00	.12
918070	WORKERS COMPENSATION	4,402.00	631.35	.00	2,315.14	2,086.86	.53
918085	RHS PLAN PAYOUT	.00	.00	.00	1,134.40	-1,134.40	.00
TOTAL	PERSONAL SERVICES	2,978,636.00	317,951.02	.00	1,159,609.41	1,819,026.59	.39
920100	LITIGATION & LEGAL FEES	1,000.00	639.80	.00	983.37	16.63	.98
920105	COSTS OF LITIGATION	250.00	.00	.00	.00	250.00	.00
920110	PROFESSIONAL CONSULTING	10,000.00	3,017.72	.00	3,619.18	6,380.82	.36
920120	COMMUNICATION SERVICES	35,000.00	1,540.83	.00	7,957.75	27,042.25	.23
920140	DATA PROCESSING SERVICES	90,000.00	8,161.44	.00	50,256.35	39,743.65	.56
920202	CONFERENCES	8,000.00	146.78	.00	963.99	7,036.01	.12
920204	TRAINING	3,000.00	1,325.73	.00	2,898.40	101.60	.97
920206	SEMINARS	2,500.00	95.00	.00	738.00	1,762.00	.30
920210	IN-SERVICE TRAINING	3,000.00	200.00	.00	300.00	2,700.00	.10
920220	MEMBERSHIP DUES	4,500.00	12.00	.00	2,537.00	1,963.00	.56
920230	PUBLICATION OF NOTICES	2,000.00	.00	.00	115.50	1,884.50	.06
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	10,000.00	451.58	.00	2,241.71	7,758.29	.22
TOTAL	SUBSIDIES,REBATES,CONTRIB	10,000.00	451.58	.00	2,241.71	7,758.29	.22
920900	PROPERTY/LIAB CONTRIBUTIO	61,233.00	.00	.00	15,308.25	45,924.75	.25
930010	R & M EQUIPMENT	55,000.00	3,026.09	.00	26,354.04	28,645.96	.48
930020	R & M BLDGS & STRUCTURES	25,000.00	2,916.16	.00	11,765.53	13,234.47	.47
930030	R & M VEHICLES	4,500.00	.00	.00	.00	4,500.00	.00
930195	BOOK BINDING & REPAIR	4,500.00	.00	.00	.00	4,500.00	.00
930210	RENTAL OF EQUIPMENT	4,500.00	.00	.00	.00	4,500.00	.00
930320	CLEANING:CUSTODIAL SERV	50,000.00	3,435.00	.00	17,175.00	32,825.00	.34

06/04/02

ACCOUNTING PERIOD: 5/02

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

PAGE 2

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
960070	AUTO/TRAVEL EXPENSES	5,000.00	146.42	.00	727.35	4,272.65	.15
960210	SPECIAL EVENT PROGRAMMING	15,000.00	1,557.00	.00	7,375.53	7,624.47	.49
960990	MISC CONTRACTUAL SVCS	75,000.00	6,887.44	.00	29,692.96	45,307.04	.40
TOTAL	CONTRACTUAL SERVICES	468,983.00	33,558.99	.00	181,009.91	287,973.09	.39
970100	SUPPLIES	70,000.00	6,218.02	.00	40,533.18	29,466.82	.58
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	.00	.00	9.98	1,490.02	.01
970170	JANITORIAL	18,000.00	1,060.81	.00	3,351.25	14,648.75	.19
970200	COPYING/FAX SUPPLIES	6,000.00	.00	.00	.00	6,000.00	.00
970260	POSTAGE AND PARCEL	15,200.00	1,542.69	.00	5,279.23	9,920.77	.35
970270	PRINTING-REPROD-BINDING	6,000.00	.00	.00	486.00	5,514.00	.08
970320	SUPPLIES: BLDG R/M	750.00	.00	.00	.00	750.00	.00
970330	SUPPLIES: VEHICLE R/M	.00	.00	.00	.00	.00	.00
970600	BOOKS	495,000.00	38,358.00	.00	121,658.51	373,341.49	.25
970610	AUDIO MATERIALS	64,000.00	3,700.76	.00	15,266.46	48,733.54	.24
970620	SUBSCRIPTIONS & BOOKS	85,000.00	199.00	.00	2,113.32	82,886.68	.02
970630	VISUAL MATERIALS	65,000.00	3,964.06	.00	13,592.56	51,407.44	.21
970640	AUTOMATED REFERENCE MAT'L	87,000.00	.00	.00	32,232.75	54,767.25	.37
970810	NATURAL GAS	25,000.00	.00	.00	3,165.45	21,834.55	.13
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970850	DIESEL	3,500.00	.00	.00	.00	3,500.00	.00
970850	GASOLINE	800.00	.00	.00	.00	800.00	.00
970900	EQUIPMENT <\$5,000	5,800.00	.00	.00	1,854.56	3,945.44	.32
TOTAL	COMMODITIES	949,050.00	55,043.34	.00	239,543.25	709,506.75	.25
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	.00	3,879.59	.00	7,564.54	-7,564.54	.00
980410	COMPUTER HARDWARE	100,000.00	440.00	.00	440.00	99,560.00	.00
980420	COMPUTER SOFTWARE	9,000.00	.00	.00	2,721.20	6,278.80	.30
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	5,000.00	.00	.00	3,302.50	1,697.50	.66
TOTAL	CAPITAL EXPENDITURES	114,000.00	4,319.59	.00	14,028.24	99,971.76	.12
990300	BANK/TRUST/AGENCY FEES	.00	.00	.00	.00	.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	29,283.00	.00	.00	.00	29,283.00	.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

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CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

ACCOUNTING PERIOD: 5/02

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
TOTAL	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	4,739,952.00	410,872.94	.00	1,594,190.81	3,145,761.19	.34

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06/04/02

ACCOUNTING PERIOD: 5/02

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

PAGE 4

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

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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06/04/02

CITY OF DES PLAINES

ACCOUNTING PERIOD: 5/02

ORGANIZATION EXPENDITURE STATUS

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	.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	.00	340.00	.00	1,813.62	-1,813.62	.00
920204	TRAINING	10,000.00	750.67	.00	3,830.67	6,169.33	.38
920206	SEMINARS	.00	65.00	.00	65.00	-65.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
960070	AUTO/TRAVEL EXPENSES	1,500.00	366.28	.00	1,801.38	-301.38	1.20
960210	SPECIAL EVENT PROGRAMMING	.00	1,000.00	.00	1,000.00	-1,000.00	.00
960990	MISC CONTRACTUAL SVCS	58,500.00	1,075.00	.00	14,911.50	43,588.50	.25
TOTAL	CONTRACTUAL SERVICES	70,000.00	3,596.95	.00	23,422.17	46,577.83	.33
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
970270	PRINTING-REPROD-BINDING	.00	3,003.00	.00	3,003.00	-3,003.00	.00
TOTAL	COMMODITIES	.00	3,003.00	.00	3,003.00	-3,003.00	.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	70,000.00	6,599.95	.00	26,425.17	43,574.83	.38
TOTAL	CIVIC & CULTURE	4,809,952.00	417,472.89	.00	1,620,615.98	3,189,336.02	.34
TOTAL	PUBLIC LIBRARY FUND	4,809,952.00	417,472.89	.00	1,620,615.98	3,189,336.02	.34

06/04/02

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

ACCOUNTING PERIOD: 5/02

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

F - 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	.00	.00	.00
TOTAL	COMMODITIES	.00	.00	.00	.00	.00	.00
980300	IMPROVEMENTS	25,000.00	3,784.02	.00	3,784.02	21,215.98	.15
980400	EQUIPMENT	.00	.00	.00	.00	.00	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	.00	.00	.00	.00	.00	.00
TOTAL	CAPITAL EXPENDITURES	25,000.00	3,784.02	.00	3,784.02	21,215.98	.15
TOTAL	LIBRARY CAPITAL PROJ FUND	25,000.00	3,784.02	.00	3,784.02	21,215.98	.15
TOTAL	LIBRARY CAPITAL PROJ FUND	25,000.00	3,784.02	.00	3,784.02	21,215.98	.15
TOTAL REPORT		4,834,952.00	421,256.91	.00	1,624,400.00	3,210,552.00	.34

LECTION CRITERIA: payable_due_date='05/06/2002'

01 - PUBLIC LIBRARY FUND

AMOUNT	ACCOUNT	TITLE		VENDOR	PURCHASE OR INVOICE	AMOUNT
0	920100	LITIGATION & LEGAL FEES	25529	KLEIN, THORPE AND JENKINS	98511	-81.00
0	920100	LITIGATION & LEGAL FEES	25529	KLEIN, THORPE AND JENKINS	99183	496.80
0	920110	PROFESSIONAL CONSULTING	08123	MARY JANE KEPNER	• 232	2,500.00
0	920140	DATA PROCESSING SERVICES	09737	BAKER & TAYLOR	Q13NS4300M	569.58
0	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	• JANUARY 2002	1,221.43
0	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	• FEBRUARY 02	1,168.39
0	920202	CONFERENCES	101296	SARA MCLAUGHLIN	REIMB	111.78
0	920202	CONFERENCES	101303	LACONI	J CIBOROWSKI	35.00
0	920204	TRAINING	100808	CHRISTINA TROPEA	REIMB	455.73
0	920204	TRAINING	43806	NORTH SUBURBAN LIBRARY SY	SALETNIK	175.00
0	920204	TRAINING	43806	NORTH SUBURBAN LIBRARY SY	FARID	175.00
0	920204	TRAINING	43806	NORTH SUBURBAN LIBRARY SY	ATTACH	50.00
0	920204	TRAINING	43806	NORTH SUBURBAN LIBRARY SY	ATTACH	25.00
0	920204	TRAINING	43806	NORTH SUBURBAN LIBRARY SY	BRUSCA	175.00
0	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	MAY 2002	209.60
0	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	MAY 2002	209.60
0	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	MAY 2002	16.19
0	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	MAY 2002	16.19
0	930010	R & M EQUIPMENT	101241	DYNATECH	31414373	380.00
0	930020	R & M BLDGS & STRUCTURES	00189	ANDERSON LOCK CO LTD	287710	552.00
0	930020	R & M BLDGS & STRUCTURES	100372	P.B. SALES	4679	232.66
0	930020	R & M BLDGS & STRUCTURES	100807	THYSSENKRUPP ELEVATOR COR	223179	630.00
0	930020	R & M BLDGS & STRUCTURES	101241	DYNATECH	31412415	380.00
0	930020	R & M BLDGS & STRUCTURES	27008	RON SCHUNE	3-18-02	156.00
0	930020	R & M BLDGS & STRUCTURES	28052	PROGRAM PROFESSIONAL SERV	59941	280.00
0	960070	AUTO/TRAVEL EXPENSES	06036	MARTHA SLOAN	REIMB	25.87
0	960070	AUTO/TRAVEL EXPENSES	100808	CHRISTINA TROPEA	REIMB	62.40
0	960070	AUTO/TRAVEL EXPENSES	101296	SARA MCLAUGHLIN	REIMB	58.15
0	960210	SPECIAL EVENT PROGRAMMING	08490	PATRICIA HORN	REIMB	18.46
0	960210	SPECIAL EVENT PROGRAMMING	08490	PATRICIA HORN	REIMB	31.47
0	960210	SPECIAL EVENT PROGRAMMING	09217	NATALIE B. NEWBERGER	5-14-02	225.00
0	960210	SPECIAL EVENT PROGRAMMING	09689	RADIO SHACK	104400	40.37
0	960210	SPECIAL EVENT PROGRAMMING	101289	LISA LANGE	5-04-02	200.00
0	960210	SPECIAL EVENT PROGRAMMING	101290	RAE ANN COLLINS	5-11-02	200.00
0	960210	SPECIAL EVENT PROGRAMMING	23416	AMBER CREGER	REIMB	81.83
0	960210	SPECIAL EVENT PROGRAMMING	23416	AMBER CREGER	REIMB	20.00
0	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	002967	20.65
0	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	004866	17.43
0	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1246812	4.80
0	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1246904	68.00
0	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1251374	1.60
0	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1239059	69.55
0	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1251370	14.40
0	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1246905	22.05
0	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1246906	1.60
0	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1242922	24.00
0	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1246903	14.95
0	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1249109	31.20
0	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1248569	4.30
0	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1248568	12.00
0	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1254052	12.65

COUNTING PERIOD: 4/02

CASH REQUIREMENTS BILL LIST

LECTION CRITERIA: payable.due_date='05/06/2002'

ID - 201 - PUBLIC LIBRARY FUND

LINE	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
0	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1251375	9.60
0	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1250835	21.60
0	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1251369	4.05
0	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1251372	1.60
0	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1251373	1.35
0	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1251371	1.60
0	960990	MISC CONTRACTUAL SVCS	05479	HOUCHEM BINDERY LTD	099569	376.20
0	960990	MISC CONTRACTUAL SVCS	07042	BAKER & TAYLOR ENTERTAINM	R24026393	19.25
0	960990	MISC CONTRACTUAL SVCS	09535	EXPRESS PERSONNEL SERVICE	91158166-8	435.00
0	960990	MISC CONTRACTUAL SVCS	09535	EXPRESS PERSONNEL SERVICE	91147607-5	442.25
0	960990	MISC CONTRACTUAL SVCS	09535	EXPRESS PERSONNEL SERVICE	91132332-7	435.00
0	960990	MISC CONTRACTUAL SVCS	100245	RENTOKIL TROPICAL PLANT S	CH519163	58.80
0	960990	MISC CONTRACTUAL SVCS	100245	RENTOKIL TROPICAL PLANT S	CH519162	85.56
0	960990	MISC CONTRACTUAL SVCS	15976	GRAPHIC SOLUTIONS	6571	543.00
0	960990	MISC CONTRACTUAL SVCS	16839	AQUATICARE, INC.	592	365.89
0	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008910195	28.00
0	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008899563	14.00
0	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008898569	25.10
0	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008926182	48.60
0	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008937391	24.90
0	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008937311	38.30
0	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008962023	12.90
0	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008893279	44.40
0	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008942323	15.00
0	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008949583	21.30
0	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008910847	32.40
0	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008910416	14.90
0	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008943508	23.90
0	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2008938018	1.50
0	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78734097	1.95
0	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78729612	2.25
0	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78734101	8.40
0	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78734099	8.15
0	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78785383	1.30
0	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78807777	1.05
0	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78801730	54.70
0	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78785379	2.60
0	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78734095	31.55
0	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78785385	1.20
0	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78785381	1.30
0	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78882580	1.30
0	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78866618	3.25
0	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78834538	.85
0	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78834542	1.40
0	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78816943	.65
0	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78748887	7.00
0	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78801734	2.80
0	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78834544	1.40
0	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78834540	1.95
0	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78882578	1.20
0	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78882582	3.90

LECTION CRITERIA: payable.due_date='05/06/2002'

01 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
0	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78777342	4.70
0	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78748885	2.60
0	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78882584	1.30
0	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78834534	2.15
0	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78769147	1.80
0	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78748879	.65
0	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78834536	5.40
0	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78769141	3.45
0	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78769149	2.80
0	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78769145	1.40
0	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78748883	3.70
0	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78769143	1.20
0	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78748881	3.90
0	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78866620	40.40
0	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78874984	.90
0	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78874986	1.00
0	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78866624	28.70
0	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78866622	22.65
0	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78801732	1.70
0	970100	SUPPLIES	05235 UPSTART	7267239-001	81.90
0	970100	SUPPLIES	09638 OFFICE DEPOT	154471964/1	51.19
0	970100	SUPPLIES	09638 OFFICE DEPOT	154473252/1	187.08
0	970100	SUPPLIES	09638 OFFICE DEPOT	154625626/1	17.27
0	970100	SUPPLIES	09638 OFFICE DEPOT	154943074/1	48.08
0	970100	SUPPLIES	09638 OFFICE DEPOT	154944306/1	2.36
0	970100	SUPPLIES	09638 OFFICE DEPOT	154942565/1	36.64
0	970100	SUPPLIES	09638 OFFICE DEPOT	154943825/1	108.24
0	970100	SUPPLIES	09638 OFFICE DEPOT	154345446/1	86.48
0	970100	SUPPLIES	09638 OFFICE DEPOT	154472330/1	16.49
0	970100	SUPPLIES	09638 OFFICE DEPOT	155352113/1	62.90
0	970100	SUPPLIES	19714 GAYLORD BROS	235255	222.16
0	970100	SUPPLIES	25775 CRIMSON MULTIMEDIA DIST.,	15837	338.00
0	970100	SUPPLIES	92003 COMPUTYPE INC.	133958-1010	1,919.14
0	970170	JANITORIAL	00282 BADE PAPER PRODUCTS	101102-00	629.00
0	970260	POSTAGE AND PARCEL	00933 POSTMASTER		1,385.00
0	970600	BOOKS	02191 BOOK WHOLESALERS INC	1254052	98.89
0	970600	BOOKS	02191 BOOK WHOLESALERS INC	1248568	102.29
0	970600	BOOKS	02191 BOOK WHOLESALERS INC	1246906	15.28
0	970600	BOOKS	02191 BOOK WHOLESALERS INC	1251375	34.72
0	970600	BOOKS	02191 BOOK WHOLESALERS INC	1250835	106.35
0	970600	BOOKS	02191 BOOK WHOLESALERS INC	1246903	76.76
0	970600	BOOKS	02191 BOOK WHOLESALERS INC	1246904	371.60
0	970600	BOOKS	02191 BOOK WHOLESALERS INC	1251370	44.22
0	970600	BOOKS	02191 BOOK WHOLESALERS INC	1246812	67.20
0	970600	BOOKS	02191 BOOK WHOLESALERS INC	1246905	183.42
0	970600	BOOKS	02191 BOOK WHOLESALERS INC	1242922	208.94
0	970600	BOOKS	02191 BOOK WHOLESALERS INC	1239059	557.60
0	970600	BOOKS	02191 BOOK WHOLESALERS INC	1249109	269.09
0	970600	BOOKS	02191 BOOK WHOLESALERS INC	1251374	7.18
0	970600	BOOKS	02191 BOOK WHOLESALERS INC	1251372	4.78
0	970600	BOOKS	02191 BOOK WHOLESALERS INC	1251369	29.94

SECTION CRITERIA: payable.due_date='05/06/2002'

01 - PUBLIC LIBRARY FUND

ANAL	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
0	970600	BOOKS	02191	BOOK WHOLESALERS INC	1251373	10.17
0	970600	BOOKS	02191	BOOK WHOLESALERS INC	1248569	45.48
0	970600	BOOKS	02191	BOOK WHOLESALERS INC	1251371	4.78
0	970600	BOOKS	02798	PRENTICE HALL	ATTACH	131.27
0	970600	BOOKS	02806	WORLD BOOK SCHOOL AND LIB	RR203111876	32.40
0	970600	BOOKS	03975	LECTORUM PUBLICATIONS, IN	489127	33.54
0	970600	BOOKS	04964	WHEELER PUBLISHING, INC.	00241056	161.68
0	970600	BOOKS	07439	THE GALE GROUP	11419802	160.30
0	970600	BOOKS	07439	THE GALE GROUP	11412847	137.76
0	970600	BOOKS	07439	THE GALE GROUP	11433010	65.52
0	970600	BOOKS	07439	THE GALE GROUP	11408191	74.84
0	970600	BOOKS	07439	THE GALE GROUP	11424210	249.02
0	970600	BOOKS	07439	THE GALE GROUP	11415102	47.92
0	970600	BOOKS	07439	THE GALE GROUP	11411913	67.08
0	970600	BOOKS	07904	BOWKER	829058	191.64
0	970600	BOOKS	09855	WEISS RATINGS, INC.	3109083	392.95
0	970600	BOOKS	100072	BUC RESEARCH	L48R2429	199.00
0	970600	BOOKS	101063	ADLER'S FOREIGN BOOKS	226375	304.92
0	970600	BOOKS	101291	THE UNITED EDUCATORS INCO	ATTACH	360.00
0	970600	BOOKS	101292	SOLUCIENT LLC	ZI5512	506.95
0	970600	BOOKS	101293	DESKMAP SYSTEMS INCORPORA	20020345	81.95
0	970600	BOOKS	101295	JS COMPUTER CENTER INCORP	18	23.45
0	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008926181	1,164.76
0	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008910846	654.60
0	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008949582	558.36
0	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008950625	123.73
0	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008962022	229.75
0	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3005441428	800.50
0	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008910415	315.39
0	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008899562	288.68
0	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008938017	23.72
0	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008937390	375.81
0	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008898568	678.73
0	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008973085	121.15
0	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008942322	232.74
0	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008893278	1,059.39
0	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008943507	445.75
0	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008910194	782.01
0	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008937310	763.71
0	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3005418308	78.21
0	970600	BOOKS	27993	SPORTSMAN'S CONNECTION	00001796	76.00
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78785382	14.22
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78785384	14.22
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78874983	14.22
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78769146	22.54
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78777341	65.28
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78801733	27.30
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78834543	13.65
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78816942	9.57
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78748882	41.55
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78748878	3.83

ACTION CRITERIA: payable.due_date='05/06/2002'

01 - PUBLIC LIBRARY FUND

AMOUNT	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78748880	40.44
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78748884	29.58
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78769140	36.83
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78769148	27.30
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78769142	14.82
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78834537	3.83
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78834541	12.51
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78834535	56.70
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78748886	71.10
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78866621	219.81
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78874985	14.79
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78834533	28.47
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78769144	15.93
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78866619	389.87
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78866617	33.40
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78834539	17.48
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78886195	2.00
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78801731	8.94
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78734096	11.49
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78882583	14.22
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78785380	13.65
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78734098	73.86
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78785378	21.31
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78734094	333.74
0	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78882577	13.08
10	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78729611	27.42
10	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78807776	30.04
10	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78801729	553.11
10	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78886194	28.50
10	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78882579	14.22
10	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78882581	42.66
10	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78866623	268.14
10	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78734100	80.84
10	970600	BOOKS	82668	POLONIA BOOK STORES	018577	307.58
10	970600	BOOKS	82668	POLONIA BOOK STORES	018578	121.92
10	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA	220793	13.00
10	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B51477670	11.76
10	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M10355580	27.00
10	970610	AUDIO MATERIALS	21121	THE MCGRAW-HILL COMPANIES	P173318B02	11.29
10	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-25-02-1	227.31
10	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-20-02-1	190.94
10	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-20-02-3	90.23
10	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-25-02-2	111.20
10	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-3-02-5	13.29
10	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-20-02-5	27.98
10	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-3-02-2	167.88
10	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-25-02-3	13.99
10	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-3-02-1	188.85
10	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4792113M	28.95
10	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1451648	86.80
10	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1435963	11.90

COUNTING PERIOD: 4/02

LECTION CRITERIA: payable.due_date='05/06/2002'

D 201 - PUBLIC LIBRARY FUND

AN	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
0	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1450658	307.20
0	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	6350D	64.35
0	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R24026390	14.39
0	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R24026393	39.53
0	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R24026391	10.76
0	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R24260280	24.40
0	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R24260281	680.33
0	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R072645CM	-17.11
0	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R24026392	10.76
0	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B51879710	1,013.04
0	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B51477670	41.19
0	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B52270980	245.78
0	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B52561790	931.97
0	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B52197150	264.46
0	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	R24190840	183.58
0	970630	VISUAL MATERIALS	101294	RAJ GROCERS	3-29-02	40.00
0	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	06363882	29.98
0	980410	COMPUTER HARDWARE	06866	ACTION COMPUTER SERVICE,	114514	135.00
0	980410	COMPUTER HARDWARE	06866	ACTION COMPUTER SERVICE,	114511	35.00
0	980410	COMPUTER HARDWARE	06866	ACTION COMPUTER SERVICE,	114520	135.00

TAL LIBRARY SERVICES 42,882.92

30	920202	CONFERENCES	101073	ROLLING PRAIRIE LIBRARY S	S PIRIE	100.00
30	960210	SPECIAL EVENT PROGRAMMING	43806	NORTH SUBURBAN LIBRARY SY	NSLS DEPOSIT	1,000.00
30	960990	MISC CONTRACTUAL SVCS	15976	GRAPHIC SOLUTIONS	6675	1,075.00
30	970270	PRINTING-REPROD-BINDING	05228	KASCO PRINTING	5238	3,003.00

TAL IL LIBRARY PER CAP GRANT 5,178.00

TAL FUND 48,060.92

04/19/02

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

PRINTING PERIOD: 4/02

SELECTION CRITERIA: payable.due_date='05/06/2002'

04/02 - LIBRARY CAPITAL PROJ FUND

UNIT	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
	980300	IMPROVEMENTS	07786 G & I ELECTRIC COMPANY,	* 24155	1,918.00
TOTAL LIBRARY CAPITAL PROJ FUND					1,918.00
TOTAL FUND					1,918.00

LECTION CRITERIA: payable.due_date='05/20/2002'

NI 01 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
10	920100	LITIGATION & LEGAL FEES 25529	KLEIN, THORPE AND JENKINS	99653	224.00
10	920110	PROFESSIONAL CONSULTING 06070	LOHAN ASSOCIATES	02227	14.25
10	920110	PROFESSIONAL CONSULTING 06070	LOHAN ASSOCIATES	02226	501.47
10	920140	DATA PROCESSING SERVICES 05537	ILLINOIS OCLC USERS GROUP	13525	358.32
10	920140	DATA PROCESSING SERVICES 09737	BAKER & TAYLOR	R11NS4619M	569.58
10	920140	DATA PROCESSING SERVICES 72106	COOPERATIVE COMPUTER SERV	MARCH 2002	4,274.14
10	920204	TRAINING 101361	RACINE PUBLIC LIBRARY	B BLANCHARD	75.00
10	920204	TRAINING 37429	DES PLAINES CHAMBER OF CO	00436	5.00
10	920204	TRAINING 43806	NORTH SUBURBAN LIBRARY SY	H KRUEGER	15.00
10	920204	TRAINING 43806	NORTH SUBURBAN LIBRARY SY	B BLANCHARD	175.00
10	920206	SEMINARS 20127	ILLINOIS LIBRARY ASSOCIAT	7666	95.00
10	920210	IN-SERVICE TRAINING 08459	PATRICIA E. SHERMAN		200.00
10	920220	MEMBERSHIP DUES 05082	ONLINE AUDIOVISUAL CATALO	J LAVALIE	12.00
10	930010	R & M EQUIPMENT 06789	CANON BUSINESS SOLUTIONS-	K6622157	20.79
10	930010	R & M EQUIPMENT 08371	EDWARDS ENGINEERING INC.	S16497	614.40
10	930010	R & M EQUIPMENT 17247	IMAGING OFFICE SYSTEMS, I	322166	1,623.00
10	930010	R & M EQUIPMENT 72106	COOPERATIVE COMPUTER SERV	MARCH 2002	385.90
10	930020	R & M BLDGS & STRUCTURES 00189	ANDERSON LOCK CO LTD	289401	134.00
10	930020	R & M BLDGS & STRUCTURES 07786	G & I ELECTRIC COMPANY,	24188	111.90
10	930020	R & M BLDGS & STRUCTURES 101362	STANLEY ACCESS TECH	90936302	439.60
10	930320	CLEANING:CUSTODIAL SERV 09536	CRYSTAL MGMT & MAINT SERV	10372	45.00
10	930320	CLEANING:CUSTODIAL SERV 09536	CRYSTAL MGMT & MAINT SERV	10415	3,390.00
110	960210	SPECIAL EVENT PROGRAMMING 00842	CITY OF DES PLAINES	L STEINER	100.00
110	960210	SPECIAL EVENT PROGRAMMING 08490	PATRICIA HORN	REIMB	142.89
110	960210	SPECIAL EVENT PROGRAMMING 09046	CHRISTINE POSINGER	REIMB	176.30
110	960210	SPECIAL EVENT PROGRAMMING 09975	KATHERINE RANK	REIMB	39.88
110	960210	SPECIAL EVENT PROGRAMMING 101363	MICHAEL YOUNG	SCULPTER	200.00
110	960210	SPECIAL EVENT PROGRAMMING 43765	DOMINICKS FINER FOODS	0204080	42.72
110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1254402	2.15
110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1259149	4.05
110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1253290	10.40
110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1254400	9.45
110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1256225	1.60
110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1256224	2.40
110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1253289	4.00
110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1254403	3.50
110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1259150	17.50
110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1252088	71.80
110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1254401	2.70
110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1256863	31.20
110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1255695	25.50
110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1259147	35.20
110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1259148	1.35
110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1257428	28.60
110	960990	MISC CONTRACTUAL SVCS 05274	ILLINOIS STATE POLICE	MS0104884	500.00
110	960990	MISC CONTRACTUAL SVCS 07042	BAKER & TAYLOR ENTERTAINM	R24450970	27.50
110	960990	MISC CONTRACTUAL SVCS 09535	EXPRESS PERSONNEL SERVICE	91171203-2	435.00
110	960990	MISC CONTRACTUAL SVCS 09535	EXPRESS PERSONNEL SERVICE	91182873-9	427.75
110	960990	MISC CONTRACTUAL SVCS 09535	EXPRESS PERSONNEL SERVICE	91192650-9	456.75
110	960990	MISC CONTRACTUAL SVCS 101364	US BANK	582-A1240	45.00
110	960990	MISC CONTRACTUAL SVCS 16839	AQUATICARE, INC.	620	318.99

SELECTION CRITERIA: payable.due_date='05/20/2002'

FI 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2009010048	27.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2009031198	8.90
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2009035589	37.70
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2009029935	47.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008974223	24.30
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008973727	65.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008974648	10.10
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2009004729	12.30
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2009036477	7.40
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2009019827	18.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2009024039	44.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2009004383	14.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2009001079	74.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2009004948	21.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2009035791	5.30
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2009009983	27.10
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2009019065	54.90
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2008962784	46.00
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78963356	2.80
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78963358	1.30
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	79099056	5.60
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	79007546	1.40
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78963354	3.90
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78977337	18.55
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78936899	.55
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78952747	6.25
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78991245	2.80
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78952749	.70
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78971870	.35
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	79021689	2.05
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	79099050	.85
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78971872	.55
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78971868	4.15
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78894046	2.00
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78971866	5.15
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78991241	2.60
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78991243	1.30
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	79099066	1.40
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	79099062	1.40
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	79099058	1.30
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	79099054	1.30
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	79099064	1.40
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	79072828	5.20
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	79072826	3.90
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	79056508	1.20
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	79007544	29.95
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	79099052	2.60
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	79056506	1.70
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	79099060	1.40
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78963362	1.30
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	78963360	.65

05/09/02

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 5/02

LECTION CRITERIA: payable.due_date='05/20/2002'

01 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78966733	.85
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78963368	11.70
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78966735	.90
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78963366	7.00
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78963364	1.30
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78971874	2.25
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	79021697	1.30
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	79021695	1.30
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	79021699	.95
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78918853	.35
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78911761	.65
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78918857	1.30
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78918855	4.90
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78928808	1.30
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78928802	1.30
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78928800	2.60
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78928804	1.30
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78911763	9.10
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	78928806	3.15
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	79050813	.35
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	79050817	1.00
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	79050815	.35
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	79050811	.35
11	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	79021691	2.50
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	79021701	1.40
110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	79021693	3.45
110	970100	SUPPLIES	05281	VANGUARD I.D. SYSTEM	10013208	798.10
110	970100	SUPPLIES	08991	SKOKIE PAPER POINT	00450831	127.63
110	970100	SUPPLIES	09638	OFFICE DEPOT	156230298-1	598.50
110	970100	SUPPLIES	09638	OFFICE DEPOT	155019621-1	418.90
110	970100	SUPPLIES	101360	CREATIVE PIG MINDS DESIGN	02166	328.50
110	970100	SUPPLIES	14960	QUILL CORPORATION	2724710	5.72
110	970100	SUPPLIES	14960	QUILL CORPORATION	2694648	34.86
110	970100	SUPPLIES	25866	ROTARY CLUB OF DES PLAINE	04-22-02	105.00
110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	0204191	11.98
110	970170	JANITORIAL	00189	ANDERSON LOCK CO LTD	288729	23.62
110	970170	JANITORIAL	02436	NORTHWEST ELECTRICAL SUPP	J54350	154.42
110	970170	JANITORIAL	100592	SHEET METAL WERKS	SM39312-IN	216.00
110	970170	JANITORIAL	101106	SETON IDENTIFICATION PROD	C782093-02	14.41
110	970170	JANITORIAL	43765	DOMINICKS FINER FOODS	0204111	23.36
110	970260	POSTAGE AND PARCEL	07599	NEOPOST	43962906	157.69
110	970600	BOOKS	02045	EDUCATORS PROGRESS SERVIC	92L14-670SC	89.80
110	970600	BOOKS	02088	CHELSEA HOUSE PUBLISHERS	677195 11	37.32
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1256224	10.77
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1256225	5.40
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1259150	145.76
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1253289	14.95
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1254402	235.12
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1253290	42.90
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1259149	35.88
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1252088	347.94

ELECTION CRITERIA: payable.due_date='05/20/2002'

U 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1255695	205.65
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1254403	25.90
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1259147	179.56
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1254400	66.51
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1256863	111.76
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1259148	12.76
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1257428	201.68
110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1254401	18.54
110	970600	BOOKS	02958	MARQUIS WHO'S WHO	514370	349.36
110	970600	BOOKS	03363	WEST GROUP	6006400931	121.00
110	970600	BOOKS	03363	WEST GROUP	801529735	336.50
110	970600	BOOKS	05317	GROLIER PUBLISHING CO	10683815	671.96
110	970600	BOOKS	05317	GROLIER PUBLISHING CO	10687680	1,162.02
110	970600	BOOKS	05317	GROLIER PUBLISHING CO	10690607	265.20
110	970600	BOOKS	05477	INFORMATION TODAY, INC.	90692-RX	320.00
110	970600	BOOKS	07439	THE GALE GROUP	11450571	23.96
110	970600	BOOKS	07439	THE GALE GROUP	11453288	41.18
110	970600	BOOKS	07439	THE GALE GROUP	11441135	170.26
110	970600	BOOKS	07439	THE GALE GROUP	11439133	48.72
110	970600	BOOKS	07439	THE GALE GROUP	11438343	41.93
110	970600	BOOKS	07439	THE GALE GROUP	11469487	124.90
110	970600	BOOKS	07439	THE GALE GROUP	11451482	45.30
110	970600	BOOKS	07439	THE GALE GROUP	11448418	160.22
110	970600	BOOKS	07439	THE GALE GROUP	11458952	131.16
110	970600	BOOKS	07439	THE GALE GROUP	11465532	69.48
110	970600	BOOKS	07439	THE GALE GROUP	11464278	74.84
110	970600	BOOKS	07439	THE GALE GROUP	11472804	103.26
110	970600	BOOKS	07439	THE GALE GROUP	11463892	137.76
110	970600	BOOKS	08752	NOAA NATIONAL DATA CENTER	19880-062002	34.00
110	970600	BOOKS	09482	WESTERN ILLINOIS UNIVERSI	00037718	31.00
110	970600	BOOKS	09855	WEISS RATINGS, INC.	3134836	392.95
110	970600	BOOKS	101063	ADLER'S FOREIGN BOOKS	226537	57.48
110	970600	BOOKS	10512	MERGENT FIS	2492318	879.00
110	970600	BOOKS	12168	GREENWOOD PUBLISHING GROU	1976450	34.07
110	970600	BOOKS	12730	THE ROSEN PUBLISHING GROU	246806	79.75
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3005487524	433.67
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008974647	265.39
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2009024038	546.27
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008973726	1,433.90
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2009009982	489.51
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2009019826	267.96
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2009004728	378.59
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2009035790	83.53
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2009029934	1,205.44
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2009031197	275.97
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3005464505	315.27
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2009010047	446.18
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2008962783	773.91
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2009047267	6.54
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2009019064	1,138.10
110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2009034452	133.92

COUNTING PERIOD: 5/02

LECTION CRITERIA: payable.due_date='05/20/2002'

N. 01 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
10	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2009004905	177.46
10	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2009004382	302.68
10	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2008974222	495.08
10	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2009036476	186.93
10	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2009035588	689.77
10	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2009004947	446.39
10	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2009001078	1,403.89
10	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2009025114	103.90
10	970600	BOOKS	20232 REGENT BOOK COMPANY	68133	31.47
10	970600	BOOKS	20361 BERNAN ASSOCIATES	10081237	76.32
10	970600	BOOKS	23806 FACTS ON FILE	322442	976.59
10	970600	BOOKS	40830 JOHN WILEY & SONS, INC.	8611724	73.68
10	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78918852	9.60
10	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78911762	98.17
10	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78963353	41.26
10	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78911760	4.16
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	76JH095	-14.79
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78918856	38.51
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78918854	72.99
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	79099065	13.65
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	79099063	13.65
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	79056505	18.52
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	79099057	13.65
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	27JH106	- .40
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	79099049	7.67
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	79077932	39.84
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	79099061	13.65
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	79099059	14.22
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	79099055	57.11
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	79099053	13.08
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	79099051	27.93
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78945739	41.60
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	79007545	14.22
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	79007543	305.52
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78952748	26.22
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78991240	27.87
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78991244	27.30
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78971865	97.55
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78971869	9.57
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78971867	55.94
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78971871	8.29
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	78971873	35.69
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	79050816	13.65
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	79050810	12.48
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	79050814	8.55
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	79072827	56.88
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	79050812	9.60
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	79021692	36.04
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	79021688	17.48
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	79056507	14.22
110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	79072825	47.22

ELECTION CRITERIA: payable.due_date='05/20/2002'

U. 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	79021690	26.22
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78977336	158.78
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78936898	7.65
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	79021694	13.65
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78928805	32.37
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78894045	26.73
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	79021698	12.77
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	79021700	13.08
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	79021696	13.68
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78963357	13.11
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78963355	34.20
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78963359	8.96
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78928799	28.44
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78928807	14.25
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78963363	17.36
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78963361	14.79
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78928803	13.11
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78952746	94.99
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78963365	73.95
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78966734	14.22
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78991242	13.65
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78966732	10.85
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78928801	11.94
110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	78963367	109.58
110	970500	BOOKS	68820	MARSHALL CAVENDISH CORP.	563626	487.55
110	970610	AUDIO MATERIALS	02482	CHIVERS NORTH AMERICA	222273	6.50
110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B52305410	53.89
110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M10463010	69.60
110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-15-02-2	117.50
110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-15-02-1	207.03
110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IN0150693	459.67
110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IN0150962	124.30
110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4809937M	15.00
110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4821564M	15.00
110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4820010P	64.00
110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4830862P	640.80
110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4802925P	252.00
110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	4814729P	86.40
110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1443482	23.80
110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1453266	5.95
110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1460074	29.75
110	970620	SUBSCRIPTIONS & BOOKS	67929	VALUE LINE INC	57345	199.00
110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	6350E	40.65
110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R24450970	230.75
110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R24336391	24.54
110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R24336390	68.27
110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B53356280	11.23
110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M10420500	11.21
110	980400	EQUIPMENT	18150	ASI SIGN SYSTEMS	89850	3,879.59
110	980410	COMPUTER HARDWARE	06866	ACTION COMPUTER SERVICE,	114590-A	135.00

5/09/02

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ELECTION CRITERIA: payable.due_date='05/20/2002'

01 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
TOTAL PUBLIC LIBRARY FUND					50,441.11
130	920204	TRAINING	09309 ROBERTA S. JOHNSON	REIMB	20.00
130	920204	TRAINING	43806 NORTH SUBURBAN LIBRARY SY	S PIRIE	175.00
130	920204	TRAINING	91968 SUZANNE PIRIE	REIMB	555.67
130	920206	SEMINARS	03430 NORTHWEST MUNICIPAL CONFE	6111	65.00
130	960070	AUTO/TRAVEL EXPENSES	91968 SUZANNE PIRIE	REIMB	163.28
TOTAL IL LIBRARY PER CAP GRANT					978.95
TOTAL FUND					51,420.06

0
/09/02

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

COUNTING PERIOD: 5/02

LECTION CRITERIA: payable.due_date='05/20/2002'

NL 02 - LIBRARY CAPITAL PROJ FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2	980300	IMPROVEMENTS	07786 G & I ELECTRIC COMPANY,	24177	466.02
2	980300	IMPROVEMENTS	07786 G & I ELECTRIC COMPANY,	• 24166	1,400.00
TAL LIBRARY CAPITAL PROJ FUND					1,866.02
TAL FUND					1,866.02

ADMINISTRATOR'S REPORT

June 18, 2002

PERSONNEL

New employees in June are Jenna Murski, Part-time Assistant Clerk, Circulation Services; Jessica Galang, James Swakow, and Manuel Casas, Temporary Peer Mentors for the Project Next Generation Grant.

Resignations: Julianne Dennison, Temporary Grant Coordinator and Annette Ter Antonians, Part-time Assistant Clerk in Circulation Services.

STAFF DEVELOPMENT

Several staff members have attended classes and workshops through the North Suburban Library System, including Supervisory Training and Computer Applications. Hector Marino attended the Mexican Library Association annual conference in Monterrey as an invited guest speaker. Holly Sorensen, Hector Marino, and Heidi Krueger are attending the ALA Annual Conference in Atlanta, June 13-18.

PATRON SERVICES

The final report of the Residents and Retailers Grant contains many suggestions for improving our programming by increasing the number of programs we already provide. Another request was for increasing the number of newsletters to at least six per year. The comments about the library's service were overwhelmingly positive. The respondents praised the library staff for their skills, helpfulness and hospitality. Several of the merchants in the neighborhood offered to give programs and to support activities. In short, the respondents liked our services and want more.

The increase in circulation continues. We have checked out 11.13% more items this year than by this time in 2001, with this month's circulation 16.57% higher than last May's. Use of Self-check represents 20% of our total circulation. We have increased our cardholders over last year by nearly 3,000 (69% of population), and we are sustaining a 12% increase in attendance, year to date. Please note the high increases in Reference and Readers' Advisory Services and in computer use in both Adult and Youth Departments. Our holdings have increased by 5,366 items since February.

ADMINISTRATIVE/PROFESSIONAL ACTIVITIES

Since my last report I have represented the library at the following events: the Chamber/City Advisory Breakfast, the CCS Governing Board, the Library Cable Network Executive Committee, the Taste of Des Plaines, and the Northwest Suburban Unity Dinner. I attended a class on Microsoft Word 2000. I met with coordinators of District 207 summer employment program, concerning placement of their students at the library this summer.

**DES PLAINES PUBLIC LIBRARY
REGISTRATION SERVICES REPORT FOR MAY 2002**

I. Library Card Registration Services

May 2001	April 2002	May 2002	<u>Year to Date</u> 2001	<u>Year to Date</u> 2002	<u>% Change</u>
734	798	583	3,663	3,873	5.7%
A.	New Registrations			320	
B.	Updates			360	
C.	Other Libraries			109	
D.	Fee Paid Cards			9	
Total.					798

II. Other Registration Services

1.	Patrons Registering for Programs	439
2.	Number of Meeting Room Uses	72
3.	Voters Registered	2
4.	Cab Cards	15
Total		528

III. Total Number Of Registered Borrowers

May 2001	37,847	(64.4% of Population)
May 2002	40,760	(69.4% of Population)

*The population for the City of Des Plaines is 58,720. (2000 Census Report)

**DES PLAINES PUBLIC LIBRARY
CIRCULATION SERVICES REPORT FOR MAY 2002**

Patron Attendance Count

May 2001	April 2002	May 2002	<u>Year to Date</u> <u>2001</u>	<u>Year to Date</u> <u>2002</u>	<u>% Change</u>
37,898	47,109	40,397	200,596	224,762	12.0%

**Reciprocal Borrowing
(Materials Lent)**

	May 2001	May 2002	% Change
NSLS	10,356	13,850	33.7%
Other Systems	2,083	2,298	10.3%
Total	12,439	16,148	29.8%

Interlibrary Loan

	May 2001	May 2002	<u>Year to Date</u> <u>2001</u>	<u>Year to Date</u> <u>2002</u>	<u>% Change</u>
Sent	1,065	1,820	4,199	5,145	2.3%
Received	574	1,591	2,179	4,892	124.5%
Total	1,639	3,411	6,378	10,037	57.4%

V-D.1

JUNE 2002 HOLDINGS

	<u>Apr.</u> <u>2002</u>	<u>June</u> <u>2002</u>	<u>Change</u>	<u>Percent</u> <u>Change</u>
Books	230,941	231,860	919	0.4%
Audio	19,189	19,540	351	1.8%
Video	15,145	16,045	900	5.9%
Puzzles and Games	727	705	-22	-3.0%
Realia	233	233	0	0.0%
Pamphlets	1,337	1,337	0	0.0%
=====				
Total	267,572	269,720	2,148	0.8%

V-D.1

APRIL 2002 HOLDINGS

	<u>Feb.</u> <u>2002</u>	<u>Apr.</u> <u>2002</u>	<u>Change</u>	<u>Percent</u> <u>Change</u>
Books	228,392	230,941	2,549	1.1%
Audio	19,273	19,189	-84	-0.4%
Video	14,344	15,145	801	5.6%
Puzzles and Games	775	727	-48	-6.2%
Realia	233	233	0	0.0%
Pamphlets	1,337	1,337	0	0.0%
=====				
Total	264,354	267,572	3,218	1.2%

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

May 2002

				% Change
Total 2001 to Date:	355,181	Total 2002 to Date:	394,698	11.13%
May 2001:	64,406	May 2002:	75,075	16.57%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
	CHILDREN	2001	2002	2001	2002	2001
Non Fiction	3,564	4,964	599	564	4,163	5,528
Fiction	9,289	10,749	1,235	1,160	10,524	11,909
Foreign Language Non Fiction	90	37	19	10	109	47
Foreign Language Fiction	192	272	72	59	264	331
Periodicals	182	186	44	12	226	198
Compact Discs	331	743	22	17	353	760
Audio Cassettes	223	192	14	11	237	203
Audio Kits	222	219	27	23	249	242
Puzzles	301	322	35	36	336	358
Games	57	70	14	10	71	80
Audio Books	189	207	8	20	197	227
Video Fiction	2,264	2,768	461	353	2,725	3,121
Video Non Fiction	936	876	62	43	998	919
DVD	169	944	0	31	169	975
CD ROMs	593	566	0	0	593	566
SUB TOTAL	18,602	23,115	2,612	2,349	21,214	25,464
ADULT						
Non Fiction	9,918	11,031	199	249	10,117	11,280
Fiction	7,565	8,731	387	484	7,952	9,215
Large Type	896	1,326	129	255	1,025	1,581
Foreign Language Non Fiction	143	215	6	7	149	222
Foreign Language Fiction	449	606	4	0	453	606
High School Collection	280	345	5	2	285	347
Periodicals	2,183	2,128	135	143	2,318	2,271
Pamphlets	8	6	0	0	8	6
Compact Discs	6,844	6,538	458	507	7,302	7,045
Audio Cassettes	223	228	19	7	242	235
Puzzles	0	0	0	0	0	0
Pictures	48	53	0	0	48	53
Audio Books	1,981	2,217	40	43	2,021	2,260
CD ROMs	149	172	0	0	149	172
Video Fiction	5,380	6,483	460	384	5,840	6,867
Video Non Fiction	2,681	3,220	62	44	2,743	3,264
DVD	2,471	3,843	0	144	2,471	3,987
Misc. Formats	66	196	3	4	69	200
	41,285	47,338	1,907	2,273	43,192	49,611
GRAND TOTAL	59,887	70,453	4,519	4,622	64,406	75,075
Self Check	10,636	15,297	0	0	10,636	15,297

**DES PLAINES PUBLIC LIBRARY
CIRCULATION PATRON ASSISTANCE
MAY/2002**

Assistance/Service Desk	Number	Total
1. Phone Calls Received	2,165	
2. Patron Renewals	1,823	
3. Patron Reserves Delivered	2,293	
4. Directional	2,794	
5. Account Inquiries	2,749	
6. Program Sign-up	515	
7. In Person Patron Assistance	2,883	
Total		15,222

Assistance/Switchboard

1. Phone Calls Answered		
Administration	133	
Adult Services	1,866	
Building/Security	30	
Circulation	1,231	
Community Services	49	
Public Information	110	
Technical Services	32	
Youth Services	259	
2. Delivery/Buzzer	117	
3. 2-Way Radio	169	
Total		3,996
Grand Total		19,218

**DES PLAINES PUBLIC LIBRARY
ADULT PATRON ASSISTANCE
May 2002**

Assistance	May 2001	May 2002	<u>Year to Date 2001</u>	<u>Year to Date 2002</u>	<u>% Change</u>
1. Computer/Instructional	308	390	1,917	2,264	18.1%
2. Mechanical	N/A	246	N/A	1,452	N/A
3. Directional	805	826	5,278	4,654	(-11.8%)
4. Informational	780	918	5,189	5,563	7.2%
5. Tax Forms	16	19	1,029	774	(-24.8%)
6. Instruction	28	8	28	78	178.6%
Total	1,937	2,407	13,441	14,785	9.9%
Reference and Readers' Services	May 2001	May 2002	<u>Year to Date 2001</u>	<u>Year to Date 2002</u>	<u>% Change</u>
1. Specific item request	2,766	3,763	13,794	20,696	50.0%
2. Ready reference	934	1,226	4,807	6,217	29.3%
3. In-Depth reference	194	282	922	1,441	56.2%
4. Virtual Reference Desk	N/A	39	N/A	193	N/A
5. Interlibrary Loan Request	312	167	1,538	796	(-48.2%)
6. Readers' Advisory	120	165	588	889	51.2%
7. Reserves	401	759	2,171	4,173	92.2%
Total	4,727	6,401	23,820	34,405	44.4%
Sign Up	May 2001	May 2002	<u>Year to Date 2001</u>	<u>Year to Date 2002</u>	<u>% Change</u>
1. Internet	5,125	5,651	9,743	28,505	192.6%
2. Computer Lab	460	425	872	2,399	175.1%
3. Group Study Rooms	216	310	286	1,739	508.0%
4. Reading Edge	4	2	4	4	0%
Total	5,805	6,388	10,905	32,647	199.3%
Grand Total	12,469	15,196	48,166	81,837	69.9%

**DES PLAINES PUBLIC LIBRARY
USAGE STATISTICS FOR ONLINE REFERENCE PRODUCTS
May 2002**

Access Science	8*
BigChalk	89
College Source Online	13*
Des Plaines Public Library Homepage	79,993
FACTS.com	NA*
Facts On File	4
First Search	1,265
Gale Group:	
• AncestryPlus	NA
• Biography Resource Center	400
• Business & Company Resource Center	94
• General Business File ASAP	138
• General Reference Center Gold	628
• Health & Wellness Resource Center	278
• Student Resource Center	365
• What Do I Read Next?	11
Grolier Online	38*
Hoover's Online	NA
Info USA (Reference USA)	457
LearnATest.com	NA
Lexis Nexis's Statistical Universe	15
Library Catalog	NA
NewsBank:	
• Chicago Tribune	176*
• Chicago Tribune Archive	476*
• News Illinois	20*
• Noticias en Español	4*
NetLibrary	NA
Novelist	143
PoemFinder	45
ProQuest (Chicago Sun-Times, Daily Herald, Wall Street Journal)	85*
Searchasaurus	14
S&P's NetAdvantage	67
World Book Encyclopedia	NA*
 Total Searches & Queries	 84,826

*Number of hits, views or visits (number of searches not provided)

V-D.1

**DES PLAINES PUBLIC LIBRARY
YOUTH SERVICES PATRON ASSISTANCE
MAY 2002**

Assistance	May 2001	May 2002	<u>Year to Date 2001</u>	<u>Year to Date 2002</u>	<u>% Change</u>
1. Computer Sign-up	1,041	3,121	6,455	12,855	99.1%
2. Program Sign-up	98	74	1,345	1,607	19.5%
3. Equipment Repair & Assistance	477	636	2,761	2,796	1.3%
4. Directional Questions	289	202	1,984	1,183	(-40.4%)
5. ILL & Patron Holds	25	81	168	408	42.9%
Total	1,930	4,114	12,713	18,849	48.2%

In-House Circulation	May 2001	May 2002	<u>Year to Date 2001</u>	<u>Year to Date 2002</u>	<u>% Change</u>
1. Train Sets	715	842	4,087	4,886	19.5%
2. Chess/Checkers	73	53	568	534	(-6%)
3. Periodicals	12	15	56	82	46.4%
4. Book Bag Request	8	4	18	43	38.9%
5. Textbooks	9	12	41	54	31.7%
6. Reserve Books	32	44	106	304	86.8%
Total	849	970	4,876	5,903	21%

Reference	May 2001	May 2002	<u>Year to Date 2001</u>	<u>Year to Date 2002</u>	<u>% Change</u>
1. Specific Item Request	667	1,166	4,300	6,650	54.7%
2. Reference	678	529	5,240	3,400	(35.1%)
3. Reader's Advisory	83	107	570	614	7.7%
4. Referrals to Other Libraries	6	12	40	90	125%
Total	1,434	1,814	10,150	10,754	6%
Grand Total	4,213	6,898	27,739	35,506	28%

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR MAY 2002**

	<u>Times Used</u>	<u>Attendance</u>
Library Sponsored Programs		
Administrator's Review	1	4
Adult Services Meeting	1	10
Book Binding Made Easy	1	28
Circulation Clerks Meeting	2	22
Department Heads Meeting	5	41
Diabetic Diet Basics	1	40
Feng Shui In The Garden	1	57
Foreign Languages Acquisitions	1	6
Fourth of July Parade Meeting	3	24
Friends of the Library Meeting	1	24
I Have A Dream Grant	1	8
LIGHT	1	11
Lunchtime Stories	1	19
Management Committee	1	8
Page Meeting	1	8
Pier Walk Presents Sculptor Michael Young	1	16
Readers Services Meeting	1	7
Rubber Stamping Sensations Program	1	23
Sunday Afternoon Movie	1	20
Technical Services Department Meeting	1	8
Thursday Evening Book Discussion	1	8
Tuesday Morning Books Group	1	31
Volunteer Tea	1	30
Wheeling High School Madrigal Singers	1	62
Youth Services Meeting	1	7
 Total	 32	 522

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR MAY 2002**

	<u>Times Used</u>	<u>Attendance</u>
Outside Community Groups		
AAUW	1	8
Bahai of Des Plaines	1	20
Children's Hope International	1	20
City of Des Plaines Mechanics Testing	1	12
Des Plaines Art Guild	1	16
Des Plaines Home School Support Group	1	12
Des Plaines Theatre Corps	1	30
Des Plaines Toastmasters	2	29
Diabetic Support Group	1	1
DuPage Figure Skaters	1	10
Human Resources Directors	1	22
I AM VEG	1	2
Intergeneration Forum	1	60
Junior Woman's Club of Des Plaines	1	25
Kiwanis Club	1	8
Laconi	1	32
Mansard South Condominium	1	8
Moms on the Move	1	18
NSLS/ISL	2	47
Park Place Condominium Association	1	27
Toastmasters	2	19
Romance Writers	1	25
Soft Bodies Doll Club	1	38
Spark Program	1	14
Total	27	503
Other		
Library Board Meeting	1	13
Total	1	13

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR MAY 2002**

	<u>Times Used</u>	<u>Attendance</u>
Library Sponsored Children's Programs		
Babysitting Clinic	1	25
Baby Talk Book Time	21	370
Battle of the Books	1	56
LIGHT (Teen Advisory Group)	1	11
Mother's Day Craft	1	60
Prairieland Band	1	120
Preschool Movies	5	62
Storytime 2 year olds	1	13
Storytime 3-5 year olds	2	32
United Methodist Nursery School	2	52
YLA Programmers Meeting	1	18
Total	37	819

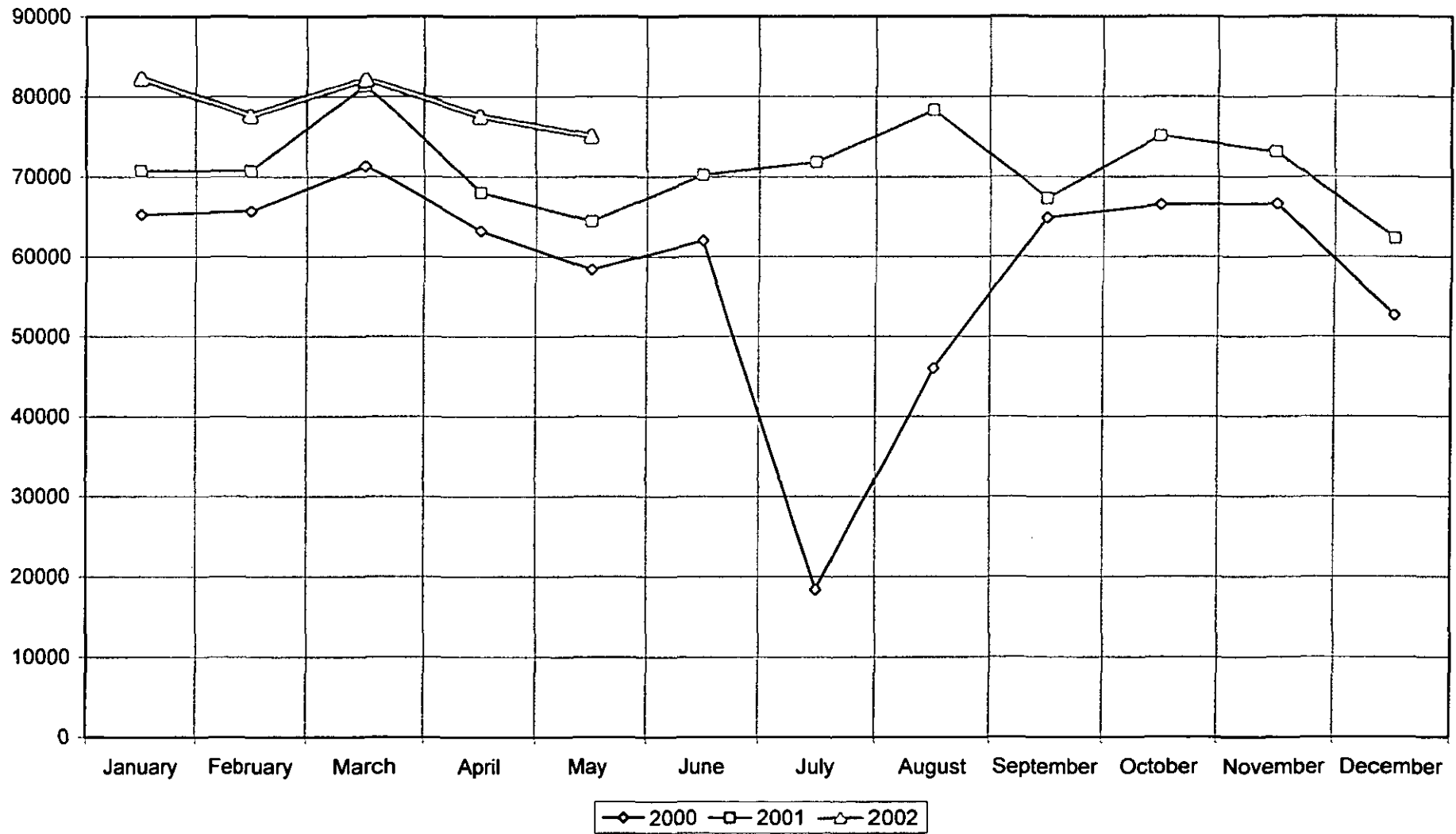
Other programs staff helped with outside the library:

Veronica Schwartz was Guest Reader at Mark Twain School
 Summer Reading Club School Visits
 Brentwood School
 Central Schools
 Cumberland School
 Forest School
 Iroquois School
 North School
 Orchard Place School (Academic Celebration) & (Career Day)
 Plainfield School
 South School

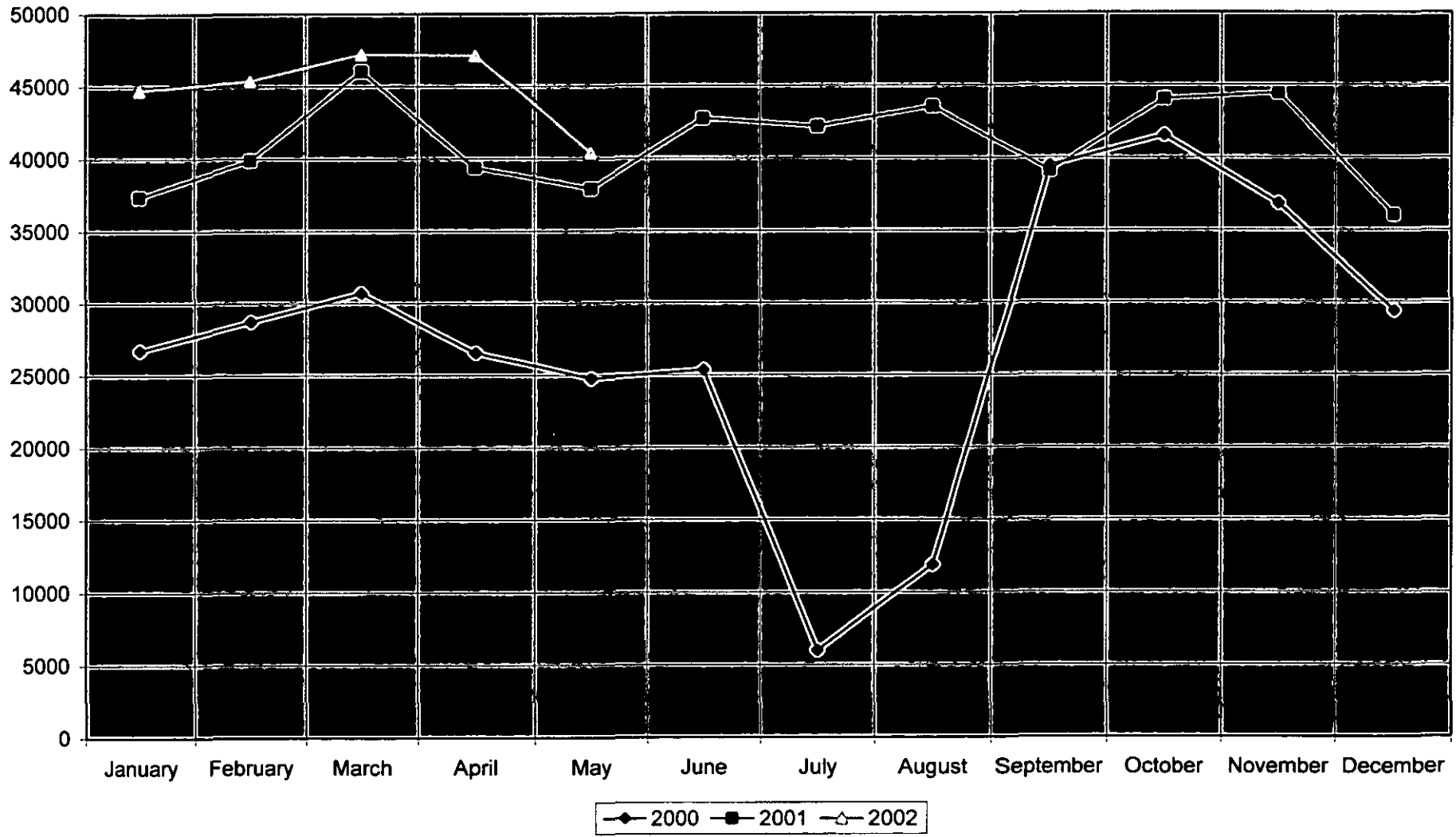
Literacy Program		
Learn to Read	16	912
Grand Total	113	2,769

**May Total = 62 groups involving 2,769 people.
 2002 Year to Date Total 191 groups involving 16,404.**

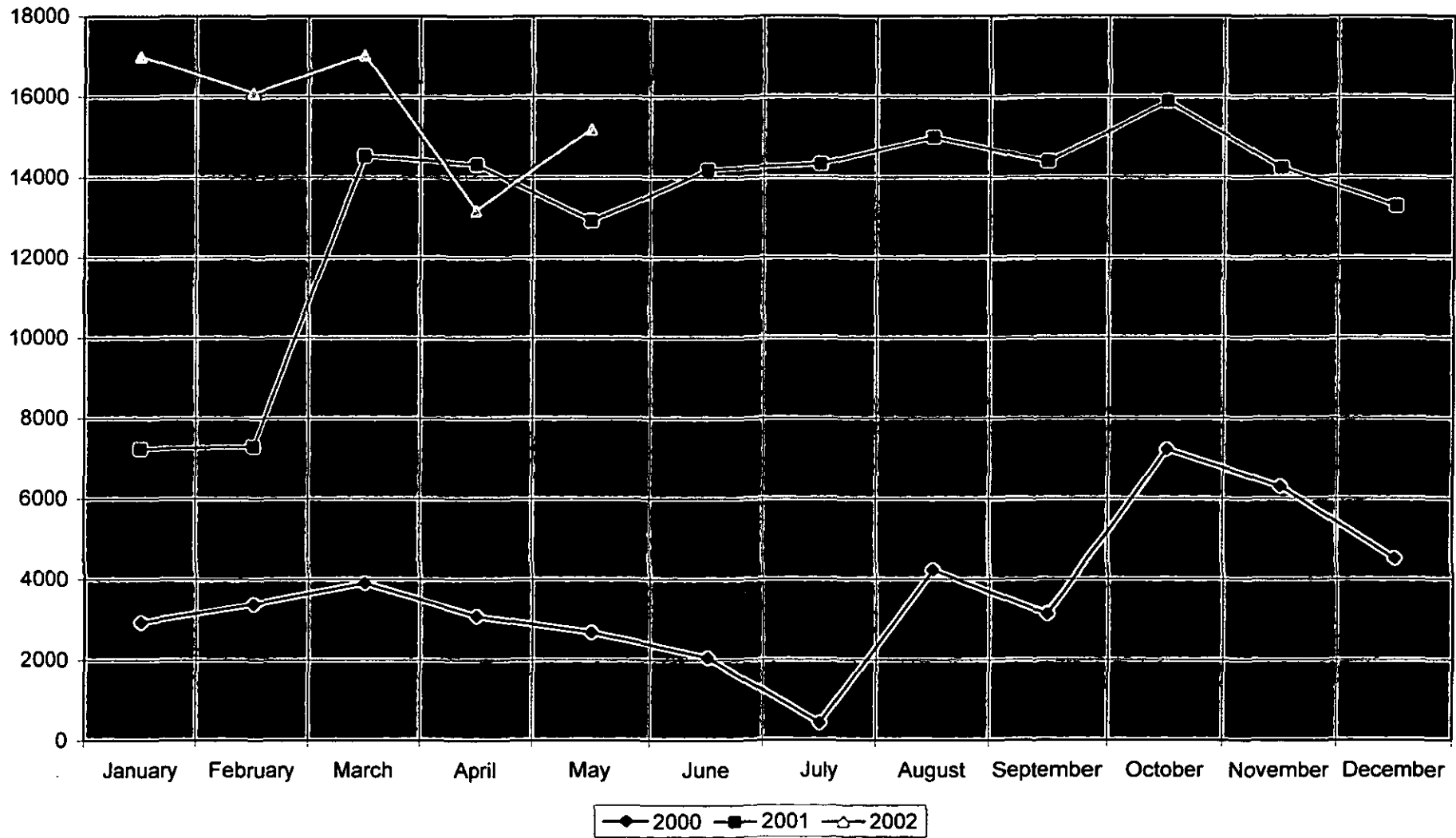
Circulation Statistics Items Circulated Per Month By Year



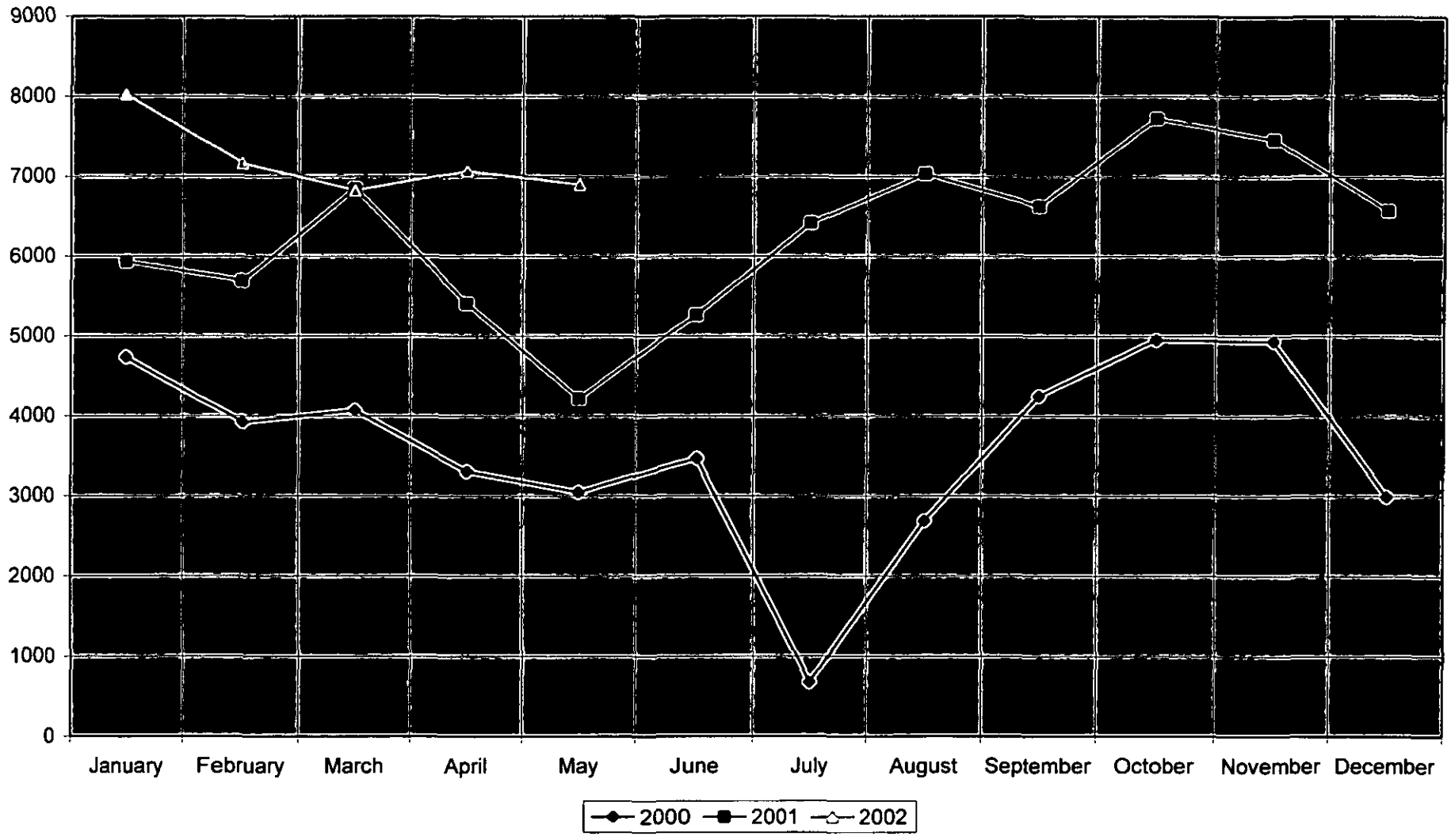
Patron Attendance May 2002



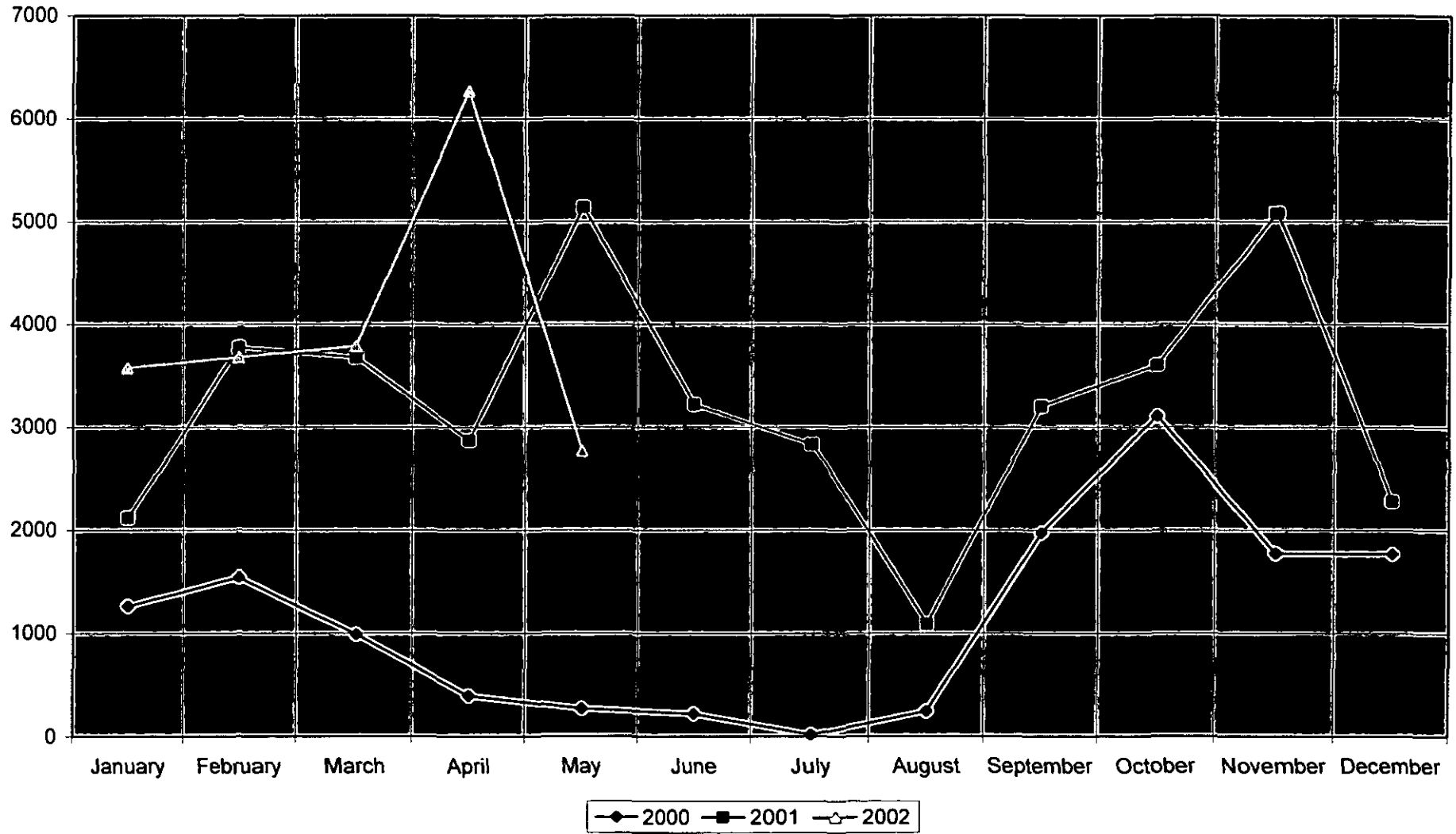
Adult Patron Assistance May 2002

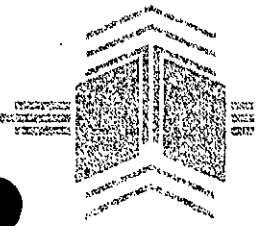


Children's Patron Assistance May 2002



Meeting Room Attendance May 2002





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-D.2

Progress Report

Response Requested by _____

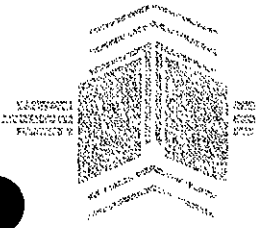
Board Action Required _____

FRIENDS OF THE DES PLAINES PUBLIC LIBRARY
JUNE, 2002

- Highlights of May Annual Meeting:
 - Attendance included: John Burke and Sandra Norlin
 - Program: **"Destiny – Downtown – Then and Now"**
Joy Matthiessen, Des Plaines Historical Society
 Interesting "travel" through the years of changes in central Des Plaines; program should be of interest to other groups in Des Plaines and to our schools.
 - Election of Officers:

President	Sue D'Hondt
Vice President	Wally Meyer
Treasurer	Eddie Davis
Secretary	Anna Marie McCall
 - Next Roundtable Meeting:
 Tuesday, June 25, 7:00 p.m.

Inara Brubaker, Liaison to the Friends of the Des Plaines Public Library



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-D.3

- Progress Report
- Response Requested by _____
- Board Action Required 06/18/02 meeting

BOARD OF TRUSTEES Minutes of the Management Committee Meeting June 5, 2002

Chair: William Grice.
Present: William Grice, Noreen Lake, Ellen Yearwood, Sandra Norlin, Carol Kidd.

Call to Order: 4:31 PM by William Grice.

William Grice stated that the Children's Internet Protection Act (CIPA) was ruled unconstitutional in federal court on May 31, 2002 and therefore the library's current policy on Internet filtering could remain unchanged. Sandra Norlin stated that the court's decision was a good decision for the right reasons. The Committee will not review the library's policy on Internet filtering at this time.

The Committee discussed the continued videotaping of library board meetings. William Grice stated that he had not received any feedback from Des Plaines residents and questioned whether there was enough interest to continue tapings. William Grice suggested two tapings in 2003 and possibly discontinuing the tapings if there is no interest. William Grice stated that the Board welcomes Des Plaines residents to the monthly Board meetings. William Grice asked that Leslie Steiner, Head of Public Information, publicize the meetings stressing that the public is welcome. Noreen Lake recommended that the library videotape the two most important meetings of the year and suggested that the September meeting was important since the budget is discussed. The other taped meeting could be determined at a later date.

MOTION by Noreen Lake, seconded by Ellen Yearwood, to videotape two library board meetings in the next 12 months, one in September when the budget is being discussed and the other date to be determined and to ask Library Administrator, Sandra Norlin, to ask Leslie Steiner, Head of Public Information, to encourage public attendance at the Board meetings by promoting the Board meetings with

additional publicity and to determine at a later date allocation of the \$600 savings.
Vote: Ayes: All. Nays: None. MOTION CARRIED.

The Committee consensus was not to comment on the Library Lease until the City Council had reviewed the lease.

Sandra Norlin reported that the Park Ridge Public Library has notified the Des Plaines Public Library that they will terminate the agreement for the provision of Mobile Library services effective August 31, 2002. Sandra also reported that the Des Plaines Public Library receives \$6,000 a year in revenue from this agreement and that this revenue will be eliminated in the 2003 budget. Sandra also stated that the library would lose \$1,500 in revenue for 2002. Ellen Yearwood asked what expenses were involved in providing services to Park Ridge residents and Sandra Norlin responded that except for depreciation and gasoline costs, the library will not realize a savings, since additional staffing was not required for this venture. Ellen Yearwood asked if the Mobile Library will serve a larger area and Sandra Norlin responded that the schedule would change.

William Grice asked Sandra Norlin to report on the City of Des Plaines' finances as reported to the City Council by the Finance Department at the June 3, 2002 meeting. Sandra reported that revenue from sales tax, motel/hotel tax and the threat of less income from the State of Illinois indicates the need for cutting expenditures and increasing revenues in order to maintain a favorable bond rating. The City must maintain a fund balance equal to 10% of the operating budget to continue to receive their current Moody's bond rating. The City may increase the telecommunications tax to 3.75% to increase revenue and will decrease expenditures by offering early retirement to city employees and not immediately filling those positions. William Grice suggested that the board be mindful of the finances of the City.

The next Management Committee meeting is scheduled for Tuesday, July 30, 2002 at 4:30 PM.

MOTION by Ellen Yearwood, seconded by Noreen Lake, to adjourn the meeting.

The meeting adjourned at 5:07 p.m.

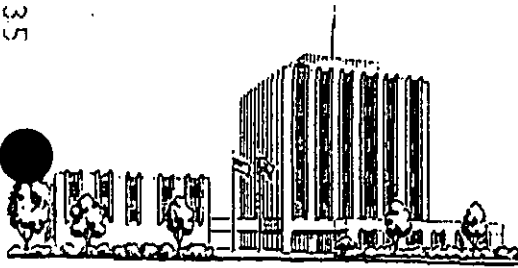
Minutes prepared by Carol Kidd.

Dear Mrs. Perkins, 6/5

On behalf of the
Deer Runners Club I would
like to thank you for the
contribution you made to the
club. The two day
fair was exceedingly well
attended and pleasant to
have two Deer Runners,
Charles and the

other one (the person
I have forgotten the
name) who went out to
help with the
cleanup. The date
that the library
received your
contribution

is on our
community
Margarita DeLeon
Museum

**CITY OF DES PLAINES**

1420 Miner / Northwest Highway ■ Des Plaines, Illinois 60016-4498 ■ (847) 391-5300

02-366

MEMORANDUM

To: Anthony W. Arredia, Mayor
City Council Members
Donna McAllister, City Clerk
J. Scott Miller, City Manager

cc: Sandra Norlin, Library Administrator
Raymond P. Bartel, Assistant City Attorney

From: David R. Wiltse, City Attorney *DRW*

Re: Library Lease Revisions

Date: June 6, 2002

Members of the Council are reminded that Mayor Arredia requested that they give comments on the Library Lease, if any, to my office so that we may review those comments and possibly incorporate them in the Draft. As of this writing, I have not received any comments. The Library Board has reviewed the Lease and has some questions, but would prefer to know what additional comments the Aldermen may have before they comment on text that may be changed.

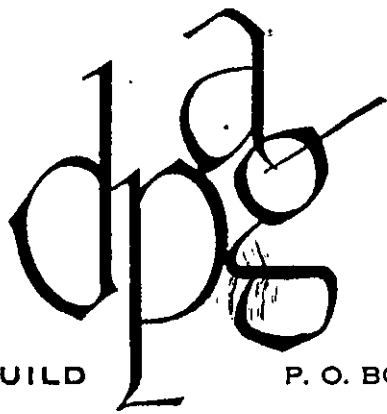
Therefore, please let me know at your earliest convenience if you have any comments so that we may set this matter for the Agenda on June 17 or July 1.

Thank you for your attention to this matter.

DRW:dl

d:\memos\mayor council\library comments reminder





DES PLAINES ART GUILD

P. O. BOX 81, DES PLAINES, ILLINOIS 60016

June 6, 2002

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

Dear Sandra,

On behalf of the Des Plaines Art Guild, I would like to thank you for your complete and total help in making our 49th Des Plaines Invitational Art Fair a success. We appreciate your letting us have a storage facility overnight for our artists and letting us use your bathroom facilities during the weekend. As you know we have come to enjoy the library court for our Art Fairs.

We are so fortunate to have you and your staff assisting us and want you to know that you all are truly appreciated.

Sincerely,

Jan Bowersox
Vice President
PO Box 81
Des Plaines, IL 60016
847+296-3758

JESSE WHITE
SECRETARY OF STATE AND STATE LIBRARIAN
ILLINOIS STATE LIBRARY

APPLICATION FOR GRANTS AVAILABLE TO ILLINOIS PUBLIC LIBRARIES
APPLICATION STATEMENT


The Library Board understands that the State Librarian is empowered to make these grants, under the law, from funds appropriated by the Illinois General Assembly and that if the monies appropriated for these grants are not sufficient, the State Librarian shall reduce the per capita amount of the grants so that the qualifying public libraries receive the same amount of per capita. The Board further affirms that in making the application for a grant, or grants, it is acting at its sole discretion and is not applying as a result of pressure or duress from any outside agency, person or persons.

In making application for a grant or grants, the Library Board agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library and defined by the Illinois Library System Act and corresponding Administrative Rules. The Library Board further affirms that all grant funds received as a result of this application shall be used for providing public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the library's levy in the current year or in the next year.

The Board further affirms that if the expenditure of the grant funds is contemplated, at any time, to be other than that stated in the grant application, that it will solicit and receive the consent of the Illinois State Library before approving such expenditures. Failure to spend funds as approved by the Illinois State Library shall result in ineligibility for future grants for a period of one year. The Board further affirms that it has reviewed **SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES**, revised edition, during the previous twelve months and that it has completed all requirements of this application. The Board agrees that the Illinois State Library or its designee shall have the right to examine any of the Board's records, which directly relate to this grant. The Board affirms that the information contained in this application is, to the best of its knowledge and under penalty of perjury, correct.

Date: JUNE 18, 2002

Mr. Mrs. Ms.


SIGNATURE: *President, Board of Directors/Trustees*

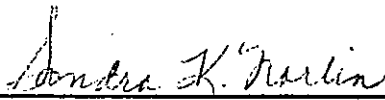
John Ciborowski
Name (typed)

Mr. Mrs. Ms.

SIGNATURE: *Secretary, Board of Directors/Trustees*

Carol Kidd
Name (typed)

Mr. Mrs. Ms.


SIGNATURE: *Librarian*

Sandra K. Norlin
Name (typed)

Prepare four (4) copies of application and all supporting documentation. Retain one (1) copy for your library's files, send one (1) copy to your regional library system, and submit two (2) copies (one with original ink signatures and documentation) postmarked no later than **July 15, 2002** to:

State Grants for Illinois Public Libraries
Illinois State Library
300 South Second Street
Springfield, Illinois 62701-1796

The Illinois State Library is neither responsible for nor obligated to pay grant applications received after the deadline date. Proof of receipt is the responsibility of the applicant. The Illinois State Library is not obligated to pay grant applications from public libraries that have delinquent grant reports or that have lapsed grant funds from any Illinois State Library administered grant program.

0137

CITY Des Plaines LIBRARY NAME Des Plaines Public Library

APPLICATION FOR GRANTS AVAILABLE TO ILLINOIS PUBLIC LIBRARIES

Pursuant to the provisions of the Illinois Compiled Statutes (ILCS), 75 ILCS 10/8 and 10/8.1, as amended, the undersigned PUBLIC LIBRARY hereby applies for a Per Capita Grant and/or an Equalization Aid Grant to be used for library purposes.

1. Legal name of library: Des Plaines Public Library
**Note any name changes made between July 13, 2001 and July 15, 2002 due to mergers, conversion or other reasons should be reported on line 1.*

Formerly: _____

2. Address: 1501 Ellinwood Street
(Street Address)

(P.O. Box)
Des Plaines IL 60016
(City) (State) (ZIP + Four)

County: Cook

3. Name of corporate authority that levies the tax supporting the library: _____

4. Type of library applying (check one):
 City County District Park
 Town Village Township Other _____

5. What county or counties does the library's primary service area include: Cook

6. Date library was legally established: _____

7. Library system: North Suburban Library Systems

8. Federal Tax Identification Number (FEIN#): 36-6005849

9. Is the library participating in the non-resident reciprocal borrowing program: Yes No

10. The library's non-resident fee for FY2003 is: \$ 186.00

11. Name and title of the person preparing this application:

Sandra K. Norlin Library Administrator
(Name) (Title)

Library Phone Number: 847-827-5551

Library FAX Number: 847-827-7974

E-Mail Address: snorlin@dppl.org
(e-mail address of the person preparing this application)

Main Library Hours: Monday 9:00 AM - 9:00 PM Tuesday 9:00 AM - 9:00 PM
 Wednesday 9:00 AM - 9:00 PM Thursday 9:00 AM - 9:00 PM
 Friday 9:00 AM - 9:00 PM Saturday 9:00 AM - 5:00 PM
 Sunday 1:00 PM - 5:00 PM

CITY Des Plaines LIBRARY NAME Des Plaines Public Library

ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

12. Calculation of Equalization Aid Grant: (NOTE: Sections a, b, and c must be completed in order to apply for a Per Capita Grant, even if you are not applying for an Equalization Aid Grant.)

- a) Value of all taxable property within the library's service area as of January 1, 2001, or the most recent year available (the assessed valuation against which tax revenue was most recently levied) and as equalized by the Department of Revenue, Property Tax Administration Bureau (see page 11)..... \$ _____ a)
- b) Said valuation multiplied by 0.0013 yields..... \$ _____ b)
- c) Levy at 0.13% divided by population served yields per capita of..... \$ _____ c)
- d) Population served multiplied by \$4.25 equals..... \$ _____ d)
- e) Enter valuation multiplied by 0.0013 obtained in step b)..... \$ _____ e)
- f) Subtract e) from d) equals amount of equalization aid..... \$ _____ f)

13. Calculation of Per Capita Grant: Population Served 58720

ONLY THE OFFICIAL 2000 U.S. CENSUS (INCLUDING, CORRECTED OR REVISED) OR A SPECIAL FEDERAL CENSUS AS OFFICIALLY ON FILE WITH THE SECRETARY OF STATE'S OFFICE AS OF JULY 15, 2002 FOR THE AREA WILL BE ACCEPTED.

14. Attachments and Certifications Check Off:

- a) Population verification: If library taxes are collected (not contractual) from more than one taxing jurisdiction (e.g., county, townships, city, district, or part thereof) show population for each and a total. Attach sheet, if necessary, and include documentation for any population changes officially on file with the Secretary of State's Office as of July 15, 2002 (such as a special census or U.S. Census corrections). Please check if applicable.
- b) County Clerk Certification(s): Check the box if the library has attached the original copy from your county clerk(s) certifying the tax rate levied for library purposes on the equalized assessed valuation of all taxable property within your library service area as of January 1, 2001, or the most recent year available.
- c) In order to be eligible for either an Equalization Aid Grant or a Per Capita Grant, the corporate authorities, in lieu of a tax levy at a particular rate, may provide an amount equivalent to the amount to be produced by that levy. If your library is applying for a grant on that basis, attach documentation for the most recent year available. Please check if applicable.
- d) Please check the box if the library's current annual report is on file at the Illinois State Library.

PUBLIC LIBRARIES APPLYING FOR PER CAPITA FOR THE FIRST TIME MUST FILE:

- g) Drug free certification: If the library has not submitted a Drug Free Workplace Certificate to the Illinois State Library, please attach the statement as approved by the board (Illinois Compiled Statutes 30 ILCS 580/1-7) and check if applicable.
- h) Disaster Plan: Please check if the library has attached its disaster plan to the FY2003 per capita application.
- i) ADA Self-Evaluation Form: Please check if the library has attached the ADA Self-Evaluation form to the FY2003 per capita application.

CITY Des Plaines LIBRARY NAME Des Plaines Public Library

ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

PUBLIC LIBRARY STANDARDS

- 15. In narrative form, report on the library's progress in meeting Chapter 1, "The Core Standards," of *Serving Our Public: Standards for Illinois Public Libraries, Revised Edition*. Use the space provided.

Uniformly gracious and friendly service is stated explicitly in the library's mission statement; the library board has completed a full revision and periodic updates to library policies with the emphasis on generous customer service. This is an area of continuous improvement. The library and its trustees and administration are in full compliance with all core standards.

TRAINING

- 16. By June 30, 2003, the library must send at least one staff member to training on each of the long range planning models. Training attended between December 1, 1999 through June 30, 2003 qualifies with a minimum of three hours total training required.

Planning Model	Date Attended or Anticipated Date to Attend
<i>Planning for Results</i>	<u>April 11, 2002</u>
<i>Managing for Results</i>	<u>April 11, 2002</u>
<i>Wired for the Future</i>	<u>April 11, 2002</u>

DEMOGRAPHIC CHANGES

- 17. In narrative form, compare the 1990 U.S. Census with the 2000 U.S. Census and identify trends and changes that have occurred in the community. Use the space provided.

The population of Des Plaines has increased, following the trend of nearby Cook County suburbs in that the highest rate of increase is in Hispanic population, of which 75% are Mexican. Nearly 24% of the population is foreign born, with 8% of those entering within the last 10 years. Thirty-two percent of the population speaks a language other than English at home. Des Plaines remains a middle class community with 32% occupied in management and professional positions and 32% occupied in sales and office occupations. The age of the community is following the aging of the baby boomer generation, with a 40% increase in the 45-54 age group.

CITY Des Plaines LIBRARY NAME Des Plaines Public Library

SPECIAL POPULATIONS

18. Using the 2000 U.S. Census information, available at <http://www.census.gov> identify special populations living within the library's service area.

	Percent of persons in the community
Under 5	<u>5.9</u>
5 to 24 years	<u>24</u>
25 to 64 years	<u>53</u>
65 and older	<u>17.2</u>
White	<u>84.4</u>
Black, African American	<u>1</u>
American Indian, Alaskan Native, Eskimo and Aleut	<u>.3</u>
Asian, Native Hawaiian, Pacific Islander	<u>7.6</u>
Hispanic or Latino (of any race)	<u>14</u>
Persons in group quarters (institutionalized and non-institutionalized)	<u>1.7</u>

Identify up to five additional special populations that are prominent in the community that are not listed above. This section should be completed if significant special populations reside in your community that could impact the library's plan of service.

Special Population	Percent of persons in the community
1) <u>Asian, Indian</u>	<u>3.8</u>
2) <u>Households with individuals under 18 yrs.</u>	<u>31.4</u>
3) <u>Households with individuals 65 yrs.</u> and older	<u>31.4</u>
4) <u>Non family households</u>	<u>32.6</u>
5) <u>Mexican</u>	<u>11.1</u>

COMMUNITY LEADERS

19. While looking at your community, describe categories of individuals and/or groups who reflect the makeup of your community and who might serve on your long-range planning committee. Use the space provided. (No personal names should be included. Examples - library users, library volunteers, superintendent, business owners, service organizations, local government officials, senior citizens, teenagers, etc.)

The Des Plaines Public Library has recently completed a grant project in which representatives of the following groups were included: nearby residents and business owners; director of Chamber of Commerce; the Economic Development Commission; and the City Economic Development Director. Other groups or individuals that would be good resources for a planning committee are the superintendents of schools (3), the high school student council, the school board, the Senior Center, the park district officials, the Friends of the Library, library volunteers, Rotary, Kiwanis, and Lions.

PLANNED USE OF FY2003 GRANT MONIES

20. In order to meet standards in SERVING OUR PUBLIC, we plan to use FY2003 grant monies in the following way(s). Use general categories in identifying actual planned expenditures. *Capital expenditures (anything attached to the building will be considered a capital expenditure) will not be approved for per capita funds.*

<u>Public Relations</u>	Quarterly Newsletter Production and Distribution	\$16,000
<u>Contractual Services</u>	Photocopier/Printer/Lease/ Service	21,000
	Library Cable Network	26,000
<u>Special Event Programming</u>		2,300
<u>Continuing Education</u>	In-Service Training	3,500
		<hr/>
		\$68,800

USE OF LAST YEAR'S (FY2002) PER CAPITA GRANT

21. If a Per Capita Grant was received last year, describe how the Per Capita Grant monies were used in the library's progress towards meeting the Illinois Public Library Standards adopted by the Illinois Library Association, **SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES**, revised edition.

Our newsletter, *Foreword*, was printed and distributed quarterly to 25,000 households and businesses. Our membership in the Library Cable Network has allowed 24/7 broadcasting of library programs to all residents with cable access. Staff members participated in over 1,300 hours of continuing education programs, including PLA, ALA, Reaching Forward and ILA annual conferences; NSLS continuing education; and other regional seminars.

EXPENDITURE OF LAST YEAR'S (FY2002) PER CAPITA GRANT

22. Total FY2002 Per Capita Grant received: \$68,794.00

23. Were all the FY2002 Per Capita funds obligated/encumbered between July 1, 2001 – June 30, 2002?
 YES NO

NOTE: List expenditures/obligations by general category

CATEGORY	AMOUNT
Children's Materials (including electronic resources)	\$ _____
Adult Materials (including electronic resources)	\$ _____
Programs	\$ _____
Personnel	\$ _____
Continuing Education	\$ 13,378
Supplies	\$ _____
Equipment	\$ _____
Electronic Access (include computer software and hardware)	\$ _____
Travel	\$ _____
Public Relations	\$ 13,352
Telecommunications (all expenditures associated with telecommunications)	\$ _____
Contractual Services (please specify) Library Cable Network, Copier/Printer Lease and Service	\$ 42,064
_____ (please specify)	\$ _____
TOTAL (total must be equal to FY2002 Per Capita Grant)	\$ 68,794

CITY Des Plaines LIBRARY NAME Des Plaines Public Library

USE OF LAST YEAR'S (FY2002) EQUALIZATION AID GRANT

24. If an Equalization Aid Grant was received last year, describe how the Equalization Aid Grant monies were used in the library's progress towards meeting the Illinois Public Library Standards adopted by the Illinois Library Association, SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES, revised edition.

CITY Des Plaines

EXPENDITURE OF LAST YEAR'S (FY2002) EQUALIZATION AID GRANT

25. Total FY2002 Equalization Aid Grant received: _____

26. Were all FY2002 Equalization Aid funds obligated/encumbered between July 1, 2001 - June 30, 2002?
 YES NO

LIBRARY NAME Des Plaines Public Library

NOTE: List expenditures/obligations by general category

CATEGORY	AMOUNT
Children's Materials (including electronic resources)	\$ _____
Adult Materials (including electronic resources)	\$ _____
Programs	\$ _____
Personnel	\$ _____
Continuing Education	\$ _____
Supplies	\$ _____
Equipment	\$ _____
Electronic Access (include computer software and hardware)	\$ _____
Travel	\$ _____
Public Relations	\$ _____
Telecommunications (all expenditures associated with telecommunications)	\$ _____
Contractual Services (please specify)	\$ _____
_____	\$ _____
Other (please specify)	\$ _____
_____	\$ _____
TOTAL (total must be equal to FY2002 Equalization Aid Grant)	\$ _____

JESSE WHITE
SECRETARY OF STATE AND STATE LIBRARIAN
ILLINOIS STATE LIBRARY

SUBMIT WITH APPLICATION FOR EQUALIZATION AID
AND/OR PER CAPITA GRANT

I, David Orr Clerk of the County of Cook in
the State of Illinois, and keeper of the records and files of said county, do hereby certify that the assessed
value of all property as equalized by the Department of Revenue,
Property Tax Administration Bureau for the most recent year 2000 available in
City of Des Plaines - Library Fund 0371-5 is:
(Library Corporate entity)

Real Estate	\$ <u>1,452,787,945</u>
Pollution Control	\$ <u>1,381</u>
Railroad Property	\$ <u>807,746</u>
All Other	\$ <u>0</u>
TOTAL	\$ <u>1,453,597,092</u>

All of which appears from the records and files in my office.

The City of Des Plaines - Library Fund tax rate for 2000 is 0.290.

If this tax rate was reduced from the previous year, was it because of

Property Tax Extension Limitation Law? YES NO

I HAVE HEREUNTO SET MY HAND AND
AFFIXED THE SEAL OF THE COUNTY
OF COOK, IN
THE CITY OF CHICAGO,
IN SAID COUNTY.

David D. Orr

(County Seal)

(County Clerk Signature)

5/31/02
(Date)

Library
Community
Foundation

16 May 2002

formerly
North Suburban
Library Foundation

200 West Dundee Road
Wheeling, Illinois 60090
Phone 847-353-7143
Fax 847-459-0380

Ms. Sandra Norlin
Director
Des Plaines Public Library
1501 Ellinwood
Des Plaines, Illinois 60018

Dear Sandra,

Enclosed please find this year's first quarter report for the Des Plaines Public Library Fund. This represents performance of the Library Community Foundation's investments for the period of January - March 2002.

As of March 31, 2002, the Des Plaines Public Library Fund balance is \$20,715.64. The respective investment holdings are: \$8,417.44 in a stand-alone Money Market, \$10,408.44 in the Pooled Investment Accounts, and \$1,889.76 in Harris Bank (credit card receipts, etc., pending transfer to MM). The first quarter earnings of the Des Plaines Public Library Fund are \$147.19 in the Money Market, and \$408.44 in the Pooled Investment Accounts. These earnings were distributed proportionately across those sub-funds with positive balances.

The Pooled Investment Accounts are comprised of a 60/40 split between equity mutual fund and bond packages, with a March 31, 2002 total value for all pooled LCF fund partner assets of \$432,226.68.

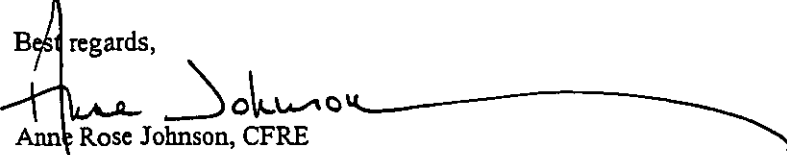
Included in this package are:

19. Des Plaines Public Library Fund Balance Report
20. Des Plaines Public Library Fund Money Market Statement
21. Pooled Stock Account Statement
22. Pooled Bond Account Statement
23. Commentary from Stephen P. O'Hara/Financial Strategies Network
24. Portfolio Balance and Allocation Report: Library Community Foundation

Now that the individual fund partner Money Market accounts have been set up, charitable gifts to each fund partner are deposited by LCF directly to that fund partner's Money Market account. Fund Partners will have the opportunity to move fund assets between the Money Market account and the Pooled Investment Account twice a year, in January and again in July. For example, you could elect to move recent charitable receipts out of the money market and into the Pooled Investment Account. Or, if you are planning to request a distribution from your Fund, you should direct the Foundation to move monies out of the Pooled Investment Account and into your fund's money market.

The Investment Committee of the Library Community Foundation hopes that you find this report comprehensive and informative. At this time, we are continuing with the investment strategy mapped out at the inception of our business relationship with Financial Strategies Network.

Best regards,


Anne Rose Johnson, CFRE
Executive Director

/arj

Enclosures

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Peggy Sullivan

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Wallens

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Executive Director
ajohnson@nslsilus.org