

BOARD MINUTES  
JANUARY 2003 - JUNE 2003

January 2003

1012



Des Plaines Public Library

1501 Ellinwood Street

Des Plaines, IL 60016-4553

847.827.5551 phone

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[www.desplaines.lib.il.us](http://www.desplaines.lib.il.us)

**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, JANUARY 21, 2003**

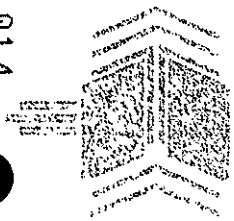
**7:00 PM**

**Conference Room – Second Floor**

**Agenda:**

- **Presentation – Des Plaines Relay for Life Event**
- **Bookmobile Service to Rosemont**
- **Computer Hardware and Software Purchases**

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

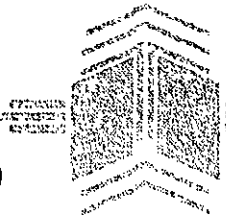
Agenda for the Regular Meeting  
**January 21, 2003**  
**7:00 PM**

- I. Call to Order. (7:00 PM)
- II. Consideration of the Agenda.
- III. Presentation – Renee Finnell, American Cancer Society, introducing the Des Plaines Relay for Life.
- IV. Public Comments and Questions.
- V. City Council Community Services Committee – Rosemary Argus.
- VI. Consent Agenda. [Action Item]
  - A. Approval of the Minutes of the Regular Board Meeting – December 17, 2002.
  - B. Acceptance of Financial Reports for December 2002.
  - C. Approval of Library Expenditures.
    1. Warrant Register – December 02, 2002 - \$96,341.14.
    2. Warrant Register – December 16, 2002 - \$54,354.43.
    3. Salaries – December 11, 2002 - \$90,964.43.
    4. Salaries – December 26, 2002 - \$94,317.18.
  - D. Acceptance of Reports.
    1. Administrator's Report – Sandra Norlin.
    2. Friends of the Library – Inara Brubaker.
    3. Finance Committee – Susan Burrows.



- VII. Old Business.
  - A. Bookmobile Service to Rosemont. [Action Item]
  - B. Indemnity Agreement for Digital Past Practice. [Action Item]  
*Project*
- VIII. New Business. (7:30 PM)
  - A. City Council Attendance – February 3, 17 and March 3, 17.
  - B. Finance Committee.
    - 1. Scheduling Software. [Action Item]
    - 2. Dell Computers. [Action Item]
- IX. Announcements.
- X. Correspondence.
- XI. Other.
- XII. Adjournment. (8:15 PM)

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**VI.A.**

**BOARD OF TRUSTEES**  
Minutes of the Regular Meeting  
December 17, 2002

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, December 17, 2002. President John Ciborowski called the meeting to order at 7:19 PM.

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

Members Absent: Susan Burrows.

Also Present: Sandra Norlin, Martha Sloan, Leslie Steiner, Carol Kidd, Wally Meyer.

MOTION by Eldon Burk, seconded by Ellen Yearwood, to accept the agenda as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Rosemary Argus.

Alderman Argus absent.

**CONSENT AGENDA**

Rhys Read asked that V.C.1. Approval of Warrant Register, November 4, 2002 be removed from the Consent Agenda.

Rhys Read asked Sandra Norlin what was purchased from Nintendo of America Incorporated reported on the November 4, 2002 warrant register. Martha Sloan will research the purchase and report her findings to the Board at the January 2003 meeting.

MOTION by Rhys Read, seconded by Ellen Yearwood, to accept the Consent Agenda, as amended. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Rhys Read, seconded by Ellen Yearwood, to approve the Minutes of the Regular Board Meeting of November 19, 2002, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Rhys Read, seconded by Ellen Yearwood, to approve the Financial Reports for November 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	\$ 8,191.12
2. Petty Cash Expenditures	\$ 0
3. Budget Expenditures for November	\$ 335,340.15
4. Expenditures Year to Date	\$ 3,943,429.67
5. Revenue for November	\$ 9,206.27
6. Revenue Year to Date	\$ 2,933,571.08

MOTION by Rhys Read, seconded by Ellen Yearwood, to approve, subject to audit, expenditures authorized by the Library Administrator and Board Representatives for library Warrant Registers as follows:

November 04, 2002	\$ 63,281.19
November 18, 2002	\$ <u>47,328.32</u>
Total	\$ 110,609.51

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

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

November 14, 2002	\$ 91,388.02
November 25, 2002	\$ <u>92,337.63</u>
Total	\$ 183,725.65

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

#### ADMINISTRATOR'S REPORT

New employees for November 2002: Zbigniew Dudkowski, Erin Kocourek and Hoda Elshakankery, Part-time Pages in Circulation Services.

Venancio Luz, Jr., Library Assistant I, Circulation Services, resigned November 22 to take a position with the Federal Government.

We have advertised the position of part-time computer network assistant and are receiving applications until December 18.

We will hold a quarterly All-Staff Meeting on December 11. The agenda will include an introduction to the job reclassification project that will begin in January 2003. Our annual staff holiday luncheon will be held on Thursday, December 19 from 11 AM to 2 PM.

My guided conversations with the Circulation Services staff are continuing through December.

November was a busy month at the library. We held four programs for children that were heavily attended: Author Graham Salisbury (268), Author Gary Soto (224), Plainfield School Family Night (110), and the PBS Kids Share a Story program (330). These attractions helped us to log our 500,000<sup>th</sup> visitor on December 5.

The use of our collections and services was also high in November. Our registration of cardholders has increased 9% over November 2001. Our attendance increased by 18% and our Interlibrary Loan activities more than doubled in the last year. The increase in ILL is attributable to the new patron catalog. This process means that more books are leaving and arriving each library daily, filling patron holds more quickly than if they had to wait for their own library's copies to be available. Our circulation continues to increase over 2001, 12.18%, year-to-date, assisted by the 18% increase from November 2001 to 2002. Self-check accounted for 19% of the main library circulation.

I attended the following consortial meetings, representing the Des Plaines Public Library: Cooperative Catalog System Governing Board (11/20); Library Cable Network Executive Committee (11/21); and the Public Library Administrator's Forum at NSLS (12/5). I also attended the Gary Soto program (11/22), the Holiday Lighting event (12/6), and Santa's arrival (12/7). I volunteered to join other librarians from the North Suburban Library System to answer telephones for the WTTW, Channel 11, pledge drive on 12/8.

I will attend the ALA teleconference on Safeguarding our Patrons' Privacy on December 11 and the Volunteer Open House at our library on December 12.

#### OLD BUSINESS

John Ciborowski reported that Assistant City Attorney Ray Bartel reviewed the agreement to indemnify North Suburban Library System in regards to scanned or displayed images as part of the digital past program.

The Board discussed the agreement and the response from Assistant City Attorney Ray Bartel and asked that the Des Plaines Historical Society indemnify the Des Plaines Public Library and the North Suburban Library System. The Board agreed to indemnify NSLS after the Historical Society indemnified the library.

MOTION by William Grice, seconded by Noreen Lake, to request that the Des Plaines Historical Society sign an agreement indemnifying the Des Plaines Public Library and the North Suburban Library System and to authorize President Ciborowski to sign the Indemnification Agreement between the Des Plaines Public Library and the North Suburban Library System on the condition that the Historical Society indemnifies the Des Plaines Public Library and North Suburban Library System. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

#### NEW BUSINESS

MOTION by Rhys Read, seconded by Eldon Burk, to approve the 2003 Salary Schedule, which includes a 3.5% general wage increase for personnel to become effective January 1, 2003. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Ciborowski, Grice, Lake, Read, Yearwood. NAYS: None. MOTION CARRIED.

MOTION by Rhys Read, seconded by William Grice, to approve the transfer of funds within the 2002 Library Budget to cover all 2002 appropriation deficit categories and to transfer any remaining balance to the Library Fund for 2003. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Ciborowski, Grice, Lake, Read, Yearwood. NAYS: None. MOTION CARRIED.

MOTION by Rhys Read, seconded by Noreen Lake, to approve the 2003 appropriation and the 2002 levy and to direct Carol Kidd to deliver the information to the City of Des Plaines. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Ciborowski, Grice, Lake, Read, Yearwood. NAYS: None. MOTION CARRIED.

The Board discussed reopening the Buy A Brick fundraiser. The Board discussed selling bricks year round, but having the bricks installed once a year.

MOTION by Eldon Burk, seconded by Noreen Lake, to authorize Eldon Burk to obtain permission from the Des Plaines City Council through a request to Alderman Rosemary Argus for holding an ongoing Buy A Brick fundraiser and to refer the discussion to the Finance Committee. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Eldon Burk asked for Board approval to represent the library on the Fourth of July parade committee.

MOTION by William Grice, seconded by Rhys Read, to authorize Eldon Burk to represent the Des Plaines Public Library in the Fourth of July festivities consortium. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

#### ANNOUNCEMENTS

Sandra Norlin asked for a volunteer from the Board to serve on the job reclassification committee. Noreen Lake agreed to serve on the committee.

Sandra Norlin described proposed plans by the Rotary Club of Des Plaines to hold a fundraiser at the library, with the proceeds being donated to the library to fulfill the Rotary Club's \$30,000 pledged donation.

MOTION by Eldon Burk, seconded by Ellen Yearwood, to accept the proposal by the Rotary Club to hold a fundraiser at the library to fulfill the Rotary Club's \$30,000 pledged donation. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Ellen Yearwood, seconded by Noreen Lake, to enter into an Executive Session at 8:06 PM to discuss Semi-Annual Review of Executive Session Minutes. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:17 PM and was called to order by President John Ciborowski.

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

May 19, 1998 – Downtown Redevelopment  
April 25, 2001 – Administrator's Evaluation

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, Ciborowski, Grice, Lake, Read, Yearwood. NAYS: None. MOTION CARRIED.

MOTION by John Burke, seconded by Eldon Burk, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 8:16 PM.

Minutes prepared by Carol Kidd.

## VI.B.

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

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

1. Over the Counter Receipts	\$ 7,279.22
2. Petty Cash Expenditures	\$ 27.37
3. Budget Expenditures for December	\$ 422,428.25
4. Expenditures Year to Date	\$ 4,365,857.92
5. Revenue for December	\$ 15,364.64
6. Revenue Year to Date	\$ 4,558,142.44

Warrant Register

December 02, 2002	\$ 96,341.14
December 16, 2002	<u>\$ 54,354.43</u>
Total	\$ 150,695.57

Salaries

December 11, 2002	\$ 90,964.43
December 26, 2002	<u>\$ 94,317.18</u>
Total	\$ 185,281.61



## VI.B.

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

	<u>Dec 2001</u>	<u>Dec 2002</u>	<u>2001 to Date</u>	<u>2002 to Date</u>
Lost Materials	\$ 231.34	\$ 394.02	\$ 6,644.81	\$ 3,208.25
Fines	\$ 2,773.09	\$ 6,506.47	\$ 70,534.12	\$ 79,207.12
Damage	\$ 43.00	\$ 94.93	\$ 1,032.55	\$ 966.97
Fees	\$ 242.85	\$ 238.52	\$ 7,764.92	\$ 3,961.35
Copies	\$ 2,080.59	\$ (-8.45)	\$ 9,348.05	\$ 4,488.31
Miscellaneous	\$ 13.65	\$ 53.73	\$ 1,000.73	\$ 211.88
<b>Total</b>	<b>\$ 5,384.52</b>	<b>\$ 7,279.22</b>	<b>\$ 96,325.18</b>	<b>\$ 92,043.88</b>

**PETTY CASH EXPENDITURES – December**

960070	Auto/Travel	5.87
960070	Auto/Travel	10.00
960210	Special Events	8.00
970260	Postage	3.50
<b>Total</b>		<b>\$27.37</b>

CITY OF DES PLAINES  
 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		370,114.00
102012	CASH IPTIP/FOA 7139200161	1,004,015.56	
	TOTAL CASH	1,004,515.56	370,114.00
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	5,245,987.46	370,114.00
401000	ACCOUNTS PAYABLE		73,182.48
450030	ACCRUED LIAB-COMP ABSENCE		110,367.12
	TOTAL ACCRUED LIABILITIES	.00	110,367.12
470000	DEFERRED REV-PROPERTY TAX		4,208,934.00
	TOTAL CURRENT LIABILITIES	.00	4,392,483.60
	TOTAL LIABILITIES	.00	4,392,483.60
700110	EXPENDITURE CONTROL	4,396,511.65	
700120	REVENUE CONTROL		4,406,390.40
700150	EXP. BUDGET CONTROL		4,809,952.00
700160	REV. BUDGET CONTROL	4,499,332.00	
700170	BUDGET FUND BALANCE	310,620.00	
	TOTAL SYSTEM CONTROL	9,206,463.65	9,216,342.40
720010	FUND BAL-RESRV-GIFT TRUST		35,425.73
	TOTAL FUND BALANCE-RESERVED	.00	35,425.73
730000	FUND BALANCE-UNRESERVED		438,085.38
	TOTAL FUND EQUITY	.00	473,511.11
	TOTAL EQUITIES	9,206,463.65	9,689,853.51
	TOTAL PUBLIC LIBRARY FUND	14,452,451.11	14,452,451.11

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH PB DEPOSIT 276502401	871.31	
102012	CASH IPTIP/FOA 7139200161	166,962.04	
102014	CASH FED INVST TRUST(FIT)	86,419.38	
	TOTAL CASH	254,252.73	.00
	TOTAL ASSETS	254,252.73	.00
700110	EXPENDITURE CONTROL	9,932.51	
700120	REVENUE CONTROL		151,752.04
700150	EXP. BUDGET CONTROL		25,000.00
700160	REV. BUDGET CONTROL	150,000.00	
700170	BUDGET FUND BALANCE		125,000.00
	TOTAL SYSTEM CONTROL	159,932.51	301,752.04
730000	FUND BALANCE-UNRESERVED		112,433.20
	TOTAL FUND EQUITY	.00	112,433.20
	TOTAL EQUITIES	159,932.51	414,185.24
	TOTAL LIBRARY CAPITAL PROJ FUND	414,185.24	414,185.24
	TOTAL REPORT	14,866,636.35	14,866,636.35

LECTION 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	40,193.82	-193.82	1.00
TOTAL	PUBLIC SAFETY	40,000.00	.00	.00	40,193.82	-193.82	1.00
TOTAL	GENERAL REVENUE - GOV'T	40,000.00	.00	.00	40,193.82	-193.82	1.00
810018	PROPERTY TAXES 2001	4,086,344.00	.00	.00	4,049,530.29	36,813.71	.99
TOTAL	LICENSES AND PERMITS	4,086,344.00	.00	.00	4,049,530.29	36,813.71	.99
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	4,219,332.00	.00	.00	4,182,712.11	36,619.89	.99
822040	STATE GRANT:PER CAPITA	70,000.00	.00	.00	68,794.00	1,206.00	.98
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	13,009.88	41,990.12	.24
TOTAL	STATE GRANTS	125,000.00	.00	.00	94,080.00	30,920.00	.75
TOTAL	INTERGOVERNMENTAL REVENUE	125,000.00	.00	.00	94,080.00	30,920.00	.75
850102	LIBRARY FINES	100,000.00	.00	.00	86,326.62	13,673.38	.86
TOTAL	FINES	100,000.00	.00	.00	86,326.62	13,673.38	.86
850201	COPYING FEE	20,000.00	.00	.00	7,123.52	12,876.48	.36
850215	SPECIAL PROGRAMS & EVENTS	10,000.00	.00	.00	2,265.00	7,735.00	.23
TOTAL	FEES AND SERVICES	30,000.00	.00	.00	9,388.52	20,611.48	.31
TOTAL	INVESTMENT INCOME	130,000.00	.00	.00	95,715.14	34,284.86	.74
890010	INTEREST INCOME	10,000.00	.00	.00	19,953.14	-9,953.14	2.00
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	13,930.01	1,069.99	.93
TOTAL	OTHER REVENUE	25,000.00	.00	.00	33,883.15	-8,883.15	1.36
TOTAL	PUBLIC LIBRARY FUND	4,499,332.00	.00	.00	4,406,390.40	92,941.60	.98
TOTAL	PUBLIC LIBRARY FUND	4,499,332.00	.00	.00	4,406,390.40	92,941.60	.98

1027

01/08/03  
ACCOUNTING PERIOD: 13/02

CITY OF DES PLAINES  
ORGANIZATION REVENUE STATUS

LECTION 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	1,752.04	-1,752.04	.00
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	.00	.00	.00
899930	LIBRARY BUY-A-BRICK	.00	.00	.00	.00	.00	.00
TOTAL	OTHER REVENUE	150,000.00	.00	.00	151,752.04	-1,752.04	1.01
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	.00	.00	151,752.04	-1,752.04	1.01
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	.00	.00	151,752.04	-1,752.04	1.01
TOTAL REPORT		4,649,332.00	.00	.00	4,558,142.44	91,189.56	.98

01/08/03  
 ACCOUNTING PERIOD: 13/02

CITY OF DES PLAINES  
 ORGANIZATION EXPENDITURE STATUS

LECTION 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	.00	.00	1,511,405.02	274,830.98	.85
910200	TEMPORARY WAGES	659,200.00	.00	.00	622,391.09	36,808.91	.94
910300	SUPERVISORY OVERTIME	.00	.00	.00	.00	.00	.00
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	280.83	219.17	.56
910500	VACATION PAY	.00	.00	.00	112,647.97	-112,647.97	.00
910600	SICK PAY	.00	.00	.00	40,679.48	-40,679.48	.00
910700	HOLIDAY PAY	.00	.00	.00	38,222.38	-38,222.38	.00
910900	ACT/OUT OF CLASS/PREMIUM	500.00	.00	.00	179.66	320.34	.36
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	1,244.00	.00	1.00
918020	EMPLOYER CONTR-F.I.C.A.	187,076.00	.00	.00	176,763.50	10,312.50	.94
918021	EMPLOYER CONTR-I.M.R.F.	110,681.00	.00	.00	107,628.45	3,052.55	.97
918040	LIFE INS PREMIUMS	5,088.00	.00	.00	5,643.00	-555.00	1.11
918050	MEDICAL INS PREMIUMS	200,019.00	.00	.00	169,556.74	30,462.26	.85
918055	DENTAL INSURANCE PREMIUMS	15,190.00	.00	.00	15,482.93	-292.93	1.02
918060	TUITION REIMBURSEMENTS	5,000.00	.00	.00	3,375.00	1,625.00	.68
918070	WORKERS COMPENSATION	4,402.00	.00	.00	5,821.52	-1,419.52	1.32
918085	RHS PLAN PAYOUT	.00	.00	.00	2,410.18	-2,410.18	.00
TOTAL	PERSONAL SERVICES	2,978,636.00	.00	.00	2,816,800.42	161,835.58	.95
920100	LITIGATION & LEGAL FEES	1,000.00	.00	.00	5,887.42	-4,887.42	5.89
920105	COSTS OF LITIGATION	250.00	.00	.00	166.80	83.20	.67
920110	PROFESSIONAL CONSULTING	10,000.00	.00	.00	11,029.55	-1,029.55	1.10
920120	COMMUNICATION SERVICES	35,000.00	.00	.00	18,265.43	16,734.57	.52
920140	DATA PROCESSING SERVICES	90,000.00	6,681.98	.00	111,916.96	-21,916.96	1.24
920202	CONFERENCES	8,000.00	50.00	.00	4,199.76	3,800.24	.52
920204	TRAINING	3,000.00	173.67	.00	3,620.07	-620.07	1.21
920206	SEMINARS	2,500.00	.00	.00	1,204.00	1,296.00	.48
920210	IN-SERVICE TRAINING	3,000.00	.00	.00	1,237.32	1,762.68	.41
920220	MEMBERSHIP DUES	4,500.00	.00	.00	4,147.00	353.00	.92
920230	PUBLICATION OF NOTICES	2,000.00	.00	.00	2,121.76	-121.76	1.06
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	10,000.00	.00	.00	6,259.55	3,740.45	.63
TOTAL	SUBSIDIES,REBATES,CONTRIB	10,000.00	.00	.00	6,259.55	3,740.45	.63
920900	PROPERTY/LIAB CONTRIBUTIO	61,233.00	.00	.00	61,233.00	.00	1.00
930010	R & M EQUIPMENT	55,000.00	682.84	.00	60,980.70	-5,980.70	1.11
930020	R & M BLDGS & STRUCTURES	25,000.00	786.00	.00	29,586.58	-4,586.58	1.18
930030	R & M VEHICLES	4,500.00	.00	.00	400.00	4,100.00	.09
930195	BOOK BINDING & REPAIR	4,500.00	.00	.00	1,891.25	2,608.75	.42
930210	RENTAL OF EQUIPMENT	4,500.00	.00	.00	651.00	3,849.00	.14
930320	CLEANING:CUSTODIAL SERV	50,000.00	.00	.00	40,605.00	9,395.00	.81

LECTION 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	2,326.55	2,673.45	.47
960210	SPECIAL EVENT PROGRAMMING	15,000.00	108.53	.00	19,914.14	-4,914.14	1.33
960990	MISC CONTRACTUAL SVCS	75,000.00	1,926.07	.00	90,685.19	-15,685.19	1.21
TOTAL	CONTRACTUAL SERVICES	468,983.00	10,409.09	.00	478,329.03	-9,346.03	1.02
970100	SUPPLIES	70,000.00	284.13	.00	70,459.90	-459.90	1.01
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	.00	.00	194.21	1,305.79	.13
970170	JANITORIAL	18,000.00	1,450.79	.00	14,781.03	3,218.97	.82
970200	COPYING/FAX SUPPLIES	6,000.00	.00	.00	6,141.45	-141.45	1.02
970260	POSTAGE AND PARCEL	15,200.00	49.02	.00	11,637.76	3,562.24	.77
970270	PRINTING-REPROD-BINDING	6,000.00	.00	.00	1,869.39	4,130.61	.31
970320	SUPPLIES: BLDG R/M	750.00	.00	.00	263.66	486.34	.35
970330	SUPPLIES: VEHICLE R/M	.00	.00	.00	.00	.00	.00
970600	BOOKS	495,000.00	20,103.23	.00	440,572.64	54,427.36	.89
970610	AUDIO MATERIALS	64,000.00	2,076.69	.00	57,967.77	6,032.23	.91
970620	SUBSCRIPTIONS & BOOKS	85,000.00	883.50	.00	39,728.51	45,271.49	.47
970630	VISUAL MATERIALS	65,000.00	2,136.99	.00	68,343.12	-3,343.12	1.05
970640	AUTOMATED REFERENCE MAT'L	87,000.00	1,995.00	.00	83,790.67	3,209.33	.96
970810	NATURAL GAS	25,000.00	.00	.00	8,103.39	16,896.61	.32
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	3,500.00	.00	.00	575.60	2,924.40	.16
970850	GASOLINE	800.00	.00	.00	161.92	638.08	.20
970900	EQUIPMENT <\$5,000	5,800.00	.00	.00	3,792.80	2,007.20	.65
TOTAL	COMMODITIES	949,050.00	28,979.35	.00	808,383.82	140,666.18	.85
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	.00	.00	.00	7,704.54	-7,704.54	.00
980410	COMPUTER HARDWARE	100,000.00	140.67	.00	42,513.67	57,486.33	.43
980420	COMPUTER SOFTWARE	9,000.00	1,057.13	.00	9,131.06	-131.06	1.01
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	5,000.00	.00	.00	4,478.25	521.75	.90
TOTAL	CAPITAL EXPENDITURES	114,000.00	1,197.80	.00	63,827.52	50,172.48	.56
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	14,416.00	14,867.00	.49
TOTAL	DEBT SERVICE	29,283.00	.00	.00	14,416.00	14,867.00	.49
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

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ACCOUNTING PERIOD: 13/02

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

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LECTION 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	40,586.24	.00	4,331,756.79	408,195.21	.91



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ACCOUNTING PERIOD: 13/02

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

LECTION 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

LECTION 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	4,958.27	-4,958.27	.00
920204	TRAINING	10,000.00	.00	.00	4,451.77	5,548.23	.45
920206	SEMINARS	.00	.00	.00	414.00	-414.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
960070	AUTO/TRAVEL EXPENSES	1,500.00	.00	.00	2,259.07	-759.07	1.51
960210	SPECIAL EVENT PROGRAMMING	.00	.00	.00	1,000.00	-1,000.00	.00
960990	MISC CONTRACTUAL SVCS	58,500.00	.00	.00	46,099.50	12,400.50	.79
TOTAL	CONTRACTUAL SERVICES	70,000.00	.00	.00	59,182.61	10,817.39	.85
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
970270	PRINTING-REPROD-BINDING	.00	.00	.00	5,572.25	-5,572.25	.00
TOTAL	COMMODITIES	.00	.00	.00	5,572.25	-5,572.25	.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
980430	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	64,754.86	5,245.14	.93
TOTAL	CIVIC & CULTURE	4,809,952.00	40,586.24	.00	4,396,511.65	413,440.35	.91
TOTAL	PUBLIC LIBRARY FUND	4,809,952.00	40,586.24	.00	4,396,511.65	413,440.35	.91

01/08/03  
 ACCOUNTING PERIOD: 13/02

CITY OF DES PLAINES  
 ORGANIZATION EXPENDITURE STATUS

LECTION 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	6,223.38	18,776.62	.25
980400	EQUIPMENT	.00	.00	.00	3,709.13	-3,709.13	.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	9,932.51	15,067.49	.40
TOTAL	LIBRARY CAPITAL PROJ FUND	25,000.00	.00	.00	9,932.51	15,067.49	.40
TOTAL	LIBRARY CAPITAL PROJ FUND	25,000.00	.00	.00	9,932.51	15,067.49	.40
TOTAL REPORT		4,834,952.00	40,586.24	.00	4,406,444.16	428,507.84	.91

LECTION 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	40,193.82	-193.82	1.00
TOTAL	PUBLIC SAFETY	40,000.00	.00	.00	40,193.82	-193.82	1.00
TOTAL	GENERAL REVENUE - GOV'T	40,000.00	.00	.00	40,193.82	-193.82	1.00
810018	PROPERTY TAXES 2001	4,086,344.00	.00	.00	4,049,530.29	36,813.71	.99
TOTAL	LICENSES AND PERMITS	4,086,344.00	.00	.00	4,049,530.29	36,813.71	.99
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	4,219,332.00	.00	.00	4,182,712.11	36,619.89	.99
822040	STATE GRANT:PER CAPITA	70,000.00	.00	.00	68,794.00	1,206.00	.98
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	10,000.00	.00	13,009.88	41,990.12	.24
TOTAL	STATE GRANTS	125,000.00	10,000.00	.00	94,080.00	30,920.00	.75
TOTAL	INTERGOVERNMENTAL REVENUE	125,000.00	10,000.00	.00	94,080.00	30,920.00	.75
850102	LIBRARY FINES	100,000.00	5,358.74	.00	86,326.62	13,673.38	.86
TOTAL	FINES	100,000.00	5,358.74	.00	86,326.62	13,673.38	.86
850201	COPYING FEE	20,000.00	.00	.00	7,123.52	12,876.48	.36
850215	SPECIAL PROGRAMS & EVENTS	10,000.00	.00	.00	2,265.00	7,735.00	.23
TOTAL	FEES AND SERVICES	30,000.00	.00	.00	9,388.52	20,611.48	.31
TOTAL	INVESTMENT INCOME	130,000.00	5,358.74	.00	95,715.14	34,284.86	.74
890010	INTEREST INCOME	10,000.00	4.92	.00	19,953.14	-9,953.14	2.00
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	13,930.01	1,069.99	.93
TOTAL	OTHER REVENUE	25,000.00	4.92	.00	33,883.15	-8,883.15	1.36
TOTAL	PUBLIC LIBRARY FUND	4,499,332.00	15,363.66	.00	4,406,390.40	92,941.60	.98
TOTAL	PUBLIC LIBRARY FUND	4,499,332.00	15,363.66	.00	4,406,390.40	92,941.60	.98

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01/08/03  
ACCOUNTING PERIOD: 12/02

CITY OF DES PLAINES  
ORGANIZATION REVENUE STATUS

LECTION 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	.98	.00	1,752.04	-1,752.04	.00
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	.00	.00	.00
899930	LIBRARY BUY-A-BRICK	.00	.00	.00	.00	.00	.00
TOTAL	OTHER REVENUE	150,000.00	.98	.00	151,752.04	-1,752.04	1.01
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	.98	.00	151,752.04	-1,752.04	1.01
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	.98	.00	151,752.04	-1,752.04	1.01
TOTAL REPORT		4,649,332.00	15,364.64	.00	4,558,142.44	91,189.56	.98

ATION 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	110,680.68	.00	1,511,405.02	274,830.98	.85
910200	TEMPORARY WAGES	659,200.00	51,513.65	.00	622,391.09	36,808.91	.94
910300	SUPERVISORY OVERTIME	.00	.00	.00	.00	.00	.00
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	280.83	219.17	.56
910500	VACATION PAY	.00	13,010.59	.00	112,647.97	-112,647.97	.00
910600	SICK PAY	.00	1,669.83	.00	40,679.48	-40,679.48	.00
910700	HOLIDAY PAY	.00	8,406.86	.00	38,222.38	-38,222.38	.00
910900	ACT/OUT OF CLASS/PREMIUM	500.00	90.46	.00	179.66	320.34	.36
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	1,244.00	.00	1.00
918020	EMPLOYER CONTR-F.I.C.A.	187,076.00	13,557.22	.00	176,763.50	10,312.50	.94
918021	EMPLOYER CONTR-I.M.R.F.	110,681.00	8,523.57	.00	107,628.45	3,052.55	.97
918040	LIFE INS PREMIUMS	5,088.00	660.00	.00	5,643.00	-555.00	1.11
918050	MEDICAL INS PREMIUMS	200,019.00	13,994.04	.00	169,556.74	30,462.26	.85
918055	DENTAL INSURANCE PREMIUMS	15,190.00	1,135.64	.00	15,482.93	-292.93	1.02
918060	TUITION REIMBURSEMENTS	5,000.00	.00	.00	3,375.00	1,625.00	.68
918070	WORKERS COMPENSATION	4,402.00	478.13	.00	5,821.52	-1,419.52	1.32
918085	RHS PLAN PAYOUT	.00	.00	.00	2,410.18	-2,410.18	.00
TOTAL	PERSONAL SERVICES	2,978,636.00	224,031.67	.00	2,816,800.42	161,835.58	.95
920100	LITIGATION & LEGAL FEES	1,000.00	2,338.35	.00	5,887.42	-4,887.42	5.89
920105	COSTS OF LITIGATION	250.00	.00	.00	166.80	83.20	.67
920110	PROFESSIONAL CONSULTING	10,000.00	2,108.02	.00	11,029.55	-1,029.55	1.10
920120	COMMUNICATION SERVICES	35,000.00	55.30	.00	18,265.43	16,734.57	.52
920140	DATA PROCESSING SERVICES	90,000.00	13,088.18	.00	105,234.98	-15,234.98	1.17
920202	CONFERENCES	8,000.00	.00	.00	4,149.76	3,850.24	.52
920204	TRAINING	3,000.00	278.00	.00	3,446.40	-446.40	1.15
920206	SEMINARS	2,500.00	20.00	.00	1,204.00	1,296.00	.48
920210	IN-SERVICE TRAINING	3,000.00	.00	.00	1,237.32	1,762.68	.41
920220	MEMBERSHIP DUES	4,500.00	310.00	.00	4,147.00	353.00	.92
920230	PUBLICATION OF NOTICES	2,000.00	.00	.00	2,121.76	-121.76	1.06
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	10,000.00	1,105.76	.00	6,259.55	3,740.45	.63
TOTAL	SUBSIDIES,REBATES,CONTRIB	10,000.00	1,105.76	.00	6,259.55	3,740.45	.63
920900	PROPERTY/LIAB CONTRIBUTIO	61,233.00	15,308.25	.00	61,233.00	.00	1.00
930010	R & M EQUIPMENT	55,000.00	17,352.87	.00	60,297.86	-5,297.86	1.10
930020	R & M BLDGS & STRUCTURES	25,000.00	1,982.30	.00	28,800.58	-3,800.58	1.15
930030	R & M VEHICLES	4,500.00	.00	.00	400.00	4,100.00	.09
930195	BOOK BINDING & REPAIR	4,500.00	608.00	.00	1,891.25	2,608.75	.42
930210	RENTAL OF EQUIPMENT	4,500.00	.00	.00	651.00	3,849.00	.14
930320	CLEANING:CUSTODIAL SERV	50,000.00	3,300.00	.00	40,605.00	9,395.00	.81

LECTION 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	72.24	.00	2,326.55	2,673.45	.47
960210	SPECIAL EVENT PROGRAMMING	15,000.00	2,447.52	.00	19,805.61	-4,805.61	1.32
960990	MISC CONTRACTUAL SVCS	75,000.00	7,406.23	.00	88,759.12	-13,759.12	1.18
TOTAL	CONTRACTUAL SERVICES	468,983.00	67,781.02	.00	467,919.94	1,063.06	1.00
970100	SUPPLIES	70,000.00	10,683.18	.00	70,175.77	-175.77	1.00
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	.00	.00	194.21	1,305.79	.13
970170	JANITORIAL	18,000.00	1,177.93	.00	13,330.24	4,669.76	.74
970200	COPYING/FAX SUPPLIES	6,000.00	4,436.66	.00	6,141.45	-141.45	1.02
970260	POSTAGE AND PARCEL	15,200.00	301.80	.00	11,588.74	3,611.26	.76
970270	PRINTING-REPROD-BINDING	6,000.00	.00	.00	1,869.39	4,130.61	.31
970320	SUPPLIES: BLDG R/M	750.00	.00	.00	263.66	486.34	.35
970330	SUPPLIES: VEHICLE R/M	.00	.00	.00	.00	.00	.00
970600	BOOKS	495,000.00	53,510.43	.00	420,469.41	74,530.59	.85
970610	AUDIO MATERIALS	64,000.00	6,375.78	.00	55,891.08	8,108.92	.87
970620	SUBSCRIPTIONS & BOOKS	85,000.00	32,430.53	.00	38,845.01	46,154.99	.46
970630	VISUAL MATERIALS	65,000.00	4,644.18	.00	66,206.13	-1,206.13	1.02
970640	AUTOMATED REFERENCE MAT'L	87,000.00	15,837.57	.00	81,795.67	5,204.33	.94
970910	NATURAL GAS	25,000.00	.00	.00	8,103.39	16,896.61	.32
970940	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970940	DIESEL	3,500.00	.00	.00	575.60	2,924.40	.16
970850	GASOLINE	800.00	.00	.00	161.92	638.08	.20
970900	EQUIPMENT <\$5,000	5,800.00	1,217.50	.00	3,792.80	2,007.20	.65
TOTAL	COMMODITIES	949,050.00	130,615.56	.00	779,404.47	169,645.53	.82
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	.00	.00	.00	7,704.54	-7,704.54	.00
980410	COMPUTER HARDWARE	100,000.00	.00	.00	42,373.00	57,627.00	.42
980420	COMPUTER SOFTWARE	9,000.00	.00	.00	8,073.93	926.07	.90
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	5,000.00	.00	.00	4,478.25	521.75	.90
TOTAL	CAPITAL EXPENDITURES	114,000.00	.00	.00	62,629.72	51,370.28	.55
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	14,416.00	14,867.00	.49
TOTAL	DEBT SERVICE	29,283.00	.00	.00	14,416.00	14,867.00	.49
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

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ACCOUNTING PERIOD: 12/02

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

ATION 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	422,428.25	.00	4,291,170.55	448,781.45	.91



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CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

ACCOUNTING PERIOD: 12/02

LECTION 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

LECTION 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	4,958.27	-4,958.27	.00
920204	TRAINING	10,000.00	.00	.00	4,451.77	5,548.23	.45
920206	SEMINARS	.00	.00	.00	414.00	-414.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
960070	AUTO/TRAVEL EXPENSES	1,500.00	.00	.00	2,259.07	-759.07	1.51
960210	SPECIAL EVENT PROGRAMMING	.00	.00	.00	1,000.00	-1,000.00	.00
960990	MISC CONTRACTUAL SVCS	58,500.00	.00	.00	46,099.50	12,400.50	.79
TOTAL	CONTRACTUAL SERVICES	70,000.00	.00	.00	59,182.61	10,817.39	.85
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
970270	PRINTING-REPROD-BINDING	.00	.00	.00	5,572.25	-5,572.25	.00
TOTAL	COMMODITIES	.00	.00	.00	5,572.25	-5,572.25	.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
980430	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	64,754.86	5,245.14	.93
TOTAL	CIVIC & CULTURE	4,809,952.00	422,428.25	.00	4,355,925.41	454,026.59	.91
TOTAL	PUBLIC LIBRARY FUND	4,809,952.00	422,428.25	.00	4,355,925.41	454,026.59	.91

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01/08/03  
ACCOUNTING PERIOD: 12/02

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

LECTION 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	.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	6,223.38	18,776.62	.25
980400	EQUIPMENT	.00	.00	.00	3,709.13	-3,709.13	.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	9,932.51	15,067.49	.40
TOTAL	LIBRARY CAPITAL PROJ FUND	25,000.00	.00	.00	9,932.51	15,067.49	.40
TOTAL	LIBRARY CAPITAL PROJ FUND	25,000.00	.00	.00	9,932.51	15,067.49	.40
TOTAL REPORT		4,834,952.00	422,428.25	.00	4,365,857.92	469,094.08	.90

SELECTION CRITERIA: payable.due\_date='12/02/2002'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920100	LITIGATION & LEGAL FEES 25529	KLEIN, THORPE AND JENKINS	103171	119.00
2110	920110	PROFESSIONAL CONSULTING 72106	COOPERATIVE COMPUTER SERV	DPK-10/11	2,108.02
2110	920140	DATA PROCESSING SERVICES 72106	COOPERATIVE COMPUTER SERV	SEPTEMBER 02	3,157.48
2110	920140	DATA PROCESSING SERVICES 72106	COOPERATIVE COMPUTER SERV	DPK-10/11	1,677.76
2110	920206	SEMINARS 101721	PETRA HOLLIBAUGH	REIMB	20.00
2110	920220	MEMBERSHIP DUES 05537	ILLINOIS STATE LIBRARY	ATTACH	15.00
2110	920220	MEMBERSHIP DUES 100075	AMERICAN LIBRARY ASSOCIAT	0018018	195.00
2110	920220	MEMBERSHIP DUES 20127	ILLINOIS LIBRARY ASSOCIAT	100028	100.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS 04829	CITY OF DES PLAINES EMPLO	DEC 2002	260.38
2110	920850	SUBSIDY:1994 E.R.P. TRANS 04829	CITY OF DES PLAINES EMPLO	DEC 2002	260.38
2110	920850	SUBSIDY:1994 E.R.P. TRANS 06135	CITY OF DES PLAINES EMPLO	DEC 2002	16.06
2110	920850	SUBSIDY:1994 E.R.P. TRANS 06135	CITY OF DES PLAINES EMPLO	DEC 2002	16.06
2110	930010	R & M EQUIPMENT 08371	EDWARDS ENGINEERING INC.	S24267	265.00
2110	930010	R & M EQUIPMENT 100370	CONTROL SOLUTIONS	102260	1,146.00
2110	930010	R & M EQUIPMENT 100563	THREE M	OF07935	8,803.00
2110	930010	R & M EQUIPMENT 100563	THREE M	OF08108	3,415.00
2110	930010	R & M EQUIPMENT 101889	MCQUAY SERVICE	2153235	314.50
2110	930010	R & M EQUIPMENT 72106	COOPERATIVE COMPUTER SERV	SEPTEMBER 02	21.55
2110	930020	R & M BLDGS & STRUCTURES 100604	MK PAINTING & DECORATING	5	600.00
2110	930020	R & M BLDGS & STRUCTURES 27008	RON SCHUNE	11-07-02	182.00
2110	930195	BOOK BINDING & REPAIR 05479	HOUCHEM BINDERY LTD	107540	231.25
2110	960070	AUTO/TRAVEL EXPENSES 21092	PETTY CASH	PETTY CASH	13.75
2110	960070	AUTO/TRAVEL EXPENSES 21092	PETTY CASH	PETTY CASH	18.98
2110	960070	AUTO/TRAVEL EXPENSES 21092	PETTY CASH	PETTY CASH	11.21
2110	960070	AUTO/TRAVEL EXPENSES 23416	AMBER CREGER	REIMB	28.30
2110	960210	SPECIAL EVENT PROGRAMMING 20127	ILLINOIS LIBRARY ASSOCIAT	8440	607.47
2110	960210	SPECIAL EVENT PROGRAMMING 21858	JOY OF ART	12-11-01	150.00
2110	960210	SPECIAL EVENT PROGRAMMING 43765	DOMINICKS FINER FOODS	220152	-27.29
2110	960210	SPECIAL EVENT PROGRAMMING 43765	DOMINICKS FINER FOODS	006931	62.84
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1377809	9.95
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1388166	6.75
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1388165	1.35
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1386899	9.60
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1382437	5.65
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1386902	2.70
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1386898	.80
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1371336	35.35
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1371335	.80
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1371334	1.35
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1374360	20.75
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1370586	2.15
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1377386	9.45
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1386905	1.60
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1386904	12.00
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1376606	4.05
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1370585	1.60
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1376604	.80
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1361957	66.00
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1381050	9.95
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1376607	72.90
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1371168	1.60

SELECTION CRITERIA: payable.due\_date='12/02/2002'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1376605 .80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1386900 .80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1386901 1.60
2110	960990	MISC CONTRACTUAL SVCS	100245	RENTOKIL TROPICAL PLANT S	CH536402 61.80
2110	960990	MISC CONTRACTUAL SVCS	100245	RENTOKIL TROPICAL PLANT S	CH536401 89.56
2110	960990	MISC CONTRACTUAL SVCS	16839	AQUATICARE, INC.	803 342.98
2110	960990	MISC CONTRACTUAL SVCS	17560	PANASONIC DIGITAL DOCUMEN	6959577-D2 1,624.92
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2009980152 28.30
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2009971474 16.80
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2009980776 20.20
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2009996892 70.70
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010021128 10.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010009834 52.60
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010014441 35.40
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2009961589 10.60
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2009951181 26.60
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2009954273 29.20
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2009955780 11.20
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2009940463 54.40
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2009961679 17.80
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2009967086 35.60
2110	960990	MISC CONTRACTUAL SVCS	21092	PETTY CASH	PETTY CASH 7.15
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	81389131 19.22
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	81408386 9.56
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	81380241 70.81
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	81380245 9.01
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	81380243 2.29
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	81389129 9.16
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	81281791 2.60
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	81305003 15.06
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	81305005 3.48
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	81305007 43.04
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	81297704 217.15
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	81288121 15.92
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	81394405 21.48
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	81333518 6.42
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	81329369 13.74
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	81277475 52.64
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	81288119 32.10
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	81333520 1.59
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	81281789 8.56
2110	970100	SUPPLIES	09638	OFFICE DEPOT	185227216/1 12.99
2110	970100	SUPPLIES	09638	OFFICE DEPOT	184923711/1 20.59
2110	970100	SUPPLIES	09638	OFFICE DEPOT	184923558/1 40.56
2110	970100	SUPPLIES	09638	OFFICE DEPOT	184442114/1 28.58
2110	970100	SUPPLIES	09638	OFFICE DEPOT	184447932/1 4.19
2110	970100	SUPPLIES	09638	OFFICE DEPOT	185318651/1 25.50
2110	970100	SUPPLIES	09638	OFFICE DEPOT	185059308/1 -16.55
2110	970100	SUPPLIES	09638	OFFICE DEPOT	185059309/1 16.55
2110	970100	SUPPLIES	09638	OFFICE DEPOT	184473489/1 60.97
2110	970100	SUPPLIES	100563	THREE M	UM28176 8,900.00

SELECTION CRITERIA: payable.due\_date='12/02/2002'

201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970100	SUPPLIES	72106	COOPERATIVE COMPUTER SERV	DPK-10/11	36.60
2110	970170	JANITORIAL	09638	OFFICE DEPOT	185226133/1	51.78
2110	970170	JANITORIAL	23870	SOUTH SIDE CONTROL SUPPLY	564947	202.68
2110	970200	COPYING/FAX SUPPLIES	09638	OFFICE DEPOT	185232568/1	282.50
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH	4.20
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH	2.10
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH	.70
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH	5.60
2110	970600	BOOKS	02074	PRACTISING LAW INSTITUTE	0921732	142.25
2110	970600	BOOKS	02088	CHELSEA HOUSE PUBLISHERS	696577 12	17.16
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1388165	8.97
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1382437	62.60
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1388166	63.30
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1386898	22.72
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1386899	168.35
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1371335	3.59
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1371334	9.60
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1377386	95.42
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1386902	11.94
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1371336	280.23
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1370586	19.95
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1374360	204.29
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1386905	23.62
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1386904	103.65
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1376606	26.97
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1370585	18.68
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1376605	14.43
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1376604	13.83
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1381050	115.68
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1376607	539.30
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1371168	13.58
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1361957	559.07
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1386900	13.19
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1377809	61.63
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1386901	29.58
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	0061916-02	1,111.00
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	0074334-02	609.50
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	0062398-02	534.50
2110	970600	BOOKS	07439	THE GALE GROUP	11940385	169.83
2110	970600	BOOKS	07439	THE GALE GROUP	11901517	43.16
2110	970600	BOOKS	07439	THE GALE GROUP	11919250	585.63
2110	970600	BOOKS	07439	THE GALE GROUP	11926929	111.55
2110	970600	BOOKS	07439	THE GALE GROUP	11918929	876.65
2110	970600	BOOKS	07439	THE GALE GROUP	11929663	137.76
2110	970600	BOOKS	07439	THE GALE GROUP	11947442	74.84
2110	970600	BOOKS	07439	THE GALE GROUP	11922097	27.74
2110	970600	BOOKS	07439	THE GALE GROUP	11930680	84.59
2110	970600	BOOKS	100956	LEXIS NEXIS	51368749	80.65
2110	970600	BOOKS	101014	AMAZON.COM CREDIT	20021004	124.75
2110	970600	BOOKS	101798	SCHOLASTIC LIBRARY PUBLIS	10753891	307.97
2110	970600	BOOKS	101979	DIAMOND COMIC DISTRIBUTOR	18323241	14.32

SELECTION CRITERIA: payable.due\_date='12/02/2002'

FD - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	12156	THOMSON LEARNING	4807806450	39.28
2110	970600	BOOKS	13071	MULTI-CULTURAL BOOKS & VI	02-660	589.94
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2009951180	762.70
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2009961678	382.44
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2009940462	1,138.11
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010002168	189.99
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2009955779	292.08
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010014440	792.47
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2009967085	739.20
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010009680	33.86
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2009954272	710.18
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010002037	48.82
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2009980161	626.67
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2009961588	273.67
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010009833	1,101.31
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010021127	218.59
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2009980666	412.92
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2009971473	392.96
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2009980775	285.75
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	3006175818	13.61
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2009996891	1,769.33
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010024815	1,156.01
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	72203	11.04
2110	970600	BOOKS	28038	BRILLIANCE AUDIO, INC.	0173251	40.84
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81394404	118.64
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81288120	122.88
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81305006	236.79
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81278063	332.74
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81277474	256.54
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81297703	249.13
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81329368	75.06
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81288118	239.40
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81305004	19.32
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81281790	27.79
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81305002	74.73
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81333517	40.95
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81299471	58.03
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81380244	54.03
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81380242	14.79
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81380240	401.09
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81389128	59.73
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81281788	56.97
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81389130	118.08
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81333519	44.96
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81437672	19.20
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81408385	92.61
2110	970600	BOOKS	68820	MARSHALL CAVENDISH CORP.	R608713	142.81
2110	970600	BOOKS	71360	MORNINGSTAR	1884897	35.00
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-28-02-5	161.57
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-28-02-3	93.03
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-28-02-2	41.25

SELECTION CRITERIA: payable.due\_date='12/02/2002'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-28-02-1	330.14
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	0173145	236.10
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	0173646	50.74
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	0172604	146.17
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	0173645	52.65
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5054766P	57.60
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5064054P	57.60
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5054767P	75.20
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5056438P	57.60
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1583714	83.30
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1581340	5.95
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1601768	92.90
2110	970620	SUBSCRIPTIONS & BOOKS	23806	FACTS ON FILE	63621	377.00
2110	970620	SUBSCRIPTIONS & BOOKS	71360	MORNINGSTAR	17525	222.50
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBS CO SUBSCRIPTION SVC	1075394	31,808.08
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	11036B	51.36
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	9462K	40.65
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	11036A	218.44
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	9462J	23.44
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R28378151	122.37
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R28141902	35.91
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R28141901	31.02
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R28141900	33.46
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R28378150	152.35
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M11670020	235.97
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B02393630	126.03
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M11631960	37.42
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B02955740	307.41
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	536748	39.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	539598	39.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	539599	31.66
2110	970640	AUTOMATED REFERENCE MAT'L	100957	LEARNING EXPRESS, LLC	20011766	1,565.00
TOTAL LIBRARY SERVICES						96,341.14
TOTAL FUND						96,341.14



SELECTION CRITERIA: payable.due\_date='12/16/2002'

D - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920140	DATA PROCESSING SERVICES	05537 ILLINOIS STATE LIBRARY	17501	617.47
2110	920140	DATA PROCESSING SERVICES	101752 OCLC INCORPORATED	678201	1,956.90
2110	920140	DATA PROCESSING SERVICES	101882 BAKER & TAYLOR INCORPORAT	Y08NS7351M	569.58
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	OCTOBER 2002	1,526.98
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	OCTOBER 2002	3,582.01
2110	930010	R & M EQUIPMENT	53253 DISTINCTIVE BUSINESS PROD	473847	1,024.10
2110	930010	R & M EQUIPMENT	72106 COOPERATIVE COMPUTER SERV	OCTOBER 2002	23.92
2110	930020	R & M BLDGS & STRUCTURES	00189 ANDERSON LOCK CO LTD	314351	892.62
2110	930020	R & M BLDGS & STRUCTURES	09368 ADT SECURITY SERVICES	33229554	37.50
2110	930320	CLEANING:CUSTODIAL SERV	09536 CRYSTAL MGMT & MAINT SERV	11116	3,300.00
2110	960210	SPECIAL EVENT PROGRAMMING	08490 PATRICIA HORN	REIMB	39.23
2110	960210	SPECIAL EVENT PROGRAMMING	101296 SARA MCLAUGHLIN	REIMB	37.50
2110	960210	SPECIAL EVENT PROGRAMMING	102046 MARK NICHOLS	12/14/02	350.00
2110	960210	SPECIAL EVENT PROGRAMMING	102064 GRAHAM SALISBURY	LECTURE	945.82
2110	960210	SPECIAL EVENT PROGRAMMING	25476 PATIO WORLD	23407	139.96
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	005415	46.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1386903	112.70
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1392065	2.15
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1392063	.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1387507	18.05
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1384723	74.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1392476	21.05
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1392064	.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010061063	61.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010033269	46.90
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010001761	8.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010020887	39.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010001979	15.60
2110	960990	MISC CONTRACTUAL SVCS	25775 CRIMSON MULTIMEDIA DIST.,	20790	74.89
2110	960990	MISC CONTRACTUAL SVCS	25775 CRIMSON MULTIMEDIA DIST.,	20798	75.89
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	81489534	9.16
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	2CM88391	-28.53
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	81567923	8.26
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	81473541	9.49
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	81567927	16.94
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	81578901	2.29
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	81567925	2.14
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	81489536	10.91
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	81481130	2.14
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	81578903	2.29
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	81473543	376.90
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	81473545	15.15
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	81551377	57.08
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	81457676	20.71
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	81500332	33.70
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	81561544	4.74
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	81468680	22.90
2110	960990	MISC CONTRACTUAL SVCS	73875 MESSAGE MOVERS	0211003	294.14
2110	970100	SUPPLIES	05281 VANGUARD I.D. SYSTEM	10015583	795.58
2110	970100	SUPPLIES	09638 OFFICE DEPOT	185822838/1	100.00
2110	970100	SUPPLIES	09638 OFFICE DEPOT	186710917/1	4.31

12/06/02

ACCOUNTING PERIOD: 12/02

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

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SELECTION CRITERIA: payable.due\_date='12/16/2002'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970100	SUPPLIES	09638	OFFICE DEPOT	186305784/1	-6.15
2110	970100	SUPPLIES	09638	OFFICE DEPOT	186054465/1	18.69
2110	970100	SUPPLIES	09638	OFFICE DEPOT	186305288/1	50.15
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	107940-00	627.00
2110	970200	COPYING/FAX SUPPLIES	102047	WAGNER OFFICE SOLUTIONS I	31870	100.74
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	4-431-95866	69.64
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	4-431-55904	34.43
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1386903	979.49
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1392064	3.59
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1392065	13.16
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1384723	488.71
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1392476	174.61
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1387507	161.56
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1396518	16.96
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1392063	4.77
2110	970600	BOOKS	02345	OMNIGRAPHICS, INC.	104065-432	245.56
2110	970600	BOOKS	02805	INSIDE PROSPECTS	7175	2,325.00
2110	970600	BOOKS	05527	QUALITY BOOKS INC	568664	70.95
2110	970600	BOOKS	07439	THE GALE GROUP	11902081	121.40
2110	970600	BOOKS	07439	THE GALE GROUP	11984141	387.03
2110	970600	BOOKS	07439	THE GALE GROUP	11950750	23.96
2110	970600	BOOKS	07439	THE GALE GROUP	11958879	45.30
2110	970600	BOOKS	07439	THE GALE GROUP	11892339	564.84
2110	970600	BOOKS	07439	THE GALE GROUP	11960904	133.26
2110	970600	BOOKS	07439	THE GALE GROUP	11898710	161.47
2110	970600	BOOKS	08285	R R BOWKER LLC	868666	717.17
2110	970600	BOOKS	102048	DESIGN & CONSTRUCTION RES	C3-13865	56.50
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010001760	403.55
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010033268	1,086.79
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010020886	1,264.68
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010089416	236.78
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010094709	925.45
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010001978	492.62
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010061062	1,800.96
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010060016	78.13
2110	970600	BOOKS	20579	SALEM PRESS	0324094	289.80
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81468679	113.70
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81473542	486.55
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81561543	37.46
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81473544	12.15
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81489533	58.59
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81500331	184.38
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81567922	44.34
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81489535	74.79
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81551376	384.64
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81481129	17.10
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81578902	24.95
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81578900	13.65
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81567924	14.22
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81567926	89.17
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81458954	81.41

SELECTION CRITERIA: payable.due\_date='12/16/2002'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81473540	73.37
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81457675	136.47
2110	970600	BOOKS	82668	POLONIA BOOK STORES	020161	298.12
2110	970610	AUDIO MATERIALS	101753	THE TEACHING COMPANY	1204552	274.90
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	11-20-02-3	139.20
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	11-20-02-1	542.80
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	11-20-02-5	66.45
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	11-20-02-2	18.18
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IN0173853	219.18
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5087528P	454.40
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1606256	78.35
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1601764	11.90
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1582627	245.60
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1596553	900.80
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1596371	18.85
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	11036C	216.41
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	11036D	157.80
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	9462L	29.35
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R28604261	146.92
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R28604262	53.97
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R28604260	39.96
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M11773610	245.15
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B03610440	97.40
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M11963660	337.24
2110	970630	VISUAL MATERIALS	100456	SOUTHPORT VIDEO	DH2768	169.87
2110	970630	VISUAL MATERIALS	101722	WILLIAM AND SUE WILLS	10-15-02	12.00
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST.,	20699	313.00
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST.,	20770	358.00
2110	970640	AUTOMATED REFERENCE MAT'L	07439	THE GALE GROUP	72345	8,831.57
2110	970640	AUTOMATED REFERENCE MAT'L	100517	MLNC	00007590	40.00
2110	970640	AUTOMATED REFERENCE MAT'L	100517	MLNC	14683	3,498.00
2110	970640	AUTOMATED REFERENCE MAT'L	101798	SCHOLASTIC LIBRARY PUBLIS	10755940	1,903.00
2110	970900	EQUIPMENT <\$5,000	101039	MITY-LITE INCORPORATED	400202	1,160.00
2110	970900	EQUIPMENT <\$5,000	18150	ASI SIGN SYSTEMS	91027	57.50
TOTAL LIBRARY SERVICES						54,354.43
TOTAL FUND						54,354.43

ADMINISTRATOR'S REPORT  
January 21, 2003

I. PERSONNEL

Resignations in December, 2002: Syed Ahmed, Page, Circulation Services; Jennifer Welch, Assistant Clerk, Circulation Services; Patricia Strait, Librarian.I (PT), Adult Services.

II. STAFF DEVELOPMENT

I have completed my rounds of conversations with the Circulation Services Staff, except for a final meeting with Martha Sloan, Susan Farid, and Barbara Saletnik, which will be held by the end of January. The annual Staff Holiday Party was held on Thursday, December 19 at the library, during the lunch hours.

A staff committee met with the consultant and the lead teacher for the grant to teach all staff some simple, basic phrases in Spanish. The goal of this grant is to make our Spanish speaking patrons feel more welcome and for staff to feel more at ease in using Spanish. The meeting was held January 6.

The Job Reclassification process has begun. The first step is for all employees to complete a questionnaire about his/her position. These questionnaires will be reviewed by supervisors and forwarded to the Job Reclassification Committee. The committee's first meeting is scheduled for February 3.

III. PATRON SERVICES

Library holdings at the end of 2002 are 276,247. We have recently (to be reflected in 2003 statistics) withdrawn all audiocassettes, except books on tape. The circulation of these materials has dropped drastically, and the space is needed for better display of cds, the new, more popular format.

Attendance at the library grew by 18% in 2002 and circulation of materials by 13% during the same period. In December our staff handled nearly 20% more circulating materials than in December of

2001. Please note the 28% increase in Reference assistance and the 52% increase in signups for computers and study rooms.

In December our homepage was accessed 110,789 times and our self-check machines were used for 20% of our circulation.

#### IV. OTHER PROFESSIONAL ACTIVITIES

I chaired the Library Cable Network Executive Committee meeting on December 19 and hosted the SLURP directors meeting on January 10.

On January 10, John Ciborowski joined me at the Des Plaines Rotary Club meeting to accept a check for \$10,000 for the Rotary Heritage Reading Room at the library. This is the second payment toward the \$30,000 pledge from Rotary.

## VI.D.1.

DES PLAINES PUBLIC LIBRARY  
HOLDINGS  
JANUARY 2003

	<u>Dec 2002</u>	<u>Jan 2003</u>	<u>Change</u>	<u>% Change</u>
Books	239,505	235,799	-3,706	-1.55%
Audio	21,572	21,096	-476	-2.21%
Video	17,548	17,112	-436	-2.48%
Puzzles & Games	742	670	-72	-9.70%
Realia	233	233	0	0.00%
Pamphlets	1,337	1,337	0	0.00%
<b>Total</b>	<b>280,937</b>	<b>276,247</b>	<b>-4,690</b>	<b>-1.67%</b>

## VI.D.1.

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

**I. Library Card Registration Services**

<u>Dec 2001</u>	<u>Nov 2002</u>	<u>Dec 2002</u>	<u>Year to Date 2001</u>	<u>Year to Date 2002</u>	<u>% Change</u>
524	998	712	9,559	9,976	4.4%

A.	New Library Card Registrations	294
B.	Updated Library Card	256
C.	Other Libraries	155
D.	Non Resident Fee Paid Cards	7
	Total	712

**II. Other Registration Services**

1.	Patrons Registering for Programs	104
2.	Number of Meeting Room Uses	56
3.	Voters Registered	2
4.	Senior Cab Cards	0
	Total	162

**III. Total Number Of Registered Borrowers**

* December 2001	NA	
**December 2002	42,753	(75% of Population)

\* The reports for December 2001 are not available due to the change from GEAC to SIRSI, but when the December 2001 statistics become available they will be included in the most current board packet.

\*\*The population for the City of Des Plaines was revised to 56,945.  
(Revised 2000 Census Report dated December 3, 2002.)

## VI.D.1.

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

**Patron Attendance Count**

<u>Dec 2001</u>	<u>Nov 2002</u>	<u>Dec 2002</u>	<u>Year to Date 2001</u>	<u>Year to Date 2002</u>	<u>% Change</u>
36,003	46,712	41,394	454,781	535,574	17.8%

**Reciprocal Borrowing  
(Materials Lent)**

	<u>Dec 2001</u>	<u>Dec 2002</u>	<u>% Change</u>
NSLS	*NA	10,405	
Other Systems	*NA	5,837	
Total	*NA	16,242	

**Interlibrary Loan**

	<u>Dec 2001</u>	<u>Dec 2002</u>	<u>Year to Date 2001</u>	<u>Year to Date 2002</u>	<u>% Change</u>
Sent	*NA	3,109	NA	25,942	*NA
Received	*NA	1,570	NA	16,471	*NA
Total	*NA	4,679	NA	42,413	*NA

\* The reports for December 2001 are not available due to the change from GEAC to SIRSI, but when the December 2001 statistics become available they will be included in the most current board packet.



**DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT  
2001/2002**

Total 2001 to Date: 853,490                      Total 2002 to Date: 962,178

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>		
	CHILDREN	2001	2002	2001	2002	2001	2002
Non Fiction		52,950	61,465	6,230	6,965	59,180	68,430
Fiction		146,589	159,967	12,436	12,760	159,025	172,727
Foreign Language Non Fiction		976	862	99	181	1,075	1,043
Foreign Language Fiction		3,794	4,551	610	817	4,404	5,368
Periodicals		3,248	2,907	340	118	3,588	3,025
Compact Discs		7,015	10,081	273	238	7,288	10,319
Audio Cassettes		3,570	2,995	148	90	3,718	3,085
Audio Kits		4,077	3,689	430	219	4,507	3,908
Puzzles		3,829	4,217	445	436	4,274	4,653
Games		875	857	164	173	1,039	1,030
Audio Books		2,521	3,425	145	191	2,666	3,616
Video Fiction		33,823	38,499	4,348	3,987	38,171	42,486
Video Non Fiction		12,577	12,286	563	462	13,140	12,748
DVD		2,872	13,234	4	353	2,876	13,587
CD ROMs		7,981	7,310	8	1	7,989	7,311
<b>SUB TOTAL</b>		<b>286,697</b>	<b>326,345</b>	<b>26,243</b>	<b>26,991</b>	<b>312,940</b>	<b>353,336</b>
<b>ADULT</b>							
Non Fiction		121,803	133,855	2,078	2,655	123,881	136,510
Fiction		90,228	98,855	3,694	4,141	93,922	102,996
Large Type		11,923	14,895	1,641	2,457	13,564	17,352
Foreign Language Non Fiction		2,623	3,318	33	31	2,656	3,349
Foreign Language Fiction		6,269	8,127	17	24	6,286	8,151
High School Collection		3,989	4,796	35	38	4,024	4,834
Periodicals		25,782	29,370	1,386	1,526	27,168	30,896
Pamphlets		87	102	2	0	89	102
Compact Discs		81,896	83,287	4,407	4,653	86,303	87,940
Audio Cassettes		3,586	3,183	160	111	3,746	3,294
Puzzles		0	7	1	0	1	7
Pictures		543	552	0	0	543	552
Audio Books		22,294	26,405	458	471	22,752	26,876
CD ROMs		1,968	2,524	3	4	1,971	2,528
Video Fiction		77,049	82,610	4,116	4,166	81,165	86,776
Video Non Fiction		34,773	39,095	560	549	35,333	39,644
DVD		31,411	53,191	26	1,681	31,437	54,872
Misc. Formats		1,217	2,117	30	46	1,247	2,163
		517,441	586,289	18,647	22,553	536,088	608,842
Standalone		4,300	0	162	0	4,462	0
<b>GRAND TOTAL</b>		<b>808,438</b>	<b>912,634</b>	<b>45,052</b>	<b>49,544</b>	<b>853,490</b>	<b>962,178</b>
Self Check		162,317	199,624	0	0	162,317	199,624

## Main/Mobile Combined 2002

CHILDREN	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Non Fiction	7,029	7,221	5,671	6,232	5,528	4,455	4,950	4,077	5,293	6,932	6,684	4,358	68,430
Fiction	16,468	14,951	15,496	13,455	11,909	14,494	15,683	13,057	13,733	15,380	16,232	11,869	172,727
Foreign Language Non Fiction	80	101	124	101	47	81	54	26	86	114	126	103	1,043
Foreign Language Fiction	508	495	406	342	331	336	321	266	522	643	649	549	5,368
Periodicals	219	308	313	217	198	226	318	276	287	262	224	177	3,025
Compact Discs	865	814	844	847	760	783	905	858	789	919	1,145	790	10,319
Audio Cassettes	315	258	256	244	203	225	234	287	255	275	297	236	3,085
Audio Kits	419	454	421	331	242	312	328	304	271	293	303	230	3,908
Puzzles	371	360	500	430	358	363	399	419	419	380	435	219	4,653
Games	92	87	80	102	80	66	61	57	72	118	138	77	1,030
Audio Books	296	301	328	248	227	264	340	405	249	346	367	245	3,616
Video Fiction	3,527	3,346	3,636	3,303	3,121	3,373	3,842	3,607	3,479	3,888	4,081	3,283	42,486
Video Non Fiction	1,221	1,172	1,251	1,096	919	994	1,209	1,051	1,014	1,042	1,048	731	12,748
DVD	494	519	870	1,022	975	1,191	1,329	1,353	1,227	1,412	1,652	1,543	13,587
CD ROMs	645	654	602	615	566	601	641	542	607	583	712	543	7,311
<b>SUB TOTAL</b>	<b>32,549</b>	<b>31,041</b>	<b>30,798</b>	<b>28,585</b>	<b>25,464</b>	<b>27,764</b>	<b>30,614</b>	<b>26,585</b>	<b>28,303</b>	<b>32,587</b>	<b>34,093</b>	<b>24,953</b>	<b>353,336</b>
<b>ADULT</b>													
Non Fiction	12,042	11,451	12,245	12,077	11,280	9,671	12,100	10,816	10,464	12,054	11,646	10,664	136,510
Fiction	7,748	7,262	8,065	8,176	9,215	8,899	10,300	10,051	8,586	8,651	8,310	7,733	102,996
Large Type	1,264	1,206	1,328	1,326	1,581	1,436	1,658	1,741	1,459	1,477	1,431	1,445	17,352
Foreign Language Non Fiction	280	274	252	252	222	221	264	301	288	360	339	296	3,349
Foreign Language Fiction	610	573	617	573	606	614	651	786	703	805	770	843	8,151
High School	319	383	359	357	347	442	551	458	415	442	409	352	4,834
Periodicals	2,668	2,576	2,761	2,527	2,271	2,450	2,732	2,895	2,566	2,655	2,591	2,204	30,896
Pamphlets	12	2	16	9	6	5	9	2	11	10	4	16	102
Compact Discs	7,325	6,971	7,526	6,902	7,045	6,591	7,448	7,894	7,034	7,856	7,954	7,394	87,940
Audio Cassettes	248	299	281	445	235	214	283	245	226	260	284	274	3,294
Puzzles	0	0	0	0	0	0	0	1	1	1	2	2	7
Pictures	69	19	63	30	53	48	62	45	51	34	42	36	552
Audio Books	2,127	1,956	2,132	2,190	2,260	2,307	2,465	2,244	2,305	2,483	2,358	2,049	26,876
CD ROMs	211	197	227	235	172	183	150	222	239	218	262	212	2,528
Video Fiction	7,541	6,739	7,598	6,705	6,867	6,785	7,726	8,062	6,942	7,310	7,320	7,181	86,776
Video Non Fiction	3,388	3,182	3,741	3,199	3,264	2,752	3,640	3,538	3,184	3,256	3,332	3,168	39,644
DVD	3,765	3,355	3,862	3,762	3,987	4,412	5,161	5,297	5,006	5,303	5,330	5,632	54,872
Misc. Formats	132	147	273	198	200	215	220	172	153	148	180	125	2,163
<b>SUB TOTAL</b>	<b>49,749</b>	<b>46,592</b>	<b>51,346</b>	<b>48,963</b>	<b>49,611</b>	<b>47,245</b>	<b>55,420</b>	<b>54,770</b>	<b>49,633</b>	<b>53,323</b>	<b>52,564</b>	<b>49,626</b>	<b>608,842</b>
<b>GRAND TOTAL</b>	<b>82,298</b>	<b>77,633</b>	<b>82,144</b>	<b>77,548</b>	<b>75,075</b>	<b>75,009</b>	<b>86,034</b>	<b>81,355</b>	<b>77,936</b>	<b>85,910</b>	<b>86,657</b>	<b>74,579</b>	<b>962,178</b>
Self Check	12,701	19,060	20,075	17,896	15,297	16,663	19,899	16,637	16,442	15,230	15,669	14,055	199,624
Days Closed/Out of Service	0-----5.66	0-----0	0-----0	0-----0	0-----0	0-----6	0-----0	0-----5	0-----0	0-----0	0-----0	0-----3	0-----19.66

## DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

### December 2002

			% Change
Total 2001 to Date:	853,490	Total 2002 to Date:	962,178    12.73%
December 2001	62,290	December 2002	74,579    19.73%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>		
	<u>CHILDREN</u>	2001	2002	2001	2002	2001	2002
Non Fiction		3,268	3,816	250	542	3,518	4,358
Fiction		9,661	11,174	426	695	10,087	11,869
Foreign Language Non Fiction		47	81	3	22	50	103
Foreign Language Fiction		286	473	19	76	305	549
Periodicals		142	173	4	4	146	177
Compact Discs		613	767	10	23	623	790
Audio Cassettes		213	225	1	11	214	236
Audio Kits		260	218	9	12	269	230
Puzzles		229	200	10	19	239	219
Games		40	67	8	10	48	77
Audio Books		117	228	14	17	131	245
Video Fiction		2,713	2,964	114	319	2,827	3,283
Video Non Fiction		812	712	10	19	822	731
DVD		407	1,506	3	37	410	1,543
CD ROMs		437	543	0	0	437	543
<b>SUB TOTAL</b>		<b>19,245</b>	<b>23,147</b>	<b>881</b>	<b>1,806</b>	<b>20,126</b>	<b>24,953</b>
<b>ADULT</b>							
Non Fiction		8,084	10,390	180	274	8,264	10,664
Fiction		5,782	7,402	209	331	5,991	7,733
Large Type		786	1,203	164	242	950	1,445
Foreign Language Non Fiction		216	294	1	2	217	296
Foreign Language Fiction		525	841	0	2	525	843
High School Collection		252	345	0	7	252	352
Periodicals		1,607	2,111	33	93	1,640	2,204
Pamphlets		1	16	0	0	1	16
Compact Discs		5,830	6,984	189	410	6,019	7,394
Audio Cassettes		284	262	4	12	288	274
Puzzles		0	2	0	0	0	2
Pictures		40	36	0	0	40	36
Audio Books		1,505	2,012	30	37	1,535	2,049
CD ROMs		147	211	0	1	147	212
Video Fiction		5,988	6,874	138	307	6,126	7,181
Video Non Fiction		2,438	3,120	28	48	2,466	3,168
DVD		3,089	5,443	14	189	3,103	5,632
Misc. Formats		134	122	4	3	138	125
		36,708	47,668	994	1,958	37,702	49,626
Standalone*		4,300		162		4,462	
<b>GRAND TOTAL</b>		<b>60,253</b>	<b>70,815</b>	<b>2,037 **</b>	<b>3,764 ***</b>	<b>62,290</b>	<b>74,579</b>
Self Check		0	14,055	0	0	0	14,055

\* Represents nonspecified checkouts during SIRSI migration.

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

\*\*\*Not in service 3 days for scheduled maintenance.

VI.D.1.

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

<b>Assistance/Service Desk</b>	<u>December 2001</u>	<u>December 2002</u>	<u>2002 Year to Date</u>
1. Phone Calls Received	1,064	1,255	22,426
2. Patron Renewals	1,041	1,332	19,446
3. Patron Reserves Delivered	515	2,007	23,911
4. Directional	2,097	1,488	30,036
5. Account Inquiries	1,325	3,470	31,625
6. Program Sign-up	154	312	7,281
7. In Person Patron Assistance	1,800	2,355	31,898
<b>Total</b>	<b>7,996</b>	<b>12,219</b>	<b>166,623</b>
 <b>Assistance/Switchboard</b>			
1. Phone Calls Answered	2,907	2,905	40,176
2. Delivery/Buzzer	71	59	1,092
3. 2-Way Radio	99	107	2,016
<b>Total</b>	<b>3,077</b>	<b>3,071</b>	<b>43,284</b>
 <b>Grand Total</b>	<b>11,073</b>	<b>15,290</b>	<b>209,907</b>

**DES PLAINES PUBLIC LIBRARY  
ADULT SERVICES PATRON ASSISTANCE  
DECEMBER 2002**

<b>Assistance</b>	<u>Dec 2001</u>	<u>Dec 2002</u>	<u>Year to Date 2001</u>	<u>Year To Date 2002</u>	<u>% Change</u>
1. Computer/Instructional	370	364	4,840	4,952	2.30%
2. Mechanical	202	266	1,605	3,240	101.90%
3. Directional	797	717	12,217	10,558	(-13.6%)
4. Informational	1,218	1,010	12,822	13,392	4.50%
5. Tax Forms	13	18	1,126	864	23.3
6. Instruction	6	17	222	190	(-14.4)
<b>Total</b>	<b>2,606</b>	<b>2,392</b>	<b>32,832</b>	<b>33,196</b>	<b>1.10%</b>

<b>Reference and Readers' Services</b>	<u>Dec 2001</u>	<u>Dec 2002</u>	<u>Year to Date 2001</u>	<u>Year to Date 2002</u>	<u>% Change</u>
1. Specific Item Request	3,058	3,094	34,647	48,438	39.80%
2. Ready Reference	979	916	13,084	13,388	2.30%
3. In-Depth Reference	238	173	2,803	3,014	7.40%
4. Virtual Reference Desk	41	19	251	385	53.40%
5. Interlibrary Loan Request	158	179	3,293	2,086	(-36.7%)
6. Readers' Advisory	79	126	1,496	2,107	40.80%
7. Reserves	509	595	6182	9,841	59.20%
<b>Total</b>	<b>5,062</b>	<b>5,102</b>	<b>61,756</b>	<b>79,259</b>	<b>28.30%</b>

<b>Sign Up</b>	<u>Dec 2001</u>	<u>Dec 2002</u>	<u>Year to Date 2001</u>	<u>Year to Date 2002</u>	<u>% Change</u>
1. Internet	4,921	5,902	48,480	72,852	50.30%
2. Computer Lab	457	411	4,130	5,487	32.90%
3. Group Study Rooms	230	352	2,233	4,445	99.10%
4. Reading Edge	0	3	14	13	(-7.1%)
<b>Total</b>	<b>5,608</b>	<b>6,668</b>	<b>54,857</b>	<b>82,797</b>	<b>50.90%</b>
<b>Grand Total</b>	<b>13,276</b>	<b>14,162</b>	<b>149,445</b>	<b>195,252</b>	<b>30.70%</b>

## VI.D.1.

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

<b>Assistance</b>	<u>Dec 2001</u>	<u>Dec 2002</u>	<u>Year to Date 2001</u>	<u>Year To Date 2002</u>	<u>% Change</u>
1. Computer Sign-up	1,600	2,332	18,758	32,101	71.1%
2. Program Sign-up	188	524	3,325	6,175	85.7%
3. Equipment Repair & Assistance	499	702	7,458	7,661	2.7%
4. Directional Questions	254	242	4,113	4,101	0
5. ILL & Patron Holds	35	143	803	1,358	69.1%
<b>Total</b>	<b>2,576</b>	<b>3,943</b>	<b>34,457</b>	<b>51,663</b>	<b>49.9%</b>

<b>In-House Circulation</b>	<u>Dec 2001</u>	<u>Dec 2002</u>	<u>Year to Date 2001</u>	<u>Year to Date 2002</u>	<u>% Change</u>
1. Train Sets	1,012	1,305	11,738	13,235	12.8%
2. Chess/Checkers	97	68	1,692	1,202	(-29%)
3. Periodicals	5	7	181	228	26.0%
4. Book Bag Request	3	5	57	111	94.7%
5. Textbooks	40	16	189	162	(-14.3)
6. Reserve Books	17	103	729	982	34.7%
<b>Total</b>	<b>1,174</b>	<b>1,504</b>	<b>14,586</b>	<b>15,920</b>	<b>9.2%</b>

<b>Reference</b>	<u>Dec 2001</u>	<u>Dec 2002</u>	<u>Year to Date 2001</u>	<u>Year to Date 2002</u>	<u>% Change</u>
1. Specific Item Request	1,993	1,289	12,568	15,995	27.3%
2. Reference	653	446	11,389	7,491	(-34.2%)
3. Readers' Advisory	152	119	1,835	1,585	(-13.6%)
4. Referrals to Other Libraries	23	39	146	399	173.3%
<b>Total</b>	<b>2,821</b>	<b>1,893</b>	<b>25,938</b>	<b>25,470</b>	<b>(-1.8%)</b>
<b>Grand Total</b>	<b>6,571</b>	<b>7,340</b>	<b>74,981</b>	<b>93,053</b>	<b>24.1%</b>

**DES PLAINES PUBLIC LIBRARY  
USE OF ONLINE REFERENCE PRODUCTS  
DECEMBER 2002**

Access Science	12*
Alldata	NA
BigChalk	127
College Source Online	0
CQ Electronic Library	32
Des Plaines Public Library Homepage	110,789
FACTS.com	NA
First Search	965
Gale Group:	
• AncestryPlus	NA
• Biography Resource Center	271
• Business & Company Resource Center	317
• Contemporary Authors	11
• General Business File ASAP	101
• General Reference Center Gold	571
• Health & Wellness Resource Center	257
• Student Resource Center	318
• What Do I Read Next?	11
Grolier Online	23*
Hoover's Online	NA*
Info USA (Reference USA)	386
LearnATest.com	NA
Library Catalog	NA
LitFinder	NA
NewsBank:	
• <i>Chicago Tribune</i>	123
• <i>Chicago Tribune Archive</i>	223
• <i>News Illinois</i>	18
• <i>Noticias en Español</i>	0
NetLibrary	0
NoveList	186
New York Times Historical Archive	68
ProQuest ( <i>Chicago Sun-Times, Daily Herald,</i>	120

DES PLAINES PUBLIC LIBRARY  
USE OF ONLINE REFERENCE PRODUCTS  
DECEMBER 2002

<i>Wall Street Journal, Chicago Tribune)</i>	
Sorkins Online	NA
S&P's NetAdvantage	57
World Book Encyclopedia	20
Total Searches & Queries	115,006

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



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

Times Used    Attendance

**Library Sponsored Programs/Meetings**

Adult Services	1	9
All Staff Meeting	1	61
Chess Club	1	15
Department Heads Meeting	3	24
Electronic Newsletter	1	3
Film: "Kate & Leopold"	1	40
Film: "White Christmas"	1	5
Page Meeting	2	44
Planning Committee	1	8
Readers' Services Meeting	1	8
Spanish Language Grant	1	5
Story of Frida Kahlo	1	46
Tree Lighting Ceremony	1	1000
Tuesday Morning Book Group	1	25
Volunteer Reception	1	40
Youth Services Staff Meeting	1	7
 Total	 19	 1,340

**Outside Community Groups**

Bahai's of Des Plaines	1	6
Des Plaines Art Guild	1	9
Des Plaines Boy Scout Troop 22	1	10
Des Plaines Cobra Baseball	1	20
Des Plaines School Board Caucus	1	24
Des Plaines Toastmasters	2	16
District 207 Maine Teachers Association	1	10
Documentary Film	1	20
Du Page Figure Skaters	1	10
Fairmont Town Homes Association	1	30
Graceland Manor Condominium Association	1	18

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

**Outside Community Groups (continued)**

Kiwanis Club of Des Plaines	1	14
Laurent Cleric Deaf Academy Storytime	1	30
Moms on the Move	1	20
Our Organic Group	2	9
Park Place Condominium Association	1	32
Piano Recital	1	115
Plainfield School	1	20
Polyglots Toastmasters	1	8
Rivers Edge Condominium Association	1	20
Riverwalk Condominium Association	1	44
Romance Writers	1	25
Today's Business Solutions	1	40

Total	25	550
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**Other**

Library Board Meeting	1	16
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Total	1	16
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VI.D.1.

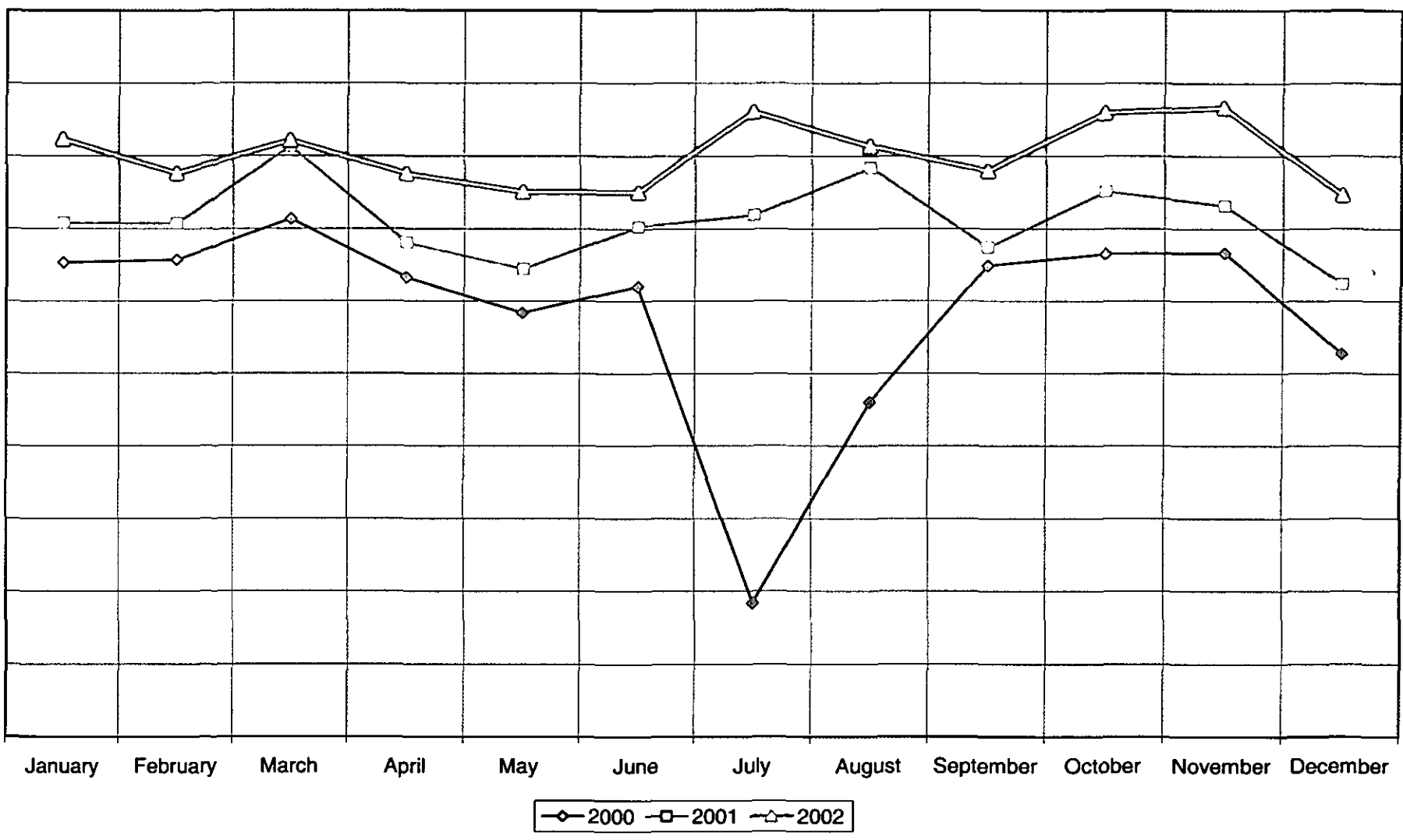
**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR DECEMBER 2002**

	<u>Times Used</u>	<u>Attendance</u>
<b>Library Sponsored Children's Programs</b>		
2 year olds Storytime	4	63
3 - 5 year olds Storytime	10	79
Storytime Drop in	2	17
Baby Talk Book Times	12	194
Chess Club	1	20
Hansel & Gretel Puppet Show	1	165
Holiday Craft	1	95
Junior Great Books	2	10
Preschool Movies	4	22
Santa Visit	1	487
Santa Storytime	1	25
School Day Off Movie	2	30
<b>Total</b>	<b>41</b>	<b>1,207</b>
Literacy Program		
Learn to Read	16	480
<b>Grand Total</b>	<b>102</b>	<b>3,593</b>

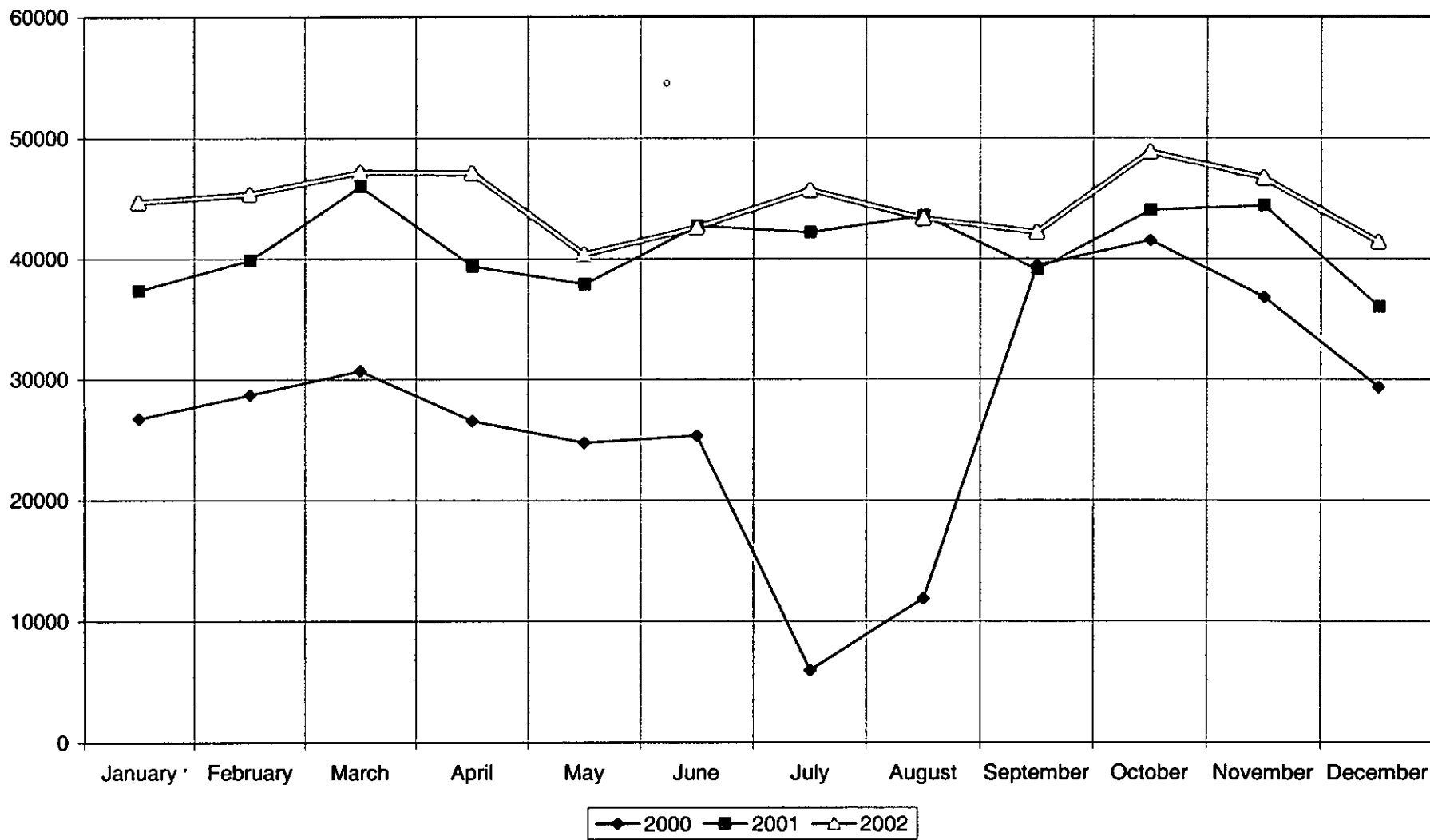
**December Total = 53 groups involving 3,593 people.**

**2002 Year to Date Total = 553 groups involving 36,767 people.**

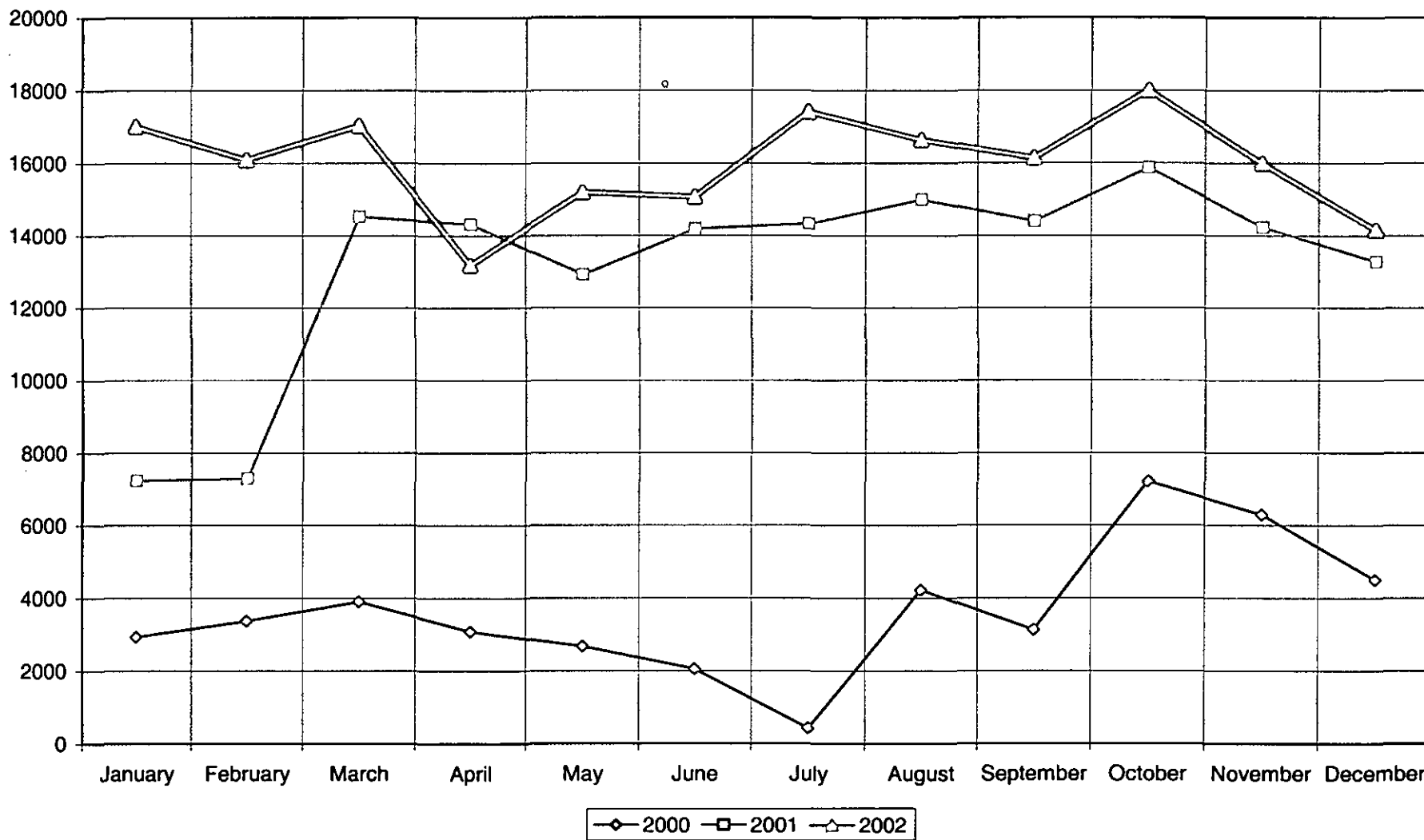
### Circulation Statistics Items Circulated Per Month By Year



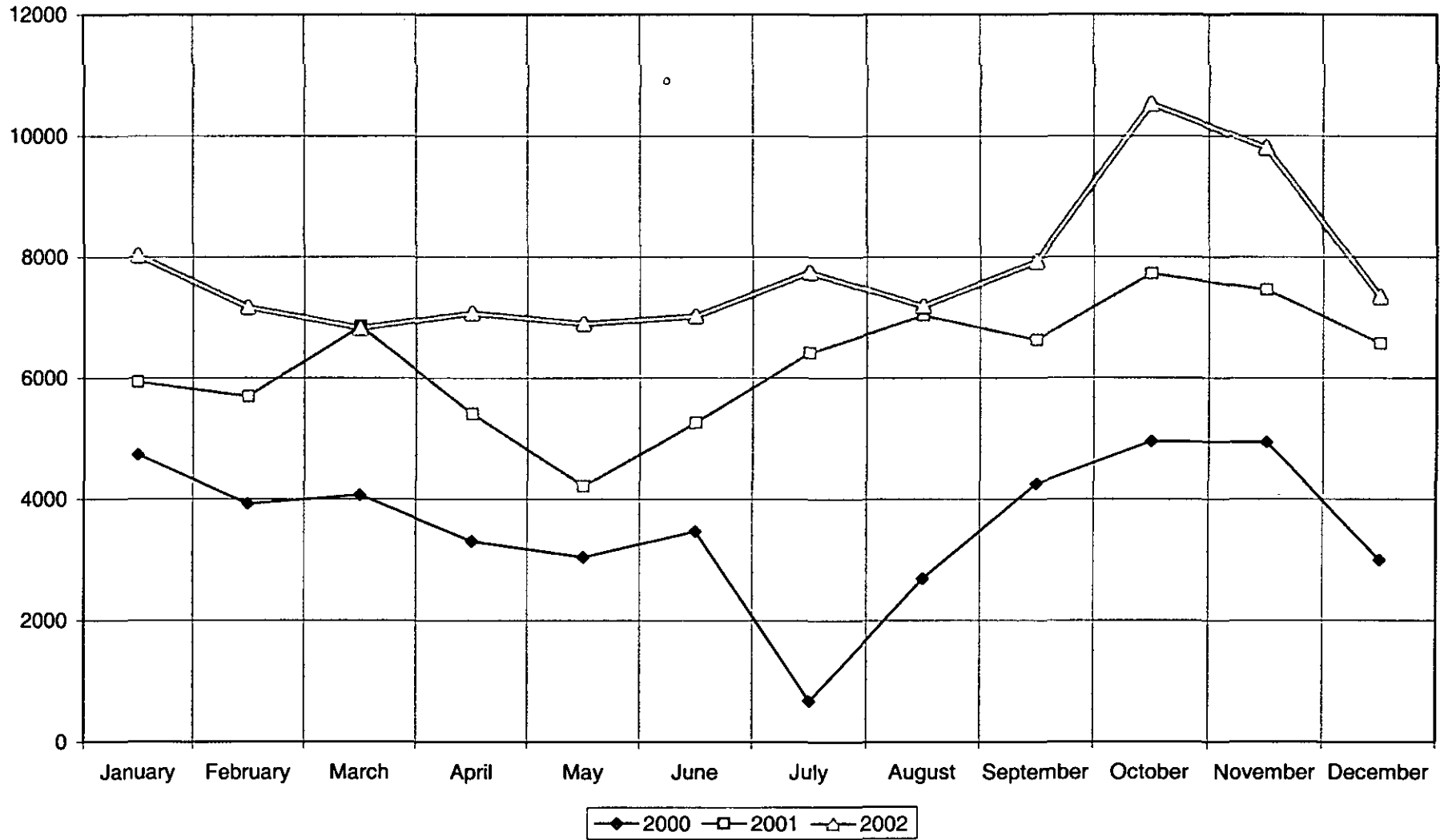
### Patron Attendance December 2002



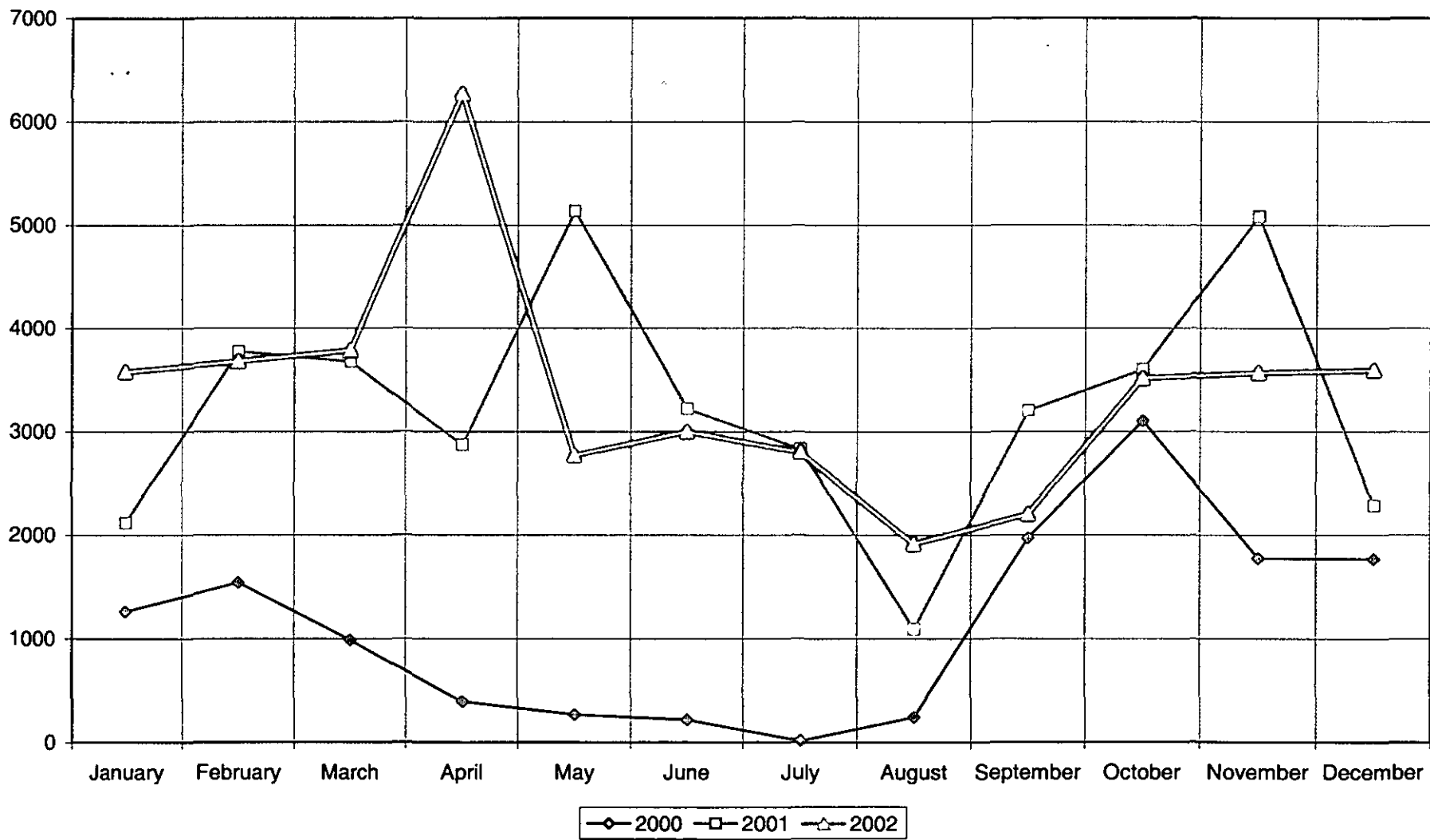
### Adult Patron Assistance December 2002



### Youth Patron Assistance December 2002

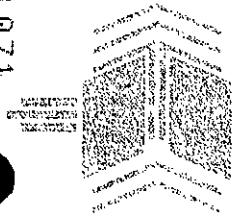


### Meeting Room Attendance December 2002





1071



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

## VI.D.2.

Progress Report

Response Requested by \_\_\_\_\_

Board Action Required \_\_\_\_\_

### FRIENDS OF THE DES PLAINES PUBLIC LIBRARY JANUARY, 2003

There was Roundtable Meeting of the Friends of the Des Plaines Public Library in December. The next Roundtable Meeting is Tuesday, January 28, 7:00 p.m. in the Second Floor Conference Room.

Up-coming Book Sale:                      March 28-30, 2003  
Mary/Ralph Minnis, chair

Roundtable Meetings, Tuesdays at 7:00 p.m.:  
February 25, 2003  
March 25, 2003  
April 29, 2003

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

**VI.D.3.**

- Progress Report
- Response Requested by \_\_\_\_\_
- Board Action Required 01/21/03 Meeting

BOARD OF TRUSTEES  
Minutes of the Finance Committee Meeting  
January 6, 2003

Chair: Susan Burrows.  
Present: Susan Burrows, John Ciborowski, Rhys Read, Sandra Norlin, Hector Marino, Martha Sloan, Carol Kidd, Bob Blanchard, Anne Johnson.

Call to Order: 5:37 PM by Susan Burrows.

Anne Rose Johnson, Executive Director of the Library Community Foundation distributed the financial reports for the Des Plaines Public Library Fund. Susan Burrows asked for a fund category for the Rotary Heritage Reading Room and Anne Johnson responded that she would add this category to the Des Plaines Public Library Fund.

Sandra Norlin reported on the upcoming Rotary fundraiser "Do the Dewey." The fundraiser will be held at the library after hours. Susan Burrows and Eldon Burk volunteered to help with the fundraiser.

The Committee discussed the cost of providing mobile library service to Rosemont one time per month for two hours. The Committee asked Sandra Norlin to provide Rhys Read with costs associated with operating and staffing the mobile library. Rhys Read will calculate the costs and give his findings to Sandra Norlin.

The Committee discussed a perpetual Buy A Brick fundraiser. Eldon Burk will contact the Friends of the Library to ask for their support in organizing the fundraiser.

MOTION by Committee to authorize John Ciborowski to contact Alderman Rosemary Argus to present a proposal to the City Council for approval of a perpetual Des Plaines Public Library Buy A Brick fundraiser. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Committee to authorize Library Administrator, Sandra Norlin, to expend up to \$12,000 for the purchase of software for automated sign-up, to choose a vendor who will provide equipment and support to the library, which is in the best interest of the Des Plaines Public Library, and to present this motion to the Board of Trustees at the January 21, 2003 meeting for a vote. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Committee to authorize Library Administrator, Sandra Norlin, to purchase 11 Dell Laptop computers at a cost of \$15,874.00, which is in the best interest of the Des Plaines Public Library, and to present this motion to the Board of Trustees at the January 21, 2003 meeting for a vote. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The next meeting is scheduled for Monday, February 3, 2003 at 5:30 PM.

The meeting adjourned at 7:32 PM.

Minutes prepared by Carol Kidd.

1074



Sandra Kozlowski  
UNITED STATES DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. Census Bureau  
Washington, DC 20233-0001  
OFFICE OF THE DIRECTOR

December 16, 2002

FROM THE DIRECTOR  
U.S. CENSUS BUREAU

This is an official statement of the revised Census 2000 population and housing unit counts for the city of Des Plaines, Illinois, including corrections made through December 3, 2002.

According to the official returns of the TWENTY-SECOND DECENNIAL CENSUS OF THE UNITED STATES, on file in the U.S. Census Bureau, the counts as of April 1, 2000, for Des Plaines, Illinois, are:

Population . . . . . 56,945  
Housing Units . . . . . 22,193

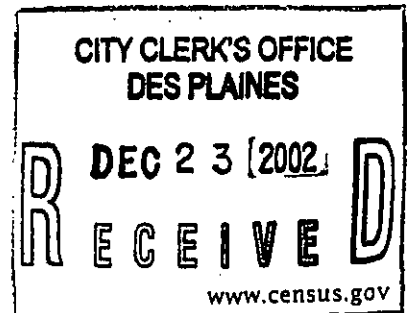
Sincerely,

Charles Louis Kincannon

This statement is being sent to the highest elected official of this governmental unit, the Secretary of State, and other state officials.

Census counts used for Congressional apportionment and legislative redistricting and the Census 2000 data products will remain unchanged. The Census Bureau will include the corrections in the errata information to be made available via the Internet on the *American FactFinder* system and used specifically to modify the decennial census file for use in yearly postcensal estimates beginning in December 2002.

Details regarding the Census Bureau's calculation of these figures are attached. If you require additional information, please call the Census Bureau's Count Question Resolution program staff, toll-free, on 1 (866) 546-0527.



Area Name	Original Tabulation Counts		Corrected Count		Change	
	Total Housing Units	Total Population	Total Housing Units	Total Population	Total Housing Units	Total Population
Des Plaines city, IL	22,851	58,720	22,193	56,945	-658	-1,775
* Population counts include population from housing units and group quarters, where applicable.						

# NIGHT OWL

## REFERENCE SERVICE



November, 2002

Total number calls =695

7 Antioch Public Library	7 Lincolnwood Public Library
35 Arlington Heights Memorial Library	11 Lisle Library District
22 Aurora Public Library	5 Mokena Public Library
10 Barrington Area Public Library	23 Mt Prospect Public Library
6 Bartlett Public Library	5 Nippersink Public Library
9 Bedford Park Public Library	21 Northbrook Public Library
29 Bellwood Public Library	16 Oswego Public Library
8 Bradley Public Library	35 Park Ridge Public Library
9 Coal City Public Library	8 Prospect Heights Public Library
12 Des Plaines Public Library	12 Riverside Public Library
15 Elmhurst Public Library	10 Rolling Meadows Public Library
18 Elk Grove Village Public Library	10 St. Charles Public Library
25 Elmhurst Public Library	30 Schaumburg Township Public Library
10 Fossil Ridge Public Library	79 Skokie Public Library
20 Glenview Public Library	11 Vernon Area Public Library
30 Highland Park Public Library	22 Villa Park Public Library
11 Homer Township Public Library	13 Warrenville Public Library
17 Indian Trails Public Library	9 Westchester Public Library
16 Lake Forest Public Library	13 Woodstock Public Library

### SAMPLE QUESTIONS

Phone number for helicopter lift service  
 Oldest magazine in the United States still being published  
 Games for 20-somethings with Thanksgiving themes  
 Projected number Hispanics of voting age  
 Evaluations for leaf blowers  
 Unit of magnetic flux  
 Needed a sewing machine repair manual  
 What is the archaic definition of 'cast'?  
 Web address for Chicago Rabbinical Council  
 Prognosis for emphysema  
 Needed help troubleshooting a Mac computer  
 Where is Timbuktu?  
 Late 80s dividend for Interlake Steel  
 How to get a death certificate from California  
 Information on small claims filing in DuPage Co

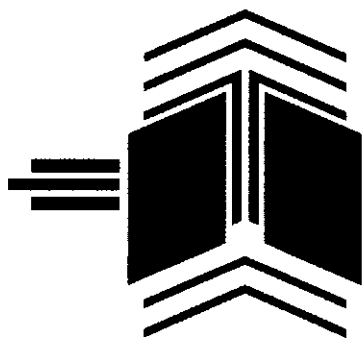
**Happy Holidays to you from the Night Owl Staff!!**

*Marilyn Uselmann*  
 Marilyn Uselmann  
 Head, Night Owl

February 2003

1077

0088:010100  
10/10



# Des Plaines Public Library

1501 Ellinwood St., Des Plaines, IL 60016  
847-827-5551

[www.dppl.org](http://www.dppl.org)

**A LIBRARY BOARD PACKET IS AVAILABLE ON THE FOURTH  
FLOOR AT THE REFERENCE DESK**

**II.**

## DES PLAINES PUBLIC LIBRARY

### BOARD OF TRUSTEES

Agenda for the Regular Meeting  
**February 18, 2003**  
**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. [Action Item]
  - A. Approval of the Minutes of the Regular Board Meeting – January 21, 2003.
  - B. Acceptance of Financial Reports for January 2003.
  - C. Approval of Library Expenditures.
    1. Warrant Register – January 6, 2003 - \$32,596.24.
    2. Warrant Register – January 23, 2003 - \$79,492.91.
    3. Salaries – January 9, 2003 - \$88,742.34.
    4. Salaries – January 23, 2003 - \$70,350.27.



- D. Acceptance of Reports.
  - 1. Administrator's Report – Sandra Norlin.
  - 2. Friends of the Library – Inara Brubaker.
  - 3. Finance Committee – Susan Burrows.
  - 4. Planning Committee – John Burke.
  
- VI. Old Business.
  - A. Bookmobile Service to Rosemont. [Action Item]
  - B. Indemnity Agreement for Digital Past Project. [Action Item]
  - C. Rotary Fundraiser.
  
- VII. New Business. (7:30 PM)
  - A. Art Committee.
    - 1. Fourth Floor Mural.
  - B. Other.
    - 1. Relay for Life Participation.
    - 2. North Suburban Library System Annual Awards Banquet. (Friday, March 21, 2003)
    - 3. Socrates Rand Awards Dinner. (March 7, 2003)
    - 4. Declaration of Surplus Property. [Action Item]
  
- VIII. Announcements.
  
- IX. Correspondence.
  
- X. Other.
  
- XII. Executive Session
  - A. Purchase or Lease of Real Property.
  
- XI. Adjournment. (8:30 PM)

The Finance Committee at their February 3, 2003 meeting concurred that Board members would be asked to bring non-perishable food items to the February 18, 2003 Board meeting with a suggested donation level of \$25.00.

Des Plaines Chamber of



Commerce & Industry

# Our board can beat YOUR board!

**And if you beat us, (yeah, right) your board  
will enjoy a FREE LUNCH at the  
Black Ram Restaurant\***

As part of the Des Plaines Self-Help Closet and Food Pantry's "Have A Heart" campaign for February 9 - 15, organizations and clubs are encouraged to bring non-perishable food items with them for the meeting roll call.

*We think we can bring more than you can!!! Yeah, that's right, we challenge you to try and beat us!!!!*

All you have to do is ask your board members or group to bring some non-perishable food to your regularly scheduled board meeting in February. We'll let the Food Pantry be the judge, and who ever brings in the most food from their meeting in February wins the FREE Black Ram Lunch!

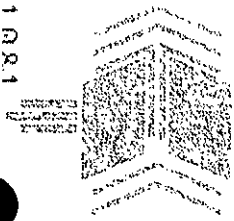
## **Go Ahead. Make Our Day.**

(And help feed some hungry people too!)

\*The Black Ram Restaurant will provide 12 \$20 Gift Certificates to the winning Board of Directors or governing body.

For information, call the Des Plaines Chamber of Commerce, 847-824-4200 or Debra Walusiak, Food Pantry Community Resource Director at 847-337-1443

1981



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](http://www.desplaines.lib.il.us)

**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, FEBRUARY 18, 2003**

**7:00 PM**

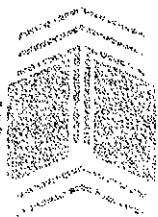
**Conference Room – Second Floor**

**Agenda:**

- **Bookmobile Service to Rosemont**
- **Planning Committee Report**
- **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.

1082



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

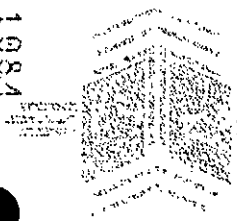
Agenda for the Regular Meeting

**February 18, 2003**

**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. [Action Item]
  - A. Approval of the Minutes of the Regular Board Meeting – January 21, 2003.
  - B. Acceptance of Financial Reports for January 2003.
  - C. Approval of Library Expenditures.
    1. Warrant Register – January 6, 2003 - \$32,596.24.
    2. Warrant Register – January 23, 2003 - \$79,492.91.
    3. Salaries – January 9, 2003 - \$88,742.34.
    4. Salaries – January 23, 2003 - \$70,350.27.
  - D. Acceptance of Reports.
    1. Administrator’s Report – Sandra Norlin.
    2. Friends of the Library – Inara Brubaker.
    3. Finance Committee – Susan Burrows.
    4. Planning Committee – John Burke.
- VI. Old Business.
  - A. Bookmobile Service to Rosemont. [Action Item]
  - B. Indemnity Agreement for Digital Past Practice. [Action Item]

- VII. New Business. (7:30 PM)
  - A. Finance Committee.
    - 1. Rotary Fundraiser for Library.
    - 2. Relay for Life Participation.
- VIII. Announcements.
- IX. Correspondence.
- X. Other.
- XII. Executive Session
  - A. Purchase or Lease of Real Property.
- XI. Adjournment. (8:30 PM)



V.A.

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
January 21, 2003

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, January 21, 2003. Eldon Burk called the meeting to order at 7:00 PM.

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

Members Absent: John Ciborowski.

Also Present: Sandra Norlin, Martha Sloan, Leslie Steiner, Carol Kidd, Wally Meyer, Renee Finnell, Alderman Rosemary Argus, Judy Ciborowski.

CONSIDERATION OF THE AGENDA.

MOTION by William Grice, seconded by Inara Brubaker, to amend the agenda by adding under VIII. New Business. C. Reports. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PRESENTATION – RENEE FINNELL, AMERICAN CANCER SOCIETY,  
INTRODUCING THE DES PLAINES RELAY FOR LIFE.

Alderman Rosemary Argus introduced Renee Finnell, a representative from the American Cancer Society. Renee Finnell explained that the City of Des Plaines will sponsor Relay for Life on May 16 and May 17 at Maine West High School. The Board is considering entering a team of trustees and staff members.

Susan Burrows entered the meeting at 7:12 PM.

PUBLIC COMMENTS AND QUESTIONS.

Wally Meyer, Vice President of the Friends of the Library, reported that the Friends will hold their book sale March 28 – March 30.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Rosemary Argus.

Alderman Argus complimented the library on the wonderful statistics.

CONSENT AGENDA

Noreen Lake asked that C. Approval of Library Expenditures. 1. Warrant Register – December 2, 2002 - \$96,341.14 be removed from the Consent Agenda.

Noreen Lake asked Sandra Norlin what was purchased from Three M that was reported on the December 2, 2002 warrant register. Sandra Norlin responded that the Three M invoice for \$8,900 was for radio frequency ID patches for the audio book collection. The Three M invoices for \$8,803 and \$3,415 were for maintenance agreements on Three M equipment owned by the library. Noreen Lake asked Sandra Norlin what was purchased from Ebsco Subscription Services in the amount of \$31,808.08 and Sandra Norlin responded that Ebsco Subscription Services manages most of the magazine subscriptions for the library.

MOTION by Noreen Lake, seconded by Rhys Read, to approve the December 2, 2002 Warrant Register. ROLL CALL VOTE: AYES: Brubaker, Burk, Burrows, Grice, Lake, Read, Yearwood. NAYS: None. MOTION CARRIED.

MOTION by William Grice, seconded by Susan Burrows, to accept the Consent Agenda, as amended. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by William Grice, seconded by Susan Burrows, to approve the Financial Reports for December 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	\$ 7,279.22
2. Petty Cash Expenditures	\$ 27.37
3. Budget Expenditures for December	\$ 422,428.25
4. Expenditures Year to Date	\$ 4,365,857.92
5. Revenue for December	\$ 15,364.64
6. Revenue Year to Date	\$ 4,558,142.44

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

December 02, 2002	\$ 96,341.14
December 16, 2002	<u>\$ 54,354.43</u>
Total	\$ 150,695.57

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

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

December 11, 2002	\$ 90,964.43
December 26, 2002	<u>\$ 94,317.18</u>
Total	\$ 185,281.61

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

#### ADMINISTRATOR' S REPORT

Resignations in December, 2002: Syed Ahmed, Page, Circulation Services; Jennifer Welch, Assistant Clerk, Circulation Services; Patricia Strait, Librarian I (PT), Adult Services.

I have completed my rounds of conversations with the Circulation Services Staff, except for a final meeting with Martha Sloan, Susan Farid, and Barbara Saletnik, which will be held by the end of January. The annual Staff Holiday Party was held on Thursday, December 19 at the library, during the lunch hours.

A staff committee met with the consultant and the lead teacher for the grant to teach all staff some simple, basic phrases in Spanish. The goal of this grant is to make our Spanish speaking patrons feel more welcome and for staff to feel more at ease in using Spanish. The meeting was held January 6.

The Job Reclassification process has begun. The first step is for all employees to complete a questionnaire about his/her position. These questionnaires will be reviewed by supervisors and forwarded to the Job Reclassification Committee. The committee' s first meeting is scheduled for February 3.

Library holdings at the end of 2002 are 276,247. We have recently (to be reflected in 2003 statistics) withdrawn all audiocassettes, except books on tape. The



circulation of these materials has dropped drastically, and the space is needed for better display of cds, the new, more popular format.

Attendance at the library grew by 18% in 2002 and circulation of materials by 13% during the same period. In December our staff handled nearly 20% more circulating materials than in December of 2001. Please note the 28% increase in Reference assistance and the 52% increase in signups for computers and study rooms.

In December our homepage was accessed 110,789 times and our self-check machines were used for 20% of our circulation.

I chaired the Library Cable Network Executive Committee meeting on December 19 and hosted the SLURP directors meeting on January 10.

On January 10, John Ciborowski joined me at the Des Plaines Rotary Club meeting to accept a check for \$10,000 for the Rotary Heritage Reading Room at the library. This is the second payment toward the \$30,000 pledge from Rotary.

#### OLD BUSINESS

Susan Burrows reported that no action would be taken on VII. Old Business. A. Bookmobile Service to Rosemont. The Finance Committee will meet on February 3, 2003.

Sandra Norlin reported that no action would be taken on VII. Old Business. B. Indemnity Agreement for Digital Past Program. Sandra reported that Joy Matthiessen, Museum Director for the Historical Society of Des Plaines will sign the agreement to indemnify the Des Plaines Public Library as authorized by the Museum Board.

#### NEW BUSINESS

Ellen Yearwood will attend the February 3 City Council meeting, Noreen Lake the February 18 meeting, Inara Brubaker the March 3 meeting and Rhys Read the March 17 meeting.

MOTION by Committee to authorize Library Administrator, Sandra Norlin, to expend up to \$12,000 for the purchase of software for automated sign-up, to choose a vendor who will provide equipment and support to the library, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Brubaker, Burk, Burrows, Grice, Lake, Read, Yearwood. NAYS: None. MOTION CARRIED.

MOTION by Committee to authorize Library Administrator, Sandra Norlin, to purchase 11 Dell Laptop computers at a cost of \$15,478.00, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Brubaker, Burk, Burrows, Grice, Lake, Read, Yearwood. NAYS: None. MOTION CARRIED.

Noreen Lake asked if budgeted and grant purchases could be check marked on the warrant register. The Board referred this matter to the Finance Committee.

#### ANNOUNCEMENTS

Sandra Norlin reported that the Rotary Club of Des Plaines would host a fund-raising event called "Do the Dewey" at the library on April 5, 2003. Sandra reported that the Rotary Club pledged \$30,000 to the library for the completion of the Rotary Heritage Room.

Sandra Norlin reported that a new session of Spanish Language Computer Classes are being taught at the library by Hector Marino.

Sandra also reported that the U.S. Census Bureau revised the Census 2000 population for Des Plaines to 56,945.

Veronica Schwartz, Head of Youth Services, received a Community Partnership Award from District 62 for assistance in developing and leading Rebecca Caudill Book Clubs.

A new handicap accessible automatic sliding door will be installed at the west main entrance to the library. The tentative date is February 18, 2003.

#### OTHER

Inara Brubaker asked if the agenda for the Regular Board meeting could list the location of the Board packet that is available on the fourth floor of the library.

John Burke entered the meeting at 8:02 PM.

MOTION by Rhys Read, seconded by Inara Brubaker, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 8:04 PM.

Minutes prepared by Carol Kidd.

V.B.

**DES PLAINES PUBLIC LIBRARY  
FINANCE REPORT FOR JANUARY 2003**

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

1. Over the Counter Receipts	\$ 13,007.27
2. Petty Cash Expenditures	\$ 21.64
3. Budget Expenditures for January	\$ 255,489.59
4. Expenditures Year to Date	\$ 255,489.59
5. Revenue for January	\$ 106,914.71
6. Revenue Year to Date	\$ 106,914.71

Warrant Register

January 06, 2003	\$ 32,596.24
January 23, 2003	<u>\$ 79,492.91</u>
Total	\$ 112,089.15

Salaries

January 09, 2003	\$ 88,742.34
January 23, 2003	<u>\$ 70,350.27</u>
Total	\$ 159,092.61

V.B.

**DES PLAINES PUBLIC LIBRARY  
OVER THE COUNTER RECEIPTS FOR JANUARY 2003**

	<u>Jan 2002</u>	<u>Jan 2003</u>	<u>2002 to Date</u>	<u>2003 to Date</u>
Lost Materials	\$ 301.52	\$ 384.05	\$ 301.52	\$ 384.05
Fines	\$ 6,236.12	\$ 9,003.84	\$ 6,236.12	\$ 9,003.84
Damage	\$ 54.95	\$ 78.57	\$ 54.95	\$ 78.57
Fees	\$ 651.64	\$ 298.32	\$ 651.64	\$ 298.32
Copies	\$ (-5.05)	\$ 3,234.49	\$ (-5.05)	\$ 3,234.49
Miscellaneous	\$ 6.00	\$ 8.00	\$ 6.00	\$ 8.00
<b>Total</b>	<b>\$ 7,245.18</b>	<b>\$13,007.27</b>	<b>\$ 7,245.18</b>	<b>\$ 13,007.27</b>

**PETTY CASH EXPENDITURES – January**

960070	Auto/Travel	5.87
960070	Auto/Travel	6.37
960070	Auto/Travel	1.00
970260	Postage	1.40
970260	Postage	2.10
970260	Postage	4.90
<b>Total</b>		<b>\$21.64</b>

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	215.00	
102008	CASH PB DEPOSIT 276502401		208,171.19
102012	CASH IPTIP/FOA 7139200161	652,725.70	
	TOTAL CASH	653,440.70	208,171.19
104033	INVESTMENTS-DOWNING	32,537.90	
	TOTAL INVESTMENTS	32,537.90	.00
	TOTAL ASSETS	685,978.60	208,171.19
401000	ACCOUNTS PAYABLE		64,904.52
450030	ACCRUED LIAB-COMP ABSENCE		134,935.14
	TOTAL ACCRUED LIABILITIES	.00	134,935.14
	TOTAL CURRENT LIABILITIES	.00	199,839.66
	TOTAL LIABILITIES	.00	199,839.66
700110	EXPENDITURE CONTROL	255,489.59	
700120	REVENUE CONTROL		106,914.71
700150	EXP. BUDGET CONTROL		4,885,460.00
700160	REV. BUDGET CONTROL	4,570,222.00	
700170	BUDGET FUND BALANCE	362,206.48	
	TOTAL SYSTEM CONTROL	5,187,918.07	4,992,374.71
720010	FUND BAL-RESRV-GIFT TRUST		35,425.73
	TOTAL FUND BALANCE-RESERVED	.00	35,425.73
730000	FUND BALANCE-UNRESERVED		438,085.38
	TOTAL FUND EQUITY	.00	473,511.11
	TOTAL EQUITIES	5,187,918.07	5,465,885.82
	TOTAL PUBLIC LIBRARY FUND	5,873,896.67	5,873,896.67

02/06/03

CITY OF DES PLAINES

ACCOUNTING PERIOD: 1/03

BALANCE SHEET

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH FB DEPOSIT 276502401	87,559.77	
102012	CASH IPTIP/FOA 7139200161	167,216.58	
	TOTAL CASH	254,776.35	.00
	TOTAL ASSETS	254,776.35	.00
700150	EXP. BUDGET CONTROL		100,000.00
700160	REV. BUDGET CONTROL	1,000.00	
700170	BUDGET FUND BALANCE		43,343.15
	TOTAL SYSTEM CONTROL	1,000.00	143,343.15
730000	FUND BALANCE-UNRESERVED		112,433.20
	TOTAL FUND EQUITY	.00	112,433.20
	TOTAL EQUITIES	1,000.00	255,776.35
	TOTAL LIBRARY CAPITAL PROJ FUND	255,776.35	255,776.35
	TOTAL REPORT	6,129,673.02	6,129,673.02

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02/06/03  
 ACCOUNTING PERIOD: 1/03

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	.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	.00	.00	.00	.00	.00	.00
TOTAL	PUBLIC SAFETY	.00	.00	.00	.00	.00	.00
TOTAL	GENERAL REVENUE - GOV'T	.00	.00	.00	.00	.00	.00
810018	PROPERTY TAXES 2001	40,000.00	.00	.00	.00	40,000.00	.00
810019	PROPERTY TAXES 2002	4,208,934.00	.00	.00	.00	4,208,934.00	.00
TOTAL	LICENSES AND PERMITS	4,248,934.00	.00	.00	.00	4,248,934.00	.00
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	.00	92,988.00	.00
TOTAL	TAXES	4,341,922.00	.00	.00	.00	4,341,922.00	.00
822040	STATE GRANT:PER CAPITA	68,000.00	73,400.00	.00	73,400.00	-5,400.00	1.08
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	25,800.00	7,798.00	.00	7,798.00	18,002.00	.30
TOTAL	STATE GRANTS	93,800.00	81,198.00	.00	81,198.00	12,602.00	.87
TOTAL	INTERGOVERNMENTAL REVENUE	93,800.00	81,198.00	.00	81,198.00	12,602.00	.87
850102	LIBRARY FINES	85,000.00	12,353.54	.00	12,353.54	72,646.46	.15
TOTAL	FINES	85,000.00	12,353.54	.00	12,353.54	72,646.46	.15
850201	COPYING FEE	13,000.00	3,293.19	.00	3,293.19	9,706.81	.25
850215	SPECIAL PROGRAMS & EVENTS	2,500.00	191.25	.00	191.25	2,308.75	.08
TOTAL	FEES AND SERVICES	15,500.00	3,484.44	.00	3,484.44	12,015.56	.22
TOTAL	INVESTMENT INCOME	100,500.00	15,837.98	.00	15,837.98	84,662.02	.16
890010	INTEREST INCOME	20,000.00	.00	.00	.00	20,000.00	.00
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	14,000.00	9,878.73	.00	9,878.73	4,121.27	.71
TOTAL	OTHER REVENUE	34,000.00	9,878.73	.00	9,878.73	24,121.27	.29
TOTAL	PUBLIC LIBRARY FUND	4,570,222.00	106,914.71	.00	106,914.71	4,463,307.29	.02
TOTAL	PUBLIC LIBRARY FUND	4,570,222.00	106,914.71	.00	106,914.71	4,463,307.29	.02

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02/06/03  
ACCOUNTING PERIOD: 1/03

CITY OF DES PLAINES  
ORGANIZATION REVENUE STATUS

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
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ACCOUNTING PERIOD: 1/03

CITY OF DES PLAINES  
ORGANIZATION REVENUE STATUS

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LECTION 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	1,000.00	.00	.00	.00	1,000.00	.00
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
898902	TRANSFER FROM LIB FUND	.00	.00	.00	.00	.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	1,000.00	.00	.00	.00	1,000.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	1,000.00	.00	.00	.00	1,000.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	1,000.00	.00	.00	.00	1,000.00	.00
TOTAL REPORT		4,571,222.00	106,914.71	.00	106,914.71	4,464,307.29	.02

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
910100	SALARIES	1,852,515.00	112,341.28	.00	112,341.28	1,740,173.72	.06
910200	TEMPORARY WAGES	766,054.00	32,149.26	.00	32,149.26	733,904.74	.04
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	5,580.48	.00	5,580.48	-5,580.48	.00
910600	SICK PAY	.00	2,368.09	.00	2,368.09	-2,368.09	.00
910700	HOLIDAY PAY	.00	6,862.43	.00	6,862.43	-6,862.43	.00
910900	ACT/OUT OF CLASS/PREMIUM	500.00	64.21	.00	64.21	435.79	.13
910950	EXCESS SICK HRS PAY OUT	3,276.00	2,573.39	.00	2,573.39	702.61	.79
918010	UNEMPLOYMENT COMPENSATION	1,486.00	.00	.00	.00	1,486.00	.00
918020	EMPLOYER CONTR-F.I.C.A.	199,991.00	14,217.17	.00	14,217.17	185,773.83	.07
918021	EMPLOYER CONTR-I.M.R.F.	110,331.00	8,131.66	.00	8,131.66	102,199.34	.07
918040	LIFE INS PREMIUMS	8,296.00	675.40	.00	675.40	7,620.60	.08
918050	MEDICAL INS PREMIUMS	225,624.00	14,674.84	.00	14,674.84	210,949.16	.07
918055	DENTAL INSURANCE PREMIUMS	19,750.00	1,212.22	.00	1,212.22	18,537.78	.06
918060	TUITION REIMBURSEMENTS	5,000.00	.00	.00	.00	5,000.00	.00
918070	WORKERS COMPENSATION	4,424.00	488.14	.00	488.14	3,935.86	.11
918085	RHS PLAN PAYOUT	1,230.00	.00	.00	.00	1,230.00	.00
TOTAL	PERSONAL SERVICES	3,198,977.00	201,338.57	.00	201,338.57	2,997,638.43	.06
920100	LITIGATION & LEGAL FEES	1,500.00	.00	.00	.00	1,500.00	.00
920105	COSTS OF LITIGATION	500.00	.00	.00	.00	500.00	.00
920110	PROFESSIONAL CONSULTING	20,000.00	.00	.00	.00	20,000.00	.00
920120	COMMUNICATION SERVICES	25,000.00	.00	.00	.00	25,000.00	.00
920140	DATA PROCESSING SERVICES	110,000.00	.00	.00	.00	110,000.00	.00
920202	CONFERENCES	2,500.00	149.00	.00	149.00	2,351.00	.06
920204	TRAINING	2,000.00	.00	.00	.00	2,000.00	.00
920206	SEMINARS	2,000.00	.00	.00	.00	2,000.00	.00
920210	IN-SERVICE TRAINING	2,000.00	.00	.00	.00	2,000.00	.00
920220	MEMBERSHIP DUES	5,000.00	250.00	.00	250.00	4,750.00	.05
920230	PUBLICATION OF NOTICES	2,000.00	.00	.00	.00	2,000.00	.00
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	7,000.00	552.88	.00	552.88	6,447.12	.08
TOTAL	SUBSIDIES,REBATES,CONTRIB	7,000.00	552.88	.00	552.88	6,447.12	.08
920900	PROPERTY/LIAB CONTRIBUTIO	22,052.00	.00	.00	.00	22,052.00	.00
930010	R & M EQUIPMENT	60,500.00	9,931.42	.00	9,931.42	50,568.58	.16
930020	R & M BLDGS & STRUCTURES	35,000.00	.00	.00	.00	35,000.00	.00
930030	R & M VEHICLES	3,500.00	.00	.00	.00	3,500.00	.00
930195	BOOK BINDING & REPAIR	2,500.00	.00	.00	.00	2,500.00	.00
930210	RENTAL OF EQUIPMENT	1,500.00	.00	.00	.00	1,500.00	.00
930320	CLEANING:CUSTODIAL SERV	50,000.00	3,300.00	.00	3,300.00	46,700.00	.07

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02/06/03

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

ACCOUNTING PERIOD: 1/03

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	2,000.00	.00	.00	.00	2,000.00	.00
960210	SPECIAL EVENT PROGRAMMING	17,000.00	300.00	.00	300.00	16,700.00	.02
960990	MISC CONTRACTUAL SVCS	87,000.00	.00	.00	.00	87,000.00	.00
TOTAL	CONTRACTUAL SERVICES	460,552.00	14,483.30	.00	14,483.30	446,068.70	.03
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	15,500.00	3,000.00	.00	3,000.00	12,500.00	.19
970270	PRINTING-REPROD-BINDING	4,500.00	.00	.00	.00	4,500.00	.00
970320	SUPPLIES: BLDG R/M	.00	.00	.00	.00	.00	.00
970330	SUPPLIES: VEHICLE R/M	.00	.00	.00	.00	.00	.00
970600	BOOKS	495,000.00	5,241.28	.00	5,241.28	489,758.72	.01
970610	AUDIO MATERIALS	64,000.00	.00	.00	.00	64,000.00	.00
970620	SUBSCRIPTIONS & BOOKS	76,000.00	18,617.55	.00	18,617.55	57,382.45	.24
970630	VISUAL MATERIALS	66,000.00	.00	.00	.00	66,000.00	.00
970640	AUTOMATED REFERENCE MAT'L	95,000.00	12,808.89	.00	12,808.89	82,191.11	.13
970810	NATURAL GAS	20,000.00	.00	.00	.00	20,000.00	.00
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	4,000.00	.00	.00	.00	4,000.00	.00
970850	GASOLINE	1,000.00	.00	.00	.00	1,000.00	.00
970900	EQUIPMENT <\$5,000	15,000.00	.00	.00	.00	15,000.00	.00
TOTAL	COMMODITIES	952,000.00	39,667.72	.00	39,667.72	912,332.28	.04
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	10,000.00	.00	.00	.00	10,000.00	.00
980410	COMPUTER HARDWARE	122,600.00	.00	.00	.00	122,600.00	.00
980420	COMPUTER SOFTWARE	5,000.00	.00	.00	.00	5,000.00	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	5,000.00	.00	.00	.00	5,000.00	.00
TOTAL	CAPITAL EXPENDITURES	142,600.00	.00	.00	.00	142,600.00	.00
990300	BANK/TRUST/AGENCY FEES	50,000.00	.00	.00	.00	50,000.00	.00
990900	TRANSFER TO DEBT SERVICE	.00	.00	.00	.00	.00	.00
990910	TRANS TO D/S:93 GO BOND	12,531.00	.00	.00	.00	12,531.00	.00
TOTAL	DEBT SERVICE	62,531.00	.00	.00	.00	62,531.00	.00
990940	TRANS TO LIB CAP PROJ FND	.00	.00	.00	.00	.00	.00
TOTAL	TRANS TO LIB CAP PROJ FND	.00	.00	.00	.00	.00	.00
991000	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00

02/06/03

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

PAGE 3

ACCOUNTING PERIOD: 1/03

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	.00	.00	.00	.00	.00	.00
TOTAL	CONTINGENCY RESERVE	.00	.00	.00	.00	.00	.00
TOTAL	LIBRARY SERVICES	4,816,660.00	255,489.59	.00	255,489.59	4,561,170.41	.05

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02/06/03

ACCOUNTING PERIOD: 1/03

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

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SELECTION CRITERIA: expdedgr.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

SECTION 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	1,500.00	.00	.00	.00	1,500.00	.00
920204	TRAINING	1,000.00	.00	.00	.00	1,000.00	.00
920206	SEMINARS	.00	.00	.00	.00	.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
960070	AUTO/TRAVEL EXPENSES	1,000.00	.00	.00	.00	1,000.00	.00
960210	SPECIAL EVENT PROGRAMMING	2,300.00	.00	.00	.00	2,300.00	.00
960990	MISC CONTRACTUAL SVCS	63,000.00	.00	.00	.00	63,000.00	.00
TOTAL	CONTRACTUAL SERVICES	68,800.00	.00	.00	.00	68,800.00	.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
00	VEHICLES	.00	.00	.00	.00	.00	.00
TOTAL	CAPITAL EXPENDITURES	.00	.00	.00	.00	.00	.00
TOTAL	IL LIBRARY PER CAP GRANT	68,800.00	.00	.00	.00	68,800.00	.00
TOTAL	CIVIC & CULTURE	4,885,460.00	255,489.59	.00	255,489.59	4,629,970.41	.05
TOTAL	PUBLIC LIBRARY FUND	4,885,460.00	255,489.59	.00	255,489.59	4,629,970.41	.05

02/06/03

CITY OF DES PLAINES

ACCOUNTING PERIOD: 1/03

ORGANIZATION EXPENDITURE STATUS

SECTION 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	10,000.00	.00	.00	.00	10,000.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
960990	MISC CONTRACTUAL SVCS	.00	.00	.00	.00	.00	.00
TOTAL	CONTRACTUAL SERVICES	10,000.00	.00	.00	.00	10,000.00	.00
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
TOTAL	COMMODITIES	.00	.00	.00	.00	.00	.00
980300	IMPROVEMENTS	70,000.00	.00	.00	.00	70,000.00	.00
980400	EQUIPMENT	.00	.00	.00	.00	.00	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	20,000.00	.00	.00	.00	20,000.00	.00
TOTAL	CAPITAL EXPENDITURES	90,000.00	.00	.00	.00	90,000.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	100,000.00	.00	.00	.00	100,000.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	100,000.00	.00	.00	.00	100,000.00	.00
TOTAL REPORT		4,985,460.00	255,489.59	.00	255,489.59	4,729,970.41	.05

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	24,909.79	
102012	CASH IPTIP/FOA 7139200161	652,725.70	
	TOTAL CASH	678,135.49	.00
104033	INVESTMENTS-DOWNING	33,675.16	
	TOTAL INVESTMENTS	33,675.16	.00
119301	PREPAID EXPENSE	14,943.75	
	TOTAL PREPAID ITEMS	14,943.75	.00
	TOTAL ASSETS	726,754.40	.00
401000	ACCOUNTS PAYABLE		138,063.84
401001	AUDIT ACCOUNTS PAYABLE	552.88	
450030	ACCRUED LIAB-COMP ABSENCE		134,935.14
450040	ACCRUED PAYROLL		26,567.97
	TOTAL ACCRUED LIABILITIES	.00	161,503.11
	TOTAL CURRENT LIABILITIES	552.88	299,566.95
	TOTAL LIABILITIES	552.88	299,566.95
700110	EXPENDITURE CONTROL	4,502,074.16	
700120	REVENUE CONTROL		4,456,303.38
700150	EXP. BUDGET CONTROL		4,809,952.00
700160	REV. BUDGET CONTROL	4,499,332.00	
700170	BUDGET FUND BALANCE	310,620.00	
	TOTAL SYSTEM CONTROL	9,312,026.16	9,266,255.38
720010	FUND BAL-RESRV-GIFT TRUST		35,425.73
	TOTAL FUND BALANCE-RESERVED	.00	35,425.73
730000	FUND BALANCE-UNRESERVED		438,085.38
	TOTAL FUND EQUITY	.00	473,511.11
	TOTAL EQUITIES	9,312,026.16	9,739,766.49
	TOTAL PUBLIC LIBRARY FUND	10,039,333.44	10,039,333.44



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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH PB DEPOSIT 276502401	87,559.77	
102012	CASH IPTIP/FOA 7139200161	167,216.58	
	TOTAL CASH	254,776.35	.00
	TOTAL ASSETS	254,776.35	.00
700110	EXPENDITURE CONTROL	9,932.51	
700120	REVENUE CONTROL		152,275.66
700150	EXP. BUDGET CONTROL		25,000.00
700160	REV. BUDGET CONTROL	150,000.00	
700170	BUDGET FUND BALANCE		125,000.00
	TOTAL SYSTEM CONTROL	159,932.51	302,275.66
730000	FUND BALANCE-UNRESERVED		112,433.20
	TOTAL FUND EQUITY	.00	112,433.20
	TOTAL EQUITIES	159,932.51	414,708.86
	TOTAL LIBRARY CAPITAL PROJ FUND	414,708.86	414,708.86
	TOTAL REPORT	10,454,042.30	10,454,042.30

SECTION 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	396.10	.00	40,589.92	-589.92	1.01
TOTAL	PUBLIC SAFETY	40,000.00	396.10	.00	40,589.92	-589.92	1.01
TOTAL	GENERAL REVENUE - GOV'T	40,000.00	396.10	.00	40,589.92	-589.92	1.01
810018	PROPERTY TAXES 2001	4,086,344.00	46,142.17	.00	4,095,672.46	-9,328.46	1.00
TOTAL	LICENSES AND PERMITS	4,086,344.00	46,142.17	.00	4,095,672.46	-9,328.46	1.00
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	4,219,332.00	46,538.27	.00	4,229,250.38	-9,918.38	1.00
822040	STATE GRANT:PER CAPITA	70,000.00	.00	.00	68,794.00	1,206.00	.98
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	13,009.88	41,990.12	.24
TOTAL	STATE GRANTS	125,000.00	.00	.00	94,080.00	30,920.00	.75
TOTAL	INTERGOVERNMENTAL REVENUE	125,000.00	.00	.00	94,080.00	30,920.00	.75
850102	LIBRARY FINES	100,000.00	-26.50	.00	86,300.12	13,699.88	.86
TOTAL	FINES	100,000.00	-26.50	.00	86,300.12	13,699.88	.86
850201	COPYING FEE	20,000.00	.00	.00	7,123.52	12,876.48	.36
850215	SPECIAL PROGRAMS & EVENTS	10,000.00	.00	.00	2,265.00	7,735.00	.23
TOTAL	FEES AND SERVICES	30,000.00	.00	.00	9,388.52	20,611.48	.31
TOTAL	INVESTMENT INCOME	130,000.00	-26.50	.00	95,688.64	34,311.36	.74
890010	INTEREST INCOME	10,000.00	3,022.05	.00	22,975.19	-12,975.19	2.30
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
890300	UNREALIZED GAINS/LOSSES	.00	379.16	.00	379.16	-379.16	.00
898900	TRANSFER FROM OTHER FUNDS	.00	.00	.00	.00	.00	.00
899900	MISCELLANEOUS REVENUE	15,000.00	.00	.00	13,930.01	1,069.99	.93
TOTAL	OTHER REVENUE	25,000.00	3,401.21	.00	37,284.36	-12,284.36	1.49
TOTAL	PUBLIC LIBRARY FUND	4,499,332.00	49,912.98	.00	4,456,303.38	43,028.62	.99
TOTAL	PUBLIC LIBRARY FUND	4,499,332.00	49,912.98	.00	4,456,303.38	43,028.62	.99

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02/06/03

ACCOUNTING PERIOD: 13/02

CITY OF DES PLAINES  
ORGANIZATION REVENUE STATUS

PAGE 2

SECTION 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
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02/06/03  
ACCOUNTING PERIOD: 13/02

CITY OF DES PLAINES  
ORGANIZATION REVENUE STATUS

SECTION 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	523.62	.00	2,275.66	-2,275.66	.00
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	.00	.00	.00
899930	LIBRARY BUY-A-BRICK	.00	.00	.00	.00	.00	.00
TOTAL	OTHER REVENUE	150,000.00	523.62	.00	152,275.66	-2,275.66	1.02
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	523.62	.00	152,275.66	-2,275.66	1.02
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	523.62	.00	152,275.66	-2,275.66	1.02
TOTAL REPORT		4,649,332.00	50,436.60	.00	4,608,579.04	40,752.96	.99

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02/06/03  
ACCOUNTING PERIOD: 13/02

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

SECTION 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	9,516.93	.00	1,520,921.95	265,314.05	.85
910200	TEMPORARY WAGES	659,200.00	12,572.74	.00	634,963.83	24,236.17	.96
910300	SUPERVISORY OVERTIME	.00	.00	.00	.00	.00	.00
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	280.83	219.17	.56
910500	VACATION PAY	.00	8,146.19	.00	120,794.16	-120,794.16	.00
910600	SICK PAY	.00	312.87	.00	40,992.35	-40,992.35	.00
910700	HOLIDAY PAY	.00	20,587.26	.00	58,809.64	-58,809.64	.00
910900	ACT/OUT OF CLASS/PREMIUM	500.00	.00	.00	179.66	320.34	.36
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	1,244.00	.00	1.00
918020	EMPLOYER CONTR-F.I.C.A.	187,076.00	.00	.00	176,763.50	10,312.50	.94
918021	EMPLOYER CONTR-I.M.R.F.	110,681.00	.00	.00	107,628.45	3,052.55	.97
918040	LIFE INS PREMIUMS	5,088.00	.00	.00	5,643.00	-555.00	1.11
918050	MEDICAL INS PREMIUMS	200,019.00	.00	.00	169,556.74	30,462.26	.85
918055	DENTAL INSURANCE PREMIUMS	15,190.00	.00	.00	15,482.93	-292.93	1.02
918060	TUITION REIMBURSEMENTS	5,000.00	780.00	.00	4,155.00	845.00	.83
918070	WORKERS COMPENSATION	4,402.00	.00	.00	5,821.52	-1,419.52	1.32
918085	RHS PLAN PAYOUT	.00	.00	.00	2,410.18	-2,410.18	.00
TOTAL	PERSONAL SERVICES	2,978,636.00	51,915.99	.00	2,868,716.41	109,919.59	.96
920100	LITIGATION & LEGAL FEES	1,000.00	.00	.00	5,887.42	-4,887.42	5.89
920105	COSTS OF LITIGATION	250.00	.00	.00	166.80	83.20	.67
920110	PROFESSIONAL CONSULTING	10,000.00	51.00	.00	11,080.55	-1,080.55	1.11
920120	COMMUNICATION SERVICES	35,000.00	473.50	.00	18,738.93	16,261.07	.54
920140	DATA PROCESSING SERVICES	90,000.00	12,860.31	.00	118,095.29	-28,095.29	1.31
920202	CONFERENCES	8,000.00	388.22	.00	4,537.98	3,462.02	.57
920204	TRAINING	3,000.00	-16.33	.00	3,430.07	-430.07	1.14
920206	SEMINARS	2,500.00	353.00	.00	1,557.00	943.00	.62
920210	IN-SERVICE TRAINING	3,000.00	.00	.00	1,237.32	1,762.68	.41
920220	MEMBERSHIP DUES	4,500.00	.00	.00	4,147.00	353.00	.92
920230	PUBLICATION OF NOTICES	2,000.00	.00	.00	2,121.76	-121.76	1.06
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	10,000.00	-536.69	.00	5,722.86	4,277.14	.57
TOTAL	SUBSIDIES,REBATES,CONTRIB	10,000.00	-536.69	.00	5,722.86	4,277.14	.57
920900	PROPERTY/LIAB CONTRIBUTIO	61,233.00	.00	.00	61,233.00	.00	1.00
930010	R & M EQUIPMENT	55,000.00	2,771.33	.00	63,069.19	-8,069.19	1.15
930020	R & M BLDGS & STRUCTURES	25,000.00	1,136.50	.00	29,937.08	-4,937.08	1.20
930030	R & M VEHICLES	4,500.00	407.04	.00	807.04	3,692.96	.18
930195	BOOK BINDING & REPAIR	4,500.00	.00	.00	1,891.25	2,608.75	.42
930210	RENTAL OF EQUIPMENT	4,500.00	174.00	.00	825.00	3,675.00	.18
930320	CLEANING:CUSTODIAL SERV	50,000.00	.00	.00	40,605.00	9,395.00	.81

SECTION 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	2,326.55	2,673.45	.47
960210	SPECIAL EVENT PROGRAMMING	15,000.00	361.53	.00	20,167.14	-5,167.14	1.34
960990	MISC CONTRACTUAL SVCS	75,000.00	7,246.69	.00	96,005.81	-21,005.81	1.28
TOTAL	CONTRACTUAL SERVICES	468,983.00	25,670.10	.00	493,590.04	-24,607.04	1.05
970100	SUPPLIES	70,000.00	362.58	.00	70,538.35	-538.35	1.01
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	.00	.00	194.21	1,305.79	.13
970170	JANITORIAL	18,000.00	2,012.26	.00	15,342.50	2,657.50	.85
970200	COPYING/FAX SUPPLIES	6,000.00	8.50	.00	6,149.95	-149.95	1.02
970260	POSTAGE AND PARCEL	15,200.00	-2,778.17	.00	8,810.57	6,389.43	.58
970270	PRINTING-REPROD-BINDING	6,000.00	-1,189.39	.00	680.00	5,320.00	.11
970320	SUPPLIES: BLDG R/M	750.00	.00	.00	263.66	486.34	.35
970330	SUPPLIES: VEHICLE R/M	.00	.00	.00	.00	.00	.00
970600	BOOKS	495,000.00	45,126.22	.00	465,595.63	29,404.37	.94
970610	AUDIO MATERIALS	64,000.00	4,297.11	.00	60,188.19	3,811.81	.94
970620	SUBSCRIPTIONS & BOOKS	85,000.00	1,055.22	.00	39,900.23	45,099.77	.47
970630	VISUAL MATERIALS	65,000.00	3,244.54	.00	69,450.67	-4,450.67	1.07
970640	AUTOMATED REFERENCE MAT'L	87,000.00	1,995.00	.00	83,790.67	3,209.33	.96
970810	NATURAL GAS	25,000.00	3,716.75	.00	11,820.14	13,179.86	.47
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	3,500.00	.00	.00	575.60	2,924.40	.16
970850	GASOLINE	800.00	.00	.00	161.92	638.08	.20
970900	EQUIPMENT <\$5,000	5,800.00	5,199.00	.00	8,991.80	-3,191.80	1.55
TOTAL	COMMODITIES	949,050.00	63,049.62	.00	842,454.09	106,595.91	.89
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	.00	.00	.00	7,704.54	-7,704.54	.00
980410	COMPUTER HARDWARE	100,000.00	140.67	.00	42,513.67	57,486.33	.43
980420	COMPUTER SOFTWARE	9,000.00	1,327.13	.00	9,401.06	-401.06	1.04
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	5,000.00	.00	.00	4,478.25	521.75	.90
TOTAL	CAPITAL EXPENDITURES	114,000.00	1,467.80	.00	64,097.52	49,902.48	.56
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	14,416.00	14,867.00	.49
TOTAL	DEBT SERVICE	29,283.00	.00	.00	14,416.00	14,867.00	.49
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

02/06/03  
ACCOUNTING PERIOD: 13/02

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

ELECTION 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	142,103.51	.00	4,433,274.06	306,677.94	.94

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02/06/03  
ACCOUNTING PERIOD: 13/02

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')

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	111.78	.00	5,070.05	-5,070.05	.00
920204	TRAINING	10,000.00	1,190.00	.00	5,641.77	4,358.23	.56
920206	SEMINARS	.00	.00	.00	414.00	-414.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
960070	AUTO/TRAVEL EXPENSES	1,500.00	.00	.00	2,259.07	-759.07	1.51
960210	SPECIAL EVENT PROGRAMMING	.00	-1,000.00	.00	.00	.00	.00
960990	MISC CONTRACTUAL SVCS	58,500.00	3,743.46	.00	49,842.96	8,657.04	.85
TOTAL	CONTRACTUAL SERVICES	70,000.00	4,045.24	.00	63,227.85	6,772.15	.90
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
970270	PRINTING-REPROD-BINDING	.00	.00	.00	5,572.25	-5,572.25	.00
TOTAL	COMMODITIES	.00	.00	.00	5,572.25	-5,572.25	.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
0500	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	4,045.24	.00	68,800.10	1,199.90	.98
TOTAL	CIVIC & CULTURE	4,809,952.00	146,148.75	.00	4,502,074.16	307,877.84	.94
TOTAL	PUBLIC LIBRARY FUND	4,809,952.00	146,148.75	.00	4,502,074.16	307,877.84	.94

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	6,223.38	18,776.62	.25
980400	EQUIPMENT	.00	.00	.00	3,709.13	-3,709.13	.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	9,932.51	15,067.49	.40
TOTAL	LIBRARY CAPITAL PROJ FUND	25,000.00	.00	.00	9,932.51	15,067.49	.40
TOTAL	LIBRARY CAPITAL PROJ FUND	25,000.00	.00	.00	9,932.51	15,067.49	.40
TOTAL REPORT		4,834,952.00	146,148.75	.00	4,512,006.67	322,945.33	.93

## Explanation of Warrant Register Expenditures \$5,000 and over.

1. Vendor: Gale Group  
Warrant Register Date: 01/20/03  
Amount: \$9,498.89  
Account: Automated Reference Material  
Explanation: A database of information from U.S. businesses and companies. Annual license fee.
  
2. Vendor: Action Computer  
Warrant Register Date: 01/20/03  
Amount: \$8,026.00  
Account: Repair & Maintenance of Equipment  
Explanation: Maintenance of library computer equipment. Extension of existing contract.

SELECTION CRITERIA: payable.due\_date='01/06/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920100	LITIGATION & LEGAL FEES	25529 KLEIN, THORPE AND JENKINS	OCTOBER 2002	2,219.35
2110	920204	TRAINING	43806 NORTH SUBURBAN LIBRARY SY	DPK	278.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	JAN 2003	260.38
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	JAN 2003	260.38
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	JAN 2003	16.06
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	JAN 2003	16.06
2110	930010	R & M EQUIPMENT	06789 CANON BUSINESS SOLUTIONS-	K6678945	4.20
2110	930010	R & M EQUIPMENT	100807 THYSSENKRUPP ELEVATOR COR	97992	1,965.60
2110	930010	R & M EQUIPMENT	102076 METROPOLITAN INDUSTRIES I	0000136099	370.00
2110	930020	R & M BLDGS & STRUCTURES	07786 G & I ELECTRIC COMPANY,	24630	270.18
2110	930195	BOOK BINDING & REPAIR	05479 HOUCHEM BINDERY LTD	108334	376.75
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	0211221	10.99
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	0211211	59.46
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	0211251	25.19
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1397792	5.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1397791	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1397789	.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1392067	4.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1396172	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1397795	5.10
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1392066	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1397794	8.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1399073	4.05
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1397793	4.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1392068	16.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1392069	12.10
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1397790	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1392999	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1392998	.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1401499	.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1400949	1.60
2110	960990	MISC CONTRACTUAL SVCS	15976 GRAPHIC SOLUTIONS	6702	400.00
2110	960990	MISC CONTRACTUAL SVCS	15976 GRAPHIC SOLUTIONS	6732	1,180.00
2110	960990	MISC CONTRACTUAL SVCS	16839 AQUATICARE, INC.	833	300.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010109341	38.40
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010114546	23.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010114301	4.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010064314	23.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010076137	16.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010063981	8.40
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010114102	95.10
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010064059	1.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010092989	14.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010092571	39.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010114467	21.10
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	81650151	5.45
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	81657279	18.17
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	81650153	256.15
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	81719015	40.44
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	81657277	12.61
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	81684274	22.92

SELECTION CRITERIA: payable.due\_date='01/06/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	81640229	2.44
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	81684276	7.87
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	81640227	10.70
2110	970100	SUPPLIES	09638	OFFICE DEPOT	187191676/1	25.56
2110	970100	SUPPLIES	09638	OFFICE DEPOT	187041601/1	70.81
2110	970100	SUPPLIES	09638	OFFICE DEPOT	187308295/1	25.30
2110	970100	SUPPLIES	09638	OFFICE DEPOT	187196465/1	9.26
2110	970100	SUPPLIES	09638	OFFICE DEPOT	187901281/1	3.11
2110	970100	SUPPLIES	09638	OFFICE DEPOT	187900820/1	14.95
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	1169678	441.63
2110	970170	JANITORIAL	00189	ANDERSON LOCK CO LTD	316375	21.13
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	107268-01	40.00
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	107940-01	65.00
2110	970170	JANITORIAL	101451	WW GRAINGER INCORPORATED	937-593835-5	170.34
2110	970200	COPYING/FAX SUPPLIES	09638	OFFICE DEPOT	188083332/1	4,040.92
2110	970200	COPYING/FAX SUPPLIES	102047	WAGNER OFFICE SOLUTIONS I	32075	12.50
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	4-478-35244	149.47
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	4-478-75367	35.66
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1397790	10.19
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1397792	117.08
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1400949	23.82
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1392998	3.59
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1392069	126.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1392066	9.59
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1392999	9.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1392068	156.88
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1392067	85.96
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1397795	48.09
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1396172	22.08
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1401499	2.99
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1397789	13.94
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1397794	59.19
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1399073	17.91
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1397793	17.95
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1397791	29.58
2110	970600	BOOKS	02806	WORLD BOOK SCHOOL AND LIB	1184073	38.00
2110	970600	BOOKS	02806	WORLD BOOK SCHOOL AND LIB	1184923	799.00
2110	970600	BOOKS	05477	INFORMATION TODAY, INC.	525988-B1	305.05
2110	970600	BOOKS	07439	THE GALE GROUP	11971924	179.59
2110	970600	BOOKS	07439	THE GALE GROUP	11985665	302.65
2110	970600	BOOKS	07439	THE GALE GROUP	12000452	184.47
2110	970600	BOOKS	07439	THE GALE GROUP	11975948	169.62
2110	970600	BOOKS	07439	THE GALE GROUP	12001347	100.63
2110	970600	BOOKS	07439	THE GALE GROUP	11990567	757.57
2110	970600	BOOKS	07439	THE GALE GROUP	11996122	160.22
2110	970600	BOOKS	07439	THE GALE GROUP	11981257	128.83
2110	970600	BOOKS	07439	THE GALE GROUP	12003820	81.59
2110	970600	BOOKS	07439	THE GALE GROUP	12012937	614.81
2110	970600	BOOKS	07439	THE GALE GROUP	11997160	137.76
2110	970600	BOOKS	07439	THE GALE GROUP	12003542	64.38
2110	970600	BOOKS	07439	THE GALE GROUP	12003439	74.84

12/30/02  
ACCOUNTING PERIOD: 12/02

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

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SELECTION CRITERIA: payable.due\_date='01/06/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	07439 THE GALE GROUP	11997640	103.94
2110	970600	BOOKS	07439 THE GALE GROUP	12013080	111.55
2110	970600	BOOKS	07977 MITCHELL REPAIR INFORMATI	B0332688	69.00
2110	970600	BOOKS	100516 SCHIFFER PUBLISHING, LTD.	495291	58.69
2110	970600	BOOKS	100956 LEXIS NEXIS	52799085	77.65
2110	970600	BOOKS	100991 ENA BOOKS, DIVISION OF BU	3463897	92.26
2110	970600	BOOKS	12168 GREENWOOD PUBLISHING GROU	2096728	42.13
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010092570	979.21
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010076136	568.36
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010092988	310.10
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010114101	1,971.53
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2009449551	516.22
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010064313	432.61
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010063980	243.28
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010064058	22.22
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010114545	1,029.24
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010114300	139.08
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010109340	1,451.51
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010114466	1,033.59
2110	970600	BOOKS	20232 REGENT BOOK COMPANY	73005	48.73
2110	970600	BOOKS	20361 BERNAN ASSOCIATES	10137359	73.14
2110	970600	BOOKS	20361 BERNAN ASSOCIATES	10137314	81.62
2110	970600	BOOKS	20361 BERNAN ASSOCIATES	10137182	83.74
2110	970600	BOOKS	20361 BERNAN ASSOCIATES	10137192	84.80
2110	970600	BOOKS	20361 BERNAN ASSOCIATES	10137145	86.92
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	81650152	288.22
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	81719014	260.64
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	81657276	74.21
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	81657278	109.20
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	81684273	148.16
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	81640228	14.79
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	81640226	56.85
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	81640839	127.44
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	81650150	4.99
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	81684275	78.80
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	2CM91427	-21.00
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	2CM89225	-113.14
2110	970600	BOOKS	82668 POLONIA BOOK STORES	020511	304.77
2110	970610	AUDIO MATERIALS	02482 BBC AUDIOBOOKS	235155	13.00
2110	970610	AUDIO MATERIALS	02482 BBC AUDIOBOOKS	B0130281	134.61
2110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B04541600	23.66
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	11-26-02-5	66.45
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	11-26-02-2	25.88
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	11-26-02-1	250.41
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	11-26-02-3	26.58
2110	970610	AUDIO MATERIALS	28038 BRILLIANCE AUDIO, INC.	IN0175826	102.72
2110	970610	AUDIO MATERIALS	28038 BRILLIANCE AUDIO, INC.	IN0175825	68.48
2110	970610	AUDIO MATERIALS	28038 BRILLIANCE AUDIO, INC.	IN0175472	91.58
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	5105968P	102.40
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	1596610	874.40
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	1617619	83.20

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CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='01/06/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970620	SUBSCRIPTIONS & BOOKS	102077	CUBS VINE LINE	ATTACH	22.95
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	9461G	-27.12
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	9462M	43.23
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	11613A	46.15
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	11612A	20.96
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	11613B	39.75
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	11036F	42.55
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	11036E	18.24
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R29037991	41.02
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R28834391	293.84
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R29037992	35.99
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R29037990	34.49
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R29037993	35.98
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R28834390	65.81
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M12304150	148.31
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M12143500	85.46
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B04541600	14.98
TOTAL LIBRARY SERVICES						32,596.24
TOTAL FUND						32,596.24

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(X)

01/10/03  
ACCOUNTING PERIOD: 1/03

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

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SELECTION CRITERIA: payable.due\_date='01/20/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920140	DATA PROCESSING SERVICES	05537 ILLINOIS STATE LIBRARY	18082	577.07
2110	920140	DATA PROCESSING SERVICES	101752 OCLC INCORPORATED	680539	2,037.50
2110	920140	DATA PROCESSING SERVICES	101882 BAKER & TAYLOR INCORPORAT	210NS7710M	569.58
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	NOVEMBER 02	3,497.83
2110	920202	CONFERENCES	00355 POONJA LEE CHO	REIMB	50.00
2110	920202	CONFERENCES	102145 NORTHERN ILLINOIS UNIVERS	S MCLAUGHLIN	149.00
2110	920204	TRAINING	09046 CHRISTINE POSINGER	REIMB	50.00
2110	920204	TRAINING	100252 ROBERT T. BLANCHARD	REIMB	50.00
2110	920204	TRAINING	43765 DOMINICKS FINER FOODS	008089	73.67
2110	920220	MEMBERSHIP DUES	37429 DES PLAINES CHAMBER OF CO	120002	150.00
2110	930010	R & M EQUIPMENT	06866 ACTION COMPUTER SERVICE,	115061	8,026.00
2110	930010	R & M EQUIPMENT	07424 NEOPOST INCORPORATED	41166550	280.50
2110	930010	R & M EQUIPMENT	100370 CONTROL SOLUTIONS	102345	560.00
2110	930010	R & M EQUIPMENT	101839 FIRE PROTECTION COMPANY	4294	97.50
2110	930010	R & M EQUIPMENT	17560 PANASONIC DIGITAL DOCUMEN	7012497-13	1,624.92
2110	930010	R & M EQUIPMENT	72106 COOPERATIVE COMPUTER SERV	NOVEMBER 02	25.34
2110	930020	R & M BLDGS & STRUCTURES	00878 DES PLAINES GLASS	003443	431.00
2110	930020	R & M BLDGS & STRUCTURES	100604 MK PAINTING & DECORATING	5	75.00
2110	930020	R & M BLDGS & STRUCTURES	28052 PROGRAM PROFESSIONAL SERV	63545	280.00
2110	930320	CLEANING:CUSTODIAL SERV	09536 CRYSTAL MGMT & MAINT SERV	11211	3,300.00
2110	960210	SPECIAL EVENT PROGRAMMING	102140 STEVE PROVENZANO	1-30-03	150.00
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	106097	10.74
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	002399	13.17
2110	960210	SPECIAL EVENT PROGRAMMING	98667 MARGARET BORRIS	REIMB	84.62
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1405102	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1414401	104.85
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1410532	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1410533	12.15
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1405101	14.85
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1406870	30.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1405100	5.90
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1410534	13.45
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1405099	4.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1411331	.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1408213	1.60
2110	960990	MISC CONTRACTUAL SVCS	05337 SIGN A RAMA, USA	14615	157.50
2110	960990	MISC CONTRACTUAL SVCS	100245 RENTOKIL TROPICAL PLANT S	CH539498	877.78
2110	960990	MISC CONTRACTUAL SVCS	100245 RENTOKIL TROPICAL PLANT S	CH538655	61.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010183193	21.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010183656	2.40
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010197911	12.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010202983	44.90
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010188275	40.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010198375	38.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010143571	33.40
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010174543	19.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010187996	9.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010154351	19.20
2110	960990	MISC CONTRACTUAL SVCS	25775 CRIMSON MULTIMEDIA DIST.,	21229	100.55
2110	960990	MISC CONTRACTUAL SVCS	25775 CRIMSON MULTIMEDIA DIST.,	21371	14.80
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	81763401	27.46





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01/10/03  
ACCOUNTING PERIOD: 1/03

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='01/20/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	03804 SRDS	3390975	3,790.00
2110	970600	BOOKS	04625 CCH, INCORPORATED	6641371	637.14
2110	970600	BOOKS	04625 CCH, INCORPORATED	6641372	43.06
2110	970600	BOOKS	04625 CCH, INCORPORATED	6695364	669.00
2110	970600	BOOKS	07439 THE GALE GROUP	12039293	160.22
2110	970600	BOOKS	07439 THE GALE GROUP	12023675	198.33
2110	970600	BOOKS	07439 THE GALE GROUP	12023927	97.59
2110	970600	BOOKS	07439 THE GALE GROUP	12042712	179.78
2110	970600	BOOKS	07439 THE GALE GROUP	12059595	131.35
2110	970600	BOOKS	07439 THE GALE GROUP	12019132	54.63
2110	970600	BOOKS	07439 THE GALE GROUP	12047287	450.00
2110	970600	BOOKS	07439 THE GALE GROUP	12040254	45.30
2110	970600	BOOKS	07439 THE GALE GROUP	12062465	350.79
2110	970600	BOOKS	07439 THE GALE GROUP	12036054	472.95
2110	970600	BOOKS	07439 THE GALE GROUP	12036391	517.50
2110	970600	BOOKS	07439 THE GALE GROUP	11965508	67.08
2110	970600	BOOKS	07439 THE GALE GROUP	12020038	131.17
2110	970600	BOOKS	07439 THE GALE GROUP	12012968	85.11
2110	970600	BOOKS	07975 BAKER & TAYLOR ENTERTAINM	B06037540	33.73
2110	970600	BOOKS	07977 MITCHELL REPAIR INFORMATI	B0336996	73.00
2110	970600	BOOKS	08789 UNIVERSITY PARK MEDIA	35229	49.90
2110	970600	BOOKS	09641 GREY HOUSE PUBLISHING	353291	136.00
2110	970600	BOOKS	100956 LEXIS NEXIS	52695565	80.90
2110	970600	BOOKS	102143 BUTTERICK COMPANY	171260	140.00
2110	970600	BOOKS	102143 BUTTERICK COMPANY	171264	75.00
2110	970600	BOOKS	102144 RUSSIAN PUBLISHING HOUSE	142806	344.38
2110	970600	BOOKS	102144 RUSSIAN PUBLISHING HOUSE	142807	346.94
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010216812	521.06
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010202982	1,438.05
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010143570	947.79
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010197910	248.13
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	3005825827	22.75
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010174542	667.35
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010197774	327.85
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010188274	782.92
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	3006377995	13.61
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010154350	723.65
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010183655	75.79
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010156654	700.95
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010183192	875.88
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010187519	38.64
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010209327	64.65
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	201087995	379.10
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	201098374	816.42
2110	970600	BOOKS	20270 NATIONAL REGISTER PUBLISH	346480	309.94
2110	970600	BOOKS	20701 WORLD BOOK ENCYCLOPEDIA,	1181957	1,519.00
2110	970600	BOOKS	25799 AAFRC TRUST FOR PHILANTHR	12-18-02	210.00
2110	970600	BOOKS	44276 BOCA INTERNATIONAL	0614250-IN	227.00
2110	970600	BOOKS	51657 N A D A APPRAISAL GUIDE	5378520	95.00
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	81842900	29.66
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	81825596	41.04

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01/10/03

CITY OF DES PLAINES

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ACCOUNTING PERIOD: 1/03

CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='01/20/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81800329	14.22
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81755503	14.82
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81915039	30.57
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81842902	17.07
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81842898	9.57
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81819631	70.63
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81763398	87.86
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81915037	191.61
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	07783659	26.20
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81784960	24.87
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81763402	39.30
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81903753	14.25
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81763400	161.47
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81819633	33.97
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81903751	93.22
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81825594	26.19
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81825592	32.09
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	81819629	142.53
2110	970600	BOOKS	74130	EBSCO SUBSCRIPTION SVC	558832	12.08
2110	970610	AUDIO MATERIALS	02482	BBC AUDIOBOOKS	80130379	337.18
2110	970610	AUDIO MATERIALS	02482	BBC AUDIOBOOKS	236034	26.00
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	12-10-02-2	20.99
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	12-10-02-3	93.73
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	12-10-02-1	242.01
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IN0176527	56.24
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5107416P	83.20
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5105967P	217.60
2110	970610	AUDIO MATERIALS	57041	EDUCATIONAL RECORD CENTER	281439-00	650.39
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1586129	140.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1626235	33.75
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1626236	25.20
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1628067	114.70
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1618461	35.70
2110	970620	SUBSCRIPTIONS & BOOKS	03363	WEST GROUP	803217168	742.50
2110	970620	SUBSCRIPTIONS & BOOKS	07534	CHICAGO TRIBUNE	20276298	228.80
2110	970620	SUBSCRIPTIONS & BOOKS	101611	LOWELL INTERNATIONAL COMP	6332	141.00
2110	970620	SUBSCRIPTIONS & BOOKS	10512	MERGENT INCORPORATED	23582	3,695.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	11613C	16.75
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	11613D	104.94
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	11036G	59.15
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	11612B	534.45
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	11036H	52.89
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M12698100	83.15
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B06037510	321.36
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M12479980	94.46
2110	970630	VISUAL MATERIALS	08284	PBS VIDEO	6421416	59.73
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	558158	41.66
2110	970630	VISUAL MATERIALS	22424	FACETS MULTI-MEDIA, INC.	1494930	122.10
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST.,	20897	533.00
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST.,	21138	36.00
2110	970630	VISUAL MATERIALS	80139	RECORDED BOOKS, LLC	1623397	77.35

RUN DATE 01/10/03 TIME 15:25:50

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

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01/10/03  
ACCOUNTING PERIOD: 1/03

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='01/20/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970640	AUTOMATED REFERENCE MAT'L 03878	SORKINS' DIRECTORIES, INC	60557	2,495.00
2110	970640	AUTOMATED REFERENCE MAT'L 05702	NEWSBANK	RN355108	815.00
2110	970640	AUTOMATED REFERENCE MAT'L 07439	THE GALE GROUP	76816	9,498.89
2110	970640	AUTOMATED REFERENCE MAT'L 102142	ALLDATA	14071585	1,995.00
2110	980410	COMPUTER HARDWARE 05124	CDW GOVERNMENT, INC.	HA31128	140.67
2110	980420	COMPUTER SOFTWARE 05124	CDW GOVERNMENT, INC.	HC71439	1,057.13
TOTAL LIBRARY SERVICES					79,492.91
TOTAL FUND					79,492.91

ADMINISTRATOR'S REPORT  
February 18, 2003

I. PERSONNEL

New employees: Deepa Venkataraman, Vasumathi Spinivasa, Assistant Clerks, PT; Jesse Rivera, Soma Dey, and Richard Rassmussen, all Pages, PT.

Resignations/Separations: Erika Aller, Ankit Patel, and Umaporn Eamboriboon, Pages, PT; and Jennifer Wann, Library Assistant II.

We are currently interviewing candidates for the full-time Library Assistant position in Circulation Services, and have offered positions to two part-time network management assistants in Computer Services.

The Job Reclassification Committee has begun its review of all job descriptions and staff surveys.

II. STAFF DEVELOPMENT

Hola Amigos! Classes will be offered to all employees in March, consisting of two three-hour sessions of basic Spanish phrases that we can learn to make our library more welcoming to our patrons who speak Spanish. The cost of these classes is covered through a grant from the Illinois State Library.

III. PATRON SERVICES

Please note that all (963) music cassettes have been withdrawn from the library's collection, due to lack of use, the discontinuance of purchasing in this format, and the need for space for music cds.

The number of library cards in our patron database equals 75% of the population of Des Plaines. Attendance during the month of January increased 5.7% over January 2002. Circulation of materials increased by 14.1% over the same period. Circulation by Self-Check represents 23% of materials checked out at the main library.

#### IV. OTHER PROFESSIONAL ACTIVITIES

I represented the library at the CCS Governing Board meeting on January 22 and the Chamber City Advisory Committee meeting on January 30. Thus far in February I have attended the NSLS Legislative Breakfast on February 3, the Director's Discussion Group on February 6 and the DePaul Advisory Board meeting on February 11.

## DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

January 2003

% Change

Total 2002 to Date:	82,298	Total 2003 to Date:	93,899	14.10%
January 2002	82,298	January 2003	93,899	14.10%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
CHILDREN	2002	2003	2002	2003	2002	2003
Non Fiction	6,395	6,313	634	795	7,029	7,108
Fiction	15,292	15,591	1,176	1,045	16,468	16,636
Foreign Language Non Fiction	65	131	15	19	80	150
Foreign Language Fiction	416	624	92	94	508	718
Periodicals	196	287	23	11	219	298
Compact Discs	856	911	9	22	865	933
Audio Cassettes	309	205	6	4	315	209
Audio Kits	400	171	19	6	419	177
Puzzles	321	346	50	16	371	362
Games	61	101	31	14	92	115
Audio Books	284	286	12	15	296	301
Video Fiction	3,239	3,749	288	373	3,527	4,122
Video Non Fiction	1,177	1,115	44	53	1,221	1,168
DVD	483	1,934	11	39	494	1,973
CD ROMs	645	706	0	1	645	707
<b>SUB TOTAL</b>	<b>30,139</b>	<b>32,470</b>	<b>2,410</b>	<b>2,507</b>	<b>32,549</b>	<b>34,977</b>
<b>ADULT</b>						
Non Fiction	11,841	12,830	201	264	12,042	13,094
Fiction	7,465	9,245	283	319	7,748	9,564
Large Type	1,103	1,437	161	159	1,264	1,596
Foreign Language Non Fiction	280	335	0	4	280	339
Foreign Language Fiction	608	828	2	1	610	829
High School Collection	314	521	5	2	319	523
Periodicals	2,535	2,959	133	124	2,668	3,083
Pamphlets	12	3	0	0	12	3
Compact Discs	6,967	7,795	358	354	7,325	8,149
Audio Cassettes	239	86	9	6	248	92
Puzzles	0	4	0	0	0	4
Pictures	69	47	0	0	69	47
Audio Books	2,056	2,348	71	58	2,127	2,406
CD ROMs	211	342	0	0	211	342
Video Fiction	7,196	7,588	345	384	7,541	7,972
Video Non Fiction	3,332	3,945	56	38	3,388	3,983
DVD	3,704	6,509	61	258	3,765	6,767
Misc. Formats	129	124	3	5	132	129
	<b>48,061</b>	<b>56,946</b>	<b>1,688</b>	<b>1,976</b>	<b>49,749</b>	<b>58,922</b>
<b>GRAND TOTAL</b>	<b>78,200</b>	<b>89,416</b>	<b>4,098 *</b>	<b>4,483 **</b>	<b>82,298</b>	<b>93,899</b>
Self Check	12,701	20,497	0	0	12,701	20,497

\* In 2002, Mobile Library down 5 days/scheduled maintenance and 2 school stops/snow.

\*\* In 2003, Mobile Library down 3 days/scheduled maintenance and 1 school stop/cold.

V.D.1.

DES PLAINES PUBLIC LIBRARY  
HOLDINGS  
FEBRUARY 2003

	<u>Jan. 2003</u>	<u>Feb 2003</u>	<u>Change</u>	<u>% Change</u>
Books	235,799	236,353	554	0.23%
Audio	21,096	20,133	-963	-4.56%
Video	17,112	17,356	244	1.43%
Puzzles & Games	670	725	55	8.21%
Realia	233	233	0	0.00%
Pamphlets	1,337	1,337	0	0.00%
<b>Total</b>	<b>276,247</b>	<b>276,137</b>	<b>-110</b>	<b>-0.04%</b>



**DES PLAINES PUBLIC LIBRARY  
REGISTRATION SERVICES REPORT FOR JANUARY 2003**

**I. Library Card Registration Services**

<u>Jan 2002</u>	<u>Dec 2002</u>	<u>Jan 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
888	712	971	888	971	8.5%

A.	New Library Card Registrations	340
B.	Updated Library Card	438
C.	Other Libraries	166
D.	Non Resident Fee Paid Cards	27
Total		971

**II. Other Registration Services**

1.	Patrons Registering for Programs	232
2.	Number of Meeting Room Uses	51
3.	Voters Registered	2
4.	Senior Cab Cards	1
Total		295

**III. Total Number Of Registered Borrowers**

* January 2002	NA	
**January 2003	42,902	(75.3% of Population)

\* The reports for December 2001 are not available due to the change from GEAC to SIRSI, but when the December 2001 statistics become available they will be included in the most current board packet.

\*\*The population for the City of Des Plaines was revised to 56,945.  
(Revised 2000 Census Report dated December 3, 2002.)

**DES PLAINES PUBLIC LIBRARY  
CIRCULATION SERVICES REPORT FOR JANUARY 2003**

**Patron Attendance Count**

<u>Jan 2002</u>	<u>Dec 2002</u>	<u>Jan 2003</u>	<u>Year to Date</u> <u>2002</u>	<u>Year to Date</u> <u>2003</u>	<u>% Change</u>
44,711	41,394	47,412	44,711	47,412	5.7%

**Reciprocal Borrowing  
(Materials Lent)**

	<u>Jan 2001</u>	<u>Jan 2002</u>	<u>% Change</u>
NSLS	*NA	12,847	
Other Systems	*NA	6,378	
Total	*NA	19,225	

**Interlibrary Loan**

	<u>Jan 2002</u>	<u>Jan2003</u>	<u>Year to Date</u> <u>2002</u>	<u>Year to Date</u> <u>2003</u>	<u>% Change</u>
Sent	*NA	3,960	NA	3,960	*NA
Received	*NA	2,230	NA	2,230	*NA
Total	*NA	6,190	NA	6,190	*NA

\* The reports for December 2001 are not available due to the change from GEAC to SIRSI, but when the December 2001 statistics become available they will be included in the most current board packet.

**DES PLAINES PUBLIC LIBRARY  
CIRCULATION PATRON ASSISTANCE  
JANUARY 2003**

<b>Assistance/Service Desk</b>	<u>Jan 2002</u>	<u>Jan 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
1. Phone Calls Received	1,894	1,675	1,894	1,675	(-13.0%)
2. Patron Renewals	1,642	1,380	1,642	1,380	(-19.0%)
3. Patron Reserves Delivered	1,254	2,320	1,254	2,320	46.0%
4. Directional	2,376	1,451	2,376	1,451	(-64.0%)
5. Account Inquiries	2,338	4,330	2,338	4,330	(-63.7%)
6. Program Sign-up	518	620	518	620	16.5%
7. In Person Patron Assistance	2,284	3,030	2,284	3,030	24.6%
<b>Total</b>	<b>12,306</b>	<b>14,806</b>	<b>12,306</b>	<b>14,806</b>	<b>16.9%</b>
<b>Assistance/Switchboard</b>	<u>Jan 2002</u>	<u>Jan 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
1. Phone Calls Answered	3,728	3,695	3,728	3,695	(-0.9%)
2. Delivery/Buzzer	107	74	107	74	(-44.6%)
3. 2-Way Radio	137	150	137	150	8.7%
<b>Total</b>	<b>3,972</b>	<b>3,919</b>	<b>3,972</b>	<b>3,919</b>	<b>(-1.4%)</b>
<b>Grand Total</b>	<b>16,278</b>	<b>18,725</b>	<b>16,278</b>	<b>18,725</b>	<b>13.1%</b>

**DES PLAINES PUBLIC LIBRARY  
ADULT SERVICES PATRON ASSISTANCE  
JANUARY 2003**

<b>Assistance</b>	<u>Jan 2002</u>	<u>Jan 2003</u>	<u>Year to Date 2002</u>	<u>Year To Date 2003</u>	<u>% Change</u>
1. Computer/Instructional	491	435	491	435	(-12.9%)
2. Mechanical	295	316	295	316	6.65%
3. Directional	931	930	931	930	(-.11%)
4. Informational	1,196	1,337	1,196	1,337	10.54%
5. Tax Forms	192	264	192	264	27.27%
6. Instruction	22	1	22	1	(-21%)
<b>Total</b>	<b>3,127</b>	<b>3,283</b>	<b>3,127</b>	<b>3,283</b>	<b>4.75%</b>

<b>Reference and Readers' Services</b>	<u>Jan 2002</u>	<u>Jan 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
1. Specific Item Request	4,457	3,336	4,457	3,336	(-33.60%)
2. Ready Reference	1,405	1,095	1,405	1,095	(-28.31%)
3. In-Depth Reference	265	232	265	232	(-14.22%)
4. Virtual Reference Desk	38	32	38	32	(-18.75%)
5. Interlibrary Loan Request	177	358	177	358	50.56%
6. Readers' Advisory	105	171	105	171	38.60%
7. Reserves	880	924	880	924	4.76%
<b>Total</b>	<b>7,327</b>	<b>6,148</b>	<b>7,327</b>	<b>6,148</b>	<b>(-19.18%)</b>

<b>Sign Up</b>	<u>Jan 2002</u>	<u>Jan 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
1. Internet	5,725	6,790	5,725	6,790	15.68%
2. Computer Lab	510	501	510	501	(-1.80%)
3. Group Study Rooms	317	721	317	721	55.89%
4. Reading Edge	0	1	0	1	100%
<b>Total</b>	<b>6,552</b>	<b>8,013</b>	<b>6,552</b>	<b>8,013</b>	<b>18.23%</b>
<b>Grand Total</b>	<b>17,006</b>	<b>17,444</b>	<b>17,006</b>	<b>17,444</b>	<b>2.51%</b>

V.D.1.

**DES PLAINES PUBLIC LIBRARY  
YOUTH SERVICES PATRON ASSISTANCE  
JANUARY 2003**

<b>Assistance</b>	<u>Jan 2002</u>	<u>Jan 2003</u>	<u>Year to Date 2002</u>	<u>Year To Date 2003</u>	<u>% Change</u>
1. Computer Sign-up	2,235	2,797	2,235	2,797	20.1%
2. Program Sign-up	646	819	646	819	21.1%
3. Equipment Repair & Assistance	652	561	652	561	(-16.22%)
4. Directional Questions	253	355	253	355	29.0%
5. ILL & Patron Holds	112	117	112	117	4.2%
<b>Total</b>	<b>3,898</b>	<b>4,649</b>	<b>3,898</b>	<b>4,649</b>	<b>16.1%</b>
<b>In-House Circulation</b>	<u>Jan 2002</u>	<u>Jan 2003</u>	<u>Year to Date 2002</u>	<u>Year To Date 2003</u>	<u>% Change</u>
1. Train Sets	1,082	1,552	1,082	1,552	30.3%
2. Chess/Checkers	150	82	150	82	(-82.9%)
3. Periodicals	29	9	29	9	(-22.2%)
4. Book Bag Request	8	8	8	8	0.0%
5. Textbooks	21	7	21	7	(-20%)
6. Reserve Books	128	71	128	71	(-80.3%)
<b>Total</b>	<b>1,418</b>	<b>1,729</b>	<b>1,418</b>	<b>1,729</b>	<b>18.0%</b>
<b>Reference</b>	<u>Jan 2002</u>	<u>Jan 2003</u>	<u>Year to Date 2002</u>	<u>Year To Date 2003</u>	<u>% Change</u>
1. Specific Item Request	1,505	1,541	1,505	1,541	2.3%
2. Reference	1,029	710	1,029	710	(-45%)
3. Readers' Advisory	158	174	158	174	9.1%
4. Referrals to Other Libraries	17	31	17	31	45.0%
<b>Total</b>	<b>2,709</b>	<b>2,456</b>	<b>2,709</b>	<b>2,456</b>	<b>(-10.3%)</b>
<b>Grand Total</b>	<b>8,025</b>	<b>8,834</b>	<b>8,025</b>	<b>8,834</b>	<b>9.1%</b>

**DES PLAINES PUBLIC LIBRARY  
USE OF ONLINE REFERENCE PRODUCTS  
JANUARY 2003**

Access Science	9*
Alldata	NA
BigChalk	107
College Source Online	16
CQ Electronic Library	39
Des Plaines Public Library Homepage	85,413
Ebsco:	
• Alt-Health Watch	11
• Health Source – Consumer	5
• Novelist	107
FACTS.com	NA
First Search	965
Gale Group:	
• AncestryPlus	NA
• Biography Resource Center	446
• Business & Company Resource Center	397
• Contemporary Authors	28
• General Business File ASAP	37
• General Reference Center Gold	640
• Health & Wellness Resource Center	257
• Student Resource Center	270
• What Do I Read Next?	14
Grolier Online	34*
Hoover's Online	NA*
LearnATest.com	11*
Info USA (Reference USA)	386
LearnATest.com	NA
Library Catalog	NA
LitFinder	38
NewsBank:	
• <i>Chicago Tribune Archive</i>	270
• <i>News Illinois</i>	0
• <i>Noticias en Español</i>	0
NetLibrary	1

V.D.1

DES PLAINES PUBLIC LIBRARY  
USE OF ONLINE REFERENCE PRODUCTS  
JANUARY 2003

ProQuest:	120
• <i>(Chicago Sun-Times, Daily Herald, Wall Street Journal, Chicago Tribune</i>	336
• <i>New York Times Historical Archive</i>	40
<i>Reference USA</i>	741
Sorkins Online	NA
S&P's NetAdvantage	13
World Book Encyclopedia	65
 Total Searches & Queries	 90,035

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

**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR JANUARY 2003**

Times Used    Attendance

**Library Sponsored Programs/Meetings**

Adult Services	1	9
Chess Club	1	24
Circulation Clerks' Meeting	2	22
Coping with Stress	1	30
Department Heads Meeting	3	23
Film: "The Rookie"	1	29
Finance Committee Meeting	1	9
Friends of the Library	1	14
Here Comes the Bridal Consultant	1	37
Orientation	1	22
Page Meeting	2	28
Spanish Grant Meeting	2	13
SLURP	1	5
Spanish Language Grant	2	13
Style Committee	1	11
Technical Services Meeting	1	7
Top Secrets of Effective Resumes	1	40
Tuesday Morning Book Group	1	23
Unique Management	1	11
Youth Services Meeting	1	8
 Total	 26	 378



**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR JANUARY 2003**

**Outside Community Groups**

AARP	1	10
Bahai's of Des Plaines	2	55
Breathe Easy	1	10
City Testing	1	42
Des Plaines Art Guild	1	11
Des Plaines Optimists	2	58
Des Plaines Theatre Preservation	1	10
Des Plaines Toastmasters	2	14
Kiwanis Club of Des Plaines	1	11
Our Organic Group	1	7
Plainfield School	1	15
Polyglots Toastmaster	2	16
Preschool Open House	1	120
River's Edge Manor Homes Meeting	1	25
Society of Children's Book Writers	1	20
Soft Bodies Doll Club	1	12
United Way	1	30

Total	21	466
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**Other**

Library Board Meeting	1	16
Total	1	16

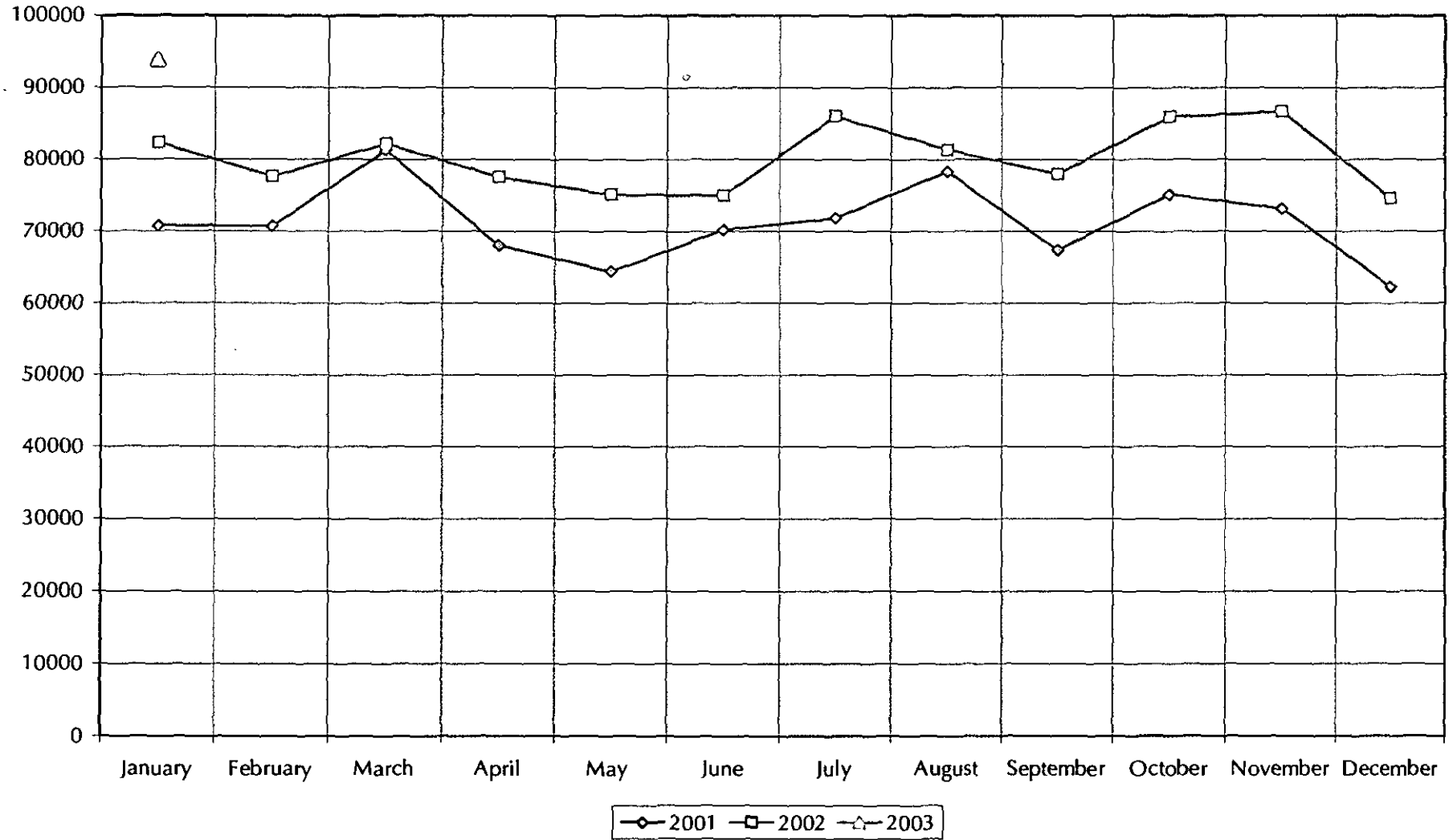
**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR JANUARY 2003**

	<u>Times Used</u>	<u>Attendance</u>
<b>Library Sponsored Children's Programs</b>		
2 year olds Storytime	8	140
3 - 5 year olds Storytime	20	167
Storytime Drop in	3	24
Baby Talk Book Times	15	278
Boy Scout Troop Tour	1	12
Chess Club	2	19
Friends Family Sunday A Child's Play	1	150
Jr. Great Books	3	19
Library Card Sign Up Dist. 62 Preschool	1	100
The Mayor Reads	1	27
Our Lady of Destiny Tours	4	120
Preschool Movies	5	72
School Day Off Movie	1	23
Stories and More	2	27
 Total	 67	 1,178
 Literacy Program		
Learn to Read	16	840
 <b>Grand Total</b>	 <b>130</b>	 <b>2,862</b>

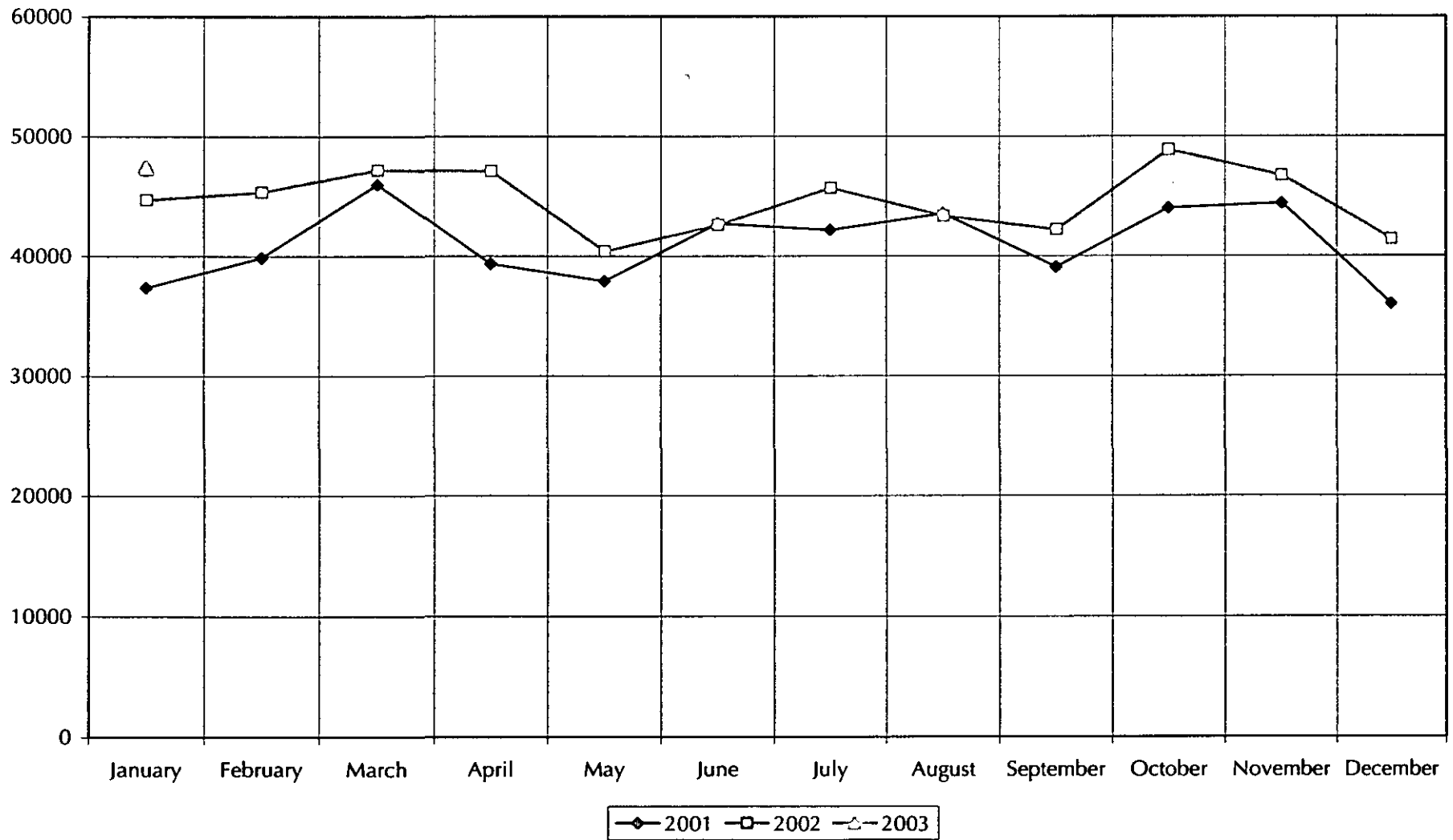
**January Total = 53 groups involving 2,862 people.**

**2003 Year to Date Total = 53 groups involving 2,862 people.**

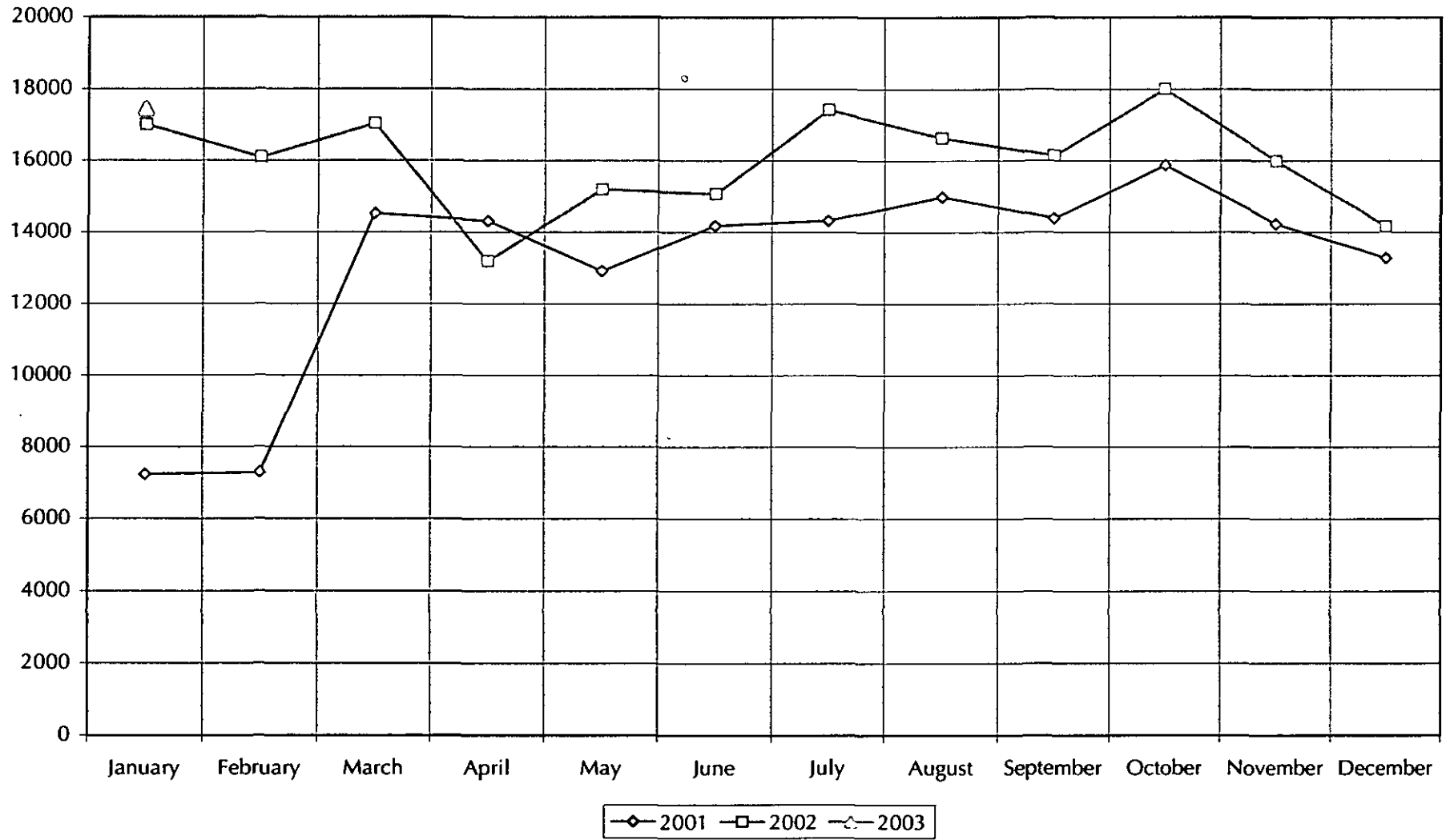
### Circulation Statistics Items Circulated Per Month By Year



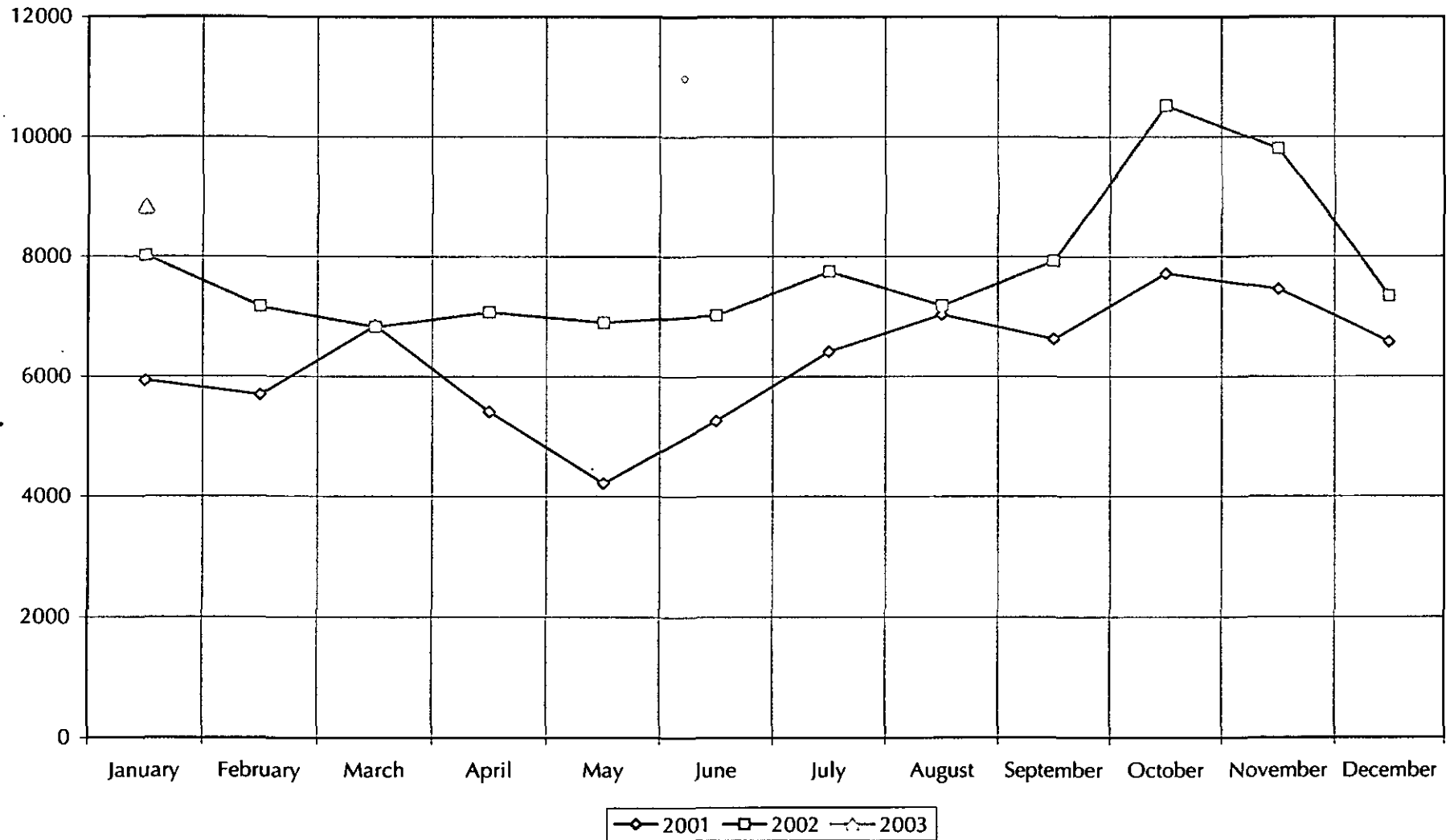
Patron Attendance  
January 2003



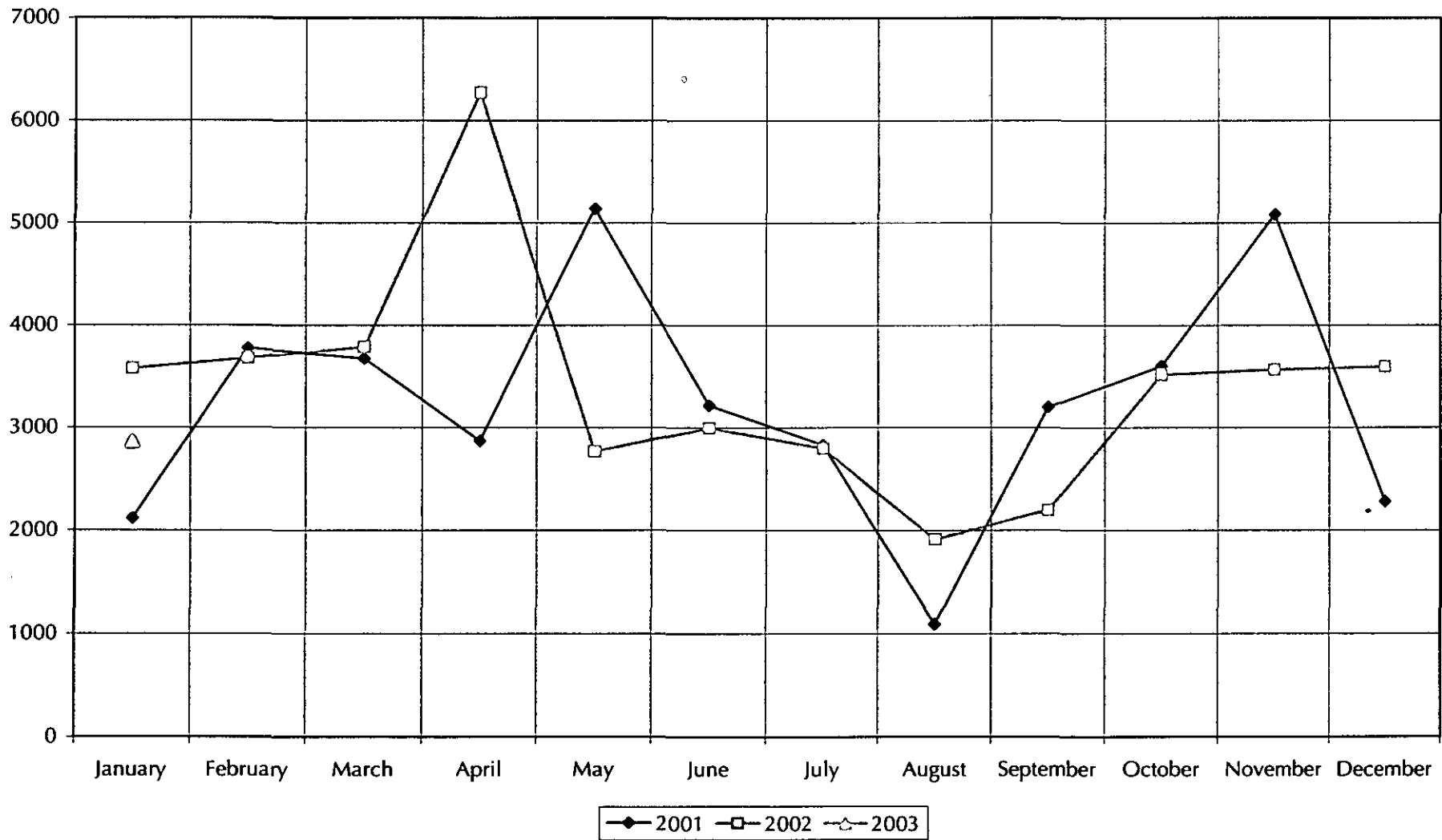
Adult Patron Assistance  
January 2003

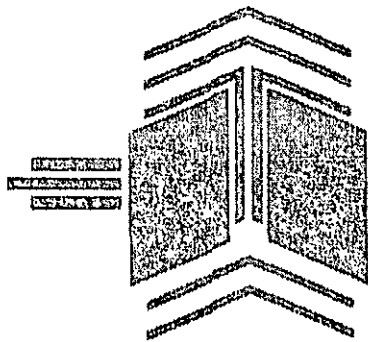


Youth Patron Assistance  
January 2003



### Meeting Room Attendance January 2003





# Des Plaines Public Library

1501 Ellinwood St., Des Plaines, IL 60016  
847-827-5551

www.dppl.org

V.D.2.

Progress Report

Response Requested by \_\_\_\_\_

Board Action Required \_\_\_\_\_

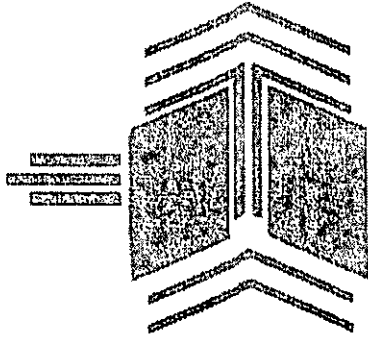
## FRIENDS OF THE DES PLAINES PUBLIC LIBRARY FEBRUARY, 2003

### Summary, Friends general meeting, January 28:

- Attendance included: Martha Sloan, Gary Valente (representing Sandra at the meeting) and Noreen Lake.
- Ongoing Honor System Book Shelf, managed by Avis Nowak, brings in about \$300./month. Friends are grateful to the Library staff, which now collects the income from the book purchases; there appears to be less non-payment by purchasers of the books than was apparent when the collection box was used.
- Friends storage room new shelving installation plans were presented by Ralph Minnis, who acknowledged the ongoing beneficial working relationship with Gary, especially for the shelf upgrade, which is expected to be in place about the time of the March book sale.
- Friends donated \$100. for Library Christmas party.
- Friends expressed gratitude for the enhanced cooperation of library staff.
- Presented the library wish list update:
  - Upgrade the P.A. systems (\$3247.)
  - Defibrillator (pending substantiation of need)
- Friends expressed interest in participating in the "Relay for Life"; need information from the Library for the next Roundtable meeting.







# Des Plaines Public Library

1501 Ellinwood St., Des Plaines, IL 60016  
847-827-5551

www.dppl.org

**V.D.3**

- Progress Report
- Response Requested by \_\_\_\_\_
- Board Action Required 02/18/03 Meeting

BOARD OF TRUSTEES  
Minutes of the Finance Committee Meeting  
February 3, 2003

Chair: Eldon Burk.  
Present: Eldon Burk, John Ciborowski, Rhys Read, Sandra Norlin, Hector Marino, Martha Sloan, Carol Kidd, Bob Blanchard.

Absent: Susan Burrows.

Call to Order: 5:35 PM by Eldon Burk.

Rhys Read explained how he calculated the costs associated with operating and staffing the mobile library for service to Rosemont.

The Committee consensus was to offer the Village of Rosemont mobile library service on Wednesday mornings from 10:30 AM – 11:30 AM at a cost to Rosemont of \$500 per visit one time every four weeks or \$425 per visit every other.

MOTION by Rhys Read, seconded by John Ciborowski, to recommend that mobile library service be offered to the Village of Rosemont on Wednesday mornings from 10:30 AM – 11:30 AM at a cost of \$500 per visit one time every four weeks or \$425 per visit every other week. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

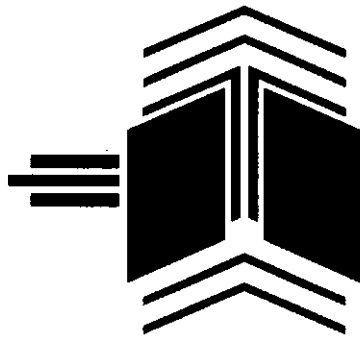
Sandra Norlin reported on the upcoming Rotary fundraiser "Do the Dewey." The invitations will be mailed the last week in February, with the fundraiser being held at the library after hours on April 5, 2003.

Sandra Norlin reported that Trustee Noreen Lake has asked that items on the warrant register \$5,000 and greater be highlighted and an explanation for the expenditure be included in the monthly Board packet. The Committee approved this suggestion and this will begin with the February Board packet.

The Committee discussed the "Have A Heart" campaign that the Des Plaines Self-Help Closet and Food Pantry is sponsoring. The Des Plaines Chamber of Commerce and Industry has issued a challenge to local organizations and clubs to bring non-perishable food items to their meeting roll call. The Committee consensus was to ask Board members to bring non-perishable food items to the February 18 board meeting with a suggested donation level of \$25.00. If the library board wins the challenge they would receive 12 \$20.00 gift certificates donated by the Black Ram. Sandra Norlin suggested that if the Board wins the gift certificates, this could defray the cost of the Board's annual holiday dinner.


The meeting adjourned at 6:42 PM.

Minutes prepared by Carol Kidd.



## Des Plaines Public Library

1501 Ellinwood St., Des Plaines, IL 60016  
847-827-5551 [www.dppl.org](http://www.dppl.org)

TO: Planning Committee  
FROM: John Burke, Chair   
SUBJECT: Community Advisory Group  
DATE: January 31, 2003

---

During our Committee meeting yesterday, it was agreed that we will attempt to form a Community Advisory Group. The mission of the Group will be to articulate a Vision for the people of the City of Des Plaines. Towards that end, we will want that Group to represent as broad a spectrum of the makeup and interest of our fellow citizens as possible. In order to accommodate as many different segments of the population as we can, we envision holding two or more meetings of the Group at different hours on different days of the week. Rather than simply issue a blanket invitation to the community at large to participate in the Group (response to which may be limited), we felt it best to invite representatives of specific civic, ethnic, religious and cultural groups, as well as specific people known to us as thoughtful citizens with a sincere interest in the overall development of the community. To facilitate the meetings, we are considering employing once again the services of the Executive Service Corps.

Please prepare a list of organizations, groups and individuals from Des Plaines whom you think should be invited to participate in the Advisory Group. (Attached is a generic list of typical groups of "Community Stakeholders" as found in most communities.) Please don't let your imagination be limited by this sample list. Again, we would like the Advisory Group to reflect the most diverse palette of community interests as possible.

Please bring your list to the next meeting of the Planning Committee on Tuesday, February 18 at 6:00 PM, (just before the Board Meeting).

1147

**FIGURE 6**  
Community Stakeholders

**Businesses/Chambers of Commerce/Economic Development Organizations**

Major employers, minority business owners, small business owners, visitors' centers, chambers of commerce (city, county, and ethnic, if any), economic development councils, industry councils

**Community Services Organizations/Associations/Clubs**

Rotary, Lions, Kiwanis, United Way, AARP, AAUW, American Red Cross, literacy organizations, Soroptimists, National Organization for Women, YWCA, YMCA

**Cultural Groups**

Theater groups, art leagues, dance supporters, arts commission

**Educational Organizations**

Public schools, private schools, colleges/universities, PTA or PTO, school boards, home school organizations

**Ethnic Organizations**

Ethnic chambers of commerce, NAACP, tribal councils, Latino/Hispanic groups, Asian groups, Urban League, refugee rights associations

**Family Services Organizations**

County department of social services, family service agency

**Financial Representatives**

Bankers, credit unions, financial planners, stockbrokers

**Government/Political Representatives**

Mayor, city/county manager, city council, county supervisors, city/county fiscal office, city/county planning office, law enforcement officers, job training programs

**Health Organizations**

American Cancer Society, American Heart Association, hospitals, public health nurses, public health clinics

**Legal Organizations**

Legal aid, ACLU

**Library Representatives**

School media center staff, college or university librarians, special librarians

**Media Representatives**

Newspaper, radio, TV, ethnic media, local magazines and newsletters

**Organizations Serving the Disabled**

Center on Deafness, Council of the Blind, state/county/city health and human services, Easter Seal, Goodwill, independent living centers, United Cerebral Palsy

**Professional Groups**

Medical associations, board of Realtors, bar association, business and professional women's groups

**Religious Groups**

Ministerial alliance, youth groups, Jewish community center

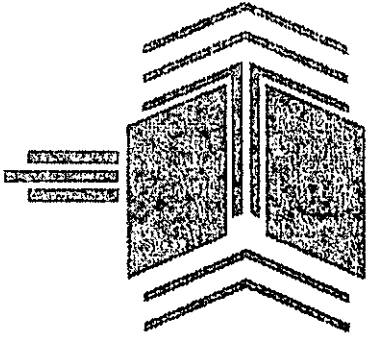
**Senior Centers/Service Organizations**

Area agency on aging, senior centers, nursing homes

**Youth Services Organizations**

Big Brother/Sister, Boy Scouts, Girl Scouts, FFA, FHA, child abuse agencies, city/county recreation programs, Junior Achievement, Head Start, Even Start, child care associations, local Association for the Education of Young Children, school-age care and enrichment programs

Adapted from a training handout prepared by Gail McGovern and Rhea Rubin.



# Des Plaines Public Library

1501 Ellinwood St., Des Plaines, IL 60016  
847-827-5551

www.dppl.org

**V.D.4**

Progress Report

Response Requested by \_\_\_\_\_

Board Action Required \_\_\_\_\_

## BOARD OF TRUSTEES

Minutes of the Planning Committee Meeting  
January 29, 2003

Chair: John Burke.

Present: John Burke, Inara Brubaker, Ellen Yearwood, Sandra Norlin, Martha Sloan, Holly Richards Sorensen, Carol Kidd.

Call to Order: 4:32 PM by John Burke.

The Committee was given graphed library statistics on circulation, holdings, patron attendance and other library statistics from the past five years for their review. The Committee was also given an overview of library support for the Des Plaines Healthy Community Partnership and Findings from Community Surveys.

John Burke stated that the purpose of compiling these statistics was to help identify recent trends in library use and to help identify the current needs and future needs of the community.

John Burke asked Library Administrator, Sandra Norlin, to contact Executive Service Corps and ask if ESC would be available to facilitate the meetings of the Community Advisory Group.

John Burke stated that he would compose a memo that he would send to the Board of Trustees asking for their help in preparing a list of organizations, groups and individuals from Des Plaines who could be invited to participate in the Community Advisory Group. John will ask that Trustees bring their lists to the next Planning meeting on February 18, 2003 before the Board meeting.

The next meeting is scheduled for Tuesday, February 18, 2003 at 6:00 PM.

The meeting adjourned at 5:31 PM.

Minutes prepared by Carol Kidd.

## F R I E N D S



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

January 30, 2003

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

Dear Sandra,

On behalf of the Friends, we wish to take this opportunity to express our gratitude and satisfaction with the cooperation and assistance of Gary Valente.

Whenever we have needed assistance with advertising our book sales by displaying our banners, moving tables, cleaning up rooms, changing our storage room, etc., Gary has always been accommodating and helpful. We realize that Gary has many tasks and obligations but we have never found any conflicts or lack of cooperation in also helping the Friends.

The cooperation, attitude and assistance of the Library Staff and employees are vital components in a great relationship with our group of volunteers. We do feel that Gary and recently many more library employees are and have been expressing this friendly attitude, which makes our jobs much easier.

Again, our thanks to all who have helped us with our volunteer efforts to enhance our Library for all.

Sincerely,

L. Sue D'Hondt  
President

Mary & Ralph Minnis  
Book Sale Chairmen

cc - G. Valente  
J. Ciborowski  
Mayor Arredia



1151

**Sandra Norlin**

---

**From:** Anne Johnson [ajohnson@nsls.info]  
**Sent:** Thursday, January 16, 2003 9:20 PM  
**To:** 'fundpartners@maillist.nsls.info'; 'smbyrnes@dupageils.lib.il.us'  
**Cc:** Miriam Pollack; 'droaikva@allstate.com'  
**Subject:** Save the Date!

Save the Date for the  
Library Community Foundation's  
Fund Partner Breakfast Reception

Monday, March 10th, 2003

9 - 11 a.m.

Maggiano's

Old Orchard Center, Skokie

Please forward this note to members of your library board and to any additional fund advisory committee members who may not be subscribed to the "fundpartners" mailing list.

In early February, we will send details about the reception, but hope that you can plan now to join us at Maggiano's.

Anne Rose Johnson, CFRE  
Executive Director  
Library Community Foundation  
200 West Dundee  
Wheeling, Illinois 60090  
P 847.353.7143  
F 847.459.0380  
E ajohnson@nsls.info  
www.librarycommunityfoundation.org

Library  
Community  
Foundation

February 4, 2003

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 is the Des Plaines Public Library Fund statement for the fourth quarter of 2002. Below is a snapshot of the Des Plaines Fund's status at December 31, 2002:

<b>Fund Balance at December 31, 2002:</b>	<b>\$ 16,268.30</b>
Money Market:	\$ 7,072.68
In transit to Money Market:	\$ 150.00
Pooled Equity and Bond Accounts:	\$ 9,045.62
Fourth Quarter Change to Fund in Pool:	\$ + 342.95

The Pooled Investment Accounts are comprised of a 60/40 split between equity mutual fund and bond packages, with a December 31, 2002 total value for all pooled LCF fund partner assets of \$465,611.18.

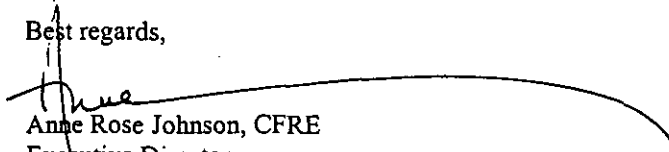
The following items will provide you with detail information:

1. Des Plaines Public Library Fund Balance Report
2. Des Plaines Public Library Fund Money Market Statement
3. Pooled Equity Account Statement
4. Pooled Bond Account Statement
5. Commentary from Stephen P. O'Hara/Financial Strategies Network
6. Portfolio Balance and Allocation Report, 12/31/02: Library Community Foundation

Also enclosed is a copy of the Library Community Foundation's audited Financial Statement for June 30, 2002. The audited Fund Partner balances at June 30, 2002 are noted in Item G, page seven.

Annually, there are two opportunities to change your fund's investment mix between your *money market* and the *pooled equity/bond account*. The money market accounts have been set up create fund liquidity and offer the opportunity to minimize investment risk. The money market investment option provides minimal earnings on your funds. The pooled equity/bond account is intended for longterm investment – meaning more than five years. **The first quarter fund transfer option will be transacted on February 14, 2003.** The next opportunity will be in July 2003. If you would like to change the mix of your fund portfolio, please send this direction to the Foundation office. (Above you will find your Money Market balance and your Pooled Investment balance.)

Best regards,

  
Anne Rose Johnson, CFRE  
Executive Director

/arj

Enclosures

Council of Advisors  
Peggy Barber  
U.S. Senator Paul Simon  
Peggy Sullivan

Stephen Daniels  
Board Chair

Pradeep M. Gamadia  
Vice Chair

Kaye Grabbe  
Secretary

Bruce J. Caris  
Treasurer

Lun Ye Crim Barefield  
Mary Anne Diehl  
William W. Drucker  
Josephine Herrera  
Sarah Ann Long  
Iris Maier  
James M. O'Brien  
Terry Passaro  
Robert A. Sarmiento  
Nancy Suber

Anne Rose Johnson, CFRE  
Executive Director  
ajohnson@nsls.info

1113

2/4/03 at 16:53:14.94

Page: 1

**Library Community Foundation**  
**Fund Balance Report**  
 For the Period From Oct 1, 1999 to Dec 31, 2002

Customer ID	Name Date Transaction Ref	
DPL	Des Plaines PL Unrestricted	
		6,351.55
	10/28/99 Initial Deposit	
		5,905.00
	12/30/99 Moore	
		100.00
	1/26/00 batch 228	
		60,622.81
	2/1/00 Brcksale	
		5,000.00
	5/30/00 322	
		-121,327.31
	6/1/00 Reverse out Art Camp	-5,929.03
		41,000.00
	6/30/00 324	14,704.50
		85.25
		4.31
	7/31/00 Interest Earned 7-00	
		89.00
	8/30/00 Interest Earned 8-00	
		98.64
	9/30/00 Interest Earned 9-00	
		10.03
	10/31/00 Interest Earned 10-0	
		14.25
	11/30/00 Interest Earned 11-0	
		16.54
	12/31/00 Interest Earned 12-0	
		2.31
	1/31/01 Interest Earned 1-01	
		210.16
	2/28/01 Interest Earned 2-01	
		10.81
	3/31/01 Interest Earned 3-01	

115A

2/1/03 at 16:53:14.99

Page: 2

Library Community Foundation  
Fund Balance Report  
For the Period From Oct 1, 1999 to Dec 31, 2002

Customer ID	Name Date Transaction Ref	
		25.00
	4/23/01 568	
		8.68
	4/30/01 Interest Earned 4-01	
		7.37
	5/31/01 Interest Earned 5-01	
		-162.73
	6/30/01 Annual Admin Fee	7.40
		-1,627.01
	7/11/01 Fund Distrib 1553	
		100.00
	7/31/01 660	7.00
		40.46
	8/31/01 Interest Earned 8-01	
		13.86
	9/30/01 Interest Earned 9-01	
		25.00
	10/1/01 707	
		20.00
	10/9/01 722	
		10,000.00
	10/16/01 726	
		25.00
	10/25/01 732	
		10.68
	10/31/01 Int Earned 10-01	
		592.80
	12/31/01 grt 789	
		-300.00
	1/15/02 Fund Distribution	
		130.00
	2/12/02 AGC Receipts	
		50.00
	3/14/02 844	

**Library Community Foundation**  
**Fund Balance Report**  
 For the Period From Oct 1, 1999 to Dec 31, 2002

Customer ID	Name Date Transaction Ref	
		6.81
	6/28/02 RJ MM qu 2 g/l	
		-84.35
	7/1/02 FY02 Admin Fee	
		50.00
	7/23/02 963	
		8.86
	7/31/02 RJ MM 7/02 Int Earnd	
		9.17
	8/30/02 RJ MM 8/02 Int Earnd	
		230.00
	9/15/02 985	
		80.00
	9/22/02 1000	
		118.58
	9/30/02 Fund Rec	5.36
		-1,297.33
		5.44
	10/31/02 RJ MM 10/02 int earn	
		6.56
	11/29/02 RJ MM 11/02 int earn	
		100.00
	12/18/02 1059	
		150.00
	12/23/02 1068	
		342.95
	12/30/02 RJ Pool 4th qu02 g/l	
		4.83
	12/31/02 RJ MM 12/02 int earn	-10,000.00
	<b>Subtotal for DPL</b>	<b>5,679.21</b>
DPL - Art	Des Plaines PL Art Campaign	
		121,393.23
	6/30/00 Adjust opening balan	

Library Community Foundation  
Fund Balance Report  
For the Period From Oct 1, 1999 to Dec 31, 2002

Customer ID	Name Date Transaction Ref	
		80.36
	7/31/00 Interest Earned 7/30	
		1,658.93
	8/31/00 Interest Earned 8/00	
		-2,300.00
	9/6/00 ck 1437	
		11,000.00
	9/18/00 417	
		-12,948.33
	9/20/00 ck 1444	
		1,838.65
	9/30/00 Interest Earned 9/00	
		20.00
	10/25/00 444	
		180.62
	10/31/00 Int Earned 10/00	
		256.63
	11/30/00 Int Earned 11/00	
		297.95
	12/31/00 Int Earned 12/00	
		-100,000.00
	1/5/01 Fund Distribution	
		5,000.00
	1/30/01 525	
		41.52
	1/31/01 Int Earned 1/01	
		825.95
	2/28/01 Interest Earned 2/01	
		10,000.00
	3/7/01 543	
		42.50
	3/31/01 Interest Earned 3/01	
		46.57
	4/1/01 Interest Earned 4/01	

**Library Community Foundation**  
**Fund Balance Report**  
 For the Period From Oct 1, 1999 to Dec 31, 2002

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Customer ID	Name Date Transaction Ref	
		39.39
	5/31/01 Interest Earned 5/01	
		-10,000.00
	6/1/01 Transfer to Poetry F	
		-300.80
	6/5/01 Fund Distrib 1536	
		-2,000.00
	6/13/01 Fund Distrib 1537	
		-758.56
	6/30/01 Annual Admin Fee	29.00
		-12,250.00
	7/11/01 Fund Distrib 1551	-689.16
		24.61
	7/31/01 Interest Earned 7-01	
		-14,250.00
	8/10/01 Fund Distrib 1559	
		85.83
	8/31/01 Interest Earned 8-01	
		29.41
	9/30/01 Interest Earned 9-01	
		8,500.00
	10/16/01 726	
		1,498.68
	3/5/02 833	
		3.16
	6/28/02 RJ MM qu2 g/l	
		-81.57
	7/1/02 FY02 Admin Fee	
	<b>Subtotal for DPL - Art</b>	<b>7,314.57</b>
DPL - Brick	Buy a Brick 2001	
		675.00
	9/19/01	

Library Community Foundation  
Fund Balance Report  
For the Period From Oct 1, 1999 to Dec 31, 2002

Customer ID	Name Date Transaction Ref	
	697cr	
		1,940.00
	9/24/01 696	
		600.00
	10/1/01 707	
		75.00
	10/4/01 714	
		525.00
	10/9/01 720	
		75.00
	10/16/01 726	
		300.00
		75.00
	10/25/01 732	
		150.00
		225.00
	10/31/01 Int Earned 10-01	
		6.34
	11/20/01 739	
		1,275.00
		150.00
		550.00
		300.00
	12/10/01 757	
		375.00
		225.00
	12/13/01 759	
		1,025.00
		75.00
	12/18/01 777	
		450.00
	1/7/02 grt 792	
		3,825.00
	1/8/02 798cr	
		525.00
	1/15/02 805cr	
		225.00
	1/24/02 grt 806	
		150.00
	2/4/02 grt 819	
		300.00
		6.07



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2/4/03 at 16:53:15.16

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**Library Community Foundation**  
**Fund Balance Report**  
 For the Period From Oct 1, 1999 to Dec 31, 2002

Customer ID	Name Date Transaction Ref	
	6/28/02 RJ MM qu2 g/l	
		-132.83
	7/1/02 FY02 Admin Fee	
		-1,280.00
	8/8/02 3	-2,581.40
	<b>Subtotal for DPL - Brick</b>	<b>10,108.18</b>
DPL - CF	Des Plaines PL Century Fund	
		600.00
	7/1/00 361cr	
		1,050.00
	7/11/00 345-2cr	450.00
		2,485.00
	7/13/00 352-2cr	300.00
		225.00
	7/14/00 354cr	
		75.00
	7/17/00 356-2cr	100.00
		2,350.00
		1,125.00
		675.00
		800.00
	7/19/00 361-2cr	
		150.00
	7/21/00 365	1,050.00
		980.00
	7/27/00 370-2cr	450.00
		900.00
		150.00
	7/31/00 374-2cr	150.00
		500.00
	8/1/00 376	
		525.00
	8/2/00 381	900.00
		75.00
		450.00
	8/3/00	

Library Community Foundation  
Fund Balance Report  
For the Period From Oct 1, 1999 to Dec 31, 2002

Customer ID	Name Date Transaction Ref	
	386cr	
		1,280.00
	8/4/00	435.00
	388-2cr	
		550.00
	8/16/00	
	396	
		100.00
	8/25/00	
	402	
		400.00
	8/29/00	
	406	
		198.91
	8/30/00	
	Interest Earned 8/00	
		-10,507.65
	9/6/00	
	ck 1437	
		290.86
	9/30/00	
	Interest Earned 9/00	
		400.00
	10/12/00	-2,932.62
	437	
		135.00
	10/25/00	
	444	
		13.86
	10/31/00	
	Int Earned 10/0	
		400.00
	11/2/00	400.00
	448	
		-300.00
	11/28/00	
	Event Expense	
		14.60
	11/30/00	
	Int Earned 11/00	
		18.92
	12/31/00	
	Int Earned 12/00	
		4,120.00
	1/22/01	
	515	
		2.53
	1/31/01	
	In Earned 1/01	
		359.24
	2/28/01	

**Library Community Foundation**  
**Fund Balance Report**  
 For the Period From Oct 1, 1999 to Dec 31, 2002

Customer ID	Name Date Transaction Ref	
	Interest Earned 2/01	
		18.48
	3/31/01 Interest Earned 3/01	
		14.84
	4/30/01 Interest Earned 4/01	
		12.55
	5/31/01 Interest Earned 5/01	
		-113.05
	6/30/01 Annual Admin Fee	
		12.60
		11.92
	7/31/01 Interest Earned 7/01	
		88.23
	8/31/01 Interest Earned 8-01	
		30.23
	9/30/01 Interest Earned 9-01	
		18.46
	10/31/01 Int Earned 10-01	
		1,000.00
	3/4/02 833	
		125.00
	5/14/02 892	
		5.59
	6/28/02 RJ MM qu 2 g/1	
		-184.72
	7/1/02 FY02 Admin Fee	
	<b>Subtotal for DPL - CF</b>	<b>12,933.78</b>
DPL - Heritage	Heritage Reading Room	
		10,000.00
	12/31/02 Rotary to Heritage	
	<b>Subtotal for DPL - Heritage</b>	<b>10,000.00</b>

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Library Community Foundation  
Fund Balance Report  
For the Period From Oct 1, 1999 to Dec 31, 2002

Customer ID	Name	Date	Transaction Ref
DPL - JM	Jane Mullenbach Endowment		
			5,929.03
		6/30/00	Opening Balance
			3.92
		7/31/00	Interest Earned 7-00
			81.02
		8/31/00	Interest Earned 8-00
			89.80
		9/30/00	Interest Earned 9-00
			9.13
		10/31/00	Interest Earned 10-0
			12.97
		11/30/00	Interest Earned 11-0
			15.06
		12/31/00	Interest Earned 12-0
			2.10
		1/31/01	Interest Earned 1/01
			191.32
		2/28/01	Interest Earned 2/01
			9.84
		3/31/01	Interest Earned 3/01
			7.90
		4/30/01	Interest Earned 4/01
			6.68
		5/31/01	Interest Earned 5/01
			-61.95
		6/30/01	Annual Admin Fee
			6.71
			6.35
		7/31/01	Interest Earned 7-01
			46.97
		8/31/01	Interest Earned 8-01
			16.10
		9/30/01	Interest Earned 9-01

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Library Community Foundation  
Fund Balance Report  
For the Period From Oct 1, 1999 to Dec 31, 2002

Customer ID	Name Date Transaction Ref	
		12.57
	10/31/01 Int Earned 10-01	
		2.67
	6/28/02 RJ MM qu2 g/l	
		-95.56
	7/1/02 FY02 Admin Fee	
		500.00
	11/5/02 1025	
	Subtotal for DPL - JM	6,792.63
DPL - Poetry	Poetry Corner	
		10,000.00
	6/1/01 Transfer from Art C	
		10.55
	6/30/01 Interest Earned 6-01	
		9.98
	7/31/01 Interest Earned 7-01	
		73.85
	8/31/01 Interest Earned 8-01	
		25.31
	9/30/01 Interest Earned 9-01	
		19.96
	10/31/01 Int Earned 10-01	
		-30,000.00
	12/14/01 Distribution	
		25,000.00
	12/31/01 Receipt 784	
		-2,131.72
	3/6/02 Distribution March	
		-19,826.50
	3/31/02 283272	
		-19,826.50
		85.00
	5/14/02 892	

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Library Community Foundation  
Fund Balance Report  
For the Period From Oct 1, 1999 to Dec 31, 2002

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Customer ID	Name	Date	Transaction Ref
	Subtotal for DPL - Poetry		<u>-36,560.07</u>
	Total Undefined Sales		<u>16,268.30</u>
	Grand Total		<u><u>16,268.30</u></u>

## Investment Portfolio Report for November 29 to December 31, 2002

Account ID: 83711692

BRUCE J CARIS & ANNE ROSE JOHNSON  
 LIBRARY COMMUNITY FOUNDATION  
 FBO DES PLAINES PUBLIC  
 LIBRARY FUND  
 200 W DUNDEE RD  
 WHEELING IL 60090-4750009



Financial Advisor:  
 STEPHEN P. O'HARA  
 (312) 831-4370  
 Steve.O'Hara  
 @RaymondJames.com  
 566 W. ADAMS  
 SUITE 350  
 CHICAGO, IL 60661  
 Branch ID: 68X 6824

INVESTMENT PROFILE:	
PRIMARY OBJECTIVE -	Growth
RISK TOLERANCE -	Medium
TIME HORIZON -	5-10 Years
SECONDARY OBJECTIVE -	Income
RISK TOLERANCE -	Medium
TIME HORIZON -	5-10 Years

### Account Value

Assets Listed in Your Portfolio:	Asset Allocation %	Current Value
CASH/CASH EQUIVALENTS	0.0 %	\$0.00
MONEY MARKET FUNDS	100.0 %	7,072.68
EQUITIES/OPTIONS	0.0 %	0.00
MUTUAL FUNDS	0.0 %	0.00
CLOSED END FUNDS	0.0 %	0.00
FIXED INCOME SECURITIES	0.0 %	0.00
INSURANCE/ANNUITIES	0.0 %	0.00
REIT'S/TANGIBLES	0.0 %	0.00
<b>TOTAL ASSETS</b>	<b>100.0 %</b>	<b>\$7,072.68</b>

### Liabilities:

Ready Access Balance (Margin)	\$0.00
Short Sales	0.00
<b>Total Liabilities</b>	<b>\$0.00</b>

### PORTFOLIO NET VALUE:

Current	\$7,072.68
Prior Statement	\$6,967.85
12/31/01	\$28,953.53

### Income & Expense Summary

Income/Receipts:	This Statement	This Year
INTEREST - TAXABLE	\$0.00	\$0.00
INTEREST - NON-TAXABLE	0.00	0.00
DIVIDENDS - HERITAGE MONEY MKT FDS	4.83	206.43
DIVIDENDS - TAXABLE	0.00	0.00
DIVIDENDS - NON-TAXABLE	0.00	0.00
INCOME - MUTUAL FUNDS	0.00	0.00
RECEIPT OF PRINCIPAL/CAPITAL	0.00	0.00
OTHER INCOME/RECEIPTS	0.00	0.00
<b>TOTAL INCOME &amp; RECEIPTS</b>	<b>\$4.83</b>	<b>\$206.43</b>

### Expenses:

Interest-Ready Access(Margin)/Other	\$0.00	\$0.00
Taxes withheld	0.00	0.00
Dividend/Interest charged	0.00	0.00
<b>Total Expense</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>Net Income/Receipts and Expenses</b>	<b>\$4.83</b>	<b>\$206.43</b>
<b>Net Cash Deposits/(Withdrawals)</b>	<b>\$100.00</b>	<b>\$31,727.12</b>

If you have any questions, or would like to update your Investment Profile information, please contact your Financial Advisor at (312) 831-4370 or call our Client Services Department at 1-800-647-SERV (7378).



# RAYMOND JAMES™

FINANCIAL SERVICES, INC.  
Member NASD/SIPC

# STATEMENT

Account carried by Raymond James & Associates, Inc., member New York Stock Exchange/SIPC  
880 Carillon Parkway • St. Petersburg, FL 33716 727-573-3800 • www.raymondjames.com  
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## YOUR TRANSACTIONS

BRUCE J CARIS & ANNE ROSE JOHNSON

ACCOUNT ID: 83711692

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### INVESTMENT ACCOUNT ACTIVITY

### HERITAGE MONEY MARKET

Date	Description	Income/ (Expense)	Deposits/ (Withdrawals)	Sells/ (Buys)	Cash Balance	Activity	Balance
2002							
Dec 26	Transfer to Money Market				0.00	100.00	7,067.85
Dec 31	Activity on Money Market					4.83	7,072.68
	INCOME DIVIDEND (REINVEST)						
NET ACTIVITY/ENDING BALANCES		\$0.00	\$100.00	\$0.00	\$0.00	\$104.83	\$7,072.68

## ACTIVITY SUMMARY

This summary is a tally of the above activity and may include transactions related to the prior year. The Deposits/ (Withdrawals) section captures only money transactions and does not include the delivery or receipt of securities.

INVESTMENT ACCOUNT	THIS STATEMENT	THIS YEAR
Income/Receipts	\$ 0.00	\$ 0.00
(Expense)	\$ 0.00	\$ 0.00
Net	\$ 0.00	\$ 0.00
Deposits	\$ 100.00	\$ 76,120.55
(Withdrawals)	\$ 0.00	\$ (44,393.43)
Net	\$ 100.00	\$ 31,727.12
Sells	\$ 0.00	\$ 0.00
(Buys)	\$ 0.00	\$ 0.00
Net	\$ 0.00	\$ 0.00

HERITAGE MONEY MARKET ACCOUNT	
Opening balance	\$ 6,967.85
Activity - net	\$ 104.83
Closing balance	\$ 7,072.68
HERITAGE DIVIDENDS	
This Year	\$ 206.43
Effective Yield	
7 day - 12/31/02	0.74%
30 day - 12/31/02	0.79%



## Investment Portfolio Report for November 29 to December 31, 2002

Account ID: 79650447

LIBRARY COMMUNITY FOUNDATION  
(POOLED EQUITY)  
(  
200 W DUNDEE RD  
WHEELING IL 60090-4750009



Financial Advisor:  
STEPHEN P. O'HARA  
(312) 831-4370  
Steve.O'Hara@RaymondJames.com  
566 W. ADAMS  
SUITE 350  
CHICAGO, IL 60661  
Branch ID: 688 6824

INVESTMENT PROFILE:	
PRIMARY OBJECTIVE -	
Growth	
RISK TOLERANCE - Medium	
TIME HORIZON - 5-10 Years	
SECONDARY OBJECTIVE -	
Income	
RISK TOLERANCE - Medium	
TIME HORIZON - 5-10 Years	

### Account Value

Assets Listed in Your Portfolio:	Asset Allocation %	Current Value
CASH/CASH EQUIVALENTS	0.0 %	\$0.00
MONEY MARKET FUNDS	0.9 %	1,998.89
EQUITIES/OPTIONS	0.0 %	0.00
MUTUAL FUNDS	99.1 %	231,963.10
CLOSED-END FUNDS	0.0 %	0.00
FIXED INCOME SECURITIES	0.0 %	0.00
INSURANCE/ANNUITIES	0.0 %	0.00
REIT's/TANGIBLES	0.0 %	0.00
<b>TOTAL ASSETS</b>	<b>100.0 %</b>	<b>\$233,961.99</b>

### Liabilities:

Ready Access Balance (Margin)	\$0.00
Short Sales	0.00
<b>Total Liabilities</b>	<b>\$0.00</b>

### PORTFOLIO NET VALUE:

Current	\$233,961.99
Prior Statement	\$248,269.27
12/31/01	\$0.00

### Income & Expense Summary

Income/Receipts:	This Statement	This Year
INTEREST - TAXABLE	\$0.00	\$0.00
INTEREST - NON-TAXABLE	0.00	0.00
DIVIDENDS - HERITAGE MONEY MKT FDS	1.38	57.74
DIVIDENDS - TAXABLE	539.97	989.06
DIVIDENDS - NON-TAXABLE	0.00	0.00
INCOME - MUTUAL FUNDS	0.00	0.00
RECEIPT OF PRINCIPAL/CAPITAL	11.69	11.69
OTHER INCOME/RECEIPTS	0.00	0.00
<b>TOTAL INCOME &amp; RECEIPTS</b>	<b>\$553.04</b>	<b>\$1,058.49</b>

### Expenses:

Interest Ready Access (Margin)/Other	\$0.00	\$0.00
Taxes withheld	0.00	0.00
Dividend/Interest charged	0.00	0.00
<b>Total Expense</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>Net Income/Receipts and Expenses</b>	<b>\$553.04</b>	<b>\$1,058.49</b>
<b>Net Cash Deposits/(Withdrawals)</b>	<b>\$0.00</b>	<b>\$38,766.14</b>

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# STATEMENT

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## YOUR PORTFOLIO

LIBRARY COMMUNITY FOUNDATION

ACCOUNT ID: 79650447

12/31/02 PAGE 3

Shares	Description	Amount Invested	Est Amt Invested per Share	Estimated Price	Estimated Value	Gain/(Loss) on Est Amt Invested & Pct	Annual Est Income
1,031.597	DAVIS NEW YORK VENTURE FUND CLASS A M/F	23,760.000	23.032	20.940	21,601.64	(2,158.36) (9.08)%	134
	SYMBOL: NYVTX						
	TOTAL COST BASIS	\$23,893.31					
1,517.198	JANUS MERCURY FUND N/L	26,860.000	17.703	14.760	22,393.84	(4,466.16) (16.63)%	
	SYMBOL: JAMRX						
	TOTAL COST BASIS	\$26,860.00					
1,302.490	JANUS ADVISER WORLDWIDE FUND CLASS I N/L	33,960.000	26.073	21.610	28,146.81	(5,813.19) (17.12)%	104
	SYMBOL: JWGRX						
	TOTAL COST BASIS	\$34,073.20					
1,719.973	PUTNAM INTERNATIONAL GROWTH FUND CLASS A M/F	31,460.000	18.291	16.410	28,224.76	(3,235.24) (10.28)%	52
	SYMBOL: POV SX						
	TOTAL COST BASIS	\$31,520.07					
508.034	RS EMERGING GROWTH FUND N/L	12,660.000	24.920	19.150	9,728.85	(2,931.15) (23.15)%	
	SYMBOL: RSEGX						
	TOTAL COST BASIS	\$12,660.00					
1,173.647	ROYCE TOTAL RETURN FUND INVESTMENT CLASS N/L	9,885.600	8.423	8.370	9,823.43	(62.17) (0.63)%	82
	SYMBOL: RYTRX						
	TOTAL COST BASIS	\$9,984.46					
552.460	STRONG OPPORTUNITY FUND INVESTOR CLASS N/L	19,160.000	34.681	28.700	15,855.60	(3,304.40) (17.25)%	39
	SYMBOL: SOPEX						
	TOTAL COST BASIS	\$19,160.00					
975.778	THORNBURG VALUE FUND CLASS A M/F	25,132.000	25.755	21.590	21,067.05	(4,064.95) (16.17)%	
	SYMBOL: TVAFX						
	TOTAL COST BASIS	\$25,132.00					



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## YOUR TRANSACTIONS

LIBRARY COMMUNITY FOUNDATION

ACCOUNT ID: 79650447

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### INVESTMENT ACCOUNT ACTIVITY

HERITAGE MONEY MARKET

Date 2002	Description	Income/ (Expense)	Deposits/ (Withdrawals)	Sells/ (Buys)	Cash Balance	Activity	Balance
Dec 09	Mutual fund LT gain on 1172.2590 shares	11.69		(11.69)	0.00		
	Purchased 1.388 shares @ \$8.42219						
	ROYCE TOTAL RETURN FUND						
	INVESTMENT CLASS N/L						
Dec 09	Mutual fund dividend on 1170.1770 shares	29.22		(29.22)	0.00		
	Purchased 3.47 shares @ \$8.42074						
	ROYCE TOTAL RETURN FUND						
	INVESTMENT CLASS N/L						
Dec 24	Mutual fund dividend on 1297.2900 shares	113.20		(113.20)	0.00		
	Purchased 5.2 shares @ \$21.76923						
	JANUS ADVISER WORLDWIDE FUND						
	CLASS 1 N/L						
Dec 26	Mutual fund dividend on 1716.2920 shares	60.07		(60.07)	0.00		
	Purchased 3.681 shares @ \$16.31893						
	PUTNAM INTERNATIONAL GROWTH						
	FUND CLASS A M/F						
Dec 30	Mutual fund dividend on 486.1120 shares	204.17		(204.17)	0.00		
	Purchased 2.529 shares @ \$80.73151						
	VANGUARD 500 INDEX FUND N/L						
Dec 31	Activity on Money Market					1.38	1,998.89
	INCOME DIVIDEND (REINVEST)						
NET ACTIVITY/ENDING BALANCES		\$551.66	\$0.00	(\$551.66)	\$0.00	\$1.38	\$1,998.89



## YOUR TRANSACTIONS

LIBRARY COMMUNITY FOUNDATION

ACCOUNT ID: 79650447

12/31/02 PAGE 7

## REALIZED CAPITAL GAINS AND LOSSES

Realized gains/losses for sales made in your account are provided each quarter to assist you with your financial and tax planning. In some cases cost information may not be available or may have been estimated by you or your Financial Advisor.

Please read the following information as it may pertain to one or more of your investments: realized gains/losses are calculated assuming that the oldest purchase was liquidated first (first in-first out accounting); cost information for fixed income Unit Investment Trusts is not adjusted for return of principal, thus gain/loss has not been calculated; gain/loss information for Master Limited Partnerships does not reflect return of principal; mutual fund shares sold that were purchased through reinvestments are combined and shown with a purchase date of 'various'; Discount bonds and bonds purchased at a premium are not adjusted for bond discount accretion or bond premium amortization; realized gains/losses are not calculated for zero discount coupon bonds.

If you have not reported cost information on securities deposited into your account, the opening date and value are noted as not available (N/A). If you wish to have missing cost basis information added to your statement, or have questions regarding any of the above conditions, please contact your Financial Advisor.

## SHORT TERM

Quantity	Description	Symbol/CUSIP	OPENING TRANSACTION		CLOSING TRANSACTION		Gain/(Loss)
			Date	Value	Date	Value	
32.258	ROYCE TOTAL RETURN FUND	RYTRX	02/07/02	274.40	10/29/02	260.00	(14.40)
Total Short Term Gain/(Loss)				\$274.40	\$260.00		(\$14.40)

## LONG TERM

Quantity	Description	Symbol/CUSIP	OPENING TRANSACTION		CLOSING TRANSACTION		Gain/(Loss)
			Date	Value	Date	Value	
77	FIFTH THIRD BANCORP	FTTB	N/A	N/A	06/25/02	4,983.16	
160	NUCOR CORPORATION	NUE	N/A	N/A	07/26/02	8,816.93	
Total Long Term Gain/(Loss)				\$0.00	\$13,800.09		
Total Year To Date Gain/(Loss)				\$274.40	\$14,060.09		



# RAYMOND JAMES™

FINANCIAL SERVICES, INC.  
Member NASD/SIPC

# STATEMENT

Account carried by Raymond James & Associates, Inc., member New York Stock Exchange/SIPC  
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## Investment Portfolio Report for November 29 to December 31, 2002

Account ID: 78280541

LIBRARY COMMUNITY FOUNDATION  
(SOV) POOLED BOND  
200 W DUNDEE RD  
WHEELING IL 60090-4750009



Financial Advisor:  
STEPHEN P. O'HARA  
(312) 831-4370  
Steve.O'Hara@RaymondJames.com  
566 N. ADAMS  
SUITE 350  
CHICAGO, IL 60661  
Branch ID: 68X 6824

Statement copies to:  
SOVEREIGN ADVISERS INC

INVESTMENT PROFILE:	
PRIMARY OBJECTIVE -	Growth
RISK TOLERANCE -	Medium
TIME HORIZON -	5-10 Years
SECONDARY OBJECTIVE -	Income
RISK TOLERANCE -	Medium
TIME HORIZON -	5-10 Years

### Account Value

Assets Listed in Your Portfolio:	Asset Allocation %	Current Value
CASH/CASH EQUIVALENTS	0.0 %	\$0.00
MONEY MARKET FUNDS	5.6 %	12,884.54
EQUITIES/OPTIONS	0.0 %	0.00
MUTUAL FUNDS	0.0 %	0.00
CLOSE-END FUNDS	0.0 %	0.00
FIXED INCOME SECURITIES	94.4 %	218,764.65
INSURANCE/ANNUITIES	0.0 %	0.00
REIT'S/TANGIBLES	0.0 %	0.00
<b>TOTAL ASSETS</b>	<b>100.0 %</b>	<b>\$231,649.19</b>

#### Liabilities:

Ready Access Balance (Margin)	\$0.00
Short Sales	0.00
<b>Total Liabilities</b>	<b>\$0.00</b>

#### PORTFOLIO NET VALUE:

Current	\$231,649.19
Prior Statement	\$226,658.91
12/31/01	N/A

### Income & Expense Summary

Income/Receipts:	This Statement	This Year
INTEREST - TAXABLE	\$1,569.19	\$8,739.08
INTEREST - NON-TAXABLE	0.00	0.00
DIVIDENDS - HERITAGE MONEY MKT FDS	7.69	106.15
DIVIDENDS - TAXABLE	0.00	0.00
DIVIDENDS - NON-TAXABLE	0.00	0.00
INCOME - MUTUAL FUNDS	0.00	0.00
RECEIPT OF PRINCIPAL/CAPITAL	797.51	2,577.01
OTHER INCOME/RECEIPTS	0.00	0.00
<b>TOTAL INCOME &amp; RECEIPTS</b>	<b>\$2,374.39</b>	<b>\$11,422.24</b>

#### Expenses:

Interest-Ready Access (Margin)/Other	\$0.00	\$0.00
Taxes withheld	0.00	0.00
Dividend/Interest charged	0.00	0.00
<b>Total Expense</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>Net Income/Receipts and Expenses</b>	<b>\$2,374.39</b>	<b>\$11,422.24</b>
<b>Net Cash Deposits/(Withdrawals)</b>	<b>\$0.00</b>	<b>\$224,200.05</b>

If you have any questions, or would like to update your Investment Profile information, please contact your Financial Advisor at (312) 831-4370 or call our Client Services Department at 1-800-647-SERV (7378).



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## YOUR PORTFOLIO

LIBRARY COMMUNITY FOUNDATION

ACCOUNT ID: 78280541 12/31/02 PAGE 3

### Government/Government Agency Securities

Face Value	Description	Date Acquired	Estimated Avg Cost per Bond	Estimated Price	Estimated Value	Estimated Gain/(Loss) & Pct	Interest Rate/Maturity	Annual Est Income	Call Date/Price
40,000	FEDERAL NATIONAL MORTGAGE ASSOCIATION NOTE		104.255	108.959	43,587.60	1,885.60	5.250% 4.52 % 06/15/06	2,100	
	Moody's Rating: Aaa S & P Rating: AAA CUSIP number: 31359MJX2								
	20,000	02/26/02	102.666		21,793.80	1,260.60		1,050	
	20,000	07/31/02	105.844		21,793.80	625.00		1,050	
15,000	US TREASURY NOTES 4.875% 02/15/2012		100.662	108.594	16,289.10	1,189.80	4.875% 7.88 % 02/15/12	731	
	Moody's Rating: Aaa CUSIP number: 9128277L0								
	10,000	06/05/02	98.883		10,859.40	971.10		488	
	5,000	08/07/02	104.218		5,429.70	218.75		244	
3,000	US TREASURY NOTES 01D 4.375% 08/15/2012	10/24/02	101.922	104.531	3,135.93	78.27	4.375% 2.56 % 08/15/12	131	
	Moody's Rating: Aaa CUSIP number: 912828AJ9								
<b>Total value for priced Government/Government Agency Securities</b>					<b>\$84,893.83</b>	<b>\$4,990.47</b>		<b>\$4,012</b>	

### Corporate Bonds

Face Value	Description	Date Acquired	Estimated Avg Cost per Bond	Estimated Price	Estimated Value	Estimated Gain/(Loss) & Pct	Interest Rate/Maturity	Annual Est Income	Call Date/Price
10,000	CIT GROUP HOLDINGS MEDIUM TERM NOTE	03/19/02	98.500	102.802	10,280.20	430.20	5.625% 4.37 % 05/17/04	563	
	Moody's Rating: A2 S & P Rating: A CUSIP number: 12560PCC3								
10,000	FORD MOTOR CREDIT COMPANY DEBENTURE	04/17/02	100.875	100.175	10,017.50	(70.00)	6.875% (0.69) % 02/01/06	688	
	Moody's Rating: A3 S & P Rating: BBB CUSIP number: 345397TR4								





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## YOUR PORTFOLIO

LIBRARY COMMUNITY FOUNDATION

ACCOUNT ID: 78280541

12/31/02

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### Corporate Bonds

Face Value	Description	Date Acquired	Estimated Avg Cost per Bond	Estimated Price	Estimated Value	Estimated Gain/(Loss) & Pct	Interest Rate/Maturity	Annual Est Income	Call Date/Price
10,000	RAYTHEON COMPANY NOTES	02/22/02	104.220	100.678	10,067.80	(354.20) (3.40)%	7.900% 03/01/03	790	
	Moody's Rating: Baa3 S & P Rating: BBB- CUSIP number: 755111BF7								
5,000	WORLDCOM, INC. NOTES	03/06/02	100.000	23.500	1,175.00	(3,825.00) (76.50)%	7.875% 05/15/03		
	Moody's Rating: Ca CUSIP number: 98157DAB2								
<b>Total value for priced Corporate Bonds</b>					<b>\$100,531.58</b>	<b>(\$1,881.05)</b>		<b>\$6,381</b>	

### Asset Backed Securities

Face Value	Description	Date Acquired	Estimated Avg Cost per Bond	Est Price Remaining Prin & Pct	Estimated Value	Estimated Gain/(Loss) & Pct	Interest Rate/Maturity	Annual Est Income	Call Date/Price
20,000	FEDERAL NATIONAL MORTGAGE ASSOCIATION POOL #254193	03/05/02	86.763	104.284 17,374.35	18,118.67	766.07 4.41 %	6.000% 02/01/22	1,042	
	CUSIP number: 31371KKE0								
5,000	FEDERAL NATIONAL MORTGAGE ASSOCIATION POOL #254589	12/13/02	102.625	103.031 5,000.00	5,151.55	20.30 0.40 %	5.500% 12/01/22	275	
	CUSIP number: 31371KXS5								
10,000	FEDERAL NATIONAL MORTGAGE ASSOCIATION POOL #545966	11/12/02	100.342	102.589 9,814.91	10,069.02	34.82 0.35 %	5.000% 10/01/17	491	
	CUSIP number: 31385JQT8								
<b>Total value for priced Asset Backed Securities</b>					<b>\$33,339.24</b>	<b>\$821.19</b>		<b>\$1,808</b>	

### Total value for priced Fixed Income Securities

**\$218,764.65**      **\$3,930.61**      **\$12,201**

### TOTAL VALUE FOR PRICED PORTFOLIO & PROJECTED INCOME

**\$231,649.19**      **\$3,930.61**      **\$12,296**



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## OUR TRANSACTIONS

LIBRARY COMMUNITY FOUNDATION

ACCOUNT ID: 78280541

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### INVESTMENT ACCOUNT ACTIVITY

### HERITAGE MONEY MARKET

Date	Description	Income/ (Expense)	Deposits/ (Withdrawals)	Sells/ (Buys)	Cash Balance	Activity	Balance
Dec 26 2002	Return of principal	719.52			809.99		
	PRINCIPAL DISTRIBUTION FEDERAL NATIONAL MORTGAGE ASSO POOL #254193						
Dec 26 2002	Interest on 10000 face value bonds	41.22			851.21		
	at 5% 10/01/17 FEDERAL NATIONAL MORTGAGE ASSO POOL #545966						
Dec 26 2002	Return of principal	77.99			929.20		
	PRINCIPAL DISTRIBUTION FEDERAL NATIONAL MORTGAGE ASSO POOL #545966						
Dec 27 2002	Transfer to Money Market				0.00	929.20	12,876.85
Dec 31 2002	Activity on Money Market INCOME DIVIDEND (REINVEST)					7.69	12,884.54
<b>NET ACTIVITY/ENDING BALANCES</b>		<b>\$2,366.70</b>	<b>\$0.00</b>	<b>\$156.89</b>	<b>\$0.00</b>	<b>\$2,531.28</b>	<b>\$12,884.54</b>





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## YOUR TRANSACTIONS

LIBRARY COMMUNITY FOUNDATION

ACCOUNT ID: 78280541

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## REALIZED CAPITAL GAINS AND LOSSES

Realized gains/losses for sales made in your account are provided each quarter to assist you with your financial and tax planning. In some cases cost information may not be available or may have been estimated by you or your Financial Advisor.

Please read the following information as it may pertain to one or more of your investments: realized gains/losses are calculated assuming that the oldest purchase was liquidated first (first in-first out accounting); cost information for fixed income Unit Investment Trusts is not adjusted for return of principal, thus gain/loss has not been calculated; gain/loss information for Master Limited Partnerships does not reflect return of principal; mutual fund shares sold that were purchased through reinvestments are combined and shown with a purchase date of 'various'; Discount bonds and bonds purchased at a premium are not adjusted for bond discount accretion or bond premium amortization; realized gains/losses are not calculated for zero discount coupon bonds.

If you have not reported cost information on securities deposited into your account, the opening date and value are noted as not available (N/A). If you wish to have missing cost basis information added to your statement, or have questions regarding any of the above conditions, please contact your Financial Advisor.

## SHORT TERM

Quantity	Description	Symbol/CUSIP	OPENING TRANSACTION		CLOSING TRANSACTION		Gain/(Loss)
			Date	Value	Date	Value	
10,000	US TREASURY NOTES 5.875% 11/15	9128275S7	02/26/02	10,618.75	03/05/02	10,562.50	(56.25)
15,000	US TREASURY NOTES 5.625% 02/15	912827W81	02/26/02	15,867.19	03/07/02	15,768.75	(98.44)
5,000	US TREASURY NOTES 5.875% 11/15	9128275S7	02/26/02	5,309.38	03/12/02	5,244.92	(64.46)
10,000	FEDERAL NATIONAL MORTGAGE ASSO	31359MEX7	02/28/02	10,675.50	03/20/02	10,543.75	(131.75)
10,000	FORD MOTOR CREDIT COMPANY NOTE	345397S33	02/25/02	10,136.10	04/17/02	10,189.00	52.90
5,000	WORLDCOM, INC. NOTES	98157DAB2	03/06/02	5,000.00	05/09/02	4,037.50	(962.50)
10,000	US TREASURY NOTES OID 5% 08/15	9128277B2	02/26/02	10,053.13	05/31/02	9,987.50	(65.63)
10,000	BANK OF AMERICA CORPORATION NO	060505AG9	02/25/02	10,944.80	06/05/02	10,953.50	8.70
10,000	FEDERAL NATIONAL MORTGAGE ASSO	31359MEX7	02/28/02	10,675.50	06/17/02	10,659.70	(15.80)
10,000	GENERAL MOTORS ACCEPTANCE CORP	37042WC58	02/25/02	10,280.00	09/12/02	10,241.90	(38.10)
10,000	MERRILL LYNCH & CO., INC. MEDI	59018YK86	05/31/02	10,302.60	09/18/02	10,418.80	116.20
10,000	AT&T CORP. NOTES	001957AV1	02/25/02	9,413.60	10/23/02	9,225.00	(188.60)
5,000	US TREASURY NOTES 5.625% 02/15	912827W81	02/26/02	5,289.06	11/12/02	5,523.44	234.38
5,000	US TREASURY NOTES OID 4.375% 0	912828AJ9	10/24/02	5,096.09	11/12/02	5,235.94	139.85
5,000	CONDICO INC NOTES	208251AC2	07/31/02	5,220.90	12/13/02	5,249.50	28.60
Total Short Term Gain/(Loss)				\$134,882.60		\$133,841.70	(\$1,040.90)



# FSN FINANCIAL STRATEGY NETWORK LLC

Financial Planning and Investment Advisory Services

566 West Adams Suite 350.  
Chicago IL 60661  
Tel: 312.831.4370  
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<http://www.finstratnet.com/>

In 2002, Financial Strategy Network was hired to manage the funds of the library Community Foundation in a professional strategy. After two consecutive down years in the stock market at large, it was felt to be a reasonable time to kick off investing in equities, even among those who had suffered losses. Little did we know that the market had other ideas for us, from the stock side of things. A summary of some of the key facts in the world of stock investing in 2002:

- The Dow lost 15.01% in 2002, for the first three-consecutive-years' loss since 1939-1941. The only other 3 year losers in its 107 year history were 1929-32, (4 years), and 1901-03.
- The S&P, which fell 22.10%, also suffered three years of consecutive decline; its last two three-year declines having occurred in the same time frame as the Dow.
- The Nasdaq is 32 years old, and had never before suffered a 3-year consecutive decline; it dropped 31.5%.
- The best-known foreign stock index, EAFE, dropped 15.6% for its third consecutive down year.
- The total value of USA Stocks peaked in 2000 at \$17 trillion; as of 12/31/02, it accounted for only \$10 trillion. This is why your accounts seem so heavily impacted: *everything was heavily impacted.*

However, there is some good news as we prepare to move forward.

- After falling for three years in 1939-41, the S&P 500 responded with up years of 20%, 26%, 20%, and 36% (1942-25).
- Since 1970, the three best single months in the Dow were January's. The stock market has risen in more than 2/3's of the January's since 1926.
- The yield on the 10-year T-bond fell from 5.02% to 3.82% in 2002. The Fed Funds rate, at 1.25%, is at its lowest since July 1961; on 1/1/01 it stood at 6.5%. These are items of very good news to businesses and households.

The Pooled Equity account was opened on February 11, 2002. During the course of the year, the account dropped by 19.2%. Based on the various indices, this performance was in line. The Fixed Income Account earned a total return of 4.7%, leaving the account with net losses of 9.64%, on average.

A detailed summary of the performance of the various funds is available upon request from the Foundation office. This includes detailed reports on the Alliance Premier Growth Fund, the Strong Opportunity Fund and the Van Kampen Aggressive Growth Fund. In the report titled *Mutual Fund Total Returns By Index*, each of these funds trails the index at the 1, 3 and 5 year points. This is a 22-page document; my comments below summarize the three funds mentioned above:

The Alliance Premier Growth Fund remains on Raymond James' *Hold Under Review* list. Their investment policy has drawn much criticism the past three years, during a period of continued negative returns. Their approach works best in a modestly rising market, which has dominated its existence since the fund began in the early 70's. They have lagged their index significantly each of the past three years. While we question the approach of the management team, we have not yet lost faith in them. We want to continue with them, as history suggests that doing so has most often resulted in handsome returns. The fund's strategy has tended to over-reward in a rising market, and they experienced above average results during the past October market rebound. While that does not justify a new vote of confidence, it does make the "waiting it out" seem a bit more tolerable.

The original manager, Alfred Harrison, has lead the investment team since the early 70's, and that team is still in place. Harrison, however, has begun heading towards the door, with a new Co-Manager just installed, (this month), and a new Lead-Manager who will take over at the end of 2003. Both are long-term members of the fund, suggesting that the team, which has garnered good long-term results, remains in place. Along with Raymond James, we at FSN view this fund as a hold, not a sell, and will keep you apprised if and when that changes.

A team headed by Gary Lewis, since 1987, manages the Van Kampen Aggressive Growth fund. Raymond James rates this fund as a Highly Recommended (or BUY). The fund has established certain new practices in the past 12 months, notably broadening their number of holdings, defensively. Normally 90-100 stocks, they have increased it to 140-150 as a way to limit potential damage in this increasingly volatile market. As the market recovers, management expects to go back to the more concentrated approach. While they lag the index notably, they have a style and historical results we deem worth staying for.

Finally, Raymond James does not rate the Strong Opportunity Fund. Research from Morningstar gives this fund a 3 star rating, in the category of mid-cap blend funds. It has lagged its benchmark, (Morningstar Mid-cap Blend) the past two years, but out-paced it the prior 3 years. It lagged the S&P in 2002 by 6%, and outpaced that over the 3 and 5-year periods by 5.6% and 3.7% per year respectively. Morningstar calls it a solid mid-cap portfolio holding.

Finally, I have just reviewed an overview by our Bond manager, Sovereign Advisers, about the current environment, summarizing their view of the investment world at the end of 2002. It says that we face lots of economic uncertainty, but it made comments about the state of stock investing that I found to be of interest. I quote, "As of 12/31/02, stocks were **more favorably** valued than bonds....patient equity investors will be well rewarded, **assuming the 7% earnings growth assumption holds true and investors reinvest, rather than spend the dividend.** The characteristics now are basically as they were when we told you to go long equities in Q3 2002. Since then the **value added result** to a 50/50 balanced portfolio was roughly equal to 250 basis points." (Emphasis provided by the original author). The author, Win Nelson, chief economist for Sovereign, is saying they advised institutional investors, beginning in the third quarter of 2002, to shift money from bonds into stocks, and that such shifts resulted in the clients earning an extra 2.5% to date by having followed that recommendation.

As always, contact me with any questions. Best wishes for a more pleasant result in 2003.

Steve O'Hara

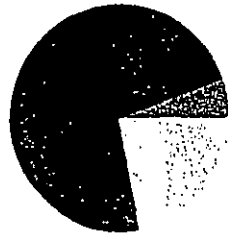
# Library Community Foundation Passport

Benchmark: Standard & Poor's 500

Portfolio Value  
\$ 229,569.00

## Analysis

Composition %	Portfolio	B-mark
Cash	5.59	0.00
US Stocks	72.44	100.00
Non-US Stocks	20.47	0.00
Bonds	0.34	0.00
Other	1.14	0.00



## Current Investment Style

Style	Value	Blend	Growth	Size
23	23	24		Large Size
4	8	10		Medium
1	3			Small

## Fixed-Income Investment Style %

Maturity	High Quality	Medium	Low
Short			
Interm			
Long			

## Sector Weightings

% of Stocks	Portfolio	B-mark
<b>Info Economy</b>	<b>20.05</b>	<b>23.70</b>
Software	3.28	5.20
Hardware	6.92	10.10
Media	6.60	4.20
Telecommunication	3.20	4.30
<b>Service Economy</b>	<b>53.75</b>	<b>47.30</b>
Healthcare	16.20	14.40
Consumer Services	8.44	8.80
Business Services	6.04	3.90
Financial Services	23.07	20.20
<b>Mfg Economy</b>	<b>26.16</b>	<b>29.00</b>
Consumer Goods	11.13	10.00
Industrial Materials	7.59	10.80
Energy	5.98	5.80
Utilities	1.47	2.40

## Regional Exposure

% of Assets	Portfolio	B-mark
<b>Americas</b>	<b>78.81</b>	<b>100.00</b>
North America	77.55	100.00
Central & Latin Amer.	1.26	0.00
<b>Greater Europe</b>	<b>13.96</b>	<b>0.00</b>
United Kingdom	4.92	0.00
Western Europe-xUK	8.93	0.00
Emerging Europe	0.02	0.00
Africa	0.10	0.00
<b>Greater Asia</b>	<b>6.31</b>	<b>0.00</b>
Japan	2.92	0.00
Australasia	0.31	0.00
Emerging 4 Tigers	2.49	0.00
Emg Asia-x4 Tigers	0.59	0.00
<b>Not Available</b>	<b>0.91</b>	<b>0.00</b>

## Performance

Trailing Returns <sup>1</sup>	Returns Through 12-31-2002				
	3 Mo	1 Yr	3 Yr	5 Yr	10 Yr
Pre-Tax Portfolio Return	5.54	-24.35	-16.49	2.36	10.61
+/- Benchmark Return	-2.89	-2.26	-1.95	2.95	1.27

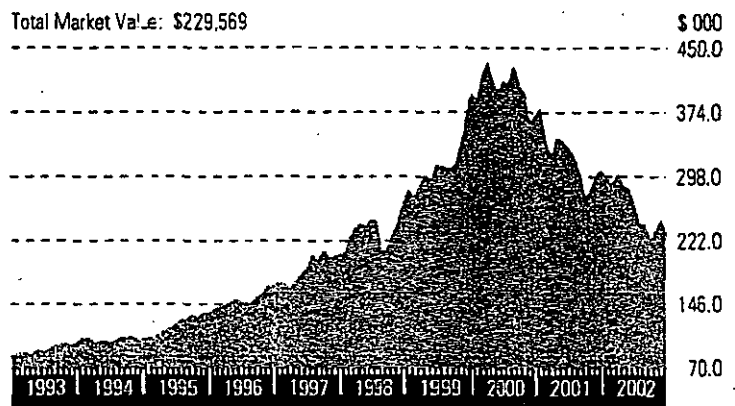
## Best/Worst Time Periods<sup>1</sup>

	3 Months	Return%	1 Year	Return%	3 Years	Return%
Best	10-99/12-99	28.33	03-99/02-00	54.09	04-97/03-00	38.65
Worst	07-01/09-01	-17.99	10-00/09-01	-33.03	01-00/12-02	-16.49

## Morningstar Statistics<sup>2</sup>

	3 Yr	5 Yr	10 Yr	Est Portfolio Rating	Not Rated
Mstar Return	—	—	—	Rating Class	Domestic Stock
Mstar Risk	—	—	—		

## Investment Activity Graph<sup>1</sup>



## Holdings

Top 5 holdings out of 12			Next 5 holdings out of 12				
Type	Holding Value \$	% Assets	Type	Holding Value \$	% Assets		
Vanguard 500 Index	MF	36619.00	15.95	Thornburg Value A	MF	21184.00	9.23
Janus Adviser Worldwide	MF	27521.00	11.99	Alliance Premier Gr A	MF	21034.00	9.16
Putnam Intl Growth A	MF	27502.00	11.98	Strong Opportunity Inv	MF	15833.00	6.90
Janus Mercury	MF	22500.00	9.80	Van Kampen Aggr Growth A	MF	14452.00	6.30
Davis NY Venture A	MF	21488.00	9.36	RS Emerging Growth	MF	9754.00	4.25

<sup>1</sup> Portfolio and benchmark returns are calculated by ascertaining the monthly returns of the underlying holdings and thus reflect the pretax results an investor would have achieved by holding the portfolio on a monthly basis. These same returns are used to calculate all returns-based statistics. Returns for individual holdings are trailing total returns.

<sup>2</sup> The star rating is a risk-adjusted rating. It is calculated by comparing portfolio returns that are not adjusted for transaction costs to risk-adjusted open-end mutual fund returns. Portfolios are compared against one of three rating classes: Domestic stock, international stock or taxable bond. Mutual fund returns are risk-adjusted to the benchmark class.



COLEMAN JOSEPH BLITSTEIN & STUART LLC

LIBRARY COMMUNITY FOUNDATION

FINANCIAL STATEMENTS

JUNE 30, 2002

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LIBRARY COMMUNITY FOUNDATION

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INDEPENDENT AUDITORS' REPORT

FINANCIAL STATEMENTS

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COLEMAN JOSEPH BLITSTEIN & STUART LLC

INDEPENDENT AUDITORS' REPORT

To the Board of Trustees  
Library Community Foundation  
Wheeling, Illinois

We have audited the accompanying statement of financial position of Library Community Foundation (an Illinois not-for-profit corporation) as of June 30, 2002 and 2001, and the related statements of activities and functional expenses for the fiscal year ended June 30, 2002 and cash flows for the years then ended June 30, 2002 and 2001. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on those financial statements based on our audit.

We conducted our audit in accordance with U.S. generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Library Community Foundation as of June 30, 2002 and 2001, and the changes in its net assets and its cash flows for the years then ended in conformity with U.S. generally accepted accounting principles.

*Coleman Joseph Blitstein & Stuart LLC*

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COLEMAN JOSEPH BLITSTEIN & STUART LLC

October 11, 2002

108 Wilmot Road, Suite 330  
Deerfield, Illinois 60015-5118

Phone 847.945.2888 Fax 847.945.9512 [www.cjbs.com](http://www.cjbs.com)

**LIBRARY COMMUNITY FOUNDATION**  
**STATEMENTS OF FINANCIAL POSITION**  
**JUNE 30, 2002 AND 2001**

	<u>2002</u>	<u>2001</u>
<b><u>ASSETS</u></b>		
<b>CURRENT ASSETS:</b>		
Cash and Cash Equivalents	\$ 214,047	\$ 87,389
Short-term Investments	-	75,804
Prepaid Expenses	16,001	17,535
Accrued Interest Receivable	-	49
Unconditional Promises to Give	64,771	11,586
Total Current Assets	<u>294,819</u>	<u>192,363</u>
<b>PROPERTY AND EQUIPMENT:</b>		
Computer Software	5,800	5,800
Accumulated Amortization	<u>( 5,800)</u>	<u>( 5,689)</u>
	-	111
<b>OTHER ASSETS:</b>		
Long-term Investments	<u>406,023</u>	<u>124,238</u>
<b>TOTAL ASSETS</b>	<u><u>\$ 700,842</u></u>	<u><u>\$ 316,712</u></u>
<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b>CURRENT LIABILITIES:</b>		
Accounts payable	\$ 31,639	\$ -
Grants Payable	4,500	5,960
Deferred Revenue	47,511	45,555
Total Current Liabilities	<u>83,650</u>	<u>51,515</u>
<b>NET ASSETS:</b>		
Unrestricted	( 30,790)	( 4,321)
Temporarily Restricted	<u>647,982</u>	<u>269,518</u>
	<u>617,192</u>	<u>265,197</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u><u>\$ 700,842</u></u>	<u><u>\$ 316,712</u></u>

The accompanying notes are an integral part of this statement



**LIBRARY COMMUNITY FOUNDATION****STATEMENT OF ACTIVITIES****FOR THE YEAR ENDED JUNE 30, 2002**

(With comparative Totals for the Year Ended June 30, 2001)

	2002			2001
	Unrestricted	Temporarily Restricted	Total	
<b>SUPPORT AND REVENUE:</b>				
Support				
Special Events				
Ticket Sales	\$ 128,301	\$ -	\$ 128,301	\$ 84,073
Grants	23,022	-	23,022	17,324
Book Sales	3,037	-	3,037	2,438
Donated Services, Materials and Facilities	58,624	-	58,624	43,137
Net Special Events	212,984	-	212,984	146,972
Contributions	100	8,875	8,975	8,365
Designated Fund Contributions	-	536,672	536,672	142,626
Donated Services, Materials and Facilities	25,000	-	25,000	25,000
Fundraising	15,250	-	15,250	13,866
Release of Temporarily Restricted Net Assets				
Prior Year	3,960	( 3,960)	-	-
Current Year	141,222	( 141,222)	-	-
Total Support	398,516	400,365	798,881	336,829
Revenue				
Interest Income	614	3,446	4,060	11,395
Fund Service Fees	5,607	-	5,607	3,369
Total Revenue	6,221	3,446	9,667	14,764
Total Support and Revenue	404,737	403,811	808,548	351,593
<b>EXPENSES AND LOSSES:</b>				
Program Services	171,522	-	171,522	167,210
Support Services				
Management and General	91,622	-	91,622	82,303
Development	168,062	-	168,062	156,418
Realized Investment Loss	-	1,613	1,613	-
Unrealized Investment Loss	-	23,734	23,734	6,818
Total Expenses and Losses	431,206	25,347	456,553	412,749
Increase/(Decrease) in Net Assets	( 26,469)	378,464	351,995	( 61,156)
Net Assets, Beginning of Year	( 4,321)	269,518	265,197	326,353
Net Assets, End of Year	(\$ 30,790)	\$ 647,982	\$ 617,192	\$ 265,197

The accompanying notes are an integral part of this statement

LIBRARY COMMUNITY FOUNDATIONSTATEMENT OF FUNCTIONAL EXPENSESFOR THE YEAR ENDED JUNE 30, 2002

(With comparative Totals for the Year Ended June 30, 2001)

	2002				2001
	<u>Program Services</u>	<u>Management and General</u>	<u>Development</u>	<u>Total</u>	
Advertising	\$ -	\$ -	\$ 5,090	\$ 5,090	\$ 7,675
Amortization	-	111	-	111	1,134
Legal and Audit Fees	3,569	5,354	-	8,923	11,112
Author Fees	-	-	66,575	66,575	56,000
Credit Card Processing and Bank Fees	-	1,863	3,300	5,163	1,439
Designated Fund Distributions	132,422	-	-	132,422	155,970
Donated Services, Materials and Facilities:					
Advertising	-	-	41,472	41,472	20,398
Event Prizes	-	-	2,074	2,074	1,401
Facility	-	-	78	78	1,432
Office Expense	-	25,000	-	25,000	25,000
Design and Printing	-	-	15,000	15,000	19,906
Grants Paid	16,440	-	-	16,440	11,240
Insurance	-	776	-	776	760
Outside Consultant	8,684	32,568	2,171	43,423	39,151
Other Event Expenses	-	-	5,537	5,537	230
Miscellaneous Expenses	-	1,416	-	1,416	1,279
Postage	2,378	595	1,593	4,566	4,596
Printing	5,229	20,917	11,942	38,088	27,742
Reception	-	-	4,456	4,456	4,997
Supplies	-	2,032	-	2,032	1,817
Training	-	760	-	760	1,174
Travel	2,800	230	8,774	11,804	11,478
<b>TOTALS</b>	<u>\$ 171,522</u>	<u>\$ 91,622</u>	<u>\$ 168,062</u>	<u>\$ 431,206</u>	<u>\$ 405,931</u>

The accompanying notes are an integral part of this statement

**LIBRARY COMMUNITY FOUNDATION**  
**STATEMENTS OF CASH FLOWS**  
**FOR THE YEAR ENDED JUNE 30, 2002 AND 2001**

	<u>2002</u>	<u>2001</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Change in Net Assets	\$ 351,995	(\$ 61,156)
Adjustments to Reconcile Decrease in Net Assets to Net Cash Provided/(Used) by Operating Activities:		
Amortization	111	1,134
Realized Investment Losses	1,613	-
Unrealized Investment Losses	23,757	6,818
(Increase)/Decrease in:		
Prepaid Expenses	1,534	5,715
Accrued Interest Receivable	49	4,874
Unconditional Promises to Give - Unrestricted	( 53,185)	845
Increase/(Decrease) in:		
Accounts Payable	31,639	( 5,241)
Grants Payable	( 1,460)	( 8,963)
Deferred Revenue	1,956	( 5,100)
Net Cash Provided/(Used) by Operating Activities	<u>358,009</u>	<u>( 61,074)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Purchase of Investments	( 429,780)	( 150,815)
Proceeds from Sale of Investments	198,429	232,663
Net Cash Provided/(Used) by Investing Activities	<u>( 231,351)</u>	<u>81,848</u>
<b>Net Increase in Cash and Cash Equivalents</b>	126,658	20,774
<b>CASH AND CASH EQUIVALENTS:</b>		
Beginning of Year	<u>87,389</u>	<u>66,615</u>
End of Year	<u>\$ 214,047</u>	<u>\$ 87,389</u>

The accompanying notes are an integral part of this statement

LIBRARY COMMUNITY FOUNDATIONNOTES OF THE FINANCIAL STATEMENTSJUNE 30, 2002 AND 2001NOTE A - NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES

*Nature of Organization* - The Library Community Foundation (formerly known as North Shore Library Foundation), an Illinois not-for-profit corporation, acquires and distributes resources to benefit and support programs for Illinois libraries, and their patrons. The Organization's revenues come primarily from public and corporate contributions and special events.

*Accounting* - The financial statements of the Organization have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, prepaid expenses, payables and other liabilities.

*Financial Statement Presentation* - Financial statement presentation follows the requirements of the Financial Accounting Standards Board in its statement of Financial Accounting Standards (SFAS) No. 117, *Financial Statements of Not-for-profit Organizations*. Under SFAS No. 117, net assets and revenues, expenses, gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Organization and changes therein are classified and reported as three classes of net assets: unrestricted net assets, temporarily restricted net assets and permanently restricted net assets. As of June 30, 2002 and 2001 there were no permanently restated net assets.

*Cash and Cash Equivalents* - The Organization considers certain highly liquid investments with a maturity of three months or less when purchased to be cash equivalents. For purposes of the statement of cash flows, cash and cash equivalents consist of cash on hand, checking account deposits and money market funds.

*Investments* - Investments in marketable securities with readily determinable fair values and all investments in debt securities are reported at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets. Investment income and gains restricted by a donor are reported as increases in unrestricted net assets if the restrictions are met (either by passage of time or by use) in the reporting period in which the income and gains are recognized.

*Promises to Give* - Contributions are recognized when the donor makes a promise to give to the Organization that is, in substance, unconditional. Unconditional promises to give are recognized as revenues or gains, in the period received and as assets, decreases of liabilities, or expenses depending on the form of benefits received.

*Contributions* - All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for specific purposes are reported as temporarily restricted or permanently restricted support that increases those net asset classes. Temporarily restricted contributions whose restrictions are met in the same year are reported as unrestricted support. When a temporarily restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of revenues and expenses as net assets released from restrictions.

*Property and Equipment* - It is the Organization's policy to capitalize property and equipment over \$5,000. Lesser amounts are expensed. Purchased property is capitalized at cost and amortized using the straight-line method over the estimated useful life of the asset.

LIBRARY COMMUNITY FOUNDATION  
NOTES OF THE FINANCIAL STATEMENTS  
JUNE 30, 2002 AND 2001

NOTE A – NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES (Continued)

*Functional Allocation of Expenses* - The costs of providing the various programs and activities have been summarized on a functional basis in the statement of revenues and expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

*Income Taxes* - The Organization is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and, therefore, has made no provision for federal income taxes in the accompanying financial statements. In addition, the Organization has been determined by the Internal Revenue Service not to be a private foundation within the meaning of Section 509(a) of the Internal Revenue Code.

*Advertising* - It is the Organization's policy to expense advertising costs as incurred. For the year ended June 30, 2002 and 2001 advertising expense was \$5,090 and \$7,675, respectively.

*Use of Estimates* - The process of preparing financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

*Comparative Financial Information* - The financial statements include certain prior-year summarized comparative information in total but not by functional or net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Center's financial statements for the year ended June 30, 2001, from which the summarized information was derived.

NOTE B – INVESTMENTS

Investments are recorded at fair value based on quoted market prices. The portfolio at June 30, 2002 consists of mutual funds identified as long-term investments. The portfolio at June 30, 2001 consists of certificates of deposit identified as short-term investments and mutual funds as long-term investments.

NOTE C – DEFERRED REVENUE

Deferred revenue represents tickets sold in advance for the Literary Circle Lecture Series.

NOTE D – DONATED SERVICES, MATERIALS AND FACILITIES

Donated services, materials and facilities are included in the financial statements for the year ended June 30, 2002 and 2001, for printing, auditorium rental and other expenses related to special events in the amounts of \$58,624 and \$43,137, respectively, and for general and administrative expenses, including office space, in the amount of \$25,000 for each fiscal year respectively. The donated items have been recorded at the estimated fair value of the services, materials and facilities received.

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LIBRARY COMMUNITY FOUNDATION

NOTES OF THE FINANCIAL STATEMENTS

JUNE 30, 2002 AND 2001

NOTE E - UNCONDITIONAL PROMISES TO GIVE

Unconditional promises to give at June 30, 2002 and 2001 are due in less than one year.

NOTE F - CONTINGENT REMAINDER BENEFICIARY

The organization has been named as a contingent remainder beneficiary of the Comiskey/Opalecky Charitable Remainder Trust for a 20% share of the Trust for the use and benefit of the Des Plaines Public Library to be used for the purchase of books. The trustees have the power to amend, alter, or revoke the charitable remainder beneficiary designation.

NOTE G - DESIGNATED FUND CONTRIBUTIONS

In furtherance of the charitable purposes and functions of the Foundation, funds have been established in conjunction with libraries in the state of Illinois to meet the various needs of the libraries. These funds are considered temporarily restricted as they have been restricted by the donors for the specified purpose of each fund. Balances in each fund as of June 30, 2002 and 2001 are as follows:

	<u>2002</u>	<u>2001</u>
American Theological Library Endowment Fund	\$ 116,134	\$ 122,689
Antioch District Library Fund	37,266	27,058
Aurora Public Library	21,983	-
Bartlett Public Library District Foundation Fund	10,429	7,455
Batavia Library Development Fund	44,074	23,016
Cook Memorial Library	56,130	-
Crystal Lake Library Foundation Fund	11,878	6,635
Des Plaines Public Library Fund	19,233	59,451
Downers Grove Public Library	148,913	-
Dundee Township Public Library Fund	6,051	3,150
Fremont Public Library Fund	12,290	10,389
Grayslake Area Public Library	7,948	-
Lake Villa District Library	14,291	-
Lincolnwood Public Library	47,656	-
Messenger Public Library of North Aurora	9,616	-
Northbrook Public Library	5,055	-
Roselle Public Library	10,983	-
Sycamore Public Library	2,098	-
Villa Park Library Fund	5,311	5,212
Total	<u>\$ 587,339</u>	<u>\$ 265,055</u>

LIBRARY COMMUNITY FOUNDATIONNOTES OF THE FINANCIAL STATEMENTSJUNE 30, 2002 AND 2001NOTE H – RESTRICTIONS ON NET ASSETS

Temporarily restricted net assets are subject donor imposed stipulations that may be met by either the passage of time, or specific actions. The Library Community Foundation is a community foundation that provides the service of maintaining charitable funds for its member libraries and their patrons. In doing so, any contribution designated for a member library fund is temporarily restricted by nature of the relationship. Distribution from the specific funds must be specifically requested by respective members in accordance with the agreements. At June 30, 2002 temporarily restricted net assets consisted of the following:

	<u>2002</u>	<u>2001</u>
Designated Fund Contributions <NOTE G>	\$ 587,339	\$ 265,055
Program Grants	8,800	4,463
Release of prior year grant restrictions	( 3,960)	-
Release of current year grant	( 8,800)	-
Board Member Contribution	75	-
Unconditional promise to give for the outfitting of the Rotary/Heritage Reading Room at the Des Plaines Public Library	20,000	-
Unconditional promise to give for the Poet-Tree Corner project Des Plaines Public Library	40,000	-
Unconditional promise to give-Miscellaneous	4,771	-
Other	( 266)	-
Total Temporarily Restricted Net Assets	<u>\$ 647,959</u>	<u>\$ 269,518</u>

NOTE I – FUNDRAISING AND DEVELOPMENT EXPENSES

Literary Circle is the primary fundraising event of the Library Community Foundation. Total fundraising expenses for the years ended June 30, 2002 and June 30, 2001 were \$168,062 and \$156,418, respectively.

NOTE J – COLLATERAL AGREEMENT

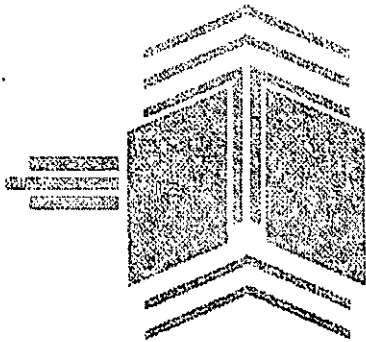
The Organization has obtained a collateral security agreement from their principal bank. The collateral security agreement identifies securities purchased by the bank that are 100% pledged to the North Suburban Library Foundation as collateral for deposits at the bank.

LIBRARY COMMUNITY FOUNDATION  
NOTES OF THE FINANCIAL STATEMENTS  
JUNE 30, 2002 AND 2001

NOTE K – SUBSEQUENT EVENTS

The staff and Board of Trustees of the Library Community Foundation will be undertaking a comprehensive year-long Strategic Planning Project to refocus their strategic direction and plan. The process will consider resource and fundraising capacity, market awareness, positioning and overall trends impacting the Foundation.






## Des Plaines Public Library

1501 Ellinwood St., Des Plaines, IL 60016  
847-827-5551

[www.dppl.org](http://www.dppl.org)

TO: Planning Committee  
FROM: John Burke, Chair   
SUBJECT: Community Advisory Group  
DATE: March 4, 2003

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The next meeting of the Planning Committee will be held at 4:00 PM on Thursday, March 13 in the second floor meeting room. At our last meeting, we compiled a list of organizations and individuals who might be considered as participants in our proposed Citizens Advisory Committee. Attached is that list. At our next meeting, we will try to whittle down that list to a "Top Thirty". Bear in mind that some particular individuals might well represent a number of different community interest groups. For instance, Jim Grady is a Real Estate Agent, an elected member of the Park District Board, and a member of Kiwanis. He could effectively represent all three of those important "Community Stakeholders". So please give this matter some consideration before the next meeting.

We expect to receive Walter Roth's proposal from the Executive Service Corps some time during the week of March 3. If we received it in time, a copy is included herewith, and we ask you to review it before the March 13 meeting. If it has not arrived in time, we will distribute it at the meeting.

Thank you for your participation in this important endeavor.



25 East Washington, Suite 1500  
Chicago, Illinois 60602-1701  
312.580.1840  
312.580.0042 Fax  
www.esc-chicago.org

February 28, 2003

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

Subject: Community Vision Proposal  
Log: #4883

Dear Mrs. Norlin:

We are pleased to enclose our proposal covering the discussions held on February 27<sup>th</sup> at the library. As requested, the work under this contract is limited to the steps required to identify the community needs.

We look forward to again working with you and members of the Board of Trustees and staff. Should any questions arise or changes be required, please contact me directly (847) 945-3250 or Charlotte Fiechter (847) 640-0786, or Nancy Fuhrman, VP of Consulting at (312) 580-1840. My e-mail address is w-roth@northwestern.edu.

Thank you for the opportunity of serving you.

Very truly yours,

A handwritten signature in black ink, appearing to read "Walter S. Roth".

Walter S. Roth  
Project Manager

## EXECUTIVE SERVICE CORPS OF CHICAGO

### CONSULTING AGREEMENT LOG #4483

#### DES PLAINES PUBLIC LIBRARY

The success of this consulting project is a joint responsibility of Executive Service Corps (ESC) and The Des Plaines Public Library. The consulting relationship depends to a great degree upon a clear understanding between the consultant and the client about the nature of the consulting arrangements. Accordingly, with respect to this consultation, it is mutually agreed that the areas to be addressed, the time period, the fee, and the responsibilities of both parties are accepted as described below.

#### BACKGROUND AND CLIENT'S OBJECTIVES

The Des Plaines Public Library is part of the City of Des Plaines administration, functioning separately with its own Board of Trustees. The Board and the library administration have a strong record of planning and keeping in touch with the resident population.

The Board and staff of the library now wish to develop a plan through a process recommended by the American Library Association and outlined in "The New Planning for Results." This process is also urged by the Illinois State Library.

This proposal of The Executive Service Corps of Chicago covers the facilitation of the above process through the identification of community needs.

#### APPROACH

In the initial planning phase, ESC will work with designated members of the Library Board and administration to organize a community planning committee and determine the location and times of meetings. Some of this effort is already underway. It is important that the community planning committee is broad based and is representative of the community at large.

Part of the initial meeting of the community planning committee should be introductory in nature to acquaint the participants with the work to be undertaken and to provide them with background information on the Des Plaines Public Library and its services. The actual invitations to become members of this committee must come from the Board of Trustees.

In the second phase, the community planning committee will meet two or three times, facilitated by ESC, to achieve the major tasks assigned to it:

1. Create a community vision: Members are asked to identify the community visions of the various stakeholders, looking 5 to 10 years ahead. This will result in a number of unique vision statements, which when listed together will reflect the total vision of the community.

-Page 2 ESC CONSULTING AGREEMENT #4483

2. Identify current conditions: Members are asked to describe current conditions through SWOT analyses restricted to the areas described by the vision statements.
3. Identify community needs: Members are asked to identify community needs, changes that are required to move from current conditions to those of the vision statements.

The exact number of meetings required is difficult to anticipate, depending on the length of the scheduled meetings and the speed with which the committee members perform their work. Every effort will be made to achieve the above tasks in two or three meetings. It is also possible that separate meetings must be held for members available during the day and those available in the evening to achieve broad community representation. This is to be avoided, if possible.

### DELIVERABLES

A report that through a series of statements lists the identified needs of the community. The report will also provide the background information leading to the determination of those needs.

### TERM OF AGREEMENT

This agreement shall become effective when it has been executed by both parties. Commencing on the date executed, it is estimated that the project will take four to five months. Accordingly, this agreement will terminate upon completion of the project or five months from date of signature, whichever comes first. Any extensions to this agreement must be agreed upon in writing.

This agreement may be terminated by either party with a written notice to the other.

### FEE

Based on the consultation agreed upon and the term of this agreement, the fee is \$3,500.00. Upon ESC's receipt of the fully executed agreement, one-half of the fee will be invoiced and is then due. The balance of the fee is due upon final invoicing at the end of the term or at project completion, whichever comes first.

If the scope of the consultation exceeds that described above, an additional fee may be required. In addition, if an extension of the duration of this agreement becomes necessary for reasons beyond the control of ESC and its volunteer consultants an additional fee may be invoiced.

Usual and customary expenses, such as postage, telephone, and local travel, are covered by the fee. In cases where extraordinary costs are incurred, such as extended travel or an unusual number of long distance calls, the costs will be charged separately to the client.

- Page 3 ESC CONSULTING AGREEMENT #4483

ESC will provide two copies of a project report. Additional copies, when requested by the client, will be produced at cost and charged separately to the client.

### ESC RESPONSIBILITIES

The role of ESC volunteer consultants is advisory in nature and is not intended to be a substitute for day-to-day staff work.

The project will involve a Consulting Team composed of a Regional Administrator, the Project Manager, and additional consultants as needed. The Project Manager will agree with the key agency contact on the subject areas to be addressed, expected results, and the schedule of work, and will oversee the project. The Regional Administrator will be responsible for administrative aspects of the consultancy and monitors the progress of the assignment. Consultants are assigned as needed to provide specific skills and expertise in the subject area and are directly supervised by the Project Manager.

Discussions will be initiated by the Consulting Team with client leaders at various points during the consultation to review and assess project progress.

### CLIENT RESPONSIBILITIES

The client will designate one person as the key contact to work with the ESC Project Manager. Appropriate members of the client's Board of Directors, management and staff will be available to work with ESC consultants to permit achievement of the project schedule and exposure of ESC to all aspects of the subjects to be addressed.

It is the responsibility of the client to recruit the community planning committee, to provide refreshments and lunch (if necessary) during the planning committee meetings, to distribute meeting minutes, and to provide the staff clerical support when appropriate.

At the conclusion of the project, the client upon request will provide ESC with an appraisal of the project and the degree to which it met expectations.

The signing of this document releases the Executive Service Corps of Chicago, its officers, volunteers and staff from any and all liability in connection with assistance or recommendations provided.

**EXECUTIVE SERVICE  
CORPS OF CHICAGO**

30 W. Monroe Street  
Chicago, IL 60603-2404  
312/580-1840

**DES PLAINES PUBLIC  
LIBRARY**

1501 Ellinwood Street  
Des Plaines IL 60016-4553  
847/376-2800

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Nancy Fuhrman  
Vice President, Consulting

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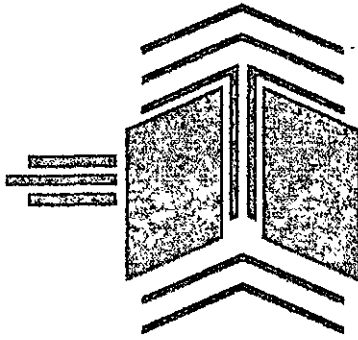
Sandra K. Norlin  
Library Administrator

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Date

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Date



# Des Plaines Public Library

1501 Ellinwood St., Des Plaines, IL 60016  
847-827-5551

www.dppl.org

**V.D.4**

Progress Report

Response Requested by \_\_\_\_\_

Board Action Required \_\_\_\_\_

**BOARD OF TRUSTEES**  
Minutes of the Planning Committee Meeting  
February 18, 2003

Chair: John Burke.

Present: John Burke, Inara Brubaker, Ellen Yearwood, Sandra Norlin, Martha Sloan, Hector Marino, Holly Richards Sorensen, Carol Kidd.

Call to Order: 6:10 PM by John Burke.

John Burke asked the Committee for names of organizations, groups and individuals to include in the possible list who could be invited to participate in the Community Advisory Group.

The following is the list the Committee compiled:

1. Friends of the Library
2. Des Plaines Community Senior Center
3. Scouts
4. Schools including PTC & student council
5. American Association of University Women AAUW
6. Churches
7. Junior Woman's Club of Des Plaines
8. Genesis Center of Health and Empowerment

9. Kiwanis Club of Des Plaines
10. Lions Club of Des Plaines
11. Rotary Club of Des Plaines
12. United Way of Des Plaines, Inc.
13. Better Business Bureau
14. Social Services
15. Small Businesses
16. Des Plaines Arts Council
17. Mexican Americans
18. Mexican Social Services & Clergy
19. Self-Help Closet & Pantry of Des Plaines
20. Holy Family representative or City of Des Plaines nurse
21. Care Coalition
22. School District 59 – Bilingual school social worker
23. Chamber of Commerce and Industry
24. Des Plaines Park District
25. Economic Development
26. Major employer in Des Plaines
27. YMCA Board member
28. Des Plaines Art Guild
29. Various school board members
30. Home school parent
31. Bridges from Maine West High School
32. University of Illinois Extension Services
33. Nursing Home or Health Care facility
34. Avenues to Independence
35. Spark
36. Healthy Community Partners
37. Youth Design Team
38. Salvation Army
39. City of Des Plaines staff
40. City of Des Plaines social worker
41. High School student
42. Young parents
43. Library staff/Board member
44. American Legion
45. Real Estate agent

Suggested names of participants:

1. Jim Coburn
2. Jim Grady
3. Cindy Kapek
4. Charlotte Storer
5. Mary Carey AAUW
6. Joanne Braam

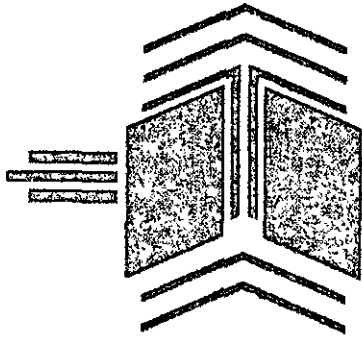


7. Eric Palm
8. Graham Hills
9. Marilyn O'Brien
10. Ramon Sanchez
11. Nancy Rock
12. Rhonda Popko
13. Donna Catlett
14. Roger Zavala

John Burke will compile a list of potential candidates to participate in the Community Advisory Groups and will forward this information to the Committee.

The meeting adjourned at 6:45 PM.

Minutes prepared by Carol Kidd.



## Des Plaines Public Library

1501 Ellinwood St., Des Plaines, IL 60016  
847-827-5551

[www.dppl.org](http://www.dppl.org)

TO: Planning Committee  
FROM: John Burke, Chair  
SUBJECT: Community Advisory Group  
DATE: January 31, 2003

---

During our Committee meeting yesterday, it was agreed that we will attempt to form a Community Advisory Group. The mission of the Group will be to articulate a Vision for the people of the City of Des Plaines. Towards that end, we will want that Group to represent as broad a spectrum of the makeup and interest of our fellow citizens as possible. In order to accommodate as many different segments of the population as we can, we envision holding two or more meetings of the Group at different hours on different days of the week. Rather than simply issue a blanket invitation to the community at large to participate in the Group (response to which may be limited), we felt it best to invite representatives of specific civic, ethnic, religious and cultural groups, as well as specific people known to us as thoughtful citizens with a sincere interest in the overall development of the community. To facilitate the meetings, we are considering employing once again the services of the Executive Service Corps.

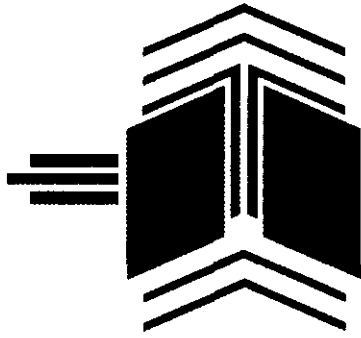
Please prepare a list of organizations, groups and individuals from Des Plaines whom you think should be invited to participate in the Advisory Group. (Attached is a generic list of typical groups of "Community Stakeholders" as found in most communities.) Please don't let your imagination be limited by this sample list. Again, we would like the Advisory Group to reflect the most diverse palette of community interests as possible.

Please bring your list to the next meeting of the Planning Committee on Tuesday, February 18 at 6:00 PM, (just before the Board Meeting).

**FIGURE 6**  
Community Stakeholders

<p><b>Businesses/Chambers of Commerce/Economic Development Organizations</b></p>	<p><b>Health Organizations</b></p>
<p>Major employers, minority business owners, small business owners, visitors' centers, chambers of commerce (city, county, and ethnic, if any), economic development councils, industry councils</p>	<p>American Cancer Society, American Heart Association, hospitals, public health nurses, public health clinics</p>
<p><b>Community Services Organizations/Associations/Clubs</b></p>	<p><b>Legal Organizations</b></p>
<p>Rotary, Lions, Kiwanis, United Way, AARP, AAUW, American Red Cross, literacy organizations, Soroptimists, National Organization for Women, YWCA, YMCA</p>	<p>Legal aid, ACLU</p>
<p><b>Cultural Groups</b></p>	<p><b>Library Representatives</b></p>
<p>Theater groups, art leagues, dance supporters, arts commission</p>	<p>School media center staff, college or university librarians, special librarians-</p>
<p><b>Educational Organizations</b></p>	<p><b>Media Representatives</b></p>
<p>Public schools, private schools, colleges/universities, PTA or PTO, school boards, home school organizations</p>	<p>Newspaper, radio, TV, ethnic media, local magazines and newsletters</p>
<p><b>Ethnic Organizations</b></p>	<p><b>Organizations Serving the Disabled</b></p>
<p>Ethnic chambers of commerce, NAACP, tribal councils, Latino/Hispanic groups, Asian groups, Urban League, refugee rights associations</p>	<p>Center on Deafness, Council of the Blind, state/county/city health and human services, Easter Seal, Goodwill, independent living centers, United Cerebral Palsy</p>
<p><b>Family Services Organizations</b></p>	<p><b>Professional Groups</b></p>
<p>County department of social services, family service agency</p>	<p>Medical associations, board of Realtors, bar association, business and professional women's groups</p>
<p><b>Financial Representatives</b></p>	<p><b>Religious Groups</b></p>
<p>Bankers, credit unions, financial planners, stockbrokers</p>	<p>Ministerial alliance, youth groups, Jewish community center</p>
<p><b>Government/Political Representatives</b></p>	<p><b>Senior Centers/Service Organizations</b></p>
<p>Mayor, city/county manager, city council, county supervisors, city/county fiscal office, city/county planning office, law enforcement officers, job training programs</p>	<p>Area agency on aging, senior centers, nursing homes</p>
	<p><b>Youth Services Organizations</b></p>
	<p>Big Brother/Sister, Boy Scouts, Girl Scouts, FFA, FHA, child abuse agencies, city/county recreation programs, Junior Achievement, Head Start, Even Start, child care associations, local Association for the Education of Young Children, school-age care and enrichment programs</p>

Adapted from a training handout prepared by Gail McGovern and Rhea Rubin.



## Des Plaines Public Library

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847-827-5551

[www.dppl.org](http://www.dppl.org)

### Overview of Library Support for the Des Plaines Healthy Community Partnership Planning Committee – Board of Trustees

The Des Plaines Healthy Community Partnership Report: Developmental Assets: A Profile of Youth – (Sept. 2000) summarized the extent to which youth in Des Plaines experienced the “developmental assets” that represent a common core of developmental building blocks crucial for all youths.

The Search Institute, which conducted the survey, approaches community problems with youths differently from most social agencies. It emphasizes healthy involvement and action by adults. Adult support, intergenerational relationships, safe places, clear and consistent boundaries, participation in constructive activities, commitment to learning, consistent attention to values, and practice in serving others are all necessary for healthy development.

These core processes are increasingly fragile or absent. To strengthen or rebuild this “infrastructure” everyone has a role to play. Among them are people who interact with young people everyday –including those of us in organizations like the public library.

Attached is a list of 40 assets and their definitions. They are the framework for mobilizing community-wide attention to the need for the healthy development of young people.

The library staff reviewed the ways that we could support these assets. Attached is that summary. Included are the numbered assets and the activities or support that the library can or could provide.



**DES PLAINES HEALTHY COMMUNITY PARTNERSHIP**  
*Building Healthier Youth*

**VISION**

Des Plaines will be a community that promotes the positive development of children and youth through identifying, linking and mobilizing community assets that will benefit all youth, and indeed all people of Des Plaines.

**PURPOSE**

To endorse utilization of *Healthy Communities•Healthy Youth* — Search Institute’s initiative dedicated to mobilizing every sector of American life while strengthening the character and competence of our youth, and *America’s Promise* — The Alliance for Youth, led by General Colin Powell. America’s Promise has identified five promises made to every child that, if consistently fulfilled, will significantly increase the chance of youth becoming successful adults. Search Institute’s mission is to advance the well-being of adolescents and children by generating knowledge and promoting its application. The Institute has identified 40 developmental assets which is a foundation of powerful shapers of young people’s lives and choices. The community, through the coordination of the Des Plaines Healthy Community Partnership, will create an environment to achieve the goals and development of assets where the young people are listened to, empowered to share their ideas, and supported by adults, to learn and build productive lives of their own. Every young person will then be seen as an individual possessing gifts that will enhance their life and the quality of life within our community.

GOAL	TARGET	ASSET NUMBER, NAME AND DEFINITION
1. Ongoing relationships with caring adults.	<ul style="list-style-type: none"> <li>• Parents or other care givers.</li> <li>• Extended family member.</li> <li>• Neighbors and other adults youth see in their daily lives.</li> <li>• Adults who spend time with youth through programs, including coaches, teachers, mentors, child care workers, youth workers, and employers.</li> <li>• While all of these relationships are important, most youth do not experience this web of adult support and care beyond their families.</li> </ul>	<ol style="list-style-type: none"> <li>1. <u>Family support</u>: Family life provides high levels of love and support.</li> <li>2. <u>Positive family communication</u>: Young person and his or her parent(s) communicate positively, and young person is willing to seek parent(s) advice and counsel.</li> <li>3. <u>Other adult relationships</u>: Young person receives support from three or more non-parent adults.</li> <li>4. <u>Caring neighborhood</u>: Young person experiences caring neighbors.</li> <li>6. <u>Parent involvement in schooling</u>: Parent(s) are actively involved in helping young person.</li> <li>7. <u>Community values youth</u>: Young person perceives that adults in the community value youth.</li> <li>14. <u>Adult role models</u>: Parent(s) and other adults model positive, responsible behavior.</li> <li>16. <u>High expectations</u>: Both parent(s) and teachers encourage the young person to do well</li> </ol>
2. Safe places and structured activities.	<ul style="list-style-type: none"> <li>• Connect children and youth to principled and caring adults.</li> <li>• Nurture young people's skills and capacities, including social skills, vocational interest, and civic responsibility.</li> <li>• Protect youth from violence and other dangerous or negative influences.</li> <li>• Create a peer group that exerts positive influence on each other.</li> <li>• Provide opportunities for young people to contribute to their community and society.</li> </ul> <p>(Continued)</p>	<ol style="list-style-type: none"> <li>5. <u>Caring school climate</u>: School provides a caring, encouraging environment.</li> <li>10. <u>Safety</u>: Young person feels safe at home, school, and in the neighborhood.</li> <li>11. <u>Family boundaries</u>: Family has clear rules and consequences, and monitors the young person’s whereabouts.</li> <li>12. <u>School boundaries</u>: School provides clear rules and consequences.</li> <li>13. <u>Neighborhood boundaries</u>: Neighbors take responsibility for monitoring young people’s behavior.</li> <li>17. <u>Creative activities</u>: Young person spends three or more hours per week in lessons or practice in music, theater, or other arts.</li> <li>18. <u>Youth programs</u>: Young person spends three hours or more per week in sports, clubs, or organizations at school and/or in community organizations.</li> <li>19. <u>Religious community</u>: Young person spends one or more hours per week in activities in a religious institution.</li> </ol> <p>(Continued)</p>

**DES PLAINES HEALTHY COMMUNITY PARTNERSHIP**  
**Building Healthier Youth**

GOAL	TARGET	ASSET NUMBER, NAME AND DEFINITION
2. (Continued) Safe places and structured activities.	<ul style="list-style-type: none"> <li>• Enrich young people's academic performance and educational commitment.</li> </ul>	<p>20. <u>Time at home</u>: Young person is out with friends "with nothing special to do" two or fewer nights per week.</p> <p>35. <u>Resistance skills</u>: Young person can resist negative peer pressure and dangerous situations.</p> <p>37. <u>Personal power</u>: Young person feels he or she has control over "things that happen to me."</p> <p>35. <u>Resistance skills</u>: Young person can resist negative peer pressure and dangerous situations.</p> <p>37. <u>Personal power</u>: Young person feels he or she has control over "things that happen to me."</p>
3. A healthy start for a healthy future.	<ul style="list-style-type: none"> <li>• Economic security.</li> <li>• Accessible and affordable prenatal care.</li> <li>• Reliable and affordable health care, including immunizations, regular check-ups, and treatment of illnesses.</li> <li>• Quality health education.</li> <li>• Adequate nutrition and exercise.</li> <li>• Safety at home, in schools, and in neighborhoods.</li> <li>• Support systems for adolescent parents and their children.</li> </ul>	<p>31. <u>Restraint</u>: Young person believes it is important not to be sexually active or to use alcohol or other drugs.</p> <p>36. <u>Peaceful conflict resolution</u>: Young person seeks to resolve conflict nonviolently.</p> <p>38. <u>Self-esteem</u>: Young person reports having high self-esteem.</p> <p>39. <u>Sense of purpose</u>: Young person reports that "my life has a purpose."</p> <p>40. <u>Positive view of personal future</u>: Young person is optimistic about her or his personal future.</p>
4. Marketable skills through effective education.	<ul style="list-style-type: none"> <li>• A foundation in basic skills, such as reading, writing, mathematics, science, technology, and communication.</li> <li>• Thinking skills, such as creativity, decision making, problem solving, and reasoning.</li> <li>• Personal attitudes and qualities, such as responsibility, self-motivation and management, and integrity.</li> </ul>	<p>21. <u>Achievement motivation</u>: Young person is motivated to do well in school.</p> <p>22. <u>School engagement</u>: Young person is actively engaged in learning.</p> <p>23. <u>Homework</u>: Young person reports doing at least one hour of homework every school day.</p> <p>24. <u>Bonding to school</u>: Young person cares about his or her school.</p> <p>25. <u>Reading for pleasure</u>: Young person reads for pleasure three or more hours per week.</p> <p>28. <u>Integrity</u>: Young person acts on convictions and stands up for her or his beliefs.</p> <p>29. <u>Honesty</u>: Young person tells the truth even when it is not easy.</p> <p>30. <u>Responsibility</u>: Young person accepts and takes personal responsibility.</p> <p>32. <u>Planning &amp; decision-making</u>: Young person knows how to plan ahead and make choices.</p> <p>33. <u>Interpersonal competence</u>: Young person has empathy, sensitivity, and friendship skills.</p> <p>34. <u>Cultural competence</u>: Young person has knowledge of and comfort with people of different cultural/racial/ethnic backgrounds.</p>
5. Opportunities to serve	<ul style="list-style-type: none"> <li>• Religious congregations</li> <li>• Neighborhood teams</li> <li>• Service clubs</li> <li>• Family volunteering</li> <li>• Youth organizations</li> <li>• Schools</li> </ul>	<p>8. <u>Youth as resources</u>: Young people are given roles in the community.</p> <p>9. <u>Service to others</u>: Young person serves in the community one hour or more per week.</p> <p>26. <u>Caring</u>: Young person places high value on helping other people.</p> <p>27. <u>Equality and social justice</u>: Young person places high value on promoting equality and reducing poverty.</p>

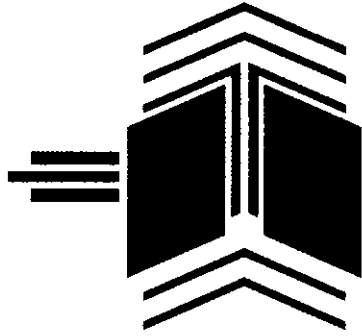
Sept. 2000

**Des Plaines Healthy Community Partnership  
Building Healthier Youth  
Role of Des Plaines Public Library**

Goal	Asset(s)	Direct Support	Indirect Support
1	1		<ul style="list-style-type: none"> <li>• Parent Collection</li> <li>• Bright Start Baby Book Time programs</li> <li>• Parenting programs (e.g. At-Home Dads booktalk)</li> <li>• Family programs (e.g. Mother-Daughter book discussions, Friends Family Sundays, Family storytimes)</li> </ul>
	3	<ul style="list-style-type: none"> <li>• Informally at service desks and one-time programs</li> <li>• More formally with youth involved in program series (e.g. Babysitting Clinic) or ongoing activities (e.g. Teen 2000 Advisory Group or YA volunteers)</li> </ul>	
	6	<ul style="list-style-type: none"> <li>• Homebound service</li> </ul>	<ul style="list-style-type: none"> <li>• Home schooling networking</li> <li>• Collection resources</li> </ul>
	7	<ul style="list-style-type: none"> <li>• Teen 2000 Advisory Group</li> <li>• Focus groups</li> </ul>	
	14	<ul style="list-style-type: none"> <li>• At service desks</li> <li>• In programs</li> </ul>	
2	5	<ul style="list-style-type: none"> <li>• Mobile Library school visits</li> </ul>	
	10	<ul style="list-style-type: none"> <li>• Library Code of Conduct</li> <li>• Internet filters in Youth Services Dept.</li> <li>• Security monitors</li> </ul>	
	17	<ul style="list-style-type: none"> <li>• Programming (e.g. craft activities)</li> <li>• To Be Developed—Poetry Corner</li> </ul>	<ul style="list-style-type: none"> <li>• Fine arts collection resources in a variety of formats</li> </ul>
	18	<ul style="list-style-type: none"> <li>• Teen 2000 Advisory Group</li> <li>• Volunteer Opportunities</li> <li>• Summer and Winter Reading Clubs</li> <li>• Friends Book Badge Club</li> </ul>	
3	No specific asset numbers; fits target		<ul style="list-style-type: none"> <li>• Kiosk</li> <li>• Kid Care applications</li> <li>• Community referrals</li> </ul>

4	22	<ul style="list-style-type: none"> <li>• School Family Nights for library card registration and orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher book bags</li> </ul>
	23	<ul style="list-style-type: none"> <li>• Reference assistance</li> <li>• Collection resources, including textbook collection, curriculum support in nonfiction and reference collections</li> <li>• Homework Cart</li> <li>• Study space (individual and group)</li> <li>• To Be Developed—formal Homework Help program</li> <li>• Computers for word processing</li> <li>• Internet resources, including selected Web sites and electronic reference sources</li> </ul>	
	25	<ul style="list-style-type: none"> <li>• Readers Advisory (active, one-on-one assistance and passive techniques like displays and book lists)</li> <li>• Book discussions, including Jr. Great Books, Mother-Daughter book discussion groups, and YA book discussion groups</li> <li>• Storytimes, including daytime, evening, and Saturday programs</li> <li>• Reading clubs, including Summer Reading Club, Winter Reading Club, and Friends Book Badge Club</li> <li>• Mobile Library visits (leisure reading collection focus)</li> <li>• Collection resources, including fiction, nonfiction, High School collection, and popular magazines</li> <li>• Book lists, print and on Web page</li> </ul>	
	30	<ul style="list-style-type: none"> <li>• Babysitting Clinic</li> </ul>	
5	8, 9, & 10	<ul style="list-style-type: none"> <li>• Volunteer opportunities, including YA volunteers</li> <li>• Teen 2000 Advisory Group</li> <li>• To Be Developed—formal Homework Help program</li> <li>• To Be Developed—Book Buddies</li> </ul>	





# Des Plaines Public Library

1501 Ellinwood St., Des Plaines, IL 60016  
847-827-5551

www.dppl.org

Findings from Community Surveys – January 2003  
Planning Committee – Board of Trustees

A. Park District Survey - Executive Summary (undated - 2000?)

Future Resources Desired - By priority the responses were:

1. Drop-in center for teens
2. Youth volleyball
3. After school program for elementary age until 6:00
4. Neighborhood playground programs in the summer
5. Environmental programs and greenhouse/horticulture programs

Fewer favored:

1. Youth football
2. Youth/adult adventure programs
3. Youth golf league
4. Separate programs for boys and girls
5. Youth sailing camp

The Park District also found that the reasons teens did not participate in Park District programs were time and lack of interest. Available transportation was a lesser factor. Distance from home and lack of money were not important reasons. Teens also cited other competing recreation areas or forms of recreation, first of which was the mall. The library did not make the top ten list of competing areas of interest.

B. The Youth Design Team composed of teens from Maine West and Elk Grove High Schools had a list of ideas for a Youth Center, some of which might pertain to the library:

1. Cyber cafe
2. Coffee/snack shop
3. Open mic. Guitar, talent night
4. Cultural crafts, cultural plays, dances
5. Sitting area
6. Laid back supervision
7. Job postings

- C. Maine West Family Center Social-Emotional Needs Assessments Survey Results  
This survey was conducted in Spanish and English. Of interest to the library is that over 65% of the Spanish speaking responders expressed an interest in using the public library.
- D. Maine East Family Center Social-Emotional Needs Assessments Survey Results  
One hundred percent of the Gujarati-speaking responders expressed an interest in the public library. Approximately 50% of the Polish, Spanish and English speaking responders were interested in the public library.
- E. United Way - 2001 Community Assessment  
After collecting information about human care issues, the United Way of Des Plaines used a focus group of local residents, city and agency officials to establish five areas of greatest need. Their Executive Summary lists relevant agencies for each need.
1. Housing Assistance
  2. Community Health Services
  3. Comprehensive Senior Services – mental and physical health
  4. Information and Referral Services – Of interest is that the library is not mentioned as a resource.
  5. Affordable Day Care
- F. United Way community Needs Assessment – 1996  
The summary separates Des Plaines from the Northwest Community results. The top ten problems viewed as needing more services were, according to the community survey:
1. Delinquency/gangs
  2. Job Training (Education/Literacy Services)
  3. Adults not knowing enough English
  4. Family conflict/violence
  5. Teen pregnancy
  6. Affordable day care
  7. Drug abuse
  8. Alcohol/drug abuse treatment and education
  9. Alcohol/drug abuse – Programs for Youth
  10. Behavior, emotional problems – Youth

Top ten areas needing more services as viewed by the Key Informants: (some tied)

1. Education/literacy for adults not knowing enough English
2. Delinquency/gangs
3. Emergency services, Counseling
4. Job training
5. Drug abuse
6. Affordable day care
7. Family conflict/violence
8. Services for the disabled
9. Food, clothing
10. Senior transportation
11. Teen pregnancy – sex education
12. Drug/alcohol education

These results correlated with the results of the Community Survey.

The issue for the library is to determine which concerns it can best address and how.

G. Lattof Y.M.C.A. Community Needs Assessment – 1996

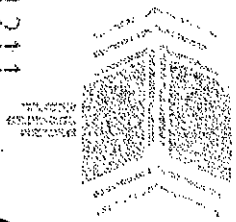
The Lattof Y survey results were similar to those of the United Way.

March 2003

1210

8:20:00 AM

1211



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](http://www.desplaines.lib.il.us)

**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, MARCH 18, 2003**

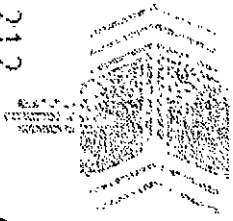
**7:00 PM**

**Conference Room – Second Floor**

**Agenda:**

- **Planning Committee Report**

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



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## II.

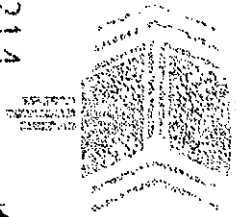
### DES PLAINES PUBLIC LIBRARY

#### BOARD OF TRUSTEES

#### Agenda for the Regular Meeting March 18, 2003 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. Relay for Life – Veronica Schwartz.
- VI. Consent Agenda. [Action Item]
  - A. Approval of the Minutes of the Regular Board Meeting – February 18, 2003.
  - B. Acceptance of Financial Reports for February 2003.
  - C. Approval of Library Expenditures.
    1. Warrant Register – February 03, 2003 - \$86,183.94.
    2. Warrant Register – February 18, 2003 - \$32,245.52.
    3. Salaries – February 06, 2003 - \$95,553.71.
    4. Salaries – February 20, 2003 - \$95,302.72.
  - D. Acceptance of Reports.
    1. Administrator's Report – Sandra Norlin.
    2. Friends of the Library – Inara Brubaker.
- VII. Old Business.
  - A. Rotary Fundraiser.

- VIII. New Business. (7:30 PM)
  - A. City Council Attendance – April 7, 21 and May 5, 19.
  - B. Finance Committee.
    - 1. Consultant Fees. [Action Item]
  - C. Planning Committee.
    - 1. Executive Service Corps Agreement. [Action Item]
- IX. Announcements.
- X. Correspondence.
- XI. Other.
- XII. Adjournment. (8:30 PM)



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**VIA.**

**BOARD OF TRUSTEES**  
Minutes of the Regular Meeting  
February 18, 2003

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, February 18, 2003. John Ciborowski called the meeting to order at 7:03 PM.

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

Also Present: Sandra Norlin, Martha Sloan, Hector Marino, Leslie Steiner, Carol Kidd, Bob Blanchard, Wally Meyer.

**CONSIDERATION OF THE AGENDA.**

MOTION by Eldon Burk, seconded by Inara Brubaker, to accept the agenda, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

**PUBLIC COMMENTS AND QUESTIONS.**

None.

**CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Rosemary Argus.**

Alderman Argus in attendance at City Council meeting.

**CONSENT AGENDA**

MOTION by John Burke, seconded by Ellen Yearwood, to accept the Consent Agenda, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by John Burke, seconded by Ellen Yearwood, to approve the Financial Reports for January 2003. VOTE: AYES: All. NAYS: None. MOTION CARRIED.



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

1. 1. Over the Counter Receipts	\$ 13,007.27
2. Petty Cash Expenditures	\$ 21.64
3. Budget Expenditures for January	\$ 255,489.59
4. Expenditures Year to Date	\$ 255,489.59
5. Revenue for January	\$ 106,914.71
6. Revenue Year to Date	\$ 106,914.71

MOTION by John Burke, seconded by Ellen Yearwood, to approve, subject to audit, expenditures authorized by the Library Administrator and Board Representatives for library Warrant Registers as follows:

January 06, 2003	\$ 32,596.24
January 23, 2003	<u>\$ 79,492.91</u>
Total	\$ 112,089.15

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

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

January 09, 2003	\$ 88,742.34
January 23, 2003	<u>\$ 70,350.27</u>
Total	\$ 159,092.61

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

#### ADMINISTRATOR'S REPORT

##### PERSONNEL

New employees: Deepa Venkataraman, Vasumathi Spinivasa, Assistant Clerks, PT; Jesse Rivera, Soma Dey, and Richard Rassmussen, all Pages, PT.

Resignations/Separations: Erika Aller, Ankit Patel, and Umaporn Eamboriboon, Pages, PT; and Jennifer Wann, Library Assistant II.

We are currently interviewing candidates for the full-time Library Assistant position in Circulation Services, and have offered positions to two part-time network management assistants in Computer Services.

The Job Reclassification Committee has begun its review of all job descriptions and staff surveys.

#### STAFF DEVELOPMENT

Hola Amigos! Classes will be offered to all employees in March, consisting of two three-hour sessions of basic Spanish phrases that we can learn to make our library more welcoming to our patrons who speak Spanish. The cost of these classes is covered through a grant from the Illinois State Library.

#### PATRON SERVICES

Please note that all (963) music cassettes have been withdrawn from the library's collection, due to lack of use, the discontinuance of purchasing in this format, and the need for space for music cds.

The number of library cards in our patron database equals 75% of the population of Des Plaines. Attendance during the month of January increased 5.7% over January 2002. Circulation of materials increased by 14.1% over the same period. Circulation by Self-Check represents 23% of materials checked out at the main library.

#### OTHER PROFESSIONAL ACTIVITIES

I represented the library at the CCS Governing Board meeting on January 22 and the Chamber City Advisory Committee meeting on January 30. Thus far in February I have attended the NSLS Legislative Breakfast on February 3, the Director's Discussion Group on February 6 and the DePaul Advisory Board meeting on February 11.

#### OLD BUSINESS

Susan Burrows reported that at the February 3, 2003 Finance Committee meeting, the consensus was to offer the Village of Rosemont mobile library service on Wednesday mornings from 10:30 AM – 11:30 AM at a cost to Rosemont of \$500 per visit one time every four weeks or \$425 per visit every other week

MOTION by Committee, to recommend that mobile library service be offered to the Village of Rosemont on Wednesday mornings from 10:30 AM – 11:30 AM at a cost of \$500 per visit one time every four weeks or \$425 per visit every other week. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to authorize President Ciborowski to sign the Indemnification Agreement between the Des Plaines Public Library and the North Suburban Library System. VOTE: AYES: Brubaker, Burk, Burke, Ciborowski, Lake, Read, Yearwood. Burrows abstained. NAYS: None. MOTION CARRIED.

Sandra Norlin gave a progress report on the Des Plaines Rotary Club fundraiser "Do the Dewey", which will be held at the library on April 5, 2003.

#### NEW BUSINESS

Eldon Burk reported that a section of the third floor artwork is being replaced due to previous installation problems.

William Grice entered the meeting at 7:32 PM.

Eldon also reported that artist, Fred Nagelbach, will come to the library to access the library's current artwork and make a decision on whether or not he will proceed with his proposed design for the fourth floor artwork.

Rhys Read left the meeting at 7:50 PM.

William Grice introduced Debra Walusiak, the new Community Resource Director, for the Self-Help Closet and Pantry of Des Plaines. Debra explained how the Self-Help Closet operates and thanked the Board for their contribution of food items.

The Board of Trustees, staff of the library and Friends of the Library will participate as one team for Relay for Life.

John Ciborowski, Eldon Burk and Inara Brubaker will attend the North Suburban Library System 2003 Annual Membership Awards Banquet on Friday, March 21, 2003.

John Burke and Noreen Lake will attend the Socrates Rand Awards Dinner on March 7, 2003.

MOTION by Ellen Yearwood, seconded by Noreen Lake, to declare nine free standing double-sided adjustable shelving units surplus property. Vote: Ayes: All. Nays: None. MOTION CARRIED.

#### ANNOUNCEMENTS

Sandra Norlin reported that the City of Des Plaines has prepared a Public Emergency Preparedness Guide in response to the threat condition orange status. Sandra stated that the Des Plaines Public Emergency Preparedness Guide is

available to the public and copies are available at the registration desk.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to enter into an Executive Session at 8:30 PM to discuss Purchase or Lease of Real Property. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 9:05 PM and was called to order by President John Ciborowski.

MOTION by Ellen Yearwood, seconded by Inara Brubaker, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 9:05 PM.

Minutes prepared by Carol Kidd.

## VI.B.

**DES PLAINES PUBLIC LIBRARY  
FINANCE REPORT FOR FEBRUARY 2003**

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

1. Over the Counter Receipts	\$ 13,007.27
2. Petty Cash Expenditures	\$ 3.50
3. Budget Expenditures for February	\$ 298,977.62
4. Expenditures Year to Date	\$ 556,020.05
5. Revenue for February	\$ 30,792.88
6. Revenue Year to Date	\$ 147,973.91

Warrant Register

February 03, 2003	\$ 86,183.94
February 18, 2003	\$ <u>32,245.52</u>
Total	\$ 118,429.46

Salaries

February 06, 2003	\$ 95,553.71
February 20, 2003	\$ <u>95,302.72</u>
Total	\$ 190,856.43

## VI.B.

**DES PLAINES PUBLIC LIBRARY  
OVER THE COUNTER RECEIPTS FOR FEBRUARY 2003**

	<u>Feb 2002</u>	<u>Feb 2003</u>	<u>2002 to Date</u>	<u>2003 to Date</u>
Lost Materials	\$ 162.77	\$ 488.79	\$ 464.29	\$ 872.84
Fines	\$ 5,975.10	\$ 9,497.52	\$12,211.22	\$ 18,501.36
Damage	\$ (-.15)	\$ 66.96	\$ 54.80	\$ 145.92
Fees	\$ 549.50	\$ 201.51	\$ 1,201.14	\$ 499.83
Copies	\$ (-5.20)	\$ 2,873.50	\$ (-10.25)	\$ 6,107.99
Miscellaneous	\$ 35.50	\$ 2.10	\$ 41.50	\$ 10.10
 Total	 \$ 6,717.52	 \$13,007.27	 \$13,962.70	 \$ 26,138.04

PETTY CASH EXPENDITURES – February

970260	Postage	3.50
Total		\$3.50

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		3,880.00
102008	CASH FIRST BANK DEPOSIT		318,759.77
102012	CASH IPTIP/FOA 7139200161	447,735.05	
TOTAL CASH		448,235.05	322,639.77
104033	INVESTMENTS-DOWNING	33,675.16	
TOTAL INVESTMENTS		33,675.16	.00
TOTAL ASSETS		481,910.21	322,639.77
401000	ACCOUNTS PAYABLE		23,519.98
450030	ACCRUED LIAB-COMP ABSENCE		134,935.14
TOTAL ACCRUED LIABILITIES		.00	134,935.14
TOTAL CURRENT LIABILITIES		.00	158,455.12
TOTAL LIABILITIES		.00	158,455.12
700110	EXPENDITURE CONTROL	563,022.51	
700120	REVENUE CONTROL		147,716.94
700150	EXP. BUDGET CONTROL		4,885,460.00
700160	REV. BUDGET CONTROL	4,570,222.00	
700170	BUDGET FUND BALANCE	372,628.22	
TOTAL SYSTEM CONTROL		5,505,872.73	5,033,176.94
720010	FUND BAL-RESRV-GIFT TRUST		35,425.73
TOTAL FUND BALANCE-RESERVED		.00	35,425.73
730000	FUND BALANCE-UNRESERVED		438,085.38
TOTAL FUND EQUITY		.00	473,511.11
TOTAL EQUITIES		5,505,872.73	5,506,688.05
TOTAL PUBLIC LIBRARY FUND		5,987,782.94	5,987,782.94

ACCOUNTING PERIOD: 2/03

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH FIRST BANK DEPOSIT	87,559.77	
102012	CASH IPTIP/FOA 7139200161	167,473.55	
TOTAL CASH		255,033.32	.00
TOTAL ASSETS		255,033.32	.00
700120	REVENUE CONTROL		256.97
700150	EXP. BUDGET CONTROL		100,000.00
700160	REV. BUDGET CONTROL	1,000.00	
700170	BUDGET FUND BALANCE		43,343.15
TOTAL SYSTEM CONTROL		1,000.00	143,600.12
730000	FUND BALANCE-UNRESERVED		112,433.20
TOTAL FUND EQUITY		.00	112,433.20
TOTAL EQUITIES		1,000.00	256,033.32
TOTAL LIBRARY CAPITAL PROJ FUND		256,033.32	256,033.32
TOTAL REPORT		6,243,816.26	6,243,816.26



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

- 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	.00	.00	.00	.00	.00	.00
TOTAL	PUBLIC SAFETY	.00	.00	.00	.00	.00	.00
TOTAL	GENERAL REVENUE - GOV'T	.00	.00	.00	.00	.00	.00
810018	PROPERTY TAXES 2001	40,000.00	.00	.00	9,322.06	30,677.94	.23
810019	PROPERTY TAXES 2002	4,208,934.00	.00	.00	.00	4,208,934.00	.00
TOTAL	LICENSES AND PERMITS	4,248,934.00	.00	.00	9,322.06	4,239,611.94	.00
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	.00	92,988.00	.00
TOTAL	TAXES	4,341,922.00	.00	.00	9,322.06	4,332,599.94	.00
822080	STATE GRANT:PER CAPITA	68,000.00	.00	.00	73,400.00	-5,400.00	1.08
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	25,800.00	20,833.68	.00	28,631.68	-2,831.68	1.11
TOTAL	STATE GRANTS	93,800.00	20,833.68	.00	102,031.68	-8,231.68	1.09
TOTAL	INTERGOVERNMENTAL REVENUE	93,800.00	20,833.68	.00	102,031.68	-8,231.68	1.09
850102	LIBRARY FINES	85,000.00	7,566.85	.00	19,920.39	65,079.61	.23
TOTAL	FINES	85,000.00	7,566.85	.00	19,920.39	65,079.61	.23
850201	COPYING FEE	13,000.00	2,163.50	.00	5,456.69	7,543.31	.42
850215	SPECIAL PROGRAMS & EVENTS	2,500.00	.00	.00	191.25	2,308.75	.08
TOTAL	FEES AND SERVICES	15,500.00	2,163.50	.00	5,647.94	9,852.06	.36
TOTAL	INVESTMENT INCOME	100,500.00	9,730.35	.00	25,568.33	74,931.67	.25
890010	INTEREST INCOME	20,000.00	.00	.00	687.29	19,312.71	.03
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	14,000.00	228.85	.00	10,107.58	3,892.42	.72
TOTAL	OTHER REVENUE	34,000.00	228.85	.00	10,794.87	23,205.13	.32
TOTAL	PUBLIC LIBRARY FUND	4,570,222.00	30,792.88	.00	147,716.94	4,422,505.06	.03
TOTAL	PUBLIC LIBRARY FUND	4,570,222.00	30,792.88	.00	147,716.94	4,422,505.06	.03

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03/03/03

ACCOUNTING PERIOD: 2/03

CITY OF DES PLAINES  
ORGANIZATION REVENUE STATUS

PAGE 2

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

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

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
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03/03/03

ACCOUNTING PERIOD: 2/03

CITY OF DES PLAINES  
ORGANIZATION REVENUE STATUS

PAGE 3

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

- 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	1,000.00	.00	.00	256.97	743.03	.26
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
898902	TRANSFER FROM LIB FUND	.00	.00	.00	.00	.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	1,000.00	.00	.00	256.97	743.03	.26
TOTAL	LIBRARY CAPITAL PROJ FUND	1,000.00	.00	.00	256.97	743.03	.26
TOTAL	LIBRARY CAPITAL PROJ FUND	1,000.00	.00	.00	256.97	743.03	.26
TOTAL REPORT		4,571,222.00	30,792.88	.00	147,973.91	4,423,248.09	.03

1226  
03/03/03

ACCOUNTING PERIOD: 2/03

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
970810	NATURAL GAS	.00	.00	.00	1,552.84	-1,552.84	.00
TOTAL	COMMODITIES	.00	.00	.00	1,552.84	-1,552.84	.00
TOTAL	PUBLIC LIBRARY FUND	.00	.00	.00	1,552.84	-1,552.84	.00

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	1,852,515.00	131,652.53	.00	243,993.81	1,608,521.19	.13
910200	TEMPORARY WAGES	766,054.00	52,709.05	.00	84,858.31	681,195.69	.11
910300	SUPERVISORY OVERTIME	.00	.00	.00	.00	.00	.00
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	.00	500.00	.00
910500	VACATION PAY	.00	3,027.92	.00	8,608.40	-8,608.40	.00
910600	SICK PAY	.00	3,455.78	.00	5,823.87	-5,823.87	.00
910700	HOLIDAY PAY	.00	.00	.00	6,862.43	-6,862.43	.00
910900	ACT/OUT OF CLASS/PREMIUM	500.00	11.15	.00	75.36	424.64	.15
910950	EXCESS SICK HRS PAY OUT	3,276.00	.00	.00	2,573.39	702.61	.79
918010	UNEMPLOYMENT COMPENSATION	1,486.00	.00	.00	.00	1,486.00	.00
918020	EMPLOYER CONTR-F.I.C.A.	199,991.00	14,445.56	.00	28,662.73	171,328.27	.14
918021	EMPLOYER CONTR-I.M.R.F.	110,331.00	8,090.82	.00	16,222.48	94,108.52	.15
918040	LIFE INS PREMIUMS	8,296.00	675.40	.00	1,350.80	6,945.20	.16
918050	MEDICAL INS PREMIUMS	225,624.00	14,674.84	.00	29,349.68	196,274.32	.13
918055	DENTAL INSURANCE PREMIUMS	19,750.00	1,212.22	.00	2,424.44	17,325.56	.12
918060	TUITION REIMBURSEMENTS	5,000.00	1,000.00	.00	1,000.00	4,000.00	.20
918070	WORKERS COMPENSATION	4,424.00	493.22	.00	981.36	3,442.64	.22
918085	RHS PLAN PAYOUT	1,230.00	1,229.58	.00	1,229.58	.42	1.00
TOTAL	PERSONAL SERVICES	3,198,977.00	232,678.07	.00	434,016.64	2,764,960.36	.14
920100	LITIGATION & LEGAL FEES	1,500.00	.00	.00	.00	1,500.00	.00
920105	COSTS OF LITIGATION	500.00	.00	.00	.00	500.00	.00
920110	PROFESSIONAL CONSULTING	20,000.00	800.00	.00	800.00	19,200.00	.04
920120	COMMUNICATION SERVICES	25,000.00	.00	.00	.00	25,000.00	.00
920140	DATA PROCESSING SERVICES	110,000.00	1,380.00	.00	1,380.00	108,620.00	.01
920202	CONFERENCES	2,500.00	.00	.00	149.00	2,351.00	.06
920204	TRAINING	2,000.00	25.00	.00	25.00	1,975.00	.01
920206	SEMINARS	2,000.00	110.00	.00	110.00	1,890.00	.06
920210	IN-SERVICE TRAINING	2,000.00	.00	.00	.00	2,000.00	.00
920220	MEMBERSHIP DUES	5,000.00	405.00	.00	655.00	4,345.00	.13
920230	PUBLICATION OF NOTICES	2,000.00	363.50	.00	363.50	1,636.50	.18
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	7,000.00	552.88	.00	1,105.76	5,894.24	.16
TOTAL	SUBSIDIES,REBATES,CONTRIB	7,000.00	552.88	.00	1,105.76	5,894.24	.16
920900	PROPERTY/LIAB CONTRIBUTIO	22,052.00	.00	.00	.00	22,052.00	.00
930010	R & M EQUIPMENT	60,500.00	1,679.80	.00	11,611.22	48,888.78	.19
930020	R & M BLDGS & STRUCTURES	35,000.00	1,720.36	.00	1,720.36	33,279.64	.05
930030	R & M VEHICLES	3,500.00	95.50	.00	95.50	3,404.50	.03
930195	BOOK BINDING & REPAIR	2,500.00	150.90	.00	150.90	2,349.10	.06
930210	RENTAL OF EQUIPMENT	1,500.00	.00	.00	.00	1,500.00	.00
930320	CLEANING:CUSTODIAL SERV	50,000.00	3,300.00	.00	6,600.00	43,400.00	.13

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
960070	AUTO/TRAVEL EXPENSES	2,000.00	102.05	.00	102.05	1,897.95	.05
960210	SPECIAL EVENT PROGRAMMING	17,000.00	1,345.58	.00	1,645.58	15,354.42	.10
960990	MISC CONTRACTUAL SVCS	87,000.00	1,711.28	.00	1,711.28	85,288.72	.02
TOTAL	CONTRACTUAL SERVICES	460,552.00	13,741.85	.00	28,225.15	432,326.85	.06
970100	SUPPLIES	70,000.00	1,612.29	.00	1,612.29	68,387.71	.02
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	.00	.00	.00	1,500.00	.00
970170	JANITORIAL	18,000.00	232.50	.00	232.50	17,767.50	.01
970200	COPYING/FAX SUPPLIES	6,000.00	.00	.00	.00	6,000.00	.00
970260	POSTAGE AND PARCEL	15,500.00	17.18	.00	3,017.18	12,482.82	.19
970270	PRINTING-REPROD-BINDING	4,500.00	.00	.00	.00	4,500.00	.00
970320	SUPPLIES: BLDG R/M	.00	.00	.00	.00	.00	.00
970330	SUPPLIES: VEHICLE R/M	.00	.00	.00	.00	.00	.00
970600	BOOKS	495,000.00	23,819.97	.00	29,061.25	465,938.75	.06
970610	AUDIO MATERIALS	64,000.00	1,273.69	.00	1,273.69	62,726.31	.02
970620	SUBSCRIPTIONS & BOOKS	76,000.00	398.65	.00	19,016.20	56,983.80	.25
970630	VISUAL MATERIALS	66,000.00	2,333.42	.00	2,333.42	63,666.58	.04
970640	AUTOMATED REFERENCE MAT'L	95,000.00	20,755.00	.00	33,563.89	61,436.11	.35
970810	NATURAL GAS	20,000.00	.00	.00	.00	20,000.00	.00
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	4,000.00	.00	.00	.00	4,000.00	.00
970850	GASOLINE	1,000.00	.00	.00	.00	1,000.00	.00
970900	EQUIPMENT <\$5,000	15,000.00	.00	.00	.00	15,000.00	.00
TOTAL	COMMODITIES	952,000.00	50,442.70	.00	90,110.42	861,889.58	.09
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	10,000.00	.00	.00	.00	10,000.00	.00
980410	COMPUTER HARDWARE	122,600.00	.00	.00	.00	122,600.00	.00
980420	COMPUTER SOFTWARE	5,000.00	.00	.00	.00	5,000.00	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	5,000.00	.00	.00	.00	5,000.00	.00
TOTAL	CAPITAL EXPENDITURES	142,600.00	.00	.00	.00	142,600.00	.00
990300	BANK/TRUST/AGENCY FEES	50,000.00	.00	.00	.00	50,000.00	.00
990900	TRANSFER TO DEBT SERVICE	.00	.00	.00	.00	.00	.00
990910	TRANS TO D/S:93 GO BOND	12,531.00	.00	.00	.00	12,531.00	.00
TOTAL	DEBT SERVICE	62,531.00	.00	.00	.00	62,531.00	.00
990940	TRANS TO LIB CAP PROJ FND	.00	.00	.00	.00	.00	.00
TOTAL	TRANS TO LIB CAP PROJ FND	.00	.00	.00	.00	.00	.00
991000	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00

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
TOTAL	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
993000	CONTINGENCY RESERVE	.00	.00	.00	.00	.00	.00
TOTAL	CONTINGENCY RESERVE	.00	.00	.00	.00	.00	.00
TOTAL	LIBRARY SERVICES	4,816,660.00	296,862.62	.00	552,352.21	4,264,307.79	.11

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

● - 201 - PUBLIC LIBRARY FUND  
 FONCTION - 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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03/03/03  
ACCOUNTING PERIOD: 2/03

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

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	1,500.00	.00	.00	.00	1,500.00	.00
920204	TRAINING	1,000.00	2,000.00	.00	2,000.00	-1,000.00	2.00
920206	SEMINARS	.00	115.00	.00	115.00	-115.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
960070	AUTO/TRAVEL EXPENSES	1,000.00	.00	.00	.00	1,000.00	.00
960210	SPECIAL EVENT PROGRAMMING	2,300.00	.00	.00	.00	2,300.00	.00
960990	MISC CONTRACTUAL SVCS	63,000.00	.00	.00	.00	63,000.00	.00
TOTAL	CONTRACTUAL SERVICES	68,800.00	2,115.00	.00	2,115.00	66,685.00	.03
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	68,800.00	2,115.00	.00	2,115.00	66,685.00	.03
TOTAL	CIVIC & CULTURE	4,885,460.00	298,977.62	.00	554,467.21	4,330,992.79	.11
TOTAL	PUBLIC LIBRARY FUND	4,885,460.00	298,977.62	.00	556,020.05	4,329,439.95	.11

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

- 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	10,000.00	.00	.00	.00	10,000.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
960990	MISC CONTRACTUAL SVCS	.00	.00	.00	.00	.00	.00
TOTAL	CONTRACTUAL SERVICES	10,000.00	.00	.00	.00	10,000.00	.00
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
TOTAL	COMMODITIES	.00	.00	.00	.00	.00	.00
980300	IMPROVEMENTS	70,000.00	.00	.00	.00	70,000.00	.00
980400	EQUIPMENT	.00	.00	.00	.00	.00	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	20,000.00	.00	.00	.00	20,000.00	.00
TOTAL	CAPITAL EXPENDITURES	90,000.00	.00	.00	.00	90,000.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	100,000.00	.00	.00	.00	100,000.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	100,000.00	.00	.00	.00	100,000.00	.00
TOTAL REPORT		4,985,460.00	298,977.62	.00	556,020.05	4,429,439.95	.11

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

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102008	CASH FIRST BANK DEPOSIT	24,909.79	
102012	CASH IPTIP/FOA 7139200161	652,725.70	
	TOTAL CASH	678,135.49	.00
104033	INVESTMENTS-DOWNING	33,675.16	
	TOTAL INVESTMENTS	33,675.16	.00
119301	PREPAID EXPENSE	14,943.75	
	TOTAL PREPAID ITEMS	14,943.75	.00
	TOTAL ASSETS	726,754.40	.00
401000	ACCOUNTS PAYABLE		146,640.07
401001	AUDIT ACCOUNTS PAYABLE		2,490.33
450030	ACCRUED LIAB-COMP ABSENCE		134,935.14
450040	ACCRUED PAYROLL		26,567.97
	TOTAL ACCRUED LIABILITIES	.00	161,503.11
	TOTAL CURRENT LIABILITIES	.00	310,633.51
	TOTAL LIABILITIES	.00	310,633.51
700110	EXPENDITURE CONTROL	4,513,693.60	
700120	REVENUE CONTROL		4,456,303.38
700150	EXP. BUDGET CONTROL		4,809,952.00
700160	REV. BUDGET CONTROL	4,499,332.00	
700170	BUDGET FUND BALANCE	310,620.00	
	TOTAL SYSTEM CONTROL	9,323,645.60	9,266,255.38
720010	FUND BAL-RESRV-GIFT TRUST		35,425.73
	TOTAL FUND BALANCE-RESERVED	.00	35,425.73
730000	FUND BALANCE-UNRESERVED		438,085.38
	TOTAL FUND EQUITY	.00	473,511.11
	TOTAL EQUITIES	9,323,645.60	9,739,766.49
	TOTAL PUBLIC LIBRARY FUND	10,050,400.00	10,050,400.00

ACCOUNTING PERIOD: 13/02

BALANCE SHEET

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH FIRST BANK DEPOSIT	87,559.77	
102012	CASH IPTIP/FOA 7139200161	167,216.58	
TOTAL CASH		254,776.35	.00
TOTAL ASSETS		254,776.35	.00
700110	EXPENDITURE CONTROL	9,932.51	
700120	REVENUE CONTROL		152,275.66
700150	EXP. BUDGET CONTROL		25,000.00
700160	REV. BUDGET CONTROL	150,000.00	
700170	BUDGET FUND BALANCE		125,000.00
TOTAL SYSTEM CONTROL		159,932.51	302,275.66
730000	FUND BALANCE-UNRESERVED		112,433.20
TOTAL FUND EQUITY		.00	112,433.20
TOTAL EQUITIES		159,932.51	414,708.86
TOTAL LIBRARY CAPITAL PROJ FUND		414,708.86	414,708.86
TOTAL REPORT		10,465,108.86	10,465,108.86

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

- 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	396.10	.00	40,589.92	-589.92	1.01
TOTAL	PUBLIC SAFETY	40,000.00	396.10	.00	40,589.92	-589.92	1.01
TOTAL	GENERAL REVENUE - GOV'T	40,000.00	396.10	.00	40,589.92	-589.92	1.01
810018	PROPERTY TAXES 2001	4,086,344.00	46,142.17	.00	4,095,672.46	-9,328.46	1.00
TOTAL	LICENSES AND PERMITS	4,086,344.00	46,142.17	.00	4,095,672.46	-9,328.46	1.00
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	4,219,332.00	46,538.27	.00	4,229,250.38	-9,918.38	1.00
822040	STATE GRANT:PER CAPITA	70,000.00	.00	.00	68,794.00	1,206.00	.98
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	13,009.88	41,990.12	.24
TOTAL	STATE GRANTS	125,000.00	.00	.00	94,080.00	30,920.00	.75
TOTAL	INTERGOVERNMENTAL REVENUE	125,000.00	.00	.00	94,080.00	30,920.00	.75
850102	LIBRARY FINES	100,000.00	-26.50	.00	86,300.12	13,699.88	.86
TOTAL	FINES	100,000.00	-26.50	.00	86,300.12	13,699.88	.86
850201	COPYING FEE	20,000.00	.00	.00	7,123.52	12,876.48	.36
850215	SPECIAL PROGRAMS & EVENTS	10,000.00	.00	.00	2,265.00	7,735.00	.23
TOTAL	FEES AND SERVICES	30,000.00	.00	.00	9,388.52	20,611.48	.31
TOTAL	INVESTMENT INCOME	130,000.00	-26.50	.00	95,688.64	34,311.36	.74
890010	INTEREST INCOME	10,000.00	3,022.05	.00	22,975.19	-12,975.19	2.30
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
890300	UNREALIZED GAINS/LOSSES	.00	379.16	.00	379.16	-379.16	.00
898900	TRANSFER FROM OTHER FUNDS	.00	.00	.00	.00	.00	.00
899900	MISCELLANEOUS REVENUE	15,000.00	.00	.00	13,930.01	1,069.99	.93
TOTAL	OTHER REVENUE	25,000.00	3,401.21	.00	37,284.36	-12,284.36	1.49
TOTAL	PUBLIC LIBRARY FUND	4,499,332.00	49,912.98	.00	4,456,303.38	43,028.62	.99
TOTAL	PUBLIC LIBRARY FUND	4,499,332.00	49,912.98	.00	4,456,303.38	43,028.62	.99

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03/10/03

ACCOUNTING PERIOD: 13/02

CITY OF DES PLAINES  
ORGANIZATION REVENUE STATUS

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

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

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
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SELECTION CRITERIA: revledgr.fund in ('201','202')

- 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	523.62	.00	2,275.66	-2,275.66	.00
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	.00	.00	.00
899930	LIBRARY BUY-A-BRICK	.00	.00	.00	.00	.00	.00
TOTAL	OTHER REVENUE	150,000.00	523.62	.00	152,275.66	-2,275.66	1.02
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	523.62	.00	152,275.66	-2,275.66	1.02
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	523.62	.00	152,275.66	-2,275.66	1.02
TOTAL REPORT		4,649,332.00	50,436.60	.00	4,608,579.04	40,752.96	.99

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	9,516.93	.00	1,520,921.95	265,314.05	.85
910200	TEMPORARY WAGES	659,200.00	12,572.74	.00	634,963.83	24,236.17	.96
910300	SUPERVISORY OVERTIME	.00	.00	.00	.00	.00	.00
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	280.83	219.17	.56
910500	VACATION PAY	.00	8,146.19	.00	120,794.16	-120,794.16	.00
910600	SICK PAY	.00	312.87	.00	40,992.35	-40,992.35	.00
910700	HOLIDAY PAY	.00	20,587.26	.00	58,809.64	-58,809.64	.00
910900	ACT/OUT OF CLASS/PREMIUM	500.00	.00	.00	179.66	320.34	.36
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	1,244.00	.00	1.00
918020	EMPLOYER CONTR-F.I.C.A.	187,076.00	.00	.00	176,763.50	10,312.50	.94
918021	EMPLOYER CONTR-I.M.R.F.	110,681.00	.00	.00	107,628.45	3,052.55	.97
918040	LIFE INS PREMIUMS	5,088.00	.00	.00	5,643.00	-555.00	1.11
918050	MEDICAL INS PREMIUMS	200,019.00	.00	.00	169,556.74	30,462.26	.85
918055	DENTAL INSURANCE PREMIUMS	15,190.00	.00	.00	15,482.93	-292.93	1.02
918060	TUITION REIMBURSEMENTS	5,000.00	1,543.00	.00	4,918.00	82.00	.98
918070	WORKERS COMPENSATION	4,402.00	.00	.00	5,821.52	-1,419.52	1.32
918085	RHS PLAN PAYOUT	.00	.00	.00	2,410.18	-2,410.18	.00
TOTAL	PERSONAL SERVICES	2,978,636.00	52,678.99	.00	2,869,479.41	109,156.59	.96
920100	LITIGATION & LEGAL FEES	1,000.00	446.95	.00	6,334.37	-5,334.37	6.33
920105	COSTS OF LITIGATION	250.00	.00	.00	166.80	83.20	.67
920110	PROFESSIONAL CONSULTING	10,000.00	691.00	.00	11,720.55	-1,720.55	1.17
920120	COMMUNICATION SERVICES	35,000.00	1,519.39	.00	19,784.82	15,215.18	.57
920140	DATA PROCESSING SERVICES	90,000.00	14,039.99	.00	119,274.97	-29,274.97	1.33
920202	CONFERENCES	8,000.00	388.22	.00	4,537.98	3,462.02	.57
920204	TRAINING	3,000.00	-16.33	.00	3,430.07	-430.07	1.14
920206	SEMINARS	2,500.00	453.00	.00	1,657.00	843.00	.66
920210	IN-SERVICE TRAINING	3,000.00	.00	.00	1,237.32	1,762.68	.41
920220	MEMBERSHIP DUES	4,500.00	.00	.00	4,147.00	353.00	.92
920230	PUBLICATION OF NOTICES	2,000.00	.00	.00	2,121.76	-121.76	1.06
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	10,000.00	-536.69	.00	5,722.86	4,277.14	.57
TOTAL	SUBSIDIES,REBATES,CONTRIB	10,000.00	-536.69	.00	5,722.86	4,277.14	.57
920900	PROPERTY/LIAB CONTRIBUTIO	61,233.00	.00	.00	61,233.00	.00	1.00
930010	R & M EQUIPMENT	55,000.00	2,771.33	.00	63,069.19	-8,069.19	1.15
930020	R & M BLDGS & STRUCTURES	25,000.00	6,199.20	.00	34,999.78	-9,999.78	1.40
930030	R & M VEHICLES	4,500.00	407.04	.00	807.04	3,692.96	.18
930195	BOOK BINDING & REPAIR	4,500.00	.00	.00	1,891.25	2,608.75	.42
930210	RENTAL OF EQUIPMENT	4,500.00	174.00	.00	825.00	3,675.00	.18
930320	CLEANING:CUSTODIAL SERV	50,000.00	.00	.00	40,605.00	9,395.00	.81



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
960070	AUTO/TRAVEL EXPENSES	5,000.00	.00	.00	2,326.55	2,673.45	.47
960210	SPECIAL EVENT PROGRAMMING	15,000.00	390.95	.00	20,196.56	-5,196.56	1.35
960990	MISC CONTRACTUAL SVCS	75,000.00	7,246.69	.00	96,005.81	-21,005.81	1.28
TOTAL	CONTRACTUAL SERVICES	468,983.00	34,174.74	.00	502,094.68	-33,111.68	1.07
970100	SUPPLIES	70,000.00	367.07	.00	70,542.84	-542.84	1.01
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	.00	.00	194.21	1,305.79	.13
970170	JANITORIAL	18,000.00	1,979.32	.00	15,309.56	2,690.44	.85
970200	COPYING/FAX SUPPLIES	6,000.00	8.50	.00	6,149.95	-149.95	1.02
970260	POSTAGE AND PARCEL	15,200.00	-2,778.17	.00	8,810.57	6,389.43	.58
970270	PRINTING-REPROD-BINDING	6,000.00	-1,189.39	.00	680.00	5,320.00	.11
970320	SUPPLIES: BLDG R/M	750.00	.00	.00	263.66	486.34	.35
970330	SUPPLIES: VEHICLE R/M	.00	.00	.00	.00	.00	.00
970600	BOOKS	495,000.00	45,126.22	.00	465,595.63	29,404.37	.94
970610	AUDIO MATERIALS	64,000.00	4,297.11	.00	60,188.19	3,811.81	.94
970620	SUBSCRIPTIONS & BOOKS	85,000.00	1,055.22	.00	39,900.23	45,099.77	.47
970630	VISUAL MATERIALS	65,000.00	3,424.38	.00	69,630.51	-4,630.51	1.07
970640	AUTOMATED REFERENCE MAT'L	87,000.00	1,995.00	.00	83,790.67	3,209.33	.96
970810	NATURAL GAS	25,000.00	5,580.16	.00	13,683.55	11,316.45	.55
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	3,500.00	.00	.00	575.60	2,924.40	.16
970850	GASOLINE	800.00	.00	.00	161.92	638.08	.20
970900	EQUIPMENT <\$5,000	5,800.00	5,536.00	.00	9,328.80	-3,528.80	1.61
TOTAL	COMMODITIES	949,050.00	65,401.42	.00	844,805.89	104,244.11	.89
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	.00	.00	.00	7,704.54	-7,704.54	.00
980410	COMPUTER HARDWARE	100,000.00	140.67	.00	42,513.67	57,486.33	.43
980420	COMPUTER SOFTWARE	9,000.00	1,327.13	.00	9,401.06	-401.06	1.04
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	5,000.00	.00	.00	4,478.25	521.75	.90
TOTAL	CAPITAL EXPENDITURES	114,000.00	1,467.80	.00	64,097.52	49,902.48	.56
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	14,416.00	14,867.00	.49
TOTAL	DEBT SERVICE	29,283.00	.00	.00	14,416.00	14,867.00	.49
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

SELECTION CRITERIA: exp ledgr.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
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	153,722.95	.00	4,444,893.50	295,058.50	.94

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03/10/03  
ACCOUNTING PERIOD: 13/02

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

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

- 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	111.78	.00	5,070.05	-5,070.05	.00
920204	TRAINING	10,000.00	1,190.00	.00	5,641.77	4,358.23	.56
920206	SEMINARS	.00	.00	.00	414.00	-414.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
960070	AUTO/TRAVEL EXPENSES	1,500.00	.00	.00	2,259.07	-759.07	1.51
960210	SPECIAL EVENT PROGRAMMING	.00	-1,000.00	.00	.00	.00	.00
960990	MISC CONTRACTUAL SVCS	58,500.00	3,743.46	.00	49,842.96	8,657.04	.85
TOTAL	CONTRACTUAL SERVICES	70,000.00	4,045.24	.00	63,227.85	6,772.15	.90
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
970270	PRINTING-REPROD-BINDING	.00	.00	.00	5,572.25	-5,572.25	.00
TOTAL	COMMODITIES	.00	.00	.00	5,572.25	-5,572.25	.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	4,045.24	.00	68,800.10	1,199.90	.98
TOTAL	CIVIC & CULTURE	4,809,952.00	157,768.19	.00	4,513,693.60	296,258.40	.94
TOTAL	PUBLIC LIBRARY FUND	4,809,952.00	157,768.19	.00	4,513,693.60	296,258.40	.94

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03/10/03  
ACCOUNTING PERIOD: 13/02

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

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

- 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	6,223.38	18,776.62	.25
980400	EQUIPMENT	.00	.00	.00	3,709.13	-3,709.13	.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	9,932.51	15,067.49	.40
TOTAL	LIBRARY CAPITAL PROJ FUND	25,000.00	.00	.00	9,932.51	15,067.49	.40
TOTAL	LIBRARY CAPITAL PROJ FUND	25,000.00	.00	.00	9,932.51	15,067.49	.40
TOTAL REPORT		4,834,952.00	157,768.19	.00	4,523,626.11	311,325.89	.94

## Explanation of Warrant Register Expenditures \$5,000 and over.

1. Vendor: Brodart  
Warrant Register Date: 02/03/03  
Amount: \$9,330.00  
Account: Books  
Explanation: One year lease for books for the adult collection for the Mobile Library.
2. Vendor: Proquest  
Warrant Register Date: 02/03/03  
Amount: \$11,255.00  
Account: Automated Reference Material  
Explanation: On-line newspaper subscription for Wall Street Journal, Chicago Sun Times, Daily Herald.
3. Vendor: Proquest  
Warrant Register Date: 02/03/03  
Amount: \$9,500.00  
Account: Automated Reference Material  
Explanation: On-line newspaper subscription for New York Times historical achieve and Chicago Tribune.

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01/27/03

CITY OF DES PLAINES

ACCOUNTING PERIOD: 1/03

CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='02/03/2003'

D - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	918085	RHS PLAN PAYOUT	100980 VANTAGEPOINT TRANSFER AGE	PLAN #800126	1,229.58
2110	920110	PROFESSIONAL CONSULTING	102182 MARY E BISSEY	1/06/03	800.00
2110	920110	PROFESSIONAL CONSULTING	25529 KLEIN, THORPE AND JENKINS	1657-001	51.00
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	DECEMBER 02	3,651.03
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	NOVEMBER 02	1,388.14
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	DPK-01/03	329.00
2110	920204	TRAINING	102214 LACONI YSS	ATTACHED	25.00
2110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	STEINER	55.00
2110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	SLOAN	55.00
2110	920206	SEMINARS	43806 NORTH SUBURBAN LIBRARY SY	12/31/02 DPK	353.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	115442	100.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	107461	75.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	101428	115.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	100416	115.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	FEB 2003	260.38
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	FEB 2003	260.38
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	FEB 2003	16.06
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	FEB 2003	16.06
2110	930010	R & M EQUIPMENT	06789 CANON BUSINESS SOLUTIONS-	K6690899	54.88
2110	930010	R & M EQUIPMENT	101521 TOTAL FIRE & SAFETY, INC.	DM121102A	58.25
2110	930010	R & M EQUIPMENT	17560 PANASONIC DIGITAL DOCUMENT	7064840-23	1,624.92
2110	930010	R & M EQUIPMENT	21547 MERCHANTS SOLUTIONS INC	6362	110.00
2110	930010	R & M EQUIPMENT	72106 COOPERATIVE COMPUTER SERV	DECEMBER 02	1,920.24
2110	930020	R & M BLDGS & STRUCTURES	102191 A-MIDWEST BOARD-UP INC	19592	234.50
2110	930020	R & M BLDGS & STRUCTURES	25660 ALARM DETECTION SYSTEMS,	105093	106.35
2110	930030	R & M VEHICLES	102192 BR WHOLESALE RV & MARINE	104865	407.04
2110	930210	RENTAL OF EQUIPMENT	100268 THOMPSON RENTAL STATION I	3-012180-06	174.00
2110	960070	AUTO/TRAVEL EXPENSES	102182 MARY E BISSEY	1/06/03	102.05
2110	960210	SPECIAL EVENT PROGRAMMING	102183 CYNTHIA GALLAHER	3/08/03	200.00
2110	960210	SPECIAL EVENT PROGRAMMING	102184 CAROL BLAUW SMITH	2-08-03	300.00
2110	960210	SPECIAL EVENT PROGRAMMING	102185 GLORIA J URCH	021903	150.00
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	010331	29.43
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	009584	25.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1418555	8.10
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1418554	17.55
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1418553	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1419387	4.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1419386	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1416671	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1420791	42.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1416673	14.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1409478	.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1419331	12.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1420152	30.15
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1412969	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1416674	9.65
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1414400	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1409479	.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1416672	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1420662	24.30
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1426338	6.45

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CITY OF DES PLAINES

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ACCOUNTING PERIOD: 1/03

CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='02/03/2003'

D - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1427293	13.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1428151	2.95
2110	960990	MISC CONTRACTUAL SVCS	05228	KASCO PRINTING	5339	2,590.00
2110	960990	MISC CONTRACTUAL SVCS	100245	RENTOKIL TROPICAL PLANT S	CH541747	61.80
2110	960990	MISC CONTRACTUAL SVCS	100245	RENTOKIL TROPICAL PLANT S	CH541746	89.56
2110	960990	MISC CONTRACTUAL SVCS	100245	RENTOKIL TROPICAL PLANT S	CH538654	89.56
2110	960990	MISC CONTRACTUAL SVCS	100245	RENTOKIL TROPICAL PLANT S	CH540891	219.80
2110	960990	MISC CONTRACTUAL SVCS	16839	AQUATICARE, INC.	849	350.50
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010293061	45.40
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010273158	51.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010251950	3.20
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010209811	39.80
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010246460	29.40
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010214902	6.80
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010230757	39.20
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010247238	23.50
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010214782	53.80
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010252096	9.60
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	20102235301	38.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010235603	8.40
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010215567	3.20
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010251835	22.70
2110	960990	MISC CONTRACTUAL SVCS	25775	CRIMSON MULTIMEDIA DIST.,	21523	15.00
2110	960990	MISC CONTRACTUAL SVCS	25775	CRIMSON MULTIMEDIA DIST.,	21522	15.00
2110	960990	MISC CONTRACTUAL SVCS	25775	CRIMSON MULTIMEDIA DIST.,	21524	52.04
2110	960990	MISC CONTRACTUAL SVCS	27034	AMERICAN SOCIETY OF COMPO	19147073209	510.00
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	82223087	2.14
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	82228531	19.26
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	82138011	125.35
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	82138013	5.45
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	82021058	19.26
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	82097741	4.58
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	82050773	5.88
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	82129671	10.70
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	82097743	9.16
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	82228533	8.86
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	82197588	8.56
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	82117611	34.24
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	82005367	12.84
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	82151923	2.29
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	82151921	6.42
2110	970100	SUPPLIES	07975	BAKER & TAYLOR ENTERTAINM	B09098420	290.00
2110	970100	SUPPLIES	09638	OFFICE DEPOT	190412677/1	534.42
2110	970100	SUPPLIES	09638	OFFICE DEPOT	190668761/1	96.93
2110	970100	SUPPLIES	09638	OFFICE DEPOT	189131517/1	179.97
2110	970100	SUPPLIES	09638	OFFICE DEPOT	189131400/1	43.45
2110	970100	SUPPLIES	09836	GENERAL BINDING CORP	12678917	323.46
2110	970100	SUPPLIES	19714	GAYLORD BROS	358365	25.80
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	1195895	38.10
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	109599-00	232.50
2110	970170	JANITORIAL	01638	KINDER INDUSTRIAL SUPPLY	021110	32.94

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PEI - GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT



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CITY OF DES PLAINES

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ACCOUNTING PERIOD: 1/03

CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='02/03/2003'

D - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970170	JANITORIAL	01638	KINDER INDUSTRIAL SUPPLY	021832	24.30
2110	970170	JANITORIAL	01638	KINDER INDUSTRIAL SUPPLY	021700	26.09
2110	970170	JANITORIAL	02436	NORTHWEST ELECTRICAL SUPP	J99701	91.39
2110	970170	JANITORIAL	02436	NORTHWEST ELECTRICAL SUPP	J97531	145.45
2110	970170	JANITORIAL	08371	EDWARDS ENGINEERING INC.	S24926	201.70
2110	970200	COPYING/FAX SUPPLIES	102047	WAGNER OFFICE SOLUTIONS I	32537	8.50
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	4-526-30848	41.01
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	4-479-89122	27.34
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	4-526-65240	24.46
2110	970600	BOOKS	00292	APPLE BOOKS	64710	274.09
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1419331	50.84
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1409478	7.77
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1416673	142.13
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1409479	8.39
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1416672	26.36
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1420152	299.15
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1420791	629.01
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1414400	9.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1416674	81.40
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1412969	17.94
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1420662	172.80
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1419386	20.38
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1419387	39.54
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1418555	52.08
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1418553	19.14
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1416671	30.46
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1414402	7.61
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1418554	136.76
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1420151	565.24
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1426338	42.48
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1427293	60.69
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1428151	15.58
2110	970600	BOOKS	02806	WORLD BOOK SCHOOL AND LIB	1189595	245.00
2110	970600	BOOKS	02806	WORLD BOOK SCHOOL AND LIB	1191093	101.00
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	5063049-3	679.50
2110	970600	BOOKS	02958	MARQUIS WHO'S WHO	602662	331.91
2110	970600	BOOKS	02958	MARQUIS WHO'S WHO	603451	485.09
2110	970600	BOOKS	03363	WEST GROUP	803443999	287.00
2110	970600	BOOKS	03924	ASPEN PUBLISHERS, INC.	76629651	107.66
2110	970600	BOOKS	04625	CCH, INCORPORATED	6812057	58.00
2110	970600	BOOKS	04625	CCH, INCORPORATED	6802353	61.00
2110	970600	BOOKS	07439	THE GALE GROUP	12073810	248.97
2110	970600	BOOKS	07439	THE GALE GROUP	12029274	15.96
2110	970600	BOOKS	07439	THE GALE GROUP	12091467	876.09
2110	970600	BOOKS	07439	THE GALE GROUP	12014418	215.64
2110	970600	BOOKS	07439	THE GALE GROUP	11897639	112.39
2110	970600	BOOKS	07439	THE GALE GROUP	12090452	131.17
2110	970600	BOOKS	07439	THE GALE GROUP	12075633	142.16
2110	970600	BOOKS	07439	THE GALE GROUP	12086805	179.59
2110	970600	BOOKS	07439	THE GALE GROUP	12118293	187.15
2110	970600	BOOKS	07439	THE GALE GROUP	12088419	131.17

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PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

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01/27/03

ACCOUNTING PERIOD: 1/03

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

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SELECTION CRITERIA: payable.due\_date='02/03/2003'

D - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	07439 THE GALE GROUP	12059640	27.74
2110	970600	BOOKS	07439 THE GALE GROUP	12098999	21.56
2110	970600	BOOKS	07439 THE GALE GROUP	12116585	97.44
2110	970600	BOOKS	07439 THE GALE GROUP	12112500	162.47
2110	970600	BOOKS	07439 THE GALE GROUP	11728850	60.72
2110	970600	BOOKS	07439 THE GALE GROUP	11792622	77.28
2110	970600	BOOKS	07439 THE GALE GROUP	12110257	131.17
2110	970600	BOOKS	07439 THE GALE GROUP	12099325	20.80
2110	970600	BOOKS	07439 THE GALE GROUP	12105559	54.63
2110	970600	BOOKS	07439 THE GALE GROUP	12102302	977.35
2110	970600	BOOKS	07439 THE GALE GROUP	12099182	21.56
2110	970600	BOOKS	07439 THE GALE GROUP	12108691	348.86
2110	970600	BOOKS	07439 THE GALE GROUP	11681761	167.32
2110	970600	BOOKS	07439 THE GALE GROUP	11844185	1,041.93
2110	970600	BOOKS	07439 THE GALE GROUP	12109261	18.71
2110	970600	BOOKS	07439 THE GALE GROUP	12105530	154.47
2110	970600	BOOKS	07439 THE GALE GROUP	12108687	330.26
2110	970600	BOOKS	07439 THE GALE GROUP	12090721	112.30
2110	970600	BOOKS	07439 THE GALE GROUP	11553744	79.39
2110	970600	BOOKS	07439 THE GALE GROUP	11637143	170.13
2110	970600	BOOKS	07439 THE GALE GROUP	12107099	159.72
2110	970600	BOOKS	07439 THE GALE GROUP	12114064	137.76
2110	970600	BOOKS	07439 THE GALE GROUP	12096696	103.26
2110	970600	BOOKS	07439 THE GALE GROUP	12096952	138.51
2110	970600	BOOKS	07439 THE GALE GROUP	12108937	54.63
2110	970600	BOOKS	07439 THE GALE GROUP	12096128	64.38
2110	970600	BOOKS	07439 THE GALE GROUP	12114466	85.34
2110	970600	BOOKS	08285 R R BOWKER LLC	872346	214.43
2110	970600	BOOKS	09431 LEXIS BUSINESS & ACADEMIC	352920	815.98
2110	970600	BOOKS	09770 RMA-THE RISK MANAGEMENT A	10130528	145.00
2110	970600	BOOKS	101012 ELSEVIER SCIENCE	50613654	548.14
2110	970600	BOOKS	101014 AMAZON.COM CREDIT		14.35
2110	970600	BOOKS	102193 LEXISNEXIS MATTHEW BENDER	5688446X	91.00
2110	970600	BOOKS	102194 WALKER'S MANUAL INC	2263	194.00
2110	970600	BOOKS	19764 BRO-DART INC	M060475	9,330.00
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010293060	1,505.09
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2012073157	1,078.25
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010209810	1,129.81
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010214901	141.60
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010215566	152.86
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010247237	897.33
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010252095	224.80
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010285995	8.49
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010251834	695.47
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010230756	941.21
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010214781	1,523.29
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010246459	962.84
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010273046	474.29
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010251949	66.04
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010251765	61.74
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010235602	120.60

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D - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010235300	1,139.54
2110	970600	BOOKS	19934 MANUFACTURERS' NEWS, INC.	851737-00	186.95
2110	970600	BOOKS	20232 REGENT BOOK COMPANY	73588	21.08
2110	970600	BOOKS	20361 BERNAN ASSOCIATES	10142518	160.06
2110	970600	BOOKS	20361 BERNAN ASSOCIATES	10143732	27.00
2110	970600	BOOKS	20983 ASIA FOR KIDS	85116A	146.90
2110	970600	BOOKS	21913 RAND MCNALLY & CO	09507950	300.21
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	82138012	13.88
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	82151922	14.22
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	82129670	73.95
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	82097740	27.87
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	82021057	128.01
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	82138010	149.93
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	82117610	220.58
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	82050772	45.66
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	82097742	52.89
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	82228532	54.60
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	82223086	15.39
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	82197587	68.28
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	82228530	123.45
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	80115620	36.47
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	82151920	40.95
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	82005366	92.16
2110	970600	BOOKS	68820 MARSHALL CAVENDISH CORP.	620793	299.55
2110	970600	BOOKS	82668 POLONIA BOOK STORES	021264	132.86
2110	970600	BOOKS	82668 POLONIA BOOK STORES	021265	298.52
2110	970610	AUDIO MATERIALS	02482 BBC AUDIOBOOKS	237176	19.50
2110	970610	AUDIO MATERIALS	02482 BBC AUDIOBOOKS	236459	13.00
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	1-07-03-2	27.99
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	1-07-03-3	246.93
2110	970610	AUDIO MATERIALS	26808 NIGHTINGALE CONANT	0263056701	53.42
2110	970610	AUDIO MATERIALS	28038 BRILLIANCE AUDIO, INC.	IN0178545	53.49
2110	970610	AUDIO MATERIALS	28038 BRILLIANCE AUDIO, INC.	IN0178392	98.73
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	5132899M	78.00
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	5138302P	140.80
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	5131507P	160.00
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	5134209M	42.00
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	5131505P	160.00
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	1613514	1,116.80
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	1621917	5.95
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	1629440	23.80
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	1633207	5.95
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	1628049	443.20
2110	970620	SUBSCRIPTIONS & BOOKS	14817 TEENINK	ATTACH	25.00
2110	970620	SUBSCRIPTIONS & BOOKS	14829 AOPA PILOT	ATTACH	21.00
2110	970620	SUBSCRIPTIONS & BOOKS	17209 BOOKPAGE	63282	216.00
2110	970620	SUBSCRIPTIONS & BOOKS	67929 VALUE LINE INC	ATTACH	249.00
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	11612E	37.00
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	11613E	76.36
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	11613G	23.49
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	11612C	250.83

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	11613F	130.10
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	11612D	40.27
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R30531230	17.11
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B08646190	22.49
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M13064700	22.49
2110	970630	VISUAL MATERIALS	08284	PBS VIDEO	6458171	49.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	566887	11.99
2110	970630	VISUAL MATERIALS	101014	AMAZON.COM CREDIT		99.75
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST..	21353	53.00
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST..	21445	178.00
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST..	21344	47.00
2110	970640	AUTOMATED REFERENCE MAT'L	100602	PROQUEST	90682478	11,255.00
2110	970640	AUTOMATED REFERENCE MAT'L	100602	PROQUEST	90682479	9,500.00
2110	970900	EQUIPMENT <\$5,000	06093	DELL MARKETING L.P.	200872019	2,211.00
TOTAL LIBRARY SERVICES						86,183.94
TOTAL FUND						86,183.94

SELECTION CRITERIA: payable.due\_date='02/18/2003'

FD - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE		VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	918060	TUITION REIMBURSEMENTS	23416	AMBER CREGER	TUITION	780.00
2110	918060	TUITION REIMBURSEMENTS	23416	AMBER CREGER	TUITION	1,000.00
2110	920140	DATA PROCESSING SERVICES	05537	ILLINOIS STATE LIBRARY	18651	481.42
2110	920140	DATA PROCESSING SERVICES	101882	BAKER & TAYLOR INCORPORAT	ZIONS7710M	569.58
2110	920140	DATA PROCESSING SERVICES	101882	BAKER & TAYLOR INCORPORAT	YO8NS7351M	569.58
2110	920140	DATA PROCESSING SERVICES	101882	BAKER & TAYLOR INCORPORAT	AO9NS8101M	569.58
2110	920230	PUBLICATION OF NOTICES	76126	DAILY HERALD	8473915300	363.50
2110	930020	R & M BLDGS & STRUCTURES	07786	G & I ELECTRIC COMPANY,	24735	1,507.66
2110	930020	R & M BLDGS & STRUCTURES	25660	ALARM DETECTION SYSTEMS,	105093	106.35
2110	930020	R & M BLDGS & STRUCTURES	27008	RON SCHUNE	1-13-03	116.00
2110	930030	R & M VEHICLES	07786	G & I ELECTRIC COMPANY,	24711	95.50
2110	930195	BOOK BINDING & REPAIR	05479	HOUCHEM BINDERY LTD	109143	150.90
2110	930320	CLEANING:CUSTODIAL SERV	09536	CRYSTAL MGMT & MAINT SERV	11308	3,300.00
2110	960210	SPECIAL EVENT PROGRAMMING	08556	KEVIN LUTHARDT	4-09-03	250.00
2110	960210	SPECIAL EVENT PROGRAMMING	102238	MICHAEL RALEIGH	3-13-03	100.00
2110	960210	SPECIAL EVENT PROGRAMMING	102259	CHICAGO FLOWER & GARDEN S	3-15-03	288.00
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	011820	28.15
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1430369	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1432462	21.50
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1423726	17.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1423725	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1421702	39.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1432461	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1429478	30.10
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1426752	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1429479	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1423599	41.65
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1423598	61.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1429949	6.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1424225	8.35
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010346191	5.30
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010355521	22.40
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010349497	25.20
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010336016	112.60
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010327458	38.20
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010340812	27.50
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010331744	8.60
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010334085	18.70
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010327262	15.80
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010341909	37.60
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010318134	42.40
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010355164	29.40
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	82334795	6.42
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	82327485	5.45
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	82361472	5.97
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	82334797	4.58
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	82334799	4.58
2110	970100	SUPPLIES	05235	UPSTART	7667100-001	385.85
2110	970100	SUPPLIES	07975	BAKER & TAYLOR ENTERTAINM	B09720190	348.00
2110	970100	SUPPLIES	07975	BAKER & TAYLOR ENTERTAINM	B10014380	174.00
2110	970100	SUPPLIES	07975	BAKER & TAYLOR ENTERTAINM	B09701300	348.00

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970100	SUPPLIES	19714	GAYLORD BROS	369090	28.34
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	109599-01	39.60
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	4-527-35411	17.18
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1423726	146.91
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1429479	23.93
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1426752	34.46
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1429949	56.85
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1423725	5.37
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1432462	192.86
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1429478	272.12
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1432461	13.77
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1421702	264.53
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1423599	236.43
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1423598	241.63
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1430369	12.71
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1424225	53.06
2110	970600	BOOKS	07439	THE GALE GROUP	12131895	20.76
2110	970600	BOOKS	07439	THE GALE GROUP	12123237	45.30
2110	970600	BOOKS	07439	THE GALE GROUP	12131973	15.96
2110	970600	BOOKS	07977	MITCHELL 1	80342583	164.00
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010341908	731.88
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010327261	756.79
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010326552	93.38
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010327457	803.40
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010355521	209.26
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010318133	1,201.75
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010325367	18.99
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010355164	328.34
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010346190	113.09
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010340811	557.28
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010349497	45.74
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010353198	313.37
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010331743	616.67
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010334085	184.96
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010328708	628.38
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010336016	1,099.09
2110	970600	BOOKS	20361	BERNAN ASSOCIATES	10147702	151.58
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	82334796	30.15
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	82334798	28.47
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	82335365	578.94
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	82361471	42.66
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	82334794	40.95
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	82327484	21.71
2110	970600	BOOKS	68820	MARSHALL CAVENDISH CORP.	R621864	1,091.24
2110	970600	BOOKS	74130	EBSCO SUBSCRIPTION SVC	13851	-16.16
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	1-22-03-1	533.04
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	1-22-03-2	24.48
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	1-22-03-3	123.10
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IN0179819	58.99
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IN0179820	58.99
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1642253	5.95

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CITY OF DES PLAINES  
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D - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970620	SUBSCRIPTIONS & BOOKS	102239 CHICAGO CAREGIVER	ATTACH	12.00
2110	970620	SUBSCRIPTIONS & BOOKS	43806 NORTH SUBURBAN LIBRARY SY	ATTACH	15.00
2110	970620	SUBSCRIPTIONS & BOOKS	74130 EBSCO SUBSCRIPTION SVC	0-10557	76.65
2110	970620	SUBSCRIPTIONS & BOOKS	74130 EBSCO SUBSCRIPTION SVC	2890	-28.28
2110	970620	SUBSCRIPTIONS & BOOKS	74130 EBSCO SUBSCRIPTION SVC	1162	-16.00
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	11613H	39.41
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	11612F	113.44
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B09720190	1,428.13
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B09701300	257.81
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B10014380	62.95
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B09720180	11.24
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	M14240080	40.46
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B09720200	14.98
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	569931	27.28
2110	970630	VISUAL MATERIALS	102240 VIDEO BREAD	210267	238.75
2110	970630	VISUAL MATERIALS	22424 FACETS MULTI-MEDIA, INC.	1503167	39.95
2110	970900	EQUIPMENT <\$5,000	12120 A-R&B ASSOCIATES, INC.	00012887	2,988.00
2110	980420	COMPUTER SOFTWARE	06866 ACTION COMPUTER SERVICE,	115222	270.00
TOTAL LIBRARY SERVICES					30,130.52
2130	920204	TRAINING	43806 NORTH SUBURBAN LIBRARY SY	DEPOSIT	2,000.00
2130	920206	SEMINARS	101575 KATHY KYROUAC	REGISTRATION	115.00
TOTAL IL LIBRARY PER CAP GRANT					2,115.00
TOTAL FUND					32,245.52

## ADMINISTRATOR'S REPORT

March 18, 2003

## I. PERSONNEL

New employees for February/March are Joanie Sebastian, Part-time Librarian I (Adult Services) and Laura Daniels, Part-time Assistant Clerk (Circulation Services).

Resignations/Separations: Vasumathi Srinivasan, Part-time Assistant Clerk (Circulation Services).

## II. STAFF DEVELOPMENT

Hola Amigos!, our Spanish language basics course for staff members was conducted in March. Over 75 staff members attended. Our goal was for all staff to learn a few welcoming phrases so well that we would lose our natural shyness about speaking to people who speak Spanish. This class was funded by one of the three grants we received through the State Library this year.

Our quarterly All-Staff Meeting on March 13 was planned to inform staff members about safety and security concerns and procedures in light of the national emergency warning system and recent incidents that have caught the attention of our police department. Police personnel made suggestions and answered questions. We also learned about several exciting events coming up in the next few months, including the grant program celebrating other cultures and the summer reading activities.

The Reclassification Committee has begun its work by examining all surveys and job descriptions. The goal of this project is to develop consistent job descriptions and to recommend a salary schedule that achieves both internal and external equity.

## III. PATRON SERVICES

Our Computer Literacy project is off to a strong beginning, with 120 people attending classes in the first three weeks. Without a publicity campaign other than stories in two local newspapers, all classes fill as



soon as the openings occur. Each class holds eleven students, with an average of six classes per week. Classes in Spanish and Polish are also planned. The evaluations of these classes have been uniformly positive.

Circulation, registration, and patron count all showed healthy increases over 2002 totals. Library card holders represent 76% of the population of Des Plaines. Our patron count in February averaged 1700+ per day. We introduced a computerized reservation service for internet and computer lab use on Monday, March 10. Staff reports that after working out a few bugs on the first day, the new system is working well. Not all patrons have embraced this as an improvement over the manual, clipboard system. Self-check use is holding at 22% of all circulations from the main library. We are noticing the decline in circulation of periodicals and cassette formats and the increase in DVD circulation.

#### IV. PROFESSIONAL ACTIVITIES

Since the February Board meeting I have attended the following meetings: Library Cable Network Executive Committee, which I chair, the first year report of the Illinois Library Leadership Initiative in Springfield, IL, several Dewey committee meetings, two meetings of the Planning Committee, *Hola Amigos!*, a lecture by Mary Minow on the USAPATRIOTACT at the Chicago Public Library, the Library Directors workgroup, the Chamber City Advisory Committee breakfast, the Socrates Rand Awards Banquet, the Library Community Foundation Fund Partners breakfast meeting, and SLURP.

VI.D.1.

DES PLAINES PUBLIC LIBRARY  
HOLDINGS  
MARCH 2003

	<u>Feb. 2003</u>	<u>Mar. 2003</u>	<u>Change</u>	<u>% Change</u>
Books	236,353	236,489	136	0.06%
Audio	20,133	19,090	-1,043	-5.18%
Video	17,356	17,819	463	2.67%
Puzzles & Games	725	722	-3	-0.41%
Realia	233	233	0	0.00%
Pamphlets	1,337	1,337	0	0.00%
<b>Total</b>	<b>276,137</b>	<b>275,690</b>	<b>-447</b>	<b>-0.16%</b>

## VI.D.1.

**DES PLAINES PUBLIC LIBRARY  
REGISTRATION SERVICES REPORT FOR FEBRUARY 2003**

**I. Library Card Registration Services**

<u>Feb 2002</u>	<u>Jan 2003</u>	<u>Feb 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
857	971	720	1,745	1,691	(-3.2%)%

A.	New Library Card Registrations	253
B.	Updated Library Card	305
C.	Other Libraries	156
D.	Non Resident Fee Paid Cards	6
Total		720

**II. Other Registration Services**

1.	Patrons Registering for Programs	216
2.	Number of Meeting Room Uses	80
3.	Voters Registered	5
4.	Senior Cab Cards	10
Total		311

**III. Total Number Of Registered Borrowers**

* February 2002	NA*
**February 2003	43,134

**\*\*The population for the City of Des Plaines was revised to 56,945.  
(Revised 2000 Census Report dated December 3, 2002.)**

\* The reports for February 2002 are not available due to the change from GEAC to SIRSI, but when the February 2002 statistics become available they will be included in the most current board packet.

**DES PLAINES PUBLIC LIBRARY  
CIRCULATION SERVICES REPORT FOR FEBRUARY 2003**

**Patron Attendance Count**

<u>Feb 2002</u>	<u>Jan 2003</u>	<u>Feb 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
44,711	47,412	47,796	90,067	95,208	5.4%

**Reciprocal Borrowing  
(Materials Lent)**

	<u>Feb 2002</u>	<u>Feb 2003</u>	<u>% Change</u>
NSLS	*NA	11,110	
Other Systems	*NA	5,710	
Total	*NA	16,820	

**Interlibrary Loan**

	<u>Feb 2002</u>	<u>Feb 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
Sent	126	3,498	453	7,458	93.9%
Received	1,540	2,155	1,540	4,385	64.9%
Total	1,666	5,653	1,993	11,843	83.2%

\* The reports for February 2002 are not available due to the change from GEAC to SIRSI, but when the February 2002 statistics become available they will be included in the most current board packet.

## DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

### February 2003

				% Change
Total 2002to Date:	159,931	Total 2003 to Date:	180,868	13.09%
February 2002	77,633	February 2003	86,969	12.03%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
CHILDREN	2002	2003	2002	2003	2002	2003
Non Fiction	6,632	6,234	589	760	7,221	6,994
Fiction	13,793	14,331	1,158	1,249	14,951	15,580
Foreign Language Non Fiction	86	138	15	8	101	146
Foreign Language Fiction	423	543	72	76	495	619
Periodicals	278	174	30	4	308	178
Compact Discs	791	900	23	40	814	940
Audio Cassettes	255	191	3	5	258	196
Audio Kits	425	238	29	18	454	256
Puzzles	318	321	42	17	360	338
Games	64	97	23	17	87	114
Audio Books	288	259	13	22	301	281
Video Fiction	2,973	3,407	373	376	3,346	3,783
Video Non Fiction	1,126	1,023	46	31	1,172	1,054
DVD	510	1,754	9	40	519	1,794
CD ROMs	654	611	0	0	654	611
<b>SUB TOTAL</b>	28,616	30,221	2,425	2,663	31,041	32,884
<b>ADULT</b>						
Non Fiction	11,261	12,446	190	262	11,451	12,708
Fiction	6,933	7,806	329	308	7,262	8,114
Large Type	1,056	1,258	150	146	1,206	1,404
Foreign Language Non Fiction	273	312	1	7	274	319
Foreign Language Fiction	560	848	13	0	573	848
High School Collection	379	383	4	11	383	394
Periodicals	2,457	2,266	119	152	2,576	2,418
Pamphlets	2	17	0	0	2	17
Compact Discs	6,539	7,033	432	454	6,971	7,487
Audio Cassettes	290	25	9	6	299	31
Puzzles	0	6	0	0	0	6
Pictures	19	38	0	0	19	38
Audio Books	1,916	2,110	40	41	1,956	2,151
CD ROMs	197	295	0	2	197	297
Video Fiction	6,339	7,007	400	407	6,739	7,414
Video Non Fiction	3,134	3,831	48	61	3,182	3,892
DVD	3,296	6,135	59	250	3,355	6,385
Misc. Formats	144	160	3	2	147	162
	44,795	51,976	1,797	2,109	46,592	54,085
<b>GRAND TOTAL</b>	73,411	82,197	4,222	4,772	77,633	86,969
Self Check	19,060	18,320	0	0	19,060	18,320

**DES PLAINES PUBLIC LIBRARY  
CIRCULATION PATRON ASSISTANCE  
FEBRUARY 2003**

<b>Assistance/Service Desk</b>	<u>Feb 2002</u>	<u>Feb 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
1. Phone Calls Received	2,984	1,287	4,878	2,962	(-64.7%)
2. Patron Renewals	1,795	1,769	3,437	3,149	(-9.3%)
3. Patron Reserves Delivered	1,897	2,423	3,151	4,743	33.6%
4. Directional	3,716	1,580	6,092	3,031	(-101.0%)
5. Account Inquiries	2,985	3,556	5,323	7,886	32.5%
6. Program Sign-up	1,293	916	1,811	1,536	(-17.9%)
7. In Person Patron Assistance	3,284	2,918	5,568	5,948	6.4%
<b>Total</b>	<b>17,954</b>	<b>14,449</b>	<b>30,260</b>	<b>29,255</b>	<b>(-3.4%)</b>
<b>Assistance/Switchboard</b>	<u>Feb 2002</u>	<u>Feb 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
1. Phone Calls Answered	4,092	3,834	7,820	7,529	(-3.9%)
2. Delivery/Buzzer	111	95	218	169	(-29.0%)
3. 2-Way Radio	125	168	262	318	17.6%
<b>Total</b>	<b>4,328</b>	<b>4,097</b>	<b>8,300</b>	<b>8,016</b>	<b>(-3.5%)</b>
<b>Grand Total</b>	<b>22,282</b>	<b>18,546</b>	<b>38,560</b>	<b>37,271</b>	<b>(-3.5%)</b>

## VI.D.1.

**DES PLAINES PUBLIC LIBRARY  
ADULT SERVICES PATRON ASSISTANCE  
FEBRUARY 2003**

<b>Assistance</b>	<u>Feb 2002</u>	<u>Feb 2003</u>	<u>Year to Date 2002</u>	<u>Year To Date 2003</u>	<u>% Change</u>
1. Computer/Instructional	395	428	886	863	(-2.7%)
2. Mechanical	239	273	534	589	9.3%
3. Directional	981	893	1,912	1,823	(-4.9%)
4. Informational	1,205	1,162	2,401	2,499	3.9%
5. Tax Forms	196	320	388	584	33.6%
6. Instruction	25	90	47	91	48.3%
<b>Total</b>	<b>3,041</b>	<b>3,166</b>	<b>6,168</b>	<b>6,449</b>	<b>4.4%</b>
<b>Reference and Readers' Services</b>	<u>Feb 2002</u>	<u>Feb 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
1. Specific Item Request	4,195	2,878	8,652	6,214	(-39.2%)
2. Ready Reference	1,211	1,012	2,616	2,107	(-24.2%)
3. In-Depth Reference	279	247	544	479	(-13.6%)
4. Virtual Reference Desk	34	57	72	89	19.1%
5. Interlibrary Loan Request	162	261	339	619	45.2%
6. Readers' Advisory	137	157	242	328	26.2%
7. Reserves	818	862	1698	1,786	4.9%
<b>Total</b>	<b>6,836</b>	<b>5,474</b>	<b>14,163</b>	<b>11,622</b>	<b>(-21.9%)</b>
<b>Sign Up</b>	<u>Feb 2002</u>	<u>Feb 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
1. Internet	5,345	6,410	11,070	13,200	16.1%
2. Computer Lab	500	490	1,010	991	(-1.9%)
3. Group Study Rooms	368	794	685	1,515	54.8%
4. Reading Edge	0	2	0	3	100.0%
<b>Total</b>	<b>6,213</b>	<b>7,696</b>	<b>12,765</b>	<b>15,709</b>	<b>18.7%</b>
<b>Grand Total</b>	<b>16,090</b>	<b>16,336</b>	<b>33,096</b>	<b>33,780</b>	<b>2.0%</b>

## VI.D.1.

**DES PLAINES PUBLIC LIBRARY  
YOUTH SERVICES PATRON ASSISTANCE  
FEBRUARY 2003**

<b>Assistance</b>	<u>Feb 2002</u>	<u>Feb 2003</u>	<u>Year to Date 2002</u>	<u>Year To Date 2003</u>	<u>% Change</u>
1. Computer Sign-up	1,911	2,822	4,146	5,619	26.2%
2. Program Sign-up	165	411	811	1,230	34.1%
3. Equipment Repair & Assistance	715	513	1,367	1,074	(-27.3%)
4. Directional Questions	311	369	564	724	22.1%
5. ILL & Patron Holds	86	148	198	265	25.3%
<b>Total</b>	<b>3,188</b>	<b>4,263</b>	<b>7,086</b>	<b>8,912</b>	<b>20.4%</b>
<b>In-House Circulation</b>	<u>Feb 2002</u>	<u>Feb 2003</u>	<u>Year to Date 2002</u>	<u>Year To Date 2003</u>	<u>% Change</u>
1. Train Sets	1,067	1,323	2,149	2,875	25.2%
2. Chess/Checkers	116	72	266	154	(-72.7%)
3. Periodicals	3	28	32	37	13.5%
4. Book Bag Request	6	12	14	20	30.0%
5. Textbooks	11	7	32	14	(-128.6%)
6. Reserve Books	41	55	169	126	(-34.1%)
<b>Total</b>	<b>1,244</b>	<b>1,497</b>	<b>2,662</b>	<b>3,226</b>	<b>17.5%</b>
<b>Reference</b>	<u>Feb 2002</u>	<u>Feb 2003</u>	<u>Year to Date 2002</u>	<u>Year To Date 2003</u>	<u>% Change</u>
1. Specific Item Request	1,729	1,456	3,234	2,997	(-7.9%)
2. Reference	839	628	1,868	1,338	(-39.6%)
3. Readers' Advisory	152	145	310	319	2.8%
4. Referrals to Other Libraries	16	38	33	69	52.2%
<b>Total</b>	<b>2,736</b>	<b>2,267</b>	<b>5,445</b>	<b>4,723</b>	<b>(-15.3%)</b>
<b>Grand Total</b>	<b>7,168</b>	<b>8,027</b>	<b>15,193</b>	<b>16,861</b>	<b>9.9%</b>



**DES PLAINES PUBLIC LIBRARY  
USE OF ONLINE REFERENCE PRODUCTS  
FEBRUARY 2003**

Access Science	40*
Alldata	NA
BigChalk	123
College Source Online	5
CQ Electronic Library	19
Des Plaines Public Library Homepage	155,521
Ebsco:	
• Alt-Health Watch	12
• Health Source – Consumer	48
• Novelist	93
FACTS.com	21
First Search	1,224
Gale Group:	
• AncestryPlus	NA
• Biography Resource Center	552
• Business & Company Resource Center	239
• Contemporary Authors	42
• General Reference Center Gold	403
• Student Resource Center	393
• What Do I Read Next?	7
Grolier Online	108*
Hoover's Online	NA*
LearnATest.com	1*
Library Catalog	NA
LitFinder	NA
NewsBank:	
• <i>Chicago Tribune Archive</i>	237
• <i>News Illinois</i>	0
• <i>Noticias en Español</i>	0
NetLibrary	3
ProQuest :	
• ( <i>Chicago Sun-Times, Daily Herald, Wall Street Journal, Chicago Tribune</i> )	201
• New York Times Historical Archive	101

DES PLAINES PUBLIC LIBRARY  
USE OF ONLINE REFERENCE PRODUCTS  
FEBRUARY 2003

Reference USA	421
Sorkins Online	NA
World Book Encyclopedia	35
Total Searches & Queries	159,828

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

**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR FEBRUARY 2003**

	<u>Times Used</u>	<u>Attendance</u>
<b>Library Sponsored Programs/Meetings</b>		
Adult Services	1	9
Balancing Your Portfolio	1	16
Circulation Clerks' Meeting	1	15
Department Heads Meeting	2	17
Divorce with Dignity	1	11
Executive Service Corps	2	13
Exhibit Meeting	1	6
Film: "About A Boy"	1	63
Film: "Bridget Jones Diary"	1	9
Film: "The Rookie"	1	29
Friends of the Library	1	19
Great Decisions	1	17
Introduction to Basic Computers	5	48
Introduction to the Internet	5	43
Job Reclassification Committee	4	40
Hola Amigos' Grant	1	6
Spanish Grant Meeting	1	6
The Underground Railroad Had Depots Here	1	33
Tuesday Morning Book Group	1	22
Youth Services Meeting	1	4
<b>Total</b>	<b>33</b>	<b>426</b>

**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR FEBRUARY 2003**

**Outside Community Groups**

AARP	8	219
Algonquin Middle School	1	50
Bahai's of Des Plaines	1	10
Children's Hope International	1	20
Chippewa Chess Club	2	20
Des Plaines Art Guild	1	9
Des Plaines Optimists	4	84
Des Plaines School Board Caucus	1	20
Des Plaines Theatre Preservation	1	15
Des Plaines Toastmasters	2	13
District 207 Teacher's Meeting	1	10
DuPage Figure Skaters	1	8
Forest School	1	40
Junior Woman's Club of Des Plaines	1	16
Kiwanis Club of Des Plaines	1	12
Our Organic Group	1	8
Plainfield and Central Schools	1	126
Polyglots Toastmaster	2	24
River's Edge Manor Homes Meeting	1	20
Romance Writer's	1	16
Society of Children's Book Writers	1	25
Soft Bodies Doll Club	1	7
State Senator Susan Garrett Town Meeting	1	70
Square Spaces	1	16
United Way	1	22
Total	38	880

**Other**

Library Board Meeting	1	16
Total	1	16

VI.D.1.

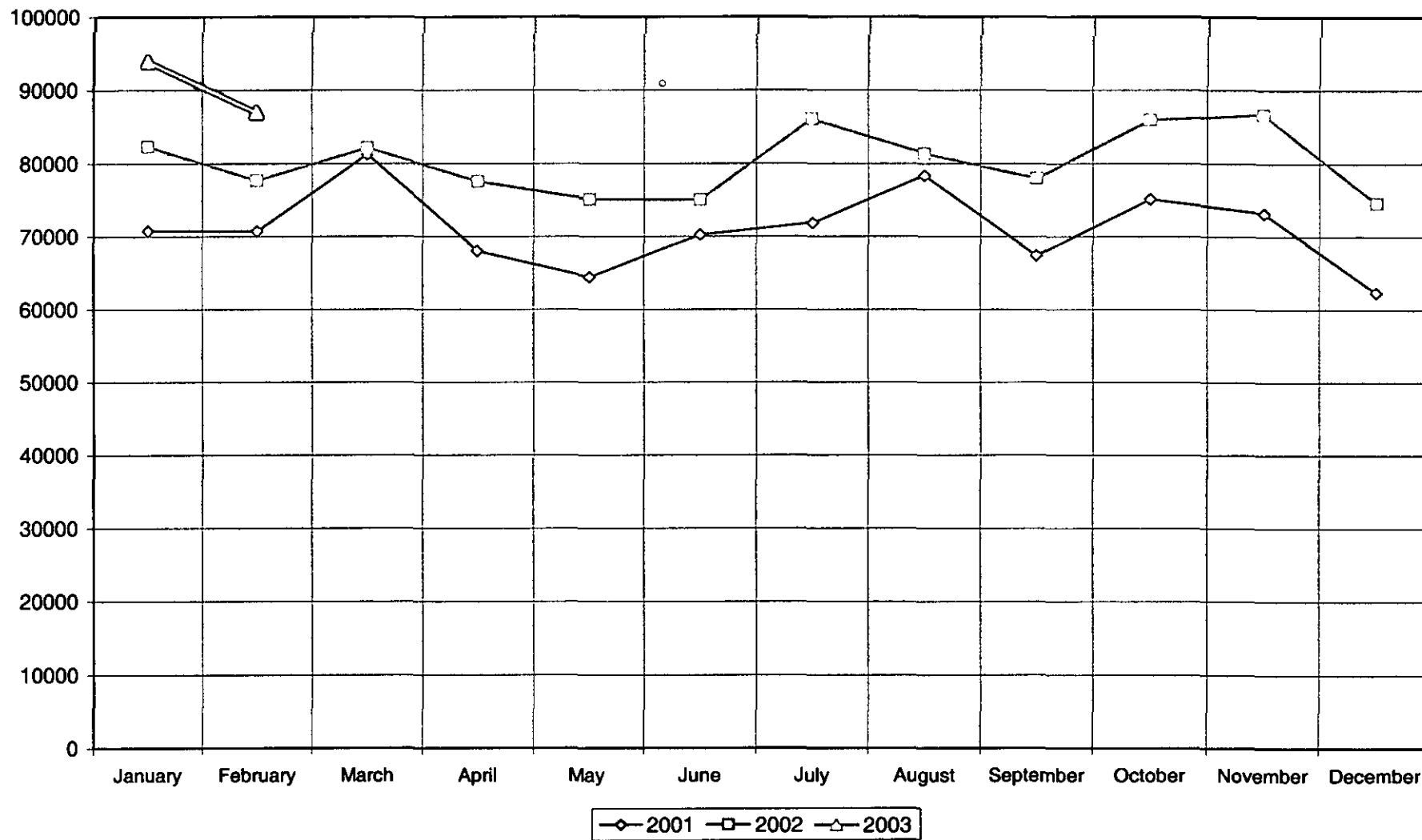
**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR FEBRUARY 2003**

	<u>Times Used</u>	<u>Attendance</u>
<b>Library Sponsored Children's Programs</b>		
2 year olds Storytime	4	60
3 - 5 year olds Storytime	10	115
Storytime Drop in	3	21
Baby Talk Book Times	18	347
Babysitting Clinic	2	50
Boy Scout Troop Tour	1	12
Chess Club	2	28
Chippewa Chess Club	1	12
Drop In Craft Valentine Theme	1	125
Friends Family Sunday: James & the Giant Peach	1	200
Homeschool Consortium	1	32
Jr. Great Books	4	38
Lego Time	1	110
Library Card Sign-Up District 62 Preschool	1	100
Maryville Preschool Tours	2	80
Preschool Movies	4	48
School Day Off Movie	1	22
Stories and More	2	35
Ya-gi-oh	1	12
<b>Total</b>	<b>60</b>	<b>1,447</b>
Literacy Program		
Learn to Read	16	960
<b>Grand Total</b>	<b>148</b>	<b>3,729</b>

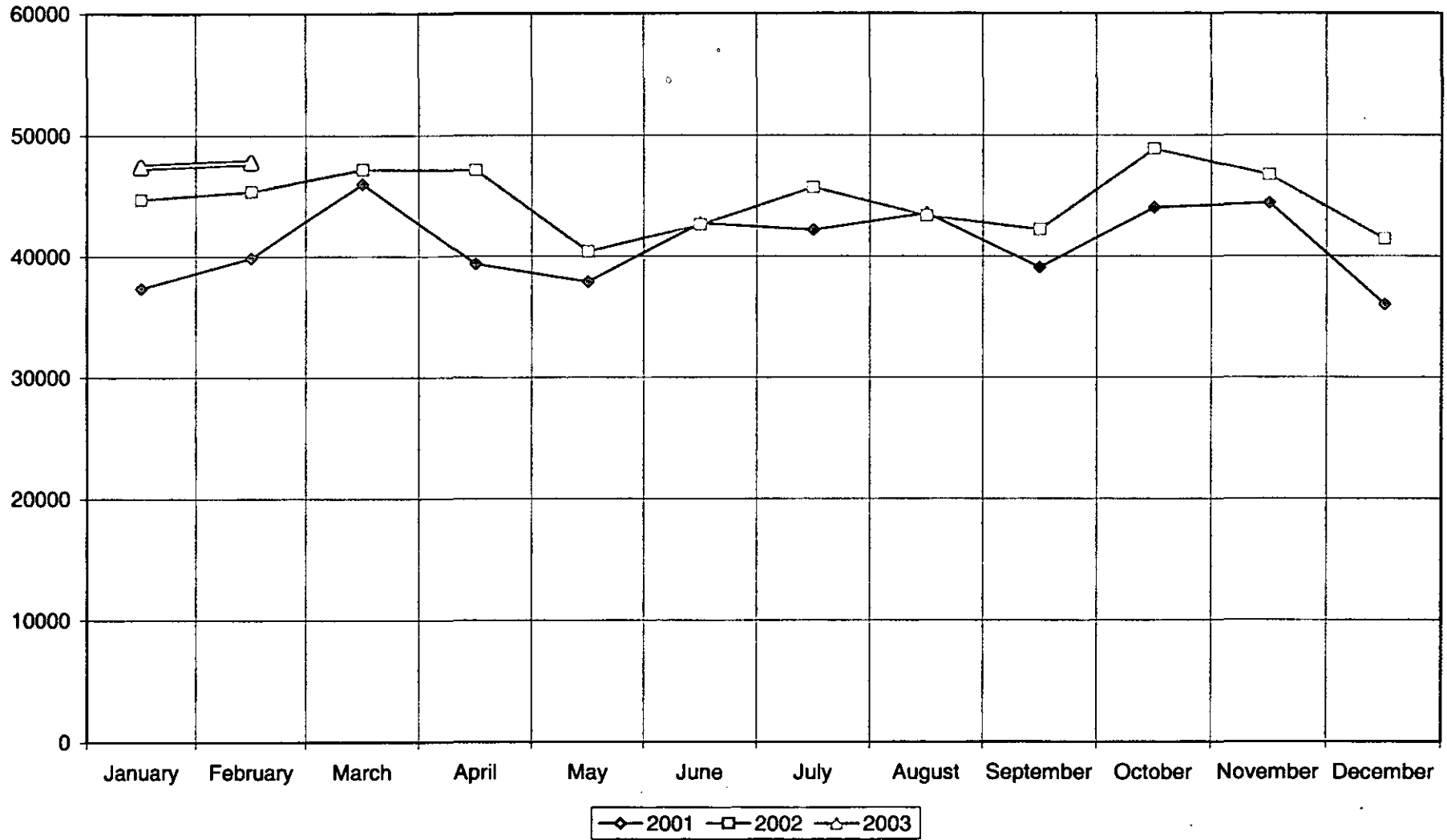
**February Total = 66 groups involving 3,729 people.**

**2003 Year to Date Total = 119 groups involving 6,591 people.**

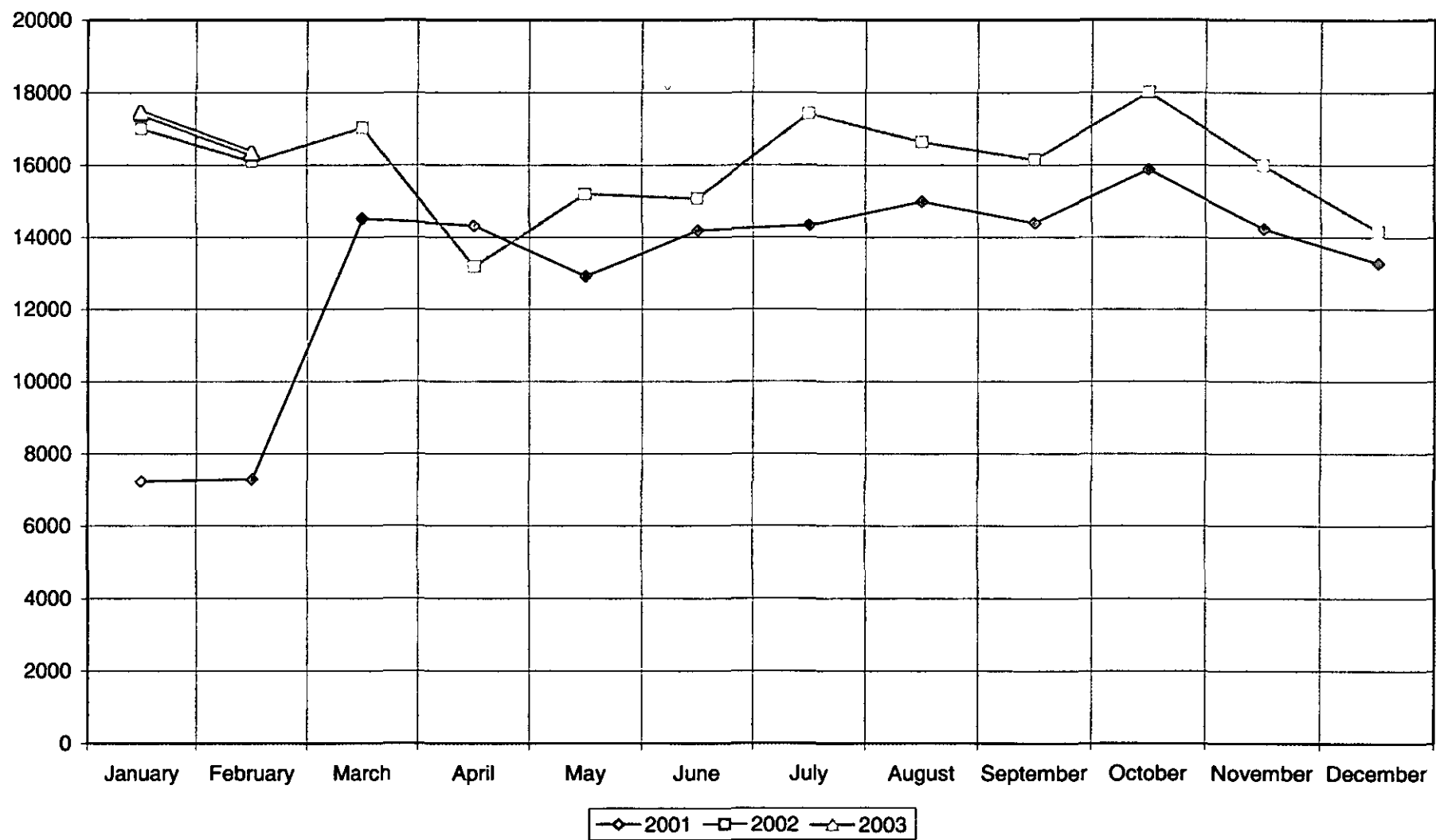
### Circulation Statistics Items Circulated Per Month By Year



### Patron Attendance February 2003

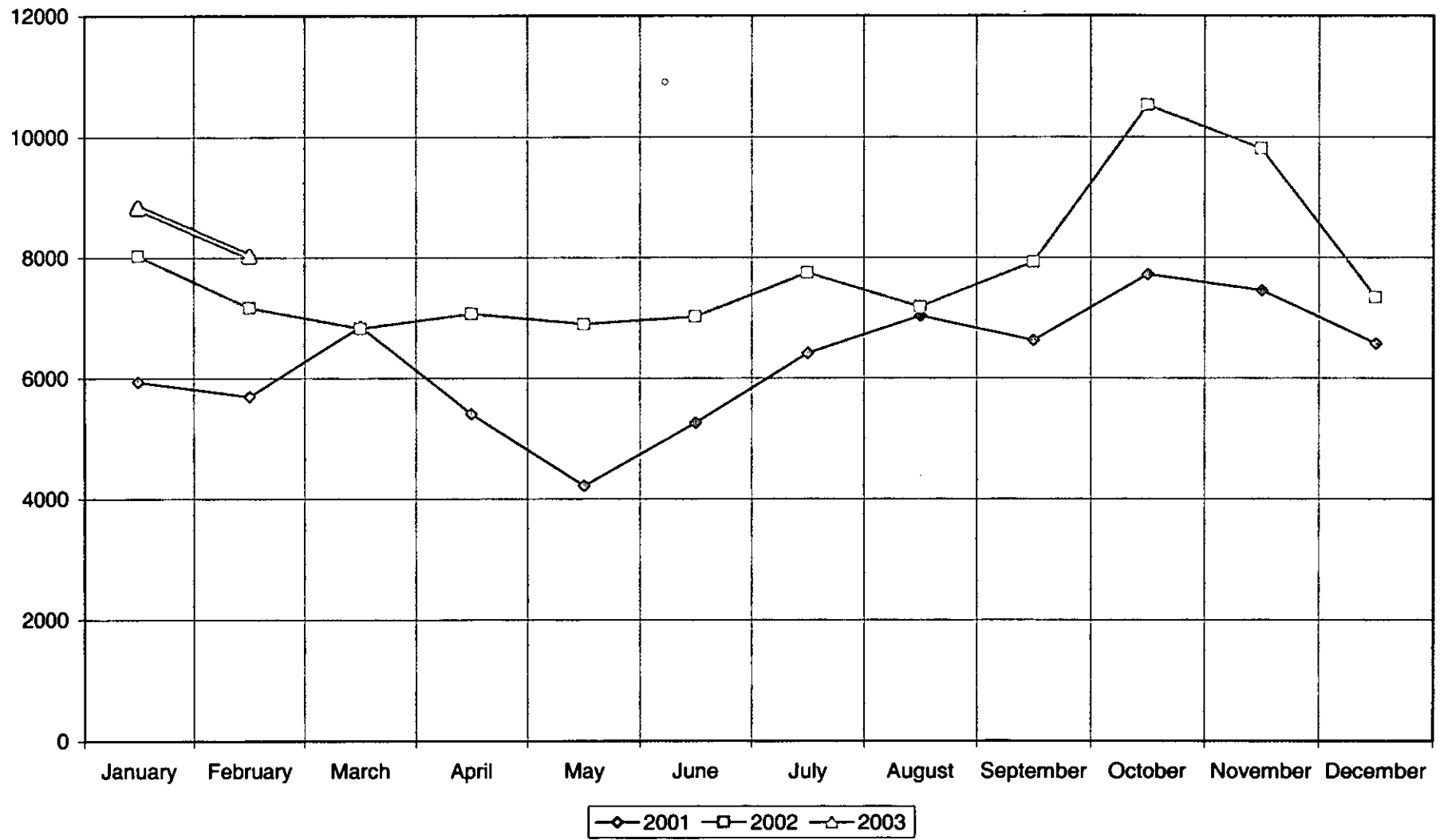


### Adult Patron Assistance February 2003

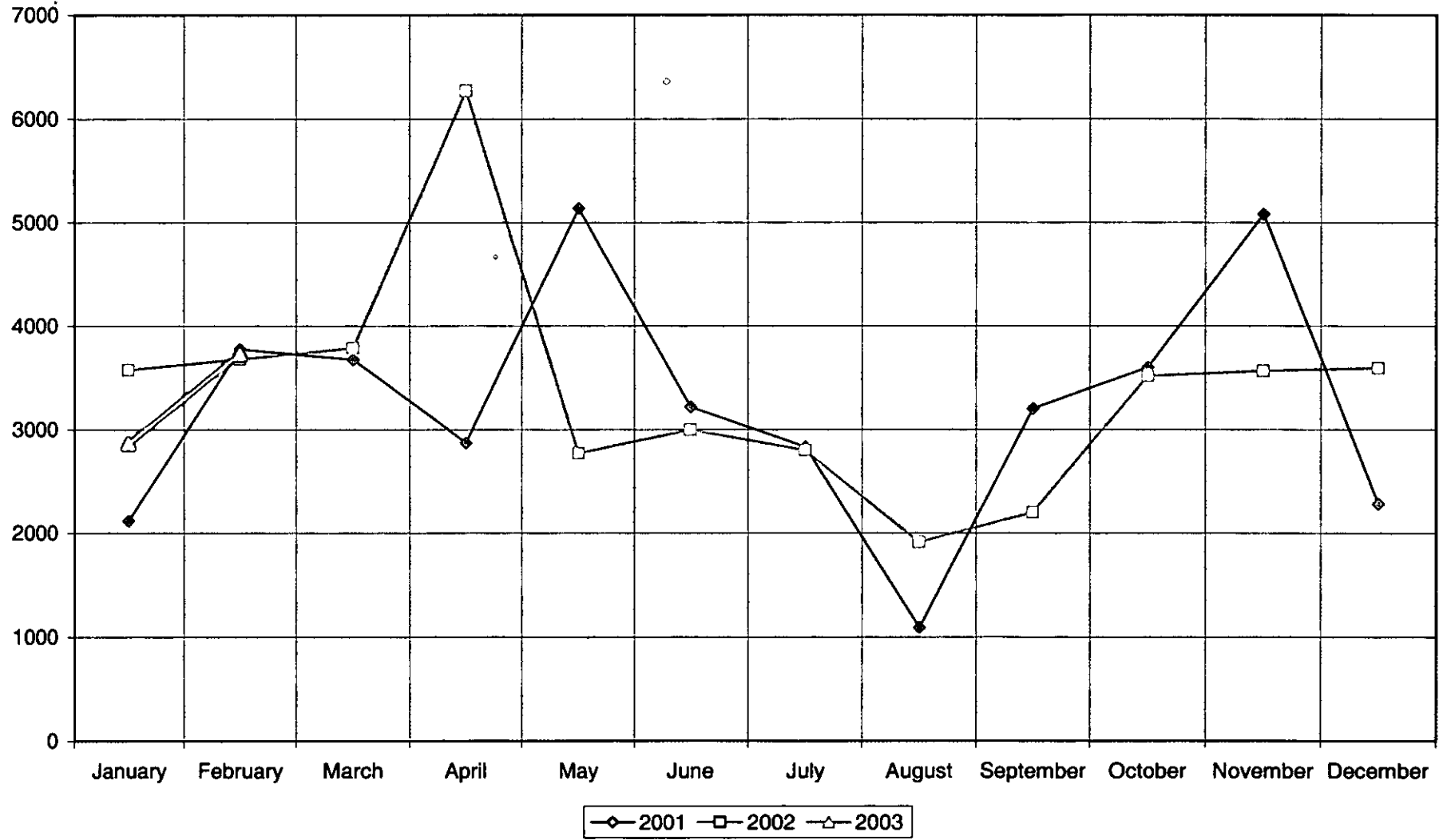




### Youth Patron Assistance February 2003

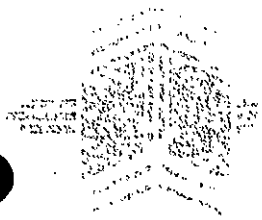


### Meeting Room Attendance February 2003









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](http://www.desplaines.lib.il.us)

**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, APRIL 15, 2003**

**7:00 PM**

**Conference Room – Second Floor**

**Agenda:**

- **Planning Committee Report**
- **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.

**II.**

**A LIBRARY BOARD PACKET IS AVAILABLE ON THE FOURTH  
FLOOR AT THE REFERENCE DESK**

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting  
**April 15, 2003**  
**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. [Action Item]
  - A. Approval of the Minutes of the Regular Board Meeting – March 18, 2003.
  - B. Acceptance of Financial Reports for March 2003.
  - C. Approval of Library Expenditures.
    1. Warrant Register – March 03, 2003 - \$73,907.75.
    2. Warrant Register – March 17, 2003 - \$75,091.21.
    3. Salaries – March 06, 2003 - \$97,650.64.
    4. Salaries – March 20, 2003 - \$99,579.18.

- D. Acceptance of Reports.
  - 1. Administrator's Report – Sandra Norlin.
  - 2. Friends of the Library – Inara Brubaker.
  
- VI. Old Business.
  - A. Planning Committee.
  - B. **HVAC Comprehensive Maintenance Agreement. [Action Item]**
  
- VII. New Business. (7:30 PM)
  - A. Management Committee. [Action Item]
  - B. **Finance Committee.**
    - 1. **Maintenance Contract for Print System. [Action Item]**
    - 2. **Authorization to Approve Consultant Fees for Kepner & Associates - \$10,000. [Action Item]**
    - 3. **Authorization to Approve Mergent Online - \$11,100. [Action Item]**
  - C. **Assignment of Administrator Review Committee.**
  
- VIII. Announcements.
  - A. Do the Dewey Fundraiser.
  
- IX. Correspondence.
  
- X. Other.
  
- XI. Executive Session.
  - A. Purchase or Lease of Real Property.
  
- XII. Adjournment. (8:45 PM)



# Des Plaines Public Library

1501 Ellinwood Street

Des Plaines, IL 60016-4553

847.827.5551 phone

847.827.7974 fax

[www.desplaines.lib.il.us](http://www.desplaines.lib.il.us)

## II.

### DES PLAINES PUBLIC LIBRARY

#### BOARD OF TRUSTEES

#### Agenda for the Regular Meeting

**April 15, 2003**

**7:00 PM**

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  - D. Acceptance of Reports.
    1. Administrator's Report – Sandra Norlin.
    2. Friends of the Library – Inara Brubaker.
- VI. Old Business.
  - A. Planning Committee.



- VII. New Business. (7:30 PM)
  - A. Management Committee. [Action Item]
  
- VIII. Announcements.
  - A. Do the Dewey Fundraiser.
  
- IX. Correspondence.
  
- X. Other.
  
- XI. Executive Session.
  - A. Purchase or Lease of Real Property.
  
- XII. Adjournment. (8:45 PM)



Des Plaines Public Library

1501 Ellinwood Street  
Des Plaines, IL 60016-4553  
847.827.5551 phone  
847.827.7974 fax  
[www.desplaines.lib.il.us](http://www.desplaines.lib.il.us)

V.A.

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
March 18, 2003

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, March 18, 2003. John Ciborowski called the meeting to order at 7:03 PM.

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

Also Present: Sandra Norlin, Martha Sloan, Hector Marino, Leslie Steiner, Carol Kidd, Wally Meyer, Ralph Minnis, Mary Minnis, Sue D'Hondt.

CONSIDERATION OF THE AGENDA.

MOTION by Eldon Burk, seconded by Inara Brubaker, to accept the agenda, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS.

William Grice thanked the Board for their donation of food items to the Self-Help Closet and Pantry of Des Plaines.

Wally Meyer asked if additional security measures would be in effect for the book sale and Sandra Norlin responded that she would talk to the Friends if additional security measures were required.

Leslie Steiner reported that during National Library Week, April 6 -12, library cardholders showing their Des Plaines Public Library card would receive special discounts at 34 area businesses.

## CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Rosemary Argus.

Alderman Argus in attendance at "Relay for Life" meeting at the City of Des Plaines.

## CONSENT AGENDA

Inara Brubaker asked that C. Approval of Library Expenditures. 1. Warrant Register – February 03, 2003 - \$86,183.94 be removed from the Consent Agenda.

Inara Brubaker asked how often the on-line newspaper subscription site is used. Sandra Norlin responded that monthly usage statistics are included in the Board packet for on-line reference products. Sandra also reported that some on-line services are available for home use by library cardholders.

MOTION by Inara Brubaker, seconded by William Grice, to approve the February 3, 2003 Warrant Register. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Lake, Yearwood.

MOTION by Ellen Yearwood, seconded by William Grice, to accept the Consent Agenda, as amended. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Ellen Yearwood, seconded by William Grice, to approve the Financial Reports for February 2003. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

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

1. Over the Counter Receipts	\$ 13,007.27
2. Petty Cash Expenditures	\$ 3.50
3. Budget Expenditures for February	\$ 298,977.62
4. Expenditures Year to Date	\$ 556,020.05
5. Revenue for February	\$ 30,792.88
6. Revenue Year to Date	\$ 147,973.91

MOTION by Ellen Yearwood, 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 03, 2003	\$ 86,183.94
February 18, 2003	<u>\$ 32,245.52</u>
Total	\$ 118,429.46

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

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

February 06, 2003	\$ 95,553.71
February 20, 2003	<u>\$ 95,302.72</u>
Total	\$ 190,856.43

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

ADMINISTRATOR'S REPORT

PERSONNEL

New employees for February/March are Joanie Sebastian, Part-time Librarian I (Adult Services) and Laura Daniels, Part-time Assistant Clerk (Circulation Services).

Resignations/Separations: Vasumathi Srinivasan, Part-time Assistant Clerk (Circulation Services).

STAFF DEVELOPMENT

Hola Amigos!, our Spanish language basics course for staff members was conducted in March. Over 75 staff members attended. Our goal was for all staff to learn a few welcoming phrases so well that we would lose our natural shyness about speaking to people who speak Spanish. This class was funded by one of the three grants we received through the State Library this year.

Our quarterly All-Staff Meeting on March 13 was planned to inform staff members about safety and security concerns and procedures in light of the national emergency warning system and recent incidents that have caught the attention of our police department. Police personnel made suggestions and answered questions. We also learned about several exciting events coming up in the next few months, including the grant program celebrating other cultures and the summer reading activities.

The Reclassification Committee has begun its work by examining all surveys and job descriptions. The goal of this project is to develop consistent job descriptions and to recommend a salary schedule that achieves both internal and external equity.

## PATRON SERVICES

Our Computer Literacy project is off to a strong beginning, with 120 people attending classes in the first three weeks. Without a publicity campaign other than stories in two local newspapers, all classes fill as soon as the openings occur. Each class holds eleven students, with an average of six classes per week. Classes in Spanish and Polish are also planned. The evaluations of these classes have been uniformly positive.

Circulation, registration, and patron count all showed healthy increases over 2002 totals. Library card holders represent 76% of the population of Des Plaines. Our patron count in February averaged 1700+ per day. We introduced a computerized reservation service for internet and computer lab use on Monday, March 10. Staff reports that after working out a few bugs on the first day, the new system is working well. Not all patrons have embraced this as an improvement over the manual, clipboard system. Self-check use is holding at 22% of all circulations from the main library. We are noticing the decline in circulation of periodicals and cassette formats and the increase in DVD circulation.

## PROFESSIONAL ACTIVITIES

Since the February Board meeting I have attended the following meetings: Library Cable Network Executive Committee, which I chair, the first year report of the Illinois Library Leadership Initiative in Springfield, IL, several Do the Dewey committee meetings, two meetings of the Planning Committee, Hola Amigos!, a lecture by Mary Minow on the USAPATRIOTACT at the Chicago Public Library, the Library Directors workgroup, the Chamber City Advisory Committee breakfast, the Socrates Rand Awards Banquet, the Library Community Foundation Fund Partners breakfast meeting, and SLURP.

## OLD BUSINESS

Sandra Norlin reported on the upcoming fundraiser, "Do the Dewey". Eldon Burk asked for board approval to give fundraiser tickets to donors at no charge. The Board consensus was to offer tickets to donors at no charge.

## NEW BUSINESS

John Ciborowski will attend the April 7 City Council meeting, Ellen Yearwood the April 21 meeting, Eldon Burk the May 5 meeting and John Ciborowski the May 19 meeting.

MOTION by Susan Burrows, seconded by Inara Brubaker, to approve payment to Mary Jane Kepner of Kepner Associates, in the amount of \$20,000 for consulting fees for library job reclassification. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Lake, Yearwood. NAYS: None. MOTION CARRIED.

John Burke distributed Planning Committee minutes from the March 13, 2003 meeting. John also distributed a list of potential participants for the Community Advisory Group. John asked the Board to review the names, add names of potential participants and rate the names according to suitability to the Committee.

Rhys Read entered the meeting at 8:00 PM.

John Burke asked for Board approval for the Consulting Agreement from the Executive Service Corps of Chicago in the amount of \$3,500.00.

MOTION by Committee, to approve the Consulting Agreement from the Executive Service Corps of Chicago in the amount of \$3,500.00. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Lake, Read, Yearwood. NAYS: None. MOTION CARRIED.

#### ANNOUNCEMENTS

Veronica Schwartz, Head of Youth Services Department, reported that the library has entered a team in the American Cancer Society's fundraiser, Relay for Life.

Sandra Norlin reported that Rosemont has not responded to the proposal for mobile library service.

The Planning Committee will meet on Thursday, April 3, 2003 at 4:00 PM.

The Management Committee will meet on Tuesday, April 8, 2003 at 4:00 PM.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 8:15 PM.

Minutes prepared by Carol Kidd.

V.B.

**DES PLAINES PUBLIC LIBRARY  
FINANCE REPORT FOR MARCH 2003**

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

1. Over the Counter Receipts	\$ 11,799.87
2. Petty Cash Expenditures	\$ 48.04
3. Budget Expenditures for March	\$ 396,058.90
4. Expenditures Year to Date	\$ 959,081.41
5. Revenue for March	\$ 11,650.46
6. Revenue Year to Date	\$ 570,694.50

Warrant Register

March 03, 2003	\$ 73,907.75
March 17, 2003	<u>\$ 75,091.21</u>
Total	\$ 148,998.96

Salaries

March 06, 2003	\$ 97,650.64
March 20, 2003	<u>\$ 99,579.18</u>
Total	\$ 197,229.82

V.B.

**DES PLAINES PUBLIC LIBRARY  
OVER THE COUNTER RECEIPTS FOR MARCH 2003**

	<u>March 2002</u>	<u>March 2003</u>	<u>2002 to Date</u>	<u>2003 to Date</u>
Lost Materials	\$ 202.79	\$ 503.62	\$ 667.08	\$ 1,376.46
Fines	\$ 6,664.79	\$ 8,445.74	\$18,876.01	\$ 26,947.10
Damage	\$ 38.79	\$ 68.40	\$ 93.59	\$ 214.32
Fees	\$ 462.58	\$ 383.25	\$ 1,663.72	\$ 883.08
Copies	\$ 1,016.81	\$ 2,380.86	\$ 1,006.56	\$ 8,488.85
Miscellaneous	\$ 9.90	\$ 18.00	\$ 51.40	\$ 28.10
<b>Total</b>	<b>\$ 8,395.66</b>	<b>\$11,799.87</b>	<b>\$22,358.36</b>	<b>\$ 37,937.91</b>

PETTY CASH EXPENDITURES – March

970260	Postage	3.10
970260	Postage	7.00
970100	Supplies	25.00
970110	Meals	6.50
970110	Meals	6.44
<b>Total</b>		<b>\$48.04</b>



ACCOUNTING PERIOD: 3/03

## 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 FIRST BANK DEPOSIT		390,620.93
102012	CASH IPTIP/FOA 7139200161	533,653.58	
TOTAL CASH		534,153.58	390,620.93
104033	INVESTMENTS-DOWNING	33,675.16	
TOTAL INVESTMENTS		33,675.16	.00
118000	RECEIVABLE-PROPERTY TAXES	4,208,934.00	
TOTAL ACCOUNTS RECEIVABLE		4,208,934.00	.00
TOTAL ASSETS		4,776,762.74	390,620.93
401000	ACCOUNTS PAYABLE		14,943.75
450030	ACCRUED LIAB-COMP ABSENCE		134,935.14
TOTAL ACCRUED LIABILITIES		.00	134,935.14
470000	DEFERRED REV-PROPERTY TAX		4,208,934.00
TOTAL CURRENT LIABILITIES		.00	4,358,812.89
TOTAL LIABILITIES		.00	4,358,812.89
700110	EXPENDITURE CONTROL	959,081.41	
700120	REVENUE CONTROL		570,289.44
700150	EXP. BUDGET CONTROL		4,885,460.00
700160	REV. BUDGET CONTROL	4,570,222.00	
700170	BUDGET FUND BALANCE	372,628.22	
TOTAL SYSTEM CONTROL		5,901,931.63	5,455,749.44
720010	FUND BAL-RESRV-GIFT TRUST		35,425.73
TOTAL FUND BALANCE-RESERVED		.00	35,425.73
730000	FUND BALANCE-UNRESERVED		438,085.38
TOTAL FUND EQUITY		.00	473,511.11
TOTAL EQUITIES		5,901,931.63	5,929,260.55
TOTAL PUBLIC LIBRARY FUND		10,678,694.37	10,678,694.37

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH FIRST BANK DEPOSIT	87,627.37	
102012	CASH IPTIP/FOA 7139200161	167,554.04	
TOTAL CASH		255,181.41	.00
TOTAL ASSETS		255,181.41	.00
700120	REVENUE CONTROL		405.06
700150	EXP. BUDGET CONTROL		100,000.00
700160	REV. BUDGET CONTROL	1,000.00	
700170	BUDGET FUND BALANCE		43,343.15
TOTAL SYSTEM CONTROL		1,000.00	143,748.21
730000	FUND BALANCE-UNRESERVED		112,433.20
TOTAL FUND EQUITY		.00	112,433.20
TOTAL EQUITIES		1,000.00	256,181.41
TOTAL LIBRARY CAPITAL PROJ FUND		256,181.41	256,181.41
TOTAL REPORT		10,934,875.78	10,934,875.78

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04/02/03

ACCOUNTING PERIOD: 3/03

CITY OF DES PLAINES  
ORGANIZATION REVENUE STATUS

PAGE 1

LECTION 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	.00	.00	.00	.00	.00	.00
TOTAL	PUBLIC SAFETY	.00	.00	.00	.00	.00	.00
TOTAL	GENERAL REVENUE - GOV'T	.00	.00	.00	.00	.00	.00
810018	PROPERTY TAXES 2001	40,000.00	.00	.00	15,376.99	24,623.01	.38
810019	PROPERTY TAXES 2002	4,208,934.00	.00	.00	404,604.51	3,804,329.49	.10
TOTAL	LICENSES AND PERMITS	4,248,934.00	.00	.00	419,981.50	3,828,952.50	.10
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	.00	92,988.00	.00
TOTAL	TAXES	4,341,922.00	.00	.00	419,981.50	3,921,940.50	.10
822040	STATE GRANT:PER CAPITA	68,000.00	.00	.00	73,400.00	-5,400.00	1.08
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	25,800.00	.00	.00	28,631.68	-2,831.68	1.11
TOTAL	STATE GRANTS	93,800.00	.00	.00	102,031.68	-8,231.68	1.09
TOTAL	INTERGOVERNMENTAL REVENUE	93,800.00	.00	.00	102,031.68	-8,231.68	1.09
850102	LIBRARY FINES	85,000.00	8,511.58	.00	28,431.97	56,568.03	.33
TOTAL	FINES	85,000.00	8,511.58	.00	28,431.97	56,568.03	.33
850201	COPYING FEE	13,000.00	2,414.41	.00	7,871.10	5,128.90	.61
850215	SPECIAL PROGRAMS & EVENTS	2,500.00	.00	.00	191.25	2,308.75	.08
TOTAL	FEES AND SERVICES	15,500.00	2,414.41	.00	8,062.35	7,437.65	.52
TOTAL	INVESTMENT INCOME	100,500.00	10,925.99	.00	36,494.32	64,005.68	.36
890010	INTEREST INCOME	20,000.00	.00	.00	949.89	19,050.11	.05
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
898900	TRANSFER FROM OTHER FUNDS	.00	.00	.00	.00	.00	.00
899900	MISCELLANEOUS REVENUE	14,000.00	724.47	.00	10,832.05	3,167.95	.77
TOTAL	OTHER REVENUE	34,000.00	724.47	.00	11,781.94	22,218.06	.35
TOTAL	PUBLIC LIBRARY FUND	4,570,222.00	11,650.46	.00	570,289.44	3,999,932.56	.12
TOTAL	PUBLIC LIBRARY FUND	4,570,222.00	11,650.46	.00	570,289.44	3,999,932.56	.12

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04/02/03

CITY OF DES PLAINES  
ORGANIZATION REVENUE STATUS

ACCOUNTING PERIOD: 3/03

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
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04/02/03

ACCOUNTING PERIOD: 3/03

CITY OF DES PLAINES  
ORGANIZATION REVENUE STATUS

PAGE 3

ACTION 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	1,000.00	.00	.00	405.06	594.94	.41
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
898902	TRANSFER FROM LIB FUND	.00	.00	.00	.00	.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	1,000.00	.00	.00	405.06	594.94	.41
TOTAL	LIBRARY CAPITAL PROJ FUND	1,000.00	.00	.00	405.06	594.94	.41
TOTAL	LIBRARY CAPITAL PROJ FUND	1,000.00	.00	.00	405.06	594.94	.41
TOTAL REPORT		4,571,222.00	11,650.46	.00	570,694.50	4,000,527.50	.12

CITY OF DES PLAINES  
ORGANIZATION REVENUE STATUS

ACCOUNTING PERIOD: 13/02

LECTION 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	396.10	.00	40,589.92	-589.92	1.01
TOTAL	PUBLIC SAFETY	40,000.00	396.10	.00	40,589.92	-589.92	1.01
TOTAL	GENERAL REVENUE - GOV'T	40,000.00	396.10	.00	40,589.92	-589.92	1.01
810018	PROPERTY TAXES 2001	4,086,344.00	46,142.17	.00	4,095,672.46	-9,328.46	1.00
TOTAL	LICENSES AND PERMITS	4,086,344.00	46,142.17	.00	4,095,672.46	-9,328.46	1.00
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	4,219,332.00	46,538.27	.00	4,229,250.38	-9,918.38	1.00
822040	STATE GRANT:PER CAPITA	70,000.00	.00	.00	68,794.00	1,206.00	.98
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	13,009.88	41,990.12	.24
TOTAL	STATE GRANTS	125,000.00	.00	.00	94,080.00	30,920.00	.75
TOTAL	INTERGOVERNMENTAL REVENUE	125,000.00	.00	.00	94,080.00	30,920.00	.75
850102	LIBRARY FINES	100,000.00	-26.50	.00	86,300.12	13,699.88	.86
TOTAL	FINES	100,000.00	-26.50	.00	86,300.12	13,699.88	.86
850201	COPYING FEE	20,000.00	.00	.00	7,123.52	12,876.48	.36
850215	SPECIAL PROGRAMS & EVENTS	10,000.00	.00	.00	2,265.00	7,735.00	.23
TOTAL	FEES AND SERVICES	30,000.00	.00	.00	9,388.52	20,611.48	.31
TOTAL	INVESTMENT INCOME	130,000.00	-26.50	.00	95,688.64	34,311.36	.74
890010	INTEREST INCOME	10,000.00	3,022.05	.00	22,975.19	-12,975.19	2.30
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
890300	UNREALIZED GAINS/LOSSES	.00	379.16	.00	379.16	-379.16	.00
898900	TRANSFER FROM OTHER FUNDS	.00	.00	.00	.00	.00	.00
899900	MISCELLANEOUS REVENUE	15,000.00	.00	.00	13,930.01	1,069.99	.93
TOTAL	OTHER REVENUE	25,000.00	3,401.21	.00	37,284.36	-12,284.36	1.49
TOTAL	PUBLIC LIBRARY FUND	4,499,332.00	49,912.98	.00	4,456,303.38	43,028.62	.99
TOTAL	PUBLIC LIBRARY FUND	4,499,332.00	49,912.98	.00	4,456,303.38	43,028.62	.99

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04/08/03  
ACCOUNTING PERIOD: 13/02

CITY OF DES PLAINES  
ORGANIZATION REVENUE STATUS

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
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 04/08/03

CITY OF DES PLAINES  
 ORGANIZATION REVENUE STATUS

ACCOUNTING PERIOD: 13/02

LECTION 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	523.62	.00	2,275.66	-2,275.66	.00
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	.00	.00	.00
899930	LIBRARY BUY-A-BRICK	.00	.00	.00	.00	.00	.00
TOTAL	OTHER REVENUE	150,000.00	523.62	.00	152,275.66	-2,275.66	1.02
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	523.62	.00	152,275.66	-2,275.66	1.02
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	523.62	.00	152,275.66	-2,275.66	1.02
TOTAL REPORT		4,649,332.00	50,436.60	.00	4,608,579.04	40,752.96	.99



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CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

ACCOUNTING PERIOD: 3/03

LECTION 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	1,852,515.00	128,872.77	.00	372,866.58	1,479,648.42	.20
910200	TEMPORARY WAGES	766,054.00	58,036.60	.00	142,894.91	623,159.09	.19
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	5,914.58	.00	14,522.98	-14,522.98	.00
910600	SICK PAY	.00	4,405.87	.00	10,229.74	-10,229.74	.00
910700	HOLIDAY PAY	.00	.00	.00	6,862.43	-6,862.43	.00
910900	ACT/OUT OF CLASS/PREMIUM	500.00	.00	.00	75.36	424.64	.15
910950	EXCESS SICK HRS PAY OUT	3,276.00	.00	.00	2,573.39	702.61	.79
918010	UNEMPLOYMENT COMPENSATION	1,486.00	311.00	.00	311.00	1,175.00	.21
918020	EMPLOYER CONTR-F.I.C.A.	199,991.00	14,908.70	.00	43,571.43	156,419.57	.22
918021	EMPLOYER CONTR-I.M.R.F.	110,331.00	8,304.23	.00	24,526.71	85,804.29	.22
918040	LIFE INS PREMIUMS	8,296.00	675.40	.00	2,026.20	6,269.80	.24
918050	MEDICAL INS PREMIUMS	225,624.00	14,674.84	.00	44,024.52	181,599.48	.20
918055	DENTAL INSURANCE PREMIUMS	19,750.00	1,212.22	.00	3,636.66	16,113.34	.18
918060	TUITION REIMBURSEMENTS	5,000.00	.00	.00	1,000.00	4,000.00	.20
918070	WORKERS COMPENSATION	4,424.00	508.77	.00	1,490.13	2,933.87	.34
918085	RHS PLAN PAYOUT	1,230.00	.00	.00	1,229.58	.42	1.00
TOTAL	PERSONAL SERVICES	3,198,977.00	237,824.98	.00	671,841.62	2,527,135.38	.21
920100	LITIGATION & LEGAL FEES	1,500.00	.00	.00	.00	1,500.00	.00
920105	COSTS OF LITIGATION	500.00	.00	.00	.00	500.00	.00
920110	PROFESSIONAL CONSULTING	20,000.00	6,298.73	.00	10,978.73	9,021.27	.55
920120	COMMUNICATION SERVICES	25,000.00	1,783.98	.00	3,340.33	21,659.67	.13
920140	DATA PROCESSING SERVICES	110,000.00	8,311.17	.00	9,691.17	100,308.83	.09
920202	CONFERENCES	2,500.00	121.25	.00	270.25	2,229.75	.11
920204	TRAINING	2,000.00	45.00	.00	70.00	1,930.00	.04
920206	SEMINARS	2,000.00	118.00	.00	228.00	1,772.00	.11
920210	IN-SERVICE TRAINING	2,000.00	.00	.00	.00	2,000.00	.00
920220	MEMBERSHIP DUES	5,000.00	605.00	.00	1,260.00	3,740.00	.25
920230	PUBLICATION OF NOTICES	2,000.00	.00	.00	363.50	1,636.50	.18
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	7,000.00	552.88	.00	1,658.64	5,341.36	.24
TOTAL	SUBSIDIES,REBATES,CONTRIB	7,000.00	552.88	.00	1,658.64	5,341.36	.24
920900	PROPERTY/LIAB CONTRIBUTIO	22,052.00	15,308.25	.00	15,308.25	6,743.75	.69
930010	R & M EQUIPMENT	60,500.00	3,065.23	.00	14,676.45	45,823.55	.24
930020	R & M BLDGS & STRUCTURES	35,000.00	8,059.65	.00	9,780.01	25,219.99	.28
930030	R & M VEHICLES	3,500.00	182.00	.00	277.50	3,222.50	.08
930195	BOOK BINDING & REPAIR	2,500.00	230.10	.00	381.00	2,119.00	.15
930210	RENTAL OF EQUIPMENT	1,500.00	.00	.00	.00	1,500.00	.00
930320	CLEANING:CUSTODIAL SERV	50,000.00	4,026.00	.00	10,626.00	39,374.00	.21

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CITY OF DES PLAINES  
 ORGANIZATION EXPENDITURE STATUS

ACCOUNTING PERIOD: 3/03

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	2,000.00	139.36	.00	241.41	1,758.59	.12
960210	SPECIAL EVENT PROGRAMMING	17,000.00	440.32	.00	2,133.72	14,866.28	.13
960990	MISC CONTRACTUAL SVCS	87,000.00	3,880.44	.00	5,591.72	81,408.28	.06
TOTAL	CONTRACTUAL SERVICES	460,552.00	53,167.36	.00	86,876.68	373,675.32	.19
970100	SUPPLIES	70,000.00	17,050.26	.00	18,687.63	51,312.37	.27
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	39.39	.00	39.39	1,460.61	.03
970170	JANITORIAL	18,000.00	2,518.68	.00	2,751.18	15,248.82	.15
970200	COPYING/FAX SUPPLIES	6,000.00	3,946.60	.00	3,946.60	2,053.40	.66
970260	POSTAGE AND PARCEL	15,500.00	1,653.30	.00	4,670.48	10,829.52	.30
970270	PRINTING-REPROD-BINDING	4,500.00	414.00	.00	414.00	4,086.00	.09
970320	SUPPLIES: BLDG R/M	.00	.00	.00	.00	.00	.00
970330	SUPPLIES: VEHICLE R/M	.00	.00	.00	.00	.00	.00
970600	BOOKS	495,000.00	39,223.38	.00	68,742.63	426,257.37	.14
970610	AUDIO MATERIALS	64,000.00	3,999.98	.00	5,273.67	58,726.33	.08
970620	SUBSCRIPTIONS & BOOKS	76,000.00	667.33	.00	19,683.53	56,316.47	.26
970630	VISUAL MATERIALS	66,000.00	6,520.13	.00	8,890.05	57,109.95	.13
970640	AUTOMATED REFERENCE MAT'L	95,000.00	5,248.00	.00	38,811.89	56,188.11	.41
970810	NATURAL GAS	20,000.00	.00	.00	1,552.84	18,447.16	.08
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	4,000.00	.00	.00	.00	4,000.00	.00
970850	GASOLINE	1,000.00	.00	.00	.00	1,000.00	.00
970900	EQUIPMENT <\$5,000	15,000.00	2,177.95	.00	2,177.95	12,822.05	.15
TOTAL	COMMODITIES	952,000.00	83,459.00	.00	175,641.84	776,358.16	.18
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	10,000.00	.00	.00	.00	10,000.00	.00
980410	COMPUTER HARDWARE	122,600.00	19,006.00	.00	19,006.00	103,594.00	.16
980420	COMPUTER SOFTWARE	5,000.00	1,422.99	.00	1,422.99	3,577.01	.28
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	5,000.00	.00	.00	.00	5,000.00	.00
TOTAL	CAPITAL EXPENDITURES	142,600.00	20,428.99	.00	20,428.99	122,171.01	.14
990300	BANK/TRUST/AGENCY FEES	50,000.00	.00	.00	.00	50,000.00	.00
990900	TRANSFER TO DEBT SERVICE	.00	.00	.00	.00	.00	.00
990910	TRANS TO D/S:93 GO BOND	12,531.00	.00	.00	.00	12,531.00	.00
TOTAL	DEBT SERVICE	62,531.00	.00	.00	.00	62,531.00	.00
990940	TRANS TO LIB CAP PROJ FND	.00	.00	.00	.00	.00	.00
TOTAL	TRANS TO LIB CAP PROJ FND	.00	.00	.00	.00	.00	.00
991000	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00

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ACCOUNTING PERIOD: 3/03

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

SELECTION CRITERIA: 'expdgr.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	.00	.00	.00	.00	.00	.00
TOTAL	CONTINGENCY RESERVE	.00	.00	.00	.00	.00	.00
TOTAL	LIBRARY SERVICES	4,816,660.00	394,880.33	.00	954,789.13	3,861,870.87	.20

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ACCOUNTING PERIOD: 3/03

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

LECTION 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

04/02/03  
 ACCOUNTING PERIOD: 3/03

CITY OF DES PLAINES  
 ORGANIZATION EXPENDITURE STATUS

LECTION 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	1,500.00	.00	.00	765.71	734.29	.51
920204	TRAINING	1,000.00	.00	.00	2,000.00	-1,000.00	2.00
920206	SEMINARS	.00	.00	.00	115.00	-115.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
960070	AUTO/TRAVEL EXPENSES	1,000.00	148.32	.00	381.32	618.68	.38
960210	SPECIAL EVENT PROGRAMMING	2,300.00	.00	.00	.00	2,300.00	.00
960990	MISC CONTRACTUAL SVCS	63,000.00	1,030.25	.00	1,030.25	61,969.75	.02
TOTAL	CONTRACTUAL SERVICES	68,800.00	1,178.57	.00	4,292.28	64,507.72	.06
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
00	VEHICLES	.00	.00	.00	.00	.00	.00
TOTAL	CAPITAL EXPENDITURES	.00	.00	.00	.00	.00	.00
TOTAL	IL LIBRARY PER CAP GRANT	68,800.00	1,178.57	.00	4,292.28	64,507.72	.06
TOTAL	CIVIC & CULTURE	4,885,460.00	396,058.90	.00	959,081.41	3,926,378.59	.20
TOTAL	PUBLIC LIBRARY FUND	4,885,460.00	396,058.90	.00	959,081.41	3,926,378.59	.20

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CITY OF DES PLAINES  
 ORGANIZATION EXPENDITURE STATUS

ACCOUNTING PERIOD: 3/03

LECTION 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	10,000.00	.00	.00	.00	10,000.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
960990	MISC CONTRACTUAL SVCS	.00	.00	.00	.00	.00	.00
TOTAL	CONTRACTUAL SERVICES	10,000.00	.00	.00	.00	10,000.00	.00
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
TOTAL	COMMODITIES	.00	.00	.00	.00	.00	.00
980300	IMPROVEMENTS	70,000.00	.00	.00	.00	70,000.00	.00
980400	EQUIPMENT	.00	.00	.00	.00	.00	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	20,000.00	.00	.00	.00	20,000.00	.00
TOTAL	CAPITAL EXPENDITURES	90,000.00	.00	.00	.00	90,000.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	100,000.00	.00	.00	.00	100,000.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	100,000.00	.00	.00	.00	100,000.00	.00
TOTAL REPORT		4,985,460.00	396,058.90	.00	959,081.41	4,026,378.59	.19

ACCOUNTING PERIOD: 13/02

LECTION 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	9,516.93	.00	1,520,921.95	265,314.05	.85
910200	TEMPORARY WAGES	659,200.00	12,572.74	.00	634,963.83	24,236.17	.96
910300	SUPERVISORY OVERTIME	.00	.00	.00	.00	.00	.00
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	280.83	219.17	.56
910500	VACATION PAY	.00	8,146.19	.00	120,794.16	-120,794.16	.00
910600	SICK PAY	.00	312.87	.00	40,992.35	-40,992.35	.00
910700	HOLIDAY PAY	.00	20,587.26	.00	58,809.64	-58,809.64	.00
910900	ACT/OUT OF CLASS/PREMIUM	500.00	.00	.00	179.66	320.34	.36
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	1,244.00	.00	1.00
918020	EMPLOYER CONTR-F.I.C.A.	187,076.00	.00	.00	176,763.50	10,312.50	.94
918021	EMPLOYER CONTR-I.M.R.F.	110,681.00	.00	.00	107,628.45	3,052.55	.97
918040	LIFE INS PREMIUMS	5,088.00	.00	.00	5,643.00	-555.00	1.11
918050	MEDICAL INS PREMIUMS	200,019.00	.00	.00	169,556.74	30,462.26	.85
918055	DENTAL INSURANCE PREMIUMS	15,190.00	.00	.00	15,482.93	-292.93	1.02
918060	TUITION REIMBURSEMENTS	5,000.00	1,543.00	.00	4,918.00	82.00	.98
918070	WORKERS COMPENSATION	4,402.00	.00	.00	5,821.52	-1,419.52	1.32
918085	RHS PLAN PAYOUT	.00	.00	.00	2,410.18	-2,410.18	.00
TOTAL	PERSONAL SERVICES	2,978,636.00	52,678.99	.00	2,869,479.41	109,156.59	.96
920000	LITIGATION & LEGAL FEES	1,000.00	446.95	.00	6,334.37	-5,334.37	6.33
920105	COSTS OF LITIGATION	250.00	.00	.00	166.80	83.20	.67
920110	PROFESSIONAL CONSULTING	10,000.00	691.00	.00	11,720.55	-1,720.55	1.17
920120	COMMUNICATION SERVICES	35,000.00	1,519.39	.00	19,784.82	15,215.18	.57
920140	DATA PROCESSING SERVICES	90,000.00	14,039.99	.00	119,274.97	-29,274.97	1.33
920202	CONFERENCES	8,000.00	388.22	.00	4,537.98	3,462.02	.57
920204	TRAINING	3,000.00	-16.33	.00	3,430.07	-430.07	1.14
920206	SEMINARS	2,500.00	453.00	.00	1,657.00	843.00	.66
920210	IN-SERVICE TRAINING	3,000.00	.00	.00	1,237.32	1,762.68	.41
920220	MEMBERSHIP DUES	4,500.00	.00	.00	4,147.00	353.00	.92
920230	PUBLICATION OF NOTICES	2,000.00	.00	.00	2,121.76	-121.76	1.06
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	10,000.00	-536.69	.00	5,722.86	4,277.14	.57
TOTAL	SUBSIDIES,REBATES,CONTRIB	10,000.00	-536.69	.00	5,722.86	4,277.14	.57
920900	PROPERTY/LIAB CONTRIBUTIO	61,233.00	.00	.00	61,233.00	.00	1.00
930010	R & M EQUIPMENT	55,000.00	2,771.33	.00	63,069.19	-8,069.19	1.15
930020	R & M BLDGS & STRUCTURES	25,000.00	6,199.20	.00	34,999.78	-9,999.78	1.40
930030	R & M VEHICLES	4,500.00	407.04	.00	807.04	3,692.96	.18
930195	BOOK BINDING & REPAIR	4,500.00	.00	.00	1,891.25	2,608.75	.42
930210	RENTAL OF EQUIPMENT	4,500.00	174.00	.00	825.00	3,675.00	.18
930320	CLEANING:CUSTODIAL SERV	50,000.00	.00	.00	40,605.00	9,395.00	.81

LECTION 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	2,326.55	2,673.45	.47
960210	SPECIAL EVENT PROGRAMMING	15,000.00	390.95	.00	20,196.56	-5,196.56	1.35
960990	MISC CONTRACTUAL SVCS	75,000.00	7,246.69	.00	96,005.81	-21,005.81	1.28
TOTAL	CONTRACTUAL SERVICES	468,983.00	34,174.74	.00	502,094.68	-33,111.68	1.07
970100	SUPPLIES	70,000.00	367.07	.00	70,542.84	-542.84	1.01
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	.00	.00	194.21	1,305.79	.13
970170	JANITORIAL	18,000.00	1,979.32	.00	15,309.56	2,690.44	.85
970200	COPYING/FAX SUPPLIES	6,000.00	8.50	.00	6,149.95	-149.95	1.02
970260	POSTAGE AND PARCEL	15,200.00	-2,778.17	.00	8,810.57	6,389.43	.58
970270	PRINTING-REPROD-BINDING	6,000.00	-1,189.39	.00	680.00	5,320.00	.11
970320	SUPPLIES: BLDG R/M	750.00	.00	.00	263.66	486.34	.35
970330	SUPPLIES: VEHICLE R/M	.00	.00	.00	.00	.00	.00
970600	BOOKS	495,000.00	45,126.22	.00	465,595.63	29,404.37	.94
970610	AUDIO MATERIALS	64,000.00	4,297.11	.00	60,188.19	3,811.81	.94
970620	SUBSCRIPTIONS & BOOKS	85,000.00	1,055.22	.00	39,900.23	45,099.77	.47
970630	VISUAL MATERIALS	65,000.00	3,424.38	.00	69,630.51	-4,630.51	1.07
970640	AUTOMATED REFERENCE MAT'L	87,000.00	1,995.00	.00	83,790.67	3,209.33	.96
970810	NATURAL GAS	25,000.00	5,580.16	.00	13,683.55	11,316.45	.55
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	3,500.00	.00	.00	575.60	2,924.40	.16
970850	GASOLINE	800.00	.00	.00	161.92	638.08	.20
970900	EQUIPMENT <\$5,000	5,800.00	5,536.00	.00	9,328.80	-3,528.80	1.61
TOTAL	COMMODITIES	949,050.00	65,401.42	.00	844,805.89	104,244.11	.89
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	.00	.00	.00	7,704.54	-7,704.54	.00
980410	COMPUTER HARDWARE	100,000.00	140.67	.00	42,513.67	57,486.33	.43
980420	COMPUTER SOFTWARE	9,000.00	1,327.13	.00	9,401.06	-401.06	1.04
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	5,000.00	.00	.00	4,478.25	521.75	.90
TOTAL	CAPITAL EXPENDITURES	114,000.00	1,467.80	.00	64,097.52	49,902.48	.56
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	14,416.00	14,867.00	.49
TOTAL	DEBT SERVICE	29,283.00	.00	.00	14,416.00	14,867.00	.49
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



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04/08/03  
ACCOUNTING PERIOD: 13/02

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

LECTION 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	153,722.95	.00	4,444,893.50	295,058.50	.94

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04/08/03  
ACCOUNTING PERIOD: 13/02

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

LECTION 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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04/08/03  
ACCOUNTING PERIOD: 13/02

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

FUNCTION 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	111.78	.00	5,070.05	-5,070.05	.00
920204	TRAINING	10,000.00	1,190.00	.00	5,641.77	4,358.23	.56
920206	SEMINARS	.00	.00	.00	414.00	-414.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
960070	AUTO/TRAVEL EXPENSES	1,500.00	.00	.00	2,259.07	-759.07	1.51
960210	SPECIAL EVENT PROGRAMMING	.00	-1,000.00	.00	.00	.00	.00
960990	MISC CONTRACTUAL SVCS	58,500.00	3,743.46	.00	49,842.96	8,657.04	.85
TOTAL	CONTRACTUAL SERVICES	70,000.00	4,045.24	.00	63,227.85	6,772.15	.90
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
970270	PRINTING-REPROD-BINDING	.00	.00	.00	5,572.25	-5,572.25	.00
TOTAL	COMMODITIES	.00	.00	.00	5,572.25	-5,572.25	.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
980430	VEHICLES	.00	.00	.00	.00	.00	.00
980440	CAPITAL EXPENDITURES	.00	.00	.00	.00	.00	.00
TOTAL	IL LIBRARY PER CAP GRANT	70,000.00	4,045.24	.00	68,800.10	1,199.90	.98
TOTAL	CIVIC & CULTURE	4,809,952.00	157,768.19	.00	4,513,693.60	296,258.40	.94
TOTAL	PUBLIC LIBRARY FUND	4,809,952.00	157,768.19	.00	4,513,693.60	296,258.40	.94

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04/08/03  
 ACCOUNTING PERIOD: 13/02

CITY OF DES PLAINES  
 ORGANIZATION EXPENDITURE STATUS

SECTION 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	6,223.38	18,776.62	.25
980400	EQUIPMENT	.00	.00	.00	3,709.13	-3,709.13	.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	9,932.51	15,067.49	.40
TOTAL	LIBRARY CAPITAL PROJ FUND	25,000.00	.00	.00	9,932.51	15,067.49	.40
TOTAL	LIBRARY CAPITAL PROJ FUND	25,000.00	.00	.00	9,932.51	15,067.49	.40
TOTAL REPORT		4,834,952.00	157,768.19	.00	4,523,626.11	311,325.89	.94

ACCOUNTING PERIOD: 2/03

SELECTION CRITERIA: payable.due\_date='03/03/2003'

D - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	918060	TUITION REIMBURSEMENTS	101719 JAIRO BARBOSA	REIMB	763.00
2110	920100	LITIGATION & LEGAL FEES	25529 KLEIN, THORPE AND JENKINS	104932	446.95
2110	920110	PROFESSIONAL CONSULTING	08123 MARY JANE KEPNER	261	5,000.00
2110	920110	PROFESSIONAL CONSULTING	102275 ILA MIGUT	2/1/03	300.00
2110	920110	PROFESSIONAL CONSULTING	102275 ILA MIGUT	1/27/03	600.00
2110	920110	PROFESSIONAL CONSULTING	15976 GRAPHIC SOLUTIONS	6715	640.00
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	DECEMBER 02	1,179.68
2110	920202	CONFERENCES	09656 HOLLY RICHARDS SORENSEN	1/23-1/27/03	121.25
2110	920204	TRAINING	05179 ADULT READING ROUND TABLE	ATTACH	20.00
2110	920204	TRAINING	101721 PETRA HOLLIBAUGH	REIMB	25.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	115440	115.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	115441	100.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	MARCH 2003	260.38
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	MARCH 2003	260.38
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	MARCH 2003	16.06
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	MARCH 2003	16.06
2110	930010	R & M EQUIPMENT	00189 ANDERSON LOCK CO LTD	323256	148.89
2110	930020	R & M BLDGS & STRUCTURES	00246 PROFESSIONAL EQUIPMENT	294400-1	140.90
2110	930020	R & M BLDGS & STRUCTURES	08371 EDWARDS ENGINEERING INC.	S25722	616.00
2110	930020	R & M BLDGS & STRUCTURES	08371 EDWARDS ENGINEERING INC.	S24771	2,614.00
2110	930020	R & M BLDGS & STRUCTURES	08371 EDWARDS ENGINEERING INC.	S25355	1,832.70
2110	930020	R & M BLDGS & STRUCTURES	101889 MCQUAY SERVICE	2158785	145.00
2110	930020	R & M BLDGS & STRUCTURES	27008 RON SCHUNE	1/3/03	140.00
2110	960070	AUTO/TRAVEL EXPENSES	09656 HOLLY RICHARDS SORENSEN	1/23-1/27/03	24.00
2110	960070	AUTO/TRAVEL EXPENSES	16164 HECTOR MARINO	16164	83.00
2110	960210	SPECIAL EVENT PROGRAMMING	102274 ZOOLOGICAL SOCIETY OF MIL	3-15-03	100.00
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	010065	20.23
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	003268	70.99
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	003236	35.05
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1437024	2.15
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1435070	13.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1439630	23.50
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1435698	8.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1435072	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1402094	33.95
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1433232	2.15
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1434884	15.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1435074	41.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1440012	10.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1440448	11.25
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1440013	34.50
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1440009	5.10
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1435071	41.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1440011	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1440010	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1435073	3.20
2110	960990	MISC CONTRACTUAL SVCS	05274 ILLINOIS STATE POLICE	ATTACH	1,000.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010414342	2.70
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010390438	5.70
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010389942	58.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010388051	20.30

SELECTION CRITERIA: payable.due\_date='03/03/2003'

D - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010388041	10.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010385173	29.60
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010373076	14.40
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010368797	79.15
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010368808	28.30
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010373904	18.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010397183	2.50
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010358974	23.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010364741	26.80
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010359403	43.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	0001006015	-10.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010366837	40.40
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010366742	38.90
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010401249	8.40
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	82462037	9.16
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	82395676	2.14
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	82442056	6.42
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	82395678	2.29
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	82419440	9.16
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	82419438	2.29
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	82403177	10.70
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	82419436	8.56
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	82506944	5.45
2110	970100	SUPPLIES	05228	KASCO PRINTING	5354	159.00
2110	970100	SUPPLIES	07090	ACCOUNTOR SYSTEMS	20589	250.00
2110	970100	SUPPLIES	08645	NCS PEARSON INCORPORATED	71443717	1,454.25
2110	970100	SUPPLIES	09638	OFFICE DEPOT	192873655/1	460.20
2110	970100	SUPPLIES	09638	OFFICE DEPOT	193128414/1	164.97
2110	970100	SUPPLIES	09656	HOLLY RICHARDS SORENSEN	000509	128.34
2110	970100	SUPPLIES	100563	THREE M	UM32325	527.32
2110	970100	SUPPLIES	19714	GAYLORD BROS	374950	43.71
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	1217488	2,334.01
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	1210081	445.45
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	1207969	197.57
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	1206295	130.03
2110	970100	SUPPLIES	20933	HAWK ELECTRONICS	291168	1,164.34
2110	970100	SUPPLIES	20933	HAWK ELECTRONICS	291175	361.96
2110	970100	SUPPLIES	21547	MERCHANTS SOLUTIONS INC	7214	446.75
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	008451	14.15
2110	970100	SUPPLIES	71891	RUNCO OFFICE SUPPLY	306262-0	112.43
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	109944-00	629.25
2110	970170	JANITORIAL	01638	KINDER INDUSTRIAL SUPPLY	021110	-32.94
2110	970260	POSTAGE AND PARCEL	00933	POSTMASTER	REFLENISH	1,640.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1435074	368.48
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1440012	145.47
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1440011	30.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1435072	19.20
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1440010	16.74
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1433232	25.48
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1439630	177.37
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1437024	24.11

SELECTION CRITERIA: payable.due\_date='03/03/2003'

D - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1434884	56.81
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1440448	99.42
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1444281	36.23
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1440013	344.41
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1440009	72.79
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1435698	35.90
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1402094	169.91
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1435070	95.03
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1435071	457.12
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1435073	56.67
2110	970600	BOOKS	07439 THE GALE GROUP	12165732	115.30
2110	970600	BOOKS	07439 THE GALE GROUP	12162132	57.63
2110	970600	BOOKS	07439 THE GALE GROUP	12158165	133.26
2110	970600	BOOKS	07439 THE GALE GROUP	12157784	74.84
2110	970600	BOOKS	07439 THE GALE GROUP	12159743	64.38
2110	970600	BOOKS	07439 THE GALE GROUP	12159174	40.42
2110	970600	BOOKS	07975 BAKER & TAYLOR ENTERTAINM	M14633000	40.46
2110	970600	BOOKS	09431 LEXIS BUSINESS & ACADEMIC	352812	1,020.23
2110	970600	BOOKS	09647 INFO USA MARKETING, INC.	3-24-005346	730.00
2110	970600	BOOKS	101098 AMERICAN LIBRARY ASSOCIAT	05022837	427.68
2110	970600	BOOKS	101798 SCHOLASTIC LIBRARY PUBLIS	10774044	313.55
2110	970600	BOOKS	10512 MERGENT INCORPORATED	CUST #23582	3,695.00
2110	970600	BOOKS	12625 DEALERS COSTS CORPORATION	ATTACH	29.00
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010403014	1,155.70
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010366742	462.08
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010373075	303.24
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010366837	426.75
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010368797	145.13
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010359402	1,105.52
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010414342	16.64
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010401249	104.35
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010397179	105.00
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010364740	594.24
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	0001005499	-4.70
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010368808	257.21
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	0001006072	-14.17
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010373903	305.25
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010358973	886.23
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010388051	216.19
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010389941	1,455.55
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010385172	545.27
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010390437	302.64
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010388041	87.89
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010397182	80.69
2110	970600	BOOKS	20232 REGENT BOOK COMPANY	74197	32.97
2110	970600	BOOKS	20361 BERNAN ASSOCIATES	10149710	83.00
2110	970600	BOOKS	20579 SALEM PRESS	0326298-IN	178.55
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	82395675	11.37
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	82395677	25.95
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	82419439	50.04
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	82506943	10.56

SELECTION CRITERIA: payable.due\_date='03/03/2003'

D - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	DP0006058	113.14
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	82442055	46.08
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	82419437	14.22
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	82462036	54.60
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	82403176	71.10
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	82419435	57.51
2110	970610	AUDIO MATERIALS	02482	BBC AUDIOBOOKS	238543	19.50
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	1-29-03-4	137.05
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	1-29-03-5	13.29
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	1-29-03-3	409.86
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	1-29-03-1	238.51
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IN0180104	34.24
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IN0180637	61.74
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IN0180105	64.49
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IN0180636	61.74
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IN0180746	56.24
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IN0180747	34.24
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IN0181697	52.35
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5172686P	47.70
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1647372	40.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1656781	29.75
2110	970620	SUBSCRIPTIONS & BOOKS	54257	CHRONICLE GUIDANCE PUBL	8066	135.19
2110	970620	SUBSCRIPTIONS & BOOKS	67929	VALUE LINE INC	RENEWAL 4/03	345.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	11612H	111.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	11612G	181.51
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	11613I	59.66
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	11613J	37.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	13323A	22.66
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R33931531	10.76
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R33931530	966.47
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B10240720	47.19
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	575815	18.89
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	573090	11.99
2110	970630	VISUAL MATERIALS	101014	AMAZON.COM CREDIT	12/19/02	179.84
2110	970630	VISUAL MATERIALS	13071	MULTI-CULTURAL BOOKS & VI	03-096	25.90
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	02273364	5.62
2110	970900	EQUIPMENT <\$5,000	06842	B & H PHOTO	18123236	337.00
2110	970900	EQUIPMENT <\$5,000	100563	THREE M	UM32606	1,600.00
2110	970900	EQUIPMENT <\$5,000	13629	VERNON	132527	577.95
2110	980410	COMPUTER HARDWARE	06093	DELL MARKETING L.P.	222010713	15,478.00
2110	980410	COMPUTER HARDWARE	06093	DELL MARKETING L.P.	222014293	3,528.00
2110	980420	COMPUTER SOFTWARE	05124	CDW GOVERNMENT, INC.	HQ76639	894.99
2110	980420	COMPUTER SOFTWARE	06093	DELL MARKETING L.P.	230941305	528.00
TOTAL LIBRARY SERVICES						72,877.50
2130	960990	MISC CONTRACTUAL SVCS	102047	WAGNER OFFICE SOLUTIONS I	32959	834.05
2130	960990	MISC CONTRACTUAL SVCS	102047	WAGNER OFFICE SOLUTIONS I	32960	196.20
TOTAL IL LIBRARY PER CAP GRANT						1,030.25



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(2)

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0 - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	-----TITLE-----	VENDOR	-----PURCHASE OR INVOICE	AMOUNT
TOTAL FUND					73,907.75

SECTION CRITERIA: payable.due\_date='03/17/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920110	PROFESSIONAL CONSULTING	17998 PAE WHITE	2/11-2/12/03	398.73
2110	920140	DATA PROCESSING SERVICES	05537 ILLINOIS STATE LIBRARY	19208	537.43
2110	920140	DATA PROCESSING SERVICES	101752 OCLC INCORPORATED	684020	2,265.45
2110	920140	DATA PROCESSING SERVICES	101882 BAKER & TAYLOR INCORPORAT	B06NS8465M	569.58
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	JAN 2003	3,541.47
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	JAN 2003	1,397.24
2110	920220	MEMBERSHIP DUES	100075 AMERICAN LIBRARY ASSOCIAT	0193835	145.00
2110	920220	MEMBERSHIP DUES	100075 AMERICAN LIBRARY ASSOCIAT	1010837	145.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	108762	100.00
2110	930010	R & M EQUIPMENT	07090 ACCOUNTOR SYSTEMS	20601	185.00
2110	930010	R & M EQUIPMENT	102242 ADT SECURITY SERVICES	40100028	37.50
2110	930010	R & M EQUIPMENT	17560 PANASONIC DIGITAL DOCUMEN	7116981-33	1,624.92
2110	930010	R & M EQUIPMENT	53253 DISTINCTIVE BUSINESS PROD	482105	1,045.00
2110	930010	R & M EQUIPMENT	72106 COOPERATIVE COMPUTER SERV	JAN 2003	23.92
2110	930020	R & M BLDGS & STRUCTURES	07786 G & I ELECTRIC COMPANY,	24788	1,200.10
2110	930020	R & M BLDGS & STRUCTURES	08371 EDWARDS ENGINEERING INC.	525992	1,132.95
2110	930020	R & M BLDGS & STRUCTURES	100807 THYSSENKRUPP ELEVATOR COR	045134	309.32
2110	930020	R & M BLDGS & STRUCTURES	100807 THYSSENKRUPP ELEVATOR COR	045408	3,996.00
2110	930020	R & M BLDGS & STRUCTURES	100807 THYSSENKRUPP ELEVATOR COR	045719	518.00
2110	930020	R & M BLDGS & STRUCTURES	101362 STANLEY ACCESS TECH	95273981	253.00
2110	930020	R & M BLDGS & STRUCTURES	102321 MIKE GERSON	1-05-03	130.00
2110	930020	R & M BLDGS & STRUCTURES	17132 MENARDS	83465	19.98
2110	930020	R & M BLDGS & STRUCTURES	17132 MENARDS	83461	-24.80
2110	930020	R & M BLDGS & STRUCTURES	17132 MENARDS	83450	99.20
2110	930030	R & M VEHICLES	00189 ANDERSON LOCK CO LTD	324603	182.00
2110	930195	BOOK BINDING & REPAIR	05479 HOUCHEM BINDERY LTD	110000	230.10
2110	930320	CLEANING:CUSTODIAL SERV	09536 CRYSTAL MGMT & MAINT SERV	11414	3,300.00
2110	930320	CLEANING:CUSTODIAL SERV	09536 CRYSTAL MGMT & MAINT SERV	11367	726.00
2110	960070	AUTO/TRAVEL EXPENSES	21092 PETTY CASH	PETTY CASH	6.37
2110	960070	AUTO/TRAVEL EXPENSES	21092 PETTY CASH	PETTY CASH	10.00
2110	960070	AUTO/TRAVEL EXPENSES	21092 PETTY CASH	PETTY CASH	5.87
2110	960070	AUTO/TRAVEL EXPENSES	21092 PETTY CASH	PETTY CASH	3.25
2110	960070	AUTO/TRAVEL EXPENSES	21092 PETTY CASH	PETTY CASH	1.00
2110	960070	AUTO/TRAVEL EXPENSES	21092 PETTY CASH	PETTY CASH	5.87
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	005233	22.23
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	006042	18.30
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1445568	.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1442931	53.15
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1445502	16.90
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1448502	.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1446826	5.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1448501	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1445834	19.65
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1445503	7.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1445569	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1442932	32.00
2110	960990	MISC CONTRACTUAL SVCS	08996 LIBRARY CABLE NETWORK	001-019	300.00
2110	960990	MISC CONTRACTUAL SVCS	100245 RENTOKIL TROPICAL PLANT S	CH543464	89.56
2110	960990	MISC CONTRACTUAL SVCS	16839 AQUATICARE, INC.	900	350.00
2110	960990	MISC CONTRACTUAL SVCS	16839 AQUATICARE, INC.	899	354.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010485522	71.60

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010449696	50.40
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010479643	68.70
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010499040	38.45
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010494718	33.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010480292	23.85
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010492484	9.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010455225	64.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010492691	22.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010480538	29.15
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010430816	20.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010464529	5.40
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010411513	36.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010455573	13.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010433007	25.10
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010450411	10.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010443378	69.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010428442	68.70
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010437411	33.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010492589	53.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010420262	32.30
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010395909	7.40
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010464550	8.90
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010402402	7.45
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010464214	.80
2110	960990	MISC CONTRACTUAL SVCS	21092 PETTY CASH	PETTY CASH	8.00
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	82615436	9.16
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	82627971	13.74
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	82603189	15.06
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	82615434	2.29
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	82634830	7.96
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	82735483	6.42
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	82514153	2.29
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	82690316	2.14
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	82748697	6.87
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	82514151	6.42
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	82603191	2.44
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	82570020	6.42
2110	970100	SUPPLIES	00189 ANDERSON LOCK CO LTD	325430	23.56
2110	970100	SUPPLIES	02077 LAKESHORE LEARNING MATERI	2-367082	34.95
2110	970100	SUPPLIES	09638 OFFICE DEPOT	193619022/1	97.50
2110	970100	SUPPLIES	09638 OFFICE DEPOT	194180287/2	247.35
2110	970100	SUPPLIES	09638 OFFICE DEPOT	193066478/1	53.04
2110	970100	SUPPLIES	09638 OFFICE DEPOT	194223734/1	-53.04
2110	970100	SUPPLIES	09638 OFFICE DEPOT	193066478/2	35.36
2110	970100	SUPPLIES	09638 OFFICE DEPOT	195513453/1	25.28
2110	970100	SUPPLIES	09638 OFFICE DEPOT	195161399/1	17.05
2110	970100	SUPPLIES	09638 OFFICE DEPOT	194180287/1	3,229.25
2110	970100	SUPPLIES	09638 OFFICE DEPOT	194224042/1	-35.36
2110	970100	SUPPLIES	09638 OFFICE DEPOT	194180287/1	24.05
2110	970100	SUPPLIES	09638 OFFICE DEPOT	194722628/1	62.69
2110	970100	SUPPLIES	19714 GAYLORD BROS	382341	176.60

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970100	SUPPLIES	19714	GAYLORD BROS	383065	617.40
2110	970100	SUPPLIES	19764	BRODART COMPANY	359854	302.97
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	1233917	38.19
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	1234768	50.72
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	1237144	1,444.78
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	1233914	83.29
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	1233924	102.42
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	1233915	21.23
2110	970100	SUPPLIES	24056	THE HIGHSMITH CO., INC.	7712075-001	105.18
2110	970100	SUPPLIES	92003	COMPUTYPE INC.	148237-1010	1,719.17
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	110633-00	620.00
2110	970170	JANITORIAL	06037	H-O-H CHEMICALS, INC.	00202467	1,217.03
2110	970170	JANITORIAL	17132	MENARDS	82552	52.40
2110	970200	COPYING/FAX SUPPLIES	09638	OFFICE DEPOT	194404194/1	3,946.60
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH	3.50
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH	4.90
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH	3.50
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	PETTY CASH	1.40
2110	970270	PRINTING-REPROO-BINDING	05228	KASCO PRINTING	5359	414.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1446826	54.16
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1445834	187.20
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1448502	11.19
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1448501	63.76
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1448646	64.86
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1442931	334.13
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1445569	44.76
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1442932	95.60
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1445502	156.10
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1445503	100.71
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1445568	25.45
2110	970600	BOOKS	03924	ASPEN PUBLISHERS, INC.	79288545	135.93
2110	970600	BOOKS	07439	THE GALE GROUP	12178640	184.47
2110	970600	BOOKS	07439	THE GALE GROUP	12184701	71.08
2110	970600	BOOKS	07439	THE GALE GROUP	12177116	179.78
2110	970600	BOOKS	07439	THE GALE GROUP	12174913	115.30
2110	970600	BOOKS	07439	THE GALE GROUP	12174900	35.17
2110	970600	BOOKS	07439	THE GALE GROUP	12174827	74.84
2110	970600	BOOKS	07439	THE GALE GROUP	12174780	162.47
2110	970600	BOOKS	07439	THE GALE GROUP	12174838	45.30
2110	970600	BOOKS	08279	FOREIGN POLICY ASSOCIATIO	000023902	202.50
2110	970600	BOOKS	101798	SCHOLASTIC LIBRARY PUBLIS	10774460	265.20
2110	970600	BOOKS	10512	MERGENT INCORPORATED	125342	2,230.00
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010430816	216.38
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010411512	746.92
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010464529	66.82
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010485521	829.28
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	0001010736	-1.50
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010471363	1,596.04
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010448984	56.09
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010455572	180.00
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010443377	1,106.72

LECTION CRITERIA: payable.due\_date='03/17/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010437410	595.29
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010428441	1,113.84
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010450410	193.58
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010433007	276.73
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010449695	1,012.42
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010402402	22.52
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010395908	161.98
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010494342	9.49
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010479642	1,314.03
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010499039	767.20
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010464214	15.88
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010480537	599.08
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010435475	32.00
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010492589	669.92
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010464550	91.56
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010480291	427.10
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010420262	304.26
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010492484	125.46
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	0001010733	-8.93
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010455224	822.22
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010492691	272.55
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010494718	388.50
2110	970600	BOOKS	19934 MANUFACTURERS' NEWS, INC.	527552-00	185.95
2110	970600	BOOKS	20361 BERNAN ASSOCIATES	10153255	76.20
2110	970600	BOOKS	21121 THE MCGRAW-HILL COMPANIES	L7059559A03	141.63
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	82514152	14.22
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	82735482	41.04
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	82670942	21.98
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	82514150	43.23
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	82627970	88.74
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	82634829	54.60
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	82570019	44.37
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	82615433	13.65
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	82748696	42.66
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	82690315	13.11
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	82615435	56.88
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	82603190	13.65
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	82603188	81.29
2110	970600	BOOKS	68820 MARSHALL CAVENDISH CORP.	R623864	406.55
2110	970600	BOOKS	68820 MARSHALL CAVENDISH CORP.	R623731	406.55
2110	970600	BOOKS	82668 POLONIA BOOK STORES	021694	300.54
2110	970610	AUDIO MATERIALS	02482 BBC AUDIOBOOKS	239697	19.50
2110	970610	AUDIO MATERIALS	02482 BBC AUDIOBOOKS	239495	143.19
2110	970610	AUDIO MATERIALS	13033 LANDMARK AUDIOBOOKS	126924	1,375.00
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	2-6-03-5	13.29
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	2-6-03-1	51.07
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	2-6-03-3	167.86
2110	970610	AUDIO MATERIALS	28038 BRILLIANCE AUDIO, INC.	IN0182928	34.24
2110	970610	AUDIO MATERIALS	28038 BRILLIANCE AUDIO, INC.	IN0183544	45.24
2110	970610	AUDIO MATERIALS	28038 BRILLIANCE AUDIO, INC.	IN0182043	45.24
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	5177013P	86.40

1  
3  
1  
5

03/07/03  
ACCOUNTING PERIOD: 3/03

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

PAGE 13

SECTION CRITERIA: payable.due\_date='03/17/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1667507	5.95
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1663076	23.80
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1661205	12.90
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1649134	150.40
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1657243	234.40
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1653319	208.80
2110	970620	SUBSCRIPTIONS & BOOKS	101099	HOME PLANNERS LLC	712030	17.94
2110	970620	SUBSCRIPTIONS & BOOKS	27565	DICK DAVIS DIGEST	ATTACH	144.00
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSO SUBSCRIPTION SVC	0-32554	25.20
2110	970630	VISUAL MATERIALS	05884	LIBRARY VIDEO COMPANY	H00173000001	359.07
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	13323B	65.46
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	11613K	25.18
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	13322A	46.18
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	11612I	25.18
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R34379950	164.91
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R35167140	164.20
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R34958630	253.41
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R35167141	243.01
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B10692440	324.54
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B11172480	44.92
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B11172460	749.51
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B11475910	1,870.93
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M15230990	11.24
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B11475920	89.89
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B565065CM	-119.92
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B11566810	14.99
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M15733890	123.62
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B11441500	343.13
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M15449620	96.60
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B563991CM	-204.62
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B10389070	14.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	585535	22.04
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	585536	15.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	582228	19.99
2110	970630	VISUAL MATERIALS	102320	DIVERSE MEDIA INCORPORATE	389114	105.11
2110	970630	VISUAL MATERIALS	102322	STOVE PRAIRIE PRESS	1355	82.00
2110	970630	VISUAL MATERIALS	22424	FACETS MULTI-MEDIA, INC.	1510820	39.95
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	02479723	29.99
2110	970640	AUTOMATED REFERENCE MAT'L	68870	CAREER GUIDANCE FDN	099151	748.00
2110	970640	AUTOMATED REFERENCE MAT'L	74130	EBSO SUBSCRIPTION SVC	1082675	4,500.00
TOTAL LIBRARY SERVICES						74,942.89
2130	960070	AUTO/TRAVEL EXPENSES	04365	SANDRA NORLIN	REIMB	148.32
TOTAL IL LIBRARY PER CAP GRANT						148.32
TOTAL FUND						75,091.21

ADMINISTRATOR'S REPORT  
April 15, 2003

I. PERSONNEL

New employees for March 2003 are Cathy Friedman, Library Assistant II (PT), Adult Services and Jessica Lopez, Technology Page (PT), Technical Services.

Resignation: Carol Bonarek, Library Assistant I (PT), Circulation Services.

Tests and interviews for the Library Assistant I (FT) position in Circulation Services were conducted and an eligibility list of three persons was created. The final hiring procedures are being conducted through the City Human Resources and Services Department in accordance with Civil Service rules.

II. STAFF DEVELOPMENT

The Reclassification project continues. The committee of nine staff members and Trustee Noreen Lake has completed reviewing and revising job descriptions for the Adult Services, Youth Services and Circulation Services Departments. This is intensive work, involving 3-4 hour meetings. I am confident that the outcome of this work will be updated, appropriate job descriptions for every position in the library and recommendations for equitable salary schedules.

III. PATRON SERVICES

Please take note of a growing trend among all public libraries, i.e. the increasing percent of circulation of non-print resources. In March 2003, for example, the circulation of non-print items represents 43% of all items borrowed. For children's materials, 30% of the circulation is non-print, whereas for adults' it is 52% that is non-print. Self-checking has grown to 23% of all circulations in the main library. The Mobile Library circulation, which grew by 17% over March 2002, represents 5% of the total circulation for the library. Attendance at the library continues to grow. In March the increase was 6.5% over March 2002. So far in 2003, 10,887 people have used our meeting rooms to attend meetings and programs.

The basic computer and Internet classes are extremely popular. All classes have been filled to date, with waiting lists. In order to manage the demand equitably, we are allowing registration by phone or in person only on Fridays. We have been receiving 40-45 calls each Friday morning since the classes began. Each class has eleven openings. The response to the classes offered in Spanish is overwhelming. Hector Marino has received 250 inquiries for these classes.

You may notice the reduction of pamphlets in this month's collection report. This is the result of recent weeding and the reconciliation of past weeding that had not been recorded correctly.

#### IV. PROFESSIONAL ACTIVITIES

I chaired the monthly meeting of the Library Cable Network Executive Committee and attended the North Suburban Library System's Community Forum and Annual Award Banquet. I also attended the Public Library Administrator's Forum and the CCS Governing Board meetings at NSLS. I attended the Chamber/City Advisory Committee breakfast on March 27. I assisted with the Friends of the Library Booksale on March 28. I served as Chairperson of the Do The Dewey Fundraiser committee and held weekly meetings to plan this event.

On April 9 I participate in the Illinois Library Association's Library Advocacy Day activities in Springfield.



V.D.1.

DES PLAINES PUBLIC LIBRARY  
HOLDINGS  
APRIL 2003

	<u>Mar. 2003</u>	<u>Apr. 2003</u>	<u>Change</u>	<u>% Change</u>
Books	236,489	237,699	1,210	0.51%
Audio	19,090	19,308	218	1.14%
Video	17,819	18,272	453	2.54%
Puzzles & Games	722	710	-12	-1.66%
Realia	233	233	0	0.00%
Pamphlets	1,337	326	-1,011	75.62%
<b>Total</b>	<b>275,690</b>	<b>276,548</b>	<b>858</b>	<b>0.31%</b>

**DES PLAINES PUBLIC LIBRARY  
REGISTRATION SERVICES REPORT FOR MARCH 2003**

**I. Library Card Registration Services**

<u>Mar 2002</u>	<u>Feb 2003</u>	<u>Mar 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
747	720	1,085	2,492	2,776	10.2%

A.	New Library Card Registrations	430
B.	Updated Library Card	433
C.	Other Libraries	210
D.	Non Resident Fee Paid Cards	12

Total 1,085

**II. Other Registration Services**

1.	Patrons Registering for Programs	185
2.	Number of Meeting Room Uses	98
3.	Voters Registered	5
4.	Senior Cab Cards	13

Total 301

**III. Total Number Of Registered Borrowers**

* March 2002	NA*
**March 2003	43,465

**\*\*The population for the City of Des Plaines was revised to 56,945.  
(Revised 2000 Census Report dated December 3, 2002.)**

\* The reports for March 2002 are not available due to the change from GEAC to SIRSI, but when the March 2002 statistics become available they will be included in the most current board packet.

**DES PLAINES PUBLIC LIBRARY  
CIRCULATION SERVICES REPORT FOR MARCH 2003**

**Patron Attendance Count**

<u>Mar 2002</u>	<u>Feb 2003</u>	<u>Mar 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
47,189	47,796	51,613	137,256	146,821	6.5%

**Reciprocal Borrowing  
(Materials Lent)**

	<u>Mar 2002</u>	<u>Mar 2003</u>	<u>% Change</u>
NSLS	*NA	13,695	*NA
Other Systems	*NA	6,103	*NA
Total	*NA	19,798	*NA

**Interlibrary Loan**

	<u>Mar 2002</u>	<u>Mar 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
Sent	942	3,860	1,395	11,318	87.7%
Received	1,666	2,383	1,666	6,768	75.4%
Total	2,608	6,243	3,061	18,086	83.0%

\* The reports for March 2002 are not available due to the change from GEAC to SIRSI, but when the March 2002 statistics become available they will be included in the most current board packet.

**DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT**  
**March 2003**

			<b>% Change</b>	
<b>Total 2002 to Date:</b>	242,075	<b>Total 2003 to Date:</b>	277,528	14.65%
<b>March 2002</b>	82,144	<b>March 2003</b>	96,660	17.67%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
	2002	2003	2002	2003	2002	2003
<b>CHILDREN</b>						
Non Fiction	5,045	6,391	626	654	5,671	7,045
Fiction	14,472	16,294	1,024	1,350	15,496	17,644
Foreign Language Non Fiction	118	117	6	17	124	134
Foreign Language Fiction	348	552	58	79	406	631
Periodicals	296	259	17	9	313	268
Compact Discs	820	1,025	24	38	844	1,063
Audio Cassettes	253	195	3	5	256	200
Audio Kits	407	270	14	14	421	284
Puzzles	441	376	59	21	500	397
Games	51	113	29	18	80	131
Audio Books	315	306	13	27	328	333
Video Fiction	3,252	4,080	384	437	3,636	4,517
Video Non Fiction	1,188	1,035	63	38	1,251	1,073
DVD	843	2,345	27	64	870	2,409
CD ROMs	602	741	0	0	602	741
<b>SUB TOTAL</b>	<b>28,451</b>	<b>34,099</b>	<b>2,347</b>	<b>2,771</b>	<b>30,798</b>	<b>36,870</b>
<b>ADULT</b>						
Non Fiction	11,989	13,225	256	251	12,245	13,476
Fiction	7,701	8,810	364	322	8,065	9,132
Large Type	1,131	1,428	197	136	1,328	1,564
Foreign Language Non Fiction	249	415	3	4	252	419
Foreign Language Fiction	617	906	0	2	617	908
High School Collection	355	524	4	21	359	545
Periodicals	2,618	2,712	143	172	2,761	2,884
Pamphlets	16	11	0	0	16	11
Compact Discs	7,090	8,031	436	494	7,526	8,525
Audio Cassettes	274	8	7	5	281	13
Puzzles	0	3	0	0	0	3
Pictures	63	34	0	0	63	34
Audio Books	2,097	2,285	35	32	2,132	2,317
CD ROMs	227	281	0	1	227	282
Video Fiction	7,247	7,663	351	459	7,598	8,122
Video Non Fiction	3,669	4,196	72	53	3,741	4,249
DVD	3,769	6,842	93	306	3,862	7,148
Misc. Formats	269	156	4	2	273	158
	49,381	57,530	1,965	2,260	51,346	59,790
<b>GRAND TOTAL</b>	<b>77,832</b>	<b>91,629</b>	<b>4,312</b>	<b>5,031</b>	<b>82,144</b>	<b>96,660</b>
Self Check	20,075	20,991	0	0	20,075	20,991

**DES PLAINES PUBLIC LIBRARY  
CIRCULATION PATRON ASSISTANCE  
MARCH 2003**

<b>Assistance/Service Desk</b>	<u>Mar 2002</u>	<u>Mar 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
1. Phone Calls Received	2,258	1,483	7,136	4,445	(-60.5%)
2. Patron Renewals	1,750	2,038	5,187	5,187	0.0
3. Patron Reserves Delivered	2,074	3,117	5,225	7,860	33.5%
4. Directional	2,873	2,162	8,965	5,193	(-72.6%)
5. Account Inquiries	2,729	4,884	8,052	12,770	37.0%
6. Program Sign-up	848	788	2,659	2,324	(-14.4%)
7. In Person Patron Assistance	3,308	3,232	8,876	9,180	3.3%
<b>Total</b>	<b>15,840</b>	<b>17,704</b>	<b>46,100</b>	<b>46,959</b>	<b>1.8%</b>
<b>Assistance/Switchboard</b>	<u>Mar 2002</u>	<u>Mar 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
1. Phone Calls Answered	4,174	4,614	11,994	12,143	1.2%
2. Delivery/Buzzer	107	79	325	248	(-31.1%)
3. 2-Way Radio	178	216	440	534	17.6%
<b>Total</b>	<b>4,459</b>	<b>4,909</b>	<b>12,759</b>	<b>12,925</b>	<b>1.3%</b>
<b>Grand Total</b>	<b>20,299</b>	<b>22,613</b>	<b>58,859</b>	<b>59,884</b>	<b>1.7%</b>

**DES PLAINES PUBLIC LIBRARY  
ADULT SERVICES PATRON ASSISTANCE  
MARCH 2003**

<b>Assistance</b>	<u>Mar 2002</u>	<u>Mar 2003</u>	<u>Year to Date 2002</u>	<u>Year To Date 2003</u>	<u>% Change</u>
1. Computer/Instructional	523	1,274	1,409	2,137	34.1%
2. Mechanical	356	646	890	1,235	27.9%
3. Directional	944	1,091	2,856	2,914	2.0%
4. Informational	1,136	1,601	3,537	4,100	13.7%
5. Tax Forms	164	325	552	909	39.3%
6. Instruction	10	170	57	261	18.2%
<b>Total</b>	<b>3,133</b>	<b>5,107</b>	<b>9,301</b>	<b>11,556</b>	<b>19.5%</b>
<b>Reference and Readers' Services</b>	<u>Mar 2002</u>	<u>Mar 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
1. Specific Item Request	4,206	3,370	12,858	9,584	(-34.2%)
2. Ready Reference	1,224	1,192	3,840	3,299	(-16.4%)
3. In-Depth Reference	248	238	792	717	(-10.5%)
4. Virtual Reference Desk	40	80	112	169	33.7%
5. Interlibrary Loan Request	128	196	467	815	42.7%
6. Readers' Advisory	255	120	497	448	(-10.9)
7. Reserves	895	1090	2593	2,876	9.8%
<b>Total</b>	<b>6,996</b>	<b>6,286</b>	<b>21,159</b>	<b>17,908</b>	<b>(-18.2%)</b>
<b>Sign Up</b>	<u>Mar 2002</u>	<u>Mar 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
1. Internet	5,995	5,440	17,065	18,640	8.5%
2. Computer Lab	531	590	1,541	1,581	2.5%
3. Group Study Rooms	376	880	1,061	2,395	55.7%
4. Reading Edge	0	2	0	5	100.0%
<b>Total</b>	<b>6,902</b>	<b>6,912</b>	<b>19,667</b>	<b>22,621</b>	<b>13.1%</b>
<b>Grand Total</b>	<b>17,031</b>	<b>18,305</b>	<b>50,127</b>	<b>52,085</b>	<b>3.8%</b>

**DES PLAINES PUBLIC LIBRARY  
USE OF ONLINE ONLINE REFERENCE PRODUCTS  
March 2003**

Access Science	2*
Alldata	NA
BigChalk	99
College Source Online	9
CQ Electronic Library	18
Des Plaines Public Library Homepage	82,417
Ebsco:	
• Alt-Health Watch	5
• Health Source – Consumer	28
• Novelist	37
FACTS.com	37
First Search	1,285
Gale Group:	
• AncestryPlus	NA
• Biography Resource Center	361
• Business & Company Resource Center	678
• Contemporary Authors	46
• General Reference Center Gold	611
• Student Resource Center	263
• What Do I Read Next?	8
Grolier Online	13*
Hoover's Online	NA*
LearnATest.com	3*
Library Catalog	NA
LitFinder	NA
NewsBank:	
• Chicago Tribune Archive	80
• News Illinois	0
• Noticias en Español	0
NetLibrary	0
ProQuest :	
• ( <i>Chicago Sun-Times, Daily Herald, Wall Street Journal, Chicago Tribune</i> )	105
• New York Times Historical Archive	105

DES PLAINES PUBLIC LIBRARY  
USE OF ONLINE ONLINE REFERENCE PRODUCTS  
March 2003

Reference USA	760
Sorkins Online	NA
World Book Encyclopedia	28
Total Searches & Queries	86,999

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



**DES PLAINES PUBLIC LIBRARY  
YOUTH SERVICES PATRON ASSISTANCE  
MARCH 2003**

<b>Assistance</b>	<u>Mar 2002</u>	<u>Mar 2003</u>	<u>Year to Date 2002</u>	<u>Year To Date 2003</u>	<u>% Change</u>
1. Computer Sign-up	2,794	3,192	6,940	8,811	21.2%
2. Program Sign-up	361	345	1,172	1,575	25.6%
3. Equipment Repair & Assistance	484	1,877	1,367	2,951	53.7%
4. Directional Questions	186	301	750	1,025	26.8%
5. ILL & Patron Holds	45	159	243	424	42.7%
<b>Total</b>	<b>3,870</b>	<b>5,874</b>	<b>10,472</b>	<b>14,786</b>	<b>29.2%</b>
<b>In-House Circulation</b>	<u>Mar 2002</u>	<u>Mar 2003</u>	<u>Year to Date 2002</u>	<u>Year To Date 2003</u>	<u>% Change</u>
1. Train Sets	902	1,477	3,051	4,352	29.9%
2. Chess/Checkers	121	67	387	221	(-75.1%)
4. Book Bag Request	10	9	24	29	17.2%
5. Textbooks	6	10	38	24	(-58.3%)
6. Reserve Books	41	132	210	258	18.6%
<b>Total</b>	<b>1,080</b>	<b>1,695</b>	<b>3,765</b>	<b>4,884</b>	<b>22.9%</b>
<b>Reference</b>	<u>Mar 2002</u>	<u>Mar 2003</u>	<u>Year to Date 2002</u>	<u>Year To Date 2003</u>	<u>% Change</u>
1. Specific Item Request	1,169	1,085	4,403	4,082	(-7.9%)
2. Reference	565	851	2,433	2,189	(-11.2%)
3. Readers' Advisory	101	212	411	531	22.6%
4. Referrals to Other Libraries	19	34	52	103	49.5%
<b>Total</b>	<b>1,854</b>	<b>2,182</b>	<b>7,299</b>	<b>6,905</b>	<b>(-5.7%)</b>
<b>Grand Total</b>	<b>6,804</b>	<b>9,751</b>	<b>21,536</b>	<b>26,575</b>	<b>19.0%</b>

**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR MARCH 2003**

	<u>Times Used</u>	<u>Attendance</u>
<b>Library Sponsored Programs/Meetings</b>		
Adult Services Department	1	10
Asian Pacific Grant	1	4
Brava! Women's Choral Group Concert	1	74
Circulation Clerks' Meeting	1	14
Department Heads Meeting	4	35
"Do the Dewey" Meeting	3	18
Film: "Divine Secrets of the Ya Ya Sisterhood"	1	37
Friends of the Library	1	19
Great Decisions	3	52
Introduction to Basic Computers	7	63
Introduction to the Internet	7	59
Hola Amigos' Grant	10	166
Job Reclassification Committee	5	45
Menopause & Hormone Replace Therapy	1	15
Inside Writing & Publishing	1	21
Planning Committee	1	7
Readers' Services Department	1	10
Science Theatre	1	160
Short Story Writing Workshop	1	25
Smart Women Finish Rich	1	14
Spanish: Introduction to Basic Computers	2	15
Spanish: Introduction to Basic Internet	2	18
Technical Services Department Meeting	1	7
Thursday Evening Book Discussion	1	9
Tuesday Morning Book Group	1	18
Youth Services Department	1	6
<b>Total</b>	<b>60</b>	<b>921</b>

**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR MARCH 2003**

	<u>Times Used</u>	<u>Attendance</u>
<b>Outside Community Groups</b>		
AARP	7	172
Algonquin Middle School	1	50
Children's Hope International	1	25
Des Plaines Optimists	3	60
Des Plaines Toastmasters	4	46
DuPage Figure Skaters	1	12
Graceland Condominium Meeting	1	5
Kiwanis Club of Des Plaines	1	10
Moms on the Move	1	15
Our Organic Group	1	8
Park Place Condominium	1	32
Partners in Print/Title I District 62	1	50
Polyglots Toastmasters	2	30
River's Edge Condominium Meeting	1	25
Romance Writer's	1	25
Society of Children's Book Writers	1	15
Square Spaces	1	16
Thacker Park Condominium Meeting	1	20
Total	30	616
<b>Other</b>		
Library Board Meeting	1	18
Total	1	18

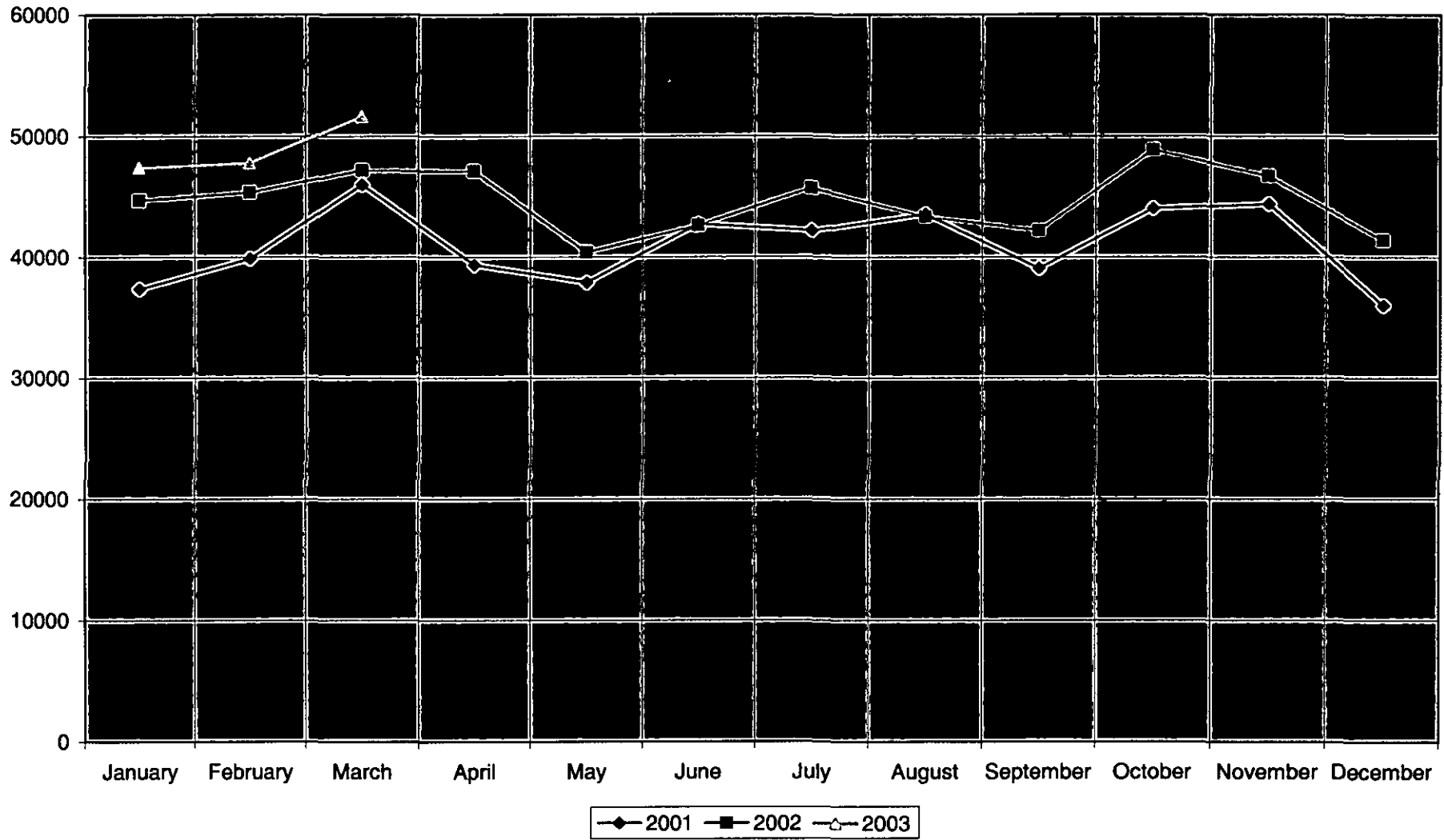
**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR MARCH 2003**

	<u>Times Used</u>	<u>Attendance</u>
<b>Library Sponsored Children's Programs</b>		
2 year olds Storytime	8	145
3 – 5 year olds Storytime	20	307
Storytime Drop in	4	23
Animals of the Rainforest	1	300
Baby Talk Book Times	21	462
Babysitting Clinic	3	65
Brownie Troop Tour	1	8
Central School 3rd grade class visit	1	30
Chess Club	2	45
Chicago Wolves Player Visit	1	67
Dr. Seuss-Read Across America	1	63
Drop In Craft	1	74
Friends Family Sunday Science Theatre	1	160
Immanuel Lutheran School Visit	1	17
Jr. Great Books	3	24
Mad Hatters	1	81
Preschool Movies	4	78
School Day Off Movie	1	22
Stories and More	2	38
Tiger Scout Tour	1	12
<b>Total</b>	<b>78</b>	<b>2,021</b>
Literacy Program		
Learn to Read	16	720
<b>Grand Total</b>	<b>185</b>	<b>4,296</b>

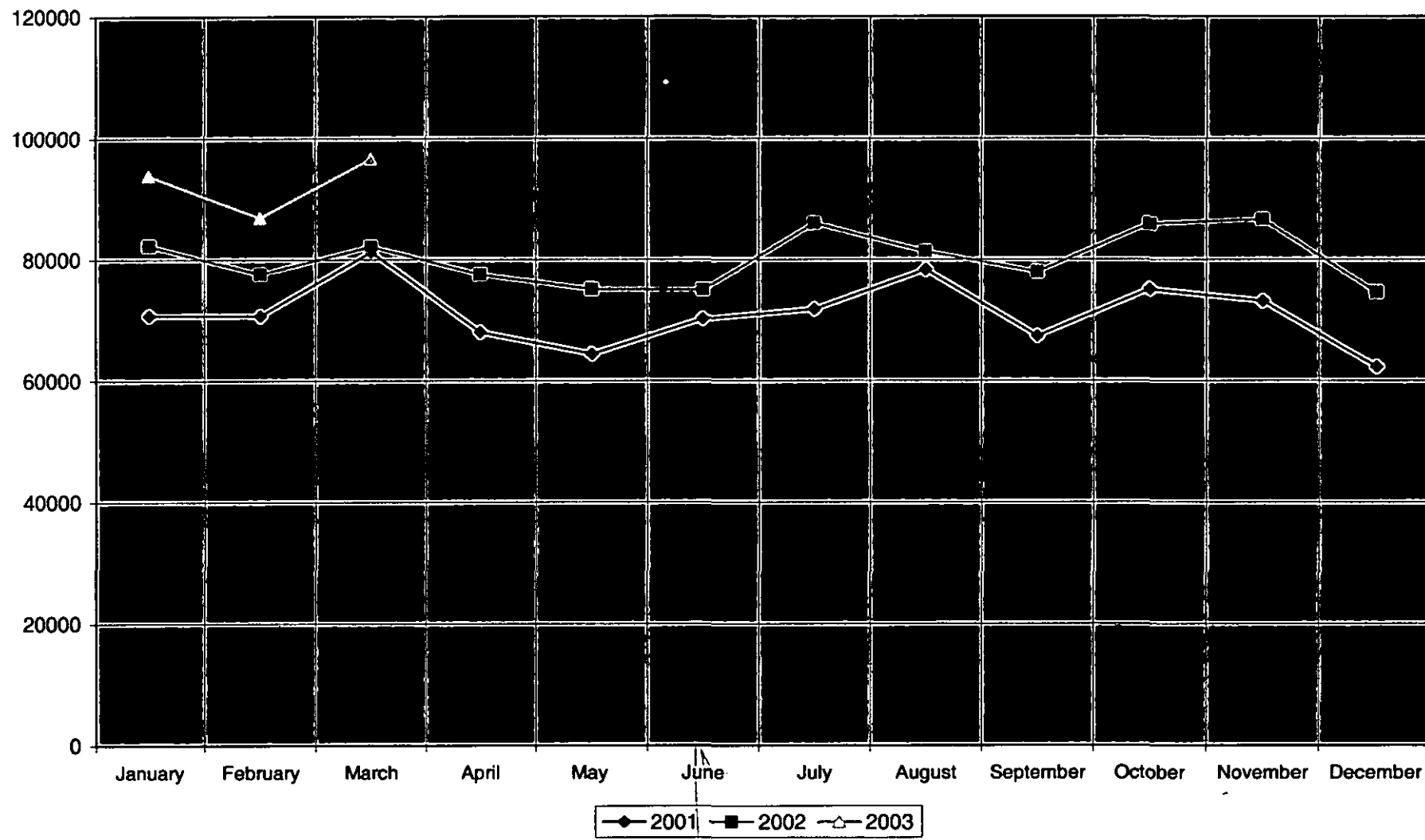
**March Total = 66 groups involving 4,296 people.**

**2003 Year to Date Total = 185 groups involving 10,887 people.**

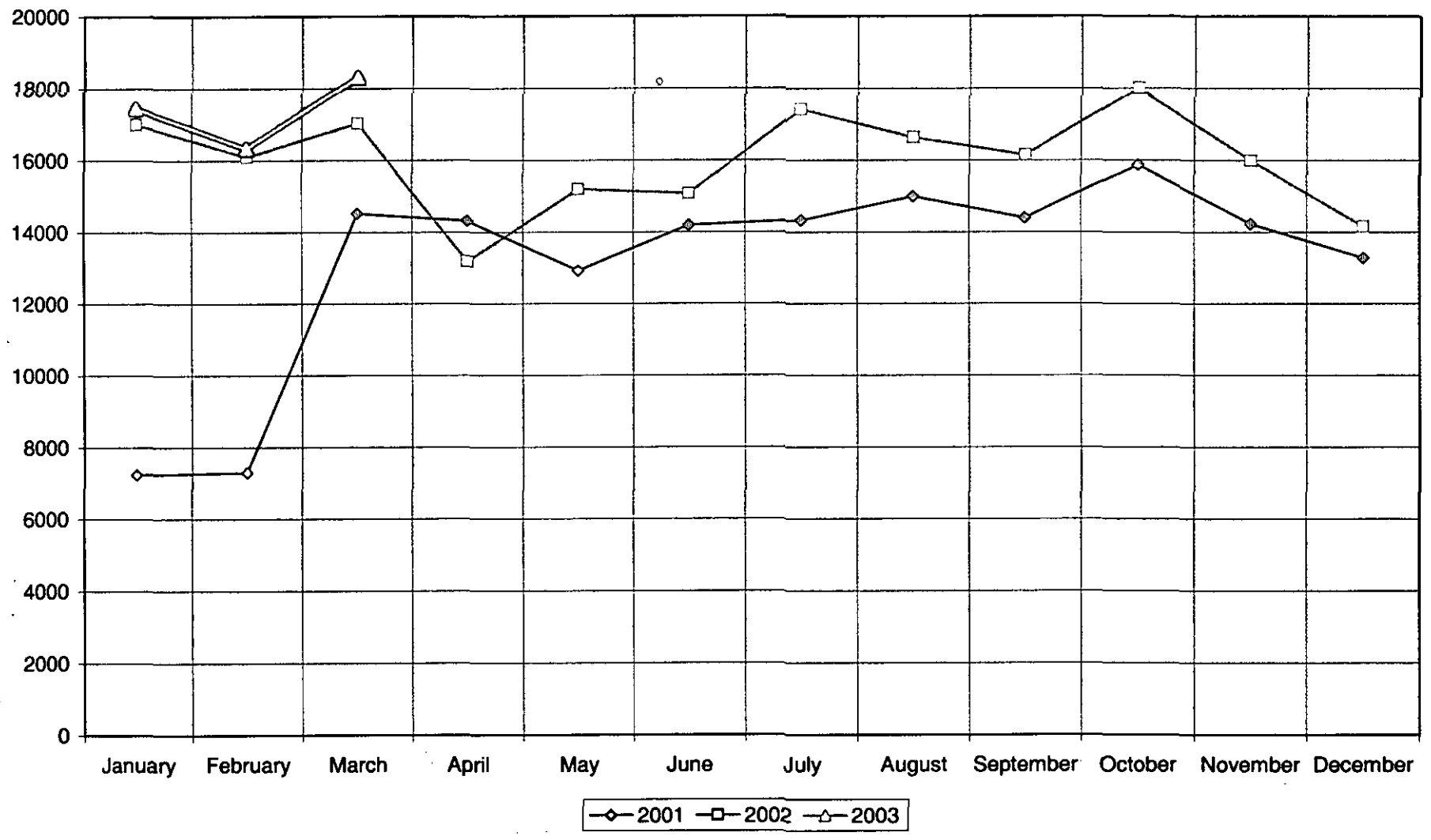
### Patron Attendance March 2003



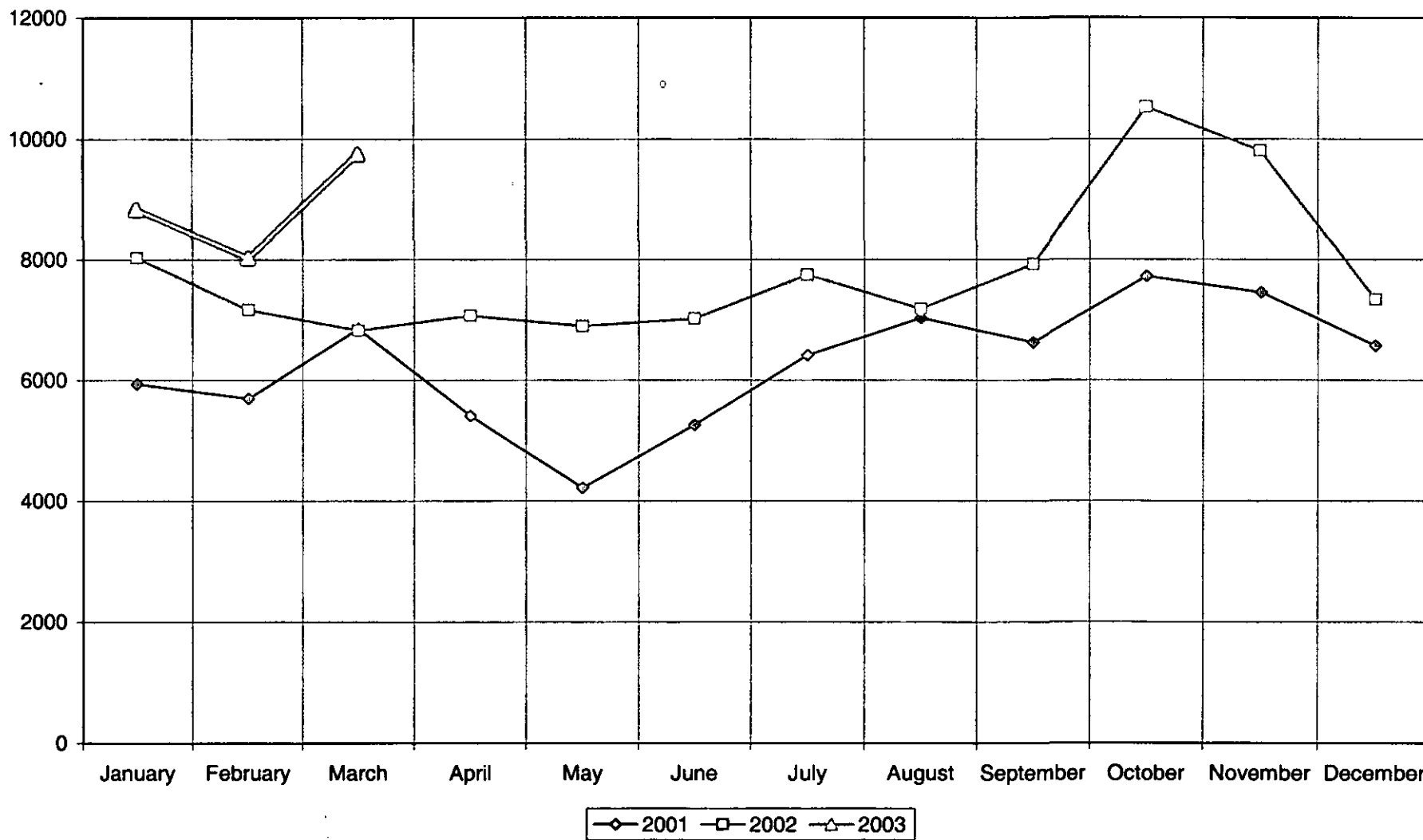
### Circulation Statistics Items Circulated Per Month By Year



### Adult Patron Assistance March 2003

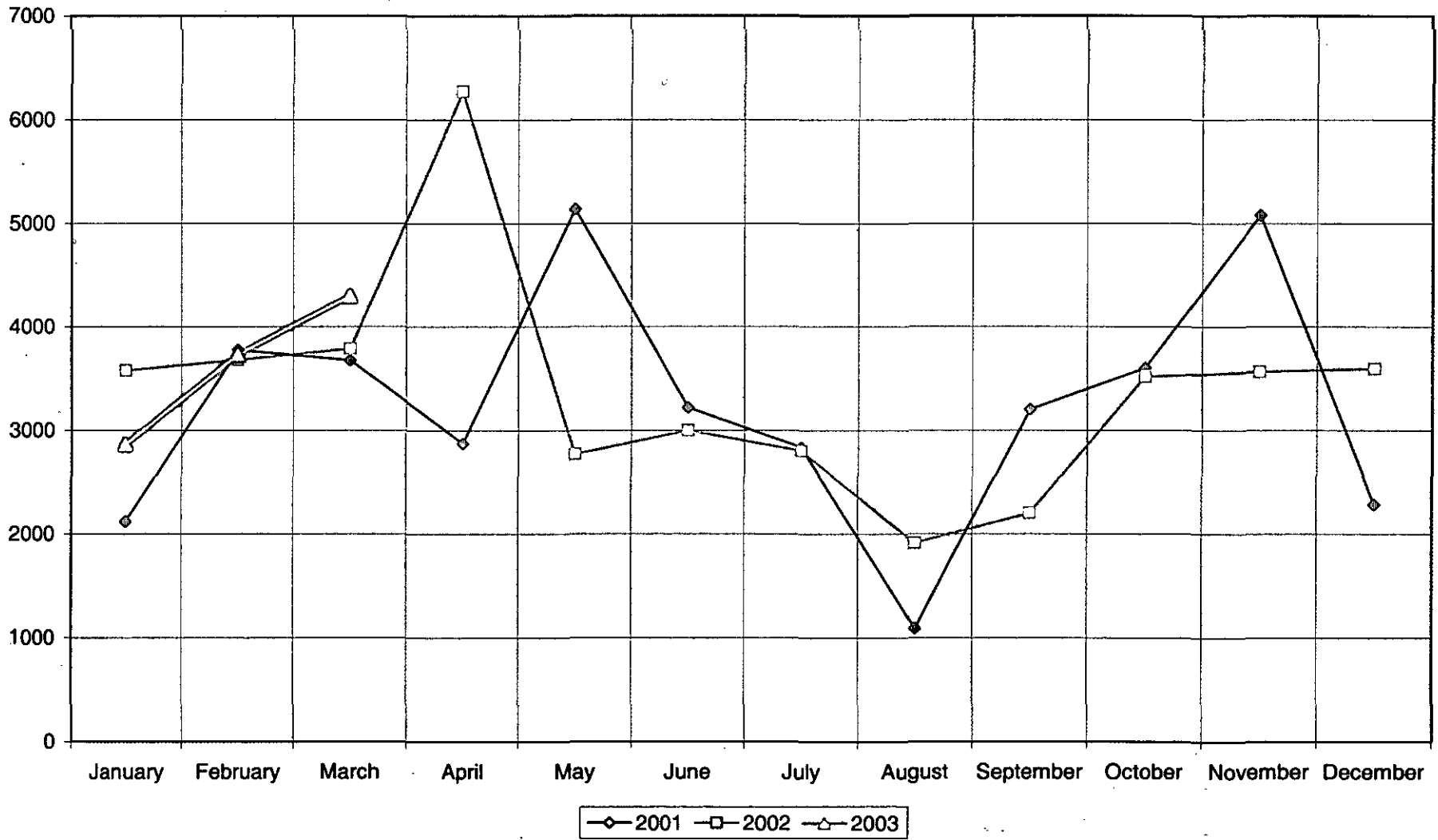


### Youth Patron Assistance March 2003





### Meeting Room Attendance March 2003





V.D.2.

Progress Report

Response Requested by \_\_\_\_\_

Board Action Required \_\_\_\_\_

## Progress Report

## FRIENDS OF THE DES PLAINES PUBLIC LIBRARY

April 2003

## Summary, Friends general meeting, March 25:

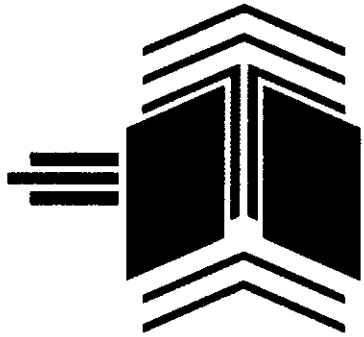
- Attendance included: Sandra Norlin and Martha Sloan.
- Sandra invited the Friends to join in the One Million Circulation Celebration, in October.
- Book Sale, March 28-30, preparations on target; Mary and Ralph sorted all of the books.
- Allen, Library staff, will be filming activities during the Book Sale.

Book Sale sales brought in a little over \$10,000.

Next Roundtable Meeting, Tuesday, April 29, 2003, 7:00 p.m.

General Meeting, Tuesday, May 27, 2003, 7:00 p.m.; election of officers.

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



# Des Plaines Public Library

1501 Ellinwood St., Des Plaines, IL 60016

847-827-5551

www.dppl.org

Progress Report

Response Requested by \_\_\_\_\_

Board Action Required \_\_\_\_\_

**BOARD OF TRUSTEES**  
 Minutes of the Planning Committee Meeting  
 April 3, 2003

Chair: John Burke.

Present: John Burke, Ellen Yearwood, Inara Brubaker, John Ciborowski,  
 Sandra Norlin, Martha Sloan, Carol Kidd.

Call to Order: 4:05 PM by John Burke.

The Committee narrowed down the list of prospective participants for the Community Advisory Group. John Burke will draft a letter to prospective participants explaining the purpose of the committee and issuing an invitation to participate in the group.

The meeting adjourned at 5:27 PM.

Minutes prepared by Carol Kidd.

## LIST FOR THE CITIZENS ADVISORY COMMITTEE

High School Student - Eldon

Charlotte Storer

Chuck Reid

Cindy Capek

Courtney Anderson

Dave Markworth

Debra Walusiak

Donna Catlett

Eric Palm

Graham Hills

Jerry Hug

Jim Grady

Joanne Braam

Judy Kenning

Kathy Puetz

Margaret Polovchok

Mary Ellen Bleeden

Mike Bagby

Nancy Rock

Paul Piskiewicz

Ramon Sanchez

Roger Zavala

Shelia Shorey

Willard Strassburger

Brenda Murphy

Chris Lovelace

Cliff Hagedorn

Jay Lefkowitz

Jim Blue

Jim Ulett

Joan Leeney

Joy Matthiessen

Kjell Steinsland

Kris Bass

Leif Jensen

Marilyn O'Brien

Maxine Hubbard

Pat Ornberg

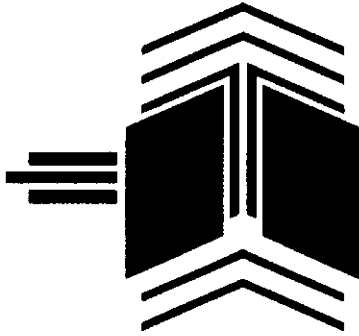
Steve Schaefer

Sue D'Hondt

Fred Huetter

Lisa Siuda

John Fitzpatrick  
Developmentally Disabled – Sandra  
Leo Spritzer



# Des Plaines Public Library

1501 Ellinwood St., Des Plaines, IL 60016  
847-827-5551 [www.dppl.org](http://www.dppl.org)

Progress Report

Response Requested by \_\_\_\_\_

Board Action Required 04/15/03 Meeting

BOARD OF TRUSTEES  
Minutes of the Management Committee Meeting  
April 8, 2003

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

Call to Order: 4:31 PM by William Grice.

The Committee reviewed Section C – General Regulation from the library policy.

The Committee asked Sandra Norlin to ask staff to track overdue notices sent to residents and non-residents for 90 days and report back to the Committee.

The Committee will recommend the attached changes to Section C – General Regulations and ask for Board approval at the April 15, 2003 board meeting.

Ellen Yearwood left the meeting at 5:15 pm.

MOTION by Noreen Lake, seconded by John Ciborowski, to approve proposed changes to Policy C and present these changes to the Board at the April 15, 2003 meeting for their approval. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 5:30 PM.

Minutes prepared by Carol Kidd.

## REGISTRATION ELIGIBILITY

### Residents

Every person whose residence is within the city limits of Des Plaines is entitled to a library card issued for a period of three years.

Each applicant must sign an application form using his/her legal signature. Applications by patrons under 14 years of age must be signed by a parent or guardian, who must show proof of identity and address.

Applicants 14 years of age and older must show photo identification and proof of legal residence in the city limits of Des Plaines. Without proof of address, the applicant may receive a temporary (one-day) card. A permanent (three-year) card will be mailed to the patron at the address listed on the application form for address verification. If the address is incorrect, the patron must reapply in person and show proof of identity and address.

All outstanding fines, fees, and overdue materials must be cleared by the patron before a card is issued or renewed.

### Non-Residents

#### Property Owners

A person who owns taxable property in Des Plaines as an individual or partner, principal stockholder, or other joint owner, or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the city, upon presentation of the most recent tax bill upon that taxable property, may be issued a library card, provided that the privilege and use of the library is extended to only one such nonresident for each parcel of such taxable property (75ILCS 5/4-7)

#### Company Courtesy Cards

A courtesy card will be issued in the name of a public or private corporation or entity located within the city limits of Des Plaines. The card will be issued to a company librarian or to a person designated as company librarian, for a period of one year. The card is issued for the circulation of work-related materials only. A courtesy card shall be offered to elected officials, according to policy.

### Other Non-Residents

Persons who live in an area that does not support a public library through local taxes may obtain a library card by paying annual fees at least equal to the cost paid by residents of Des Plaines. The fee is determined annually in July by the Des Plaines Library Board of Trustees, in accordance with Public Act 88-253 (75ILCS 5/4-7).

Non-resident cards shall allow for borrowing privileges. (Public Act 92-0166, 75ILCS 5/4-7)

If a non-resident fee card holder moves away from the area or becomes a resident of Des Plaines, the card holder may receive a partial refund of the fee, pro-rated by the expiration date of the patron's card.

#### LIBRARY CARD RESPONSIBILITY

The card owner is responsible for all items checked out on that card until the card is reported as lost or stolen to the Des Plaines Public Library.

Reviewed and Approved 05/16/95  
Revised and Approved 06/15/99  
Revised and Approved 03/20/01  
Revised and Approved 12/18/01  
Revised and Approved \_\_\_\_\_



MATERIAL LOAN PERIODS**ONE WEEK**

DVDs  
Videocassettes

**TWO WEEKS**

Audio Cassettes  
CD ROMs  
Compact Disks  
Flashcards  
New Books  
Periodicals  
~~Vertical file materials~~  
Maps and Pamphlets

**FOUR WEEKS**

Audio Books  
General library books  
Puzzles  
Selected new books

**EIGHT WEEKS**

Framed Art

Vacation loans are available throughout the year if requested at the time of checkout. Materials on vacation loan will be due seven days after the indicated period of vacation. All materials may be renewed one time for their original loan period except items on reserve for other patrons, DVDs, videocassettes and framed art which may not be renewed. Vacation loans are not available for new books, books on reserve for other patrons, DVDs or videocassettes.

Reviewed and Approved 05/16/95

Revised and Approved 06/15/99

Revised and Approved 03/20/01

Revised and Approved \_\_\_\_\_

FEES Overdue FinesOVERDUE FEES:

These fines will be assessed according to a schedule, which will be reviewed periodically by the Board of Trustees. A schedule of current fines and service charges will be posted in the library. ~~Fees~~ Fines will be charged for overdue library materials as follows:

DVDs, per title, per day	\$1.00
Videocassettes, per title, per day	\$1.00
All other materials, per day	\$0.15

When ~~fees~~ fines or other charges accumulate to ~~\$5~~\$10, the patron's borrowing privileges will be suspended.

Fines will not exceed the listed cost of the item at the time the item was acquired by the Library. Items without a listed cost will be assigned a fixed amount based on the average cost of that type of material.

Items overdue at least 60 days may be referred to a collection agency. Patrons will be responsible for payment of fines, charges and collection fees.

A payment plan may be arranged to clear the amount owed, with regular payments to be at least monthly.

Circulation Clerks are authorized to waive or decrease fines at their discretion. They are expected to exercise good judgment and treat each case in the spirit of fairness and understanding.

Reviewed and Approved 05/16/95  
 Revised and Approved 06/15/99  
 Revised and Approved 03/20/01  
 Revised and Approved \_\_\_\_\_

### LOST OR DAMAGED MATERIALS

Patrons will be charged for library materials that have been lost or damaged while checked out to their card number. ~~These charges will be assessed according to a fine schedule, which will be reviewed periodically by the Board of Trustees. A schedule of current fines and service charges will be posted in the Library. If a patron acknowledges responsibility for damage of library materials, A fair and equitable charge may be negotiated. for repair and/or replacement may be negotiated.~~

~~Fines~~ Charges will not exceed the listed cost of the item at the time the item was acquired by the Library. Items without a listed cost will be assigned a fixed amount based on the average cost of that type of material.

A service charge will be added for the processing of lost and damaged materials.

Library staff will issue receipts for payments for lost materials. Patrons who return lost items with the receipt for their payment within six months of the payment will be given a refund, less ~~the service charges.~~

Reviewed and Approved 05/16/95  
Reviewed and Approved 06/15/99  
Reviewed and Approved 03/20/01



Your suggestions  
and comments are  
welcome at the

Des Plaines Public Library.

Thanks so much  
for the sliding  
doors! ☺. The  
other door was  
almost too heavy  
for me to open  
I love it!

Date: 4 April '03  
Name: Betty Glitz  
Phone: 824-4315



Your suggestions  
and comments are  
welcome at the

Des Plaines Public Library.

*ITS - A - UNIVERSAL Benefit*  
Se (6A)  
GUARD  
THE - WEST  
SIDE  
AUTOMATIC  
Date: \_\_\_\_\_  
Name: DOOR IS HERE  
Phone: \_\_\_\_\_

To everyone at Das Plaines Public  
Library,

Thank you so much for  
the plant with flowers that  
you had sent to Trimont  
for my Dad's visitation and  
funeral. It wasn't until last  
night as I was thinking  
that I realized the yellow  
and blue flowers are the  
color of the Swedish flag!  
Thank you for your concern  
and thoughts - the support  
of my family and the small  
town & church was so helpful -  
18 people sent food to Mom's  
house!

We are glad Dad didn't suffer  
too long from the stroke - it  
was his time -

Love, "Kelli" Carol  
Phillips

In Loving Memory of  
**Murle W. Fuller**  
April 7, 1917 - March 28, 2003

**FUNERAL SERVICES**  
1:30 P.M., Tuesday, April 1, 2003  
Evangelical Covenant Church  
Trimont, Minnesota

**OFFICIATING**  
Pastor Mark Anderson

**MUSIC**  
Organist: Eunice Erickson  
Pianist: Nila Gene Olson  
Special Music  
Congregational Singing

**HONORARY BEARERS**  
Paul Adamson  
John Ebeling  
Herbert O. Carlson  
Keith Ebeling  
Wally Sjogren

**CASKET BEARERS**  
Casey Carlson  
Jacob Fuller  
Tony Ojeda  
Stuart Fuller  
Robert Phillips  
Maarten Fuller

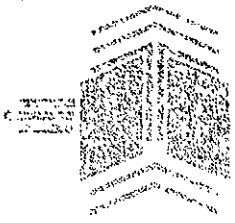
**INTERMENT**  
Cedar Hill Cemetery  
Rural Trimont, Minnesota

**MILITARY HONORS BY**  
Foster-Bernhardt American Legion Post #373  
Taps by: Roxanne Scholl

May 2003

1348

2808 000 1/1



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](http://www.desplaines.lib.il.us)

**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, MAY 20, 2003**

**7:00 PM**

**Conference Room – Second Floor**

**Agenda:**

- **Mobile Library Service to Rosemont**
- **Illinois Public Library Annual Report (IPLAR)**

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

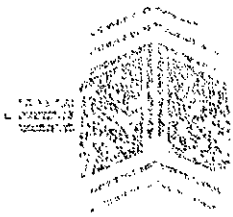
## BOARD OF TRUSTEES

Agenda for the Regular Meeting  
**May 20, 2003**  
**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. [Action Item]
  - A. Approval of the Minutes of the Regular Board Meeting – April 15, 2003.
  - B. Acceptance of Financial Reports for April 2003.
  - C. Approval of Library Expenditures.
    1. Warrant Register – April 07, 2003 - \$67,484.19.
    2. Warrant Register – April 21, 2003 - \$115,715.73.
    3. Salaries – April 03, 2003 - \$96,605.34.
    4. Salaries – April 16, 2003 - \$98,616.03.



- D. Acceptance of Reports.
  - 1. Administrator's Report – Sandra Norlin.
  - 2. Friends of the Library – Inara Brubaker.
  - 3. Planning Committee - May 1, 7 – Ellen Yearwood.
  
- VI. Old Business.
  - A. Mobile Library Service to Rosemont.
  
- VII. New Business. (7:30 PM)
  - A. City Council Attendance – June 2, 16 and July 7, 21.
  - B. Illinois Public Library Annual Report. (Action Item)
  
- VIII. Correspondence.
  
- IX. Other.
  
- X. Adjournment. (8:30 PM)



Des Plaines Public Library

1501 Ellinwood Street

Des Plaines, IL 60016-4553

847.827.5551 phone

847.827.7974 fax

[www.desplaines.lib.il.us](http://www.desplaines.lib.il.us)

**V.A.**

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
April 15, 2003

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, April 15, 2003. 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: Sandra Norlin, Martha Sloan, Hector Marino, Leslie Steiner, Carol Kidd, Debra Walusiak, Ralph Minnis, Mary Minnis, Wayne Serbin.

CONSIDERATION OF THE AGENDA.

MOTION by Eldon Burk, seconded by Rhys Read, to amend the agenda by adding under VII. New Business. D. Curb Painting, VIII. Announcements. B. Library Attendance. VI. Old Business. C. Buy A Brick. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PUBLIC COMMENTS and QUESTIONS.

Debra Walusiak from the Self-Help Closet and Pantry of Des Plaines presented a certificate of appreciation to the Board for participating in the first Des Plaines "Food Fight".

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Rosemary Argus.

Alderman Argus absent. No report.

## CONSENT AGENDA

Noreen Lake and Inara Brubaker asked that D. Acceptance of Reports. 1. Administrator's Report be removed from the Consent Agenda.

Noreen Lake reported that the Job Reclassification Committee is doing an excellent job and thanked library staff for their good work. President Ciborowski thanked Noreen for serving on the committee.

Inara Brubaker asked that the holdings report be corrected to reflect a negative percentage change for Pamphlets.

MOTION by Noreen Lake, seconded by William Grice, to approve the Administrator's Report, as amended. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Ellen Yearwood, to accept the Consent Agenda, as amended. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Ellen Yearwood, to approve the Financial Reports for March 2003. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

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

1 Over the Counter Receipts	\$ 11,799.87
2. Petty Cash Expenditures	\$ 48.04
3. Budget Expenditures for March	\$ 396,058.90
4. Expenditures Year to Date	\$ 959,081.41
5. Revenue for March	\$ 11,650.46
6. Revenue Year to Date	\$ 570,694.50

MOTION by Eldon Burk, 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 03, 2003	\$ 73,907.75
March 17, 2003	\$ <u>75,091.21</u>
Total	\$ 148,998.96

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

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

March 06, 2003	\$ 97,650.64
March 20, 2003	<u>\$ 99,579.18</u>
Total	\$ 197,229.82

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

#### ADMINISTRATOR'S REPORT

##### PERSONNEL

New employees for March 2003 are Cathy Friedman, Library Assistant II (PT), Adult Services and Jessica Lopez, Technology Page (PT), Technical Services.

Resignation: Carol Bonarek, Library Assistant I (PT), Circulation Services.

Tests and interviews for the Library Assistant I (FT) position in Circulation Services were conducted and an eligibility list of three persons was created. The final hiring procedures are being conducted through the City Human Resources and Services Department in accordance with Civil Service rules.

##### STAFF DEVELOPMENT

The Reclassification project continues. The committee of nine staff members and Trustee Noreen Lake has completed reviewing and revising job descriptions for the Adult Services, Youth Services and Circulation Services Departments. This is intensive work, involving 3-4 hour meetings. I am confident that the outcome of this work will be updated, appropriate job descriptions for every position in the library and recommendations for equitable salary schedules.

##### PATRON SERVICES

Please take note of a growing trend among all public libraries, i.e. the increasing percent of circulation of non-print resources. In March 2003, for example, the circulation of non-print items represents 43% of all items borrowed. For children's materials, 30% of the circulation is non-print, whereas for adults' it is 52% that is non-print. Self-checking has grown to 23% of all circulations in the main library. The Mobile Library circulation, which grew by 17% over March 2002, represents 5% of the total circulation for the library. Attendance at the library continues to grow. In March the increase was 6.5% over March 2002. So far in 2003, 10,887 people have used our meeting rooms to attend meetings and programs.

The basic computer and Internet classes are extremely popular. All classes have been filled to date, with waiting lists. In order to manage the demand equitably, we are allowing registration by phone or in person only on Fridays. We have been receiving 40-45 calls each Friday morning since the classes began. Each class has eleven openings. The response to the classes offered in Spanish is overwhelming. Hector Marino has received 250 inquiries for these classes.

You may notice the reduction of pamphlets in this month's collection report. This is the result of recent weeding and the reconciliation of past weeding that had not been recorded correctly.

#### PROFESSIONAL ACTIVITIES

I chaired the monthly meeting of the Library Cable Network Executive Committee and attended the North Suburban Library System's Community Forum and Annual Award Banquet. I also attended the Public Library Administrator's Forum and the CCS Governing Board meetings at NSLS. I attended the Chamber/City Advisory Committee breakfast on March 27. I assisted with the Friends of the Library Booksale on March 28. I served as Chairperson of the Do The Dewey Fundraiser committee and held weekly meetings to plan this event.

On April 9 I participate in the Illinois Library Association's Library Advocacy Day activities in Springfield.

#### OLD BUSINESS

John Burke distributed the minutes from the April 3, 2003 Planning Committee meeting. The Planning Committee will meet with Walter Roth on May 1, 2003 at 4:00 PM.

Sandra Norlin distributed a proposed comprehensive maintenance agreement from McQuay Service. President Ciborowski explained that the cost of the maintenance agreement would be shared equally with the City of Des Plaines, if approved by both the Board of Trustees and the City Council. The McQuay maintenance agreement includes \$30,000 in equipment upgrades.

MOTION by Susan Burrows, seconded by Eldon Burk to enter into an agreement with McQuay Service for five years in the amount of \$71,389 for a comprehensive maintenance agreement, contingent on the City of Des Plaines sharing the cost equally with the library, which is in the best interest of the Des Plaines Public Library.

Rhys Read asked that the motion include City Council approval within one month.

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

President Ciborowski will contact Alderman Argus and request City approval for an ongoing library brick sale. The Building and Grounds Committee will meet to discuss plans for the brick sale.

#### NEW BUSINESS

William Grice distributed minutes from the April 8, 2003 Management Committee meeting. The Committee asked for Board approval for changes to Policy C – General Regulations, C-1 Registration Eligibility, C-2 Material Loan Periods, C-3 Overdue Fines and C-4 Lost or Damaged Materials.

MOTION by Committee, to accept the proposed changes to Policy C – General Regulations, C-1 Registration Eligibility, C-2 Material Loan Periods, C-3 Overdue Fines and C-4 Lost or Damaged Materials. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Sandra Norlin asked for Board approval to enter into an agreement with Accountor Systems for maintenance on the library's print system. Sandra also asked for approval to purchase new library cards and explained that the new cards could also be used as a debit cards. The cost for the new cards is .32 each when 10,000 cards are purchased.

MOTION by Eldon Burk, seconded by Ellen Yearwood, to approve an agreement with Accountor Systems for maintenance on the library's print system at a cost of \$357 per month for one year and to approve the purchase of 10,000 library cards at a cost of .32 per card, 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.

MOTION by Susan Burrows, seconded by William Grice, to approve payment to Mary Jane Kepner of Kepner & Associates in the amount of \$10,000 for consulting fees for library job reclassification. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Lake, Read, Yearwood. NAYS: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by Rhys Read to approve payment to Mergent Online in the amount of \$11,100 for an online database. ROLL CALL VOTE: AYES: Brubaker, Burk, Burke, Burrows, Ciborowski, Grice, Lake, Read, Yearwood. NAYS: None. MOTION CARRIED.

Eldon Burk reported that the curbs in front of the library are not painted and asked that this safety issue be referred to the Building and Grounds Committee.

Sandra Norlin reported that preliminary reports from the "Do the Dewey" fundraiser were positive and over 100 people participated in the event.

John Burke announced that he will serve on the Des Plaines Historical Society Board. John also announced his resignation from the Board effective April 30, 2003. John served as a Trustee for 10 years.

Noreen Lake stated that many library patrons are waiting to use the library at 9:00 AM.

Sandra Norlin distributed to the Board a letter she received from Des Plaines resident Joanne Ross regarding the Library's Internet Access Policy. President Ciborowski referred the matter to the Management Committee and asked Sandra Norlin to write a letter to Ms. Ross and inform her of the meeting date and time.

MOTION by John Burke, seconded by Noreen Lake, to enter into an Executive Session at 8:27 PM to discuss Purchase or Lease of Real Property. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:34 PM and was called to order by President Ciborowski.

MOTION by Rhys Read, seconded by Inara Brubaker, to authorize President John Ciborowski to sign the library lease, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Ellen Yearwood, seconded by Inara Brubaker, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 8:34 PM.

Minutes prepared by Carol Kidd.

**DES PLAINES PUBLIC LIBRARY  
FINANCE REPORT FOR APRIL 2003**

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

1. Over the Counter Receipts	\$ 11,420.23
2. Petty Cash Expenditures	\$ 8.92
3. Budget Expenditures for March	\$ 538,809.13
4. Expenditures Year to Date	\$ 1,493,524.78
5. Revenue for March	\$ 11,568.59
6. Revenue Year to Date	\$ 2,039,342.53

Warrant Register

April 07, 2003	\$ 67,484.19
April 21, 2003	\$ <u>115,715.73</u>
Total	\$ 183,199.92

Salaries

April 03, 2003	\$ 96,605.34
April 16, 2003	\$ <u>98,616.03</u>
Total	\$ 195,221.37



**DES PLAINES PUBLIC LIBRARY  
OVER THE COUNTER RECEIPTS FOR APRIL 2003**

	<u>April 2002</u>	<u>April 2003</u>	<u>2002 to Date</u>	<u>2003 to Date</u>
Lost Materials	\$ 275.30	\$ 573.24	\$ 942.38	\$ 1,949.70
Fines	\$ 7,172.71	\$ 8,234.18	\$26,048.72	\$ 35,181.28
Damage	\$ 143.24	\$ 47.94	\$ 236.83	\$ 262.26
Fees	\$ 363.25	\$ 372.67	\$ 2,026.97	\$ 1,255.75
Copies	\$ (-15.05)	\$ 2,188.20	\$ 991.51	\$ 10,677.05
Miscellaneous	\$ 24.25	\$ 4.00	\$ 75.65	\$ 32.10
<b>Total</b>	<b>\$ 7,963.70</b>	<b>\$11,420.23</b>	<b>\$30,322.06</b>	<b>\$ 49,358.14</b>

**PETTY CASH EXPENDITURES – April**

960070	Auto/Travel	6.12
970260	Postage	2.80
<b>Total</b>		<b>\$8.92</b>

05/07/03  
ACCOUNTING PERIOD: 4/03

CITY OF DES PLAINES  
BALANCE SHEET

PAGE 1

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		402.90
102007	CASH PB PAYROLL 276529401		117,731.60
102008	CASH FIRST BANK DEPOSIT		395,368.76
102012	CASH IPTIP/FOA 7139200161	1,590,551.81	
TOTAL CASH		1,591,051.81	513,503.26
104033	INVESTMENTS-DOWNING	33,675.16	
TOTAL INVESTMENTS		33,675.16	.00
118000	RECEIVABLE-PROPERTY TAXES	4,208,934.00	
TOTAL ACCOUNTS RECEIVABLE		4,208,934.00	.00
119301	PREPAID EXPENSE		14,943.75
TOTAL PREPAID ITEMS		.00	14,943.75
TOTAL ASSETS		5,833,660.97	528,447.01
450030	ACCRUED LIAB-COMP ABSENCE		134,935.14
TOTAL ACCRUED LIABILITIES		.00	134,935.14
470000	DEFERRED REV-PROPERTY TAX		4,208,934.00
TOTAL CURRENT LIABILITIES		.00	4,343,869.14
TOTAL LIABILITIES		.00	4,343,869.14
700110	EXPENDITURE CONTROL	1,493,524.78	
700120	REVENUE CONTROL		2,038,748.71
700150	EXP. BUDGET CONTROL		4,885,460.00
700160	REV. BUDGET CONTROL	4,570,222.00	
700170	BUDGET FUND BALANCE	372,628.22	
TOTAL SYSTEM CONTROL		6,436,375.00	6,924,208.71
720010	FUND BAL-RESRV-GIFT TRUST		33,675.16
TOTAL FUND BALANCE-RESERVED		.00	33,675.16
730000	FUND BALANCE-UNRESERVED		439,835.95
TOTAL FUND EQUITY		.00	473,511.11
TOTAL EQUITIES		6,436,375.00	7,397,719.82
TOTAL PUBLIC LIBRARY FUND		12,270,035.97	12,270,035.97

05/07/03

CITY OF DES PLAINES

ACCOUNTING PERIOD: 4/03

BALANCE SHEET

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH FIRST BANK DEPOSIT	87,644.33	
102012	CASH IPTIP/FOA 7139200161	167,725.84	
	TOTAL CASH	255,370.17	.00
	TOTAL ASSETS	255,370.17	.00
700120	REVENUE CONTROL		593.82
700150	EXP. BUDGET CONTROL		100,000.00
700160	REV. BUDGET CONTROL	1,000.00	
700170	BUDGET FUND BALANCE		43,343.15
	TOTAL SYSTEM CONTROL	1,000.00	143,936.97
730000	FUND BALANCE-UNRESERVED		112,433.20
	TOTAL FUND EQUITY	.00	112,433.20
	TOTAL EQUITIES	1,000.00	256,370.17
	TOTAL LIBRARY CAPITAL PROJ FUND	256,370.17	256,370.17
	TOTAL REPORT	12,526,406.14	12,526,406.14

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05/09/03

CITY OF DES PLAINES  
ORGANIZATION REVENUE STATUS

ACCOUNTING PERIOD: 4/03

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	.00	.00	.00	.00	.00	.00
TOTAL	PUBLIC SAFETY	.00	.00	.00	.00	.00	.00
TOTAL	GENERAL REVENUE - GOV'T	.00	.00	.00	.00	.00	.00
810018	PROPERTY TAXES 2001	40,000.00	.00	.00	15,376.99	24,623.01	.38
810019	PROPERTY TAXES 2002	4,208,934.00	.00	.00	1,859,546.07	2,349,387.93	.44
TOTAL	LICENSES AND PERMITS	4,248,934.00	.00	.00	1,874,923.06	2,374,010.94	.44
810020	PERSONAL PROP REPL TAX	92,988.00	.00	.00	.00	92,988.00	.00
TOTAL	TAXES	4,341,922.00	.00	.00	1,874,923.06	2,466,998.94	.43
822040	STATE GRANT:PER CAPITA	68,000.00	.00	.00	73,400.00	-5,400.00	1.08
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	25,800.00	.00	.00	28,631.68	-2,831.68	1.11
TOTAL	STATE GRANTS	93,800.00	.00	.00	102,031.68	-8,231.68	1.09
TOTAL	INTERGOVERNMENTAL REVENUE	93,800.00	.00	.00	102,031.68	-8,231.68	1.09
850102	LIBRARY FINES	85,000.00	8,753.63	.00	37,174.35	47,825.65	.44
TOTAL	FINES	85,000.00	8,753.63	.00	37,174.35	47,825.65	.44
850201	COPYING FEE	13,000.00	1,660.10	.00	9,531.20	3,468.80	.73
850215	SPECIAL PROGRAMS & EVENTS	2,500.00	.00	.00	191.25	2,308.75	.08
TOTAL	FEES AND SERVICES	15,500.00	1,660.10	.00	9,722.45	5,777.55	.63
TOTAL	INVESTMENT INCOME	100,500.00	10,413.73	.00	46,896.80	53,603.20	.47
890010	INTEREST INCOME	20,000.00	.00	.00	2,910.26	17,089.74	.15
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	14,000.00	1,154.86	.00	11,986.91	2,013.09	.86
TOTAL	OTHER REVENUE	34,000.00	1,154.86	.00	14,897.17	19,102.83	.44
TOTAL	PUBLIC LIBRARY FUND	4,570,222.00	11,568.59	.00	2,038,748.71	2,531,473.29	.45
TOTAL	PUBLIC LIBRARY FUND	4,570,222.00	11,568.59	.00	2,038,748.71	2,531,473.29	.45

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05/09/03

CITY OF DES PLAINES  
ORGANIZATION REVENUE STATUS

PAGE 2

ACCOUNTING PERIOD: 4/03

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
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05/09/03

CITY OF DES PLAINES

ACCOUNTING PERIOD: 4/03

ORGANIZATION REVENUE STATUS

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	1,000.00	.00	.00	593.82	406.18	.59
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
898902	TRANSFER FROM LIB FUND	.00	.00	.00	.00	.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	1,000.00	.00	.00	593.82	406.18	.59
TOTAL	LIBRARY CAPITAL PROJ FUND	1,000.00	.00	.00	593.82	406.18	.59
TOTAL	LIBRARY CAPITAL PROJ FUND	1,000.00	.00	.00	593.82	406.18	.59
TOTAL REPORT		4,571,222.00	11,568.59	.00	2,039,342.53	2,531,879.47	.45

05/09/03

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

ACCOUNTING PERIOD: 4/03

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	1,852,515.00	193,016.53	.00	565,883.11	1,286,631.89	.31
910200	TEMPORARY WAGES	766,054.00	84,038.47	.00	226,933.38	539,120.62	.30
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	10,488.65	.00	25,011.63	-25,011.63	.00
910600	SICK PAY	.00	5,458.84	.00	15,688.58	-15,688.58	.00
910700	HOLIDAY PAY	.00	202.83	.00	7,065.26	-7,065.26	.00
910900	ACT/OUT OF CLASS/PREMIUM	500.00	.00	.00	75.36	424.64	.15
910950	EXCESS SICK HRS PAY OUT	3,276.00	.00	.00	2,573.39	702.61	.79
918010	UNEMPLOYMENT COMPENSATION	1,486.00	.00	.00	371.50	1,114.50	.25
918020	EMPLOYER CONTR-F.I.C.A.	199,991.00	22,149.05	.00	65,720.48	134,270.52	.33
918021	EMPLOYER CONTR-I.M.R.F.	110,331.00	12,366.69	.00	36,893.40	73,437.60	.33
918040	LIFE INS PREMIUMS	8,296.00	675.40	.00	2,701.60	5,594.40	.33
918050	MEDICAL INS PREMIUMS	225,624.00	22,012.26	.00	66,036.78	159,587.22	.29
918055	DENTAL INSURANCE PREMIUMS	19,750.00	1,818.33	.00	5,454.99	14,295.01	.28
918060	TUITION REIMBURSEMENTS	5,000.00	.00	.00	1,000.00	4,000.00	.20
918070	WORKERS COMPENSATION	4,424.00	753.37	.00	2,243.50	2,180.50	.51
918085	RHS PLAN PAYOUT	1,230.00	.00	.00	1,229.58	.42	1.00
	PERSONAL SERVICES	3,198,977.00	352,980.42	.00	1,024,882.54	2,174,094.46	.32
920100	LITIGATION & LEGAL FEES	1,500.00	243.00	.00	243.00	1,257.00	.16
920105	COSTS OF LITIGATION	500.00	.00	.00	.00	500.00	.00
920110	PROFESSIONAL CONSULTING	20,000.00	2,100.00	.00	13,078.73	6,921.27	.65
920120	COMMUNICATION SERVICES	25,000.00	2,233.07	.00	5,573.40	19,426.60	.22
920140	DATA PROCESSING SERVICES	110,000.00	6,925.01	.00	16,616.18	93,383.82	.15
920202	CONFERENCES	2,500.00	186.53	.00	456.78	2,043.22	.18
920204	TRAINING	2,000.00	189.94	.00	259.94	1,740.06	.13
920206	SEMINARS	2,000.00	20.00	.00	248.00	1,752.00	.12
920210	IN-SERVICE TRAINING	2,000.00	143.12	.00	143.12	1,856.88	.07
920220	MEMBERSHIP DUES	5,000.00	265.00	.00	1,525.00	3,475.00	.31
920230	PUBLICATION OF NOTICES	2,000.00	.00	.00	363.50	1,636.50	.18
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	7,000.00	552.88	.00	2,211.52	4,788.48	.32
TOTAL	SUBSIDIES,REBATES,CONTRIB	7,000.00	552.88	.00	2,211.52	4,788.48	.32
920900	PROPERTY/LIAB CONTRIBUTIO	22,052.00	.00	.00	5,513.00	16,539.00	.25
930010	R & M EQUIPMENT	60,500.00	1,378.21	.00	16,054.66	44,445.34	.27
930020	R & M BLDGS & STRUCTURES	35,000.00	4,776.86	.00	14,556.87	20,443.13	.42
930030	R & M VEHICLES	3,500.00	.00	.00	277.50	3,222.50	.08
930195	BOOK BINDING & REPAIR	2,500.00	142.05	.00	523.05	1,976.95	.21
930210	RENTAL OF EQUIPMENT	1,500.00	.00	.00	.00	1,500.00	.00
930320	CLEANING:CUSTODIAL SERV	50,000.00	4,752.00	.00	15,378.00	34,622.00	.31

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05/09/03

CITY OF DES PLAINES  
 ORGANIZATION EXPENDITURE STATUS

PAGE 2

ACCOUNTING PERIOD: 4/03

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	2,000.00	206.56	.00	447.97	1,552.03	.22
960210	SPECIAL EVENT PROGRAMMING	17,000.00	592.60	.00	2,726.32	14,273.68	.16
960990	MISC CONTRACTUAL SVCS	87,000.00	3,947.05	.00	9,538.77	77,461.23	.11
TOTAL	CONTRACTUAL SERVICES	460,552.00	28,653.88	.00	105,735.31	354,816.69	.23
970100	SUPPLIES	70,000.00	13,138.72	.00	31,826.35	38,173.65	.45
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	80.33	.00	119.72	1,380.28	.08
970170	JANITORIAL	18,000.00	740.12	.00	3,491.30	14,508.70	.19
970200	COPYING/FAX SUPPLIES	6,000.00	19.00	.00	3,965.60	2,034.40	.66
970260	POSTAGE AND PARCEL	15,500.00	251.12	.00	4,921.60	10,578.40	.32
970270	PRINTING-REPROD-BINDING	4,500.00	.00	.00	414.00	4,086.00	.09
970320	SUPPLIES: BLDG R/M	.00	.00	.00	.00	.00	.00
970330	SUPPLIES: VEHICLE R/M	.00	.00	.00	.00	.00	.00
970600	BOOKS	495,000.00	33,587.68	.00	102,330.31	392,669.69	.21
970610	AUDIO MATERIALS	64,000.00	6,404.95	.00	11,678.62	52,321.38	.18
970620	SUBSCRIPTIONS & BOOKS	76,000.00	809.94	.00	20,493.47	55,506.53	.27
970630	VISUAL MATERIALS	66,000.00	7,954.74	.00	16,844.79	49,155.21	.26
970640	AUTOMATED REFERENCE MAT'L	95,000.00	600.00	.00	39,411.89	55,588.11	.41
970700	NATURAL GAS	20,000.00	.00	.00	6,921.83	13,078.17	.35
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	4,000.00	.00	.00	.00	4,000.00	.00
970850	GASOLINE	1,000.00	.00	.00	.00	1,000.00	.00
970900	EQUIPMENT <\$5,000	15,000.00	1,356.89	.00	3,534.84	11,465.16	.24
TOTAL	COMMODITIES	952,000.00	64,943.49	.00	245,954.32	706,045.68	.26
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	10,000.00	49,596.00	.00	49,596.00	-39,596.00	4.96
980410	COMPUTER HARDWARE	122,600.00	3,364.44	.00	22,370.44	100,229.56	.18
980420	COMPUTER SOFTWARE	5,000.00	.00	.00	1,422.99	3,577.01	.28
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	5,000.00	1,421.49	.00	1,421.49	3,578.51	.28
TOTAL	CAPITAL EXPENDITURES	142,600.00	54,381.93	.00	74,810.92	67,789.08	.52
990300	BANK/TRUST/AGENCY FEES	50,000.00	.00	.00	.00	50,000.00	.00
990900	TRANSFER TO DEBT SERVICE	.00	.00	.00	.00	.00	.00
990910	TRANS TO D/S:93 GO BOND	12,531.00	.00	.00	.00	12,531.00	.00
TOTAL	DEBT SERVICE	62,531.00	.00	.00	.00	62,531.00	.00
990940	TRANS TO LIB CAP PROJ FND	.00	.00	.00	.00	.00	.00
TOTAL	TRANS TO LIB CAP PROJ FND	.00	.00	.00	.00	.00	.00
991000	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00



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05/09/03

CITY OF DES PLAINES

ACCOUNTING PERIOD: 4/03

ORGANIZATION EXPENDITURE STATUS

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	.00	.00	.00	.00	.00	.00
TOTAL	CONTINGENCY RESERVE	.00	.00	.00	.00	.00	.00
TOTAL	LIBRARY SERVICES	4,816,660.00	500,959.72	.00	1,451,383.09	3,365,276.91	.30

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CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

PAGE 4

ACCOUNTING PERIOD: 4/03

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

05/09/03

CITY OF DES PLAINES

ACCOUNTING PERIOD: 4/03

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	1,500.00	.00	.00	765.71	734.29	.51
920204	TRAINING	1,000.00	.00	.00	2,000.00	-1,000.00	2.00
920206	SEMINARS	.00	475.00	.00	590.00	-590.00	.00
930010	R & M EQUIPMENT	.00	1,624.92	.00	1,624.92	-1,624.92	.00
960070	AUTO/TRAVEL EXPENSES	1,000.00	.00	.00	381.32	618.68	.38
960210	SPECIAL EVENT PROGRAMMING	2,300.00	1,600.49	.00	1,600.49	699.51	.70
960990	MISC CONTRACTUAL SVCS	63,000.00	34,149.00	.00	35,179.25	27,820.75	.56
TOTAL	CONTRACTUAL SERVICES	68,800.00	37,849.41	.00	42,141.69	26,658.31	.61
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
970260	POSTAGE AND PARCEL	.00	.00	.00	.00	.00	.00
970270	PRINTING-REPROD-BINDING	.00	.00	.00	.00	.00	.00
TOTAL	COMMODITIES	.00	.00	.00	.00	.00	.00
980000	EQUIPMENT	.00	.00	.00	.00	.00	.00
980000	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	68,800.00	37,849.41	.00	42,141.69	26,658.31	.61
TOTAL	CIVIC & CULTURE	4,885,460.00	538,809.13	.00	1,493,524.78	3,391,935.22	.31
TOTAL	PUBLIC LIBRARY FUND	4,885,460.00	538,809.13	.00	1,493,524.78	3,391,935.22	.31

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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	10,000.00	.00	.00	.00	10,000.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
960990	MISC CONTRACTUAL SVCS	.00	.00	.00	.00	.00	.00
TOTAL	CONTRACTUAL SERVICES	10,000.00	.00	.00	.00	10,000.00	.00
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
TOTAL	COMMODITIES	.00	.00	.00	.00	.00	.00
980300	IMPROVEMENTS	70,000.00	.00	.00	.00	70,000.00	.00
980400	EQUIPMENT	.00	.00	.00	.00	.00	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	20,000.00	.00	.00	.00	20,000.00	.00
TOTAL	CAPITAL EXPENDITURES	90,000.00	.00	.00	.00	90,000.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	100,000.00	.00	.00	.00	100,000.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	100,000.00	.00	.00	.00	100,000.00	.00
REPORT		4,985,460.00	538,809.13	.00	1,493,524.78	3,491,935.22	.30

1371  
05/07/03

CITY OF DES PLAINES  
BALANCE SHEET

ACCOUNTING PERIOD: 13/02

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

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102008	CASH FIRST BANK DEPOSIT	24,909.79	
102012	CASH IPTIP/FOA 7139200161	652,725.70	
	TOTAL CASH	678,135.49	.00
104033	INVESTMENTS-DOWNING	33,675.16	
	TOTAL INVESTMENTS	33,675.16	.00
118000	RECEIVABLE-PROPERTY TAXES	4,208,934.00	
	TOTAL ACCOUNTS RECEIVABLE	4,208,934.00	.00
	TOTAL ASSETS	4,920,744.65	.00
401000	ACCOUNTS PAYABLE		131,696.32
401001	AUDIT ACCOUNTS PAYABLE		2,490.33
450030	ACCRUED LIAB-COMP ABSENCE		134,935.14
450040	ACCRUED PAYROLL		26,567.97
	TOTAL ACCRUED LIABILITIES	.00	161,503.11
470000	DEFERRED REV-PROPERTY TAX		4,208,934.00
	TOTAL CURRENT LIABILITIES	.00	4,504,623.76
	TOTAL LIABILITIES	.00	4,504,623.76
700110	EXPENDITURE CONTROL	4,513,693.60	
700120	REVENUE CONTROL		4,456,303.38
700150	EXP. BUDGET CONTROL		4,809,952.00
700160	REV. BUDGET CONTROL	4,499,332.00	
700170	BUDGET FUND BALANCE	253,229.00	
	TOTAL SYSTEM CONTROL	9,266,254.60	9,266,255.38
720010	FUND BAL-RESRV-GIFT TRUST		33,675.16
	TOTAL FUND BALANCE-RESERVED	.00	33,675.16
730000	FUND BALANCE-UNRESERVED		382,444.95
	TOTAL FUND EQUITY	.00	416,120.11
	TOTAL EQUITIES	9,266,254.60	9,682,375.49
	TOTAL PUBLIC LIBRARY FUND	14,186,999.25	14,186,999.25

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CITY OF DES PLAINES  
BALANCE SHEET

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ACCOUNTING PERIOD: 13/02

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH FIRST BANK DEPOSIT	87,559.77	
102012	CASH IPTIP/FOA 7139200161	167,216.58	
	TOTAL CASH	254,776.35	.00
	TOTAL ASSETS	254,776.35	.00
700110	EXPENDITURE CONTROL	9,932.51	
700120	REVENUE CONTROL		152,275.66
700150	EXP. BUDGET CONTROL		25,000.00
700160	REV. BUDGET CONTROL	150,000.00	
700170	BUDGET FUND BALANCE	17,343.00	
	TOTAL SYSTEM CONTROL	177,275.51	177,275.66
730000	FUND BALANCE-UNRESERVED		254,776.20
	TOTAL FUND EQUITY	.00	254,776.20
	TOTAL EQUITIES	177,275.51	432,051.86
	TOTAL LIBRARY CAPITAL PROJ FUND	432,051.86	432,051.86
	TOTAL REPORT	14,619,051.11	14,619,051.11

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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	396.10	.00	40,589.92	-589.92	1.01
TOTAL	PUBLIC SAFETY	40,000.00	396.10	.00	40,589.92	-589.92	1.01
TOTAL	GENERAL REVENUE - GOV'T	40,000.00	396.10	.00	40,589.92	-589.92	1.01
810018	PROPERTY TAXES 2001	4,086,344.00	46,142.17	.00	4,095,672.46	-9,328.46	1.00
TOTAL	LICENSES AND PERMITS	4,086,344.00	46,142.17	.00	4,095,672.46	-9,328.46	1.00
810000	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	4,219,332.00	46,538.27	.00	4,229,250.38	-9,918.38	1.00
822040	STATE GRANT:PER CAPITA	70,000.00	.00	.00	68,794.00	1,206.00	.98
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	13,009.88	41,990.12	.24
TOTAL	STATE GRANTS	125,000.00	.00	.00	94,080.00	30,920.00	.75
TOTAL	INTERGOVERNMENTAL REVENUE	125,000.00	.00	.00	94,080.00	30,920.00	.75
850102	LIBRARY FINES	100,000.00	-26.50	.00	86,300.12	13,699.88	.86
TOTAL	FINES	100,000.00	-26.50	.00	86,300.12	13,699.88	.86
850201	COPYING FEE	20,000.00	.00	.00	7,123.52	12,876.48	.36
850215	SPECIAL PROGRAMS & EVENTS	10,000.00	.00	.00	2,265.00	7,735.00	.23
TOTAL	FEES AND SERVICES	30,000.00	.00	.00	9,388.52	20,611.48	.31
TOTAL	INVESTMENT INCOME	130,000.00	-26.50	.00	95,688.64	34,311.36	.74
890010	INTEREST INCOME	10,000.00	3,022.05	.00	22,975.19	-12,975.19	2.30
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
890300	UNREALIZED GAINS/LOSSES	.00	379.16	.00	379.16	-379.16	.00
898900	TRANSFER FROM OTHER FUNDS	.00	.00	.00	.00	.00	.00
899900	MISCELLANEOUS REVENUE	15,000.00	.00	.00	13,930.01	1,069.99	.93
TOTAL	OTHER REVENUE	25,000.00	3,401.21	.00	37,284.36	-12,284.36	1.49
TOTAL	PUBLIC LIBRARY FUND	4,499,332.00	49,912.98	.00	4,456,303.38	43,028.62	.99
TOTAL	PUBLIC LIBRARY FUND	4,499,332.00	49,912.98	.00	4,456,303.38	43,028.62	.99

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05/09/03

CITY OF DES PLAINES  
ORGANIZATION REVENUE STATUS

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ACCOUNTING PERIOD: 13/02

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
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05/09/03

CITY OF DES PLAINES  
ORGANIZATION REVENUE STATUS

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ACCOUNTING PERIOD: 13/02

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	523.62	.00	2,275.66	-2,275.66	.00
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	.00	.00	.00
899930	LIBRARY BUY-A-BRICK	.00	.00	.00	.00	.00	.00
TOTAL	OTHER REVENUE	150,000.00	523.62	.00	152,275.66	-2,275.66	1.02
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	523.62	.00	152,275.66	-2,275.66	1.02
TOTAL	LIBRARY CAPITAL PROJ FUND	150,000.00	523.62	.00	152,275.66	-2,275.66	1.02
TOTAL REPORT		4,649,332.00	50,436.60	.00	4,608,579.04	40,752.96	.99

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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	9,516.93	.00	1,520,921.95	265,314.05	.85
910200	TEMPORARY WAGES	659,200.00	12,572.74	.00	634,963.83	24,236.17	.96
910300	SUPERVISORY OVERTIME	.00	.00	.00	.00	.00	.00
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	280.83	219.17	.56
910500	VACATION PAY	.00	8,146.19	.00	120,794.16	-120,794.16	.00
910600	SICK PAY	.00	312.87	.00	40,992.35	-40,992.35	.00
910700	HOLIDAY PAY	.00	20,587.26	.00	58,809.64	-58,809.64	.00
910900	ACT/OUT OF CLASS/PREMIUM	500.00	.00	.00	179.66	320.34	.36
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	1,244.00	.00	1.00
918020	EMPLOYER CONTR-F.I.C.A.	187,076.00	.00	.00	176,763.50	10,312.50	.94
918021	EMPLOYER CONTR-I.M.R.F.	110,681.00	.00	.00	107,628.45	3,052.55	.97
918040	LIFE INS PREMIUMS	5,088.00	.00	.00	5,643.00	-555.00	1.11
918050	MEDICAL INS PREMIUMS	200,019.00	.00	.00	169,556.74	30,462.26	.85
918055	DENTAL INSURANCE PREMIUMS	15,190.00	.00	.00	15,482.93	-292.93	1.02
918060	TUITION REIMBURSEMENTS	5,000.00	1,543.00	.00	4,918.00	82.00	.98
918070	WORKERS COMPENSATION	4,402.00	.00	.00	5,821.52	-1,419.52	1.32
918075	RHS PLAN PAYOUT	.00	.00	.00	2,410.18	-2,410.18	.00
918080	PERSONAL SERVICES	2,978,636.00	52,678.99	.00	2,869,479.41	109,156.59	.96
920100	LITIGATION & LEGAL FEES	1,000.00	446.95	.00	6,334.37	-5,334.37	6.33
920105	COSTS OF LITIGATION	250.00	.00	.00	166.80	83.20	.67
920110	PROFESSIONAL CONSULTING	10,000.00	691.00	.00	11,720.55	-1,720.55	1.17
920120	COMMUNICATION SERVICES	35,000.00	1,519.39	.00	19,784.82	15,215.18	.57
920140	DATA PROCESSING SERVICES	90,000.00	14,039.99	.00	119,274.97	-29,274.97	1.33
920202	CONFERENCES	8,000.00	388.22	.00	4,537.98	3,462.02	.57
920204	TRAINING	3,000.00	-16.33	.00	3,430.07	-430.07	1.14
920206	SEMINARS	2,500.00	453.00	.00	1,657.00	843.00	.66
920210	IN-SERVICE TRAINING	3,000.00	.00	.00	1,237.32	1,762.68	.41
920220	MEMBERSHIP DUES	4,500.00	.00	.00	4,147.00	353.00	.92
920230	PUBLICATION OF NOTICES	2,000.00	.00	.00	2,121.76	-121.76	1.06
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	10,000.00	-536.69	.00	5,722.86	4,277.14	.57
TOTAL	SUBSIDIES,REBATES,CONTRIB	10,000.00	-536.69	.00	5,722.86	4,277.14	.57
920900	PROPERTY/LIAB CONTRIBUTIO	61,233.00	.00	.00	61,233.00	.00	1.00
930010	R & M EQUIPMENT	55,000.00	2,771.33	.00	63,069.19	-8,069.19	1.15
930020	R & M BLDGS & STRUCTURES	25,000.00	6,199.20	.00	34,999.78	-9,999.78	1.40
930030	R & M VEHICLES	4,500.00	407.04	.00	807.04	3,692.96	.18
930195	BOOK BINDING & REPAIR	4,500.00	.00	.00	1,891.25	2,608.75	.42
930210	RENTAL OF EQUIPMENT	4,500.00	174.00	.00	825.00	3,675.00	.18
930320	CLEANING:CUSTODIAL SERV	50,000.00	.00	.00	40,605.00	9,395.00	.81

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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	2,326.55	2,673.45	.47
960210	SPECIAL EVENT PROGRAMMING	15,000.00	390.95	.00	20,196.56	-5,196.56	1.35
960990	MISC CONTRACTUAL SVCS	75,000.00	7,246.69	.00	96,005.81	-21,005.81	1.28
TOTAL	CONTRACTUAL SERVICES	468,983.00	34,174.74	.00	502,094.68	-33,111.68	1.07
970100	SUPPLIES	70,000.00	367.07	.00	70,542.84	-542.84	1.01
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	.00	.00	194.21	1,305.79	.13
970170	JANITORIAL	18,000.00	1,979.32	.00	15,309.56	2,690.44	.85
970200	COPYING/FAX SUPPLIES	6,000.00	8.50	.00	6,149.95	-149.95	1.02
970260	POSTAGE AND PARCEL	15,200.00	-2,778.17	.00	8,810.57	6,389.43	.58
970270	PRINTING-REPROD-BINDING	6,000.00	-1,189.39	.00	680.00	5,320.00	.11
970320	SUPPLIES: BLDG R/M	750.00	.00	.00	263.66	486.34	.35
970330	SUPPLIES: VEHICLE R/M	.00	.00	.00	.00	.00	.00
970600	BOOKS	495,000.00	45,126.22	.00	465,595.63	29,404.37	.94
970610	AUDIO MATERIALS	64,000.00	4,297.11	.00	60,188.19	3,811.81	.94
970620	SUBSCRIPTIONS & BOOKS	85,000.00	1,055.22	.00	39,900.23	45,099.77	.47
970630	VISUAL MATERIALS	65,000.00	3,424.38	.00	69,630.51	-4,630.51	1.07
970640	AUTOMATED REFERENCE MAT'L	87,000.00	1,995.00	.00	83,790.67	3,209.33	.96
970650	NATURAL GAS	25,000.00	5,580.16	.00	13,683.55	11,316.45	.55
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	3,500.00	.00	.00	575.60	2,924.40	.16
970850	GASOLINE	800.00	.00	.00	161.92	638.08	.20
970900	EQUIPMENT <\$5,000	5,800.00	5,536.00	.00	9,328.80	-3,528.80	1.61
TOTAL	COMMODITIES	949,050.00	65,401.42	.00	844,805.89	104,244.11	.89
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	.00	.00	.00	7,704.54	-7,704.54	.00
980410	COMPUTER HARDWARE	100,000.00	140.67	.00	42,513.67	57,486.33	.43
980420	COMPUTER SOFTWARE	9,000.00	1,327.13	.00	9,401.06	-401.06	1.04
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	5,000.00	.00	.00	4,478.25	521.75	.90
TOTAL	CAPITAL EXPENDITURES	114,000.00	1,467.80	.00	64,097.52	49,902.48	.56
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	14,416.00	14,867.00	.49
TOTAL	DEBT SERVICE	29,283.00	.00	.00	14,416.00	14,867.00	.49
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

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05/09/03

ACCOUNTING PERIOD: 13/02

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

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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	153,722.95	.00	4,444,893.50	295,058.50	.94

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05/09/03

CITY OF DES PLAINES

ACCOUNTING PERIOD: 13/02

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

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05/09/03

CITY OF DES PLAINES

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ACCOUNTING PERIOD: 13/02

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	111.78	.00	5,070.05	-5,070.05	.00
920204	TRAINING	10,000.00	1,190.00	.00	5,641.77	4,358.23	.56
920206	SEMINARS	.00	.00	.00	414.00	-414.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
960070	AUTO/TRAVEL EXPENSES	1,500.00	.00	.00	2,259.07	-759.07	1.51
960210	SPECIAL EVENT PROGRAMMING	.00	-1,000.00	.00	.00	.00	.00
960990	MISC CONTRACTUAL SVCS	58,500.00	3,743.46	.00	49,842.96	8,657.04	.85
TOTAL	CONTRACTUAL SERVICES	70,000.00	4,045.24	.00	63,227.85	6,772.15	.90
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
970270	PRINTING-REPROD-BINDING	.00	.00	.00	5,572.25	-5,572.25	.00
TOTAL	COMMODITIES	.00	.00	.00	5,572.25	-5,572.25	.00
980400	EQUIPMENT	.00	.00	.00	.00	.00	.00
980500	COMPUTER HARDWARE	.00	.00	.00	.00	.00	.00
980500	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	4,045.24	.00	68,800.10	1,199.90	.98
TOTAL	CIVIC & CULTURE	4,809,952.00	157,768.19	.00	4,513,693.60	296,258.40	.94
TOTAL	PUBLIC LIBRARY FUND	4,809,952.00	157,768.19	.00	4,513,693.60	296,258.40	.94

ACCOUNTING PERIOD: 13/02

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	6,223.38	18,776.62	.25
980400	EQUIPMENT	.00	.00	.00	3,709.13	-3,709.13	.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	9,932.51	15,067.49	.40
TOTAL	LIBRARY CAPITAL PROJ FUND	25,000.00	.00	.00	9,932.51	15,067.49	.40
TOTAL	LIBRARY CAPITAL PROJ FUND	25,000.00	.00	.00	9,932.51	15,067.49	.40
TOTAL REPORT		4,834,952.00	157,768.19	.00	4,523,626.11	311,325.89	.94

ACCOUNTING PERIOD: 3/03

LECTION CRITERIA: payable.due\_date='04/07/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920140	DATA PROCESSING SERVICES	101451 WW GRAINGER INCORPORATED	149-205509-8	191.89
2110	920140	DATA PROCESSING SERVICES	101451 WW GRAINGER INCORPORATED	001-197659-4	104.06
2110	920202	CONFERENCES	05537 ILLINOIS STATE LIBRARY	PIRIE	50.00
2110	920202	CONFERENCES	05537 ILLINOIS STATE LIBRARY	PIRIE	25.00
2110	920202	CONFERENCES	05537 ILLINOIS STATE LIBRARY	PIRIE	25.00
2110	920206	SEMINARS	20397 CORKY LEE	REIMB	20.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	APRIL 2003	260.38
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	APRIL 2003	260.38
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	APRIL 2003	16.06
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	APRIL 2003	16.06
2110	930010	R & M EQUIPMENT	06037 H-O-H CHEMICALS, INC.	00200558	63.30
2110	930010	R & M EQUIPMENT	06037 H-O-H CHEMICALS, INC.	00200557	348.68
2110	930010	R & M EQUIPMENT	06789 CANON BUSINESS SOLUTIONS-	K6705991	12.60
2110	930010	R & M EQUIPMENT	74477 EHRHARDT'S TRAILER SALES	101573	10.83
2110	930020	R & M BLDGS & STRUCTURES	08371 EDWARDS ENGINEERING INC.	S26696	1,171.45
2110	930020	R & M BLDGS & STRUCTURES	08371 EDWARDS ENGINEERING INC.	S26531	796.25
2110	930020	R & M BLDGS & STRUCTURES	100604 MK PAINTING & DECORATING	1	200.00
2110	930020	R & M BLDGS & STRUCTURES	100807 THYSSENKRUPP ELEVATOR COR	201026	2,105.16
2110	930020	R & M BLDGS & STRUCTURES	101864 WHITE WAY SIGN & MAINTENA	198150	55.77
2110	930020	R & M BLDGS & STRUCTURES	27008 RON SCHUNE	2-28-03	224.00
2110	960070	AUTO/TRAVEL EXPENSES	23416 AMBER CREGER	REIMB	142.56
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1455696	3.75
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1455694	12.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1455695	24.30
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1459203	39.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1461583	43.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1462438	38.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1462436	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1455211	4.30
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1460933	27.50
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1452180	.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1453734	13.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1458616	11.85
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1453735	189.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1453082	25.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1452686	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1452687	8.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1452181	10.15
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1460399	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1460400	33.70
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1462437	25.05
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1454439	38.85
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1451119	2.30
2110	960990	MISC CONTRACTUAL SVCS	05228 KASCO PRINTING	5358	277.00
2110	960990	MISC CONTRACTUAL SVCS	100245 RENTOKIL TROPICAL PLANT S	CH544904	61.80
2110	960990	MISC CONTRACTUAL SVCS	100245 RENTOKIL TROPICAL PLANT S	CH544903	89.56
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010512322	14.75
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010510262	45.35
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010512392	91.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010336022	332.40
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010537620	6.70



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CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 3/03

SECTION CRITERIA: payable.due\_date='04/07/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010517827	17.70
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010336011	155.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010370457	4.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010512508	10.10
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010537715	17.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010346080	37.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010537669	3.35
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010370545	9.30
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010529031	39.25
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010538506	.49
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010546719	79.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010551204	13.25
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010528465	41.65
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010368975	9.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010368974	75.10
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010548946	41.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010537066	12.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010543436	4.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010336024	157.30
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010399430	33.60
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	82926827	4.28
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	82840730	4.58
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	82772936	2.14
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	82856023	2.14
2110	970100	SUPPLIES	07090 ACCOUNTOR SYSTEMS	20620	983.50
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	1241982	332.39
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	1239447	238.02
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	1240116	48.85
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	1245689	16.83
2110	970200	COPYING/FAX SUPPLIES	102047 WAGNER OFFICE SOLUTIONS I	33461	8.50
2110	970260	POSTAGE AND PARCEL	40311 FEDERAL EXPRESS CORP.	4-575-72939	19.70
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1454439	353.37
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1457352	24.01
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1462053	72.20
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1461583	383.46
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1459203	254.10
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1462437	202.57
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1462436	45.39
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1462438	165.05
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1458616	97.83
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1455696	50.87
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1455694	71.25
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1455695	180.84
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1453082	123.02
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1451119	19.14
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1453735	1,471.76
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1452687	111.94
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1455211	40.80
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1460933	218.97
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1452180	5.97
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1452181	147.18

ACCOUNTING PERIOD: 3/03

SELECTION CRITERIA: payable.due\_date='04/07/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1452686	11.94
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1460399	22.38
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1460400	303.83
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1453734	76.63
2110	970600	BOOKS	07439	THE GALE GROUP	12191918	85.11
2110	970600	BOOKS	07439	THE GALE GROUP	12205322	40.42
2110	970600	BOOKS	07439	THE GALE GROUP	12195496	64.38
2110	970600	BOOKS	07439	THE GALE GROUP	12188679	39.92
2110	970600	BOOKS	07439	THE GALE GROUP	12209228	169.62
2110	970600	BOOKS	07439	THE GALE GROUP	12182284	248.63
2110	970600	BOOKS	07439	THE GALE GROUP	12203254	128.62
2110	970600	BOOKS	07439	THE GALE GROUP	12201055	56.88
2110	970600	BOOKS	09641	GREY HOUSE PUBLISHING	367553	265.50
2110	970600	BOOKS	101014	AMAZON.COM CREDIT		83.09
2110	970600	BOOKS	101014	AMAZON.COM CREDIT		35.61
2110	970600	BOOKS	101014	AMAZON.COM CREDIT		79.90
2110	970600	BOOKS	101014	AMAZON.COM CREDIT		13.99
2110	970600	BOOKS	101014	AMAZON.COM CREDIT		29.95
2110	970600	BOOKS	101798	SCHOLASTIC LIBRARY PUBLIS	10781347	351.44
2110	970600	BOOKS	102349	THE ASHLEY GROUP BOOK SAL	ATTACH	43.95
2110	970600	BOOKS	102350	COURT REPORTER REFERENCE	00001306	101.00
2110	970600	BOOKS	102351	CHICAGO'S NEIGHBORHOODS,	ATTACH	45.00
2110	970600	BOOKS	12168	GREENWOOD PUBLISHING GROU	2141235	42.32
2110	970600	BOOKS	18148	R.S. MEANS COMPANY, INC.	2616513	114.40
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010510261	805.85
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010537620	83.60
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010537066	128.55
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010336024	138.74
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010529030	699.78
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010528464	839.18
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010546718	1,303.86
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010553431	38.94
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010551203	381.48
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010512392	176.78
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010336022	505.55
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010512322	154.28
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010336011	220.88
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010517827	222.94
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010370457	7.14
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010537715	170.94
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010548946	488.15
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010399430	58.50
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010346080	125.66
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010512508	111.99
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010538506	1,372.29
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010543436	8.62
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010537669	39.54
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010368974	121.66
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010370545	31.67
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010368975	7.12
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	74759	12.04

SECTION CRITERIA: payable.due\_date='04/07/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	20361	BERNAN ASSOCIATES	10159008	106.00
2110	970600	BOOKS	20361	BERNAN ASSOCIATES	10158809	68.90
2110	970600	BOOKS	27034	AMERICAN SOCIETY OF COMPO	19147069827	195.00
2110	970600	BOOKS	28002	ILLINOIS STATE HISTORICAL	02984	33.00
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	82862094	3.36
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	82803255	10.80
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	DP0006047	28.53
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	82772935	13.68
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	82840729	28.44
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	82926826	28.44
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	82892314	7.38
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	82856022	13.65
2110	970600	BOOKS	68715	THE CHILD'S WORLD	NA53329	123.04
2110	970610	AUDIO MATERIALS	02482	BBC AUDIOBOOKS	100087	8.00
2110	970610	AUDIO MATERIALS	02482	BBC AUDIOBOOKS	100268	13.00
2110	970610	AUDIO MATERIALS	02482	BBC AUDIOBOOKS	100809	13.00
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B12845010	182.58
2110	970610	AUDIO MATERIALS	13033	LANDMARK AUDIOBOOKS	130160	888.00
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	2-25-03-3	34.27
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	2-25-03-2	114.71
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-4-03-1	240.61
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	2-25-03-5	36.37
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-4-03-5	9.79
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-4-03-3	39.87
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-4-03-4	34.96
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-4-03-2	111.20
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	2-25-03-1	230.81
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IRF0184217	-47.99
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IN0183958	45.24
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IN0181696	47.99
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5203223P	382.50
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	ATTACHED	-120.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1669030	214.40
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1676213	17.85
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1662669	430.40
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1672016	11.90
2110	970620	SUBSCRIPTIONS & BOOKS	22981	CHECK BOOK	ATTACH	28.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	14195A	36.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	13815A	78.89
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	11612K	22.66
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	13814B	74.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	13323D	23.50
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	13812C	254.76
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	13322C	72.20
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	13815C	93.98
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	11612J	37.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	13814C	199.85
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	13322B	62.93
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	13812A	109.67
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	13815B	16.78
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	13323C	58.67

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CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 3/03

SECTION CRITERIA: payable.due\_date='04/07/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	13812B 33.56
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	13814A 36.47
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R35884802 10.76
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R35884801 25.12
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R35352801 7.19
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R35352802 619.03
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R35884800 59.99
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R35352800 285.60
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B12845010 688.03
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M16118810 52.40
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M16294630 22.49
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B12202060 321.49
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B12194210 52.41
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	591375 95.95
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	589020 31.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	591374 149.93
2110	970900	EQUIPMENT <\$5,000	20177	DEMCO EDUCATIONAL CORP	1234769 1,356.89
2110	980600	FURNITURE & FIXTURES	17924	CORPORATE CONCEPTS, INC.	129985 1,421.49
TOTAL LIBRARY SERVICES					34,790.27
2130	920206	SEMINARS	05733	REACHING FORWARD/ILA	ATTACH 475.00
2130	930010	R & M EQUIPMENT	17560	PANASONIC DIGITAL DOCUMEN	7168294-43 1,624.92
2130	960210	SPECIAL EVENT PROGRAMMING	102352	LIN THOMSEN	002155 60.00
2130	960990	MISC CONTRACTUAL SVCS	07581	ARLINGTON HEIGHTS MEMORIA	01/04/-04 7,633.50
2130	960990	MISC CONTRACTUAL SVCS	07581	ARLINGTON HEIGHTS MEMORIA	01/04/-01 7,633.50
2130	960990	MISC CONTRACTUAL SVCS	07581	ARLINGTON HEIGHTS MEMORIA	01/04/-03 7,633.50
2130	960990	MISC CONTRACTUAL SVCS	07581	ARLINGTON HEIGHTS MEMORIA	01/04/-02 7,633.50
TOTAL IL LIBRARY PER CAP GRANT					32,693.92
TOTAL FUND					67,484.19

ACCOUNTING PERIOD: 4/03

SECTION CRITERIA: payable.due\_date='04/21/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920100	LITIGATION & LEGAL FEES	25529 KLEIN, THORPE AND JENKINS	1657-001	243.00
2110	920110	PROFESSIONAL CONSULTING	102275 ILA MIGUT	2-15-2003	1,500.00
2110	920110	PROFESSIONAL CONSULTING	102275 ILA MIGUT	2-15-2003	600.00
2110	920140	DATA PROCESSING SERVICES	05537 ILLINOIS STATE LIBRARY	19787	642.54
2110	920140	DATA PROCESSING SERVICES	101752 OCLC INCORPORATED	686464	671.25
2110	920140	DATA PROCESSING SERVICES	101882 BAKER & TAYLOR INCORPORAT	C12NS8764M	569.58
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	FEBRUARY 03	3,413.08
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	FEBRUARY 03	1,332.61
2110	920202	CONFERENCES	101296 SARA MCLAUGHLIN	REIMB	86.53
2110	920204	TRAINING	102409 KENOSHA PUBLIC LIBRARY	ATTACH	129.00
2110	920204	TRAINING	43765 DOMINICKS FINER FOODS	010893	24.08
2110	920210	IN-SERVICE TRAINING	102396 ELLIOTTS' DELI	512740	143.12
2110	920220	MEMBERSHIP DUES	100075 AMERICAN LIBRARY ASSOCIAT	0129052	150.00
2110	920220	MEMBERSHIP DUES	20127 ILLINOIS LIBRARY ASSOCIAT	100415	115.00
2110	930010	R & M EQUIPMENT	100563 THREE M	XB04368	200.00
2110	930010	R & M EQUIPMENT	102400 DYTRON ELECTRONIC POWER	1791	400.00
2110	930010	R & M EQUIPMENT	21731 NOVAK & PARKER	37080	139.00
2110	930010	R & M EQUIPMENT	72106 COOPERATIVE COMPUTER SERV	FEBRUARY 03	23.92
2110	930020	R & M BLDGS & STRUCTURES	28052 PROGRAM PROFESSIONAL SERV	64730	280.00
2110	930195	BOOK BINDING & REPAIR	05479 HOUCHEM BINDERY LTD	110737	142.05
2110	930320	CLEANING:CUSTODIAL SERV	09536 CRYSTAL MGMT & MAINT SERV	11284	726.00
2110	930320	CLEANING:CUSTODIAL SERV	09536 CRYSTAL MGMT & MAINT SERV	11567	726.00
2110	930320	CLEANING:CUSTODIAL SERV	09536 CRYSTAL MGMT & MAINT SERV	11514	3,300.00
2110	960070	AUTO/TRAVEL EXPENSES	101296 SARA MCLAUGHLIN	REIMB	64.00
2110	960210	SPECIAL EVENT PROGRAMMING	09217 NATALIE B. NEWBERGER	5-13-03	225.00
2110	960210	SPECIAL EVENT PROGRAMMING	87319 MID AMERICA CHARTER LINES	88693	367.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1470392	15.10
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1465135	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1471629	9.95
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1465690	6.95
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1472416	44.80
2110	960990	MISC CONTRACTUAL SVCS	07352 ADVOCATE OCCUPATIONAL HEA	117895	55.00
2110	960990	MISC CONTRACTUAL SVCS	09789 VAHE GHAZARIAN	337537	70.00
2110	960990	MISC CONTRACTUAL SVCS	101575 KATHY KYROUAC	3-14-03	225.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010560226	21.70
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010569500	2.35
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010482432	9.30
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010566023	19.75
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010631336	.75
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010576861	12.05
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010464335	197.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010433245	14.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010408595	5.30
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010631452	20.40
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010574372	22.75
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010605316	13.30
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010574345	26.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010471785	.65
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010622049	47.30
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010569659	8.15
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010480359	45.50

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ACCOUNTING PERIOD: 4/03

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

LECTION CRITERIA: payable.due\_date='04/21/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010627430	25.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010586865	9.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010590675	31.10
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010631342	10.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010611053	33.95
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010596437	18.40
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010433215	9.40
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010557676	12.40
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010605618	3.15
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010557582	17.15
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010584545	13.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010584559	4.70
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010577215	43.95
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010576763	21.90
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010401055	178.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010560036	14.10
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010588252	3.15
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010581901	16.75
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010581724	3.85
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010553825	6.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010464213	57.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010610061	24.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010577461	4.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010612711	43.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010627631	23.30
2110	960990	MISC CONTRACTUAL SVCS	25775 CRIMSON MULTIMEDIA DIST.,	23020	35.07
2110	960990	MISC CONTRACTUAL SVCS	25775 CRIMSON MULTIMEDIA DIST.,	22801	118.62
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	83027682	5.45
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	83096880	6.42
2110	960990	MISC CONTRACTUAL SVCS	58875 INGRAM LIBRARY SERVICES	82948607	1.60
2110	970100	SUPPLIES	00118 MARILYN'S FLOWERS AND THI	1647	41.00
2110	970100	SUPPLIES	00189 ANDERSON LOCK CO LTD	329501	24.92
2110	970100	SUPPLIES	05235 UPSTART	7667100-002	39.95
2110	970100	SUPPLIES	09638 OFFICE DEPOT	197584314/1	251.65
2110	970100	SUPPLIES	09638 OFFICE DEPOT	197237317/1	1,641.45
2110	970100	SUPPLIES	09638 OFFICE DEPOT	200018937/1	1,257.95
2110	970100	SUPPLIES	09638 OFFICE DEPOT	199577336/1	3,006.00
2110	970100	SUPPLIES	09638 OFFICE DEPOT	198026460/1	13.36
2110	970100	SUPPLIES	09638 OFFICE DEPOT	199846672/1	48.52
2110	970100	SUPPLIES	09638 OFFICE DEPOT	199624142/1	107.70
2110	970100	SUPPLIES	09638 OFFICE DEPOT	198027526/1	2,807.72
2110	970100	SUPPLIES	09638 OFFICE DEPOT	197525781/1	-174.90
2110	970100	SUPPLIES	09638 OFFICE DEPOT	197879807/1	223.00
2110	970100	SUPPLIES	09638 OFFICE DEPOT	197878783/1	83.85
2110	970100	SUPPLIES	09638 OFFICE DEPOT	199845281/1	-2.43
2110	970100	SUPPLIES	09638 OFFICE DEPOT	196185929/1	30.06
2110	970100	SUPPLIES	09638 OFFICE DEPOT	197880009/1	300.60
2110	970100	SUPPLIES	09638 OFFICE DEPOT	196289687/1	14.90
2110	970100	SUPPLIES	09638 OFFICE DEPOT	196737422/1	16.70
2110	970100	SUPPLIES	09638 OFFICE DEPOT	196548158/1	447.77
2110	970100	SUPPLIES	09638 OFFICE DEPOT	198025958/1	48.29

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## CITY OF DES PLAINES

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ACCOUNTING PERIOD: 4/03

## CASH REQUIREMENTS BILL LIST

SECTION CRITERIA: payable.due\_date='04/21/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970100	SUPPLIES	09638	OFFICE DEPOT	196243738/1	1,132.11
2110	970100	SUPPLIES	101098	AMERICAN LIBRARY ASSOCIAT	05135221	49.00
2110	970100	SUPPLIES	102391	THE LIBRARY STORE	417311	70.96
2110	970100	SUPPLIES	19764	BRODART COMPANY	361318	39.00
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	111239-00	576.30
2110	970170	JANITORIAL	101451	WW GRAINGER INCORPORATED	001-058587-5	163.82
2110	970200	COPYING/FAX SUPPLIES	102047	WAGNER OFFICE SOLUTIONS I	33913	10.50
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	4-622-54692	34.32
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	4-622-95748	34.32
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	4-623-38610	8.36
2110	970600	BOOKS	00029	OXFORD UNIVERSITY PRESS	2755288	265.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1465135	5.97
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1470392	117.91
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1472416	286.28
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1465690	56.84
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1471629	117.45
2110	970600	BOOKS	02806	WORLD BOOK SCHOOL AND LIB	1198819	2,487.00
2110	970600	BOOKS	03218	BUSINESS COMMUNICATIONS I	V35319561930	29.95
2110	970600	BOOKS	04625	CCH, INCORPORATED	6968037	44.12
2110	970600	BOOKS	07439	THE GALE GROUP	12253353	35.17
2110	970600	BOOKS	07439	THE GALE GROUP	12251610	74.84
2110	970600	BOOKS	07439	THE GALE GROUP	12251827	45.30
2110	970600	BOOKS	07439	THE GALE GROUP	12196919	70.28
2110	970600	BOOKS	07439	THE GALE GROUP	12268460	56.88
2110	970600	BOOKS	07439	THE GALE GROUP	12276621	179.59
2110	970600	BOOKS	07439	THE GALE GROUP	12257714	163.22
2110	970600	BOOKS	07439	THE GALE GROUP	12243794	184.47
2110	970600	BOOKS	07439	THE GALE GROUP	12209662	79.88
2110	970600	BOOKS	07439	THE GALE GROUP	12269828	22.36
2110	970600	BOOKS	07439	THE GALE GROUP	12251040	137.76
2110	970600	BOOKS	07439	THE GALE GROUP	12258905	168.52
2110	970600	BOOKS	07439	THE GALE GROUP	12269667	40.42
2110	970600	BOOKS	07439	THE GALE GROUP	12266913	20.76
2110	970600	BOOKS	07439	THE GALE GROUP	12268439	64.38
2110	970600	BOOKS	07439	THE GALE GROUP	12253779	115.30
2110	970600	BOOKS	07439	THE GALE GROUP	12242880	179.59
2110	970600	BOOKS	101063	ADLER'S FOREIGN BOOKS	234333	48.33
2110	970600	BOOKS	101798	SCHOLASTIC LIBRARY PUBLIS	10791849	830.18
2110	970600	BOOKS	101798	SCHOLASTIC LIBRARY PUBLIS	10789550	235.32
2110	970600	BOOKS	101979	DIAMOND COMIC DISTRIBUTOR	41476	16.72
2110	970600	BOOKS	102390	ILLINOIS BANKERS ASSOCIAT	38515	38.95
2110	970600	BOOKS	102392	PALATINE PUBLIC LIBRARY	LOST BOOK	21.98
2110	970600	BOOKS	102393	MID-CONTINENT PUBLIC LIBR	LOST CD	10.00
2110	970600	BOOKS	102394	LOYOLA UNIVERSITY-CHICAGO	LOST BOOK	50.00
2110	970600	BOOKS	102395	ILLINOIS STATE UNIVERSITY	LOST BOOK	65.00
2110	970600	BOOKS	102397	ABSTRACT STUDIO INC	1914	4.47
2110	970600	BOOKS	102399	TRESCO PUBLISHERS INC	ATTACH	16.93
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010577460	55.03
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010596494	23.70
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010574345	326.81
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010566022	380.51

RUN DATE 04/14/03 TIME 09:32:57

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

LECTION CRITERIA: payable.due\_date='04/21/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010574372	237.51
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	0001019725	-33.79
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010464213	66.84
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010627630	350.08
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010569500	4.16
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010569659	96.48
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010610061	269.36
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	0001018715	-67.99
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010631336	12.34
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010622048	820.95
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010401055	222.80
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010464335	250.47
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010471785	16.04
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010553825	71.39
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010604877	591.60
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010482432	13.66
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010631342	107.68
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010612710	830.84
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010631452	249.10
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010581900	243.88
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010607604	252.00
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	0001019726	-1.40
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010480359	104.79
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010584545	167.93
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010650408	34.90
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010586865	15.75
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010627429	405.06
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010433245	28.07
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010576762	477.80
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010584559	56.38
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010590674	535.64
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010557582	230.05
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010577214	1,048.42
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010576860	156.66
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010560035	225.52
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010605316	225.64
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010560225	375.44
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010557676	186.77
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010408595	20.17
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010580502	25.42
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010581723	113.24
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010588252	-66.16
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010596436	410.36
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010433215	15.44
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010613052	523.40
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010605618	41.09
2110	970600	BOOKS	22462 SCHOOLSEARCH BY ESA	203506	155.97
2110	970600	BOOKS	27010 SWEET'S GROUP	SL00025766-1	-249.00
2110	970600	BOOKS	27010 SWEET'S GROUP	SL00020051-1	498.00
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	83027681	9.99
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	83096879	44.37



LECTION CRITERIA: payable.due\_date='04/21/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	82948606 4.47
2110	970600	BOOKS	68820	MARSHALL CAVENDISH CORP.	R626848 144.16
2110	970600	BOOKS	82668	POLONIA BOOK STORES	022059 300.67
2110	970610	AUDIO MATERIALS	02482	BBC AUDIOBOOKS	102780 134.92
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B12847670 11.76
2110	970610	AUDIO MATERIALS	09640	GATEWAY LEARNING CORPORAT	ORD079255 13.80
2110	970610	AUDIO MATERIALS	102388	RADIOSPIRITS	0000002483 131.19
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-23-03-2 333.60
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-24-03-3 197.94
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-24-03-4 33.57
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-24-03-5 26.58
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-24-03-1 134.29
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-11-03-1 144.08
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-11-03-2 85.33
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-24-03-2 171.37
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-11-03-3 125.90
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IRF0185931 -45.24
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IN0184963 88.28
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IN0184963 53.49
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IN0186815 106.98
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5221169P 20.70
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5225521P 32.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5219550P 320.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5219085P 32.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1682250 367.20
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1696557 29.75
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1687717 10.60
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1662698 780.80
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1676965 76.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1689810 17.85
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1687711 30.75
2110	970620	SUBSCRIPTIONS & BOOKS	102398	MAXIM	ATTACH 17.94
2110	970620	SUBSCRIPTIONS & BOOKS	21432	AMERICAN LIBRARY ASSOCIAT	0076582 40.00
2110	970620	SUBSCRIPTIONS & BOOKS	21432	AMERICAN LIBRARY ASSOCIAT	0076582 40.00
2110	970620	SUBSCRIPTIONS & BOOKS	27541	LIBRARYBOOK, INC.	2750 35.00
2110	970620	SUBSCRIPTIONS & BOOKS	71360	MORNINGSTAR	17525 649.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	14195B 18.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	13812D 81.41
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	13814D 60.50
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	13323E 37.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	14194A 125.37
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	13812E 50.38
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R36918160 358.51
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R37118080 35.75
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R37118082 123.58
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R37118081 10.79
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R36918161 23.75
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R36918162 28.76
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B12845030 1,288.53
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B12847670 50.92
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	M16922910 136.30

04/14/03

ACCOUNTING PERIOD: 4/03

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

PAGE 14

SECTION CRITERIA: payable.due\_date='04/21/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	M16649400	20.98
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	M16635110	29.98
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B13604040	22.49
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	601221	49.98
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	601220	85.96
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	594714	38.83
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	597860	56.68
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	597861	162.93
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	594715	70.96
2110	970630	VISUAL MATERIALS	100456 SOUTHPORT VIDEO	2927	166.62
2110	970630	VISUAL MATERIALS	13071 MULTI-CULTURAL BOOKS & VI	03-191	432.49
2110	970630	VISUAL MATERIALS	25775 CRIMSON MULTIMEDIA DIST.,	22879	271.00
2110	970630	VISUAL MATERIALS	25775 CRIMSON MULTIMEDIA DIST.,	22768	483.00
2110	970640	AUTOMATED REFERENCE MAT'L	17534 ROTH PUBLISHING, INC.	70149	600.00
2110	980400	EQUIPMENT	100563 THREE M	UM29222	21,346.00
2110	980400	EQUIPMENT	100563 THREE M	UM29289	19,990.00
2110	980400	EQUIPMENT	100563 THREE M	UM29303	8,260.00
2110	980410	COMPUTER HARDWARE	06866 ACTION COMPUTER SERVICE,	115357	350.00
2110	980410	COMPUTER HARDWARE	06866 ACTION COMPUTER SERVICE,	115358	350.00
2110	980410	COMPUTER HARDWARE	06866 ACTION COMPUTER SERVICE,	115356	350.00
2110	980410	COMPUTER HARDWARE	102389 MEMORY X	0114580-IN	1,005.60
2110	980410	COMPUTER HARDWARE	22890 PC NATION	P27503301019	1,308.84
TOTAL LIBRARY SERVICES					110,560.24
2130	960210	SPECIAL EVENT PROGRAMMING	102410 SAMSKRITI FOUNDATION	5-04-03	1,000.00
2130	960210	SPECIAL EVENT PROGRAMMING	102411 CHANOYU CENTER OF CHICAGO	5-10-03	500.00
2130	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	009908	40.49
2130	960990	MISC CONTRACTUAL SVCS	05228 KASCO PRINTING	5380	2,590.00
2130	960990	MISC CONTRACTUAL SVCS	15976 GRAPHIC SOLUTIONS	6747	1,025.00
TOTAL IL LIBRARY PER CAP GRANT					5,155.49
TOTAL FUND					115,715.73

V.D.1.

DES PLAINES PUBLIC LIBRARY  
HOLDINGS  
MAY 2003

	<u>April 2003</u>	<u>May 2003</u>	<u>Change</u>	<u>% Change</u>
Books	237,699	239,261	1,562	0.66%
Audio	19,308	19,554	246	1.27%
Video	18,272	18,471	199	1.09%
Puzzles & Games	710	706	-4	-0.56%
Realia	233	233	0	0.00%
Pamphlets	326	326	0	0.00%
<b>Total</b>	<b>276,548</b>	<b>278,551</b>	<b>2,003</b>	<b>0.72%</b>

**DES PLAINES PUBLIC LIBRARY  
REGISTRATION SERVICES REPORT FOR APRIL 2003**

**I. Library Card Registration Services**

<u>Apr 2002</u>	<u>Mar 2003</u>	<u>Apr 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
798	1,085	808	3,290	3,584	8.2%

A.	New Library Card Registrations	349
B.	Updated Library Card	302
C.	Other Libraries	149
D.	Non Resident Fee Paid Cards	8

Total	808
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**II. Other Registration Services**

1.	Patrons Registering for Programs	130
2.	Number of Meeting Room Uses	103
3.	Voters Registered	3
4.	Senior Cab Cards	10

Total	246
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**III. Total Number Of Registered Borrowers**

* April 2002	40,537	(69.0% of Population)
**April 2003	43,661	(76.7% of Population)

**\*\*The population for the City of Des Plaines was revised to 56,945.  
(Revised 2000 Census Report dated December 3, 2002.)**

**DES PLAINES PUBLIC LIBRARY  
CIRCULATION SERVICES REPORT FOR APRIL 2003**

**Patron Attendance Count**

<u>Apr 2002</u>	<u>Mar 2003</u>	<u>Apr 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
47,109	51,613	47,201	184,365	194,022	5.0%

**Reciprocal Borrowing  
(Materials Lent)**

	<u>Apr 2002</u>	<u>Apr 2003</u>	<u>% Change</u>
NSLS	*NA	12,188	*NA
Other Systems	*NA	5,584	*NA
Total	*NA	19,798	*NA

**Interlibrary Loan**

	<u>Apr 2002</u>	<u>Apr 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
Sent	1,930	3,850	3,325	15,168	78.1%
Received	1,635	2,466	3,301	9,234	64.3%
Total	3,565	6,316	6,626	24,402	72.9%

\* The reports for April 2002 are not available due to the change from GEAC to SIRSI, but when the April 2002 statistics become available they will be included in the most current board packet.

## DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

### April 2003

		% Change	
Total 2002 to Date:	319,623	Total 2003 to Date:	364,791    14.13%
April 2002	77,548	April 2003	87,263    12.53%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>		
	CHILDREN	2002	2003	2002	2003	2002	2003
Non Fiction		5,588	5,994	644	886	6,232	6,880
Fiction		12,306	12,853	1,149	1,528	13,455	14,381
Foreign Language Non Fiction		97	83	4	7	101	90
Foreign Language Fiction		285	594	57	81	342	675
Periodicals		210	211	7	18	217	229
Compact Discs		820	937	27	46	847	983
Audio Cassettes		236	150	8	8	244	158
Audio Kits		316	218	15	52	331	270
Puzzles		393	317	37	29	430	346
Games		87	97	15	19	102	116
Audio Books		223	341	25	16	248	357
Video Fiction		2,935	3,427	368	552	3,303	3,979
Video Non Fiction		1,054	947	42	58	1,096	1,005
DVD		999	2,050	23	84	1,022	2,134
CD ROMs		615	603	0	0	615	603
<b>SUB TOTAL</b>		<b>26,164</b>	<b>28,822</b>	<b>2,421</b>	<b>3,384</b>	<b>28,585</b>	<b>32,206</b>
<b>ADULT</b>							
Non Fiction		11,866	12,103	211	233	12,077	12,336
Fiction		7,831	8,181	345	357	8,176	8,538
Large Type		1,134	1,315	192	215	1,326	1,530
Foreign Language Non Fiction		248	307	4	2	252	309
Foreign Language Fiction		571	881	2	6	573	887
High School Collection		356	478	1	6	357	484
Periodicals		2,378	2,652	149	212	2,527	2,864
Pamphlets		9	7	0	0	9	7
Compact Discs		6,484	7,263	418	526	6,902	7,789
Audio Cassettes		440	5	5	7	445	12
Puzzles		0	2	0	0	0	2
Pictures		30	29	0	0	30	29
Audio Books		2,155	2,268	35	57	2,190	2,325
CD ROMs		235	253	0	0	235	253
Video Fiction		6,347	6,679	358	462	6,705	7,141
Video Non Fiction		3,146	3,388	53	56	3,199	3,444
DVD		3,665	6,624	97	312	3,762	6,936
Misc. Formats		192	168	6	3	198	171
		47,087	52,603	1,876	2,454	48,963	55,057
<b>GRAND TOTAL</b>		<b>73,251</b>	<b>81,425</b>	<b>4,297</b>	<b>5,838</b>	<b>77,548</b>	<b>87,263</b>
Self Check		17,896	18,193	0	0	17,896	18,193

**DES PLAINES PUBLIC LIBRARY  
CIRCULATION PATRON ASSISTANCE  
APRIL 2003**

<b>Assistance/Service Desk</b>	<u>Apr 2002</u>	<u>Apr 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
1. Phone Calls Received	1,869	1,071	9,005	5,516	(-63.3%)
2. Patron Renewals	1,632	1,962	6,819	7,149	0.0
3. Patron Reserves Delivered	1,934	2,976	7,159	10,836	33.9%
4. Directional	2,846	1,502	11,811	6,695	(-76.4%)
5. Account Inquiries	2,686	4,289	10,738	17,059	37.1%
6. Program Sign-up	598	351	3,257	2,675	(-21.8%)
7. In Person Patron Assistance	2,618	2,919	11,494	12,099	5.0%
<b>Total</b>	<b>14,183</b>	<b>15,070</b>	<b>60,283</b>	<b>62,029</b>	<b>2.8%</b>
<b>Assistance/Switchboard</b>	<u>Apr 2002</u>	<u>Apr 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
1. Phone Calls Answered	3,815	3,932	15,809	16,075	1.7%
2. Delivery/Buzzer	114	48	439	296	(-48.3%)
3. 2-Way Radio	193	132	633	666	5.0%
<b>Total</b>	<b>4,122</b>	<b>4,112</b>	<b>16,881</b>	<b>17,037</b>	<b>1.0%</b>
<b>Grand Total</b>	<b>18,305</b>	<b>19,182</b>	<b>77,164</b>	<b>79,066</b>	<b>2.4%</b>

**DES PLAINES PUBLIC LIBRARY  
ADULT SERVICES PATRON ASSISTANCE  
APRIL 2003**

<b>Assistance</b>	<u>Apr 2002</u>	<u>Apr 2003</u>	<u>Year to Date 2002</u>	<u>Year To Date 2003</u>	<u>% Change</u>
1. Computer/Instructional	465	888	1,874	3,025	38.1%
2. Mechanical	316	562	1,206	1,797	32.9%
3. Directional	972	874	3,828	3,788	(-1.1%)
4. Informational	1,108	1,316	4,645	5,416	14.2%
5. Tax Forms	203	223	755	1,132	33.3%
6. Instruction	13	212	70	473	85.2%
<b>Total</b>	<b>3,077</b>	<b>4,075</b>	<b>12,378</b>	<b>15,631</b>	<b>20.8%</b>
<b>Reference and Readers' Services</b>	<u>Apr 2002</u>	<u>Apr 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
1. Specific Item Request	4,075	3,083	16,933	12,667	(-33.7%)
2. Ready Reference	1,151	1,089	4,991	4,388	(-13.7%)
3. In-Depth Reference	367	209	1,159	926	(-25.2%)
4. Virtual Reference Desk	42	100	154	269	42.8%
5. Interlibrary Loan Request	162	169	629	984	36.1%
6. Readers' Advisory	227	110	724	558	(-29.8)
7. Reserves	821	888	3414	3,764	9.3%
<b>Total</b>	<b>6,845</b>	<b>5,648</b>	<b>28,004</b>	<b>23,556</b>	<b>(-18.9%)</b>
<b>Sign Up</b>	<u>Apr 2002</u>	<u>Apr 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
1. Internet	5,789	5,587	22,854	24,227	5.7%
2. Computer Lab	433	520	1,974	2,101	6.0%
3. Group Study Rooms	368	928	1,429	3,323	57.0%
4. Reading Edge	2	2	2	7	71.4%
<b>Total</b>	<b>6,592</b>	<b>7,037</b>	<b>26,259</b>	<b>29,658</b>	<b>11.5%</b>
<b>Grand Total</b>	<b>16,514</b>	<b>16,760</b>	<b>66,641</b>	<b>68,845</b>	<b>3.2%</b>



**DES PLAINES PUBLIC LIBRARY  
USE OF ONLINE REFERENCE PRODUCTS  
April 2003**

Access Science	3*
Alldata	NA
BigChalk	61
College Source Online	8
CQ Electronic Library	13
Des Plaines Public Library Homepage	84,639
Ebsco:	
• Alt-Health Watch	7
• Health Source – Consumer	37
• Novelist	67
FACTS.com	41
First Search	1,307
Gale Group:	
• AncestryPlus	NA
• Biography Resource Center	399
• Business & Company Resource Center	1228
• Contemporary Authors	37
• General Reference Center Gold	576
• Student Resource Center	174
• What Do I Read Next?	83
Grolier Online	NA*
Hoover's Online	NA*
LearnATest.com	8*
Library Catalog	NA
LitFinder	52
Mergent Online	89
NewsBank:	
• Chicago Tribune Archive	209
• News Illinois	0
• Noticias en Español	0
NetLibrary	1

DES PLAINES PUBLIC LIBRARY  
USE OF ONLINE REFERENCE PRODUCTS  
April 2003

ProQuest :	
• ( <i>Chicago Sun-Times, Daily Herald,</i> <i>Wall Street Journal, Chicago Tribune</i> )	105
• New York Times Historical Archive	72
Reference USA	782
Sorkins Online	NA
World Book Encyclopedia	43
Total Searches & Queries	90,039

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

**DES PLAINES PUBLIC LIBRARY  
YOUTH SERVICES PATRON ASSISTANCE  
APRIL 2003**

<b>Assistance</b>	<u>April 2002</u>	<u>April 2003</u>	<u>Year to Date 2002</u>	<u>Year To Date 2003</u>	<u>% Change</u>
1. Computer Sign-up	2,794	2,196	6,940	11,007	37.0%
2. Program Sign-up	361	158	1,172	1,733	32.4%
3. Equipment Repair & Assistance	793	968	1,367	3,919	65.1%
4. Directional Questions	231	227	750	1,252	40.0%
5. ILL & Patron Holds	84	149	243	573	58.0%
<b>Total</b>	<b>4,263</b>	<b>3,698</b>	<b>10,472</b>	<b>18,484</b>	<b>43.3%</b>
<b>In-House Circulation</b>	<u>April 2002</u>	<u>April 2003</u>	<u>Year to Date 2002</u>	<u>Year To Date 2003</u>	<u>% Change</u>
1. Train Sets	993	1,162	3,051	5,514	45.0%
2. Chess/Checkers	94	68	387	289	(-34.0%)
3. Book Bag Request	15	12	24	41	41.4%
5. Textbooks	4	23	38	47	19.1%
6. Reserve Books	50	43	210	301	30.2%
<b>Total</b>	<b>1,156</b>	<b>1,308</b>	<b>3,765</b>	<b>6,192</b>	<b>39.1%</b>
<b>Reference</b>	<u>April 2002</u>	<u>April 2003</u>	<u>Year to Date 2002</u>	<u>Year To Date 2003</u>	<u>% Change</u>
1. Specific Item Request	1,081	878	4,403	4,960	11.2%
2. Reference	438	758	2,433	2,947	17.4%
3. Readers' Advisory	96	123	411	654	37.1%
4. Referrals to Other Libraries	26	23	52	126	59.0%
<b>Total</b>	<b>1,641</b>	<b>1,782</b>	<b>7,299</b>	<b>8,687</b>	<b>16.00%</b>
<b>Grand Total</b>	<b>7,060</b>	<b>6,788</b>	<b>21,536</b>	<b>33,363</b>	<b>35.4%</b>

**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR APRIL 2003**

Times Used    Attendance

**Library Sponsored Programs/Meetings**

Adult Services Meeting	1	11
Advancement of Laser Eye Surgery	1	30
All Staff Planning Meeting	1	7
Battle of the Books Practice	1	28
Botox: A Wrinkle Reduction Procedure	1	7
Circulation Clerk's Meeting	1	14
Department Heads Meeting	4	36
Friends of the Library	1	10
Friends of the Library	1	20
Film: "Minority Report"	1	27
Great Decisions	2	34
Introduction to Basic Computers	10	91
Introduction to the Internet	7	55
Introduction to Basic Internet - Polish	4	32
Introduction to Basic Internet - Polish	3	54
Introduction to Basic Computers - Spanish	2	17
Introduction to Basic Internet - Spanish	2	10
Job Reclassification Committee	7	70
Management Committee	1	8
Page Meeting	1	14
Planning Committee	1	12
Reaching Forward Meeting	1	8
Readers' Services Meeting	1	9
Technical Services Meeting	1	6
Book Discussion	1	9
Thursday Evening Book Discussion	1	17
Understanding Medicare	1	44
 Total	 59	 680

**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR APRIL 2003**

	<u>Times Used</u>	<u>Attendance</u>
<b>Outside Community Groups</b>		
AARP	5	84
Bahai of Des Plaines	1	4
Brownie Troop	1	10
Chippewa Chess Club	1	25
Deer View Condo Meeting	1	10
Des Plaines Art Guild	1	11
Des Plaines Citizens Police Academy Alumni	1	42
Des Plaines Girls Softball	1	10
Des Plaines Optimists	3	110
Des Plaines Toastmasters Open House	1	21
Home Schooling Support Group	1	7
Jr. Women's Club of Des Plaines	1	10
Kiwanis Club of Des Plaines	1	15
Libertarian Party of Illinois	1	20
Maine West High School	1	50
Polyglots Toastmasters	1	10
River's Edge Condominium Meeting	1	25
Romance Writers	1	34
Society of Children's Book Writers	1	25
Soft Bodies Doll Club	1	10
Total	26	533
<b>Other</b>		
Library Board Meeting	1	18
Total	1	18

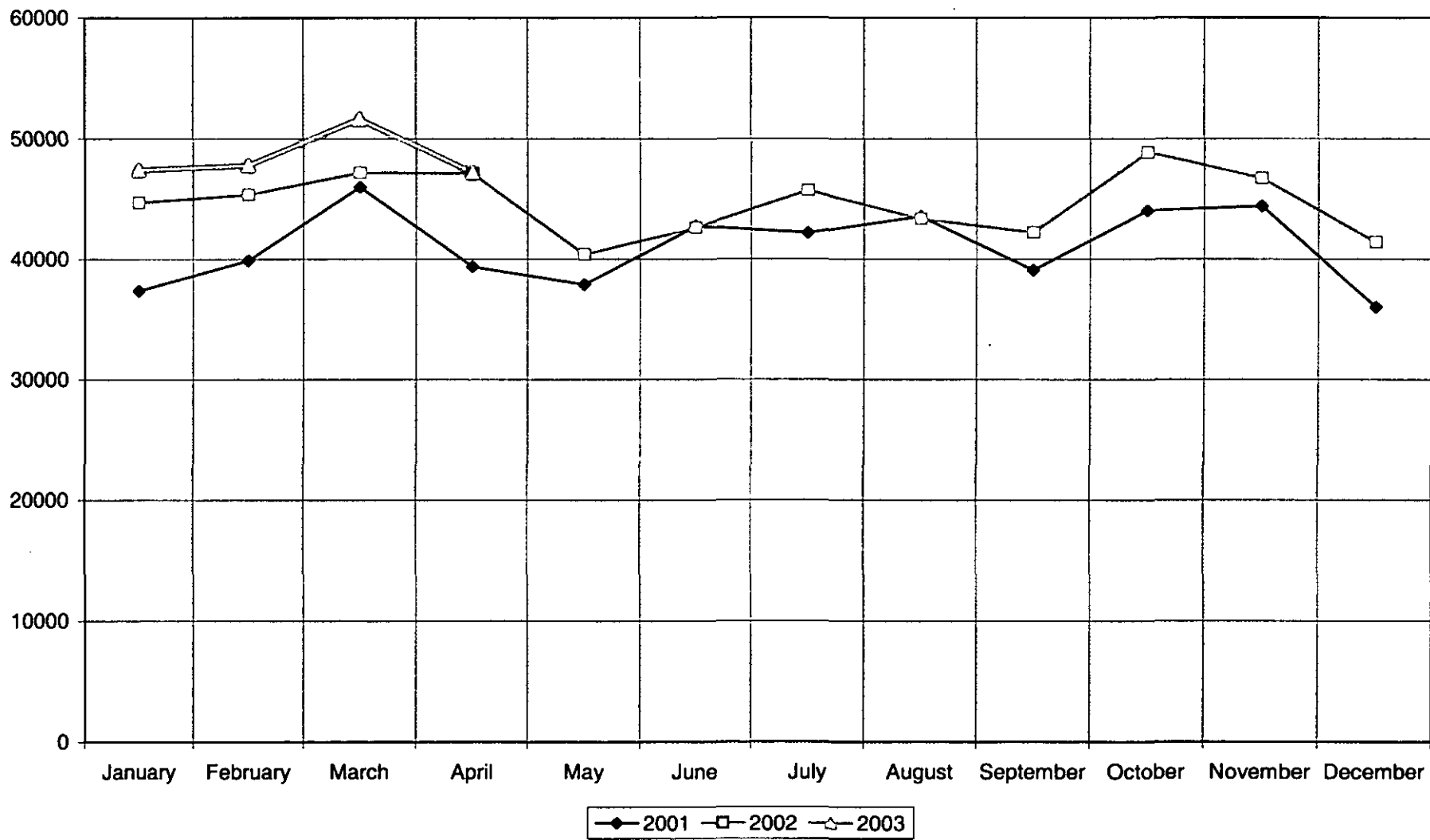
**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR APRIL 2003**

	<u>Times Used</u>	<u>Attendance</u>
<b>Library Sponsored Children's Programs</b>		
2 year olds Storytime	4	67
3 – 5 year olds Storytime	10	88
Storytime Drop in	2	25
First United Methodist Preschool	1	23
Baby Talk Book Times	27	367
Battle of the Books practices	2	28
Brownie Tour	1	20
Chess Club	2	25
Kevin Luthardt author visit	1	16
Immanuel Lutheran Tour	2	30
Jr. Great Books	5	35
Poet Tree Book Discussion	1	5
Preschool Movies	4	76
Science & Arts Academy Tour	2	39
Stories and More	1	15
Stories and More Poetry Recital	1	38
 Total	 66	 897
 Literacy Program		
Learn to Read	16	1,080
 <b>Grand Total</b>	 <b>168</b>	 <b>3,208</b>

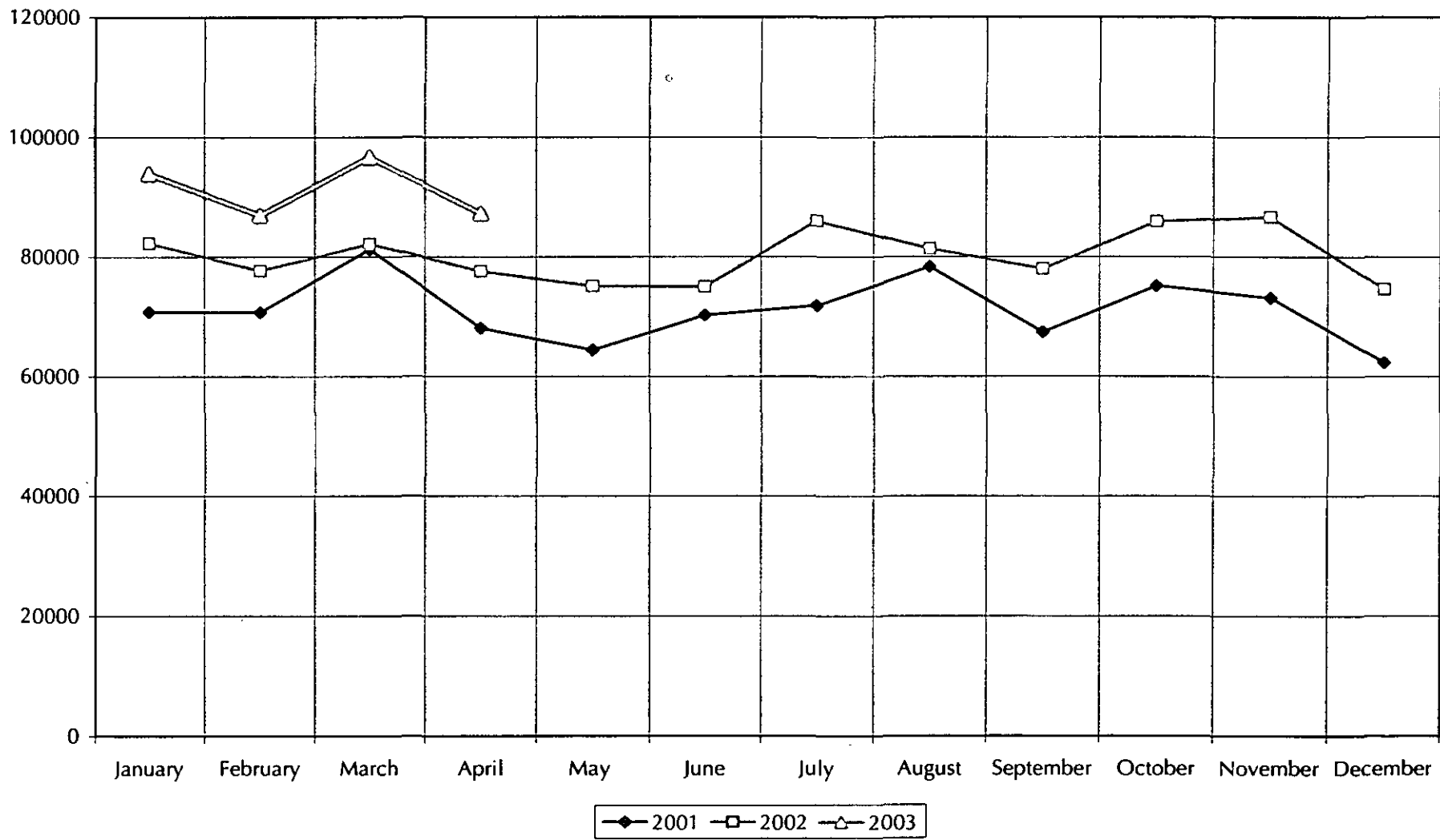
**April Total = 65 groups involving 3,208 people.**

**2003 Year to Date Total = 250 groups involving 14,095 people.**

### Patron Attendance April 2003

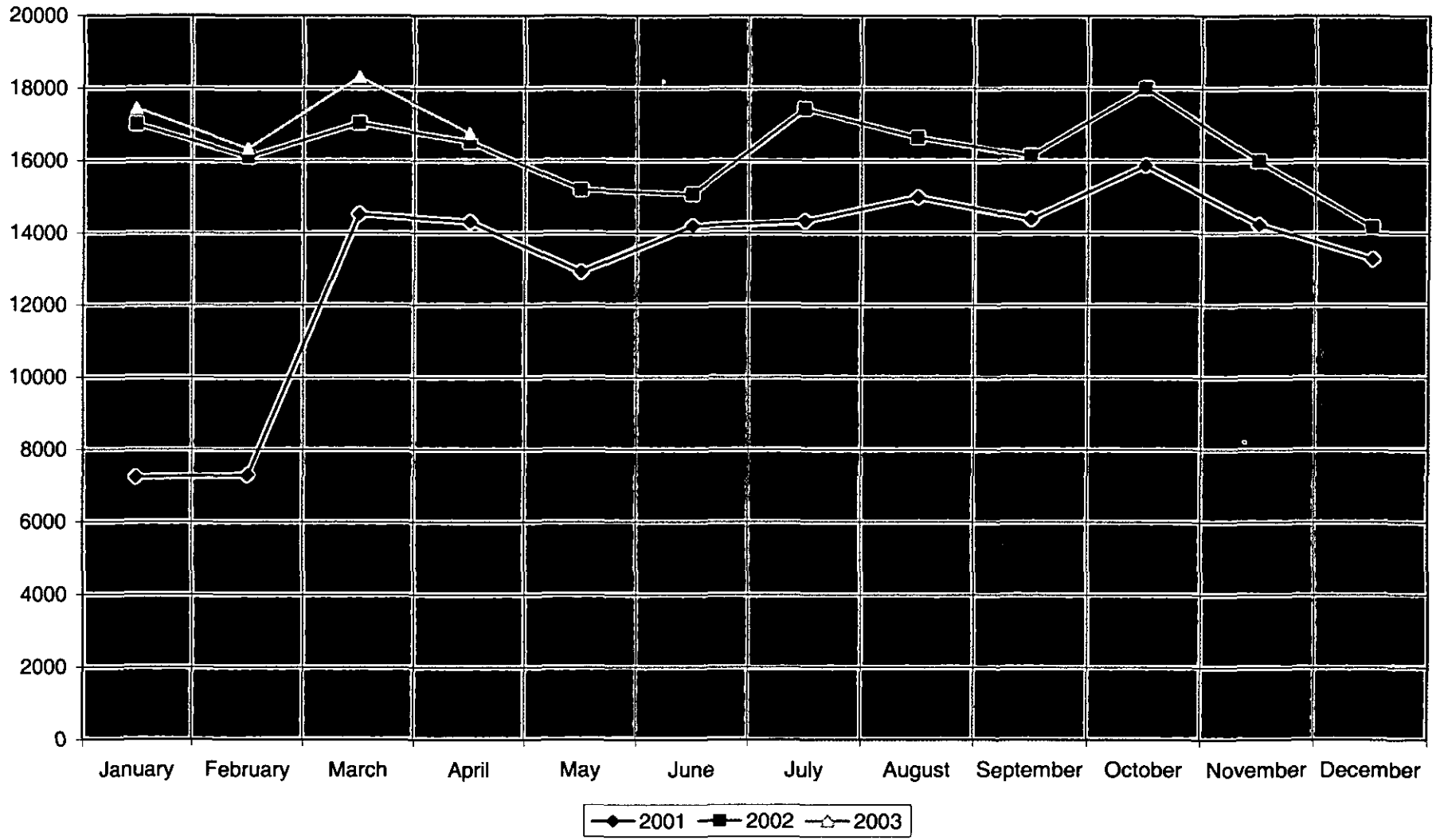


### Circulation Services Items Circulated Per Month By Year

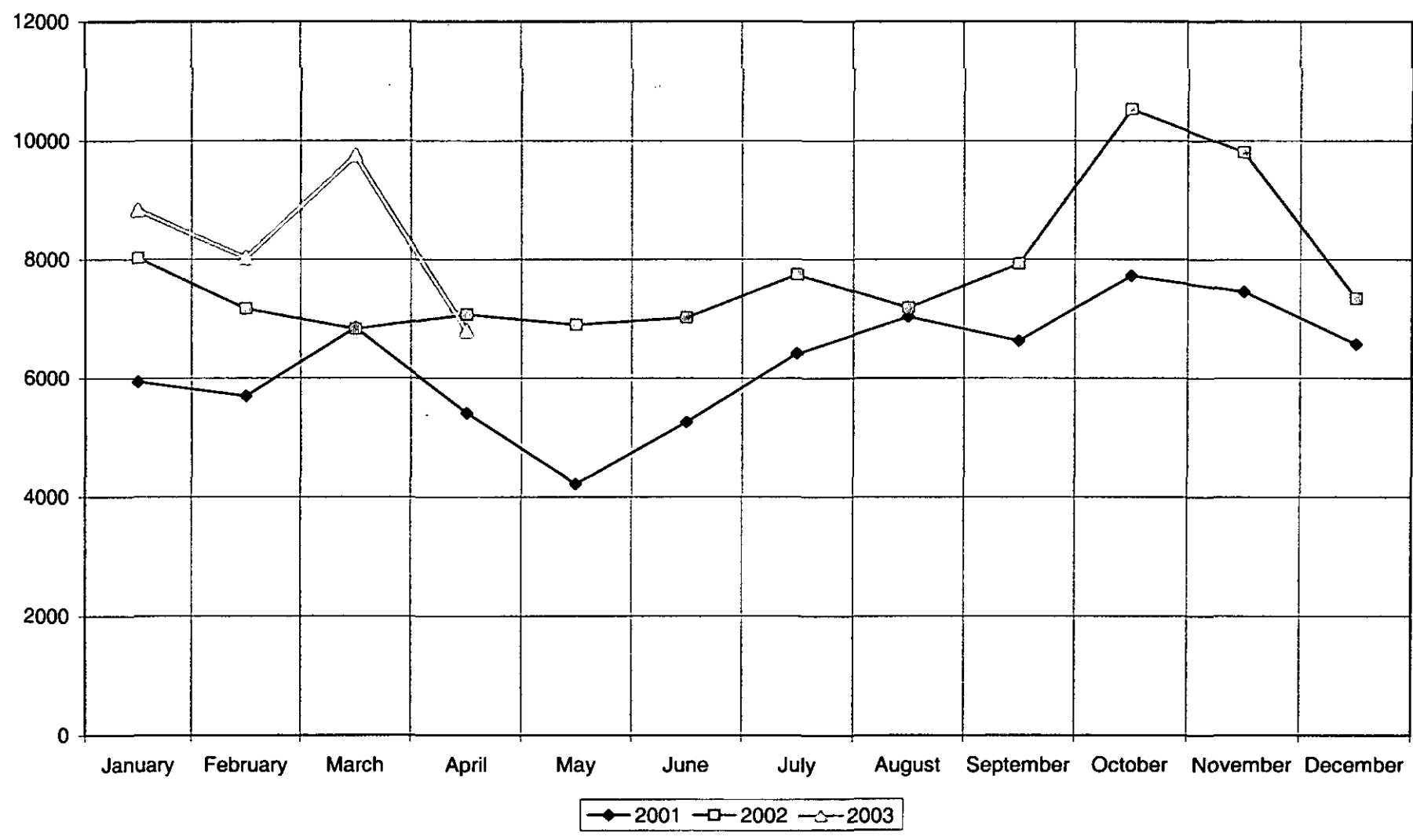




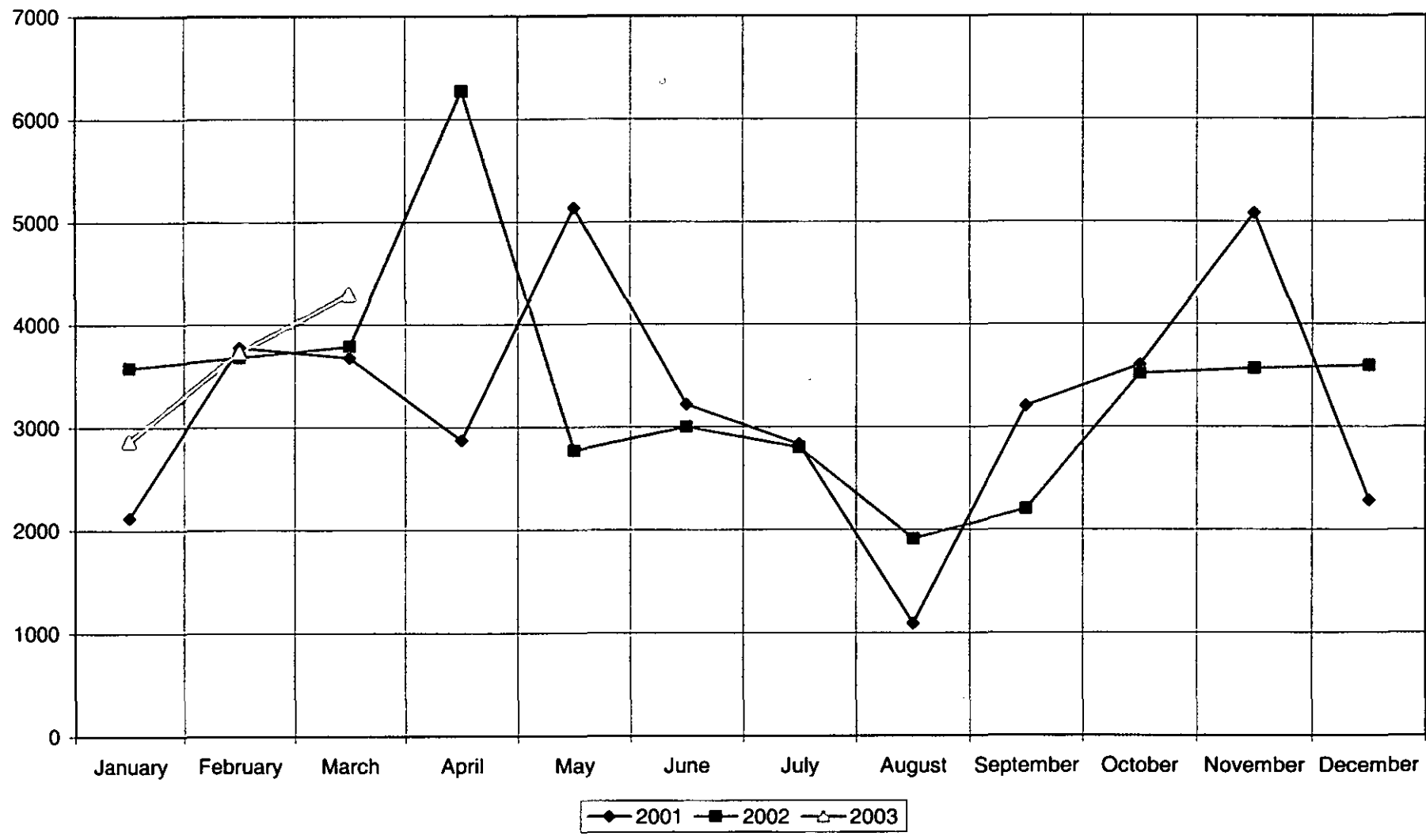
### Adult Patron Assistance April 2003

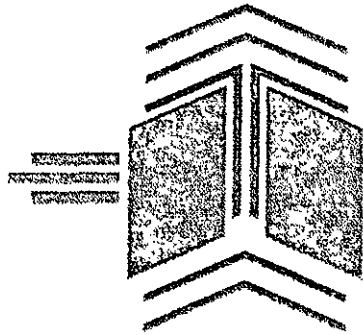


### Youth Patron Assistance April 2003



### Meeting Room Attendance March 2003





## Des Plaines Public Library

1501 Ellinwood St., Des Plaines, IL 60016

847-827-5551

www.dppl.org

### Progress Report

#### FRIENDS OF THE DES PLAINES PUBLIC LIBRARY

May 2003

#### Summary, Friends Roundtable Meeting, April 29:

- Attendance included: Sandra Norlin, Noreen Lake and Martha Sloan.
- Book sale:
  - Attendees represented about 50 communities;
  - Working on devising procedures for faster checkout at next sale; library offered use of Room A for cashier stations for October book sale;
  - Presale opened for DPPL staff before the Friday Friends Members Only sale – excellent participation; receipts \$499.40;
  - Sale taped; expect to be edited by end of May;
  - Library volunteered to define specifications for laptop for Friends.

#### General Meeting, Tuesday, May 27, 2003, 7:00 p.m.

- Election of officers
  - Nominating Committee Report
    - President – Wally Meyer
    - Vice-President – Mike Lake
    - Secretary – Kathy Schanding
    - Treasurer – Edie Davis
- Program
  - **“Our New Library – Between the Pages” – John Burke**

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

# Assured Maintenance Agreement

Customer Name **Des Plaines Public Library**

Proposal No.

(Hereinafter referred to as "Customer")

Address **1501 Ellinwood Street**

Agreement No.

City **Des Plaines**

State **IL**

Zip **60016**

Locations(s)

## Scope of Service

In consideration of their mutual agreement, McQuayService, a division of McQuay International (hereinafter also referred to as "McQuayService") and Customer agree that the following services and type of coverage for the above location(s) for the equipment listed on the attached Equipment Schedule (hereinafter referred to as "Equipment") will be provided in accordance with the Terms and Conditions, Assured Maintenance Agreement Equipment Schedule and Assured Maintenance Agreement Plans and Service Programs included herein.

### I. Type of Plan

First Year Maintenance

Labor Maintenance

Inspection

Comprehensive Maintenance

### II. System Components Covered

Predictive Maintenance

Water Treatment

Electrical Equipment

Air Conditioning

Air Filters

Facility Operation

Heating

Refrigeration

Other

Temperature Controls

Digital Systems

### Emergency Service Response

This Agreement includes emergency service response as checked below:

24 hours per day, 7 days per week including holidays.

24 hours per day, 5 days per week (Monday - Friday).

During normal working hours on McQuayService scheduled business days.

Not included in this Agreement but available on a time and material basis.

**Important: Additional terms and conditions are continued on the following pages.**

# Assured Maintenance Agreement

## Comprehensive Maintenance Plan

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### Inspections

During normal working hours McQuayService shall provide four (4) inspections per year, unless otherwise noted, for the Equipment.

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1. **McQuayService agrees to:**
  - a) Furnish labor, parts, oil, and material needed to maintain the Equipment in good operating condition, performed during normal working hours, unless otherwise specified on page 1 herein, in accordance with the Assured Maintenance Agreement Service Program(s) at the price stated herein and subject to the terms and conditions set forth herein.
  - b) Annually brush clean the waterside of water-cooled condensers and airside of air-cooled condensers with procedures determined by McQuayService.
  - c) Maintain the following items related to the Equipment:
    - i) Electric wiring from the starter to its respective motor.
    - ii) The pressure and temperature controls, thermometers, gauges, control devices, thermostats and manual valves located on the Equipment.
    - iii) Starters.
  - d) Provide a written report to the Customer about the condition of the Equipment and any *recommendations for enhancements to maintain capacity, reliability, and efficiency.*
2. **Customer agrees to:**
  - a) Designate a representative in its employ to receive instructions in the operation of the Equipment. Such representative shall have authority to carry out recommendations received from McQuayService in conjunction with the performance of this Agreement.
  - b) Allow McQuayService to start and stop the Equipment in order to perform services specified in this Agreement.
  - c) Operate the Equipment in accordance with McQuayService instruction, and to notify McQuayService promptly of any change in the usual operating conditions.
  - d) Provide reasonable means of access to the Equipment, including any required removal, replacement and refinishing of the building structure.
  - e) Permit the use by McQuayService of the usual building maintenance materials and tools.
  - f) McQuayService assumes customer maintains boiler and machinery insurance on listed equipment. In the event of a claim on listed equipment, McQuayService will be responsible only for the deductible on such policy. In no event will McQuayService's liability be greater than the yearly contract amount.
  - g) Employ only McQuayService personnel or persons authorized by McQuayService to perform all work on the Equipment, except for operation of same.
  - h) Provide proper condenser water treatment.
3. **It is understood that, except to the extent otherwise provided in the Assured Maintenance Agreement Equipment Schedule, the services and maintenance provided for herein includes only those items listed above. It does not, for example, include any of the following:**
  - a) Normal daily and weekend functions of stopping/starting the Equipment covered hereunder.
  - b) The maintenance of space conditions or system performance unless improper conditions are directly due to the failure of the mechanical Equipment covered hereunder.
  - c) The changing or cleaning of air filters.
  - d) Piping.
  - e) Ductwork.
  - f) Damage due to freezing weather.

1413

- g) Water treatment.
- h) Corrosion or erosion damage to water and/or airside of Equipment (for example, but not limited to the following: tube bundles, heat exchangers, structural supports, and coils.)
- i) Disconnect switches, fuses and circuit breakers.
- j) Portable recorders
- k) Complementary equipment (for example, but not limited to the following: cabinets, fixtures, water boxes, water supply lines and drain lines).
- l) Boiler shell, tubes, and refractory material.
- m) Complete replacement of unit.
- n) Any items of equipment that are recommended or required by Insurance Companies, Government, State, Municipal or other authorities.

Exceptions and additions:





# Assured Maintenance Agreement

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## Special Conditions

1. This agreement includes the installation of Condenser and Soft-Starting enhancements at no additional cost to the client subject to the additional terms found on page six of this agreement.
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## Duration

This Agreement shall remain in effect for an initial term of five (5) years beginning April 1, 2003, (the "Effective Date") and shall continue from year to year thereafter unless at least 30 days prior to the anniversary date of the Effective Date or any extended term, either party gives the other written notice of its intention to terminate this Agreement.

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## Price and Payment Terms

1. Pursuant to the terms of this Assured Maintenance Agreement, McQuayService will perform the services at the prices listed below:

**Year 1 Price – \$9,803\***  
**Year 2 Price – \$13,850**  
**Year 3 Price – \$14,266**  
**Year 4 Price – \$14,694**  
**Year 5 Price – \$15,136**

2. Billings will be provided semi-annually in advance beginning on the Effective Date of this Agreement and payment will be due upon receipt.
  3. Customer shall pay for all costs, including all taxes, fees and governmental assessments, for refrigerant used in connection with this Agreement that exceeds 10% of the total charge, of any individual unit.
  4. \* Year 1 price has been reduced by \$3643.00, which reflects the value of the comprehensive Annual Inspection that has already been performed in April 2003.
  5. Reserved.
- 

**NOTE 1: This Agreement is subject to final approval by McQuayService. Such approval shall be indicated by the signature of a McQuayService representative on this Agreement after Customer has executed the Agreement.**

**NOTE 2: A discount will be extended to Des Plaines Public Library in the amount of five percent (5%) of the annual contract price for every year that is billed and paid in full within 30 days of commencement of the term (i.e. April 1<sup>st</sup>). (\$3,387.45 if all five years are paid in advance)**

  
**McQuayService**  
 HVAC SYSTEM SERVICES

## Screw Chiller Comprehensive Contract Enhancement Program

### ADDITIONAL TERMS AND CONDITIONS

- A. In addition to the Comprehensive Maintenance Agreement (the "Agreement") of which this Enhancement Program is a part, McQuayService will perform Screw Enhancement Products (SEP) Upgrades, consisting of Condenser Enhancement Kit(s) (CEK) and Soft-Start Kit(s) (SSK) on the following chiller: The chiller(s) (as specified in the equipment schedule on page four), located at Des Plaines Public Library (the "Premises").
- B. The price for such Upgrade(s) is: \$31,500.00. Customer will not be charged this price if Customer executes a five (5) year Comprehensive Service Agreement as attached hereto.
- C. The Upgrade(s) shall be completed during the term of this Agreement as McQuayService, in its sole discretion, deems advisable. Notwithstanding any other provision of this Agreement, McQuayService shall not be obligated to perform the Upgrade(s) and shall have no liability whatsoever in connection therewith, in the event that either of the following circumstances occurs:
- (i) The financial condition of customer or other circumstance affecting the credit decision, in McQuayService's opinion, does not justify the Upgrade(s). The financial condition of Customer or other criteria affecting Customer's ability to make payment pursuant to the terms of the Agreement are unacceptable to McQuayService (within McQuayService's reasonable discretion).
  - (ii) This Agreement is terminated prior to April 1, 2008.
- D. In the event that Customer or the Premises are acquired by a third party, including but not limited to, by merger, consolidation, sale of assets or stock, Customer agrees to require such acquiring party to assume and perform all obligations of Customer under this Agreement, and Customer shall remain obligated to the terms hereof.
- E. If this Agreement is canceled or terminated, for any reason, after any or all of the Upgrade(s) is (are) completed but prior to April 1, 2008, Customer agrees to pay the unamortized amount of the Upgrade(s), plus the deferred accrued interest, in full, within thirty (30) days of such cancellation or termination.
- F. Customer agrees to pay all costs of collection incurred by McQuayService, including but not limited to, collection agency fees, attorneys' fees and court costs. All past due amounts shall bear interest at the highest rate allowed by law.
- G. McQUAY'S STANDARD EXPRESS WRITTEN LIMITED WARRANTY FOR PARTS AND LABOR IS THE SOLE AND EXCLUSIVE WARRANTY ON THE UPGRADES. THERE IS NO OTHER WARRANTY, EXPRESS OR IMPLIED, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. UNDER NO CIRCUMSTANCES WILL McQUAY BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES.

\_\_\_\_\_  
Initial

# Assured Maintenance Agreement Amendments

This Agreement contains two (2) or more Plans as checked on page 1 hereof. The second and third Plan (if applicable) are attached as Exhibit A and incorporated herein.

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**This proposal expires on:**

The Terms and Conditions set forth on the reverse side of this signature page from an integral part of this Agreement and are expressly incorporated herein.

Submitted by Duane Rothstein, Account Representative  
McQuayService

Date April 11, 2003

Accepted:  
  
\_\_\_\_\_  
(Full legal name of Customer)  
  
\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Title  
  
Date \_\_\_\_\_

Approved: **McQuay International**  
  
\_\_\_\_\_  
(Full legal name of McQuayService Manager)  
  
\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Title  
  
Date \_\_\_\_\_

Service location: **McQuayService**

Address: 175 Hansen Court Suite 103  
Wood Dale, Illinois 60191

Location code: IL-CHIC

Salesman code: MN5747

Phone: 630-616-8600



## Assured Maintenance Agreement Terms and Conditions

1. This Agreement, upon acceptance by Customer, is made solely on the terms and conditions hereof, notwithstanding any additional or conflicting terms and conditions that may be contained in any purchase order or other form of Customer, all of which additional or conflicting terms and conditions are hereby rejected by McQuayService. Further, you acknowledge, and agree that any purchase order issued by you in accordance with this agreement will only establish payment authority for your internal accounting purposes. Any such purchase order will not be considered by us to be a counteroffer, amendment, modification, or other revision to the terms of this agreement. No waiver, alteration or modification of the terms and conditions herein shall be valid unless made in writing and signed by an authorized representative of McQuayService.
2. McQuayService will provide the above-described services for that sum and in accordance with the payment terms herein and those set forth on page 4 hereof, McQuayService reserves the right to add to any account outstanding more than 30 days interest at 1 1/2% per month or the highest rate allowed by law. Customer agrees to pay all costs of collection incurred by McQuayService including, but not limited to, collection agency fees, attorneys' fees and court costs. Additional services may be performed upon request at a price to be determined, subject to these Terms and Conditions.
3. In the event that McQuayService determines, during the first thirty (30) days of this Agreement or upon seasonal start-up that any equipment covered under this Agreement is in need of repair and/or replacement, McQuayService shall inform Customer of the equipment condition and remedy. McQuayService shall not be responsible for the present or future repair and/or replacement or operability of any specific equipment, until such time as the equipment is brought up to an acceptable condition or the Customer removes the unacceptable system(s), component(s), or part(s) from this contract.
4. The contract price is subject to adjustment once each calendar year, effective on the anniversary date, for changes in labor and material costs. The customer shall receive forty-five (45) days prior written notice of such adjustment.
5. Customer shall promptly pay invoices within 30 days of receipt. Should payment become more than 30 days delinquent, McQuayService may stop all work under this Agreement or terminate this Agreement as provided in the next paragraph.
6. This Agreement may be terminated: (i) by either party upon the anniversary date hereof, provided however, that written notice of such termination must be received by the non-terminating party at least thirty (30) days prior to the anniversary date; (ii) by McQuayService upon five (5) days prior written notice to Customer, in the event that any sums or monies due or payable pursuant to this Agreement are not paid when due or in the event that additions, alterations, repairs or adjustments are made to the system or equipment without McQuayService's prior approval; (iii) by either party, in the event that the other party commits any other material breach of this Agreement and such breach remains uncured for ten (10) business days, after written notice thereof. If this Agreement is terminated for any reason, other than a breach by McQuayService, Customer shall pay, in addition to all sums currently due and owing, the entire remaining balance due for the term of this Agreement, or an amount equal to time and materials expended for the year, whichever is less.
7. Customer shall pay McQuayService, in addition to the contract price, the amount of all excise, sales, use, privilege, occupation or other similar taxes imposed by the United States Government or any other National, State or Local Government, which McQuayService is required to pay in connection with the services or materials furnished hereunder.
8. Any and all costs, fees and expenses arising from or incurred in anticipation of any federal, state, county, local or administrative statute, law, rule, regulation or ordinance (collectively "Governmental Regulations") directly or indirectly requiring that refrigerant other than the type of refrigerant currently being utilized in connection with the equipment subject to this Agreement be used, shall be borne solely by Customer. In this regard, McQuayService shall not be required to bear any expense in connection with the modification, removal, replacement or disposal of any refrigerant in response to any Governmental Regulation designed to reduce or eliminate the alleged environmental hazards associated with the refrigerant.
9. The contract price stated herein is predicated on the fact that all work will be done during regular working hours of regular working days unless otherwise specified. If for any reason Customer requests that work be performed other than during regular working hours or outside the scope of services specified hereunder, Customer agrees to pay McQuayService any additional charges arising from such additional services, including but not limited to premium pay, special freight or other fees or costs associated therewith.
10. Customer shall be responsible for all costs, expenses, damages, fines, penalties, claims and liabilities associated with or incurred in connection with any hazardous materials or substances, including but not limited to asbestos, upon, beneath, about or inside Customer's equipment or property. Title to, ownership of, and legal responsibility and liability for any and all such hazardous materials or substances, shall at all times remain with Customer. Customer shall be responsible for the removal, handling and disposal of all hazardous materials and substances in accordance with all applicable Governmental Regulations. Customer shall defend, indemnify, reimburse and hold harmless McQuayService and its officers, directors, agents, and employees from and against any and all claims, damages, costs, expenses, liabilities, actions, suits, fines and penalties (including without limitation, attorneys' fees and expenses) suffered or incurred by any such indemnified parties, based upon, arising out of or in any way relating to exposure to, handling of, or fees and expenses) suffered or incurred by any such indemnified parties, based upon, arising out of or in any way relating to exposure to, handling of, or disposal of any hazardous materials or substances, including but not limited to asbestos, in connection with the services performed hereunder.
11. McQuayService shall have the right to suspend its work at no penalty to McQuayService until such products or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted. McQuayService reserves the right to engage others in a subcontractor status to perform the work hereunder.
12. Customer agrees to provide McQuayService personnel with required utilities (water, electricity, compressed air, etc.) and special tools and equipment normally used for such services unless restricted specifically in the quote. Customer agrees to ensure that sufficient service access space is provided. McQuayService shall not be held liable for failure or damage to any equipment caused by power interruptions, single phasing, phase reversal, low voltage, or other deficiencies beyond the control of McQuayService.
13. This agreement does not include responsibility for design of the system, obsolescence, electrical power failures, low voltage, burned-out main or branch fuses, low water pressure, vandalism, misuse or abuse of the system(s) by others (including the Customer), negligence of the system by others (including the Customer), failure of the Customer to properly operate the system(s), or other causes beyond the control of McQuayService.
14. In the event that McQuayService is required to make any repairs and/or replacements or emergency calls occasioned by the improper operation of the equipment covered hereby, or any cause beyond McQuayService's control, Customer shall pay McQuayService for the

charges incurred in making such repairs and/or replacements or emergency calls in accordance with the current established McQuayService rates for performing such services.

15. McQuayService shall not in any event be liable for failure to perform or for delay in performance due to fire, flood, strike or other labor difficulty, act of God, act of any Governmental Authority or of Customer, riot, war, embargo, fuel or energy shortage, wrecks or delay in transportation, inability to obtain necessary labor, materials, or equipment from usual sources, or due to any cause beyond its reasonable control. In the event of delay in performance due to any such cause, the date of delivery or time of completion will be extended by a period of time reasonably necessary to overcome the effect of such delay. If the materials or equipment included in this Proposal become temporarily or permanently unavailable for reasons beyond the control of McQuayService, McQuayService shall be excused from furnishing said materials or equipment and be reimbursed for the difference between cost of materials or equipment unavailable and the cost of an available reasonable substitute.
16. McQuayService shall not in any event be liable to the Customer or to third parties for any incidental, consequential, indirect or special damages, including but not limited to, loss of production, loss of use or loss of profits or revenue arising from any cause whatsoever including, but not limited to any delay, act, error or omission of McQuayService. In no event will McQuayService's liability for direct or compensatory damages exceed the payment received by McQuayService from customer under the instant agreement.
17. McQuayService extends the manufacturer's warranties on all parts and materials and warrants labor to meet industry standards for a period of thirty (30) days from the date performed. McQuayService expressly limits its warranty on Customer's Equipment to cover only that portion of Equipment that had specific service work done by McQuayService. These warranties do not extend to any Equipment or service which has been repaired by others, abused, altered, or misused, or which has not been properly maintained. THESE WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THOSE OF MERCHANTABILITY AND FITNESS FOR SPECIFIC PURPOSE, WHICH ARE HEREBY SPECIFICALLY DISCLAIMED.
18. Each of us agrees that we are responsible for any injury, loss, or damage caused by any negligence or deliberate misconduct of our employees or employees of our subcontractors. If any of our employees or those of our subcontractors cause any injury, loss or damage in connection with performing their duties under this agreement, the responsible party will pay for all costs, damages, and expenses, which arise. Each of us agrees to defend and hold harmless the other party, its officers, directors and employees, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees and court costs, arising out of or resulting from the performance of work hereunder, to the extent that such claim, damage, loss, or expense is caused by an active or passive act or omission of the indemnifying party or anyone directly or indirectly employed by that party, or anyone for whose acts that party may be liable.
19. This Agreement shall be binding upon and inure to the benefit of each party's respective successors, assigns and affiliates. This Agreement is governed by and construed in accordance with the laws of the State of Minnesota.

# Assured Maintenance Agreement

## Predictive Maintenance

### Service Program 16

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McQuayService will provide the following:

#### Spectrochemical Oil Analysis

Parameters tested	Results
Metals	Diagnosis
Moisture	Trends
Acid Number	Recommendations

1 Oil analysis(es) will be performed annually

#### Refrigerant Analysis

Parameters tested	Results
High boiling residue	Diagnosis
Acid number	Trends
Moisture content	Recommendations

1 Refrigerant analysis(es) will be performed annually

#### Eddy Current Tube Analysis

Parameters tested	Results
Corrosion	Verbal report
Support wear	Written report
Freeze bulges	Charts/Diagrams
Split fins	Recommendations
Leakers	
Pitting	

0 Eddy current analysis(es) will be performed annually. (Or is available on a quoted basis.)

#### Vibration Analysis

Parameters tested	Results
Measure horizontal deflections	Report
Measure vertical deflections	Trends
Measure axial deflections	Recommendations
Establish baseline	

1 Vibration analysis(es) will be performed annually

#### Lithium Bromide Analysis

Parameters tested	Results
Metals	Diagnosis
Lithium Bromide %	Trends
Lithium Hydroxide	Recommendations
Inhibitor	Chemical additions
Ammonia %	
Alcohol additive	
Foaming test	
Foreign contamination	

0 Lithium Bromide analysis(es) will be performed annually

### Service Program 16 continued:

#### Refrigerant Water Analysis

Parameters tested	Results
Lithium bromide content	Diagnosis
Alkalinity	Trends
Inhibitor by-product	Recommendations
N factor	

0 Refrigerant water analysis(es) will be performed annually

#### Glycol Analysis

Parameters tested	Results
Color	Diagnosis
Glycol content	Trends
Freezing point	Recommendations
Suspended solids	
Reserve alkalinity	
Acid number	

0 Glycol analysis(es) will be performed annually

#### Flue Gas Analysis

Parameters tested	Results
CO <sub>2</sub> content	Diagnosis
O <sub>2</sub> content	Trends
Stack temperature	Recommendations

0 Flue gas analysis(es) will be performed annually

Exceptions and additions:

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# Assured Maintenance Agreement

## Screw Chiller

### Service Program 20

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**McQuayService will provide the following:**

#### **Annual Inspection**

1. Inspect for refrigerant and oil leaks.
2. Inspect vibration eliminators and water piping for leaks.
3. Check freeze protection, evaporator and piping heaters, glycol content.
4. Check and blow down water piping strainers.
5. Check refrigerant in sightglass.
6. Check compressor oil presence in sightglass, if applicable.
7. Inspect and tighten electrical connections.
8. Check relays and operating/safety controls.
9. Check crankcase heater operation.
10. Meg hermetic motor.
11. Check operation of electronic expansion valve.
12. Perform MicroTech check, log, and last fault analysis, analyze performance.
13. Check condenser coils, clean debris from around condenser, Model ALS air cooled units.
14. Check condenser fan operation, Model ALS air cooled units.
15. Check condenser water flow, Model PFS water cooled units.

#### **Operating Inspection**

1. Inspect for refrigerant and oil leaks.
2. Inspect vibration eliminators and inspect water piping for leaks.
3. Check and blow down water piping strainers.
4. Check refrigerant in sightglass.
5. Check compressor oil presence in sightglass, if applicable.
6. Inspect and tighten electrical connections.
7. Check relays and operating/safety controls.
8. Check crankcase heater operation.
9. Perform MicroTech check, log, and last fault analysis, analyze performance.
10. Check condenser coils, clean debris from around condenser, Model ALS air cooled units.
11. Check condenser water flow, Model PFS water cooled units.
12. Take and record water side pressure drops across vessels.



**Service Program 20 continued:****First Year Maintenance**

1. One Operational Inspection during the cooling season plus one inspection as detailed in items 2-16.
2. Inspect for refrigerant and oil leaks.
3. Inspect vibration eliminators and water piping for leaks.
4. Check freeze protection, evaporator and piping heaters, glycol content.
5. Check and blow down water piping strainers.
6. Check refrigerant in sightglass.
7. Check compressor oil presence in sightglass, if applicable.
8. *Inspect and tighten electrical connections.*
9. Check relays and operating/safety controls.
10. Check crankcase heater operation.
11. Meg hermetic motor.
12. Check operation of electronic expansion valve.
13. Perform MicroTech check, log, and last fault analysis, analysis performance.
14. Check and clean condenser coils, Model ALS air cooled units.
15. Check and clean condenser fans, Model ALS air cooled units.
16. Manually clean water side of condenser, Model PFS water cooled units.

Head removal by:    McQuayService             Customer

# Assured Maintenance Agreement

## Proactive Services

### Service Program 21

McQuayService will provide the following:

#### Consultative Services

- HVAC System Capital Improvement / Replacement Evaluation
- HVAC System Reliability / Efficiency Evaluation
- Energy Bill Analysis
- Building Operations & Maintenance Cost Benchmarking

#### Operator Training

- McQuay Equipment Specific
- Maintenance Practices & Procedures
- Total HVAC System Maintenance

#### Equipment Upgrades\*

- Software Upgrades
- MicroTech Control Upgrades
- New Product Standard Equipment Upgrades

\*Applicable only to comprehensive level service agreements on Mcquay international equipment

#### Parts and Labor Discounts

- 15% discount off current list price for all McQuay parts purchased through McQuayService
- 10% discount off current billable rates for all labor charges outside the scope of the agreement

#### Exceptions and Additions:

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1425



April 11, 2003

Gary Valente  
Head of Building and Security Services  
Des Plaines Public Library  
1501 Ellinwood Street  
Des Plaines, IL 60016-4553

**RE: McQuayService's Comprehensive Maintenance Agreement**

Dear Gary:

I hope this letter finds everything going well with you and Des Plaines Public Library. Please find McQuayService's comprehensive maintenance agreement and Service Delivery Plan for your review and approval regarding the McQuay ALS205A air-cooled screw chiller. For your convenience, I have explained multiple parts of the maintenance agreement in the following pages. Please let me know if you need additional information or a clearer explanation of the attached service agreement.

**Section I: Type of Plan (Page 1 of 14)**

The type of plan chosen for Des Plaines Public Library was a *Comprehensive Maintenance* plan. This type of plan includes scheduled maintenance services, as well as repair material and labor per McQuayService's terms and conditions.

**Section II: System Components Covered (Page 1 of 14)**

The system components covered in the attached comprehensive maintenance agreement are *Predictive Maintenance* and *Air Conditioning*. Predictive Maintenance will be discussed later in this document. Air Conditioning refers to the type of system or equipment (the McQuay air-cooled screw chiller), which will be covered as a result of the attached maintenance agreement.

**Emergency Service Response (Page 1 of 14)**

The attached agreement includes 24 hours per day, 7 days per week (including holidays) emergency service response.

**Inspections (Page 2 of 14)**

McQuayService shall provide four (4) inspections per year, which include one (1) Annual Inspection, one (1) Predictive Inspection, and three (3) Operational Inspections. Included in the three Operational Inspections are a Predictive Inspection and a condenser coil power washing. The scheduling of these inspections are laid out in the attached Service Delivery Plan.

1426



Upper Midwest District

Equipment Schedule (Page 4 of 14)

The Equipment Schedule lists all of the equipment McQuayService will maintain under the service agreement.

Special Conditions (Page 5 of 14)

There is only one special condition in the attached maintenance agreement, which simply states that McQuayService will provide and install Condenser and Soft-Starting enhancement kits at no additional cost to Des Plaines Public Library subject to the terms and conditions found on page six of the attached maintenance agreement.

Duration (Page 6 of 14)

The attached agreement shall remain in effect for an initial term of five (5) years beginning April 1, 2003 (the Effective Date).

Price and Payment Terms (Page 6 or 14)

McQuayService will perform the comprehensive services, per the terms and conditions of the agreement, at the prices listed below.

- Year 1 = \$9,803\*
- Year 2 = \$13,850
- Year 3 = \$14,266
- Year 4 = \$14,694
- Year 5 = \$15,136

*3% increase every year*

Billings will be provided semi-annually in advance beginning the Effective Date (April 1, 2003) of this agreement.

- \* Please note that the Year 1 price was reduced by \$3643.00 to reflect the Annual Inspection, which was already performed by McQuayService during the month of April 2003.

Additional Terms and Conditions (Page 6 of 14)

The additional terms and conditions found on page 6 of the maintenance agreement refer to McQuayService offering Des Plaines Public Library the Condenser and Soft-Starting enhancement kits at no cost as a condition of Des Plaines Public Library executes a five (5) year comprehensive maintenance agreement.

The terms and conditions also state if the agreement is canceled or terminated for any reason after any or all of the enhancements have been install, the customer agrees to pay the unamortized amount of the enhancements, plus deferred interest, in full, within 30 days of such cancellation or termination.



Upper Midwest District

### Terms and Conditions (Pages 8 & 9 of 14)

Pages 8 and 9 of the attached comprehensive maintenance agreement contain the terms and conditions of the contract.

### Predictive Maintenance (Pages 10 & 11 of 14)

Predictive Maintenance is a service program in which McQuayService utilizes new technology to detect eminent or impending failures that would not normally be detected. According to the attached Service Delivery Plan, McQuayService will perform one (1) Predictive Maintenance visit per year on the McQuay air-cooled screw chiller. For air-cooled screw chillers, the following is a list of the predictive services:

- Oil Analysis - will be performed annually
- Refrigerant Analysis - will be performed annually
- Vibration Analysis - will be performed annually
- Chilled Water Analysis - will be performed annually

As previously stated, the above predictive services are used to predict and minimize possible failures. The objective of these services is to maximize reliability and decrease down time.

### Screw Chiller - Annual & Operating Inspections (Page 12 of 14)

Page 12 of the attached maintenance agreement lists the tasks McQuayService will perform and complete during each of the annual and operational inspections. Again, McQuayService will perform one (1) annual inspection and three (3) operating inspections per year on the McQuay air-cooled screw chiller. The following is a list of what McQuayService will perform during all of the Annual and Operational inspections each year:

#### Annual Inspection:

1. Inspect for refrigerant and oil leaks.
2. Inspect vibration eliminators and water piping for leaks.
3. Check freeze protection, evaporator and piping heaters, glycol content.
4. Check and blow down water piping strainers.
5. Check refrigerant in sight glass.
6. Check compressor oil presence in sight glass, if applicable.
7. Inspect and tighten electrical connections.
8. Check relays and operating/safety controls.
9. Check crankcase heater operation.
10. Meg hermetic motor.
11. Check operation of electronic expansion valve.
12. Perform MicroTech check, log, and last fault analysis, analyze performance.
13. Check condenser coils, clean debris from around condenser, Model ALS air-cooled units.
14. Check condenser fan operation, Model ALS air-cooled units.



**Operational Inspections:**

1. Inspect for refrigerant and oil leaks.
2. Inspect vibration eliminators and inspect water piping for leaks.
3. Check and blow down water piping strainers.
4. Check refrigerant in sight glass.
5. Check compressor oil presence in sight glass, if applicable.
6. Inspect and tighten electrical connections.
7. Check relays and operating/safety controls.
8. Check crankcase heater operation.
9. Perform MicroTech check, log, and last fault analysis, analyze performance.
10. Check condenser coils, clean debris from around condenser, Model ALS air-cooled units.
11. Take and record waterside pressure drops across vessels.

**Proactive Service (Page 14 of 14)**

Page 14 lists all of the proactive services that McQuayService has available to Des Plaines Public Library under the attached comprehensive maintenance agreement. These services include consultative services, operator training, equipment upgrades, and parts and labor discounts. The following is a description of what is included in each of the Proactive Services:

**Consultative Services:**

- *HVAC System Capital Improvement / Replacement Evaluation* - This service refers to consultative services focused towards ongoing budget stability and capital improvement.
- *HVAC System Reliability / Efficiency Evaluation* - Consultative services dealing with strategies focused on maximizing system reliability and improving system efficiency.
- *Energy Bill Analysis* - Consultative services focused on analyzing a facility's energy bills in order to maintain accurate and consistent energy bills.
- *Building Operations & Maintenance Cost Benchmarking* - Consultative services focused on analyzing a facility's operations and maintenance costs and comparing them to benchmark data; which includes recommendations on how to improve facility operations and maintenance costs.

**Operator Training:**

- *McQuay Equipment Specific* - Direct training to a facility's maintenance team on the proper operating techniques for McQuay equipment.



Upper Midwest District

**McQuayService**  
HVAC SYSTEM SERVICES

- *Maintenance Practices & Procedures* - Recommendations on day-to-day maintenance practices and procedures and methods to increase system reliability and efficiency.
- *Total HVAC Maintenance* - Recommendations on total HVAC system maintenance procedures, not only the equipment listed in the service agreement, but all related HVAC equipment located within the facility.

#### Equipment Upgrades:

With the attached five (5) year comprehensive maintenance agreement, McQuayService will provide all of the following at no cost to Des Plaines Public Library:

- All factory software upgrades to the McQuay equipment listed in the attached service agreement.
- All MicroTech control upgrades to the McQuay equipment listed in the attached service agreement.
- All new product standard equipment upgrades to the McQuay equipment listed in the attached service agreement.

#### Parts and Labor Discounts:

McQuayService will provide the following parts and labor discounts with the attached comprehensive maintenance agreement:

- 15% discount off current list prices for all McQuay parts purchased through McQuayService.
- 10% discount off current billable rates for all labor charges outside the scope of the attached comprehensive maintenance agreement.

I hope this provides a clear expectation of what McQuayService will provide you and Des Plaines Public Library with the attached comprehensive maintenance agreement. Please feel free to contact Chris Cozzi or myself with any questions or concerns you may have regarding the information contained in this document or the attached maintenance agreement. I assure you and your organization will find it a success to work with McQuayService.

Respectfully,  
McQuayService

Duane Rothstein  
Account Representative  
13600 Industrial Park Blvd.  
Minneapolis, Minnesota 55441  
(763) 553-5210 Voice  
(763) 553-5302 Fax  
duane.rothstein@mcquay.com

# McQuayService

0811

CUSTOMER NAME : Des Plaines Public Library  
 LOCATION : 1501 Ellinwood St Des Plaines  
 CONTACT : Gary Valente  
 CONTACT PHONE : (847) 376-2781

PRIMARY TECH :  
 SECONDARY TECH :  
 CONTRACT NUMBER :  
 RENEWAL DATE :

**Key : SSV Type**

A = ANNUAL INSPECTION  
 O = OPERATIONAL INSPECTION  
 P = PREDICTIVE INSPECTION  
 E = EDDY CURRENT  
 T = TUBE CLEANING  
 M = MISC. (see notes below for description)

QTY	EQUIPMENT DESCRIPTION	BUILDING or AREA SERVED	OEM	MODEL / SERIAL / CAPACITY (hp, tons, btu's)	SYSTEM & COVERAGE (SEE KEYS)	SERVICE PROGRAM	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	Air - Cooled Screw Chiller	Library	McQuay	Mod # ALS 205A / Ser# STNU990900008	PAC - 4	16, 20, 21			C	A		OP		O		O		
2	Consultative / Training									M				M				
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
16																		
17																		
18																		
19																		
20																		
21																		

NOTES: C = Condenser Coil Power Washing - M = Customer Training/Consultative Visit

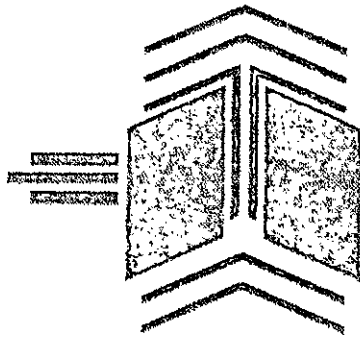
**KEY: SYSTEM TYPE**

PAC = PRIMARY AIR CONDITIONING EQUIP	FDMS = FIRE & DETECTION & MGMT SYSTEM
RAC = RECIPROCATING AIR CONDITIONING EQUIP	SMS = SECURITY MANAGEMENT SYSTEM
PHT = PRIMARY HEATING EQUIP	OPS = FACILITY OPERATIONS
HVAC = ASSOCIATED A/C & HTG EQUIP	MMS = MAINTENANCE MGMT SERVICES
ATC = AUTOMATIC TEMPERATURE CONTROLS	TRG = TRAINING
FMS = FACILITY MANAGEMENT SYSTEM	SPC = SPECIAL (SEE NOTES)

**KEY: COVERAGE LEVEL**

1 = INSPECTION ONLY (Inclds Insp mtg)
2 = REPAIR MATERIAL (Inclds 1)
3 = REPAIR LABOR (Inclds 1)
4 = REPAIR LABOR & MATERIAL (Inclds 1,2,3)





## Des Plaines Public Library

1501 Ellinwood St., Des Plaines, IL 60016  
847-827-5551 [www.dppl.org](http://www.dppl.org)

Progress Report

Response Requested by \_\_\_\_\_

Board Action Required \_\_\_\_\_

BOARD OF TRUSTEES  
Minutes of the Planning Committee Meeting  
May 1, 2003

Chair: John Ciborowski.  
Present: Ellen Yearwood, Inara Brubaker, John Ciborowski, Sandra Norlin,  
Martha Sloan, Carol Kidd, Hector Marino, Holly Richards Sorensen,  
Don Biehl, Charlotte Frechter, Robert Vanden Bosch, Walter Roth.

Call to Order: 4:15 PM by John Ciborowski.

The Committee finalized the dates and times the Community Advisory groups will be invited to attend. John Ciborowski will meet with Leslie Steiner, Head of Public Information, to edit the letter that will be sent to the prospective participants. The Committee will approve the letter at their May 7 meeting. The letters will be mailed to prospective participants on May 12, with a request for an RSVP no later than May 19. A representative from the Library may contact invitees on either May 20 or 21. The sessions are scheduled for:

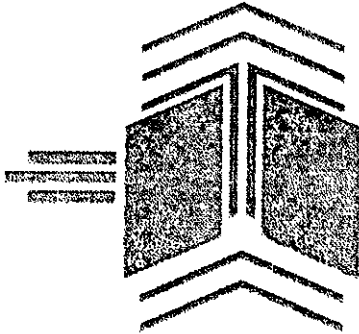
Wednesday, June 04, 2003	3:00pm – 5:00 PM
Wednesday, June 11, 2003	3:00 PM – 5:00 PM
Thursday, June 05, 2003	7:00 PM – 9:00 PM
Thursday, June 12, 2003	7:00 PM – 9:00 PM

The next Planning Committee meeting is scheduled for May 7, 2003 at 4:00 PM.

The meeting adjourned at 5:32 PM.

Minutes prepared by Carol Kidd.

V.D.3.



## Des Plaines Public Library

1501 Ellinwood St., Des Plaines, IL 60016  
847-827-5551

[www.dppl.org](http://www.dppl.org)

Progress Report

Response Requested by \_\_\_\_\_

Board Action Required \_\_\_\_\_

BOARD OF TRUSTEES  
Minutes of the Planning Committee Meeting  
May 7, 2003

Chair: John Ciborowski.  
Present: Ellen Yearwood, Inara Brubaker, John Ciborowski, Sandra Norlin,  
Martha Sloan, Carol Kidd, Hector Marino, Holly Richards Sorensen,  
Don Biehl, Dave Lieberman, Robert Vanden Bosch, Walter Roth.

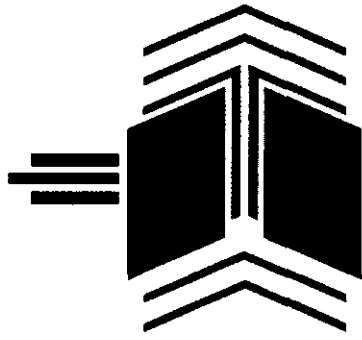
Call to Order: 4:07PM by John Ciborowski.

The Committee edited the letter that will be sent to the prospective participants of the Community Advisory Group. There will be a maximum of 25 participants for each group. After a participant has responded yes to the invitation, they will be sent a confirmation letter with the meeting room location.

The next Planning Committee meeting is scheduled for May 21, 2003 at 4:30 PM.

The meeting adjourned at 4:55 PM.

Minutes prepared by Carol Kidd.



# Des Plaines Public Library

1501 Ellinwood St., Des Plaines, IL 60016  
847-827-5551

www.dppl.org

- Progress Report
- Response Requested by \_\_\_\_\_
- Board Action Required by \_\_\_\_\_

## BOARD OF TRUSTEES

Minutes of the Building and Grounds Committee Meeting  
May 19, 2003

Chair: Eldon Burk  
Present: Eldon Burk, John Ciborowski, Noreen Lake, William Grice, Sandra Norlin,  
Carol Kidd.

Call to Order: 5:03 PM by Eldon Burk

The Committee discussed whether the curbs in front of the library should be painted either yellow or white for safety reasons. The consensus was not to paint the curbs since there is contrast between the bricks and the concrete.

Eldon Burk and John Ciborowski will talk to Mayor Arredia concerning the proposed maintenance agreement with McQuay Services for the library's HVAC system.

Sandra Norlin reported that Des Plaines police contacted Gary Valente, Head of Building and Security Services and asked that the outside walkway be locked after the library is closed for the evening. The Committee did not concur.

Sandra Norlin reported that the library will be charged for garbage pick-up.

The meeting adjourned at 5:45 PM.

Minutes prepared by Carol Kidd

May 9, 2003

Maine West High School  
1755 Wolf Road  
DesPlaines, IL 60018

DesPlaines Public Library  
1501 Ellinwood Street  
DesPlaines, IL 60016

Dear Ms. Sloan:

I am a sophomore English teacher at Maine West High School. Throughout this year, we have been concentrating on improving the students' critical reading skills, especially for sophomores. Part of our efforts have led us to allow students to choose several books to read throughout the year because we found that students are more likely to read when they choose the books they want to read.

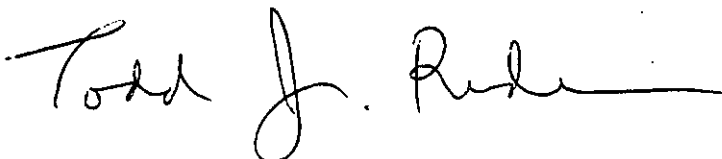
On Monday, March 17<sup>th</sup>, 2003, Bob Blanchard, Christina Tropea and Margie Borris brought the bookmobile to our school. Throughout the day, students from many English classes were able to board your bookmobile, peruse the many selections and check out a variety of titles.

I am writing because I would really like to commend these three for their work. They arrived before 8:00 A.M. and everything was completely organized and ready to go. All three were very helpful and accommodating in assisting the students. I especially want to express my appreciation to Bob, whom I corresponded with for several weeks in order to prepare for the day.

I have been meaning to send this letter out for quite some time now, but the hectic schedule here at school has caused me to continually put it on the back burner. However, I still feel it is important to express how much I appreciated working with your library staff because they have helped us in achieving our student reading goals.

I hope you will acknowledge the efforts of Bob, Christina, and Margie, and I wish you the best in all your endeavors as well.

Respectfully,



Todd Ruder



*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) 56,945  
(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
14. 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 535,574

*(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

Street Address

City Zip Code Plus Four

**REGISTERED BORROWERS**

18a. Total number of **resident** borrower's cards in force as of the last day of the fiscal year 42,753

*(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) \$ 186.10

Number of family fees paid 62

Student fee (for use in this library) \$

Number of student fees paid

20. Total number of non-resident borrower's cards purchased during the past fiscal year 110

*(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 \$ 10,692



**CHILDREN**

22. Children's Program Attendance 15,599  
*(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.)*
23. Children's Holdings 94,238  
*(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.)*
24. Children's Materials Expenditures \$ 186,500  
*(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>79,259</u>		<u>25,470</u>	<u>104,729</u>
b. For any one week in October	<u>1,845</u>		<u>798</u>	<u>2,643</u>
c. For any one week in April	<u>1,711</u>		<u>410</u>	<u>2,121</u>

**RESOURCES OWNED**

- |  | Held at End<br>of Last FY | Withdrawn<br>During FY | Added<br>During FY | Held at End<br>of This FY |
|--|---------------------------|------------------------|--------------------|---------------------------|
| 26. Books  | <u>214,468</u>            | <u>11,846</u>          | <u>26,468</u>      | <u>229,090</u>            |
| <i>(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.)</i> |                           |                        |                    |                           |
| 27. Serials: Newspapers  | <u>175</u>                | <u>2</u>               | <u>0</u>           | <u>173</u>                |
| <i>(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.)</i>   |                           |                        |                    |                           |
| 28. Serials: Periodicals   | <u>2,795</u>              | <u>491</u>             | <u>0</u>           | <u>2,304</u>              |
| <i>(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).)</i>                              |                           |                        |                    |                           |
| 29. Videos/Films   | <u>14,569</u>             | <u>79</u>              | <u>3,496</u>       | <u>17,986</u>             |

(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 21,111 3,243 2,526 20,394

(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) 559  
currently received

(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 771 79 234 926

(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. Other computer readable 0 0 0 0  
materials

(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 608,842

*(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 353,336

*(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) 962,178

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** 131,430

40. Number of interlibrary loans lent to other libraries 25,942

*(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 18,011

*(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	<u>0</u> days	<u>0</u> 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**

## 43. Local Government

*Exclude income from tax anticipation warrants.*

a. Local government (except capital income bond sales) \$ 4,229,250

b. Capital income from bond sales \$

## 44. State government

*Exclude federal funds distributed by the state*

a. Per capita grants \$ 68,794

b. Equalization aid \$

c. Corporate replacement tax \$

d. Educate and automate grants \$

e. Other (please specify): Il Arts, Improv Patron Svcs, Project Next \$ 12,001

## 45. Federal government

*Include federal money received through the state (e.g., LSCA grants paid directly to your library)*

a. LSTA funds received \$ 13,285

b. Other federal funds received \$

46. Bill and Melinda Gates Foundation grant monies received \$

47. All other receipts \$ 285,249

*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.*

48. TOTAL receipts (sum of lines 43 to 47) \$ 4,608,579

**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 \$ 2,156,167  
*Include salaries and wages before deductions for all library staff including building maintenance. Exclude fringe benefits.*
50. Fringe benefits paid by the library for all library staff \$ 713,312  
*Include fringe benefits (such as insurance, IMRF, social security, etc.) for all library staff including building maintenance.*
51. Printed materials \$ 505,496  
*Include expenditures for print materials purchased or leased for use by the public, such as books, periodicals, microforms, pamphlets, government documents, etc.*
52. Nonprint materials \$ 213,609  
*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.*
53. All other operating expenditures not entered above \$ 861,012  
*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.*
54. Capital outlay for building construction \$ \_  
*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.*
55. Capital outlay for all other fixed assets \$ 74,030  
*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) \$ 4,523,626  
*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>48.97</u>

Other Professional Librarians, media and audiovisual specialists, etc.

[ 1 of 31 ]

(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>35.76</u>
(VI) Primary Work Code:	[ <u>Asst. Library Director</u> ]

[ 2 of 31 ]

(I) Position Title	<u>Coordinator of Computer &amp; 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>33.94</u>
(VI) Primary Work Code:	[ <u>Asst. Library Director</u> ]

[ 3 of 31 ]

(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>26.49</u>

(VI) Primary Work Code: [ Children's/Youth Services ]

[ 4 of 31 ]

- (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 \$ 28.47
- (VI) Primary Work Code: [ Reference ]

[ 5 of 31 ]

- (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 \$ 26.49
- (VI) Primary Work Code: [ Bookmobile ]

[ 6 of 31 ]

- (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 \$ 27.15
- (VI) Primary Work Code: [ Circulation ]

[ 7 of 31 ]

- (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 \$ 24.63
- (VI) Primary Work Code: [ Reference ]

[ 8 of 31 ]

- (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 \$ 26.42

(VI) Primary Work Code: [ Reference ]

[ 9 of 31 ]

(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 \$ 26.99  
 (VI) Primary Work Code: [ Cataloging ]

[ 10 of 31 ]

(I) Position Title Librarian I  
 (II) Education [ MLS degree from ALA accredited program ]  
 (III) Sex  Male  Female  
 (IV) Total Hours/Week 37.5  
 (V) Hourly Rate \$ 25.72  
 (VI) Primary Work Code: [ Children's/Youth Services ]

[ 11 of 31 ]

(I) Position Title Librarian I  
 (II) Education [ MLS degree from ALA accredited program ]  
 (III) Sex  Male  Female  
 (IV) Total Hours/Week 37.5  
 (V) Hourly Rate \$ 22.29  
 (VI) Primary Work Code: [ Reference ]

[ 12 of 31 ]

(I) Position Title Librarian I  
 (II) Education [ MLS degree from ALA accredited program ]  
 (III) Sex  Male  Female  
 (IV) Total Hours/Week 37.5  
 (V) Hourly Rate \$ 18.95  
 (VI) Primary Work Code: [ Children's/Youth Services ]

[ 13 of 31 ]

(I) Position Title Librarian I  
 (II) Education [ MLS degree from ALA accredited program ]  
 (III) Sex  Male  Female  
 (IV) Total Hours/Week 37.5  
 (V) Hourly Rate \$ 22.85



(VI) Primary Work Code: [ Reference ]

[ 14 of 31 ]

- (I) Position Title Librarian I
- (II) Education [ MLS degree from ALA accredited program ]
- (III) Sex  Male  Female
- (IV) Total Hours/Week 37.5
- (V) Hourly Rate \$ 26.15
- (VI) Primary Work Code: [ Cataloging ]

[ 15 of 31 ]

- (I) Position Title Librarian I
- (II) Education [ MLS degree from ALA accredited program ]
- (III) Sex  Male  Female
- (IV) Total Hours/Week 37.5
- (V) Hourly Rate \$ 22.29
- (VI) Primary Work Code: [ Children's/Youth Services ]

[ 16 of 31 ]

- (I) Position Title Librarian I
- (II) Education [ MLS degree from ALA accredited program ]
- (III) Sex  Male  Female
- (IV) Total Hours/Week 37.5
- (V) Hourly Rate \$ 22.29
- (VI) Primary Work Code: [ Reference ]

[ 17 of 31 ]

- (I) Position Title Librarian I
- (II) Education [ MLS degree from ALA accredited program ]
- (III) Sex  Male  Female
- (IV) Total Hours/Week 37.5
- (V) Hourly Rate \$ 22.85
- (VI) Primary Work Code: [ Reference ]

[ 18 of 31 ]

- (I) Position Title Librarian I
- (II) Education [ MLS degree from ALA accredited program ]
- (III) Sex  Male  Female
- (IV) Total Hours/Week 3.0
- (V) Hourly Rate \$ 18.94

(VI) Primary Work Code: [ Reference ]

[ 19 of 31 ]

(I) Position Title Librarian I  
 (II) Education [ MLS degree from ALA accredited program ]  
 (III) Sex  Male  Female  
 (IV) Total Hours/Week 3.0  
 (V) Hourly Rate \$ 18.94  
 (VI) Primary Work Code: [ Reference ]

[ 20 of 31 ]

(I) Position Title Librarian I  
 (II) Education [ MLS degree from ALA accredited program ]  
 (III) Sex  Male  Female  
 (IV) Total Hours/Week 20.0  
 (V) Hourly Rate \$ 25.09  
 (VI) Primary Work Code: [ Reference ]

[ 21 of 31 ]

(I) Position Title Librarian I  
 (II) Education [ MLS degree from ALA accredited program ]  
 (III) Sex  Male  Female  
 (IV) Total Hours/Week 3.0  
 (V) Hourly Rate \$ 18.94  
 (VI) Primary Work Code: [ Reference ]

[ 22 of 31 ]

(I) Position Title Librarian I  
 (II) Education [ MLS degree from ALA accredited program ]  
 (III) Sex  Male  Female  
 (IV) Total Hours/Week 3.0  
 (V) Hourly Rate \$ 18.94  
 (VI) Primary Work Code: [ Reference ]

[ 23 of 31 ]

(I) Position Title Librarian I  
 (II) Education [ MLS degree from ALA accredited program ]  
 (III) Sex  Male  Female  
 (IV) Total Hours/Week 3.0  
 (V) Hourly Rate \$ 18.94

(VI) Primary Work Code: [ Reference ]

[ 24 of 31 ]

(I) Position Title Librarian I  
 (II) Education [ MLS degree from ALA accredited program ]  
 (III) Sex  Male  Female  
 (IV) Total Hours/Week 8.0  
 (V) Hourly Rate \$ 18.94  
 (VI) Primary Work Code: [ Reference ]

[ 25 of 31 ]

(I) Position Title Librarian I  
 (II) Education [ MLS degree from ALA accredited program ]  
 (III) Sex  Male  Female  
 (IV) Total Hours/Week 7.0  
 (V) Hourly Rate \$ 18.94  
 (VI) Primary Work Code: [ Reference ]

[ 26 of 31 ]

(I) Position Title Librarian I  
 (II) Education [ MLS degree from ALA accredited program ]  
 (III) Sex  Male  Female  
 (IV) Total Hours/Week 7.0  
 (V) Hourly Rate \$ 18.94  
 (VI) Primary Work Code: [ Reference ]

[ 27 of 31 ]

(I) Position Title Librarian I  
 (II) Education [ MLS degree from ALA accredited program ]  
 (III) Sex  Male  Female  
 (IV) Total Hours/Week 3.0  
 (V) Hourly Rate \$ 18.94  
 (VI) Primary Work Code: [ Reference ]

[ 28 of 31 ]

(I) Position Title Librarian I  
 (II) Education [ MLS degree from ALA accredited program ]  
 (III) Sex  Male  Female  
 (IV) Total Hours/Week 3.0  
 (V) Hourly Rate \$ 18.94

(VI) Primary Work Code: [ Children's/Youth Services ]

[ 29 of 31 ]

(I) Position Title Librarian I  
 (II) Education [ MLS degree from ALA accredited program ]  
 (III) Sex  Male  Female  
 (IV) Total Hours/Week 3.0  
 (V) Hourly Rate \$ 18.94  
 (VI) Primary Work Code: [ Children's/Youth Services ]

[ 30 of 31 ]

(I) Position Title Librarian I  
 (II) Education [ MLS degree from ALA accredited program ]  
 (III) Sex  Male  Female  
 (IV) Total Hours/Week 3.0  
 (V) Hourly Rate \$ 18.94  
 (VI) Primary Work Code: [ Children's/Youth Services ]

[ 31 of 31 ]

(I) Position Title Librarian I  
 (II) Education [ MLS degree from ALA accredited program ]  
 (III) Sex  Male  Female  
 (IV) Total Hours/Week 3.0  
 (V) Hourly Rate \$ 18.94  
 (VI) Primary Work Code: [ Reference ]

## 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	<u>1,390</u>
Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$ <u>8.73</u>
Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$ <u>23.31</u>

*Group C: Full-time/part-time pages or shelvers*

Total hours worked in a typical week by all Group C employees	<u>374</u>
Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$ <u>7.00</u>
Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$ <u>11.80</u>

*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	<u>105</u>
Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$ <u>14.36</u>
Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$ <u>22.77</u>

## 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 [ Select Area ]
- (IV) Education Required [ Select Degree ]
- (V) Number of Weeks Vacant during FY 2002-03
- (VI) Annual Salary Range: Minimum \$ \_ Maximum \$ \_

## 58b. Newly Created Librarian Positions

*(Include any newly created librarian positions which were created in FY 2002-03)*

- (I) Position Title
- (II) Hours/Week
- (III) Work Area [ Select Area ]
- (IV) Education Required [ Select Degree ]
- (V) Current Status \_ Filled \_ Unfilled
- (VI) Date Filled (mm/dd/yy)

## 58c. Eliminated Librarian Positions

(An eliminated librarian is that one that was budgeted for FY 2002-03 but is not in the budget for FY 2003-04.)

- (I) Position Title
- (II) Hours/Week
- (III) Work Area [ Select Area ]
- (IV) Education Required [ Select Degree ]
- (V) Date Eliminated (mm/yy)
- (VI) Last Annual Salary Paid \$ \_
- (VII) Reason Eliminated  
(i.e. lack of funds or need, etc.)

## AUTOMATION

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>173</u>	<u>69</u>
Macintosh Microcomputers	<u>15</u>	<u>13</u>
Printers	<u>49</u>	<u>13</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://ibistro.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 2,506

(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 \$ 83,791

*(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 \$ 119,275

*(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 \$ 19,785

*(Report all expenditures associated with telecommunications. EXCLUDE voice communications. If the actual figure is not available, estimate expenditures.)*

**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? [ Select Users ]

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 2002-03?  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> ]	

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 Ave.  
 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) 376-2803  
 Home Address 314 Burr Oak Cr.  
 City, State, Zip+4 Cary IL 60013

## 82. Other Members:

[ 1 of 7 ]

Name Inara Brubaker Present Term Ends (mm/yy) 06/01  
 Telephone (847) 827-5096  
 Home Address 126 Ardmore Rd.  
 City, State, Zip+4 Des Plaines IL 60016

[ 2 of 7 ]

Name Susan Burrows Present Term Ends (mm/yy) 06/03  
 Telephone (847) 297-3942  
 Home Address 1739 Sherwood Rd.  
 City, State, Zip+4 Des Plaines IL 60016

[ 3 of 7 ]

Name Eldon Burk Present Term Ends (mm/yy) 06/01  
Telephone (847) 827-8619  
Home Address 661 Walnut Ct  
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 Ave.  
City, State, Zip+4 Des Plaines IL 60016

## [ 5 of 7 ]

Name Noreen Lake Present Term Ends (mm/yy) 06/05  
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 St.  
City, State, Zip+4 Des Plaines IL 60016

83. Amount of surety bond \$ 175,000
- 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) 01/01/02 and ending (mm/dd/yy) 12/31/02
87. Number of months in this fiscal year 12
- (End of the Illinois Public Library Annual Report)*

## IPLAR FY 2002/03 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? \$ 26,574
- 1b. Does this include travel expenses?  Yes  No
2. How many **hours** of training did employees receive this year? 1,100

### 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)? 02/00
- 5. Which product/company do you use to provide the filtering?  
Cyber Patrol
- 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 2002/03? \$
- 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 technology plan in progress.

**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)? \$ 11,165,327
- 12. What is the replacement cost for the library's furniture, equipment, and vehicles? \$ 3,011,315
- 13. Adult Program Attendance 9,581

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>133,333</u>	<u>178,095</u>
b. Nonfiction Books	<u>139,859</u>	<u>69,473</u>
e. Fiction videos	<u>141,648</u>	<u>56,073</u>
f. Nonfiction videos	<u>39,644</u>	<u>12,748</u>
g. Fiction audios	<u>26,876</u>	<u>3,616</u>
h. Nonfiction audios	<u>91,234</u>	<u>13,404</u>
i. Other Formats	<u>36,248</u>	<u>19,927</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)*

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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.

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**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 2002-03."

**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
4. The date completed

**Public Library District Supplement (Only District Libraries must complete)**  
Illinois Public Library Annual Report (IPLAR) Fiscal Year 2002-03

1. 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.







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](http://www.desplaines.lib.il.us)

**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, JUNE 17, 2003**

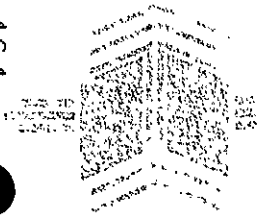
**7:00 PM**

**Conference Room – Second Floor**

**Agenda:**

- **Appointment of Nominating Committee**
- **Per Capita Grant Application**
- **Meeting Calendar, July, 2003 – June, 2004**
- **Executive Session – To Discuss**
  - **Compensation of Specific Employee**

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  
**June 17, 2003**  
**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 – Carla Brookman.
- V. Consent Agenda. [Action Item]
  - A. Approval of the Minutes of the Regular Board Meeting – May 20, 2003.
  - B. Acceptance of Financial Reports for May 2003.
  - C. Approval of Library Expenditures.
    1. Warrant Register – May 05, 2003 - \$74,403.32.
    2. Warrant Register – May 19, 2003 - \$55,067.06.
    3. Salaries – May 15, 2003 - \$101,961.11.
    4. Salaries – May 29, 2003 - \$99,583.63.
  - D. Acceptance of Reports.
    1. Administrator's Report – Sandra Norlin.
    2. Friends of the Library – Noreen Lake.
    3. Planning Committee - May 21 – Ellen Yearwood.
    4. Management Committee – May 28 – William Grice.
- VI. Old Business.

- VII. New Business. (7:30 PM)
  - A. Per Capita Grant Application. (Action Item)
  - B. Finance Committee.
    - 1. Set Dates for Budget Meetings.
    - 2. Signage Proposal. [Action Item]
  
- VIII. Announcements.
  
- IX. Correspondence.
  
- X. Nominating Committee.
  - A. Recommendation for Board Officers, 2003-2004.
  
- XI. Other.
  
- XII. Adjournment. (8:30 PM)

V.A.

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
May 20, 2003

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, May 20, 2003. John Ciborowski called the meeting to order at 7:05 PM.

Members Present: Eldon Burk, Susan Burrows, John Ciborowski, Noreen Lake, Rhys Read, Ellen Yearwood.

Members Absent: Inara Brubaker, William Grice

Also Present: Sandra Norlin, Martha Sloan, Hector Marino, Carol Kidd, Wally Meyer, John Burke.

CONSIDERATION OF THE AGENDA.

MOTION by Eldon Burk, seconded by Ellen Yearwood, to amend the agenda by adding under VII. New Business. C. Meeting Rooms, D. Patriot Act and VI. Old Business. B. Building and Grounds. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS.

John Burke stated that the 10 years he spent as a trustee for the Des Plaines Public Library was a rewarding experience.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Carla Brookman.

Alderman Brookman absent. No report.

## CONSENT AGENDA

MOTION by Eldon Burk, seconded by Rhys Read, to accept the Consent Agenda, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Rhys Read, to approve the Financial Reports for April 2003. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

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

1. Over the Counter Receipts	\$ 11,420.23
2. Petty Cash Expenditures	\$ 8.92
3. Budget Expenditures for April	\$ 538,809.13
4. Expenditures Year to Date	\$ 1,493,524.78
5. Revenue for April	\$ 11,568.59
6. Revenue Year to Date	\$ 2,039,342.53

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

April 07, 2003	\$ 67,484.19
April 21, 2003	<u>\$ 115,715.73</u>
Total	\$ 183,199.92

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

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

April 03, 2003	\$ 96,605.34
April 16, 2003	<u>\$ 98,616.03</u>
Total	\$ 195,221.37

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

## ADMINISTRATOR'S REPORT

### PERSONNEL

New employees for April/May 2003: Marina Baughman, Part-time Library Assistant I and Shalaihah Neil, Full-time Library Assistant I, Circulation Services; David Rouse, Part-time Librarian I, Adult Services.

Separations: Deepa Venkataraman, Part-time Assistant Clerk, and Matthew Cooper, Part-time Page, Circulation Services.

### STAFF DEVELOPMENT

Reclassification continues under the leadership of Mary Jane Kepner. The committee of eight staff members and one trustee (Noreen Lake) meet twice weekly. We have completed the job description review process and have begun analyzing the job descriptions for point values using the instrument designed specifically for library personnel. In the third phase we will analyze the results of the point assignment and establish a baseline salary based on an external job market study. Then the salary schedule will be analyzed for internal equity. The project is on track and scheduled for completion by July 1. At its conclusion, the report with recommendations will be submitted to the Management Committee for further review and submitted to the full Board of Trustees.

The annual in-service program was held on Thursday, May 8. This year's theme was Appreciating Our Neighbors. The day's events included a seminar on Diversity and Communication by Jewish Vocational Service, a guided conversation with staff members who were born outside the United States, hands-on craft sessions based on ethnic traditions, and dance lessons from Ethnic Dance Chicago. I heartily congratulate the day's planners for developing an enlightening and enjoyable learning experience for all staff. Martha Sloan chaired the Committee. Its members are Christina Tropea, Mei-na Chen, Kelli Phillips, Margie Borris, Jaye Domecq, Jeanne Meyer, and Leslie Steiner.

### PATRON SERVICES

Circulation continues to rise above last year's figures. Circulation of print materials is 56 percent of the total circulation year-to-date. Patrons are using the self-checking service for 22 percent of the circulation in the main library. Mobile Library service increased by 36 percent from April 2002 to April 2003. For 2003, Mobile Library service is 7 percent of the total library circulation. Attendance in 2003 is 5 percent higher than at this point in 2002. Library card registration is now at 77 percent of the population of Des Plaines.

## PROFESSIONAL ACTIVITIES

Since my last report I have chaired the Library Cable Network Executive Committee meeting on April 17 and May 15, the Do the Dewey Committee follow-up meeting on April 16, and the De Paul University Advisory Board meeting on May 13. I attended the Chamber City Advisory Committee breakfast meeting and the Extension Advisory Council meeting on April 24, the Friends of the Library meeting on April 29, the Des Plaines History Society Annual Meeting and Banquet and the Literacy Volunteer Recognition Dinner on May 6. I will attend the Taste of Des Plaines meeting on May 15, the LACONI Legislative update on May 16 and the "Generational Synergy in Today's Workplace" seminar on May 20. On May 14 I participated in Dominican University Graduate School of Library and Information Science Focus Group of library leaders and attended the in-house class on use of the Defibrillator and Cardio-Pulmonary Resuscitation.

## OLD BUSINESS

John Ciborowski reported that the Village of Rosemont has accepted the Des Plaines Public Library's offer to provide mobile library service to Rosemont, but that Rosemont was not clear on the offer. President Ciborowski stated that a letter was sent to Rosemont restating the original offer which was 1) mobile library service on Wednesday mornings from 10:40 am – 11:30 am at a cost of \$500 per visit one time every four weeks or 2) \$425 per visit every other week.

Eldon Burk reported that the Building and Grounds Committee met on May 19 and the consensus was not to paint the curbs since there is contrast between the bricks and concrete. Eldon also reported that the Public Works Department suggested that the curbs be sloped, but funding is not available at this time.

## NEW BUSINESS

John Ciborowski will attend the June 2 City Council meeting, Eldon Burk the June 16 meeting, Noreen Lake the July 7 meeting and Rhys Read the July 21 meeting.

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

Rhys Read suggested that the meeting room schedule be posted on the library's website and Sandra Norlin responded that she would research the request and report her findings to the Board at the June meeting.

Noreen Lake reported on an article in *American Libraries* regarding the USA PATRIOT ACT. Sandra Norlin will add to the administrator's monthly report that "there were no inquiries about patron records" and if inquiries were made, this

statement will be deleted.

Eldon Burk reported that the Relay for Life fundraiser was very successful and the library team raised approximately \$2,500 for the American Cancer Society.

MOTION by Rhys Read, seconded by Ellen Yearwood, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 8:11 pm.

Minutes prepared by Carol Kidd.



**DES PLAINES PUBLIC LIBRARY  
FINANCE REPORT FOR MAY 2003**

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

1. Over the Counter Receipts	\$ 11,408.83
2. Petty Cash Expenditures	\$ 28.58
3. Budget Expenditures for May	\$ 373,059.95
4. Expenditures Year to Date	\$1,871,611.11
5. Revenue for May	\$ 14,756.46
6. Revenue Year to Date	\$2,159,207.25

Warrant Register

May 05, 2003	\$ 74,403.32
May 19, 2003	<u>\$ 55,067.06</u>
Total	\$ 129,470.38

Salaries

May 15, 2003	\$ 101,961.11
May 29, 2003	<u>\$ 99,583.63</u>
Total	\$ 201,544.74

**DES PLAINES PUBLIC LIBRARY  
OVER THE COUNTER RECEIPTS FOR MAY 2003  
MAY 2003**

	<u>May 2002</u>	<u>May 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>
Lost Materials	234.64	261.78	1,181.02	2,211.48
Fines	6,108.14	8,118.57	32,156.86	43,299.85
Damage	86.88	62.89	323.71	325.15
Fees	334.72	(-4.00)	2,361.69	1,251.75
Copies	1,531.79	2,941.09	2,523.30	13,618.14
Miscellaneous	9.00	24.50	84.65	56.60
<b>Total</b>	<b>\$8,305.17</b>	<b>\$11,404.83</b>	<b>\$38,631.23</b>	<b>\$60,762.97</b>

**PETTY CASH EXPENDITURES - May**

Auto/Travel	960070	6.60
Auto/Travel	960070	9.18
Meals	970110	10.00
Postage	970260	2.80
<b>Total</b>		<b>\$28.58</b>

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06/05/03  
ACCOUNTING PERIOD: 5/03

CITY OF DES PLAINES  
BALANCE SHEET

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

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102005	CASH PB PAYABLE 281190401	500.00	
102008	CASH FIRST BANK DEPOSIT		477,333.13
102012	CASH IPTIP/FOA 7139200161	1,295,475.25	
TOTAL CASH		1,296,475.25	477,333.13
104033	INVESTMENTS-DOWNING	33,675.16	
TOTAL INVESTMENTS		33,675.16	.00
118000	RECEIVABLE-PROPERTY TAXES	4,208,934.00	
TOTAL ACCOUNTS RECEIVABLE		4,208,934.00	.00
119301	PREPAID EXPENSE		14,943.75
TOTAL PREPAID ITEMS		.00	14,943.75
TOTAL ASSETS		5,539,084.41	492,276.88
450030	ACCRUED LIAB-COMP ABSENCE		134,935.14
TOTAL ACCRUED LIABILITIES		.00	134,935.14
470000	DEFERRED REV-PROPERTY TAX		4,208,934.00
TOTAL CURRENT LIABILITIES		.00	4,343,869.14
TOTAL LIABILITIES		.00	4,343,869.14
700110	EXPENDITURE CONTROL	1,871,611.11	
700120	REVENUE CONTROL		2,158,428.61
700150	EXP. BUDGET CONTROL		4,885,460.00
700160	REV. BUDGET CONTROL	4,570,222.00	
700170	BUDGET FUND BALANCE	315,237.22	
TOTAL SYSTEM CONTROL		6,757,070.33	7,043,888.61
720010	FUND BAL-RESRV-GIFT TRUST		33,675.16
TOTAL FUND BALANCE-RESERVED		.00	33,675.16
730000	FUND BALANCE-UNRESERVED		382,444.95
TOTAL FUND EQUITY		.00	416,120.11
TOTAL EQUITIES		6,757,070.33	7,460,008.72
TOTAL PUBLIC LIBRARY FUND		12,296,154.74	12,296,154.74

06/05/03  
ACCOUNTING PERIOD: 5/03

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 FIRST BANK DEPOSIT	87,653.35	
102012	CASH IPTIP/FOA 7139200161	167,901.64	
TOTAL CASH		255,554.99	.00
TOTAL ASSETS		255,554.99	.00
700120	REVENUE CONTROL		778.64
700150	EXP. BUDGET CONTROL		100,000.00
700160	REV. BUDGET CONTROL	1,000.00	
700170	BUDGET FUND BALANCE	98,999.85	
TOTAL SYSTEM CONTROL		99,999.85	100,778.64
730000	FUND BALANCE-UNRESERVED		254,776.20
TOTAL FUND EQUITY		.00	254,776.20
TOTAL EQUITIES		99,999.85	355,554.84
TOTAL LIBRARY CAPITAL PROJ FUND		355,554.84	355,554.84
TOTAL REPORT		12,651,709.58	12,651,709.58

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	.00	.00	.00	.00	.00	.00
TOTAL	PUBLIC SAFETY	.00	.00	.00	.00	.00	.00
TOTAL	GENERAL REVENUE - GOV'T	.00	.00	.00	.00	.00	.00
810018	PROPERTY TAXES 2001	40,000.00	.00	.00	30,669.12	9,330.88	.77
810019	PROPERTY TAXES 2002	4,208,934.00	.00	.00	1,947,822.56	2,261,111.44	.46
TOTAL	LICENSES AND PERMITS	4,248,934.00	.00	.00	1,978,491.68	2,270,442.32	.47
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	.00	92,988.00	.00
TOTAL	TAXES	4,341,922.00	.00	.00	1,978,491.68	2,363,430.32	.46
822040	STATE GRANT:PER CAPITA	68,000.00	.00	.00	73,400.00	-5,400.00	1.08
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	25,800.00	.00	.00	28,631.68	-2,831.68	1.11
TOTAL	STATE GRANTS	93,800.00	.00	.00	102,031.68	-8,231.68	1.09
TOTAL	INTERGOVERNMENTAL REVENUE	93,800.00	.00	.00	102,031.68	-8,231.68	1.09
850102	LIBRARY FINES	85,000.00	9,887.12	.00	47,061.47	37,938.53	.55
TOTAL	FINES	85,000.00	9,887.12	.00	47,061.47	37,938.53	.55
850201	COPYING FEE	13,000.00	2,557.05	.00	12,088.25	911.75	.93
850215	SPECIAL PROGRAMS & EVENTS	2,500.00	.00	.00	191.25	2,308.75	.08
TOTAL	FEES AND SERVICES	15,500.00	2,557.05	.00	12,279.50	3,220.50	.79
TOTAL	INVESTMENT INCOME	100,500.00	12,444.17	.00	59,340.97	41,159.03	.59
890010	INTEREST INCOME	20,000.00	.00	.00	4,265.08	15,734.92	.21
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	14,000.00	2,312.29	.00	14,299.20	-299.20	1.02
TOTAL	OTHER REVENUE	34,000.00	2,312.29	.00	18,564.28	15,435.72	.55
TOTAL	PUBLIC LIBRARY FUND	4,570,222.00	14,756.46	.00	2,158,428.61	2,411,793.39	.47
TOTAL	PUBLIC LIBRARY FUND	4,570,222.00	14,756.46	.00	2,158,428.61	2,411,793.39	.47

1476

06/05/03

ACCOUNTING PERIOD: 5/03

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
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1477

06/05/03  
ACCOUNTING PERIOD: 5/03

CITY OF DES PLAINES  
ORGANIZATION REVENUE STATUS

LECTION 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	1,000.00	.00	.00	778.64	221.36	.78
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
898902	TRANSFER FROM LIB FUND	.00	.00	.00	.00	.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	1,000.00	.00	.00	778.64	221.36	.78
TOTAL	LIBRARY CAPITAL PROJ FUND	1,000.00	.00	.00	778.64	221.36	.78
TOTAL	LIBRARY CAPITAL PROJ FUND	1,000.00	.00	.00	778.64	221.36	.78
TOTAL REPORT		4,571,222.00	14,756.46	.00	2,159,207.25	2,412,014.75	.47

LECTION 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	1,852,515.00	130,769.85	.00	696,652.96	1,155,862.04	.38
910200	TEMPORARY WAGES	766,054.00	60,612.97	.00	287,546.35	478,507.65	.38
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	7,855.59	.00	32,867.22	-32,867.22	.00
910600	SICK PAY	.00	1,772.00	.00	17,460.58	-17,460.58	.00
910700	HOLIDAY PAY	.00	534.33	.00	7,599.59	-7,599.59	.00
910900	ACT/OUT OF CLASS/PREMIUM	500.00	.00	.00	75.36	424.64	.15
910950	EXCESS SICK HRS PAY OUT	3,276.00	.00	.00	2,573.39	702.61	.79
918010	UNEMPLOYMENT COMPENSATION	1,486.00	.00	.00	371.50	1,114.50	.25
918020	EMPLOYER CONTR-F.I.C.A.	199,991.00	15,238.96	.00	80,959.44	119,031.56	.40
918021	EMPLOYER CONTR-I.M.R.F.	110,331.00	8,432.52	.00	45,325.92	65,005.08	.41
918040	LIFE INS PREMIUMS	8,296.00	690.80	.00	3,392.40	4,903.60	.41
918050	MEDICAL INS PREMIUMS	225,624.00	14,674.84	.00	80,711.62	144,912.38	.36
918055	DENTAL INSURANCE PREMIUMS	19,750.00	1,212.22	.00	6,667.21	13,082.79	.34
918060	TUITION REIMBURSEMENTS	5,000.00	.00	.00	1,000.00	4,000.00	.20
918070	WORKERS COMPENSATION	4,424.00	514.87	.00	2,758.37	1,665.63	.62
918085	RHS PLAN PAYOUT	1,230.00	.00	.00	1,229.58	.42	1.00
TOTAL	PERSONAL SERVICES	3,198,977.00	242,308.95	.00	1,267,191.49	1,931,785.51	.40
920100	LITIGATION & LEGAL FEES	1,500.00	588.20	.00	831.20	668.80	.55
920105	COSTS OF LITIGATION	500.00	.00	.00	.00	500.00	.00
920110	PROFESSIONAL CONSULTING	20,000.00	18,450.00	.00	31,528.73	-11,528.73	1.58
920120	COMMUNICATION SERVICES	25,000.00	1,354.86	.00	6,928.26	18,071.74	.28
920140	DATA PROCESSING SERVICES	110,000.00	10,782.37	.00	27,398.55	82,601.45	.25
920202	CONFERENCES	2,500.00	.00	.00	456.78	2,043.22	.18
920204	TRAINING	2,000.00	414.00	.00	673.94	1,326.06	.34
920206	SEMINARS	2,000.00	654.00	.00	902.00	1,098.00	.45
920210	IN-SERVICE TRAINING	2,000.00	200.00	.00	343.12	1,656.88	.17
920220	MEMBERSHIP DUES	5,000.00	285.00	.00	1,810.00	3,190.00	.36
920230	PUBLICATION OF NOTICES	2,000.00	.00	.00	363.50	1,636.50	.18
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	7,000.00	552.88	.00	2,764.40	4,235.60	.39
TOTAL	SUBSIDIES,REBATES,CONTRIB	7,000.00	552.88	.00	2,764.40	4,235.60	.39
920900	PROPERTY/LIAB CONTRIBUTIO	22,052.00	.00	.00	5,513.00	16,539.00	.25
930010	R & M EQUIPMENT	60,500.00	3,488.61	.00	19,543.27	40,956.73	.32
930020	R & M BLDGS & STRUCTURES	35,000.00	4,513.46	.00	19,070.33	15,929.67	.54
930030	R & M VEHICLES	3,500.00	.00	.00	277.50	3,222.50	.08
930195	BOOK BINDING & REPAIR	2,500.00	.00	.00	523.05	1,976.95	.21
930210	RENTAL OF EQUIPMENT	1,500.00	.00	.00	.00	1,500.00	.00
930320	CLEANING:CUSTODIAL SERV	50,000.00	72.00	.00	15,450.00	34,550.00	.31



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	2,000.00	255.83	.00	703.80	1,296.20	.35
960210	SPECIAL EVENT PROGRAMMING	17,000.00	2,123.44	.00	4,849.76	12,150.24	.29
960990	MISC CONTRACTUAL SVCS	87,000.00	3,027.32	.00	12,566.09	74,433.91	.14
TOTAL	CONTRACTUAL SERVICES	460,552.00	46,761.97	.00	152,497.28	308,054.72	.33
970100	SUPPLIES	70,000.00	3,575.51	.00	35,401.86	34,598.14	.51
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	.00	.00	119.72	1,380.28	.08
970170	JANITORIAL	18,000.00	638.50	.00	4,129.80	13,870.20	.23
970200	COPYING/FAX SUPPLIES	6,000.00	257.50	.00	4,223.10	1,776.90	.70
970260	POSTAGE AND PARCEL	15,500.00	3,076.51	.00	7,998.11	7,501.89	.52
970270	PRINTING-REPROD-BINDING	4,500.00	.00	.00	414.00	4,086.00	.09
970320	SUPPLIES: BLDG R/M	.00	.00	.00	.00	.00	.00
970330	SUPPLIES: VEHICLE R/M	.00	.00	.00	.00	.00	.00
970600	BOOKS	495,000.00	36,982.47	.00	139,312.78	355,687.22	.28
970610	AUDIO MATERIALS	64,000.00	3,996.92	.00	15,675.54	48,324.46	.24
970620	SUBSCRIPTIONS & BOOKS	76,000.00	1,241.35	.00	21,734.82	54,265.18	.29
970630	VISUAL MATERIALS	66,000.00	6,170.94	.00	23,015.73	42,984.27	.35
970640	AUTOMATED REFERENCE MAT'L	95,000.00	15,814.40	.00	55,226.29	39,773.71	.58
970810	NATURAL GAS	20,000.00	.00	.00	11,948.21	8,051.79	.60
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	4,000.00	.00	.00	.00	4,000.00	.00
970850	GASOLINE	1,000.00	.00	.00	.00	1,000.00	.00
970900	EQUIPMENT <\$5,000	15,000.00	1,717.95	.00	5,252.79	9,747.21	.35
TOTAL	COMMODITIES	952,000.00	73,472.05	.00	324,452.75	627,547.25	.34
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	10,000.00	216.06	.00	49,812.06	-39,812.06	4.98
980410	COMPUTER HARDWARE	122,600.00	456.00	.00	22,826.44	99,773.56	.19
980420	COMPUTER SOFTWARE	5,000.00	5,130.00	.00	6,552.99	-1,552.99	1.31
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	5,000.00	.00	.00	1,421.49	3,578.51	.28
TOTAL	CAPITAL EXPENDITURES	142,600.00	5,802.06	.00	80,612.98	61,987.02	.57
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	12,531.00	.00	.00	.00	12,531.00	.00
TOTAL	DEBT SERVICE	12,531.00	.00	.00	.00	12,531.00	.00
990940	TRANS TO LIB CAP PROJ FND	.00	.00	.00	.00	.00	.00
TOTAL	TRANS TO LIB CAP PROJ FND	.00	.00	.00	.00	.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: 5/03

LECTION 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	4,816,660.00	368,345.03	.00	1,824,754.50	2,991,905.50	.38

06/05/03

ACCOUNTING PERIOD: 5/03

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

PAGE 4

LECTION CRITERIA: exp-ledgr.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

06/05/03

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

PAGE 5

ACCOUNTING PERIOD: 5/03

LECTION 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	1,500.00	.00	.00	765.71	734.29	.51
920204	TRAINING	1,000.00	.00	.00	2,000.00	-1,000.00	2.00
920206	SEMINARS	.00	.00	.00	590.00	-590.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	1,624.92	-1,624.92	.00
960070	AUTO/TRAVEL EXPENSES	1,000.00	.00	.00	381.32	618.68	.38
960210	SPECIAL EVENT PROGRAMMING	2,300.00	150.00	.00	1,750.49	549.51	.76
960990	MISC CONTRACTUAL SVCS	63,000.00	2,914.92	.00	38,094.17	24,905.83	.60
TOTAL	CONTRACTUAL SERVICES	68,800.00	3,064.92	.00	45,206.61	23,593.39	.66
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
970260	POSTAGE AND PARCEL	.00	1,650.00	.00	1,650.00	-1,650.00	.00
970270	PRINTING-REPROD-BINDING	.00	.00	.00	.00	.00	.00
TOTAL	COMMODITIES	.00	1,650.00	.00	1,650.00	-1,650.00	.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
980430	VEHICLES	.00	.00	.00	.00	.00	.00
TOTAL	CAPITAL EXPENDITURES	.00	.00	.00	.00	.00	.00
TOTAL	IL LIBRARY PER CAP GRANT	68,800.00	4,714.92	.00	46,856.61	21,943.39	.68
TOTAL	CIVIC & CULTURE	4,885,460.00	373,059.95	.00	1,871,611.11	3,013,848.89	.38
TOTAL	PUBLIC LIBRARY FUND	4,885,460.00	373,059.95	.00	1,871,611.11	3,013,848.89	.38

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06/05/03

ACCOUNTING PERIOD: 5/03

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

PAGE 6

LECTION 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	10,000.00	.00	.00	.00	10,000.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
960990	MISC CONTRACTUAL SVCS	.00	.00	.00	.00	.00	.00
TOTAL	CONTRACTUAL SERVICES	10,000.00	.00	.00	.00	10,000.00	.00
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
TOTAL	COMMODITIES	.00	.00	.00	.00	.00	.00
980300	IMPROVEMENTS	70,000.00	.00	.00	.00	70,000.00	.00
980400	EQUIPMENT	.00	.00	.00	.00	.00	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	20,000.00	.00	.00	.00	20,000.00	.00
TOTAL	CAPITAL EXPENDITURES	90,000.00	.00	.00	.00	90,000.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	100,000.00	.00	.00	.00	100,000.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	100,000.00	.00	.00	.00	100,000.00	.00
TOTAL REPORT		4,985,460.00	373,059.95	.00	1,871,611.11	3,113,848.89	.38

ACCOUNTING PERIOD: 4/03

## CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='05/05/2003'

- 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE		VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920100	LITIGATION & LEGAL FEES	25529	KLEIN, THORPE AND JENKINS	105791	469.20
2110	920110	PROFESSIONAL CONSULTING	08123	MARY JANE KEPNER	265	10,000.00
2110	920110	PROFESSIONAL CONSULTING	102275	ILA MIGUT	4-01-03	900.00
2110	920110	PROFESSIONAL CONSULTING	102275	ILA MIGUT	3-15-03	1,350.00
2110	920220	MEMBERSHIP DUES	100075	AMERICAN LIBRARY ASSOCIAT	0229705	190.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	MAY 2003	260.38
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	MAY 2003	260.38
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	MAY 2003	16.06
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	MAY 2003	16.06
2110	930010	R & M EQUIPMENT	00189	ANDERSON LOCK CO LTD	331120	49.65
2110	930010	R & M EQUIPMENT	102462	STANDARD MANIFOLD CO	383019-0	1,072.04
2110	930020	R & M BLDGS & STRUCTURES	07272	FILTER SERVICES ILLINOIS	1487-2 IN	160.00
2110	930020	R & M BLDGS & STRUCTURES	07272	FILTER SERVICES ILLINOIS	1487-1-1	1,150.00
2110	930020	R & M BLDGS & STRUCTURES	100515	SERVICE BUILDING MAINTENA	21479	900.00
2110	930020	R & M BLDGS & STRUCTURES	101362	STANLEY ACCESS TECH	95330959	332.66
2110	930020	R & M BLDGS & STRUCTURES	101451	WW GRAINGER INCORPORATED	145-302873-8	313.00
2110	930020	R & M BLDGS & STRUCTURES	101451	WW GRAINGER INCORPORATED	001-468812-1	1,999.36
2110	930020	R & M BLDGS & STRUCTURES	101451	WW GRAINGER INCORPORATED	141-447077-1	-404.16
2110	930020	R & M BLDGS & STRUCTURES	101451	WW GRAINGER INCORPORATED	141-302872-9	62.60
2110	930320	CLEANING:CUSTODIAL SERV	09536	CRYSTAL MGMT & MAINT SERV	11574	72.00
2110	960210	SPECIAL EVENT PROGRAMMING	101799	MICHAEL KETT	6-01-03	275.00
2110	960210	SPECIAL EVENT PROGRAMMING	102447	DR KWANG CHUNG KIM	5-14-03	150.00
2110	960210	SPECIAL EVENT PROGRAMMING	102448	KOREAN AMERICAN RESOURCES	5-18-03	800.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1479773	26.65
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1477790	102.50
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1480427	49.95
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1481144	38.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1474976	16.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1472415	66.55
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1474367	9.45
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1478372	-2.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1478371	-5.10
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1479354	23.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1478370	-10.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1466273	8.80
2110	960990	MISC CONTRACTUAL SVCS	100245	RENTOKIL TROPICAL PLANT S	CH546376	61.80
2110	960990	MISC CONTRACTUAL SVCS	100245	RENTOKIL TROPICAL PLANT S	CH546375	89.56
2110	960990	MISC CONTRACTUAL SVCS	16839	AQUATICARE, INC.	948	399.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010678041	38.45
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010702579	36.50
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010639348	5.00
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010653133	22.90
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010634967	20.70
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010512513	9.20
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010487743	9.40
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010699648	24.75
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010676090	12.45
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010684326	34.55
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010675158	37.95
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010506889	4.70
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010649152	21.60

SELECTION CRITERIA: payable.due\_date='05/05/2003'

- 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010689533	38.35
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010687136	6.20
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010639900	55.90
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010639082	32.80
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010690774	.55
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010664887	55.45
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010665986	51.30
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010673105	10.60
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010653504	21.30
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010668085	52.80
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010704915	2.20
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010649168	6.80
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010492670	45.80
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010662312	37.10
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010696500	31.80
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010648914	6.75
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010690500	44.20
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010487473	27.90
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010505993	9.10
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010707184	8.90
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010526135	4.70
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010668264	2.45
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010556102	27.30
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010681739	10.95
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010430650	138.30
2110	960990	MISC CONTRACTUAL SVCS	19776	BAKER & TAYLOR, INC.	2010542948	88.80
2110	960990	MISC CONTRACTUAL SVCS	25775	CRIMSON MULTIMEDIA DIST.,	23085	9.96
2110	960990	MISC CONTRACTUAL SVCS	58875	INGRAM LIBRARY SERVICES	83198437	2.14
2110	970100	SUPPLIES	00189	ANDERSON LOCK CO LTD	329819	19.15
2110	970100	SUPPLIES	09638	OFFICE DEPOT	200277708/1	1,190.49
2110	970100	SUPPLIES	09638	OFFICE DEPOT	200421735/1	232.13
2110	970100	SUPPLIES	09638	OFFICE DEPOT	200595139/1	125.40
2110	970100	SUPPLIES	09638	OFFICE DEPOT	200355261/1	222.75
2110	970100	SUPPLIES	09638	OFFICE DEPOT	200252547/1	18.23
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	112003-00	638.50
2110	970200	COFYING/FAX SUPPLIES	102047	WAGNER OFFICE SOLUTIONS I	34062	257.50
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	4-623-79325	46.68
2110	970600	BOOKS	02045	EDUCATORS PROGRESS SERVIC	92L14-670SC	89.80
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1477790	831.88
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1479773	230.19
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1480427	220.26
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1481144	177.42
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1467666	107.54
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1474367	66.53
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1472415	515.64
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1474976	110.40
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1479354	140.91
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1466273	131.01
2110	970600	BOOKS	03363	WEST GROUP	804018867	395.50
2110	970600	BOOKS	07439	THE GALE GROUP	12314503	23.96
2110	970600	BOOKS	07439	THE GALE GROUP	12340863	137.76

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ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	07439 THE GALE GROUP	12344644	85.34
2110	970600	BOOKS	07439 THE GALE GROUP	12345563	35.17
2110	970600	BOOKS	07439 THE GALE GROUP	12303317	91.84
2110	970600	BOOKS	07439 THE GALE GROUP	12349282	98.64
2110	970600	BOOKS	07439 THE GALE GROUP	12352289	179.78
2110	970600	BOOKS	07439 THE GALE GROUP	12174818	137.76
2110	970600	BOOKS	07439 THE GALE GROUP	12273866	23.16
2110	970600	BOOKS	07439 THE GALE GROUP	12343621	74.84
2110	970600	BOOKS	07439 THE GALE GROUP	12339112	162.47
2110	970600	BOOKS	07977 MITCHELL 1	4424561	350.00
2110	970600	BOOKS	09855 WEISS RATINGS, INC.	3981612	392.95
2110	970600	BOOKS	09855 WEISS RATINGS, INC.	3982944	392.95
2110	970600	BOOKS	101014 AMAZON.COM CREDIT		28.46
2110	970600	BOOKS	101014 AMAZON.COM CREDIT		524.70
2110	970600	BOOKS	101014 AMAZON.COM CREDIT		699.00
2110	970600	BOOKS	102144 RUSSIAN PUBLISHING HOUSE	143018	351.35
2110	970600	BOOKS	102193 LEXISNEXIS MATTHEW BENDER	52523306	127.65
2110	970600	BOOKS	102193 LEXISNEXIS MATTHEW BENDER	6061773X	81.80
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010696499	726.08
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010676089	229.39
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010542948	104.60
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010675157	733.28
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010526135	15.84
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010668264	4.16
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010690773	40.72
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010689532	558.36
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010687135	124.02
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010556102	55.75
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010678041	399.11
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010707184	100.60
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010681739	125.49
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010430650	161.36
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010684325	1,031.51
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010704914	37.98
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010699647	449.21
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010690499	455.03
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010635132	1,233.50
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010673105	98.92
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010664886	973.74
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010665985	961.14
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010668085	630.31
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010505993	28.50
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010655223	45.63
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010639347	63.82
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010649168	91.78
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010639081	606.63
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010653503	597.48
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010634966	386.80
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010487473	76.81
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010662312	460.85
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010649152	244.85



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ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010648914	71.61
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010702579	425.55
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010492670	80.70
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010487743	8.02
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010512513	15.45
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010639899	1,357.42
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010506889	8.90
2110	970600	BOOKS	21121	THE MCGRAW-HILL COMPANIES	K806164D03	70.33
2110	970600	BOOKS	27010	SWEET'S GROUP	SL00022547	249.00
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	83199628	46.68
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	83198436	13.65
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	82793655	1,095.00
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	2CM01639	-1,095.00
2110	970600	BOOKS	68820	MARSHALL CAVENDISH CORP.	R630729	492.15
2110	970600	BOOKS	82668	POLONIA BOOK STORES	022330	296.36
2110	970610	AUDIO MATERIALS	02482	BBC AUDIOBOOKS	106189	294.59
2110	970610	AUDIO MATERIALS	02482	BBC AUDIOBOOKS	105569	158.17
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B13613080	5.88
2110	970610	AUDIO MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B14244080	11.05
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-9-03-2	324.54
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-01-03-1	164.36
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-01-03-2	406.37
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-9-03-5	76.94
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-9-03-1	102.12
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-01-03-5	64.35
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-9-03-3	36.37
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1702912	173.60
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1702823	59.50
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1698491	53.55
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1697615	249.60
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1699669	5.95
2110	970620	SUBSCRIPTIONS & BOOKS	05477	INFORMATION TODAY, INC.	1477097-R1	150.00
2110	970620	SUBSCRIPTIONS & BOOKS	08752	NOAA NATIONAL DATA CENTER	29392032003	34.00
2110	970620	SUBSCRIPTIONS & BOOKS	67929	VALUE LINE INC	67345	798.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	14194B	48.66
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	13815D	37.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	14194C	23.50
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	14195C	102.60
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	13812F	29.19
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	13814E	53.78
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R37859241	38.13
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R37859242	10.76
2110	970630	VISUAL MATERIALS	07042	BAKER & TAYLOR ENTERTAINM	R37859240	50.09
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B13613080	81.63
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B14514300	63.36
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B14235480	242.82
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B14514240	1,071.30
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B14244080	157.39
2110	970630	VISUAL MATERIALS	07975	BAKER & TAYLOR ENTERTAINM	B14758410	59.94
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	604998	106.96
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	606905	60.98

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ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	606904 22.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	606903 41.99
2110	970630	VISUAL MATERIALS	102322	STOVE PRAIRIE PRESS	1521 82.00
2110	970630	VISUAL MATERIALS	102450	INSTRUCTIONAL VIDEO	20770A 753.96
2110	970630	VISUAL MATERIALS	13071	MULTI-CULTURAL BOOKS & VI	03-200 186.88
2110	970630	VISUAL MATERIALS	22424	FACETS MULTI-MEDIA, INC.	1523404 97.60
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST.,	23015 21.00
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	03040626 14.99
2110	970640	AUTOMATED REFERENCE MAT'L	05537	ILLINOIS STATE LIBRARY	ATTACH 175.00
2110	970640	AUTOMATED REFERENCE MAT'L	10512	MERGENT INCORPORATED	867543 11,100.00
2110	980400	EQUIPMENT	100563	THREE M	UM34398 216.06
2110	980410	COMPUTER HARDWARE	102462	STANDARD MANIFOLD CO	383019-0 456.00
2110	980420	COMPUTER SOFTWARE	102462	STANDARD MANIFOLD CO	383019-0 5,130.00
TOTAL LIBRARY SERVICES					70,838.40
2130	960210	SPECIAL EVENT PROGRAMMING	102449	JOYCE SARICKS	5-02-03 350.00
2130	960210	SPECIAL EVENT PROGRAMMING	102461	SARAH BOYD	5-07-03 300.00
2130	960990	MISC CONTRACTUAL SVCS	17247	IMAGING OFFICE SYSTEMS, I	323658 1,290.00
2130	960990	MISC CONTRACTUAL SVCS	17560	PANASONIC DIGITAL DOCUMEN	7225109-53 1,624.92
TOTAL IL LIBRARY PER CAP GRANT					3,564.92
TOTAL FUND					74,403.32

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920100	LITIGATION & LEGAL FEES	25529 KLEIN, THORPE AND JENKINS	1557-001	119.00
2110	920110	PROFESSIONAL CONSULTING	102275 ILA MIGUT	5-01-03	3,100.00
2110	920110	PROFESSIONAL CONSULTING	102275 ILA MIGUT	4-15-03	3,100.00
2110	920120	COMMUNICATION SERVICES	101343 CALL ONE	04/15/03	247.30
2110	920140	DATA PROCESSING SERVICES	05537 ILLINOIS STATE LIBRARY	20360	611.06
2110	920140	DATA PROCESSING SERVICES	101752 OCLC INCORPORATED	689071	5,506.10
2110	920140	DATA PROCESSING SERVICES	101882 BAKER & TAYLOR INCORPORAT	D10NS9075M	569.58
2110	920140	DATA PROCESSING SERVICES	58875 INGRAM LIBRARY SERVICES	83227856	182.50
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	MARCH 2003	1,489.43
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	MARCH 2003	3,562.86
2110	920210	IN-SERVICE TRAINING	102497 ETHNIC DANCE CHICAGO	03-0021	200.00
2110	920220	MEMBERSHIP DUES	100075 AMERICAN LIBRARY ASSOCIAT	0256084	95.00
2110	930010	R & M EQUIPMENT	06866 ACTION COMPUTER SERVICE,	115423-A	2,343.00
2110	930010	R & M EQUIPMENT	72106 COOPERATIVE COMPUTER SERV	MARCH 2003	23.92
2110	960210	SPECIAL EVENT PROGRAMMING	05337 SIGN A RAMA, USA	15238	135.00
2110	960210	SPECIAL EVENT PROGRAMMING	07814 NILES PUBLIC LIBRARY DIST	4-03-03	9.67
2110	960210	SPECIAL EVENT PROGRAMMING	102495 STUMPS / SHINDIGZ.COM	P09687600062	327.31
2110	960210	SPECIAL EVENT PROGRAMMING	102496 KOREAN AMERICAN WOMEN'S A	5-18-03	100.00
2110	960210	SPECIAL EVENT PROGRAMMING	102499 J & A HANDY-CRAFTS INCORP	0I096044	55.42
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1482762	19.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1482763	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1489638	6.70
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1486735	18.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1482315	4.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1482316	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1485794	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1491126	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1478643	5.65
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1478645	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1476435	52.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1491125	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1487564	5.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1466272	24.25
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1486734	9.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1480428	22.91
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1484691	4.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1477789	4.05
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1486733	6.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1478644	14.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1478642	22.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1489637	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1489636	9.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1487565	4.30
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1487990	19.15
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1484689	29.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1468231	28.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1484690	4.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1468229	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1493082	9.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1493083	12.05
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1468230	27.00

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ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010555588	9.10
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010707200	93.45
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010725383	36.30
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010758776	20.25
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010730717	41.85
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010704877	23.75
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010737911	35.50
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010754066	1.70
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010741054	10.70
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010722707	7.90
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010586888	9.20
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010732572	62.40
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010744894	13.40
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010736092	3.85
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010569649	14.10
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010734958	30.05
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010727685	3.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010576726	9.10
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010588235	14.00
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010724885	5.15
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010735330	57.80
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010692980	10.10
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010751682	7.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010698075	1.25
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010724561	80.45
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010691059	1.65
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010569483	18.70
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010722724	33.60
2110	960990	MISC CONTRACTUAL SVCS	19776 BAKER & TAYLOR, INC.	2010599042	9.10
2110	970100	SUPPLIES	00118 MARILYN'S FLOWERS AND THI	1720	86.00
2110	970100	SUPPLIES	09638 OFFICE DEPOT	200277708/2	62.00
2110	970100	SUPPLIES	09638 OFFICE DEPOT	201730679/1	81.55
2110	970100	SUPPLIES	09638 OFFICE DEPOT	201730897/1	25.24
2110	970100	SUPPLIES	09638 OFFICE DEPOT	201731336/1	27.16
2110	970100	SUPPLIES	09733 ORIENTAL TRADING COMPANY,	488352931-01	30.60
2110	970100	SUPPLIES	101098 AMERICAN LIBRARY ASSOCIAT	05213445	85.80
2110	970100	SUPPLIES	19764 BRODART COMPANY	376280	131.45
2110	970100	SUPPLIES	20012 LIBRARY BUREAU STEEL	510414	1,099.52
2110	970100	SUPPLIES	43765 DOMINICKS FINER FOODS	005466	4.69
2110	970260	POSTAGE AND PARCEL	00933 POSTMASTER	REPLISHMENT	3,000.00
2110	970260	POSTAGE AND PARCEL	40311 FEDERAL EXPRESS CORP.	4-670-19514	29.83
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1478642	156.36
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1468229	22.38
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1480428	131.18
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1486733	44.33
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1484691	16.95
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1486734	170.27
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1468231	11.37
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1477789	38.39
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1478644	169.65
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1493083	61.17

SELECTION CRITERIA: payable.due\_date='05/19/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1487565	61.26
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1484690	11.85
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1468230	201.44
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1487990	169.60
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1489637	9.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1489636	44.28
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1486735	173.28
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1489638	43.74
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1482763	30.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1478645	19.77
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1482315	51.18
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1484689	203.94
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1487564	97.91
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1482762	411.32
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1482316	17.98
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1493082	44.44
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1491125	28.42
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1466272	198.55
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1475435	446.98
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1491126	12.76
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1485794	16.68
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1478643	72.83
2110	970600	BOOKS	07439	THE GALE GROUP	12363236	40.42
2110	970600	BOOKS	07439	THE GALE GROUP	12363727	56.88
2110	970600	BOOKS	07439	THE GALE GROUP	12345817	116.05
2110	970600	BOOKS	07439	THE GALE GROUP	12355276	170.21
2110	970600	BOOKS	07975	BAKER & TAYLOR ENTERTAINM	M18419650	26.21
2110	970600	BOOKS	101063	ADLER'S FOREIGN BOOKS	234875	19.41
2110	970600	BOOKS	102498	MYERS HOUSE	1066	14.38
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010692980	117.62
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010707200	158.93
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010555588	26.17
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010724884	71.35
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010703236	719.21
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010691058	35.15
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010730716	1,341.07
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010777067	99.73
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010726950	60.84
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010725382	655.25
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010724560	1,691.52
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010744047	443.19
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010704876	444.51
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010758775	772.53
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010754065	207.84
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010586888	15.44
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010569649	15.76
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010569483	43.61
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010722724	397.87
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010751682	90.03
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010737911	401.32
2110	970600	BOOKS	19776	BAKER & TAYLOR, INC.	2010727685	38.48

SELECTION CRITERIA: payable.due\_date='05/19/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010741054	121.75
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010576726	24.95
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010588235	37.79
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010722707	79.93
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010698075	18.95
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010732572	804.94
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010599042	21.36
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010734957	878.86
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010736091	91.95
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010735329	848.19
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	3006828658	8.03
2110	970600	BOOKS	19776 BAKER & TAYLOR, INC.	2010744893	335.09
2110	970600	BOOKS	20232 REGENT BOOK COMPANY	75357	22.58
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	83401828	10.99
2110	970600	BOOKS	70263 DIRPRO	03-19664	24.00
2110	970610	AUDIO MATERIALS	02482 BBC AUDIOBOOKS	107152	19.50
2110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B15047400	42.87
2110	970610	AUDIO MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B15052470	234.36
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	4-15-03-1	132.18
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	4-22-03-5	116.11
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	2-21-03-4	116.78
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	4-22-03-3	26.58
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	4-15-03-2	71.36
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	4-15-03-3	34.97
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	2-21-03-3	13.29
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	4-22-03-2	92.36
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	2-21-03-5	26.58
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	2-21-03-1	146.18
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	2-21-03-2	53.15
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	4-15-03-5	165.07
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	4-22-03-1	296.55
2110	970610	AUDIO MATERIALS	28038 BRILLIANCE AUDIO, INC.	IN0189921	40.29
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	5249219P	63.00
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	1703665	53.60
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	1710390	65.20
2110	970620	SUBSCRIPTIONS & BOOKS	74130 EBSCO SUBSCRIPTION SVC	0-68844	259.35
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	14194D	37.00
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	15006A	72.20
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	14947A	151.72
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	14847A	142.67
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	14194E	105.11
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	14847B	147.23
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	14947B	13.27
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	13815E	37.00
2110	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R38532312	171.52
2110	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R38532313	396.45
2110	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R38532311	10.79
2110	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R39443441	17.92
2110	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R38532310	165.46
2110	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R39443443	10.76
2110	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R39443440	102.74

05/08/03

ACCOUNTING PERIOD: 5/03

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='05/19/2003'

ND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R39443442	10.76
2110	970630	VISUAL MATERIALS	07042 BAKER & TAYLOR ENTERTAINM	R39443444	35.99
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B15053450	52.44
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B15296160	59.90
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B15047400	84.74
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B14656860	288.26
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	M18236340	14.99
2110	970630	VISUAL MATERIALS	07975 BAKER & TAYLOR ENTERTAINM	B15052470	606.90
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	611385	43.98
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	611384	13.64
2110	970640	AUTOMATED REFERENCE MAT'L	05537 ILLINOIS STATE LIBRARY	4-02-03	175.00
2110	970640	AUTOMATED REFERENCE MAT'L	100602 PROQUEST	788935	4,349.40
2110	970640	AUTOMATED REFERENCE MAT'L	21834 COMPUTER EDUCATION RESOUR	12064	15.00
2110	970900	EQUIPMENT <\$5,000	69018 FROSTLINE	7088	1,717.95
TOTAL LIBRARY SERVICES					53,417.06
2130	970260	POSTAGE AND PARCEL	00933 POSTMASTER	PERMIT# 319	1,650.00
TOTAL IL LIBRARY PER CAP GRANT					1,650.00
TOTAL FUND					55,067.06

ADMINISTRATOR'S REPORT  
June 17, 2003

I. PERSONNEL

New employees since May 20 are: Jakub Kocyan and Zane Chou, both Pages in Circulation Services and Christine Tran, Assistant Clerk in Circulation Services.

Resignations for May/June are Deepa Venkataraman, Delia Esmeralda Calderon, Hoda Elshakankery, and Chitralkha Haroprasad, all part-time employees in Circulation Services. Katherine Rao, Full-time Library Assistant II in Youth Services has resigned, effective June 13.

Katie Rank Rao obtained her Masters in Library Science while employed at the Des Plaines Public Library. She is moving to California with her husband, where she has accepted a full-time position with the Los Angeles Public Library as a Youth Services Librarian. We are in the final stages of filling her position, with hopes of hiring within the next two weeks.

II. STAFF DEVELOPMENT

Several staff members attended the annual Reaching Forward conference in Rosemont. This conference is planned for library support staff. Two of our staff members, Arlene Steiner and Barbara Saletnik, have been part of the planning team. This year, Barbara Saletnik served as one of the team leaders.

Two staff, Hector Marino and Holly Sorensen plan to attend the ALA Annual Conference in Toronto.

We held our quarterly Orientation meeting for new staff members on May 30.

III. PATRON SERVICES

There were no inquiries concerning patron records since the last Board Meeting.



Please note the continuing increases in patron activity. Our patron base is now nearly 77% of the population of Des Plaines, the attendance has increased by 5 % over last year at this time, and circulation has increased by nearly 14% over last year at this time. Circulation of print materials is 68% of the children's use and 48% of the adult use. Self-check was used for 21% of all circulations in the main building.

Summer Reading Club activities have begun with over 600 children and over 90 adults registered.

#### IV. OTHER PROFESSIONAL ACTIVITIES

I participated in the District 62 Foundation Grant project by reviewing grant applications. This is the second year I have assisted. I attended the Friends of the Library meeting on May 27 and the CCS Governing Board meeting on May 28. I met with incoming Friends of the Library President Wally Meyer to discuss the coming year of cooperation between the Friends and the Library. The Volunteer Appreciation Tea was held June 4.

V.D.1.

DES PLAINES PUBLIC LIBRARY  
HOLDINGS  
JUNE 2003

	<u>May 2003</u>	<u>June 2003</u>	<u>Change</u>	<u>% Change</u>
Books	239,261	240,696	1,435	0.60%
Audio	19,554	19,502	-52	-0.27%
Video	18,471	18,759	288	1.56%
Puzzles & Games	706	699	-7	-0.99%
Realia	233	233	0	0.00%
Pamphlets	326	326	0	0.00%
<b>Total</b>	<b>278,551</b>	<b>280,215</b>	<b>1,664</b>	<b>0.60%</b>

**DES PLAINES PUBLIC LIBRARY  
REGISTRATION SERVICES REPORT FOR MAY 2003**

**I. Library Card Registration Services**

<u>May 2002</u>	<u>Apr 2003</u>	<u>May 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
583	808	670	3,873	4,254	9.0%

A.	New Library Card Registrations	252
B.	Updated Library Card	304
C.	Other Libraries	110
D.	Non Resident Fee Paid Cards	4
Total		670

**II. Other Registration Services**

1.	Patrons Registering for Programs	262
2.	Number of Meeting Room Uses	98
3.	Voters Registered	2
4.	Senior Cab Cards	10
Total		372

**III. Total Number Of Registered Borrowers**

* May 2002	40,760	(69.4% of Population)
**May 2003	43,833	(76.9% of Population)

**\*\*The population for the City of Des Plaines was revised to 56,945.  
(Revised 2000 Census Report dated December 3, 2002.)**

**DES PLAINES PUBLIC LIBRARY  
CIRCULATION SERVICES REPORT FOR MAY 2003**

**Patron Attendance Count**

<u>May 2002</u>	<u>Apr 2003</u>	<u>May 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
40,397	47,201	42,576	224,762	236,598	5.0%

**Reciprocal Borrowing  
(Materials Lent)**

	<u>May 2002</u>	<u>May 2003</u>	<u>% Change</u>
NSLS	13,850	13,484	(- 2.7%)
Other Systems	2,298	5,326	56.9%
Total	16,148	18,810	14.2%

**Interlibrary Loan**

	<u>May 2002</u>	<u>May 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
Sent	1,820	3,506	5,145	18,674	72.5%
Received	1,591	2,252	4,892	11,486	57.4%
Total	3,411	5,758	10,037	30,160	66.7%

## DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

May 2003

				% Change
Total 2002 to Date:	394,698	Total 2003 to Date:	449,305	13.84%
May 2002	75,075	May 2003	84,514	12.57%

	MAIN LIBRARY		MOBILE LIBRARY		TOTAL	
CHILDREN	2002	2003	2002	2003	2002	2003
Non Fiction	4,964	5,116	564	625	5,528	5,741
Fiction	10,749	12,296	1,160	1,394	11,909	13,690
Foreign Language Non Fiction	37	96	10	8	47	104
Foreign Language Fiction	272	595	59	64	331	659
Periodicals	186	174	12	6	198	180
Compact Discs	743	893	17	44	760	937
Audio Cassettes	192	172	11	4	203	176
Audio Kits	219	218	23	31	242	249
Puzzles	322	334	36	23	358	357
Games	70	92	10	28	80	120
Audio Books	207	291	20	21	227	312
Video Fiction	2,768	3,196	353	588	3,121	3,784
Video Non Fiction	876	813	43	71	919	884
DVD	944	1,925	31	98	975	2,023
CD ROMs	566	562	0	0	566	562
<b>SUB TOTAL</b>	<b>23,115</b>	<b>26,773</b>	<b>2,349</b>	<b>3,005</b>	<b>25,464</b>	<b>29,778</b>
<b>ADULT</b>						
Non Fiction	11,031	11,355	249	244	11,280	11,599
Fiction	8,731	8,561	484	387	9,215	8,948
Large Type	1,326	1,304	255	163	1,581	1,467
Foreign Language Non Fiction	215	347	7	2	222	349
Foreign Language Fiction	606	832	0	1	606	833
High School Collection	345	478	2	4	347	482
Periodicals	2,128	2,565	143	204	2,271	2,769
Pamphlets	6	8	0	0	6	8
Compact Discs	6,538	7,481	507	519	7,045	8,000
Audio Cassettes	228	2	7	13	235	15
Puzzles	0	3	0	0	0	3
Pictures	53	27	0	0	53	27
Audio Books	2,217	2,367	43	43	2,260	2,410
CD ROMs	172	250	0	0	172	250
Video Fiction	6,483	6,617	384	521	6,867	7,138
Video Non Fiction	3,220	3,195	44	65	3,264	3,260
DVD	3,843	6,664	144	335	3,987	6,999
Misc. Formats	196	179	4	0	200	179
	<b>47,338</b>	<b>52,235</b>	<b>2,273</b>	<b>2,501</b>	<b>49,611</b>	<b>54,736</b>
<b>GRAND TOTAL</b>	<b>70,453</b>	<b>79,008</b>	<b>4,622</b>	<b>5,506</b>	<b>75,075</b>	<b>84,514</b>
Self Check	15,297	16,983	0	0	15,297	16,983

**DES PLAINES PUBLIC LIBRARY  
CIRCULATION PATRON ASSISTANCE  
MAY 2003**

<b>Assistance/Service Desk</b>	<u>May 2002</u>	<u>May 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
1. Phone Calls Received	2,165	1,360	11,170	6,876	(-62.5%)
2. Patron Renewals	1,823	1,661	8,642	8,810	1.9%
3. Patron Reserves Delivered	2,293	3,012	9,452	13,848	31.7
4. Directional	2,794	1,309	14,605	8,004	(-82.5%)
5. Account Inquiries	2,749	4,166	13,487	21,225	36.5%
6. Program Sign-up	515	435	3,772	3,110	(-21.3%)
7. In Person Patron Assistance	2,883	2,871	14,377	14,970	4.0%
<b>Total</b>	<b>15,222</b>	<b>14,814</b>	<b>75,505</b>	<b>76,843</b>	<b>1.7%</b>
<b>Assistance/Switchboard</b>	<u>May 2002</u>	<u>May 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
1. Phone Calls Answered	133	3,239	15,942	19,314	17.5%
2. Delivery/Buzzer	117	54	556	350	(-58.9)
3. 2-Way Radio	169	130	802	796	(-0.8%)
<b>Total</b>	<b>419</b>	<b>3,423</b>	<b>17,300</b>	<b>20,460</b>	<b>15.4%</b>
<b>Grand Total</b>	<b>15,641</b>	<b>18,237</b>	<b>92,805</b>	<b>97,303</b>	<b>4.6%</b>

**DES PLAINES PUBLIC LIBRARY  
ADULT SERVICES PATRON ASSISTANCE  
MAY 2003**

<b>Assistance</b>	<u>May 2002</u>	<u>May 2003</u>	<u>Year to Date 2002</u>	<u>Year To Date 2003</u>	<u>% Change</u>
1. Computer/Instructional	390	816	2,264	3,841	41.1%
2. Mechanical	246	488	1,452	2,285	36.5%
3. Directional	826	733	4,654	4,521	(-2.9)
4. Informational	918	1,168	5,563	6,584	15.5%
5. Tax Forms	19	39	774	1,171	33.9%
6. Instruction	8	122	78	595	86.9%
<b>Total</b>	<b>2,407</b>	<b>3,366</b>	<b>14,785</b>	<b>18,997</b>	<b>22.2%</b>
<b>Reference and Readers' Services</b>	<u>May 2002</u>	<u>May 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
1. Specific Item Request	3,763	2,809	20,696	15,476	(-33.7)
2. Ready Reference	1,226	954	6,217	5,342	(-16.4%)
3. In-Depth Reference	282	199	1,441	1,125	(-28.1%)
4. Virtual Reference Desk	39	92	193	361	46.5%
5. Interlibrary Loan Request	167	175	796	1,159	31.3%
6. Readers' Advisory	165	138	889	696	(-27.1%)
7. Reserves	759	920	4173	4,684	10.9%
<b>Total</b>	<b>6,401</b>	<b>5,287</b>	<b>34,405</b>	<b>28,843</b>	<b>(-19.3%)</b>
<b>Sign Up</b>	<u>May 2002</u>	<u>May 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
1. Internet	5,651	5,679	28,505	29,906	4.7%
2. Computer Lab	425	547	2,399	2,648	9.4%
3. Group Study Rooms	310	772	1,739	4,095	57.5%
4. Reading Edge	2	0	4	7	42.9%
<b>Total</b>	<b>6,388</b>	<b>6,998</b>	<b>32,647</b>	<b>36,656</b>	<b>10.9%</b>
<b>Grand Total</b>	<b>15,196</b>	<b>15,651</b>	<b>81,837</b>	<b>84,496</b>	<b>3.2%</b>

**DES PLAINES PUBLIC LIBRARY**  
**USE OF ONLINE REFERENCE PRODUCTS**  
 May 2003

Access Science	13*
Alldata	NA
BigChalk	107
CLCD	NA
College Source Online	3
CQ Electronic Library	20
Des Plaines Public Library Homepage	
Ebsco:	
• Alt-Health Watch	8
• Health Source – Consumer	14
• Novelist	81
FACTS.com	NA
First Search	1,330
Gale Group:	
• AncestryPlus	NA
• Biography Resource Center	358
• Business & Company Resource Center	292
• Contemporary Authors	24
• General Reference Center Gold	450
• Student Resource Center	405
Grolier Online	109*
Hoover's Online	NA*
LearnATest.com	7*
Library Catalog	NA
LitFinder	39
Mergent Online	100
NewsBank:	
• Chicago Tribune Archive	31
• News Illinois	0
• Noticias en Español	0
NetLibrary	1
ProQuest :	
• ( <i>Chicago Sun-Times, Daily Herald,</i> <i>Wall Street Journal, Chicago Tribune</i> )	171
• New York Times Historical Archive	65
Reference USA	599
Sorkins Online	NA
World Book Encyclopedia	4
 Total Searches & Queries	 4,231

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



**DES PLAINES PUBLIC LIBRARY  
YOUTH SERVICES PATRON ASSISTANCE  
MAY 2003**

<b>Assistance</b>	<u>May 2002</u>	<u>May 2003</u>	<u>Year to Date 2002</u>	<u>Year To Date 2003</u>	<u>% Change</u>
1. Computer Sign-up	3,121	1,981	12,855	12,988	1.0%
2. Program Sign-up	74	410	1,607	2,143	25.0%
3. Equipment Repair & Assistance	636	888	2,796	4,807	41.8%
4. Directional Questions	202	282	1,183	1,534	22.9%
5. ILL & Patron Holds	81	130	408	703	42.0%
<b>Total</b>	<b>4,114</b>	<b>3,691</b>	<b>18,849</b>	<b>22,175</b>	<b>15.0%</b>
<b>In-House Circulation</b>	<u>May 2002</u>	<u>May 2003</u>	<u>Year to Date 2002</u>	<u>Year To Date 2003</u>	<u>% Change</u>
1. Train Sets	842	1,192	4,886	6,706	27.1%
2. Chess/Checkers	53	68	534	357	(-49.6%)
4. Book Bag Request	4	89	43	130	66.9%
5. Textbooks	12	13	54	60	10.0%
6. Reserve Books	44	62	304	363	16.3%
<b>Total</b>	<b>955</b>	<b>1,424</b>	<b>5,821</b>	<b>7,616</b>	<b>23.6%</b>
<b>Reference</b>	<u>May 2002</u>	<u>May 2003</u>	<u>Year to Date 2002</u>	<u>Year To Date 2003</u>	<u>% Change</u>
1. Specific Item Request	1,166	830	6,650	5,790	(-14.9%)
2. Reference	529	735	3,400	3,682	7.7%
3. Readers' Advisory	107	116	614	770	20.3%
4. Referrals to Other Libraries	12	20	90	146	38.4%
<b>Total</b>	<b>1,814</b>	<b>1,701</b>	<b>10,754</b>	<b>10,388</b>	<b>(-3.5%)</b>
<b>Grand Total</b>	<b>6,883</b>	<b>6,816</b>	<b>35,424</b>	<b>40,179</b>	<b>11.8%</b>

**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR MAY 2003**

	<u>Times Used</u>	<u>Attendance</u>
<b>Library Sponsored Programs/Meetings</b>		
Asian Film Series	3	65
Building and Grounds	1	6
Echoes of India – Dance Performance	1	75
Chanoyu: The Japanese Way of Tea	1	46
Circulation Clerk's Meeting	1	12
Department Heads	4	36
Executive Committee	1	5
Film: "The Bourne Identity"	1	17
Friends of the Library	1	32
Great Decisions	1	15
Himalayas: An Aesthetic Adventure	1	13
Introduction to Basic Computers	1	47
Introduction to the Internet	1	77
Job Reclassification	4	40
Library Cable Network	1	5
Lunchtime Stories for Adults	3	20
Management Committee	1	9
New Employee Orientation	1	15
Page Meeting	2	26
Planning Committee	3	36
Readers' Advisory Group	1	21
Technical Services Meeting	1	6
Thursday Evening Book Discussion	1	9
Tuesday Morning Book Group	1	17
Web Tips and Tricks	2	43
Wellness vs. Illness: You and Your Home	1	20
Total	40	713

**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR MAY 2003**

	<u>Times Used</u>	<u>Attendance</u>
<b>Outside Community Groups</b>		
Adult Reading Round Table	1	55
Bahai of Des Plaines	1	2
Children's Hope International	1	20
Chippewa Chess Club	1	21
Des Plaines Art Guild	1	10
Des Plaines Home School Group	1	17
Des Plaines Toastmasters	2	20
Des Plaines Theatre Préservation Society	2	45
DuPage Figure Skaters	1	13
Girl Scout Troop 2584	1	20
Jr. Women's Club of Des Plaines	1	23
Mansard South Condominium Meeting	1	5
Maine Township High School English Department	1	20
Moms on the Move	1	10
Our Organic Group	1	8
Polyglots Toastmasters	2	16
Reaching Forward Meeting	1	14
River's Edge Condominium Meeting	1	20
River Point Condominium Meeting	1	67
Romance Writers	1	35
Square Spares	1	20
State Senator Susan Garret	1	60
Suburban Human Resources Director	1	12
<b>Total</b>	<b>26</b>	<b>533</b>
<b>Other</b>		
Library Board Meeting	1	12
<b>Total</b>	<b>1</b>	<b>12</b>

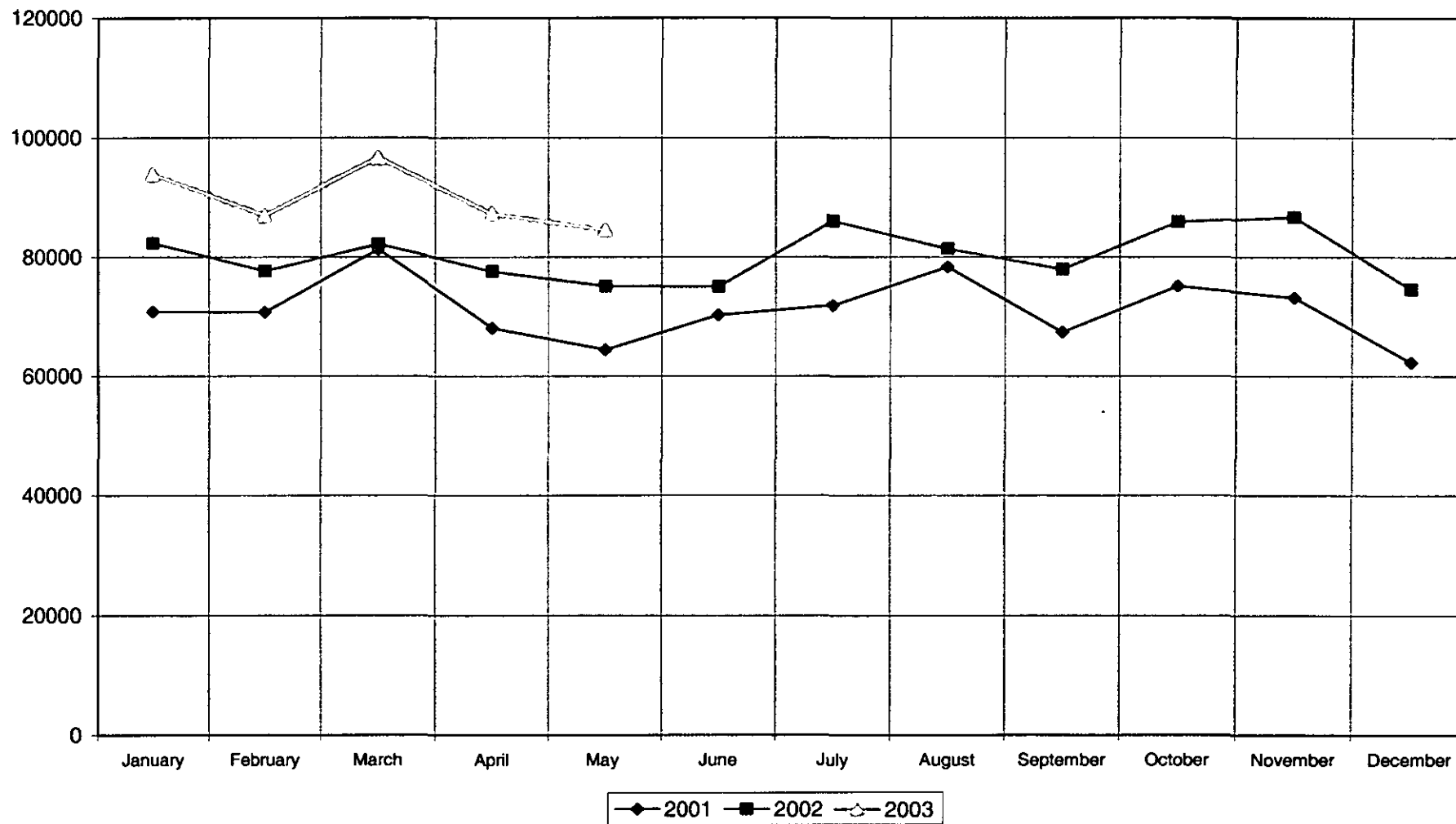
**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR MAY 2003**

	<u>Times Used</u>	<u>Attendance</u>
<b>Library Sponsored Children's Programs</b>		
Asian Craft Cultural Program	1	160
Baby Talk Book Times	21	783
Barefoot Hawaiian Dance School	1	90
Battle of the Books	1	100
Chess Club	1	12
Chippewa School Tour	1	8
Folktales from India & Korea	1	10
Geopolitical Connections of Korean-Immigrants in U.S.	1	6
Homeschoolers Meeting	1	7
Immanuel Lutheran Preschool	1	11
Immanuel Lutheran 2 <sup>nd</sup> & 3 <sup>rd</sup> Grade Tours	1	15
Jr. Great Books	4	43
Karate & Tai Kwan Do Demonstration	1	90
Korean Dance Program	1	85
Mother's Day Drop-in Craft	1	85
Origami Workshop	1	39
Preschool Movies	5	45
Sari Wrapping	1	30
Spanish Mother Goose Storytelling	1	10
 Total	 46	 1,629
 Literacy Program		
Learn to Read	16	840
 <b>Grand Total</b>	 <b>129</b>	 <b>3,727</b>

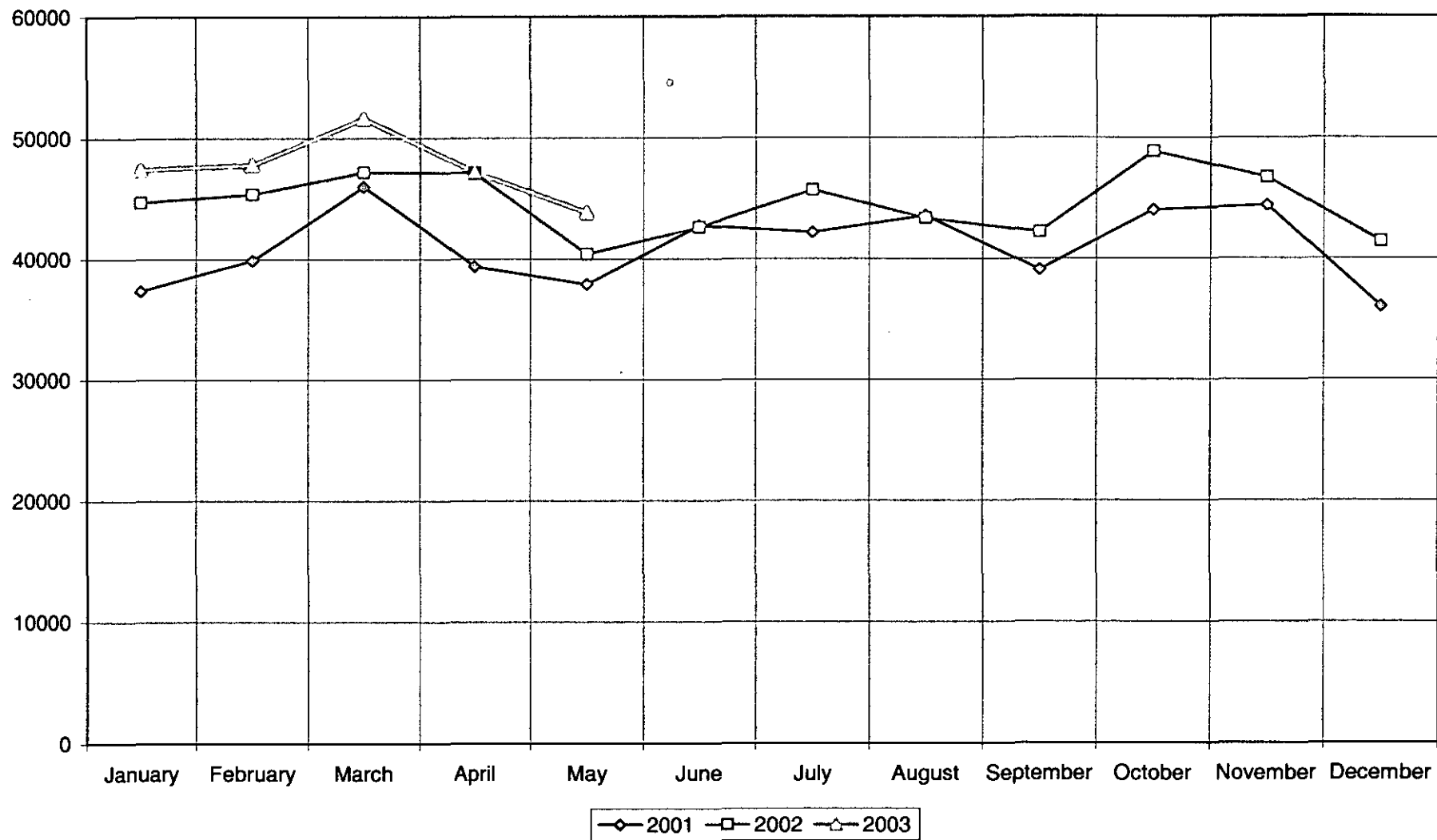
**May Total = 70 groups involving 3,727 people.**

**2003 Year to Date Total = 320 groups involving 17,822 people.**

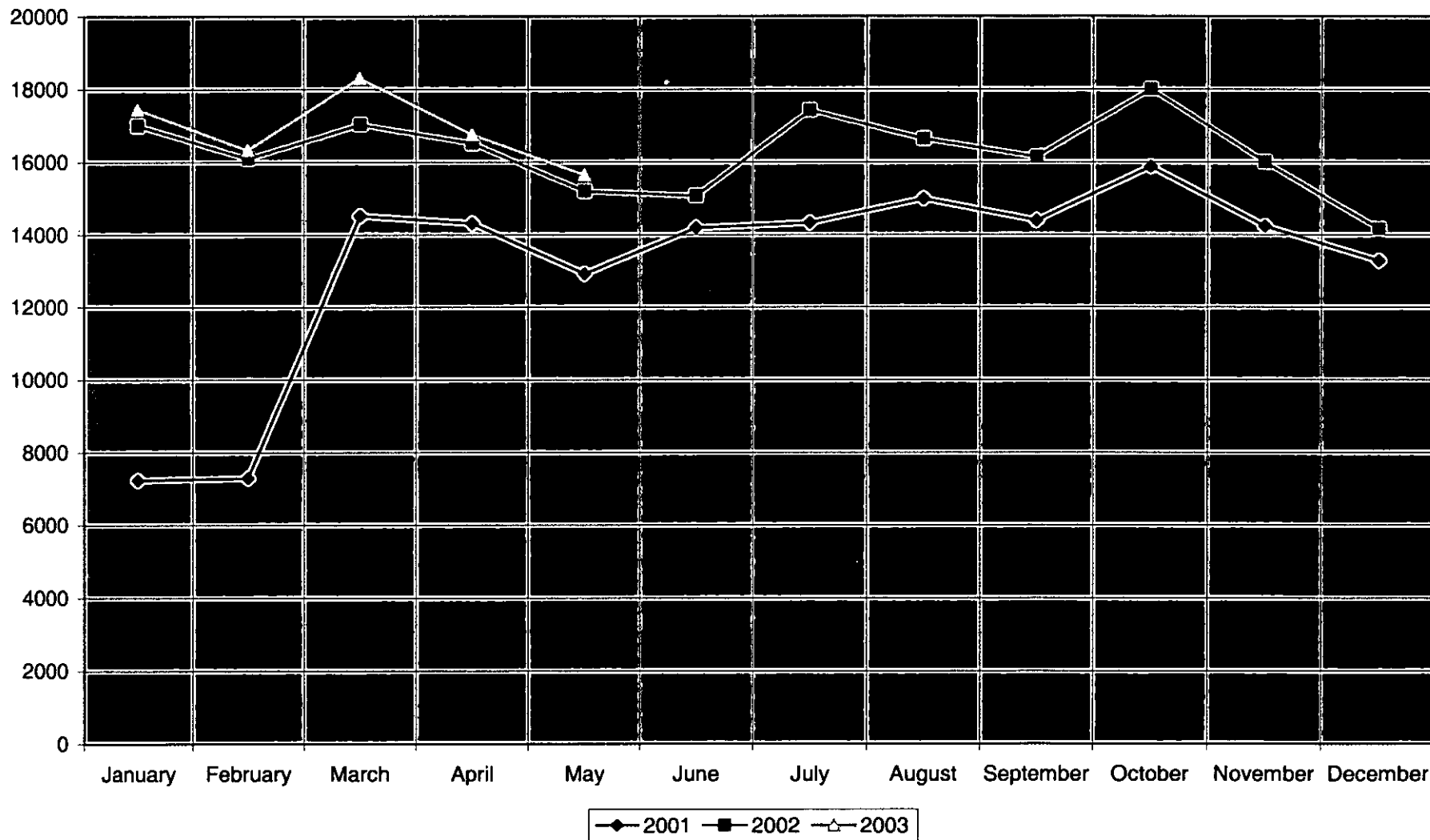
### Circulation Statistics Items Circulated Per Month By Year



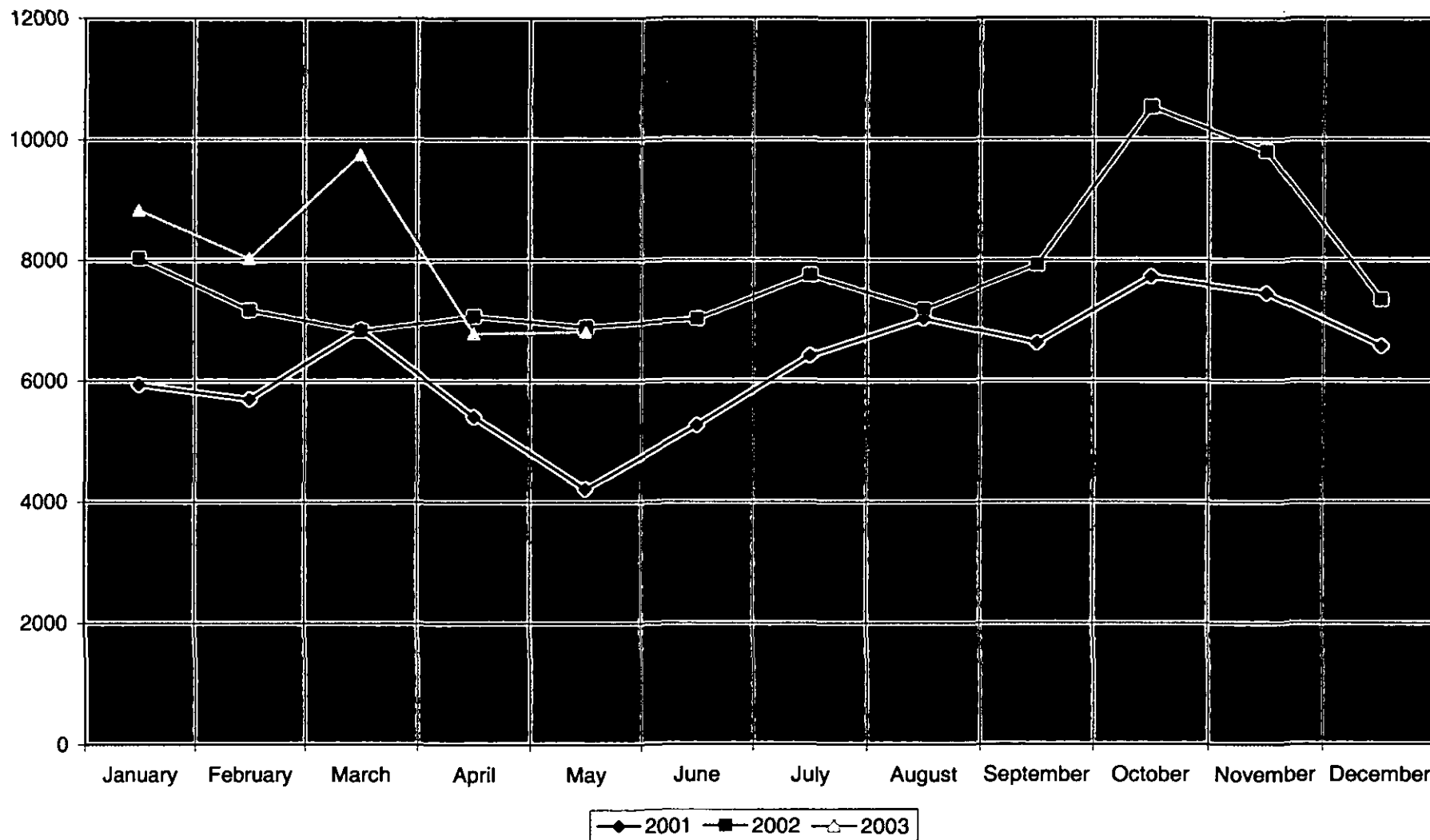
### Patron Attendance May 2003



### Adult Patron Assistance May 2003

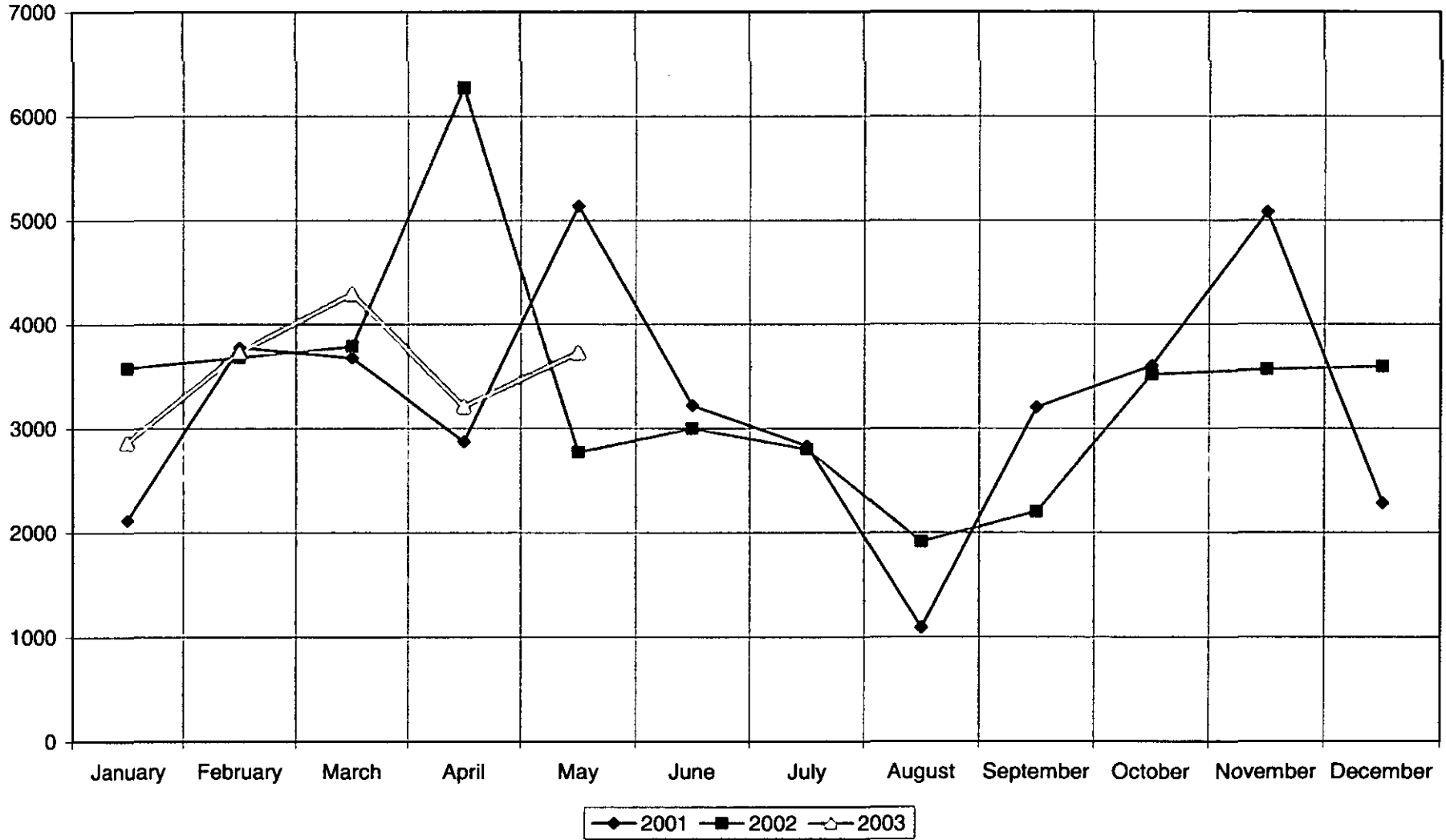


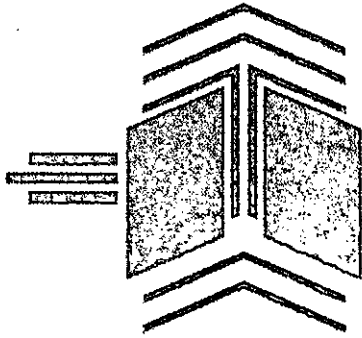
### Youth Patron Assistance May 2003





### Meeting Room Attendance May 2003





## Des Plaines Public Library

1501 Ellinwood St., Des Plaines, IL 60016

847-827-5551

[www.dppl.org](http://www.dppl.org)

### Progress Report

#### FRIENDS OF THE DES PLAINES PUBLIC LIBRARY

June 2003

General Meeting on May 27, 2003:

Additional Attendees: Inara Brubaker, John Burke, Noreen Lake, Sandra Norlin, Martha Sloan

Friends approved the purchase of a laptop computer for their use, not to exceed \$2500.

Election was held for the new officers for 2003 to 2004.

Elected were:

President:	Wally Meyer
Vice President:	Mike Lake
Secretary:	Kathy Schanding
Treasurer:	Edie Davis

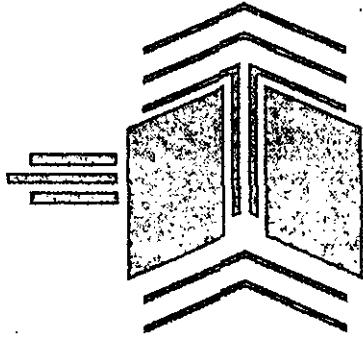
John Burke gave a presentation on the History of the Des Plaines Library, from the meeting of the first board in May 1906 to the present. It was also mentioned that the Des Plaines Friends of the Library was established in 1954.

Wally thanked Sue D' Hondt for her service as President of the Friends.

Respectfully submitted:

Noreen Lake, acting as Liaison to the Friends of the Des Plaines Public Library

V.D.3.



## Des Plaines Public Library

1501 Ellinwood St., Des Plaines, IL 60016

847-827-5551

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Progress Report

Response Requested by \_\_\_\_\_

Board Action Required \_\_\_\_\_

BOARD OF TRUSTEES  
Minutes of the Planning Committee Meeting  
May 21, 2003

Chair: John Ciborowski.

Present: Ellen Yearwood, Inara Brubaker, John Ciborowski, Sandra Norlin,  
Martha Sloan, Carol Kidd, Hector Marino, Holly Richards Sorensen,  
Don Biehl, Dave Lieberman, Robert Vanden Bosch, Walter Roth.

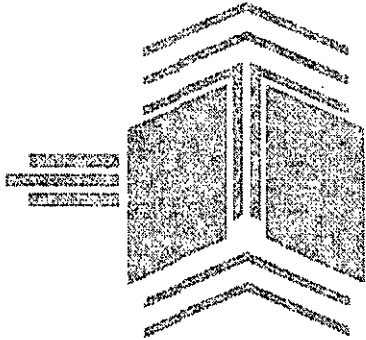
Call to Order: 4:07PM by John Ciborowski.

The Committee will contact persons who did not respond to the invitation to participate in the Community Advisory Group.

A confirmation letter will be sent to Community Advisory participants confirming the dates, time and location of the meeting room.

The meeting adjourned at 5:21 PM.

Minutes prepared by Carol Kidd.



# Des Plaines Public Library

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847-827-5551 [www.dppl.org](http://www.dppl.org)

Progress Report

Response Requested by \_\_\_\_\_

Board Action Required 06/17/03 Meeting

BOARD OF TRUSTEES  
Minutes of the Management Committee Meeting  
May 28, 2003

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

Call to Order: 4:05 PM by William Grice.

William Grice asked the Committee to postpone discussion on Library Policy A-12, Internet Access, to the final portion of the meeting to allow for public comments and questions. Des Plaines resident, Joanne Ross, advised that she would attend the meeting to discuss the library's policy on Internet Access.

The formula for determining the non-resident fee was distributed to the Committee for their review.

MOTION by Ellen Yearwood, seconded by Noreen Lake, to increase the Non-Resident Fee from \$186.00 per family per year to \$197.00 per family per year for the period July 1, 2003 through June 30, 2004 and to place this item on the consent agenda for Board approval at the June 17, 2003 meeting.

William Grice suggested that the fee be increased to \$200.00 and the Committee agreed.

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

MOTION by Ellen Yearwood, seconded by Noreen Lake, to approve the regular monthly Board of Library Trustees meeting dates, every month except January 2004, which would convene at 4:00 PM, for the period August 2003 through July 2004 and to place this item on the consent agenda for Board approval at the June 17, 2003 meeting. Vote: Ayes: All. Nays: None. MOTION CARRIED.

MOTION by Noreen Lake, seconded by Ellen Yearwood, to approve the Library Closings for the period August 2003 through July 2004 and to place this item on the consent agenda for Board approval at the June 17, 2003 meeting. Vote: Ayes: All. Nays: None. MOTION CARRIED.

Sandra Norlin invited the Board to participate in the Fourth of July Parade.

The Committee reviewed Policy C- General Regulations.

The Committee consensus was to recommend the attached changes to Section C – General Regulations and ask for Board approval at the June 17, 2003 board meeting.

MOTION by Noreen Lake, seconded by Ellen Yearwood, to approve proposed changes to Policy C and present these changes to the Board at the June 17, 2003 meeting for their approval. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The Committee reviewed Policy D – Personnel Policy. The Committee asked that Section D-9 C. Employment and Selection of Full-Time Personnel be reviewed by staff for revisions and clarifications.

MOTION by Noreen Lake, seconded by Ellen Yearwood to approve Section D – Personnel Policy and to present to the Board at the June 17, 2003 meeting for their approval with the exception of D-9 C. Employment and Selection of Full-Time Personnel, which will be reviewed by library staff for revisions and clarifications. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The Committee reviewed Section A-12 Internet Access Policy and the consensus was not to change the policy. Sandra Norlin will send a letter to Joanne Ross explaining that the policy was reviewed and was not changed.

The next Management Committee meeting is scheduled for July 23, 2003 at 4:00 PM.

MOTION by William Grice, seconded by John Ciborowski to adjourn the meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 5:15 PM.

Minutes prepared by Carol Kidd.

FORMULA FOR DETERMINING NON-RESIDENT FEE\*

1. = Library income from local government sources [\$4,341,922]
2. = Population [56,945]
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 2002

Arlington Heights	\$288.00
Mount Prospect	\$190.00
Niles	\$150.00
Park Ridge	\$230.00

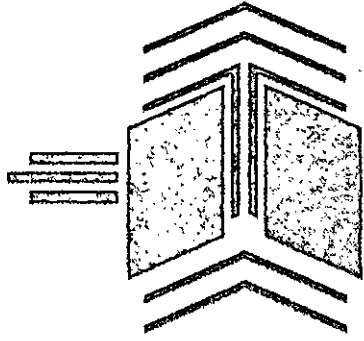
Des Plaines	\$186.00
-------------	----------

Non-Resident Fees 2003

Arlington Heights	\$280.00
Mount Prospect	\$190.00
Niles	\$155.00
Park Ridge	\$230.00

Des Plaines	<b><u>\$197.00</u></b>
-------------	------------------------

\* Provided by Illinois State Library.



# Des Plaines Public Library

1501 Ellinwood St., Des Plaines, IL 60016

847-827-5551

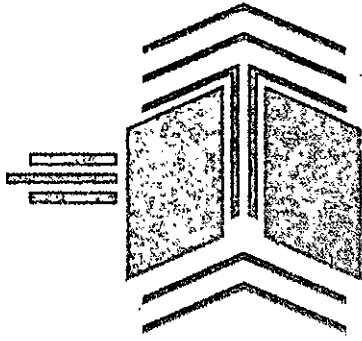
www.dppl.org

The Board of Library Trustees of the Des Plaines Library will hold its regular monthly meeting for the period of August 2003 through July 2004 on the third Tuesday of each month at 7:00 PM, except January 20, 2004 which will meet at 4:00 PM in the second floor Conference Room. The dates are as follows:

Month	Day	Year
August	19	2003
September	16	2003
October	21	2003
November	18	2003
December	16	2003
<b>January</b>	<b>20</b>	<b>2004</b>
February	17	2004
March	16	2004
April	20	2004
May	18	2004
June	15	2004
July	20	2004

Sandra K. Norlin  
Library Administrator

Approved \_\_\_\_\_



# Des Plaines Public Library

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## 2003 - 2004 LIBRARY CLOSINGS

Sunday, August 31, 2003	Labor Day Holiday
Monday, September 1, 2003	Labor Day
Thursday, November 27, 2003	Thanksgiving
Wednesday, December 24, 2003	Christmas Eve
Thursday, December 25, 2003	Christmas Day
Wednesday, December 31, 2003	New Year's Eve
Thursday, January 1, 2004	New Year's Day
Sunday, April 11, 2004	Easter
Thursday, May 6, 2004	All Staff Inservice Day
Sunday, May 30, 2004	Memorial Day Holiday
Monday, May 31, 2004	Memorial Day
Sunday, July 4, 2004	Independence Day
Monday, July 5, 2004	Independence Day Holiday

Sandra K. Norlin  
Library Administrator

Approved \_\_\_\_\_



### INTERNET ACCESS POLICY

The Internet allows users to connect to networks of resources outside the Des Plaines Public Library. The Library has no control over the content, accuracy, or currency of these resources, nor does the Library have complete knowledge of what is available on the Internet. Library users access the Internet at their own discretion.

Parents have the ultimate responsibility for guiding and monitoring their minor children's use of the Internet and allowing their children under 14 to use the computers with unfiltered access to the Internet.

Staff will assist patrons with Internet use as time permits, but cannot offer personal instruction. Formal instruction may be provided by the Library staff at designated times.

All behavior that is disruptive or hinders the use of the Library for another person is prohibited. This includes, but is not limited to, extended loud or unusual noises, indecent behavior, offensive or unbecoming conduct or language, blocking the stairways or entrance or exits, and verbal or physical harassment.

Approved 04/18/95  
Revised and Approved 04/15/97  
Reviewed and Approved 04/20/99  
Reviewed and Approved 01/15/02  
Revised and Approved 09/17/02  
Reviewed and Approved \_\_\_\_\_

DES PLAINES PUBLIC LIBRARYRULES OF CONDUCT

The Board of Trustees of the Des Plaines Public Library believes that all people have the right to use the materials, services, and facilities of the Library without disruption from others. Patrons and staff also have the right to a secure and comfortable environment. The following Rules of Conduct have been established to maintain these rights:

1. All behavior that is disruptive or hinders the use of the Library for another person is prohibited. This includes, but is not limited to, extended loud or unusual noises, indecent behavior, offensive or unbecoming conduct or language, blocking the stairways or entrance or exits, and verbal or physical harassment.
2. Smoking is prohibited in all areas of the Library building.
3. Beverages in covered containers are welcome in the library. Eating is prohibited in public areas, except for meeting rooms.
4. Animals, except those used to aid persons with disabilities, are not permitted in the Library.
5. Selling products or services and soliciting donations are prohibited on Library property unless authorized by the Library Administrator.
6. Taking surveys, photographs, distributing leaflets, brochures or other literature, and petitioning are prohibited on Library property unless authorized by the Library Administrator.
7. Parents are responsible for the behavior of their children while they are on Library property. ~~Children under six years of age shall not be in the Library without an adult who is responsible for their safety and actions.~~ Children under eight years of age must be accompanied and directly supervised by a responsible caregiver 16 years or older at all times in all areas of the library.
8. The violation of federal or state laws and local ordinances will not be permitted on Library property. Theft, vandalism, and mutilation of Library property are criminal offenses that will be prosecuted. The Library reserves the right to inspect all bags, purses, briefcases, backpacks and other such items when staff members have cause to believe that this rule has been violated.

Reviewed and Approved 5/16/95  
Revised and Approved 06/15/99  
Reviewed and Approved 03/20/01  
Revised and Approved 07/17/01  
Revised and Approved \_\_\_\_\_

CITY OF DES PLAINES, ILLINOIS  
 COMPONENT UNIT - LIBRARY  
 COMBINING BALANCE SHEET  
 ALL FUND TYPES AND ACCOUNT GROUPS

December 31, 2002

	General	Capital Projects	General Fixed Asset Account Group	Totals
<b>ASSETS</b>				
<b>ASSETS</b>				
Cash	\$ 678,136	\$ 254,776	\$ -	\$ 932,912
Investments	33,675	-	-	33,675
Receivables				
Property taxes	4,208,934	-	-	4,208,934
General fixed assets	-	-	815,288	815,288
<b>TOTAL ASSETS</b>	<b>\$ 4,920,745</b>	<b>\$ 254,776</b>	<b>\$ 815,288</b>	<b>\$ 5,990,809</b>
<b>LIABILITIES, EQUITY AND OTHER CREDITS</b>				
<b>LIABILITIES</b>				
Accounts payable	\$ 134,187	\$ -	\$ -	\$ 134,187
Accrued payroll	26,568	-	-	26,568
Deferred revenue	4,208,934	-	-	4,208,934
Compensated absences payable	134,935	-	-	134,935
<b>Total liabilities</b>	<b>4,504,624</b>	<b>-</b>	<b>-</b>	<b>4,504,624</b>
<b>EQUITY AND OTHER CREDITS</b>				
Investment in general fixed assets	-	-	815,288	815,288
Fund balances				
Reserved for endowment	33,675	-	-	33,675
Unreserved	382,446	254,776	-	637,222
<b>Total equity and other credits</b>	<b>416,121</b>	<b>254,776</b>	<b>815,288</b>	<b>1,486,185</b>
<b>TOTAL LIABILITIES, EQUITY AND OTHER CREDITS</b>	<b>\$ 4,920,745</b>	<b>\$ 254,776</b>	<b>\$ 815,288</b>	<b>\$ 5,990,809</b>

(See independent auditor's report.)

## CITY OF DES PLAINES, ILLINOIS

COMPONENT UNIT - LIBRARY  
 COMBINING STATEMENT OF REVENUES, EXPENDITURES AND  
 CHANGES IN FUND BALANCES - BUDGET AND ACTUAL

For the Year Ended December 31, 2002

	General		Capital Projects		Totals (Memorandum Only)	
	Budget	Actual	Budget	Actual	Budget	Actual
<b>REVENUES</b>						
Taxes	\$ 4,219,332	\$ 4,229,250	\$ -	\$ -	\$ 4,219,332	\$ 4,229,250
Intergovernmental	125,000	94,080	-	-	125,000	94,080
Charges for services	30,000	9,389	-	-	30,000	9,389
Fines and forfeits	100,000	86,300	-	-	100,000	86,300
Investment income	10,000	23,354	-	2,276	10,000	25,630
Miscellaneous	15,000	13,930	-	-	15,000	13,930
Total revenues	4,499,332	4,456,303	-	2,276	4,499,332	4,458,579
<b>EXPENDITURES</b>						
- Current						
Civic and cultural	4,630,669	4,349,277	25,000	9,932	4,655,669	4,359,209
Total expenditures	4,630,669	4,349,277	25,000	9,932	4,655,669	4,359,209
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>						
	(131,337)	107,026	(25,000)	(7,656)	(156,337)	99,370
<b>OTHER FINANCING SOURCES (USES)</b>						
Operating transfers in	-	-	150,000	150,000	150,000	150,000
Operating transfers (out)	(150,000)	(150,000)	-	-	(150,000)	(150,000)
Operating transfers out - primary government	(29,283)	(14,416)	-	-	(29,283)	(14,416)
Total other financing sources (uses)	(179,283)	(164,416)	150,000	150,000	(29,283)	(14,416)
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES</b>						
	\$ (310,620)	(57,390)	\$ 125,000	142,344	\$ (185,620)	84,954
<b>FUND BALANCES, JANUARY 1</b>						
		473,511		112,432		585,943
<b>FUND BALANCES, DECEMBER 31</b>						
	\$ 416,121		\$ 254,776		\$ 670,897	

(See independent auditor's report.)

## CITY OF DES PLAINES, ILLINOIS

COMPONENT UNIT - LIBRARY  
 STATEMENT OF REVENUES, EXPENDITURES  
 AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL  
 GENERAL FUND

For the Year Ended December 31, 2002  
 (With Comparative Actual)

	2002		2001
	Budget	Actual	Actual
<b>REVENUES</b>			
Taxes	\$ 4,219,332	\$ 4,229,250	\$ 4,131,341
Intergovernmental	125,000	94,080	121,894
Charges for services	30,000	9,389	15,909
Fines and forfeitures	100,000	86,300	80,729
Investment income	10,000	23,354	42,713
Miscellaneous	15,000	13,930	16,399
<b>Total revenues</b>	<b>4,499,332</b>	<b>4,456,303</b>	<b>4,408,985</b>
<b>EXPENDITURES</b>			
Civic and cultural			
Personnel services	2,988,636	2,875,202	2,674,093
Contractual services	578,983	559,599	554,585
Commodities	949,050	850,378	898,185
Capital outlay	114,000	64,098	148,100
<b>Total expenditures</b>	<b>4,630,669</b>	<b>4,349,277</b>	<b>4,274,963</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>(131,337)</b>	<b>107,026</b>	<b>134,022</b>
<b>OTHER FINANCING SOURCES (USES)</b>			
Operating transfers (out)	(150,000)	(150,000)	(150,000)
Operating transfers (out) - primary government	(29,283)	(14,416)	(28,527)
<b>Total other financing sources (uses)</b>	<b>(179,283)</b>	<b>(164,416)</b>	<b>(178,527)</b>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES</b>	<b>\$ (310,620)</b>	<b>(57,390)</b>	<b>(44,505)</b>
<b>FUND BALANCES, JANUARY 1</b>		<b>473,511</b>	<b>518,016</b>
<b>FUND BALANCES, DECEMBER 31</b>		<b>\$ 416,121</b>	<b>\$ 473,511</b>

(See independent auditor's report.)

CITY OF DES PLAINES, ILLINOIS

MAINE TOWNSHIP TYPICAL TAX RATES PER \$100  
OF EQUALIZED ASSESSED VALUATION

Last Ten Fiscal Years

Tax Levy Year	Total	City	Library	Cook County	Water Reclamation District	Park District	School (1)	Other (2)
1992	7.638	0.941	(3)	1.176	0.470	0.393	4.435	0.223
1993	7.967	1.012	(3)	0.971	0.471	0.430	4.826	0.257
1994	8.296	1.060	(3)	0.993	0.495	0.423	5.078	0.247
1995	7.971	1.027	(3)	1.023	0.495	0.417	4.773	0.236
1996	7.991	1.002	(3)	1.063	0.492	0.435	4.839	0.160
1997	8.224	0.894	0.202	1.020	0.451	0.455	5.034	0.168
1998	7.917	0.849	0.215	0.983	0.444	0.449	4.817	0.160
1999	7.856	0.882	0.253	0.947	0.419	0.447	4.749	0.159
2000	8.074	0.880	0.290	0.893	0.415	0.462	4.966	0.168
2001	7.312	0.818	0.253	0.845	0.401	0.408	4.437	0.150

Notes:

(1) School District No. 62, High School District No. 207 and Community College District No. 535.

(2) Suburban T.B. Sanitarium, Northwest Mosquito Abatement District, Maine Township - Road and Bridge, Town Fund and General Assistance.

(3) Library rate is included in the City's rate.

Data Source

Cook County Clerk

## CITY OF DES PLAINES, ILLINOIS

MAINE TOWNSHIP  
ALLOCATION OF PROPERTY TAXES LEVIED IN 2001

December 31, 2002

	2001 Tax per \$100 of Equalized Assessed Valuation	Percentage
City of Des Plaines	0.818	11.19 %
Des Plaines Library	0.253	3.46
High School District 207	2.026	27.71
Oakton Community College District 535	0.186	2.54
School District 62	2.225	30.43
Des Plaines Park District	0.408	5.58
Cook County	0.845	11.56
Metro Water Reclamation District	0.401	5.48
N.W. Mosquito Abatement District	0.010	0.14
Suburban T.B. Sanitarium	0.007	0.10
Maine Township	0.133	1.81
<b>TOTAL</b>	<b>7.312</b>	<b>100.00 %</b>

Data Source

Cook County Clerk

CITY OF DES PLAINES, ILLINOIS

ELK GROVE TOWNSHIP TYPICAL TAX RATES PER \$100  
OF EQUALIZED ASSESSED VALUATION

Last Ten Fiscal Years

Tax Levy Year	Total	City	Library	Cook County	Water Reclamation District	Park District	School (1)	Other (2)
1992	7.343	0.941	(3)	1.176	0.470	0.540	4.067	0.149
1993	7.517	1.012	(3)	0.971	0.471	0.564	4.324	0.175
1994	7.916	1.060	(3)	0.993	0.495	0.601	4.585	0.182
1995	7.706	1.027	(3)	0.994	0.495	0.569	4.438	0.183
1996	7.714	1.002	(3)	1.063	0.492	0.568	4.481	0.108
1997	7.923	0.894	0.202	1.020	0.451	0.585	4.661	0.110
1998	7.673	0.849	0.215	0.983	0.444	0.568	4.510	0.104
1999	7.633	0.882	0.253	0.947	0.419	0.557	4.474	0.101
2000	7.873	0.880	0.290	0.893	0.415	0.571	4.720	0.104
2001	7.149	0.818	0.253	0.845	0.401	0.502	4.240	0.090

Notes:

(1) School District No. 59, High School District No. 214 and Community College District No. 512.

(2) Suburban T.B. Sanitarium, Northwest Mosquito Abatement District, Elk Grove Township - Road and Bridge, Town Fund and General Assistance.

(3) Library rate is included in the City's rate.

Data Source

Cook County Clerk



CITY OF DES PLAINES, ILLINOIS

ELK GROVE TOWNSHIP  
 ALLOCATION OF PROPERTY TAXES LEVIED IN 2001

December 31, 2002

	2001 Tax per \$100 of Equalized Assessed Valuation	Percentage
City of Des Plaines	0.818	11.44 %
Des Plaines Library	0.253	3.54
High School District 214	1.989	27.82
Harper Community College District 512	0.308	4.31
School District 59	1.943	27.18
Mt. Prospect Park District	0.502	7.02
Cook County	0.845	11.82
Metro Water Reclamation District	0.401	5.61
N.W. Mosquito Abatement District	0.010	0.14
Suburban T.B. Sanitarium	0.007	0.10
Elk Grove Township	0.073	1.02
<b>TOTAL</b>	<b>7.149</b>	<b>100.00 %</b>

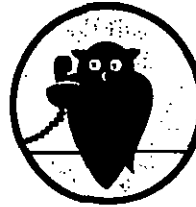
Data Source

Cook County Clerk

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# NIGHT OWL

## REFERENCE SERVICE



April, 2003

Total number calls =610

7 Antioch Public Library	23 Lake Forest Public Library
49 Arlington Heights Memorial Library	5 Lincolnwood Public Library
19 Aurora Public Library	11 Lisle Library District
17 Barrington Area Public Library	10 Mokena Public Library
18 Bartlett Public Library	15 Mt Prospect Public Library
7 Bedford Park Public Library	5 Nippersink Public Library
27 Bellwood Public Library	28 Northbrook Public Library
6 Bradley Public Library	18 Oswego Public Library
2 Charleston Public Library	18 Park Ridge Public Library
6 Coal City Public Library	8 Prospect Heights Public Library
11 Des Plaines Public Library	10 Riverside Public Library
12 Elmhurst Public Library	4 Rolling Meadows Public Library
18 Elk Grove Village Public Library	11 St. Charles Public Library
20 Elmhurst Public Library	41 Schaumburg Township Public Library
5 Fossil Ridge Public Library	51 Skokie Public Library
18 Glenview Public Library	10 Vernon Area Public Library
15 Highland Park Public Library	22 Villa Park Public Library
13 Homer Township Public Library	10 Warrenville Public Library
1 Homewood Public Library	6 Westchester Public Library
20 Indian Trails Public Library	10 Woodstock Public Library

### SAMPLE QUESTIONS

Value of a guitar  
 Budget for the FCC  
 Used boat price  
 Union for clerical workers  
 Diseases under quarantine  
 Where to get condo association rules  
 Census data for Rolling Meadows in 1970s and 1980s  
 Recipe for pineapple glaze  
 Where to find industry trends  
 Proper way to dispose of the US flag  
 Consumer fraud hotline  
 Car safety ratings  
 Information on Chicago Children's Museum  
 Instructions for a tax form  
 Weight information for shot-put discus and javelin

**A reminder to periodically make sure your system is properly set up for Night Owl.**

*Marilyn Uselmann*  
 Marilyn Uselmann  
 Head, Night Owl Reference  
 muselman@ahml.info

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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 17, 2003

Mr.  Mrs.  Ms. John Ciborowski  
SIGNATURE: *President, Board of Directors/Trustees* Name (typed)

Mr.  Mrs.  Ms. Carol Kidd  
SIGNATURE: *Secretary, Board of Directors/ Trustees* Name (typed)

Mr.  Mrs.  Ms. Sandra K. Norlin  
SIGNATURE: *Librarian* Name (typed)

Prepare four (4) copies of application and all supporting documentation. Retain one (1) copy for the library's files, send one (1) copy to the library's regional library system, and submit two (2) copies (one with original ink signatures and documentation) postmarked no later than July 15, 2003 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.

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 library purposes.

1. Legal name of library: Des Plaines Public Library  
*\*Note any name changes made between July 15, 2002 and July 15, 2003 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 60016-4553  
 (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 System

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 FY2004 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 the library is not applying for an Equalization Aid Grant.)

a) Value of all taxable property within the library's service area as of January 1, 2002, or the most recent year available (the assessed valuation against which tax revenue was most recently levied) and as equalized by the Department of Revenue, Property Tax Administration Bureau (see page 11).....	\$ 1,667,541,983.00	a)
b) Said valuation multiplied by 0.0013 yields.....	\$ 2,167,804.58	b)
c) Levy at 0.13% divided by population served yields per capita of.....	\$ 38.07	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 56945

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, 2003 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, 2003 (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 the county clerk(s) certifying the tax rate levied for library purposes on the equalized assessed valuation of all taxable property within the library's service area as of January 1, 2002, 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 the 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.
- e) Qualification for this grant requires updating the library's ELI record. This should include key staff names, extension numbers if applicable, hours and names of trustees including officers. At the end of the ELI record there will be a certification page to print off, sign and attach to this application. Please check the box to indicate that the library has completed this requirement and has attached an ELI record update certification.

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 FY2004 per capita application.
- i) ADA Self-Evaluation Form: Please check if the library has attached the ADA Self-Evaluation form to the FY2004 per capita application.

CITY: Des Plaines

LIBRARY NAME: Des Plaines Public Library

**ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID**

**PUBLIC LIBRARY STANDARDS**

15. Using the space provided, in narrative form, report on the library's progress in meeting Chapter IV, "Collection Management," and Chapter VII, "Access," of *Serving Our Public: Standards for Illinois Public Libraries, Revised Edition*. Use the space provided.

The Des Plaines Public Library complies with all core standards pertaining to Chapter IV and Chapter VII. The supplemental standards are either met or are being addressed. In 2003, 17% of the operating budget is dedicated to the purchase of materials. We now have materials in 33 languages other than English for both adults and children. We are improving our services to the visually impaired by purchasing Magic (for magnifying the text and computer screens) for our OPACs as well as our other Internet computers. We plan to add an additional Closed Caption Television because of the high demand for our current CCTV.

**COLLECTION**

16. Does the library have a collection management plan?  Yes  No

17. When was the library's collection management plan last reviewed? November 2001  
Month Year

18. When was the library's collection last weeded? \_\_\_\_\_ X \_\_\_\_\_  
Month Year Ongoing

19. In narrative form, assess the strengths and weaknesses of the collection in relation to the demographic changes that occurred and special populations reported in the FY2003 Illinois Public Library Per Capita and Equalization Aid Grants application. Use the space provided.

The library has adjusted its selection budget to reflect the changing demographics of Des Plaines. We allocate approximately \$30,000 for adult and youth foreign language materials. We also receive ESL materials as part of a Literacy Grant, administered by Oakton Community College. We have increased the number of Spanish titles and have standing orders in Polish and Russian. Selectors purchase additional copies of materials in subject areas such as immigration and citizenship. Youth Services selectors also purchase picture books that are in both English and Spanish. We have increased our periodical budget and receive magazines and newspapers in Polish, Russian and Spanish. We subscribe to the Times of India for the East Indian population, order 2 copies of Hola! because of demand, and receive the Spanish copy of magazines such Good Housekeeping, Popular Mechanics and: People. We respond to patron requests and to usage by ordering Spanish books in large print and audio books read at reduced speeds. The strengths of our collection are reflected in our quick response to changes in patron demographics and to their requests. The weakness are a reflection of the difficulty of cataloging some languages. However, recently we have ordered the OCLC packages in Gujarati and ordered other Indian materials from a vendor that supplies the MARC record. The foreign language collection is in a prominent place that is easily accessible.

CITY: Des Plaines LIBRARY NAME: Des Plaines Public Library

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ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

## ACCESS

In narrative form, describe the impact of technology in improving access to the library's services and resources. Use the space provided.

In order to maximize Customers' access to library's services and resources the library implemented the following projects:

- o Placed "catalog only" workstations in stack areas to improve customer access to collections
- o Implemented multilingual computer classes using wireless laptops
- o Automated reservation sign-up for Internet access stations
- o Established a 24/7 virtual reference service
- o Introduced self-service circulation options using self-check machines and online catalog
- o Installed a scanning station where customer can digitize images, and graphics
- o Redesigned library Webside to improve access to electronic resources
- o Purchased Gates Computers to increase multilingual Internet access and information services

## STAFFING ASSESSMENT

21. Using the space provided, describe how the current staffing fulfills the library's mission, service goals and activities. One source recommended to evaluate this is *Managing for Results*, Chapter 2 which recommends libraries should consider factors such as: number of staff, abilities, utilization and productivity.

Our mission statement includes the belief that all users are entitled to the highest level of service. We are continuously addressing our ability to give uniformly gracious service to our changing clientele. This year's inservice day was dedicated to improving our understanding and appreciation of the cultures from which many of our patrons have come. Our staffing levels have improved significantly in the past five years, but we have two challenges to address: staffing for the increased demand for reference services and staffing to improve the processing of materials in technical services. We may also need to add security staff to ensure a safe and pleasant environment.

ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

BORROWERS CARD DATABASE

22. Is there a current practice for deleting expired library borrowers cards from the database/file?  Yes  No

23. When was the library's borrowers card database/file last updated? April 2003 every 4 mos  
Month Year Ongoing

24. What kind of information is included in the library's borrowers card database/file?

- Name
- Address - home, work (optional)
- Phone - home, work (optional)
- email - optional
- birth year, birth date - optional
- language - optional
- SS# - optional
- expiration date of library card
- status - delinquent, blocked, barred
- classification - adult male, adult female, juvenile male, juvenile female
- checkouts
- holds

PLANNED USE OF FY2004 GRANT MONIES

25. In order to meet standards in SERVING OUR PUBLIC, we plan to use FY2004 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.*

We will continue to use Per Capital Grant monies for the following:

Continuing Education	\$10,000
Public Relations	\$30,000
Contractual Services	\$30,000
Newsletter design	
Newsletter printing	
Photocopy/print lease	

CITY: Des Plaines LIBRARY NAME: Des Plaines Public Library



ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

USE OF LAST YEAR'S (FY2003) PER CAPITA GRANT

26. 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.

The grant funds from last year were used to produce a high quality quarterly newsletter and provide Library Cable Network programming to our city. This use helps make progress toward informing our community of the services and programs of the library. We also used funds to lease photocopier and print equipment for the public and to augment the staff continuing education budget.

EXPENDITURE OF LAST YEAR'S (FY2003) PER CAPITA GRANT

27. Total FY2003 Per Capita Grant received: 73,400

28. Were all the FY2003 Per Capita funds obligated/encumbered between July 1, 2002 – June 30, 2003?  
 YES       NO

NOTE: List expenditures/obligations by general category

CATEGORY	AMOUNT
Children's Materials (including electronic resources)	\$ _____
Adult Materials (including electronic resources)	\$ _____
Programs	\$ <u>2,300</u>
Personnel	\$ _____
Continuing Education	\$ <u>3,500</u>
Supplies	\$ _____
Equipment	\$ _____
Electronic Access (include computer software and hardware)	\$ _____
Travel	\$ _____
Public Relations	\$ <u>16,000</u>
Telecommunications (all expenditures associated with telecommunications)	\$ _____
Contractual Services (please specify)	\$ _____
<u>Library Cable Network, Copier/Printer</u>	\$ <u>47,000</u>
<u>Other (please specify) Lease &amp; Service</u>	\$ _____
<u>Signage</u>	\$ <u>4,600</u>
<b>TOTAL (total must be equal to FY2003 Per Capita Grant)</b>	\$ <u>73,400</u>

CITY: Des Plaines

LIBRARY NAME: Des Plaines Public Library

ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

USE OF LAST YEAR'S (FY2003) EQUALIZATION AID GRANT

29. 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.

EXPENDITURE OF LAST YEAR'S (FY2003) EQUALIZATION AID GRANT

30. Total FY2003 Equalization Aid Grant received: \_\_\_\_\_

31. Were all FY2003 Equalization Aid funds obligated/encumbered between July 1, 2002 - June 30, 2003?
 YES  NO

NOTE: List expenditures/obligations by general category

Table with 2 columns: CATEGORY and AMOUNT. Rows include Children's Materials, Adult Materials, Programs, Personnel, Continuing Education, Supplies, Equipment, Electronic Access, Travel, Public Relations, Telecommunications, Contractual Services, Other, and TOTAL.

CITY: Des Plaines

LIBRARY NAME: Des Plaines Public Library

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 2001 available in  
City of Des Plaines - Library Fund 0371-5 is:  
*(Library Corporate entity)*

Real Estate	\$ <u>1,667,541,983</u>
Pollution Control	\$ <u>1,275</u>
Railroad Property	\$ <u>821,286</u>
All Other	\$ <u>0</u>
TOTAL	\$ <u>1,668,364,544</u>

All of which appears from the records and files in my office.

The City of Des Plaines - Library Fund tax rate for 2001 is 0.253.

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)

5/30/03

(Date)

Handwritten scribbles and illegible text.