

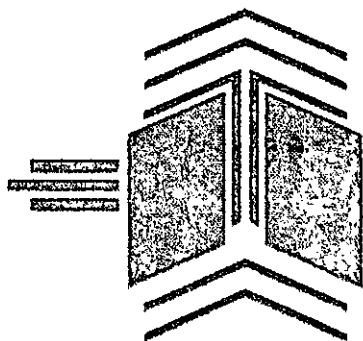
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BOARD MINUTES
January 2004 - June 2004



0476

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Des Plaines Public Library

1501 Ellinwood St., Des Plaines, IL 60016

847-827-5551

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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

BOARD ANNUAL DINNER

TUESDAY, JANUARY 20, 2004

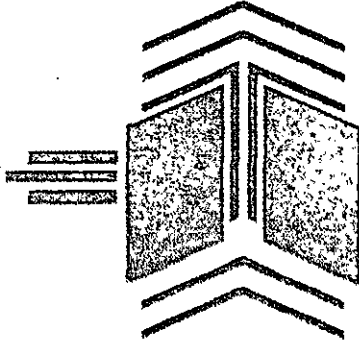
5:30 PM

Black Ram Restaurant

1414 Oakton

Des Plaines, IL 60018

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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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, JANUARY 20, 2004

4:00 PM*

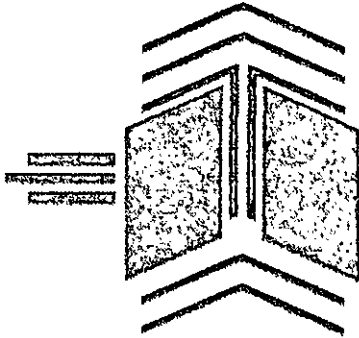
Conference Room – Second Floor

Agenda:

- **Photocopier Proposal**
- **Email Communications Policy**

***Note: Special Time**

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II.

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
January 20, 2004
4:00 PM

- I. Call to Order. (7:00 PM)
- II. Consideration of the Agenda.
- III. Public Comments and Questions.
- IV. City Council Community Services Committee – Alderman Carla Brookman.
- V. Consent Agenda. [Action Item]
 - A. Approval of the Minutes of the Regular Board Meeting – December 16, 2003.
 - B. Approval of the Minutes of the Committee of the Whole Meeting – January 6, 2004.
 - C. Acceptance of Financial Reports for December 2003.
 - D. Approval of Library Expenditures.
 1. Warrant Register – December 01, 2003 - \$80,167.30.
 2. Warrant Register – December 15, 2003 - \$86,644.89.
 3. Salaries – December 11, 2003 - \$98,065.12.
 4. Salaries – December 22, 2003 - \$98,621.20.

- E. Acceptance of Reports.
 - 1. Administrator's Report – Sandra Norlin.
 - 2. Management Committee – Eldon Burk.

- VI. Old Business.

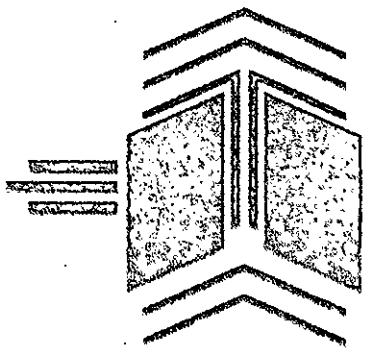
- VII. New Business. (7:30 PM)
 - A. Approval Ebsco Subscription Services – \$33,191.52. [Action Item]
 - B. Attendance at City Council Meetings – February 2, 16 and March 1, 15.
 - C. Approval Young Chicago Authors – \$5,850.00. [Action Item]
 - D. Downing Charitable Trust Fund Report.
 - E. Email Communications Policy and Administrative Procedures. [Action Item]
 - F. Photocopier Proposal. [Action Item]

- VIII. Announcements.

- IX. Correspondence.

- X. Other.

- XI. Adjournment. (5:30 PM)



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V.A.

BOARD OF TRUSTEES
Minutes of the Regular Meeting
December 16, 2003

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, December 16, 2003. President Lake called the meeting to order at 7:01 PM.

Members Present: Eldon Burk, Susan Burrows, Noreen Lake, Jeremiah Mahony, Rhys Read, Elaine Tejcek, Susan Weinberg.

Members Absent: William Grice.

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

CONSIDERATION OF THE AGENDA.

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

PUBLIC COMMENTS AND QUESTIONS.

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman 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 November 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	\$ 15,101.32
2. Petty Cash Expenditures	\$ 3.50
3. Budget Expenditures for November	\$ 349,591.95
4. Expenditures Year to Date	\$4,128,555.51
5. Revenue for November	\$ 20,398.35
6. Revenue Year to Date	\$4,474,587.69

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:

November 03, 2003	\$ 23,037.96
November 17, 2003	<u>\$ 90,138.44</u>
Total	\$ 113,176.40

ROLL CALL VOTE: AYES: Burk, Burrows, Lake, Mahony, Read, Tejcek, Weinberg. 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:

November 13, 2003	\$ 97,118.09
November 24, 2003	<u>\$ 98,314.19</u>
Total	\$ 195,432.28

ROLL CALL VOTE: AYES: Burk, Burrows, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.

ADMINISTRATOR'S REPORT

PERSONNEL

New employee for December 2003 is Herbert Schlenzig, Part-Time Security Monitor.

STAFF DEVELOPMENT

The Adult Services Staff visited the History Resources Center in Des Plaines for a tour and a discussion of local history and genealogy resources at the Center.

Several staff members attended a presentation of new features of the SIRSI iBistro system at the CCS meeting on December 3.

The quarterly All-Staff meeting on Thursday, December 9 will introduce the results of the reclassification project, including introducing the new salary groups and schedule. Mary Jane Kepner will help with the presentation and discussion.

The Staff Holiday Party will be held in Friends' Meeting Rooms B/C on Wednesday, December 17 from 5 to 7 PM. The party is a gift to the staff from the Trustees, Department Heads, and the Friends of the Library.

PATRON SERVICES

We celebrated the milestone of having circulated over one million items during the current calendar year on December 3. The millionth circulation occurred sometime on December 1. Congratulations to the staff who has worked so efficiently and so diligently to attain this impressive goal. This effort begins with the collection development and circulation policies and takes many people to order, process, shelve and reshelve a collection that is attractive and useful to our residents.

Our year to date (11/30/03) circulation has increased 12.39% over last year during the same period. Thirty-eight percent of the materials checked out were from the Youth Services collections. Audiovisual circulation was 43% of the total (30% in Youth Services, 51% in Adult materials). Patrons used self-check for 23% of the total circulation.

Our meeting rooms were used a total of 131 times in November, with 2,958 people in attendance.

OTHER PROFESSIONAL ACTIVITIES

I chaired the Library Cable Network Executive Committee meeting on 11/20, attended the Public Library Administrator's Forum at North Suburban Library System Headquarters and the farewell party for retiring administrator Carol Larson of the Ela Area District Library in Lake Zurich on 11/21. I assisted Board President Noreen Lake and Finance Committee Chair Rhys Read at the City Council budget discussion on 11/24. On 11/25 I presented a talk on the State of the Library at the Friends of the Library general meeting. I attended the City Holiday Decorations Committee meeting on 12/4, the CCS Governing Board meeting and the SIRSI demonstration at NSLS headquarters on 12/3. As President of the LCN Executive Committee I gave welcoming remarks at the LCN 20th Anniversary Celebration program at the Skokie Public Library on 12/5. I attended a meeting of the Rotary fundraising committee to discuss a proposal for a 2003 Do the Dewey fundraiser and the Board Art Committee meeting on 12/8. On 12/10 I will attend the De Paul University Advisory Board meeting, the Library Volunteer Holiday Party, and chair the Do the Dewey planning meeting. On Monday, December 15, I will participate in the Synergy: Illinois Library Leadership Training selection committee to select the coming year's participants.

OLD BUSINESS

MOTION by Susan Weinberg, seconded by Susan Burrows, to approve the proposal from Lohan Caprile Goettsch Architects to provide drawings and specifications for the modifications for the Community Services transition in an amount not to exceed \$5,000, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Burk, Burrows, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.

NEW BUSINESS

MOTION by Susan Burrows, seconded by Eldon Burk, to approve payment to Thomson Gale in the amount of \$9,500, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Burk, Burrows, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by Elaine Tejcek, to approve payment to NewsBank in the amount of \$8,044, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Burk, Burrows, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.

MOTION by Rhys Read, seconded by Susan Burrows, to approve the 2004 Salary Schedule to become effective January 1, 2004. ROLL CALL VOTE: AYES: Burk, Burrows, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.

MOTION by Rhys Read, seconded by Susan Burrows, to approve the transfer of funds within the 2003 Library Budget to cover all 2003 appropriation deficit categories and to transfer any remaining balance to the Library Fund for 2004. ROLL CALL VOTE: AYES: Burk, Burrows, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.

MOTION by Rhys Read, seconded by Susan Burrows, to approve the 2004 appropriation and the 2003 levy and to direct Carol Kidd to deliver the information to the City of Des Plaines. ROLL CALL VOTE: AYES: Burk, Burrows, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by Eldon Burk, to approve the second annual "Do the Dewey" fundraiser in conjunction with the Rotary Club of Des Plaines to be held on April 17, 2004 at the library, with proceeds being divided evenly between the Des Plaines Public Library Foundation and the Rotary Foundation. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Eldon Burk reported that the Art Committee met with Patti Gilford of Patti Gilford Fine Arts on December 11, 2003. Eldon Burk explained that the Friends of the Library would like to donate a sculpture of Abe Lincoln to the library, but they have not received final approval from their members yet. The Friends will hold a Special Meeting on January 6, 2004 to discuss the purchase of artwork for the library. Eldon Burk asked for Board approval to extend the library's contract with Patti Gilford for an additional 20 hours of consultant work at a cost of \$125 per hour in the amount of \$2,500.00.

MOTION by Committee, to approve a contract for up to 20 hours of consultant work by Patti Gilford, Patti Gilford Fine Arts, at a cost of \$2,500.00 to be paid with funds from the Library Community Foundation/Des Plaines Public Library Fund. ROLL CALL VOTE: AYES: Burk, Burrows, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.

Sandra Norlin reported that the low bid for the Rotary Heritage Room was from H.B. Barnard Company in the amount of \$63,335.

MOTION by Rhys Read, seconded by Jerry Mahony, to accept the bid for modifications to the Rotary Heritage Room from H.B. Barnard Company in the amount of \$63,335, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Burk, Burrows, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.

ANNOUNCEMENTS

Noreen Lake reported that the Library Administrator's job description has been revised and will be presented to the Management Committee at their next meeting.

0486

Eldon Burk asked Leslie Steiner to publicize the Buy A Brick fundraiser for the holidays.

Susan Weinberg asked that a grid be prepared for the engraved bricks in front of the library. The Board discussed asking a volunteer organization to prepare the grid.

Sandra Norlin stated that Veronica Schwartz, Head of Youth Services, will head up the "Relay for Life" fundraiser in 2004.

Noreen Lake wished the staff of the library a happy holiday.

EXECUTIVE SESSION

MOTION by Susan Burrows, seconded by Rhys Read, to enter into an Executive Session at 8:10 PM to discuss Semi-Annual Review of Executive Session Minutes. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The regular session reconvened at 8:20 PM and was called to order by President Noreen Lake.

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

December 18, 2001 – Semi-Annual Review of Executive Minutes.

February 18, 2003 – Purchase or Lease of Real Property.

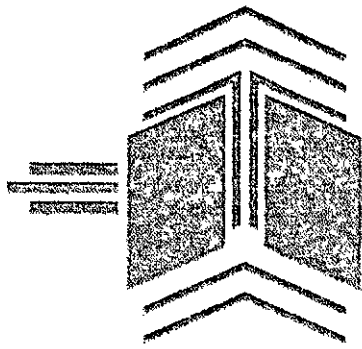
July 15, 2003 – Semi-Annual Review of Executive Minutes.

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. ROLL CALL VOTE: AYES:

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

The meeting adjourned at 8:21 PM.

Minutes prepared by Carol Kidd.



Des Plaines Public Library

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V.B.

BOARD OF TRUSTEES
Minutes of the Committee of the Whole Meeting
January 6, 2004

Chair: Noreen Lake.
Present: Eldon Burk, Susan Burrows, William Grice, Noreen Lake, Jerry Mahony, Rhys Read, Elaine Tejcek, Susan Weinberg, Jason Bajor, Sandra Norlin, Martha Sloan, Hector Marino, Carol Kidd.

Call to Order: 5:06 PM by Noreen Lake.

President Lake relinquished the chair to Vice President William Grice at 5:07 PM.

Sandra Norlin briefly explained how the employee job reclassification affected the 2004 budget. Sandra also explained that at the Board's request the 2005 budget talks would begin by discussing possible ways to determine pay increases.

MOTION by Rhys Read, seconded by Jerry Mahony, to enter into an Executive Session at 5:18 PM. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 6:50 PM and was called to order by Vice President William Grice.

Vice President Grice relinquished the chair to President Noreen Lake at 6:50 PM.

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

The meeting adjourned at 6:53PM.

Minutes prepared by Carol Kidd.

V.C.

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

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

1. Over the Counter Receipts	\$ 15,743.31
2. Petty Cash Expenditures	\$ 30.24
3. Budget Expenditures for December	\$ 489,344.06
4. Expenditures Year to Date	\$ 4,618,401.27
5. Revenue for December	\$ 113,282.41
6. Revenue Year to Date	\$ 4,621,486.64

Warrant Register

December 01, 2003	\$ 80,167.30
December 15, 2003	\$ <u>86,644.89</u>
Total	\$ 166,812.19

Salaries

December 11, 2003	\$ 98,065.12
December 22, 2003	\$ <u>98,621.20</u>
Total	\$ 196,686.32

DES PLAINES PUBLIC LIBRARY
OVER THE COUNTER RECEIPTS FOR DECEMBER 2003

	<u>Dec 2002</u>	<u>Dec 2003*</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>
Lost Materials	394.02	813.23	3,208.25	7,037.63
Fines	6,506.47	10,864.01	79,207.12	109,636.75
Damage	94.93	110.79	966.97	1,097.37
Fees	238.52	576.33	3,961.35	3,729.81
Copies	-8.45	3,355.95	4,488.31	28,732.48
Miscellaneous	53.73	23.00	211.88	230.45
Total	\$7,279.22	\$15,743.31	\$92,043.88	\$150,464.49

* Register totals from December 1, 2003 through January 11, 2004.

PETTY CASH EXPENDITURES - December

Auto/Travel	960070	4.32
Postage	970260	4.90
Postage	970260	10.52
Postage	970260	10.50
Total		\$30.24

01/06/04
ACCOUNTING PERIOD: 13/03CITY 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 PAYABLE 1944119043	93.60	
102008	CASH DEPOSIT 1944650243		249,919.01
102012	CASH IL FUND 007139119668	871,195.38	
	TOTAL CASH	871,788.98	249,919.01
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		14,425.15
	TOTAL PREPAID ITEMS	.00	14,425.15
	TOTAL ASSETS	5,114,398.14	264,344.16
401000	ACCOUNTS PAYABLE		85,856.89
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	4,429,726.03
	TOTAL LIABILITIES	.00	4,429,726.03
700110	EXPENDITURE CONTROL	4,616,069.09	
700120	REVENUE CONTROL		4,620,276.15
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	9,501,528.31	9,505,736.15
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	9,501,528.31	9,921,856.26
	TOTAL PUBLIC LIBRARY FUND	14,615,926.45	14,615,926.45

01/06/04

CITY OF DES PLAINES
BALANCE SHEET

PAGE 2

ACCOUNTING PERIOD: 13/03

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH DEPOSIT 1944650243	245,589.34	
102012	CASH IL FUND 007139119668	8,065.32	
	TOTAL CASH	253,654.66	.00
	TOTAL ASSETS	253,654.66	.00
700110	EXPENDITURE CONTROL	2,332.18	
700120	REVENUE CONTROL		1,210.49
700150	EXP. BUDGET CONTROL		100,000.00
700160	REV. BUDGET CONTROL	1,000.00	
700170	BUDGET FUND BALANCE	98,999.85	
	TOTAL SYSTEM CONTROL	102,332.03	101,210.49
730000	FUND BALANCE-UNRESERVED		254,776.20
	TOTAL FUND EQUITY	.00	254,776.20
	TOTAL EQUITIES	102,332.03	355,986.69
	TOTAL LIBRARY CAPITAL PROJ FUND	355,986.69	355,986.69
	TOTAL REPORT	14,971,913.14	14,971,913.14

01002

01/06/04

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

PAGE 1

PRINTING PERIOD: 12/03

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	33,319.56	6,680.44	.83
810019	PROPERTY TAXES 2002	4,208,934.00	.00	.00	4,180,442.47	28,491.53	.99
TOTAL	LICENSES AND PERMITS	4,248,934.00	.00	.00	4,213,762.03	35,171.97	.99
822000	PERSONAL PROP REPL TAX	92,988.00	92,988.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	4,341,922.00	92,988.00	.00	4,306,750.03	35,171.97	.99
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	4,895.00	.00	60,377.00	-34,577.00	2.34
TOTAL	STATE GRANTS	93,800.00	4,895.00	.00	133,777.00	-39,977.00	1.43
TOTAL	INTERGOVERNMENTAL REVENUE	93,800.00	4,895.00	.00	133,777.00	-39,977.00	1.43
850102	LIBRARY FINES	85,000.00	10,153.08	.00	112,207.99	-27,207.99	1.32
TOTAL	FINES	85,000.00	10,153.08	.00	112,207.99	-27,207.99	1.32
850201	COPYING FEE	13,000.00	2,051.50	.00	28,147.12	-15,147.12	2.17
850215	SPECIAL PROGRAMS & EVENTS	2,500.00	424.00	.00	3,765.25	-1,265.25	1.51
TOTAL	FEES AND SERVICES	15,500.00	2,475.50	.00	31,912.37	-16,412.37	2.06
TOTAL	INVESTMENT INCOME	100,500.00	12,628.58	.00	144,120.36	-43,620.36	1.43
890010	INTEREST INCOME	20,000.00	.00	.00	8,028.63	11,971.37	.40
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
898900	TRANSFER FROM OTHER FUNDS	.00	.00	.00	.00	.00	.00
899900	MISCELLANEOUS REVENUE	14,000.00	2,770.83	.00	27,600.13	-13,600.13	1.97
TOTAL	OTHER REVENUE	34,000.00	2,770.83	.00	35,628.76	-1,628.76	1.05
TOTAL	PUBLIC LIBRARY FUND	4,570,222.00	113,282.41	.00	4,620,276.15	-50,054.15	1.01
TOTAL	PUBLIC LIBRARY FUND	4,570,222.00	113,282.41	.00	4,620,276.15	-50,054.15	1.01

01/06/04

CITY OF DES PLAINES

ACCOUNTING PERIOD: 12/03

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
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16994

01/06/04
PRINTING PERIOD: 12/03

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
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	1,210.49	-210.49	1.21
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	1,210.49	-210.49	1.21
TOTAL	LIBRARY CAPITAL PROJ FUND	1,000.00	.00	.00	1,210.49	-210.49	1.21
TOTAL	LIBRARY CAPITAL PROJ FUND	1,000.00	.00	.00	1,210.49	-210.49	1.21
REPORT		4,571,222.00	113,282.41	.00	4,621,486.64	-50,264.64	1.01

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CITY OF DES PLAINES

PRINTING PERIOD: 12/03

ORGANIZATION EXPENDITURE STATUS

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

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

Table with columns: ACCOUNT, TITLE, BUDGET, PERIOD EXPENDITURES, ENCUMBRANCES OUTSTANDING, YEAR TO DATE ENC + EXP, AVAILABLE BALANCE, YTD/BUD. Rows include SALARIES, TEMPORARY WAGES, SUPERVISORY OVERTIME, VACATION PAY, SICK PAY, HOLIDAY PAY, ACT/OUT OF CLASS/PREMIUM, etc.

01095

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
930320	CLEANING:CUSTODIAL SERV	50,000.00	7,550.45	.00	48,923.45	1,076.55	.98
960070	AUTO/TRAVEL EXPENSES	2,000.00	638.52	.00	1,691.90	308.10	.85
960210	SPECIAL EVENT PROGRAMMING	17,000.00	3,687.41	.00	20,989.11	-3,989.11	1.23
960990	MISC CONTRACTUAL SVCS	87,000.00	11,361.20	.00	66,265.54	20,734.46	.76
TOTAL	CONTRACTUAL SERVICES	460,552.00	74,450.83	.00	441,470.51	19,081.49	.96
970100	SUPPLIES	70,000.00	6,154.97	.00	59,040.56	10,959.44	.84
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	70.00	.00	212.66	1,287.34	.14
970170	JANITORIAL	18,000.00	3,435.51	.00	14,688.55	3,311.45	.82
970200	COPYING/FAX SUPPLIES	6,000.00	.00	.00	4,253.60	1,746.40	.71
970260	POSTAGE AND PARCEL	15,500.00	3,172.71	.00	13,748.52	1,751.48	.89
970270	PRINTING-REPROD-BINDING	4,500.00	414.00	.00	1,136.76	3,363.24	.25
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	76,792.41	.00	440,378.37	54,621.63	.89
970610	AUDIO MATERIALS	64,000.00	10,294.72	.00	58,175.41	5,824.59	.91
970620	SUBSCRIPTIONS & BOOKS	76,000.00	34,060.68	.00	75,960.54	39.46	1.00
970630	VISUAL MATERIALS	66,000.00	4,017.72	.00	70,279.52	-4,279.52	1.06
970640	AUTOMATED REFERENCE MAT'L	95,000.00	12,039.00	.00	94,015.77	984.23	.99
970810	NATURAL GAS	20,000.00	.00	.00	14,513.86	5,486.14	.73
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	2,456.99	.00	17,458.03	-2,458.03	1.16
TOTAL	COMMODITIES	952,000.00	152,908.71	.00	863,862.15	88,137.85	.91
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	10,000.00	5,760.00	.00	54,107.47	-44,107.47	5.41
980410	COMPUTER HARDWARE	122,600.00	18,221.00	.00	104,507.95	18,092.05	.85
980420	COMPUTER SOFTWARE	5,000.00	2,094.00	.00	20,682.99	-15,682.99	4.14
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	5,000.00	.00	.00	8,843.70	-3,843.70	1.77
TOTAL	CAPITAL EXPENDITURES	142,600.00	26,075.00	.00	188,142.11	-45,542.11	1.32
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	8,063.00	4,468.00	.64
990935	TRANS TO D/S: 2002A BOND	.00	.00	.00	4,468.00	-4,468.00	.00
TOTAL	DEBT SERVICE	12,531.00	.00	.00	12,531.00	.00	1.00
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

01/06/04
ACCOUNTING PERIOD: 12/03

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
TOTAL	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	4,816,660.00	489,344.06	.00	4,542,663.18	273,996.82	.94

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CITY OF DES PLAINES

PRINTING PERIOD: 12/03

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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CITY OF DES PLAINES
 ORGANIZATION EXPENDITURE STATUS

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PRINTING PERIOD: 12/03

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	1,557.69	-57.69	1.04
920204	TRAINING	1,000.00	.00	.00	3,249.94	-2,249.94	3.25
920206	SEMINARS	.00	.00	.00	1,667.00	-1,667.00	.00
920210	IN-SERVICE TRAINING	.00	.00	.00	2,956.91	-2,956.91	.00
930010	R & M EQUIPMENT	.00	.00	.00	11,374.44	-11,374.44	.00
960070	AUTO/TRAVEL EXPENSES	1,000.00	.00	.00	1,601.24	-601.24	1.60
960210	SPECIAL EVENT PROGRAMMING	2,300.00	.00	.00	6,204.77	-3,904.77	2.70
960990	MISC CONTRACTUAL SVCS	63,000.00	.00	.00	38,308.92	24,691.08	.61
TOTAL	CONTRACTUAL SERVICES	68,800.00	.00	.00	66,920.91	1,879.09	.97
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
970260	POSTAGE AND PARCEL	.00	.00	.00	3,290.00	-3,290.00	.00
970270	PRINTING-REPROD-BINDING	.00	.00	.00	3,195.00	-3,195.00	.00
TOTAL	COMMODITIES	.00	.00	.00	6,485.00	-6,485.00	.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	.00	.00	73,405.91	-4,605.91	1.07
TOTAL	CIVIC & CULTURE	4,885,460.00	489,344.06	.00	4,616,069.09	269,390.91	.94
TOTAL	PUBLIC LIBRARY FUND	4,885,460.00	489,344.06	.00	4,616,069.09	269,390.91	.94

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CITY OF DES PLAINES

ACCOUNTING PERIOD: 12/03

ORGANIZATION EXPENDITURE STATUS

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	10,000.00	.00	.00	2,332.18	7,667.82	.23
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	2,332.18	7,667.82	.23
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	2,332.18	97,667.82	.02
TOTAL	LIBRARY CAPITAL PROJ FUND	100,000.00	.00	.00	2,332.18	97,667.82	.02
TOTAL REPORT		4,985,460.00	489,344.06	.00	4,618,401.27	367,058.73	.93

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CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 11/03

SELECTION CRITERIA: payable.due_date='12/01/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	918060	TUITION REIMBURSEMENTS	200104	MEI-NA CHEN	REIMB 500.00
2110	918060	TUITION REIMBURSEMENTS	23416	AMBER CREGER	REIMB 250.00
2110	920140	DATA PROCESSING SERVICES	102744	BAKER & TAYLOR BOOKS	K13NS1271M 569.58
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	OCLC# JED 1,409.91
2110	920202	CONFERENCES	09656	HOLLY RICHARDS SORENSEN	REIMB 18.00
2110	920202	CONFERENCES	20397	CORKY LEE	REIMB 20.00
2110	920204	TRAINING	102686	SWITCH GEAR	189113 520.00
2110	920204	TRAINING	37429	DES PLAINES CHAMBER OF CO	101603 50.00
2110	920204	TRAINING	43806	NORTH SUBURBAN LIBRARY SY	23 10/31/03 293.00
2110	920220	MEMBERSHIP DUES	100075	AMERICAN LIBRARY ASSOCIAT	0018018 200.00
2110	920220	MEMBERSHIP DUES	102534	ILLINOIS LIBRARY ASSOCIAT	9394 905.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	DEC 2003 260.38
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	DEC 2003 260.38
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	DEC 2003 16.06
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	DEC 2003 16.06
2110	930010	R & M EQUIPMENT	17560	PANASONIC DIGITAL DOCUMEN	7559882-D3 1,624.92
2110	930010	R & M EQUIPMENT	21547	MERCHANTS SOLUTIONS INC	15506 211.00
2110	930010	R & M EQUIPMENT	21547	MERCHANTS SOLUTIONS INC	15662 189.67
2110	930010	R & M EQUIPMENT	21731	NOVAK & PARKER	016354 121.50
2110	930020	R & M BLDGS & STRUCTURES	08371	EDWARDS ENGINEERING INC.	S33231 2,664.90
2110	930020	R & M BLDGS & STRUCTURES	10000	GIBSON	53228IN 675.50
2110	930020	R & M BLDGS & STRUCTURES	100370	CONTROL SOLUTIONS	103039 1,120.00
2110	930020	R & M BLDGS & STRUCTURES	100807	THYSSENKRUPP ELEVATOR COR	45500 1,116.00
2110	930020	R & M BLDGS & STRUCTURES	102592	EXCEPTIONAL PLUMBING SERV	9-29-03 900.00
2110	930020	R & M BLDGS & STRUCTURES	27008	RON SCHUNE	10-20-03 166.00
2110	930195	BOOK BINDING & REPAIR	05479	HOUCHEM BINDERY LTD	118032 519.50
2110	930320	CLEANING:CUSTODIAL SERV	09536	CRYSTAL MGMT & MAINT SERV	12123 3,300.00
2110	960070	AUTO/TRAVEL EXPENSES	09656	HOLLY RICHARDS SORENSEN	REIMB 141.92
2110	960070	AUTO/TRAVEL EXPENSES	13916	COMMUNITY CAB COMPANY	10-10-03 15.00
2110	960210	SPECIAL EVENT PROGRAMMING	05147	SONYA STAHL	10-28-03 150.00
2110	960210	SPECIAL EVENT PROGRAMMING	101289	LISA LANGE	9 213.35
2110	960210	SPECIAL EVENT PROGRAMMING	200093	NIGHTCLUB IN THE AFTERNOO	12-16-03 400.00
2110	960210	SPECIAL EVENT PROGRAMMING	200095	VERNON AREA PUBLIC LIBRAR	11-18-03 1,091.85
2110	960210	SPECIAL EVENT PROGRAMMING	200102	KARL GATES	11-30-03 225.00
2110	960210	SPECIAL EVENT PROGRAMMING	24159	EMERALD CITY THEATRE COMP	12-14-03 600.00
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	11-03-03 30.70
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	11-04-03 21.45
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	10-24-03 48.73
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	11-03-03 26.33
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	10-25-03 47.59
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	10-25-03 22.65
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	10-28-03 17.84
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	11-05-03 20.03
2110	960210	SPECIAL EVENT PROGRAMMING	87319	MID AMERICA CHARTER LINES	7634 464.10
2110	960990	MISC CONTRACTUAL SVCS	00933	POSTMASTER	PERMIT #319 1,600.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1620370 2.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1604213 44.75
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1604684 11.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1620827 9.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1620365 .80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1624220 21.80

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CITY OF DES PLAINES

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ACCOUNTING PERIOD: 11/03

CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='12/01/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1620371	10.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1634144	2.95
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1626780	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1629475	4.05
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1626783	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1626781	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1629474	8.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1634143	8.30
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1628597	8.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1626782	15.90
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1627227	9.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1634142	4.05
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1626785	4.05
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1626784	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1617955	27.50
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1628598	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1611912	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1608969	2.15
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1611913	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1608968	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1618425	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1622531	16.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1597869	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1620828	16.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1605630	4.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1611914	38.30
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1597871	5.10
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1625434	4.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1625432	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1597872	20.75
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1620368	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1611628	41.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1620826	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1611910	4.05
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1613140	5.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1618426	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1611911	5.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1613139	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1620366	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1613141	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1618424	4.05
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1597870	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1618427	15.55
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1620369	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1611908	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1611909	7.25
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1623271	4.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1620367	6.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1625433	.80
2110	960990	MISC CONTRACTUAL SVCS	02670	PRAIRIE LEE PRINT AND FRA	59886	425.75
2110	960990	MISC CONTRACTUAL SVCS	08203	LABOR READY	51811627	100.00

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CITY OF DES PLAINES

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COUNTING PERIOD: 11/03

CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='12/01/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	101752	OCLC INCORPORATED	707892	2,939.50
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011640857	8.75
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011640495	75.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011623530	52.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011646016	4.80
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011630101	67.95
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011640950	29.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011661433	6.55
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011669226	42.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011675509	16.05
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011630610	30.75
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011668794	85.95
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011650629	60.85
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011670561	26.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011448099	68.70
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011654761	8.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011688717	13.40
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011661132	41.80
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011646023	5.40
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011496663	13.65
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011398192	18.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011452943	13.65
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011700928	45.75
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011680070	5.35
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011373195	36.95
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011680089	11.80
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011680072	7.15
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011707316	4.05
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011621522	9.80
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011701351	46.90
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011712443	34.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011690527	84.25
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011706854	22.45
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011722276	9.50
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011702312	59.85
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011696622	41.90
2110	960990	MISC CONTRACTUAL SVCS	102808	ADVANCED AQUATICS	14582	414.99
2110	960990	MISC CONTRACTUAL SVCS	102897	AZURADISC INCORPORATED	13304	165.24
2110	960990	MISC CONTRACTUAL SVCS	102900	INITIAL TROPICAL PLANTS	CH556514	93.56
2110	960990	MISC CONTRACTUAL SVCS	102900	INITIAL TROPICAL PLANTS	CH556515	63.80
2110	960990	MISC CONTRACTUAL SVCS	25775	CRIMSON MULTIMEDIA DIST.,	2623A	22.91
2110	970100	SUPPLIES	09638	OFFICE DEPOT	215980179002	2.36
2110	970100	SUPPLIES	09638	OFFICE DEPOT	216297270001	13.58
2110	970100	SUPPLIES	09638	OFFICE DEPOT	215980179001	46.45
2110	970100	SUPPLIES	09638	OFFICE DEPOT	216770626001	3.65
2110	970100	SUPPLIES	09638	OFFICE DEPOT	222197756001	66.57
2110	970100	SUPPLIES	09638	OFFICE DEPOT	215980374001	60.17
2110	970100	SUPPLIES	09638	OFFICE DEPOT	215949653001	73.56
2110	970100	SUPPLIES	09638	OFFICE DEPOT	222202382001	141.25
2110	970100	SUPPLIES	19764	BRODART COMPANY	434296	19.90
2110	970100	SUPPLIES	19764	BRODART COMPANY	427064	17.37

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CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='12/01/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	1450857	59.51
2110	970100	SUPPLIES	20957	RIGSS, INCORPORATED	410833	4.65
2110	970100	SUPPLIES	43765	DOMINICKS FINER FOODS	10-24-03	35.00
2110	970170	JANITORIAL	01638	KINDER INDUSTRIAL SUPPLY	23857	50.18
2110	970170	JANITORIAL	102809	VALDES ENTERPRISES INC	7187	759.44
2110	970170	JANITORIAL	102809	VALDES ENTERPRISES INC	6951	777.52
2110	970170	JANITORIAL	14491	LAMP RECYCLERS	11723	85.70
2110	970170	JANITORIAL	200098	MARTIN SUPPLY CO INC	121024	61.94
2110	970170	JANITORIAL	43765	DOMINICKS FINER FOODS	10-27-03	25.04
2110	970260	POSTAGE AND PARCEL	00933	POSTMASTER	REPLENISH	3,000.00
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	4-911-08801	13.68
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	4-911-88814	42.48
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	4-911-49243	35.80
2110	970600	BOOKS	00029	OXFORD UNIVERSITY PRESS	90611514	258.84
2110	970600	BOOKS	00029	OXFORD UNIVERSITY PRESS	90674877	143.53
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1608969	17.43
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1611912	14.47
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1611913	15.26
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1608968	44.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1620828	96.23
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1605630	19.71
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1597869	13.40
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1620371	197.99
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1625400	84.99
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1634144	40.79
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1627227	82.41
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1629475	30.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1635147	24.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1629474	35.90
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1634143	126.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1617955	216.14
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1626781	11.86
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1634142	25.17
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1626784	28.64
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1626783	40.67
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1626782	137.26
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1626785	31.50
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1626780	15.70
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1628597	35.90
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1620369	20.36
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1626866	80.15
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1604684	58.66
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1611914	339.82
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1620370	15.54
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1620365	13.40
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1618426	3.59
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1622531	251.42
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1618427	85.70
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1618424	36.54
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1624220	176.83
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1618425	10.77

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SELECTION CRITERIA: payable.due_date='12/01/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1613139	46.38
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1623271	75.32
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1611911	82.25
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1613140	42.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1613141	12.34
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1625433	4.19
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1611908	14.36
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1611910	33.50
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1604213	392.98
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1611909	70.43
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1620826	3.59
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1597872	187.74
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1611628	325.80
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1620827	43.08
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1597871	61.26
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1620366	17.98
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1620367	106.81
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1620368	27.66
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1625434	26.85
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1628598	35.73
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1625432	19.76
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1597870	15.49
2110	970600	BOOKS	05527	QUALITY BOOKS INC	582386	68.40
2110	970600	BOOKS	06033	THE H W WILSON COMPANY	55576370	1,018.00
2110	970600	BOOKS	07439	THE GALE GROUP	12888660	45.30
2110	970600	BOOKS	07439	THE GALE GROUP	12892260	194.42
2110	970600	BOOKS	07439	THE GALE GROUP	12890368	35.17
2110	970600	BOOKS	07439	THE GALE GROUP	12881591	162.47
2110	970600	BOOKS	07439	THE GALE GROUP	12888453	74.84
2110	970600	BOOKS	07439	THE GALE GROUP	12884952	162.47
2110	970600	BOOKS	07439	THE GALE GROUP	12899836	145.62
2110	970600	BOOKS	07439	THE GALE GROUP	12895773	145.43
2110	970600	BOOKS	07439	THE GALE GROUP	12877945	952.18
2110	970600	BOOKS	07439	THE GALE GROUP	12900231	140.01
2110	970600	BOOKS	07439	THE GALE GROUP	12901506	119.00
2110	970600	BOOKS	07439	THE GALE GROUP	12903877	140.93
2110	970600	BOOKS	07977	MITCHELL 1	B0348747	132.30
2110	970600	BOOKS	100557	FACTS ON FILE NEWS SERVIC	62621	387.50
2110	970600	BOOKS	100841	US NEWS SPECIALTY MTKG.	2430	21.93
2110	970600	BOOKS	101014	AMAZON.COM CREDIT	10/21/03	240.61
2110	970600	BOOKS	101798	SCHOLASTIC LIBRARY PUBLIS	10843495	295.80
2110	970600	BOOKS	102350	COURT REPORTER REFERENCE	1374	65.40
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011646023	57.85
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011646016	11.30
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011661433	104.51
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011640856	143.52
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011398192	81.73
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011718067	127.62
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011726704	1,007.38
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011690526	1,615.85
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011630100	1,198.09

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CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 11/03

SELECTION CRITERIA: payable.due_date='12/01/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011650628	1,211.99
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011668793	1,877.25
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	5004666183	344.55
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011700928	120.65
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011680070	58.99
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011373195	81.29
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011680089	147.17
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011675508	327.58
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011623529	915.56
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011701310	27.24
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011670560	406.77
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011680072	36.36
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011452943	24.90
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011448099	107.01
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011654761	102.21
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011640949	327.24
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011496663	43.86
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011669225	829.66
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011661132	476.12
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011630609	472.94
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011696621	941.04
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011722276	95.62
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011702311	943.87
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011640494	1,591.39
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011621522	29.72
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011707316	42.51
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011706854	253.06
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011688717	122.15
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011712443	429.82
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011701351	515.63
2110	970600	BOOKS	102747 ALIBRIS	4409115	12.90
2110	970600	BOOKS	102747 ALIBRIS	4340706	15.45
2110	970600	BOOKS	10512 MERGENT INCORPORATED	P0401023582	3,930.00
2110	970600	BOOKS	12156 THOMSON LEARNING	6116756950	15.57
2110	970600	BOOKS	12156 THOMSON LEARNING	6118137550	23.66
2110	970600	BOOKS	200067 KOEN BOOK DISTRIBUTORS IN	7348453	148.94
2110	970600	BOOKS	200097 ONESOURCE INFORMATION SER	339264	618.00
2110	970600	BOOKS	200099 D F V ENTERPRISES	10012	758.00
2110	970600	BOOKS	200100 COLLECTOR BOOKS	309424	22.21
2110	970600	BOOKS	200101 NATIONAL ARCHIVES TRUST F	SEE ATTACHED	25.00
2110	970600	BOOKS	21121 THE MCGRAW-HILL COMPANIES	J437757J03	1,564.52
2110	970600	BOOKS	21121 THE MCGRAW-HILL COMPANIES	J555147J03	8.06
2110	970600	BOOKS	23806 FACTS ON FILE	369074	105.93
2110	970600	BOOKS	25775 CRIMSON MULTIMEDIA DIST.,	2669A	29.48
2110	970600	BOOKS	35225 MATTHEW BENDER & COMPANY	72503971	81.80
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	86076433	203.35
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	86058247	658.44
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	85925309	18.18
2110	970600	BOOKS	68820 MARSHALL CAVENDISH CORP.	R648332	149.94
2110	970600	BOOKS	76970 IICLE	333814	44.55
2110	970600	BOOKS	82668 POLONIA BOOK STORES	023997	304.82

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970610	AUDIO MATERIALS	02482 BBC AUDIOBOOKS	131015	50.00
2110	970610	AUDIO MATERIALS	02482 BBC AUDIOBOOKS	1596	-209.88
2110	970610	AUDIO MATERIALS	02482 BBC AUDIOBOOKS	130103	275.05
2110	970610	AUDIO MATERIALS	02482 BBC AUDIOBOOKS	131305	251.05
2110	970610	AUDIO MATERIALS	102744 BAKER & TAYLOR BOOKS	M27354820	29.57
2110	970610	AUDIO MATERIALS	102744 BAKER & TAYLOR BOOKS	B28232530	193.73
2110	970610	AUDIO MATERIALS	102744 BAKER & TAYLOR BOOKS	M27610350	14.79
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	11-5-03-3	106.32
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	10-28-03-5	44.76
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	11-5-03-5	53.16
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	11-5-03-1	297.95
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	10-22-03-1	266.49
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	10-22-03-2	121.72
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	10-22-03-4	25.88
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	10-22-03-3	57.35
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	10-28-03-1	246.93
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	10-28-03-2	21.68
2110	970610	AUDIO MATERIALS	28038 BRILLIANCE AUDIO, INC.	IN0215492	53.49
2110	970610	AUDIO MATERIALS	28038 BRILLIANCE AUDIO, INC.	IN0214078	432.04
2110	970610	AUDIO MATERIALS	28038 BRILLIANCE AUDIO, INC.	IN0214140	45.24
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	5488645P	672.00
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	5488644P	64.00
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	5493246P	32.00
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	5481431P	468.80
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	1853707	40.00
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	1853781	124.95
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	1855383	108.40
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	1853794	95.40
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	1850533	216.00
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	1854747	611.20
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	1856237	1,081.80
2110	970620	SUBSCRIPTIONS & BOOKS	02553 DAILY HERALD	898489	702.00
2110	970620	SUBSCRIPTIONS & BOOKS	05366 PIONEER PRESS	225759	19.95
2110	970620	SUBSCRIPTIONS & BOOKS	200096 SHELTER INTERIORS	10-21-03	15.50
2110	970620	SUBSCRIPTIONS & BOOKS	200103 BOTTOM LINE PERSONAL	HRO1MX	49.00
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	17373I	16.78
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	17669F	10.94
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	18438D	106.57
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	18856A	14.59
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	18854A	25.19
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	18440C	90.27
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	18438C	25.16
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	703482	24.99
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	695959	141.94
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	698207	29.99
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	698206	82.96
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	M27617190	72.96
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	B28232530	662.50
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	B28322730	22.44
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	B28322720	14.98
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	M27223540	85.34

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CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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COUNTING PERIOD: 11/03

SELECTION CRITERIA: payable.due_date='12/01/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	B28546480	11.24
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	R51442621	32.30
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	R51720370	20.74
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	R51442620	104.63
2110	970630	VISUAL MATERIALS	25775 CRIMSON MULTIMEDIA DIST.,	1999E	73.00
2110	970630	VISUAL MATERIALS	25775 CRIMSON MULTIMEDIA DIST.,	2296D	97.00
2110	970640	AUTOMATED REFERENCE MAT'L	102142 ALLDATA LLC	14495200	1,500.00
2110	970900	EQUIPMENT <55,000	05124 C D W GOVERNMENT INCORPOR	KC48529	959.99
TOTAL LIBRARY SERVICES					80,167.30
TOTAL FUND					80,167.30

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12/05/03
 ACCOUNTING PERIOD: 12/03

CITY OF DES PLAINES
 CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='12/15/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
201	119301	PREPAID EXPENSE	200121 NOVVOYE RUSSKOYE SLOVO	RENEWAL	100.00
TOTAL PUBLIC LIBRARY FUND					100.00
2110	920110	PROFESSIONAL CONSULTING	102672 LOHAN CAPRILE GOETTSCH	03650	50.40
2110	920110	PROFESSIONAL CONSULTING	102672 LOHAN CAPRILE GOETTSCH	03649	8,800.00
2110	920120	COMMUNICATION SERVICES	101343 CALL ONE	101041830000	208.98
2110	920140	DATA PROCESSING SERVICES	05537 ILLINOIS STATE LIBRARY	24552	301.95
2110	920140	DATA PROCESSING SERVICES	102744 BAKER & TAYLOR BOOKS	L10NS1628M	569.58
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	DPK1003	3,783.40
2110	920220	MEMBERSHIP DUES	37429 DES PLAINES CHAMBER OF CO	120003	200.00
2110	920225	LICENSING/TITLES	200119 PHYLLIS JOHNSON	REIMB	50.00
2110	930010	R & M EQUIPMENT	100563 THREE M	UM32606	800.00
2110	930010	R & M EQUIPMENT	100563 THREE M	XB04219	460.00
2110	930010	R & M EQUIPMENT	53253 DISTINCTIVE BUSINESS PROD	509958	1,045.00
2110	930010	R & M EQUIPMENT	72106 COOPERATIVE COMPUTER SERV	DPK1003	72.90
2110	930020	R & M BLDGS & STRUCTURES	102242 A D T SECURITY SERVICES	56230141	-4.13
2110	930020	R & M BLDGS & STRUCTURES	102242 A D T SECURITY SERVICES	59507964	37.50
2110	930020	R & M BLDGS & STRUCTURES	102711 SPEED-E-KLEEN	19713	100.00
2110	930020	R & M BLDGS & STRUCTURES	67814 DOOR SYSTEMS INC	551547	145.00
2110	930320	CLEANING:CUSTODIAL SERV	09536 CRYSTAL MGMT & MAINT SERV	12339	106.45
2110	960210	SPECIAL EVENT PROGRAMMING	100760 RANDOM RINGERS	12-12-03	150.00
2110	960210	SPECIAL EVENT PROGRAMMING	23416 AMBER CREGER	REIMB	42.09
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	11-19-03	30.41
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1635593	9.90
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1635594	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1633584	9.95
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1634141	8.85
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1634139	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1634140	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1647960	8.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1644882	4.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1642870	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1639393	4.30
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1647551	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1645170	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1647550	.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1647549	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1635148	.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1647503	-41.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1647961	4.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1642868	.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1644881	11.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1642869	3.75
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1642869	19.14
2110	960990	MISC CONTRACTUAL SVCS	07090 ACCOUNTOR SYSTEMS	21008	357.85
2110	960990	MISC CONTRACTUAL SVCS	100955 LIBRARY LABELS	0311007	264.77
2110	960990	MISC CONTRACTUAL SVCS	101752 OCLC INCORPORATED	710761	162.60
2110	960990	MISC CONTRACTUAL SVCS	101752 OCLC INCORPORATED	710762	405.00
2110	960990	MISC CONTRACTUAL SVCS	101752 OCLC INCORPORATED	92906	750.00
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2011722949	5.40

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CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='12/15/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011738946	37.30
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011725767	71.15
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011729868	13.45
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011741293	34.70
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011349451	9.65
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011743819	19.90
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011746044	17.05
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011741176	51.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011717792	37.25
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011730080	29.85
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011746051	3.35
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011741603	21.35
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011754099	3.45
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011742269	39.30
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011768266	11.80
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011802849	2.45
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011792891	29.75
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011785323	10.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011791581	6.05
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011767362	22.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011785873	1.35
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011741903	9.05
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011767687	27.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011781295	61.75
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011781791	29.85
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011762992	99.45
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011575776	4.50
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011777558	4.80
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011759987	12.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011723030	8.90
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011709099	37.70
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011722857	26.55
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011533111	9.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011708826	31.65
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011583736	9.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011742134	38.15
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011771674	26.30
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011741903	9.05
2110	960990	MISC CONTRACTUAL SVCS	25775	CRIMSON MULTIMEDIA DIST.,	2742A	20.88
2110	970100	SUPPLIES	05124	C D W GOVERNMENT INCORPOR	KJ08024	699.50
2110	970100	SUPPLIES	07090	ACCOUNTOR SYSTEMS	20999	265.78
2110	970100	SUPPLIES	07090	ACCOUNTOR SYSTEMS	21000	65.66
2110	970100	SUPPLIES	09638	OFFICE DEPOT	224000791001	99.18
2110	970100	SUPPLIES	09638	OFFICE DEPOT	225333273001	34.20
2110	970100	SUPPLIES	09638	OFFICE DEPOT	224168616001	21.90
2110	970100	SUPPLIES	09638	OFFICE DEPOT	225315644001	720.42
2110	970100	SUPPLIES	09638	OFFICE DEPOT	224169473001	44.06
2110	970100	SUPPLIES	09918	JANWAY COMPANY	39411	361.45
2110	970100	SUPPLIES	101098	AMERICAN LIBRARY ASSOCIAT	5771527	190.10
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	1459462	7.76
2110	970100	SUPPLIES	21432	AMERICAN LIBRARY ASSOCIAT	7684	54.00

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CITY OF DES PLAINES

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ACCOUNTING PERIOD: 12/03

CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='12/15/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	118826-00 385.20
2110	970170	JANITORIAL	101451	GRAINGER	1-988217-4 1,144.00
2110	970170	JANITORIAL	102809	VALDES ENTERPRISES INC	7342 25.85
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	4-960-69238 12.29
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	4-960-29051 38.01
2110	970270	PRINTING-REPROD-BINDING	05228	KASCO PRINTING	5471 414.00
2110	970600	BOOKS	00292	APPLE BOOKS	68950 323.52
2110	970600	BOOKS	02088	CHELSEA HOUSE PUBLISHERS	IV737208 2,625.86
2110	970600	BOOKS	02088	CHELSEA HOUSE PUBLISHERS	IV737662 179.03
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1647550 8.99
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1647961 17.85
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1642868 14.47
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1647549 8.34
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1644882 16.50
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1647551 34.04
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1647960 50.86
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1650049 172.91
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1635148 12.17
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1645170 9.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1642867 22.94
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1639393 43.46
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1642870 54.96
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1644881 94.56
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1634140 8.10
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1635594 23.82
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1633584 80.90
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1635593 65.13
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1634139 19.14
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1634141 55.04
2110	970600	BOOKS	02345	OMNIGRAPHICS, INC.	104064-3442 158.89
2110	970600	BOOKS	02806	WORLD BOOK SCHOOL AND LIB	1218545 195.00
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	61916-03 1,166.00
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	62398-03 559.50
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	74334-03 639.50
2110	970600	BOOKS	03363	WEST GROUP	805338711 243.50
2110	970600	BOOKS	04625	CCH, INCORPORATED	7292629 685.55
2110	970600	BOOKS	04625	CCH, INCORPORATED	7292630 41.00
2110	970600	BOOKS	07439	THE GALE GROUP	12932767 19.96
2110	970600	BOOKS	07439	THE GALE GROUP	12938064 297.25
2110	970600	BOOKS	07439	THE GALE GROUP	12932451 21.56
2110	970600	BOOKS	07439	THE GALE GROUP	12917360 40.42
2110	970600	BOOKS	07439	THE GALE GROUP	12938099 297.11
2110	970600	BOOKS	07439	THE GALE GROUP	12913837 56.88
2110	970600	BOOKS	07439	THE GALE GROUP	12914305 64.38
2110	970600	BOOKS	09308	M E SHARPE INCORPORATED	126253 347.75
2110	970600	BOOKS	09770	RMA-THE RISK MANAGEMENT A	1000259964 152.25
2110	970600	BOOKS	101798	SCHOLASTIC LIBRARY PUBLIS	10850709 199.00
2110	970600	BOOKS	102350	COURT REPORTER REFERENCE	1377 31.20
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	5004700971 1,280.73
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011785323 116.06
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011802849 8.32

LECTION CRITERIA: payable.due_date='12/15/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011792890	539.80
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011781790	710.79
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011742133	261.31
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011741902	218.35
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011746051	36.66
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011767361	468.23
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011785873	13.60
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011777558	15.45
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011771674	344.86
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011768265	203.71
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011762991	2,764.36
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011791581	69.01
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011759987	146.95
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011781294	1,450.44
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011795245	191.58
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011767686	351.38
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011575776	4.15
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011754099	33.26
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011729867	352.11
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011743819	43.29
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011730079	416.82
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011746044	48.06
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011349451	41.32
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011741292	997.76
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011725766	1,514.13
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011741602	303.86
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011742268	829.69
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011717791	1,028.39
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011741175	1,229.79
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011583736	18.98
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011709098	722.97
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011722857	74.28
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011533111	17.20
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011722949	56.11
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011723030	101.35
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011708825	516.87
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011738946	396.68
2110	970600	BOOKS	102747 ALIBRIS	4567003	15.45
2110	970600	BOOKS	200117 COMPASS POINT BOOKS	PI0033628	881.40
2110	970600	BOOKS	200118 DAVIDSON TITLES INC	68285	827.07
2110	970600	BOOKS	200118 DAVIDSON TITLES INC	69401	90.95
2110	970600	BOOKS	200122 PENGUIN PUTNAM INC	7001314274	15.19
2110	970600	BOOKS	22618 LIBRARY OF CONGRESS	202218-003	458.00
2110	970600	BOOKS	52364 MARKET DATA RETRIEVAL	1146815	91.73
2110	970600	BOOKS	80127 EDUCATIONAL DIRECTORIES I	77558	94.00
2110	970600	BOOKS	80139 RECORDED BOOKS, LLC	1857975	219.60
2110	970610	AUDIO MATERIALS	102744 BAKER & TAYLOR BOOKS	B28823040	8.87
2110	970610	AUDIO MATERIALS	102744 BAKER & TAYLOR BOOKS	B29449110	4.43
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	11-12-03-2	17.48
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	11-12-03-1	230.84
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	11-18-03-5	26.58

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ACCOUNTING PERIOD: 12/03

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='12/15/2003'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	11-12-03-5	24.48
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	11-18-03-3	79.74
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	11-12-03-3	64.35
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	11-18-03-1	157.37
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	216225	53.49
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	218232	106.57
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5512045P	64.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5512046P	54.40
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5502165P	76.50
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5502166P	147.20
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1863878	1,005.60
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1878297	120.80
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1870326	17.85
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1878482	447.20
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1861955	289.60
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1862527	12.90
2110	970620	SUBSCRIPTIONS & BOOKS	102398	MAXIM	SEE ATTACHED	11.97
2110	970620	SUBSCRIPTIONS & BOOKS	200120	LIVING MEDIA INTERNATIONAL	RENEWAL	73.00
2110	970620	SUBSCRIPTIONS & BOOKS	200123	ST LOUIS POST-DISPATCH	50134411	93.60
2110	970620	SUBSCRIPTIONS & BOOKS	27527	PARABOLA	SEE ATTACHED	24.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	18856B	58.31
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	18440D	108.07
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	18438E	124.27
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	16585L	41.97
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	18854B	46.18
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	707468	94.96
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	711344	110.96
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R52968471	9.32
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R54190920	44.03
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	M28444680	37.47
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B29449110	598.79
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R54190921	16.55
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R53493981	9.35
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R53493980	70.96
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	M28137680	74.91
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R52968470	388.38
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST.,	2296E	101.00
2110	970640	AUTOMATED REFERENCE MAT'L	02806	WORLD BOOK SCHOOL AND LIB	1217290	1,245.00
2110	970640	AUTOMATED REFERENCE MAT'L	101798	SCHOLASTIC LIBRARY PUBLIS	10848724	1,903.00
2110	980400	EQUIPMENT	09079	EMBURY LTD.	2532	5,760.00
2110	980410	COMPUTER HARDWARE	06093	DELL MARKETING L.P.	530454397	18,221.00
TOTAL LIBRARY SERVICES						86,544.89
TOTAL FUND						86,644.89

**DES PLAINES PUBLIC LIBRARY
ADMINISTRATOR'S REPORT
JANUARY 20, 2004**

I. PERSONNEL

New employees for December/January are David Schousboe and Jitendra Patel, both Pages, part-time, in Circulation Services.

Resignations/separations: Hattie Banks and Joyceann Pierozzi, both Pages, part-time, in Circulation Services.

II. STAFF DEVELOPMENT

We enjoyed excellent attendance at the staff holiday party held on December 17. Thank you to the library board of trustees, the Friends of the Library, and the library Department Heads who all contributed funds for this event.

III. PATRON SERVICES

The big news this month is the continuing increase in use of our materials and facilities. Each year since we opened the new library we have increased our circulation from the previous year by over 12% (12.66; 12.7; and 12.08 %), for a total increase from the beginning of 2000 to the end of 2003 of 44%. In 2003, patrons have used self-check for 23% of all circulation. Audio-visual items account for 44% of the total circulation, 32% of children's and 52% of adults'.

Our total collection includes 292,848 items, 250,457(86%) of which are books, so we, like most other public libraries, show 44% of our circulation from 16% of our collection.

We passed a milestone in 2003 by circulating over 1 million items to our library patrons.

IV. OTHER PROFESSIONAL ACTIVITIES

No regular professional meetings were scheduled during this time of year, however, I did attend the Do the Dewey Committee meeting, the Friends of the Library special meeting, and the Family New Year's Eve

celebration at the Library on 12/31. I will host the Library Cable Executive Committee meeting on 1/15 and attend a SLURP farewell dinner for Carol Larson on 1/16.

Note: No official inquiries or requests for confidential information have been received since the last report.

V.E.1.

DES PLAINES PUBLIC LIBRARY
HOLDINGS
JANUARY 2004

	<u>Dec 2003</u>	<u>Jan 2003</u>	<u>Change</u>	<u>% Change</u>
Books	248,994	250,457	1,463	0.59%
Audio	20,970	20,953	-17	0.08%
Video	20,138	20,116	-22	-0.11%
Puzzles & Games	759	759	0	0.00%
Realia	237	237	0	.0.00%
Pamphlets	326	326	0	0.00%
Total	291,424	292,848	1,424	0.49%

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

I. Library Card Registration Services

<u>Dec 2002</u>	<u>Nov 2003</u>	<u>Dec 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
712	1,121	806	9,976	10,829	7.9%

A.	New Library Card Registrations	326
B.	Updated Library Card	329
C.	Other Libraries	147
D.	Non Resident Fee Paid Cards	4
Total		806

II. Other Registration Services

1.	Patrons Registering for Programs	246
2.	Number of Meeting Room Uses	44
3.	Voters Registered	2
4.	Senior Cab Cards	10
Total		302

III. Total Number Of Registered Borrowers

Dec 2002	42,753	(75.0% of Population)
Dec 2003	34,592	(60.7% of Population)

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

Patron Attendance Count

<u>Dec 2002</u>	<u>Nov 2003</u>	<u>Dec 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
41,394	43,770	41,447	535,574	556,108	3.7%

**Reciprocal Borrowing
(Materials Lent)**

	<u>Dec 2002</u>	<u>Dec 2003</u>	<u>% Change</u>
NSLS	10,405	12,639	17.7%
Other Systems	5,837	4,581	-27.4%
Total	16,242	17,220	5.7%

Interlibrary Loan

	<u>Dec 2002</u>	<u>Dec 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
Sent	3,109	3,804	25,942	47,766	45.7%
Received	1,570	2,348	16,471	23,374	29.5%
Total	4,679	6,152	42,413	71,140	40.4%

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT
December 2003

Total 2002 to Date:	962,178	Total 2003 to Date:	1,078,456	% Change
December 2002	74,579	December 2003	80,889	12.08%
			8.46%	

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
<u>CHILDREN</u>	2002	2003	2002	2003	2002	2003
Non Fiction	3,816	3,988	542	463	4,358	4,451
Fiction	11,174	10,573	695	1,081	11,869	11,654
Foreign Language Non Fiction	81	135	22	2	103	137
Foreign Language Fiction	473	480	76	32	549	512
Periodicals	173	193	4	3	177	196
Compact Discs	767	867	23	45	790	912
Audio Cassettes	225	148	11	7	236	155
Audio Kits	218	120	12	24	230	144
Puzzles	200	157	19	24	219	181
Games	67	91	10	14	77	105
Audio Books	228	325	17	14	245	339
Video Fiction	2,964	3,047	319	390	3,283	3,437
Video Non Fiction	712	665	19	24	731	689
DVD	1,506	2,977	37	121	1,543	3,098
CD ROMs	543	655	0	0	543	655
SUB TOTAL	23,147	24,421	1,806	2,244	24,953	26,665
<u>ADULT</u>						
Non Fiction	10,390	11,174	274	397	10,664	11,571
Fiction	7,402	7,463	331	364	7,733	7,827
Large Type	1,203	1,156	242	168	1,445	1,324
Foreign Language Non Fiction	294	383	2	3	296	386
Foreign Language Fiction	841	1,109	2	1	843	1,110
High School Collection	345	487	7	1	352	488
Periodicals	2,111	2,146	93	116	2,204	2,262
Pamphlets	16	5	0	0	16	5
Compact Discs	6,984	7,910	410	525	7,394	8,435
Audio Cassettes	262	24	12	6	274	30
Puzzles	2	4	0	0	2	4
Pictures	36	15	0	0	36	15
Audio Books	2,012	2,082	37	14	2,049	2,096
CD ROMs	211	196	1	0	212	196
Video Fiction	6,874	6,157	307	407	7,181	6,564
Video Non Fiction	3,120	2,844	48	29	3,168	2,873
DVD	5,443	8,520	189	321	5,632	8,841
Misc. Formats	122	194	3	3	125	197
	47,668	51,869	1,958	2,355	49,626	54,224
GRAND TOTAL	70,815	76,290	3,764 *	4,599 **	74,579	80,889
Self Check	14,055	17,595	0	0	14,055	17,595

* Not in service 3 days for scheduled maintenance.

** Not in service 5 days for scheduled maintenance.

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

Assistance/Service Desk	<u>Dec 2002</u>	<u>Dec 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
1. Phone Calls Received	1,255	976	21,171	14,497	-46.04%
2. Patron Renewals	1,332	1,224	18,114	18,551	2.36%
3. Patron Reserves Delivered	2,007	3,037	21,904	35,738	38.71%
4. Directional	1,488	1,202	28,548	16,942	-68.50%
5. Account Inquiries	3,470	3,093	28,155	48,972	42.51%
6. Program Sign-up	312	181	6,969	5,510	-26.48%
7. In Person Patron Assistance	2,355	2,087	29,543	30,532	3.24%
Total	12,219	11,800	154,404	170,742	9.57%
Assistance/Switchboard	<u>Dec 2002</u>	<u>Dec 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
1. Phone Calls Answered	2,905	2,687	37,271	40,551	8.09%
2. Delivery/Buzzer	59	63	1,033	1,469	29.68%
3. 2-Way Radio	107	107	1,909	2,682	28.82%
Total	3,071	2,857	40,213	44,702	10.04%
Grand Total	15,290	14,657	194,617	215,444	9.67%

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

Assistance	<u>Dec 2002</u>	<u>Dec 2003</u>	<u>Year to Date 2002</u>	<u>Year To Date 2003</u>	<u>% Change</u>
1. Computer/Instructional	364	743	4,952	9,988	50.4%
2. Mechanical	266	291	3,240	5,919	45.3%
3. Directional	717	770	10,558	10,641	0.8%
4. Informational	1,010	1,283	13,392	15,348	12.7%
5. Tax Forms	18	25	864	1,280	32.5%
6. Instruction	17	0	190	862	78.0%
Total	2,392	3,112	33,196	44,038	24.6%
Reference and Readers' Services	<u>Dec 2002</u>	<u>Dec 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
1. Specific Item Request	3,094	2,875	48,438	39,526	-22.5%
2. Ready Reference	916	1,150	13,388	13,742	2.6%
3. In-Depth Reference	173	200	3,014	2,759	-9.2%
4. Virtual Reference Desk	19	47	385	591	34.9%
5. Interlibrary Loan Request	179	94	2,086	2,108	1.0%
6. Readers' Advisory	126	106	2,107	1,684	-25.1%
7. Reserves	595	874	9,841	12,382	20.5%
Total	5,102	5,346	79,259	72,792	-8.9%
Sign Up	<u>Dec 2002</u>	<u>Dec 2003</u>	<u>Year to Date 2002</u>	<u>Year to Date 2003</u>	<u>% Change</u>
1. Internet	5,902	6,182	72,852	75,580	3.6%
2. Computer Lab	411	361	5,487	6,246	12.2%
3. Group Study Rooms	352	686	4,445	9,483	53.1%
4. Reading Edge	3	2	13	15	13.3%
Total	6,668	7,231	82,797	91,324	9.3%
Grand Total	14,162	15,689	195,252	208,154	6.2%

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

Alldata	NA
BigChalk	88
CLCD	13
College Source Online	12
CQ Electronic Library	10
Ebsco:	
• Alt-Health Watch	4
• Health Source – Consumer	9
• Novelist	175
FACTS.com	29
First Search	1,274
Gale Group:	
• AncestryPlus	81*
• Biography Resource Center	441
• Business & Company Resource Center	114
• Contemporary Authors	121
• General Reference Center Gold	534
• Student Resource Center	247
Grolier Online	18*
Hoover's Online	NA*
LitFinder	34
Mergent Online	6
NewsBank:	
• American Obituaries and Death Notices	26
• Chicago Tribune Archive	598
• Chicago Tribune	98
• Chicago Sun-Times	22
• Daily Herald	69
• Noticias en Español	0
ProQuest	127
(<i>Wall Street Journal, New York Times Historical Archive</i>)	
Reference USA	1,964
Sorkins Online	NA
World Book Encyclopedia	16
 Total Searches & Queries	 6,030

*Number of sessions (number of searches not provided)

V.E.1.

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

Assistance	<u>Dec 2002</u>	<u>Dec 2003</u>	<u>Year to Date 2002</u>	<u>Year To Date 2003</u>	<u>% Change</u>
1. Computer Sign-up	2,332	1,399	32,101	25,623	-25.3%
2. Program Sign-up	524	321	6,175	4,301	-43.6%
3. Equipment Repair & Assistance	702	626	7,661	10,221	25.0%
4. Directional Questions	242	480	4,101	4,384	6.5%
5. ILL & Patron Holds	143	186	1,358	2,087	34.9%
Total	3,943	3,012	51,396	46,616	-10.3%
In-House Circulation	<u>Dec 2002</u>	<u>Dec 2003</u>	<u>Year to Date 2002</u>	<u>Year To Date 2003</u>	<u>% Change</u>
1. Train Sets	1,305	1,066	13,235	16,487	19.7%
2. Chess/Checkers	68	42	1,202	702	-71.2%
3. School Supplies Handouts	NA	91	NA	212	
4. Textbooks	16	24	162	350	53.7%
5. Reserve Books	103	98	982	1,095	10.3%
Total	1,492	1,321	15,581	18,846	17.3%
Reference	<u>Dec 2002</u>	<u>Dec 2003</u>	<u>Year to Date 2002</u>	<u>Year To Date 2003</u>	<u>% Change</u>
1. Specific Item Request	1,289	720	15,995	12,492	-28.0%
2. Reference	446	595	7,491	8,332	10.1%
3. Readers' Advisory	119	128	1,585	1,977	19.8%
4. Referrals to Other Libraries	39	29	399	456	12.5%
5. Book Bag Request	5	7	111	211	47.4%
Total	1,898	1,479	25,581	23,468	-9.0%
Grand Total	7,333	5,812	92,558	88,930	-4.1%

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

Times Used Attendance

Library Sponsored Programs/Meetings

Adult Services Meeting	1	10
All Staff Meeting	1	82
Community Services Meeting	2	8
Department Heads Meeting	3	26
Family New Years Eve Party	1	1,500
Film: "Catch Me If You Can"	1	49
Holiday Bell Ringing Concert	1	86
Lyric Opera Lecture	1	9
Nightclub in the Afternoon	1	60
Spanish Language Computer Classes	2	17
Tuesday Morning Book Group	1	18
Volunteer Party	1	40
Total	16	1,905

Outside Community Groups

Bahai of Des Plaines	1	4
Boy Scout Troop 22	1	8
City of Des Plaines Job Fair	1	800
Des Plaines Art Guild	1	11
Du Page Figure Skating	1	14
Girl Scout Troop 2584	2	26
Graceland Manor Condominium Meeting	1	11
Kiwanis Club of Des Plaines	1	17
Library Courte Condominium Meeting	2	56
New Apostolic Church	1	35
Office of the Comptroller of the Currency	1	60
Polyglots Toastmasters	2	24
Riverwalk Condominium Meeting	1	60
Romance Writers	1	30
Thacker Park Condominium Meeting	1	18
Toastmasters Club of Des Plaines	2	22
Total	20	1,196

V.E.1.

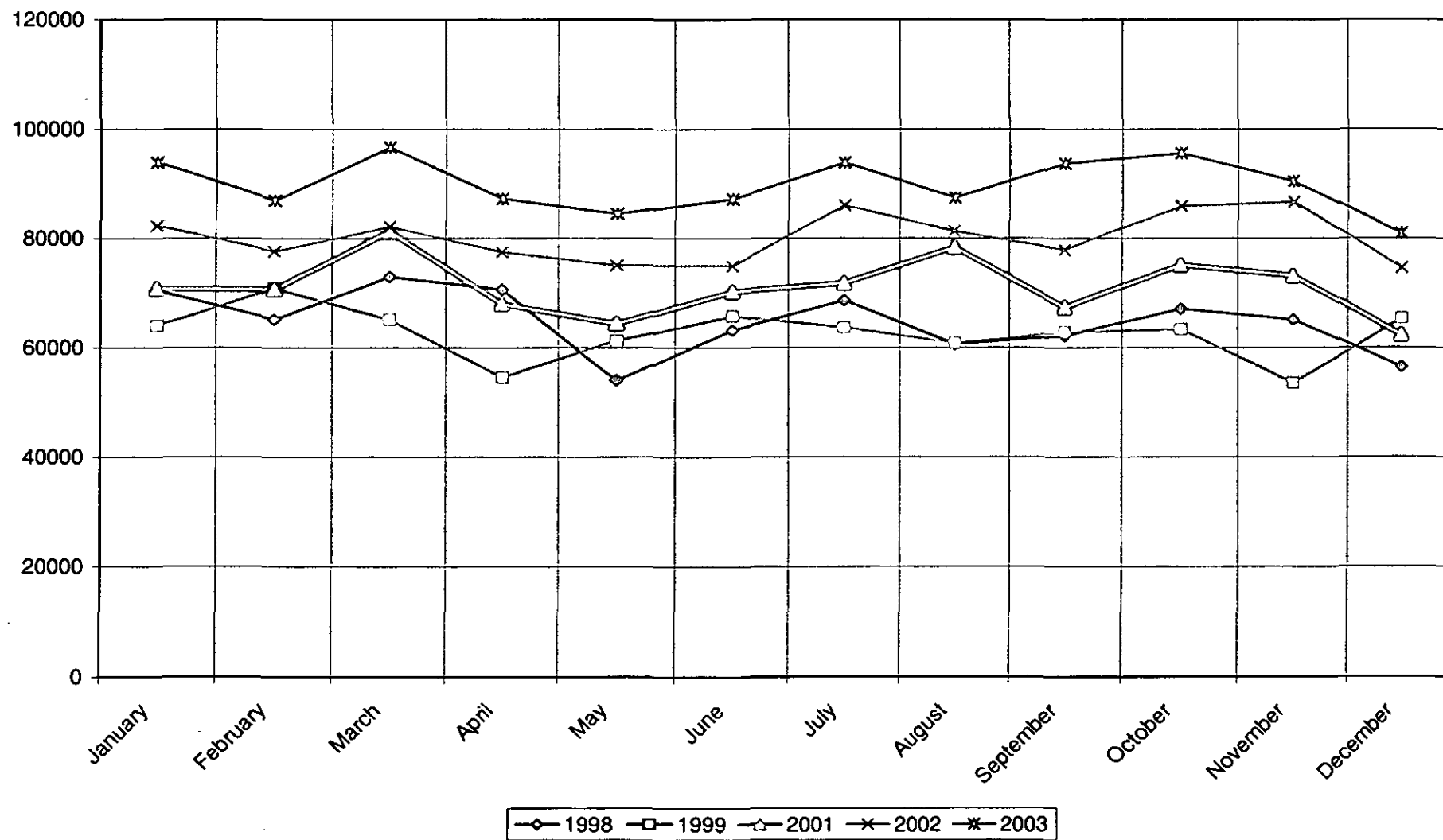
**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR DECEMBER 2003**

	<u>Times Used</u>	<u>Attendance</u>
Other		
Library Board Meeting	1	14
Total	1	14
Library Sponsored Children's Programs		
Baby Talk Book Times	6	154
Caudill Club	1	7
Chess Club	1	13
Frosty Musical	1	210
Holiday Craft	1	60
Jr. Great Books	3	24
Preschool Movies	4	21
Santa Visit	1	1,064
Total	18	1,553
Literacy Program Learn to Read	8	420
Grand Total	63	5,088

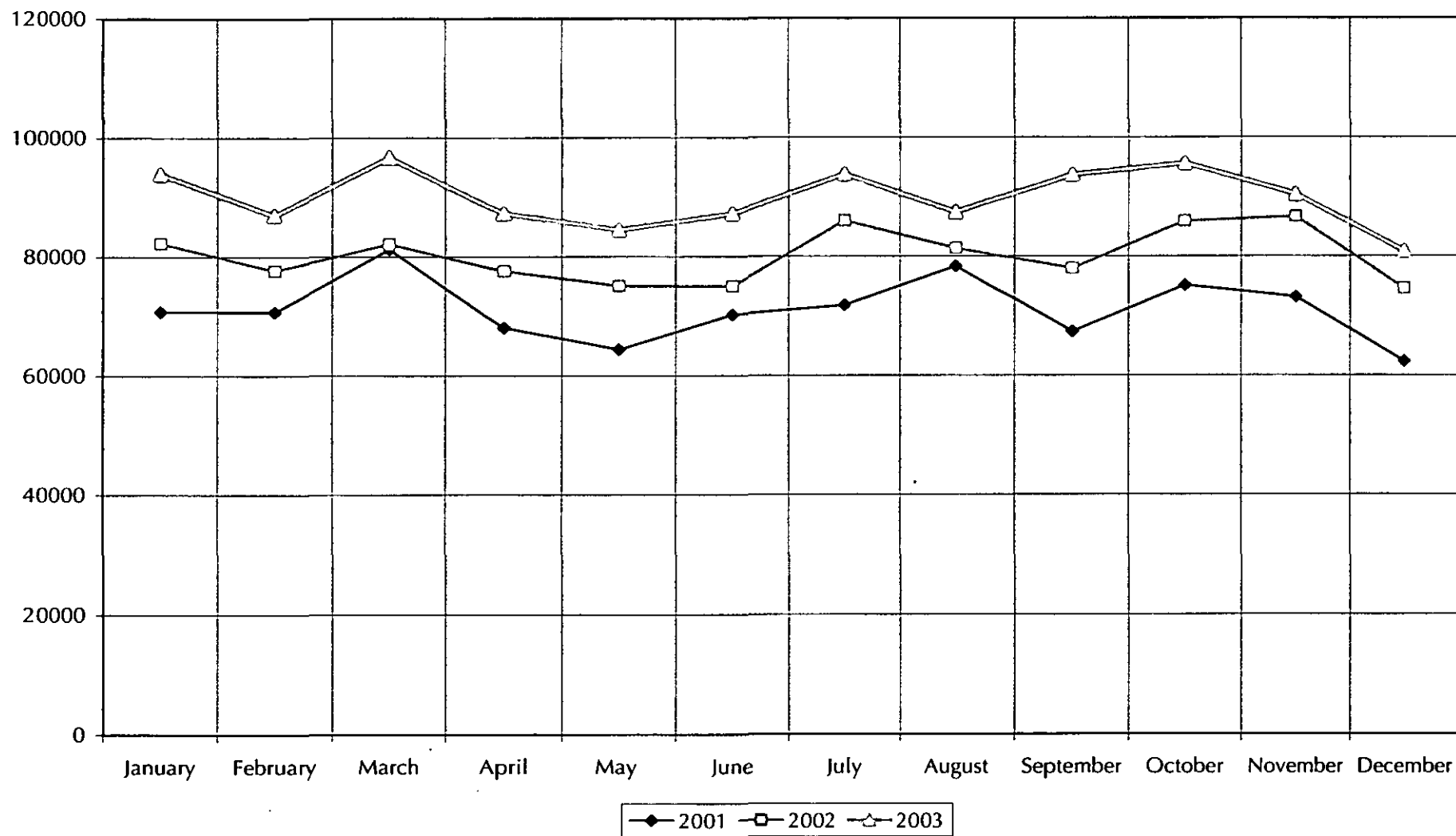
December Total = 38 groups involving 5,088 people.

2003 Year to Date Total = 682 groups involving 35,123 people.

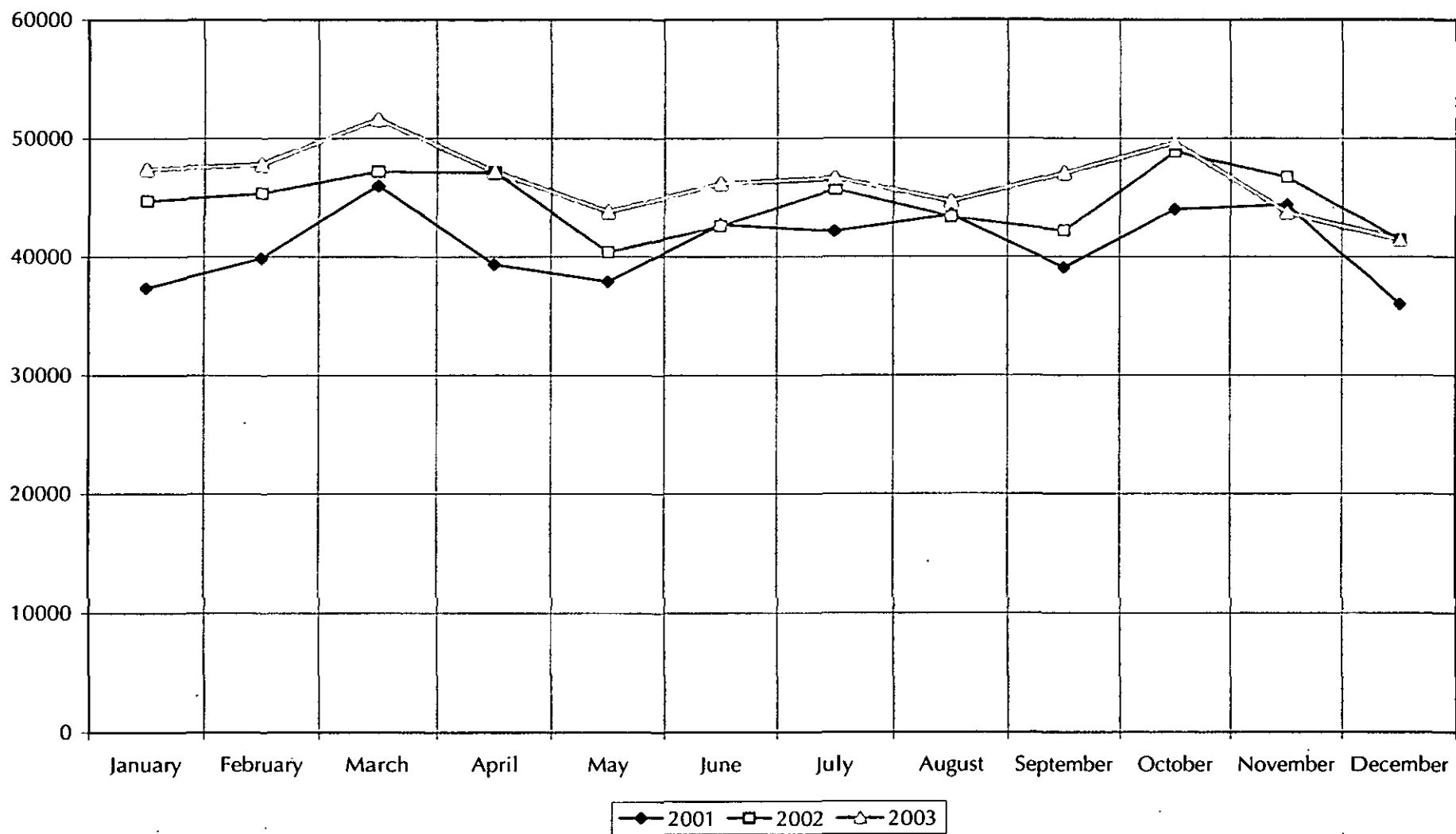
Circulation Statistics Items Circulated Per Month By Year



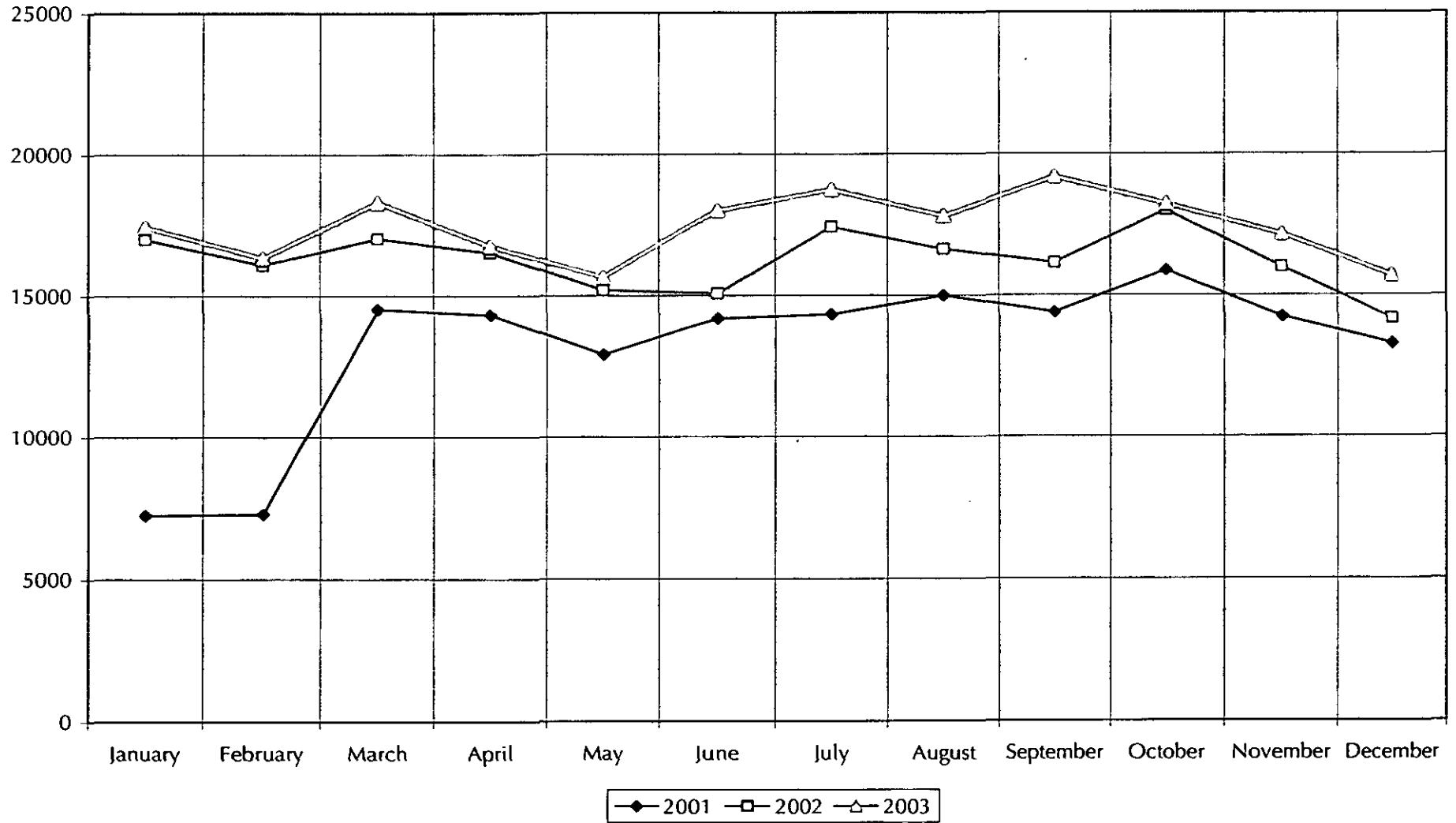
Circulation Statistics
Items Circulated Per Month By Year



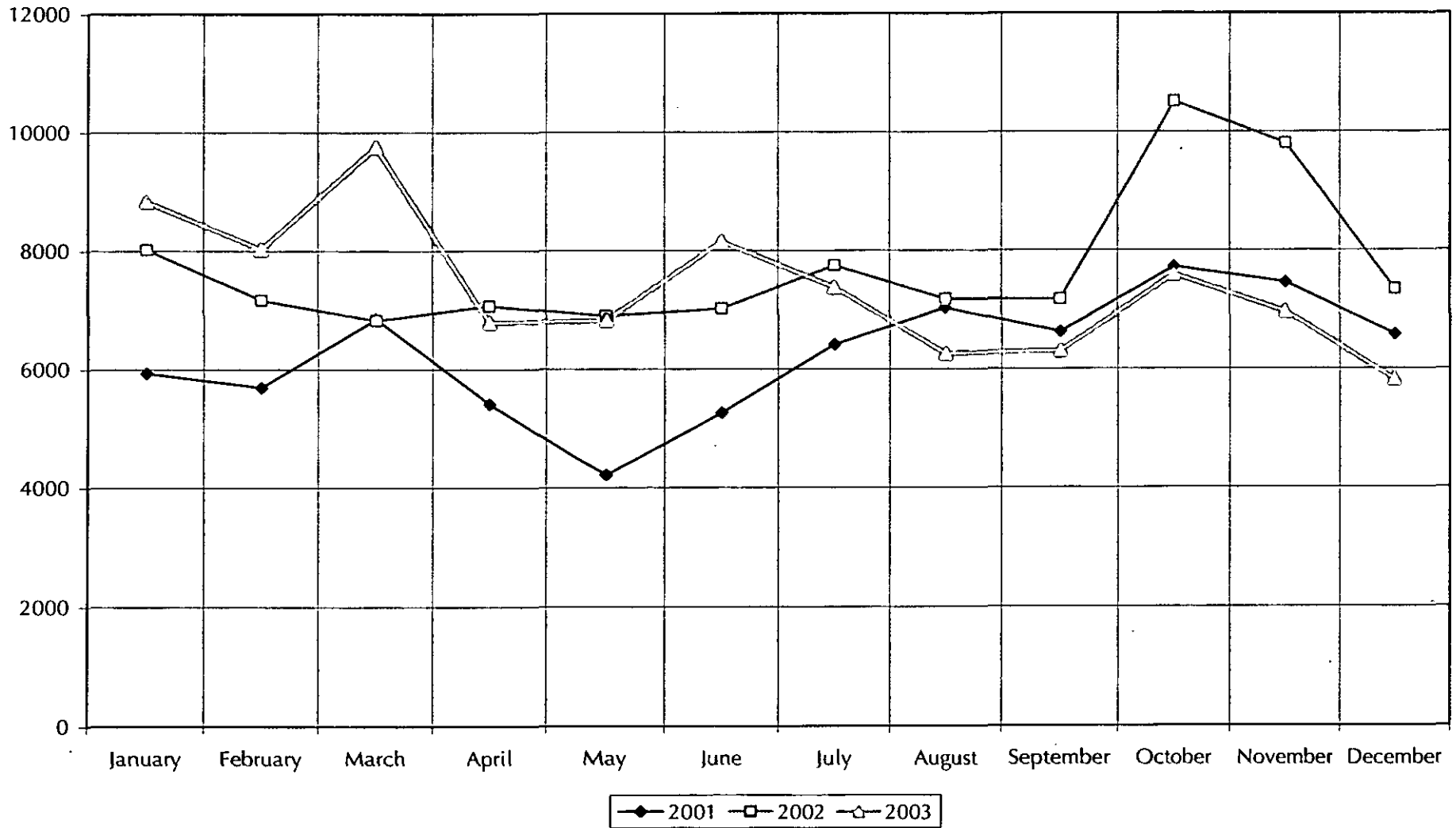
Patron Attendance December 2003



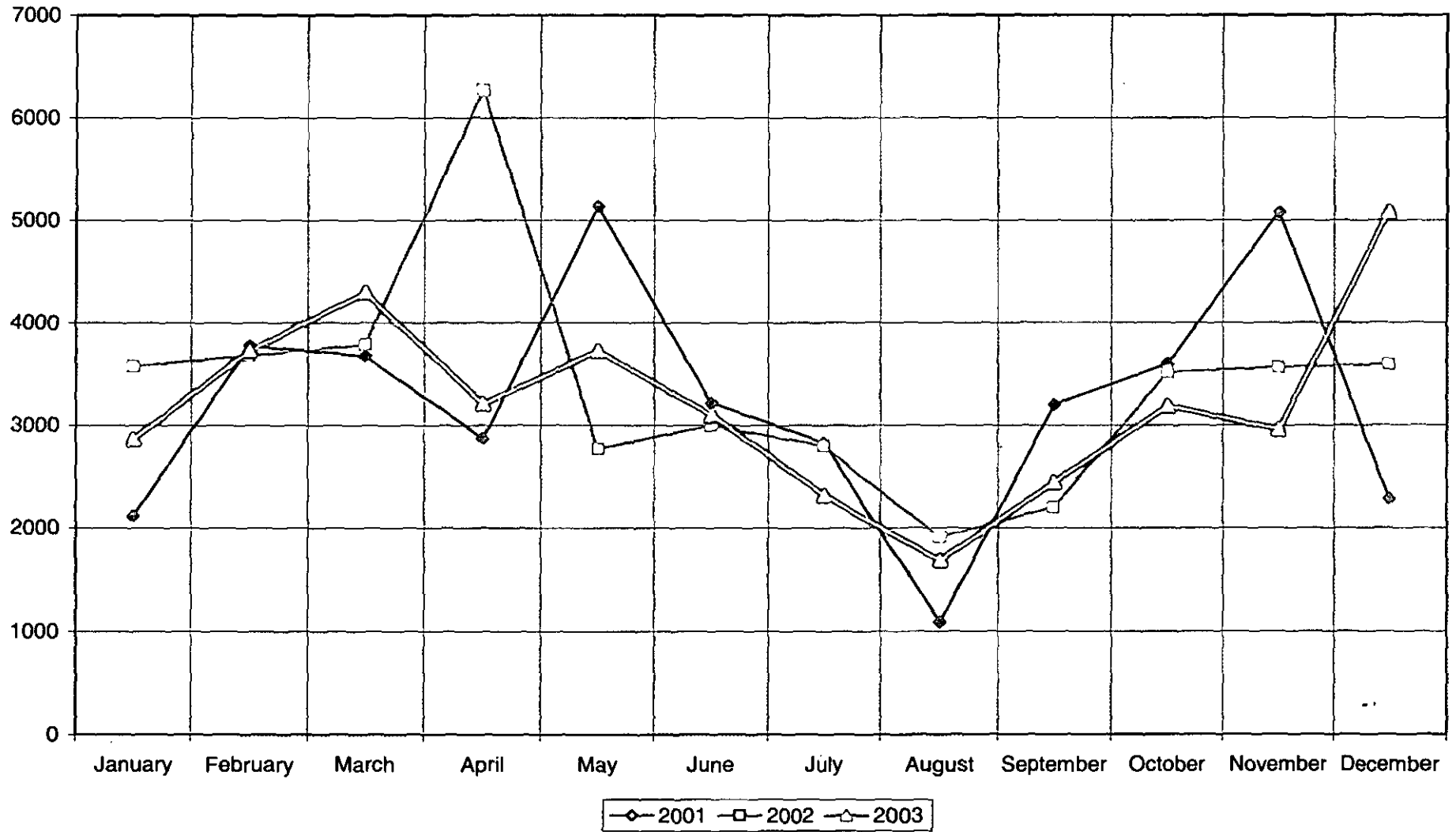
Adult Patron Assistance
December 2003



**Youth Patron Assistance
December 2003**



Meeting Room Attendance December 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

BOARD OF TRUSTEES Minutes of the Executive Session December 18, 2001

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the second floor Conference Room on Tuesday, December 18, 2001. President John Ciborowski called the meeting to order at 8:16 PM.

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

Also Present: Administrator Sandra Norlin, Carol Kidd, Martha Sloan, Hector Marino.

EXECUTIVE SESSION MINUTES

The Board reviewed all Executive Session Minutes currently on file. The following minutes will no longer require confidential treatment and will be available for public inspection:

December 20, 1994 -Administrator's Review

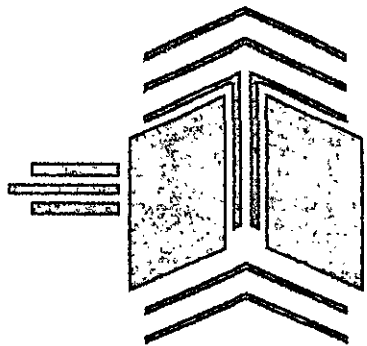
The Administrator's Evaluation Committee will be rescheduled to January 8, 2002 at 5:30 PM.

John Ciborowski reported that the library lease is being reviewed by City Attorney, David Wiltse. Ellen Yearwood suggested that the library board members receive a copy of the revised lease before or at the same time that the Alderman receives the revised lease. John Ciborowski will ask Gerard Dempsey to send a copy of the lease

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

The meeting adjourned at 9:50 PM.

Minutes prepared by Carol Kidd.



Des Plaines Public Library

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

BOARD OF TRUSTEES Minutes of the Executive Session February 18, 2003

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the second floor Conference Room on Tuesday, February 18, 2003. President John Ciborowski called the meeting to order at 8:30 PM.

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

Members Absent: Rhys Read.

Also Present: Sandra Norlin, Martha Sloan, Hector Marino, Carol Kidd.

EXECUTIVE SESSION MINUTES

The Board reviewed the revised library lease. President Ciborowski explained that the revised lease did not include reference to the uneven floors, the faulty compressors or the Board's request to increase to \$100,000 the amount the library can expend for significant modifications before approval is required from the City of Des Plaines.

President Ciborowski reported that a memo to David Wiltse, City Attorney, from Jim Egeberg, Director of Finance, dated February 3, 2003 stated that a \$15,000 credit against billing was given to the City of Des Plaines for the floor defect. The memo also stated that any future repair issues with the floor up to \$15,000 would be paid for with money from the General Improvement Fund.

The Board also discussed ongoing problems with the building's compressor motors. Two faulty compressor motors have been replaced and one of the

replacement compressor motors has also been diagnosed as faulty. David Wiltse is in negotiations with Edwards Engineering and McQuay International to try and resolve these problems with the building' s compressors.

The Board made the following changes to Paragraph 6 in the revised library lease:

6. Building Alterations and Modifications. (a) Library shall not modify or alter the exterior of the Des Plaines Public Library property nor make any structural alterations to the Des Plaines Public Library property without prior written notice to the City. Library shall not make any significant modification to ~~the interior of the Des Plaines Public Library property including but not limited to~~ mechanical, electrical, plumbing or architectural systems, or any part thereof without prior written consent of City, such consent not to be unreasonably withheld. For the purpose of this Section, "significant modifications" are those in excess of \$100,00 \$25,000 in cost.

The Board asked Sandra Norlin to contact City Attorney, David Wiltse, to advise of the changes the Board made to paragraph six.

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

The meeting adjourned at 9:05 PM.

Minutes prepared by Carol Kidd.

BOARD OF TRUSTEES
Minutes of the Executive Session
July 15, 2003

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the second floor Conference Room on Tuesday, July 15, 2003. President John Ciborowski called the meeting to order at 8:25 PM.

Members Present: Susan Burrows, John Ciborowski, Noreen Lake, Rhys Read, Elaine Tejcek, Susan Weinberg, Ellen Yearwood.

Members Absent: Eldon Burk, William Grice.

Also Present: Sandra Norlin, Martha Sloan, Hector Marino, Carol Kidd.

EXECUTIVE SESSION MINUTES

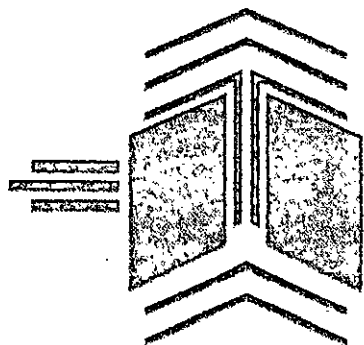
The Board reviewed all Executive Session Minutes currently on file. The following minutes will no longer require confidential treatment and will be available for public inspection:

April 16, 2002 – Administrator's Evaluation, Purchase or Lease of Real Property
June 18, 2002 – Purchase or Lease of Real Property
October 15, 2002 – Purchase or Lease of Real Property
December 17, 2002 – Semi-Annual Review of Executive Minutes
April 15, 2003 – Purchase or Lease of Real Property

MOTION by Ellen Yearwood, seconded by Susan Burrows, to adjourn the meeting.
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 8:37 PM.

Minutes prepared by Carol Kidd.



Des Plaines Public Library

1501 Ellinwood St., Des Plaines, IL 60016

847-827-5551

www.dppl.org

V.E.2.

Progress Report

Response Requested by _____

Board Action Required 01/20/04 meeting

BOARD OF TRUSTEES

Minutes of the Management Committee Meeting

January 7, 2004

Chair: Eldon Burk.

Present: Eldon Burk, Noreen Lake, Susan Weinberg, Sandra Norlin, Martha Sloan, Hector Marino, Carol Kidd.

Call to Order: 5:05 PM by Eldon Burk.

The Committee reviewed the revised Library Administrator's job description and the consensus was to change Minimum Qualifications to twelve years work experience.

MOTION by Susan Weinberg, seconded by Eldon Burk, to approve the revised job description for the Library Administrator with a change to Minimum Qualifications: 2. ~~Fifteen~~ Twelve years work experience. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The Foreign Language Materials Collection Report was distributed to the Committee for their review. Sandra Norlin explained that the Foreign Language Materials Collection Report was compiled in response to the Board's request for information on the need for use of and the costs associated with cataloging the collection.

MOTION by Susan Weinberg, seconded by Eldon Burk, to approve the Foreign Language Materials Collection Report and to add Section IV to the Collection Development as an appendix. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The Committee reviewed a proposed email communications policy and the Committee consensus was to place this item on the agenda for the January 20, 2004 Board of Trustees meeting under New Business.

MOTION by Susan Weinberg, seconded by Eldon Burk, to adjourn the meeting.

The meeting adjourned at 6:00 PM.

Minutes prepared by Carol Kidd.

Des Plaines Public Library

Foreign Language Materials Collection Committee

Report and Recommendations

June 2003

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I. Introduction

The City of Des Plaines is rich in cultural diversity. At the turn of the 21st century, students in its elementary schools came from households in which more than 70 languages were spoken. Shops, delicatessens, restaurants and groceries cater to speakers of Spanish and Eastern European languages, while a movie theater showed feature films in Eastern Asian tongues.

Des Plaines Public Library's foreign language materials collection reflects the city's wealth of cultures. Adult materials in 16 languages (with at least 10 items each) and youth materials in seven languages were available in March 2003, numbering about 7,300 books and 550 audiovisual items (see Appendix 1). Total circulation of foreign language materials in 2002 was 17,911.

In addition, the library offers several popular services to members of the city's various ethnic cultures. Basic computer and Internet classes in Spanish and Polish, and special English and non-English programming – including a festival celebrating Asian Pacific cultures – attract many non-English speakers. Other services include storytimes, library tours, and Mobile Library stops at multicultural schools and neighborhoods. These services are in line with the library's vision, particularly in being "an essential cultural and educational service" that helps its patrons "enrich their lives."

The library's Board of Trustees, after learning about the expense of cataloging some foreign language materials, requested a study be done of the foreign language collection. A committee composed of members of several of the library's departments worked on this foreign language collection and services report in 2002-03. The group was charged by Library Administrator Sandra Norlin to gather information and report on the following:

- The need and use of foreign language materials in our community.
- The costs associated with ordering and processing foreign language material that are over and above those for English language materials.
- The availability of alternatives to outsourcing the cataloging to OCLC, such as consortia, partner libraries, or other cost-sharing arrangements.

To gather information addressing those points, the committee brainstormed, distributed surveys to the public, and held focus groups to learn about the city's cultures and about those populations' perceptions of the library's foreign language collection at that time.

This document addresses the Library Board's concerns. The report also can be used as a guide to the library's selectors of foreign language materials, as well as to library personnel who plan programs for and about the city's ethnic groups.

Since a significant number of residents speak foreign languages, selection of foreign materials furthers the library's mission, particularly "to provide free and open access to information" and "to promote literacy, lifelong learning and the love of reading for all residents of Des Plaines."

The library's Foreign Language Materials Collection Committee included Hector Marino, Coordinator of Computer and Technical Services, who chaired the committee; Heidi Krueger and Christina Tropea, Adult Services Department; Katie Rao, Youth Services Department; Suzanne Pirie, Technical Services Department; Pauline Simo, Circulation Services Department; and Bob Blanchard, Community Services Department.

II. Community Analysis Considerations

A community can be looked at through a variety of perspectives, and Des Plaines is no exception. The committee examined data from United States and local school district censuses, garnered comments from written surveys distributed in the city, conducted two focus groups of community leaders, and received comments from other persons who know the needs of persons whose primary language is not English.

According to the 2000 United States Census, the population of Des Plaines and its nearby unincorporated areas was 58,720 -- an increase of about 5,500 people since the 1990 census. (The revised population for Des Plaines, released in the 2002 Census Report, was 56,945.) The percentage of Caucasian residents dropped by more than 7 percent between those years, while the percentages of persons of Hispanic and Asian origin increased significantly. That shift resulted in a marked increase in the town's diversity, as shown by the city's "Diversity Index," which measures the likelihood that two people picked randomly from a community will be of the same race or ethnicity. The index for Des Plaines was 40 in 2000, compared with 22 in 1990. The larger number shows that more people in the community were of different races or ethnicities in 2000 than in 1990.

Des Plaines' largest ethnic group in 2000 was Hispanic or Latino: roughly 14 percent of the total population. Most of the city's Latinos are of Mexican descent. The number of Hispanic residents greatly increased since the 1990 census -- from 3,520 in 1990 (when the group represented only 6.61 percent of the total population) to 8,229 in 2000. Other ethnicities are well represented in the city, including German, Polish, Irish and Italian.

Nearly one-third of the residents speak a language other than English. A breakdown of language spoken at home in 2000 indicates that 67.6 percent of the residents speak English only, while 12.5 speak Spanish, 16.0 speak other Indo-European languages (the largest three being Polish, Gujarati and Urdu), and 3.1 speak Asian and Pacific Island languages (the largest being Tagalog, Chinese and Korean) (see Appendix 2). More than three-quarters of the population were born in the United States, while 4,869 foreign-born residents entered the country between 1990 and March 2000.

The two public elementary school districts and the high school district that serve the city conduct periodic bilingual censuses, indicating the languages spoken in their students' households. Combining the districts' totals for October 2002 reveals that Spanish was the foreign language spoken by the most students (see table below). Several other languages were noted in the censuses.

Language	Dist. 62	Dist. 59	Maine West HS	Maine East HS	Total
Spanish	1346	199	459	187	2191
Polish	243	108	129	301	781
Gujarati	108	148	55	181	492
Tagalog (Pilipino)	69	15	18	99	201
Urdu	52	12	18	102	184

Top Five Foreign Languages Spoken by Students in Des Plaines Area Public Schools, October 2002. For more information from the bilingual censuses, see Appendix 3.

The library's Foreign Language Materials Collection Committee created surveys in English, Spanish and Polish to learn about the public's usage and types of library materials they would prefer (see Appendix 4). Questions included how often the respondents use the library, in which languages would they like to see more materials, what types of materials they would like the library to obtain, and what age groups are represented in their households. The questionnaire also had space for comments and information on how to contact the respondent for more information about his interests and needs. The surveys were available at the library and distributed to various shops, restaurants and houses of worship in Des Plaines.

Although the surveys were not scientifically created or interpreted, they still provide interesting information. More than 230 surveys were completed and tallied. More than half of the respondents filled out the Spanish language questionnaire, due in part to many surveys being distributed at the library's Spanish computer classes, as well as at various schools in the city.

Most respondents said they visit the library at least once a week. In general, those surveyed seem to desire materials and services that not only reflect their native language but also their culture, so they can pass their heritage on to their children (see Appendix 5).

Considering materials for adults, the poll indicates that most respondents desire recorded music, videocassettes and DVDs. Many would like to see more magazines and newspapers in their native tongues, as well as books originally written in their language, not a translation of a book written in English. Regarding materials for children, the respondents desire videocassettes, fiction, DVDs and picture books.

Besides library materials, the respondents also indicated various services they would like the library to offer. These include programs to learn skills to help them successfully live in America, such as computer and English as a Second Language classes, and orientation programs for immigrants. Some urged the library to employ persons who speak a foreign language.

The committee members also interacted with community leaders during two focus groups held in October and November 2002. The majority of the participants were from elementary school District 62, which covers most of the city. Others represented the high school district, the local science and arts academy, and Genesis Center of Health and Empowerment, an agency in Des Plaines that primarily served the city's Hispanic population (see Appendix 6).

Many of the focus group members said the library was doing an excellent job in providing materials and services to speakers of foreign languages. They not only suggested types of materials in foreign languages that they wished the library to obtain, but also touched on several other library-related topics (see Appendix 7). They discussed signage, marketing, programming, and a variety of services and classes. Some encouraged the library to employ persons who speak foreign languages and to work with schools and social services agencies to provide community-wide services. In addition, they noted issues or problems of non-native residents, particularly the Hispanic population. For example, some persons fear not knowing English when needing help from library employees. Also, the concept of a public library and its privacy and confidentiality policies may be new to persons who hail from other countries.

The committee also received written comments from three persons who could not attend a focus group session (see Appendix 8). One suggested ways to make the library easier to use for immigrants. Another noted the needs, by age group, of persons who speak English as a second language. The third stressed "the continued need to educate parents of youngsters that reading is vital to the success of the child in school. Parents must read to their children in their native language or English."

III. Foreign Language Materials and Services at Des Plaines Public Library, Spring 2003

Des Plaines Public Library offers thousands of foreign language materials, as well as many programs and services for persons whose native language may not be English. Most of the materials are on the library's third floor, although some are in Youth Services or on the Mobile Library.

A. Collection Size, Usage and Development

In March 2003, the number of foreign language materials in the Main Library was over 8,000, including nearly 7,300 books for adults and juveniles and more than 500 movies on videocassette or DVD (see Appendix 9). A significant number of DVDs were available with soundtracks in Spanish and French, as well as English and the original language used in the film. The Mobile Library collection included more than 430 books, as well as some videotapes with Spanish subtitles.

Annual circulation of foreign language materials in 2002 is indicated in the table below:

Type of Material	Main Library	Mobile Library	Total by Type
Juvenile Nonfiction	862	181	1,043
Juvenile Fiction	4,551	817	5,368
Adult Nonfiction	3,318	31	3,349
Adult Fiction	8,127	24	8,151
Grand Totals	16,858 (94.1%)	1,053 (5.9%)	17,911

In 2002, a total of 962,178 items were circulated either at the Main Library or the Mobile Library; thus, circulation of foreign materials accounted for about 1.9 percent of that total. For statistics about circulation per language, see Appendix 10.

The library's three major departments that select materials – Adult Services, Youth Services and Community Services – follow carefully crafted collection development and management policies, which provide for the selection of materials in languages other than English. Adult Services collects popular and classic foreign language books, with an emphasis on Polish, Russian and Spanish. Foreign language periodicals and audiovisual materials also are collected. Youth Services' foreign language focus is on picture books and juvenile fiction in Spanish, Gujarati, Polish and other languages. Community Services offers books, videos, music CDs and magazines in Spanish plus books in Gujarati to its Mobile Library patrons.

The library's budget for materials in foreign languages has steadily increased since at least 2001 (see Appendix 11). For adult materials, the budget increased from \$6,000 in 2001 to \$13,000 in 2003, noting the library's increased desire to provide materials for speakers of foreign languages.

Many other foreign language materials had been obtained through a grant or donations. The Technical Services Department has outsourced cataloging of some Polish, Russian, Korean, and Indic materials to OCLC Tech Pro since July 2002. The cost of this service is \$40.65 per title and is the library's only choice when those materials do not have MARC records and are not in the OCLC database. The library does not have employees with skills in various foreign languages to catalog those items. However, titles of some of the library's latest foreign language acquisitions already are in OCLC, so the library's Technical Services Department is able to catalog those items. Cataloging of Spanish materials is done in-house.

B. Access to Information and Arrangement of Materials

Although most of its materials are in the English language, the library does not expect all of its patrons to speak English. In Spring 2003, the library provided ease of access to information and foreign language materials in the following ways:

- The library's iBistro catalog was available in English and Spanish.
- The "splash page" of the library's Web site was available in Spanish, although all of the other pages in the site were available in English only.
- One-third of all the bibliographic records of the library's Spanish collection had subject headings in Spanish.
- Signage on shelving end panels in the Adult Services foreign language collection indicated the languages represented on that range of shelving.
- Youth Services arranged its foreign language books for children by the English alphabetization of the name of the foreign language.
- The Literacy/English as a Second Language collection was near the adult foreign language collection.
- Some online reference resources in Spanish were available but not greatly utilized. These databases were Nuevas enciclopedia Cumbre en línea (an online encyclopedia) and Noticias en Español (a database of news in the United States).

C. Promotion and Marketing of Foreign Language Materials and Services

To be well used, the library's foreign language materials and services must be well promoted. Non-English speakers, and non-native speakers of English, must be made aware of the wealth of information and variety of programs and services the library has to offer them. To accomplish this, the library has utilized the following methods:

- Various informational and marketing materials were published in Spanish, including some materials for the "welcome packet" given to patrons as they apply for library cards.
- The library's series of "Sharing Our Cultures" programs in May 2003 was promoted via the library newsletter, colorful posters, a banner displayed over the library's entrance off the parking garage, information on the Web site, and news releases.

- 0517
- Computer classes in Spanish and Polish were publicized in a wide variety of ways, including local media, in-house signs, and the library newsletter, plus publicity in both Spanish and Polish.

To help ensure that the library is a welcome place for its Spanish-speaking patrons, the library required each staff member to participate in a six-hour course on Spanish for library situations in March 2003.

The library also is highly promoted during various special services, including library card signups at schools, and special events, such as the Des Plaines Park District's annual Mexican Fiesta in September and the city's Independence Day parade in July.

D. Services for Speakers of Foreign Languages

The library not only houses several hundred volumes of materials in languages other than English, it also provides services for Des Plaines residents who speak foreign languages.

The library was successful in securing grants in 2003 for three major foreign language projects: basic computer and basic Internet classes in Spanish and Polish; staff training in Spanish for common library interactions; and a series of 19 programs celebrating Asian Pacific American Heritage Month.

Many library staff members speak a foreign language and can offer assistance in helping foreign language speaking patrons.

Basic computer and basic Internet classes in Spanish and Polish were offered in Spring 2003. Other computing classes in Spanish have been offered on a continuing schedule.

Some library staff members participate in the North Suburban Library System's committees on foreign language collections and services, and marketing and publicity.

The library makes available via interlibrary loan foreign language materials as requested by its patrons. In addition, patrons have access to the North Suburban Library System's foreign language standing order plan.

The library sponsored a program in Spanish about citizenship.

In May 2003, the library staff's in-service day was about respecting others' cultures and speaking styles, and providing good service no matter where patrons hail from.

The library has two special computers designed for non-English speakers. They are the Gates multi-language computer, on which a person can use Microsoft applications in a variety of languages, and the ELLIS computer, which offers self-guided lessons on speaking English.

In addition, the library collaborates with various social services agencies, schools and the City of Des Plaines to benefit the city's foreign language speaking populations.

IV. Recommendations

Based on analysis of its findings, the committee recommends various changes in several areas and affirms many of the library's current practices.

A. Materials Selection

Selectors should choose materials based on the library's and their departments' collection development policies and the following criteria:

- A majority of the materials should be selected in the languages most broadly spoken in the city, including Spanish, Polish, Gujarati, and Russian. As the city's demographics change, emphasis on some of the above languages may change, and new languages may be added to the list of languages collected by the library.
- Adult Services should continue selecting materials in languages taught at the high school and college levels -- including French, Italian and German -- to support the curriculum. The classics and contemporary fiction will be emphasized. Foreign language materials also should continue to be selected to meet the reading interests of persons who are multilingual but not necessarily speaking their native language, i.e., Spanish, French, German and Italian.
- Circulation patterns of the library's foreign language materials should be considered in the selection process.
- Patron demands for materials in the most popular languages will be considered. Materials in other languages should be selected as demand warrants.
- Books written in the original foreign language are desired by many patrons, as well as translations of books by popular authors of English. These materials should receive top priority.
- For books, hardcover and library bindings are preferred over paperbacks.
- Cost of the material, as well as availability of bibliographic records in MARC format, are key considerations.
- In general, single copies of a title will be purchased.

The recommended order of choice of sources for foreign language materials is this:

- Jobbers, such as Baker & Taylor, BWI and Ingram.
- OCLC Language Sets, which include books in languages of the library's choosing. This service also includes full cataloging and physical processing.
- Distributors, such as Libros Sin Fronteras, and Lectorum (Spanish materials); Polonia House, and D & Z Bookstore (Polish materials); and Midwest Tape (Hindi videos).

Audiovisual materials, including DVDs and videocassettes from countries other than the United States and Great Britain, and music on compact disc, are among the most popular library materials to the city's foreign language-speaking population. The committee recommends increased financial resources be allocated for these materials.

B. Collection Development

Continuation of current practices, as well as use of the following suggestions, is recommended for developing the many formats included in the library's foreign language collection.

Fiction: This book collection should reflect the taste of the community and include bestsellers and popular foreign language fiction. It also should include some representation from all the major genres, while still reflecting community interests. The library will purchase works by notable foreign authors, both contemporary and classic. The library also will purchase translated books by popular authors writing in English, e.g., Danielle Steel. Some general classics of English literature, such as *Moby Dick* and *The Adventures of Huckleberry Finn*, will be purchased in foreign language versions. Spanish books in large type will be collected.

Nonfiction: The library will purchase nonfiction books to provide representative subject coverage in each Dewey area, emphasizing popular areas and practical how-to materials, and to reflect the needs of students. Special emphasis will be placed on books about computers, health, citizenship, and learning English. The collection will include Spanish books in large type.

Reference: Basic reference sources, especially dictionaries and general encyclopedias, will be provided, based on availability.

Magazines: News and general magazines, as well as magazines about popular topics, will be purchased, as well as some English-language magazines targeted to a specific part of the population.

Videocassettes and DVDs: Nonfiction videos of an educational or informational nature will be purchased, based on availability. Classic and contemporary feature films produced in Latin America, India and Eastern Europe will continue to be purchased. In addition, the library will provide foreign-language versions of classic and popular American films when available.

Instructional Audio: Audiocassettes and compact discs on learning English will be provided and geared to speakers of specific languages when available, such as English for Spanish-speaking persons. Materials on self-help and how-to topics, plus some Spanish poetry, will be selected when available.

Music on Compact Disc: International music on CD by popular and classic foreign performers will continue to be purchased. Representative musical styles from various foreign countries will be featured.

Electronic Resources: Foreign language versions of CD-ROMs on educational and informational topics will be provided, according to availability. Online resources will be provided for in-house and/or remote reference use. As is the case with all online resources, usage statistics will be monitored and decisions on retention of the product will be made accordingly.

C. Collection Maintenance

The committee recommends that materials in languages with less than 10 items be weeded from the collection. It is unlikely that materials in those languages would be selected in the near future, and cataloging any new items in those languages may be problematic or expensive. As the city's demographics change, however, collections in some of those languages may become a priority.

In keeping with the library's overall collection development policy, weeding in the remaining languages should be done on an ongoing basis, based on the usefulness and condition of materials. Items that are worn, inaccurate, unattractive, have a very low usage pattern, or are out of date, should be removed from the collection. In addition, collection maintenance includes noting use patterns and areas of the collection that require more materials, newer materials, additional formats, or recataloging.

D. Processing and Cataloging

The library should seek alternatives to outsourcing, such as cooperative collection management and cataloging with public libraries in the area. These efforts may be limited, however, by the Cooperative Computer Service consortia's current stricture that the only approved outside source of bibliographic records is OCLC.

E. Access to Information and Arrangement of Materials

The committee recommends the following for ease of access to the library's foreign language materials:

- A computerized catalog available in the most commonly used languages in Des Plaines.
- Various information databases available in the most commonly used languages in the city.
- External access via home computer to the library's computerized catalog and various databases, all in the languages most widely used locally.
- A Web page on the library's Internet site for "New Americans." This page could include immigration information and could be patterned after similar pages by the Skokie Public Library and the Queens Borough Library.
- Clear signage directing patrons to the foreign language collection.
- Signage on shelving end panels indicating the languages represented on that range of shelving. If possible, this signage should list the names of those languages in their own language (e.g., "Spanish" would be "Español" but also should have "Spanish" next to it in parentheses).
- Easy-to-read spine labels that are consistent in style.
- Offering, in a variety of languages, "introduction to the library" orientation sessions for patrons.
- Training the library staff in basic words and phrases of the most commonly used languages in the city.

- 0551
- Making the library's Web site "splash page" available in the top languages in Des Plaines.

In addition, the committee recommends the following regarding arrangement of materials in the foreign language collection:

- Arranging adult items within any given language in this manner: first, fiction, arranged by author's last name; second, nonfiction, by Dewey Decimal Classification number and author's last name; third, large type books, with fiction preceding nonfiction; fourth, audiobooks, with fiction preceding nonfiction; and fifth, movies on videocassette with subtitles in that foreign language, or movies in a foreign language without English subtitles.
- Continuing the manner in which Youth Services arranges its foreign language books – by the English alphabetization of the name of the foreign language. In addition, the committee suggests continuation of the manner in which children's Spanish books are segregated: Picture Book, Easy Fiction, Juvenile Fiction, Board Books, and Nonfiction. Items in the other languages could be broken out similarly when those collections are large enough to merit such arrangement.
- Separating the foreign language magazines from the library's browsing magazine area. In early 2003, the library had 18 foreign language magazine titles in its adult collection.
- Keeping videocassettes and DVDs that were originally produced in a foreign language in the library's audiovisual collection, because these films may have broader appeal than to only patrons who speak the language featured in the film. Such audiovisual materials may be located with the "foreign" videocassettes or DVDs, and grouped by the language in which the movie was originally produced. However, movies on videocassette spoken in English with subtitles in a foreign language should be shelved in the Foreign Language collection.

F. Promotion and Marketing

Telling the city's foreign language speaking population about library materials and services can be accomplished with current practices and these recommendations:

- Publishing the library newsletter in the most prominent foreign languages used in Des Plaines.
- Offering electronic newsletters in foreign languages.
- Writing news releases about materials and services for speakers of foreign languages.
- Sending news releases to area media that broadcast or publish in a foreign language.

G. Services

The following list comprises some of the comments from survey respondents, focus group participants, and others who supplied written responses to the Foreign Language Materials Collection Committee's call for information. The committee has noted their suggestions, which may help shape the services the library provides to speakers of foreign languages.

Programs:

- Storytelling in Spanish and Polish. Alan Matan, chairman of the multilingual and English as a Second Language programs at Maine Township High School District 207, recommends storytime for youngsters each week. It is of utmost importance that parents read to their children in their native tongue or in English, he said.
- A program in Spanish about raising bilingual children.
- Activities for the entire family.
- Simultaneous programs for adults and their children. This would help alleviate babysitting problems for many Latino families.
- A general overview about library usage.
- Survival skills for "new Americans," including ways to succeed -- personally, socially and professionally -- in the United States.
- Parenting classes, including classes for new parents, as well as parent-teen communication and talking to teens about drug and alcohol abuse.
- Family reading nights.
- Offer transportation to and from the library for certain programs.

Classes:

- Computer training: not only the basics (including typing), but also Internet and Microsoft Office applications including Word and Excel.
- English as a Second Language classes. Many local residents are served by Oakton Community College's "Learn to Read" program, which holds some of its classes at the library.
- Spanish language classes, because many Latino adults are not literate in their native tongue.

Other Services:

- Hold library card signup nights at schools.
- Offer information about topics such as crisis intervention and other social services.

In addition, the Mobile Library serves the non-English speaking communities in Des Plaines by being in their neighborhoods and providing materials and assistance to persons who may not be able to come to the main library.

V. Summary

Growing. Underserved. Unaware. Hungry for Information. Culturally Minded.

These are words the Des Plaines Public Library must keep in mind about serving the City of Des Plaines' ethnic communities as a whole. The library is doing an adequate job in providing materials and information to foreign language speaking patrons, and the staff will continually strive to improve the library's collections and services.

The Foreign Language Materials Collection Committee knows the library can and should:

- Provide more foreign language materials in all formats.
- Promote its foreign language collection, to increase awareness, circulation, and attendance at various library programs.
- Make access to information as easy as possible for new patrons, including those who primarily use a foreign language.
- Continue to make the library a welcoming environment and a community center for all Des Plaines residents.
- Consider the points brought up in this document.

As the community changes, so will the library's planning and response to serve the city's new residents. The library has foresight and is responsive to the community's needs. It will always endeavor to achieve its mission and vision, resulting in superior service to all patrons, whether their primary language is English or another language.

Appendix 1: Foreign Languages in the Des Plaines Public Library Collection with More than 10 Items, March 2003

Adult Services:

- Bengali
- Chinese
- Czech
- French
- German
- Gujarati
- Hindi
- Italian
- Japanese
- Korean
- Persian
- Polish
- Russian
- Spanish
- Tagalog
- Urdu

Youth Services:

- German
- Gujarati
- Hindi
- Korean
- Polish
- Spanish
- Urdu

Mobile Library:

- Gujarati (children's books only)
- Spanish (mostly children's books, some adult books, magazines and videos)

Number of Adult Foreign Language Magazines:

- French: 1
- German: 2
- Italian: 2
- Polish: 3
- Russian: 3
- Spanish: 7

Appendix 2: Language Spoken at Home in Des Plaines, 2000 Census

Language	Number	Percent
Population 5 years and over	55,387	100.0
Speak only English	37,429	67.6
Speak a language other than English	17,958	32.4
Speak a language other than English		
Spanish or Spanish Creole	6,919	12.5
Polish	3,509	6.3
Gujarathi	1,248	2.3
Greek	876	1.6
Italian	862	1.6
Tagalog	642	1.2
German	470	0.8
Chinese	412	0.7

Source: U.S. Census Bureau

Note: For a more detailed report, see the chart on the next page.

Appendix 3: Bilingual Census: Top 10 Foreign Languages Spoken by Students in Elementary School Districts 62 and 59, Maine West and Maine East High Schools, October 2002

Language	Dist. 62	Dist. 59	Maine West HS	Maine East HS	Total
Spanish	1346	199	459	187	2191
Polish	243	108	129	301	781
Gujarati	108	148	55	181	492
Tagalog (Pilipino)	69	15	18	99	201
Urdu	52	12	18	102	184
Korean	36	20	7	95	158
Malayalam	33	10	5	89	137
Assyrian	28	12	7	63	110
Greek	30	19	18	34	101
Russian	9	-----	4	67	80

Source: "Column A" of the October 2002 Bilingual Censuses taken by local school districts

Notes:

A. According to Alan Matan, chairman of the multilingual and English as a Second Language programs at Maine Township High School District 207, "Column A" indicates the number of students of "non-English background" who can answer yes to any one of the following questions:

1. Is a language other than English spoken in daily interaction in the student's home?
2. Does the student speak a language other than English?

B. The figures for Elementary School District 59 are for its schools that are located in Des Plaines. Not all of the students at these schools, however, live in Des Plaines.

C. Although students at Maine East High School do not live in the city limits of Des Plaines, information from that school's bilingual census is included because the Des Plaines Public Library is the closest public library for many Maine East students.

Appendix 4: Number of Local Charges and Renewals of Foreign Language Books,
February 2002 Through February 2003

Adult	Juvenile
Polish - 5,258	Spanish - 4,725
Russian - 3,227	Polish - 576
Spanish - 2,243	Gujarati - 110
Gujarati - 313	Urdu - 54
Korean - 174	German - 43
Hindi - 71	Korean - 25
Tagalog - 69	Chinese - 6
German - 64	French - 6
Italian - 56	Tamil - 2
Urdu - 18	Russian - 1
French - 10	Hebrew - 0
Chinese - 2	Hindi - 0
Persian - 2	Latin - 0
Portuguese - 1	Tagalog - 0
Slovak - 1	
Arabic - 0	
Greek - 0	
Panjabi - 0	
Vietnamese - 0	

Source: Cooperative Computer Service

Appendix 5: Highlights of the Foreign Language Collection Survey

Total for all Foreign Languages

- Total of 232 surveys.
- Majority use library once per week.
- Items most desired are adult music, adult DVD, and adult video.
- Age group with most people is 18-35.

Spanish

- Total of 136 surveys.
- Majority use library once per week.
- Items most desired are adult music, kids videos, and juvenile fiction.
- Age group with most people is 18-35.

Gujarati

- Total of 17 surveys.
- Majority use library once per week.
- Items most desired are adult fiction, adult videos, and picture books.
- Age group with most people is 18-35.

Urdu and Arabic

- Total of 19 surveys.
- Majority use library once per week.
- Items most desired are adult non-fiction, adult CD-ROMs, and adult magazines.
- Age group with most people is 18-35.

Total Surveys Collected for Other Languages

- | | | | |
|--------------|-------------|---------------|------------------------------|
| • Tagalog-3 | • German-3 | • Russian-9 | • All other languages-1 each |
| • Italian-4 | • Chinese-3 | • Bulgarian-2 | |
| • Japanese-5 | • Polish-5 | • Korean-2 | |

Items Desired by Each Age Group

- Adult
 - Music - 115
 - Videos - 104
 - DVD - 101
- Teen/YA
 - Nonfiction - 72
 - Fiction - 56
- Juvenile
 - Videos - 99
 - Fiction - 89
 - DVD - 83

Issues With the Surveys

- Surveys do not represent the population data for the community. They instead represent the population that we sought out. Census data should be used for population statistics and population served.
- Many surveys contained positive comments about the library. I did not include this in the comments section since the comments were so plentiful and they did not affect our collection development.
- Spanish language surveys did not contain an option for adult non-fiction or teen non-fiction. They read "popular fiction" instead of "popular non-fiction". Therefore, the surveys do not accurately represent Spanish speakers' desire for adult non-fiction, adult fiction, teen non-fiction, teen fiction or juvenile non-fiction.
- Spanish language surveys states CD-ROMs as computer programs which many people interpreted as in library use and check out. Many people answered "internet", or "word". This skews the survey results for Spanish language CD-ROMs.
- Urdu / Arabic speaking community often requested newspapers, magazines, cultural education items, and Islamic education items.
- Gujarati / Hindi speaking community often requested newspapers, magazines, Hindi movies, Hindi movie music, computer learning materials, and family support materials.
- Spanish speaking community often requested computer learning materials and programs, infant music, Latin music, classical music, ESL materials and other materials that will assist them in succeeding in the United States (socially and professionally), sexual education items, and pop/rock music.

Requested items from survey

Multilingual European

Educationals (magazine), romantic adult music, educational cd's for kids, health CD-ROM, educational CD-ROM, math CD-ROMs, Exito (magazine), Reflexions (magazine), Latin music, hip hop & rap, computer games, reading programs for kids, current pop music, reading/science/social studies software, English classes for all levels, new hours, books, videos, computer classes, Italian music, software to learn computers, Walt Disney magazine, pop/rock/classical music, Internet, game CD-ROMs, Seventeen magazine, good newspapers in Spanish, loves library for computers and learning English.

Urdu/ Urdu & Arabic & Assyrian

Historical CD-ROMs, reference CD-ROMs, Jumnam (magazine), Dawn (newspaper), cd's and CD-ROMs on learning the Quran, Muslim/ Arabic magazines (e.g., Islamic Horizon) and newspapers (e.g., Munsif and Islamic Observer), more Urdu and Arabic materials, Assyrian music, CD-ROM games, Indian/ Pakistani magazines (e.g., Jang), Urdu magazines, children's Islamic CD-ROMs, Urdu music cd's, cultural and religious CD-ROMs.

Gujarati / Gujarati & Hindi

Ashapas (magazine) Chitralekha (magazine), Gujarati Samachar & Sandesh (both newspapers), free Rosemont cards, Internet, India Today (magazine), Chicago Tribune, rock music, Gujarati and Hindi DVD's, religious and movie music, kids folk songs in Gujarati, kids software on current events, Mumbai Samachar (magazine), Times of India (magazine), kids books to learn writing Gujarati, Jee (magazine), Star Dust, Hindi movies, educational software, Jankalyan (magazine), Akhand Anand (magazine), India Samachar (newspaper), Hindi and Gujarati music and newspapers, kids sports magazines, rap music, Excel, Word, Autocad, C++, VB (computer), software for Spanish and English literacy, classes for parent-teen communication/anti-drug, Indian movies and music, Indian Hindi songs, kids folk songs in Gujarati, Chitralekha, Jee, books on tape, nonfiction, self-improvement materials.

German

Canoe & Kayak (magazine)

Italian

Books on CD, Pop/Rock/Jazz music, Italian music, Franoi (newspaper), current Italian movies are poor choice/ please review and order more, kids Italian videos, Italian music for adults and kids, Italian magazines.

Tagalog

Rock music, Manila Bulletin & Philippine Daily Inquirer (both magazines), M.S software, Fitness Magazine, Tempo/Filipino news, mainstream music.

Japanese

Text materials, children's books and videos in Japanese, popular music in Japanese, software for learning English, pop music, Nihon Keizai Shinbun/ Nikkei (magazines).

Chinese

World Journal (newspaper).

Polish

Nasza Polska, Geos, Nasz Dziennik, Tygodnik Solidarnosc (all magazines).

Russian

Original Russian works by Russian authors, popular music, Russian newspaper, classical music, Danielle Steele in Russian.

Bulgarian

Disney music for kids.

Korean

Textbooks, classical music.

Multiple Asian languages

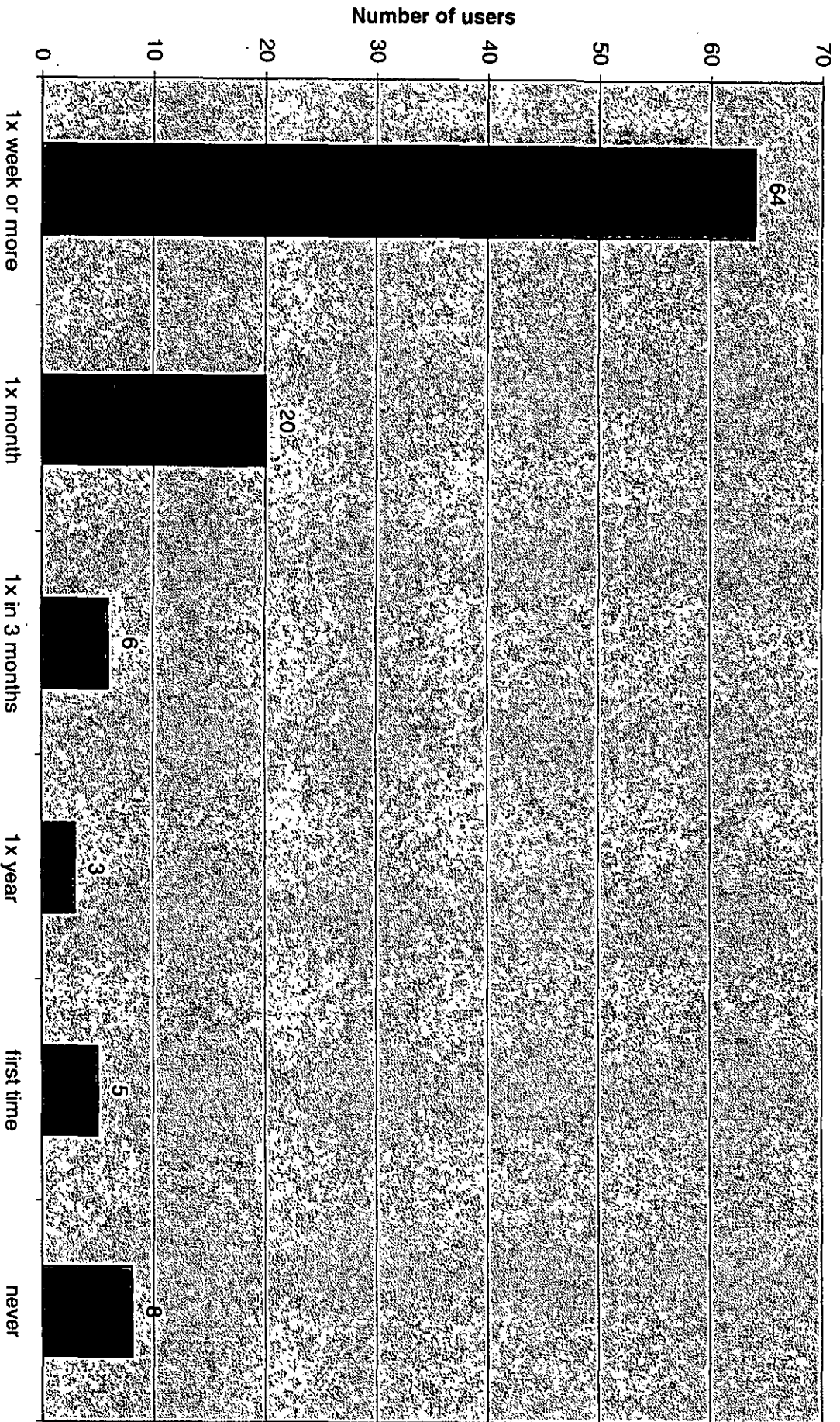
Toefl, GRE, GMAT, lectures for non-native people.

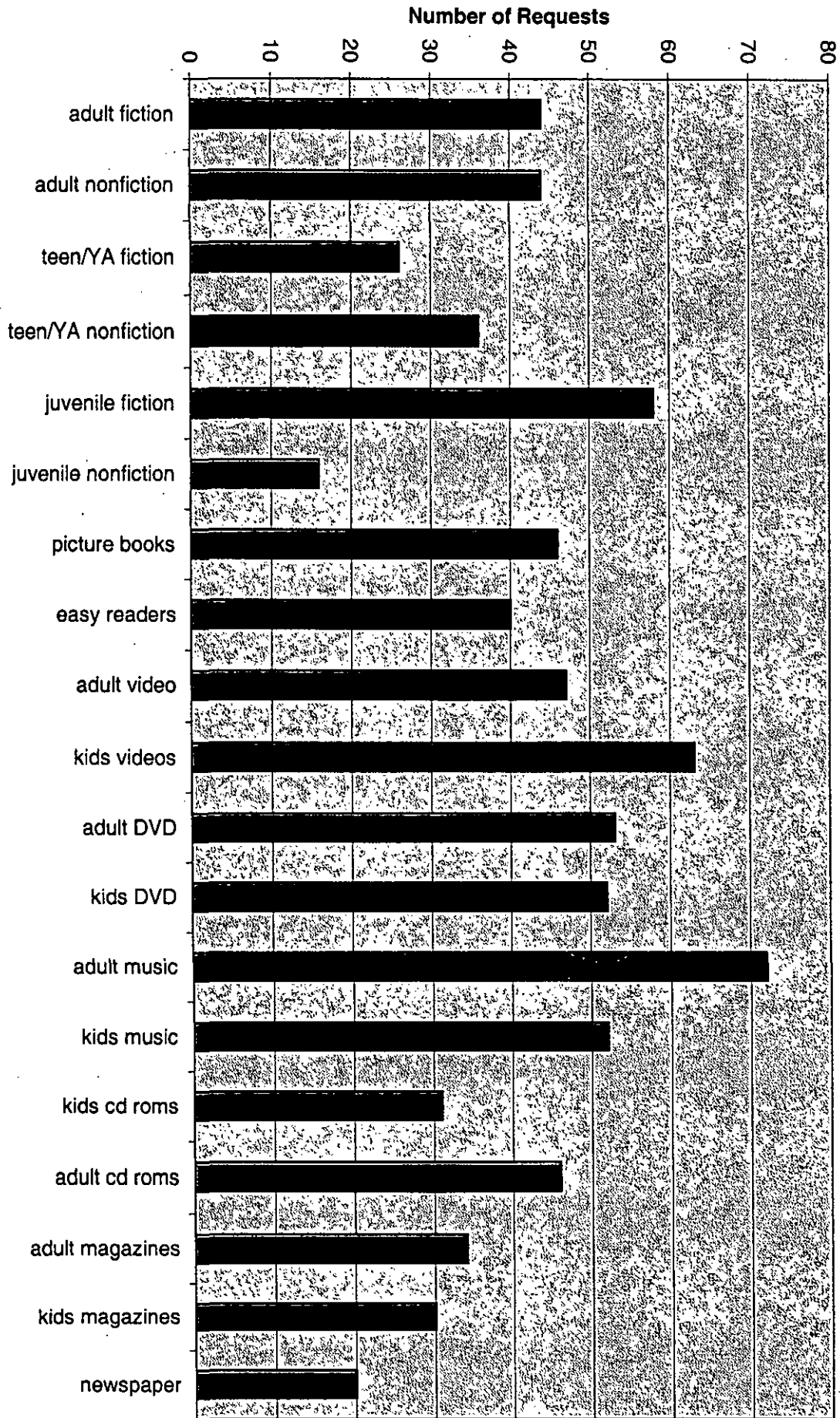
Spanish

Kids Barney cds, rock, history books, romantic music, infant music, sex software, easy to understand magazines, computer classes in Spanish, computer materials, more services in Spanish, cds on everything, materials on professional careers, classical music, child care books, Spanish newspapers, jazz, instrumental music, Mexican movies by Joaquin Padave in Spanish, books by Dr. Nathan Viskin in Spanish, book entitled "Ask Your Baby", Spanish classes on Excel and Word, pop music, more Spanish books, classical music, more Spanish-speaking staff, poetry books in Spanish, advanced computer classes, classical music, religious music, religious software for kids, Spanish music, literacy materials, more Spanish-speaking staff, infant music, kids puzzles, romantic music, infant music, band music, more Spanish-speaking staff, rock music, computer classes, infant music, Mexican music, dictionaries, preschool learning cds, learning books, useful kids magazines, pop music, '60s music, popular music, Antano (music), infant music, history magazines, Latin music, bolero music, People Magazine in Spanish, rock music, American history materials, computer classes, Nortena (music), computer games for kids, romantic music, infant music, newspapers from Mexico, Cosmopolitan Vanidades (magazine), lullabies (music), math/English (computer software), more Spanish-speaking staff, educational computer software, infant music, Spanish books,ailable dance music, English music-Cher, classical music, sexual education books for adults, Latin music, Mexican music, rock music, pop music, typing (computer), People Magazine in Spanish, Ranchera (music), Navidenos (music), Mexican music artists-Oscar Medina/Christiana/Mexican, classical music, English basics software, magazines from foreign countries, Extranjeros (newspaper), informative lectures, infant music, educational magazines, Disney music, Hyperstudio, Time Magazine for kids, books for improving life skills, modern music, beginning literacy for adults software, Vanidades (magazine), Cosmopolitan (magazine), Mexican (newspaper), El Esto (newspaper), El Universal (newspaper), El Sol de Mexico (newspaper), have the newsletter and bulletin boards translated in Spanish, classical music, instrumental music, cultural music, Spanish kids music, grammar software, Ahora (magazine), Que Tal (magazine), Hola (magazine), Latin music, People Magazine in Spanish, Spanish literacy, ESL materials, computer-related materials, life skills, Latin music, Trova Cuban music, classical music,

gospel music, pop music, romantic music, ranchera music, Internet, trios Romantica music, newspapers from Mexico, infant music, classical music, meringues music, Internet, Excel, Mexican music, pop music, Seventeen Magazine, free library cards for Rosemont, courses in Spanish, Mexican music, pop music, Internet, Seventeen Magazine, free library card to Rosemont, classical music, science materials, math/science software, Spanish magazines, classical music, instrumental music, Spanish newspaper, reading programs for kids, children's books by Latin writers, Left Behind series for kids, rock music, pop music, copies of paintings from Diego Rivera/Frida Kahlo/Siqueiros, Spanish books on personal growth, preschool materials, modern music, baladas music, Spanish magazines, sports newspapers, classical music, kids music, Spanish-speaking staff, classical music, kids music, learning computer programs, books on making piñatas/sewing/decorations, Spanish books by Spanish writers like Jorge Ramos, modern music, English classes, orientation classes for immigration, entertainment for students on vacation, classes for driving/sewing/cooking/painting/, classical music, instrumental music, dictionaries.

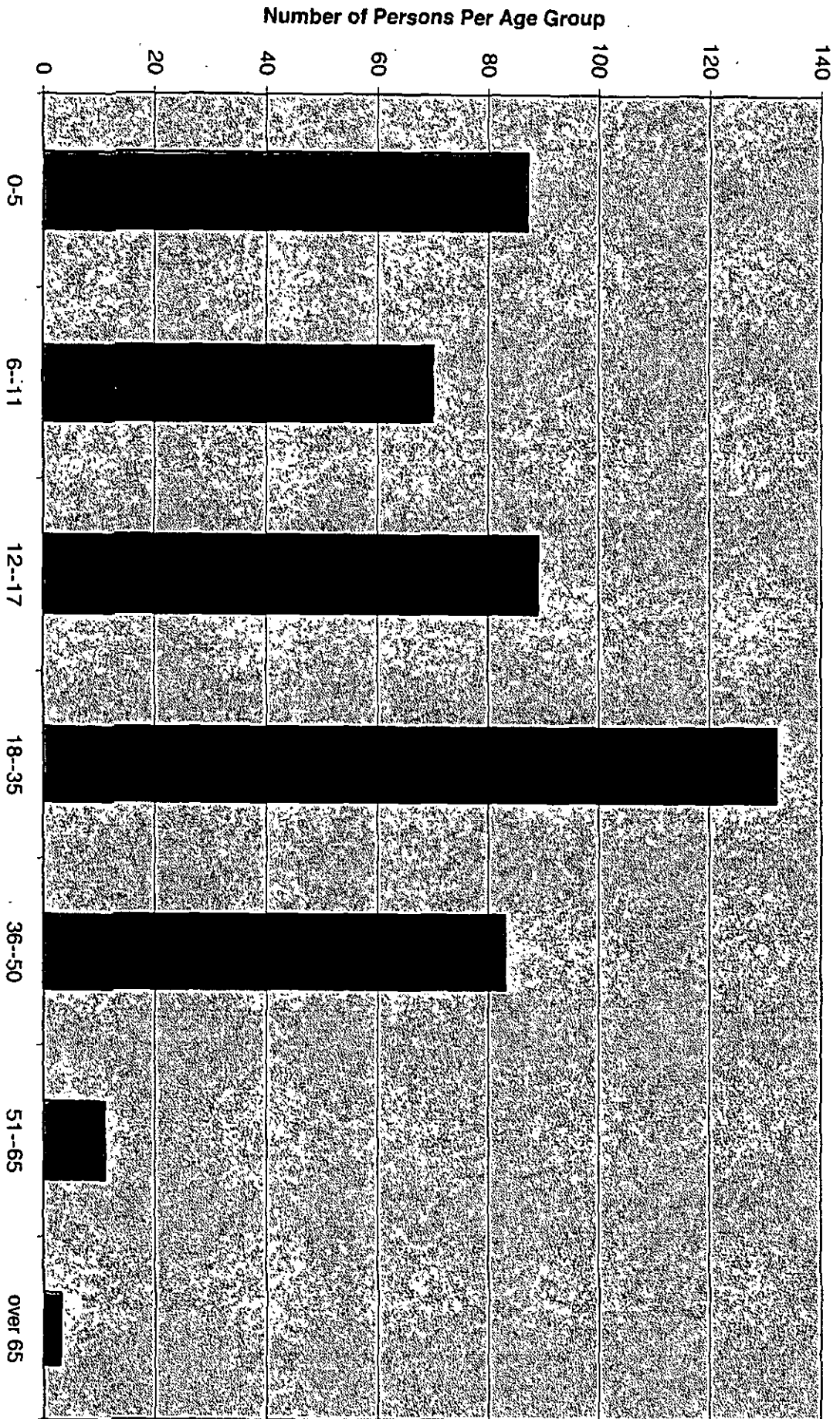
Spanish Library Use



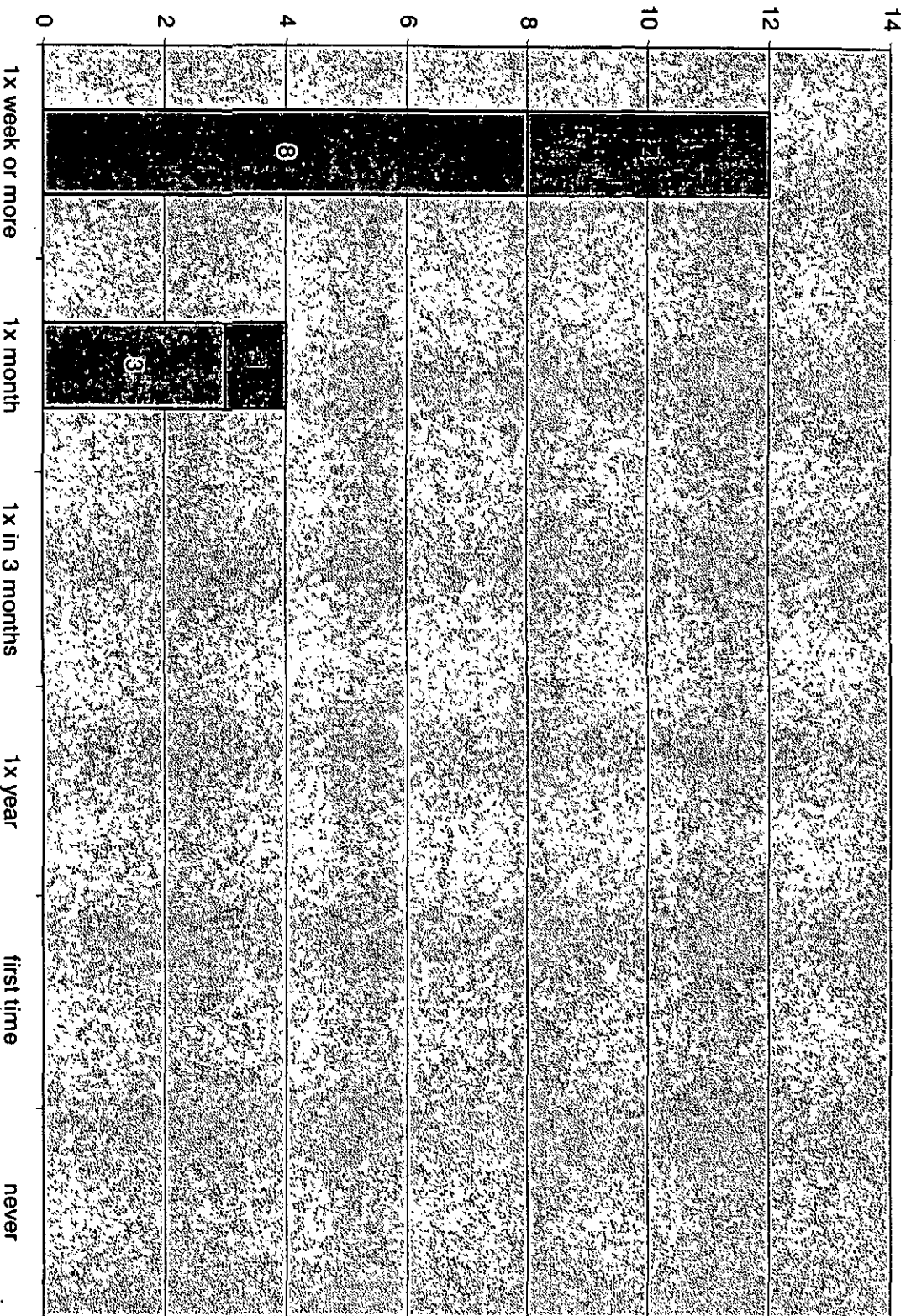


Spanish Materials Desired

Spanish Age distribution

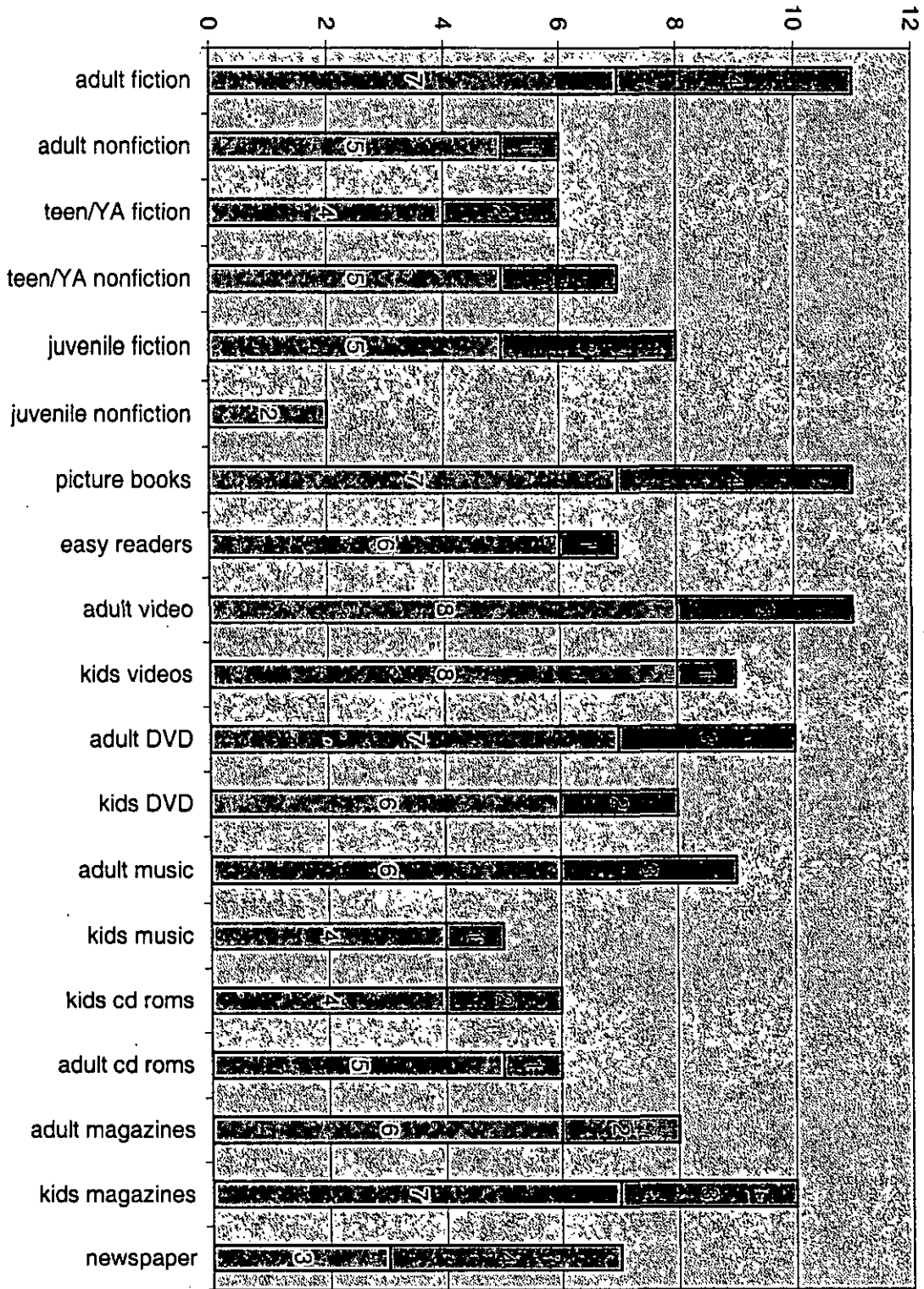


Gujarati Library Use



Gujarati and Hindi
 Gujarati only

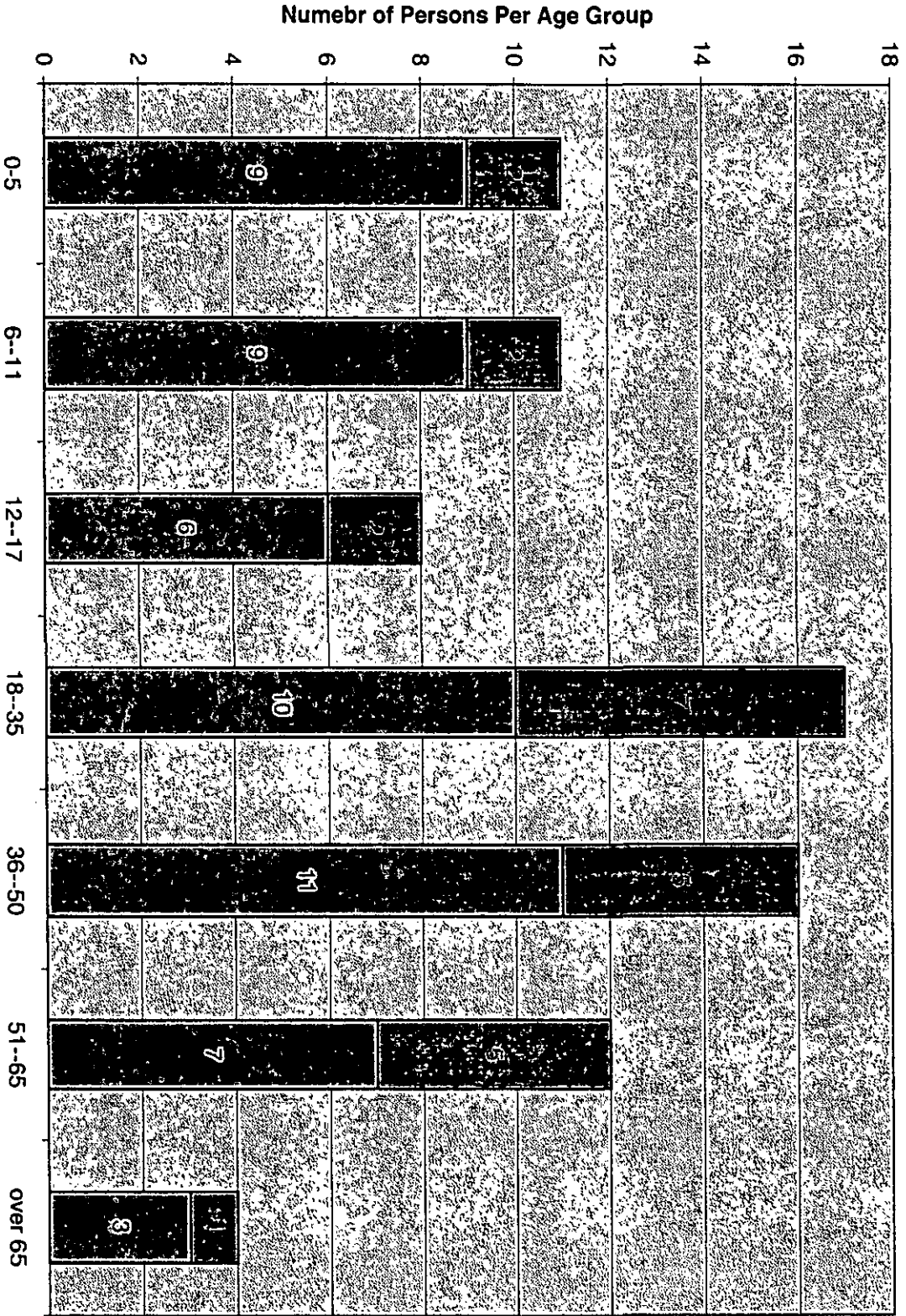
Number of Requests



Gujarati Materials Desired

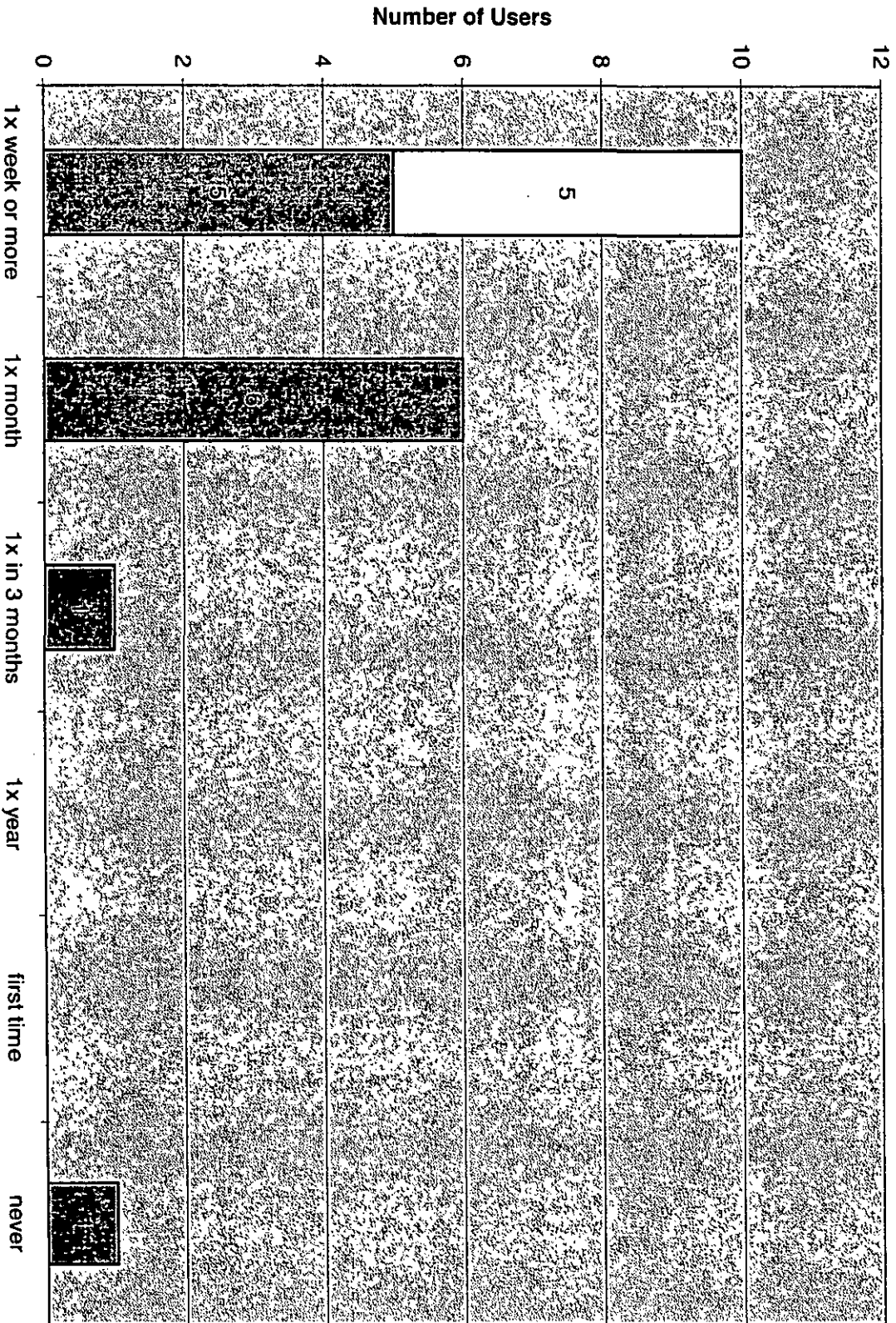
Gujarati and Hindi
 Gujarati only

Gujarati Age Distribution



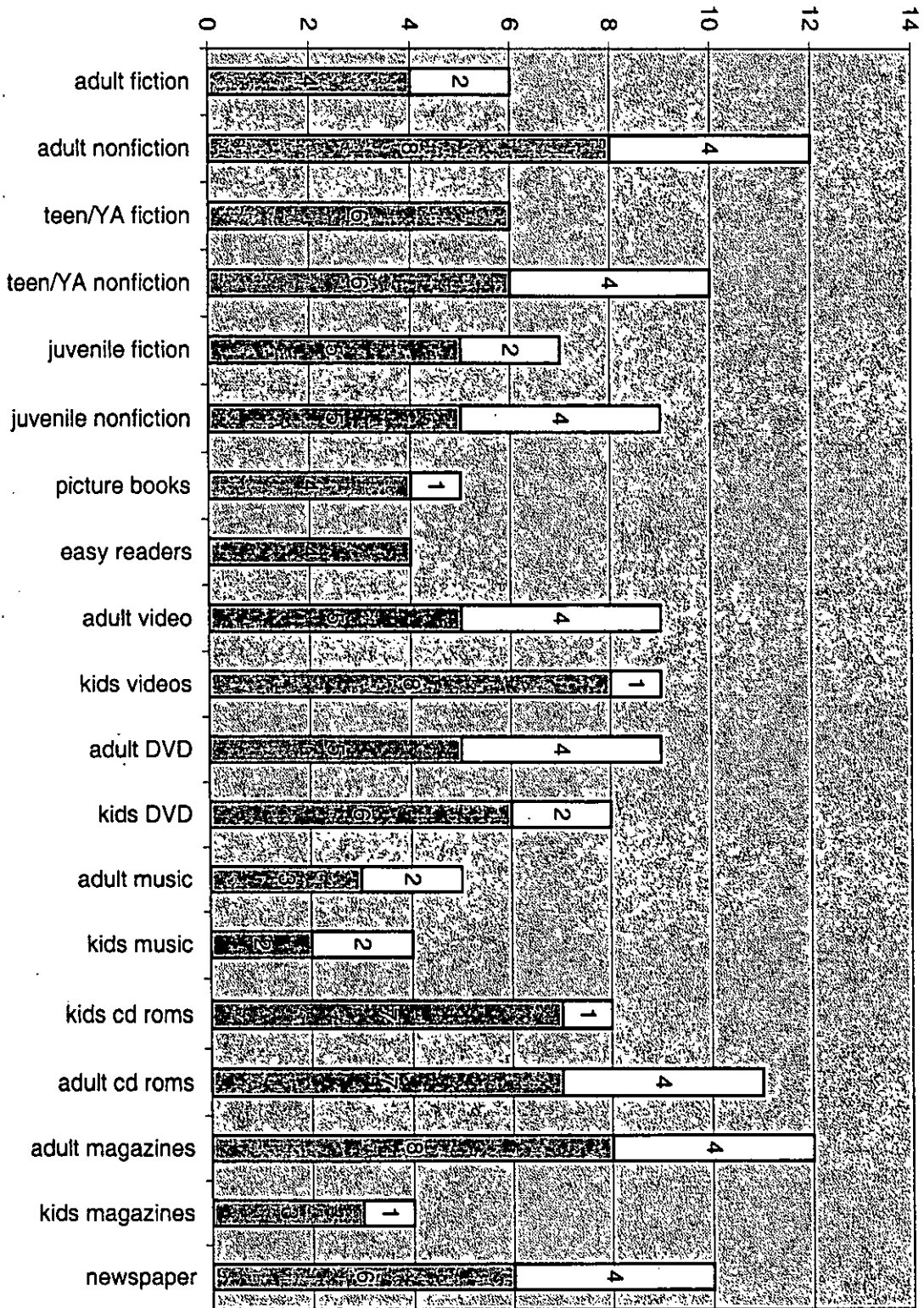
Gujarati and Hindi
 Gujarati only

Urdu Library Use



Urdu and Arabic
 Urdu only

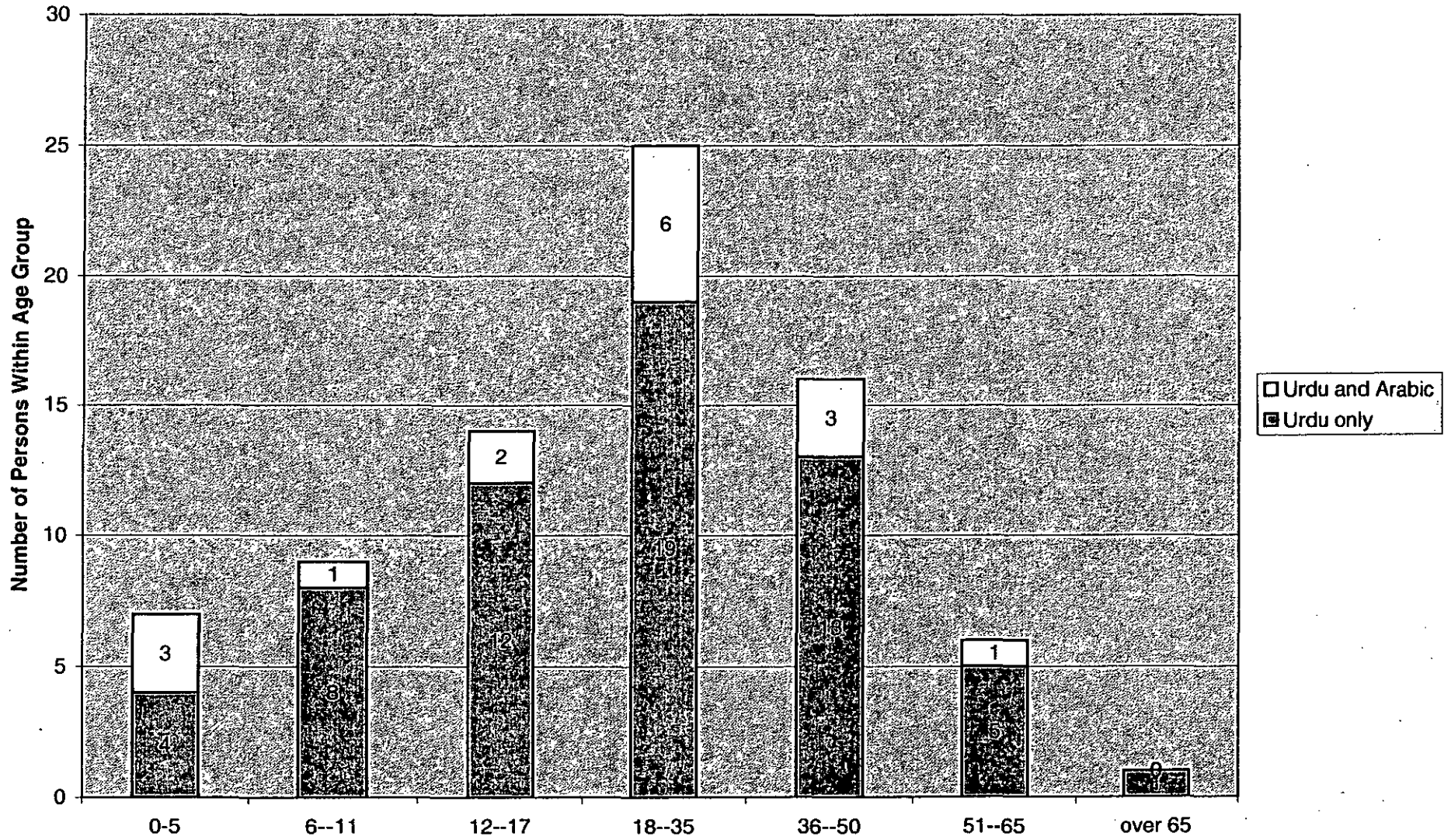
Number of Requests



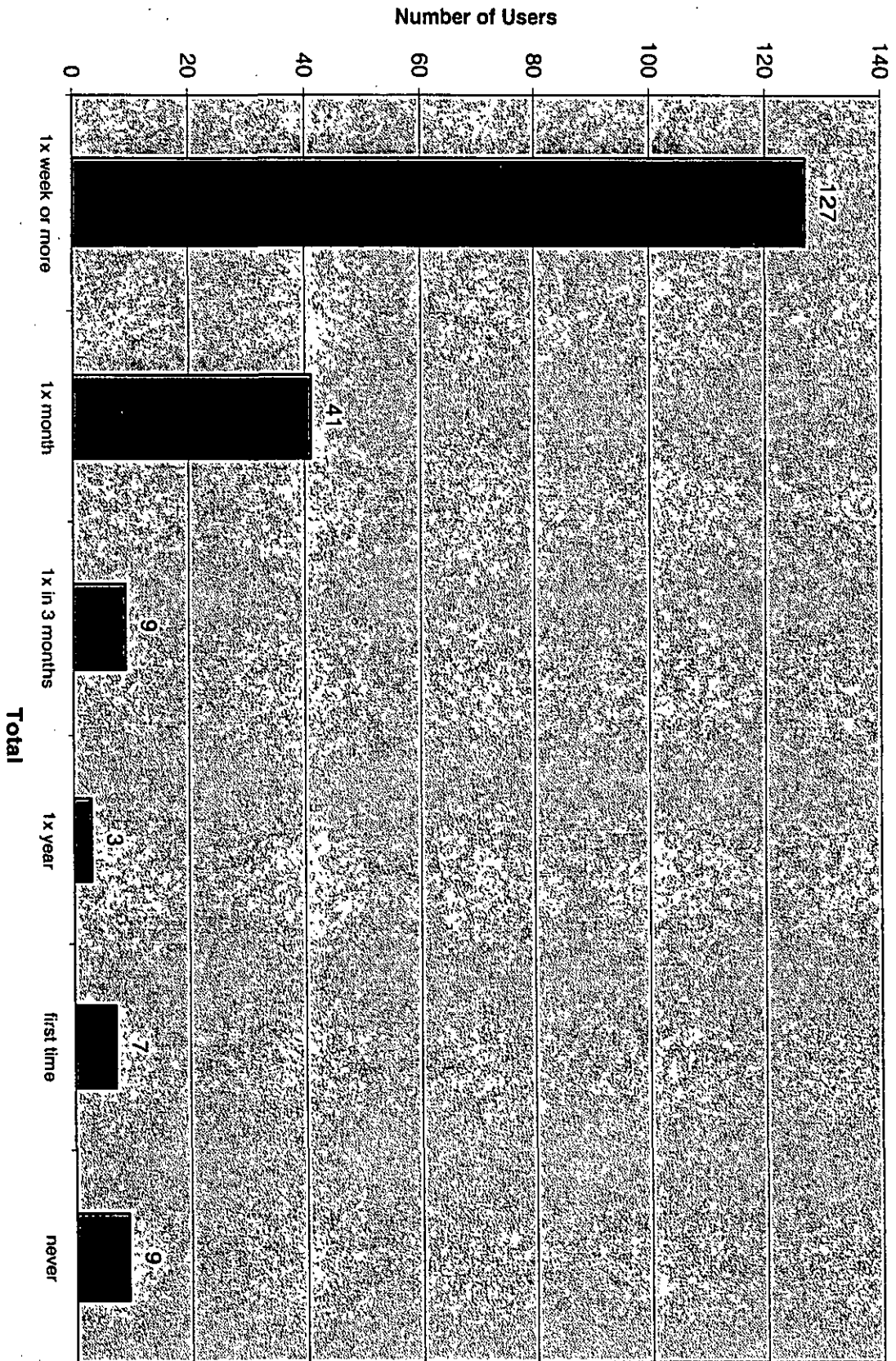
Urdu Materials Requested

Urdu and Arabic
 Urdu only

Urdu Age Distribution

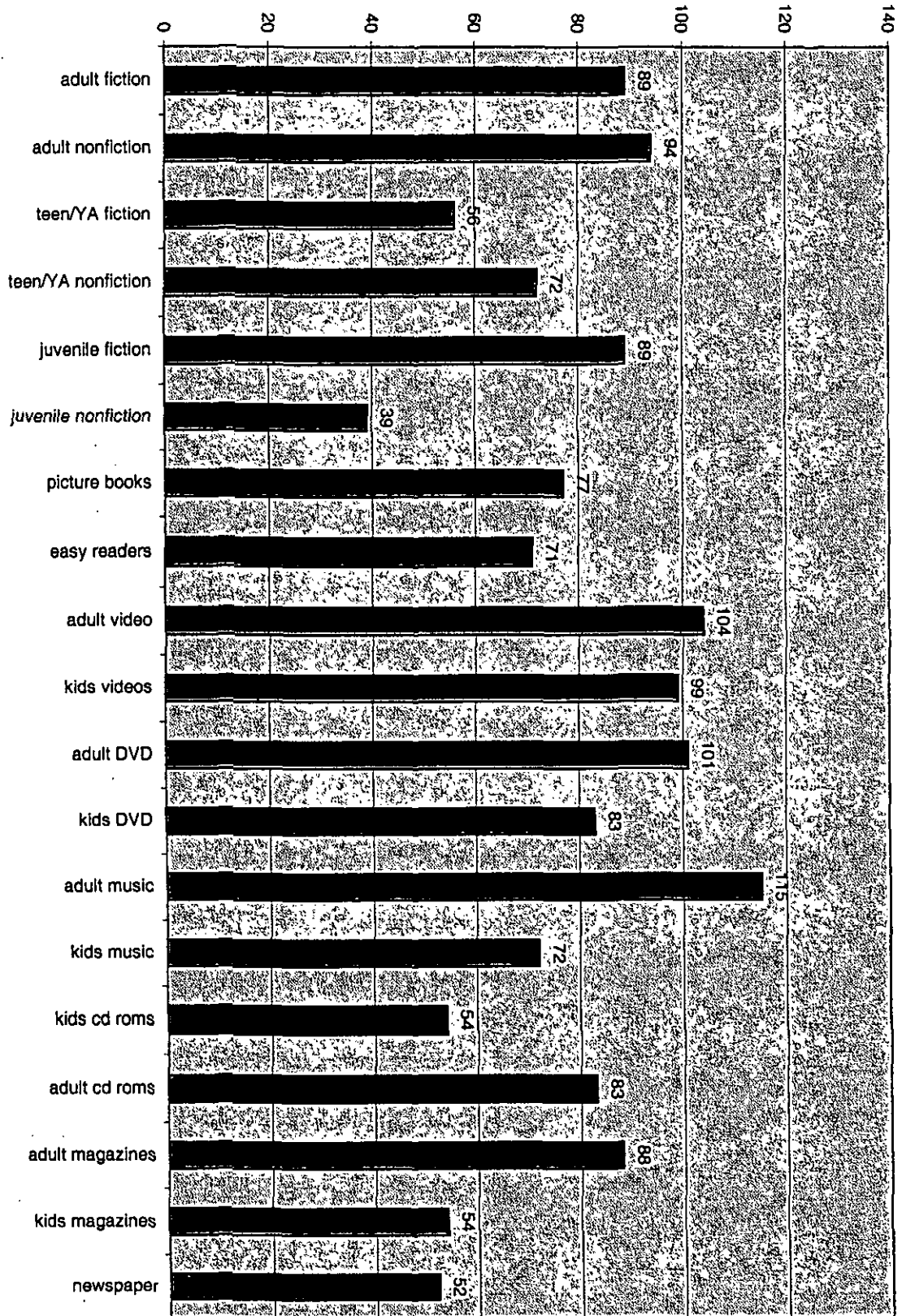


Library Use - All Foreign Languages



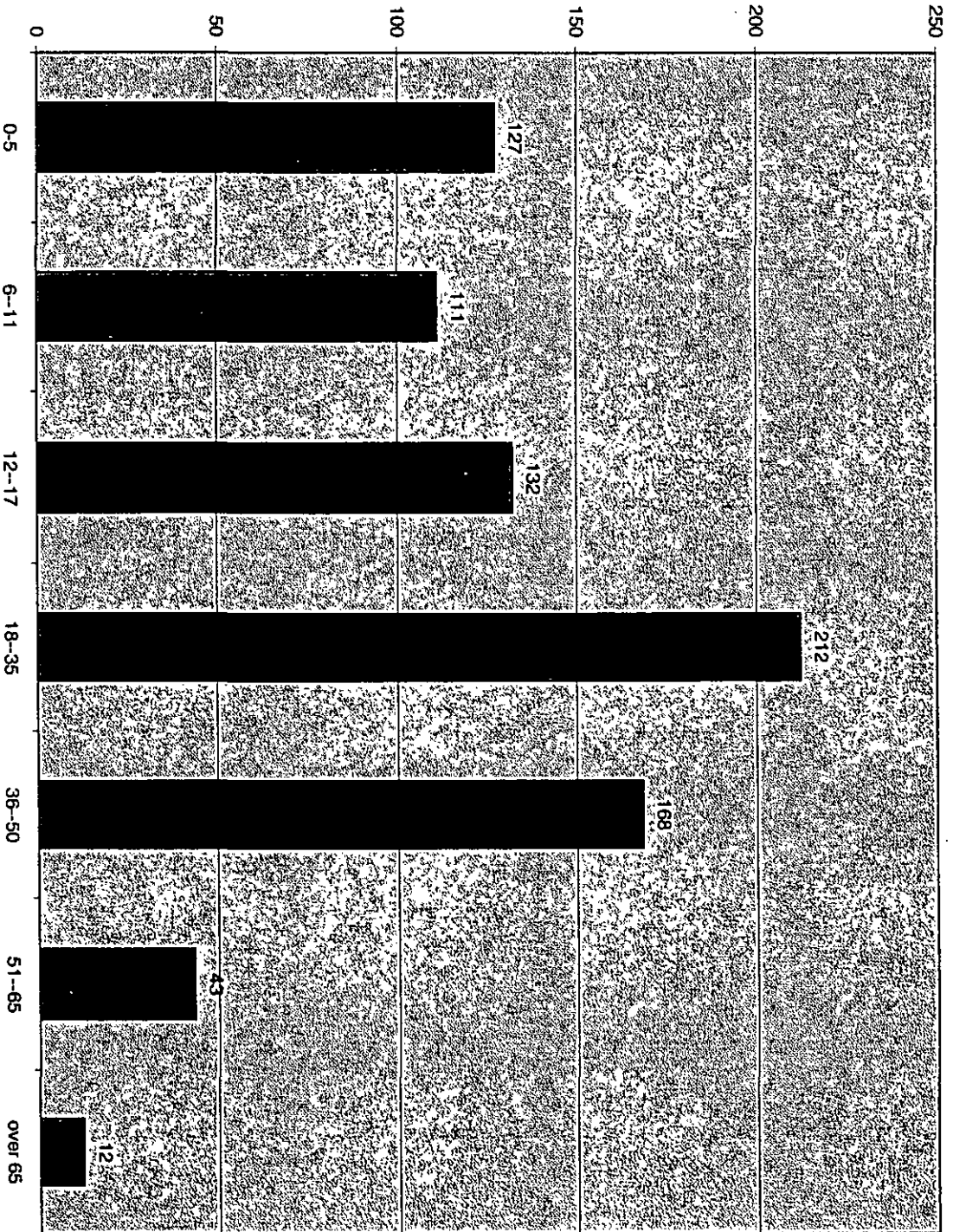
library use

Materials Desired - All Foreign Languages



■ materials desired

People in Household According to Age - All Foreign Languages



people in household according to age

Appendix 6: Focus Group Participants

October 22, 2002

1. Maria Carmen Gonzalez, Plainfield School, 847-827-1101, gardunom@d62.org
2. Charlynda Marckese, Iroquois Community School, 847-824-1317, marckesec@d62.org
3. Maria Cristina Ruiz, Orchard Place School, 847-824-1255, ruizabarcam@d62.org
4. Jan Lee Sandberg, Orchard Place School, 847-824-1482, sandbergj@d62.org

November 12, 2002

1. Carmen Acuna, Des Plaines Science and Arts Academy, 847-827-7880
2. Milagros Bravo, District 62 Multicultural Department, 847-824-1252, bravom@d62.org
3. Maria Carmen Gonzalez, District 62, 847-827-1101, gardunom@d62.org
4. Judy Kenning, District 62, 847-827-8565, kenningj@d62.org
5. Merrilee Kwieford, Maine West High School, 847-803-5783, mkwieford@maine207west.k12.il.us
6. Nancy Rock, District 62, 847-824-1241, rockn@d62.org
7. Sheila Rudden-Shorey, Maine West High School, 847-803-5869, sruddenshorey@maine207west.k12.il.us
8. Ramon Sanchez, Genesis Center of Health and Empowerment, 847-298-3229
9. Alejandra Trejo, District 62, 847-803-0544

Appendix 7: Summary of Foreign Language Committee Focus Groups

The Foreign Language Materials Committee held focus groups on October 22 and November 12, 2002 in an effort to determine how the library could better serve the needs of our multicultural community. Educators from local schools were invited to the first focus group; those who could not attend were encouraged to come to the second focus group, which was planned to include the community at large. Four educators from District 62 attended the first focus group; nine educators from Districts 62, 207, and the Science & Art Academy, and two people from the community made up the second group.

Participants in both groups offered comments on the following subjects:

Marketing the library

- Library card sign-ups at school are very successful & promote the library
- Distributing library foreign language materials surveys at schools a possibility – would tell us what types of materials they want us to collect and advertise the collection
- Family reading nights at the library
- Publish library marketing materials in Spanish

Signage

- In other languages
- With pictures

Library cards

- Rosemont library cards still too expensive for many
- Explain to people with illegal immigration status that library patron records are confidential

Programming

- Storytelling in Spanish & Polish (e.g., Antonio Sacre)
- Suggested program: Raising Bilingual Children (in Spanish)
- Activities for whole family
- Simultaneous programs for adults and children (would solve babysitting problems)

Suggestions for foreign language materials (in Spanish, except where noted)

- Large print books
- Audiobooks
- Light reading
- Videos & DVDs (in various languages)
- Newspapers and magazines (in various languages)
- Books by heritage authors (not just translations of popular English titles)
- Books for Spanish literacy; many Spanish speakers cannot read Spanish
- "Big books"
- Books in English with low level vocabulary/high interest
- Bilingual books

- Books on everyday life skills
- Popular series for children, e.g., *Goosebumps*
- Materials that validate cultures, e.g., books on holidays, sports, fine arts
- Career books

Services the library should consider providing

- Babysitting during Spanish language programs
- Library newsletter in various languages
- Transportation
- Information regarding crisis intervention, other social services

Classes at the library

- Computer training (in Spanish)
- English
- Library usage (in Spanish)

Spanish literacy

- Literacy based more on storytelling than reading
- Education level of many Latino adults only 2-3 grade (not literate in native language)

Other suggestions

- Hire native Spanish speakers at the library
- Teach staff to be culturally sensitive so that Spanish speaking patrons will feel welcome

Additional Issues/Problems (mostly Latino)

- Necessity of working two jobs
- Feeling intimidated by language barrier/literacy barrier
- Need help in filling out applications
- Parents lack computer, survival skills
- Many in Latino community not assertive, not "joiners" – need encouragement to become involved in organizations like the PTO

Appendix 8: Summary of Correspondence Received from Persons Who Were Unable to Attend a Focus Group Session

The committee received three letters from persons who were unable to participate in a focus group session but wanted to contribute their input to the process.

Leah D. Hotimlanska, a catalog librarian at the IIT Chicago-Kent College of Law, wrote about the needs and interests of persons in communities where English is a second language. The age of the patron often determines his or her needs from the library, as she has observed:

- Persons over age 60 need accessible language classes. They need information in their primary language, and to provide continuity in their lives to help them stay in touch with their old country.
- Working adults need sources of information that would enhance their integration into business and professions in the new country. They need bilingual sources of information.
- Young adults need currency of information and expect the foreign language collection to provide a broad spectrum of information in various formats.

She also noted that some people are tentative or reluctant library users. The concept of public libraries as they exist in the United States is really new and strange to people from many other countries.

Alan Matan, district department chair of the English as a Second Language/Bilingual Education Department of Maine Township High School District 207, included several thoughts about library needs of speakers of a foreign language. He stressed the "continued need to educate parents of youngsters that reading is vital to the success of the child in school. Parents must read to their children in their native language or English." He also recommended an interest survey, family reading night, and collaborating with the Maine West and Maine East Family Centers for an evening of reading.

Jone Vaznelis, a library media specialist at Maine East High School, stressed helping new immigrants become familiar with the library and determine which library district they live in. Both issues can be confusing. She also suggested producing leaflets and flyers to advertise library programs for young adults.

Appendix 9: Holdings per Language with More than 10 Items, March 2003

Language	Items	Books	DVD	VHS	Audiobooks	Newspapers	Notes
Bengali	11		1	10			
Chinese	45	7	14	24			
Czech	13		5	8			
French	250	107	38	81		1	23 (*)
German	190	160	15	13		2	
Gujarati	225	168					57 (*)
Hindi	296	204	69	23			
Italian	113	82	7	23			
Japanese	33		13	20			
Korean	63	61	2				
Persian	17	3	7	7			
Polish	1,564	1,427	2	18		3	114 (*)
Russian	950	915	9	24	2	2	
Spanish	4,031	3,910	11	92	3	7	11 (*)
Tagalog	83	82		1			
Urdu	167	166		1			
Totals	8,051	7,292	193	345	5	16	205 (*)

Source: Technical Services Department

Note: The asterisk denotes books to be processed.

**Appendix 10: Number of Local Charges and Renewals of Foreign Language Books,
February 2002 Through February 2003**

Adult	Juvenile
Polish – 5,258	Spanish – 4,725
Russian – 3,227	Polish – 576
Spanish – 2,243	Gujarati – 110
Gujarati – 313	Urdu – 54
Korean – 174	German – 43
Hindi – 71	Korean – 25
Tagalog – 69	Chinese – 6
German – 64	French – 6
Italian – 56	Tamil – 2
Urdu – 18	Russian – 1
French – 10	Hebrew – 0
Chinese – 2	Hindi – 0
Persian – 2	Latin – 0
Portuguese – 1	Tagalog – 0
Slovak – 1	
Arabic – 0	
Greek – 0	
Panjabi – 0	
Vietnamese – 0	

Source: Cooperative Computer Service

Appendix 11: Budget for Foreign Language Materials

	2001	2002	2003	Totals
Adult Services Books	\$6,000	\$11,000	\$13,000	\$30,000
Adult Services Audiobooks *	\$2,500	(not a line item)	(not a line item)	\$2,500
Adult VHS/DVD	(not a line item)	(not a line item)	\$2,000	\$2,000
Youth Services	\$5,000	\$5,000	\$6,000	\$16,000
Youth Services Audiobooks	\$1,000	\$500	\$1,000	\$2,500
	\$14,500	\$16,500	\$22,000	\$53,000

Note: * Audio for English as a Second Language (ESL) and the Test of English as a Foreign Language (TOEFL) is purchased through the literacy budget.

Source: DPPL Fund Summary Reports for fiscal years 2001, 2002, and 2003

Draft

Position Description

JOB TITLE: Library Administrator
DEPARTMENT: Administration
CLASSIFICATION: Library Administrator
STATUS: Exempt

GENERAL STATEMENT:

Under the general direction of the Board of Trustees, the Library Administrator is responsible for the effective completion of planning, directing, and coordinating the operation of all departments of the library and adheres to the Vision and Mission statements as stated in the Strategic Plan. This position includes carrying out policies, decisions and plans of the Library Board of Trustees. This person deals responsibly with patron problems and emergencies to maintain a safe and pleasant environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and practices the Vision, Mission, and Key Beliefs of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly service to all users.
3. Understands and enforces the library's policies and procedures, while safeguarding confidential and restricted information.
4. Responsible for the hiring, training, supervising, disciplining, and evaluating of all library staff.
5. Oversees the planning, organizing, evaluating, administration and maintenance of all library programs, resources, activities and staff.
6. Provides leadership and direction in the development and implementation of short and long range library goals, objectives, policies and programs.
7. Makes presentations to staff, the Library Board, Friends of the Library, civic groups and the general public.
8. Responsible for preparation, implementation and maintenance of the library budget.
9. Reviews and evaluates program areas, recommends changes or new programs to meet library needs of the community.
10. Maintains memberships in professional library associations and participates in their activities.
11. Attends Board of Trustees meetings, workshops, and conferences and other meetings as appropriate.
12. Keeps informed of current trends and developments affecting libraries and effectuates implementation when applicable.

13. Represents the library at community organizations and events.
14. Oversees the management of library records.
15. Responsible for administration of library grievance procedures.
16. Makes recommendations concerning purchases, leases, rentals and related services to the Board.
17. May write and manage grants.
18. May plan and participate in fundraising activities for library.

PERIPHERAL DUTIES:

1. Participates in the library's collection evaluation program.
2. Maintains neatness of public areas including desks, counters, shelves, tables and personal space visible to the public.
3. Performs other duties as assigned by the Board.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

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

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

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

MINIMUM QUALIFICATIONS:

1. Masters Degree in Library Science from an ALA accredited program.
2. ~~Fifteen~~ Twelve years work experience.
3. Ten years of experience as a professional librarian in a public library.
4. Five years of administrative/ management experience.
5. Five years supervisory experience.
6. Available to work evenings and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES.

1. Considerable knowledge of specialized professional library principles, methods, practices, techniques and procedures.
2. Considerable knowledge of laws and regulations relating to library operations.
3. Considerable knowledge of technical advances in library processes.
4. Considerable knowledge of administrative principles and practices such as finance, human resources, strategic planning, grant administration and change management.
5. Considerable knowledge of principles and practices of collection development.
6. Considerable skill in organizing, managing, and motivating people.
7. Considerable skill in preparing and presenting management and technical reports, budgets and other presentations.
8. Considerable skill in developing and facilitating team based planning and collaborative problem solving.
9. Considerable ability to analyze community and professional trends and to develop and maintain an optimal collection of materials.
10. Considerable ability to evaluate community needs and to develop the best methods of providing services.
11. Considerable ability to perform excellent customer service and to communicate general library policies and procedures to the public.
12. Considerable ability to establish and maintain effective work relationships with staff and patrons and community agencies.
13. Considerable ability to resolve difficult situations in a calm and professional manner.
14. Considerable ability to plan, organize and implement programs and services.
15. Considerable ability to communicate plans, procedures, directions, and recommendations, both verbally and in writing.
16. Knowledge and skill in the use of PCs and appropriate software applications.
17. Willingness to learn, model, and communicate new skills and concepts.

VII.D.**DOWNING CHARITABLE TRUST FUND**

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

Funds from the interest are deposited into a us bank checking account.

Market Value December 31, 2003		\$34,339.87
January 1, 2003	Balance of Trust Checking Account	\$ 1,971.39
	Interest Paid June 2003	\$ 499.01
	Art Purchase, September 2003	\$ - 550.00
	Interest Paid December 2003	\$ 399.78
December 31, 2003	Balance of Trust Checking Account	\$ 2,320.18

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

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

.....

GERTRUDE G. DUNCAN TRUST FUND

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

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

BOARD OF TRUSTEE
EMAIL COMMUNICATIONS POLICY AND
ADMINISTRATIVE PROCEDURES

Article I: Policy

It is the goal of the Board of Library Trustees of the Des Plaines Public Library to keep its members, as well as the Library Administrator, informed about matters affecting the Board's work. However, the Board must all be mindful of the requirements imposed by the Illinois Open Meetings Act and the Local Records Act, particularly as they apply to communication among Board members outside normal library Board meetings.

Board members shall not use email in their official capacity to conduct Board Business. Email to, by and between Board members shall be limited to the dissemination of information and may not include deliberation, debate or decision-making. Acceptable email subjects are:

1. Agenda item suggestions;
2. Reminders regarding meeting times, dates, and places;
3. Board meeting agenda or public record information concerning agenda items; or
4. Responses to questions posed by the community, administration or staff, subject to this policy's first section.

Any email sent among trustees regarding library business shall be copied to the Library Administrator. There is no expectation of privacy for any messages sent or received by email.

Article II: Procedure

The Board of Library Trustees hereby adopts the following procedures with regard to the use of email and similar electronic forms of communication to assist in our efforts to comply with the Open Meetings Act.

1. The Board finds that electronic "chat rooms" are inherently detrimental to the open meetings process and will not utilize "chat rooms" to conduct library business or deliberations.
2. "Bulletin Boards" or other similar formats, which permit the development of "discussion threads" among Board members, also will not be utilized; however, Board members may read the comments of others who are not Board members as they see fit.

3. The Library Administrator may provide information relating to library business to Board members using email, attachments or other electronic methods. Any response from Board members regarding these communications must be sent only to the Library Administrator (i.e., no "reply to all" responses). An appropriate record of these communications will be maintained in the library files to assure compliance with open records laws.
4. A Board member may send email items to all other Board members with items of passing interest provided that no response is requested or required. Such emails should clearly state that no response should be made. It is required that any such emails be sent to the Library Director for storage.
5. A Board member may send email to all other Board members regarding scheduling issues. Board members may reply to the sender providing only that their response is limited to the subject of the original message and does not cross over to items of substance.
6. Trustees may correspond among themselves regarding items of library business provided that any such communications do not involve a group of trustees that constitute a majority of a quorum of the Board or any applicable Board committee.
7. Emails to the Board will be copied to all trustees and the Library Administrator. When emails from the public require Board response, the President or his designee will respond, and will copy the other trustees and the Library Administrator.
8. Any item of business for a Board agenda shall be directed to the president and the Library Administrator so that it may be included in the Board's agenda according to normal procedures. Action items shall be prepared and distributed by the Library Administrator in accordance with the Board's established procedures.
9. The Library Administrator shall maintain a separate email address to store official email records as described herein. This record shall be maintained indefinitely. If software changes require this record to be transferred to paper, the records shall be maintained for ten years or such other time period as may be established by the State of Illinois.

Date: _____

Secretary: _____

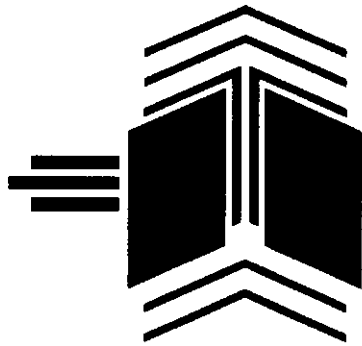
Adopted: _____

Approved _____

**Library Comparisons based on 1998-2002 Annual Reports
(Des Plaines-58,720; Niles-58,218; Mount Prospect-56,265;
Park Ridge-37,775; Elk Grove Village-34,727)**

Budget	1998	1999	2000	2001	2002	Collection Size	1998	1999	2000	2001	2002
Des Plaines	\$2,746,558	\$2,991,773	\$3,189,628	\$4,036,633	\$4,565,158	Mount Prospect	355,825	368,773	375,525	375,460	373,264
Mount Prospect	\$3,030,813	\$3,139,496	\$4,329,362	\$4,291,815	\$4,241,266	Elk Grove Village	234,110	245,569	283,087	273,782	279,335
Niles	\$9,518,011	\$3,895,288	\$4,060,950	\$4,047,092	\$4,038,229	Niles	206,754	221,617	239,247	241,877	248,634
Park Ridge	\$3,044,226	\$3,089,897	\$3,263,072	\$3,520,097	\$3,734,328	Des Plaines	187,002	200,789	207,577	224,940	248,072
Elk Grove Village	\$2,724,387	\$2,912,637	\$3,068,427	\$3,151,146	\$3,183,746	Park Ridge	243,579	245,120	253,653	255,091	243,017
Levy Rate	1998	1999	2000	2001	2002	Circulation	1998	1999	2000	2001	2002
Mount Prospect	0.2810	0.2970	0.3870	0.3730	0.3770	Des Plaines	720,606	776,872	747,931	701,557	853,490
Park Ridge	0.3210	0.3480	0.3220	0.3310	0.3530	Niles	599,359	690,664	804,102	800,206	792,955
Niles	0.3180	0.3260	0.3230	0.3210	0.3320	Elk Grove Village	595,390	574,123	586,619	616,020	694,530
Des Plaines	0.1870	0.2020	0.2150	0.2530	0.2900	Mount Prospect	706,847	673,336	615,448	584,500	652,944
Elk Grove Village	0.1730	0.1760	0.1740	0.1795	0.1860	Park Ridge	687,534	652,474	625,711	627,903	638,482
Cost Per Capita	1998	1999	2000	2001	2002	Cost Per Item Circulated	1998	1999	2000	2001	2002
Park Ridge	\$82.11	\$83.34	\$88.01	\$93.19	\$98.86	Mount Prospect	\$4.29	\$4.66	\$7.03	\$7.34	\$6.50
Elk Grove Village	\$81.50	\$87.13	\$91.79	\$90.74	\$91.68	Park Ridge	\$4.43	\$4.74	\$5.21	\$5.61	\$5.85
Des Plaines	\$51.42	\$56.01	\$59.72	\$68.74	\$77.74	Des Plaines	\$3.81	\$3.85	\$4.26	\$5.75	\$5.35
Mount Prospect	\$57.00	\$59.05	\$81.43	\$76.28	\$75.38	Niles	\$15.88	\$5.64	\$5.05	\$5.06	\$5.09
Niles	\$175.16	\$71.69	\$74.73	\$69.52	\$69.36	Elk Grove Village	\$4.58	\$5.07	\$5.23	\$5.12	\$4.58
Circulation per Capita	1998	1999	2000	2001	2002	Cardholders as % of Population	1998	1999	2000	2001	2002
Elk Grove Village	17.8	17.2	17.5	17.7	20.0	Mount Prospect	84.6%	89.9%	92.2%	86.6%	86.3%
Park Ridge	18.5	17.6	16.9	16.6	16.9	Park Ridge	84.3%	85.7%	86.4%	87.9%	71.6%
Des Plaines	13.5	14.5	14.0	11.9	14.5	Elk Grove Village	96.7%	73.6%	73.6%	119.4%	79.3%
Niles	11.0	12.7	14.8	13.7	13.6	Des Plaines	68.5%	65.5%	67.1%	61.4%	66.3%
Mount Prospect	13.3	12.7	11.6	10.4	11.6	Niles	68.9%	55.0%	62.2%	47.4%	54.3%
Staff (FTE)	1998	1999	2000	2001	2002	Items Circulated per FTE	1998	1999	2000	2001	2002
Niles	58.1	65.7	66.7	66.2	64.3	Elk Grove Village	18,097	16,172	16,205	17,601	20,308
Mount Prospect	59.9	56.5	59.3	60.8	62.9	Des Plaines	16,157	16,151	14,752	11,851	14,320
Des Plaines	44.6	48.1	50.7	59.2	59.6	Park Ridge	13,455	13,102	12,033	13,081	12,821
Park Ridge	51.1	49.8	52.0	48.0	49.8	Niles	10,316	10,512	12,056	12,088	12,332
Elk Grove Village	32.9	35.5	36.2	35.0	34.2	Mount Prospect	11,800	11,917	10,379	9,613	10,381
Materials Expenditures	1998	1999	2000	2001	2002	Materials as % of Budget	1998	1999	2000	2001	2002
Des Plaines	\$441,761	\$499,021	\$621,101	\$672,173	\$761,499	Des Plaines	16%	17%	19%	17%	17%
Park Ridge	\$461,435	\$509,286	\$547,244	\$572,493	\$541,170	Park Ridge	15%	16%	17%	16%	14%
Niles	\$594,740	\$544,631	\$521,446	\$410,980	\$403,848	Elk Grove Village	16%	15%	16%	13%	13%
Elk Grove Village	\$424,522	\$443,108	\$504,040	\$414,482	\$423,407	Mount Prospect	15%	14%	12%	11%	12%
Mount Prospect	\$461,968	\$454,981	\$498,221	\$467,123	\$504,133	Niles	6%	14%	13%	10%	10%

Niles entries marked in red indicate the presence of construction funds added to operating budget.
Des Plaines figures for Jan - Dec, 2001 are reported in 2002; other libraries' fiscal years span two calendar years.



Des Plaines Public Library

1501 Ellinwood St., Des Plaines, IL 60016

847-827-5551

www.dppl.org

DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

Agenda for the Management Committee Meeting

January 7, 2004

5:00 PM

- I. Call to order.
- II. Review Library Administrator's Job Description.
- III. Foreign Language Materials Report.
- IV. Email Communications Policy.
- V. Adjournment.

Draft

Position Description

JOB TITLE: Library Administrator
DEPARTMENT: Administration
CLASSIFICATION: Library Administrator
STATUS: Exempt

GENERAL STATEMENT:

Under the general direction of the Board of Trustees, the Library Administrator is responsible for the effective completion of planning, directing, and coordinating the operation of all departments of the library and adheres to the Vision and Mission statements as stated in the Strategic Plan. This position includes carrying out policies, decisions and plans of the Library Board of Trustees. This person deals responsibly with patron problems and emergencies to maintain a safe and pleasant environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and practices the Vision, Mission, and Key Beliefs of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly service to all users.
3. Understands and enforces the library's policies and procedures, while safeguarding confidential and restricted information.
4. Responsible for the hiring, training, supervising, disciplining, and evaluating of all library staff.
5. Oversees the planning, organizing, evaluating, administration and maintenance of all library programs, resources, activities and staff.
6. Provides leadership and direction in the development and implementation of short and long range library goals, objectives, policies and programs.
7. Makes presentations to staff, the Library Board, Friends of the Library, civic groups and the general public.
8. Responsible for preparation, implementation and maintenance of the library budget.
9. Reviews and evaluates program areas, recommends changes or new programs to meet library needs of the community.
10. Maintains memberships in professional library associations and participates in their activities.
11. Attends Board of Trustees meetings, workshops, and conferences and other meetings as appropriate.
12. Keeps informed of current trends and developments affecting libraries and effectuates implementation when applicable.

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13. Represents the library at community organizations and events.
 14. Oversees the management of library records.
 15. Responsible for administration of library grievance procedures.
 16. Makes recommendations concerning purchases, leases, rentals and related services to the Board.
 17. May write and manage grants.
 18. May plan and participate in fundraising activities for library.

PERIPHERAL DUTIES:

1. Participates in the library's collection evaluation program.
2. Maintains neatness of public areas including desks, counters, shelves, tables and personal space visible to the public.
3. Performs other duties as assigned by the Board.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

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

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

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

MINIMUM QUALIFICATIONS:

1. Masters Degree in Library Science from an ALA accredited program.
2. Fifteen years work experience.
3. Ten years of experience as a professional librarian in a public library.
4. Five years of administrative/ management experience.
5. Five years supervisory experience.
6. Available to work evenings and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES.

1. Considerable knowledge of specialized professional library principles, methods, practices, techniques and procedures.
2. Considerable knowledge of laws and regulations relating to library operations.
3. Considerable knowledge of technical advances in library processes.
4. Considerable knowledge of administrative principles and practices such as finance, human resources, strategic planning, grant administration and change management.
5. Considerable knowledge of principles and practices of collection development.
6. Considerable skill in organizing, managing, and motivating people.
7. Considerable skill in preparing and presenting management and technical reports, budgets and other presentations.
8. Considerable skill in developing and facilitating team based planning and collaborative problem solving.
9. Considerable ability to analyze community and professional trends and to develop and maintain an optimal collection of materials.
10. Considerable ability to evaluate community needs and to develop the best methods of providing services.
11. Considerable ability to perform excellent customer service and to communicate general library policies and procedures to the public.
12. Considerable ability to establish and maintain effective work relationships with staff and patrons and community agencies.
13. Considerable ability to resolve difficult situations in a calm and professional manner.
14. Considerable ability to plan, organize and implement programs and services.
15. Considerable ability to communicate plans, procedures, directions, and recommendations, both verbally and in writing.
16. Knowledge and skill in the use of PCs and appropriate software applications.
17. Willingness to learn, model, and communicate new skills and concepts.

Des Plaines Public Library
Foreign Language Materials Collection Committee

Report and Recommendations

June 2003

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2. Language Spoken at Home in Des Plaines, 2000 Census
3. Bilingual Census: Top 10 Foreign Languages Spoken by Students in Elementary School Districts 62 and 59, and Maine West and Maine East High Schools, October 2002
4. Foreign Language Collection Survey (in English, Spanish and Polish)
5. Highlights of the Foreign Language Collection Survey
6. Focus Group Participants
7. Summary of Foreign Language Committee Focus Groups
8. Summary of Correspondence Received from Persons Who Were Unable to Attend a Focus Group Session
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11. Budget for Foreign Language Materials

I. Introduction

The City of Des Plaines is rich in cultural diversity. At the turn of the 21st century, students in its elementary schools came from households in which more than 70 languages were spoken. Shops, delicatessens, restaurants and groceries cater to speakers of Spanish and Eastern European languages, while a movie theater showed feature films in Eastern Asian tongues.

Des Plaines Public Library's foreign language materials collection reflects the city's wealth of cultures. Adult materials in 16 languages (with at least 10 items each) and youth materials in seven languages were available in March 2003, numbering about 7,300 books and 550 audiovisual items (see Appendix 1). Total circulation of foreign language materials in 2002 was 17,911.

In addition, the library offers several popular services to members of the city's various ethnic cultures. Basic computer and Internet classes in Spanish and Polish, and special English and non-English programming – including a festival celebrating Asian Pacific cultures – attract many non-English speakers. Other services include storytimes, library tours, and Mobile Library stops at multicultural schools and neighborhoods. These services are in line with the library's vision, particularly in being “an essential cultural and educational service” that helps its patrons “enrich their lives.”

The library's Board of Trustees, after learning about the expense of cataloging some foreign language materials, requested a study be done of the foreign language collection. A committee composed of members of several of the library's departments worked on this foreign language collection and services report in 2002-03. The group was charged by Library Administrator Sandra Norlin to gather information and report on the following:

- The need and use of foreign language materials in our community.
- The costs associated with ordering and processing foreign language material that are over and above those for English language materials.
- The availability of alternatives to outsourcing the cataloging to OCLC, such as consortia, partner libraries, or other cost-sharing arrangements.

To gather information addressing those points, the committee brainstormed, distributed surveys to the public, and held focus groups to learn about the city's cultures and about those populations' perceptions of the library's foreign language collection at that time.

This document addresses the Library Board's concerns. The report also can be used as a guide to the library's selectors of foreign language materials, as well as to library personnel who plan programs for and about the city's ethnic groups.

Since a significant number of residents speak foreign languages, selection of foreign materials furthers the library's mission, particularly “to provide free and open access to information” and “to promote literacy, lifelong learning and the love of reading for all residents of Des Plaines.”

The library's Foreign Language Materials Collection Committee included Hector Marino, Coordinator of Computer and Technical Services, who chaired the committee; Heidi Krueger and Christina Tropea, Adult Services Department; Katie Rao, Youth Services Department; Suzanne Pirie, Technical Services Department; Pauline Simo, Circulation Services Department; and Bob Blanchard, Community Services Department.

II. Community Analysis Considerations

A community can be looked at through a variety of perspectives, and Des Plaines is no exception. The committee examined data from United States and local school district censuses, garnered comments from written surveys distributed in the city, conducted two focus groups of community leaders, and received comments from other persons who know the needs of persons whose primary language is not English.

According to the 2000 United States Census, the population of Des Plaines and its nearby unincorporated areas was 58,720 -- an increase of about 5,500 people since the 1990 census. (The revised population for Des Plaines, released in the 2002 Census Report, was 56,945.) The percentage of Caucasian residents dropped by more than 7 percent between those years, while the percentages of persons of Hispanic and Asian origin increased significantly. That shift resulted in a marked increase in the town's diversity, as shown by the city's "Diversity Index," which measures the likelihood that two people picked randomly from a community will be of the same race or ethnicity. The index for Des Plaines was 40 in 2000, compared with 22 in 1990. The larger number shows that more people in the community were of different races or ethnicities in 2000 than in 1990.

Des Plaines' largest ethnic group in 2000 was Hispanic or Latino: roughly 14 percent of the total population. Most of the city's Latinos are of Mexican descent. The number of Hispanic residents greatly increased since the 1990 census -- from 3,520 in 1990 (when the group represented only 6.61 percent of the total population) to 8,229 in 2000. Other ethnicities are well represented in the city, including German, Polish, Irish and Italian.

Nearly one-third of the residents speak a language other than English. A breakdown of language spoken at home in 2000 indicates that 67.6 percent of the residents speak English only, while 12.5 speak Spanish, 16.0 speak other Indo-European languages (the largest three being Polish, Gujarati and Urdu), and 3.1 speak Asian and Pacific Island languages (the largest being Tagalog, Chinese and Korean) (see Appendix 2). More than three-quarters of the population were born in the United States, while 4,869 foreign-born residents entered the country between 1990 and March 2000.

The two public elementary school districts and the high school district that serve the city conduct periodic bilingual censuses, indicating the languages spoken in their students' households. Combining the districts' totals for October 2002 reveals that Spanish was the foreign language spoken by the most students (see table below). Several other languages were noted in the censuses.

Language	Dist. 62	Dist. 59	Maine West HS	Maine East HS	Total
Spanish	1346	199	459	187	2191
Polish	243	108	129	301	781
Gujarati	108	148	55	181	492
Tagalog (Pilipino)	69	15	18	99	201
Urdu	52	12	18	102	184

Top Five Foreign Languages Spoken by Students in Des Plaines Area Public Schools, October 2002. For more information from the bilingual censuses, see Appendix 3.

The library's Foreign Language Materials Collection Committee created surveys in English, Spanish and Polish to learn about the public's usage and types of library materials they would prefer (see Appendix 4). Questions included how often the respondents use the library, in which languages would they like to see more materials, what types of materials they would like the library to obtain, and what age groups are represented in their households. The questionnaire also had space for comments and information on how to contact the respondent for more information about his interests and needs. The surveys were available at the library and distributed to various shops, restaurants and houses of worship in Des Plaines.

Although the surveys were not scientifically created or interpreted, they still provide interesting information. More than 230 surveys were completed and tallied. More than half of the respondents filled out the Spanish language questionnaire, due in part to many surveys being distributed at the library's Spanish computer classes, as well as at various schools in the city.

Most respondents said they visit the library at least once a week. In general, those surveyed seem to desire materials and services that not only reflect their native language but also their culture, so they can pass their heritage on to their children (see Appendix 5).

Considering materials for adults, the poll indicates that most respondents desire recorded music, videocassettes and DVDs. Many would like to see more magazines and newspapers in their native tongues, as well as books originally written in their language, not a translation of a book written in English. Regarding materials for children, the respondents desire videocassettes, fiction, DVDs and picture books.

Besides library materials, the respondents also indicated various services they would like the library to offer. These include programs to learn skills to help them successfully live in America, such as computer and English as a Second Language classes, and orientation programs for immigrants. Some urged the library to employ persons who speak a foreign language.

The committee members also interacted with community leaders during two focus groups held in October and November 2002. The majority of the participants were from elementary school District 62, which covers most of the city. Others represented the high school district, the local science and arts academy, and Genesis Center of Health and Empowerment, an agency in Des Plaines that primarily served the city's Hispanic population (see Appendix 6).

Many of the focus group members said the library was doing an excellent job in providing materials and services to speakers of foreign languages. They not only suggested types of materials in foreign languages that they wished the library to obtain, but also touched on several other library-related topics (see Appendix 7). They discussed signage, marketing, programming, and a variety of services and classes. Some encouraged the library to employ persons who speak foreign languages and to work with schools and social services agencies to provide community-wide services. In addition, they noted issues or problems of non-native residents, particularly the Hispanic population. For example, some persons fear not knowing English when needing help from library employees. Also, the concept of a public library and its privacy and confidentiality policies may be new to persons who hail from other countries.

The committee also received written comments from three persons who could not attend a focus group session (see Appendix 8). One suggested ways to make the library easier to use for immigrants. Another noted the needs, by age group, of persons who speak English as a second language. The third stressed "the continued need to educate parents of youngsters that reading is vital to the success of the child in school. Parents must read to their children in their native language or English."

III. Foreign Language Materials and Services
at Des Plaines Public Library, Spring 2003

Des Plaines Public Library offers thousands of foreign language materials, as well as many programs and services for persons whose native language may not be English. Most of the materials are on the library's third floor, although some are in Youth Services or on the Mobile Library.

A. Collection Size, Usage and Development

In March 2003, the number of foreign language materials in the Main Library was over 8,000, including nearly 7,300 books for adults and juveniles and more than 500 movies on videocassette or DVD (see Appendix 9). A significant number of DVDs were available with soundtracks in Spanish and French, as well as English and the original language used in the film. The Mobile Library collection included more than 430 books, as well as some videotapes with Spanish subtitles.

Annual circulation of foreign language materials in 2002 is indicated in the table below:

Type of Material	Main Library	Mobile Library	Total by Type
Juvenile Nonfiction	862	181	1,043
Juvenile Fiction	4,551	817	5,368
Adult Nonfiction	3,318	31	3,349
Adult Fiction	8,127	24	8,151
Grand Totals	16,858 (94.1%)	1,053 (5.9%)	17,911

In 2002, a total of 962,178 items were circulated either at the Main Library or the Mobile Library; thus, circulation of foreign materials accounted for about 1.9 percent of that total. For statistics about circulation per language, see Appendix 10.

The library's three major departments that select materials – Adult Services, Youth Services and Community Services – follow carefully crafted collection development and management policies, which provide for the selection of materials in languages other than English. Adult Services collects popular and classic foreign language books, with an emphasis on Polish, Russian and Spanish. Foreign language periodicals and audiovisual materials also are collected. Youth Services' foreign language focus is on picture books and juvenile fiction in Spanish, Gujarati, Polish and other languages. Community Services offers books, videos, music CDs and magazines in Spanish plus books in Gujarati to its Mobile Library patrons.

The library's budget for materials in foreign languages has steadily increased since at least 2001 (see Appendix 11). For adult materials, the budget increased from \$6,000 in 2001 to \$13,000 in 2003, noting the library's increased desire to provide materials for speakers of foreign languages.

Many other foreign language materials had been obtained through a grant or donations. The Technical Services Department has outsourced cataloging of some Polish, Russian, Korean, and Indic materials to OCLC Tech Pro since July 2002. The cost of this service is \$40.65 per title and is the library's only choice when those materials do not have MARC records and are not in the OCLC database. The library does not have employees with skills in various foreign languages to catalog those items. However, titles of some of the library's latest foreign language acquisitions already are in OCLC, so the library's Technical Services Department is able to catalog those items. Cataloging of Spanish materials is done in-house.

B. Access to Information and Arrangement of Materials

Although most of its materials are in the English language, the library does not expect all of its patrons to speak English. In Spring 2003, the library provided ease of access to information and foreign language materials in the following ways:

- The library's iBistro catalog was available in English and Spanish.
- The "splash page" of the library's Web site was available in Spanish, although all of the other pages in the site were available in English only.
- One-third of all the bibliographic records of the library's Spanish collection had subject headings in Spanish.
- Signage on shelving end panels in the Adult Services foreign language collection indicated the languages represented on that range of shelving.
- Youth Services arranged its foreign language books for children by the English alphabetization of the name of the foreign language.
- The Literacy/English as a Second Language collection was near the adult foreign language collection.
- Some online reference resources in Spanish were available but not greatly utilized. These databases were Nuevas enciclopedia Cumbre en linea (an online encyclopedia) and Noticias en Espanol (a database of news in the United States).

C. Promotion and Marketing of Foreign Language Materials and Services

To be well used, the library's foreign language materials and services must be well promoted. Non-English speakers, and non-native speakers of English, must be made aware of the wealth of information and variety of programs and services the library has to offer them. To accomplish this, the library has utilized the following methods:

- Various informational and marketing materials were published in Spanish, including some materials for the "welcome packet" given to patrons as they apply for library cards.
- The library's series of "Sharing Our Cultures" programs in May 2003 was promoted via the library newsletter, colorful posters, a banner displayed over the library's entrance off the parking garage, information on the Web site, and news releases.

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- Computer classes in Spanish and Polish were publicized in a wide variety of ways, including local media, in-house signs, and the library newsletter, plus publicity in both Spanish and Polish.

To help ensure that the library is a welcome place for its Spanish-speaking patrons, the library required each staff member to participate in a six-hour course on Spanish for library situations in March 2003.

The library also is highly promoted during various special services, including library card signups at schools, and special events, such as the Des Plaines Park District's annual Mexican Fiesta in September and the city's Independence Day parade in July.

D. Services for Speakers of Foreign Languages

The library not only houses several hundred volumes of materials in languages other than English, it also provides services for Des Plaines residents who speak foreign languages.

The library was successful in securing grants in 2003 for three major foreign language projects: basic computer and basic Internet classes in Spanish and Polish; staff training in Spanish for common library interactions; and a series of 19 programs celebrating Asian Pacific American Heritage Month.

Many library staff members speak a foreign language and can offer assistance in helping foreign language speaking patrons.

Basic computer and basic Internet classes in Spanish and Polish were offered in Spring 2003. Other computing classes in Spanish have been offered on a continuing schedule.

Some library staff members participate in the North Suburban Library System's committees on foreign language collections and services, and marketing and publicity.

The library makes available via interlibrary loan foreign language materials as requested by its patrons. In addition, patrons have access to the North Suburban Library System's foreign language standing order plan.

The library sponsored a program in Spanish about citizenship.

In May 2003, the library staff's in-service day was about respecting others' cultures and speaking styles, and providing good service no matter where patrons hail from.

The library has two special computers designed for non-English speakers. They are the Gates multi-language computer, on which a person can use Microsoft applications in a variety of languages, and the ELLIS computer, which offers self-guided lessons on speaking English.

In addition, the library collaborates with various social services agencies, schools and the City of Des Plaines to benefit the city's foreign language speaking populations.

IV. Recommendations

Based on analysis of its findings, the committee recommends various changes in several areas and affirms many of the library's current practices.

A. Materials Selection

Selectors should choose materials based on the library's and their departments' collection development policies and the following criteria:

- A majority of the materials should be selected in the languages most broadly spoken in the city, including Spanish, Polish, Gujarati, and Russian. As the city's demographics change, emphasis on some of the above languages may change, and new languages may be added to the list of languages collected by the library.
- Adult Services should continue selecting materials in languages taught at the high school and college levels -- including French, Italian and German -- to support the curriculum. The classics and contemporary fiction will be emphasized. Foreign language materials also should continue to be selected to meet the reading interests of persons who are multilingual but not necessarily speaking their native language, i.e., Spanish, French, German and Italian.
- Circulation patterns of the library's foreign language materials should be considered in the selection process.
- Patron demands for materials in the most popular languages will be considered. Materials in other languages should be selected as demand warrants.
- Books written in the original foreign language are desired by many patrons, as well as translations of books by popular authors of English. These materials should receive top priority.
- For books, hardcover and library bindings are preferred over paperbacks.
- Cost of the material, as well as availability of bibliographic records in MARC format, are key considerations.
- In general, single copies of a title will be purchased.

The recommended order of choice of sources for foreign language materials is this:

- Jobbers, such as Baker & Taylor, BWI and Ingram.
- OCLC Language Sets, which include books in languages of the library's choosing. This service also includes full cataloging and physical processing.
- Distributors, such as Libros Sin Fronteras, and Lectorum (Spanish materials); Polonia House, and D & Z Bookstore (Polish materials); and Midwest Tape (Hindi videos).

Audiovisual materials, including DVDs and videocassettes from countries other than the United States and Great Britain, and music on compact disc, are among the most popular library materials to the city's foreign language-speaking population. The committee recommends increased financial resources be allocated for these materials.

B. Collection Development

Continuation of current practices, as well as use of the following suggestions, is recommended for developing the many formats included in the library's foreign language collection.

Fiction: This book collection should reflect the taste of the community and include bestsellers and popular foreign language fiction. It also should include some representation from all the major genres, while still reflecting community interests. The library will purchase works by notable foreign authors, both contemporary and classic. The library also will purchase translated books by popular authors writing in English, e.g., Danielle Steel. Some general classics of English literature, such as *Moby Dick* and *The Adventures of Huckleberry Finn*, will be purchased in foreign language versions. Spanish books in large type will be collected.

Nonfiction: The library will purchase nonfiction books to provide representative subject coverage in each Dewey area, emphasizing popular areas and practical how-to materials, and to reflect the needs of students. Special emphasis will be placed on books about computers, health, citizenship, and learning English. The collection will include Spanish books in large type.

Reference: Basic reference sources, especially dictionaries and general encyclopedias, will be provided, based on availability.

Magazines: News and general magazines, as well as magazines about popular topics, will be purchased, as well as some English-language magazines targeted to a specific part of the population.

Videocassettes and DVDs: Nonfiction videos of an educational or informational nature will be purchased, based on availability. Classic and contemporary feature films produced in Latin America, India and Eastern Europe will continue to be purchased. In addition, the library will provide foreign-language versions of classic and popular American films when available.

Instructional Audio: Audiocassettes and compact discs on learning English will be provided and geared to speakers of specific languages when available, such as English for Spanish-speaking persons. Materials on self-help and how-to topics, plus some Spanish poetry, will be selected when available.

Music on Compact Disc: International music on CD by popular and classic foreign performers will continue to be purchased. Representative musical styles from various foreign countries will be featured.

Electronic Resources: Foreign language versions of CD-ROMs on educational and informational topics will be provided, according to availability. Online resources will be provided for in-house and/or remote reference use. As is the case with all online resources, usage statistics will be monitored and decisions on retention of the product will be made accordingly.

C. Collection Maintenance

The committee recommends that materials in languages with less than 10 items be weeded from the collection. It is unlikely that materials in those languages would be selected in the near future, and cataloging any new items in those languages may be problematic or expensive. As the city's demographics change, however, collections in some of those languages may become a priority.

In keeping with the library's overall collection development policy, weeding in the remaining languages should be done on an ongoing basis, based on the usefulness and condition of materials. Items that are worn, inaccurate, unattractive, have a very low usage pattern, or are out of date, should be removed from the collection. In addition, collection maintenance includes noting use patterns and areas of the collection that require more materials, newer materials, additional formats, or recataloging.

D. Processing and Cataloging

The library should seek alternatives to outsourcing, such as cooperative collection management and cataloging with public libraries in the area. These efforts may be limited, however, by the Cooperative Computer Service consortia's current stricture that the only approved outside source of bibliographic records is OCLC.

E. Access to Information and Arrangement of Materials

The committee recommends the following for ease of access to the library's foreign language materials:

- A computerized catalog available in the most commonly used languages in Des Plaines.
- Various information databases available in the most commonly used languages in the city.
- External access via home computer to the library's computerized catalog and various databases, all in the languages most widely used locally.
- A Web page on the library's Internet site for "New Americans." This page could include immigration information and could be patterned after similar pages by the Skokie Public Library and the Queens Borough Library.
- Clear signage directing patrons to the foreign language collection.
- Signage on shelving end panels indicating the languages represented on that range of shelving. If possible, this signage should list the names of those languages in their own language (e.g., "Spanish" would be "Español" but also should have "Spanish" next to it in parentheses).
- Easy-to-read spine labels that are consistent in style.
- Offering, in a variety of languages, "introduction to the library" orientation sessions for patrons.
- Training the library staff in basic words and phrases of the most commonly used languages in the city.

- 0505
- Making the library's Web site "splash page" available in the top languages in Des Plaines.

In addition, the committee recommends the following regarding arrangement of materials in the foreign language collection:

- Arranging adult items within any given language in this manner: first, fiction, arranged by author's last name; second, nonfiction, by Dewey Decimal Classification number and author's last name; third, large type books, with fiction preceding nonfiction; fourth, audiobooks, with fiction preceding nonfiction; and fifth, movies on videocassette with subtitles in that foreign language, or movies in a foreign language without English subtitles.
- Continuing the manner in which Youth Services arranges its foreign language books – by the English alphabetization of the name of the foreign language. In addition, the committee suggests continuation of the manner in which children's Spanish books are segregated: Picture Book, Easy Fiction, Juvenile Fiction, Board Books, and Nonfiction. Items in the other languages could be broken out similarly when those collections are large enough to merit such arrangement.
- Separating the foreign language magazines from the library's browsing magazine area. In early 2003, the library had 18 foreign language magazine titles in its adult collection.
- Keeping videocassettes and DVDs that were originally produced in a foreign language in the library's audiovisual collection, because these films may have broader appeal than to only patrons who speak the language featured in the film. Such audiovisual materials may be located with the "foreign" videocassettes or DVDs, and grouped by the language in which the movie was originally produced. However, movies on videocassette spoken in English with subtitles in a foreign language should be shelved in the Foreign Language collection.

F. Promotion and Marketing

Telling the city's foreign language speaking population about library materials and services can be accomplished with current practices and these recommendations:

- Publishing the library newsletter in the most prominent foreign languages used in Des Plaines.
- Offering electronic newsletters in foreign languages.
- Writing news releases about materials and services for speakers of foreign languages.
- Sending news releases to area media that broadcast or publish in a foreign language.

G. Services

The following list comprises some of the comments from survey respondents, focus group participants, and others who supplied written responses to the Foreign Language Materials Collection Committee's call for information. The committee has noted their suggestions, which may help shape the services the library provides to speakers of foreign languages.

Programs:

- Storytelling in Spanish and Polish. Alan Matan, chairman of the multilingual and English as a Second Language programs at Maine Township High School District 207, recommends storytime for youngsters each week. It is of utmost importance that parents read to their children in their native tongue or in English, he said.
- A program in Spanish about raising bilingual children.
- Activities for the entire family.
- Simultaneous programs for adults and their children. This would help alleviate babysitting problems for many Latino families.
- A general overview about library usage.
- Survival skills for "new Americans," including ways to succeed – personally, socially and professionally -- in the United States.
- Parenting classes, including classes for new parents, as well as parent-teen communication and talking to teens about drug and alcohol abuse.
- Family reading nights.
- Offer transportation to and from the library for certain programs.

Classes:

- Computer training: not only the basics (including typing), but also Internet and Microsoft Office applications including Word and Excel.
- English as a Second Language classes. Many local residents are served by Oakton Community College's "Learn to Read" program, which holds some of its classes at the library.
- Spanish language classes, because many Latino adults are not literate in their native tongue.

Other Services:

- Hold library card signup nights at schools.
- Offer information about topics such as crisis intervention and other social services.

In addition, the Mobile Library serves the non-English speaking communities in Des Plaines by being in their neighborhoods and providing materials and assistance to persons who may not be able to come to the main library.

V. Summary

Growing. Underserved. Unaware. Hungry for Information. Culturally Minded.

These are words the Des Plaines Public Library must keep in mind about serving the City of Des Plaines' ethnic communities as a whole. The library is doing an adequate job in providing materials and information to foreign language speaking patrons, and the staff will continually strive to improve the library's collections and services.

The Foreign Language Materials Collection Committee knows the library can and should:

- Provide more foreign language materials in all formats.
- Promote its foreign language collection, to increase awareness, circulation, and attendance at various library programs.
- Make access to information as easy as possible for new patrons, including those who primarily use a foreign language.
- Continue to make the library a welcoming environment and a community center for all Des Plaines residents.
- Consider the points brought up in this document.

As the community changes, so will the library's planning and response to serve the city's new residents. The library has foresight and is responsive to the community's needs. It will always endeavor to achieve its mission and vision, resulting in superior service to all patrons, whether their primary language is English or another language.

Appendix 1: Foreign Languages in the Des Plaines Public Library Collection with More than 10 Items, March 2003

Adult Services:

- Bengali
- Chinese
- Czech
- French
- German
- Gujarati
- Hindi
- Italian
- Japanese
- Korean
- Persian
- Polish
- Russian
- Spanish
- Tagalog
- Urdu

Youth Services:

- German
- Gujarati
- Hindi
- Korean
- Polish
- Spanish
- Urdu

Mobile Library:

- Gujarati (children's books only)
- Spanish (mostly children's books, some adult books, magazines and videos)

Number of Adult Foreign Language Magazines:

- French: 1
- German: 2
- Italian: 2
- Polish: 3
- Russian: 3
- Spanish: 7

Appendix 2: Language Spoken at Home in Des Plaines, 2000 Census

Language	Number	Percent
Population 5 years and over	55,387	100.0
Speak only English	37,429	67.6
Speak a language other than English	17,958	32.4
Speak a language other than English		
Spanish or Spanish Creole	6,919	12.5
Polish	3,509	6.3
Gujarathi	1,248	2.3
Greek	876	1.6
Italian	862	1.6
Tagalog	642	1.2
German	470	0.8
Chinese	412	0.7

Source: U.S. Census Bureau

Note: For a more detailed report, see the chart on the next page.

Appendix 3: Bilingual Census: Top 10 Foreign Languages Spoken by Students in Elementary School Districts 62 and 59, Maine West and Maine East High Schools, October 2002

Language	Dist. 62	Dist. 59	Maine West HS	Maine East HS	Total
Spanish	1346	199	459	187	2191
Polish	243	108	129	301	781
Gujarati	108	148	55	181	492
Tagalog (Pilipino)	69	15	18	99	201
Urdu	52	12	18	102	184
Korean	36	20	7	95	158
Malayalam	33	10	5	89	137
Assyrian	28	12	7	63	110
Greek	30	19	18	34	101
Russian	9	-----	4	67	80

Source: "Column A" of the October 2002 Bilingual Censuses taken by local school districts

Notes:

A. According to Alan Matan, chairman of the multilingual and English as a Second Language programs at Maine Township High School District 207, "Column A" indicates the number of students of "non-English background" who can answer yes to any one of the following questions:

1. Is a language other than English spoken in daily interaction in the student's home?
2. Does the student speak a language other than English?

B. The figures for Elementary School District 59 are for its schools that are located in Des Plaines. Not all of the students at these schools, however, live in Des Plaines.

C. Although students at Maine East High School do not live in the city limits of Des Plaines, information from that school's bilingual census is included because the Des Plaines Public Library is the closest public library for many Maine East students.

Appendix 4: Number of Local Charges and Renewals of Foreign Language Books,
February 2002 Through February 2003

Adult	Juvenile
Polish - 5,258	Spanish - 4,725
Russian - 3,227	Polish - 576
Spanish - 2,243	Gujarati - 110
Gujarati - 313	Urdu - 54
Korean - 174	German - 43
Hindi - 71	Korean - 25
Tagalog - 69	Chinese - 6
German - 64	French - 6
Italian - 56	Tamil - 2
Urdu - 18	Russian - 1
French - 10	Hebrew - 0
Chinese - 2	Hindi - 0
Persian - 2	Latin - 0
Portuguese - 1	Tagalog - 0
Slovak - 1	
Arabic - 0	
Greek - 0	
Panjabi - 0	
Vietnamese - 0	

Source: Cooperative Computer Service

Appendix 5: Highlights of the Foreign Language Collection Survey

Total for all Foreign Languages

- Total of 232 surveys.
- Majority use library once per week.
- Items most desired are adult music, adult DVD, and adult video.
- Age group with most people is 18-35.

Spanish

- Total of 136 surveys.
- Majority use library once per week.
- Items most desired are adult music, kids videos, and juvenile fiction.
- Age group with most people is 18-35.

Gujarati

- Total of 17 surveys.
- Majority use library once per week.
- Items most desired are adult fiction, adult videos, and picture books.
- Age group with most people is 18-35.

Urdu and Arabic

- Total of 19 surveys.
- Majority use library once per week.
- Items most desired are adult non-fiction, adult CD-ROMs, and adult magazines.
- Age group with most people is 18-35.

Total Surveys Collected for Other Languages

- | | | | |
|--------------|-------------|---------------|------------------------------|
| • Tagalog-3 | • German-3 | • Russian-9 | • All other languages-1 each |
| • Italian-4 | • Chinese-3 | • Bulgarian-2 | |
| • Japanese-5 | • Polish-5 | • Korean-2 | |

Items Desired by Each Age Group

- Adult
 - Music - 115
 - Videos - 104
 - DVD - 101
- Teen/YA
 - Nonfiction - 72
 - Fiction - 56
- Juvenile
 - Videos - 99
 - Fiction - 89
 - DVD - 83

Issues With the Surveys

- Surveys do not represent the population data for the community. They instead represent the population that we sought out. Census data should be used for population statistics and population served.
- Many surveys contained positive comments about the library. I did not include this in the comments section since the comments were so plentiful and they did not affect our collection development.
- Spanish language surveys did not contain an option for adult non-fiction or teen non-fiction. They read "popular fiction" instead of "popular non-fiction". Therefore, the surveys do not accurately represent Spanish speakers' desire for adult non-fiction, adult fiction, teen non-fiction, teen fiction or juvenile non-fiction.
- Spanish language surveys states CD-ROMs as computer programs which many people interpreted as in library use and check out. Many people answered "internet", or "word". This skews the survey results for Spanish language CD-ROMs.
- Urdu / Arabic speaking community often requested newspapers, magazines, cultural education items, and Islamic education items.
- Gujarati / Hindi speaking community often requested newspapers, magazines, Hindi movies, Hindi movie music, computer learning materials, and family support materials.
- Spanish speaking community often requested computer learning materials and programs, infant music, Latin music, classical music, ESL materials and other materials that will assist them in succeeding in the United States (socially and professionally), sexual education items, and pop/rock music.

Requested items from survey

Multilingual European

Educationals (magazine), romantic adult music, educational cd's for kids, health CD-ROM, educational CD-ROM, math CD-ROMs, Exito (magazine), Reflexions (magazine), Latin music, hip hop & rap, computer games, reading programs for kids, current pop music, reading/science/social studies software, English classes for all levels, new hours, books, videos, computer classes, Italian music, software to learn computers, Walt Disney magazine, pop/rock/classical music, Internet, game CD-ROMs, Seventeen magazine, good newspapers in Spanish, loves library for computers and learning English.

Urdu/ Urdu & Arabic & Assyrian

Historical CD-ROMs, reference CD-ROMs, Jumnam (magazine), Dawn (newspaper), cd's and CD-ROMs on learning the Quran, Muslim/ Arabic magazines (e.g., Islamic Horizon) and newspapers (e.g., Munsif and Islamic Observer), more Urdu and Arabic materials, Assyrian music, CD-ROM games, Indian/ Pakistani magazines (e.g., Jang), Urdu magazines, children's Islamic CD-ROMs, Urdu music cd's, cultural and religious CD-ROMs.

Gujarati / Gujarati & Hindi

Ashapas (magazine) Chitrlekha (magazine), Gujarati Samachar & Sandesh (both newspapers), free Rosemont cards, Internet, India Today (magazine), Chicago Tribune, rock music, Gujarati and Hindi DVD's, religious and movie music, kids folk songs in Gujarati, kids software on current events, Mumbai Samachar (magazine), Times of India (magazine), kids books to learn writing Gujarati, Jee (magazine), Star Dust, Hindi movies, educational software, Jankalyan (magazine), Akhand Anand (magazine), India Samachar (newspaper), Hindi and Gujarati music and newspapers, kids sports magazines, rap music, Excel, Word, Autocad, C++, VB (computer), software for Spanish and English literacy, classes for parent-teen communication/anti-drug, Indian movies and music, Indian Hindi songs, kids folk songs in Gujarati, Chitrlekha, Jee, books on tape, nonfiction, self-improvement materials.

German

Canoe & Kayak (magazine)

Italian

Books on CD, Pop/Rock/Jazz music, Italian music, Franoi (newspaper), current Italian movies are poor choice/ please review and order more, kids Italian videos, Italian music for adults and kids, Italian magazines.

Tagalog

Rock music, Manila Bulletin & Philippine Daily Inquirer (both magazines), M.S software, Fitness Magazine, Tempo/Filipino news, mainstream music.

Japanese

Text materials, children's books and videos in Japanese, popular music in Japanese, software for learning English, pop music, Nihon Keizai Shinbun/ Nikkei (magazines).

Chinese

World Journal (newspaper).

Polish

Nasza Polska, Geos, Nasz Dziennik, Tygodnik Solidarnosc (all magazines).

Russian

Original Russian works by Russian authors, popular music, Russian newspaper, classical music, Danielle Steele in Russian.

Bulgarian

Disney music for kids.

Korean

Textbooks, classical music.

Multiple Asian languages

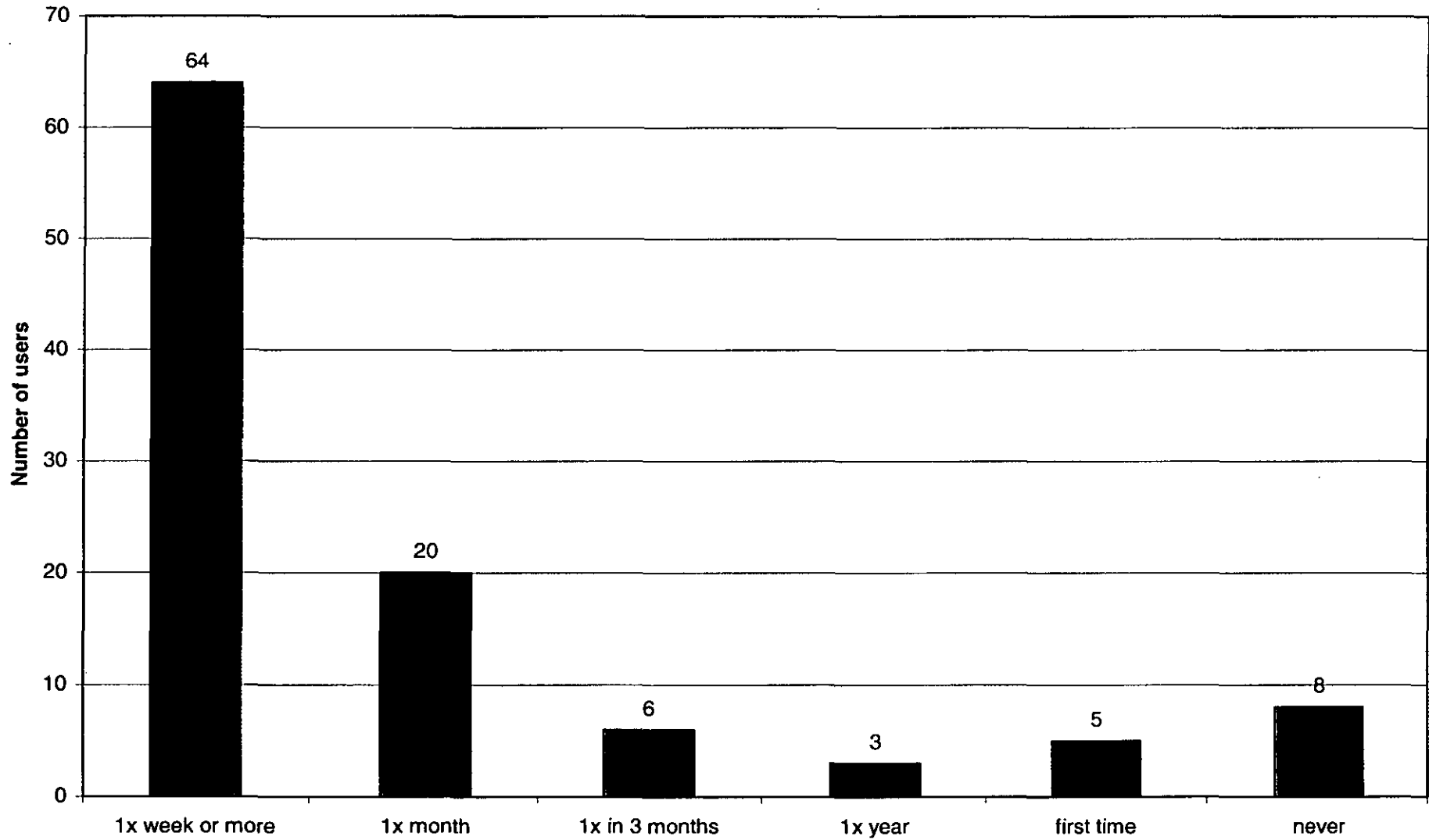
Toefl, GRE, GMAT, lectures for non-native people.

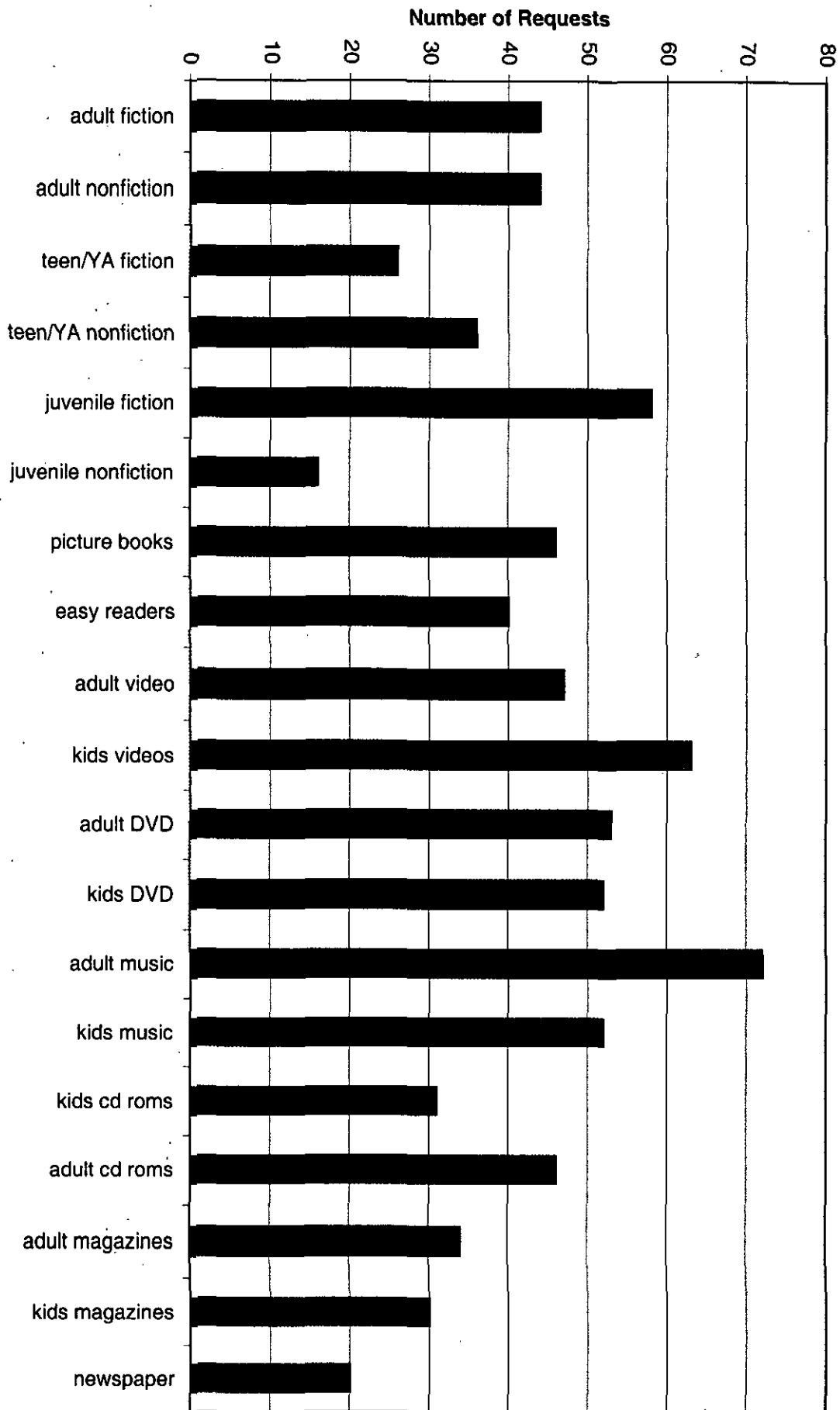
Spanish

Kids Barney cds, rock, history books, romantic music, infant music, sex software, easy to understand magazines, computer classes in Spanish, computer materials, more services in Spanish, cds on everything, materials on professional careers, classical music, child care books, Spanish newspapers, jazz, instrumental music, Mexican movies by Joaquin Padave in Spanish, books by Dr. Nathan Viskin in Spanish, book entitled "Ask Your Baby", Spanish classes on Excel and Word, pop music, more Spanish books, classical music, more Spanish-speaking staff, poetry books in Spanish, advanced computer classes, classical music, religious music, religious software for kids, Spanish music, literacy materials, more Spanish-speaking staff, infant music, kids puzzles, romantic music, infant music, band music, more Spanish-speaking staff, rock music, computer classes, infant music, Mexican music, dictionaries, preschool learning cds, learning books, useful kids magazines, pop music, '60s music, popular music, Antano (music), infant music, history magazines, Latin music, bolero music, People Magazine in Spanish, rock music, American history materials, computer classes, Nortena (music), computer games for kids, romantic music, infant music, newspapers from Mexico, Cosmopolitan Vanidades (magazine), lullabies (music), math/English (computer software), more Spanish-speaking staff, educational computer software, infant music, Spanish books, bailable dance music, English music-Cher, classical music, sexual education books for adults, Latin music, Mexican music, rock music, pop music, typing (computer), People Magazine in Spanish, Ranchera (music), Navidenos (music), Mexican music artists-Oscar Medina/Christiana/Mexican, classical music, English basics software, magazines from foreign countries, Extranjeros (newspaper), informative lectures, infant music, educational magazines, Disney music, Hyperstudio, Time Magazine for kids, books for improving life skills, modern music, beginning literacy for adults software, Vanidades (magazine), Cosmopolitan (magazine), Mexican (newspaper), El Esto (newspaper), El Universal (newspaper), El Sol de Mexico (newspaper), have the newsletter and bulletin boards translated in Spanish, classical music, instrumental music, cultural music, Spanish kids music, grammar software, Ahora (magazine), Que Tal (magazine), Hola (magazine), Latin music, People Magazine in Spanish, Spanish literacy, ESL materials, computer-related materials, life skills, Latin music, Trova Cuban music, classical music,

gospel music, pop music, romantic music, ranchera music, Internet, trios Romantica music, newspapers from Mexico, infant music, classical music, meringues music, Internet, Excel, Mexican music, pop music, Seventeen Magazine, free library cards for Rosemont, courses in Spanish, Mexican music, pop music, Internet, Seventeen Magazine, free library card to Rosemont, classical music, science materials, math/science software, Spanish magazines, classical music, instrumental music, Spanish newspaper, reading programs for kids, children's books by Latin writers, Left Behind series for kids, rock music, pop music, copies of paintings from Diego Rivera/Frida Kahlo/Siqueiros, Spanish books on personal growth, preschool materials, modern music, baladas music, Spanish magazines, sports newspapers, classical music, kids music, Spanish-speaking staff, classical music, kids music, learning computer programs, books on making piñatas/sewing/decorations, Spanish books by Spanish writers like Jorge Ramos, modern music, English classes, orientation classes for immigration, entertainment for students on vacation, classes for driving/sewing/cooking/painting/, classical music, instrumental music, dictionaries.

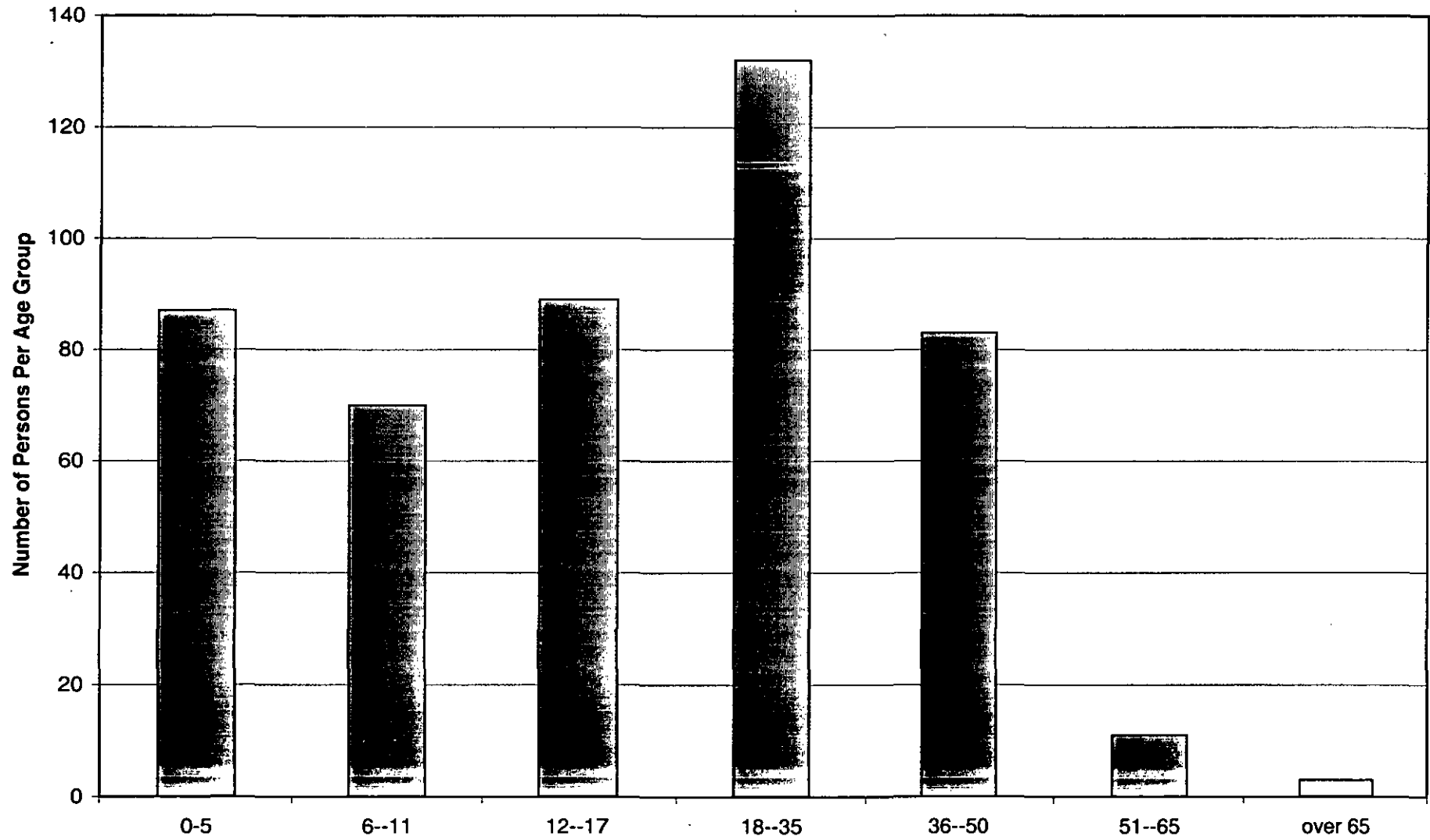
Spanish Library Use



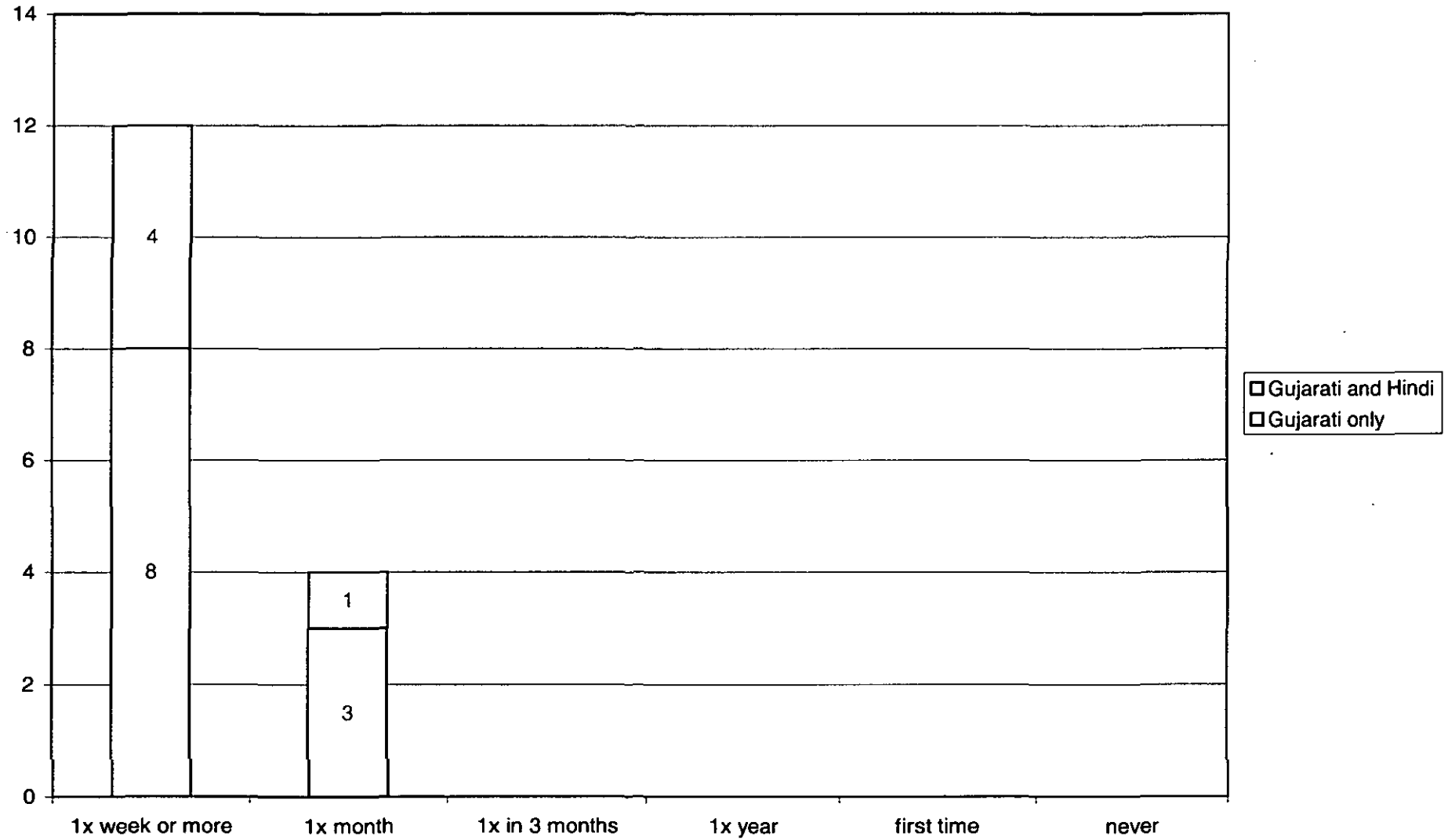


Spanish Materials Desired

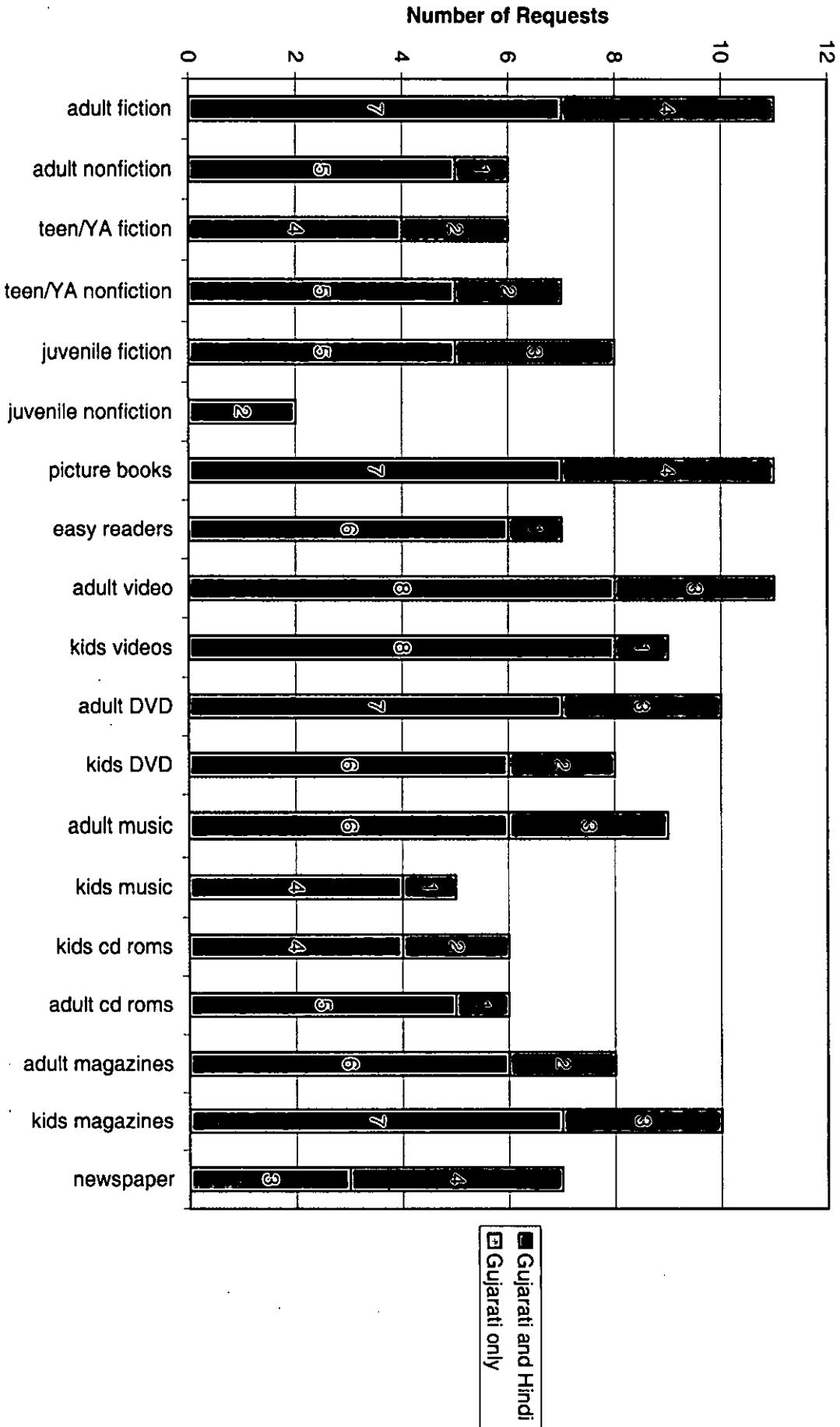
Spanish Age distribution



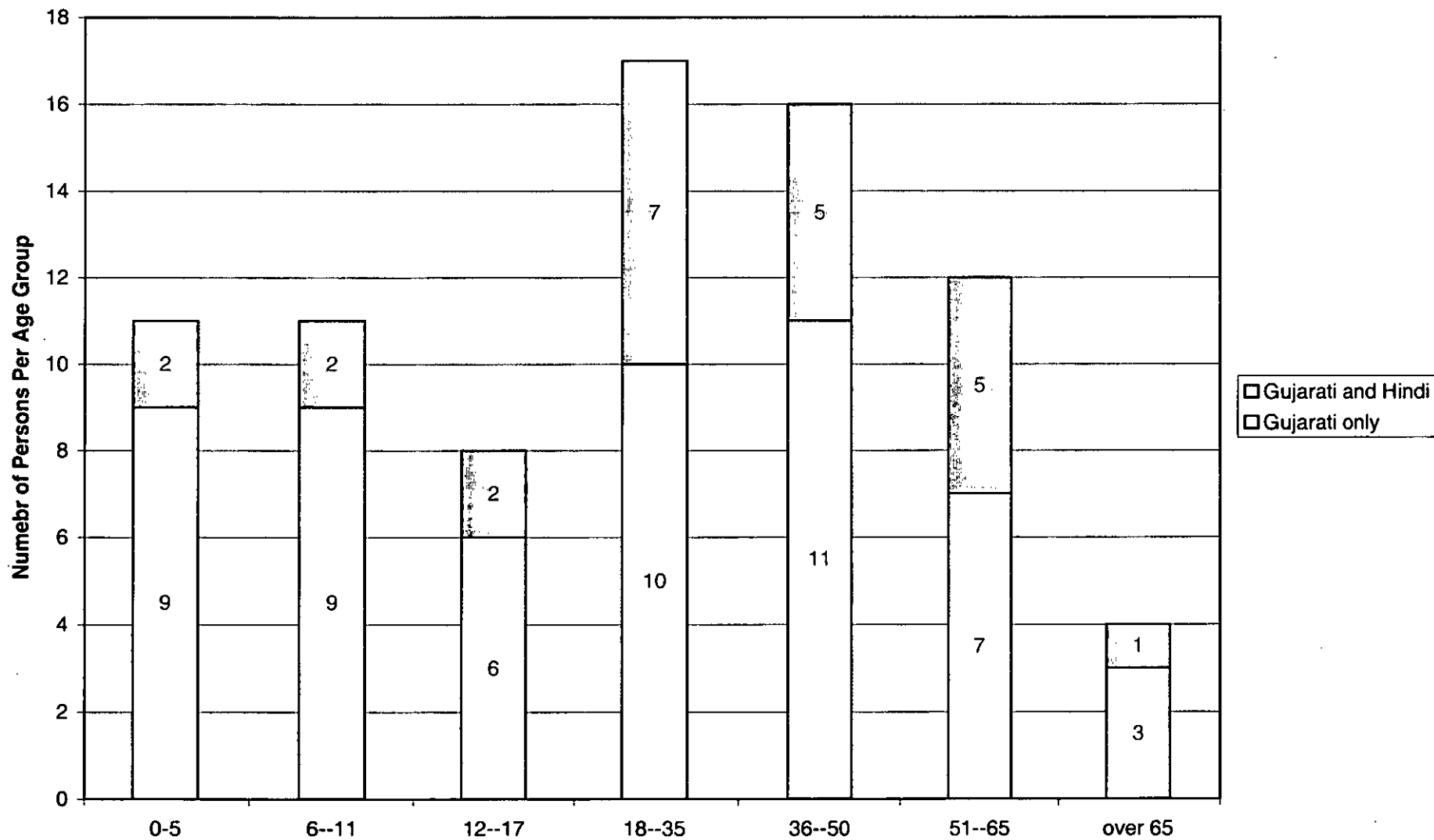
Gujarati Library Use



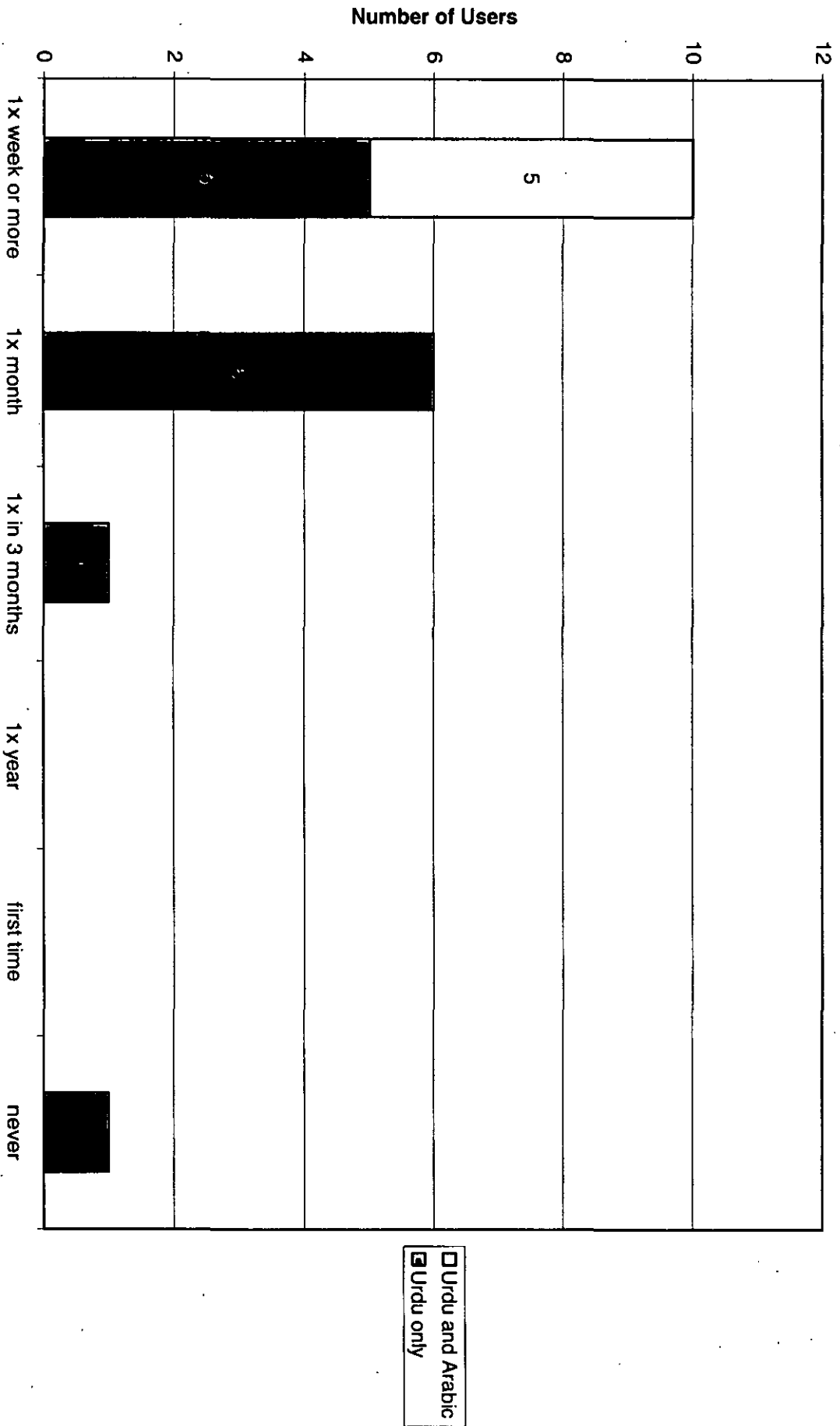
Gujarati Materials Desired

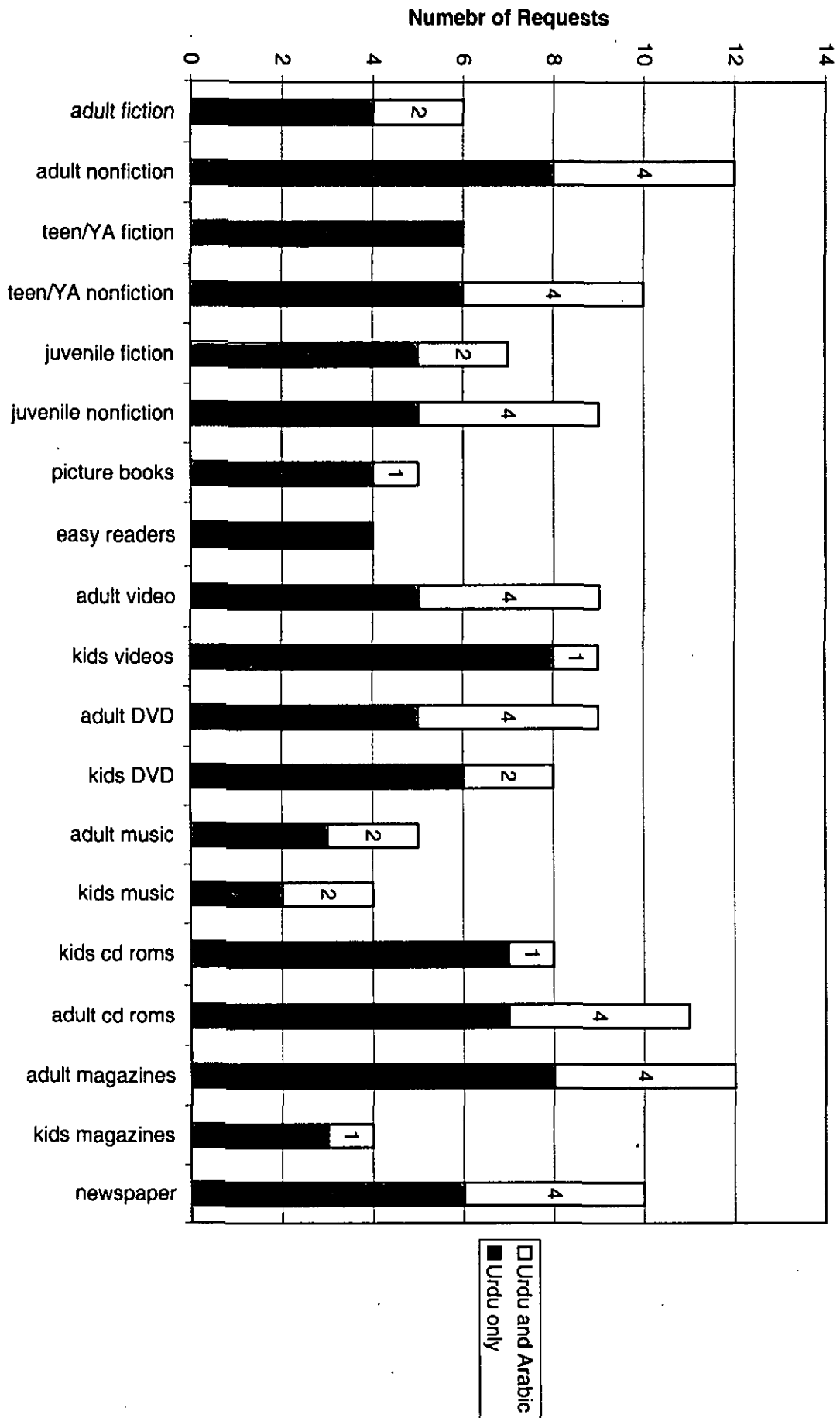


Gujarati Age Distribution

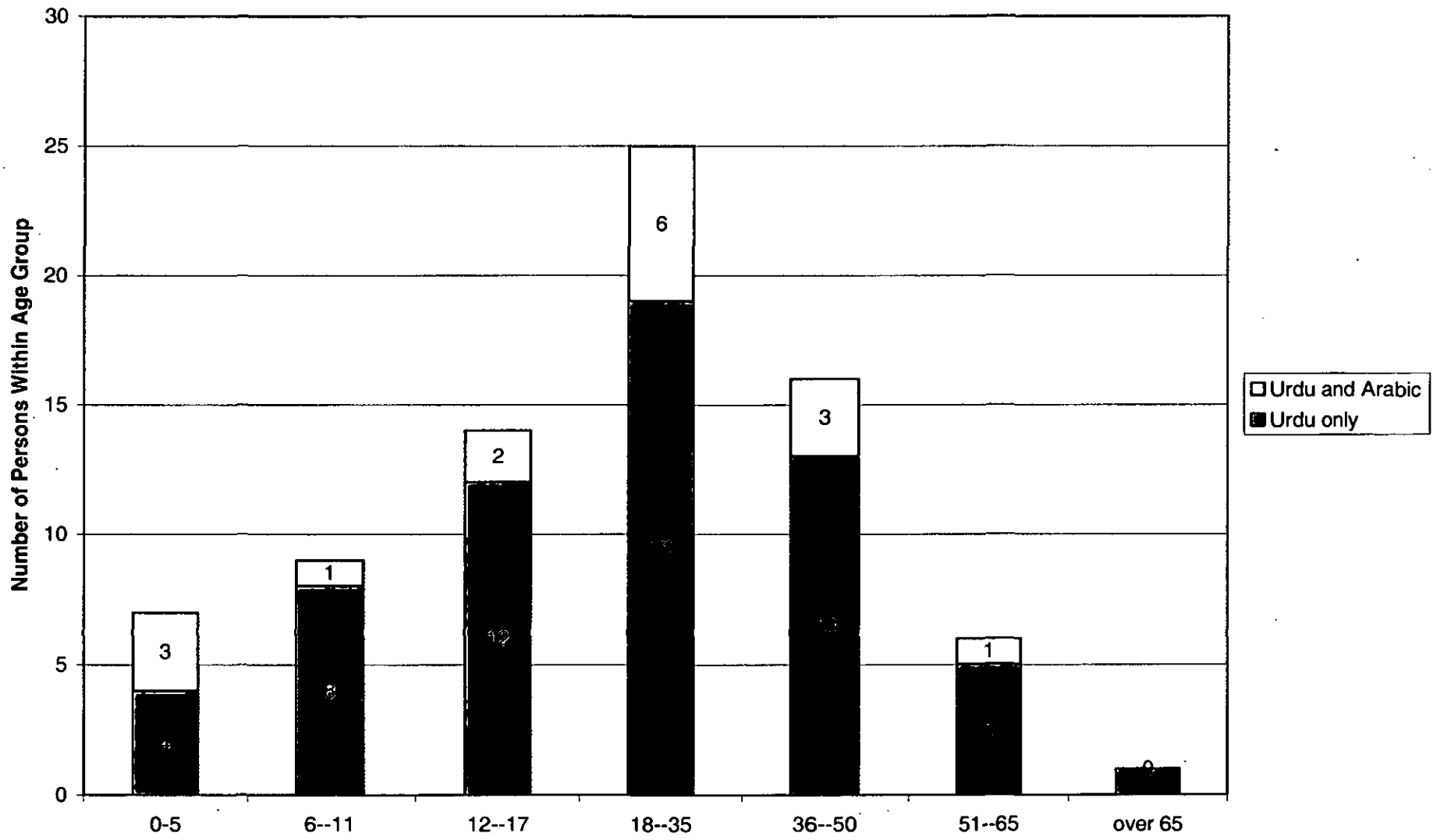


Urdu Library Use

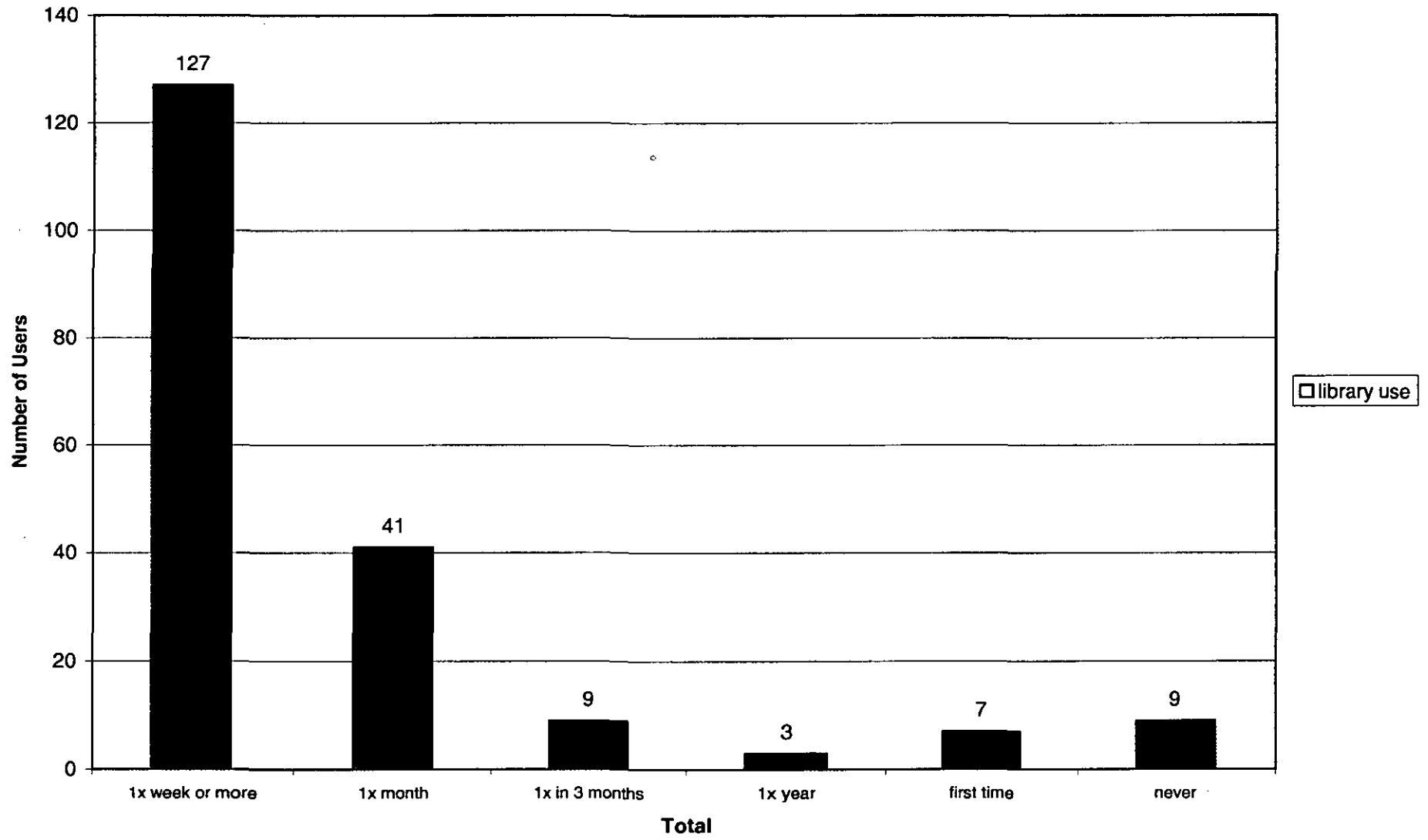




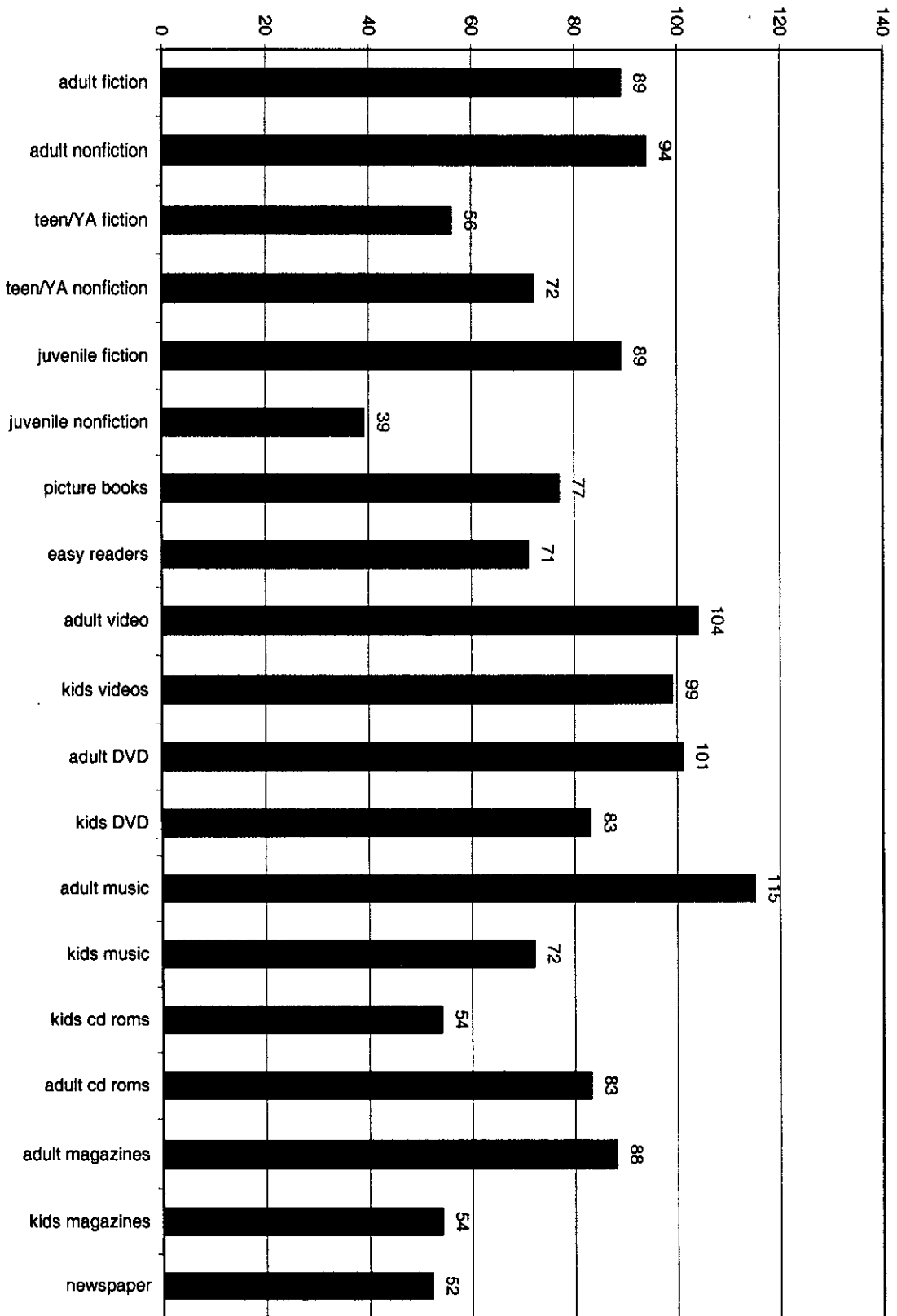
Urdu Age Distribution



Library Use - All Foreign Languages

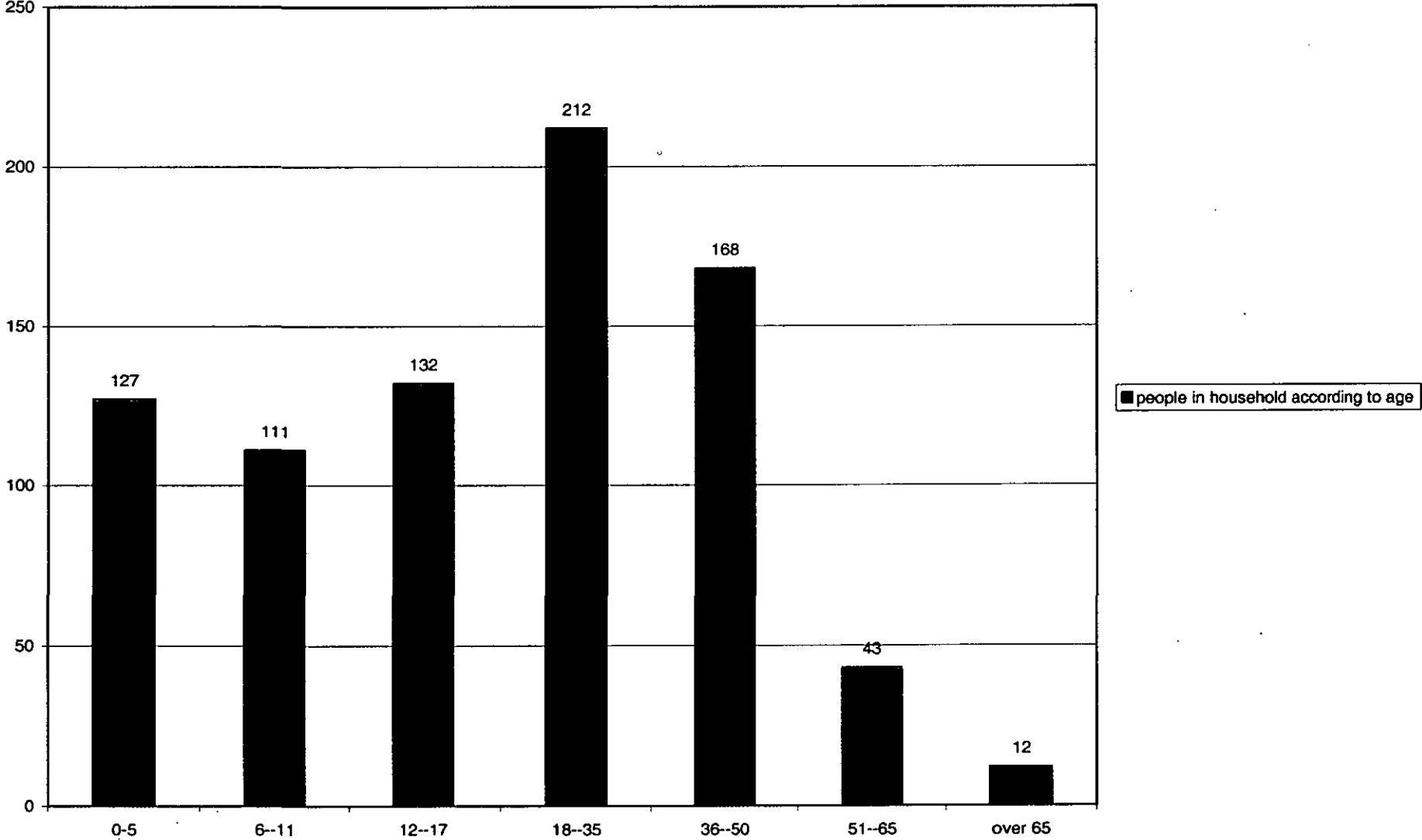


Materials Desired - All Foreign Languages



■ materials desired

People in Household According to Age - All Foreign Languages



Appendix 6: Focus Group Participants

October 22, 2002

1. Maria Carmen Gonzalez, Plainfield School, 847-827-1101, gardunom@d62.org
2. Charlynda Marckese, Iroquois Community School, 847-824-1317, marckesec@d62.org
3. Maria Cristina Ruiz, Orchard Place School, 847-824-1255, ruizabarcam@d62.org
4. Jan Lee Sandberg, Orchard Place School, 847-824-1482, sandbergj@d62.org

November 12, 2002

1. Carmen Acuna, Des Plaines Science and Arts Academy, 847-827-7880
2. Milagros Bravo, District 62 Multicultural Department, 847-824-1252, bravom@d62.org
3. Maria Carmen Gonzalez, District 62, 847-827-1101, gardunom@d62.org
4. Judy Kenning, District 62, 847-827-8565, kenningj@d62.org
5. Merrilee Kwielford, Maine West High School, 847-803-5783, mkwielford@maine207west.k12.il.us
6. Nancy Rock, District 62, 847-824-1241, rockn@d62.org
7. Sheila Rudden-Shorey, Maine West High School, 847-803-5869, sruddenshorey@maine207west.k12.il.us
8. Ramon Sanchez, Genesis Center of Health and Empowerment, 847-298-3229
9. Alejandra Trejo, District 62, 847-803-0544

Appendix 7: Summary of Foreign Language Committee Focus Groups

The Foreign Language Materials Committee held focus groups on October 22 and November 12, 2002 in an effort to determine how the library could better serve the needs of our multicultural community. Educators from local schools were invited to the first focus group; those who could not attend were encouraged to come to the second focus group, which was planned to include the community at large. Four educators from District 62 attended the first focus group; nine educators from Districts 62, 207, and the Science & Art Academy, and two people from the community made up the second group.

Participants in both groups offered comments on the following subjects:

Marketing the library

- Library card sign-ups at school are very successful & promote the library
- Distributing library foreign language materials surveys at schools a possibility – would tell us what types of materials they want us to collect and advertise the collection
- Family reading nights at the library
- Publish library marketing materials in Spanish

Signage

- In other languages
- With pictures

Library cards

- Rosemont library cards still too expensive for many
- Explain to people with illegal immigration status that library patron records are confidential

Programming

- Storytelling in Spanish & Polish (e.g., Antonio Sacre)
- Suggested program: Raising Bilingual Children (in Spanish)
- Activities for whole family
- Simultaneous programs for adults and children (would solve babysitting problems)

Suggestions for foreign language materials (in Spanish, except where noted)

- Large print books
- Audiobooks
- Light reading
- Videos & DVDs (in various languages)
- Newspapers and magazines (in various languages)
- Books by heritage authors (not just translations of popular English titles)
- Books for Spanish literacy; many Spanish speakers cannot read Spanish
- "Big books"
- Books in English with low level vocabulary/high interest
- Bilingual books

- Books on everyday life skills
- Popular series for children, e.g., *Goosebumps*
- Materials that validate cultures, e.g., books on holidays, sports, fine arts
- Career books

Services the library should consider providing

- Babysitting during Spanish language programs
- Library newsletter in various languages
- Transportation
- Information regarding crisis intervention, other social services

Classes at the library

- Computer training (in Spanish)
- English
- Library usage (in Spanish)

Spanish literacy

- Literacy based more on storytelling than reading
- Education level of many Latino adults only 2-3 grade (not literate in native language)

Other suggestions

- Hire native Spanish speakers at the library
- Teach staff to be culturally sensitive so that Spanish speaking patrons will feel welcome

Additional Issues/Problems (mostly Latino)

- Necessity of working two jobs
- Feeling intimidated by language barrier/literacy barrier
- Need help in filling out applications
- Parents lack computer, survival skills
- Many in Latino community not assertive, not "joiners" – need encouragement to become involved in organizations like the PTO

Appendix 8: Summary of Correspondence Received from Persons Who Were Unable to Attend a Focus Group Session

The committee received three letters from persons who were unable to participate in a focus group session but wanted to contribute their input to the process.

Leah D. Hotimlanska, a catalog librarian at the IIT Chicago-Kent College of Law, wrote about the needs and interests of persons in communities where English is a second language. The age of the patron often determines his or her needs from the library, as she has observed:

- Persons over age 60 need accessible language classes. They need information in their primary language, and to provide continuity in their lives to help them stay in touch with their old country.
- Working adults need sources of information that would enhance their integration into business and professions in the new country. They need bilingual sources of information.
- Young adults need currency of information and expect the foreign language collection to provide a broad spectrum of information in various formats.

She also noted that some people are tentative or reluctant library users. The concept of public libraries as they exist in the United States is really new and strange to people from many other countries.

Alan Matan, district department chair of the English as a Second Language/Bilingual Education Department of Maine Township High School District 207, included several thoughts about library needs of speakers of a foreign language. He stressed the "continued need to educate parents of youngsters that reading is viatal to the success of the child in school. Parents must read to their children in their native language or English." He also recommended an interest survey, family reading night, and collaborating with the Maine West and Maine East Family Centers for an evening of reading.

Jone Vaznelis, a library media specialist at Maine East High School, stressed helping new immigrants become familiar with the library and determine which library district they live in. Both issues can be confusing. She also suggested producing leaflets and flyers to advertise library programs for young adults.

Appendix 9: Holdings per Language with More than 10 Items, March 2003

Language	Items	Books	DVD	VHS	Audiobooks	Newspapers	Notes
Bengali	11		1	10			
Chinese	45	7	14	24			
Czech	13		5	8			
French	250	107	38	81		1	23 (*)
German	190	160	15	13		2	
Gujarati	225	168					57 (*)
Hindi	296	204	69	23			
Italian	113	82	7	23			
Japanese	33		13	20			
Korean	63	61	2				
Persian	17	3	7	7			
Polish	1,564	1,427	2	18		3	114 (*)
Russian	950	915	9	24	2	2	
Spanish	4,031	3,910	11	92	3	7	11 (*)
Tagalog	83	82		1			
Urdu	167	166		1			
Totals	8,051	7,292	193	345	5	16	205 (*)

Source: Technical Services Department

Note: The asterisk denotes books to be processed.

Appendix 10: Number of Local Charges and Renewals of Foreign Language Books, February 2002 Through February 2003

Adult	Juvenile
Polish – 5,258	Spanish – 4,725
Russian – 3,227	Polish – 576
Spanish – 2,243	Gujarati – 110
Gujarati – 313	Urdu – 54
Korean – 174	German – 43
Hindi – 71	Korean – 25
Tagalog – 69	Chinese – 6
German – 64	French – 6
Italian – 56	Tamil – 2
Urdu – 18	Russian – 1
French – 10	Hebrew – 0
Chinese – 2	Hindi – 0
Persian – 2	Latin – 0
Portuguese – 1	Tagalog – 0
Slovak – 1	
Arabic – 0	
Greek – 0	
Panjabi – 0	
Vietnamese – 0	

Source: Cooperative Computer Service

Appendix 11: Budget for Foreign Language Materials

	2001	2002	2003	Totals
Adult Services Books	\$6,000	\$11,000	\$13,000	\$30,000
Adult Services Audiobooks *	\$2,500	(not a line item)	(not a line item)	\$2,500
Adult VHS/DVD	(not a line item)	(not a line item)	\$2,000	\$2,000
Youth Services	\$5,000	\$5,000	\$6,000	\$16,000
Youth Services Audiobooks	\$1,000	\$500	\$1,000	\$2,500
	\$14,500	\$16,500	\$22,000	\$53,000

Note: * Audio for English as a Second Language (ESL) and the Test of English as a Foreign Language (TOEFL) is purchased through the literacy budget.

Source: DPPL Fund Summary Reports for fiscal years 2001, 2002, and 2003

COOK MEMORIAL LIBRARY

**BOARD OF TRUSTEE
E-MAIL COMMUNICATIONS POLICY AND
ADMINISTRATIVE PROCEEDURES**

Article I: Policy

It is the goal of the Board of Library Trustees of the Cook Memorial Public Library District to keep its members, as well as the Library Director, informed about matters affecting the Board's work. However, the Board must all be mindful of the requirements imposed by the Illinois Open Meetings Act and the Local Records Act, particularly as they apply to communication among board members outside normal library board meetings.

Board members shall not use e-mail in their official capacity to conduct Board Business. E-mail to, by and between Board members shall be limited to the dissemination of information and may not include deliberation, debate or decision-making. Acceptable e-mail subjects are:

1. Agenda item suggestions;
2. Reminders regarding meeting times, dates, and places;
3. Board meeting agenda or public record information concerning agenda items;
or
4. Responses to questions posed by the community, administration or staff,
subject to this policy's first section.

Any e-mail sent among trustees regarding library business shall be copied to the Library Director. There is no expectation of privacy for any messages sent or received by e-mail.

Article II: Procedure

The Board of Library Trustees hereby adopts the following procedures with regard to the use of e-mail and similar electronic forms of communication to assist in our efforts to comply with the Open Meetings Act.

1. The Board finds that electronic "chat rooms" are inherently detrimental to the open meetings process and will not utilize "chat rooms" to conduct library business or deliberations.
2. "Bulletin boards" or other similar formats, which permit the development of "discussion threads" among board members, also will not be utilized; however, board members may read the comments of others who are not board members as they see fit.
3. The Library Director may provide information relating to library business to board members using e-mail, attachments or other electronic methods. Any

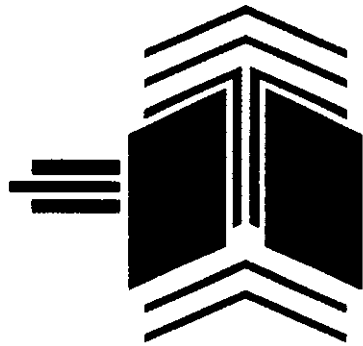
response from board members regarding these communications must be sent only to the Library Director (i.e., no "reply to all" responses). An appropriate record of these communications will be maintained in the district files to assure compliance with open records laws.

4. A board member may send e-mail items to all other board members with items of passing interest provided that no response is requested or required. Such e-mails should clearly state that no response should be made. It is required that any such e-mails be sent to the Library Director for storage.
5. A board member may send e-mail to all other board members regarding scheduling issues. Board members may reply to the sender provided only that their response is limited to the subject of the original message and does not cross over to items of substance.
6. Trustees may correspond among themselves regarding items of library business provided that any such communications do not involve a group of trustees that constitute a majority of a quorum of the Board or any applicable board committee.
7. E-mails to the Board will be copied to all trustees and the Library Director. When e-mails from the public require Board response, the President or his designee will respond, and will copy the other trustees and the Library Director.
8. Any item of business for a Board agenda shall be directed to the president and the Library Director so that it may be included in the Board's agenda according to normal procedures. Action items shall be prepared and distributed by the Library Director in accordance with the Board's established procedures.
9. The Library Director shall maintain a separate e-mail address to store official e-mail records as described herein. This record shall be maintained indefinitely. If software changes require this record to be transferred to paper, the records shall be maintained for ten years or such other time period as may be established by the State of Illinois.

Date

Secretary

Adopted: 10/21/03



Des Plaines Public Library

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DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

Agenda for the Meeting of the Committee of the Whole

January 6, 2004

5:00 PM

- I. Call to order.
- II. 2005 Salary Schedule/Compensation Plan.
- III. Executive Session.
 - A. Deliberations concerning Salary Schedule for One or More Classes of Employees.
- IV. Adjournment.

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Alice Sturgis

ended or one which has been reconvened after an adjournment, with the resumed meeting being referred to as an "adjournment" of the original meeting.

To avoid this confusion, the *Standard Code* refers to the resumption of a meeting that was temporarily adjourned as a "continued" meeting.

Call for the Orders of the Day

Robert's Rules designates a special privileged motion, a "call for the orders of the day," to be used whenever some matter is not taken up at the scheduled time. The motion may interrupt a speaker, does not require a second, and cannot be debated or amended. After addressing the chair, and without waiting for recognition, the member says, "Madam President, I call for the orders of the day," or "I demand the regular order."

Instead of using this quaint phrase, which is often puzzling to many in the assembly, the *Standard Code* recommends more informal language, such as "Madam President, I request that we take up the matter which is scheduled on the agenda for this time." In effect this is a point of order, thus giving the member the right to interrupt, if necessary. (Or, if preferred, the member may state the request formally as a point of order.)

Committee of the Whole

The Committee of the Whole is a procedure under *Robert's Rules* in which the assembly pretends it is a large committee, in order to get around the limitations on debate that otherwise apply. (Ordinarily, under *Robert*, a member may speak only twice on a motion, with a time limit of ten minutes, unless a rule has been established to the contrary, or unless the assembly has granted special permission by a two-thirds vote or by general consent.)

When a motion is approved creating a Committee of the Whole, the presiding officer vacates the chair after appointing another member to preside over the "committee." All votes are only "committee votes," not binding on the assembly, and so they must be taken again after the committee has resolved itself back into an assembly with the original presiding officer again in the

chair, and after the temporary chair has reported to the assembly what was done by the "committee."

Instead of this convoluted procedure, under the *Standard Code* the assembly simply votes to consider the matter informally (see page 128).

Fix the Time to Which to Adjourn

Robert's Rules has a motion not found in the *Standard Code* called the motion to fix the time to which to adjourn, or the motion to fix the time for an adjourned meeting. It is used to specify the time and place for the meeting to resume after it has been temporarily adjourned. If offered when other business is pending, it is a privileged motion, outranking all other privileged and subsidiary motions, including the motion to adjourn.

Under the *Standard Code*, if the privileged motion to adjourn is pending, it can be amended to specify when the meeting is to be resumed. The amendment is also privileged, meaning that because of its urgency it may interrupt for immediate consideration.

Object to Consideration

Under *Robert's Rules*, a member can "object to consideration" of a motion before discussion begins. This requires that the chair call for a vote on whether the motion should be considered, and consideration can be prevented by a two-thirds vote in the negative.

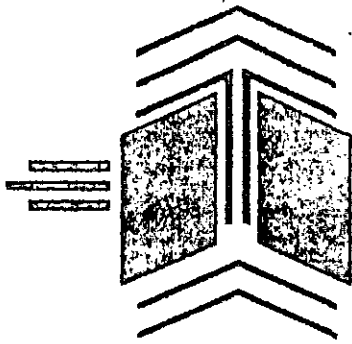
This motion often causes consternation for the inexperienced presiding officer, who may be unfamiliar with the term and unaccustomed to requiring a two-thirds vote in the *negative* (a requirement that applies to no other motion).

Under the *Standard Code* this motion is not used, since there are simpler ways to prevent discussion of a question. When it is desirable not to consider a matter, usually there is a good reason. For example, necessary facts aren't available, or a key person is not present, or it could be handled better in committee, or there isn't time in the current meeting, or the motion is unnecessary, or it is outside the scope of the bylaws, or proper advance notice

February

06/11

ARMED & DANGEROUS



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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, FEBRUARY 17, 2004

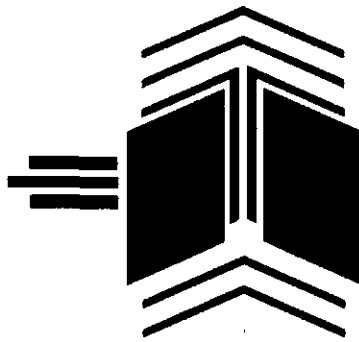
7:00 PM

Conference Room – Second Floor

Agenda:

- **Finance Committee Report**
- **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.



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II.

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting

February 17, 2004

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 – Alderman Carla Brookman.
- V. Consent Agenda. [Action Item]
 - A. Approval of the Minutes of the Regular Board Meeting – January 20, 2004.
 - B. Acceptance of Financial Reports for January 2004.
 - C. Approval of Library Expenditures.
 1. Warrant Register – January 5, 2004 - \$85,856.89.
 2. Warrant Register – January 19, 2004 - \$62,093.20
 3. Salaries – January 8, 2004 - \$90,902.40
 4. Salaries – January 16, 2004 – (-\$33,783.83)
 5. Salaries – January 22, 2004 - \$100,490.19
 - D. Acceptance of Reports.
 1. Administrator’s Report – Sandra Norlin.
 2. Friends of the Library – Susan Burrows.
 3. Finance Committee – Rhys Read.

VI. Old Business.

VII. New Business. (7:30 PM)

- A. Healthy Community Partnership Foundation.
- B. Approval Living Laminates - \$9,400.00. [Action Item]
- C. Approval Video Master - \$14,225.00. [Action Item]
- D. Committee Assignments.
- E. 24-Hour Corridor Changes. [Action Item]
- F. Report Planning Process – Susan Burrows.

VIII. Announcements.

IX. Correspondence.

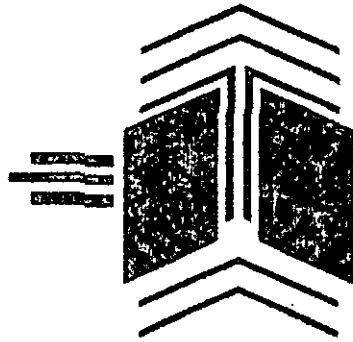
X. Other.

XI. Executive Session.

- A. To Discuss Compensation of Specific Employee.

XII. Adjournment. (9:00 PM)

This meeting will be recorded for television broadcast.



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V.A.

BOARD OF TRUSTEES
Minutes of the Regular Meeting
January 20, 2004

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, January 20, 2004. President Noreen Lake called the meeting to order at 4:03 PM.

Members Present: Eldon Burk, Susan Burrows, William Grice, Noreen Lake, Jeremiah Mahony, Rhys Read, Elaine Tejcek.

Members Absent: Susan Weinberg.

Also Present: Mayor Anthony Arredia, Sandra Norlin, Martha Sloan, Hector Marino, Carol Kidd, Leslie Steiner, John Syer.

CONSIDERATION OF THE AGENDA.

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

PUBLIC COMMENTS AND QUESTIONS.

Mayor Anthony Arredia thanked the Board and staff of the library for their help in hosting the City of Des Plaines New Year's Eve celebration at the library. Mayor Arredia reported that approximately 1,500 people attended the celebration.

Rhys Read and Eldon Burk entered the meeting at 4:07 pm.

John Syer, a Park Ridge resident, asked the Board to consider installing a safety barrier along the second floor railing in the Youth Services department. Sandra Norlin reported that City Attorney David Wiltse recommended contacting

Gallagher Bassett, the administrator for the City of Des Plaines insurance plan to assess the situation. William Grice, Chair of the Building and Grounds Committee, asked Sandra Norlin to gather information on this issue and report back to the Board at their February meeting. In February the Board will decide if this matter should be referred to the Building and Grounds Committee.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Carla Brookman.

Alderman Brookman absent. No report.

CONSENT AGENDA

Sandra Norlin asked that V.E.1. Administrator's Report be removed from the Consent Agenda.

Sandra Norlin asked that the Administrator's Report for January 20, 2004 be corrected to "Our total collection includes 292,848 items, 250,457 (86%) of which are books, so we, like most other public libraries, show 44% of our circulation from 14% of our collection."

Sandra Norlin reported that the construction on the Heritage Room may begin the week of January 19, 2004, with a completion date of March 2, 2004.

Sandra Norlin also reported that the cost of a floor to ceiling mural for the Children's Storytime Room will be \$8,000.00. Sandra will ask for financial support for this project from the Friends of the Library.

The Friends of the Library will celebrate their 50th anniversary on May 21, 2004 and the library will add two pages to their spring newsletter commemorating this event.

Sandra Norlin reported that the library incurred expenses that were not anticipated after hosting the City of Des Plaines New Year's Eve celebration. President Lake will send a letter to Mayor Arredia asking for reimbursement of these costs.

Sandra Norlin reported that book carts normally stored in the Circulation Services hallway are in violation of the fire code and must be moved. Sandra has met with staff and several options have been discussed.

Sandra Norlin invited the Board to attend the North Suburban Library Systems Awards Banquet on March 12, 2004 and to inform Carol Kidd if they plan to attend.

MOTION by Eldon Burk, seconded by Susan Burrows, to accept the Administrator's Report, as amended. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

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

MOTION by Eldon Burk, seconded by William Grice, to approve the minutes of the Regular Board Meeting, December 16, 2003, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by William Grice, to approve the minutes of the Committee of the Whole Meeting, January 6, 2004, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by William Grice, to approve the Financial Reports for December 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	\$ 15,743.31
2. Petty Cash Expenditures	\$ 30.24
3. Budget Expenditures for December	\$ 489,344.06
4. Expenditures Year to Date	\$ 4,618,401.27
5. Revenue for December	\$ 113,282.41
6. Revenue Year to Date	\$ 4,621,486.64

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

December 01, 2003	\$ 80,167.30
December 15, 2003	<u>\$ 86,644.89</u>
Total	\$ 166,812.19

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

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

December 11, 2003	\$ 98,065.12
December 22, 2003	<u>\$ 98,621.20</u>
Total	\$ 196,686.32

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

ADMINISTRATOR'S REPORT

PERSONNEL

New employees for December/January are David Schousboe and Jitendra Patel, both Pages, part-time, in Circulation Services.

Resignations/separations: Hattie Banks and Joyceann Pierozzi, both Pages, part-time, in Circulation Services.

STAFF DEVELOPMENT

We enjoyed excellent attendance at the staff holiday party held on December 17. Thank you to the library board of trustees, the Friends of the Library, and the library Department Heads who all contributed funds for this event.

PATRON SERVICES

The big news this month is the continuing increase in use of our materials and facilities. Each year since we opened the new library we have increased our circulation from the previous year by over 12% (12.66; 12.7; and 12.08 %), for a total increase from the beginning of 2000 to the end of 2003 of 44%. In 2003, patrons have used self-check for 23% of all circulation. Audio-visual items account for 44% of the total circulation, 32% of children's and 52% of adults'.

Our total collection includes 292,848 items, 250,457(86%) of which are books, so we, like most other public libraries, show 44% of our circulation from 16% of our collection.

We passed a milestone in 2003 by circulating over 1 million items to our library patrons.

OTHER PROFESSIONAL ACTIVITIES

No regular professional meetings were scheduled during this time of year, however, I did attend the Do the Dewey Committee meeting, the Friends of the Library special meeting, and the Family New Year's Eve celebration at the Library on 12/31. I will host the Library Cable Executive Committee meeting on 1/15 and attend a SLURP farewell dinner for Carol Larson on 1/16.

Note: No official inquiries or requests for confidential information have been received since the last report.

NEW BUSINESS

MOTION by Committee, to approve the revised job description for the Library Administrator with the following change to Minimum Qualifications: 2. ~~Fifteen~~ Twelve years work experience. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Committee, to approve the Foreign Language Materials Collection Report and to add Section IV to the Collection Development as an appendix. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by William Grice, seconded by Rhys Read, to approve payment to Ebsco Subscription Services in the amount of \$33,191.52, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Burk, Burrows, Grice, Lake, Mahony, Read, Tejcek. NAYS: None. MOTION CARRIED.

Noreen Lake will attend the February 2 City Council meeting, Eldon Burk the February 17 meeting, Jerry Mahony the March 1 meeting and Noreen Lake the March 15 meeting.

MOTION by Eldon Burk, seconded by Susan Burrows, to approve grant funds from the poetry grant as payment to Young Chicago Authors in the amount of \$5,850.00, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Burk, Burrows, Grice, Lake, Mahony, Read, Tejcek. NAYS: None. MOTION CARRIED.

The Board reviewed the Downing Charitable Trust Fund Report.

MOTION by Rhys Read, seconded by Susan Burrows, to accept the Downing Charitable Trust Fund Report, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The Board reviewed the proposed Email communications policy.

MOTION by Eldon Burk, seconded by Rhys Read, to approve the Email Communications Policy, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Sandra Norlin reported that Wagner Office Solutions, Inc. submitted a proposal for the upgrade of public and staff photocopiers. Sandra explained that the current lease for staff and public photocopiers was held by U.S. Office Solutions, Inc., but they are no longer in business. The contract proposed by Wagner Office Solutions, Inc. is for five years at a cost of \$2,686 per month. Panasonic Corporation has agreed to waive the \$58,847.04 owed on the current lease if the library enters a new leasing agreement with Wagner Office Solutions/Panasonic for this equipment.

MOTION by Rhys Read, seconded by Susan Burrows, to accept the proposal submitted by Wagner Office Solutions, Inc. that will upgrade public and staff photocopiers at a cost of \$2,686 per month for five years, which is in the best interest of the Des Plaines Public Library. VOTE: AYES: Burk, Burrows, Grice, Lake, Mahony, Read, Tejcek. NAYS: None. MOTION CARRIED.

ANNOUNCEMENTS

Sandra Norlin announced that the Rotary Club of Des Plaines and the Des Plaines Public Library will host the second annual "Do the Dewey" on Saturday, April 17, 2004.

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

The meeting adjourned at 5:28PM.

Minutes prepared by Carol Kidd.

**DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR JANUARY 2004**

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

1. Over the Counter Receipts	\$ 7,931.51
2. Petty Cash Expenditures	\$ 29.17
3. Budget Expenditures for January	\$ 225,471.29
4. Expenditures Year to Date	\$ 225,471.29
5. Revenue for January	\$ 13,620.90
6. Revenue Year to Date	\$ 13,620.90

Warrant Register

January 5, 2004	\$ 85,856.89
January 19, 2004	<u>\$ 62,093.20</u>
Total	\$ 147,950.09

Salaries

January 8, 2004	\$ 90,902.40
January 16, 2004	\$ -33,783.83
January 22, 2004	<u>\$ 100,490.19</u>
Total	\$ 157,608.76

**DES PLAINES PUBLIC LIBRARY
OVER THE COUNTER RECEIPTS FOR JANUARY 2004**

	<u>Jan 2003</u>	<u>Jan 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>
Lost Materials	384.05	274.48	384.05	274.48
Fines	9,003.84	5,398.90	9,003.84	5,398.90
Damage	78.57	4.00	78.57	4.00
Fees	298.32	167.35	298.32	167.35
Copies	3,234.49	2,076.28	3,234.49	2,076.78
Miscellaneous	8.00	10.00	8.00	10.00
Total	\$13,007.27	\$7,931.01	\$13,007.27	\$7,931.51

PETTY CASH EXPENDITURES - January

Postage	970260	3.50
Postage	970260	5.13
Postage	970260	2.10
Postage	970260	6.30
Meals	970110	12.14
Total		\$29.17

0653

02/04/04
ACCOUNTING PERIOD: 1/04

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 DEPOSIT 1944650243		634,472.30
102012	CASH IL FUND 007139119668	871,195.38	
TOTAL CASH		871,695.38	634,472.30
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		5,114,304.54	649,416.05
401000	ACCOUNTS PAYABLE	53,674.38	
450030	ACCRUED LIAB-COMP ABSENCE		134,935.14
450040	ACCRUED PAYROLL	33,783.83	
TOTAL ACCRUED LIABILITIES		33,783.83	134,935.14
470000	DEFERRED REV-PROPERTY TAX		4,208,934.00
TOTAL CURRENT LIABILITIES		87,458.21	4,343,869.14
TOTAL LIABILITIES		87,458.21	4,343,869.14
700110	EXPENDITURE CONTROL	225,471.29	
700120	REVENUE CONTROL		13,620.90
700150	EXP. BUDGET CONTROL		5,502,964.00
700160	REV. BUDGET CONTROL	5,092,318.00	
700170	BUDGET FUND BALANCE	406,438.16	
TOTAL SYSTEM CONTROL		5,724,227.45	5,516,584.90
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		5,724,227.45	5,932,705.01
TOTAL PUBLIC LIBRARY FUND		10,925,990.20	10,925,990.20

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH DEPOSIT 1944650243	245,589.34	
102012	CASH IL FUND 007139119668	8,065.32	
TOTAL CASH		253,654.66	.00
TOTAL ASSETS		253,654.66	.00
700150	EXP. BUDGET CONTROL		185,000.00
700160	REV. BUDGET CONTROL	154,000.00	
700170	BUDGET FUND BALANCE	32,121.54	
TOTAL SYSTEM CONTROL		186,121.54	185,000.00
730000	FUND BALANCE-UNRESERVED		254,776.20
TOTAL FUND EQUITY		.00	254,776.20
TOTAL EQUITIES		186,121.54	439,776.20
TOTAL LIBRARY CAPITAL PROJ FUND		439,776.20	439,776.20
TOTAL REPORT		11,365,766.40	11,365,766.40

02/05/04

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

ACCOUNTING PERIOD: 1/04

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	.00	.00	.00	.00	.00	.00
810020	PROPERTY TAXES 2003	4,655,830.00	.00	.00	.00	4,655,830.00	.00
TOTAL	LICENSES AND PERMITS	4,695,830.00	.00	.00	.00	4,695,830.00	.00
810020	PERSONAL PROP REPL TAX	92,988.00	.00	.00	.00	92,988.00	.00
TOTAL	TAXES	4,788,818.00	.00	.00	.00	4,788,818.00	.00
822040	STATE GRANT:PER CAPITA	65,000.00	.00	.00	.00	65,000.00	.00
822080	STATE GRANT:LIBRARY TECH	.00	.00	.00	.00	.00	.00
822090	STATE GRANT:LIB CONSTRUCT	.00	.00	.00	.00	.00	.00
822095	STATE GRANT:LIBRARY	86,000.00	400.00	.00	400.00	85,600.00	.00
TOTAL	STATE GRANTS	151,000.00	400.00	.00	400.00	150,600.00	.00
TOTAL	INTERGOVERNMENTAL REVENUE	151,000.00	400.00	.00	400.00	150,600.00	.00
850102	LIBRARY FINES	90,000.00	9,384.61	.00	9,384.61	80,615.39	.10
TOTAL	FINES	90,000.00	9,384.61	.00	9,384.61	80,615.39	.10
850201	COPYING FEE	25,000.00	2,952.07	.00	2,952.07	22,047.93	.12
850215	SPECIAL PROGRAMS & EVENTS	2,500.00	225.00	.00	225.00	2,275.00	.09
TOTAL	FEES AND SERVICES	27,500.00	3,177.07	.00	3,177.07	24,322.93	.12
TOTAL	INVESTMENT INCOME	117,500.00	12,561.68	.00	12,561.68	104,938.32	.11
890010	INTEREST INCOME	10,000.00	.00	.00	.00	10,000.00	.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	25,000.00	659.22	.00	659.22	24,340.78	.03
TOTAL	OTHER REVENUE	35,000.00	659.22	.00	659.22	34,340.78	.02
TOTAL	PUBLIC LIBRARY FUND	5,092,318.00	13,620.90	.00	13,620.90	5,078,697.10	.00
TOTAL	PUBLIC LIBRARY FUND	5,092,318.00	13,620.90	.00	13,620.90	5,078,697.10	.00

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02/05/04
ACCOUNTING PERIOD: 1/04

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
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02/05/04
 ACCOUNTING PERIOD: 1/04

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
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	4,000.00	.00	.00	.00	4,000.00	.00
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
898902	TRANSFER FROM LIB FUND	150,000.00	.00	.00	.00	150,000.00	.00
899920	LIBRARY DONATIONS	.00	.00	.00	.00	.00	.00
899930	LIBRARY BUY-A-BRICK	.00	.00	.00	.00	.00	.00
TOTAL	OTHER REVENUE	154,000.00	.00	.00	.00	154,000.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	154,000.00	.00	.00	.00	154,000.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	154,000.00	.00	.00	.00	154,000.00	.00
TOTAL REPORT		5,246,318.00	13,620.90	.00	13,620.90	5,232,697.10	.00

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02/05/04

ACCOUNTING PERIOD: 1/04

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
910100	SALARIES	1,989,892.00	108,815.77	.00	108,815.77	1,881,076.23	.05
910200	TEMPORARY WAGES	870,186.00	33,875.30	.00	33,875.30	836,310.70	.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	4,458.32	.00	4,458.32	-4,458.32	.00
910600	SICK PAY	.00	3,579.24	.00	3,579.24	-3,579.24	.00
910700	HOLIDAY PAY	.00	6,880.13	.00	6,880.13	-6,880.13	.00
910900	ACT/OUT OF CLASS/PREMIUM	500.00	67.34	.00	67.34	432.66	.13
910950	EXCESS SICK HRS PAY OUT	3,347.00	2,370.71	.00	2,370.71	976.29	.71
918010	UNEMPLOYMENT COMPENSATION	1,498.00	.00	.00	.00	1,498.00	.00
918020	EMPLOYER CONTR-F.I.C.A.	218,444.00	14,576.79	.00	14,576.79	203,867.21	.07
918021	EMPLOYER CONTR-I.M.R.F.	183,536.00	12,650.59	.00	12,650.59	170,885.41	.07
918040	LIFE INS PREMIUMS	7,704.00	660.00	.00	660.00	7,044.00	.09
918050	MEDICAL INS PREMIUMS	385,824.00	26,382.16	.00	26,382.16	359,441.84	.07
918055	DENTAL INSURANCE PREMIUMS	26,382.00	1,758.52	.00	1,758.52	24,623.48	.07
918060	TUITION REIMBURSEMENTS	5,000.00	.00	.00	.00	5,000.00	.00
918070	WORKERS COMPENSATION	3,190.00	459.00	.00	459.00	2,731.00	.14
918085	RHS PLAN PAYOUT	1,094.00	.00	.00	.00	1,094.00	.00
918090	PERSONAL SERVICES	3,697,097.00	216,533.87	.00	216,533.87	3,480,563.13	.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	40,000.00	1,500.00	.00	1,500.00	38,500.00	.04
920120	COMMUNICATION SERVICES	25,000.00	.00	.00	.00	25,000.00	.00
920140	DATA PROCESSING SERVICES	100,000.00	.00	.00	.00	100,000.00	.00
920202	CONFERENCES	4,500.00	.00	.00	.00	4,500.00	.00
920204	TRAINING	2,000.00	.00	.00	.00	2,000.00	.00
920205	TUITION REIMBURSEMENTS	.00	.00	.00	.00	.00	.00
920206	SEMINARS	1,500.00	.00	.00	.00	1,500.00	.00
920210	IN-SERVICE TRAINING	3,000.00	.00	.00	.00	3,000.00	.00
920220	MEMBERSHIP DUES	5,000.00	129.00	.00	129.00	4,871.00	.03
920225	LICENSING/TITLES	.00	.00	.00	.00	.00	.00
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	7,500.00	656.10	.00	656.10	6,843.90	.09
TOTAL	SUBSIDIES,REBATES,CONTRIB	7,500.00	656.10	.00	656.10	6,843.90	.09
920900	PROPERTY/LIAB CONTRIBUTIO	26,891.00	.00	.00	.00	26,891.00	.00
930010	R & M EQUIPMENT	60,000.00	280.50	.00	280.50	59,719.50	.00
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	2,000.00	.00	.00	.00	2,000.00	.00

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02/05/04
ACCOUNTING PERIOD: 1/04

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
930210	RENTAL OF EQUIPMENT	1,500.00	.00	.00	.00	1,500.00	.00
930320	CLEANING:CUSTODIAL SERV	50,000.00	.00	.00	.00	50,000.00	.00
960070	AUTO/TRAVEL EXPENSES	2,000.00	328.60	.00	328.60	1,671.40	.16
960210	SPECIAL EVENT PROGRAMMING	18,000.00	.00	.00	.00	18,000.00	.00
960990	MISC CONTRACTUAL SVCS	80,000.00	.00	.00	.00	80,000.00	.00
TOTAL	CONTRACTUAL SERVICES	471,391.00	2,894.20	.00	2,894.20	468,496.80	.01
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	20,000.00	.00	.00	.00	20,000.00	.00
970200	COPYING/FAX SUPPLIES	7,500.00	.00	.00	.00	7,500.00	.00
970260	POSTAGE AND PARCEL	15,500.00	.00	.00	.00	15,500.00	.00
970270	PRINTING-REPROD-BINDING	8,000.00	2,623.00	.00	2,623.00	5,377.00	.33
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	34.40	.00	34.40	494,965.60	.00
970610	AUDIO MATERIALS	70,000.00	.00	.00	.00	70,000.00	.00
970620	SUBSCRIPTIONS & BOOKS	70,000.00	3,385.82	.00	3,385.82	66,614.18	.05
970630	VISUAL MATERIALS	72,000.00	.00	.00	.00	72,000.00	.00
970640	AUTOMATED REFERENCE MAT'L	95,000.00	.00	.00	.00	95,000.00	.00
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	2,000.00	.00	.00	.00	2,000.00	.00
970850	GASOLINE	1,000.00	.00	.00	.00	1,000.00	.00
970900	EQUIPMENT <\$5,000	21,400.00	.00	.00	.00	21,400.00	.00
TOTAL	COMMODITIES	969,400.00	6,043.22	.00	6,043.22	963,356.78	.01
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	13,000.00	.00	.00	.00	13,000.00	.00
980410	COMPUTER HARDWARE	50,000.00	.00	.00	.00	50,000.00	.00
980420	COMPUTER SOFTWARE	24,800.00	.00	.00	.00	24,800.00	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	.00	.00	.00	.00	.00	.00
TOTAL	CAPITAL EXPENDITURES	87,800.00	.00	.00	.00	87,800.00	.00
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	12,276.00	.00	.00	.00	12,276.00	.00
990935	TRANS TO D/S: 2002A BOND	.00	.00	.00	.00	.00	.00
TOTAL	DEBT SERVICE	12,276.00	.00	.00	.00	12,276.00	.00
990940	TRANS TO LIB CAP PROJ FND	150,000.00	.00	.00	.00	150,000.00	.00

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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	TRANS TO LIB CAP PROJ FND	150,000.00	.00	.00	.00	150,000.00	.00
991000	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
TOTAL	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	5,437,964.00	225,471.29	.00	225,471.29	5,212,492.71	.04

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	.00	.00	.00	.00	.00	.00
920120	COMMUNICATION SERVICES	.00	.00	.00	.00	.00	.00
920140	DATA PROCESSING SERVICES	.00	.00	.00	.00	.00	.00
920202	CONFERENCES	5,000.00	.00	.00	.00	5,000.00	.00
920204	TRAINING	3,000.00	.00	.00	.00	3,000.00	.00
920206	SEMINARS	1,000.00	.00	.00	.00	1,000.00	.00
920210	IN-SERVICE TRAINING	.00	.00	.00	.00	.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
960070	AUTO/TRAVEL EXPENSES	2,000.00	.00	.00	.00	2,000.00	.00
960210	SPECIAL EVENT PROGRAMMING	3,000.00	.00	.00	.00	3,000.00	.00
960990	MISC CONTRACTUAL SVCS	43,000.00	.00	.00	.00	43,000.00	.00
TOTAL	CONTRACTUAL SERVICES	57,000.00	.00	.00	.00	57,000.00	.00
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
970260	POSTAGE AND PARCEL	.00	.00	.00	.00	.00	.00
970270	PRINTING-REPROD-BINDING	8,000.00	.00	.00	.00	8,000.00	.00
TOTAL	COMMODITIES	8,000.00	.00	.00	.00	8,000.00	.00
980000	EQUIPMENT	.00	.00	.00	.00	.00	.00
980100	COMPUTER HARDWARE	.00	.00	.00	.00	.00	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
TOTAL	CAPITAL EXPENDITURES	.00	.00	.00	.00	.00	.00
TOTAL	IL LIBRARY PER CAP GRANT	65,000.00	.00	.00	.00	65,000.00	.00
TOTAL	CIVIC & CULTURE	5,502,964.00	225,471.29	.00	225,471.29	5,277,492.71	.04
TOTAL	PUBLIC LIBRARY FUND	5,502,964.00	225,471.29	.00	225,471.29	5,277,492.71	.04

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02/05/04
ACCOUNTING PERIOD: 1/04

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	50,000.00	.00	.00	.00	50,000.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
960990	MISC CONTRACTUAL SVCS	.00	.00	.00	.00	.00	.00
TOTAL	CONTRACTUAL SERVICES	50,000.00	.00	.00	.00	50,000.00	.00
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
TOTAL	COMMODITIES	.00	.00	.00	.00	.00	.00
980300	IMPROVEMENTS	50,000.00	.00	.00	.00	50,000.00	.00
980400	EQUIPMENT	15,000.00	.00	.00	.00	15,000.00	.00
980420	COMPUTER SOFTWARE	60,000.00	.00	.00	.00	60,000.00	.00
980600	FURNITURE & FIXTURES	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL	CAPITAL EXPENDITURES	135,000.00	.00	.00	.00	135,000.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	185,000.00	.00	.00	.00	185,000.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	185,000.00	.00	.00	.00	185,000.00	.00
REPORT		5,687,964.00	225,471.29	.00	225,471.29	5,462,492.71	.04

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02/04/04
ACCOUNTING PERIOD: 13/03

CITY OF DES PLAINES
BALANCE SHEET

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

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102005	CASH PAYABLE 1944119043	93.60	
102008	CASH DEPOSIT 1944650243	5,969.33	
102012	CASH IL FUND 007139119668	474,015.13	
TOTAL CASH		480,578.06	.00
104033	INVESTMENTS-DOWNING	33,675.16	
TOTAL INVESTMENTS		33,675.16	.00
119301	PREPAID EXPENSE		14,425.15
TOTAL PREPAID ITEMS		.00	14,425.15
TOTAL ASSETS		514,253.22	14,425.15
401000	ACCOUNTS PAYABLE		179,686.65
401001	AUDIT ACCOUNTS PAYABLE		4,418.01
450040	ACCRUED PAYROLL		33,783.83
TOTAL ACCRUED LIABILITIES		.00	33,783.83
TOTAL CURRENT LIABILITIES		.00	217,888.49
TOTAL LIABILITIES		.00	217,888.49
700110	EXPENDITURE CONTROL	4,777,387.40	
700120	REVENUE CONTROL		4,643,206.09
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		9,662,846.62	9,528,666.09
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		9,662,846.62	9,944,786.20
TOTAL PUBLIC LIBRARY FUND		10,177,099.84	10,177,099.84

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02/04/04
ACCOUNTING PERIOD: 13/03

CITY OF DES PLAINES
BALANCE SHEET

PAGE 2

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH DEPOSIT 1944650243	126,215.64	
102012	CASH IL FUND 007139119668	128,178.04	
	TOTAL CASH	254,393.68	.00
	TOTAL ASSETS	254,393.68	.00
401000	ACCOUNTS PAYABLE		968.14
	TOTAL CURRENT LIABILITIES	.00	968.14
	TOTAL LIABILITIES	.00	968.14
700110	EXPENDITURE CONTROL	3,300.32	
700120	REVENUE CONTROL		1,949.51
700150	EXP. BUDGET CONTROL		100,000.00
700160	REV. BUDGET CONTROL	1,000.00	
700170	BUDGET FUND BALANCE	98,999.85	
	TOTAL SYSTEM CONTROL	103,300.17	101,949.51
730000	FUND BALANCE-UNRESERVED		254,776.20
	TOTAL FUND EQUITY	.00	254,776.20
	TOTAL EQUITIES	103,300.17	356,725.71
	TOTAL LIBRARY CAPITAL PROJ FUND	357,693.85	357,693.85
	TOTAL REPORT	10,534,793.69	10,534,793.69

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02/05/04
ACCOUNTING PERIOD: 13/03

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

PAGE 1

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

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

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
810010	PROPERTY TAXES 1993	.00	.00	.00	.00	.00	.00
810011	PROPERTY TAXES 1994	.00	.00	.00	.00	.00	.00
810012	PROPERTY TAXES 1995	.00	.00	.00	.00	.00	.00
810013	PROPERTY TAXES 1996	.00	.00	.00	.00	.00	.00
810014	PROPERTY TAXES 1997	.00	.00	.00	.00	.00	.00
810015	PROPERTY TAXES 1998	.00	.00	.00	.00	.00	.00
810016	PROPERTY TAXES 1999	.00	.00	.00	.00	.00	.00
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	33,319.56	6,680.44	.83
810019	PROPERTY TAXES 2002	4,208,934.00	21,990.78	.00	4,202,433.25	6,500.75	1.00
TOTAL	LICENSES AND PERMITS	4,248,934.00	21,990.78	.00	4,235,752.81	13,181.19	1.00
810020	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	4,341,922.00	21,990.78	.00	4,328,740.81	13,181.19	1.00
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	60,377.00	-34,577.00	2.34
TOTAL	STATE GRANTS	93,800.00	.00	.00	133,777.00	-39,977.00	1.43
TOTAL	INTERGOVERNMENTAL REVENUE	93,800.00	.00	.00	133,777.00	-39,977.00	1.43
850102	LIBRARY FINES	85,000.00	-21.60	.00	112,186.39	-27,186.39	1.32
TOTAL	FINES	85,000.00	-21.60	.00	112,186.39	-27,186.39	1.32
850201	COPYING FEE	13,000.00	.00	.00	28,147.12	-15,147.12	2.17
850215	SPECIAL PROGRAMS & EVENTS	2,500.00	.00	.00	3,765.25	-1,265.25	1.51
TOTAL	FEES AND SERVICES	15,500.00	.00	.00	31,912.37	-16,412.37	2.06
TOTAL	INVESTMENT INCOME	100,500.00	-21.60	.00	144,098.76	-43,598.76	1.43
890010	INTEREST INCOME	20,000.00	960.76	.00	8,989.39	11,010.61	.45
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
898900	TRANSFER FROM OTHER FUNDS	.00	.00	.00	.00	.00	.00
899900	MISCELLANEOUS REVENUE	14,000.00	.00	.00	27,600.13	-13,600.13	1.97
TOTAL	OTHER REVENUE	34,000.00	960.76	.00	36,589.52	-2,589.52	1.08
TOTAL	PUBLIC LIBRARY FUND	4,570,222.00	22,929.94	.00	4,643,206.09	-72,984.09	1.02
TOTAL	PUBLIC LIBRARY FUND	4,570,222.00	22,929.94	.00	4,643,206.09	-72,984.09	1.02

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02/05/04
ACCOUNTING PERIOD: 13/03

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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02/05/04
 ACCOUNTING PERIOD: 13/03

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
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	739.02	.00	1,949.51	-949.51	1.95
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	739.02	.00	1,949.51	-949.51	1.95
TOTAL	LIBRARY CAPITAL PROJ FUND	1,000.00	739.02	.00	1,949.51	-949.51	1.95
TOTAL	LIBRARY CAPITAL PROJ FUND	1,000.00	739.02	.00	1,949.51	-949.51	1.95
TOTAL REPORT		4,571,222.00	23,668.96	.00	4,645,155.60	-73,933.60	1.02

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ACCOUNTING PERIOD: 13/03

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
910100	SALARIES	1,852,515.00	-148,534.31	.00	1,446,053.80	406,461.20	.78
910200	TEMPORARY WAGES	766,054.00	15,719.37	.00	725,836.24	40,217.76	.95
910300	SUPERVISORY OVERTIME	.00	.00	.00	.00	.00	.00
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	118.14	381.86	.24
910500	VACATION PAY	.00	7,937.77	.00	128,861.55	-128,861.55	.00
910600	SICK PAY	.00	1,332.32	.00	49,677.00	-49,677.00	.00
910700	HOLIDAY PAY	.00	22,393.54	.00	61,434.63	-61,434.63	.00
910900	ACT/OUT OF CLASS/PREMIUM	500.00	.00	.00	219.19	280.81	.44
910950	EXCESS SICK HRS PAY OUT	3,276.00	.00	.00	2,573.39	702.61	.79
910970	COMPENSATED ABSENCES	.00	155,541.24	.00	155,541.24	-155,541.24	.00
918010	UNEMPLOYMENT COMPENSATION	1,486.00	371.50	.00	1,486.00	.00	1.00
918020	EMPLOYER CONTR-F.I.C.A.	199,991.00	.00	.00	191,548.14	8,442.86	.96
918021	EMPLOYER CONTR-I.M.R.F.	110,331.00	.00	.00	107,311.57	3,019.43	.97
918040	LIFE INS PREMIUMS	8,296.00	.00	.00	8,104.80	191.20	.98
918050	MEDICAL INS PREMIUMS	225,624.00	.00	.00	186,414.80	39,209.20	.83
918055	DENTAL INSURANCE PREMIUMS	19,750.00	.00	.00	15,344.88	4,405.12	.78
918060	TUITION REIMBURSEMENTS	5,000.00	.00	.00	3,059.00	1,941.00	.61
918070	WORKERS COMPENSATION	4,424.00	.00	.00	6,604.89	-2,180.89	1.49
918085	RHS PLAN PAYOUT	1,230.00	.00	.00	1,229.58	.42	1.00
918090	PERSONAL SERVICES	3,198,977.00	54,761.43	.00	3,091,418.84	107,558.16	.97
920100	LITIGATION & LEGAL FEES	1,500.00	.00	.00	939.43	560.57	.63
920105	COSTS OF LITIGATION	500.00	.00	.00	.00	500.00	.00
920110	PROFESSIONAL CONSULTING	20,000.00	3,250.00	.00	52,830.40	-32,830.40	2.64
920120	COMMUNICATION SERVICES	25,000.00	2,679.86	.00	20,907.95	4,092.05	.84
920140	DATA PROCESSING SERVICES	110,000.00	9,997.58	.00	80,515.05	29,484.95	.73
920202	CONFERENCES	2,500.00	120.00	.00	2,662.41	-162.41	1.06
920204	TRAINING	2,000.00	165.00	.00	3,312.50	-1,312.50	1.66
920205	TUITION REIMBURSEMENTS	.00	1,000.00	.00	1,000.00	-1,000.00	.00
920206	SEMINARS	2,000.00	.00	.00	70.00	1,930.00	.04
920210	IN-SERVICE TRAINING	2,000.00	83.55	.00	205.83	1,794.17	.10
920220	MEMBERSHIP DUES	5,000.00	.00	.00	5,834.00	-834.00	1.17
920225	LICENSING/TITLES	.00	.00	.00	190.00	-190.00	.00
920230	PUBLICATION OF NOTICES	2,000.00	598.00	.00	1,872.25	127.75	.94
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	7,000.00	.00	.00	6,634.56	365.44	.95
TOTAL	SUBSIDIES,REBATES,CONTRIB	7,000.00	.00	.00	6,634.56	365.44	.95
920900	PROPERTY/LIAB CONTRIBUTIO	22,052.00	5,513.00	.00	22,052.00	.00	1.00
930010	R & M EQUIPMENT	60,500.00	2,537.18	.00	72,489.87	-11,989.87	1.20
930020	R & M BLDGS & STRUCTURES	35,000.00	827.04	.00	55,144.22	-20,144.22	1.58
930030	R & M VEHICLES	3,500.00	.00	.00	472.75	3,027.25	.14

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02/05/04
ACCOUNTING PERIOD: 13/03

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

PAGE 2

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
930195	BOOK BINDING & REPAIR	2,500.00	.00	.00	2,587.50	-87.50	1.04
930210	RENTAL OF EQUIPMENT	1,500.00	.00	.00	651.00	849.00	.43
930320	CLEANING:CUSTODIAL SERV	50,000.00	161.00	.00	49,084.45	915.55	.98
960070	AUTO/TRAVEL EXPENSES	2,000.00	9.60	.00	1,701.50	298.50	.85
960210	SPECIAL EVENT PROGRAMMING	17,000.00	674.46	.00	21,663.57	-4,663.57	1.27
960990	MISC CONTRACTUAL SVCS	87,000.00	4,164.26	.00	70,429.80	16,570.20	.81
TOTAL	CONTRACTUAL SERVICES	460,552.00	31,780.53	.00	473,251.04	-12,699.04	1.03
970100	SUPPLIES	70,000.00	4,588.22	.00	63,628.78	6,371.22	.91
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	.00	.00	212.66	1,287.34	.14
970170	JANITORIAL	18,000.00	1,586.94	.00	16,275.49	1,724.51	.90
970200	COPYING/FAX SUPPLIES	6,000.00	.00	.00	4,253.60	1,746.40	.71
970260	POSTAGE AND PARCEL	15,500.00	18.21	.00	13,766.73	1,733.27	.89
970270	PRINTING-REPROD-BINDING	4,500.00	.00	.00	1,136.76	3,363.24	.25
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	42,370.86	.00	482,749.23	12,250.77	.98
970610	AUDIO MATERIALS	64,000.00	3,081.57	.00	61,256.98	2,743.02	.96
970620	SUBSCRIPTIONS & BOOKS	76,000.00	2,372.72	.00	78,333.26	-2,333.26	1.03
970630	VISUAL MATERIALS	66,000.00	1,288.95	.00	71,568.47	-5,568.47	1.08
970640	AUTOMATED REFERENCE MAT'L	95,000.00	.00	.00	94,015.77	984.23	.99
970810	NATURAL GAS	20,000.00	4,124.88	.00	18,638.74	1,361.26	.93
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	17,458.03	-2,458.03	1.16
TOTAL	COMMODITIES	952,000.00	59,432.35	.00	923,294.50	28,705.50	.97
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	10,000.00	.00	.00	54,107.47	-44,107.47	5.41
980410	COMPUTER HARDWARE	122,600.00	15,344.00	.00	119,851.95	2,748.05	.98
980420	COMPUTER SOFTWARE	5,000.00	.00	.00	20,682.99	-15,682.99	4.14
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	5,000.00	.00	.00	8,843.70	-3,843.70	1.77
TOTAL	CAPITAL EXPENDITURES	142,600.00	15,344.00	.00	203,486.11	-60,886.11	1.43
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	8,063.00	4,468.00	.64
990935	TRANS TO D/S: 2002A BOND	.00	.00	.00	4,468.00	-4,468.00	.00
TOTAL	DEBT SERVICE	12,531.00	.00	.00	12,531.00	.00	1.00
990940	TRANS TO LIB CAP PROJ FND	.00	.00	.00	.00	.00	.00

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02/05/04
ACCOUNTING PERIOD: 13/03

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	TRANS TO LIB CAP PROJ FND	.00	.00	.00	.00	.00	.00
991000	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
TOTAL	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	4,816,660.00	161,318.31	.00	4,703,981.49	112,678.51	.98

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ACCOUNTING PERIOD: 13/03

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 - 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

02/05/04
ACCOUNTING PERIOD: 13/03

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 - 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	1,557.69	-57.69	1.04
920204	TRAINING	1,000.00	.00	.00	3,249.94	-2,249.94	3.25
920206	SEMINARS	.00	.00	.00	1,667.00	-1,667.00	.00
920210	IN-SERVICE TRAINING	.00	.00	.00	2,956.91	-2,956.91	.00
930010	R & M EQUIPMENT	.00	.00	.00	11,374.44	-11,374.44	.00
960070	AUTO/TRAVEL EXPENSES	1,000.00	.00	.00	1,601.24	-601.24	1.60
960210	SPECIAL EVENT PROGRAMMING	2,300.00	.00	.00	6,204.77	-3,904.77	2.70
960990	MISC CONTRACTUAL SVCS	63,000.00	.00	.00	38,308.92	24,691.08	.61
TOTAL	CONTRACTUAL SERVICES	68,800.00	.00	.00	66,920.91	1,879.09	.97
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
970260	POSTAGE AND PARCEL	.00	.00	.00	3,290.00	-3,290.00	.00
970270	PRINTING-REPROD-BINDING	.00	.00	.00	3,195.00	-3,195.00	.00
TOTAL	COMMODITIES	.00	.00	.00	6,485.00	-6,485.00	.00
980000	EQUIPMENT	.00	.00	.00	.00	.00	.00
980010	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	.00	.00	73,405.91	-4,605.91	1.07
TOTAL	CIVIC & CULTURE	4,885,460.00	161,318.31	.00	4,777,387.40	108,072.60	.98
TOTAL	PUBLIC LIBRARY FUND	4,885,460.00	161,318.31	.00	4,777,387.40	108,072.60	.98

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02/05/04
ACCOUNTING PERIOD: 13/03CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

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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	968.14	.00	3,300.32	6,699.68	.33
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	968.14	.00	3,300.32	6,699.68	.33
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	968.14	.00	3,300.32	96,699.68	.03
TOTAL	LIBRARY CAPITAL PROJ FUND	100,000.00	968.14	.00	3,300.32	96,699.68	.03
TOTAL REPORT		4,985,460.00	162,286.45	.00	4,780,687.72	204,772.28	.96

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ACCOUNTING PERIOD: 12/03

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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LECTION CRITERIA: payable.due_date='01/05/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920120	COMMUNICATION SERVICES	101343	CALL ONE	101041830000 235.88
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	OCLC# JED 1,409.30
2110	920202	CONFERENCES	200167	SUBURBAN LIBRARY SYSTEM	28722-001 20.00
2110	920202	CONFERENCES	98667	MARGARET BORRIS	REIMB 126.17
2110	920204	TRAINING	43806	NORTH SUBURBAN LIBRARY SY	SEE ATTACHED 165.00
2110	920230	PUBLICATION OF NOTICES	05366	PIONEER PRESS	31169551 30.75
2110	930010	R & M EQUIPMENT	100563	THREE M	OF12785 8,980.00
2110	930010	R & M EQUIPMENT	17560	PANASONIC DIGITAL DOCUMEN	7612643-14 1,624.92
2110	930020	R & M BLDGS & STRUCTURES	100807	THYSSENKRUPP ELEVATOR COR	45183 3,304.00
2110	930020	R & M BLDGS & STRUCTURES	100807	THYSSENKRUPP ELEVATOR COR	53093 2,105.16
2110	930020	R & M BLDGS & STRUCTURES	200177	2K HOME IMPROVEMENT INC	28354 800.00
2110	930020	R & M BLDGS & STRUCTURES	200177	2K HOME IMPROVEMENT INC	28353 491.10
2110	930020	R & M BLDGS & STRUCTURES	27008	RON SCHUNE	11-17-03 290.00
2110	930195	BOOK BINDING & REPAIR	05479	HOUCHEM BINDERY LTD	118885 138.40
2110	930320	CLEANING:CUSTODIAL SERV	09536	CRYSTAL MGMT & MAINT SERV	12304 759.00
2110	930320	CLEANING:CUSTODIAL SERV	200147	MAJESTY MAINTENANCE INC	349091N 3,385.00
2110	960070	AUTO/TRAVEL EXPENSES	98667	MARGARET BORRIS	REIMB 153.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1650719 2.15
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1632311 16.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1632309 15.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1651003 16.15
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1652835 71.45
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1651001 12.95
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1651002 .80
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011792596 73.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011842592 5.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011840890 5.95
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011813923 56.45
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011842602 2.35
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011823885 31.70
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011809268 2.70
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011635753 54.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011820491 19.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011809262 8.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011606044 36.95
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011792668 5.70
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011818153 21.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011827029 49.35
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011820740 6.85
2110	960990	MISC CONTRACTUAL SVCS	102808	ADVANCED AQUATICS	14994 344.95
2110	960990	MISC CONTRACTUAL SVCS	102900	INITIAL TROPICAL PLANTS	CH557872 63.80
2110	960990	MISC CONTRACTUAL SVCS	102900	INITIAL TROPICAL PLANTS	CH557871 93.56
2110	960990	MISC CONTRACTUAL SVCS	25775	CRIMSON MULTIMEDIA DIST.,	2889A 10.57
2110	960990	MISC CONTRACTUAL SVCS	25775	CRIMSON MULTIMEDIA DIST.,	2937A 12.91
2110	960990	MISC CONTRACTUAL SVCS	25775	CRIMSON MULTIMEDIA DIST.,	2894A 11.57
2110	970100	SUPPLIES	00189	ANDERSON LOCK CO LTD	359195 76.76
2110	970100	SUPPLIES	07090	ACCOUNTOR SYSTEMS	21018 2,218.50
2110	970100	SUPPLIES	09733	ORIENTAL TRADING COMPANY,	523071959-01 43.50
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	1359101 112.73
2110	970100	SUPPLIES	69018	FROSTLINE	9770 324.91
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	102957	ELLIOTT'S OFF BROADWAY DE	12-10-03 70.00

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CITY OF DES PLAINES

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ACCOUNTING PERIOD: 12/03

CASH REQUIREMENTS BILL LIST

SECTION CRITERIA: payable.due_date='01/05/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	118826-01	120.64
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	4-961-51776	30.45
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1654173	360.74
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1651002	19.29
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1651003	129.43
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1651001	110.80
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1652835	601.43
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1650719	22.53
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1632309	55.41
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1632311	47.80
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1652427	108.57
2110	970600	BOOKS	02345	OMNIGRAPHICS, INC.	104066-3462	144.45
2110	970600	BOOKS	04625	CCH, INCORPORATED	7290761	719.00
2110	970600	BOOKS	07439	THE GALE GROUP	12941234	47.12
2110	970600	BOOKS	07439	THE GALE GROUP	12949963	23.96
2110	970600	BOOKS	07439	THE GALE GROUP	12955103	135.67
2110	970600	BOOKS	07439	THE GALE GROUP	12954053	327.05
2110	970600	BOOKS	07439	THE GALE GROUP	12937137	184.26
2110	970600	BOOKS	07977	MITCHELL 1	B0350073	70.00
2110	970600	BOOKS	08285	R R BOWKER LLC	892981	768.47
2110	970600	BOOKS	101014	AMAZON.COM CREDIT	11/12/03	14.46
2110	970600	BOOKS	101014	AMAZON.COM CREDIT	10/22/03	27.96
2110	970600	BOOKS	101014	AMAZON.COM CREDIT	11/18/03	14.22
2110	970600	BOOKS	101014	AMAZON.COM CREDIT	11/06/03	20.94
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011813922	1,522.99
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011827028	1,126.15
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011792595	1,250.85
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011834973	56.21
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011823885	370.59
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011809262	99.72
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011818153	241.54
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011792667	95.87
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011842592	12.46
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011855079	49.62
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011842602	8.90
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011809268	29.48
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011606044	85.54
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011840890	71.93
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011820490	349.88
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011635753	194.70
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011820739	105.87
2110	970600	BOOKS	12156	THOMSON LEARNING	6146627150	1,155.10
2110	970600	BOOKS	16774	MISTER ANDERSON'S COMPANY	15983	639.61
2110	970600	BOOKS	26987	TECH REPUBLIC	9120966	514.00
2110	970610	AUDIO MATERIALS	02482	B B C AUDIOBOOKS	134248	203.13
2110	970610	AUDIO MATERIALS	02482	B B C AUDIOBOOKS	134952	108.67
2110	970610	AUDIO MATERIALS	07567	RADIO SPIRITS INC.	09073	57.60
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	11-26-03-2	24.48
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	11-26-03-3	115.41
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	11-26-03-1	311.25
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	219192	53.49

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CITY OF DES PLAINES

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ACCOUNTING PERIOD: 12/03

CASH REQUIREMENTS BILL LIST

SECTION CRITERIA: payable.due_date='01/05/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	219194	45.37
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5525989P	121.60
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5525990P	34.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5525987P	93.60
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1853958	224.00
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBS CO SUBSCRIPTION SVC	1106754	28.00
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBS CO SUBSCRIPTION SVC	CM012660	-54.26
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBS CO SUBSCRIPTION SVC	1103555	33,191.52
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	715132	19.99
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B30163520	29.95
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B29749530	67.42
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B30163520	29.95
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B29749530	67.42
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST.,	2296F	30.00
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST.,	1189C	48.00
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST.,	1999F	23.00
2110	970640	AUTOMATED REFERENCE MAT'L	100517	MISSOURI LIBRARY NETWORK	18786	2,691.00
2110	970640	AUTOMATED REFERENCE MAT'L	71360	MORNINGSTAR INCORPORATED	1226	4,700.00
2110	970900	EQUIPMENT <\$5,000	200146	PHILIPS MEDICAL SYSTEMS	9000049208	1,497.00
2110	980420	COMPUTER SOFTWARE	05124	C D W GOVERNMENT INCORPOR	KR03684	34.90
2110	980420	COMPUTER SOFTWARE	05124	C D W GOVERNMENT INCORPOR	KP85111	174.50
2110	980420	COMPUTER SOFTWARE	05124	C D W GOVERNMENT INCORPOR	KR78069	1,884.60
TOTAL LIBRARY SERVICES						85,856.89
TOTAL FUND						85,856.89

RUN DATE 12/29/03 TIME 10:49:44

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

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01/09/04
ACCOUNTING PERIOD: 1/04

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

LECTION CRITERIA: payable.due_date='01/19/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	920110	PROFESSIONAL CONSULTING	102978	ACCESSINFO LLC	2003-12-002	500.00
2110	920110	PROFESSIONAL CONSULTING	102978	ACCESSINFO LLC	2003-12-001	1,000.00
2110	920140	DATA PROCESSING SERVICES	05537	ILLINOIS STATE LIBRARY	25229	288.19
2110	920140	DATA PROCESSING SERVICES	102744	BAKER & TAYLOR BOOKS	M10NS2506M	569.58
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	DPK1103	3,642.62
2110	920202	CONFERENCES	200167	SUBURBAN LIBRARY SYSTEM	29006-001	120.00
2110	920204	TRAINING	43806	NORTH SUBURBAN LIBRARY SY	12-15-03	55.00
2110	920204	TRAINING	43806	NORTH SUBURBAN LIBRARY SY	12-15-03	55.00
2110	920204	TRAINING	43806	NORTH SUBURBAN LIBRARY SY	12-15-03	55.00
2110	920205	TUITION REIMBURSEMENTS	23416	AMBER CREGER	REIMB	250.00
2110	920210	IN-SERVICE TRAINING	43765	DOMINICKS FINER FOODS	12/10/03	83.55
2110	920220	MEMBERSHIP DUES	102974	ASSOC OF BOOKMOBILE & OUT	ANNUAL DUES	39.00
2110	920230	PUBLICATION OF NOTICES	76126	DAILY HERALD	T3175861	598.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	JANUARY 2004	261.45
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	JANUARY 2004	348.29
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	JANUARY 2004	26.56
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	JANUARY 2004	19.80
2110	930010	R & M EQUIPMENT	07424	NEOPOST INCORPORATED	41522906	280.50
2110	930010	R & M EQUIPMENT	72106	COOPERATIVE COMPUTER SERV	DPK1103	112.50
2110	930020	R & M BLDGS & STRUCTURES	102711	SPEED-E-KLEEN	19997	100.00
2110	960070	AUTO/TRAVEL EXPENSES	98667	MARGARET BORRIS	REIMB	9.60
2110	960210	SPECIAL EVENT PROGRAMMING	87319	MID AMERICA CHARTER LINES	8235	465.10
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1662332	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1669601	6.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1669602	13.65
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1663144	82.25
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1659038	7.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1657169	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1655812	51.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1663145	21.25
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1659037	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1632310	97.75
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1657170	4.05
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1669600	3.50
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1663137	2.15
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1663148	5.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1663138	21.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1663142	24.55
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1663147	22.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1663136	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1666333	4.05
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1663141	27.45
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1669599	19.40
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011888592	38.80
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011699824	9.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011928952	13.80
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011862359	.98
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011888593	33.90
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011864606	7.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011898652	10.55
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011888585	24.35

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01/09/04
ACCOUNTING PERIOD: 1/04

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SECTION CRITERIA: payable.due_date='01/19/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011675356	40.95
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011852750	6.50
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011831581	35.25
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011897708	59.25
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011831551	34.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	5004752740	.98
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011928788	35.95
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011741153	68.25
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011659681	9.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011873260	8.40
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011866882	2.35
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011882585	2.45
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011922382	2.40
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011721031	13.65
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011887459	16.15
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011877359	60.15
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011855264	97.50
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011929486	2.35
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011764497	22.75
2110	960990	MISC CONTRACTUAL SVCS	102897	AZURADISC INCORPORATED	00014132	157.24
2110	960990	MISC CONTRACTUAL SVCS	102900	INITIAL TROPICAL PLANTS	CH557125	741.20
2110	960990	MISC CONTRACTUAL SVCS	25775	CRIMSON MULTIMEDIA DIST.,	3099A	17.91
2110	960990	MISC CONTRACTUAL SVCS	70067	NORBERT SOLARZ	1788	87.00
2110	970100	SUPPLIES	09638	OFFICE DEPOT	212152222001	11.87
2110	970100	SUPPLIES	09638	OFFICE DEPOT	226753905001	14.97
2110	970100	SUPPLIES	09638	OFFICE DEPOT	226503927001	484.86
2110	970100	SUPPLIES	09638	OFFICE DEPOT	227221684001	28.58
2110	970100	SUPPLIES	09638	OFFICE DEPOT	226350326001	3.85
2110	970100	SUPPLIES	09638	OFFICE DEPOT	226899552001	55.27
2110	970100	SUPPLIES	09638	OFFICE DEPOT	226288280001	12.14
2110	970100	SUPPLIES	102047	WAGNER OFFICE SOLUTIONS I	38144	10.50
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	1480014	333.67
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	1480765	15.20
2110	970100	SUPPLIES	20957	RIGSS, INCORPORATED	311173	1,255.00
2110	970100	SUPPLIES	25775	CRIMSON MULTIMEDIA DIST.,	3173A	10.91
2110	970100	SUPPLIES	25775	CRIMSON MULTIMEDIA DIST.,	3162A	10.91
2110	970100	SUPPLIES	69018	FROSTLINE	9859	363.02
2110	970170	JANITORIAL	00189	ANDERSON LOCK CO LTD	359392	58.50
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	119299-01	84.00
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	119299-00	443.86
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	119037-00	74.64
2110	970170	JANITORIAL	17132	MENARDS	78592	19.94
2110	970260	POSTAGE AND PARCEL	40311	FEDERAL EXPRESS CORP.	4-961-92693	18.21
2110	970270	PRINTING-REPROD-BINDING	05228	KASCO PRINTING	5482	2,623.00
2110	970600	BOOKS	02088	CHELSEA HOUSE PUBLISHERS	IV739342	39.02
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1663144	656.98
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1659038	91.32
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1659037	38.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1663145	200.69
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1669599	159.85
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1663148	89.59

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01/09/04
ACCOUNTING PERIOD: 1/04

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SECTION CRITERIA: payable.due_date='01/19/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1669601	68.63
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1663147	246.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1669600	43.08
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1663142	226.09
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1663137	21.51
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1663136	9.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1666333	30.53
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1657170	29.97
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1663141	327.32
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1663138	162.07
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1659036	156.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1664507	362.31
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1657169	5.97
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1632310	840.84
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1662332	20.36
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1655812	408.74
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1669602	195.77
2110	970600	BOOKS	02958	MARQUIS WHO'S WHO	640441	601.00
2110	970600	BOOKS	03363	WEST GROUP	805542455	152.25
2110	970600	BOOKS	03924	ASPEN PUBLISHERS, INC.	9658209X	151.16
2110	970600	BOOKS	04625	CCH, INCORPORATED	7336297	63.50
2110	970600	BOOKS	07439	THE GALE GROUP	13004651	23.16
2110	970600	BOOKS	07439	THE GALE GROUP	12973644	35.17
2110	970600	BOOKS	07439	THE GALE GROUP	13001949	40.42
2110	970600	BOOKS	07439	THE GALE GROUP	12967752	47.12
2110	970600	BOOKS	07439	THE GALE GROUP	12945797	45.30
2110	970600	BOOKS	07439	THE GALE GROUP	12955944	214.14
2110	970600	BOOKS	07439	THE GALE GROUP	12972048	848.75
2110	970600	BOOKS	07439	THE GALE GROUP	12957301	50.32
2110	970600	BOOKS	07439	THE GALE GROUP	12998290	64.38
2110	970600	BOOKS	07439	THE GALE GROUP	12958966	162.47
2110	970600	BOOKS	07439	THE GALE GROUP	12952942	162.47
2110	970600	BOOKS	07439	THE GALE GROUP	12989467	194.23
2110	970600	BOOKS	07439	THE GALE GROUP	12998132	56.88
2110	970600	BOOKS	07439	THE GALE GROUP	12982831	194.23
2110	970600	BOOKS	07439	THE GALE GROUP	13015513	35.17
2110	970600	BOOKS	07439	THE GALE GROUP	12969852	194.42
2110	970600	BOOKS	07439	THE GALE GROUP	13013669	162.47
2110	970600	BOOKS	07439	THE GALE GROUP	13015637	85.34
2110	970600	BOOKS	07439	THE GALE GROUP	13018740	74.84
2110	970600	BOOKS	07439	THE GALE GROUP	13019713	140.01
2110	970600	BOOKS	07439	THE GALE GROUP	12962599	140.01
2110	970600	BOOKS	07439	THE GALE GROUP	13018944	45.30
2110	970600	BOOKS	07439	THE GALE GROUP	13017765	163.22
2110	970600	BOOKS	07439	THE GALE GROUP	12962960	74.84
2110	970600	BOOKS	07439	THE GALE GROUP	13025747	162.47
2110	970600	BOOKS	07439	THE GALE GROUP	13027347	162.47
2110	970600	BOOKS	07439	THE GALE GROUP	13020600	98.24
2110	970600	BOOKS	08285	R R BOWKER LLC	895909	218.70
2110	970600	BOOKS	09641	GREY HOUSE PUBLISHING	413835	158.50
2110	970600	BOOKS	101012	ELSEVIER	55108798	548.27

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01/09/04

CITY OF DES PLAINES

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ACCOUNTING PERIOD: 1/04

CASH REQUIREMENTS BILL LIST

SECTION CRITERIA: payable.due_date='01/19/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	102144	RUSSIAN PUBLISHING HOUSE	143359	347.37
2110	970600	BOOKS	102193	LEXISNEXIS MATTHEW BENDER	74874462	129.80
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011741153	164.95
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011721031	40.12
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011929486	7.74
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011897707	1,271.45
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011831550	1,082.01
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011855263	2,202.80
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011877358	1,232.53
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	5004752748	797.33
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011928788	377.54
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011659681	14.25
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011882585	7.14
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011764497	61.66
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011873260	102.06
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011866882	7.14
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011922382	28.34
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011699824	26.75
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011888592	457.90
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011928952	154.96
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011864606	76.03
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011831580	649.93
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011887458	432.52
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011888593	95.01
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011888585	247.79
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011675356	125.57
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011898651	211.64
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011897487	50.61
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011862359	151.01
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011934487	232.30
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011852750	83.64
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011895783	11.36
2110	970600	BOOKS	102747	ALIBRIS	4831371	32.40
2110	970600	BOOKS	102972	MAXIMUM LIVING INCORPORAT	57751	17.97
2110	970600	BOOKS	102979	WORLD BOOK DIRECT MARKETI	1001	34.40
2110	970600	BOOKS	12156	THOMSON LEARNING	6155580850	39.38
2110	970600	BOOKS	12156	THOMSON LEARNING	6156276550	23.66
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	79201	32.22
2110	970600	BOOKS	21121	THE MCGRAW-HILL COMPANIES	L858225L03	122.54
2110	970600	BOOKS	80139	RECORDED BOOKS, LLC	1887017	151.72
2110	970610	AUDIO MATERIALS	02482	B B C AUDIOBOOKS	137489	290.84
2110	970610	AUDIO MATERIALS	102744	BAKER & TAYLOR BOOKS	B30672420	24.59
2110	970610	AUDIO MATERIALS	102971	METROPOLITAN LIBRARY SYST	11/5/03	21.98
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	12-10-03-1	167.16
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	12-18-03-2	257.35
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	12-18-03-1	51.76
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	12-10-03-3	124.50
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	12-10-03-2	178.35
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	12-18-03-3	205.63
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5538754P	30.60
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5553326P	144.00

RUN DATE 01/09/04 TIME 15:58:57

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

LECTION CRITERIA: payable.due_date='01/19/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5538753P 89.60
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1890883 13.80
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1890882 35.70
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1858734 698.80
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1887317 36.70
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1868240 32.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1854747 -314.40
2110	970620	SUBSCRIPTIONS & BOOKS	02805	INSIDE PROSPECTS	7847 2,325.00
2110	970620	SUBSCRIPTIONS & BOOKS	05338	STANDARD & POOR'S	30045881 3,010.84
2110	970620	SUBSCRIPTIONS & BOOKS	102975	WEDDINGBELLS	RENEWAL 25.98
2110	970620	SUBSCRIPTIONS & BOOKS	67929	VALUE LINE INC	ACCT 57345 249.00
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	1107861 22.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	18854D 70.45
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	19809A 21.88
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	18440E 16.78
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	18856D 14.59
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	18854C 88.14
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	18856C 58.30
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	19810A 38.61
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	18438F 47.84
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	722054 29.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	722053 52.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	718029 23.99
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	M29655920 44.98
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	M30313820 83.24
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B30672420 37.46
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST.,	1060A 22.00
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST.,	1999G 26.00
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST.,	2296G 46.00
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	5804422 71.00
2110	980410	COMPUTER HARDWARE	06093	DELL MARKETING L.P.	546406514 15,344.00
TOTAL LIBRARY SERVICES					62,093.20
TOTAL FUND					62,093.20

DES PLAINES PUBLIC LIBRARY
ADMINISTRATOR'S REPORT
FEBRUARY 17, 2004

No official inquiries or requests for confidential information have been received since the last report.

I. PERSONNEL

New employees for January/February 2004 are Shannon Fratamico, Part-time Page in Circulation Services and Theresa Zaputil, Part-time Reference Librarian, Adults Services. Resignations and Separations are Zane Chou, Syed Hussain, and Kassam Master, Part-time Pages and Benita Luke, Part-time Clerk in Circulation Services.

II. STAFF DEVELOPMENT

Hector Marino and Holly Sorensen attended the ALA Midwinter meetings in San Diego in January. Both Holly and Hector serve on ALA Committees. Six librarians will attend the PLA Biannual Conference in Seattle February 25 through 28. Hector and John Haliotis have planned a wide variety of classes for technology training for library staff. Several classes have been offered on software, such as Word and Outlook, hardware for troubleshooting, and use of an automated call-forwarding feature of our telephone system. Plans are underway to offer more classes. A library-wide committee has formed to plan for the Annual Staff In-Service Day, May 6, 2004.

III. PATRON SERVICES

We began 2004 with a smaller increase in circulation than we have been experiencing for the past three years. We had a decrease in overall attendance. Both of these changes might be attributed to the unusually cold weather in January. Patrons used Self-Check for 25% of our circulation in January. Our Audio Visual circulation was 45% of the total circulation, 31% of Youth Services circulation and 53% of Adult Circulation.

Trends to watch are the decrease in videocassette circulation and increase in DVD circulation in both Adult and Youth collections; the declining checkouts of periodicals; and the decrease in circulation of

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3

framed art. The Adult Services Department is planning a display of framed art to bring the collection to the attention of our patrons.

Our registered cardholders represent 65% of the population of Des Plaines. Susan Farid inquired about the purging practices of surrounding libraries and learned that Elk Grove Village and Mt. Prospect purge patron files once a year, Park Ridge purges every two years, and Niles has no set time currently, but is planning to use a once a year cycle. We purge our records monthly as of three months ago.

Phyllis Johnson reports that our Rosemont Mobile Library stops are going well. A core group of residents attend the stops every other Wednesday and that the circulation for the hour stops are among the busiest of all our stops. All are registered at Schiller Park Library, in accordance with the State Non-Resident Card law.

IV. OTHER PROFESSIONAL ACTIVITIES

Since my last report I have chaired two meetings of the Do The Dewey Fundraising committee (1/21, 2/4). I've attended meetings of the Friends of the Library (1/27), CCS Governing Board (1/28), and the Chamber City Advisory Committee (1/29). I have chaired the De Paul University Advisory Board meeting (2/10) and participated in an NSLS Focus Group regarding their Continuing Education Website (1/22). I gave a talk to the Des Plaines Lions Club on 2/5. I will attend the NSLS Legislative Breakfast on 2/16.

V.D.1.

DES PLAINES PUBLIC LIBRARY
HOLDINGS
FEBRUARY 2004

	<u>Jan 2004</u>	<u>Feb 2004</u>	<u>Change</u>	<u>% Change</u>
Books	250,457	250,525	68	0.03%
Audio	20,953	20,974	21	0.10%
Video	20,116	20,347	231	1.15%
Puzzles & Games	759	743	-16	-2.11%
Realia	237	237	0	.000%
Pamphlets	326	326	0	0.00%
Total	292,848	293,152	304	0.10%

**DES PLAINES PUBLIC LIBRARY
REGISTRATION SERVICES REPORT FOR JANUARY 2004**

I. Library Card Registration Services

<u>Jan 2003</u>	<u>Dec 2003</u>	<u>Jan 2004</u>	<u>Year to Date 200</u>	<u>Year to Date 2004</u>	<u>% Change</u>
971	806	1,051	971	1,051	7.6%

A.	New Library Card Registrations	482
B.	Updated Library Card	398
C.	Other Libraries	165
D.	Non Resident Fee Paid Cards	6

Total 1,051

II. Other Registration Services

1.	Patrons Registering for Programs	120
2.	Number of Meeting Room Uses	60
3.	Voters Registered	5
4.	Senior Cab Cards	15

Total 200

III. Total Number Of Registered Borrowers

Jan 2003	42,907	(75.3% of Population)
Jan 2004	34,442	(65.3% of Population)

**DES PLAINES PUBLIC LIBRARY
CIRCULATION SERVICES REPORT FOR JANUARY 2004**

Patron Attendance Count

<u>Jan 2004</u>	<u>Dec 2003</u>	<u>Jan 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
47,412	41,447	44,955	47,412	44,955	-5.2%

**Reciprocal Borrowing
(Materials Lent)**

	<u>Jan 2003</u>	<u>Jan 2004</u>	<u>% Change</u>
NSLS	12,847	14,941	14.0%
Other Systems	6,378	5,386	-18.4%
Total	19,225	20,327	5.4%

Interlibrary Loan

	<u>Jan 2003</u>	<u>Jan 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
Sent	3,960	5,081	3,960	5,081	22.1%
Received	2,230	3,178	2,230	3,178	29.8%
Total	6,190	8,259	6,190	8,259	25.1%

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

January 2003

Total 2003 to Date:	93,899	Total 2004 to Date:	95,775	% Change
January 2003	93,899	January 2004	95,775	2.00%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
<u>CHILDREN</u>	2003	2004	2003	2004	2003	2004
Non Fiction	6,313	6,180	795	848	7,108	7,028
Fiction	15,591	14,655	1,045	1,513	16,636	16,168
Foreign Language Non Fiction	131	167	19	5	150	172
Foreign Language Fiction	624	579	94	46	718	625
Periodicals	287	238	11	11	298	249
Compact Discs	911	1,079	22	45	933	1,124
Audio Cassettes	205	135	4	3	209	138
Audio Kits	171	170	6	9	177	179
Puzzles	346	189	16	31	362	220
Games	101	107	14	17	115	124
Audio Books	286	335	15	18	301	353
Video Fiction	3,749	3,197	373	447	4,122	3,644
Video Non Fiction	1,115	928	53	46	1,168	974
DVD	1,934	3,055	39	159	1,973	3,214
CD ROMs	706	846	1	0	707	846
SUB TOTAL	32,470	31,860	2,507	3,198	34,977	35,058
<u>ADULT</u>						
Non Fiction	12,830	12,894	264	203	13,094	13,097
Fiction	9,245	8,586	319	381	9,564	8,967
Large Type	1,437	1,379	159	55	1,596	1,434
Foreign Language Non Fiction	335	429	4	1	339	430
Foreign Language Fiction	828	1,217	1	5	829	1,222
High School Collection	521	622	2	4	523	626
Periodicals	2,959	2,317	124	182	3,083	2,499
Pamphlets	3	8	0	0	3	8
Compact Discs	7,795	7,808	354	521	8,149	8,329
Audio Cassettes	86	15	6	0	92	15
Puzzles	4	8	0	0	4	8
Pictures	47	34	0	0	47	34
Audio Books	2,348	2,513	58	13	2,406	2,526
CD ROMs	342	283	0	1	342	284
Video Fiction	7,588	7,056	384	402	7,972	7,458
Video Non Fiction	3,945	3,479	38	28	3,983	3,507
DVD	6,509	9,507	258	510	6,767	10,017
Misc. Formats	124	256	5	0	129	256
	56,946	58,411	1,976	2,306	58,922	60,717
GRAND TOTAL	89,416	90,271	4,483 *	5,504 **	93,899	95,775
Self Check	20,497	22,148	0	0	20,497	22,148

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

** In 2004, Mobile Library down 3 days/scheduled maintenance and 2 stops/service.

**DES PLAINES PUBLIC LIBRARY
CIRCULATION PATRON ASSISTANCE
JANUARY 2004**

Assistance/Service Desk	<u>Jan 2003</u>	<u>Jan 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Phone Calls Received	1,675	1,086	1,675	1,086	-54.24%
2. Patron Renewals	1,380	1,278	1,380	1,278	-7.98%
3. Patron Reserves Delivered	2,320	3,792	2,320	3,792	38.82%
4. Directional	1,451	1,238	1,451	1,238	-17.21%
5. Account Inquiries	4,330	3,276	4,330	3,276	-32.17%
6. Program Sign-up	620	371	620	371	-67.12%
7. In Person Patron Assistance	3,030	2,243	3,030	2,243	-35.09%
Total	14,806	13,284	14,806	13,284	-11.46%
Assistance/Switchboard	<u>Jan 2003</u>	<u>Jan 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Phone Calls Answered	3,695	3,486	3,695	3,486	-6.00%
2. Delivery/Buzzer	74	55	74	55	-34.55%
3. 2-Way Radio	150	101	150	101	-48.51%
Total	3,919	3,642	3,919	3,642	-7.61%
Grand Total	18,725	16,926	18,725	16,926	-10.63%

**DES PLAINES PUBLIC LIBRARY
ADULT SERVICES PATRON ASSISTANCE
JANUARY 2004**

Assistance	<u>Jan 2003</u>	<u>Jan 2004</u>	<u>Year to Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Computer/Instructional	435	921	435	921	52.8%
2. Mechanical	316	332	316	332	4.8%
3. Directional	930	1,196	930	1,196	22.2%
4. Informational	1,337	2,077	1,337	2,077	35.6%
5. Tax Forms	264	306	264	306	13.7%
6. Instruction	1	45	1	45	97.8%
Total	3,283	4,877	3,283	4,877	32.7%
Reference and Readers' Services	<u>Jan 2003</u>	<u>Jan 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Specific Item Request	3,336	3,836	3,336	3,836	13.0%
2. Ready Reference	1,095	1,519	1,095	1,519	27.9%
3. In-Depth Reference	232	344	232	344	32.6%
4. Virtual Reference Desk	32	30	32	30	-6.7%
5. Interlibrary Loan Request	358	116	358	116	-208.6%
6. Readers' Advisory	171	183	171	183	6.6%
7. Reserves	924	1183	924	1183	21.9%
Total	6,148	7,211	6,148	7,211	14.7%
Sign Up	<u>Jan 2003</u>	<u>Jan 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Internet	6,790	7,117	6,790	7,117	4.6%
2. Computer Lab	501	677	501	677	26.0%
3. Group Study Rooms	721	897	721	897	19.6%
4. Reading Edge	1	1	1	1	0.0%
Total	8,013	8,692	8,013	8,692	7.8%
Grand Total	17,444	20,780	17,444	20,780	16.1%

**DES PLAINES PUBLIC LIBRARY
USE OF ONLINE REFERENCE PRODUCTS
January 2004**

Alldata	NA
BigChalk	133
CLCD	13
College Source Online	4
CQ Electronic Library	11
Ebsco:	
• Novelist	123
FACTS.com	30
First Search	2,043
Gale Group:	
• AncestryPlus	81*
• Biography Resource Center	1,107
• Business & Company Resource Center	919
• Contemporary Authors	48
• General Reference Center Gold	451
• Student Resource Center	301
Grolier Online	27*
Hoover's Online	NA*
LitFinder	59
Mergent Online	73
NewsBank:	
• American Obituaries and Death Notices	103
• Chicago Tribune Archive	701
• Chicago Tribune	65
• Chicago Sun-Times	50
• Chicagoland	9
• Daily Herald	23
• Noticias en Español	8
ProQuest	215
(<i>Wall Street Journal, New York Times</i> Historical Archive)	
Reference USA	808
Sorkins Online	NA
World Book Encyclopedia	69
 Total Searches & Queries	 7,478

*Number of sessions (number of searches not provided)

**DES PLAINES PUBLIC LIBRARY
YOUTH SERVICES PATRON ASSISTANCE
JANUARY 2004**

Assistance	<u>Jan 2003</u>	<u>Jan 2004</u>	<u>Year to Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Computer Sign-up	2,797	1,756	2,797	1,756	-59.3%
2. Program Sign-up	819	706	819	706	-16.0%
3. Equipment Repair & Assistance	561	1,096	561	1,096	48.8%
4. Directional Questions	355	573	355	573	38.0%
5. ILL & Patron Holds	117	168	117	168	30.4%
Total	4,649	4,299	4,649	4,299	-8.1%
In-House Circulation	<u>Jan 2003</u>	<u>Jan 2004</u>	<u>Year to Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Train Sets	1,552	1,412	1,552	1,412	-9.9%
2. Chess/Checkers	82	82	82	82	0.0%
3. School Supplies Handouts	NA	115	NA	115	
4. Textbooks	7	17	7	17	58.8%
5. Reserve Books	71	53	71	53	-34.0%
Total	1,712	1,679	1,712	1,679	-2.0%
Reference	<u>Jan 2003</u>	<u>Jan 2004</u>	<u>Year to Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Specific Item Request	1,541	1,209	1,541	1,209	-27.5%
2. Reference	710	957	710	957	25.8%
3. Readers' Advisory	174	158	174	158	-10.1%
4. Referrals to Other Libraries	31	12	31	12	-158.3%
5. Book Bag Request	8	9	8	9	11.1%
Total	2,464	2,345	2,464	2,345	-5.1%
Grand Total	8,825	8,323	8,825	8,323	-6.0%

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR JANUARY 2004**

	<u>Times Used</u>	<u>Attendance</u>
Library Sponsored Programs/Meetings		
Adult Services Meeting	1	9
Circulation Services Meeting	1	14
Committee of the Whole Meeting	1	14
Computer Class	3	26
DVR Demonstration	1	4
"Do the Dewey" Planning Meeting	3	15
Department Heads Meeting	4	37
Film: "Chicago"	1	19
Friends of the Des Plaines Public Library	2	40
Introduction to Basic Computers	3	26
Introduction to the Internet	1	7
Management Committee Meeting	1	7
New Fire Regulation Meeting	1	5
Page Meeting	1	14
Poetry Grant Meeting	1	3
Public Information Services Meeting	1	4
Readers' Services Meeting	1	8
Spanish Language Computer Classes	2	16
Tuesday Morning Book Group	1	15
Web Tips and Tricks Program	3	33
Your 2003 Taxes	1	9
Youth Services Meeting	1	8
Total	35	333

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR JANUARY 2004**

Times Used Attendance

Outside Community Groups

AARP Training Group	1	50
City of Des Plaines Supervisors	4	77
Des Plaines Art Guild	1	9
Des Plaines Police Citizens Academy Alumni	1	30
Des Plaines Home School Group	1	15
Junior Woman's Club of Des Plaines	12	43
Library Courte Condominium Meeting	1	50
Park Laurel Condominium Meeting	1	18
Polyglots Toastmasters	2	20
Rivers Edge Manor Home's Condominium Meeting	1	25
Romance Writers	1	38
Scandinavian Stamp Collectors	1	10
Society of Children's Book Writers & Illustrators	1	20
Square Spares	1	12
Toastmasters Club of Des Plaines	2	15
Total	29	431

Other

Library Board Meeting	1	14
Total	1	14

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR JANUARY 2004**

Times Used Attendance

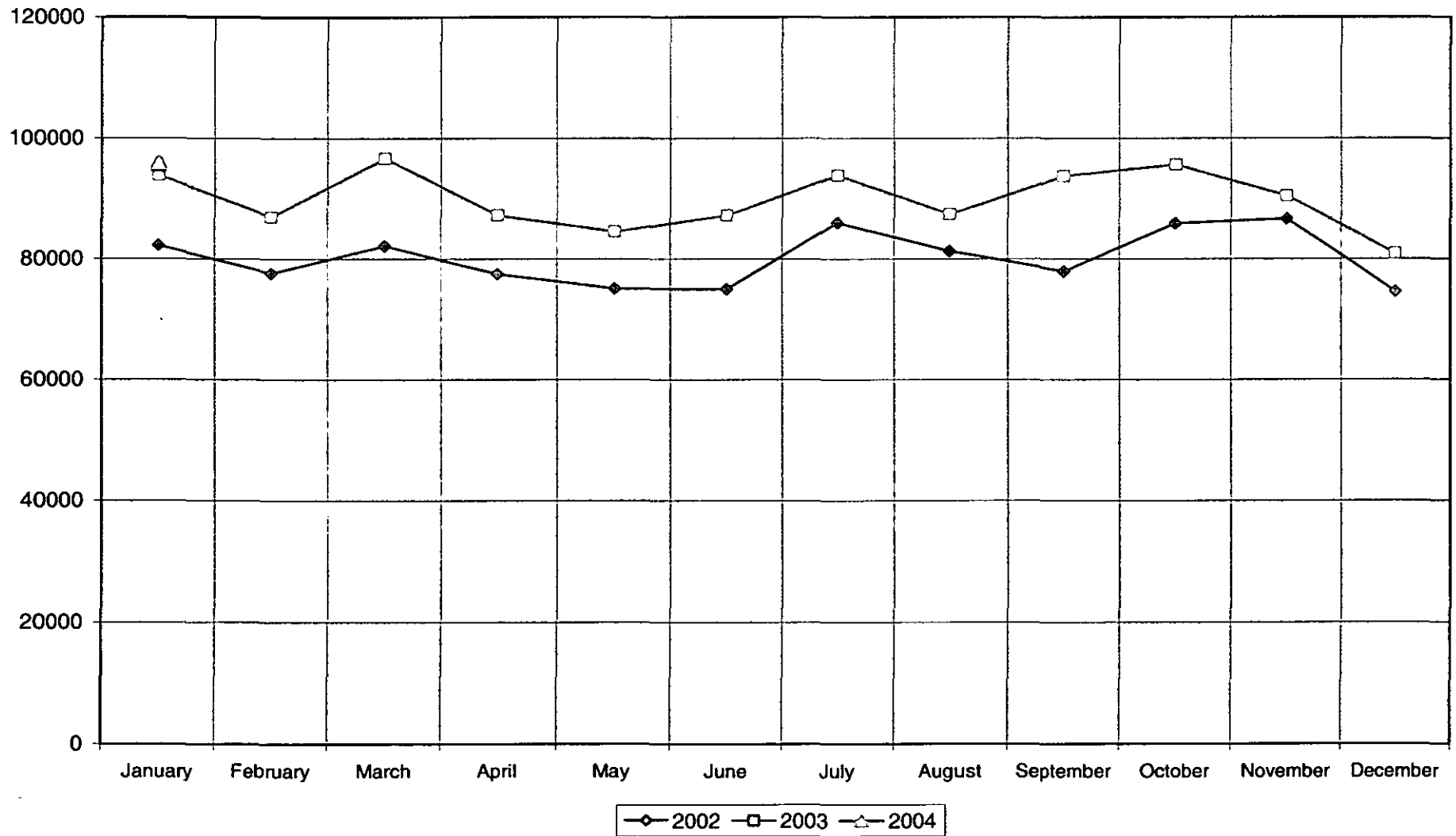
Library Sponsored Children's Programs

2 year olds Storytime	7	53
3-5 year olds Storytime	7	96
Drop-in Storytime	2	7
Baby Talk Book Times	12	144
Caudill Club	1	7
Chess Club	1	11
Cub Scout Tour	1	10
Jr. Great Books	4	34
Little Vaderville	1	54
Lord of the Rings Middle Earth Mania	1	25
PJ Storytime	1	30
Preschool Movies	5	55
Preschool Open House	1	54
Self Defense	1	65
Stories & More	2	32
Story Explorers	2	20
Supper Scrabble	1	13
Wright Stuff (Friends Family Sunday)	1	114
 Total	 51	 824
 Literacy Program		
Learn to Read	16	780
 Grand Total	 134	 2,383

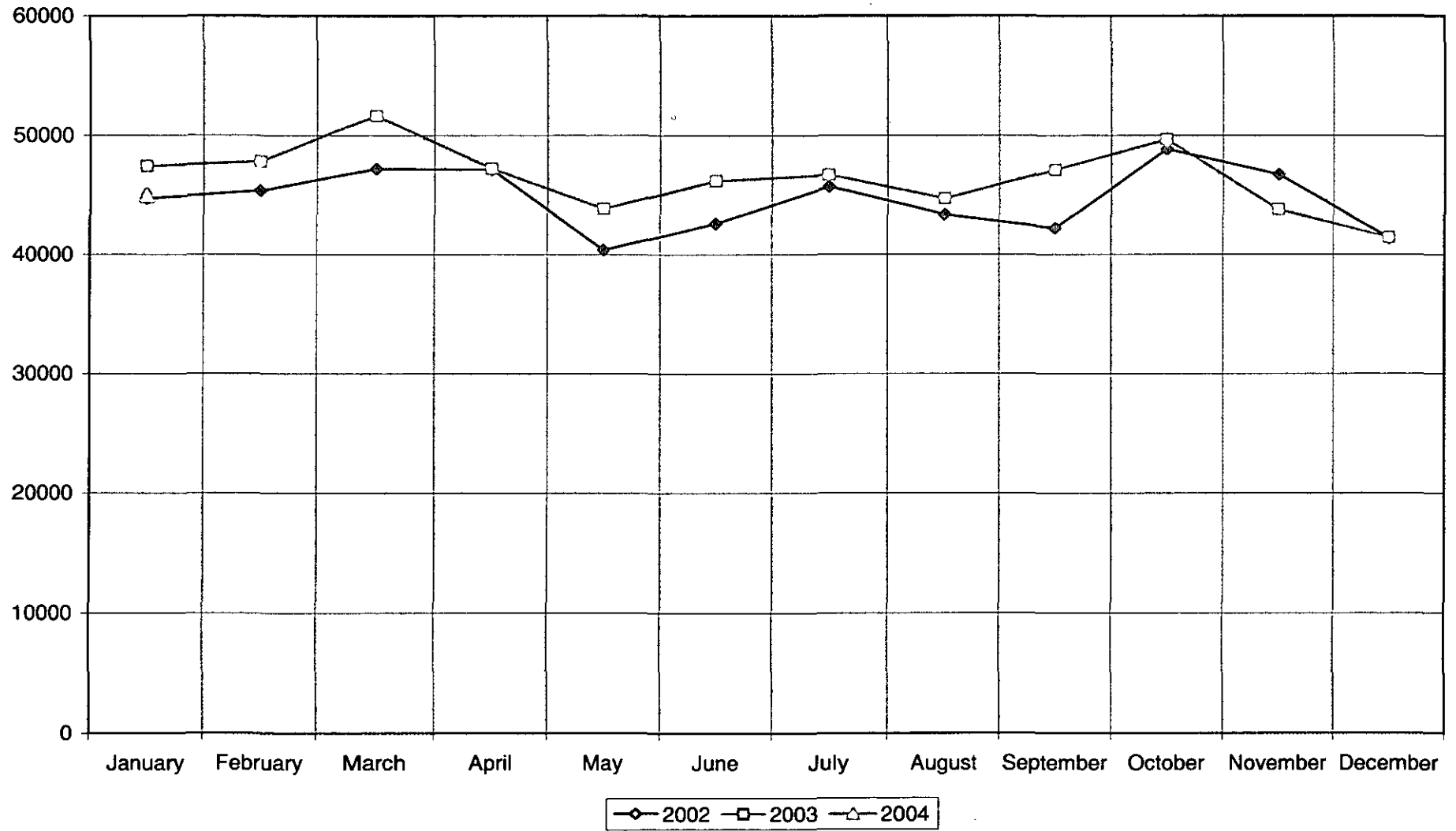
January Total = 57 groups involving 2,383 people.

2004 Year to Date Total = 57 groups involving 2,383 people.

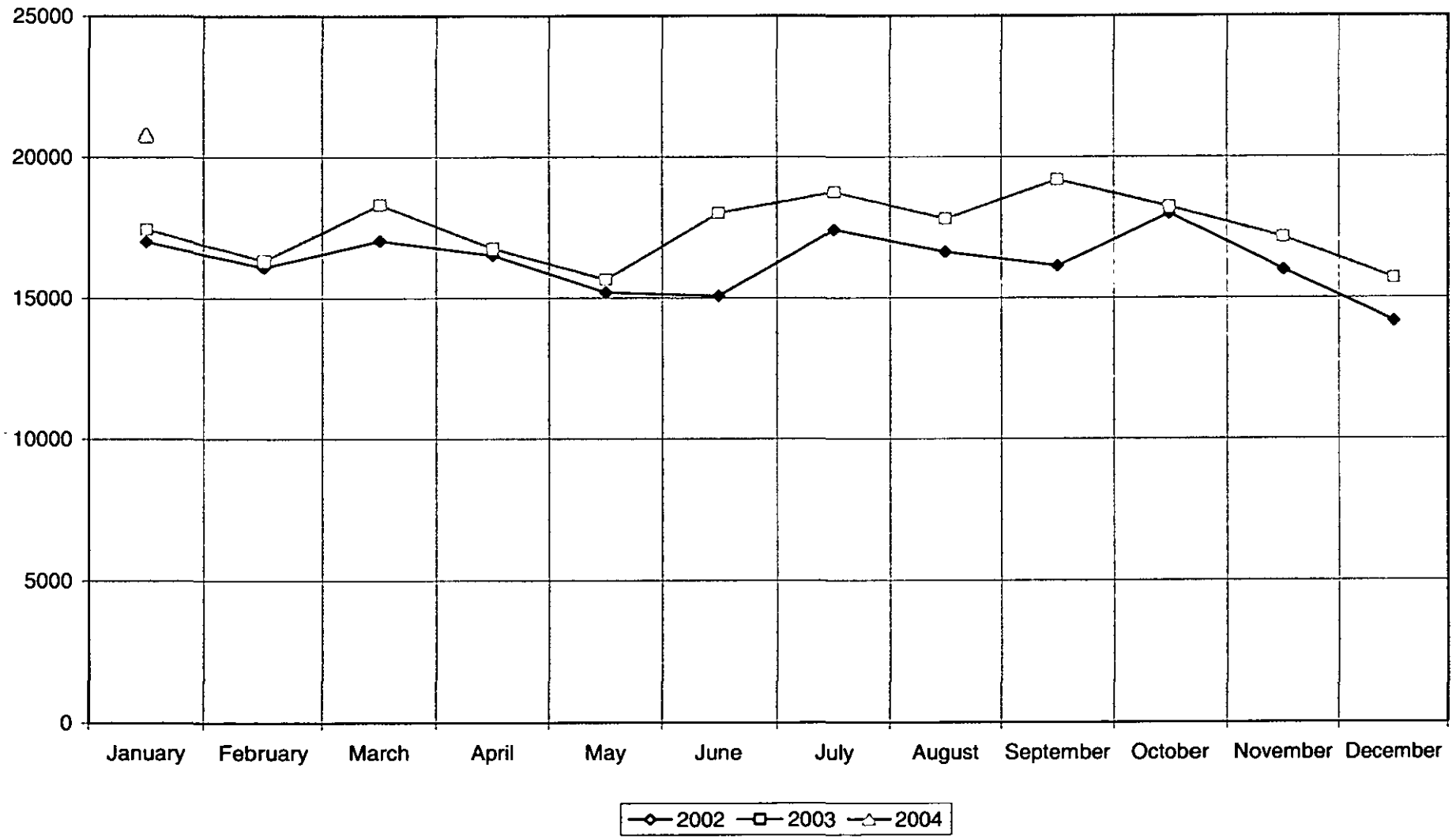
Circulation Statistics Items Circulated Per Month By Year



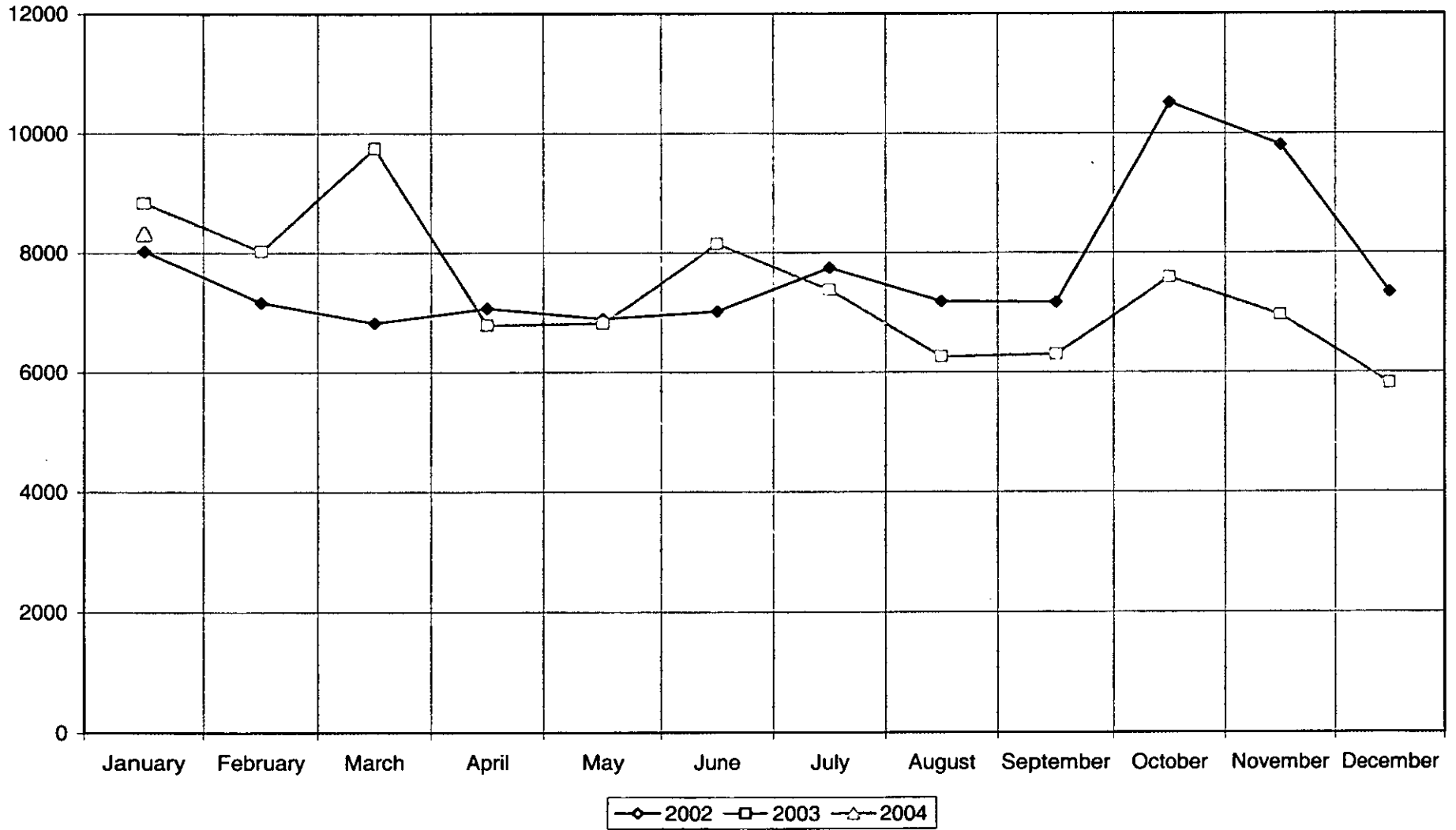
Patron Attendance January 2004



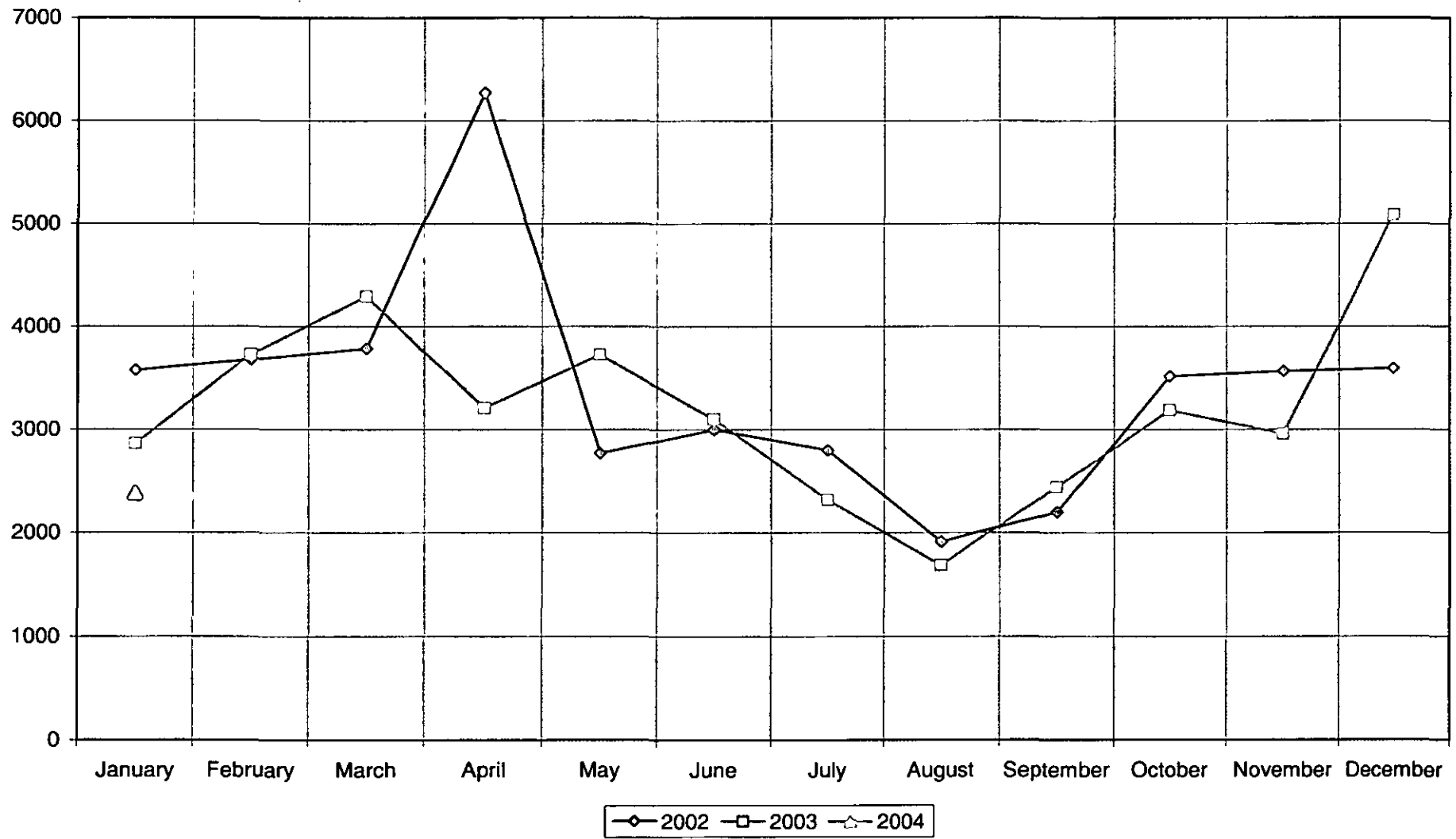
Adult Patron Assistance January 2004

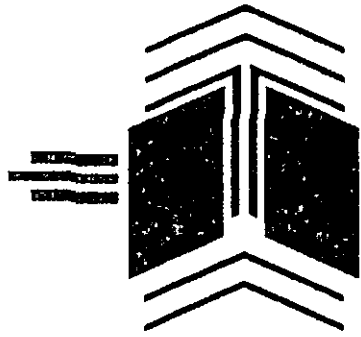


**Youth Patron Assistance
January 2004**



Meeting Room Attendance January 2004





Des Plaines Public Library

1501 Ellinwood St., Des Plaines, IL 60016

847-827-5551

www.dppl.org

V.D.2.

FRIENDS OF THE DES PLAINES PUBLIC LIBRARY

January 27, 2004

The Book Sale will be March 26 -28.

Preparations are underway for the Friends 50th Celebration on May 21. A letter was sent to the First Lady, Laura Bush, inviting her to attend. The City Cable Channel will advertise the event and the new City vehicle sticker will honor the Friends 50th anniversary year. The Friends will donate a sculpture of Abraham Lincoln to commemorate their 50th anniversary, which will be dedicated at the celebration.

The Friends held a preliminary vote to donate the funds for the Kevin Luthardt mural in the storytelling room on the second floor.

Respectfully submitted,

Susan Burrows

Liaison to the Friends of the Des Plaines Library

V.D.2.

Progress Report

Response Requested by ____

Board Action Required by
02/17/04

BOARD OF TRUSTEES
Minutes of the Building and Grounds Committee Meeting
February 17, 2004

Chair: William Grice
Present: William Grice, Susan Weinberg, Jerry Mahony, Noreen Lake, Sandra Norlin,
Carol Kidd

Call to Order: 6:00 PM by William Grice.

Sandra Norlin asked for Committee approval to replace the wood panels in the elevators with Corian®. Sandra reported that the walls in the elevators have been vandalized with graffiti and are beyond repair. Sandra also reported that proposals were obtained from Gerali Custom Design in the amount of \$13,180.00 and Living Laminates in the amount of \$9,400.00 for the purchase, delivery and installation of ½" thick Corian® elevator wall panels. Sandra reported that replacing the panels was budgeted for in the 2004 library budget.

Sandra Norlin asked for Committee approval to upgrade the current security system and explained that the proposed digital equipment will provide greater security for the library. Sandra reported that funds for upgrading the security system are in the Library Capital Projects Fund for 2004.

MOTION by Jerry Mahony, seconded by Susan Weinberg, to approve the proposal submitted by Living Laminates in an amount not to exceed \$9,400.00 for the purchase, delivery and installation of ½" thick Corian® elevator wall panels for two patron elevators, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Grice, Mahony, Weinberg. NAYS: None. MOTION CARRIED.

MOTION by Jerry Mahony, seconded by Susan Weinberg, to approve the purchase of one DVXi XM 32 channel RM 750GB Digital Recorder and two 200 Series Camclosure Cameras in the amount of \$14,225.00 from Video Master, who was the lowest

responsible bidder, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Grice, Mahony, Weinberg. NAYS: None. MOTION CARRIED.

Noreen Lake entered the meeting at 6:07 PM.

Sandra Norlin reported that there have been disturbances in the corridor leading from the parking garage to the building and asked for Committee approval to lock the doors from 10:00 PM – 6:00 AM. Sandra explained that this recommendation comes from staff, as well as the Police Department and the Fire Department.

William Grice asked how many items were returned to the book drop in the parking garage versus the book drop in the corridor and asked Sandra Norlin to report back to the Committee.

MOTION by Jerry Mahony, seconded by Susan Weinberg, to accept the staff recommendation to begin locking the doors in the corridor between the parking garage and library building between the hours of 10:00 PM and 6:00 AM and to post appropriate signage notifying patrons that there is a book drop in the parking garage. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Sandra Norlin reported that she has met with staff and members of Fire Prevention to discuss Committee concerns regarding carts lined up in the hallway in the Circulation workroom. William Grice expressed his concern for staff and patron safety after a tour of the building at the December 2, 2003 Building and Grounds Committee meeting and noticing the carts in the hallway. While this issue continues to be addressed, Fire Prevention approved allowing the carts in the hallway if they are lined up parallel to the wall. Sandra explained that ideas to reconfigure the space in the workroom are still being discussed.

MOTION by Jerry Mahony, seconded by Susan Weinberg, to adjourn the meeting.

The meeting adjourned at 6:29 PM

Minutes prepared by Carol Kidd.



Des Plaines Public Library

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V.D.3.

- Progress Report
- Response Requested by _____
- Board Action Required 02/17/04 meeting

BOARD OF TRUSTEES
Minutes of the Finance Committee Meeting
February 9, 2004

Chair: Rhys Read.
Present: Rhys Read, Susan Burrows, Jerry Mahony, Noreen Lake, Sandra Norlin,
Carol Kidd, Hector Marino, Gary Valente.

Call to Order: 5:31 PM by Rhys Read.

Sandra Norlin asked for Committee approval to replace the wood panels in the elevators with Corian. The walls in the elevators have been vandalized with graffiti and are beyond repair. Sandra explained that proposals were obtained from Gerali Custom Design in the amount of \$13,180.00 and Living Laminates in the amount of \$9,400.00 for the purchase, delivery and installation of 1/2" thick Corian elevator wall panels.

MOTION by Susan Burrows, seconded by Jerry Mahony, to approve the proposal submitted by Living Laminates in an amount not to exceed \$9,400.00 for the purchase, delivery and installation of 1/2" thick Corian elevator wall panels for two patron elevators, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Read, Burrows, Mahony, Lake. NAYS: None. MOTION CARRIED.

The proposal for the elevator panels will be placed on the agenda under New Business for review and discussion.

Sandra Norlin asked for Committee approval to upgrade the current security system and explained that the proposed digital equipment will provide greater security for the library.

Gary Valente explained that the cameras owned by the library are compatible with the new system.

Gary Valente explained ThyssenKrupp Elevator would provide 110vac power and tie coax cable to existing travelers at a cost of \$2,216.00.

MOTION by Jerry Mahony, seconded by Susan Burrows, to approve the purchase of one DVXi XM 32 channel RM 750GB Digital Recorder and two 200 Series Camclosure Cameras in the amount of \$14,225.00 from Video Master, who was the lowest responsible bidder, which is in the best interest of the Des Plaines Public Library.

Jerry Mahony asked that the motion be amended to include the purchase of a maintenance contract on the Security System after the initial warranty expired. ROLL CALL VOTE: AYES: Read, Burrows, Mahony, Lake. NAYS: None. MOTION CARRIED.

The proposal for the digital security system will be placed on the agenda under New Business for review and discussion.

The Committee reviewed internal controls and asked that this item be placed on the March agenda for board discussion. Sandra Norlin will gather information on where there might be risk at the library.

Sandra Norlin reported the library received the Per Capita Grant in the amount of \$71,181.25.

Sandra Norlin reported that the Des Plaines Public Library is an NSLS Membership Award Winner for 2003. The Des Plaines Public Library will be honored on March 12, 2004 at the Annual NSLS Banquet for winning the Library of the Year award. Sandra asked the Committee to approve payment to NSLS for staff attendance at the banquet.

MOTION by Jerry Mahony, seconded by Susan Burrows, to approve payment to NSLS for staff and Board attendance at the Annual NSLS Banquet on March 12, 2004. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Jerry Mahony, seconded by Susan Burrows, to adjourn the meeting.

The meeting adjourned at 6:40 PM.

Minutes prepared by Carol Kidd.

NIGHT OWL
REFERENCE SERVICE



RECEIVED

December, 2003

Total number calls =568

JAN 21 2004

6 Antioch Public Library
 35 Arlington Heights Memorial Library
 17 Barrington Area Public Library
 9 Bedford Park Public Library
 31 Bellwood Public Library
 4 Bradley Public Library
 4 Charleston Public Library
 8 Coal City Public Library
 16 Des Plaines Public Library
 18 Elm Area Public Library
 24 Elk Grove Village Public Library
 14 Elmhurst Public Library
 8 Fossil Ridge Public Library
 12 Glenview Public Library
 13 Highland Park Public Library
 10 Homer Township Public Library
 4 Homewood Public Library
 12 Indian Trails Public Library
 13 Lake Forest Public Library

10 Lisle Library District
 5 Mokena Public Library
 18 Mt Prospect Public Library
 4 Nippersink Public Library
 33 Northbrook Public Library
 7 Oswego Public Library
 10 Park Ridge Public Library
 6 Prospect Heights Public Library
 16 Riverside Public Library
 10 Rolling Meadows Public Library
 13 St. Charles Public Library
 36 Schaumburg Township Public Library
 37 Skokie Public Library
 21 Vernon Area Public Library
 30 Villa Park Public Library
 7 Warrenville Public Library
 8 Westchester Public Library
 10 Woodstock Public Library

SAMPLE QUESTIONS

Rating for sewing machines
 Scholarly articles on Kafka's Metamorphosis
 Recipe for mayonnaise cake
 Origin of word 'doozy'
 Prefixes in 708 area code for Oak Park
 Internet resources for Byzantine Art in the U.S.
 Top property management companies in Chicago
 Looking for text to Cat in the Hat online
 Policy for tipping hotel maids
 List of qualities for a good supervisor
 Estimated cost for flying to Alaska
 How long do you have to back out of a contract?
 Shelf life for spices
 Internet sites on how kaleidoscopes work
 Sources for birth records

A reminder to periodically make sure your system is properly set up for Night Owl.

Marilyn Uselman
 Marilyn Uselman
 Head, Night Owl Reference
 muselman@ahml.info



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

January 21, 2004

Mrs. Sandra Norlin, Library Administrator
Des Plaines Public Library
1501 Ellinwood Avenue
Des Plaines, Illinois 60016

Dear Mrs. Norlin:

As Secretary of State and State Librarian, it is my pleasure to award the Des Plaines Public Library a FY2004 Illinois Public Library Per Capita Grant in the amount of \$71,181.25. I am happy to say that more than \$13.5 million was awarded to Illinois public libraries through the Per Capita Grant program this year.

Your library is one of 630 public libraries in the state of Illinois to receive the Per Capita grant this year. All funds must be obligated and expended by June 30, 2005. Any changes in the planned use of this grant must be requested in writing to the Illinois State Library by May 1, 2005.

The citizens of Illinois are using libraries more than ever and I am extremely proud of the exemplary service the libraries throughout Illinois provide. My congratulations to you, your board of trustees and your staff for all that you do to keep Illinois libraries strong and vibrant.

Sincerely,

A handwritten signature in cursive script that reads "Jesse White".

JESSE WHITE, Secretary of State
and State Librarian

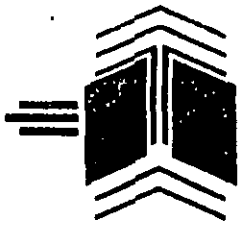
cc: President, Des Plaines Public Library Board of Trustees

JW:isl

0707

17 00 00 00

March 1952



Des Plaines Public Library

1501 Ellinwood Street

Des Plaines, IL 60016-4553

847.827.5551 phone

847.827.7974 fax

www.desplaines.lib.il.us

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, MARCH 16, 2004

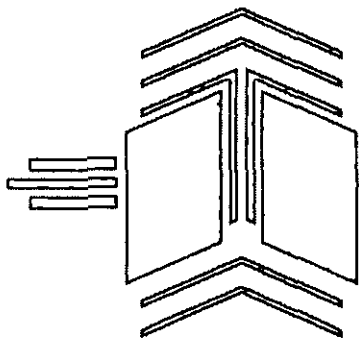
7:00 PM

Conference Room – Second Floor

Agenda:

- **Strategic Planning Process**
- **North Suburban Library System Presentation**

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



Des Plaines Public Library

1501 Ellinwood St., Des Plaines, IL 60016
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II.

DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

Agenda for the Regular Meeting March 16, 2004 7:00 PM

- I. Call to Order. (7:00 PM)
- II. Oath of Office – Mary Ellicson.
- III. Consideration of the Agenda.
- IV. Public Comments and Questions.
- V. City Council Community Services Committee – Alderman Carla Brookman.
- VI. North Suburban Library System Presentation – Barbara Balbirer. (7:30 PM)
- VII. Strategic Planning Process – Mary Jane Kepner.
- VIII. Consent Agenda. [Action Item] (9:00 PM)
 - A. Approval of the Minutes of the Regular Board Meeting – February 17, 2004.
 - B. Approval of the Minutes of the Special Board Meeting – March 2, 2004.
 - C. Acceptance of Financial Reports for February 2004.
 - D. Approval of Library Expenditures.
 1. Warrant Register – February 02, 2004 - \$67,700.26.
 2. Warrant Register – February 17, 2004 - \$67,517.75.
 3. Salaries – February 5, 2004 - \$102,336.22.
 4. Salaries – February 19, 2004 – \$101,218.54.
 - E. Acceptance of Reports.
 1. Director's Report – Sandra Norlin.
 2. Friends of the Library – Elaine Tejcek.

IX. Old Business.

X. New Business. (9:30 PM)

- A. Approval Office Depot - \$5,973.96. [Action Item]
- B. Approval - "A Child's Voice" - \$10,000.00. [Action Item]
- C. Approval Young Chicago Authors - \$5,850.00. [Action Item]
- D. Approval to Advertise for Bids for 1st and 3rd Floor Workroom Modifications. [Action Item]
- E. Board Planning Retreat Expenses. [Action Item]
- F. City Council Attendance - April 5, 19 and May 3, 17.
- G. Declaration of Surplus Property. [Action Item]

XI. Announcements.

- A. Reimbursement for New Year's Eve Celebration.

XII. Correspondence.

XIII. Other.

XIV. Adjournment. (10:00 PM)



 1501 Ellinwood Street

 Des Plaines, IL 60016-4553

 847.827.5551 phone

 847.827.7974 fax

 www.desplaines.lib.il.us

VIII.A.

BOARD OF TRUSTEES Minutes of the Regular Meeting February 16, 2004

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, February 16, 2004. President Noreen Lake called the meeting to order at 7:00 PM.

Members Present: Susan Burrows, William Grice, Noreen Lake, Jeremiah Mahony, Rhys Read, Susan Weinberg.

Members Absent: Eldon Burk, Elaine Tejcek.

Also Present: Sandra Norlin, Martha Sloan, Hector Marino, Carol Kidd, Leslie Steiner, Steven Schaefer, Martin Voss, Mike Lake.

CONSIDERATION OF THE AGENDA.

MOTION by Rhys Read, seconded by William Grice, to amend the agenda by adding VII. New Business. G. Art Committee Report. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS.

Steven Schaefer, President of the Veterans of Foreign Wars Post 2992, announced plans to begin fundraising for the Lake Park Memorial Pavilion. Mr. Schaefer reported that fundraising will include the sale of engraved bricks.

Martin Voss, Vietnam Veterans of American Chapter 311, presented a POW flag to the library.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Carla Brookman.

Alderman Brookman was in attendance at City Council meeting.

CONSENT AGENDA

Jerry Mahony asked that V.A. Approval of the Minutes of the Regular Board Meeting – January 20, 2004 be removed from the Consent Agenda.

Jerry Mahony asked that the January 20, 2004 Board minutes include the following:

Panasonic Corporation has agreed to waive the \$58,847.04 owed on the current lease if the library enters a new leasing agreement with Wagner Office Solutions/Panasonic for this equipment.

MOTION by Jerry Mahony, seconded by Rhys Read, to approve the minutes of the Regular Board Meeting, January 20, 2004, as amended. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

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

MOTION by William Grice, seconded by Jerry Mahony, to approve the Financial Reports for January 2004. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

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

Over the Counter Receipts	\$ 7,931.51
2. Petty Cash Expenditures	\$ 29.17
3. Budget Expenditures for January	\$ 225,471.29
4. Expenditures Year to Date	\$ 225,471.29
5. Revenue for January	\$ 13,620.90
6. Revenue Year to Date	\$ 13,620.90

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

January 5, 2004	\$ 85,856.89
January 19, 2004	\$ 62,093.20
Total	\$ 147,950.09

ROLL CALL VOTE: AYES: Burrows, Grice, Lake, Mahony, Read, Weinberg, NAYS: None. MOTION CARRIED.

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

January 8, 2004	\$ 90,902.40
January 16, 2004	\$ -33,783.83
January 22, 2004	<u>\$ 100,490.19</u>
Total	\$ 157,608.76

ROLL CALL VOTE: AYES: Burrows, Grice, Lake, Mahony, Read, Weinberg, NAYS: None. MOTION CARRIED.

MOTION by Committee, to approve payment to NSLS for staff and Board attendance at the Annual NSLS Banquet on March 12, 2004. ROLL CALL VOTE: AYES: Burrows, Grice, Lake, Mahony, Read, Weinberg, NAYS: None. MOTION CARRIED.

ADMINISTRATOR'S REPORT

PERSONNEL

New employees for January/February 2004 are Shannon Fratamico, Part-time Page in Circulation Services and Theresa Zaputil, Part-time Reference Librarian, Adults Services. Resignations and Separations are Zane Chou, Syed Hussain, and Kassam Master, Part-time Pages and Benita Luke, Part-time Clerk in Circulation Services.

STAFF DEVELOPMENT

Hector Marino and Holly Sorensen attended the ALA Midwinter meetings in San Diego in January. Both Holly and Hector serve on ALA Committees. Six librarians will attend the PLA Biannual Conference in Seattle February 25 through 28. Hector and John Haliotis have planned a wide variety of classes for technology training for library staff. Several classes have been offered on software, such as Word and Outlook, hardware for troubleshooting, and use of an automated call-forwarding feature of our telephone system. Plans are underway to offer more classes. A library-wide committee has formed to plan for the Annual Staff In-Service Day, May 6, 2004.

PATRON SERVICES

We began 2004 with a smaller increase in circulation than we have been experiencing for the past three years. We had a decrease in overall attendance. Both of these changes might be attributed to the unusually cold weather in January. Patrons used Self-Check for 25% of our circulation in January. Our Audio Visual circulation was 45% of the total circulation, 31% of Youth Services circulation and 53% of Adult Circulation.

Trends to watch are the decrease in videocassette circulation and increase in DVD circulation in both Adult and Youth collections; the declining checkouts of periodicals; and the decrease in circulation of framed art. The Adult Services Department is planning a display of framed art to bring the collection to the attention of our patrons.

Our registered cardholders represent 65% of the population of Des Plaines. Susan Farid inquired about the purging practices of surrounding libraries and learned that Elk Grove Village and Mt. Prospect purge patron files once a year, Park Ridge purges every two years, and Niles has no set time currently, but is planning to use a once a year cycle. We purge our records monthly as of three months ago.

Phyllis Johnson reports that our Rosemont Mobile Library stops are going well. A core group of residents attend the stops every other Wednesday and that the circulation for the hour stops are among the busiest of all our stops. All are registered at Schiller Park Library, in accordance with the State Non-Resident Card law.

OTHER PROFESSIONAL ACTIVITIES

Since my last report I have chaired two meetings of the Do The Dewey Fundraising committee (1/21, 2/4). I've attended meetings of the Friends of the Library (1/27), CCS Governing Board (1/28), and the Chamber City Advisory Committee (1/29). I have chaired the De Paul University Advisory Board meeting (2/10) and participated in an NSLS Focus Group regarding their Continuing Education Website (1/22). I gave a talk to the Des Plaines Lions Club on 2/5. I will attend the NSLS Legislative Breakfast on 2/16.

Note: No official inquiries or requests for confidential information have been received since the last report.

NEW BUSINESS

Sandra Norlin reported that representatives from Healthy Community Partnership Foundation were scheduled to attend the Board meeting to request permission to install a donor's plaque in the library, but did not show up. William Grice asked that any discussion be tabled and that when a Healthy Community Partnership Foundation representative contacts the library that their request be referred to the Management Committee.

MOTION by William Grice, seconded by Susan Burrows, to table any discussion on the installation a donor plaque in the library by Healthy Community Partnership Foundation and to refer any future requests to the Management Committee. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Rhys Read reported that the Finance Committee voted to replace the wood panels in the elevators with Corian® at their February 9, 2004 meeting. Rhys explained that the elevator walls have been vandalized with graffiti and are beyond repair and that the Corian® is repairable. Rhys reported that proposals were obtained from Gerali Custom Design in the amount of \$13,180.00 and Living Laminates in the amount of \$9,400.00 for the purchase, delivery and installation of ½" thick Corian® wall panels.

MOTION by Committee, to approve the proposal submitted by Living Laminates in an amount not to exceed \$9,400.00 for the purchase, delivery and installation of ½" thick Corian® elevator wall panels for two patron elevators, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Burrows, Grice, Lake, Mahony, Read, Weinberg, NAYS: None. MOTION CARRIED.

Rhys Read reported that the Finance Committee voted to approve upgrading the current security system with digital security equipment, which will provide improved security for the library. Rhys Read also reported that the proposal includes installing two security cameras in the elevators.

MOTION by Committee, to approve the purchase of one DVXi XM 32 channel RM 750GB Digital Recorder and two 200 Series Camclosure Cameras in the amount of \$14,225.00 from Video Master, who was the lowest responsible bidder, which is in the best interest of the Des Plaines Public Library and to purchase the maintenance contract on the Security System after the initial warranty has expired. ROLL CALL VOTE: Burrows, Grice, Lake, Mahony, Read, Weinberg. NAYS: None. MOTION CARRIED.

Rhys Read stated that Alderman Sayad previously recommended purchasing the digital security equipment.

COMMITTEE ASSIGNMENT

President Noreen Lake announced that Mary Ellicson was appointed to the Library Board by the City Council at their February 17, 2004 meeting. President Lake announced the following Committee assignments:

Art Committee – Eldon Burk, chair, Susan Burrows, Elaine Tejcek.

Building and Grounds Committee – William Grice, chair, Jerry Mahony, Susan Weinberg.

Finance – Rhys Read, chair, Susan Burrows, Jerry Mahony.

Management – Eldon Burk, chair, Susan Weinberg, Mary Ellicson

Planning Committee – Susan Burrows, chair, Mary Ellicson and Elaine Tejcek.

Friends of the Library Liaison – Elaine Tejcek.

System Representative – Susan Weinberg.
Arts Council – Eldon Burk.

24-HOUR CORRIDOR CHANGES

William Grice reported that the Building and Grounds Committee met and discussed a proposal from staff to lock the enclosed walkway after the library closes. The Des Plaines Police and Fire Department also recommended locking the doors because of safety issues. The Committee voted to lock the doors in the enclosed walkway at 10:00 p.m. or one hour after the library closes and to reopen the doors at 6:00 a.m.

MOTION by Committee to lock the enclosed walkway at 10:00 p.m. or one hour after the library closes and staff will reopen the doors at 6:00 a.m.

Sandra Norlin reported that library staff does not arrive at 6:00 a.m. and that a timed lock will open the door.

Amend the motion to read "the doors will reopen 6:00 a.m. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

REPORT PLANNING PROCESS

Susan Burrows, Sandra Norlin, Martha Sloan and Holly Richards Sorensen met with planning consultant, Mary Jane Kepner, to discuss the strategic planning process required by the Illinois State Library.

MOTION by William Grice, seconded by Susan Burrows, to hold a Special Board Meeting on Tuesday, March 2, 2004 at 5:00 p.m., prior to the Committee of the Whole Meeting, to review a proposal to contract with consultant, Mary Jane Kepner, for the strategic planning process. VOTE: AYES: All. NAYES: None. MOTION CARRIED.

Mary Jane Kepner will meet with the Board for one hour at the March 16, 2004 Board of Trustees meeting

ART COMMITTEE

Susan Burrows reported that preliminary sketches for the storytime mural for the Youth Services department were not ready.

ANNOUNCEMENTS

Sandra Norlin reported that the Des Plaines Public Library was awarded a FY2004 Illinois Public Library Per Capita Grant in the amount of \$71,181.25.

OTHER

The Board will include a Planning Process Meeting at their March 16, 2004 regular board meeting.

The Board will schedule a retreat on April 6, 2004 at 5:00 PM to discuss the library Planning Process.

EXECUTIVE SESSION

MOTION by Rhys Read, seconded by Susan Burrows, to enter into an Executive Session at 7:53 PM to discuss Compensation of Specific Employee. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The regular session reconvened at 8:08 PM and was called to order by President Noreen Lake.

MOTION by William Grice, seconded by Susan Burrows, to concur with consensus in Executive Session to change the job title for the Library Administrator position to Library Director. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Rhys Read, seconded by Susan Burrows, to concur with consensus in Executive Session to adjust the salary range for the Library Director position. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

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

The meeting adjourned at 8:10PM.

Minutes prepared by Carol Kidd.



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BOARD OF TRUSTEES
Minutes of the Special Meeting
March 2, 2004

The special meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, March 2, 2004. Noreen Lake called the meeting to order at 5:11 PM.

Members Present: Eldon Burk, Susan Burrows, William Grice, Noreen Lake, Rhys Read, Elaine Tejcek, Susan Weinberg.

Members Absent: Mary Ellicson, Jerry Mahony.

Also Present: Sandra Norlin, Martha Sloan, Hector Marino, Carol Kidd.

Sandra Norlin distributed a proposal for Facilitation of the Strategic Planning Process for the Des Plaines Public Library and asked for Board approval to enter into a contract with Mary Jane Kepner of Kepner & Associates in the amount of \$6,000.00.

Elaine Tejcek asked for an explanation for the consulting expenditure and Sandra Norlin explained that the planning process is required by the Illinois State Library.

MOTION by Susan Burrows, seconded by William Grice, to approve the proposal for facilitation of the Strategic Planning Process for the Des Plaines Public Library in the amount of \$6,000.00. ROLL CALL VOTE: AYES: Burk, Burrows, Grice, Lake, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.

COMMITTEE OF THE WHOLE

President Lake relinquished the chair to Vice President William Grice at 5:20 PM.

MOTION by Susan Burrows, seconded by Eldon Burk, to enter into an Executive Session at 5:22 PM. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Rhys Read entered the meeting at 5:22 PM.

Rhys Read left the meeting at 5:50 PM.

The regular session reconvened at 6:48 PM and was called to order by Vice President William Grice.

Vice President Grice relinquished the chair to President Noreen Lake at 6:48PM.

MOTION by William Grice, seconded by Elaine Tejcek, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 6:49PM.

Minutes prepared by Carol Kidd.

VIII.C.

**DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR FEBRUARY 2004**

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

1. Over the Counter Receipts	\$ 12,314.32
2. Petty Cash Expenditures	\$ 35.04
3. Budget Expenditures for February	\$ 360,439.70
4. Expenditures Year to Date	\$ 589,740.53
5. Revenue for February	\$ 12,770.03
6. Revenue Year to Date	\$ 38,145.19

Warrant Register

February 2, 2004	\$ 67,700.26
February 17, 2004	<u>\$ 67,517.75</u>
Total	\$ 135,218.01

Salaries

February 5, 2004	\$ 102,336.22
February 19, 2004	<u>\$ 101,218.54</u>
Total	\$ 203,554.76

VIII.C.

**DES PLAINES PUBLIC LIBRARY
OVER THE COUNTER RECEIPTS FOR FEBRUARY 2004**

	<u>Feb. 2003</u>	<u>Feb 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>
Lost Materials	488.79	559.85	872.84	834.33
Fines	9,497.52	8,565.11	18,501.36	13,964.01
Damage	66.96	140.50	145.92	144.50
Fees	201.51	315.45	499.83	482.80
Copies	2,873.50	2,720.41	6,107.99	4,797.19
Miscellaneous	2.10	13.00	10.10	23.00
Total	\$13,130.38	\$12,314.32	\$26,138.04	\$20,245.83

PETTY CASH EXPENDITURES: February

Auto/Travel	960070	6.00
Auto/Travel	960070	6.12
Auto/Travel	960070	13.12
Postage	970260	2.80
Postage	970260	3.50
Postage	970260	1.40
Postage	970260	2.10
Total		\$35.04

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

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102008	CASH DEPOSIT 1944650243		345,917.93
102012	CASH IL FUND 007139119668	105,611.37	
	TOTAL CASH	106,111.37	345,917.93
104033	INVESTMENTS-DOWNING	34,339.87	
	TOTAL INVESTMENTS	34,339.87	.00
115400	RECEIVABLE-ACCRUED INTRST	7.67	
	TOTAL ACCOUNTS RECEIVABLE	7.67	.00
	TOTAL ASSETS	140,458.91	345,917.93
401000	ACCOUNTS PAYABLE		16,760.18
470100	LIBRARY DEFERRED REVENUE		48,015.00
	TOTAL DEFERRED REV-PROPERTY TAX	.00	48,015.00
	TOTAL CURRENT LIABILITIES	.00	64,775.18
	TOTAL LIABILITIES	.00	64,775.18
700110	EXPENDITURE CONTROL	589,740.53	
700120	REVENUE CONTROL		37,987.34
700150	EXP. BUDGET CONTROL		5,502,964.00
700160	REV. BUDGET CONTROL	5,092,318.00	
700170	BUDGET FUND BALANCE	545,247.12	
	TOTAL SYSTEM CONTROL	6,227,305.65	5,540,951.34
720010	FUND BAL-RESRV-GIFT TRUST		34,339.87
	TOTAL FUND BALANCE-RESERVED	.00	34,339.87
730000	FUND BALANCE-UNRESERVED		381,780.24
	TOTAL FUND EQUITY	.00	416,120.11
	TOTAL EQUITIES	6,227,305.65	5,957,071.45
	TOTAL PUBLIC LIBRARY FUND	6,367,764.56	6,367,764.56

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH DEPOSIT 1944650243	125,262.95	
102012	CASH IL FUND 007139119668	128,320.44	
TOTAL CASH		253,583.39	.00
TOTAL ASSETS		253,583.39	.00
700120	REVENUE CONTROL		157.85
700150	EXP. BUDGET CONTROL		185,000.00
700160	REV. BUDGET CONTROL	154,000.00	
700170	BUDGET FUND BALANCE	32,350.66	
TOTAL SYSTEM CONTROL		186,350.66	185,157.85
730000	FUND BALANCE-UNRESERVED		254,776.20
TOTAL FUND EQUITY		.00	254,776.20
TOTAL EQUITIES		186,350.66	439,934.05
TOTAL LIBRARY CAPITAL PROJ FUND		439,934.05	439,934.05
TOTAL REPORT		6,807,698.61	6,807,698.61

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03/10/04

ACCOUNTING PERIOD: 2/04

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

PAGE 1

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

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

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
810010	PROPERTY TAXES 1993	.00	.00	.00	.00	.00	.00
810011	PROPERTY TAXES 1994	.00	.00	.00	.00	.00	.00
810012	PROPERTY TAXES 1995	.00	.00	.00	.00	.00	.00
810013	PROPERTY TAXES 1996	.00	.00	.00	.00	.00	.00
810014	PROPERTY TAXES 1997	.00	.00	.00	.00	.00	.00
810015	PROPERTY TAXES 1998	.00	.00	.00	.00	.00	.00
810016	PROPERTY TAXES 1999	.00	.00	.00	.00	.00	.00
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	.00	.00	.00	11,374.87	-11,374.87	.00
810020	PROPERTY TAXES 2003	4,655,830.00	743,425.75	.00	743,425.75	3,912,404.25	.16
TOTAL	LICENSES AND PERMITS	4,695,830.00	743,425.75	.00	754,800.62	3,941,029.38	.16
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	.00	92,988.00	.00
TOTAL	TAXES	4,788,818.00	743,425.75	.00	754,800.62	4,034,017.38	.16
822040	STATE GRANT:PER CAPITA	65,000.00	.00	.00	.00	65,000.00	.00
822080	STATE GRANT:LIBRARY TECH	.00	.00	.00	.00	.00	.00
822090	STATE GRANT:LIB CONSTRUCT	.00	.00	.00	.00	.00	.00
822095	STATE GRANT:LIBRARY	86,000.00	.00	.00	400.00	85,600.00	.00
TOTAL	STATE GRANTS	151,000.00	.00	.00	400.00	150,600.00	.00
TOTAL	INTERGOVERNMENTAL REVENUE	151,000.00	.00	.00	400.00	150,600.00	.00
850102	LIBRARY FINES	90,000.00	9,162.58	.00	18,547.19	71,452.81	.21
TOTAL	FINES	90,000.00	9,162.58	.00	18,547.19	71,452.81	.21
850201	COPYING FEE	25,000.00	2,637.85	.00	5,589.92	19,410.08	.22
850215	SPECIAL PROGRAMS & EVENTS	2,500.00	.00	.00	225.00	2,275.00	.09
TOTAL	FEES AND SERVICES	27,500.00	2,637.85	.00	5,814.92	21,685.08	.21
TOTAL	INVESTMENT INCOME	117,500.00	11,800.43	.00	24,362.11	93,137.89	.21
890010	INTEREST INCOME	10,000.00	130.10	.00	351.64	9,648.36	.04
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
898900	TRANSFER FROM OTHER FUNDS	.00	.00	.00	.00	.00	.00
899900	MISCELLANEOUS REVENUE	25,000.00	969.60	.00	1,628.82	23,371.18	.07
TOTAL	OTHER REVENUE	35,000.00	1,099.70	.00	1,980.46	33,019.54	.06
TOTAL	PUBLIC LIBRARY FUND	5,092,318.00	756,325.88	.00	781,543.19	4,310,774.81	.15
TOTAL	PUBLIC LIBRARY FUND	5,092,318.00	756,325.88	.00	781,543.19	4,310,774.81	.15

0725

03/10/04

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

PAGE 2

ACCOUNTING PERIOD: 2/04

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
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0726

03/10/04

ACCOUNTING PERIOD: 2/04

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

PAGE 3

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	4,000.00	33.42	.00	191.27	3,808.73	.05
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
898902	TRANSFER FROM LIB FUND	150,000.00	.00	.00	.00	150,000.00	.00
899920	LIBRARY DONATIONS	.00	.00	.00	.00	.00	.00
899930	LIBRARY BUY-A-BRICK	.00	.00	.00	.00	.00	.00
TOTAL	OTHER REVENUE	154,000.00	33.42	.00	191.27	153,808.73	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	154,000.00	33.42	.00	191.27	153,808.73	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	154,000.00	33.42	.00	191.27	153,808.73	.00
TOTAL REPORT		5,246,318.00	756,359.30	.00	781,734.46	4,464,583.54	.15

0727

03/10/04

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

PAGE 1

ACCOUNTING PERIOD: 2/04

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	1,989,892.00	130,862.80	.00	239,698.57	1,750,193.43	.12
910200	TEMPORARY WAGES	870,186.00	59,874.18	.00	93,749.48	776,436.52	.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	7,226.68	.00	11,685.00	-11,685.00	.00
910600	SICK PAY	.00	5,571.10	.00	9,150.34	-9,150.34	.00
910700	HOLIDAY PAY	.00	.00	.00	6,880.13	-6,880.13	.00
910900	ACT/OUT OF CLASS/PREMIUM	500.00	.00	.00	67.34	432.66	.13
910950	EXCESS SICK HRS PAY OUT	3,347.00	.00	.00	2,370.71	976.29	.71
918010	UNEMPLOYMENT COMPENSATION	1,498.00	.00	.00	.00	1,498.00	.00
918020	EMPLOYER CONTR-F.I.C.A.	218,444.00	15,320.78	.00	29,897.57	188,546.43	.14
918021	EMPLOYER CONTR-I.M.R.F.	183,536.00	13,073.29	.00	25,723.88	157,812.12	.14
918040	LIFE INS PREMIUMS	7,704.00	660.00	.00	1,320.00	6,384.00	.17
918050	MEDICAL INS PREMIUMS	385,824.00	26,382.16	.00	52,764.32	333,059.68	.14
918055	DENTAL INSURANCE PREMIUMS	26,382.00	1,758.52	.00	3,517.04	22,864.96	.13
918060	TUITION REIMBURSEMENTS	5,000.00	.00	.00	.00	5,000.00	.00
918070	WORKERS COMPENSATION	3,190.00	475.12	.00	934.12	2,255.88	.29
918085	RHS PLAN PAYOUT	1,094.00	1,058.07	.00	1,058.07	35.93	.97
TOTAL	PERSONAL SERVICES	3,697,097.00	262,282.70	.00	478,816.57	3,218,280.43	.13
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	40,000.00	5,850.00	.00	7,350.00	32,650.00	.18
920120	COMMUNICATION SERVICES	25,000.00	1,038.74	.00	1,039.74	23,960.26	.04
920140	DATA PROCESSING SERVICES	100,000.00	569.58	.00	569.58	99,430.42	.01
920202	CONFERENCES	4,500.00	2,277.97	.00	2,277.97	2,222.03	.51
920204	TRAINING	2,000.00	-100.00	.00	-100.00	2,100.00	.05
920205	TUITION REIMBURSEMENTS	.00	500.00	.00	500.00	-500.00	.00
920206	SEMINARS	1,500.00	.00	.00	.00	1,500.00	.00
920210	IN-SERVICE TRAINING	3,000.00	.00	.00	.00	3,000.00	.00
920220	MEMBERSHIP DUES	5,000.00	455.00	.00	584.00	4,416.00	.12
920225	LICENSING/TITLES	.00	.00	.00	.00	.00	.00
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	7,500.00	656.10	.00	1,312.20	6,187.80	.17
TOTAL	SUBSIDIES, REBATES, CONTRIB	7,500.00	656.10	.00	1,312.20	6,187.80	.17
920900	PROPERTY/LIAB CONTRIBUTIO	26,891.00	.00	.00	.00	26,891.00	.00
930010	R & M EQUIPMENT	60,000.00	6,201.52	.00	6,482.02	53,517.98	.11
930020	R & M BLDGS & STRUCTURES	35,000.00	4,415.65	.00	4,415.65	30,584.35	.13
930030	R & M VEHICLES	3,500.00	.00	.00	.00	3,500.00	.00
930195	BOOK BINDING & REPAIR	2,000.00	100.75	.00	100.75	1,899.25	.05

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CITY OF DES PLAINES

ACCOUNTING PERIOD: 2/04

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
930210	RENTAL OF EQUIPMENT	1,500.00	.00	.00	.00	1,500.00	.00
930320	CLEANING;CUSTODIAL SERV	50,000.00	4,250.00	.00	4,250.00	45,750.00	.09
960070	AUTO/TRAVEL EXPENSES	2,000.00	1,539.42	.00	1,868.02	131.98	.93
960210	SPECIAL EVENT PROGRAMMING	18,000.00	.795.57	.00	795.57	17,204.43	.04
960990	MISC CONTRACTUAL SVCS	80,000.00	9,596.27	.00	9,596.27	70,403.73	.12
TOTAL	CONTRACTUAL SERVICES	471,391.00	38,146.57	.00	41,041.77	430,349.23	.09
970100	SUPPLIES	70,000.00	4,311.33	.00	4,311.33	65,688.67	.06
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	.00	.00	.00	1,500.00	.00
970170	JANITORIAL	20,000.00	567.50	.00	567.50	19,432.50	.03
970200	COPYING/FAX SUPPLIES	7,500.00	.00	.00	.00	7,500.00	.00
970260	POSTAGE AND PARCEL	15,500.00	66.82	.00	66.82	15,433.18	.00
970270	PRINTING-REPROD-BINDING	8,000.00	.00	.00	2,623.00	5,377.00	.33
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	10,573.07	.00	18,607.47	476,392.53	.04
970610	AUDIO MATERIALS	70,000.00	1,166.88	.00	1,166.88	68,833.12	.02
970620	SUBSCRIPTIONS & BOOKS	70,000.00	64.98	.00	3,450.80	66,549.20	.05
970630	VISUAL MATERIALS	72,000.00	6,671.03	.00	6,671.03	65,328.97	.09
970640	AUTOMATED REFERENCE MAT'L	95,000.00	25,789.00	.00	25,789.00	69,211.00	.27
970810	NATURAL GAS	20,000.00	.00	.00	3,828.54	16,171.46	.19
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	2,000.00	.00	.00	.00	2,000.00	.00
970850	GASOLINE	1,000.00	.00	.00	.00	1,000.00	.00
970900	EQUIPMENT <\$5,000	21,400.00	.00	.00	.00	21,400.00	.00
TOTAL	COMMODITIES	969,400.00	57,210.61	.00	67,082.37	902,317.63	.07
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	13,000.00	.00	.00	.00	13,000.00	.00
980410	COMPUTER HARDWARE	50,000.00	.00	.00	.00	50,000.00	.00
980420	COMPUTER SOFTWARE	24,800.00	.00	.00	.00	24,800.00	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	.00	.00	.00	.00	.00	.00
TOTAL	CAPITAL EXPENDITURES	87,800.00	.00	.00	.00	87,800.00	.00
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	12,276.00	.00	.00	.00	12,276.00	.00
990935	TRANS TO D/S: 2002A BOND	.00	.00	.00	.00	.00	.00
TOTAL	DEBT SERVICE	12,276.00	.00	.00	.00	12,276.00	.00
990940	TRANS TO LIB CAP PROJ FND	150,000.00	.00	.00	.00	150,000.00	.00

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03/10/04

CITY OF DES PLAINES

ACCOUNTING PERIOD: 2/04

ORGANIZATION EXPENDITURE STATUS

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
TOTAL	TRANS TO LIB CAP PROJ FND	150,000.00	.00	.00	.00	150,000.00	.00
991000	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
TOTAL	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	5,437,964.00	357,639.88	.00	586,940.71	4,851,023.29	.11

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03/10/04

CITY OF DES PLAINES

ACCOUNTING PERIOD: 2/04

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

03/10/04

CITY OF DES PLAINES

ACCOUNTING PERIOD: 2/04

ORGANIZATION EXPENDITURE STATUS

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	.00	.00	.00	.00	.00	.00
920120	COMMUNICATION SERVICES	.00	.00	.00	.00	.00	.00
920140	DATA PROCESSING SERVICES	.00	.00	.00	.00	.00	.00
920202	CONFERENCES	5,000.00	336.42	.00	336.42	4,663.58	.07
920204	TRAINING	3,000.00	850.00	.00	850.00	2,150.00	.28
920206	SEMINARS	1,000.00	.00	.00	.00	1,000.00	.00
920210	IN-SERVICE TRAINING	.00	.00	.00	.00	.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
960070	AUTO/TRAVEL EXPENSES	2,000.00	63.40	.00	63.40	1,936.60	.03
960210	SPECIAL EVENT PROGRAMMING	3,000.00	.00	.00	.00	3,000.00	.00
960990	MISC CONTRACTUAL SVCS	43,000.00	1,550.00	.00	1,550.00	41,450.00	.04
TOTAL	CONTRACTUAL SERVICES	57,000.00	2,799.82	.00	2,799.82	54,200.18	.05
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
970260	POSTAGE AND PARCEL	.00	.00	.00	.00	.00	.00
970270	PRINTING-REPROD-BINDING	8,000.00	.00	.00	.00	8,000.00	.00
TOTAL	COMMODITIES	8,000.00	.00	.00	.00	8,000.00	.00
980000	EQUIPMENT	.00	.00	.00	.00	.00	.00
980410	COMPUTER HARDWARE	.00	.00	.00	.00	.00	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
TOTAL	CAPITAL EXPENDITURES	.00	.00	.00	.00	.00	.00
TOTAL	IL LIBRARY PER CAP GRANT	65,000.00	2,799.82	.00	2,799.82	62,200.18	.04
TOTAL	CIVIC & CULTURE	5,502,964.00	360,439.70	.00	589,740.53	4,913,223.47	.11
TOTAL	PUBLIC LIBRARY FUND	5,502,964.00	360,439.70	.00	589,740.53	4,913,223.47	.11

03/10/04
 ACCOUNTING PERIOD: 2/04

CITY OF DES PLAINES
 ORGANIZATION EXPENDITURE STATUS

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	50,000.00	.00	.00	.00	50,000.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
960990	MISC CONTRACTUAL SVCS	.00	.00	.00	.00	.00	.00
TOTAL	CONTRACTUAL SERVICES	50,000.00	.00	.00	.00	50,000.00	.00
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
TOTAL	COMMODITIES	.00	.00	.00	.00	.00	.00
980300	IMPROVEMENTS	50,000.00	.00	.00	.00	50,000.00	.00
980400	EQUIPMENT	15,000.00	.00	.00	.00	15,000.00	.00
980420	COMPUTER SOFTWARE	60,000.00	.00	.00	.00	60,000.00	.00
980600	FURNITURE & FIXTURES	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL	CAPITAL EXPENDITURES	135,000.00	.00	.00	.00	135,000.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	185,000.00	.00	.00	.00	185,000.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	185,000.00	.00	.00	.00	185,000.00	.00
TOTAL REPORT		5,687,964.00	360,439.70	.00	589,740.53	5,098,223.47	.10

03/02/04

CITY OF DES PLAINES

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ACCOUNTING PERIOD: 13/03

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 PAYABLE 1944119043		206.40
102008	CASH DEPOSIT 1944650243	5,969.33	
102012	CASH IL FUND 007139119668	474,015.13	
	TOTAL CASH	480,484.46	206.40
104033	INVESTMENTS-DOWNING	34,339.87	
	TOTAL INVESTMENTS	34,339.87	.00
115400	RECEIVABLE-ACCRUED INTRST	7.67	
	TOTAL ACCOUNTS RECEIVABLE	7.67	.00
119301	PREPAID EXPENSE	518.60	
	TOTAL PREPAID ITEMS	518.60	.00
	TOTAL ASSETS	515,350.60	206.40
401000	ACCOUNTS PAYABLE		196,446.83
401001	AUDIT ACCOUNTS PAYABLE		3,394.55
450040	ACCRUED PAYROLL		33,783.83
	TOTAL ACCRUED LIABILITIES	.00	33,783.83
	TOTAL CURRENT LIABILITIES	.00	233,625.21
	TOTAL LIABILITIES	.00	233,625.21
700110	EXPENDITURE CONTROL	4,778,480.37	
700120	REVENUE CONTROL		4,643,878.47
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	9,663,939.59	9,529,338.47
720010	FUND BAL-RESRV-GIFT TRUST		34,339.87
	TOTAL FUND BALANCE-RESERVED	.00	34,339.87
730000	FUND BALANCE-UNRESERVED		381,780.24
	TOTAL FUND EQUITY	.00	416,120.11
	TOTAL EQUITIES	9,663,939.59	9,945,458.58
	TOTAL PUBLIC LIBRARY FUND	10,179,290.19	10,179,290.19

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03/02/04
ACCOUNTING PERIOD: 13/03

CITY OF DES PLAINES
BALANCE SHEET

PAGE 2

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH DEPOSIT 1944650243	126,215.64	
102012	CASH IL FUND 007139119668	128,178.04	
	TOTAL CASH	254,393.68	.00
	TOTAL ASSETS	254,393.68	.00
401000	ACCOUNTS PAYABLE		968.14
	TOTAL CURRENT LIABILITIES	.00	968.14
	TOTAL LIABILITIES	.00	968.14
700110	EXPENDITURE CONTROL	3,300.32	
700120	REVENUE CONTROL		1,949.51
700150	EXP. BUDGET CONTROL		100,000.00
700160	REV. BUDGET CONTROL	1,000.00	
700170	BUDGET FUND BALANCE	98,999.85	
	TOTAL SYSTEM CONTROL	103,300.17	101,949.51
730000	FUND BALANCE-UNRESERVED		254,776.20
	TOTAL FUND EQUITY	.00	254,776.20
	TOTAL EQUITIES	103,300.17	356,725.71
	TOTAL LIBRARY CAPITAL PROJ FUND	357,693.85	357,693.85
	TOTAL REPORT	10,536,984.04	10,536,984.04

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03/10/04
 PRINTING PERIOD: 13/03

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	33,319.56	6,680.44	.83
810019	PROPERTY TAXES 2002	4,208,934.00	21,990.78	.00	4,202,433.25	6,500.75	1.00
TOTAL	LICENSES AND PERMITS	4,248,934.00	21,990.78	.00	4,235,752.81	13,181.19	1.00
8800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	4,341,922.00	21,990.78	.00	4,328,740.81	13,181.19	1.00
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	60,377.00	-34,577.00	2.34
TOTAL	STATE GRANTS	93,800.00	.00	.00	133,777.00	-39,977.00	1.43
TOTAL	INTERGOVERNMENTAL REVENUE	93,800.00	.00	.00	133,777.00	-39,977.00	1.43
850102	LIBRARY FINES	85,000.00	-21.60	.00	112,186.39	-27,186.39	1.32
TOTAL	FINES	85,000.00	-21.60	.00	112,186.39	-27,186.39	1.32
850201	COPYING FEE	13,000.00	.00	.00	28,147.12	-15,147.12	2.17
850215	SPECIAL PROGRAMS & EVENTS	2,500.00	.00	.00	3,765.25	-1,265.25	1.51
TOTAL	FEES AND SERVICES	15,500.00	.00	.00	31,912.37	-16,412.37	2.06
TOTAL	INVESTMENT INCOME	100,500.00	-21.60	.00	144,098.76	-43,598.76	1.43
890010	INTEREST INCOME	20,000.00	1,633.14	.00	9,661.77	10,338.23	.48
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	.00	.00	27,600.13	-13,600.13	1.97
TOTAL	OTHER REVENUE	34,000.00	1,633.14	.00	37,261.90	-3,261.90	1.10
TOTAL	PUBLIC LIBRARY FUND	4,570,222.00	23,602.32	.00	4,643,878.47	-73,656.47	1.02
TOTAL	PUBLIC LIBRARY FUND	4,570,222.00	23,602.32	.00	4,643,878.47	-73,656.47	1.02

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03/10/04

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

PAGE 2

ACCOUNTING PERIOD: 13/03

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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03/10/04

CITY OF DES PLAINES
 ORGANIZATION REVENUE STATUS

PAGE 1

ACCOUNTING PERIOD: 13/03

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
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	739.02	.00	1,949.51	-949.51	1.95
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	739.02	.00	1,949.51	-949.51	1.95
TOTAL	LIBRARY CAPITAL PROJ FUND	1,000.00	739.02	.00	1,949.51	-949.51	1.95
TOTAL	LIBRARY CAPITAL PROJ FUND	1,000.00	739.02	.00	1,949.51	-949.51	1.95
TOTAL REPORT		4,571,222.00	24,341.34	.00	4,645,827.98	-74,605.98	1.02

03/10/04

CITY OF DES PLAINES
 ORGANIZATION EXPENDITURE STATUS

ACCOUNTING PERIOD: 13/03

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	-148,534.31	.00	1,446,053.80	406,461.20	.78
910200	TEMPORARY WAGES	766,054.00	15,719.37	.00	725,836.24	40,217.76	.95
910300	SUPERVISORY OVERTIME	.00	.00	.00	.00	.00	.00
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	118.14	381.86	.24
910500	VACATION PAY	.00	7,937.77	.00	128,861.55	-128,861.55	.00
910600	SICK PAY	.00	1,332.32	.00	49,677.00	-49,677.00	.00
910700	HOLIDAY PAY	.00	22,393.54	.00	61,434.63	-61,434.63	.00
910900	ACT/OUT OF CLASS/PREMIUM	500.00	.00	.00	219.19	280.81	.44
910950	EXCESS SICK HRS PAY OUT	3,276.00	.00	.00	2,573.39	702.61	.79
910970	COMPENSATED ABSENCES	.00	155,541.24	.00	155,541.24	-155,541.24	.00
918010	UNEMPLOYMENT COMPENSATION	1,486.00	371.50	.00	1,486.00	.00	1.00
918020	EMPLOYER CONTR-F.I.C.A.	199,991.00	.00	.00	191,548.14	8,442.86	.96
918021	EMPLOYER CONTR-I.M.R.F.	110,331.00	.00	.00	107,311.57	3,019.43	.97
918040	LIFE INS PREMIUMS	8,296.00	.00	.00	8,104.80	191.20	.98
918050	MEDICAL INS PREMIUMS	225,624.00	.00	.00	186,414.80	39,209.20	.83
918055	DENTAL INSURANCE PREMIUMS	19,750.00	.00	.00	15,344.88	4,405.12	.78
918060	TUITION REIMBURSEMENTS	5,000.00	.00	.00	3,059.00	1,941.00	.61
918070	WORKERS COMPENSATION	4,424.00	.00	.00	6,604.89	-2,180.89	1.49
918085	RHS PLAN PAYOUT	1,230.00	.00	.00	1,229.58	.42	1.00
TOTAL	PERSONAL SERVICES	3,198,977.00	54,761.43	.00	3,091,418.84	107,558.16	.97
920100	LITIGATION & LEGAL FEES	1,500.00	.00	.00	939.43	560.57	.63
920105	COSTS OF LITIGATION	500.00	.00	.00	.00	500.00	.00
920110	PROFESSIONAL CONSULTING	20,000.00	3,250.00	.00	52,830.40	-32,830.40	2.64
920120	COMMUNICATION SERVICES	25,000.00	1,861.09	.00	20,089.18	4,910.82	.80
920140	DATA PROCESSING SERVICES	110,000.00	11,403.42	.00	81,920.89	28,079.11	.74
920202	CONFERENCES	2,500.00	120.00	.00	2,662.41	-162.41	1.06
920204	TRAINING	2,000.00	265.00	.00	3,412.50	-1,412.50	1.71
920205	TUITION REIMBURSEMENTS	.00	1,000.00	.00	1,000.00	-1,000.00	.00
920206	SEMINARS	2,000.00	.00	.00	70.00	1,930.00	.04
920210	IN-SERVICE TRAINING	2,000.00	83.55	.00	205.83	1,794.17	.10
920220	MEMBERSHIP DUES	5,000.00	50.00	.00	5,884.00	-884.00	1.18
920225	LICENSING/TITLES	.00	.00	.00	190.00	-190.00	.00
920230	PUBLICATION OF NOTICES	2,000.00	598.00	.00	1,872.25	127.75	.94
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	7,000.00	.00	.00	6,634.56	365.44	.95
TOTAL	SUBSIDIES, REBATES, CONTRIB	7,000.00	.00	.00	6,634.56	365.44	.95
920900	PROPERTY/LIAB CONTRIBUTIO	22,052.00	5,513.00	.00	22,052.00	.00	1.00
930010	R & M EQUIPMENT	60,500.00	2,537.18	.00	72,489.87	-11,989.87	1.20
930020	R & M BLDGS & STRUCTURES	35,000.00	827.04	.00	55,144.22	-20,144.22	1.58
930030	R & M VEHICLES	3,500.00	.00	.00	472.75	3,027.25	.14

03/10/04

CITY OF DES PLAINES

ACCOUNTING PERIOD: 13/03

ORGANIZATION EXPENDITURE STATUS

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
930195	BOOK BINDING & REPAIR	2,500.00	.00	.00	2,567.50	-87.50	1.04
930210	RENTAL OF EQUIPMENT	1,500.00	.00	.00	651.00	849.00	.43
930320	CLEANING:CUSTODIAL SERV	50,000.00	161.00	.00	49,084.45	915.55	.98
960070	AUTO/TRAVEL EXPENSES	2,000.00	9.60	.00	1,701.50	298.50	.85
960210	SPECIAL EVENT PROGRAMMING	17,000.00	569.78	.00	21,558.89	-4,558.89	1.27
960990	MISC CONTRACTUAL SVCS	87,000.00	4,155.21	.00	70,420.75	16,579.25	.81
TOTAL	CONTRACTUAL SERVICES	460,552.00	32,403.87	.00	473,874.38	-13,322.38	1.03
970100	SUPPLIES	70,000.00	4,513.21	.00	63,553.77	6,446.23	.91
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	.00	.00	212.66	1,287.34	.14
970170	JANITORIAL	18,000.00	2,006.58	.00	16,695.13	1,304.87	.93
970200	COPYING/FAX SUPPLIES	6,000.00	.00	.00	4,253.60	1,746.40	.71
970260	POSTAGE AND PARCEL	15,500.00	18.21	.00	13,766.73	1,733.27	.89
970270	PRINTING-REPROD-BINDING	4,500.00	.00	.00	1,136.76	3,363.24	.25
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	42,355.86	.00	482,734.23	12,265.77	.98
970610	AUDIO MATERIALS	64,000.00	3,081.57	.00	61,256.98	2,743.02	.96
970620	SUBSCRIPTIONS & BOOKS	76,000.00	2,362.72	.00	78,323.26	-2,323.26	1.03
970630	VISUAL MATERIALS	66,000.00	1,288.95	.00	71,568.47	-5,568.47	1.08
970640	AUTOMATED REFERENCE MAT'L	95,000.00	.00	.00	94,015.77	984.23	.99
970810	NATURAL GAS	20,000.00	4,124.88	.00	18,638.74	1,361.26	.93
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	17,458.03	-2,458.03	1.16
TOTAL	COMMODITIES	952,000.00	59,751.98	.00	923,614.13	28,385.87	.97
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	10,000.00	.00	.00	54,107.47	-44,107.47	5.41
980410	COMPUTER HARDWARE	122,600.00	15,344.00	.00	119,851.95	2,748.05	.98
980420	COMPUTER SOFTWARE	5,000.00	.00	.00	20,682.99	-15,682.99	4.14
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	5,000.00	.00	.00	8,843.70	-3,843.70	1.77
TOTAL	CAPITAL EXPENDITURES	142,600.00	15,344.00	.00	203,486.11	-60,886.11	1.43
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	8,063.00	4,468.00	.64
990935	TRANS TO D/S: 2002A BOND	.00	.00	.00	4,468.00	-4,468.00	.00
TOTAL	DEBT SERVICE	12,531.00	.00	.00	12,531.00	.00	1.00
990940	TRANS TO LIB CAP PROJ FND	.00	.00	.00	.00	.00	.00

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03/10/04

CITY OF DES PLAINES

ACCOUNTING PERIOD: 13/03

ORGANIZATION EXPENDITURE STATUS

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
TOTAL	TRANS TO LIB CAP PROJ FND	.00	.00	.00	.00	.00	.00
991000	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
TOTAL	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	4,816,660.00	162,261.28	.00	4,704,924.46	111,735.54	.98

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CITY OF DES PLAINES

ACCOUNTING PERIOD: 13/03

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

03/10/04

CITY OF DES PLAINES

ACCOUNTING PERIOD: 13/03

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	1,557.69	-57.69	1.04
920204	TRAINING	1,000.00	150.00	.00	3,399.94	-2,399.94	3.40
920206	SEMINARS	.00	.00	.00	1,667.00	-1,667.00	.00
920210	IN-SERVICE TRAINING	.00	.00	.00	2,956.91	-2,956.91	.00
930010	R & M EQUIPMENT	.00	.00	.00	11,374.44	-11,374.44	.00
960070	AUTO/TRAVEL EXPENSES	1,000.00	.00	.00	1,601.24	-601.24	1.60
960210	SPECIAL EVENT PROGRAMMING	2,300.00	.00	.00	6,204.77	-3,904.77	2.70
960990	MISC CONTRACTUAL SVCS	63,000.00	.00	.00	38,308.92	24,691.08	.61
TOTAL	CONTRACTUAL SERVICES	68,800.00	150.00	.00	67,070.91	1,729.09	.97
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
970260	POSTAGE AND PARCEL	.00	.00	.00	3,290.00	-3,290.00	.00
970270	PRINTING-REPROD-BINDING	.00	.00	.00	3,195.00	-3,195.00	.00
TOTAL	COMMODITIES	.00	.00	.00	6,485.00	-6,485.00	.00
400	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	150.00	.00	73,555.91	-4,755.91	1.07
TOTAL	CIVIC & CULTURE	4,885,460.00	162,411.28	.00	4,778,480.37	106,979.63	.98
TOTAL	PUBLIC LIBRARY FUND	4,885,460.00	162,411.28	.00	4,778,480.37	106,979.63	.98

03/10/04

CITY OF DES PLAINES
 ORGANIZATION EXPENDITURE STATUS

ACCOUNTING PERIOD: 13/03

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	968.14	.00	3,300.32	6,699.68	.33
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	968.14	.00	3,300.32	6,699.68	.33
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	968.14	.00	3,300.32	96,699.68	.03
TOTAL	LIBRARY CAPITAL PROJ FUND	100,000.00	968.14	.00	3,300.32	96,699.68	.03
TOTAL REPORT		4,985,460.00	163,379.42	.00	4,781,780.69	203,679.31	.96

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CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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ACCOUNTING PERIOD: 1/04

SELECTION CRITERIA: payable.due_date='02/02/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	918085	RHS PLAN PAYOUT	100980	VANTAGEPOINT TRANSFER AGE	800126	1,058.07
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	JED	1,407.67
2110	920205	TUITION REIMBURSEMENTS	102710	FRANCINE GRALAK	REIMB	250.00
2110	920205	TUITION REIMBURSEMENTS	22450	DOROTHEA M. FRISBIE	TUITION REIM	500.00
2110	920220	MEMBERSHIP DUES	102534	ILLINOIS LIBRARY ASSOCIAT	101428	115.00
2110	920220	MEMBERSHIP DUES	102534	ILLINOIS LIBRARY ASSOCIAT	101492	100.00
2110	920220	MEMBERSHIP DUES	102534	ILLINOIS LIBRARY ASSOCIAT	115442	100.00
2110	920220	MEMBERSHIP DUES	102534	ILLINOIS LIBRARY ASSOCIAT	107461	75.00
2110	920220	MEMBERSHIP DUES	102534	ILLINOIS LIBRARY ASSOCIAT	115441	115.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	FEB 2004	261.45
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	FEB 2004	348.29
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	FEB 2004	19.80
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	FEB 2004	26.56
2110	930010	R & M EQUIPMENT	101889	MCQUAY SERVICE	2180267	574.00
2110	930010	R & M EQUIPMENT	102462	STANDARD MANIFOLD CO	398404-0	89.00
2110	930020	R & M BLDGS & STRUCTURES	00189	ANDERSON LOCK CO LTD	361927	137.91
2110	930320	CLEANING:CUSTODIAL SERV	200147	MAJESTY MAINTENANCE INC	35045-IN	161.00
2110	930320	CLEANING:CUSTODIAL SERV	200147	MAJESTY MAINTENANCE INC	35034IN	3,385.00
2110	960210	SPECIAL EVENT PROGRAMMING	103007	ILLINOIS HUMANITIES COUNC	03-22-04	50.00
2110	960210	SPECIAL EVENT PROGRAMMING	103008	MICHAEL KREBS	20040208	450.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1664304	5.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1675519	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1664302	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1672638	5.90
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1669596	4.05
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1680359	5.65
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1669595	16.45
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1673713	14.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1669598	4.85
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1673334	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1673333	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1663140	8.10
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1663139	4.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1669597	10.23
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1663143	83.05
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1655811	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1666603	10.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1680360	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1665802	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1672636	4.05
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1672635	6.75
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1666602	2.15
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1663146	15.10
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1665806	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1665808	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1672637	4.30
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1665807	4.05
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1680358	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1664306	8.10
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1664303	6.75
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1665809	1.60

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PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

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CITY OF DES PLAINES

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ACCOUNTING PERIOD: 1/04

CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='02/02/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1665803	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1664305	5.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1670617	27.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1665805	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1665804	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1672634	4.05
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1680361	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1675518	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1675515	9.15
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1675520	77.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1670618	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1675512	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1675513	6.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1675517	9.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1675516	2.15
2110	960990	MISC CONTRACTUAL SVCS	07090	ACCOUNTOR SYSTEMS	21039	357.85
2110	960990	MISC CONTRACTUAL SVCS	07606	NIGHT OWL REFERENCE SERVI	12-23-03	500.00
2110	960990	MISC CONTRACTUAL SVCS	09535	EXPRESS PERSONNEL SERVICE	92341711-7	203.00
2110	960990	MISC CONTRACTUAL SVCS	09535	EXPRESS PERSONNEL SERVICE	92365278-8	116.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011964976	6.30
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011953344	1.35
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011932719	85.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011923999	36.70
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011958086	41.35
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011964621	5.40
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011924171	38.75
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011964987	1.35
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011781665	13.65
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011808428	5.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012000862	1.90
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011989670	12.50
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011966255	34.75
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011989671	21.15
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011966319	19.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012006725	44.70
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011991607	6.65
2110	960990	MISC CONTRACTUAL SVCS	102808	ADVANCED AQUATICS	15405	391.64
2110	960990	MISC CONTRACTUAL SVCS	103009	LIBRARY COMMUNITY FOUNDAT	2004	300.00
2110	960990	MISC CONTRACTUAL SVCS	15976	GRAPHIC SOLUTIONS	6800	990.00
2110	960990	MISC CONTRACTUAL SVCS	17560	PANASONIC DIGITAL DOCUMEN	7653334-24	1,624.92
2110	960990	MISC CONTRACTUAL SVCS	27034	AMERICAN SOCIETY OF COMPO	19147069827	199.00
2110	970100	SUPPLIES	05124	C D W GOVERNMENT INCORPOR	K235627	66.24
2110	970100	SUPPLIES	05124	C D W GOVERNMENT INCORPOR	KY82011	144.26
2110	970100	SUPPLIES	05124	C D W GOVERNMENT INCORPOR	LC53976	41.78
2110	970100	SUPPLIES	09638	OFFICE DEPOT	228861197001	54.02
2110	970100	SUPPLIES	09638	OFFICE DEPOT	228544510001	15.60
2110	970100	SUPPLIES	09638	OFFICE DEPOT	227801006001	203.27
2110	970100	SUPPLIES	09638	OFFICE DEPOT	227649498001	4.18
2110	970100	SUPPLIES	102047	WAGNER OFFICE SOLUTIONS I	38364	14.50
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	1489608	41.16
2110	970100	SUPPLIES	33760	SCHOOL HEALTH CORPORATION	797133	380.42

RUN DATE 01/27/04 TIME 13:38:24

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

01/27/04

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 1/04

SELECTION CRITERIA: payable.due_date='02/02/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970170	JANITORIAL	06037	H-O-H CHEMICALS, INC.	218776	487.62
2110	970170	JANITORIAL	09914	AIR FILTER SUPPLY, INC.	69134	365.20
2110	970170	JANITORIAL	17132	MENARDS	76164	53.18
2110	970600	BOOKS	00292	APPLE BOOKS	69618	68.88
2110	970600	BOOKS	02088	CHELSEA HOUSE PUBLISHERS	IV741203	71.28
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1665808	19.17
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1655811	11.91
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1670617	164.40
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1665806	19.20
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1672634	23.31
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1673713	63.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1665807	27.60
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1663143	748.50
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1666603	98.66
2110	970600	BOOKS	02192	BOOK WHOLESALERS INC	1666602	14.94
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1673334	13.51
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1680359	46.75
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1672635	57.82
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1663139	86.35
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1669598	44.18
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1680360	14.41
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1663146	139.22
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1669597	88.27
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1663140	65.84
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1665809	17.94
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1672636	28.30
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1672638	63.38
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1672637	27.52
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1664306	56.91
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1664304	47.86
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1665802	11.04
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1664305	57.44
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1680361	24.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1680358	12.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1665805	10.19
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1665804	37.96
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1665803	16.55
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1675512	17.92
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1675519	48.45
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1675515	120.65
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1673333	14.21
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1675518	19.18
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1675513	69.85
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1675516	29.67
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1670618	9.56
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1675520	323.32
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1669596	43.23
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1675517	141.88
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1664302	25.16
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1669595	153.20
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1664303	52.04

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CITY OF DES PLAINES

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ACCOUNTING PERIOD: 1/04

CASH REQUIREMENTS BILL LIST

COLLECTION CRITERIA: payable.due_date='02/02/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	02806	WORLD BOOK SCHOOL AND LIB	1221159	3,196.00
2110	970600	BOOKS	02958	MARQUIS WHO'S WHO	643726	554.45
2110	970600	BOOKS	03804	S R D S INCORPORATED	3409237	3,937.00
2110	970600	BOOKS	07439	THE GALE GROUP	13030852	82.00
2110	970600	BOOKS	07439	THE GALE GROUP	13033794	140.01
2110	970600	BOOKS	07439	THE GALE GROUP	13031524	28.68
2110	970600	BOOKS	07439	THE GALE GROUP	13035825	40.42
2110	970600	BOOKS	07439	THE GALE GROUP	13031444	152.61
2110	970600	BOOKS	07439	THE GALE GROUP	13045047	46.05
2110	970600	BOOKS	07439	THE GALE GROUP	13030656	70.42
2110	970600	BOOKS	07439	THE GALE GROUP	13034867	64.38
2110	970600	BOOKS	07439	THE GALE GROUP	13046775	52.38
2110	970600	BOOKS	07439	THE GALE GROUP	13036872	133.26
2110	970600	BOOKS	07439	THE GALE GROUP	13030965	394.96
2110	970600	BOOKS	07439	THE GALE GROUP	13037554	71.08
2110	970600	BOOKS	07439	THE GALE GROUP	13034395	56.88
2110	970600	BOOKS	09431	LEXIS BUSINESS & ACADEMIC	375744	846.62
2110	970600	BOOKS	09431	LEXIS BUSINESS & ACADEMIC	375645	1,050.87
2110	970600	BOOKS	101798	SCHOLASTIC LIBRARY PUBLIS	10856216	349.00
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011924170	584.61
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011953344	15.88
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011923998	1,085.56
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012002530	29.74
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011966254	501.24
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011969874	10.09
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011958085	822.26
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011964976	61.18
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011964987	14.20
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011932718	1,760.59
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011966318	357.90
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011964621	80.30
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012006725	527.03
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011989671	29.70
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012008401	288.40
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011991607	81.55
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	5004788145	1,021.11
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011989670	125.09
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011781665	24.01
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012000862	32.61
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011808428	18.42
2110	970600	BOOKS	103005	MCGRAW HILL CONSTRUCTION	3692552	199.00
2110	970600	BOOKS	103006	LEXIS NEXIS MARTINDALE HU	61905	870.00
2110	970600	BOOKS	19934	MANUFACTURERS' NEWS, INC.	851737-00	190.95
2110	970600	BOOKS	20270	NATIONAL REGISTER PUBLISH	368020	311.70
2110	970600	BOOKS	20361	BERNAN ASSOCIATES	10226861	96.00
2110	970600	BOOKS	35225	MATTHEW BENDER & COMPANY	77320425	95.00
2110	970610	AUDIO MATERIALS	02482	B B C AUDIOBOOKS	138463	104.92
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IN0223281	53.49
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5574861P	165.60
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5538755P	428.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1904153	72.00

RUN DATE 01/27/04 TIME 13:38:24

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

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CITY OF DES PLAINES
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ACCOUNTING PERIOD: 1/04

SELECTION CRITERIA: payable.due_date='02/02/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCTUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1899763 168.60
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	5-58288 5.72
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	19810C 46.15
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	20675A 40.15
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	19809B 18.20
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	19810B 73.84
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	20679A 69.85
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	18856E 62.70
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	16586H 41.97
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	729423 59.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	731869 16.99
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R56592420 9.94
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B32697100 54.95
2110	970640	AUTOMATED REFERENCE MAT'L	05702	NEWSBANK	RT391454 8,044.00
2110	970640	AUTOMATED REFERENCE MAT'L	07439	THE GALE GROUP	90653 9,500.00
2110	970640	AUTOMATED REFERENCE MAT'L	100602	PROQUEST	90853558 4,245.00
2110	970640	AUTOMATED REFERENCE MAT'L	100602	PROQUEST	90853559 4,000.00
TOTAL LIBRARY SERVICES					67,700.26
TOTAL FUND					67,700.26

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CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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ACCOUNTING PERIOD: 2/04

SELECTION CRITERIA: payable.due_date='02/17/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE		VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920110	PROFESSIONAL CONSULTING	102672	LOHAN CAPRILE GOETTSCH	4012	3,250.00
2110	920110	PROFESSIONAL CONSULTING	103029	YOUNG CHICAGO AUTHORS	DPPL-01	5,850.00
2110	920120	COMMUNICATION SERVICES	101343	CALL'ONE	101041830000	235.44
2110	920140	DATA PROCESSING SERVICES	05537	ILLINOIS STATE LIBRARY	25829	299.61
2110	920140	DATA PROCESSING SERVICES	102744	BAKER & TAYLOR BOOKS	N09NS2830M	569.58
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	DPK1203	3,789.91
2110	920202	CONFERENCES	09656	HOLLY RICHARDS SORENSEN	REIMB	81.35
2110	920202	CONFERENCES	16164	HECTOR MARINO	REIMB	493.00
2110	920205	TUITION REIMBURSEMENTS	200104	MEI-NA CHEN	REIMB	500.00
2110	930010	R & M EQUIPMENT	04856	R & J UPHOLSTERY	10169	1,300.00
2110	930010	R & M EQUIPMENT	101889	MCQUAY SERVICE	2181249	4,901.52
2110	930010	R & M EQUIPMENT	102047	WAGNER OFFICE SOLUTIONS I	38776	360.00
2110	930010	R & M EQUIPMENT	102047	WAGNER OFFICE SOLUTIONS I	38777	1,377.83
2110	930010	R & M EQUIPMENT	72106	COOPERATIVE COMPUTER SERV	DPK1203	23.85
2110	930020	R & M BLDGS & STRUCTURES	00189	ANDERSON LOCK CO LTD	363159	383.15
2110	930020	R & M BLDGS & STRUCTURES	04453	COMMERCIAL CARPET CLEANER	30439	890.00
2110	930020	R & M BLDGS & STRUCTURES	100604	MK PAINTING & DECORATING	1	1,950.00
2110	930020	R & M BLDGS & STRUCTURES	101362	STANLEY ACCESS TECH	95796633	444.13
2110	930020	R & M BLDGS & STRUCTURES	102711	SPEED-E-KLEEN	2366	145.00
2110	930020	R & M BLDGS & STRUCTURES	103034	FRESCO PLASTER FINISHES I	F1724	1,192.50
2110	930195	BOOK BINDING & REPAIR	05479	HOUCHEM BINDERY LTD	119585	100.75
2110	930320	CLEANING:CUSTODIAL SERV	200147	MAJESTY MAINTENANCE INC	351751N	250.00
2110	930320	CLEANING:CUSTODIAL SERV	200147	MAJESTY MAINTENANCE INC	351741N	15.00
2110	930320	CLEANING:CUSTODIAL SERV	200147	MAJESTY MAINTENANCE INC	350511N	600.00
2110	960070	AUTO/TRAVEL EXPENSES	16164	HECTOR MARINO	REIMB	87.00
2110	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	1-08-04	6.50
2110	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	1-08-04	4.32
2110	960210	SPECIAL EVENT PROGRAMMING	101296	SARA MCLAUGHLIN	REIMB	15.98
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	1-16-04	38.71
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	1-14-04	19.88
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	1-12-04	13.42
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	1-12-04	23.99
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	1-13-04	79.49
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1684383	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1684384	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1678014	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1684382	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1667616	6.75
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1667617	13.50
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1667618	7.25
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1686422	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1675514	36.45
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1686423	7.55
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1667615	7.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1684381	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1667614	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1685304	6.45
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1664307	8.80
2110	960990	MISC CONTRACTUAL SVCS	07090	ACCOUNTOR SYSTEMS	21064	357.85
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012038438	14.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012041288	4.05

RUN DATE 02/09/04 TIME 14:26:59

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

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CITY OF DES PLAINES
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COUNTING PERIOD: 2/04

SELECTION CRITERIA: payable.due_date='02/17/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012006579	10.65
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012113742	10.40
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012050409	40.65
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012041356	4.80
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012099200	6.90
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012067324	1.35
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012017790	2.00
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012002533	17.15
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012024740	48.25
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012002877	49.10
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012006599	45.45
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012038418	20.30
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2011998869	77.80
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012086636	4.80
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012113039	62.80
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012067328	14.30
2110	960990	MISC CONTRACTUAL SVCS	102808 ADVANCED AQUATICS	15782	235.98
2110	960990	MISC CONTRACTUAL SVCS	102900 INITIAL TROPICAL PLANTS	CH559310	93.56
2110	960990	MISC CONTRACTUAL SVCS	102900 INITIAL TROPICAL PLANTS	CH559311	63.80
2110	960990	MISC CONTRACTUAL SVCS	103030 THREE M LIBRARY SYSTEMS	3-3186	3,400.00
2110	960990	MISC CONTRACTUAL SVCS	103036 JAN MAY	REIMB	14.00
2110	960990	MISC CONTRACTUAL SVCS	103037 HEATHER JORDAN	REIMB	14.00
2110	960990	MISC CONTRACTUAL SVCS	103038 GLORIA KOZAK	REIMB	14.00
2110	960990	MISC CONTRACTUAL SVCS	103039 KELLIE GREEN	REIMB	14.00
2110	960990	MISC CONTRACTUAL SVCS	103040 KELLY EVERSMAN	REIMB	14.00
2110	960990	MISC CONTRACTUAL SVCS	25775 CRIMSON MULTIMEDIA DIST.,	3441A	34.82
2110	960990	MISC CONTRACTUAL SVCS	43806 NORTH SUBURBAN LIBRARY SY	1-23-04	1,423.00
2110	970100	SUPPLIES	05124 C D W GOVERNMENT INCORPOR	LD16067	41.27
2110	970100	SUPPLIES	05124 C D W GOVERNMENT INCORPOR	LC87221	41.78
2110	970100	SUPPLIES	05124 C D W GOVERNMENT INCORPOR	LD14950	778.97
2110	970100	SUPPLIES	09638 OFFICE DEPOT	230955324001	41.02
2110	970100	SUPPLIES	09638 OFFICE DEPOT	231369342001	26.20
2110	970100	SUPPLIES	09638 OFFICE DEPOT	229896499001	29.41
2110	970100	SUPPLIES	101664 PS PROFESSIONAL STORE INC	04-103	142.00
2110	970100	SUPPLIES	102047 WAGNER OFFICE SOLUTIONS I	38874	9.50
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	1500079	3,913.70
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	1495331	28.50
2110	970100	SUPPLIES	21092 PETTY CASH	1-08-04	17.00
2110	970100	SUPPLIES	71891 RUNCO OFFICE SUPPLY	324296-0	104.00
2110	970170	JANITORIAL	00282 BADE PAPER PRODUCTS	119986-00	567.50
2110	970260	POSTAGE AND PARCEL	103035 FEDERAL EXPRESS	1-554-26072	12.67
2110	970260	POSTAGE AND PARCEL	21092 PETTY CASH	1-08-04	1.40
2110	970260	POSTAGE AND PARCEL	21092 PETTY CASH	1-08-04	4.20
2110	970260	POSTAGE AND PARCEL	21092 PETTY CASH	1-08-04	10.52
2110	970260	POSTAGE AND PARCEL	21092 PETTY CASH	1-08-04	3.50
2110	970260	POSTAGE AND PARCEL	21092 PETTY CASH	1-08-04	4.90
2110	970260	POSTAGE AND PARCEL	21092 PETTY CASH	1-08-04	2.80
2110	970260	POSTAGE AND PARCEL	21092 PETTY CASH	1-08-04	4.90
2110	970260	POSTAGE AND PARCEL	21092 PETTY CASH	1-08-04	5.13
2110	970260	POSTAGE AND PARCEL	21092 PETTY CASH	1-08-04	3.50
2110	970260	POSTAGE AND PARCEL	21092 PETTY CASH	1-08-04	2.80

RUN DATE 02/09/04 TIME 14:26:59

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

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CITY OF DES PLAINES

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ACCOUNTING PERIOD: 2/04

CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='02/17/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	1-08-04	10.50
2110	970600	BOOKS	02088	CHELSEA HOUSE PUBLISHERS	IV741934	19.51
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1667616	58.09
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1667614	39.62
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1686423	10.78
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1686422	14.36
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1667615	64.64
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1675514	369.52
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1684381	25.42
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1684384	71.84
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1667617	71.82
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1686529	148.39
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1684382	35.84
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1667618	74.41
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1685304	53.85
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1664307	153.74
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1678014	17.94
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1684383	15.58
2110	970600	BOOKS	02345	OMNIGRAPHICS, INC.	104065-3512	255.19
2110	970600	BOOKS	02737	MUSIC OCLC USERS GROUP	SEE ATTACHED	20.00
2110	970600	BOOKS	03363	WEST GROUP	805756185	1,070.00
2110	970600	BOOKS	03924	ASPEN PUBLISHERS, INC.	97524123	96.78
2110	970600	BOOKS	04625	CCH, INCORPORATED	7389443	63.00
2110	970600	BOOKS	07439	THE GALE GROUP	13066889	162.47
2110	970600	BOOKS	07439	THE GALE GROUP	13069024	162.47
2110	970600	BOOKS	07439	THE GALE GROUP	13069497	140.01
2110	970600	BOOKS	07439	THE GALE GROUP	13077288	95.44
2110	970600	BOOKS	07439	THE GALE GROUP	13059616	134.15
2110	970600	BOOKS	07977	MITCHELL 1	B0352981	73.00
2110	970600	BOOKS	08279	FOREIGN POLICY ASSOCIATIO	028511	259.88
2110	970600	BOOKS	08285	R R BOWKER LLC	600545500	230.85
2110	970600	BOOKS	09308	M E SHARPE INCORPORATED	126253-1	212.93
2110	970600	BOOKS	09647	INFO USA MARKETING, INC.	4-24-006224	730.00
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012002876	803.33
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012024739	1,405.08
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012002532	269.31
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012038438	35.01
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012006579	127.25
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012041288	40.26
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012102547	50.28
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012050408	792.42
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012006599	95.05
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011998868	1,406.77
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012017790	17.76
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012041356	56.68
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012038418	245.17
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012067328	146.77
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012067324	15.31
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012113742	108.80
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	5004815644	193.79
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012099200	109.30

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CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 2/04

SELECTION CRITERIA: payable.due_date='02/17/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012113039	717.53
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012086636	14.82
2110	970600	BOOKS	102747	ALIBRIS	5072096	31.15
2110	970600	BOOKS	102747	ALIBRIS	4958095	12.90
2110	970600	BOOKS	103031	POLISH BOOKSTORE & PUBLIS	13919	56.60
2110	970600	BOOKS	103032	VIDEO SCHOOLHOUSE	1150	109.94
2110	970600	BOOKS	10512	MERGENT INCORPORATED	P0404 125342	2,020.00
2110	970600	BOOKS	16164	HECTOR MARINO	REIMB	54.55
2110	970600	BOOKS	16774	MISTER ANDERSON'S COMPANY	16165	27.65
2110	970600	BOOKS	19934	MANUFACTURERS' NEWS, INC.	527552-00	185.95
2110	970600	BOOKS	200118	DAVIDSON TITLES INC	71893	802.50
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	87187088	53.10
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	87261063	31.92
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	87163248	290.56
2110	970600	BOOKS	80139	RECORDED BOOKS, LLC	1908896	162.92
2110	970600	BOOKS	82668	POLONIA BOOK STORES	22728	302.47
2110	970610	AUDIO MATERIALS	02482	B B C AUDIOBOOKS	139971	13.00
2110	970610	AUDIO MATERIALS	02482	B B C AUDIOBOOKS	140070	8.00
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	1-14-04-2	118.95
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	1-14-04-3	118.90
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	1-14-04-1	62.25
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	1-20-04-3	55.25
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	1-20-04-1	165.08
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	1-20-04-2	153.86
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	0224501	211.21
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	225694	56.24
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	226025	61.74
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1923444	40.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1924122	102.40
2110	970620	SUBSCRIPTIONS & BOOKS	05477	INFORMATION TODAY, INC.	1780461-R2	30.00
2110	970620	SUBSCRIPTIONS & BOOKS	21092	PETTY CASH	1-08-04	2.25
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	1109994	32.73
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	20675C	21.89
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	19810E	22.66
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	19809C	53.78
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	20675B	7.29
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	18854E	133.35
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	20679D	47.82
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	19810F	22.66
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	20679C	41.10
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	20679B	28.54
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	19810D	23.50
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	20679E	24.32
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	20675E	7.29
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	19809D	14.59
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	19810G	47.86
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	734250	41.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	734250	-24.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	737328	99.96
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	741010	60.97
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B36072540	393.53

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	B35485090	147.64
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	B35286990	20.25
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	B35485110	498.44
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	B35286290	65.96
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	R62061400	24.14
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	B35485100	56.18
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	B35465780	2,431.95
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	B36130000	936.97
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	R65482650	53.90
2110	970630	VISUAL MATERIALS	103033 FILM IDEAS INCORPORATED	80435	1,198.50
2110	970630	VISUAL MATERIALS	25775 CRIMSON MULTIMEDIA DIST..	3425A	169.00
TOTAL LIBRARY SERVICES					64,967.75
2130	920204	TRAINING	43806 NORTH SUBURBAN LIBRARY SY	TUITION	1,000.00
2130	960990	MISC CONTRACTUAL SVCS	00933 POSTMASTER	1-15-04	1,550.00
TOTAL IL LIBRARY PER CAP GRANT					2,550.00
TOTAL FUND					67,517.75

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CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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ACCOUNTING PERIOD: 2/04

SELECTION CRITERIA: payable.due_date='02/17/2004'

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
202	920110	PROFESSIONAL CONSULTING	102672 LOHAN CAPRILE GOETTSCH	4010	890.00
202	920110	PROFESSIONAL CONSULTING	102672 LOHAN CAPRILE GOETTSCH	4011	78.14
TOTAL LIBRARY CAPITAL PROJ FUND					968.14
TOTAL FUND					968.14

VIII.E.1.

DES PLAINES PUBLIC LIBRARY
DIRECTOR'S REPORT
MARCH 16, 2004

No official inquiries or requests for confidential information have been received since the last report.

I. PERSONNEL

New personnel: Monica Sarno and David Pollak, both Circulation Services Clerks, Part-time and Monica Szeliga and Munmun Das Gupta, both Pages, Part-time, in Circulation Services.

Separation: Caitlin Barber, Assistant Clerk, Part-time, and Soma Dey, Page, Part-time, in Circulation Services.

II. STAFF DEVELOPMENT

We held our quarterly All-Staff meeting on March 9 during which Consultant Mary Jane Kepner led the staff in the SWOT analysis to prepare for the strategic planning activities for the Board of Trustees.

We have completed our first full schedule of Staff Technology Development classes. The classes are open to all staff and are taught by staff who are proficient in use of technology resources in use at the library. Classes in telephone use, searching the online catalog, internet, and outlook were offered.

We have the opportunity to send up to ten staff members to a six-session class of Command Spanish for Library Staff at NSLS. Thus far, four staff have registered.

III. PATRON SERVICES

You will notice that some areas of service have decreased over the same period last year. One area of interest is the decrease of 162% in staff-assisted interlibrary loan requests. This is a welcome decrease, especially compared with the increase of 27% in interlibrary loan transactions that we handled in February. Our circulation increase of 2% is modest compared to the increases experienced over the last three years. We are paying attention to the relatively low percent (61%) of library cardholders and are planning incentive activities to coincide with

national library card sign up campaigns in September. Please note that our meeting rooms were used 177 times in February.

Circulation of audiovisual items was 44% of the total circulation for the month.

We are launching our new readers' service, which we call Quick Picks. Multiple copies of best sellers are available for a non-renewable short-term loan for patrons who do not use the hold system. The collection is available on the third floor in the area behind the elevators.

IV. PROFESSIONAL ACTIVITIES

I attended the bi-annual Public Library Association Conference in Seattle February 25 through 28. I presented a program with Anne Johnson of the Library Community Foundation on fundraising, "Not Just for the Big Guys" to an audience of 400. I also attended programs on board self-evaluation, working with elected officials, decision-making in changing environments, designing spaces for teen patrons, and compensation trends in libraries.

Before PLA, I attended an excellent program at NSLS: "Designing Work Environments of Tomorrow." The presenter advocated and demonstrated how to use teams effectively to manage complex processes and issues.

In addition to these activities I have chaired a meeting of Library Cable Network (2/19) and a meeting on the new Illinois OCLC pricing structure and the retirement tea for Kathleen Balcolm, director of the Arlington Heights Memorial Library.

V. PROGRESS REPORTS

Work has begun on the Heritage Reading Room and should be completed by April 1. The new digital security camera system was installed on March 8. We now have camera surveillance in both public elevators. Frank Mraz of Lohan Caprille Goetsch has submitted drawings and specifications for workroom modification on the 1st and 3rd floors.

VIII.E.1.

DES PLAINES PUBLIC LIBRARY
HOLDINGS
MARCH 2004

	<u>Feb 2004</u>	<u>Mar 2004</u>	<u>Change</u>	<u>% Change</u>
Books	250,525	250,118	-407	-0.16%
Audio	20,974	20,851	-123	-0.59%
Video	20,347	20,437	90	0.44%
Puzzles & Games	743	743	0	0.00%
Realia	237	237	0	.0.00%
Pamphlets	326	326	0	0.00%
Total	293,152	292,712	-440	-0.15%

VIII.E.1.

**DES PLAINES PUBLIC LIBRARY
REGISTRATION SERVICES REPORT FOR FEBRUARY 2004**

I. Library Card Registration Services

<u>Feb 2003</u>	<u>Jan 2003</u>	<u>Feb 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
857	1,051	1,000	1,745	2,051	17.5%

A.	New Library Card Registrations	465
B.	Updated Library Card	380
C.	Other Libraries	150
D.	Non Resident Fee Paid Cards	5

Total	1,000
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II. Other Registration Services

1.	Patrons Registering for Programs	205
2.	Number of Meeting Room Uses	86
3.	Voters Registered	30
4.	Senior Cab Cards	15

Total	336
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III. Total Number Of Registered Borrowers

Feb 2003	43,134	(75.6% of Population)
Feb 2004	34,814	(61.1% of Population)

VIII.E.1.

**DES PLAINES PUBLIC LIBRARY
CIRCULATION SERVICES REPORT FOR FEBRUARY 2004**

Patron Attendance Count

<u>Feb 2003</u>	<u>Jan 2004</u>	<u>Feb 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
47,796	44,955	47,064	95,208	92,019	-3.3%

**Reciprocal Borrowing
(Materials Lent)**

	<u>Feb 2003</u>	<u>Feb 2004</u>	<u>% Change</u>
NSLS	11,110	12,540	11.4%
Other Systems	5,710	4,424	-29.11%
Total	16,820	16,964	1.0%

Interlibrary Loan

	<u>Feb 2003</u>	<u>Feb 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
Sent	3,498	4,487	7,458	9,295	19.8%
Received	2,155	2,844	4,385	7,229	39.3%
Total	5,653	7,331	11,843	16,524	28.3%

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT
February 2004

Total 2003 to Date:	180,868	Total 2004 to Date:	184,510	% Change
February 2003	86,969	February 2004	88,735	2.01%
				2.03%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
<u>CHILDREN</u>	2003	2004	2003	2004	2003	2004
Non Fiction	6,234	5,925	760	791	6,994	6,716
Fiction	14,331	14,007	1,249	1,406	15,580	15,413
Foreign Language Non Fiction	138	147	8	12	146	159
Foreign Language Fiction	543	691	76	40	619	731
Periodicals	174	223	4	9	178	232
Compact Discs	900	1,027	40	52	940	1,079
Audio Cassettes	191	174	5	1	196	175
Audio Kits	238	137	18	22	256	159
Puzzles	321	213	17	37	338	250
Games	97	123	17	12	114	135
Audio Books	259	370	22	11	281	381
Video Fiction	3,407	3,231	376	473	3,783	3,704
Video Non Fiction	1,023	964	31	36	1,054	1,000
DVD	1,754	2,851	40	186	1,794	3,037
CD ROMs	611	732	0	2	611	734
SUB TOTAL	30,221	30,815	2,663	3,090	32,884	33,905
ADULT						
Non Fiction	12,446	12,303	262	278	12,708	12,581
Fiction	7,806	7,546	308	341	8,114	7,887
Large Type	1,258	1,227	146	127	1,404	1,354
Foreign Language Non Fiction	312	382	7	2	319	384
Foreign Language Fiction	848	1,038	0	3	848	1,041
High School Collection	383	499	11	5	394	504
Periodicals	2,266	2,113	152	185	2,418	2,298
Pamphlets	17	10	0	0	17	10
Compact Discs	7,033	7,061	454	560	7,487	7,621
Audio Cassettes	25	21	6	0	31	21
Puzzles	6	7	0	0	6	7
Pictures	38	25	0	0	38	25
Audio Books	2,110	2,452	41	41	2,151	2,493
CD ROMs	295	308	2	0	297	308
Video Fiction	7,007	5,486	407	411	7,414	5,897
Video Non Fiction	3,831	3,066	61	42	3,892	3,108
DVD	6,135	8,590	250	502	6,385	9,092
Misc. Formats	160	197	2	2	162	199
	51,976	52,331	2,109	2,499	54,085	54,830
GRAND TOTAL	82,197	83,146	4,772	5,589	86,969	88,735
Self Check	18,320	17,362	0	0	18,320	17,362

VIII.E.1.

**DES PLAINES PUBLIC LIBRARY
CIRCULATION PATRON ASSISTANCE
FEBRUARY 2004**

Assistance/Service Desk	<u>Feb 2003</u>	<u>Feb 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Phone Calls Received	1,287	1,471	2,962	2,557	-15.84%
2. Patron Renewals	1,769	1,399	3,149	2,677	-17.63%
3. Patron Reserves Delivered	2,423	2,948	4,743	6,740	29.63%
4. Directional	1,580	1,421	3,031	2,659	-13.99%
5. Account Inquiries	3,556	3,534	7,886	6,810	-15.80%
6. Program Sign-up	916	804	1,536	1,175	-30.72%
7. In Person Patron Assistance	2,918	2,106	5,948	4,349	-36.77%
Total	14,449	13,683	29,255	26,967	-8.48%
Assistance/Switchboard	<u>Feb 2003</u>	<u>Feb 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Phone Calls Answered	3,834	3,451	7,529	6,937	-8.53%
2. Delivery/Buzzer	95	129	169	184	8.15%
3. 2-Way Radio	168	126	318	227	-40.09%
Total	4,097	3,706	8,016	7,348	-9.09%
Grand Total	18,546	17,389	37,271	34,315	-8.61%

VIII.E.1.

**DES PLAINES PUBLIC LIBRARY
ADULT SERVICES PATRON ASSISTANCE
FEBRUARY 2004**

Assistance	<u>Feb 2003</u>	<u>Feb 2004</u>	<u>Year to Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Computer/Instructional	428	702	863	1,623	46.8%
2. Mechanical	273	320	589	652	9.7%
3. Directional	893	1,318	1,823	2,514	27.5%
4. Informational	1,162	1,757	2,499	3,384	26.2%
5. Tax Forms	320	558	584	864	32.4%
6. Instruction	90	41	91	86	-5.8%
Total	3,166	4,696	6,449	9,123	29.3%
Reference and Readers' Services	<u>Feb 2003</u>	<u>Feb 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Specific Item Request	2,878	3,334	6,214	7,170	13.3%
2. Ready Reference	1,012	1,507	2,107	3,026	30.4%
3. In-Depth Reference	247	323	479	667	28.2%
4. Virtual Reference Desk	57	35	89	65	-36.9%
5. Interlibrary Loan Request	261	120	619	236	-162.3%
6. Readers' Advisory	157	103	328	286	-14.7%
7. Reserves	862	1,038	1,786	2,221	19.6%
Total	5,474	6,460	11,622	13,671	15.0%
Sign Up	<u>Feb 2003</u>	<u>Feb 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Internet	6,410	6,995	13,200	14,112	6.5%
2. Computer Lab	490	1,295	991	1,972	49.7%
3. Group Study Rooms	794	871	1,515	1,768	14.3%
4. Reading Edge	2	0	3	1	-200.0%
Total	7,696	9,161	15,709	17,853	12.0%
Grand Total	16,336	20,317	33,780	40,647	16.9%

VIII.E.1.

**DES PLAINES PUBLIC LIBRARY
USE OF ONLINE REFERENCE PRODUCTS
February 2004**

Alldata	NA
BigChalk	140
CLCD	12
College Source Online	31
CQ Electronic Library	15
Ebsco:	
• Novelist	105
FACTS.com	NA
First Search	1,514
Gale Group:	
• AncestryPlus	94*
• Biography Resource Center	521
• Business & Company Resource Center	610
• Contemporary Authors	28
• General Reference Center Gold	641
• Student Resource Center	393
Grolier Online	26*
Hoover's Online	NA
LitFinder	59
Mergent Online	44
Morningstar	22*
NewsBank:	
• American Obituaries and Death Notices	180
• Chicago Tribune Archive	838
• Chicago Tribune	85
• Chicago Sun-Times	72
• Chicagoland	29
• Daily Herald	72
• Noticias en Español	2
ProQuest	135
(<i>Wall Street Journal, New York Times</i> Historical Archive)	
Reference USA	1,005
SIRS Discoverer	28
World Book Encyclopedia	85
 Total Searches & Queries	 6,786

*Number of sessions (number of searches not provided)

VIII.E.1.

**DES PLAINES PUBLIC LIBRARY
YOUTH SERVICES PATRON ASSISTANCE
FEBRUARY 2004**

Assistance	<u>Feb 2003</u>	<u>Feb 2004</u>	<u>Year to Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Computer Sign-up	2,822	1,927	5,619	3,683	-52.6%
2. Program Sign-up	411	421	1,230	1,127	-9.1%
3. Equipment Repair & Assistance	513	1,009	1,074	2,105	49.0%
4. Directional Questions	369	493	724	1,066	32.1%
5. ILL & Patron Holds	148	123	265	291	8.9%
Total	4,263	3,973	8,912	8,272	-7.7%
In-House Circulation	<u>Feb 2003</u>	<u>Feb 2004</u>	<u>Year to Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Train Sets	1,323	1,493	2,875	2,905	1.0%
2. Chess/Checkers	72	91	154	173	11.0%
3. School Supplies Handouts	NA	201	NA	316	
4. Textbooks	7	43	14	60	76.7%
5. Reserve Books	55	79	126	132	4.5%
Total	1,457	1,907	3,169	3,586	11.6%
Reference	<u>Feb 2003</u>	<u>Feb 2004</u>	<u>Year to Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Specific Item Request	1,456	1,337	2,997	2,546	-17.7%
2. Reference	628	922	1,338	1,879	28.8%
3. Readers' Advisory	145	166	319	324	1.5%
4. Referrals to Other Libraries	38	28	69	40	-72.5%
5. Book Bag Request	12	8	20	17	-17.6%
Total	2,279	2,461	4,743	4,806	1.3%
Grand Total	7,999	8,341	16,824	16,664	-1.0%

VIII.E.1.

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR FEBRUARY 2004**

Times Used Attendance

Library Sponsored Programs/Meetings

Adult Reading Round Table	1	9
Building and Grounds Meeting	1	6
Department Heads Meeting	3	23
"Do the Dewey" Planning Meeting	2	10
Film: "Legally Blonde 2"	1	50
Finance Committee Meeting	1	8
Fire Prevention Meeting	1	8
Friends of the Des Plaines Public Library	1	20
In Service Planning Meeting	1	7
Introduction to Basic Computers	3	22
Introduction to Growing Orchids	1	38
Introduction to the Internet	3	19
IT Staff Training	1	13
Kiwanis Board Meeting	1	15
Meeting the Lincolns	1	109
Page Meeting	2	30
Spanish Language Computer Classes	2	14
Spoken World Poetry Workshop	2	71
Thursday Evening Book Discussion	1	11
Tuesday Morning Book Group	1	15
Women in Business – Des Plaines Chamber of Commerce	1	13
Youth Services Meeting	1	8
 Total	 32	 519

VIII.E.1.

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR FEBRUARY 2004**

Times Used Attendance

Outside Community Groups

AARP Tax-Aide	8	222
Bright Start/Cash Dash	1	10
City of Des Plaines Testing	1	118
Des Plaines Art Guild	1	9
Des Plaines Home School Group	1	10
Des Plaines 911 Center	1	27
Des Plaines Optimists Club	4	120
Forest School	1	35
Great Decisions	1	18
Healthy Community Partnership	1	5
Junior Woman's Club of Des Plaines	2	17
Library Courte Condominium Meeting	1	65
Park Laurel Condominium Meeting	1	30
Polyglots Toastmasters	2	30
Romance Writers	1	30
Scandinavian Stamp Collectors	1	15
School District 62	1	28
Society of Children's Book Writers & Illustrators	1	25
South School	1	30
Toastmasters Club of Des Plaines	2	19
Town Hall Meeting	1	28
 Total	 34	 891

Other

Library Board Meeting	1	14
 Total	 1	 14

VIII.E.1.

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR FEBRUARY 2004**

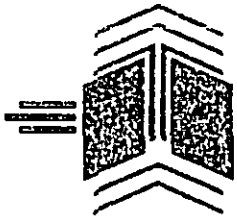
Times Used Attendance

Library Sponsored Children's Programs

2 year olds Storytime	8	54
3-5 year olds Storytime	40	152
Drop-in Storytime	4	3
Angel Town Visit and Tour	1	19
Central School 3 rd Grade Class Visit	1	17
Babysitting Clinic	1	26
Baby Talk Book Times	18	254
Bob the Builder	1	34
Caudill Club	1	6
Chess Club	1	18
Chicago Wolves Player Visit	1	87
Friends Family Sunday School House Rock	1	211
Jr. Great Books	4	37
Lego Fair	1	75
Poetry Workshop	2	110
Preschool Movies	4	43
Stories & More	2	27
Story Explorers	2	25
Valentine Craft	1	101
Total	94	1,299
Literacy Program		
Learn to Read	16	960
Grand Total	177	3,683

February Total = 64 groups involving 3,683 people.

2004 Year to Date Total = 121 groups involving 6,066 people.



Des Plaines Public Library

1501 Ellinwood Street

Des Plaines, IL 60016-4553

847.827.5551 phone

847.827.7974 fax

www.desplaines.lib.il.us

VIII.E.2.

Progress Report

Response Requested by _____

Board Action Required _____

FRIENDS OF THE DES PLAINES PUBLIC LIBRARY February 2004

A reminder that the Book Sale is scheduled for May 26-28, 2004.

Membership mailings are in the process of being sent out. Colored paper is being used and sent to various markets to determine the effectiveness of the mailings. The mailings will contain notice of the Book Sale and volunteers are being sought.

Favorable comments were heard about the program on romance novels presented by the Library Staff.

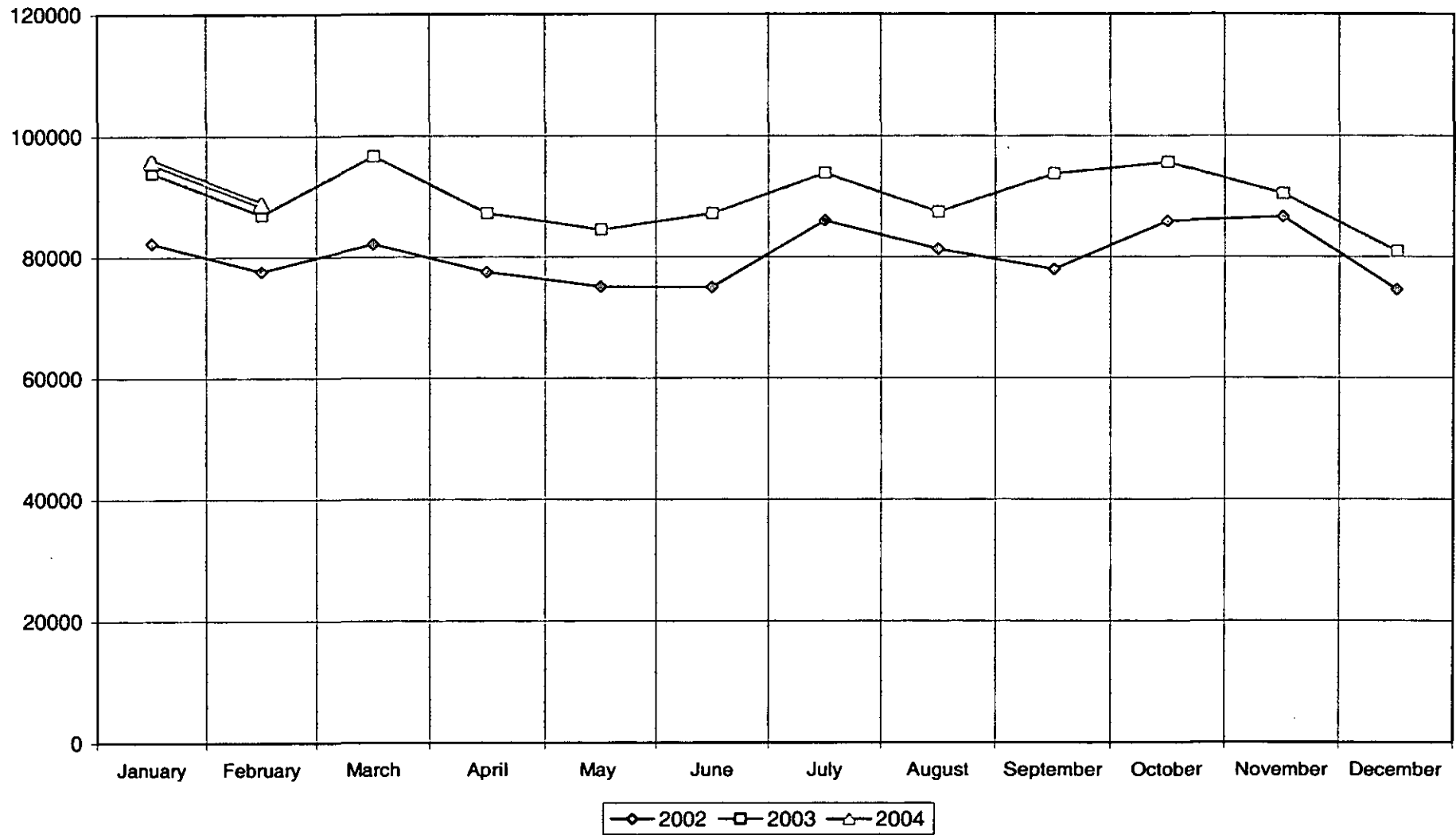
The Statue to be presented to the Library during the Friends 50th Anniversary celebration is in the process of being bronzed. Work is continuing on the design and construction of the pedestal.

A second motion was made to donate up to \$8000 to the Kevin Luthardt mural in the storytelling room.

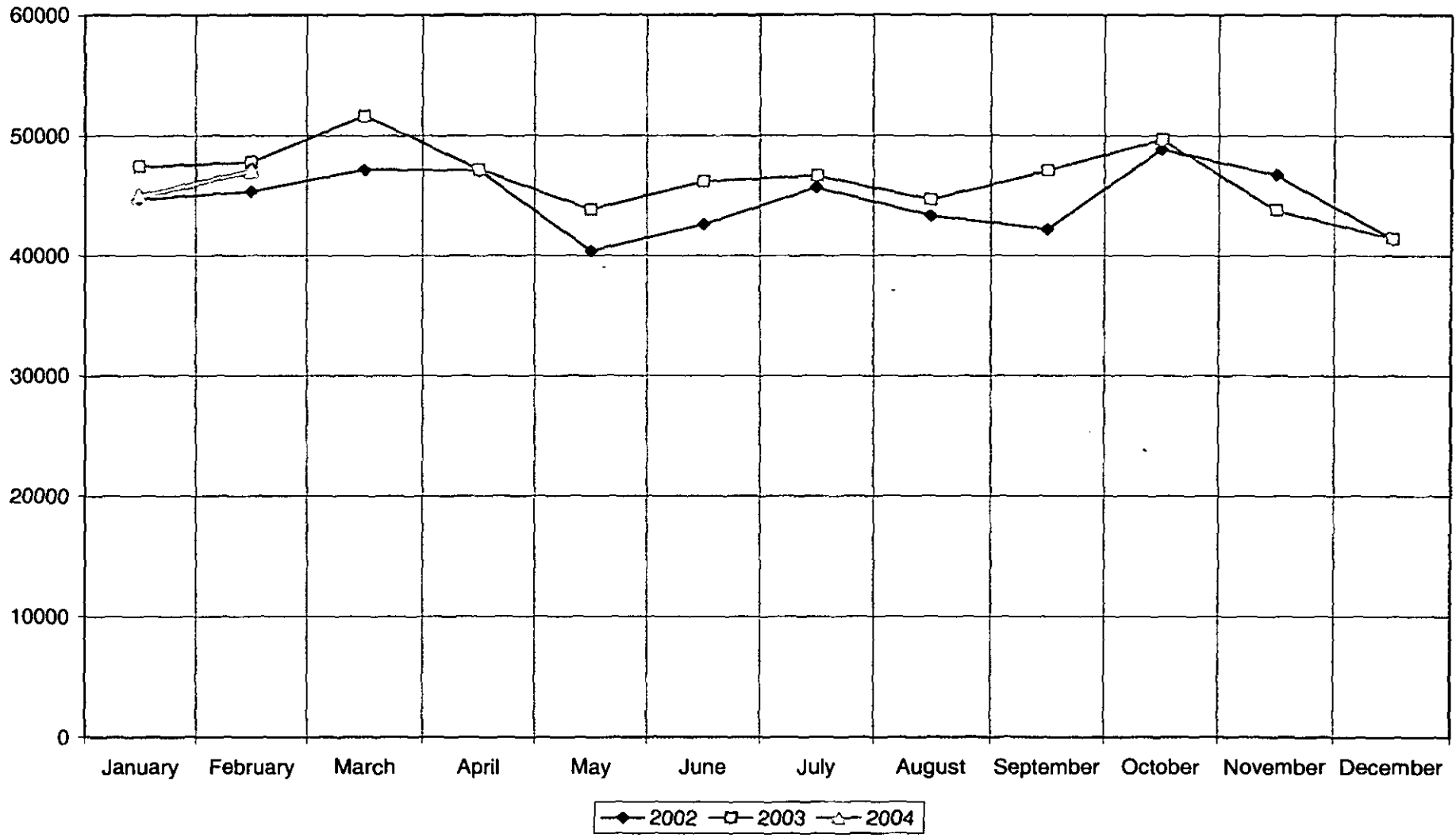
Respectfully submitted,

Elaine M. Tejcek
Liaison to the Friends of the Des Plaines Library

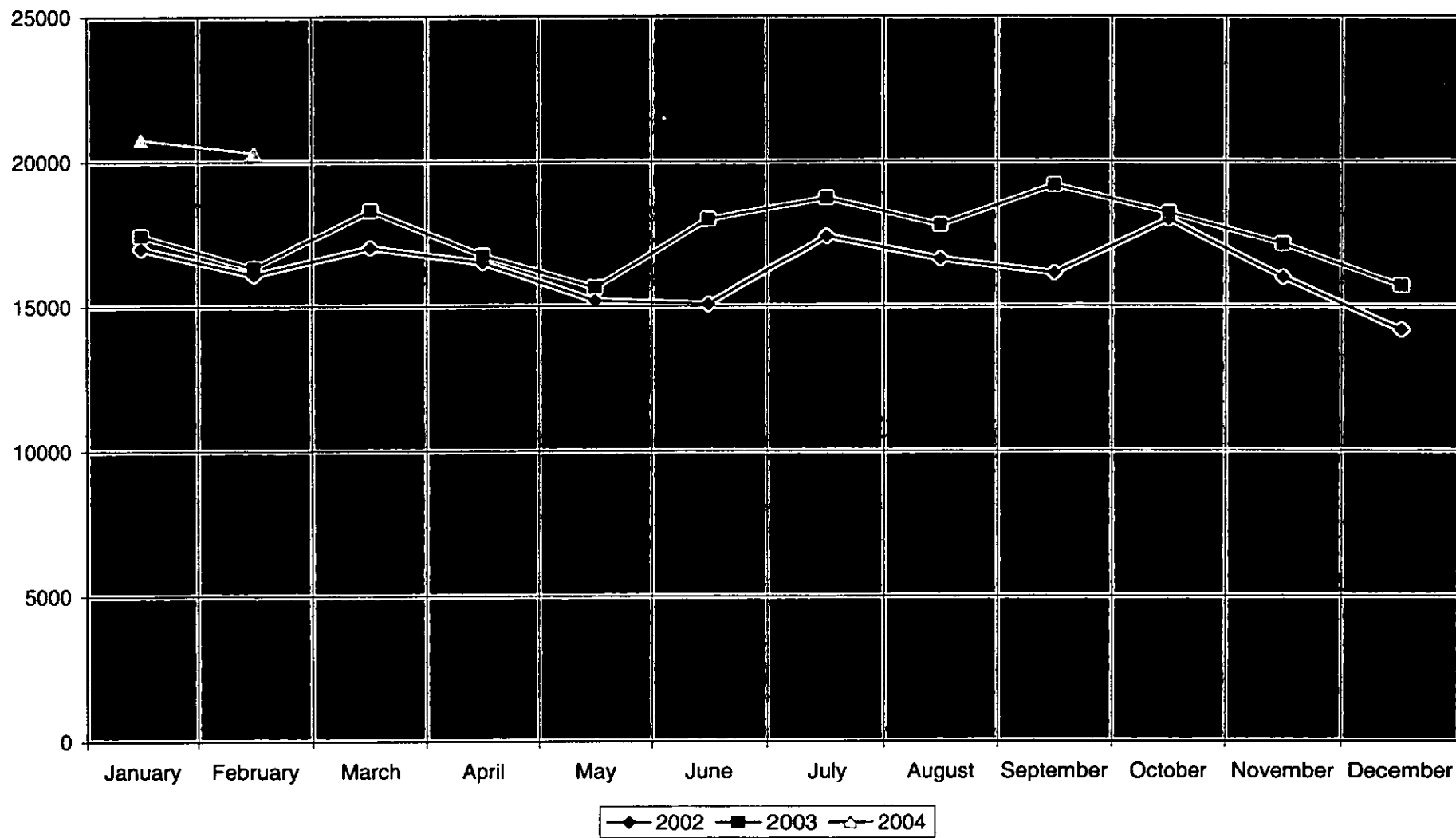
Circulation Statistics
Items Circulated Per Month By Year



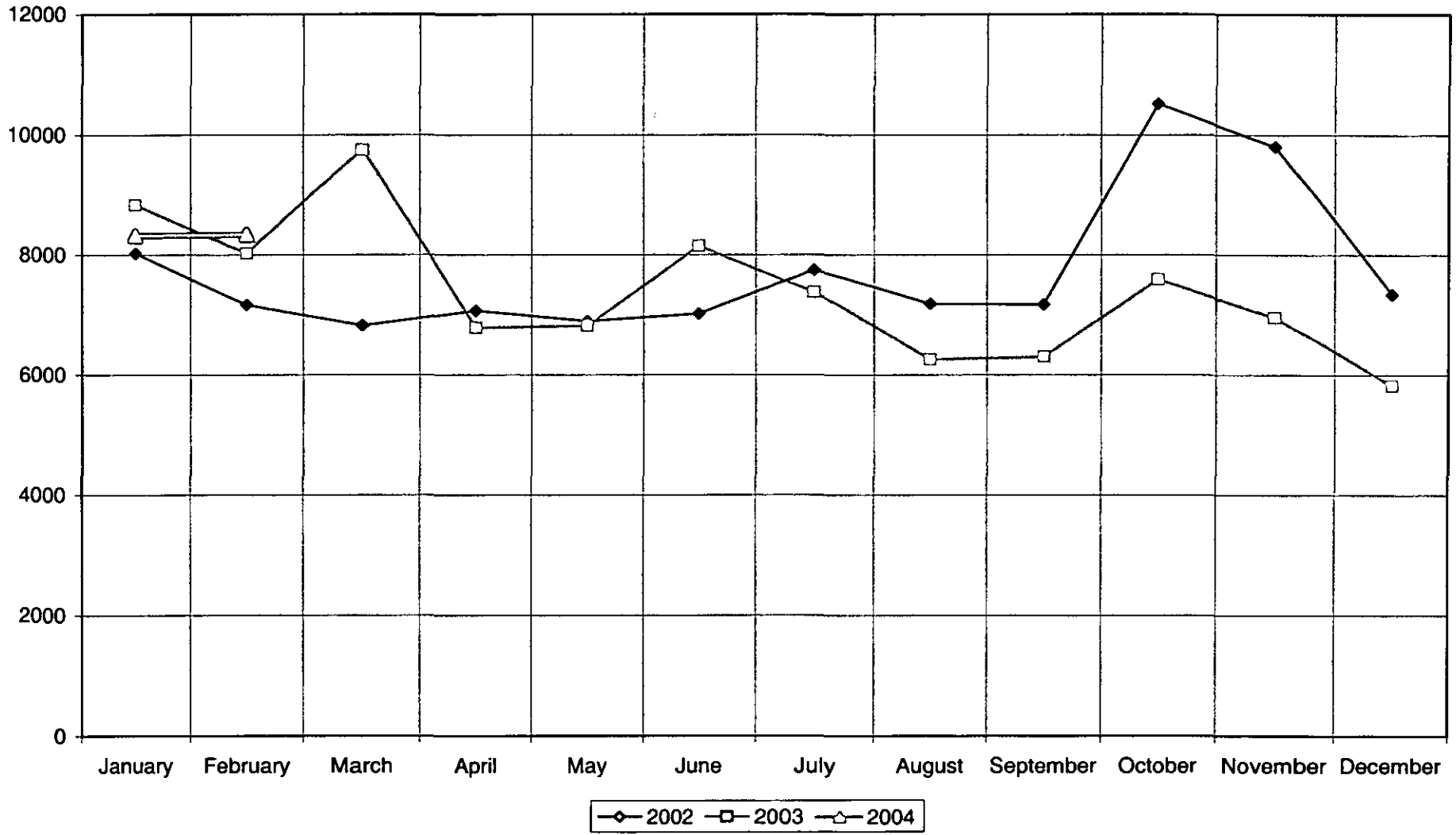
Patron Attendance February 2004



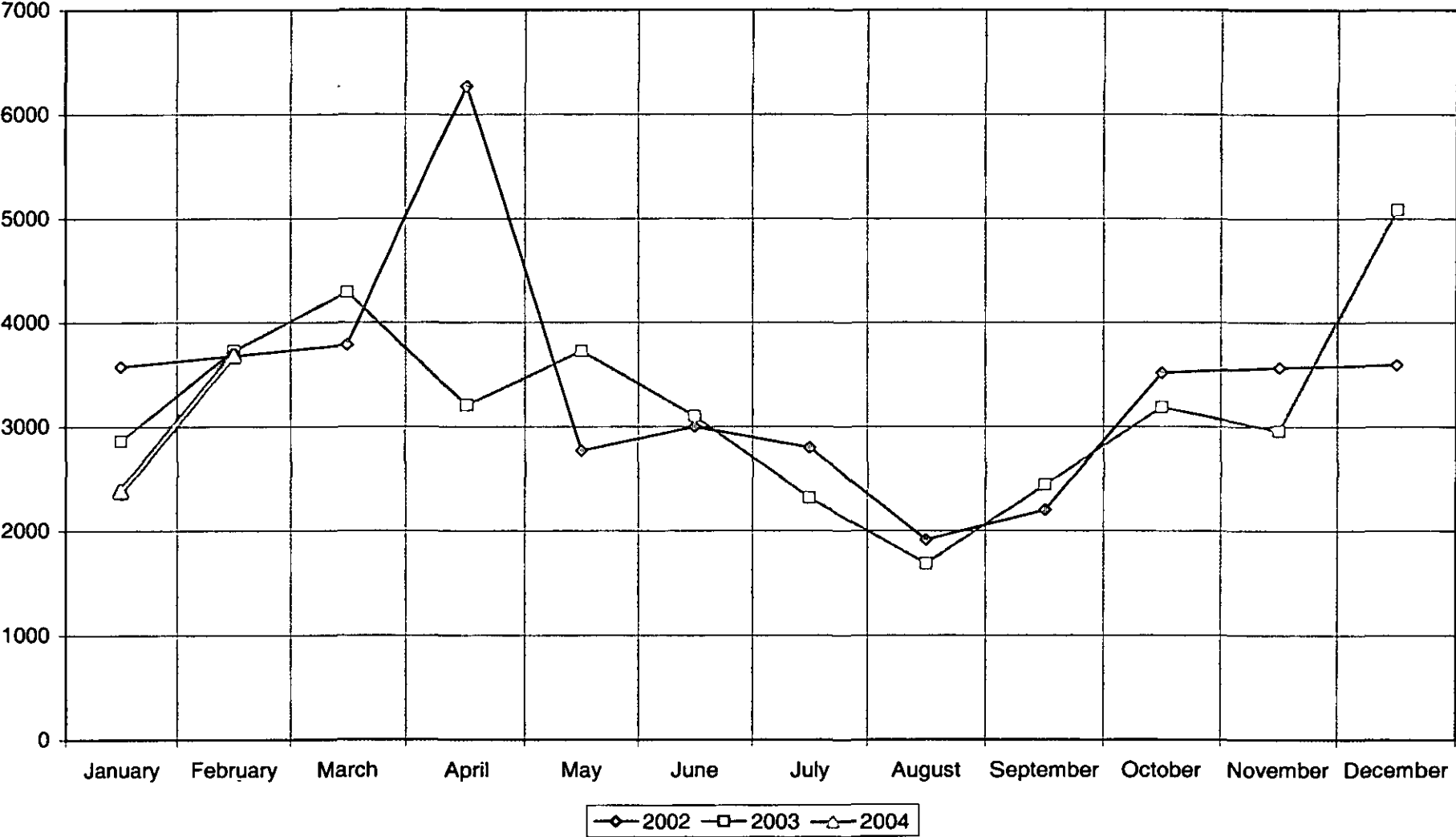
Adult Patron Assistance February 2004



Youth Patron Assistance February 2004



Meeting Room Attendance February 2004



0774

Phone: (847) 825-0144
Fax: (847) 825-9704

School District #78

ROSEMONT ELEMENTARY SCHOOL

6101 NORTH RUBY STREET

ROSEMONT, ILLINOIS 60018

Superintendent
KEVIN R. ANDERSON

Board of Education
JOSEPH D. DONNELLY, President
SUSAN T. LANGE, Vice President
DOLORES I. WILSON, Secretary
GRANT H. BAILEY
DAVID D. HOUSTON
ROBERT D. STAWIK
CHRISTOPHER R. STEPHENS



March 11, 2004

Ms. Sandra Norlin
Des Plaines Public Library
Des Plaines, IL 60016

Dear Ms. Norlin,

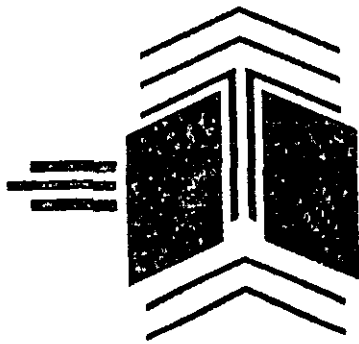
I would like to take this opportunity to express my gratitude to Dodie and Phyllis, the women who run the bookmobile which visits in Rosemont. I am both a parent and teacher in Rosemont and I use the bookmobile at each visit.

Both of these wonderful ladies always make time for me. They are helpful in many ways. They have helped me locate materials, put items on reserve for me and have preselected materials that they thought might be of interest to me, my second grade class or to my family. They both go above and beyond what I would expect.

The people of Des Plaines and Rosemont are so very fortunate to have such kind and caring individuals who genuinely know about the library system and are always willing to help. Phyllis and Dodie are a great asset to the Des Plaines Library and should be commended! My deepest thanks to these wonderful ladies.

Sincerely,

Karen DeSelm



Des Plaines Public Library

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

To: Library Board of Trustees
From: Staff of the Des Plaines Public Library
Date: 3/16/2004
Re: NSLS Awards Banquet

Thank you for your generous invitation to attend the NSLS Awards Banquet on Friday, March 12, 2004. It was an honor to be chosen Library of the Year and we all enjoyed cheering on our library. The staff of the Des Plaines Public Library appreciates your kindness.

Much Appreciated
Janice Giffin

Lee & his
-thank you for providing
an wonderful occasion
Lovely evening.
Thanks, Gwen Wilson

Thanks for your
generosity!!
Suzanne

Thanks,
Gayle
Thanks
Holly

Thank you so
much for giving me
the opportunity to
attend such a wonderful
occasion. Terissa

Thank you!
Roberta

Thank you all!
Michelle
Myra-Eddy

Thanks so much for
all of your support &
kind words
Christina

Thanks so much!
Allison
Thanks for letting
us attend this
lovely banquet
Pat youth
services

Thanks
Linda
Don

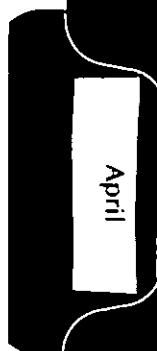
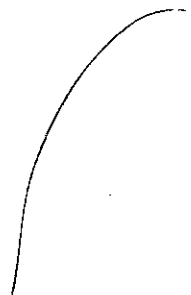
We appreciated the
opportunity to attend
so much!
Sara

Thank you!
It was a beautiful
experience for me.
Viobita

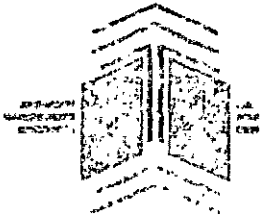
Thank you very much.
Margie Bonz Suiya

Thank you!
Carol
Thank you for
a wonderful
night!
Christina
Don

0776



April



Des Plaines Public Library

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

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, APRIL 20, 2004

7:00 PM

Conference Room – Second Floor

Agenda:

- **Art Committee Report**
- **Illinois Public Library Annual Report**
- **Friends of the Library 50th Anniversary**
- **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.



Des Plaines Public Library

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

DES PLAINES PUBLIC LIBRARY

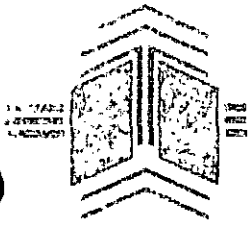
BOARD OF TRUSTEES

Agenda for the Regular Meeting
April 20, 2004
7:00 PM

- I. Call to Order. (7:00 PM)
- II. Consideration of the Agenda.
- III. Public Comments and Questions.
- IV. Poetry Performance – "This Way Out" & "Spoken World" – Grant Participants.
- V. City Council Community Services Committee – Alderman Carla Brookman.
- VI. Consent Agenda. [Action Item] (7:30 PM)
 - A. Approval of the Minutes of the Regular Board Meeting – March 16, 2004.
 - B. Approval of the Minutes of the Special Board Meeting – April 6, 2004.
 - C. Acceptance of Financial Reports for March 2004.
 - D. Approval of Library Expenditures.
 1. Warrant Register – March 01, 2004 - \$45,336.50.
 2. Warrant Register – March 15, 2004 - \$63,120.49.
 3. Salaries – March 04, 2004 - \$98,644.33.
 4. Salaries – March 18, 2004 - \$103,586.01.
 5. Salaries – April 01, 2004 - \$102,321.69
 - E. Acceptance of Reports.
 1. Director's Report – Sandra Norlin.
 2. Friends of the Library – Elaine Tejcek.
- VII. Old Business.

- VIII. New Business. (7:45 PM)
- A. Illinois Public Library Annual Report. [Action Item]
 - B. Nominating Committee. [Action Item]
 - C. Art Committee Report. [Action Item]
 - D. Review of Internal Controls.
 - E. Foreward Column from Board. [Action Item]
 - F. Healthy Community Partnership Request. [Action Item]
 - F. Friends of the Library 50th Anniversary. [Action Item]
- IX. Announcements.
- A. "Do the Dewey" Fundraiser Report.
 - B. LACONI Trustee Dinner.
 - C. National Library Week Activities.
- X. Correspondence.
- XI. Other.
- XII. Executive Session.
- A. Director's Review [Action Item]
- XIII. Adjournment. (8:30 PM)

This meeting will be recorded for television broadcast.



Des Plaines Public Library

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 Des Plaines, IL 60016-4553
 847.827.5551 phone
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 www.desplaines.lib.il.us

VI.A.

BOARD OF TRUSTEES
 Minutes of the Regular Meeting
 March 16, 2004

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, March 16, 2004. President Noreen Lake called the meeting to order at 7:05PM.

Members Present: Susan Burrows, Mary Ellicson, William Grice, Noreen Lake, Rhys Read, Elaine Tejcek, Susan Weinberg.

Members Absent: Eldon Burk, Jerry Mahony.

Also Present: Sandra Norlin, Martha Sloan, Hector Marino, Carol Kidd, Leslie Steiner, Alderman Carla Brookman, Barbara Balbirer.

OATH OF OFFICE

President Noreen Lake administered the Oath of Office to new Trustee Mary Ellicson.

CONSIDERATION OF THE AGENDA.

MOTION by William Grice, seconded by Susan Burrows, to amend the agenda by adding IX. Old Business. A. "Do the Dewey", XI. Announcements. B. Library Cable Network and XIII. Other. A. Operation Homefront Care. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS.

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Carla Brookman.

President Lake thanked Alderman Brookman for reading House Resolution 736 at the March 15 City Council meeting honoring the Des Plaines Public Library on being designated Library of the Year by the North Suburban Library System.

Alderman Brookman congratulated the Board and staff of the library on receiving the Library of the Year award.

NORTH SUBURBAN LIBRARY SYSTEM PRESENTATION – Barbara Balbirer.

Barbara Balbirer, Trustee for the North Suburban Library System, explained some of the services that are provided by the North Suburban Library System. The Board also watched a video on NSLS programs and services. Ms. Balbirer encouraged Trustees to participate in NSLS activities through Board service.

STRATEGIC PLANNING PROCESS – Mary Jane Kepner.

Mary Jane Kepner, from Kepner and Associates, explained the Strategic Planning Process to the Board and asked for Board participation in naming the strengths, weaknesses, opportunities and threats to the Des Plaines Public Library [SWOT analysis]. Mary Jane explained that the staff of the library had also participated in this exercise. The Board will meet with Mary Jane on April 6, 2004 at 5:00 PM for a Special Board meeting to continue the planning process.

CONSENT AGENDA

MOTION by Rhys Read, seconded by William Grice, to accept the Consent Agenda, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Rhys Read, seconded by William Grice, to approve the Financial Reports for February 2004. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

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

1. Over the Counter Receipts	\$ 12,314.32
2. Petty Cash Expenditures	\$ 35.04
3. Budget Expenditures for February	\$ 360,439.70
4. Expenditures Year to Date	\$ 589,740.53
5. Revenue for February	\$ 756,359.30
6. Revenue Year to Date	\$ 781,734.46

MOTION by Rhys Read, 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 02, 2004	\$ 67,700.26
February 17, 2004	\$ <u>67,517.75</u>
Total	\$ 135,218.01

ROLL CALL VOTE: AYES: Burrows, Ellicson, Grice, Lake, Read, Tejcek, Weinberg.
NAYS: None. MOTION CARRIED.

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

February 05, 2004	\$ 102,336.22
February 19, 2004	\$ <u>101,218.54</u>
Total	\$ 203,554.76

ROLL CALL VOTE: AYES: Burrows, Ellicson, Grice, Lake, Read, Tejcek, Weinberg.
NAYS: None. MOTION CARRIED.

ADMINISTRATOR'S REPORT

Note: No official inquiries or requests for confidential information have been received since the last report.

PERSONNEL

New personnel: Monica Sarno and David Pollak, both Circulation Services Clerks, Part-time and Monica Szeliga and Munmun Das Gupta, both Pages, Part-time, in Circulation Services.

Separation: Caitlin Barber, Assistant Clerk, Part-time, and Soma Dey, Page, Part-time, in Circulation Services.

STAFF DEVELOPMENT

We held our quarterly All-Staff meeting on March 9 during which Consultant Mary Jane Kepner led the staff in the SWOT analysis to prepare for the strategic planning activities for the Board of Trustees.

We have completed our first full schedule of Staff Technology Development classes. The classes are open to all staff and are taught by staff who are proficient in use of technology resources in use at the library. Classes in telephone use, searching the online catalog, internet, and outlook were offered.

We have the opportunity to send up to ten staff members to a six-session class of Command Spanish for Library Staff at NSLS. Thus far, four staff have registered.

PATRON SERVICES

You will notice that some areas of service have decreased over the same period last year. One area of interest is the decrease of 162% in staff-assisted interlibrary loan requests. This is a welcome decrease, especially compared with the increase of 27% in interlibrary loan transactions that we handled in February. Our circulation increase of 2% is modest compared to the increases experienced over the last three years. We are paying attention to the relatively low percent (61%) of library cardholders and are planning incentive activities to coincide with national library card sign up campaigns in September. Please note that our meeting rooms were used 177 times in February.

Circulation of audiovisual items was 44% of the total circulation for the month.

We are launching our new readers' service, which we call Quick Picks. Multiple copies of best sellers are available for a non-renewable short-term loan for patrons who do not use the hold system. The collection is available on the third floor in the area behind the elevators.

PROFESSIONAL ACTIVITIES

I attended the bi-annual Public Library Association Conference in Seattle February 25 through 28. I presented a program with Anne Johnson of the Library Community Foundation on fundraising, "Not Just for the Big Guys" to an audience of 400. I also attended programs on board self-evaluation, working with elected officials, decision-making in changing environments, designing spaces for teen patrons, and compensation trends in libraries.

Before PLA, I attended an excellent program at NSLS: "Designing Work Environments of Tomorrow." The presenter advocated and demonstrated how to use teams effectively to manage complex processes and issues.

In addition to these activities I have chaired a meeting of Library Cable Network (2/19) and a meeting on the new Illinois OCLC pricing structure and the retirement tea for Kathleen Balcolm, director of the Arlington Heights Memorial Library.

PROGRESS REPORTS

Work has begun on the Heritage Reading Room and should be completed by April 1. The new digital security camera system was installed on March 8. We now have camera surveillance in both public elevators. Frank Mraz of Lohan Caprille Goetsch has submitted drawings and specifications for workroom modification on the 1st and 3rd floors.

OLD BUSINESS

Susan Burrows reported that the Des Plaines Public Library and Rotary Club of Des Plaines will host the "Do the Dewey" fundraiser on April 17, 2004. Susan also reported that tickets for the event would be \$35.00.

NEW BUSINESS

MOTION by William Grice, seconded by Susan Weinberg, to approve payment to Office Depot in the amount of \$5,973.96, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Burrows, Ellicson, Grice, Lake, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.

MOTION by William Grice, seconded by Susan Weinberg, to approve payment to "A Child's Voice" in the amount of \$10,000.00. ROLL CALL VOTE: AYES: Burrows, Ellicson, Grice, Lake, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.

MOTION by Susan Weinberg, seconded by William Grice, to approve payment to Young Chicago Authors in the amount of \$5,850.00. ROLL CALL VOTE: AYES: Burrows, Ellicson, Grice, Lake, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.

Sandra Norlin explained that the integration of the Community Services Department into the library will necessitate changes to workrooms on the first and third floors.

MOTION by Susan Weinberg, seconded by Susan Burrows, to advertise for Bids for 1st and 3rd Floor Workroom Modifications. ROLL CALL VOTE: AYES: Burrows, Ellicson, Grice, Lake, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.

MOTION by William Grice, seconded by Susan Burrows, to approve payment for meal expenses for the Board Planning Retreat at Club Casa on April 6, 2004 at 5:00PM, not to include alcoholic beverages. ROLL CALL VOTE: AYES: Burrows, Ellicson, Grice, Lake, Read, Tejcek, Weinberg, NAYS: None. MOTION CARRIED.

Mary Ellicson will attend the April 5 City Council meeting, Noreen Lake the April 19 meeting, Elaine Tejcek the May 3 meeting and Rhys Read the May 17 meeting.

MOTION by William Grice, seconded by Susan Burrows, to declare the following items surplus property:

1 Canon Color Laser Copier 350 - Mfg.Part.# P127600

1 Omnifax L29 Fax Machine - Mfg. Part # D3130360009240

VOTE: AYES: All. NAYS: None. MOTION CARRIED.

ANNOUNCEMENTS

Noreen Lake reported that expenses incurred by the library for the New Year's Eve celebration have been forwarded to the Special Events Committee and the City of Des Plaines Finance Department.

Sandra Norlin reported that Park Ridge has cancelled their membership in Library Cable Network and that only four libraries remain in LCN, including Des Plaines. Sandra reported that LCN may not be able to meet their financial obligations and will begin using their reserve funds in 2004, as well as implementing budget cuts. William Grice asked if LCN received any feedback from viewers and Sandra Norlin responded that LCN receives feedback when viewers request rebroadcasts of programs, request pamphlets and sponsor give aways.

Susan Burrows asked President Lake to write a letter to staff congratulating them on being awarded Library of the Year by the North Suburban Library System.

OTHER

Noreen Lake reported that the City of Des Plaines will sponsor Operation Homefront Care for soldiers stationed overseas.

Susan Burrows asked for suggestions on how to honor the Friends of the Library for their 50th anniversary celebration.

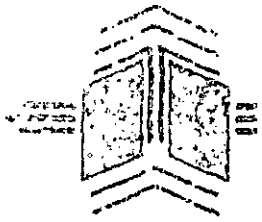
MOTION by William Grice, seconded by Susan Burrows, to place on the April 20, 2004 Library Board of Trustees agenda, under New Business, Friends 50th Anniversary Celebration. VOTE: AYES: Burrows, Ellicson, Grice, Read, Tejcek, Weinberg. NAYS: None. Lake Abstains. MOTION CARRIED.

William Grice thanked the Board for their generous donation to the food drive.

MOTION by William Grice, seconded by Mary Ellicson, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 9:00 PM.

Minutes prepared by Carol Kidd.



Des Plaines Public Library

1501 Ellinwood Street
Des Plaines, IL 60016-4553
847.827.5551 phone
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VI.B.

BOARD OF TRUSTEES Minutes of the Special Meeting April 6, 2004

The special meeting of the Des Plaines Public Library Board of Trustees was held at Club Casa Café on Tuesday, April 6, 2004. Noreen Lake called the meeting to order at 5:08 PM.

Members Present: Eldon Burk, Susan Burrows, William Grice, Noreen Lake, Jerry Mahony, Rhys Read, Elaine Tejcek, Susan Weinberg.

Members Absent: Mary Ellicson.

Also Present: Sandra Norlin, Martha Sloan, Hector Marino, Carol Kidd, Holly Richards Sorensen, Susan Farid, Veronica Schwartz, Gary Valente, Mary Jane Kepner.

The Board of Trustees and Department Heads met with Mary Jane Kepner to continue to discuss the Facilitation of the Strategic Planning Process. Mary Jane Kepner asked the Board and Department Heads to identify needs that were relevant to the library from prioritized needs statements. The prioritized needs statements were compiled in 2003 by library focus groups led by the Executive Service Corps. The group was then asked to identify needs of the community that the library could focus on for the next 3 – 5 years.

The Planning Committee will discuss the groups' responses at their next meeting.

MOTION by Rhys Read, seconded by Susan Weinberg, to adjourn the meeting.

The meeting adjourned at 7:40PM.

Minutes prepared by Carol Kidd.

VI.C.

**DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR MARCH 2004**

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

1. Over the Counter Receipts	\$ 12,967.87
2. Petty Cash Expenditures	\$ 23.97
3. Budget Expenditures for March	\$ 507,098.41
4. Expenditures Year to Date	\$ 1,097,300.92
5. Revenue for March	\$ 1,230,470.98
6. Revenue Year to Date	\$ 2,012,700.21

Warrant Register

March 01, 2004	\$ 45,336.50
March 15, 2004	\$ 63,120.49
Total	\$ 108,456.99

Salaries

March 04, 2004	\$ 98,644.33
March 18, 2004	\$ 103,586.01
April 01, 2004	\$ 102,321.69
Total	\$ 304,552.02

VI.C.

**DES PLAINES PUBLIC LIBRARY
OVER THE COUNTER RECEIPTS FOR MARCH 2004**

	<u>Mar 2003</u>	<u>Mar 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>
Lost Materials	503.62	535.51	1,376.46	1,369.84
Fines	8,445.74	9,492.91	26,947.10	23,456.92
Damage	68.40	47.91	214.32	192.41
Fees	383.25	386.50	883.08	869.30
Copies	2,380.86	2,484.04	8,488.85	7,281.23
Miscellaneous	18.00	21.00	28.10	44.00
Total	\$11,799.87	\$12,967.87	\$37,937.91	\$33,213.70

PETTY CASH EXPENDITURES - March

Auto/Travel	960070	\$6.84
Postage	970260	10.13
Postage	970260	2.80
Postage	970260	2.10
Postage	970260	2.10
Total		\$23.97

0780
6870

04/07/04
ACCOUNTING PERIOD: 3/04

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	
102007	CASH PAYROLL 1944652940		130,651.61
102008	CASH DEPOSIT 1944650243	718,584.69	
102012	CASH IL FUND 007139119668	636,804.02	
	TOTAL CASH	1,355,888.71	130,651.61
104033	INVESTMENTS-DOWNING	34,339.87	
	TOTAL INVESTMENTS	34,339.87	.00
115400	RECEIVABLE-ACCRUED INTRST	7.67	
118000	RECEIVABLE-PROPERTY TAXES	4,655,830.00	
	TOTAL ACCOUNTS RECEIVABLE	4,655,837.67	.00
	TOTAL ASSETS	6,046,066.25	130,651.61
401000	ACCOUNTS PAYABLE		14,943.75
470000	DEFERRED REV-PROPERTY TAX		4,655,830.00
470100	LIBRARY DEFERRED REVENUE		57,910.00
	TOTAL DEFERRED REV-PROPERTY TAX	.00	57,910.00
	TOTAL CURRENT LIABILITIES	.00	4,728,683.75
	TOTAL LIABILITIES	.00	4,728,683.75
700110	EXPENDITURE CONTROL	1,097,300.92	
700120	REVENUE CONTROL		2,012,407.82
700150	EXP. BUDGET CONTROL		5,502,964.00
700160	REV. BUDGET CONTROL	5,092,318.00	
700170	BUDGET FUND BALANCE	555,142.12	
	TOTAL SYSTEM CONTROL	6,744,761.04	7,515,371.82
720010	FUND BAL-RESRV-GIFT TRUST		34,339.87
	TOTAL FUND BALANCE-RESERVED	.00	34,339.87
730000	FUND BALANCE-UNRESERVED		381,780.24
	TOTAL FUND EQUITY	.00	416,120.11
	TOTAL EQUITIES	6,744,761.04	7,931,491.93
	TOTAL PUBLIC LIBRARY FUND	12,790,827.29	12,790,827.29

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH DEPOSIT 1944650243	125,274.11	
102012	CASH IL FUND 007139119668	128,443.82	
TOTAL CASH		253,717.93	.00
TOTAL ASSETS		253,717.93	.00
700120	REVENUE CONTROL		292.39
700150	EXP. BUDGET CONTROL		185,000.00
700160	REV. BUDGET CONTROL	154,000.00	
700170	BUDGET FUND BALANCE	32,350.66	
TOTAL SYSTEM CONTROL		186,350.66	185,292.39
730000	FUND BALANCE-UNRESERVED		254,776.20
TOTAL FUND EQUITY		.00	254,776.20
TOTAL EQUITIES		186,350.66	440,068.59
TOTAL LIBRARY CAPITAL PROJ FUND		440,068.59	440,068.59
TOTAL REPORT		13,230,895.88	13,230,895.88

1620
0791

04/08/04
ACCOUNTING PERIOD: 3/04

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

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	PROPERTY TAXES	.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	.00	.00	.00	11,374.87	-11,374.87	.00
810020	PROPERTY TAXES 2003	4,655,830.00	1,137,157.70	.00	1,880,583.45	2,775,246.55	.40
TOTAL	PROPERTY TAXES	4,695,830.00	1,137,157.70	.00	1,891,958.32	2,803,871.68	.40
810020	PERSONAL PROP REPL TAX	92,988.00	.00	.00	.00	92,988.00	.00
TOTAL	TAXES	4,788,818.00	1,137,157.70	.00	1,891,958.32	2,896,859.68	.40
822040	STATE GRANT:PER CAPITA	65,000.00	71,181.25	.00	71,181.25	-6,181.25	1.10
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	86,000.00	6,129.17	.00	6,529.17	79,470.83	.08
TOTAL	STATE GRANTS	151,000.00	77,310.42	.00	77,710.42	73,289.58	.51
TOTAL	INTERGOVERNMENTAL REVENUE	151,000.00	77,310.42	.00	77,710.42	73,289.58	.51
850102	LIBRARY FINES	90,000.00	10,824.89	.00	29,372.08	60,627.92	.33
TOTAL	FINES	90,000.00	10,824.89	.00	29,372.08	60,627.92	.33
850201	COPYING FEE	25,000.00	4,129.86	.00	10,203.03	14,796.97	.41
850215	SPECIAL PROGRAMS & EVENTS	2,500.00	503.40	.00	728.40	1,771.60	.29
TOTAL	FEES AND SERVICES	27,500.00	4,633.26	.00	10,931.43	16,568.57	.40
TOTAL	INVESTMENT INCOME	117,500.00	15,458.15	.00	40,303.51	77,196.49	.34
890010	INTEREST INCOME	10,000.00	479.10	.00	831.10	9,168.90	.08
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
898900	TRANSFER FROM OTHER FUNDS	.00	.00	.00	.00	.00	.00
899900	MISCELLANEOUS REVENUE	25,000.00	-24.35	.00	1,604.47	23,395.53	.06
TOTAL	OTHER REVENUE	35,000.00	454.75	.00	2,435.57	32,564.43	.07
TOTAL	PUBLIC LIBRARY FUND	5,092,318.00	1,230,381.02	.00	2,012,407.82	3,079,910.18	.40
TOTAL	PUBLIC LIBRARY FUND	5,092,318.00	1,230,381.02	.00	2,012,407.82	3,079,910.18	.40

0792

04/08/04

ACCOUNTING PERIOD: 3/04

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

PAGE 2

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
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0793

04/08/04
 ACCOUNTING PERIOD: 3/04

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	4,000.00	89.96	.00	292.39	3,707.61	.07
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
898902	TRANSFER FROM LIB FUND	150,000.00	.00	.00	.00	150,000.00	.00
899920	LIBRARY DONATIONS	.00	.00	.00	.00	.00	.00
899930	LIBRARY BUY-A-BRICK	.00	.00	.00	.00	.00	.00
TOTAL	OTHER REVENUE	154,000.00	89.96	.00	292.39	153,707.61	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	154,000.00	89.96	.00	292.39	153,707.61	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	154,000.00	89.96	.00	292.39	153,707.61	.00
TOTAL REPORT		5,246,318.00	1,230,470.98	.00	2,012,700.21	3,233,617.79	.38

0794
1670

04/08/04
ACCOUNTING PERIOD: 3/04

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	1,989,892.00	193,506.10	.00	433,204.67	1,556,687.33	.22
910200	TEMPORARY WAGES	870,186.00	91,433.81	.00	185,183.29	685,002.71	.21
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	14,162.26	.00	25,847.26	-25,847.26	.00
910600	SICK PAY	.00	5,094.89	.00	14,245.23	-14,245.23	.00
910700	HOLIDAY PAY	.00	354.97	.00	7,235.10	-7,235.10	.00
910900	ACT/OUT OF CLASS/PREMIUM	500.00	175.03	.00	242.37	257.63	.48
910950	EXCESS SICK HRS PAY OUT	3,347.00	.00	.00	2,370.71	976.29	.71
918010	UNEMPLOYMENT COMPENSATION	1,498.00	374.50	.00	374.50	1,123.50	.25
918020	EMPLOYER CONTR-F.I.C.A.	218,444.00	22,921.03	.00	52,818.60	165,625.40	.24
918021	EMPLOYER CONTR-I.M.R.F.	183,536.00	19,390.86	.00	45,114.74	138,421.26	.25
918040	LIFE INS PREMIUMS	7,704.00	660.00	.00	1,980.00	5,724.00	.26
918050	MEDICAL INS PREMIUMS	385,824.00	39,446.28	.00	92,210.60	293,613.40	.24
918055	DENTAL INSURANCE PREMIUMS	26,382.00	2,618.93	.00	6,135.97	20,246.03	.23
918060	TUITION REIMBURSEMENTS	5,000.00	.00	.00	.00	5,000.00	.00
918070	WORKERS COMPENSATION	3,190.00	708.33	.00	1,642.45	1,547.55	.51
918085	RHS PLAN PAYOUT	1,094.00	.00	.00	1,058.07	35.93	.97
TOTAL	PERSONAL SERVICES	3,697,097.00	390,846.99	.00	869,663.56	2,827,433.44	.24
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	40,000.00	1,911.25	.00	9,261.25	30,738.75	.23
920120	COMMUNICATION SERVICES	25,000.00	1,044.17	.00	2,545.89	22,454.11	.10
920140	DATA PROCESSING SERVICES	100,000.00	5,639.16	.00	6,208.74	93,791.26	.06
920202	CONFERENCES	4,500.00	.00	.00	2,277.97	2,222.03	.51
920204	TRAINING	2,000.00	25.00	.00	-75.00	2,075.00	-.04
920205	TUITION REIMBURSEMENTS	.00	.00	.00	500.00	-500.00	.00
920206	SEMINARS	1,500.00	.00	.00	.00	1,500.00	.00
920210	IN-SERVICE TRAINING	3,000.00	36.02	.00	36.02	2,963.98	.01
920220	MEMBERSHIP DUES	5,000.00	387.00	.00	971.00	4,029.00	.19
920225	LICENSING/TITLES	.00	.00	.00	.00	.00	.00
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	7,500.00	656.10	.00	1,968.30	5,531.70	.26
TOTAL	SUBSIDIES,REBATES,CONTRIB	7,500.00	656.10	.00	1,968.30	5,531.70	.26
920900	PROPERTY/LIAB CONTRIBUTIO	26,891.00	6,722.75	.00	6,722.75	20,168.25	.25
930010	R & M EQUIPMENT	60,000.00	11,059.33	.00	17,541.35	42,458.65	.29
930020	R & M BLDGS & STRUCTURES	35,000.00	2,333.12	.00	6,748.77	28,251.23	.19
930030	R & M VEHICLES	3,500.00	.00	.00	.00	3,500.00	.00
930195	BOOK BINDING & REPAIR	2,000.00	132.90	.00	233.65	1,766.35	.12

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
930210	RENTAL OF EQUIPMENT	1,500.00	.00	.00	.00	1,500.00	.00
930320	CLEANING:CUSTODIAL SERV	50,000.00	3,560.00	.00	7,810.00	42,190.00	.16
960070	AUTO/TRAVEL EXPENSES	2,000.00	.00	.00	1,868.02	131.98	.93
960210	SPECIAL EVENT PROGRAMMING	18,000.00	2,923.53	.00	3,719.10	14,280.90	.21
960990	MISC CONTRACTUAL SVCS	80,000.00	1,813.53	.00	11,409.80	68,590.20	.14
TOTAL	CONTRACTUAL SERVICES	471,391.00	38,243.86	.00	79,747.61	391,643.39	.17
970100	SUPPLIES	70,000.00	11,660.12	.00	15,971.45	54,028.55	.23
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	.00	.00	.00	1,500.00	.00
970170	JANITORIAL	20,000.00	1,264.89	.00	1,832.39	18,167.61	.09
970200	COPYING/FAX SUPPLIES	7,500.00	.00	.00	.00	7,500.00	.00
970260	POSTAGE AND PARCEL	15,500.00	187.65	.00	254.47	15,245.53	.02
970270	PRINTING-REPROD-BINDING	8,000.00	.00	.00	2,623.00	5,377.00	.33
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	33,602.78	.00	52,210.25	442,789.75	.11
970610	AUDIO MATERIALS	70,000.00	3,322.18	.00	4,489.06	65,510.94	.06
970620	SUBSCRIPTIONS & BOOKS	70,000.00	2,366.60	.00	5,817.40	64,182.60	.08
970630	VISUAL MATERIALS	72,000.00	4,083.92	.00	10,754.95	61,245.05	.15
970640	AUTOMATED REFERENCE MAT'L	95,000.00	.00	.00	25,789.00	69,211.00	.27
970650	NATURAL GAS	20,000.00	.00	.00	3,828.54	16,171.46	.19
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	2,000.00	.00	.00	.00	2,000.00	.00
970850	GASOLINE	1,000.00	.00	.00	.00	1,000.00	.00
970900	EQUIPMENT <\$5,000	21,400.00	9,400.00	.00	9,400.00	12,000.00	.44
TOTAL	COMMODITIES	969,400.00	65,888.14	.00	132,970.51	836,429.49	.14
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	13,000.00	7,112.50	.00	7,112.50	5,887.50	.55
980410	COMPUTER HARDWARE	50,000.00	.00	.00	.00	50,000.00	.00
980420	COMPUTER SOFTWARE	24,800.00	30.00	.00	30.00	24,770.00	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	.00	4,845.94	.00	4,845.94	-4,845.94	.00
TOTAL	CAPITAL EXPENDITURES	87,800.00	11,988.44	.00	11,988.44	75,811.56	.14
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	12,276.00	.00	.00	.00	12,276.00	.00
990935	TRANS TO D/S: 2002A BOND	.00	.00	.00	.00	.00	.00
TOTAL	DEBT SERVICE	12,276.00	.00	.00	.00	12,276.00	.00
990940	TRANS TO LIB CAP PROJ FND	150,000.00	.00	.00	.00	150,000.00	.00

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	TRANS TO LIB CAP PROJ FND	150,000.00	.00	.00	.00	150,000.00	.00
991000	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
TOTAL	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	5,437,964.00	506,967.43	.00	1,094,370.12	4,343,593.88	.20

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04/08/04
ACCOUNTING PERIOD: 3/04

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

PAGE 4

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

FUND - 201 - PUBLIC LIBRARY FUND
FUNCTION - 400 - CIVIC & CULTURE
DEPARTMENT - 2120 - LIBRARY ACCUMULATION

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

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	5,000.00	130.98	.00	467.40	4,532.60	.09
920204	TRAINING	3,000.00	.00	.00	850.00	2,150.00	.28
920206	SEMINARS	1,000.00	.00	.00	.00	1,000.00	.00
920210	IN-SERVICE TRAINING	.00	.00	.00	.00	.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
960070	AUTO/TRAVEL EXPENSES	2,000.00	.00	.00	63.40	1,936.60	.03
960210	SPECIAL EVENT PROGRAMMING	3,000.00	.00	.00	.00	3,000.00	.00
960990	MISC CONTRACTUAL SVCS	43,000.00	.00	.00	1,550.00	41,450.00	.04
TOTAL	CONTRACTUAL SERVICES	57,000.00	130.98	.00	2,930.80	54,069.20	.05
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
970260	POSTAGE AND PARCEL	.00	.00	.00	.00	.00	.00
970270	PRINTING-REPROD-BINDING	8,000.00	.00	.00	.00	8,000.00	.00
TOTAL	COMMODITIES	8,000.00	.00	.00	.00	8,000.00	.00
980400	EQUIPMENT	.00	.00	.00	.00	.00	.00
980410	COMPUTER HARDWARE	.00	.00	.00	.00	.00	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
TOTAL	CAPITAL EXPENDITURES	.00	.00	.00	.00	.00	.00
TOTAL	IL LIBRARY PER CAP GRANT	65,000.00	130.98	.00	2,930.80	62,069.20	.05
TOTAL	CIVIC & CULTURE	5,502,964.00	507,098.41	.00	1,097,300.92	4,405,663.08	.20
TOTAL	PUBLIC LIBRARY FUND	5,502,964.00	507,098.41	.00	1,097,300.92	4,405,663.08	.20

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04/08/04
ACCOUNTING PERIOD: 3/04CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

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ACTION 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	50,000.00	.00	.00	.00	50,000.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
960990	MISC CONTRACTUAL SVCS	.00	.00	.00	.00	.00	.00
TOTAL	CONTRACTUAL SERVICES	50,000.00	.00	.00	.00	50,000.00	.00
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
TOTAL	COMMODITIES	.00	.00	.00	.00	.00	.00
980300	IMPROVEMENTS	50,000.00	.00	.00	.00	50,000.00	.00
980400	EQUIPMENT	15,000.00	.00	.00	.00	15,000.00	.00
980420	COMPUTER SOFTWARE	60,000.00	.00	.00	.00	60,000.00	.00
980600	FURNITURE & FIXTURES	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL	CAPITAL EXPENDITURES	135,000.00	.00	.00	.00	135,000.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	185,000.00	.00	.00	.00	185,000.00	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	185,000.00	.00	.00	.00	185,000.00	.00
TOTAL REPORT		5,687,964.00	507,098.41	.00	1,097,300.92	4,590,663.08	.19

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CITY OF DES PLAINES

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ACCOUNTING PERIOD: 13/03

BALANCE SHEET

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

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102005	CASH PAYABLE 1944119043		206.40
102008	CASH DEPOSIT 1944650243	5,969.33	
102012	CASH IL FUND 007139119668	474,015.13	
TOTAL CASH		480,484.46	206.40
104033	INVESTMENTS-DOWNING	34,339.87	
TOTAL INVESTMENTS		34,339.87	.00
115400	RECEIVABLE-ACCRUED INTRST	7.67	
118000	RECEIVABLE-PROPERTY TAXES	4,655,830.00	
TOTAL ACCOUNTS RECEIVABLE		4,655,837.67	.00
119301	PREPAID EXPENSE	518.60	
TOTAL PREPAID ITEMS		518.60	.00
TOTAL ASSETS		5,171,180.60	206.40
401000	ACCOUNTS PAYABLE		196,446.83
401001	AUDIT ACCOUNTS PAYABLE		3,394.55
450040	ACCRUED PAYROLL		33,783.83
TOTAL ACCRUED LIABILITIES		.00	33,783.83
470000	DEFERRED REV-PROPERTY TAX		4,655,830.00
470100	LIBRARY DEFERRED REVENUE		9,895.00
TOTAL DEFERRED REV-PROPERTY TAX		.00	9,895.00
TOTAL CURRENT LIABILITIES		.00	4,899,350.21
TOTAL LIABILITIES		.00	4,899,350.21
700110	EXPENDITURE CONTROL	4,778,480.37	
700120	REVENUE CONTROL		4,633,983.47
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		9,663,939.59	9,519,443.47
720010	FUND BAL-RESRV-GIFT TRUST		34,339.87
TOTAL FUND BALANCE-RESERVED		.00	34,339.87
730000	FUND BALANCE-UNRESERVED		381,780.24
TOTAL FUND EQUITY		.00	416,120.11
TOTAL EQUITIES		9,663,939.59	9,935,563.58
TOTAL PUBLIC LIBRARY FUND		14,835,120.19	14,835,120.19

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04/07/04
ACCOUNTING PERIOD: 13/03

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 DEPOSIT 1944650243	126,215.64	
102012	CASH IL FUND 007139119668	128,178.04	
	TOTAL CASH	254,393.68	.00
	TOTAL ASSETS	254,393.68	.00
401000	ACCOUNTS PAYABLE		968.14
	TOTAL CURRENT LIABILITIES	.00	968.14
	TOTAL LIABILITIES	.00	968.14
700110	EXPENDITURE CONTROL	3,300.32	
700120	REVENUE CONTROL		1,949.51
700150	EXP. BUDGET CONTROL		100,000.00
700160	REV. BUDGET CONTROL	1,000.00	
700170	BUDGET FUND BALANCE	98,999.85	
	TOTAL SYSTEM CONTROL	103,300.17	101,949.51
730000	FUND BALANCE-UNRESERVED		254,776.20
	TOTAL FUND EQUITY	.00	254,776.20
	TOTAL EQUITIES	103,300.17	356,725.71
	TOTAL LIBRARY CAPITAL PROJ FUND	357,693.85	357,693.85
	TOTAL REPORT	15,192,814.04	15,192,814.04

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04/08/04
ACCOUNTING PERIOD: 13/03

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

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	PROPERTY TAXES	.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	33,319.56	6,680.44	.83
810019	PROPERTY TAXES 2002	4,208,934.00	21,990.78	.00	4,202,433.25	6,500.75	1.00
TOTAL	PROPERTY TAXES	4,248,934.00	21,990.78	.00	4,235,752.81	13,181.19	1.00
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	1.00
L	TAXES	4,341,922.00	21,990.78	.00	4,328,740.81	13,181.19	1.00
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	-9,895.00	.00	50,482.00	-24,682.00	1.96
TOTAL	STATE GRANTS	93,800.00	-9,895.00	.00	123,882.00	-30,082.00	1.32
TOTAL	INTERGOVERNMENTAL REVENUE	93,800.00	-9,895.00	.00	123,882.00	-30,082.00	1.32
850102	LIBRARY FINES	85,000.00	-21.60	.00	112,186.39	-27,186.39	1.32
TOTAL	FINES	85,000.00	-21.60	.00	112,186.39	-27,186.39	1.32
850201	COPYING FEE	13,000.00	.00	.00	28,147.12	-15,147.12	2.17
850215	SPECIAL PROGRAMS & EVENTS	2,500.00	.00	.00	3,765.25	-1,265.25	1.51
TOTAL	FEES AND SERVICES	15,500.00	.00	.00	31,912.37	-16,412.37	2.06
TOTAL	INVESTMENT INCOME	100,500.00	-21.60	.00	144,098.76	-43,598.76	1.43
890010	INTEREST INCOME	20,000.00	1,633.14	.00	9,661.77	10,338.23	.48
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	.00	.00	27,600.13	-13,600.13	1.97
TOTAL	OTHER REVENUE	34,000.00	1,633.14	.00	37,261.90	-3,261.90	1.10
TOTAL	PUBLIC LIBRARY FUND	4,570,222.00	13,707.32	.00	4,633,983.47	-63,761.47	1.01
TOTAL	PUBLIC LIBRARY FUND	4,570,222.00	13,707.32	.00	4,633,983.47	-63,761.47	1.01

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04/08/04
ACCOUNTING PERIOD: 13/03

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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04/08/04
 ACCOUNTING PERIOD: 13/03

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	739.02	.00	1,949.51	-949.51	1.95
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	739.02	.00	1,949.51	-949.51	1.95
TOTAL	LIBRARY CAPITAL PROJ FUND	1,000.00	739.02	.00	1,949.51	-949.51	1.95
TOTAL	LIBRARY CAPITAL PROJ FUND	1,000.00	739.02	.00	1,949.51	-949.51	1.95
TOTAL REPORT		4,571,222.00	14,446.34	.00	4,635,932.98	-64,710.98	1.01

LECTION 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	-13,599.17	.00	1,580,988.94	271,526.06	.85
910200	TEMPORARY WAGES	766,054.00	15,719.37	.00	725,836.24	40,217.76	.95
910300	SUPERVISORY OVERTIME	.00	.00	.00	.00	.00	.00
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	118.14	381.86	.24
910500	VACATION PAY	.00	7,937.77	.00	128,861.55	-128,861.55	.00
910600	SICK PAY	.00	1,332.32	.00	49,677.00	-49,677.00	.00
910700	HOLIDAY PAY	.00	22,393.54	.00	61,434.63	-61,434.63	.00
910900	ACT/OUT OF CLASS/PREMIUM	500.00	.00	.00	219.19	280.81	.44
910950	EXCESS SICK HRS PAY OUT	3,276.00	.00	.00	2,573.39	702.61	.79
910970	COMPENSATED ABSENCES	.00	20,606.10	.00	20,606.10	-20,606.10	.00
918010	UNEMPLOYMENT COMPENSATION	1,486.00	371.50	.00	1,486.00	.00	1.00
918020	EMPLOYER CONTR-F.I.C.A.	199,991.00	.00	.00	191,548.14	8,442.86	.96
918021	EMPLOYER CONTR-I.M.R.F.	110,331.00	.00	.00	107,311.57	3,019.43	.97
918040	LIFE INS PREMIUMS	8,296.00	.00	.00	8,104.80	191.20	.98
918050	MEDICAL INS PREMIUMS	225,624.00	.00	.00	186,414.80	39,209.20	.83
918055	DENTAL INSURANCE PREMIUMS	19,750.00	.00	.00	15,344.88	4,405.12	.78
918060	TUITION REIMBURSEMENTS	5,000.00	.00	.00	3,059.00	1,941.00	.61
918070	WORKERS COMPENSATION	4,424.00	.00	.00	6,604.89	-2,180.89	1.49
918085	RHS PLAN PAYOUT	1,230.00	.00	.00	1,229.58	.42	1.00
	PERSONAL SERVICES	3,198,977.00	54,761.43	.00	3,091,418.84	107,558.16	.97
920100	LITIGATION & LEGAL FEES	1,500.00	.00	.00	939.43	560.57	.63
920105	COSTS OF LITIGATION	500.00	.00	.00	.00	500.00	.00
920110	PROFESSIONAL CONSULTING	20,000.00	3,250.00	.00	52,830.40	-32,830.40	2.64
920120	COMMUNICATION SERVICES	25,000.00	1,861.09	.00	20,089.18	4,910.82	.80
920140	DATA PROCESSING SERVICES	110,000.00	11,403.42	.00	81,920.89	28,079.11	.74
920202	CONFERENCES	2,500.00	120.00	.00	2,662.41	-162.41	1.06
920204	TRAINING	2,000.00	265.00	.00	3,412.50	-1,412.50	1.71
920205	TUITION REIMBURSEMENTS	.00	1,000.00	.00	1,000.00	-1,000.00	.00
920206	SEMINARS	2,000.00	.00	.00	70.00	1,930.00	.04
920210	IN-SERVICE TRAINING	2,000.00	83.55	.00	205.83	1,794.17	.10
920220	MEMBERSHIP DUES	5,000.00	50.00	.00	5,884.00	-884.00	1.18
920225	LICENSING/TITLES	.00	.00	.00	190.00	-190.00	.00
920230	PUBLICATION OF NOTICES	2,000.00	598.00	.00	1,872.25	127.75	.94
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	7,000.00	.00	.00	6,634.56	365.44	.95
TOTAL	SUBSIDIES,REBATES,CONTRIB	7,000.00	.00	.00	6,634.56	365.44	.95
920900	PROPERTY/LIAB CONTRIBUTIO	22,052.00	5,513.00	.00	22,052.00	.00	1.00
930010	R & M EQUIPMENT	60,500.00	2,537.18	.00	72,489.87	-11,989.87	1.20
930020	R & M BLDGS & STRUCTURES	35,000.00	827.04	.00	55,144.22	-20,144.22	1.58
930030	R & M VEHICLES	3,500.00	.00	.00	472.75	3,027.25	.14

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04/08/04
ACCOUNTING PERIOD: 13/03

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

PAGE 2

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
930195	BOOK BINDING & REPAIR	2,500.00	.00	.00	2,587.50	-87.50	1.04
930210	RENTAL OF EQUIPMENT	1,500.00	.00	.00	651.00	849.00	.43
930320	CLEANING:CUSTODIAL SERV	50,000.00	161.00	.00	49,084.45	915.55	.98
960070	AUTO/TRAVEL EXPENSES	2,000.00	9.60	.00	1,701.50	298.50	.85
960210	SPECIAL EVENT PROGRAMMING	17,000.00	569.78	.00	21,558.89	-4,558.89	1.27
960990	MISC CONTRACTUAL SVCS	87,000.00	4,155.21	.00	70,420.75	16,579.25	.81
TOTAL	CONTRACTUAL SERVICES	460,552.00	32,403.87	.00	473,874.38	-13,322.38	1.03
970100	SUPPLIES	70,000.00	4,513.21	.00	63,553.77	6,446.23	.91
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	.00	.00	212.66	1,287.34	.14
970170	JANITORIAL	18,000.00	2,006.58	.00	16,695.13	1,304.87	.93
970200	COPYING/FAX SUPPLIES	6,000.00	.00	.00	4,253.60	1,746.40	.71
970260	POSTAGE AND PARCEL	15,500.00	18.21	.00	13,766.73	1,733.27	.89
970270	PRINTING-REPROD-BINDING	4,500.00	.00	.00	1,136.76	3,363.24	.25
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	42,355.86	.00	482,734.23	12,265.77	.98
970610	AUDIO MATERIALS	64,000.00	3,081.57	.00	61,256.98	2,743.02	.96
970620	SUBSCRIPTIONS & BOOKS	76,000.00	2,362.72	.00	78,323.26	-2,323.26	1.03
970630	VISUAL MATERIALS	66,000.00	1,288.95	.00	71,568.47	-5,568.47	1.08
970640	AUTOMATED REFERENCE MAT'L	95,000.00	.00	.00	94,015.77	984.23	.99
970810	NATURAL GAS	20,000.00	4,124.88	.00	18,638.74	1,361.26	.93
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	17,458.03	-2,458.03	1.16
TOTAL	COMMODITIES	952,000.00	59,751.98	.00	923,614.13	28,385.87	.97
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	10,000.00	.00	.00	54,107.47	-44,107.47	5.41
980410	COMPUTER HARDWARE	122,600.00	15,344.00	.00	119,851.95	2,748.05	.98
980420	COMPUTER SOFTWARE	5,000.00	.00	.00	20,682.99	-15,682.99	4.14
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	5,000.00	.00	.00	8,843.70	-3,843.70	1.77
TOTAL	CAPITAL EXPENDITURES	142,600.00	15,344.00	.00	203,486.11	-60,886.11	1.43
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	8,063.00	4,468.00	.64
990935	TRANS TO D/S: 2002A BOND	.00	.00	.00	4,468.00	-4,468.00	.00
TOTAL	DEBT SERVICE	12,531.00	.00	.00	12,531.00	.00	1.00
990940	TRANS TO LIB CAP PROJ FND	.00	.00	.00	.00	.00	.00

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04/08/04
ACCOUNTING PERIOD: 13/03

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

PAGE 3

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	TRANS TO LIB CAP PROJ FND	.00	.00	.00	.00	.00	.00
991000	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
TOTAL	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	4,816,660.00	162,261.28	.00	4,704,924.46	111,735.54	.98

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04/08/04
ACCOUNTING PERIOD: 13/03

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 - 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

04/08/04

ACCOUNTING PERIOD: 13/03

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	.00	.00	.00	.00	.00	.00
920120	COMMUNICATION SERVICES	.00	.00	.00	.00	.00	.00
920140	DATA PROCESSING SERVICES	.00	.00	.00	.00	.00	.00
920202	CONFERENCES	1,500.00	.00	.00	1,557.69	-57.69	1.04
920204	TRAINING	1,000.00	150.00	.00	3,399.94	-2,399.94	3.40
920206	SEMINARS	.00	.00	.00	1,667.00	-1,667.00	.00
920210	IN-SERVICE TRAINING	.00	.00	.00	2,956.91	-2,956.91	.00
930010	R & M EQUIPMENT	.00	.00	.00	11,374.44	-11,374.44	.00
960070	AUTO/TRAVEL EXPENSES	1,000.00	.00	.00	1,601.24	-601.24	1.60
960210	SPECIAL EVENT PROGRAMMING	2,300.00	.00	.00	6,204.77	-3,904.77	2.70
960990	MISC CONTRACTUAL SVCS	63,000.00	.00	.00	38,308.92	24,691.08	.61
TOTAL	CONTRACTUAL SERVICES	68,800.00	150.00	.00	67,070.91	1,729.09	.97
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
970260	POSTAGE AND PARCEL	.00	.00	.00	3,290.00	-3,290.00	.00
970270	PRINTING-REPROD-BINDING	.00	.00	.00	3,195.00	-3,195.00	.00
TOTAL	COMMODITIES	.00	.00	.00	6,485.00	-6,485.00	.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	150.00	.00	73,555.91	-4,755.91	1.07
TOTAL	CIVIC & CULTURE	4,885,460.00	162,411.28	.00	4,778,480.37	106,979.63	.98
TOTAL	PUBLIC LIBRARY FUND	4,885,460.00	162,411.28	.00	4,778,480.37	106,979.63	.98

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	968.14	.00	3,300.32	6,699.68	.33
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	968.14	.00	3,300.32	6,699.68	.33
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	968.14	.00	3,300.32	96,699.68	.03
TOTAL	LIBRARY CAPITAL PROJ FUND	100,000.00	968.14	.00	3,300.32	96,699.68	.03
TOTAL REPORT		4,985,460.00	163,379.42	.00	4,781,780.69	203,679.31	.96

ACCOUNTING PERIOD: 2/04

CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='03/01/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
201	899900	MISCELLANEOUS REVENUE	00828	PETTY CASH	2/13/04	97.35
TOTAL PUBLIC LIBRARY FUND					97.35	
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	OCCL #JED	1,405.84
2110	920210	IN-SERVICE TRAINING	43765	DOMINICKS FINER FOODS	1/27/04	36.02
2110	920220	MEMBERSHIP DUES	72077	DES PLAINES ART COUNCIL	SEE ATTACHED	100.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	MARCH 2004	261.45
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	MARCH 2004	348.29
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	MARCH 2004	19.80
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	MARCH 2004	26.56
2110	930010	R & M EQUIPMENT	100563	THREE M	OF13429	3,485.00
2110	930010	R & M EQUIPMENT	100563	THREE M	OF13503	3,400.00
2110	930010	R & M EQUIPMENT	103055	GREATER BAY CAPITAL	2-06-04	2,786.00
2110	930320	CLEANING:CUSTODIAL SERV	200147	MAJESTY MAINTENANCE INC	35173IN	3,385.00
2110	960210	SPECIAL EVENT PROGRAMMING	102539	MICHAEL MULHOLLAND	3-20-04	150.00
2110	960210	SPECIAL EVENT PROGRAMMING	103044	JANET WONG	3-08-04	500.00
2110	960210	SPECIAL EVENT PROGRAMMING	103045	MICHAEL ADAMCZYK	3-14-04	100.00
2110	960210	SPECIAL EVENT PROGRAMMING	103046	KATHLEEN ANNE FLEMING	3-13-04	50.00
2110	960210	SPECIAL EVENT PROGRAMMING	200211	THINK 4 FUN PRODUCTIONS	4-24-04	120.00
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	2/03/04	36.39
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1677728	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1692820	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1699069	-77.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1689372	11.75
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1694016	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1690141	8.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1681227	5.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1676412	62.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1693134	8.05
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1692816	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1692819	12.95
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1692818	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1692817	1.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012130899	7.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011888587	75.40
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012138065	20.90
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011874280	14.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012158180	23.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011888615	50.40
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012087626	44.65
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012140546	14.70
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012165349	1.35
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012146159	53.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012067345	5.30
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012175024	2.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012134051	47.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011907429	9.65
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012138072	4.90
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012154119	33.75
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011855106	4.55

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ACCOUNTING PERIOD: 2/04

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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SELECTION CRITERIA: payable.due_date='03/01/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012140905	41.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012108607	123.85
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	POA000736988.	-9.05
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012157459	48.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012137996	.75
2110	960990	MISC CONTRACTUAL SVCS	25775	CRIMSON MULTIMEDIA DIST.,	3502A	45.23
2110	960990	MISC CONTRACTUAL SVCS	25775	CRIMSON MULTIMEDIA DIST.,	3625A	54.05
2110	970100	SUPPLIES	08991	SKOKIE PAPER POINT	509894	134.90
2110	970100	SUPPLIES	102901	GIGI'S BLOSSOMS & BASKETS	1/14/04	43.00
2110	970100	SUPPLIES	19714	GAYLORD BROS	533996	50.95
2110	970100	SUPPLIES	19714	GAYLORD BROS	534679	712.80
2110	970100	SUPPLIES	19764	BRODART COMPANY	454623	71.36
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	1510843	88.66
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	1515195	59.31
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	1515151	27.83
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	1510427	226.27
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	1510449	67.84
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	1510450	3,093.56
2110	970100	SUPPLIES	20933	HAWK ELECTRONICS	318811	1,244.17
2110	970100	SUPPLIES	20933	HAWK ELECTRONICS	318787	539.79
2110	970100	SUPPLIES	24056	THE HIGHSMITH CO., INC.	8154507-001	95.30
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	120414-00	715.80
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	120414-01	238.20
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	120414-02	37.50
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	119986-01	79.20
2110	970170	JANITORIAL	09616	WEAR GUARD	52457163-1	53.14
2110	970170	JANITORIAL	102809	VALDES ENTERPRISES INC	7281	419.64
2110	970170	JANITORIAL	17132	MENARDS	89644	80.39
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1676412	450.89
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1689372	105.78
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1697148	141.26
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1692815	93.91
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1704235	98.27
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1703245	10.19
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1681227	18.20
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1691802	203.50
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1699679	386.65
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1690141	72.44
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1694016	2.97
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1690142	26.91
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1702017	31.71
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1677728	13.19
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1692818	10.17
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1692817	20.38
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1692820	11.19
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1692816	9.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1692819	55.49
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1693134	72.39
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1695691	23.37
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	5063049-04	679.50
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	0106567-04	186.50

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CITY OF DES PLAINES

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ACCOUNTING PERIOD: 2/04

CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='03/01/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	07439 THE GALE GROUP	13105998	194.23
2110	970600	BOOKS	07439 THE GALE GROUP	13097174	65.48
2110	970600	BOOKS	07439 THE GALE GROUP	13099410	40.42
2110	970600	BOOKS	07439 THE GALE GROUP	13104223	194.42
2110	970600	BOOKS	07439 THE GALE GROUP	13101457	1.25
2110	970600	BOOKS	07439 THE GALE GROUP	13099939	74.84
2110	970600	BOOKS	07439 THE GALE GROUP	13096044	64.38
2110	970600	BOOKS	101014 AMAZON.COM CREDIT	2-15-04	57.98
2110	970600	BOOKS	101014 AMAZON.COM CREDIT	2-15-04	30.34
2110	970600	BOOKS	101014 AMAZON.COM CREDIT	2-15-04	36.99
2110	970600	BOOKS	101014 AMAZON.COM CREDIT	2-15-04	47.97
2110	970600	BOOKS	101014 AMAZON.COM CREDIT	2-15-04	27.99
2110	970600	BOOKS	101014 AMAZON.COM CREDIT	2-15-04	305.89
2110	970600	BOOKS	102534 ILLINOIS LIBRARY ASSOCIAT	SEE ATTACHED	180.00
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011888587	92.57
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012138072	16.01
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012140545	531.16
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012140904	792.77
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012134050	962.09
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012137996	3.87
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012146158	1,078.01
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012162212	30.19
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012087625	1,398.27
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012154118	604.31
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011874280	75.22
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012138065	265.15
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011888615	84.99
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012158180	264.03
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012130899	116.98
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011855106	13.09
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2011907429	34.91
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012165349	14.74
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012067345	104.84
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012157459	635.20
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012108606	2,143.48
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	5004850728	2,320.40
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012175024	18.04
2110	970600	BOOKS	102747 ALIBRIS	5295499	15.60
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	87237883	44.80
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	87026536	711.00
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	142040	29.96
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	141911	6.50
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	141911	6.50
2110	970610	AUDIO MATERIALS	102744 BAKER & TAYLOR BOOKS	B36777480	24.38
2110	970610	AUDIO MATERIALS	102744 BAKER & TAYLOR BOOKS	B36777460	184.20
2110	970610	AUDIO MATERIALS	102744 BAKER & TAYLOR BOOKS	B36431720	76.88
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	1-27-04-2	95.11
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	1-27-04-3	35.67
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	1-27-04-1	228.01
2110	970610	AUDIO MATERIALS	28038 BRILLIANCE AUDIO, INC.	IN0226364	61.74
2110	970620	SUBSCRIPTIONS & BOOKS	07534 CHICAGO TRIBUNE	30147947	249.70

RUN DATE 02/20/04 TIME 13:37:25

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

0817

02/20/04

ACCOUNTING PERIOD: 2/04

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='03/01/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970620	SUBSCRIPTIONS & BOOKS	71360	MORNINGSTAR INCORPORATED	2373	795.00
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	1110253	135.00
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	1110377	31.00
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	1110948	275.25
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	748450	31.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	748451	61.97
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	744807	35.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	748452	21.99
2110	970630	VISUAL MATERIALS	102320	DIVERSE MEDIA INCORPORATE	395577	74.29
2110	970630	VISUAL MATERIALS	102450	INSTRUCTIONAL VIDEO	2316A	259.97
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B36777460	63.70
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	M32597770	5.91
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B36131590	152.74
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R64877741	122.09
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R64877742	62.55
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R64877740	159.47
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	M32597770	71.20
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B36431720	26.22
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	M32970090	47.95
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	M32917840	20.96
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST.,	3425B	178.00
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST.,	3425C	145.00
TOTAL LIBRARY SERVICES						45,239.15
TOTAL FUND						45,336.50

03/05/04

ACCOUNTING PERIOD: 3/04

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SECTION CRITERIA: payable.due_date='03/15/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920110	PROFESSIONAL CONSULTING	102672 LOHAN CAPRILE GOETTSCH	4073	1,900.00
2110	920110	PROFESSIONAL CONSULTING	102672 LOHAN CAPRILE GOETTSCH	4074	11.25
2110	920120	COMMUNICATION SERVICES	101343 CALL ONE	101041830000	235.31
2110	920140	DATA PROCESSING SERVICES	05537 ILLINOIS STATE LIBRARY	26468	367.52
2110	920140	DATA PROCESSING SERVICES	102744 BAKER & TAYLOR BOOKS	PO6NS3170M	569.58
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	JAN 2004	1,412.96
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	DPK104	3,289.10
2110	920204	TRAINING	101721 PETRA HOLLIBAUGH	REIMB	25.00
2110	920220	MEMBERSHIP DUES	05082 ONLINE AUDIOVISUAL CATALO	RENEWAL	12.00
2110	920220	MEMBERSHIP DUES	100075 AMERICAN LIBRARY ASSOCIAT	1010837	145.00
2110	920220	MEMBERSHIP DUES	102534 ILLINOIS LIBRARY ASSOCIAT	115440	115.00
2110	920220	MEMBERSHIP DUES	102750 ILLINOIS OCLC USERS GROUP	SEE ATTACHED	15.00
2110	930010	R & M EQUIPMENT	103082 ENVISIONWARE INCORPORATED	216274	1,074.23
2110	930010	R & M EQUIPMENT	72106 COOPERATIVE COMPUTER SERV	DPK104	314.10
2110	930020	R & M BLDGS & STRUCTURES	09600 *R M C INCORPORATED	29845	811.00
2110	930020	R & M BLDGS & STRUCTURES	100604 MK PAINTING & DECORATING	02-04-04	750.00
2110	930020	R & M BLDGS & STRUCTURES	101362 STANLEY ACCESS TECH	95845668	409.62
2110	930020	R & M BLDGS & STRUCTURES	102242 A D T SECURITY SERVICES	65636298	37.50
2110	930020	R & M BLDGS & STRUCTURES	102711 SPEED-E-KLEEN	2398	100.00
2110	930020	R & M BLDGS & STRUCTURES	103080 BUILDERS UNITED SALES COM	20402	225.00
2110	930195	BOOK BINDING & REPAIR	05479 HOUCHEM BINDERY LTD	120176	132.90
2110	930320	CLEANING:CUSTODIAL SERV	200147 MAJESTY MAINTENANCE INC	35188	175.00
2110	960210	SPECIAL EVENT PROGRAMMING	101296 SARA MCLAUGHLIN	REIMB	104.38
2110	960210	SPECIAL EVENT PROGRAMMING	103065 TENDER LEGAL CARE	3-18-04	150.00
2110	960210	SPECIAL EVENT PROGRAMMING	103076 PATRICIA PINIANSKI	03-23-04	100.00
2110	960210	SPECIAL EVENT PROGRAMMING	103077 AMY COOK	03-30-04	100.00
2110	960210	SPECIAL EVENT PROGRAMMING	103079 CHGO AREA INTERPRETER REF	4675	90.00
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	REF0402171	62.07
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	REF0402101	94.85
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1697150	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1697151	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1697152	.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1694018	11.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1697149	4.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1702016	2.95
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1707648	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1704236	5.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1705985	39.15
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1695690	5.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1703508	2.40
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012191892	39.65
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012224385	16.40
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012248884	37.70
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012243326	16.30
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012239506	26.95
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2011924027	83.00
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012006774	48.80
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012224304	45.35
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012033625	8.80
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012239129	64.00
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012224539	31.85

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CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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SECTION CRITERIA: payable.due_date='03/15/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012220195	129.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012259506	19.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012000845	4.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012254170	36.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012243385	5.40
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012014301	13.65
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012195463	20.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012187190	46.70
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012254408	2.40
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012260144	2.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012195337	36.75
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011932720	23.30
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012195908	4.80
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011969838	9.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012216924	20.80
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2011953349	4.50
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012211323	1.35
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012216925	5.30
2110	960990	MISC CONTRACTUAL SVCS	102900	INITIAL TROPICAL PLANTS	560851	93.56
2110	960990	MISC CONTRACTUAL SVCS	102900	INITIAL TROPICAL PLANTS	560852	63.80
2110	960990	MISC CONTRACTUAL SVCS	25775	CRIMSON MULTIMEDIA DIST.	3679A	10.24
2110	970100	SUPPLIES	09638	OFFICE DEPOT	235041439001	88.20
2110	970100	SUPPLIES	09638	OFFICE DEPOT	234902193001	261.96
2110	970100	SUPPLIES	09638	OFFICE DEPOT	231472106001	40.80
2110	970100	SUPPLIES	09638	OFFICE DEPOT	235316693001	8.54
2110	970100	SUPPLIES	09638	OFFICE DEPOT	231911871001	300.60
2110	970100	SUPPLIES	09638	OFFICE DEPOT	231909477001	819.44
2110	970100	SUPPLIES	09638	OFFICE DEPOT	235311204001	63.96
2110	970100	SUPPLIES	09638	OFFICE DEPOT	235055958001	317.79
2110	970100	SUPPLIES	09638	OFFICE DEPOT	232695710001	131.77
2110	970100	SUPPLIES	100563	THREE M	UM43336	881.25
2110	970100	SUPPLIES	103081	UNITED AD LABEL	213998299	75.53
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	1530339	148.68
2110	970100	SUPPLIES	21547	MERCHANTS SOLUTIONS INC	18489	158.00
2110	970100	SUPPLIES	85048	G NEIL CORPORATION	7446977	209.29
2110	970100	SUPPLIES	92003	COMPUTYPE INCORPORATED	165525-1010	1,467.38
2110	970170	JANITORIAL	101451	GRAINGER	1-905661-3	35.90
2110	970170	JANITORIAL	43765	DOMINICKS FINER FOODS	REF0402101	11.07
2110	970170	JANITORIAL	43765	DOMINICKS FINER FOODS	REF0402101	13.69
2110	970260	POSTAGE AND PARCEL	00933	POSTMASTER	PERMIT 00319	150.00
2110	970260	POSTAGE AND PARCEL	103035	FEDERAL EXPRESS	1-555-72627	37.65
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1697150	32.58
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1697151	35.42
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1697152	14.21
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1705985	128.64
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1697149	68.58
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1702016	19.75
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1703508	53.32
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1695690	50.92
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1694018	49.50
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1714719	25.72

RUN DATE 03/05/04 TIME 17:12:00

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

0817

03/05/04

ACCOUNTING PERIOD: 3/04

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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SECTION CRITERIA: payable.due_date='03/15/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1710275	205.77
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1707648	23.98
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1707649	16.23
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1716546	81.89
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1704236	71.46
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1719754	14.36
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1715200	7.79
2110	970600	BOOKS	02345	OMNIGRAPHICS, INC.	104063-4042	144.45
2110	970600	BOOKS	07439	THE GALE GROUP	13128315	64.38
2110	970600	BOOKS	07439	THE GALE GROUP	13116655	140.01
2110	970600	BOOKS	07439	THE GALE GROUP	13116450	52.38
2110	970600	BOOKS	07439	THE GALE GROUP	13127545	56.13
2110	970600	BOOKS	07439	THE GALE GROUP	13112950	162.47
2110	970600	BOOKS	07439	THE GALE GROUP	13113424	45.30
2110	970600	BOOKS	07439	THE GALE GROUP	13127231	74.84
2110	970600	BOOKS	07439	THE GALE GROUP	13123034	137.76
2110	970600	BOOKS	07439	THE GALE GROUP	13117979	169.32
2110	970600	BOOKS	101798	SCHOLASTIC LIBRARY PUBLIS	10865297	229.00
2110	970600	BOOKS	102392	PALATINE PUBLIC LIBRARY	SEE ATTACHED	14.00
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012243385	52.77
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012239505	557.47
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012254408	28.34
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012259506	244.96
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012182747	73.06
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012224538	843.35
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012243326	218.96
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012014301	113.45
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012260144	27.20
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012224384	246.90
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012254170	425.29
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012000845	8.33
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012239128	1,653.62
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012211323	13.60
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011932720	123.07
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011953349	7.74
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011924027	269.15
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012191891	795.06
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	5004885072	889.16
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012195337	405.53
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2011969838	14.82
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012195908	52.16
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012216924	250.50
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012231843	36.05
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012224303	604.99
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012248884	488.04
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012006774	49.58
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012195463	242.06
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012033625	8.89
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012245714	44.55
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012216925	54.97
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012187189	1,014.79

RUN DATE 03/05/04 TIME 17:12:01

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

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CITY OF DES PLAINES

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ACCOUNTING PERIOD: 3/04

CASH REQUIREMENTS BILL LIST

ACTION CRITERIA: payable.due_date='03/15/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012220194	1,737.50
2110	970600	BOOKS	103075	UNIVERSITY OF CHICAGO	4154773	78.71
2110	970600	BOOKS	103078	COMMUNITY MEDIA WORKSHOP	2-04-04	69.00
2110	970600	BOOKS	103083	LAKE VILLA PUBLIC LIBRARY	12-02-03	20.00
2110	970600	BOOKS	103085	STARLITE INCORPORATED	P1611904	35.95
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	79837	43.64
2110	970600	BOOKS	20361	BERNAN ASSOCIATES	I10236756	190.80
2110	970600	BOOKS	20579	SALEM PRESS	334189	923.40
2110	970600	BOOKS	21078	PIERIAN PRESS	161456	282.00
2110	970600	BOOKS	54257	CHRONICLE GUIDANCE PUBLIC	SEE ATTACHED	135.19
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	87580229	120.29
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	87563063	96.00
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	87479634	1,067.16
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	87575666	35.84
2110	970600	BOOKS	80139	RECORDED BOOKS, LLC	1932456	154.92
2110	970600	BOOKS	82668	POLONIA BOOK STORES	22982	145.48
2110	970610	AUDIO MATERIALS	02482	B B C AUDIOBOOKS	141186	318.55
2110	970610	AUDIO MATERIALS	02482	B B C AUDIOBOOKS	143673	8.00
2110	970610	AUDIO MATERIALS	102744	BAKER & TAYLOR BOOKS	B37597450	65.55
2110	970610	AUDIO MATERIALS	102744	BAKER & TAYLOR BOOKS	B37570620	7.39
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	2-10-04-5	58.75
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	2-10-04-3	53.16
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	2-10-04-1	549.10
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	2-10-04-2	97.93
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5620476P	61.20
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5620477P	144.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5620480P	331.20
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5620478P	130.05
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5611151P	76.80
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1933210	69.60
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1933639	30.75
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1920801	23.80
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1933569	292.80
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1926804	228.80
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1944637	25.80
2110	970620	SUBSCRIPTIONS & BOOKS	103084	NOLOAD FUND X	SEE ATTACHED	149.00
2110	970620	SUBSCRIPTIONS & BOOKS	67929	VALUE LINE INC	SEE ATTACHED	345.00
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	1111113	310.00
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	31614	76.65
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	21218A	47.84
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	20675F	36.50
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	20675G	16.78
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	20679G	25.19
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	21218B	83.07
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	21218C	96.52
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	20679F	16.79
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	21211A	87.40
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	20679H	22.66
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	20675D	-29.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	752471	67.97
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	752470	31.99

03/05/04
ACCOUNTING PERIOD: 3/04

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

PAGE 15

SECTION CRITERIA: payable.due_date='03/15/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970630	VISUAL MATERIALS	102450	INSTRUCTIONAL VIDEO	:23164B 32.35
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B37162370 44.98
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B595279CM -14.98
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R66436901 24.36
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	M33599820 80.17
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	M33324620 14.96
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	M27886020 103.44
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	M29148100 29.96
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B30152170 693.07
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B37597450 14.98
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	M33267890 224.71
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	M28774420 20.23
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R66436900 96.50
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B37570620 14.98
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	M33459800 44.97
2110	970630	VISUAL MATERIALS	103086	VIDEO AIDED INSTRUCTION I.	20698 47.90
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST.,	1060B 20.00
2110	970630	VISUAL MATERIALS	80139	RECORDED BOOKS, LLC	1937815 27.30
2110	970900	EQUIPMENT <\$5,000	103074	LIVING LAMINATES	3193 4,700.00
2110	970900	EQUIPMENT <\$5,000	103074	LIVING LAMINATES	3194 4,700.00
2110	980400	EQUIPMENT	07940	VIDEO MASTER, INC.	202040 7,112.50
2110	980600	FURNITURE & FIXTURES	17924	CORPORATE CONCEPTS, INC.	135452 4,845.94
		PUBLIC LIBRARY SERVICES			63,120.49
		TOTAL FUND			63,120.49

DES PLAINES PUBLIC LIBRARY
DIRECTOR'S REPORT
April 20, 2004

No official inquiries or requests for confidential information have been received since the last report.

I. PERSONNEL

New employee for March 2004: Chinmay Chauhan, part-time Technology Page.

Resignations/Separations: Heather Jordan, part-time Processing Clerk, and Jakub Kocyan, Part-time Page.

I have consulted with City Manager Dave Niemeyer, City Human Resources Director Jason Bajor, and former trustee John Burke about the difficulty we are experiencing with long delays in obtaining criminal background check information for potential new hires. Since the new method used by the City involves going through the State Police database, the waiting period is so long that I fear that we will lose candidates who may decide to take other positions offered to them in the meantime. Candidates have been waiting since early January for our decision. To date we have received reports on 1 out of 5 inquiries.

I have contacted a Chicago firm recommended by John Burke to conduct criminal background checks for us for a fee. I will have more to report at the April Board meeting about the cost of this service and about its acceptability to the city.

II. STAFF DEVELOPMENT

We are beginning a new session of Staff Technology Classes. These classes are available to all staff who want to learn the basics of both hardware and software so that they can assist the public in use of our equipment and to learn to use technology to improve their ability to manage information and communicate within the staff. Library staff teach all the classes. Hector Marino is in charge of this program.

Under the guidance of Martha Sloan, a staff committee is planning the learning events for the annual In Service Day on May 6. This day is mandatory for all staff. The library will not be open to the public all day on Thursday, May 6.

Plans are underway for a Learning Organization refresher course taught by Maureen Sullivan, the consultant who guided us all through three stages of development of this approach to staff learning and organizational management. We will send eight staff to an all-day workshop on July 19. Three other libraries (Ela, Warren Newport, and Cary) will also send staff.

III. PATRON SERVICES

Circulation for March was over 100,000 items, which is a 5.5% increase over March 2003. Circulation of audiovisual materials accounted for 32% of all children's materials circulated and 52% of the adult materials circulation, for a total of 45% overall. Patrons used self-check to checkout 23% of all items circulated. Another sign that patrons are taking advantage of the self-service features of our computer systems is that staff assistance with computer signup and Interlibrary Loan is decreasing, although there were over 10,000 signups for the internet and computer lab in March.

IV. OTHER PROFESSIONAL ACTIVITIES

I've chaired two meetings of the Library Cable Network's Executive Committee (3/18 and 4/15), and attended Legislative Advocacy Program at NSLS (4/22), the first organizing meeting for Taste of Des Plaines 2004 (3/23), the CCS Governing Board meeting (3/24), the City/Chamber Advisory Committee breakfast (3/25), the Friends of the Library Roundtable meeting (3/30), the Art Committee meeting (4/9), and a workshop of Human Resources Law at NSLS (4/13). I've also conducted weekly meetings of the Do the Dewey committee for our fundraiser 4/17.

VI.E.1.

DES PLAINES PUBLIC LIBRARY
HOLDINGS
APRIL 2004

	<u>Mar 2004</u>	<u>Apr 2004</u>	<u>Change</u>	<u>% Change</u>
Books	250,118	250,334	216	0.09%
Audio	20,851	20,937	86	0.41%
Video	20,437	20,587	150	0.73%
Puzzles & Games	743	731	-12	-1.62%
Realia	237	237	0	.0.00%
Pamphlets	326	326	0	0.00%
Total	292,712	293,152	440	0.15%

VI.E.1.

**DES PLAINES PUBLIC LIBRARY
REGISTRATION SERVICES REPORT FOR MARCH 2004**

I. Library Card Registration Services

<u>Mar 2003</u>	<u>Feb 2003</u>	<u>Mar 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
857	1,000	1,000	1,745	2,051	17.5%

A.	New Library Card Registrations	438
B.	Updated Library Card	430
C.	Other Libraries	193
D.	Non Resident Fee Paid Cards	11

Total	1,072
-------	-------

II. Other Registration Services

1.	Patrons Registering for Programs	297
2.	Number of Meeting Room Uses	97
3.	Voters Registered	10
4.	Senior Cab Cards	15

Total	419
-------	-----

III. Total Number Of Registered Borrowers

Mar 2003	43,465	(76.3% of Population)
Mar 2004	34,420	(60.4% of Population)

**DES PLAINES PUBLIC LIBRARY
CIRCULATION SERVICES REPORT FOR MARCH 2004**

Patron Attendance Count

<u>Mar 2003</u>	<u>Feb 2004</u>	<u>Mar 2004</u>	<u>Year to Date</u> <u>2003</u>	<u>Year to Date</u> <u>2004</u>	<u>% Change</u>
51,613	47,064	55,120	146,821	147,139	0.2%

**Reciprocal Borrowing
(Materials Lent)**

	<u>Mar 2003</u>	<u>Mar 2004</u>	<u>% Change</u>
NLS	13,695	15,628	12.4%
Other Systems	6,103	5,905	-3.4%
Total	19,798	21,533	8.1%

Interlibrary Loan

	<u>Mar 2003</u>	<u>Mar 2004</u>	<u>Year to Date</u> <u>2003</u>	<u>Year to Date</u> <u>2004</u>	<u>% Change</u>
Sent	3,860	4,914	11,318	14,209	20.3%
Received	2,383	3,341	6,768	10,570	36.0%
Total	6,243	8,255	18,086	24,779	27.0%

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT
March 2004

				% Change
Total 2003 to Date:	277,528	Total 2004 to Date:	286,535	3.25%
March 2003	96,660	March 2004	102,025	5.55%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
<u>CHILDREN</u>	2003	2004	2003	2004	2003	2004
Non Fiction	6,391	6,413	654	802	7,045	7,215
Fiction	16,294	16,227	1,350	1,322	17,644	17,549
Foreign Language Non Fiction	117	135	17	9	134	144
Foreign Language Fiction	552	701	79	51	631	752
Periodicals	259	335	9	4	268	339
Compact Discs	1,025	1,154	38	64	1,063	1,218
Audio Cassettes	195	207	5	0	200	207
Audio Kits	270	216	14	18	284	234
Puzzles	376	238	21	35	397	273
Games	113	139	18	13	131	152
Audio Books	306	417	27	19	333	436
Video Fiction	4,080	3,698	437	530	4,517	4,228
Video Non Fiction	1,035	1,051	38	34	1,073	1,085
DVD	2,345	3,596	64	193	2,409	3,789
CD ROMs	741	820	0	0	741	820
SUB TOTAL	34,099	35,347	2,771	3,094	36,870	38,441
ADULT						
Non Fiction	13,225	14,011	251	288	13,476	14,299
Fiction	8,810	9,122	322	372	9,132	9,494
Large Type	1,428	1,479	136	133	1,564	1,612
Foreign Language Non Fiction	415	463	4	4	419	467
Foreign Language Fiction	906	1,096	2	1	908	1,097
High School Collection	524	600	21	3	545	603
Periodicals	2,712	2,670	172	222	2,884	2,892
Pamphlets	11	9	0	0	11	9
Compact Discs	8,031	8,393	494	577	8,525	8,970
Audio Cassettes	8	9	5	0	13	9
Puzzles	3	6	0	0	3	6
Pictures	34	33	0	0	34	33
Audio Books	2,285	2,834	32	25	2,317	2,859
CD ROMs	281	304	1	0	282	304
Video Fiction	7,663	6,195	459	462	8,122	6,657
Video Non Fiction	4,196	3,176	53	37	4,249	3,213
DVD	6,842	10,274	306	561	7,148	10,835
Misc. Formats	156	223	2	2	158	225
	57,530	60,897	2,260	2,687	59,790	63,584
GRAND TOTAL	91,629	96,244	5,031	5,781	96,660	102,025
Self Check	20,991	22,314	0	0	20,991	22,314

**DES PLAINES PUBLIC LIBRARY
CIRCULATION PATRON ASSISTANCE
MARCH 2004**

Assistance/Service Desk	<u>Mar 2003</u>	<u>Mar 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Phone Calls Received	1,483	1,158	4,445	3,715	-19.65%
2. Patron Renewals	2,038	1,501	5,187	4,178	-24.15%
3. Patron Reserves Delivered	3,117	3,470	7,860	10,210	23.02%
4. Directional	2,162	1,252	5,193	3,911	-32.78%
5. Account Inquiries	4,884	3,528	12,770	10,338	-23.52%
6. Program Sign-up	788	652	2,324	1,827	-27.20%
7. In Person Patron Assistance	3,232	1,851	9,180	6,200	-48.06%
Total	17,704	13,412	46,959	40,379	-16.30%
Assistance/Switchboard	<u>Mar 2003</u>	<u>Mar 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Phone Calls Answered	4,614	3,508	12,143	10,445	-16.26%
2. Delivery/Buzzer	79	60	248	244	-1.64%
3. 2-Way Radio	216	136	534	363	-47.11%
Total	4,909	3,704	12,925	11,052	-16.95%
Grand Total	22,613	17,116	59,884	51,431	-16.44%

**DES PLAINES PUBLIC LIBRARY
USE OF ONLINE REFERENCE PRODUCTS
March 2004**

Alldata	NA
BigChalk	142
CLCD	20
CQ Electronic Library	38
Ebsco:	
• Novelist	286
• Primary/Middle Search	16
• Searchasaurus	5
FACTS.com	17
First Search	1,181
Gale Group:	
• AncestryPlus	110*
• Biography Resource Center	362
• Business & Company Resource Center	621
• Contemporary Authors	45
• General Reference Center Gold	493
• Student Resource Center	633
Grolier Online	45*
Hoover's Online	NA
LitFinder	80
Mergent Online	44
Morningstar	17*
NewsBank:	
• American Obituaries and Death Notices	120
• Chicago Tribune Archive	772
• Chicago Tribune	102
• Chicago Sun-Times	38
• Chicagoland	19
• Daily Herald	100
• Noticias en Español	3
ProQuest	233
(<i>Wall Street Journal, New York Times Historical Archive</i>)	
Reference USA	1,164
SIRS Discoverer	76
World Book Encyclopedia	66
 Total Searches & Queries	 6,839

*Number of sessions or views (number of searches not provided)

VI.E.1.

**DES PLAINES PUBLIC LIBRARY
ADULT SERVICES PATRON ASSISTANCE
MARCH 2004**

Assistance	<u>Mar 2003</u>	<u>Mar 2004</u>	<u>Year to Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Computer/Instructional	1,274	1,194	2,137	2,817	24.1%
2. Mechanical	646	536	1,235	1,188	-4.0%
3. Directional	1,091	1,315	2,914	3,829	23.9%
4. Informational	1,601	2,091	4,100	5,475	25.1%
5. Tax Forms	325	413	909	1,277	28.8%
6. Instruction	170	42	261	128	-103.9%
Total	5,107	5,591	11,556	14,714	21.5%
Reference and Readers' Services	<u>Mar 2003</u>	<u>Mar 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Specific Item Request	3,370	3,754	9,584	10,924	12.3%
2. Ready Reference	1,192	1,673	3,299	4,699	29.8%
3. In-Depth Reference	238	423	717	1,090	34.2%
4. Virtual Reference Desk	80	48	169	113	-49.6%
5. Interlibrary Loan Request	196	153	815	389	-109.5%
6. Readers' Advisory	120	162	448	448	0.0%
7. Reserves	1090	1,270	2,876	3,491	17.6%
Total	6,286	7,483	17,908	21,154	15.3%
Sign Up	<u>Mar 2003</u>	<u>Mar 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Internet	5,440	8,001	18,640	22,113	15.7%
2. Computer Lab	590	778	1,581	2,750	42.5%
3. Group Study Rooms	880	1,034	2,395	2,802	14.5%
4. Reading Edge	2	0	5	1	-400.0%
Total	6,912	9,813	22,621	27,666	18.2%
Grand Total	18,305	22,887	52,085	63,534	18.0%

VI.E.1.

**DES PLAINES PUBLIC LIBRARY
YOUTH SERVICES PATRON ASSISTANCE
MARCH 2004**

Assistance	<u>Mar 2003</u>	<u>Mar 2004</u>	<u>Year to Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Computer Sign-up	3,192	1,981	8,811	5,664	-55.6%
2. Program Sign-up	345	395	1,575	1,522	-3.5%
3. Equipment Repair & Assistance	1,877	1,232	2,951	3,337	11.6%
4. Directional Questions	301	565	1,025	1,631	37.2%
5. ILL & Patron Holds	159	161	424	452	6.2%
Total	5,874	4,334	14,786	12,606	-17.3%
In-House Circulation	<u>Mar 2003</u>	<u>Mar 2004</u>	<u>Year to Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Train Sets	1,477	1,736	4,352	4,641	6.2%
2. Chess/Checkers	67	96	221	269	17.8%
3. School Supplies Handouts	NA	249	NA	565	
4. Textbooks	10	15	24	75	68.0%
5. Reserve Books	132	71	258	203	-27.1%
Total	1,686	2,167	4,855	5,753	15.6%
Reference	<u>Mar 2003</u>	<u>Mar 2004</u>	<u>Year to Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Specific Item Request	1,085	1,051	4,082	3,597	-13.5%
2. Reference	851	856	2,189	2,753	20.5%
3. Readers' Advisory	212	161	531	485	-9.5%
4. Referrals to Other Libraries	34	25	103	65	-58.5%
5. Book Bag Request	9	8	29	25	-16.0%
Total	2,191	2,101	6,934	6,925	-0.1%
Grand Total	9,751	8,602	26,575	25,284	-5.1%

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR MARCH 2004**

	<u>Times Used</u>	<u>Attendance</u>
Library Sponsored Programs/Meetings		
Adult Services Meeting	1	9
All Staff Planning Meeting	1	7
Alzheimer's Beginning to Cope	1	30
Beth Finke: Changes	1	10
Blind Etiquette	1	15
Circulation Clerks Meeting	1	12
Creating Your Living Will	1	34
Department Heads Meeting	5	44
"Do the Dewey" Planning Meeting	5	35
Family Searching on the Internet	1	26
"Fighting for Freedom: Midwest Women Abolitionists"	1	13
Film - "Seabiscuit"	1	70
Friends of the Library	1	24
Great Decisions	5	85
Guide Dog Program & Demonstration	1	6
Inservice Meeting	1	7
Inside Writing and Publishing	3	38
Introduction to Basic Computers	3	25
Introduction to the Internet	3	19
Kiwanis Board Meeting	1	15
Mobile Library Meeting	1	6
Heritage Room Book Selection Meeting	2	9
Page Meeting	2	29
Readers' Services Meeting	1	8
Spanish Language Computer Classes	1	12
Spoken World Poetry Workshop	3	60
Technology Classes for Staff	8	24
Thursday Evening Book Discussion	1	12
Tuesday Morning Book Group	1	15
Vision Fair	1	70
 Total	 59	 769

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR MARCH 2004**

	<u>Times Used</u>	<u>Attendance</u>
Outside Community Groups		
AARP Tax-Aide	8	176
Central Little League	3	60
Des Plaines Art Guild	1	10
Des Plaines Optimists Club	3	92
Du Page Figure Skaters	1	8
Forest School	1	30
Girl Scouts Mother/Daughter	1	50
Library Courte Condominium Meeting	1	50
Mansard South Condominium	1	7
Polyglots Toastmasters	1	16
Red Hat Society	1	15
River Edge Manor Homes	1	15
Romance Writers	1	28
School District 62/Title I	2	14
Society of Children's Book Writers & Illustrators	1	25
Square Spaces	1	10
Thacker Park Condominium	1	15
Toastmasters Area Contest	1	20
Toastmasters Club of Des Plaines	3	25
Total	33	666
Other		
Library Board Meeting	1	14
Special Board Meeting	1	11
Total	2	25

VI.E.1.

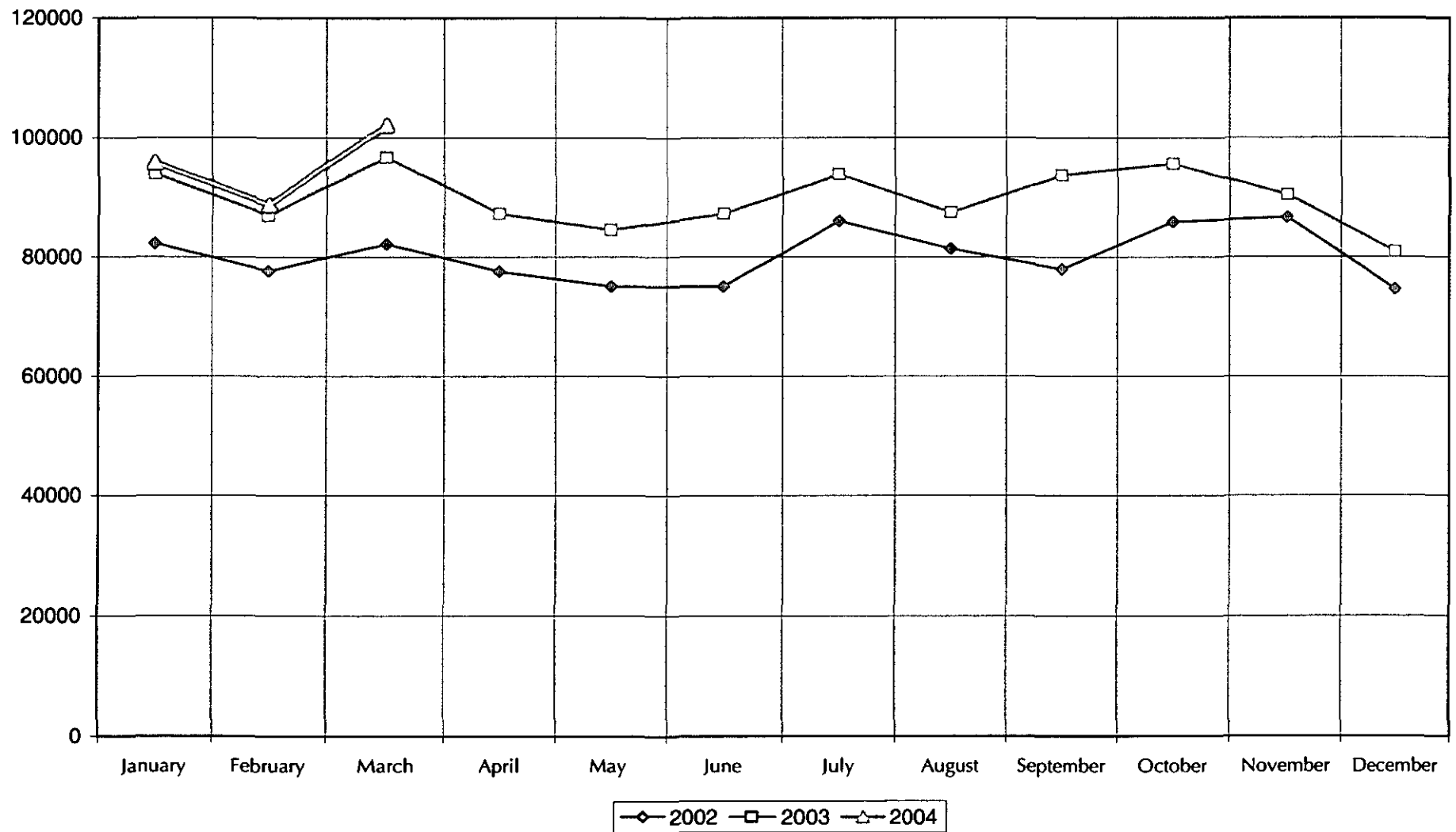
**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR MARCH 2004**

	<u>Times Used</u>	<u>Attendance</u>
Library Sponsored Children's Programs		
Drop-in 2 year olds Storytime	3	53
Drop-in 3-5 year olds Storytime	7	94
Animals, Folklore & Facts	1	123
Author Visit Janet Wong	1	86
Babysitting Clinic	4	126
Baby Talk Book Times	24	410
Barefoot Hawaiians	1	173
Caudill Club	1	5
Chess Club	1	15
Dr. Seuss Storytime with Mayor Arredia	1	47
Happy Birthday Dr. Seuss	1	105
Jr. Great Books	3	30
Poetry Workshop	4	167
Preschool Movies	4	84
St. Zachary K-1 st Graders Tour	1	37
Stories & More	2	24
Story Explorers	2	17
 Total	 61	 1,596
 Literacy Program		
Learn to Read	16	840
 Grand Total	 140	 3,765

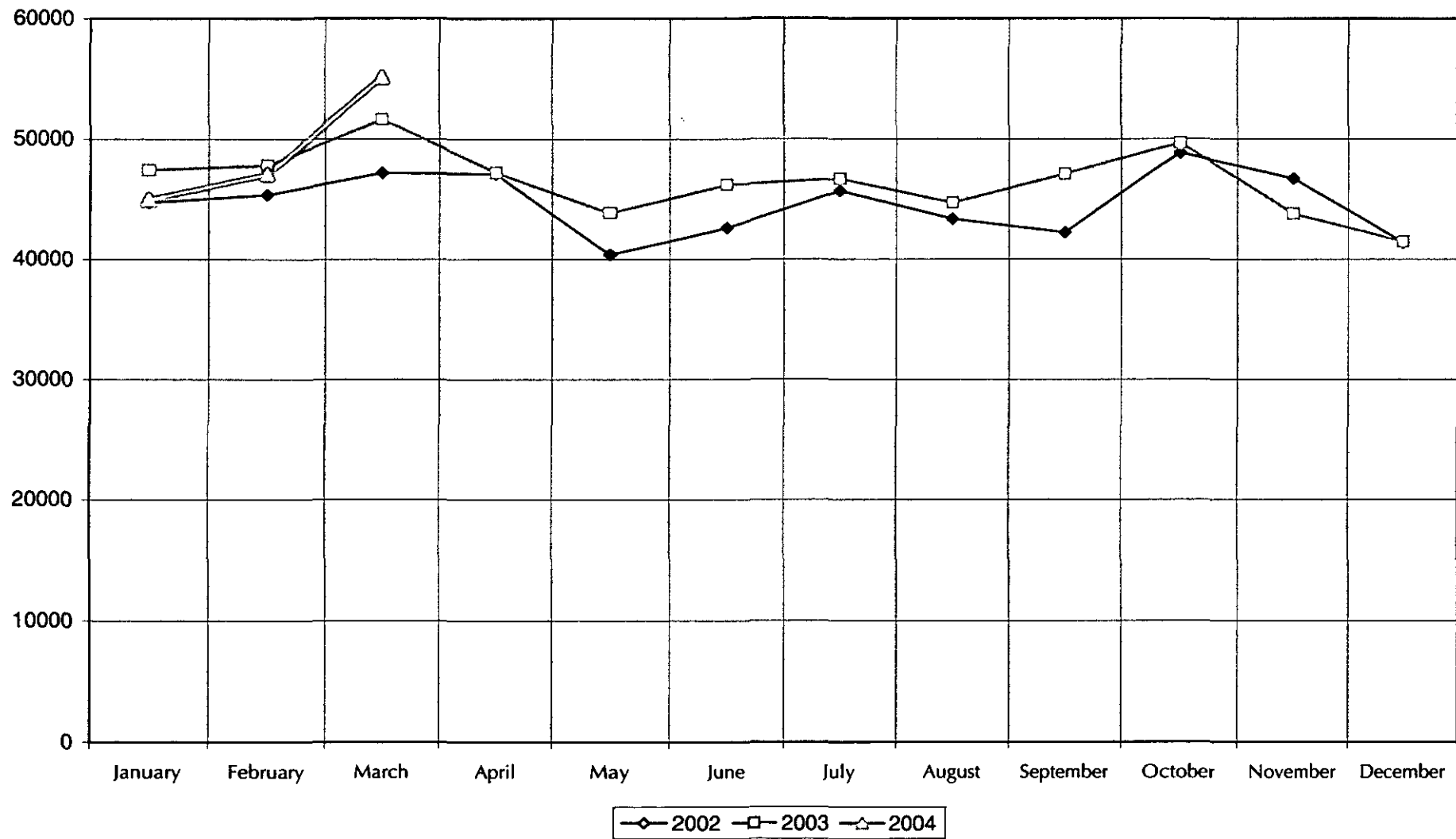
March Total = 69 groups involving 3,896 people.

2004 Year to Date Total = 246 groups involving 13,727 people.

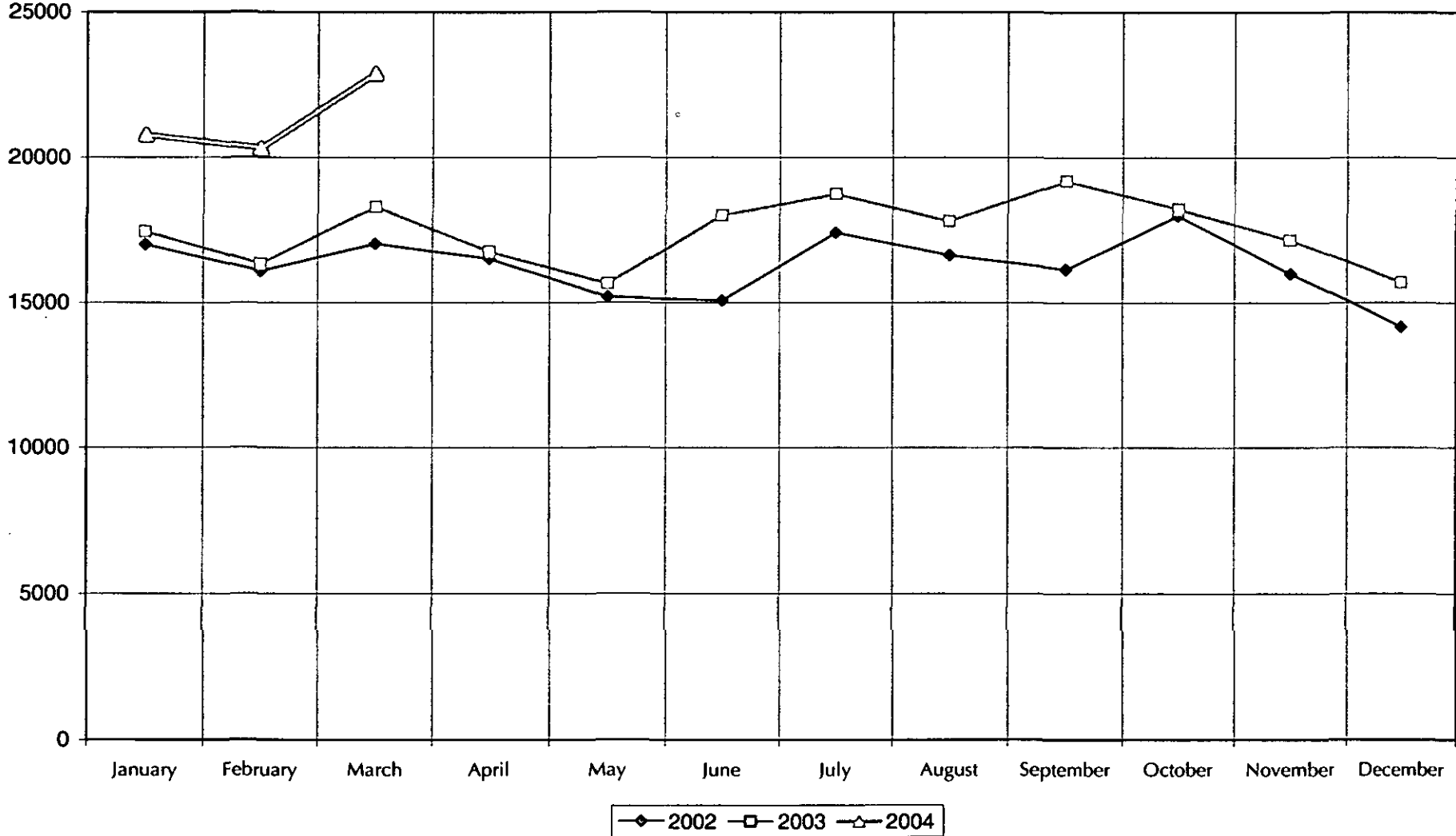
Circulation Statistics Items Circulated Per Month By Year



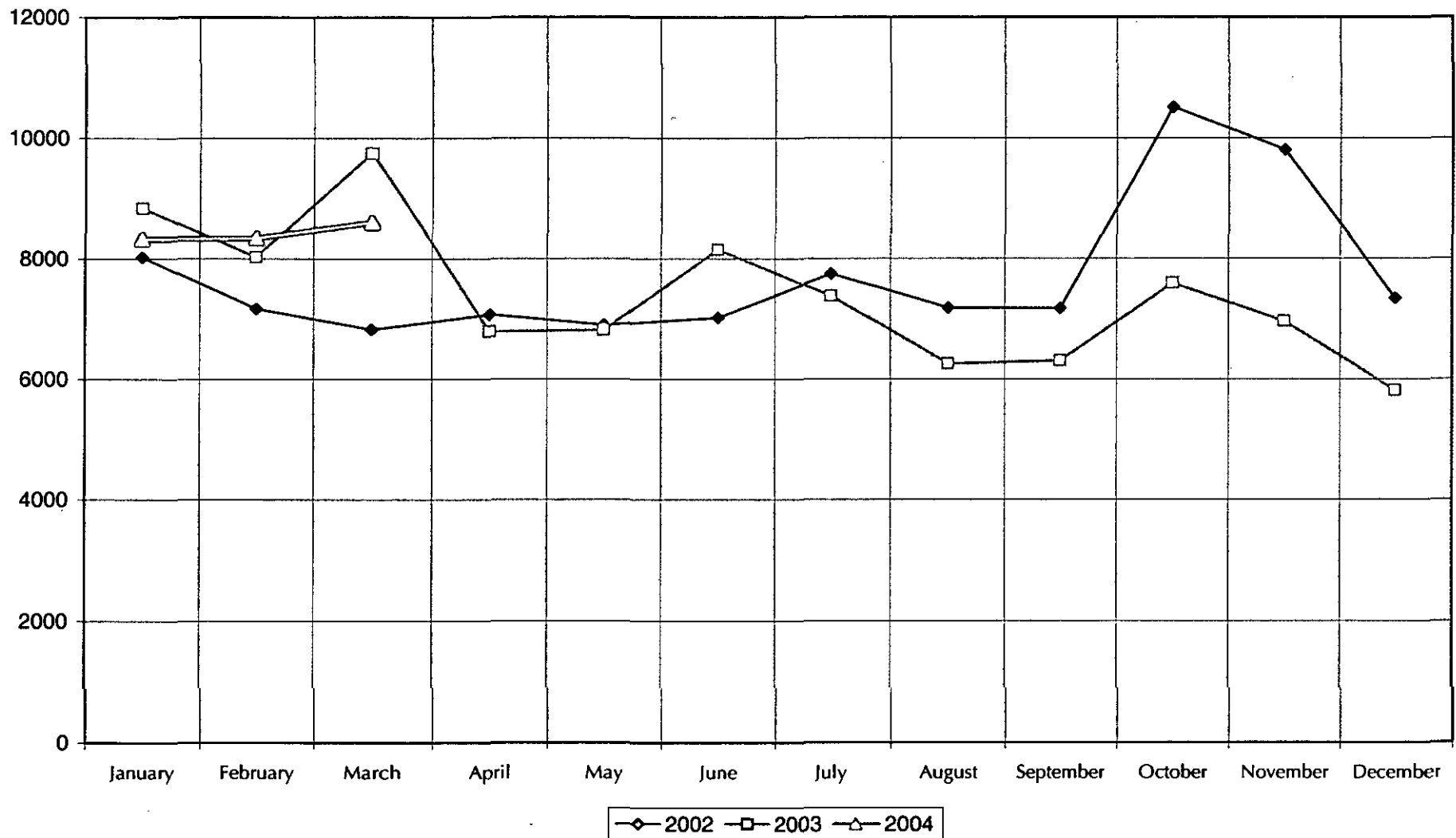
**Patron Attendance
March 2004**



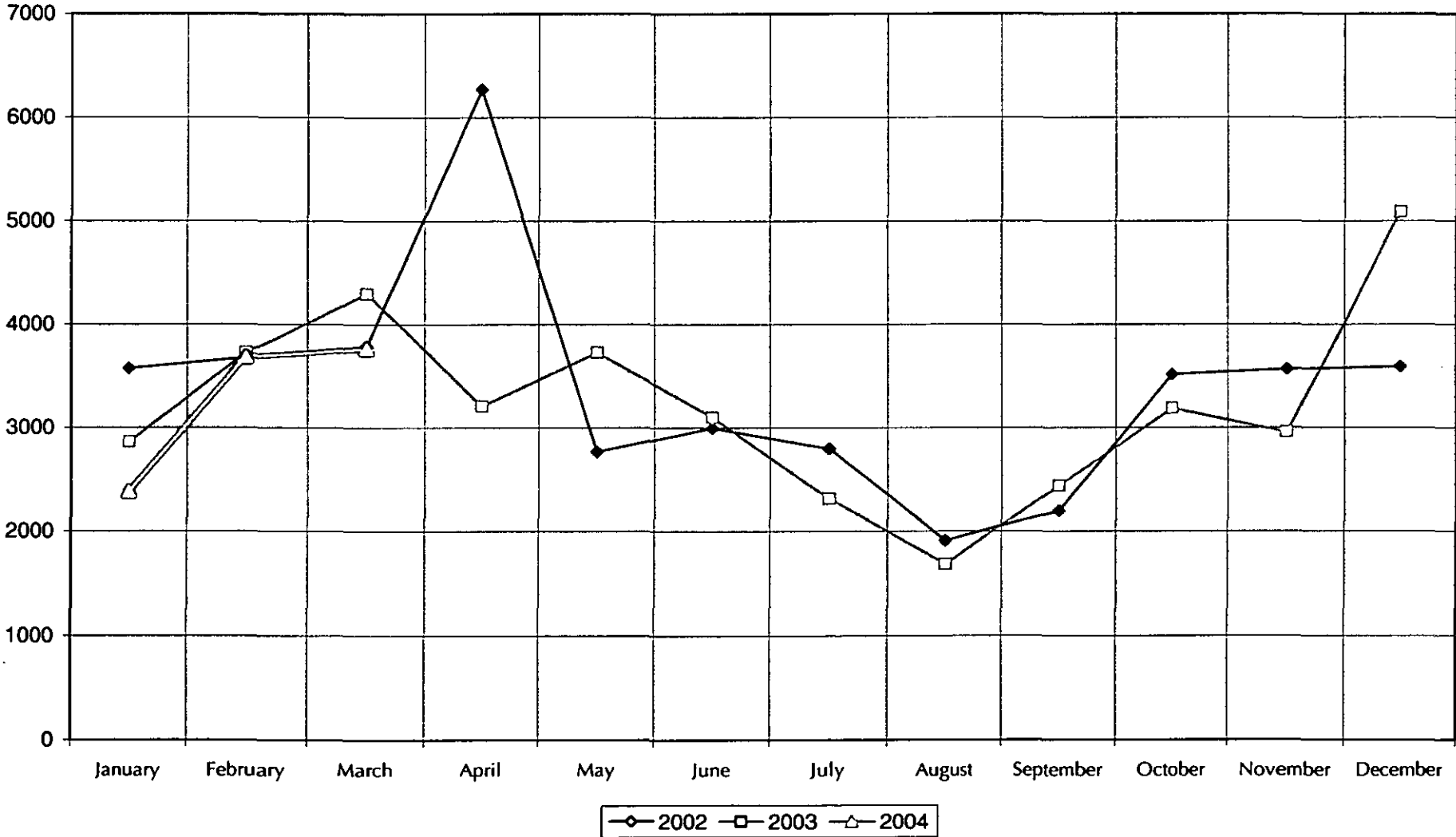
**Adult Patron Assistance
March 2004**



Youth Patron Assistance March 2004



Meeting Room Attendance
March 2004



VI.E.2.

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

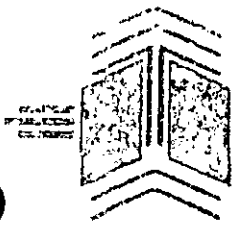
FRIENDS OF THE DES PLAINES PUBLIC LIBRARY
MARCH 30, 2004

- On Membership – Mike Lake reported that the Friends have gained 155 new members, since the mass mailing. He also mentioned that the mailing (1,370 pcs.), which would have cost the Friends a great deal of money, was mailed at a bulk rate and only cost \$92.00. Discussion also centered on delinquent members. It was suggested that after a period of 2 years, the delinquent member be dropped from the mailing/membership list.
- Book Sale - was well received by the community bringing in over \$14,000 over a three-day period. Over 15,000 books were sold. The Friends wish to thank the community for their support and will write a "letter to the editor" of the DES PLAINES JOURNAL expressing their gratitude. The Friends wish to commend Becky Wenzel and Kerrin Riley of the Des Plaines Library Staff for their immediate response in calling for security services on Friday night of the sale.
- The 50th Anniversary plans are progressing. All is going well and the bronze statue of the young Lincoln is on schedule. A plaque is being produced commemorating the presentation of the bronze on the 50th Anniversary of the Friends. The plaque will be placed at the base of the bronze. Mrs. George W. Bush declined the invitation extended to her by the Friends.
- The Nominating Committee nominated the following individuals for calendar year 2004-05:
 - Mike Lake – President
 - Sue D'Hondt -- Vice President
 - Kathy Schanding – Secretary
 - Charlotte Storer – Treasurer
- The Audit Committee reminded the members of the round table that the fiscal year ends on May 31, 2004 and the audit is to be completed by the middle of May.

- Old Business – Sandra Norlin was asked to “refresh” the wish list for the Library.
- Some members of the round table expressed concern that the stage for the Lincoln Presentation will be too low and hoped it could be raised.

Respectfully submitted,

Elaine M. Tejcek



Des Plaines Public Library

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

VIII.C.

- Progress Report
- Response Requested by _____
- Board Action Required 04/20/04 meeting

BOARD OF TRUSTEES
 Minutes of the Art Committee Meeting
 April 9, 2004

Chair: Eldon Burk.
 Present: Eldon Burk, Elaine Tejcek, Susan Burrows, Sandra Norlin, Martha Sloan,
 Carol Kidd, Patti Gilford.

Call to Order: 10:06 PM by Eldon Burk.

Patti Gilford, Patti Gilford Fine Arts, presented sketches to the Committee for the proposed mural in the children's storytime room. The Committee discussed the colors in the mural and agreed that the colors would blend with the Robert Jessup mural. The cost of the mural will be \$8,000.00. The Friends of the Library voted to donate the artwork to the library.

Patti Gilford explained that artist, Fred Nagelbach, would use brightly colored wood shapes for the artwork on the fourth floor. Patti Gilford brought some pictures of the artwork that is now in progress. There may be a floor mounted art piece and the Committee requested that any artwork not attached to the wall be bolted to the floor for safety. The Committee was pleased with the proposed artwork designs.

The Committee consensus was to move forward with the proposed Fred Nagelbach artwork and the mural for the Children's Storytime Room. The Committee accepted the gift of a painting from the Des Plaines Art Guild presented to commemorate their 50th anniversary. The painting will be hung in the Rotary Heritage Room.

The meeting adjourned at 12:50 PM.

Minutes prepared by Carol Kidd.

Dear Sandra and Staff,
The Friends think

each and every one of
you for your help and
cooperation at our recent
book sale. Every one of
you helped to make our
job easier. We feel that
each sale was a huge
success. That can be
accomplished only with
the cooperation of many.
It is always a pleasure
to work with the library
staff.

Thoughtfulness
is always
remembered.

Mary and all
of the Friends

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. Head Librarian/Director Sandra K. Norlin
Title Library Director
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. Name of person preparing survey Sandra K. Norlin
7. Library Director's e-mail snorlin@dppl.org
WWW home page www.dppl.org
- 8a. Address:
Number and Street 1501 Ellinwood Street
City, Zip+4 Des Plaines 60016 - 4553
- 8b. Mailing Address, if different:
Number and Street
City, Zip+4
- 9a. Library system: [North Suburban (NSLS)]
- 9b. County: Cook
10. Type of library: [City]
11. 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.)
12. 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.
13. Is your library a combined public and school library? Yes No

SERVICE HOURS

- 14a. 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 9:00 am 12.0
 Thursday 9:00 am 12.0
 Friday 9:00 am 12.0
 Saturday 9:00 am 8.0
 Sunday 1:00 pm 4.0

- 14b. Number of DAYS per week the central library was open past 6 pm 5
 14c. Number of HOURS per week the central library was open past 6 pm 15.0
 15. Total scheduled public service hours in a typical week last October for all service outlets 89.0
 (i.e., central library, branches, and bookmobiles)

SERVICE OUTLETS AND ATTENDANCE

- 16a. Total annual attendance in library 556,108
(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.)
- 16b. Did your library **just begin** to use an automated counter to collect the above attendance figure? Yes No
17. 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.)
- 18a. 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.)
- 18b. List branch libraries:
- | | |
|----------------|---------------------------|
| Name | Telephone xxx-xxx-xxxx |
| Street Address | |
| City | <u>Zip Code Plus Four</u> |

REGISTERED BORROWERS

- 19a. Total number of **resident** borrower's cards in force as of the last day of the fiscal year 34,592
(Include borrowers who reside within your service area. Exclude reciprocal borrowers.)
- 19b. How often are resident borrower's card records purged from your database? (select one)
 As Needed
 Never
 Periodically
 Length of Period: monthly
20. Total number of non-resident borrower's cards purchased during the past fiscal year 58

21. Total amount of fees collected for non-resident borrower's cards in the past fiscal year \$ 11,542

CHILDREN

22. Children's Program Attendance 15,089

(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 105,961

(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 \$ 162,642

(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.)

If you have annual figures, fill out A (do not fill out B or C):

	Adult Dept.	Young Adult Dept.	Children's Dept.	Total
a. For the year	<u>72,792</u>		<u>24,179</u>	<u>96,971</u>

If you do NOT have annual figures, fill out B and C:

	Adult Dept.	Young Adult Dept.	Children's Dept.	Total
b. For any one week in October				
c. For any one week in April				

RESOURCES OWNED

	Held at End of Last FY	Withdrawn During FY	Added During FY	Held at End of This FY
26. Books	<u>229,090</u>	<u>16,555</u>	<u>37,922</u>	<u>250,457</u>

(Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format. Report the number of different physical volumes owned (not leased) by your library. Include government documents arranged by Su Docs classification. Exclude periodicals, books on tape, and microforms.)

27. Serials: Newspapers 173 2 6 177

(Report the number of titles multiplied by the number of years retained minus the current year. Count any title when the library has at least half of the issues published in a calendar year. Include all formats (i.e. on paper, microform, CD-ROM) of newspapers.)

28. Serials: Periodicals

2,30448882,344

(Report the number of titles multiplied by the number of years retained minus the current year. Count any title when the library has at least half of the issues published in a calendar year. Include all formats (i.e. on paper, microform, CD-ROM) of periodicals (magazines).)

29. Number of e-books your library provides access to 3

(Report the number of physical or electronic units. E-books packaged together and checked out as a unit are counted as one unit. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired.)

30. Audio recordings 20,394 4,608 3,829 19,615

(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. Videos/Films 17,986 1,617 4,673 21,042

(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.)

32. Number of databases your library provides access to 55

(Report the number of database licenses (subscription or one-time purchases), including locally mounted or remote-full-text or not, for which temporary or permanent access rights have been acquired. Include such services as EBSCO Host and OCLC FirstSearch. Exclude other electronic serial databases (e.g., Project MUSE, OCLS ECO Project).

33. Number of print and microfilm subscriptions (magazines and newspapers only) currently received 633

(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.)

34. Number of current electronic serial subscriptions your library provides access to 0

(Report the number of electronic and digital serial subscriptions (e-serials, e-journals). Examples include periodicals, newspapers, annuals, some government documents, some reference tools, and numbered monographic series distributed in the following ways: a) via the Internet, b) on CD-ROM or other portable digital carrier, c) on databases, and d) on diskettes or magnetic tapes. Exclude subscriptions to indexing and abstracting databases that include full-text serial content (e.g., EBSCO Host).

35. 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.)

Computer-Readable Materials

Of the above reported resources owned (Q. 26 to 34), report the number of computer-readable materials below.

36. CD-ROM 926 72 484 1,338

(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.)

37. Other computer readable materials 0

(Report the number of physical copies of magnetic tapes and magnetic discs (diskettes), that are designed to be processed by a computer. Examples are US Census data tapes, locally-mounted databases, reference tools, or serials on magnetic tape or magnetic discs (diskettes). These are only those items that must have a computer to work, excluding CD-ROMs and bibliographic records used to manage the collection (i.e. the catalog), library system software (including the LAN), and microcomputer software (such as word processing) used only by the library staff.)

USE OF RESOURCES (Report for your entire fiscal year)

38. Number of adult materials loaned 688,149

(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.)

39. Number of children's materials loaned 390,307

(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.)

40. Total number of materials loaned (sum of lines 38 and 39) 1,078,456

41. 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 237,214

42. Number of interlibrary loans lent to other libraries 47,766

(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.)

43. Number of interlibrary loans borrowed from other libraries 23,374

(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.)

44. 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

45. Local Government	
<i>Exclude income from tax anticipation warrants.</i>	
a. Local government (except capital income bond sales)	\$ <u>4,328,741</u>
b. Capital income from bond sales	\$
46. State government	
<i>Exclude federal funds distributed by the state</i>	
a. Per capita grants	\$ <u>73,400</u>
b. Equalization aid	\$
c. Corporate replacement tax	\$
d. Educate and automate grants	\$
e. Other (please specify): <u>Project Next Generation</u>	\$ <u>5,000</u>
47. Federal government	
<i>Include federal money received through the state (e.g., LSCA grants paid directly to your library)</i>	
a. LSTA funds received	\$ <u>55,377</u>
b. Other federal funds received	\$
48. Bill and Melinda Gates Foundation grant monies received	\$
49. All other receipts	\$ <u>183,310</u>
<i>Include all monetary receipts not reported above, e.g., endowment income, gifts and donations, fines, payments for contract services, interest income, and receipts from a library system or from a loan or mortgage.</i>	
50. TOTAL receipts (sum of lines 45 to 49)	\$ <u>4,645,828</u>

LIBRARY EXPENDITURES BY CATEGORY (Regardless of the source of funds)

Include expenditures paid by other taxing agencies 'on behalf of' your library if the information is available to your library and the expenditures are supported by documents (such as invoices, contracts, payroll records, etc.), not estimated, at the point of disbursement.

Round to Nearest Whole Dollar

51. Salaries and wages for all library staff	\$ <u>2,172,008</u>
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Include salaries and wages before deductions for all library staff including building maintenance. Exclude fringe benefits.

52. Fringe benefits paid by the library for all library staff \$ 919,411

Include fringe benefits (such as insurance, IMRF, social security, etc.) for all library staff including building maintenance.

53. Printed materials \$ 561,057

Include all operating expenditures for the following print materials: books, serial backfiles, current serial subscriptions, government documents, and any other print acquisitions.

54. Electronic materials \$ 94,016

Include all operating expenditures for electronic (digital) materials (e.g., e-books, e-serials, government documents, databases, electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library.) Items may be distributed by CD-ROM, magnetic tapes, diskettes, computer software, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include equipment expenditures that are inseparably bundled into the price of the information service product. Include expenditures for materials held locally and for remote electronic materials for which permanent or temporary access right have been acquired. Include expenditures for database licenses.

55. Other materials \$ 132,825

Report all operating expenditures for other materials, such as microform, audio, video, DVD (audio-visual - not media storage), and materials in new forms.

56. All other operating expenditures not entered above \$ 902,464

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 59.

57. TOTAL expenditures (sum of lines 51 to 56) \$ 4,781,781

Lines 50 and 57 need not agree.

CAPITAL

Round to Nearest Whole Dollar

58. Capital revenue received \$ 0

Report all revenue to be used for major capital expenditures. Examples include funds received for a) site acquisitions; b) new buildings; c) additions to or renovation of library buildings; d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; e) library automation systems; f) new vehicles; and g) other one-time major projects. Include federal, state, local, and other revenue to be used for major capital expenditures. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

59. Capital expenditures \$ 0

Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for a) site acquisitions; b) new buildings; c) additions to or renovation of library buildings; d) furnishings, equipment, and initial book stock for new buildings, building

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additions, or building renovations; e) library automation systems; f) new vehicles; and g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency. Funds transferred from one public library to another public library should be reported by only one of the public libraries.

PERSONNEL (Include all positions funded in the library's budget whether those positions are filled or not)

60. 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>50.67</u>

Other Professional Librarians, media and audiovisual specialists, etc.

[1 of 26]

(I) Position Title	<u>Coordinator of Computer & 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>35.94</u>
(VI) Primary Work Code:	[<u>Asst. Library Director</u>]

[2 of 26]

(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>37.00</u>
(VI) Primary Work Code:	[<u>Asst. Library Director</u>]

[3 of 26]

(I) Position Title	<u>Head of Youth Services</u>
--------------------	-------------------------------

- (II) Education [MLS degree from ALA accredited program]
 (III) Sex Male Female
 (IV) Total Hours/Week 37.5
 (V) Hourly Rate \$ 28.10
 (VI) Primary Work Code: [Children's/Youth Services]

[4 of 26]

- (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 \$ 30.15
 (VI) Primary Work Code: [Reference]

[5 of 26]

- (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 \$ 28.78
 (VI) Primary Work Code: [Circulation]

[6 of 26]

- (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 \$ 28.10
 (VI) Primary Work Code: [Bookmobile]

[7 of 26]

- (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 \$ 23.65
 (VI) Primary Work Code: [Reference]

[8 of 26]

- (I) Position Title Librarian I
 (II) Education [MLS degree from ALA accredited program]
 (III) Sex Male Female
 (IV) Total Hours/Week 16.0

(V) Hourly Rate \$ 19.60

(VI) Primary Work Code: [Reference]

[9 of 26]

(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 \$ 23.07

(VI) Primary Work Code: [Children's/Youth Services]

[10 of 26]

(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 \$ 26.53

(VI) Primary Work Code: [Reference]

[11 of 26]

(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 \$ 26.09

(VI) Primary Work Code: [Reference]

[12 of 26]

(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 \$ 19.60

(VI) Primary Work Code: [Reference]

[13 of 26]

(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 \$ 24.22

(VI) Primary Work Code: [Reference]

[14 of 26]

- (I) Position Title Librarian I
 (II) Education [MLS degree from ALA accredited program]
 (III) Sex _ Male Female
 (IV) Total Hours/Week 2.0
 (V) Hourly Rate \$ 19.60
 (VI) Primary Work Code: [Reference]

[15 of 26]

- (I) Position Title Librarian I
 (II) Education [MLS degree from ALA accredited program]
 (III) Sex _ Male Female
 (IV) Total Hours/Week 2.0
 (V) Hourly Rate \$ 19.60
 (VI) Primary Work Code: [Reference]

[16 of 26]

- (I) Position Title Librarian I
 (II) Education [MLS degree from ALA accredited program]
 (III) Sex _ Male Female
 (IV) Total Hours/Week 6.0
 (V) Hourly Rate \$ 19.60
 (VI) Primary Work Code: [Children's/Youth Services]

[17 of 26]

- (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 \$ 23.65
 (VI) Primary Work Code: [Children's/Youth Services]

[18 of 26]

- (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 \$ 23.65
 (VI) Primary Work Code: [Reference]

[19 of 26]

- (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 \$ 19.60
 (VI) Primary Work Code: [Children's/Youth Services]

[20 of 26]

- (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 \$ 19.60
 (VI) Primary Work Code: [Children's/Youth Services]

[21 of 26]

- (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 \$ 27.91
 (VI) Primary Work Code: [Cataloging]

[22 of 26]

- (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 \$ 27.91
 (VI) Primary Work Code: [Reference]

[23 of 26]

- (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 \$ 19.60
 (VI) Primary Work Code: [Reference]

[24 of 26]

- (I) Position Title Librarian I
 (II) Education [MLS degree from ALA accredited program]
 (III) Sex _ Male Female
 (IV) Total Hours/Week 10.0
 (V) Hourly Rate \$ 19.60
 (VI) Primary Work Code: [Reference]

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[25 of 26]

- (I) Position Title Librarian I
- (II) Education [MLS degree from ALA accredited program]
- (III) Sex Male Female
- (IV) Total Hours/Week 5.0
- (V) Hourly Rate \$ 19.60
- (VI) Primary Work Code: [Reference]

[26 of 26]

- (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 \$ 24.22
- (VI) Primary Work Code: [Reference]

60. 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>1,462</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>24.67</u>

Group C: Full-time/part-time pages or shelvers

Total hours worked in a typical week by all Group C employees	<u>404</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>107</u>
Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$ <u>12.63</u>
Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$ <u>24.15</u>

61a. 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 2003-04

(VI) Annual Salary Range: Minimum \$ Maximum \$

61b. Newly Created Librarian Positions

(Include any newly created librarian positions which were created in FY 2003-04)

- (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)

61c. Eliminated Librarian Positions

(An eliminated librarian is that one that was budgeted for FY 2003-04 but is not in the budget for FY 2004-05.)

- (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

62. 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>159</u>	<u>82</u>
Macintosh Microcomputers	<u>12</u>	<u>11</u>
Printers	<u>50</u>	<u>13</u>

63. Does your library have microcomputers containing general software applications (i.e., wordprocessors, spreadsheets, databases, etc.) available to patrons? Yes _ No

64. 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. Is it available online? Yes _ No

(IF YES) a. Report the Internet address of the OPAC: [http:// ccs.nslsilus.org](http://ccs.nslsilus.org)

65. Number of in-house users of electronic resources in a year

(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. You may take the number of in-house users of electronic resources in a typical week and multiply by 52 if an annual count is unavailable.)

66. 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

INTERNET

67. Who has access to the Internet? [Patrons and staff directly]

(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.)

68. Maximum Speed of your Internet connection: [T1]

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

Include both dedicated and not dedicated workstations/terminals.

For Public Use 42

70. 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

71. 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)

72. Does your library provide instruction (workshops, classes) to patrons on the use of the Internet? Yes No

73. Has your library board adopted an Internet policy for public access? Yes No

REFERENDA

74. Was your library involved in a referendum in FY 2003-04? Yes No

IF NO, go directly to question 76. 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.

75. 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>]	

76. 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.

77. President

Name	<u>Noreen Lake</u>	Present Term Ends (mm/yy)	<u>06/05</u>
Telephone	<u>847-299-1886</u>	xxx-xxx-xxxx	
Home Address	<u>1538 Campbell</u>		
City, State, Zip+4	<u>Des Plaines</u>	<u>IL</u>	<u>60016</u>

78. Vice-President

Name William Grice Present Term Ends (mm/yy) 06/03
 Telephone 847-298-2018
 Home Address 766 Graceland Avenue
 City, State, Zip+4 Des Plaines IL 60016

79. Treasurer

Name Present Term Ends (mm/yy)
 Telephone
 Home Address
 City, State, Zip+4

80. Secretary

Name Carol Kidd Present Term Ends (mm/yy)
 Telephone 847-639-1660
 Home Address 314 Burr Oak Cr
 City, State, Zip+4 Cary IL 60013

81. Other Members:

[1 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

[2 of 7]

Name Susan Burrows Present Term Ends (mm/yy) 06/03
 Telephone 847/297-3477
 Home Address 1739 Sherwood Rd
 City, State, Zip+4 Des Plaines IL 60016

[3 of 7]

Name Mary Ellicson Present Term Ends (mm/yy) 06/04
 Telephone 847-294-0216
 Home Address 389 Amherst Avenue
 City, State, Zip+4 Des Plaines IL 60016

[4 of 7]

Name Jerry Mahony Present Term Ends (mm/yy) 06/05
 Telephone 847-593-5207
 Home Address 245 Shannon Ct
 City, State, Zip+4 Des Plaines IL 60016

[5 of 7]

Name Rhys Read Present Term Ends (mm/yy) 06/06
 Telephone 847-827-4397

Home Address 175 Lancaster Lane
 City, State, Zip+4 Des Plaines IL 60018

[6 of 7]

Name Elaine Tejcek Present Term Ends (mm/yy) 06/05
 Telephone 847-296-8530
 Home Address 1327 Washington #408
 City, State, Zip+4 Des Plaines IL 60016

[7 of 7]

Name Susan Weinberg Present Term Ends (mm/yy) 06/04
 Telephone 847-391-1076
 Home Address 394 Graceland Ave #3
 City, State, Zip+4 Des Plaines IL 60016

82. 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)).

83. Amount of construction surety bond, if applicable \$

84a. 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.)

84b. 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.)

85. Legal service area boundary change Yes No
(Answer yes to this question, if there has been any change to the administrative entity's legal service area boundaries during the past year.)

86. This annual report is filed for the fiscal year commencing (mm/dd/yy) 01/01/03 and ending (mm/dd/yy) 12/31/03

87. Number of months in this fiscal year 12

(End of the Illinois Public Library Annual Report)

IPLAR FY 2003/04 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? \$ 19,236
- 1b. Does this include travel expenses? Yes No
2. How many hours of training did employees receive this year? 801

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?
Websense
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 2003/04? \$
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

1980
 0861
 _ Other

If other, please explain:

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)? | \$ <u>11,165,327</u> |
| 12. What is the replacement cost for the library's furniture, equipment, and vehicles? | \$ <u>3,011,315</u> |
| 13. Adult Program Attendance | <u>8,599</u> |
| 14. Circulation by type of material
<i>(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.)</i> | |
| | Adult Children |
| a. Fiction Books | <u>147,249</u> <u>191,734</u> |
| b. Nonfiction Books | <u>152,899</u> <u>72,336</u> |
| e. Fiction videos | <u>181,866</u> <u>76,942</u> |
| f. Nonfiction videos | <u>41,911</u> <u>11,912</u> |
| g. Fiction audios | <u>28,241</u> <u>4,163</u> |
| h. Nonfiction audios | <u>97,914</u> <u>14,560</u> |
| i. Other Formats | <u>38,069</u> <u>18,660</u> |
| 15. What information is not currently collected on the Illinois Public Library Annual Report that you would be interested in if it were collected? | |

(End of the Illinois Public Library Annual Report Supplement)

In addition to the Electronic IPLAR, all district libraries in Illinois are required to submit a District Supplement, a Secretary's Audit, and a copy of each referendum held during the past fiscal year.

Preparation Instructions For A Secretary's Audit (Only District Libraries must complete)

A Secretary's Audit must be prepared on your library's letterhead and contain the following information:

1. Your library's name and address (should be in letterhead)
 2. The following text:
 "This is to testify that we have examined the secretary's minutes and other records for the past year and find they are in order and have no errors or discrepancies for FY 2003/04."
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 2003/04

1. During the last fiscal year, were there any changes in the limits or boundaries of your Yes No district?
(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. Yes No building(s) or land?
(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.

0863

Thanks to Christina Tropea.

4/20/04

Dear Sandra,

Happy National Library
Week! Thanks for partnering
with us to offer literacy
classes to your patrons. We
really appreciate all your
help.

Gratefully,

occ - Cathy Kienet, Elizabeth King

DES PLAINES PUBLIC LIBRARY
SIGN-IN

Name Margie Bous

Address Staff

Name Debra Walusiak

Address Self-Help Coat & Pandy of DP

Name Edward & Francine Hulek

Address 1144 E. Lincoln DP 60018

Name Maggie Mueller

Address 1727 Morse Ave. DP IL 60018

Name Sandy Garcia

Address 1727 Webster LN. DP, IL 60018

Name Tommy Thomas

Address 1014 Webster LN DP IL 60016

Name Bill Bucinsky

Address 1107 Hawthorne A# 60005

Name Christina Braluk

Address 1644 E. Lincoln 60018

DES PLAINES PUBLIC LIBRARY
SIGN-IN

Name Amy Thomas

Address 1014 Webster Des Plaines IL 60016

Name Sam McLaughlin

Address Staff

Name Veronica Schwartz

Address staff

Name _____

Address _____

Name _____

Address _____

Name _____

Address _____

Name _____

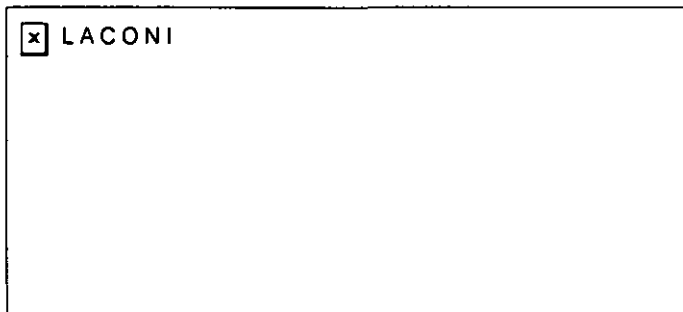
Address _____

Name _____

Address _____

Sandra Norlin

From: Scott Davis [scottdavis@fremontlibrary.org]
Sent: Wednesday, March 31, 2004 1:22 PM
To: Directors list (E-mail)
Subject: LACONI Annual Trustee Dinner



ANNUAL TRUSTEE DINNER CELEBRATING THE 50TH ANNIVERSARY OF LACONI

When: Friday, April 30, 2004 – 6:30 p.m. Hors d’oeuvres, 7:30 p.m. Dinner

Where: **THE CARLISLE – Lombard Room – 6:30 p.m.**
435 E. BUTTERFIELD ROAD - LOMBARD, ILLINOIS

Speaker: Author and screenplay writer **Harry Mark Petrakis**
whose latest novel is Twilight of the Ice

Cost: \$40 per person – make checks payable to LACONI and send to
Steve Bero, Brookfield Public Library, 3609 Grand Blvd., Brookfield, IL 60513

Four dinner selections:

- Chicken Florentine...tender chicken baked within a pastry shell
- Filet Mignon en Brochette
- Salmon Filet...oven roasted with dill sauce
- Vegetarian Lasagna

Each served with cheese tortellini soup, Athenian salad, glazed baby carrots with sesame herbed sugar snap peas, baked potato with sour cream...and for dessert, a chocolate peanut butter cup...ice cream laced with peanut butter and topped with Reese’s Pieces and chocolate sauce

Please fill out one reservation per attendee – in black ink, and submit by April 25th

Name _____ Title _____

Library _____ Phone() _____

0867
Dinner Selection _____

Thank you for your continued support of LACONI – it is truly appreciated.

Complying with Children Internet Protection Act (CIPA)

Dateline: July 1, 2004

Current situation

	<i>Annual Cost</i>
YS computers are filtered; Adult Services are unfiltered.	\$ 1,515.00
Internet Access by Illinois Century Network (ICN).	\$ 4,200.00
	<u>\$ 5,715.00</u>

No compliance

Filter Software for YS computers	\$ 1,515.00
Internet Access by Illinois Century Network (ICN)	\$ 4,200.00
	<u>\$ 5,715.00</u>

Compliance

1) Filter software in ALL PCs with Internet Access that protects against access to visual depictions that are:

obscene
child pornography
harmful to minors

2) Procedures in place for unblocking the filter on the request of an adult.

Sample Cost	<i>Annual Cost</i>
Software Costs	\$ 3,200.00
Hardware/Server Costs	\$ 5,000.00
Installation	\$ 250.00
Maintenance	\$ 175.00
	<u>Subtotal.....\$ 8,625.00</u>
• Internet Access Costs (ICN) 2 X T1s @ 175.00	\$ 4,200.00 (*)
	<u>Subtotal.....\$ 12,825.00</u>
• Personnel Costs	
IT Staff	
Professional Staff	
Administrative Staff	
• Miscellaneous Costs	
Staff Training	
Patron Education	
Signage	

(*) Eligible for e-Rate discount = approx. 40%



Des Plaines Healthy Community Partnership Foundation

February 1, 2004

BOARD OF TRUSTEES

Tom A. Higgins, Chairman

Charles L. Reid,
Vice-Chairman

Kathy Puetz, Treasurer

Margaret. Polovchak,
Secretary

Ms. Noreen Lake
Library Board President
Des Plaines Public Library
1501 Ellinwood Street
Des Plaines, IL 60016

Dear Ms. Lake,

The Des Plaines Healthy Community Partnership Foundation was established in 2003 as a non-profit 501(C)(3) organization to raise funds to identify, link, and mobilize community assets that will benefit all people of Des Plaines. These funds are not available through local tax revenues.

The purpose of the Foundation is to: Support the goals of the Des Plaines Healthy Community Partnership; Assist the Healthy Community Partnership in improving the quality of life for all community members regardless of age and background; Acquire and administer resources for the Healthy Community Partnership; Encourage individuals, businesses, corporations, and foundations to bestow gifts, grants or bequests of money or property to the Foundation to be used for a variety of programs and identified community needs; Act in a fiduciary capacity to carry out the foregoing purposes.

The Healthy Community Partnership programs currently supported are: Neighbors Helping Neighbors, Healthy Community/Healthy Youth, Inter-generational, and Seasons of Service.

The Foundation operates as an independent entity and is governed by a volunteer Board of Trustees. Board members are business professionals and volunteer members of the community with a commitment to healthy communities.

On behalf of the Board of Trustees, we respectfully ask the wall (*located in the corridor west of the meeting rooms and south of the public phones see attached floor plan*) be dedicated to the Des Plaines Healthy Community Partnership Foundation for the purpose of placing engraved nameplates in recognition of donations to the Foundation programs. Based upon the donation the plate size will be as follows: 1/2" x 2", 1" x 3", 1" x 6", 2" x 6", 3" x 6", 3" x 12".

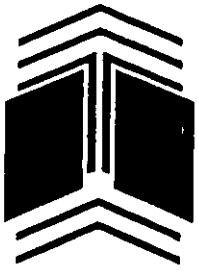
Thank you for consideration of this request.

Debra Crowell,
Administrative Assistant

Richard V. Chierico,
Executive Director

Richard V. Chierico
Executive Director

Tom Higgins
President

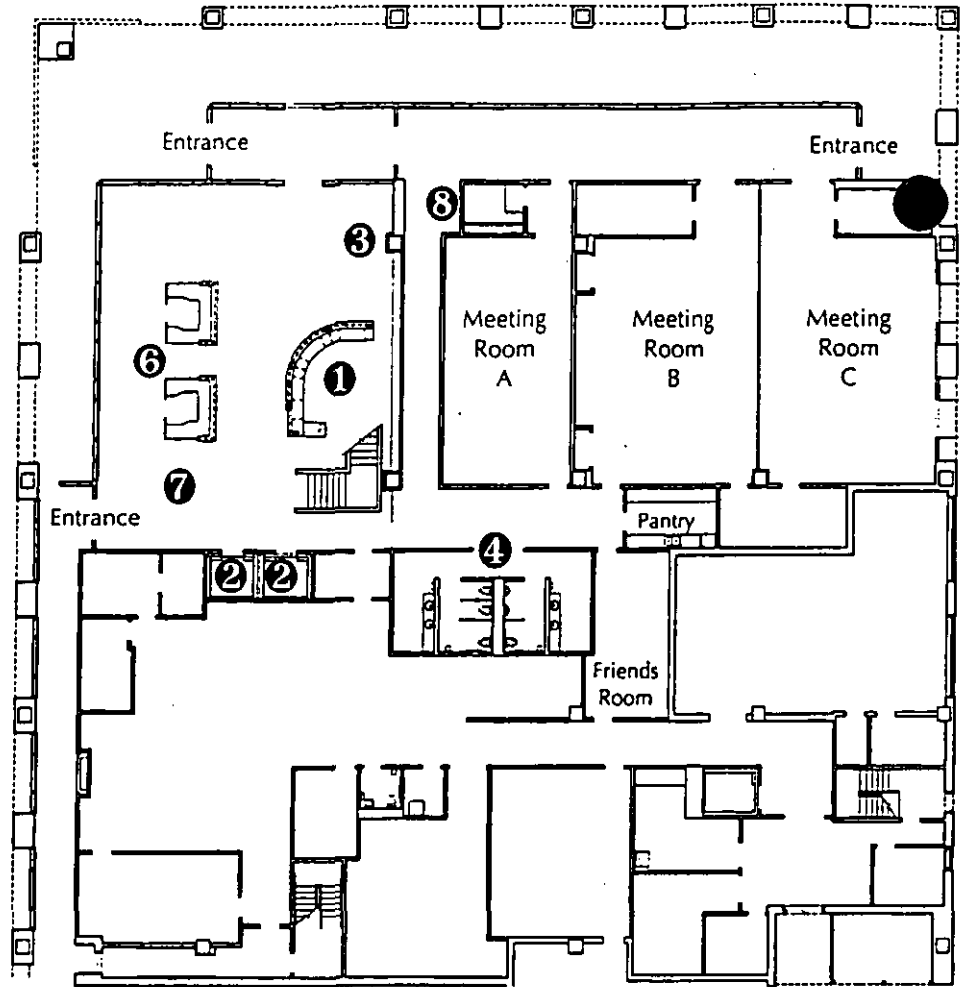


Welcome
to the
Des Plaines
Public Library

First Floor

Registration/Information
Check Out Desks
Meeting Rooms

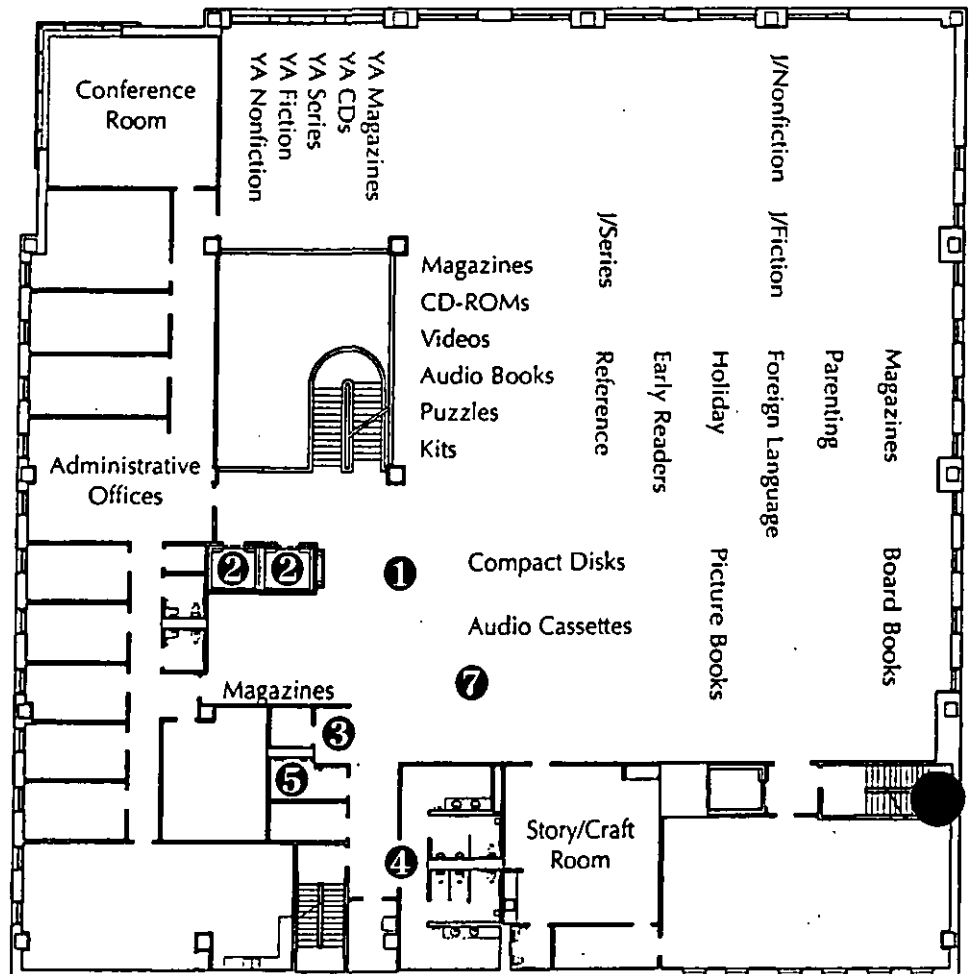
1. Information Desks
2. Public Elevators
3. Copiers
4. Public Rest Rooms
5. Family Rest Room
6. Check Out Desks
7. Self Check Out
8. Public Phones



Entrance from
Parking Garage

Second Floor

Youth Services
Administrative Offices



0870

MAY

2008 10/10/07



Des Plaines Public Library

1501 Ellinwood Street

Des Plaines, IL 60016-4553

847.827.5551 phone

847.827.7974 fax

www.desplaines.lib.il.us

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, MAY 18, 2004

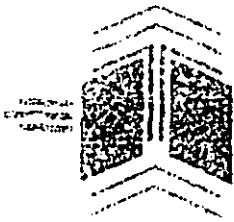
7:00 PM

Conference Room – Second Floor

Agenda:

- **Children's Internet Protection Act (CIPA)**
- **Nominating Committee Report**
- **Bid Approval for Workroom Modifications**
- **Proposal for Security Audit and Training**
- **Resolution Honoring Friends of the Library**
- **Progress Report on Planning Process**

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



Des Plaines Public Library

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

II.

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

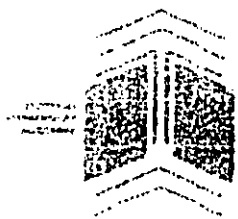
Agenda for the Regular Meeting

May 18, 2004

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 – Alderman Carla Brookman.
- V. Consent Agenda. [Action Item] (7:30 PM)
 - A. Approval of the Minutes of the Regular Board Meeting – April 20, 2004.
 - B. Acceptance of Financial Reports for April 2004.
 - C. Approval of Library Expenditures.
 1. Warrant Register – April 05, 2004 - \$109,615.10.
 2. Warrant Register – April 19, 2004 - \$46,162.52.
 3. Salaries – April 15, 2004 - \$100,432.10.
 4. Salaries – April 29, 2004 - \$100,186.50.
 - D. Acceptance of Reports.
 1. Director's Report – Sandra Norlin.
- VI. Old Business.
- VII. New Business. (8:00 PM)
 - A. City Council Attendance – June 7, 21 and July 6, 19.
 - B. Children's Internet Protection Act (CIPA). [Action Item]
 - C. Subject Matter for *Foreword* Column.
 - D. Bid Approval for Workroom Modifications. [Action Item]
 - E. Proposal for Security Audit and Training. [Action Item]
 - F. Resolution Honoring Friends of the Library. [Action Item]
 - G. Progress Report on Planning Process.

- VIII. Nominating Committee. [Action Item]
 - A. Recommendation for Board Officers, 2004-2005.
- IX. Announcements.
- X. Correspondence.
- XI. Other.
- XII. Adjournment. (9:30 PM)



Des Plaines Public Library

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

V.A.

BOARD OF TRUSTEES Minutes of the Regular Meeting April 20, 2004

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, April 20, 2004. President Noreen Lake called the meeting to order at 7:05PM.

Members Present: Eldon Burk, Susan Burrows, Mary Ellicson, Noreen Lake, Jerry Mahony, Rhys Read, Elaine Tejcek, Susan Weinberg.

Members Absent: William Grice.

Also Present: Sandra Norlin, Martha Sloan, Hector Marino, Carol Kidd, Leslie Steiner, Alderman Carla Brookman, Margie Borris, Stephanie Gonzalez, Maggie Mueller, Tommy Thomas, Sandy Garcia, Christian Gralak, Bill Buczinsky, Debra Walusiak, Edward Gralak, Francine Gralak, Amy Thomas, Sara McLaughlin, Veronica Schwartz, Christine Posinger.

CONSIDERATION OF THE AGENDA.

MOTION by Susan Burrows, seconded by Susan Weinberg, to amend the agenda by adding under VIII. New Business. H. Children's Internet Protection Act (CIPA).
 VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS.

Debra Walusiak presented a certificate of appreciation to the Board and thanked them for their donation of food items to the Self-Help Closet and Pantry of Des Plaines. Debra reported that the Des Plaines Public Library Board of Trustees came in second in the food collection contest held in February.

POETRY PERFORMANCE - "THIS WAY OUT" & "SPOKEN WORLD" - Grant Participants.

Bill Buczinsky from "A Child's Voice" introduced local middle school students who recited their own poetry. Local students participated in library sponsored programs that were funded by a grant from the Illinois State Library. The grant provided

students the opportunity to attend poetry workshops and participate in field trips. Maggie Mueller and Tommy Thomas recited "For the Love of the Game", Sandy Garcia recited "Surprise" and Christian Gralak recited "One Chance".

CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman Carla Brookman.

President Lake thanked Alderman Brookman for attending the Board meeting. Alderman Brookman had no report.

CONSENT AGENDA

MOTION by Eldon Burk, seconded by Elaine Tejcek, to accept the Consent Agenda, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Elaine Tejcek, to approve the Financial Reports for March 2004. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

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

1. Over the Counter Receipts	\$ 12,967.87
2. Petty Cash Expenditures	\$ 23.97
3. Budget Expenditures for March	\$ 507,098.41
4. Expenditures Year to Date	\$ 1,097,300.92
5. Revenue for March	\$ 1,230,470.98
6. Revenue Year to Date	\$ 2,012,700.21

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

March 01, 2004	\$ 45,336.50
March 15, 2004	<u>\$ 63,120.49</u>
Total	\$ 108,456.99

ROLL CALL VOTE: AYES: Burk, Burrows, Ellicson, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.

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

March 04, 2004	\$ 98,644.33
March 18, 2004	\$ 103,586.01
April 01, 2004	\$ <u>102,321.69</u>
Total	\$ 304,552.02

ROLL CALL VOTE: AYES: Burk, Burrows, Ellicson, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.

DIRECTOR'S REPORT

Note: No official inquiries or requests for confidential information have been received since the last report.

PERSONNEL

New employees for March 2004: Chinmay Chauhan, part-time Technology Page. Resignations/Separations: Heather Jordan, part-time Processing Clerk, and Jakub Kocyan, Part-time Page.

I have consulted with City Manager Dave Niemeyer, City Human Resources Director Jason Bajor, and former trustee John Burke about the difficulty we are experiencing with long delays in obtaining criminal background check information for potential new hires. Since the new method used by the City involves going through the State Police database, the waiting period is so long that I fear that we will lose candidates who may decide to take other positions offered to them in the meantime. Candidates have been waiting since early January for our decision. To date we have received reports on 1 out of 5 inquiries.

I have contacted a Chicago firm recommended by John Burke to conduct criminal background checks for us for a fee. I will have more to report at the May Board meeting about the cost of this service and about its acceptability to the city.

STAFF DEVELOPMENT

We are beginning a new session of Staff Technology Classes. These classes are available to all staff who want to learn the basics of both hardware and software so that they can assist the public in use of our equipment and to learn to use technology to improve their ability to manage information and communicate within the staff. Library staff teach all the classes. Hector Marino is in charge of this program.

Under the guidance of Martha Sloan, a staff committee is planning the learning events for the annual In Service Day on May 6. This day is mandatory for all staff. The library will not be open to the public all day on Thursday, May 6.

Plans are underway for a Learning Organization refresher course taught by Maureen Sullivan, the consultant who guided us all through three stages of development of this approach to staff learning and organizational management. We will send eight staff to an all-day workshop on July 19. Three other libraries (Ela, Warren Newport, and Cary) will also send staff.

PATRON SERVICES

Circulation for March was over 100,000 items, which is a 5.5% increase over March 2003. Circulation of audiovisual materials accounted for 32% of all children's materials circulated and 52% of the adult materials circulation, for a total of 45% overall. Patrons used self-check to checkout 23% of all items circulated. Another sign that patrons are taking advantage of the self-service features of our computer systems is that staff assistance with computer signup and Interlibrary Loan is decreasing, although there were over 10,000 signups for the internet and computer lab in March.

OTHER PROFESSIONAL ACTIVITIES

I've chaired two meetings of the Library Cable Network's Executive Committee (3/18 and 4/15), and attended Legislative Advocacy Program at NSLS (4/22), the first organizing meeting for Taste of Des Plaines 2004 (3/23), the CCS Governing Board meeting (3/24), the City/Chamber Advisory Committee breakfast (3/25), the Friends of the Library Roundtable meeting (3/30), the Art Committee meeting (4/9), and a workshop of Human Resources Law at NSLS (4/13). I've also conducted weekly meetings of the Do the Dewey committee for our fundraiser 4/17.

NEW BUSINESS

MOTION by Susan Burrows, seconded by Eldon Burk, to accept the Illinois Public Library Annual Report (IPLAR), as written. Vote: Ayes: All. Nays: None.
MOTION CARRIED.

MOTION by Eldon Burk, seconded by Jerry Mahony, to add Poetry Performance to New Business. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Librarian Christine Posinger introduced Maine West High School student, Stephanie Gonzalez, who recited "Tonight for Dinner". Stephanie participated in the Slammin' Jammin' poetry grant.

President Noreen Lake asked Elaine Tejcek, Susan Weinberg, and Jerry Mahony to serve on the Nominating Committee.

Eldon Burk reported that the Art Committee met on Friday, April 9, 2004 with art consultant, Patti Gilford, Patti Gilford Fine Arts. Eldon Burk reported that the Committee consensus was to approve the proposed artwork designs provided by Fred Nagelbach for the fourth floor of the library. The theme for the fourth floor artwork is Communication.

Eldon also reported that the Committee reviewed sketches by Kevin Luthardt for the proposed mural in the storytime room and the consensus was to approve the mural. The Friends of the Library will fund the storytime mural.

MOTION by Committee, to approve the sketches for the mural for the children's storytime room and to approve the proposed artwork by artist Fred Nagelbach for the fourth floor. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Sandra Norlin reported that some internal controls currently used at the library include the purchase order system, library policy stating that board approval is required for invoices over \$4,999 and that the library's finance policy is reviewed every two years.

Rhys Read, chair of the Finance Committee, stated that a board member signs off on invoices before the invoices are presented to the City Council for approval.

The Board suggested taking a sample inventory of equipment and materials.

Alderman Brookman reported that the current system used by the City of Des Plaines to run criminal background checks on prospective employment candidates is a lengthy process. Alderman Brookman stated that City Manager, David Niemeyer, is looking for ways to expedite the process. Library Director Sandra Norlin reported that she will meet with representatives from private security services to discuss alternatives to the city's criminal background checks.

President Noreen Lake asked board members if they would like to participate in writing a column for the library newsletter, *Foreword*. Leslie Steiner, Head of Public Information Services, explained that the deadline for the September issue of *Foreword* is July. Rhys Read asked that board members rotate the responsibility for writing the column.

MOTION by Eldon Burk, seconded by Susan Burrows, to ask Library Board members to participate in writing a column for the library newsletter, *Foreword*, and to have their first column written for the September issue of *Foreword* and to place "Subject Matter for *Foreword* Column" on the May agenda. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Eldon Burk explained the purpose of the Des Plaines Healthy Community Partnership Foundation. Eldon also explained that the Des Plaines Healthy Community Partnership Foundation has asked to place an engraved nameplate in recognition of donations in the first floor corridor of the library. The Board asked that this request be referred to the Planning Committee.

Eldon Burk asked Sandra Norlin to provide information on how often the kiosk is used at the library.

President Lake relinquished the chair to Eldon Burk.

Eldon Burk described some of the many contributions the Friends have made to the Library in the past 50 years. Eldon reported that the Friends will celebrate their 50th anniversary at the library on Friday, May 21, 2004.

Susan Burrows asked the Board to approve the purchase of 200 Des Plaines Public Library bookmarks from the Des Plaines Rotary Club at a cost of \$1.75 each, which will be presented to Friends members in attendance at the May 21, 2004 celebration. Susan also asked that a resolution be written for the Friends.

MOTION by Susan Burrows, seconded by Rhys Read, to purchase 200 Des Plaines Public Library bookmarks (both old and new logo's) from the Des Plaines Rotary Club at a cost of \$1.75 each and to distribute these bookmarks to Friends members attending the 50th anniversary celebration on May 21, 2004, and that a resolution be written for the Friends. VOTE: AYES: Burk, Burrows, Ellicson, Mahony, Read, Tejcek, Weinberg. Lake abstains. NAYS: None. MOTION CARRIED.

ANNOUNCEMENTS

Sandra Norlin reported that 150 tickets were sold for the annual "Do the Dewey" fundraiser. Sandra thanked Eldon Burk, Susan Burrows, Christine Posinger, Leslie Steiner and Gail Bradley for their participation in the planning and implementing of this successful fundraiser.

Sandra Norlin reported that the library has many activities planned for National Library Week.

OTHER

Sandra Norlin invited the Board to attend The Nitty Gritty 2 Redux: Basic Finance and Legal Information for Public Library Trustees on May 6, 2004 at the Suburban Library Systems.

Minutes prepared by Carol Kidd.

Carol Kidd left the meeting at 8:30PM.

The following minutes were prepared by Susan Burrows.

EXECUTIVE SESSION

MOTION by Rhys Read, seconded by Eldon Burk, to enter into an Executive Session at 8:39 PM to discuss Compensation of Specific Employee. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The regular session reconvened at 9:14 PM and was called to order by President Noreen Lake.

MOTION by Jerry Mahony, seconded by Susan Weinberg, to concur with consensus in Executive Session to implement compensation to a specific employee effective June 1, 2004. ROLL CALL VOTE: AYES: Burk, Burrows, Ellicson, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.

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

The meeting adjourned at 9:15 PM.

Executive Session minutes prepared by Susan Burrows.

V.C.

**DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR APRIL 2004**

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

1. Over the Counter Receipts	\$ 12,675.95
2. Petty Cash Expenditures	\$ 43.70
3. Budget Expenditures for April	\$ 458,205.83
4. Expenditures Year to Date	\$ 1,563,934.37
5. Revenue for April	\$ 13,200.70
6. Revenue Year to Date	\$ 2,025,477.14

Warrant Register

April 05, 2004	\$ 109,615.10
April 19, 2004	<u>\$ 46,162.52</u>
Total	\$ 155,777.62

Salaries

April 15, 2004	\$ 100,432.10
April 29, 2004	<u>\$ 100,186.50</u>
Total	\$ 200,618.60

**DES PLAINES PUBLIC LIBRARY
OVER THE COUNTER RECEIPTS FOR APRIL 2004**

	<u>Apr 2003</u>	<u>Apr 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>
Lost Materials	573.24	491.16	1,949.70	1,861.00
Fines	8,234.18	8,383.40	35,181.28	31,840.32
Damage	47.94	1,043.55	262.26	1,235.96
Fees	372.67	451.49	1,255.75	1,320.79
Copies	2,188.20	2,285.35	10,677.05	9,566.58
Miscellaneous	4.00	21.00	32.10	65.00
Total	\$11,420.23	\$12,675.95	\$49,358.14	\$45,889.65

PETTY CASH EXPENDITURES - April

Auto/Travel	960070	6.60
Auto/Travel	960070	6.60
Auto/Travel	960070	6.60
Auto/Travel	960070	6.60
Auto/Travel	960070	11.00
Postage	970260	4.20
Postage	970260	2.10
Total		\$43.70

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05/06/04

CITY OF DES PLAINES
BALANCE SHEET

PAGE 1

ACCOUNTING PERIOD: 4/04

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

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102005	CASH PAYABLE 1944119043	145.00	
102008	CASH DEPOSIT 1944650243	196,410.66	
102012	CASH IL FUND 007139119668	636,804.02	
	TOTAL CASH	833,859.68	.00
104033	INVESTMENTS-DOWNING	34,339.87	
	TOTAL INVESTMENTS	34,339.87	.00
115400	RECEIVABLE-ACCRUED INTRST	7.67	
118000	RECEIVABLE-PROPERTY TAXES	4,655,830.00	
	TOTAL ACCOUNTS RECEIVABLE	4,655,837.67	.00
	TOTAL ASSETS	5,524,037.22	.00
401000	ACCOUNTS PAYABLE		14,943.75
470000	DEFERRED REV-PROPERTY TAX		4,655,830.00
470100	LIBRARY DEFERRED REVENUE		57,910.00
	TOTAL DEFERRED REV-PROPERTY TAX	.00	57,910.00
	TOTAL CURRENT LIABILITIES	.00	4,728,683.75
	TOTAL LIABILITIES	.00	4,728,683.75
700110	EXPENDITURE CONTROL	1,501,446.44	
700120	REVENUE CONTROL		2,025,175.92
700150	EXP. BUDGET CONTROL		5,502,964.00
700160	REV. BUDGET CONTROL	5,092,318.00	
700170	BUDGET FUND BALANCE	555,142.12	
	TOTAL SYSTEM CONTROL	7,148,906.56	7,528,139.92
720010	FUND BAL-RESRV-GIFT TRUST		34,339.87
	TOTAL FUND BALANCE-RESERVED	.00	34,339.87
730000	FUND BALANCE-UNRESERVED		381,780.24
	TOTAL FUND EQUITY	.00	416,120.11
	TOTAL EQUITIES	7,148,906.56	7,944,260.03
	TOTAL PUBLIC LIBRARY FUND	12,672,943.78	12,672,943.78

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05/06/04
ACCOUNTING PERIOD: 4/04

CITY OF DES PLAINES
BALANCE SHEET

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH DEPOSIT 1944650243	62,795.01	
102012	CASH IL FUND 007139119668	128,443.82	
TOTAL CASH		191,238.83	.00
TOTAL ASSETS		191,238.83	.00
700110	EXPENDITURE CONTROL	62,487.93	
700120	REVENUE CONTROL		301.22
700150	EXP. BUDGET CONTROL		185,000.00
700160	REV. BUDGET CONTROL	154,000.00	
700170	BUDGET FUND BALANCE	32,350.66	
TOTAL SYSTEM CONTROL		248,838.59	185,301.22
730000	FUND BALANCE-UNRESERVED		254,776.20
TOTAL FUND EQUITY		.00	254,776.20
TOTAL EQUITIES		248,838.59	440,077.42
TOTAL LIBRARY CAPITAL PROJ FUND		440,077.42	440,077.42
TOTAL REPORT		13,113,021.20	13,113,021.20

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05/05/04
ACCOUNTING PERIOD: 4/04

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

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	PROPERTY TAXES	.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	.00	.00	.00	11,374.87	-11,374.87	.00
810020	PROPERTY TAXES 2003	4,655,830.00	.00	.00	1,880,583.45	2,775,246.55	.40
TOTAL	PROPERTY TAXES	4,695,830.00	.00	.00	1,891,958.32	2,803,871.68	.40
810000	PERSONAL PROP REPL TAX	92,988.00	.00	.00	.00	92,988.00	.00
TOTAL	TAXES	4,788,818.00	.00	.00	1,891,958.32	2,896,859.68	.40
822040	STATE GRANT:PER CAPITA	65,000.00	.00	.00	71,181.25	-6,181.25	1.10
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	86,000.00	.00	.00	6,529.17	79,470.83	.08
TOTAL	STATE GRANTS	151,000.00	.00	.00	77,710.42	73,289.58	.51
TOTAL	INTERGOVERNMENTAL REVENUE	151,000.00	.00	.00	77,710.42	73,289.58	.51
850102	LIBRARY FINES	90,000.00	10,138.05	.00	39,510.13	50,489.87	.44
TOTAL	FINES	90,000.00	10,138.05	.00	39,510.13	50,489.87	.44
850201	COPYING FEE	25,000.00	2,292.60	.00	12,012.38	12,987.62	.48
850215	SPECIAL PROGRAMS & EVENTS	2,500.00	.00	.00	728.40	1,771.60	.29
TOTAL	FEES AND SERVICES	27,500.00	2,292.60	.00	12,740.78	14,759.22	.46
TOTAL	INVESTMENT INCOME	117,500.00	12,430.65	.00	52,250.91	65,249.09	.44
890010	INTEREST INCOME	10,000.00	.00	.00	881.75	9,118.25	.09
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	25,000.00	770.05	.00	2,374.52	22,625.48	.09
TOTAL	OTHER REVENUE	35,000.00	770.05	.00	3,256.27	31,743.73	.09
TOTAL	PUBLIC LIBRARY FUND	5,092,318.00	13,200.70	.00	2,025,175.92	3,067,142.08	.40
TOTAL	PUBLIC LIBRARY FUND	5,092,318.00	13,200.70	.00	2,025,175.92	3,067,142.08	.40

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05/05/04
ACCOUNTING PERIOD: 4/04

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

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
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05/05/04
ACCOUNTING PERIOD: 4/04CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

PAGE 3

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	4,000.00	.00	.00	301.22	3,698.78	.08
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
898902	TRANSFER FROM LIB FUND	150,000.00	.00	.00	.00	150,000.00	.00
899920	LIBRARY DONATIONS	.00	.00	.00	.00	.00	.00
899930	LIBRARY BUY-A-BRICK	.00	.00	.00	.00	.00	.00
TOTAL	OTHER REVENUE	154,000.00	.00	.00	301.22	153,698.78	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	154,000.00	.00	.00	301.22	153,698.78	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	154,000.00	.00	.00	301.22	153,698.78	.00
TOTAL REPORT		5,246,318.00	13,200.70	.00	2,025,477.14	3,220,840.86	.39

ACCOUNTING PERIOD: 4/04

ORGANIZATION EXPENDITURE STATUS

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

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

Table with columns: ACCOUNT, TITLE, BUDGET, PERIOD EXPENDITURES, ENCUMBRANCES OUTSTANDING, YEAR TO DATE ENC + EXP, AVAILABLE BALANCE, YTD/BUD. Rows include SALARIES, TEMPORARY WAGES, SUPERVISORY OVERTIME, etc.

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

ACCOUNTING PERIOD: 4/04

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
930210	RENTAL OF EQUIPMENT	1,500.00	266.40	.00	266.40	1,233.60	.18
930320	CLEANING:CUSTODIAL SERV	50,000.00	3,685.00	.00	11,495.00	38,505.00	.23
960070	AUTO/TRAVEL EXPENSES	2,000.00	809.90	.00	2,677.92	-677.92	1.34
960210	SPECIAL EVENT PROGRAMMING	18,000.00	15,794.04	.00	19,513.14	-1,513.14	1.08
960990	MISC CONTRACTUAL SVCS	80,000.00	5,112.87	.00	16,522.67	63,477.33	.21
TOTAL	CONTRACTUAL SERVICES	471,391.00	54,142.56	.00	134,503.90	336,887.10	.29
970100	SUPPLIES	70,000.00	13,310.95	.00	29,282.40	40,717.60	.42
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	.00	.00	.00	1,500.00	.00
970170	JANITORIAL	20,000.00	3,774.07	.00	5,606.46	14,393.54	.28
970200	COPYING/FAX SUPPLIES	7,500.00	.00	.00	.00	7,500.00	.00
970260	POSTAGE AND PARCEL	15,500.00	50.14	.00	304.61	15,195.39	.02
970270	PRINTING-REPROD-BINDING	8,000.00	.00	.00	2,623.00	5,377.00	.33
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	37,757.43	.00	89,967.68	405,032.32	.18
970610	AUDIO MATERIALS	70,000.00	7,616.86	.00	12,105.92	57,894.08	.17
970620	SUBSCRIPTIONS & BOOKS	70,000.00	1,810.34	.00	7,627.74	62,372.26	.11
970630	VISUAL MATERIALS	72,000.00	9,118.31	.00	19,873.26	52,126.74	.28
970640	AUTOMATED REFERENCE MAT'L	95,000.00	1,275.00	.00	27,064.00	67,936.00	.28
970810	NATURAL GAS	20,000.00	.00	.00	11,642.43	8,357.57	.58
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	2,000.00	.00	.00	.00	2,000.00	.00
970850	GASOLINE	1,000.00	.00	.00	.00	1,000.00	.00
970900	EQUIPMENT <\$5,000	21,400.00	3,616.37	.00	13,016.37	8,383.63	.61
TOTAL	COMMODITIES	969,400.00	78,329.47	.00	219,113.87	750,286.13	.23
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	13,000.00	2,822.00	.00	9,934.50	3,065.50	.76
980410	COMPUTER HARDWARE	50,000.00	.00	.00	.00	50,000.00	.00
980420	COMPUTER SOFTWARE	24,800.00	.00	.00	30.00	24,770.00	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	.00	270.00	.00	5,115.94	-5,115.94	.00
TOTAL	CAPITAL EXPENDITURES	87,800.00	3,092.00	.00	15,080.44	72,719.56	.17
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	12,276.00	.00	.00	.00	12,276.00	.00
990935	TRANS TO D/S: 2002A BOND	.00	.00	.00	.00	.00	.00
TOTAL	DEBT SERVICE	12,276.00	.00	.00	.00	12,276.00	.00
990940	TRANS TO LIB CAP PROJ FND	150,000.00	.00	.00	.00	150,000.00	.00

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05/05/04

ACCOUNTING PERIOD: 4/04

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

PAGE 3

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
TOTAL	TRANS TO LIB CAP PROJ FND	150,000.00	.00	.00	.00	150,000.00	.00
991000	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
TOTAL	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	5,437,964.00	393,030.86	.00	1,495,828.60	3,942,135.40	.28

05/05/04

CITY OF DES PLAINES

ACCOUNTING PERIOD: 4/04

ORGANIZATION EXPENDITURE STATUS

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

FUND - 201 - PUBLIC LIBRARY FUND

FUNCTION - 400 - CIVIC & CULTURE

DEPARTMENT - 2120 - LIBRARY ACCUMULATION

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

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	.00	.00	.00	.00	.00	.00
920120	COMMUNICATION SERVICES	.00	.00	.00	.00	.00	.00
920140	DATA PROCESSING SERVICES	.00	.00	.00	.00	.00	.00
920202	CONFERENCES	5,000.00	2,004.59	.00	2,471.99	2,528.01	.49
920204	TRAINING	3,000.00	170.45	.00	1,020.45	1,979.55	.34
920206	SEMINARS	1,000.00	.00	.00	.00	1,000.00	.00
920210	IN-SERVICE TRAINING	.00	.00	.00	.00	.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
960070	AUTO/TRAVEL EXPENSES	2,000.00	512.00	.00	575.40	1,424.60	.29
960210	SPECIAL EVENT PROGRAMMING	3,000.00	.00	.00	.00	3,000.00	.00
960990	MISC CONTRACTUAL SVCS	43,000.00	.00	.00	1,550.00	41,450.00	.04
TOTAL	CONTRACTUAL SERVICES	57,000.00	2,687.04	.00	5,617.84	51,382.16	.10
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
970260	POSTAGE AND PARCEL	.00	.00	.00	.00	.00	.00
970270	PRINTING-REPROD-BINDING	8,000.00	.00	.00	.00	8,000.00	.00
TOTAL	COMMODITIES	8,000.00	.00	.00	.00	8,000.00	.00
980400	EQUIPMENT	.00	.00	.00	.00	.00	.00
980410	COMPUTER HARDWARE	.00	.00	.00	.00	.00	.00
420	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
500	VEHICLES	.00	.00	.00	.00	.00	.00
TOTAL	CAPITAL EXPENDITURES	.00	.00	.00	.00	.00	.00
TOTAL	IL LIBRARY PER CAP GRANT	65,000.00	2,687.04	.00	5,617.84	59,382.16	.09
TOTAL	CIVIC & CULTURE	5,502,964.00	395,717.90	.00	1,501,446.44	4,001,517.56	.27
TOTAL	PUBLIC LIBRARY FUND	5,502,964.00	395,717.90	.00	1,501,446.44	4,001,517.56	.27

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CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

ACCOUNTING PERIOD: 4/04

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	50,000.00	1,430.43	.00	1,430.43	48,569.57	.03
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
960990	MISC CONTRACTUAL SVCS	.00	.00	.00	.00	.00	.00
TOTAL	CONTRACTUAL SERVICES	50,000.00	1,430.43	.00	1,430.43	48,569.57	.03
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
TOTAL	COMMODITIES	.00	.00	.00	.00	.00	.00
980300	IMPROVEMENTS	50,000.00	53,945.00	.00	53,945.00	-3,945.00	1.08
980400	EQUIPMENT	15,000.00	7,112.50	.00	7,112.50	7,887.50	.47
980420	COMPUTER SOFTWARE	60,000.00	.00	.00	.00	60,000.00	.00
980600	FURNITURE & FIXTURES	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL	CAPITAL EXPENDITURES	135,000.00	61,057.50	.00	61,057.50	73,942.50	.45
TOTAL	LIBRARY CAPITAL PROJ FUND	185,000.00	62,487.93	.00	62,487.93	122,512.07	.34
TOTAL	LIBRARY CAPITAL PROJ FUND	185,000.00	62,487.93	.00	62,487.93	122,512.07	.34
TOTAL REPORT		5,687,964.00	458,205.83	.00	1,563,934.37	4,124,029.63	.27

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

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102005	CASH PAYABLE 1944119043		206.40
102008	CASH DEPOSIT 1944650243	5,969.33	
102012	CASH IL FUND 007139119668	474,015.13	
	TOTAL CASH	480,484.46	206.40
104033	INVESTMENTS-DOWNING	34,339.87	
	TOTAL INVESTMENTS	34,339.87	.00
115400	RECEIVABLE-ACCRUED INTRST	7.67	
118000	RECEIVABLE-PROPERTY TAXES	4,655,830.00	
	TOTAL ACCOUNTS RECEIVABLE	4,655,837.67	.00
119301	PREPAID EXPENSE	518.60	
	TOTAL PREPAID ITEMS	518.60	.00
	TOTAL ASSETS	5,171,180.60	206.40
401000	ACCOUNTS PAYABLE		196,446.83
401001	AUDIT ACCOUNTS PAYABLE		3,394.55
450040	ACCRUED PAYROLL		33,783.83
	TOTAL ACCRUED LIABILITIES	.00	33,783.83
470000	DEFERRED REV-PROPERTY TAX		4,655,830.00
470100	LIBRARY DEFERRED REVENUE		9,895.00
	TOTAL DEFERRED REV-PROPERTY TAX	.00	9,895.00
	TOTAL CURRENT LIABILITIES	.00	4,899,350.21
	TOTAL LIABILITIES	.00	4,899,350.21
700110	EXPENDITURE CONTROL	4,778,480.37	
700120	REVENUE CONTROL		4,633,983.47
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	9,663,939.59	9,519,443.47
720010	FUND BAL-RESRV-GIFT TRUST		34,339.87
	TOTAL FUND BALANCE-RESERVED	.00	34,339.87
730000	FUND BALANCE-UNRESERVED		381,780.24
	TOTAL FUND EQUITY	.00	416,120.11
	TOTAL EQUITIES	9,663,939.59	9,935,563.58
	TOTAL PUBLIC LIBRARY FUND	14,835,120.19	14,835,120.19

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH DEPOSIT 1944650243	126,215.64	
102012	CASH IL FUND 007139119668	128,178.04	
TOTAL CASH		254,393.68	.00
TOTAL ASSETS		254,393.68	.00
401000	ACCOUNTS PAYABLE		968.14
TOTAL CURRENT LIABILITIES		.00	968.14
TOTAL LIABILITIES		.00	968.14
700110	EXPENDITURE CONTROL	3,300.32	
700120	REVENUE CONTROL		1,949.51
700150	EXP. BUDGET CONTROL		100,000.00
700160	REV. BUDGET CONTROL	1,000.00	
700170	BUDGET FUND BALANCE	98,999.85	
TOTAL SYSTEM CONTROL		103,300.17	101,949.51
730000	FUND BALANCE-UNRESERVED		254,776.20
TOTAL FUND EQUITY		.00	254,776.20
TOTAL EQUITIES		103,300.17	356,725.71
TOTAL LIBRARY CAPITAL PROJ FUND		357,693.85	357,693.85
TOTAL REPORT		15,192,814.04	15,192,814.04

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	PROPERTY TAXES	.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	33,319.56	6,680.44	.83
810019	PROPERTY TAXES 2002	4,208,934.00	21,990.78	.00	4,202,433.25	6,500.75	1.00
TOTAL	PROPERTY TAXES	4,248,934.00	21,990.78	.00	4,235,752.81	13,181.19	1.00
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	4,341,922.00	21,990.78	.00	4,328,740.81	13,181.19	1.00
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	-9,895.00	.00	50,482.00	-24,682.00	1.96
TOTAL	STATE GRANTS	93,800.00	-9,895.00	.00	123,882.00	-30,082.00	1.32
TOTAL	INTERGOVERNMENTAL REVENUE	93,800.00	-9,895.00	.00	123,882.00	-30,082.00	1.32
850102	LIBRARY FINES	85,000.00	-21.60	.00	112,186.39	-27,186.39	1.32
TOTAL	FINES	85,000.00	-21.60	.00	112,186.39	-27,186.39	1.32
850201	COPYING FEE	13,000.00	.00	.00	28,147.12	-15,147.12	2.17
850215	SPECIAL PROGRAMS & EVENTS	2,500.00	.00	.00	3,765.25	-1,265.25	1.51
TOTAL	FEES AND SERVICES	15,500.00	.00	.00	31,912.37	-16,412.37	2.06
TOTAL	INVESTMENT INCOME	100,500.00	-21.60	.00	144,098.76	-43,598.76	1.43
890010	INTEREST INCOME	20,000.00	1,633.14	.00	9,661.77	10,338.23	.48
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	.00	.00	27,600.13	-13,600.13	1.97
TOTAL	OTHER REVENUE	34,000.00	1,633.14	.00	37,261.90	-3,261.90	1.10
TOTAL	PUBLIC LIBRARY FUND	4,570,222.00	13,707.32	.00	4,633,983.47	-63,761.47	1.01
TOTAL	PUBLIC LIBRARY FUND	4,570,222.00	13,707.32	.00	4,633,983.47	-63,761.47	1.01

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05/07/04

ACCOUNTING PERIOD: 13/03

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

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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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05/07/04

ACCOUNTING PERIOD: 13/03

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
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	739.02	.00	1,949.51	-949.51	1.95
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	739.02	.00	1,949.51	-949.51	1.95
TOTAL	LIBRARY CAPITAL PROJ FUND	1,000.00	739.02	.00	1,949.51	-949.51	1.95
TOTAL	LIBRARY CAPITAL PROJ FUND	1,000.00	739.02	.00	1,949.51	-949.51	1.95
TOTAL REPORT		4,571,222.00	14,446.34	.00	4,635,932.98	-64,710.98	1.01

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

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

ACCTGNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	1,852,515.00	-13,599.17	.00	1,580,988.94	271,526.06	.85
910200	TEMPORARY WAGES	766,054.00	15,719.37	.00	725,836.24	40,217.76	.95
910300	SUPERVISORY OVERTIME	.00	.00	.00	.00	.00	.00
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	118.14	381.86	.24
910500	VACATION PAY	.00	7,937.77	.00	128,861.55	-128,861.55	.00
910600	SICK PAY	.00	1,332.32	.00	49,677.00	-49,677.00	.00
910700	HOLIDAY PAY	.00	22,393.54	.00	61,434.63	-61,434.63	.00
910900	ACT/OUT OF CLASS/PREMIUM	500.00	.00	.00	219.19	280.81	.44
910950	EXCESS SICK HRS PAY OUT	3,276.00	.00	.00	2,573.39	702.61	.79
910970	COMPENSATED ABSENCES	.00	20,606.10	.00	20,606.10	-20,606.10	.00
918010	UNEMPLOYMENT COMPENSATION	1,486.00	371.50	.00	1,486.00	.00	1.00
918020	EMPLOYER CONTR-F.I.C.A.	199,991.00	.00	.00	191,548.14	8,442.86	.96
918021	EMPLOYER CONTR-I.M.R.P.	110,331.00	.00	.00	107,311.57	3,019.43	.97
918040	LIFE INS PREMIUMS	8,296.00	.00	.00	8,104.80	191.20	.98
918050	MEDICAL INS PREMIUMS	225,624.00	.00	.00	186,414.80	39,209.20	.83
918055	DENTAL INSURANCE PREMIUMS	19,750.00	.00	.00	15,344.88	4,405.12	.78
918060	TUITION REIMBURSEMENTS	5,000.00	.00	.00	3,059.00	1,941.00	.61
918070	WORKERS COMPENSATION	4,424.00	.00	.00	6,604.89	-2,180.89	1.49
918085	RHS PLAN PAYOUT	1,230.00	.00	.00	1,229.58	.42	1.00
TOTAL	PERSONAL SERVICES	3,198,977.00	54,761.43	.00	3,091,418.84	107,558.16	.97
920100	LITIGATION & LEGAL FEES	1,500.00	.00	.00	939.43	560.57	.63
920105	COSTS OF LITIGATION	500.00	.00	.00	.00	500.00	.00
920110	PROFESSIONAL CONSULTING	20,000.00	3,250.00	.00	52,830.40	-32,830.40	2.64
920120	COMMUNICATION SERVICES	25,000.00	1,861.09	.00	20,089.18	4,910.82	.80
920140	DATA PROCESSING SERVICES	110,000.00	11,403.42	.00	81,920.89	28,079.11	.74
920202	CONFERENCES	2,500.00	120.00	.00	2,662.41	-162.41	1.06
920204	TRAINING	2,000.00	265.00	.00	3,412.50	-1,412.50	1.71
920205	TUITION REIMBURSEMENTS	.00	1,000.00	.00	1,000.00	-1,000.00	.00
920206	SEMINARS	2,000.00	.00	.00	70.00	1,930.00	.04
920210	IN-SERVICE TRAINING	2,000.00	83.55	.00	205.83	1,794.17	.10
920220	MEMBERSHIP DUES	5,000.00	50.00	.00	5,884.00	-884.00	1.18
920225	LICENSING/TITLES	.00	.00	.00	190.00	-190.00	.00
920230	PUBLICATION OF NOTICES	2,000.00	598.00	.00	1,872.25	127.75	.94
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	7,000.00	.00	.00	6,634.56	365.44	.95
TOTAL	SUBSIDIES,REBATES,CONTRIB	7,000.00	.00	.00	6,634.56	365.44	.95
920900	PROPERTY/LIAB CONTRIBUTIO	22,052.00	5,513.00	.00	22,052.00	.00	1.00
930010	R & M EQUIPMENT	60,500.00	2,537.18	.00	72,489.87	-11,989.87	1.20
930020	R & M BLDGS & STRUCTURES	35,000.00	827.04	.00	55,144.22	-20,144.22	1.58
930030	R & M VEHICLES	3,500.00	.00	.00	472.75	3,027.25	.14

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CITY OF DES PLAINES

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ACCOUNTING PERIOD: 13/03

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
930195	BOOK BINDING & REPAIR	2,500.00	.00	.00	2,587.50	-87.50	1.04
930210	RENTAL OF EQUIPMENT	1,500.00	.00	.00	651.00	849.00	.43
930320	CLEANING:CUSTODIAL SERV	50,000.00	161.00	.00	49,084.45	915.55	.98
960070	AUTO/TRAVEL EXPENSES	2,000.00	9.60	.00	1,701.50	298.50	.85
960210	SPECIAL EVENT PROGRAMMING	17,000.00	569.78	.00	21,558.89	-4,558.89	1.27
960990	MISC CONTRACTUAL SVCS	87,000.00	4,155.21	.00	70,420.75	16,579.25	.81
TOTAL	CONTRACTUAL SERVICES	460,552.00	32,403.87	.00	473,874.38	-13,322.38	1.03
970100	SUPPLIES	70,000.00	4,513.21	.00	63,553.77	6,446.23	.91
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	.00	.00	212.66	1,287.34	.14
970170	JANITORIAL	18,000.00	2,006.58	.00	16,695.13	1,304.87	.93
970200	COPYING/FAX SUPPLIES	6,000.00	.00	.00	4,253.60	1,746.40	.71
970260	POSTAGE AND PARCEL	15,500.00	18.21	.00	13,766.73	1,733.27	.89
970270	PRINTING-REPROD-BINDING	4,500.00	.00	.00	1,136.76	3,363.24	.25
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	42,355.86	.00	482,734.23	12,265.77	.98
970610	AUDIO MATERIALS	64,000.00	3,081.57	.00	61,256.98	2,743.02	.96
970620	SUBSCRIPTIONS & BOOKS	76,000.00	2,362.72	.00	78,323.26	-2,323.26	1.03
970630	VISUAL MATERIALS	66,000.00	1,288.95	.00	71,568.47	-5,568.47	1.08
970640	AUTOMATED REFERENCE MAT'L	95,000.00	.00	.00	94,015.77	984.23	.99
970810	NATURAL GAS	20,000.00	4,124.88	.00	18,638.74	1,361.26	.93
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	17,458.03	-2,458.03	1.16
TOTAL	COMMODITIES	952,000.00	59,751.98	.00	923,614.13	28,385.87	.97
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	10,000.00	.00	.00	54,107.47	-44,107.47	5.41
980410	COMPUTER HARDWARE	122,600.00	15,344.00	.00	119,851.95	2,748.05	.98
980420	COMPUTER SOFTWARE	5,000.00	.00	.00	20,682.99	-15,682.99	4.14
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	5,000.00	.00	.00	8,843.70	-3,843.70	1.77
TOTAL	CAPITAL EXPENDITURES	142,600.00	15,344.00	.00	203,486.11	-60,886.11	1.43
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	8,063.00	4,468.00	.64
990935	TRANS TO D/S: 2002A BOND	.00	.00	.00	4,468.00	-4,468.00	.00
TOTAL	DEBT SERVICE	12,531.00	.00	.00	12,531.00	.00	1.00
990940	TRANS TO LIB CAP PROJ FND	.00	.00	.00	.00	.00	.00

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ACCOUNTING PERIOD: 13/03

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	TRANS TO LIB CAP PROJ FND	.00	.00	.00	.00	.00	.00
991000	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
TOTAL	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	4,816,660.00	162,261.28	.00	4,704,924.46	111,735.54	.98

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ACCOUNTING PERIOD: 13/03

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

ACCOUNTING PERIOD: 13/03

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	1,557.69	-57.69	1.04
920204	TRAINING	1,000.00	150.00	.00	3,399.94	-2,399.94	3.40
920206	SEMINARS	.00	.00	.00	1,667.00	-1,667.00	.00
920210	IN-SERVICE TRAINING	.00	.00	.00	2,956.91	-2,956.91	.00
930010	R & M EQUIPMENT	.00	.00	.00	11,374.44	-11,374.44	.00
960070	AUTO/TRAVEL EXPENSES	1,000.00	.00	.00	1,601.24	-601.24	1.60
960210	SPECIAL EVENT PROGRAMMING	2,300.00	.00	.00	6,204.77	-3,904.77	2.70
960990	MISC CONTRACTUAL SVCS	63,000.00	.00	.00	38,308.92	24,691.08	.61
TOTAL	CONTRACTUAL SERVICES	68,800.00	150.00	.00	67,070.91	1,729.09	.97
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
970260	POSTAGE AND PARCEL	.00	.00	.00	3,290.00	-3,290.00	.00
970270	PRINTING-REPROD-BINDING	.00	.00	.00	3,195.00	-3,195.00	.00
TOTAL	COMMODITIES	.00	.00	.00	6,485.00	-6,485.00	.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	150.00	.00	73,555.91	-4,755.91	1.07
TOTAL	CIVIC & CULTURE	4,885,460.00	162,411.28	.00	4,778,480.37	106,979.63	.98
TOTAL	PUBLIC LIBRARY FUND	4,885,460.00	162,411.28	.00	4,778,480.37	106,979.63	.98

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	968.14	.00	3,300.32	6,699.68	.33
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	968.14	.00	3,300.32	6,699.68	.33
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	968.14	.00	3,300.32	96,699.68	.03
TOTAL	LIBRARY CAPITAL PROJ FUND	100,000.00	968.14	.00	3,300.32	96,699.68	.03
TOTAL REPORT		4,985,460.00	163,379.42	.00	4,781,780.69	203,679.31	.96

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CASH REQUIREMENTS BILL LIST

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE		VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920110	PROFESSIONAL CONSULTING	08123	MARY JANE KEPNER	MARCH 2004	6,000.00
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	DPK204	3,783.80
2110	920202	CONFERENCES	09309	ROBERTA S. JOHNSON	REIMB	492.67
2110	920202	CONFERENCES	100808	CHRISTINA TROPEA	REIMB	491.15
2110	920204	TRAINING	09309	ROBERTA S. JOHNSON	REIMB	20.00
2110	920204	TRAINING	102686	SWITCH GEAR	300112	1,540.00
2110	920204	TRAINING	43806	NORTH SUBURBAN LIBRARY SY	06-04-04	25.00
2110	920204	TRAINING	43806	NORTH SUBURBAN LIBRARY SY	6/04-6/06	50.00
2110	920210	IN-SERVICE TRAINING	200252	AL GINI	5-6-04	750.00
2110	920210	IN-SERVICE TRAINING	43765	DOMINICKS FINER FOODS	3-08-04	130.55
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	APRIL 2004	321.41
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	APRIL 2004	189.27
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	APRIL 2004	26.56
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	APRIL 2004	19.80
2110	930010	R & M EQUIPMENT	07090	ACCOUNTOR SYSTEMS	21107	357.85
2110	930010	R & M EQUIPMENT	103055	GREATER BAY CAPITAL	200314535	2,686.00
2110	930010	R & M EQUIPMENT	17247	IMAGING OFFICE SYSTEMS, I	324967	1,328.70
2110	930010	R & M EQUIPMENT	72106	COOPERATIVE COMPUTER SERV	DPK204	22.50
2110	930020	R & M BLDGS & STRUCTURES	07786	G & I ELECTRIC COMPANY,	25323	278.34
2110	930020	R & M BLDGS & STRUCTURES	07786	G & I ELECTRIC COMPANY,	25325	633.60
2110	930020	R & M BLDGS & STRUCTURES	100604	MK PAINTING & DECORATING	3	350.00
2110	930020	R & M BLDGS & STRUCTURES	100807	THYSSENKRUPP ELEVATOR COR	149552	2,244.10
2110	930020	R & M BLDGS & STRUCTURES	101451	GRAINGER	970-565009-2	760.94
2110	930020	R & M BLDGS & STRUCTURES	102711	SPEED-E-KLEEN	2421	100.00
2110	930210	RENTAL OF EQUIPMENT	100268	THOMPSON RENTAL STATION I	3-018585-01	220.80
2110	930210	RENTAL OF EQUIPMENT	100268	THOMPSON RENTAL STATION I	3-018955-02	45.60
2110	930320	CLEANING:CUSTODIAL SERV	200147	MAJESTY MAINTENANCE INC	35307-IN	3,385.00
2110	960070	AUTO/TRAVEL EXPENSES	09309	ROBERTA S. JOHNSON	REIMB	34.00
2110	960070	AUTO/TRAVEL EXPENSES	100001	SUSAN FARID	REIMB	17.00
2110	960070	AUTO/TRAVEL EXPENSES	100808	CHRISTINA TROPEA	REIMB	64.40
2110	960070	AUTO/TRAVEL EXPENSES	13916	COMMUNITY CAB COMPANY	2-25-04	172.50
2110	960070	AUTO/TRAVEL EXPENSES	13916	COMMUNITY CAB COMPANY	2-18-04	192.00
2110	960210	SPECIAL EVENT PROGRAMMING	05337	SIGN A RAMA, USA	16719	432.00
2110	960210	SPECIAL EVENT PROGRAMMING	07981	A CHILD'S VOICE	11-01-03	10,000.00
2110	960210	SPECIAL EVENT PROGRAMMING	09645	ANNETTE M BALDWIN	4/21/04	300.00
2110	960210	SPECIAL EVENT PROGRAMMING	102274	ZOOLOGICAL SOCIETY OF MIL	03/20/04	100.00
2110	960210	SPECIAL EVENT PROGRAMMING	102532	FACE TO FACE PRODUCTIONS	6/13/04	150.00
2110	960210	SPECIAL EVENT PROGRAMMING	103044	JANET WONG	3/8/04	500.00
2110	960210	SPECIAL EVENT PROGRAMMING	200211	THINK 4 FUN PRODUCTIONS	4/24/04	479.00
2110	960210	SPECIAL EVENT PROGRAMMING	200250	DIRECTIONS TRAINING CENTE	4-29-04	200.00
2110	960210	SPECIAL EVENT PROGRAMMING	200251	BETH FINKE INC	3-17-04	250.00
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	2-23-04	23.43
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	3-01-04	70.52
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	3-01-04	5.00
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	2-27-04	60.48
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	3-06-04	31.43
2110	960210	SPECIAL EVENT PROGRAMMING	87319	MID AMERICA CHARTER LINES	8574	461.03
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1709427	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1709424	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1709419	5.65
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1709426	2.95

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SELECTION CRITERIA: payable.due_date='04/05/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1705226	4.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1716980	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1716981	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1727177	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1705225	10.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1709423	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1716983	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1709425	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1709422	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1709421	9.10
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1700639	58.85
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1716548	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1703504	18.90
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1703503	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1716982	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1723494	6.45
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1723495	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1709418	18.95
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1697742	34.25
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1709417	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1703507	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1697744	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1703502	10.50
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1703506	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1697743	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1703505	5.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1700638	20.90
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1703501	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1703500	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1714718	5.10
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1705229	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1716547	4.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1705228	8.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1694017	19.95
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1705986	16.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1718868	11.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1719839	5.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1716979	10.55
2110	960990	MISC CONTRACTUAL SVCS	03789	ALBRECHT ENTERPRISES	2302	9,760.00
2110	960990	MISC CONTRACTUAL SVCS	03789	ALBRECHT ENTERPRISES	2301	12,488.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012264968	3.85
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012281346	7.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012060161	3.56
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012282742	110.45
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012255901	51.40
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012240196	65.15
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012065253	18.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012285707	30.55
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012306170	9.40
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012275104	7.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012239156	88.50

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012285725	60.55
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012271447	71.30
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012302335	79.15
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012164834	9.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012311232	13.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012306212	4.80
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012088895	4.50
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012305039	9.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012298058	1.35
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012280581	31.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012322712	3.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012133927	73.35
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012275154	4.80
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012311939	3.90
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012285951	33.50
2110	960990	MISC CONTRACTUAL SVCS	102808	ADVANCED AQUATICS	16213	336.83
2110	960990	MISC CONTRACTUAL SVCS	102900	INITIAL TROPICAL PLANTS	562106	93.56
2110	960990	MISC CONTRACTUAL SVCS	102900	INITIAL TROPICAL PLANTS	562107	63.80
2110	960990	MISC CONTRACTUAL SVCS	25775	CRIMSON MULTIMEDIA DIST.,	3930A	19.24
2110	970100	SUPPLIES	09638	OFFICE DEPOT	235608388001	5,973.96
2110	970100	SUPPLIES	09638	OFFICE DEPOT	238311231001	327.45
2110	970100	SUPPLIES	09638	OFFICE DEPOT	235779439001	201.38
2110	970100	SUPPLIES	09638	OFFICE DEPOT	238309570001	167.40
2110	970100	SUPPLIES	09638	OFFICE DEPOT	238310174001	58.99
2110	970100	SUPPLIES	09638	OFFICE DEPOT	238088477001	105.36
2110	970100	SUPPLIES	09638	OFFICE DEPOT	235778300001	254.99
2110	970100	SUPPLIES	09638	OFFICE DEPOT	238362514001	118.84
2110	970100	SUPPLIES	09836	GENERAL BINDING CORP	13414273	426.75
2110	970100	SUPPLIES	101098	AMERICAN LIBRARY ASSOCIAT	06038753	14.50
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	1529209	161.72
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	1525478	354.87
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	1519520	345.65
2110	970100	SUPPLIES	25775	CRIMSON MULTIMEDIA DIST.,	3727A	32.82
2110	970100	SUPPLIES	33760	SCHOOL HEALTH CORPORATION	806875	73.39
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	121203-00	418.40
2110	970170	JANITORIAL	01638	KINDER INDUSTRIAL SUPPLY	24942	62.92
2110	970170	JANITORIAL	101451	GRAINGER	001-039950-9	1,860.48
2110	970170	JANITORIAL	17132	MENARDS	99666	57.09
2110	970260	POSTAGE AND PARCEL	103035	FEDERAL EXPRESS	1-602-88616	50.14
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1730541	9.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1727860	36.54
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1718868	50.26
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1700638	98.66
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1703500	23.82
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1705229	22.38
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1703504	180.87
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1705986	72.78
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1703503	26.38
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1716548	35.73
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1719839	34.27
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1714718	34.70

RUN DATE 03/29/04 TIME 10:30:59

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

03/29/04

ACCOUNTING PERIOD: 3/04

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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SELECTION CRITERIA: payable.due_date='04/05/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1700639	425.06
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1709421	100.94
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1694017	171.26
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1703502	80.21
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1716547	66.99
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1703507	35.42
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1705228	160.10
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1709423	30.46
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1709419	53.02
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1709422	19.20
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1709425	71.34
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1716983	37.96
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1727177	38.90
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1705226	106.74
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1709427	38.79
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1705225	103.90
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1709426	47.53
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1703501	21.54
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1716979	49.90
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1716980	18.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1716981	26.38
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1723065	165.35
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1709424	39.62
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1716982	23.82
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1709418	88.58
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1723495	9.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1709417	23.72
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1729448	36.51
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1733116	19.74
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1697744	19.14
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1703505	54.24
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1697743	5.09
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1723494	43.60
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1697742	285.89
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1703506	32.52
2110	970600	BOOKS	07439	THE GALE GROUP	13135064	194.42
2110	970600	BOOKS	07439	THE GALE GROUP	13163720	162.47
2110	970600	BOOKS	07439	THE GALE GROUP	13147948	20.76
2110	970600	BOOKS	07439	THE GALE GROUP	13165864	45.30
2110	970600	BOOKS	07439	THE GALE GROUP	13144645	184.47
2110	970600	BOOKS	07439	THE GALE GROUP	13151712	25.96
2110	970600	BOOKS	07439	THE GALE GROUP	13162622	140.01
2110	970600	BOOKS	07439	THE GALE GROUP	1316072	162.47
2110	970600	BOOKS	07439	THE GALE GROUP	13167195	85.34
2110	970600	BOOKS	07439	THE GALE GROUP	13138110	135.67
2110	970600	BOOKS	07439	THE GALE GROUP	13167437	52.38
2110	970600	BOOKS	07439	THE GALE GROUP	13146755	40.42
2110	970600	BOOKS	09044	CLARION UNIVERSITY OF PEN	3724	20.00
2110	970600	BOOKS	101014	AMAZON.COM CREDIT	3-17-04	399.50
2110	970600	BOOKS	101014	AMAZON.COM CREDIT	3-17-04	7.95
2110	970600	BOOKS	101014	AMAZON.COM CREDIT	3-17-04	28.67

RUN DATE 03/29/04 TIME 10:30:59

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

SELECTION CRITERIA: payable.due_date='04/05/2004'

D - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	101014	AMAZON.COM CREDIT	3-17-04	171.85
2110	970600	BOOKS	101014	AMAZON.COM CREDIT	3-17-04	134.95
2110	970600	BOOKS	101014	AMAZON.COM CREDIT	3-17-04	23.94
2110	970600	BOOKS	101798	SCHOLASTIC LIBRARY PUBLIS	10868153	269.10
2110	970600	BOOKS	101798	SCHOLASTIC LIBRARY PUBLIS	10871434	549.00
2110	970600	BOOKS	101798	SCHOLASTIC LIBRARY PUBLIS	10869599	183.36
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012275154	57.82
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012311939	40.86
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012285951	351.27
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012306212	13.05
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012322712	36.83
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012305039	90.64
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012298058	13.60
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012088895	7.14
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012280581	398.06
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	5004925532	110.08
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012133927	270.99
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012311232	141.70
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012281346	88.47
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012285725	158.58
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012240195	974.29
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012264968	66.48
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012060161	4.50
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012065253	64.65
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012275104	78.67
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012285707	322.53
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012306170	165.77
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012282555	80.34
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012164834	16.61
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012271446	1,623.52
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012255900	1,254.39
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012239155	2,782.44
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012282741	2,163.19
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012302334	1,478.16
2110	970600	BOOKS	19685	ICMA DISTRIBUTION CENTER	42853	94.45
2110	970600	BOOKS	200253	BILL NUNES	2003-2004	20.95
2110	970600	BOOKS	25775	CRIMSON MULTIMEDIA DIST.,	3425D	111.00
2110	970600	BOOKS	26987	TECH REPUBLIC	3137247	1,557.90
2110	970600	BOOKS	82668	POLONIA BOOK STORES	23037	303.28
2110	970600	BOOKS	82668	POLONIA BOOK STORES	23128	74.73
2110	970610	AUDIO MATERIALS	02482	B B C AUDIOBOOKS	144596	142.42
2110	970610	AUDIO MATERIALS	02482	B B C AUDIOBOOKS	144800	59.96
2110	970610	AUDIO MATERIALS	102744	BAKER & TAYLOR BOOKS	B38115130	25.87
2110	970610	AUDIO MATERIALS	102744	BAKER & TAYLOR BOOKS	B39073390	5.17
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	2-17-04-03	23.78
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	2-17-04-02	104.21
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	2-26-04-2	653.31
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	2-26-04-5	113.31
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	2-26-04-3	35.67
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	2-17-04-01	173.46
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	2-26-04-01	77.64

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CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due_date='04/05/2004'

0 - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	2-17-04-05 48.96
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IN0229022 53.49
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IN0230071 53.49
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IN0228997 134.07
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5627947P 72.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5646823P 79.20
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5620479P 426.40
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1943516 776.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1927111 212.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1957156 7.95
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1957612 427.20
2110	970620	SUBSCRIPTIONS & BOOKS	05366	PIONEER PRESS	7653 19.95
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	21218E 45.30
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	19809E 36.49
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	19810H 25.19
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	21218D 166.91
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	21211C 29.24
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	21211B 33.48
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	20679I 73.86
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	756484 19.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	756483 19.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	763692 19.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	759756 273.93
2110	970630	VISUAL MATERIALS	102450	INSTRUCTIONAL VIDEO	23309B 33.96
2110	970630	VISUAL MATERIALS	102450	INSTRUCTIONAL VIDEO	23309A 498.82
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B39073390 652.42
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B39129060 10.48
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R70279140 9.91
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B39085190 129.59
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B39085180 28.42
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	G40296340 67.47
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B39011350 161.11
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B38115130 104.97
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R107364CM -110.50
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B38754380 877.96
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B596229CM -14.99
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R67670941 7.16
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R67670940 14.82
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B39011370 221.14
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B39011280 1,596.27
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R70401950 22.46
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST.,	3425E 44.00
2110	970900	EQUIPMENT <\$5,000	20177	DEMCO EDUCATIONAL CORP	1533300 2,843.82
2110	980600	FURNITURE & FIXTURES	17924	CORPORATE CONCEPTS, INC.	135812 270.00
TOTAL LIBRARY SERVICES					107,922.34
2130	920202	CONFERENCES	04365	SANDRA NORLIN	REIMB 772.00
2130	920202	CONFERENCES	16164	HECTOR MARINO	REIMB 408.76
2130	960070	AUTO/TRAVEL EXPENSES	04365	SANDRA NORLIN	REIMB 341.00
2130	960070	AUTO/TRAVEL EXPENSES	12663	VERONICA SCHWARTZ	REIMB 33.00

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CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 3/04

SELECTION CRITERIA: payable.due_date='04/05/2004'

D - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2130	960070	AUTO/TRAVEL EXPENSES	16164 HECTOR MARINO	REIMB	138.00
TOTAL IL LIBRARY PER CAP GRANT					1,692.76
TOTAL FUND					109,615.10

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CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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LECTION CRITERIA: payable.due_date='04/19/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920140	DATA PROCESSING SERVICES	05537 ILLINOIS STATE LIBRARY	27112	332.26
2110	920140	DATA PROCESSING SERVICES	102744 BAKER & TAYLOR BOOKS	Q12NS3462M	569.58
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	FEB 2004	1,410.81
2110	920210	IN-SERVICE TRAINING	05147 SONYA STAHL	3/24/04	645.00
2110	920210	IN-SERVICE TRAINING	103202 MYRON CORPORATION	47500129	231.50
2110	920220	MEMBERSHIP DUES	100075 AMERICAN LIBRARY ASSOCIAT	MARTHA SLOAN	150.00
2110	920220	MEMBERSHIP DUES	102534 ILLINOIS LIBRARY ASSOCIAT	3/10/2004	100.00
2110	930010	R & M EQUIPMENT	07090 ACCOUNTOR SYSTEMS	21122	357.85
2110	930010	R & M EQUIPMENT	102047 WAGNER OFFICE SOLUTIONS I	39739	95.10
2110	930010	R & M EQUIPMENT	102935 BILL'S AUTO	26375	150.46
2110	930195	BOOK BINDING & REPAIR	05479 HOUCHEN BINDERY LTD	121074	96.45
2110	930320	CLEANING:CUSTODIAL SERV	200147 MAJESTY MAINTENANCE INC	35420-IN	300.00
2110	960070	AUTO/TRAVEL EXPENSES	13916 COMMUNITY CAB COMPANY	3-20-04	31.00
2110	960070	AUTO/TRAVEL EXPENSES	13916 COMMUNITY CAB COMPANY	3-10-04	145.00
2110	960070	AUTO/TRAVEL EXPENSES	13916 COMMUNITY CAB COMPANY	3-15-04	154.00
2110	960210	SPECIAL EVENT PROGRAMMING	01597 JOURNAL AND TOPICS NEWSPA	92107	180.18
2110	960210	SPECIAL EVENT PROGRAMMING	01597 JOURNAL AND TOPICS NEWSPA	92172	180.18
2110	960210	SPECIAL EVENT PROGRAMMING	01597 JOURNAL AND TOPICS NEWSPA	92292	180.18
2110	960210	SPECIAL EVENT PROGRAMMING	09217 NATALIE B. NEWBERGER	3/13/04	115.00
2110	960210	SPECIAL EVENT PROGRAMMING	101296 SARA MCLAUGHLIN	REIMB	97.89
2110	960210	SPECIAL EVENT PROGRAMMING	103203 JON JORDAN	7-08-04	50.00
2110	960210	SPECIAL EVENT PROGRAMMING	37429 DES PLAINES CHAMBER OF CO	SEE ATTACHED	250.00
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	0403171	52.34
2110	960990	MISC CONTRACTUAL SVCS	00933 POSTMASTER	PERMIT 319	1,550.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1714080	.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1729553	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1710278	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1711850	.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1710276	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1711852	4.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1718040	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1723264	8.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1736117	6.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1711851	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1714081	21.30
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1720177	4.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1716978	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1711853	12.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1729729	4.30
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1722156	.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1722155	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1720176	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1723265	4.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1722153	4.05
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1722157	.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1720174	18.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1710683	10.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1714079	18.55
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1722152	5.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1711854	9.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1729720	6.75

RUN DATE 04/08/04 TIME 17:25:33

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

04/08/04

CITY OF DES PLAINES

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ACCOUNTING PERIOD: 4/04

CASH REQUIREMENTS BILL LIST

SECTION CRITERIA: payable.due_date='04/19/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1714078	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1709428	15.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1720175	5.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1730267	11.30
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1718039	15.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1727859	9.45
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1722154	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1710279	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1741088	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1723496	60.15
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1723262	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1710277	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1735035	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1729731	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1714082	5.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1715439	16.05
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1725912	80.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1741087	51.25
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1733187	6.75
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1709429	12.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1710280	10.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1723263	4.55
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1716977	21.60
2110	960990	MISC CONTRACTUAL SVCS	101752	OCLC INCORPORATED	716399	482.50
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012328992	8.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012336907	.65
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012358392	2.45
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012351196	82.80
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012396182	6.65
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012396292	2.45
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012356903	4.80
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012373167	49.80
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012401041	7.80
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012319095	77.35
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012388121	4.80
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012356901	2.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012199649	9.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012365913	1.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012362334	60.45
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012362506	30.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012415864	12.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012366559	1.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012247224	18.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012200612	4.50
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012352645	10.70
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012371392	31.40
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	1145807	-3.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012328968	7.25
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012224358	63.70
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012322189	35.40
2110	960990	MISC CONTRACTUAL SVCS	102897	AZURADISC INCORPORATED	15642	323.58

RUN DATE 04/08/04 TIME 17:25:33

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

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04/08/04

ACCOUNTING PERIOD: 4/04

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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SELECTION CRITERIA: payable.due_date='04/19/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	20402	PEST ENDERS, INC.	2400541-C	85.00
2110	970100	SUPPLIES	05228	KASCO PRINTING	5513	845.25
2110	970100	SUPPLIES	07424	NEOPOST INCORPORATED	10866389	100.75
2110	970100	SUPPLIES	09638	OFFICE DEPOT	239366848001	20.30
2110	970100	SUPPLIES	09638	OFFICE DEPOT	239750928001	671.80
2110	970100	SUPPLIES	09638	OFFICE DEPOT	239935185001	300.60
2110	970100	SUPPLIES	09638	OFFICE DEPOT	239935719001	33.35
2110	970100	SUPPLIES	09638	OFFICE DEPOT	238959317001	764.46
2110	970100	SUPPLIES	09638	OFFICE DEPOT	239225785001	10.37
2110	970100	SUPPLIES	101098	AMERICAN LIBRARY ASSOCIAT	06289613	19.00
2110	970100	SUPPLIES	102047	WAGNER OFFICE SOLUTIONS I	39762	25.50
2110	970100	SUPPLIES	102047	WAGNER OFFICE SOLUTIONS I	39758	8.50
2110	970100	SUPPLIES	102901	GIGI'S BLOSSOMS & BASKETS	2/15/04	43.00
2110	970100	SUPPLIES	17924	CORPORATE CONCEPTS, INC.	136000	10.00
2110	970100	SUPPLIES	19764	BRODART COMPANY	471287	43.94
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	1552601	1,046.17
2110	970100	SUPPLIES	71891	RUNCO OFFICE SUPPLY	327743-0	29.96
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	121826-00	848.00
2110	970170	JANITORIAL	101451	GRAINGER	1-147468-1	667.20
2110	970170	JANITORIAL	101451	GRAINGER	149-646909-7	-77.10
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1729729	49.49
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1711852	101.88
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1714078	8.39
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1720175	44.56
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1710683	40.67
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1722154	32.52
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1729730	47.28
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1714079	145.80
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1718039	248.09
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1727859	78.45
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1722152	38.40
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1730267	110.88
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1722153	30.70
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1722156	13.83
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1722157	16.98
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1723265	80.84
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1720177	62.43
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1720176	181.25
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1716978	13.56
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1711853	188.76
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1709428	190.78
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1720174	93.21
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1722155	23.82
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1711850	7.17
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1714080	12.71
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1710278	24.68
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1711851	39.45
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1710276	30.46
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1729553	33.20
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1718040	47.64
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1723264	141.15

RUN DATE 04/08/04 TIME 17:25:33

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

SECTION CRITERIA: payable.due_date='04/19/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1736117	19.04
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1711854	153.47
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1714081	171.55
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1716977	114.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1723263	64.07
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1714082	45.74
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1709429	201.20
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1709420	55.22
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1739015	13.76
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1715439	85.75
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1741087	529.36
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1710280	161.89
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1725912	299.59
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1733187	63.30
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1729731	8.40
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1710277	33.10
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1735035	39.96
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1741088	12.99
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1710279	47.64
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1723262	41.22
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1738763	10.20
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1723496	515.56
2110	970600	BOOKS	04625	CCH, INCORPORATED	7495323	46.62
2110	970600	BOOKS	07439	THE GALE GROUP	13184335	64.38
2110	970600	BOOKS	07439	THE GALE GROUP	13183167	56.13
2110	970600	BOOKS	07439	THE GALE GROUP	13176391	122.20
2110	970600	BOOKS	07439	THE GALE GROUP	13183606	74.84
2110	970600	BOOKS	07439	THE GALE GROUP	13174610	179.97
2110	970600	BOOKS	101098	AMERICAN LIBRARY ASSOCIAT	06269785	7.00
2110	970600	BOOKS	102193	LEXISNEXIS MATTHEW BENDER	80467091	85.80
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012362333	915.78
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012352645	130.54
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012373166	970.25
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012224358	241.40
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	5004959036	965.49
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	POA337951	-97.37
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012344735	93.18
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012375853	18.12
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012371392	396.74
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012322189	385.25
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012356901	16.62
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012200612	7.71
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012328992	97.25
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012415864	141.70
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012366559	14.74
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012396182	102.84
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012396292	4.16
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012388121	56.70
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012365913	14.74
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012356903	50.81
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012199649	29.03

LECTION CRITERIA: payable.due_date='04/19/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012401041	85.02
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012247224	42.21
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012358392	4.75
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012336907	4.16
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012328968	19.62
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012319094	1,585.74
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012351195	2,291.10
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012362505	1,266.69
2110	970600	BOOKS	102747	ALIBRIS	5628277	12.90
2110	970600	BOOKS	103200	ROUND LAKE AREA LIBRARY	3-15-04	135.94
2110	970600	BOOKS	103210	WINNETKA-NORTHFIELD PUBLI	3/11/04	21.95
2110	970600	BOOKS	20361	BERNAN ASSOCIATES	110243431	76.20
2110	970600	BOOKS	20579	SALEM PRESS	335270-IN	722.00
2110	970600	BOOKS	56875	INGRAM LIBRARY SERVICES	87860416	22.74
2110	970600	BOOKS	80139	RECORDED BOOKS, LLC	1959768	159.72
2110	970610	AUDIO MATERIALS	02482	B B C AUDIOBOOKS	146895	95.96
2110	970610	AUDIO MATERIALS	02482	B B C AUDIOBOOKS	148280	199.38
2110	970610	AUDIO MATERIALS	102744	BAKER & TAYLOR BOOKS	1147238	-11.36
2110	970610	AUDIO MATERIALS	102744	BAKER & TAYLOR BOOKS	B39617860	20.38
2110	970610	AUDIO MATERIALS	102744	BAKER & TAYLOR BOOKS	B39617850	123.18
2110	970610	AUDIO MATERIALS	102744	BAKER & TAYLOR BOOKS	B39617870	44.12
2110	970610	AUDIO MATERIALS	13033	LANDMARK AUDIOBOOKS	160545	888.00
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-10-04-1	203.57
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-10-04-2	141.31
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-10-04-3	9.09
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-10-04-5	26.58
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IN0230818	34.24
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5659209P	61.20
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5659208P	560.70
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5666388P	57.60
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5663898P	50.40
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5666389P	134.40
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1964811	84.30
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1968361	151.18
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1943684	847.20
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1975354	70.87
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1910093	23.80
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1957147	23.80
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1968588	29.75
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1964830	35.70
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1972856	5.95
2110	970620	SUBSCRIPTIONS & BOOKS	05948	BUSINESS & LEGAL REPORTS,	4886710	324.42
2110	970620	SUBSCRIPTIONS & BOOKS	27565	DICK DAVIS DIGEST	RENEWAL	144.00
2110	970620	SUBSCRIPTIONS & BOOKS	54257	CHRONICLE GUIDANCE PUBLIC	2/25/04	135.19
2110	970620	SUBSCRIPTIONS & BOOKS	67929	VALUE LINE INC	3326776	798.00
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	1112199	81.74
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	2654	-98.13
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	S-63741	62.17
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	1113482	28.00
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	0-33597	25.20
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	0-51595	289.80

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04/08/04

CITY OF DES PLAINES

ACCOUNTING PERIOD: 4/04

CASH REQUIREMENTS BILL LIST

LECTION CRITERIA: payable.due_date='04/19/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	20675H	36.49
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	22119A	25.19
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	16585J	74.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	16585E	47.91
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	14847C	22.66
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	770726	125.55
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	770727	31.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	774001	368.64
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	774002	31.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	774003	23.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	767067	59.97
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R70984031	166.76
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B39915390	1,675.41
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R70984030	51.16
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B39953140	108.69
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R71613160	9.94
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	M35125490	68.94
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	M34908640	236.00
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	M35091660	11.24
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B39617850	154.32
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B39617870	29.96
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B39326600	154.33
2110	970630	VISUAL MATERIALS	103033	FILM IDEAS INCORPORATED	80694	453.45
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	06977347	22.61
2110	970630	VISUAL MATERIALS	80139	RECORDED BOOKS, LLC	1965303	27.30
2110	970640	AUTOMATED REFERENCE MAT'L	103201	SECRETARY OF STATE	SEE ATTACHED	175.00
2110	970640	AUTOMATED REFERENCE MAT'L	74130	EBSCO SUBSCRIPTION SVC	1113349	1,100.00
2110	970900	EQUIPMENT <\$5,000	06842	B & H PHOTO	108378440	772.55
2110	980400	EQUIPMENT	100140	MIDWEST LIBRARY SYSTEMS	8-265	2,822.00
TOTAL LIBRARY SERVICES						45,857.52
2130	920202	CONFERENCES	101665	LINDA L KNORR	REIMB	20.00
2130	920202	CONFERENCES	23416	AMBER CREGER	REIMB	145.00
2130	920202	CONFERENCES	25804	ROSEMARY LEE	REIMB	20.00
2130	920202	CONFERENCES	43806	NORTH SUBURBAN LIBRARY SY	6/4-6/6/04	50.00
2130	920204	TRAINING	101721	PETRA HOLLIBAUGH	REIMB	20.00
2130	920204	TRAINING	101721	PETRA HOLLIBAUGH	REIMB	25.00
2130	920204	TRAINING	43806	NORTH SUBURBAN LIBRARY SY	6/4/04	25.00
TOTAL IL LIBRARY PER CAP GRANT						305.00
TOTAL FUND						46,162.52

LIBRARY DIRECTOR'S REPORT
May 18, 2004

Note: No official inquiries or requests for confidential information have been received since the last report.

I. PERSONNEL

New employee for April 2004 is Taha A. Khan, part-time Page, Circulation Services.

II. STAFF DEVELOPMENT

The annual Staff Inservice Day was held on May 6. A staff committee chaired by Martha Sloan planned the event. The day was billed as a TechKnow Fair and featured electronic gadget fair, mini-courses in practical uses of the internet all presented by staff members. It provided the opportunity for all staff to ask questions, participate in learning, and to teach in an informal, comfortable environment.

Several staff members attended the annual Reaching Forward conference for library assistants at the Rosemont Convention Center.

We held an Orientation Meeting for 15 new employees on April 28.

Also on April 28 the Department Heads took a field trip to visit the headquarters of the American Theological Library Association in Chicago's South Loop.

III. PATRON SERVICES

For the first time since August 2000 there is no significant increase in circulation or attendance to report. We do continue to experience large increases in interlibrary loan activities as well as healthy use of online reference products. Although patron assistance by Circulation Services staff has decreased, we are experiencing large increases in computer instruction, reference, and registrations for computer lab and group study rooms. The use of school textbooks increased by 48% over April 2003.

Circulation of Audio Visual materials accounted for 32% of children's materials and 51% of adult materials. Patrons used self-check to check out 23% of all items in April.

IV. OTHER PROFESSIONAL ACTIVITIES

I met with Richard Sem of Sem Security to discuss a proposal for security related services, with Andrew Van Ella of VanElla Security to discuss employee background checks, and spoke with Dianne Grigg to discuss staff training for patron interaction when enforcing rules of conduct. I met with Sharon Smith, Director of Des Plaines Senior Center, to discuss a joint project to develop a satellite library in the new Senior Center facilities on Northwest Highway. I attended the Friends of the Library Roundtable meeting on April 27, the library's Volunteer tea on April 29, the De Paul University Suburban Campus Advisory Board meeting on May 11, the final Do the Dewey 2004 meeting on May 12, and the SLURP meeting on May 14.

V.D.1.

DES PLAINES PUBLIC LIBRARY
HOLDINGS
MAY 2004

	<u>Apr 2004</u>	<u>May 2004</u>	<u>Change</u>	<u>% Change</u>
Books	250,334	250,491	157	0.06%
Audio	20,937	21,050	113	0.54%
Video	20,587	20,807	220	1.07%
Puzzles & Games	731	722	-9	-1.23%
Realia	237	237	0	.000%
Pamphlets	326	326	0	0.00%
Total	293,152	293,633	481	0.16%

V.D.1.

**DES PLAINES PUBLIC LIBRARY
REGISTRATION SERVICES REPORT FOR APRIL 2004**

I. Library Card Registration Services

<u>Apr 2003</u>	<u>Mar 2003</u>	<u>Apr 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
808	1,000	837	3,584	2,888	(-19.4%)

A.	New Library Card Registrations	378
B.	Updated Library Card	331
C.	Other Libraries	125
D.	Non Resident Fee Paid Cards	3

Total		837
-------	--	-----

II. Other Registration Services

1.	Patrons Registering for Programs	324
2.	Number of Meeting Room Uses	85
3.	Voters Registered	5
4.	Senior Cab Cards	7

Total		421
-------	--	-----

III. Total Number Of Registered Borrowers

April 2003	43,661	(76.7% of Population)
April 2004	34,345	(60.3% of Population)

**DES PLAINES PUBLIC LIBRARY
CIRCULATION SERVICES REPORT FOR APRIL 2004**

Patron Attendance Count

<u>Apr 2003</u>	<u>Mar 2004</u>	<u>Apr 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
47,201	55,120	46,476	194,022	193,615	(-0.2%)

**Reciprocal Borrowing
(Materials Lent)**

	<u>Apr 2003</u>	<u>Apr 2004</u>	<u>% Change</u>
NLS	12,188	13,641	10.7%
Other Systems	5,584	4,727	-18.1%
Total	17,772	18,368	3.2%

Interlibrary Loan

	<u>Apr 2003</u>	<u>Apr 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
Sent	3,850	4,539	15,168	23,287	34.9%
Received	2,466	2,991	9,234	16,552	44.2%
Total	6,316	7,530	24,402	39,839	38.7%

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT
April 2004

Total 2003 to Date:	364,791	Total 2004 to Date:	374,384	% Change
April 2003	87,263	April 2004	87,849	2.63%
				0.67%

	MAIN LIBRARY		MOBILE LIBRARY		TOTAL		
	CHILDREN	2003	2004	2003	2004	2003	2004
Non Fiction		5,994	5,350	886	817	6,880	6,167
Fiction		12,853	12,234	1,528	1,568	14,381	13,802
Foreign Language Non Fiction		83	101	7	5	90	106
Foreign Language Fiction		594	572	81	79	675	651
Periodicals		211	203	18	13	229	216
Compact Discs		937	1,000	46	53	983	1,053
Audio Cassettes		150	145	8	0	158	145
Audio Kits		218	212	52	30	270	242
Puzzles		317	190	29	45	346	235
Games		97	112	19	20	116	132
Audio Books		341	345	16	11	357	356
Video Fiction		3,427	2,875	552	488	3,979	3,363
Video Non Fiction		947	751	58	34	1,005	785
DVD		2,050	2,904	84	248	2,134	3,152
CD ROMs		603	612	0	1	603	613
SUB TOTAL		28,822	27,606	3,384	3,412	32,206	31,018
ADULT							
Non Fiction		12,103	12,729	233	246	12,336	12,975
Fiction		8,181	8,167	357	296	8,538	8,463
Large Type		1,315	1,432	215	132	1,530	1,564
Foreign Language Non Fiction		307	346	2	3	309	349
Foreign Language Fiction		881	1,018	6	0	887	1,018
High School Collection		478	529	6	2	484	531
Periodicals		2,652	2,501	212	202	2,864	2,703
Pamphlets		7	3	0	0	7	3
Compact Discs		7,263	7,502	526	506	7,789	8,008
Audio Cassettes		5	4	7	0	12	4
Puzzles		2	2	0	0	2	2
Pictures		29	17	0	0	29	17
Audio Books		2,268	2,506	57	14	2,325	2,520
CD ROMs		253	234	0	1	253	235
Video Fiction		6,679	4,984	462	417	7,141	5,401
Video Non Fiction		3,388	2,717	56	28	3,444	2,745
DVD		6,624	9,442	312	559	6,936	10,001
Misc. Formats		168	290	3	2	171	292
		52,603	54,423	2,454	2,408	55,057	56,831
GRAND TOTAL		81,425	82,029	4,297	5,820	77,548	87,849
Self Check		18,193	19,162	0	0	18,193	19,162

**DES PLAINES PUBLIC LIBRARY
USE OF ONLINE REFERENCE PRODUCTS
APRIL 2004**

Alldata	NA
BigChalk	107
CLCD	0
CQ Electronic Library	6
Ebsco:	
• Novelist	172
• Primary/Middle Search	78
• Searchasaurus	0
FACTS.com	54
First Search	1,194
Gale Group:	
• AncestryPlus	96*
• Biography Resource Center	511
• Business & Company Resource Center	375
• Contemporary Authors	20
• General Reference Center Gold	662
• Student Resource Center	417
Grolier Online	19*
Hoover's Online	NA
LitFinder	77
Morningstar	53*
NewsBank:	
• American Obituaries and Death Notices	546
• Chicago Tribune Archive	1,235
• Chicago Tribune	158
• Chicago Sun-Times	59
• Chicagoland	105
• Daily Herald	74
• Noticias en Español	1
ProQuest	158
(<i>Wall Street Journal, New York Times</i> Historical Archive)	
Reference USA	859
SIRS Discoverer	41
ValueLine	NA
World Book Encyclopedia	71
 Total Searches & Queries	 7,148

*Number of sessions or views (number of searches not provided)

**DES PLAINES PUBLIC LIBRARY
CIRCULATION PATRON ASSISTANCE
APRIL 2004**

Assistance/Service Desk	<u>Apr 2003</u>	<u>Apr 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Phone Calls Received	1,071	1,123	5,516	4,838	-14.01%
2. Patron Renewals	1,962	1,582	7,149	5,760	-24.11%
3. Patron Reserves Delivered	2,976	3,768	10,836	13,978	22.48%
4. Directional	1,502	1,097	6,695	5,008	-33.69%
5. Account Inquiries	4,289	3,137	17,059	13,475	-26.60%
6. Program Sign-up	351	627	2,675	2,454	-9.01%
7. In Person Patron Assistance	2,919	1,480	12,099	7,680	-57.54%
Total	15,070	12,814	62,029	53,193	-16.61%
Assistance/Switchboard	<u>Apr 2003</u>	<u>Apr 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Phone Calls Answered	3,932	3,076	16,075	13,521	-18.89%
2. Delivery/Buzzer	48	59	296	303	2.31%
3. 2-Way Radio	132	124	666	487	-36.76%
Total	4,112	3,259	17,037	14,311	-19.05%
Grand Total	19,182	16,073	79,066	67,504	-17.13%

V.D.1.

**DES PLAINES PUBLIC LIBRARY
ADULT SERVICES PATRON ASSISTANCE
APRIL 2004**

Assistance	<u>Apr 2003</u>	<u>Apr 2004</u>	<u>Year to Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Computer/Instructional	888	1,233	3,025	4,050	25.3%
2. Mechanical	562	568	1,797	1,756	-2.3%
3. Directional	874	1,173	3,788	5,002	24.3%
4. Informational	1,316	1,642	5,416	7,117	23.9%
5. Tax Forms	223	403	1,132	1,680	32.6%
6. Instruction	212	39	473	167	-183.2%
Total	4,075	5,058	15,631	19,772	20.9%
Reference and Readers' Services	<u>Apr 2003</u>	<u>Apr 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Specific Item Request	3,083	3,293	12,667	14,217	10.9%
2. Ready Reference	1,089	1,501	4,388	6,200	29.2%
3. In-Depth Reference	209	374	926	1,464	36.7%
4. Virtual Reference Desk	100	35	269	148	-81.8%
5. Interlibrary Loan Request	169	155	984	544	-80.9%
6. Readers' Advisory	110	156	558	604	7.6%
7. Reserves	888	961	3,764	4,452	15.5%
Total	5,648	6,475	23,556	27,629	14.7%
Sign Up	<u>Apr 2003</u>	<u>Apr 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Internet	5,587	7,309	24,227	29,422	17.7%
2. Computer Lab	520	670	2,101	3,420	38.6%
3. Group Study Rooms	928	998	3,323	3,800	12.6%
4. Reading Edge	2	1	7	2	-250.0%
Total	7,037	8,978	29,658	36,644	19.1%
Grand Total	16,760	20,511	68,845	84,045	18.1%

V.D.1.

**DES PLAINES PUBLIC LIBRARY
YOUTH SERVICES PATRON ASSISTANCE
APRIL 2004**

Assistance	<u>Apr 2003</u>	<u>Apr 2004</u>	<u>Year to Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Computer Sign-up	2,196	1,573	11,007	7,237	-52.1%
2. Program Sign-up	158	316	1,733	1,838	5.7%
3. Equipment Repair & Assistance	968	867	3,919	4,204	6.8%
4. Directional Questions	227	459	1,252	2,090	40.1%
5. ILL & Patron Holds	149	195	573	647	11.4%
Total	3,698	3,410	18,484	16,016	-15.4%
In-House Circulation	<u>Apr 2003</u>	<u>Apr 2004</u>	<u>Year to Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Train Sets	1,162	1,249	5,514	5,890	6.4%
2. Chess/Checkers	68	61	289	330	12.4%
3. School Supplies Handouts	NA	88	NA	653	
4. Textbooks	23	16	47	91	48.4%
5. Reserve Books	43	67	301	270	-11.5%
Total	1,296	1,481	6,151	7,234	15.0%
Reference	<u>Apr 2003</u>	<u>Apr 2004</u>	<u>Year to Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Specific Item Request	878	961	4,960	4,558	-8.8%
2. Reference	758	796	2,947	3,549	17.0%
3. Readers' Advisory	123	198	654	683	4.2%
4. Referrals to Other Libraries	23	11	126	76	-65.8%
5. Book Bag Request	12	9	41	34	-20.6%
Total	1,794	1,975	8,728	8,900	1.9%
Grand Total	6,788	6,866	33,363	32,150	-3.8%

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR APRIL 2004**

	<u>Times Used</u>	<u>Attendance</u>
Library Sponsored Programs/Meetings		
Adult Services Meeting	1	9
Art Committee Meeting	1	7
Bid Opening for Bookmobile Workroom	1	11
Circulation Clerks Meeting	1	12
Clearly Classical – Oakton Quartet	1	58
Department Heads Meeting	3	23
“Do the Dewey” Planning Meeting	2	14
Employee Orientation	1	20
Film – “Freaky Friday”	1	50
Foreign Film Series	1	25
Friends of the Library	1	24
How to Buy a Computer	1	39
Introduction to Basic Computers	4	24
Introduction to the Internet	3	15
Literary Lovers	1	18
Lunchtime Stories for Adults	1	3
Nominating Committee	1	2
Page Meeting	2	29
Placido Domingo: A Biographical & Critical Review	1	51
Pre-Bid for Bookmobile Workroom	1	16
Readers’ Services Meeting	1	8
Social Security Retirement Benefits	1	46
Spanish Language Computer Classes	2	23
Spoken World Poetry Workshop	6	158
The Painful Hand	1	30
Thursday Evening Book Discussion	1	4
Tuesday Morning Book Group	1	13
Volunteer Tea	1	25
Youth Services Staff Meeting	1	8
Total	44	765

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR APRIL 2004**

	<u>Times Used</u>	<u>Attendance</u>
Outside Community Groups		
AARP Tax-Aide	5	92
Care Coalition	4	29
Des Plaines Art Guild	1	15
Des Plaines Optimists Club	1	50
Des Plaines Relay for Life	2	26
Forest School	1	25
Illinois Democratic Students	1	35
Library Courte Condominium Meeting	1	40
Meridian Condominium Meeting	1	50
Oakton Campus Greens	1	25
Romance Writers	1	30
Society of Children's Book Writers	1	35
State Representative Elaine Nekritz	1	20
Toastmasters Club of Des Plaines	2	20
Total	23	492
 Other		
Library Board Meeting	1	28
Total	1	28

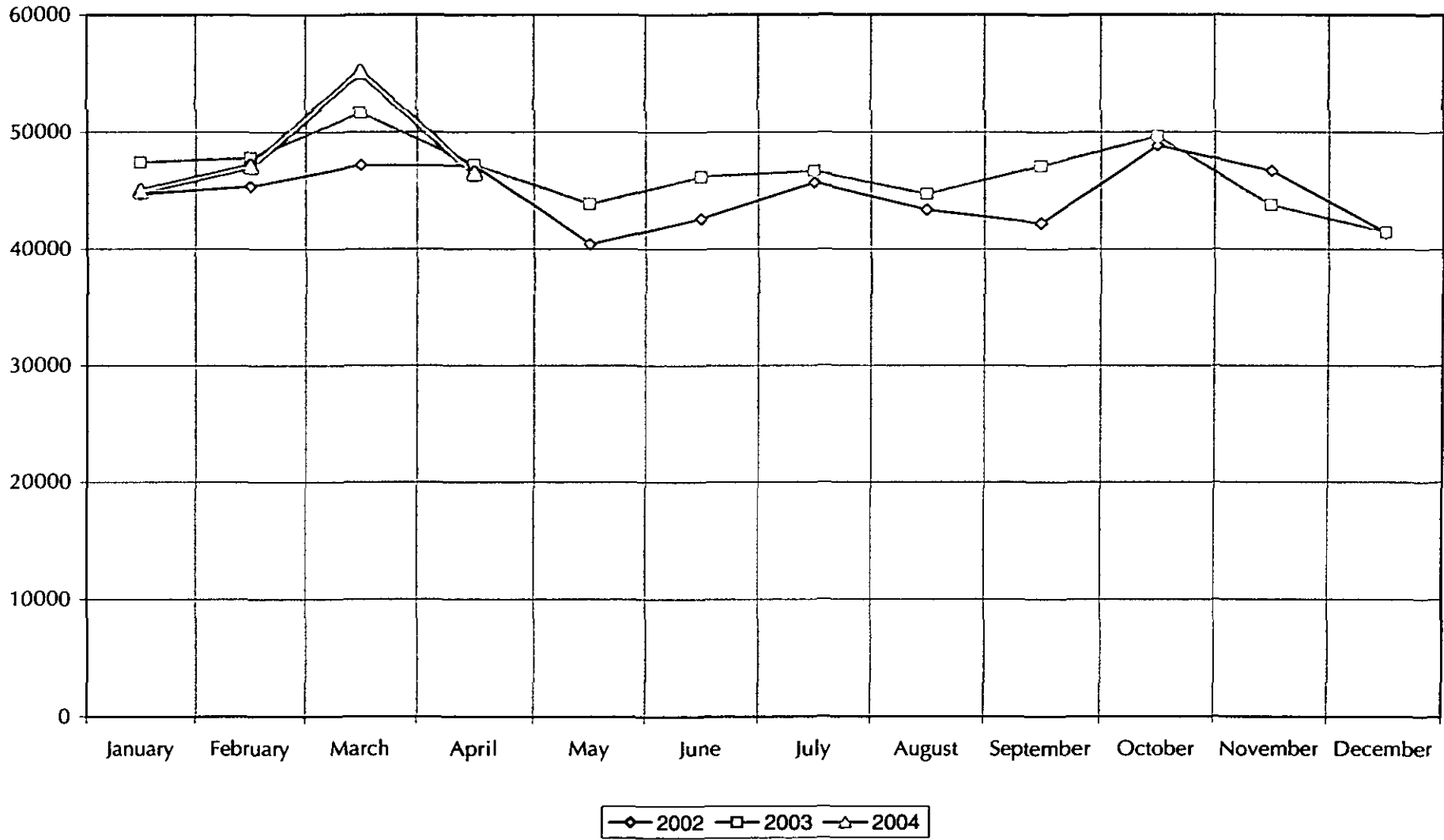
**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR APRIL 2004**

	<u>Times Used</u>	<u>Attendance</u>
Library Sponsored Children's Programs		
Drop-in 2 year olds Storytime	9	153
Drop-in 3-5 year olds Storytime	17	103
Baby Talk Book Times	15	244
Battle of the Books	1	100
Battle of the Books Practice	2	23
Caudill Club	1	8
Central School Pre-K Tour	2	75
Chess Club	1	18
Friendship Jr. High Research	1	17
Get Excited About Reading T-Rex	1	47
Jr. Great Books	4	38
Poetry Performance	1	80
Poetry Workshop	1	35
Preschool Movies	5	66
Spring Training by Play Ball USA	1	15
Stories and More	2	41
Story Explorers	2	17
Total	66	1,080
Literacy Program		
Learn to Read	16	780
Grand Total	150	3,145

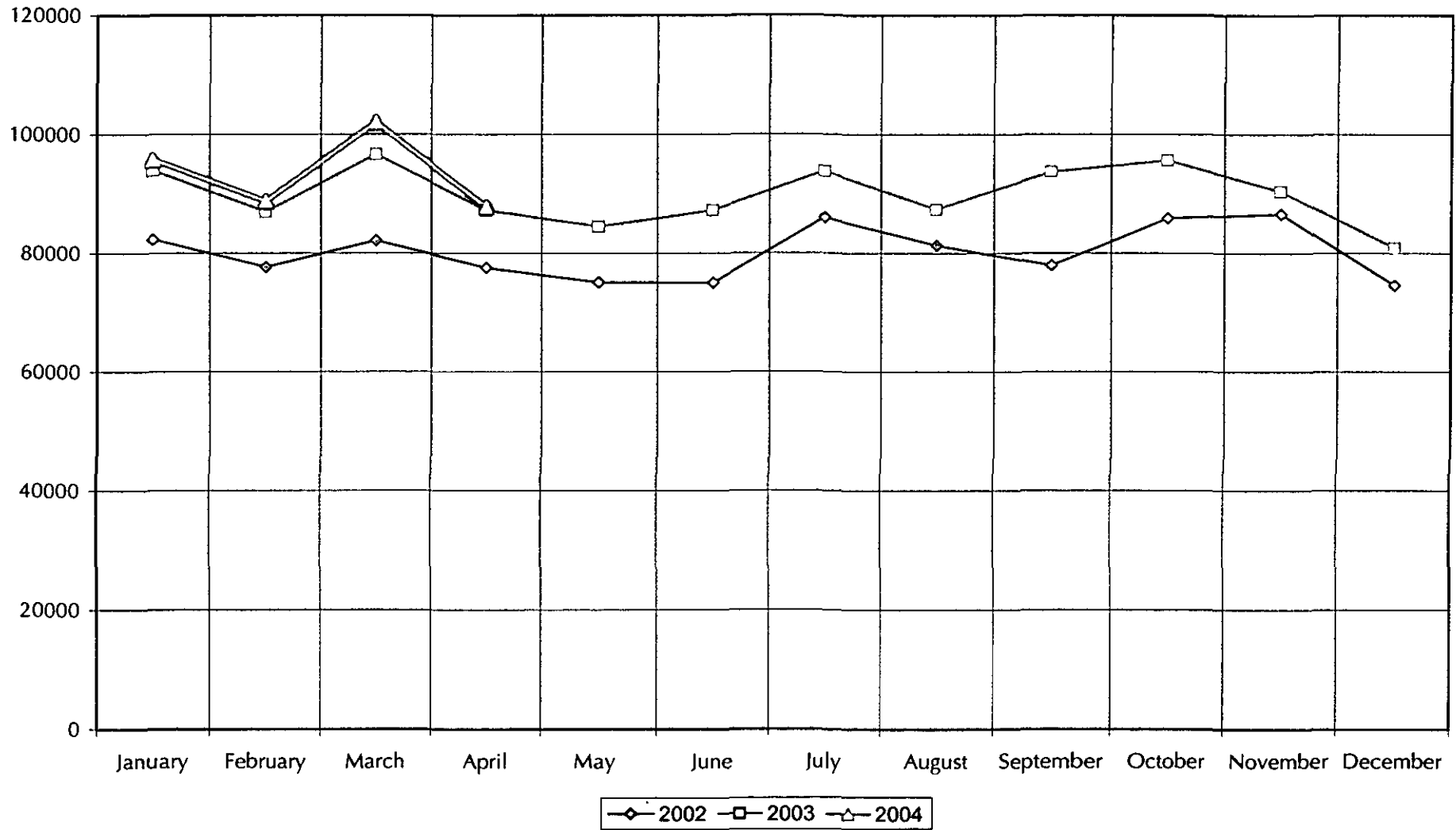
April Total = 62 groups involving 3,145 people.

2004 Year to Date Total = 308 groups involving 16,872 people.

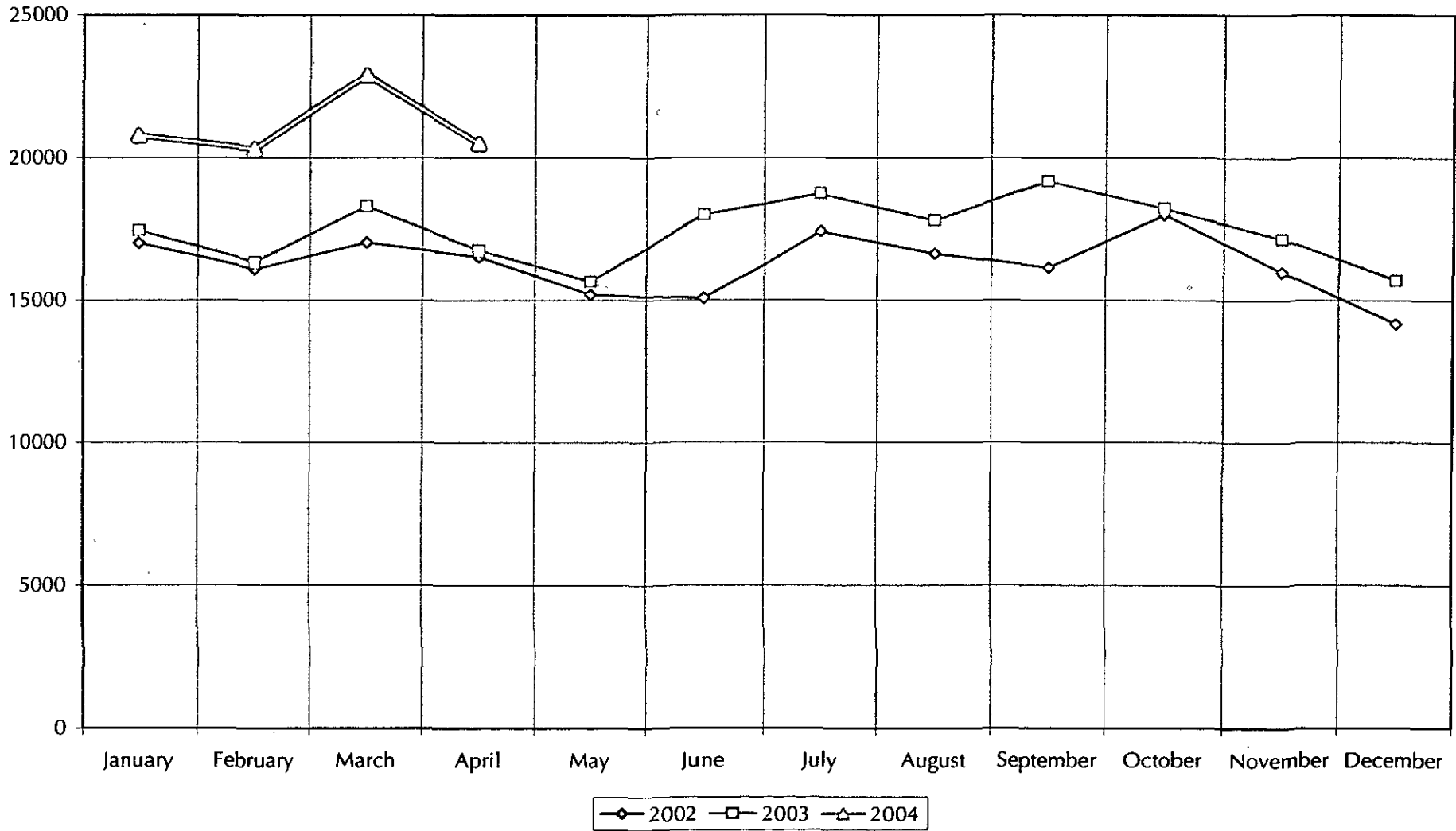
Patron Attendance April 2004



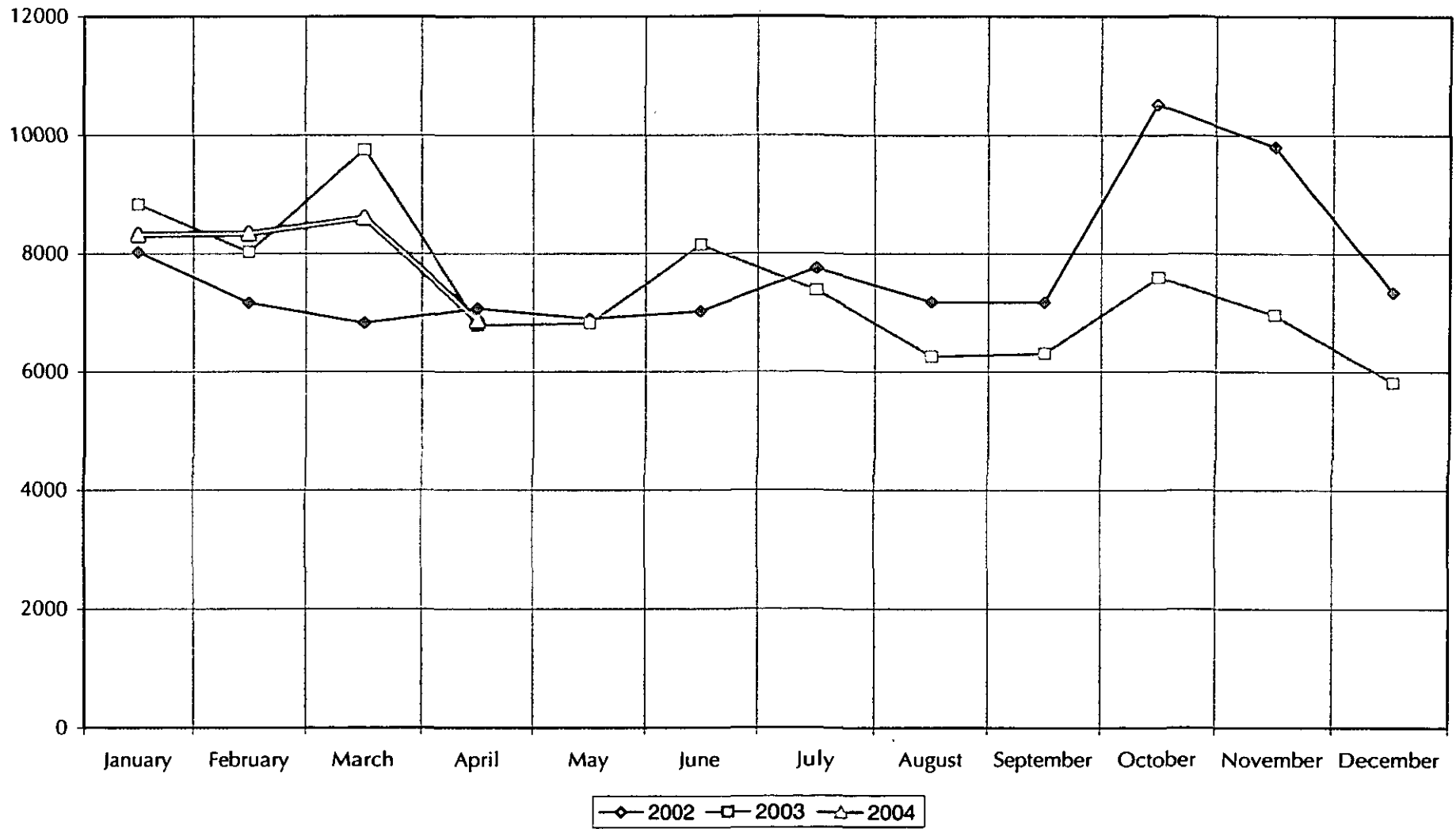
Circulation Statistics Items Circulated Per Month By Year



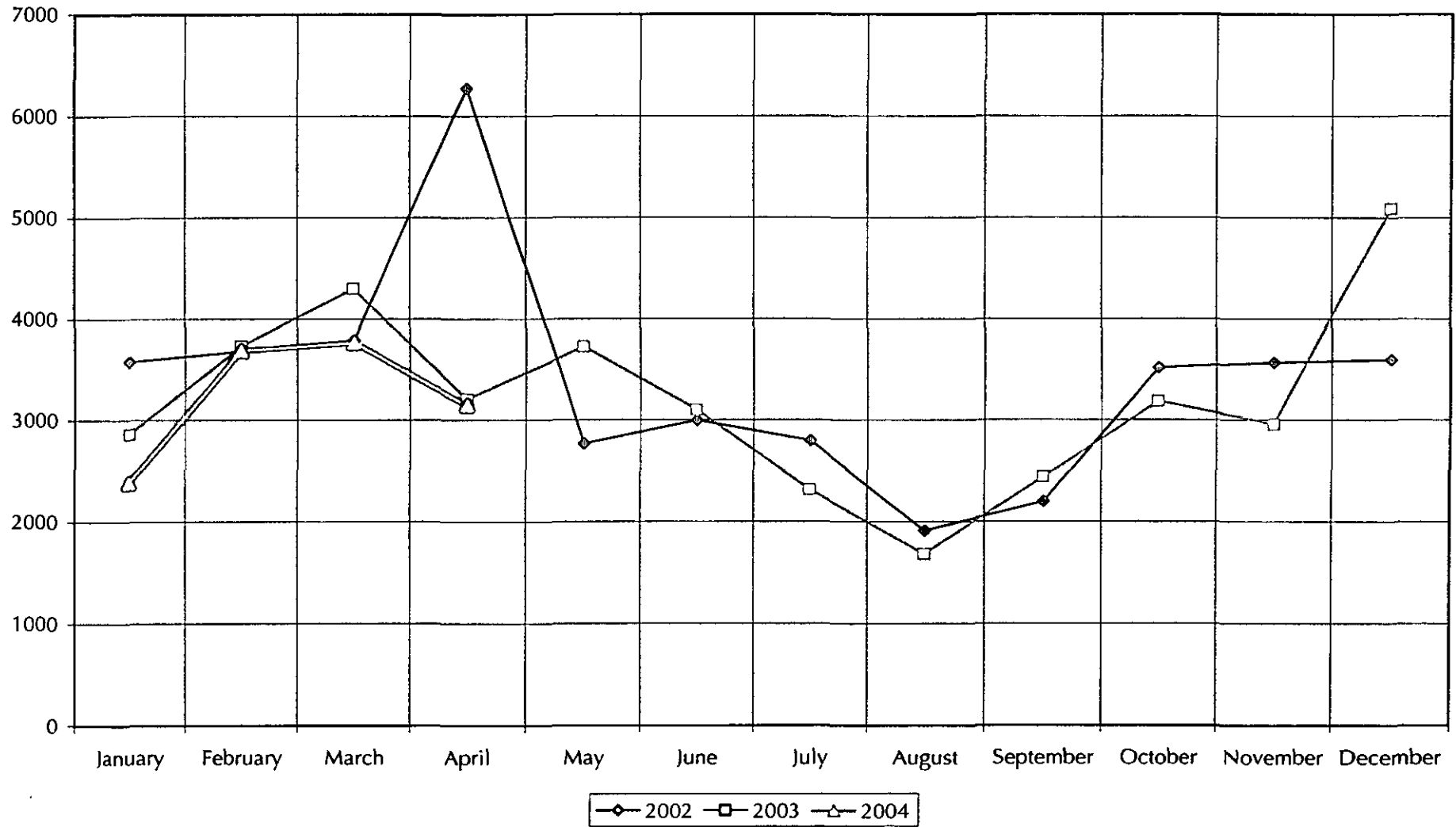
Adult Patron Assistance April 2004

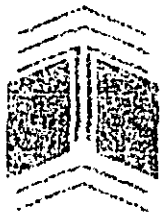


Youth Patron Assistance April 2004



Meeting Room Statistics
April 2004





Des Plaines Public Library

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

VIII.A.

- Progress Report
- Response Requested by _____
- Board Action Required 05/18/04 meeting

BOARD OF TRUSTEES
Minutes of the Nominating Committee Meeting
April 27, 2004

Chair: Jerry Mahony

Present: Jerry Mahony, Elaine Tejcek

Call to Order: 6:15 PM by Jerry Mahony.

Susan Weinberg was contacted by telephone to confer with the committee for nominations for officers for the Board of Trustees for 2004/2005.

MOTION by Elaine Tejcek, seconded by Susan Weinberg, to nominate Noreen Lake as President, William Grice as Vice-President and Carol Kidd as Secretary.

The meeting adjourned at 6:25 PM.

Minutes prepared by Jerry Mahony.

**NIGHT OWL
REFERENCE SERVICE**



February, 2004

Total number calls =607

- 6 Antioch Public Library
- 36 Arlington Heights Memorial Library
- 11 Barrington Area Public Library
- 8 Bedford Park Public Library
- 25 Bellwood Public Library
- 5 Bradley Public Library
- 2 Charleston Public Library
- 8 Coal City Public Library
- 12 Des Plaines Public Library
- 14 Ela Area Public Library
- 19 Elk Grove Village Public Library
- 24 Elmhurst Public Library
- 9 Fossil Ridge Public Library
- 17 Glenview Public Library
- 21 Highland Park Public Library
- 14 Homer Township Public Library
- 4 Homewood Public Library
- 13 Indian Trails Public Library
- 23 Lake Forest Public Library

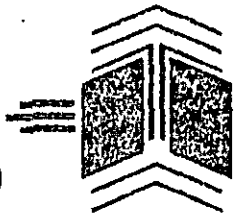
- 11 Lisle Library District
- 5 Mokena Public Library
- 15 Mt Prospect Public Library
- 3 Nippersink Public Library
- 23 Northbrook Public Library
- 25 Oswego Public Library
- 12 Park Ridge Public Library
- 8 Prospect Heights Public Library
- 10 Riverside Public Library
- 10 Rolling Meadows Public Library
- 12 St. Charles Public Library
- 23 Schaumburg Township Public Library
- 45 Skokie Public Library
- 13 Vernon Area Public Library
- 29 Villa Park Public Library
- 11 Warrenville Public Library
- 18 Westchester Public Library
- 25 Woodstock Public Library

SAMPLE QUESTIONS

- How to cite online sources
- Needed free website for pricing commercial trucks
- Who are ranking House/Senate Republican women?
- Recipe for combread stuffing
- Northernmost United states city
- Bond yield rates for 12/31/03
- What were results of 2000 Missouri primary?
- Consumer reports for air conditioners
- Obituaries from Tribune Historical Archive
- Rules for spelling out numbers and percentages
- What Super Bowl did Bears play?
- Career in education without a teaching certificate
- Information on shortage of nurses in Canada and Australia
- Value of dollar in 1905
- Supreme Court justices and the presidents who nominated them

A reminder to periodically make sure your system is properly set up for Night Owl.

Marilyn Uselman
Marilyn Uselman
Head, Night Owl Reference
muselman@ahml.info



Des Plaines Public Library

1501 Ellinwood Street

Des Plaines, IL 60016-4553

847.827.5551 phone

847.827.7974 fax

www.desplaines.lib.il.us

To: Library Board of Trustees
From: Sandra K. Norlin, Library Director
Date: 5/3/2004
Re: Children's Internet Protection Act (CIPA)

Enclosed are several writings pertaining to the Children's Internet Protection Act (CIPA) for your information in preparation for our discussion at the May 18 Board meeting. They are:

1. Quick Summary of CIPA from the American Library Association.
2. Notes on CIPA Compliance prepared by John Haliotis.
3. Des Plaines Public Library's Internet Access Policy Fast Facts (date June 8, 2001?).
4. CIPA FAQ prepared by Bob Bocher, WI Department of Public Instruction.
5. "Plain Facts About Internet Filtering Software" by Karen G. Schneider (date?).
6. Questions and answers on Children's Internet Protection Legislation, American Library Association, December 2003.

I hope you find these helpful. One thing to keep in mind as you are ruminating over all this information is that compliance with CIPA is voluntary, not mandatory.

Thanks for your attention to this important issue.

ALA American Library Association

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Quick Summary of CIPA Decision

T. Chmara (Jenner and Block) Quick Summary of Decision (June 23, 2003)

United States v. American Library Association, No. 02-361 (June 23, 2003).

The Supreme Court issued its opinion in the **CIPA** case today. The Court reversed the lower court's ruling and upheld the federal very narrow plurality opinion.

Five justices plainly agreed with the lower court that filtering software blocks access to a significant amount of constitutionally protected speech. Justices Stevens, Souter and Ginsburg dissented from the judgment on the ground that the blocking software blocks an enormous amount of constitutionally protected speech. Justice Kennedy and Kennedy, each of whom filed concurring opinions, joined the judgment of the plurality and not the opinion. They agree with Justices Stevens, Souter and Ginsburg that the filters block access to constitutionally protected speech.

Nonetheless, Justices Breyer and Kennedy joined in the judgment that the law should be upheld on the ground that the disabling provision of the statute can be applied without significant delay to adult library patrons and without the need for the patron to provide a reasonable request to disable.

For example, Justice Breyer made clear in his concurring opinion that he only joined the plurality's judgment because "[a]s the plurality points out, the Act allows libraries to permit any adult patron to unblock an 'overblocked' Web site; the adult patron need only ask a librarian to unblock the specific Web site or, alternatively, ask the librarian to disable the entire filter." Concurring Opinion of Justice Breyer,

Additionally, Justice Kennedy cautioned that "[i]f some libraries have the capacity to unblock specific Web sites or to disable the

or if it is shown that an adult user's election to view constitutionally protected Internet material is burdened in some other substantial way that would be the subject for an as-applied challenge." Concurring Opinion of Justice Kennedy at 1. There is no doubt, therefore, that libraries that refuse to disable filters at the request of an adult user or that impose substantial burdens on a patron's ability to have filters disabled risk an individual litigation in which the library is the defendant.

Links to the Supreme Court's CIPA decision

Supreme Court

Cornell Law School

AMERICAN LIBRARY ASSOCIATION

50 E. Huron Chicago, IL 60611 Call Us Toll Free 1-800-545

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Sandra Norlin

From: Judy Hoffman [jhoffman@nsls.info]
Sent: Monday, June 23, 2003 11:26 AM
To: director@maillist.nsls.info
Subject: FW: Court OKs Anti-Porn Filters in Libraries

Following is from the Chicago Tribune.

-----Original Message-----

From: Judy Hoffman
 Sent: Monday, June 23, 2003 11:10 AM
 To: allstaff@maillist.nslsilus.org
 Subject: Court OKs Anti-Porn Filters in Libraries

From: Judy Hoffman

The Supreme Court ruling is out.

 Court OKs Anti-Porn Filters in Libraries

By GINA HOLLAND
 Associated Press Writer

June 23, 2003, 10:21 AM CDT

WASHINGTON -- A divided Supreme Court ruled Monday that Congress can force the nation's public libraries to equip computers with anti-pornography filters.

The blocking technology, intended to keep smut from children, does not violate the First Amendment even though it shuts off some legitimate, informational Web sites, the court held.

The court said because libraries can disable the filters for any patrons who ask, the system is not too burdensome. The 6-3 ruling reinstates a law that told libraries to install filters or surrender federal money. Four justices said the law was constitutional, and two others said it was allowable as long as patrons were not denied Internet access.

It was victory for Congress, which has struggled to find ways to shield children from pornographic Internet sites. Congress has passed three laws since 1996 -- the first was struck down by the Supreme Court and the second was blocked by the court from taking effect.

The first two laws dealt with regulations on Web site operators. The latest approach, in the 2000 law, mandated that public libraries put blocking technology on computers as a condition for receiving federal money. Libraries have received about \$1 billion since 1999 in technologies subsidies, including tax money and telecommunications industry fees.

The government had argued that libraries don't have X-rated movies and magazines on their shelves and shouldn't have to offer access to pornography on their computers.

Librarians and civil liberties groups countered that filters are censorship and that they block valuable information. Filter operators must review millions of Web sites to decide which ones to block.

Chief Justice William H. Rehnquist said the law, the Children's Internet Protection Act, does not turn librarians into censors.

A three-judge federal panel in Pennsylvania ruled last year that the law was

unconstitutional because it caused libraries to violate the First Amendment. The filtering programs block too much nonpornographic material, the panel found.

The Supreme Court disagreed. Rehnquist's opinion was joined by Justices Sandra Day O'Connor, Antonin Scalia and Clarence Thomas.

Justices Anthony M. Kennedy and Stephen Breyer, in separate opinions, said the government's interest in protecting young library users from inappropriate material outweighs the burden on library users having to ask staff to disconnect filters.

Justice John Paul Stevens, David H. Souter and Ruth Bader Ginsburg said the law went too far in restricting material in public libraries, which are used by more than 14 million people annually.

"A statutory blunderbuss that mandates this vast amount of overblocking abridges the freedom of speech protected by the First Amendment," Stevens wrote.

Even without the law in place, some libraries use filtering software on their computers, with varying degrees of success in screening out objectionable material. Other libraries have varying policies that encourage parents to monitor their children's Internet use.

"We challenged this law because filters are very blunt instruments that block more than illegal speech, including a great deal of speech that is not even sexual in nature at all," said Paul M. Smith, the Washington attorney who represented the American Library Association. "We're disappointed that the court said that this one-size fits-all answer is the way to handle this problem of sexual content on the Internet in the library setting."

The case is United States v. American Library Association, 02-361.

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On the Net:

Supreme Court: <http://www.supremecourtus.gov>

American Library Association: <http://www.ala.org>
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Notes on CIPA Compliance
Des Plaines Public Library
June 2003
Prepared by John Haliotis

The Children's Internet Protection Act (CIPA) requires the use of a "technology protection measure" (filter) in 2 situations: use by a minor of "computers with Internet access" and use by an adult of "computers with Internet access." Nowhere in the Act does it make a specification between public and staff computers, implying that staff computers must also be filtered.

CIPA requires that libraries have "in place a policy of Internet safety for minors that includes the operation of a technology protection measure with respect to any of its computers with Internet access." This policy can include other forms of protection such as location limitations, but must include the use of some filtering software.

The difference between the minor and adult sections is that filtering must include the "harmful to minors" filter on any machine used by a minor. It is not required for adult use.

CIPA states, "An administrator, supervisor, or other authority may disable a technology protection measure... to enable access for bona fide research or other lawful purposes." The use of "may" implies that the library is not required to do so. Our current filter software, Websense, does not have a workstation component and cannot be disabled at the machine. It can be disabled for a particular machine, but this operation must be done at the server level.

The three types of funding affected by CIPA are: Title III (federal) funds, LSTA (state) grants, and Universal Service (E-Rate) discounts. If the library is not in compliance with CIPA, Title III and LSTA funds cannot be used to purchase computers with Internet access, and no E-Rate discounts can be given. I believe the library has never received any Title III funds, but we received at least \$40,000 this year in LSTA funds, and some amount of E-Rate discounts. In addition, a failure to comply on our part will force Illinois Century Network (ICN) to drop us as a user, forcing us to seek a new Internet Service Provider (ISP), likely at a significant increase in price.

The Neighborhood Children's Internet Protection Act (NCIPA) also requires that each library adopt an Internet Safety Policy that addresses: access by minors to inappropriate material; safety of minors using email and chat; unauthorized access, including "hacking"; protection of personal information; and measures to prevent access to materials "harmful to minors." Furthermore, the Act requires that at least one public hearing be held to address this policy. For the requirements of this Act, the library board shall make the determination of what is "inappropriate" for minors. However, some criteria must be established as part of the policy, and the

entire policy must be made available to the FCC upon request. CIPA also requires a public hearing for the Internet Safety Policy.

Websense has an established set of categories used for filtering. These categories were designed with corporate users in mind and may or may not be appropriate for use in library settings. However, an Internet Safety Policy could use these categories as a criterion for "inappropriate" material.

Certification must be made to USAC for E-Rate uses, otherwise to the Institute of Museum and Library Services.

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
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Reviewed and Approved 01/15/02
Revised and Approved 09/17/02



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Fast Facts

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Fast Facts #281

Survey Title: Filtering (CIPA)

Library	Number of non-filtered patron Internet Workstations (adult)	Number of filtered patron Internet Workstations (adult)	Number of non-filtered patron Internet Workstations (children)	Number of filtered patron Internet Workstations (children)	If you do use filters, what software do you use?	Have you ever applied for and received the E-rate?	Do you currently get the E-rate?	As a result of CIPA (Children's Internet Protection Act), are you considering not applying for the E-rate?	Will CIPA affect your library's decision to apply for the LSTA Grant?	Do you intend to comply with CIPA and install blocking software?	Comments
Antioch Public Library District	10	0	5	0	No Filtering Software	Yes	No	Yes	No	No	We will do something, but I'm not sure filtering software is the way to go. The intent is to prevent access to undesirable sites. I am still researching the possible alternatives.
Barrington Public Library District	0	12	0	6	CyberPatrol	Yes	Yes	No	No		
Cary Area Public	0	5	0	5	CyberPatrol	No	No	No	No	No	We already have filtering software based on a decision the board made when

Library District												we first offered internet to the public. CIPA compliance will not affect our decisions.
Cook Memorial Public Library District	5	4	1	2	CyberPatrol	Yes	Yes	No	No			CHANGING TO WEBSense CURRENTLY CONSULTING WITH ATTORNEY ABOUT COMPLIANCE
Crystal Lake Public Library	0	0	0	0	No Filtering Software							
Crystal Lake Public Library	3	3	0	2	CyberPatrol	No	No			Yes		Probably for # 5 & #6 Regarding # 7 - we have already installed filtering software
Deerfield Public Library	4	0	2	0	No Filtering Software	No	No	No	No	No		
Ela Area Public Library District	16	0	7	0	No Filtering Software	Yes	Yes	Yes	Yes			We currently do not filter. The Board is considering filtering but are still investigating alternatives, where or if at all. However, CIPA is entering into there decision making process.
Elk Grove Village Public Library	6	0	0	3	CyberPatrol	Yes	No	Yes		No		Board has passed resolution to ignore E-rate if it requires a deviation from our policy.
Evanston Public Library	6	0	6	0	No Filtering Software	Yes	Yes	Yes	No	No		Children's stations are not filtered, but are limited to sites selected for children. We are waiting to see how the court rulings come down. Given how much bother the e-rate is and how little money is involved, the CIPA will probably be

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												the final nail in the coffin. We will of course take a closer look once we know what the court rulings are or when the deadline approaches.
Fox River Grove Public Library District	4	0	0	2	CyberPatrol	Yes	Yes	Yes	No	No		
Gail Borden Public Library District	10	9	0	14	WebSense	Yes	Yes	Yes	Yes	No		We are still reviewing CIPA at this point and have not made a final decision as to whether or not to comply.
Glencoe Public Library	4	0	2	0	No Filtering Software	Yes	Yes	Yes	Yes	No		The difficulty in providing a full response to this survey seems reflective of problems surrounding the public debate of this important question. The trustees and staff of this library do not believe filtering software is effective nor the only answer to realistic concerns about accessing the internet. We do believe, however, that our professional responsibility for the provision of internet to children is not different from the provision of other information and materials to children. Consistent with our collection development policy and plan, we have carefully tested and selected five browsers which are used for access to the

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												internet in the children's department. There is a variety of browsers to accommodate the variety of ages, interests, and information needs of the patrons in this department. Children are also encouraged to use all areas of the library if their needs and interests are better met outside the children's department.
Glenview Public Library	8	0	0	4	WebSense	No	No	No	No			If we do receive E-rate discounts or LSTA funds, we will comply with whatever requirements are in force.
Highland Park Public Library	13	0	5	0	No Filtering Software	Yes	Yes	No		No		6. HPPL does not apply for the LSTA Grant.
McHenry Public Library District	0	0	0	0	No Filtering Software							
McHenry Public Library District	0	5	0	3	CyberPatrol	No	No	Yes	No			We believe the software used by library complies with CIPA blocking requirement.
Morton Grove Public Library	5	0	1	0	No Filtering Software	No	No	Yes	Yes	No		
Northbrook Public Library	9	0	1	2	CyberPatrol	Yes	Yes	Yes	Yes	No		
												We are trying to do what seems to work best for our community. Right now that seems to be a mix

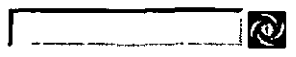
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Palatine Public Library District	6	11	0	2	WebSense	Yes	No	Yes	No		of filtered and unfiltered stations depending on location in our Main library and branches. Our Board has taken a very practical rather than philosophical approach. We keep examining policies, procedures and technology to find an approach that best meets the needs of our users.
Park Ridge Public Library	0	14	0	8	CyberSitter	Yes	Yes	No	No	Yes	We have been using a filter for the last 4.5 years without very many problems.
Prospect Heights Public Library District	13	0	3	1	CyberPatrol	No	No	No	No	No	PHK decided not to apply for e-rate after the first year as the gains weren't worth the pains. Requirements/effective dates of CIPA aren't yet well enough known for any decisions to be made; we are doing "Wait and See."
Rolling Meadows Library	0	12	0	8	CyberPatrol	Yes	No	No	No		
Round Lake Area Public Library District	20	2	0	9	WebSense	Yes	Yes	Yes	No	No	My reading of the CIPA regulations is that filtering software would not meet the CIPA requirements. I am unaware of any filtering software that can meet those requirements.
Schaumburg Township District Library	0	58	0	15	WebSense	No	No				
Vernon Area											

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Public Library District	9	0	9	0	No Filtering Software	No	No	Yes		No	
Wilmette Public Library District	6	0	2	0	No Filtering Software	No	No	Yes	Yes	No	concerns about filtering one of major reasons we have never applied. The other is red tape - hardly worth it. will apply for LSTA grant in non-computer area.
Winnetka-Northfield Public Library District	5	0	1	0	No Filtering Software	No	No	No	No	No	
Zion-Benton Public Library District	13	0	2	0	No Filtering Software	No	No	Yes	Yes	No	Our Board is currently reviewing our Internet Policies and Procedures.

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Sandra Norlin

From: Robert P. Doyle [doyle@ila.org]
Sent: Saturday, June 28, 2003 10:14 PM
To: ILA Membership
Subject: FAQ on CIPA

I thought the following FAQ was helpful. Please distribute as appropriate.

bob doyle

I have a CIPA FAQ at <http://www.dpi.state.wi.us/dltcl/pld/cipafaq.html> <<http://www.dpi.state.wi.us/dltcl/pld/cipafaq.html>> . Now that the Supreme Court has ruled, this FAQ will be updated when the FCC issues its rules on how libraries are to comply with CIPA. Because of various procedural issues that the Court must follow as part of its decision, the FCC cannot issue any substantive guidance on library compliance until the week of July 20 at the earliest. The ALA and its E-rate Task Force have encouraged the FCC to allow libraries until July 1, 2004 to comply with the filtering mandate. (BTW, I'm on the ALA E-rate TF but this post is not associated with TF activities.) The Institute of Museum and Library Services (IMLS) that administers the LSTA program is expected to issue information on CIPA compliance with LSTA by early August.

In the meantime, here's a quick summary of some answers to specific questions I have been getting and some questions that have appeared on the Web4Lib list.

1) Any public library (PLs are defined in state statutes) using E-rate or LSTA funds for purposes explained immediately below will need to comply with CIPA's filtering requirement.

A) E-rate: CIPA's filtering provision applies when using E-rate funds to pay ISP costs or for internal connections. (Very few libraries get internal connections.)

B) LSTA: CIPA's filtering provision applies when using LSTA funds to pay ISP costs or for purchasing PCs.

The filtering provision of CIPA does not apply to telecommunication costs, including voice or data lines. Libraries that get Net service from a common carrier that also bundles in the cost of the circuit should disaggregate these two elements immediately (i.e., get separate bills).

2) If a library must comply with the CIPA under the circumstances outlined above, all workstations with Internet access must be in compliance with CIPA's filtering requirement. This includes staff workstations. However, CIPA allows staff to disable a filter for any legal use of the Internet by adults. It should not take too creative a thought process on how this clause can be applied in a positive fashion to any adult staff PCs.

3) In Wis and many other states, library consortia often apply for E-rate for Internet access on behalf of their member libraries. If your library is included as part of a consortium's E-rate application, it must still comply with the law. (Some libraries may not even know that their consortium has applied for Net discounts on their behalf.)

4) The CIPA language says that filters must "protect" against access to visual depictions defined in the act. The degree of protection is a local decision. The FCC in its CIPA rules declined to further define the filter requirements or adopt any definition on how effective a filter must be. Thus there is no such thing as an "FCC approved filter." And beware of any vendor claiming its filter product is "CIPA-compliant" or meets "CIPA requirements," etc. In the context of the law and FCC regs., such claims are of no real value. BTW, both Netscape and IE have free built-in filters

working off the W3C PICS standard.

5) It may be of some relief to know that in instances where an individual or group believes the library is in violation of CIPA (e.g., too many banned images get through the filter), the individual or group has no grounds under the law to initiate legal action against the library. In such instances, any complaints would be made to the FCC. The FCC would investigate and then decide whether to take action, such as revoking the applicant's discounts.

Hopefully the above info has provided some useful clarification. Feel free to contact me with questions.

- Bob

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Plain Facts About Internet Filtering Software

Filters (also known as content filters or blocking software) are software programs that block the transmission of data over the Internet. Internet content filters are one of a number of tools in the spectrum of resources available to librarians for managing Internet content. For over 100 years, public libraries have gradually become more open to the public, through additions to our services such as children's rooms, popular reading collections, open stacks, and outreach programs. In the last decade, the world has also come to us through the burgeoning Internet. The Internet, especially the Web, has changed library services in many positive ways, but it has also introduced new challenges. Internet filtering—now used by one in five public libraries, according to a study performed in 2000 by the University of Illinois—is one tool librarians consider when exploring how to improve Internet management.

All public librarians can benefit from understanding the concepts and challenges associated with Internet filtering, but you will find this information particularly helpful if:

- You receive federal or E-Rate funds for Internet Service Provider (ISP) costs directly or through any grant or regrant program—since recent legislation requires compliance with the Children's Internet Protection Act (CIPA) in order for your library to continue receiving these funds. See the section below, "Understanding CIPA."
- Your state or local government is considering or has passed legislation requiring filtering for some or all of the computers in your library that have open access to the Internet
- Library users, trustees, staff, media or other stakeholders have expressed concern about filtering (or the lack of it)
- You plan to use Internet filters in your library for any reason
- You are evaluating the wider range of tools available for managing Internet access, such as privacy screens, privacy desks, or proxy servers for configuring special-use machines

What Are Filters And How Do They Work?

Filters employ two primary methods for blocking data: word blocking and site blocking.

Regardless of the methods used for blocking Internet content, no filter is perfect. All filters under-block and over-block (see especially Ayre, 2001 and Schneider, 1997). The far-reaching claims of some filtering products may lead to a false sense of security among members of your community, who may believe that filters never block information they are interested in or that children will never see “surprising” Internet sites. Additionally, filters are useless in preventing adults from preying on children. Ensure that your Internet management practices include advising parents that filters can never substitute for parental involvement, and advising all members of your community that filters may block information they want to see.

Word Blocking

Word blocking (also known as keyword blocking) matches web pages against a list of keywords. If the web pages match the keywords, the web pages are blocked. Word blocking is the easiest form of filtering to implement, because it relies on software, rather than human review. Word blocking is also the most inaccurate form of filtering. When people talk about web pages blocked because they include the phrases “XXX” or “chicken breast,” they are referring to keyword blocking. Many libraries that use filters disable keyword blocking because of its tendency to indiscriminately overblock. Some filtering companies make their keyword stoplists available on their Web sites, but most do not.

Site blocking

Site blocking matches web pages on the Internet against a list of predetermined sites. When the user attempts to access the site on the stop list, the filter’s stoplist prevents this action, sometimes by displaying a web page, or “denial page,” that announces that the site in question is blocked. The default denial page can range from an obscure error code (such as, “Cyber Patrol Code 2”) to a list of the site or sites blocked with a link to email the library staff. In some cases, library technical support staff can customize this denial page to include alternate text or to point back to another webpage; be sure to watch for this feature when evaluating filters.

Most site-blocking stoplists are created in part or entirely by human review; employees of the filtering companies select sites to be included on the stoplist. (The article by Peter Lewis included in this bibliography is a revealing look inside the site selection process.) Because creating these proprietary databases is expensive, to protect the company’s investment, most filtering stoplists are hidden; you (or anyone else) can’t see any of the sites included in the filter’s database. In four years of evaluating filters, I have identified only one product that allowed a viewable stoplist—and it was such a short list that the product was essentially useless. In practice, the only way you will know if a filter blocks a Web site inappropriately is if someone reports it after the fact, or you constantly review all web activity. (Some filtering companies provide search

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engines for determining if a Web site is blocked, but this presents the same problem; you aren't going to enter all 116 million Web sites into the filter company's search engine.)

How often a company updates its stoplist, and how frequently your staff updates the filter's local database, impact the reliability of the filter. Filtering software, like anti-virus software, must be continually updated. Note that most filter companies charge maintenance fees for updated filtering lists as well as technical support.

What is your recourse when a site is inappropriately blocked (or not blocked)? In most cases, if you are aware of the problem, you can add or delete sites to a local stoplist, which addresses the needs of your own site, but actual changes to the filter itself to correct database errors must be forwarded to the company, which may take days, weeks or months to review the request. Of course, a site list created by one company is not going to be able to adapt itself to every community, let alone every person viewing a Web site. What we discovered in a filtering study conducted in 1997 is that over time, controversial Web sites disappear and reappear in filters—possibly due to requests to remove and then reinstate the sites. This underscores the highly subjective nature of filters; in the end, filters represent the opinions of the people who select their content content and the many different interpretations of what is, and is not, judged to be obscene, objectionable, or simply offensive.

Filtering Categories

Most filtering stoplists are broken into categories which can be selected for blocking or for open access. These categories are arbitrary; there is no "MARC" standard (or any other industry standard) for filtering categories. While most filters include categories related to sexual activity and nudity, the wide range of filtering categories reflect the target markets: filters produced for business environments may include categories for "vehicles," "travel," or other Web sites employers may not want employees using during business hours. Filters produced for the school market may include categories for "violence" or "hate sites." (Very few filters are produced primarily for the library market, which also means that the needs of library customers take a back seat in designing filters.)

Vendors usually provide the criteria for filter categories on their Web sites. However, these categories, and the Web sites assigned to them, are highly subjective, so when evaluating and configuring library filters, be careful about assumptions, such as "anything we would provide would automatically make it through a filter." A filter I tested recently blocked one of our in-house databases, Valueline, because the filter placed it in a category of financial resources inappropriate for use during "business hours." Additionally, due to human error, Web sites can end up in any category—and due to the hidden nature of filters, this will not be obvious to you unless you see the site blocked, or someone who attempts to access a blocked site reports it. Organizations such as the Quakers, the Mormons, the American Association of University Women have been blocked by filters. Filtering sites that are not

related to sexual content raise far more concerns about First Amendment rights.

Software, Server, or Remote Proxy?

Some Internet filters are client software, intended to be installed and managed on individual computers. Others are server-based software, which means they are centrally installed and managed. Finally, some filters are provided through remote servers, often called remote proxy servers and less frequently, but more accurately, ASPs (Application Service Providers).

Evaluations of Internet filtering software have identified characteristics common to client, server, and remote proxy servers. Client filters can interfere with other computer software, is the least reliable with respect to under- and over-blocking; however, in small libraries, or where you only plan to filter a few workstations, client filters are typically the least expensive alternative. Server-based filters require central installation and management, do not require software to be installed on individual computers, is more reliable than client software, is cost-effective in large numbers, and usually provides the most features and configuration options. Remote proxy filters provide some of the advantages of server-based filters, particularly centralized management, and can be cost-effective for libraries that do not maintain their own servers and do not want to maintain software on each computer, but in most cases provide few if any options for local configuration and control, such as the ability to configure the denial page or override a blocked site. Both server-based and remote proxy filters usually offer the ability to configure filtering per-machine or per-user; for example, if your library has a Microsoft NT network, the "staff" group could have one level of access and the "public" group could have another, or you could determine that a specific machine would be filtered or not filtered regardless of who logged in to it.

Finally, several vendors offer the capability to provide barcode or smart-card management. (Smart cards have computerized chips embedded in them that contain patron data; smart cards also require special readers on each computer.) Automated authentication is very good news, as managing who has access to filtered or unfiltered Internet computers can be a daunting and unpleasant task for front-line library employees, who may feel that their job title has changed from "reference librarian" to "police officer." Barcode management is the least expensive, since most libraries currently use barcode technology and configuring computers with barcode readers are not essential (patrons can type the numbers). Barcode readers are under \$100, if you would like to make the Internet logon experience more comfortable for patrons.

Smart-card technology, while promising, is still expensive to implement; the one working configuration I am familiar with (Englewood Public Library, Colorado) requires a second, high-priced "smart card" exclusively for Internet access. Nevertheless, typed or "swiped" barcodes or smart-card technology offer the opportunity to do away with clumsy sign-in sheets, and give you the opportunity to place computers anywhere in the library.

Be Vendor-Savvy

Be wary of promises that a filter blocks “obscenity” or “illegal content,” and also be cautious if a sales representative pressures you to use a particular product in order to comply with local, state or federal laws. While the recent CIPA legislation will require libraries to block transmission of content “harmful to minors,” in practice, there is no way to guarantee that this has been accomplished, and all filters have demonstrated that they will let through content they are supposedly designed to block.

Only a court of law can determine if content is obscene, and filtering companies do not have police or lawyers on staff to determine whether content is “illegal.” (Furthermore, reassurances that a filter complies with “the law” because it blocks “porn” should be ignored, as pornography is not illegal.) However, it is a legitimate sales pitch to say that a filter blocks (or attempts to block) Web sites depicting—for example—a content-neutral category such as “full nudity.”

Some companies have begun pressuring libraries to purchase filtering software in order to be compliant with the Children’s Internet Protection Act (CIPA). Libraries that receive federal funding, such as E-Rate and LSTA grants, will need to certify by late October, 2001, that they plan to implement “technology protection measures” by Funding Year 5 (July 1, 2002), or filtering, for all publicly-accessible Internet computers—staff as well as public, according to the FCC guidelines (there are also no exceptions for consortium staff). However, as of this writing, there is no legal requirement at the federal level to install or use a filter if you are not receiving E-Rate or LSTA funding for telecommunications costs. Some state have passed filtering legislation that impacts libraries. If CIPA is upheld, it will only apply to libraries receiving federal funding for the purposes outlined in the law.

What happens if a library (or library consortium) chooses not to comply? If the FCC audits the library and determines that the library certified it was in compliance but was not in fact compliant, the library could fail to receive (or be directed to return) its federal funding.

Inevitably, software companies have attempted to improve library filters. Some filters claim to incorporate artificial intelligence features. Vendors may toss around terms such as “dynamic document review” or “intelligent content recognition.” These terms boil down to simple keyword analysis, sometimes with a small mathematical algorithm tossed in for good measure—which, as librarians understand, is an extremely crude method of organizing or filtering information. While vendors claim that their products have become extremely sophisticated, the reality, demonstrated by all evaluations of filtering software performed outside the filtering industry, is that filters are still mechanical tools wrapped around subjective judgment, and no bell or whistle can change that.

Often, so-called “advanced” tools rely on unproven technologies—such as filters that claim to be able to distinguish human flesh from other images—or on embellishments to keyword blocking that sound sophisticated but are no

great improvement. One “advanced” filter blocked a site with cat poetry because the word “pussy cat” appeared too often on the webpage. Use common sense in evaluating vendor claims; if it sounds like an amazing new discovery, it probably isn’t.

How Much Do Filters Block?

Librarians should evaluate filter features (discussed in the next section), and should use a working environment to examine products carefully before purchase. However, evaluating filters by testing them against a few dozen Web sites or keywords—while useful for evaluating filters against one another—can be very misleading with respect to conclusions about filters in general. As of this writing, there are over 116 million web sites—with several new hosts added every second. If a filter blocks 1 out of a thousand Web sites, simple math tells us that the filter could, potentially, block hundreds of thousands of Web sites. A claim of 99% accuracy—not made by any filter known to this author—would still result in blocking 1.6 million Web sites. Any given host may provide millions of individual web pages, with many more added every day. Clearly, even a modest rate of error has the potential to block vast amounts of valuable—and Constitutionally-protected—information.

Conclusions about the impact of blocking “only” a number of Web sites should take into account how filters work. Your own library provides the best analogy. Web sites removed by filters are not placed on book trucks for your inspection before final “weeding.” Instead, imagine that every night a special weeding team crept in and removed a few books from your library’s shelves, and the books’ records were silently expunged from your catalog. Unless your library was extremely small, it would take a while to even realize that books were missing—and identifying what was gone would be extremely difficult. Nevertheless, the impact on your collection would be very real, particularly in areas of the collection that have controversial materials. That is how filters work—by silently removing all evidence that the sites in question ever existed, and relying on a very large data set (the Internet) to obscure the absence of this content.

Filters and Privacy

Many filters have the capability to gather information about Internet use. Depending on the filter, this information can be highly detailed, including time, date, machine, and sites accessed. Some products allow administrators to view actual Internet use per-machine in real time. Products that display and report user information can, of course, gather and store highly-sensitive data. Data gathered by filters can be very helpful for interpreting use patterns, filter effectiveness, and even network response time. However, ensure that you can configure a filter so it does not gather or store information that your policies and laws prevent you from gathering or storing.

Additionally, several proxy-based filters offer or plan to offer the capability to store information off-site. One product includes an “after hours” feature where Web sites or entire categories that are locally blocked can be deferred to an

off-site server so the user can access the information later. [This feature raises legal and ethical questions about ownership of off-site data. State confidentiality laws or local policies may prevent you from signing contracts that delegate control of patron data to commercial third-parties.

Finally, remote proxy servers by definition store all data off-site, since the filtering servers are located at the parent company. In 2000, the Wall Street Journal revealed plans for N2H2, publishers of the widely-used Bess remote proxy server, to sell children's Internet-use data to the Department of Defense. After widespread publicity, N2H2 backed off, but this illustrates the importance of a contract that protects your patrons' Internet data.

CIPA and Filtering

At least this year, no discussion of filtering is complete without outlining compliance guidelines for CIPA. CIPA was passed as a rider to an appropriations bill in December, 2000. The ALA Web site for CIPA, www.ala.org/cipa, includes the full text of the bill, legal interpretations of CIPA by the legal counsel for the American Library Association (ALA), and current status of legal activity. Both ALA and the American Civil Liberties Union are challenging CIPA in court. (The case is scheduled to go to trial in February 2002.)

Key points:

- Applies to libraries, library consortia, and schools that receive federal funding, including E-Rate, LSTA and other federal sources
- Affects Internet Service Provider (ISP) costs, not the discounts received for data lines (phone service, dedicated Internet lines) or internal connections (hardware).
- Can be selectively implemented in consortia, provided that the system only request discounts for the libraries that certify compliance with CIPA
- Does not require consortia or state libraries to police compliance
- IMLS guidance for LSTA is still forthcoming—watch carefully for grant guidelines
- Filtering is not required in E-Rate Funding Year 4 (July 1, 2001 through June 30, 2002)
- To receive discounts on ISP costs in Funding Year 5 (July 1, 2002 through June 30, 2003), a library must certify it is in compliance with CIPA. For E-Rate funding year 5, compliance means you have ...
 - Implemented "technology protection measure" (interpreted to mean a filter) for all computers that have access to the open Internet, staff as well as public, adults as well as children (no exceptions for administrators, system staff, and so forth).
 - Developed an Internet policy on use of the Internet by adult and child users
 - Held public meetings about the library's Internet services and policies, including filtering

The resources at the end of this Technote can help you with the specifics of these compliance areas. However, it's important to note that the guidelines for CIPA vary according to the E-Rate funding year. For Year 4 (beginning July 1, 2001 through June 30, 2002, a library only has to be "undertaking action"—not actually filtering—to be in compliance with CIPA.

Be sure to thoroughly read the documents cited at the end of this Technote, particularly the resources from the FCC, ALA, and the Schools and Libraries Division. Guidance for CIPA is still evolving.

ALA's Position On Filtering

The position of the American Library Association on filtering is probably as misunderstood as filtering software itself.

In 1997, the Council of the American Library Association, a body elected by ALA members, voted overwhelmingly to approve a resolution that states in part, "RESOLVED, That the American Library Association affirms that the use of filtering software by libraries to block access to constitutionally protected speech violates the Library Bill of Rights."

In this statement, the American Library Association reminds libraries that Internet practices should be congruent with the principles of intellectual freedom. Filters are designed to block data; that is their purpose. The inherent characteristics of filters—which rely on hidden, anonymous third-party decision-making—make it inevitable that filters block some Constitutionally-protected speech. Therefore, any use of filters in libraries should be designed to ensure that patrons may have access for any lawful purpose to an entirely unfiltered Internet, without prior restraint. This emphasis on the patron's right to choose is consistent with our profession's commitment to intellectual freedom, and is consistent with many library practices. Libraries rarely limit what can be read in a library. Librarians do not search patrons' book-bags for titles the library would not purchase, or police reading tables to see if patrons are reading materials consistent with local collection-development policies. In a similar vein, many libraries offer open access to the Internet, so that the patron may choose what to read. Librarians believe in supporting a wide variety of information needs.

In many libraries, standard practice and policy is to defer filtering decisions for children to their parents (and only the children's parents). Unlike teachers in many schools, public librarians do not act in loco parentis (in place of the family).

Key Questions For Planning Internet Management Strategies

Internet filters are just one of many tools available for managing Internet content, and integrating them into your service scheme is important. Before selecting a filter and determining how it will be configured, first ask:

- What is it you are trying to accomplish? (Prevent people from accidentally viewing sexually-explicit content? Provide a choice of

filtered or unfiltered access? Provide adults with mechanisms for determining whether their children will have open or unfiltered Internet access? Compliance with legal mandates, such as CIPA or state or local laws?)

- What intellectual-freedom principles do you want to support? (A choice of unfiltered access for adults? Patron privacy? Open access for all, regardless of age?)
- What information should be provided to the patron about the filter? Should the patron be made aware that the search is filtered? Should he or she see the URLs for blocked sites? Should they have recourse to contacting library or company staff?
- Which tools will meet your needs? (The answers here could include filters, privacy screens, positioning computer monitors away from foot traffic, educational materials and programs, privacy desks, customized browsers that authenticate users based on access level, etc.)
- Which tools match the risk level that your governing board or commission is willing to accept?

As you begin the process of evaluating your Internet management options, including filtering, keep in mind that the process of anonymous third-party site selection means no filter can guarantee patrons will never see content you or anyone else considers inappropriate. This is also important to remember when writing Internet policies; you cannot promise that patrons will never access information they find offensive.

Evaluative Questions about Internet Filters

After these questions, I have provided “checklist” questions for you and your technical support staff to use in evaluating Internet content filters, and in the bibliography, I have cited several recent evaluations of Internet content filters. Here are several broad questions to ask about each product:

- Is the vendor’s contract congruent with your policies and laws?
- Can you configure the filter so it is congruent with your Internet access and privacy policies and laws?
- Does the Internet filter integrate well into your current network operating environment (such as your operating system and network support capabilities)?
- Compared to similar products, how well does the filter block the types of content you intend to block, and provide access to resources you intend to make available?

Pay attention as well to TCO issues (Total Cost of Ownership). Does the filtering software require a separate piece of hardware, such as a dedicated server, and how much will that cost to establish and maintain (including annual licensing requirements for the filtering database and technical support)? Will you require special training or more staff hours to support it? Do you need to purchase additional hardware to implement the filter? Who will be responsible for ensuring that it works properly? Will the company provide a list of current customers or at least several libraries that are using its

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product? Will you need to train library staff how to respond to inappropriate blocks? If it is an remote proxy server, does it require communicating with the company every time a minor change is required? One library wrote its own web browser in order to implement filtering in a manner consistent with its Internet policy; this was a significant investment. These are only a few questions to consider in introducing any new technology, including filters, in your network.

Features In Filters

In the table below, I have left two columns empty for you to fill in. The first column, Ranking, is where you would weight or prioritize each feature. Decide on a weighting scheme—for example, 1 for “must,” 2 for “should,” 3 for “nice to have,” etc. The second column, Grade, lets you evaluate the ability of the product to fulfill this feature—any scale will do, but school grades (A through F) are one way to go. Finally, TCO is your calculation, based on the initial and ongoing costs of the filtering software and associated hardware, network, equipment, personnel and training costs, of what it will cost you to deploy this filter in your networking environment.

In some cases, you may end up with a requirement that no filter can meet. One recourse is to communicate your needs to the vendors whose products otherwise meet your top ranking criteria. For example, if the filters that are compatible with your network operating environment will not allow you to view the stoplists they use to block Web sites, you should take that concern back to the vendors and negotiate from there. Since in some cases you may experience external pressure to use a particular filter, consider documenting your product decisions to explain to your stakeholders why you have chosen not to implement a product.

Finally, please note the extensive product notes below this table. For further explanation of these product criteria, see extended discussions in Schneider, Karen G., *A Practical Guide to Internet Filters*, Neal Schuman, 1997.

	<i>Feature</i>	<i>Found In</i>	<i>Ranking</i>	<i>Grade</i>	<i>TCO</i>
1	Vendor-supplied stoplist	Most filters			
2	Viewable stoplist	A couple of client filters			
3	Add or remove sites in stoplist	Most filters			
4	Automated stoplist download	Most filters			
5	Frequency of stoplist update	Varies widely			
6	Support third-party lists (Note 1)	Most filters			

7	Keyword filtering	Most filters			
8	Can disable keyword filtering	Most filters			
9	Block to file level (Note 2)	Most filters			
10	Block by protocol (Note 3)	Many filters			
11	Block by time of day (Note 4)	Many filters			
12	Block by NT or Novell user groups	Many service-based filters			
13	Block by IP of workstation	Many service-based filters			
14	Can talk to ILS patron database (Note 5)	One or two server-based filters			
15	Host name resolves to IP (Note 6)	Most filters			
16	Support barcode entry (Note 7)	Many server-based filters			
17	Support smart-card logins (Note 7)	Many server-based filters			
18	Support multi-choice login page (Note 8)	Some server-based filters			
19	Vendor-defined categories	Most filters			

Notes Regarding Filters

Note 1. Support Third-Party Lists. This feature allows you to create your own filtering lists. This can be particularly useful for special-use computers, such as machines restricted to commercial databases, or children's computers you wish to restrict to several hundred "kid-friendly" resources.

Note 2. Block to file level. The filter is able to block individual files on Web sites, versus an "all or nothing" approach where the entire site is blocked or not blocked.

Note 3. Block by protocol. The filter can block or enable access to specific protocols, such as telnet, ftp, Usenet, and SMTP. This feature was more significant before most applications moved to the Web, but still can be useful in some settings.

Note 4. Block by time of day. The level of access can vary with the time of day. One useful application of this feature is to block all or most Internet access when the library is not open, to prevent contractors from using Internet computers for personal use.

Note 5. Can talk to ILS patron database. A very nontrivial feature. Vastly

simplified for this Technote, a filter that can talk to a patron database presumably has an API (application programming interface) that allows data to pass between the filter and the integrated library system (ILS). This would provide the potential to use the ILS for authenticating and organizing access to the Internet, for example, providing filtered access for children and unfiltered access for adults.

Note 6. Host name resolves to IP. Some less-expensive filtering software is unable to translate the IP (numeric) address for a Web site to the hostname, meaning filtered Web sites can be easily bypassed by typing in their IP addresses. However, the flip side of this problem is that filters

Note 7. Support barcode and/or smart-card login. Several server-based filters offer the potential to authenticate users through barcoded cards or proprietary smart-cards.

Note 8. Support multiple-choice login page. The filter can support an authentication page that allows users to select how they log in (filtered or unfiltered access, for example).

Note 9. "After hours" feature. This feature, discussed earlier, stores selected Web sites in an offsite server, for later retrieval.

Note 10. Option to warn versus block. This feature provides the ability to present a warning screen which a patron could then choose to override.

Note 11. Option to monitor versus block. Some filters provide the capability to turn on the filter and run it in filtering mode without blocking, so you can analyse how the filter works, what sites are accessed, and what sites the filter blocks.

Note 12. Web rating systems are not in widespread use, but occasionally come up in discussion. These rely on voluntary rating systems for Internet Web sites, and browsers that support implementation of these ratings. See Schneider, *A Practical Guide to Internet Filters*, for a longer discussion. Web rating systems are not important criteria for an Internet filter.

Note 13. Administrative override for blocking. Some filters allow administrators to override a block by entering a password.

Note 14. Administrative delegation. Some filters provide the capability to delegate selected administrative functions to other staff, including the ability to administer an entire subnet without full access to the server. Selective delegation of administrative functions is particularly useful when it enables system staff to empower front-line staff, such as reference librarians, to override blocked content.

Note 15. Remote administration. Allows the software to be managed remotely, most often through a Web interface. Some server-based products require installation of the management module at each client used for

administration—a cumbersome requirement.

Note 16. Report and logging capabilities. Analysing what the filter does requires its ability to log detailed filtering activities. Some filters provide internal report tools. Otherwise look for filter logs that can be interpreted by standard applications such as Excel, Access or Webtrends. Look for “canned,” customizable reports.

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[CIPA Web site.] American Library Association. 2001.

This Web site provides information about the status of ALA’s lawsuit, full text of the legislation, legal analyses, and additional citations related to the Internet, filtering, and intellectual freedom.

Center for Democracy and Technology. 2001.

A readable version of the actual text of the CIPA legislation.

Federal Communications Commission. 2001. [FCC CIPA Regulations.]

These are the FCC’s regulations for compliance with CIPA. This document is essential reading for library administrators, systems librarians and E-Rate coordinators. The regulations provide most of the answers to commonly-asked questions about implementing CIPA.

Latham, Joyce. 2001. Positioning the Public Library in the Modern State: The Opportunity of the Children’s Internet Protection Act (CIPA). *First Monday*, 6:7.

A legal and historical analysis of CIPA. Thoughtful and far-reaching; addresses the question of public forums and the library.

Schools and Libraries Division. Universal Service Corporation. 2001. Specific CIPA Guidance for Year 4 “Undertaking Actions” Certification.

Another helpful document for administrators navigating the CIPA implementation maze.

Filtering

Ayre, Lori Bowen (2001). Internet Filtering Options Analysis: An Interim Report. Infopeople Project.

An evaluation of key filtering products, with guidelines for assessing and selecting filters. Addresses limitations of filters without making that the focus of the report.

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This well-respected consumer magazine evaluated Internet filters and concluded they were imperfect.

Hunter, Christopher. Filtering the Future?: Software Filters, Porn, PICS, and the Internet Content Conundrum. 1999.

This lengthy paper, submitted in partial fulfillment of a thesis requirement, discusses the imperfections of filters.

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Another analysis of the performance issues related to content filtering by a doctoral student who has followed this issue for several years.

Intellectual Freedom Committee, American Library Association. 2000. Statement on Library Use of Filtering Software

ALA's statement on filtering is frequently misquoted; read it carefully.

Lewis, Peter. "Web 'watchdogs' work to block sex, violence from eyes of young surfers." *The Seattle Times* Dec. 17, 1997.

A reporter interviews the young part-time employees selecting sites to block in filters.

Meeks, Brock and McCullagh, Declan. 1996. Keys to the Kingdom.

An early expose of Internet content filters; one of the first recorded instances of a filter blocking innocuous sites such as the National Organization for Women.

"Lifting the Curtain on Web Filter Strategies," *New York Times*, November 16, 2000.

A history of efforts by the filtering industry to protect the content of their stoplists.

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Other Related Resources

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A concise and articulate overview of the process for establishing a Request For Proposal.

Schneider, Karen G. (1997). A Practical Guide to Internet Filters. Neal Schuman.

An early study of Internet content filters, including evaluation of 12 filtering products. Includes an in-depth discussion of how filters work.

For further reading about filtering, see in particular Christopher Hunter's bibliography,

Library Research Center. Graduate School of Library and Information Science. 2000. Survey of Internet Access Management in Public Libraries. University of Illinois.

A study found that approximately 15% of all public libraries filtered at least one Internet computer.

Author Notes

Karen G. Schneider is the Coordinator, Librarians' Index to the Internet, lii.org (as of October 1, 2001). Schneider, who has extensive public library experience, is also the author of *A Practical Guide to Internet Filters* (Neal Schuman, 1997), co-moderator of PUBLIB, the discussion list for public librarians, a columnist for *American Libraries*, and a frequent speaker on library issues.

The Public Library Association's Tech Notes project grew out of the desire to continue the work of Wired for the Future: Developing Your Library Technology Plan, by Diane Mayo and Sandra Nelson, published for PLA by ALA in 1999. Each of the Tech Notes, written by GraceAnne A. DeCandido, is a Web-published document of 1,500–2,000 words, providing an introduction and overview to a specific technology topic of interest to public libraries at a particular point in time. Topics were identified by PLA's Technology in Public Libraries Committee. Each note is marked with the date of its completion and posting, and with the date, approximately one year later, when links and other information were reviewed.

The Technology for Public Libraries Committee is currently evaluating if the Committee should request PLA funding for additional Tech Notes. Readers' comments and suggestions are welcome and should be addressed to pla@ala.org. Please use Tech Notes in your subject line.


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Questions and Answers on Children's Internet Protection (CIPA) Legislation

- **New** 3 December 2003: Questions and Answers On Filter Disabling Under CIPA
- 14 November 2003: CIPA Questions and Answers Arising Under the LSTA
- 16 July 2003: **Revised Q&A** (pdf) written after the 23 June 2003 Supreme Court decision.
- **Old Q&A** (pdf) written after the 31 May 2002 Philadelphia decision.

Questions and Answers On Filter Disabling Under CIPA

Questions have been raised concerning the conditions under which librarians may disable filters required by the Children's Internet Protection Act Internet during use by adult patrons. While the Supreme Court's decision assumes that disabling is easily accomplished, many librarians report that it can be time-consuming for staff and technically difficult to implement and manage. CIPA provides that "An administrator, supervisor, or other person authorized by the certifying authority ... may disable the technology protection measure concerned, during use by an adult, to enable

access for bona fide research or other lawful purpose." Two alternative scenarios raise questions regarding options available to librarians under the statute and regulations. The scenarios are presented below, followed by analytical commentary on each.

Scenario 1: All PCs in the library have filters that are set to a default "active" status. Each workstation has an option on the screen that asks if adult patrons want filtered or unfiltered Internet access. Adults that want unfiltered access click that option. As part of this process, a warning could appear on the screen saying that by requesting unfiltered access the adult agrees to use the Web only for legitimate purposes. Furthermore, the library would have on file an AUP signed by the patron in which it is stated that he/she wants unfiltered access. In this scenario there is no direct intervention by staff, and thus adult patrons need not ask staff to disable the filter.

Question: Does this scenario comply with CIPA?

Answer:

An argument might be made that the statute literally requires an "administrator, etc." to disable the filter "during use by an adult" – and that does not include "before use" or "for use" or the like (or effectively allowing the adult user, rather than the administrator, to do the disabling). Under that narrow interpretation, this scenario would not comply with the statute because the patron, not the administrator, will be doing the actual disabling of the filter.

However, an argument based upon common sense is equally applicable: the law requires the computer to be disabled so that the filter is not operable "during use by an adult." So long as the library has adopted reasonable procedures to ensure that only an adult can use the disabled computer, then the filter is disabled "during use by" the adult – through the adult's making an affirmative selection to use the PC without filtering – and the statutory objective is attained. The

administrator in fact has been responsible for accomplishing the disabling by establishing the system under which the filter will be disabled. This approach thus appears reasonable under the statute.

Additional technological safeguards might, of course, be employed. For example, a library might have an Internet management system where adult patrons wanting unfiltered access could enter their library card number (or swipe their card) and will then be offered the option on the screen of having unfiltered access. Again, so long as the library ensures that only an adult can use the disabled computer, here through the requirement that the adult use a number or swipe a card verifying that the user is an adult, then the filter is disabled "during use by" the adult and the statutory objective is attained.

Scenario 2: A library has a bank of PCs in which the filter is in a default "inactive" state. The PCs are clearly labeled to be used "By Adults Only." Library staff monitor use on a regular basis. Library staff supervise use of the computers; if staff thinks a person under age 17 is using the "adult" PCs, they ask for some identification.

Question: *Does this second scenario comply with CIPA?*

Answer:

As under the first scenario, the administrator does not literally disable the computer "during use by an adult," but disables the computer in advance, for use by an adult. Nonetheless, as under the first scenario, the library is taking the responsibility to ensure that only adults may use the disabled computers, and the statutory goal is thus achieved. Hence this option also appears reasonable under the statute.

It may be advisable under this scenario to have the patron sign a form or respond to a screen inquiry at the beginning of his/her use stating that he or she wants unfiltered access. An additional safeguard would be to require a librarian to enable access to the adult-use machine in the first instance. These are practical measures that would

help ensure that an unfiltered computer is not accessed by either a child or an unwitting adult.

Caveat on both scenarios: Both scenarios provide protection for children against access to obscene material on library computers covered by CIPA. While both assume that the libraries will in good faith enforce their policies and procedures designed to ensure that only adults use computers with disabled filters, neither can be expected to be any more failsafe than any other system or procedures that rely on technology and human judgment.

These answers are designed to provide practical guidance to libraries on disabling filters under CIPA. The observations that the options appear reasonable do not constitute a legal opinion that the options presented are authorized by the statute, nor are they recommendations by ALA or the author.

Thomas M. Susman, Ropes & Gray LLP
December 2003

CIPA Questions and Answers Arising Under the LSTA

In late August we responded to certain questions regarding *Implementation Issues Surrounding the Children's Internet Protection Act.*^{1} That memorandum addressed the questions raised in the context of the regulations adopted by the Federal Communications Commission, which apply only to libraries and schools receiving e-rate discounts. Subsequently, the Institute of Museum and Library Services issued guidance for "Complying with the Children's Internet Protection Act." We do not attempt to repeat the general analysis of CIPA here ^{2}, but address a few specific questions arising where libraries receive funding under the Library Services and Technology Act.

1. Might the occasion ever arise where both IMLS guidelines and FCC regulations apply to the same institution, or where

duplicative filing requirements apply?

No. The IMLS guidelines apply only to libraries that do not receive e-rate discounts. Hence, as the guidelines clearly state, "Libraries that receive services at discount rates under section 254(h)(6) of the Communications Act of 1934 certify compliance under the E-Rate program and do not have to provide an additional certification under IMLS's Library State Grants program."

2. To receive Program Year 2004 funds, public libraries must certify either that the library is in compliance with CIPA or is undertaking steps to comply in the next funding year. What constitutes "undertaking steps to comply"?

The Schools and Libraries Division of the Universal Service Administrative Company provided examples in its original guidance document of what constitutes "undertaking actions" for Year 4 applicants. The list, which is stated as "not meant to be exhaustive," provides the following:

- **a.** A published or circulated school or library board agenda with CIPA compliance cited as a topic.
- **b.** A circulated staff meeting agenda with CIPA compliance cited as a topic.
- **c.** A Service Provider quote requested and received by a recipient of service or Billed Entity which contains information on a Technology Protection Measure.
- **d.** A draft of an RFP or other procurement procedure to solicit bids for the purchase or provision of a Technology Protection Measure.
- **e.** An agenda or minutes from a meeting open to the public at which an Internet Safety Policy [including Technology Protection Measures] was discussed.
- **f.** An agenda or minutes from a public or nonpublic meeting of a school or library board at which procurement issues relating to the acquisition of a Technology Protection Measure were discussed.
- **g.** A memo to an administrative authority of a school or library

from a staff member outlining the CIPA issues not addressed by an Acceptable Use Policy currently in place.

- **h.** A memo or report to an administrative authority of a school or library from a staff member describing research on available Technology Protection Measures.
- **i.** A memo or report to an administrative authority of a school or library from a staff member which discusses and analyzes Internet Safety Policies in effect at other schools and libraries.

Although IMLS did not specifically indicate, it is reasonable that this list be used for continuing guidance as to what would constitute "undertaking steps to comply with CIPA" under the IMLS program as well.

3. The "disabling" provisions for e-rate recipients and LSTA grantees are not the same in CIPA. What does this mean for libraries that receive LSTA grants but do not receive e-rate discounts?

The E-rate program explicitly permits a library to "disable the technology protection measure concerned, during use by an adult, to enable access for bona fide research or other lawful purpose." The LSTA funding restrictions permit libraries to "disable a technology protection measure . . . to enable access for bona fide research or other lawful purposes." The LSTA exception does not include the phrase "during use by an adult." This literally enables the library to disable the filter during use by a minor for research or other lawful purposes.

Since, under constitutional precedents, minors have no right to access obscenity or other indecent material generally, it would be difficult to identify "other lawful purposes" for allowing a minor access to obscenity or pornography. Therefore, issues of library policy and community standards aside, the obvious question arises whether it is lawful for staff of a library receiving LSTA funding but not E-rate discounts to disable a filter for a minor who requests disabling for

bona fide research. The legal answer is likely to be in the affirmative, although implementing a policy that allows such disabling for minors will present myriad practical difficulties, since the staff will have to make decisions as to what is bona fide considering the age of the child and may be expected to monitor use to ensure that the sites accessed are appropriate to the research being conducted.

9 October 2003

Thomas M. Susman, Ropes & Gray LLP

Notes:

1. **"Implementation Issues Surrounding the Children's Internet Protection Act," Aug. 28, 2003**
2. **Revised Q&A (above)**
3. **"Specific CIPA Guidance for Year 4 'Undertaking Actions' Certification (5/18/01)."**

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Quick links:

- **Children's Internet Protection Act**
 - **ALA denounces Supreme Court ruling on Children's Internet Protection Act** Press Release (23 June 2003)
 - **Findlaw Analysis of the CIPA Decision** (1 July 2003)
 - **Quick Summary of CIPA Decision** Theresa Chmara, Jenner & Block (23 June 2003)
 - **E-mail your CIPA questions** to the Office for Intellectual Freedom dstone@ala.org or the Washington Office kmitchell@alawash.org
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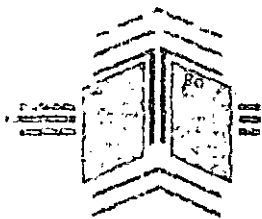
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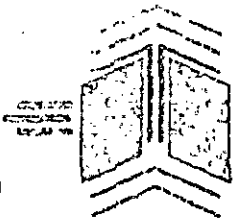
7:00 PM

Conference Room – Second Floor

Agenda:

- Meeting Calendar, July 2004 – June 2005
- Planning Committee Report
- Election of Officers for 2004 - 2005
- Purchase of Laptop Computers
- Executive Session – To Discuss
 - Semi-Annual Review of Executive Session Minutes

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Des Plaines Public Library

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II.

DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

Agenda for the Regular Meeting
June 15, 2004
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 – Alderman Carla Brookman.
- V. Consent Agenda. [Action Item] (7:30 PM)
 - A. Approval of the Minutes of the Regular Board Meeting – May 18, 2004.
 - B. Acceptance of Financial Reports for May 2004.
 - C. Approval of Library Expenditures.
 1. Warrant Register – May 03, 2004 - \$56,697.74.
 2. Warrant Register – May 17, 2004 - \$49,252.68.
 3. Salaries – May 13, 2004 - \$103,608.95.
 4. Salaries – May 27, 2004 - \$100,491.88.
 - D. Acceptance of Reports.
 1. Director's Report – Sandra Norlin.
 2. Friends of the Library Report – Sandra Norlin.
 3. Management Committee Report – Eldon Burk.
- VI. Old Business.
- VII. New Business. (8:00 PM)
 - A. Planning Committee Report. [Action Item]
 - B. Approval of Library Board Meeting Dates. [Action Item]
 - C. Approval of Library Closings. [Action Item]
 - D. Approval of Non-Resident Fee. [Action Item]
 - E. Purchase of Laptop Computers. [Action Item]

- VIII. Nominating Committee.
 - A. Election of Officers.
 - B. Oath of Office.
- IX. Announcements.
- X. Correspondence.
- XI. Other.
- XII. Executive Session.
 - A. Semi-Annual Review of Executive Session Minutes.
- XIII. Adjournment. (8:30 PM)



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V.A.

BOARD OF TRUSTEES
Minutes of the Regular Meeting
May 18, 2004

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, May 18, 2004. President Noreen Lake called the meeting to order at 7:10PM.

Members Present: Eldon Burk, Susan Burrows, Mary Ellicson, Noreen Lake, Rhys Read, Susan Weinberg.

Members Absent: William Grice, Jerry Mahony, Elaine Tejcek.

Also Present: Sandra Norlin, Martha Sloan, Hector Marino, Carol Kidd, Leslie Steiner, Alderman Carla Brookman, Thomas Tezky, Avis Nowak, Vicki Merkel.

CONSIDERATION OF THE AGENDA.

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

PUBLIC COMMENTS AND QUESTIONS.

Thomas G. Tezky, resident of Mount Prospect, proposed donating a model airplane to the library. Eldon Burk asked that the matter be referred to the Art Committee and the Building and Grounds Committee.

Avis Nowak and Vicki Merkel, members of the Friends of the Library, stated that they would observe the library board at work.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Carla Brookman.

President Lake welcomed Alderman Brookman to the meeting.

Alderman Brookman had no report.

CONSENT AGENDA

MOTION by Eldon Burk, seconded by Susan Burrows, to accept the Consent Agenda, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Susan Burrows, to approve the Financial Reports for April 2004. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

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

1. Over the Counter Receipts	\$ 12,675.95
2. Petty Cash Expenditures	\$ 43.70
3. Budget Expenditures for April	\$ 458,205.83
4. Expenditures Year to Date	\$ 1,563,934.37
5. Revenue for April	\$ 13,200.70
6. Revenue Year to Date	\$ 2,025,477.14

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

April 05, 2004	\$ 109,615.10
April 19, 2004	\$ <u>46,162.52</u>
Total	\$ 155,777.62

ROLL CALL VOTE: AYES: Burk, Burrows, Ellicson, Lake, Read, Weinberg. NAYS: None. MOTION CARRIED.

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

April 15, 2004	\$ 100,432.10
April 29, 2004	\$ <u>100,186.50</u>
Total	\$ 200,618.60

ROLL CALL VOTE: AYES: Burk, Burrows, Ellicson, Lake, Read, Weinberg. NAYS: None. MOTION CARRIED.

DIRECTOR'S REPORT

Note: No official inquiries or requests for confidential information have been received since the last report.

PERSONNEL

New employee for April 2004 is Taha A. Khan, part-time Page, Circulation Services.

STAFF DEVELOPMENT

The annual Staff Inservice Day was held on May 6. A staff committee chaired by Martha Sloan planned the event. The day was billed as a TechKnow Fair and featured an electronic gadget fair and mini-courses in practical uses of the internet all presented by staff members. It provided the opportunity for all staff to ask questions, participate in learning, and to teach in an informal, comfortable environment.

Several staff members attended the annual Reaching Forward conference for library assistants at the Rosemont Convention Center.

We held an Orientation Meeting for 15 new employees on April 28.

Also on April 28 the Department Heads took a field trip to visit the headquarters of the American Theological Library Association in Chicago's South Loop.

PATRON SERVICES

For the first time since August 2000 there is no significant increase in circulation or attendance to report. We do continue to experience large increases in interlibrary loan activities as well as healthy use of online reference products. Although patron assistance by Circulation Services staff has decreased, we are experiencing large increases in computer instruction, reference, and registrations for computer lab and group study rooms. The use of school textbooks increased by 48% over April 2003.

Circulation of Audio Visual materials accounted for 32% of children's materials and 51% of adult materials. Patrons used self-check to check out 23% of all items in April.

OTHER PROFESSIONAL ACTIVITIES

I met with Richard Sem of Sem Security to discuss a proposal for security related services, with Andrew Van Ella of VanElla Security to discuss employee background checks, and spoke with Diane Grigg to discuss staff training for patron interaction when enforcing rules of conduct. I met with Sharon Smith, Director of Des Plaines Senior Center, to discuss a joint project to develop a satellite library in the new Senior Center facilities on Northwest Highway. I attended the Friends of the Library Roundtable meeting on April 27, the library's Volunteer tea on April 29,

the De Paul University Suburban Campus Advisory Board meeting on May 11, the final Do the Dewey 2004 meeting on May 12, and the SLURP meeting on May 14.

NEW BUSINESS

Mary Ellicson will attend the June 7 City Council meeting, Susan Weinberg the June 21 meeting, Noreen Lake the July 6 meeting and Eldon Burk the July 19 meeting.

MOTION by Susan Burrows, seconded by Mary Ellicson, to discuss Children's Internet Protection Act (CIPA) as the last item in New Business.

The Board referred the matter of writing the first column of Foreword to the Art Committee.

Sandra Norlin reported that the bids for the Workroom Modifications for the Bookmobile Workroom were opened on April 29, 2004. The lowest bidder was H.B. Barnard Company with a bid of \$39,959. Sandra explained that H.B. Barnard was the general contractor for the Heritage Room Construction and that that work had been completed and the quality of the work was good.

MOTION by Rhys Read, seconded by Susan Burrows, to accept the bid from H.B. Barnard Company for the Workroom Modifications for the Bookmobile Workroom in the amount of \$39,959. VOTE: AYES: Burk, Burrows, Ellicson, Lake, Read, Weinberg. NAYS: None. MOTION CARRIED.

Sandra Norlin reported that she had requested and received a proposal from Sem Security for a security assessment and awareness process for the Des Plaines Public Library. Sandra reported that Sem Security will gather information, tour the library, review the library's policies and procedures, consult with Gary Valente, Head of Building and Security Services and meet with the library management team. Sandra reported that the cost for these services is \$6,500 and is a budgeted item. Sem Security will spend 6 -7 days at the library.

MOTION by Susan Burrows, seconded by Eldon Burk, to accept the proposal from Sem Security for a security assessment and awareness process for the Des Plaines Public Library in the amount of \$6,500, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Burk, Burrows, Ellicson, Lake, Read, Weinberg. NAYS: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by Susan Weinberg, to adopt the resolution for the Friends of the Des Plaines Public Library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Sandra Norlin reported that she and Department Heads met with Mary Jane Kepner on May 7, 2004 to continue with the planning process for the Strategic Plan.

The Board discussed whether the library should equip both patron and staff computers with anti-pornography filters to comply with the Children's Internet Protection Act (CIPA). Sandra Norlin reported that the cost to the library to maintain the filters would be \$12,825 and that if the library does not comply with CIPA that the library would not be eligible for federal grants for computer technology.

MOTION by Rhys Read, seconded by Susan Burrows, to maintain the current filtering policy and to continue to use filters on the computers in the Youth Services Department. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The Board discussed installing additional signage that would advise patrons that computers are filtered on the second floor. The Board also discussed using the library newsletter, *Foreword*, to alert patrons that computers in the Youth Services Department are filtered.

NOMINATING COMMITTEE

Susan Weinberg reported that the Nominating Committee nominates Noreen Lake as President, William Grice as Vice President and Carol Kidd as Secretary for a twelve-month term, beginning with the July Board Meeting.

ANNOUNCEMENTS

Sandra Norlin announced that the library website has photographs of the storytime mural being painted by artist, Kevin Luthardt

Sandra Norlin reported that the *Do the Dewey* fundraiser grossed \$5,704.00 for the library and that half (\$2,702.00) the funds will be deposited in the Des Plaines Library Fund at the Library Community Foundation.

Sandra Norlin announced that the deadline to apply for the Per Capita Grant has been extended to October 2004.

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

The meeting adjourned at 8:40 PM.

Minutes prepared by Carol Kidd.

DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR MAY 2004

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

1. Over the Counter Receipts	\$ 11,339.27
2. Petty Cash Expenditures	\$ 48.67
3. Budget Expenditures for May	\$ 372,000.90
4. Expenditures Year to Date	\$ 1,936,658.77
5. Revenue for May	\$ 34,238.62
6. Revenue Year to Date	\$ 2,241,030.46

Warrant Register

May 03, 2004	\$ 56,697.74
May 17, 2004	\$ <u>49,252.68</u>
Total	\$ 105,950.42

Salaries

May 13, 2004	\$ 103,608.95
May 27, 2004	\$ <u>100,491.88</u>
Total	\$ 204,100.83

**DES PLAINES PUBLIC LIBRARY
OVER THE COUNTER RECEIPTS FOR MAY 2004**

	<u>May 2003</u>	<u>May 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>
Lost Materials	261.78	923.52	2,211.48	2,784.52
Fines	8,118.57	7,254.42	43,299.85	39,094.74
Damage	62.89	40.00	325.15	1,275.96
Fees	-4.00	331.25	1,251.75	1,652.04
Copies	2,941.09	2,765.08	13,618.14	12,331.66
Miscellaneous	24.50	25.00	56.60	90.00
Total	\$11,404.83	\$11,339.27	\$60,762.97	\$57,228.92

PETTY CASH EXPENDITURES - April/May

Auto/Travel	960070	5.87
Auto/Travel	960070	7.50
Auto/Travel	960070	15.00
Postage	970260	8.40
Postage	970260	11.90
Total		48.67

06/02/04

ACCOUNTING PERIOD: 5/04

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 DEPOSIT 1944650243		130,523.35
102012	CASH IL FUND 007139119668	817,981.38	
	TOTAL CASH	818,481.38	130,523.35
104033	INVESTMENTS-DOWNING	34,339.87	
	TOTAL INVESTMENTS	34,339.87	.00
115400	RECEIVABLE-ACCRUED INTRST	7.67	
118000	RECEIVABLE-PROPERTY TAXES	4,655,830.00	
	TOTAL ACCOUNTS RECEIVABLE	4,655,837.67	.00
	TOTAL ASSETS	5,508,658.92	130,523.35
401000	ACCOUNTS PAYABLE		14,943.75
470000	DEFERRED REV-PROPERTY TAX		4,655,830.00
470100	LIBRARY DEFERRED REVENUE		57,910.00
	TOTAL DEFERRED REV-PROPERTY TAX	.00	57,910.00
	TOTAL CURRENT LIABILITIES	.00	4,728,683.75
	TOTAL LIABILITIES	.00	4,728,683.75
700110	EXPENDITURE CONTROL	1,862,780.84	
700120	REVENUE CONTROL		2,240,608.67
700150	EXP. BUDGET CONTROL		5,502,964.00
700160	REV. BUDGET CONTROL	5,092,318.00	
700170	BUDGET FUND BALANCE	555,142.12	
	TOTAL SYSTEM CONTROL	7,510,240.96	7,743,572.67
720010	FUND BAL-RESRV-GIFT TRUST		34,339.87
	TOTAL FUND BALANCE-RESERVED	.00	34,339.87
730000	FUND BALANCE-UNRESERVED		381,780.24
	TOTAL FUND EQUITY	.00	416,120.11
	TOTAL EQUITIES	7,510,240.96	8,159,692.78
	TOTAL PUBLIC LIBRARY FUND	13,018,899.88	13,018,899.88

007100

06/02/04

ACCOUNTING PERIOD: 5/04

CITY OF DES PLAINES
BALANCE SHEET

PAGE 2

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH DEPOSIT 1944650243	51,410.37	
102012	CASH IL FUND 007139119668	128,559.03	
	TOTAL CASH	179,969.40	.00
	TOTAL ASSETS	179,969.40	.00
700110	EXPENDITURE CONTROL	73,877.93	
700120	REVENUE CONTROL		421.79
700150	EXP. BUDGET CONTROL		185,000.00
700160	REV. BUDGET CONTROL	154,000.00	
700170	BUDGET FUND BALANCE	32,350.66	
	TOTAL SYSTEM CONTROL	260,228.59	185,421.79
730000	FUND BALANCE-UNRESERVED		254,776.20
	TOTAL FUND EQUITY	.00	254,776.20
	TOTAL EQUITIES	260,228.59	440,197.99
	TOTAL LIBRARY CAPITAL PROJ FUND	440,197.99	440,197.99
	TOTAL REPORT	13,459,097.87	13,459,097.87

0971
1/60

06/01/04
ACCOUNTING PERIOD: 5/04

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	PROPERTY TAXES	.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	.00	.00	.00	11,374.87	-11,374.87	.00
810020	PROPERTY TAXES 2003	4,655,830.00	.00	.00	2,060,809.33	2,595,020.67	.44
TOTAL	PROPERTY TAXES	4,695,830.00	.00	.00	2,072,184.20	2,623,645.80	.44
810020	PERSONAL PROP REPL TAX	92,988.00	.00	.00	.00	92,988.00	.00
TOTAL	TAXES	4,788,818.00	.00	.00	2,072,184.20	2,716,633.80	.43
822040	STATE GRANT:PER CAPITA	65,000.00	.00	.00	71,181.25	-6,181.25	1.10
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	86,000.00	21,875.25	.00	28,404.42	57,595.58	.33
TOTAL	STATE GRANTS	151,000.00	21,875.25	.00	99,585.67	51,414.33	.66
TOTAL	INTERGOVERNMENTAL REVENUE	151,000.00	21,875.25	.00	99,585.67	51,414.33	.66
850102	LIBRARY FINES	90,000.00	7,726.14	.00	47,236.27	42,763.73	.52
TOTAL	FINES	90,000.00	7,726.14	.00	47,236.27	42,763.73	.52
850201	COPYING FEE	25,000.00	2,390.98	.00	14,403.36	10,596.64	.58
850215	SPECIAL PROGRAMS & EVENTS	2,500.00	.00	.00	728.40	1,771.60	.29
TOTAL	FEES AND SERVICES	27,500.00	2,390.98	.00	15,131.76	12,368.24	.55
TOTAL	INVESTMENT INCOME	117,500.00	10,117.12	.00	62,368.03	55,131.97	.53
890010	INTEREST INCOME	10,000.00	.00	.00	1,850.00	8,150.00	.19
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	25,000.00	2,246.25	.00	4,620.77	20,379.23	.18
TOTAL	OTHER REVENUE	35,000.00	2,246.25	.00	6,470.77	28,529.23	.18
TOTAL	PUBLIC LIBRARY FUND	5,092,318.00	34,238.62	.00	2,240,608.67	2,851,709.33	.44
TOTAL	PUBLIC LIBRARY FUND	5,092,318.00	34,238.62	.00	2,240,608.67	2,851,709.33	.44

0972

06/01/04

ACCOUNTING PERIOD: 5/04

CITY OF DES PLAINES
ORGANIZATION REVENUE STATUS

PAGE 2

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
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0973

06/01/04
ACCOUNTING PERIOD: 5/04

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
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	4,000.00	.00	.00	421.79	3,578.21	.11
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
898902	TRANSFER FROM LIB FUND	150,000.00	.00	.00	.00	150,000.00	.00
899920	LIBRARY DONATIONS	.00	.00	.00	.00	.00	.00
899930	LIBRARY BUY-A-BRICK	.00	.00	.00	.00	.00	.00
TOTAL	OTHER REVENUE	154,000.00	.00	.00	421.79	153,578.21	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	154,000.00	.00	.00	421.79	153,578.21	.00
TOTAL	LIBRARY CAPITAL PROJ FUND	154,000.00	.00	.00	421.79	153,578.21	.00
TOTAL REPORT		5,246,318.00	34,238.62	.00	2,241,030.46	3,005,287.54	.43

0974

06/01/04

ACCOUNTING PERIOD: 5/04

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

PAGE 1

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	1,989,892.00	126,418.89	.00	688,112.86	1,301,779.14	.35
910200	TEMPORARY WAGES	870,186.00	63,091.95	.00	306,654.86	563,531.14	.35
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	11,039.18	.00	44,819.30	-44,819.30	.00
910600	SICK PAY	.00	3,229.31	.00	22,837.15	-22,837.15	.00
910700	HOLIDAY PAY	.00	321.50	.00	8,011.29	-8,011.29	.00
910900	ACT/OUT OF CLASS/PREMIUM	500.00	.00	.00	242.37	257.63	.48
910950	EXCESS SICK HRS PAY OUT	3,347.00	.00	.00	2,370.71	976.29	.71
918010	UNEMPLOYMENT COMPENSATION	1,498.00	.00	.00	374.50	1,123.50	.25
918020	EMPLOYER CONTR-F.I.C.A.	218,444.00	15,363.64	.00	83,279.62	135,164.38	.38
918021	EMPLOYER CONTR-I.M.R.F.	183,536.00	12,783.16	.00	70,669.99	112,866.01	.39
918040	LIFE INS PREMIUMS	7,704.00	660.00	.00	3,300.00	4,404.00	.43
918050	MEDICAL INS PREMIUMS	385,824.00	26,128.24	.00	144,467.08	241,356.92	.37
918055	DENTAL INSURANCE PREMIUMS	26,382.00	1,720.82	.00	9,577.61	16,804.39	.36
918060	TUITION REIMBURSEMENTS	5,000.00	.00	.00	.00	5,000.00	.00
918070	WORKERS COMPENSATION	3,190.00	474.67	.00	2,586.34	603.66	.81
918085	RHS PLAN PAYOUT	1,094.00	.00	.00	1,058.07	35.93	.97
TOTAL	PERSONAL SERVICES	3,697,097.00	261,231.36	.00	1,388,361.75	2,308,735.25	.38
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	40,000.00	1,400.00	.00	16,661.25	23,338.75	.42
920120	COMMUNICATION SERVICES	25,000.00	1,258.77	.00	6,346.49	18,653.51	.25
920140	DATA PROCESSING SERVICES	100,000.00	5,452.32	.00	17,757.51	82,242.49	.18
920202	CONFERENCES	4,500.00	.00	.00	3,261.79	1,238.21	.72
920204	TRAINING	2,000.00	20.00	.00	2,108.50	-108.50	1.05
920205	TUITION REIMBURSEMENTS	.00	500.00	.00	1,000.00	-1,000.00	.00
920206	SEMINARS	1,500.00	.00	.00	.00	1,500.00	.00
920210	IN-SERVICE TRAINING	3,000.00	38.52	.00	1,831.59	1,168.41	.61
920220	MEMBERSHIP DUES	5,000.00	620.00	.00	1,841.00	3,159.00	.37
920225	LICENSING/TITLES	.00	.00	.00	.00	.00	.00
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	7,500.00	623.08	.00	3,148.42	4,351.58	.42
TOTAL	SUBSIDIES,REBATES,CONTRIB	7,500.00	623.08	.00	3,148.42	4,351.58	.42
920900	PROPERTY/LIAB CONTRIBUTIO	26,891.00	.00	.00	6,722.75	20,168.25	.25
930010	R & M EQUIPMENT	60,000.00	7,984.34	.00	30,524.15	29,475.85	.51
930020	R & M BLDGS & STRUCTURES	35,000.00	6,416.27	.00	17,532.02	17,467.98	.50
930030	R & M VEHICLES	3,500.00	375.50	.00	375.50	3,124.50	.11
930195	BOOK BINDING & REPAIR	2,000.00	151.95	.00	482.05	1,517.95	.24

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
930210	RENTAL OF EQUIPMENT	1,500.00	.00	.00	266.40	1,233.60	.18
930320	CLEANING:CUSTODIAL SERV	50,000.00	3,707.50	.00	15,202.50	34,797.50	.30
960070	AUTO/TRAVEL EXPENSES	2,000.00	779.53	.00	3,457.45	-1,457.45	1.73
960210	SPECIAL EVENT PROGRAMMING	18,000.00	4,850.62	.00	24,363.76	-6,363.76	1.35
960990	MISC CONTRACTUAL SVCS	80,000.00	5,670.48	.00	22,193.15	57,806.85	.28
TOTAL	CONTRACTUAL SERVICES	471,391.00	39,848.88	.00	175,076.28	296,314.72	.37
970100	SUPPLIES	70,000.00	3,728.71	.00	33,011.11	36,988.89	.47
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	140.17	.00	140.17	1,359.83	.09
970170	JANITORIAL	20,000.00	1,433.56	.00	7,040.02	12,959.98	.35
970200	COPYING/FAX SUPPLIES	7,500.00	.00	.00	.00	7,500.00	.00
970260	POSTAGE AND PARCEL	15,500.00	127.92	.00	432.53	15,067.47	.03
970270	PRINTING-REPROD-BINDING	8,000.00	.00	.00	2,623.00	5,377.00	.33
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	26,103.44	.00	116,071.12	378,928.88	.23
970610	AUDIO MATERIALS	70,000.00	3,080.06	.00	15,185.98	54,814.02	.22
970620	SUBSCRIPTIONS & BOOKS	70,000.00	1,249.89	.00	8,877.63	61,122.37	.13
970630	VISUAL MATERIALS	72,000.00	5,269.81	.00	25,143.07	46,856.93	.35
970640	AUTOMATED REFERENCE MAT'L	95,000.00	9,566.00	.00	36,630.00	58,370.00	.39
970650	NATURAL GAS	20,000.00	.00	.00	11,642.43	8,357.57	.58
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	2,000.00	.00	.00	.00	2,000.00	.00
970850	GASOLINE	1,000.00	.00	.00	.00	1,000.00	.00
970900	EQUIPMENT <\$5,000	21,400.00	1,560.00	.00	14,576.37	6,823.63	.68
TOTAL	COMMODITIES	969,400.00	52,259.56	.00	271,373.43	698,026.57	.28
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	13,000.00	.00	.00	9,934.50	3,065.50	.76
980410	COMPUTER HARDWARE	50,000.00	.00	.00	.00	50,000.00	.00
980420	COMPUTER SOFTWARE	24,800.00	.00	.00	30.00	24,770.00	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	.00	1,573.10	.00	6,689.04	-6,689.04	.00
TOTAL	CAPITAL EXPENDITURES	87,800.00	1,573.10	.00	16,653.54	71,146.46	.19
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	12,276.00	.00	.00	.00	12,276.00	.00
990935	TRANS TO D/S: 2002A BOND	.00	.00	.00	.00	.00	.00
TOTAL	DEBT SERVICE	12,276.00	.00	.00	.00	12,276.00	.00
990940	TRANS TO LIB CAP PROJ FND	150,000.00	.00	.00	.00	150,000.00	.00

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06/01/04
ACCOUNTING PERIOD: 5/04

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
TOTAL	TRANS TO LIB CAP PROJ FND	150,000.00	.00	.00	.00	150,000.00	.00
991000	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
TOTAL	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	5,437,964.00	354,912.90	.00	1,851,465.00	3,586,499.00	.34

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06/01/04
ACCOUNTING PERIOD: 5/04

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

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	.00	.00	.00	.00	.00	.00
920120	COMMUNICATION SERVICES	.00	.00	.00	.00	.00	.00
920140	DATA PROCESSING SERVICES	.00	.00	.00	.00	.00	.00
920202	CONFERENCES	5,000.00	40.00	.00	2,511.99	2,488.01	.50
920204	TRAINING	3,000.00	170.00	.00	1,190.45	1,809.55	.40
920206	SEMINARS	1,000.00	.00	.00	.00	1,000.00	.00
920210	IN-SERVICE TRAINING	.00	.00	.00	.00	.00	.00
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
960070	AUTO/TRAVEL EXPENSES	2,000.00	.00	.00	575.40	1,424.60	.29
960210	SPECIAL EVENT PROGRAMMING	3,000.00	.00	.00	.00	3,000.00	.00
960990	MISC CONTRACTUAL SVCS	43,000.00	1,535.00	.00	3,085.00	39,915.00	.07
TOTAL	CONTRACTUAL SERVICES	57,000.00	1,745.00	.00	7,362.84	49,637.16	.13
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
970260	POSTAGE AND PARCEL	.00	15.00	.00	15.00	-15.00	.00
970270	PRINTING-REPROD-BINDING	8,000.00	3,938.00	.00	3,938.00	4,062.00	.49
TOTAL	COMMODITIES	8,000.00	3,953.00	.00	3,953.00	4,047.00	.49
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	65,000.00	5,698.00	.00	11,315.84	53,684.16	.17
TOTAL	CIVIC & CULTURE	5,502,964.00	360,610.90	.00	1,862,780.84	3,640,183.16	.34
TOTAL	PUBLIC LIBRARY FUND	5,502,964.00	360,610.90	.00	1,862,780.84	3,640,183.16	.34

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06/01/04
ACCOUNTING PERIOD: 5/04

CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	50,000.00	.00	.00	1,430.43	48,569.57	.03
930010	R & M EQUIPMENT	.00	.00	.00	.00	.00	.00
960990	MISC CONTRACTUAL SVCS	.00	.00	.00	.00	.00	.00
TOTAL	CONTRACTUAL SERVICES	50,000.00	.00	.00	1,430.43	48,569.57	.03
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
TOTAL	COMMODITIES	.00	.00	.00	.00	.00	.00
980300	IMPROVEMENTS	50,000.00	11,390.00	.00	65,335.00	-15,335.00	1.31
980400	EQUIPMENT	15,000.00	.00	.00	7,112.50	7,887.50	.47
980420	COMPUTER SOFTWARE	60,000.00	.00	.00	.00	60,000.00	.00
980600	FURNITURE & FIXTURES	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL	CAPITAL EXPENDITURES	135,000.00	11,390.00	.00	72,447.50	62,552.50	.54
TOTAL	LIBRARY CAPITAL PROJ FUND	185,000.00	11,390.00	.00	73,877.93	111,122.07	.40
TOTAL	LIBRARY CAPITAL PROJ FUND	185,000.00	11,390.00	.00	73,877.93	111,122.07	.40
TOTAL REPORT		5,687,964.00	372,000.90	.00	1,936,658.77	3,751,305.23	.34

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06/02/04
ACCOUNTING PERIOD: 13/03

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 PAYABLE 1944119043		206.40
102008	CASH DEPOSIT 1944650243	5,969.33	
102012	CASH IL FUND 007139119668	474,015.13	
TOTAL CASH		480,484.46	206.40
104033	INVESTMENTS-DOWNING	34,339.87	
TOTAL INVESTMENTS		34,339.87	.00
115400	RECEIVABLE-ACCRUED INTRST	7.67	
118000	RECEIVABLE-PROPERTY TAXES	4,655,830.00	
TOTAL ACCOUNTS RECEIVABLE		4,655,837.67	.00
119301	PREPAID EXPENSE	518.60	
TOTAL PREPAID ITEMS		518.60	.00
TOTAL ASSETS		5,171,180.60	206.40
401000	ACCOUNTS PAYABLE		196,446.83
401001	AUDIT ACCOUNTS PAYABLE		3,394.55
450040	ACCRUED PAYROLL		33,783.83
TOTAL ACCRUED LIABILITIES		.00	33,783.83
470000	DEFERRED REV-PROPERTY TAX		4,655,830.00
470100	LIBRARY DEFERRED REVENUE		9,895.00
TOTAL DEFERRED REV-PROPERTY TAX		.00	9,895.00
TOTAL CURRENT LIABILITIES		.00	4,899,350.21
TOTAL LIABILITIES		.00	4,899,350.21
700110	EXPENDITURE CONTROL	4,778,480.37	
700120	REVENUE CONTROL		4,633,983.47
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		9,663,939.59	9,519,443.47
720010	FUND BAL-RESRV-GIFT TRUST		34,339.87
TOTAL FUND BALANCE-RESERVED		.00	34,339.87
730000	FUND BALANCE-UNRESERVED		381,780.24
TOTAL FUND EQUITY		.00	416,120.11
TOTAL EQUITIES		9,663,939.59	9,935,563.58
TOTAL PUBLIC LIBRARY FUND		14,835,120.19	14,835,120.19

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06/02/04
ACCOUNTING PERIOD: 13/03

CITY OF DES PLAINES
BALANCE SHEET

PAGE 2

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH DEPOSIT 1944650243	126,215.64	
102012	CASH IL FUND 007139119668	128,178.04	
TOTAL CASH		254,393.68	.00
TOTAL ASSETS		254,393.68	.00
401000	ACCOUNTS PAYABLE		968.14
TOTAL CURRENT LIABILITIES		.00	968.14
TOTAL LIABILITIES		.00	968.14
700110	EXPENDITURE CONTROL	3,300.32	
700120	REVENUE CONTROL		1,949.51
700150	EXP. BUDGET CONTROL		100,000.00
700160	REV. BUDGET CONTROL	1,000.00	
700170	BUDGET FUND BALANCE	98,999.85	
TOTAL SYSTEM CONTROL		103,300.17	101,949.51
730000	FUND BALANCE-UNRESERVED		254,776.20
TOTAL FUND EQUITY		.00	254,776.20
TOTAL EQUITIES		103,300.17	356,725.71
TOTAL LIBRARY CAPITAL PROJ FUND		357,693.85	357,693.85
TOTAL REPORT		15,192,814.04	15,192,814.04

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06/02/04
ACCOUNTING PERIOD: 13/03

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	PROPERTY TAXES	.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	33,319.56	6,680.44	.83
810019	PROPERTY TAXES 2002	4,208,934.00	21,990.78	.00	4,202,433.25	6,500.75	1.00
TOTAL	PROPERTY TAXES	4,248,934.00	21,990.78	.00	4,235,752.81	13,181.19	1.00
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	4,341,922.00	21,990.78	.00	4,328,740.81	13,181.19	1.00
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	-9,895.00	.00	50,482.00	-24,682.00	1.96
TOTAL	STATE GRANTS	93,800.00	-9,895.00	.00	123,882.00	-30,082.00	1.32
TOTAL	INTERGOVERNMENTAL REVENUE	93,800.00	-9,895.00	.00	123,882.00	-30,082.00	1.32
850102	LIBRARY FINES	85,000.00	-21.60	.00	112,186.39	-27,186.39	1.32
TOTAL	FINES	85,000.00	-21.60	.00	112,186.39	-27,186.39	1.32
850201	COPYING FEE	13,000.00	.00	.00	28,147.12	-15,147.12	2.17
850215	SPECIAL PROGRAMS & EVENTS	2,500.00	.00	.00	3,765.25	-1,265.25	1.51
TOTAL	FEES AND SERVICES	15,500.00	.00	.00	31,912.37	-16,412.37	2.06
TOTAL	INVESTMENT INCOME	100,500.00	-21.60	.00	144,098.76	-43,598.76	1.43
890010	INTEREST INCOME	20,000.00	1,633.14	.00	9,661.77	10,338.23	.48
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	.00	.00	27,600.13	-13,600.13	1.97
TOTAL	OTHER REVENUE	34,000.00	1,633.14	.00	37,261.90	-3,261.90	1.10
TOTAL	PUBLIC LIBRARY FUND	4,570,222.00	13,707.32	.00	4,633,983.47	-63,761.47	1.01
TOTAL	PUBLIC LIBRARY FUND	4,570,222.00	13,707.32	.00	4,633,983.47	-63,761.47	1.01

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06/02/04
ACCOUNTING PERIOD: 13/03

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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06/02/04
 ACCOUNTING PERIOD: 13/03

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
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	739.02	.00	1,949.51	-949.51	1.95
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	739.02	.00	1,949.51	-949.51	1.95
TOTAL	LIBRARY CAPITAL PROJ FUND	1,000.00	739.02	.00	1,949.51	-949.51	1.95
TOTAL	LIBRARY CAPITAL PROJ FUND	1,000.00	739.02	.00	1,949.51	-949.51	1.95
TOTAL REPORT		4,571,222.00	14,446.34	.00	4,635,932.98	-64,710.98	1.01

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	1,852,515.00	-13,599.17	.00	1,580,988.94	271,526.06	.85
910200	TEMPORARY WAGES	766,054.00	15,719.37	.00	725,836.24	40,217.76	.95
910300	SUPERVISORY OVERTIME	.00	.00	.00	.00	.00	.00
910400	NON-SUPERVISORY OVERTIME	500.00	.00	.00	118.14	381.86	.24
910500	VACATION PAY	.00	7,937.77	.00	128,861.55	-128,861.55	.00
910600	SICK PAY	.00	1,332.32	.00	49,677.00	-49,677.00	.00
910700	HOLIDAY PAY	.00	22,393.54	.00	61,434.63	-61,434.63	.00
910900	ACT/OUT OF CLASS/PREMIUM	500.00	.00	.00	219.19	280.81	.44
910950	EXCESS SICK HRS PAY OUT	3,276.00	.00	.00	2,573.39	702.61	.79
910970	COMPENSATED ABSENCES	.00	20,606.10	.00	20,606.10	-20,606.10	.00
918010	UNEMPLOYMENT COMPENSATION	1,486.00	371.50	.00	1,486.00	.00	1.00
918020	EMPLOYER CONTR-F.I.C.A.	199,991.00	.00	.00	191,548.14	8,442.86	.96
918021	EMPLOYER CONTR-I.M.R.F.	110,331.00	.00	.00	107,311.57	3,019.43	.97
918040	LIFE INS PREMIUMS	8,296.00	.00	.00	8,104.80	191.20	.98
918050	MEDICAL INS PREMIUMS	225,624.00	.00	.00	186,414.80	39,209.20	.83
918055	DENTAL INSURANCE PREMIUMS	19,750.00	.00	.00	15,344.88	4,405.12	.78
918060	TUITION REIMBURSEMENTS	5,000.00	.00	.00	3,059.00	1,941.00	.61
918070	WORKERS COMPENSATION	4,424.00	.00	.00	6,604.89	-2,180.89	1.49
918085	RHS PLAN PAYOUT	1,230.00	.00	.00	1,229.58	.42	1.00
918090	PERSONAL SERVICES	3,198,977.00	54,761.43	.00	3,091,418.84	107,558.16	.97
920100	LITIGATION & LEGAL FEES	1,500.00	.00	.00	939.43	560.57	.63
920105	COSTS OF LITIGATION	500.00	.00	.00	.00	500.00	.00
920110	PROFESSIONAL CONSULTING	20,000.00	3,250.00	.00	52,830.40	-32,830.40	2.64
920120	COMMUNICATION SERVICES	25,000.00	1,861.09	.00	20,089.18	4,910.82	.80
920140	DATA PROCESSING SERVICES	110,000.00	11,403.42	.00	81,920.89	28,079.11	.74
920202	CONFERENCES	2,500.00	120.00	.00	2,662.41	-162.41	1.06
920204	TRAINING	2,000.00	265.00	.00	3,412.50	-1,412.50	1.71
920205	TUITION REIMBURSEMENTS	.00	1,000.00	.00	1,000.00	-1,000.00	.00
920206	SEMINARS	2,000.00	.00	.00	70.00	1,930.00	.04
920210	IN-SERVICE TRAINING	2,000.00	83.55	.00	205.83	1,794.17	.10
920220	MEMBERSHIP DUES	5,000.00	50.00	.00	5,884.00	-884.00	1.18
920225	LICENSING/TITLES	.00	.00	.00	190.00	-190.00	.00
920230	PUBLICATION OF NOTICES	2,000.00	598.00	.00	1,872.25	127.75	.94
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	7,000.00	.00	.00	6,634.56	365.44	.95
TOTAL	SUBSIDIES,REBATES,CONTRIB	7,000.00	.00	.00	6,634.56	365.44	.95
920900	PROPERTY/LIAB CONTRIBUTIO	22,052.00	5,513.00	.00	22,052.00	.00	1.00
930010	R & M EQUIPMENT	60,500.00	2,537.18	.00	72,489.87	-11,989.87	1.20
930020	R & M BLDGS & STRUCTURES	35,000.00	827.04	.00	55,144.22	-20,144.22	1.58
930030	R & M VEHICLES	3,500.00	.00	.00	472.75	3,027.25	.14

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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
930195	BOOK BINDING & REPAIR	2,500.00	.00	.00	2,587.50	-87.50	1.04
930210	RENTAL OF EQUIPMENT	1,500.00	.00	.00	651.00	849.00	.43
930320	CLEANING:CUSTODIAL SERV	50,000.00	161.00	.00	49,084.45	915.55	.98
960070	AUTO/TRAVEL EXPENSES	2,000.00	9.60	.00	1,701.50	298.50	.85
960210	SPECIAL EVENT PROGRAMMING	17,000.00	569.78	.00	21,558.89	-4,558.89	1.27
960990	MISC CONTRACTUAL SVCS	87,000.00	4,155.21	.00	70,420.75	16,579.25	.81
TOTAL	CONTRACTUAL SERVICES	460,552.00	32,403.87	.00	473,874.38	-13,322.38	1.03
970100	SUPPLIES	70,000.00	4,513.21	.00	63,553.77	6,446.23	.91
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	.00	.00	212.66	1,287.34	.14
970170	JANITORIAL	18,000.00	2,006.58	.00	16,695.13	1,304.87	.93
970200	COPYING/FAX SUPPLIES	6,000.00	.00	.00	4,253.60	1,746.40	.71
970260	POSTAGE AND PARCEL	15,500.00	18.21	.00	13,766.73	1,733.27	.89
970270	PRINTING-REPROD-BINDING	4,500.00	.00	.00	1,136.76	3,363.24	.25
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	42,355.86	.00	482,734.23	12,265.77	.98
970610	AUDIO MATERIALS	64,000.00	3,081.57	.00	61,256.98	2,743.02	.96
970620	SUBSCRIPTIONS & BOOKS	76,000.00	2,362.72	.00	78,323.26	-2,323.26	1.03
970640	VISUAL MATERIALS	66,000.00	1,288.95	.00	71,568.47	-5,568.47	1.08
970640	AUTOMATED REFERENCE MAT'L	95,000.00	.00	.00	94,015.77	984.23	.99
970810	NATURAL GAS	20,000.00	4,124.88	.00	18,638.74	1,361.26	.93
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	17,458.03	-2,458.03	1.16
TOTAL	COMMODITIES	952,000.00	59,751.98	.00	923,614.13	28,385.87	.97
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	10,000.00	.00	.00	54,107.47	-44,107.47	5.41
980410	COMPUTER HARDWARE	122,600.00	15,344.00	.00	119,851.95	2,748.05	.98
980420	COMPUTER SOFTWARE	5,000.00	.00	.00	20,682.99	-15,682.99	4.14
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	5,000.00	.00	.00	8,843.70	-3,843.70	1.77
TOTAL	CAPITAL EXPENDITURES	142,600.00	15,344.00	.00	203,486.11	-60,886.11	1.43
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	8,063.00	4,468.00	.64
990935	TRANS TO D/S: 2002A BOND	.00	.00	.00	4,468.00	-4,468.00	.00
TOTAL	DEBT SERVICE	12,531.00	.00	.00	12,531.00	.00	1.00
990940	TRANS TO LIB CAP PROJ FND	.00	.00	.00	.00	.00	.00

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CITY OF DES PLAINES
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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	TRANS TO LIB CAP PROJ FND	.00	.00	.00	.00	.00	.00
991000	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
TOTAL	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	4,816,660.00	162,261.28	.00	4,704,924.46	111,735.54	.98

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CITY OF DES PLAINES
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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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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	1,557.69	-57.69	1.04
920204	TRAINING	1,000.00	150.00	.00	3,399.94	-2,399.94	3.40
920206	SEMINARS	.00	.00	.00	1,667.00	-1,667.00	.00
920210	IN-SERVICE TRAINING	.00	.00	.00	2,956.91	-2,956.91	.00
930010	R & M EQUIPMENT	.00	.00	.00	11,374.44	-11,374.44	.00
960070	AUTO/TRAVEL EXPENSES	1,000.00	.00	.00	1,601.24	-601.24	1.60
960210	SPECIAL EVENT PROGRAMMING	2,300.00	.00	.00	6,204.77	-3,904.77	2.70
960990	MISC CONTRACTUAL SVCS	63,000.00	.00	.00	38,308.92	24,691.08	.61
TOTAL	CONTRACTUAL SERVICES	68,800.00	150.00	.00	67,070.91	1,729.09	.97
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
970260	POSTAGE AND PARCEL	.00	.00	.00	3,290.00	-3,290.00	.00
970270	PRINTING-REPROD-BINDING	.00	.00	.00	3,195.00	-3,195.00	.00
TOTAL	COMMODITIES	.00	.00	.00	6,485.00	-6,485.00	.00
980400	EQUIPMENT	.00	.00	.00	.00	.00	.00
980500	COMPUTER HARDWARE	.00	.00	.00	.00	.00	.00
980520	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
TOTAL	CAPITAL EXPENDITURES	.00	.00	.00	.00	.00	.00
TOTAL	IL LIBRARY PER CAP GRANT	68,800.00	150.00	.00	73,555.91	-4,755.91	1.07
TOTAL	CIVIC & CULTURE	4,885,460.00	162,411.28	.00	4,778,480.37	106,979.63	.98
TOTAL	PUBLIC LIBRARY FUND	4,885,460.00	162,411.28	.00	4,778,480.37	106,979.63	.98

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CITY OF DES PLAINES
ORGANIZATION EXPENDITURE STATUS

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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	968.14	.00	3,300.32	6,699.68	.33
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	968.14	.00	3,300.32	6,699.68	.33
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	968.14	.00	3,300.32	96,699.68	.03
TOTAL	LIBRARY CAPITAL PROJ FUND	100,000.00	968.14	.00	3,300.32	96,699.68	.03
TOTAL REPORT		4,985,460.00	163,379.42	.00	4,781,780.69	203,679.31	.96

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920110	PROFESSIONAL CONSULTING	102672 LOHAN CAPRILE GOETTSCHE	4180	1,400.00
2110	920220	MEMBERSHIP DUES	102534 ILLINOIS LIBRARY ASSOCIAT	SEE ATTACHED	75.00
2110	920220	MEMBERSHIP DUES	21432 AMERICAN LIBRARY ASSOCIAT	SEE ATTACHED	95.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	MAY 2004	237.39
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829 CITY OF DES PLAINES EMPLO	MAY 2004	339.33
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	MAY 2004	26.56
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135 CITY OF DES PLAINES EMPLO	MAY 2004	19.80
2110	930010	R & M EQUIPMENT	100370 CONTROL SOLUTIONS	103441	560.00
2110	930010	R & M EQUIPMENT	101536 THREE M	OF13919	830.00
2110	930010	R & M EQUIPMENT	103055 GREATER BAY CAPITAL	200314535	2,686.00
2110	930020	R & M BLDGS & STRUCTURES	00189 ANDERSON LOCK CO LTD	373851	887.30
2110	930020	R & M BLDGS & STRUCTURES	00189 ANDERSON LOCK CO LTD	372587	321.24
2110	930020	R & M BLDGS & STRUCTURES	00189 ANDERSON LOCK CO LTD	373651	468.25
2110	930020	R & M BLDGS & STRUCTURES	07786 G & I ELECTRIC COMPANY,	25369	277.41
2110	930020	R & M BLDGS & STRUCTURES	20402 PEST ENDERS, INC.	2400581-C	105.00
2110	930020	R & M BLDGS & STRUCTURES	28052 PROGRAM PROFESSIONAL SERV	90878	600.00
2110	930030	R & M VEHICLES	07786 G & I ELECTRIC COMPANY,	25378	95.50
2110	930030	R & M VEHICLES	101323 RAYMOND BORGIC	3-29-04	280.00
2110	930320	CLEANING:CUSTODIAL SERV	200147 MAJESTY MAINTENANCE INC	35423IN	22.50
2110	930320	CLEANING:CUSTODIAL SERV	200147 MAJESTY MAINTENANCE INC	35417IN	3,385.00
2110	960070	AUTO/TRAVEL EXPENSES	103226 ELIZABETH WOZNICZKA	REIMB	10.25
2110	960070	AUTO/TRAVEL EXPENSES	13916 COMMUNITY CAB COMPANY	3-20-04	185.00
2110	960070	AUTO/TRAVEL EXPENSES	21092 PETTY CASH	4-08-04	6.00
2110	960070	AUTO/TRAVEL EXPENSES	21092 PETTY CASH	4-08-04	6.12
2110	960070	AUTO/TRAVEL EXPENSES	21092 PETTY CASH	4-08-04	13.12
2110	960070	AUTO/TRAVEL EXPENSES	21092 PETTY CASH	4-08-04	6.84
2110	960210	SPECIAL EVENT PROGRAMMING	01597 JOURNAL AND TOPICS NEWSPA	92388	180.18
2110	960210	SPECIAL EVENT PROGRAMMING	05147 SONYA STAHL	4-05-04	165.00
2110	960210	SPECIAL EVENT PROGRAMMING	09638 OFFICE DEPOT	240513366001	70.56
2110	960210	SPECIAL EVENT PROGRAMMING	103227 THAI CULTURAL&FINE ARTS I	05-16-04	500.00
2110	960210	SPECIAL EVENT PROGRAMMING	76231 C R FLOWERS	3-11-04	134.75
2110	960210	SPECIAL EVENT PROGRAMMING	87319 MID AMERICA CHARTER LINES	92949	328.35
2110	960210	SPECIAL EVENT PROGRAMMING	87319 MID AMERICA CHARTER LINES	92950	328.50
2110	960210	SPECIAL EVENT PROGRAMMING	87319 MID AMERICA CHARTER LINES	92951	587.43
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1756102	53.25
2110	960990	MISC CONTRACTUAL SVCS	09535 EXPRESS PERSONNEL SERVICE	92569665-0	152.25
2110	960990	MISC CONTRACTUAL SVCS	100391 DAVE KLEEMAN	2/17/04	250.00
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012461368	25.55
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012267515	18.20
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012388120	13.20
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012417651	2.70
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012417627	2.45
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012446067	20.20
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012282923	27.30
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012446024	4.80
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012285741	55.00
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012425313	3.60
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012466882	.60
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012306167	4.50
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012448034	53.90
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012467426	8.40

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	-----TITLE-----	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012423219	54.30
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012391951	61.40
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012398315	97.85
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012392122	41.45
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012446099	28.80
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012417652	2.40
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012411748	.60
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012373250	56.00
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012447496	2.70
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012302086	18.20
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012466704	19.20
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012447483	2.00
2110	960990	MISC CONTRACTUAL SVCS	102808 ADVANCED AQUATICS	16651	348.65
2110	960990	MISC CONTRACTUAL SVCS	102897 AZURADISC INCORPORATED	16153	391.30
2110	960990	MISC CONTRACTUAL SVCS	25775 CRIMSON MULTIMEDIA DIST.,	4217A	15.24
2110	970100	SUPPLIES	09638 OFFICE DEPOT	241213827001	13.50
2110	970100	SUPPLIES	09638 OFFICE DEPOT	241586020001	-5.94
2110	970100	SUPPLIES	09638 OFFICE DEPOT	239935186001	5.94
2110	970100	SUPPLIES	09638 OFFICE DEPOT	241220030001	501.60
2110	970100	SUPPLIES	101452 KILBOURNE & KILBOURNE	41350	198.75
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	1578400	894.36
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	1574399	202.15
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	21092 PETTY CASH	4-08-04	12.14
2110	970170	JANITORIAL	01638 KINDER INDUSTRIAL SUPPLY	24999	25.32
2110	970170	JANITORIAL	01638 KINDER INDUSTRIAL SUPPLY	25000	9.55
2110	970260	POSTAGE AND PARCEL	103035 FEDERAL EXPRESS	1-651-86044	14.27
2110	970260	POSTAGE AND PARCEL	21092 PETTY CASH	4-08-04	10.13
2110	970260	POSTAGE AND PARCEL	21092 PETTY CASH	4-08-04	2.80
2110	970260	POSTAGE AND PARCEL	21092 PETTY CASH	4-08-04	2.10
2110	970260	POSTAGE AND PARCEL	21092 PETTY CASH	4-08-04	2.80
2110	970260	POSTAGE AND PARCEL	21092 PETTY CASH	4-08-04	2.10
2110	970260	POSTAGE AND PARCEL	21092 PETTY CASH	4-08-04	2.10
2110	970260	POSTAGE AND PARCEL	21092 PETTY CASH	4-08-04	3.50
2110	970260	POSTAGE AND PARCEL	21092 PETTY CASH	4-08-04	1.40
2110	970260	POSTAGE AND PARCEL	21092 PETTY CASH	4-08-04	6.30
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1756102	279.58
2110	970600	BOOKS	07439 THE GALE GROUP	13185692	142.16
2110	970600	BOOKS	07439 THE GALE GROUP	13208251	52.38
2110	970600	BOOKS	07439 THE GALE GROUP	13204722	162.47
2110	970600	BOOKS	07439 THE GALE GROUP	13200645	40.42
2110	970600	BOOKS	07439 THE GALE GROUP	13189956	194.42
2110	970600	BOOKS	07439 THE GALE GROUP	13184159	133.26
2110	970600	BOOKS	07439 THE GALE GROUP	13208706	140.01
2110	970600	BOOKS	07439 THE GALE GROUP	13200930	84.64
2110	970600	BOOKS	07439 THE GALE GROUP	13218965	73.48
2110	970600	BOOKS	07439 THE GALE GROUP	13205255	45.30
2110	970600	BOOKS	07439 THE GALE GROUP	13206953	47.92
2110	970600	BOOKS	07814 NILES PUBLIC LIBRARY DIST	SEE ATTACHED	61.95
2110	970600	BOOKS	07814 NILES PUBLIC LIBRARY DIST	SEE ATTACHED	57.94
2110	970600	BOOKS	09308 M E SHARPE INCORPORATED	126253-2	347.75
2110	970600	BOOKS	101296 SARA MCLAUGHLIN	REIMB	15.00

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CASH REQUIREMENTS BILL LIST

LECTION CRITERIA: payable.due_date='05/03/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	102193	LEXISNEXIS MATTHEW BENDER	81556799	85.80
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012306167	5.92
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012466882	14.17
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012466704	232.42
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012447496	26.64
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012417652	28.34
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012398314	1,951.61
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012388120	155.77
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012425313	32.85
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012446024	58.42
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012267515	30.32
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012411748	20.90
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012282923	145.77
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012446099	351.48
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012446067	245.59
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012417651	28.34
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012417627	7.73
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012373249	952.17
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012285741	76.54
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012457118	556.96
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012418272	37.36
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012434801	36.05
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012461368	262.77
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012392121	757.54
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012391950	1,535.09
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012448033	1,061.80
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012423218	1,157.78
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012467426	101.47
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012447483	20.04
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012302086	33.04
2110	970600	BOOKS	102747	ALIBRIS	5768564	12.90
2110	970600	BOOKS	102979	WORLD BOOK DIRECT MARKETI	1003	35.40
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	80474	22.71
2110	970600	BOOKS	20737	THE COUNCIL OF STATE GOVE	31418	49.26
2110	970600	BOOKS	80139	RECORDED BOOKS, LLC	1981382	152.52
2110	970600	BOOKS	82668	POLONIA BOOK STORES	23487	149.72
2110	970600	BOOKS	82668	POLONIA BOOK STORES	23377	304.61
2110	970610	AUDIO MATERIALS	02482	B B C AUDIOBOOKS	148804	146.88
2110	970610	AUDIO MATERIALS	101014	AMAZON.COM CREDIT	4-15-04	16.97
2110	970610	AUDIO MATERIALS	102744	BAKER & TAYLOR BOOKS	M35542420	13.58
2110	970610	AUDIO MATERIALS	102744	BAKER & TAYLOR BOOKS	B40068510	38.04
2110	970610	AUDIO MATERIALS	102744	BAKER & TAYLOR BOOKS	B40769110	25.42
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-30-04-5	11.19
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-30-04-3	188.15
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-7-04-1	262.29
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-24-04-2	72.04
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-7-04-3	196.54
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-24-04-3	86.03
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-24-04-1	91.62
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-30-04-2	311.25
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-24-04-5	53.16

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SELECTION CRITERIA: payable.due_date='05/03/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-7-04-2	161.56
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	3-30-04-1	63.65
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-7-04-6	15.59
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	233230	95.98
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	232580	106.98
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1982428	24.80
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1676965	-76.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1975082	255.20
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1790603	404.80
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1985018	48.60
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1790630	-94.40
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1766638	-96.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1738376	-352.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1856237	-357.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1988596	399.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1601768	-92.90
2110	970620	SUBSCRIPTIONS & BOOKS	103035	FEDERAL EXPRESS	1-698-42260	34.24
2110	970620	SUBSCRIPTIONS & BOOKS	103228	LIBRARY SPARKS	RENEWAL	59.95
2110	970620	SUBSCRIPTIONS & BOOKS	17209	BOOKPAGE	RC02701	288.00
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBSCO SUBSCRIPTION SVC	1114931	13.95
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	22119B	184.77
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	22119C	33.58
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	22122A	136.28
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	22122B	50.40
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	206751	37.00
2110	970630	VISUAL MATERIALS	07814	NILES PUBLIC LIBRARY DIST	SEE ATTACHED	29.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	778052	127.94
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	781574	43.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	781575	31.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	778053	95.96
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R71665580	283.98
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R72597601	32.30
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R72107780	17.14
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R72597600	80.36
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B40627150	11.23
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B40769110	29.96
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	M35542420	322.92
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B40068510	151.37
2110	970630	VISUAL MATERIALS	21195	ALGONQUIN RECORDS	3-24-04-7	15.59
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST.,	3425F	30.00
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	7155083	66.40
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	7241193	64.24
2110	970630	VISUAL MATERIALS	80139	RECORDED BOOKS, LLC	1993888	27.30
2110	970640	AUTOMATED REFERENCE MAT'L	100602	PROQUEST	936849	4,565.00
2110	970640	AUTOMATED REFERENCE MAT'L	103231	VALUE LINE PUBLISHING	IS-12035	2,750.00
TOTAL LIBRARY SERVICES						43,627.74
2130	920204	TRAINING	103218	DOMINICAN UNIVERSITY G S	ATTACHED	145.00
2130	960990	MISC CONTRACTUAL SVCS	15976	GRAPHIC SOLUTIONS	6815	1,535.00

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CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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LECTION CRITERIA: payable.due_date='05/03/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
TOTAL PUBLIC LIBRARY FUND					1,680.00
TOTAL FUND					45,307.74

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CITY OF DES PLAINES
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LECTION CRITERIA: payable.due_date='05/03/2004'

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
202	980300	IMPROVEMENTS	103194 H B BARNARD COMPANY	PAYMENT# 2	11,390.00
TOTAL LIBRARY CAPITAL PROJ FUND					11,390.00
TOTAL FUND					11,390.00

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LECTION CRITERIA: payable.due_date='05/17/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920120	COMMUNICATION SERVICES	101343 CALL ONE	LIBRARY 4/15	236.76
2110	920140	DATA PROCESSING SERVICES	05537 ILLINOIS STATE LIBRARY	27754	325.98
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	OCLC	1,418.34
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	DPK304	3,708.00
2110	920204	TRAINING	101890 LAURA ADLER	REIMB	20.00
2110	920205	TUITION REIMBURSEMENTS	22450 DOROTHEA M. FRISBIE	TUITION REIM	500.00
2110	920210	IN-SERVICE TRAINING	09638 OFFICE DEPOT	241859173001	38.52
2110	920220	MEMBERSHIP DUES	100075 AMERICAN LIBRARY ASSOCIAT	229705	240.00
2110	920220	MEMBERSHIP DUES	100075 AMERICAN LIBRARY ASSOCIAT	59249	95.00
2110	920220	MEMBERSHIP DUES	102534 ILLINOIS LIBRARY ASSOCIAT	100415	115.00
2110	930010	R & M EQUIPMENT	07090 ACCOUNTOR SYSTEMS	21160	357.85
2110	930010	R & M EQUIPMENT	102047 WAGNER OFFICE SOLUTIONS I	40453	2,420.04
2110	930010	R & M EQUIPMENT	102047 WAGNER OFFICE SOLUTIONS I	40451	1,054.85
2110	930010	R & M EQUIPMENT	72106 COOPERATIVE COMPUTER SERV	DPK304	75.60
2110	930020	R & M BLDGS & STRUCTURES	02436 NORTHWEST ELECTRICAL SUPP	L81636	288.00
2110	930020	R & M BLDGS & STRUCTURES	07786 G & I ELECTRIC COMPANY,	25398	3,129.07
2110	930020	R & M BLDGS & STRUCTURES	100372 P.B. SALES	5234	240.00
2110	930020	R & M BLDGS & STRUCTURES	102711 SPEED-E-KLEEN	2444	100.00
2110	930195	BOOK BINDING & REPAIR	05479 HOUCHEN BINDERY LTD	121881	151.95
2110	930320	CLEANING:CUSTODIAL SERV	200147 MAJESTY MAINTENANCE INC	35440	150.00
2110	930320	CLEANING:CUSTODIAL SERV	200147 MAJESTY MAINTENANCE INC	35437	150.00
2110	960070	AUTO/TRAVEL EXPENSES	103044 JANET WONG	2-9-04 CONTR	257.70
2110	960070	AUTO/TRAVEL EXPENSES	13916 COMMUNITY CAB COMPANY	04-12-04	125.50
2110	960070	AUTO/TRAVEL EXPENSES	13916 COMMUNITY CAB COMPANY	04-07-04	169.00
2110	960210	SPECIAL EVENT PROGRAMMING	103276 DIANE GRIGG	6-09-04	200.00
2110	960210	SPECIAL EVENT PROGRAMMING	103278 PREVENT BLINDNESS AMERICA	3-06-04	114.29
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	04-22-04	26.53
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	04-16-04	32.13
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	04-18-04	39.98
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	04-12-04	59.98
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1739101	9.70
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1749129	1.85
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1741085	18.30
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1742332	.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1736822	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1747441	8.10
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1742333	6.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1750618	24.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1751859	7.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1748635	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1751864	20.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1765218	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1749397	12.15
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1755830	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1751860	5.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1753927	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1756104	12.45
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1763548	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1755828	33.15
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1756103	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1736821	26.65

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CITY OF DES PLAINES
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LECTION CRITERIA: payable.due_date='05/17/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1745674	6.45
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1747440	10.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1742336	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1748634	17.50
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1765219	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1749398	10.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1742335	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1756986	24.55
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1757565	7.75
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1749400	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1736818	3.50
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1749399	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1725913	64.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1736817	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1755829	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1747443	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1736820	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1741086	56.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1742334	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1741084	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1747439	10.95
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1753925	19.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1725914	92.80
0	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1736819	19.40
0	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1753926	93.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1757048	13.95
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1747442	27.25
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1763596	4.50
2110	960990	MISC CONTRACTUAL SVCS	08554	C. BERGER & COMPANY	57536	1,879.44
2110	960990	MISC CONTRACTUAL SVCS	101752	OCLC INCORPORATED	724887	405.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012519512	9.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012497327	38.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012514565	.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012477593	72.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012507175	2.70
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012328965	4.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012514448	7.15
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012327297	4.40
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012466884	58.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012501167	14.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012467105	56.40
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012507165	6.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012328473	22.75
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012476690	5.40
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012486092	1.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012496049	2.40
2110	960990	MISC CONTRACTUAL SVCS	102900	INITIAL TROPICAL PLANTS	563577	63.80
2110	960990	MISC CONTRACTUAL SVCS	102900	INITIAL TROPICAL PLANTS	563576	93.56
2110	960990	MISC CONTRACTUAL SVCS	103044	JANET WONG	2-9-04 CONTR	381.94
2110	970100	SUPPLIES	05337	SIGN A RAMA, USA	16962	30.00
2110	970100	SUPPLIES	09638	OFFICE DEPOT	241859984001	65.88

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ACCOUNTING PERIOD: 5/04

CASH REQUIREMENTS BILL LIST

LECTION CRITERIA: payable.due_date='05/17/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970100	SUPPLIES	09638	OFFICE DEPOT	242056887001	25.96
2110	970100	SUPPLIES	09638	OFFICE DEPOT	241887003001	7.90
2110	970100	SUPPLIES	09638	OFFICE DEPOT	241859713001	79.58
2110	970100	SUPPLIES	09638	OFFICE DEPOT	241850787001	31.36
2110	970100	SUPPLIES	09638	OFFICE DEPOT	242690096001	20.65
2110	970100	SUPPLIES	09638	OFFICE DEPOT	242689855001	305.98
2110	970100	SUPPLIES	102047	WAGNER OFFICE SOLUTIONS I	40462	8.50
2110	970100	SUPPLIES	20933	HAWK ELECTRONICS	322735	275.19
2110	970100	SUPPLIES	71891	RUNCO OFFICE SUPPLY	328495-0	29.96
2110	970100	SUPPLIES	71891	RUNCO OFFICE SUPPLY	328819-0	119.85
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	122383-00	534.90
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	122383-01	31.05
2110	970170	JANITORIAL	101451	GRAINGER	571591-5	350.77
2110	970170	JANITORIAL	102809	VALDES ENTERPRISES INC	8274	481.97
2110	970260	POSTAGE AND PARCEL	103035	FEDERAL EXPRESS	1-699-59857	41.38
2110	970260	POSTAGE AND PARCEL	103035	FEDERAL EXPRESS	1-698-99056	39.04
2110	970600	BOOKS	00029	OXFORD UNIVERSITY PRESS	91173073	22.08
2110	970600	BOOKS	02045	EDUCATORS PROGRESS SERVIC	92L14-670SC	89.80
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1736822	19.14
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1747441	81.30
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1747443	23.98
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1755830	43.56
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1756104	167.70
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1749399	26.91
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1742333	41.93
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1763548	28.02
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1753927	4.78
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1755828	626.23
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1748635	12.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1749397	113.03
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1751859	125.91
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1749398	113.82
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1751864	187.56
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1756103	22.78
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1758303	30.40
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1755829	38.97
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1736818	21.51
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1725913	530.83
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1736817	25.98
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1749400	30.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1751860	49.40
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1757565	120.89
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1742336	8.99
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1742334	39.96
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1742335	14.41
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1742332	18.98
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1765219	19.93
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1748634	132.55
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1747439	195.01
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1765218	21.17
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1756986	195.03

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CASH REQUIREMENTS BILL LIST

LECTION CRITERIA: payable.due_date='05/17/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1736821	191.15
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1736819	173.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1753926	876.27
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1736820	9.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1745674	49.66
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1741084	24.53
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1757048	111.47
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1747442	244.27
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1763596	41.44
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1725914	348.64
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1747440	110.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1741085	180.74
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1750618	304.26
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1741086	465.07
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1753925	329.70
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1749129	16.74
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1739101	78.96
2110	970600	BOOKS	03363	WEST GROUP	806303310	169.65
2110	970600	BOOKS	07439	THE GALE GROUP	13241189	74.84
2110	970600	BOOKS	07439	THE GALE GROUP	13210904	184.47
2110	970600	BOOKS	07439	THE GALE GROUP	13249082	135.67
2110	970600	BOOKS	07439	THE GALE GROUP	13202365	161.72
2110	970600	BOOKS	07439	THE GALE GROUP	13211688	194.42
2110	970600	BOOKS	09855	WEISS RATINGS, INC.	4092831	328.85
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012496049	27.80
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012519512	90.88
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012476690	51.00
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012466884	152.15
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012507165	65.74
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012486092	13.60
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012467105	620.64
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012477592	1,645.28
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012504790	74.64
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012501167	306.20
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012497326	833.68
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012328473	100.84
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	5004991212	350.37
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012327297	4.16
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012328965	7.74
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012514448	14.26
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012507175	28.40
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012514565	15.31
2110	970600	BOOKS	103277	DUNDEE TOWNSHIP PUBLIC LI	3-30-04	49.95
2110	970600	BOOKS	103279	W W WICKEL COMPANY	13452	401.12
2110	970600	BOOKS	12168	GREENWOOD PUBLISHING GROU	2344416	41.92
2110	970600	BOOKS	40830	JOHN WILEY & SONS, INC.	10139252	345.00
2110	970600	BOOKS	68820	MARSHALL CAVENDISH CORP.	R 664992	149.94
2110	970610	AUDIO MATERIALS	02482	B B C AUDIOBOOKS	151406	6.50
2110	970610	AUDIO MATERIALS	02482	B B C AUDIOBOOKS	151070	8.00
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-14-04-2	37.07
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-14-04-3	268.56

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SECTION CRITERIA: payable.due_date='05/17/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-14-04-1	294.47
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	234262	53.49
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5694280P	187.20
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5679248P	51.20
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	2003647	43.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	1995763	11.90
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	2001257	17.85
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	2002132	79.80
2110	970620	SUBSCRIPTIONS & BOOKS	05148	CRONER PUBLICATIONS	4804	129.95
2110	970620	SUBSCRIPTIONS & BOOKS	67929	VALUE LINE PUBLISHING INC	SEE ATTACHED	495.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	22484A	23.48
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	22484C	110.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	22484D	53.76
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	22119E	10.94
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	22122C	133.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	21211D	37.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	19810I	12.59
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	22484B	199.75
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	785429	84.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	785428	43.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	785427	19.99
2110	970630	VISUAL MATERIALS	102320	DIVERSE MEDIA INCORPORATE	396884	64.38
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R73418571	10.76
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B41241160	136.33
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B41827980	794.79
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B41469390	637.86
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R73310131	156.72
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B41469380	150.65
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B40751080	50.21
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R73310130	95.19
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R73418570	16.26
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	M35794700	172.20
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	M36080680	142.46
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R110145DM	110.50
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	7356226	26.38
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	7328389	70.99
2110	970640	AUTOMATED REFERENCE MAT'L	07439	THE GALE GROUP	RI 13235701	1,071.00
2110	970640	AUTOMATED REFERENCE MAT'L	101798	SCHOLASTIC LIBRARY PUBLIS	10886202	580.00
2110	970640	AUTOMATED REFERENCE MAT'L	17534	ROTH PUBLISHING, INC.	71647	600.00
2110	970900	EQUIPMENT <\$5,000	07940	VIDEO MASTER, INC.	42809	780.00
2110	980600	FURNITURE & FIXTURES	17924	CORPORATE CONCEPTS, INC.	136047	1,573.10
TOTAL LIBRARY SERVICES						45,249.68
2130	920202	CONFERENCES	103297	CTR FOR THE STUDY SCIENCE	SEE ATTACHED	40.00
2130	920204	TRAINING	43806	NORTH SUBURBAN LIBRARY SY	SEE ATTACHED	25.00
2130	970270	PRINTING-REPROD-BINDING	05228	KASCO PRINTING	5522	3,938.00
TOTAL IL LIBRARY PER CAP GRANT						4,003.00
TOTAL FUND						49,252.68

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PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

LIBRARY DIRECTOR'S REPORT
June 15, 2004

Note: No official inquiries or request for confidential information have been received since the last report.

I. PERSONNEL

New employee for May/June 2004 is Gloria Kozak, Technical Services Assistant.

Resignations/ Separations for May/June 2004 are Jesse Rivera, Part time Page, Circulation Services and Janine Kosteki, Part time Reference Librarian.

II. STAFF DEVELOPMENT

Several staff members attended the American Booksellers' Association Book Expo in Chicago June 3-5. Martha Sloan spoke as a panelist at a preconference for small, independent publishers. Department Heads met with Diane Grigg on May 19 to learn Ms. Grigg's framework for handling difficult conversations. Four Department Heads attended two seminars led by Technology Consultant Joan Frye Williams regarding communication between technology staff and public service staff and current trends in technology that will benefit library customer's convenience and staff productivity. Department Heads will meet with Dick Sem of Sem Security on June 9 to develop an assessment of current security practices and plan for improvements to our system.

Holly Richards Sorensen is organizing the library's entry in the Des Plaines Fourth of July Parade.

Veronica Schwartz is organizing a library Relay for Life team for the event on July 30/31. Several Library Staff are planning to participate.

III. PATRON SERVICES

The library staff is organizing a voter registration service to accommodate the anticipated demand for registrations during the last four days before the registration deadline, October 2-4.

Circulation decreased from May 2003, with all circulation down in nearly all collections. The collections with substantial increased usage were DVDs in both the youth and adult collections. Audio-visual circulation accounted for 33% of the youth services circulation and 51% of the adult, with an overall proportion of 45% of circulation for May.

Patron attendance and patron assistance in some departments has also decreased. Activities associated with holds, patron reserves, and interlibrary loan have all increased as have patron assistance in several areas of adult services. Staff assisted interlibrary loan activities have decreased.

The meeting rooms were used 102 times in May, with a total attendance of 1886.

IV. OTHER PROFESSIONAL ACTIVITIES

I attended the Friends of the Library 50th Anniversary event on Friday, May 21, the Friends of the Library meeting on May 25, met Joe Caprile of Lohan, Caprile, Goettsch on May 28, and attended special meetings of the City Staff and City Council to discuss the flood preparation activities of May 23 through 28.

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

May 2004

				% Change
Total 2003 to Date:	449,305	Total 2004 to Date:	454,827	1.23%
May2003	84,514	May2004	80,442	-4.82%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>		
	CHILDREN	2003	2004	2003	2004	2003	2004
Non Fiction		5,116	4,546	625	598	5,741	5,144
Fiction		12,296	10,760	1,394	1,176	13,690	11,936
Foreign Language Non Fiction		96	59	8	5	104	64
Foreign Language Fiction		595	491	64	35	659	526
Periodicals		174	169	6	10	180	179
Compact Discs		893	614	44	64	937	678
Audio Cassettes		172	110	4	1	176	111
Audio Kits		218	158	31	28	249	186
Puzzles		334	205	23	21	357	226
Games		92	118	28	10	120	128
Audio Books		291	325	21	17	312	342
Video Fiction		3,196	2,517	588	486	3,784	3,003
Video Non Fiction		813	626	71	22	884	648
DVD		1,925	2,819	98	234	2,023	3,053
CD ROMs		562	527	0	0	562	527
SUB TOTAL		26,773	24,044	3,005	2,707	29,778	26,751
ADULT							
Non Fiction		11,355	11,195	244	253	11,599	11,448
Fiction		8,561	8,069	387	443	8,948	8,512
Large Type		1,304	1,363	163	158	1,467	1,521
Foreign Language Non Fiction		347	367	2	3	349	370
Foreign Language Fiction		832	977	1	0	833	977
High School Collection		478	504	4	1	482	505
Periodicals		2,565	2,573	204	211	2,769	2,784
Pamphlets		8	4	0	0	8	4
Compact Discs		7,481	6,890	519	578	8,000	7,468
Audio Cassettes		2	4	13	0	15	4
Puzzles		3	4	0	0	3	4
Pictures		27	24	0	0	27	24
Audio Books		2,367	2,358	43	29	2,410	2,387
CD ROMs		250	162	0	0	250	162
Video Fiction		6,617	4,326	521	473	7,138	4,799
Video Non Fiction		3,195	2,673	65	26	3,260	2,699
DVD		6,664	9,241	335	613	6,999	9,854
Misc. Formats		179	166	0	3	179	169
		52,235	50,900	2,501	2,791	54,736	53,691
GRAND TOTAL		79,008	74,944	5,506	5,498	84,514	80,442
Self Check		16,983	18,324	0	0	16,983	18,324

**DES PLAINES PUBLIC LIBRARY
REGISTRATION SERVICES REPORT FOR MAY 2004**

I. Library Card Registration Services

<u>May 2003</u>	<u>Apr 2004</u>	<u>May 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
670	837	796	4,254	3684	(-19.4%)

A.	New Library Card Registrations	302
B.	Updated Library Card	358
C.	Other Libraries	135
D.	Non Resident Fee Paid Cards	1
Total		796

II. Other Registration Services

1.	Patrons Registering for Programs	297
2.	Number of Meeting Room Uses	69
3.	Voters Registered	5
4.	Senior Cab Cards	10
Total		381

III. Total Number Of Registered Borrowers

May 2003	43,833	(76.9% of Population)
May 2004	34,341	(60.3% of Population)

**DES PLAINES PUBLIC LIBRARY
CIRCULATION SERVICES REPORT FOR MAY 2004**

Patron Attendance Count

<u>May 2003</u>	<u>Apr 2004</u>	<u>May 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
42,576	46,476	41,281	236,598	234,896	(-0.7%)

**Reciprocal Borrowing
(Materials Lent)**

	<u>May 2003</u>	<u>May 2004</u>	<u>% Change</u>
NSLS	12,188	13,248	8.0%
Other Systems	5,584	4,296	-30.0%
Total	17,772	17,544	-1.3%

Interlibrary Loan

	<u>May 2003</u>	<u>May 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
Sent	3,506	4,194	18,674	27,481	32.0%
Received	2,252	2,403	4,655	18,955	75.4%
Total	5,758	6,597	23,329	46,436	49.8%

DES PLAINES PUBLIC LIBRARY
HOLDINGS
JUNE 2004

	<u>May 2004</u>	<u>June 2004</u>	<u>Change</u>	<u>% Change</u>
Books	250,491	251,255	764	0.31%
Audio	21,050	21,240	190	0.90%
Video	20,807	20,794	-13	-0.06%
Puzzles & Games	722	717	-5	-0.69%
Realia	237	237	0	0.00%
Pamphlets	326	326	0	0.00%
Total	293,633	294,569	936	0.32%

**DES PLAINES PUBLIC LIBRARY
CIRCULATION PATRON ASSISTANCE
MAY 2004**

Assistance/Service Desk	<u>May 2003</u>	<u>May 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Phone Calls Received	1,360	515	6,876	5,353	-28.45%
2. Patron Renewals	1,661	1,164	8,810	6,924	-27.24%
3. Patron Reserves Delivered	3,012	3,260	13,848	17,238	19.67%
4. Directional	1,309	955	8,004	5,963	-34.23%
5. Account Inquiries	4,166	2,871	21,225	16,346	-29.85%
6. Program Sign-up	435	859	3,110	3,313	6.13%
7. In Person Patron Assistance	2,871	1,316	14,970	8,996	-66.41%
Total	14,814	10,940	76,843	64,133	-19.82%
Assistance/Switchboard	<u>May 2003</u>	<u>May 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Phone Calls Answered	3,239	2,877	19,314	16,398	-17.78%
2. Delivery/Buzzer	54	38	350	341	-2.64%
3. 2-Way Radio	130	111	796	598	-33.11%
Total	3,423	3,026	20,460	17,337	-18.01%
Grand Total	18,237	13,966	97,303	81,470	-19.43%

**DES PLAINES PUBLIC LIBRARY
ADULT SERVICES PATRON ASSISTANCE
MAY 2004**

Assistance	<u>May 2003</u>	<u>May 2004</u>	<u>Year to Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Computer/Instructional	816	1,238	3,841	5,288	27.4%
2. Mechanical	488	492	2,285	2,248	-1.6%
3. Directional	733	1,002	4,521	6,004	24.7%
4. Informational	1,168	1,567	6,584	8,684	24.2%
5. Tax Forms	39	17	1,171	1,697	31.0%
6. Instruction	122	39	595	206	-188.8%
Total	3,366	4,355	18,997	24,127	21.3%
Reference and Readers' Services	<u>May 2003</u>	<u>May 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Specific Item Request	2,809	2,946	15,476	17,163	9.8%
2. Ready Reference	954	1,412	5,342	7,612	29.8%
3. In-Depth Reference	199	322	1,125	1,786	37.0%
4. Virtual Reference Desk	92	31	361	179	-101.7%
5. Interlibrary Loan Request	175	161	1,159	705	-64.4%
6. Readers' Advisory	138	131	696	735	5.3%
7. Reserves	920	936	5,388	5,388	0.0%
Total	5,287	5,939	29,547	33,568	12.0%
Sign Up	<u>May 2003</u>	<u>May 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Internet	5,679	6,653	29,906	36,075	17.1%
2. Computer Lab	547	700	2,648	4,120	35.7%
3. Group Study Rooms	772	744	4,095	4,544	9.9%
4. Reading Edge	0	1	7	3	-133.3%
Total	6,998	8,098	36,656	44,742	18.1%
Grand Total	15,651	18,392	85,200	102,437	16.8%

V.D.1.

**DES PLAINES PUBLIC LIBRARY
YOUTH SERVICES PATRON ASSISTANCE
MAY 2004**

Assistance	<u>May 2003</u>	<u>May 2004</u>	<u>Year to Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Computer Sign-up	1,981	1,551	12,988	8,788	-47.8%
2. Program Sign-up	410	44	2,143	1,838	-16.6%
3. Equipment Repair & Assistance	888	623	4,807	4,827	0.4%
4. Directional Questions	282	485	1,534	2,575	40.4%
5. ILL & Patron Holds	130	187	703	834	15.7%
Total	3,691	2,890	22,175	18,862	-17.6%
In-House Circulation	<u>May 2003</u>	<u>May 2004</u>	<u>Year to Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Train Sets	1,192	1,288	6,706	7,178	6.6%
2. Chess/Checkers	68	55	357	385	7.3%
3. School Supplies Handouts	NA	86	NA	739	
4. Textbooks	13	32	60	123	51.2%
5. Reserve Books	62	153	363	423	14.2%
Total	1,335	1,614	7,486	8,848	15.4%
Reference	<u>May 2003</u>	<u>May 2004</u>	<u>Year to Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Specific Item Request	830	948	5,790	5,506	-5.2%
2. Reference	735	731	3,682	4,280	14.0%
3. Readers' Advisory	116	164	770	847	9.1%
4. Referrals to Other Libraries	20	38	146	114	-28.1%
5. Book Bag Request	89	7	130	41	-217.1%
Total	1,790	1,888	10,518	10,788	2.5%
Grand Total	6,816	6,392	40,179	38,498	-4.4%

**DES PLAINES PUBLIC LIBRARY
USE OF ONLINE REFERENCE PRODUCTS
MAY 2004**

Alldata	NA
BigChalk	248
CLCD	8
CQ Electronic Library	6
Ebsco:	
• Novelist	74
• Primary/Middle Search	10
• Searchasaurus	4
FACTS.com	46
First Search	1,669
Gale Group:	
• AncestryPlus	100*
• Biography Resource Center	500
• Business & Company Resource Center	200
• Contemporary Authors	30
• General Reference Center Gold	497
• Student Resource Center	560
Grolier Online	42*
Hoover's Online	NA
LitFinder	41
Morningstar	9*
NewsBank:	
• American Obituaries and Death Notices	265
• Chicago Tribune Archive	2,180*
• Chicago Tribune	270*
• Chicago Sun-Times	190*
• Chicagoland	NA
• Daily Herald	84*
• Noticias en Español	1
ProQuest	255
(<i>Wall Street Journal, New York Times Historical Archive</i>)	
Reference USA	661
SIRS Discoverer	41
ValueLine	NA
World Book Encyclopedia	90
 Total Searches & Queries	 8,081

*Number of sessions or views (number of searches not provided)

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR MAY 2004**

Times Used Attendance

Library Sponsored Programs/Meetings

Adult Services Meeting	1	9
Art of Thai Dance	1	56
Circulation Clerks Meeting	1	12
Community Outreach Task Force	2	18
Department Heads Meeting	4	32
Film – "Mona Lisa Smile"	1	45
Friends of the Library	2	42
Friends of the Library Anniversary Party	1	140
Gastroesophageal Reflux Disease	1	25
Introduction to Basic Computers	2	14
Introduction to the Internet	3	18
Lunchtime Stories for Adults	1	4
Page Meeting	2	26
Spanish Language Computer Classes	2	23
Staff Computer Classes	4	14
Thursday Evening Book Discussion	1	8
Tuesday Morning Book Group	1	23
Voter Registration Meeting	1	6
Youth Services Staff Meeting	1	8
Total	32	523

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR MAY 2004**

	<u>Times Used</u>	<u>Attendance</u>
Outside Community Groups		
Care Coalition – Family Resource Fair	1	25
Chicago-North Romance Writers	1	30
Des Plaines Art Guild	1	15
Des Plaines Relay for Life	1	8
Junior Woman's Club of Des Plaines	1	20
Kiwanis Club of Des Plaines	2	32
Library Courte Condominium Meeting	1	20
My Web Librarian Training	1	6
Polyglots Toastmasters	2	16
River Edge Condominium Meeting	1	20
River Pointe Condominium Meeting	1	40
Square Spares	1	16
Toastmasters Club of Des Plaines	2	34
Total	16	282
Other		
Library Board Meeting	1	15
Total	1	15

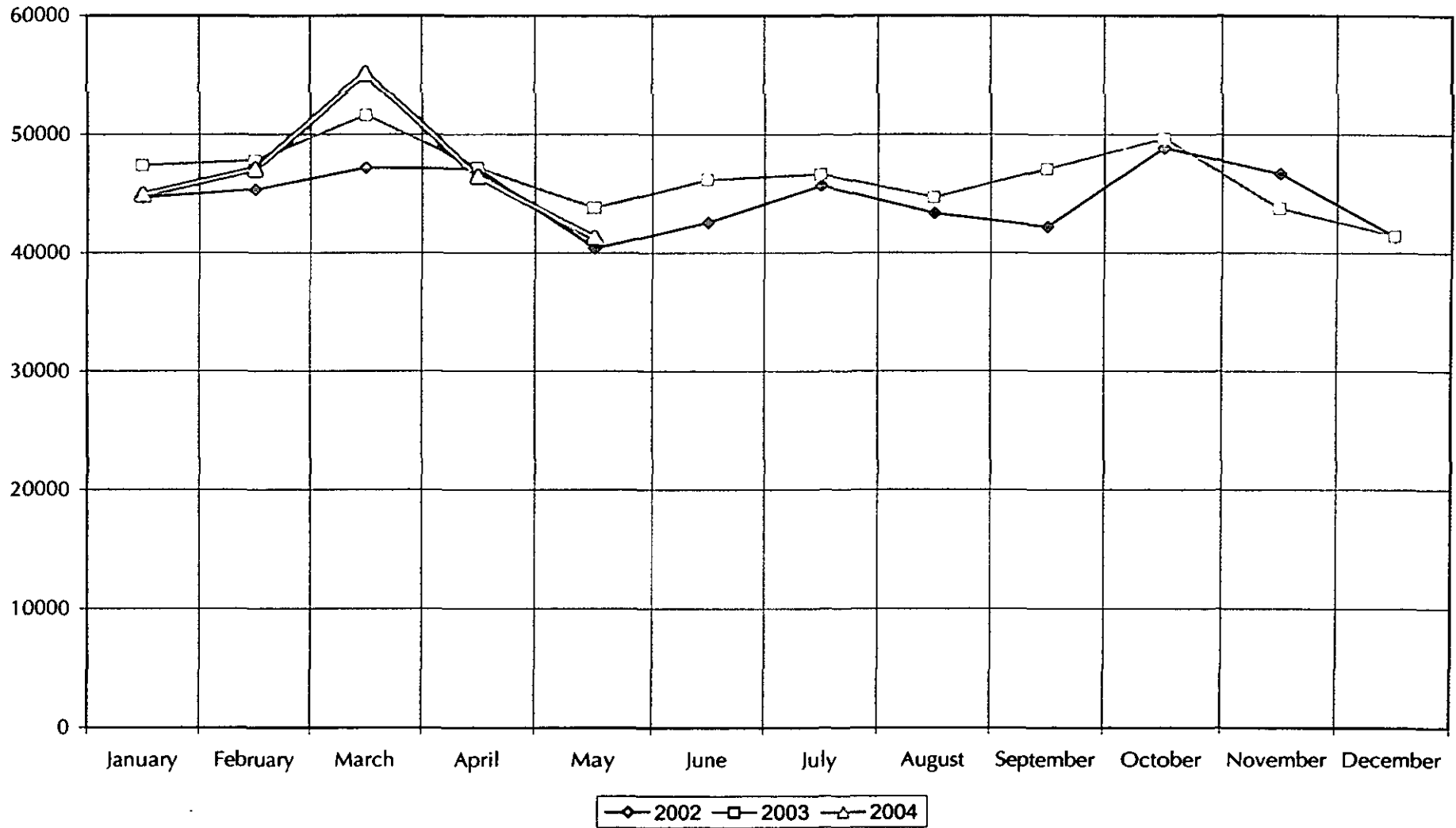
**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR MAY 2004**

	<u>Times Used</u>	<u>Attendance</u>
Library Sponsored Children's Programs		
Drop-in 2 year olds Storytime	1	15
Drop-in 3-5 year olds Storytime	3	25
Baby Talk Book Times	24	267
Darren Shan - YA Author	1	81
Jr. Great Books	4	43
Mother's Day Drop-In Craft	1	75
North School Kindergarten Tour	1	15
United Methodist Preschool Visit	2	45
 Total	 37	 566
 Literacy Program		
Learn to Read	16	498
 Grand Total	 102	 1886

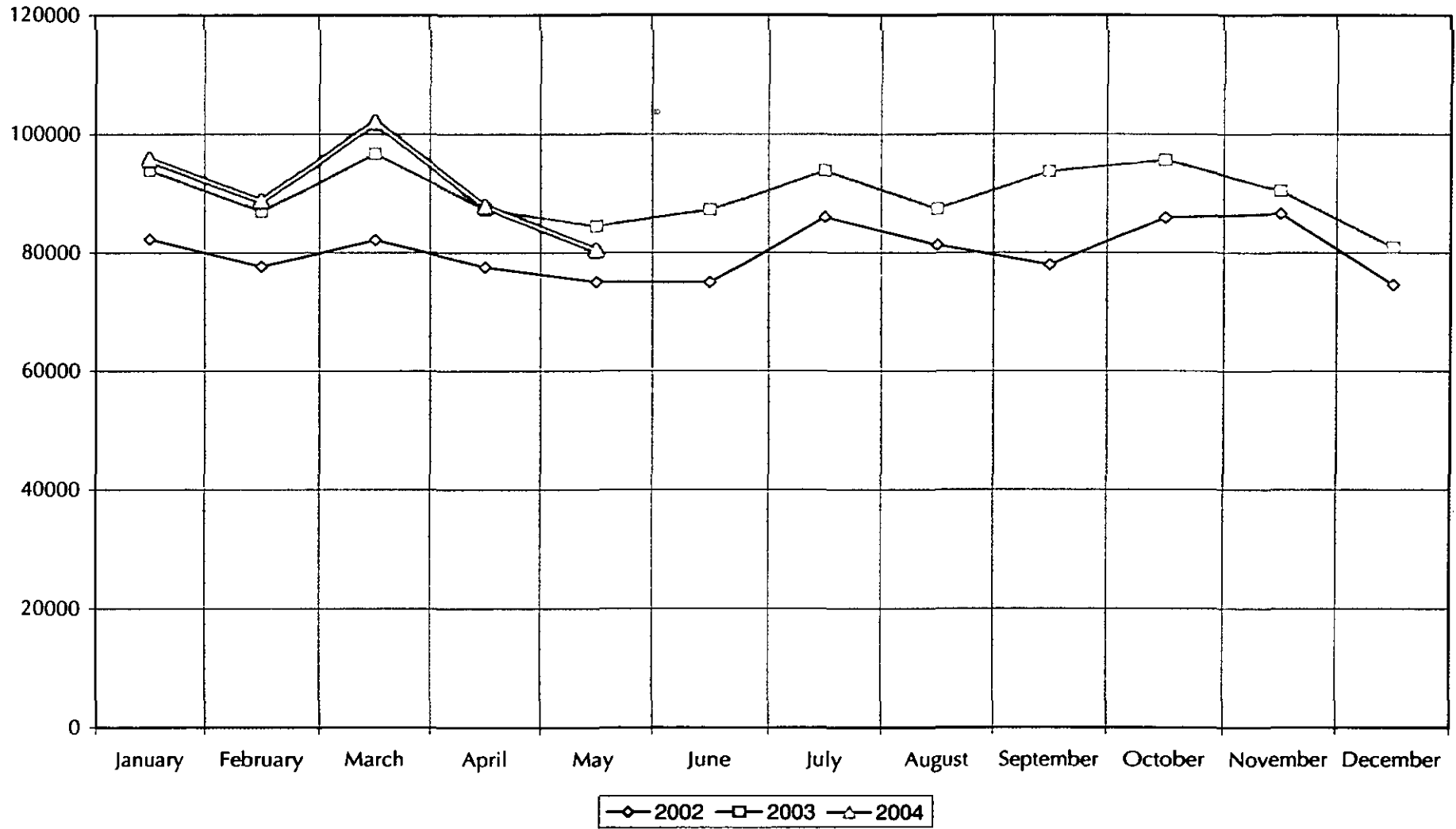
May Total = 42 groups involving 1,886 people.

2004 Year to Date Total = 350 groups involving 18,758 people.

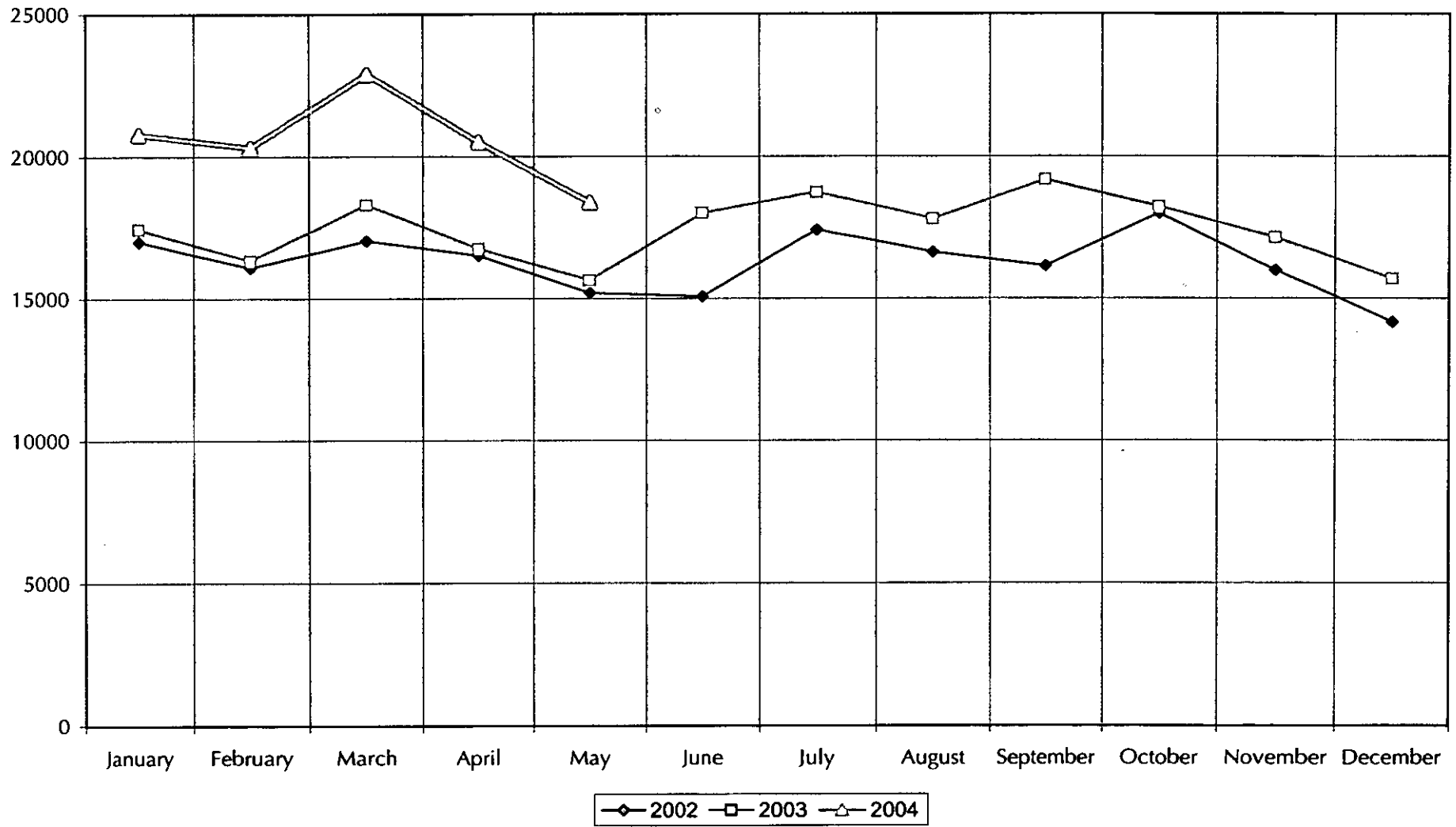
Patron Attendance May 2004



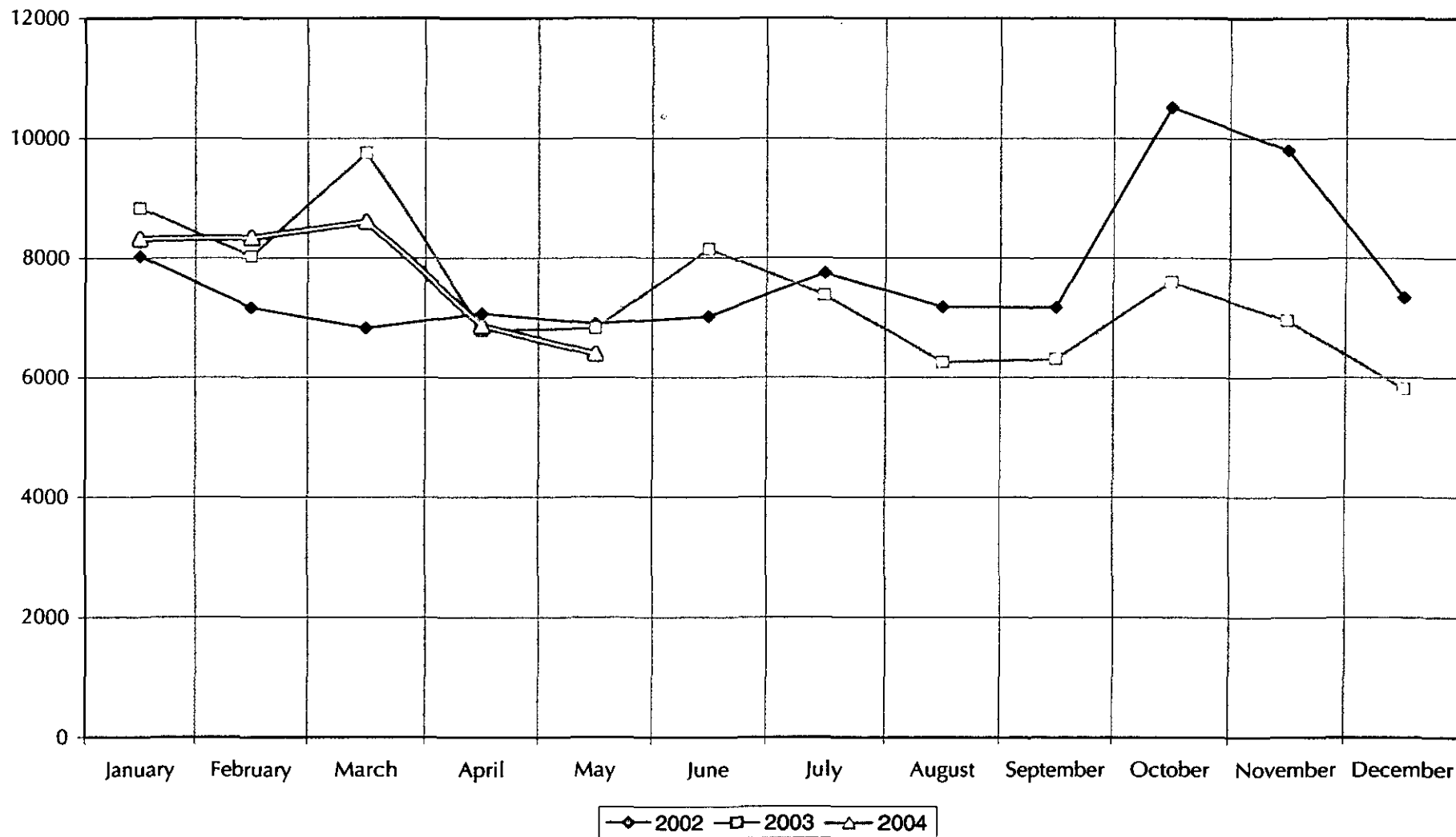
Circulation Statistics Items Circulated Per Month by Year



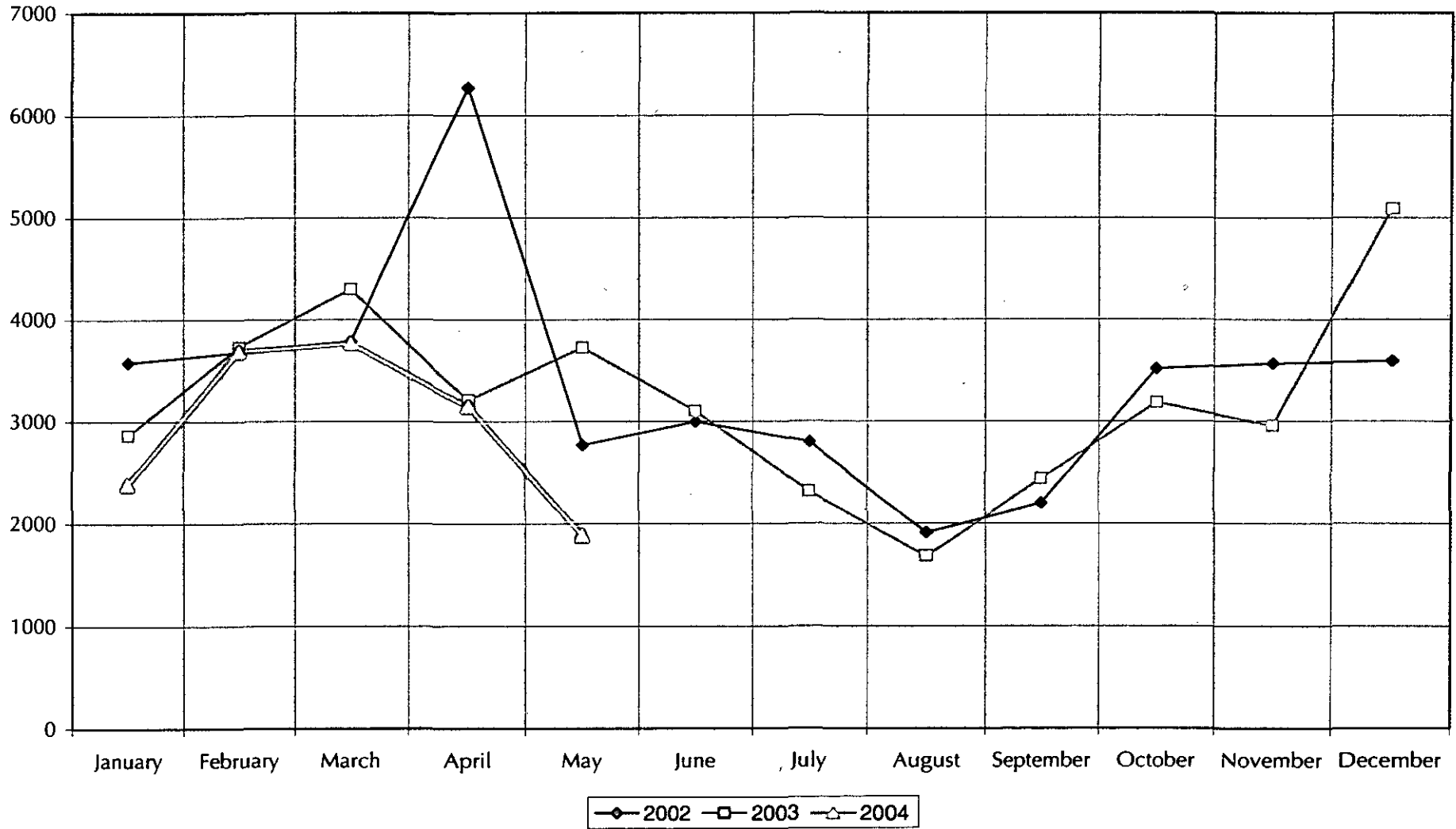
Adult Patron Assistance May 2004

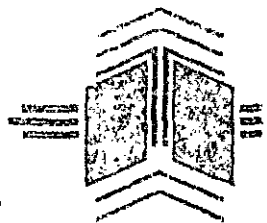


Youth Patron Assistance May 2004



Meeting Room Attendance May 2004





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V.D.2.

FRIENDS OF THE DES PLAINES PUBLIC LIBRARY
May 25, 2004 Meeting Report

The Friends of the Des Plaines Public Library held a Roundtable meeting on May 25 at 7 PM in Meeting Room A. President Mike Lake presided.

Committee Reports:

Wally Meyer reported that the bookshelf sales are going nicely and that volunteers are needed to refill the shelves on a regular basis.

Mary Minnis reported that plans are underway to take a small number of books to sell at the Methodist Campground's community sale event on August 14-15.

Avis Nowak reported on the May 18 Library Board meeting that she attended. She was appreciative of the open discussion that the trustees held regarding several matters.

Mary Minnis reported that the audit committee had completed their work and that the financial records of the organization are in order.

Old Business:

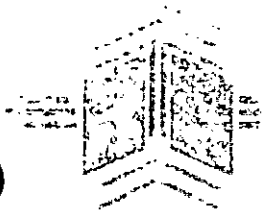
The group agreed not to pursue purchasing magnets for distribution in the library at this time.

New Business:

The group voted for a second time in favor of supporting Friends Family Sundays, Sunday Films, the Summer Reading Club, Poetry Activities, and the Hospitality Fund, totaling \$11,995. They voted for the first time in favor of paying for the purchase and installation of a ceiling mounted projection screen for the storytime room at a cost not to exceed \$2,000.

President Lake asked for volunteers for a Wish List Committee to work with Sandra Norlin to develop a list of items for the Friends to consider funding. Virginia McGrath and Ralph Minnis volunteered.

[This report was prepared by Sandra Norlin, Library Director]



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V.D.2.

- Progress Report
- Response Requested by _____
- Board Action Required 06/15/04 meeting

BOARD OF TRUSTEES
 Minutes of the Management Committee Meeting
 June 1, 2004

Chair: Eldon Burk
 Present: Eldon Burk, Mary Ellicson, Noreen Lake, Sandra Norlin, Martha Sloan,
 Hector Marino

Call to Order: 4:35 PM by Eldon Burk.

The Committee reviewed Internet Policy A-13 and made the following changes:

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. All public computers on the second floor have filtered access to the internet; however, the library cannot guarantee the infallibility of the filter software.

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.~~ A patron who is offended by or objects to an internet site on a neighboring computer may ask to be relocated to another computer, if available.

The Style Committee will review the library policy manual.

The Management Committee will meet on Thursday, July 8, 2004 at 4:30 pm to continue the review of library policies.

The meeting adjourned at 5:25 PM.

Minutes prepared by Sandra K. Norlin.



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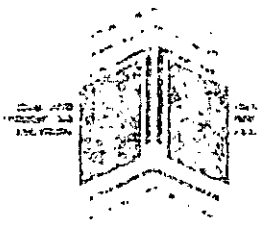
VII.B

The Board of Library Trustees of the Des Plaines Library will hold its regular monthly meeting for the period of August 2004 through July 2005 on the third Tuesday of each month at 7:00 PM, **except January 18, 2005 which will meet at 4:00 PM** in the second floor Conference Room. The dates are as follows:

Month	Day	Year
August	17	2004
September	21	2004
October	19	2004
November	16	2004
December	21	2004
January	18	2005
February	15	2005
March	15	2005
April	19	2005
May	17	2005
June	21	2005
July	19	2005

Sandra K. Norlin
 Library Director

Approved _____



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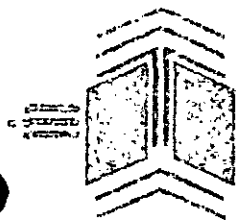
VII.C.

2004 – 2005 LIBRARY CLOSINGS

Sunday, September 5, 2004	Labor Day Holiday
Monday, September 6, 2004	Labor Day
Thursday, November 25, 2004	Thanksgiving
Friday, December 24, 2004	Christmas Eve
Saturday, December 25, 2004	Christmas Day
Friday, December 31, 2004	New Year's Eve
Saturday, January 1, 2005	New Year's Day
Sunday, March 27, 2005	Easter
Thursday, May 12, 2005	All Staff Inservice Day
Sunday, May 29, 2005	Memorial Day Holiday
Monday, May 30, 2005	Memorial Day
Sunday, July 3, 2005	Independence Day Holiday
Monday, July 4, 2005	Independence Day

Sandra K. Norlin
 Library Director

Approved _____



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www.desplaines.lib.il.us**VII.D.**FORMULA FOR DETERMINING NON-RESIDENT FEE*

1. = Library income from local government sources [\$4,748,818]
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 2003

Arlington Heights	\$280.00
Mount Prospect	\$190.00
Niles	\$155.00
Park Ridge	\$230.00

Des Plaines	\$197.00
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Non-Resident Fees 2004

Arlington Heights	\$290.00
Mount Prospect	\$272.00
Niles	\$160.00
Park Ridge	\$230.00

Des Plaines	<u>\$215.15</u>
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* Provided by Illinois State Library.

Des Plaines Public Library
Laptop Selection
May 2004

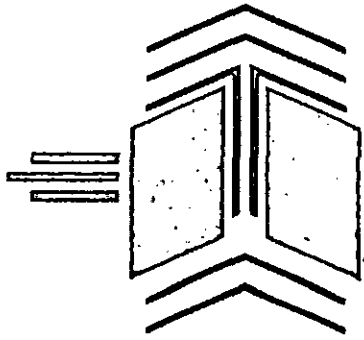
The process of selecting a laptop requires the selector to make a number of significant choices based on what purposes are expected. The laptops the library is purchasing this year will be used mainly in a classroom setting, with the occasional foray into Internet access and video viewing. With this in mind, we set out to locate a powerful machine with a reasonably long battery life. The following table shows that we have chosen a single CPU (Central Processing Unit) with a certain amount of memory, and a particular video processor with it's own memory. These inherent qualities will allow the machine to function at or above the ability of any of our regular desktops, providing an experience nearly the same as we could obtain on the standard machines here.

Computer	Dell Inspiron 5150	Acer Aspire 1712SMi	HP Pavilion ZD7000
Processor	3.06 GHz Intel Pentium 4 Mobile	3.0 GHz Intel Pentium 4 Mobile	3.06 GHz Intel Pentium 4 Mobile
Memory	512MB DDR	1024MB DDR	512MB DDR
Video	NVIDIA GeForce FX Go5200 64MB DDR	NVIDIA GeForce FX Go5700 64MB DDR	NVIDIA GeForce FX Go5200 64MB DDR
Battery Life	4:44	Up to 1 hour	2:12
Wireless	802.11b/g	802.11b/g	802.11b/g
Hard Drive	30 GB	120 GB	40 GB
Warranty	3 Year Next Day On-Site	3-Year Next Day On-Site	3-Year 3-4 Day Ship-in
Price	\$1951	\$1975	\$1827

The big differences you see between these machines come in 4 areas: battery life, hard drive, warranty, and, of course, price. We are trying to obtain an "apples to apples" comparison, but that is nearly impossible with so many other variables. Of the machines listed, the Acer has the most memory and the largest hard drive, but the 1 hour battery life will make it very hard to use, and the price is the highest. The HP machine has a lower price, but the 2 hour battery life and the ship-in warranty make it less desirable. The Dell machine has the smallest hard drive, but the battery life is extraordinary for so powerful a laptop, and the warranty is very good. The price is slightly less than the Acer.

Based on these numbers and the intended use, I recommend the Dell machine. The difference in price is justified by the significantly better warranty (most of the difference in price) and the increased battery life (more than double that of the HP). The Acer is not really worth considering, because of the higher price and the battery life. The HP is a good machine, but the warranty could take a machine out

- of service for weeks at a time, while the warranty on the Dell guarantees a few days at most. The battery life will become a significant factor when moving the laptops from room to room, allowing staff to set them up for most purposes without having to plug them in (a problem with the current laptops).



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BOARD OF TRUSTEES Minutes of the Executive Session June 15, 2004

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the second floor Conference Room on Tuesday, June 15, 2004. President Noreen Lake called the meeting to order at 8:36 PM.

Members Present: Eldon Burk, Susan Burrows, Noreen Lake, Jerry Mahony, Rhys Read, Elaine Tejcek, Susan Weinberg.

Members Absent: Mary Ellicson, William Grice.

EXECUTIVE SESSION MINUTES

The Board reviewed the Executive Session minutes and concurred that the need for confidentiality still exists as to all of the remaining Executive Session minutes.

MOTION by Rhys Read, seconded by Jerry Mahony, to adjourn the meeting.
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 8:40 PM.

Minutes prepared by Carol Kidd.