

BOARD MINUTES

July 2004 - December 2004

W. W. W. W.

# Des Plaines Public Library

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

## NOTICE

### DES PLAINES PUBLIC LIBRARY

#### BOARD OF TRUSTEES

#### REGULAR BOARD MEETING

TUESDAY, DECEMBER 21, 2004

7:00 PM

Conference Room – Second Floor

#### Agenda:

- Annual Budget Resolutions
- Strategic Plan Progress Report
- Art Committee Report
- Executive Session
- Semi-Annual Review of Executive Session Minutes**

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

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## II.

## DES PLAINES PUBLIC LIBRARY

## BOARD OF TRUSTEES

Agenda for the Regular Meeting  
**December 21, 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 – November 16, 2004 and Special Board Meeting – December 7, 2004.
  - B. Acceptance of Financial Reports for November 2004.
  - C. Approval of Library Expenditures.
    1. Warrant Register – November 01, 2004 - \$96,591.13.
    2. Warrant Register – November 15, 2004 - \$100,242.29.
    3. Salaries – November 12, 2004 – \$109,450.05.
    4. Salaries – November 22, 2004 - \$109,704.28.
  - D. Acceptance of Reports.
    1. Director's Report – Sandra Norlin.
    2. Friends of the Library Report – Elaine Tejcek.
    3. Committee of the Whole Report – November 16, 2004 - William Grice.
    4. Finance Committee Reports – December 1, 2004 – Rhys Read.
    5. Art Committee Report – December 7, 2004
- VI. Old Business.
  - A. FY2005 Library Budget. [Action Item]



- VII. New Business. (8:00 PM)
  - A. Resolutions. [Action Item]
    - 1. Transfer of Funds of Fund Balance.
    - 2. Appropriation and Levy.
  - B. Strategic Plan Progress Report.
  - C. Approval NewsBank (2005 Budget) - \$8,470.00. [Action Item]
  - D. Approval Thomson Gale (2005 Budget) - \$9,500.00. [Action Item]
  - E. Proquest Information and Learning - \$8,660.00. [Action Item]
  - F. Review Library Personnel Policy D-6 D. Sick Leave. [Action Item]
  - G. Approval Art Sculpture (Joe Walters) - \$10,000.00. [Action Item]
  - H. Library Community Foundation/Chicago Community Trust. [Action Item]
- VIII. Announcements.
- IX. Correspondence.
- X. Other
- XI. Executive Session.
  - A. Semi-Annual Review of Executive Session Minutes.
- XII. Adjournment. (9:15 PM)

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**V.A.**

## BOARD OF TRUSTEES Minutes of the Regular Meeting November 16, 2004

The regular meeting of the Des Plaines Public Library Board of Trustees was held in second floor conference room on Tuesday, November 16, 2004. President Noreen Lake called the meeting to order at 7:13PM.

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

Members Absent: Eldon Burk, Mary Ellicson.

Also Present: Sandra Norlin, Martha Sloan, Hector Marino, Carol Kidd, Leslie Steiner, Alderman Carla Brookman, Jeannette Jacoby, Kimberly Bilotech.

### CONSIDERATION OF THE AGENDA.

MOTION by Rhys Read, seconded by Susan Weinberg, to amend the agenda by adding under VII. New Business. F. Buy A Brick and G. *Foreword* Article.

MOTION by Rhys Read, seconded by Susan Weinberg, to accept the agenda, as amended. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

### PUBLIC COMMENTS AND QUESTIONS.

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Carla Brookman.

Alderman Brookman in attendance. No report.

## 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 October 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	\$ 11,793.50
2. Petty Cash Expenditures	\$ 6.12
3. Budget Expenditures for October	\$ 435,280.86
4. Expenditures Year to Date	\$ 4,196,449.26
5. Revenue for October	\$ 14,173.71
6. Revenue Year to Date	\$ 2,606,243.78

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

October 04, 2004	\$ 101,270.85
October 18, 2004	\$ <u>47,766.24</u>
Total	\$ 149,037.09

ROLL CALL VOTE: AYES: Burrows, Grice, Lake, Mahony, 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 Director as follows:

October 06, 2004	\$ 110,312.22
October 14, 2004	\$ 109,913.59
October 27, 2004	\$ <u>109,613.19</u>
Total	\$ 329,839.00

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

## DIRECTOR'S REPORT

**I have received no official requests for confidential patron information since the last report.**

## PERSONNEL

New employees since last report: Lalu Palamattam, Part-time Reference Assistant, Adult Services Department.

Gary Valente and I interviewed 14 candidates for the two full-time security monitor positions. The City Human Resources staff are managing the background check procedures. We hope to offer a position within the next two weeks.

## STAFF DEVELOPMENT

Hector Marino is participating in a training session in Seattle, WA, sponsored by the Gates Foundation through a grant to the Illinois State Library. The goal of the project is to increase access to public access computers to Spanish-speaking patrons. Hector will take be a presenter at an upcoming program at North Suburban Library System, "Empowering Library Staff to Meet the Needs of the Spanish Speaking Community."

Our Youth Services Department staff are being trained to participate in the Public Library Association's initiative "Every Child Ready to Read."

The meeting room software was installed and staff was given training in its use on November 15.

I joined two meetings of the page staff to discuss their responses to sexual harassment and other negative patron interactions. They are encouraged to leave the unsafe condition or area immediately and to report it to other library staff and security.

Four staff members will attend the Illinois Unicorn Users Group (SIRSI) meeting in Joliet on 11/17.

We will combine our quarterly All-Staff Meeting with our staff Holiday Party on December 9.

## PATRON SERVICES

Circulation decreased from October 2004 by 3.87%. AV circulation represented 45% of the total circulation, 32% of children's material circulation and 52% of adults'. Computer use and printing both increased.

From 9/15 through 11/18 the Youth Services staff will have visited 20 preschools in Des Plaines; 2 preschools have visited the library; and 3 tours for parents were conducted. Staff attended 3 school open houses and hosted 5 school classes.

Margie Borris wrote a column for the Maine Source, the newsletter for the Maine Community Youth Assistance Foundation September issue.

*American Libraries* November issue included photographs of our staff and display for Banned Books Week.

#### OTHER PROFESSIONAL ACTIVITIES

I attended the Library Cable Network Executive Committee meeting on 10/21, my first meeting of the NSLS Board on 10/25, the Friends of the Library Roundtable on 10/26, the Des Plaines First Ladies' Tea on 11/7, an NSLS Board committee meeting on 11/8, and the CCS Executive Committee meeting on 11/10.

#### NEW BUSINESS

Noreen Lake will attend the December 6 City Council meeting, Rhys Read the December 20 meeting, Jerry Mahony the January 3 meeting and Susan Weinberg the January 17 meeting.

Susan Burrows reported that the Art Committee met with art consultant Patti Gilford on November 9, 2004. The Art Committee recommends the library purchase an antique quilt for the Rotary Heritage Room through Patti Gilford Fine Arts at a cost not to exceed \$6,000.00. The cost of the quilt will include restoration and installation. The Art Committee also recommends framing and hanging the 16<sup>th</sup> Century etched metal map donated to the library by Kurt Mager and framing and hanging the five prints currently hanging in the Rotary Heritage Room. Susan Burrows stated that all art purchases are paid for by donations to the Des Plaines Library Fund through the Library Community Foundation.

MOTION by Committee, to purchase an antique quilt through Patti Gilford Fine Arts at a cost not to exceed \$6,000.00, which includes restoration and hanging in the Rotary Heritage Room, and to ask Patti Gilford to prepare costs to frame and hang the 16<sup>th</sup> Century Map donated by Kurt Mager and to prepare costs to frame and hang the five prints currently hanging in the Rotary Heritage Room. ROLL CALL VOTE: AYES: Burrows, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.

Susan Burrows reported that Patti Gilford presented several types of artwork for placement on the wall located in the Administration reception area for Committee review.

MOTION by Committee, to authorize Patti Gilford to begin the process of contracting the services of Joe Walters to sculpt original art pieces for the wall in the reception area on the second floor at a cost not to exceed \$10,000.00, and that payment to Joe Walters be made through the Des Plaines Library Fund at the Library Community Foundation. ROLL CALL VOTE: AYES: Burrows, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.

Susan Burrows reported that proceedings to terminate the Downing Trust are progressing.

Sandra Norlin reported that costs to build into the fourth floor walls invisible hanging devises for some of the sculpture pieces would be in excess of \$6,000.00. Sandra Norlin also reported that artist Fred Nagelbach would charge \$800.00, which includes the cost of a lift, to remove and re-hang the sculpture pieces. This was sent back to the Art Committee for review and to try and find other alternatives that are less costly.

Sandra Norlin reported that funds would almost be depleted in the Des Plaines Library Fund at the Library Community Foundation after the current art purchases. The remaining funds would be approximately \$1,500.00.

William Grice reported that the Building and Grounds Committee will meet on January 11, 2005 at 6:00PM to review several building issues discussed at the Committee of the Whole meeting on November 16, 2004.

Sandra Norlin reported that she received a list of fees that the City of Des Plaines proposes to charge the library for services currently being provided. The fees include services provided to the library from the city's finance, human resources, legal and public works departments, as well as utility bills. The proposed costs to the library would be approximately \$32,900.00. The Board asked Library Director Sandra Norlin to contact local municipal libraries to ask if they are paying fees for city services and if they are, what are their costs. Sandra Norlin was also asked to inquire about the last day that the library can change their levy request. The matter was referred to the Finance Committee for further review. The Finance Committee will meet on Wednesday, December 1, 2004 at 6:00PM.

MOTION by William Grice, seconded by Susan Burrows, to approve payment to Thomson Gale in the amount of \$8,000.00, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Burrows, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.

Noreen Lake stated that the current Buy A Brick form does not include any restrictions on the brick inscriptions. Noreen Lake suggested that the form state that all inscriptions are subject to approval.

MOTION by Susan Weinberg, seconded by William Grice, that Buy A Brick forms include the wording " inscription subject to approval." VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Noreen Lake reported that the article the Board will write for the library newsletter, *Foreword*, will be due no later than February 1, 2005.

#### ANNOUNCEMENTS

Sandra Norlin reported that the staff holiday party would be held on December 9, 2004 between 8:00 am and 10:00 am and the Board was invited to attend.

Sandra Norlin also reported that the Board holiday dinner will be held on Tuesday, January 18, 2005 at 5:30 pm at the Black Ram restaurant.

The Vietnam Veterans of America, Chapter 311, donated a copy of the documentary film *Be Good, Smile Pretty* to the library.

#### CORRESPONDENCE

The library has purchased 15 new office chairs for the circulation workroom. The used chairs will be made available to schools and other government agencies for \$25.00 each. All remaining chairs will be available to staff for \$25.00 each.

#### OTHER

Santa arrives at the library on December 4, 2004.

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

The meeting adjourned at 8:27 PM.

Minutes prepared by Carol Kidd.

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**V.A.**

## BOARD OF TRUSTEES Minutes of the Special Meeting December 7, 2004

The special meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, December 7, 2004. President Noreen Lake called the meeting to order at 6:00 PM.

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

Members Absent: Jerry Mahony.

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

President Lake reported that the City of Des Plaines has asked the library to pay for city services for payroll, human resources, accounts payable, water, sewer and waste hauling in the amount of \$31,200.00.

Library Director Sandra Norlin distributed a revised budget that included the charges for city services.

MOTION by Rhys Read, seconded by Susan Burrows, that the library board adopt the alternate budget presented on December 7, 2004 to be submitted in place of the budget previously adopted September 21, 2004. ROLL CALL VOTE: AYES: Burk, Burrows, Ellicson, Grice, Lake, Read, Tejcek, Weinberg.

The Board discussed outsourcing services that are currently being provided by the City of Des Plaines.

The Board consensus was to direct Sandra Norlin to seek quotes for outsourcing services currently being provided by the City of Des Plaines for payroll, human resources, accounts payable, legal, water, sewer and waste hauling if the City Council votes to charge the library for these services.



William Grice left the meeting at 6:33PM.

Rhys Read explained that Sandra Norlin prepared a chart that listed which cities and villages paid fees for services for payroll, human resources, accounts payable, legal, water, sewer, waste hauling, electricity and other services and which cities and villages did not pay for some or all of these services. The Board discussed the information provided and reported that it is a disadvantage to the taxpayers for the city to use the library as a revenue source.

MOTION by Rhys Read, seconded by Susan Weinberg, to adjourn the meeting.

The meeting adjourned at 6:42PM.

Minutes prepared by Carol Kidd.

V.C.

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

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

1. Over the Counter Receipts	\$ 13,522.28
2. Petty Cash Expenditures	\$ 35.85
3. Budget Expenditures for November	\$ 477,862.43
4. Expenditures Year to Date	\$ 4,647,073.79
5. Revenue for November	\$ 21,110.69
6. Revenue Year to Date	\$ 2,753,877.37

Warrant Register

November 01, 2004	\$ 96,591.13
November 15, 2004	<u>\$ 100,242.29</u>
Total	\$ 196,833.42

Salaries

November 12, 2004	\$ 109,450.05
November 22, 2004	<u>\$ 109,704.28</u>
Total	\$ 219,154.33

V.C.

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

	<u>Nov 2003</u>	<u>Nov 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>
Lost Materials	676.74	549.30	6,224.40	6,133.32
Fines	11,623.82	9,474.69	98,772.74	88,217.83
Damage	57.00	191.81	986.58	2,133.96
Fees	346.21	340.25	3,153.48	4,192.82
Copies	2,392.55	2,950.23	25,376.53	26,759.22
Miscellaneous	5.00	16.00	207.45	234.30
<b>Total</b>	<b>\$15,101.32</b>	<b>\$13,522.28</b>	<b>\$134,721.18</b>	<b>\$127,671.45</b>

PETTY CASH EXPENDITURES - November

Auto/Travel	960070	\$18.75
Auto/Travel	960070	10.10
Membership	920220	7.00
<b>Total</b>		<b>\$35.85</b>

1046

## SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 12/10/04

TIME: 13:44:43

CITY OF DES PLAINES  
PRINT BALANCE SHEETS BY FUNDPAGE NUMBER: 1  
STATMN11

SELECTION CRITERIA: genledgr.fund="201"

ACCOUNTING PERIOD: 11/04

## FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102005	CASH PAYABLE 1944119043		44.00
102007	CASH PAYROLL 1944652940	.00	
102008	CASH DEPOSIT 1944650243		1,762,475.51
102012	CASH IL FUND 007139119668	.00	
102014	CASH AMER FREEDM FND(AFF)	.00	
102026	CASH FIRST BANK ACCUMULTN	.00	
102051	CASH PLAINSBANK ACCUMULTN	.00	
	TOTAL CASH	500.00	1,762,519.51
104003	INVESTMENTS-US OBLIGATION	.00	
104006	INVESTMENTS-CERTIF OF DEP	.00	
104030	INVESTMENTS-ACCUMULATION	.00	
104031	INVESTMENTS-EARLE	.00	
104032	INVESTMENTS-DUNCAN	.00	
104033	INVESTMENTS-DOWNING	34,339.87	
	TOTAL INVESTMENTS	34,339.87	.00
115400	RECEIVABLE-ACCRUED INTRST	7.67	
115410	RECEIVABLE-INTEREST EARNS	.00	
118000	RECEIVABLE-PROPERTY TAXES	4,655,830.00	
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	4,655,837.67	.00
119301	PREPAID EXPENSE	1,964.95	
	TOTAL PREPAID ITEMS	1,964.95	.00
204201	FIXED ASSETS-LIB EQUIP	.00	
209900	FIXED ASSETS-ACUMLTD DEPC	.00	
	TOTAL FIXED ASSETS	.00	.00
	TOTAL ASSETS	4,692,642.49	1,762,519.51
401000	ACCOUNTS PAYABLE		14,943.75
401001	AUDIT ACCOUNTS PAYABLE		.00
410020	ESCROW DEPOSITS		.00
	TOTAL DEPOSITS	.00	.00
430010	DUE TO-CORPORATE GENL		.00
430080	DUE TO-EMPL RETRMNT TRUST		.00
	TOTAL DUE TO-OTHER FUNDS	.00	.00
450030	ACCRUED LIAB-COMP ABSENCE		.00
450040	ACCRUED PAYROLL		.00
	TOTAL ACCRUED LIABILITIES	.00	.00
470000	DEFERRED REV-PROPERTY TAX		4,655,830.00

1047

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 12/10/04

TIME: 13:44:43

CITY OF DES PLAINES  
PRINT BALANCE SHEETS BY FUNDPAGE NUMBER: 2  
STATMN11

SELECTION CRITERIA: genledgr.fund="201"

ACCOUNTING PERIOD: 11/04

## FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
470100	LIBRARY DEFERRED REVENUE		57,910.00
	TOTAL DEFERRED REV-PROPERTY TAX	.00	57,910.00
471000	DEFERRED REV-OTHER		.00
	TOTAL CURRENT LIABILITIES	.00	4,728,683.75
	TOTAL LIABILITIES	.00	4,728,683.75
700110	EXPENDITURE CONTROL	4,673,159.22	
700120	REVENUE CONTROL		2,602,974.46
700130	ENCUMBRANCE CONTROL		.00
700140	RESERVE FOR ENCUMBRANCE		.00
700150	EXP. BUDGET CONTROL		5,502,964.00
700160	REV. BUDGET CONTROL	5,092,318.00	
700170	BUDGET FUND BALANCE	410,645.12	
	TOTAL SYSTEM CONTROL	10,176,122.34	8,105,938.46
720010	FUND BAL-RESRV-GIFT TRUST		34,339.87
	TOTAL FUND BALANCE-RESERVED	.00	34,339.87
730000	FUND BALANCE-UNRESERVED		237,283.24
	TOTAL FUND EQUITY	.00	271,623.11
	TOTAL EQUITIES	10,176,122.34	8,377,561.57
	TOTAL PUBLIC LIBRARY FUND	14,868,764.83	14,868,764.83
	TOTAL REPORT	14,868,764.83	14,868,764.83

1048

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 12/10/04

13:43:38

CITY OF DES PLAINES

PRINT BALANCE SHEETS BY FUND

PAGE NUMBER: 1

STATMN11

SELECTION CRITERIA: genledgr.fund="202"

ACCOUNTING PERIOD: 11/04

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102005	CASH PAYABLE 1944119043	.00	
102008	CASH DEPOSIT 1944650243	243,907.93	
102012	CASH IL FUND 007139119668	25,888.34	
102014	CASH AMER FREEDM FND(AFF)	.00	
	TOTAL CASH	269,796.27	.00
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
	TOTAL ASSETS	269,796.27	.00
401000	ACCOUNTS PAYABLE		.00
401001	AUDIT ACCOUNTS PAYABLE		.00
471000	DEFERRED REV-OTHER		.00
	TOTAL CURRENT LIABILITIES	.00	.00
	TOTAL LIABILITIES	.00	.00
700110	EXPENDITURE CONTROL	134,532.18	
700120	REVENUE CONTROL		150,902.91
700150	EXP. BUDGET CONTROL		185,000.00
700160	REV. BUDGET CONTROL	154,000.00	
700170	BUDGET FUND BALANCE	31,000.66	
	TOTAL SYSTEM CONTROL	319,532.84	335,902.91
730000	FUND BALANCE-UNRESERVED		253,426.20
	TOTAL FUND EQUITY	.00	253,426.20
	TOTAL EQUITIES	319,532.84	589,329.11
	TOTAL LIBRARY CAPITAL PROJ FUND	589,329.11	589,329.11
	TOTAL REPORT	589,329.11	589,329.11

1049

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 12/10/04

TIME: 13:47:10

CITY OF DES PLAINES  
DETAIL REVENUE STATUS REPORT

PAGE NUMBER: 1

REVSTA31

SELECTION CRITERIA: orgn.fund="201"

ACCOUNTING PERIOD: 11/04

SORTED BY: FUND,FUNCTION,DEPARTMENT,ACCOUNT

TOTALLED ON: FUND,FUNCTION,DEPARTMENT

PAGE BREAKS ON: FUND

	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE
201- 810010 PUBLIC LIBRARY FUND PROPERTY TAXES 1993	.00	.00	.00	.00	.00
201- 810011 PUBLIC LIBRARY FUND PROPERTY TAXES 1994	.00	.00	.00	.00	.00
201- 810012 PUBLIC LIBRARY FUND PROPERTY TAXES 1995	.00	.00	.00	.00	.00
201- 810013 PUBLIC LIBRARY FUND PROPERTY TAXES 1996	.00	.00	.00	.00	.00
201- 810014 PUBLIC LIBRARY FUND PROPERTY TAXES 1997	.00	.00	.00	.00	.00
201- 810015 PUBLIC LIBRARY FUND PROPERTY TAXES 1998	.00	.00	.00	.00	.00
201- 810016 PUBLIC LIBRARY FUND PROPERTY TAXES 1999	.00	.00	.00	.00	.00
201- 810017 PUBLIC LIBRARY FUND PROPERTY TAXES 2000	.00	.00	.00	.00	.00
201- 810018 PUBLIC LIBRARY FUND PROPERTY TAXES 2001	40,000.00	.00	.00	.00	40,000.00
201- 810019 PUBLIC LIBRARY FUND PROPERTY TAXES 2002	.00	.00	.00	24,235.11	-24,235.11
201- 810020 PUBLIC LIBRARY FUND PROPERTY TAXES 2003	4,655,830.00	.00	.00	2,227,261.68	2,428,568.32
201- 810800 PUBLIC LIBRARY FUND PERSONAL PROP REPL T	92,988.00	.00	.00	92,988.00	.00
201- 822040 PUBLIC LIBRARY FUND STATE GRANT:PER CAPI	65,000.00	.00	.00	72,931.25	-7,931.25
201- 822080 PUBLIC LIBRARY FUND STATE GRANT:LIBRARY	.00	.00	.00	.00	.00
201- 822090 PUBLIC LIBRARY FUND STATE GRANT:LIB CONS	.00	.00	.00	.00	.00
822095 PUBLIC LIBRARY FUND STATE GRANT:LIBRARY	86,000.00	.00	.00	31,522.00	54,478.00
850102 PUBLIC LIBRARY FUND LIBRARY FINES	90,000.00	9,108.60	.00	106,892.22	-16,892.22
201- 850201 PUBLIC LIBRARY FUND COPYING FEE	25,000.00	3,738.94	.00	29,281.36	-4,281.36
201- 850215 PUBLIC LIBRARY FUND SPECIAL PROGRAMS & E	2,500.00	1,560.65	.00	2,289.05	210.95
201- 890010 PUBLIC LIBRARY FUND INTEREST INCOME	10,000.00	.00	.00	2,075.47	7,924.53
201- 890050 PUBLIC LIBRARY FUND SALE OF FIXED ASSETS	.00	.00	.00	.00	.00
201- 898900 PUBLIC LIBRARY FUND TRANSFER FROM OTHER	.00	.00	.00	.00	.00
201- 899900 PUBLIC LIBRARY FUND MISCELLANEOUS REVENU	25,000.00	6,702.50	.00	13,498.32	11,501.68
TOTAL DEPARTMENT - TITLE NOT FOUND	5,092,318.00	21,110.69	.00	2,602,974.46	2,489,343.54
TOTAL FUNCTION - TITLE NOT FOUND	5,092,318.00	21,110.69	.00	2,602,974.46	2,489,343.54
TOTAL FUND - PUBLIC LIBRARY FUND	5,092,318.00	21,110.69	.00	2,602,974.46	2,489,343.54
TOTAL REPORT	5,092,318.00	21,110.69	.00	2,602,974.46	2,489,343.54

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 12/10/04

13:48:01

CITY OF DES PLAINES  
DETAIL REVENUE STATUS REPORT

PAGE NUMBER: 1

REVSTA31

SELECTION CRITERIA: orgn.fund="202"

ACCOUNTING PERIOD: 11/04

SORTED BY: FUND,FUNCTION,DEPARTMENT,ACCOUNT

TOTALED ON: FUND,FUNCTION,DEPARTMENT

PAGE BREAKS ON: FUND

	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE
202- 822080 LIBRARY CAPITAL PROJ FUND STATE GRANT:LI	.00	.00	.00	.00	.00
202- 822090 LIBRARY CAPITAL PROJ FUND STATE GRANT:LI	.00	.00	.00	.00	.00
202- 890010 LIBRARY CAPITAL PROJ FUND INTEREST INCOM	4,000.00	.00	.00	902.91	3,097.09
202- 890050 LIBRARY CAPITAL PROJ FUND SALE OF FIXED	.00	.00	.00	.00	.00
202- 898902 LIBRARY CAPITAL PROJ FUND TRANSFER FROM	150,000.00	.00	.00	150,000.00	.00
202- 899920 LIBRARY CAPITAL PROJ FUND LIBRARY DONATI	.00	.00	.00	.00	.00
202- 899930 LIBRARY CAPITAL PROJ FUND LIBRARY BUY-A-	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - TITLE NOT FOUND	154,000.00	.00	.00	150,902.91	3,097.09
TOTAL FUNCTION - TITLE NOT FOUND	154,000.00	.00	.00	150,902.91	3,097.09
TOTAL FUND - LIBRARY CAPITAL PROJ FUND	154,000.00	.00	.00	150,902.91	3,097.09
TOTAL REPORT	154,000.00	.00	.00	150,902.91	3,097.09



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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 12/10/04

CITY OF DES PLAINES

TIME: 13:48:34

DETAIL EXPENDITURE STATUS REPORT

SELECTION CRITERIA: orgn.fund="201"

ACCOUNTING PERIOD: 11/04

SORTED BY: FUND,FUNCTION,DEPARTMENT,ACCOUNT

TOTALED ON: FUND,FUNCTION,DEPARTMENT

PAGE BREAKS ON: FUND

FUND - 201 - PUBLIC LIBRARY FUND

	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE
201-400-2110-0 910100 LIBRARY SERVICES SALARIES	1,989,892.00	146,344.81	.00	1,567,329.25	422,562.75
201-400-2110-0 910200 LIBRARY SERVICES TEMPORARY WAG	870,186.00	60,135.66	.00	688,247.66	181,938.34
201-400-2110-0 910300 LIBRARY SERVICES SUPERVISORY O	.00	.00	.00	.00	.00
201-400-2110-0 910400 LIBRARY SERVICES NON-SUPERVISO	500.00	.00	.00	.00	500.00
201-400-2110-0 910500 LIBRARY SERVICES VACATION PAY	.00	4,265.47	.00	120,150.58	-120,150.58
201-400-2110-0 910600 LIBRARY SERVICES SICK PAY	.00	7,891.99	.00	50,596.88	-50,596.88
201-400-2110-0 910700 LIBRARY SERVICES HOLIDAY PAY	.00	516.40	.00	33,875.52	-33,875.52
201-400-2110-0 910900 LIBRARY SERVICES ACT/OUT OF CL	500.00	.00	.00	242.37	257.63
201-400-2110-0 910950 LIBRARY SERVICES EXCESS SICK H	3,347.00	.00	.00	2,370.71	976.29
201-400-2110-0 918010 LIBRARY SERVICES UNEMPLOYMENT	1,498.00	.00	.00	1,123.50	374.50
201-400-2110-0 918020 LIBRARY SERVICES EMPLOYER CONT	218,444.00	16,498.42	.00	187,910.09	30,533.91
201-400-2110-0 918021 LIBRARY SERVICES EMPLOYER CONT	183,536.00	14,195.93	.00	159,834.97	23,701.03
201-400-2110-0 918040 LIBRARY SERVICES LIFE INS PREM	7,704.00	715.00	.00	7,480.00	224.00
201-400-2110-0 918050 LIBRARY SERVICES MEDICAL INS P	385,824.00	27,251.32	.00	317,383.68	68,440.32
201-400-2110-0 918055 LIBRARY SERVICES DENTAL INSURA	26,382.00	1,768.14	.00	20,840.38	5,541.62
201-400-2110-0 918060 LIBRARY SERVICES TUITION REIMB	5,000.00	.00	.00	.00	5,000.00
201-400-2110-0 918070 LIBRARY SERVICES WORKERS COMPE	3,190.00	359.48	.00	5,445.92	-2,255.92
201-400-2110-0 918085 LIBRARY SERVICES RHS PLAN PAYO	1,094.00	.00	.00	1,058.07	35.93
201-400-2110-0 920100 LIBRARY SERVICES LITIGATION &	1,500.00	33.12	.00	33.12	1,466.88
201-400-2110-0 920105 LIBRARY SERVICES COSTS OF LITI	500.00	.00	.00	.00	500.00
201-400-2110-0 920110 LIBRARY SERVICES PROFESSIONAL	40,000.00	12,325.31	.00	24,451.25	15,548.75
201-400-2110-0 920120 LIBRARY SERVICES COMMUNICATION	25,000.00	1,049.34	.00	17,538.63	7,461.37
201-400-2110-0 920140 LIBRARY SERVICES DATA PROCESSI	100,000.00	9,792.52	.00	58,809.91	41,190.09
201-400-2110-0 920202 LIBRARY SERVICES CONFERENCES	4,500.00	210.00	.00	3,646.79	853.21
201-400-2110-0 920204 LIBRARY SERVICES TRAINING	2,000.00	170.00	.00	2,626.50	-626.50
201-400-2110-0 920205 LIBRARY SERVICES TUITION REIMB	.00	500.00	.00	2,750.00	-2,750.00
201-400-2110-0 920206 LIBRARY SERVICES SEMINARS	1,500.00	505.88	.00	505.88	994.12
201-400-2110-0 920210 LIBRARY SERVICES IN-SERVICE TR	3,000.00	.00	.00	2,190.31	809.69
201-400-2110-0 920220 LIBRARY SERVICES MEMBERSHIP DU	5,000.00	1,920.00	.00	4,506.00	494.00
201-400-2110-0 920225 LIBRARY SERVICES LICENSING/TIT	.00	.00	.00	1,630.00	-1,630.00
201-400-2110-0 920230 LIBRARY SERVICES PUBLICATION O	2,000.00	386.00	.00	622.25	1,377.75
201-400-2110-0 920341 LIBRARY SERVICES INSURANCE PRE	.00	.00	.00	.00	.00
201-400-2110-0 920850 LIBRARY SERVICES SUBSIDY:1994	7,500.00	623.08	.00	6,886.90	613.10
201-400-2110-0 920900 LIBRARY SERVICES PROPERTY/LIAB	26,891.00	.00	.00	20,168.25	6,722.75
201-400-2110-0 930010 LIBRARY SERVICES R & M EQUIPME	60,000.00	6,027.17	.00	50,461.73	9,538.27
201-400-2110-0 930020 LIBRARY SERVICES R & M BLDGS &	35,000.00	1,075.00	.00	42,254.00	-7,254.00
201-400-2110-0 930030 LIBRARY SERVICES R & M VEHICLE	3,500.00	.00	.00	4,227.87	-727.87
201-400-2110-0 930195 LIBRARY SERVICES BOOK BINDING	2,000.00	208.16	.00	1,898.68	101.32
201-400-2110-0 930210 LIBRARY SERVICES RENTAL OF EQU	1,500.00	960.00	.00	4,047.90	-2,547.90
201-400-2110-0 930320 LIBRARY SERVICES CLEANING:CUST	50,000.00	4,115.00	.00	37,810.50	12,189.50
201-400-2110-0 960070 LIBRARY SERVICES AUTO/TRAVEL E	2,000.00	13.33	.00	4,264.84	-2,264.84
201-400-2110-0 960210 LIBRARY SERVICES SPECIAL EVENT	18,000.00	2,174.09	.00	47,838.61	-29,838.61
201-400-2110-0 960990 LIBRARY SERVICES MISC CONTRACT	80,000.00	4,256.70	.00	73,596.05	6,403.95
201-400-2110-0 970100 LIBRARY SERVICES SUPPLIES	70,000.00	6,569.54	.00	56,885.57	13,114.43
201-400-2110-0 970110 LIBRARY SERVICES MEALS (PRSNRS	1,500.00	198.35	.00	1,660.22	-160.22
201-400-2110-0 970170 LIBRARY SERVICES JANITORIAL	20,000.00	1,513.02	.00	15,629.62	4,370.38
201-400-2110-0 970200 LIBRARY SERVICES COPYING/FAX S	7,500.00	.00	.00	.00	7,500.00

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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CITY OF DES PLAINES

DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 2

EXPSTA21

SELECTION CRITERIA: orgn.fund="201"

ACCOUNTING PERIOD: 11/04

SORTED BY: FUND,FUNCTION,DEPARTMENT,ACCOUNT

TOTALLED ON: FUND,FUNCTION,DEPARTMENT

PAGE BREAKS ON: FUND

FUND - 201 - PUBLIC LIBRARY FUND

	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE
201-400-2110-0 970260 LIBRARY SERVICES POSTAGE AND P	15,500.00	1,566.40	.00	10,357.97	5,142.03
201-400-2110-0 970270 LIBRARY SERVICES PRINTING-REPR	8,000.00	.00	.00	10,508.17	-2,508.17
201-400-2110-0 970320 LIBRARY SERVICES SUPPLIES: BLD	.00	.00	.00	.00	.00
201-400-2110-0 970330 LIBRARY SERVICES SUPPLIES: VEH	.00	.00	.00	.00	.00
201-400-2110-0 970600 LIBRARY SERVICES BOOKS	495,000.00	33,833.21	.00	382,959.41	112,040.59
201-400-2110-0 970610 LIBRARY SERVICES AUDIO MATERIA	70,000.00	6,540.10	.00	45,420.87	24,579.13
201-400-2110-0 970620 LIBRARY SERVICES SUBSCRIPTIONS	70,000.00	50,682.80	.00	63,697.06	6,302.94
201-400-2110-0 970630 LIBRARY SERVICES VISUAL MATERI	72,000.00	6,676.57	.00	60,585.85	11,414.15
201-400-2110-0 970640 LIBRARY SERVICES AUTOMATED REF	95,000.00	15,877.25	.00	79,938.25	15,061.75
201-400-2110-0 970810 LIBRARY SERVICES NATURAL GAS	20,000.00	.00	.00	14,880.20	5,119.80
201-400-2110-0 970820 LIBRARY SERVICES ELECTRICITY	500.00	.00	.00	.00	500.00
201-400-2110-0 970840 LIBRARY SERVICES DIESEL	2,000.00	.00	.00	.00	2,000.00
201-400-2110-0 970850 LIBRARY SERVICES GASOLINE	1,000.00	.00	.00	.00	1,000.00
201-400-2110-0 970900 LIBRARY SERVICES EQUIPMENT <\$5	21,400.00	2,729.00	.00	24,692.23	-3,292.23
201-400-2110-0 980300 LIBRARY SERVICES IMPROVEMENTS	.00	.00	.00	.00	.00
201-400-2110-0 980400 LIBRARY SERVICES EQUIPMENT	13,000.00	10,397.00	.00	22,184.86	-9,184.86
201-400-2110-0 980410 LIBRARY SERVICES COMPUTER HARD	50,000.00	.00	.00	54,479.39	-4,479.39
201-400-2110-0 980420 LIBRARY SERVICES COMPUTER SOFT	24,800.00	10,281.75	.00	14,600.75	10,199.25
201-400-2110-0 980500 LIBRARY SERVICES VEHICLES	.00	.00	.00	.00	.00
201-400-2110-0 980600 LIBRARY SERVICES FURNITURE & F	.00	.00	.00	.00	.00
201-400-2110-0 990300 LIBRARY SERVICES BANK/TRUST/AG	.00	.00	.00	.00	.00
201-400-2110-0 990900 LIBRARY SERVICES TRANSFER TO D	.00	.00	.00	.00	.00
201-400-2110-0 990910 LIBRARY SERVICES TRANS TO D/S:	12,276.00	.00	.00	11,470.00	806.00
201-400-2110-0 990935 LIBRARY SERVICES TRANS TO D/S:	.00	.00	.00	.00	.00
201-400-2110-0 990940 LIBRARY SERVICES TRANS TO LIB	150,000.00	.00	.00	150,000.00	.00
201-400-2110-0 991000 LIBRARY SERVICES TRANSFER TO O	.00	.00	.00	.00	.00
201-400-2110-0 993000 LIBRARY SERVICES CONTINGENCY R	50,000.00	.00	.00	.00	50,000.00
TOTAL DEPARTMENT - LIBRARY SERVICES	5,437,964.00	473,152.31	.00	4,596,605.97	841,358.03
201-400-2130-0 920110 IL LIBRARY PER CAP GRANT PROFE	.00	.00	.00	.00	.00
201-400-2130-0 920120 IL LIBRARY PER CAP GRANT COMMU	.00	.00	.00	.00	.00
201-400-2130-0 920140 IL LIBRARY PER CAP GRANT DATA	.00	.00	.00	.00	.00
201-400-2130-0 920202 IL LIBRARY PER CAP GRANT CONFE	5,000.00	.00	.00	4,998.56	1.44
201-400-2130-0 920204 IL LIBRARY PER CAP GRANT TRAIN	3,000.00	.00	.00	4,257.45	-1,257.45
201-400-2130-0 920206 IL LIBRARY PER CAP GRANT SEMIN	1,000.00	.00	.00	2,169.92	-1,169.92
201-400-2130-0 920210 IL LIBRARY PER CAP GRANT IN-SE	.00	.00	.00	.00	.00
201-400-2130-0 930010 IL LIBRARY PER CAP GRANT R & M	.00	.00	.00	14,912.40	-14,912.40
201-400-2130-0 960070 IL LIBRARY PER CAP GRANT AUTO/	2,000.00	.00	.00	818.63	1,181.37
201-400-2130-0 960210 IL LIBRARY PER CAP GRANT SPECI	3,000.00	.00	.00	.00	3,000.00
201-400-2130-0 960990 IL LIBRARY PER CAP GRANT MISC	43,000.00	.00	.00	38,812.00	4,188.00
201-400-2130-0 970100 IL LIBRARY PER CAP GRANT SUPPL	.00	.00	.00	.00	.00
201-400-2130-0 970260 IL LIBRARY PER CAP GRANT POSTA	.00	.00	.00	.00	.00
201-400-2130-0 970270 IL LIBRARY PER CAP GRANT PRINT	8,000.00	.00	.00	10,584.29	-2,584.29
201-400-2130-0 980400 IL LIBRARY PER CAP GRANT EQUIP	.00	.00	.00	.00	.00
201-400-2130-0 980410 IL LIBRARY PER CAP GRANT COMPU	.00	.00	.00	.00	.00
201-400-2130-0 980420 IL LIBRARY PER CAP GRANT COMPU	.00	.00	.00	.00	.00

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 12/10/04

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CITY OF DES PLAINES  
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SELECTION CRITERIA: orgn.fund="201"

ACCOUNTING PERIOD: 11/04

SORTED BY: FUND,FUNCTION,DEPARTMENT,ACCOUNT

TOTALLED ON: FUND,FUNCTION,DEPARTMENT

PAGE BREAKS ON: FUND

FUND - 201 - PUBLIC LIBRARY FUND

	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE
201-400-2130-0 980500 IL LIBRARY PER CAP GRANT VEHIC	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - IL LIBRARY PER CAP GRANT	65,000.00	.00	.00	76,553.25	-11,553.25
TOTAL FUNCTION - CIVIC & CULTURE	5,502,964.00	473,152.31	.00	4,673,159.22	829,804.78
TOTAL FUND - PUBLIC LIBRARY FUND	5,502,964.00	473,152.31	.00	4,673,159.22	829,804.78
TOTAL REPORT	5,502,964.00	473,152.31	.00	4,673,159.22	829,804.78

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 12/10/04

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CITY OF DES PLAINES

DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 1

EXPSTA21

SELECTION CRITERIA: orgn.fund="202"

ACCOUNTING PERIOD: 11/04

SORTED BY: FUND,FUNCTION,DEPARTMENT,ACCOUNT

TOTALLED ON: FUND,FUNCTION,DEPARTMENT

PAGE BREAKS ON: FUND

FUND - 202 - LIBRARY CAPITAL PROJ FUND

	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE
202- 920110 LIBRARY CAPITAL PROJ FUND PROFESSIONAL C	50,000.00	551.12	.00	2,915.83	47,084.17
202- 930010 LIBRARY CAPITAL PROJ FUND R & M EQUIPMEN	.00	.00	.00	.00	.00
202- 960990 LIBRARY CAPITAL PROJ FUND MISC CONTRACTU	.00	.00	.00	.00	.00
202- 970100 LIBRARY CAPITAL PROJ FUND SUPPLIES	.00	.00	.00	.00	.00
202- 980300 LIBRARY CAPITAL PROJ FUND IMPROVEMENTS	50,000.00	4,159.00	.00	106,074.90	-56,074.90
202- 980400 LIBRARY CAPITAL PROJ FUND EQUIPMENT	15,000.00	.00	.00	7,112.50	7,887.50
202- 980410 LIBRARY CAPITAL PROJ FUND COMPUTER HARDW	120,000.00	.00	.00	.00	120,000.00
202- 980420 LIBRARY CAPITAL PROJ FUND COMPUTER SOFTW	-60,000.00	.00	.00	.00	-60,000.00
202- 980600 LIBRARY CAPITAL PROJ FUND FURNITURE & FI	10,000.00	.00	.00	18,428.95	-8,428.95
TOTAL DEPARTMENT - TITLE NOT FOUND	185,000.00	4,710.12	.00	134,532.18	50,467.82
TOTAL FUNCTION - TITLE NOT FOUND	185,000.00	4,710.12	.00	134,532.18	50,467.82
TOTAL FUND - LIBRARY CAPITAL PROJ FUND	185,000.00	4,710.12	.00	134,532.18	50,467.82
TOTAL REPORT	185,000.00	4,710.12	.00	134,532.18	50,467.82

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 10/22/04

TIME: 14:02:34

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

PAGE NUMBER: 11

ACCTPAY1

ACCOUNTING PERIOD: 10/04

SELECTION CRITERIA: payable.due\_date="11/01/2004"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
201	119301	PREPAID EXPENSE	05148	CRONER PUBLICATIONS	5603	147	129.95
TOTAL PUBLIC LIBRARY FUND						0.00	129.95
2110	920100	LITIGATION & LEG	103858	YEARWOOD & ASSOCIATES	SEPT 23,2004	418	33.12
2110	920110	PROFESSIONAL CON	101104	SPACECO INCORPORATED	35075	236	12325.31
2110	920140	DATA PROCESSING	72106	COOPERATIVE COMPUTER	SEPT 2004	105	1542.53
2110	920202	CONFERENCES	103420	IL LIBRARIES UNICORN	S PIRIE	114	35.00
2110	920204	TRAINING	43806	NORTH SUBURBAN LIBRAR	DPK	186	110.00
2110	920205	TUITION REIMBURS	23416	AMBER CREGER	REIMB	33	500.00
2110	920220	MEMBERSHIP DUES	100075	AMERICAN LIBRARY ASSO	1113886	211	95.00
2110	920220	MEMBERSHIP DUES	100075	AMERICAN LIBRARY ASSO	1113888	212	95.00
2110	920220	MEMBERSHIP DUES	102750	ILLINOIS OCLC USERS G	S NORLIN	123	25.00
2110	920220	MEMBERSHIP DUES	103832	LINCOLN STORY LEAGUE	E WOZNICZKA	189	30.00
2110	920220	MEMBERSHIP DUES	43806	NORTH SUBURBAN LIBRAR	DPK	187	1423.00
2110	920220	MEMBERSHIP DUES	90809	THE VOLUNTEER CENTER	RENEW	175	150.00
2110	920230	PUBLICATION OF N	100076	DAILY HERALD	T3385918	148	386.00
2110	920850	SUBSIDY:1994 E.R	04829	CITY OF DES PLAINES	NOV 2004	678	339.33
2110	920850	SUBSIDY:1994 E.R	04829	CITY OF DES PLAINES	NOV 2004	673	237.39
2110	920850	SUBSIDY:1994 E.R	06135	CITY OF DES PLAINES	NOV 2004	679	26.56
2110	920850	SUBSIDY:1994 E.R	06135	CITY OF DES PLAINES	NOV 2004	683	19.80
2110	930010	R & M EQUIPMENT	07090	ACCOUNTOR SYSTEMS	21351	195	357.85
2110	930010	R & M EQUIPMENT	07940	VIDEO MASTER INC	44221	176	735.00
2110	930010	R & M EQUIPMENT	103824	BUSINESS MACHINE AGEN	33517MS	165	1026.95
2110	930020	R & M BLDGS & ST	101680	PALATINE BUILDERS SUP	04-10989	188	85.00
2110	930020	R & M BLDGS & ST	103833	PROGRAM ONE PROF BUIL	92224	169	600.00
2110	930020	R & M BLDGS & ST	103857	STANDBY ELECTRICAL SY	4-1038	479	190.00
2110	930195	BOOK BINDING & R	25775	CRIMSON MULTIMEDIA DI	5807A	109	34.16
2110	930195	BOOK BINDING & R	70067	NORBERT SOLARZ	1789	184	174.00
2110	930210	RENTAL OF EQUIPM	100473	RENTACRATE INCORPORAT	1L10197	180	960.00
2110	930320	CLEANING:CUSTODI	102711	SPEED-E-KLEEN	2619	179	100.00
2110	930320	CLEANING:CUSTODI	200147	MAJESTY MAINTENANCE I	36151IN	224	3385.00
2110	930320	CLEANING:CUSTODI	200147	MAJESTY MAINTENANCE I	36165IN	158	300.00
2110	930320	CLEANING:CUSTODI	200147	MAJESTY MAINTENANCE I	36058IN	122	330.00
2110	960210	SPECIAL EVENT PR	05147	SONYA STAHL	9-23-04	168	116.00
2110	960210	SPECIAL EVENT PR	103831	STEPHANIE JOHNSON	11-20-04	111	275.00
2110	960210	SPECIAL EVENT PR	23416	AMBER CREGER	REIMB	145	20.00
2110	960210	SPECIAL EVENT PR	43765	DOMINICKS FINER FOODS	9-29-04	161	69.93
2110	960210	SPECIAL EVENT PR	43765	DOMINICKS FINER FOODS	10-03-04	110	49.13
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1880591	687	1.60
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1902600	695	9.75
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1893021	688	24.50
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1850746	690	1.15
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1894448	692	1.15
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1894449	694	1.60
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1898740	700	1.60
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1898736	702	1.60
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1898738	715	1.60
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1898737	706	1.15
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1898741	704	1.60

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 10/22/04

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CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

PAGE NUMBER: 12

ACCTPAY1

ACCOUNTING PERIOD: 10/04

SELECTION CRITERIA: payable.due\_date="11/01/2004"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	1880589	764	0.00	32.00
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	1898743	766	0.00	10.35
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	1880588	773	0.00	5.50
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	1898967	789	0.00	8.25
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	1880587	787	0.00	7.55
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	1899815	776	0.00	3.20
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	1880590	785	0.00	3.20
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	1890014	778	0.00	5.05
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	1901797	784	0.00	4.60
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	1883006	770	0.00	39.10
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	1893486	780	0.00	3.20
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	1898739	791	0.00	4.35
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	1850745	821	0.00	3.45
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	1894450	822	0.00	10.30
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	1898742	808	0.00	3.45
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	1894844	804	0.00	6.25
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	1881880	814	0.00	20.45
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	1897356	797	0.00	4.20
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	1910178	812	0.00	15.25
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	1894842	799	0.00	2.40
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	1894843	806	0.00	4.00
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	1894845	801	0.00	6.05
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	1902210	810	0.00	1.15
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	1897301	803	0.00	4.80
2110	960990	MISC CONTRACTUAL	05479 HOUCHEM BINDERY LTD	127405	120	0.00	139.12
2110	960990	MISC CONTRACTUAL	09535 EXPRESS PERSONNEL SER	92970825-3	733	0.00	166.75
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	885798	116	0.00	13.00
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	885800	113	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	88579	118	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	877469	129	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	881464	121	0.00	9.75
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	877468	127	0.00	3.95
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	877467	130	0.00	3.75
2110	960990	MISC CONTRACTUAL	102744 BAKER & TAYLOR BOOKS	2013384609	102	0.00	4.90
2110	960990	MISC CONTRACTUAL	102744 BAKER & TAYLOR BOOKS	2013375157	99	0.00	8.85
2110	960990	MISC CONTRACTUAL	102744 BAKER & TAYLOR BOOKS	2013405478	73	0.00	1.35
2110	960990	MISC CONTRACTUAL	102744 BAKER & TAYLOR BOOKS	2012988331	75	0.00	4.55
2110	960990	MISC CONTRACTUAL	102744 BAKER & TAYLOR BOOKS	2013353720	88	0.00	17.30
2110	960990	MISC CONTRACTUAL	102744 BAKER & TAYLOR BOOKS	2013050914	77	0.00	13.65
2110	960990	MISC CONTRACTUAL	102744 BAKER & TAYLOR BOOKS	2012941171	96	0.00	9.10
2110	960990	MISC CONTRACTUAL	102744 BAKER & TAYLOR BOOKS	2013422752	79	0.00	4.80
2110	960990	MISC CONTRACTUAL	102744 BAKER & TAYLOR BOOKS	2013390793	94	0.00	16.60
2110	960990	MISC CONTRACTUAL	102744 BAKER & TAYLOR BOOKS	2013353716	86	0.00	58.30
2110	960990	MISC CONTRACTUAL	102744 BAKER & TAYLOR BOOKS	2013428279	92	0.00	63.50
2110	960990	MISC CONTRACTUAL	102744 BAKER & TAYLOR BOOKS	2013390711	91	0.00	9.20
2110	960990	MISC CONTRACTUAL	102744 BAKER & TAYLOR BOOKS	2013416819	65	0.00	18.10
2110	960990	MISC CONTRACTUAL	102744 BAKER & TAYLOR BOOKS	2012952219	71	0.00	4.40
2110	960990	MISC CONTRACTUAL	102744 BAKER & TAYLOR BOOKS	2013384585	63	0.00	9.70
2110	960990	MISC CONTRACTUAL	102744 BAKER & TAYLOR BOOKS	2013405382	67	0.00	3.35
2110	960990	MISC CONTRACTUAL	102744 BAKER & TAYLOR BOOKS	2013374973	61	0.00	0.75

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013026506	69	22.75
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	5005420382	3	0.49
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013375020	4	2.40
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013370630	16	30.05
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013392336	17	55.05
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013405441	7	3.60
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013425123	18	59.95
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013422250	9	21.60
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013385542	19	41.80
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013440560	11	12.00
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013435351	1	7.20
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013355220	12	45.85
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013400190	20	24.95
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013340979	13	16.25
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013411375	14	41.90
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013392941	15	36.75
2110	960990	MISC CONTRACTUAL	102808	ADVANCED AQUATICS	19890	213	255.99
2110	960990	MISC CONTRACTUAL	102808	ADVANCED AQUATICS	19607	205	250.99
2110	960990	MISC CONTRACTUAL	102900	INITIAL TROPICAL PLAN	570788	131	64.80
2110	960990	MISC CONTRACTUAL	102900	INITIAL TROPICAL PLAN	570787	124	95.56
2110	960990	MISC CONTRACTUAL	103338	SEM SECURITY MANAGEME	3	241	1500.00
2110	970100	SUPPLIES	09638	OFFICE DEPOT	257871919001	139	161.62
2110	970100	SUPPLIES	09638	OFFICE DEPOT	257871676001	136	7.53
2110	970100	SUPPLIES	09638	OFFICE DEPOT	257871675001	135	-9.46
2110	970100	SUPPLIES	09638	OFFICE DEPOT	257529250001	133	66.14
2110	970100	SUPPLIES	102047	WAGNER OFFICE SOLUTIO	43096	174	177.50
2110	970100	SUPPLIES	102047	WAGNER OFFICE SOLUTIO	43149	170	8.50
2110	970100	SUPPLIES	102047	WAGNER OFFICE SOLUTIO	43191	172	8.50
2110	970100	SUPPLIES	19764	BRODART COMPANY	521602	217	18.36
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	127645-00	214	709.20
2110	970170	JANITORIAL	102809	VALDES ENTERPRISES IN	9013	177	735.75
2110	970170	JANITORIAL	102809	VALDES ENTERPRISES IN	9085	178	22.35
2110	970260	POSTAGE AND PARC	103035	FEDERAL EXPRESS	7-633-54498	162	71.06
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1898737	705	18.99
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1894844	697	45.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1898741	703	10.17
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1898740	699	8.99
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1898738	698	14.41
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1898736	701	9.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1880591	696	9.60
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1894449	693	8.97
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1850746	689	4.77
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1894448	691	7.77
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1902600	795	97.11
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1897356	796	37.75
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1894842	798	51.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1894845	800	43.52
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1897301	802	29.35
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1893021	794	146.12
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1901797	793	38.60

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1894843	805	17.95
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1902210	809	43.37
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1910178	811	142.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1898742	807	30.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1881880	823	192.39
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1899815	775	22.18
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1890014	777	25.47
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1880588	771	26.55
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1880587	786	55.06
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1880589	772	218.47
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1880590	779	18.60
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1894450	781	65.62
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1898967	788	55.56
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1883006	769	537.54
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1898739	790	37.54
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1850745	767	45.45
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1893486	768	28.77
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1898743	765	122.91
2110	970600	BOOKS	02953	BUSINESS REFERENCE SE	61916-04	166	1221.00
2110	970600	BOOKS	02953	BUSINESS REFERENCE SE	62398-04	218	559.50
2110	970600	BOOKS	02953	BUSINESS REFERENCE SE	74334-04	219	639.50
2110	970600	BOOKS	05527	QUALITY BOOKS INC	73524	182	13.63
2110	970600	BOOKS	07439	THE GALE GROUP	13616295	190	89.99
2110	970600	BOOKS	07439	THE GALE GROUP	13587940	200	194.42
2110	970600	BOOKS	07439	THE GALE GROUP	13619012	201	23.96
2110	970600	BOOKS	07439	THE GALE GROUP	13591554	202	163.22
2110	970600	BOOKS	07439	THE GALE GROUP	13604983	203	40.42
2110	970600	BOOKS	07439	THE GALE GROUP	13593827	196	145.81
2110	970600	BOOKS	07439	THE GALE GROUP	13592927	204	145.62
2110	970600	BOOKS	07439	THE GALE GROUP	13583006	197	184.26
2110	970600	BOOKS	07439	THE GALE GROUP	13585348	198	120.60
2110	970600	BOOKS	07439	THE GALE GROUP	13589302	199	150.83
2110	970600	BOOKS	07439	THE GALE GROUP	13617326	209	65.13
2110	970600	BOOKS	08285	R R BOWKER LLC	31916	216	574.56
2110	970600	BOOKS	09647	INFO USA MARKETING, I	4-24-209151	132	750.00
2110	970600	BOOKS	101014	AMAZON.COM CREDIT	824371248407	207	23.94
2110	970600	BOOKS	101098	AMERICAN LIBRARY ASSO	07028757	208	103.00
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013425122	222	1135.03
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013392335	223	1253.84
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013050914	76	20.77
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013422752	78	8.03
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013435351	80	80.51
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013370629	81	619.54
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013385541	82	688.31
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012988331	74	4.52
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013442102	83	15.42
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013353716	85	136.00
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013428279	90	130.98
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013392940	89	605.85
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013388456	84	16.71

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SUNGARD PENTAMATION INC - FUND ACCOUNTING



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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013390793	93	191.72
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013340978	87	423.92
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012941171	95	53.31
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013375157	98	89.15
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013374973	103	8.30
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013390711	100	89.33
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013384609	101	17.25
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013353720	97	181.46
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013405441	6	42.54
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013422250	8	229.16
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013375020	5	34.62
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	5005420382	2	376.10
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013440560	10	147.40
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013416819	64	224.36
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012952219	70	3.87
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013384585	62	124.59
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013405382	66	37.83
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013405478	72	11.33
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013026506	68	55.20
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013411374	31	721.59
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013400189	40	486.28
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013355219	39	826.01
2110	970600	BOOKS	102747	ALIBRIS	7782943	206	31.85
2110	970600	BOOKS	103005	MCGRAW HILL CONSTRUCT	04866511	142	199.00
2110	970600	BOOKS	103078	COMMUNITY MEDIA WORKS	9-14-04	221	55.00
2110	970600	BOOKS	103778	DIDEROT EDUCATIONAL	4930DPI	160	702.00
2110	970600	BOOKS	103825	CARY AREA PUBLIC LIBR	INTER LOAN	220	7.95
2110	970600	BOOKS	103829	GALLOPADE INTERNATION	66157	104	263.56
2110	970600	BOOKS	10512	MERGENT INCORPORATED	P0501023582	134	4080.00
2110	970600	BOOKS	13071	MULTI-CULTURAL BOOKS	04-333	185	50.90
2110	970600	BOOKS	16774	MISTER ANDERSON'S COM	100102	193	227.73
2110	970600	BOOKS	18148	REED CONSTRUCTION DAT	2692035	756	126.39
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	20087	181	10.97
2110	970600	BOOKS	20579	SALEM PRESS	0339349IN	173	290.00
2110	970600	BOOKS	22046	CHICAGO PUBLIC LIBRAR	SEE ATTACHED	210	86.00
2110	970600	BOOKS	23806	FACTS ON FILE	414391	153	452.08
2110	970600	BOOKS	35225	MATTHEW BENDER & COMP	91743192	646	90.15
2110	970600	BOOKS	80139	RECORDED BOOKS, LLC	2163696	138	165.32
2110	970610	AUDIO MATERIALS	102744	BAKER & TAYLOR BOOKS	U09682950	44	75.47
2110	970610	AUDIO MATERIALS	102744	BAKER & TAYLOR BOOKS	U10222080	47	20.36
2110	970610	AUDIO MATERIALS	102744	BAKER & TAYLOR BOOKS	U09524850	42	290.25
2110	970610	AUDIO MATERIALS	102744	BAKER & TAYLOR BOOKS	U09365930	46	36.58
2110	970610	AUDIO MATERIALS	102744	BAKER & TAYLOR BOOKS	U09977380	50	10.18
2110	970610	AUDIO MATERIALS	102744	BAKER & TAYLOR BOOKS	U09730550	51	41.00
2110	970610	AUDIO MATERIALS	103834	PROSPECT HEIGHTS PUB	315300007149	291	19.95
2110	970610	AUDIO MATERIALS	103859	WILMETTE PUBLIC LIBRA	REPL FEE	472	46.00
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	9-29-04-2	156	58.74
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-5-04-3	152	11.19
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	9-29-04-5	157	164.37
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-5-04-5	150	10.49

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT	
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-5-04-1	154	0.00	244.79
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	9-29-04-1	155	0.00	316.15
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	9-29-04-3	149	0.00	74.14
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5898825P	792	0.00	228.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5936539P	818	0.00	64.80
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5936538P	817	0.00	64.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5919270P	813	0.00	201.60
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5910080P	815	0.00	13.50
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5910081P	816	0.00	72.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	2163441	194	0.00	47.60
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	2136271	192	0.00	1907.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	2165301	191	0.00	782.00
2110	970620	SUBSCRIPTIONS &	103856	SANDESH PUBLICATIONS	148	465	0.00	40.00
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	885800	159	0.00	19.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	877469	128	0.00	19.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	877468	126	0.00	21.59
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	877467	125	0.00	15.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	885798	115	0.00	91.96
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	88579	117	0.00	15.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	881464	119	0.00	103.96
2110	970630	VISUAL MATERIALS	102450	INSTRUCTIONAL VIDEO	24625A	117	0.00	67.90
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U09365920	167	0.00	1215.98
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R89426871	54	0.00	16.55
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R90614930	55	0.00	13.54
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R90265641	56	0.00	14.39
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U08797860	57	0.00	59.90
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U09160610	58	0.00	170.09
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R88450130	59	0.00	65.48
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U09977380	49	0.00	59.92
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U10599730	60	0.00	56.21
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R90265640	52	0.00	384.72
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R89496870	53	0.00	39.19
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U09524850	41	0.00	859.71
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U09682950	43	0.00	134.10
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U10222080	48	0.00	123.64
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U09365930	45	0.00	26.19
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DI	5584A	146	0.00	403.00
2110	970640	AUTOMATED REFERE	07439	THE GALE GROUP	101511	215	0.00	9208.00
2110	970900	EQUIPMENT <\$5,00	103824	BUSINESS MACHINE AGEN	52750	164	0.00	2729.00
2110	980400	EQUIPMENT	103824	BUSINESS MACHINE AGEN	52751	163	0.00	10397.00
2110	980420	COMPUTER SOFTWAR	05124	C D W GOVERNMENT INCO	0038146	819	0.00	645.99
2110	980420	COMPUTER SOFTWAR	103830	G H A TECHNOLOGIES IN	263819	106	0.00	694.82
2110	980420	COMPUTER SOFTWAR	103830	G H A TECHNOLOGIES IN	261616	107	0.00	666.94
2110	980420	COMPUTER SOFTWAR	200299	TODAY'S BUSINESS SOLU	092304-4	234	0.00	8274.00

TOTAL LIBRARY SERVICES 0.00 96461.18

TOTAL FUND 0.00 96591.13

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
201	119301	PREPAID EXPENSE	102534 ILLINOIS LIBRARY ASSO	101490	545	0.00	350.00
201	119301	PREPAID EXPENSE	102534 ILLINOIS LIBRARY ASSO	105782	551	0.00	100.00
201	119301	PREPAID EXPENSE	102534 ILLINOIS LIBRARY ASSO	113297	550	0.00	115.00
201	119301	PREPAID EXPENSE	102534 ILLINOIS LIBRARY ASSO	100416	546	0.00	135.00
201	119301	PREPAID EXPENSE	102534 ILLINOIS LIBRARY ASSO	114848	549	0.00	115.00
201	119301	PREPAID EXPENSE	102534 ILLINOIS LIBRARY ASSO	102381	542	0.00	75.00
201	119301	PREPAID EXPENSE	102534 ILLINOIS LIBRARY ASSO	100029	543	0.00	75.00
201	119301	PREPAID EXPENSE	102534 ILLINOIS LIBRARY ASSO	101631	544	0.00	185.00
201	119301	PREPAID EXPENSE	102534 ILLINOIS LIBRARY ASSO	111881	548	0.00	115.00
201	119301	PREPAID EXPENSE	102534 ILLINOIS LIBRARY ASSO	114056	547	0.00	75.00
201	119301	PREPAID EXPENSE	102534 ILLINOIS LIBRARY ASSO	112702	559	0.00	115.00
201	119301	PREPAID EXPENSE	102534 ILLINOIS LIBRARY ASSO	107074	560	0.00	150.00
201	119301	PREPAID EXPENSE	102534 ILLINOIS LIBRARY ASSO	100028	566	0.00	115.00
201	119301	PREPAID EXPENSE	102534 ILLINOIS LIBRARY ASSO	105011	558	0.00	115.00

TOTAL PUBLIC LIBRARY FUND 0.00 1835.00

2110	920140	DATA PROCESSING	102744 BAKER & TAYLOR BOOKS	XO6NS5936M	403	0.00	569.58
2110	920140	DATA PROCESSING	200310 LINCOLN TRAIL LIBRARI	32579	124	0.00	1448.96
2110	920140	DATA PROCESSING	72106 COOPERATIVE COMPUTER	OCT 2004	635	0.00	1544.15
2110	920140	DATA PROCESSING	72106 COOPERATIVE COMPUTER	DPK904	631	0.00	4687.30
2110	920202	CONFERENCES	103420 IL LIBRARIES UNICORN	ATTACHED	170	0.00	175.00
2110	920204	TRAINING	07992 C M I C	B BLANCHARD	561	0.00	60.00
2110	920206	SEMINARS	103884 CATHY FRIEDMAN	REIMB	215	0.00	20.00
2110	920220	MEMBERSHIP DUES	100075 AMERICAN LIBRARY ASSO	1113883	541	0.00	95.00
2110	920220	MEMBERSHIP DUES	21092 PETTY CASH	10/15/2004	397	0.00	7.00
2110	930010	R & M EQUIPMENT	102047 WAGNER OFFICE SOLUTIO	43384	527	0.00	2666.88
2110	930010	R & M EQUIPMENT	102047 WAGNER OFFICE SOLUTIO	43385	526	0.00	1217.99
2110	930010	R & M EQUIPMENT	72106 COOPERATIVE COMPUTER	DPK904	622	0.00	22.50
2110	930020	R & M BLDGS & ST	200177 2K HOME IMPROVEMENT I	28399	535	0.00	200.00
2110	960070	AUTO/TRAVEL EXPE	21092 PETTY CASH	10/15/2004	315	0.00	10.10
2110	960070	AUTO/TRAVEL EXPE	21092 PETTY CASH	10/15/2004	329	0.00	3.23
2110	960210	SPECIAL EVENT PR	09733 ORIENTAL TRADING COMP	594899990-01	141	0.00	55.44
2110	960210	SPECIAL EVENT PR	09733 ORIENTAL TRADING COMP	595113580-01	142	0.00	47.45
2110	960210	SPECIAL EVENT PR	101296 SARA MCLAUGHLIN	REIMB	126	0.00	47.94
2110	960210	SPECIAL EVENT PR	103881 PATRICIA REAVES	11-20-04	219	0.00	100.00
2110	960210	SPECIAL EVENT PR	103886 KEVIN COVAL	SEE ATTACHED	246	0.00	600.00
2110	960210	SPECIAL EVENT PR	103920 DEBORAH ELLIS	11-22-04	247	0.00	500.00
2110	960210	SPECIAL EVENT PR	21092 PETTY CASH	10/15/2004	387	0.00	14.28
2110	960210	SPECIAL EVENT PR	43765 DOMINICKS FINER FOODS	10/18/04	636	0.00	19.04
2110	960210	SPECIAL EVENT PR	43765 DOMINICKS FINER FOODS	10/11/04	638	0.00	38.69
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	1916952	520	0.00	11.35
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	894023	133	0.00	16.75
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	894022	131	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	891278	128	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	889939	151	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	889940	120	0.00	3.25
2110	960990	MISC CONTRACTUAL	102744 BAKER & TAYLOR BOOKS	2013487919	373	0.00	5.30
2110	960990	MISC CONTRACTUAL	102744 BAKER & TAYLOR BOOKS	2013478778	366	0.00	2.60
2110	960990	MISC CONTRACTUAL	102744 BAKER & TAYLOR BOOKS	2013440733	362	0.00	17.35

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013452789	378	9.70
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013440686	334	28.30
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013103601	332	18.20
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013437786	351	58.65
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013455050	352	14.70
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013448337	353	31.00
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013455174	354	1.65
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	0001222673	342	-45.20
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013467079	343	20.85
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013465274	355	10.40
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013474393	345	22.10
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013452906	359	3.60
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013482058	347	48.75
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013510213	357	13.00
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013460006	348	1.70
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013493784	360	7.15
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013459772	349	5.55
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013455414	350	41.40
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013464740	303	27.05
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013487903	289	12.60
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013435357	277	3.95
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013465065	266	45.20
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013032705	280	45.50
2110	960990	MISC CONTRACTUAL	200291	RUBBERDISC.COM	5386-04	146	192.75
2110	970100	SUPPLIES	07424	NEOPOST INCORPORATED	11002877	139	229.60
2110	970100	SUPPLIES	09638	OFFICE DEPOT	260297722001	399	7.62
2110	970100	SUPPLIES	09638	OFFICE DEPOT	261423395001	400	2.78
2110	970100	SUPPLIES	09638	OFFICE DEPOT	260546859001	391	7.92
2110	970100	SUPPLIES	09638	OFFICE DEPOT	260546861001	388	19.50
2110	970100	SUPPLIES	09638	OFFICE DEPOT	260409667001	396	485.98
2110	970100	SUPPLIES	09638	OFFICE DEPOT	260516650001	402	83.96
2110	970100	SUPPLIES	09638	OFFICE DEPOT	261384542001	401	0.94
2110	970100	SUPPLIES	09638	OFFICE DEPOT	260297509001	398	570.32
2110	970100	SUPPLIES	19764	BRODART COMPANY	530917	478	121.47
2110	970100	SUPPLIES	19764	BRODART COMPANY	527367	486	64.46
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL COR	1810634	481	80.86
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL COR	1818677	479	479.98
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL COR	1817109	480	45.73
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL COR	1810856	518	2999.37
2110	970100	SUPPLIES	21092	PETTY CASH	10/15/2004	386	17.92
2110	970100	SUPPLIES	24056	THE HIGHSMITH CO., IN	8527302-002	110	8.51
2110	970100	SUPPLIES	71891	RUNCO OFFICE SUPPLY	339813-0	143	119.85
2110	970110	MEALS (PRSNRS/WR	21092	PETTY CASH	10/15/2004	305	12.22
2110	970170	JANITORIAL	101451	GRAINGER	970-466661-0	637	45.72
2110	970260	POSTAGE AND PARC	00933	POSTMASTER	10-18-04	144	1450.00
2110	970260	POSTAGE AND PARC	103035	FEDERAL EXPRESS	7-678-11865	524	12.58
2110	970260	POSTAGE AND PARC	103035	FEDERAL EXPRESS	7-678-71232	525	12.76
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1916952	519	94.00
2110	970600	BOOKS	06033	THE H W WILSON COMPAN	56152442	136	1078.00
2110	970600	BOOKS	07089	ADAMS MEDIA CORPORATI	827270	536	456.20

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FUND - 201 - PUBLIC LIBRARY FUND

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2110	970600	BOOKS	07439 THE GALE GROUP	13622684	530	0.00	56.13
2110	970600	BOOKS	07439 THE GALE GROUP	13628690	529	0.00	63.08
2110	970600	BOOKS	07439 THE GALE GROUP	13622331	528	0.00	74.84
2110	970600	BOOKS	100557 FACTS ON FILE NEWS SE	63621	639	0.00	405.00
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013437785	608	0.00	1093.54
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	5005452272	598	0.00	1083.08
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013032705	278	0.00	113.92
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013487919	286	0.00	55.54
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013435357	276	0.00	42.51
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013487903	281	0.00	138.13
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013455413	274	0.00	752.74
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013459771	273	0.00	177.42
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013460005	265	0.00	50.88
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013482057	268	0.00	735.48
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013478778	284	0.00	42.69
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013448336	275	0.00	680.01
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013510213	356	0.00	96.30
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013452906	346	0.00	43.68
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013493784	358	0.00	16.36
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013465065	326	0.00	635.78
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013440686	333	0.00	289.26
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013467078	385	0.00	428.95
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013465274	361	0.00	113.36
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013452789	363	0.00	24.05
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013440733	364	0.00	191.06
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013103601	380	0.00	54.61
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013455173	262	0.00	43.75
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013464740	259	0.00	268.80
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013455049	261	0.00	334.99
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013474392	260	0.00	421.08
2110	970600	BOOKS	52364 MARKET DATA RETRIEVAL	1180777	125	0.00	95.82
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	172765	331	0.00	312.59
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	174042	330	0.00	6.50
2110	970610	AUDIO MATERIALS	07814 NILES PUBLIC LIBRARY	ATTACHED	623	0.00	36.98
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	10-20-04-1	537	0.00	336.47
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	10-14-04-1	540	0.00	443.44
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	10-14-04-3	539	0.00	24.48
2110	970610	AUDIO MATERIALS	28038 BRILLIANCE AUDIO, INC	259130	521	0.00	64.49
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	592485P	523	0.00	52.00
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	5943197P	522	0.00	360.80
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	2172551	531	0.00	36.70
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	2143973	532	0.00	17.77
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	2179758	533	0.00	29.75
2110	970620	SUBSCRIPTIONS &	02553 DAILY HERALD	ACCT#098489	634	0.00	717.60
2110	970620	SUBSCRIPTIONS &	100602 PROQUEST	40016461	41	0.00	15662.85
2110	970620	SUBSCRIPTIONS &	103882 INDIAN REPORTER LTD	20894	218	0.00	35.00
2110	970620	SUBSCRIPTIONS &	21092 PETTY CASH	10/15/2004	394	0.00	13.44
2110	970620	SUBSCRIPTIONS &	21092 PETTY CASH	10/15/2004	392	0.00	10.49
2110	970620	SUBSCRIPTIONS &	21092 PETTY CASH	10/15/2004	390	0.00	13.27
2110	970620	SUBSCRIPTIONS &	74130 EBSCO SUBSCRIPTION SV	75989	633	0.00	273.62

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ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970620	SUBSCRIPTIONS & 74130	EBCSO SUBSCRIPTION SV	1128707	42	0.00	33916.53
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	894022	130	0.00	19.99
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	889940	129	0.00	15.99
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	891278	127	0.00	22.99
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	889941	134	0.00	79.98
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	894023	132	0.00	127.94
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	889939	159	0.00	9.59
2110	970630	VISUAL MATERIALS 102744	BAKER & TAYLOR BOOKS	R90936230	404	0.00	9.32
2110	970630	VISUAL MATERIALS 102744	BAKER & TAYLOR BOOKS	R90936231	395	0.00	23.49
2110	970630	VISUAL MATERIALS 102744	BAKER & TAYLOR BOOKS	U10695470	336	0.00	285.43
2110	970630	VISUAL MATERIALS 102744	BAKER & TAYLOR BOOKS	R91201131	338	0.00	16.55
2110	970630	VISUAL MATERIALS 102744	BAKER & TAYLOR BOOKS	J16784800	344	0.00	14.98
2110	970630	VISUAL MATERIALS 102744	BAKER & TAYLOR BOOKS	J16082590	339	0.00	280.87
2110	970630	VISUAL MATERIALS 102744	BAKER & TAYLOR BOOKS	U10599690	340	0.00	1042.18
2110	970630	VISUAL MATERIALS 102744	BAKER & TAYLOR BOOKS	R91201130	337	0.00	12.69
2110	970630	VISUAL MATERIALS 102744	BAKER & TAYLOR BOOKS	R91054300	341	0.00	285.16
2110	970630	VISUAL MATERIALS 103885	EARLY ADVANTAGE	179469	190	0.00	390.50
2110	970630	VISUAL MATERIALS 21195	ALGONQUIN RECORDS	10-14-04-6	538	0.00	11.68
2110	970630	VISUAL MATERIALS 80139	RECORDED BOOKS, LLC	2156936	534	0.00	27.30
2110	970640	AUTOMATED REFERE 07439	THE GALE GROUP	RI 13602392	111	0.00	234.25
2110	970640	AUTOMATED REFERE 102142	ALLDATA LLC	14955612	620	0.00	1500.00
2110	970640	AUTOMATED REFERE 71360	MORNINGSTAR INCORPORA	6533993	65	0.00	4935.00
TOTAL LIBRARY SERVICES						0.00	93697.17
TOTAL FUND						0.00	95532.17

1065

SUNGARD PENTAMATION INC - FUND ACCOUNTING

PAGE NUMBER: 15

DATE: 11/05/04

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

ACCTPAY1

TIME: 14:25:46

ACCOUNTING PERIOD: 11/04

SELECTION CRITERIA: payable.due\_date="11/15/2004"

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
202	920110	PROFESSIONAL CON	102672 LOHAN CAPRILE GOETTSC	04526	613	0.00	350.00
202	920110	PROFESSIONAL CON	102672 LOHAN CAPRILE GOETTSC	04527	624	0.00	53.06
202	920110	PROFESSIONAL CON	102672 LOHAN CAPRILE GOETTSC	04528	632	0.00	148.06
202	980300	IMPROVEMENTS	103194 H B BARNARD COMPANY	PYMT# 4	89	0.00	1807.20
202	980300	IMPROVEMENTS	103194 H B BARNARD COMPANY	4058	169	0.00	2351.80
TOTAL LIBRARY CAPITAL PROJ FUND						0.00	4710.12
TOTAL FUND						0.00	4710.12

V.D.1.

LIBRARY DIRECTOR'S REPORT  
DECEMBER 21, 2004

**I have received no official requests for confidential information since my last report.**

I. PERSONNEL

New employees for November/December 2004 are Matthew Rosen, Circulation Services Clerk and Jakub Kocyan, Page, both Part-time.

Resignations/Separations: Michael Sim, Page, PT.

We have been waiting for over 4 weeks for a response from the IL State Police to the fingerprint background checks for our two top candidates for Security Monitor.

II. STAFF DEVELOPMENT

The combination All-Staff Meeting and Holiday Party was held December 9. Cash contributions from the Library Trustees, Friends of the Library, and Department Heads helped to purchase the food. The education part of the event was demonstrations of new library-related software and two crafts. I will survey the staff to see which of the three times of day they prefer for the staff party.

Gail Johnson of Face to Face Communications will provide supervisor training for fairly and consistently evaluating employees. The sessions are planned for 12/22 and 12/29. We are also talking to Ms Johnson about ongoing customer service training for our whole staff. This will take place in 2005.

We have asked Miriam Pollack of Pollack and Associates for a proposal for working with the Department Heads to increase our effectiveness as a deliberative group.

Dick Sem, Gary Valente and I have been working on the Security Monitor training program, which will be ready for the last week in December.



### III. PATRON SERVICES

Please note that we passed the one million circ mark again this year. Our overall circ total for 2004 to date is .42% higher than last year. Our monthly circulation of print materials was 55% of the total, and 52% of the circulation of adult materials.

Our holdings are now above 300,000. Our number of registered borrowers remains behind the 2003 figures and our visitor count is slightly lower than 2003. Our interlibrary loan activities continue to increase as do our in-person patron assistance in the Youth Services and Adult Services departments.

Our meeting rooms were used a total of 135 times in November. Please note the attendance of 300 at the Flu Shot Clinic.

### IV. ADMINISTRATIVE ACTIVITIES

I attended Library Cable Network Executive Committee meetings on 11/18 and 12/16; the Friends of the Library meeting on 11/23, an NSLS Board Orientation session on 11/29, the CCS Governing Board meeting on 12/1, was interviewed with Noreen Lake for "What's New in Libraries" about the filtering decision on 12/2, attended a SLURP luncheon on 12/3 and an NSLS Board Planning retreat on 12/4. I attended the volunteer appreciation party on 12/8, and had photos taken as I received a check from the DAR chapter for genealogical reference materials.

V.D.1.

DES PLAINES PUBLIC LIBRARY  
HOLDINGS  
DECEMBER 2004

	<u>Nov 2004</u>	<u>Dec 2004</u>	<u>Change</u>	<u>% Change</u>
Books	256,984	258,175	1,191	0.46%
Audio	21,825	21,980	155	0.71%
Video	19,911	19,909	-2	-0.01%
Puzzles & Games	655	652	-3	-0.46%
Realia	237	237	0	0.00%
Pamphlets	326	326	0	0.00%
<b>Total</b>	<b>299,938</b>	<b>301,279</b>	<b>1,341</b>	<b>0.45%</b>

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

**I. Library Card Registration Services**

<u>Nov 2003</u>	<u>Oct 2004</u>	<u>Nov 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1,121	978	796	10,023	10,581	5.6%

A.	New Library Card Registrations	328
B.	Updated Library Card	352
C.	Other Libraries	115
D.	Non Resident Fee Paid Cards	1
Total		796

**II. Other Registration Services**

1.	Patrons Registering for Programs	202
2.	Number of Meeting Room Uses	78
3.	Voters Registered	0
4.	Senior Cab Cards	10
Total		290

**III. Total Number Of Registered Borrowers**

November 2003	35,952	(63.1% of Population)
November 2004	34,716	(61.0% of Population)

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

**Patron Attendance Count**

<u>Nov 2003</u>	<u>Oct 2004</u>	<u>Nov 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
43,770	47,646	42,388	514,661	510,135	-0.08%

**Reciprocal Borrowing  
(Materials Lent)**

	<u>Nov2003</u>	<u>Nov 2004</u>	<u>% Change</u>
NSLS	14,126	14,600	3.3%
Other Systems	5,127	3,706	-27.7%
Total	19,253	18,306	-4.9%

**Interlibrary Loan**

	<u>Nov 2003</u>	<u>Nov 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
Sent	4,146	4,987	43,962	54,850	24.8%
Received	2,741	2,924	21,026	36,716	74.6%
Total	6,887	7,911	64,988	91,566	40.9%

**DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT**  
**November 2004**

<b>Total 2003 to Date:</b>	997,567	<b>Total 2004 to Date:</b>	1,001,651	<b>% Change</b>
<b>November 2003</b>	90,446	<b>November 2004</b>	89,459	0.41%
				-1.09%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
CHILDREN	2003	2004	2003	2004	2003	2004
Non Fiction	5,692	5,718	682	594	6,374	6,312
Fiction	14,521	13,178	1,460	1,132	15,981	14,310
Foreign Language Non Fiction	127	194	19	16	146	210
Foreign Language Fiction	650	717	54	102	704	819
Periodicals	244	161	4	4	248	165
Compact Discs	1,072	1,328	43	60	1,115	1,388
Audio Cassettes	178	113	2	0	180	113
Audio Kits	208	201	28	22	236	223
Puzzles	184	180	26	22	210	202
Games	113	115	12	11	125	126
Audio Books	277	330	26	6	303	336
Video Fiction	3,303	2,213	506	374	3,809	2,587
Video Non Fiction	959	627	42	20	1,001	647
DVD	2,774	4,052	148	214	2,922	4,266
CD ROMs	695	570	1	0	696	570
<b>SUB TOTAL</b>	<b>30,997</b>	<b>29,697</b>	<b>3,053</b>	<b>2,577</b>	<b>34,050</b>	<b>32,274</b>
<b>ADULT</b>						
Non Fiction	12,442	12,843	301	292	12,743	13,135
Fiction	8,199	7,851	380	415	8,579	8,266
Large Type	1,247	1,273	156	146	1,403	1,419
Foreign Language Non Fiction	403	363	13	9	416	372
Foreign Language Fiction	1,041	1,029	0	5	1,041	1,034
High School Collection	627	554	1	0	628	554
Periodicals	2,143	2,338	145	165	2,288	2,503
Pamphlets	7	10	0	0	7	10
Compact Discs	8,112	8,327	512	407	8,624	8,734
Audio Cassettes	19	7	2	0	21	7
Puzzles	5	3	0	0	5	3
Pictures	35	33	0	0	35	33
Audio Books	2,368	2,393	31	43	2,399	2,436
CD ROMs	234	163	0	0	234	163
Video Fiction	6,135	4,028	458	406	6,593	4,434
Video Non Fiction	3,010	2,035	35	18	3,045	2,053
DVD	7,695	11,196	411	612	8,106	11,808
Misc. Formats	227	219	2	2	229	221
	53,949	54,665	2,447	2,520	56,396	57,185
<b>GRAND TOTAL</b>	<b>84,946</b>	<b>84,362</b>	<b>5,500</b>	<b>5,097 *</b>	<b>90,446</b>	<b>89,459</b>
Self Check	19,781	19,358	0	0	19,781	19,358

\*One stop missed by Mobile Library due to weather.

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

<b>Assistance/Service Desk</b>	<u>Nov 2003</u>	<u>Nov 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Phone Calls Received	877	748	13,521	10,923	-19.2%
2. Patron Renewals	1,104	1,058	17,327	14,076	-18.8%
3. Patron Reserves Delivered	3,014	2,858	32,701	39,240	20.0%
4. Directional	959	918	15,740	12,167	-22.7%
5. Account Inquiries	2,872	3,207	45,879	35,805	-22.0%
6. Program Sign-up	319	336	5,329	5,343	0.3%
7. In Person Patron Assistance	1,868	1,680	28,445	17,619	-38.1%
<b>Total</b>	<b>11,013</b>	<b>10,805</b>	<b>158,942</b>	<b>135,173</b>	<b>-15.0%</b>
<b>Assistance/Switchboard</b>	<u>Nov 2003</u>	<u>Nov 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Phone Calls Answered	2,910	3,289	37,864	37,473	-1.0%
2. Delivery/Buzzer	46	39	1,406	722	-48.6%
3. 2-Way Radio	89	9	2,575	958	-62.8%
<b>Total</b>	<b>3,045</b>	<b>3,337</b>	<b>41,845</b>	<b>39,153</b>	<b>-6.4%</b>
<b>Grand Total</b>	<b>14,058</b>	<b>14,142</b>	<b>200,787</b>	<b>174,326</b>	<b>-13.2%</b>

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

<b>Assistance</b>	<u>Nov 2003</u>	<u>Nov 2004</u>	<u>Year to Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Computer/Instruction	719	1,330	9,245	15,313	65.6%
2. Mechanical	314	567	5,628	5,725	1.7%
3. Directional	773	1,178	9,871	13,411	35.9%
4. Tax Forms	1,285	5	1,255	1,786	42.3%
<b>Total</b>	<b>3,091</b>	<b>3,080</b>	<b>25,999</b>	<b>36,235</b>	<b>39.4%</b>
<b>Reference and Readers' Services</b>	<u>Nov 2003</u>	<u>Nov 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Specific Item Request	3,284	2,950	36,651	37,013	1.0%
2. Ready Reference	1,189	1,763	12,592	17,963	42.7%
3. In-Depth Reference	252	334	2,559	3,896	52.2%
4. Information	1,285	1,700	14,065	19,065	35.5%
5. Instruction	14	39	862	195	-77.4%
6. Virtual Reference Desk	72	28	544	259	-52.4%
7. Interlibrary Loan Request	79	143	2,014	1,540	-23.5%
8. Readers' Advisory	117	138	1,578	1,656	4.9%
9. CCS Holds	969	848	11,508	11,734	2.0%
<b>Total</b>	<b>7,261</b>	<b>7,943</b>	<b>82,373</b>	<b>93,321</b>	<b>13.3%</b>
<b>Sign Up</b>	<u>Nov 2003</u>	<u>Nov 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Computer Use	7,149	7,316	75,283	79,085	5.1%
2. Group Study Rooms	893	969	8,797	9,348	6.3%
3. Ellis/Reading Edge	1	0	13	5	-61.5%
<b>Total</b>	<b>8,043</b>	<b>8,285</b>	<b>84,093</b>	<b>88,438</b>	<b>5.2%</b>
<b>Grand Total</b>	<b>18,395</b>	<b>19,308</b>	<b>192,465</b>	<b>217,994</b>	<b>13.3%</b>

**DES PLAINES PUBLIC LIBRARY  
USAGE STATISTICS FOR ONLINE REFERENCE PRODUCTS  
NOVEMBER 2004**

Alldata	NA
CLCD	2
CQ Researcher	49
Ebsco:	
• Novelist	73
• Primary/Middle Search	35
• Searchasaurus	0
FACTS.com	265
First Search	1,996
Gale Group:	
• AncestryPlus	127*
• Biography Resource Center	446
• Business & Company Resource Center	270
• Contemporary Authors	61
• General Reference Center Gold	691
• Kids Infobits	58
• Literature Resource Center	158
• Opposing Viewpoints	472
• Student Resource Center	485
• Virtual Reference Library	51
• What Do I Read Next?	2
Greenwood Daily Life Online	9*
Grolier Online	44*
Hoover's Online	NA
LitFinder	101
Morningstar	188
NewsBank:	
• American Obituaries and Death Notices	1,244
• Chicago Tribune Archive	2,578
• Local newspapers	737
• Noticias en Español	0



ProQuest :	
• eLibrary	269
• Heritage Quest	868
• SIRS Discoverer	22
• <i>Wall Street Journal</i>	89
• <i>New York Times</i> Historical	80
• <i>Chicago Tribune</i> Historical (1890-1955)	325
Reference USA	503
ValueLine	20*
World Book Encyclopedia	112
<b>Total Searches &amp; Queries</b>	<b>12,430</b>

\*Number of sessions or views (number of searches not provided)

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

<b>Assistance</b>	<u>Nov 2003</u>	<u>Nov 2004</u>	<u>Year To Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Computer Sign-up	1,663	1,701	24,224	19,438	-19.8%
2. Mech Troubleshooting	N/A	561	N/A	2,792	N/A
3. Computer Mech Instr	N/A	576	N/A	2,898	N/A
4. Program Sign-up	273	208	3,980	3,074	-22.8%
5. Information	N/A	587	N/A	3,845	N/A
6. Directional Questions	416	362	3,904	5,108	30.8%
<b>Total</b>	<b>2,352</b>	<b>3,995</b>	<b>32,108</b>	<b>37,155</b>	<b>15.7%</b>
<b>In-House Circulation</b>	<u>Nov 2003</u>	<u>Nov 2004</u>	<u>Year To Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Train Sets	1,236	1,472	15,421	16,017	3.9%
2. Chess/Checkers	42	63	660	753	14.1%
3. School Supplies Handouts	N/A	111	N/A	1155	N/A
4. Textbooks	42	43	326	354	8.6%
<b>Total</b>	<b>1,320</b>	<b>1,689</b>	<b>16,407</b>	<b>18,279</b>	<b>11.4%</b>
<b>Reference</b>	<u>Nov 2003</u>	<u>Nov 2004</u>	<u>Year To Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Specific Item Request	1,001	1,261	11,772	12,244	4.0%
2. Reference	898	573	7,737	7,762	0.3%
3. Readers' Advisory	256	256	1,849	2,299	24.3%
4. ILL & Patron Holds	140	226	1,901	2,038	7.2%
5. Book Bag Request	12	13	204	115	-43.6%
<b>Total</b>	<b>2,307</b>	<b>2,329</b>	<b>23,463</b>	<b>24,458</b>	<b>4.2%</b>
<b>Grand Total</b>	<b>5,979</b>	<b>8,013</b>	<b>71,978</b>	<b>79,892</b>	<b>11.0%</b>

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

Times Used    Attendance

**Library Sponsored Programs/Meetings**

Adult Services Meeting	1	9
Art Committee	1	7
Author Visit – Anita Shreve	1	110
Author Visit – Mary Ann Hoberman	1	65
Circulation Clerks Meeting	1	11
Committee of the Whole Board Meeting	1	12
Current Events Discussion 2004	1	17
Department Heads	4	30
Film – “Osama”	1	60
Foreign Film Series – “Eat Drink Man Woman”	1	24
Friends of the Library	1	14
Germany Genealogy Program	1	40
Insurance Open Enrollment Meeting	1	40
Introduction to Basic Computers	5	28
Introduction to Basic Internet	3	18
Kiwanis Board Meeting	1	12
Lyric Opera Lecture – “A Wedding”	1	33
Mind Your Memory (Alzheimer’s Association)	1	40
Older Women’s Legacies	2	17
Outreach Committee	1	12
Page Meeting	2	27
Public Information Services Meeting	1	3
Readers’ Services Meeting	1	8
Security Meeting	1	9
Sunday Afternoon Movie – “Cold Mountain”	1	70
Tuesday Morning Book Group	1	21
Thursday Evening Book Discussion	1	13
Youth Services Meeting	1	8
 Total	 39	 758

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

Times Used    Attendance

**Outside Community Groups**

Carlyle Condominium Association Meeting	1	55
Chicago – North RWA	1	30
Cub Scout Research Project	1	22
Des Plaines Art Guild	1	9
Des Plaines School Board Caucus	1	12
Des Plaines Toastmasters	3	24
Greater Des Plaines Condominium Association	1	20
Home Oriented Unique School Experience	1	20
Junior Great Books	1	9
Korean American Women's Club	2	51
LGH Flu Shot Clinic	1	300
Library Courte Condominium	1	17
Maya's Health Fair	1	20
Perry-Laurel Condo Association	1	14
Polyglot Toastmasters	1	12
River Edge Condominium Association Meeting	1	20
River Pointe Condominium Association Meeting	1	70
SCRWI-Society of Children's Book Writers/Illus.	1	25
Square Spares Square Dance Club	1	13
Thacker Park Condominium Association Meeting	1	18
Vietnam Veterans of America, Chapter 311	1	45
<b>Total</b>	<b>24</b>	<b>806</b>

**Other**

Library Board Meeting	1	15
<b>Total</b>	<b>1</b>	<b>15</b>

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

Times Used    Attendance

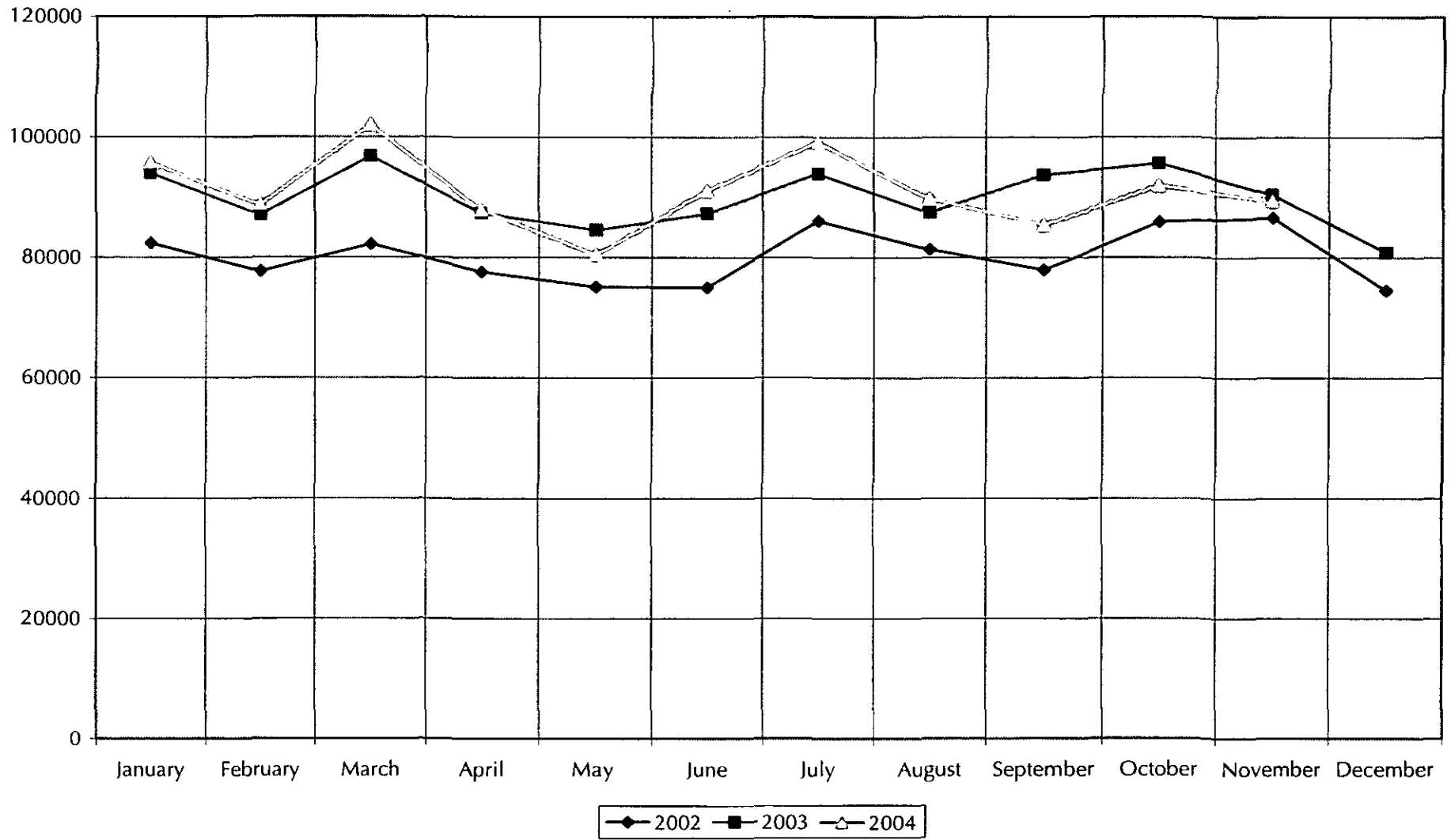
**Library Sponsored Children's Programs**

2-year olds Storytime	9	144
3-5 year olds Storytime	6	129
Baby Talk Book Times	18	346
Babysitting Clinic	1	37
Caudill Club Book Discussion	1	9
Central School Author Visit	1	65
Central School Preschool Tour with Parents	1	30
Chess Club	1	36
Cub Scout Pack	1	20
Drop-in Chess Club	1	36
Drop-in Thanksgiving Craft	1	135
Drop-in Preschool Movie	4	49
Drop-in Super Scrabble Saturday	1	9
Family Book Discussion	1	7
First Congregational Preschool Tour	2	69
Immanuel Lutheran School Tour	1	31
Jr. Great Books	4	37
Maryville Parent Tour	2	22
P J Storytime	1	55
Friendship School Tour	1	18
Preschool Teacher Workshop	1	11
Power Poetry	1	20
Stories & More	2	40
Story Explorers	2	22
Tell Me a Story Ventriloquist	1	136
 Total	 65	 1,513
 Literacy Program		
Learn to Read	17	960
 <b>Grand Total</b>	 135	 4,052

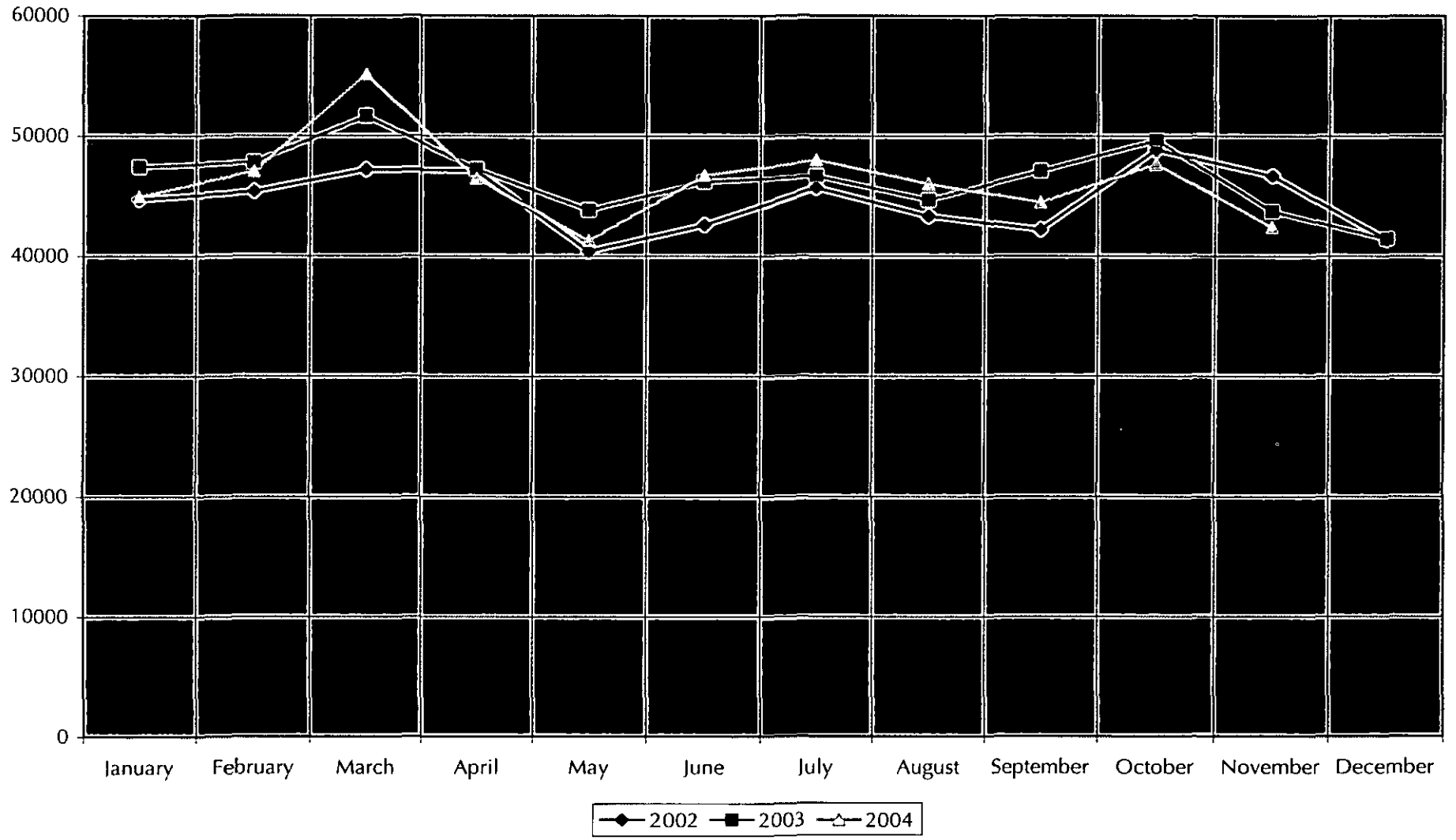
**November Total = 76 groups involving 4,128 people.**

**2004 Year to Date Total = 687 groups involving 40,052 people.**

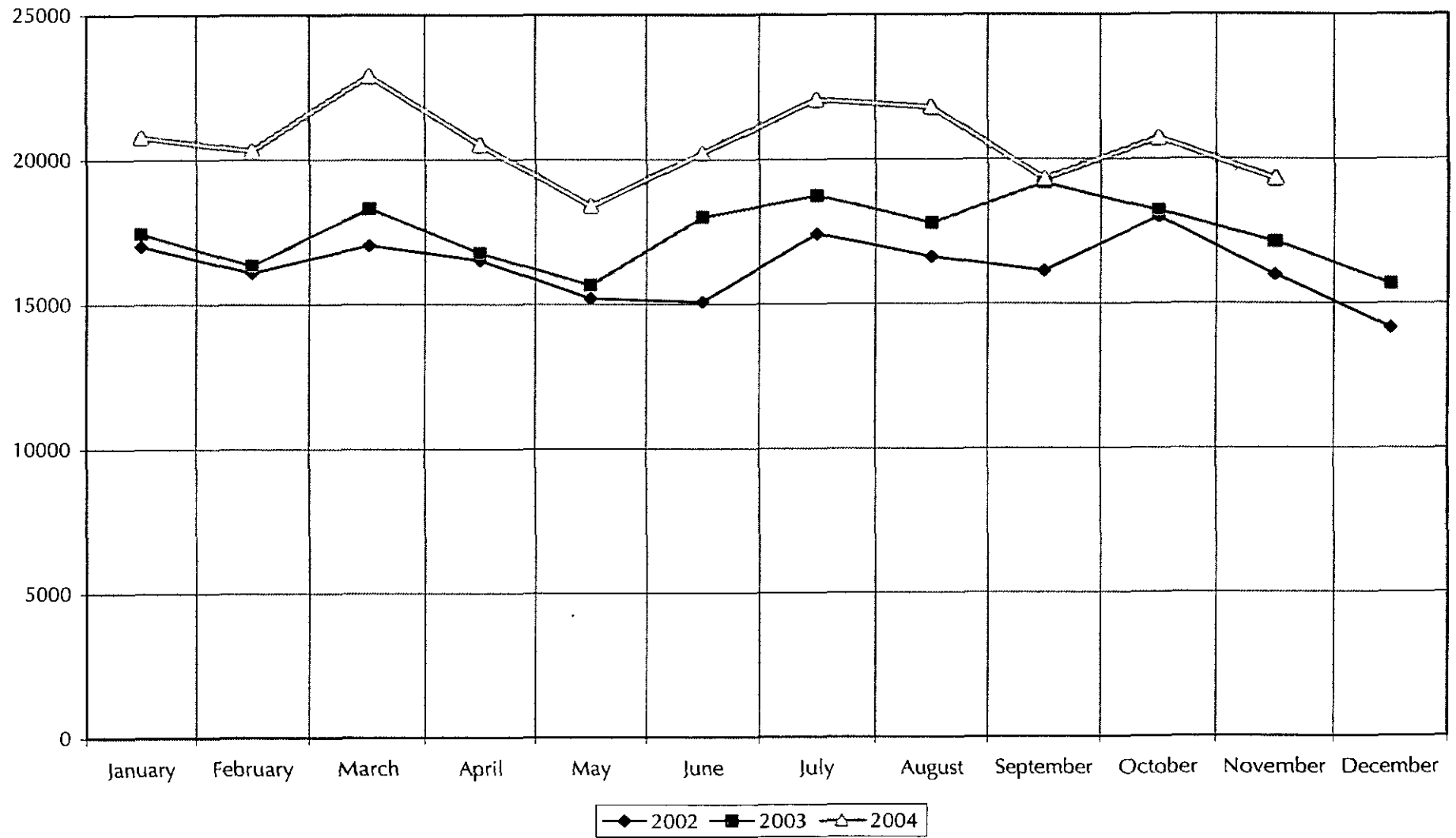
Circulation Statistics  
November 2004



Patron Attendance  
November 2004

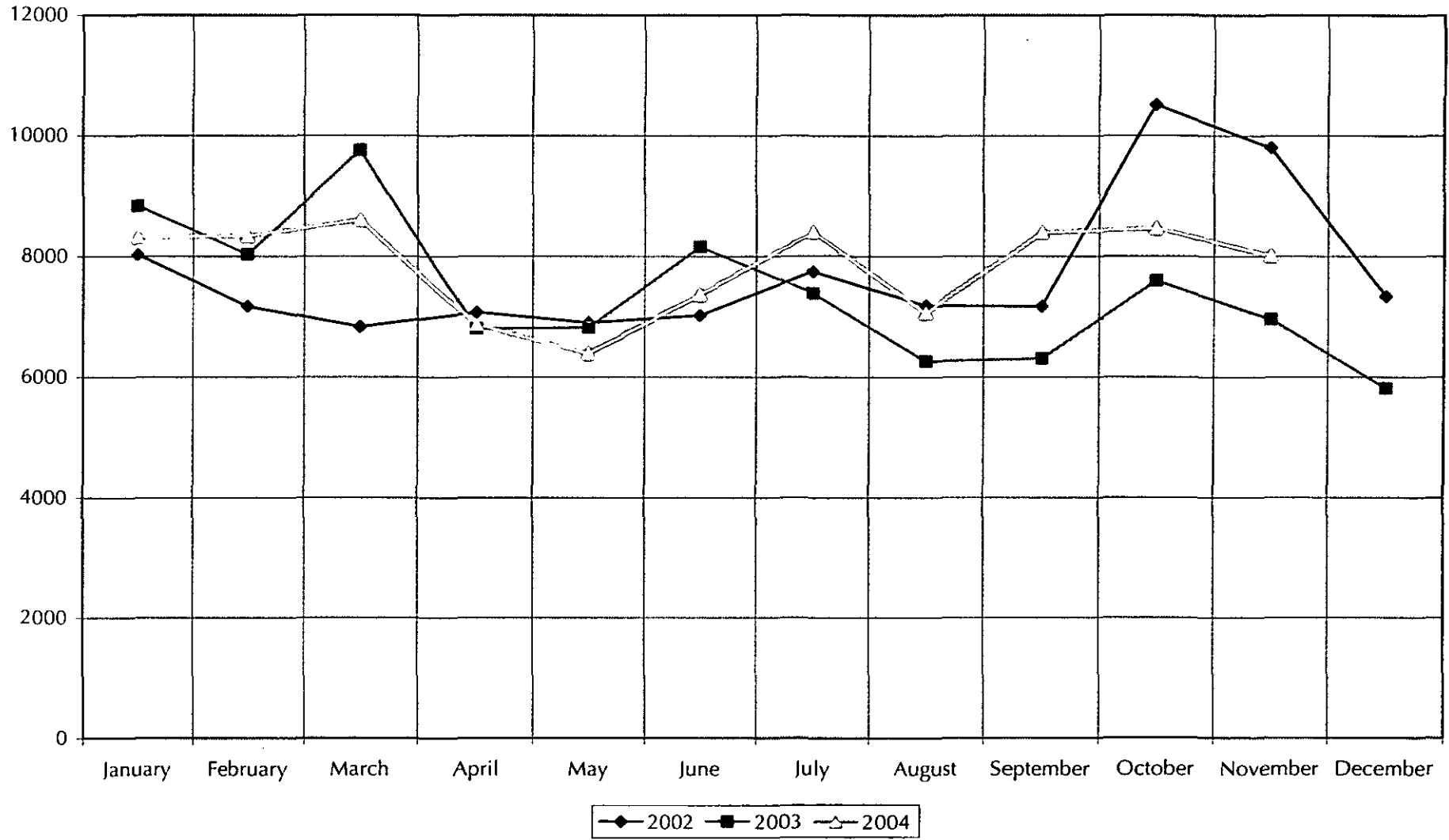


Adult Patron Assistance  
November 2004

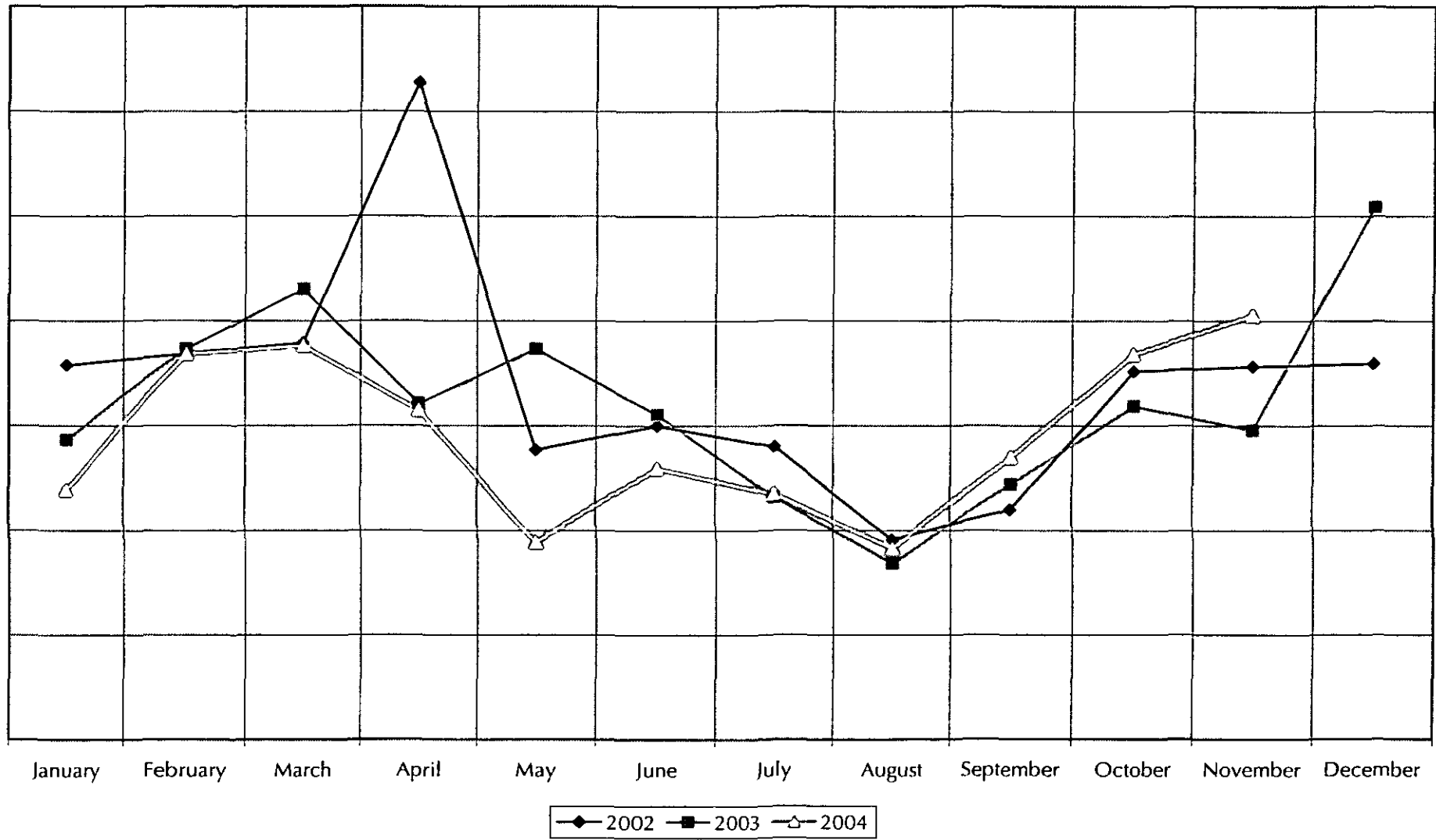




### Youth Patron Assistance November 2004



### Meeting Room Attendance November 2004



FRIENDS OF THE DES PLAINES PUBLIC LIBRARY  
November 23, 2004 Meeting Report

Friends' Memberships are still being received bringing in \$180 since November 1, 2004.

Members of the Ongoing Book Shelf Committee have been categorizing the books. Biographies, Travel and fiction books are going well. It was suggested that a January 2005 sale be considered because of the abundance of books that have been received.

The Sunday Film "Cold Mountain" was well attended with only a few empty seats left. The Friday Night Foreign Films will continue.

The Christmas Book Sale has been scheduled for December 11, 2004 from 9:00 am to 4:00 pm. A meeting will be called following this sale to consider the possibility of having a January sale.

Sandra Norlin reported on the stage risers that have been found not to be high enough. It is possible, however, to get another set of legs to increase the height.

The Friends voted to donate \$250.00 toward the DPPL Staff Christmas Party. The Friends also voted to donate the collected video games and puzzles to the VA.

A call for the collection of Campbell Soup Labels was made. Campbell's will make donations to orphans of killed veterans.

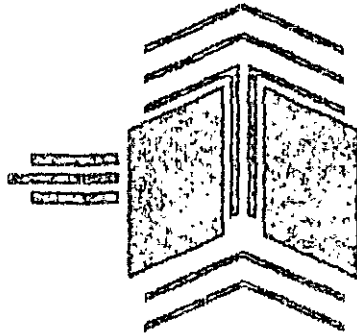
A letter was issued to the DP Park District thanking them for the past use of their tables used for Book Sales.

It was suggested that the Friends purchase the Excel Program for budgeting purposes.

The next meeting has been scheduled for January 25, 2005.

Respectfully submitted,

Elaine M. Tejcek



# Des Plaines Public Library

1501 Ellinwood St., Des Plaines, IL 60016

847-827-5551

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

**V.D.3**

## BOARD OF TRUSTEES

Minutes of the Committee of the Whole Meeting

November 17, 2004

Chair: William Grice.

Present: Susan Burrows, William Grice, Noreen Lake, Jerry Mahony, Rhys Read, Elaine Tejcek, Susan Weinberg, Sandra Norlin, Martha Sloan, Hector Marino, Carol Kidd, Kimberly Bilotech.

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

The Board reviewed information gathered from the building walkthrough on October 19, 2004.

Rhys Read entered the meeting at 6:20 PM.

The Committee made the following recommendations:

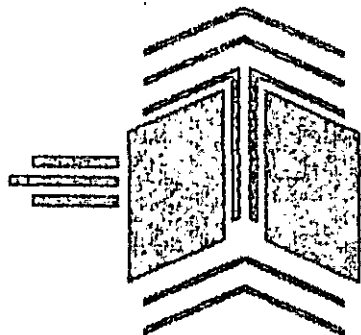
- ✓ Staff will review areas in the library where staff stands for long periods of time to assess the need for shock-absorbent flooring.
- ✓ Staff will evaluate whether cabling wrapped around a pillar in the circulation area is hazardous and should be relocated.
- ✓ Sandra Norlin will write a report giving the times and places that noise levels in the library are elevated and also when the noise levels are offensive to patrons.
- ✓ Staff will be asked to look at wall space originally designated for public pay telephones and decide whether this space would be better used for debit card stations.

The next Building and Grounds Committee meeting will be held on January 11, 2005 at 6:00 PM.

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

The meeting adjourned at 7:05PM.

Minutes prepared by Carol Kidd.



# Des Plaines Public Library

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www.dppl.org

## V.D.4.

- Progress Report
- Response Requested by \_\_\_\_\_
- Board Action Required 12/21/04 meeting

BOARD OF TRUSTEES  
Minutes of the Finance Committee Meeting  
December 1, 2004

Chair: Rhys Read.  
Present: Rhys Read, Susan Burrows, Noreen Lake, Sandra Norlin, Carol Kidd,  
Martha Sloan, Hector Marino.

Call to Order: 6:13 PM by Rhys Read.

The Committee discussed whether or not the library should pay for services currently being provided by the City of Des Plaines for payroll, human resources, accounts payable, legal, water, sewer and waste hauling in the amount of \$32,900.00.

Sandra Norlin reported that she contacted seven local municipal libraries to ask if they were paying fees for city services. Sandra Norlin then used this information to prepare a chart that listed which cities and villages paid fees for services for payroll, human resources, accounts payable, legal, water, sewer, waste hauling, electricity and other services and which cities and villages did not pay for some or all of these services. The Committee discussed the information provided.

President Noreen Lake will address the City Council on Monday, December 6, 2004 and advise the Council that the 2005 library budget will have to be revised if the library pays the City of Des Plaines for payroll, human resources, accounts payable, legal, water, sewer and waste services and that this will result in additional costs to the taxpayers. President Lake will explain to the Council that the library will have to increase the levy to accommodate these charges, thus shifting the cost of services from one budget to another.

The Committee asked Sandra Norlin to investigate outsourcing some of the services now being provided by the City of Des Plaines.

MOTION by Susan Burrows, seconded by Noreen Lake, to adjourn the meeting.

The meeting adjourned at 7:04 PM.

Minutes prepared by Carol Kidd.

V.D.5.

- Progress Report
- Response Requested by \_\_\_\_\_
- Board Action Required 12/21/04 meeting

BOARD OF TRUSTEES  
Minutes of the Art Committee Meeting  
December 7, 2004

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

Call to Order: 6:44 PM by Eldon Burk.

Eldon Burk reported that artist Joe Walters would charge \$15,000 to sculpt original art pieces for the wall in the second floor reception area. President Lake responded that the cost of the artwork was too high considering the location. President Lake asked that artwork for that amount be located in a more public place in the library.

The Committee consensus was to ask Patti Gilford to contact artist Joe Walters and request that the sculpture pieces fill less of the wall space (focus on the center of the wall) and that the cost not exceed \$10,000.00.

MOTION by Susan Burrows, seconded by Elaine Tejcek, to adjourn the meeting.

The meeting adjourned at 7:00 PM.

Minutes prepared by Carol Kidd.

## NIGHT OWL REFERENCE MONTHLY STATISTICS

**October, 2004**

**Total number calls =584**

49 Arlington Heights Memorial Library  
 12 Barrington Area Public Library  
   7 Bedford Park Public Library  
 30 Bellwood Public Library  
   8 Bradley Public Library  
   8 Coal City Public Library  
 17 Des Plaines Public Library  
 35 Elk Grove Village Public Library  
 19 Elmhurst Public Library  
   9 Fossil Ridge Public Library  
 16 Highland Park Public Library  
 12 Homer Township Public Library  
   7 Homewood Public Library  
 23 Indian Trails Public Library  
 29 Lake Forest Public Library  
 13 Lisle Library District

20 Mt Prospect Public Library  
   3 Nippersink Public Library  
 30 Northbrook Public Library  
 20 Oswego Public Library  
 12 Park Ridge Public Library  
   6 Prospect Heights Public Library  
 10 Rolling Meadows Public Library  
 13 St. Charles Public Library  
 44 Schaumburg Township District Library  
 46 Skokie Public Library  
 10 Vernon Area Public Library  
 12 Villa Park Public Library  
   7 Warrenville Public Library  
 10 Westchester Public Library  
 29 Woodstock Public Library

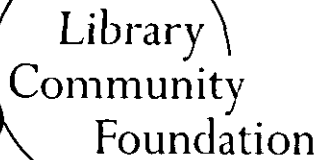
### SAMPLE QUESTIONS

Literacy rate in colonial America  
 Historical stock prices  
 Grams of fiber in sauerkraut  
 Web site for the US Attorney for the northern district  
 What is John Edward's lapel pin?  
 Locations for flu shots  
 Lead in Flying Dutchman in Bayreuth 2004  
 Sources for criticism of Sister Carrie  
 Where to get a replacement Medicare card  
 Meaning of a Native American proverb  
 Origin of term Indian Summer  
 Origin of the word 'lullaby'  
 Name of the original Superman  
 Average resting heart rate  
 Rules for becoming a flight attendant

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

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





Library  
Community  
Foundation

224 South Michigan Avenue, Suite 400  
Chicago, Illinois 60604  
Phone 630.734.5027  
Fax 312.341.1985

December 7, 2004

Ms. Sandra Norlin  
Director  
Des Plaines Public Library  
1501 Elinwood  
Des Plaines, Illinois 60018

Dear Sandra:

After much consideration, the Library Community Foundation Board has decided to establish a new partnership with the Chicago Community Trust through the creation of a donor-advised agency fund with the Trust. The partnership will begin on January 1, 2005. As many of you know, the LCF has had an ongoing relationship with the Trust. In the past, the Trust has awarded the LCF general operating grants and was an underwriter of the "Libraries Becoming Research Partners" research project. This new partnership goes even farther and means that the LCF will no longer be the legal agent 501(c)3 managing the Fund Partners' monies. The Trust will be the legal agent, but the LCF will remain the conduit – the agency – between the Fund Partners and the Trust.

The LCF Board believes that this partnership will serve the best interests of the Fund Partners better than the LCF could alone. As one of the oldest (founded in 1915), largest (assets over \$1 billion), and most respected community foundations in the country the Trust provides unparalleled long-term security for Fund Partners. Because of its size, the Trust offers superior investment performance and lower fees. It also provides access to legal and planned giving resources the LCF cannot provide. The enclosed brochure outlines the parameters of the partnership including the main ways in which the partnership will impact Fund Partners. Additional information on the Trust, including its annual report, can be found on the Trust website: <http://www.cct.org/index.html>.

Later communications from the LCF will provide more detail on the new operating arrangements (the actual changes will be few). The purpose of this letter is to ask that you let the LCF know by the end of business on December 20, 2004, if you do *not* want to continue as a Fund Partner in the LCF's new partnership with the CCT. *If you do not want to continue, please make a request to either me or to Anne Johnson for a disbursement of all of the monies your fund has with the LCF. If you want to continue as a Fund Partner, there is nothing you need to do. It is important to remember that as in the past, you will always be able to end your relationship with the LCF by simply requesting a disbursement of all your fund's monies.*

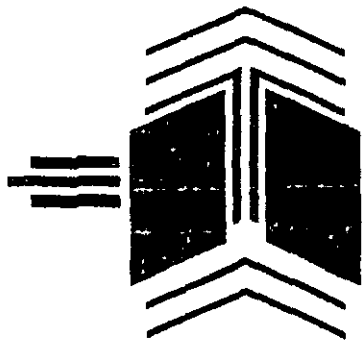
Finally, to help ensure a smooth transition to our new partnership with the Trust, there will be a freeze on all activity in Fund Partner accounts for the month of January 2005. This means that no disbursements can be made and no new monies credited until February 1, 2005. If you are planning a disbursement request that cannot wait until February 1, please submit it as soon as possible.

If you have any questions, please don't hesitate to contact me by telephone at my office, 312-988-6587 (direct line) or by email, [s-daniels@law.northwestern.edu](mailto:s-daniels@law.northwestern.edu). In the next week the LCF will be sending additional material explaining the working details of our new relationship with the Trust.

Sincerely,



Stephen Daniels  
Chair, Library Community Foundation



## Des Plaines Public Library

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

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

December 22, 2004

Jim Egeberg, Director of Finance  
City of Des Plaines  
1420 Miner Street  
Des Plaines, IL 60016

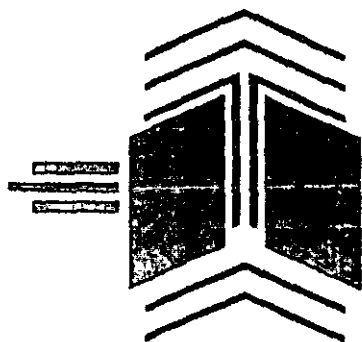
Dear Mr. Egeberg:

At the regular meeting of December 21, 2004, the Library Board of Trustees directed me to authorize and direct you to:

1. Transfer funds to cover all 2004 appropriation deficit categories after all expenditures for 2004 are completed.
2. Carry over to 2005 all unexpended balances in the Library account that are not required in the operating fund at December 31, 2004.

Sincerely,

Sandra K. Norlin  
Library Director



# Des Plaines Public Library

1501 Ellinwood St., Des Plaines, IL 60016

847-827-5551

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

## RESOLUTION

2005 appropriation and 2004 Levy for Library Purposes  
Des Plaines Public Library, Des Plaines, Illinois

WHEREAS, The Board of Library Trustees of the Des Plaines Public Library of Des Plaines, Illinois, has at an open and public meeting held on December 21, 2004, considered the financial requirements of the said Public library for the fiscal year commencing January 1, 2005; and

WHEREAS, said Board has determined the financial requirements of the Library for the coming fiscal year and caused to be made a statement of those financial requirements, a copy of which is attached hereto and made a part hereof marked Exhibit A; and

WHEREAS, said Board has further determined the amount of money of which, in its judgment, it will be necessary to levy for library purposes in the 2004 annual tax levy ordinance to be enacted by the City Council of the City of Des Plaines.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Library Trustees of the Des Plaines Public Library as follows:

1. THAT the amount of money, which in its judgment it will be necessary to levy for library purposes in the 2004 annual tax levy ordinance and for collection and deposit in the library fund is \$5,146,293.
2. AND THAT the Library will control its expenditures so that the expenditures do not exceed actual income during FY 2005.
3. THAT the Secretary of the Board file a certified copy of this resolution with the City Clerk of the City of Des Plaines, Illinois.

## DES PLAINES PUBLIC LIBRARY - 2005 BUDGET

## EXHIBIT A

## SALARIES-DEPT 2110

910100	Salaries	\$2,185,002
910200	Temporary Wages	\$898,154
910400	Non-Supervisory Overtime	\$500
910900	Acting Pay	\$500
910950	Excess Sick Hours Payout	\$3,500

TOTAL SALARIES AND WAGES		\$3,087,656
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## BENEFITS-DEPT 2110

918010	Unemployment Compensation	\$1,500
918020	Employer Contributions-F.I.C.A.	\$235,479
918021	Employer Contribution-I.M.R.F.	\$263,178
918040	Life Insurance Premiums	\$8,765
918050	Medical Insurance Premiums	\$433,970
918055	Dental Insurance Premiums	\$29,893
918070	Workers Compensation	\$4,000
918085	RHS Plan Payout	\$1,150

TOTAL EMPLOYEE BENEFITS		\$977,935
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TOTAL PERSONAL SERVICES		\$4,065,591
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## CONTRACTUAL SERVICES-DEPT 2110

920100	Litigation and Legal Fees	\$5,200
920105	Costs of Litigation	\$0
920110	Professional Consulting	\$42,600
920120	Communication Services	\$25,000
920140	Data Processing	\$75,000
920202	Conferences	\$4,500
920204	Training	\$1,000
920205	Tuition Reimbursement	\$5,000
920206	Seminars	\$500
920210	Inservice Training	\$500
920220	Membership Dues	\$6,000
920225	Licensing/Titles	\$250
920230	Publication of Notices	\$2,000
920850	Subsidy ERP Transfer	\$3,500
920900	Property/Liability Insurance	\$30,294
930010	Repair/Maintenance of Equipment	\$63,000
930020	Repair/Maintenance of Building	\$40,000
930030	Repair/Maintenance of Vehicles	\$4,500
930195	Book Binding & Repair	\$2,000
930490	Garbage	\$2,400
930210	Rental of Equipment	\$1,500
930320	Custodial Services	\$50,000
960070	Auto/Travel Expenses	\$1,000
960210	Special Program Services	\$20,000
960990	Miscellaneous Contractual Service	\$97,200

TOTAL CONTRACTUAL SERVICES		\$482,944
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**DES PLAINES PUBLIC LIBRARY - 2005 BUDGET  
EXHIBIT A**

<b>COMMODITIES</b>		
970100	Library Supplies	
970110	Meals	\$70,000
970170	Janitorial Supplies	\$1,600
970260	Postage & Parcel	\$15,000
970270	Printing/Reproduction	\$15,500
970320	Supplies: Vehicle R/M	\$8,000
970500	Water & Sewer	\$0
970600	Books	\$5,800
970610	Audio Materials	\$500,000
970620	Subscription & Books	\$76,000
970630	Visual/Multi-Media Materials	\$70,000
970640	Automated Reference Material	\$77,000
970810	Natural Gas	\$95,000
970820	Electricity	\$20,000
970840	Diesel	\$500
970850	Gasoline	\$2,000
970900	Equipment <\$5,000	\$1,500
		<b>\$23,900</b>
<b>TOTAL COMMODITIES</b>		<b>\$981,800</b>
<b>CAPITAL OUTLAY-DEPT 2110</b>		
980300	Improvements	
980400	Equipment	\$2,500
980410	Computer Hardware	\$13,300
980420	Computer Software	\$28,800
980600	Furniture & Fixtures	\$19,800
		<b>\$25,400</b>
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$89,800</b>
<b>DEBT SERVICE/OTHER-DEPT 2110</b>		
990300	Trust/Agency Fees	\$0
990910	Abatement of 1993 G.O. Bond	\$22,755
990940	Transfer to Capital Projects Fund	\$150,000
990995	Loss on Sale of Investment	\$0
993000	Contingency Reserve	\$50,000
<b>TOTAL DEBT SERVICE</b>		<b>\$222,755</b>
<b>TOTAL - DEPT 2110</b>		<b>\$5,842,890</b>

DES PLAINES PUBLIC LIBRARY - 2005 BUDGET  
EXHIBIT A

PER CAPITA GRANT FUND - 2130

CONTRACTUAL SERVICES

920202	Conferences	\$5,125
920204	Training	\$4,000
920206	Seminars	\$3,500
920210	In-Service Training	\$3,000
960070	Travel	\$1,000
960990	Misc. Contractual Services & Programs	\$44,100

TOTAL CONTRACTUAL SERVICES \$60,725

COMMODITIES

970260	Postage and Parcel	\$3,200
970270	Printing-Reprod-Binding	\$8,100

TOTAL COMMODITIES \$11,300

TOTAL PER CAPITAL GRANT 2130 \$72,025

TOTAL EXPENDITURES - ALL FUNDS \$5,914,915

EXPENDITURES

Personal Services 2110	\$4,065,591
Contractual Services 2110	\$482,944
Commodities 2110	\$981,800
Capital Outlay 2110	\$89,800
Debt Service/Other 2110	\$222,755
Per Capita Grant 2130	\$72,025

TOTAL EXPENDITURES - 2004 \$5,914,915

LIBRARY CAPITAL PROJECTS FUND - 202

920110	Professional Consulting	\$50,000
960990	Misc Contractual Services	\$10,600

TOTAL CONTRACTUAL SERVICES \$60,600

CAPITAL EXPENDITURES

980420	Computer Hardware	\$78,000
980600	Furniture & Fixtures	\$10,000

TOTAL CAPITAL EXPENDITURES \$88,000

TOTAL CAPITAL PROJECTS FUND \$148,600

**DES PLAINES PUBLIC LIBRARY - 2005 BUDGET  
EXHIBIT A**

REVENUES - 2005

LIBRARY FUND

	Fund Balance 12/31	\$362,434
810015	Prior Year Property Taxes	\$50,000
810016	Property Tax	\$5,146,293
810800	Personal Property Replacement	\$92,988
822040	Library Grants	\$103,700
850102	Library Fines	\$100,000
850201	Copying Fees	\$30,000
850215	Special Program Fees	\$2,500
890100	Interest Income	\$5,000
890050	Sale of Fixed Assets	\$2,000
899900	Miscellaneous Income	\$20,000
<b>TOTAL LIBRARY FUND</b>		<b>\$5,914,915</b>

**LIBRARY CAPITAL PROJECTS FUND - 202**

	Fund Balance 12/31	\$222,426
898902	Transfer from Operations Fund	\$150,000
890100	Interest Income	\$4,000
<b>TOTAL LIBRARY CAPITAL PROJECTS FUND</b>		<b>\$376,426</b>

## Budget Meetings

December 7, 2004

6:30 Exec Session on personnel

City Manager  
Emergency Communications  
Legislative  
City Clerk  
Legal Department  
Finance  
General Fund Overhead  
Community Development  
CDBG  
TIF's  
Risk Management  
Medical Trust  
Debt Service  
Computer Replacement  
Library

December 13, 2004

Police  
Fire  
Fire and Police Commission  
Public Works  
CIP  
Engineering  
Water  
MFT  
Parking  
Building Replacement  
CERF

December 15, 2004

if needed



vread@peerbrg.com

alternate budget

Misc Contract	payroll	1,100
Source	accounts payable	15,300
[960990]		<u>17,200</u>

Consulting	HR ✓	2,600
[920110]		

Legal	✓ Legal ✓	3,200
[920100]		

970500	Water ✓	4800
930490	Garbage ✓ refuse contract	2400
970500	Sewer ✓	1000

\$ 31,200

Parking

**Sandra Norlin**

---

**From:** Patti Gilford [patti@pattigilford.com]  
**Sent:** Saturday, November 27, 2004 12:31 PM  
**To:** Sandra Norlin  
**Subject:** RE: Joe Walters commission

Absolutely. Let me know when you're ready to begin and I'll put together the necessary paperwork. The commission will take several months to complete so it should work out with your timing.

Patti

-----Original Message-----

**From:** Sandra Norlin [mailto:snorlin@dppl.org]  
**Sent:** Friday, November 26, 2004 10:54 AM  
**To:** patti@pattigilford.com  
**Subject:** Joe Walters commission

Dear Patti,

I've been in touch through email with the art committee regarding the \$15K fee for the Joe Walters commission. With the other purchases (quilt, framing, installation) we have a little less than \$11K left in the art fund. We do have ideas for raising the additional money for the sculpture and the committee still wants the Walters work. Is it possible to contract with Joe Walters for \$15K, pay a down payment, and hold off the construction and/or installation for a few months until we have the full amount for the balance?

Sandra

**BUDGET B**

If the Council approves the City Budget that includes charges to the Library for goods and services previously provided without charge, the Library's budget will be changed to include those charges:

920100	Legal Services	\$3,200
920110	Consulting (HR)	\$2,600
930490	Waste Hauling	\$2,400
960990	Payroll	\$1,900
	Accounts Payable	\$15,300
970500	Water	\$4,800
970500	Sewer	\$1,000
<b>TOTAL</b>		<b>\$31,200</b>

This increases the property tax amount to **\$350,788**, which is a 7.3% increase over the amount collected from 2003 taxes. The bill for the increase to the average homeowner would be **\$8.64** for the year.

## BUDGET A

Thank you for the opportunity to address you concerning the Library Budget for the fiscal year 2005.

As you will find in our overview statement, the budget will require an increase of **\$319,588** in property tax collections. This will impact the owner of an average priced home in Des Plaines with an additional **\$8.58** for the year 2005.

Much of the increase will cover expenses over which we have no control, such as:

- IMRF, which will increase by **\$79,642**
- Employee health, dental, and life insurance, which will increase by **\$90, 191**
- Debt Service, which will increase by **\$10,500**
- Liability Insurance, which will increase by **\$3,903**

The total of these increases is **\$184,236**

The other increases will increase **security**:

Personnel **\$115,216**  
 Equipment **5,000**

And **materials** to meet our patron's demands:

Large Type **\$5,000**  
 Audio Books **\$6,000**  
 DVDs **\$5,000**

The total of these increases is **\$136,216**

I'd like to call your attention to the fact that we have decreased our Contractual Services budget by 3%, increased our Commodities budget by only .7%, and our Capital budget by 2.3%. The increase of 10% in Personal Services is attributable to the changes I pointed out earlier.

## PUBLIC LIBRARY FUNDS

The Library Board of Trustees adopted the 2005 budget for library operations and capital projects at the ~~regular~~ board meeting of ~~September 21, 2004~~. This budget will support the following:

Special

December 7, 2004

- Additional staff to improve and maintain security and safety for public and staff; to manage the high volume of public computer use; and to maintain the computer network system for public and staff use.
- Collection growth in books, music CDs, and video discs to meet public demand.
- Increased medical and dental insurance and IMRF contributions.
- Additional security cameras.
- Capital improvements, including carpet replacement, HVAC and control improvements, rearrangement of shelving and additional shelving, and computer replacements.

The 2005 budget will require an increase of ~~\$319,588~~ <sup>\$350,788</sup>, which is a ~~6.6%~~ <sup>7.3%</sup> increase over taxes collected in 2004. It will require an ~~\$8.58~~ <sup>\$8.64</sup> increase in taxes for the owner of a home valued at \$300,000. We have supplemented the library's revenue through fees for library service to Rosemont (\$10,625) and grants (\$103,000).

	2003 Actual	2004 Budget	2004 Projected	2005 Proposed
Beginning Balance	\$ 416,121	\$ 410,646	\$ 271,625	\$ 362,434
Revenues	4,633,986	5,092,318	5,254,924	<u>5,521,281</u> <sup>5,552,481</sup>
Expenditures	-4,765,951	-5,340,688	-5,001,839	<u>-5,710,960</u> <sup>5,742,160</sup>
Transfers	<u>-12,531</u>	<u>-162,276</u>	<u>-162,276</u>	<u>-172,755</u>
Ending Balance	\$ 271,625	\$ 0	\$ 362,434	\$ 0
Full Time	40	43	43	45
Part Time	89	88	88	90

♦ Library Capital Projects Fund

	2003 Actual	2004 Budget	2004 Projected	2005 Proposed
Beginning Balance	\$254,776	\$154,771	\$253,426	\$222,426
Revenues	1,950	4,000	4,000	4,000
Expenditures	-3,300	-185,000	-185,000	-148,600
Transfers	<u>0</u>	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>
Ending Balance	\$253,426	\$123,771	\$222,426	\$227,826
Full Time	0	0	0	0
Part Time	0	0	0	0

PERSONNEL EXHIBIT

City of Des Plaines

Personnel

Fiscal Year 2005

Department: Library	Div: Library Services	Div. No: 2110			
Full Time Positions:	2003 Actual	2004 Budget	2005 Proposed		
Library Director	1	1	1		
Coordinator of Computer & Technology Services	1	1	1		
Coordinator of Public Services	1	1	1		
Department Heads	6	5	5		
Readers' Services Manager/	0	1	1		
Technical Services Manager/	0	1	1		
Assistant Head of Circulation Services/	0	1	1		
IT Manager	0	1	1		
School Liaison	0	1	1		
Librarian II	3	7	7		
Page Supervisor	0	1	1		
Community Liaison	0	1	1		
Youth Services Librarian	0	1	1		
Administrative Assistant	1	1	1		
Reference Librarian/Youth Svcs Librarian	8	1	1		
Cataloger	0	1	1		
Readers' Services Assistant	0	3	3		
Reference Assistant	0	1	1		
Youth Services Assistant	0	3	3		
Circulation Assistant	0	5	5		
Mobile Library Circulation Assistant	0	1	1		
Building and Security Assistant	0	1	1		
Security Monitor	0	0	2		
Library Assistant IV	1	0	0		
Library Assistant III	1	0	0		
Library Assitant II	12	0	0		
Library Assistant I	5	0	0		
Technical Services Assistant	0	3	3		
<b>Total Full-time Personnel</b>	<b>40</b>	<b>43</b>	<b>45</b>		



**City of Des Plaines, IL  
Revenue by Fund  
201 - LIBRARY FUND**

Acct	Account Title	2003 Actual	2004 Budget	2004 Projected	2005 Proposed	Budget Justification
<b>TAXES</b>						
810018	PROPERTY TAXES 2001	33,320	40,000	0	0	
810019	PROPERTY TAXES 2002	4,202,433	0	50,000	0	
810020	PROPERTY TAXES 2003	0	4,655,830	4,795,505	50,000	
810021	PROPERTY TAXES 2004	0	0	0	5,115,093	5,146,293
<b>TOTAL TAXES</b>		<b>4,235,753</b>	<b>4,695,830</b>	<b>4,845,505</b>	<b>5,165,093</b>	<b>5,196,293</b>
<b>INTERGOVERNMENTAL REVENUE</b>						
810800	PERSONAL PROP REPL TAX	92,988	92,988	92,988	92,988	ANNUAL PAYMENT OF PPRT'S FROM CITY'S DISTRIBUTION
822040	STATE GRANT:PER CAPITA	73,400	65,000	72,931	72,931	
822095	STATE GRANT:LIBRARY	50,482	86,000	86,000	30,769	
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>		<b>216,870</b>	<b>243,988</b>	<b>251,919</b>	<b>196,688</b>	
<b>CHARGES FOR SERVICE</b>						
850201	COPYING FEE	28,147	25,000	25,000	30,000	
850215	SPECIAL PROGRAMS & EVENTS	3,765	2,500	2,500	2,500	
<b>TOTAL CHARGES FOR SERVICE</b>		<b>31,912</b>	<b>27,500</b>	<b>27,500</b>	<b>32,500</b>	
<b>FINES AND FORFEITS</b>						
850102	LIBRARY FINES	112,186	90,000	100,000	100,000	
<b>TOTAL FINES AND FORFEITS</b>		<b>112,186</b>	<b>90,000</b>	<b>100,000</b>	<b>100,000</b>	
<b>INVESTMENT INCOME</b>						
890010	INTEREST INCOME	9,662	10,000	10,000	5,000	
<b>TOTAL INVESTMENT INCOME</b>		<b>9,662</b>	<b>10,000</b>	<b>10,000</b>	<b>5,000</b>	
<b>OTHER REVENUE</b>						
890050	SALE OF FIXED ASSETS	0	0	0	2,000	
899900	MISCELLANEOUS REVENUE	27,600	25,000	20,000	20,000	
<b>TOTAL OTHER REVENUE</b>		<b>27,600</b>	<b>25,000</b>	<b>20,000</b>	<b>22,000</b>	
<b>FUND TOTAL</b>		<b>4,633,983</b>	<b>5,092,318</b>	<b>5,254,924</b>	<b>5,521,281</b>	<b>5,552,401</b>



# FY 2005 Budget WorkSheet

## 2110 - LIBRARY SERVICES

Account	2003 Actual	2004 Budget	2004 Projected	2005 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	1,580,989	1,989,892	1,914,250	2,185,002		
910200 - TEMPORARY WAGES	725,836	870,186	742,965	898,154		
910300 - SUPERVISORY OVERTIME	0	0	0	0		
910400 - NON-SUPERVISORY OVERT	118	500	500	500		
910500 - VACATION PAY	128,862	0	0	0		
910600 - SICK PAY	49,677	0	0	0		
910700 - HOLIDAY PAY	61,435	0	0	0		
910900 - ACT/OUT OF CLASS/PREMI	219	500	500	500		
910950 - EXCESS SICK HRS PAY OUI	2,573	3,347	3,347	3,500		
<b>TOTAL SALARIES</b>	<b>2,549,709</b>	<b>2,864,425</b>	<b>2,661,562</b>	<b>3,087,656</b>		

### BENEFITS

918010 - UNEMPLOYMENT COMPEN:	1,486	1,498	1,498	1,500		
918020 - FICA PAYMENT	191,548	218,444	202,808	235,479		
918021 - IMRF PENSION PYMNT	107,312	183,536	172,105	263,178		
918040 - LIFE INS PREMIUMS	8,105	7,704	8,450	8,765		
918050 - MEDICAL INS PREMIUMS	186,415	385,824	340,145	433,970		
918055 - DENTAL INS PREMIUMS	15,345	26,382	22,456	29,893		
918060 - TUITION REIMBURSEMENT:	3,059	5,000	0	0		
918070 - WORKERS COMPENSATION	6,605	3,190	6,316	4,000		
918085 - RHS PLAN PAYOUT	1,230	1,094	1,058	1,150		
<b>TOTAL BENEFITS</b>	<b>521,104</b>	<b>832,672</b>	<b>754,836</b>	<b>977,935</b>		

### CONTRACTUAL SERVICES

920100 - LITIGATION & LEGAL FEES	939	1,500	1,500	2,000	LEGAL FEES CITY OF DP 3200 LIBRARY COMMUNITY FOUNDATION	2,000
920105 - COSTS OF LITIGATION	0	500	0	0		
920110 - PROFESSIONAL CONSULTII	52,830	40,000	40,000	40,000	HR CITY OF DP GRANT ADMINISTRATION	26,000
					SECURITY CONSULTING	5,000
					IT CONSULTING	10,000
920120 - COMMUNICATION SERVICE	20,089	25,000	25,000	25,000	TELEPHONE SERVICE	12,500
					INTERNET SERVICE	12,500
920140 - DATA PROCESSING SERVIC	81,921	100,000	65,000	75,000	CCS	59,000
					BAKER & TAYLOR	6,900
					ILLINOIS STATE LIBRARY	9,100
920202 - CONFERENCES	2,662	4,500	4,500	4,500	ALA MIDWINTER CONFERENCE	3,000
					ILA CONFERENCE	1,500
920204 - TRAINING	3,413	2,000	3,000	1,000	SUPERVISORS TRAINING	1,000

2110 - LIBRARY SERVICES

Account	2003 Actual	2004 Budget	2004 Projected	2005 Proposed	Budget Justification	Amount
920205 - TUITION REIMBURSEMENTS	1,000	0	5,000	5,000		
920206 - SEMINARS	70	1,500	1,500	500	OFF SITE ONE DAY WORKSHOPS FOR FIVE EMPLOYEES	500
920210 - IN-SERVICE TRAINING	206	3,000	3,000	500	ALL STAFF MEETING	500
920220 - MEMBERSHIP DUES	5,884	5,000	5,000	6,000	ALA DUES FOR LIBRARY/BOARD/ADMIN/COORDINATORS AND ILA DUES FOR BOARD AND PROFESSIONAL STAFF	3,000
920225 - LICENSING/TITLES	190	0	150	250	FIVE CDL LICENSES AT \$50 EACH	250
920230 - PUBLICATION OF NOTICES	1,872	2,000	1,000	2,000	ADVERTISEMENTS FOR OPEN LIBRARY POSITIONS PUBLISHING BID NOTICES	1,500
920850 - SUBSIDY:1994 E.R.P. TRANS	6,635	7,500	7,500	3,500		
920900 - PROPERTY/LIAB CONTRIBU	22,052	26,891	26,891	30,294		
930010 - R & M EQUIPMENT	72,490	60,000	60,000	63,000	TELECOMMUNICATIONS THREE M CARD READERS NETWORK SUPPORT COMPUTER SUPPORT PRINTER SUPPORT READER/PRINTER CCS	5,000 15,000 3,800 10,000 5,000 4,000 2,500 17,700
930020 - R & M BLDGS & STRUCTURI	55,144	35,000	40,000	40,000	CARPET CLEANING PAINTING ELECTRICAL SYSTEM FIRE SAFETY ELEVATOR HVAC WINDOW WASHING BLDG AUTO CONTRACTUAL SERVICE CONTRACT CARPET REPLACEMENT MISC	1,600 3,200 7,500 2,100 3,600 7,000 2,400 6,000 4,500 2,100
930030 - R & M VEHICLES	473	3,500	2,000	4,500	CARPET REPLACEMENT FOR MOBILE LIBRARY VEHICLE REPAIRS	2,000 2,500
930195 - BOOK BINDING & REPAIR	2,588	2,000	2,100	2,000	BINDING SOFT COVER AND HARD COVER BOOKS & PERIODICALS	2,000
<del>930490 - Garbage</del>				<del>2,400</del>		<del>2,400</del>
930210 - RENTAL OF EQUIPMENT	651	1,500	3,000	1,500	POSTAGE MACHINE	1,500
930320 - CLEANING:CUSTODIAL SER	49,084	50,000	50,000	50,000	CONTRACT FOR CLEANING LIBRARY/MOBILE LIBRARY	50,000
960070 - AUTO/TRAVEL EXPENSES	1,702	2,000	2,000	1,000	AIRFARE TO BOSTON FOR ALA AIRFARE TO OHIO FOR BOOKMOBILE CONFERENCE TRAVEL TO SEMINARS & MEETINGS IN CHICAGO AREA	600 200 200

1109

25400

Time: 08:20 AM

FY 2005 Budget WorkSheet

Date: 10/14/20

2110 - LIBRARY SERVICES

Account	2003 Actual	2004 Budget	2004 Projected	2005 Proposed	Budget Justification	Amount
960210 - SPECIAL EVENT PROGRAM	21,559	18,000	40,000	20,000	TWEEN GRANT	5,000
					PUBLIC PROGRAMMING FOR ADULT & YOUTH SERVICES	15,000
960990 - MISC CONTRACTUAL SVCS	70,421	80,000	80,000	80,000	LEASE COPIERS	32,500
					ADVANCED AQUATICS	3,000
					ACCOUNTOR SYSTEMS	4,300
					INITIAL TROPICAL	1,950
					BAKER & TAYLOR - BOOK PROCESSING	20,000
					TEMPORARY PERSONNEL	18,250
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>473,874</b>	<b>471,391</b>	<b>468,141</b>	<b>467,544</b>	<b>PAYROLL + A/P</b>	<b>17,100</b>

COMMODITIES

970100 - SUPPLIES	63,554	70,000	65,000	70,000	PROCESSING SUPPLIES FOR LIBRARY MATERIALS,	70,000
					SUPPLIES FOR PUBLIC PROGRAMS,	0
					OFFICE SUPPLIES,	0
					DISPLAYS	0
970110 - MEAL PURCHASES	213	1,500	1,600	1,600	LIBRARY HOSTED MEETINGS & PUBLIC PROGRAMS	1,600
970170 - JANITORIAL	16,695	20,000	15,000	15,000	CLEANING SUPPLIES, PAPER PRODUCTS, FILTERS, LIGHT BULBS	15,000
970200 - COPYING/FAX SUPPLIES	4,254	7,500	5,000	0		
970260 - POSTAGE AND PARCEL	13,767	15,500	15,500	15,500	POSTAGE INTERLIBRARY LOAN, OUTGOING MAIL, FED EX	15,500
970270 - PRINTING-REPROD-BINDING	1,137	8,000	8,000	8,000	BOOKMOBILE SCHEDULES, PROGRAM BROCHURES	8,000
970320 - SUPPLIES: BLDG R/M	0	0	0	0		
970600 - BOOKS	482,734	495,000	495,000	500,000		5,000
970610 - AUDIO MATERIALS	61,257	70,000	70,000	76,000	CDS, BOOKS ON TAPE, CASSETTEES	76,000
970620 - SUBSCRIPTIONS & BOOKS	78,323	70,000	70,000	70,000	PERIODICALS	70,000
970630 - VISUAL MATERIALS	71,568	72,000	72,000	77,000	DVDS, VIDEOS	77,000
970640 - AUTOMATED REFERENCE M	94,016	95,000	95,000	95,000	ELECTRONIC DATABASES	95,000
970810 - NATURAL GAS	18,639	20,000	20,000	20,000		
970820 - ELECTRICITY	0	500	0	500		
970840 - DIESEL	0	2,000	2,000	2,000		
970850 - GASOLINE	0	1,000	1,000	1,500		
970900 - EQUIPMENT <\$5,000	17,458	21,400	21,400	23,900	RECEIPT PRINTERS	1,500
					BARCODE SCANNERS	1,800
					WI-FI WIRELESS ANTENNAS	2,400
					ZIG ZAG SHELVING INSERTS	3,000
					BOOK TRUCKS	1,800
					BACKSTOP FOR SHELVES	7,400
					BOOKENDS/SUPPORTS	3,500
					ELLISON SUPPLIES	650

FY 2005 Budget WorkSheet

2110 - LIBRARY SERVICES

Account	2003 Actual	2004 Budget	2004 Projected	2005 Proposed	Budget Justification	Amount
970900 - EQUIPMENT <\$5,000...	17,458...	21,400...	21,400...	23,900...	TABLES	8
					HANGING BAGS	6
					CANVAS BAGS	4
<b>TOTAL COMMODITIES</b>	<b>923,614</b>	<b>969,400</b>	<b>956,500</b>	<b>976,800</b> <del>981,800</del>		

CAPITAL EXPENDITURES

980300 - IMPROVEMENTS	0	0	0	2,500	CONCRETE RAMP	2,500
980400 - EQUIPMENT	54,107	13,000	13,000	13,300	ADDITIONAL CAMERAS	5,000
					RETURN AIR FAN MOTOR	3,500
					LAMINATOR	2,300
					SHELVING	2,500
980410 - COMPUTER HARDWARE	119,852	50,000	50,000	28,800	REPLACE 10 PRINTERS & ADD 1 NETWORK PRINTER	10,500
					5 PUBLIC WI-FI HUBS	7,500
					2 - 3M MEDIA CHECK	5,800
					COMPUTER LAB EQUIPMENT	5,000
980420 - COMPUTER SOFTWARE	20,683	24,800	24,800	19,800	MISC COMPUTER SOFTWARE	19,800
980500 - VEHICLES	0	0	0	0		
980600 - FURNITURE & FIXTURES	8,844	0	0	25,400	SHELVING COMPONENTS	9,500
					CD UNIT	2,500
					SHELVING UNITS	11,000
					SIGNAGE	2,400
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>203,486</b>	<b>87,800</b>	<b>87,800</b>	<b>89,800</b>		

OTHER FUNDING ACTIVITIES

990910 - TRANS TO D/S:93 GO BOND	8,063	12,276	12,276	22,755
990935 - TRANS TO D/S: 2002A BOND	4,468	0	0	0
990940 - TRANS TO LIB CAP PROJ FT	0	150,000	150,000	150,000
993000 - CONTINGENCY RESERVE	0	50,000	0	50,000
<b>TOTAL OTHER FUNDING ACTIVITIES</b>	<b>12,531</b>	<b>212,276</b>	<b>162,276</b>	<b>222,755</b>

<b>Division Totals</b>	<b>4,684,318</b>	<b>5,437,964</b>	<b>5,091,115</b>	<b>5,844,600</b> <del>5,842,890</del>
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## FY 2005 Budget WorkSheet

## 2130 - IL LIBRARY PER CAP GRANT

Account	2003 Actual	2004 Budget	2004 Projected	2005 Proposed	Budget Justification	Amount
<b>CONTRACTUAL SERVICES</b>						
920202 - CONFERENCES	1,558	5,000	5,000	5,125	10 PEOPLE @\$350.00 EACH FOR ANNUAL ALA CONFERENCE	3,500
					5 PEOPLE @325.00 EACH FOR PLASPRING SYMPOSIUM	1,625
920204 - TRAINING	3,400	3,000	3,000	4,000	CDL TRAINING	1,600
					DRIVER'S DECISION COURSE	400
					SECURITY TRAINING	2,000
920206 - SEMINARS	1,667	1,000	1,000	3,500	10 PEOPLE @\$95.00 REACHING FORWARD	1,000
					NSLS SEMINARS	2,500
920210 - IN-SERVICE TRAINING	2,957	0	0	3,000	IN-SERVICE MEETINGS	2,000
					THREE ALL STAFF DAY MEETINGS	1,000
930010 - R & M EQUIPMENT	11,374	0	0	0		
960070 - AUTO/TRAVEL EXPENSES	1,601	2,000	2,000	1,000	TRAVEL TO SEMINARS AND MEETINGS IN CHICAGO AREA	1,000
960210 - SPECIAL EVENT PROGRAM	6,205	3,000	3,000	0		
960990 - MISC CONTRACTUAL SVCS	38,309	43,000	47,000	44,100	GRAPHIC DESIGN	3,100
					LIBRARY CABLE NETWORK	32,000
					PAINT MOBILE LIBRARY	9,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>67,071</b>	<b>57,000</b>	<b>61,000</b>	<b>60,725</b>		
<b>COMMODITIES</b>						
970260 - POSTAGE AND PARCEL	3,290	0	0	3,200	NEWSLETTER POSTAGE	3,200
970270 - PRINTING-REPROD-BINDING	3,195	8,000	12,000	8,100	PRINTING 2 ISSUES OF LIBRARY NEWSLETTER	8,100
<b>TOTAL COMMODITIES</b>	<b>6,485</b>	<b>8,000</b>	<b>12,000</b>	<b>11,300</b>		
<b>Division Totals</b>	<b>73,556</b>	<b>65,000</b>	<b>73,000</b>	<b>72,025</b>		

Time: 08:19 AM

## FY 2005 Budget WorkSheet

Date: 10/14/2004

## 202 - LIBRARY CAPITAL PROJ FUND

Account	2003 Actual	2004 Budget	2004 Projected	2005 Proposed	Budget Justification	Amount
<b>CONTRACTUAL SERVICES</b>						
920110 - PROFESSIONAL CONSULTII	3,300	50,000	25,000	50,000	SPACE PLANNING, ACCOUSTICAL STUDY	50,000
960990 - MISC CONTRACTUAL SVCS	0	0	0	10,600	MOVING EXPENSES FOR IMPROVEMENTS	10,600
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>3,300</b>	<b>50,000</b>	<b>25,000</b>	<b>60,600</b>		

**CAPITAL EXPENDITURES**

980300 - IMPROVEMENTS	0	50,000	75,000	0		
980400 - EQUIPMENT	0	15,000	15,000	0		
980410 - COMPUTER HARDWARE	0	60,000	60,000	78,000	REPLACE 20 PUBLIC PCS	30,000
					REPLACE 9 IMACS	18,000
					10 SWITCHES @ \$2500	25,000
					APPLE SERVER	5,000
					IMPROVEMENTS	10,000
980600 - FURNITURE & FIXTURES	0	10,000	10,000	10,000		
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>0</b>	<b>135,000</b>	<b>160,000</b>	<b>88,000</b>		

<b>Division Totals</b>	<b>3,300</b>	<b>185,000</b>	<b>185,000</b>	<b>148,600</b>		
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DES PLAINES PUBLIC LIBRARY  
SIGN-IN

Name Michelle Orris

Address Tainal & Topics

Name \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

CITY/VILLAGE CHARGES FOR GOODS AND SERVICES IN AREA MUNICIPAL LIBRARIES

Library	Payroll	Human Resources	Accounts Payable	Legal	Snow Removal	Water	Sewer	Waste Hauling	Electricity	Other
Arlington Heights	Village	Village	Lib pays village \$10,000/yr	Library hires own attorney	Lib pays	Lib pays	Lib pays	Lib pays	Free through Franchise	Lib pays for landscaping
Des Plaines <sup>1</sup>	Pay City \$1,900	Pay City \$2,600	Pay City \$15,300	Pay City \$3,200	City provides through Lease	Pay City \$4,800	Pay City \$1,000	Pay City \$1,900	Free through Franchise	
Elk Grove Village	Village	Village	Village		Village	Village	Village	Village	Free through Franchise	
Evanston <sup>2</sup>	Included in City Budget	Included in City Budget	Included in City Budget	Included in City Budget	Included in City Budget	Included in City Budget	Included in City Budget	Included in City Budget	Included in City Budget	
Mt. Prospect	Lib pays for own services	Lib participates in Med insurance	Lib pays for own services	Lib hires own attorney	Village	Lib pays	Lib Pays	Lib Pays	Free through Franchise	
Park Ridge	City	City	City	City	City	City	City	City	City	Some free gas therms
Rolling Meadows	Pay City \$22,000/yr for all services	Pay City	Pay City	Pay City	Pay City	Pay City \$2,500 total for water, sewer, waster pick-up	Pay City	Pay City	Free through Franchise	
Skokie	Pay Village	Pay Village	Pay Village	Pay Village	Village provides	Lib pays	Lib pays	Free through franchise	City negotiated rate, Library pays	

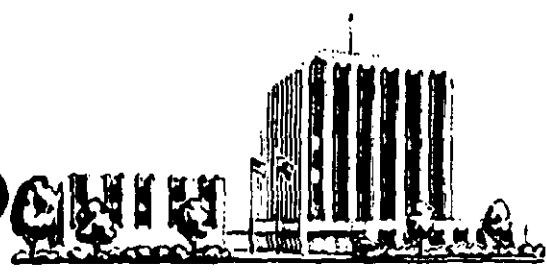


<sup>1</sup>As proposed by City Staff to City Council for Fiscal Year 2005.

<sup>2</sup>Library is treated as a City Department, but with no formal agreement.

Information collected for current fiscal year 2204/2005.

DEPARTMENT OF PUBLIC WORKS



CITY OF DES PLAINES

1111 Joseph J Schwab Road Des Plaines, Illinois 60016 (847) 391-5464 FAX (847) 297-6801

November 29, 2004

Ms. Sandra Norlin  
Library Administrator  
Des Plaines Public Library  
1501 Ellinwood Street  
Des Plaines, Illinois 60016

Dear Sandra:

The current City of Des Plaines waste contract with ARC Disposal and Recycling will expire on March 30, 2005. On November 10, 2004, the City of Des Plaines Public Works Committee voted against an extension and has decided to advertise for bids.

At present, the Library has (2) 2-yard refuse containers and (1) 2-yard recycling container, which are included in the City's waste contract. Refuse containers are collected Monday through Friday while recycling is collected on Monday and Wednesday.

The Committee has determined that various segments in the current waste contract need to be modified. Unfortunately, one of the modifications may affect the Des Plaines Public Library. Per direction, the Library will be included as a supplemental section, or option, to the City's contract. Once a bid has been accepted, it will be the decision of the City Council to include/exclude the Library as part of the City's waste contract. If the City Council does not approve of the Library as part of its' new contract, the Library will be responsible for their waste hauling and associated costs. If interested, the Library may retain the same hauler per costs quoted in the contract.

The City will be advertising for waste bids in January and should have an accepted bid in February. The Des Plaines Public Library will be notified of the City Council meeting that will announce the bid award.

If you have any questions or concerns, please contact Matt Dusckett, Public Works Director at (847) 391-5464 or myself at (847) 391-5650.

Respectfully,  
*Christine Bajor*  
Christine Bajor  
Environmental Services Coordinator



CC: Alderman Laura Murphy, Chairman  
Alderman Dick Sayad, Vice-Chairman  
Alderman Carla Brookman, Member  
David Niemeyer, City Manager  
Matt Dusckett, Director of Public Works

**Sandra Norlin**

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**From:** Patti Gilford [patti@pattigilford.com]  
**Sent:** Saturday, November 27, 2004 12:31 PM  
**To:** Sandra Norlin  
**Subject:** RE: Joe Walters commission

Absolutely. Let me know when you're ready to begin and I'll put together the necessary paperwork. The commission will take several months to complete so it should work out with your timing.

Patti

-----Original Message-----

**From:** Sandra Norlin [mailto:snorlin@dppl.org]  
**Sent:** Friday, November 26, 2004 10:54 AM  
**To:** patti@pattigilford.com  
**Subject:** Joe Walters commission

Dear Patti,

I've been in touch through email with the art committee regarding the \$15K fee for the Joe Walters commission. With the other purchases (quilt, framing, installation) we have a little less than \$11K left in the art fund. We do have ideas for raising the additional money for the sculpture and the committee still wants the Walters work. Is it possible to contract with Joe Walters for \$15K, pay a down payment, and hold off the construction and/or installation for a few months until we have the full amount for the balance?

Sandra

## PUBLIC LIBRARY FUNDS

The Library Board of Trustees adopted the 2005 budget for library operations and capital projects at the regular board meeting of ~~September 21, 2004~~ December 7, 2004. This budget will support the following:

Special

- Additional staff to improve and maintain security and safety for public and staff; to manage the high volume of public computer use; and to maintain the computer network system for public and staff use.
- Collection growth in books, music CDs, and video discs to meet public demand.
- Increased medical and dental insurance and IMRF contributions.
- Additional security cameras.
- Capital improvements, including carpet replacement, HVAC and control improvements, rearrangement of shelving and additional shelving, and computer replacements.

The 2005 budget will require an increase of \$350,788 7.3% of ~~\$319,588~~ \$319,588, which is a ~~6.6%~~ 7.3% increase over taxes collected in 2004. It will require an ~~\$8.58~~ \$8.64 increase in taxes for the owner of a home valued at \$300,000. We have supplemented the library's revenue through fees for library service to Rosemont (\$10,625) and grants (\$103,000).

	2003 Actual	2004 Budget	2004 Projected	2005 Proposed
Beginning Balance	\$ 416,121	\$ 410,646	\$ 271,625	\$ 362,434
Revenues	4,633,986	5,092,318	5,254,924	5,521,281
Expenditures	-4,765,951	-5,340,688	-5,001,839	-5,710,960
Transfers	-12,531	-162,276	-162,276	-172,755
Ending Balance	\$ 271,625	\$ 0	\$ 362,434	\$ 0
Full Time	40	43	43	45
Part Time	89	88	88	90

5,552,481  
5,742,160

◆ Library Capital Projects Fund

	2003 Actual	2004 Budget	2004 Projected	2005 Proposed
Beginning Balance	\$254,776	\$154,771	\$253,426	\$222,426
Revenues	1,950	4,000	4,000	4,000
Expenditures	-3,300	-185,000	-185,000	-148,600
Transfers	- 0	150,000	150,000	150,000
Ending Balance	\$253,426	\$123,771	\$222,426	\$227,826
Full Time	0	0	0	0
Part Time	0	0	0	0

PERSONNEL EXHIBIT

City of Des Plaines

Personnel

Fiscal Year 2005

Department: Library	Div: Library Services	Div. No: 2110			
Full Time Positions:			2003	2004	2005
			Actual	Budget	Proposed
Library Director			1	1	1
Coordinator of Computer & Technology Services			1	1	1
Coordinator of Public Services			1	1	1
Department Heads			6	5	5
Readers' Services Manager/			0	1	1
Technical Services Manager/			0	1	1
Assistant Head of Circulation Services/			0	1	1
IT Manager			0	1	1
School Liaison			0	1	1
Librarian II			3	7	7
Page Supervisor			0	1	1
Community Liaison			0	1	1
Youth Services Librarian			0	1	1
Administrative Assistant			1	1	1
Reference Librarian/Youth Svcs Librarian			8	1	1
Cataloger			0	1	1
Readers' Services Assistant			0	3	3
Reference Assistant			0	1	1
Youth Services Assistant			0	3	3
Circulation Assistant			0	5	5
Mobile Library Circulation Assistant			0	1	1
Building and Security Assistant			0	1	1
Security Monitor			0	0	2
Library Assistant IV			1	0	0
Library Assistant III			1	0	0
Library Assitant II			12	0	0
Library Assistant I			5	0	0
Technical Services Assistant			0	3	3
<b>Total Full-time Personnel</b>			<b>40</b>	<b>43</b>	<b>45</b>

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**PERSONNEL EXHIBIT**

City of Des Plaines

Personnel

Fiscal Year 2005

Department: Library	Div: Library Services	Div. No: 2110	
	2003 Actual	2004 Budget	2005 Proposed
<b>Part Time Positions:</b>			
Part time Youth Services Librarian	0	3	3
Readers' Services Assistant	0	4	4
Part time Reference Librarian	0	7	7
Reference Assistant	0	1	1
Youth Services Assistant	0	1	1
Mobile Library Circulation Assistant	0	2	2
Library Assistant I	3	0	0
Library Assistant II	11	0	0
Assistant Clerk	12	0	0
Clerk	10	0	0
Librarian I	15	0	0
Graphic Artist	0	1	1
Webmaster	0	1	1
Part time Circulation Assistant	0	8	8
Monitor	4	4	4
Page II	2	4	4
Circulation Clerk	0	13	13
IT Assistant	0	2	3
Administrative Assistant Clerk	0	1	1
Processing Clerk	0	2	2
Technology Page	6	6	7
Page	<u>26</u>	<u>28</u>	<u>28</u>
<b>Total Part-time Personnel:</b>	<b>89</b>	<b>88</b>	<b>90</b>
<b>TOTAL FULL &amp; PART TIME</b>	<b>129</b>	<b>131</b>	<b>135</b>

**City of Des Plaines, IL**  
**Revenue by Fund**  
**201 - LIBRARY FUND**

Acct	Account Title	2003 Actual	2004 Budget	2004 Projected	2005 Proposed	Budget Justification
<b>TAXES</b>						
810018	PROPERTY TAXES 2001	33,320	40,000	0	0	
810019	PROPERTY TAXES 2002	4,202,433	0	50,000	0	
810020	PROPERTY TAXES 2003	0	4,655,830	4,795,505	50,000	
810021	PROPERTY TAXES 2004	0	0	0	5,115,093	5,146,293
<b>TOTAL TAXES</b>		<b>4,235,753</b>	<b>4,695,830</b>	<b>4,845,505</b>	<b>5,165,093</b>	<b>5,196,293</b>
<b>INTERGOVERNMENTAL REVENUE</b>						
810800	PERSONAL PROP REPL TAX	92,988	92,988	92,988	92,988	ANNUAL PAYMENT OF PPRT'S FROM CITY'S DISTRIBUTION
822040	STATE GRANT:PER CAPITA	73,400	65,000	72,931	72,931	
822095	STATE GRANT:LIBRARY	50,482	86,000	86,000	30,769	
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>		<b>216,870</b>	<b>243,988</b>	<b>251,919</b>	<b>196,688</b>	
<b>CHARGES FOR SERVICE</b>						
850201	COPYING FEE	28,147	25,000	25,000	30,000	
850215	SPECIAL PROGRAMS & EVENTS	3,765	2,500	2,500	2,500	
<b>TOTAL CHARGES FOR SERVICE</b>		<b>31,912</b>	<b>27,500</b>	<b>27,500</b>	<b>32,500</b>	
<b>FINES AND FORFEITS</b>						
850102	LIBRARY FINES	112,186	90,000	100,000	100,000	
<b>TOTAL FINES AND FORFEITS</b>		<b>112,186</b>	<b>90,000</b>	<b>100,000</b>	<b>100,000</b>	
<b>INVESTMENT INCOME</b>						
890010	INTEREST INCOME	9,662	10,000	10,000	5,000	
<b>TOTAL INVESTMENT INCOME</b>		<b>9,662</b>	<b>10,000</b>	<b>10,000</b>	<b>5,000</b>	
<b>OTHER REVENUE</b>						
890050	SALE OF FIXED ASSETS	0	0	0	2,000	
899900	MISCELLANEOUS REVENUE	27,600	25,000	20,000	20,000	
<b>TOTAL OTHER REVENUE</b>		<b>27,600</b>	<b>25,000</b>	<b>20,000</b>	<b>22,000</b>	
<b>FUND TOTAL</b>		<b>4,633,983</b>	<b>5,092,318</b>	<b>5,254,924</b>	<b>5,521,281</b>	<b>5,552,401</b>



2110 - LIBRARY SERVICES

Account	2003 Actual	2004 Budget	2004 Projected	2005 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	1,580,989	1,989,892	1,914,250	2,185,002		
910200 - TEMPORARY WAGES	725,836	870,186	742,965	898,154		
910300 - SUPERVISORY OVERTIME	0	0	0	0		
910400 - NON-SUPERVISORY OVERT	118	500	500	500		
910500 - VACATION PAY	128,862	0	0	0		
910600 - SICK PAY	49,677	0	0	0		
910700 - HOLIDAY PAY	61,435	0	0	0		
910900 - ACT/OUT OF CLASS/PREMIL	219	500	500	500		
910950 - EXCESS SICK HRS PAY OUI	2,573	3,347	3,347	3,500		
<b>TOTAL SALARIES</b>	<b>2,549,709</b>	<b>2,864,425</b>	<b>2,661,562</b>	<b>3,087,656</b>		

**BENEFITS**

918010 - UNEMPLOYMENT COMPENS	1,486	1,498	1,498	1,500		
918020 - FICA PAYMENT	191,548	218,444	202,808	235,479		
918021 - IMRF PENSION PYMNT	107,312	183,536	172,105	263,178		
918040 - LIFE INS PREMIUMS	8,105	7,704	8,450	8,765		
918050 - MEDICAL INS PREMIUMS	186,415	385,824	340,145	433,970		
918055 - DENTAL INS PREMIUMS	15,345	26,382	22,456	29,893		
918060 - TUITION REIMBURSEMENTS	3,059	5,000	0	0		
918070 - WORKERS COMPENSATION	6,605	3,190	6,316	4,000		
918085 - RHS PLAN PAYOUT	1,230	1,094	1,058	1,150		
<b>TOTAL BENEFITS</b>	<b>521,104</b>	<b>832,672</b>	<b>754,836</b>	<b>977,935</b>		

**CONTRACTUAL SERVICES**

920100 - LITIGATION & LEGAL FEES	939	1,500	1,500	2,000	LEGAL FEES CITY OF DP 320 LEGAL FEES ASSOCIATED WITH LIBRARY COMMUNITY FOUNDATION	2,000
920105 - COSTS OF LITIGATION	0	500	0	0		
920110 - PROFESSIONAL CONSULTING	52,830	40,000	40,000	40,000	HR - CITY OF DP 2600 GRANT ADMINISTRATION	25,000
					SECURITY CONSULTING	5,000
					IT CONSULTING	10,000
920120 - COMMUNICATION SERVICE	20,089	25,000	25,000	25,000	TELEPHONE SERVICE	12,500
					INTERNET SERVICE	12,500
920140 - DATA PROCESSING SERVICE	81,921	100,000	65,000	75,000	CCS	59,000
					BAKER & TAYLOR	6,900
					ILLINOIS STATE LIBRARY	9,100
920202 - CONFERENCES	2,662	4,500	4,500	4,500	ALA MIDWINTER CONFERENCE	3,000
					ILA CONFERENCE	1,500
920204 - TRAINING	3,413	2,000	3,000	1,000	SUPERVISORS TRAINING	1,000

2110 - LIBRARY SERVICES

Account	2003 Actual	2004 Budget	2004 Projected	2005 Proposed	Budget Justification	Amount
920205 - TUITION REIMBURSEMENT	1,000	0	5,000	5,000		
920206 - SEMINARS	70	1,500	1,500	500	OFF SITE ONE DAY WORKSHOPS FOR FIVE EMPLOYEES	500
920210 - IN-SERVICE TRAINING	206	3,000	3,000	500	ALL STAFF MEETING	500
920220 - MEMBERSHIP DUES	5,884	5,000	5,000	6,000	ALA DUES FOR LIBRARY/BOARD/ADMIN/COORDINATORS AND	3,000
					ILA DUES FOR BOARD AND PROFESSIONAL STAFF	3,000
920225 - LICENSING/TITLES	190	0	150	250	FIVE CDL LICENSES AT \$50 EACH	250
920230 - PUBLICATION OF NOTICES	1,872	2,000	1,000	2,000	ADVERTISEMENTS FOR OPEN LIBRARY POSITIONS	1,500
					PUBLISHING BID NOTICES	500
920850 - SUBSIDY:1994 E.R.P. TRANS	6,635	7,500	7,500	3,500		
920900 - PROPERTY/LIAB CONTRIBU	22,052	26,891	26,891	30,294		
930010 - R & M EQUIPMENT	72,490	60,000	60,000	63,000	TELECOMMUNICATIONS	5,000
					THREE M	15,000
					CARD READERS	3,800
					NETWORK SUPPORT	10,000
					COMPUTER SUPPORT	5,000
					PRINTER SUPPORT	4,000
					READER/PRINTER	2,500
					CCS	17,700
930020 - R & M BLDGS & STRUCTURI	55,144	35,000	40,000	40,000	CARPET CLEANING	1,600
					PAINTING	3,200
					ELECTRICAL SYSTEM	7,500
					FIRE SAFETY	2,100
					ELEVATOR	3,600
					HVAC	7,000
					WINDOW WASHING	2,400
					BLDG AUTO CONTRACTUAL SERVICE CONTRACT	6,000
					CARPET REPLACEMENT	4,500
					MISC	2,100
930030 - R & M VEHICLES	473	3,500	2,000	4,500	CARPET REPLACEMENT FOR MOBILE LIBRARY	2,000
					VEHICLE REPAIRS	2,500
930195 - BOOK BINDING & REPAIR	2,588	2,000	2,100	2,000	BINDING SOFT COVER AND HARD COVER BOOKS & PERIODICALS	2,000
930490 - GARBAGE				2,400		2,400
930210 - RENTAL OF EQUIPMENT	651	1,500	3,000	1,500	POSTAGE MACHINE	1,500
930320 - CLEANING:CUSTODIAL SER	49,084	50,000	50,000	50,000	CONTRACT FOR CLEANING LIBRARY/MOBILE LIBRARY	50,000
960070 - AUTO/TRAVEL EXPENSES	1,702	2,000	2,000	1,000	AIRFARE TO BOSTON FOR ALA	600
					AIRFARE TO OHIO FOR BOOKMOBILE CONFERENCE	200
					TRAVEL TO SEMINARS & MEETINGS IN CHICAGO AREA	200

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FY 2005 Budget WorkSheet

Date: 10/14

2110 - LIBRARY SERVICES

Account	2003 Actual	2004 Budget	2004 Projected	2005 Proposed	Budget Justification	Amount
960210 - SPECIAL EVENT PROGRAM	21,559	18,000	40,000	20,000	TWEEN GRANT	5
					PUBLIC PROGRAMMING FOR ADULT & YOUTH SERVICES	15
960990 - MISC CONTRACTUAL SVCS	70,421	80,000	80,000	<del>80,000</del> 97,200	LEASE COPIERS	32
					ADVANCED AQUATICS	3
					ACCOUNTOR SYSTEMS	4
					INITIAL TROPICAL	1
					BAKER & TAYLOR - BOOK PROCESSING	20
					TEMPORARY PERSONNEL	18
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>473,874</b>	<b>471,391</b>	<b>468,141</b>	<b>467,544</b> 482,944	<b>PAYROLL + A/P</b>	<b>17,200</b>

COMMODITIES

970100 - SUPPLIES	63,554	70,000	65,000	70,000	PROCESSING SUPPLIES FOR LIBRARY MATERIALS, SUPPLIES FOR PUBLIC PROGRAMS, OFFICE SUPPLIES, DISPLAYS	70,000
970110 - MEAL PURCHASES	213	1,500	1,600	1,600	LIBRARY HOSTED MEETINGS & PUBLIC PROGRAMS	1,600
970170 - JANITORIAL	16,695	20,000	15,000	15,000	CLEANING SUPPLIES, PAPER PRODUCTS, FILTERS, LIGHT BULBS	15,000
970200 - COPYING/FAX SUPPLIES	4,254	7,500	5,000	0		
970260 - POSTAGE AND PARCEL	13,767	15,500	15,500	15,500	POSTAGE INTERLIBRARY LOAN, OUTGOING MAIL, FED EX	15,500
970270 - PRINTING-REPROD-BINDING	1,137	8,000	8,000	8,000	BOOKMOBILE SCHEDULES, PROGRAM BROCHURES	8,000
970320 - SUPPLIES: BLDG R/M	0	0	0	5800 0		5800
870500 WATER + SEWER						
970600 - BOOKS	482,734	495,000	495,000	500,000		
970610 - AUDIO MATERIALS	61,257	70,000	70,000	76,000	CDS, BOOKS ON TAPE, CASSETTEES	76,000
970620 - SUBSCRIPTIONS & BOOKS	78,323	70,000	70,000	70,000	PERIODICALS	70,000
970630 - VISUAL MATERIALS	71,568	72,000	72,000	77,000	DVDS, VIDEOS	77,000
970640 - AUTOMATED REFERENCE	94,016	95,000	95,000	95,000	ELECTRONIC DATABASES	95,000
970810 - NATURAL GAS	18,639	20,000	20,000	20,000		
970820 - ELECTRICITY	0	500	0	500		
970840 - DIESEL	0	2,000	2,000	2,000		
970850 - GASOLINE	0	1,000	1,000	1,500		
970900 - EQUIPMENT <\$5,000	17,458	21,400	21,400	23,900	RECEIPT PRINTERS	1,500
					BARCODE SCANNERS	1,800
					WI-FI WIRELESS ANTENNAS	2,400
					ZIG ZAG SHELVING INSERTS	3,000
					BOOK TRUCKS	1,800
					BACKSTOP FOR SHELVES	7,400
					BOOKENDS/SUPPORTS	3,500
					ELLISON SUPPLIES	650

## FY 2005 Budget WorkSheet

## 2110 - LIBRARY SERVICES

Account	2003 Actual	2004 Budget	2004 Projected	2005 Proposed	Budget Justification	Amo
970900 - EQUIPMENT <\$5,000...	17,458...	21,400...	21,400...	23,900...	TABLES HANGING BAGS CANVAS BAGS	
<b>TOTAL COMMODITIES</b>	<b>923,614</b>	<b>969,400</b>	<b>956,500</b>	<b>970,000</b>	<b>981,800</b>	

## CAPITAL EXPENDITURES

980300 - IMPROVEMENTS	0	0	0	2,500	CONCRETE RAMP	2.5
980400 - EQUIPMENT	54,107	13,000	13,000	13,300	ADDITIONAL CAMERAS	5.0
					RETURN AIR FAN MOTOR	3.5
					LAMINATOR	2.3
					SHELVING	2.5
980410 - COMPUTER HARDWARE	119,852	50,000	50,000	28,800	REPLACE 10 PRINTERS & ADD 1 NETWORK PRINTER	10.5
					5 PUBLIC WI-FI HUBS	7.5
					2 - 3M MEDIA CHECK	5.8
					COMPUTER LAB EQUIPMENT	5.0
980420 - COMPUTER SOFTWARE	20,683	24,800	24,800	19,800	MISC COMPUTER SOFTWARE	19.8
980500 - VEHICLES	0	0	0	0		
980600 - FURNITURE & FIXTURES	8,844	0	0	25,400	SHELVING COMPONENTS	9.5
					CD UNIT	2.5
					SHELVING UNITS	11.0
					SIGNAGE	2.4
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>203,486</b>	<b>87,800</b>	<b>87,800</b>	<b>89,800</b>		

## OTHER FUNDING ACTIVITIES

990910 - TRANS TO D/S: 93 GO BOND	8,063	12,276	12,276	22,755		
990935 - TRANS TO D/S: 2002A BOND	4,468	0	0	0		
990940 - TRANS TO LIB CAP PROJ FUND	0	150,000	150,000	150,000		
993000 - CONTINGENCY RESERVE	0	50,000	0	50,000		
<b>TOTAL OTHER FUNDING ACTIVITIES</b>	<b>12,531</b>	<b>212,276</b>	<b>162,276</b>	<b>222,755</b>		

Division Totals

4,684,318 5,437,964 5,081,115 5,844,690 5,842,890

## 2130 - IL LIBRARY PER CAP GRANT

Account	2003 Actual	2004 Budget	2004 Projected	2005 Proposed	Budget Justification	Amou
<b>CONTRACTUAL SERVICES</b>						
920202 - CONFERENCES	1,558	5,000	5,000	5,125	10 PEOPLE @\$350.00 EACH FOR ANNUAL ALA CONFERENCE	3,000
					5 PEOPLE @325.00 EACH FOR PLASMA SPRING SYMPOSIUM	1,600
920204 - TRAINING	3,400	3,000	3,000	4,000	CDL TRAINING	1,600
					DRIVER'S DECISION COURSE	400
					SECURITY TRAINING	2,000
920206 - SEMINARS	1,667	1,000	1,000	3,500	10 PEOPLE @\$95.00 REACHING FORWARD	1,000
					NSLS SEMINARS	2,500
920210 - IN-SERVICE TRAINING	2,957	0	0	3,000	IN-SERVICE MEETINGS	2,000
					THREE ALL STAFF DAY MEETINGS	1,000
930010 - R & M EQUIPMENT	11,374	0	0	0		
960070 - AUTO/TRAVEL EXPENSES	1,601	2,000	2,000	1,000	TRAVEL TO SEMINARS AND MEETINGS IN CHICAGO AREA	1,000
960210 - SPECIAL EVENT PROGRAMS	6,205	3,000	3,000	0		
960990 - MISC CONTRACTUAL SVCS	38,309	43,000	47,000	44,100	GRAPHIC DESIGN	3,100
					LIBRARY CABLE NETWORK	32,000
					PAINT MOBILE LIBRARY	9,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>67,071</b>	<b>57,000</b>	<b>61,000</b>	<b>60,725</b>		
<b>COMMODITIES</b>						
970260 - POSTAGE AND PARCEL	3,290	0	0	3,200	NEWSLETTER POSTAGE	3,200
970270 - PRINTING-REPROD-BINDING	3,195	8,000	12,000	8,100	PRINTING 2 ISSUES OF LIBRARY NEWSLETTER	8,100
<b>TOTAL COMMODITIES</b>	<b>6,485</b>	<b>8,000</b>	<b>12,000</b>	<b>11,300</b>		
<b>Division Totals</b>	<b>73,556</b>	<b>65,000</b>	<b>73,000</b>	<b>72,025</b>		

Time: 08:19 AM

## FY 2005 Budget WorkSheet

Date: 10/14/2004

## 202 - LIBRARY CAPITAL PROJ FUND

Account	2003 Actual	2004 Budget	2004 Projected	2005 Proposed	Budget Justification	Amount
<b>CONTRACTUAL SERVICES</b>						
920110 - PROFESSIONAL CONSULTII	3,300	50,000	25,000	50,000	SPACE PLANNING, ACCOUSTICAL STUDY	50,000
960990 - MISC CONTRACTUAL SVCS	0	0	0	10,600	MOVING EXPENSES FOR IMPROVEMENTS	10,600
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>3,300</b>	<b>50,000</b>	<b>25,000</b>	<b>60,600</b>		
<b>CAPITAL EXPENDITURES</b>						
980300 - IMPROVEMENTS	0	50,000	75,000	0		
980400 - EQUIPMENT	0	15,000	15,000	0		
980410 - COMPUTER HARDWARE	0	60,000	60,000	78,000	REPLACE 20 PUBLIC PCS REPLACE 9 IMACS 10 SWITCHES @ \$2500 APPLE SERVER IMPROVEMENTS	30,000 18,000 25,000 5,000 10,000
980600 - FURNITURE & FIXTURES	0	10,000	10,000	10,000		
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>0</b>	<b>135,000</b>	<b>160,000</b>	<b>88,000</b>		
<b>Division Totals</b>	<b>3,300</b>	<b>185,000</b>	<b>185,000</b>	<b>148,600</b>		

**GOAL 1:** The residents of Des Plaines have the skills they need to engage in respectful, productive conversation on topics of interest in order to create and build community.

**OBJECTIVE 1:** At least 200 residents will participate in a film and discussion series by December 2005.

January, 2005	February, 2005	March, 2005	April, 2005		
Chris Posinger will select film	Corky Lee will hold film and book discussion of <i>Raisin in the Sun</i>	Chris Posinger will select scholar for film series	David Whittingham will hold film and book discussion of <i>Big Fish</i>		
Choose <i>From Rosie to Roosevelt: A Film History of Americans</i> A six part series		Spoke to contact at DePaul University, they could not commit to all six dates. Continue to seek scholars	Chris Posinger will hold six part series <i>From Rosie to Roosevelt: A Film History of Americans</i>		
Chris P. will get publicity started for Rosie					
Chris P. will explore local sponsors and partnerships					

**GOAL:** The residents of Des Plaines have the skills they need to engage in respectful, productive conversation on topics of interest in order to create and build community.

**OBJECTIVE 2:** Train 5 members of the staff and 5 members of the public in National Issues Forum methodology in order to hold 3 discussions using National Issues Forum methodology, topics and materials by December 2007

<b>January, 2005</b>	<b>January, 2006</b>	<b>June, 2006</b>	<b>January, 2007</b>	<b>March, May, October 2007</b>	
Contact National Issues Forum to explore training opportunities	Train staff	Train public	Select topics, purchase materials	Hold forums	
Develop budget	Consider partnerships		Plan publicity		
Find staff interested in training. Already Roberta Johnson and Joanne Griffin have expressed interest.					



**GOAL 1:** The residents of Des Plaines have the skills they need to engage in respectful, productive conversation on topics of interest in order to create and build community.

**OBJECTIVE 3:** At least 300 residents will participate in 3 "Community Forums" on local quality of life topics by December 2006.

<b>JULY, 2005</b>	<b>DECEMBER, 2005</b>	<b>JULY, 2006</b>	<b>DECEMBER, 2006</b>		
Steering Committee formed	Moderator selected	Target audiences/ participants identified	1-2 Forums in September		
Partnerships identified, established	Budget covers moderator expense, production equipment, other expenses	Meeting times/dates established	1-2 Forums in October		
Grant proposals explored	Topics Selected	Meeting room facilities booked	Live broadcasts with call-in feature		
Budget developed	Publicity plan established	Begin publicity activities	Taped broadcasts October/ November		
			Evaluation and Followup in October/ November		

Goal 2. The tweens of Des Plaines have a dedicated space and guided activities that encourage and support the exploration and discovery of their creative abilities, talents, and interests to enrich their lives and effect their personal growth.

Objective 1. By January 2006 at least 20 tweens will have formed a Teen Advisory Board to give input into Young Adult physical space and activities.

<b>February, 2005</b>	<b>May, 2005</b>	<b>October, 2005</b>	<b>December, 2005</b>
Publicize the first meeting of the Teen Advisory Board (TAB)	Brainstormed ideas for YA webpage	First issue of TAB newsletter is displayed in the YA area	Partnership formed with Des Plaines Teen Center
Hold first TAB meeting	Incorporate TAB ideas into YA webpage	Focus group formed to give input into YA area designs	Joint Library TAB/Teen Center program
	YA Webpage is live in time for Summer Reading Club		
	Brainstormed ideas for a YA Summer Reading Club		

**Goal 2.** The tweens of Des Plaines have a dedicated space and guided activities that encourage and support the exploration and discovery of their creative abilities, talents, and interests to enrich their lives and effect their personal growth.

**Objective 2.** By January 2007 tweens will have a series of at least 6 activities that encourage and support their creative abilities, talents, and interests to enrich their lives and effect their personal growth.

<b>June, 2005</b>	<b>October, 2005</b>	<b>December, 2005</b>	<b>January, 2006</b>	<b>July, 2006</b>	<b>December, 2006</b>
YS staff reviewed programming in tween age group	One tween program, planned with the assistance of the Teen Advisory Board (TAB)	Partnership formed with Des Plaines Teen Center	Reviewed YA Summer Reading Club, made adjustment for 2006	2-3 tween programs planned and executed	2-3 tween programs planned and executed September-December
YS planned and implemented a YA Summer Reading Club	Reviewed homework help and curriculum support	Joint library/Teen Center program in the fall		YS staff reviewed and evaluated tween programming with assistance from the TAB	

**GOAL 3:** Des Plaines residents will have access to library services and resources to support their personal growth, enrichment, entertainment, education and information needs at home, work, or school.

**OBJECTIVE 1:** By December 2007, 500 Des Plaines residents will have used at least one new means of communication about library resources to support their information needs. (The method may be new for the library, i.e., the enewsletter, or new for that individual, i.e., a new user of the library Web site.)

January, 2005	December, 2005	January, 2006	December, 2006	January, 2007	June, 2007	September, 2007	Ongoing 2005, 2006, 2007
Start collecting email addresses for enewsletter.	Have 6 issues of enewsletter published.	Exhibits/Cross promotion committee meeting to develop schedule for exhibits and cross promotions.	Have produced a minimum of 4 public service announcements	Exhibits/Cross promotion committee meeting to develop schedule for exhibits and cross promotions.	Prepare survey to track "new" methods of communication.	Produce a special program about the library.	Incorporate Web site into cross promotions.
Exhibits/Cross promotion committee meeting to develop schedule for exhibits and cross promotions.	Have Web address painted on library vehicles.		Spotlight Web site in an issue of the newsletter	Begin updating the library history Power Point program.			
Begin exploring other outlets for our material, such as the Teen Center and Police Resource Center.	Distribute Web site bookmark.		Review Web statistics				
Update regular program survey and start tracking			Approach Friends (through Sandra) for funding for 15-month 100 <sup>th</sup> anniversary calendar.				
	Review Web statistics						

**GOAL 3:** Des Plaines residents will have access to library services and resources to support their personal growth, enrichment, entertainment, education and information needs at home, work, or school.

**OBJECTIVE 2:** By June 2006, 100 Des Plaines residents will have participated in new library services and programs that will be held at existing and at least 2 new venues.

<b>March, 2005</b>	<b>June, 2005</b>	<b>January, 2006</b>	<b>February, 2006</b>	<b>June, 2006</b>	
Implement Sirsi Outreach Module. (David and Roberta)	Train other interested staff in using Outreach Module. (CCS, Roberta, David)	Plan for at least two ML stops at Park District run day camps during summer (Susan and Phyllis)	Develop regular schedule to drop off book bags to preschools (Veronica, Petra)	Start two ML stops Park District run day camps	
Investigate specialized vehicle for delivery of outreach services. (David and Roberta)	Implement current in house activities at Senior Center, teen center and one additional senior resident facility. (Holly and Roberta)	Plan for story times at 2 non traditional sites. (Margie, Phyllis, YS staff)			

**GOAL 3:** Des Plaines residents will have access to library services and resources to support their personal growth, enrichment, entertainment, education and information needs at home, work, or school.

**OBJECTIVE 3:** By December 2006, 80 Des Plaines residents will have greater access to library services and resources inside the library through at least 2 new services.

<b>JULY, 2005</b>	<b>DECEMBER, 2006</b>			
Heidi Krueger and reference staff will meet to consider elements of new "Book a Librarian" service.	Launch new "Book a Librarian" service.			
Readers Services staff will meet to consider their part of new "Book a Librarian" service.	Home schooling events.			
	Offer computer classes to elementary, middle school students on databases. (Sara)			

ARMY

NOVEMBER

# Des Plaines Public Library

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

## NOTICE

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, NOVEMBER 16, 2004**

**7:00 PM**

**Conference Room – Second Floor**

### Agenda:

- **Art Committee Report**
- **Building & Grounds Committee Report**
- **FY2005 Budget**

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



# Des Plaines Public Library

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## II.

### DES PLAINES PUBLIC LIBRARY

#### BOARD OF TRUSTEES

Agenda for the Regular Meeting  
**November 16, 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 – October 19, 2004.
  - B. Acceptance of Financial Reports for October 2004.
  - C. Approval of Library Expenditures.
    1. Warrant Register – October 04, 2004 - \$101,270.85.
    2. Warrant Register – October 18, 2004 - \$47,766.24.
    3. Salaries – October 06, 2004 - \$110,312.22.
    4. Salaries – October 14, 2004 – \$109,913.59.
    5. Salaries – October 27, 2004 - \$109,613.19
  - D. Acceptance of Reports.
    1. Director's Report – Sandra Norlin.
    2. Friends of the Library Report – Elaine Tejcek.
    3. Management Committee Report - October 19, 2004 – Eldon Burk.
    4. Building and Grounds Committee Report – October 19, 2004 - William Grice.
- VI. Old Business.

- VII. New Business. (8:00 PM)
  - A. City Council Attendance – December 6, 20 and January 3, 17.
  - B. Art Committee Report – November 9, 2004 – Eldon Burk. [Action Item]
  - C. Building and Grounds Committee Report – November 16, 2004 - William Grice.
  - D. FY2005 Budget. [Action Item]
  - E. Approval Thomson Gale - \$8,000.00. [Action Item]
  
- VIII. Announcements.
  - A. Staff Holiday Party.
  - B. Board Holiday Dinner.
  
- IX. Correspondence.
  
- X. Other
  
- XI. Adjournment. (9:15 PM)

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# Des Plaines Public Library

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www.desplaines.lib.il.us

**V.A.**

## BOARD OF TRUSTEES Minutes of the Regular Meeting October 19, 2004

The regular meeting of the Des Plaines Public Library Board of Trustees was held in second floor conference room on Tuesday, October 19, 2004. President Noreen Lake called the meeting to order at 7:00 PM.

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

Also Present: Sandra Norlin, Martha Sloan, Carol Kidd, Leslie Steiner, Alderman Carla Brookman, Alderman Rosemary Argus, Kimberley Bilotech, Brian Mulcrone.

### CONSIDERATION OF THE AGENDA.

MOTION by Eldon Burk, seconded by Susan Burrows, to accept the agenda as written.

### PUBLIC COMMENTS AND QUESTIONS.

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Carla Brookman.

Alderman Brookman was in attendance, but did not give a 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 September 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	\$ 11,451.37
2. Petty Cash Expenditures	\$ 37.14
3. Budget Expenditures for September	\$ 423,462.98
4. Expenditures Year to Date	\$3,761,168.40
5. Revenue for September	\$ 10,836.13
6. Revenue Year to Date	\$2,592,070.07

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:

September 07, 2004	\$ 40,326.97
September 20, 2004	\$ <u>99,914.16</u>
Total	\$ 140,241.13

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:

September 02, 2004	\$ 106,875.82
September 16, 2004	\$ <u>105,425.72</u>
Total	\$ 212,301.54

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

#### NEW BUSINESS

#### DIRECTOR'S REPORT

Sandra Norlin distributed her director's report to the Board.

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

#### PERSONNEL

New employee for September/October: Ivan Ruiz, Part-time Page, Circulation Services.

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Resignations/Separations: Devesh Shah, Part-time Circulation Assistant.

We received 83 applications for the two new full-time Security Monitor positions. The screening process has begun and interviews will be scheduled in late October or early November.

#### STAFF DEVELOPMENT

Bob Blanchard, Margie Borris, and Chris Posinger presented Poster Sessions during the Illinois Library Association Annual Conference September 28 – October 1. Several other staff members attended the Conference at Navy Pier in Chicago.

Veronica Schwartz attended the ALSC (Association for Library Services to Children) Conference in Minneapolis, MN, September 28 – October 1.

Heidi Krueger attended the second training retreat for Synergy Leadership Training at Pere Marquette State Park near Grafton, IL. The topics of this retreat were strategic planning, organizational and professional change.

Planning for the Security Monitor Training Program began with a meeting of Gary Valente, Dick Sem, and me on October 7.

Hector Marino will be the featured speaker at the Des Plaines Sister Cities General Meeting on October 29.

Christina Tropea has been selected to participate in the International Book Fair in Guadalajara under the ALA Free Pass Program November 27-December 1. Participants receive free registration, lodging, and \$100 travel reimbursement.

#### PATRON SERVICES

The decrease in items circulated came as a surprise this month. The only areas of increase were DVDs in both Adult and Children's collections. There was a slight increase in adult audio book circulation. Audiovisual circulation accounted for 44% of the total circulation, 32% of children's and 51% of adult materials. We also experienced a slight decrease in attendance. It is interesting to follow the changes in adult patron assistance, with decreases in some areas of service demand and large increases in others, notably ready and in depth reference services, even with increased use of the internet. We experienced increases in youth services in the same areas.

We registered 350 people to vote in a concerted effort by all staff. These are the figures from September. We continued registration through October 5.

The Youth Services Department hosted four programs with excellent attendance, including Chess Club and Power Poetry for middle schoolers, Stories and More for K-2 graders, and Story Explorers for 3<sup>rd</sup> and 4<sup>th</sup> graders. We also visited 5 preschools and 2 grade school open houses and participated in the Rebecca Caudill book discussion at Plainfield School. We hosted the annual school media specialists' tea on 9/23.

Several adult programs are successful. The evening book discussion group has attracted a regular attendance of 8-12, the Memoir Writing program was so successful that it is repeated this fall and a men's group is forming. Computer classes have resumed and are well attended. The reports of incidents regarding pornography and filtering on the Internet have diminished significantly. There were 7 reported incidents in September.

Lutheran General is scheduled to provide flu shots at the Library on November 23 from 10AM to 3 PM. Because of the vaccine shortage, all reservations are filled, and no walk-ins will be served.

On September 28 and 30, Amber Creger and Cathy Friedman participated in Freshman Orientation at the library at Maine East High School.

#### PROFESSIONAL ACTIVITIES

I applied for and was appointed to the North Suburban Library System Board of Directors. I will attend regular meetings on the fourth Monday of every month for a two-year term.

I attended the Annual Conference of the Illinois Library Association on September 30 and October 1. I attended two meetings on advocacy, one on children's programming, one on Open URL, and the very enjoyable Illinois Authors Luncheon.

I attended the CCS Governing Board meeting on 9/22, the School Media Specialists Tea on 9/23, a farewell luncheon for retiring Fire Chief Farinella on 9/28, the Friends of the Library meeting on 9/28, and the Library Directors' discussion of library trends at Northbrook PL on 10/8.

I was on vacation from October 9 through October 18. Hector Marino was Librarian in Charge during my absence.

MOTION by Rhys Read, seconded by Susan Burrows, to approve payment to Ebsco Subscription Services in the amount of \$33,916.53, which is in the best interest of the Des Plaines Public Library. VOTE: AYES: Burk, Burrows, Ellicson, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Susan Weinberg to declare the following items surplus property:

143 Large metal Princeton files  
 4 Small metal Princeton files  
 11 Printers  
 7 Computers  
 7 Monitors  
 1 Scanner  
 23 Desk Chairs

VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by Jerry Mahony, to approve the purchase of E\*vents Software for Online Calendar and Registration and E\*roomreserve Software for Online Meeting Room Reservation and Management up to 8 Rooms from Total Business Solutions, in the amount of \$4,200.00, which is in the best interest of the Des Plaines Public Library. VOTE: AYES: Burk, Burrows, Ellicson, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Jerry Mahony, to approve the purchase of eight Kyocera 3820N black and white laser printers and one Kyocera KM-C2230 color copier/printer/scanner from ABM Office Equipment, Inc, in the amount of \$15,809.00, which is in the best interest of the Des Plaines Public Library. VOTE: AYES: Burk, Burrows, Ellicson, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.

Eldon Burk reported that the Management Committee met and discussed current library procedures for loaning feature film DVDs. The Committee consensus was that the library purchase multiple copies of new feature film DVDs and that holds be limited to Des Plaines library patrons only. Sandra Norlin reported that 42% of the library circulation is now audio/visual materials.

Eldon Burk reported that the Management Committee reviewed information on library district conversion. Library Director Sandra Norlin reported that estimated ongoing costs for a District Library not covered in the current budget would be between \$215,000 – 389,500 per year.

Alderman Rosemary Argus stated that she attended the board meeting to listen to the Board's discussion on library district conversion. Alderman Carla Brookman

stated that there has been no outcry by Des Plaines residents to convert the library to a district. President Lake stated that a conversion would be costly to Des Plaines residents.

William Grice entered the meeting at 8:04PM.

William Grice reported that the Building and Grounds Committee toured the library and answered questions about the building and how well it functions as a library. The Committee will discuss the results of the tour at their next meeting on Tuesday, November 16, 2004 at 6:00PM. William Grice invited the Board to attend.

MOTION by Susan Burrows, seconded by Rhys Read, to amend the agenda by adding VII. New Business I. Veteran's Day Vigil. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Brian Mulcrone, President of the Vietnam Veterans of America, Chapter 311, asked the Board to approve a meeting room request for meeting rooms B and C for Wednesday, November 10, 2004. Brian Mulcrone explained that the Vietnam Veterans of America would show the documentary film, "Be Good, Smile Pretty" and would use the meeting rooms from 5:30pm until 9:15pm. Brian stated that the DVD would be donated to the library.

MOTION by Eldon Burk, seconded by Susan Burrows, to allow the Vietnam Veterans of America, Chapter 311, to use library meeting rooms B and C on Wednesday, November 10, 2004 from 5:30pm until 9:15 to show the documentary film "Be Good, Smile Pretty". VOTE: AYES: Burk, Burrows, Ellicson, Grice, Mahony, Read, Tejcek, Weinberg. NAYS: None. Lake abstains. MOTION CARRIED.

MOTION by Susan Burrows, seconded by Elaine Tejcek, to approve payment to ProQuest in the amount of \$15,662.85, which is in the best interest of the Des Plaines Public Library. VOTE: AYES: Burk, Burrows, Ellicson, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.

#### ANNOUNCEMENTS

President Lake reported that the Friends fall book sale was very successful. The Friends have donated approximately \$78,000 to the library for services and equipment since the library opened in 2000.

The Board recessed for 10 minutes.



EXECUTIVE SESSION

MOTION by Rhys Read, seconded by Mary Ellicson, to enter into an Executive Session at 8:35 PM to discuss Compensation of Specific Employees. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:47 PM and was called to order by President Noreen Lake.

MOTION by William Grice, seconded by Jerry Mahony, to respectfully decline employee's request for specific compensation. 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 8:49PM.

Minutes prepared by Carol Kidd.

V.C.

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

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

1. Over the Counter Receipts	\$ 11,793.50
2. Petty Cash Expenditures	\$ 6.12
3. Budget Expenditures for October	\$ 435,280.86
4. Expenditures Year to Date	\$ 4,196,449.26
5. Revenue for October	\$ 14,173.71
6. Revenue Year to Date	\$ 2,606,243.78

Warrant Register

October 04, 2004	\$ 101,270.85
October 18, 2004	\$ 47,766.24
Total	<u>\$ 149,037.09</u>

Salaries

October 06, 2004	\$ 110,312.22
October 14, 2004	\$ 109,913.59
October 27, 2004	<u>\$ 109,613.19</u>
Total	\$ 329,839.00

V.C.

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

	<u>Oct 2003</u>	<u>Oct 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>
Lost Materials	879.71	489.90	5,547.66	5,584.02
Fines	7,360.94	7,959.75	87,148.92	78,743.14
Damage	41.90	109.44	929.58	1,942.15
Fees	423.48	584.75	2,870.27	3,852.57
Copies	2,081.95	2,631.66	22,983.98	23,808.99
Miscellaneous	27.00	18.00	202.45	218.30
 Total	 \$10,814.98	 \$11,793.50	 \$119,682.86	 \$114,149.17

PETTY CASH EXPENDITURES - October

Auto/Travel	960070	\$6.12
 Total		 \$6.12

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 11/11/04

TIME: 10:45:24

CITY OF DES PLAINES  
PRINT BALANCE SHEETS BY FUNDPAGE NUMBER: 1  
STATMN11

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

ACCOUNTING PERIOD: 10/04

## FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102005	CASH PAYABLE 1944119043		271.01
102007	CASH PAYROLL 1944652940	.00	
102008	CASH DEPOSIT 1944650243		1,316,989.97
102012	CASH IL FUND 007139119668	.00	
102014	CASH AMER FREEDM FND(AFF)	.00	
102026	CASH FIRST BANK ACCUMULTN	.00	
102051	CASH PLAINSBANK ACCUMULTN	.00	
TOTAL CASH		500.00	1,317,260.98
104003	INVESTMENTS-US OBLIGATION	.00	
104006	INVESTMENTS-CERTIF OF DEP	.00	
104030	INVESTMENTS-ACCUMULATION	.00	
104031	INVESTMENTS-EARLE	.00	
104032	INVESTMENTS-DUNCAN	.00	
104033	INVESTMENTS-DOWNING	34,339.87	
TOTAL INVESTMENTS		34,339.87	.00
115400	RECEIVABLE-ACCRUED INTRST	7.67	
115410	RECEIVABLE-INTEREST EARNS	.00	
118000	RECEIVABLE-PROPERTY TAXES	4,655,830.00	
119200	RECEIVABLE-MISC	.00	
TOTAL ACCOUNTS RECEIVABLE		4,655,837.67	.00
119301	PREPAID EXPENSE	.00	
TOTAL PREPAID ITEMS		.00	.00
204201	FIXED ASSETS-LIB EQUIP	.00	
209900	FIXED ASSETS-ACUMLTD DEPC	.00	
TOTAL FIXED ASSETS		.00	.00
TOTAL ASSETS		4,690,677.54	1,317,260.98
401000	ACCOUNTS PAYABLE		2,618.48
401001	AUDIT ACCOUNTS PAYABLE		.00
410020	ESCROW DEPOSITS		.00
TOTAL DEPOSITS		.00	.00
430010	DUE TO-CORPORATE GENL		.00
430080	DUE TO-EMPL RETRMNT TRUST		.00
TOTAL DUE TO-OTHER FUNDS		.00	.00
450030	ACCRUED LIAB-COMP ABSENCE		.00
450040	ACCRUED PAYROLL		.00
TOTAL ACCRUED LIABILITIES		.00	.00
470000	DEFERRED REV-PROPERTY TAX		4,655,830.00

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 11/11/04

TIME: 10:45:24

CITY OF DES PLAINES  
PRINT BALANCE SHEETS BY FUND

PAGE NUMBER: 2  
STATMN11

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

ACCOUNTING PERIOD: 10/04

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
470100	LIBRARY DEFERRED REVENUE		57,910.00
	TOTAL DEFERRED REV-PROPERTY TAX	.00	57,910.00
471000	DEFERRED REV-OTHER		.00
	TOTAL CURRENT LIABILITIES	.00	4,716,358.48
	TOTAL LIABILITIES	.00	4,716,358.48
700110	EXPENDITURE CONTROL	4,196,449.26	
700120	REVENUE CONTROL		2,581,883.35
700130	ENCUMBRANCE CONTROL		.00
700140	RESERVE FOR ENCUMBRANCE		.00
700150	EXP. BUDGET CONTROL		5,502,964.00
700160	REV. BUDGET CONTROL	5,092,318.00	
700170	BUDGET FUND BALANCE	410,645.12	
	TOTAL SYSTEM CONTROL	9,699,412.38	8,084,847.35
720010	FUND BAL-RESRV-GIFT TRUST		34,339.87
	TOTAL FUND BALANCE-RESERVED	.00	34,339.87
730000	FUND BALANCE-UNRESERVED		237,283.24
	TOTAL FUND EQUITY	.00	271,623.11
	TOTAL EQUITIES	9,699,412.38	8,356,470.46
	TOTAL PUBLIC LIBRARY FUND	14,390,089.92	14,390,089.92

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 11/11/04

TIME: 10:45:24

CITY OF DES PLAINES  
PRINT BALANCE SHEETS BY FUND

PAGE NUMBER: 3  
STATMN11

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

ACCOUNTING PERIOD: 10/04

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102005	CASH PAYABLE 1944119043	.00	
102008	CASH DEPOSIT 1944650243	248,601.40	
102012	CASH IL FUND 007139119668	25,888.34	
102014	CASH AMER FREEDM FND(AFF)	.00	
	TOTAL CASH	274,489.74	.00
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
	TOTAL ASSETS	274,489.74	.00
401000	ACCOUNTS PAYABLE		.00
401001	AUDIT ACCOUNTS PAYABLE		.00
471000	DEFERRED REV-OTHER		.00
	TOTAL CURRENT LIABILITIES	.00	.00
	TOTAL LIABILITIES	.00	.00
700110	EXPENDITURE CONTROL	129,822.06	
700120	REVENUE CONTROL		150,886.26
700150	EXP. BUDGET CONTROL		185,000.00
700160	REV. BUDGET CONTROL	154,000.00	
700170	BUDGET FUND BALANCE	31,000.66	
	TOTAL SYSTEM CONTROL	314,822.72	335,886.26
730000	FUND BALANCE-UNRESERVED		253,426.20
	TOTAL FUND EQUITY	.00	253,426.20
	TOTAL EQUITIES	314,822.72	589,312.46
	TOTAL LIBRARY CAPITAL PROJ FUND	589,312.46	589,312.46
	TOTAL REPORT	14,979,402.38	14,979,402.38

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55  
23

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 11/08/04

TIME: 15:00:12

CITY OF DES PLAINES  
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
EXPSTA21

SELECTION CRITERIA: orgn.fund in ("201","202")

ACCOUNTING PERIOD: 10/04

SORTED BY: FUND,FUNCTION,DEPARTMENT,ACCOUNT

TOTALED ON: FUND,FUNCTION,DEPARTMENT

PAGE BREAKS ON: FUND

FUND - 201 - PUBLIC LIBRARY FUND

	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE
201-400-2110-0 910100 LIBRARY SERVICES SALARIES	1,989,892.00	1,420,984.44	.00	1,420,984.44	568,907.56
201-400-2110-0 910200 LIBRARY SERVICES TEMPORARY WAG	870,186.00	628,112.00	.00	628,112.00	242,074.00
201-400-2110-0 910300 LIBRARY SERVICES SUPERVISORY O	.00	.00	.00	.00	.00
201-400-2110-0 910400 LIBRARY SERVICES NON-SUPERVISO	500.00	.00	.00	.00	500.00
201-400-2110-0 910500 LIBRARY SERVICES VACATION PAY	.00	115,885.11	.00	115,885.11	-115,885.11
201-400-2110-0 910600 LIBRARY SERVICES SICK PAY	.00	42,704.89	.00	42,704.89	-42,704.89
201-400-2110-0 910700 LIBRARY SERVICES HOLIDAY PAY	.00	33,359.12	.00	33,359.12	-33,359.12
201-400-2110-0 910900 LIBRARY SERVICES ACT/OUT OF CL	500.00	242.37	.00	242.37	257.63
201-400-2110-0 910950 LIBRARY SERVICES EXCESS SICK H	3,347.00	2,370.71	.00	2,370.71	976.29
201-400-2110-0 918010 LIBRARY SERVICES UNEMPLOYMENT	1,498.00	1,123.50	.00	1,123.50	374.50
201-400-2110-0 918020 LIBRARY SERVICES EMPLOYER CONT	218,444.00	171,411.67	.00	171,411.67	47,032.33
201-400-2110-0 918021 LIBRARY SERVICES EMPLOYER CONT	183,536.00	145,639.04	.00	145,639.04	37,896.96
201-400-2110-0 918040 LIBRARY SERVICES LIFE INS PREM	7,704.00	6,765.00	.00	6,765.00	939.00
201-400-2110-0 918050 LIBRARY SERVICES MEDICAL INS P	385,824.00	290,132.36	.00	290,132.36	95,691.64
201-400-2110-0 918055 LIBRARY SERVICES DENTAL INSURA	26,382.00	19,072.24	.00	19,072.24	7,309.76
201-400-2110-0 918060 LIBRARY SERVICES TUITION REIMB	5,000.00	.00	.00	.00	5,000.00
201-400-2110-0 918070 LIBRARY SERVICES WORKERS COMPE	3,190.00	5,086.44	.00	5,086.44	-1,896.44
201-400-2110-0 918085 LIBRARY SERVICES RHS PLAN PAYO	1,094.00	1,058.07	.00	1,058.07	35.93
201-400-2110-0 920100 LIBRARY SERVICES LITIGATION &	1,500.00	.00	.00	.00	1,500.00
201-400-2110-0 920105 LIBRARY SERVICES COSTS OF LITI	500.00	.00	.00	.00	500.00
201-400-2110-0 920110 LIBRARY SERVICES PROFESSIONAL	40,000.00	12,125.94	.00	12,125.94	27,874.06
201-400-2110-0 920120 LIBRARY SERVICES COMMUNICATION	25,000.00	15,721.71	.00	15,721.71	9,278.29
201-400-2110-0 920140 LIBRARY SERVICES DATA PROCESSI	100,000.00	49,017.39	.00	49,017.39	50,982.61
201-400-2110-0 920202 LIBRARY SERVICES CONFERENCES	4,500.00	3,436.79	.00	3,436.79	1,063.21
201-400-2110-0 920204 LIBRARY SERVICES TRAINING	2,000.00	2,456.50	.00	2,456.50	-456.50
201-400-2110-0 920205 LIBRARY SERVICES TUITION REIMB	.00	2,250.00	.00	2,250.00	-2,250.00
201-400-2110-0 920206 LIBRARY SERVICES SEMINARS	1,500.00	.00	.00	.00	1,500.00
201-400-2110-0 920210 LIBRARY SERVICES IN-SERVICE TR	3,000.00	2,190.31	.00	2,190.31	809.69
201-400-2110-0 920220 LIBRARY SERVICES MEMBERSHIP DU	5,000.00	2,586.00	.00	2,586.00	2,414.00
201-400-2110-0 920225 LIBRARY SERVICES LICENSING/TIT	.00	1,630.00	.00	1,630.00	-1,630.00
201-400-2110-0 920230 LIBRARY SERVICES PUBLICATION O	2,000.00	236.25	.00	236.25	1,763.75
201-400-2110-0 920341 LIBRARY SERVICES INSURANCE PRE	.00	.00	.00	.00	.00
201-400-2110-0 920850 LIBRARY SERVICES SUBSIDY:1994	7,500.00	6,263.82	.00	6,263.82	1,236.18
201-400-2110-0 920900 LIBRARY SERVICES PROPERTY/LIAB	26,891.00	20,168.25	.00	20,168.25	6,722.75
201-400-2110-0 930010 LIBRARY SERVICES R & M EQUIPME	60,000.00	41,748.56	.00	41,748.56	18,251.44
201-400-2110-0 930020 LIBRARY SERVICES R & M BLDGS &	35,000.00	41,179.00	.00	41,179.00	-6,179.00
201-400-2110-0 930030 LIBRARY SERVICES R & M VEHICLE	3,500.00	4,227.87	.00	4,227.87	-727.87
201-400-2110-0 930195 LIBRARY SERVICES BOOK BINDING	2,000.00	1,690.52	.00	1,690.52	309.48
201-400-2110-0 930210 LIBRARY SERVICES RENTAL OF EQU	1,500.00	3,087.90	.00	3,087.90	-1,587.90
201-400-2110-0 930320 LIBRARY SERVICES CLEANING:CUST	50,000.00	33,695.50	.00	33,695.50	16,304.50
201-400-2110-0 960070 LIBRARY SERVICES AUTO/TRAVEL E	2,000.00	4,251.51	.00	4,251.51	-2,251.51
201-400-2110-0 960210 LIBRARY SERVICES SPECIAL EVENT	18,000.00	45,664.52	.00	45,664.52	-27,664.52
201-400-2110-0 960990 LIBRARY SERVICES MISC CONTRACT	80,000.00	69,339.35	.00	69,339.35	10,660.65
201-400-2110-0 970100 LIBRARY SERVICES SUPPLIES	70,000.00	50,316.03	.00	50,316.03	19,683.97
201-400-2110-0 970110 LIBRARY SERVICES MEALS (PRSNRS	1,500.00	1,461.87	.00	1,461.87	38.13
201-400-2110-0 970170 LIBRARY SERVICES JANITORIAL	20,000.00	14,116.60	.00	14,116.60	5,883.40
201-400-2110-0 970200 LIBRARY SERVICES COPYING/FAX S	7,500.00	.00	.00	.00	7,500.00

SELECTION CRITERIA: orgn.fund in ("201","202")

ACCOUNTING PERIOD: 10/04

SORTED BY: FUND,FUNCTION,DEPARTMENT,ACCOUNT

TOTALED ON: FUND,FUNCTION,DEPARTMENT

PAGE BREAKS ON: FUND

FUND - 201 - PUBLIC LIBRARY FUND

	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE
201-400-2110-0 970260 LIBRARY SERVICES POSTAGE AND P	15,500.00	8,791.57	.00	8,791.57	6,708.43
201-400-2110-0 970270 LIBRARY SERVICES PRINTING-REPR	8,000.00	10,508.17	.00	10,508.17	-2,508.17
201-400-2110-0 970320 LIBRARY SERVICES SUPPLIES: BLD	.00	.00	.00	.00	.00
201-400-2110-0 970330 LIBRARY SERVICES SUPPLIES: VEH	.00	.00	.00	.00	.00
201-400-2110-0 970600 LIBRARY SERVICES BOOKS	495,000.00	349,126.20	.00	349,126.20	145,873.80
201-400-2110-0 970610 LIBRARY SERVICES AUDIO MATERIA	70,000.00	38,880.77	.00	38,880.77	31,119.23
201-400-2110-0 970620 LIBRARY SERVICES SUBSCRIPTIONS	70,000.00	13,014.26	.00	13,014.26	56,985.74
201-400-2110-0 970630 LIBRARY SERVICES VISUAL MATERI	72,000.00	53,909.28	.00	53,909.28	18,090.72
201-400-2110-0 970640 LIBRARY SERVICES AUTOMATED REF	95,000.00	64,061.00	.00	64,061.00	30,939.00
201-400-2110-0 970810 LIBRARY SERVICES NATURAL GAS	20,000.00	14,776.13	.00	14,776.13	5,223.87
201-400-2110-0 970820 LIBRARY SERVICES ELECTRICITY	500.00	.00	.00	.00	500.00
201-400-2110-0 970840 LIBRARY SERVICES DIESEL	2,000.00	.00	.00	.00	2,000.00
201-400-2110-0 970850 LIBRARY SERVICES GASOLINE	1,000.00	.00	.00	.00	1,000.00
201-400-2110-0 970900 LIBRARY SERVICES EQUIPMENT <\$5	21,400.00	21,963.23	.00	21,963.23	-563.23
201-400-2110-0 980300 LIBRARY SERVICES IMPROVEMENTS	.00	.00	.00	.00	.00
201-400-2110-0 980400 LIBRARY SERVICES EQUIPMENT	13,000.00	11,787.86	.00	11,787.86	1,212.14
201-400-2110-0 980410 LIBRARY SERVICES COMPUTER HARD	50,000.00	54,479.39	.00	54,479.39	-4,479.39
201-400-2110-0 980420 LIBRARY SERVICES COMPUTER SOFT	24,800.00	4,319.00	.00	4,319.00	20,481.00
201-400-2110-0 980500 LIBRARY SERVICES VEHICLES	.00	.00	.00	.00	.00
201-400-2110-0 980600 LIBRARY SERVICES FURNITURE & F	.00	.00	.00	.00	.00
201-400-2110-0 990300 LIBRARY SERVICES BANK/TRUST/AG	.00	.00	.00	.00	.00
201-400-2110-0 990900 LIBRARY SERVICES TRANSFER TO D	.00	.00	.00	.00	.00
201-400-2110-0 990910 LIBRARY SERVICES TRANS TO D/S:	12,276.00	11,470.00	.00	11,470.00	806.00
201-400-2110-0 990935 LIBRARY SERVICES TRANS TO D/S:	.00	.00	.00	.00	.00
201-400-2110-0 990940 LIBRARY SERVICES TRANS TO LIB	150,000.00	150,000.00	.00	150,000.00	.00
201-400-2110-0 991000 LIBRARY SERVICES TRANSFER TO O	.00	.00	.00	.00	.00
201-400-2110-0 993000 LIBRARY SERVICES CONTINGENCY R	50,000.00	.00	.00	.00	50,000.00
TOTAL DEPARTMENT - LIBRARY SERVICES	5,437,964.00	4,119,896.01	.00	4,119,896.01	1,318,067.99
201-400-2130-0 920110 IL LIBRARY PER CAP GRANT PROFE	.00	.00	.00	.00	.00
201-400-2130-0 920120 IL LIBRARY PER CAP GRANT COMMU	.00	.00	.00	.00	.00
201-400-2130-0 920140 IL LIBRARY PER CAP GRANT DATA	.00	.00	.00	.00	.00
201-400-2130-0 920202 IL LIBRARY PER CAP GRANT CONF	5,000.00	4,998.56	.00	4,998.56	1.44
201-400-2130-0 920204 IL LIBRARY PER CAP GRANT TRAIN	3,000.00	4,257.45	.00	4,257.45	-1,257.45
201-400-2130-0 920206 IL LIBRARY PER CAP GRANT SEMIN	1,000.00	2,169.92	.00	2,169.92	-1,169.92
201-400-2130-0 920210 IL LIBRARY PER CAP GRANT IN-SE	.00	.00	.00	.00	.00
201-400-2130-0 930010 IL LIBRARY PER CAP GRANT R & M	.00	14,912.40	.00	14,912.40	-14,912.40
201-400-2130-0 960070 IL LIBRARY PER CAP GRANT AUTO/	2,000.00	818.63	.00	818.63	1,181.37
201-400-2130-0 960210 IL LIBRARY PER CAP GRANT SPECI	3,000.00	.00	.00	.00	3,000.00
201-400-2130-0 960990 IL LIBRARY PER CAP GRANT MISC	43,000.00	38,812.00	.00	38,812.00	4,188.00
201-400-2130-0 970100 IL LIBRARY PER CAP GRANT SUPPL	.00	.00	.00	.00	.00
201-400-2130-0 970260 IL LIBRARY PER CAP GRANT POSTA	.00	.00	.00	.00	.00
201-400-2130-0 970270 IL LIBRARY PER CAP GRANT PRINT	8,000.00	10,584.29	.00	10,584.29	-2,584.29
201-400-2130-0 980400 IL LIBRARY PER CAP GRANT EQUIP	.00	.00	.00	.00	.00
201-400-2130-0 980410 IL LIBRARY PER CAP GRANT COMPU	.00	.00	.00	.00	.00
201-400-2130-0 980420 IL LIBRARY PER CAP GRANT COMPU	.00	.00	.00	.00	.00



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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 11/08/04

TIME: 15:00:12

SELECTION CRITERIA: orgn.fund in ("201","202")

ACCOUNTING PERIOD: 10/04

CITY OF DES PLAINES  
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 3  
EXPSTA21

SORTED BY: FUND,FUNCTION,DEPARTMENT,ACCOUNT

TOTALED ON: FUND,FUNCTION,DEPARTMENT

PAGE BREAKS ON: FUND

FUND - 201 - PUBLIC LIBRARY FUND

	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE
201-400-2130-0 980500 IL LIBRARY PER CAP GRANT VEHIC	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - IL LIBRARY PER CAP GRANT	65,000.00	76,553.25	.00	76,553.25	-11,553.25
TOTAL FUNCTION - CIVIC & CULTURE	5,502,964.00	4,196,449.26	.00	4,196,449.26	1,306,514.74
TOTAL FUND - PUBLIC LIBRARY FUND	5,502,964.00	4,196,449.26	.00	4,196,449.26	1,306,514.74

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 11/08/04

TIME: 15:00:12

CITY OF DES PLAINES  
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 4  
EXPSTA21

SELECTION CRITERIA: orgn.fund in ("201","202")

ACCOUNTING PERIOD: 10/04

SORTED BY: FUND,FUNCTION,DEPARTMENT,ACCOUNT

TOTALED ON: FUND,FUNCTION,DEPARTMENT

PAGE BREAKS ON: FUND

FUND - 202 - LIBRARY CAPITAL PROJ FUND

	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE
202- 920110 LIBRARY CAPITAL PROJ FUND PROFESSIONAL C	50,000.00	2,364.71	.00	2,364.71	47,635.29
202- 930010 LIBRARY CAPITAL PROJ FUND R & M EQUIPMEN	.00	.00	.00	.00	.00
202- 960990 LIBRARY CAPITAL PROJ FUND MISC CONTRACTU	.00	.00	.00	.00	.00
202- 970100 LIBRARY CAPITAL PROJ FUND SUPPLIES	.00	.00	.00	.00	.00
202- 980300 LIBRARY CAPITAL PROJ FUND IMPROVEMENTS	50,000.00	101,915.90	.00	101,915.90	-51,915.90
202- 980400 LIBRARY CAPITAL PROJ FUND EQUIPMENT	15,000.00	7,112.50	.00	7,112.50	7,887.50
202- 980410 LIBRARY CAPITAL PROJ FUND COMPUTER HARDW	120,000.00	.00	.00	.00	120,000.00
202- 980420 LIBRARY CAPITAL PROJ FUND COMPUTER SOFTW	-60,000.00	.00	.00	.00	-60,000.00
202- 980600 LIBRARY CAPITAL PROJ FUND FURNITURE & FI	10,000.00	18,428.95	.00	18,428.95	-8,428.95
TOTAL DEPARTMENT - TITLE NOT FOUND	185,000.00	129,822.06	.00	129,822.06	55,177.94
TOTAL FUNCTION - TITLE NOT FOUND	185,000.00	129,822.06	.00	129,822.06	55,177.94
TOTAL FUND - LIBRARY CAPITAL PROJ FUND	185,000.00	129,822.06	.00	129,822.06	55,177.94
TOTAL REPORT	5,687,964.00	4,326,271.32	.00	4,326,271.32	1,361,692.68

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 11/08/04

TIME: 15:00:46

CITY OF DES PLAINES  
DETAIL REVENUE STATUS REPORT

SELECTION CRITERIA: orgn.fund in ("201","202")

ACCOUNTING PERIOD: 10/04

SORTED BY: FUND,FUNCTION,DEPARTMENT

TOTALED ON: FUND,FUNCTION,DEPARTMENT

PAGE BREAKS ON: FUND

	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE
201- 810017 PUBLIC LIBRARY FUND PROPERTY TAXES 2000	.00	.00	.00	.00	.00
201- 810016 PUBLIC LIBRARY FUND PROPERTY TAXES 1999	.00	.00	.00	.00	.00
201- 810018 PUBLIC LIBRARY FUND PROPERTY TAXES 2001	40,000.00	.00	.00	.00	40,000.00
201- 810800 PUBLIC LIBRARY FUND PERSONAL PROP REPL T	92,988.00	92,988.00	.00	92,988.00	.00
201- 810019 PUBLIC LIBRARY FUND PROPERTY TAXES 2002	.00	24,235.11	.00	24,235.11	-24,235.11
201- 810020 PUBLIC LIBRARY FUND PROPERTY TAXES 2003	4,655,830.00	2,101,856.27	.00	2,101,856.27	2,553,973.73
201- 822080 PUBLIC LIBRARY FUND STATE GRANT:LIBRARY	.00	.00	.00	.00	.00
201- 822040 PUBLIC LIBRARY FUND STATE GRANT:PER CAPI	65,000.00	72,931.25	.00	72,931.25	-7,931.25
201- 822090 PUBLIC LIBRARY FUND STATE GRANT:LIB CONS	.00	.00	.00	.00	.00
201- 850201 PUBLIC LIBRARY FUND COPYING FEE	25,000.00	25,542.42	.00	25,542.42	-542.42
201- 822095 PUBLIC LIBRARY FUND STATE GRANT:LIBRARY	86,000.00	31,522.00	.00	31,522.00	54,478.00
201- 850102 PUBLIC LIBRARY FUND LIBRARY FINES	90,000.00	97,813.62	.00	97,813.62	-7,813.62
201- 810011 PUBLIC LIBRARY FUND PROPERTY TAXES 1994	.00	.00	.00	.00	.00
201- 810010 PUBLIC LIBRARY FUND PROPERTY TAXES 1993	.00	.00	.00	.00	.00
201- 810012 PUBLIC LIBRARY FUND PROPERTY TAXES 1995	.00	.00	.00	.00	.00
201- 810015 PUBLIC LIBRARY FUND PROPERTY TAXES 1998	.00	.00	.00	.00	.00
201- 810013 PUBLIC LIBRARY FUND PROPERTY TAXES 1996	.00	.00	.00	.00	.00
201- 810014 PUBLIC LIBRARY FUND PROPERTY TAXES 1997	.00	.00	.00	.00	.00
201- 890010 PUBLIC LIBRARY FUND INTEREST INCOME	10,000.00	2,065.05	.00	2,065.05	7,934.95
201- 850215 PUBLIC LIBRARY FUND SPECIAL PROGRAMS & E	2,500.00	728.40	.00	728.40	1,771.60
201- 890050 PUBLIC LIBRARY FUND SALE OF FIXED ASSETS	.00	.00	.00	.00	.00
201- 899900 PUBLIC LIBRARY FUND MISCELLANEOUS REVENU	25,000.00	6,795.82	.00	6,795.82	18,204.18
201- 898900 PUBLIC LIBRARY FUND TRANSFER FROM OTHER	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - TITLE NOT FOUND	5,092,318.00	2,456,477.94	.00	2,456,477.94	2,635,840.06
TOTAL FUNCTION - TITLE NOT FOUND	5,092,318.00	2,456,477.94	.00	2,456,477.94	2,635,840.06
TOTAL FUND - PUBLIC LIBRARY FUND	5,092,318.00	2,456,477.94	.00	2,456,477.94	2,635,840.06

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 11/08/04

TIME: 15:00:46

CITY OF DES PLAINES  
DETAIL REVENUE STATUS REPORT

PAGE NUMBER: 2

REVSTA31

SELECTION CRITERIA: orgn.fund in ("201","202")

ACCOUNTING PERIOD: 10/04

SORTED BY: FUND,FUNCTION,DEPARTMENT

TOTALLED ON: FUND,FUNCTION,DEPARTMENT

PAGE BREAKS ON: FUND

	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE
202- 822080 LIBRARY CAPITAL PROJ FUND STATE GRANT:LI	.00	.00	.00	.00	.00
202- 890010 LIBRARY CAPITAL PROJ FUND INTEREST INCOM	4,000.00	834.46	.00	834.46	3,165.54
202- 822090 LIBRARY CAPITAL PROJ FUND STATE GRANT:LI	.00	.00	.00	.00	.00
202- 890050 LIBRARY CAPITAL PROJ FUND SALE OF FIXED	.00	.00	.00	.00	.00
202- 899930 LIBRARY CAPITAL PROJ FUND LIBRARY BUY-A-	.00	.00	.00	.00	.00
202- 898902 LIBRARY CAPITAL PROJ FUND TRANSFER FROM	150,000.00	150,000.00	.00	150,000.00	.00
202- 899920 LIBRARY CAPITAL PROJ FUND LIBRARY DONATI	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - TITLE NOT FOUND	154,000.00	150,834.46	.00	150,834.46	3,165.54
TOTAL FUNCTION - TITLE NOT FOUND	154,000.00	150,834.46	.00	150,834.46	3,165.54
TOTAL FUND - LIBRARY CAPITAL PROJ FUND	154,000.00	150,834.46	.00	150,834.46	3,165.54
TOTAL REPORT	5,246,318.00	2,607,312.40	.00	2,607,312.40	2,639,005.60

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09/27/04  
ACCOUNTING PERIOD: 9/04

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

LECTION CRITERIA: payable.due\_date='10/04/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	920140	DATA PROCESSING SERVICES	200310	LINCOLN TRAIL LIBRARIES S	32103	1,448.96
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	DPK804	3,267.93
2110	920204	TRAINING	43806	NORTH SUBURBAN LIBRARY SY	DPK	13.00
2110	920205	TUITION REIMBURSEMENTS	22450	BOROTHEA M. FRISBIE	REIMB	500.00
2110	920220	MEMBERSHIP DUES	101750	LACONI	SEE ATTACHED	80.00
2110	920225	LICENSING/TITLES	05124	C D W GOVERNMENT INCORPOR	OH44896	1,580.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	OCTOBER 2004	237.39
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	OCTOBER 2004	339.33
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	OCTOBER 2004	19.80
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	OCTOBER 2004	26.56
2110	930010	R & M EQUIPMENT	07090	ACCOUNTOR SYSTEMS	21309	357.85
2110	930010	R & M EQUIPMENT	07940	VIDEO MASTER INC	44056	302.50
2110	930010	R & M EQUIPMENT	09643	ABM OFFICE EQUIPMENT	64952	95.00
2110	930010	R & M EQUIPMENT	72106	COOPERATIVE COMPUTER SERV	DPK804	23.85
2110	930020	R & M BLDGS & STRUCTURES	101362	STANLEY ACCESS TECH	96213348	393.12
2110	930020	R & M BLDGS & STRUCTURES	102686	SWITCH GEAR	300366	900.00
2110	930020	R & M BLDGS & STRUCTURES	27008	RON SCHUNE	8-26-04	319.00
2110	930320	CLEANING:CUSTODIAL SERV	102711	SPEED-E-KLEEN	2593	100.00
2110	930320	CLEANING:CUSTODIAL SERV	200147	MAJESTY MAINTENANCE INC	360301N	3,385.00
2110	960070	AUTO/TRAVEL EXPENSES	07548	LESLIE STEINER	REIMB	8.28
2110	960210	SPECIAL EVENT PROGRAMMING	08490	PATRICIA HORN	REIMB	42.99
2110	960210	SPECIAL EVENT PROGRAMMING	103775	LIBBY HELLMANN	10-11-04	50.00
2110	960210	SPECIAL EVENT PROGRAMMING	103776	JOE KONRATH	10-11-04	50.00
2110	960210	SPECIAL EVENT PROGRAMMING	103779	RAYMOND BENSON	10-11-04	50.00
2110	960210	SPECIAL EVENT PROGRAMMING	103780	ROBERT WALKER	10-11-04	50.00
2110	960210	SPECIAL EVENT PROGRAMMING	103782	E G SCHRADER	10-11-04	50.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1871766	8.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1884262	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1874635	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1871765	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1886062	25.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1880005	8.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1873359	12.90
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1856417	56.10
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1885609	100.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1884263	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1864073	4.05
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1869054	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1864072	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1884264	17.45
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1874636	13.75
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1874634	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1884261	4.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1864074	1.60
2110	960990	MISC CONTRACTUAL SVCS	07352	ADVOCATE OCCUPATIONAL HEA	170387	160.00
2110	960990	MISC CONTRACTUAL SVCS	101752	OCLC INCORPORATED	736258	405.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2013175313	10.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2013099289	43.70
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2013190158	82.30
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2013109651	1.65
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2013049719	39.60

LECTION CRITERIA: payable.due\_date='10/04/2004'

FUND - 301 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2013099583	31.05
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2013069962	71.35
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2013223088	3.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2013206140	2.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2013098239	2.35
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2013161774	4.80
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2013048076	5.30
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2013166721	68.85
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2013203501	26.30
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2013195679	56.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2013223340	21.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2013074323	3.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2013129363	23.40
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2013097466	40.70
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012767757	4.50
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012874623	9.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2013223327	16.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012798398	4.40
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2013222943	55.85
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2013139278	5.85
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2013215679	7.25
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2013146324	13.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2013108453	31.15
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2013072666	1.65
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012825983	9.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012845073	22.75
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	5005335207	.49
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2013146504	3.45
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2013120114	34.05
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2013098173	5.95
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012805677	32.40
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012761145	4.55
2110	960990	MISC CONTRACTUAL SVCS	102900	INITIAL TROPICAL PLANTS	569680	64.80
2110	960990	MISC CONTRACTUAL SVCS	102900	INITIAL TROPICAL PLANTS	569679	95.56
2110	960990	MISC CONTRACTUAL SVCS	200291	RUBBERDISC.COM	3977-04	206.75
2110	960990	MISC CONTRACTUAL SVCS	25775	CRIMSON MULTIMEDIA DIST.,	5450A	20.99
2110	970100	SUPPLIES	05124	C D W GOVERNMENT INCORPOR	OG88981	94.17
2110	970100	SUPPLIES	09638	OFFICE DEPOT	255950458001	11.87
2110	970100	SUPPLIES	09638	OFFICE DEPOT	255495842001	200.56
2110	970100	SUPPLIES	102047	WAGNER OFFICE SOLUTIONS I	42624	14.50
2110	970170	JANITORIAL	101451	GRAINGER	001-956953-2	102.34
2110	970170	JANITORIAL	103781	VIKING SUPPLY COMPANY INC	24989	519.88
2110	970260	POSTAGE AND PARCEL	103035	FEDERAL EXPRESS	1-984-67169	12.56
2110	970260	POSTAGE AND PARCEL	103035	FEDERAL EXPRESS	1-985-24286	44.09
2110	970270	PRINTING-REPROD-BINDING	05228	KASCO PRINTING	5579	3,975.00
2110	970270	PRINTING-REPROD-BINDING	15976	GRAPHIC SOLUTIONS	6847	1,690.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1886062	189.91
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1884262	8.97
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1871765	16.17
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1874635	13.51
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1884264	105.46

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CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

LECTION CRITERIA: payable.due\_date='10/04/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1871766	73.04
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1864074	29.98
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1885609	486.50
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1880005	64.62
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1874636	113.59
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1864073	28.73
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1856417	478.71
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1884263	24.10
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1869054	26.91
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1864072	9.59
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1884261	47.66
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1873359	112.82
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1874634	16.11
2110	970600	BOOKS	05477	INFORMATION TODAY, INC.	729221-B2	203.05
2110	970600	BOOKS	07439	THE GALE GROUP	13531607	194.42
2110	970600	BOOKS	07439	THE GALE GROUP	13512614	140.01
2110	970600	BOOKS	07439	THE GALE GROUP	13512943	652.27
2110	970600	BOOKS	07439	THE GALE GROUP	13509766	23.96
2110	970600	BOOKS	07439	THE GALE GROUP	13504540	526.64
2110	970600	BOOKS	07439	THE GALE GROUP	13507019	162.47
2110	970600	BOOKS	07439	THE GALE GROUP	13504314	974.02
2110	970600	BOOKS	07439	THE GALE GROUP	13515910	52.38
2110	970600	BOOKS	07439	THE GALE GROUP	13517477	20.00
2110	970600	BOOKS	07439	THE GALE GROUP	13494354	64.38
2110	970600	BOOKS	07439	THE GALE GROUP	13500251	135.67
2110	970600	BOOKS	07439	THE GALE GROUP	13535050	326.53
2110	970600	BOOKS	07439	THE GALE GROUP	13511731	45.30
2110	970600	BOOKS	07439	THE GALE GROUP	13501704	184.47
2110	970600	BOOKS	07439	THE GALE GROUP	13492838	28.16
2110	970600	BOOKS	07439	THE GALE GROUP	13512023	162.47
2110	970600	BOOKS	07439	THE GALE GROUP	13513679	72.68
2110	970600	BOOKS	07439	THE GALE GROUP	13539130	40.42
2110	970600	BOOKS	07439	THE GALE GROUP	13496313	31.04
2110	970600	BOOKS	07439	THE GALE GROUP	13495051	133.26
2110	970600	BOOKS	09641	GREY HOUSE PUBLISHING	452415	179.50
2110	970600	BOOKS	09855	WEISS RATINGS, INC.	4071010	448.95
2110	970600	BOOKS	09855	WEISS RATINGS, INC.	4071014	448.95
2110	970600	BOOKS	09855	WEISS RATINGS, INC.	4071011	448.95
2110	970600	BOOKS	101014	AMAZON.COM CREDIT	7-31-04	44.94
2110	970600	BOOKS	101798	SCHOLASTIC LIBRARY PUBLIS	10918973	273.00
2110	970600	BOOKS	101798	SCHOLASTIC LIBRARY PUBLIS	10918783	295.80
2110	970600	BOOKS	101798	SCHOLASTIC LIBRARY PUBLIS	10916303	187.20
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013098173	89.43
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013098239	4.16
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012767757	3.87
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012845073	49.58
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013222943	127.73
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013175313	110.28
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013195679	549.67
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012825983	22.26
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013099582	1,035.85

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SELECTION CRITERIA: payable.due\_date='10/04/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	5005335207	1,567.71
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013166720	1,743.42
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013190157	1,179.44
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013069961	1,952.89
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013146504	41.43
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012805677	160.96
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013048076	58.39
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013223088	42.51
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013206140	40.39
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013161774	59.56
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012874623	28.47
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012798398	4.16
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013146324	153.10
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013223327	166.96
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013166918	16.64
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013108452	590.48
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013049718	856.66
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013120113	988.86
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013099288	760.97
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013215678	209.18
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013223340	261.39
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013109650	37.94
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013216713	68.71
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013164813	117.54
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013050885	37.26
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013097466	493.45
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013099630	87.69
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013203501	280.07
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012761145	17.60
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013074323	42.54
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013129363	317.78
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013072666	22.07
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013139278	79.49
2110	970600	BOOKS	103777	D & Z HOUSE OF BOOKS INCO	43-2004	47.73
2110	970600	BOOKS	103778	DIDEROT EDUCATIONAL	4818DFI	3,410.88
2110	970600	BOOKS	10512	MERGENT INCORPORATED	PO410023582	1,020.00
2110	970600	BOOKS	12168	GREENWOOD PUBLISHING GROU	2414582	299.98
2110	970600	BOOKS	200118	DAVIDSON TITLES INC	85703	858.09
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	82776	22.71
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	90337148	44.80
2110	970600	BOOKS	80139	RECORDED BOOKS, LLC	2136973	164.52
2110	970610	AUDIO MATERIALS	02482	B B C AUDIOBOOKS	166594	8.00
2110	970610	AUDIO MATERIALS	02482	B B C AUDIOBOOKS	166187	13.00
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	8-24-04-1	246.92
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	8-24-04-3	34.97
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	8-24-04-2	67.84
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	250678	120.73
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5879709P	236.80
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5869433P	71.60
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	2127457	29.75
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	2141447	12.90



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SECTION CRITERIA: payable.due\_date='10/04/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	2122457	7.95
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	2122454	11.90
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	2087194	73.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	2138011	75.40
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	2124825	175.80
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	21211E	37.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	22119H	10.94
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	860022	52.77
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	856709	21.59
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	860021	131.93
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	856708	15.99
2110	970630	VISUAL MATERIALS	102320	DIVERSE MEDIA INCORPORATE	399017	54.31
2110	970630	VISUAL MATERIALS	102320	DIVERSE MEDIA INCORPORATE	399428	54.95
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U06502340	280.23
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U07456550	44.17
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U07175400	238.13
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U05775540	168.63
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	G42829600	62.88
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U06849750	22.47
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U06845560	1,110.85
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R84996620	9.94
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R85533850	19.30
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R85748040	12.73
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U06114200	237.62
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	J14369360	303.40
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST.,	4930C	33.00
2110	970630	VISUAL MATERIALS	80139	RECORDED BOOKS, LLC	2130756	27.30
2110	970640	AUTOMATED REFERENCE MAT'L	07439	THE GALE GROUP	13506152	2,278.00
2110	970640	AUTOMATED REFERENCE MAT'L	12168	GREENWOOD PUBLISHING GROU	2414582	595.00
2110	980410	COMPUTER HARDWARE	05124	C D W GOVERNMENT INCORPOR	OK32591	663.84
2110	980410	COMPUTER HARDWARE	200294	BELL MARKETING LP	A83509806	8,006.82
2110	980420	COMPUTER SOFTWARE	102586	GRAPHTECH SYSTEMS LLC	35317	3,800.00
TOTAL LIBRARY SERVICES						70,548.54
TOTAL FUND						70,548.54

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LECTION CRITERIA: payable.due\_date='10/04/2004'

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
202	980300	IMPROVEMENTS	103194 H B BARNARD COMPANY	PYMT 3	30,722.31
TOTAL LIBRARY CAPITAL PROJ FUND					30,722.31
TOTAL FUND					30,722.31

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 10/12/04

TIME: 17:15:24

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ACCTPAY1

ACCOUNTING PERIOD: 10/04

SELECTION CRITERIA: payable.due\_date="10/18/2004"

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	920140	DATA PROCESSING	102744	BAKER & TAYLOR BOOKS	W10NS5616M	76	569.58
2110	920204	TRAINING	43806	NORTH SUBURBAN LIBRAR	9-20-04	617	55.00
2110	920204	TRAINING	43806	NORTH SUBURBAN LIBRAR	H KRUEGER	616	225.00
2110	920204	TRAINING	43806	NORTH SUBURBAN LIBRAR	P HORN	615	55.00
2110	920205	TUITION REIMBURS	103410	GWEN LACOSSE	REIMB	640	500.00
2110	920220	MEMBERSHIP DUES	90809	THE VOLUNTEER CENTER	FEE/150	630	150.00
2110	930020	R & M BLDGS & ST	200177	2K HOME IMPROVEMENT I	28360	274	219.19
2110	930030	R & M VEHICLES	78502	ACME TRUCK BRAKE AND	1242650139	325	497.46
2110	930195	BOOK BINDING & R	05479	HOUCHEM BINDERY LTD	126772	667	286.60
2110	930210	RENTAL OF EQUIPM	07424	NEOPOST INCORPORATED	41753443	611	651.00
2110	960210	SPECIAL EVENT PR	05337	SIGN A RAMA, USA	17733	618	129.00
2110	960210	SPECIAL EVENT PR	103688	ART EXCURSIONS INCORP	0709041	284	200.00
2110	960210	SPECIAL EVENT PR	103688	ART EXCURSIONS INCORP	070104I	275	1615.50
2110	960210	SPECIAL EVENT PR	103817	JULIE HOLZER	SEE ATTACHED	446	25.50
2110	960210	SPECIAL EVENT PR	103819	TRAVELING LANTERN THE	12488-15571	441	395.00
2110	960210	SPECIAL EVENT PR	200346	JIM BESTMAN	10-24-04	607	725.00
2110	960210	SPECIAL EVENT PR	43765	DOMINICKS FINER FOODS	9-13-04	669	28.35
2110	960210	SPECIAL EVENT PR	43765	DOMINICKS FINER FOODS	9-13-04	660	90.48
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1892608	133	4.00
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1874639	126	12.95
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1878435	128	66.40
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1879954	130	18.55
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1902209	80	1.60
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1894846	86	62.50
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1902212	84	28.75
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1902211	82	5.75
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1892610	8	82.50
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1894847	15	0.80
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1893080	10	8.40
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1880586	20	4.80
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1874638	18	19.95
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1896880	12	20.00
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1883751	24	1.35
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1883005	22	6.20
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1896881	14	0.80
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1883750	26	6.20
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1886001	34	45.10
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1883748	28	3.20
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1883746	32	29.70
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1883749	35	3.20
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1883746	30	2.70
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1892609	46	4.00
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1892606	44	3.20
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1874637	38	24.55
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1884265	40	33.75
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	1892607	42	4.80
2110	960990	MISC CONTRACTUAL	07940	VIDEO MASTER INC	44161	619	72.00
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	876161	271	10.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	867066	270	15.75
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	870925	268	6.50

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	-----TITLE-----	-----VENDOR-----	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	876162	281	3.45
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	867067	266	3.00
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	874165	233	9.75
2110	960990	MISC CONTRACTUAL	101752	OCLC INCORPORATED	739085	639	1457.75
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	5005384164	604	0.49
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013263330	193	4.80
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013312302	204	13.50
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013263143	202	21.80
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013335061	198	11.20
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013312261	200	12.05
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013293182	196	7.20
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013278621	166	2.80
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013258558	168	16.75
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013277393	167	15.25
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013258775	170	20.95
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013278288	171	23.50
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013216894	172	25.50
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013262774	188	12.00
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013258130	174	25.80
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013255852	186	12.00
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013239609	176	30.25
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013295082	177	33.70
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013216068	178	37.20
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013319271	179	60.85
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013296613	169	17.60
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013215528	180	65.85
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013308578	192	13.00
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013331394	181	24.60
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013352373	182	7.20
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013324247	190	4.80
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013352358	184	13.00
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013266914	48	9.80
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013266930	50	4.05
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013285605	55	5.70
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013354124	58	23.10
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2012900833	52	91.55
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013309644	62	23.30
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013309547	60	28.80
2110	960990	MISC CONTRACTUAL	102744	BAKER & TAYLOR BOOKS	2013353858	54	24.50
2110	970100	SUPPLIES	00189	ANDERSON LOCK CO LTD	392558	280	18.13
2110	970100	SUPPLIES	09638	OFFICE DEPOT	256260437001	158	26.53
2110	970100	SUPPLIES	09638	OFFICE DEPOT	256248045001	160	379.09
2110	970100	SUPPLIES	09638	OFFICE DEPOT	256863945001	161	60.00
2110	970100	SUPPLIES	09638	OFFICE DEPOT	256267122001	157	5.94
2110	970100	SUPPLIES	09638	OFFICE DEPOT	257022149001	159	300.60
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL COR	1763094	659	37.38
2110	970260	POSTAGE AND PARC	103035	FEDERAL EXPRESS	1-985-81385	652	20.26
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1878435	129	469.18
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1892608	125	17.95
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1874639	127	106.87

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1879954	131	0.00	172.86
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1902209	81	0.00	21.21
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1902211	83	0.00	17.85
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1902212	85	0.00	89.25
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1894846	77	0.00	435.00
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1883746	31	0.00	19.20
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1892609	37	0.00	20.85
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1883746	33	0.00	228.82
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1874637	39	0.00	180.53
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1883748	29	0.00	44.16
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1884265	41	0.00	201.55
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1883749	27	0.00	72.07
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1892607	43	0.00	63.20
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1883751	25	0.00	10.17
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1892606	45	0.00	37.48
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1886001	36	0.00	337.25
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1893080	11	0.00	91.55
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1894847	7	0.00	13.98
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1874638	19	0.00	152.18
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1892610	9	0.00	598.50
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1883750	17	0.00	32.93
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1896880	13	0.00	104.75
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1880586	21	0.00	19.74
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1896881	16	0.00	14.00
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1883005	23	0.00	41.92
2110	970600	BOOKS	02953 BUSINESS REFERENCE SE	36510-04	656	0.00	489.50
2110	970600	BOOKS	03363 WEST GROUP	807256235	612	0.00	13.00
2110	970600	BOOKS	05338 STANDARD & POOR'S	30096433	621	0.00	3061.72
2110	970600	BOOKS	05871 HARRIS INFOSOURCE INT	10042133	665	0.00	189.10
2110	970600	BOOKS	06033 THE H W WILSON COMPAN	56057520	664	0.00	378.00
2110	970600	BOOKS	07439 THE GALE GROUP	13567158	594	0.00	2845.33
2110	970600	BOOKS	07439 THE GALE GROUP	13546757	595	0.00	1095.00
2110	970600	BOOKS	07439 THE GALE GROUP	13557279	142	0.00	45.30
2110	970600	BOOKS	07439 THE GALE GROUP	13556440	143	0.00	64.38
2110	970600	BOOKS	07439 THE GALE GROUP	13552379	139	0.00	126.29
2110	970600	BOOKS	07439 THE GALE GROUP	13550112	135	0.00	194.42
2110	970600	BOOKS	07439 THE GALE GROUP	13562060	140	0.00	23.16
2110	970600	BOOKS	07439 THE GALE GROUP	13555809	144	0.00	56.13
2110	970600	BOOKS	07439 THE GALE GROUP	13545952	141	0.00	850.30
2110	970600	BOOKS	07439 THE GALE GROUP	13557802	145	0.00	71.88
2110	970600	BOOKS	07439 THE GALE GROUP	13566348	156	0.00	135.67
2110	970600	BOOKS	07439 THE GALE GROUP	13552094	147	0.00	676.73
2110	970600	BOOKS	07439 THE GALE GROUP	13549615	148	0.00	566.00
2110	970600	BOOKS	07439 THE GALE GROUP	13578682	149	0.00	52.38
2110	970600	BOOKS	07439 THE GALE GROUP	13574264	150	0.00	45.30
2110	970600	BOOKS	07439 THE GALE GROUP	13577776	151	0.00	162.47
2110	970600	BOOKS	07439 THE GALE GROUP	13572122	152	0.00	60.72
2110	970600	BOOKS	07439 THE GALE GROUP	13555041	153	0.00	74.84
2110	970600	BOOKS	07439 THE GALE GROUP	13572122	154	0.00	140.01
2110	970600	BOOKS	07439 THE GALE GROUP	13560564	146	0.00	410.23

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970600	BOOKS	07581 ARLINGTON HEIGHTS MEM	690.837/ALLE	283	0.00	83.00
2110	970600	BOOKS	08285 R R BOWKER LLC	23954	608	0.00	819.77
2110	970600	BOOKS	09641 GREY HOUSE PUBLISHING	453690	662	0.00	163.00
2110	970600	BOOKS	09641 GREY HOUSE PUBLISHING	455668	663	0.00	141.50
2110	970600	BOOKS	101798 SCHOLASTIC LIBRARY PU	10921795	655	0.00	289.00
2110	970600	BOOKS	102144 RUSSIAN PUBLISHING HO	143723	609	0.00	441.84
2110	970600	BOOKS	102351 CHICAGO'S NEIGHBORHOOD	SEE ATTACHED	657	0.00	40.00
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	5005384164	603	0.00	1554.74
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013319270	605	0.00	1150.26
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013215527	593	0.00	1364.92
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013263143	203	0.00	291.33
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013308578	194	0.00	141.70
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013293182	197	0.00	88.44
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013335061	199	0.00	123.48
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013312281	201	0.00	24.93
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013312302	195	0.00	143.00
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013352358	175	0.00	147.40
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013255852	187	0.00	142.00
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013324247	191	0.00	53.28
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013262774	189	0.00	147.40
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013352373	183	0.00	119.28
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013263330	185	0.00	58.42
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013331393	116	0.00	559.21
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013285605	47	0.00	61.03
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013216067	75	0.00	833.78
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013258774	74	0.00	306.97
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013239608	73	0.00	788.56
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013365532	57	0.00	109.58
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013266930	51	0.00	48.29
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013354124	59	0.00	185.60
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013266914	49	0.00	24.06
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012900833	53	0.00	236.23
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013258557	72	0.00	234.87
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013309547	61	0.00	303.74
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013353858	56	0.00	280.98
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013309644	63	0.00	268.34
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013294638	64	0.00	116.78
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013296612	65	0.00	293.82
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013278620	66	0.00	48.82
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013295081	67	0.00	683.22
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013295081	68	0.00	389.50
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013258129	69	0.00	848.24
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013277392	70	0.00	525.62
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013278287	71	0.00	431.37
2110	970600	BOOKS	103200 ROUND LAKE AREA LIBRA	SEE ATTACHED	620	0.00	22.00
2110	970600	BOOKS	103814 UNIV OF CENTRAL FLORI	5064	449	0.00	51.15
2110	970600	BOOKS	103815 ZION-BENTON PUBLIC LI	SEE ATTACHED	448	0.00	20.95
2110	970600	BOOKS	103821 ILLINOIS FOUNDATION F	SEE ATTACHED	671	0.00	35.00
2110	970600	BOOKS	12156 THOMSON LEARNING	63824315	138	0.00	39.38
2110	970600	BOOKS	12168 GREENWOOD PUBLISHING	2414582	103	0.00	9.85

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVIC	88947546	672	18.35
2110	970610	AUDIO MATERIALS	02482	B B C AUDIOBOOKS	169407	606	341.80
2110	970610	AUDIO MATERIALS	02482	B B C AUDIOBOOKS	169712	282	13.00
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	9-15-04-1	279	347.62
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	9-15-04-4	276	52.45
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	9-15-04-3	277	61.55
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	9-15-04-2	278	60.14
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5893883P	213	360.80
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	2081280	613	796.82
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	2150903	614	31.75
2110	970620	SUBSCRIPTIONS &	05338	STANDARD & POOR'S	30096921	622	898.46
2110	970620	SUBSCRIPTIONS &	100886	LAW BULLETIN PUBLISHI	ACCT 987796	668	209.00
2110	970620	SUBSCRIPTIONS &	103816	M V I / THE MINARET	251261-R1	447	30.00
2110	970620	SUBSCRIPTIONS &	74130	EBSCO SUBSCRIPTION SV	1128152	661	252.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	874165	225	68.97
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	876162	272	20.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	876161	273	151.96
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	867066	269	100.95
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	867067	265	39.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	870925	267	42.98
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R87072570	223	11.03
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R87417291	224	7.16
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R87760450	220	16.29
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R87760451	219	10.79
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U08123480	218	23.23
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R87011350	217	24.20
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	J15113140	221	274.84
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U08611780	222	22.49
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R86104810	210	51.74
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R86104811	211	9.35
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R87992890	208	105.59
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R86104812	212	9.35
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U07869930	216	283.91
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R88648000	209	7.78
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R86104813	214	131.51
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R87417290	215	12.66
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R87183070	173	17.11
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	J14772410	165	244.98
2110	970630	VISUAL MATERIALS	103033	FILM IDEAS INCORPORAT	81464	666	939.00
2110	970630	VISUAL MATERIALS	103818	ARTIST PRODUCTIONS	VIDEO	445	75.00
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVIC	1238886	670	59.98
TOTAL LIBRARY SERVICES						0.00	47060.72
TOTAL FUND						0.00	47060.72

LIBRARY DIRECTOR'S REPORT  
November 16, 2004

**I have received no official requests for confidential patron information since the last report.**

I. PERSONNEL

New employee since last report: Lalu Palamattam, Part-time Reference Assistant, Adult Services Department.

Gary Valente and I interviewed 14 candidates for the two full-time security monitor positions. The City Human Resources staff are managing the background check procedures. We hope to offer a position within the next two weeks.

II. STAFF DEVELOPMENT

Hector Marino is participating in a training session in Seattle, WA, sponsored by the Gates Foundation through a grant to the Illinois State Library. The goal of the project is to increase access to public access computers to Spanish-speaking patrons. Hector will take be a presenter at an upcoming program at North Suburban Library System, "Empowering Library Staff to Meet the Needs of the Spanish Speaking Community."

Our Youth Services Department staff are being trained to participate in the Public Library Association's initiative "Every Child Ready to Read."

The meeting room software was installed and staff was given training in its use on November 15.

I joined two meetings of the page staff to discuss their responses to sexual harassment and other negative patron interactions. They are encouraged to leave the unsafe condition or area immediately and to report it to other library staff and security.

Four staff members will attend the Illinois Unicorn Users Group (SIRSI) meeting in Joliet on 11/17.

We will combine our quarterly All-Staff Meeting with our staff Holiday Party on December 9.



### III. PATRON SERVICES

Circulation decreased from October 2004 by 3.87%. AV circulation represented 45% of the total circulation, 32% of children's material circulation and 52% of adults'. Computer use and printing both increased.

From 9/15 through 11/18 the Youth Services staff will have visited 20 preschools in Des Plaines; 2 preschools have visited the library; and 3 tours for parents were conducted. Staff attended 3 school open houses and hosted 5 school classes.

Margie Borris wrote a column for the Maine Source, the newsletter for the Maine Community Youth Assistance Foundation September issue.

*American Libraries* November issue included photographs of our staff and display for Banned Books Week.

### IV. OTHER PROFESSIONAL ACTIVITIES

I attended the Library Cable Network Executive Committee meeting on 10/21, my first meeting of the NSLS Board on 10/25, the Friends of the Library Roundtable on 10/26, the Des Plaines First Ladies' Tea on 11/7, an NSLS Board committee meeting on 11/8, and the CCS Executive Committee meeting on 11/10.

V.D.1.

DES PLAINES PUBLIC LIBRARY  
HOLDINGS  
NOVEMBER 2004

	<u>Oct 2004</u>	<u>Nov 2004</u>	<u>Change</u>	<u>% Change</u>
Books	256,802	256,984	182	0.07%
Audio	21,650	21,825	175	0.81%
Video	20,342	19,911	-431	-2.12%
Puzzles & Games	667	655	-12	-1.80%
Realia	237	237	0	0.00%
Pamphlets	326	326	0	0.00%
<b>Total</b>	<b>300,024</b>	<b>299,938</b>	<b>-86</b>	<b>0.03%</b>

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

**I. Library Card Registration Services**

<u>Oct 2003</u>	<u>Sept 2004</u>	<u>Oct 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
932	1,077	978	8,902	9,785	9.9%

A.	New Library Card Registrations	439
B.	Updated Library Card	349
C.	Other Libraries	176
D.	Non Resident Fee Paid Cards	14

Total	978
-------	-----

**II. Other Registration Services**

1.	Patrons Registering for Programs	234
2.	Number of Meeting Room Uses	83
3.	Voters Registered	425
4.	Senior Cab Cards	15

Total	757
-------	-----

**III. Total Number Of Registered Borrowers**

October 2003	35,698	(62.7% of Population)
October 2004	34,638	(60.8% of Population)

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

**Patron Attendance Count**

<u>Oct 2003</u>	<u>Sept 2004</u>	<u>Sept 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
49,650	44,454	47,646	470,891	467,747	-0.07%

**Reciprocal Borrowing  
(Materials Lent)**

	<u>Oct 2003</u>	<u>Oct 2004</u>	<u>% Change</u>
NSLS	16,307	14,475	-11.2%
Other Systems	4,982	4,175	-16.2%
Total	21,289	18,650	-12.4%

**Interlibrary Loan**

	<u>Oct 2003</u>	<u>Oct 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
Sent	4,764	5,209	39,816	49,863	25.2%
Received	2,834	3,263	18,285	33,792	84.8%
Total	7,598	8,472	58,101	83,655	44.0%

**DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT**  
**October 2004**

<b>Total 2003 to Date:</b>	907,121	<b>Total 2004 to Date:</b>	912,192	0.56%
<b>October 2003</b>	95,630	<b>October 2004</b>	91,926	-3.87%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
CHILDREN	2003	2004	2003	2004	2003	2004
Non Fiction	6,115	5,886	976	878	7,091	6,764
Fiction	14,474	13,154	2,060	1,629	16,534	14,783
Foreign Language Non Fiction	127	183	24	37	151	220
Foreign Language Fiction	658	778	153	172	811	950
Periodicals	277	337	5	12	282	349
Compact Discs	1,053	1,267	64	84	1,117	1,351
Audio Cassettes	204	190	6	1	210	191
Audio Kits	293	199	24	45	317	244
Puzzles	211	200	13	34	224	234
Games	130	129	15	19	145	148
Audio Books	355	350	33	18	388	368
Video Fiction	3,450	2,426	677	527	4,127	2,953
Video Non Fiction	992	734	77	39	1,069	773
DVD	2,904	3,688	248	281	3,152	3,969
CD ROMs	548	593	0	0	548	593
<b>SUB TOTAL</b>	<b>31,791</b>	<b>30,114</b>	<b>4,375</b>	<b>3,776</b>	<b>36,166</b>	<b>33,890</b>
<b>ADULT</b>						
Non Fiction	12,766	13,050	329	384	13,095	13,434
Fiction	9,033	8,069	397	425	9,430	8,494
Large Type	1,344	1,443	235	159	1,579	1,602
Foreign Language Non Fiction	423	426	3	21	426	447
Foreign Language Fiction	1,236	965	4	5	1,240	970
High School Collection	518	500	1	3	519	503
Periodicals	2,501	2,363	179	232	2,680	2,595
Pamphlets	6	6	0	0	6	6
Compact Discs	7,893	7,994	535	523	8,428	8,517
Audio Cassettes	26	6	2	0	28	6
Puzzles	10	4	0	0	10	4
Pictures	18	26	0	0	18	26
Audio Books	2,545	2,565	47	63	2,592	2,628
CD ROMs	205	160	1	0	206	160
Video Fiction	6,354	3,967	595	463	6,949	4,430
Video Non Fiction	3,162	2,261	62	41	3,224	2,302
DVD	8,289	11,036	500	655	8,789	11,691
Misc. Formats	243	218	2	3	245	221
	<b>56,572</b>	<b>55,059</b>	<b>2,892</b>	<b>2,977</b>	<b>59,464</b>	<b>58,036</b>
<b>GRAND TOTAL</b>	<b>88,363</b>	<b>85,173</b>	<b>7,267</b>	<b>6,753</b>	<b>95,630</b>	<b>91,926</b>
Self Check	20,723	19,620	0	0	20,723	19,620

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

<b>Assistance/Service Desk</b>	<u>Oct 2003</u>	<u>Oct 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Phone Calls Received	1,181	1,031	12,644	10,175	-19.5%
2. Patron Renewals	1,522	1,414	16,223	13,018	-19.8%
3. Patron Reserves Delivered	3,364	3,652	29,687	36,382	22.6%
4. Directional	1,367	1,116	14,781	11,249	-23.9%
5. Account Inquiries	3,115	3,453	43,007	32,598	-24.2%
6. Program Sign-up	370	383	5,010	5,007	-0.1%
7. In Person Patron Assistance	1,954	2,038	26,577	17,619	-33.7%
<b>Total</b>	<b>12,873</b>	<b>13,087</b>	<b>147,929</b>	<b>126,048</b>	<b>-14.8%</b>
<b>Assistance/Switchboard</b>	<u>Oct 2003</u>	<u>±C19 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Phone Calls Answered	3,399	4,067	34,954	34,184	-2.2%
2. Delivery/Buzzer	81	45	1,360	683	-49.8%
3. 2-Way Radio	126	9	2,486	949	-61.8%
<b>Total</b>	<b>3,606</b>	<b>4,121</b>	<b>38,800</b>	<b>35,816</b>	<b>-7.7%</b>
<b>Grand Total</b>	<b>16,479</b>	<b>17,208</b>	<b>186,729</b>	<b>161,864</b>	<b>-13.3%</b>

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

<b>Assistance</b>	<u>Oct 2003</u>	<u>Oct 2004</u>	<u>Year to Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Computer/Instruction	860	1,847	8,526	13,983	64.0%
2. Mechanical	485	759	5,341	5,158	-3.4%
3. Directional	859	1,166	9,098	12,233	34.5%
4. Tax Forms	12	4	1,241	1,781	43.5%
<b>Total</b>	<b>2,216</b>	<b>3,776</b>	<b>24,206</b>	<b>33,155</b>	<b>37.0%</b>
<b>Reference and Readers' Services</b>	<u>Oct 2003</u>	<u>Oct 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Specific Item Request	3,448	3,103	33,367	34,063	2.1%
2. Ready Reference	1,234	1,823	11,403	16,200	42.1%
3. In-Depth Reference	230	330	2,307	3,562	54.4%
4. Information	1,464	1,776	12,780	17,365	35.9%
5. Instruction	21	37	824	356	-56.8%
6. Virtual Reference Desk	51	26	472	231	-51.1%
7. Interlibrary Loan Request	67	106	1,935	1,397	-27.8%
8. Readers' Advisory	142	108	1,461	1,518	3.9%
9. CCS Holds	1,154	915	10,539	10,886	3.3%
<b>Total</b>	<b>7,811</b>	<b>8,224</b>	<b>75,088</b>	<b>85,578</b>	<b>14.0%</b>
<b>Sign Up</b>	<u>Oct 2003</u>	<u>Oct 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Computer Use	7,218	7,604	68,129	71,769	5.3%
2. Group Study Rooms	979	1,111	7,904	8,379	6.0%
3. Ellis/Reading Edge	1	0	12	5	-58.3%
<b>Total</b>	<b>8,198</b>	<b>8,715</b>	<b>76,045</b>	<b>80,153</b>	<b>5.4%</b>
<b>Grand Total</b>	<b>18,225</b>	<b>20,715</b>	<b>175,339</b>	<b>198,886</b>	<b>13.4%</b>

**DES PLAINES PUBLIC LIBRARY  
USAGE STATISTICS FOR ONLINE REFERENCE PRODUCTS  
OCTOBER 2004**

Alldata	NA
CLCD	11
CQ Researcher	34
Ebsco:	
• Novelist	147
• Primary/Middle Search	9
• Searchasaurus	0
FACTS.com	24
First Search	1,938
Gale Group:	
• AncestryPlus	86*
• Biography Resource Center	400
• Business & Company Resource Center	470
• Contemporary Authors	64
• General Reference Center Gold	552
• Kids Infobits	11
• Opposing Viewpoints	431
• Student Resource Center	443
• Virtual Reference Library	33
• What Do I Read Next?	21
Greenwood Daily Life Online	7*
Grolier Online	19*
Hoover's Online	NA
LitFinder	NA
Morningstar	31*
NewsBank:	
• American Obituaries and Death Notices	1,273
• Chicago Tribune Archive	2,105
• Local newspapers	746
• Noticias en Español	6
ProQuest :	
• eLibrary	138
• Heritage Quest	NA
• SIRS Discoverer	22
• <i>Wall Street Journal, New York Times Historical Archive</i>	103



Reference USA	432
ValueLine	17*
World Book Encyclopedia	58
<b>Total Searches &amp; Queries</b>	<b>9,631</b>

\*Number of sessions or views (number of searches not provided)

V.D.1.

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

<b>Assistance</b>	<u>Oct 2003</u>	<u>Oct 2004</u>	<u>Year To Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Computer Sign-up	1,725	1,927	22,561	17,737	-21.4%
2. Mech Troubleshooting	N/A	474	N/A	2,231	N/A
3. Computer Mech Instr	N/A	518	N/A	2,322	N/A
4. Program Sign-up	257	313	3,707	2,866	-22.7%
5. Information	N/A	709	N/A	3,258	N/A
6. Directional Questions	477	512	3,488	4,746	36.1%
<b>Total</b>	<b>2,459</b>	<b>4,453</b>	<b>29,756</b>	<b>33,160</b>	<b>11.4%</b>
<b>In-House Circulation</b>	<u>Oct 2003</u>	<u>Oct 2004</u>	<u>Year To Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Train Sets	1,603	1,398	14,185	14,545	2.5%
2. Chess/Checkers	49	120	618	690	11.7%
3. School Supplies Handouts	47	86	N/A	1044	N/A
4. Textbooks	79	51	284	311	9.5%
<b>Total</b>	<b>1,778</b>	<b>1,655</b>	<b>15,087</b>	<b>16,590</b>	<b>10.0%</b>
<b>Reference</b>	<u>Oct 2003</u>	<u>Oct 2004</u>	<u>Year To Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Specific Item Request	1,032	1,203	10,771	10,983	2.0%
2. Reference	983	705	6,839	7,189	5.1%
3. Readers' Advisory	265	230	1,593	2,043	28.2%
4. ILL & Patron Holds	132	197	1,761	1,812	2.9%
5. Book Bag Request	11	18	192	102	-46.9%
<b>Total</b>	<b>2,423</b>	<b>2,353</b>	<b>21,156</b>	<b>22,129</b>	<b>4.6%</b>
<b>Grand Total</b>	<b>6,660</b>	<b>8,461</b>	<b>65,999</b>	<b>71,879</b>	<b>8.9%</b>

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

	<u>Times Used</u>	<u>Attendance</u>
<b>Library Sponsored Programs/Meetings</b>		
Building & Grounds Committee Meeting	1	12
Department Heads Meeting	4	36
Film – "Calendar Girls"	1	59
Friends of the Des Plaines Public Library	1	19
Introduction to Basic Computers	4	24
Introduction to Basic Internet	3	13
Jacqueline Kennedy: The Aesthetics of Style	1	50
Jimmy's Bavarians	1	105
Lunchtime Stories for Adults	1	5
Management Committee Meeting	1	6
Midwest Mystery Authors Presentation	1	25
Monthly Adult Book Discussion	1	17
My Web Librarian	1	6
Older Women's Legacies	3	25
Page Meeting	1	13
Readers' Services Meeting	1	10
SIRSI Consortium Users Group	2	75
Teen Poetry Workshop	1	24
Thursday Evening Book Discussion	1	9
Tuesday Morning Book Group	1	17
Voters Registration	1	400
Youth Services Meeting	1	8
<b>Total</b>	<b>33</b>	<b>958</b>

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

	<u>Times Used</u>	<u>Attendance</u>
<b>Outside Community Groups</b>		
Arts Council	1	100
Cegilis/Hyde Debate	1	8
Chicago North Romance Writers	1	30
Great Decisions	1	16
Des Plaines Art Guild	1	10
Des Plaines Blood Drive	1	52
Des Plaines Citizens Police Academy Alumni Assoc	1	35
Des Plaines School Board Caucus	1	10
Des Plaines Toastmasters	2	29
DuPage Figure Skaters	1	10
Foreign Film Series	1	17
Greater Des Plaines Condominium Association	1	35
Home Oriented Unique School Experience	1	20
Illinois Democratic Students	1	20
Junior Woman's Club of Des Plaines	1	10
Kiwanis Club of Des Plaines	1	12
Peace Program	1	36
Peace in the Community and World	1	30
Polyglot Toastmasters	1	8
Prem Rawat Foundation	1	10
Rivers Edge Manor Home	1	15
Square Spares Square Dance Club	1	12
<b>Total</b>	<b>23</b>	<b>525</b>
<b>Other</b>		
Library Board Meeting	1	17
<b>Total</b>	<b>1</b>	<b>17</b>

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

Times Used    Attendance

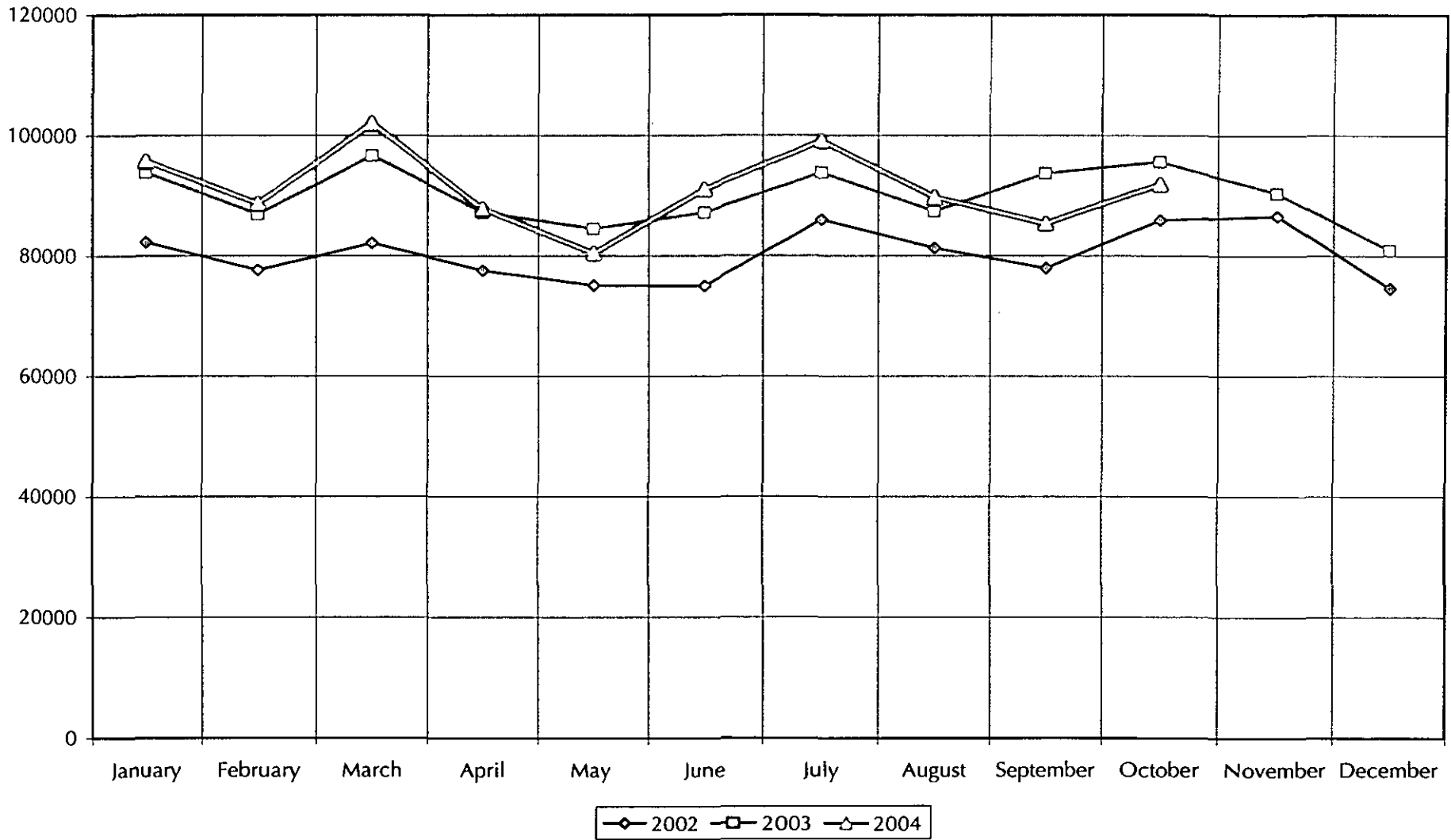
**Library Sponsored Children's Programs**

2-year olds Storytime	8	176
3-5 year olds Storytime	12	161
Baby Talk Book Times	21	291
Babysitting Clinic	4	100
Caudill Club Book Discussion	1	7
Creepy Tales & Ghostly Wails 8-11 year olds	1	28
Drop-in Chess Club	1	36
Drop-in Halloween Craft	1	152
Drop-in Preschool Movie	5	64
Drop-in Scrabble Saturday	1	9
Jr. Great Books	4	48
The Lion, Witch & Wardrobe	1	176
Our Lady of Destiny Tour	1	26
Power Poetry	1	21
Pumpkin Time 4-7 year olds	1	33
Stories and More	2	44
Story Explorers	2	27
 Total	 67	 1,399
 Literacy Program		
Learn to Read	12	780
 <b>Grand Total</b>	 <b>136</b>	 <b>3,679</b>

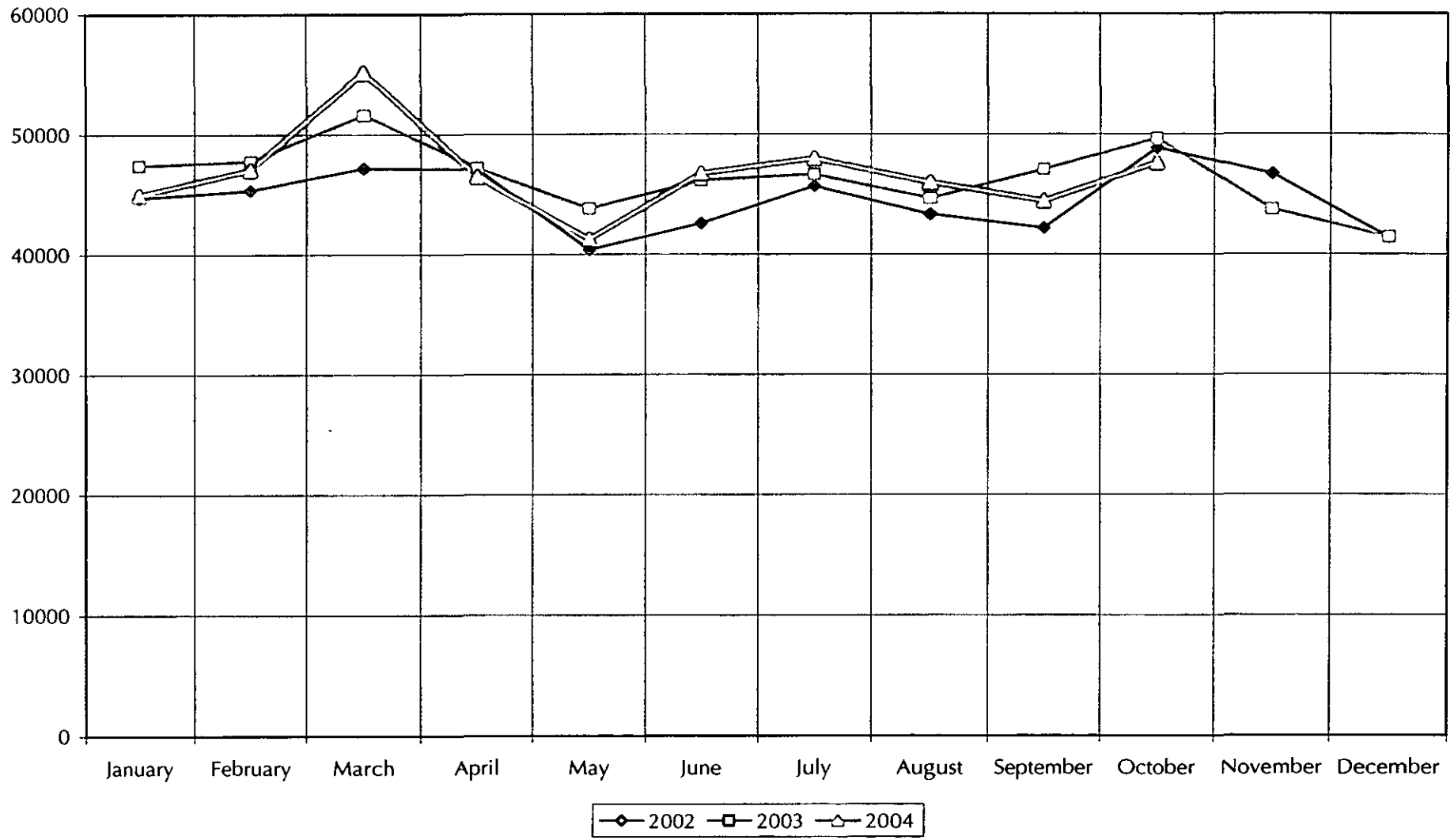
**October Total = 62 groups involving 3,679 people.**

**2004 Year to Date Total = 619 groups involving 31,898 people.**

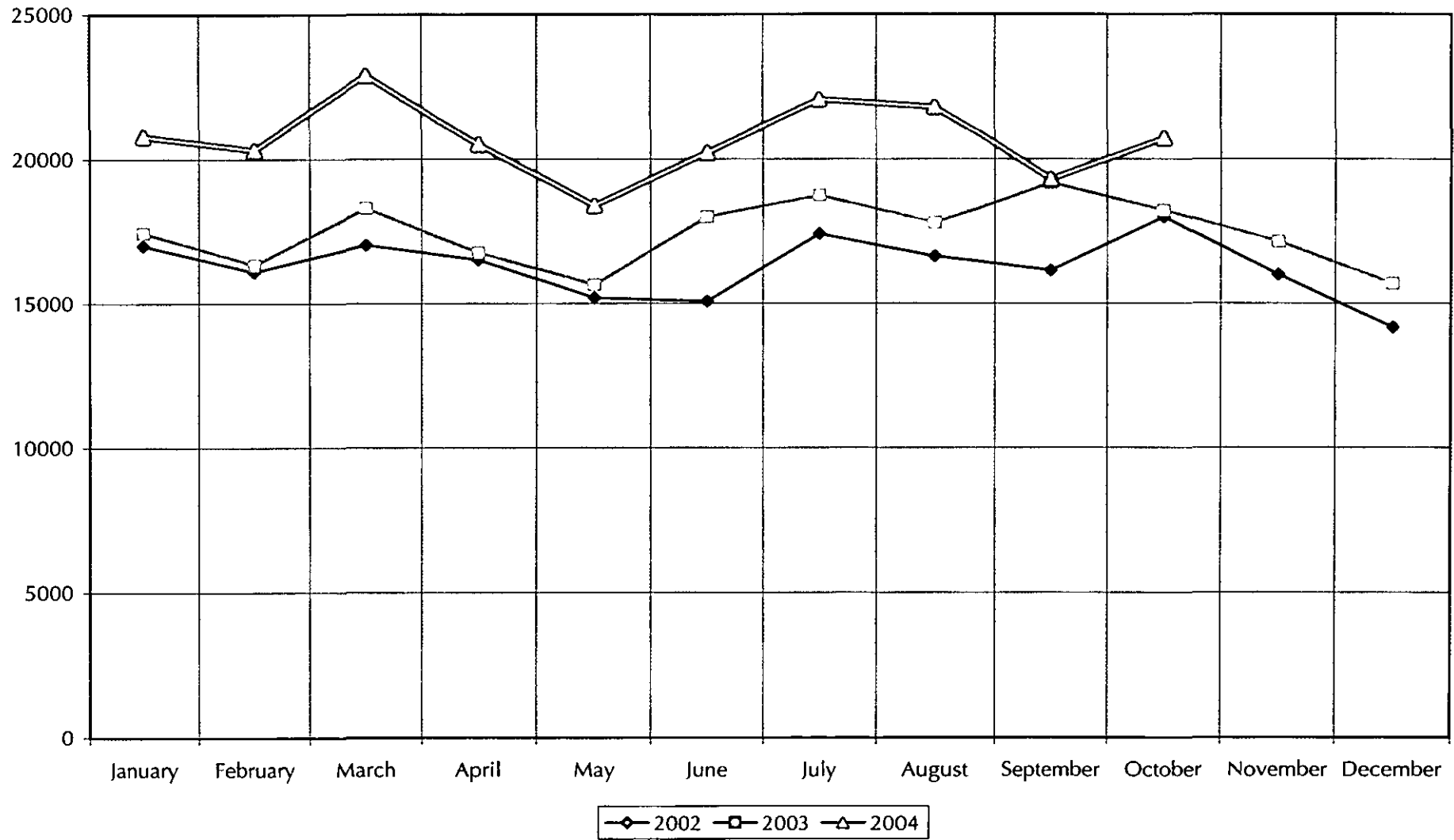
Circulation Statistics  
Items Circulated Per Month By Year



### Patron Attendance October 2004

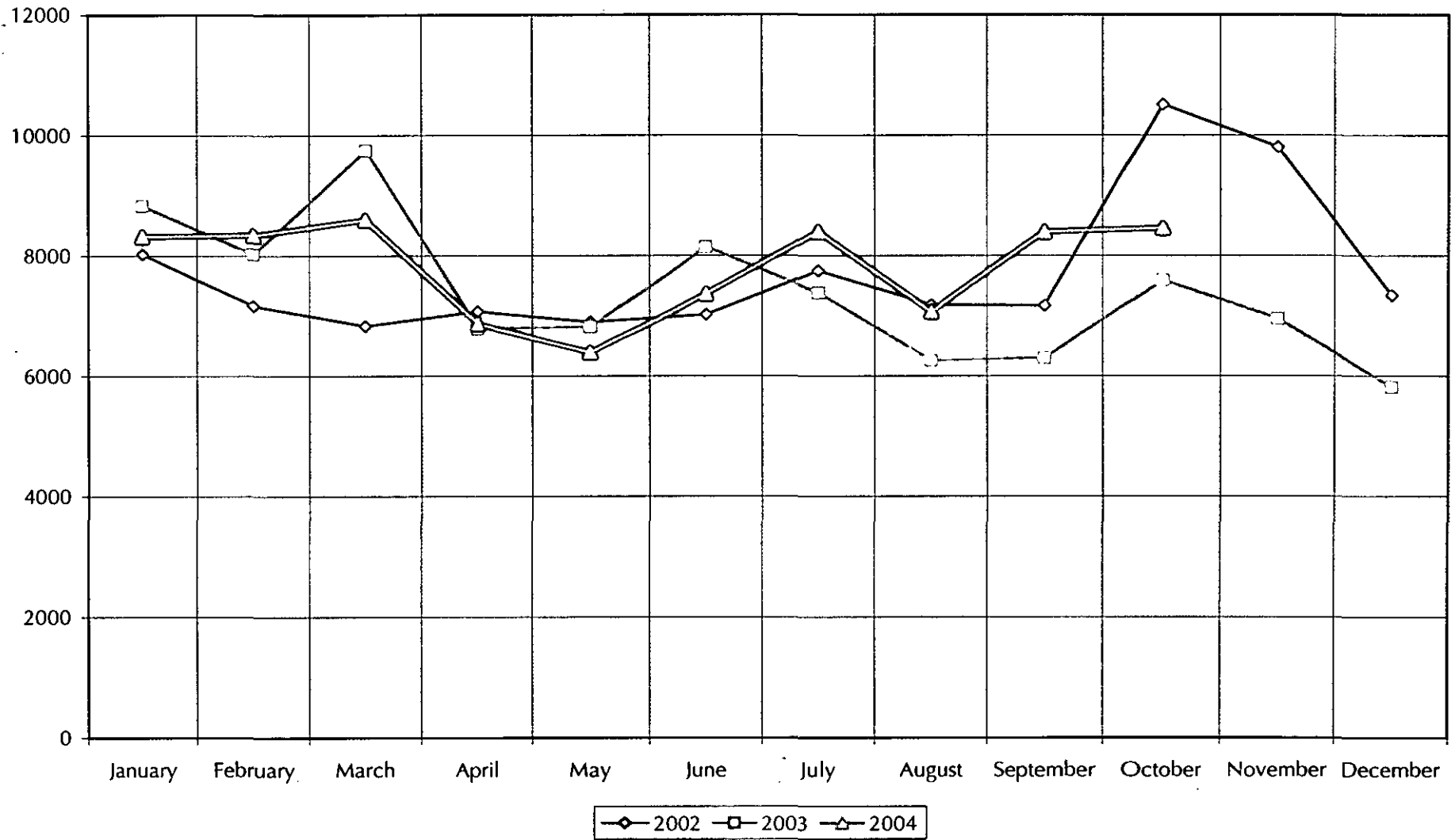


### Adult Patron Assistance October 2004

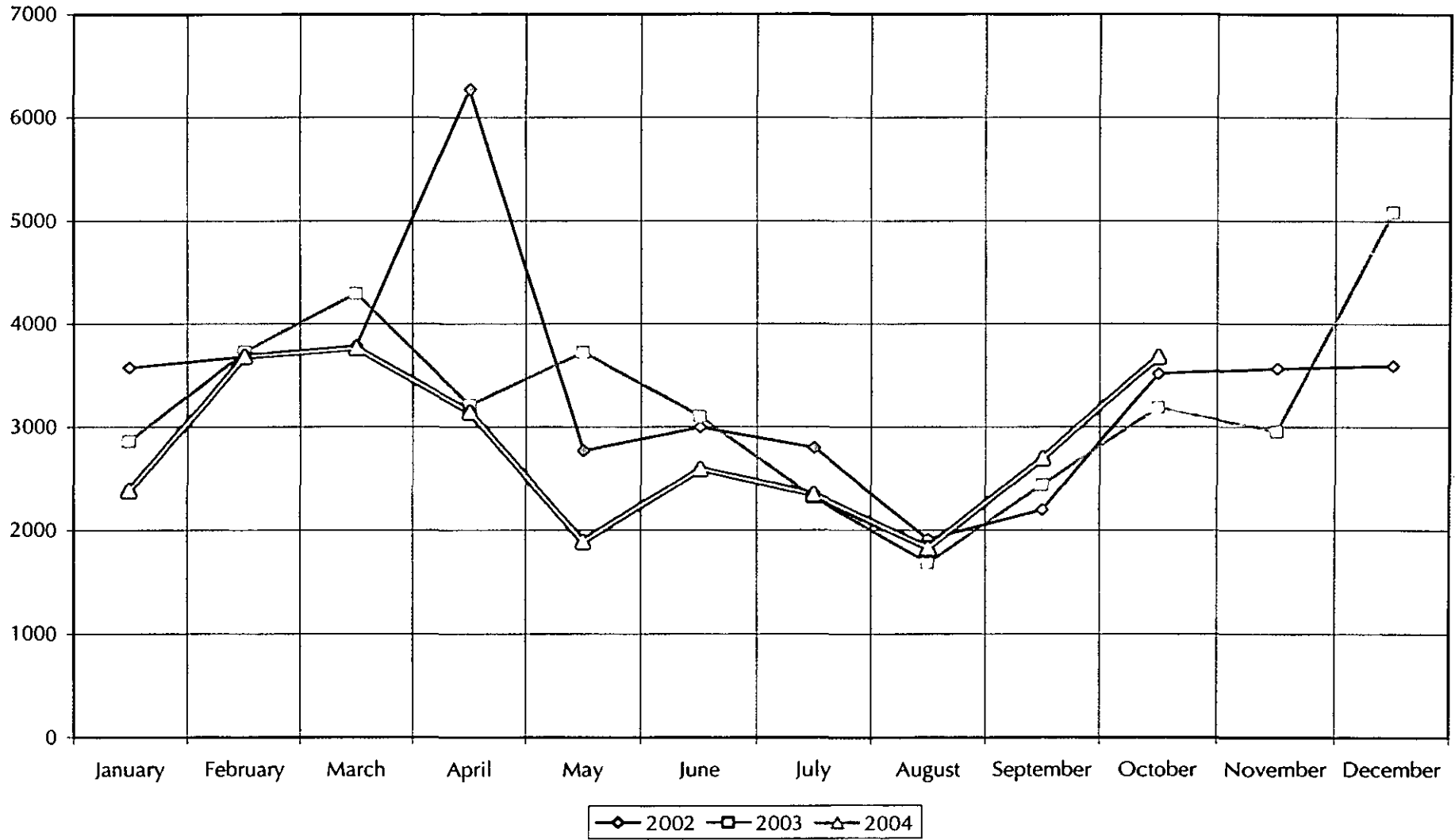




### Youth Patron Assistance October 2004



### Meeting Room Attendance October 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](http://www.desplaines.lib.il.us)

**V.D.2.**

FRIENDS OF THE DES PLAINES PUBLIC LIBRARY  
October 26, 2004 Meeting Report

Members of the Book Sale Committee reported that the Friends of the Library's Book Sale held on October 15-17, 2004 at the Des Plaines Public Library generated approximately \$13,532 in revenue. The Treasurer also reported that once the Library's wish list is satisfied there would be approximately \$10,000 remaining. The Treasurer suggested that this money be spent in this fiscal year because of the charitable status of the organization.

Book Sale Committee members also reported that a Holiday Gift book sale would be held on Saturday, December 11, 2004 from 9 am to 4 pm with books selling from \$2 to \$3 or more depending upon the condition of the book.

Bookshelf receipts total \$109 in the last two weeks—down because concentration was directed toward the Book Sale.

The Des Plaines Park District reported that the tables that the Friends are using are in poor condition and that the Park District is no longer considering lending tables for functions other than the Park District's. Consideration is being given to renting tables for future Book Sales including pick-up and delivery. A motion was made that the Friends consider the rental of tables with the cost not exceeding \$1500.

Respectfully submitted,

Elaine M. Tejcek

# Des Plaines Public Library

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

**V.D.3.**

- Progress Report
- Response Requested by \_\_\_\_\_
- Board Action Required \_\_\_\_\_

BOARD OF TRUSTEES  
Minutes of the Management Committee Meeting  
October 19, 2004

Chair: Eldon Burk

Members Present: Eldon Burk, Mary Ellicson, Noreen Lake.

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

Call to Order: 4:08 PM by Eldon Burk.

Sandra Norlin reported that there are very few new feature film DVDs on the shelf at the library at anytime because they are on hold by Des Plaines Public Library patrons and patrons from other libraries. A staff committee and Department Heads suggested that new feature film DVDs be available on a first come first served basis and no holds be allowed for a period of six to twelve months. The staff also suggested purchasing multiple copies of new feature film DVDs. The Committee agreed that multiple copies of new feature film DVDs be purchased by the library and that holds be limited to Des Plaines library patrons only.

Sandra Norlin distributed information on library district conversion. The Committee reviewed the information and asked Sandra questions about additional costs to taxpayers if the library were converted to a district. Sandra reported that estimated ongoing costs for a District Library not covered in the current budget would be between \$215,000 - \$389,500 per year.

The meeting adjourned at 5:05PM.

Minutes prepared by Carol Kidd.



# Des Plaines Public Library

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

## V.D.4.

Progress Report

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

Board Action Required by

### BOARD OF TRUSTEES

Minutes of the Building and Grounds Committee Meeting  
 October 19, 2004

Chair: William Grice

Present: William Grice, Jerry Mahony, Elaine Tejcek, Eldon Burk, Rhys Read, Noreen Lake, Mary Ellicson, Susan Burrows, Sandra Norlin, Martha Sloan, Carol Kidd, Kimberley Bilotech.

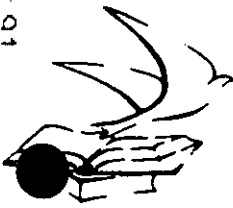
Call to Order: 5:05PM by William Grice.

The Committee toured the library. Sandra Norlin distributed worksheets to the Committee and asked that they answer questions about the building and how well it functions as a library. The Committee will discuss the results of their findings at their next meeting.

The next Building and Grounds Committee meeting will be held on Tuesday, November 16 at 6:00PM and board members were invited to attend.

The meeting adjourned at 6:10 PM

Minutes prepared by Carol Kidd.



# LARAMIE COUNTY LIBRARY SYSTEM

Cheyenne • Burns • Pine Bluffs

October 22, 2004

Sandra Norlin, Library Director  
Des Plaines Public Library  
1501 Ellinwood Street  
Des Plaines, IL 60016-4553

Dear Sandra:

Thank you for taking time from your busy day to show us around your library. It was helpful to see how your services are arranged over four floors. The handouts were also helpful.

I was particularly interested in the arrangement of your department heads being in the administrative area of the building. We will definitely have discussions on that idea.

The library has a wonderful open feeling and it seems to be easy for people to find areas within the building. I found the parking garage to be very welcome and convenient. I expect your users welcome the shelter it provides when the cold winter winds are blowing.

If you find yourself in the Cheyenne area, please stop in for a visit.

Again, thank you.

Sincerely,

Lucie P. Osborn  
County Librarian

# NIGHT OWL REFERENCE SERVICE



September, 2004  
Total number calls =500

- 33 Arlington Heights Memorial Library
- 11 Barrington Area Public Library
- 5 Bedford Park Public Library
- 35 Bellwood Public Library
- 6 Bradley Public Library
- 0 Charleston Public Library
- 6 Coal City Public Library
- 10 Des Plaines Public Library
- 16 Elk Grove Village Public Library
- 15 Elmhurst Public Library
- 7 Fossil Ridge Public Library
- 22 Highland Park Public Library
- 18 Homer Township Public Library
- 1 Homewood Public Library
- 16 Indian Trails Public Library
- 17 Lake Forest Public Library
- 9 Lisle Library District

- 23 Mt Prospect Public Library
- 2 Nippersink Public Library
- 45 Northbrook Public Library
- 30 Oswego Public Library
- 10 Park Ridge Public Library
- 5 Prospect Heights Public Library
- 5 Riverside Public Library
- 10 Rolling Meadows Public Library
- 9 St. Charles Public Library
- 20 Schaumburg Township Public Library
- 33 Skokie Public Library
- 9 Vernon Area Public Library
- 8 Villa Park Public Library
- 5 Warrenville Public Library
- 10 Westchester Public Library
- 30 Woodstock Public Library

## SAMPLE QUESTIONS

- Origin of word 'blue' in blue laws
- What is significance of pyramid on dollar bill?
- Social Security earnings restrictions at full retirement
- Phone numbers for Chicago Tribune editors and reporters
- When was Chicago Cultural Center built and who was the architect?
- Phone number for comment line at White House
- Order of Lemony Snicket books
- Liner notes for Elgar Cello Concerto
- Information on the lives of the Grimm Brothers
- School colors of University of Wisconsin
- Website for Illinois lieutenant governor
- How to post on a listserv
- Books on cigar boxes
- Help locating a full text article from an academic journal
- Description of a patent

**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 NATIONAL BANK  
CORDIALLY INVITES YOU TO THEIR  
HOLIDAY OPEN HOUSE  
ON TUESDAY, THE 14TH OF DECEMBER 2004  
FROM 5:00 P.M. TO 7:00 P.M.  
LOCATED AT THE BANK  
701 LEE STREET, SUITE #150  
DES PLAINES, ILLINOIS 60016



## LIBRARY DISTRICT CONVERSION

- I. Conversion Methods (75ILCS 16 Article 10)
  - A. Library Board Resolution + Approval by Corporate Authorities
    1. Keep most recent levy rate.
    2. Personal Property Replacement Tax transfers.
    3. Building transfers to district.
  - B. Library Board Resolution + Referendum
    1. Levy rate reverts to .15% unless rate specified in ballot question.
    2. Personal Property Replacement Tax transfers.
    3. Building transfers to district.
  - C. Petition + Referendum
    1. Levy rate reverts to .15% unless rate specified in ballot question.
    2. Personal Property Replacement Tax transfers.
    3. Building transfers to district.
  
- II. Authority
  - A. Seven Trustees are directly elected to 4-year terms.
  - B. District becomes new taxing body separate and apart from the city.
  - C. Other taxes may be levied for library purposes, e.g. Working Cash Fund (.05%) and Building Site and Maintenance (.02%).
  - D. District is subject to the Tax Cap set forth in ILCS.
  - E. Removal of an elected official during a term through petition and recall election.
  - F. No oversight of expenditures by any other governing authority.
  - G. Can issue bonds, subject to voter approval.
  - H. Can increase levy rate to limit of .60%, subject to voter approval.
  - I. Fiscal year changes to July1 – June 30.
  
- III. Expenses
  - A. All methods of conversion require a court petition, which includes a tax analysis and tax rate schedule. These documents and proceedings require legal and financial consulting and service. Legal fees can be substantial.
  - B. Under the current arrangement, the City of Des Plaines furnishes services to the library, including legal, financial, and human resources. The city owns the building and takes responsibility for specified building maintenance costs.

- C. As a municipal library, the building is covered under the city's electricity franchise agreement for free electrical service.
- D. Estimated ongoing costs for District Library not covered in current budgets:

1. Electricity	\$90,000 - - \$150,000
2. Waste Management	3,000
3. Water	2,000
4. Legal Services	8,000 - - 15,000
5. Auditing	7,000 - - 9,500
6. Insurance	50,000 - - 70,000
7. Payroll	5,000 - - 10,000
8. Business Office salaries	30,000 - - 110,000
9. Financial Software	20,000
	<hr/>
	\$215,000 - 389,500

[Based on 2005 budgets of two neighboring library districts of similar size]

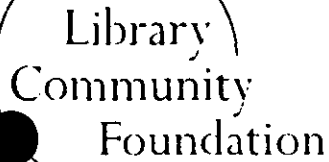
1195

FRIENDS GIFTS TO LIBRARY SINCE SEPT.2000

BY SUPPORTING THE FRIENDS' BOOK SALES AND WITH YOUR MEMBERSHIP YOU  
HAVE CONTRIBUTED TO THE LIBRARY'S NEEDS

SUMMER 2000	LEMONADE (GRAND OPENING) AND MAGNETS STAFF THANK YOU PARTY FILM LICENSE ( 1 YEAR) FOR ALL MOVIES
WINTER 2001	GAME PRIZES (JANWAY) MAGIC SHOW ANDD FAMILY SUNDAY PROGRAMS
SUMMER 2001	PLASTIC BOOK BAGS FILM LICENSE (1 YEAR) FOR ALL MOVIES
FALL 2001	KODAK PROJECTOR CONTRIBUTION TOWARDS THIRD FLOOR ART WORK HOSPITALITY
WINTER 2002	FAMILY SUNDAY (3 PROGRAMS) BOOK BAGS FOR BABIES
SUMMER 2002	MOVIE LICENSE (1 YEAR) FOR ALL MOVIES FILMS SUMMER READING PROGRAM SHOW PLASTIC BOOK BAGS SUMMER READING PROGRAM PARTY SONY DIGITAL CAMERA
WINTER 2003	SOUND SYSTEMS FOR MEETING ROOMS FAMILY SUNDAYS (3 PROGRAMS)
SPRING 2003	PORTABLE STAGE
SUMMER 2003	MOVIE LICENSE (1 YEAR) FOR ALL MOVIES DESKTOP MAGNIFIER FOR USE BY THE VISUALLY IMPAIRED SUMMER READING PROGRAM PARTY
FALL 2003	: PLASTIC BAGS 27" TV WITH VIDEO & DVD PLAYER COMPLETE SHAKESPEARE ON CD
SPRING 2004	STATUE OF YOUNG LINCOLN
SUMMER 2004	SUMMER READING PROGRAM ACTIVITES PLASTIC BAGS MOVIE LICENSE (ANOTHER YEAR) PORTABLE MAGNIFIER FOR VISUALLY IMPAIRED MURAL & SCREEN FOR CHILDREN'S STORY ROOM

**TOTAL \$78,000.**



Library  
Community  
Foundation

200 West Dundee Road  
Wheeling, Illinois 60090  
Phone 847-353-7143  
Fax 847-459-0380

October 27, 2004

Ms. Sandra Norlin  
Director  
Des Plaines Public Library  
1501 Ellinwood  
Des Plaines, Illinois 60018

Dear Sandra,

Enclosed is the Des Plaines Public Library Fund statement for the quarter ending September 30, 2004. Below is a summary of the Des Plaines fund status:

<b>Fund Balance at September 30, 2004:</b>	<b>\$ 78964.61</b>
Money Market:	\$ 64,816.62
Add MM charge cards:	\$ 3,424.00
Pooled Equity and Bond Accounts:	\$ 10,724.00
Quarter Change to Fund in Pool:	\$ - 87.55

The Pooled Investment Accounts are comprised of a 60/40 split between equity mutual fund and bond packages, with a September 30, 2004 total value for all pooled LCF fund partner assets of \$498,380.98.

The following items will provide you with details:

- Fund Balance Report
- Money Market Statement
- Pooled Equity Account Statement
- Pooled Bond Account Statement
- O'Hara Market Trends Overview

Best regards,

  
Anne Rose Johnson, CFRE  
Executive Director

/arj

Enclosures

*Council of Advisors*  
Eggy Baber  
Susan Roman, CFRE  
Liel Koppe

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Vice Chair

Kay Grable  
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William W. Drucker  
Pradeep H. Ganadia  
Sarah Ann Long  
Jerry Passaro  
D. Porter

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

<i>Unrestricted</i>	<i>\$14,862.38</i>
<i>Art</i>	<i>582.41</i>
<i>Book</i>	<i>3,370.00</i>
<i>Century Fund</i>	<i>19,967.13</i>
<i>Heritage</i>	<i>29,963.20</i>
<i>Multi-track</i>	<i>6,779.56</i>
<i>Other</i>	<i>3,437.93</i>

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**Library Director's Report**  
**October 19, 2004**

**I have received no official requests for confidential information since the last report.**

**PERSONNEL**

New employee for September/October: Ivan Ruiz, Part-time Page, Circulation Services.

Resignations/Separations: Devesh Shah, Part-time Circulation Assistant.

We received 83 applications for the two new full-time Security Monitor positions. The screening process has begun and interviews will be scheduled in late October or early November.

**STAFF DEVELOPMENT**

Bob Blanchard, Margie Borris, and Chris Posinger presented Poster Sessions during the Illinois Library Association Annual Conference September 28 – October 1. Several other staff members attended the Conference at Navy Pier in Chicago.

Veronica Schwartz attended the ALSC (Association for Library Services to Children) Conference in Minneapolis, MN, September 28 – October 1.

Heidi Krueger attended the second training retreat for Synergy Leadership Training at Pere Marquette State Park near Grafton, IL. The topics of this retreat were strategic planning, organizational and professional change.

Planning for the Security Monitor Training Program began with a meeting of Gary Valente, Dick Sem, and me on October 7.

Hector Marino will be the featured speaker at the Des Plaines Sister Cities General Meeting on October 29.

Christina Tropea has been selected to participate in the International Book Fair in Guadalajara under the ALA Free Pass Program November 27-December 1. Participants receive free registration, lodging, and \$100 travel reimbursement.

## PATRON SERVICES

The decrease in items circulated came as a surprise this month. The only areas of increase were DVDs in both Adult and Children's collections. There was a slight increase in adult audio book circulation. Audiovisual circulation accounted for 44% of the total circulation, 32% of children's and 51% of adult materials. We also experienced a slight decrease in attendance. It is interesting to follow the changes in adult patron assistance, with decreases in some areas of service demand and large increases in others, notably ready and in depth reference services, even with increased use of the internet. We experienced increases in youth services in the same areas.

We registered 350 people to vote in a concerted effort by all staff. These are the figures from September. We continued registration through October 5.

The Youth Services Department hosted four programs with excellent attendance, including Chess Club and Power Poetry for middle schoolers, Stories and More for K-2 graders, and Story Explorers for 3<sup>rd</sup> and 4<sup>th</sup> graders. We also visited 5 preschools and 2 grade school open houses and participated in the Rebecca Caudill book discussion at Plainfield School. We hosted the annual school media specialists' tea on 9/23.

Several adult programs are successful. The evening book discussion group has attracted a regular attendance of 8-12, the Memoir Writing program was so successful that it is repeated this fall and a men's group is forming. Computer classes have resumed and are well attended. The reports of incidents regarding pornography and filtering on the internet have diminished significantly. There were 7 reported incidents in September.

Lutheran General is scheduled to provide flu shots at the Library on November 23 from 10AM to 3 PM. Because of the vaccine shortage, all reservations are filled, and no walk-ins will be served.

On September 28 and 30, Amber Creger and Cathy Friedman participated in Freshman Orientation at the library at Maine East High School.

## PROFESSIONAL ACTIVITIES

I applied for and was appointed to the North Suburban Library System Board of Directors. I will attend regular meetings on the fourth Monday of every month for a two-year term.

I attended the Annual Conference of the Illinois Library Association on September 30 and October 1. I attended two meetings on advocacy, one on

children's programming, one on Open URL, and the very enjoyable Illinois Authors Luncheon.

I attended the CCS Governing Board meeting on 9/22, the School Media Specialitis Tea on 9/23, a farewell luncheon for retiring Fire Chief Farinella on 9/28, the Friends of the Library meeting on 9/28, and the Library Directors' Discussion of library trends at Northbrook PL on 10/8.

I was on vacation from October 9 through October 18. Hector Marino was Librarian in Charge during my absence.

# 4

## Interior Organization of Library Buildings



YES NO N/A

### A. Entrance

1. For security purposes, is there only one public entrance/exit?

—  —

Comments: site / design

2. Is the staff entrance secured from unauthorized use and well lighted?

— —

Comments: \_\_\_\_\_

3. Is the building's entrance easily identifiable to pedestrians as well as people in cars?

— —

Comments: \_\_\_\_\_

4. Is the route from the public transportation stop to the entrance easily accessible?

Comments: R.R. tracks



■ Interior Organization of Library Buildings ■

	YES	NO	N/A
5. Are all building entrances sheltered from the weather and well lighted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
6. Is a pedimat or pedigrd with a drain provided for exterior rain and snow removal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: <u>mats, no drain</u>			
7. Are there trash and cigarette receptacles near each of the entrances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
8. Are the outside telephones well lighted at night and easily visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments: _____			
9. Is there outside seating available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: <u>not under cover</u>			
10. If the library is at an intersection, is there a main entrance at or near a corner that will serve both streets?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments: _____			
11. Is there a double-door vestibule to prevent drafts and heat and/or air conditioning losses?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
12. Is the hardware for the entrance doors durable and sturdy enough to withstand heavy use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
13. Are entrance doors easy to open and close?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
14. Has safety glass been used in the entrance area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1200

■ Interior Organization of Library Buildings ■

YES NO N/A

Comments: \_\_\_\_\_

15. Are all public-service elements of the building easily located from the entrance? X — —

Comments: \_\_\_\_\_

16. Is there a book security system? X — —

Comments: \_\_\_\_\_

17. Can the book security system be installed without surface mounted wiring or carpet runners? X — —

Comments: \_\_\_\_\_

18. Are the various areas within the interior identified by signs, lighting, color, and furnishings? Do the areas listed below stand out when one enters the building?

- a) Circulation? X — —
- b) Reference/information? X — —
- c) Catalog? X — —
- d) Books/audiovisual? X — —
- e) Children/adults/young adults? X — —

Comments: \_\_\_\_\_

19. Are furniture and equipment used to promote, merchandise, and display some parts of the book and media collections of the library? X — —

Comments: not in entrance

20. Is there space near the entrance for
- a) public bulletin boards? X — —
  - b) display cases? X — —
  - c) pamphlet racks? X — —
  - d) announcements of library events? X — —
  - e) community announcements bulletin boards? X — —

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
f) public telephones?	<u>X</u>	—	—
g) vending machines?	—	<del>X</del>	<del>X</del>
h) book donation drop?	—	<del>X</del>	<del>X</del>
i) lobby seating?	<u>X</u>	—	—
Comments: _____			
21. Does there appear to be good traffic flow throughout interior?	<u>X</u>	—	—
Comments: _____			

**B. Circulation Desk Facilities**

1. Is the circulation area located near the library's entrance?	<u>X</u>	—	—
Comments: _____			
2. Is the circulation area clearly visible and identifiable from the library's entrance?	<u>X</u>	—	—
Comments: _____			
3. Is there enough space between the circulation and security equipment to prevent one system from interfering with the electrical and physical operation of the other?	<u>X</u>	—	—
Comments: _____			
4. Are the following functions easily identified and located by library users:			
a) Checkout?	<u>X</u>	—	—
b) Self-checkout (if available)?	<u>X</u>	—	—
c) Returns?	<u>X</u>	—	—
d) Library cards?	<u>X</u>	—	—
e) Information/inquiry?	<u>X</u>	—	—
f) Reserve/holds?	<u>X</u>	—	—

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
g) Interlibrary loan?	—	—	X
h) Other?	—	—	—
Comments: _____			
5. Are queuing provisions made for a smooth traffic flow for entering and leaving the building without obstacles created by checkout lines during peak periods?	X	—	—
Comments: _____			
6. Will checkout lines be long enough to require stanchions and roping?	—	<del>X</del>	N/A
Comments: _____			
7. Does the circulation desk accommodate			
a) computer checkout terminals?	X	—	—
b) self-checkout terminals?	X	—	—
c) terminal screens that are visible to customers?	—	OR X	—
d) telephones?	X	—	—
e) answering machines?	—	—	X
f) cash registers and/or cash drawers?	X	—	—
g) lost and found items?	X	—	—
Comments: _____			
8. Are there sufficient sorting shelves and trucks for holding returned materials?	X	—	—
Comments: _____			
9. Are the shelves and trucks easily accessible and clearly arranged?	X	—	—
Comments: _____			
10. Can the shelves accommodate all sizes of returned materials?	X	—	—
Comments: _____			

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
11. Is there an interior book drop and can it be easily cleared? <i>Comments:</i> _____	<u>X</u>	___	___
12. Is there adequate work space for staff? <i>Comments:</i> _____	<u>X</u>	___	___
13. Is there toe space and knee space incorporated into the counter for staff comfort and convenience? <i>Comments:</i> _____	<u>X</u>	___	___
14. Is the desk designed for a logical work flow based on the circulation system employed by the library? <i>Comments:</i> _____	<u>X</u>	___	___
15. Is there adequate space for book trucks to move about and through the circulation area? <i>Comments:</i> _____	<u>X</u>	___	___
16. Are sorting shelves and trucks easily accessible from the return portions of the desk? <i>Comments:</i> _____	___	___	<u>X</u>
17. Is the top of the desk covered with a material that does not get damaged when heavy materials and equipment are dragged across or dropped upon it? <i>Comments:</i> _____	<u>X</u>	___	___
18. Can the desk surface be cleaned easily on a daily basis? <i>Comments:</i> _____	<u>X</u>	___	___
19. Is the flooring material adjacent to the circulation counter of a type that will minimize noise of book trucks? <i>Comments:</i> _____	<u>X</u>	___	___

Interior Organization of Library Buildings

*Staff up look into this*

	YES	NO	N/A
20. Is there shock-absorbent flooring next to the staff side of the circulation desk? <i>Comments:</i> _____	—	<u>X</u>	—
21. Is the floor adjacent to the circulation counter easily maintained and safe during wet weather? <i>Comments:</i> _____	<u>X</u>	—	—
22. Are circulation staff offices located near the circulation area? <i>Comments:</i> _____	<u>X</u>	—	—
23. Is the circulation desk accessible to both children and disabled users? <i>Comments:</i> _____	<u>X</u>	—	—
24. Are the height and width of the circulation desk appropriate for the various work functions taking place? <i>Comments:</i> _____	<u>X</u>	—	—
25. Is the circulation desk modular in design so that modules may be interchanged as need arises? <i>Comments:</i> _____	—	<del>X</del>	<u>X</u>
26. Is the desk designed to handle the necessary equipment with hidden, yet accessible, wiring and cable? <i>Comments:</i> _____	<u>X</u>	—	—
27. Are the electrical wiring and cabling out of public view? <i>Comments:</i> _____	<u>X</u>	—	—
28. Are the electrical wiring and cabling easily accessible by staff? <i>Comments:</i> <u>PC / Pillar / wire channel</u>	<u>X</u>	—	—

*Staff up look into this*

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
29. Is the circulation desk designed to accommodate changing the location and size of electrical equipment in the future?	<u>X</u>	—	—
Comments: _____			
30. Are keyboards ergonomically designed?	<u>X</u>	—	—
Comments: _____			
31. Is the monitor screen visible to the patrons?	—	—	—
Comments: <u>can surveil</u>			
32. Are there back panels on the computers?	—	<del>—</del>	<u>N/A</u>
Comments: _____			
33. If there is a materials security system, is there space for the sensitizier/desensitizier?	<u>X</u>	—	—
Comments: _____			
34. Is there room to expand as circulation of materials increases?			
Comments: <u>limited redesign potential</u>			

**C. Reference Facilities**

1. Is the reference desk clearly identified and conveniently located?	<u>X</u>	—	—
Comments: _____			
2. Is the reference desk the appropriate height for adults, children, and disabled patrons?	<u>X</u>	—	—
Comments: _____			

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
3. Is the reference area arranged in such a manner that librarians are visibly approachable?	<u>X</u>	—	—
Comments: _____			
4. Is the reference desk located where staff can identify by sight those customers having difficulty finding reference materials?	<u>X</u>	—	—
Comments: _____			
5. Is there seating for customer/staff consultation?	<u>X</u>	—	—
Comments: _____			
6. Can reference librarians easily get out from behind the desk to help customers?	<u>X</u>	—	—
Comments: _____			
7. Are reference collections, including ready reference materials, conveniently located and identified?	<u>X</u>	—	—
Comments: _____			
8. Are photocopiers close to the reference materials?	<u>X</u>	—	—
Comments: _____			
9. Are materials and equipment requiring staff assistance grouped close to the reference service desk?	<u>X</u>	—	—
Comments: _____			
10. Is there a terminal on the reference desk that can perform circulation functions as well as database searching functions?	<u>X</u>	—	—
Comments: _____			
11. Is the public access catalog accessible from all parts of the reference collection?	<u>X</u>	—	—
Comments: _____			



■ Interior Organization of Library Buildings ■

	YES	NO	N/A
12. Are catalog terminals well distributed in the reference area?	<u>X</u>	—	—
Comments:	_____		
13. Does the reference staff have adequate work space at their public service desk?	<u>X</u>	—	—
Comments:	_____		
14. Does the reference desk have a cordless phone in order to do more efficient interviews with telephone service customers while performing shelf checks?	<u>X</u>	<u>✓</u>	—
Comments:	<u>Yes, available</u>		
15. Does the telephone system have a multi-line capacity?	<u>X</u>	—	—
Comments:	_____		
16. Are adequate space, appropriate lighting, and acoustics allowed for the following equipment and its use?			
a) Computer terminals?	<u>X</u>	—	—
b) CD-ROM units?	—	—	<u>X</u>
c) Online-networking stations?	<u>X</u>	—	—
d) Audiovisual equipment?	<u>X</u>	—	—
e) Photocopiers?	<u>X</u>	—	—
f) Microform equipment?	<u>X</u>	—	—
g) Other?	<u>X</u>	—	—
Comments:	_____		
17. Is adequate space allowed for customer use of reference materials?	<u>X</u>	—	—
Comments:	_____		

■ Interior Organization of Library Buildings ■

	YES	NO	N/A
18. Does the reference area provide separate or acoustically isolated spaces for the following services?			
a) Interlibrary loan?	—	—	✓
b) Data base searches?	✓	—	—
c) General information?	✓	—	—
d) Customer interviews?	✓	—	—
e) Telephone reference service?	—	✓	—
f) Photocopiers?	✓	—	—

Comments: \_\_\_\_\_

19. If the following materials are included in the reference collection, is adequate space allowed for their use, including the equipment they require:			
a) Computer data bases?	✓	—	—
b) Newspapers?	✓	—	—
c) Periodicals?	✓	—	—
d) Indexes and abstracts?	✓	—	—
e) Annual reports?	—	—	✓
f) Bibliographies?	✓	—	—
g) Unabridged dictionaries?	✓	—	—
h) Microforms?	✓	—	—
i) Rare books?	—	—	✓
j) Government publications?	—	—	✓
k) Vertical files?	—	—	✓
l) Ready reference?	✓	—	—
m) Reserves?	—	—	✓
n) College catalogs and career information?	✓	—	—
o) City directories?	—	—	✓
p) Archives?	—	—	✓
q) Telephone directories?	✓	—	—
r) Genealogy resources?	✓	—	—

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	YES	NO	N/A
s) Maps and atlases?	<u>X</u>	—	—
t) General reference materials?	<u>X</u>	—	—
u) Newspaper clippings?	—	—	<u>X</u>
v) Audiovisual materials?	—	—	<u>X</u>
w) Tax forms?	<del>X</del>	<del>X</del>	<del>X</del>
x) General information flyers?	<del>X</del>	<del>X</del>	<del>X</del>
y) Miscellaneous library and public information?	—	—	<u>X</u>
z) Other?	—	—	—
Comments:	_____		
20. Are there storage provisions for these materials?	<u>X</u>	—	—
Comments:	_____		
21. Are reference staff offices located near the reference area?	<u>X</u>	—	—
Comments:	<u>Some are and others are on the floor below.</u>		
22. If areas of limited or closed access exist, is adequate space allocated for			
a) staffing?	<u>X</u>	—	—
b) expansion?	<u>X</u>	—	—
c) security?	<u>X</u>	—	—
Comments:	_____		
23. Does the reference staff have adequate work space at their public service desks?	<u>X</u>	—	—
Comments:	_____		
24. Can the public service areas be expanded for additional equipment?	<u>X</u>	—	—
Comments:	_____		

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YES NO N/A

**D. Children's Facilities**

1. Is the physical and psychological environment pleasant and inviting to children? If you were a child, would this area appeal to you?

YES  NO  N/A

Comments: \_\_\_\_\_

2. Is the children's area arranged in such a manner that adults are not reluctant to use it?

YES  NO  N/A

Comments: \_\_\_\_\_

3. If there is a children's staff office, is it of adequate size?

YES  NO  N/A

Comments: \_\_\_\_\_

4. Is there a separate children's card catalog or an online public access terminal?

YES  NO  N/A

Comments: \_\_\_\_\_

5. Are shelving and furniture scaled for children?

YES  NO  N/A

Comments: \_\_\_\_\_

6. Are there small alcoves, surrounded by low shelves, controllable by the staff but accessible to children, where the children may pick out a book or game to settle individually or in small groups to enjoy it?

YES  NO  N/A

Comments: \_\_\_\_\_

7. Are the drinking fountains scaled for children?

YES  NO  N/A

Comments: \_\_\_\_\_

8. Are there rest rooms scaled for children in the children's area?

YES  NO  N/A

Comments: \_\_\_\_\_

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	YES	NO	N/A
9. Do one or more of the children's rest rooms include a diaper-changing table?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
10. If rest room facilities are not located in the children's area, are they located adjacent to or near the children's area?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments: _____			
11. Are there some imaginative pieces of furniture for visual surprise?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
12. Are the table tops, chairs, and floors easily cleaned?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
13. Is there comfortable adult seating for use while adults are sharing books with children?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
14. Does the staff have visual control of the area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
15. Is realia conveniently and attractively housed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
16. Is there sufficient space for use and secure storage (locked if needed) of audiovisual materials and equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			
17. Is there sufficient space for crafts activities and storage of crafts materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			

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	YES	NO	N/A
18. Is the floor a single height to allow for flexibility in programming and accessibility, as well as to avoid injuries?	<u>X</u>	—	—
Comments: _____			
19. Is there a separate programming area adjacent to, but out of, the traffic flow?	<u>X</u>	—	—
Comments: _____			
20. Is the programming area designed to be multipurpose when not used for special functions, i.e., quiet study, computer resource center, etc.?	<u>X</u>	—	—
Comments: _____			
21. Is the programming area designed to handle the full age range of children who use the library?	<u>X</u>	—	—
Comments: _____			
22. Has allowance been made for storage of special equipment used in programming, such as a puppet stage?	<u>X</u>	—	—
Comments: _____			
23. Is the children's area acoustically designed to avoid interfering with other library functions?	—	<u>X</u>	—
Comments: <i>Atrium design and the "bridge" make noise travel.</i>			
24. Do interior finishes and materials enhance the acoustics?	—	<u>X</u>	— ?
Comments: _____			
25. Are play areas designed to avoid interfering with other library functions?	<u>X</u>	—	—
Comments: _____			
26. Has allowance been provided for specific displays and materials geared to children?	<u>X</u>	—	—
Comments: _____			

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	YES	NO	N/A
27. If children's and adult circulation counters are separated, is there lower counter space set aside for children, visibly marked by large graphics?	—	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Comments: _____			
28. If materials are checked out or returned at the children's desk, has sufficient space been allowed for easy transactions?	—	—	<input checked="" type="checkbox"/>
Comments: _____			

**E. Multimedia Facilities**

1. Does the facility provide an opportunity to market multimedia materials and services to users?	<input checked="" type="checkbox"/>	—	—
Comments: _____			
2. Does the media room have a separate, independent heating/cooling system that can be regulated to control the temperature and humidity?	—	—	<input checked="" type="checkbox"/>
Comments: _____			
3. Is there special humidifying/dehumidifying equipment to maintain a 60 percent relative humidity?	<input checked="" type="checkbox"/>	—	—
Comments: _____			
4. Do air conditioning units have electrostatic filters?	<input checked="" type="checkbox"/>	—	—
Comments: _____			
5. Are supply and return air vents located high on the walls or in the ceiling with air velocities low enough to prevent problems with paper, hair, or clothing?	<input checked="" type="checkbox"/>	—	—
Comments: _____			

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	YES	NO	N/A
6. Can windows be opened to provide ventilation in case the HVAC system breaks down?	—	<del>X</del>	N/A
Comments: _____			
7. Is there sufficient acoustical treatment to prevent external noise sources from interfering with listening to media?	—	—	X
Comments: _____			
8. Has the following equipment been considered for placement in multimedia areas?			
a) Audiovisual carrels with built-in playback equipment?	X	—	—
b) Secured and locked storage cabinets for equipment such as videotape recorders, cassette players, overhead movie and slide projectors, etc.?	—	—	X
c) Computer workstations and printers?	—	—	—
d) CD-ROM terminals and printers?	—	—	X
e) OPAC workstations and printers?	—	—	X
f) Microform reader/printers?	—	—	X
g) Podiums?	—	—	X
h) Public address systems?	—	—	X
i) Tables?	X	—	—
j) Chairs?	X	—	—
k) Lounge furniture?	X	—	—
l) Shelving for books and media?	X	—	—
m) Televisions?	—	—	X
n) Videotape recorders?	—	X	X
o) Projection television?	—	X	X
p) Moving picture projectors?	—	—	X
q) Screen (wall or rear view)?	X	—	—
r) Compact disc players?	X	—	—
s) Audiocassette players?	X	—	—

Comments: *Much of the storage, podiums and some equipment are in the first floor meeting rooms.*



	YES	NO	N/A
9. Does the facility employ an in-the-floor grid system designed on 10-foot-square grids to accommodate electrical service, television, and communications distribution throughout the multimedia area?	X		
Comments:	_____		
	_____		

**F. Special Collections/Rare Books/Archives**

1. Do the building program and/or institutional guidelines spell out the security necessary in the room?	_	_	_
Comments:	_____		
	_____		
2. Is there a desk strategically located to allow an attendant a clear view of the readers?	_	_	_
Comments:	_____		
	_____		
3. Is the reading room arranged to assure staff clearance of those who are exiting?	_	_	_
Comments:	_____		
	_____		
4. Are reading tables arranged in open positions, allowing maximum supervision from staff areas?	_	_	_
Comments:	_____		
	_____		
5. Are the reading tables generously sized individual tables with task lighting, power for typewriters and/or laptop computers, and table lecterns for holding large books?	_	_	_
Comments:	_____		
	_____		
6. Are a few larger tables provided for use of large folios?	_	_	_
Comments:	_____		
	_____		

YES NO N/A

I. Convenience Facilities

1. Are rest rooms located close to the lobby or building entrance? X

Comments:

2. Does every floor have rest rooms for both men and women? X

Comments:

3. Are rest rooms easily identified? X

Comments:

4. Are there special rest rooms for children, located in or near the children's area? X

Comments:

5. Does every floor have a drinking fountain? X

Comments:

6. Are there drinking fountains for children? X

Comments:

7. Are public telephones available? X

Comments:

8. Are telephones strategically located to encourage convenient use while preventing disturbance to other patrons? X

Comments:

9. Are telephone directories provided? X

Comments:

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	YES	NO	N/A
10. Is space allocated for public access to			
a) photocopiers?	X	—	—
b) telefacsimile (fax) machines?	X	—	—
c) personal computers?	X	—	—
d) computer printers?	X	—	—
e) audiovisual equipment?	X	—	—
f) other?	—	—	—
Comments: _____			
11. Are signs available identifying these machines?	X	—	—
Comments: _____			
12. Are coin-changing machines located near these machines?	—	X	X
Comments: <i>Coin changing machines not required due to card readers. Recommendation of relocation of machines to space that currently has phone booth.</i>			
13. Are provisions made for noise reduction?			
Comments: _____			
14. Are provisions made for trash and recycling?	V	—	—
Comments: _____			
15. Is there a refreshment area available for the public?	—	X	N/A
Comments: _____			
16. Are vending machines available for public use?	—	X	N/A
Comments: _____			
17. Is the refreshment area located away from public service areas?	—	—	X
Comments: _____			
18. Is the refreshment area easily viewed and supervised by staff?	—	—	X

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YES NO N/A

Comments: \_\_\_\_\_

19. Are trash receptacles available?

X    —    —

Comments: \_\_\_\_\_

20. Are clocks strategically located and visible in every major public area?

X    —    —

Comments: \_\_\_\_\_

21. Are the clocks easily accessible for resetting the time?

X    —    —

Comments: \_\_\_\_\_

22. If smoking is permitted, are smoking areas clearly identified?

—    —    X

Comments: \_\_\_\_\_

23. Is there a separate elevator for staff?

X    —    —

Comments: Staff + freight are the same

24. Is there a separate elevator for freight?

X    —    —

Comments: same as staff

**J. Library Store**

If a library store is provided,

1. Is the store in a prominent location to attract the attention of customers as they walk by?

—    —    —

Comments: \_\_\_\_\_

2. Are there adequate signage, window displays, and other visual cues to draw potential customers?

—    —    —

Comments: \_\_\_\_\_

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	YES	NO	N/A
3. Are the circulation paths simple and logical? (Customers should be able to concentrate on the merchandise and not be worried about bumping into things.)	—	—	—
Comments: _____			
4. Is the cash/wrapping counter designed and located for maximum efficiency, accessibility, and optimal equipment placement?	—	—	—
Comments: _____			
5. Is there a cash register?	—	—	—
Comments: _____			
6. Is there an office/storage room located in the store?	—	—	—
Comments: _____			
7. Is the design of the display fixtures flexible to permit new products to be added periodically?	—	—	—
Comments: _____			
8. Will some products require special displays or display techniques?	—	—	—
Comments: _____			
9. Is a specific lighting source (incandescent, fluorescent, or halogen) preferred?	—	—	—
Comments: _____			
10. Are there security systems in place to protect staff, merchandise, and cash?	—	—	—
Comments: _____			
11. Are there special requirements for cooling or heating any areas of the store?	—	—	—
Comments: _____			

	YES	NO	N/A
12. Are telephones required? Comments: _____	—	—	—
13. Are there enough electrical outlets? Comments: _____	—	—	—
14. Will the store have a sound system? Comments: _____	—	—	—
15. Are there preferred materials for the walls? Comments: _____	—	—	—
16. Are there preferred materials for the floors? Comments: _____	—	—	—
17. Are there preferred materials for the ceiling? Comments: _____	—	—	—

**K. Displays**

- Are the display furnishings and shelving appropriate for merchandising the library's products and services?  YES  NO  N/A  
Comments: \_\_\_\_\_
- Can library materials be arranged in an attractive, appealing way to promote library products?  YES  NO  N/A  
Comments: \_\_\_\_\_
- Does the display shelving have built-in signs, boards, and lights to draw the attention of the library user?  YES  NO  N/A  
Comments: \_\_\_\_\_

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	YES	NO	N/A
4. Are the racks for displaying audiovisual materials stable when filled?	<u>X</u>	—	—
Comments: _____			
5. Are there bulletin boards for community notices and activities?	<u>X</u>	—	—
Comments: _____			
6. Are there secure and locked exhibit cases, both free-standing and built-in?	<u>X</u>	—	—
Comments: _____			
7. Do the cases have lighting to highlight the exhibits?	<u>X</u>	—	—
Comments: _____			
8. Do the cases have surfaces that make posting easy?	<u>X</u>	—	—
Comments: _____			
9. Are the cases ventilated to avoid overheating and damaging the exhibits?	—	<del>X</del>	<u>N/A</u>
Comments: _____			
10. Are display cases located in high traffic areas to make these areas more visually interesting?	<u>X</u>	—	—
Comments: _____			
11. Is there space for the distribution of community information, tax forms, flyers, and other handouts?	<u>X</u>	—	—
Comments: _____			
12. Is there a clear modular system of racks and displays for distribution of community notices and giveaway items to prevent clutter?	<u>X</u>	—	—
Comments: _____			

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	YES	NO	N/A
13. Are the racks and displays for distributing materials flexible enough to handle a variety of sizes and shapes of literature in a neat, attractive manner?	<u>X</u>	—	—
Comments: _____			
14. Are the racks displayed in highly visible locations in order to attract customers and merchandise materials?	<u>X</u>	—	—
Comments: _____			

**L. Signage**

1. Do signs meet ADA requirements (see Section 5)?	<u>X</u>	—	—
Comments: _____			
2. Has the sign system been integrated into the building design and furniture selection process (architecture, color, etc.)?	<u>X</u>	—	—
Comments: _____			
3. Is there consistency in signage throughout the building? (Signs that serve the same function throughout the building should have the same shape, size, layout, type size, and placement.)	<u>X</u>	—	—
Comments: _____			
4. Are the signs of good design? (Typeface, size, spacing of letters, contrast, use of symbols, and color should all be considered.)	<u>X</u>	—	—
Comments: _____			
5. Are the sizes of signs proportional to distance from users and are signs sequentially positioned to facilitate self-service?	<u>X</u>	—	—
Comments: _____			



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	YES	NO	N/A
6. Are the signs well lighted, easy to read, and positioned for a clear view?		X	
Comments: Recommend additional lighting on first floor and on signage between elevators.			
7. Do signs use terminology consistently? (Only one term should be applied to any one area, service, etc.)	X		
Comments: _____			
8. Is the text of the sign clearly and accurately written in order to communicate the intended message effectively and positively?	X		
Comments: _____			
9. Is the signage system flexible enough that, as conditions change, signs can be changed or moved easily?	X		
Comments: _____			
10. Is redundancy avoided? (Too many signs, all providing the same message, can be as bad as no sign at all.)	X		
Comments: _____			
11. Are signs positioned and designed to avoid injuries (sharp corners, height, etc.)?	X		
Comments: _____			
12. Are signs reasonably vandal proof?	X		
Comments: _____			
13. Is the exterior monument sign(s) identifying the library positioned so that it is easy to read when approaching the library? (A sign perpendicular to the road is easier to read than a sign parallel to the road.)	X		
Comments: _____			
14. Is there a directory identifying major library services and their locations?	X		
Comments: _____			

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	YES	NO	N/A
15. Are directional signs available leading patrons to different departments and placed at logical decision points? <i>Comments:</i> _____	X	—	—
16. Are there signs on doors and/or at the entrances to departments to identify the function or service within that room or area? <i>Comments:</i> _____	X	—	—
17. Are there signs to highlight temporary collections and services or to announce events taking place in the library? <i>Comments:</i> _____	X	—	—
18. Are there signs that can be easily changed on the end panels of stacks to identify which books are shelved in that range? <i>Comments:</i> _____	X	—	—
19. Are there signs to provide critical information about regulations, warnings, procedures, instructions, and hours? <i>Comments:</i> _____	X	—	—
20. Are instructional signs available for catalog use? <i>Comments:</i> _____	X	—	—

**M. Workroom/Offices**

1. Are there individual workstations for all staff? <i>Comments:</i> _____	X	<del>X</del>	<del>X</del>
---	---	--------------	--------------

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	YES	NO	N/A
2. Are there adequate workstations for library volunteers? <i>Comments:</i> _____	<u>X</u>	___	___
3. Are workstations free from distractions? <i>Comments:</i> _____	<u>X</u>	___	___
4. Are some workstations designed to foster communication among staff? <i>Comments:</i> _____	<u>X</u>	___	___
5. Are there lockers and/or coat closets where personal items can be stored and secured for staff and volunteers? <i>Comments:</i> _____	<u>X</u>	___	___
6. Is there adequate at-hand storage space? <i>Comments:</i> _____	<u>X</u>	___	___
7. Is there a sick-bay area or a place where ill staff members may rest? <i>Comments:</i> _____	<u>X</u>	___	___
8. Is there adequate space for equipment such as personal computers, terminals, word processors, television/VCR units with stands? <i>Comments:</i> _____	<u>X</u>	___	___
9. Is there adequate space for a variety of types of library storage? <i>Comments:</i> _____	<u>X</u>	___	___
10. Is there a locking storage unit or area to secure valuable equipment such as CD players, slide projectors, cameras, etc.? <i>Comments:</i> _____	<u>X</u>	___	___

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	YES	NO	N/A
11. Is there a locking storage unit to secure media and other expensive items during processing and prior to delivery to the public shelves?	<u>—</u>	<u>X</u>	<u>—</u>
Comments: <u>There are locks on the doors to the storage areas.</u>			
12. Is there adequate space for technical services operations?	<u>X</u>	<u>—</u>	<u>—</u>
Comments: _____			
13. Are adequate work counters present to handle all of the tasks required to be completed in the workroom?	<u>X</u>	<u>—</u>	<u>—</u>
Comments: _____			
14. Are there adequate sorting shelves for the storage of returned library items?	<u>X</u>	<u>—</u>	<u>—</u>
Comments: _____			
15. Is there a smart terminal connected to library data bases with a printer in the workroom to check in library items and look up the records for donated items?	<u>X</u>	<u>—</u>	<u>—</u>
Comments: _____			
16. Is there a typewriter in addition to the computer terminal?	<u>X</u>	<u>—</u>	<u>—</u>
Comments: _____			
17. Are there telephones?	<u>X</u>	<u>—</u>	<u>—</u>
Comments: _____			
18. Are there enough electrical outlets for all required equipment?	<u>X</u>	<u>—</u>	<u>—</u>
Comments: _____			
19. Are there enough data lines?	<u>X</u>	<u>—</u>	<u>—</u>
Comments: _____			

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	YES	NO	N/A
20. Is there adequate space for book trucks at workstations and for their storage when not in use?	X	—	—
Comments: _____			
21. Is the work-flow pattern effective and conducive to staff productivity?	X	—	—
Comments: _____			
22. Are environmental conditions such as lighting, HVAC, and acoustics adequate and comfortable?	X	—	—
Comments: _____			
23. Is the manager's office separate, in an enclosed room, to ensure privacy?	X	—	—
Comments: _____			
24. Is there a personal computer in the manager's office for typing evaluations and other confidential types of materials?	X	—	—
Comments: _____			
25. Does the public have convenient access to the manager's office?	X	—	—
Comments: _____			
26. Does the manager have convenient access to the work-room from his or her office?	X	—	—
Comments: _____			
27. Are there provisions for U.S. Mail and newspaper delivery when the library is closed?	/	X	/
Comments: <i>no mail delivered when library is closed. Newspapers are delivered to the library and left outside for staff to pick-up.</i>			

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YES NO N/A

N. Staff Lounge

1. Are there lockers and/or coat closets where personal items can be stored and secured for staff and volunteers? X ~~NO~~ X

Comments: \_\_\_\_\_

2. Is there a kitchen for the preparation of food and for serving light refreshments? X \_\_\_\_\_

Comments: \_\_\_\_\_

3. Is the kitchen equipped with a sink, garbage disposal, microwave oven, stove, refrigerator, ice maker, and cabinets for storage of dishes and equipment? X \_\_\_\_\_

Comments: \_\_\_\_\_

4. Is there provision for a ventilating system to eliminate strong food odors? X \_\_\_\_\_

Comments: \_\_\_\_\_

5. Are there vending machines for food and soft drinks? X \_\_\_\_\_

Comments: \_\_\_\_\_

6. Are there tables and chairs? X \_\_\_\_\_

Comments: \_\_\_\_\_

7. Is there a cot/sofa that can be used by the staff or patrons in case of an emergency? X \_\_\_\_\_

Comments: \_\_\_\_\_

8. Is there a window to look out on a quiet, pleasant scene? X \_\_\_\_\_

Comments: \_\_\_\_\_

9. Does the staff have separate rest rooms from the public? X \_\_\_\_\_

Comments: \_\_\_\_\_

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	YES	NO	N/A
10. Is the staff lounge acoustically treated to eliminate the transfer of sound to and from adjacent public and staff areas?	X	—	—
Comments: _____			

**O. Friends of the Library**

1. Does the library have a Friends of the Library group?	X	—	—
Comments: _____			
2. Do the Friends of the Library accept donations such as books (used/new) and other items (puzzles, magazines, audiovisual)?	X	—	—
Comments: _____			
3. Do the Friends of the Library have their own counter or work table to sort donated items?	?	—	—
Comments: <i>The Friends do not have a separate counter to sort items, but have a desk.</i>			
4. Do the Friends of the Library have equipment such as carts and dollies available to handle large donations of books and media?	X	—	—
Comments: _____			
5. Do the Friends of the Library have convenient storage for the above equipment and cardboard boxes for packing the donated items?	X	—	—
Comments: _____			
6. Are the donations placed on shelves on the premises so the staff can view and select whatever they want to add to their collection, send to the branch book exchange, or sell?	—	X	X
Comments: _____			
7. Is there storage space either on or off the premises for the donated items?	X	—	—

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YES NO N/A

Comments: \_\_\_\_\_

8. Do the Friends of the Library operate a retail sale?

✓ ~~NO~~ N/A

Comments: \_\_\_\_\_

9. Do the Friends have an

a) annual book sale?

X --- ---

b) ongoing daily book sale?

X --- ---

Comments: \_\_\_\_\_

10. If the Friends have an ongoing daily sale, do they sell their items from

a) a store?

--- --- ---

b) some shelves in the library?

X --- ---

c) a book cart?

--- --- ---

Comments: \_\_\_\_\_

11. Is the book sale area clearly marked by signs?

X --- ---

Comments: \_\_\_\_\_

12. Is the cash from the Friends' sales kept in a separate place so as not to get confused with the daily cash from fines, etc.?

X --- ---

Comments: \_\_\_\_\_

13. Is there space in a prominent area allotted to the Friends for their newsletter and membership applications?

X --- ---

Comments: \_\_\_\_\_

14. Do the Friends have a mail slot to receive their membership applications, dues, donations, etc.?

X --- ---

Comments: \_\_\_\_\_

15. Do the Friends have a bulletin board for messages?

X --- ---

Comments: \_\_\_\_\_



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	YES	NO	N/A
16. Do the Friends have some space in the staff lounge to hang their coats and lockers or some other safe place to store their valuables?	X	—	—
Comments:	_____		
	_____		

**P. Storage**

1. Has storage been considered in planning the library?	—	—	—
Comments:	_____		
	_____		
2. Is there a room to store pieces of furniture, equipment, displays, and other miscellaneous items?	—	—	—
Comments:	_____		
	_____		
3. Is there storage space for less frequently used library materials such as old newspapers, periodicals, and donated books awaiting review for possible addition to the collections?	—	—	—
Comments:	_____		
	_____		
4. Is there adequate storage for office and library supplies?	—	—	—
Comments:	_____		
	_____		
5. Is there another building on library property where infrequently used materials can be stored to make room for rapidly growing collections?	—	—	—
Comments:	_____		
	_____		
6. Is off-site storage available?	—	—	—
Comments:	_____		
	_____		
7. Is there a policy in place to keep the storage area from becoming the library's "attic"?	—	—	—
Comments:	_____		
	_____		

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# Sales Order Picking List

Kingsley Companies  
813 Towne Center Drive  
Pomona, CA 91767  
USA

Sales Order Number:  
WARRANTY-12031

Sales Order Date:  
Oct 25, 2004

Voice: 800.376.7209  
Fax: 909.445.1250

Ship By:  
Oct 28, 2004

Page:  
1

Sold To:  
HIGHSMITH INC  
W5527 HIGHWAY 106  
PO BOX 800  
FORT ATKINSON, WI 53538-0800  
USA  
**800-558-2110**

Ship To:  
DES PLAINES PUBLIC LIBRARY  
SUSAN FARID  
1501 ELLINWOOD ST  
DES PLAINES, IL 60016-4553

Customer ID	PO Number	Sales Rep Name
HGSMTH	INVOICE # M599	
Customer Contact	Shipping Method	Payment Terms
	FEDX GROUND	2% 10, Net 30 Days

Quantity	Item	Description	Shipped Prior	This Shipment
4.00	F-50-8000-SPC-	SLIDE PLATE COVER, 15-1/2 X 18-3/4 CALL FROM CUSTOMER BOOKS GETTING CAUGHT ON GRATING SYSTEM.		
<i>Stainless Customer service department.</i>		(4) Purchase book chutes from Highsmith - sent 4 plates corners bent		

11-5-04 T.T. Lisa

11-5-04 T.T. Karen - no charge  
for slide plate covers. Will  
request 4 new covers from  
Kingsley

OCTOBER

ARMY

1218

# Des Plaines Public Library

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

## NOTICE

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, OCTOBER 19, 2004**

**7:00 PM**

**Conference Room – Second Floor**

### **Agenda:**

- **Management Committee Report**
- **Building & Grounds Committee Report**
- **Library District Costs and Benefits Discussion**
- **Declaration of Surplus Property**
- **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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## NOTICE

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**MANAGEMENT COMMITTEE MEETING**

**TUESDAY, OCTOBER 19, 2004**

**4:00 PM**

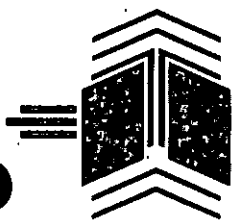
**Second Floor Conference Room**

### Agenda:

- **Strategies for DVD Circulation**
- **Library District Costs and Benefits Discussion**
- **Executive Session**
  - **To Discuss Compensation of Specific Employees**

## PUBLIC WELCOME

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**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**BUILDING AND GROUNDS COMMITTEE MEETING**

**TUESDAY, OCTOBER 19, 2004**

**5:00 PM**

**Conference Room – Second Floor**

**Agenda:**

- **Library Tour**
- **Declaration of Surplus Property**
- **Elevator Maintenance Contract**

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

## Des Plaines Public Library

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

II.

## DES PLAINES PUBLIC LIBRARY

## BOARD OF TRUSTEES

Agenda for the Regular Meeting

**October 19, 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 – September 21, 2004.
  - B. Acceptance of Financial Reports for September 2004.
  - C. Approval of Library Expenditures.
    1. Warrant Register – September 07, 2004 - \$40,326.97.
    2. Warrant Register – September 20, 2004 - \$99,914.16.
    3. Salaries – September 02, 2004 - \$106,875.82.
    4. Salaries – September 16, 2004 – \$105,425.72.
  - D. Acceptance of Reports.
    1. Library Reports.
    2. Friends of the Library Report – Elaine Tejcek.
    3. Management Committee Report - September 21, 2004 – Eldon Burk.
- VI. Old Business.

- VII. New Business. (8:00 PM)
  - A. Director's Report – Sandra Norlin.
  - B. Approval Ebsco – Annual Periodical Subscription - \$33,916.53.  
[Action Item]
  - C. Declaration of Surplus Property. [Action Item]
  - D. Meeting Room Reservation Software. [Action Item]
  - E. Approval Printers. [Action Item]
  - F. Management Committee Report – Eldon Burk.
  - G. Building & Grounds Committee Report – William Grice.
  - H. Library District Costs and Benefits Discussion.
  - I. Approval ProQuest - \$15,662.85. [Action Item]
- VIII. Announcements.
- IX. Correspondence.
- X. Other
- XI. Executive Session. (9:00 PM)
  - A. To Discuss Compensation of Specific Employee.
- XII. Adjournment. (9:15 PM)



# Des Plaines Public Library

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Des Plaines, IL 60016-4553  
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V.A.

## BOARD OF TRUSTEES Minutes of the Regular Meeting September 20, 2004

The regular meeting of the Des Plaines Public Library Board of Trustees was held in second floor conference room on Tuesday, September 21, 2004. President Noreen Lake called the meeting to order at 7:04PM.

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

Also Present: Sandra Norlin, Martha Sloan, Hector Marino, Carol Kidd, Alderman Carla Brookman, Sue D'Hondt, Jim Wozny.

### CONSIDERATION OF THE AGENDA.

MOTION by William Grice, seconded by Eldon Burk, to amend the agenda by adding III. New Year's Eve Celebration.

MOTION by Susan Burrows, seconded by Rhys Read to accept the agenda as amended. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

### NEW YEAR'S EVE CELEBRATION.

Jim Wozny from the Special Events Commission explained plans for the New Year's Eve celebration. Susan Burrows asked Mr. Wozny not to use helium balloons in the atrium, because they could become tangled in the hanging sculpture.

### PUBLIC COMMENTS AND QUESTIONS.

Leslie Steiner reported that the library's website now includes recent grant information.

Leslie Steiner reported that Margie Borris and Kelli Phillips completed an alphabetical listing of the engraved bricks on Library Plaza. Leslie explained that this listing will be available on the library's website later this year.

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CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman Carla Brookman.

Alderman Brookman was in attendance, but did not give a report.

#### CONSENT AGENDA

Noreen Lake asked that V.A. Approval of the Minutes of the Regular Board Meeting, August 17, 2004 be removed from the Consent Agenda. Eldon Burk asked that V.D.3. Art Committee Report be removed from the Consent Agenda. Rhys Read asked that V.D.2. Friends of the Library Report be removed from the Consent Agenda.

Noreen Lake asked that the minutes from the August 17, 2004 Board of Trustee meeting be amended to read:

Library Director Sandra Norlin introduced Richard D. Sem of Sem Security Management. Mr. Sem was hired in April 2004 to prepare a security assessment for the Des Plaines Public Library.

MOTION by Susan Weinberg, seconded by Susan Burrows to approve the minutes of the Regular Board Meeting - August 17, 2004, as amended. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Elaine Tejcek asked that the Friends of the Library report be amended to read:

Noreen Lake and Sandra Norlin reported on the filtering process to be initiated at the Des Plaines Public Library with review of the implementation after ~~60~~ 6 months of use.

MOTION by Rhys Read, seconded by Susan Weinberg, to approve the Friends of the Library Report, as amended. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Eldon Burk reported that artist, Kurt Mager, has offered to donate a 16<sup>th</sup> century etched metal map to the library for the Rotary Heritage Room. Eldon explained that art consultant, Patti Gilford, would be consulted to determine the proper placement of the map on the wall in the Rotary Heritage Room.

Eldon Burk also reported that the Art Committee was declining the offer of a donation of a model airplane from Mt. Prospect resident, Thomas G. Tezky.

Eldon Burk also reported that artist, Thomas Goleas, loaned the library a painting of the City of Des Plaines. Mr. Goleas asked that his painting be displayed where the

public could view it. It was undecided whether or not the painting would be displayed by the library.

MOTION Jerry Mahony, seconded by William Grice, to approve the Art Committee Report, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

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

MOTION by William Grice, seconded by Susan Weinberg, to approve the Financial Reports for August 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	\$ 10,961.57
2. Petty Cash Expenditures	\$ 23.93
3. Budget Expenditures for August	\$ 469,799.39
4. Expenditures Year to Date	\$ 3,334,188.87
5. Revenue for August	\$ 14,560.22
6. Revenue Year to Date	\$ 2,573,310.85

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

August 02, 2004	\$ 115,125.26
August 16, 2004	\$ 75,308.92
Total	\$ 110,362.17

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

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

August 05, 2004	\$ 107,676.16
August 19, 2004	\$ 107,503.51
Total	\$ 215,179.67

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

MOTION by Committee to deposit funds from the Downing Trust into the Des Plaines Public Library Fund at Library Community Foundation and to set up a special fund named the Downing Fund and to allocate those funds at another time. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Committee, to approve the request from the Special Events Commission to host a part of the City of Des Plaines New Year's Eve celebration at the library and that the library will provide 1) two security monitors and two housekeeping staff to keep the washrooms clean, 2) mats for the floors in the hallways and lobby areas and 3) that the Special Events Commission can use the corridor entrance and parts of the lobby for the celebration. The Special Events Commission will provide 1) stanchions and 2) clean-up after the celebration. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

#### DIRECTOR'S REPORT

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

#### PERSONNEL

New Employees for August: Adam Bartnik, Carolyn Romin, Fernando Martin, and Michael Puente, Part-time Page, Circulation Services.

Resignations/Separations: Linda Kleen, Part-Time Circulation Services Assistant, and Adam Bartnik, Page, Circulation Services.

#### STAFF DEVELOPMENT

The Fall Quarterly All-Staff Meeting was held on September 14. The topics of discussion were the new evaluation and merit-based pay system, the bonus award program, and the security audit results and recommendations. Dick Sem attended the meeting to report and to answer questions.

We honored six employees who have worked at the library for 25 years or more: Lee Cho, Gail Bradley, Sue Pirie, Kelli Phillips, Margie Borris, and Diane Fellner.

Several staff members will attend the annual conference of the Illinois Library Association, September 28-30. Two of our staff, Margie Borris and Bob Blanchard will present information on our recent grant projects.

#### PATRON SERVICES

We have experienced ongoing failures of the catalog system since the SIRSI upgrade of August 17. The technical and administrative staff of CCS are working

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diligently to expedite progress in addressing and correcting the problems with SIRSI personnel.

We experienced a small increase in circulation for August, with print materials accounting for 53% of the total circulation. For childrens' materials, print accounted for 63% and for adult materials, 48%. Patrons used self-check for 23% of the total items circulated.

Attendance is close to last year's. Adult Services staff assisted adults in use of the collection and services 166,499 times. Adult computers were used 7,810 times and children's 1,782 times in August. Our meeting rooms were occupied 58 times by 40 groups.

Since the filters were installed on the adult computers on August 20, we have recorded 24 comments/complaints. Sixteen of the complaints involved being blocked from Yahoo and Hotmail. That problem was corrected on August 26. The other comments involved a variety of situations, one was a deliberate testing of the filter, one angry complaint came from a person who wanted to view adult sites and could not, another from someone who was reported by another patron and felt his privacy and access rights were violated, and the others involved popups of various questionable sexual content reported by people who did not want to see them.

I received a Freedom of Information Act request for information about salaries and benefits of all current staff. Carol and I worked with the city legal, human resources, and finance departments to provide the information that we had that was not confidential.

#### PROFESSIONAL ACTIVITIES

I attended the City Holiday Lighting Ceremony Committee meeting on 8/18, the Library Cable Network Executive Committee meeting on 8/19, the Chamber City Advisory Committee meeting on 8/26, a luncheon for women library directors on 9/9, the Friends of the Library Wishlist Committee meeting on 9/13, the Library Cable Network EXCOMM meeting on 9/16, and SLURP (area library directors discussion group) on 9/17.

#### NEW BUSINESS

Jerry Mahony will attend the October 4 City Council meeting, Mary Ellicson the October 18 meeting, Eldon Burk the November 1 meeting and Elaine Tejcek the November 15 meeting.

MOTION by Rhys Read seconded by Eldon Burk, to approve the Per Capita Grant application. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Sandra Norlin distributed revised FY2005 budget documents and reported that the

2005 budget will require an increase of \$319,588, which is a 6.6% increase over taxes collected in 2004.

MOTION by Susan Burrows, seconded by Eldon Burk, to approve the amended FY2005 budget, as written. ROLL CALL VOTE: AYES: Burk, Burrows, Ellicson, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.

President Lake reported that Committee assignments would not change for 2004/2005.

Eldon Burk reported that job description changes were discussed and approved in Committee for the following positions:

- Readers' Services Manager
  - Reference Librarian II
  - Part-time Reference Librarian
  - Readers' Services Assistant
  - Reference Assistant
  - Technical Services Assistant
  - Technical Services Processing Clerk
  - Head of Building & Security Services
  - Monitor, Full-time
  - Monitor, Part-time
  - Head of Circulation Services
  - Assistant Head of Circulation Services
  - Circulation Services Assistant
  - Circulation Services Clerk
- Eldon Burk asked for Board approval.

MOTION by Committee to approve the changes to the following job descriptions:

- Readers' Services Manager
- Reference Librarian II
- Part-time Reference Librarian
- Readers' Services Assistant
- Reference Assistant
- Technical Services Assistant
- Technical Services Processing Clerk
- Head of Building & Security Services
- Monitor, Full-time
- Monitor, Part-time
- Head of Circulation Services
- Assistant Head of Circulation Services
- Circulation Services Assistant
- Circulation Services Clerk

VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Eldon Burk reported that the Head of Building and Security Services will be supervising two additional full-time employees and that this increase in staff changed the salary range for this position and asked for Board approval to make this salary range change.

MOTION by Committee, to approve a change in the salary group for the Head of Building and Security Services from Group 5 to Group 4, to begin at the time the two full-time security monitors begin working at the library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Eldon Burk reported that the Management Committee reviewed and revised library policies C-8, Rules of Conduct and A-13, Internet Access Policy and asked the Board to approve these changes.

MOTION by Committee to approve changes to library policy C-8, Rules of Conduct. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Committee, to approve change to library policy A-13, Internet Access Policy. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Eldon Burk asked for Board approval to enter into an agreement with Sem Security, Inc. to provide security training for the staff in the Building and Security Services department. The cost of the training includes a manual specifically written for the Des Plaines Public Library. The cost of the training is \$6,000.00.

MOTION by Committee, to enter into an agreement with Sem Security, Inc. to provide security training for the staff in the Building and Security Services department and to provide a security training manual written specifically for the Des Plaines Public Library at a cost of \$6,000.00, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Burk, Burrows, Ellicson, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.

Eldon Burk reported that the Compensation Task Force reviewed and revised the performance evaluation system for library staff. New guidelines for employee raises will begin January 1, 2005.

Eldon Burk asked the Board to adopt the Salary and Classification Schedule for three years ending December 31, 2006.

MOTION by Committee, to adopt the Salary and Classification Schedule for three years ending December 31, 2006 and to review the Salary and Classification at that time. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Sandra Norlin reported that the Part Time Reference Librarian position was reclassified to Group 6 and this will result in a salary range change. The Board

discussed when to implement the change and agreed that a change in salary for Part Time Reference Librarians will begin January 1, 2005.

MOTION William Grice, seconded by Susan Burrows, to approve the salary range change for Part Time Reference Librarian beginning January 1, 2005. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The Building and Grounds Committee will meet on October 19, 2004 at 5:00PM for a walk through of the library facilities. The Board was invited to attend. Sandra Norlin will provide checklists for the Committee.

MOTION by Susan Weinberg, seconded by Jerry Mahony, to approve payment to Thomson Gale in the amount of \$9,208.00, which is in the best interest of the Des Plaines Public Library. VOTE: AYES: Burk, Burrows, Ellicson, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.

Sandra Norlin reported that some older chairs were moved to the new library and that they were in disrepair. Sandra asked for Board approval to order 15 chairs for staff at a cost of \$6,113.85. The chairs will be ordered through Knoll to match the chairs owned by the library.

MOTION by Eldon Burk, seconded by Susan Weinberg, to approve the purchase of 15 Knoll chairs from Corporate Concepts at a cost of \$6,113.85, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Burk, Burrows, Ellicson, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.

MOTION by Rhys Read, seconded by Susan Burrows, to approve payment to Three M, Inc. for an annual maintenance agreement in the amount of \$12,745.88, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Burk, Burrows, Ellicson, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.

#### ANNOUNCEMENTS

Sandra Norlin reported that six employees celebrated 25 years or more working at the Des Plaines Public Library.

Sandra Norlin also reported that 227 people were registered to vote by library staff.

President Lake thanked Margie Borris and Kelli Phillips for their hard work compiling an alphabetical listing of the 1,022 engraved bricks on Library Plaza.

Noreen Lake thanked Eldon Burk for serving as chair of the Management Committee and his work during the many discussions on Internet filtering.



Eldon Burk stated that he wrote a letter to the Friends of the Library thanking them for their support .

EXECUTIVE SESSION

MOTION by William Grice, seconded by Mary Ellicson, to enter into an Executive Session at 8:45 PM to discuss Compensation of Specific Employees. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 9:17 PM and was called to order by President Noreen Lake.

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

The meeting adjourned at 9:18PM.

Minutes prepared by Carol Kidd.

V.C.

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

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

1. Over the Counter Receipts	\$ 11,451.37
2. Petty Cash Expenditures	\$ 37.14
3. Budget Expenditures for September	\$ 423,462.98
4. Expenditures Year to Date	\$3,761,168.40
5. Revenue for September	\$ 10,836.13
6. Revenue Year to Date	\$2,592,070.07

Warrant Register

September 07, 2004	\$ 40,326.97
September 20, 2004	<u>\$ 99,914.16</u>
Total	\$ 140,241.13

Salaries

September 02, 2004	\$ 106,875.82
September 16, 2004	<u>\$ 105,425.72</u>
Total	\$ 212,301.54

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

	<u>Sept 2003</u>	<u>Sept 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>
Lost Materials	606.56	586.49	4,667.95	5,094.12
Fines	7,011.21	7,815.89	79,787.98	70,783.39
Damage	218.85	160.89	887.68	1,832.71
Fees	281.11	356.15	2,446.79	3,267.82
Copies	2,095.92	2,473.95	20,902.03	21,177.33
Miscellaneous	21.00	58.00	175.45	200.30
<b>Total</b>	<b>\$10,234.65</b>	<b>\$11,451.37</b>	<b>\$108,867.88</b>	<b>\$102,355.67</b>

**PETTY CASH EXPENDITURES - September**

Membership	920220	7.00
Meals	970110	12.22
Meals	970110	17.92
<b>Total</b>		<b>\$37.14</b>

1234

10/05/04  
ACCOUNTING PERIOD: 9/04

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		911,848.60
	TOTAL CASH	500.00	911,848.60
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	4,690,677.54	911,848.60
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	3,662,774.17	
700120	REVENUE CONTROL		2,441,295.37
700150	EXP. BUDGET CONTROL		5,502,964.00
700160	REV. BUDGET CONTROL	5,092,318.00	
700170	BUDGET FUND BALANCE	410,645.12	
	TOTAL SYSTEM CONTROL	9,165,737.29	7,944,259.37
720010	FUND BAL-RESRV-GIFT TRUST		34,339.87
	TOTAL FUND BALANCE-RESERVED	.00	34,339.87
730000	FUND BALANCE-UNRESERVED		237,283.24
	TOTAL FUND EQUITY	.00	271,623.11
	TOTAL EQUITIES	9,165,737.29	8,215,882.48
	TOTAL PUBLIC LIBRARY FUND	13,856,414.83	13,856,414.83

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH DEPOSIT 1944650243	280,006.55	
102012	CASH IL FUND 007139119668	25,799.46	
	TOTAL CASH	305,806.01	.00
	TOTAL ASSETS	305,806.01	.00
700110	EXPENDITURE CONTROL	98,394.23	
700120	REVENUE CONTROL		150,774.70
700150	EXP. BUDGET CONTROL		185,000.00
700160	REV. BUDGET CONTROL	154,000.00	
700170	BUDGET FUND BALANCE	31,000.66	
	TOTAL SYSTEM CONTROL	283,394.89	335,774.70
730000	FUND BALANCE-UNRESERVED		253,426.20
	TOTAL FUND EQUITY	.00	253,426.20
	TOTAL EQUITIES	283,394.89	589,200.90
	TOTAL LIBRARY CAPITAL PROJ FUND	589,200.90	589,200.90
	TOTAL REPORT	14,445,615.73	14,445,615.73

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10/04/04  
ACCOUNTING PERIOD: 9/04

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	24,235.11	-24,235.11	.00
810020	PROPERTY TAXES 2003	4,655,830.00	.00	.00	2,101,856.27	2,553,973.73	.45
TOTAL	PROPERTY TAXES	4,695,830.00	.00	.00	2,126,091.38	2,569,738.62	.45
810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	4,788,818.00	.00	.00	2,219,079.38	2,569,738.62	.46
822040	STATE GRANT:PER CAPITA	65,000.00	.00	.00	72,931.25	-7,931.25	1.12
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	31,522.00	54,478.00	.37
TOTAL	STATE GRANTS	151,000.00	.00	.00	104,453.25	46,546.75	.69
TOTAL	INTERGOVERNMENTAL REVENUE	151,000.00	.00	.00	104,453.25	46,546.75	.69
850102	LIBRARY FINES	90,000.00	8,071.73	.00	86,335.03	3,664.97	.96
TOTAL	FINES	90,000.00	8,071.73	.00	86,335.03	3,664.97	.96
850201	COPYING FEE	25,000.00	2,475.40	.00	23,692.37	1,307.63	.95
850215	SPECIAL PROGRAMS & EVENTS	2,500.00	.00	.00	728.40	1,771.60	.29
TOTAL	FEES AND SERVICES	27,500.00	2,475.40	.00	24,420.77	3,079.23	.89
TOTAL	INVESTMENT INCOME	117,500.00	10,547.13	.00	110,755.80	6,744.20	.94
890010	INTEREST INCOME	10,000.00	.00	.00	2,030.92	7,969.08	.20
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	289.00	.00	4,976.02	20,023.98	.20
TOTAL	OTHER REVENUE	35,000.00	289.00	.00	7,006.94	27,993.06	.20
TOTAL	PUBLIC LIBRARY FUND	5,092,318.00	10,836.13	.00	2,441,295.37	2,651,022.63	.48
TOTAL	PUBLIC LIBRARY FUND	5,092,318.00	10,836.13	.00	2,441,295.37	2,651,022.63	.48

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ACCOUNTING PERIOD: 9/04

CITY OF DES PLAINES  
ORGANIZATION REVENUE STATUS

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

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

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE	YTD/ BUD
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10/04/04  
ACCOUNTING PERIOD: 9/04

CITY OF DES PLAINES  
ORGANIZATION REVENUE STATUS

ELECTION 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	774.70	3,225.30	.19
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
898902	TRANSFER FROM LIB FUND	150,000.00	.00	.00	150,000.00	.00	1.00
899920	LIBRARY DONATIONS	.00	.00	.00	.00	.00	.00
899930	LIBRARY BUY-A-BRICK	.00	.00	.00	.00	.00	.00
TOTAL	OTHER REVENUE	154,000.00	.00	.00	150,774.70	3,225.30	.98
TOTAL	LIBRARY CAPITAL PROJ FUND	154,000.00	.00	.00	150,774.70	3,225.30	.98
TOTAL	LIBRARY CAPITAL PROJ FUND	154,000.00	.00	.00	150,774.70	3,225.30	.98
TOTAL REPORT		5,246,318.00	10,836.13	.00	2,592,070.07	2,654,247.93	.49



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10/04/04

ACCOUNTING PERIOD: 9/04

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	129,399.01	.00	1,211,205.95	778,686.05	.61
910200	TEMPORARY WAGES	870,186.00	56,069.72	.00	536,742.54	333,443.46	.62
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	13,029.05	.00	95,704.47	-95,704.47	.00
910600	SICK PAY	.00	5,278.50	.00	34,580.80	-34,580.80	.00
910700	HOLIDAY PAY	.00	8,525.26	.00	32,972.80	-32,972.80	.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	374.50	.00	1,123.50	374.50	.75
918020	EMPLOYER CONTR-F.I.C.A.	218,444.00	15,984.71	.00	146,592.83	71,851.17	.67
918021	EMPLOYER CONTR-I.M.R.F.	183,536.00	13,706.71	.00	124,400.84	59,135.16	.68
918040	LIFE INS PREMIUMS	7,704.00	699.60	.00	6,050.00	1,654.00	.79
918050	MEDICAL INS PREMIUMS	385,824.00	26,407.20	.00	249,255.38	136,568.62	.65
918055	DENTAL INSURANCE PREMIUMS	26,382.00	1,713.94	.00	16,420.03	9,961.97	.62
918060	TUITION REIMBURSEMENTS	5,000.00	.00	.00	.00	5,000.00	.00
918070	WORKERS COMPENSATION	3,190.00	488.30	.00	4,545.56	-1,355.56	1.42
918085	RHS PLAN PAYOUT	1,094.00	.00	.00	1,058.07	35.93	.97
TOTAL	PERSONAL SERVICES	3,697,097.00	271,676.50	.00	2,463,265.85	1,233,831.15	.67
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	.00	.00	24,451.25	15,548.75	.61
920120	COMMUNICATION SERVICES	25,000.00	1,486.86	.00	13,755.26	11,244.74	.55
920140	DATA PROCESSING SERVICES	100,000.00	9,495.76	.00	43,730.92	56,269.08	.44
920202	CONFERENCES	4,500.00	175.00	.00	3,436.79	1,063.21	.76
920204	TRAINING	2,000.00	.00	.00	2,108.50	-108.50	1.05
920205	TUITION REIMBURSEMENTS	.00	250.00	.00	1,250.00	-1,250.00	.00
920206	SEMINARS	1,500.00	.00	.00	.00	1,500.00	.00
920210	IN-SERVICE TRAINING	3,000.00	.00	.00	2,190.31	809.69	.73
920220	MEMBERSHIP DUES	5,000.00	205.00	.00	2,356.00	2,644.00	.47
920225	LICENSING/TITLES	.00	.00	.00	50.00	-50.00	.00
920230	PUBLICATION OF NOTICES	2,000.00	170.25	.00	236.25	1,763.75	.12
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	7,500.00	623.08	.00	5,640.74	1,859.26	.75
TOTAL	SUBSIDIES, REBATES, CONTRIB	7,500.00	623.08	.00	5,640.74	1,859.26	.75
920900	PROPERTY/LIAB CONTRIBUTIO	26,891.00	6,722.75	.00	20,168.25	6,722.75	.75
930010	R & M EQUIPMENT	60,000.00	-290.77	.00	40,969.36	19,030.64	.68
930020	R & M BLDGS & STRUCTURES	35,000.00	7,499.98	.00	39,347.69	-4,347.69	1.12
930030	R & M VEHICLES	3,500.00	3,354.91	.00	3,730.41	-230.41	1.07
930195	BOOK BINDING & REPAIR	2,000.00	345.27	.00	1,403.92	596.08	.70

10/04/04

CITY OF DES PLAINES

ACCOUNTING PERIOD: 9/04

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
930210	RENTAL OF EQUIPMENT	1,500.00	.00	.00	2,436.90	-936.90	1.62
930320	CLEANING:CUSTODIAL SERV	50,000.00	3,645.00	.00	30,210.50	19,789.50	.60
960070	AUTO/TRAVEL EXPENSES	2,000.00	416.50	.00	4,217.23	-2,217.23	2.11
960210	SPECIAL EVENT PROGRAMMING	18,000.00	4,226.52	.00	42,162.70	-24,162.70	2.34
960990	MISC CONTRACTUAL SVCS	80,000.00	2,335.14	.00	64,492.62	15,507.38	.81
TOTAL	CONTRACTUAL SERVICES	471,391.00	40,661.25	.00	348,345.60	123,045.40	.74
970100	SUPPLIES	70,000.00	7,085.24	.00	48,734.99	21,265.01	.70
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	.00	.00	1,407.96	92.04	.94
970170	JANITORIAL	20,000.00	1,167.90	.00	13,494.38	6,505.62	.67
970200	COPYING/FAX SUPPLIES	7,500.00	.00	.00	.00	7,500.00	.00
970260	POSTAGE AND PARCEL	15,500.00	4,062.81	.00	8,714.66	6,785.34	.56
970270	PRINTING-REPROD-BINDING	8,000.00	-1,943.00	.00	4,843.17	3,156.83	.61
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	34,352.73	.00	289,159.05	205,840.95	.58
970610	AUDIO MATERIALS	70,000.00	3,519.20	.00	35,628.28	34,371.72	.51
970620	SUBSCRIPTIONS & BOOKS	70,000.00	365.72	.00	11,605.57	58,394.43	.17
970630	VISUAL MATERIALS	72,000.00	3,229.70	.00	48,112.28	23,887.72	.67
970640	AUTOMATED REFERENCE MAT'L	95,000.00	1,325.00	.00	61,188.00	33,812.00	.64
970810	NATURAL GAS	20,000.00	.00	.00	14,653.31	5,346.69	.73
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	20,168.23	1,231.77	.94
TOTAL	COMMODITIES	969,400.00	53,165.30	.00	557,709.88	411,690.12	.58
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	13,000.00	.00	.00	11,787.86	1,212.14	.91
980410	COMPUTER HARDWARE	50,000.00	8,613.25	.00	45,808.73	4,191.27	.92
980420	COMPUTER SOFTWARE	24,800.00	.00	.00	519.00	24,281.00	.02
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	.00	.00	.00	.00	.00	.00
TOTAL	CAPITAL EXPENDITURES	87,800.00	8,613.25	.00	58,115.59	29,684.41	.66
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	11,470.00	806.00	.93
990935	TRANS TO D/S: 2002A BOND	.00	.00	.00	.00	.00	.00
TOTAL	DEBT SERVICE	12,276.00	.00	.00	11,470.00	806.00	.93
990940	TRANS TO LIB CAP PROJ FND	150,000.00	.00	.00	150,000.00	.00	1.00

10/04/04

CITY OF DES PLAINES

ACCOUNTING PERIOD: 9/04

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	150,000.00	.00	1.00
991000	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
TOTAL	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	5,437,964.00	374,116.30	.00	3,588,906.92	1,849,057.08	.66

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10/04/04

CITY OF DES PLAINES

ACCOUNTING PERIOD: 9/04

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

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10/04/04  
ACCOUNTING PERIOD: 9/04

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

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

FUND - 201 - PUBLIC LIBRARY FUND  
FUNCTION - 400 - CIVIC & CULTURE  
DEPARTMENT - 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	4,998.56	1.44	1.00
920204	TRAINING	3,000.00	.00	.00	4,257.45	-1,257.45	1.42
920206	SEMINARS	1,000.00	.00	.00	2,169.92	-1,169.92	2.17
920210	IN-SERVICE TRAINING	.00	.00	.00	.00	.00	.00
930010	R & M EQUIPMENT	.00	9,540.40	.00	12,226.40	-12,226.40	.00
960070	AUTO/TRAVEL EXPENSES	2,000.00	.00	.00	818.63	1,181.37	.41
960210	SPECIAL EVENT PROGRAMMING	3,000.00	.00	.00	.00	3,000.00	.00
960990	MISC CONTRACTUAL SVCS	43,000.00	32,672.00	.00	38,812.00	4,188.00	.90
TOTAL	CONTRACTUAL SERVICES	57,000.00	42,212.40	.00	63,282.96	-6,282.96	1.11
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
970260	POSTAGE AND PARCEL	.00	-15.00	.00	.00	.00	.00
970270	PRINTING-REPROD-BINDING	8,000.00	2,623.00	.00	10,584.29	-2,584.29	1.32
TOTAL	COMMODITIES	8,000.00	2,608.00	.00	10,584.29	-2,584.29	1.32
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	44,820.40	.00	73,867.25	-8,867.25	1.14
TOTAL	CIVIC & CULTURE	5,502,964.00	418,936.70	.00	3,662,774.17	1,840,189.83	.67
TOTAL	PUBLIC LIBRARY FUND	5,502,964.00	418,936.70	.00	3,662,774.17	1,840,189.83	.67

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10/04/04  
ACCOUNTING PERIOD: 9/04

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	2,364.71	47,635.29	.05
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	2,364.71	47,635.29	.05
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
TOTAL	COMMODITIES	.00	.00	.00	.00	.00	.00
980300	IMPROVEMENTS	50,000.00	4,526.28	.00	70,793.59	-20,793.59	1.42
980400	EQUIPMENT	15,000.00	.00	.00	7,112.50	7,887.50	.47
980410	COMPUTER HARDWARE	60,000.00	.00	.00	.00	60,000.00	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	10,000.00	.00	.00	18,123.43	-8,123.43	1.81
TOTAL	CAPITAL EXPENDITURES	135,000.00	4,526.28	.00	96,029.52	38,970.48	.71
TOTAL	LIBRARY CAPITAL PROJ FUND	185,000.00	4,526.28	.00	98,394.23	86,605.77	.53
TOTAL	LIBRARY CAPITAL PROJ FUND	185,000.00	4,526.28	.00	98,394.23	86,605.77	.53
TOTAL REPORT		5,687,964.00	423,462.98	.00	3,761,168.40	1,926,795.60	.66

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09/10/04  
ACCOUNTING PERIOD: 9/04

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

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SELECTION CRITERIA: payable.due\_date='09/20/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920140	DATA PROCESSING SERVICES	102744 BAKER & TAYLOR BOOKS	VO4NS5280M	569.58
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	JULY 2004	1,544.15
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	AUGUST 2004	1,545.76
2110	920140	DATA PROCESSING SERVICES	72106 COOPERATIVE COMPUTER SERV	DPK704	4,414.42
2110	920205	TUITION REIMBURSEMENTS	103701 ALLEN CUMMINS	REIMB	250.00
2110	920220	MEMBERSHIP DUES	05870 NSLS	RENEWAL	25.00
2110	920220	MEMBERSHIP DUES	102534 ILLINOIS LIBRARY ASSOCIAT	104536	75.00
2110	930010	R & M EQUIPMENT	102686 SWITCH GEAR	300657	779.00
2110	930010	R & M EQUIPMENT	102686 SWITCH GEAR	300659	832.00
2110	930010	R & M EQUIPMENT	72106 COOPERATIVE COMPUTER SERV	DPK704	7,205.78
2110	930020	R & M BLDGS & STRUCTURES	02989 BEDCO INC	999778	390.00
2110	930020	R & M BLDGS & STRUCTURES	02989 BEDCO INC	999777	1,433.70
2110	930020	R & M BLDGS & STRUCTURES	07786 G & I ELECTRIC COMPANY,	25543	380.16
2110	930020	R & M BLDGS & STRUCTURES	100807 THYSSENKRUPP ELEVATOR COR	45903	444.00
2110	930020	R & M BLDGS & STRUCTURES	102242 A D T SECURITY SERVICES	77706146	37.50
2110	930195	BOOK BINDING & REPAIR	05479 HOUCHEN BINDERY LTD	125778	345.27
2110	930320	CLEANING:CUSTODIAL SERV	200147 MAJESTY MAINTENANCE INC	359331N	160.00
2110	960210	SPECIAL EVENT PROGRAMMING	103586 VALERIE HALIOTIS	4	375.00
2110	960210	SPECIAL EVENT PROGRAMMING	103688 ART EXCURSIONS INCORPORAT	0701041	200.00
2110	960210	SPECIAL EVENT PROGRAMMING	103690 KRISTA FRANKLIN	OCT-NOV-DEC	600.00
2110	960210	SPECIAL EVENT PROGRAMMING	103691 SCHOOL SCRABBLE CLUB	SEE ATTACHED	20.00
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	8-04-04	49.95
2110	960210	SPECIAL EVENT PROGRAMMING	87319 MID AMERICA CHARTER LINES	10189	1,330.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1861660	25.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1869047	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1868662	9.45
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1867868	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1869049	11.65
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1869050	15.65
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1869051	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1864076	3.50
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1867867	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1867869	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1862381	2.65
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1864080	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1865734	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1865735	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1864075	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1864077	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1862340	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1864079	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1864078	2.15
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1869048	16.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1873435	1.85
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1870771	9.95
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1869052	41.55
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1864761	10.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1869053	44.15
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2013022858	22.80
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012960188	25.55
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012962897	14.45

RUN DATE 09/10/04 TIME 16:44:38

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

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09/10/04  
ACCOUNTING PERIOD: 9/04

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

LECTION CRITERIA: payable.due\_date='09/20/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2013019327	41.10
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012979593	1.90
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012984295	17.75
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012983933	32.45
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012958550	1.35
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012998901	2.35
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2013003533	24.00
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012994753	36.60
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2013008153	18.10
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012979617	5.90
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012971831	10.20
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012958530	4.20
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012998365	58.80
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2013055176	5.40
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2013004932	25.25
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012965073	26.85
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2013055058	3.40
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012979496	1.20
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2013032997	28.50
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2013035532	34.55
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2013050975	10.75
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2013034008	25.50
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2013127766	19.20
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012966732	10.80
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012984824	30.10
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012738351	4.55
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2013004748	12.00
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012745184	17.90
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012763840	40.95
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2013022764	6.00
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012998011	9.60
2110	960990	MISC CONTRACTUAL SVCS	102808 ADVANCED AQUATICS	19206	305.00
2110	960990	MISC CONTRACTUAL SVCS	102808 ADVANCED AQUATICS	19180	277.98
2110	960990	MISC CONTRACTUAL SVCS	103689 DOUGLAS REID FOGELSON PHO	DP0001	500.00
2110	960990	MISC CONTRACTUAL SVCS	25139 FIRST MIDWEST BANK 504	SAFE DEPOSIT	17.00
2110	970100	SUPPLIES	05124 C D W GOVERNMENT INCORPOR	OG41175	114.66
2110	970100	SUPPLIES	05124 C D W GOVERNMENT INCORPOR	OD31809	44.51
2110	970100	SUPPLIES	09638 OFFICE DEPOT	253267922001	8.00
2110	970100	SUPPLIES	09638 OFFICE DEPOT	253674489001	86.63
2110	970100	SUPPLIES	09638 OFFICE DEPOT	254850455001	146.40
2110	970100	SUPPLIES	09638 OFFICE DEPOT	254326392001	57.85
2110	970100	SUPPLIES	09638 OFFICE DEPOT	254453107001	11.04
2110	970100	SUPPLIES	102901 GIGI'S BLOSSOMS & BASKETS	7-02-04	43.00
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	1736465	562.26
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	1725355	1,138.98
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	1745929	156.02
2110	970170	JANITORIAL	00282 BADE PAPER PRODUCTS	126307-00	536.50
2110	970260	POSTAGE AND PARCEL	00933 POSTMASTER	8-24-04	4,000.00
2110	970260	POSTAGE AND PARCEL	103035 FEDERAL EXPRESS	1-984-07897	18.28
2110	970260	POSTAGE AND PARCEL	103035 FEDERAL EXPRESS	1-938-94404	29.53
2110	970270	PRINTING-REPROD-BINDING	26420 MINUTEMAN PRESS	3156	680.00



SELECTION CRITERIA: payable.due\_date='09/20/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1869048	78.99
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1869047	7.17
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1864761	177.87
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1869053	414.02
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1873435	13.16
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1870771	75.15
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1864075	9.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1864079	37.96
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1864076	40.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1862340	16.78
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1865735	18.52
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1864080	71.94
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1865734	31.98
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1867868	23.16
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1864078	24.56
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1867869	19.14
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1862381	14.95
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1864077	27.12
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1867867	9.60
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1869052	364.36
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1868662	86.31
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1861660	513.62
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1869050	144.85
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1869049	31.90
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1869051	14.34
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	5070118-04	1,898.50
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	5078215-04	809.50
2110	970600	BOOKS	07439	THE GALE GROUP	13463938	162.47
2110	970600	BOOKS	07439	THE GALE GROUP	13476572	409.36
2110	970600	BOOKS	07439	THE GALE GROUP	13465178	52.38
2110	970600	BOOKS	07439	THE GALE GROUP	13470241	40.42
2110	970600	BOOKS	07439	THE GALE GROUP	13491102	74.84
2110	970600	BOOKS	07439	THE GALE GROUP	13492586	19.96
2110	970600	BOOKS	07439	THE GALE GROUP	13469628	140.01
2110	970600	BOOKS	07439	THE GALE GROUP	13467897	129.58
2110	970600	BOOKS	07439	THE GALE GROUP	13471658	89.99
2110	970600	BOOKS	07439	THE GALE GROUP	13469055	84.59
2110	970600	BOOKS	07439	THE GALE GROUP	13486296	409.36
2110	970600	BOOKS	07439	THE GALE GROUP	13457490	45.30
2110	970600	BOOKS	07439	THE GALE GROUP	13461970	194.75
2110	970600	BOOKS	07439	THE GALE GROUP	13471321	194.42
2110	970600	BOOKS	07439	THE GALE GROUP	13484949	194.42
2110	970600	BOOKS	07439	THE GALE GROUP	13491484	56.13
2110	970600	BOOKS	101098	AMERICAN LIBRARY ASSOCIAT	6690924	73.80
2110	970600	BOOKS	101750	LACONT	SEE ATTACHED	45.00
2110	970600	BOOKS	102144	RUSSIAN PUBLISHING HOUSE	143686	60.37
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012998365	676.56
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013004932	264.45
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013003532	610.52
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012965073	267.67
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2013055176	56.68

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09/10/04  
ACCOUNTING PERIOD: 9/04

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='09/20/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013055058	35.46
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012958530	42.91
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012958550	48.25
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012971831	39.41
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012979617	83.40
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012998901	8.93
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012979593	24.21
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013022858	279.21
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012960187	1,074.41
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012979496	13.63
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012745184	20.49
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013004748	141.70
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012962896	496.80
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013033531	467.16
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012994752	629.87
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013032996	480.36
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012966731	189.08
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012993425	16.58
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012998011	117.92
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	20130081852	384.19
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013019326	971.07
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012984823	555.40
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013050974	211.41
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013013702	50.09
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012984294	236.65
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012983932	584.70
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013029414	16.66
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013034007	382.48
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	5005299837	1,153.79
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012763840	103.36
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012738351	10.68
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013022764	72.59
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2013127766	231.52
2110	970600	BOOKS	20270 NATIONAL REGISTER PUBLISH	381013	351.70
2110	970600	BOOKS	21121 THE MCGRAW-HILL COMPANIES	7421755001	120.34
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	165823	324.55
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	8-11-04-1	86.73
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	8-11-04-5	104.22
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	8-11-04-3	73.44
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	8-11-04-2	290.98
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	8-19-04-1	416.20
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	8-11-04-4	32.86
2110	970610	AUDIO MATERIALS	28038 BRILLIANCE AUDIO, INC.	248878	104.23
2110	970610	AUDIO MATERIALS	28038 BRILLIANCE AUDIO, INC.	249904	40.84
2110	970610	AUDIO MATERIALS	28038 BRILLIANCE AUDIO, INC.	249300	50.74
2110	970610	AUDIO MATERIALS	28038 BRILLIANCE AUDIO, INC.	248155	109.73
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	5851470P	124.00
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	5860948P	190.80
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	5851471P	19.20
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	5860947P	24.00
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	2115827	5.95

09/10/04

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 9/04

ELECTION CRITERIA: payable.due\_date='09/20/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	2111123 143.60
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	2095711 312.74
2110	970620	SUBSCRIPTIONS & BOOKS	100602	PROQUEST	1-RKJT 287.27
2110	970620	SUBSCRIPTIONS & BOOKS	103410	GWEN LACOSSE	REIMB 38.20
2110	970620	SUBSCRIPTIONS & BOOKS	74130	EBS CO SUBSCRIPTION SVC	1126187 37.49
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	848044 19.99
2110	970630	VISUAL MATERIALS	102320	DIVERSE MEDIA INCORPORATE	398974 84.35
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U05659820 852.50
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U04836430 82.40
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U04910140 95.38
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U05659790 11.21
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U05659810 80.09
2110	970630	VISUAL MATERIALS	21195	ALGONQUIN RECORDS	8-11-04-6 14.80
2110	970630	VISUAL MATERIALS	80139	RECORDED BOOKS, LLC	2093298 27.30
2110	980410	COMPUTER HARDWARE	200294	DELL MARKETING LP	A85401255 8,613.25
TOTAL LIBRARY SERVICES					64,265.88
2130	960990	MISC CONTRACTUAL SVCS	07581	ARLINGTON HEIGHTS MEMORIA	01/05-01 31,122.00
TOTAL IL LIBRARY PER CAP GRANT					31,122.00
TOTAL FUND					95,387.88

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09/10/04  
ACCOUNTING PERIOD: 9/04

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='09/20/2004'

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
202	980300	IMPROVEMENTS	103194 H B BARNARD COMPANY	PYMT 2	4,526.28
TOTAL LIBRARY CAPITAL PROJ FUND					4,526.28
TOTAL FUND					4,526.28

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08/27/04  
ACCOUNTING PERIOD: 8/04

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='09/07/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920140	DATA PROCESSING SERVICES 72106	COOPERATIVE COMPUTER SERV	JUNE 2004	1,421.85
2110	920220	MEMBERSHIP DUES 100075	AMERICAN LIBRARY ASSOCIAT	1052998 ID #	95.00
2110	920220	MEMBERSHIP DUES 102859	REBECCA CAUDILL YOUNG REA	SEE ATTACHED	10.00
2110	920230	PUBLICATION OF NOTICES 01597	JOURNAL AND TOPICS NEWSPA	95096	170.25
2110	920850	SUBSIDY:1994 E.R.P. TRANS 04829	CITY OF DES PLAINES EMPLO	SEPT 2004	237.39
2110	920850	SUBSIDY:1994 E.R.P. TRANS 04829	CITY OF DES PLAINES EMPLO	SEPT 2004	339.33
2110	920850	SUBSIDY:1994 E.R.P. TRANS 06135	CITY OF DES PLAINES EMPLO	SEPT 2004	26.56
2110	920850	SUBSIDY:1994 E.R.P. TRANS 06135	CITY OF DES PLAINES EMPLO	SEPT 2004	19.80
2110	930010	R & M EQUIPMENT 07090	ACCOUNTOR SYSTEMS	21266	357.85
2110	930010	R & M EQUIPMENT 101323	RAYMOND BORGIC	7-27-04	75.00
2110	930020	R & M BLDGS & STRUCTURES 07786	G & I ELECTRIC COMPANY,	25476	486.14
2110	930020	R & M BLDGS & STRUCTURES 07786	G & I ELECTRIC COMPANY,	25596	325.21
2110	930020	R & M BLDGS & STRUCTURES 101451	GRAINGER	1-061617-5	540.76
2110	930020	R & M BLDGS & STRUCTURES 101889	MCQUAY SERVICE	2193394	3,462.51
2110	930030	R & M VEHICLES 102935	BILL'S AUTO	26947	1,666.80
2110	930030	R & M VEHICLES 102935	BILL'S AUTO	27050	1,688.11
2110	930320	CLEANING:CUSTODIAL SERV 102711	SPEED-E-KLEEN	2569	100.00
2110	930320	CLEANING:CUSTODIAL SERV 200147	MAJESTY MAINTENANCE INC	35920IN	3,385.00
2110	960210	SPECIAL EVENT PROGRAMMING 101844	ADVENTURES IN ADVERTISING	GLH257893	317.91
2110	960210	SPECIAL EVENT PROGRAMMING 102811	PRESIDENTS AND THEIR FIRS	9-19-04	275.00
2110	960210	SPECIAL EVENT PROGRAMMING 103586	VALERIE HALIOTIS	3	375.00
2110	960210	SPECIAL EVENT PROGRAMMING 200345	S & S WORLDWIDE	4698234	50.33
2110	960210	SPECIAL EVENT PROGRAMMING 200346	JIM BESTMAN	10-24-04	100.00
2110	960210	SPECIAL EVENT PROGRAMMING 200348	DR CHRIS E STOUT	9-15-04	250.00
2110	960210	SPECIAL EVENT PROGRAMMING 43765	DOMINICKS FINER FOODS	08-04-04	30.24
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1860529	19.20
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1858937	2.15
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1859144	10.25
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1857717	5.35
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1859145	2.70
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1858939	.80
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1853438	2.70
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1858938	1.35
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1858940	7.20
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1853437	7.30
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1858941	2.40
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1853439	9.95
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1851774	18.60
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1853436	4.55
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1853435	2.95
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1852182	8.90
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1851773	21.25
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1857758	1.60
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1859012	.80
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1859010	3.20
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1852181	8.80
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1852184	1.60
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1854439	2.95
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1852183	.80
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1854441	3.20
2110	960990	MISC CONTRACTUAL SVCS 02191	BOOK WHOLESALERS INC	1851775	16.00

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08/27/04  
ACCOUNTING PERIOD: 8/04

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='09/07/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1854440	6.75
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1859013	2.85
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1859011	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1851776	2.40
2110	960990	MISC CONTRACTUAL SVCS	08996	LIBRARY CABLE NETWORK	1-022	700.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012904435	3.35
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012675431	14.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012897554	12.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012903841	.55
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012894847	74.45
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012900927	44.55
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012924745	5.55
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012910009	17.65
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012908444	73.65
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012923900	25.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012924116	78.80
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012909651	19.95
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012941733	1.35
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012915870	53.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012941743	7.95
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012935138	23.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012705111	9.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012952301	4.80
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012897573	16.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012916156	38.70
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012895135	41.45
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012946664	41.50
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012936096	81.50
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012941746	3.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012902476	5.30
2110	960990	MISC CONTRACTUAL SVCS	102900	INITIAL TROPICAL PLANTS	CH568568	95.56
2110	960990	MISC CONTRACTUAL SVCS	102900	INITIAL TROPICAL PLANTS	CH568569	64.80
2110	960990	MISC CONTRACTUAL SVCS	200291	RUBBERDISC.COM	3563-04	148.75
2110	970100	SUPPLIES	09638	OFFICE DEPOT	252666483001	110.54
2110	970100	SUPPLIES	09638	OFFICE DEPOT	252452561001	-42.74
2110	970100	SUPPLIES	09638	OFFICE DEPOT	250758923001	42.74
2110	970100	SUPPLIES	102047	WAGNER OFFICE SOLUTIONS I	42175	8.50
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	1718593	3,784.68
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	1706932	5.56
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	125760-00	631.40
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1859013	27.53
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1859010	42.80
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1852183	11.05
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1852184	13.95
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1852181	141.07
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1854439	25.73
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1852182	47.74
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1851775	87.94
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1859012	27.99
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1851776	8.91
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1854440	51.48

08/27/04  
ACCOUNTING PERIOD: 8/04

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='09/07/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1859722	10.20
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1859011	8.96
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1858941	38.97
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1858938	10.17
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1857717	61.12
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1858939	14.99
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1851774	158.70
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1858940	53.19
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1860529	93.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1851773	183.78
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1853437	49.83
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1853438	20.38
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1859144	77.49
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1850937	27.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1854441	54.96
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1853436	61.55
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1853435	43.53
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1853439	107.09
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1857758	20.38
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1859145	19.19
2110	970600	BOOKS	02958	MARQUIS WHO'S WHO	678869	332.70
2110	970600	BOOKS	07439	THE GALE GROUP	13443034	74.84
2110	970600	BOOKS	07439	THE GALE GROUP	13447747	23.96
2110	970600	BOOKS	07439	THE GALE GROUP	13450349	185.25
2110	970600	BOOKS	07439	THE GALE GROUP	13444939	23.96
2110	970600	BOOKS	07439	THE GALE GROUP	13440129	64.38
2110	970600	BOOKS	07439	THE GALE GROUP	13409265	216.75
2110	970600	BOOKS	07439	THE GALE GROUP	13441377	118.89
2110	970600	BOOKS	07439	THE GALE GROUP	13443422	56.13
2110	970600	BOOKS	07439	THE GALE GROUP	13456310	162.47
2110	970600	BOOKS	09641	GREY HOUSE PUBLISHING	445738	191.00
2110	970600	BOOKS	09641	GREY HOUSE PUBLISHING	447851	163.00
2110	970600	BOOKS	101014	AMAZON.COM CREDIT	603530220001	17.52
2110	970600	BOOKS	102144	RUSSIAN PUBLISHING HOUSE	143685	418.70
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012941746	42.51
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012902476	59.66
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012675431	40.08
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012903841	8.49
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012897554	125.87
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012952301	56.68
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012904435	37.32
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012910278	93.13
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012897573	179.20
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012941733	14.17
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012935138	265.33
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012915870	161.27
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012900926	709.93
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012941743	25.75
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012705111	23.74
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012916156	440.44
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012924744	110.02

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ACCOUNTING PERIOD: 8/04

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

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SELECTION CRITERIA: payable.due\_date='09/07/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012919495	35.70
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012910008	179.02
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012895134	367.67
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012960886	57.93
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012923899	622.16
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012909650	315.13
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012946663	911.27
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012924115	1,569.72
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012936095	1,518.35
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012908443	1,251.29
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012894846	1,689.00
2110	970600	BOOKS	102747	ALIBRIS	7082572	36.20
2110	970600	BOOKS	200350	I N G & M H S	7-26-04	42.00
2110	970600	BOOKS	80139	RECORDED BOOKS, LLC	2104252	156.52
2110	970600	BOOKS	80139	RECORDED BOOKS, LLC	2089532	270.80
2110	970610	AUDIO MATERIALS	102744	BAKER & TAYLOR BOOKS	U04541610	262.15
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	7-28-04-3	38.47
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	7-28-04-1	93.72
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	7-28-04-4	41.96
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	7-28-04-5	93.03
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	246667	45.24
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5825744P	220.80
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5838666M	12.00
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5835357P	76.80
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	2085130	17.85
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	2082087	71.77
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	2094505	43.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	2107133	11.90
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	2090840	35.70
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	841250	11.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	841249	19.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	845173	45.98
2110	970630	VISUAL MATERIALS	102450	INSTRUCTIONAL VIDE0	24212A	156.91
2110	970630	VISUAL MATERIALS	102450	INSTRUCTIONAL VIDE0	24212B	19.98
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R84099471	28.07
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	J12611640	223.24
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R82765061	115.79
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R84099470	20.07
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R83503710	179.27
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R82765060	63.44
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	J12360150	302.46
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U04541610	540.79
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U04541640	233.70
TOTAL LIBRARY SERVICES						40,326.97
TOTAL FUND						40,326.97

RUN DATE 08/27/04 TIME 13:27:27

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT



V.D.1.

DES PLAINES PUBLIC LIBRARY  
HOLDINGS  
OCTOBER 2004

	<u>Sept 2004</u>	<u>Oct 2004</u>	<u>Change</u>	<u>% Change</u>
Books	254,006	256,802	2,796	1.10%
Audio	21,666	21,650	-16	-0.07%
Video	21,308	20,342	-966	-4.53%
Puzzles & Games	658	667	9	1.37%
Realia	237	237	0	0.00%
Pamphlets	326	326	0	0.00%
<b>Total</b>	<b>298,201</b>	<b>300,024</b>	<b>1,823</b>	<b>0.61%</b>

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

**I. Library Card Registration Services**

<u>Sept 2003</u>	<u>Aug 2004</u>	<u>Sept 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1,200	960	1,077	7,970	8,807	10.5%

A.	New Library Card Registrations	607
B.	Updated Library Card	339
C.	Other Libraries	129
D.	Non Resident Fee Paid Cards	2

Total	1,077
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**II. Other Registration Services**

1.	Patrons Registering for Programs	241
2.	Number of Meeting Room Uses	65
3.	Voters Registered	350
4.	Senior Cab Cards	10

Total	666
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**III. Total Number Of Registered Borrowers**

September 2003	35,385	(62.1% of Population)
September 2004	34,517	(60.6% of Population)

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

**Patron Attendance Count**

<u>Sept 2003</u>	<u>Aug 2004</u>	<u>Sept 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
47,095	45,999	44,454	421,241	420,101	-0.3%

**Reciprocal Borrowing  
(Materials Lent)**

	<u>Sept 2003</u>	<u>Sept 2004</u>	<u>% Change</u>
NSLS	20,865	12,971	-37.8%
Other Systems	7,796	4,981	-36.1%
Total	25,661	17,952	-30.0%

**Interlibrary Loan**

	<u>Sept 2003</u>	<u>Sept 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
Sent	4,152	4,390	35,052	44,654	27.4%
Received	2,643	2,703	15,451	30,529	97.5%
Total	6,975	7,093	50,503	75,183	48.9%

# DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

## September 2004

				% Change
<b>Total 2003 to Date:</b>	811,491	<b>Total 2004 to Date:</b>	820,266	1.08%
<b>September 2003</b>	93,703	<b>September 2004</b>	85,414	-8.85%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
	CHILDREN	2003	2004	2003	2004	2003
Non Fiction	5,174	4,684	749	677	5,923	5,361
Fiction	15,134	13,108	1,575	1,375	16,709	14,483
Foreign Language Non Fiction	166	122	20	9	186	131
Foreign Language Fiction	627	582	110	46	737	628
Periodicals	297	251	10	5	307	256
Compact Discs	1,162	1,052	65	86	1,227	1,138
Audio Cassettes	214	112	2	2	216	114
Audio Kits	255	203	34	23	289	226
Puzzles	249	192	16	24	265	216
Games	148	120	25	15	173	135
Audio Books	309	384	41	10	350	394
Video Fiction	3,476	2,085	539	422	4,015	2,507
Video Non Fiction	971	618	69	32	1,040	650
DVD	2,419	3,384	102	276	2,521	3,660
CD ROMs	591	606	0	2	591	608
<b>SUB TOTAL</b>	31,192	27,503	3,357	3,004	34,549	30,507
<b>ADULT</b>						
Non Fiction	12,566	11,670	237	271	12,803	11,941
Fiction	9,668	8,541	349	339	10,017	8,880
Large Type	1,368	1,488	92	88	1,460	1,576
Foreign Language Non Fiction	403	411	5	18	408	429
Foreign Language Fiction	1,101	970	5	5	1,106	975
High School Collection	562	552	2	0	564	552
Periodicals	2,555	2,315	194	220	2,749	2,535
Pamphlets	8	40	0	0	8	40
Compact Discs	7,659	6,978	469	489	8,128	7,467
Audio Cassettes	11	11	0	0	11	11
Puzzles	10	8	1	0	11	8
Pictures	43	33	0	0	43	33
Audio Books	2,500	2,580	29	33	2,529	2,613
CD ROMs	236	157	0	0	236	157
Video Fiction	6,725	4,371	491	308	7,216	4,679
Video Non Fiction	3,364	2,054	44	13	3,408	2,067
DVD	7,845	10,082	379	654	8,224	10,736
Misc. Formats	230	208	3	0	233	208
<b>GRAND TOTAL</b>	88,046	79,972	5,657	* 5,442	93,703	85,414
Self Check	20,766	18,092	0	0	20,766	18,092

\*Mobile Library missed 3 days due to unscheduled service, 2004.

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

<b>Assistance/Service Desk</b>	<u>Sept 2003</u>	<u>Sept 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Phone Calls Received	1,229	983	11,463	9,144	-20.2%
2. Patron Renewals	1,360	1,013	14,701	11,604	-21.1%
3. Patron Reserves Delivered	3,637	4,111	26,323	32,730	24.3%
4. Directional	1,630	1,046	13,414	10,133	-24.5%
5. Account Inquiries	3,330	3,329	39,892	29,145	-26.9%
6. Program Sign-up	604	374	4,640	4,624	-0.3%
7. In Person Patron Assistance	2,411	1,940	24,623	15,581	-36.7%
<b>Total</b>	<b>14,201</b>	<b>12,796</b>	<b>135,056</b>	<b>112,961</b>	<b>-16.4%</b>
<b>Assistance/Switchboard</b>	<u>Sept 2003</u>	<u>Sept 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Phone Calls Answered	3,298	3,560	31,555	30,117	-4.6%
2. Delivery/Buzzer	55	118	1,279	638	-50.1%
3. 2-Way Radio	98	62	2,360	940	-60.2%
<b>Total</b>	<b>3,451</b>	<b>3,740</b>	<b>35,194</b>	<b>31,695</b>	<b>-9.9%</b>
<b>Grand Total</b>	<b>17,652</b>	<b>16,536</b>	<b>170,250</b>	<b>144,656</b>	<b>-15.0%</b>

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

<b>Assistance</b>	<u>Sept 2003</u>	<u>Sept 2004</u>	<u>Year to Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Computer/Instructional	972	2,040	7,666	12,136	58.3%
2. Mechanical	518	542	4,856	4,399	-9.4%
3. Directional	1,048	1,019	8,239	11,067	34.3%
4. Tax Forms	12	2	1,229	1,777	44.6%
<b>Total</b>	<b>2,550</b>	<b>3,603</b>	<b>21,990</b>	<b>29,379</b>	<b>33.6%</b>
<b>Reference and Readers' Services</b>	<u>Sept 2003</u>	<u>Sept 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Specific Item Request	3,863	3,257	29,919	30,960	3.5%
2. Ready Reference	1,335	1,633	10,169	14,377	41.4%
3. In-Depth Reference	226	288	2,077	3,232	55.6%
4. Informational	1,536	717	11,316	15,589	37.8%
5. Instruction	21	63	803	319	-60.3%
6. Virtual Reference Desk	29	7	421	205	-51.3%
7. Interlibrary Loan Request	150	140	1,868	1,291	-30.9%
8. Readers' Advisory	177	137	1,319	1,410	6.9%
9. CCS Holds	1,174	937	9,385	9,971	6.2%
<b>Total</b>	<b>8,511</b>	<b>7,179</b>	<b>67,277</b>	<b>77,354</b>	<b>15.0%</b>
<b>Sign Up</b>	<u>Sept 2003</u>	<u>Sept 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Internet	6,442	6,998	56,299	65,371	16.1%
2. Computer Lab	631	637	4,612	6,429	39.4%
3. Group Study Rooms	1,048	890	6,925	7,268	5.0%
4. Ellis/Reading Edge	2	0	11	5	-54.5%
<b>Total</b>	<b>8,123</b>	<b>8,525</b>	<b>67,847</b>	<b>79,073</b>	<b>16.5%</b>
<b>Grand Total</b>	<b>19,184</b>	<b>19,307</b>	<b>157,114</b>	<b>185,806</b>	<b>18.3%</b>

**DES PLAINES PUBLIC LIBRARY  
USAGE STATISTICS FOR ONLINE REFERENCE PRODUCTS  
SEPTEMBER 2004**

Alldata	NA
CLCD	8
CQ Researcher	1
Ebsco:	
• Novelist	306
• Primary/Middle Search	27
• Searchasaurus	12
FACTS.com	9
First Search	2,465
Gale Group:	
• AncestryPlus	121*
• Biography Resource Center	339
• Business & Company Resource Center	504
• Contemporary Authors	83
• General Reference Center Gold	391
• Kids Infobits	47
• Opposing Viewpoints	72
• Student Resource Center	123
• Virtual Reference Library	47
• What Do I Read Next?	39
Greenwood Daily Life Online	2*
Grolier Online	29*
Hoover's Online	NA
LitFinder	71
Morningstar	31*
NewsBank:	
• American Obituaries and Death Notices	1,350
• Chicago Tribune Archive	2,256
• Local newspapers	574
• Noticias en Español	7

## ProQuest :

• eLibrary	198
• Heritage Quest	NA
• SIRS Discoverer	6
• <i>Wall Street Journal, New York Times Historical Archive</i>	115
Reference USA	564
ValueLine	13*
World Book Encyclopedia	0

**Total Searches & Queries****9,810**

\*Number of sessions or views (number of searches not provided)



V.D.1.

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

<b>Assistance</b>	<u>Sept 2003</u>	<u>Sept 2004</u>	<u>Year To Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Computer Sign-up	1,250	1,849	20,836	15,810	-24.1%
2. Mech Troubleshooting	N/A	518	N/A	1,757	N/A
3. Computer Mech Instr	N/A	647	N/A	1,804	N/A
4. Program Sign-up	237	206	3,450	2,553	-26.0%
5. Information	N/A	646	N/A	2,549	N/A
6. Directional Questions	364	512	3,011	4,234	40.6%
<b>Total</b>	<b>1,851</b>	<b>4,378</b>	<b>27,297</b>	<b>28,707</b>	<b>5.2%</b>
<b>In-House Circulation</b>	<u>Sept 2003</u>	<u>Sept 2004</u>	<u>Year To Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Train Sets	1,202	1,436	12,582	13,147	4.5%
2. Chess/Checkers	31	63	569	570	0.2%
3. School Supplies Handouts	N/A	97	N/A	958	N/A
4. Textbooks	37	55	126	260	106.3%
<b>Total</b>	<b>1,270</b>	<b>1,651</b>	<b>13,277</b>	<b>14,935</b>	<b>12.5%</b>
<b>Reference</b>	<u>Sept 2003</u>	<u>Sept 2004</u>	<u>Year To Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Specific Item Request	1,244	1,146	9,739	9,780	0.4%
2. Reference	905	748	5,856	6,484	10.7%
3. Readers' Advisory	225	273	1,328	1,813	36.5%
4. ILL & Patron Holds	138	191	1,629	1,615	-0.9%
5. Book Bag Request	11	10	181	84	-53.6%
<b>Total</b>	<b>2,523</b>	<b>2,368</b>	<b>18,733</b>	<b>19,776</b>	<b>5.6%</b>
<b>Grand Total</b>	<b>5,644</b>	<b>8,397</b>	<b>59,307</b>	<b>63,418</b>	<b>6.9%</b>

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

Times Used    Attendance

**Library Sponsored Programs/Meetings**

Art Committee Meeting	1	8
Building & Grounds Committee Meeting	1	8
Circulation Clerks Meeting	1	23
DaVinci Code: Fact or Fiction	1	57
Decoding DaVinci	1	41
Department Heads Meetings	4	30
Film – "Mystic River"	1	50
Foreign Film Series	1	18
Friends of the Library	3	50
Inside Writing and Publishing Planning	1	5
Introduction to Basic Computers	5	41
Introduction to Basic Internet	4	22
Job Reclassification Committee	1	9
Library Cable Network Executive Committee	1	5
Literacy Group	1	12
Lunchtime Stories for Adults	1	3
Management Committee Meeting	1	9
Mobile Library Meeting	1	7
Page Meeting	1	13
Presidents & their First Ladies	1	67
Readers' Services Meeting	1	10
Spanish Computer Classes	2	7
Terrorism: Coping with the Continuing Threat	1	14
Thursday Evening Book Discussion	1	12
Tuesday Morning Book Group	1	16
Youth Services Meeting	1	8
<b>Total</b>	<b>39</b>	<b>545</b>

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

	<u>Times Used</u>	<u>Attendance</u>
<b>Outside Community Groups</b>		
Bahai's of Des Plaines	1	4
Citizens for Professional Government	1	25
Citizens Utility Board	1	40
City of Des Plaines Open House Forum	1	55
Central Park Condominium	1	20
Condo Alliance	1	20
Des Plaines Art Guild	1	9
Des Plaines School Board Caucus	1	13
Des Plaines Toastmasters	1	6
District 207 German Exchange Program	1	65
DuPage Figure Skaters	1	8
Forest School	1	35
Graceland Manor Condominium Association	1	15
Great Decisions	1	24
Illinois Democratic Students	1	30
Junior Woman's Club of Des Plaines	1	7
Kiwanis Club of Des Plaines	1	12
Korean American Women's Club	1	90
Library Courte Condominium Association	1	51
Maine Republican Women	1	20
Polyglots Toastmasters	1	11
Prem Rawat Foundation	1	10
Romance Writers	1	30
Scandinavian Stamp Club	1	8
Society of Children's Book Writers & Illustrators	1	20
Square Spares	1	14
Toastmasters Speech Contest	1	18
<b>Total</b>	<b>27</b>	<b>660</b>
<b>Other</b>		
Library Board Meeting	1	16
<b>Total</b>	<b>1</b>	<b>16</b>

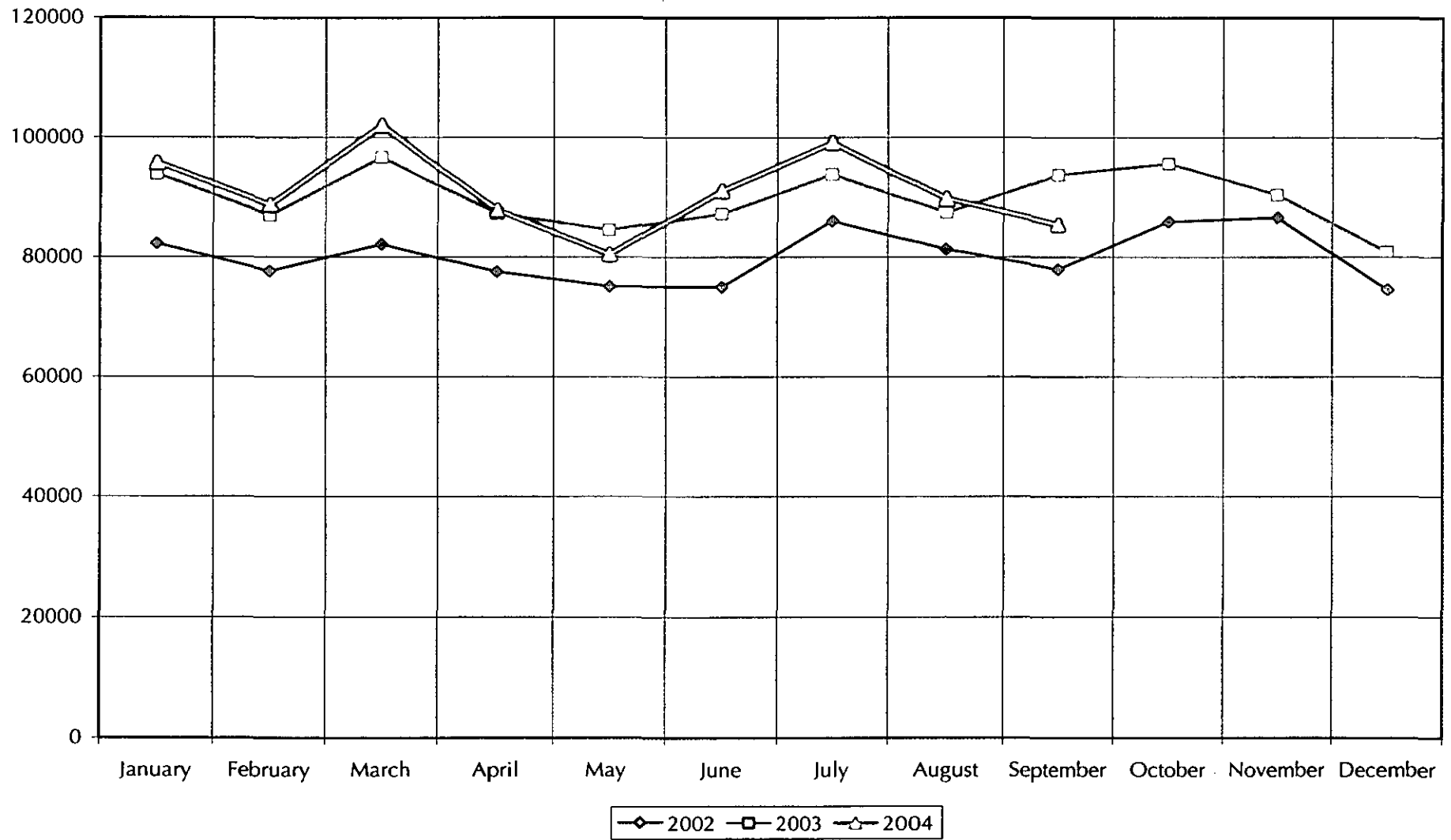
**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR SEPTEMBER 2004**

	<u>Times Used</u>	<u>Attendance</u>
<b>Library Sponsored Children's Programs</b>		
2-year olds Storytime	8	127
3-5 year olds Storytime	12	116
Baby Talk Book Times	15	319
Chess Club	1	15
Drop-in Fall Craft	1	35
Drop-in Preschool Movie	4	36
Jr. Great Books	3	29
Library Media Specialist Tea	1	15
North School Tour 4 <sup>th</sup> Graders	2	105
Power Poetry	1	22
Stories & More	2	36
Story Explorers	2	19
<b>Total</b>	<b>52</b>	<b>874</b>
Literacy Program		
Learn to Read	10	600
<b>Grand Total</b>	<b>129</b>	<b>2,695</b>

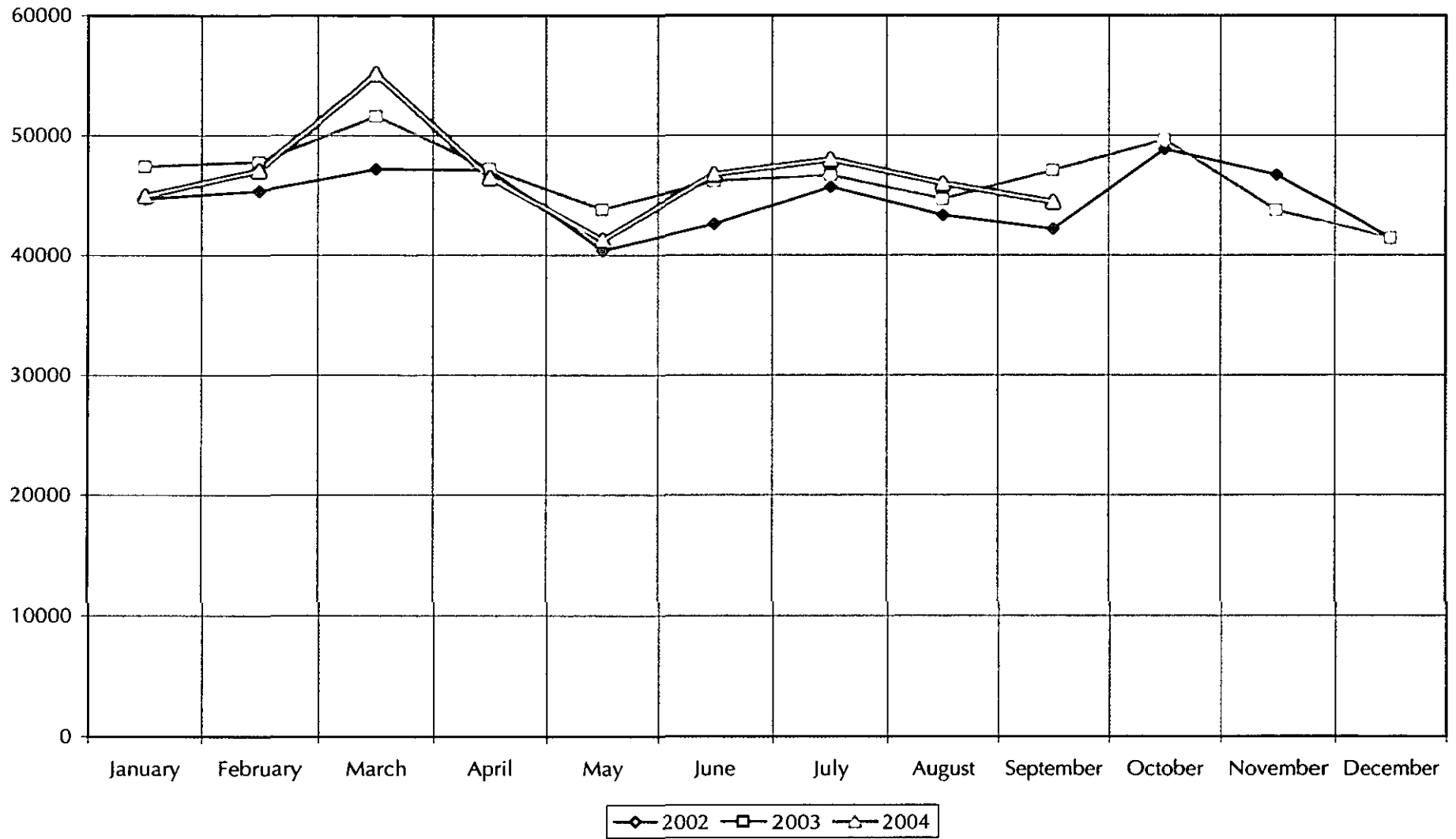
**September Total = 67 groups involving 2,695 people.**

**2004 Year to Date Total = 557 groups involving 28,219 people.**

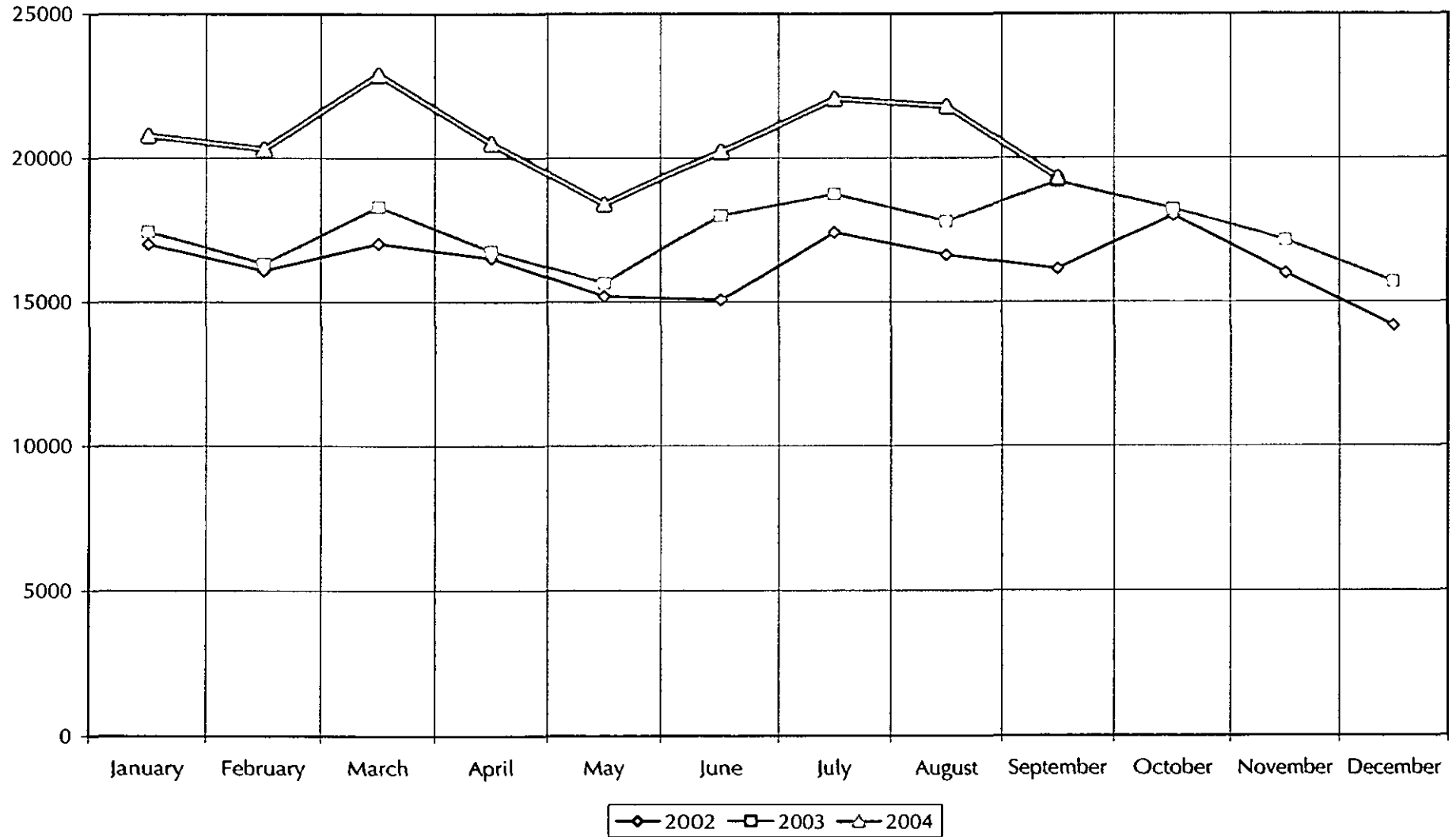
Circulation Statistics  
Items Circulated Per Month By Year



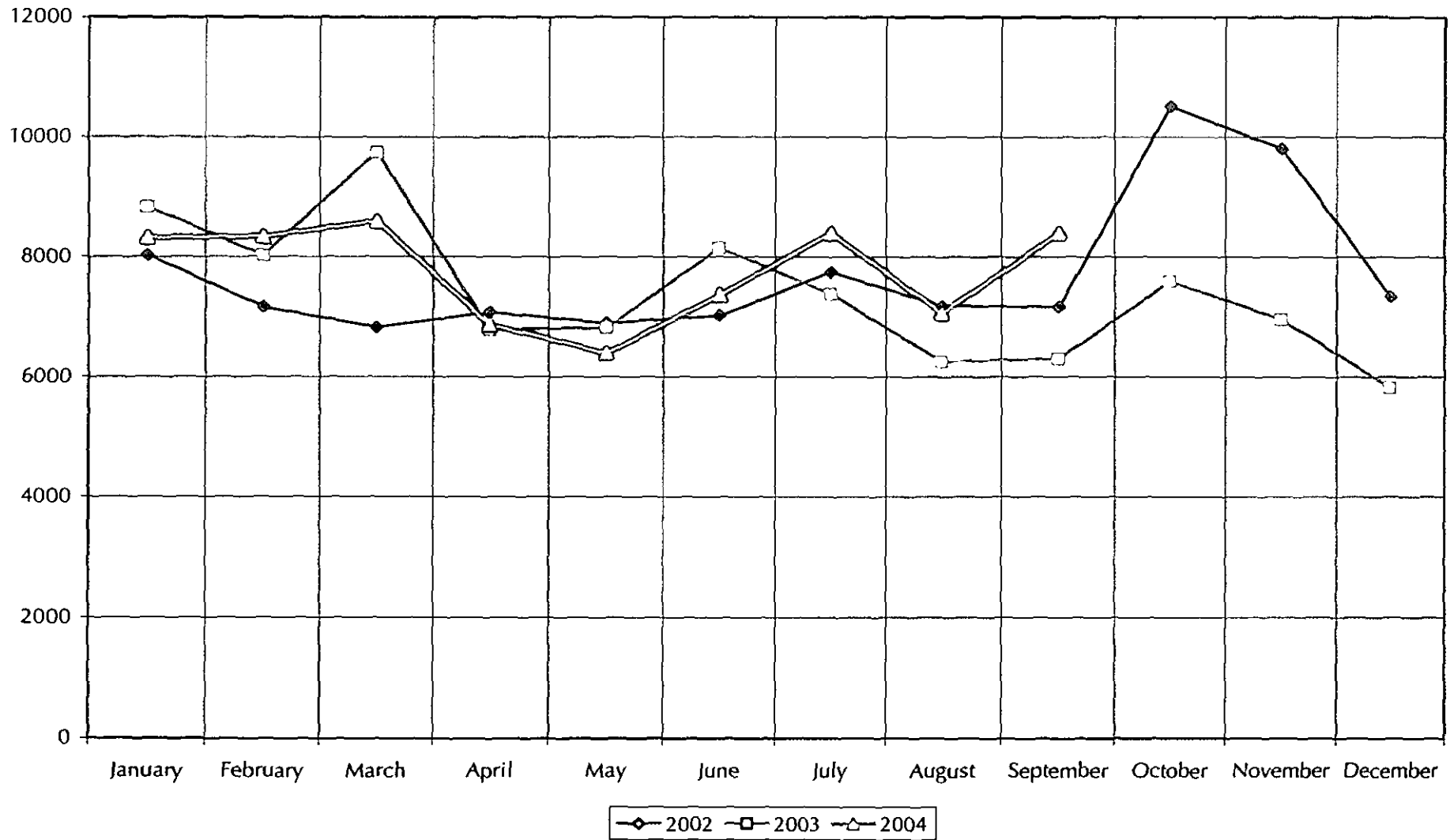
Patron Attendance  
September 2004



Adult Patron Assistance  
September 2004

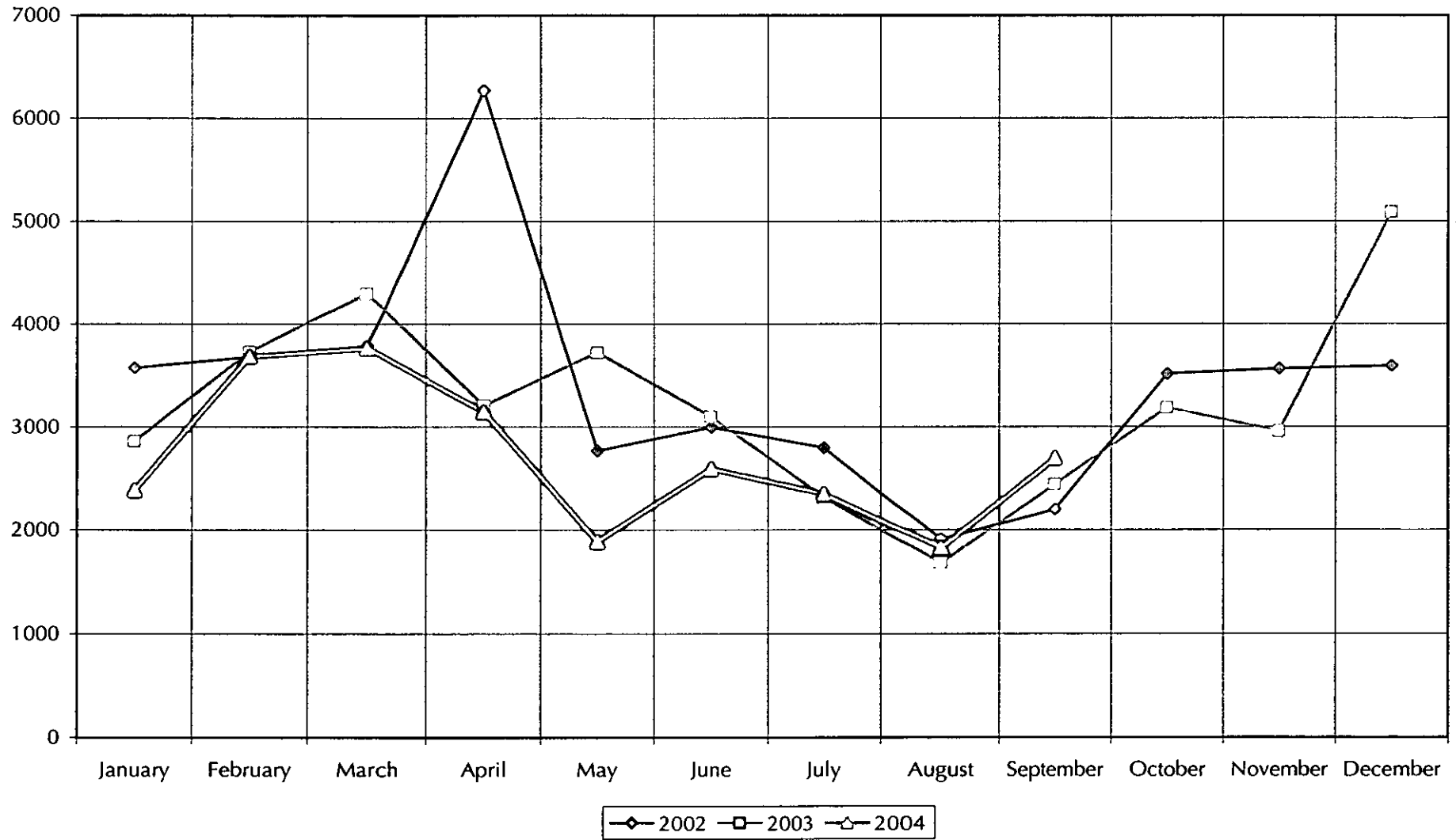


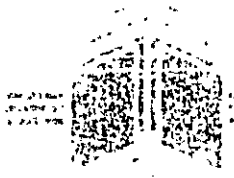
Youth Patron Assistance  
September 2004





Meeting Room Attendance  
September 2004





V.D.2.

- Progress Report  
 Response Requested by \_\_\_\_\_  
 Board Action Required \_\_\_\_\_

FRIENDS OF THE DES PLAINES PUBLIC LIBRARY ROUNDTABLE MEETING  
 September 28, 2004

Mayor Tony Arredia visited the meeting of the Friends to discuss an idea he had about having a pianist present a concert at the Library. His friend, Mark Damisch also a Mayor of a Northwest Community, is a respected concert pianist and has given concerts all over the world is anxious to participate in a program at our Library sometime in April or May of next year. Mayor Arredia asked that the Friends donate the refreshments (cookies and punch). One member of the Roundtable mentioned that the request to have a concert at the Library must first be considered by the Library Trustees and then if approved, the Friends are to be approached for a contribution. ...the subject was dropped.

The Treasurer reported that memberships are still dribbling in, both new and renewals.

The Sunday film program continues to be popular with about 50 people attending the showing of "Mystic River."

Bookshelf receipts have turned in an "amazing" \$800.

The book sale is scheduled for the weekend of October 15-17, 2004. It was reported that a vanload of books recently arrived and many are new Louis L'Amour bound westerns. There is also an edition of 100 years of National Geographic that will be used in the Silent Auction. Donations have reached their peak with over 500 boxes of books sorted and packed for sale. A detailed list of the number of boxes by subject is available from the Friends. A sign is to be placed in the Library to hold all donations until after November 1, 2004.

The Library Wish List was discussed and the following items were approved: A system for the Library to develop its own public announcements including a computer, software,

camera and micro, and keyboard not to exceed \$2200; money for an Optelec Traveler which enlarges the print to a 6 inch screen, but can also be hooked up to a television not to exceed \$1000; and, five portable keyboards for a Memoir Writing group (teaching input) not to exceed \$1200. The total of all three costs are not to exceed \$5000.

Sandra Norlin presented the plans for a brochure describing the Library's art, which would be helpful to the community. She was asked to get costs for such a brochure and report back to the Roundtable. She also reported that the Library is looking into developing a cooperative effort between Northwest Suburban Libraries regarding popular author presentations.

The Bylaws were ratified with amendments.

Respectfully submitted,

Elaine M. Tejcek



# Des Plaines Public Library

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

## V.D.3.

- Progress Report
- Response Requested by \_\_\_\_\_
- Board Action Required September 21, 2004

BOARD OF TRUSTEES  
 Minutes of the Management Committee Meeting  
 September 21, 2004

Chair: Eldon Burk

Members Present: Eldon Burk, Mary Ellicson, Noreen Lake, Jerry Mahony, Susan Weinberg.

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

Call to Order: 5:48 PM by Eldon Burk.

Sandra Norlin explained proposed changes to the following job descriptions:

Readers' Services Manager  
 Reference Librarian II  
 Part-time Reference Librarian  
 Readers' Services Assistant  
 Reference Assistant  
 Technical Services Assistant  
 Technical Services Processing Clerk  
 Head of Building & Security Services  
 Monitor, Full-time  
 Monitor, Part-time  
 Head of Circulation Services  
 Assistant Head of Circulation Services  
 Circulation Services Assistant  
 Circulation Services Clerk

MOTION by Susan Weinberg, seconded by Mary Ellicson, to approve a change in the salary group for the Head of Building and Security Services from Group 5 to Group 4, to begin at the time the two full-time security monitors begin working at the library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Susan Weinberg, seconded by Mary Ellicson, to approve changes to the following library job descriptions:

Readers' Services Manager  
 Reference Librarian II  
 Part-time Reference Librarian  
 Readers' Services Assistant  
 Reference Assistant  
 Technical Services Assistant  
 Technical Services Processing Clerk  
 Head of Building & Security Services  
 Monitor, Full-time  
 Monitor, Part-time  
 Head of Circulation Services  
 Assistant Head of Circulation Services  
 Circulation Services Assistant  
 Circulation Services Clerk

VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The Committee discussed and made changes to library policies C-8, Rules of Conduct and A-13, Internet Access Policy.

Jerry Mahony recommended that anytime there is a complaint made to staff about another patron viewing pornographic images that two staff members approach the patron to explain the library's policy.

MOTION by Susan Weinberg, seconded by Mary Ellicson, to approve changes to library policies C-8, Rules of Conduct and A-13, Internet Access Policy. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Sandra Norlin asked for Committee approval to enter into an agreement with Sem Security, Inc. to provide security training for the staff in the Building and Security Services Department. Sandra reported that the cost of the training would be \$6,000.00 and would include a training manual written specifically for the Des Plaines Public Library.

MOTION by Mary Ellicson, seconded by Susan Weinberg, to enter into an agreement with Sem Security, Inc. to provide security training for the staff in the Building and Security Services Department and to provide a security training manual written specifically for the Des Plaines Public Library at a cost of \$6,000.00, which is in the best interest of the Des Plaines Public Library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Sandra Norlin reported that the Compensation Task Force has reviewed and revised the performance evaluation system for library staff. New guidelines for employee raises will begin January 1, 2005.

MOTION by Susan Weinberg, seconded by Mary Ellicson, to adopt the Salary and Classification Schedule for three years beginning January 1, 2004 and ending December 31, 2006. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Motion by Susan Weinberg, seconded by Mary Ellicson, to adjourn.

The meeting adjourned at 6:51PM.

Minutes prepared by Carol Kidd.



August, 2004  
Total number calls =545

- 38 Arlington Heights Memorial Library
- 10 Barrington Area Public Library
- 6 Bedford Park Public Library
- 30 Bellwood Public Library
- 7 Bradley Public Library
- 3 Charleston Public Library
- 8 Coal City Public Library
- 12 Des Plaines Public Library
- 19 Elk Grove Village Public Library
- 25 Elmhurst Public Library
- 8 Fossil Ridge Public Library
- 14 Highland Park Public Library
- 9 Homer Township Public Library
- 5 Homewood Public Library
- 28 Indian Trails Public Library
- 11 Lake Forest Public Library
- 16 Lisle Library District

- 31 Mt Prospect Public Library
- 3 Nippersink Public Library
- 24 Northbrook Public Library
- 23 Oswego Public Library
- 15 Park Ridge Public Library
- 5 Prospect Heights Public Library
- 3 Riverside Public Library
- 10 Rolling Meadows Public Library
- 12 St. Charles Public Library
- 46 Schaumburg Township Public Library
- 57 Skokie Public Library
- 11 Vernon Area Public Library
- 12 Villa Park Public Library
- 4 Waukegan Public Library
- 11 Westchester Public Library
- 30 Woodstock Public Library

**SAMPLE QUESTIONS**

- Where to find grant writing resources
- Choir schedule for UIUC
- Recipe for oatmeal cookies using fructose
- Directions to Wisconsin State Fair
- Can one go to jail for failure to pay child support?
- Up to date hurricane information
- Obituary searches in historical Chicago Tribune
- Definition and treatment of post traumatic stress disorder
- Origin of 'This Old Man' nursery rhyme
- Root canal information and list of endodontists
- Contact information for Obama campaign
- Source of travel information for Germany
- Definition of post-fascist
- How are ISSN numbers assigned?
- Article from Tribune on resignation of Madigan's chief of staff

**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

# SPARK

Early Childhood and School Age Programs  
Community Consolidated School District #62  
735 Westgate Road, Des Plaines, IL 60016-2951  
Phone 847) 824-1065 Fax 847) 824-8225

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September 20, 2004

Pat Horn  
Des Plaines Public Library  
1501 Ellinwood Street  
Des Plaines, Illinois 60016

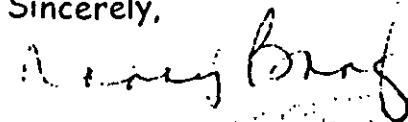
Dear Pat,

On behalf of Bonnie Hussar and the SPARK program, we would like to thank you for the wonderful toys the library donated to the Baby Book Times program. We are most appreciative of the collaboration we have with you and the Des Plaines Public Library.

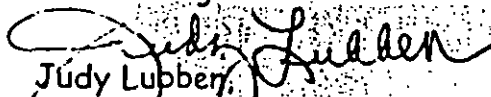
As you know, our primary focus is on literacy and the opportunity for parents to get involved in their child's educational growth at an early age. We can do this by continuing the Baby Book Times programs for children. Without your support, it would not be possible to provide this experience to as many children and families as we do.

We look forward to continuing our partnership.

Sincerely,



Nancy Bang,  
SPARK Program Administrator



Judy Lubber,  
SPARK Program Coordinator



---

**MEMORANDUM**

---

**TO:** SANDRA  
**FROM:** HECTOR  
**SUBJECT:** SURPLUS  
**DATE:** 10.14.04

---

Please find attached a list of the equipment to be declared surplus.

Ron Dussard and Margaret Polovchak from the City of Des Plaines have expressed interest on some equipment. Historical Society and Senior Center have not responded. The rest of the equipment may be donated to a non-profit organization called "Computers for Schools Program."

Let me know if you need more information.

**From:** Ron Dussard  
**To:** Hector Marino  
**Date:** 10/13/04 11:47AM  
**Subject:** Re: Disposal of Old Computers, Monitors and Printers

Hector,

We can certainly use the computers/monitors  
3 Hp2500C Printers & the 895Cxi if they are in good working order.

Thanks  
Ron

>>> Hector Marino 10/13/04 11:23AM >>>

The Library is planning to dispose old (unused) equipment, please let us know if you're interest by Friday, October 15. Thanks.

6 HP2500C Printers  
7 Gateway GP7 667 Computers  
6 Gateway EV700 17" Monitors  
2 HP 680C and 895Cxi DeskJet Printers  
2 Epson Stylus Color 600 and 740 Printers  
1 HP Scanjet Plus Scanner

**CC:** Jim Egeberg

10/13/04

From: <mpol@wideopenwest.com>  
To: GW6\_DOM.GW6\_PO(hmarino)  
Date: 10/13/04 12:18PM  
Subject: printers and computers

Hector,

Thank you for the call.

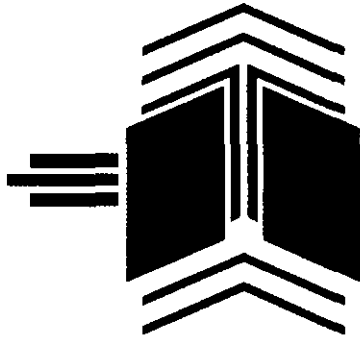
The Des Plaines Healthy Community Partnership Foundation could greatly benefit from the use of (1) HP2500 color printer and (1) computer and monitor. We are currently using old hardware that tends to break down quite a bit and limits our ability to be efficient and effective in our work. We would greatly appreciate your considering our receipt of one of your computers, monitor and business printers.

Thank you  
Margaret Polovchak  
Secretary

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# Des Plaines Public Library

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

## Des Plaines Public Library Surplus Property

Qty	Description
143	Large metal Princeton files
4	Small metal Princeton files

The following items have been removed from operation and should be declared surplus.

### Printers

Model	Serial Number	Condition
HP 2500C	SG9BK130P6	Functional
HP 2500C	SG9BK130PG	Functional
HP 2500C	SG9BK130PF	Functional
HP 2500C	SG9BK13014	Functional
HP 2500C	SG9BK130P9	Functional
HP 2500C	SG9BK1304P	Functional
HP DeskJet 680C	US66A1C08R	Functional
HP DeskJet 812C	MX95P1V0SZ	Unsalvageable
HP DeskJet 895Cxi	MY97F192NS	Functional
Epson Stylus Color 600	AAA1A05542	Functional
Epson Stylus Color 740	A6R1407871	Functional

### Computers

Model	Serial Number	Condition
Gateway GP7 667	0019631324	Functional
Gateway GP7 667	0019631325	Functional
Gateway GP7 667	0019631326	Functional
Gateway GP7 667	0019631327	Functional
Gateway GP7 667	0019631328	Functional
Gateway GP7 667	0019631329	Functional, but bad power button
Gateway GP7 667	0019631330	Functional

### Monitor

Model	Serial Number	Condition
Gateway EV 700	HDE2K6005804	Functional
Gateway EV 700	HDE2K6005895	Functional
Gateway EV 700	HDE2K6006226	Functional
Gateway EV 700	HDE2K6006228	Functional
Gateway EV 700	HDE2K6006313	Functional
Gateway EV 700	HDE2K6006314	Functional
Viewsonic P775	KP75239827	Broken

### Scanner

Model	Serial Number	Condition
HP ScanJet Plus	2812J64791	Functional

Memo To: Sandra Norlin  
From : Gary Valente  
Date: 10-19-04  
Subject: Desk Chairs to declare surplus

- 13 Blue, five roller, desk style , with arms  
MFG. By the Hon Company
- 1 Tan, five roller, desk style , with arms  
MFG. By the Hon Company
- 2 Red, five roller, desk style , without arms  
MFG. By the Eckadams Company
- 1 Red, five roller, desk style , without arms  
MFG. By the Global Company
- 2 Red , five roller, desk style , with arms  
MFG. By the Hon Company
- 2 Grey, five roller, desk style , with arms  
MFG. By the Eckadams Company
- 2 Tan, five roller, desk style , with arms  
MFG. By the Eckadams Company

SEPTEMBER

ARMY



Des Plaines Public Library

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

**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, SEPTEMBER 21, 2004**

**7:00 PM**

**Conference Room – Second Floor**

**Agenda:**

- **Per Capita Grant Application**
- **Board Committee Assignments**
- **September 14, 2004 Budget Meeting 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.



# Des Plaines Public Library

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

II.

## DES PLAINES PUBLIC LIBRARY

### BOARD OF TRUSTEES

Agenda for the Regular Meeting  
**September 21, 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 – August 17, 2004.
  - B. Acceptance of Financial Reports for August 2004.
  - C. Approval of Library Expenditures.
    1. Warrant Register – August 02, 2004 - \$115,125.26.
    2. Warrant Register – August 16, 2004 - \$75,308.92.
    3. Salaries – August 05, 2004 - \$107,676.16.
    4. Salaries – August 19, 2004 – \$107,503.51.
  - D. Acceptance of Reports.
    1. Director’s Report – Sandra Norlin.
    2. Friends of the Library Report – Elaine Tejcek.
    3. Art Committee Report – Eldon Burk.
    4. Building and Grounds Committee Report – William Grice.
- VI. Old Business.

- VII. New Business. (8:00 PM)
  - A. City Council Attendance – October 4, 18 and November 1, 15.
  - B. Per Capita Grant Application. [Action Item]
  - C. September 14, 2004 Budget Meeting Report. [Action Item]
  - D. Board Committee Assignments.
  - E. Management Committee Report. [Action Item]
  - F. Approval of Training Proposal from Sem Security Inc. [Action Item]
  - G. Set Date for Board Walk- through of Library Facilities.
  - H. Approval Thomson Gale - \$9,208.00 [Action Item]
  - I. Approval Furniture – Equipment Purchase. [Action Item]
  - J. Update on Library Filters.
  
- VIII. Announcements.
  
- IX. Correspondence.
  
- X. Other
  
- XI. Executive Session. (9:00 PM)
  - A. To Discuss Compensation of Specific Employee.
  
- XII. Adjournment. (9:15 PM)

## Des Plaines Public Library

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www.desplaines.lib.il.us

V.A.

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
August 17, 2004

The regular meeting of the Des Plaines Public Library Board of Trustees was held in Meeting Room A on Tuesday, August 17, 2004. President Noreen Lake called the meeting to order at 7:01 PM.

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

Members Absent: Mary Ellicson, William Grice.

Also Present: Sandra Norlin, Martha Sloan, Hector Marino, Carol Kidd, Alderman Carla Brookman, Pat Krochmal, Linda Forman, Mary Dindiner, Maureen Connaughton, Carol Shannon, Patricia Thompson, Kimberley Bilotich, Rebecca Ames Boykin, Kristen Sorensen, Marty Moylan, Richard Sem, Jim Wozny, Michelle Orris, Vince Powers, Mike Lake.

CONSIDERATION OF THE AGENDA.

MOTION by Eldon Burk, seconded by Susan Burrows, to amend the agenda by moving Additional Security Expenditures to VII. New Business A. and by moving VII. New Business A. First Draft of 2005 Budget to G. in New Business. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS.

Linda Forman, Chairman of the City of Des Plaines Special Events Commission, asked the Board to approve use of the library meeting rooms, lobby and the outside enclosed hallway for the City of Des Plaines New Year's Eve celebration. This was referred to the Building and Grounds Committee.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Carla Brookman.

Alderman Brookman commended the Board for addressing the issue of Internet Filtering expeditiously. Alderman Brookman applauded the Boards efforts.

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 July 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	\$ 11,55.81
2. Petty Cash Expenditures	\$ 30.78
3. Budget Expenditures for July	\$ 387,750.94
4. Expenditures Year to Date	\$2,863,276.53
5. Revenue for July	\$ 11,755.90
6. Revenue Year to Date	\$2,558,668.88

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:

July 06, 2004	\$ 57,215.21
July 19, 2004	\$ 53,146.96
Total	\$ 110,362.17

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

July 08, 2004	\$ 103,464.64
July 22, 2004	\$ 109,897.49
Total	\$ 213,362.13

ROLL CALL VOTE: AYES: Burk, Burrows, 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 June/July 2004 are Jasper Honrade Reyes and Adam Bartnik, Part-time Pages, Circulation Services.

Resignations/Separations: Denise Kwan, Nancy Larson, and Theresa Zaputil, Part-time Reference Librarians, Adult Services; Shannon Fratamico, Part-time Page, Circulation Services; and Herbert Schlenzig, Part-time Monitor, Building and Security Services.

### STAFF DEVELOPMENT

Thanks to the efforts of Margie Borris, we have 46 staff members trained as Deputy Registrars under a special program for Voters Registration for Suburban Cook County. We will continue to provide voters registration at the library until the deadline of October 5. We plan to participate in the public library registration campaign on Saturday, September 11 with a registration table set up in the atrium. Following September 11 and through October 5, we will staff the registration table(s) evenings and weekends as well.

I am meeting with a task force of employees to work out details for the implementation of salary increases on a merit program for 2005.

### PATRON SERVICES

This month's numbers are very interesting. While attendance at the library was nearly identical to last July, our circulation increased by 5.63%. Of the 99,124 items checked out, 46% were audiovisual materials. Patrons used self-check for 25% of the transactions. This high rate of use of our materials may be the result of our successful Summer Reading Club activities for children and adults. 1354 children enrolled in the program; 665 met their reading goals. The 135 adults who entered the program read a total of 759 books in six weeks. Interlibrary loan transactions continue to increase each month, so it is time for us to address our lending protocols, so that our lending is similar to other CCS libraries. CCS has a new member library. The Evanston Public Library became a member in July and will become a full participant in 2005. This will add a good collection of materials for our patrons to access through the shared catalog. Please note the large increases in computer assistance provided by the Adult Services staff.

Project Next Generation is a continuing grant program through the office of Secretary of State Jesse White. This is our third year of offering this program to

middle school students. This year eight children participated in creative learning activities to strengthen their problem-solving, reasoning, computer, and teamwork skills. Their final event is a bus trip to the Illinois State Fair, where they and their families will enjoy an evening of free entertainment courtesy of the grant and the Secretary of State.

#### OTHER PROFESSIONAL ACTIVITIES

I attended the CCS Governing Board meeting on July 28. I participated in the Library's team entry for the Cancer Society's Relay for Life on July 30/31. Our team raised over \$2900 for the cause.

#### NEW BUSINESS

Library Director Sandra Norlin introduced Richard D. Sem of Sem Security Management. Mr. Sem was hired in April 2004 to prepare a security assessment for the Des Plaines Public Library. He gave an overview of his report to the Board.

Alderman Brookman stated that she would ask the City Council to consider installing security cameras in the public parking garage.

MOTION by Committee, to budget additional funds to hire two full-time security monitors on the recommendation of the report from Sem Security Management and to begin the hiring process as soon as possible. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Eldon Burk reported that the Management Committee met on August 9, 2004 and discussed the library's Internet filtering policy.

MOTION by Committee, to:

- Filter all library computers for graphic depiction of sexual activity for six months.
- Meet in six months to review the filtering process and determine whether the filtering has been successful in eliminating graphic depiction of sexual activity and if filtering has infringed on patrons access to legitimate research. Staff will track complaints from patrons regarding Internet access.
- Have filters remain in place at all times and not be removed during the six-month period.

MOTION by Rhys Read, seconded by Susan Burrows, to open the discussion up to public comments. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Marty Moylan, 1405 Oakwood, asked when the Board would meet again to discuss the filtering issue. Eldon Burk responded that the Management Committee will meet in six months to review the filtering process and determine whether the

middle school students. This year eight children participated in creative learning activities to strengthen their problem-solving, reasoning, computer, and teamwork skills. Their final event is a bus trip to the Illinois State Fair, where they and their families will enjoy an evening of free entertainment courtesy of the grant and the Secretary of State.

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Maureen Connaughton, 711 S. River Road, stated that she agrees with filtering all computers.

Vince Powers stated that freedom of information is the Board's responsibility and that he does not agree with filtering library computers.

Kimberley Bilotich, 1407 Oakwood, thanked the Board for their decision to filter all library computers.

MOTION by Committee, to:

- Filter all library computers for graphic depiction of sexual activity for six months.
- Meet in six months to review the filtering process and determine whether the filtering has been successful in eliminating graphic depiction of sexual activity and if filtering has infringed on patrons access to legitimate research. Staff will track complaints from patrons regarding Internet access.
- Have filters remain in place at all times and not be removed during the six-month period.

VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by Susan Weinberg, to approve payment to Arlington Heights Memorial Library for the Des Plaines Public Library's share of Library Cable Network expenses for May 1, 2004 through April 30, 2005 in the amount of \$31,122.00, which will be paid for from the library Per Capita Grant funds. VOTE: AYES: Burk, Burrows, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by Susan Weinberg, to adjourn the meeting at 7:55 PM for five minutes. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Susan Weinberg, seconded by Rhys Read, to resume the meeting at 8:03 PM. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Rhys Read explained that the fees to administer the Kenneth W. Downing Charitable Trust are much greater than the interest income and the principle will eventually be diminished. Sandra Norlin reported that she contacted Ellen Yearwood of Yearwood and Associates to inquire about the cost to the library for legal fees to initiate the proceedings to terminate the trust. Ms. Yearwood will charge \$150 per hour for her services.



MOTION by Committee, to initiate proceedings to terminate the Kenneth W. Downing Charitable Trust. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Hector Marino, Coordinator of Computer & Technical Services reported that four vendors submitted proposals for the purchase of five black and white printers and three color printers. Hector Marino stated that the lowest proposal for the printers was Business Machine Agents in the amount of \$10,397 and that Business Machine Agents would service the printers for one year at a cost of \$85.00 per month.

MOTION by Rhys Read, seconded by Susan Burrows, to purchase five black and white printers and three color printers from Business Machine Agents in an amount not to exceed \$10,397.00 and to purchase a service agreement for the printers from Business Machine Agents in the amount of \$85.00 per month, which is in the best interest of the Des Plaines Public Library. VOTE: AYES: Burk, Burrows, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.

MOTION by Committee, to purchase print management software for 61 computers, 5 release stations, installation and training from TBS, in an amount not to exceed \$8,300.00, which is in the best interest of the Des Plaines Public Library. VOTE: AYES: Burk, Burrows, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.

Library Director Sandra Norlin distributed copies of the preliminary 2005 budget.

MOTION by Rhys Read, seconded by Susan Burrows, to submit the 2005 preliminary library budget to City Manager, David Niemeyer and Director of Finance, Jim Egeberg. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

President Lake asked Sandra Norlin to have staff research the pros and cons of having trustees elected, rather than appointed and to present this information to the Board at the October 19, 2004 meeting.

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

The meeting adjourned at 8:37PM.

Minutes prepared by Carol Kidd.

V.C.

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

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

1. Over the Counter Receipts	\$ 10,961.57
2. Petty Cash Expenditures	\$ 23.93
3. Budget Expenditures for August	\$ 469,799.39
4. Expenditures Year to Date	\$ 3,334,188.87
5. Revenue for August	\$ 14,560.22
6. Revenue Year to Date	\$ 2,573,310.85

Warrant Register

August 02, 2004	\$ 115,125.26
August 16, 2004	<u>\$ 75,308.92</u>
Total	\$ 110,362.17

Salaries

August 05, 2004	\$ 107,676.16
August 19, 2004	<u>\$ 107,503.51</u>
Total	\$ 215,179.67

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

	<u>August 2003</u>	<u>August 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>
Lost Materials	618.69	525.76	4,061.39	4,807.63
Fines	7,683.89	7,410.22	72,776.77	62,967.50
Damage	61.95	83.99	668.83	1,671.82
Fees	243.13	399.70	2,165.68	2,911.67
Copies	1,582.42	2,523.90	18,806.11	18,703.38
Miscellaneous	51.85	18.00	154.45	142.30
<b>Total</b>	<b>\$10,241.93</b>	<b>\$10,961.57</b>	<b>\$98,633.23</b>	<b>\$91,204.30</b>

**PETTY CASH EXPENDITURES - August**

Periodicals	970630	23.93
<b>Total</b>		<b>23.93</b>

09/08/04  
ACCOUNTING PERIOD: 8/04

CITY OF DES PLAINES  
BALANCE SHEET

PAGE 1

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

FUND - 201 - PUBLIC LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102005	CASH PAYABLE 1944119043	18.00	
102008	CASH DEPOSIT 1944650243		508,109.86
TOTAL CASH		518.00	508,109.86
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		4,690,695.54	508,109.86
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	3,240,320.92	
700120	REVENUE CONTROL		2,422,598.86
700150	EXP. BUDGET CONTROL		5,502,964.00
700160	REV. BUDGET CONTROL	5,092,318.00	
700170	BUDGET FUND BALANCE	410,645.12	
TOTAL SYSTEM CONTROL		8,743,284.04	7,925,562.86
720010	FUND BAL-RESRV-GIFT TRUST		34,339.87
TOTAL FUND BALANCE-RESERVED		.00	34,339.87
730000	FUND BALANCE-UNRESERVED		237,283.24
TOTAL FUND EQUITY		.00	271,623.11
TOTAL EQUITIES		8,743,284.04	8,197,185.97
TOTAL PUBLIC LIBRARY FUND		13,433,979.58	13,433,979.58

5034

09/08/04

CITY OF DES PLAINES

PAGE 2

ACCOUNTING PERIOD: 8/04

BALANCE SHEET

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH DEPOSIT 1944650243	284,505.64	
102012	CASH IL FUND 007139119668	25,763.94	
TOTAL CASH		310,269.58	.00
TOTAL ASSETS		310,269.58	.00
700110	EXPENDITURE CONTROL	93,867.95	
700120	REVENUE CONTROL		150,711.99
700150	EXP. BUDGET CONTROL		185,000.00
700160	REV. BUDGET CONTROL	154,000.00	
700170	BUDGET FUND BALANCE	31,000.66	
TOTAL SYSTEM CONTROL		278,868.61	335,711.99
730000	FUND BALANCE-UNRESERVED		253,426.20
TOTAL FUND EQUITY		.00	253,426.20
TOTAL EQUITIES		278,868.61	589,138.19
TOTAL LIBRARY CAPITAL PROJ FUND		589,138.19	589,138.19
TOTAL REPORT		14,023,117.77	14,023,117.77

1000

09/07/04  
 ACCOUNTING PERIOD: 8/04

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	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	24,235.11	-24,235.11	.00
810020	PROPERTY TAXES 2003	4,655,830.00	.00	.00	2,093,979.89	2,561,850.11	.45
TOTAL	PROPERTY TAXES	4,695,830.00	.00	.00	2,118,215.00	2,577,615.00	.45
810020	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	4,788,818.00	.00	.00	2,211,203.00	2,577,615.00	.46
822040	STATE GRANT:PER CAPITA	65,000.00	.00	.00	72,931.25	-7,931.25	1.12
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	3,117.58	.00	31,522.00	54,478.00	.37
TOTAL	STATE GRANTS	151,000.00	3,117.58	.00	104,453.25	46,546.75	.69
TOTAL	INTERGOVERNMENTAL REVENUE	151,000.00	3,117.58	.00	104,453.25	46,546.75	.69
850102	LIBRARY FINES	90,000.00	8,913.14	.00	78,279.30	11,720.70	.87
TOTAL	FINES	90,000.00	8,913.14	.00	78,279.30	11,720.70	.87
850201	COPYING FEE	25,000.00	2,529.50	.00	21,216.97	3,783.03	.85
850215	SPECIAL PROGRAMS & EVENTS	2,500.00	.00	.00	728.40	1,771.60	.29
TOTAL	FEES AND SERVICES	27,500.00	2,529.50	.00	21,945.37	5,554.63	.80
TOTAL	INVESTMENT INCOME	117,500.00	11,442.64	.00	100,224.67	17,275.33	.85
890010	INTEREST INCOME	10,000.00	.00	.00	2,030.92	7,969.08	.20
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	.00	.00	4,687.02	20,312.98	.19
TOTAL	OTHER REVENUE	35,000.00	.00	.00	6,717.94	28,282.06	.19
TOTAL	PUBLIC LIBRARY FUND	5,092,318.00	14,560.22	.00	2,422,598.86	2,669,719.14	.48
TOTAL	PUBLIC LIBRARY FUND	5,092,318.00	14,560.22	.00	2,422,598.86	2,669,719.14	.48

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09/07/04

ACCOUNTING PERIOD: 8/04

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
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09/07/04

CITY OF DES PLAINES

ACCOUNTING PERIOD: 8/04

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	.00	.00	711.99	3,288.01	.18
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
898902	TRANSFER FROM LIB FUND	150,000.00	.00	.00	150,000.00	.00	1.00
899920	LIBRARY DONATIONS	.00	.00	.00	.00	.00	.00
899930	LIBRARY BUY-A-BRICK	.00	.00	.00	.00	.00	.00
TOTAL	OTHER REVENUE	154,000.00	.00	.00	150,711.99	3,288.01	.98
TOTAL	LIBRARY CAPITAL PROJ FUND	154,000.00	.00	.00	150,711.99	3,288.01	.98
TOTAL	LIBRARY CAPITAL PROJ FUND	154,000.00	.00	.00	150,711.99	3,288.01	.98
TOTAL REPORT		5,246,318.00	14,560.22	.00	2,573,310.85	2,673,007.15	.49



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09/07/04

CITY OF DES PLAINES

ACCOUNTING PERIOD: 8/04

ORGANIZATION EXPENDITURE STATUS

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	1,989,892.00	119,559.69	.00	1,081,806.94	908,085.06	.54
910200	TEMPORARY WAGES	870,186.00	59,017.87	.00	480,672.82	389,513.18	.55
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	13,804.29	.00	82,675.42	-82,675.42	.00
910600	SICK PAY	.00	1,923.20	.00	29,302.30	-29,302.30	.00
910700	HOLIDAY PAY	.00	874.62	.00	24,447.54	-24,447.54	.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	749.00	749.00	.50
918020	EMPLOYER CONTR-F.I.C.A.	218,444.00	16,206.86	.00	130,608.12	87,835.88	.60
918021	EMPLOYER CONTR-I.M.R.F.	183,536.00	13,663.95	.00	110,694.13	72,841.87	.60
918040	LIFE INS PREMIUMS	7,704.00	699.60	.00	5,350.40	2,353.60	.69
918050	MEDICAL INS PREMIUMS	385,824.00	26,407.20	.00	222,848.18	162,975.82	.58
918055	DENTAL INSURANCE PREMIUMS	26,382.00	1,713.94	.00	14,706.09	11,675.91	.56
918060	TUITION REIMBURSEMENTS	5,000.00	.00	.00	.00	5,000.00	.00
918070	WORKERS COMPENSATION	3,190.00	504.02	.00	4,057.26	-867.26	1.27
918085	RHS PLAN PAYOUT	1,094.00	.00	.00	1,058.07	35.93	.97
TOTAL	PERSONAL SERVICES	3,697,097.00	274,375.24	.00	2,191,589.35	1,505,507.65	.59
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	5,000.00	.00	24,451.25	15,548.75	.61
920120	COMMUNICATION SERVICES	25,000.00	1,078.00	.00	11,556.12	13,443.88	.46
920140	DATA PROCESSING SERVICES	100,000.00	3,962.13	.00	34,235.16	65,764.84	.34
920202	CONFERENCES	4,500.00	.00	.00	3,261.79	1,238.21	.72
920204	TRAINING	2,000.00	.00	.00	2,108.50	-108.50	1.05
920205	TUITION REIMBURSEMENTS	.00	.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	.00	.00	2,190.31	809.69	.73
920220	MEMBERSHIP DUES	5,000.00	190.00	.00	2,151.00	2,849.00	.43
920225	LICENSING/TITLES	.00	.00	.00	50.00	-50.00	.00
920230	PUBLICATION OF NOTICES	2,000.00	.00	.00	66.00	1,934.00	.03
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	7,500.00	623.08	.00	5,017.66	2,482.34	.67
TOTAL	SUBSIDIES,REBATES,CONTRIB	7,500.00	623.08	.00	5,017.66	2,482.34	.67
920900	PROPERTY/LIAB CONTRIBUTIO	26,891.00	.00	.00	13,445.50	13,445.50	.50
930010	R & M EQUIPMENT	60,000.00	9,605.54	.00	41,260.13	18,739.87	.69
930020	R & M BLDGS & STRUCTURES	35,000.00	1,410.79	.00	31,847.71	3,152.29	.91
930030	R & M VEHICLES	3,500.00	.00	.00	375.50	3,124.50	.11
930195	BOOK BINDING & REPAIR	2,000.00	286.90	.00	1,058.65	941.35	.53

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	2,170.50	.00	2,436.90	-936.90	1.62
930320	CLEANING:CUSTODIAL SERV	50,000.00	3,985.00	.00	26,565.50	23,434.50	.53
960070	AUTO/TRAVEL EXPENSES	2,000.00	25.00	.00	3,800.73	-1,800.73	1.90
960210	SPECIAL EVENT PROGRAMMING	18,000.00	1,771.04	.00	37,936.18	-19,936.18	2.11
960990	MISC CONTRACTUAL SVCS	80,000.00	12,245.59	.00	62,157.48	17,842.52	.78
TOTAL	CONTRACTUAL SERVICES	471,391.00	42,353.57	.00	306,972.07	164,418.93	.65
970100	SUPPLIES	70,000.00	1,541.25	.00	41,649.75	28,350.25	.59
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	.00	.00	1,407.96	92.04	.94
970170	JANITORIAL	20,000.00	2,630.15	.00	12,326.48	7,673.52	.62
970200	COPYING/FAX SUPPLIES	7,500.00	.00	.00	.00	7,500.00	.00
970260	POSTAGE AND PARCEL	15,500.00	38.47	.00	4,651.85	10,848.15	.30
970270	PRINTING-REPROD-BINDING	8,000.00	.00	.00	6,786.17	1,213.83	.85
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	72,647.53	.00	254,806.32	240,193.68	.51
970610	AUDIO MATERIALS	70,000.00	4,489.55	.00	32,109.08	37,890.92	.46
970620	SUBSCRIPTIONS & BOOKS	70,000.00	412.38	.00	11,239.85	58,760.15	.16
970630	VISUAL MATERIALS	72,000.00	5,734.86	.00	44,882.58	27,117.42	.62
970640	AUTOMATED REFERENCE MAT'L	95,000.00	18,184.00	.00	59,863.00	35,137.00	.63
970810	NATURAL GAS	20,000.00	.00	.00	14,535.04	5,464.96	.73
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	20,168.23	1,231.77	.94
TOTAL	COMMODITIES	969,400.00	105,678.19	.00	504,426.31	464,973.69	.52
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	13,000.00	.00	.00	11,787.86	1,212.14	.91
980410	COMPUTER HARDWARE	50,000.00	36,058.00	.00	37,195.48	12,804.52	.74
980420	COMPUTER SOFTWARE	24,800.00	441.00	.00	519.00	24,281.00	.02
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	.00	-10,465.40	.00	.00	.00	.00
TOTAL	CAPITAL EXPENDITURES	87,800.00	26,033.60	.00	49,502.34	38,297.66	.56
990300	BANK/TRUST/AGENCY FEES	.00	.00	.00	.00	.00	.00
990900	TRANSFER TO DEBT SERVICE	.00	.00	.00	.00	.00	.00
990910	TRANS TO D/S:93 GO BOND	12,276.00	.00	.00	11,470.00	806.00	.93
990935	TRANS TO D/S: 2002A BOND	.00	.00	.00	.00	.00	.00
TOTAL	DEBT SERVICE	12,276.00	.00	.00	11,470.00	806.00	.93
990940	TRANS TO LIB CAP PROJ FND	150,000.00	.00	.00	150,000.00	.00	1.00

09/07/04

CITY OF DES PLAINES

ACCOUNTING PERIOD: 8/04

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
TOTAL	TRANS TO LIB CAP PROJ FND	150,000.00	.00	.00	150,000.00	.00	1.00
991000	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
TOTAL	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	5,437,964.00	448,440.60	.00	3,213,960.07	2,224,003.93	.59

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09/07/04

CITY OF DES PLAINES

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ACCOUNTING PERIOD: 8/04

ORGANIZATION EXPENDITURE STATUS

SECTION 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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09/07/04  
ACCOUNTING PERIOD: 8/04

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

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

FUND - 201 - PUBLIC LIBRARY FUND  
FUNCTION - 400 - CIVIC & CULTURE  
DEPARTMENT - 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	511.07	.00	4,998.56	1.44	1.00
920204	TRAINING	3,000.00	.00	.00	4,257.45	-1,257.45	1.42
920206	SEMINARS	1,000.00	1,565.46	.00	2,169.92	-1,169.92	2.17
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	218.23	.00	818.63	1,181.37	.41
960210	SPECIAL EVENT PROGRAMMING	3,000.00	.00	.00	.00	3,000.00	.00
960990	MISC CONTRACTUAL SVCS	43,000.00	.00	.00	6,140.00	36,860.00	.14
TOTAL	CONTRACTUAL SERVICES	57,000.00	2,294.76	.00	18,384.56	38,615.44	.32
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
970260	POSTAGE AND PARCEL	.00	.00	.00	15.00	-15.00	.00
970270	PRINTING-REPROD-BINDING	8,000.00	8.29	.00	7,961.29	38.71	1.00
TOTAL	COMMODITIES	8,000.00	8.29	.00	7,976.29	23.71	1.00
980400	EQUIPMENT	.00	.00	.00	.00	.00	.00
980410	COMPUTER HARDWARE	.00	.00	.00	.00	.00	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
TOTAL	CAPITAL EXPENDITURES	.00	.00	.00	.00	.00	.00
TOTAL	IL LIBRARY PER CAP GRANT	65,000.00	2,303.05	.00	26,360.85	38,639.15	.41
TOTAL	CIVIC & CULTURE	5,502,964.00	450,743.65	.00	3,240,320.92	2,262,643.08	.59
TOTAL	PUBLIC LIBRARY FUND	5,502,964.00	450,743.65	.00	3,240,320.92	2,262,643.08	.59

09/07/04

CITY OF DES PLAINES

ACCOUNTING PERIOD: 8/04

ORGANIZATION EXPENDITURE STATUS

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

FUNCTION - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	50,000.00	.00	.00	2,364.71	47,635.29	.05
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	2,364.71	47,635.29	.05
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
TOTAL	COMMODITIES	.00	.00	.00	.00	.00	.00
980300	IMPROVEMENTS	50,000.00	932.31	.00	66,267.31	-16,267.31	1.33
980400	EQUIPMENT	15,000.00	.00	.00	7,112.50	7,887.50	.47
980410	COMPUTER HARDWARE	60,000.00	.00	.00	.00	60,000.00	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	10,000.00	18,123.43	.00	18,123.43	-8,123.43	1.81
TOTAL	CAPITAL EXPENDITURES	135,000.00	19,055.74	.00	91,503.24	43,496.76	.68
TOTAL	LIBRARY CAPITAL PROJ FUND	185,000.00	19,055.74	.00	93,867.95	91,132.05	.51
TOTAL	LIBRARY CAPITAL PROJ FUND	185,000.00	19,055.74	.00	93,867.95	91,132.05	.51
TOTAL REPORT		5,687,964.00	469,799.39	.00	3,334,188.87	2,353,775.13	.59

ACCOUNTING PERIOD: 7/04

SELECTION CRITERIA: payable.due\_date='08/02/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	920110	PROFESSIONAL CONSULTING	103338	SEM SECURITY MANAGEMENT	2	5,000.00
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	DPK604	3,277.14
2110	920220	MEMBERSHIP DUES	102534	ILLINOIS LIBRARY ASSOCIAT	112807	115.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	AUGUST 2004	339.33
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	AUGUST 2004	237.39
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	AUGUST 2004	19.80
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	AUGUST 2004	26.56
2110	930010	R & M EQUIPMENT	07090	ACCOUNTOR SYSTEMS	21245	357.85
2110	930010	R & M EQUIPMENT	07940	VIDEO MASTER, INC.	43479	270.00
2110	930010	R & M EQUIPMENT	07940	VIDEO MASTER, INC.	43448	220.00
2110	930010	R & M EQUIPMENT	100370	CONTROL SOLUTIONS	103649	280.00
2110	930010	R & M EQUIPMENT	101521	TOTAL FIRE & SAFETY, INC.	8990	227.30
2110	930010	R & M EQUIPMENT	72106	COOPERATIVE COMPUTER SERV	DPK604	23.85
2110	930195	BOOK BINDING & REPAIR	05479	HOUCHEM BINDERY LTD	124406	286.90
2110	930210	RENTAL OF EQUIPMENT	100473	RENTACRATE INCORPORATED	IL-9485	1,085.25
2110	930320	CLEANING:CUSTODIAL SERV	200147	MAJESTY MAINTENANCE INC	35793IN	3,385.00
2110	930320	CLEANING:CUSTODIAL SERV	200147	MAJESTY MAINTENANCE INC	35689	200.00
2110	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	7/1/2004	7.50
2110	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	7/1/2004	9.38
2110	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	7/1/2004	6.12
2110	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	7/1/2004	2.00
2110	960210	SPECIAL EVENT PROGRAMMING	101296	SARA MCLAUGHLIN	REIMB	24.00
2110	960210	SPECIAL EVENT PROGRAMMING	101296	SARA MCLAUGHLIN	REIMB	21.47
2110	960210	SPECIAL EVENT PROGRAMMING	103586	VALERIE HALIOTIS	1	375.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1834270	14.30
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1818513	15.10
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1818511	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1822811	98.45
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1820877	165.30
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1820433	14.30
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1820875	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1820874	4.30
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1822809	4.05
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1822808	6.75
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1806315	82.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1813594	18.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1831550	12.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1829865	59.55
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1831549	11.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1826859	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1826858	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1811893	10.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1829544	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1829862	7.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1834269	6.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1834271	16.10
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1828545	12.90
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1829863	24.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1818512	3.50
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1810218	130.25
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1829864	171.90

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1828544	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1829866	9.15
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1829860	9.15
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1829867	4.30
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1804111	39.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1828542	4.05
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1820876	20.25
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1828543	6.20
2110	960990	MISC CONTRACTUAL SVCS	07940	VIDEO MASTER, INC.	43480	72.00
2110	960990	MISC CONTRACTUAL SVCS	08554	C. BERGER & COMPANY	57758	2,594.44
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012787206	129.90
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012803697	24.30
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012818471	23.80
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012787034	10.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012786761	38.95
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012786686	49.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012786898	57.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012764131	2.25
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012757227	71.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012803854	36.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012763821	72.85
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012756936	40.55
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012763361	12.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012764372	72.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012818508	7.70
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012828021	2.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012593040	22.90
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012803696	16.35
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012590461	27.30
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012764191	44.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012815574	21.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012763976	13.80
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012810852	28.65
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012801092	12.30
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012763579	47.50
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012811448	26.55
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012801338	19.55
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012770464	97.45
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012776457	21.70
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012780714	18.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012773821	42.45
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012789043	17.80
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012798329	2.70
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012833397	9.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012816131	28.70
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012783982	19.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012812267	15.30
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012774070	20.80
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012823696	1.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012820414	26.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012800730	46.50



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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	2012798430	1.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012820384	7.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012774488	77.95
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012811933	8.85
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012815961	93.05
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012770268	14.45
2110	960990	MISC CONTRACTUAL SVCS	102808	ADVANCED AQUATICS	18233	276.08
2110	960990	MISC CONTRACTUAL SVCS	102900	INITIAL TROPICAL PLANTS	18233	64.80
2110	960990	MISC CONTRACTUAL SVCS	102900	INITIAL TROPICAL PLANTS	567235	95.56
2110	960990	MISC CONTRACTUAL SVCS	103579	PATTI GILFORD FINE ARTS	6260404	190.00
2110	960990	MISC CONTRACTUAL SVCS	200291	RUBBERDISC.COM	2857-04	165.25
2110	960990	MISC CONTRACTUAL SVCS	83193	TRANSWORLD SYSTEMS INC	975142	2,737.50
2110	970100	SUPPLIES	00189	ANDERSON LOCK CO LTD	383686	19.62
2110	970100	SUPPLIES	09638	OFFICE DEPOT	249902627001	106.11
2110	970100	SUPPLIES	21092	PETTY CASH	7/1/2004	11.94
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	7/1/2004	6.30
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	7/1/2004	4.90
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1829866	81.15
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1822808	48.50
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1828542	32.92
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1828544	14.41
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1829860	98.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1829867	38.78
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1804111	636.51
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1820876	126.77
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1828543	48.55
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1829862	37.53
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1829863	116.18
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1822809	27.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1828545	143.24
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1810218	1,046.24
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1829864	1,346.40
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1818511	28.88
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1822811	846.89
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1820874	28.72
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1834270	34.06
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1818513	134.20
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1818512	47.70
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1820877	1,380.92
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1820875	13.56
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1834271	103.52
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1829544	20.38
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1834269	31.90
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1831549	254.10
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1831550	277.95
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1813594	168.20
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1829865	485.25
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1806315	658.02
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1826859	20.34
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1820433	111.49
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1811893	65.49

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1826858	3.59
2110	970600	BOOKS	03363	WEST GROUP	806702075	743.99
2110	970600	BOOKS	05948	BUSINESS & LEGAL REPORTS,	4924080	534.95
2110	970600	BOOKS	07439	THE GALE GROUP	13390905	47.92
2110	970600	BOOKS	07439	THE GALE GROUP	13387050	61.52
2110	970600	BOOKS	07439	THE GALE GROUP	13368182	40.42
2110	970600	BOOKS	07439	THE GALE GROUP	13396508	346.77
2110	970600	BOOKS	07439	THE GALE GROUP	13396509	70.42
2110	970600	BOOKS	07439	THE GALE GROUP	13389205	64.38
2110	970600	BOOKS	07439	THE GALE GROUP	13372863	24.76
2110	970600	BOOKS	07439	THE GALE GROUP	13392687	56.13
2110	970600	BOOKS	07439	THE GALE GROUP	13392298	74.84
2110	970600	BOOKS	07439	THE GALE GROUP	13396887	212.43
2110	970600	BOOKS	07439	THE GALE GROUP	13403052	194.42
2110	970600	BOOKS	07439	THE GALE GROUP	13369510	52.38
2110	970600	BOOKS	07439	THE GALE GROUP	13396888	82.00
2110	970600	BOOKS	07439	THE GALE GROUP	13369236	45.30
2110	970600	BOOKS	09606	ELA AREA PUBLIC LIBRARY D	6-23-04	39.85
2110	970600	BOOKS	09855	WEISS RATINGS, INC.	4140944	448.95
2110	970600	BOOKS	101014	AMAZON.COM CREDIT	6-03-04	21.45
2110	970600	BOOKS	101014	AMAZON.COM CREDIT	6-03-04	17.98
2110	970600	BOOKS	101014	AMAZON.COM CREDIT	6-03-04	20.76
2110	970600	BOOKS	101014	AMAZON.COM CREDIT	6-03-04	23.94
2110	970600	BOOKS	101014	AMAZON.COM CREDIT	6-03-04	14.94
2110	970600	BOOKS	101014	AMAZON.COM CREDIT	6-03-04	110.00
2110	970600	BOOKS	101014	AMAZON.COM CREDIT	6-03-04	33.90
2110	970600	BOOKS	101014	AMAZON.COM CREDIT	6-03-04	28.00
2110	970600	BOOKS	101099	AMERICAN LIBRARY ASSOCIAT	06481544 RI	25.20
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012786760	585.59
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012786685	968.44
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012786897	738.42
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012787033	150.14
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012803854	455.04
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012818471	449.78
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012764130	72.73
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012763578	855.96
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012792194	38.65
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012770463	879.82
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012763360	418.72
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012803696	149.93
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012764190	743.56
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012763975	300.71
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012783982	181.76
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012763820	1,226.35
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012590461	99.42
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012828021	44.15
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012756935	676.28
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012593040	47.46
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012818508	119.52
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012764371	1,379.18
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012774487	1,410.49

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ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012803697	62.02
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012815573	431.84
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012757226	807.47
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012770267	353.39
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012774069	393.45
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	5005220711	1,974.96
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012810851	596.53
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012814511	20.44
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012823695	640.52
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012800729	837.20
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012812266	251.79
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012816130	312.77
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012801091	143.66
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012833397	115.76
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012811932	232.29
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012835207	81.79
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012811447	512.99
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012801337	243.23
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012787205	1,925.33
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012780713	380.46
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012811584	753.47
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012773820	999.53
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012776456	395.64
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012815960	2,063.16
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012789043	213.57
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012798328	27.77
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012798430	13.63
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012820384	87.90
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012820414	306.20
2110	970600	BOOKS	13071	MULTI-CULTURAL BOOKS & VI	04-333	50.90
2110	970600	BOOKS	20737	THE COUNCIL OF STATE GOVE	34034	97.56
2110	970600	BOOKS	20737	THE COUNCIL OF STATE GOVE	34880	49.26
2110	970600	BOOKS	21030	CONGRESSIONAL QUARTERLY I	12681660	129.50
2110	970600	BOOKS	80139	RECORDED BOOKS, LLC	2070155	158.12
2110	970600	BOOKS	82668	POLONIA BOOK STORES	23996	607.55
2110	970600	BOOKS	82668	POLONIA BOOK STORES	24364	140.30
2110	970610	AUDIO MATERIALS	02482	B B C AUDIOBOOKS	158200	6.50
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	7-7-04-1	26.58
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	7-7-04-3	314.75
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-29-04-3	196.55
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-29-04-1	196.54
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-29-04-2	284.68
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-29-04-4	12.59
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	7-7-04-2	210.53
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	245430	50.74
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	244751	45.24
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	245032	53.49
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	245199	58.99
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5796467P	79.20
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5806517P	179.20
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5796466P	115.20

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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5785657P	307.20
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5806515P	30.60
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5806516P	108.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	2079270	11.90
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	2075082	135.60
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	2059553	24.80
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	2056303	83.30
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	22119D	131.39
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	832966	51.97
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	828898	47.97
2110	970630	VISUAL MATERIALS	101568	TEACHER'S VIDEO COMPANY	AD20040511	33.54
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R79457100	24.14
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U02680260	141.49
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U02680240	1,227.86
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R79864100	7.78
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R80716350	20.74
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U02680270	183.53
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U03023290	97.49
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	J11090960	104.13
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U02260560	264.55
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	J11749870	52.41
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	295029	74.99
2110	970630	VISUAL MATERIALS	80139	RECORDED BOOKS, LLC	2069469	27.30
2110	970640	AUTOMATED REFERENCE MAT'L	07439	THE GALE GROUP	R113391550	3,009.00
2110	970640	AUTOMATED REFERENCE MAT'L	21822	HOOVER'S, INC.	100103	995.00
2110	980410	COMPUTER HARDWARE	200294	DELL MARKETING LP	A32796336	35,783.00
2110	980410	COMPUTER HARDWARE	200299	TODAY'S BUSINESS SOLUTION	62804-7	275.00
2110	980420	COMPUTER SOFTWARE	200294	DELL MARKETING LP	A37533945	441.00
TOTAL LIBRARY SERVICES						110,550.96
2130	920202	CONFERENCES	09656	HOLLY RICHARDS SORENSEN	REIMB	46.40
2130	920202	CONFERENCES	16164	HECTOR MARINO	REIMB	69.83
2130	920202	CONFERENCES	91968	SUZANNE PIRIE	REIMB	45.11
2130	960070	AUTO/TRAVEL EXPENSES	09656	HOLLY RICHARDS SORENSEN	REIMB	22.25
2130	960070	AUTO/TRAVEL EXPENSES	16164	HECTOR MARINO	REIMB	79.00
2130	960070	AUTO/TRAVEL EXPENSES	91968	SUZANNE PIRIE	REIMB	6.00
2130	970270	PRINTING-REPROD-BINDING	16164	HECTOR MARINO	REIMB	8.29
TOTAL IL LIBRARY PER CAP GRANT						276.88
TOTAL FUND						110,827.84

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FUND - 202 - LIBRARY CAPITAL PROJ FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
202	980600	FURNITURE & FIXTURES	24056 THE HIGHSMITH CO., INC.	8366844-001	4,297.42
TOTAL LIBRARY CAPITAL PROJ FUND					4,297.42
TOTAL FUND					4,297.42

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ACCOUNTING PERIOD: 8/04

CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='08/16/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	920140	DATA PROCESSING SERVICES	102744 BAKER & TAYLOR BOOKS	U09NS4909M	569.58
2110	920140	DATA PROCESSING SERVICES	200310 LINCOLN TRAIL LIBRARIES S	29727	115.41
2110	920220	MEMBERSHIP DUES	102534 ILLINOIS LIBRARY ASSOCIAT	112806	75.00
2110	930010	R & M EQUIPMENT	101536 THREE M	OF15430	94.68
2110	930010	R & M EQUIPMENT	102047 WAGNER OFFICE SOLUTIONS I	41913	996.42
2110	930010	R & M EQUIPMENT	102047 WAGNER OFFICE SOLUTIONS I	41911	2,710.44
2110	930010	R & M EQUIPMENT	102686 SWITCH GEAR	300597	4,340.00
2110	930010	R & M EQUIPMENT	200309 S K CULVER COMPANY	64798	85.00
2110	930020	R & M BLDGS & STRUCTURES	00189 ANDERSON LOCK CO LTD	385329	168.03
2110	930020	R & M BLDGS & STRUCTURES	09460 OAKTON GLASS & MIRROR	14938	202.76
2110	930020	R & M BLDGS & STRUCTURES	100604 MK PAINTING & DECORATING	3	1,040.00
2110	930320	CLEANING:CUSTODIAL SERV	102711 SPEED-E-KLEEN	2520	100.00
2110	930320	CLEANING:CUSTODIAL SERV	200147 MAJESTY MAINTENANCE INC	35818IN	300.00
2110	960210	SPECIAL EVENT PROGRAMMING	09217 NATALIE B. NEWBERGER	FALL 2004	225.00
2110	960210	SPECIAL EVENT PROGRAMMING	09733 ORIENTAL TRADING COMPANY,	593195516-01	26.90
2110	960210	SPECIAL EVENT PROGRAMMING	09733 ORIENTAL TRADING COMPANY,	591957139-01	40.24
2110	960210	SPECIAL EVENT PROGRAMMING	103586 VALERIE HALIOTIS	2	375.00
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	7-12-04	7.99
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	7-09-04	35.38
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	7-08-04	35.60
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	7-20-04	19.76
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	7-20-04	10.47
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	7-13-04	4.96
2110	960210	SPECIAL EVENT PROGRAMMING	43765 DOMINICKS FINER FOODS	7-13-04	30.71
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1839046	27.00
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1843193	8.10
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1848948	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1826462	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1826463	2.15
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1843659	4.05
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1847357	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1836199	2.15
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1822805	24.25
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1835082	8.10
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1829868	28.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1821893	3.50
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1843663	4.85
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1843660	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1843241	3.15
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1835079	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1833235	80.95
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1822807	77.95
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1830707	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1836999	2.10
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1841287	10.25
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1848271	12.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1848270	4.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1839045	5.40
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1838379	6.45
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1848949	.80
2110	960990	MISC CONTRACTUAL SVCS	02191 BOOK WHOLESALERS INC	1831548	5.40

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SELECTION CRITERIA: payable.due\_date='08/16/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1838380	10.25
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1824802	7.55
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1822806	69.90
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1830712	10.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1831547	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1831545	3.50
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1845453	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1833940	12.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1835081	8.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1835083	3.75
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1835080	4.85
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1823894	4.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1836961	7.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1823893	12.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1829587	3.15
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1829861	2.95
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1830709	5.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1830708	4.05
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1830711	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1830710	6.75
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1822810	8.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1824801	13.50
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1843662	4.85
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1824803	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1845452	8.90
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1825562	6.75
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1843661	19.15
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1831546	14.75
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1841756	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1841755	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1824804	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1820878	45.30
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1841757	13.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1847607	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1847336	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1836204	6.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1844383	9.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1836203	9.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1836201	6.45
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1844382	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1838381	6.45
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1844384	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1836200	16.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1848952	12.15
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1824805	3.50
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1836202	3.50
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1838377	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1838378	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1848951	13.50
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1848950	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1848953	2.95

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ACCOUNTING PERIOD: 8/04

ELECTION CRITERIA: payable.due\_date='08/16/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	08554	C. BERGER & COMPANY	57796	759.00
2110	960990	MISC CONTRACTUAL SVCS	09535	EXPRESS PERSONNEL SERVICE	92772456-7	340.75
2110	960990	MISC CONTRACTUAL SVCS	101752	OCLC INCORPORATED	733492	405.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012845685	26.25
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012844525	72.40
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012830594	70.15
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012847078	13.40
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012861672	7.80
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012845094	20.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012844860	93.35
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012811585	47.30
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012882760	58.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012835238	29.85
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012845517	11.25
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012845614	32.40
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012866565	95.70
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012845233	19.90
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012820412	12.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012872322	9.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012904466	5.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012848839	4.80
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012872611	4.80
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012862745	9.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012857902	7.80
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012833547	37.40
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012844931	5.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012828015	2.45
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012628016	9.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012650376	9.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012660146	9.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012610389	4.55
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012847196	35.30
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012847428	1.35
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012881573	2.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012863132	13.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012847452	4.80
2110	960990	MISC CONTRACTUAL SVCS	102808	ADVANCED AQUATICS	18549	392.12
2110	960990	MISC CONTRACTUAL SVCS	25775	CRIMSON MULTIMEDIA DIST.,	5093A	41.80
2110	960990	MISC CONTRACTUAL SVCS	25775	CRIMSON MULTIMEDIA DIST.,	5047A	67.29
2110	970100	SUPPLIES	09638	OFFICE DEPOT	250918633001	22.33
2110	970100	SUPPLIES	09638	OFFICE DEPOT	250801038001	74.88
2110	970100	SUPPLIES	09638	OFFICE DEPOT	251556586001	169.02
2110	970100	SUPPLIES	102047	WAGNER OFFICE SOLUTIONS I	41953	8.50
2110	970100	SUPPLIES	15976	GRAPHIC SOLUTIONS	6836	625.16
2110	970100	SUPPLIES	19764	BRODART COMPANY	501423	363.59
2110	970100	SUPPLIES	200308	SUE D'HONDT	REIMB	37.32
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	1697102	62.63
2110	970170	JANITORIAL	101451	GRAINGER	01-013446-8	2,081.04
2110	970170	JANITORIAL	102809	VALDES ENTERPRISES INC	8693	549.11
2110	970260	POSTAGE AND PARCEL	103035	FEDERAL EXPRESS	1-891-77134	12.60
2110	970260	POSTAGE AND PARCEL	103035	FEDERAL EXPRESS	1-891-17296	14.67



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FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1821893	30.54
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1843663	48.14
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1826463	13.76
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1843660	49.40
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1829868	293.79
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1843659	33.30
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1847357	8.38
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1822805	225.18
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1848948	10.17
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1826462	18.56
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1839046	192.18
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1835079	13.77
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1836199	13.76
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1841287	84.03
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1835082	56.30
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1833235	582.53
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1822806	547.78
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1843193	55.02
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1822807	624.07
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1836999	27.52
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1848270	61.14
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1830707	20.37
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1839045	39.27
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1843241	27.51
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1848271	207.84
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1824801	106.23
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1845452	61.46
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1825562	58.60
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1824804	28.64
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1831546	184.18
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1843662	45.06
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1824802	69.52
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1848334	50.85
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1841756	63.95
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1824803	14.99
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1843661	155.58
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1841755	41.33
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1841757	182.32
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1820878	313.42
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1838379	70.41
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1838380	103.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1848949	13.56
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1838381	41.34
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1831547	17.98
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1831545	29.72
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1830712	74.97
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1836961	50.25
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1831548	46.26
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1835083	27.06
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1823894	23.34
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1823893	60.62

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CITY OF DES PLAINES

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ACCOUNTING PERIOD: 8/04

CASH REQUIREMENTS BILL LIST

LECTION CRITERIA: payable.due\_date='08/16/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1835080	46.66
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1830710	47.34
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1833940	67.14
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1830708	27.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1830709	42.30
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1847668	96.93
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1835061	87.20
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1830711	15.26
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1845453	27.98
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1829861	14.66
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1822810	181.50
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1847336	8.38
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1847607	10.17
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1836204	103.92
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1844383	143.82
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1836203	139.92
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1844384	38.97
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1836200	119.22
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1844382	19.21
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1836201	39.16
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1829587	30.55
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1836202	28.71
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1848951	106.08
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1848950	14.41
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1838378	19.21
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1848952	94.04
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1838377	7.77
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1824805	34.06
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1848953	44.84
2110	970600	BOOKS	02958	MARQUIS WHO'S WHO	675552	313.70
2110	970600	BOOKS	02958	MARQUIS WHO'S WHO	673677	289.00
2110	970600	BOOKS	07439	THE GALE GROUP	13434422	614.81
2110	970600	BOOKS	07439	THE GALE GROUP	13436587	184.26
2110	970600	BOOKS	07439	THE GALE GROUP	13428182	88.42
2110	970600	BOOKS	07439	THE GALE GROUP	13421140	52.38
2110	970600	BOOKS	07439	THE GALE GROUP	13427072	89.99
2110	970600	BOOKS	07439	THE GALE GROUP	13425104	140.01
2110	970600	BOOKS	07439	THE GALE GROUP	13437798	135.67
2110	970600	BOOKS	07439	THE GALE GROUP	13423703	178.29
2110	970600	BOOKS	07439	THE GALE GROUP	13417408	162.47
2110	970600	BOOKS	07439	THE GALE GROUP	13418129	45.30
2110	970600	BOOKS	07439	THE GALE GROUP	13408308	89.99
2110	970600	BOOKS	07439	THE GALE GROUP	13414171	162.47
2110	970600	BOOKS	07439	THE GALE GROUP	13421567	40.42
2110	970600	BOOKS	09431	LEXIS BUSINESS & ACADEMIC	387276	1,718.93
2110	970600	BOOKS	09641	GREY HOUSE PUBLISHING	439583	158.50
2110	970600	BOOKS	09855	WEISS RATINGS, INC.	4214174	384.60
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012844524	1,551.17
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012844859	1,697.35
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012881573	18.33
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012863132	161.49

ELECTION CRITERIA: payable.due\_date='08/16/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012847428	12.47
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012650376	37.85
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012847452	57.28
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012881672	85.40
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012610389	11.89
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012660146	19.58
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012830593	2,037.57
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012847196	401.73
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012845093	323.87
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012866564	2,355.09
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012882759	1,392.01
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012845516	183.64
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012845232	463.89
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012628016	18.42
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012828015	4.75
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012884810	261.15
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012844930	71.25
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012894376	128.92
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012845613	454.25
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012869415	413.43
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012835237	678.77
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012833547	465.04
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012845684	465.12
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	5005250901	462.01
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012872322	122.48
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012848839	56.68
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012904466	56.68
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012862745	113.36
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012902582	67.52
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012820412	147.70
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012872611	54.41
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012857902	81.60
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012847078	148.52
2110	970600	BOOKS	103005 MCGRAW HILL CONSTRUCTION	17744006	199.00
2110	970600	BOOKS	20232 REGENT BOOK COMPANY	82254	12.27
2110	970600	BOOKS	21121 THE MCGRAW-HILL COMPANIES	J116873F04	223.27
2110	970600	BOOKS	21494 A M BEST COMPANY	1882993	975.95
2110	970600	BOOKS	21494 A M BEST COMPANY	1882994	975.95
2110	970600	BOOKS	23806 FACTS ON FILE	406641	900.41
2110	970600	BOOKS	23806 FACTS ON FILE	404735	53.50
2110	970600	BOOKS	82668 POLONIA BOOK STORES	24403	595.33
2110	970600	BOOKS	93526 THOMSON FINANCIAL PUBLISH	2026012	270.00
2110	970600	BOOKS	93526 THOMSON FINANCIAL PUBLISH	2006903	578.00
2110	970600	BOOKS	93526 THOMSON FINANCIAL PUBLISH	2012991	215.00
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	162588	194.88
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	5246	-5.00
2110	970610	AUDIO MATERIALS	07981 A CHILD'S VOICE	SEE ATTACHED	32.50
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	7-13-04-5	26.58
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	7-13-04-1	19.58
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	7-21-04-4	15.37
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	7-21-04-2	74.14

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ACCOUNTING PERIOD: 8/04

CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='08/16/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	7-21-04-1	289.55
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	7-21-04-3	75.54
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	7-13-04-3	311.94
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	7-13-04-2	166.45
2110	970610	AUDIO MATERIALS	28038 BRILLIANCE AUDIO, INC.	245690	61.74
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	5816272P	148.80
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	5816274P	165.60
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	5816273P	20.70
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	2079195	335.20
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	2066579	23.80
2110	970620	SUBSCRIPTIONS & BOOKS	09309 ROBERTA S. JOHNSON	REIMB	102.20
2110	970620	SUBSCRIPTIONS & BOOKS	200103 BOTTOM LINE PERSONAL	RENEWAL	39.00
2110	970620	SUBSCRIPTIONS & BOOKS	24147 KOVELS ON ANTIQUES & COLL	SEE ATTACHED	27.00
2110	970620	SUBSCRIPTIONS & BOOKS	71360 MORNINGSTAR INCORPORATED	1603178B	145.00
2110	970620	SUBSCRIPTIONS & BOOKS	74130 EBSCO SUBSCRIPTION SVC	1121290	59.95
2110	970620	SUBSCRIPTIONS & BOOKS	74130 EBSCO SUBSCRIPTION SVC	1122890	33.28
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	838023	59.98
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	834086	63.99
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	834084	215.88
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	838022	23.99
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	834085	39.99
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	J12031930	76.42
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	U03239220	22.46
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	R81434651	10.76
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	U04031010	280.08
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	U02680230	52.38
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	R81434650	12.66
2110	970630	VISUAL MATERIALS	200311 LEXICON MARKETING CORPORA	779338	1,982.00
2110	970630	VISUAL MATERIALS	25775 CRIMSON MULTIMEDIA DIST.,	4930A	258.00
2110	970630	VISUAL MATERIALS	25775 CRIMSON MULTIMEDIA DIST.,	4930B	125.00
2110	970640	AUTOMATED REFERENCE MAT'L	09647 INFO USA MARKETING, INC.	4-90-151630	12,195.00
2110	970640	AUTOMATED REFERENCE MAT'L	100602 PROQUEST	IL0714	660.00
2110	970640	AUTOMATED REFERENCE MAT'L	22618 CHIEF, CDS	202218	1,325.00
TOTAL LIBRARY SERVICES					70,760.99
2130	920202	CONFERENCES	09309 ROBERTA S. JOHNSON	REIMB	178.03
2130	960070	AUTO/TRAVEL EXPENSES	09309 ROBERTA S. JOHNSON	REIMB	76.98
TOTAL IL LIBRARY PER CAP GRANT					255.01
TOTAL FUND					71,016.00

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08/06/04

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

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ACCOUNTING PERIOD: 8/04

SELECTION CRITERIA: payable.due\_date='08/16/2004'

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
202	980300	IMPROVEMENTS	103194 H B BARNARD COMPANY	PMT# 1	932.31
202	980600	FURNITURE & FIXTURES	200307 BOISE WORKSPACE	21036	3,360.61
TOTAL LIBRARY CAPITAL PROJ FUND					4,292.92
TOTAL FUND					4,292.92

**LIBRARY DIRECTOR'S REPORT  
SEPTEMBER 2004**

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

**I. PERSONNEL**

New Employees for August: Adam Bartnik, Carolyn Romin, Fernando Martin, and Michael Puente, Part-time Page, Circulation Services.

Resignations/Separations: Linda Kleen, Part-Time Circulation Services Assistant, and Adam Bartnik, Page, Circulation Services.

**II. STAFF DEVELOPMENT**

The Fall Quarterly All-Staff Meeting was held on September 14. The topics of discussion were the new evaluation and merit-based pay system, the bonus award program, and the security audit results and recommendations. Dick Sem attended the meeting to report and to answer questions.

We honored six employees who have worked at the library for 25 years or more: Lee Cho, Gail Bradley, Sue Pirie, Kelli Phillips, Margie Borris, and Diane Fellner.

Several staff members will attend the annual conference of the Illinois Library Association, September 28-30. Two of our staff, Margie Borris and Bob Blanchard will present information on our recent grant projects.

**III. PATRON SERVICES**

We have experienced ongoing failures of the catalog system since the SIRSI upgrade of August 17. The technical and administrative staff of CCS are working diligently to expedite progress in addressing and correcting the problems with SIRSI personnel.

*We experienced a small increase in circulation for August, with print materials accounting for 53% of the total circulation. For children's materials, print accounted for 63% and for adult materials, 48%. Patrons used self-check for 23% of the total items circulated.*

Attendance is close to last year's. Adult Services staff assisted adults in use of the collection and services 166,499 times. Adult computers were used 7,810 times and children's 1,782 times in August. Our meeting rooms were occupied 58 times by 40 groups.

Since the filters were installed on the adult computers on August 20, we have recorded 24 comments/complaints. Sixteen of the complaints involved being blocked from Yahoo and Hotmail. That problem was corrected on August 26. The other comments involved a variety of situations, one was a deliberate testing of the filter, one angry complaint came from a person who wanted to view adult sites and could not, another from someone who was reported by another patron and felt his privacy and access rights were violated, and the others involved popups of various questionable sexual content reported by people who did not want to see them.

I received a Freedom of Information Act request for information about salaries and benefits of all current staff. Carol and I worked with the city legal, human resources, and finance departments to provide the information that we had that was not confidential.

#### IV. PROFESSIONAL ACTIVITIES

I attended the City Holiday Lighting Ceremony Committee meeting on 8/18, the Library Cable Network Executive Committee meeting on 8/19, the Chamber City Advisory Committee meeting on 8/26, a luncheon for women library directors on 9/9, the Friends of the Library Wishlist Committee meeting on 9/13, the Library Cable Network EXCOMM meeting on 9/16, and SLURP (area library directors discussion group) on 9/17.

V.D.1.

DES PLAINES PUBLIC LIBRARY  
HOLDINGS  
SEPTEMBER 2004

	<u>Aug 2004</u>	<u>Sept 2004</u>	<u>Change</u>	<u>% Change</u>
Books	255,268	254,006	-1,262	-0.49%
Audio	21,485	21,666	181	0.84%
Video	21,225	21,308	83	-0.39%
Puzzles & Games	663	658	-5	-0.75%
Realia	237	237	0	0.00%
Pamphlets	326	326	0	0.00%
<b>Total</b>	<b>299,204</b>	<b>298,201</b>	<b>-1,003</b>	<b>-0.34%</b>



**DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT**  
**August 2004**

				% Change
<b>Total 2003 to Date:</b>	717,788	<b>Total 2004 to Date:</b>	734,852	2.38%
<b>August 2003</b>	87,423	<b>August 2004</b>	89,800	2.72%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
CHILDREN	2003	2004	2003	2004	2003	2004
Non Fiction	3,813	3,777	270	280	4,083	4,057
Fiction	12,690	12,736	620	556	13,310	13,292
Foreign Language Non Fiction	99	124	3	8	102	132
Foreign Language Fiction	439	431	16	25	455	456
Periodicals	354	330	1	0	355	330
Compact Discs	1,024	1,144	32	31	1,056	1,175
Audio Cassettes	183	122	1	1	184	123
Audio Kits	284	246	28	13	312	259
Puzzles	233	174	9	7	242	181
Games	156	96	3	4	159	100
Audio Books	350	482	24	17	374	499
Video Fiction	3,589	2,731	228	218	3,817	2,949
Video Non Fiction	933	744	25	9	958	753
DVD	2,386	3,873	67	193	2,453	4,066
CD ROMs	567	716	0	0	567	716
<b>SUB TOTAL</b>	<b>27,100</b>	<b>27,726</b>	<b>1,327</b>	<b>1,362</b>	<b>28,427</b>	<b>29,088</b>
<b>ADULT</b>						
Non Fiction	11,351	12,243	151	174	11,502	12,417
Fiction	9,766	9,657	240	309	10,006	9,966
Large Type	1,577	1,634	189	113	1,766	1,747
Foreign Language Non Fiction	431	457	5	6	436	463
Foreign Language Fiction	1,147	1,205	0	3	1,147	1,208
High School Collection	614	775	1	2	615	777
Periodicals	2,556	2,712	85	106	2,641	2,818
Pamphlets	15	12	0	0	15	12
Compact Discs	7,735	7,713	271	219	8,006	7,932
Audio Cassettes	11	2	0	0	11	2
Puzzles	3	3	0	0	3	3
Pictures	34	28	0	0	34	28
Audio Books	2,479	2,879	32	31	2,511	2,910
CD ROMs	231	172	0	0	231	172
Video Fiction	7,716	5,424	304	225	8,020	5,649
Video Non Fiction	3,331	2,770	37	13	3,368	2,783
DVD	8,216	11,120	239	454	8,455	11,574
Misc. Formats	227	250	2	1	229	251
	57,440	59,056	1,556	1,656	58,996	60,712
<b>GRAND TOTAL</b>	<b>84,540</b>	<b>86,782</b>	<b>2,883 *</b>	<b>3,018</b>	<b>87,423</b>	<b>89,800</b>
Self Check	20,457	20,099	0	0	20,457	20,099

\* In 2003 and 2004, Mobile Library out of service for scheduled maintenance.

V.D.1.

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

**I. Library Card Registration Services**

<u>Aug 2003</u>	<u>July 2004</u>	<u>Aug 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
810	1,080	960	6,770	7,730	14.2%

A.	New Library Card Registrations	428
B.	Updated Library Card	320
C.	Other Libraries	205
D.	Non Resident Fee Paid Cards	7
Total		960

**II. Other Registration Services**

1.	Patrons Registering for Programs	145
2.	Number of Meeting Room Uses	50
3.	Voters Registered	72
4.	Senior Cab Cards	8
Total		275

**III. Total Number Of Registered Borrowers**

August 2003	34,851	(61.2% of Population)
August 2004	34,355	(60.3% of Population)

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

**Patron Attendance Count**

<u>Aug 2003</u>	<u>July 2004</u>	<u>Aug 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
44,646	48,000	45,999	374,146	375,647	0.4%

**Reciprocal Borrowing  
(Materials Lent)**

	<u>Aug 2003</u>	<u>Aug 2004</u>	<u>% Change</u>
NSLS	13,453	14,144	5.1%
Other Systems	5,426	7,384	36.1%
Total	18,879	21,528	14.0%

**Interlibrary Loan**

	<u>Aug 2003</u>	<u>Aug 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
Sent	4,127	4,383	30,900	40,264	30.3%
Received	2,724	3,271	12,808	27,826	117.3%
Total	6,851	7,654	43,708	68,090	55.8%

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

<b>Assistance/Service Desk</b>	<u>Aug 2003</u>	<u>Aug 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Phone Calls Received	1,213	922	10,234	8,161	-20.3%
2. Patron Renewals	1,424	1,194	13,341	10,591	-20.6%
3. Patron Reserves Delivered	2,761	4,274	22,686	28,619	26.2%
4. Directional	1,353	1,052	11,784	9,087	-22.9%
5. Account Inquiries	3,570	3,358	36,562	25,816	-29.4%
6. Program Sign-up	297	228	4,036	4,250	5.3%
7. In Person Patron Assistance	2,345	1,672	22,212	13,641	-38.6%
<b>Total</b>	<b>12,963</b>	<b>12,700</b>	<b>120,855</b>	<b>100,165</b>	<b>-17.1%</b>
<b>Assistance/Switchboard</b>	<u>Aug 2003</u>	<u>Aug 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Phone Calls Answered	2,909	3,364	28,257	26,557	-6.0%
2. Delivery/Buzzer	62	67	1,224	520	-57.5%
3. 2-Way Radio	127	99	2,262	878	-61.2%
<b>Total</b>	<b>3,098</b>	<b>3,530</b>	<b>31,743</b>	<b>27,955</b>	<b>-11.9%</b>
<b>Grand Total</b>	<b>16,061</b>	<b>16,230</b>	<b>152,598</b>	<b>128,120</b>	<b>-16.0%</b>

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

<b>Assistance</b>	<u>Aug 2003</u>	<u>Aug 2004</u>	<u>Year to Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Computer/Instructional	964	1,686	6,694	10,096	50.8%
2. Mechanical	714	542	4,338	3,857	-11.1%
3. Directional	848	1,269	7,191	10,048	39.7%
4. Tax Forms	10	33	1,217	1,775	45.9%
<b>Total</b>	<b>2,536</b>	<b>3,530</b>	<b>19,440</b>	<b>25,776</b>	<b>32.6%</b>
<b>Reference and Readers' Services</b>	<u>Aug 2003</u>	<u>Aug 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Specific Item Request	3,460	3,799	26,056	27,703	6.3%
2. Ready Reference	1,144	1,792	8,834	12,744	44.3%
3. In-Depth Reference	175	374	1,851	2,944	59.0%
4. Informational	1,294	1,944	9,780	14,872	52.1%
5. Instruction	0	0	782	256	-67.3%
6. Virtual Reference Desk	5	1	392	198	-49.5%
7. Interlibrary Loan Request	147	136	1,718	1,151	-33.0%
8. Readers' Advisory	157	154	1,142	1,273	11.5%
9. CCS Holds	1031	1,206	8,211	9,034	10.0%
<b>Total</b>	<b>7,413</b>	<b>9,406</b>	<b>58,766</b>	<b>70,175</b>	<b>19.4%</b>
<b>Sign Up</b>	<u>Aug 2003</u>	<u>Aug 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Internet	6,875	7,810	49,857	58,373	17.1%
2. Computer Lab	398	480	3,981	5,792	45.5%
3. Group Study Rooms	581	565	5,877	6,378	8.5%
4. Ellis/Reading Edge	1	1	9	5	-44.4%
<b>Total</b>	<b>7,855</b>	<b>8,856</b>	<b>59,724</b>	<b>70,548</b>	<b>18.1%</b>
<b>Grand Total</b>	<b>17,804</b>	<b>21,792</b>	<b>137,930</b>	<b>166,499</b>	<b>20.7%</b>

**DES PLAINES PUBLIC LIBRARY  
USAGE STATISTICS FOR ONLINE REFERENCE PRODUCTS  
AUGUST 2004**

Alldata	NA
CLCD	0
CQ Researcher	4
Ebsco:	
• Novelist	97
• Primary/Middle Search	0
• Searchasaurus	0
FACTS.com	6
First Search	2,192
Gale Group:	
• AncestryPlus	86*
• Biography Resource Center	155
• Business & Company Resource Center	1,106
• Contemporary Authors	19
• General Reference Center Gold	288
• Kids Infobits	0
• Opposing Viewpoints	81
• Student Resource Center	63
• Virtual Reference Library	0
• What Do I Read Next?	47
Greenwood Daily Life Online	2*
Grolier Online	10*
Hoover's Online	NA
LitFinder	9
Morningstar	97,623*
NewsBank:	
• American Obituaries and Death Notices	686
• Chicago Tribune Archive	1,060
• Local newspapers	491
• Noticias en Español	11
ProQuest :	
• eLibrary	94
• Heritage Quest	NA
• SIRS Discoverer	NA
• <i>Wall Street Journal, New York Times Historical Archive</i>	86
Reference USA	995
ValueLine	23*
World Book Encyclopedia	3
 Total Searches & Queries	 7,623

\*Number of sessions or views (number of searches not provided)

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

<b>Assistance</b>	<u>Aug 2003</u>	<u>Aug 2004</u>	<u>Year To Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Computer Sign-up	2,241	1,782	19,586	13,961	-28.7%
2. Mech Troubleshooting	N/A	461	N/A	1,239	N/A
3. Computer Mech Instr	N/A	341	N/A	1,157	N/A
4. Program Sign-up	0	225	3,213	2,553	-20.5%
5. Information	N/A	584	N/A	2,085	N/A
6. Directional Questions	253	639	2,647	3,722	40.6%
<b>Total</b>	<b>2,494</b>	<b>4,032</b>	<b>25,446</b>	<b>25,185</b>	<b>-1.0%</b>
<b>In-House Circulation</b>	<u>Aug 2003</u>	<u>Aug 2004</u>	<u>Year To Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Train Sets	1,035	1,248	11,380	11,711	2.9%
2. Chess/Checkers	55	32	538	507	-5.8%
3. School Supplies Handouts	N/A	46	N/A	861	N/A
4. Textbooks	14	50	89	205	130.3%
<b>Total</b>	<b>1,104</b>	<b>1,376</b>	<b>12,007</b>	<b>14,660</b>	<b>22.1%</b>
<b>Reference</b>	<u>Aug 2003</u>	<u>Aug 2004</u>	<u>Year To Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Specific Item Request	733	912	8,495	8,634	1.6%
2. Reference	589	398	4,951	5,736	15.9%
3. Readers' Advisory	153	174	1,103	1,540	39.6%
4. ILL & Patron Holds	158	161	1,491	1,424	-4.5%
5. Book Bag Request	14	16	170	74	-56.5%
<b>Total</b>	<b>1,647</b>	<b>1,661</b>	<b>16,210</b>	<b>19,069</b>	<b>17.6%</b>
<b>Grand Total</b>	<b>5,245</b>	<b>7,069</b>	<b>53,663</b>	<b>58,914</b>	<b>9.8%</b>

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

	<u>Times Used</u>	<u>Attendance</u>
<b>Library Sponsored Programs/Meetings</b>		
Adult Services Meeting	1	9
Building & Grounds Committee Meeting	1	8
Department Heads Meetings	4	30
Film - "House of Sand and Fog"	1	67
Friends of the Library	1	18
Great Decisions	1	24
Management Committee Meeting	2	120
Older Women's Legacy Circle	3	26
Page Meeting	2	26
Readers' Services Meeting	1	8
Summer Reading Club	1	35
The Columbian Exposition of 1893	1	58
Thursday Evening Book Discussion	1	15
Tuesday Morning Book Group	1	22
Voter Registration Training	3	59
Youth Services Meeting	1	8
<b>Total</b>	<b>25</b>	<b>533</b>



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

Times Used    Attendance

**Outside Community Groups**

Condo Alliance	1	10
Des Plaines Open House Forum	1	48
Des Plaines Relay for Life	1	50
Des Plaines School Board Caucus	1	12
Des Plaines Toastmasters	3	21
District 62/Forest School	1	13
Kiwanis Club of Des Plaines	1	12
Mayor's Blood Drive	1	63
Meridian Condominium Association	1	76
Polyglots Toastmasters	2	18
Prem Rawat Foundation	1	15
River Point Condominium Association	1	70
Romance Writers	1	35
State Representative Elaine Nekritz Town Hall Mtg	1	40
Square Spares	1	20
Tax Forum	1	50
Thacker Park Condominium Association	2	30

Total	21	583
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**Other**

Library Board Meeting	1	27
Total	1	27

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

Times Used    Attendance

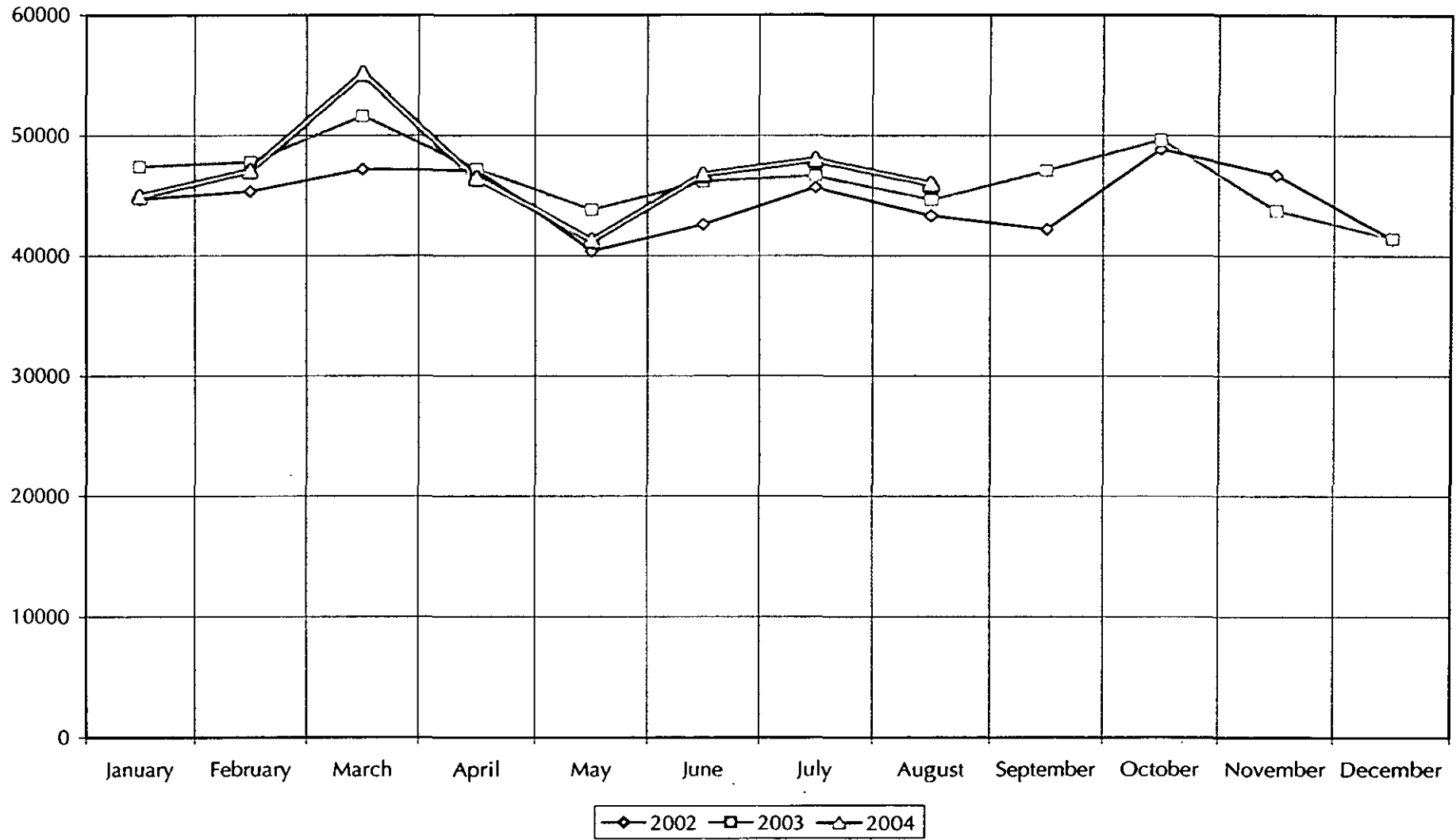
**Library Sponsored Children's Programs**

Arlington Heights Library Y.S. Assistant Tour	1	6
Dr. Gesundheit	2	322
Poetry Pizza Party	1	14
Travel memories	1	22
YA Volunteer Pizza Party	1	20
 Total	 6	 384
 Literacy Program		
Learn to Read	5	300
 <b>Grand Total</b>	 58	 1,827

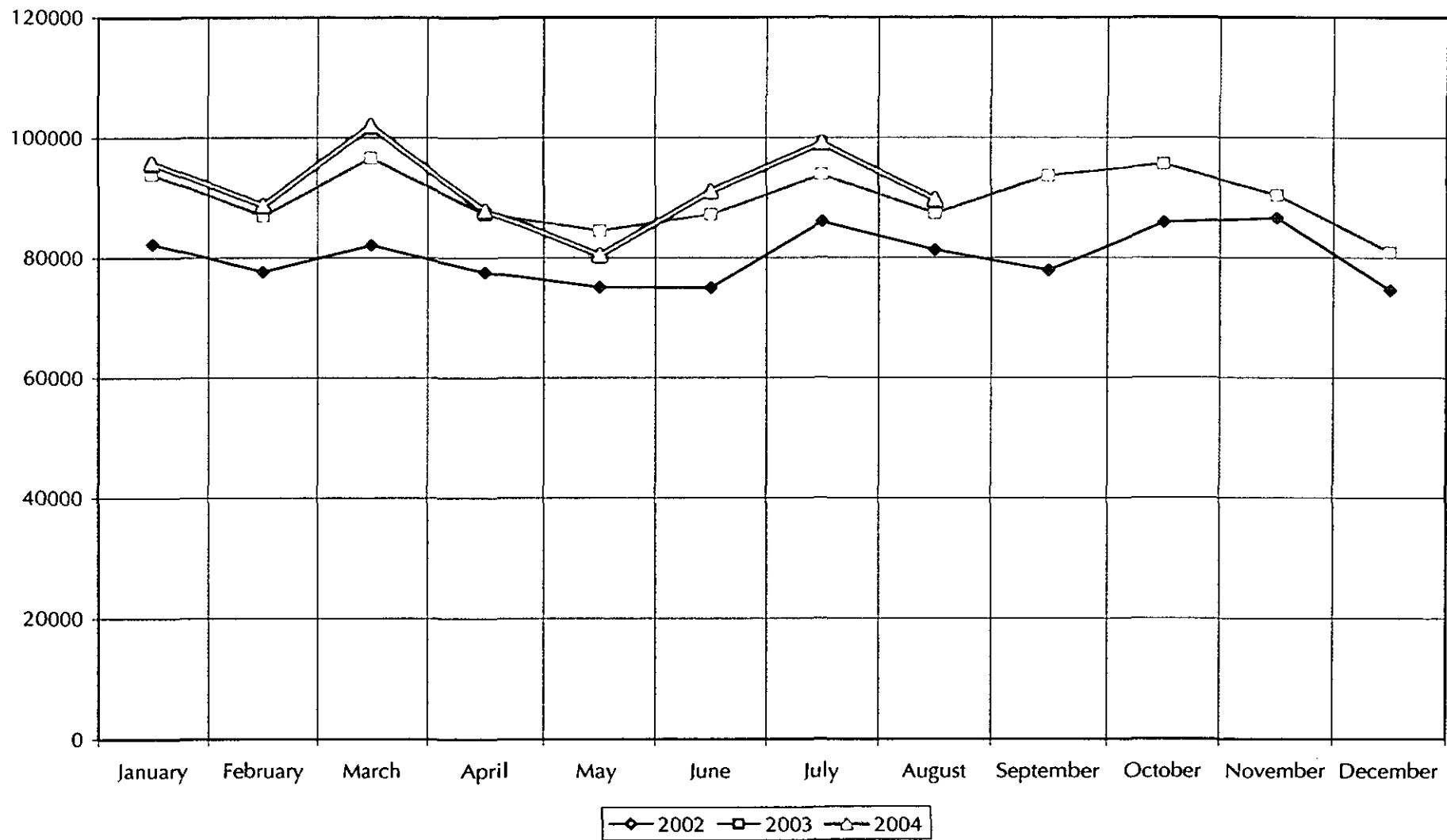
**August Total = 40 groups involving 1,827 people.**

**2004 Year to Date Total = 490 groups involving 25,524 people.**

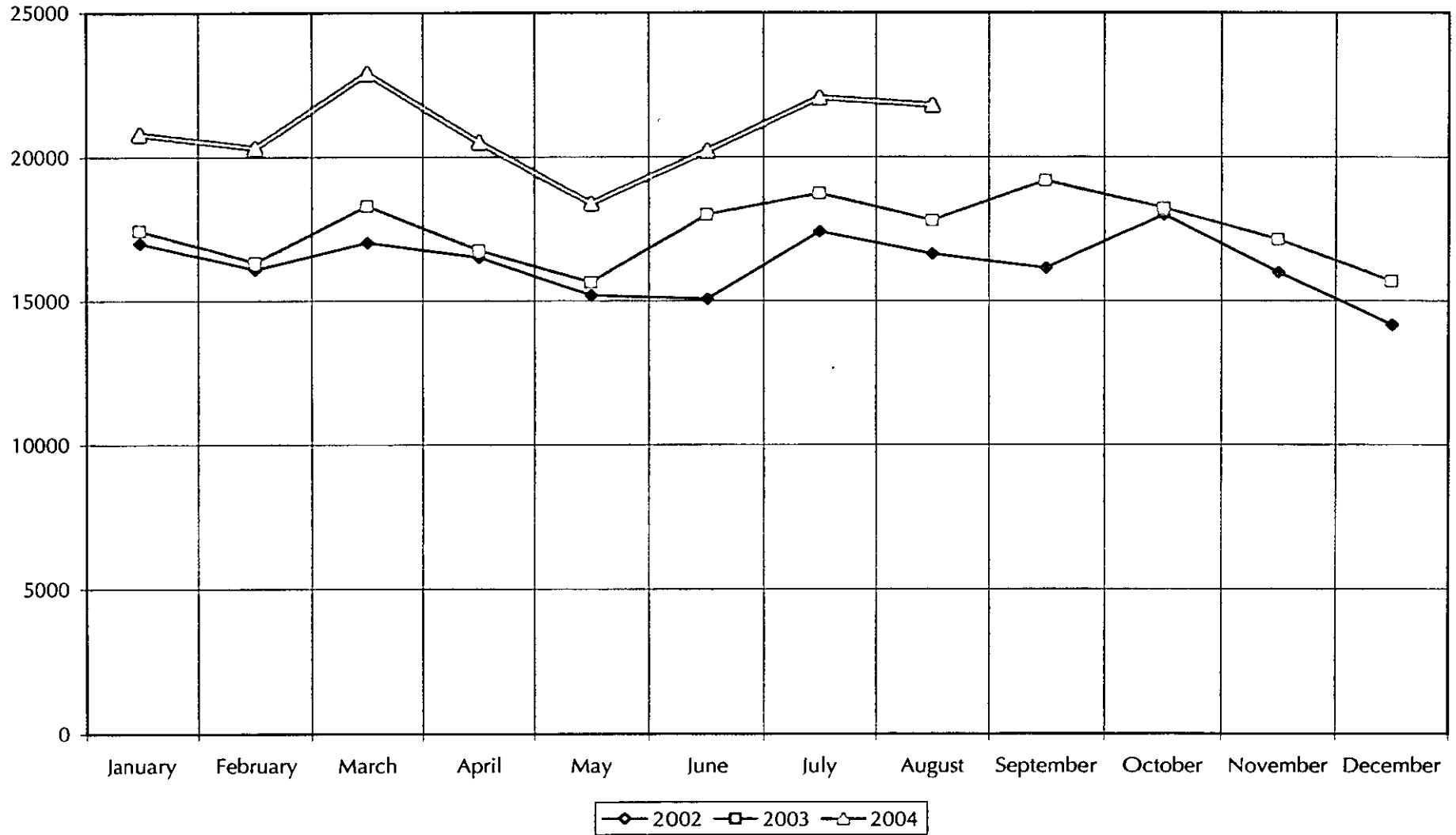
### Patron Assistance August 2004



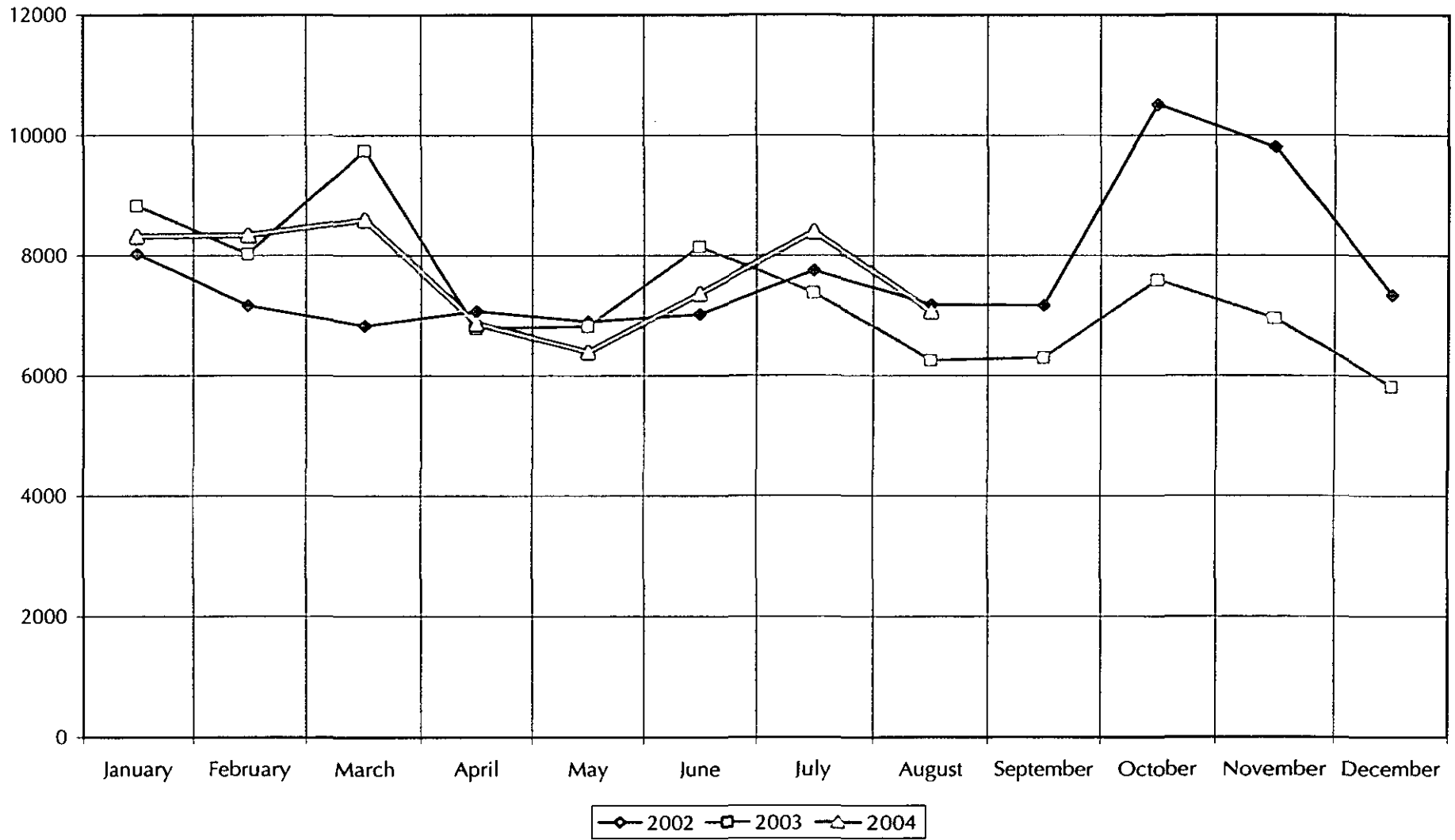
Circulation Statistics  
Items Circulated Per Month By Year



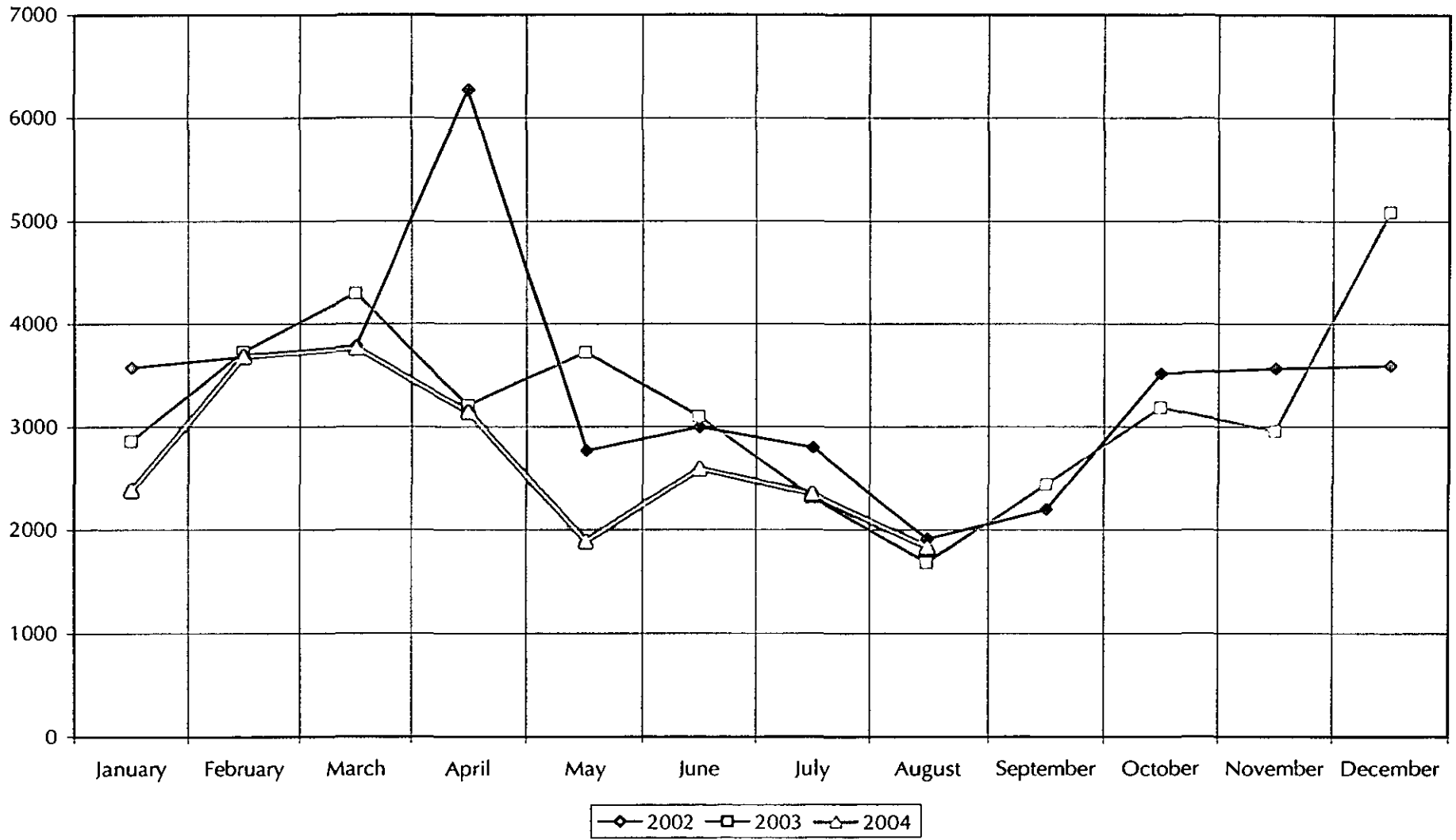
### Adult Patron Assistance August 2004



### Youth Patron Assistance August 2004



### Meeting Room Attendance August 2004



V.D.2.

- Progress Report
- Response Requested by \_\_\_\_\_
- Board Action Required \_\_\_\_\_

FRIENDS OF THE DES PLAINES PUBLIC LIBRARY  
August 24, 2004

Avis Nowak, the Friends' representative to the Library Board meetings will be temporarily replaced by Charlotte Storer and Sue D'Hondt.

Noreen Lake and Sandra Norlin reported on the filtering process to be initiated at the Des Plaines Public Library with review of the implementation after 6 months of use. They also mentioned that the Library will add two full-time security monitors and five more cameras.

The Friends of the Library have received 24 new memberships and since they are trying to coordinate membership renewals with the Book Sales, will most likely have more memberships coming in. New Membership flyers need to be ordered.

The Friends 50<sup>th</sup> Anniversary Celebration has been on Channel 17.

Thanks were given to Father John Hall of Our Lady of Ransom for the Children's books donated to the bookshelf.

The Sunday Movies have been quite successful and residents appear to like the foreign films. Others have asked for showing of classic films. Sandra circulated a list of classic movies that are currently in our collection. The library will order any classic films anyone requests.

The Friends have approved an amount of \$2,000 to cover the cost of the Optelec Traveler requested by Sandra Norlin for the Library.



1343

# Des Plaines Public Library

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

V.D.2.

- Progress Report
- Response Requested by \_\_\_\_\_
- Board Action Required \_\_\_\_\_

## FRIENDS OF THE DES PLAINES PUBLIC LIBRARY August 24, 2004

Avis Nowak, the Friends' representative to the Library Board meetings will be temporarily replaced by Charlotte Storer and Sue D'Hondt.

Noreen Lake and Sandra Norlin reported on the filtering process to be initiated at the Des Plaines Public Library with review of the implementation after 60 months of use. They also mentioned that the Library will add two full-time security monitors and five more cameras.

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The Friends have approved an amount of \$2,000 to cover the cost of the Optelec Traveler requested by Sandra Norlin for the Library.

The suggested Bylaws were once again returned to committee to study the revision of the voting procedure.

Plans are progressing on the Fall Book Sale and the Silent Auction. Auction items will be on display in the Library's new glass cases.

Respectfully Submitted,

Elaine M. Tejcek

## Des Plaines Public Library

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

V.D.3.

- Progress Report
- Response Requested by \_\_\_\_\_
- Board Action Required 09/21/04 meeting

BOARD OF TRUSTEES  
 Minutes of the Art Committee Meeting  
 September 13, 2004

Chair: Eldon Burk.  
 Present: Eldon Burk, Elaine Tejcek, Susan Burrows, Noreen Lake, Rhys Read, Sandra Norlin, Carol Kidd, Kurt Mager.

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

Kurt Mager offered to donate a 16<sup>th</sup> century etched metal map to the library for the Rotary Heritage Room. The size of the etching is 26" x 36" without the frame. Eldon Burk stated that the Committee would present this proposal to the Board at their September 21, 2004 meeting.

Sandra Norlin asked the Committee for direction on where the funds from the Downing Trust should be deposited if proceedings to terminate the trust are successful.

MOTION by Elaine Tejcek, seconded by Susan Burrows, to deposit funds from the Downing Trust into the Des Plaines Public Library Fund at Library Community Foundation and to set up a special fund named the Downing Fund and to allocate those funds at another time. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Sandra Norlin reported that the price range for artwork for the Administration office would be approximately \$10,000.00. Eldon Burk reported that all artwork in the library has been purchased with donated funds. The Committee asked Library Director Sandra Norlin to contact Patti Gilford of Patti Gilford Fine Arts to advise Patti that the Committee is ready to move forward with the purchase of artwork for the Administration office.

The Committee agreed that the Board's column for the January issue of *Foreword* would be written about the library's artwork. Elaine Tejcek and Susan Burrows will work on the column together.

The Committee discussed the proposed donation of a model airplane from Thomas G. Tezky, a resident of Mount Prospect. The Committee asked Sandra Norlin to contact Mr. Tezky to advise him that there was no appropriate area in the library to hang the airplane and that he could contact Joy Matthiessen at the Historical Society of Des Plaines for ideas on where the airplane might be donated.

Elaine Tejcek left the meeting a 6:17PM.

Sandra Norlin reported that Mr. Thomas Goleas had loaned the library a collage of the City of Des Plaines and which has been on display on the first floor. The collage has since been moved and Mr. Goleas asked that the collage either be displayed where the public could view it or returned to him. The Committee decided that there is no appropriate place for the artwork in the library and asked Sandra Norlin to contact Mr. Goleas so that the collage could be returned to him.

The meeting adjourned at 6:47 PM.

Minutes prepared by Carol Kidd.



# Des Plaines Public Library

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 www.desplaines.lib.il.us

## V.D.4.

- Progress Report
- Response Requested by \_\_\_\_\_
- Board Action Required by  
September 21, 2004

BOARD OF TRUSTEES  
 Minutes of the Building and Grounds Committee Meeting  
 August 26, 2004

Chair: William Grice  
 Present: William Grice, Susan Weinberg, Jerry Mahony, Noreen Lake, Sandra Norlin,  
 Martha Sloan, Carol Kidd, Jim Wozny.

Call to Order: 4:00PM by William Grice.

William Grice asked that the agenda be amended to read II. New Year's Eve Celebration and IV. Review Security Assessment Report.

MOTION by Susan Weinberg, seconded by Jerry Mahony, to amend the agenda to read II. New Year's Eve Celebration and IV. Review Security Assessment Report.

Jim Wozny from the Special Events Commission asked the Building and Grounds Committee for approval to use the library for a part of the City of Des Plaines New Year's Eve celebration.

The Committee asked that the City of Des Plaines Special Events Commission be responsible for the clean up of the library lobby, first floor hallways and meeting rooms after the New Year's Eve celebration and to pay for any damages incurred from the event. The Committee offered to provide two security monitors and a two-person crew to keep the public washrooms clean.

Mr. Wozny will attend the September 21, 2004 Board of Trustees meeting.

MOTION by Susan Weinberg, seconded by Jerry Mahony, to approve the request from the Special Events Commission to host a part of the City of Des Plaines New Year's Eve celebration at the library and that the library will provide 1) two security monitors and two housekeeping staff to keep the washrooms clean, 2) mats for the floors in the hallways and lobby areas and 3) that the Special Events Commission can use the corridor entrance and parts of the lobby for the celebration. The Special Events Commission will provide 1) stanchions and 2) clean-up after the celebration. VOTE: AYES: All. NAYS: None.  
MOTION CARRIED.

The Building and Grounds Committee toured the first and third floors of the library. Library Director Sandra Norlin and Gary Valente, Head of Building and Security Services explained the workroom modifications on these floors.

The Committee reviewed the Security Assessment Report prepared for the library by Richard D. Sem of Sem Security. Sandra Norlin asked for Committee approval to employ Sem Security to develop a program for the training of library security monitors at a cost of \$6,000.00. William Grice asked that Mr. Sem attend the next meeting of the Building and Grounds Committee and that all Board members be invited to attend that meeting.

Noreen Lake asked that the Job Reclassification Committee review the job description for the Security Monitor position and the Committee concurred.

The next Building and Grounds Committee meeting will be held on Tuesday, September 28 at 3:00PM and will invite the Management Committee to attend.

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

The meeting adjourned at 5:45 PM

Minutes prepared by Carol Kidd.

9/5/04  
Dear Sandra, and to whomever  
else contributed to the  
Fall 2004 "Foreword" articles,

I just wanted to say how much I  
enjoyed this Fall newsletter,  
with all its trivia (eg. Plato got  
his name because of his broad  
shoulders), along with helpful or fun  
websites (eg. [www.suntimes.com/schools](http://www.suntimes.com/schools)  
for a yearly list of "best" schools;  
or [www.time-server.com](http://www.time-server.com) for up-to-the-  
minute conversion of time in say, Japan),  
and the information on diff. ways to  
get help with reference questions,  
even after library hours.

Thank you so much for all you  
do and for being so "user friendly".

Gratefully,  
Amy Blobaum

7 Sep 04

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

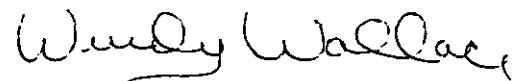
Dear Ms. Norlin,

As usual, your personnel provided top notch service to me this past Saturday. I needed assistance with an unusual copying job. Maryann patiently listened to my sad story and took the time to call Gail Bradley. Gail took my project head on and successfully solved my copying dilemma!

Was also delighted to see my brother-in-law's book, which I had donated, by Michael J. Crowder, on the shelf! Maryann helped me with that as well. I was looking in the wrong spot!

Just wanted to take a moment to let you know how patrons appreciate you staff!

Sincerely,



Wendy Wallace  
924 Margret Street  
Des Plaines, IL 60016



601 West Huntington Commons Road #204  
Mount Prospect, Illinois 60056-5249  
August 22, 2004

RECEIVED

AUG 24 2004

DES PLAINES PUBLIC LIBRARY

Des Plaines Public Library  
1501 Ellenwood Street  
Des Plaines, Illinois 60016

Dear Sir or Madam:

I am writing this letter for the purpose of thanking the various workers in your library for their helpfulness and friendliness on my recent visits to your facility. As you know, the Mount Prospect Library is now closed and will not open until after Labor Day. I had checked out fifteen books but read them all and needed more reading material.

When I visited you, the person at the registration/information desk was very helpful about my using my library card at your library. She made a call to my library and entered information into her computer that would enable me to check out books.

The clerk at the checkout desk was also very friendly and helpful.

Your facility is beautiful and well organized. I can only hope that our new library will be as good as yours is. I volunteer at the Mount Prospect Library and only hope that I can be as friendly and helpful as your staff was.

Thank you for a wonderful experience.

Sincerely,



Reginald Simon



Your suggestions and  
comments are welcome at  
Des Plaines Public Library.

My experience with the  
wireless connection has been  
excellent. The connection was  
slow once. It's been very easy  
to automatically connect after  
clicking on DPPL 1 or 2 in  
configurations.

Thank you for your service.

Date:

9/9/4

Name:

Phone:



July, 2004

Total number calls =461

37 Arlington Heights Memorial Library	23 Mt Prospect Public Library
11 Barrington Area Public Library	2 Nippersink Public Library
4 Bedford Park Public Library	21 Northbrook Public Library
26 Bellwood Public Library	17 Oswego Public Library
3 Bradley Public Library	11 Park Ridge Public Library
6 Charleston Public Library	5 Prospect Heights Public Library
7 Coal City Public Library	0 Riverside Public Library
12 Des Plaines Public Library	9 Rolling Meadows Public Library
20 Elk Grove Village Public Library	15 St. Charles Public Library
19 Elmhurst Public Library	34 Schaumburg Township Public Library
6 Fossil Ridge Public Library	43 Skokie Public Library
15 Highland Park Public Library	15 Vernon Area Public Library
12 Homer Township Public Library	12 Villa Park Public Library
6 Homewood Public Library	4 Warrenville Public Library
18 Indian Trails Public Library	8 Westchester Public Library
10 Lake Forest Public Library	13 Woodstock Public Library
12 Lisle Library District	

### SAMPLE QUESTIONS

Bookstores in Chicago specializing in WWII books  
List of iron rich foods  
How to find municipal codes  
Picture of the Wonder Bread hot air balloon in Tribune  
Description of a patent  
Number of stages in Tour de France  
How to cite a Consumer Report article  
How to measure square footage  
Charities that accept car donations  
Needed 2003 IRS mileage rate  
Spelling for lawyer in Chicago  
Phone number for Terrorist Threat Integration Center  
Address and phone for Rocky Mountain Arsenal  
Balloon manufacturers who do balloon drops at conventions, etc  
Information about Grant Park Music Festival

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

*Marilyn Uselman*  
Marilyn Uselman  
Head, Night Owl Reference  
muselman@ahuml.info

1354

JESSE WHITE  
SECRETARY OF STATE AND STATE LIBRARIAN  
ILLINOIS STATE LIBRARY

APPLICATION FOR GRANTS AVAILABLE TO ILLINOIS PUBLIC LIBRARIES  
APPLICATION STATEMENT

The Library Board understands that the State Librarian is empowered to make these grants, under the law, from funds appropriated by the Illinois General Assembly and that if the monies appropriated for these grants are not sufficient, the State Librarian shall reduce the per capita amount of the grants so that the qualifying public libraries receive the same amount of per capita. The Board further affirms that in making the application for the grant, or grants, it is acting at its sole discretion and is not applying as a result of pressure or duress from any outside agency, person or persons.

In making application for a grant or grants, the Library Board agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library and defined by the Illinois Library System Act and corresponding Administrative Rules. The Library Board further affirms that all grant funds received as a result of this application shall be used for providing public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the library's levy in the current year or in the next year.

The Board further affirms that if the expenditure of the grant funds is contemplated, at any time, to be other than that stated in the grant application, that it will solicit and receive the consent of the Illinois State Library before approving such expenditures. Failure to spend funds as approved by the Illinois State Library shall result in ineligibility for future grants for a period of one year. The Board further affirms that it has reviewed **SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES**, revised edition, during the previous twelve months and that it has completed all requirements of this application. The Board agrees that the Illinois State Library or its designee shall have the right to examine any of the Board's records, which directly relates to this grant. The Board affirms that the information contained in this application is, to the best of its knowledge and under penalty of perjury, correct.

Date: \_\_\_\_\_ September 21, 2004 \_\_\_\_\_, 2004

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. _____	_____
SIGNATURE: <i>President, Board of Directors/Trustees</i>	Noreen Lake Name (typed)
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. _____	_____
SIGNATURE: <i>Secretary, Board of Directors/Trustees</i>	Carol Kidd Name (typed)
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. _____	_____
SIGNATURE: <i>Librarian</i>	Sandra K. Norlin Name (typed)

Prepare four (4) copies of application and all supporting documentation. Retain one (1) copy for the library's files, send one (1) copy to the library's regional library system, and submit two (2) copies (*one with original ink signatures and documentation*) postmarked no later than **October 15, 2004** to:

State Grants for Illinois Public Libraries  
Illinois State Library  
Gwendolyn Brooks Building  
300 South Second Street  
Springfield, Illinois 62701-1796

The Illinois State Library is neither responsible for nor obligated to pay grant applications received after the deadline date. Proof of receipt is the responsibility of the applicant. The Illinois State Library is not obligated to pay grant applications from public libraries that have delinquent grant reports or that have lapsed grant funds from any Illinois State Library administered grant program.

City: \_\_\_\_\_  
Library: Des Plaines Public Library

APPLICATION FOR GRANTS AVAILABLE TO ILLINOIS PUBLIC LIBRARIES

Pursuant to the provisions of the Illinois Compiled Statutes (ILCS), 75 ILCS 10/8 and 10/8.1, as amended, the undersigned PUBLIC LIBRARY hereby applies for a Per Capita Grant and/or an Equalization Aid Grant to be used for library purposes.

1. Legal name of library: Des Plaines Public Library  
\*Note any name changes made between July 15, 2003 and October 15, 2004 due to conversion or other reasons should be reported on line 1.  
 Formerly: \_\_\_\_\_
2. Address: 1501 Ellinwood Street  
(Street Address) (Post Office Box)  
Des Plaines Illinois 60016-4553  
(City) (State) (ZIP + Four)  
 County: Cook
3. Name of corporate authority that levies the tax supporting the library: \_\_\_\_\_
4. Type of library applying: (check one)  City  County  District  
 Town  Village  Township  Other \_\_\_\_\_
5. What county or counties does the library's primary service area include: Cook
6. Date library was legally established: \_\_\_\_\_
7. Library System: North Suburban Library System
8. Federal Tax Identification Number (FEIN#): 36-6005849
9. Is the library participating in the non-resident reciprocal borrowing program:  Yes  No
10. The library's non-resident fee for FY2005 is: \$ \$215.00
11. Name and title of the person preparing this application:  
Sandra K. Norlin Library Director  
Name Title  
 Library Phone Number: 847-827-5551  
 Library FAX Number: 847-827-7974  
 E-Mail Address: snorlin@dppl.org  
(E-mail address of the person preparing this application)

Main Library Hours: Monday 9:00 AM – 9:00 PM Tuesday 9:00 AM – 9:00 PM Wednesday 9:00 AM – 9:00 PM  
 Thursday 9:00 AM – 9:00 PM Friday 9:00 AM – 9:00 PM Saturday 9:00 AM – 5:00 PM Sunday 1:00 PM – 5:00 PM

City: Des Plaines  
Library: Des Plaines Public Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID

12. Calculation of Equalization Aid Grant: (NOTE: Sections a, b, and c must be completed in order to apply for a Per Capita Grant, even if the library is not applying for an Equalization Aid Grant.)

- a) Value of all taxable property within the library's service area as of January 1, 2003, or the most recent year available (the assessed valuation against which tax revenue was most recently levied) and as equalized by the Department of Revenue, Property Tax Administration Bureau (see last page)..... \$ 1,776,299,302 a)
- b) Said valuation multiplied by 0.0013 yields..... \$ 2,309,189 b)
- c) Levy at 0.13% divided by population served yields per capita of..... \$ 40.55 c)
- d) Population served multiplied by \$4.25 equals..... \$ \_\_\_\_\_ d)
- e) Enter valuation multiplied by 0.0013 obtained in step b)..... \$ \_\_\_\_\_ e)
- f) Subtract e) from d) equals amount of equalization aid..... \$ \_\_\_\_\_ f)

13. Calculation of Per Capita Grant: Population Served 56,945

ONLY THE OFFICIAL 2000 CENSUS (INCLUDING CORRECTED OR REVISED) OR A SPECIAL CENSUS AS OFFICIALLY ON FILE WITH THE SECRETARY OF STATE'S OFFICE AS OF OCTOBER 15, 2004 FOR THE AREA WILL BE ACCEPTED.

14. Attachments and Certifications Check Off:

- a) Population verification: If library taxes are collected (not contractual) from more than one taxing jurisdiction (e.g., county, townships, city, district, or part thereof) show population for each and a total. Attach sheet, if necessary, and include documentation for any population changes officially on file with the Secretary of State's Office as of October 15, 2004 (such as a special census or correction). Please check if applicable.
- b) County Clerk Certification(s): Check the box if the library has attached the original copy from the county clerk(s) certifying the tax rate levied for library purposes on the equalized assessed valuation of all taxable property within the library's service area as of January 1, 2003 or the most recent year available.
- c) In order to be eligible for either an Equalization Aid Grant or a Per Capita Grant, the corporate authorities, in lieu of a tax levy at a particular rate, may provide an amount equivalent to the amount to be produced by that levy. If the library is applying for a grant on that basis, attach documentation for the most recent year available. Please check if applicable.
- d) Please check the box if the library's current annual report is on file at the Illinois State Library.
- e) Qualification for this grant requires updating the library's ELI record. Please check the box to indicate the library has completed this requirement and has attached an ELI record update certification sheet.
- f) Qualification for this grant requires submitting a Long Range Plan. Please check the box to indicate the library has enclosed a copy of the library's Long Range Plan.

PUBLIC LIBRARIES APPLYING FOR PER CAPITA FOR THE FIRST TIME MUST FILE:

- g) Drug free certification: If the library has not submitted a Drug Free Workplace Certification to the Illinois State Library, please attach the statement as approved by the board (Illinois Compiled Statutes 30 ILCS 580/1-7) and check if applicable.
- h) Disaster Plan: Please check if attached.
- i) ADA Self-Evaluation Form: Please check if attached.

City: Des Plaines

Library: Des Plaines Public Library

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID**

15. In narrative form, report on the library's progress in meeting Chapter VIII, "Public Relations and Marketing," Chapter IX, "Facilities," and Chapter X "System and ILLINET Membership Responsibilities" of *Serving Our Public: Standards for Illinois Public Libraries, Revised Edition*.

We believe that we have a responsibility to keep the residents of our community informed of the library's programs, services, and policies, so we use a variety of methods to convey information. We also have embraced public relations as essential through the library's mission, vision, and key beliefs statements. Our job descriptions all list "Provides uniformly gracious and friendly service to all users" as an essential duty.

We publish a newsletter four times a year and mail it to all residents. We are a member of the Library Cable Network, which broadcasts library programs and library news to cable television subscribers in our community. We have regular calendar of events features in local area newspapers. Our website is updated weekly with library news and events. We participate in many national, state and most system-wide public relations campaigns.

Since moving into our new library building four years ago, our use has steadily increased. This is one indication that our public relations and marketing efforts are effective.

Our library facilities were upgraded when we built a new library in 2000. It meets all facilities codes. We are in full compliance with all federal, state, and local laws that affect library operations. We have recently (June, 2004) updated and revised our mission statement and long-range plan. Our policies are reviewed bi-annually in accordance with state law.

The library is a member of the North Suburban Library System, participates in resource sharing through ILL and reciprocal borrowing, and provides access to ILLINET Online.

**PLANNED USE OF FY2005 GRANT MONIES**

16. In order to meet standards in *Serving Our Public*, we plan to use FY2005 grant monies in the following way(s). Use general categories in identifying actual planned expenditures. *Capital expenditures (anything attached to the building will be considered a capital expenditure) will not be approved for per capita funds.*

We will use Per Capita Grant Funds for public relations efforts and for staff training and continuing education.

Continuing Education	\$15,625
Conference, Workshops, Training, And Seminars	
Travel	\$ 1,000
Public Relations	\$52,200
Library Cable Network, Library Newsletter Vinyl Wrap for Mobile Library	
Supplies	<u>\$ 3,200</u>
Postage for Newsletter	
<b>TOTAL</b>	<b>\$72,025</b>

City: Des Plaines  
Library: Des Plaines Public Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID

USE OF LAST YEAR'S (FY2004) PER CAPITA GRANT

17. If a Per Capita Grant was received last year, describe how the Per Capita Grant monies were used in the library's progress toward meeting the Illinois Public Library Standards adopted by the Illinois Library Association, *Serving Our Public: Standards for Illinois Public Libraries, Revised Edition*.

We used Per Capita Grant monies to extend our programs throughout the community by participating in the Library Cable (TV) Network and by publishing and mailing the library newsletter to all residents four times a year. (Chapter VIII) We increased the skill, abilities, and professional interest of our staff through paid attendance at national and state conferences and local workshops and seminars. (Chapter III)

City: Des Plaines

EXPENDITURE OF LAST YEAR'S (FY2004) PER CAPITA GRANT

18. Total FY2004 Per Capita Grant received: \$71,181.25

19. Will you spend all of the FY2004 Per Capita Grant funds between July 1, 2003 - June 30, 2005?  Yes  No

NOTE: List expenditures/obligations by general category

CATEGORY	AMOUNT
Children's Materials (including electronic resources)	\$ _____
Adult Materials (including electronic resources)	\$ _____
Programs	\$ _____
Personnel	\$ _____
Continuing Education	\$ 11,425.93
Supplies	\$ _____
Equipment	\$ _____
Electronic Access (include computer software and hardware)	\$ _____
Travel	\$ 818.63
Public Relations	\$ 18,274.29
Telecommunications (all expenditures association with telecommunications)	\$ _____
Contractual Services (please specify)	\$ _____
- Copier/Printer, LCN _____	\$ 40,662.40
Other (please specify) _____	\$ _____
<b>TOTAL (must be equal to FY2004 Per Capita Grant)</b>	<b>\$ 71,181.25</b>

Library: Des Plaines Public Library



**ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID**

**USE OF LAST YEAR'S (FY2004) EQUALIZATION AID GRANT**

20. If an Equalization Aid Capita Grant was received last year, describe how the Equalization Aid Grant monies were used in the library's progress toward meeting the Illinois Public Library Standards adopted by the Illinois Library Association, *Serving Our Public: Standards for Illinois Public Libraries, Revised Edition*.

**EXPENDITURE OF LAST YEAR'S (FY2004) EQUALIZATION AID GRANT**

21. Total FY2004 Equalization Aid Grant received: \_\_\_\_\_
22. Will you spend all FY2004 Equalization Aid Grant funds between July 1, 2003 - June 30, 2005?  Yes  No

**NOTE:** List expenditures/obligations by general category

CATEGORY	AMOUNT
Children's Materials <i>(including electronic resources)</i>	\$ _____
Adult Materials <i>(including electronic resources)</i>	\$ _____
Programs	\$ _____
Personnel	\$ _____
Continuing Education	\$ _____
Supplies	\$ _____
Equipment	\$ _____
Electronic Access <i>(include computer software and hardware)</i>	\$ _____
Travel	\$ _____
Public Relations	\$ _____
Telecommunications <i>(all expenditures association with telecommunications)</i>	\$ _____
Contractual Services <i>(please specify)</i>	\$ _____
_____	\$ _____
Other <i>(please specify)</i>	\$ _____
_____	\$ _____
<b>TOTAL</b> <i>(must be equal to FY2004 Equalization Aid Grant)</i>	\$ _____

City: \_\_\_\_\_  
Library: \_\_\_\_\_  
Des Plaines Public Library

JESSE WHITE  
SECRETARY OF STATE AND STATE LIBRARIAN  
ILLINOIS STATE LIBRARY

SUBMIT WITH APPLICATION FOR EQUALIZATION AID  
AND/OR PER CAPITA GRANT

I, David Orr Clerk of the County of Cook in the  
State of Illinois, and keeper of the records and files of said county, do hereby certify that the assessed value of  
all property as equalized by the Department of Revenue,  
Property Tax Administration Bureau for the most recent year 2002 available in  
City of Des Plaines - Library Fund 0371-5 is:  
*(Library Corporate entity)*

Real Estate	\$	<u>1,776,299.302</u>
Pollution Control	\$	<u>1,221</u>
Railroad Property	\$	<u>930,959</u>
All Other	\$	<u>0</u>
TOTAL	\$	<u>1,777,231.482</u>

All of which appears from the records and files in my office.

The City of Des Plaines - Library Fund tax rate for 2002 is 0.244.

If this tax rate was reduced from the previous year, was it because of

Property Tax Extension Limitation Law?  YES  NO

I HAVE HEREUNTO SET MY HAND AND  
AFFIXED THE SEAL OF THE COUNTY  
OF COOK, IN  
THE CITY OF CHICAGO  
IN SAID COUNTY.

(County Seal)

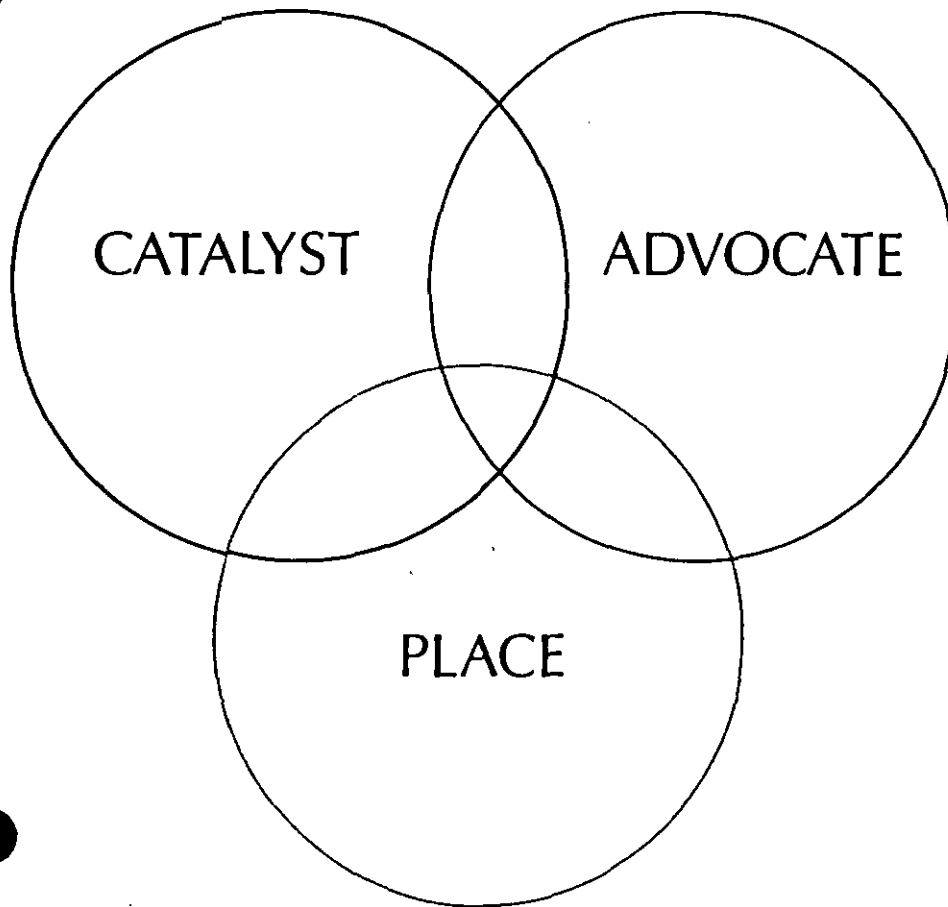
*David D. Orr*

(County Clerk Signature)

6/14/04

(Date)

# Planning Vision Statement

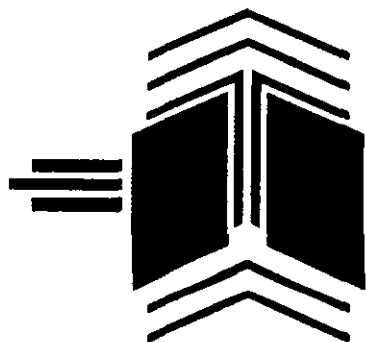


The Des Plaines Public Library advances the vision and ideals of our community as a catalyst, advocate and place.

## Key Beliefs

We believe:

- That a free public library is essential to the public good.
- That all library users are entitled to the highest level of service.
- That all library users have the right to privacy, confidentiality and intellectual freedom.



# Des Plaines Public Library

1501 Ellinwood St., Des Plaines, IL 60016

847-827-5551

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

## GOALS 2005-2007

1. The residents of Des Plaines have the skills they need to engage in respectful, productive conversation on topics of interest in order to create and build community.
2. The tweens of Des Plaines have a dedicated space and guided activities that encourage and support the exploration and discovery of their creative abilities, talents, and interests to enrich their lives and effect their personal growth.
3. Des Plaines residents will have access to library services and resources to support their personal growth, enrichment, entertainment, education and information needs at home, work, or school.

The activities we develop from these goals will point toward avenues of opportunities that we haven't yet approached as well as reflect the ideas stated in the following Library Service Responses:

### **Lifelong Learning**

A library that provides Lifelong Learning service helps address the desire for self-directed personal growth and development opportunities.

### **Formal Learning Support**

A library that offers Formal Learning Support helps students who are enrolled in a formal program of education or who are pursuing their education through a program of homeschooling to attain their educational goals.

### **Information Literacy**

A library that provides Information Literacy service helps address the need for skills related to finding, evaluating, and using information effectively.

**Current Topics and Titles**

A library that provides Current Topics and Titles helps to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

**General Information**

A library that offers General Information helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.

**Cultural Awareness**

A library that offers Cultural Awareness service helps satisfy the desire of community residents to gain an understanding of their own cultural heritage and the cultural heritage of others.

Adopted June 15, 2004



# MODIFIED PROFILE

30226-00

**Sep 3 2004**

**This is the ELI Record Certification Page for the Des Plaines Public Library that is located in the city of Des Plaines. Use your browser's print options to print this page now.**

Sign here *Leslie Steiner* (Leslie Steiner)

**Attach this page to your FY2005 Illinois Public Library Per Capita and Equalization Aid Grants application as directed in the application.**

**Your library's data has been modified. Click here to see the full record, or here to return to the opening screen.**



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A service of Jesse White, Secretary of State and State Librarian and the Illinois State Library

AUGUST 11 AM

AVERT

1  
2  
3  
3



Des Plaines Public Library

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

**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, AUGUST 17, 2004**

**7:00 PM**

**Conference Room – Second Floor**

**Agenda:**

- **Internet Access Policy A-13**
- **Review First Draft of 2005 Budget**

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  
**August 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] (7:30 PM)
  - A. Approval of the Minutes of the Regular Board Meeting – July 20, 2004.
  - B. Acceptance of Financial Reports for July 2004.
  - C. Approval of Library Expenditures.
    1. Warrant Register – July 06, 2004 - \$57,215.21.
    2. Warrant Register – July 19, 2004 - \$53,146.96.
    3. Salaries – July 8, 2004 - \$103,464.64.
    4. Salaries – July 22, 2004 – \$109,897.49.
  - D. Acceptance of Reports.
    1. Director’s Report – Sandra Norlin.
    2. Management Committee – Eldon Burk.
    3. Finance Committee – Rhys Read.
- VI. Old Business.
- VII. New Business. (8:00 PM)
  - A. First Draft of 2005 Budget. [Action Item]
  - B. Management Committee Report - Internet Access Policy A-13. [Action Item]
  - C. Approve Expenditure for Library Cable Network - \$31,122.00. [Action Item] [Per Capita Grant Funds]

- D. Downing Trust. [Action Item]
- E. Additional Security Expenditures. [Action Item]
- F. Purchase or Lease of Public Print Stations. [Action Item]
- G. Purchase of Print Management Software. [Action Item]

VIII. Announcements.

IX. Correspondence.

X. Other.

XI. Adjournment. (8:30 PM)



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

**V.A.**

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

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, July 20, 2004. President Noreen Lake called the meeting to order at 7:05 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, Marty Moylan, Laura Muresan, Tom Madalinski, Cindy Madalinski, Ken Sorensen, Kristin Sorensen, Anita Vaughan, Pam Stone, Patricia Thompson, Kimberley Bilotich, Mayumi Aaberg, Jeff Bilotich, Michelle Orris.

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.

Kimberly Bilotich read a prepared statement in support of installing filters on computers on the fourth floor of the library. Kimberly Bilotich stated that she disagreed with the Board's current policy which allows unfiltered access to the Internet to patrons over the age of 14. President Lake asked that this issue be referred to the Management Committee.

Eldon Burk, Chair of the Management Committee, scheduled a Management meeting for Tuesday, July 27, 2004 at 7:00 PM, to be held in the second floor conference room.

Marty Moylan asked that the Board act decisively on the filtering issue.

Laura Murseon stated that she was disturbed by the library's Internet Access Policy.

Anita Vaughan stated that she is opposed to internet filtering and that filters do not work effectively in screening out unwanted sights.

Patricia Thompson stated that she is in favor of Internet filtering and was grateful that the library barred a patron who was arrested at the Des Plaines Public Library for public indecency.

President Lake thanked the visitors for coming and stated that the Board reviewed and revised the Internet Access Policy at the June 15, 2004 Board meeting. President Lake stated that the computers in the Youth Services department are filtered and that the filters do not solve all problems.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Carla Brookman.

Alderman Brookman called to say that she was unable to attend because of a family emergency.

#### CONSENT AGENDA

Elaine Tejcek asked that V.D.2. Friends of the Library Report be removed from the Consent Agenda.

Susan Weinberg asked that V.D.3. Management Committee Report be removed from the Consent Agenda.

Elaine Tejcek asked that the Friends of the Library report be amended to read "The amount of \$242 over the \$8,000 originally approved for the Lincoln Bronze sculpture, pedestal and cost of the celebration was accepted and approved by the Friends of the Library at their June 22, 2004 meeting. "

MOTION by Rhys Read, seconded by Susan Burrows, to approve the Friends of the Des Plaines Public Library report dated June 22, 2004, as amended. VOTE: AYES. All. NAYS: None. MOTION CARRIED.

Susan Weinberg asked that library policy A-2 Confidentiality of Records I. Patron Records. C. be changed to read:

- C. Patron 14 years and older may obtain information about materials they have currently checked out upon providing information to library staff that identifies them with their registration information.

MOTION by Susan Burrows, seconded by Rhys Read to approve the Management Committee report, as amended. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

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

MOTION by Susan Burrows, seconded by William Grice, to approve the Financial Reports for June 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	\$ 11,463.00
2. Petty Cash Expenditures	\$ 48.14
3. Budget Expenditures for June	\$ 534,622.29
4. Expenditures Year to Date	\$2,471,281.06
5. Revenue for June	\$ 259,477.65
6. Revenue Year to Date	\$2,546,696.48

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

June 07, 2004	\$ 40,362.09
June 21, 2004	\$ 58,152.99
Total	\$ 98,515.08

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

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

June 10, 2004	\$ 99,218.14
June 22, 2004	\$ -1,272.61
June 24, 2004	\$ 101,997.76
Total	\$ 199,943.29

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

MOTION by Committee to approve proposed changes to Policy A-1 through A-14. VOTE: AYES: All. 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 June/July are George Hatzis and Ruben Rodriguez, part-time pages in Circulation Services.

Resignations/separations for June/July are Lyubov Vasilik, Stephanie Puente, and Vanessa Nelson, part-time pages in Circulation Services.

### STAFF DEVELOPMENT

Dick Sem, security consultant, held meetings with Department Heads, supervisors, and security monitors in addition to all staff meetings that were attended by 97 staff members. I have received his draft report assessing our security strengths and suggesting improvements. Mr. Sem based his report on these meetings, written statements from staff, an audit of our physical plant and our policies as well as his specialized training and knowledge of the security field.

Hector Marino, Sue Pirie, and Holly Sorensen attended the American Library Association's Annual Conference in Orlando, FL. Hector is a member of several committees, including the incoming president's transition task force, International Relations, and Sister Libraries, and is chair of two subcommittees. He has been invited to and will be sponsored by REFORMA to represent their organization at the International Federation of Library Associations (IFLA) at their conference in Buenos Aires in August. Holly Sorensen is a member of the ALA Membership Committee. Sue Pirie attended meetings of interest to catalogers and technical services managers.

On July 19 eight staff will attend an all day workshop at NSLS led by Maureen Sullivan. This is a follow-up program on Focus Groups and team leadership for the four libraries that participated in the Learning Organization training.

### PATRON SERVICES

We had a good group of staff, family members, and Trustees walking along with the Mobile Library as our entry in the Des Plaines 4<sup>th</sup> of July Parade on Saturday, July 3.

Compared to June 2003, we experienced an increase in circulation, a small increase in cardholders, and a small decline in attendance. The trend of increased circulation of audiovisual materials as a portion of the total circulation continues. In June AV circulation accounted for 52% of the adult materials circulation and

34% of the children's. AV circulation accounts for 46% of the total circulation. Self-check usage remains steady at 22% of all checkouts. Patron assistance in Adult Services increased by 30.5%, but decreased in both Youth Services (7.2%) and Circulation Services (17.36%). We continue to experience increased demand for Interlibrary Loan services, with requests from other libraries exceeding the requests we make to other libraries.

I have received some interesting information as a result of the planning to rearrange and shift collections on the third floor. We estimate that of our Feature Videos (not DVDs), 51% of the collection is on the shelf and 93% of Nonfiction Videos are on the shelf. Eighty-nine percent of Large Print and 83% of Mysteries are on the shelf. These figures will help us decide how aggressively to weed these and other collections before we allocate shelf space.

The ribbon-cutting event for the Kevin Luthardt storytime room mural on June 12 was well attended by families, friends of the artist, Friends of the Library and Library Trustees. The exuberance of the event matched the spirit of the mural.

#### OTHER PROFESSIONAL ACTIVITIES

I attended a Parliamentary Procedure workshop at NSLS with Noreen Lake on June 16, a Library Cable Network Executive Committee meeting on June 17, walked in the 4<sup>th</sup> of July Parade on July 3, attended my first CCS Executive Committee as President Elect on July 7, and will attend another LCN EXCOMM meeting and a directors' discussion group on July 15 and the Learning Organization refresher workshop on July 19.

I enjoyed two weeks' vacation in June, traveling to Norway with my husband. I will be absent from work to attend the Williams Syndrome National Conference in Grand Rapids, Michigan June 21 through 25.

#### OLD BUSINESS

Susan Burrows asked Eldon Burk to write a thank you letter to the Friends of the Library for their many donations to the library, including the bronze statue and contributions to library artwork.

#### NEW BUSINESS

Sandra Norlin reported that the agreement between the Des Plaines Public Library and the Village of Rosemont for Mobile Library Service to Rosemont will renew automatically on September 1, 2004, unless either party terminates the agreement.

William Grice asked Sandra Norlin to write a letter to Rosemont's Finance Director, John Hochstettler, explaining that if costs to operate the Mobile Library

increase this year (2004/2005) or next year (2005/2006) that these increases would be billed to the Village of Rosemont.

MOTION by Eldon Burk, seconded by William Grice, to renew the agreement with the Village of Rosemont for Mobile Library Service at the same rate as last year.

Jerry Mahony will attend the August 2 City Council meeting, Elaine Tejcek the August 16 meeting, William Grice the September 7 meeting and Rhys Read the September 20 meeting.

Hector Marino, Head of Computer and Technical Services, distributed information on replacement costs for 10 new servers and software to run the servers. The servers would be purchased from Dell Computers in the amount of \$26,546 and the software would be purchased from GHA in the amount of \$5,937.23. The servers include three Dual 2.8 GHz Xeon; 2 GB RAM; 2x36GB HD, two Dual 2.8GHz Xeon; 2GB RAM; 3x73GB HD and five P4, 2.8GHz; 2GB Ram; 2X80GB HD. The software includes 10 Windows 2003 Server w/200 CALs, one Exchange 2003 w/100 CALs, one ARCserve Backup and one SQL Server. The cost to purchase the servers and software is a budgeted expense for 2004.

MOTION by William Grice, seconded by Susan Weinberg, to purchase from Dell Computers three Dual 2.8 GHz Xeon; 2 GB RAM; 2x36GB HD, two Dual 2.8GHz Xeon; 2GB RAM; 3x73GB HD and five P4, 2.8GHz; 2GB Ram; 2X80GB HD in the amount of \$26,546.

Rhys Read asked why the library required 10 new servers and recommended combining applications and purchasing five new servers rather than 10. Hector Marino responded that the library must be prepared to handle many new upgraded applications and that some applications require separate servers.

MOTION by William Grice, seconded by Susan Burrows, to add to the motion "in the best interest of the Des Plaines Public Library." ROLL CALL VOTE: AYES: Burk, Burrows, Grice, Lake, Mahony, Tejcek, Weinberg. NAYS: Read. MOTION CARRIED.

MOTION by Susan Burrows, seconded by William Grice, to purchase from GHA 10 Windows 2003 Server w/200 CALs, one Exchange 2003 w/100 CALs, one ARCserve Backup and one SQL Server in an amount not to exceed \$6,000.00. ROLL CALL VOTE: AYES: Burk, Burrows, Grice, Lake, Mahony, Read, Tejcek, Weinberg. NAYS: None. MOTION CARRIED.

#### ANNOUNCEMENTS

Sandra Norlin reported that 1311 children and 128 adults signed up for the Summer Reading Program.



Sandra Norlin invited the Board to participate in voter registration and become deputy registrars.

The Finance Committee will meet on August 11, 2004 at 6:00PM to discuss 2005 budget planning.

President Lake received a telephone call from Mayor Arredia asking if there was a problem with the library supporting the New Year's Eve celebration in 2004. Board members asked Noreen Lake if payment had been received for damages to the library incurred from last year's New Year's Eve celebration and President Lake responded that payment has not been received. The Board will not take action on whether to participate in the New Year's Eve celebration until contacted by the City of Des Plaines.

#### NOMINATING COMMITTEE

MOTION by Susan Burrows, seconded by Eldon Burk, to reaffirm the slate of officers, Noreen Lake, President, William Grice, Vice President and Carol Kidd, Secretary, by acclamation. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The officers took the Oath of Office.

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

The meeting adjourned at 8:45PM.

Minutes prepared by Carol Kidd.

V.C.

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

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

1. Over the Counter Receipts	\$ 11,55.81
2. Petty Cash Expenditures	\$ 30.78
3. Budget Expenditures for July	\$ 387,750.94
4. Expenditures Year to Date	\$ 2,863,276.53
5. Revenue for July	\$ 11,755.90
6. Revenue Year to Date	\$ 2,558,668.88

Warrant Register

July 06, 2004	\$ 57,215.21
July 19, 2004	\$ <u>53,146.96</u>
Total	\$ 110,362.17

Salaries

July 08, 2004	\$ 103,464.64
July 22, 2004	\$ <u>109,897.49</u>
Total	\$ 213,362.13

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

	<u>July 2003</u>	<u>July 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>
Lost Materials	529.61	778.78	3,442.70	4,281.87
Fines	12,756.78	8,494.39	65,092.88	55,557.28
Damage	168.84	177.93	606.88	1,587.83
Fees	380.54	380.00	1,922.55	2,511.97
Copies	1,565.70	1,708.41	17,223.69	16,179.48
Miscellaneous	26.00	11.30	102.60	124.30
<b>Total</b>	<b>\$15,427.47</b>	<b>\$11,550.81</b>	<b>\$88,391.30</b>	<b>\$80,242.73</b>

**PETTY CASH EXPENDITURES - July**

Auto/Travel	960070	3.23
Periodicals	970630	13.27
Supplies	970100	14.28
<b>Total</b>		<b>30.78</b>

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08/04/04  
ACCOUNTING PERIOD: 7/04

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	
102008	CASH DEPOSIT 1944650243		84,893.10
102012	CASH IL FUND 007139119668	14,097.62	
TOTAL CASH		14,597.62	84,893.10
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		4,704,775.16	84,893.10
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	2,788,464.32	
700120	REVENUE CONTROL		2,408,038.64
700150	EXP. BUDGET CONTROL		5,502,964.00
700160	REV. BUDGET CONTROL	5,092,318.00	
700170	BUDGET FUND BALANCE	410,645.12	
TOTAL SYSTEM CONTROL		8,291,427.44	7,911,002.64
720010	FUND BAL-RESRV-GIFT TRUST		34,339.87
TOTAL FUND BALANCE-RESERVED		.00	34,339.87
730000	FUND BALANCE-UNRESERVED		237,283.24
TOTAL FUND EQUITY		.00	271,623.11
TOTAL EQUITIES		8,291,427.44	8,182,625.75
TOTAL PUBLIC LIBRARY FUND		12,996,202.60	12,996,202.60

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08/04/04  
ACCOUNTING PERIOD: 7/04

CITY OF DES PLAINES  
BALANCE SHEET

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH DEPOSIT 1944650243	303,528.92	
102012	CASH IL FUND 007139119668	25,714.65	
	TOTAL CASH	329,243.57	.00
	TOTAL ASSETS	329,243.57	.00
700110	EXPENDITURE CONTROL	74,812.21	
700120	REVENUE CONTROL		150,630.24
700150	EXP. BUDGET CONTROL		185,000.00
700160	REV. BUDGET CONTROL	154,000.00	
700170	BUDGET FUND BALANCE	31,000.66	
	TOTAL SYSTEM CONTROL	259,812.87	335,630.24
730000	FUND BALANCE-UNRESERVED		253,426.20
	TOTAL FUND EQUITY	.00	253,426.20
	TOTAL EQUITIES	259,812.87	589,056.44
	TOTAL LIBRARY CAPITAL PROJ FUND	589,056.44	589,056.44
	TOTAL REPORT	13,585,259.04	13,585,259.04

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08/04/04  
 ACCOUNTING PERIOD: 7/04

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	24,235.11	-24,235.11	.00
810020	PROPERTY TAXES 2003	4,655,830.00	.00	.00	2,093,979.89	2,561,850.11	.45
TOTAL	PROPERTY TAXES	4,695,830.00	.00	.00	2,118,215.00	2,577,615.00	.45
810020	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	4,788,818.00	.00	.00	2,211,203.00	2,577,615.00	.46
822040	STATE GRANT:PER CAPITA	65,000.00	.00	.00	72,931.25	-7,931.25	1.12
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	28,404.42	57,595.58	.33
TOTAL	STATE GRANTS	151,000.00	.00	.00	101,335.67	49,664.33	.67
TOTAL	INTERGOVERNMENTAL REVENUE	151,000.00	.00	.00	101,335.67	49,664.33	.67
850102	LIBRARY FINES	90,000.00	9,985.60	.00	69,366.16	20,633.84	.77
TOTAL	FINES	90,000.00	9,985.60	.00	69,366.16	20,633.84	.77
850201	COPYING FEE	25,000.00	1,710.30	.00	18,687.47	6,312.53	.75
850215	SPECIAL PROGRAMS & EVENTS	2,500.00	.00	.00	728.40	1,771.60	.29
TOTAL	FEES AND SERVICES	27,500.00	1,710.30	.00	19,415.87	8,084.13	.71
TOTAL	INVESTMENT INCOME	117,500.00	11,695.90	.00	88,782.03	28,717.97	.76
890010	INTEREST INCOME	10,000.00	.00	.00	2,030.92	7,969.08	.20
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	60.00	.00	4,687.02	20,312.98	.19
TOTAL	OTHER REVENUE	35,000.00	60.00	.00	6,717.94	28,282.06	.19
TOTAL	PUBLIC LIBRARY FUND	5,092,318.00	11,755.90	.00	2,408,038.64	2,684,279.36	.47
TOTAL	PUBLIC LIBRARY FUND	5,092,318.00	11,755.90	.00	2,408,038.64	2,684,279.36	.47

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08/04/04  
ACCOUNTING PERIOD: 7/04

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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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	630.24	3,369.76	.16
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
898902	TRANSFER FROM LIB FUND	150,000.00	.00	.00	150,000.00	.00	1.00
899920	LIBRARY DONATIONS	.00	.00	.00	.00	.00	.00
899930	LIBRARY BUY-A-BRICK	.00	.00	.00	.00	.00	.00
TOTAL	OTHER REVENUE	154,000.00	.00	.00	150,630.24	3,369.76	.98
TOTAL	LIBRARY CAPITAL PROJ FUND	154,000.00	.00	.00	150,630.24	3,369.76	.98
TOTAL	LIBRARY CAPITAL PROJ FUND	154,000.00	.00	.00	150,630.24	3,369.76	.98
TOTAL REPORT		5,246,318.00	11,755.90	.00	2,558,668.88	2,687,649.12	.49



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08/04/04  
ACCOUNTING PERIOD: 7/04

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

PAGE 1

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	133,153.51	.00	942,247.25	1,047,644.75	.47
910200	TEMPORARY WAGES	870,186.00	58,420.00	.00	421,654.95	448,531.05	.48
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	11,541.15	.00	68,871.13	-68,871.13	.00
910600	SICK PAY	.00	2,150.68	.00	27,379.10	-27,379.10	.00
910700	HOLIDAY PAY	.00	8,096.79	.00	23,572.92	-23,572.92	.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	749.00	749.00	.50
918020	EMPLOYER CONTR-F.I.C.A.	218,444.00	16,074.45	.00	114,401.26	104,042.74	.52
918021	EMPLOYER CONTR-I.M.R.P.	183,536.00	13,650.20	.00	97,030.18	86,505.82	.53
918040	LIFE INS PREMIUMS	7,704.00	690.80	.00	4,650.80	3,053.20	.60
918050	MEDICAL INS PREMIUMS	385,824.00	26,128.24	.00	196,440.98	189,383.02	.51
918055	DENTAL INSURANCE PREMIUMS	26,382.00	1,720.82	.00	12,992.15	13,389.85	.49
918060	TUITION REIMBURSEMENTS	5,000.00	.00	.00	.00	5,000.00	.00
918070	WORKERS COMPENSATION	3,190.00	502.32	.00	3,553.24	-363.24	1.11
918085	RHS PLAN PAYOUT	1,094.00	.00	.00	1,058.07	35.93	.97
TOTAL	PERSONAL SERVICES	3,697,097.00	272,128.96	.00	1,917,214.11	1,779,882.89	.52
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	.00	.00	19,451.25	20,548.75	.49
920120	COMMUNICATION SERVICES	25,000.00	715.49	.00	9,764.44	15,235.56	.39
920140	DATA PROCESSING SERVICES	100,000.00	5,559.05	.00	30,273.03	69,726.97	.30
920202	CONFERENCES	4,500.00	.00	.00	3,261.79	1,238.21	.72
920204	TRAINING	2,000.00	.00	.00	2,108.50	-108.50	1.05
920205	TUITION REIMBURSEMENTS	.00	.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	.00	.00	2,190.31	809.69	.73
920220	MEMBERSHIP DUES	5,000.00	95.00	.00	1,961.00	3,039.00	.39
920225	LICENSING/TITLES	.00	.00	.00	50.00	-50.00	.00
920230	PUBLICATION OF NOTICES	2,000.00	33.00	.00	66.00	1,934.00	.03
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	7,500.00	623.08	.00	4,394.58	3,105.42	.59
TOTAL	SUBSIDIES,REBATES,CONTRIB	7,500.00	623.08	.00	4,394.58	3,105.42	.59
920900	PROPERTY/LIAB CONTRIBUTIO	26,891.00	.00	.00	13,445.50	13,445.50	.50
930010	R & M EQUIPMENT	60,000.00	381.70	.00	31,654.59	28,345.41	.53
930020	R & M BLDGS & STRUCTURES	35,000.00	9,557.94	.00	30,436.92	4,563.08	.87
930030	R & M VEHICLES	3,500.00	.00	.00	375.50	3,124.50	.11
930195	BOOK BINDING & REPAIR	2,000.00	163.90	.00	771.75	1,228.25	.39

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08/04/04  
ACCOUNTING PERIOD: 7/04

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
930210	RENTAL OF EQUIPMENT	1,500.00	.00	.00	266.40	1,233.60	.18
930320	CLEANING:CUSTODIAL SERV	50,000.00	3,525.00	.00	22,580.50	27,419.50	.45
960070	AUTO/TRAVEL EXPENSES	2,000.00	24.88	.00	3,775.73	-1,775.73	1.89
960210	SPECIAL EVENT PROGRAMMING	18,000.00	2,139.93	.00	36,165.14	-18,165.14	2.01
960990	MISC CONTRACTUAL SVCS	80,000.00	11,731.28	.00	49,911.89	30,088.11	.62
TOTAL	CONTRACTUAL SERVICES	471,391.00	34,550.25	.00	263,904.82	207,486.18	.56
970100	SUPPLIES	70,000.00	4,336.92	.00	40,108.50	29,891.50	.57
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	1,162.79	.00	1,407.96	92.04	.94
970170	JANITORIAL	20,000.00	1,513.31	.00	9,696.33	10,303.67	.48
970200	COPYING/FAX SUPPLIES	7,500.00	.00	.00	.00	7,500.00	.00
970260	POSTAGE AND PARCEL	15,500.00	147.82	.00	4,613.38	10,886.62	.30
970270	PRINTING-REPROD-BINDING	8,000.00	3,369.00	.00	6,786.17	1,213.83	.85
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	31,703.69	.00	182,158.79	312,841.21	.37
970610	AUDIO MATERIALS	70,000.00	6,163.40	.00	27,619.53	42,380.47	.39
970620	SUBSCRIPTIONS & BOOKS	70,000.00	786.40	.00	10,827.47	59,172.53	.15
970630	VISUAL MATERIALS	72,000.00	5,431.15	.00	39,147.72	32,852.28	.54
970640	AUTOMATED REFERENCE MAT'L	95,000.00	4,194.00	.00	41,679.00	53,321.00	.44
970810	NATURAL GAS	20,000.00	.00	.00	14,135.77	5,864.23	.71
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	5,053.66	.00	20,168.23	1,231.77	.94
TOTAL	COMMODITIES	969,400.00	63,862.14	.00	398,348.85	571,051.15	.41
980300	IMPROVEMENTS	.00	.00	.00	.00	.00	.00
980400	EQUIPMENT	13,000.00	1,853.36	.00	11,787.86	1,212.14	.91
980410	COMPUTER HARDWARE	50,000.00	1,137.48	.00	1,137.48	48,862.52	.02
980420	COMPUTER SOFTWARE	24,800.00	48.00	.00	78.00	24,722.00	.00
980500	VEHICLES	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	.00	3,450.00	.00	10,465.40	-10,465.40	.00
TOTAL	CAPITAL EXPENDITURES	87,800.00	6,488.84	.00	23,468.74	64,331.26	.27
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	11,470.00	806.00	.93
990935	TRANS TO D/S: 2002A BOND	.00	.00	.00	.00	.00	.00
TOTAL	DEBT SERVICE	12,276.00	.00	.00	11,470.00	806.00	.93
990940	TRANS TO LIB CAP PROJ FND	150,000.00	.00	.00	150,000.00	.00	1.00

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08/04/04  
ACCOUNTING PERIOD: 7/04

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	150,000.00	.00	1.00
991000	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
TOTAL	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	5,437,964.00	377,030.19	.00	2,764,406.52	2,673,557.48	.51

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ACCOUNTING PERIOD: 7/04

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

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	.00	.00	.00	.00	.00	.00
920120	COMMUNICATION SERVICES	.00	.00	.00	.00	.00	.00
920140	DATA PROCESSING SERVICES	.00	.00	.00	.00	.00	.00
920202	CONFERENCES	5,000.00	568.40	.00	4,487.49	512.51	.90
920204	TRAINING	3,000.00	3,022.00	.00	4,257.45	-1,257.45	1.42
920206	SEMINARS	1,000.00	35.35	.00	604.46	395.54	.60
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	25.00	.00	600.40	1,399.60	.30
960210	SPECIAL EVENT PROGRAMMING	3,000.00	.00	.00	.00	3,000.00	.00
960990	MISC CONTRACTUAL SVCS	43,000.00	3,055.00	.00	6,140.00	36,860.00	.14
TOTAL	CONTRACTUAL SERVICES	57,000.00	6,705.75	.00	16,089.80	40,910.20	.28
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
970260	POSTAGE AND PARCEL	.00	.00	.00	15.00	-15.00	.00
970270	PRINTING-REPROD-BINDING	8,000.00	4,015.00	.00	7,953.00	47.00	.99
TOTAL	COMMODITIES	8,000.00	4,015.00	.00	7,968.00	32.00	1.00
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	10,720.75	.00	24,057.80	40,942.20	.37
TOTAL	CIVIC & CULTURE	5,502,964.00	387,750.94	.00	2,788,464.32	2,714,499.68	.51
TOTAL	PUBLIC LIBRARY FUND	5,502,964.00	387,750.94	.00	2,788,464.32	2,714,499.68	.51

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 ACCOUNTING PERIOD: 7/04

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	2,364.71	47,635.29	.05
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	2,364.71	47,635.29	.05
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
TOTAL	COMMODITIES	.00	.00	.00	.00	.00	.00
980300	IMPROVEMENTS	50,000.00	.00	.00	65,335.00	-15,335.00	1.31
980400	EQUIPMENT	15,000.00	.00	.00	7,112.50	7,887.50	.47
980410	COMPUTER HARDWARE	60,000.00	.00	.00	.00	60,000.00	.00
980420	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
980600	FURNITURE & FIXTURES	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL	CAPITAL EXPENDITURES	135,000.00	.00	.00	72,447.50	62,552.50	.54
TOTAL	LIBRARY CAPITAL PROJ FUND	185,000.00	.00	.00	74,812.21	110,187.79	.40
TOTAL	LIBRARY CAPITAL PROJ FUND	185,000.00	.00	.00	74,812.21	110,187.79	.40
TOTAL REPORT		5,687,964.00	387,750.94	.00	2,863,276.53	2,824,687.47	.50

ACCOUNTING PERIOD: 6/04

## CASH REQUIREMENTS BILL LIST

SECTION CRITERIA: payable.due\_date='07/06/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	920140	DATA PROCESSING SERVICES	05537	ILLINOIS STATE LIBRARY	29070	192.44
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	DPK504	3,381.78
2110	920220	MEMBERSHIP DUES	100075	AMERICAN LIBRARY ASSOCIAT	0256083	95.00
2110	920230	PUBLICATION OF NOTICES	05366	PIONEER PRESS	040569551	33.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	JULY 2004	237.39
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	JULY 2004	339.33
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	JULY 2004	26.56
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	JULY 2004	19.80
2110	930010	R & M EQUIPMENT	07090	ACCOUNTOR SYSTEMS	21227	357.85
2110	930010	R & M EQUIPMENT	72106	COOPERATIVE COMPUTER SERV	DPK504	23.85
2110	930020	R & M BLDGS & STRUCTURES	00189	ANDERSON LOCK CO LTD	380081	152.00
2110	930020	R & M BLDGS & STRUCTURES	00189	ANDERSON LOCK CO LTD	380265	152.00
2110	930020	R & M BLDGS & STRUCTURES	100370	CONTROL SOLUTIONS	103533	80.00
2110	930020	R & M BLDGS & STRUCTURES	100807	THYSSENKRUPP ELEVATOR COR	045273	207.20
2110	930020	R & M BLDGS & STRUCTURES	100807	THYSSENKRUPP ELEVATOR COR	243740	2,244.10
2110	930020	R & M BLDGS & STRUCTURES	102686	SWITCH GEAR	300443	800.00
2110	930020	R & M BLDGS & STRUCTURES	200293	KNICKERBOCKER PARTITION C	13909	400.00
2110	930020	R & M BLDGS & STRUCTURES	200298	WAVE TEAM LLC	N691	3,265.74
2110	930195	BOOK BINDING & REPAIR	05479	HOUCHEM BINDERY LTD	123325	163.90
2110	930320	CLEANING:CUSTODIAL SERV	102711	SPEED-E-KLEEN	2496	100.00
2110	930320	CLEANING:CUSTODIAL SERV	200147	MAJESTY MAINTENANCE INC	35672-IN	3,385.00
2110	930320	CLEANING:CUSTODIAL SERV	200147	MAJESTY MAINTENANCE INC	35680-IN	40.00
2110	960070	AUTO/TRAVEL EXPENSES	04997	JOHN LAVALIE	REIMB	18.76
2110	960070	AUTO/TRAVEL EXPENSES	100001	SUSAN FARID	REIMB	6.12
2110	960210	SPECIAL EVENT PROGRAMMING	200292	PLANETARY STUDIES FOUNDAT	2004-7	200.00
2110	960210	SPECIAL EVENT PROGRAMMING	200297	SYLVIE DESOUCHES	1093	250.00
2110	960210	SPECIAL EVENT PROGRAMMING	21858	JOY OF ART	7-25-04	175.00
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	005805	39.97
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1796608	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1801219	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1776047	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1776051	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1810220	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1790872	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1776050	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1776049	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1809247	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1776048	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1799118	18.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1796419	4.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1809249	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1790873	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1809248	9.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1796417	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1796420	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1812855	22.85
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1804112	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1810217	13.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1790954	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1796418	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1796607	1.35

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CITY OF DES PLAINES

ACCOUNTING PERIOD: 6/04

CASH REQUIREMENTS BILL LIST

SECTION CRITERIA: payable.due\_date='07/06/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1782376	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1798950	7.10
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1789768	8.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1781081	4.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1781804	18.90
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1786243	10.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1789001	3.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1786948	21.85
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1780384	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1813646	8.45
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1789002	5.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1813220	22.55
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1781082	8.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1781083	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1808157	4.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1790955	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1808091	4.30
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1796606	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1790956	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1818312	2.50
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1818313	4.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1798901	15.10
2110	960990	MISC CONTRACTUAL SVCS	07606	NIGHT OWL REFERENCE SERVI	RENEWAL	3,103.50
2110	960990	MISC CONTRACTUAL SVCS	07606	NIGHT OWL REFERENCE SERVI	5-21-04	1,000.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012691562	10.40
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012706239	3.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012705800	19.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012720922	7.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012642108	14.65
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012678412	4.80
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012716304	7.80
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012666387	44.80
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012730732	3.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012651081	2.40
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012688947	30.85
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012675633	76.05
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012675113	35.30
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012699581	18.65
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012675389	31.65
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012666067	27.55
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012689174	1.65
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012665122	3.95
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012514434	9.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012484237	4.55
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012706167	5.30
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012669487	6.75
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012691925	13.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012669481	21.40
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012678205	12.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012711741	6.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012678045	15.35



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CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

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SECTION CRITERIA: payable.due\_date='07/06/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012530693	45.50
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012665125	.65
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012665121	7.90
2110	960990	MISC CONTRACTUAL SVCS	102744 BAKER & TAYLOR BOOKS	2012649624	2.45
2110	960990	MISC CONTRACTUAL SVCS	102897 AZURADISC INCORPORATED	00017019	237.75
2110	960990	MISC CONTRACTUAL SVCS	102900 INITIAL TROPICAL PLANTS	CH566037	95.56
2110	960990	MISC CONTRACTUAL SVCS	102900 INITIAL TROPICAL PLANTS	CH566038	64.80
2110	960990	MISC CONTRACTUAL SVCS	200291 RUBBERDISC.COM	2598-04	118.50
2110	960990	MISC CONTRACTUAL SVCS	25775 CRIMSON MULTIMEDIA DIST.,	4367A	11.99
2110	970100	SUPPLIES	05124 C D W GOVERNMENT INCORPOR	NH06214	64.60
2110	970100	SUPPLIES	05124 C D W GOVERNMENT INCORPOR	NE44791	56.25
2110	970100	SUPPLIES	09638 OFFICE DEPOT	246940691001	83.64
2110	970100	SUPPLIES	09638 OFFICE DEPOT	247344012001	706.95
2110	970100	SUPPLIES	09638 OFFICE DEPOT	246753150001	70.70
2110	970100	SUPPLIES	102047 WAGNER OFFICE SOLUTIONS I	41078	8.50
2110	970100	SUPPLIES	102047 WAGNER OFFICE SOLUTIONS I	41108	8.50
2110	970100	SUPPLIES	200294 DELL MARKETING LP	758105333	269.10
2110	970100	SUPPLIES	200294 DELL MARKETING LP	A03342110	299.00
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL CORP	1644794	1,667.08
2110	970170	JANITORIAL	00282 BADE PAPER PRODUCTS	124022-00	698.16
2110	970170	JANITORIAL	08636 ACE DES PLAINES, INC	1662518	24.52
2110	970170	JANITORIAL	08636 ACE DES PLAINES, INC	1678201	1.20
2110	970170	JANITORIAL	08636 ACE DES PLAINES, INC	1678178	35.17
2110	970260	POSTAGE AND PARCEL	103035 FEDERAL EXPRESS	1-795-73669	21.17
2110	970260	POSTAGE AND PARCEL	103035 FEDERAL EXPRESS	1-795-16342	15.93
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1818312	20.37
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1810966	10.17
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1790955	14.51
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1818313	91.40
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1790872	19.98
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1808091	50.92
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1809247	7.76
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1808157	38.88
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1798901	121.52
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1781081	116.88
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1781804	131.64
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1786948	178.29
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1786243	174.87
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1781082	185.83
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1813646	64.69
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1781083	17.94
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1789002	136.88
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1796606	20.34
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1796420	56.94
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1789768	136.89
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1796608	12.99
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1782376	10.19
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1796607	7.79
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1780384	2.99
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1776049	60.94
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1799118	298.77

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ACCOUNTING PERIOD: 6/04

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SECTION CRITERIA: payable.due\_date='07/06/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1810220	14.34
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1776051	33.98
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1801134	15.29
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1776047	15.99
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1790956	51.91
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1813220	181.51
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1801219	10.17
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1776050	27.98
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1776048	39.96
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1796418	31.98
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1809249	46.56
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1789001	69.92
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1810217	100.73
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1809248	70.75
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1790873	38.97
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1790954	7.76
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1798950	59.31
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1796419	83.94
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1796417	59.94
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1804112	12.99
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	1812855	177.92
2110	970600	BOOKS	05338 STANDARD & POOR'S	30081317	502.28
2110	970600	BOOKS	05477 INFORMATION TODAY, INC.	708955-B1	305.05
2110	970600	BOOKS	07439 THE GALE GROUP	13321144	194.42
2110	970600	BOOKS	07439 THE GALE GROUP	13333144	579.88
2110	970600	BOOKS	07439 THE GALE GROUP	13341596	74.09
2110	970600	BOOKS	07439 THE GALE GROUP	13341155	56.13
2110	970600	BOOKS	07439 THE GALE GROUP	13323958	45.30
2110	970600	BOOKS	07439 THE GALE GROUP	13343913	134.01
2110	970600	BOOKS	07439 THE GALE GROUP	13346299	1,243.08
2110	970600	BOOKS	07439 THE GALE GROUP	13345361	135.86
2110	970600	BOOKS	07439 THE GALE GROUP	13343210	64.38
2110	970600	BOOKS	07439 THE GALE GROUP	13318952	194.42
2110	970600	BOOKS	09641 GREY HOUSE PUBLISHING	438858	214.50
2110	970600	BOOKS	101014 AMAZON.COM CREDIT	05-12-04	13.59
2110	970600	BOOKS	101014 AMAZON.COM CREDIT	05-19-04	18.97
2110	970600	BOOKS	101018 MCHENRY PUBLIC LIBRARY DI	5-30-04	24.95
2110	970600	BOOKS	101098 AMERICAN LIBRARY ASSOCIAT	73111559SO	28.60
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012675100	72.08
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012699580	374.44
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012675388	452.39
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012666066	639.17
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012675632	1,247.31
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012688946	560.14
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012705800	235.84
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012514434	18.39
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012666386	572.40
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012720922	85.02
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012706239	45.95
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012678412	56.69
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012716304	85.20

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ACTION CRITERIA: payable.due\_date='07/06/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012691562	113.36
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012651081	29.51
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012484237	9.52
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012665122	55.76
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012665125	4.16
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012706167	64.55
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012649624	7.14
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012730732	39.70
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012678205	130.09
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012678045	180.41
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012691925	151.52
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012669481	328.80
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012530693	139.66
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012689173	185.67
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	5005156027	307.16
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012710386	14.19
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012665121	87.61
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012669487	81.55
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012675112	451.05
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012642107	343.39
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012711741	70.49
2110	970600	BOOKS	103083	LAKE VILLA PUBLIC LIBRARY	5-26-04	25.00
2110	970600	BOOKS	103210	WINNETKA-NORTHFIELD PUBLI	5-25-04	21.95
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	81698	27.23
2110	970600	BOOKS	20737	THE COUNCIL OF STATE GOVE	32584	49.26
2110	970600	BOOKS	40830	JOHN WILEY & SONS INCORPO	10161096	345.00
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVICES	89059646	51.20
2110	970600	BOOKS	80139	RECORDED BOOKS, LLC	2039614	155.72
2110	970610	AUDIO MATERIALS	02482	B B C AUDIOBOOKS	154546	6.50
2110	970610	AUDIO MATERIALS	02482	B B C AUDIOBOOKS	156240	8.00
2110	970610	AUDIO MATERIALS	09606	ELA AREA PUBLIC LIBRARY D	6-01-04	23.95
2110	970610	AUDIO MATERIALS	13033	LANDMARK AUDIOBOOKS	155188	-423.00
2110	970610	AUDIO MATERIALS	13033	LANDMARK AUDIOBOOKS	155188	486.00
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-24-04-5	66.45
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-3-04-4	188.07
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-24-04-1	139.88
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-24-04-3	64.35
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-24-04-2	20.26
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-24-04-4	5.59
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-3-04-2	78.34
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	6-3-04-1	342.03
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IN0242115	53.49
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IN0241456	56.24
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	IN0240623	141.22
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5765488P	107.10
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5765489P	438.40
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	2048486	1,500.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	2043177	17.85
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	2031302	493.85
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	2048454	359.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	2026874	18.85

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CASH REQUIREMENTS BILL LIST

LECTION CRITERIA: payable.due\_date='07/06/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	2038009	17.85
2110	970620	SUBSCRIPTIONS & BOOKS	71360	MORNINGSTAR INCORPORATED	948218B	145.00
2110	970630	VISUAL MATERIALS	02482	B B C AUDIOBOOKS	158602	6.77
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	815630	39.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	811160	99.96
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	815631	31.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	814056	67.90
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	814058	87.95
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	807758	87.96
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	814057	61.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	807757	163.93
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	811162	11.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	811161	11.99
2110	970630	VISUAL MATERIALS	102320	DIVERSE MEDIA INCORPORATE	397783	105.93
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U00999010	692.12
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U00759350	115.34
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U00819240	559.91
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R77950950	14.96
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R76819441	102.74
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R77950952	24.54
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U01409740	127.23
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	J10262520	192.49
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	J10548100	11.23
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	J10521810	101.10
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R77511871	70.48
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R77511870	50.77
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R77951100	55.40
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	J10489900	274.00
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R77950951	38.03
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R77079770	35.80
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R76819440	124.13
2110	970630	VISUAL MATERIALS	1102744	BAKER & TAYLOR BOOKS	R77079771	86.25
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R77746340	20.71
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	G41572780	25.48
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST.,	3425G	22.00
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	7961393	18.87
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	29357	41.37
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	7864412	336.98
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	19223	44.37
2110	970630	VISUAL MATERIALS	80139	RECORDED BOOKS, LLC	2041239	27.30
2110	970640	AUTOMATED REFERENCE MAT'L	200290	THE GET READY SHEET	6-08-04	45.00
2110	970900	EQUIPMENT <\$5,000	200295	BAR CODE DISCOUNT WAREHOU	112680	1,653.66
2110	980400	EQUIPMENT	200294	DELL MARKETING LP	758103379	1,853.36
2110	980410	COMPUTER HARDWARE	200294	DELL MARKETING LP	758104450	449.60
2110	980410	COMPUTER HARDWARE	200294	DELL MARKETING LP	758106141	175.46
2110	980410	COMPUTER HARDWARE	20933	HAWK ELECTRONICS	328502	512.42
2110	980420	COMPUTER SOFTWARE	200299	TODAY'S BUSINESS SOLUTION	060304-10	48.00
2110	980600	FURNITURE & FIXTURES	200296	A S INDUSTRIES INC	40861	3,450.00
TOTAL LIBRARY SERVICES						57,215.21

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CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='07/06/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
TOTAL FUND					57,215.21

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ACCOUNTING PERIOD: 7/04

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

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SELECTION CRITERIA: payable.due\_date='07/19/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	920140	DATA PROCESSING SERVICES	102744	BAKER & TAYLOR BOOKS	T08NS4571M	569.58
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	OCLC GROUP	1,415.25
2110	930020	R & M BLDGS & STRUCTURES	00189	ANDERSON LOCK CO LTD	382146	1,538.65
2110	930020	R & M BLDGS & STRUCTURES	101323	RAYMOND BORGIC	6-14-04	375.00
2110	930020	R & M BLDGS & STRUCTURES	102592	EXCEPTIONAL PLUMBING SERV	6-10-04	208.25
2110	930020	R & M BLDGS & STRUCTURES	20402	PEST ENDERS, INC.	2401608C	135.00
2110	960210	SPECIAL EVENT PROGRAMMING	09733	ORIENTAL TRADING COMPANY,	580697761-01	102.87
2110	960210	SPECIAL EVENT PROGRAMMING	103563	BILL HINCHLIFF	8-15-04	200.00
2110	960210	SPECIAL EVENT PROGRAMMING	103564	CRAIG SJGERMAN	8-05-04	575.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1821354	2.05
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1821355	10.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1827235	8.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1819153	1.05
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1827234	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1827232	12.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1825603	7.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1827233	.80
2110	960990	MISC CONTRACTUAL SVCS	08554	C. BERGER & COMPANY	57720	3,592.14
2110	960990	MISC CONTRACTUAL SVCS	08554	C. BERGER & COMPANY	57688	1,915.94
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012740445	2.70
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012730542	41.50
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012745407	51.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012745214	12.95
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012749918	39.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012573192	9.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012760410	6.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012772229	31.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012551895	9.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012535535	9.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012752134	2.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012740473	4.80
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012745225	36.45
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012747530	35.40
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012741806	29.65
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012751860	35.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012752394	26.05
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012727583	14.55
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012719982	11.25
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012752742	7.70
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012757160	4.45
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012784758	7.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012751565	57.40
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012741891	5.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012746929	24.70
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012748070	59.65
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012767770	10.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012752549	34.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012747417	31.95
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012742019	21.05
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012727896	26.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012746833	15.30

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CITY OF DES PLAINES

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ACCOUNTING PERIOD: 7/04

CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='07/19/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012747102	46.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012760369	2.70
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012747311	29.50
2110	970100	SUPPLIES	09638	OFFICE DEPOT	248166681001	300.60
2110	970100	SUPPLIES	09638	OFFICE DEPOT	248456716001	17.64
2110	970100	SUPPLIES	09638	OFFICE DEPOT	248456219001	34.79
2110	970100	SUPPLIES	09638	OFFICE DEPOT	249308866001	43.92
2110	970100	SUPPLIES	09638	OFFICE DEPOT	246633499001	371.70
2110	970100	SUPPLIES	09638	OFFICE DEPOT	248166680001	200.40
2110	970100	SUPPLIES	09638	OFFICE DEPOT	249619931001	15.16
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	1662892	28.17
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	43806	NORTH SUBURBAN LIBRARY SY	23	1,120.00
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	124695-00	660.61
2110	970170	JANITORIAL	14491	LAMP RECYCLERS	13754	74.30
2110	970170	JANITORIAL	43765	DOMINICKS FINER FOODS	6-28-04	19.35
2110	970260	POSTAGE AND PARCEL	103035	FEDERAL EXPRESS	1-843-47780	17.68
2110	970260	POSTAGE AND PARCEL	98667	MARGARET BORRIS	REIMB	93.04
2110	970270	PRINTING-REPROD-BINDING	15976	GRAPHIC SOLUTIONS	6821	758.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1827232	43.36
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1821354	15.56
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1819153	8.99
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1827234	8.42
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1825603	41.29
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1827235	62.27
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1821355	51.27
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1827233	13.50
2110	970600	BOOKS	02339	WORLD CHAMBER OF COMMERCE	139748	35.00
2110	970600	BOOKS	07439	THE GALE GROUP	13360725	638.40
2110	970600	BOOKS	07439	THE GALE GROUP	13364915	184.47
2110	970600	BOOKS	07439	THE GALE GROUP	13355858	140.16
2110	970600	BOOKS	07439	THE GALE GROUP	13374034	140.01
2110	970600	BOOKS	07439	THE GALE GROUP	13374442	162.47
2110	970600	BOOKS	07439	THE GALE GROUP	13381604	135.67
2110	970600	BOOKS	07439	THE GALE GROUP	13358492	162.47
2110	970600	BOOKS	07439	THE GALE GROUP	13363096	194.42
2110	970600	BOOKS	07439	THE GALE GROUP	R113376883	145.36
2110	970600	BOOKS	07814	NILES PUBLIC LIBRARY DIST	4/12/04B	15.99
2110	970600	BOOKS	07814	NILES PUBLIC LIBRARY DIST	4-12-04C	56.95
2110	970600	BOOKS	07814	NILES PUBLIC LIBRARY DIST	4-12-04A	48.95
2110	970600	BOOKS	102394	LOYOLA UNIVERSITY-CHICAGO	6-04-04	50.00
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012740445	24.93
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012719981	355.92
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012784758	79.40
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012535535	23.50
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012745214	133.21
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012742018	349.26
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012745225	85.19
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012745407	595.78
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012760369	38.17
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012551895	71.71
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012760410	72.00

RUN DATE 07/09/04 TIME 11:55:30

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

1305

07/09/04

CITY OF DES PLAINES

PAGE 12

ACCOUNTING PERIOD: 7/04

CASH REQUIREMENTS BILL LIST

LECTION CRITERIA: payable.due\_date='07/19/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012747676	44.94
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012741890	73.60
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012749918	442.20
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012727582	359.08
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012752548	538.69
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012741805	550.22
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012752741	140.33
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012740473	45.32
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012751859	876.94
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012751564	1,886.60
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012748069	888.76
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012752393	582.06
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012777605	8.49
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012767770	128.95
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012757159	90.74
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012747529	585.23
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012752133	134.00
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012746928	378.93
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012727895	552.04
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012573192	14.88
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	5005189332	538.73
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012772229	368.42
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012747310	918.14
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012730542	506.05
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012746832	404.26
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012747416	817.67
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012747101	686.28
2110	970600	BOOKS	20579 SALEM PRESS	337621IN	75.60
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	160024	108.67
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	159377	277.34
2110	970610	AUDIO MATERIALS	07814 NILES PUBLIC LIBRARY DIST	4-12-04C	22.99
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	6-16-04-1	349.02
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	6-16-04-3	37.77
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	6-16-04-2	139.20
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	6-16-04-4	20.98
2110	970610	AUDIO MATERIALS	28038 BRILLIANCE AUDIO, INC.	0244131	56.24
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	5787218P	43.20
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	5787217P	60.80
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	5787216P	376.00
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	2044622	460.92
2110	970620	SUBSCRIPTIONS & BOOKS	28002 ILLINOIS STATE HISTORICAL	4030	472.56
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	820173	14.39
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	820175	103.99
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	823769	15.99
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	823768	39.99
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	820174	67.96
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	823770	15.99
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	820176	18.99
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	823767	15.99
2110	970630	VISUAL MATERIALS	101568 TEACHER'S VIDEO COMPANY	T23062700028	33.54
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	R78120741	11.23



SECTION CRITERIA: payable.due\_date='07/19/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	R78931902	16.55
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	J10833170	26.22
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	R78843850	27.08
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	J10868690	146.81
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	R78120740	12.10
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	R78931900	49.59
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	R79443610	77.42
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	R78931901	14.38
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	U01109580	262.98
2110	970630	VISUAL MATERIALS	102744 BAKER & TAYLOR BOOKS	U01575680	37.45
2110	970630	VISUAL MATERIALS	58875 INGRAM LIBRARY SERVICES	94228	29.99
2110	970640	AUTOMATED REFERENCE MAT'L	05702 NEWSBANK	413005	1,250.00
2110	970640	AUTOMATED REFERENCE MAT'L	100557 FACTS ON FILE NEWS SERVIC	03990	2,395.00
2110	970640	AUTOMATED REFERENCE MAT'L	21030 CONGRESSIONAL QUARTERLY I	12655813	504.00
2110	970900	EQUIPMENT <\$5,000	101039 MITY-LITE INCORPORATED	418546	3,400.00
TOTAL LIBRARY SERVICES					43,054.96
2130	920204	TRAINING	08707 CENTRE EAST SHOWCASE	SEE ATTACHED	65.00
2130	920204	TRAINING	43806 NORTH SUBURBAN LIBRARY SY	20	55.00
2130	920204	TRAINING	43806 NORTH SUBURBAN LIBRARY SY	18	600.00
2130	920204	TRAINING	43806 NORTH SUBURBAN LIBRARY SY	23	243.00
2130	920204	TRAINING	43806 NORTH SUBURBAN LIBRARY SY	23	180.00
2130	920204	TRAINING	43806 NORTH SUBURBAN LIBRARY SY	24	394.00
2130	920204	TRAINING	43806 NORTH SUBURBAN LIBRARY SY	16	1,485.00
2130	960990	MISC CONTRACTUAL SVCS	00933 POSTMASTER	6-14-04	1,550.00
2130	960990	MISC CONTRACTUAL SVCS	15976 GRAPHIC SOLUTIONS	6826	1,505.00
2130	970270	PRINTING-REPROD-BINDING	05228 KASCO PRINTING	5544	4,015.00
TOTAL IL LIBRARY PER CAP GRANT					10,092.00
TOTAL FUND					53,146.96

LIBRARY DIRECTOR'S REPORT  
August 17, 2004

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

I. PERSONNEL

New employees for June/July 2004 are Jasper Honrade Reyes and Adam Bartnik, Part-time Pages, Circulation Services.

Resignations/Separations: Denise Kwan, Nancy Larson, and Theresa Zaputil, Part-time References Librarian, Adult Services; Shannon Fratamico, Part-time Page, Circulation Services; and Herbert Schlenzig, Part-time Monitor, Building and Security Services.

II. STAFF DEVELOPMENT

Thanks to the efforts of Margie Borris, we have 46 staff members trained as Deputy Registrars under a special program for Voters Registration for Suburban Cook County. We will continue to provide voters registration at the library until the deadline of October 5. We plan to participate in the public library registration campaign on Saturday, September 11 as well with a registration table set up in the atrium. Following September 11 and through October 5, we will staff the registration table(s) evenings and weekends as well.

I am meeting with a task force of employees to work out details for the implementation of salary increases on a merit program for 2005.

III. PATRON SERVICES

This month's numbers are very interesting. While attendance at the library was nearly identical to last July, our circulation increased by 5.63%. Of the 99,124 items checked out, 46% were audiovisual materials. Patrons used self-check for 25% of the transactions. This high rate of use of our materials may be the result of our successful Summer Reading Club activities for children and adults. 1354 children enrolled in the program; 665 met their reading goals. The 135 adults who entered the program read a total of 759 books in six weeks. Interlibrary loan transactions continue to increase each

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month, so it is time for us to address our lending protocols, so that our lending is similar to other CCS libraries. CCS has a new member library. The Evanston Public Library became a member in July and will become a full participant in 2005. This will add a good collection of materials for our patrons to access through the shared catalog. Please note the large increases in computer assistance provided by the Adult Services staff.

Project Next Generation is a continuing grant program through the office of Secretary of State Jesse White. This is our third year of offering this program to middle school students. This year eight children participated in creative learning activities to strengthen their problem-solving, reasoning, computer, and teamwork skills. Their final event is a bus trip to the Illinois State Fair, where they and their families will enjoy an evening of free entertainment courtesy of the grant and the Secretary of State.

#### IV. OTHER PROFESSIONAL ACTIVITIES

I attended the CCS Governing Board meeting on July 28 and the Executive Board meeting on August 11. I participated in the Library's team entry for the Cancer Society's Relay for Life on October 30/31/ Our team raised over \$2900 for the cause.

V.D.1.

DES PLAINES PUBLIC LIBRARY  
HOLDINGS  
AUGUST 2004

	<u>July 2004</u>	<u>Aug 2004</u>	<u>Change</u>	<u>% Change</u>
Books	252,506	255,268	2,762	1.09%
Audio	21,402	21,485	83	0.39%
Video	21,243	21,225	-18	-0.08%
Puzzles & Games	688	663	-25	-3.63%
Realia	237	237	0	0.00%
Pamphlets	326	326	0	0.00%
<b>Total</b>	<b>296,402</b>	<b>299,204</b>	<b>2,802</b>	<b>0.95%</b>

## DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

### July 2004

				% Change
<b>Total 2003 to Date:</b>	630,365	<b>Total 2004 to Date:</b>	645,052	2.33%
<b>July 2003</b>	93,839	<b>July 2004</b>	99,124	5.63%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>		
	CHILDREN	2003	2004	2003	2004	2003	2004
Non Fiction		4,195	4,071	443	307	4,638	4,378
Fiction		14,747	16,693	1,047	846	15,794	17,539
Foreign Language Non Fiction		75	176	5	7	80	183
Foreign Language Fiction		531	522	34	46	565	568
Periodicals		379	364	3	0	382	364
Compact Discs		969	1,174	36	27	1,005	1,201
Audio Cassettes		240	137	3	0	243	137
Audio Kits		201	169	49	5	250	174
Puzzles		262	166	11	7	273	173
Games		117	98	6	3	123	101
Audio Books		415	526	22	12	437	538
Video Fiction		4,055	3,432	320	300	4,375	3,732
Video Non Fiction		1,010	834	44	5	1,054	839
DVD		2,462	3,869	73	211	2,535	4,080
CD ROMs		600	700	0	0	600	700
<b>SUB TOTAL</b>		<b>30,258</b>	<b>32,931</b>	<b>2,096</b>	<b>1,776</b>	<b>32,354</b>	<b>34,707</b>
<b>ADULT</b>							
Non Fiction		12,220	12,903	178	202	12,398	13,105
Fiction		10,384	10,228	339	390	10,723	10,618
Large Type		1,531	1,598	148	125	1,679	1,723
Foreign Language Non Fiction		349	443	1	1	350	444
Foreign Language Fiction		1,126	1,110	3	2	1,129	1,112
High School Collection		791	917	5	3	796	920
Periodicals		2,707	2,836	124	153	2,831	2,989
Pamphlets		15	6	0	0	15	6
Compact Discs		7,959	8,315	323	299	8,282	8,614
Audio Cassettes		10	3	0	0	10	3
Puzzles		5	7	0	0	5	7
Pictures		35	11	0	0	35	11
Audio Books		2,255	2,856	22	26	2,277	2,882
CD ROMs		268	223	0	0	268	223
Video Fiction		7,841	6,258	316	291	8,157	6,549
Video Non Fiction		3,732	3,207	51	13	3,783	3,220
DVD		8,213	11,203	293	577	8,506	11,780
Misc. Formats		238	208	3	3	241	211
		59,679	62,332	1,806	2,085	61,485	64,417
<b>GRAND TOTAL</b>		<b>89,937</b>	<b>95,263</b>	<b>3,902</b>	<b>3,861</b>	<b>93,839</b>	<b>99,124</b>
Self Check		22,821	23,907	0	0	22,821	23,907

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

**I. Library Card Registration Services**

<u>July 2003</u>	<u>June 2004</u>	<u>July 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
847	981	1,080	5,960	5,745	(-3.7%)

A.	New Library Card Registrations	363
B.	Updated Library Card	411
C.	Other Libraries	300
D.	Non Resident Fee Paid Cards	6

Total	1,080
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**II. Other Registration Services**

1.	Patrons Registering for Programs	183
2.	Number of Meeting Room Uses	59
3.	Voters Registered	30
4.	Senior Cab Cards	30

Total	302
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**III. Total Number Of Registered Borrowers**

July 2003	34,583	(60.7% of Population)
July 2004	34,358	(60.2% of Population)

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

**Patron Attendance Count**

<u>July 2003</u>	<u>June 2004</u>	<u>July 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
46,667	46,752	48,000	329,460	329,648	(0.0%)

**Reciprocal Borrowing  
(Materials Lent)**

	<u>July 2003</u>	<u>July 2004</u>	<u>% Change</u>
NSLS	13,957	14,814	6.1%
Other Systems	5,267	7,110	25.9%
Total	19,224	21,924	12.3%

**Interlibrary Loan**

	<u>July 2003</u>	<u>July 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
Sent	4,341	4,725	26,773	36,881	37.7%
Received	2,761	2,881	16,769	24,555	46.4%
Total	7,102	7,606	43,542	61,436	41.0%

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

<b>Assistance/Service Desk</b>	<u>July 2003</u>	<u>July 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Phone Calls Received	1,081	731	9,021	7,239	-19.8%
2. Patron Renewals	1,603	1,008	11,917	9,397	-21.1%
3. Patron Reserves Delivered	3,124	3,380	19,925	24,345	22.2%
4. Directional	1,129	864	10,431	8,035	-23.0%
5. Account Inquiries	3,864	2,979	32,992	22,458	-31.9%
6. Program Sign-up	217	217	3,739	4,022	7.6%
7. In Person Patron Assistance	2,251	1,352	19,867	11,969	-39.8%
<b>Total</b>	<b>13,269</b>	<b>10,531</b>	<b>107,892</b>	<b>87,465</b>	<b>-18.9%</b>
<b>Assistance/Switchboard</b>	<u>July 2003</u>	<u>July 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Phone Calls Answered	3,093	3,765	25,348	23,193	-8.5%
2. Delivery/Buzzer	58	65	1,162	453	-61.0%
3. 2-Way Radio	131	80	2,135	779	-63.5%
<b>Total</b>	<b>3,282</b>	<b>3,910</b>	<b>28,645</b>	<b>24,425</b>	<b>-14.7%</b>
<b>Grand Total</b>	<b>16,551</b>	<b>14,441</b>	<b>136,537</b>	<b>111,890</b>	<b>-18.1%</b>



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

<b>Assistance</b>	<u>July 2003</u>	<u>July 2004</u>	<u>Year to Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Computer/Instructional	898	1,730	5,730	8,410	46.8%
2. Mechanical	587	559	3,624	3,315	-8.5%
3. Directional	920	1,324	6,343	8,779	38.4%
4. Tax Forms	18	21	1,207	1,742	44.3%
<b>Total</b>	<b>2,423</b>	<b>3,634</b>	<b>16,904</b>	<b>22,246</b>	<b>31.6%</b>
<b>Reference and Readers' Services</b>	<u>July 2003</u>	<u>July 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Specific Item Request	3,558	3,747	22,596	23,904	5.8%
2. Ready Reference	1,220	1,706	7,690	10,952	42.4%
3. In-Depth Reference	374	388	1,676	2,570	53.3%
4. Informational	1,522	2,039	8,486	12,928	52.3%
5. Instruction	0	0	782	256	-67.3%
6. Virtual Reference Desk	7	8	387	197	-49.1%
7. Interlibrary Loan Request	200	152	1,571	1,015	-35.4%
8. Readers' Advisory	134	196	985	1,119	13.6%
9. CCS Holds	1307	1,288	7,180	7,828	9.0%
<b>Total</b>	<b>8,322</b>	<b>9,524</b>	<b>51,353</b>	<b>60,769</b>	<b>18.3%</b>
<b>Sign Up</b>	<u>July 2003</u>	<u>July 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Internet	6,882	7,633	42,982	50,563	17.6%
2. Computer Lab	473	652	3,583	5,312	48.3%
3. Group Study Rooms	643	609	5,296	5,813	9.8%
4. Ellis/Reading Edge	1	1	8	4	-50.0%
<b>Total</b>	<b>7,999</b>	<b>8,895</b>	<b>51,869</b>	<b>61,692</b>	<b>18.9%</b>
<b>Grand Total</b>	<b>18,744</b>	<b>22,053</b>	<b>120,126</b>	<b>144,707</b>	<b>20.5%</b>

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

<b>Assistance</b>	<u>July 2003</u>	<u>July 2004</u>	<u>Year To Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Computer Sign-up	2,151	1,861	17,345	12,179	-29.8%
2. Mech Troubleshooting	N/A	404	N/A	778	N/A
3. Computer Mech Instr	N/A	421	N/A	816	N/A
4. Program Sign-up	247	126	3,213	2,328	-27.5%
5. Information	N/A	763	N/A	1,501	N/A
6. Directional Questions	464	508	2,394	3,083	28.8%
<b>Total</b>	<b>2,862</b>	<b>4,083</b>	<b>22,952</b>	<b>20,685</b>	<b>-9.9%</b>
<b>In-House Circulation</b>	<u>July 2003</u>	<u>July 2004</u>	<u>Year To Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Train Sets	1,104	1,865	10,345	10,463	1.1%
2. Chess/Checkers	39	61	483	475	-1.7%
3. School Supplies Handouts	N/A	34	N/A	815	N/A
4. Textbooks	8	13	75	155	106.7%
<b>Total</b>	<b>1,151</b>	<b>1,973</b>	<b>10,903</b>	<b>11,908</b>	<b>9.2%</b>
<b>Reference</b>	<u>July 2003</u>	<u>July 2004</u>	<u>Year To Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Specific Item Request	936	1,208	7,762	7,722	-0.5%
2. Reference	691	577	4,362	5,338	22.4%
3. Readers' Advisory	198	283	950	1,366	43.8%
4. ILL & Patron Holds	422	266	1,333	1,263	-5.3%
5. Book Bag Request	6	8	156	58	-62.8%
<b>Total</b>	<b>2,253</b>	<b>2,342</b>	<b>14,563</b>	<b>15,747</b>	<b>8.1%</b>
<b>Grand Total</b>	<b>6,266</b>	<b>8,398</b>	<b>48,418</b>	<b>48,340</b>	<b>-0.2%</b>

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

Alldata	NA
BigChalk	77
CLCD	2
CQ Researcher	9
Ebsco:	
• Novelist	144
• Primary/Middle Search	18
• Searchasaurus	3
FACTS.com	5
First Search	2,259
Gale Group:	
• AncestryPlus	68*
• Biography Resource Center	317
• Business & Company Resource Center	184
• Contemporary Authors	48
• General Reference Center Gold	359
• Kids Infobits	8
• Opposing Viewpoints	161
• Student Resource Center	201
• Virtual Reference Library	12
• What Do I Read Next?	16
Greenwood Daily Life Online	25*
Grolier Online	43*
Hoover's Online	NA
LitFinder	1
Morningstar	25*
NewsBank:	
• American Obituaries and Death Notices	872
• Chicago Tribune Archive	2,202
• Local newspapers	874
• Noticias en Español	10
ProQuest	282
<i>(Wall Street Journal, New York Times Historical Archive)</i>	
Reference USA	777
SIRS Discoverer	10
ValueLine	21*
World Book Encyclopedia	65
Total Searches & Queries	9,098

\*Number of sessions or views (number of searches not provided)

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

	<u>Times Used</u>	<u>Attendance</u>
<b>Library Sponsored Programs/Meetings</b>		
Adult Services Meeting	1	9
Planning Your Trip on the Internet	1	16
Art in the Sunshine	1	29
Circulation Clerks Meeting	1	10
Department Heads Meetings	3	27
Film – "Something's Gotta Give"	1	67
Great Decisions	1	24
Management Committee	1	80
Older Women's Legacy	2	27
Ravinia Lecture	1	31
Spanish Language Computer Classes	5	27
Staff Technology Classes	8	47
Strategic Planning Meeting/Public Information	1	8
Tuesday Morning Book Group	1	24
Youth Services Meeting	1	8
<b>Total</b>	<b>29</b>	<b>434</b>

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

Times Used    Attendance

**Outside Community Groups**

Bahai's of Des Plaines	1	12
Condo Alliance	1	17
Des Plaines Citizens Police Academy Alumni Assn.	1	40
Des Plaines Relay for Life	3	29
Illinois Democratic Students	1	30
Kiwanis Club of Des Plaines	1	12
Peace Corps	1	13
Prem Rawat Foundation	1	15
Polyglots Toastmasters	2	14
River Edge Condominium Meeting	1	20
Romance Writers	1	29
Society of Children's Book Writers	1	30
Square Spares	1	16
Toastmasters Club of Des Plaines		6
<b>Total</b>	<b>16</b>	<b>283</b>

**Other**

Library Board Meeting	1	25
<b>Total</b>	<b>1</b>	<b>25</b>

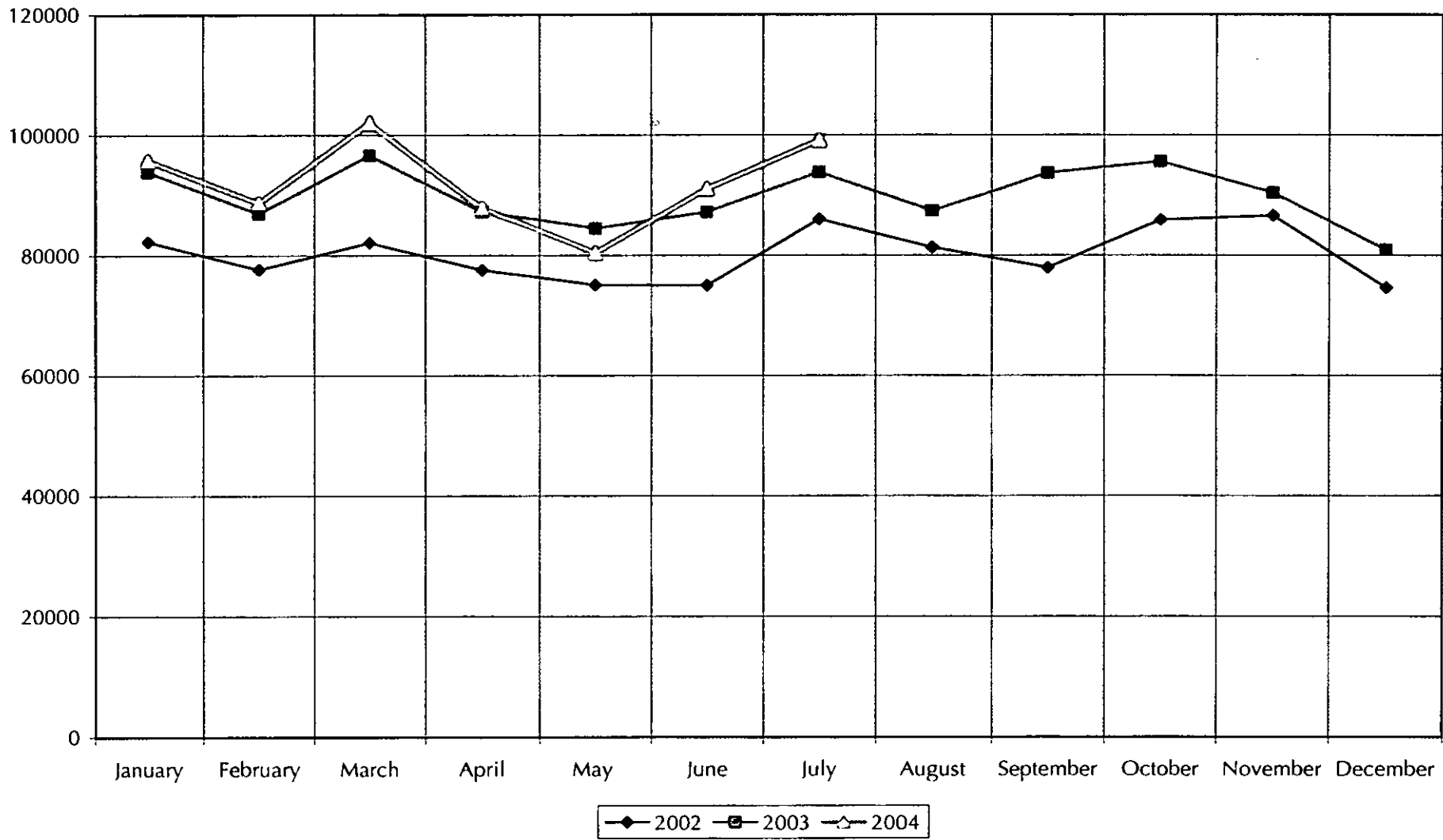
**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR JULY 2004**

	<u>Times Used</u>	<u>Attendance</u>
<b>Library Sponsored Children's Programs</b>		
Brown Bag Movie	4	54
Drop-in Craft	4	240
Drop-in Storytime	4	61
Explorer Bingo	1	25
Express Yourself	1	3
PJ Storytime	1	15
Shivers Around the Campfire	1	7
Skylab Planetarium	2	85
Spirit of Eagle Presentation	1	103
Stepping Stones Game	1	18
Western Roundup	1	22
World of Graphic Novels	1	12
<b>Total</b>	<b>22</b>	<b>645</b>
Literacy Program		
Learn to Read	16	960
<b>Grand Total</b>	<b>84</b>	<b>2,347</b>

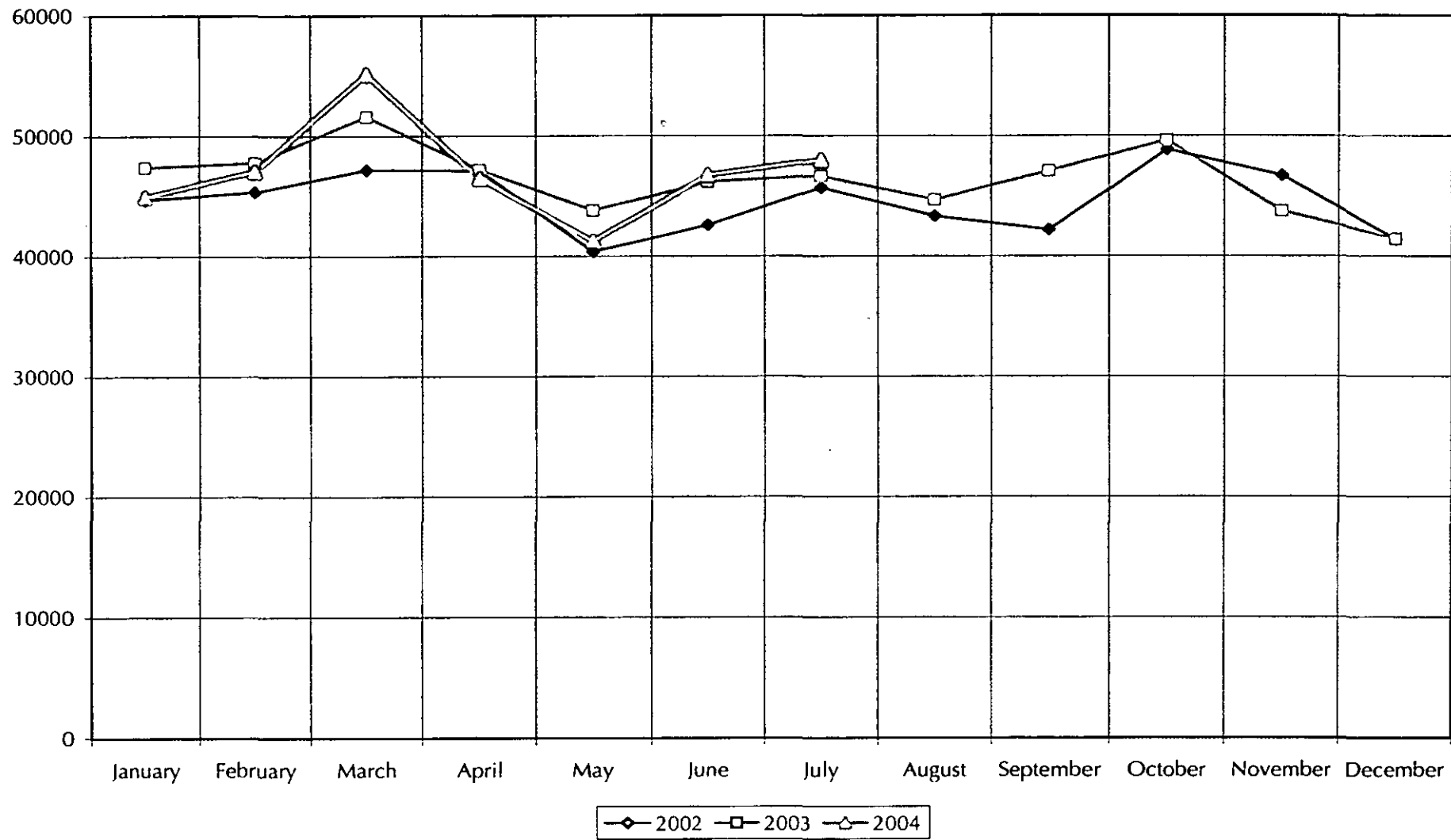
**JULY Total = 42 groups involving 2,347 people.**

**2004 Year to Date Total = 450 groups involving 23,697 people.**

### Circulation Statistics Items Circulated Per Month By Year

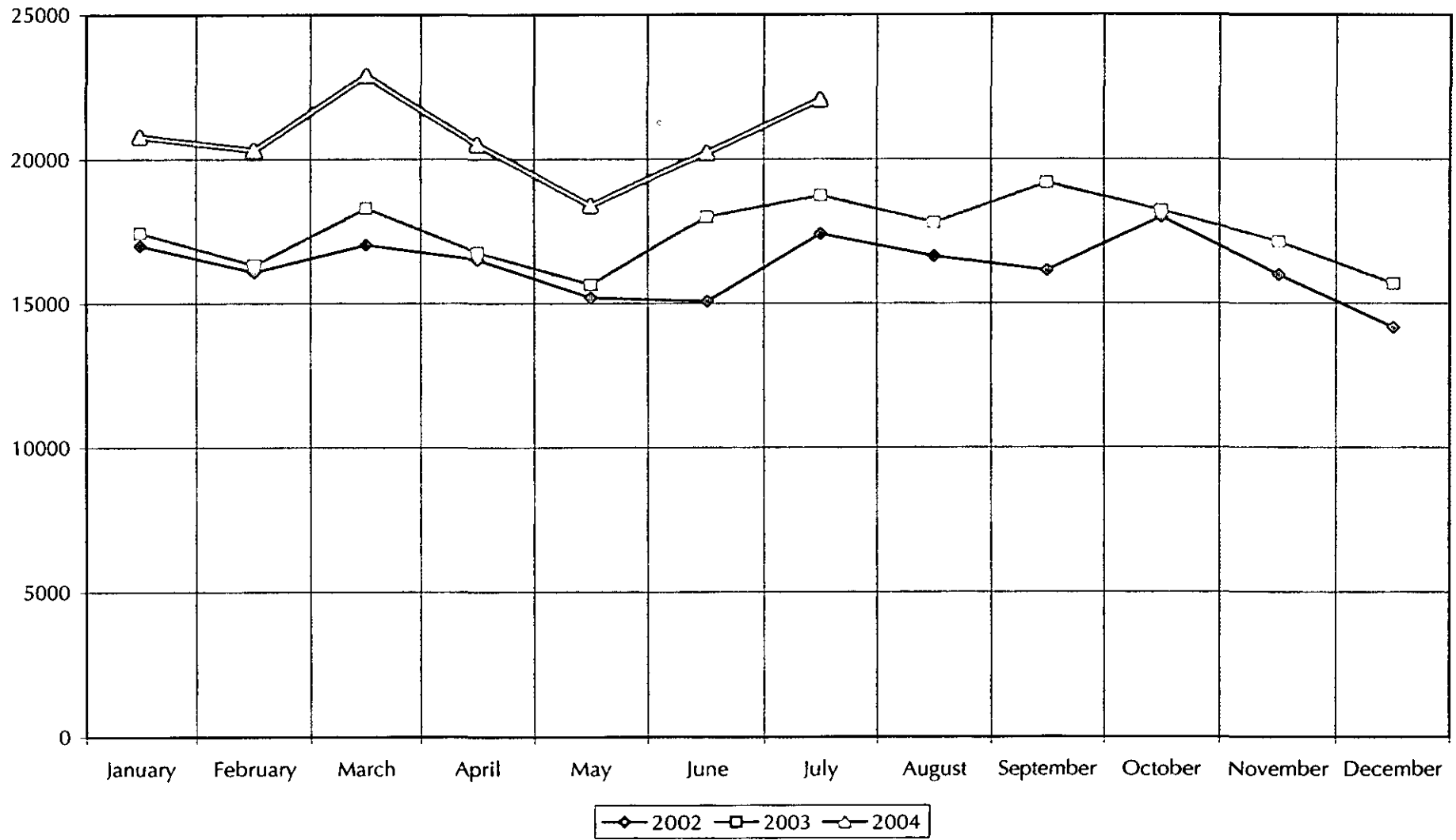


### Patron Attendance July 2004

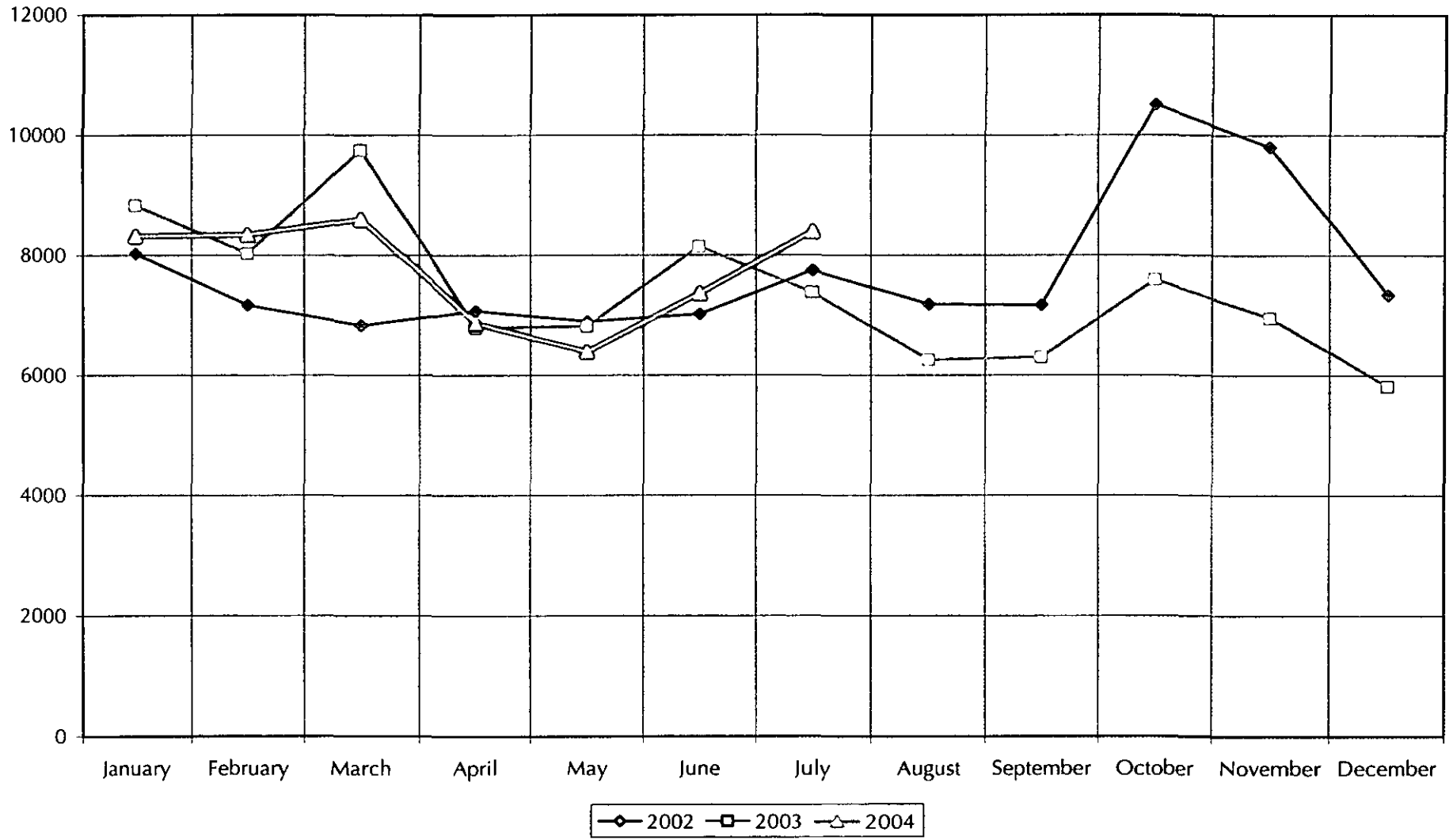




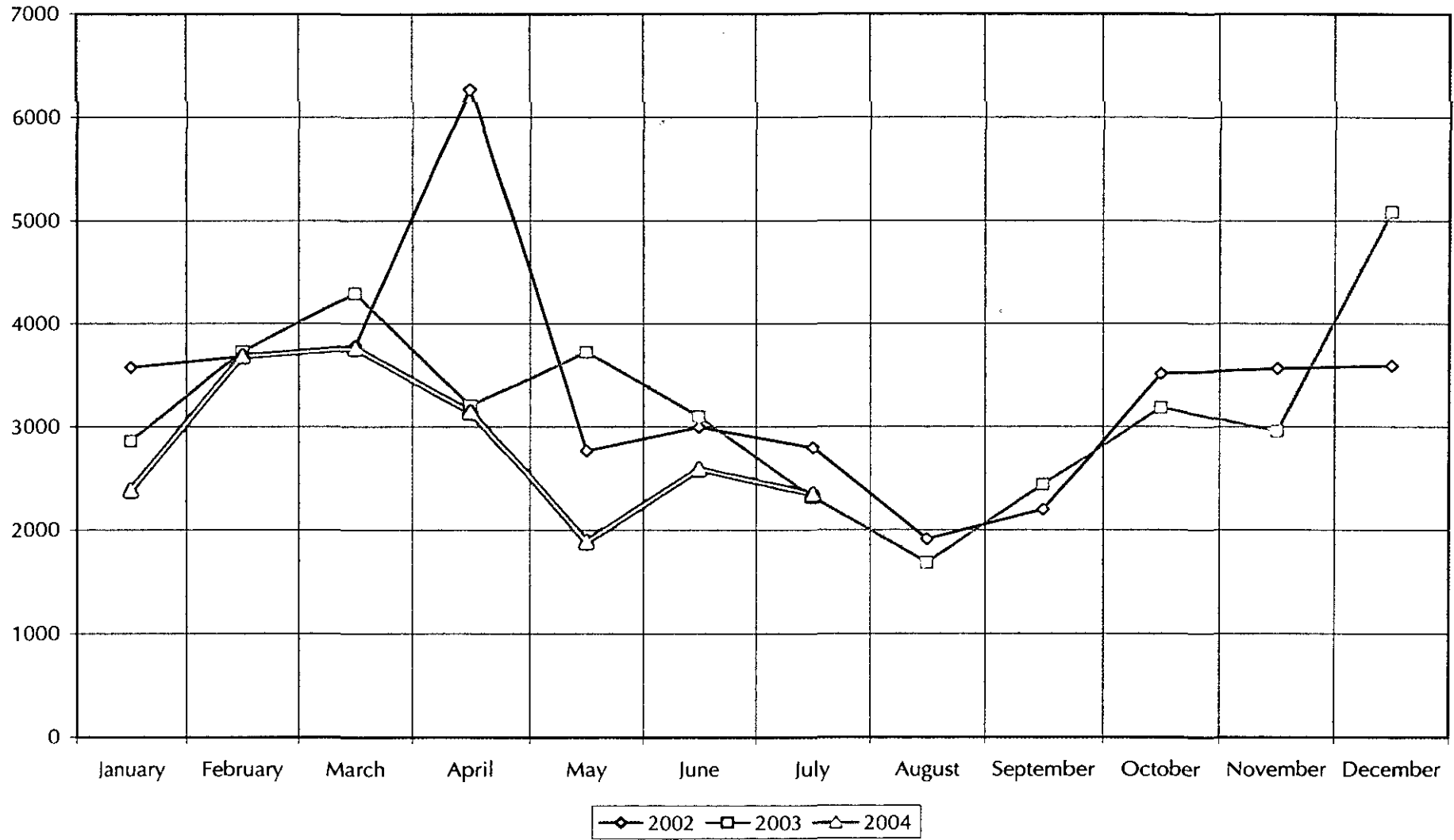
### Adult Patron Assistance July 2004



### Youth Patron Assistance July 2004



### Meeting Room Attendance July 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

- Progress Report
- Response Requested by \_\_\_\_\_
- Board Action Required

BOARD OF TRUSTEES  
 Minutes of the Management Committee Meeting  
 July 27, 2004

Chair: Eldon Burk

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

Also Present: Sandra Norlin, Martha Sloan, Hector Marino, Carol Kidd, Marty Moylan, Annie Envall, Rebecca Boykin, Jack S. Thomas, Lucy M. Thomas, Mike Lake, Michelle Orris, Jim Thompson, Patty Thompson, Jeff Bilotich, Kimberley Bilotich, Carla Himpelmann, Frank Celender, Eve Celender, Maryellen Zebell, Steve Lyon, Julie Kottridge, Kristin Sorensen, Randy Chandler, Julie Chandler, James Muresan, Liz LaPlant, Renie Proctor, Barbara White, Katie Norman, Nathan Aaberg, Anastasia Envall, Alex Himpelman, Keith Kuhn, Sue Krill, Ellen Schmitz, Deborah Kuhn, Nathan Aaberg, Joanne Ross, Jim Koopmann, Tim Lancaster, Cindy Madalinski, Tom Witek, Vince Powers, Chris Provenzano, Kim Peterson.

Call to Order: 7:11 PM by Eldon Burk.

The meeting was moved from the second floor conference room to meeting room C to accommodate those in attendance.

Eldon Burk stated that filtering computers does not filter unwanted sights 100% of the time and by filtering the computers the library is removing legitimate opportunities for research, thus removing a portion of the usefulness of the library.

Joanne Ross stated that she is concerned for children in the community and supports filtering computers.

Vince Powers stated that he is totally against censorship. Mr. Powers stated that it was not a library's responsibility to censor materials.

Marty Moylan stated that he is in favor of filtering library computers.

Annie Envall stated that she is against filtering computers, because she would not be able to do the research required for her schoolwork. Ms. Envall suggested installing screens on computers for privacy.

Kimberley Bilotich stated that she wants to protect valid research and would like some of the libraries computers left unfiltered for valid research. Ms. Bilotich stated that she has spoken to over 100 people and only one person was opposed to filtering library computers. Ms. Bilotich asked the Board to vote in favor of filters to represent the people of the community.

Eric Lasnap wants to protect people who use the library by installing filters.

Kim Peterson stated she is in favor of filtering library computers.

Steve Lyon, senior pastor of the Des Plaines Bible Church, stated that the library board has a responsibility to create an environment that is safe, not morally improper for library users.

Renie Proctor stated that she would like to continue to enjoy the library and that she favors filtering library computers.

Julie Chandler stated that she has witnessed pornography being viewed on library computers and does not want tax dollars used for library computers where pornography is being viewed. Ms. Chandler stated that the public is not aware of all incidents that occur at the library.

Felicia Pflueger stated that she wants children to feel safe at the library.

Sue Krill stated that older children should be allowed to use the computers on the second floor to do research.

Patricia Thompson stated that if filters don't do the job, then the Library Board should change the Internet policy.

Larry Howell stated that he favors filtering computers.

Eldon Burk asked Library Director Sandra Norlin to gather the following information for consideration at the next Management Committee meeting:

- Information on how filters work and if the filters can filter out just images
- Contact other libraries and ask how they are handling filtering issues
- Research installing privacy screens on computers

- Look into signage library could use at the computer stations.
- The feasibility of limiting children's use of the computers on the fourth floor
- Keep a record of complaints received about patrons viewing pornography and also keep a record of how much pornography the librarians witness.

The Management Committee will meet on Monday, August 2, 2004 at 5:00PM in Meeting Room C.

The meeting adjourned at 8:15PM.

Minutes prepared by Carol Kidd

Progress Report

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

Board Action Required

BOARD OF TRUSTEES  
 Minutes of the Management Committee Meeting  
 August 2, 2004

Chair: Eldon Burk

Members Present: Eldon Burk, Susan Burrows, Mary Ellicson, William Grice, Noreen Lake, Jerry Mahony, Rhys Read, Susan Weinberg.

Also Present: Sandra Norlin, Martha Sloan, Carol Kidd, Leslie Steiner, Gloria Keane, Ed Keane, Mary Rita Francis, Wanda Glitz, Marianne Tarkowski, Chris Martin, Laura Martin, Jim Thompson, Patty Thompson, Rebecca Boykin, Carla Himpelmann, Julie Chandler, Ken Sorensen, Kristin Sorensen, Jasper Walters, Kimberly Bilotich, Jani Tormes, Mary Seguin, Phil Beckwood, Frank Celender, Eve Celender, Barbara White, Kathy Norma, Katie Norman, Daby Lancaster.

Call to Order: 5:00 PM by Eldon Burk.

Eldon Burk asked Sandra Norlin to report on questions asked at the July 27, 2004 Management Committee meeting.

Library Director Sandra Norlin explained how server based filters work. Sandra Norlin reported that most libraries filter children's computers and the Des Plaines Public Library could limit access to unfiltered computers to adults only. Sandra Norlin stated that the library could develop signage that could be placed at each computer workstation informing patrons of the library policy on Internet use. Sandra Norlin reported on incidents at the library involving patrons viewing pornography and gave a report on incidents of lewd behavior from 2002 - 2004 at the library.

Susan Burrows proposed the following:

- Filter some computers on the fourth floor and cluster them.
- Place signage at each computer station stating the library policy.
- Explore the option of using privacy screens on unfiltered computers.
- Institute a policy that requires parents to sign a permission form allowing their child/children access to unfiltered computers or not allowing their child/children access to unfiltered computers.
- Hire additional security staff who would be very visible on the fourth floor and throughout the library.

Library Board President Noreen Lake read a statement explaining the steps taken by the Board to approve the current Internet Access policy and also the dates the policy was last reviewed and approved.

Noreen Lake proposed the following:

- Filter a portion of the computers on the fourth floor, cluster them and track the number of patrons requesting use of the unfiltered computers.
- Library cards for children that restrict them from using computers on the fourth floor, unless parents have given their permission, and also restrict children from borrowing R rated movies, unless parents have given permission.
- Track the wait times for using unfiltered computers.

Mary Ellicson stated that all computers in the library should be filtered from pornographic sites and asked that librarians turn the filters on and off at the patrons request.

The Committee discussed filtering computers on the fourth floor.

Des Plaines resident, Kimberley Bilotech, asked that all the computers on the fourth floor be image filtered for pornography.

The Management Committee will meet on Monday, August 9, 2004 at 5:00PM.

The meeting adjourned at 6:24PM.

Minutes prepared by Carol Kidd.





Des Plaines Public Library

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Des Plaines, IL 60016-4553

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V.D.2.

Progress Report

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

Board Action Required August 17, 2004

BOARD OF TRUSTEES  
Minutes of the Management Committee Meeting  
August 9, 2004

Chair: Eldon Burk

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

Also Present: Sandra Norlin, Martha Sloan, Carol Kidd, Leslie Steiner, Hector Marino, Alderman Carla Brookman, Alderman Rosemary Argus, Pam Stone, Anita Vaughan, Dr. Tom Hebel, Kimberley Bilotich, Rudy Pamintuan, Frank Celender, Eve Celender, Michelle Orris, Laura Martin, Eric Lussenhop, Laura Muresan, Colleen Grimm, Pat Duckhorn, Brian Burkross, Dawn Tornes, Kristin Sorensen, Ken Sorensen, Barbara White, Keith Kuhn, Maryellen Zikell, Jim Kostohrys, Sue Kostohrys, Donna Guccio, Teena Whittenhall, Rebecca Ames Boykin, John Burke.

Call to Order: 5:00 PM by Eldon Burk.

Eldon Burk proposed the following:

- Filter all library computers for graphic depiction of sexual activity for six months.
- The Management Committee will meet in six months to review the filtering process and determine whether the filtering has been successful in eliminating graphic depiction of sexual activity and if filtering has infringed on patrons access to legitimate research. Staff will track complaints from patrons regarding Internet access.
- The filters will remain in place at all times and not be removed during the six-month period.

MOTION by Susan Weinberg, seconded by Mary Ellicson, to:

- Filter all library computers for graphic depiction of sexual activity for six months.
- The Management Committee will meet in six months to review the filtering process and determine whether the filtering has been successful in eliminating graphic depiction of sexual activity and if filtering has infringed on patrons access to legitimate research. Staff will track complaints from patrons regarding Internet access.
- The filters will remain in place at all times and not be removed during the six-month period.

VOTE: AYES: Burk, Ellicson, Lake, Weinberg. NAYS: None. MOTION CARRIED.

The library will not be CIPA compliant, because the filters will remain on all computers for six-months and will not be removed.

Noreen Lake thanked everyone who participated in the Internet Filtering discussions and meetings.

The meeting adjourned at 6:43PM.

Minutes prepared by Carol Kidd.



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**V.D.3.**

- Progress Report
- Response Requested by \_\_\_\_\_
- Board Action Required 08/17/04 meeting

BOARD OF TRUSTEES  
Minutes of the Finance Committee Meeting  
August 11, 2004

Chair: Rhys Read.  
Present: Rhys Read, Susan Burrows, Jerry Mahony, Noreen Lake, Sandra Norlin, Carol Kidd, Hector Marino, Martha Sloan, Michelle Orris, Ron Moore.

Call to Order: 6:10 PM by Rhys Read.

Rhys Read asked that IV. Additional Security Expenditures be discussed as the first item on the agenda. Sandra Norlin asked that Art Purchase Award be added to the agenda.

Library Director Sandra Norlin stated that Sem Security Management conducted a security assessment of the library and that one of the recommendations was the need for additional security personnel. Sandra Norlin recommended that one full-time and two part-time security monitors be hired. The security monitors would work mainly on the first floor, but would support staff on other floors when needed.

Rhys Read suggested that two full-time security monitors be hired and that the process for hiring the security monitors begin immediately.

MOTION by Jerry Mahony, seconded by Susan Burrows, to budget additional funds to hire two full-time security monitors on the recommendation of the report from Sem Security Management and to begin the hiring process as soon as possible and to present to the Board at the August 17, 2004 meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Sandra Norlin distributed the FY2005 preliminary budget documents and answered questions from the Committee. The Committee asked Sandra Norlin to limit any budget increase to less than 10%.

Sandra Norlin reported that Chris Lucas from US Bank contacted her to explain that fees to administer the Kenneth W. Downing Charitable Trust are much greater than the interest income and that the principal will eventually be diminished. Mr. Lucas suggested that the funds from the trust be transferred to another library account. Sandra Norlin stated that she had contacted Ellen Yearwood of Yearwood and Associates to inquire about the cost to the library for legal fees to initiate proceedings to terminate the trust. Ms. Yearwood will charge \$150 per hour for her services.

MOTION by Susan Burrows, seconded by Jerry Mahony, to initiate proceedings to terminate the Kenneth W. Downing Charitable Trust. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The Committee discussed the purchase or lease of five black and white printers and three color printers for public use. The Committee asked Hector Marino how long the library would use the printers and Hector Marino responded at least five years. The Committee suggested purchasing the printers and asked Hector Marino to provide prices for the maintenance of the printers.

The Committee discussed the purchase of print management software for 61 computers, 5 release stations, installation and training.

MOTION by Susan Burrows, seconded by Jerry Mahony, to purchase print management software for 61 computers, 5 release stations, installation and training from TBS, in an amount not to exceed \$8,300.00, which is in the best interest of the Des Plaines Public Library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Sandra Norlin asked for a Committee recommendation on whether or not to become a purchase award sponsor for the Art Fair Program sponsored by the Des Plaines Art Guild. Sandra Norlin explained that interest income from the Downing Trust is used to fund the art purchases. The Committee's recommendation was that Sandra Norlin make the decision whether or not to purchase artwork.

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

The meeting adjourned at 7:20 PM.

Minutes prepared by Carol Kidd.

SELECTION CRITERIA: bexpdedgr.key\_orgn="2110"

2005

ORGANIZATION	Title	Account	Title	Request Base	Request New	Cur YTD	Cur Est Exp	Cur Yr Act
2110	LIBRARY SERVICES	910100	SALARIES	2185002.00	.00	942247.25	1674591.00	1989892.00
2110	LIBRARY SERVICES	910200	TEMPORARY WAGES	898154.00	.00	421654.95	742965.00	870186.00
2110	LIBRARY SERVICES	910300	SUPERVISORY OVERTIME	.00	.00	.00	.00	.00
2110	LIBRARY SERVICES	910400	NON-SUPERVISORY OVER	500.00	.00	.00	500.00	500.00
2110	LIBRARY SERVICES	910500	VACATION PAY	.00	.00	68871.13	132347.00	.00
2110	LIBRARY SERVICES	910600	SICK PAY	.00	.00	27379.10	39207.00	.00
2110	LIBRARY SERVICES	910700	HOLIDAY PAY	.00	.00	23572.92	68105.00	.00
2110	LIBRARY SERVICES	910900	ACT/OUT OF CLASS/PRE	500.00	.00	242.37	500.00	500.00
2110	LIBRARY SERVICES	910950	EXCESS SICK HRS PAY	3500.00	.00	2370.71	3347.00	3347.00
2110	LIBRARY SERVICES	918010	UNEMPLOYMENT COMPENS	1500.00	.00	749.00	1498.00	1498.00
2110	LIBRARY SERVICES	918020	EMPLOYER CONTR-F.I.C	235479.00	.00	114401.26	202808.00	218444.00
2110	LIBRARY SERVICES	918021	EMPLOYER CONTR-I.M.R	263178.00	.00	97030.18	172105.00	183536.00
2110	LIBRARY SERVICES	918040	LIFE INS PREMIUMS	8765.00	.00	4650.80	8450.00	7704.00
2110	LIBRARY SERVICES	918050	MEDICAL INS PREMIUMS	433970.00	.00	196440.98	340145.00	385824.00
2110	LIBRARY SERVICES	918055	DENTAL INSURANCE PRE	29893.00	.00	12992.15	22456.00	26382.00
2110	LIBRARY SERVICES	918060	TUITION REIMBURSEMEN	.00	.00	.00	.00	5000.00
2110	LIBRARY SERVICES	918070	WORKERS COMPENSATION	4000.00	.00	3553.24	6316.00	3190.00
2110	LIBRARY SERVICES	918085	RHS PLAN PAYOUT	1150.00	.00	1058.07	1058.00	1094.00
2110	LIBRARY SERVICES	920100	LITIGATION & LEGAL F	2000.00	.00	.00	1500.00	1500.00
2110	LIBRARY SERVICES	920105	COSTS OF LITIGATION	.00	.00	.00	.00	500.00
2110	LIBRARY SERVICES	920110	PROFESSIONAL CONSULT	40000.00	.00	24451.25	40000.00	40000.00
2110	LIBRARY SERVICES	920120	COMMUNICATION SERVIC	25000.00	.00	8873.56	25000.00	25000.00
2110	LIBRARY SERVICES	920140	DATA PROCESSING SERV	75000.00	.00	33550.17	65000.00	100000.00
2110	LIBRARY SERVICES	920202	CONFERENCES	4500.00	.00	3261.79	4500.00	4500.00
2110	LIBRARY SERVICES	920204	TRAINING	1000.00	.00	2108.50	3000.00	2000.00
2110	LIBRARY SERVICES	920205	TUITION REIMBURSEMEN	5000.00	.00	1000.00	5000.00	.00
2110	LIBRARY SERVICES	920206	SEMINARS	500.00	.00	.00	1500.00	1500.00
2110	LIBRARY SERVICES	920210	IN-SERVICE TRAINING	500.00	.00	2190.31	3000.00	3000.00
2110	LIBRARY SERVICES	920220	MEMBERSHIP DUES	6000.00	.00	2076.00	5000.00	5000.00
2110	LIBRARY SERVICES	920225	LICENSING/TITLES	250.00	.00	50.00	150.00	.00
2110	LIBRARY SERVICES	920230	PUBLICATION OF NOTIC	2000.00	.00	66.00	1000.00	2000.00
2110	LIBRARY SERVICES	920341	INSURANCE PREMIUMS (	.00	.00	.00	.00	.00
2110	LIBRARY SERVICES	920850	SUBSIDY:1994 E.R.P.	3500.00	.00	5017.66	7500.00	7500.00
2110	LIBRARY SERVICES	920900	PROPERTY/LIAB CONTRI	30294.00	.00	13445.50	26891.00	26891.00
2110	LIBRARY SERVICES	930010	R & M EQUIPMENT	63000.00	.00	33033.59	60000.00	60000.00
2110	LIBRARY SERVICES	930020	R & M BLDGS & STRUCT	40000.00	.00	30436.92	40000.00	35000.00
2110	LIBRARY SERVICES	930030	R & M VEHICLES	4500.00	.00	375.50	2000.00	3500.00
2110	LIBRARY SERVICES	930195	BOOK BINDING & REPAI	2000.00	.00	1058.65	2100.00	2000.00
2110	LIBRARY SERVICES	930210	RENTAL OF EQUIPMENT	1500.00	.00	1351.65	3000.00	1500.00
2110	LIBRARY SERVICES	930320	CLEANING:CUSTODIAL S	50000.00	.00	26165.50	50000.00	50000.00
2110	LIBRARY SERVICES	960070	AUTO/TRAVEL EXPENSES	1000.00	.00	3800.73	2000.00	2000.00
2110	LIBRARY SERVICES	960210	SPECIAL EVENT PROGRA	20000.00	.00	36585.61	40000.00	18000.00
2110	LIBRARY SERVICES	960990	MISC CONTRACTUAL SVC	80000.00	.00	58601.12	80000.00	80000.00
2110	LIBRARY SERVICES	970100	SUPPLIES	65000.00	.00	40246.17	65000.00	70000.00
2110	LIBRARY SERVICES	970110	MEALS (PRSNRS/WRKRS/	1600.00	.00	1407.96	1600.00	1500.00
2110	LIBRARY SERVICES	970170	JANITORIAL	15000.00	.00	9696.33	15000.00	20000.00
2110	LIBRARY SERVICES	970200	COPYING/FAX SUPPLIES	5000.00	.00	.00	5000.00	7500.00
2110	LIBRARY SERVICES	970260	POSTAGE AND PARCEL	15500.00	.00	4624.58	15500.00	15500.00
2110	LIBRARY SERVICES	970270	PRINTING-REPROD-BIND	8000.00	.00	6786.17	8000.00	8000.00
2110	LIBRARY SERVICES	970320	SUPPLIES: BLDG R/M	.00	.00	.00	.00	.00
2110	LIBRARY SERVICES	970330	SUPPLIES: VEHICLE R/	.00	.00	.00	.00	.00
2110	LIBRARY SERVICES	970600	BOOKS	500000.00	.00	222548.35	495000.00	495000.00
2110	LIBRARY SERVICES	970610	AUDIO MATERIALS	76000.00	.00	30151.71	70000.00	70000.00
2110	LIBRARY SERVICES	970620	SUBSCRIPTIONS & BOOK	70000.00	.00	10827.47	70000.00	70000.00
2110	LIBRARY SERVICES	970630	VISUAL MATERIALS	77000.00	.00	41639.00	72000.00	72000.00
2110	LIBRARY SERVICES	970640	AUTOMATED REFERENCE	95000.00	.00	45683.00	95000.00	95000.00
2110	LIBRARY SERVICES	970810	NATURAL GAS	20000.00	.00	13489.67	20000.00	20000.00

1125

SUNGARD PENTAMATION INC - BUDGET PREPARATION

DATE: 08/17/04

TIME: 16:02:18

CITY OF DES PLAINES

DRAFT

PAGE NUMBER: 2

EXPBUD14.4GL

SELECTION CRITERIA: bexpdgr.key\_orgn="2110"

2005

ORGANIZATION	Title	Account	Title	Request Base	Request New	Cur YTD	Cur Est Exp	Cur Yr Act
2110	LIBRARY SERVICES	970820	ELECTRICITY	500.00	.00	.00	.00	500.00
2110	LIBRARY SERVICES	970840	DIESEL	2000.00	.00	.00	2000.00	2000.00
2110	LIBRARY SERVICES	970850	GASOLINE	1500.00	.00	.00	1000.00	1000.00
2110	LIBRARY SERVICES	970900	EQUIPMENT <\$5,000	23900.00	.00	20168.23	21400.00	21400.00
2110	LIBRARY SERVICES	980300	IMPROVEMENTS	2500.00	.00	.00	.00	.00
2110	LIBRARY SERVICES	980400	EQUIPMENT	13300.00	.00	11787.86	13000.00	13000.00
2110	LIBRARY SERVICES	980410	COMPUTER HARDWARE	28800.00	.00	37195.48	50000.00	50000.00
2110	LIBRARY SERVICES	980420	COMPUTER SOFTWARE	19800.00	.00	519.00	24800.00	24800.00
2110	LIBRARY SERVICES	980500	VEHICLES	.00	.00	.00	.00	.00
2110	LIBRARY SERVICES	980600	FURNITURE & FIXTURES	25400.00	.00	10465.40	.00	.00
2110	LIBRARY SERVICES	990300	BANK/TRUST/AGENCY FE	.00	.00	.00	.00	.00
2110	LIBRARY SERVICES	990900	TRANSFER TO DEBT SER	.00	.00	.00	.00	.00
2110	LIBRARY SERVICES	990910	TRANS TO D/S: 93 GO.B	22755.00	.00	11470.00	12276.00	12276.00
2110	LIBRARY SERVICES	990935	TRANS TO D/S: 2002A	.00	.00	.00	.00	.00
2110	LIBRARY SERVICES	990940	TRANS TO LIB CAP PRO	150000.00	.00	150000.00	150000.00	150000.00
2110	LIBRARY SERVICES	991000	TRANSFER TO OTHER FU	.00	.00	.00	.00	.00
2110	LIBRARY SERVICES	993000	CONTINGENCY RESERVE	50000.00	.00	.00	.00	50000.00
Totals				5811690.00	.00	2873420.50	5091115.00	5437964.00

9241

SUNGARD PENTAMATION INC - BUDGET PREPARATION

DATE: 08/17/04

TIME: 16:03:02

CITY OF DES PLAINES

**DRAFT**

PAGE NUMBER: 1

EXPBUD14.4GL

SELECTION CRITERIA: bexpdgr.key\_orgn="2130"

2005

ORGANIZATION	Title	Account	Title	Request Base	Request New	Cur YTD	Cur Est Exp	Cur Yr Act
2130	IL LIBRARY PER CAP	G920110	PROFESSIONAL CONSULT	.00	.00	.00	.00	.00
2130	IL LIBRARY PER CAP	G920120	COMMUNICATION SERVIC	.00	.00	.00	.00	.00
2130	IL LIBRARY PER CAP	G920140	DATA PROCESSING SERV	.00	.00	.00	.00	.00
2130	IL LIBRARY PER CAP	G920202	CONFERENCES	5125.00	.00	4648.83	5000.00	5000.00
2130	IL LIBRARY PER CAP	G920204	TRAINING	4000.00	.00	4257.45	3000.00	3000.00
2130	IL LIBRARY PER CAP	G920206	SEMINARS	3500.00	.00	604.46	1000.00	1000.00
2130	IL LIBRARY PER CAP	G920210	IN-SERVICE TRAINING	3000.00	.00	.00	.00	.00
2130	IL LIBRARY PER CAP	G930010	R & M EQUIPMENT	.00	.00	.00	.00	.00
2130	IL LIBRARY PER CAP	G960070	AUTO/TRAVEL EXPENSES	1000.00	.00	707.65	2000.00	2000.00
2130	IL LIBRARY PER CAP	G960210	SPECIAL EVENT PROGRA	.00	.00	.00	3000.00	3000.00
2130	IL LIBRARY PER CAP	G960990	MISC CONTRACTUAL SVC	44100.00	.00	6140.00	47000.00	43000.00
2130	IL LIBRARY PER CAP	G970100	SUPPLIES	.00	.00	.00	.00	.00
2130	IL LIBRARY PER CAP	G970260	POSTAGE AND PARCEL	3200.00	.00	15.00	.00	.00
2130	IL LIBRARY PER CAP	G970270	PRINTING-REPROD-BIND	8100.00	.00	7961.29	12000.00	8000.00
2130	IL LIBRARY PER CAP	G980400	EQUIPMENT	.00	.00	.00	.00	.00
2130	IL LIBRARY PER CAP	G980410	COMPUTER HARDWARE	.00	.00	.00	.00	.00
2130	IL LIBRARY PER CAP	G980420	COMPUTER SOFTWARE	.00	.00	.00	.00	.00
2130	IL LIBRARY PER CAP	G980500	VEHICLES	.00	.00	.00	.00	.00
Totals				72025.00	.00	24334.68	73000.00	65000.00

1427

# DRAFT

SUNGARD PENTAMATION INC - BUDGET PREPARATION

DATE: 08/17/04

CITY OF DES PLAINES

PAGE NUMBER: 1

TIME: 15:36:15

EXPBUD14.4GL

SELECTION CRITERIA: bexpdedgr.key\_orgn="202"

ORGANIZATION	Title	Account	Title	Request Base	Request New	Cur YTD	Cur Est Exp	Cur Yr Act
202	LIBRARY CAPITAL	PROJ920110	PROFESSIONAL CONSULT	50000.00	.00	2364.71	25000.00	50000.00
202	LIBRARY CAPITAL	PROJ930010	R & M EQUIPMENT	.00	.00	.00	.00	.00
202	LIBRARY CAPITAL	PROJ960990	MISC CONTRACTUAL SVC	10600.00	.00	.00	.00	.00
202	LIBRARY CAPITAL	PROJ970100	SUPPLIES	.00	.00	.00	.00	.00
202	LIBRARY CAPITAL	PROJ980300	IMPROVEMENTS	.00	.00	65335.00	75000.00	50000.00
202	LIBRARY CAPITAL	PROJ980400	EQUIPMENT	.00	.00	7112.50	15000.00	15000.00
202	LIBRARY CAPITAL	PROJ980410	COMPUTER HARDWARE	78000.00	.00	.00	60000.00	60000.00
202	LIBRARY CAPITAL	PROJ980420	COMPUTER SOFTWARE	.00	.00	.00	.00	.00
202	LIBRARY CAPITAL	PROJ980600	FURNITURE & FIXTURES	10000.00	.00	4297.42	10000.00	10000.00
<b>Totals</b>				<b>148600.00</b>	<b>.00</b>	<b>79109.63</b>	<b>185000.00</b>	<b>185000.00</b>

*2005*



<b>Expenditures 2004 - 2005 Operating Budget</b>			
<b>Fund 201 - 2110</b>			
	2004	2005	% Change
Personal Svcs	\$3,697,097	\$4,065,591	10.0%
Contractual Svcs	\$471,391	\$457,544	-2.9%
Commodities	\$969,400	\$976,000	0.7%
Capital	\$87,800	\$89,800	2.3%
Debt Service	\$12,276	\$22,755	85.4%
Transfer	\$150,000	\$150,000	0.0%
Contingency Reserve	\$50,000	\$50,000	0.0%
<b>TOTAL</b>	<b>\$5,437,964</b>	<b>\$5,811,690</b>	<b>6.9%</b>
<b>Fund 201 - 2130 Per Capita Grant</b>			
Contractual Svcs	\$57,000	\$60,725	6.5%
Commodities	\$8,000	\$11,300	41.3%
<b>TOTAL</b>	<b>\$65,000</b>	<b>\$72,025</b>	<b>10.8%</b>
<b>TOTAL</b>	<b>\$5,502,964</b>	<b>\$5,883,715</b>	<b>6.9%</b>
<b>Fund 202 - Library Capital Projects Fund</b>			
Contractual Svcs	\$50,000	\$60,600	21.2%
Capital Outlay	\$135,000	\$88,000	-34.8%
<b>TOTAL</b>	<b>\$185,000</b>	<b>\$148,600</b>	<b>-19.7%</b>
<b>GRAND TOTAL</b>	<b>\$5,687,964</b>	<b>\$6,032,315</b>	<b>6.1%</b>

<b>Revenues 2004 - 2005</b>			
	2004	2005	
		[No tax increase]	[10% tax increase]
Beginning Balance	\$271,625	\$187,046	\$187,046
Property Tax	\$4,655,830	\$4,795,505	\$5,290,481
Prior Year Property Taxes	\$40,000	\$50,000	\$50,000
Personal Prop Replacement	\$92,988	\$92,988	\$92,988
Grants	\$158,931	\$103,700	\$103,700
Fines	\$90,000	\$100,000	\$100,000
Fees	\$25,000	\$30,000	\$30,000
Special Program Fees	\$2,500	\$2,500	\$2,500
Interest Income	\$10,000	\$5,000	\$5,000
Sale of Fixed Assets		\$2,000	\$2,000
Miscellaneous Income	\$20,000	\$20,000	\$20,000
	\$5,366,874	\$5,388,739	\$5,883,715

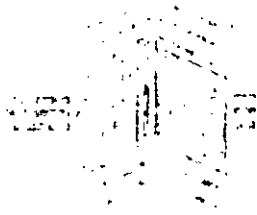
1430

<b>Personal Services with New Positions</b>			
<b>Salaries</b>	<b>2004</b>	<b>2005</b>	<b>% Change</b>
Full time	\$1,989,892	\$2,185,002	9.8%
Part time	\$870,186	\$898,154	3.2%
Health Ins	\$350,749	\$433,970	23.7%
Dental	\$23,984	\$29,893	24.6%
Life Ins	\$7,704	\$8,765	13.8%
IMRF	[7.51%]	[9.99%]	
Full time	\$149,441	\$218,282	46.1%
Part time	\$34,095	\$44,896	31.7%
FICA	[7.65%]	[7.65%]	
Full time	\$152,227	\$167,153	9.8%
Part time	\$66,217	\$68,326	3.2%
<b>Total</b>	<b>\$3,644,495</b>	<b>\$4,054,441</b>	<b>11.2%</b>
<b>New Positions Included in 2005 Salaries</b>			
2 Full time Security Monitors		\$115,216	
IT Assistant - 20 Hours		\$14,951	
Technology Page - 25 Hours		\$13,154	
Admin Asst Clerk - 10 Hours		\$5,997	
<b>TOTAL</b>		<b>\$149,318</b>	

<b>Library Capital Projects Fund 2004 - 2005</b>			
<b>Revenue</b>			
	2004		2005
Beginning Fund Balance	\$253,426		\$267,426
Revenue	\$154,000		\$154,000
Expenditures	\$140,000		\$126,100
Fund Balance	\$267,426	[12/31/04]	\$291,326
			[12/31/05]
<b>Expenditures</b>			
Contractual Services	\$50,000		\$60,600
Capital	\$135,000		\$65,500
<b>TOTAL</b>	<b>\$185,000</b>		<b>\$126,100</b>

JULY

AMERICAN



Des Plaines Public Library

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

**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, JULY 20, 2004**

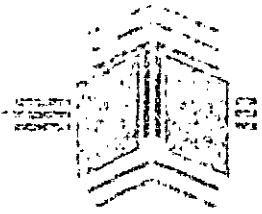
**7:00 PM**

**Conference Room – Second Floor**

**Agenda:**

- **Election of Officers for 2004 – 2005**
- **Mobile Library Service to Rosemont**
- **Purchase of Computer Hardware and Software**

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

July 20, 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 – June 15, 2004.
  - B. Acceptance of Financial Reports for June 2004.
  - C. Approval of Library Expenditures.
    1. Warrant Register – June 07, 2004 - \$40,362.09.
    2. Warrant Register – June 21, 2004 - \$58,152.99.
    3. Salaries – June 10, 2004 - \$99,218.14.
    4. Salaries – June 22, 2004 – (\$-1,272.61)
    5. Salaries – June 24, 2004 - \$101,997.76.
  - D. Acceptance of Reports.
    1. Director's Report – Sandra Norlin.
    2. Friends of the Library Report – Elaine Tejcek.
    3. Management Committee Report – Eldon Burk.
- VI. Old Business.
- VII. New Business. (8:00 PM)
  - A. Mobile Library Service to Rosemont. [Action Item]
  - B. City Council Attendance – August 2, 16 and September 7, 20.
  - C. Purchase of Computer Hardware and Software. [Action Item]

- VIII. Announcements.
- IX. Correspondence.
- X. Nominating Committee.
  - A. Election of Officers.
  - B. Oath of Office.
- XI. Other.
- XII. Adjournment. (8:30 PM)

**This meeting will be recorded for television broadcast.**





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**V.A.**

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
June 15, 2004

The regular meeting 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 7:08 PM.

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

Members Absent: William Grice, Mary Ellicson.

Also Present: Sandra Norlin, Martha Sloan, Hector Marino, Carol Kidd, Leslie Steiner, Holly Richards Sorensen, Avis Nowak, Alderman Carla Brookman.

CONSIDERATION OF THE AGENDA.

MOTION by Susan Burrows, seconded by Susan Weinberg, to amend the agenda by removing VIII. Nominating Committee. B. Oath of Office. and adding under VI. Old Business. A. *Foreword* Column. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Elaine Tejcek entered the meeting at 7:10PM.

PUBLIC COMMENTS AND QUESTIONS.

Alderman Carla Brookman stated that she was asked by a Des Plaines resident why the library charges .15 cents for a photocopy. Sandra Norlin responded that the cost to the library for photocopying is between .13 & .14 per copy. This cost consists of leasing the machines, maintenance and supplies.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Carla Brookman.

Alderman Brookman did not give a report.

#### CONSENT AGENDA

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

MOTION by Eldon Burk, seconded by Susan Burrows, to approve the Financial Reports for May 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	\$ 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

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:

May 03, 2004	\$ 56,697.74
May 17, 2004	\$ <u>49,252.68</u>
Total	\$ 105,950.42

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

May 13, 2004	\$ 103,608.95
May 27, 2004	\$ <u>100,491.88</u>
Total	\$ 204,100.83

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

MOTION by Committee to approve proposed changes to Policy A-13, Internet Access Policy. VOTE: AYES: All. 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 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 Kostecki, Part time Reference Librarian.

#### 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.

#### 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 have 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.

#### OTHER PROFESSIONAL ACTIVITIES

I attended the Friends of the Library 50<sup>th</sup> 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.

#### OLD BUSINESS

Leslie Steiner, Head of Public Information Services, asked that the Board provide a name for their new column in the *Foreword* newsletter.

MOTION by Eldon Burk, seconded by Rhys Read, to name the column the Board will write for the *Foreword* newsletter, "Splinters from the Board." VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The Board discussed the topic for their first column in the *Foreword* newsletter. The Board consensus was to write about Internet filtering and to postpone the previously approved column on library artwork.

MOTION by Susan Weinberg, seconded by Eldon Burk, to postpone the *Foreword* column on library artwork and to use the first column written by the Board for an article featuring an explanation of the library's current Internet filtering policy. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The Board asked Susan Burrows to write the first column for the *Foreword* newsletter.

#### NEW BUSINESS

Holly Richards Sorensen, Head of Adult Services, presented to the Board the proposed vision, key beliefs and goals for 2005-2007, as prepared by the library Department Heads.

The proposed visions statement is "The Des Plaines Public Library advances the visions and ideals of our community as a catalyst, advocate and place."

The proposed key beliefs are:

We believe:

- That a free public library is essential to the public good.
- That all library users are entitled to the highest level of service.
- That all library users have the right to privacy, confidentiality and intellectual freedom.

The goals for 2005 – 2007 are:

1. The residents of Des Plaines have the skills they need to engage in respectful, productive conversation on topics of interest in order to create and build community.
2. The tweens of Des Plaines have dedicated space and guided activities that encourage and support the exploration and discovery of their creative abilities, talents, and interests to enrich their lives and effect their personal growth.
3. Des Plaines residents will have access to library services and resources to support their personal growth, enrichment, entertainment, education and information needs at home, work, or school.

Sandra Norlin explained that if the Board approved the goals, that the staff would begin planning activities and objectives for the next three years.

MOTION by Susan Burrows, seconded by Susan Weinberg, to accept the vision statement, key beliefs and goals presented to the Board by the Planning staff team. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

President Lake asked that the meeting time for the December 21, 2004 board meeting be changed to 4:00PM to accommodate any Board member wishing to help serve food to the disadvantaged at Grazie! This discussion was tabled and will be discussed at a future meeting.

MOTION by Rhys Read, seconded by Jerry Mahony to approve the regular monthly Board of Library Trustees meeting dates, every month except January 2005, which would convene at 4:00 PM, for the period August 2004 through July 2005. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Susan Burrows, seconded by Susan Weinberg to increase the Non-Resident Fee from \$197.00 per family per year to \$215.15 per family per year for the period July 1, 2004 through June 30, 2005.

Rhys Read asked that the motion be amended to read: to increase the Non-Resident Fee from \$197 per family per year to \$215.00 per family per year for the period

July 1, 2004 through June 30, 2005. VOTE: AYES: ALL. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Jerry Mahony, to approve the Library Closings for the period August 2004 through July 2005. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Sandra Norlin asked for Board approval to purchase 20 Dell laptop computers at a cost of \$1,951 each. The laptop computers will be used for training classes for the public and staff.

MOTION by Susan Burrows, seconded by Eldon Burk, to approve the purchase of 20 Dell laptop computers at a cost of \$1,951 each for a total price of \$39,020, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Burk, Burrows, Lake, Mahony, Read, Tejcek, Weinberg.

MOTION by Eldon Burk, seconded by Susan Weinberg, to approve payment to ReferenceUSA in the amount of \$12,195.00, which includes Business Database, Residential Database and Health Care Database. ROLL CALL VOTE: AYES: Burk, Burrows, Lake, Mahony, Read, Tejcek, Weinberg.

#### NOMINATING COMMITTEE

MOTION by Susan Burrows, seconded by Eldon Burk, to approve the slate of officers, Noreen Lake, President, William Grice, Vice President and Carol Kidd, Secretary, by acclamation. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

#### ANNOUNCEMENTS

Sandra Norlin reported that the Friends of the Library will meet on the fourth Tuesday of each month beginning with their June 2004 meeting.

Noreen Lake reported that the Job Reclassification Committee met in June and reviewed several job descriptions.

Sandra Norlin reported that Advocate Lutheran General asked to use a library meeting room to dispense flu shots at a cost of \$15. The Board discussed this request and asked that Library Director, Sandra Norlin, use her own discretion as to whether this request was feasible for the library.

#### OTHER

Sandra Norlin invited the Board to march in the Fourth of July parade with library staff.

Sandra Norlin also reported that the City of Des Plaines Special Events Commission has asked to use a library meeting room on Friday nights for concerts on the plaza in case of inclement weather. Sandra reported that only two dates were available for use. The Board consensus was to refuse the City's request.

Sandra Norlin reported that artist, Fred Nagelbach, has begun to hang the artwork on the walls of the fourth floor. One piece of artwork has been attached to the wall with brackets and Sandra Norlin reported that the brackets could be covered by 1/4" drywall. The Board asked Sandra Norlin to check on pricing for the drywall installation.

Noreen Lake reported that the Illinois Library Association will host Trustee Day at their annual conference on October 2, 2004.

#### EXECUTIVE SESSION

MOTION by Rhys Read, seconded by Susan Burrows, to enter into an Executive Session at 8:36 PM to discuss Semi-Annual Review of Executive Session Minutes. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:40 PM and was called to order by President Noreen Lake.

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

The meeting adjourned at 8:41 PM.

Minutes prepared by Carol Kidd.

V.C.

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

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

1. Over the Counter Receipts	\$ 11,463.00
2. Petty Cash Expenditures	\$ 48.14
3. Budget Expenditures for June	\$ 534,622.29
4. Expenditures Year to Date	\$ 2,471,281.06
5. Revenue for June	\$ 259,477.65
6. Revenue Year to Date	\$ 2,546,696.48

Warrant Register

June 07, 2004	\$ 40,362.09
June 21, 2004	<u>\$ 58,152.99</u>
Total	\$ 98,515.08

Salaries

June 10, 2004	\$ 99,218.14
June 22, 2004	\$ -1,272.61
June 24, 2004	<u>\$ 101,997.76</u>
Total	\$ 199,943.29



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

	<u>June 2003</u>	<u>June 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>
Lost Materials	701.61	718.57	2,913.09	3,503.09
Fines	9,036.25	7,968.15	52,336.10	47,062.89
Damage	112.89	133.94	438.04	1,409.90
Fees	290.26	479.93	1,542.01	2,131.97
Copies	2,039.85	2,139.41	15,657.99	14,471.07
Miscellaneous	20.00	23.00	76.60	113.00
<b>Total</b>	<b>\$12,200.86</b>	<b>\$11,463.00</b>	<b>\$72,963.83</b>	<b>\$68,691.92</b>

**PETTY CASH EXPENDITURES - June**

Auto/Travel	960070	6.12
Auto/Travel	960070	9.38
Auto/Travel	960070	2.00
Auto/Travel	960070	7.50
Postage	970260	6.30
Postage	970260	4.90
Supplies	970100	11.94
<b>Total</b>		<b>48.14</b>

1145

07/07/04

ACCOUNTING PERIOD: 6/04

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	266.87	
102008	CASH DEPOSIT 1944650243	294,999.42	
102012	CASH IL FUND 007139119668	14,068.05	
	TOTAL CASH	309,834.34	.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	5,000,011.88	.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	2,396,468.85	
700120	REVENUE CONTROL		2,396,172.99
700150	EXP. BUDGET CONTROL		5,502,964.00
700160	REV. BUDGET CONTROL	5,092,318.00	
700170	BUDGET FUND BALANCE	410,645.12	
	TOTAL SYSTEM CONTROL	7,899,431.97	7,899,136.99
720010	FUND BAL-RESRV-GIFT TRUST		34,339.87
	TOTAL FUND BALANCE-RESERVED	.00	34,339.87
730000	FUND BALANCE-UNRESERVED		237,283.24
	TOTAL FUND EQUITY	.00	271,623.11
	TOTAL EQUITIES	7,899,431.97	8,170,760.10
	TOTAL PUBLIC LIBRARY FUND	12,899,443.85	12,899,443.85

07/07/04  
ACCOUNTING PERIOD: 6/04

CITY OF DES PLAINES  
BALANCE SHEET

PAGE 2

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

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102008	CASH DEPOSIT 1944650243	303,476.09	
102012	CASH IL FUND 007139119668	25,660.73	
	TOTAL CASH	329,136.82	.00
	TOTAL ASSETS	329,136.82	.00
700110	EXPENDITURE CONTROL	74,812.21	
700120	REVENUE CONTROL		150,523.49
700150	EXP. BUDGET CONTROL		185,000.00
700160	REV. BUDGET CONTROL	154,000.00	
700170	BUDGET FUND BALANCE	31,000.66	
	TOTAL SYSTEM CONTROL	259,812.87	335,523.49
730000	FUND BALANCE-UNRESERVED		253,426.20
	TOTAL FUND EQUITY	.00	253,426.20
	TOTAL EQUITIES	259,812.87	588,949.69
	TOTAL LIBRARY CAPITAL PROJ FUND	588,949.69	588,949.69
	TOTAL REPORT	13,488,393.54	13,488,393.54

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07/09/04  
 ACCOUNTING PERIOD: 6/04

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	24,235.11	-24,235.11	.00
810020	PROPERTY TAXES 2003	4,655,830.00	.00	.00	2,093,979.89	2,561,850.11	.45
TOTAL	PROPERTY TAXES	4,695,830.00	.00	.00	2,118,215.00	2,577,615.00	.45
00	PERSONAL PROP REPL TAX	92,988.00	92,988.00	.00	92,988.00	.00	1.00
TOTAL	TAXES	4,788,818.00	92,988.00	.00	2,211,203.00	2,577,615.00	.46
822040	STATE GRANT:PER CAPITA	65,000.00	1,750.00	.00	72,931.25	-7,931.25	1.12
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	28,404.42	57,595.58	.33
TOTAL	STATE GRANTS	151,000.00	1,750.00	.00	101,335.67	49,664.33	.67
TOTAL	INTERGOVERNMENTAL REVENUE	151,000.00	1,750.00	.00	101,335.67	49,664.33	.67
850102	LIBRARY FINES	90,000.00	12,159.59	.00	59,395.86	30,604.14	.66
TOTAL	FINES	90,000.00	12,159.59	.00	59,395.86	30,604.14	.66
850201	COPYING FEE	25,000.00	2,573.81	.00	16,977.17	8,022.83	.68
850215	SPECIAL PROGRAMS & EVENTS	2,500.00	.00	.00	728.40	1,771.60	.29
TOTAL	FEES AND SERVICES	27,500.00	2,573.81	.00	17,705.57	9,794.43	.64
TOTAL	INVESTMENT INCOME	117,500.00	14,733.40	.00	77,101.43	40,398.57	.66
890010	INTEREST INCOME	10,000.00	.00	.00	1,905.87	8,094.13	.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	6.25	.00	4,627.02	20,372.98	.19
TOTAL	OTHER REVENUE	35,000.00	6.25	.00	6,532.89	28,467.11	.19
TOTAL	PUBLIC LIBRARY FUND	5,092,318.00	109,477.65	.00	2,396,172.99	2,696,145.01	.47
	PUBLIC LIBRARY FUND	5,092,318.00	109,477.65	.00	2,396,172.99	2,696,145.01	.47

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CITY OF DES PLAINES  
ORGANIZATION REVENUE STATUS

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ACCOUNTING PERIOD: 6/04

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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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	.00	.00	523.49	3,476.51	.13
890050	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
898902	TRANSFER FROM LIB FUND	150,000.00	150,000.00	.00	150,000.00	.00	1.00
899920	LIBRARY DONATIONS	.00	.00	.00	.00	.00	.00
899930	LIBRARY BUY-A-BRICK	.00	.00	.00	.00	.00	.00
TOTAL	OTHER REVENUE	154,000.00	150,000.00	.00	150,523.49	3,476.51	.98
TOTAL	LIBRARY CAPITAL PROJ FUND	154,000.00	150,000.00	.00	150,523.49	3,476.51	.98
TOTAL	LIBRARY CAPITAL PROJ FUND	154,000.00	150,000.00	.00	150,523.49	3,476.51	.98
TOTAL REPORT		5,246,318.00	259,477.65	.00	2,546,696.48	2,699,621.52	.49

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07/14/04  
 ACCOUNTING PERIOD: 6/04

CITY OF DES PLAINES  
 ORGANIZATION EXPENDITURE STATUS

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	1,989,892.00	120,980.88	.00	809,093.74	1,180,798.26	.41
910200	TEMPORARY WAGES	870,186.00	56,580.09	.00	363,234.95	506,951.05	.42
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	12,510.68	.00	57,329.98	-57,329.98	.00
910600	SICK PAY	.00	2,391.27	.00	25,228.42	-25,228.42	.00
910700	HOLIDAY PAY	.00	7,464.84	.00	15,476.13	-15,476.13	.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	374.50	.00	749.00	749.00	.50
918020	EMPLOYER CONTR-F.I.C.A.	218,444.00	15,047.19	.00	98,326.81	120,117.19	.45
918021	EMPLOYER CONTR-I.M.R.F.	183,536.00	12,709.99	.00	83,379.98	100,156.02	.45
918040	LIFE INS PREMIUMS	7,704.00	660.00	.00	3,960.00	3,744.00	.51
918050	MEDICAL INS PREMIUMS	385,824.00	25,845.66	.00	170,312.74	215,511.26	.44
918055	DENTAL INSURANCE PREMIUMS	26,382.00	1,693.72	.00	11,271.33	15,110.67	.43
918060	TUITION REIMBURSEMENTS	5,000.00	.00	.00	.00	5,000.00	.00
918070	WORKERS COMPENSATION	3,190.00	464.58	.00	3,050.92	139.08	.96
918085	RHS PLAN PAYOUT	1,094.00	.00	.00	1,058.07	35.93	.97
TOTAL	PERSONAL SERVICES	3,697,097.00	256,723.40	.00	1,645,085.15	2,052,011.85	.44
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	2,790.00	.00	19,451.25	20,548.75	.49
920120	COMMUNICATION SERVICES	25,000.00	951.27	.00	8,159.07	16,840.93	.33
920140	DATA PROCESSING SERVICES	100,000.00	6,956.47	.00	24,713.98	75,286.02	.25
920202	CONFERENCES	4,500.00	.00	.00	3,261.79	1,238.21	.72
920204	TRAINING	2,000.00	.00	.00	2,108.50	-108.50	1.05
920205	TUITION REIMBURSEMENTS	.00	.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	358.72	.00	2,190.31	809.69	.73
920220	MEMBERSHIP DUES	5,000.00	25.00	.00	1,866.00	3,134.00	.37
920225	LICENSING/TITLES	.00	50.00	.00	50.00	-50.00	.00
920230	PUBLICATION OF NOTICES	2,000.00	33.00	.00	33.00	1,967.00	.02
920341	INSURANCE PREMIUMS (LIAB)	.00	.00	.00	.00	.00	.00
920850	SUBSIDY:1994 E.R.P. TRANS	7,500.00	623.08	.00	3,771.50	3,728.50	.50
TOTAL	SUBSIDIES, REBATES, CONTRIB	7,500.00	623.08	.00	3,771.50	3,728.50	.50
920900	PROPERTY/LIAB CONTRIBUTIO	26,891.00	6,722.75	.00	13,445.50	13,445.50	.50
930010	R & M EQUIPMENT	60,000.00	748.74	.00	31,272.89	28,727.11	.52
930020	R & M BLDGS & STRUCTURES	35,000.00	3,346.96	.00	20,878.98	14,121.02	.60
930030	R & M VEHICLES	3,500.00	.00	.00	375.50	3,124.50	.11
930195	BOOK BINDING & REPAIR	2,000.00	125.80	.00	607.85	1,392.15	.30

07/14/04  
ACCOUNTING PERIOD: 6/04

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
930210	RENTAL OF EQUIPMENT	1,500.00	.00	.00	266.40	1,233.60	.18
930320	CLEANING:CUSTODIAL SERV	50,000.00	3,853.00	.00	19,055.50	30,944.50	.38
960070	AUTO/TRAVEL EXPENSES	2,000.00	293.40	.00	3,750.85	-1,750.85	1.88
960210	SPECIAL EVENT PROGRAMMING	18,000.00	9,661.45	.00	34,025.21	-16,025.21	1.89
960990	MISC CONTRACTUAL SVCS	80,000.00	15,987.46	.00	38,180.61	41,819.39	.48
TOTAL	CONTRACTUAL SERVICES	471,391.00	52,527.10	.00	228,464.69	242,926.31	.48
970100	SUPPLIES	70,000.00	2,760.47	.00	35,771.58	34,228.42	.51
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,500.00	105.00	.00	245.17	1,254.83	.16
970170	JANITORIAL	20,000.00	1,143.00	.00	8,183.02	11,816.98	.41
970200	COPYING/FAX SUPPLIES	7,500.00	.00	.00	.00	7,500.00	.00
970260	POSTAGE AND PARCEL	15,500.00	4,033.03	.00	4,465.56	11,034.44	.29
970270	PRINTING-REPROD-BINDING	8,000.00	794.17	.00	3,417.17	4,582.83	.43
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	34,383.98	.00	150,455.10	344,544.90	.30
970610	AUDIO MATERIALS	70,000.00	6,270.15	.00	21,456.13	48,543.87	.31
970620	SUBSCRIPTIONS & BOOKS	70,000.00	1,163.44	.00	10,041.07	59,958.93	.14
970630	VISUAL MATERIALS	72,000.00	8,573.50	.00	33,716.57	38,283.43	.47
970640	AUTOMATED REFERENCE MAT'L	95,000.00	855.00	.00	37,485.00	57,515.00	.39
970810	NATURAL GAS	20,000.00	.00	.00	13,489.67	6,510.33	.67
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	538.20	.00	15,114.57	6,285.43	.71
TOTAL	COMMODITIES	969,400.00	60,619.94	.00	333,840.61	635,559.39	.34
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	326.36	.00	7,015.40	-7,015.40	.00
TOTAL	CAPITAL EXPENDITURES	87,800.00	326.36	.00	16,979.90	70,820.10	.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	11,470.00	.00	11,470.00	806.00	.93
990935	TRANS TO D/S: 2002A BOND	.00	.00	.00	.00	.00	.00
TOTAL	DEBT SERVICE	12,276.00	11,470.00	.00	11,470.00	806.00	.93
990940	TRANS TO LIB CAP PROJ FND	150,000.00	150,000.00	.00	150,000.00	.00	1.00



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07/14/04  
ACCOUNTING PERIOD: 6/04

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
TOTAL	TRANS TO LIB CAP PROJ FND	150,000.00	150,000.00	.00	150,000.00	.00	1.00
991000	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
TOTAL	TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	LIBRARY SERVICES	5,437,964.00	531,666.80	.00	2,385,840.35	3,052,123.65	.44

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07/14/04  
ACCOUNTING PERIOD: 6/04

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

SECTION 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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07/14/04  
 ACCOUNTING PERIOD: 6/04

CITY OF DES PLAINES  
 ORGANIZATION EXPENDITURE STATUS

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	.00	.00	.00	.00	.00	.00
920120	COMMUNICATION SERVICES	.00	.00	.00	.00	.00	.00
920140	DATA PROCESSING SERVICES	.00	.00	.00	.00	.00	.00
920202	CONFERENCES	5,000.00	1,407.10	.00	3,919.09	1,080.91	.78
920204	TRAINING	3,000.00	45.00	.00	1,235.45	1,764.55	.41
920206	SEMINARS	1,000.00	569.11	.00	569.11	430.89	.57
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	.00	.00	3,085.00	39,915.00	.07
TOTAL	CONTRACTUAL SERVICES	57,000.00	2,021.21	.00	9,384.05	47,615.95	.16
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
970260	POSTAGE AND PARCEL	.00	.00	.00	15.00	-15.00	.00
970270	PRINTING-REPROD-BINDING	8,000.00	.00	.00	3,938.00	4,062.00	.49
TOTAL	COMMODITIES	8,000.00	.00	.00	3,953.00	4,047.00	.49
980100	EQUIPMENT	.00	.00	.00	.00	.00	.00
980200	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	2,021.21	.00	13,337.05	51,662.95	.21
TOTAL	CIVIC & CULTURE	5,502,964.00	533,688.01	.00	2,399,177.40	3,103,786.60	.44
TOTAL	PUBLIC LIBRARY FUND	5,502,964.00	533,688.01	.00	2,399,177.40	3,103,786.60	.44

07/14/04  
 ACCOUNTING PERIOD: 6/04

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	934.28	.00	2,364.71	47,635.29	.05
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	934.28	.00	2,364.71	47,635.29	.05
970100	SUPPLIES	.00	.00	.00	.00	.00	.00
TOTAL	COMMODITIES	.00	.00	.00	.00	.00	.00
980300	IMPROVEMENTS	50,000.00	.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	.00	.00	72,447.50	62,552.50	.54
TOTAL	LIBRARY CAPITAL PROJ FUND	185,000.00	934.28	.00	74,812.21	110,187.79	.40
TOTAL	LIBRARY CAPITAL PROJ FUND	185,000.00	934.28	.00	74,812.21	110,187.79	.40
TOTAL REPORT		5,687,964.00	534,622.29	.00	2,473,989.61	3,213,974.39	.43

07/07/04  
ACCOUNTING PERIOD: 13/03CITY 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		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	170,740.22	
TOTAL SYSTEM CONTROL		9,519,442.59	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		237,283.24
TOTAL FUND EQUITY		.00	271,623.11
TOTAL EQUITIES		9,519,442.59	9,791,066.58
TOTAL PUBLIC LIBRARY FUND		14,690,623.19	14,690,623.19

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ACCOUNTING PERIOD: 13/03

CITY OF DES PLAINES  
BALANCE SHEET

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LECTION 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	97,649.85	
TOTAL SYSTEM CONTROL		101,950.17	101,949.51
730000	FUND BALANCE-UNRESERVED		253,426.20
TOTAL FUND EQUITY		.00	253,426.20
TOTAL EQUITIES		101,950.17	355,375.71
TOTAL LIBRARY CAPITAL PROJ FUND		356,343.85	356,343.85
TOTAL REPORT		15,046,967.04	15,046,967.04

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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
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	-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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07/09/04  
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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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

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
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
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

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	COPIYING/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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07/09/04  
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 - 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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07/09/04  
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 - 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	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

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ACCOUNTING PERIOD: 13/03

CITY OF DES PLAINES  
ORGANIZATION EXPENDITURE STATUS

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL CONSULTING	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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ACCOUNTING PERIOD: 5/04

CASH REQUIREMENTS BILL LIST

SECTION CRITERIA: payable.due\_date='06/07/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	920110	PROFESSIONAL CONSULTING	102672	LOHAN CAPRILE GOETTSCH	4184	690.00
2110	920110	PROFESSIONAL CONSULTING	103276	DIANE GRIGG	4-23-04	600.00
2110	920110	PROFESSIONAL CONSULTING	103338	SEM SECURITY MANAGEMENT	05-20-04	1,500.00
2110	920120	COMMUNICATION SERVICES	101343	CALL ONE	101041830000	235.36
2110	920140	DATA PROCESSING SERVICES	102744	BAKER & TAYLOR BOOKS	R13NS3755M	569.58
2110	920210	IN-SERVICE TRAINING	05147	SONYA STAHL	5-06-04	90.00
2110	920225	LICENSING/TITLES	22450	DOROTHEA M. FRISBIE	REIMB	50.00
2110	920230	PUBLICATION OF NOTICES	05366	PIONEER PRESS	40469551	33.00
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	JUNE 2004	237.39
2110	920850	SUBSIDY:1994 E.R.P. TRANS	04829	CITY OF DES PLAINES EMPLO	JUNE 2004	339.33
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	JUNE 2004	26.56
2110	920850	SUBSIDY:1994 E.R.P. TRANS	06135	CITY OF DES PLAINES EMPLO	JUNE 2004	19.80
2110	930010	R & M EQUIPMENT	07090	ACCOUNTOR SYSTEMS	21187	357.85
2110	930010	R & M EQUIPMENT	102462	STANDARD MANIFOLD CO	406713-0	390.00
2110	930010	R & M EQUIPMENT	102686	SWITCH GEAR	300344	127.50
2110	930020	R & M BLDGS & STRUCTURES	100807	THYSSENKRUPP ELEVATOR COR	45210	2,200.00
2110	930030	R & M VEHICLES	102935	BILL'S AUTO	26619	151.05
2110	930030	R & M VEHICLES	102935	BILL'S AUTO	26551	115.82
2110	930195	BOOK BINDING & REPAIR	05479	HOUCHEM BINDERY LTD	122670	125.80
2110	930320	CLEANING:CUSTODIAL SERV	102711	SPEED-E-KLEEN	2471	100.00
2110	930320	CLEANING:CUSTODIAL SERV	200147	MAJESTY MAINTENANCE INC	35554-IN	3,385.00
2110	930320	CLEANING:CUSTODIAL SERV	200147	MAJESTY MAINTENANCE INC	35442-IN	368.00
2110	960070	AUTO/TRAVEL EXPENSES	12663	VERONICA SCHWARTZ	REIMB	78.00
2110	960070	AUTO/TRAVEL EXPENSES	13916	COMMUNITY CAB COMPANY	4-19-04	123.00
2110	960210	SPECIAL EVENT PROGRAMMING	00842	CITY OF DES PLAINES	SEE ATTACHED	100.00
2110	960210	SPECIAL EVENT PROGRAMMING	09217	NATALIE B. NEWBERGER	4/20 5/18 6/	110.00
2110	960210	SPECIAL EVENT PROGRAMMING	102532	FACE TO FACE PRODUCTIONS	6-13-04	495.00
2110	960210	SPECIAL EVENT PROGRAMMING	103029	YOUNG CHICAGO AUTHORS	DPPL-02	5,850.00
2110	960210	SPECIAL EVENT PROGRAMMING	103329	ANNA F FRIEDMAN	6-21-2004	100.00
2110	960210	SPECIAL EVENT PROGRAMMING	103330	UIC COLLEGE OF PHARMACY	20040422-01	114.29
2110	960210	SPECIAL EVENT PROGRAMMING	103332	CHGO LIGHTHOUSE FOR PEOP	3-06-04	114.29
2110	960210	SPECIAL EVENT PROGRAMMING	103333	VOICES OF VISION TALKING	3-06-04	114.29
2110	960210	SPECIAL EVENT PROGRAMMING	103334	DES PLAINES LIONS CLUB	3-10-04	250.00
2110	960210	SPECIAL EVENT PROGRAMMING	103335	GUIDE DOGS FOR THE BLIND	3/03-3/06	364.29
2110	960210	SPECIAL EVENT PROGRAMMING	103336	GUILD FOR THE BLIND	3-06-04	114.29
2110	960210	SPECIAL EVENT PROGRAMMING	20878	DAVID'S BISTRO	6-02-04	120.00
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	4-30-04	39.80
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	4-25-04	87.61
2110	960210	SPECIAL EVENT PROGRAMMING	43765	DOMINICKS FINER FOODS	4-27-04	16.37
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1769317	25.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1765166	13.50
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1761800	4.30
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1774630	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1758504	9.45
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1751861	4.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1765379	6.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1751863	2.15
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1751862	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1767510	2.95
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1758503	8.10
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1769361	11.35



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CITY OF DES PLAINES

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ACCOUNTING PERIOD: 5/04

CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='06/07/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1770558	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1770556	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1758502	1.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1772757	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1770559	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1773706	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1770777	2.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1770778	5.40
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1773705	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1765167	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1762808	11.20
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1774582	6.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1765169	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1765168	2.70
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1770557	4.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1770555	1.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1770554	.80
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1766261	5.60
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1758739	7.25
2110	960990	MISC CONTRACTUAL SVCS	08554	C. BERGER & COMPANY	57576	2,144.88
2110	960990	MISC CONTRACTUAL SVCS	100391	DAVE KLEEMAN	4-20-04	250.00
2110	960990	MISC CONTRACTUAL SVCS	102462	STANDARD MANIFOLD CO	398974-0	89.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012373088	27.30
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012543373	4.05
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012530484	18.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012418330	13.65
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012534071	24.30
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012520700	31.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012366514	4.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012553261	14.40
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012521306	56.70
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012521556	7.40
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012388155	4.50
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012524172	16.15
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012388179	4.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012563173	14.90
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012563172	7.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012524173	54.30
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012365703	44.70
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012563203	1.35
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012533907	13.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012564678	3.25
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012539462	34.25
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012535497	6.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012357695	9.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012544126	12.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012548448	2.35
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012394337	9.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012530545	14.95
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012539542	23.15
2110	960990	MISC CONTRACTUAL SVCS	102808	ADVANCED AQUATICS	17554	199.98

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CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

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SECTION CRITERIA: payable.due\_date='06/07/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	25775	CRIMSON MULTIMEDIA DIST.,	4493A	81.00
2110	960990	MISC CONTRACTUAL SVCS	25775	CRIMSON MULTIMEDIA DIST.,	4450A	80.84
2110	970100	SUPPLIES	09638	OFFICE DEPOT	241886501001	9.39
2110	970100	SUPPLIES	09638	OFFICE DEPOT	243695351001	46.92
2110	970100	SUPPLIES	09638	OFFICE DEPOT	244076563001	-9.39
2110	970100	SUPPLIES	09638	OFFICE DEPOT	243717843001	1.66
2110	970100	SUPPLIES	102901	GIGI'S BLOSSOMS & BASKETS	3-05-04	43.00
2110	970100	SUPPLIES	19714	GAYLORD BROS	577069	25.63
2110	970170	JANITORIAL	01638	KINDER INDUSTRIAL SUPPLY	24942	62.92
2110	970260	POSTAGE AND PARCEL	00933	POSTMASTER	5-19-04	200.00
2110	970260	POSTAGE AND PARCEL	103035	FEDERAL EXPRESS	1-746-20285	96.16
2110	970260	POSTAGE AND PARCEL	103035	FEDERAL EXPRESS	1-746-78696	422.37
2110	970270	PRINTING-REPROD-BINDING	102536	MINUTEMAN PRESS	21769	379.17
2110	970600	BOOKS	02088	CHELSEA HOUSE PUBLISHERS	738125	148.55
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1770556	14.41
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1767510	15.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1770778	36.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1751862	16.98
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1751863	29.67
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1751861	82.92
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1770557	108.91
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1761800	32.51
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1769361	105.04
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1758503	81.36
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1774630	8.98
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1758504	56.25
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1765166	100.64
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1765168	16.92
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1765169	14.99
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1765379	39.52
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1774582	61.96
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1765167	6.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1770555	9.59
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1758502	37.96
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1770554	15.99
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1773706	12.51
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1773705	14.99
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1772757	10.79
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1770777	40.68
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1770558	23.94
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1762808	59.26
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1781243	67.67
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1770559	18.98
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1769317	182.71
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1766261	29.19
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1758739	52.07
2110	970600	BOOKS	05527	QUALITY BOOKS INC	67135	70.95
2110	970600	BOOKS	07439	THE GALE GROUP	13239390	64.38
2110	970600	BOOKS	07439	THE GALE GROUP	13261593	162.47
2110	970600	BOOKS	07439	THE GALE GROUP	13266649	45.30
2110	970600	BOOKS	07439	THE GALE GROUP	13241589	56.13

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CITY OF DES PLAINES

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CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='06/07/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	07439 THE GALE GROUP	13270507	52.38
2110	970600	BOOKS	07439 THE GALE GROUP	13257238	40.42
2110	970600	BOOKS	07439 THE GALE GROUP	13270036	162.47
2110	970600	BOOKS	07439 THE GALE GROUP	13265626	140.01
2110	970600	BOOKS	09308 M E SHARPE INCORPORATED	116738-1	240.75
2110	970600	BOOKS	102144 RUSSIAN PUBLISHING HOUSE	143555	372.53
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012563173	188.15
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012564678	31.64
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012357695	31.32
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012418330	83.56
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012394337	17.05
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012548448	3.87
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012533907	147.40
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012539461	522.26
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012544125	171.96
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012530544	277.41
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012521305	704.14
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	5005055638	695.19
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012553261	170.04
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012574641	58.32
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012558225	12.65
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012365703	53.37
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012524172	156.23
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012535497	65.29
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012521555	85.44
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012366514	5.92
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012530483	303.09
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012541390	14.77
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012520699	642.52
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012543944	46.50
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012579486	784.23
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012539541	475.26
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012563203	14.77
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012388179	8.32
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012388155	4.46
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012534071	320.26
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012524173	606.47
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012373088	73.61
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012563172	85.08
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012543373	36.86
2110	970600	BOOKS	103328 HOPKINS FULFILLMENT SERVI	622071	105.88
2110	970600	BOOKS	200099 D F V ENTERPRISES	05-05-04	170.00
2110	970600	BOOKS	20232 REGENT BOOK COMPANY	81072	22.71
2110	970600	BOOKS	21913 RAND MCNALLY & CO	9643859	299.83
2110	970600	BOOKS	23806 FACTS ON FILE	398356	53.50
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	88488906	26.82
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	153296	59.96
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	154381	16.00
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	154245	13.00
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	153066	6.50
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	152420	183.63

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ACCOUNTING PERIOD: 5/04

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

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SECTION CRITERIA: payable.due\_date='06/07/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970610	AUDIO MATERIALS	02482	B B C AUDIOBOOKS	153594	66.36
2110	970610	AUDIO MATERIALS	02482	B B C AUDIOBOOKS	153779	146.13
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-27-04-6	15.59
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-27-04-2	120.99
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-21-04-1	327.38
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-21-04-3	127.99
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-27-04-4	46.85
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	4-21-04-4	146.84
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	236168	58.99
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	226912	56.24
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	236293	53.49
2110	970610	AUDIO MATERIALS	28038	BRILLIANCE AUDIO, INC.	236170	97.08
2110	970610	AUDIO MATERIALS	38057	BOOKS ON TAPE	5709840P	223.20
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	2014557	17.85
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	2006776	17.85
2110	970620	SUBSCRIPTIONS & BOOKS	102585	OAG WORLDWIDE	6697771	449.00
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	22119F	72.80
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	22122D	70.50
2110	970630	VISUAL MATERIALS	06342	DISTRIBUTION VIDEO & AUDI	22484E	117.61
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	790972	75.97
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	794836	111.96
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	794837	29.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	790973	117.96
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R73891710	38.71
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	M36305880	18.73
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	M36440570	20.23
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R74923290	16.92
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B42165450	300.38
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B42051540	88.40
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R74047881	96.23
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R74047880	256.88
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B42126610	57.70
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	M36234180	226.28
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R74047882	17.99
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST.,	4307A	281.00
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST.,	4307B	295.00
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	07467994	69.11
2110	970900	EQUIPMENT <\$5,000	06093	DELL MARKETING L.P.	691195417	538.20
TOTAL LIBRARY SERVICES						40,362.09
TOTAL FUND						40,362.09

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ACCOUNTING PERIOD: 6/04

CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='06/21/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	920140	DATA PROCESSING SERVICES	05537	ILLINOIS STATE LIBRARY	28414	813.76
2110	920140	DATA PROCESSING SERVICES	102744	BAKER & TAYLOR BOOKS	S11NS4176M	569.58
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	DPK404	3,589.08
2110	920140	DATA PROCESSING SERVICES	72106	COOPERATIVE COMPUTER SERV	APRIL 2004	1,414.47
2110	920210	IN-SERVICE TRAINING	103411	LYDIA STUX	5-06-04	100.00
2110	920220	MEMBERSHIP DUES	103420	IL LIBRARIES UNICORN USER	2004 DUES	25.00
2110	930010	R & M EQUIPMENT	72106	COOPERATIVE COMPUTER SERV	DPK404	23.85
2110	930020	R & M BLDGS & STRUCTURES	00189	ANDERSON LOCK CO LTD	378256	209.46
2110	930020	R & M BLDGS & STRUCTURES	102242	A D T SECURITY SERVICES	71729503	37.50
2110	930020	R & M BLDGS & STRUCTURES	102686	SWITCH GEAR	300366	900.00
2110	960070	AUTO/TRAVEL EXPENSES	09398	BARBARA SALETNIK	REIMB	26.63
2110	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	5-21-04	7.50
2110	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	5-21-04	6.60
2110	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	5-21-04	6.60
2110	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	5-21-04	5.87
2110	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	5-21-04	15.00
2110	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	5-21-04	11.00
2110	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	5-21-04	6.60
2110	960070	AUTO/TRAVEL EXPENSES	21092	PETTY CASH	5-21-04	6.60
2110	960210	SPECIAL EVENT PROGRAMMING	101665	LINDA L KNORR	REIMB	54.25
2110	960210	SPECIAL EVENT PROGRAMMING	103203	JON JORDAN	6-08-04	225.00
2110	960210	SPECIAL EVENT PROGRAMMING	103409	MARILYN POCIUS	6-30-04	200.00
2110	960210	SPECIAL EVENT PROGRAMMING	21858	JOY OF ART	6-27-04	175.00
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1781860	7.35
2110	960990	MISC CONTRACTUAL SVCS	02191	BOOK WHOLESALERS INC	1787006	9.20
2110	960990	MISC CONTRACTUAL SVCS	08554	C. BERGER & COMPANY	57611	3,013.36
2110	960990	MISC CONTRACTUAL SVCS	08554	C. BERGER & COMPANY	57651	3,120.48
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012644782	47.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	5005023293	.49
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012578500	41.70
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012626124	23.35
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012578143	13.95
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012592847	15.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012466881	45.80
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012570873	44.25
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012574809	19.45
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012590509	6.85
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012598615	39.75
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012626312	18.65
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012579652	7.25
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012590288	45.45
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012598485	9.55
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012622748	40.30
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012631994	84.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012574599	12.45
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012606949	37.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012446910	4.55
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012622286	10.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012629499	4.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012644386	12.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012634739	3.60

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PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

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CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='06/21/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012639286	13.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012664575	12.00
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	5005090068	.49
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012629960	3.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012601588	17.45
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012446018	4.50
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012447463	4.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012594431	3.60
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012593042	2.45
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012573193	4.70
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012644772	30.10
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012622304	2.70
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012629479	1.20
2110	960990	MISC CONTRACTUAL SVCS	102744	BAKER & TAYLOR BOOKS	2012583209	12.00
2110	960990	MISC CONTRACTUAL SVCS	102900	INITIAL TROPICAL PLANTS	564828	63.80
2110	960990	MISC CONTRACTUAL SVCS	102900	INITIAL TROPICAL PLANTS	564827	93.56
2110	960990	MISC CONTRACTUAL SVCS	103410	GWEN LACOSSE	REIMB	38.00
2110	960990	MISC CONTRACTUAL SVCS	25775	CRIMSON MULTIMEDIA DIST.,	4582A	29.80
2110	960990	MISC CONTRACTUAL SVCS	25775	CRIMSON MULTIMEDIA DIST.,	4482A	54.54
2110	960990	MISC CONTRACTUAL SVCS	25775	CRIMSON MULTIMEDIA DIST.,	4608A	11.99
2110	970100	SUPPLIES	09638	OFFICE DEPOT	245982016001	12.30
2110	970100	SUPPLIES	09638	OFFICE DEPOT	245661079001	507.72
2110	970100	SUPPLIES	09638	OFFICE DEPOT	245661360001	4.13
2110	970100	SUPPLIES	09638	OFFICE DEPOT	245006940001	108.01
2110	970100	SUPPLIES	09638	OFFICE DEPOT	244946296001	19.78
2110	970100	SUPPLIES	09918	JANWAY COMPANY	42384	647.78
2110	970100	SUPPLIES	102901	GIGI'S BLOSSOMS & BASKETS	4-16-04	43.00
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL CORP	1632222	13.03
2110	970100	SUPPLIES	69018	FROSTLINE	11781	803.39
2110	970110	MEALS (PRSNRS/WRKRS/VOLS)	05147	SONYA STAHL	6-09-04	105.00
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	123642-01	106.00
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	123642-00	549.40
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	123642-02	23.00
2110	970170	JANITORIAL	101451	GRAINGER	1-721666-4	252.00
2110	970170	JANITORIAL	101451	GRAINGER	1-764320-6	48.12
2110	970170	JANITORIAL	17132	MENARDS	16619	101.56
2110	970260	POSTAGE AND PARCEL	00933	POSTMASTER	5-24-04	3,000.00
2110	970260	POSTAGE AND PARCEL	103035	FEDERAL EXPRESS	1-747-35916	287.90
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	5-21-04	2.10
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	5-21-04	8.40
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	5-21-04	4.20
2110	970260	POSTAGE AND PARCEL	21092	PETTY CASH	5-21-04	11.90
2110	970270	PRINTING-REPROD-BINDING	102816	CITYWIDE PRINTING	32329	415.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1787006	89.25
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	1781860	65.82
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	118036-04	559.50
2110	970600	BOOKS	02953	BUSINESS REFERENCE SERVIC	100080-04	1,149.00
2110	970600	BOOKS	03363	WEST GROUP	806514059	945.00
2110	970600	BOOKS	07439	THE GALE GROUP	13293465	74.84
2110	970600	BOOKS	07439	THE GALE GROUP	13303601	135.67
2110	970600	BOOKS	07439	THE GALE GROUP	13232608	194.42

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PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

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## CITY OF DES PLAINES

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ACCOUNTING PERIOD: 6/04

## CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date='06/21/2004'

## FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970600	BOOKS	07439	THE GALE GROUP	13293862	56.13
2110	970600	BOOKS	07439	THE GALE GROUP	13221415	28.68
2110	970600	BOOKS	07439	THE GALE GROUP	13312487	140.01
2110	970600	BOOKS	07439	THE GALE GROUP	13312272	85.34
2110	970600	BOOKS	07439	THE GALE GROUP	13333133	168.87
2110	970600	BOOKS	07439	THE GALE GROUP	13308697	19.96
2110	970600	BOOKS	07439	THE GALE GROUP	13282105	194.42
2110	970600	BOOKS	07439	THE GALE GROUP	13280415	64.38
2110	970600	BOOKS	07439	THE GALE GROUP	13307119	40.42
2110	970600	BOOKS	07439	THE GALE GROUP	13312116	52.38
2110	970600	BOOKS	07439	THE GALE GROUP	13290803	184.47
2110	970600	BOOKS	07439	THE GALE GROUP	13317039	161.72
2110	970600	BOOKS	07439	THE GALE GROUP	13314547	161.72
2110	970600	BOOKS	07439	THE GALE GROUP	13325564	89.99
2110	970600	BOOKS	07980	ENCYCLOPAEDIA BRITANNICA,	1797846RR	48.90
2110	970600	BOOKS	08753	HAINES & COMPANY, INC	14918	678.00
2110	970600	BOOKS	09855	WEISS RATINGS, INC.	4108305	392.95
2110	970600	BOOKS	09855	WEISS RATINGS, INC.	4106110	392.95
2110	970600	BOOKS	101014	AMAZON.COM CREDIT	4-21-04	15.86
2110	970600	BOOKS	101014	AMAZON.COM CREDIT	4-21-04	12.57
2110	970600	BOOKS	101014	AMAZON.COM CREDIT	4-21-04	45.08
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012570872	1,085.67
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012622747	1,344.92
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	5005090068	1,643.92
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012631993	1,286.05
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012626311	1,130.52
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012629479	10.22
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012614754	117.72
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012446018	3.56
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012601588	204.87
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012447463	4.75
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012573193	7.74
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012629499	52.52
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012594431	43.68
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012622304	25.53
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012583209	153.10
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012644772	342.14
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012593042	6.54
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012629960	43.65
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012574808	319.02
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012622286	161.68
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	5005124726	620.02
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012598614	771.45
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012598484	211.79
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012626123	724.09
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012592847	213.40
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	5005023293	456.75
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012651813	38.56
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012579651	359.38
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012590287	771.57
2110	970600	BOOKS	102744	BAKER & TAYLOR BOOKS	2012590515	143.00

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CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 6/04

SECTION CRITERIA: payable.due\_date='06/21/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012574598	265.90
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012578500	476.29
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012639286	141.70
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012664575	246.50
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012446910	11.28
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012644386	153.40
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012634739	40.83
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012606949	411.99
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012578143	129.43
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012590508	98.36
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012466881	74.39
2110	970600	BOOKS	102744 BAKER & TAYLOR BOOKS	2012644782	690.11
2110	970600	BOOKS	103029 YOUNG CHICAGO AUTHORS	DPPL-03	425.30
2110	970600	BOOKS	20579 SALEM PRESS	336310-IN	562.00
2110	970600	BOOKS	20737 THE COUNCIL OF STATE GOVE	32206	97.56
2110	970600	BOOKS	23428 NATIONAL CENTER FOR EDUCA	SEE ATTACHED	120.00
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	88782069	18.18
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVICES	88508501	38.40
2110	970600	BOOKS	80139 RECORDED BOOKS, LLC	2009557	158.92
2110	970600	BOOKS	82668 POLONIA BOOK STORES	23866	599.31
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	156700	390.51
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	156059	212.13
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	5-12-04-4	37.07
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	5-12-04-1	134.30
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	5-12-04-3	26.58
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	5-5-04-2	297.95
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	5-5-04-4	26.57
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	5-12-04-2	90.95
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	5-5-04-1	437.16
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	5-5-04-3	20.98
2110	970610	AUDIO MATERIALS	28038 BRILLIANCE AUDIO, INC.	237668	115.23
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	5727178P	68.85
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	5727177P	79.20
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	5727180P	142.80
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	5727179P	255.20
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	5747958P	128.80
2110	970610	AUDIO MATERIALS	38057 BOOKS ON TAPE	5739982P	266.40
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	2012763	493.85
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	2019892	35.70
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	2018737	250.00
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	2028409	630.40
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	2020229	216.60
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	1997327	111.00
2110	970620	SUBSCRIPTIONS & BOOKS	22981 CHECKBOOK MAGAZINE	CHI1170172E	28.00
2110	970620	SUBSCRIPTIONS & BOOKS	28002 ILLINOIS STATE HISTORICAL	03948	541.44
2110	970620	SUBSCRIPTIONS & BOOKS	71360 MORNINGSTAR INCORPORATED	948218	145.00
2110	970630	VISUAL MATERIALS	02482 B B C AUDIOBOOKS	154364	46.94
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	22484F	46.15
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	22122E	16.78
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	22119G	18.20
2110	970630	VISUAL MATERIALS	06342 DISTRIBUTION VIDEO & AUDI	22484G	37.00



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06/11/04

CITY OF DES PLAINES

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ACCOUNTING PERIOD: 6/04

CASH REQUIREMENTS BILL LIST

SECTION CRITERIA: payable.due\_date='06/21/2004'

FUND - 201 - PUBLIC LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT	
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	804689	23.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	804690	19.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	804691	23.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	800405	11.99
2110	970630	VISUAL MATERIALS	101568	TEACHER'S VIDEO COMPANY	T02306270010	278.40
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B43384610	1,614.28
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U00064040	56.21
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	J10037250	119.17
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U00325070	37.41
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U00237410	35.23
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R75499960	82.90
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	M36918690	57.72
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U00064010	41.19
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B42501800	520.38
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U00547820	124.46
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R75932680	20.98
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R75322181	9.35
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R75606800	12.10
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R75322180	6.46
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	G41238850	22.49
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	B43161140	264.40
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	U00612140	59.94
2110	970630	VISUAL MATERIALS	102744	BAKER & TAYLOR BOOKS	R76701390	31.54
2110	970630	VISUAL MATERIALS	103033	FILM IDEAS INCORPORATED	81002	493.20
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST.,	4307D	74.00
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST.,	4307E	22.00
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DIST.,	4307C	130.00
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	07621965	64.61
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	07625014	44.37
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	07782993	173.37
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	07618308	21.13
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	07778583	21.13
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	07635353	70.98
2110	970630	VISUAL MATERIALS	58875	INGRAM LIBRARY SERVICES	07539130	121.96
2110	970630	VISUAL MATERIALS	80139	RECORDED BOOKS, LLC	2020697	27.30
2110	970640	AUTOMATED REFERENCE MAT'L	100602	PROQUEST	90923420	580.00
2110	970640	AUTOMATED REFERENCE MAT'L	101751	THE CLCD COMPANY LLC	1093	275.00
2110	980600	FURNITURE & FIXTURES	18150	A S I - MODULEX	93744	326.36
TOTAL LIBRARY SERVICES						57,218.71
TOTAL FUND						57,218.71

RUN DATE 06/11/04 TIME 15:11:01

PEI-GOVERNMENT SYSTEMS DI - FUND ACCOUNTANT

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06/11/04

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 6/04

SELECTION CRITERIA: payable.due\_date='06/21/2004'

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	AMOUNT
202	920110	PROFESSIONAL CONSULTING	102672 LOHAN CAPRILE GOETTSCH	04244	888.47
202	920110	PROFESSIONAL CONSULTING	102672 LOHAN CAPRILE GOETTSCH	04244	45.81
TOTAL LIBRARY CAPITAL PROJ FUND					934.28
TOTAL FUND					934.28

LIBRARY DIRECTOR'S REPORT  
JULY 20, 2004

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

I. PERSONNEL

New employees for June/July are George Hatzis and Ruben Rodriguez, part-time pages in Circulation Services.

Resignations/separations for June/July are Lyubov Vasilik, Stephanie Puente, and Vanessa Nelson, part-time pages in Circulation Services.

II. STAFF DEVELOPMENT

Dick Sem, security consultant, held meetings with Department Heads, supervisors, and security monitors in addition to all staff meetings that were attended by 97 staff members. I have received his draft report assessing our security strengths and suggesting improvements. Mr. Sem based his report on these meetings, written statements from staff, an audit of our physical plant and our policies as well as his specialized training and knowledge of the security field.

Hector Marino, Sue Pirie, and Holly Sorensen attended the American Library Association's Annual Conference in Orlando, FL. Hector is a member of several committees, including the incoming president's transition task force, International Relations, and Sister Libraries, and is chair of two subcommittees. He has been invited to and will be sponsored by REFORMA to represent their organization at the International Federation of Library Associations (IFLA) at their conference in Buenos Aires in August. Holly Sorensen is a member of the ALA Membership. Sue Pirie attended meetings of interest to catalogers and technical services managers.

On July 19 eight staff will attend an all day workshop at NSLS led by Maureen Sullivan. This is a follow-up program on Focus Groups and team leadership for the four libraries that participated in the Learning Organization training.

### III. PATRON SERVICES

We had a good group of staff, family members, and Trustees walking along with the Mobile Library as our entry in the Des Plaines 4<sup>th</sup> of July Parade on Saturday, July 3.

Compared to June 2003, we experienced an increase in circulation, a small increase in cardholders, and a small decline in attendance. The trend of increased circulation of audiovisual materials as a portion of the total circulation continues. In June AV circulation accounted for 52% of the adult materials circulation and 34% of the children's. AV circulation accounts for 46% of the total circulation. Self-check usage remains steady at 22% of all checkouts. Patron assistance in Adult Services increased by 30.5%, but decreased in both Youth Services (7.2%) and Circulation Services (17.36%). We continue to experience increased demand for Interlibrary Loan services, with requests from other libraries exceeding the requests we make to other libraries.

I have received some interesting information as a result of the planning to rearrange and shift collections on the third floor. We estimate that of our Feature Videos (not DVDs), 51% of the collection is on the shelf and 93% of Nonfiction Videos are on the shelf. Eighty-nine percent of Large Print and 83% of Mysteries are on the shelf. These figures will help us decide how aggressively to weed these and other collections before we allocate shelf space.

The ribbon-cutting event for the Kevin Luthardt storytime room mural on June 12 was well attended by families, friends of the artist, Friends of the Library and Library Trustees. The exuberance of the event matched the spirit of the mural.

### III. OTHER PROFESSIONAL ACTIVITIES

I attended a Parliamentary Procedure workshop at NSLS with Noreen Lake on June 16, a Library Cable Network Executive Committee meeting on June 17, walked in the 4<sup>th</sup> of July Parade on July 3, attended my first CCS Executive Committee as President Elect on July 7, and will attend another LCN EXCOMM meeting and a directors' discussion group on July 15 and the Learning Organization refresher workshop on July 19.

I enjoyed two weeks' vacation in June, traveling to Norway with my husband. I will be absent from work to attend the Williams Syndrome National Conference in Grand Rapids, Michigan June 21 through 25.

## DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

June 2004

<b>Total 2003 to Date:</b>	536,526	<b>Total 2004 to Date:</b>	545,928	% Change	1.75%
<b>June 2003</b>	87,221	<b>June 2004</b>	91,101		4.45%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
CHILDREN	2003	2004	2003	2004	2003	2004
Non Fiction	4,176	4,392	324	214	4,500	4,606
Fiction	15,429	15,147	676	405	16,105	15,552
Foreign Language Non Fiction	77	123	5	2	82	125
Foreign Language Fiction	594	591	36	16	630	607
Periodicals	304	282	2	3	306	285
Compact Discs	927	977	23	23	950	1,000
Audio Cassettes	195	152	0	1	195	153
Audio Kits	197	203	7	7	204	210
Puzzles	287	176	10	5	297	181
Games	99	97	8	2	107	99
Audio Books	359	421	29	7	388	428
Video Fiction	3,599	3,109	194	137	3,793	3,246
Video Non Fiction	887	769	30	5	917	774
DVD	2,315	3,798	55	139	2,370	3,937
CD ROMs	537	649	0	0	537	649
<b>SUB TOTAL</b>	<b>29,982</b>	<b>30,886</b>	<b>1,399</b>	<b>966</b>	<b>31,381</b>	<b>31,852</b>
<b>ADULT</b>						
Non Fiction	10,871	11,774	121	195	10,992	11,969
Fiction	9,154	9,548	264	308	9,418	9,856
Large Type	1,323	1,547	126	130	1,449	1,677
Foreign Language Non Fiction	424	392	1	3	425	395
Foreign Language Fiction	934	1,099	0	1	934	1,100
High School Collection	682	835	0	1	682	836
Periodicals	2,552	2,557	102	95	2,654	2,652
Pamphlets	2	8	0	0	2	8
Compact Discs	7,534	7,350	247	224	7,781	7,574
Audio Cassettes	6	4	0	0	6	4
Puzzles	5	4	0	3	5	7
Pictures	25	37	0	0	25	37
Audio Books	2,204	2,708	24	23	2,228	2,731
CD ROMs	232	190	0	0	232	190
Video Fiction	7,396	5,094	261	213	7,657	5,307
Video Non Fiction	3,340	3,062	42	10	3,382	3,072
DVD	7,524	11,206	243	400	7,767	11,606
Misc. Formats	197	228	4	0	201	228
	54,405	57,643	1,435	1,606	55,840	59,249
<b>GRAND TOTAL</b>	<b>84,387</b>	<b>88,529</b>	<b>2,834</b>	<b>2,572</b>	<b>87,221</b>	<b>91,101</b>
Self Check	19,676	19,195	0	0	19,676	19,195

\*Mobile Library down 5 days for scheduled maintenance, and 9 days for mechanical problems.

V.D.1.

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

**I. Library Card Registration Services**

<u>June 2003</u>	<u>May 2004</u>	<u>June 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
859	796	981	5,113	4,665	(-9.6%)

A.	New Library Card Registrations	394
B.	Updated Library Card	368
C.	Other Libraries	216
D.	Non Resident Fee Paid Cards	3
Total		981

**II. Other Registration Services**

1.	Patrons Registering for Programs	335
2.	Number of Meeting Room Uses	86
3.	Voters Registered	5
4.	Senior Cab Cards	15
Total		441

**III. Total Number Of Registered Borrowers**

June 2003	34,259	(60.1% of Population)
June 2004	34,356	(60.2% of Population)

V.D.1.

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

**Patron Attendance Count**

<u>June 2003</u>	<u>May 2004</u>	<u>June 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
46,195	41,281	46,752	282,793	281,648	(-0.4%)

**Reciprocal Borrowing  
(Materials Lent)**

	<u>June 2003</u>	<u>June 2004</u>	<u>% Change</u>
NSLS	12,756	14,434	11.6%
Other Systems	5,255	5,146	(-2.1%)
Total	18,011	19,580	8.0%

**Interlibrary Loan**

	<u>June 2003</u>	<u>June 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
Sent	3,758	4,675	22,432	32,156	30.2%
Received	2,522	2,719	14,008	21,674	35.4%
Total	6,280	7,394	36,440	53,830	32.3%

V.D.1.

DES PLAINES PUBLIC LIBRARY  
HOLDINGS  
JULY 2004

	<u>June2004</u>	<u>July 2004</u>	<u>Change</u>	<u>% Change</u>
Books	251,255	252,506	1,251	0.50%
Audio	21,040	21,402	162	0.76%
Video	20,794	21,243	449	2.16%
Puzzles & Games	717	688	-29	-4.04%
Realia	237	237	0	0.00%
Pamphlets	326	326	0	0.00%
<b>Total</b>	<b>294,569</b>	<b>296,402</b>	<b>1,833</b>	<b>0.62%</b>



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

<b>Assistance/Service Desk</b>	<u>June 2003</u>	<u>June 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Phone Calls Received	1,064	1,155	7,940	6,508	-22.00%
2. Patron Renewals	1,504	1,465	10,314	8,389	-22.95%
3. Patron Reserves Delivered	2,953	3,727	16,801	20,965	19.86%
4. Directional	1,298	1,208	9,302	7,171	-29.72%
5. Account Inquiries	4,039	3,133	25,264	19,479	-29.70%
6. Program Sign-up	412	492	3,522	3,805	7.44%
7. In Person Patron Assistance	2,646	1,621	17,616	10,617	-65.92%
<b>Total</b>	<b>13,916</b>	<b>12,801</b>	<b>90,759</b>	<b>76,934</b>	<b>-17.97%</b>
<b>Assistance/Switchboard</b>	<u>June 2003</u>	<u>June 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Phone Calls Answered	2,941	3,030	22,255	19,428	-14.55%
2. Delivery/Buzzer	71	47	421	388	-8.51%
3. 2-Way Radio	132	101	928	699	-32.76%
<b>Total</b>	<b>3,144</b>	<b>3,178</b>	<b>23,604</b>	<b>20,515</b>	<b>-15.06%</b>
<b>Grand Total</b>	<b>17,060</b>	<b>15,979</b>	<b>114,363</b>	<b>97,449</b>	<b>-17.36%</b>

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

<b>Assistance</b>	<u>June 2003</u>	<u>June 2004</u>	<u>Year to Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Computer/Instructional	1,011	1,392	3,841	6,680	42.5%
2. Mechanical	752	508	2,285	2,756	17.1%
3. Directional	902	1,451	4,521	7,455	39.4%
4. Tax Forms	18	24	1,171	1,721	32.0%
<b>Total</b>	<b>2,683</b>	<b>3,375</b>	<b>11,818</b>	<b>18,612</b>	<b>36.5%</b>
<b>Reference and Readers' Services</b>	<u>June 2003</u>	<u>June 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Specific Item Request	3,562	2,994	15,476	20,157	23.2%
2. Ready Reference	1,128	1,634	5,342	9,246	42.2%
3. In-Depth Reference	177	396	1,125	2,182	48.4%
4. Informational	1,480	2,205	6,584	10,889	39.5%
5. Instruction	187	50	595	256	-132.4%
6. Virtual Reference Desk	19	10	361	189	-91.0%
7. Interlibrary Loan Request	212	158	1,159	863	-34.3%
8. Readers' Advisory	155	188	696	923	24.6%
9. CCS Holds	1189	1,153	5,388	6,541	17.6%
<b>Total</b>	<b>8,109</b>	<b>8,788</b>	<b>36,726</b>	<b>51,246</b>	<b>28.3%</b>
<b>Sign Up</b>	<u>June 2003</u>	<u>June 2004</u>	<u>Year to Date 2003</u>	<u>Year to Date 2004</u>	<u>% Change</u>
1. Internet	6,194	6,855	29,906	42,930	30.3%
2. Computer Lab	462	540	2,648	4,660	43.2%
3. Group Study Rooms	558	660	4,095	5,204	21.3%
4. Ellis/Reading Edge	2	0	7	3	-133.3%
<b>Total</b>	<b>7,216</b>	<b>8,055</b>	<b>36,656</b>	<b>52,797</b>	<b>30.6%</b>
<b>Grand Total</b>	<b>18,008</b>	<b>20,218</b>	<b>85,200</b>	<b>122,655</b>	<b>30.5%</b>

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

<b>Assistance</b>	<u>June 2003</u>	<u>June 2004</u>	<u>Year To Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Computer Sign-up	2,206	1,530	15,194	10,318	-47.3%
2. Mech Troubleshooting	N/A	374	N/A	374	N/A
3. Computer Mech Instr	N/A	395	N/A	395	N/A
4. Program Sign-up	823	364	2,966	2,202	-34.7%
5. Information	N/A	738	N/A	738	N/A
6. Directional Questions	396	557	1,930	2,575	25.0%
<b>Total</b>	<b>3,425</b>	<b>3,958</b>	<b>20,090</b>	<b>16,602</b>	<b>-21.0%</b>
<b>In-House Circulation</b>	<u>June 2003</u>	<u>June 2004</u>	<u>Year To Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Train Sets	1,436	1,420	9,241	8,598	-7.5%
2. Chess/Checkers	87	29	444	414	-7.2%
3. School Supplies Handouts	N/A	42	N/A	781	N/A
4. Textbooks	7	19	67	142	52.8%
<b>Total</b>	<b>1,530</b>	<b>1,510</b>	<b>9,752</b>	<b>9,935</b>	<b>1.8%</b>
<b>Reference</b>	<u>June 2003</u>	<u>June 2004</u>	<u>Year To Date 2003</u>	<u>Year To Date 2004</u>	<u>% Change</u>
1. Specific Item Request	1,036	1,008	6,826	6,514	-4.8%
2. Reference	681	481	4,362	4,761	8.4%
3. Readers' Advisory	180	236	950	1,083	12.3%
4. ILL & Patron Holds	130	163	703	997	29.5%
5. Book Bag Request	7	9	137	50	-174.0%
<b>Total</b>	<b>2,034</b>	<b>1,897</b>	<b>12,978</b>	<b>13,405</b>	<b>3.2%</b>
<b>Grand Total</b>	<b>6,989</b>	<b>7,365</b>	<b>42,820</b>	<b>39,942</b>	<b>-7.2%</b>

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

Alldata	NA
BigChalk	106
CLCD	3
CQ Electronic Library	15
Ebsco:	
• Novelist	140
• Primary/Middle Search	0
• Searchasaurus	0
FACTS.com	5
First Search	1,956
Gale Group:	
• AncestryPlus	94*
• Biography Resource Center	223
• Business & Company Resource Center	138
• Contemporary Authors	24
• General Reference Center Gold	349
• Kids Infobits	13
• Opposing Viewpoints	132
• Student Resource Center	150
• What Do I Read Next?	5
Grolier Online	37*
Hoover's Online	NA
LitFinder	14
Morningstar	16*
NewsBank:	
• American Obituaries and Death Notices	866
• Chicago Tribune Archive	1,031
• Local newspapers	492
• Noticias en Español	13
ProQuest	260
( <i>Wall Street Journal</i> , <i>New York Times</i> Historical Archive)	
Reference USA	674
SIRS Discoverer	6
ValueLine	26
World Book Encyclopedia	22
 Total Searches & Queries	 6,810

\*Number of sessions or views (number of searches not provided)

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

Times Used    Attendance

**Library Sponsored Programs/Meetings**

Adult Services Meeting	1	9
Circulation Clerks Meeting	1	13
Colon Cancer	1	10
Cooks Guide to Chicago	1	70
Department Heads Meeting	2	18
Film - "Intolerable Cruelty"	1	58
Foreign Film Series	1	45
Friends of the Library	1	24
Great Decisions	1	24
I Always Bring Something to Read	1	19
Introduction to Basic Computers	3	21
Introduction to the Internet	4	22
Job Reclassification Meeting	1	9
Lunchtime Stories for Adults	1	7
Maine West H.S. Clinical Government Class	2	26
Management Committee Meeting	1	6
Market Madness	1	11
My Web Librarian	2	15
Orientation Meeting	1	5
Page Meeting	2	25
Prem Rawat Foundation	1	17
Senior Center Library	1	12
Spanish Language Computer Classes	2	13
Staff Security Training	3	97
Staff Technology Classes	4	18
Summer Entertaining	1	67
Tuesday Morning Book Group	1	22
 Total	 42	 683

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

Times Used   Attendance

**Outside Community Groups**

Chicago-North Romance Writers	1	30
Des Plaines Relay for Life	2	29
Graceland Manor Condo	1	8
Greater Des Plaines Condo Alliance	1	28
Illinois Democratic Students	1	40
IMRF	3	100
Kiwanis Club of Des Plaines	1	15
Library Community Foundation	1	6
Maine West Exchange Program	1	60
Polyglots Toastmasters	1	6
River Edge Condominium Meeting	1	20
Scandinavian Stamp Club	1	14
Sherwood Manor Condo Association	1	40
Square Spares	1	20
Thacker Park Condo Association	1	13
Toastmasters Club of Des Plaines	2	23
 Total	 20	 452

**Other**

Library Board Meeting	1	15
 Total	 1	 15

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

Times Used    Attendance

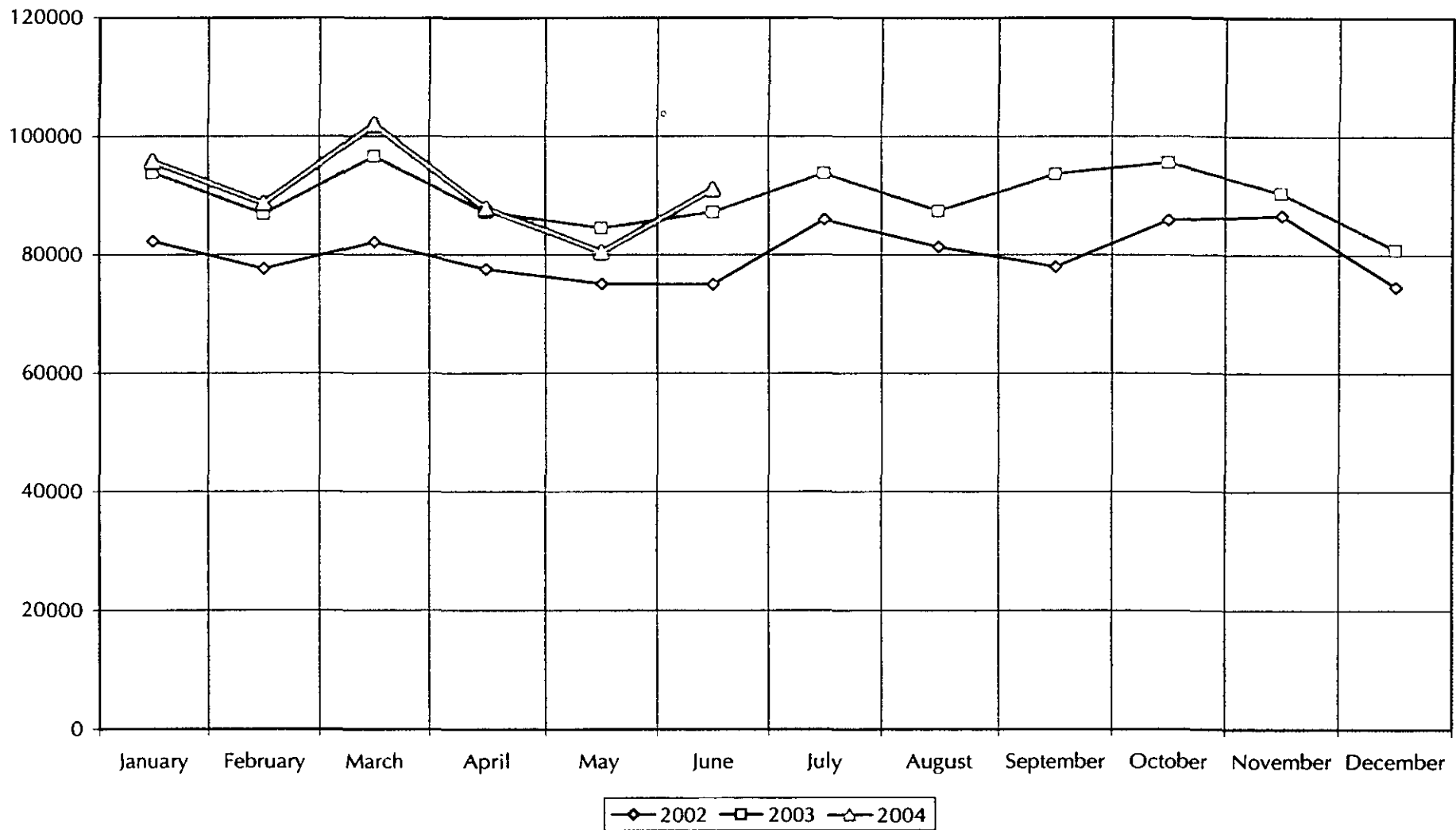
**Library Sponsored Children's Programs**

Brown Bag Movie	3	49
Drop-in Craft	2	162
Drop-in Storytime	3	92
Explore with Favorite Book Friends <sup>1</sup>	1	15
Express Yourself: Poetry Workshop <sup>1</sup>	1	8
Follow the Dog Star	1	84
Immanuel Lutheran Tour 1st graders	1	30
Jr. Great Books	1	12
Lewis & Clark Musical	1	108
Little Buckaroo's Party	1	50
Orchard Place Tour	1	17
Scrabble Roundup	1	15
Volunteer Orientation	2	20
 Total	 19	 662
 Literacy Program		
Learn to Read	16	780
 <b>Grand Total</b>	 <b>98</b>	 <b>2,592</b>

**JUNE Total = 58 groups involving 2,592 people.**

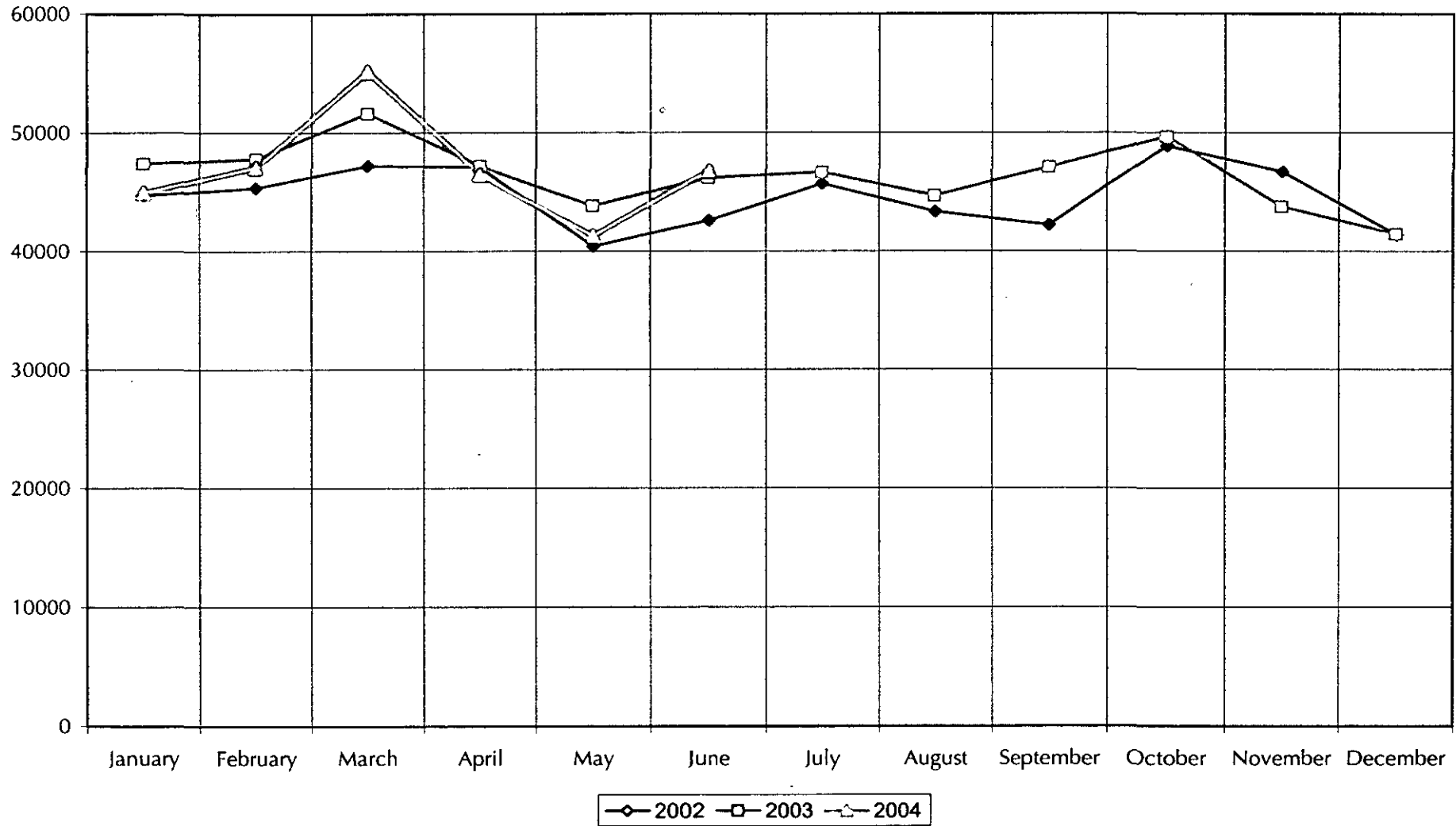
**2004 Year to Date Total = 408 groups involving 21,350 people.**

### Circulation Statistics Items Circulated Per Month By Year

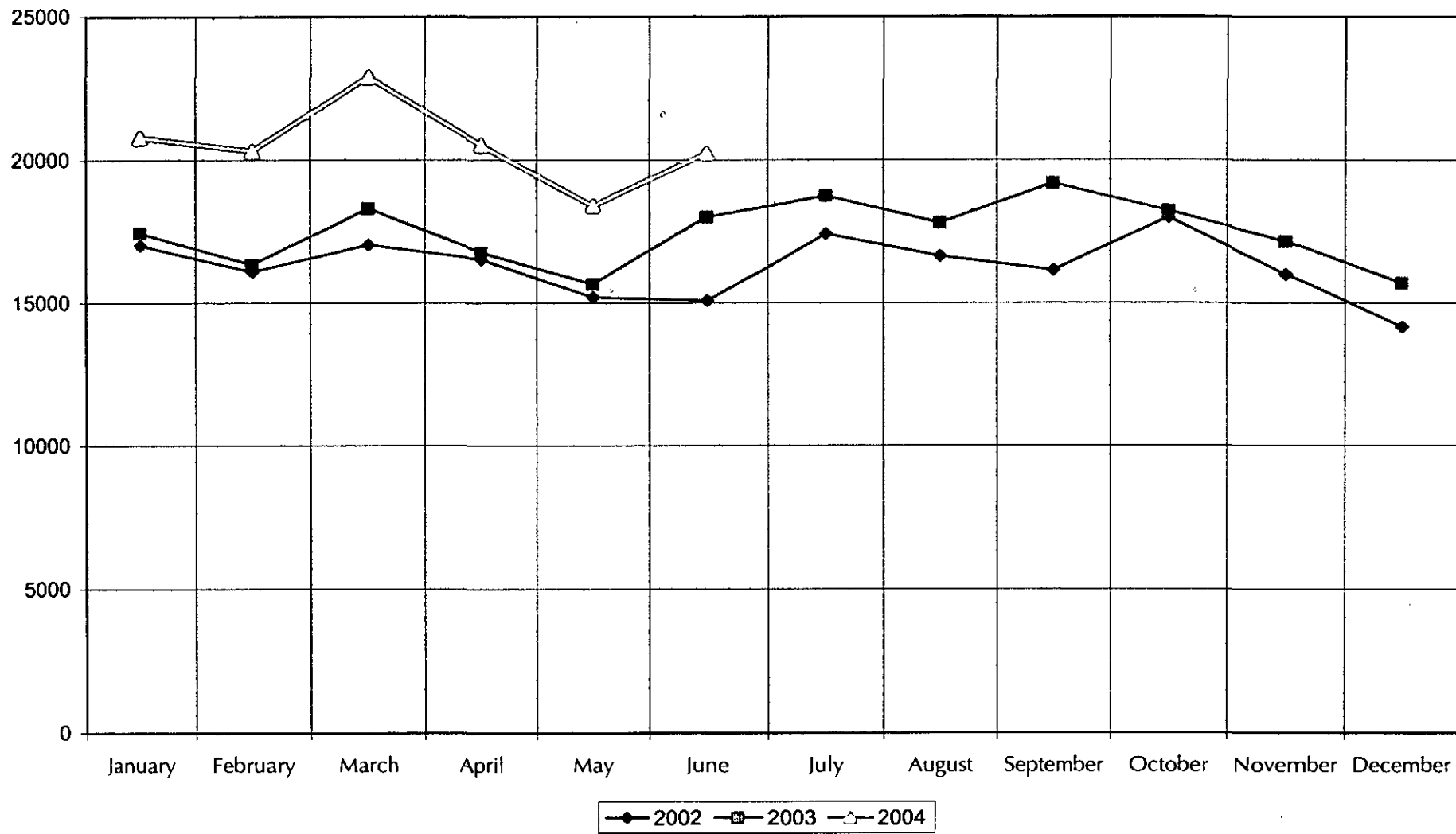




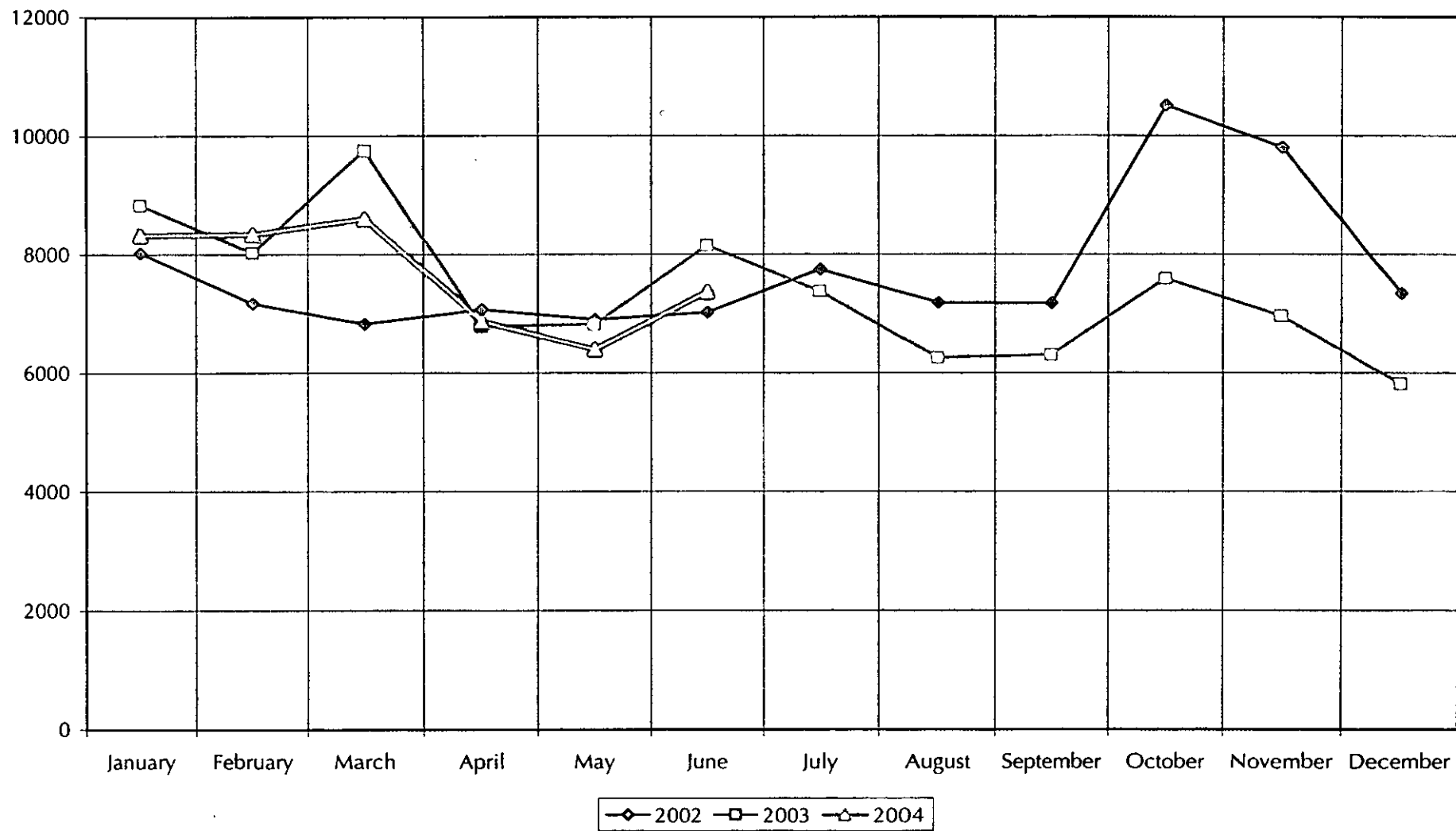
### Patron Attendance June 2004



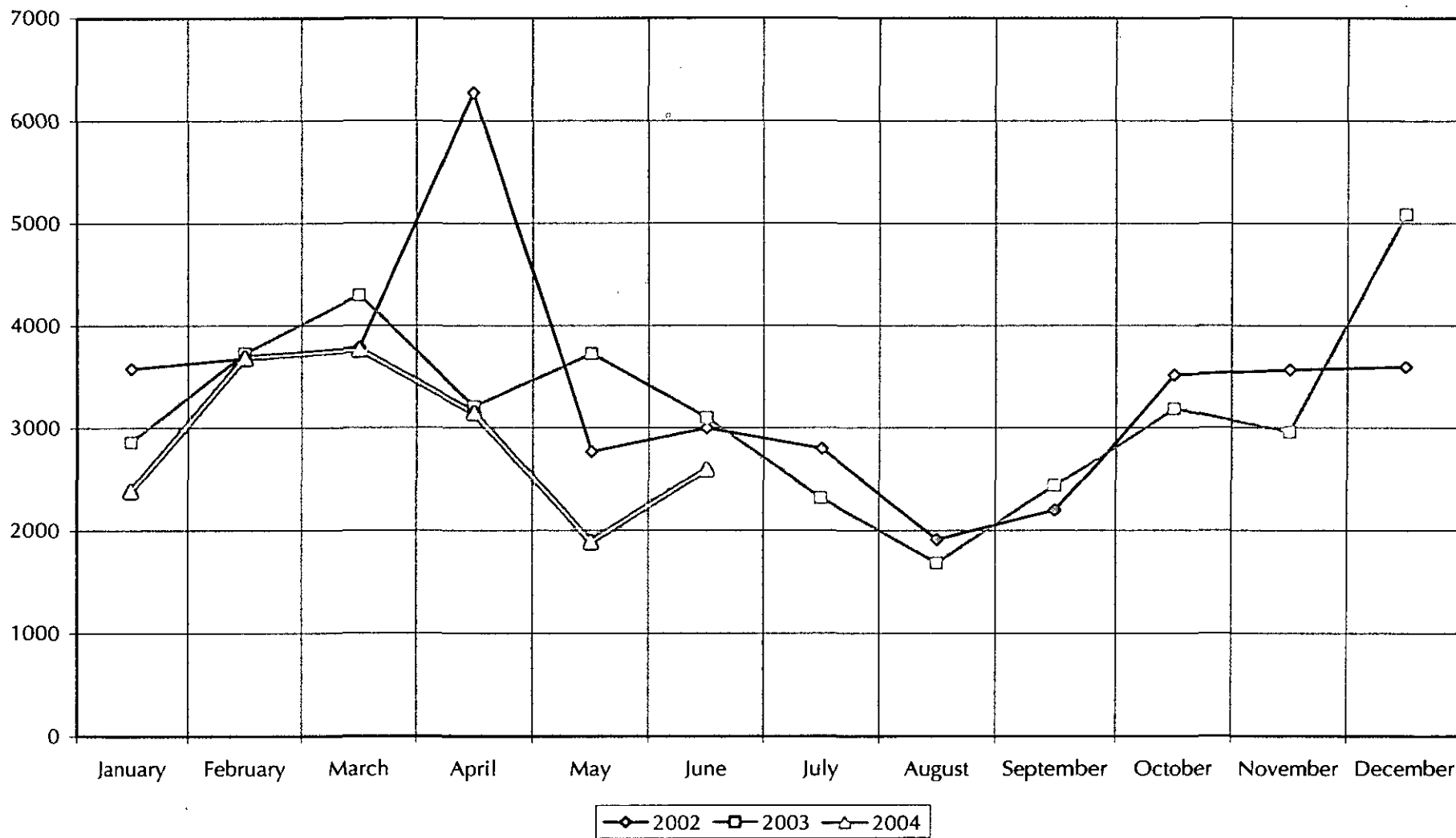
### Adult Patron Assistance June 2004



### Youth Patron Assistance June 2004



### Meeting Room Attendance June 2004



V.D.2.

Progress Report

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

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

FRIENDS OF THE DES PLAINES PUBLIC LIBRARY  
June 22, 2004

A reception for the opening of the Storybook Room has been scheduled for July 12, 2004 at 7:00 pm. A child is to be selected from the membership of the Summer Reading Club.

The amount of \$242+ over the \$8000 originally approved for the Lincoln Bronze was accepted and approved.

The Minutes, with corrections, and Treasurer's Report were accepted.

Mike Lake has been asked and has accepted the duty of Grand Marshall of the 4<sup>th</sup> of July Parade scheduled for July 3<sup>rd</sup>. This appointment was in recognition of the Friends of the Des Plaines Public Library's 50<sup>th</sup> Anniversary.

The Friends have received several valuable books. One in particular is an 1881 German Bible valued at over \$600. Having a Silent Auction of valuable books during the next book sale was discussed.

Referring to the Wish List presented to the Friends by the Des Public Library, a concealed screen for the Storybook Room was approved at a cost of \$2642.

The Infra Red Sound System for the hearing impaired for meeting rooms B & C was approved. An estimate of \$1500 was approved.

The art piece for Carol Kidd's wall was discussed and for the present time the Friends felt it was a too limited use of the money and want to see the money put to more general use.

An amount of \$4000 was approved for the purchase of plastic bags. Wally Meyer will look into price and purchase of the bags locally.

Revised and updated Bylaws were presented. Members of the Roundtable were asked to look them over and present any suggested changes and/or revisions to a member of the Committee before the next meeting. A revised version is to be presented at the August meeting.

The Friends are looking for a "structure" or schedule for the presentation of the Library Wish List and feel that the meetings following the October and April book sales would be appropriate. Of particular concern to the Friends, was the change in estimated amounts versus the final amounts of items. The Friends would like to see more realistic estimated prices quoted.

Respectfully Submitted,

Elaine M. Tejcek

**V.D.3.**

- Progress Report
- Response Requested by \_\_\_\_\_
- Board Action Required 07/20/04 meeting

BOARD OF TRUSTEES  
Minutes of the Management Committee Meeting  
July 8, 2004

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

Call to Order: 4:35 PM by Eldon Burk.

The Committee reviewed and made changes to library policies A-1 through A-14. The Committee will ask for Board approval at the July 20, 2004 Board of Trustee meeting.

The meeting adjourned at 5:45 PM.

Minutes prepared by Carol Kidd.

1499



RECEIVED

JUN 28 2004

DES PLAINES ART GUILD

DES PLAINES PUBLIC LIBRARY  
P. O. BOX 81, DES PLAINES, ILLINOIS 60016

June 25, 2004

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

Dear Sandra:

This letter conveys our sincere thanks to you and your staff for the generous support and cooperation in providing the Des Plaines Art Guild with space on the Library Plaza, as well as storage space for the artists, for our 51<sup>st</sup> Annual Invitational Art Fair on June 5<sup>th</sup> & 6<sup>th</sup>. Your assistance as well as the assistance of your staff helped to make our 51<sup>st</sup> Anniversary Art Fair a very successful event. The cooperation of Mother Nature of the unbelievably magnificent weather we had was a blessing as well.

It is organizations like The Des Plaines Public Library that make our Art Fairs a great success story. Again, we appreciate all the support you have given us over the years, and we look forward to working with you again in the near future.

Thanks again.

Sincerely,

Joanna Weiss  
Art Fair Chairwoman

/jpw



**NIGHT OWL**  
REFERENCE SERVICE



RECEIVED

JUN 21 2004

May, 2004

Total number calls = 538

2 Antioch Public Library  
40 Arlington Heights Memorial Library  
12 Barrington Area Public Library  
5 Bedford Park Public Library  
30 Bellwood Public Library  
5 Bradley Public Library  
4 Charleston Public Library  
9 Coal City Public Library  
11 Des Plaines Public Library  
5 Ela Area Public Library  
24 Elk Grove Village Public Library  
31 Elmhurst Public Library  
7 Fossil Ridge Public Library  
15 Glenview Public Library  
23 Highland Park Public Library  
22 Homer Township Public Library  
6 Homewood Public Library  
14 Indian Trails Public Library  
12 Lake Forest Public Library

11 Lisle Library District **DES PLAINES PUBLIC LIBRARY**  
4 Mokena Public Library  
13 Mt Prospect Public Library  
3 Nippersink Public Library  
16 Northbrook Public Library  
15 Oswego Public Library  
13 Park Ridge Public Library  
5 Prospect Heights Public Library  
7 Riverside Public Library  
11 Rolling Meadows Public Library  
12 St. Charles Public Library  
24 Schaumburg Township Public Library  
50 Skokie Public Library  
11 Vernon Area Public Library  
28 Villa Park Public Library  
7 Warrenville Public Library  
10 Westchester Public Library  
19 Woodstock Public Library



**SAMPLE QUESTIONS**

How to get from de Gaulle Airport to Avignon  
Maximum cargo weight for tractor trailer  
Status of Air America Radio  
Name of bird native to Illinois  
Paul McCartney's band during the 70s  
Phone number for the U of I in Urbana  
Information on genealogy sources at Arlington Heights  
Forms for Green Card holder for leaving and returning to the U.S.  
Type of Navy hat worn in WWI  
Definition of 'grip' (pertaining to luggage)  
How to apply copper sulfate to control tree roots  
How to program universal VCR remote  
Book on history of design patents  
What to do about tomato blight  
Website for futures market quotes

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

*Marilyn Uselmann*  
Marilyn Uselmann  
Head, Night Owl Reference  
muselman@ahml.info

MEMORANDUM

TO: SANDRA   
FROM: HECTOR   
SUBJECT: SERVER REPLACEMENT PLAN  
DATE: 07/13/04

This is to request authorization to purchase ten (10) new servers estimated value amount \$ 31,500 according to the attached list. Budget allocation for this item was estimated on \$ 60,000.

The acquisition of this equipment will replace existing, underpowered, and out of warranty servers.

In addition, I would like to request your approval to buy software to run the mentioned new servers. Please see attached list of software to be purchased. Also note that these items were not budgeted for this year, however because of significant savings from the server purchase we may be able to buy these items this year.

I will have pricing and vendor information by next Board's meeting.

**EQUIPMENT TO BE PURCHASED BY DES PLAINES PUBLIC LIBRARY**

**SERVERS (10)**

3 – PowerEdge 1750  
1U Rack Mount  
Dual 2.8 GHz Xeon Processors  
2 GB RAM  
2 36 GB SCSI HDD in a RAID 1 configuration (36GB total storage)  
DVD Drive

2 – PowerEdge 2650  
2 U Rack Mount  
Dual 2.8 GB RAM  
3 73 GB SCSI HDD in a RAID 5 configuration (146GB total storage)  
DVD Drive

5 – PowerEdge 700  
2.8 GHz PIV Processor  
2 GB RAM  
2 80GB SATA HDD in a RAID 1 configuration (80GB total storage)  
DVD Drive

**AUTOLOADER**

1 - DAT (DDS-4) Drive based  
6-tape magazine

**SWITCH**

1 – KVM 16-port plus cables

**SOFTWARE**

10 – Windows 2003 w/200 CALs  
1 – MS Exchange 2003 w/100 CALs  
1 – Backup Software (11 Arcserve licenses)  
1 – SQL Server w/10 CALs

### GENERAL POLICY

The Des Plaines Public Library Board of Trustees adopts the American Library Association's Library Bill of Rights as its general policy.

### LIBRARY BILL OF RIGHTS

The ALA affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library services. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

American Library Association Council, 1980

Approved 9/16/80  
Reviewed and Approved 3/20/95  
Reviewed and Approved 04/20/99  
Reviewed and Approved 01/15/02  
Reviewed and Approved \_\_\_\_\_

## CONFIDENTIALITY OF RECORDS

### I. Patron Records

- A. In accordance with the Library Records Confidentiality Act (75 ILCS 70/1, 70/2) library registration records and circulation records that identify that an individual has borrowed particular books or materials will be maintained as confidential information.
- B. Parents or legal guardians of children under ~~fourteen~~ 14 years of age may obtain information about ~~specific~~ materials their children have ~~borrowed~~ currently checked out upon providing information to library staff that identifies them and their children with their registration information.
- C. Patrons ~~fourteen~~ 14 years and older may obtain information about materials they have ~~borrowed~~ currently checked out upon providing information to library staff that identifies them with their registration information.
- D. In all other cases, information may be obtained only through the issuance of a court order for which law enforcement authorities have made a compelling case for release of this information. All court orders shall be referred to the Library ~~Administrator~~ Director.

### II. Administrative Records

- A. The following personnel records will remain confidential: home address, telephone number, private email address, social security number, performance evaluation, medical records, marital status, race, religion, and/or disability.
- B. Information pertaining to building security, including access codes to the theft detection system and combination to the safe, will remain confidential.
- C. All requests for personnel and building security information shall be referred to the Library ~~Administrator~~ Director.

### III. Compliance

All employees are responsible for compliance with this policy. Failure to comply will subject employees to disciplinary action, up to and including dismissal.

Approved 03/20/95  
 Revised and Approved 09/21/99  
 Reviewed and Approved 01/15/02

COMPLAINTS CONCERNING LIBRARY SERVICE SPECIFIC LIBRARY POLICIES, RULES,  
OR PROCEDURES

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

All complaints about library service, rules, procedures, and breaches of library policy will be resolved by the Library Director.

Citizen complaints about library policy will be directed to the Board of Trustees Management Committee.

Approved 3/20/95  
Reviewed and Approved 04/20/99  
Revised and Approved 01/15/02



A-3A

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

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone (day) \_\_\_\_\_

Telephone (evening) \_\_\_\_\_

Email Address \_\_\_\_\_

Best way, method, and time to contact you \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What action would you like the Library ~~Administrator~~ Director and/or the library trustees to take?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### COMPLAINTS CONCERNING LIBRARY MATERIALS

The library supports the American Library Association Bill of Rights and affirms the concept of intellectual freedom. Materials owned by the Library will meet the criteria set forth in the Library's materials selection policy (Section B). ~~However, because of the diversity of materials, some individual complaints may arise.~~ The following procedures will be used when a patron registers a complaint:

1. All complaints shall be referred to the Library ~~Administrator~~ Director. The complaint must be filed in writing (see Citizen's Opinion Concerning Specific Library Material form). The Library ~~Administrator~~ Director will respond in writing to the patron within thirty (30) days.

If the patron is not satisfied with the response, reconsideration may be obtained in the following manner:

2. The complaint may be referred by the Library ~~Administrator~~ Director to a Staff Materials Selection Committee for evaluation. The committee will review the process for selecting the questioned material and submit a written recommendation within thirty (30) days. The Library ~~Administrator~~ Director will then forward the committee's recommendation to the patron.
3. If the patron desires further action, the complaint may be referred to the Management Committee of the Library Board for review. The committee will consider the complaint and the recommendations of the Library ~~Administrator~~ Director and Materials Selection Committee and will inform the Library Board and send a written response to the patron within thirty (30) days.
4. If the patron wishes to appeal, a special hearing with the Library Board will be held to hear the complaint. The City Attorney may be requested to appear at this meeting to clarify legal questions. A response to the complainant will be provided in writing as soon as possible, but no later than thirty (30) days following the Board's decision.

Approved 3/20/95  
Reviewed and Approved 04/20/99  
Reviewed and Approved 01/15/02



CITIZEN'S OPINION CONCERNING SPECIFIC LIBRARY MATERIAL

1. Author \_\_\_\_\_

2. Title \_\_\_\_\_

3. Publisher \_\_\_\_\_

4. \_\_\_\_\_ Book \_\_\_\_\_ Art Print \_\_\_\_\_ Video \_\_\_\_\_ Recording \_\_\_\_\_ Other

5. In what section of the library is the material located? \_\_\_\_\_ Adult \_\_\_\_\_ Children's

6. How did the material come to your attention? \_\_\_\_\_

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. What did you find positive in this material?

\_\_\_\_\_  
\_\_\_\_\_

10. What is the theme of this material? \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

13. For what age group is this material appropriate? \_\_\_\_\_

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

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

Further comments:

Signature \_\_\_\_\_ Print or type name \_\_\_\_\_

Phone number \_\_\_\_\_ Address \_\_\_\_\_

Do you represent an organization or group? If yes, please identify the group. \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

**DES PLAINES PUBLIC LIBRARY**  
1501 Ellinwood Street  
Des Plaines, Illinois 60016

## REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Do you represent yourself? \_\_\_\_\_ Your organization? \_\_\_\_\_

1. Resource on which you are commenting: \_\_\_\_\_ Book \_\_\_\_\_ Textbook

\_\_\_\_\_ Video \_\_\_\_\_ Display \_\_\_\_\_ Magazine \_\_\_\_\_ Library Program

\_\_\_\_\_ Audio Recording \_\_\_\_\_ Newspaper

\_\_\_\_\_ Electronic Information/network (please specify):

\_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_

Title: \_\_\_\_\_

Author/Producer: \_\_\_\_\_

2. What brought this resource to your attention?

\_\_\_\_\_

3. Have you examined the entire resource?

\_\_\_\_\_

4. What concerns you about the resource? (Use other side or additional pages if necessary.)

\_\_\_\_\_

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

\_\_\_\_\_

## GUIDELINES FOR HEARINGS CONCERNING LIBRARY MATERIALS

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

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

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

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

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

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

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

Approved 7/21/92  
Revised and Approved 3/20/95  
Reviewed and Approved 04/20/99  
Revised and Approved 01/15/02

DES PLAINES PUBLIC LIBRARY  
MATERIALS RECONSIDERATION HEARING

REGISTRATION FORM

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

DATE \_\_\_\_\_

\_\_\_\_\_ I wish to testify my point of view relating to the matter being addressed.

\_\_\_\_\_ I wish to attend as an audience member.

\_\_\_\_\_ I wish to record my point of view in the space provided below.

Comments:

Approved 7/21/92  
Reviewed and Approved 3/20/95  
Reviewed and Approved 04/20/99  
Reveiwed and Approved 01/15/02

NORTH SUBURBAN LIBRARY SYSTEM MEMBERSHIP

The Des Plaines Public Library shall be a member of the North Suburban Library System and will share in the varying benefits and responsibilities of this membership.

Participation in Interlibrary Loan, Reciprocal Borrowing, and other beneficial programs of the System is to be accepted fully.

A member of the Des Plaines Public Library Board of Trustees shall be appointed as official representative to attend and participate in the North Suburban Library System Board activities and discussions and to make the Des Plaines Public Library Board members aware of the operation, function, activities, and concerns of the Library System.

It is the responsibility of the Des Plaines Public Library staff to participate in professional activities and discussion groups within the North Suburban Library System.

Approved 3/20/95  
Reviewed and Approved 04/20/99  
Reviewed and Approved 01/15/02

MISSION STATEMENT

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

Approved 09/17/96  
Reviewed and Approved 04/20/99  
Reviewed and Approved 01/15/02

### STATEMENT ON PROFESSIONAL ETHICS

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

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

Approved 09/21/96  
Reviewed and Approved 04/20/99  
Revised and Approved 01/15/02



### POLICY ON LIBRARY EXPENDITURES

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

Emergency purchases of goods or services \$5,000 and above that must be effected to protect the health and welfare of library personnel and patrons as well as library property may be made with the concurrence of two members of the Finance Committee.\*

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

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

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

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

\* The Finance Committee is three members of the Library Board of Trustees and the Library Board President.

Approved 6/21/88  
Revised and Approved 3/20/95  
Reviewed and Approved 04/20/99  
Revised and Approved 03/19/02

### GIFTS AND ENDOWMENTS

Gifts of monies, real property, library or other materials, equipment, or services to the Des Plaines Public Library may be accepted by the library when such a gift or its acceptance:

1. Contributes to the achievement of the library's adopted goals and objectives,
2. Does not result in a conflict with the library materials selection or other adopted policy or regulation,
3. Does not impose a restriction on the library as a condition of the gift, unless such restriction is formally accepted by the Library Board of Trustees,
4. Is not likely to be perceived as an endorsement of an individual, a product, or a service, and
5. May be used or disposed of at the discretion of the library, unless otherwise mutually agreed by the donor and by the Library Board of Trustees at the time of the gift.

Gifts made to the library in accordance with this policy and without restriction by the donor may be accepted by the Library Administrator. However, gifts of a value of \$1,000 or more will be reported to the Library's Board of Trustees and the acceptance by the library of gifts of this value will not be final until such report has been made to the Board.

Unless otherwise provided, arrangements for and the cost of an appraisal of a gift in the interest of a donor will be the donor's responsibility prior to the conveyance of the gift to the library.

All gifts of significance will be appropriately acknowledged and recognized.

Approved 11/21/89  
Reviewed and Approved 04/18/95  
Revised and Approved 04/20/99  
Reviewed and Approved 04/17/01  
Reviewed and Approved 10/15/02

**DONOR FORM**

I hereby make the following gift to the Des Plaines Public Library:

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I have read and understand the Des Plaines Public Library Policy on Gifts and Endowments, and make this gift in accordance with this policy.

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness Signature \_\_\_\_\_

Date \_\_\_\_\_

I accept the gift herein described on behalf of the Des Plaines Public Library Board of Trustees and in accordance with the Library's Policy on Gifts and Endowments.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

Reviewed and Approved 04/20/99  
Reviewed and Approved 04/17/01  
Reviewed and Approved 10/15/02

BYLAWS OF THE BOARD OF TRUSTEES

DES PLAINES PUBLIC LIBRARY

Article I NAME

The name shall be the Board of Trustees of the Des Plaines Public Library, hereinafter referred to as the Board.

Article II OBJECTIVES

The Board shall provide library service to the residents of the City of Des Plaines, Illinois, and other patrons as authorized by law.

Article III GOVERNMENT

Section 1. The government of the Des Plaines Public Library shall be vested in the Board.

Section 2. The Board shall consist of nine Trustees appointed by the Mayor of the City of Des Plaines, with the approval of the City Council, to serve a term of three years. The terms of three Trustees expire June 30 of each year, or at the time that their successors are appointed.

Section 3. Board members are expected to attend all regular board meetings per board year and to fulfill their committee obligations. If a Board member attends fewer than six meetings per year, the Board President shall request that the Mayor remove the Board member in question from the Board in accordance with appropriate statutes.

Section 4. The Board shall adopt policy and general regulations devised to ensure the achievement of the Library's objectives, employ the Library ~~Administrator~~Director, supervise the expenditure of the Library's funds, discharge such legal responsibilities as indicated by law and perform such other duties as may be appropriate.

Article IV OFFICERS

Section 1. The officers shall consist of a President, a Vice President, a Secretary, and such other officers as the Board may from time to time deem necessary. The Secretary may be a member of the Library staff.

Section 2. The President shall preside at all meetings of the Board, appoint any necessary committees, serve as ex officio member of all committees, sign official documents, cause to be prepared and distribute an agenda for all Board meetings, regular and special, and assume such other duties as directed by the Board. The President shall be responsible for orientation of each newly appointed Trustee. The President shall be the official speaker or shall designate a speaker for the Board in matters of public interest.

Section 3. The Vice President shall perform the duties of the President in the absence or the inability of the President to act.

Section 4. The Secretary shall keep, or cause to be kept, minutes of transactions, a list of subjects referred to committees of the Board with dates of reference, sign documents and correspondence in the name of the Board when so directed by the President and/or the Board and perform such other duties as the Board may direct. In the absence of the Secretary, the President shall appoint a secretary pro-tempore.

Section 5. Vacancies occurring between annual elections of officers may be filled by the Board at any meeting by majority vote when a quorum is present.

#### Article V ELECTIONS

The President shall designate three Board members to select a slate of officers to be presented at the June meeting for consideration for election at the July meeting. Nominations from the floor may be accepted prior to the July meeting vote. The officers shall be elected for a term of one year and will assume office at the July meeting upon election.

#### Article VI MEETINGS

Section 1. Regular Board meetings shall be held at the Library on dates determined by the Board at each July meeting.

Section 2. Special Board meetings may be called by the Secretary on order of the President, or upon the written request of three trustees. Notice shall be sent to Board Members for receipt at least one day before the meeting. No business shall be transacted other than that stated in the notice.

Section 3. At all meetings, five Trustees shall constitute a quorum.

Section 4. At the discretion of the President, or upon the duly adopted motion of any Trustee at any meeting, the Board may recess to executive session for consideration of matters as authorized by state statutes. Attendance at the executive sessions by persons other than Trustees will be at the discretion of the Board members.

#### Article VII VOTING

Section 1. A majority of a quorum of the Trustees present and voting is required to carry any motion unless otherwise provided in the By-laws.

Section 2. All motions dealing with the hiring or dismissal of the Library ~~Administrator~~ Director must be approved by six votes.

## Article VIII COMMITTEES

Section 1. The President shall appoint committees as needed in addition to the standing committees.

Section 2. Standing committees of the Board shall be Finance, Building and Grounds, Management, Planning, and Executive.

Section 3. The Finance Committee shall determine the financial needs of the Library and work with the Library ~~Administrator~~Director in the preparation and presentation of the annual budget. The Committee shall also oversee the financial records of the Library as detailed in Article IX.

Section 4. The Building and Grounds Committee shall be responsible for seeing that the library building and grounds are properly equipped and in good repair and appearance. ~~This Committee shall be responsible for arranging insurance coverage for Library properties.~~

Section 5. The Management Committee shall formulate policies regarding management of the Library including managerial and operational matters. This committee shall review and revise the By-laws in the first quarter of even-numbered years.

Section 6. The Planning Committee shall review the Strategic Plan annually and report its recommendations to the full Board in November.

Section 7. The Executive Committee shall consist of the President, the Vice-President, and the Chairs of each of the other Standing Committees. The President may name additional members to the Executive Committee at the President's discretion. The Executive Committee shall meet as needed to discuss the Library ~~Administrator~~Director's compensation and make recommendations to the full Board of Trustees. The Executive Committee may act in any emergency between Board meetings, but actions which would *ordinarily require full Board approval require a super-majority of two-thirds of the* Committee members in agreement and must be ratified by the full Board at the next regularly scheduled Board meeting. Minutes must be taken of any meeting during which action is taken which would ordinarily require full Board approval, and those minutes shall be preserved as are minutes of any other Standing Committee meeting.

## Article IX FINANCES

Section 1. The Board shall have the exclusive control of the expenditure of all monies collected for the ~~l~~library and deposited to the credit of the Library Fund and any gift or endowment funds provided for library purposes.

Section 2. An annual balanced budget of expected receipts and expenditures shall be prepared by the Library ~~Administrator~~Director for the consideration of the Finance Committee and final approval by the Board within the time limits prescribed for inclusion in the annual budget of the City of Des Plaines.

Section 3. After approval of the annual appropriation ordinance of the City of Des Plaines, the Board may by an annual resolution, authorize the Library ~~Administrator~~Director to expend available funds for library purposes without prior approval of the Board, provided such expenditures do not exceed the limitations of applicable Illinois statutes requiring competitive bidding or prior approval of the Board, and such expenditures do not exceed the applicable line item amount authorized in the annual operating budget.

Section 4. All disbursements shall be by duly approved vouchers and checks signed by the Director of Finance and Administrative Services of Des Plaines.

Section 5. The City of Des Plaines Director of Finance shall keep and maintain a record of all receipts, disbursements and balances in any funds and provide monthly statements of the funds to the Board and the Library ~~Administrator~~Director. At the end of the fiscal year an audit shall be performed by independent public accountants.

#### Article X ADMINISTRATION

The Library ~~Administrator~~Director shall execute the policies adopted by the Board. The ~~Administrator~~Director's duties shall include directing and supervising all staff members in their duties and proposing policies and procedures that promote the efficiency of Library operations and service to patrons.

#### Article XI PARLIAMENTARY AUTHORITY

Proceedings of all meetings shall be governed by Robert's Rules of Order Revised.

#### Article XII AMENDMENTS

These By-laws may be amended at any regular meeting by a two-thirds affirmative vote of a quorum of the members. A copy of the proposed amendment must accompany the call for the meeting.

Approved 5/21/91  
 Reviewed and Approved 3/20/95  
 Revised and Approved 04/15/97  
 Reviewed and Approved 04/21/98  
 Reviewed and Approved 04/20/99  
 Revised and Approved 12/19/00  
 Revised and Approved 06/19/01  
 Reviewed and Approved 01/15/02

### ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES

~~Trustees must promote a high level of library service while observing ethical standards.~~  
Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.

Trustees must avoid situations in which personal interest might be served or financial benefits gained at the expense of library users, colleagues, or the situation. It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance or a conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

~~A trustee~~ Trustees must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept ~~appointment to a library board~~ library board responsibilities are expected to perform all of the functions of library trustees.

Approved 09/21/96  
Reviewed and Approved 04/20/99  
Reviewed and Approved 01/15/02



### ORGANIZATION AND OPERATION

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

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

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

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

Support by the ~~City of Des Plaines to the Public Library~~ includes some bookmobile maintenance services at the City Garage, payroll and payment of bills through the Finance Department, some legal services from the City Attorney, and some services from the Public Works Department and the purchasing office. All full time ~~Library~~ personnel are screened by the Personnel section of the City's Department of Human Resources, ~~before final screening by the Library for hiring. This procedure is followed as t~~ The Library's full time employees, unless declared exempt, ~~are, by state law,~~ under the City's Civil Service system.

Approved 2/16/93

Reviewed and Approved 3/20/95

Reviewed and Approved 04/20/99

Reviewed and Approved 01/15/02

1525

PUBLIC PARTICIPATION AT BOARD MEETINGS

Time will be designated at each open meeting for public comment.

Procedure

1. All visitors who want to make a public statement must sign the visitor registration form prior to the beginning of the meeting.
2. The President of the Board will determine and announce the guidelines for public comments, including who will be recognized, the time limits for each speaker, and the total time allowed for the public comment session.
3. The Board will take questions and comments under advisement and respond at a later date if the Board believes further information and deliberation is required.
4. Comments relating to individual staff members will be taken in executive session as allowed by the Illinois Open Meetings Law.

Approved 3/16/93  
Revised 4/20/93  
Revised and Approved 3/20/95  
Reviewed and Approved 04/20/99  
Reviewed and Approved 01/15/02

DES PLAINES PUBLIC LIBRARY BOARD

VISITOR REGISTRATION

The Board President will set and announce the time limits and other guidelines for public participation immediately before the public comment session begins.

Date: \_\_\_\_\_

1. Name

Address

Topic

2. Name

Address

Topic

3. Name

Address

Topic

4. Name

Address

Topic

If we cannot answer your question at this meeting, we will reply as soon as possible.  
Thank you for your interest in the Des Plaines Public Library.

Approved 3/16/93  
Reviewed and Approved 3/20/95  
Reviewed and Approved 04/20/99  
Reviewed and Approved 01/15/02

### 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.

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.

Approved 04/18/95  
Revised and Approved 04/15/97  
Reviewed and Approved 04/20/99  
Reviewed and Approved 01/15/02  
Revised and Approved 09/17/02  
Revised and Approved 06/15/04

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~~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 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~~Director. 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~~Director 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~~Director (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~~Director. 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~~Director.
8. Any item of business for a Board agenda shall be directed to the president and the Library ~~Administrator~~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 ~~Administrator~~Director in accordance with the Board's established procedures.
9. The Library ~~Administrator~~Director 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.

Approved 01/20/04

# **Parliamentary Procedure: The Basics**

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**NORTH SUBURBAN LIBRARY SYSTEM**

**Wednesday, June 16, 2004**

**Chadwick Raymond  
Northbrook Public Library**

# Procedural Sources

- Robert's Rules Of Order, 10<sup>th</sup> Edition, Perseus Press, 2000**
- The Standard Code of Parliamentary Procedure, Alice Sturgis, 4<sup>th</sup> Edition, McGraw-Hill, 2001**
- Pointers on Parliamentary Procedure, National Association of Parliamentarians**
- Illinois Library Laws, Illinois Library Association, 2001**
- Manual on Illinois' "Sunshine Laws", Illinois Municipal League**
- Bylaws, Local Library**



# **Getting Ready...For Desired Outcomes**

## **Starting with the Basics**

- ✓ **Meeting Notice (why, who, when, where)**
- ✓ **Collaborative, Realistic Agenda**
- ✓ **Timely, Advance Information Packets**
- ✓ **Reading, Thinking, Asking**
- ✓ **Room Preparations (type of table, seating, temperature, equipment, acoustics, etc.)**
  - ✓ **Food and Beverages**
  - ✓ **Public Agendas**
  - ✓ **Post Packet Information**
  - ✓ **Visitors/Staff**
  - ✓ **Surprises (prevent, anticipate)**

## **Five Basic Procedural Recommendations**

- 1) Comply with library related laws**
- 2) Comply with your bylaws**
- 3) Select a parliamentary authority for reference**
- 4) Keep your parliamentary procedures simple**
- 5) Be constructive, not destructive in the things you say and do**

## **Precedence of Rules**

- 1) Law**
- 2) Bylaws and Rules (Standing/Special)**
- 3) Adopted Parliamentary Authority**
- 4) Custom**
- 5) Common Sense**

# Procedures for Small Boards

## Roberts 10<sup>th</sup> Edition

What does Robert's say about the conduct of small Boards?

It may surprise you.

- ▶ Not more than about a dozen
- ▶ Trustees not required to obtain the floor before motions/speaking
- ▶ Motions need not be seconded
- ▶ No limit to number of times a member can speak/shouldn't move to limit/close
- ▶ Informal discussion without pending motion
- ▶ Vote ok without a motion if perfectly clear
- ▶ Chairman can speak, make motions, vote

# Sturgis 4<sup>th</sup> Edition

***"Should a board of directors operate as an assemble or a committee?"***

**It depends on size. A small board, such as one of five members, will operate like a committee. A large board, with perhaps ten or twelve members, should be conducted with much more formality."**

***"What are the main differences in procedure in a committee and an assembly?"***

**In a committee, discussion is generally informal and unrestricted. Members address each other directly, instead of through the chair. Members raise their hands to obtain recognition, instead of standing, and they need not stand when speaking. In a committee or in a board meeting motions do not require a second.**

**Probably the most important difference between assemblies and committees, however, is that in an assembly one can speak only to a motion that has been made and seconded. In a committee the procedure is usually reversed: a matter may be discussed at great length before a specific proposal is even formulated."**

# Custom

## Sturgis

**“Custom and tradition can establish unwritten rules which are valid, provided that they do not conflict with bylaws. To avoid misunderstanding, however, it is advisable to put them in writing as standing rules.”**

## Roberts

**“In some organizations a particular practice may sometimes come to be followed as a matter of established custom so that it is treated practically as if it were prescribed by a rule of order. However, if such a practice is or becomes in conflict with the parliamentary authority or any written rules of the organization, and a Point of Order citing the conflict is raised at any time, the custom falls to the ground, and the conflicting provision in the parliamentary authority or written rule must thereafter be complied with...If there is no contrary provision in the parliamentary authority or written rules, the established custom should be adhered to unless the assembly, by a majority vote, agrees to do otherwise.”**

# **The Hazards of Informality-**

## **Some Practical Tips**

- ⊗ **Back to the Basics**
- ⊗ **Timed Agenda/Discussion**
- ⊗ **Fair Hearing**
- ⊗ **Presiding Officer**
  - Understand the Responsibilities**
  - Demand Civility/Lead by Example**
  - Preparation/Organization**
  - Objectivity/Diplomacy**
  - Boundaries (e.g. stifle out-of-order remarks)**
  - Intervention**
  - Meeting Ownership**
- ⊗ **Executive Director**
- ⊗ **Continuing Education**

# Meeting Elements

- ▶ **Quorum**
- ▶ **Agenda**
- ▶ **Motions**
- ▶ **Processing of Motions**

**Trustee Makes a Motion**

**Another Trustee Seconds the Motion**

**President States the Motion**

**Board Discusses the Motion**

**President Puts the Question to Vote**

**President States the Result**

# Precedence of Motions

## *Order of Precedence*

### 1. PRIVILEGED MOTIONS

1. Adjourn
2. Recess
3. Question of privilege

### 2. SUBSIDIARY MOTIONS

4. Postpone temporarily (Table)
5. Close debate
6. Limit debate
7. Postpone to a certain time
8. Refer to committee
9. Amend

### 3. MAIN MOTIONS

10. The main motion
11. Restorative main motions
  - Amend a previous action
  - Ratify
  - Reconsider
  - Rescind
  - Resume consideration



# **Precedence of Motions**

- 1. When a motion is being considered, any motion of higher precedence may be proposed, but no motion of lower precedence may be proposed.**
- 2. Motions are considered and voted on in reverse order to their proposal. The motion last proposed is considered and disposed of first.**

**PRINCIPAL RULES**

**GOVERNING MOTIONS**

<i>Order of precedence<sup>1</sup></i>	<i>Can interrupt?</i>	<i>Requires second?</i>	<i>Debat-able</i>	<i>Amend-able?</i>
<b>PRIVILEGED MOTIONS</b>				
1. Adjourn	No	Yes	Yes <sup>3</sup>	Yes <sup>3</sup>
2. Recess	No	Yes	Yes <sup>3</sup>	Yes <sup>3</sup>
3. Question of privilege	Yes	No	No	No
<b>SUBSIDIARY MOTIONS</b>				
4. Postpone temporarily (Table)	No	Yes	No	No
5. Close debate	No	Yes	No	No
6. Limit debate	No	Yes	Yes <sup>3</sup>	Yes <sup>3</sup>
7. Postpone to a certain time	No	Yes	Yes <sup>3</sup>	Yes <sup>3</sup>
8. Refer to committee	No	Yes	Yes <sup>3</sup>	Yes <sup>3</sup>
9. Amend	No	Yes	Yes	Yes
<b>MAIN MOTIONS</b>				
10. a. The main motion	No	Yes	Yes	Yes
b. Restorative main motions				
Amend a previous action	No	Yes	Yes	Yes
Ratify	No	Yes	Yes	Yes
Reconsider	Yes	Yes	Yes <sup>3</sup>	No
Rescind	No	Yes	Yes	No
Resume consideration	No	Yes	No	No

<i>Vote required?</i>	<i>Applies to what other motions?</i>	<i>Can have what other motions applied to it?<sup>4</sup></i>	<i>Refer to page</i>
Majority	None	Amend	77
Majority	None	Amend <sup>3</sup>	75
None	None	None	72
Majority <sup>2</sup>	Main motion	None	68
2/3	Debatable motions	None	65
2/3	Debatable motions	Amend <sup>3</sup>	62
Majority	Main motion	Amend <sup>3</sup> , close debate, limit debate	58
Majority	Main motion	Amend <sup>3</sup> , close debate, limit debate	55
Majority	Rewordable motions	Close debate, limit debate, amend	47
Majority	None	Restorative, subsidiary	32
Majority	Main motion	Subsidiary, restorative	36
Majority	Previous action	Subsidiary	37
Majority	Main motion	Close debate, limit debate	38
Majority	Main motion	Close debate, limit debate	42
Majority	Main motion	None	44

**INCIDENTAL MOTIONS**

<i>No order of precedence</i>	<i>Can interrupt?</i>	<i>Requires second?</i>	<i>Debat-able?</i>	<i>Amend-able?</i>
<b>MOTIONS</b>				
Appeal	Yes	Yes	Yes	No
Suspend rules	No	Yes	No	No
Consider informally	No	Yes	No	No
<b>REQUESTS</b>				
Point of order	Yes	No	No	No
Parliamentary inquiry	Yes	No	No	No
Withdraw a motion	Yes	No	No	No
Division of question	No	No	No	No
Division of assembly	Yes	No	No	No

<i>Vote required?</i>	<i>Applies to what other motion?</i>	<i>Can have what other motions applied to it?</i>	<i>Refer to page</i>
			82
Majority	Decision of chair	Close debate, limit debate	
2/3	None	None	84
Majority	Main motion	None	128
None	Any error	None	87
None	All motions	None	90
None	All motions	None	94
None	Main motion	None	96
None	Indecisive vote	None	99

<sup>1</sup> Motions are in order only if no motion higher on the list is pending. Thus, if a motion to close debate is pending, a motion to amend would be out of order; but a motion to recess would be in order, since it outranks the pending motion.

<sup>2</sup> Requires two-thirds vote when it would suppress a motion without debate.

<sup>3</sup> Restricted.

<sup>4</sup> Withdraw may be applied to all motions.

**THE CHIEF PURPOSES OF MOTIONS**

<b>PURPOSE</b>	<b>MOTION</b>
Present an idea for consideration and action	Main motion Resolution Consider informally
Improve a pending motion	Amend Division of question
Regulate or cut off debate	Limit or extend debate Close debate
Delay a decision	Refer to committee Postpone to a certain time Postpone temporarily Recess Adjourn
Suppress a proposal	Table Withdraw a motion
Meet an emergency	Question of privilege Suspend rules
Gain information on a pending motion	Parliamentary inquiry Request for information Request to ask member a question Question of privilege
Question the decision of the presiding officer	Point of order Appeal from decision of chair
Enforce rights and privileges	Division of assembly Division of question Parliamentary inquiry Point of order Appeal from decision of chair
Consider a question again	Resume consideration Reconsider Rescind Renew a motion Amend a previous action Ratify
Change an action already taken	Reconsider Rescind Amend a previous action
Terminate a meeting	Adjourn Recess

# Basic Information On Motions

## RANKING MOTIONS

## Principal Characteristics

These motions are listed in order of rank. When any one of these motions is immediately pending, those above it are in order and those below are not in order.

### PRIVILEGED MOTIONS

	Second Required	Can Be Debated	Can Be Amended	Vote Required	Can Be Reconsidered	Can Interrupt
13. Fix Time to Which to Adjourn .....	yes	no	yes	maj	yes	no
12. Adjourn .....	yes	no	no	maj	no	no
11. Recess .....	yes	no	yes	maj	no	no
10. Raise a Question of Privilege .....	no	no	no	X*	no	yes
9. Call for the Orders of the Day .....	no	no	no	X*	no	yes

### SUBSIDIARY MOTIONS

8. Lay on the Table .....	yes	no	no	maj	no	no
7. Previous Question (to close debate) .....	yes	no	no	2/3	yes*	no
6. Limit or Extend Limits of Debate .....	yes	no	yes	2/3	yes*	no
5. Postpone to a Certain Time .....	yes	yes	yes	maj	yes	no
4. Commit (or Refer) .....	yes	yes	yes	maj	yes*	no
3. Amend .....	yes	=	yes*	maj	yes	no
2. Postpone Indefinitely .....	yes	yes	no	maj	+	no
1. MAIN MOTION .....	yes	yes	yes	maj*	yes	no

## NON-RANKING MOTIONS

Whether these motions are in order depends upon the business already under consideration and what purpose they may serve when introduced.

### INCIDENTAL MOTIONS

Appeal .....	yes	*	no	maj	yes	yes
Close Nominations or the Polls .....	yes	no	yes	2/3	no	no
Consider by Paragraph or Seriatim .....	yes	no	yes	maj	no	no
Division of the Assembly .....	no	no	no	no	no	yes
Division of a Question .....	yes	no	yes	maj	no	no
Objection to Consideration of a Question .....	no	no	no	2/3	#	yes*
Parliamentary Inquiry .....	no	no	no	Chair	no	yes
Point of Order .....	no	no	no	Chair	no	yes
Reopen Nominations or the Polls .....	yes	no	yes	maj	#	no
Suspend the Rules* .....	yes	no	no	2/3*	no	no
Withdraw a Motion .....	no*	no	no	maj*	#	yes*

### MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY

Reconsider .....	yes	=	no	maj	no	no
Rescind .....	yes	yes	yes	*	#	no
Take from the Table .....	yes	no	no	maj	no	no

#### Key to Markings

\* — See *Robert's Rules of Order Newly Revised* for special rules.

X — Usually no vote taken. Chair responds.

+ — Only an affirmative vote may be reconsidered.

# — Only a negative vote may be reconsidered.

= — Debatable when applied to a debatable motion. See *Robert's Rules of Order Newly Revised*.

## BASIC RULES AND PRINCIPLES

In a democratic, representative form of government, laws are enacted through deliberative discussion, debate, and vote. Furthermore, almost every man, woman, or youth at some time joins an organization in which decisions are made and action taken through similar processes. Those who wish to participate effectively either as governing citizens or as active organization members can profit by having at least a basic knowledge of the principles and procedures by which decisions can be made — properly and fairly.

Many people tend to feel that only officers, or those who aspire to office, need an understanding of parliamentary law and procedure. This is similar to believing that only the pitcher, catcher, and star batter need know the finer points of baseball! Few people want to participate in any game, from baseball to bridge, without at least some knowledge of the rules. Spectators, too, receive far more enjoyment from a game when they understand what is going on and why. The same can be said of members in a meeting.

An insight into methods of transacting business, and more importantly into the parliamentary principles upon which those methods are based, is not difficult to acquire; and the self-assurance provided by this knowledge can be invaluable to a member who wants to gain the most from, and to contribute his best to, his membership.

Parliamentary rules are actually the "rules" of the game of democracy. Their purpose is to expedite business, to maintain order, to ensure justice, to provide equal treatment for all members, and to help an organization to accomplish the purpose for which it was formed.

### Two Classes of Rules

Parliamentary rules fall into two classes — *general* and *special*.

*General rules* are those which are commonly applicable in all deliberative assemblies. They are found in any standard text on parliamentary law. In this nation, the books of Henry Martyn Robert constitute the most widely recognized authority on parliamentary law. His *Pocket Manual of Rules of Order for Deliberative Assemblies*, first published in 1876, has been revised a number of times, and is now available as *The Scott, Foresman Robert's Rules of Order Newly Revised*.

*Special rules* are those which have been composed and adopted for a particular purpose or by a particular organization. *Special rules* always supersede any *general* rules with which they may conflict. Therefore, when a question of procedure arises, *special rules* should be consulted first. If they do not contain an answer, then is the time to turn to the organization's officially adopted parliamentary authority for help.

The various kinds of *special rules* a society may adopt include a Corporate Charter, Constitution and/or Bylaws, Special Rules of Order, and Standing Rules.

### Basic Fundamentals of Parliamentary Law

"American Parliamentary Law is built upon the principle that rights must be respected: rights of the majority, of the minority, of individuals, of absentees, and rights of all of these together."<sup>1</sup> Parliamentary procedure has sometimes been described as an application of the Golden Rule with common sense and courtesy.

1. Henry M. Robert, *Rules of Order Revised* (Chicago: Scott, Foresman and Co., 1951. p. 5

Basic principles include the following:

1. The organization is paramount. Decisions of the organization supersede those of any individual or small group of individuals. The power of any meeting is in the hands of the voting members.

2. All members have equal rights. Among these rights is that of participating in the business meetings of their society by making motions, speaking in debate, and voting.

3. An established minimum number of voting members must be *present* in order to transact business legally. If the bylaws of an organization do not define this number, which is known as the *quorum*, the general rule is that a majority of the entire membership must be *present* in order to transact business legally.

4. Only one main proposition may be before the assembly at a time, and only one member may have the floor at any one time.

5. Full debate before action on a main proposition is a right that can be suspended only by a two-thirds vote.

6. A proposition or issue is the item under discussion, never the person who introduced it; personal remarks are always out of order.

7. A question once settled may not be presented in that same form in the same session. This is to avoid wasting time. The only way to bring up the same question again in the same session is by moving to reconsider the vote on that motion (and some motions cannot be reconsidered).

8. A majority vote decides a question except in cases where basic rights of members are involved; then a larger vote is required. A majority vote is defined as more than half of the votes cast by persons legally entitled to vote, not counting blanks or abstentions, at a regular or properly called meeting at which a quorum is present.

9. A two-thirds vote is necessary for any motion that deprives a member of his rights in any way — such as changing the rules of debate, cutting off debate, closing nominations or the polls, rescinding action without notice.

10. Silence gives consent. Those who do not vote when the vote is taken agree, by their silence, to allow the decision to be made by those who do vote.

### Introduction of Business

A *motion* is the means by which all business is introduced in an assembly. The term *motion* means a formal proposal that certain action be taken.

Motions are classified according to their nature as *main*, *subsidiary*, *privileged*, *incidental*, and *motions that bring a question again before the assembly*.

Motions of the first three classes have a fixed rank which determines when they are in order. There is a motion designed to meet every situation.

Business is introduced by a main motion. Eight steps are necessary to obtain action on a main motion. Two of these involve *obtaining the floor*—that is, securing the right to speak—though in a small board or committee meeting these steps are sometimes omitted. Six steps are involved in the actual *handling* of the main motion.

1515  
To: The Board of Directors of the Des Plaines Public Library  
From: Kimberley – Des Plaines Citizen

July 27<sup>th</sup>, 2004

Re: Filtering Computers

Attached is a rough draft of the statement I presented to the Board on July 20<sup>th</sup> concerning filtering. Excuse the typos, but the original was erased from the file, and I didn't have time to retype the entire document.

I didn't mention this point in my statement, but I want you to also consider the fact that no one is telling individuals they can't look at pornography. There is no suppression. We just want the library to stop using taxpayer money to facilitate the pornography.

Thank you for your attention to this very serious matter.

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Eight months ago, I was a resident of Park Ridge who regularly used the Des Plaines library, because I was so impressed with the children's floor and the children's programs. In December of 2003, my husband and I bought a house just a few blocks from this library. It is no exaggeration to say that my husband and I targeted our current neighborhood in part, because we could walk to this library and want our children to grow up loving the library and loving books. You, as a board, have made it very easy for children to love this library. I want to extend my respect and appreciation for providing such a stellar institution to the citizens of Des Plaines.

Many of you may already know that I am here to report an incident, which occurred on July 1<sup>st</sup> while I attempted to use the internet computers in this library. On July 1<sup>st</sup>, I hired a babysitter for my 3 children – ages 4 and under. I registered to use an internet computer to do research for my business. I was required to wait 20 minutes. When my time was up, I placed my bags down at terminal 23. While doing so, I noticed the man next to me was viewing a video of two women participating in sadomasochistic sex and he was listening to a head set. I then picked-up my bags and sat down in a waiting chair to determine what I should do. From this position, I noticed that the man was also stroking himself. I then noticed that the man on terminal 21 was also viewing pornographic images. Terminal 24 was not operating, so this meant two out of three of the computers in my row were being used for pornography. I reported what I saw to the reference librarian, and she flatly responded, "I can assign you to another computer." She then printed out a reservation for another 20 minute wait – bringing my wait time to 40 minute for a computer.

I then went to the administration to find out library policy on the issue. Martha Sloan was very attentive and informed me that it was a decision by the Board of Directors not to filter the computers based on 1<sup>st</sup> Amendment Rights. I asked her, if the opinion of the citizens of Des Plaines should play a role in the decision. She said "yes". I asked her, if any attempt had been made to learn the opinion of the citizens of Des Plaines concerning this matter. She replied, "no".

So, after significant research into the matter and after speaking with dozens of citizens of Des Plaines – many at random, I would like to share my opinion on the policy to allow unfettered internet access on the fourth floor of the library. I first want to respond to what I consider to be the Board's objections to limiting access to pornographic materials. I then want to state my objections to allowing unfettered access. As we both know this is a very complex issue. My objective, however, will be to stay concise while attempting not to oversimplify the issue.

As I understand it, the two main objections to filtering are: 1) the Board disapproves of censoring, and 2) filtering inhibits valid research by blocking legal and legitimate sites.

Concerning the issue of censorship. We all know there are obvious dangers of censorship. I, myself, spent three years living in a country listed as one of the top 10 most oppressive countries in the world and know first hand those dangers. This does not mean, however, that there should never be an exception to censorship. The Board has

turned an important value into an absolute in making the policy of unfettered access to the internet.

In the 1973 landmark case, *Miller v. California*, the Supreme Court of the United States said: "This much has been categorically settled by the Supreme Court, that obscene material is unprotected by the First Amendment...In our view, to equate the free and robust exchange of ideas and political debate with commercial exploitation of obscene material demeans the grand conception of the First Amendment and its high purposes in the historical struggle for freedom. It is a misuse of the great guarantees of free speech and free press ...The protection given speech and press was fashioned to assure unfettered interchange of ideas for the bringing about of political and social changes desired by the people...but the public portrayal of hard-core sexual conduct for its own sake, and for the ensuing commercial gain is a different matter."

Additionally, as you are aware the Federal Government issued a Child Internet Protection Act (CIPA), which requires all public libraries to filter their internet computers in order to receive federal funding. Board member, Mr. Eldon Burk informed me that the Board opted not to receive federal funding under this mandate, because the financial burden of installing filters outweighed the financial benefit of the federal funds. The point in both of these cases is that it is constitutional to filter some material.

At the State level, the State of Illinois, as well as most states, has obscenity laws which use the language passed down from the *Miller v. California* case. The Illinois Criminal Code criminalizes selling, delivering, publishing or otherwise making available anything obscene. There is a three-prong test used to determine the definition of obscene. It is rather subjective but defined by many legal organizations to mean "hard-core pornography". I am enclosing a copy of the Illinois law for your further review. My main point here is that the State also supports the censorship of obscene material.

At the citizen of Des Plaines level, I personally have spoken with several dozen citizens concerning this matter – both targeted and random citizens. I have friends who have also been speaking with other citizens concerning the matter. I have tried to approach the topic objectively, but that is obviously not entirely possible. I mostly initiated the conversation, "I am trying to gather public opinion concerning the viewing of pornography in the Des Plaines library." In my findings, I only found individuals who were surprised and strongly opposed. Out of my friends who have reported back to me only one person found a citizen who felt the computers should be unfiltered – this person volunteers at a library. They say they don't like the pornography in the library but they don't believe in censorship. Most of the responses fell into the category of anger. Some people wanted to boycott the library and many wanted to be aggressive in publishing opposition to The Board's policy. My point once again is that at the local level – there is seemingly widespread support for the censorship of obscene material.

As a side note, I asked the individuals with whom I spoke to respect the Board's excellent work in providing us with such a wonderful library and to give the Board a legitimate



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chance to respond to our concerns before turning this into a public relations issue. I hope we can find a solution to this problem respectfully and as a team.

In summary of the Board position, "we don't censor." You have turned this important value into an absolute without exception. However, the Federal Government, the State Government, and the vast majority of your local citizens don't agree with you.

Next, concerning the Board's objection that filtering prohibits valid research, there are many options to provide optimal opportunities for valid research while significantly limiting access to hard-core pornography. Park Ridge, for example, filters their computers, but has a few terminals available for legitimate research, which might otherwise be blocked by filters. These topics might include breast cancer, sexually transmitted diseases, etc. Additionally, blocked sites can be permanently unblocked when brought to the attention of a librarian. Rolling Meadows library filters out pornographic images but not text. Niles library does not filter, but has signs of every computer and several larger signs, which state, "Some sites are not appropriate for viewing in a public setting. Viewing these sites may result in expulsion and the loss of library privileges." Filtering software will never be perfect, but it is continually more sophisticated. Many libraries filter while allowing patrons to do valid research. This should not be an excuse for allowing unfettered access to any level of obscene and sometimes illegal material.

I now want to address my objections to the policy of unfettered access. First, this policy exposes youth to hard-core pornography. In the library internet policy, parents are given entire responsibility for what their children view on the fourth floor. The problem with this is that an enormous number of parents are unaware that their children can access pornography at the library or observe another individual watching it. I've seen young children roaming through the fourth floor computer isles regularly. They could have very easily witnessed what I witnessed on July 1<sup>st</sup>. While writing this in the library computer lab, I took a break to observe the internet floor. I observed 4 out of sixteen computers viewing hard-core pornography. One of these computers had four boys sitting around it. When they saw me coming, they flipped from the pornographic image to a game screen.

In the case *Brown v. Louisiana*, the Supreme Court said that society has a paramount interest in protecting children, both physically and psychologically, from the evils of pornography. As government agencies, libraries have the duty to further, not impede society's interest in protecting children from pornography. While I commend you in so many areas, I feel you are failing in this task.

Secondly, Board policy draws sexually deviant and potentially dangerous individuals to our library. If you were a sex addict in need of viewing pornography, where would you go? To the Mount Prospect Public Library, which has filters on their computers, or to the Des Plaines Public Library, which has absolutely no restrictions on what may be viewed? The obvious answer is the Des Plaines Library. Des Plaines has 43 registered sex offenders. Eleven are predatory sex offenders. These numbers are significantly higher than surrounding communities. Several of these sex offenders live within walking

distance to the library. I know you can not guarantee the safety of our children with or without filters on our computer. However, pornography, by definition is designed to create sexual arousal. You are greatly increasing the odds of child-endangerment by facilitating sexual arousal in individuals who are already deviant enough to be publicly viewing such sexually explicit materials.

David Burt, former librarian and expert in the area of pornography in public libraries compiled an extensive report based on voluntary reporting from public libraries. There were many incidents where children, adult patrons and librarians were unwillingly exposed to pornographic images. There were also accounts of public masturbation, of library restrooms being used for sexual activity, child solicitation and men watching young boys urinating.

Board policy, as it stands, is comparable to setting-up a free Hustler magazine stand at a playground. What better place for a pedophile to hang out than the Des Plaines Library where they can get plenty of child-porn, perhaps a real-life peep-show in the bathroom, and who knows what else. I know Mount Prospect can't guarantee a pedophile free library either, but policy certainly doesn't encourage it. Quite honestly, I feel resentful towards you and betrayed by you concerning this point. Yes, your brand new mural is beautiful in the children's department and your summer reading program is motivating, but you are more interested in protecting the rights of the pornography industry than the lives of my children.

My third objection is that the policy creates a hostile work and research environment. In May of 2001, the Equal Employment Opportunity Commission (EEOC) ruled that the Minneapolis Public Library, by exposing its staff to sexually explicit images on unfiltered computer terminals subjected the employees to a hostile work environment. Preliminary estimates from the EEOC indicated that the library could ultimately be liable for over \$1 million in settlement fees. I do not have the final figures, however. Additionally, in the incident I described on July 1st, the librarian should have called security regarding my accusation of public masturbation. Shouldn't librarians be able to work and patrons be able to research without explicit pornographic material surrounding them?

My fourth objection is that the policy limits library resources for legitimate research. On July 1<sup>st</sup>, I ultimately had to wait 40 minutes for a computer, while I was paying a babysitter, so another man could get sexually aroused viewing illegal material at the expense of tax-payer dollars. Earlier today, I had to wait forty minutes for a computer, and, as I mentioned, just recently witnessed 4 out of 16 computers being used to view hard-core pornography. Is the library interested in facilitating valid research or sexual stimulation. It is your decision?

Finally, I am recommending that the Board assign a staff member to research various alternatives for minimizing the availability of hard-core pornography while maximizing avenues for valid research. Other local libraries will prove to be valuable resources in this research. There are no perfect solutions, but there is enormous room for improvement. In the meantime, I recommend that the library place signs on all of the computers forbidding

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the access of obscene materials until a more solid plan can be put in place. Even the American Library Association, which is opposed to filters, states "it is true, that in some jurisdictions, libraries that choose not to utilize filtering or other means to block content on the internet may find themselves in a bind; under some circumstances, they may be subject to liability under "harmful to minors" laws.

I am requesting that the options be reviewed at the next meeting of the management sub-committee and that a plan of action be presented at the August Board meeting. I would also appreciate regular communication from a Board member concerning the progress of the situation.

In conclusion, I want to stress that this issue can not be ignored. Policy, as it stands, is dangerous and irresponsible. Even though, as I understand it, none of you have young children, you can well image that our society today is a scary place to raise children. The moral fabric of our society is deteriorating rapidly. This library can be an institution that supports the moral deterioration of our society or opposes it. I am asking that you stand for the edification of our society, that you protect our children, and that you restore our faith in this Library as a family-friendly institution.

(720 ILCS 5/11-20) (from Ch. 38, par. 11-20)

Sec. 11-20. Obscenity. (a) Elements of the Offense. A person commits obscenity when, with knowledge of the nature or content thereof, or recklessly failing to exercise reasonable inspection which would have disclosed the nature or content thereof, he:

(1) Sells, delivers or provides, or offers or agrees to sell, deliver or provide any obscene writing, picture, record or other representation or embodiment of the obscene; or

(2) Presents or directs an obscene play, dance or other performance or participates directly in that portion thereof which makes it obscene; or

(3) Publishes, exhibits or otherwise makes available anything obscene; or

(4) Performs an obscene act or otherwise presents an obscene exhibition of his body for gain; or

(5) Creates, buys, procures or possesses obscene matter or material with intent to disseminate it in violation of this Section, or of the penal laws or regulations of any other jurisdiction; or

(6) Advertises or otherwise promotes the sale of material represented or held out by him to be obscene, whether or not it is obscene.

(b) Obscene Defined.

Any material or performance is obscene if: (1) the average person, applying contemporary adult community standards, would find that, taken as a whole, it appeals to the prurient interest; and (2) the average person, applying contemporary adult community standards, would find that it depicts or describes, in a patently offensive way, ultimate sexual acts or sadomasochistic sexual acts, whether normal or perverted, actual or simulated, or masturbation, excretory functions or lewd exhibition of the genitals; and (3) taken as a whole, it lacks serious literary, artistic, political or scientific value.

## GENERAL POLICY

The Des Plaines Public Library Board of Trustees adopts the American Library Association's Library Bill of Rights as its general policy.

### LIBRARY BILL OF RIGHTS

The ALA affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library services. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

American Library Association Council, 1980

Approved 9/16/80  
Reviewed and Approved 3/20/95  
Reviewed and Approved 04/20/99  
Reviewed and Approved 01/15/02  
Reviewed and Approved 07/20/04

STATEMENT ON PROFESSIONAL ETHICS

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

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

Approved 09/21/96  
Reviewed and Approved 04/20/99  
Revised and Approved 01/15/02  
Reviewed and Approved 07/20/04

ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES

Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.

Trustees must avoid situations in which personal interest might be served or financial benefits gained at the expense of library users, colleagues, or the situation. It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance or a conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

Trustees must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.

Approved 09/21/96  
Reviewed and Approved 04/20/99  
Reviewed and Approved 01/15/02  
Revised and Approved 07/20/04

PUBLIC PARTICIPATION AT BOARD MEETINGS

Time will be designated at each open meeting for public comment.

Procedure

1. All visitors who want to make a public statement must sign the visitor registration form prior to the beginning of the meeting.
2. The President of the Board will determine and announce the guidelines for public comments, including who will be recognized, the time limits for each speaker, and the total time allowed for the public comment session.
3. The Board will take questions and comments under advisement and respond at a later date if the Board believes further information and deliberation is required.
4. Comments relating to individual staff members will be taken in executive session as allowed by the Illinois Open Meetings Law.

Approved 3/16/93  
Revised 4/20/93  
Revised and Approved 3/20/95  
Reviewed and Approved 04/20/99  
Reviewed and Approved 01/15/02  
Reviewed and Approved 07/20/04



### INTERNET ACCESS POLICY

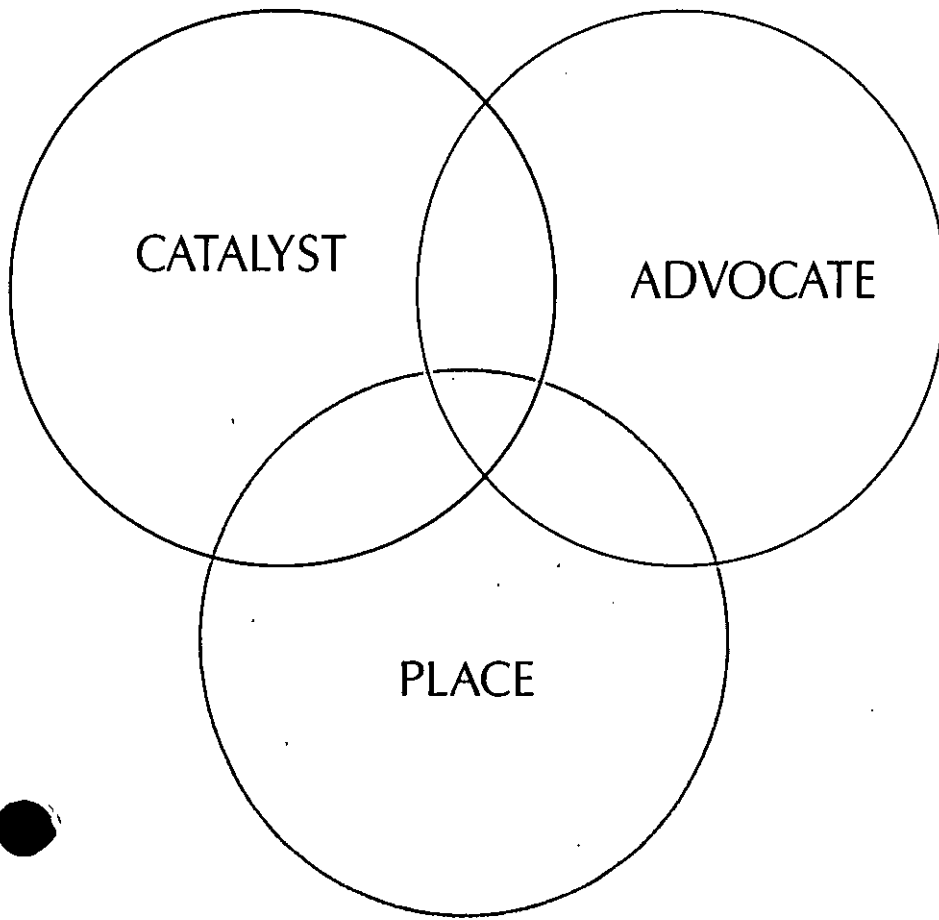
The Internet allows users to connect to networks of resources outside the Des Plaines Public Library. The Library has no control over the content, accuracy, or currency of these resources, nor does the Library have complete knowledge of what is available on the Internet. Library users access the Internet 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.

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.

Approved 04/18/95  
Revised and Approved 04/15/97  
Reviewed and Approved 04/20/99  
Reviewed and Approved 01/15/02  
Revised and Approved 09/17/02  
Revised and Approved 06/15/04  
Reviewed and Approved 07/20/04



The Des Plaines Public Library advances the vision and ideals of our community as a catalyst, advocate and place.

### Key Beliefs

We believe:

- That a free public library is essential to the public good.
- That all library users are entitled to the highest level of service.
- That all library users have the right to privacy, confidentiality and intellectual freedom.

GOALS  
2005-2007

1. The residents of Des Plaines have the skills they need to engage in respectful, productive conversation on topics of interest in order to create and build community.
  
2. The tweens of Des Plaines have a dedicated space and guided activities that encourage and support the exploration and discovery of their creative abilities, talents, and interests to enrich their lives and effect their personal growth.
  
3. Des Plaines residents at home, work, and school have access to library services and resources to support their personal growth, enrichment, entertainment, education and information needs.