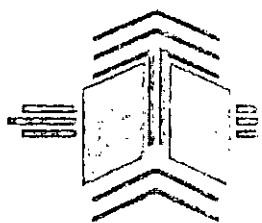


10001

Board Packet
January - June 2008

0002

JUNE



Des Plaines Public Library

1501 Ellinwood Street

Des Plaines, IL 60016-4553

847.827.5551 phone

847.827.7974 fax

www.dppl.org

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, JUNE 17, 2008

7:00 PM

Conference Room – Second Floor

Agenda:

- **Nominating Committee Report**
- **Approval of Library Board Meeting Dates**
- **Approval of Non-Resident Fee**
- **Review Bids for Housekeeping Contract**
- **Executive Session**
 - **Semi-Annual Review of Executive Session Minutes**
 - **Compensation, Discipline or Performance of a 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 Library Director at 847-376-2800 to allow the Library to make reasonable accommodations.

0004

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III.

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
June 17, 2008
7:00 PM

- I. Call to Order. (7:00 PM)
- II. Roll Call.
- III. Consideration of the Agenda.
- IV. Public Comments and Questions.
- V. Sister Library Presentation – Jill Franklin.
- VI. City Council Community Services Committee – Alderman Martin Moylan.
- VII. Consent Agenda. [Action Item] (8:00 PM)
 - A. Approval of the Minutes of the Regular Board Meeting – May 20, 2008.
 - B. Acceptance of Financial Reports for May 2008.
 - C. Approval of Library Expenditures.
 - 1. Warrant Register – May 05, 2008 - \$99,519.67.
 - 2. Warrant Register – May 19, 2008 - \$69,143.91.
 - 3. Salaries – May 08, 2008 - \$119,793.44.
 - 4. Salaries – May 21, 2008 - \$121,087.71.
 - D. Acceptance of Reports.
 - 1. Director’s Report, June 2008 – Sandra Norlin.
 - 2. Director’s Report, May 2008 – Sandra Norlin.
- VIII. Unfinished Business.

- IX. New Business. (8:30 PM)
 - A. Approve Amended Salary Schedule. [Action Item]
 - B. Approve Payment to Arlington Heights Memorial Library for Library Production Studio, May 2, 2008 – July 31, 2008 - \$8,114.75. [Action Item]
 - C. Renew and Accept Bids for Housekeeping/Janitorial Contract. [Bids due June 13, 2008] [Action Item]
 - D. Approve Illinois Public Library Annual Report. [Action Item]
 - E. Approve Payment to Reference USA - \$14,760.00. [Action Item]
 - F. Approval of Library Board Meeting Dates. [Action Item]
 - G. Videotaping Library Board Meetings.
 - H. Approval of Non-Resident Fee. [Action Item]
 - I. Board Member Attendance at Community Events.
 - J. Approve Payment to Lohan Anderson for Lobby Remodeling - \$12,100.00. [Action Item]

- X. Presentation to Jerry Mahony.

- XI. Announcements.

- XII. Correspondence.

- XIII. Other

- XIV. Nominating Committee. [Action Item]
 - A. Recommendation for Board Officers, 2008 – 2009.

- XV. Executive Session
 - A. Semi-Annual Review of Executive Session Minutes.
 - B. Compensation, Discipline or Performance of a Specific Employee.

- XVI. Executive Session Action.
 - A. Semi-Annual Review of Executive Session Minutes. [Action Item]
 - B. Compensation, Discipline or Performance of a Specific Employee. [Action Item]

- XVII. Adjournment. (10:00 PM)

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VII.A.

BOARD OF TRUSTEES Minutes of the Regular Meeting May 20, 2008

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, May 20, 2008. President Noreen Lake called the meeting to order at 7:01p.m.

ROLL CALL.

Roll call indicated the following board members were present: Matthew Bogusz, Eldon Burk, Noreen Lake, George Magerl, Jerry Mahony,

Also Present: Sandra Norlin, Holly Richards Sorensen, Carol Kidd, Heather Imhoff, Karen McBride, Matt Bellamy.

Absent: Maria Bahamon, Rhys Read, Elaine Tejcek.

CONSIDERATION OF THE AGENDA.

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

PUBLIC COMMENTS AND QUESTIONS

None.

WEBSITE REVISION UPDATE – Karen McBride.

Karen McBride, Web Services Librarian, stated that the library website is in the process of being redesigned and will be available to the public on or about May 29, 2008. Karen demonstrated how the website can be used by library patrons and the public.

Matt Bogusz asked if statistics could be obtained for the library website that separates in-house users versus users who are using the website from another location.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Martin Moylan.

Alderman Moylan was not in attendance.

CONSENT AGENDA

Noreen Lake asked that VII. Consent Agenda. D. Acceptance of Reports. 1. Director's Report be removed from the Consent Agenda.

A revised Director's Report will be included in the June 2008 Board packet.

Matthew Bogusz asked why computer users statistics were increasing, but library attendance was decreasing. It was noted that the door counter was not working for 4-5 days in the month of May. We will extrapolate from average daily use to get an acceptable approximate number.

MOTION by George Magerl, seconded by Jerry Mahony, to approve the Consent Agenda, as amended. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

CONSENT AGENDA

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

1. Over the Counter Receipts	\$ 11,663.87
2. Petty Cash Expenditures	\$ 8.69
3. Budget Expenditures for April	\$ 556,683.43
4. Expenditures Year to Date	\$ 1,902,423.99
5. Revenue for April	\$ 37,155.01
6. Revenue Year to Date	\$ 645,565.05

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

April 07, 2008	\$ 177,466.38
April 21, 2008	\$ <u>68,851.55</u>
Total	\$ 246,317.93

ROLL CALL VOTE: AYES: Bogusz, Burk, Lake, Magerl, Mahony. NAYS: None. MOTION CARRIED.

MOTION by George Magerl, seconded by Jerry Mahony, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

April 07, 2008	\$ 177,466.38
April 21, 2008	<u>\$ 68,851.55</u>
Total	\$ 246,317.93

ROLL CALL VOTE: AYES: Bogusz, Burk, Lake, Magerl, Mahony. NAYS: None. MOTION CARRIED.

DIRECTOR'S REPORT

Please note: I have received no official requests for confidential patron information since my last report.

I. PERSONNEL

New employee for April/May 2008: Robert Walker, Building and Security Assistant.

Resignations/Separations: Olivia Gugalo and Jakub Kocyan, Pages, Circulation Services.

II. STAFF DEVELOPMENT

Our annual Inservice Day for all staff was held Thursday, May 8. The theme for the day was "Techno Zoo," and prepared and encouraged staff at all levels to appreciate, experience, and learn to use new forms of technology to help them in their work, learning, and play. The staff committee, headed by Holly Sorensen, planned an enjoyable and productive day. The keynote speaker was our own Karen McBride. She has recently returned from the national Computers in Libraries Conference where she gave a presentation on the use of video for library websites. She is an accomplished and informative speaker. Head of Adult Services, Roberta Johnson, also attended this conference.

Five Department Heads attended a day long seminar at North Suburban Library System headquarters on April 29. The topic was transformational change. We were both inspired and reassured, having already successfully implemented many of the recommendations at our library.

Ten staff members attended a full day conference for library support staff, Reaching Forward, on May 9.

III. PATRON SERVICES

We continue to increase the number of items circulated while the number of in person visits to the library decreases, year to date. Use of the self-check remains at 46%. Use of

6000

computers on the second floor (youth services) increased by 18% over last April, and by nearly 4% on the fourth floor. Since we discontinued the contract with NetLibrary for eaudiobooks, the use of our PlayAways increased dramatically, and the circulation of audiobooks increased slightly in the adult collection and decreased in the youth services collection.

The sixth annual Do the Dewey Fundraiser was held on Saturday, April 26. Attendance at the event was the highest ever at approximately 300 and the net results, although not yet official, will be well over \$14,000, to be shared equally with the Rotary Club of Des Plaines.

IV. OTHER PROFESSIONAL ACTIVITIES

I attended the Chamber of Commerce Board meeting (4/17), the Chamber Scholarship Selection committee meeting (4/18), and the Friends of the Library Roundtable (4/22). Along with Department Heads I attended the "Embracing Change & Transforming Libraries Communities" symposium at NSLS (4/29). I attended the Library Production Studio Executive committee meeting (5/1) and the NSLS Board meeting (5/19).

May 12 through 14 I, along with Trustees Noreen Lake and Elaine Tejcek, participated in the American Library Association's Legislative Days in Washington, D.C.

NEW BUSINESS

Eldon Burk, Chair of the Management Committee, asked the Board to approve changes to library policy Section D – Personnel Policy.

MOTION by Committee to approve changes to library policy Section D – Personnel Policy. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Eldon Burk asked the Board to approve and accept the following job descriptions:

Assistant Director
Administrative Assistant
Administrative Services Clerk
IT Assistant – Full-time.

MOTION by Committee to approve and accept the following job descriptions:

Assistant Director
Administrative Assistant
Administrative Services Clerk
IT Assistant – Full-time.

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

Noreen Lake will attend the June 2 City Council meeting, Eldon Burk the June 16 meeting, George Magerl, the July 7 meeting and Matthew Bogusz the July 21 meeting.

0010

President Noreen Lake asked for volunteers to serve on the nominating committee. George Magerl, Eldon Burk and Matthew Bogusz will serve on the Committee.

Jerry Mahony stated that he will not seek reelection to the Board.

Heather Imhoff, Head of Public Information, reported that the 2008 Do the Dewey fundraiser netted more than \$14,000.00 and was attended by approximately 250 people. Heather also reported that online ticket sales totaled more than \$2,100.00.

Library Director Sandra Norlin reported that the Des Plaines Public Library requested proposals for an automated sorting and RFID system from four vendors. Three responses were received, but one of the responses was a letter declining to submit a proposal. The responses for the RFID system were from SirsiDynix in the amount of \$840,094 and Bibliotheca in the amount of \$493,610. Sandra also reported that the total appropriation for this system in the 2008 budget is \$702,392.

Sandra Norlin's recommendation to the Board was a modified proposal from SirsiDynix in the amount of \$707,772, because of the reliability of the 3M products and service. Sandra recommended the SirsiDynix proposal for the following reasons:

- 1) The tested reliability of the 3M products and service. The Des Plaines Public Library has relied upon 3M security materials and detection systems for 20 years and has confidence in their products, service, and personnel.
- 2) The library's integrated automation system is provided by SirsiDynix. The RFID security, checkout, checkin, and automated sorting systems must be compatible with this system. SirsiDynix does not recommend the Bibliotheca system because it has not yet been tested for compatibility.
- 3) Bibliotheca headquarters is in Switzerland. No one from this company has visited the site for personal knowledge of our library. This company may be trying to "buy the market" through aggressive pricing that underbids the companies currently serving the library market to obtain a foothold with libraries. I am concerned that with this low bid will come change orders that will increase the cost of the project, delays that will cause us to miss our deadline of December, 2008, and a lack of responsive, onsite service.

Matthew Bogusz asked why the total amount for the RFID system was not budgeted for in the 2008 budget and Sandra Norlin responded that an additional workstation was added to the Request for Proposal and that there was an increase in the number of tags required, in addition to some other changes. Matthew Bogusz asked if there was an increase in the cost of the equipment and Matt Bellamy, 3M Library Systems representative, answered that the pricing did not change. Matthew Bogusz stated that he did not think that enough research had been done to prove that the Bibliotheca equipment and the service they would provide would not work with the current library equipment.

0911

MOTION by Eldon Burk to accept the proposal from SirsiDynix to provide an RFID Materials Handling and Security System as modified through mutual agreement in the amount of \$707,772, subject to legal review of the terms and conditions of the agreement, which is in the best interest of the Des Plaines Public Library.

MOTION by George Magerl, seconded by Jerry Mahony, to amend the motion by striking out the words "in the amount of \$707,772" and inserting the words "for a cost not to exceed \$707,800." ROLL CALL VOTE: AYES: Burk, Lake, Magerl, Mahony. NAYS: Bogusz. MOTION CARRIED.

Sandra Norlin asked for Board approval to award the contract for the maintenance agreement for the chiller and HVAC equipment to McQuay. The cost for the maintenance agreement will be shared with the City of Des Plaines. McQuay has agreed to add the maintenance for the chiller at a reduced cost. The agreement would be for five years and the cost for the first year would be \$21,060, with increases each year thereafter. The City Council will also be asked to vote on this agreement. Bedco Mechanical also submitted a proposal for these services.

MOTION by Jerry Mahony, seconded by George Magerl, to award the contract for the maintenance agreement for the chiller and HVAC equipment to McQuay, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bogusz, Burk, Lake, Magerl, Mahony. NAYS: None. MOTION CARRIED.

Sandra Norlin stated that she received a request from Linda Forman, Chairman of the Special Events Commission and Taste of Des Plaines, who asked that the library provide access to their meeting rooms for the following times:

Friday, June 6 until 12:00 midnight
Saturday, June 7 from 8:00 a.m. – 12:00 midnight
Sunday, June 8 from 9:00 a.m. – 8:00 p.m.

Sandra Norlin stated that the library has increased their budget to include extra hours for a security monitor to be at the library for Taste of Des Plaines and the City of Des Plaines New Year's Eve celebration. Matt Bogusz asked what the cost to the library would be to have a security monitor at work when the library was closed. Matt also asked that the library track the costs to the library for this year to compare to the expenses from last year.

MOTION by Jerry Mahony, seconded by George Magerl, to allow access to library's meeting rooms for the Taste of Des Plaines and to keep a log of the hours that the library was open before and after the normal opening and closing of the library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Sandra Norlin asked for Board approval to advertise for bids for a new janitorial contract.

MOTION by Eldon Burk, seconded by Jerry Mahony, to authorize Library Director Sandra Norlin to advertise for bids for a new janitorial contract. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Jerry Mahony, to approve an agreement with the Illinois Library Systems Directors Organization to continue to provide service to the library for processing charitable donations as 501(c)(3) status at a cost of \$25.00 per check, after the first five checks are processed at no cost to the library per year. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

ANNOUNCEMENTS

Noreen Lake, Elaine Tejcek and Sandra Norlin attended National Library Legislative Day in Washington, DC on May 5 and 6.

Library Director Sandra Norlin announced that she will not run for re-election to the Board of the North Suburban Library System when her current term expires in June, 2008.

EXECUTIVE SESSION

MOTION by Eldon Burk, seconded by George Magerl, to enter into an Executive Session at 9:44 p.m. to discuss Probable or Imminent Litigation and Compensation, Discipline or Performance of a Specific Employee. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 10:21 p.m. and was called to order by President Noreen Lake.

EXECUTIVE SESSION ACTION

Motion by George Magerl, seconded by Jerry Mahony, to approve the recommendation made in Executive Session pertaining to Compensation and Performance for the Library Director. ROLL CALL VOTE: AYES: All. NAYS: None. MOTION CARRIED.

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

Meeting adjourned at 10:24 p.m.

Minutes prepared by Carol Kidd

VII.B.

**DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR MAY 2008**

Monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$ 10,513.17
2. Petty Cash Expenditures	\$ 41.76
3. Budget Expenditures for May	\$ 498,617.47
4. Expenditures Year to Date	\$ 2,414,481.77
5. Revenue for May	\$ 80,566.87
6. Revenue Year to Date	\$ 3,059,782.99

Warrant Register

May 05, 2008	\$ 99,519.67
May 19, 2008	<u>\$ 69,143.91</u>
Total	\$ 168,663.58

Salaries

May 08, 2008	\$ 119,793.44
May 21, 2008	<u>\$ 121,087.71</u>
Total	\$ 240,881.15

VII.B.

**DES PLAINES PUBLIC LIBRARY
OVER THE COUNTER RECEIPTS FOR MAY 2008**

	<u>May 2007</u>	<u>May 2008</u>	<u>Year to Date 2007</u>	<u>Year to Date 2008</u>
Lost Materials	601.52	441.52	3,817.34	2,684.97
Fines	7,757.36	8,035.15	43,451.36	33,270.28
Damage	25.30	65.85	396.76	236.15
Fees	325.00	306.00	1,764.00	1,445.95
Copies	2,134.55	1,663.65	10,076.15	6,984.71
Miscellaneous	12.00	1.00	105.50	38.30
Total	\$10,855.73	\$10,513.17	\$59,611.11	\$44,660.36

PETTY CASH EXPENDITURES - May

960070	Auto/Travel	\$24.76
960070	Auto/Travel	\$6.00
960070	Auto/Travel	\$11.00
TOTAL		\$41.76

0015

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 06/09/08

CITY OF DES PLAINES

STATMN11

TIME: 15:40:40

PRINT BALANCE SHEETS BY FUND

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

ACCOUNTING PERIOD: 5/08

FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102005	CASH PAYABLE 1944119043	371.17	
102007	CASH PAYROLL 1944652940		157,440.05
102008	CASH DEPOSIT 1944650243		147,618.51
102012	CASH IL FUND 007139119668	1,764,388.59	
102014	CASH AMER FREEDM FND(AFF)	.00	
102026	CASH FIRST BANK ACCUMULTN	.00	
102028	CASH LIBRARY DONATIONS	43,298.86	
102051	CASH PLAINSBANK ACCUMULTN	.00	
102073	CASH IL- EPAY151600008073	.00	
TOTAL CASH		1,808,558.62	305,058.56
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	.32	
104035	LIBRARY DONATION BROKERAG	608.32	
104075	PMA - FINANCIAL NETWORK	52,089.14	
104077	INVEST-LIBRARY FOUNDATION	.00	
TOTAL INVESTMENTS		52,697.78	.00
115400	RECEIVABLE-ACCRUED INTRST	.00	
115410	RECEIVABLE-INTEREST EARNS	.00	
118000	RECEIVABLE-PROPERTY TAXES	.00	
TOTAL ACCOUNTS RECEIVABLE		.00	.00
119125	RECEIVABLE-GRANTS	.00	
TOTAL RECEIVABLE-SALES TAX		.00	.00
119200	RECEIVABLE-MISC	.00	
TOTAL ACCOUNTS RECEIVABLE		.00	.00
119301	PREPAID EXPENSE	53,273.30	
TOTAL PREPAID ITEMS		53,273.30	.00
129999	DUE FROM OTHER FUNDS	.00	
TOTAL DUE FROM OTHER FUNDS		.00	.00
204201	FIXED ASSETS-LIB EQUIP	.00	
209900	FIXED ASSETS-ACUMLTD DEPC	.00	
TOTAL FIXED ASSETS		.00	.00
TOTAL ASSETS		1,914,529.70	305,058.56

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 06/09/08

TIME: 15:40:40

CITY OF DES PLAINES
PRINT BALANCE SHEETS BY FUND

STATMN11

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

ACCOUNTING PERIOD: 5/08

FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
401000	ACCOUNTS PAYABLE		.00
401001	AUDIT ACCOUNTS PAYABLE		19,994.12
410020	ESCROW DEPOSITS		.00
	TOTAL DEPOSITS	.00	.00
430010	DUE TO-CORPORATE GENL		.00
430080	DUE TO-EMPL RETRMNT TRUST		.00
430099	DUE TO OTHER FUNDS		.00
	TOTAL DUE TO-OTHER FUNDS	.00	.00
450030	ACCRUED LIAB-COMP ABSENCE		6,064.34
450040	ACCRUED PAYROLL		84,945.62
450070	ACCRUED FICA WITHHOLDING		4,891.29
450080	ACCRUED IMRF PENSION		5,675.68
450082	RHS IMRF		358.67
	TOTAL ACCRUED LIABILITIES	.00	101,935.60
470000	DEFERRED REV-PROPERTY TAX		.00
470100	LIBRARY DEFERRED REVENUE		8,058.00
	TOTAL DEFERRED REV-PROPERTY TAX	.00	8,058.00
471000	DEFERRED REV-OTHER		.00
	TOTAL CURRENT LIABILITIES	.00	129,987.72
	TOTAL LIABILITIES	.00	129,987.72
700110	EXPENDITURE CONTROL	2,334,779.62	
700120	REVENUE CONTROL		3,051,970.57
700130	ENCUMBRANCE CONTROL		.00
700140	RESERVE FOR ENCUMBRANCE		.00
700150	EXP. BUDGET CONTROL		7,075,646.00
700160	REV. BUDGET CONTROL	6,789,173.00	
700170	BUDGET FUND BALANCE	286,472.12	
	TOTAL SYSTEM CONTROL	9,410,424.74	10,127,616.57
720010	FUND BAL-RESRV-GIFT TRUST		.00
	TOTAL FUND BALANCE-RESERVED	.00	.00
730000	FUND BALANCE-UNRESERVED		762,291.59
	TOTAL FUND EQUITY	.00	762,291.59
	TOTAL EQUITIES	9,410,424.74	10,889,908.16
	TOTAL LIBRARY FUND	11,324,954.44	11,324,954.44

0017

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 06/09/08
: 15:40:40

CITY OF DES PLAINES
PRINT BALANCE SHEETS BY FUND

STATMN11

SELECTION CRITERIA: genledgr.fund in ("201","202")
ACCOUNTING PERIOD: 5/08

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102005	CASH PAYABLE 1944119043	.00	
102008	CASH DEPOSIT 1944650243		5,210.58
102012	CASH IL FUND 007139119668	265,868.35	
102014	CASH AMER FREEDM FND(AFF)	.00	
102073	CASH IL- EPAY151600008073	.00	
	TOTAL CASH	265,868.35	5,210.58
104075	FMA - FINANCIAL NETWORK	304,211.53	
	TOTAL INVESTMENTS	304,211.53	.00
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
129999	DUE FROM OTHER FUNDS	.00	
	TOTAL DUE FROM OTHER FUNDS	.00	.00
	TOTAL ASSETS	570,079.88	5,210.58
401000	ACCOUNTS PAYABLE		.00
401001	AUDIT ACCOUNTS PAYABLE		5,455.00
471000	DEFERRED REV-OTHER		.00
	TOTAL CURRENT LIABILITIES	.00	5,455.00
	TOTAL LIABILITIES	.00	5,455.00
700110	EXPENDITURE CONTROL	79,702.15	
700120	REVENUE CONTROL		7,812.42
700150	EXP. BUDGET CONTROL		915,492.00
700160	REV. BUDGET CONTROL	410,000.00	
700170	BUDGET FUND BALANCE	505,492.66	
	TOTAL SYSTEM CONTROL	995,194.81	923,304.42
730000	FUND BALANCE-UNRESERVED		631,304.69
	TOTAL FUND EQUITY	.00	631,304.69
	TOTAL EQUITIES	995,194.81	1,554,609.11
	TOTAL LIBRARY CAPITAL PROJ FUND	1,565,274.69	1,565,274.69
	TOTAL REPORT	12,890,229.13	12,890,229.13

0013

SUNGARD PENIAMATION INC - FUND ACCOUNTING

DATE: 06/06/08
 10:52:53

CITY OF DES PLAINES
 REVENUE STATUS REPORT

REVSTALL

SELECTION CRITERIA: orgn.fund in ("201","202")
 ACCOUNTING PERIOD: 5/08

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT
 TOTALED ON: FUND, ORGANIZATION, 1ST SUBTOTAL
 PAGE BREAKS ON: FUND, ORGANIZATION

FUND-201 LIBRARY FUND
 ORGANIZATION- TITLE NOT FOUND
 1ST SUBTOTAL-800000 TAXES

ACCOUNT - - - - TITLE - - - -	BUDGET	RECEIPTS	PERIOD RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
810021 PROPERTY TAXES 2004	.00	.00	.00	-21,761.31	21,761.31	.00
810022 PROPERTY TAXES 2005	.00	.00	.00	-18,939.79	18,939.79	.00
810023 PROPERTY TAXES 2006	50,000.00	.00	.00	49,622.79	377.21	99.25
810024 PROPERTY TAXES 2007	6,366,968.00	.00	.00	2,868,230.59	3,498,737.41	45.05
TOTAL TAXES	6,416,968.00	.00	.00	2,877,152.28	3,539,815.72	44.84

FUND-201 LIBRARY FUND
 ORGANIZATION- TITLE NOT FOUND
 1ST SUBTOTAL-820000 INTERGOVERNMENTAL REVENUE

810800 PERSONAL PROP REPL TAX	92,988.00	.00	.00	.00	92,988.00	.00
810840 STATE GRANT:PER CAPITA	69,700.00	68,943.31	.00	68,943.31	756.69	98.91
810895 STATE GRANT:LIBRARY	28,517.00	.00	.00	.00	28,517.00	.00
TOTAL INTERGOVERNMENTAL REVEN	191,205.00	68,943.31	.00	68,943.31	122,261.69	36.06

FUND-201 LIBRARY FUND
 ORGANIZATION- TITLE NOT FOUND
 1ST SUBTOTAL-850000 FINES

850102 LIBRARY FINES	110,000.00	8,454.48	.00	48,499.84	61,500.16	44.09
TOTAL FINES	110,000.00	8,454.48	.00	48,499.84	61,500.16	44.09

FUND-201 LIBRARY FUND
 ORGANIZATION- TITLE NOT FOUND
 1ST SUBTOTAL-850200 FEES AND SERVICES

850201 COPYING FEE	25,000.00	1,664.10	.00	10,291.72	14,708.28	41.17
850215 SPECIAL PROGRAMS & EVENT	5,000.00	.00	.00	625.99	4,374.01	12.52
TOTAL FEES AND SERVICES	30,000.00	1,664.10	.00	10,917.71	19,082.29	36.39

FUND-201 LIBRARY FUND
 ORGANIZATION- TITLE NOT FOUND
 1ST SUBTOTAL-890000 OTHER REVENUE

890010 INTEREST INCOME	20,000.00	.00	.00	17,740.00	2,260.00	88.70
890050 SALE OF FIXED ASSETS	1,000.00	.00	.00	.00	1,000.00	.00
899900 MISCELLANEOUS REVENUE	20,000.00	1,504.98	.00	28,717.43	-8,717.43	143.59
TOTAL OTHER REVENUE	41,000.00	1,504.98	.00	46,457.43	-5,457.43	113.31

TOTAL TITLE NOT FOUND	6,789,173.00	80,566.87	.00	3,051,970.57	3,737,202.43	44.95
TOTAL LIBRARY FUND	6,789,173.00	80,566.87	.00	3,051,970.57	3,737,202.43	44.95

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 06/06/08

TIME: 10:52:53

CITY OF DES PLAINES
REVENUE STATUS REPORT

REVSTA11

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

ACCOUNTING PERIOD: 5/08

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT

TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL

PAGE BREAKS ON: FUND,ORGANIZATION

FUND-202 LIBRARY CAPITAL PROJ FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-890000 OTHER REVENUE

ACCOUNT	TITLE	BUDGET	RECEIPTS	PERIOD RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
890010	INTEREST INCOME	10,000.00	.00	.00	7,812.42	2,187.58	78.12
TOTAL OTHER REVENUE		10,000.00	.00	.00	7,812.42	2,187.58	78.12

FUND-202 LIBRARY CAPITAL PROJ FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-898000 OTHER FINANCING SOURCES

898902	TRANSFER FROM LIB FUND	400,000.00	.00	.00	.00	400,000.00	.00
TOTAL OTHER FINANCING SOURCES		400,000.00	.00	.00	.00	400,000.00	.00

TOTAL TITLE NOT FOUND		410,000.00	.00	.00	7,812.42	402,187.58	1.91
LIBRARY CAPITAL PROJ FU		410,000.00	.00	.00	7,812.42	402,187.58	1.91

TOTAL REPORT		7,199,173.00	80,566.87	.00	3,059,782.99	4,139,390.01	42.50
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0020

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 06/06/08

CITY OF DES PLAINES

EXPSTA11

TIME: 10:53:43

EXPENDITURE STATUS REPORT

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

ACCOUNTING PERIOD: 5/08

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT

TOTALED ON: FUND, ORGANIZATION, 1ST SUBTOTAL

PAGE BREAKS ON: FUND, ORGANIZATION

FUND-201 LIBRARY FUND

ORGANIZATION-2110 LIBRARY SERVICES

1ST SUBTOTAL-910000 SALARIES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	2,471,985.00	154,509.64	.00	781,736.87	1,690,248.13	31.62
910200	TEMPORARY WAGES	985,515.00	71,796.03	.00	366,228.79	619,286.21	37.16
910400	NON-SUPERVISORY OVERTIME	250.00	.00	.00	.00	250.00	.00
910500	VACATION PAY	.00	8,924.82	.00	71,544.23	-71,544.23	.00
910600	SICK PAY	.00	5,386.36	.00	25,614.79	-25,614.79	.00
910700	HOLIDAY PAY	.00	264.30	.00	36,030.35	-36,030.35	.00
910900	ACT/OUT OF CLASS/PREMIUM	.00	.00	.00	62.71	-62.71	.00
910950	EXCESS SICK HRS PAY OUT	3,500.00	.00	.00	2,513.14	986.86	71.80
910970	COMPENSATED ABSENCES	3,900.00	.00	.00	.00	3,900.00	.00
	TOTAL SALARIES	3,465,150.00	240,881.15	.00	1,283,730.88	2,181,419.12	37.05

FUND-201 LIBRARY FUND

ORGANIZATION-2110 LIBRARY SERVICES

1ST SUBTOTAL-918000 BENEFITS

918010	UNEMPLOYMENT COMPENSATIO	636.00	.00	.00	.00	636.00	.00
918020	EMPLOYER CONTR-F.I.C.A.	264,499.00	18,038.20	.00	96,286.14	168,212.86	36.40
918021	EMPLOYER CONTR-I.M.R.F.	317,030.00	20,585.41	.00	110,579.32	206,450.68	34.88
918030	EAP PROGRAM	641.00	.00	.00	.00	641.00	.00
918040	LIFE INS PREMIUMS	6,923.00	677.60	.00	3,381.40	3,541.60	48.84
918050	PPO INSURANCE PREMIUMS	351,682.00	30,097.24	.00	165,518.32	186,163.68	47.06
918051	HMO INSURANCE PREMIUMS	119,298.00	.00	.00	.00	119,298.00	.00
918055	DENTAL INSURANCE PREMIUM	25,770.00	1,740.72	.00	9,529.58	16,240.42	36.98
918070	WORKERS COMPENSATION	9,565.00	613.48	.00	3,203.92	6,361.08	33.50
918085	RHS PLAN PAYOUT	2,500.00	.00	.00	3,391.40	-891.40	135.66
	TOTAL BENEFITS	1,098,544.00	71,752.65	.00	391,890.08	706,653.92	35.67

FUND-201 LIBRARY FUND

ORGANIZATION-2110 LIBRARY SERVICES

1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

920100	LITIGATION & LEGAL FEES	10,000.00	.00	.00	.00	10,000.00	.00
920105	COSTS OF LITIGATION	2,500.00	.00	.00	.00	2,500.00	.00
920110	PROFESSIONAL SERVICES	59,800.00	19,044.65	.00	77,744.65	-17,944.65	130.01
920120	COMMUNICATION SERVICES	38,640.00	3,079.39	.00	8,974.29	29,665.71	23.23
920140	DATA PROCESSING SERVICES	90,000.00	1,724.11	.00	17,369.88	72,630.12	19.30
920202	CONFERENCES	30,450.00	5,504.29	.00	13,135.43	17,314.57	43.14
920204	TRAINING	3,100.00	975.00	.00	2,241.00	859.00	72.29
920205	TUITION REIMBURSEMENTS	5,000.00	.00	.00	700.00	4,300.00	14.00
920206	SEMINARS	.00	.00	.00	85.00	-85.00	.00
920207	MEMBERSHIP DUES	6,500.00	1,500.00	.00	2,650.67	3,849.33	40.78
920225	LICENSING/TITLES	250.00	.00	.00	.00	250.00	.00
920230	PUBLICATION OF NOTICES	3,500.00	300.00	.00	3,212.00	288.00	91.77
920900	PROPERTY/LIAB CONTRIBUTI	33,262.00	.00	.00	.00	33,262.00	.00
930010	R & M EQUIPMENT	76,895.00	13,117.82	.00	48,533.88	28,361.12	63.12

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 06/06/08

TIME: 10:53:43

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

EXPSTA11

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

ACCOUNTING PERIOD: 5/08

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT

TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL

PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND

ORGANIZATION-2110 LIBRARY SERVICES

1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
930020	R & M BLDGS & STRUCTURES	77,700.00	6,889.81	.00	20,199.93	57,500.07	26.00
930030	R & M VEHICLES	7,950.00	567.01	.00	567.01	7,382.99	7.13
930195	BOOK BINDING & REPAIR	3,000.00	352.93	.00	744.40	2,255.60	24.81
930210	RENTAL OF EQUIPMENT	5,500.00	.00	.00	.00	5,500.00	.00
930320	CLEANING:CUSTODIAL SERV	95,050.00	15,280.00	.00	22,840.00	72,210.00	24.03
930490	REFUSE CONTRACT	6,888.00	479.15	.00	2,201.15	4,686.85	31.96
960070	AUTO/TRAVEL EXPENSES	500.00	.00	.00	423.50	76.50	84.70
960210	SPECIAL EVENT PROGRAMMIN	26,000.00	3,052.37	.00	9,890.22	16,109.78	38.04
960990	MISC CONTRACTUAL SVCS	96,480.00	15,838.00	.00	48,872.60	47,607.40	50.66
TOTAL CONTRACTUAL SERVICES		678,965.00	87,704.53	.00	280,385.61	398,579.39	41.30

FUND-201 LIBRARY FUND

ORGANIZATION-2110 LIBRARY SERVICES

1ST SUBTOTAL-970000 COMMODITIES

970100	SUPPLIES	230,170.00	5,883.21	.00	27,171.85	202,998.15	11.81
970110	MEALS (PRSNRS/WRKRS/VOLS	1,800.00	.00	.00	1,284.29	515.71	71.35
970170	JANITORIAL	21,100.00	3,662.88	.00	9,630.02	11,469.98	45.64
970260	POSTAGE AND PARCEL	15,000.00	2,059.98	.00	4,350.37	10,649.63	29.00
970270	PRINTING-REPROD-BINDING	15,000.00	7,379.27	.00	14,908.70	91.30	99.39
970500	PURCHASE OF WATER	8,000.00	1,163.69	.00	1,914.72	6,085.28	23.93
970600	BOOKS	492,800.00	40,729.57	.00	164,142.12	328,657.88	33.31
970610	AUDIO MATERIALS	78,500.00	5,120.19	.00	19,821.24	58,678.76	25.25
970620	SUBSCRIPTIONS & BOOKS	78,000.00	421.96	.00	20,082.99	57,917.01	25.75
970630	VISUAL MATERIALS	87,500.00	9,971.18	.00	33,427.19	54,072.81	38.20
970640	AUTOMATED REFERENCE MAT'	127,000.00	6,505.00	.00	44,464.69	82,535.31	35.01
970810	NATURAL GAS	27,300.00	3,832.86	.00	18,354.62	8,945.38	67.23
970840	DIESEL	3,500.00	.00	.00	.00	3,500.00	.00
970850	GASOLINE	1,500.00	.00	.00	.00	1,500.00	.00
970900	EQUIPMENT <\$5,000	16,100.00	4,558.72	.00	9,620.32	6,479.68	59.75
TOTAL COMMODITIES		1,203,270.00	91,288.51	.00	369,173.12	834,096.88	30.68

FUND-201 LIBRARY FUND

ORGANIZATION-2110 LIBRARY SERVICES

1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

980300	IMPROVEMENTS	7,300.00	.00	.00	.00	7,300.00	.00
980400	EQUIPMENT	10,000.00	.00	.00	.00	10,000.00	.00
980410	COMPUTER HARDWARE	900.00	.00	.00	.00	900.00	.00
980420	COMPUTER SOFTWARE	35,670.00	.00	.00	7,819.88	27,850.12	21.92
980430	FURNITURE & FIXTURES	5,300.00	.00	.00	.00	5,300.00	.00
TOTAL CAPITAL EXPENDITURES		59,170.00	.00	.00	7,819.88	51,350.12	13.22

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 06/06/08

TIME: 10:53:43

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

EXPSTA11

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

ACCOUNTING PERIOD: 5/08

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PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND

ORGANIZATION-2110 LIBRARY SERVICES

1ST SUBTOTAL-990990 OTHER FUNDING ACTIVITIES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
990935	TRANS TO D/S: 2002A BOND	14,852.00	.00	.00	.00	14,852.00	.00
990940	TRANS TO LIB CAP PROJ FN	400,000.00	.00	.00	.00	400,000.00	.00
990955	TRANS TO D/S: 2003B BOND	10,995.00	.00	.00	.00	10,995.00	.00
993000	CONTINGENCY RESERVE	75,000.00	.00	.00	.00	75,000.00	.00
	TOTAL OTHER FUNDING ACTIVITIE	500,847.00	.00	.00	.00	500,847.00	.00
	TOTAL LIBRARY SERVICES	7,005,946.00	491,626.84	.00	2,332,999.57	4,672,946.43	33.30

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 06/06/08

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

EXPSTA11

: 10:53:43

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TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL

PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND

ORGANIZATION-2130 IL LIBRARY PER CAP GRANT

1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
920204	TRAINING	4,325.00	116.25	.00	116.25	4,208.75	2.69
920210	IN-SERVICE TRAINING	6,700.00	1,663.80	.00	1,663.80	5,036.20	24.83
960990	MISC CONTRACTUAL SVCS	42,675.00	.00	.00	.00	42,675.00	.00
	TOTAL CONTRACTUAL SERVICES	53,700.00	1,780.05	.00	1,780.05	51,919.95	3.31

FUND-201 LIBRARY FUND

ORGANIZATION-2130 IL LIBRARY PER CAP GRANT

1ST SUBTOTAL-970000 COMMODITIES

970260	POSTAGE AND PARCEL	4,000.00	.00	.00	.00	4,000.00	.00
970270	PRINTING-REPROD-BINDING	12,000.00	.00	.00	.00	12,000.00	.00
	TOTAL COMMODITIES	16,000.00	.00	.00	.00	16,000.00	.00
	TOTAL IL LIBRARY PER CAP GRAN	69,700.00	1,780.05	.00	1,780.05	67,919.95	2.55
	TOTAL LIBRARY FUND	7,075,646.00	493,406.89	.00	2,334,779.62	4,740,866.38	33.00

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 06/06/08

TIME: 10:53:43

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

EXPSTA11

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

ACCOUNTING PERIOD: 5/08

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT

TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL

PAGE BREAKS ON: FUND,ORGANIZATION

FUND-202 LIBRARY CAPITAL PROJ FUND
ORGANIZATION-202F LIBRARY CAPITAL PROJECTS
1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL SERVICES	45,000.00	1,435.58	.00	1,435.58	43,564.42	3.19
960990	MISC CONTRACTUAL SVCS	6,000.00	.00	.00	.00	6,000.00	.00
	TOTAL CONTRACTUAL SERVICES	51,000.00	1,435.58	.00	1,435.58	49,564.42	2.81

FUND-202 LIBRARY CAPITAL PROJ FUND
ORGANIZATION-202F LIBRARY CAPITAL PROJECTS
1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

980300	IMPROVEMENTS	175,000.00	.00	.00	.00	175,000.00	.00
980400	EQUIPMENT	533,392.00	.00	.00	.00	533,392.00	.00
980410	COMPUTER HARDWARE	156,100.00	3,775.00	.00	78,266.57	77,833.43	50.14
	TOTAL CAPITAL EXPENDITURES	864,492.00	3,775.00	.00	78,266.57	786,225.43	9.05
	TOTAL LIBRARY CAPITAL PROJECT	915,492.00	5,210.58	.00	79,702.15	835,789.85	8.71
	TOTAL LIBRARY CAPITAL PROJ FU	915,492.00	5,210.58	.00	79,702.15	835,789.85	8.71

TOTAL REPORT		7,991,138.00	498,617.47	.00	2,414,481.77	5,576,656.23	30.21
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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 05/08/08

TIME: 19:52:59

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCTPAY1

ACCOUNTING PERIOD: 5/08

SELECTION CRITERIA: payable.due_date='05/19/2008'

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	920110	PROFESSIONAL SER	104044	FACE TO FACE COMM & T	932008080	51	244.65
2110	920110	PROFESSIONAL SER	106986	MAUREEN DONEHEY	04/11/08	44	500.00
2110	920202	CONFERENCES	09309	ROBERTA S. JOHNSON	REIMB	224	45.68
2110	920202	CONFERENCES	103410	GWEN LACOSSE	REIMB	223	449.07
2110	920202	CONFERENCES	106730	KAREN MCBRIDE	REIMB	222	35.25
2110	920202	CONFERENCES	106995	JOEL SAWYER	REIMB	367	846.81
2110	920204	TRAINING	104160	MIRIAM POLLACK & ASSO	354	109	350.00
2110	920204	TRAINING	106987	ANGELA SOCHA	REIMB	123	150.00
2110	920204	TRAINING	37429	DES PLAINES CHAMBER O	HOST FEE	45	50.00
2110	930010	R & M EQUIPMENT	106873	BANC OF AMERICA LEAS	10318631-68	127	2005.00
2110	930010	R & M EQUIPMENT	17247	IMAGING OFFICE SYSTEM	CONT001130	41	1368.56
2110	930020	R & M BLDGS & ST	00189	ANDERSON LOCK CO LTD	7004427	60	635.25
2110	930020	R & M BLDGS & ST	08777	BISHOP PLUMBING, INC.	51225	56	785.00
2110	930020	R & M BLDGS & ST	100604	M K PAINTING & DECORA	3	42	1080.00
2110	930020	R & M BLDGS & ST	102141	MILLER SALES	1214281	47	41.12
2110	930020	R & M BLDGS & ST	102141	MILLER SALES	12142	84	814.79
2110	930020	R & M BLDGS & ST	103833	PROGRAM ONE PROF BUIL	97953	104	735.00
2110	930020	R & M BLDGS & ST	106102	GREAT LAKES ELEVATOR	19169	70	473.00
2110	930030	R & M VEHICLES	74477	EHRHARDTS TRAILER SAL	18996	52	326.95
2110	930320	CLEANING: CUSTODI	102711	SPEED-E-KLEEN	3361	124	305.00
2110	960210	SPECIAL EVENT PR	106984	ENTERTAINING CHARACTE	631	74	300.00
2110	960210	SPECIAL EVENT PR	37429	DES PLAINES CHAMBER O	969A	53	600.00
2110	960990	MISC CONTRACTUAL	04856	R & J UPHOLSTERY	21496	122	960.00
2110	960990	MISC CONTRACTUAL	09535	EXPRESS PERSONNEL SER	96571125-2	76	660.00
2110	960990	MISC CONTRACTUAL	09535	EXPRESS PERSONNEL SER	96595250-0	75	660.00
2110	960990	MISC CONTRACTUAL	09535	EXPRESS PERSONNEL SER	96616742-1	73	660.00
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	5008876520	99	26.35
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020390032	432	5.84
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020827358	446	182.71
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	S23355860	445	11.10
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	S23619260	443	1.85
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	S23632660	438	3.70
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	S23141270	441	1.85
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	S22680140	437	3.70
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020776735	574	2.89
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020868041	568	5.48
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020848411	572	5.33
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020825118	569	11.55
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020891971	513	13.11
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020867300	505	16.55
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020833360	507	14.83
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020817514	509	17.71
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020883501	511	13.20
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020805170	480	152.08
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020893607	479	2.35
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020893102	474	24.95
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020868805	469	167.60
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020819450	470	125.30
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020806581	473	26.40
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020842601	472	92.81

RUN DATE 05/08/2008 TIME 19:53:08

SUNGARD PENTAMATION INC - FUND ACCOUNTING

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCTPAY1

ACCOUNTING PERIOD: 5/08

SELECTION CRITERIA: payable.due_date="05/19/2008"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020884149	471	0.00	105.52
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020883542	501	0.00	33.00
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020825117	481	0.00	62.70
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020791856	497	0.00	36.25
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020846559	499	0.00	27.45
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020817536	486	0.00	22.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5461919	494	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5465867	493	0.00	39.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5461920	487	0.00	97.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5461918	492	0.00	46.40
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5457366	489	0.00	65.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5465869	462	0.00	13.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5467883	460	0.00	13.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5467884	457	0.00	13.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5470681	519	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5463415	516	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5463414	523	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5457363	517	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5466581	521	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5461048	542	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5466588	531	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5467886	532	0.00	29.65
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5470684	550	0.00	22.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5466586	534	0.00	16.45
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5457364	544	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5470685	536	0.00	3.45
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5461917	548	0.00	10.45
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5457362	538	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5461915	546	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5470677	529	0.00	20.70
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5466589	540	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5466587	552	0.00	3.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5470682	541	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5470679	560	0.00	19.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5461916	567	0.00	26.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5463413	558	0.00	19.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5465868	555	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5466583	553	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5470680	557	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5457365	570	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5457361	565	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5470678	455	0.00	13.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5466582	439	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5470683	453	0.00	26.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5467885	452	0.00	13.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5466585	449	0.00	19.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5466584	448	0.00	3.25
2110	960990	MISC CONTRACTUAL 102808	ADVANCED AQUATICS	39045	61	0.00	518.60
2110	960990	MISC CONTRACTUAL 106122	ALEXIAN BROTHERS CORP	260305	62	0.00	214.00
2110	960990	MISC CONTRACTUAL 19764	BRODART COMPANY	B37102	58	0.00	15.40

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CITY OF DES PLAINES
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ACCTPAY1

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SELECTION CRITERIA: payable.due_date="05/19/2008"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL	25775	CRIMSON MULTIMEDIA DI	13218A	83	12.79
2110	960990	MISC CONTRACTUAL	83193	TRANSWORLD SYSTEMS IN	A76665-7749	2	5250.00
2110	970100	SUPPLIES	02830	UNITED BUSINESS SOLUT	72180A	198	13.98
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	561335-0	80	99.95
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	559841-0	79	133.52
2110	970100	SUPPLIES	09638	OFFICE DEPOT	426413758001	86	127.31
2110	970100	SUPPLIES	106102	GREAT LAKES ELEVATOR	19364	71	12.00
2110	970100	SUPPLIES	19714	GAYLORD BROS	1155877	48	72.10
2110	970170	JANITORIAL	01250	GRAINGER	9613690743	49	468.80
2110	970170	JANITORIAL	01250	GRAINGER	9612517723	50	58.60
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	567715	117	414.21
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	569114	105	503.16
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	567714	118	246.89
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	568205	119	139.92
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	565815	116	456.23
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	567713	120	48.50
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	568206	121	37.93
2110	970260	POSTAGE AND PARC	00933	POSTMASTER	04/28/08	173	2000.00
2110	970270	PRINTING-REPROD-	05228	KASCO PRINTING	6113	176	5428.00
2110	970270	PRINTING-REPROD-	101605	VILLAGE PROFILE	9 DESILSL-08	3	1200.00
2110	970270	PRINTING-REPROD-	102536	MINUTEMAN PRESS	25325	46	510.77
2110	970500	PURCHASE OF WATS	00842	CITY OF DES PLAINES	71-080-76301	128	1163.69
2110	970600	BOOKS	03363	WEST GROUP	815729723	125	184.01
2110	970600	BOOKS	05527	QUALITY BOOKS INC	118895	110	83.27
2110	970600	BOOKS	06369	NATIONAL FIRE PROTECT	4207227Y	85	93.95
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020805169	88	2277.96
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020868804	95	1701.39
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020819449	93	1929.00
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020884148	92	1555.62
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020842600	91	8.90
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020842600	89	1800.32
2110	970600	BOOKS	09737	BAKER & TAYLOR	5008876520	100	1397.02
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020827357	107	1477.10
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020390032	433	28.12
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020868041	434	47.85
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020776735	450	32.05
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020825118	571	103.86
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020848411	573	63.06
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020883501	512	113.44
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020817514	510	115.15
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020833360	508	124.85
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020867300	506	146.92
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020893606	514	29.05
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020806580	468	376.77
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020825117	483	565.38
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020817536	485	502.49
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020891971	503	201.22
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020883542	502	279.80
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020846559	500	360.69
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020893101	495	418.61

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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020791856	498	0.00	389.43
2110	970600	BOOKS	101798 SCHOLASTIC LIBRARY FU	11244701	1	0.00	1697.00
2110	970600	BOOKS	105020 FREMONT PUBLIC LIBRAR	INTER LOAN-1	72	0.00	22.00
2110	970600	BOOKS	105644 D & B	9073391-01	101	0.00	1409.00
2110	970600	BOOKS	105722 CHICAGO CRIME COMMISS	4575	55	0.00	64.52
2110	970600	BOOKS	106727 GALE	15688344	66	0.00	240.85
2110	970600	BOOKS	106727 GALE	15692587	67	0.00	102.25
2110	970600	BOOKS	106727 GALE	15682710	64	0.00	53.90
2110	970600	BOOKS	106727 GALE	15674702	65	0.00	485.00
2110	970600	BOOKS	106985 CHICAGO CREATIVE DIRE	3-24-2008	54	0.00	53.00
2110	970600	BOOKS	12168 GREENWOOD PUBLISHING	3457810	69	0.00	47.28
2110	970600	BOOKS	12168 GREENWOOD PUBLISHING	3457799	81	0.00	47.28
2110	970600	BOOKS	19764 BROADART COMPANY	B37102	59	0.00	228.42
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	321535	78	0.00	16.00
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	321023	77	0.00	288.55
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2020842600	90	0.00	150.93
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2020868804	96	0.00	16.47
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2020805169	87	0.00	41.54
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2020884148	97	0.00	41.21
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2020827357	98	0.00	50.99
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2020893101	496	0.00	50.99
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2020893606	504	0.00	138.49
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	S23174390	466	0.00	471.40
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	S24080690	476	0.00	17.91
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	S23931710	467	0.00	403.63
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	17433192	464	0.00	-20.50
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	S23716220	478	0.00	16.48
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	H31238610	475	0.00	23.76
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1084615271	111	0.00	40.00
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1084641827	112	0.00	38.40
2110	970610	AUDIO MATERIALS	105020 FREMONT PUBLIC LIBRAR	INTER LOAN-2	68	0.00	14.98
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	3974541	115	0.00	63.00
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	3974381	113	0.00	285.00
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	3974462	114	0.00	197.40
2110	970620	SUBSCRIPTIONS &	17209 BOOKPAGE	RC20005	57	0.00	384.00
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	S705785CM	465	0.00	-24.99
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	S22680140	436	0.00	44.08
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	S23355860	435	0.00	92.56
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	S23619260	444	0.00	19.82
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	S23141270	442	0.00	20.57
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	S23632660	440	0.00	21.29
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5466582	447	0.00	14.99
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5470683	454	0.00	86.92
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5470678	456	0.00	89.96
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5466585	451	0.00	108.69
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5465869	463	0.00	75.71
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5465883	461	0.00	83.96
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5457365	477	0.00	129.71
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5466584	458	0.00	14.99
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5467884	459	0.00	86.96

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

SUNGARD PENTAMATION INC - FUND ACCOUNTING

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CITY OF DES PLAINES
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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5457366	490	427.30
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5465857	484	266.88
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5461920	488	841.19
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5461918	491	266.11
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5467885	482	44.96
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5466588	515	23.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5470681	520	44.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5461919	528	281.16
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5466581	522	44.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5457363	518	48.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5463414	524	41.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5463415	525	41.23
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5461916	526	123.67
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5466589	527	37.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5467886	533	178.41
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5466583	535	22.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5470685	537	22.49
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5470677	530	179.94
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5457362	539	22.49
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5461048	543	21.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5466586	547	142.45
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5461917	549	125.91
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5457364	545	20.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5470684	551	131.18
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5465868	564	18.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5457361	566	15.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5470679	561	130.44
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5463413	559	131.94
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5470682	563	18.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5461915	556	20.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5470680	562	18.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5466587	554	149.96
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DI	13016D	82	29.00
2110	970640	AUTOMATED REFERE	05702	NEWSBANK	RM529421	43	1505.00
2110	970900	EQUIPMENT <\$5,00	200294	DELL MARKETING LP	KC3RM8KD3	63	250.00
2110	970900	EQUIPMENT <\$5,00	200294	DELL MARKETING LP	KC3RMCKW7	185	1250.00
TOTAL LIBRARY SERVICES						0.00	67480.11
2130	920210	IN-SERVICE TRAIN	105894	EVOLUTION MARKETING G	613187	179	1113.80
2130	920210	IN-SERVICE TRAIN	106171	BARBARA IVERSON	05-08-08	226	200.00
2130	920210	IN-SERVICE TRAIN	106264	STEVEN JABLONSKI	05-08-08	225	200.00
2130	920210	IN-SERVICE TRAIN	22931	JERRY HUG	05-08-08	227	150.00
TOTAL IL LIBRARY PER CAP GRANT						0.00	1663.80
TOTAL FUND						0.00	69143.91

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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SELECTION CRITERIA: payable.due_date="05/05/2008"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT	
2110	920110	PROFESSIONAL SER	105470	OUTSOURCE SOLUTIONS G	7271	513	0.00	18300.00
2110	920120	COMMUNICATION SE	09030	NEKTEL COMMUNICATIONS	655730511074	731	0.00	121.46
2110	920120	COMMUNICATION SE	101343	CALL ONE	101041830000	926	0.00	371.24
2110	920140	DATA PROCESSING	72106	COOPERATIVE COMPUTER	APRIL 2008	477	0.00	1724.11
2110	920202	CONFERENCES	100252	ROBERT T. BLANCHARD	REIMS	764	0.00	26.47
2110	920204	TRAINING	05179	ADULT READING ROUND T	G. LACOSSE	758	0.00	30.00
2110	920204	TRAINING	43806	NORTH SUBURBAN LIBRAR	1270422	539	0.00	395.00
2110	920220	MEMBERSHIP DUES	102534	ILLINOIS LIBRARY ASSO	2008-B	531	0.00	135.00
2110	920220	MEMBERSHIP DUES	102534	ILLINOIS LIBRARY ASSO	2008-A	532	0.00	115.00
2110	920230	PUBLICATION OF N	01597	JOURNAL AND TOPICS NE	2528	440	0.00	300.00
2110	930010	R & M EQUIPMENT	02830	UNITED BUSINESS SOLUT	41176	439	0.00	1124.27
2110	930010	R & M EQUIPMENT	02830	UNITED BUSINESS SOLUT	41175	538	0.00	920.57
2110	930010	R & M EQUIPMENT	02830	UNITED BUSINESS SOLUT	41174	542	0.00	215.88
2110	930010	R & M EQUIPMENT	02830	UNITED BUSINESS SOLUT	41258	541	0.00	525.00
2110	930010	R & M EQUIPMENT	72106	COOPERATIVE COMPOTER	DPK0308	478	0.00	4272.54
2110	930020	R & M BLDGS & ST	08777	BISHOP PLUMBING, INC.	51038	459	0.00	231.95
2110	930020	R & M BLDGS & ST	101323	RAYMOND BORGIC	04/05/08	768	0.00	235.00
2110	930020	R & M BLDGS & ST	106102	GREAT LAKES ELEVATOR	19106	523	0.00	175.00
2110	930020	R & M BLDGS & ST	106102	GREAT LAKES ELEVATOR	19069	522	0.00	1225.00
2110	930030	R & M VEHICLES	102935	BILL'S AUTO & TRUCK R	38261	441	0.00	240.06
2110	930195	BOOK BINDING & R	05479	HOUCHEM BINDERY LTD	158790	535	0.00	352.93
2110	930320	CLEANING:CUSTODI	106652	MUELLER BUILDING SERV	50308CC	554	0.00	275.00
2110	930320	CLEANING:CUSTODI	106652	MUELLER BUILDING SERV	50308	524	0.00	7350.00
2110	930320	CLEANING:CUSTODI	106652	MUELLER BUILDING SERV	50408	517	0.00	7350.00
2110	930490	REFUSE CONTRACT	13394	ARC DISPOSAL COMPANY	1543860	508	0.00	479.15
2110	960210	SPECIAL EVENT PR	00842	CITY OF DES PLAINES	2008	891	0.00	100.00
2110	960210	SPECIAL EVENT PR	09733	ORIENTAL TRADING COMP	623736210-01	553	0.00	29.80
2110	960210	SPECIAL EVENT PR	09918	JANWAY COMPANY	79539	556	0.00	318.98
2110	960210	SPECIAL EVENT PR	106879	BLAZING STAR INCORPOR	05/14/08	773	0.00	150.00
2110	960210	SPECIAL EVENT PR	106956	DAVE RUDOLF INCORPORA	06-01-08	530	0.00	500.00
2110	960210	SPECIAL EVENT PR	106976	GARY KOUBA	06/28/08	875	0.00	200.00
2110	960210	SPECIAL EVENT PR	22931	JERRY HUG	06/11/08	771	0.00	150.00
2110	960210	SPECIAL EVENT PR	22931	JERRY HUG	06/04/08	766	0.00	150.00
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M189026A	471	0.00	182.30
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M183785A	473	0.00	195.45
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M178846A	476	0.00	145.60
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2966087	386	0.00	-5.50
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M211230A	246	0.00	4.77
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M211229A	248	0.00	4.77
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M194968A	244	0.00	1.65
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2965774	227	0.00	-10.50
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M187730A	357	0.00	27.50
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M209621A	359	0.00	29.95
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M209651A	355	0.00	23.10
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M209644A	354	0.00	30.21
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M208235A	384	0.00	35.15
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M211231A	373	0.00	4.10
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2966086	374	0.00	-22.00
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M178276A	365	0.00	10.70
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2966089	375	0.00	-8.00

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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL 02191	BOOK WHOLESALERS INC	M186131A	367	0.00	3.70
2110	960990	MISC CONTRACTUAL 02191	BOOK WHOLESALERS INC	M206425A	382	0.00	28.30
2110	960990	MISC CONTRACTUAL 02191	BOOK WHOLESALERS INC	M216402A	380	0.00	40.75
2110	960990	MISC CONTRACTUAL 02191	BOOK WHOLESALERS INC	M209665A	370	0.00	6.15
2110	960990	MISC CONTRACTUAL 02191	BOOK WHOLESALERS INC	M208918A	378	0.00	19.08
2110	960990	MISC CONTRACTUAL 02191	BOOK WHOLESALERS INC	M209657A	361	0.00	24.25
2110	960990	MISC CONTRACTUAL 02191	BOOK WHOLESALERS INC	2966012	376	0.00	-2.50
2110	960990	MISC CONTRACTUAL 09535	EXPRESS PERSONNEL SER	96554003-2	445	0.00	660.00
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020734441	395	0.00	11.55
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020701794	388	0.00	21.13
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020775632	393	0.00	13.20
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020791937	390	0.00	14.53
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020632798	398	0.00	12.56
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020632865	391	0.00	19.77
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	S21601180	403	0.00	1.85
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020735452	392	0.00	150.47
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	S21619460	400	0.00	1.85
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020785470	397	0.00	117.42
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020639992	425	0.00	10.62
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020625554	423	0.00	11.59
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020677114	429	0.00	9.90
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020646681	427	0.00	9.67
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020646698	409	0.00	9.15
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020669994	422	0.00	8.87
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020646564	379	0.00	21.24
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020718911	369	0.00	22.80
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020699634	302	0.00	8.20
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020743257	308	0.00	8.85
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020699704	304	0.00	7.08
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020699698	306	0.00	6.60
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020796271	300	0.00	8.25
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020726806	312	0.00	7.08
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020749392	310	0.00	7.08
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020701824	322	0.00	3.30
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020709978	315	0.00	53.55
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020669887	316	0.00	4.95
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020757370	325	0.00	22.85
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020632428	326	0.00	1.65
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020218869	319	0.00	17.52
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020785584	324	0.00	23.85
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020625547	328	0.00	1.77
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020617376	220	0.00	1.65
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	S22922340	237	0.00	7.40
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	S22054250	235	0.00	5.55
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020718889	224	0.00	2.99
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020310171	222	0.00	5.84
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020734418	226	0.00	1.12
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020678582	253	0.00	37.70
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020632671	252	0.00	39.10
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	5008824005	251	0.00	11.05

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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020747591	255	30.65
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020733614	259	26.40
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5461041	242	32.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5458337	263	6.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5452792	261	7.00
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5461042	275	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5461038	273	3.75
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5451955	270	3.45
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5458338	288	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5448596	265	3.45
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5461040	277	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5452794	286	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5461351	278	3.45
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5448589	279	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5456466	282	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5448591	283	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5449596	284	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5452795	219	6.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5457370	217	13.00
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5448597	194	23.15
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5448593	215	13.00
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5448596	196	22.75
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5448594	213	13.00
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5457372	198	13.40
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5457371	199	19.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5456467	200	6.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5449595	201	16.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5456468	202	13.00
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5461046	206	13.00
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5456472	208	9.95
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5456475	204	13.60
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5461045	334	6.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5452797	332	6.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5456471	297	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5461039	292	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5449593	298	3.45
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5448590	294	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5453663	296	3.45
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5451953	347	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5451956	343	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5461044	338	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5448592	349	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5451958	339	6.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5453662	346	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5456474	344	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5449594	110	16.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5457373	192	26.00
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5456469	186	20.70
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5451954	188	20.70
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5457368	182	45.90

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5456470	184	26.80
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5457369	421	32.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5456473	420	6.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5456476	414	42.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5457367	416	26.00
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5461047	418	9.75
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5452796	407	61.75
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5452793	405	58.90
2110	960990	MISC CONTRACTUAL	101536	THREE M	XB10896	455	485.00
2110	960990	MISC CONTRACTUAL	102808	ADVANCED AQUATICS	38768	454	394.64
2110	960990	MISC CONTRACTUAL	106535	INTERIOR TROPICAL GAR	40193	534	85.00
2110	960990	MISC CONTRACTUAL	106926	NORMA A HACKE	2008-04	512	26.56
2110	960990	MISC CONTRACTUAL	106954	METAPHRASIS LANGUAGE	7	551	80.00
2110	960990	MISC CONTRACTUAL	106955	MARTIN MURPHY	APR 5 2008	550	144.00
2110	960990	MISC CONTRACTUAL	106957	MONTREE SVASTISALEE	MAR 25 2008	555	180.00
2110	960990	MISC CONTRACTUAL	106959	ELIZABETH K WILSON	MAR 25 2008	533	180.00
2110	960990	MISC CONTRACTUAL	106968	MONICA E MOSER	03/25/08	872	180.00
2110	960990	MISC CONTRACTUAL	106969	MEGHAN MOSER	04/05/08	874	144.00
2110	960990	MISC CONTRACTUAL	19764	BRODART COMPANY	B19574	451	13.20
2110	960990	MISC CONTRACTUAL	25775	CRIMSON MULTIMEDIA DI	13164A	479	19.20
2110	960990	MISC CONTRACTUAL	25775	CRIMSON MULTIMEDIA DI	13153A	527	114.57
2110	970100	SUPPLIES	04838	ELLISON EDUCATIONAL	2371266	536	31.00
2110	970100	SUPPLIES	05235	UPSTART	1407436-001	545	178.55
2110	970100	SUPPLIES	100899	C D S OFFICE TECHNOLO	371778	446	67.08
2110	970100	SUPPLIES	200299	TODAY'S BUSINESS SOLU	40808-01	432	3684.44
2110	970170	JANITORIAL	01250	GRAINGER	9602770167	515	959.20
2110	970170	JANITORIAL	01250	GRAINGER	9603050965	519	329.46
2110	970270	PRINTING-REPROD-	106928	NATIONAL GRAPHX & IMA	33926	549	240.50
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M208235A	385	239.72
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M189026A	472	1181.67
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M178846A	475	999.47
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M183785A	474	1130.73
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M187730A	358	184.95
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M209651A	356	193.74
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M209621A	360	146.96
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M208918A	364	71.56
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M178276A	366	33.62
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M186131A	368	37.25
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M209644A	363	98.45
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M209657A	362	119.61
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M209665A	372	30.86
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M206425A	383	397.63
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M216402A	381	735.78
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M211231A	377	25.85
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M194968A	245	25.75
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M211229A	249	9.75
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M211230A	247	10.87
2110	970600	BOOKS	03363	WEST GROUP	815677364	537	94.25
2110	970600	BOOKS	04625	C C H, INCORPORATED	9160932	505	947.41
2110	970600	BOOKS	08279	FOREIGN POLICY ASSOCI	47539	443	386.10

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FUND - 201 - LIBRARY FUND

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2110	970600	BOOKS	09737 BAKER & TAYLOR	2020646564	387	0.00	181.44
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020632798	399	0.00	101.40
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020734441	396	0.00	107.78
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020632865	401	0.00	132.78
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020775632	394	0.00	120.72
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020701794	389	0.00	149.24
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020646681	428	0.00	86.46
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020639992	426	0.00	87.36
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020669994	411	0.00	76.44
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020625554	424	0.00	91.76
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020677114	430	0.00	84.06
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020785469	484	0.00	1489.68
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020709977	488	0.00	918.78
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020735451	483	0.00	2792.53
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020709977	486	0.00	14.10
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020747591	256	0.00	333.19
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020678582	254	0.00	441.20
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020757369	257	0.00	325.29
2110	970600	BOOKS	09737 BAKER & TAYLOR	5008824005	243	0.00	661.23
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020785583	258	0.00	316.19
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020310171	223	0.00	9.50
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020617376	221	0.00	14.10
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020734418	228	0.00	9.49
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020733614	240	0.00	232.48
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020718889	225	0.00	8.33
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020791937	371	0.00	145.28
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020718911	353	0.00	231.89
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020632671	351	0.00	588.40
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020646698	352	0.00	147.81
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020796271	301	0.00	66.56
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020699698	307	0.00	56.40
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020699634	303	0.00	62.52
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020699704	305	0.00	56.40
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020749392	311	0.00	54.24
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020828372	309	0.00	46.67
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020669887	317	0.00	45.21
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020798903	321	0.00	33.28
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020701824	323	0.00	27.06
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020726806	313	0.00	54.12
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020735389	314	0.00	53.70
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020632428	327	0.00	14.66
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020743257	318	0.00	71.62
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020625547	329	0.00	14.10
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020218869	330	0.00	26.72
2110	970600	BOOKS	101798 SCHOLASTIC LIBRARY PU	11240323	547	0.00	481.00
2110	970600	BOOKS	102144 RUSSIAN PUBLISHING HO	145284	540	0.00	663.40
2110	970600	BOOKS	103859 WILMETTE PUBLIC LIBRA	INTER LOAN	765	0.00	24.00
2110	970600	BOOKS	106958 T I P R A C	NONE	546	0.00	51.90
2110	970600	BOOKS	13071 MULTI-CULTURAL BOOKS	3783	552	0.00	400.00
2110	970600	BOOKS	19764 BRODART COMPANY	B19574	452	0.00	102.46

0035

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 04/26/08
TIME: 13:24:49

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCTPAY1
ACCOUNTING PERIOD: 4/08

SELECTION CRITERIA: payable.due_date=*05/05/2008*

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970600	BOOKS	20361	BERNAN ASSOCIATES	10510214	506	162.18
2110	970600	BOOKS	20737	THE COUNCIL OF STATE	54715	447	58.50
2110	970600	BOOKS	23806	FACTS ON FILE	572937	503	115.56
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	2020785469	485	294.21
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	2020709977	487	378.18
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	2020735451	480	34.82
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	H30216280	232	14.23
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	S23019310	233	12.73
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	S23082240	234	11.04
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	S22590040	231	42.69
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	S22590030	230	61.25
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	S22590020	229	594.64
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	S21063630	238	670.64
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	S21645180	241	90.63
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	0001741524	250	-1.99
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	1594937	336	46.46
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	1594936	290	9.74
2110	970610	AUDIO MATERIALS	104157	RANDOM HOUSE INCORPOR	1084585833	548	19.20
2110	970610	AUDIO MATERIALS	105107	CRYSTAL LAKE PUBLIC L	INTER LOAN	511	79.95
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	3956919	544	192.54
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	3907311	543	222.60
2110	970620	SUBSCRIPTIONS &	08752	NOAA NATIONAL DATA CE	60830-032008	529	34.00
2110	970620	SUBSCRIPTIONS &	74130	EBS CO SUBSCRIPTION SV	25803	520	-24.00
2110	970620	SUBSCRIPTIONS &	74130	EBS CO SUBSCRIPTION SV	1223842	525	27.96
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	2020735451	482	47.45
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	S21601180	404	18.35
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	S21619460	402	20.54
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	S22054250	236	66.12
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	S22922340	239	42.58
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5457370	218	44.96
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5448596	197	86.93
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5456468	203	89.96
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5457373	193	119.17
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5456472	209	71.22
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5448597	195	119.93
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5449595	210	63.70
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5448593	216	48.71
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5452795	211	44.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5458336	212	74.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5461046	207	79.46
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5448594	214	58.46
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5456475	205	86.21
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5452792	262	29.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5451958	260	38.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5458337	264	29.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5453663	269	22.49
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5451955	271	22.49
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5456466	272	14.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5461351	268	22.49
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5448591	280	14.99

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 04/26/08
 TIME: 13:24:49

CITY OF DES PLAINES
 CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 4/08

SELECTION CRITERIA: payable.due_date="05/05/2008"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5461040	281	14.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5461038	274	14.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5461043	267	26.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5448596	266	26.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5449596	285	14.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5461042	276	14.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5452794	287	11.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5448589	291	22.49
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5461039	293	20.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5448590	295	20.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5449593	299	18.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5458338	289	7.49
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5456473	331	41.23
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5461044	320	18.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5452797	333	41.23
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5461045	335	40.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5456467	337	41.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5451953	348	18.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5453662	342	18.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5451956	345	18.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5448592	350	18.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5456471	341	18.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5456474	340	18.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5456470	185	170.92
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5457371	191	128.94
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5457372	190	163.44
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5456469	187	157.44
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5457368	183	159.61
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5451954	189	157.44
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5452796	408	251.81
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5452793	406	407.82
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5456476	415	164.87
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5457367	417	179.92
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5451957	413	217.45
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5461041	410	218.90
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5457369	412	199.39
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5461047	419	38.22
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5449594	947	96.70
2110	970630	VISUAL MATERIALS	102450	INSTRUCTIONAL VIDEO	304888	502	69.90
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DI	13144A	526	365.00
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DI	13144B	528	50.00
2110	970640	AUTOMATED REFERE	106949	AURALOG INCORPORATED	20907	89	4950.00
2110	970640	AUTOMATED REFERE	106952	CARUS PUBLISHING COMP	2016947	448	50.00
2110	970900	EQUIPMENT <\$5.00	01250	GRAINGER	9603050973	516	549.45
2110	970900	EQUIPMENT <\$5.00	01250	GRAINGER	9603050957	521	16.27
2110	970900	EQUIPMENT <\$5.00	100140	MIDWEST LIBRARY SYSTE	8-974	437	2493.00
TOTAL LIBRARY SERVICES						0.00	94309.09
TOTAL FUND						0.00	94309.09

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

CITY OF DES PLAINES

ACCTPAY1

DATE: 04/26/08

CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 4/08

TIME: 13:24:49

SELECTION CRITERIA: payable.due_date="05/05/2008"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 04/26/08

TIME: 13:24:49

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCPAY1

ACCOUNTING PERIOD: 4/08

SELECTION CRITERIA: payable.due_date="05/05/2008"

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ORGANIZATION	ACCOUNT	TITLE		VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
202F	920110	PROFESSIONAL SER	105776	LOHAN ANDERSON LLC	1129	438	0.00	1435.58
202F	980410	COMPUTER HARDWAR	105470	OUTSOURCE SOLUTIONS G	7327	514	0.00	3775.00
TOTAL LIBRARY CAPITAL PROJECTS							0.00	5210.58
TOTAL FUND							0.00	5210.58

VII.D.1.

LIBRARY DIRECTOR'S REPORT

June 17, 2008

Please note: I have received no official requests for confidential patron information since my last report.

I. Personnel

No new employees for this reporting period.

We have had two resignations: Ruth Noonan, Page, and Stacy Wittman, Part-time Reference Librarian.

II. STAFF DEVELOPMENT

The Department Heads have been discussing and formulating statements that describe our values (or operating principles) at the Des Plaines Public Library. We are focusing on these four: Generosity, Beauty, Friendliness, and Efficiency. Our discussions include ways to integrate these principles into our hiring, orientation, and evaluation processes.

Staff members are working at the department level to develop objectives and activities for our strategic plan. Holly Sorensen and Heather Imhoff are overseeing these meetings, consolidating the information, and tracking the results.

We have begun our planning for tagging the collection in preparation for the RFID project. Tagging will begin July 7. Sue Pirie, Technical Services Manager, will oversee this portion of the project.

III. PATRON SERVICES

This month we are presenting a new statistical information report for your review. We can modify this form to include information that you request or exclude information that you find irrelevant. We will appreciate your comments.

We are taking part in a Grant Project administered by the Lincoln Trails Libraries System, which makes OCLC's WorldCat ILL available to library patrons. An option that will be available within a month is home delivery. We are one of 8 libraries throughout Illinois participating in this pilot

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project, which will give library patrons the option to request home delivery of qualifying Interlibrary loan items. During the pilot program there is no cost to the patron or to the library. This feature will be publicized fully when it becomes available.

Summer Reading Club is off to a strong start in the Youth Services Department. Within the first ten days of registration, 1,053 children have registered, surpassing last year's record-breaking signup. Assisting us with registration are 40 seventh and eighth graders who have volunteered their services this summer.

IV. OTHER PROFESSIONAL ACTIVITIES

During the past month I have attended the following meetings: Friends of the Library Annual Meeting (5/27), CCS Governing Board (5/28), Library Production Studio Executive Committee (5/29), the Public Library Administrators' Forum at NSLS (5/30), the Chamber of Commerce Executive Board Meeting (6/4), and the Chamber of Commerce's Scholarship Luncheon (6/5).

I will be on vacation June 12 through 16.

VII.D.1.

LIBRARY DIRECTOR'S REPORT

May 20, 2008

Please note: I have received no official requests for confidential patron information since my last report.

I. PERSONNEL

New employee for April/May 2008 : Robert Walker, Building and Security Assistant.

Resignations/Separations: Olivia Gugalo and Jakub Kocyan, Pages, Circulation Services.

II. STAFF DEVELOPMENT

Our annual Inservice Day for all staff was held Thursday, May 8. The theme for the day was "Techno Zoo," and prepared and encouraged staff at all levels to appreciate, experience, and learn to use new forms of technology to help them in their work, learning, and play. The staff committee, headed by Holly Sorensen, planned an enjoyable and productive day. The keynote speaker was our own Karen McBride. She has recently returned from the national Computers in Libraries Conference where she gave a presentation on the use of video for library websites. She is an accomplished and informative speaker. Head of Adult Services, Roberta Johnson, also attended this conference.

Five Department Heads attended a day long seminar at North Suburban Library System headquarters on April 29. The topic was transformational change. We were both inspired and reassured, having already successfully implemented many of the recommendations at our library.

Ten staff members attended a full day conference for library support staff, Reaching Forward, on May 9.

III. PATRON SERVICES

We continue to increase the number of items circulated while the number of in person visits to the library decreases, year to date. Use of the self-check remains at 46%. Use of computers on the second floor (youth services) increased by 18% over last April, and by nearly 4% on the fourth floor. Since we discontinued the contract with NetLibrary for eaudiobooks, the use of our PlayAways increased

dramatically, and the circulation of audiobooks increased slightly in the adult collection and decreased in the youth services collection.

The sixth annual Do the Dewey Fundraiser was held on Saturday, April 26. Attendance at the event was the highest ever at approximately 300 and the net results, although not yet official, will be well over \$14,000, to be shared equally with the Rotary Club of Des Plaines.

IV. OTHER PROFESSIONAL ACTIVITIES

I attended the Chamber of Commerce Board meeting (4/17), the Chamber Scholarship Selection committee meeting (4/18), and the Friends of the Library Roundtable (4/22). Along with Department Heads I attended the "Embracing Change & Transforming Libraries Communities" symposium at NSLS (4/29). I attended the Library Production Studio Executive committee meeting (5/1) and the NSLS Board meeting (5/19).

May 12 through 14 I, along with Trustees Noreen Lake and Elaine Tejcek, participated in the American Library Association's Legislative Days in Washington, D.C.

VII.D.1.

**DES PLAINES PUBLIC LIBRARY
CIRCULATION SERVICES REPORT FOR APRIL 2008**

IV. Patron Attendance Count

<u>Apr 2007</u>	<u>Mar 2008</u>	<u>Apr 2008</u>	<u>Year to Date 2007</u>	<u>Year to Date 2008</u>	<u>Year to Date % Change</u>
42,427	39,955	41,223**	171,588	154,492	(-9.96%)

**Reciprocal Borrowing
(Materials Lent)**

	<u>Apr 2007</u>	<u>Apr 2008</u>	<u>% Change</u>
NSLS	13,781	13,451	(-2.39%)
Other Systems	3,592	3,353	(-6.65%)
Total	17,373	16,804	(-3.28%)

V. Interlibrary Loan

	<u>Apr 2007</u>	<u>Apr 2008</u>	<u>Year to Date 2007</u>	<u>Year to Date 2008</u>	<u>Year to Date % Change</u>
Sent	5,285	5,556	27,765	22,118	(-2.84%)
Received	4,120	5,073	17,369	18,728	7.82%
Total	9,405	10,629	40,134	40,846	1.77%

**The corridor patron counter was out of order from April 26 – 30. This number was extrapolated from the patron door count for the years 2005 – 2007.

Des Plaines Public Library - May 2008 Board Report

CIRCULATION				
	THIS MONTH		YEAR TO DATE	
	May 2008		YTD 2008	
	Youth Services	28,643	Youth Services	161,769
	Adult Services	57,219	Adult Services	312,518
	TOTAL	85,862	TOTAL	388,425
	May 2007		YTD 2007	
	Youth Services	25,943	Youth Services	157,587
	Adult Services	56,233	Adult Services	297,832
	TOTAL	82,176	TOTAL	368,608
	% Change	4.29%	% Change	5.10%
SELF CHECK				
	THIS MONTH		YEAR TO DATE	
	May 2008	38,564	YTD 2008	203,443
	May 2007	38,349	YTD 2007	190,497
	% Change	1%	% Change	6%

CARD REGISTRATION				
	THIS MONTH		YEAR TO DATE	
New Resident Cards	May 2008	251	YTD 2008	1500
	May 2007	233	YTD 2007	1297
	% Change	7%	% Change	14%
New Business Cards	May 2008	3	YTD 2008	10
	May 2007	N/A	YTD 2007	N/A
	% Change		% Change	
Total Card Ownership			YTD 2008	35,246
			YTD 2007	35,381
			% Population 2008	61.9%
			% Population 2007	62.1%

PATRON ATTENDANCE				
	THIS MONTH		YEAR TO DATE	
	May 2008	33,415	YTD 2008	187,907
	May 2007	39,273	YTD 2007	210,861
	% Change	-17.53%	% Change	-12.22%

MEETING ROOM USE				
	THIS MONTH		YEAR TO DATE	
Lib. Spons.	May 2008	1,077	YTD	8,468
Outside	May 2008	1,153	YTD	7,074
Internal	May 2008	49	YTD	559
			TOTAL	16,101

OURTEACH				
	THIS MONTH	Attendance	YEAR TO DATE	
Adult Services	14	125	YTD	N/A
Youth Services	39	2,808	YTD	N/A

SPECIAL PROJECTS & STATS:

	THIS MONTH		YEAR TO DATE	
Voter Registration	May 2008	5	YTD 2008	185
	May 2007	2	YTD 2007	64
	% Change	60.00%	% Change	0.654054054
OTHER	May 2008		YTD 2008	
	May 2007		YTD 2007	
	% Change		% Change	

COMPUTER / TECHNOLOGY USE

	THIS MONTH		YEAR TO DATE	
Hits on Website	May 2008		YTD 2008	
	From Internal IP's		From Internal IP's	
	From External IP's		From External IP's	
	TOTAL	47,055	TOTAL	47,055
	May 2007		YTD 2007	
	From Internal IP's		From Internal IP's	
	From External IP's		From External IP's	
	TOTAL	N/A	TOTAL	N/A
	% Change		% Change	
Hits on PlainTalk	May 2008	1,010	YTD 2008	4,992
	May 2007	N/A	YTD 2007	N/A
	% Change	N/A	% Change	N/A
Hits on Positively Ellinwood Street	May 2008	16	YTD 2008	16
	May 2007	N/A	YTD 2007	N/A
	% Change	N/A	% Change	N/A

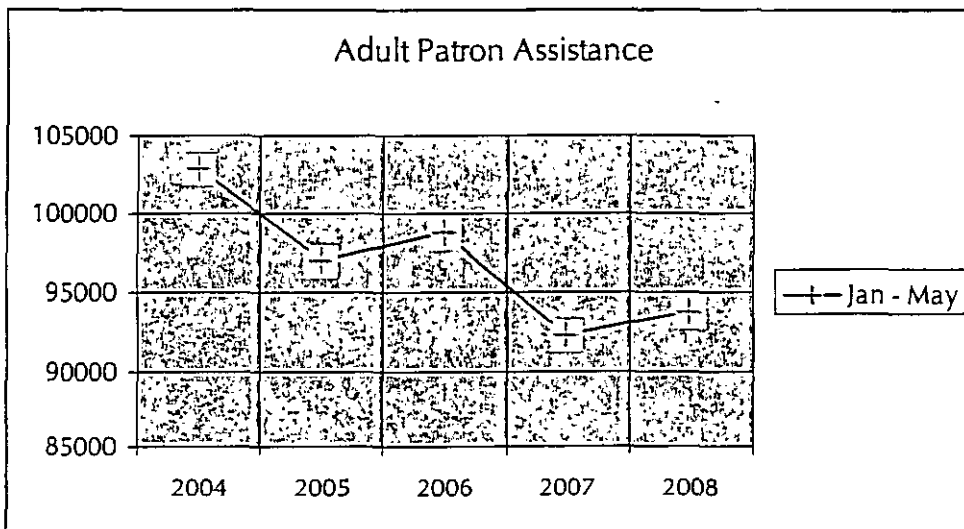
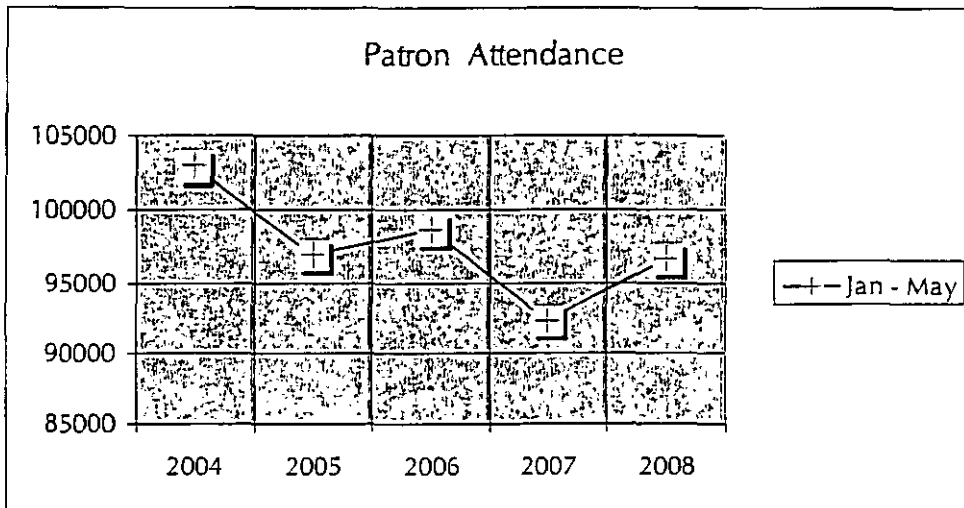
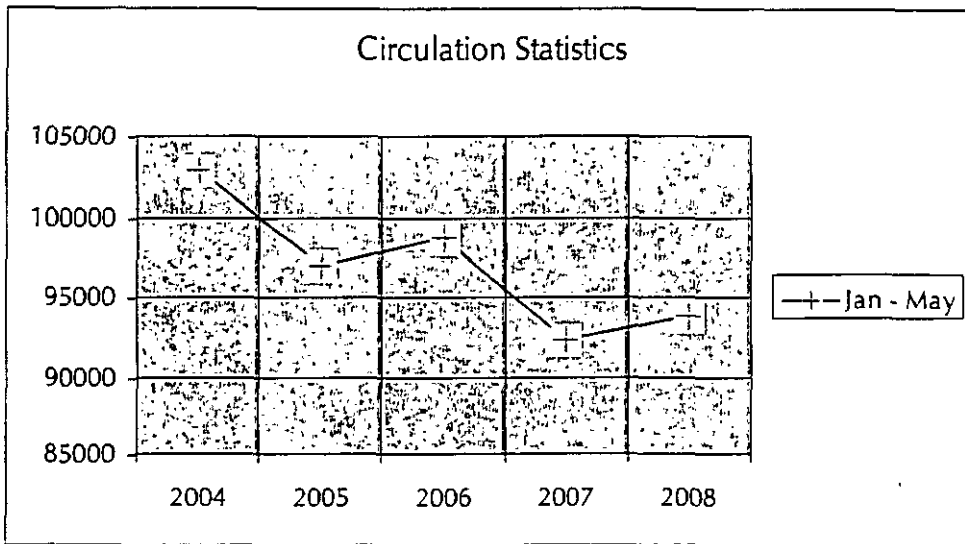
Computer Use	Adult Services		YTD 2008	
	May 2008	7,377	YTD 2007	39,208
	May 2007	7,234	YTD 2008	37,921
	% Change	1.94%	% Change	3.28%
	Youth Services			
	May 2008	1,246	YTD 2008	7,863
	May 2007	1,031	YTD 2007	6,627
	% Change	17.26%	% Change	15.72%
Total Online Reference Products Searches & Queries				
May 2008	15011	YTD 2008	90,523	
May 2007	8596	YTD 2007	55,541	
% Change	42.74%	% Change	38.64%	

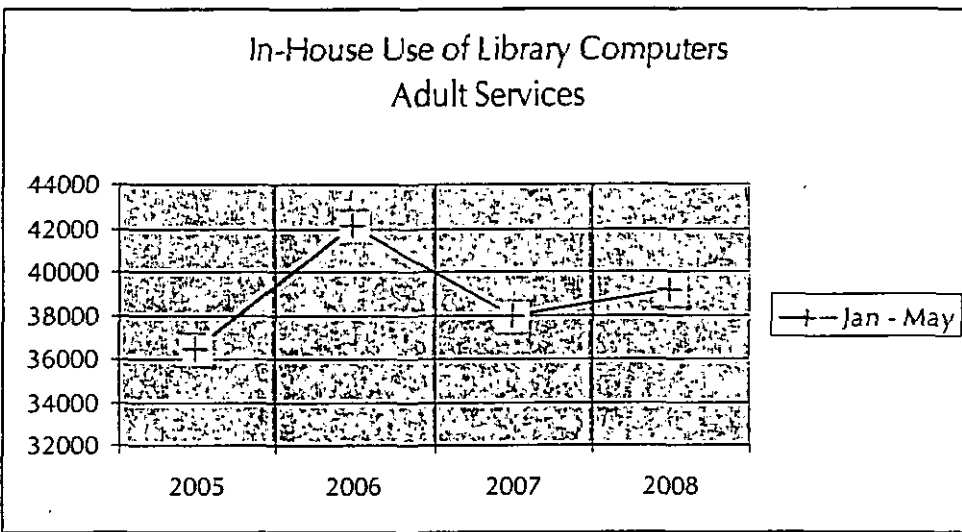
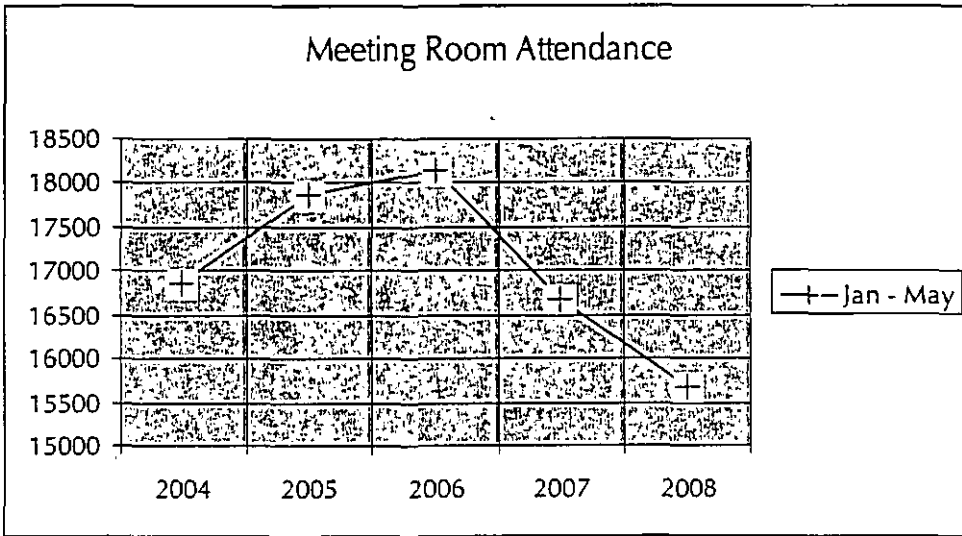
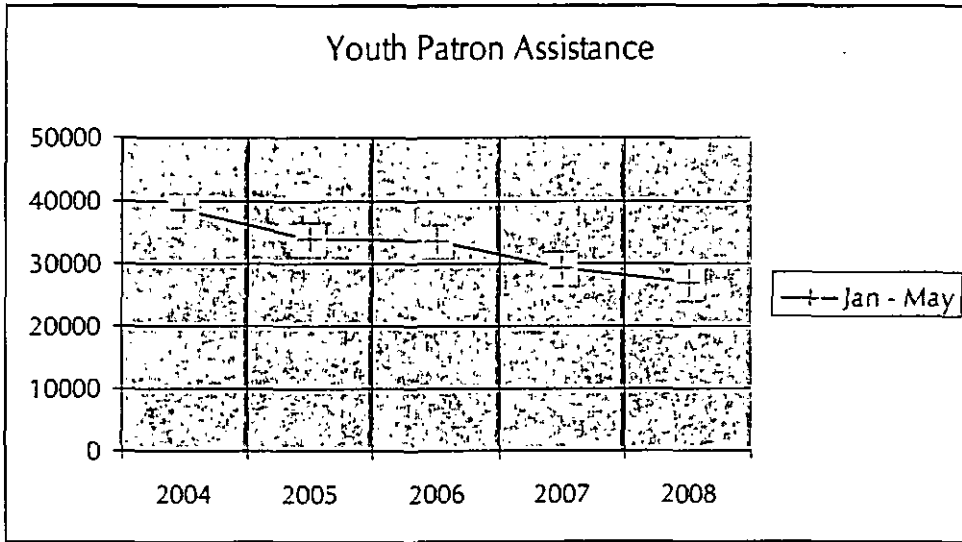
Use of three children's databases showed large increases this last year (May '07 to May '08) compared to the prior year (May '06 to May '07). Especially significant was the increase in remote usage. The increases coincided with Sara McLaughlin's promotion of the databases at several school events this last year.

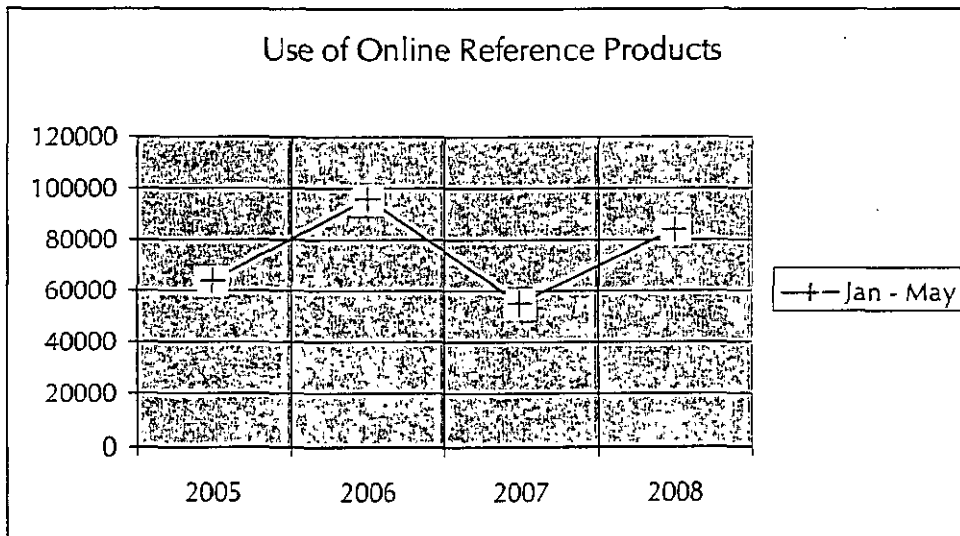
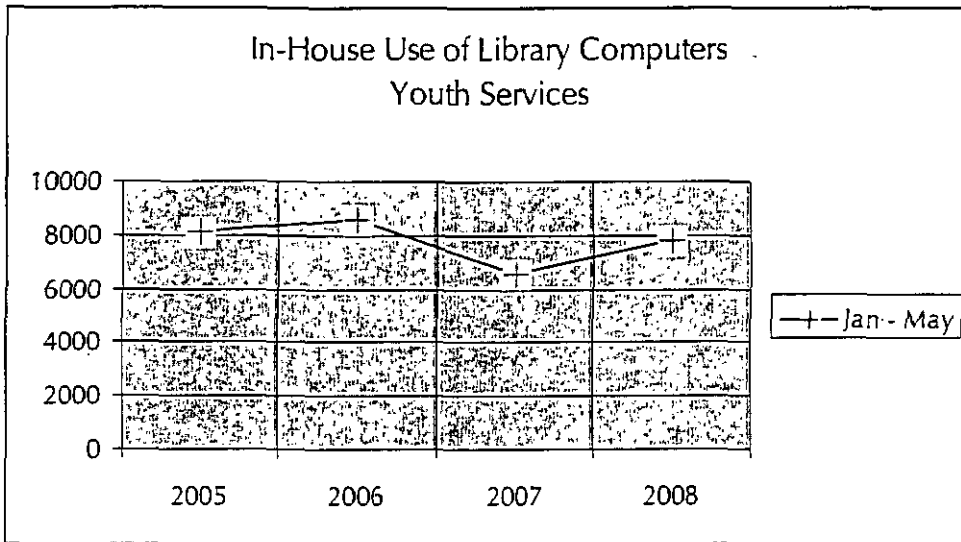
Kids Infobits: Overall usage up 401% - Remote usage up 604%

Grolier database collection: Overall usage up 64.9% - Remote usage up 201%

eLibrary Elementary: Overall usage up 46% - Remote usage up 60%







Des Plaines Public Library

1501 Ellinwood Street
 Des Plaines, IL 60016-4553
 847.827.5551 phone
 847.827.7974 fax
 www.dppl.org

IX.F.

The Board of Library Trustees of the Des Plaines Library will hold its regular monthly meeting for the period of August 2008 through July 2009 on the third Tuesday of each month at 7:00 p.m., except January 20, 2009, and July 21, 2009 which will meet at 4:00 p.m. and the September meeting which will meet on the fourth Tuesday of the month. The meetings are held in the second floor Conference Room. The dates are as follows:

Month	Day	Year
August	19	2008
September	23	2008
October	21	2008
November	18	2008
December	16	2008
January	20	2009
February	17	2009
March	17	2009
April	21	2009
May	19	2009
June	16	2009
July	21	2009

Sandra K. Norlin
 Library Director

Approved _____

IX.H.

FORMULA FOR DETERMINING NON-RESIDENT FEE*

1. = Library income from local government sources [\$6,459,956]
2. = Population [56,945]
3. = Size of average household [2.58]

$$(1 / 2) \times 3 = \text{Fee}$$

[Income divided by population multiplied by average household size]

Non-Resident Fees 2007

Arlington Heights	\$318.00
Mount Prospect	\$341.00
Niles	\$220.00
Park Ridge	\$290.00

Des Plaines \$274.00

Non-Resident Fees 2008

Arlington Heights	\$337.00
Mount Prospect	\$356.00
Niles	\$220.00
Park Ridge	\$290.00

Des Plaines **\$292.68**

* Provided by Illinois State Library.

Des Plaines Public Library

1501 Ellinwood Street

Des Plaines, IL 60016-4553

847.827.5551 phone

847.827.7974 fax

www.dppl.org

June 5, 2008

Alice H. Aman
200 Thames Parkway
Park Ridge, IL 60068

Dear Ms. Aman:

I received news of your mother's bequest to the Des Plaines Public Library with mixed feelings. Her death must surely mean sadness for you, but her generosity must also speak to her goodness and kind instincts. I am sorry for your loss.

I am also very appreciative of not only the gift of money, but also the gift of Alice Aman's high regard for our library's service to her and our community. It is, of course, my personal and professional goal to make sure that everyone receives the highest level of service possible, and my delight to be informed when it happens.

Thank you, on behalf of the trustees and staff of the Des Plaines Public Library, for this most generous gift. We will put it to good use in memory of your mother.

Sincerely,



Sandra K. Norlin
Library Director

0053



Des Plaines Public Library

Memorandum

To: Library Board of Trustees
From: Carol Kidd *CK*
Date: 06/17/08
Re: Changes to Library Policy Manual

Attached is the revised copy of Section A – General Policies and Section C – General Regulations, approved at the April 15, 2008 Board of Trustees meeting.

Also attached is the revised copy of the library Personnel Policy, Section D, which was approved at the May 20, 2008 Board of Trustees meeting. Please replace these sections in your policy manual. Thank you.

DES PLAINES PUBLIC LIBRARY**SECTION A – GENERAL POLICIES**

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A-2A	Officer's Request for Confidential Library Information
A-2B	Emergency Release of Information Identifying Individuals Pursuant to Public Act 95-0040
A-3	Complaints Concerning Library Service
A-3A	Citizen's Opinion Concerning Specific Library Policies, Rules, or Procedures
A-4	Complaints Concerning Library Materials
A-4A	Citizens Opinion Concerning Specific Library Material
A-4B	Guidelines for Hearing Concerning Library Materials
A-4C	Materials Reconsideration Hearing Registration Form
A-5	North Suburban Library System Membership
A-6	Mission Statement
A-7	Statement on Professional Ethics
A-8	Policy on Library Expenditures
A-9	Gifts and Endowments
A-9A	Donor Form
A-10	Bylaws of the Board of Trustees
A-10A	Ethics Statement for Public Library Trustees
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- VII. Request for Travel Authorization and Expenditures
- VIII. City Substance Abuse Policy
- IX. Status Form
- X. Request to Review Personnel Records
- XI. Workplace Violence Manual
- XII. Library Bill of Rights
- XIII. The Freedom to Read
- XIV. Intellectual Freedom Statement
- XV. Des Plaines Public Library's Mission Statement, Statements of Beliefs and Vision Statement

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, 1996

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
Reviewed and Approved 06/20/06
Revised and Approved 04/15/08

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 14 years of age may obtain information about materials their children have currently checked out upon providing information to library staff that identifies them and their children with their registration information.
- C. Patrons 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.
- 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 Director.
- E. In accordance with Public Act 95-0040, the Library Director may grant exceptions to the requirement of a court order, based on the information provided by the law enforcement official requesting the confidential information. [Form will follow as A-2A]

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 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

Revised and Approved 07/20/04

Reviewed and Approved 06/20/06

Revised and Approved 04/15/08

OFFICER'S REQUEST FOR CONFIDENTIAL LIBRARY INFORMATION

- A. This is a request under the Illinois Library Records Confidentiality Act, 75 ILCS 70/1 (copy attached) for information contained in the library's registration and/or circulation records.
- B. My request for information is limited to identifying a "suspect, witness, or victim of a crime."
- C. As the basis for this request, I represent the following:
 - 1. I am a sworn law enforcement officer.
 - 2. As a result of an emergency where I believe there is imminent danger of physical harm, it is impractical to secure a Court Order for the identification information.
- D. The information I request relates to the following (Description of information sought):

Officer's Acknowledgment
 I acknowledge receipt from the
 Library of the information I
 requested

 Officer's printed name Officer's Agency/Department Officer's signature

 Officer's badge number Time signed Date signed

(Library Use Only)

Name(s) of Library Staff assisting with the information requested: _____

ILLINOIS LIBRARY RECORDS CONFIDENTIALITY ACT
EMERGENCY RELEASE OF INFORMATION IDENTIFYING
INDIVIDUALS PURSUANT TO PUBLIC ACT 95-0040

The Illinois Library records Confidentiality Act requires a court order before a library may publicly release information contained in library registration or circulation records. Public Act 95-0040 created an exception to the requirement for a court order if ALL of the following conditions are met:

1. The information is requested by a sworn law enforcement officer who states that it is impractical to get a court order as a result of an emergency situation;
2. The law enforcement officer states that there is probable cause to believe that there is imminent danger that someone will be physically harmed;
3. The information requested is limited to only identifying a suspect, witness, or victim of a crime; and
4. The information does not include any registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library.

Public Act 95-0040 also provides that "If requested to do so by the library, the requesting law enforcement officer must sign a form acknowledging the receipt of the information. A library providing the information may seek subsequent judicial review to assess compliance with this Section."

A suggested Statement of Compliance follows.

COMPLAINTS CONCERNING SPECIFIC LIBRARY POLICIES, RULES, OR PROCEDURES

- I. All complaints about library service, rules, procedures, and breaches of library policy will be resolved by the Library Director.
- II. 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
Revised and Approved 06/20/06
Reviewed and Approved 04/14/08



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 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). The following procedures will be used when a patron registers a complaint:

1. All complaints shall be referred to the Library Director. The complaint must be filed in writing (see Citizen's Opinion Concerning Specific Library Material form). The Library 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 Director to the *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 Director will then forward the committee's recommendation to the patron.

*Materials Selection Committee is comprised of

- Head of Adult Services
- Head of Youth Services
- Collection Development Librarian
- Assistant Director

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 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
Revised and Approved 06/20/06
Revised and Approved 04/15/08

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 resident 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
Reviewed and Approved 07/20/04
Reviewed and Approved 06/20/06
Revised and Approved 04/15/08

DES PLAINES PUBLIC LIBRARY
MATERIALS RECONSIDERATION HEARING

REGISTRATION FORM

NAME _____

ADDRESS _____

PHONE _____ EMAIL _____

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
Reviewed and Approved 01/15/02
Reviewed and Approved 07/20/04
Reviewed and Approved 06/20/06
Revised and Approved 04/15/08

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
Reviewed and Approved 07/20/04
Reviewed and Approved 06/20/06
Reviewed and Approved 04/15/08

VISION STATEMENT

OUR VISION

The Des Plaines Public Library serves as a catalyst, advocate and place to advance the vision and ideals of our community.

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.

Approved 09/17/96
Reviewed and Approved 04/20/99
Reviewed and Approved 01/15/02
Reviewed and Approved 07/20/04
Revised and Approved 06/20/06
Reviewed and Approved 04/15/08

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 respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- 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 06/28/97, by ALA
Membership and Council; Amended 01/22/08

Approved 09/21/96
Reviewed and Approved 04/20/99
Revised and Approved 01/15/02
Reviewed and Approved 07/20/04
Reviewed and Approved 06/20/06
Revised and Approved 04/15/08

POLICY ON LIBRARY EXPENDITURES

The Library Director 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 \$20,000 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 approved by the Library Board of Trustees without advertising for bids only if such contract is authorized by a majority vote of all members of the Board of Trustees and is in the best interest of the Des Plaines Public Library.
3. The Board of Trustees shall determine what security is required for the performance of bids.
4. 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.
5. 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.
6. A separate bank account for managing funds donated to the library may be established by majority vote of all members of the Board of Trustees.
7. Expenditures from the donation account of amounts \$5,000.00 and above must be approved by a vote of the majority of all members of the Board of Trustees. All expenditures must be authorized by two of the following: President, Vice-President, Chair of the Finance Committee.

8. All payment of invoices will be approved by a member of the Finance Committee*.
9. If contracts are approved in the manner indicated in above items 1 or 2, approval would be for all subsequent invoices up to the total amount of the contract.

* 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
Reviewed and Approved 07/20/04
Revised and Approved 06/20/06
Revised and Approved 04/15/08

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
 Reviewed and Approved 07/20/04
 Reviewed and Approved 06/20/06
 Reviewed and Approved 04/15/08

DONOR FORM

I hereby make the following gift to the Des Plaines Public Library:

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 _____ Telephone _____

Address _____ Email _____

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
 Reviewed and Approved 07/20/04
 Reviewed and Approved 06/20/06
 Revised and Approved 04/15/08

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 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 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 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.

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 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 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 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 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 Director. At the end of the fiscal year an audit shall be performed by independent public accountants.

Article X ADMINISTRATION

The Library Director shall execute the policies adopted by the Board. The 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
Revised and Approved 07/20/04
Reviewed and Approved 06/20/06
Reviewed and Approved 04/15/08

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
Reviewed and Approved 06/20/06
Revised and Approved 04/15/08

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 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 Director free to interact on a neutral basis.

Support for the library by the City includes some mobile library maintenance services at the City Garage, payroll and payment of bills through the City Finance Department, some legal services from the City Attorney, and some services from the City's Public Works Department and the purchasing office. The Human Resources Department provides coordination of health, life, and dental insurance benefits; workers compensation claims; drug and alcohol screening; and occupational health benefits. The Library's full time employees, unless declared exempt, are 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
Revised and Approved 07/20/04
Revised and Approved 06/20/06
Revised and Approved 04/15/08

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

Reviewed and Approved 06/20/06

Reviewed and Approved 04/15/08

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
Telephone
Email
Topic
2. Name
Address
Telephone
Email
Topic
3. Name
Address
Telephone
Email
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
Reviewed and Approved 07/20/04
Reviewed and Approved 06/20/06
Revised and Approved 04/15/08

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. All public computers 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.

Please note: Library Policy C-8 "Rules of Conduct" prohibits viewing internet images that display nudity in a sexual context or sexual activity.

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
Revised and Approved 09/21/04
Revised and Approved 06/20/06
Reviewed and Approved 04/15/08

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 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 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 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 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 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 Director.
8. Any item of business for a Board agenda shall be directed to the president and the Library Director so that it may be included in the Board's agenda according to normal procedures. Action items shall be prepared and distributed by the Library Director in accordance with the Board's established procedures.
9. The Library Director shall maintain a separate 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
Revised and Approved 07/20/04
Reviewed and Approved 06/20/06
Reviewed and Approved 04/15/08

REGISTRATION ELIGIBILITY

Residents

Every person whose residence is within the city limits of Des Plaines is entitled to a library card issued for a period of three years.

Each applicant must sign an application form using his/her legal signature. Applications by patrons under 14 years of age must be signed by a parent or guardian, who must show proof of identity and address.

Applicants 14 years of age and older must show photo identification and proof of legal residence in the city limits of Des Plaines. Without proof of address, the applicant may receive a temporary (one-day) card. A permanent (three-year) card will be mailed to the patron at the address listed on the application form for address verification. If the address is incorrect, the patron must reapply in person and show proof of identity and address.

All outstanding fines, fees, and overdue materials must be cleared by the patron before a card is issued or renewed.

Non-Residents

Property Owners

A person who owns taxable property in Des Plaines as an individual or partner, principal stockholder, or other joint owner, or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the city, upon presentation of the most recent tax bill upon that taxable property, may be issued a library card, provided that the privilege and use of the library is extended to only one such nonresident for each parcel of such taxable property (75ILCS 5/4-7)

Company Courtesy Cards

A courtesy card will be issued in the name of a public or private corporation or entity located within the city limits of Des Plaines. The card will be issued to a company librarian or to a person designated as company librarian, for a period of one year. A courtesy card shall be offered to elected officials, according to policy.

Other Non-Residents

Persons who live in an area that does not support a public library through local taxes may obtain a library card by paying annual fees at least equal to the cost paid by residents of Des Plaines. The fee is determined annually in July by the Des Plaines Library Board of Trustees, in accordance with Public Act 88-253 (75ILCS 5/4-7).

Non-resident cards shall allow for borrowing privileges. (Public Act 92-0166, 75ILCS 5/4-7)

If a non-resident fee card holder moves away from the area or becomes a resident of Des Plaines, the card holder may receive a partial refund of the fee, pro-rated by the expiration date of the patron's card.

LIBRARY CARD RESPONSIBILITY

The card owner is responsible for all items checked out on that card until the card is reported as lost or stolen to the Des Plaines Public Library.

Reviewed and Approved 05/16/95
Revised and Approved 06/15/99
Revised and Approved 03/20/01
Revised and Approved 12/18/01
Revised and Approved 04/15/03
Reviewed and Approved 06/20/06
Revised and Approved 08/21/07
Reviewed and Approved 04/15/08

MATERIAL LOAN PERIODS**ONE WEEK**

DVDs

TWO WEEKS

CD ROMs

Compact Discs

DVDs (Boxed Sets)

Flashcards

New Books

Periodicals

Maps and Pamphlets

FOUR WEEKS

Audio Books

General library books

Puzzles

Selected new books

EIGHT WEEKS

Framed Art

All materials may be renewed one time for their original loan period except items on reserve for other patrons.

Patrons may request a vacation loan period for any item except new books, DVDs, or items on reserve for other patrons. The vacation loan period may be no longer than double the original loan period plus seven days.

Reviewed and Approved 05/16/95Revised and Approved 06/15/99Revised and Approved 03/20/01Revised and Approved 04/15/03Revised and Approved 09/16/03Revised and Approved 06/20/06Revised and Approved 03/18/08Reviewed and Approved 04/15/08

OVERDUE FINES

Fines will be assessed according to a schedule, which will be reviewed periodically by the Board of Trustees. A schedule of current fines and service charges will be posted in the library. Fines will be charged for overdue library materials as follows:

DVDs, per title, per day	\$1.00
All other materials, per day	\$0.15

When fines or other charges accumulate to \$10, the patron's borrowing privileges will be suspended.

Fines will not exceed the listed cost of the item at the time the item was acquired by the Library. Items without a listed cost will be assigned a fixed amount based on the average cost of that type of material.

Items overdue at least 60 days may be referred to a collection agency. Patrons will be responsible for payment of fines, charges and collection fees.

A payment plan may be arranged to clear the amount owed, with regular payments to be at least monthly.

Circulation Clerks are authorized to waive or decrease fines at their discretion. They are expected to exercise good judgment and treat each case in the spirit of fairness and understanding.

Reviewed and Approved 05/16/95
Revised and Approved 06/15/99
Revised and Approved 03/20/01
Revised and Approved 04/15/03
Revised and Approved 06/20/06
Revised and Approved 04/15/08

LOST OR DAMAGED MATERIALS

Patrons will be charged for library materials that have been lost or damaged while checked out to their card number. A fair and equitable charge may be negotiated.

Charges will not exceed the listed cost of the item at the time the item was acquired by the Library. Items without a listed cost will be assigned a fixed amount based on the average cost of that type of material.

A service charge will be added for the processing of lost and damaged materials.

Library staff will issue receipts for payments for lost materials. Patrons who return lost items with the receipt for their payment within six months of the payment will be given a refund, less charges.

Reviewed and Approved 05/16/95
Reviewed and Approved 06/15/99
Reviewed and Approved 03/20/01
Revised and Approved 04/15/03
Reviewed and Approved 06/20/06
Reviewed and Approved 04/15/08



DISPLAYS AND EXHIBITS

The Des Plaines Public Library encourages displays of cultural and educational interest in its showcases.

Criteria for Exhibits:

Exhibits by individuals and organizations shall meet the following criteria as determined by the Public Information staff:

1. Exhibits shall promote the collections, services, and programs of the library.
2. Exhibits shall be aesthetically pleasing.
3. Exhibits shall display materials relevant to the theme of the exhibit.
4. Exhibits may not promote individual business or commercial ventures.

Procedures:

1. An application form should be obtained from the Registration Desk or the Public Information Office. The form should be submitted at least three months in advance of the proposed date of the exhibit. The exhibit schedule may be altered by the library to accommodate exhibits relating to special library events or activities.
2. The application form should be returned to the Registration Desk.
3. The Public Information staff and the administrative staff will review exhibit applications based on the above criteria.
4. Potential exhibitors may be asked to provide samples or photographs of materials to be included in the display.
5. Potential exhibitors will be informed in writing whether or not their proposed exhibits have been scheduled.
6. It is the responsibility of the exhibitor to install and dismantle the display, under the library staff supervision. Exhibitors will be responsible for any damage to the exhibit cases caused during installation or dismantling of their displays.
7. The library is not responsible for damage to or loss of any items displayed by an exhibitor. Exhibitors will sign a form acknowledging their own responsibility for their materials while on display at the library.
8. All items owned by the library and borrowed for display purposes must be charged out to exhibit according to established procedures.

Reviewed and Approved 05/16/95
 Revised and Approved 10/20/98
 Revised and Approved 06/15/99
 Revised and Approved 03/20/01
 Revised and Approved 06/20/06
 Revised and Approved 04/15/08



EXHIBIT PROPOSAL

Name _____

Organization _____

Address _____

Phone _____

Month Requested: 1st choice _____ 2nd choice _____ 3rd choice _____
(The exhibit schedule may be altered by the library to accommodate exhibits relating to special library events.)

Proposed Title/Theme of Exhibit _____

Describe the purpose and how it relates to the mission of the library (see Criteria for Exhibits)

Describe the contents of the exhibit (give specific examples of the kinds of items that will be included)

List kind of books from the library's collection that could be included in your exhibit

Display Case Dimensions: approximately 44" w x 52" h with 3 glass shelves 8" d

Exhibit Case Requested: _____ Youth Services – 2nd floor
_____ Readers Services – 3rd floor _____ East _____ West
_____ Reference Services – 4th floor _____ East _____ West

Return this request form to: Exhibits Coordinator, Des Plaines Public Library
1501 Ellinwood Street, Des Plaines, Illinois 60016

Questions? Call 847/376-2784

This area is for use by the Exhibits Coordinator.
Decision or Recommendation of the Exhibits Coordinator:



C-5B

LETTER OF ACCEPTANCE

Dear _____:

We are pleased to accept your proposal for an exhibit of _____.

Your exhibit has been scheduled (date) in the (display case location).

Someone from the Public Information Office will contact you shortly before the opening date of your exhibit to arrange installation. Please bring the signed waiver of responsibility form with you when you bring your materials to the library.

If you have any questions, please contact the Public Information Office at 847/376-2784.

Thank you for your interest in the library.

Sincerely,

Exhibits Coordinator

LETTER OF REFUSAL

Dear _____:

At the present time, we are not able to accommodate your request for a display in the Des Plaines Public Library. We will contact you if there is a suitable opening in the future.

If you wish to discuss this decision, please contact the Public Information Office at 847/827-5551.

Thank you for your interest in the library.

Sincerely,

Exhibits Coordinator

Revised and Approved 10/20/98
 Revised and Approved 06/15/99
 Revised and Approved 03/20/01
 Reviewed and Approved 06/20/06
 Revised and Approved 04/15/08



C-5C

WAIVER OF RESPONSIBILITY

I understand that the Des Plaines Public Library will try to protect the materials in my exhibit, but shall assume no responsibility for loss or damage.

I will not hold the library responsible for theft, damage, fire, water or any other kind of harm or loss. I will assume responsibility for any damage to the display case caused by me during installation or dismantling of my exhibit.

Signature

Organization

Date

Date of Exhibit

Location of Exhibit in Library

Revised and Approved 10/20/98
Revised and Approved 06/15/99
Revised and Approved 03/20/01
Reviewed and Approved 06/20/06
Reviewed and Approved 04/15/08



C-5D

COMMUNITY EXHIBIT CASE GUIDELINES

Guidelines for use:

Criteria for Exhibits

1. The exhibit case may be used by not-for-profit community groups serving Des Plaines.
2. The exhibit case may be used for one month.
3. Exhibits should be aesthetically pleasing.
4. Exhibits shall display materials relevant to the organization.
5. Exhibits may not promote individual business or commercial ventures.

Procedure

1. Fill out the attached application form and return it to the Exhibits Coordinator, Des Plaines Public Library, 1501 Ellinwood Street, Des Plaines, Illinois 60016.
2. The Public Information Office and the administrative staff will review exhibit applications.
3. Potential exhibitors may be asked to provide samples or photographs of materials to be included in the display.
4. It is the responsibility of the exhibitor to install and dismantle the display, under library staff supervision. Exhibitors will be responsible for any damage to the exhibit case caused during installation or dismantling of their display.
5. The library is not responsible for damage to or loss of any items displayed by an exhibitor. Exhibitors will sign a form acknowledging their own responsibility for their materials while on display at the library. The display case is locked; however, the corridor where the case is located is open some hours when the library is closed. (We suggest that you do not include valuable items in your display.)
6. The Public Information staff and the administrative staff will review exhibit applications based on the above criteria.
7. The exhibit schedule may be altered by the library to accommodate exhibits related to special library events or activities.

Display Case Dimensions: approximately 80"w x 54"h with 3 glass shelves 72"l x 8"d

Questions? Call the Exhibits Coordinator at 847/376-2784.

0008



C-5E

COMMUNITY EXHIBIT CASE REQUEST FORM

Name _____

Organization _____

Address _____

Phone _____

Briefly describe your organization, its purpose, and the service and/or work the organization does (include a brochure/flyer if available)

Month Requested: 1st choice _____ 2nd choice _____ 3rd choice _____

Purpose of Exhibit _____

Describe the contents of the exhibit (give specific examples of the kinds of items that will be included)

Display Case Dimensions: approximately 80" w x 54" h with 3 glass shelves 72" l x 8" d
Note: The display case is locked; however, the corridor where the case is located is open 24 hours. We suggest that you do not include valuable items in your display.

Return this request form to:

Exhibits Coordinator
Des Plaines Public Library
1501 Ellinwood Street
Des Plaines, Illinois 60016

Questions? Call 847-827-5551.



C-6

Use of Public Bulletin Board and Pamphlet Display

1. Posting of materials will be at the discretion of the library.
2. Items may be posted for events or activities of tax supported and/or not-for-profit governmental, social, educational, arts, service organizations, and for activities whose proceeds go to charity.
3. Theatre, musical performances, and art exhibits notices will be posted due to their cultural and/or educational value.
4. Items will be posted up to 4 weeks before the event and taken down following the event. *Non-event items will be posted for a period of 90 days.*
5. Items to be posted must be submitted to the Information/Registration Desk and may not exceed 11" x 17".
6. Items relating to political campaigns, garage sales, rooms for rent, and want ads will not be posted.

DES PLAINES PUBLIC LIBRARY
PUBLIC MEETING ROOM USE POLICY

Types of Meetings

All meetings are free and open to the public. Priority for meeting room use is as follows:

1. Library-sponsored programs and meetings.
2. Library-related programs and meetings including Friends of the Library, and Learn to Read.
3. Meetings of nonprofit Des Plaines Community groups or organizations whose aims are educational, cultural, or civic in nature.
4. Meetings of other nonprofit groups the majority of whose members are residents of Des Plaines.

Reservations

1. All groups must submit a Meeting Room Request Sheet to the Registration Desk.
2. Groups must select a member to act as the contact person and assume responsibility for the group. The contact person will complete the Meeting Room Request Sheet and must be a Des Plaines resident with a currently valid Des Plaines library card.
3. Meeting rooms may be booked for up to one year in advance.
4. There will be no charge during hours the library is open.
5. Groups must select from the options for room setup and equipment that are listed on the Meeting Room Request Sheet. If necessary, library staff will provide instruction on equipment operation if requested prior to the meeting date.
6. A representative of the group must complete a Record of Meeting Room Use form after each use and before leaving the building.
7. As a courtesy, the library requests that groups notify the Registration Desk of a cancellation no less than 24 hours before the scheduled meeting.
8. The library reserves the right to change or cancel meeting room reservations due to unusual circumstances and will notify groups at least 48 hours before the scheduled meeting, unless the building is closed as a result of an emergency.

Rules of Use

1. Groups may use the meeting rooms only during hours the library is open to the public. In special circumstances, the Library Director may grant permission for a group to use a meeting room after library hours. The group would then be required to reimburse the library for the cost of extending the hours of library security personnel.
2. After the library has been closed to the public, members of groups using the meeting rooms are restricted to the meeting room and the designated corridors used to leave the building.

3. Groups are responsible for the cost of repairing damage to equipment, furniture, or the building caused by people in attendance at their meeting.
4. Groups may not charge admission nor require donations for their meetings.
5. Nothing may be sold to the public in the library without permission from the Library Director.
6. Smoking is not permitted in the library.
7. Food and non-alcoholic beverages may be served in designated areas. The groups or caterer must provide all paper goods and serving utensils.
8. Groups may use the pantry that is adjacent to the meeting rooms for food preparation, but may not store anything in the cabinets or refrigerator.
9. Groups are responsible for restoring meeting rooms and pantry to the condition prior to their meeting.
10. The piano may not be used as a practice instrument.
11. Groups other than Friends of the Library may not receive mail at the library's address.

Exceptions

Any exceptions must be approved by the Board of Trustees.

Reviewed and Approved 10/15/96
Revised and Approved 06/15/99
Revised and Approved 08/15/00
Revised and Approved 12/19/00
Revised and Approved 03/20/01
Reviewed and Approved 06/17/03
Revised and Approved 06/20/06
Revised and Approved 04/15/08

DES PLAINES PUBLIC LIBRARYRULES OF CONDUCT

The Board of Trustees of the Des Plaines Public Library believes that all people have the right to use the materials, services, and facilities of the Library without disruption from others. Patrons and staff also have the right to a secure and comfortable environment. The following Rules of Conduct have been established to maintain these rights:

1. All behavior that is disruptive or hinders the use of the Library for another person is prohibited. This includes, but is not limited to, extended loud or unusual noises, indecent behavior, offensive or unbecoming conduct or language, blocking the stairways or entrance or exits, and verbal or physical harassment.
2. Viewing internet images that display nudity in a sexual context or sexual activity is prohibited.
3. Smoking is prohibited in all areas of the Library building.
4. Non-alcoholic beverages in covered containers are welcome in the library. Eating is prohibited in public areas, except for meeting rooms.
5. Animals, except those used to aid persons with disabilities, are not permitted in the Library.
6. Selling products or services and soliciting donations are prohibited on Library property unless authorized by the Library Director.
7. Taking surveys, photographs, distributing leaflets, brochures or other literature, and petitioning are prohibited on Library property unless authorized by the Library Director.
8. Parents are responsible for the behavior of their children while they are on Library property. Children under eight years of age must be accompanied and directly supervised by a responsible caregiver 16 years or older at all times in all areas of the library.
9. The violation of federal or state laws and local ordinances will not be permitted on Library property. Theft, vandalism, and mutilation of Library property are criminal offenses that will be prosecuted. The Library reserves the right to inspect all bags, purses, briefcases, backpacks and other such items when staff members have cause to believe that this rule has been violated.

10. Failure to comply with a reasonable staff request may result in removal from library property.

Reviewed and Approved 05/16/95
Revised and Approved 06/15/99
Reviewed and Approved 03/20/01
Revised and Approved 07/17/01
Revised and Approved 06/17/03
Revised and Approved 09/21/04
Revised and Approved 06/20/06
Reviewed and Approved 04/15/08

LIBRARY HOURS

The Des Plaines Public Library is open to the public:

Monday - Friday	9 AM – 9 PM
Saturday	9 AM – 5 PM
Sunday	1 PM – 5 PM

The Library will be closed on days approved by the Board of Trustees.

Reviewed and Approved 05/16/95
Revised and Approved 06/15/99
Reviewed and Approved 03/20/01
Reviewed and Approved 06/17/03
Reviewed and Approved 06/20/06
Reviewed and Approved 04/15/08

DISPOSITION OF MATERIALS

All discarded library materials shall be offered to the Friends Used Book Sales, not for profit organizations, offered to other libraries, or destroyed. These materials shall not be sold or given to private individuals.

Reviewed and Approved 05/16/95

Revised and Approved 06/15/99

Revised and Approved 03/20/01

Reviewed and Approved 06/17/03

Revised and Approved 06/20/06

Revised and Approved 04/15/08

AMERICANS WITH DISABILITIES ACT
GRIEVANCE PROCEDURE

To comply with the regulations of the Americans with Disabilities of 1990 (ADA), the Board of Trustees has adopted the following resolutions:

- A. The Des Plaines Public Library Board of Trustees will comply with the rules and regulations governing the Americans with Disabilities Act of 1990.
- B. The Library Director is designated as the staff member who will be responsible for coordinating the Library's efforts to comply with and carry out the Library's responsibilities in regard to the ADA including the investigation of all complaints.
- C. Grievance procedure.
 - 1. Complaints concerning the Des Plaines Public Library's compliance with the Americans with Disabilities Act of 1990 may be filed with the Library Director. Grievance forms are available for this purpose.
 - 2. The party alleging a complaint must file a grievance in writing, unless the nature of the party's disability necessitates a verbal filing. The written complaint, using the designated "Grievance Form" (Attachment C12A) may be filed by mail or in person; a verbal complaint may be filed over the telephone or in person. The complaint is to be filed with the Disability Compliance Coordinator's office within ten (10) working days of the alleged incident of discrimination.

Disability Compliance Coordinator:	Library Director Des Plaines Public Library 1501 Ellinwood Street Des Plaines, IL 60016
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- 3. The Disability Compliance Coordinator will promptly conduct an investigation into the noncompliance complaint, utilizing the technical expertise of Library departments and employees as required. The Compliance Coordinator will contact the complainant at regular intervals to report on the progress of the investigation until such time as a preliminary decision is reached.

Within five (5) working days after the determination of the preliminary decision on the complaint, the Disability Compliance Coordinator will meet with the complainant to discuss the grievance and seek a remedy. Within five (5) working days following the meeting, a written summary of the meeting and proposed remedy will be sent to the complainant. If noncompliance is determined a schedule for correcting the action or feature will be established.

- 4. The complainant has the right to appeal the resolution proposed by the Disability Compliance Coordinator. The appeal is to be filed within five (5)

working days of the complainant's receipt of the proposed remedy. The appeal is to be filed in writing, unless the nature of the complaint's disability necessitates a verbal filing. A written appeal may be filed by mail or in person. A verbal appeal may be filed over the telephone or in person. The appeal is to be filed with the Library Director's office. In addition to a copy of side one of the initial complaint form, the appeal will also contain the following:

- Recommended remedy of the Disability Compliance Coordinator.
- Complainant's response to the recommended remedy.
- Resolution sought by the complainant.

The Library Grievance Committee consists of the Executive Committee of the Library Board of Trustees. The purpose of the Grievance Committee is to provide a fair hearing of those complaints unable to be resolved at the Disability Compliance Coordinator level.

Within fifteen (15) working days of receipt of the appeal, the Disability Compliance Coordinator will convene a meeting of the Grievance Committee unless extenuating circumstances make it necessary to extend the time period until such time as the committee is able to convene. The complainant and the individual/department involved will each have the opportunity to present their view.

The Grievance Committee will then reach a decision to either uphold the original remedy or present an alternate resolution. The Disability Compliance Coordinator will then inform the complainant, in writing, of the committee's decision, within five (5) working days of the committee meeting.

The appeal meeting and decision will conclude the grievance procedure. The preceding grievance procedure does not preclude the complainant from pursuing other remedies, nor is the grievance procedure a prerequisite for pursuing other courses of action.

5. A Complaint Register Log shall be kept by the office of the Disability Compliance Coordinator. Complaint form reports shall be retained for two (2) years from the date of the original complaint. Those complaints deemed "unfounded", "not pursued", etc. will be destroyed at the conclusion of the two (2) year period. Those complaints upheld and assigned a specific remedy shall be retained by the Disability Compliance Coordinator indefinitely.

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 Revised and Approved 06/15/99
 Revised and Approved 03/20/01
 Reviewed and Approved 06/17/03
 Revised and Approved 06/20/06
 Reviewed and Approved 04/15/08



Date _____

DISABILITY DISCRIMINATION COMPLIANCE
Complaint Form

Complaint Information

Name _____ Home Phone _____

Address _____ Business Phone _____

City/State _____ Zip Code _____

Email _____

COMPLAINT

Nature of Complaint ___ Library Policy ___ Library Services ___ Library Program/Activity
___ Employment practices ___ Contractual Agreement ___ Other

Specific Department _____

Date Occurred _____ Time _____ Place _____

Complaint Forwarded By ___ Telephone ___ In Person ___ Mail

Departments/Individuals Involved _____

Witnesses, If any _____

Description of Incident _____

Resolution Sought by Complainant _____

Signature of Complainant _____

Date Signed _____

DISABILITY DISCRIMINATION COMPLIANCE

Page 2

Complaint Investigation (dates, persons contacted, results of contact, etc.)

Investigated by _____ Date Completed _____

Recommendation of Investigator _____

Complaint Final Disposition _____

Signature of Disability Compliance Coordinator Date Signed

Additional Notes _____

PASS THROUGH COSTS

Charges for library materials obtained for library patrons from other sources will be passed on to the patrons.

Patrons will be notified of these charges prior to approving the transaction. Patrons must pay these charges before the Library places the final order.

Reviewed and Approved 05/16/95
Reviewed and Approved 06/15/99
Reviewed and Approved 03/20/01
Reviewed and Approved 06/17/03
Reviewed and Approved 06/20/06
Reviewed and Approved 04/15/08

PERSONNEL POLICIES

INTRODUCTION

- A. This explanatory material for employees does not constitute a contract of employment with the library and does not change or modify any agreements between the library and the employee. The sole purpose of these written policies is to provide general information regarding the personnel program. The information provided may not apply in all cases. All policies are subject to change by the Library Board of Trustees. Nothing in this explanatory material shall be interpreted as an offer of employment or promise of continued employment.

Reviewed and Approved 10/15/96
 Revised and Approved 02/18/97
 Revised and Approved 09/21/99
 Revised and Approved 04/17/01
 Reviewed and Approved 06/17/03
 Reviewed and Approved 10/18/05
 Reviewed and Approved 08/21/07

B. SIGNATURE REQUIRED

I understand that these written policies are for informational purposes only and do not imply or constitute in any way a contract for continued employment.

Signature

Date

GENERAL PROVISIONS

EQUAL EMPLOYMENT POLICY STATEMENT

- A. All personnel practices and procedures, including but not limited to recruitment, hiring and promotion, compensation, benefits, transfers, lay-offs, training and other conditions of employment, will be administered in a manner that does not discriminate on the basis of race, color, religion, sex (including sexual harassment), national origin, ancestry, age, marital status, disability, parental status, sexual orientation, source of income, military discharge status, housing status, retaliation, aiding/abetting, willful interference, physical/mental disability, except where sex, age and physical fitness is a bona fide occupational qualification.
- B. The Library Director shall be given final authority, under the direction of the Library Board of Trustees, for the development and administration of the personnel program.

Reviewed and Approved 10/15/96

Revised and Approved 09/21/99

Reviewed and Approved 04/17/01

Reviewed and Approved 06/17/03

Reviewed and Approved 10/18/05

Reviewed and Approved 08/21/07

CLASSIFICATION PLAN

A. APPLICABLE LOCAL, STATE, AND FEDERAL LAWS

All provisions for establishment and maintenance of the classification and compensation plans shall be in accordance with the state statutes and Des Plaines Civil Service Rules and Regulations.

B. CLASSIFICATION OF POSITIONS

1. The following positions are exempt from the Civil Service Classified Plan: Library Director, Coordinator of Public Services, Coordinator of Computer and Technical Services, Head of Adult Services, Head of Youth Services, Head of Circulation Services, Head of Public Information Services and Head of Building and Security Services. All other full-time positions are considered classified positions. Each class shall include those positions sufficiently similar in respect to her/his duties and responsibilities so that similar requirements as to training, experience, knowledge, skill, personal qualities and the same rates of pay can be applied.
2. Part-time positions shall also be allocated to classes, wherever a corresponding class exists, for the purpose of applying rates of compensation. Temporary and seasonal positions shall not be classified.
3. Job descriptions are prepared by the Library Director in cooperation with appropriate department heads and are presented to the Library Board of Trustees for approval.

C. JOB DESCRIPTIONS

1. Purpose and Effect of Job Descriptions. Each job description shall state the major characteristics of the job. It shall give examples of specific duties that may be required. The listing of particular examples of duties does not preclude the assignment of other tasks and duties of a related kind or character or of lesser skills. The job description provides the basic information from which to derive a quantitative job content evaluation for each class.
2. Statements of Desirable Qualifications. The statement of qualifications in the job description is intended to express desirable minimum qualifications. The qualifications will be used as a guide in selecting candidates for employment, in selecting employees for assignment to new positions, as an aid in the preparation of competitive examinations and for use in determining the relative value of positions in a class with positions in other classes.

D. ADMINISTRATION

Responsibilities of the Library Director. Under the direction of the Library Board of Trustees, the Library Director shall be responsible for the administration of the classification plan.

Reviewed and Approved 10/15/96

Revised and Approved 09/21/99

Revised and Approved 04/17/01

Reviewed and Approved 06/17/03

Revised and Approved 10/18/05

Revised and Approved 08/21/07

PAY PLAN

A. COMPOSITION

1. The pay plan shall consist of all job listings in the position classification plan together with corresponding rates of pay reflecting the minimum, mid-point, and maximum annual salaries for each classification (see Appendix I).
2. The annualized rates of pay and salary ranges prescribed are based on full time employment at normal working hours for the respective jobs.

B. ADMINISTRATION

1. The Library Director shall be responsible for the administration of the pay plan. Changes recommended must be approved by the Library Board of Trustees and shall be effective upon action by the Library Board of Trustees.
2. Changes in the compensation plan shall be made in a manner to maintain proper relationship among the classes of positions.

C. RATES OF PAY

1. BEGINNING

- a. Starting Rate on Initial Employment. Original appointment to any position shall normally be made at the minimum of the salary range. Advancement within each salary range shall be made on the basis of periodic performance appraisals. Upon recommendation of a department head the Library Director may approve initial compensation at a higher rate than the minimum salary. Any employee who starts at a salary higher than the minimum shall be eligible for salary advancement as described in "3. Advancement."
- b. Starting Rates on Return to Duty. When an employee returns to duty in the same job after a separation from the Library of not more than one year (excluding discreditable circumstances), the employee shall be placed in the same position in the salary range held prior to the time of separation.
- c. Starting Rate on Return from Military Service. Any employee who leaves the Library's service to enter active duty in the Armed Forces of the United States and who is reinstated to a position previously held shall be placed in the same position in the salary range held prior to the time of separation.

2. PROMOTION

Rate of Pay on Promotion. In any case where an employee is promoted to a job with a higher salary range, the entrance rate shall be five (5) percent above the salary received by the employee prior to the promotion or the minimum of the new salary range not including longevity, whichever is higher.

3. ADVANCEMENT

The Library Director must approve all hiring decisions, including starting rate of pay. All subsequent personnel decisions must have the approval of the Administrator.

Salary Advancement Within Classification. Salary advancement through a salary range (i.e., from minimum to maximum) is based on an individual's level of performance determined by fair, periodic performance appraisals. All employees are to be evaluated at least once per year.

a. Beginning Status

An employee shall enter at the minimum level of the schedule unless extensive experience warrants starting at a higher level.

- (1.) No prospective employee may be hired above the minimum level without the approval of the Director.
- (2.) All employees are on probationary status for twelve months. (Except as noted in D-4 D.)
- (3.) The probationary period may be extended for six (6) months beyond the end of the first twelve (12) months.

b. Six Months Status

Employees shall receive a formal evaluation by his/her supervisor after six months employment in the position.

c. Twelve Months Status

After a period of twelve months of probationary status, an employee shall receive a formal evaluation by her/his supervisor.

d. Anniversary Advancement

Each employee shall be evaluated on a yearly basis by her/his supervisor. At this time, consideration will be made to determine advancement to a higher rate of pay.

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All performance salary increases will be effective on the employment anniversary date unless stipulated otherwise.

4. ANNIVERSARY DATE

An employee's anniversary date is the date for the position he/she currently holds.

5. PART-TIME POSITIONS

Part-time, Temporary and Seasonal Employees. Positions, other than full time, shall be assigned to classes as described in B-3 for the purposes of applying rates of compensation.

Any employee working on a part-time, temporary, or seasonal basis shall be paid at an hourly rate only for hours actually worked

a. Breaks in Service

Continuing Service Requirements. Requirements for advancement are based on continuous service, which means employment with the Library without break or interruption. Leaves of absence with pay and leaves of absence without pay of thirty days or less shall not interrupt continuous service and shall not be deducted. Leaves of absence without pay in excess of thirty (30) days (except extended service in the Armed Forces of the United States) shall be deducted in computing total service.

Continuity and Re-classification. Whenever an employee changes from a classification in one of the schedules to a classification in another schedule, the employee shall retain credit received for sick leave and vacation based on previous service.

b. Temporary Assignments

Out of Class Pay for Temporary Assignments for Full-Time Employees. In any case where an employee is temporarily required to serve regularly in a higher class position, that employee shall receive five percent (5%) above her/his present rate while so assigned, subject to the approval of the department head involved and the Library Director. To qualify for this higher rate of pay, the assignment must be regular and continuous for a period of time of at least five working days. An employee may be temporarily assigned to work in any position in the same or lower classification without change in pay.

D. PROBATION

Probation. After initial hire, the first twelve (12) months of service in that position shall be considered the probationary period. After a promotion or a transfer to a

position within the same pay range, the probationary period will be six (6) months. For all positions under the jurisdiction of the Civil Service Commission, a department head may extend the initial hire probationary period for an additional six months with written notification to the employee.

E. LONGEVITY

Longevity pay is paid to all full-time employees, including the Library Director, hired prior to January 1, 1996.

Employees whose longevity pay was based on the number of years of full time employment plus credit for part time work will maintain that benefit. The adjusted date will be used for vacation purposes and longevity purposes where applicable.

Employees with start dates January 1, 1996 or after, will not be eligible for longevity pay.

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Revised and Approved 04/17/01
Reviewed and Approved 06/17/03
Revised and Approved 10/18/05
Reviewed and Approved 08/21/07

HOURS, PAY PERIODS

A. STANDARD WORK WEEK

The Library work week begins at 12:01 AM Sunday and ends 12:00 midnight Saturday.

B. WEEKLY HOURS

The standard work hours for all full time positions are 37.5 hours per week.

C. PAY PERIOD

1. PAY PERIODS

Pay periods are bi-weekly.

2. REPORTING REQUIREMENTS

All employees are required to submit time sheets. (see Appendix II) Time sheets must be completed and signed by employees and reviewed and verified by their supervisors.

D. OVERTIME

Employees will receive overtime compensation in accordance with the federal Fair Labor Standards Act.

E. COMPENSATORY TIME

For full-time employees, Sunday is considered a full work day.

F. EMERGENCY CLOSING

When the Library is closed because of weather or building safety emergencies, all employees who were scheduled to work during the period the Library is closed will be compensated for the hours they were scheduled.

G. EXEMPT POSITIONS

Employees whose positions are designated exempt from the Fair Labor Standards Act will not receive compensation for hours worked over and above the standard work week hours (37.5). (Refer to D-9-A for a list of exempt positions)

H. PAYROLL DEDUCTIONS

1. Mandatory Deductions.

- a. Federal Income Withholding Tax. This amount is specified by each employee when the W4 Form is completed. It can be changed at any time by submitting a new form, which is available in the Human Resources and Finance Departments.
- b. State Income Withholding Tax. This amount is also specified by each employee when the IL W4 Form is completed and can be changed at any time as described above.
- c. Social Security Tax. All employees are included in the Social Security System. These benefits are in addition to Retirement System benefits that the employee may be eligible to receive.
- d. Medicare Tax. All employees are included as participants in the Medicare Tax. System. These benefits are in addition to Retirement System benefits that the employee may be eligible to receive.
- e. Pension.

(1.) Illinois Municipal Retirement Fund (IMRF)

- (a.) A 4.5 percent contribution is required of employees who qualify. To qualify as a participating employee, an employee must be regularly scheduled to work 1,000 hours or more per year. Non-participating employees pay only the Social Security Tax and get only Social Security coverage.
- (b.) The 4.5 percent member contribution is considered as employer paid contributions for the purpose of Section 414 (b) of the Internal Revenue Code. This means that the member's contribution is not considered taxable wages when computing federal or state income tax withholding. Consequently, payment of federal income tax on member contributions is postponed until the contribution is paid to the member as a refund, pension, or to the member's beneficiary as a death benefit.

2. Voluntary Deductions.

- a. Deferred Compensation. The City provides an option to any regular employee to invest a portion of her/his present earnings in a

deferred compensation plan. Under this arrangement, investments are not subject to current Federal income taxes until such time as the employee receives payment from the plan.

The City-approved program includes various investment options and is currently administered by the International City Management Association (ICMA) Retirement Corporation and PEBSCO. Enrollment can be arranged through the Payroll Department, and is open to any individual who has achieved "regular" employee status with the City. Contributions to the program are financed solely by the employee, either through direct deposit or payroll deduction.

Benefits received through this program are in addition to any Social Security or Public Employees' Retirement System benefits for which the participating employee would be eligible. A plan (annuity) is available to all employees through the International City Management Association (ICMA), or PEBSCO. Detailed information is available through the City Finance Office.

- b. Credit Union. All Library employees and family members are eligible to join the Northwest Municipal Federal Credit Union. Employees may arrange to have payroll deductions from their paycheck.
- c. United Way. All employees may have a deduction for United Way contributions upon submitting a payroll deduction authorization card. The minimum contribution is 50 cents per payday and may continue for any number of paydays specified by the employee.
- d. Section 125, Flexible Benefits Plan. Employees may voluntarily participate in the Section 125, Flexible Benefits Plan. The Plan is designed to take advantage of current tax laws, which allow an eligible employee to redirect a portion of her/his salary to pay for qualified expenditures with pre-tax dollars rather than after-tax dollars, allowing each participating employee to realize more spendable income because that portion of salary in the Plan is not subject to Federal or State Income Tax.

Participating employees are able to redirect a portion of their salaries to pay for certain eligible expenses such as dependent care, unreimbursed medical and dental expenses, and employees' portion of medical and dental insurance premiums. The Human Resources Department has detailed information available.

I. BREAK PERIODS

- 1. Employees working over four (4) hours in one shift shall be entitled to break periods not to exceed twenty (20) minutes and will be scheduled so as to not interrupt normal work operations. Employees working shorter work shifts may have break periods not to exceed twenty (20) minutes if

their absence does not interfere with efficient customer service. Break periods will be scheduled and monitored by the employees' supervisors. Break periods not used may not be added to an employee's schedule in order to arrive later or leave earlier than the scheduled work time.

2. Meal Period. Employees are eligible for meal periods in accordance with the Fair Labor Standards Act.

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Revised and Approved 09/21/99

Revised and Approved 04/17/01

Reviewed and Approved 06/17/03

Revised and Approved 09/16/03

Revised and Approved 10/18/05

Reviewed and Approved 08/21/07

LEAVES WITH PAY

Notification Requirements

Each employee is expected to report to her/his respective department at or before the scheduled starting time. If an employee is unable to report accordingly, every effort should be made to notify her/his supervisor or designated individual prior to the scheduled starting time, or reasonably thereafter.

If an employee requires time off for a necessary absence, a request must be submitted, in writing, to her/his supervisor. The supervisor should then consider the request and advise the employee as soon as possible and inform the employee how the absence will be recorded (vacation, sick leave, personal). Every effort will be made to accommodate all reasonable requests, while maintaining efficient department operations.

A. HOLIDAYS

1. OFFICIAL HOLIDAYS

All full time employees of the Library shall receive 7.5 hours of holiday pay at their regular compensation rates for the following holidays:

New Year's Day	Thanksgiving Day
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	New Year's Eve Day

All regular part time employees who work twenty-five (25) or more hours per week shall receive four hours of holiday pay at their regular compensation. No other temporary or part-time employees will receive holiday compensation.

Employees who are suspended or absent without leave on the last working day before or the first working day following a specified holiday shall not be paid for such holiday.

Holidays Occurring on Vacation. When a holiday falls within the regularly scheduled vacation of employees eligible for holiday pay, they will receive holiday pay and such day will not be counted as a day of vacation.

2. FLOATING HOLIDAY

In addition to the eight (8) official holidays, full-time employees will receive seven and one half (7.5) hours of floating holiday pay. Part time employees who are regularly scheduled to work twenty-five (25) hours or more per week will receive four (4) hours of floating holiday pay.

These hours will be accrued on January 1 each year and must be used by December 31 of the same year. There will be no compensation for unused floating holiday hours, nor will floating holiday hours be carried over to the next

calendar year. Eligible employees must request the use of floating holiday hours from their supervisors, who will grant the use at their discretion.

B. PERSONAL BUSINESS DAYS

1. ELIGIBILITY

Full-time, regular employees will be eligible for two personal business days per year following their first full year of employment.

2. ACCRUAL

Personal business days will accrue annually on the employee's anniversary date.

3. APPROVAL REQUIREMENT

Employees must request permission from their supervisors in advance to take personal business leave. The supervisors may grant the leave at their discretion.

4. CARRYOVER

Personal business days must be taken within the twelve (12) month period after they are accrued. They will not be carried over to the next year.

5. COMPENSATION FOR UNUSED PERSONAL DAYS

Employees will not receive compensation for unused personal business days.

C. VACATION

1. All full-time, regular employees will accrue vacation leave as follows:

Coordinators, Department Heads, Readers' Services Manager, Technical Services Manager, School Liaison, Librarian II, Youth Services Librarian, Reference Librarian and Cataloger.

First year and every year thereafter	20 work days
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Other Library Staff

First through fifth year	10 work days
Sixth through tenth year	15 work days
Eleventh and every year thereafter	20 work days

2. Part-time employees, who are regularly scheduled to work twenty (20) hours or more per week will accrue vacation leave as follows:

For employees hired after January 1, 1997:

After one year	one week as regularly scheduled
After five years	two weeks as regularly scheduled

For employees hired before January 1, 1997:

After one year	one week as regularly scheduled
After two years	two weeks as regularly scheduled
After five years	three weeks as regularly scheduled
After ten years	four weeks as regularly scheduled

3. Accrual for full-time employees will begin with the employee's first day of work and will be credited monthly. For part-time employees, a full year's accrual will be available the first day of the second year.
4. All vacation leave must be approved, in advance, by the employee's supervisor.
5. Employees will be allowed to accrue up to a maximum of twenty work days of vacation at any time during the year. Vacation leave beyond that must be taken. Allowance over the maximum may be approved at the sole discretion of the Library Director.
6. Holiday Credit. When a holiday falls within an employee's regularly scheduled vacation, such day shall not be counted as a day of vacation leave allowance.
7. Scheduling. Vacations will be scheduled in accordance with departmental procedures. Each department head shall keep records of vacation leave allowance for eligible employees. Although each department head reserves the final right for scheduling vacations, vacation leaves shall be scheduled at times most desired by and in accordance with the written requests of employees.
8. Separation. At separation, employees shall be paid for all unused vacation leave.

D. SICK LEAVE

1. Sick leave may be used for an illness or injury not compensated by Workers Compensation.
2. Full-time employees of the Library shall be eligible for sick leave of one (1) day for each completed month of service.
3. All part-time employees who are regularly scheduled to work twenty five

(25) or more hours per week shall be eligible for sick leave of four hours for each completed month of service and shall be deducted one (1) sick leave day for each day of absence. Should a regular part-time employee eligible for sick leave benefits become eligible for full-time sick leave benefits he/she will carry over their previously accrued sick leave benefits.

Exceptions: Temporary and seasonal employees shall not be eligible for sick leave.

4. Employees eligible for sick leave with pay may use such sick leave, upon approval of the department head, for absence due to illness, injury, exposure to contagious disease that is communicable to other employees, and illness in the employee's immediate family (spouse, parent, child, step-parent, step-child). Sick leave for other family members will be determined at the sole discretion of the department head.

Sick leave may also be approved for dental appointments, outpatient diagnostic testing, or sickness preventive measures ordinarily available only during normal working hours.

5. Each employee has the responsibility to inform her/his immediate supervisor of any absence from work and the reason for the absence prior to starting time, if possible, but no later than thirty (30) minutes after starting time. Failure to do so without cause may result in denial of sick leave pay for that particular day's absence.

An employee whose sick leave extends for more than five (5) consecutive work days must present upon return to work a written statement from the employee's physician that the employee is able to return to work.

The Library has the right to check on the welfare of the employee to determine the extent of illness. Any employee who knowingly falsifies absence information may be subject to disciplinary action including suspension and discharge.

6. Employees who exhaust all accumulated sick leave days during any given month shall automatically accrue one (1) sick leave day on the first day of the new month and may receive payment upon approval of the department head providing all other leave provisions or restrictions are satisfied.
7. In the event an employee uses up all accumulated sick leave and is still unable to return to work, the employee will use any remaining vacation time for that calendar year. However, at no time can accumulated sick leave be taken in lieu of or with a scheduled vacation. If all sick leave and vacation time is exhausted, an employee should then apply for a personal leave and temporary disability benefits through the Illinois Municipal Retirement Fund.
8. Absence for a fraction of a day will be charged proportionately in an amount not smaller than one-half hour increments.

9. All unused, accrued sick leave shall be accumulated from year to year to a maximum of nine hundred (900) hours. At the end of each calendar year, employees will be paid for fifty percent (50%) of all accrued sick leave days in excess of the maximum. [Employees hired before January 1, 1997 made a choice between sick leave accrual to a maximum of 675 hours and the policy stated above.]
10. Retirement Payout. Employees who retire or separate from the library will receive payment of 25% of unused sick leave up to 45 days and 75% of unused sick leave over 45 days. The payment will be placed into the employee's Retiree Health Saving account to be used for post-employment medical insurance costs.

[Eligible employees who were employed through December 31, 2001 were given the choice to refuse the RHS plan. That decision was final and cannot be rescinded.]

E. FUNERAL LEAVE

1. Full-time regular employees are eligible for funeral leave of up to three consecutive scheduled work days not chargeable to sick leave or other paid leave in the event of the death of any of the following relatives: mother, father, spouse, child, brother, sister, mother-in-law, father-in-law, grandchild, grandparent, grandparent-in-law, brother-in-law, and sister-in-law. Exceptions to this policy may be granted at the discretion of the Library Director.
2. Funeral leave will be instituted when the administration receives notification of the death, and will coincide with the funeral arrangements.
3. An employee shall be entitled to regular pay for those days taken for funeral leave that fall on a regular work day.
4. If conditions warrant additional time, the department head may authorize the employee's use of sick leave, vacation or personal leave.
5. Part-time employees regularly scheduled to work twenty-five (25) or more hours per week are entitled to 3/5 of their regular weekly hours under the same conditions listed for full-time employees.

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LEAVES WITHOUT PAY

A. Personal. The Library Director may authorize an employee to be absent without pay for personal reasons [not covered by FMLA] not to exceed 20 working days in any calendar year. The employee must submit her/his request in writing through her/his immediate supervisor to the Library Director. The supervisor will review the request and forward the recommendation for consideration. The Library Director shall then advise the employee of her/his determination at her/his earliest convenience.

1. Eligibility. All full and part-time employees who have been employed continuously for twelve months are eligible.
2. Limit. Employees will be limited to four weeks personal leave in each calendar year.

For employees under the jurisdiction of the Civil Service Commission, a leave of absence in excess of ten (10) days will require the approval of the Civil Service Commission. See Appendix IV for appropriate request form.

Upon ability to return to work, an employee shall be returned to the former job or as close as possible to a job of like seniority, status and pay provided the employee meets the Library's physical standards of employment and Civil Service rules, assuming such position is available. Seniority shall not accumulate, but shall be retained during a leave of absence.

B. Family and Medical Leave Act. (FMLA)

1. Coverage and Eligibility.

To be eligible for leave, an employee must have worked for the Library for at least 12 months, preceding the start of the leave.

2. General Leave Requirements.

- a. Length and Purpose of Leave:

- (1.) The length of the leave is determined on a "rolling" basis, which is the twelve (12) months immediate prior to the first day of any eligible FMLA leave and continues forward with each additional day of leave. FMLA leave may be up to twelve (12) weeks less prior leave used during the prior twelve (12) months of the "rolling" period
- (2.) Because of the birth of a child and in order to care for such child (eligibility ends 12 months after birth);

- (3.) Because of the placement of a child with the employee for adoption or foster care (eligibility ends 12 months after placement);
 - (4.) In order to care for an immediate family member (spouse, child, parent) of the employee if such family member has a serious medical condition;
 - (5.) Because of a serious health condition that makes the employee unable to perform the functions of her/his job.
- b. A total of 12 workweeks during a 12 month period can be taken:
- (1.) In one 12 week period;
 - (2.) In several leaves for different reasons totaling 12 weeks;
 - (3.) Intermittently in the case of a family illness leave or personal illness leave, when medically necessary, with the days/weeks of leave equaling a maximum of the equivalent of 12 workweeks;
 - (4.) For eligible part-time employees the leave entitlement is calculated on a pro-rated basis.
- c. If both spouses are employed by the Library, they together may take only 12 workweeks for a "birth" leave, placement leave, or a family medical leave to care for a sick parent; otherwise, each spouse is entitled to a total of 12 workweeks for a medical leave to care for a child, spouse, or for personal medical leave for a serious health condition.
- d. Only leave starting on or after August 5, 1993 is considered FMLA leave which can be counted against an employee's 12 week entitlement.
3. Advance Notice and Medical Certification
- a. The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.
 - (1.) The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable". When it is not possible to provide such notice, an employee must give notice within two business days of when the employee learns of the need for leave.
 - (2.) The Library will require medical certification to support a request for leave because of a serious health condition, and

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may require second or third opinions (at the Library's expense) and a fitness for duty report to return to work. The certification must be provided within 15 calendar days.

- (3.) Leave Request Forms and Medical Certification Forms can be obtained through the Human Resources Department.
- (4.) Any requests for leave must be signed by the employee's supervisor and Library Director and forwarded to Human Resources for processing.

4. Job Benefits and Protection

a. For the duration of the FMLA leave, the Library must maintain the employee's health insurance coverage under the group plan, under the same terms offered to employees not on leave.

(1.) The Library will require that an employee make premium payments which had been paid by the employee, i.e., family dental, before FMLA leave, subject to any change in the rates that may occur during FMLA leave.

(2.) The Library will require that the payment of applicable premiums be made either at the same time as it would by payroll deduction, or another system mutually agreed upon by the Library and the employee. The Library will provide the employee with advance written notice of the terms under which the payment is to be made.

(3.) There is a 30 day grace period following the premium due date without jeopardizing benefit coverage.

If the employee decides not to return to the Library at the conclusion of any authorized unpaid FMLA leave, the employee will be responsible for reimbursing the Library for any health and life insurance premiums paid during that time on the employee's behalf.

b. The Library will maintain life insurance coverage during any unpaid FMLA leave in order to avoid a lapse in coverage; however, the employee will be expected to reimburse the Library for premium payments made on his/her behalf during that time.

c. Employees are not entitled to an extension of benefits other than health care and life insurance during an unpaid leave, but will not lose any benefits accrued prior to leave.

d. Upon return from FMLA leave, the employee must be restored to her/his former position or an equivalent position, with equivalent pay, benefits, and other employment terms. Exemption from

restoration does exist, however, for employees in "key" positions (see definition of "key" employee).

- e. The employee's return to work rights are whatever they would have been had the employee not been on leave, subject to the exceptions noted in this policy.
- f. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. Seniority, however, will not accrue during leave.
- g. Any period of unpaid FMLA leave should be treated as continuous service for purposes of vesting and eligibility to participate in pension and deferred compensation plans.

5. Substitution of Paid Leave

- a. The Library will require an employee to substitute accrued paid leave for any part of leave provided under the FMLA as follows:
 - (1.) Birth, adoption, or foster care: vacation, personal leave.
 - (2.) Care for illness of a family member: vacation, personal, sick leave.
 - (3.) Employee personal medical: vacation, personal, sick leave.
- b. When available paid leave is used of less than 12 weeks duration, the Library need provide only an additional period of unpaid leave so that the employee has a total of 12 weeks.

6. Definitions

- a. Child--either under 18 years of age, or older who is incapable of self-care because of mental or physical disability (as defined by the ADA); one for whom the employee has day-to-day responsibility for care (including biological, adopted, foster, or step-child).
- b. Continuing treatment--under the direction and supervision of a health care provider. Reasonable efforts would be made by employees to schedule medical treatments so as not to disrupt the operations of the Library.
- c. Health care provider--licensed doctor of medicine or osteopathy; or other person who Secretary of Labor determines to be capable of providing health care services.
- d. Key employee--the Library may refuse to reinstate a "highly compensated" employee where the effect of the leave on the

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operations of the Library would cause "substantial and grievous economic injury" in replacing the employee on a temporary basis. The determination of highly compensated and restoration rights must be made at the time of the leave request.

- e. Medical certification--will be required for:
 - (1.) the employee's own personal health condition;
 - (2.) the care of a family member;
 - (3.) request for intermittent/reduced leave;
 - (4.) inability to return from leave;
 - (5.) fitness for duty.

- f. Parent--broadly defined to include natural parent, or person standing *in loco parentis* to an employee when the employee is a stepson or stepdaughter.

- g. Serious health condition--an illness, injury, impairment, or physical or mental condition involving inpatient care or continuing treatment by a health provider. Continuing treatment involves: (1) a period of incapacity of more than three consecutive calendar days (not working days) and subsequent treatment including either two visits to a health care provider or one visit followed by continuing treatment under the health care provider's supervision; (2) a period of incapacity due to pregnancy or for prenatal care; (3) treatment for chronic serious health conditions such as asthma and diabetes that require periodic treatment by a health care provider; and (4) treatments for serious conditions such as cancer that may not be incapacitating but without treatments would result in a period of incapacity of more than three consecutive days.

See Appendix III, IV and V for appropriate request forms.

- C. School Visitation Leave. Eligible employees whose biological, adopted or foster child, step-child or legal ward attends a primary or secondary school in Illinois or a contiguous state will be granted unpaid leave for educational and behavioral conferences or classroom activities that cannot be scheduled during non-working hours. To be eligible, an employee must have completed six (6) consecutive months of service and have worked at least half-time during the last six months. Eligible employees will be granted up to eight (8) hours of school visitation leave per school year, and no more than four hours may be used on any one day.

In lieu of unpaid leave, employees may be required to use accrued vacation, personal, compensatory or other earned leave, but not sick or disability leave. If unpaid time is used, the employee may request to make it up subject to supervisor approval, but (except for exempt employees) is not required to do so.

Except in emergencies, the supervisor must be given at least seven (7) days notice of the employee's need for leave. Verification that an employee actually attended a school conference, including the time the conference began and ended, may be required.

- D. Special Leave. The Library Director may authorize special leaves of absence without pay for any period not to exceed three (3) calendar months in any one (1) calendar year for the following purposes: attendance at college, university or business school for the purpose of training in subjects related to the work of the employee and which will benefit the employee and the Library, urgent personal business requiring employee's attention for an extended period such as attending court as a witness, and for other purposes than the foregoing, that are deemed beneficial to Library service.
- E. Absence Without Leave. All unauthorized and unreported absences shall be considered absences without leave and deduction of pay shall be made for the period of absence. Appropriate disciplinary action may also be taken.
- F. Military Leave. Any full-time employee who leaves the Library service to volunteer for active duty with the armed forces of the United States during time of war or other declared national emergency or who is ordered to active duty in the organized reserve, National Guard or selective service system at any time, shall be granted a leave of absence without pay for the duration of the military service required. Upon completion of this service, the employee must return to the Library within the period specified by law after release or discharge. If the employee held a regular position with the Library, satisfactorily completed her/his tour of duty, and is found capable of performing the essential job functions of her/his previous position, she/he will be reinstated to that position or re-employed in another position within the Library's service, unless changes in budget and/or personnel policy have eliminated the position or otherwise made it impossible to rehire the employee.
All military service shall be considered as continuous service with the Library.
- G. Military Reserve Duty. Any full-time/permanent employee who is a member of the armed forces reserves or National Guard shall be allowed a leave of absence with pay not to exceed one two (2) week session per calendar year, to an annual military training session, providing necessary official orders are presented to her/his department head. The employee will receive the difference between her/his military pay and her/his regular pay while on military reserve duty upon presenting her/his military pay voucher to her/his department head. Military reserve duty will not be counted against any accrued vacation or sick leave. Any request for a leave of absence for any period longer than two (2) weeks must be approved by the Library Director and will be charged against vacation leave.
- H. Military Benefits During Active Service. Pursuant to P.A. 87- 631, local government employees who are members of reserve components of the U.S. armed forces services, including the Illinois National Guard, and who are mobilized to active duty shall continue to receive the same regular compensation and benefits they were receiving or accruing at the time of mobilization. This

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includes health insurance and other benefits minus the amount of base pay for military service, for the entire period of active service.

If any policy covering a government employee ordered to active duty is more generous, that shall be the controlling agreement or policy. The provisions of the Act shall not apply if twenty percent (20%) or more of the employees of a unit of local government are ordered by the President of the United States to active military duty.

This Act preempts home rule powers. Therefore, all individuals employed by the City of Des Plaines are covered under this Act.

- I. Jury Duty. All employees shall be given time off when required to serve on a jury. Full-time/regular employees shall receive their regular, full-time pay for the duration of the jury duty for regularly scheduled workdays. Employees, other than full-time, who regularly are scheduled to work at least twenty five (25) hours per week (Monday through Friday) shall also receive their regular pay for the duration of the jury duty. Compensation received from the court system may be retained by the employee.
- J. Court Appearance. When subpoenaed to appear before a court, public body or commission in connection with Library business, the employee shall receive compensation for the hours actually appeared.

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GENERAL BENEFITS AND ALLOWANCES

A. INSURANCE

1. Health. The Library makes available certain health benefits to regular, full-time employees and their dependents who meet the eligibility requirements of the health insurance program. Coverage begins 30 days from the date of hire and includes benefits for hospital, maternity, medical, supplemental accident, and major medical expenses.

Eligible part-time employees who are regularly scheduled to work twenty-five (25) hours or more per week shall receive the same health care coverage benefit levels as full-time employees. Part-time employees shall contribute to the monthly premium for coverage at the same rate as full-time employees.

Specific benefits of the plan(s) are described in brochures provided by the City Human Resources Department.

- a. The Library reserves the right to determine the manner in which these benefits will be provided, i.e., insurance carrier of its choice, self-insuring, or any other deemed appropriate.
- b. Married couple Library employees will be placed under the family of the individual with the greatest seniority in Library service.
- c. All covered employees will contribute either a percentage or a flat dollar amount towards their monthly health insurance premium as determined by the Library Board of Trustees.

Employees may elect to reduce or eliminate coverage, if desired. Any decision to reinstate coverage at a later date will require Evidence of Insurability.

- d. Any changes adding dependent coverage by birth or marriage must be reported to the City Human Resources Department within thirty (30) days of the date of birth/marriage.
2. Group Dental Plan. The Library offers to all its regular full-time employees, part-time employees working 25+ hours per week and their eligible dependents the opportunity to participate in group dental coverage. An employee wishing to enroll eligible family members must pay the dependent care premium. Enrollment forms are completed whenever a new employee begins service with the Library, during open enrollment, or when the employee wishes to change the status of dependent coverage, i.e., add or drop.

Enrollment forms are available in the City Human Resources Department.

It is the employee's responsibility to notify Human Resources of any change in dependent status by completing the updated enrollment form.

Specific benefits of the plan are described in insurance brochures available in Human Resources.

3. Prescription Drugs. In providing for the employee and his/her family's healthcare needs, the Library has added a pharmacy service to its total health benefit program. For specific details on the program, contact the City Human Resources Department.
4. Life. The Library makes available life insurance benefits to regular, full-time employees who meet the eligibility requirements of the life insurance program. Coverage is effective 30 days from the date of hire. Life insurance benefits shall be provided as follows:

A description of the life insurance program can be obtained in the City Human Resources Department.

B. CONTINUATION OF INSURANCE COVERAGE

1. Termination. When an employee terminates her/his active employment with the Library or whose hours are reduced from a qualifying to a disqualifying number per week, by Federal mandate (COBRA), she/he may continue health insurance coverage for a period not to exceed 18 months from termination or reduced hours. Health insurance coverage may also be continued following certain other qualifying events for up to 3 years by spouse and/or dependent children of a covered employee, even if coverage would have otherwise been lost due to divorce or legal separation from employee, ceasing to satisfy plan's coverage requirements for dependent children. The monthly premium cost would then be paid for by the individual, to be received by the Human Resources Department by the first of each month. The coverage levels would remain the same as if the individual were an active participant.

Coverage may be stopped prior to the maximum length if: the Library ceases offering health care benefits; the individual becomes covered under another health care plan; the former spouse of a covered employee remarries and then becomes covered under another group plan; the individual fails to remit the required monthly payments within 31 days of the due date; the individual becomes eligible for Medicare.

It is the covered individual's responsibility to inform the Library of the occurrence of any of the above mentioned qualifying or disqualifying events. Membership in the group life insurance program ceases at midnight on the employee's last day worked.

2. Retirement. Employees who retire from the Library shall be eligible to retain the group health insurance coverage indefinitely providing that the employee meets certain criteria and pays the full group premium in a

timely manner.

For employees covered by the Illinois Municipal Retirement Fund, retirement shall mean an employee has retired having accumulated a minimum of 8 years of creditable service with the City of Des Plaines or Des Plaines Public Library but may or may not have attained the required age for commencement of the pension.

Employees who retire, as described above, shall be eligible to convert the group life insurance coverage upon application. The premium is determined by the applicant's age upon application and the amount of requested insurance coverage. Conversion forms are available in the Human Resources Department.

C. EMPLOYEE ASSISTANCE PROGRAM (EAP)

1. An EAP is a service that provides professional assistance to help resolve problems affecting job performance and personal lives (e.g. alcoholism, drug abuse, emotional problems, marital conflicts, family difficulties, financial or legal problems). When they are identified early enough and when appropriate treatment is provided, many can be successfully resolved. The EAP Counselor will assess the problem, provide short term supportive service as necessary, or make an appropriate referral to ensure that the right kind of assistance is available.
2. Self Referral. If employees or members of their immediate family are experiencing personal difficulties, they may directly contact the EAP counselor. All requests and inquiries, including supervisory referrals, will be handled with complete confidentiality. This program is provided by an outside agency that ensures the individual's privacy. No records of employees' or families' contacts will be shared with the Library unless with the written authorization of the employee on a "need to know basis."
3. Supervisory Referral. Supervisors can recommend an employee seek assistance when there is a noticeable decline in the employee's work performance that is not correctable through usual supervisory procedures, or when there are specific on-the-job incidents that indicate the presence of a personal problem. The focus is on the job situation, not the nature of the problem. The focus of a supervisory referral is based solely on job performance; not personal issues. As a referral is made, the job performance will continue to be evaluated. Participation in the EAP will not be accepted as a substitute for satisfactory performance. Participation in the EAP will not exclude normal disciplinary procedures.

An employee may choose whether or not to follow the supervisor's referral. However, the employee will be informed what consequences, if any, she/he would be subject to if the choice is not to pursue the referral.

4. There is no cost for assessment and referral services. Any cost for additional counseling needs will be coordinated with our group health

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insurance programs. Each employee is encouraged to make use of the EAP services. For further information regarding the EAP, please contact Human Resources.

D. PROFESSIONAL CONFERENCE ATTENDANCE

1. Eligibility. Written request to attend professional training, conference, or seminar is to be submitted to the employee's supervisor. Attendance is allowed without loss of pay and at Library expense in accordance with budgetary provision.
2. Request Form. The Request for Travel Authorization and Expenditures form mentioned above must be submitted prior to actual attendance at the training conference, or technical seminar. A request for advance travel allowance must be submitted and approved by the Library Director prior to departure. Certain information is requested to be included with the advance request, which will not be approved without it. Eligible expenses include:
 - a. Transportation compensation will be provided in accordance with the most expedient and economical mode available. Air travel shall be based on standard coach plane fare. Mileage allowance for driving, should the employee choose to do so, shall be in accordance with the current IRS mileage rate but not to exceed the equivalent of the standard coach plane fare.
 - b. Registration fees will be paid as stipulated in the training, conference, or seminar brochure submitted with the request form.
 - c. Lodging and meal expenses will be provided at a pre-established rate as determined by IRS allowable deductions per City.
 - d. Miscellaneous expenses, such as tips, phone calls, and taxi cabs are considered eligible expenses providing they are within reasonable limits.

Receipts are required for transportation, registration, meals and lodging expenses and receipts for other expenses may be requested by the department head or Library Director.

3. Costs incurred for a companion will not be reimbursed.

E. MEMBERSHIPS

The Library will pay for membership in the Illinois Library Association for each Coordinator, Department Head, Readers' Services Manager, Technical Services Manager, School Liaison, Librarian II, Youth Services Librarian, Reference Librarian, Cataloger and Library Board Members. The Library will maintain an Institutional membership in the Illinois Library Association.

The Library will pay for membership in the American Library Association for Library Board members, the Library Director and the Coordinators.

F. EDUCATIONAL REIMBURSEMENT

Employees may be requested to attend a particular school, technical, correspondence, or special training courses by their department head. An employee so requested will be reimbursed for all reasonable expenses.

G. TUITION REIMBURSEMENT

Employee Eligibility:

All employees are eligible to receive the benefits of this program. Whenever requests exceed the funds available, the approval requests will be granted according to the following priority: full-time employees who have passed the probation period, part-time employees who have passed the probation period, other full-time employees, other part-time employees.

Program Eligibility:

Employees may request reimbursement of tuition payments for all post-secondary programs that lead to either a certificate or a degree. The programs must pertain to the employee's current or potential position so that not only will the employee benefit from personal educational growth, but also the library will benefit from the employee's added applicable skills and knowledge.

Application Procedures:

Employees apply in writing to the Library Director. The following information must be included:

1. Employee's name and position.
2. Complete information on the course of study for which tuition reimbursement is requested (educational institution, course title, degree or certificate obtainable, dates of attendance, total cost, and amount of reimbursement requested).
3. Statement of potential benefit to both the employee and the library.
4. A letter of recommendation and support of the employee's department head and/or supervisor.

Reimbursement Procedures:

Employees will receive one-half the reimbursement upon enrollment and one-half upon successful completion of the coursework. The employees must furnish proof of registration and proof of completion before the reimbursement will be processed. The applicant must be employed at the library at time of reimbursement.

Decision:

The decision to approve requests and the amount of reimbursement is the responsibility of the Library Director.

Application Deadline(s):

July 1

December 1

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GENERAL RULES AND REGULATIONS

A. FAIR LABOR STANDARDS ACT

The objective of the Fair Labor Standards Act is to eliminate labor conditions detrimental to the health and well-being of workers and to eliminate unfair competition based on these conditions. This is accomplished through minimum wage standards, overtime provisions, child labor restrictions, and prohibition of wage differentials based on sex. The Fair Labor Standards Act differentiates between exempt (executive, administrative and professional) and non-exempt employees. Prior to the 1985 amendments public employees were not generally covered by this Act. Of primary concern to City of Des Plaines and Library employees is the Act's relation to overtime practices. Generally, nonexempt employees are paid a multiple of their rate of pay for overtime, whereas exempt employees are excluded from these overtime pay requirements.

The following are deemed **exempt** employees: executive, administrative and professional employees. The category of **exempt** employees shall include the job classifications listed below:

1. Library Director.
2. Coordinators of Public Services and Computer and Technical Services.
3. Head of Adult Services, Head of Youth Services, Head of Circulation Services, Head of Public Information Services, Head of Building and Security Services.
4. Manager of Readers' Services and Manager of Technical Services.
5. School Liaison, Librarian II, Youth Services Librarian, Reference Librarian, Cataloger, Assistant Head of Circulation Services and Page Supervisor.

All other job classifications shall be deemed **non-exempt**, and therefore covered under the provisions of FLSA and paid a multiple of their rate of pay for overtime.

The work week for the Library begins at 12:01 AM Sunday and ends at 12 midnight Saturday.

B. THE AMERICANS WITH DISABILITIES ACT

It is the intention of the Des Plaines Public Library to comply with the Americans With Disabilities Act (ADA) through every reasonable means available.

The Library has made a commitment to provide:

1. A bias free work environment for disabled employees, or for disabled persons who seek employment with the Library;
2. Equal opportunities for disabled persons to participate in and benefit from services, programs, or activities sponsored by the Library;

3. Prompt and equitable resolution of complaints alleging discrimination on the basis of disability.

C. EMPLOYMENT AND SELECTION OF FULL-TIME PERSONNEL

The City of Des Plaines Human Resources Department will administer and coordinate the hiring process for all position vacancies covered under Civil Service Rules and Regulations.

The following procedures will be adhered to in announcing position vacancies.

1. RECRUITMENT

- a. The Human Resources Department will be notified in writing of all full-time position vacancies. A written request to fill a vacancy must be accompanied by the Library Director's written authorization.
- b. The Human Resources Department will distribute to all City departments copies of the job announcement for internal posting for a minimum of five working days.
- c. Ads for local newspapers, trade publications and professional journals will be developed and placed by the Human Resources Department with assistance provided by the Library.
- d. The affected department may be asked to assist the Human Resources Director, as necessary, in formulating the job announcement, ads, and in determining special applicant sources.
- e. In those cases where external candidates will be considered, job announcements may also be distributed to area local governments, schools, minority agencies, and other recruitment services. The City will use for job referral purposes only those recruitment services that do not discriminate on the basis of race, color, religion, creed, age, sex, national origin, marital status, or disability.
- f. The Library in cooperation with the Human Resources Department will screen active application files for possible candidates. These candidates will be contacted to determine current interest in City employment prior to the closing date listed on the employment notice.
- g. Applications will be submitted to the Human Resources Department using City Employment Application forms. When the position being recruited is of a professional nature, the Human Resources Director may allow a resume to substitute for the City application form provided all information required on the application form is sufficiently covered by the resume. The application will be kept on file for at least two years and may be

used to consider an applicant for all positions for which he or she might be qualified.

- h. No applications for a position are accepted after the published closing and/or receipt date. If there are not sufficient qualified candidates at the closing date, the position is re-opened and re-advertised.

2. TESTING

- a. Examinations may be developed for certain positions based on the position's responsibilities, the qualifications required, and resources available.
- b. The examination may consist of an oral interview, application review, a structured questionnaire, practical tests, and written tests. In all cases, the testing will be job related and designed to determine the candidate's knowledge, skills and abilities for the position.
- c. The examination contents are selected or developed by the Library with assistance provided by the Human Resources. Examination contents are confidential. In certain situations, outside consultants may be contracted to assist with test development.
- d. The testing process will be administered by the Human Resources Department unless otherwise designated to the Library.
- e. The Human Resources Department will ensure that reasonable accommodations are made in test procedures to assure that persons with disabilities will be tested in an appropriate manner. The Human Resources Office shall inquire in testing announcements whether the applicant requires an accommodation.
- f. Applications will be forwarded to the Library for final review and comment prior to scheduling candidates for interviews.

3. INTERVIEW PROCESS

The employment interview is a part of the selection process. The primary function of the interview is to obtain data or ascertain knowledge, skills, and abilities of a candidate not available through review of resumes or other testing mechanisms. Certain guidelines will be observed to maximize the validity and reliability of the interview process as well as ensure the adherence to current EEOC requirements.

- a. The Human Resources Department and the Library Administration shall coordinate the interview process, including scheduling candidates, development of interview questions, etc.
- b. The interview panel will be selected by the Human Resources Director and the Library. Reasonable accommodations shall be made for disabled applicants to allow participation in the interview process. Copies of the applications of final candidates will be provided to the interview panel members prior to the interview.
- c. The Director of Human Resources and the Administrator/designee of the Library shall be responsible for the development of interview questions and standards for measurement of candidate responses. Consistency will be maintained in the questions asked of all candidates. The questions must be job related. Questions will be designed to measure job knowledge, experience, education or to solicit responses which reflect those personal traits which are job related. Questions which pertain to race, sex, religion or marital status or other inquiries which tend to directly or indirectly disclose such information are prohibited. Any questions that would indirectly divulge an applicant's age, national origin, or other discriminatory factor shall be made in strict accordance with Law.
- d. Inquiries as to birth date and proof of age are permitted as long as there is no explicit or implied preference for persons under forty (40) years of age.
- e. Inquiries as to an applicant's ability to read, write or speak foreign languages are permitted when such inquiries are based on job requirements.
- f. Inquiries about whether an applicant has certain specified sensory, mental, or physical disabilities which reasonably relate to fitness to perform the particular job, or whether an applicant has any disabilities or health problems which may affect work performance or which the employer should take into account in determining job placement are permitted. Other general inquiries that would tend to divulge disabilities or health conditions which do not reasonably relate to fitness to perform the job are not permitted.
- g. Unless approved by the Library Board, the Library does not reimburse any applicant for travel costs in conjunction with the hiring process. Relocation costs are paid in full by the employee unless otherwise budgeted and approved by the Library Board. The applicant should be advised of this policy before reporting for the interview.

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4. REFERENCE CHECK

- a. Before an eligibility list is established, the Human Resources Department will conduct a reference and background check on the final candidate(s). The check includes verification of employment duties, dates of employment, work record, attendance record, strengths, weaknesses, and criminal history. Parts of the reference check may be delegated to the Library.

5. SELECTION

- a. It shall be the policy of the Des Plaines Public Library that immediate family or relatives of a serving Board of Trustee will not be hired. The immediate family shall include spouse, child (including stepchild or legal custody), daughter or son-in-law, grandchild, parent, step parent, spouse's parent, grandparent, spouse's grandparent, sister, brother, step-sister or brother, sister or brother-in-law, or legal guardian. The definition of relative for the purpose of this section shall include those relatives identified under the immediate family plus aunts, uncles, nieces, nephews, first cousins and spouses of any of them.

Further, the Des Plaines Public Library does not allow two (2) or more relatives to work in the same department/division in circumstances where one relation occupies a position that supervises the other relation or has influence involving the relation's employment, promotion, supervision, salary advancement, or other personnel decisions. If such situations occur, the Des Plaines Public Library will assign the more recently hired or promoted employee to a different department, division, work unit or shift, as appropriate.

- b. Applicants may be disqualified for consideration for employment when any of the following facts exist:
 - (1.) They do not possess the qualifications for the job.
 - (2.) They have demonstrated an unsatisfactory employment record or personal record as evidenced by information contained on the application form or by the results of a reference check.
 - (3.) They have made false statements of any material facts or practiced deception in their application.
 - (4.) They are physically, mentally or otherwise unable to perform the duties of the position.
 - (5.) The applicant is not within the legal age limits prescribed by law.
- c. The library will establish a list of recommendations for hire which the Human Resources Department will forward to the Civil Service

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Commission for final approval in establishing an Eligibility List and to extend an offer.

6. APPLICANT NOTIFICATION

- a. After references are verified and a final decision reached, the Human Resources Department notifies the candidate of her/his selection, makes an employment offer contingent upon the results of a pre-employment physical, which includes a drug screening and requests that the offer be accepted or rejected within a set number of days.
- b. If the first offer is rejected, the Human Resources Department will contact the next person on the Eligibility List.
- c. After a candidate accepts the Library's employment offer, all other interviewed candidates are notified in writing of their position on the eligibility list or that they were not selected for the position.

7. APPOINTMENT

For all positions, an employment confirmation letter is forwarded to the final accepting candidate outlining the terms of employment. The letter is prepared and mailed by the Human Resources Department in cooperation with the affected department.

D. WORK SCHEDULES

Employees' schedules will be assigned by their supervisors to assure efficient use of staff hours to accomplish the goals of the Library. All changes in schedule must be requested of and approved by the employee's supervisor.

Supervisors will allow their employees flexibility and honor their special scheduling requests only if the work of the Library is not adversely affected.

Employees' schedules may be changed by their supervisors in order to maintain efficient staffing for public service.

E. EMPLOYMENT AND SELECTION OF PART-TIME PERSONNEL

The purpose of this selection procedure is to provide uniformity and equality in the hiring process of part-time employees and to apply consistent personnel policies and procedures.

In order to standardize the selection process for hiring qualified part-time personnel, the following procedure is to be followed:

1. All applications for part-time positions must be submitted to the Administrative office.

2. Department heads in need of filling part-time positions will contact the Library Director. The department head may request a review of applications pertaining to that type of position that are on file.
3. If sufficient applicants are not immediately available, the Library Director will manage advertising the position.
4. If testing is required, it will be conducted under authorized supervision.
5. Once departmental interviews are completed and a selection is approved by the Library Director, the department will provide a completed status form as to starting date and hourly rate.
6. Applicants selected must contact the Administrative Office of the Library prior to starting date to provide necessary information as required by law, i.e., I.R.S. statement, employment eligibility verification, etc.
7. It shall be the policy of the Des Plaines Public Library that immediate family or relatives of a serving Board of Trustee will not be hired. The immediate family shall include spouse, child (including stepchild or legal custody), daughter or son-in-law, grandchild, parent, step parent, spouse's parent, grandparent, spouse's grandparent, sister, brother, step-sister or brother, sister or brother-in-law, or legal guardian. The definition of relative for the purpose of this section shall include those relatives identified under the immediate family plus aunts, uncles, nieces, nephews, first cousins and spouses of any of them.

Further, the Des Plaines Public Library does not allow two (2) or more relatives to work in the same department/division in circumstances where one relation occupies a position that supervises the other relation or has influence involving the relation's employment, promotion, supervision, salary advancement, or other personnel decisions. If such situations occur, the Des Plaines Public Library will assign the more recently hired or promoted employee to a different department, division, work unit or shift, as appropriate.

F. PERSONNEL RECORDS - POLICY AND PROCEDURES

Items included in an individual's personnel file must serve pertinent organizational purposes. It is the Library's responsibility to report all significant personnel changes to the Human Resources Department for inclusion in the appropriate personnel file.

Information from personnel files is divulged only on a need-to-know basis. Employees have the right to review information within their personnel file, with the exception of limited information that might invade the privacy of others in its content, materials used by the Library for management planning, and any investigatory records as per the Personnel Records Act. In addition to access to their file, employees may request written amendments or corrections of

information maintained. In order to review a personnel file "A Request To Review Personnel Records" form (see Appendix IX) must be completed. The file must be reviewed within the Administrative offices and a member of the administrative staff must be present. Prior arrangement should be made as to date and time of review.

Requests for information from employee files for the purposes of reference checks on current or former employees and credit verifications are directed to the Human Resources Department or the Library Director.

Any medical information in an employee's file will be released only upon written authorization of the employee or upon proper request from persons or agencies who have legal rights to the information, and is to be released only through Human Resources.

G. CHANGE OF NAME, ADDRESS, OR MARITAL STATUS

Employees shall report all changes in name, address, telephone number, or marital status on the form provided by their department or the "Change of Personal Data" form (see Appendix VIII) to their immediate supervisor as soon as practical before the change would take effect. Following departmental procedure, the department head shall forward the Change of Personal Data form to the Human Resources Director. The Human Resources Department shall then change its records as well as advise the payroll section of the Finance Department. Other personal changes, such as beneficiaries, should be reported directly to the Human Resources Department either immediately preceding or no later than 30 days after the effective date of the change. Any change in status should also be reported by the employee directly to the appropriate pension fund and/or deferred compensation.

H. HARASSMENT, INCLUDING SEXUAL HARASSMENT

1. Forms of harassment include verbal, physical, or visual conduct of a sexual, racial, ethnic, or other type that, in the employee's opinion, impairs her/his ability to perform the job.
2. Harassment, including sexual harassment, is contrary to basic standards of conduct between individuals and is prohibited by the Equal Employment Opportunity Commission. Employees who feel they have been discriminated against on the basis of sex, or sexually, or in any other manner harassed, should immediately report such incidents without the fear of reprisal (federal and state laws prohibit reprisal against employees who report harassment). Confidentiality will be maintained to the extent permitted by the circumstances.
3. **Sexual Harassment:** All employees must be allowed to work in an environment free from sexual overtones and intimidation. Sexual harassment by all Library employees is expressly forbidden. The term "sexual harassment" means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- c. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Employees are PROHIBITED from directly or indirectly:

- a. Threatening or insinuating that another employee's refusal to submit to sexual advances will adversely affect that employee's relationship with the Library, performance evaluation, wages, advancement, assigned duties, or any other condition of employment;
 - b. Promising, implying or granting preferential treatment in connection with another employee engaging in sexual conduct;
 - c. Abusing the dignity of another employee through insulting or degrading sexual remarks or conduct.
4. **Reporting Any Incident of Harassment:** In the event an employee feels she/he is being harassed as outlined above, the employee should immediately make it clear that the behavior is offensive. If the behavior continues, the incident should be reported as quickly as possible, in confidence, to either the department head and/or the appropriate administration personnel within the departmental organization. If that should prove uncomfortable for some reason, the employee shall present the allegation to the Director of Human Resources for immediate investigation. Employees covered under a collective bargaining agreement should consult such agreement to verify if additional procedures exist regarding reporting an incident of harassment.

A review of alleged incident(s) shall be conducted to more completely establish the nature and scope of said incident(s) and, if warranted, to take appropriate action to either rectify the situation and/or prevent a recurrence. Should the parties not be able to resolve the situation, a final review shall be conducted with the department head before the Library Director. An administrative determination shall be made which will either resolve the issue in question or may warrant the pursuit of other avenues by the affected employee.

Every effort will be made to promptly investigate any allegation of harassment in as confidential a manner as possible, and appropriate action will be taken where warranted.

If necessary, employees may contact the Illinois Department of Human Rights Commission, 100 Randolph, Chicago, Illinois, 60601 at (312) 814-6269 to initiate investigations.

5. **Participation in an Investigation:** All employees have a responsibility to cooperate fully with the investigation of a harassment complaint. Investigations will vary from case to case, depending on a variety of circumstances. While not every investigation will follow the same format, in every case employees need to keep certain things in mind.
- a. Confidentiality. Whether an employee is the accused employee, the reporting employee, or merely a potential witness, confidentiality is crucial. The Library will treat the information it gathers as confidentially as possible, consistent with state and federal laws, and both the accused and the alleged victim will be given a fair opportunity to present their cases.
 - b. Cooperation. Title VII of the Civil Rights Act of 1964 prohibits retaliation against employees who report harassment, help other employees report harassment, or provide information regarding the complaint.
 - c. Answering Questions Completely. Employees reporting harassment should provide all details of the complaint, including, but not limited to, the following:
 - (1.) the names of employees who witnessed or heard about the offensive conduct;
 - (2.) the names of employees who have had a similar experience with the alleged harasser;
 - (3.) a chronology of the incident(s) - when and where the incident(s) occurred;
 - (4.) the employee's ideas about what the City should do to remedy the problem and maintain a harassment-free environment.

Employees accused of harassment must cooperate honestly and completely in the investigation, regardless of beliefs about the validity of the complaint. As discussed above, retaliation against the employee reporting the complaint or employees participating in the investigation is prohibited. Employees who witness the harassment may be asked to provide details concerning the alleged harassment, and must respond truthfully.

- (5.) Communication. The employee making the complaint and the accused employee shall be informed of the results of the investigation.

6. **Disciplinary Action:** After a thorough investigation, if any employee is found to have committed any form of harassment, including sexual harassment, she/he will be subject to disciplinary action up to and including termination. False accusations regarding an incident of harassment will also be subject to similar disciplinary action considering the serious negative effects it can have on the individual/individuals accused.

Employees found to have committed harassment, including sexual harassment, are also subject to disciplinary action including oral or written warnings, suspension or discharge. The appropriate disciplinary action taken when a violation is found is within the discretion of the Library. The goal of the disciplinary action is to prevent future harassment. An employee who feels she/he is being retaliated against should contact the department head or the appropriate administrative personnel within the departmental organization.

If after a thorough investigation the Library does not have enough evidence to find harassment, other actions may still be taken.

I. OUTSIDE EMPLOYMENT

1. Employees are expected to devote their best efforts to the interests of the Library and the conduct of its affairs. The Library recognizes the right of employees to engage in activities outside of their employment here that are of a private nature and unrelated to the Library. However, no employee may engage in outside work that will interfere with her or his job with the Library; nor will any employee engage in any activity of a nature that is in some way hostile or adverse to the Library.

No outside work may be done during regular office hours, and no company facilities, equipment, labor or supplies are to be used to conduct this outside activity.

Any employee doing any outside work is under obligation to advise her or his client that the work is in no way by, for, or in the name of the Library.

Any questions regarding a possible conflict of interest or outside work should be discussed with the immediate supervisor and department head or with the City Attorney.

2. The Library accepts no liability for incidents that occur to an employee while employed in outside employment and is not liable to compensate for lost income or medical services or supplies for any illness or injury arising out of or in the course of employment for which benefits are available under any Worker's Compensation law or similar law, whether or not any claim for such compensation is made or benefits received.

J. USE OF LIBRARY VEHICLES, EQUIPMENT, SUPPLIES AND TOOLS

1. Library vehicles, equipment, supplies, and tools shall not be used for private or unauthorized purposes. Unauthorized use is cause for disciplinary action.
2. Employees are responsible for the care and conservation of Library vehicles, equipment, supplies, or tools. Before initial use each day, an employee should inspect the vehicle, equipment, supplies, or tools for damage or any other condition that might create an unsafe situation.

Employees should promptly report accidents, breakdowns, or malfunctioning of any equipment in order that necessary repairs may be made. It is the supervisor's responsibility to insure that appropriate action is taken to correct the problem.

3. All employees who drive Library-owned vehicles and those who use their personally owned automobile in the conduct of Library business will comply with all applicable laws of the State of Illinois. Citations for traffic law and parking violations shall be the responsibility of the person to whom the ticket is issued. The driver is totally responsible for the operation of the vehicle and the conduct of the passengers when the vehicle is in operation or under the driver's care.
4. Seat belts must be worn by drivers and passengers in compliance with all applicable laws of the State of Illinois.
5. The Library has instituted a yearly driver's license verification program for all employees who drive Library vehicles, use their own vehicles for Library business, or operate Library equipment requiring a valid driver's license. Each employee is responsible for making sure that her/his supervisor has her/his driver's license number.
6. Employees who drive must carry their state license at all times. It is the individual's responsibility to inform her/his supervisor of non-possession, suspension or revocation, invalid driver's license or any other reason that would prohibit her/him from driving that day. All employees must have a valid driver's license in order to operate a library vehicle.
7. All library vehicle accidents on or off duty shall be reported to the Administrative office.

K. WAGE GARNISHMENTS

A garnishment is a court-ordered legal claim against the wages of a Library employee for nonpayment of a debt or other financial obligation, and served by a constituted legal authority. It must be recognized and executed by the Library. A copy of the notice of garnishment will be forwarded to the Finance

Department/Payroll for processing. The Finance Department will make the necessary deductions from the employee's wages and a check for the garnished amount will be written and forwarded to the Creditor as directed.

L. POLITICAL ACTIVITY

1. Employees holding any position within the Library shall not engage in political activity while on duty, nor shall they use the influence of their office for political purposes on or off duty. No employee shall, while on duty during an assigned work shift as an employee of the Library:
 - a. Request or solicit contributions or anything of value for any political candidate or cause;
 - b. Participate in any political campaign by:
 - (1.) Speaking in favor of any candidate or cause;
 - (2.) Distributing literature;
 - (3.) Picketing or demonstrating on behalf of or in opposition to any political candidate or cause;
 - (4.) Organizing, planning, or in any other way participating in the administration of any political campaign.
 - (5.) While on duty displaying on her/his person any badge, button, sign, or sticker promoting/opposing any political cause or candidate.

However, employees may participate in political activity off duty as long as that involvement does not interfere with the performance of duty, and the employee is not using the influence of her/him office. Employees are not required to participate in political activities. No person shall compel, coerce or intimidate any official or employee of the Library into making, or refraining from making, any political contribution or into engaging in any form of political activity. No employee can be forced to participate in any campaign to any degree as a part of a work duty. Nothing shall prohibit any official or employee from making such contribution or from engaging in political activity voluntarily.

2. The above description would apply to candidacy as well. Consequently, if an employee announces as a candidate for an elected office, the individual employee may conduct her/his campaign providing such candidacy would not interfere with job performance or be conducted during the employee's working hours. Should the campaign and political activity interfere with job performance, the employee would have to apply for a personal leave of absence from her/his position with the Library.

M. TELEPHONE

1. All employees shall observe the rules of telephone courtesy in answering or placing calls. Each department head shall be held accountable for the telephone use in her/his department.

2. Employees may be permitted to use Library telephones for personal reasons but must restrict this use to necessity and then for reasonable periods only. This use is a privilege and not a right and may be withdrawn by the department head if abused by excessive use or interference with work duties. No personal calls may be made from or answered at public service desks. Long distance telephone or fax use may not be charged to the library.

N. SAFETY/WORKERS' COMPENSATION

The Des Plaines Public Library asks everyone to cooperate in helping to promote safety and to prevent accidents. Everyone must be safety conscious.

If an employee is injured on the job, she/he will be entitled to benefits under the state Workers' Compensation Law in most cases. **Prompt and accurate reporting and supervisory accident investigation is essential for an appropriate decision on coverage eligibility.** In case of an accident involving a personal injury, regardless of how serious, you must notify your supervisor. Failure to report accidents can result in a violation of legal requirements and could also lead to difficulties in processing insurance and benefit claims. Illnesses that could be related to work environment/conditions should also be reported.

O. STAFF COMPUTER AND INTERNET USE POLICY

Electronic information and communication resources are provided by the Des Plaines Public Library for the use of library employees in the performance of their work. These include, but are not limited to: the Library's Local Area Network (LAN), email, voicemail, the Online Public Catalog, the Circulation System, and the Internet. These resources, including all applications, files, and documents stored on local and network drives, are the property of Des Plaines Public Library.

1. GENERAL COMPUTER USE

- a. The computers are provided for business use. Personal use must be on employee's own time (breaks, before and after working hours). Business-related use of the computer takes priority over personal use.
- b. Staff will have no expectations of privacy in connection with use of the library's electronic information and communication resources.
- c. Staff members shall not share or disclose their individual passwords, or allow other staff or persons to log into the network under their account.
- d. Only authorized staff may manipulate sensitive information, such as accounting data, patron records, and bibliographic records. Tampering with other staff members' personal network files stored

in individual home directories is not permitted. Sensitive files should be stored in a secure place.

- e. Staff members are responsible for backing up their own files and documents if stored on local drives.
- f. Staff members are not allowed to install or download software from any source without authorization from the Coordinator of Computers and Technical Services.
- g. Staff must respect and adhere to all copyright laws and software license agreements with regard to access, use, and copying of software, files and documents.
- h. All staff are required to read the Staff Computer And Internet Use Policy and to sign the Staff Computer and Internet Use Policy. [Appendix]

2. INTERNET/EMAIL USE

- a. It is the responsibility of staff members to maintain the contents of their mailboxes; this includes deleting unwanted email messages and keeping remaining messages to a minimum.
- b. Running downloaded files and programs from the Internet is not allowed without authorization from the Coordinator of Computers and Technical Services.
- c. Personal use of Internet/email must be on employee's own time (breaks, before and after working hours). Business related use of the computer takes priority over personal use. Staff members should make clear that their opinions and recommendations do not represent the Board or Administration of the Des Plaines Public Library.
- d. Unacceptable use includes, but is not limited to the following:
 - (1.) Any purpose that violates United States, State of Illinois, or local laws
 - (2.) Operating a business for personal gain
 - (3.) Advertising or selling products or services
 - (4.) Sending chain letters
 - (5.) Soliciting money for religious or political causes
 - (6.) Searching for jobs
 - (7.) Sending harassing statements to an individual or group of individuals for any reason including, but not limited to: sex, color, race, religion, disability, national origin or age

- (8.) Sending or printing sexually explicit messages or images; accessing, retrieving, or viewing obscene or indecent materials
- (9.) Using Internet in any manner that intentionally disrupts the information network traffic or interferes with the network and/or connected systems
- (10.) Vandalizing or attempting vandalism (physical or electronic) to the library computers, the library network, files of others, or the computer network system. Vandalism includes, but is not limited to downloading, uploading or creating computer viruses.

3. SANCTIONS

If any computer network system user engages in any of the inappropriate or prohibited acts listed above, the user shall be subject to discipline as provided in the library's policy for disciplinary procedures. (See section D-9 item W.)

4. DISCLAIMER

The Des Plaines Public Library makes no warranties of any kind, whether expressed or implied, for the computer network system and Internet services that it is providing to its staff. The library will not be responsible for any damages suffered, including the loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions. The library denies any responsibility for the accuracy or quality of information obtained through the Internet system.

5. SECURITY

Security in any computer network system is a high priority and must be a priority for all users. If staff members are aware of any security risk or abuse of the computer or the Internet system, they must notify their supervisors immediately.

P. FOOD

A staff lounge is provided for employees to use for taking rest breaks and meal breaks.

Employees may not store or consume food or beverages other than water in any public area of the Library.

Beverages may be consumed in staff offices, but must be disposed of or stored in the lounge when the employee leaves for the day. Other food may not be consumed in staff offices.

Q. PERSONAL MAIL

Employees shall not use Library stationery or the Library mail system to mail items that are not associated with their normal work duties.

R. GIFTS AND FAVORS

No employee shall directly or indirectly solicit, accept, or receive any gift or benefit, whether in the form of money, services, loan, travel, entertainment, hospitality, thing, or promise, or any other form under circumstances in which it could reasonably be inferred that the gift or benefit was intended to influence the employee, or could reasonably be expected to influence her/him in the performance of her/his duties. The library has adopted as part of its by-laws compliance with the spirit of the City of Des Plaines Code of Ethics, State Gift Ban Act, Ordinance M-29-99.

S. ALCOHOL CONSUMPTION, DRUG USE AND SUBSTANCE ABUSE

Employees are not permitted to consume alcoholic beverages or drugs during working hours nor prior to their regular duty hours where the consumption of such beverages or drugs could adversely affect their job performance and/or endanger the safety of fellow employees. Any employee who is found intoxicated while on the job or under the influence of drugs or in possession of liquor or drugs on Library property, or while on duty, shall be subject to disciplinary action, including dismissal. Reference should be made to the City Substance Abuse Policy for the specific policy provisions (see Appendix X).

T. HIV/AIDS POLICY

The Americans with Disabilities Act protects HIV-positive applicants and employees from job discrimination.

AIDS (Acquired Immune Deficiency Syndrome), in all its forms, is a devastating and life-threatening condition. The policy of the Library is to approach the problems of persons with AIDS in the same manner as it approaches the problems of persons with any other serious or life-threatening condition or illness.

The Library is dedicated to making the workplace a safe and productive environment for all employees. Within this context, there is currently no medical basis for concern about the spread of the HIV/AIDS infection in the workplace through typical work or social activity. Concerns employees may have in this regard will be taken seriously, and addressed through appropriate health education activities.

U. PERSONAL APPEARANCE

It shall be the responsibility of all employees to represent the Library to the public in a manner that shall be courteous, efficient, and helpful.

Library employees should always be business-like, well-groomed and dressed in a manner suitable for the public service environment and to reflect favorably the Library's image.

The employee's supervisor will discuss the subjects of personal appearance and/or personal hygiene habits with the employee if they do not positively reflect the image of the Library.

V. NEW EMPLOYEE ORIENTATION

All new regular full-time and regular part-time employees of the Library will be scheduled to meet with the City Benefits Coordinator during their first week of work for general orientation. If departmental needs make it inconvenient to schedule the employee's orientation on her/his first day, an appointment shortly thereafter will be arranged with the department supervisor.

The Benefits Coordinator will distribute and explain the various enrollments forms, that must be filled out. Each new employee will be provided with information on employee benefits, Library policies and operations.

The hiring department provides additional information to the new employee, including:

1. Work standards and regulations;
2. Hours of work, time cards or reports, leave requests;
3. Duties of the position;
4. Safety rules and procedures, location of safety or protective equipment;
5. Tour of the work area, including location of equipment, supplies, etc.;
6. Introduction to co-workers;
7. When and to whom to report absence from work;
8. Who is responsible for performance planning and review.

W. DISCIPLINARY PROCEDURES

All employees are expected to comply with Library policies, procedures, and rules. When an employee violates a policy, procedure, or rule, the employee's supervisor shall administer disciplinary measures. A supervisor is expected to choose appropriate measures and to administer them fairly and consistently. The purpose of all disciplinary procedures is to maintain the efficiency and integrity of Library operations.

1. Causes for disciplinary action.

Examples of employee behavior for which supervisors may administer disciplinary measures up to and including dismissal are:

- a. incompetence, negligence, or inefficient performance of assigned duties;
- b. abusive attitude toward fellow employees or the public; abusive conduct resulting in physical harm or injury toward fellow employees or the public;

- c. violation of rules, policies, orders, or directives, inability or failure to follow or obey any lawful and reasonable supervisory directive that results in loss, inconvenience, or injury to the Library or the public or amounts to insubordination or a severe breach of discipline that may result in lower morale within the Library staff;
- d. acceptance of fee, gift, or other valuable objects for services rendered or promised in violation of ethical standards;
- e. absence without leave, failure to report an absence or failure to report back to work after the expiration of a leave of absence;
- f. malingering or faking injury;
- g. dishonesty, including intentionally giving false information, intentionally falsifying records, or making false statements when applying for employment;
- h. divulging or misusing confidential information;
- i. causing damage, through culpable negligence or willful misconduct, to public property or waste of public supplies;
- j. conviction of any criminal offense involving moral turpitude;
- k. using Library equipment, material, time or information for unauthorized purposes or personal use; or
- l. any other misconduct that interferes with the safety, efficiency and integrity of Library operations.

2. Forms of Disciplinary Action

Supervisors are responsible for evaluating the circumstances and facts objectively and administering the appropriate discipline fairly, reasonably, and impartially.

a. Verbal Warning

A verbal warning is given for minor infractions. The supervisor will document the infraction and the disciplinary action, including the employee's response and explanation for his behavior.

b. Written Warning

Generally, a written warning is given when an employee disregards a verbal warning or when the infraction is severe. A copy of the warning will be given to the employee and a copy will be placed in the employee's personnel file.

c. Suspension

This form of discipline is administered for infractions that result in severe breaches of safety, efficiency, or integrity or for the continued disregard of previous disciplinary warnings. Suspensions may last up to thirty (30) days.

Suspensions may be issued with or without pay.

d. Dismissal

An employee may be dismissed by the Library Director at any time during her/his probationary period.

After a classified employee has completed her/his probationary period, the employee may be removed or discharged at the determination of the Civil Service Commission.

3. Grievance Procedures

The purpose of the grievance process is to afford all employees the opportunity to state their interpretations of circumstances and events that have been cited as cause for disciplinary actions and to be given fair consideration of those interpretations.

Grievances must be submitted in writing to the supervisor who issued the disciplinary action.

Supervisors will respond, in writing, within ten working days.

If the grievance is not resolved between the employee and supervisor, the employee may request a review of the complaint by the Library Director. The request must be made in writing. The Administrator will respond within ten working days after having received the request. The decision of the Library Director will be final.

X. RESIGNATION

Employees in good standing who decide to leave the employ of the Library shall submit a written resignation to their department head indicating the reason(s) for separation and final date of service giving at least two (2) weeks notice. The department head shall forward a copy of the resignation letter along with the termination Change of Status form to the Human Resources Department as soon as practical after notification. Any specific instructions by the department head shall be indicated on the status form. The Human Resources Department shall review the payroll records and applicable ordinances or contract agreement to determine if any additional compensation is due the employee, such as unused vacation time, accrued sick leave time, etc. Should the employee be eligible for any additional cash payments, the termination status form will be modified to

reflect the additional payments and the appropriate copies returned to the department head.

For the purpose of determining the employee's final paycheck and especially where there may be additional cash payments, the employee's last day of work shall be the effective date of his/her separation from the Library's service. The employee will receive the additional cash payments in one lump sum.

(Employees who are absent without leave for six (6) or more consecutive work days shall be deemed to have abandoned their position with the Library and subsequently resigned. The effective date of the separation shall be the last day worked. The department head shall file written charges with the Civil Service Commission, and the employee shall be allowed a hearing to be heard on his/her own behalf.)

Y. RETIREMENT

Employees deciding to retire shall submit written notification in the manner described in Section A. Any additional compensation due the employee, such as unused vacation time and accrued sick leave time shall be paid in one lump sum. The effective date of the retirement shall be the last day worked.

Upon retirement from the Library, employees shall be allowed to remain in the City's group health insurance program providing they remit the necessary monthly premium. Retirement is defined as meeting the minimum requirements to qualify for an Illinois Municipal Retirement Fund (IMRF) pension. However, the employee may be a deferred pensioner, defined as an employee who has retired having accumulated enough creditable service to qualify for a pension, but who has not attained the required age. Employees with family coverage at the time of retirement can retain family coverage, single coverage can remain at single coverage, or family coverage can revert to single status (employee only) or two singles status (employee and spouse). However, once a change in status is made, it cannot be reinstated.

Subsequently, an employee who has family coverage at retirement and later changes to single (i.e., individual) status voluntarily or as a result of divorce or death, is not allowed to convert back to family coverage whether because of remarriage or individual request. Additionally, an employee with single coverage at retirement is not allowed to change to family coverage as a result of marriage. Also, if a retired employee voluntarily cancels the insurance or fails to pay the monthly premium within a reasonable period to time determined by the administration, the insurance will be terminated and cannot be re-instated.

Upon retirement, group life insurance for employees will be canceled effective the last day worked. However, an employee has the option to convert the group life insurance to an individual life insurance policy by completing the necessary conversion application form available in the Human Resources Department. The employee has thirty (30) days in which to convert the group life insurance and submit the insurance premium directly to the insurance carrier. The premium is based on the employee's age and the amount (in \$1,000 increments) the employee

wishes to convert.

Z. DEATH

In the event of the death of an employee, the date of death shall become the effective date of separation (i.e., last day worked). Any regular compensation or applicable unused vacation time or accrued sick leave time shall be processed on the first possible payday. The application for group life insurance benefits shall be prepared by the Human Resources Department and submitted upon receipt of a certified copy of the death certificate. Where applicable, Human Resources shall send the necessary Illinois Municipal Retirement Fund forms to the deceased's family for completion and shall forward the completed forms and a certified copy of the death certificate to IMRF.

The Library shall pay the group health insurance premium for the surviving spouse and any eligible dependents for three (3) months following the date of death of the employee. At that time, the surviving spouse shall be allowed to participate in the insurance program in the same manner as retired employees described in Section B above.

Reviewed and Approved 10/15/96
Revised and Approved 09/21/99
Revised and Approved 04/17/01
Revised and Approved 05/15/01
Reviewed and Approved 06/17/03
Revised and Approved 09/16/03
Revised and Approved 10/18/05
Revised and Approved 08/21/07

Des Plaines Public Library

2007 - 2008 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)

IDENTIFICATION (1.1 - 1.35)



As Secretary of State and State Librarian, I commend our Illinois public libraries on the outstanding services they provide that enhance and enrich the lives of our citizens.

I truly appreciate the efforts and hard work of the 600+ Illinois public libraries in completing the Illinois Public Library Annual Report (IPLAR). The collected data provides a concise snapshot of the current status of Illinois public library services and programs. In addition, the collected information is shared nationally through the Federal-State Cooperative System (FSCS) for Public Library Data. As a result, Illinois librarians have the opportunity to compare themselves with their Illinois peers and librarians throughout the nation.

Again, thank you very much for your hard work in completing the current IPLAR, and for all the good work you do in keeping our patrons educated, entertained, and enlightened.

Sincerely, Jesse White

1.1	ELI Control # [FSCS 151]	30226
1.2	ELI Branch #	00
1.3	FSCS ID# [FSCS 150]	IL0138
1.4	Location - Name of the municipality (town, city, etc.)	Des Plaines
1.5	Legal Name of Library [FSCS 152]	Des Plaines Public Library
1.6	Facility Street Address [FSCS 153]	1501 Ellinwood Street
1.7	Facility City [FSCS 154]	Des Plaines
1.8	Facility Zip [FSCS 155]	60016
1.9	Facility Zip +4 [FSCS 156]	4553
1.10	Mailing Address (If different) [FSCS 157]	N/A
1.11	Mailing City [FSCS 158]	Des Plaines
1.12	Mailing Zip [FSCS 159]	60016
1.13	Mailing Zip +4 [FSCS 160]	4553
1.14	Library Telephone Number [FSCS 162]	847-827-5551
1.15	Library FAX Number	847-827-7974

- 1.16 WWW Home Page [FSCS 163] <http://www.dppl.org>
- Library Director's Information
- 1.17 Name Sandra K. Norlin
- 1.18 Title Library Director
- 1.19 Library Director's E-mail snorlin@dppl.org
- 1.20 Type of library CI - City
- 1.21 Is your library a combined public and school library? No
- 1.22 Does your library contract with another library to **RECEIVE ALL** your library services? No
- 1.23 IF YES, list the names(s) of the library (ies) with whom you contract (Enter each in a separate repeating field)
- 1.24 County in which the administrative entity is located [FSCS 161] Cook
- 1.25 Did the administrative entity's legal service area boundaries change during the past year? [FSCS 205] No
- 1.26 Population residing in tax base (Use the latest official federal census figure) [FSCS 208] 56945
- 1.27 Library system to which your library belonged as of January 1, 2007 NSLS
- 1.28 Administrative Entity: Select ONLY ONE that most nearly describes your library as an administrative entity. [FSCS 202] MO
- 1.29 Does your public library meet ALL the criteria of the FSCS public library definition? [FSCS 203] Yes

If you answered NO to question 1.29, then please identify which of the criteria your library does not meet regarding the FSCS definition of a public library: (Check only those your library does NOT meet.)

- 1.30 an organized collection of printed or other library materials, or a combination thereof No
- 1.31 paid staff No

- 1.32 an established schedule in which services of the staff are available to the public No
- 1.33 the facilities necessary to support such a collection, staff, and schedule No
- 1.34 is supported in whole or in part with public funds No
- 1.35 N/A

BRANCHES/OUTLETS (2.1 - 2.16)

- 2.1 Total number of bookmobiles [FSCS 211] 1
- 2.2 Total number of branch libraries [FSCS 210] N/A
- 2.3 Branch/Outlet Legal Name [FSCS 702]
- 2.4 ELI Control # [FSCS 701]
- 2.5 ELI Branch #
- 2.6 Street Address [FSCS 703]
- 2.7 City [FSCS 704]
- 2.8 Zip [FSCS 705]
- 2.9 Zip +4 [FSCS 706]
- 2.10 County [FSCS 707]
- 2.11 Telephone [FSCS 708]
- 2.12 Square Footage [FSCS 711]
- 2.13 Outlet Type Code [FSCS 709]
- 2.14 Metropolitan Status Code [FSCS 710]
- 2.15 FSCS ID [FSCS 700]
- 2.16 FSCS SEQ

ANNUAL REPORT DATA (3.1 - 3.7)

- 3.1 Fiscal Year Start Date (mm/dd/year) [FSCS 206] 01/01/07
- 3.2 Fiscal Year End Date (mm/dd/year) [FSCS 207] 12/31/07
- 3.3 Number of months in this fiscal year 12

3.4 Name of person preparing this annual report Carol Kidd
 3.5 Telephone Number 847-376-2803
 3.6 FAX Number 847-827-7974
 3.7 E-Mail Address ckidd@dppl.org

REFERENDA (4.1 - 4.12)

4.1 Was your library involved in a referendum No
 in FY2007/08?

Include each type of referendum presented to the voters below:

4.2 Referendum Type
 4.3 If Other, what was the referendum type?
 4.4 Referendum Date (mm/dd/year)
 4.5 (P)assed or (F)ailed?
 4.6 Effective Date (mm/dd/year)

If in the last year, or in the period before filing this report, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS (Illinois Compiled Statutes) 16/10-15] and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS (Illinois Compiled Statutes) 16/15-5 through 15-45]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action.

4.7 Conversion - Effective Date (mm/dd/year)
 4.8 Annexation - Effective Date (mm/dd/year)
 4.9 Other (please specify)
 4.10 Other - Effective Date (mm/dd/year)
 4.11 Other (please specify)
 4.12 Other - Effective Date (mm/dd/year)

CURRENT LIBRARY BOARD (5.1 - 5.14)

NOTE: This information is used for directory purposes and for meeting the annual legal reporting requirements of public library districts. Report the most current information available.

5.1 Total number of board seats 9
 5.2 Total number of vacant board seats 0
 5.3 In accordance with current Illinois Library No
 Laws, subject to the type of public library,
 this public library board of trustees attests
 that the current board is legally

established, organized and the terms of office for library trustees are all unexpired.

5.4 IF NO, please explain William Grice retired from the Board in 2008

Members

5.5	Name	Maria Bahamon
5.6	Trustee Position	Other
5.7	Present Term Ends (mm/year)	06/2010
5.8	Telephone Number	847-699-7409
5.9	E-mail Address	mgbahamon@hotmail.com
5.10	Home Address	2725 Greco Lane
5.11	City	Des Plaines
5.12	State	IL
5.13	Zip	60018
5.14	Zip +4	
5.5	Name	Matthew Bogusz
5.6	Trustee Position	Other
5.7	Present Term Ends (mm/year)	06/2010
5.8	Telephone Number	847-525-6527
5.9	E-mail Address	MatthewBogusz@yahoo.com
5.10	Home Address	927 E. Prairie Avenue
5.11	City	Des Plaines
5.12	State	IL
5.13	Zip	60016
5.14	Zip +4	
5.5	Name	Eldon Burk
5.6	Trustee Position	Other
5.7	Present Term Ends (mm/year)	06/2010
5.8	Telephone Number	847-827-8619
5.9	E-mail Address	eldoneb@aol.com

5.10	Home Address	661 Walnut Court
5.11	City	Des Plaines
5.12	State	IL
5.13	Zip	60016
5.14	Zip +4	
5.5	Name	William Grice
5.6	Trustee Position	Other
5.7	Present Term Ends (mm/year)	06/2003
5.8	Telephone Number	847-298-2018
5.9	E-mail Address	revwgg3@aol.com
5.10	Home Address	766 Graceland Avenue
5.11	City	Des Plaines
5.12	State	IL
5.13	Zip	60016
5.14	Zip +4	
5.5	Name	Noreen Lake
5.6	Trustee Position	President
5.7	Present Term Ends (mm/year)	06/2008
5.8	Telephone Number	847-299-1886
5.9	E-mail Address	nllake@hotmail.com
5.10	Home Address	1538 Campbell
5.11	City	Des Plaines
5.12	State	IL
5.13	Zip	60016
5.14	Zip +4	
5.5	Name	George Magerl
5.6	Trustee Position	Other
5.7	Present Term Ends (mm/year)	06/2009
5.8	Telephone Number	847-699-7263

5.9	E-mail Address	gmagerl@sbcglobal.net
5.10	Home Address	825 Pearson #6E
5.11	City	Des Plaines
5.12	State	IL
5.13	Zip	60016
5.14	Zip +4	
5.5	Name	Jerry Mahony
5.6	Trustee Position	Vice-President
5.7	Present Term Ends (mm/year)	06/2008
5.8	Telephone Number	847-593-5207
5.9	E-mail Address	jerrymahony@comcast.net
5.10	Home Address	245 Shannon Court
5.11	City	Des Plaines
5.12	State	IL
5.13	Zip	60016
5.14	Zip +4	
5.5	Name	Rhys Read
5.6	Trustee Position	Other
5.7	Present Term Ends (mm/year)	06/2009
5.8	Telephone Number	847-827-4397
5.9	E-mail Address	rhysread@comcast.net
5.10	Home Address	175 Lancaster Lane
5.11	City	Des Plaines
5.12	State	IL
5.13	Zip	60018
5.14	Zip +4	
5.5	Name	Elaine Tejcek
5.6	Trustee Position	Other

5.7 Present Term Ends (mm/year) 06/2008
 5.8 Telephone Number 847-296-8530
 5.9 E-mail Address etejcek39@earthlink.net
 5.10 Home Address 1327 Washington #408
 5.11 City Des Plaines
 5.12 State IL
 5.13 Zip 60016
 5.14 Zip +4

FRIENDS GROUP/FOUNDATION (6.1 - 6.4)

6.1 Does your library have a "friends" group? Yes
 6.2 If the "friends" group has a website (or a link from the library's website) what is the URL?
 6.3 Does your library have a library foundation? No
 6.4 If the foundation has a website (or a link from the library's website) what is the URL?

FACILITY/FACILITIES (7.1 - 7.2)

7.1 Total square footage of the main library building 82,000
 7.2 Total square footage of the branch library building(s), if applicable N/A

REPLACEMENT COSTS (8.1 - 8.2)

Replacement costs are what you would have to pay to establish the current library if you were to do so today. Do not include collection(s) replacement costs

8.1 What is the current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)? \$13,437,788
 8.2 What is the replacement cost for the library's furniture, equipment and vehicles? \$13,277,076

OPERATING RECEIPTS BY SOURCE (9.1 - 9.17)

Local Government

Exclude: Revenue for major capital expenditures; Contributions to endowments; Revenue passed

through to another agency; Funds unspent in previous fiscal years (e.g. carryover); and Tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

9.1	Local government [FSCS 300] (except capital income from bond sales which must be reported in 13.1a only)	\$6,063,163
State Government - Exclude: Federal funds distributed by the State of Illinois		
9.2	Per capita grant	\$69,672
9.3	Equalization aid grant	
9.4	Corporate replacement tax	
9.5	Educate and Automate grants	
9.6	Other	\$3,450
9.7	If Other, please specify	Project Next Generation, Art Tour Grant
9.8	Total State Government Funds (9.2+9.3+9.4+9.5+9.6) [FSCS 301]	\$73,122
Federal Government - Include: Federal funds distributed by the State of Illinois (e.g., LSTA grants paid directly to your library)		
9.9	LSTA funds received	\$20,545
9.10	E-Rate funds received	
9.11	Other federal funds received	
9.12	If Other, please specify	
9.13	Total Federal Government Funds (9.9+9.10+9.11) [FSCS 302]	\$20,545
9.14	Bill and Melinda Gates Foundation grant monies received	
9.15	All other receipts	\$446,013
9.16	TOTAL all other receipts (9.14 + 9.15) [FSCS 303]	446,013.00
9.17	TOTAL receipts (9.1 + 9.8 + 9.13 + 9.16) [FSCS 304]	\$6,602,843
9.18	Amount of surety bond	\$175,000

OPERATING EXPENDITURES BY CATEGORY (10.1 - 10.3)

Operating expenditures are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items; estimated costs; and, capital expenditures.

NOTE: Round answers to the nearest whole dollar.

10.1	Salaries and wages for all library staff (include maintenance, security and plant operations staff) [FSCS 350]	\$2,779,545
10.2	Fringe benefits paid for by the library for all library staff (include maintenance, security and plant operations staff) [FSCS 351]	\$1,302,957
10.3	Total Staff Expenditures (10.1 + 10.2) [FSCS 352]	\$4,082,502

MATERIALS EXPENDITURES (11.1 - 11.4)

Include: All materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed.

Exclude: Charges or fees for interlibrary loans and Expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

11.1	Printed Materials [FSCS 353]	\$552,899
11.2	Electronic Materials [FSCS 354]	\$85,140
11.3	Other Materials [FSCS 355]	\$158,103
11.4	TOTAL Materials Expenditures (11.1 + 11.2 + 11.3) [FSCS 356]	\$796,142

OTHER OPERATING EXPENDITURES (12.1 - 12.3)

Exclude: Purchases of major fixed assets (Report in Capital Expenditure)

NOTE: Round answers to the nearest whole dollar.

12.1	All other operating expenditures not included above [FSCS 357]	\$1,235,115
12.2	TOTAL operating expenditures (10.3 + 11.4 + 12.1) [FSCS 358]	\$6,113,759
12.3	Children's Materials Expenditures	\$134,405

CAPITAL REVENUE AND EXPENDITURES (13.1 - 13.7)

CAPITAL REVENUE

Include funds received for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment; regular purchase of library materials; investments for capital appreciation. Income passed through to another agency (e.g., fines); and, funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

13.1a	Local Government: Capital Income from Bond Sales	\$227,189
13.1b	Local Government: Other	
13.1c	Total Local Government (13.1a + 13.1b) [FSCS 400]	\$227,189
13.2	State Government [FSCS 401]	
13.3	Federal Government [FSCS 402]	
13.4	Other [FSCS 403]	
13.5	If Other, please specify	
13.6	Total Capital Revenue [FSCS 404] (13.1c+13.2+13.3+13.4)	\$227,189

CAPITAL EXPENDITURES

13.7	Total Capital Expenditures [FSCS 405]	\$109,663
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PERSONNEL (14.1 - 14.50)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees-do NOT include volunteers. Utilize 40 hours per week as the measure for full-time employment (FTE), in order to ensure comparable data; for example, 60 hours per week of part-time work by employees in a staff category divided by the 40 hour measure equals 1.50 FTEs.

Group A: Librarians with master's degrees (or doctorates or certificates of advanced studies) from an American Library Association accredited program of library and information studies. [FSCS 250]

14.1	Position Title	Library Director
14.2	Primary Work Area Code	LDIR
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	\$57.57

14.7	Total Hours/Week	40
14.1	Position Title	Assistant Library Director
14.2	Primary Work Area Code	ADIR
14.3	Secondary Work Area Code [OPTIONAL]	CIR
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	\$37.89
14.7	Total Hours/Week	40
14.1	Position Title	Adult Services
14.2	Primary Work Area Code	REF
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	\$31.36
14.7	Total Hours/Week	40
14.1	Position Title	Reference
14.2	Primary Work Area Code	REF
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	M
14.6	Hourly Rate	\$29.27
14.7	Total Hours/Week	40
14.1	Position Title	Reference
14.2	Primary Work Area Code	REF
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	\$28.99

14.7	Total Hours/Week	40
14.1	Position Title	Reference
14.2	Primary Work Area Code	REF
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	\$21.65
14.7	Total Hours/Week	40
14.1	Position Title	Reference
14.2	Primary Work Area Code	REF
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	\$29.87
14.7	Total Hours/Week	40
14.1	Position Title	Reference
14.2	Primary Work Area Code	REF
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	\$28.72
14.7	Total Hours/Week	40
14.1	Position Title	Reference
14.2	Primary Work Area Code	REF
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	M
14.6	Hourly Rate	\$18.99

14.7	Total Hours/Week	40
14.1	Position Title	Reference
14.2	Primary Work Area Code	REF
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	\$27.35
14.7	Total Hours/Week	11
14.1	Position Title	Reference
14.2	Primary Work Area Code	REF
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	\$26.70
14.7	Total Hours/Week	2.5
14.1	Position Title	Reference
14.2	Primary Work Area Code	REF
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	\$26.34
14.7	Total Hours/Week	11
14.1	Position Title	Reference
14.2	Primary Work Area Code	REF
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	\$21.37
14.7	Total Hours/Week	3.5

14.1	Position Title	Circulation
14.2	Primary Work Area Code	CIR
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	\$35.75
14.7	Total Hours/Week	40
14.1	Position Title	Childrens Services
14.2	Primary Work Area Code	CHD
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	\$33.04
14.7	Total Hours/Week	40
14.1	Position Title	Childrens Services
14.2	Primary Work Area Code	CHD
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	\$26.28
14.7	Total Hours/Week	40
14.1	Position Title	Childrens Services
14.2	Primary Work Area Code	CHD
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	\$26.44
14.7	Total Hours/Week	40

14.1	Position Title	Childrens Services
14.2	Primary Work Area Code	CHD
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	\$26.70
14.7	Total Hours/Week	40
14.1	Position Title	Cataloging
14.2	Primary Work Area Code	CAT
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	\$31.96
14.7	Total Hours/Week	40
14.1	Position Title	Cataloging
14.2	Primary Work Area Code	CAT
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	M
14.6	Hourly Rate	\$26.28
14.7	Total Hours/Week	40
14.1	Position Title	Other Type of Librarian
14.2	Primary Work Area Code	OTH
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	\$24.04
14.7	Total Hours/Week	40

14.8 Total Group A: FTE ALA-MLS [FSCS 250] (14.7 / 40) 17.70

Group B: Other Librarians. Include employees with the TITLE OF LIBRARIAN who EITHER have other types of library education (non-American Library Association accredited library degrees and undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects.

14.9 Position Title

14.10 Primary Work Area Code

14.11 Secondary Work Area Code [OPTIONAL]

14.12 Education Code

14.13 Sex

14.14 Hourly Rate

14.15 Total Hours/Week

14.16 Total Group B: FTE Other Librarians (14.15 / 40) 0.00

14.17 Total FTE Librarians (14.8 + 14.16) [FSCS 251] 17.70

OTHER PAID EMPLOYEES

Group C: Full-time/part-time technical and clerical employees

NOTE: Include business managers here.

14.18 Total hours worked in a typical week by all Group C employees 1,587

14.19 Minimum hourly rate actually paid (convert annual salary to hourly rate) \$9.23

14.20 Maximum hourly rate actually paid (convert annual salary to hourly rate) \$30.91

14.21 Total FTE Group C employees (14.18 / 40) 39.68

Group D: Full-time/part-time pages or shelvers

14.22 Total hours worked in a typical week by all Group D employees 367

14.23 Minimum hourly rate actually paid (convert annual salary to hourly rate) \$9.23

14.24 Maximum hourly rate actually paid (convert annual salary to hourly rate) \$16.05

14.25 Total FTE Group D employees (14.22 / 40) 9.18

Group E: Full-time/part-time building maintenance, security or plant operation employees

14.26 Total hours worked in a typical week by all Group E employees 195

14.27 Minimum hourly rate actually paid (convert annual salary to hourly rate) \$16.45

14.28 Maximum hourly rate actually paid (convert annual salary to hourly rate) \$27.47

14.29 Total FTE Group E employees (14.26 / 40) 4.88

14.30 Total FTE Other Paid Employees from Groups C, D, and E (14.21 + 14.25 + 14.29) [FSCS 252] 53.74

14.31 Total FTE Paid Employees (14.17 + 14.30) [FSCS 253] 71.44

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant.

14.32 Position Title N/A

14.33 Primary Work Area Code OTH

14.34 Education Code BAC

14.35 Total Hours/Week 40

14.36 Number of Weeks Vacant during FY2007/08 20

14.37a Annual Salary Range Minimum \$25

14.37b Annual Salary Range Maximum 33.37

Newly Created Librarian Positions

Include any newly created librarian positions which were created in FY2007/08.

14.38 Position Title

14.39 Primary Work Area Code

14.40 Education Code

14.41 Total Hours/Week

14.42 Current Status (F)illed/(U)nfilled

14.43 Date Filled (if applicable)

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for in FY2006/07 but was not in the budget for FY2007/08.

- 14.44 Position Title
- 14.45 Primary Work Area Code
- 14.46 Education Code
- 14.47 Total Hours/Week
- 14.48 Date Eliminated (mm/yy)
- 14.49 Last Annual Salary Paid
- 14.50 Reason Eliminated (i.e. lack of funds or need, etc.)

SERVICE HOURS/LIBRARY VISITS (15.1 - 15.18)

Report the time the central library opened and the number of hours open to the public per day in a typical week last October (i.e., a week when the library was open its regularly scheduled hours, with no holidays):

Monday

- 15.1 Opening Time 9:00
a.m. or p.m. or N/A a.m.
- 15.2 Hours Open Per Day 12.00

Tuesday

- 15.3 Opening Time 9:00
a.m. or p.m. or N/A a.m.
- 15.4 Hours Open Per Day 12.00

Wednesday

- 15.5 Opening Time 9:00
a.m. or p.m. or N/A a.m.
- 15.6 Hours Open Per Day 12.00

Thursday

- 15.7 Opening Time 9:00
a.m. or p.m. or N/A a.m.
- 15.8 Hours Open Per Day 12.00

Friday

- 15.9 Opening Time 9:00

	a.m. or p.m. or N/A	a.m.
15.10	Hours Open Per Day	12.00
Saturday		
15.11	Opening Time	9:00
	a.m. or p.m. or N/A	a.m.
15.12	Hours Open Per Day	8.00
Sunday		
15.13	Opening Time	1:00
	a.m. or p.m. or N/A	p.m.
15.14	Hours Open Per Day	4.00
15.15	Number of DAYS per week the central library was open past 6:00 p.m.	5
15.16	Number of HOURS per week the central library was open past 6:00 p.m.	15.00
15.17	Total scheduled public service hours per year for all service outlets [FSCS 500]	6,251
15.18	Total annual attendance in the library [FSCS 501]	509,668

PROGRAMS & ATTENDANCE (16.1 - 16.6)

Exclude: (1) Library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, resume writing assistance, homework assistance, and mentoring activities. (2) Programs sponsored by other groups that use library facilities.

16.1	Total Number of Adult Programs	365
16.2	Adult Program Attendance	7,504
16.3	Total Number of Children's Programs [FSCS 601]	507
16.4	Children's Program Attendance [FSCS 603]	10,772
16.5	Total Number of Library Programs (16.1 + 16.3) [FSCS 600]	872
16.6	Total Library Program Attendance (16.2 + 16.4) [FSCS 602]	18,276

REGISTERED BORROWERS (17.1 - 17.5)

17.1	Total number of resident borrower's cards in force as of the last day of the fiscal year	35,427
------	--	--------

17.2	How often are resident borrower's card records purged from your database?	Periodically
17.3	Total number of non-resident borrower's cards sold during the past fiscal year	31
17.4	Total amount of fees collected for non-resident borrower's cards in the past fiscal year	\$2,798
17.5	Number of registered borrowers as of the last day of the fiscal year [FSCS 503]	35,427

RESOURCES OWNED (18.1 - 18.40)

This area does NOT cover all materials for which expenditures were reported. Report only items that the library has acquired as part of the collection and cataloged whether purchased, licensed, or donated as gifts.

Books

18.1	Held at end of last fiscal year	265,561
18.2	Withdrawn during this fiscal year	26,206
18.3	Added during this fiscal year	27,165
18.4	Held at end of this fiscal year (18.1 - 18.2 + 18.3)	266,520

Back Files (Retrospective Holdings): Newspapers (Print format only)

18.5	Held at end of last fiscal year	45
18.6	Withdrawn during this fiscal year	1
18.7	Added during this fiscal year	2
18.8	Held at end of this fiscal year (18.5 - 18.6 + 18.7)	46
18.9	Are these counts a volume count OR a title count	Title Count

Back Files (Retrospective Holdings): Magazines/Periodicals/Serials (Print format only)

18.10	Held at end of last fiscal year	696
18.11	Withdrawn during this fiscal year	29
18.12	Added during this fiscal year	54
18.13	Held at end of this fiscal year (18.10 - 18.11 + 18.12)	721
18.14	Are these counts a volume count OR a title count	Title Count

18.15 Total Print Materials (18.4 + 18.8 + 18.13) 267,287
[FSCS 450]

Current Subscriptions: Newspapers/Magazines/Periodicals/Serials (Print format only)

18.16 Held at end of last fiscal year

18.17 Withdrawn during this fiscal year

18.18 Added during this fiscal year

18.19 Held at end of this fiscal year (18.16 - 0
18.17 + 18.18) [FSCS 458]

Current Subscriptions: Newspapers/Magazines/Periodicals/Serials (Electronic/Digital formats only)

18.20 Held at end of last fiscal year 0

18.21 Withdrawn during this fiscal year 0

18.22 Added during this fiscal year 0

18.23 Held at end of this fiscal year (18.20 - 0
18.21 + 18.22) [FSCS 459]

Number of e-books

18.24 Held at end of last fiscal year 2,297

18.25 Withdrawn during this fiscal year 1,426

18.26 Added during this fiscal year 0

18.27 Held at end of this fiscal year (18.24 - 871
18.25 + 18.26) [FSCS 451]

Audio recordings

18.28 Held at end of last fiscal year 22,568

18.29 Withdrawn during this fiscal year 2,270

18.30 Added during this fiscal year 3,127

18.31 Held at end of this fiscal year (18.28 - 23,425
18.29 + 18.30) [FSCS 452]

DVD/Videos

18.32 Held at end of last fiscal year 23,580

18.33 Withdrawn during this fiscal year 4,111

18.34 Added during this fiscal year 3,891

18.35 Held at end of this fiscal year (18.32 - 23,360
18.33 + 18.34) [FSCS 453]

Licensed Databases

Report the number of licensed databases acquired through payment or formal agreement, by source of access. Each database should be counted individually even if access to several databases is supported through the same vendor interface.

Exclude: Subscriptions to individual electronic serial titles should be reported in questions 18.20 - 18.23 NOT in 18.36 - 18.39.

18.36	Local License negotiated by the local library [FSCS 454]	46
18.37	State License negotiated by the Illinois State Library [FSCS 455]	18
18.38	Other consortia within the state or region - License negotiated by regional library system(s) and/or other cooperative(s) [FSCS 456]	0
18.39	Total Licensed Databases (18.36 + 18.37 + 18.38) [FSCS 457]	64
18.40	Children's Holdings	116,315

USE OF RESOURCES (19.1 - 19.25)

Report for the library's entire fiscal year

19.1	Number of adult materials loaned	719,575
19.2	Number of children's materials loaned [FSCS 551]	368,829
19.3	Total number of materials loaned (19.1 + 19.2) [FSCS 550]	1,088,404

Circulation, including renewals, by type of material

ADULT

19.4	Fiction Books	176,434
19.5	Nonfiction Books	104,873
19.6	Fiction Videos & DVD	267,719
19.7	Nonfiction Videos & DVD	7,637
19.8	Fiction Audios	28,617
19.9	Nonfiction Audios (include music)	96,507
19.10	Magazines/Periodicals	30,708
19.11	Other Formats	7,080

19.12 TOTAL -(Sum of 19.4-19.11)(Total should = answer to question 19.1) 719,575

CHILDREN

19.13 Fiction Books 172,786

19.14 Nonfiction Books 67,124

19.15 Fiction Videos & DVD 100,102

19.16 Nonfiction Videos & DVD 2,043

19.17 Fiction Audios 3,580

19.18 Nonfiction Audios (include music) 13,548

19.19 Magazines/Periodicals 2,347

19.20 Other Formats 7,299

19.21 TOTAL -(Sum of 19.13-19.20)(Total should = answer to question 19.2) 368,829

19.22 Number of interlibrary loans loaned to other libraries [FSCS 552] 67,320

19.23 Number of interlibrary loans borrowed from other libraries [FSCS 553] 52,783

19.24 Does your library participate in reciprocal borrowing? Yes

19.25 IF YES, report the number of materials loaned 215,373

REFERENCE QUESTIONS (20.1 - 20.4)

Number of reference questions, for the fiscal year, asked at the _____ department. [FSCS 502] A reference question is a request for information or referral by a library patron in contract with a library staff member who facilitates answering the patron's inquiry through the use of information sources e.g., the library's collection, databases, the Internet, other persons, other agencies. Reference questions are received in person; via fax, e-mail, phone, or virtual/networked reference services. EXCLUDE: Directional transactions or questions about library rules/policies; for example, "Where are the children's videos?" or "I'm looking for a book with the call number 811.23." or "What are your hours on Wednesday evenings?" If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

20.1 Adult Department 70,156

20.2 Young Adult Department

20.3 Children's Department 19,789

20.4 TOTAL for all Departments (20.1 + 20.2 + 89,945 20.3) [FSCS 502]

AUTOMATION (21.1 - 21.13)

How many of the following does your library have?

Windows/PC Compatible Computers

21.1 Total Number in Library 220

21.2 Number Available for Public Use 88

Macintosh Computers

21.3 Total Number in Library 3

21.4 Number Available for Public Use 1

Printers

21.5 Total Number in Library 50

21.6 Number Available for Public Use 14

21.7 Does your library have computers containing general software applications (i.e., wordprocessors, spreadsheets, databases, etc.) available for patron use? Yes

21.8 Are your library's catalog records part of an automated or web-based public access catalog (OPAC)? Yes

21.9 IF YES, is the catalog available online? Yes

21.10 IF YES, what is the Internet address of the OPAC? ccs.nsls.ilus.org

21.11 Does your library have a telecommunications device for the deaf (TDD)? Yes

21.12 IF YES, how many TDDs are in your library? 1

21.13 Are any TDDs available for public use? No

INTERNET (22.1 - 22.32)

What Internet connection provider(s) does your library use? (Check all that apply)

22.1 Illinois Century Network (ICN) Yes

22.2 Another local/state government organization (e.g., county/state information services department) No

22.3 Local educational organization (e.g., community college or university) No

22.4 Community Information Network (e.g., Prairienet) No

- 22.5 Your regional library system's network No
- 22.6 Commercial provider (e.g., MSN, America No
Online, CompuServe)
- 22.7 Other Yes
- 22.8 If Other, please specify WOW/Comcast
- 22.9 What is the maximum speed of your
library's Internet connection? Other
- 22.10 If your library is NOT a participant in the N/A
Illinois Century Network (ICN), please
indicate why:
- 22.11 If Other, please specify
- 22.12 Who can use the Internet within the Patrons directly
library?
- 22.13 If your library does NOT have Internet
access for library/staff use, please explain
why in 75 words or less
- 22.14 Does your library have wireless Internet Yes
access?
- 22.15 IF YES, is it for library/staff use? Yes
- 22.16 IF YES, is it for patron use so patrons can Yes
access the Internet while in your library
using their own personal computers?
- 22.17 Has your library board adopted an Internet Yes
public access policy?
- 22.18 How many Internet computers does your 54
library have available for public use?
[FSCS 650]
- 22.19 Report the number of in-library users of 120,000
public Internet computers in a year [FSCS
651]
- 22.20 Does your library allow patrons to make Yes
printouts of materials obtained from the
Internet?
- 22.21 IF YES, what is the per page charge for a \$.10
printout?
- 22.22 Does your library provide instruction Yes
(workshops, classes) to patrons on the use

of the Internet?

- 22.23 Does your library utilize Internet filters? Yes
- 22.24 IF YES, when did your library start using filters? (mm/year) 09/2004
- 22.25 IF YES, what product/company does your library use to provide filtering? Websense

IF YES, which Internet stations have filters? (Check all that apply)

- 22.26 All staff stations Yes
- 22.27 All public stations Yes
- 22.28 Public children's stations only No
- 22.29 Public adult stations only No
- 22.30 Other No
- 22.31 If Other, please specify
- 22.32 Report the annual number of views of your library's homepage 0

E-RATE (23.1 - 23.4)

- 23.1 Did your library apply directly for E-rate (telecommunications discounts) for FY2007/08? No
- 23.2 IF YES, what is the dollar amount (either as discounts/credits on your telecommunications bills or as direct payments to your library) that your library was awarded for FY2007/08? 0
- 23.3 Why did your library NOT participate in the E-rate program? Negligible benefit
- 23.4 If Other, please explain

TRAINING (24.1 - 24.3)

This section is concerned with Continuing Education (CE), Continuing Professional Development (CPD), and other workshop type learning opportunities. Training may be in-person and/or via technology. Include workshops brought into the library, workshops at a library system, workshops at another institution, teleconferences, paid web courses, professional conferences, and in-staff training. Include the development and delivery of formal education events on site (e.g. speaker fees, materials). If tracked include travel costs (e.g. per diem, hotel, transportation) and registration fees for conferences, institutes, seminars, workshops, classes held off site, distance education, job related tuition reimbursement, purchase or rental of training materials. Include paid self-instructional courses and academic courses. Exclude staff salaries, monthly staff meetings, and other such meetings.

- 24.1 How much money did your library spend on staff development and training this fiscal year? \$30,104
- 24.2 Does this include travel expenses? Yes
- 24.3 How many hours of training did employees receive this year? 1,450

SUGGESTED QUESTIONS FOR FUTURE IPLARS (25.1)

- 25.1 What information is not currently asked on the Illinois Public Library Annual Report (IPLAR) that you would be interested in if it were collected?

DISTRICT SUPPLEMENT

Public Library Districts: Required IPLAR Supplemental Reports Fiscal Year 2007/08

- 26.1 During the last fiscal year, were there any changes in the limits or boundaries of your district?
- 26.2 IF YES, how did this change occur (e.g., referendum)?
- 26.3 IF YES, describe the changes by county, township, and/or municipality giving the area and population for each.
- 26.4 During the last fiscal year, did the district acquire property (real property, i.e. building(s) or land)?
- IF YES, how was the property acquired? (Check all that apply)
- 26.5 Purchase No
- 26.6 Legacy No
- 26.7 Gift No
- 26.8 Other No
- 26.8a N/A
- 26.9 Provide a general description of the property acquired.
- 26.10 Does your library have any outstanding liabilities, including bonds?
- 26.11 IF YES, what is the amount of outstanding liabilities, including bonds?

- 26.12 Include a description of all outstanding liabilities.
- 26.13 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?
- 26.14 IF YES, then prepare a statement that details the dollar amount(s) and the reason (s) for the fiscal accumulations.

Secretary's Audit (Submit in paper format; there is no electronic version):

A Secretary's Audit must be prepared on your library's letterhead and contain the following information: 1. Your library's name and address (should be on the library's letterhead); 2. The following text: "This is to testify that we have examined the Secretary's minutes and other records for the past year and find they are in order and have no errors or discrepancies for FY2007/08."

NOTE: If there ARE any errors or discrepancies, please list and explain fully. 3. The signatures of two trustees who were appointed by the President to audit the Secretary's records; and, 4. The date completed.

CERTIFICATION PAGE

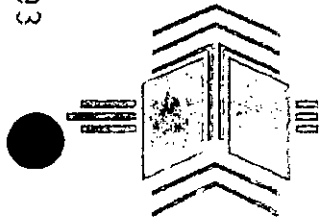
Click [here](#) to print certification form.

IL STATE LIBRARY WILL COMPLETE

27.1	Interlibrary Relationship Code (ISL) [FSCS 200]	ME
27.2	Legal Basis Code (ISL) [FSCS 201]	CI
27.3	Geographic Code (ISL) [FSCS 204]	CI1
27.4	Number of Central Libraries (ISL) [FSCS 209]	1
27.5	Outlet File: Number of Bookmobiles (ISL) [FSCS 712]	1
27.6	Sum of EAV in \$1,000 (ISL)	1,974,454.012
27.7	Average Tax Rate (ISL)	0.268

MAY

0192



Des Plaines Public Library

1501 Ellinwood Street

Des Plaines, IL 60016-4553

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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, MAY 20, 2008

7:00 PM

Conference Room – Second Floor

Agenda:

- **Nominating Committee**
- **Do the Dewey Report**
- **Executive Session**
 - **Compensation, Discipline or Performance of a Specific Employee**
 - **Probable or Imminent Litigation**

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

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III.

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting

May 20, 2008

7:00 PM

- I. Call to Order. (7:00 PM)
- II. Roll Call.
- III. Consideration of the Agenda.
- IV. Public Comments and Questions.
- V. Website Revision Update – Karen McBride.
- VI. City Council Community Services Committee – Alderman Martin Moylan.
- VII. Consent Agenda. [Action Item] (8:00 PM)
 - A. Approval of the Minutes of the Regular Board Meeting – April 15, 2008.
 - B. Acceptance of Financial Reports for April 2008.
 - C. Approval of Library Expenditures.
 1. Warrant Register – April 07, 2008 - \$177,466.38.
 2. Warrant Register – April 21, 2008 - \$68,851.55.
 3. Salaries – April 10, 2008 - \$115,643.14.
 4. Salaries – April 23, 2008 - \$116,989.37.
 - D. Acceptance of Reports.
 1. Director's Report – Sandra Norlin.
 2. Friends of the Library Report – Elaine Tejcek.
 3. Special Meeting Minutes – April 18, 2008.
- VIII. Unfinished Business.

- IX. New Business. (8:30 PM)
- A. Management Committee Report – Eldon Burk. [Action Item]
 - B. Attendance at City Council Meetings – June 2, 16 and July 7, 21.
 - C. Nominating Committee. [Action Item]
 - D. Do the Dewey Report.
 - E. Award Contract from Request for Proposal Responses for Radio Frequency Identification System [RFID]. [Action Item]
 - F. Award Contract for Chiller and HVAC Equipment. [Action Item]
 - G. Taste of Des Plaines Request for Library Access. [Action Item]
 - H. Approve Purchase of Automatic Door Operators. [Action Item]
 - I. Authorize the Library Director to Advertise for Bids for Janitorial Contract. [Action Item]
 - J. Approve Agreement with Illinois Library System Directors Organization (ILSDO). [Action Item]
- X. Announcements.
- A. National Library Legislative Day Report, May 12 – 13, 2008 – Noreen Lake, Elaine Tejcek, Sandra Norlin.
- XI. Correspondence.
- XII. Other
- XIII. Executive Session
- A. Probable or Imminent Litigation.
 - B. Compensation, Discipline or Performance of a Specific Employee.
- XIV. Executive Session Action.
- A. Probable or Imminent Litigation. [Action Item]
 - B. Compensation, Discipline or Performance of a Specific Employee. [Action Item]
- XVI. Adjournment. (10:00 PM)

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VII.A.

BOARD OF TRUSTEES
Minutes of the Regular Meeting
April 15, 2008

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, April 15, 2008. President Noreen Lake called the meeting to order at 7:03 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Maria Bahamon, Matthew Bogusz, Eldon Burk, Noreen Lake, Jerry Mahony, Rhys Read, Elaine Tejcek.

Also Present: Sandra Norlin, Holly Richards Sorensen, Carol Kidd, Heather Imhoff, Alderman Martin Moylan, Dan Klobnak, Don Sofolo, Stan Zimmerman.

Absent: George Magerl.

CONSIDERATION OF THE AGENDA.

Noreen Lake asked that X. New Business. A. Art Committee Report, be removed from the Consent Agenda.

Sandra Norlin asked to add X. New Business. L. Review and Recommendation of IT Services Proposal and Schedule Date for Special Meeting to Award Contract for IT Services Proposal.

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

PUBLIC COMMENTS AND QUESTIONS

Stan Zimmerman, 408 S. Wolf Road, Des Plaines, stated that he is a volunteer with the AARP Tax Aide group who meet at the library during tax season. Mr. Zimmerman asked the Board for permission to enter the library at 8:45 a.m. to set up the meeting room. Mr. Zimmerman stated that he was told by library staff that the AARP group could not enter

the library before 9:00 a.m. because of security issues. Library Director Sandra Norlin will contact Mr. Cooper to discuss the matter after conferring with staff about their conversations with him.

Mr. Zimmerman asked if there was adequate parking for library patrons because he often sees people driving around the first floor of the parking garage looking for a place to park. Sandra Norlin explained that the City of Des Plaines makes all decisions about who parks in the garage and also explained that the City has a long term contract with the owners of the 701 Lee building who provide parking to their employees.

Mr. Zimmerman asked if the City of Des Plaines uses the library as a resource tool and Sandra Norlin responded that the library would be happy to be a resource to the City of Des Plaines.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Martin Moylan.

Alderman Moylan stated that it is quite exciting to see that library attendance is improving due to better weather conditions.

CONSENT AGENDA

Noreen Lake asked that Minutes from the April 15, 2008 meeting be removed from the agenda.

Noreen Lake stated that Veronica Schwartz name was listed twice in attendance and that the minutes should be changed from Alderman Thomas Christiansen to former Alderman Thomas Christiansen.

MOTION by Matthew Bogusz, seconded by Maria Bahamon, to accept the minutes, as amended. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Elaine Tejcek, seconded by Rhys Read, to approve the Consent Agenda, as amended. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

CONSENT AGENDA

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

1. Over the Counter Receipts	\$	10,373.88
2. Petty Cash Expenditures	\$	1.38
3. Budget Expenditures for March	\$	449,272.67
4. Expenditures Year to Date	\$	1,342,634.31
5. Revenue for March	\$	14,091.39
6. Revenue Year to Date	\$	608,410.04

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

March 03, 2008	\$ 34,650.72
March 17, 2008	<u>\$ 98,720.49</u>
Total	\$ 133,371.21

ROLL CALL VOTE: AYES: Bahamon, Bogusz, Lake, Mahony, Read, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by Elaine Tejcek, seconded by Rhys Read, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

March 12, 2008	\$ 119,829.70
March 26, 2008	<u>\$ 116,357.55</u>
Total	\$ 236,187.25

ROLL CALL VOTE: AYES: Bahamon, Bogusz, Lake, Mahony, Read, Tejcek. NAYS: None. MOTION CARRIED.

DIRECTOR'S REPORT

Please note: I have received no official requests for confidential patron information since my last report.

PERSONNEL

New employees for March 2008: Debra Hendricks and Kishan Patel, Part-time Pages in the Circulation Services Department.

STAFF DEVELOPMENT

We have had several staff attending professional conferences since the last report. Five staff, including me, attended the Bi-Annual Public Library Association Conference in Minneapolis, MN, March 26-29. Two staff attended the Computers in Libraries Conference near Washington, DC, April 6-9. Karen McBride, Web Services Librarian presented a program, by invitation. Jill Franklin is in Guadalajara, visiting and observing the staff at our Sister Library. She spent the week of April 6 through 12 there.

The Department Heads will attend a retreat on Wednesday, April 16, led by Gail Johnson. We will meet to assess our skills as organizational leaders and to create a model for our work together as an executive team.

I will award three staff members Performance Bonuses on April 11. They have been selected from nominations submitted by their colleagues. The awards reward exemplary performance and initiative.

PATRON SERVICES

Circulation is sustaining an increase over 2007, year to date. However, attendance is down by 10%. The use of Self-Check has increased to 46% of the items checked out of the main library. In-house use of our computers has increased by 2.6% on fourth floor and 17.6% on the second floor. Our wireless service is steadily used, but we have no numbers to report.

We chose not to renew our contract with NetLibrary because of low usage and an unsupportable increase in cost. Other libraries in the area have also made this decision recently. We will continue to provide PlayAways and will now be able to increase our purchase of books on CD.

We have donated two surplus computers to the Frisbie Senior Center to assist them in registering cards to seniors for free transportation on Metra and CTA. They were received with gratitude.

OTHER PROFESSIONAL ACTIVITIES

I attended the Executive Committee meeting of the Library Production Studio on 3/20; the NSLS Board of Directors meeting on 3/24, and the Friends of the Library Roundtable on 3/25. In April thus far, I have attended the CCS Governing Board meeting on 4/2, chaired the Chamber of Commerce Scholarship Committee on 4/3, and helped at the Friends of the Library Booksale on 4/4. I gave a tour to members of the staff and board of the Fountaindale Public Library District on 4/8 and attended the SLURP luncheon meeting on 4/11.

NEW BUSINESS

Sandra Norlin stated that the Des Plaines Public Library sent out Request for Proposals to four companies for Information Technology services. The following services were requested:

Project Management.

Implementation of objectives identified by both library and IT staff.

Advice on future upgrades.

Assistance with acquisition and deposition of hardware and software.

Planning and budget advice.

Onsite management and direction of library IT staff for day to day operations and project tasks.

Sandra Norlin recommends Outsource IT Solutions Group at a cost of \$134,550.00 for the remainder of the calendar year, which is in the best interest of the Des Plaines Public Library. Sandra explained that this item was not on the agenda and asked the Board to set a date and time for a Special Meeting to approve this contract.

Mr. Don Sofolo, President, and Dan Klobnak, both of Outsource Solutions Group, answered questions from the Board about the services they will provide for the library if their contract is approved.

A Special Board meeting was set for Friday, April 18, 2008 at 6:30 p.m. to vote on approving the contract with Outsource Solutions Group.

MOTION by Elaine Tejcek, seconded by Maria Bahamon, to approve payment to Transworld Systems Inc. in the amount of \$5,250.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bahamon, Bogusz, Lake, Mahony, Read, Tejcek. NAYS: None. MOTION CARRIED.

The Board discussed the possibility of combining a library card with a park district card. This item was referred to library staff who will explore the idea and report back to the board with their recommendations.

Eldon Burk entered meeting at 7:47 p.m.

The Board discussed using a database service to compile a list of new residents who would be sent informational packets of library materials. This was item was referred to library staff who will research this idea and report back to the board with their recommendations

MOTION by Eldon Burk, seconded by Elaine Tejcek, to authorize Library Director Sandra Norlin to purchase a wreath for the Memorial Day ceremony in an amount not to exceed \$150.00 and to present the wreath at the ceremony. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

President Lake asked Jerry Mahony and Elaine Tejcek to send a letter to Mayor Arredia if interested in serving another term as Library Board Trustee.

MOTION Rhys Read, seconded Jerry Mahony, to ask Library Director Sandra Norlin to compose a letter to State Senator Mike Jacobs opposing House Bill 1727 and to send copies of the letter to elected area officials in the House and Senate. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Matthew Bogusz will attend Des Plaines Healthy Community Partnership "Day at the Races" on Saturday, June 14, 2008 as a library representative.

Eldon Burk stated that the library's annual fundraiser Do the Dewey would be held at the library on Saturday, April 26 from 7:00 – 10:00 p.m.

The Management Committee will discuss dates to meet after the regular meeting.

MOTION by Eldon Burk, seconded by Jerry Mahony, to approve payment to Kasco Printing for printing the library's spring newsletter in the amount of \$5,428.00, which is a budgeted expense and in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bahamon, Bogusz, Burk, Lake, Mahony, Read, Tejcek. NAYS: None. MOTION CARRIED

ANNOUNCEMENTS

President Lake asked that an Executive Session be added to the May agenda for the Library Director's review.

Sandra Norlin presented bonus awards in April to Laura Adler, Raul Silvestry and Steven Giese for outstanding service to the library.

The United Way will honor Des Plaines Public Library staff on June 5, 2008 for their participation in a United Way campaign.

Library Director Sandra Norlin stated that she attended the Public Library Association conference in Minneapolis in March and gave an overview of the programs she attended.

OTHER

Sandra Norlin reported that as of April 1, 2008 the library cancelled their NetLibrary contract for downloading ebooks because of a substantial price increase and because the usage was minimal.

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

Meeting adjourned at 8:42 p.m.

Minutes prepared by Carol Kidd

VII.B.**DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR APRIL 2008**

Monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$ 11,663.87
2. Petty Cash Expenditures	\$ 8.69
3. Budget Expenditures for April	\$ 556,683.43
4. Expenditures Year to Date	\$ 1,902,423.99
5. Revenue for April	\$ 37,155.01
6. Revenue Year to Date	\$ 645,565.05

Warrant Register

April 07, 2008	\$ 177,466.38
April 21, 2008	<u>\$ 68,851.55</u>
Total	\$ 246,317.93

Salaries

April 10, 2008	\$ 115,643.14
April 23, 2008	<u>\$ 116,989.37</u>
Total	\$ 232,632.51

VII.B.

**DES PLAINES PUBLIC LIBRARY
OVER THE COUNTER RECEIPTS FOR APRIL 2008**

	<u>Apr 2007</u>	<u>Apr 2008</u>	<u>Year to Date 2007</u>	<u>Year to Date 2008</u>
Lost Materials	682.21	955.21	3,215.82	2,243.45
Fines	8,854.17	8,304.56	35,694.00	25,235.13
Damage	31.89	74.90	371.46	170.30
Fees	238.00	456.50	1,439.00	1,139.95
Copies	2,690.10	1,845.70	7,941.60	5,321.06
Miscellaneous	4.00	27.00	93.50	37.30
Total	\$12,500.37	\$11,663.87	\$48,755.38	\$34,147.19

PETTY CASH EXPENDITURES - APRIL

960070	Auto/Travel	\$4.00
970110	Meals	\$4.69
TOTAL		\$8.69

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 03/27/08

TIME: 07:57:11

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCTPAY1

ACCOUNTING PERIOD: 3/08

SELECTION CRITERIA: payable.due_date="04/07/2008"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	920110	PROFESSIONAL SER	105162	INSIGHT MARKETING	1701	438	2500.00
2110	920110	PROFESSIONAL SER	105470	OUTSOURCE SOLUTIONS G	7191	428	18200.00
2110	920110	PROFESSIONAL SER	105470	OUTSOURCE SOLUTIONS G	7195	427	18250.00
2110	920120	COMMUNICATION SE	09030	NETEL COMMUNICATIONS	655730511073	302	126.02
2110	920140	DATA PROCESSING	72106	COOPERATIVE COMPUTER	MARCH 2008	554	1724.11
2110	920204	TRAINING	05179	ADULT READING ROUND T	B BLANCHARD	354	30.00
2110	920204	TRAINING	43806	NORTH SUBURBAN LIBRAR	1272326	660	79.00
2110	920230	PUBLICATION OF N	01597	JOURNAL AND TOPICS NE	119622	683	144.00
2110	930010	R & M EQUIPMENT	09789	VAHE GHAZARIAN	295526	667	80.00
2110	930010	R & M EQUIPMENT	103824	BUSINESS MACHINE AGEN	71371	440	265.92
2110	930010	R & M EQUIPMENT	200299	TODAY'S BUSINESS SOLU	030308-27	458	5046.99
2110	930010	R & M EQUIPMENT	72106	COOPERATIVE COMPUTER	DPK0208	555	5140.00
2110	930020	R & M BLDGS & ST	00189	ANDERSON LOCK CO LTD	7003365	387	218.50
2110	930020	R & M BLDGS & ST	02989	BEDCO INC	13559	386	405.00
2110	930020	R & M BLDGS & ST	100604	M K PAINTING & DECORA	1	436	1450.00
2110	930490	REFUSE CONTRACT	13394	ARC DISPOSAL COMPANY	1528836	360	574.00
2110	960210	SPECIAL EVENT PR	106730	KAREN MCBRIDE	REIMB	624	40.00
2110	960210	SPECIAL EVENT PR	106908	MARK VALENTI	05/04/08	658	250.00
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M160324A	520	489.15
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M147317A	546	327.50
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M174375A	548	152.45
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M200782A	68	58.55
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M161535A	249	7.40
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M176096A	246	13.20
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M170859A	251	8.25
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M160327A	217	36.57
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M174805A	240	16.50
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M170451A	220	16.45
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M185177A	236	4.45
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M162240A	178	3.30
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M197678A	177	1.65
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M174806A	174	4.10
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M162242A	172	3.18
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M192818A	192	8.25
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M200404A	176	2.05
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M154775A	212	80.85
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M194967A	214	11.85
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M194455A	210	50.88
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M163600A	206	34.65
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M160326A	208	39.95
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M200403A	203	3.30
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M206426A	132	44.55
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M158614A	123	117.40
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M168907A	143	61.55
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M151437A	125	245.85
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M168906A	133	84.55
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M191953A	127	59.80
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M172816A	141	42.75
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M151438A	135	73.00
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M162241A	139	117.95

RUN DATE 03/27/2008 TIME 07:57:26

SUNGARD PENTAMATION INC - FUND ACCOUNTING

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 03/27/08
TIME: 07:57:11

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCTPAY1
ACCOUNTING PERIOD: 3/08

SELECTION CRITERIA: payable.due_date="04/07/2008"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	ML67753A	131	93.55
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	ML48931A	137	122.43
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	ML50597A	146	69.10
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	ML72364A	145	46.90
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	ML94969A	166	4.77
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	ML62537A	149	47.60
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	ML52031A	148	35.70
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	ML54777A	96	17.65
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	ML66125A	92	13.15
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	ML54776A	95	37.95
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	ML69900A	97	12.30
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	ML69899A	108	23.90
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	ML87731A	120	19.08
2110	960990	MISC CONTRACTUAL	09535	EXPRESS PERSONNEL SER	96469998-7	542	660.00
2110	960990	MISC CONTRACTUAL	09535	EXPRESS PERSONNEL SER	96445394-8	396	660.00
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020540702	98	63.25
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020496073	84	14.80
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020531461	167	36.65
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	S18218330	157	42.55
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	5008719164	163	14.45
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020443767	159	25.60
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020494053	155	19.31
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020435115	161	28.80
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020480885	160	33.70
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	S19538150	128	12.95
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020531665	197	6.43
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020480868	201	5.83
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020463756	204	6.95
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020568205	199	2.89
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020568121	169	14.75
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020568130	185	6.60
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020541387	230	23.05
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020525083	223	94.00
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020452611	224	105.29
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020576874	229	43.10
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020474531	225	89.87
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020591038	238	15.79
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020490697	227	87.00
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020493961	254	12.41
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020494270	247	8.25
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	S18618690	256	7.40
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	S19433540	241	12.95
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020472770	52	14.01
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5438331	60	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5434139	70	10.35
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5443463	54	3.75
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5438325	61	19.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5429443	56	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5443462	62	72.70
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5438330	69	19.50

0206

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 03/27/08
TIME: 07:57:11CITY OF DES PLAINES
CASH REQUIREMENTS BILL LISTACCTPAY1
ACCOUNTING PERIOD: 3/08

SELECTION CRITERIA: payable.due_date='04/07/2008'

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5438329	64	52.00
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5438328	66	45.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5443458	40	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5443464	41	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5429445	47	3.75
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5440291	45	3.75
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5443461	43	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5443459	48	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5438326	156	19.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5429447	74	10.15
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5429448	78	16.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5429444	76	13.00
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5435623	117	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5429446	103	6.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5440292	115	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5425972	105	6.70
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5438324	113	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5438327	107	3.45
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5438323	100	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5443460	101	13.40
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5435622	119	3.45
2110	960990	MISC CONTRACTUAL	102808	ADVANCED AQUATICS	38499	391	375.79
2110	960990	MISC CONTRACTUAL	106535	INTERIOR TROPICAL GAR	39878	630	65.00
2110	960990	MISC CONTRACTUAL	15976	GRAPHIC SOLUTIONS	7158-A	632	900.00
2110	960990	MISC CONTRACTUAL	25775	CRIMSON MULTIMEDIA DI	13033A	399	129.78
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	516638-0	411	382.20
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	488675-0	691	4821.72
2110	970100	SUPPLIES	09638	OFFICE DEPOT	420314742001	432	1207.77
2110	970100	SUPPLIES	09638	OFFICE DEPOT	420304728001	431	1458.44
2110	970100	SUPPLIES	09638	OFFICE DEPOT	420937933001	433	25.40
2110	970100	SUPPLIES	200299	TODAY'S BUSINESS SOLO	22508-5	799	466.24
2110	970100	SUPPLIES	76231	C R FLOWERS	03/17/08	516	55.00
2110	970100	SUPPLIES	76231	C R FLOWERS	03/06/08	515	58.50
2110	970170	JANITORIAL	06037	H-O-H CHEMICALS, INC.	295190	631	523.32
2110	970170	JANITORIAL	14491	LAMP RECYCLERS	30598	612	146.44
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	560976	429	634.69
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	561497	430	105.11
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M174375A	549	1159.74
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M147317A	547	820.93
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M160324A	545	1002.90
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M166125A	94	93.44
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M154776A	90	60.14
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M162537A	150	271.28
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M172364A	147	317.85
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M172816A	151	229.21
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M151437A	126	474.67
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M158614A	124	745.44
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M191953A	129	697.81
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M162241A	130	362.25
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M200782A	122	850.32

RUN DATE 03/27/2008 TIME 07:57:27

SUNGARD PENTAMATION INC - FUND ACCOUNTING

0207

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 03/27/08

TIME: 07:57:11

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCTPAY1

ACCOUNTING PERIOD: 3/08

SELECTION CRITERIA: payable.due_date="04/07/2008"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M167753A	121	592.37
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M168907A	144	370.82
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M148931A	138	365.38
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M206426A	140	592.58
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M151438A	136	431.36
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M150597A	142	384.51
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M168906A	134	463.03
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M176096A	248	34.45
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M174805A	242	33.98
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M170859A	252	25.33
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M161535A	250	37.86
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M185177A	253	25.15
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M170451A	222	108.86
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M160327A	218	118.61
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M200403A	171	25.85
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M162240A	179	7.25
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M200404A	170	14.50
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M194969A	184	15.33
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M174806A	175	22.98
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M187731A	191	56.92
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M169899A	182	64.68
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M169900A	188	74.24
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M162242A	173	25.72
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M194455A	211	164.40
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M194967A	205	177.15
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M154777A	215	162.41
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M152031A	207	183.15
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M154775A	213	130.10
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M197678A	193	10.29
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M160326A	209	176.44
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M163600A	216	137.82
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M192818A	195	60.53
2110	970600	BOOKS	04625	C C H, INCORPORATED	98760	407	57.54
2110	970600	BOOKS	04625	C C H, INCORPORATED	9235962	406	2202.00
2110	970600	BOOKS	09308	M E SHARPE INCORPORAT	254757	601	638.00
2110	970600	BOOKS	09647	INFO USA MARKETING, I	8-24-006207	408	1030.00
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020525082	423	105.25
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020452610	419	1417.51
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020474530	417	85.39
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020576873	420	14.85
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020525082	424	1015.53
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020576873	421	837.78
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020490696	451	26.13
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020490696	456	1502.02
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020474530	449	1034.68
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020452610	517	303.56
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020531665	198	52.39
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020480868	202	17.23
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020463756	196	62.54
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020568121	194	175.44

SUNGARD PENTAMATION INC - FUND ACCOUNTING

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CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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ACCOUNTING PERIOD: 3/08

SELECTION CRITERIA: payable.due_date="04/07/2008"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT	
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020568205	200	0.00	21.83
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020541386	186	0.00	16.00
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020568130	187	0.00	58.76
2110	970600	BOOKS	09737	BAKER & TAYLOR	1724601	190	0.00	-19.96
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020527870	228	0.00	66.20
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020494270	219	0.00	73.88
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020591038	239	0.00	102.51
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020472770	237	0.00	132.27
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020444700	231	0.00	16.00
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020493961	255	0.00	93.22
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020480885	152	0.00	339.92
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020435115	162	0.00	275.34
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020531461	168	0.00	250.63
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020494053	153	0.00	147.64
2110	970600	BOOKS	09737	BAKER & TAYLOR	5008719164	165	0.00	285.21
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020443767	87	0.00	360.05
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020496073	85	0.00	141.74
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020541386	89	0.00	314.06
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020540702	99	0.00	559.14
2110	970600	BOOKS	102979	WORLD BOOK DIRECT MAR	1012	671	0.00	40.40
2110	970600	BOOKS	103834	PROSPECT HEIGHTS PUB	03/05/08	514	0.00	18.00
2110	970600	BOOKS	10512	MERGENT INCORPORATED	17998	746	0.00	2275.00
2110	970600	BOOKS	106678	CENGAGE LEARNING	84950421	410	0.00	31.39
2110	970600	BOOKS	106727	GALE	15606263	559	0.00	163.90
2110	970600	BOOKS	106727	GALE	15638083	558	0.00	240.85
2110	970600	BOOKS	106727	GALE	15638816	556	0.00	240.85
2110	970600	BOOKS	106727	GALE	15606144	557	0.00	240.85
2110	970600	BOOKS	106727	GALE	15632542	560	0.00	53.90
2110	970600	BOOKS	106727	GALE	14838031	561	0.00	24.71
2110	970600	BOOKS	106909	MOTORBOOKS INTERNATIO	933652	606	0.00	86.55
2110	970600	BOOKS	12168	GREENWOOD PUBLISHING	3431321	637	0.00	47.28
2110	970600	BOOKS	16774	MISTER ANDERSON'S COM	106174	603	0.00	41.70
2110	970600	BOOKS	19764	BRODART COMPANY	0861079	402	0.00	43.97
2110	970600	BOOKS	19764	BRODART COMPANY	B273	401	0.00	135.59
2110	970600	BOOKS	19764	BRODART COMPANY	0866968	403	0.00	16.17
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	S076351	412	0.00	25.07
2110	970600	BOOKS	20361	BERNAN ASSOCIATES	10505771	400	0.00	148.40
2110	970610	AUDIO MATERIALS	02191	BOOK WHOLESALERS INC	M203399A	183	0.00	31.24
2110	970610	AUDIO MATERIALS	02191	BOOK WHOLESALERS INC	M194951A	181	0.00	52.41
2110	970610	AUDIO MATERIALS	02191	BOOK WHOLESALERS INC	M186128A	180	0.00	67.82
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	1728764	189	0.00	-33.70
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	S17259330	234	0.00	248.80
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	S18218030	235	0.00	202.21
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	S18218050	226	0.00	144.59
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	S18976720	221	0.00	550.17
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	S19543480	232	0.00	894.31
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	S19431650	233	0.00	434.65
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	2020541386	91	0.00	223.20
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	H27245350	81	0.00	18.89
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	S17403140	86	0.00	369.87

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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CITY OF DES PLAINES
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ACCTPAY1

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SELECTION CRITERIA: payable.due_date="04/07/2008"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT	
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	S19431640	82	0.00	57.70
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	S19189260	83	0.00	11.03
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	S18218040	80	0.00	25.46
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	S17295900	88	0.00	73.14
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	2020474530	425	0.00	143.97
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	2020576873	422	0.00	539.29
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	2020452610	418	0.00	190.68
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	2020525082	425	0.00	180.88
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	2020490696	457	0.00	63.18
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	1577839	685	0.00	94.94
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	1577840	686	0.00	5.59
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	1581367	59	0.00	65.05
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	1581366	58	0.00	267.14
2110	970610	AUDIO MATERIALS	104157	RANDOM HOUSE INCORPOR	1084442045	441	0.00	240.00
2110	970620	SUBSCRIPTIONS &	71360	MORNINGSTAR INCORPORA	ID17525	600	0.00	875.00
2110	970620	SUBSCRIPTIONS &	74130	EBSCO SUBSCRIPTION SV	1216103	450	0.00	19.95
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	2020541386	93	0.00	20.23
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	S19538150	154	0.00	138.07
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	S18218330	158	0.00	378.13
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	S19433540	243	0.00	95.38
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	S18618690	244	0.00	88.16
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5434139	164	0.00	67.47
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5429448	79	0.00	66.70
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5429444	77	0.00	82.46
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5438326	73	0.00	132.69
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5429447	75	0.00	119.96
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5425972	106	0.00	29.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5443459	112	0.00	20.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5438324	114	0.00	20.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5443460	102	0.00	55.46
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5438323	111	0.00	20.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5429446	104	0.00	52.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5440292	116	0.00	20.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5435622	110	0.00	18.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5435623	118	0.00	20.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5438327	109	0.00	29.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5429443	57	0.00	11.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5443463	55	0.00	11.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5438331	53	0.00	14.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5443458	51	0.00	14.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5440293	50	0.00	59.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5438325	72	0.00	134.94
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5438328	67	0.00	286.36
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5429445	49	0.00	14.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5438329	65	0.00	341.84
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5443462	63	0.00	491.78
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5438330	71	0.00	134.94
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5443464	42	0.00	18.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5443461	44	0.00	18.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5440291	46	0.00	14.99

SUNGARD PENTAMATION INC - FUND ACCOUNTING

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ACCOUNTING PERIOD: 3/08

SELECTION CRITERIA: payable.due_date="04/07/2008"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	-----TITLE-----	-----VENDOR-----	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970630	VISUAL MATERIALS	102450	INSTRUCTIONAL VIDEO	30488A	670	90.55
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DI	12772D	397	46.30
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DI	13016A	398	384.00
2110	970900	EQUIPMENT <\$5,00	100140	MIDWEST LIBRARY SYSTE	8-967	437	3885.00
TOTAL LIBRARY SERVICES						0.00	114568.80
TOTAL FUND						0.00	114568.80

SUNGARD PENTAMATION INC - FUND ACCOUNTING

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SELECTION CRITERIA: payable.due_date="04/07/2008"

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
202F	980410	COMPUTER HARDWAR	05124	C D W GOVERNMENT INCO	JPK3177	434	45700.00
202F	980410	COMPUTER HARDWAR	05124	C D W GOVERNMENT INCO	JQW3793	518	7870.00
202F	980410	COMPUTER HARDWAR	05124	C D W GOVERNMENT INCO	JQG7429	522	5446.00
202F	980410	COMPUTER HARDWAR	05124	C D W GOVERNMENT INCO	JMJ9854	519	480.00
202F	980410	COMPUTER HARDWAR	05124	C D W GOVERNMENT INCO	JQP1525	521	476.58
202F	980410	COMPUTER HARDWAR	105470	OUTSOURCE SOLUTIONS G	7190	414	2925.00
TOTAL LIBRARY CAPITAL PROJECTS						0.00	62897.58
TOTAL FUND						0.00	62897.58

SUNGARD PENTAMATION INC - FUND ACCOUNTING

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SELECTION CRITERIA: payable.due_date="04/21/2008"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	920110	PROFESSIONAL SER	106624 SCOTT PITOL	2007-001	521	0.00	5600.00
2110	920120	COMMUNICATION SE	101343 CALL ONE	101041830000	142	0.00	370.83
2110	920204	TRAINING	05179 ADULT READING ROUND T	L ADLER	432	0.00	30.00
2110	930010	R & M EQUIPMENT	02830 UNITED BUSINESS SOLUT	40728	508	0.00	116.20
2110	930010	R & M EQUIPMENT	02830 UNITED BUSINESS SOLUT	40753	502	0.00	33.25
2110	930010	R & M EQUIPMENT	02830 UNITED BUSINESS SOLUT	40732	501	0.00	402.43
2110	930010	R & M EQUIPMENT	02830 UNITED BUSINESS SOLUT	40731	500	0.00	430.43
2110	930010	R & M EQUIPMENT	106873 BANC OF AMERICA LEASI	10259782-58	453	0.00	2005.00
2110	930010	R & M EQUIPMENT	21731 NOVAK & PARKER	85194	513	0.00	31.96
2110	930020	R & M BLDGS & ST	101323 RAYMOND BORGIC	3-18-08	431	0.00	95.00
2110	930020	R & M BLDGS & ST	106102 GREAT LAKES ELEVATOR	18997	457	0.00	1475.00
2110	930020	R & M BLDGS & ST	106102 GREAT LAKES ELEVATOR	18771	458	0.00	473.00
2110	930195	BOOK BINDING & R	05479 HOUCHEM BINDERY LTD	158346	510	0.00	391.47
2110	930320	CLEANING: COSTODI	102711 SPEED-E-KLEEN	3352	490	0.00	105.00
2110	960210	SPECIAL EVENT PR	106929 RAINBOW ANIMAL ASSIST	SPRING 2008	52	0.00	800.00
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	M193575A	254	0.00	56.90
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	M204295A	264	0.00	52.80
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	M194970A	262	0.00	65.65
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	M186130A	266	0.00	50.25
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	M193574A	274	0.00	47.65
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	M181119A	268	0.00	80.60
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	M209662A	279	0.00	12.65
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	M200783A	278	0.00	60.42
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	M208227A	276	0.00	20.70
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	M203402A	272	0.00	50.50
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	M204276A	280	0.00	29.65
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	M182387A	338	0.00	8.25
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	M204299A	342	0.00	7.00
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	M194456A	340	0.00	11.95
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	M211233A	347	0.00	1.65
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	M200405A	344	0.00	1.65
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	M183224A	352	0.00	8.65
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	M208217A	382	0.00	33.70
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	M187732A	322	0.00	27.50
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	M204302A	328	0.00	20.55
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	M201313A	330	0.00	9.05
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	M209664A	324	0.00	6.90
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	M203400A	336	0.00	11.95
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	M203401A	334	0.00	16.90
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	M186129A	326	0.00	25.10
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	M194966A	331	0.00	26.40
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	M208221A	390	0.00	24.15
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	M200781A	388	0.00	123.90
2110	960990	MISC CONTRACTUAL	04856 R & J UPHOLSTERY	11463	522	0.00	2240.00
2110	960990	MISC CONTRACTUAL	07581 ARLINGTON HEIGHTS MEM	7-019	533	0.00	800.00
2110	960990	MISC CONTRACTUAL	07581 ARLINGTON HEIGHTS MEM	7-019	542	0.00	800.00
2110	960990	MISC CONTRACTUAL	09535 EXPRESS PERSONNEL SER	96512621-2	450	0.00	638.00
2110	960990	MISC CONTRACTUAL	09535 EXPRESS PERSONNEL SER	96489417-4	451	0.00	374.00
2110	960990	MISC CONTRACTUAL	09535 EXPRESS PERSONNEL SER	96532376-9	449	0.00	660.00
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2020568131	301	0.00	1.65

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 04/10/08

TIME: 15:11:13

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCTPAY1

ACCOUNTING PERIOD: 4/08

SELECTION CRITERIA: payable.due_date="04/21/2008"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020626399	310	0.00	61.63
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020591039	289	0.00	26.25
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020595817	299	0.00	4.83
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	520466260	295	0.00	12.95
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	5008772810	293	0.00	19.55
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	521231080	297	0.00	11.10
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020642418	360	0.00	44.75
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020595799	287	0.00	27.05
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020657079	257	0.00	36.30
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020671273	258	0.00	31.80
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020108523	205	0.00	5.84
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020592649	215	0.00	47.60
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020568184	203	0.00	1.77
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020554599	213	0.00	53.77
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020591939	214	0.00	49.57
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5444389	197	0.00	9.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5439140	195	0.00	10.45
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5439144	193	0.00	16.95
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5434707	199	0.00	9.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5439142	201	0.00	127.55
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5447714	256	0.00	3.45
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5447718	355	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5447713	357	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5434704	376	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5434702	364	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5439137	378	0.00	6.90
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5447716	366	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5444385	381	0.00	6.90
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5445235	361	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5445236	384	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5447712	383	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5447717	374	0.00	10.35
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5439145	312	0.00	19.70
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5439141	311	0.00	16.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5444388	308	0.00	42.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5447715	306	0.00	36.55
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5434706	304	0.00	52.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5439139	320	0.00	23.15
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5439143	314	0.00	32.90
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5434700	316	0.00	19.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5444387	313	0.00	6.90
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5434699	318	0.00	22.95
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5434703	187	0.00	16.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5439138	191	0.00	6.70
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5444386	192	0.00	13.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5444390	190	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5434698	386	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5444391	396	0.00	22.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5434701	394	0.00	20.10
2110	960990	MISC CONTRACTUAL 106718	RED HAWK	172751	516	0.00	72.00

SUNGARD PENTAMATION INC - FUND ACCOUNTING

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SELECTION CRITERIA: payable.due_date="04/21/2008"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL	106925	CHAMBERMASTER	9355	417	373.00
2110	960990	MISC CONTRACTUAL	106926	NORMA A HACKE	2008-03	491	24.96
2110	960990	MISC CONTRACTUAL	15976	GRAPHIC SOLUTIONS	7159-B	406	585.00
2110	960990	MISC CONTRACTUAL	21456	BIO-TRON, INC.	28128	182	175.00
2110	960990	MISC CONTRACTUAL	25775	CRIMSON MULTIMEDIA DI	13102A	443	40.32
2110	960990	MISC CONTRACTUAL	25775	CRIMSON MULTIMEDIA DI	13128A	444	20.54
2110	970100	SUPPLIES	04838	ELLISON EDUCATIONAL	2367199	459	423.00
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	521640-0	438	61.41
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	529374-0	436	303.72
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	520609-0	435	439.42
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	520576-0	434	685.82
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	530356-0	437	276.14
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	493644-3	439	45.01
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	530356-1	440	21.79
2110	970100	SUPPLIES	09638	OFFICE DEPOT	423510199001	414	25.37
2110	970100	SUPPLIES	19764	BRODART COMPANY	846919	448	64.50
2110	970100	SUPPLIES	200299	TODAY'S BUSINESS SOLD	31008-12	532	1477.32
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL COR	3148052	460	1936.52
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL COR	3153157	428	63.94
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL COR	3143733	426	482.13
2110	970170	JANITORIAL	01250	GRAINGER	9593010623	456	793.20
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	562868	410	347.70
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	564418	409	686.33
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	565041	408	45.34
2110	970270	PRINTING-REPROD-	106928	NATIONAL GRAPHX & IMA	33925	515	262.50
2110	970270	PRINTING-REPROD-	15976	GRAPHIC SOLUTIONS	7158-B	407	253.00
2110	970270	PRINTING-REPROD-	15976	GRAPHIC SOLUTIONS	7170	455	2642.00
2110	970600	BOOKS	02045	EDUCATORS PROGRESS SE	92L14-670SC	480	91.80
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M200781A	389	441.33
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M208221A	391	513.50
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M208227A	387	616.78
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M187732A	323	126.40
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M203401A	335	45.25
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M209664A	325	127.16
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M204302A	329	84.86
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M201313A	332	40.62
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M194966A	333	54.31
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M186129A	327	106.28
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M193575A	380	590.61
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M182387A	339	48.83
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M203400A	337	47.61
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M211233A	348	10.29
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M204299A	343	25.61
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M194456A	341	41.41
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M183224A	350	32.98
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M200405A	346	12.92
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M194970A	263	367.10
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M208217A	261	443.22
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M181119A	270	244.42
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M204276A	271	161.40

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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M203402A	273	267.45
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M193574A	275	260.12
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M204295A	265	326.83
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M186130A	267	294.73
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M200783A	277	184.23
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M209662A	281	215.12
2110	970600	BOOKS	02345	OMNIGRAPHICS, INC.	104065-8102	512	274.45
2110	970600	BOOKS	03363	WEST GROUP	6050718001	464	128.56
2110	970600	BOOKS	03363	WEST GROUP	815535724	463	184.01
2110	970600	BOOKS	03363	WEST GROUP	6050843920	465	80.75
2110	970600	BOOKS	09308	M E SHARPE INCORPORAT	254757-1	511	94.95
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020591039	404	563.92
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020671272	405	637.02
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020642417	401	706.10
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020671272	403	24.93
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020554598	399	33.20
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020591938	283	43.52
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020592648	284	674.23
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020591938	282	724.83
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020642417	285	13.66
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020595799	288	258.61
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020592648	286	11.87
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020598754	259	20.59
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020568184	204	13.56
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020108523	206	8.30
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020568131	202	14.69
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020626398	351	104.45
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020626398	353	839.70
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020554598	345	821.69
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020657078	291	473.32
2110	970600	BOOKS	09737	BAKER & TAYLOR	5008772810	294	460.76
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020657078	292	18.95
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020595817	300	40.37
2110	970600	BOOKS	101798	SCHOLASTIC LIBRARY PU	11234524	462	289.00
2110	970600	BOOKS	104904	NORTHBROOK PUBLIC LIB	INTER LOAN	481	10.99
2110	970600	BOOKS	105724	EVANSTON PUBLIC LIBRA	INTER LOAN	479	24.95
2110	970600	BOOKS	106625	SHEET MUSIC PLUS	2125	489	622.48
2110	970600	BOOKS	106678	CENGAGE LEARNING	84890073	416	28.69
2110	970600	BOOKS	106727	GALE	15656598	469	1012.50
2110	970600	BOOKS	106727	GALE	15647390	471	163.90
2110	970600	BOOKS	106727	GALE	15644729	470	803.50
2110	970600	BOOKS	106847	X A M ONLINE INCORPOR	510299	487	72.60
2110	970600	BOOKS	106924	GAIL BORDEN PUBLIC LI	3/10/2008	427	39.95
2110	970600	BOOKS	19764	BRODART COMPANY	B10004	447	133.69
2110	970600	BOOKS	21078	PIERIAN PRESS	162815	499	205.00
2110	970600	BOOKS	35225	MATTHEW BENDER & COMP	65016653	519	113.55
2110	970600	BOOKS	70263	DIRPRO INCORPORATED	07-24250	422	27.00
2110	970610	AUDIO MATERIALS	02482	B B C AUDIOBOOKS	317446	423	359.05
2110	970610	AUDIO MATERIALS	07339	BLACKSTONE AUDIO INC	455932	415	215.25
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	2020626398	398	52.24

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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2020642417	402	0.00	68.40
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2020554598	400	0.00	101.68
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2020671272	290	0.00	42.74
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	S19909060	359	0.00	55.81
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	S20082710	208	0.00	368.28
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	S19909070	212	0.00	57.95
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	S20361710	210	0.00	70.30
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	S20361690	207	0.00	381.44
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	H29138670	211	0.00	10.18
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	H28544460	260	0.00	11.88
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	1586112	371	0.00	83.19
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	1586114	362	0.00	26.37
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	1590738	370	0.00	127.81
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	1586113	369	0.00	142.82
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1084529692	505	0.00	19.20
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1084506541	514	0.00	312.00
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1084493081	504	0.00	80.00
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1184529692	503	0.00	103.20
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	S703770CM	349	0.00	-9.16
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	S20466260	296	0.00	152.06
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	S21231080	298	0.00	102.85
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5439142	303	0.00	738.36
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5434706	305	0.00	311.80
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5444388	309	0.00	217.37
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5447715	307	0.00	254.14
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5439141	302	0.00	224.92
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5434699	319	0.00	132.68
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5434700	317	0.00	138.68
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5439143	315	0.00	136.40
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5439139	321	0.00	131.18
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5447718	356	0.00	18.74
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5447713	358	0.00	14.99
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5447714	354	0.00	22.49
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5447717	375	0.00	67.47
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5434702	365	0.00	11.24
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5434704	377	0.00	52.97
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5445235	363	0.00	14.99
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5439137	379	0.00	44.98
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5444385	372	0.00	44.98
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5434705	368	0.00	674.88
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5439138	373	0.00	78.72
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5447716	367	0.00	11.24
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5434698	255	0.00	29.99
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5447712	269	0.00	43.48
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5434707	200	0.00	78.71
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5444386	209	0.00	104.96
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5444389	198	0.00	82.46
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5439144	194	0.00	89.95
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5439140	196	0.00	93.71
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5434703	188	0.00	120.68

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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5444387	189	203.20
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5439145	393	132.69
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5444391	397	116.18
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5444390	392	132.71
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5445236	385	38.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5434701	395	122.94
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DI	13016B	441	80.00
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DI	13016C	442	75.00
2110	970630	VISUAL MATERIALS	80139	RECORDED BOOKS, LLC	3944197	498	31.00
2110	970640	AUTOMATED REFERE	101798	SCHOLASTIC LIBRARY PU	11236889	461	4000.00
2110	970900	EQUIPMENT <\$5,00	22890	P C NATION	P04297590101	15	550.61
TOTAL LIBRARY SERVICES						0.00	61468.55
TOTAL FUND						0.00	61468.55

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FUND - 202 - LIBRARY CAPITAL PROJ FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
202F	980410	COMPUTER HARDWAR	05124	C D W GOVERNMENT INCO	JTS2678	466	6204.00
202F	980410	COMPUTER HARDWAR	05124	C D W GOVERNMENT INCO	JSM3466	445	640.00
202F	980410	COMPUTER HARDWAR	05124	C D W GOVERNMENT INCO	JRN2098	446	199.00
202F	980410	COMPUTER HARDWAR	106927	ILLINOIS BUSINESS COM	5145	55	340.00
TOTAL LIBRARY CAPITAL PROJECTS						0.00	7383.00
TOTAL FUND						0.00	7383.00

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

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102005	CASH PAYABLE 1944119043		309,037.39
102007	CASH PAYROLL 1944652940		304,898.89
102008	CASH DEPOSIT 1944650243		89,924.36
102012	CASH IL FUND 007139119668	313,626.38	
102014	CASH AMER FREEDM FND(AFF)	.00	
102026	CASH FIRST BANK ACCUMULTN	.00	
102028	CASH LIBRARY DONATIONS	43,298.86	
102051	CASH PLAINSBANK ACCUMULTN	.00	
102073	CASH IL- EPAY151600008073	.00	
	TOTAL CASH	357,425.24	703,860.64
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	.32	
104035	LIBRARY DONATION BROKERAG	608.32	
104075	PMA - FINANCIAL NETWORK	.00	
104077	INVEST-LIBRARY FOUNDATION	.00	
	TOTAL INVESTMENTS	608.64	.00
115400	RECEIVABLE-ACCRUED INTRST	.00	
115410	RECEIVABLE-INTEREST EARNS	.00	
118000	RECEIVABLE-PROPERTY TAXES	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
119125	RECEIVABLE-GRANTS	.00	
	TOTAL RECEIVABLE-SALES TAX	.00	.00
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
119301	PREPAID EXPENSE	53,273.30	
	TOTAL PREPAID ITEMS	53,273.30	.00
129999	DUE FROM OTHER FUNDS	.00	
	TOTAL DUE FROM OTHER FUNDS	.00	.00
204201	FIXED ASSETS-LIB EQUIP	.00	
209900	FIXED ASSETS-ACUMLTD DEPC	.00	
	TOTAL FIXED ASSETS	.00	.00
	TOTAL ASSETS	411,307.18	703,860.64

SUNGARD PENTAMATION INC - FUND ACCOUNTING

05/06/08

TIME: 08:59:57

CITY OF DES PLAINES
PRINT BALANCE SHEETS BY FUND

STATMN11

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

ACCOUNTING PERIOD: 4/08

FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
401000	ACCOUNTS PAYABLE		.00
401001	AUDIT ACCOUNTS PAYABLE		19,994.12
410020	ESCROW DEPOSITS		.00
	TOTAL DEPOSITS	.00	.00
430010	DUE TO-CORPORATE GENL		.00
430080	DUE TO-EMPL RETRMNT TRUST		.00
430099	DUE TO OTHER FUNDS		.00
	TOTAL DUE TO-OTHER FUNDS	.00	.00
450030	ACCRUED LIAB-COMP ABSENCE		6,064.34
450040	ACCRUED PAYROLL		84,945.62
450070	ACCRUED FICA WITHHOLDING		4,891.29
450080	ACCRUED IMRF PENSION		5,675.68
450082	RHS IMRF		358.67
	TOTAL ACCRUED LIABILITIES	.00	101,935.60
470000	DEFERRED REV-PROPERTY TAX		.00
470100	LIBRARY DEFERRED REVENUE		8,058.00
	TOTAL DEFERRED REV-PROPERTY TAX	.00	8,058.00
471000	DEFERRED REV-OTHER		.00
	TOTAL CURRENT LIABILITIES	.00	129,987.72
	TOTAL LIABILITIES	.00	129,987.72
700110	EXPENDITURE CONTROL	1,827,932.42	
700120	REVENUE CONTROL		643,098.77
700130	ENCUMBRANCE CONTROL		.00
700140	RESERVE FOR ENCUMBRANCE		.00
700150	EXP. BUDGET CONTROL		7,075,646.00
700160	REV. BUDGET CONTROL	6,789,173.00	
700170	BUDGET FUND BALANCE	286,472.12	
	TOTAL SYSTEM CONTROL	8,903,577.54	7,718,744.77
720010	FUND BAL-RESRV-GIFT TRUST		.00
	TOTAL FUND BALANCE-RESERVED	.00	.00
730000	FUND BALANCE-UNRESERVED		762,291.59
	TOTAL FUND EQUITY	.00	762,291.59
	TOTAL EQUITIES	8,903,577.54	8,481,036.36
	TOTAL LIBRARY FUND	9,314,884.72	9,314,884.72

SUNGARD PENTAMATION INC - FUND ACCOUNTING

05/06/08

CITY OF DES PLAINES

STATMN11

TIME: 08:59:57

PRINT BALANCE SHEETS BY FUND

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

ACCOUNTING PERIOD: 4/08

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102005	CASH PAYABLE 1944119043		70,280.58
102008	CASH DEPOSIT 1944650243	5,733.75	
102012	CASH IL FUND 007139119668	329,148.42	
102014	CASH AMER FREEDM FND(APF)	.00	
102073	CASH IL- EPAY151600008073	.00	
	TOTAL CASH	334,882.17	70,280.58
104075	PMA - FINANCIAL NETWORK	300,132.15	
	TOTAL INVESTMENTS	300,132.15	.00
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
129999	DUE FROM OTHER FUNDS	.00	
	TOTAL DUE FROM OTHER FUNDS	.00	.00
	TOTAL ASSETS	635,014.32	70,280.58
401000	ACCOUNTS PAYABLE		.00
401001	AUDIT ACCOUNTS PAYABLE		5,455.00
471000	DEFERRED REV-OTHER		.00
	TOTAL CURRENT LIABILITIES	.00	5,455.00
	TOTAL LIABILITIES	.00	5,455.00
700110	EXPENDITURE CONTROL	74,491.57	
700120	REVENUE CONTROL		2,466.28
700150	EXP. BUDGET CONTROL		915,492.00
700160	REV. BUDGET CONTROL	410,000.00	
700170	BUDGET FUND BALANCE	505,492.66	
	TOTAL SYSTEM CONTROL	989,984.23	917,958.28
730000	FUND BALANCE-UNRESERVED		631,304.69
	TOTAL FUND EQUITY	.00	631,304.69
	TOTAL EQUITIES	989,984.23	1,549,262.97
	TOTAL LIBRARY CAPITAL PROJ FUND	1,624,998.55	1,624,998.55
	TOTAL REPORT	10,939,883.27	10,939,883.27

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SUNGARD PENTAMATION INC - FUND ACCOUNTING
 05/06/08
 TIME: 09:00:37

CITY OF DES PLAINES
 REVENUE STATUS REPORT

REVSTA11

SELECTION CRITERIA: orgn.fund in ("201","202")
 ACCOUNTING PERIOD: 4/08

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT
 TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL
 PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND
 ORGANIZATION- TITLE NOT FOUND
 1ST SUBTOTAL-800000 TAXES

ACCOUNT	TITLE	BUDGET	RECEIPTS	PERIOD RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
810021	PROPERTY TAXES 2004	.00	.00	.00	-15,005.75	15,005.75	.00
810022	PROPERTY TAXES 2005	.00	.00	.00	-10,889.09	10,889.09	.00
810023	PROPERTY TAXES 2006	50,000.00	.00	.00	.00	50,000.00	.00
810024	PROPERTY TAXES 2007	6,366,968.00	.00	.00	586,863.54	5,780,104.46	9.22
TOTAL TAXES		6,416,968.00	.00	.00	560,968.70	5,855,999.30	8.74

FUND-201 LIBRARY FUND
 ORGANIZATION- TITLE NOT FOUND
 1ST SUBTOTAL-820000 INTERGOVERNMENTAL REVENUE

820000	PERSONAL PROP REPL TAX	92,988.00	.00	.00	.00	92,988.00	.00
820040	STATE GRANT:PER CAPITA	69,700.00	.00	.00	.00	69,700.00	.00
822095	STATE GRANT:LIBRARY	28,517.00	.00	.00	.00	28,517.00	.00
TOTAL INTERGOVERNMENTAL REVEN		191,205.00	.00	.00	.00	191,205.00	.00

FUND-201 LIBRARY FUND
 ORGANIZATION- TITLE NOT FOUND
 1ST SUBTOTAL-850000 FINES

850102	LIBRARY FINES	110,000.00	10,418.01	.00	39,796.07	70,203.93	36.18
TOTAL FINES		110,000.00	10,418.01	.00	39,796.07	70,203.93	36.18

FUND-201 LIBRARY FUND
 ORGANIZATION- TITLE NOT FOUND
 1ST SUBTOTAL-850200 FEES AND SERVICES

850201	COPYING FEE	25,000.00	1,845.80	.00	8,627.62	16,372.38	34.51
850215	SPECIAL PROGRAMS & EVENT	5,000.00	.00	.00	625.99	4,374.01	12.52
TOTAL FEES AND SERVICES		30,000.00	1,845.80	.00	9,253.61	20,746.39	30.85

FUND-201 LIBRARY FUND
 ORGANIZATION- TITLE NOT FOUND
 1ST SUBTOTAL-890000 OTHER REVENUE

890010	INTEREST INCOME	20,000.00	.00	.00	6,247.94	13,752.06	31.24
890050	SALE OF FIXED ASSETS	1,000.00	.00	.00	.00	1,000.00	.00
899900	MISCELLANEOUS REVENUE	20,000.00	24,891.20	.00	26,832.45	-6,832.45	134.16
TOTAL OTHER REVENUE		41,000.00	24,891.20	.00	33,080.39	7,919.61	80.68

TOTAL TITLE NOT FOUND		6,789,173.00	37,155.01	.00	643,098.77	6,146,074.23	9.47
TOTAL LIBRARY FUND		6,789,173.00	37,155.01	.00	643,098.77	6,146,074.23	9.47

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

05/06/08

TIME: 09:00:37

CITY OF DES PLAINES
REVENUE STATUS REPORT

REVST11

SELECTION CRITERIA: orgn.fund in ("201","202")
ACCOUNTING PERIOD: 4/08

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT
TOTALLED ON: FUND, ORGANIZATION, 1ST SUBTOTAL
PAGE BREAKS ON: FUND, ORGANIZATION

FUND-202 LIBRARY CAPITAL PROJ FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-890000 OTHER REVENUE

ACCOUNT	TITLE	BUDGET	RECEIPTS	PERIOD RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
890010	INTEREST INCOME	10,000.00	.00	.00	2,466.28	7,533.72	24.66
TOTAL OTHER REVENUE		10,000.00	.00	.00	2,466.28	7,533.72	24.66

FUND-202 LIBRARY CAPITAL PROJ FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-898000 OTHER FINANCING SOURCES

898902	TRANSFER FROM LIB FUND	400,000.00	.00	.00	.00	400,000.00	.00
TOTAL OTHER FINANCING SOURCES		400,000.00	.00	.00	.00	400,000.00	.00
TOTAL TITLE NOT FOUND		410,000.00	.00	.00	2,466.28	407,533.72	.60
TOTAL LIBRARY CAPITAL PROJ FU		410,000.00	.00	.00	2,466.28	407,533.72	.60

TOTAL REPORT		7,199,173.00	37,155.01	.00	645,565.05	6,553,607.95	8.97
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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 05/06/08

TIME: 09:02:02

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

EXPST11

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

ACCOUNTING PERIOD: 4/08

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT

TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL

PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND

ORGANIZATION-2110 LIBRARY SERVICES

1ST SUBTOTAL-910000 SALARIES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	2,471,985.00	144,252.04	.00	627,227.23	1,844,757.77	25.37
910200	TEMPORARY WAGES	965,515.00	68,321.49	.00	294,432.76	691,082.24	29.88
910400	NON-SUPERVISORY OVERTIME	250.00	.00	.00	.00	250.00	.00
910500	VACATION PAY	.00	15,241.81	.00	62,619.41	-62,619.41	.00
910600	SICK PAY	.00	4,026.55	.00	20,228.43	-20,228.43	.00
910700	HOLIDAY PAY	.00	790.62	.00	35,766.05	-35,766.05	.00
910900	ACT/OUT OF CLASS/PREMIUM	.00	.00	.00	62.71	-62.71	.00
910950	EXCESS SICK HRS PAY OUT	3,500.00	.00	.00	2,513.14	986.86	71.80
910970	COMPENSATED ABSENCES	3,900.00	.00	.00	.00	3,900.00	.00
TOTAL SALARIES		3,465,150.00	232,632.51	.00	1,042,849.73	2,422,300.27	30.10

FUND-201 LIBRARY FUND

ORGANIZATION-2110 LIBRARY SERVICES

1ST SUBTOTAL-918000 BENEFITS

918010	UNEMPLOYMENT COMPENSATIO	636.00	.00	.00	.00	636.00	.00
918020	EMPLOYER CONTR-F.I.C.A.	264,499.00	17,448.61	.00	78,247.94	186,251.06	29.58
918021	EMPLOYER CONTR-I.M.R.F.	317,030.00	19,981.69	.00	89,993.91	227,036.09	28.39
918030	EAP PROGRAM	641.00	.00	.00	.00	641.00	.00
918040	LIFE INS PREMIUMS	6,923.00	677.60	.00	2,703.80	4,219.20	39.06
918050	PPO INSURANCE PREMIUMS	351,682.00	30,097.24	.00	135,421.08	216,260.92	38.51
918051	HMO INSURANCE PREMIUMS	119,298.00	.00	.00	.00	119,298.00	.00
918055	DENTAL INSURANCE PREMIUM	25,770.00	1,740.72	.00	7,788.86	17,981.14	30.22
918070	WORKERS COMPENSATION	9,565.00	542.06	.00	2,590.44	6,974.56	27.08
918085	RHS PLAN PAYOUT	2,500.00	.00	.00	3,391.40	-891.40	135.66
TOTAL BENEFITS		1,098,544.00	70,487.92	.00	320,137.43	778,406.57	29.14

FUND-201 LIBRARY FUND

ORGANIZATION-2110 LIBRARY SERVICES

1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

920100	LITIGATION & LEGAL FEES	10,000.00	.00	.00	.00	10,000.00	.00
920105	COSTS OF LITIGATION	2,500.00	.00	.00	.00	2,500.00	.00
920110	PROFESSIONAL SERVICES	59,800.00	44,550.00	.00	58,700.00	1,100.00	98.16
920120	COMMUNICATION SERVICES	38,640.00	1,739.12	.00	5,474.65	33,165.35	14.17
920140	DATA PROCESSING SERVICES	90,000.00	1,724.11	.00	15,645.77	74,354.23	17.38
920202	CONFERENCES	30,450.00	2,840.09	.00	7,631.14	22,818.86	25.06
920204	TRAINING	3,100.00	139.00	.00	1,266.00	1,834.00	40.84
920205	TUITION REIMBURSEMENTS	5,000.00	.00	.00	700.00	4,300.00	14.00
920206	SEMINARS	.00	.00	.00	85.00	-85.00	.00
920220	MEMBERSHIP DUES	6,500.00	156.67	.00	1,150.67	5,349.33	17.70
920225	LICENSING/TITLES	250.00	.00	.00	.00	250.00	.00
920230	PUBLICATION OF NOTICES	3,500.00	144.00	.00	2,912.00	588.00	83.20
920900	PROPERTY/LIAB CONTRIBUTI	33,262.00	.00	.00	.00	33,262.00	.00
930010	R & M EQUIPMENT	76,895.00	13,552.18	.00	32,730.06	44,164.94	42.56

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 05/06/08
09:02:02

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

EXPSTA11

SELECTION CRITERIA: orgn.fund in ("201","202")
ACCOUNTING PERIOD: 4/08

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT
TOTALLED ON: FUND,ORGANIZATION,1ST SUBTOTAL
PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
930020	R & M BLDGS & STRUCTURES	77,700.00	4,116.50	.00	13,310.12	64,389.88	17.13
930030	R & M VEHICLES	7,950.00	.00	.00	.00	7,950.00	.00
930195	BOOK BINDING & REPAIR	3,000.00	391.47	.00	391.47	2,608.53	13.05
930210	RENTAL OF EQUIPMENT	5,500.00	.00	.00	.00	5,500.00	.00
930320	CLEANING;CUSTODIAL SERV	95,050.00	105.00	.00	7,560.00	87,490.00	7.95
930490	REFUSE CONTRACT	6,888.00	574.00	.00	1,722.00	5,166.00	25.00
960070	AUTO/TRAVEL EXPENSES	500.00	.00	.00	423.50	76.50	84.70
960210	SPECIAL EVENT PROGRAMMIN	26,000.00	2,862.43	.00	6,837.85	19,162.15	26.30
960990	MISC CONTRACTUAL SVCS	96,480.00	15,580.09	.00	33,034.60	63,445.40	34.24
TOTAL CONTRACTUAL SERVICES		678,965.00	88,474.66	.00	189,574.83	489,390.17	27.92

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-970000 COMMODITIES

970100	SUPPLIES	230,170.00	14,964.96	.00	21,288.64	208,881.36	9.25
970110	MEALS (PRSNRS/WRKRS/VOLS	1,800.00	306.38	.00	1,284.29	515.71	71.35
970170	JANITORIAL	21,100.00	3,282.13	.00	5,967.14	15,132.86	28.28
970260	POSTAGE AND PARCEL	15,000.00	57.56	.00	2,290.39	12,709.61	15.27
970270	PRINTING-REPROD-BINDING	15,000.00	3,157.50	.00	7,529.43	7,470.57	50.20
970500	PURCHASE OF WATER	8,000.00	.00	.00	751.03	7,248.97	9.39
970600	BOOKS	492,800.00	46,783.59	.00	123,412.55	369,387.45	25.04
970610	AUDIO MATERIALS	78,500.00	8,052.25	.00	14,701.05	63,798.95	18.73
970620	SUBSCRIPTIONS & BOOKS	78,000.00	894.95	.00	19,661.03	58,338.97	25.21
970630	VISUAL MATERIALS	87,500.00	8,872.83	.00	23,456.01	64,043.99	26.81
970640	AUTOMATED REFERENCE MAT'	127,000.00	4,000.00	.00	37,959.69	89,040.31	29.89
970810	NATURAL GAS	27,300.00	.00	.00	4,187.70	23,112.30	15.34
970840	DIESEL	3,500.00	.00	.00	.00	3,500.00	.00
970850	GASOLINE	1,500.00	.00	.00	.00	1,500.00	.00
970900	EQUIPMENT <\$5,000	16,100.00	4,435.61	.00	5,061.60	11,038.40	31.44
TOTAL COMMODITIES		1,203,270.00	94,807.76	.00	267,550.55	935,719.45	22.24

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

980300	IMPROVEMENTS	7,300.00	.00	.00	.00	7,300.00	.00
980400	EQUIPMENT	10,000.00	.00	.00	.00	10,000.00	.00
980410	COMPUTER HARDWARE	900.00	.00	.00	.00	900.00	.00
980420	COMPUTER SOFTWARE	35,670.00	.00	.00	7,819.88	27,850.12	21.92
980500	FURNITURE & FIXTURES	5,300.00	.00	.00	.00	5,300.00	.00
TOTAL CAPITAL EXPENDITURES		59,170.00	.00	.00	7,819.88	51,350.12	13.22

SUNGARD PENTAMATION INC - FUND ACCOUNTING

05/06/08
 TIME: 09:02:02

CITY OF DES PLAINES
 EXPENDITURE STATUS REPORT

EXPST11

SELECTION CRITERIA: orgn.fund in ("201","202")
 ACCOUNTING PERIOD: 4/08

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT
 TOTALED ON: FUND, ORGANIZATION, 1ST SUBTOTAL
 PAGE BREAKS ON: FUND, ORGANIZATION

FUND-201 LIBRARY FUND
 ORGANIZATION-2110 LIBRARY SERVICES
 1ST SUBTOTAL-990990 OTHER FUNDING ACTIVITIES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
990935	TRANS TO D/S: 2002A BOND	14,852.00	.00	.00	.00	14,852.00	.00
990940	TRANS TO LIB CAP PROJ FN	400,000.00	.00	.00	.00	400,000.00	.00
990955	TRANS TO D/S: 2003B BOND	10,995.00	.00	.00	.00	10,995.00	.00
993000	CONTINGENCY RESERVE	75,000.00	.00	.00	.00	75,000.00	.00
	TOTAL OTHER FUNDING ACTIVITIE	500,847.00	.00	.00	.00	500,847.00	.00
	TOTAL LIBRARY SERVICES	7,005,946.00	486,402.85	.00	1,827,932.42	5,178,013.58	26.09

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

EXPST11

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ACCOUNTING PERIOD: 4/08

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TOTALED ON: FUND, ORGANIZATION, 1ST SUBTOTAL

PAGE BREAKS ON: FUND, ORGANIZATION

FUND-201 LIBRARY FUND

ORGANIZATION-2130 IL LIBRARY PER CAP GRANT

1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
920204	TRAINING	4,325.00	.00	.00	.00	4,325.00	.00
920210	IN-SERVICE TRAINING	6,700.00	.00	.00	.00	6,700.00	.00
960990	MISC CONTRACTUAL SVCS	42,675.00	.00	.00	.00	42,675.00	.00
	TOTAL CONTRACTUAL SERVICES	53,700.00	.00	.00	.00	53,700.00	.00

FUND-201 LIBRARY FUND

ORGANIZATION-2130 IL LIBRARY PER CAP GRANT

1ST SUBTOTAL-970000 COMMODITIES

970260	POSTAGE AND PARCEL	4,000.00	.00	.00	.00	4,000.00	.00
970270	PRINTING-REPROD-BINDING	12,000.00	.00	.00	.00	12,000.00	.00
	TOTAL COMMODITIES	16,000.00	.00	.00	.00	16,000.00	.00
	TOTAL IL LIBRARY PER CAP GRAN	69,700.00	.00	.00	.00	69,700.00	.00
	TOTAL LIBRARY FUND	7,075,646.00	486,402.85	.00	1,827,932.42	5,247,713.58	25.83

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 05/06/08
 TIME: 09:02:02

CITY OF DES PLAINES
 EXPENDITURE STATUS REPORT

EXPST11

SELECTION CRITERIA: orgn.fund in ("201", "202")
 ACCOUNTING PERIOD: 4/08

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 TOTALED ON: FUND, ORGANIZATION, 1ST SUBTOTAL
 PAGE BREAKS ON: FUND, ORGANIZATION

FUND-202 LIBRARY CAPITAL PROJ FUND
 ORGANIZATION-202F LIBRARY CAPITAL PROJECTS
 1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL SERVICES	45,000.00	.00	.00	.00	45,000.00	.00
960990	MISC CONTRACTUAL SVCS	6,000.00	.00	.00	.00	6,000.00	.00
	TOTAL CONTRACTUAL SERVICES	51,000.00	.00	.00	.00	51,000.00	.00

FUND-202 LIBRARY CAPITAL PROJ FUND
 ORGANIZATION-202F LIBRARY CAPITAL PROJECTS
 1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

980300	IMPROVEMENTS	175,000.00	.00	.00	.00	175,000.00	.00
980400	EQUIPMENT	533,392.00	.00	.00	.00	533,392.00	.00
980410	COMPUTER HARDWARE	156,100.00	70,280.58	.00	74,491.57	81,608.43	47.72
	TOTAL CAPITAL EXPENDITURES	864,492.00	70,280.58	.00	74,491.57	790,000.43	8.62
	TOTAL LIBRARY CAPITAL PROJECT	915,492.00	70,280.58	.00	74,491.57	841,000.43	8.14
	TOTAL LIBRARY CAPITAL PROJ FU	915,492.00	70,280.58	.00	74,491.57	841,000.43	8.14

TOTAL REPORT		7,991,138.00	556,683.43	.00	1,902,423.99	6,088,714.01	23.81
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0229

SUNGARD PENTAMATION INC - FUND ACCOUNTING

05/06/08

TIME: 09:01:24

CITY OF DES PLAINES
PRINT BALANCE SHEETS BY FUND

STATMN11

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

ACCOUNTING PERIOD: 13/07

FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
430099	DUE TO OTHER FUNDS		.00
	TOTAL DUE TO-OTHER FUNDS	.00	.00
450030	ACCRUED LIAB-COMP ABSENCE		6,064.34
450040	ACCRUED PAYROLL		84,945.62
450070	ACCRUED FICA WITHHOLDING		4,891.29
450080	ACCRUED IMRF PENSION		5,675.68
450082	RHS IMRF.		358.67
	TOTAL ACCRUED LIABILITIES	.00	101,935.60
470000	DEFERRED REV-PROPERTY TAX		6,366,968.00
470100	LIBRARY DEFERRED REVENUE		.00
	TOTAL DEFERRED REV-PROPERTY TAX	.00	.00
471000	DEFERRED REV-OTHER		.00
	TOTAL CURRENT LIABILITIES	.00	6,635,992.82
	TOTAL LIABILITIES	.00	6,635,992.82
700110	EXPENDITURE CONTROL	6,004,096.56	
700120	REVENUE CONTROL		6,375,653.97
700130	ENCUMBRANCE CONTROL		.00
700140	RESERVE FOR ENCUMBRANCE		.00
700150	EXP. BUDGET CONTROL		6,412,187.00
700160	REV. BUDGET CONTROL	6,412,187.00	
700170	BUDGET FUND BALANCE		.88
	TOTAL SYSTEM CONTROL	12,416,283.56	12,787,841.85
720010	FUND BAL-RESRV-GIFT TRUST		.00
	TOTAL FUND BALANCE-RESERVED	.00	.00
730000	FUND BALANCE-UNRESERVED		390,453.01
	TOTAL FUND EQUITY	.00	390,453.01
	TOTAL EQUITIES	12,416,283.56	13,178,294.86
	TOTAL LIBRARY FUND	19,814,287.68	19,814,287.68

0230

SUNGARD PENTAMATION INC - FUND ACCOUNTING
05/06/08
TIME: 09:01:24

CITY OF DES PLAINES
PRINT BALANCE SHEETS BY FUND

STATMN11

SELECTION CRITERIA: genledgr.fund in ("201","202")
ACCOUNTING PERIOD: 13/07

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102005	CASH PAYABLE 1944119043	.00	
102008	CASH DEPOSIT 1944650243	26,410.74	
102012	CASH IL FUND 007139119668	626,814.29	
102073	CASH IL- EPAY151600008073	.00	
	TOTAL CASH	653,225.03	.00
104075	PMA - FINANCIAL NETWORK	.00	
	TOTAL INVESTMENTS	.00	.00
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
129999	DUE FROM OTHER FUNDS	.00	
	TOTAL DUE FROM OTHER FUNDS	.00	.00
	TOTAL ASSETS	653,225.03	.00
401000	ACCOUNTS PAYABLE		16,466.00
401001	AUDIT ACCOUNTS PAYABLE		5,455.00
471000	DEFERRED REV-OTHER		.00
	TOTAL CURRENT LIABILITIES	.00	21,921.00
	TOTAL LIABILITIES	.00	21,921.00
700110	EXPENDITURE CONTROL	109,662.86	
700120	REVENUE CONTROL		227,189.29
700150	EXP. BUDGET CONTROL		104,950.00
700160	REV. BUDGET CONTROL	205,000.00	
700170	BUDGET FUND BALANCE		100,049.34
	TOTAL SYSTEM CONTROL	314,662.86	432,188.63
730000	FUND BALANCE-UNRESERVED		513,778.26
	TOTAL FUND EQUITY	.00	513,778.26
	TOTAL EQUITIES	314,662.86	945,966.89
	TOTAL LIBRARY CAPITAL PROJ FUND	967,887.89	967,887.89
	TOTAL REPORT	20,782,175.57	20,782,175.57

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

05/06/08

CITY OF DES PLAINES
REVENUE STATUS REPORT

REVSTA11

TIME: 09:00:57

SELECTION CRITERIA: orgn.fund in ("201","202")
ACCOUNTING PERIOD: 13/07

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT
TOTALLED ON: FUND,ORGANIZATION,1ST SUBTOTAL
PAGE BREAKS ON: FUND,ORGANIZATION

FUND-202 LIBRARY CAPITAL PROJ FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-890000 OTHER REVENUE

ACCOUNT	TITLE	BUDGET	RECEIPTS	PERIOD RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
890010	INTEREST INCOME	1,000.00	1,815.61	.00	24,389.29	-23,389.29	2438.93
899900	MISCELLANEOUS REVENUE	3,900.00	.00	.00	.00	3,900.00	.00
899920	LIBRARY DONATIONS	100.00	.00	.00	2,800.00	-2,700.00	2800.00
TOTAL OTHER REVENUE		5,000.00	1,815.61	.00	27,189.29	-22,189.29	543.79

FUND-202 LIBRARY CAPITAL PROJ FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-898000 OTHER FINANCING SOURCES

898902	TRANSFER FROM LIB FUND	200,000.00	.00	.00	200,000.00	.00	100.00
	OTHER FINANCING SOURCES	200,000.00	.00	.00	200,000.00	.00	100.00
TOTAL TITLE NOT FOUND		205,000.00	1,815.61	.00	227,189.29	-22,189.29	110.82
TOTAL LIBRARY CAPITAL PROJ FU		205,000.00	1,815.61	.00	227,189.29	-22,189.29	110.82

TOTAL REPORT 6,617,187.00 1,857,451.44 .00 6,602,843.26 14,343.74 99.78

0232

SUNGARD PENTAMATION INC - FUND ACCOUNTING

05/06/08

CITY OF DES PLAINES

STATMN11

TIME: 09:01:24

PRINT BALANCE SHEETS BY FUND

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

ACCOUNTING PERIOD: 13/07

FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102005	CASH PAYABLE 1944119043	50.00	
102007	CASH PAYROLL 1944652940	.00	
102008	CASH DEPOSIT 1944650243	.00	
102012	CASH IL FUND 007139119668	435,700.91	
102028	CASH LIBRARY DONATIONS	43,298.86	
102073	CASH IL- EPAY151600008073	.00	
	TOTAL CASH	479,549.77	.00
104033	INVESTMENTS-DOWNING	.32	
104035	LIBRARY DONATION BROKERAG	608.32	
104075	PMA - FINANCIAL NETWORK	.00	
104077	INVEST-LIBRARY FOUNDATION	.00	
	TOTAL INVESTMENTS	608.64	.00
115400	RECEIVABLE-ACCRUED INTRST	.00	
115410	RECEIVABLE-INTEREST EARNS	.00	
118000	RECEIVABLE-PROPERTY TAXES	6,864,572.41	
	TOTAL ACCOUNTS RECEIVABLE	6,864,572.41	.00
119125	RECEIVABLE-GRANTS	.00	
	TOTAL RECEIVABLE-SALES TAX	.00	.00
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
119301	PREPAID EXPENSE	53,273.30	
	TOTAL PREPAID ITEMS	53,273.30	.00
129999	DUE FROM OTHER FUNDS	.00	
	TOTAL DUE FROM OTHER FUNDS	.00	.00
204201	FIXED ASSETS-LIB EQUIP	.00	
209900	FIXED ASSETS-ACUMLTD DEPC	.00	
	TOTAL FIXED ASSETS	.00	.00
	TOTAL ASSETS	7,398,004.12	.00
401000	ACCOUNTS PAYABLE		147,095.10
401001	AUDIT ACCOUNTS PAYABLE		19,994.12
410020	ESCROW DEPOSITS		.00
	TOTAL DEPOSITS	.00	.00
430010	DUE TO-CORPORATE GENL		.00
430080	DUE TO-EMPL RETRMNT TRUST		.00

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

05/07/08

TIME: 15:29:40

CITY OF DES PLAINES
REVENUE STATUS REPORT

REVSTALL

SELECTION CRITERIA: orgn.fund in ("201","202")
ACCOUNTING PERIOD: 13/07

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT
TOTALLED ON: FUND, ORGANIZATION, 1ST SUBTOTAL
PAGE BREAKS ON: FUND, ORGANIZATION

FUND-201 LIBRARY FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-800000 TAXES

ACCOUNT	TITLE	BUDGET	RECEIPTS	PERIOD RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
810020	PROPERTY TAXES 2003	.00	14,130.32	.00	-23,299.56	23,299.56	.00
810021	PROPERTY TAXES 2004	.00	-15,839.65	.00	-40,996.21	40,996.21	.00
810022	PROPERTY TAXES 2005	50,000.00	-50,668.41	.00	32,739.22	17,260.78	65.48
810023	PROPERTY TAXES 2006	5,954,939.00	1,913,306.16	.00	6,001,731.97	-46,792.97	100.79
TOTAL TAXES		6,004,939.00	1,860,928.42	.00	5,970,175.42	34,763.58	99.42

FUND-201 LIBRARY FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-820000 INTERGOVERNMENTAL REVENUE

00	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	100.00
0040	STATE GRANT:PER CAPITA	72,000.00	.00	.00	69,672.21	2,327.79	96.77
822095	STATE GRANT:LIBRARY	30,260.00	-13,232.00	.00	23,995.00	6,265.00	79.30
TOTAL INTERGOVERNMENTAL REVENUE		195,248.00	-13,232.00	.00	186,655.21	8,592.79	95.60

FUND-201 LIBRARY FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-850000 FINES

850102	LIBRARY FINES	110,000.00	.00	.00	117,620.66	-7,620.66	106.93
TOTAL FINES		110,000.00	.00	.00	117,620.66	-7,620.66	106.93

FUND-201 LIBRARY FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-850200 FEES AND SERVICES

850201	COPYING FEE	40,000.00	.00	.00	27,005.77	12,994.23	67.51
850215	SPECIAL PROGRAMS & EVENT	20,000.00	.00	.00	8,159.75	11,840.25	40.80
TOTAL FEES AND SERVICES		60,000.00	.00	.00	35,165.52	24,834.48	58.61

FUND-201 LIBRARY FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-890000 OTHER REVENUE

890010	INTEREST INCOME	5,000.00	4,398.77	.00	28,027.43	-23,027.43	560.55
890050	SALE OF FIXED ASSETS	2,000.00	.00	.00	.00	2,000.00	.00
899900	MISCELLANEOUS REVENUE	35,000.00	.00	.00	25,675.37	9,324.63	73.36
899920	LIBRARY DONATIONS	.00	3,540.64	.00	12,334.36	-12,334.36	.00
899990	LIBRARY OTHER REVENUE	42,000.00	7,939.41	.00	66,037.16	-24,037.16	157.23
TOTAL TITLE NOT FOUND		6,412,187.00	1,855,635.83	.00	6,375,653.97	36,533.03	99.43
TOTAL LIBRARY FUND		6,412,187.00	1,855,635.83	.00	6,375,653.97	36,533.03	99.43

SUNGARD PENTAMATION INC - FUND ACCOUNTING

05/07/08

TIME: 15:29:40

CITY OF DES PLAINES
REVENUE STATUS REPORT

REVST11

SELECTION CRITERIA: orgn.fund in ("201","202")
ACCOUNTING PERIOD: 13/07

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT
TOTALLED ON: FUND, ORGANIZATION, 1ST SUBTOTAL
PAGE BREAKS ON: FUND, ORGANIZATION

FUND-202 LIBRARY CAPITAL PROJ FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-890000 OTHER REVENUE

ACCOUNT	TITLE	BUDGET	RECEIPTS	PERIOD RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
890010	INTEREST INCOME	1,000.00	1,815.61	.00	24,389.29	-23,389.29	2438.93
899900	MISCELLANEOUS REVENUE	3,900.00	.00	.00	.00	3,900.00	.00
899920	LIBRARY DONATIONS	100.00	.00	.00	2,800.00	-2,700.00	2800.00
TOTAL OTHER REVENUE		5,000.00	1,815.61	.00	27,189.29	-22,189.29	543.79

FUND-202 LIBRARY CAPITAL PROJ FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-898000 OTHER FINANCING SOURCES

898902	TRANSFER FROM LIB FUND	200,000.00	.00	.00	200,000.00	.00	100.00
	OTHER FINANCING SOURCES	200,000.00	.00	.00	200,000.00	.00	100.00
TOTAL TITLE NOT FOUND		205,000.00	1,815.61	.00	227,189.29	-22,189.29	110.82
TOTAL LIBRARY CAPITAL PROJ FU		205,000.00	1,815.61	.00	227,189.29	-22,189.29	110.82

TOTAL REPORT		6,617,187.00	1,857,451.44	.00	6,602,843.26	14,343.74	99.78
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SELECTION CRITERIA: orgn.fund in ("201","202")
 ACCOUNTING PERIOD: 13/07

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT
 TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL
 PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND
 ORGANIZATION-2110 LIBRARY SERVICES
 1ST SUBTOTAL-910000 SALARIES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	2,377,624.00	2,223.06	.00	1,910,421.80	467,202.20	80.35
910200	TEMPORARY WAGES	983,825.00	513.83	.00	869,122.98	114,702.02	88.34
910400	NON-SUPERVISORY OVERTIME	250.00	.00	.00	.00	250.00	.00
910500	VACATION PAY	.00	-6,458.64	.00	174,475.58	-174,475.58	.00
910600	SICK PAY	.00	-682.99	.00	86,540.59	-86,540.59	.00
910700	HOLIDAY PAY	.00	-462.15	.00	69,509.46	-69,509.46	.00
910900	ACT/OUT OF CLASS/PREMIUM	.00	1,687.89	.00	2,642.49	-2,642.49	.00
910950	EXCESS SICK HRS PAY OUT	3,500.00	.00	.00	.00	3,500.00	.00
910970	COMPENSATED ABSENCES	.00	6,064.34	.00	6,064.34	-6,064.34	.00
	TOTAL SALARIES	3,365,199.00	2,885.34	.00	3,118,777.24	246,421.76	92.68

FUND-201 LIBRARY FUND
 ORGANIZATION-2110 LIBRARY SERVICES
 1ST SUBTOTAL-918000 BENEFITS

918010	UNEMPLOYMENT COMPENSATIO	2,459.00	.00	.00	2,459.00	.00	100.00
918020	EMPLOYER CONTR-F.I.C.A.	256,768.00	4,891.29	.00	238,273.56	18,494.44	92.80
918021	EMPLOYER CONTR-I.M.R.F.	304,929.00	6,034.35	.00	286,383.14	18,545.86	93.92
918030	EAP PROGRAM	705.00	.00	.00	.00	705.00	.00
918040	LIFE INS PREMIUMS	8,136.00	.00	.00	8,331.40	-195.40	102.40
918050	PPO INSURANCE PREMIUMS	398,427.00	.00	.00	389,359.59	9,067.41	97.72
918055	DENTAL INSURANCE PREMIUM	25,401.00	.00	.00	23,405.61	1,995.39	92.14
918070	WORKERS COMPENSATION	8,296.00	.00	.00	8,005.71	290.29	96.50
918085	RHS PLAN PAYOUT	2,340.00	.00	.00	7,506.83	-5,166.83	320.80
	TOTAL BENEFITS	1,007,461.00	10,925.64	.00	963,724.84	43,736.16	95.66

FUND-201 LIBRARY FUND
 ORGANIZATION-2110 LIBRARY SERVICES
 1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

920100	LITIGATION & LEGAL FEES	10,000.00	.00	.00	1,631.25	8,368.75	16.31
920105	COSTS OF LITIGATION	1,000.00	.00	.00	.00	1,000.00	.00
920110	PROFESSIONAL SERVICES	62,550.00	13,160.00	.00	44,439.02	18,110.98	71.05
920120	COMMUNICATION SERVICES	22,040.00	2,375.15	.00	23,808.25	-1,768.25	108.02
920140	DATA PROCESSING SERVICES	81,113.00	7,987.85	.00	59,750.55	21,362.45	73.66
920202	CONFERENCES	18,029.00	-179.23	.00	11,800.33	6,228.67	65.45
920204	TRAINING	5,216.00	70.00	.00	4,570.00	646.00	87.62
920205	TUITION REIMBURSEMENTS	5,000.00	2,018.35	.00	5,499.63	-499.63	109.99
920206	SEMINARS	1,500.00	45.00	.00	55.00	1,445.00	3.67
920210	IN-SERVICE TRAINING	.00	.00	.00	51.84	-51.84	.00
920220	MEMBERSHIP DUES	6,000.00	.00	.00	7,059.00	-1,059.00	117.65
920225	LICENSING/TITLES	250.00	.00	.00	100.00	150.00	40.00
920230	PUBLICATION OF NOTICES	3,000.00	673.00	.00	4,830.25	-1,830.25	161.01
920850	SUBSIDY:1994 E.R.P. TRAN	3,984.00	.00	.00	.00	3,984.00	.00
920900	PROPERTY/LIAB CONTRIBUTI	29,707.00	.00	.00	29,707.00	.00	100.00

SUNGARD PENTAMATION INC - FUND ACCOUNTING

05/06/08

TIME: 09:02:20

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

EXPSTALL

SELECTION CRITERIA: orgn.fund in ("201","202")
ACCOUNTING PERIOD: 13/07

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT
TOTALLED ON: FUND, ORGANIZATION, 1ST SUBTOTAL
PAGE BREAKS ON: FUND, ORGANIZATION

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
930010	R & M EQUIPMENT	72,275.00	11,035.53	.00	79,906.64	-7,631.64	110.56
930020	R & M BLDGS & STRUCTURES	52,795.00	1,600.00	.00	79,938.92	-27,143.92	151.41
930030	R & M VEHICLES	10,600.00	290.91	.00	10,622.09	-22.09	100.21
930195	BOOK BINDING & REPAIR	2,500.00	.00	.00	293.71	2,206.29	11.75
930210	RENTAL OF EQUIPMENT	1,500.00	.00	.00	690.06	809.94	46.00
930320	CLEANING: CUSTODIAL SERV	46,980.00	14,092.50	.00	66,156.57	-19,176.57	140.82
930490	REFUSE CONTRACT	3,600.00	.00	.00	5,527.00	-1,927.00	153.53
960070	AUTO/TRAVEL EXPENSES	6,275.00	275.64	.00	5,811.23	463.77	92.61
960210	SPECIAL EVENT PROGRAMMIN	33,000.00	774.52	.00	34,570.90	-1,570.90	104.76
960990	MISC CONTRACTUAL SVCS	108,340.00	4,221.61	.00	125,038.40	-16,698.40	115.41
	TOTAL CONTRACTUAL SERVICES	587,254.00	58,440.83	.00	601,857.64	-14,603.64	102.49

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-970000 COMMODITIES

970100	SUPPLIES	79,420.00	3,463.98	.00	77,304.93	2,115.07	97.34
970110	MEALS (PRSNRS/WRKRS/VOLS)	2,600.00	152.79	.00	2,079.53	520.47	79.98
970170	JANITORIAL	19,000.00	1,010.19	.00	22,365.96	-3,365.96	117.72
970260	POSTAGE AND PARCEL	13,000.00	3,024.32	.00	10,500.94	2,499.06	80.78
970270	PRINTING-REPROD-BINDING	10,600.00	.00	.00	11,137.71	-537.71	105.07
970500	PURCHASE OF WATER	8,000.00	.00	.00	5,848.32	2,151.68	73.10
970600	BOOKS	497,000.00	26,495.58	.00	479,986.10	17,013.90	96.58
970610	AUDIO MATERIALS	80,000.00	2,362.80	.00	78,664.35	1,335.65	98.33
970620	SUBSCRIPTIONS & BOOKS	68,000.00	60.19	.00	72,913.35	-4,913.35	107.23
970630	VISUAL MATERIALS	81,000.00	732.60	.00	79,438.64	1,561.36	98.07
970640	AUTOMATED REFERENCE MAT'	106,000.00	575.00	.00	85,139.56	20,860.44	80.32
970810	NATURAL GAS	26,000.00	4,009.18	.00	23,245.00	2,755.00	89.40
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	2,000.00	.00	.00	.00	2,000.00	.00
970850	GASOLINE	1,500.00	.00	.00	39.70	1,460.30	2.65
970900	EQUIPMENT <\$5,000	15,161.00	.00	.00	5,038.82	10,122.18	33.24
	TOTAL COMMODITIES	1,009,781.00	41,886.63	.00	953,702.91	56,078.09	94.45

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

300	IMPROVEMENTS	23,850.00	.00	.00	12,069.21	11,780.79	50.60
0420	COMPUTER SOFTWARE	36,590.00	4,895.99	.00	25,354.15	11,235.85	69.29
980600	FURNITURE & FIXTURES	32,650.00	.00	.00	30,047.34	2,602.66	92.03
	TOTAL CAPITAL EXPENDITURES	93,090.00	4,895.99	.00	67,470.70	25,619.30	72.48

SUNGARD PENTAMATION INC - FUND ACCOUNTING

05/06/08

TIME: 09:02:20

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

EXPSTA11

SELECTION CRITERIA: orgn.fund in ("201","202")
ACCOUNTING PERIOD: 13/07

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL
PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-990990 OTHER FUNDING ACTIVITIES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
990935	TRANS TO D/S: 2002A BOND	15,442.00	.00	.00	15,307.00	135.00	99.13
990940	TRANS TO LIB CAP PROJ FN	200,000.00	.00	.00	200,000.00	.00	100.00
990955	TRANS TO D/S: 2003B BOND	12,040.00	.00	.00	11,935.00	105.00	99.13
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
	TOTAL OTHER FUNDING ACTIVITIE	277,482.00	.00	.00	227,242.00	50,240.00	81.89
	TOTAL LIBRARY SERVICES	6,340,267.00	119,034.43	.00	5,932,775.33	407,491.67	93.57

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 05/06/08

: 09:02:20

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

EXPSTA11

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

ACCOUNTING PERIOD: 13/07

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT

TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL

PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND

ORGANIZATION-2130 IL LIBRARY PER CAP GRANT

1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
920202	CONFERENCES	.00	.00	.00	5,112.00	-5,112.00	.00
920210	IN-SERVICE TRAINING	6,700.00	123.93	.00	2,703.99	3,996.01	40.36
960210	SPECIAL EVENT PROGRAMMIN	10,500.00	.00	.00	10,598.24	-98.24	100.94
960990	MISC CONTRACTUAL SVCS	31,320.00	.00	.00	31,320.00	.00	100.00
	TOTAL CONTRACTUAL SERVICES	48,520.00	123.93	.00	49,734.23	-1,214.23	102.50

FUND-201 LIBRARY FUND

ORGANIZATION-2130 IL LIBRARY PER CAP GRANT

1ST SUBTOTAL-970000 COMMODITIES

970260	POSTAGE AND PARCEL	5,850.00	.00	.00	5,850.00	.00	100.00
70	PRINTING-REPROD-BINDING	17,550.00	.00	.00	15,737.00	1,813.00	89.67
	TOTAL COMMODITIES	23,400.00	.00	.00	21,587.00	1,813.00	92.25
	TOTAL IL LIBRARY PER CAP GRAN	71,920.00	123.93	.00	71,321.23	598.77	99.17
	TOTAL LIBRARY FUND	6,412,187.00	119,158.36	.00	6,004,096.56	408,090.44	93.64

0239

SUNGARD PENTAMATION INC - FUND ACCOUNTING

05/06/08

TIME: 09:02:20

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

EXPST11

SELECTION CRITERIA: Orgn.fund in ("201","202")
ACCOUNTING PERIOD: 13/07

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT
TOTALLED ON: FUND, ORGANIZATION, 1ST SUBTOTAL
PAGE BREAKS ON: FUND, ORGANIZATION

FUND-202 LIBRARY CAPITAL PROJ FUND
ORGANIZATION-202F LIBRARY CAPITAL PROJECTS
1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
980410	COMPUTER HARDWARE	84,950.00	.00	.00	87,741.86	-2,791.86	103.29
980600	FURNITURE & FIXTURES	20,000.00	21,921.00	.00	21,921.00	-1,921.00	109.61
	TOTAL CAPITAL EXPENDITURES	104,950.00	21,921.00	.00	109,662.86	-4,712.86	104.49
	TOTAL LIBRARY CAPITAL PROJECT	104,950.00	21,921.00	.00	109,662.86	-4,712.86	104.49
	TOTAL LIBRARY CAPITAL PROJ FU	104,950.00	21,921.00	.00	109,662.86	-4,712.86	104.49
	TOTAL REPORT	6,517,237.00	141,079.36	.00	6,113,759.42	403,377.58	93.81

VII.D.1.

LIBRARY DIRECTOR'S REPORT

May 20, 2008

Please note: I have received no official requests for confidential patron information since my last report.

I. PERSONNEL

New employee for April/May 2008 : Robert Walker, Building and Security Assistant.

Resignations/Separations: Olivia Gugalo and Jakub Kocyan, Pages, Circulation Services.

II. STAFF DEVELOPMENT

Our annual Inservice Day for all staff was held Thursday, May 8. The theme for the day was "Techno Zoo," and prepared and encouraged staff at all levels to appreciate, experience, and learn to use new forms of technology to help them in their work, learning, and play. The staff committee, headed by Holly Sorensen, planned an enjoyable and productive day. The keynote speaker was our own Karen McBride. She has recently returned from the national Computers in Libraries Conference where she gave a presentation on the use of video for library websites. She is an accomplished and informative speaker. Head of Adult Services, Roberta Johnson, also attended this conference.

Five Department Heads attended a day long seminar at North Suburban Library System headquarters on April 29. The topic was transformational change. We were both inspired and reassured, having already successfully implemented many of the recommendations at our library.

Ten staff members attended a full day conference for library support staff, Reaching Forward, on May 9.

III. PATRON SERVICES

We continue to increase the number of items circulated while the number of in person visits to the library decreases, year to date. Use of the self-check remains at 46%. Use of computers on the second floor (youth services) increased by 18% over last April, and by nearly 4% on the fourth floor. Since we discontinued the contract with NetLibrary for eaudiobooks, the use of our PlayAways increased dramatically, and the circulation of audiobooks increased slightly in the adult

collection and decreased in the youth services collection Library Legislative Day sponsored by ALA and ILA with Noreen Lake and Elaine Tejcek.

The sixth annual Do the Dewey Fundraiser was held on Saturday, April 26. Attendance at the event was the highest ever at approximately 300 and the net results, although not yet official, will be well over \$14,000, to be shared equally with the Rotary Club of Des Plaines.

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

April 2008

				% Change
Total 2007 to Date:	368,608	Total 2008 to Date:	388,425	5.38%
April 2007	91,607	April 2008	92,651	1.14%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
CHILDREN	2007	2008	2007	2008	2007	2008
Non Fiction	5,350	5,636	613	785	5,963	6,421
Fiction	12,234	12,136	945	1,518	13,179	13,654
Foreign Language Non Fiction	101	341	16	35	117	376
Foreign Language Fiction	572	972	59	196	631	1,168
Periodicals	203	114	17	29	220	143
Compact Discs	1,000	1,018	46	55	1,046	1,073
Audio Cassettes	145	0	0	0	145	0
Audio Kits	212	61	26	36	238	97
Puzzles	190	0	14	5	204	5
Games	112	35	4	20	116	55
Audio Books	345	202	15	2	360	204
Video Fiction	2,875	38	27	1	2,902	39
Video Non Fiction	751	3	4	0	755	3
DVD	7,068	7,762	565	671	7,633	8,433
CD ROMs	412	430	0	0	412	430
SUB TOTAL	31,570	28,748	2,351	3,353	33,921	32,101
ADULT						
Non Fiction	11,371	11,574	198	209	11,569	11,783
Fiction	7,326	8,217	273	302	7,599	8,519
Large Type	1,304	1,401	53	38	1,357	1,439
Foreign Language Non Fiction	376	330	10	14	386	344
Foreign Language Fiction	1,052	813	2	1	1,054	814
High School Collection	543	759	1	5	544	764
Periodicals	2,326	2,469	169	146	2,495	2,615
Pamphlets	11	0	0	0	11	0
Compact Discs	7,025	7,912	291	226	7,316	8,138
Pictures	23	23	1	0	24	23
Audio Books	2,303	2,534	33	33	2,336	2,567
CD ROMs	117	168	1	0	118	168
Video Fiction	791	235	12	2	803	237
Video Non Fiction	712	156	3	0	715	156
DVD	20,140	21,570	863	996	21,003	22,566
Misc. Formats	350	410	6	7	356	417
	55,770	58,571	1,916	1,979	57,686	60,550
GRAND TOTAL	87,340	87,319	4,267	5,332	91,607	92,651
Self Check	39,603	40,574	0	0	39,603	40,574

VII.D.1.

DES PLAINES PUBLIC LIBRARY
HOLDINGS
MAY 2008

	<u>Apr 2008</u>	<u>May 2008</u>	<u>Change</u>	<u>% Change</u>
Books	268,854	269,812	958	0.36%
Audio	24,249	24,432	183	0.75%
Video	21,052	17,607	-3,445	-16.36%
Puzzles & Games	175	175	0	-0.00%
Realia	241	241	0	0.00%
Pamphlets	439	440	1	0.23%
Total	315,010	312,707	-2,303	-0.73%

VII.D.1.

**DES PLAINES PUBLIC LIBRARY
REGISTRATION SERVICES REPORT FOR APRIL 2008**

I. Library Card Registration Services

<u>Apr 2007</u>	<u>Mar 2008</u>	<u>Apr 2008</u>	<u>Year to Date 2007</u>	<u>Year to Date 2008</u>	<u>Year to Date % Change</u>
735	789	732	3,031	2,999	(-0.01%)

A.	New Library Card Registrations	310
B.	Updated Library Card	299
C.	Other Libraries	117
D.	Non Resident Fee Paid Cards (Year to Date - 7 Non Resident Fee Paid Cards)	5
E.	Business Cards	1
	Total	732

II. Other Registration Services

1.	Patrons Registering for Programs	244
2.	Number of Meeting Room Uses	91
3.	Voters Registered	5
4.	Senior Cab Cards	6
	Total	346

III. Total Number of Registered Borrowers

Apr 2007	35,489	(62.3% of Population)
Apr 2008	35,401	(62.1% of Population)

VII.D.1.

**DES PLAINES PUBLIC LIBRARY
CIRCULATION SERVICES REPORT FOR APRIL 2008**

IV. Patron Attendance Count

<u>Apr 2007</u>	<u>Mar 2008</u>	<u>Apr 2008</u>	<u>Year to Date 2007</u>	<u>Year to Date 2008</u>	<u>Year to Date % Change</u>
42,427	39,955	38,394**	171,588	154,492	(-9.96%)

**Reciprocal Borrowing
(Materials Lent)**

	<u>Apr 2007</u>	<u>Apr 2008</u>	<u>% Change</u>
NSLS	13,781	13,451	(-2.39%)
Other Systems	3,592	3,353	(-6.65%)
Total	17,373	16,804	(-3.28%)

V. Interlibrary Loan

	<u>Apr 2007</u>	<u>Apr 2008</u>	<u>Year to Date 2007</u>	<u>Year to Date 2008</u>	<u>Year to Date % Change</u>
Sent	5,285	5,556	22,765	22,118	(-2.84%)
Received	4,120	5,073	17,369	18,728	7.82%
Total	9,405	10,629	40,134	40,846	1.77%

**The corridor patron counter was out of order from April 26 – 30.

VII.D.1.

**DES PLAINES PUBLIC LIBRARY
ADULT SERVICES PATRON ASSISTANCE
APRIL 2008**

Assistance	<u>Apr 2007</u>	<u>Apr 2008</u>	<u>Year To Date 2007</u>	<u>Year To Date 2008</u>	<u>% Change</u>
1. Computer/Instruction	1,209	1,602	4,909	6,114	24.5%
2. Mechanical	220	208	945	812	-14.1%
3. Directional	866	992	4,342	4,281	-1.4%
4. Tax Forms	276	295	1,207	1,228	1.7%
Total	2,571	3,097	11,403	12,435	9.1%
Reference and Readers' Services	<u>Apr 2007</u>	<u>Apr 2008</u>	<u>Year to Date 2007</u>	<u>Year to Date 2008</u>	<u>% Change</u>
1. Specific Item Request	2,718	2,770	11,341	11,885	4.8%
2. Ready Reference	1,455	1,520	6,219	5,908	-5.0%
3. In-Depth Reference	174	223	687	688	0.1%
4. Information	1,413	1,423	5,870	5,541	-5.6%
5. Instruction	53	45	212	194	-8.5%
6. Virtual Reference Desk	25	26	106	149	40.6%
7. Interlibrary Loan Request	114	127	550	675	22.7%
8. Readers' Advisory	105	142	453	514	13.5%
9. CCS Holds	987	836	4,174	4,362	4.5%
Total	7,044	7,112	29,612	29,916	1.0%
Sign Up	<u>Apr 2007</u>	<u>Apr 2008</u>	<u>Year to Date 2007</u>	<u>Year to Date 2008</u>	<u>% Change</u>
1. Computer Use	7,243	7,788	30,687	31,831	3.7%
2. Group Study Rooms	968	776	3,612	3,328	-7.9%
3. Ellis/Reading Edge	0	0	0	1	0.0%
Total	8,211	8,564	34,299	35,160	2.5%
Grand Total	17,826	18,773	75,314	77,511	2.9%
Downloadable Audiobooks	56	49			-12.5%
DayAway	33	60			81.8%

VII.D.1.

**DES PLAINES PUBLIC LIBRARY
CIRCULATION PATRON ASSISTANCE
APRIL 2008**

Assistance/Service Desk	<u>Apr 2007</u>	<u>Apr 2008</u>	<u>Year to Date 2007</u>	<u>Year to Date 2008</u>	<u>% Change</u>
1. Phone Calls Received	678	728	3,154	3,330	5.0%
2. Patron Renewals	757	789	3,110	3,769	27.0%
3. Patron Reserves Delivered	3,022	3,820	13,618	14,890	4.5%
4. Directional	505	566	1,902	1,938	1.9%
5. Account Inquiries	2,448	2,652	10,033	10,693	6.6%
6. Program Sign-up	139	217	1,029	930	-9.6%
7. In Person Patron Assistance	745	931	3,263	3,330	2.1%
Total	8,294	9,703	36,109	38,880	16.1%
Assistance/Switchboard	<u>Apr 2007</u>	<u>Apr 2008</u>	<u>Year to Date 2007</u>	<u>Year to Date 2008</u>	<u>% Change</u>
1. Phone Calls Answered	2,950	3,321	12,249	13,553	10.6%
2. Delivery/Buzzer	50	52	179	183	2.2%
3. 2-Way Radio	5	0	9	7	-22.2%
Total	3,005	3,373	12,437	13,743	10.5%
Grand Total	11,299	13,076	48,546	52,623	8.4%

VII.D.1.

**DES PLAINES PUBLIC LIBRARY
YOUTH SERVICES PATRON ASSISTANCE
APRIL 2008**

Assistance	<u>Apr 2007</u>	<u>Apr 2008</u>	<u>Year To Date 2007</u>	<u>Year To Date 2008</u>	<u>% Change</u>
1. Computer Sign-up	1,311	1,579	5,596	6,617	18.2%
2. Mech Troubleshooting	199	113	862	768	-10.9%
3. Computer Mech Instr	372	221	1,615	1,414	-12.4%
4. Program Sign-up	154	150	835	786	-5.9%
5. Information	520	490	2,100	1,851	-11.9%
6. Directional Questions	246	209	1,251	1,020	-18.5%
Total	2,802	2,762	12,259	12,456	1.6%
In-House Circulation	<u>Apr 2007</u>	<u>Apr 2008</u>	<u>Year To Date 2007</u>	<u>Year To Date 2008</u>	<u>% Change</u>
1. Train Sets	1,225	487	4,919	3,357	-31.8%
2. Chess/Checkers	9	11	62	62	0.0%
3. School Supplies Handouts	65	48	256	334	30.5%
4. Textbooks	16	12	61	57	-6.6%
Total	1,315	558	5,298	3,810	-28.1%
Reference	<u>Apr 2007</u>	<u>Apr 2008</u>	<u>Year To Date 2007</u>	<u>Year To Date 2008</u>	<u>% Change</u>
1. Specific Item Request	1,055	864	4,161	3,765	-9.5%
2. Reference	443	390	1,897	1,427	-24.8%
3. Readers' Advisory	256	189	914	810	-11.4%
4. ILL & Patron Holds	138	148	602	675	12.1%
5. Book Bag Request	14	12	54	53	-1.9%
Total	1,906	1,603	7,628	6,730	-11.8%
Grand Total	6,023	4,923	25,185	22,996	-8.7%

VII.D.1.

**DES PLAINES PUBLIC LIBRARY
USE OF ONLINE REFERENCE PRODUCTS
APRIL 2008**

Alldata	292*
BOOKFLIX	214*
BookList	20*
Classical Music Library	11*
CQ Researcher	16
First Search	1,472
Gale Group:	
• Biography Resource Center	1,041
• Business & Company Resource Center	96
• Chilton's Online	17*
• Contemporary Authors	20
• Gale Directory	26
• General OneFile	388
• General Reference Center Gold	262
• Kids Infobits	4,129
• Literature Resource Center	38
• Opposing Viewpoints	209
• Student Resource Center	270
• ThomsonGale Legal Forms	30
• Virtual Reference Library	221
Greenwood Daily Life Online	3
Grolier Online	1,713
Hoover's Online	NA
Learning Express Library	35
Morningstar	629*
NewsBank:	
• American Obituaries and Death Notices	1,858
• Local newspapers	618
• Chicago Tribune Archive	648
Novelist	115
ProQuest :	
• Ancestry Library Edition Number of Sessions:90	6,451
• eLibrary	63
• eLibrary Elementary	203
• Heritage Quest	788
• SIRS Discoverer	0
• <i>Wall Street Journal</i>	50

• <i>New York Times</i> Historical	110
• <i>Chicago Tribune</i> Historical (1890-1955)	515
Reference USA	423
TELLMEMORE	NA
TumbleBooks	779*
World Book Encyclopedia	462

Total Searches & Queries for April 2008	24,235	% Change
Total Searches & Queries for April 2007	11,017**	120.0%

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

****The Total Searches & Queries for April 2007 is lower that it should be because Thomson Gale mistakenly assigned a portion of our usage to The Des Plaines Valley Public Library.**

VII.D.1.

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR APRIL 2008**

Library Sponsored Programs/Meetings	Times Used	Meeting Room Used	Attendance
Adult Services Meeting	1	C	12
Basic Computer Skills	2	CL	19
Book Cart Drill Team	1	C	4
Career Counseling	1	SR4	5
Circulation Meeting	1	C	9
Do the Dewey	1	B/C	300
Do the Dewey meeting	2	C	20
Edward Hopper and the American School	1	A	39
Drop-in Email Assistance	3	CL	5
Fountaindale Public Library Staff	1	C	8
Friday Night Films	1	A	21
Getting Started on That (Young Adult) Novel	1	C	15
Friends of the Library Book Sale	1	A/B/C	1,000
In-service Committee Meeting	1	C	9
Intermediate Internet Searching Class	2	CL	8
Introduction to the Internet	1	CL	13
LACONI Meeting	1	B/C	90
Page Meeting	1	A	10
Readers Services Meeting	1	C	8
Sunday Afternoon Movies	1	A	55
Teen Credit Program	1	A	12
Tuesday Morning Book Discussion	1	H	20
Volunteer Party	1	B/C	30
Winslow Homer: The Great Themes	1	A	34
You Are Here-Film on Memory Loss, and Discussion	2	A	57
Youth Services Meeting	1	C	8
Total	32		1,811

VII.D.1.

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR APRIL 2008**

Outside Community Groups	Times Used	Meeting Room Used	Attendance
AARP Tax Aide Program	5	B	117
Baha'is of Des Plaines	1	A	20
Brighton Condominium Association	1	A	25
Buckingham Pointe Condominium Association	1	C	30
City of Des Plaines Blood Drive	1	C	43
City of Des Plaines Medical Reserve Corps	2	B	40
Des Plaines Art Guild	1	A	8
Des Plaines Citizens Police Alumni Association	1	B	46
Des Plaines Park District	1	B	8
Des Plaines Toastmasters	2	A	30
Great Decisions 2008	4	C	82
Meet with Congresswoman Schakowsky's Office	1	SR3	6
Polyglots Toastmasters	1	A	14
Quilting Divas	1	C	15
Rivers Edge Home Owners Association	1	C	20
Society of Children's Book Writers & Illustrators	1	C	20
Student film Production	1	C	5
Total	26		529

VII.D.1.

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR APRIL 2008**

	Times Used	Meeting Room Used	Attendance
Other			
Library Board Meeting	1	CR	15
Special Board Meeting	1	CR	11
Total	2		26
Literacy Program			
Learn to Read	13	B	480
Total	13		480
Library Sponsored Children's Programs			
2-year-olds Storytime	7	ST	86
3- to 5-year-olds Storytime	8	ST	82
Baby Book Times	21	ST	166
Caudill Class Pizza Party	1	ST	4
Chess Tournament	1	B	83
Cynthia Lord author visit a.m.	1	B/C	160
Cynthia Lord Presentation author visit 7p.m.	1	B/C	53
Drop-in Recycle Craft	1	ST	85
Family Times (Rainbow Animal Assisted Therapy)	4	ST	64
Friends Family Sunday: World of Pooh	1	B/C	188
Immanuel Lutheran Storytime & Tour	1	ST	12
Jr. Great Books Pre K-1 Grades	5	ST	21
Jr. Great books 2-4 Grades	5	ST	37
Living with Asperger's: One Family's Story	1	A	47
P J Storytime	1	B	52
Ricky Recycle Show	1	B/C	47
Sensory Learning Program	1	A	57
Springman School Tour	1	ST	16
Stories and More	1	ST	54
Story Explorers	1	ST	12
Total	64		1,326

VII.D.1.

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR APRIL 2008**

Grand Total April 2008	137	4,172
Grand Total April 2007	134	4,080
% Change		2.25%

Total = 66 groups involving 4,172 people.

2008 Year to Date Total = 252 groups involving 10,507 people.

A – Meeting Room A
 B – Meeting Room B
 C – Meeting Room C
 CL – 4th Floor Computer Lab
 CR – 2nd Floor Conference Room
 H – Heritage Room
 SR3 – Study Rooms 3rd Floor
 SR4 – Study Rooms 4th Floor
 ST – Storytime Room
 T – Teen Room

VII.D.1.

**DES PLAINES PUBLIC LIBRARY
PROGRAMMING OUTSIDE THE LIBRARY BUILDING
FOR APRIL 2008**

Community Organizations (Adult)	Times Used	Attendance
Asbury Court (book discussion)	1	0
Asbury Court Bifolkal Kit Discussion	1	11
Chamber of Commerce breakfast	1	20
Individual CCTV Delivery	1	1
Individual Homebound Deliveries	4	19
Lee Manor (book delivery & pick-up)	1	0
Oakton Arms (Readers' Advisory)	1	10
Oakton Pavilion (book delivery & pick-up)	1	0
St. Mary's Health Fair	1	12
Women in Business Lunch	1	25
Total	13	98
Community Organizations (Circulation)		
Maine West High School (library card sign-up)	1	27
St Mary's Church Health Fair (library card sign-up)	1	1
Total	2	28
Community Organizations (Youth)		
Author Visit (Cynthia Lord) Cumberland School	1	30
Outreach Brentwood School	1	30
Outreach Iroquois School	1	15
Outreach North School	1	23
Outreach Our Lady of Destiny	1	23
Outreach Plainfield School ESL	1	15
Outreach South School	1	13
Outreach Terrace School	2	44
Children's Choice at Holy Family	2	42
Cumberland School Preschool Program	1	32
Immanuel Lutheran Preschool	1	10
Kiddie Junction Daycare	2	39
Lattof YMCA Preschool	1	19

VII.D.1.

**DES PLAINES PUBLIC LIBRARY
PROGRAMMING OUTSIDE THE LIBRARY BUILDING
FOR APRIL 2008**

Community Organizations (Youth)	Times Used	Attendance
Lutheran General Children's Daycare/DP	3	71
Maine West Preschool	1	31
Our Lady of Destiny Preschool	1	19
St. Zachary Catholic School	2	35
Science and Arts Academy	2	60
SPARK Preschool and Child Care Programs	3	111
SRC Friendship Jr. High	1	13
ESL Oakton @ Maryville	2	16
Total	31	691
Grand Total April 2008	46	817



Des Plaines Public Library

1501 Ellinwood Street
Des Plaines, IL 60016-4553
847.827.5551 phone
847.827.7974 fax
www.dppl.org

VII.D.3.

BOARD OF TRUSTEES
Minutes of the Special Meeting
April 18, 2008

The special meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Friday, April 18, 2008. President Noreen Lake called the meeting to order at 6:30 PM.

ROLL CALL.

Roll call indicated the following board members were present: Maria Bahamon, Matthew Bogusz, Eldon Burk, Noreen Lake, Jerry Mahony, Rhys Read, Elaine Tejcek.

Members Absent: George Magerl.

Also Present: Sandra Norlin, Holly Richards Sorensen, Carol Kidd, Dan Klobnak.

MOTION by Jerry Mahony, seconded by Rhys Read, to accept the agenda, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Rhys Read, seconded by Elaine Tejcek, to enter into a contract with Outsource IT Solutions Group for the remainder of 2008 in the amount of \$134,550.00, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bahamon, Bogusz, Burk, Lake, Mahony, Read, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by Jerry Mahony, seconded by Elaine Tejcek, to direct Library Director Sandra Norlin to sign all invoices associated with the above mentioned contract with Outsource IT Solutions Group in an amount not to exceed \$134,550.00. VOTE: AYES: All NAYS: None. MOTION CARRIED.

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

The meeting adjourned at 6:32 p.m.

Minutes prepared by Carol Kidd.

Des Plaines Public Library

1501 Ellinwood Street
 Des Plaines, IL 60016-4553
 847.827.5551 phone
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IX.A.

- Progress Report
 Response Requested
 Board Action Required 05/20/08

BOARD OF TRUSTEES
 Minutes of the Management Committee Meeting
 May 6, 2008

Present: Eldon Burk, Maria Bahamon, Elaine Tejcek, Noreen Lake, Sandra Norlin, Holly Richards Sorensen, Carol Kidd.

Call to Order: 4:34 p.m. by Eldon Burk.

The Committee discussed and made changes to the Library Policy, Section D, Personnel Policy.

MOTION by Elaine Tejcek, seconded by Maria Bahamon, to approve changes to library policy Section D – Personnel Policy and to present these changes to the Board at their May 20, 2007 meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Elaine Tejcek, seconded by Maria Bahamon, to approve and accept the following job descriptions, with revisions:

Assistant Director
 Administrative Assistant
 Administrative Services Clerk
 IT Assistant- Full-time

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

MOTION by Elaine Tejcek, seconded by Maria Bahamon, to adjourn the meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 5:35 p.m.

Minutes prepared by Carol Kidd and Holly Richards Sorensen.

VII.D.2.

FRIENDS OF THE DES PLAINES PUBLIC LIBRARY

April 22, 2008

The Treasurer's Report indicated that the Friends have a record balance of \$58,400 thanks to the recent book sale producing the highest revenue ever of a little over \$14,000.

The book sale also generated 57 new members and 89 renewals making the current membership 681 members. The membership chairman announced that there would be a mailing party on May 1 to forward new material and book sale information to members and nonmembers.

Julie Coburn was introduced to the Friends as the new Literary Club Director.

The Book Shelf has been producing between \$450 and \$500 within a two-week period.

The movie "Michael Clayton" was well attended. The latest movie selections were cited as being of great variety.

The Nominating Committee slated Wally Meyer as President, Judy Clar as Vice President, Sue D'Hondt as Secretary, and Edie Davis as Treasurer.

It was suggested that the Bylaws should be reviewed yearly for any updates. A date for a meeting is to be brought up at the next Friends meeting.

The Friends indicated that as a program sponsor, they donated \$1500 toward the music program. Also, the 3 Bifokal kits authorized at the last meeting at \$900 did not include postage and handling. Therefore, the Friends voted to have the postage and handling included in the authorization.

The Friends asked about the purchase of the New bags. They were particularly interested in the design and where the Friends name will be located – on one side or both sides.

Sandra Norlin had two requests for the Friends: (1) A request from Veronica Schwartz for the Friends to sponsor the "whole" Summer Reading Club which would include an interactive concert, ocean adventure, tap dancing show, the magic of the spellbinder, bike rider safety featuring a champion bike rider, the subject of drug addiction and tee shirts for the finishers, among other things. Total cost: \$6542. (2) the "Teen" Summer Reading program includes the rock and roll

band "High Strung" which works with the 12-year-old and up audience in writing a song, \$1500. Therefore, the Friends approved:
\$1500 for the teens program and for the adult programming they approved \$2354,
\$188 for patches and approved the balance pending a 2nd vote at the next meeting.

Respectfully submitted.
Elaine Tejcek



Immanuel Lutheran School
832 Lee Street
Des Plaines, IL 60016
847-390-0990
847-294-9640 (fax)
ilsflames@aol.com

May 1, 2008

Dear Library Staff,

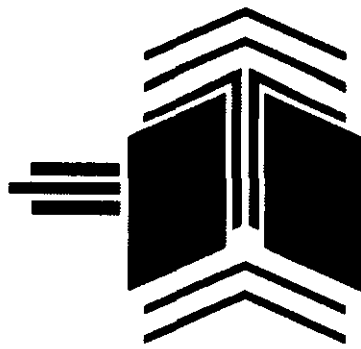
Thank you so much for donating a Thomas the Train table. Our children were so excited to see it; the table has become the most popular center in the classroom.

We really appreciate your thoughtfulness in thinking of us with your wonderful gift. God's blessings to all of you.

Sincerely,


Gail Spero

Gail Spero, Principal



Des Plaines Public Library

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

To: Board of Trustees
From: Carol Kidd 
Subject: Change to Job Descriptions
Date: June 24, 2008

Attached are revised job descriptions approved at the May 20, 2008 Board of Trustees meeting:

Assistant Director
Administrative Assistant
Full-time IT Assistant
Technology Page
Full-time Administrative Services Clerk
Web Services Librarian

Please replace these job descriptions in your policy manual.

Please remove the IT Manager job description. This position has been outsourced.

Thank you.

0264

JOB TITLE: Assistant Director
DEPARTMENT: Administration
CLASSIFICATION Group 11
STATUS Exempt

GENERAL STATEMENT:

Under the administration of the Library Director, the Assistant Director performs a variety of administrative and supervisory work in planning, organizing and implementing the programs and services of the library. Serves as Librarian in Charge in the Library Director's absence. This person deals responsibly with patron problems and emergencies to maintain a safe and pleasant environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and practices the Vision and Key Beliefs of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly service to all users.
3. Understands and enforces the library's policies and procedures, while safeguarding confidential and restricted information.
4. Assists the director in the hiring, training, supervising, disciplining, and evaluating of all current staff members.
5. Exercises administrative direction of Head of Adult Services, Head of Youth Services, Head of Circulation Services, Web Services Librarian, Manager of Technical Services, and other professional and support staff, either directly or through subordinate supervisors.
6. Provides leadership and direction in the development of short and long range library plans; gathers, interprets, and prepares data for reports and recommendations; coordinates activities across departments as needed.
7. Makes presentations to staff, the Library Board, Friends of the Library, civic groups and the general public.
8. Monitors budgets in the assigned areas of responsibility.
9. Coordinates activities relating to staff continuing education and professional development.
10. Oversees the selection and general management of the collection of library materials.
11. Reviews program areas, recommends changes or new programs to meet library needs of the community.
12. Conducts bid procedures and activities and makes recommendations as assigned.
13. Responsible for departmental records, statistics, and reports.

- 0265
14. Maintains memberships in professional library associations and participates in their activities.
 15. Attends appropriate meetings, workshops, and conferences.
 16. Keeps informed of current trends and developments affecting libraries.
 17. Represents the library at community organizations and events.
 18. May write and manage grants.

PERIPHERAL DUTIES:

1. Resolves office equipment malfunctions.
2. Maintains neatness of public areas including floors, desks, counters, shelves, tables, and personal space visible to the public.
3. Performs other duties as assigned.
4. Scheduled to work at public services desks as needed.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers, and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

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

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

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

MINIMUM QUALIFICATIONS:

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

0266

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to perform excellent customer service and to communicate general library policies and procedures to the public.
2. Considerable ability to establish and maintain effective work relationships with staff and patrons and community agencies.
3. Considerable skill in developing and facilitating team based planning and collaborative problem solving.
4. Considerable ability to resolve difficult situations in a calm and professional manner.
5. Considerable knowledge of the professional practices, procedures, and techniques of library science.
6. Considerable knowledge of administrative principles and practices such as finance, human resources, strategic planning, grant administration and change management.
7. Considerable knowledge of principles and practices of collection development.
8. Considerable ability to plan, organize and implement programs and services; considerable ability to communicate plans, procedures, directions, and recommendations, both verbally and in writing.
9. Knowledge and skill in the use of PCs and appropriate software applications.
10. Willingness to learn, model, and communicate new skills and concepts.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Revised and Approved 11/21/06
Revised and Approved 08/21/07
Revised and Approved 05/20/08

0267

JOB TITLE: Administrative Assistant

DEPARTMENT: Administration

CLASSIFICATION: Group 8

STATUS: Exempt

GENERAL STATEMENT:

Under the general supervision of the Library Director, the Administrative Assistant performs a variety of work related to human resources, payroll, purchasing, budget development and analysis, contract management, and library correspondence. The Administrative Assistant maintains the record control and retention procedures, including confidential and official library files, and serves as secretary to the Board of Trustees. This position deals responsibly with patron problems and emergencies to maintain a safe and pleasant environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and practices the Vision and Key Beliefs of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly service to all users.
3. Understands and enforces the library's policies and procedures, while safeguarding confidential and restricted information.
4. Manages the hiring of all personnel, conducting all correspondence, scheduling interviews, performing employment and security checks, maintaining confidential files, and communicating with the Civil Service Commission regarding hiring.
5. Hires, trains, supervises, disciplines, and evaluates an administration clerk.
6. Assists the Library Administrator in the preparation of the library budget.
7. Analyzes past and current expenditures/trends and develops subsequent budgetary projections.
8. Prepares periodic cost figures for library programs and projects.
9. Oversees purchasing for the library, exercising a wide scope of discretion in purchasing supplies, materials, and services.
10. Manages the bidding procedures, including correspondence, review, and recommendation for all bid awards.
11. Coordinates employee performance appraisal program for library personnel.
12. Serves as Secretary to the Library Board of Trustees and Library Administrator.
13. Writes reports, grants, and compiles statistics.

- 0268
14. Oversees payroll and employee benefits and maintains personnel records, including confidential background checks.
 15. Oversees volunteers.

PERIPHERAL DUTIES:

1. Resolves office equipment malfunctions.
2. Maintains neatness of public areas including desks, computers, shelves, tables and personal space visible to the public.
3. Performs other duties as assigned.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers, library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

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

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

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

MINIMUM QUALIFICATIONS:

1. Two years college.
2. Seven years office experience.
3. Five years experience in office management.
4. Available to work evenings and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to establish and maintain effective working relationships with staff and patrons.
2. Considerable ability to perform excellent customer service and to communicate library policies and procedures to the staff and the general public.
3. Ability to work as a member of a team.
4. Considerable ability to set priorities and work independently.
5. Considerable ability to safeguard confidential and restricted information.
6. Ability to remain calm in difficult situations.
7. Ability to handle multiple and simultaneous tasks.
8. Ability to follow through tasks to completion.
9. Knowledge of PC's and office software applications including fund accounting.
10. Considerable skill in written and oral communication.
11. Willingness to learn new skills.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Revised and Approved 11/21/06
Revised and Approved 08/21/07
Revised and Approved 05/20/08

0270

JOB TITLE: Full-time IT Assistant
DEPARTMENT: Administration
CLASSIFICATION: Group 7
STATUS: Non-Exempt

GENERAL STATEMENT:

Under the general supervision of the Library Director, the IT Assistant provides technical assistance to library staff in maintenance, installation and use of technology-based products and supervises the performance of library technology support staff. The IT Assistant serves as liaison for library committees and external IT service providers. This position deals responsibly with patron problems and emergencies to maintain a safe and pleasant environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and practices the Vision and Key Beliefs of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly service to all users.
3. Understands and enforces the library's policies and procedures, while safeguarding confidential and restricted information.
4. Assists in day-to-day operation of the library's local area network including installation, configuration, maintenance and upgrades.
5. Assists in installation, configuration and maintenance of operating systems and software and desktop computers including peripheral equipment.
6. Hires, trains, evaluates, and supervises up to six employees.
7. Maintains schedule of technology assistance for public and staff.
8. Keeps informed of current technologies in hardware and software.
9. Installs, upgrades and maintains electronic resources.
10. Acts as liaison for library staff and external IT service providers.

PERIPHERAL DUTIES:

1. Resolves office equipment malfunctions.
2. Maintains neatness of public areas including desks, computers, shelves, tables and personal space visible to the public.
3. Performs other duties as assigned.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers, library equipment, and hand tools.

0271

PHYSICAL DEMANDS/WORK ENVIRONMENT:

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

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

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

MINIMUM QUALIFICATIONS:

1. Two years of college, with courses in computer technology or related fields.
2. One year network and computer work experience.
3. Available to work evenings and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Basic ability to establish and maintain effective working relationships with staff and patrons.
2. Basic ability to perform excellent customer service and to communicate library policies and procedures to the staff and the general public.
3. Ability to work as a member of a team.
4. Ability to remain calm in difficult situations.
5. Ability to handle multiple and simultaneous tasks.
6. Ability to follow through tasks to completion.
7. Knowledge of current releases of computer technology and applications.
8. Ability to provide staff and public training for computer software applications.
9. Skill in written and oral communication.
10. Willingness to learn new skills.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as

0272

necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Revised and Approved 11/21/06

Revised and Approved 08/21/07

Revised and Approved 05/20/08

0273

JOB TITLE: Full-time Administrative Services Clerk

DEPARTMENT: Administration

CLASSIFICATION: Group 6

STATUS: Non-Exempt

GENERAL STATEMENT:

Under the direct supervision of the Administrative Assistant, the Clerk performs work related to payroll, purchasing, and library correspondence. The Administrative Clerk assists the Administrative Assistant in maintaining the record control and retention procedures, including confidential and official library files. This person deals responsibly with patron problems or emergencies to maintain a safe and pleasant environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and practices the Vision and Key Beliefs of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly service to all users.
3. Understands and enforces the library's policies and procedures, while safeguarding confidential and restricted information.
4. Processes claims and vouchers for payment; verifies account codes; reconciles monthly credit card statement.
5. Prepares bi-weekly payroll.
6. Serves as receptionist for public and staff.
7. Processes outgoing mail.
8. Collects and deposits copier and debit card dispenser money.
9. Assists Administrative Assistant in preparation of the monthly Board of Trustees packet.
10. Coordinates travel arrangements to library conferences for staff and Board of Trustees.
11. Prepares reminder memos for employee reviews.
12. Serves as purchasing agent for the library, exercising a wide scope of discretion in purchasing supplies, materials and services.
13. Processes requests for engraved bricks.
14. May take minutes at Board and committee meetings.
15. Oversees volunteers.

0274

PERIPHERAL DUTIES:

1. Resolves office equipment malfunctions.
2. Maintains neatness of public areas including desks, computers, shelves, tables and personal space visible to the public.
3. Performs other duties as assigned.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers, library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

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

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

Specific vision abilities required by this job include close vision and the ability to adjust focus.

MINIMUM QUALIFICATIONS:

1. High School diploma.
2. Five years office experience.
3. Available to work evenings and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to establish and maintain effective working relationships with staff and patrons.
2. Ability to perform excellent customer service and to communicate library policies and procedures to the staff and the general public.
3. Ability to work as a member of a team.
4. Ability to follow through tasks to completion.
5. Ability to perform basic mathematical processes.
6. Ability to remain calm in difficult situations.

7. Ability to handle multiple and simultaneous tasks.
8. Considerable ability to safeguard confidential information.
9. Knowledge of PCs and office software applications including Word, Excel, and fund accounting software.
10. Skill in written and oral communication.
11. Willingness to learn new skills.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Revised and Approved 10/17/06

Revised and Approved 08/21/07

Revised and Approved 05/20/08

JOB TITLE: Web Services Librarian
DEPARTMENT: Adult Services
CLASSIFICATION: Group 9
STATUS: Exempt

GENERAL STATEMENT

Under the general direction of the Library Director, this person is responsible for the technologies that will enhance the library Web site and that will provide easy 24/7 access to the library's electronic resources and services. This person will identify and evaluate emerging social software that encourage patron participation and interaction with the collection and services and that connect people and technology. This person will assist the Management Team in strategic planning to integrate new technologies with the library's goals and objectives. This person will develop and implement services that will increase points of access to information and to the collection. This person deals responsibly with patron problems and emergencies to maintain a safe and pleasant environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Understands and practices the Vision and Key beliefs of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly service to all users.
3. Understands and enforces the library's policies and procedures, while safeguarding confidential and restricted information.
4. Is responsible for evaluating and selecting new products to provide greater access to and understanding of Internet resources.
5. Is responsible for the overall design of an interactive Web site.
6. Hires, trains, supervises, disciplines, and evaluates up to 3 staff members.
7. Surveys and discovers patron needs.
8. Works closely with the Head of Public Information Services in the marketing of services/products to the community.
9. Assists in the strategic planning process to integrate new technologies with library services and resources.
10. Participates in the budget process.
11. Keeps informed of current trends and developments in Web applications for library services.
12. Presents and recommends to the management team new technologies and ideas that enhance patron access and/or library services.

- 0277
13. Develops online communities.
 14. Promotes staff understanding of new technologies.
 15. Coordinates library-wide projects related to web-based library services.
 16. Remains familiar with the library collection.
 17. Attends appropriate meetings, conferences and workshops.
 18. Writes reports and compiles statistics.
 19. May write columns for library newsletter or other material for the public.
 20. May assist at public service desks.
 21. May write and manage grants.
 22. May assist in the development and presentation of training for staff.
 23. May represent the library at community organizations.

PERIPHERAL DUTIES:

1. Resolves equipment malfunctions.
2. Maintains neatness of public areas including floors, desks, counters, shelves, tables, and personal space visible to the public.
3. Performs other duties as assigned.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

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

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

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

MINIMUM QUALIFICATIONS:

1. Masters Degree in Library Science from an ALA accredited program.
2. Minimum three years professional library experience including development and implementation of new Web products.

- 0278
3. Two years experience working with library staff in the area of new technologies, including training staff and/or public in new technologies.
 4. Proven knowledge of new technologies and concepts through presentation of a portfolio of accomplishments.
 5. Supervisory experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to perform excellent customer service and to communicate general library policies and procedures.
2. Extensive knowledge of new technologies and of their use for innovative library services.
3. Knowledge of library collection development.
4. Knowledge of Web site design and basic knowledge of current languages used in Web site development.
5. Ability to evaluate, install and maintain social software.
6. Considerable ability to work as a member of a team and to work with people of different skill levels.
7. Considerable ability to work independently and to handle multiple and simultaneous tasks.
8. Considerable skill in written and oral communication, with special emphasis on interpreting new technologies to library staff at all levels.
9. Considerable ability to establish and maintain effective work relationships with coworkers and patrons.
10. Extensive knowledge and skill in the use of software applications, including Microsoft Office and other library application programs.
11. Ability to develop training for staff in software applications and other new technologies.
12. Knowledge of the professional practices, procedures and techniques of library science.
13. Willingness to learn new skills.

0279

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Approved 10/17/06
Revised and Approved 08/21/07
Revised and Approved 05/20/08

JOB TITLE: Technology Page

DEPARTMENT: Administration

CLASSIFICATION: Group 1

STATUS: Non-exempt

GENERAL STATEMENT:

Under the general supervision of the full-time IT Assistant, the Technology Page assists patrons in use of computers, printers, copiers, and other related technologies. This person deals responsibly with patron problems and emergencies to maintain a safe and pleasant environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and practices the Vision and Key Beliefs of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly service to all users.
3. Assists patrons with basic functions of computers, printers, copiers, and other technology.
4. Performs basic equipment troubleshooting and refers maintenance and repair problems to appropriate staff.
5. Assists patrons with techniques for the use of Internet.
6. May assist in the training of staff or volunteers in the use of various technologies.

PERIPHERAL DUTIES:

1. Maintains neatness of public areas including desks, counters, shelves, tables, and personal space visible to the public.
2. Performs other duties as assigned.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

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

0281

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

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

MINIMUM QUALIFICATIONS:

1. Must be 16 years of age.
2. Available to work evenings and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Basic ability to establish and maintain effective working relationships with staff and patrons.
2. Basic ability to perform excellent customer service and to communicate general library policies and procedures to the public.
3. Basic ability to handle detail and a wide variety of tasks.
4. Ability to remain calm in difficult situations.
5. Ability to troubleshoot basic computer problems.
6. Knowledge of current technology use in the library.
7. Knowledge of PC's and office software application.
8. Skill in written and oral communication.
9. Willingness to learn new skills.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Revised and Approved 11/21/06
Revised and Approved 08/21/07
Revised and Approved 05/20/08

0282

APRIL

MEMORANDUM

To: Des Plaines Public Library Board of Trustees
From: Sandra K. Norlin, Library Director
Subject: Review and recommendation of IT services proposals
Date: April 15, 2008

The Des Plaines Public Library requested proposals for comprehensive IT services from four companies:

Computer.View, Inc.	Arlington Heights, IL
Lighthouse Technologies	Naperville, IL
Outsource Solutions Group	Aurora, IL
Solutions Networking Corporation	Bolingbrook, IL

The services we requested were:

- Project management.
- Implementation of objectives identified by both library and IT staff.
- Advice on future upgrades.
- Assistance with acquisition and deposition of hardware and software.
- Planning and budget advice.
- Onsite management and direction of library IT staff for day to day operations and project tasks.

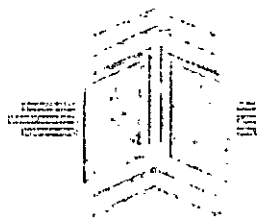
Of the four companies, two have had experience working with public libraries other than Des Plaines, one has experience at Des Plaines PL, and one has recently signed a contract with a public library to provide services.

There were a variety of plans to provide a combination of off-site/remote management and on-site project management and consultation. Of the four, only Outsource Solutions proposed providing nearly fulltime onsite services.

Comparing costs of the services involved some speculation on our part of how many hours of on-site services would be included. Using a conservative approach, we determined that the Outsource Solutions Group not only provided the largest number of onsite staffing hours, but also the cost was only slightly (\$1400) higher than the lowest estimate.

Based on our high degree of satisfaction with the services provided by Outsource Solutions Group and the fairness of their pricing, I strongly recommend that the board accepts the proposal for provision of IT services of Outsource Solutions Group for an amount not to exceed \$134,550. The contract period is the remainder of the calendar year 2008.

I believe it is in the best interest of the Des Plaines Public Library to award this contract to Outsource Solutions Group.



Des Plaines Public Library

1501 Ellinwood Street

Des Plaines, IL 60016-4553

847.827.5551 phone

847.827.7974 fax

www.dppl.org

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, APRIL 15, 2008

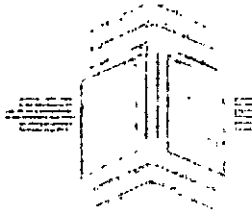
7:00 PM

Conference Room – Second Floor

Agenda:

- **Special Families Need Special Libraries Grant**
- **Art Committee Report**

The Des Plaines Public Library, in compliance with the Americans With Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in the meetings or have questions about the accessibility of the meetings or facilities contact the Library Director at 847-376-2800 to allow the Library to make reasonable accommodations.



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III.

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
April 15, 2008
7:00 PM

- I. Call to Order. (7:00 PM)
- II. Roll Call.
- III. Consideration of the Agenda.
- IV. Public Comments and Questions.
- V. Special Families Need Special Libraries Grant – Veronica Schwartz.
- VI. City Council Community Services Committee – Alderman Martin Moylan.
- VIII. Consent Agenda. [Action Item] (8:00 PM)
 - A. Approval of the Minutes of the Regular Board Meeting – March 18, 2008.
 - B. Acceptance of Financial Reports for March 2008.
 - C. Approval of Library Expenditures.
 1. Warrant Register – March 03, 2008 - \$34,650.72.
 2. Warrant Register – March 17, 2008 - \$98,720.49.
 3. Salaries – March 12, 2008 - \$119,829.70.
 4. Salaries – March 26, 2008 - \$116,357.55.
 - D. Acceptance of Reports.
 1. Director's Report – Sandra Norlin.
- IX. Unfinished Business.

- X. New Business. (8:30 PM)
 - A. Art Committee Report – Elaine Tejcek. [Action Item]
 - B. Approve Payment to Transworld Systems Inc. - \$5,250.00. [Action Item]
 - C. Des Plaines Public Library Card/Des Plaines Park District Card.
 - D. New Resident Library Card.
 - E. Memorial Day Wreath Presentation. [Action Item]
 - F. Trustee Reappointment Letters.
 - G. Resolution Regarding Proposed Mandated Internet Filtering Legislation.
 - H. Attendance at Day at the Races, Saturday, June 14, 2008. [Action Item]
 - I. Do the Dewey Participation.
 - J. Schedule Meetings of the Management Committee.
 - K. Approve Payment to Kasco Printing - \$5,428.00. [Action Item]

- XI. Announcements.
 - A. Library Director's Evaluation Schedule.

- XII. Correspondence.

- XIII. Other

- XIV. Adjournment. (10:00 PM)

This meeting will be recorded for television broadcast.



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VIII.

BOARD OF TRUSTEES Minutes of the Regular Meeting March 18, 2008

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, March 18, 2008. President Noreen Lake called the meeting to order at 7:00 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Maria Bahamon, Eldon Burk, Noreen Lake, George Magerl, Jerry Mahony, Rhys Read.

Also Present: Sandra Norlin, Carol Kidd, Veronica Schwartz, Heather Imhoff, Wally Meyer, Alderman Martin Moylan, Alderman Thomas Christiansen, Carol Shannon, Veronica Schwartz, Gail Bradley.

Absent: Matthew Bogusz, Elaine Tejcek.

CONSIDERATION OF THE AGENDA.

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

PRESENTATION TO WILLIAM GRICE.

President Noreen Lake thanked former trustee, William Grice, for serving on the library board from 1999 – 2008. The Reverend Dr. Grice expressed his appreciation.

SPECIAL EVENTS COMMISSION.

Thomas Christiansen and Carol Shannon, representatives from the Special Events Committee, presented an award to the library for participation in the City of Des Plaines 2007 Fourth of July parade for the best non-musical unit.

0289

PUBLIC COMMENTS AND QUESTIONS

Wally Meyer, President of Friends of the Library, invited the Board to attend the Friends booksale the weekend of April 4.

SPECIAL FAMILIES NEED SPECIAL LIBRARIES GRANT – Veronica Schwartz.

Veronica Schwartz, Head of Youth Services, reported that the library applied for and received a grant from the Illinois State Library for a project that offers services and programs to autistic children and their families. The library received a check in the amount of \$13,517.00.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Martin Moylan.

Alderman Moylan stated that he is willing to work with the library board on concerns they may have about the outside maintenance of the building. Sandra Norlin said the library would like to work with the city to enhance the parking garage entrance into the library.

CONSENT AGENDA

Rhys Read asked to remove Acceptance of Financial Reports for February 2008.

MOTION by George Magerl, seconded by Rhys Read, to approve the Consent Agenda, as modified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Rhys Read asked Sandra Norlin to request clarification from the City of Des Plaines Finance Department on how the Property Taxes for 2006 were reported in the Revenue Status Report for February 2008 and the Revenue Status Report for period 13.

CONSENT AGENDA

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

1. Over the Counter Receipts	\$ 10,373.88
2. Petty Cash Expenditures	\$ 29.94
3. Budget Expenditures for February	\$ 538,455.84
4. Expenditures Year to Date	\$ 893,361.64
5. Revenue for February	\$ 11,482.52
6. Revenue Year to Date	\$ 519,538.92

0299

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

February 04, 2008	\$ 39,645.96
February 19, 2008	<u>\$ 56,323.79</u>
Total	\$ 95,969.75

ROLL CALL VOTE: AYES: Bahamon, Burk, Lake, Magerl, Mahony, Read. NAYS: None. MOTION CARRIED.

MOTION by George Magerl, seconded by Rhys Read, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

January 31, 2008	\$ 122,067.79
February 13, 2008	\$ 116,015.15
February 27, 2008	<u>\$ 115,718.00</u>
Total	\$ 353,800.94

ROLL CALL VOTE: AYES: Bahamon, Burk, Lake, Magerl, Mahony, Read. NAYS: None. MOTION CARRIED.

DIRECTOR'S REPORT

Please note: I have received no official requests for confidential patron information since my last report.

PERSONNEL

New employees for February/March 2008 are Christina Pagan, Debra Hendricks, and Kishan Patel, Circulation Services Pages and Kintu Patel, Technology Page.

Resignations/Separations for the same period: Anton Tsybulsky, Technology Page.

STAFF DEVELOPMENT

We have held two training sessions for staff on the understanding and service to children with autism. Linda Hoeck, NSSEO Autism Coordinator, conducted both sessions. This program is part of our LSTA Grant "Special Families Need Special Libraries."

Our All-Staff meeting was held on March 6. In addition to the Autism program, staff learned about the Library's United Way Campaign, which will be held separately this year, and viewed the premiere of the Green Team's new video "It's Easy Bein' Green."

0291

Heather Imhoff launched a daily update of library news and events for library staff. It's called The Morning Report and uses an enewsletter format.

PATRON SERVICES

February was an interesting month. Although attendance was down by 8% over February, 2007, circulation increased by 8.27%. The circulation from the main library increased by 8% and from the Mobile Library by 13%. Self-check was used for 44% of the items checked out of the main library. Print circulation accounted for 51% of the total circulation, 68% of the Youth Services circulation and 42% of the Adult Services circulation. Current registration for library cards represents 62.2% of the population of Des Plaines, a slight (123) decrease from 2007.

If we divide the use of the library equally among the 29 days we were open in February, we get a picture of a "typical" day at the library. In February, that would be 249 uses of the computers in the adult services department, 53 uses of computers in the youth services department; 31 people using the group study rooms; 128 items reserved for patrons to pick up; 518 uses of our electronic databases; and 129 people attending meetings or programs; and 3208 items checked out. That's just one day in February.

Please note the new information about programming and other services provided outside the library by library staff. In February, 1078 people had contact with the library through these services.

I want to call attention to the extraordinary generosity of the Friends of the Library. The Friends have recently agreed to fund several new initiatives and programs, including our new reusable "shopping" bag program, design services for a special home page for the teens, and an additional program through the Friends Family Sunday series.

OTHER PROFESSIONAL ACTIVITIES

I attended a meeting to discuss cooperative grant potential at the Frisbie Senior Center on 2/27 and a meeting of the Executive Committee of the Library Production Studio on 2/28. I was a guest reader at Central School on 2/29. I attended the Library Cable Network Advisory Committee meeting and met (along with Heather Imhoff) with Debra Whisler, Public Information Head at Arlington Heights Memorial Library on 3/4. I attended the Chamber of Commerce Executive Committee meeting on 3/5, the NSLS Board Management Affairs Committee meeting on 3/10. I will attend the Chamber of Commerce Board meeting and (along with Heather Imhoff) travel to Elgin to meet with the Library Director and Director of Public Information at the Gail Borden Library on 3/13, the NSLS Awards Banquet on 3/14, and film a segment for "What's New in Libraries" on the Learning Organization on 3/17.

I was not selected for jury duty for the trial that began March 5.

0292

NEW BUSINESS

Eldon Burk reported that the Management Committee met on Tuesday, March 4 and reviewed the *Emergency Exception to the Illinois Library Records Confidentiality Act* and asked the Board to approve the use of this form in the event that information is requested by a law enforcement officer without a court order.

MOTION by Committee, to approve the use of the form "Officer's Request for Confidential Library Information." VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Sandra Norlin asked the Board to approve a request for reorganization of staff which came from a recommendation by the Department Heads. The reorganization will improve customer service to both patrons and staff.

MOTION by Committee, to approve the proposal for reorganization of staff, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Eldon Burk reported that the Management Committee met on Tuesday, March 11 and discussed and made changes to the Library Policy, Section A – General Policies and Section C – General Regulations and asked for Board approval for these changes to policy.

Rhys Read asked the Board to increase the limit the Library Director is allowed to make on single item purchases of goods or services from less than \$5,000.00 to \$10,000.00 to keep pace with inflation.

The Board agreed to discuss agenda item X. New Business B. Approval on Levels on Invoices in conjunction with the discussion on changes to Library Policy – Section A.

The Board discussed increasing the limit the Library Director is allowed to make on single item purchases of goods or services to more than \$5,000.00, but agreed not to change the amount or the policy.

MOTION by Committee, to approve changes to Library Policy, Section A – General Policies. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Committee, to approve changes to Library Policy, Section C – General Regulations. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Rhys Read, seconded by George Magerl, to add the following sentence to Section A – General Policies, A-8 Policy on Library Expenditures:

If contracts are approved in the manner indicated in above items 1 or 2, approval would be for all subsequent invoices up to the total amount of the contract.

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

Eldon Burk will attend the April 7 City Council meeting, Jerry Mahony the April 21 meeting, George Magerl, the May 5 meeting and Rhys Read the May 19 meeting.

MOTION by Rhys Read, seconded by Jerry Mahony, to approve payment to Outsource Solutions Group in the amount of \$18,200.00, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: Bahamon, Burk, Lake, Magerl, Mahony, Read. NAYS: None. MOTION CARRIED.

MOTION by Jerry Mahony, seconded by Rhys Read, to approve payment to Outsource Solutions Group in the amount of \$18,250.00, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: Bahamon, Burk, Lake, Magerl, Mahony, Read. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by George Magerl, to approve payment to Today's Business Solution in the amount of \$5,046.99, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: Bahamon, Burk, Lake, Magerl, Mahony, Read. NAYS: None. MOTION CARRIED.

MOTION by Jerry Mahony, seconded by Maria Bahamon, to approve payment to Cooperative Computer Services in the amount of \$5,140.00, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: Bahamon, Burk, Lake, Magerl, Mahony, Read. NAYS: None. MOTION CARRIED.

Sandra Norlin asked for Board approval to declare two Dell computers surplus property and to donate the computers to the Frisbie Senior Center.

MOTION by Eldon Burk, seconded by Jerry Mahony, to declare the following computers surplus property and to donate these computers to the Frisbie Senior Center:

Make & Model Number	Serial Number
Dell Optiplex GX270	CKQZH31
Dell Optiplex GX270	F07HS31

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

Sandra Norlin asked for Board approval to extend the contract with Outsource Solutions Group for one additional month to cover the time between the end of the current contract and a new annual contract with the outsource IT company that Sandra will recommend to the Board at the April meeting.

MOTION by Rhys Read, seconded by George Magerl, to extend the contract with Outsource Solutions Group for one additional month in an amount not to exceed \$20,995, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: Bahamon, Burk, Lake, Magerl, Mahony, Read. NAYS: None. MOTION CARRIED.

ANNOUNCEMENTS

Elaine Tejcek and Noreen Lake will attend National Library Legislative Day in Washington, DC on May 13 and 14, 2008.

Elaine Tejcek stated that she will not attend the March Friends of the Library meeting.

Heather Imhoff, Head of Public Information Services, reminded the Board that the Do the Dewey fundraiser will be held on Saturday, April 26 from 7:00 p.m. – 10:00 p.m. at the library.

CORRESPONDENCE

George Magerl reported that he visited the Warren Newport Library with library staff to observe a working RFID system. He reported several concerns he had about the operation of the new system.

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

Meeting adjourned at 8:55 p.m.

Minutes prepared by Carol Kidd

VIII.B.**DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR MARCH 2008***Monthly reports to be reviewed and placed on file for audit:*

1. Over the Counter Receipts	\$ 10,373.88
2. Petty Cash Expenditures	\$ 1.38
3. Budget Expenditures for March	\$ 449,272.67
4. Expenditures Year to Date	\$ 1,342,634.31
5. Revenue for March	\$ 14,091.39
6. Revenue Year to Date	\$ 608,410.04

Warrant Register

March 03, 2008	\$ 34,650.72
March 17, 2008	<u>\$ 98,720.49</u>
Total	\$ 133,371.21

Salaries

March 12, 2008	\$ 119,829.70
March 26, 2008	<u>\$ 116,357.55</u>
Total	\$ 236,187.25

VIII.B.

**DES PLAINES PUBLIC LIBRARY
OVER THE COUNTER RECEIPTS FOR MARCH 2008**

	<u>Mar 2007</u>	<u>Mar 2008</u>	<u>Year to Date 2007</u>	<u>Year to Date 2008</u>
Lost Materials	813.97	437.33	2,533.61	1,288.24
Fines	8,618.78	7,800.55	26,839.83	16,930.57
Damage	179.82	27.50	339.57	95.40
Fees	517.00	330.50	1,201.00	683.45
Copies	1,641.96	1,774.00	5,251.50	3,475.36
Miscellaneous	4.50	4.00	89.50	10.30
Total	\$11,776.03	\$10,373.88	\$36,255.01	\$22,483.32

PETTY CASH EXPENDITURES - MARCH

970260	Postage	\$1.38
TOTAL		\$1.38

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 04/03/08

TIME: 11:53:47

CITY OF DES PLAINES

STATMN11

PRINT BALANCE SHEETS BY FUND

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

ACCOUNTING PERIOD: 3/08

FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102005	CASH PAYABLE 1944119043		133,000.04
102007	CASH PAYROLL 1944652940		152,212.87
102008	CASH DEPOSIT 1944650243	27,974.24	
102012	CASH IL FUND 007139119668	319,202.73	
102014	CASH AMER FREEDM FND(AFF)	.00	
102026	CASH FIRST BANK ACCUMULTN	.00	
102028	CASH LIBRARY DONATIONS	39,674.59	
102051	CASH PLAINSBANK ACCUMULTN	.00	
102073	CASH IL- EPAY151600008073	.00	
	TOTAL CASH	387,351.56	285,212.91
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	.32	
104035	LIBRARY DONATION BROKERAG	682.09	
104075	FMA - FINANCIAL NETWORK	.00	
104077	INVEST-LIBRARY FOUNDATION	.00	
	TOTAL INVESTMENTS	682.41	.00
115400	RECEIVABLE-ACCRUED INTRST	.00	
115410	RECEIVABLE-INTEREST EARNS	.00	
118000	RECEIVABLE-PROPERTY TAXES	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
119125	RECEIVABLE-GRANTS	27,815.00	
	TOTAL RECEIVABLE-SALES TAX	27,815.00	.00
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
119301	PREPAID EXPENSE	53,273.30	
	TOTAL PREPAID ITEMS	53,273.30	.00
129999	DUE FROM OTHER FUNDS	.00	
	TOTAL DUE FROM OTHER FUNDS	.00	.00
204201	FIXED ASSETS-LIB EQUIP	.00	
209900	FIXED ASSETS-ACUMLTD DEPC	.00	
	TOTAL FIXED ASSETS	.00	.00
	TOTAL ASSETS	469,122.27	285,212.91

SELECTION CRITERIA: genledgr.fund in ("201","202")
 ACCOUNTING PERIOD: 3/08

FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
401000	ACCOUNTS PAYABLE		.00
401001	AUDIT ACCOUNTS PAYABLE	3,041.79	
410020	ESCROW DEPOSITS		.00
	TOTAL DEPOSITS	.00	.00
430010	DUE TO-CORPORATE GENL		.00
430080	DUE TO-EMPL RETRMNT TRUST		.00
430099	DUE TO OTHER FUNDS		.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		.00
470100	LIBRARY DEFERRED REVENUE		.00
	TOTAL DEFERRED REV-PROPERTY TAX	.00	.00
471000	DEFERRED REV-OTHER		.00
	TOTAL CURRENT LIABILITIES	3,041.79	.00
	TOTAL LIABILITIES	3,041.79	.00
700110	EXPENDITURE CONTROL	1,338,423.32	
700120	REVENUE CONTROL		605,943.76
700130	ENCUMBRANCE CONTROL		.00
700140	RESERVE FOR ENCUMBRANCE		.00
700150	EXP. BUDGET CONTROL		7,075,646.00
700160	REV. BUDGET CONTROL	6,789,173.00	
700170	BUDGET FUND BALANCE	286,472.12	
	TOTAL SYSTEM CONTROL	8,414,068.44	7,681,589.76
720010	FUND BAL-RESRV-GIFT TRUST		.00
	TOTAL FUND BALANCE-RESERVED	.00	.00
730000	FUND BALANCE-UNRESERVED		919,429.83
	TOTAL FUND EQUITY	.00	919,429.83
	TOTAL EQUITIES	8,414,068.44	8,601,019.59
	TOTAL LIBRARY FUND	8,886,232.50	8,886,232.50

0000

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 04/03/08

TIME: 11:53:47

CITY OF DES PLAINES .
PRINT BALANCE SHEETS BY FUND

STMTM11

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

ACCOUNTING PERIOD: 3/08

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102005	CASH PAYABLE 1944119043	.00	
102008	CASH DEPOSIT 1944650243	277.43	
102012	CASH IL FUND 007139119668	329,148.42	
102014	CASH AMER FREEDM FND(AFF)	.00	
102073	CASH IL- EPAY151600008073	.00	
	TOTAL CASH	329,425.85	.00
104075	PMA - FINANCIAL NETWORK	300,132.15	
	TOTAL INVESTMENTS	300,132.15	.00
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
129999	DUE FROM OTHER FUNDS	.00	
	TOTAL DUE FROM OTHER FUNDS	.00	.00
	TOTAL ASSETS	629,558.00	.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	4,210.99	
700120	REVENUE CONTROL		2,466.28
700150	EXP. BUDGET CONTROL		915,492.00
700160	REV. BUDGET CONTROL	410,000.00	
700170	BUDGET FUND BALANCE	505,492.66	
	TOTAL SYSTEM CONTROL	919,703.65	917,958.28
730000	FUND BALANCE-UNRESERVED		631,303.37
	TOTAL FUND EQUITY	.00	631,303.37
	TOTAL EQUITIES	919,703.65	1,549,261.65
	TOTAL LIBRARY CAPITAL PROJ FUND	1,549,261.65	1,549,261.65
	TOTAL REPORT	10,435,494.15	10,435,494.15

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GARD PENTAMATION INC - FUND ACCOUNTING

S: 04/03/08

TIME: 11:38:22

CITY OF DES PLAINES

REVENUE STATUS REPORT

REVST11

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

ACCOUNTING PERIOD: 3/08

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT

TOTALED ON: FUND, ORGANIZATION, 1ST SUBTOTAL

PAGE BREAKS ON: FUND, ORGANIZATION

FUND-201 LIBRARY FUND

ORGANIZATION- TITLE NOT FOUND

1ST SUBTOTAL-800000 TAXES

ACCOUNT	TITLE	BUDGET	RECEIPTS	PERIOD RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
810021	PROPERTY TAXES 2004	.00	.00	.00	-15,005.75	15,005.75	.00
810022	PROPERTY TAXES 2005	.00	.00	.00	-10,889.09	10,889.09	.00
810023	PROPERTY TAXES 2006	50,000.00	.00	.00	.00	50,000.00	.00
810024	PROPERTY TAXES 2007	6,366,968.00	.00	.00	586,863.54	5,780,104.46	9.22
TOTAL TAXES		6,416,968.00	.00	.00	560,968.70	5,855,999.30	8.74

FUND-201 LIBRARY FUND

ORGANIZATION- TITLE NOT FOUND

1ST SUBTOTAL-820000 INTERGOVERNMENTAL REVENUE

0800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	.00	92,988.00	.00
822040	STATE GRANT:PER CAPITA	69,700.00	.00	.00	.00	69,700.00	.00
822095	STATE GRANT:LIBRARY	28,517.00	.00	.00	.00	28,517.00	.00
TOTAL INTERGOVERNMENTAL REVEN		191,205.00	.00	.00	.00	191,205.00	.00

FUND-201 LIBRARY FUND

ORGANIZATION- TITLE NOT FOUND

1ST SUBTOTAL-850000 FINES

850102	LIBRARY FINES	110,000.00	10,068.19	.00	29,378.06	80,621.94	26.71
TOTAL FINES		110,000.00	10,068.19	.00	29,378.06	80,621.94	26.71

FUND-201 LIBRARY FUND

ORGANIZATION- TITLE NOT FOUND

1ST SUBTOTAL-850200 FEES AND SERVICES

850201	COPYING FEE	25,000.00	2,632.81	.00	6,781.82	18,218.18	27.11
850215	SPECIAL PROGRAMS & EVENT	5,000.00	.00	.00	625.99	4,374.01	12.51
TOTAL FEES AND SERVICES		30,000.00	2,632.81	.00	7,407.81	22,592.19	24.61

FUND-201 LIBRARY FUND

ORGANIZATION- TITLE NOT FOUND

1ST SUBTOTAL-890000 OTHER REVENUE

890010	INTEREST INCOME	20,000.00	.00	.00	6,247.94	13,752.06	31.21
890050	SALE OF FIXED ASSETS	1,000.00	.00	.00	.00	1,000.00	.00
899900	MISCELLANEOUS REVENUE	20,000.00	1,390.39	.00	1,941.25	18,058.75	9.70
TOTAL OTHER REVENUE		41,000.00	1,390.39	.00	8,189.19	32,810.81	19.50

TOTAL TITLE NOT FOUND 6,789,173.00 14,091.39 .00 605,943.76 6,183,229.24 8.81

TOTAL LIBRARY FUND 6,789,173.00 14,091.39 .00 605,943.76 6,183,229.24 8.81

INGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 04/03/08

TIME: 11:38:22

CITY OF DES PLAINES
REVENUE STATUS REPORT

REVSTA11

SELECTION CRITERIA: orgn.fund in ("201", "202")
ACCOUNTING PERIOD: 3/08

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT
TOTALED ON: FUND, ORGANIZATION, 1ST SUBTOTAL
PAGE BREAKS ON: FUND, ORGANIZATION

FUND-202 LIBRARY CAPITAL PROJ FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-890000 OTHER REVENUE

ACCOUNT	TITLE	BUDGET	RECEIPTS	PERIOD RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
890010	INTEREST INCOME	10,000.00	.00	.00	2,466.28	7,533.72	24.66
TOTAL	OTHER REVENUE	10,000.00	.00	.00	2,466.28	7,533.72	24.66

FUND-202 LIBRARY CAPITAL PROJ FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-898000 OTHER FINANCING SOURCES

898902	TRANSFER FROM LIB FUND	400,000.00	.00	.00	.00	400,000.00	.00
TOTAL	OTHER FINANCING SOURCES	400,000.00	.00	.00	.00	400,000.00	.00
TOTAL	TITLE NOT FOUND	410,000.00	.00	.00	2,466.28	407,533.72	.60
TOTAL	LIBRARY CAPITAL PROJ FU	410,000.00	.00	.00	2,466.28	407,533.72	.60

TOTAL REPORT 7,199,173.00 14,091.39 .00 608,410.04 6,590,762.96 8.45

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 04/03/08

TIME: 09:52:41

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

EXPSTAL1

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

ACCOUNTING PERIOD: 3/08

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT

TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL

PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND

ORGANIZATION-2110 LIBRARY SERVICES

1ST SUBTOTAL-910000 SALARIES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	2,471,985.00	149,251.12	.00	482,975.19	1,989,009.81	19.54
910200	TEMPORARY WAGES	985,515.00	69,113.38	.00	226,111.27	759,403.73	22.94
910400	NON-SUPERVISORY OVERTIME	250.00	.00	.00	.00	250.00	.00
910500	VACATION PAY	.00	11,124.57	.00	47,377.60	-47,377.60	.00
910600	SICK PAY	.00	6,033.79	.00	16,201.88	-16,201.88	.00
910700	HOLIDAY PAY	.00	664.39	.00	34,975.43	-34,975.43	.00
910900	ACT/OUT OF CLASS/PREMIUM	.00	.00	.00	62.71	-62.71	.00
910950	EXCESS SICK HRS PAY OUT	3,500.00	2,513.14	.00	2,513.14	986.86	71.80
910970	COMPENSATED ABSENCES	3,900.00	.00	.00	.00	3,900.00	.00
	TOTAL SALARIES	3,465,150.00	238,700.39	.00	810,217.22	2,654,932.78	23.38

FUND-201 LIBRARY FUND

ORGANIZATION-2110 LIBRARY SERVICES

1ST SUBTOTAL-918000 BENEFITS

918010	UNEMPLOYMENT COMPENSATIO	636.00	.00	.00	.00	636.00	.00
918020	EMPLOYER CONTR-F.I.C.A.	264,499.00	17,908.19	.00	60,799.33	203,699.67	22.99
918021	EMPLOYER CONTR-I.M.R.F.	317,030.00	20,535.06	.00	70,012.22	247,017.78	22.08
918030	EAP PROGRAM	641.00	.00	.00	.00	641.00	.00
918040	LIFE INS PREMIUMS	6,923.00	677.60	.00	2,026.20	4,896.80	29.27
918050	PPO INSURANCE PREMIUMS	351,682.00	30,608.28	.00	105,323.84	246,358.16	29.95
918051	HMO INSURANCE PREMIUMS	119,298.00	.00	.00	.00	119,298.00	.00
918055	DENTAL INSURANCE PREMIUM	25,770.00	1,765.02	.00	6,048.14	19,721.86	23.47
918070	WORKERS COMPENSATION	9,565.00	556.14	.00	2,048.38	7,516.62	21.42
918085	RHS PLAN PAYOUT	2,500.00	3,391.40	.00	3,391.40	-891.40	135.66
	TOTAL BENEFITS	1,098,544.00	75,441.69	.00	249,649.51	848,894.49	22.73

FUND-201 LIBRARY FUND

ORGANIZATION-2110 LIBRARY SERVICES

1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

920100	LITIGATION & LEGAL FEES	10,000.00	.00	.00	.00	10,000.00	.00
920105	COSTS OF LITIGATION	2,500.00	.00	.00	.00	2,500.00	.00
920110	PROFESSIONAL SERVICES	59,800.00	14,100.00	.00	14,150.00	45,650.00	23.66
920120	COMMUNICATION SERVICES	38,640.00	1,349.73	.00	3,315.28	35,324.72	8.58
920140	DATA PROCESSING SERVICES	90,000.00	12,197.55	.00	13,921.66	76,078.34	15.47
920202	CONFERENCES	30,450.00	371.00	.00	4,791.05	25,658.95	15.73
920204	TRAINING	3,100.00	643.00	.00	1,127.00	1,973.00	36.35
920205	TUITION REIMBURSEMENTS	5,000.00	100.00	.00	700.00	4,300.00	14.00
920206	SEMINARS	.00	.00	.00	85.00	-85.00	.00
920220	MEMBERSHIP DUES	6,500.00	175.00	.00	994.00	5,506.00	15.29
920225	LICENSING/TITLES	250.00	.00	.00	.00	250.00	.00
920230	PUBLICATION OF NOTICES	3,500.00	1,599.00	.00	2,768.00	732.00	79.09
920900	PROPERTY/LIAB CONTRIBUTI	33,262.00	.00	.00	.00	33,262.00	.00
930010	R & M EQUIPMENT	76,895.00	3,383.39	.00	16,491.88	60,403.12	21.45

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STINGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 04/03/08
TIME: 09:52:41

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

EXPST11

SELECTION CRITERIA: orgn.fund in ("201","202")
ACCOUNTING PERIOD: 3/08

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT
TOTALLED ON: FUND,ORGANIZATION,1ST SUBTOTAL
PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
930020	R & M BLDGS & STRUCTURES	77,700.00	6,453.62	.00	9,193.62	68,506.38	11.83
930030	R & M VEHICLES	7,950.00	.00	.00	.00	7,950.00	.00
930195	BOOK BINDING & REPAIR	3,000.00	.00	.00	.00	3,000.00	.00
930210	RENTAL OF EQUIPMENT	5,500.00	.00	.00	.00	5,500.00	.00
930320	CLEANING:CUSTODIAL SERV	95,050.00	7,455.00	.00	7,455.00	87,595.00	7.84
930490	REFUSE CONTRACT	6,888.00	574.00	.00	1,148.00	5,740.00	16.67
960070	AUTO/TRAVEL EXPENSES	500.00	.00	.00	423.50	76.50	84.70
960210	SPECIAL EVENT PROGRAMMIN	26,000.00	1,256.04	.00	3,975.42	22,024.58	15.29
960990	MISC CONTRACTUAL SVCS	96,480.00	10,683.03	.00	17,454.51	79,025.49	18.09
TOTAL CONTRACTUAL SERVICES		678,965.00	60,340.36	.00	97,993.92	580,971.08	14.43

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-970000 COMMODITIES

970100	SUPPLIES	230,170.00	5,103.08	.00	6,323.68	223,846.32	2.75
970110	MEALS (PRSNRS/WRKRS/VOLS	1,800.00	575.93	.00	977.91	822.09	54.33
970170	JANITORIAL	21,100.00	1,489.69	.00	2,685.01	18,414.99	12.73
970260	POSTAGE AND PARCEL	15,000.00	2,232.83	.00	2,232.83	12,767.17	14.89
970270	PRINTING-REPROD-BINDING	15,000.00	238.93	.00	4,371.93	10,628.07	29.15
970500	PURCHASE OF WATER	8,000.00	751.03	.00	751.03	7,248.97	9.39
970600	BOOKS	492,800.00	41,009.15	.00	76,628.96	416,171.04	15.55
970610	AUDIO MATERIALS	78,500.00	4,483.96	.00	6,648.80	71,851.20	8.47
970620	SUBSCRIPTIONS & BOOKS	78,000.00	1,150.00	.00	18,766.08	59,233.92	24.06
970630	VISUAL MATERIALS	87,500.00	8,695.95	.00	14,583.18	72,916.82	16.67
970640	AUTOMATED REFERENCE MAT'	127,000.00	1,239.80	.00	33,959.69	93,040.31	26.74
970810	NATURAL GAS	27,300.00	.00	.00	4,187.70	23,112.30	15.34
970840	DIESEL	3,500.00	.00	.00	.00	3,500.00	.00
970850	GASOLINE	1,500.00	.00	.00	.00	1,500.00	.00
970900	EQUIPMENT <\$5,000	16,100.00	.00	.00	625.99	15,474.01	3.89
TOTAL COMMODITIES		1,203,270.00	66,970.35	.00	172,742.79	1,030,527.21	14.36

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

980300	IMPROVEMENTS	7,300.00	.00	.00	.00	7,300.00	.00
980400	EQUIPMENT	10,000.00	.00	.00	.00	10,000.00	.00
980410	COMPUTER HARDWARE	900.00	.00	.00	.00	900.00	.00
980420	COMPUTER SOFTWARE	35,670.00	7,819.88	.00	7,819.88	27,850.12	21.92
980600	FURNITURE & FIXTURES	5,300.00	.00	.00	.00	5,300.00	.00
TOTAL CAPITAL EXPENDITURES		59,170.00	7,819.88	.00	7,819.88	51,350.12	13.22

WINGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 04/03/08
 TIME: 09:52:41

CITY OF DES PLAINES
 EXPENDITURE STATUS REPORT

EXPSTA11

SELECTION CRITERIA: orgn.fund in ("201","202")
 ACCOUNTING PERIOD: 3/08

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT
 TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL
 PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND
 ORGANIZATION-2110 LIBRARY SERVICES
 1ST SUBTOTAL-990990 OTHER FUNDING ACTIVITIES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
990935	TRANS TO D/S: 2002A BOND	14,852.00	.00	.00	.00	14,852.00	.00
990940	TRANS TO LIB CAP PROJ FN	400,000.00	.00	.00	.00	400,000.00	.00
990955	TRANS TO D/S: 2003B BOND	10,995.00	.00	.00	.00	10,995.00	.00
993000	CONTINGENCY RESERVE	75,000.00	.00	.00	.00	75,000.00	.00
	TOTAL OTHER FUNDING ACTIVITIE	500,847.00	.00	.00	.00	500,847.00	.00
	TOTAL LIBRARY SERVICES	7,005,946.00	449,272.67	.00	1,338,423.32	5,667,522.68	19.10

0305

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 04/03/08

TIME: 09:52:41

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

EXPSTA11

SELECTION CRITERIA: orgn.fund in ("201","202")
ACCOUNTING PERIOD: 3/08

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT
TOTALLED ON: FUND, ORGANIZATION, 1ST SUBTOTAL
PAGE BREAKS ON: FUND, ORGANIZATION

FUND-201 LIBRARY FUND
ORGANIZATION-2130 IL LIBRARY PER CAP GRANT
1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
920204	TRAINING	4,325.00	.00	.00	.00	4,325.00	.00
920210	IN-SERVICE TRAINING	6,700.00	.00	.00	.00	6,700.00	.00
960990	MISC CONTRACTUAL SVCS	42,675.00	.00	.00	.00	42,675.00	.00
	TOTAL CONTRACTUAL SERVICES	53,700.00	.00	.00	.00	53,700.00	.00

FUND-201 LIBRARY FUND
ORGANIZATION-2130 IL LIBRARY PER CAP GRANT
1ST SUBTOTAL-970000 COMMODITIES

970260	POSTAGE AND PARCEL	4,000.00	.00	.00	.00	4,000.00	.00
970270	PRINTING-REPROD-BINDING	12,000.00	.00	.00	.00	12,000.00	.00
	TOTAL COMMODITIES	16,000.00	.00	.00	.00	16,000.00	.00
	TOTAL IL LIBRARY PER CAP GRAN	69,700.00	.00	.00	.00	69,700.00	.00
	TOTAL LIBRARY FUND	7,075,646.00	449,272.67	.00	1,338,423.32	5,737,222.68	18.92

5020

INGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 04/03/08
 TIME: 09:52:41

CITY OF DES PLAINES
 EXPENDITURE STATUS REPORT

EXPST11

SELECTION CRITERIA: orgn.fund in ("201","202")
 ACCOUNTING PERIOD: 3/08

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT
 TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL
 PAGE BREAKS ON: FUND,ORGANIZATION

FUND-202 LIBRARY CAPITAL PROJ FUND
 ORGANIZATION-202F LIBRARY CAPITAL PROJECTS
 1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL SERVICES	45,000.00	.00	.00	.00	45,000.00	.00
960990	MISC CONTRACTUAL SVCS	6,000.00	.00	.00	.00	6,000.00	.00
	TOTAL CONTRACTUAL SERVICES	51,000.00	.00	.00	.00	51,000.00	.00

FUND-202 LIBRARY CAPITAL PROJ FUND
 ORGANIZATION-202F LIBRARY CAPITAL PROJECTS
 1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

980300	IMPROVEMENTS	175,000.00	.00	.00	.00	175,000.00	.00
980400	EQUIPMENT	533,392.00	.00	.00	.00	533,392.00	.00
980410	COMPUTER HARDWARE	156,100.00	.00	.00	4,210.99	151,889.01	2.70
	TOTAL CAPITAL EXPENDITURES	864,492.00	.00	.00	4,210.99	860,281.01	.49
	TOTAL LIBRARY CAPITAL PROJECT	915,492.00	.00	.00	4,210.99	911,281.01	.46
	TOTAL LIBRARY CAPITAL PROJ FU	915,492.00	.00	.00	4,210.99	911,281.01	.46

TOTAL REPORT		7,991,138.00	449,272.67	.00	1,342,634.31	6,648,503.69	16.80
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SUNGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 04/03/08
 TIME: 11:56:26

CITY OF DES PLAINES
 PRINT BALANCE SHEETS BY FUND

STATM11

SELECTION CRITERIA: genledgr.fund in ("201", "202")
 ACCOUNTING PERIOD: 13/07

FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102005	CASH PAYABLE 1944119043	50.00	
102007	CASH PAYROLL 1944652940	.00	
102008	CASH DEPOSIT 1944650243	2,325.88	
102012	CASH IL FUND 007139119668	441,277.26	
102028	CASH LIBRARY DONATIONS	39,674.59	
102073	CASH IL- EPAY151600008073	.00	
	TOTAL CASH	483,827.73	.00
104033	INVESTMENTS-DOWNING	.32	
104035	LIBRARY DONATION BROKERAG	682.09	
104075	PMA - FINANCIAL NETWORK	.00	
104077	INVEST-LIBRARY FOUNDATION	.00	
	TOTAL INVESTMENTS	682.41	.00
115400	RECEIVABLE-ACCRUED INTRST	.00	
115410	RECEIVABLE-INTEREST EARNS	.00	
118000	RECEIVABLE-PROPERTY TAXES	6,864,572.41	
	TOTAL ACCOUNTS RECEIVABLE	6,864,572.41	.00
119125	RECEIVABLE-GRANTS	27,815.00	
	TOTAL RECEIVABLE-SALES TAX	27,815.00	.00
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
119301	PREPAID EXPENSE	53,273.30	
	TOTAL PREPAID ITEMS	53,273.30	.00
129999	DUE FROM OTHER FUNDS	.00	
	TOTAL DUE FROM OTHER FUNDS	.00	.00
204201	FIXED ASSETS-LIB EQUIP	.00	
209900	FIXED ASSETS-ACUMLTD DEPC	.00	
	TOTAL FIXED ASSETS	.00	.00
	TOTAL ASSETS	7,430,170.85	.00
401000	ACCOUNTS PAYABLE		147,095.10
401001	AUDIT ACCOUNTS PAYABLE	3,041.79	
410020	ESCROW DEPOSITS		.00
	TOTAL DEPOSITS	.00	.00
430010	DUE TO-CORPORATE GENL		.00
430080	DUE TO-EMPL RETRMTNT TRUST		.00

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 04/03/08
TIME: 11:56:26

CITY OF DES PLAINES
PRINT BALANCE SHEETS BY FUND

STATMN11

SELECTION CRITERIA: genledgr.fund in ("201","202")
ACCOUNTING PERIOD: 13/07

FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
430099	DUE TO OTHER FUNDS		.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		6,366,968.00
470100	LIBRARY DEFERRED REVENUE		.00
	TOTAL DEFERRED REV-PROPERTY TAX	.00	.00
471000	DEFERRED REV-OTHER		.00
	TOTAL CURRENT LIABILITIES	3,041.79	6,514,063.10
	TOTAL LIABILITIES	3,041.79	6,514,063.10
700110	EXPENDITURE CONTROL	5,871,222.82	
700120	REVENUE CONTROL		6,399,918.47
700130	ENCUMBRANCE CONTROL		.00
700140	RESERVE FOR ENCUMBRANCE		.00
700150	EXP. BUDGET CONTROL		6,412,187.00
700160	REV. BUDGET CONTROL	6,412,187.00	
700170	BUDGET FUND BALANCE		.88
	TOTAL SYSTEM CONTROL	12,283,409.82	12,812,106.35
720010	FUND BAL-RESRV-GIFT TRUST		.00
	TOTAL FUND BALANCE-RESERVED	.00	.00
730000	FUND BALANCE-UNRESERVED		390,453.01
	TOTAL FUND EQUITY	.00	390,453.01
	TOTAL EQUITIES	12,283,409.82	13,202,559.36
	TOTAL LIBRARY FUND	19,716,622.46	19,716,622.46

SUNGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 04/03/08
 TIME: 11:56:26

CITY OF DES PLAINES
 PRINT BALANCE SHEETS BY FUND

STATMN11

SELECTION CRITERIA: genledgr.fund in ("201","202")
 ACCOUNTING PERIOD: 13/07

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102005	CASH PAYABLE 1944119043	.00	
102008	CASH DEPOSIT 1944650243	20,954.42	
102012	CASH IL FUND 007139119668	626,814.29	
102073	CASH IL- EPAY151600008073	.00	
	TOTAL CASH	647,768.71	.00
104075	PMA - FINANCIAL NETWORK	.00	
	TOTAL INVESTMENTS	.00	.00
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
129999	DUE FROM OTHER FUNDS	.00	
	TOTAL DUE FROM OTHER FUNDS	.00	.00
	TOTAL ASSETS	647,768.71	.00
401000	ACCOUNTS PAYABLE		16,466.00
401001	AUDIT ACCOUNTS PAYABLE		.00
471000	DEFERRED REV-OTHER		.00
	TOTAL CURRENT LIABILITIES	.00	16,466.00
	TOTAL LIABILITIES	.00	16,466.00
700110	EXPENDITURE CONTROL	109,662.86	
700120	REVENUE CONTROL		227,187.97
700150	EXP. BUDGET CONTROL		104,950.00
700160	REV. BUDGET CONTROL	205,000.00	
700170	BUDGET FUND BALANCE		100,049.34
	TOTAL SYSTEM CONTROL	314,662.86	432,187.31
730000	FUND BALANCE-UNRESERVED		513,778.26
	TOTAL FUND EQUITY	.00	513,778.26
	TOTAL EQUITIES	314,662.86	945,965.57
	TOTAL LIBRARY CAPITAL PROJ FUND	962,431.57	962,431.57
	TOTAL REPORT	20,679,054.03	20,679,054.03

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 04/03/08

TIME: 11:41:47

CITY OF DES PLAINES
REVENUE STATUS REPORT

REVSTA11

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

ACCOUNTING PERIOD: 13/07

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT

TOTALLED ON: FUND, ORGANIZATION, 1ST SUBTOTAL

PAGE BREAKS ON: FUND, ORGANIZATION

FUND-201 LIBRARY FUND

ORGANIZATION- TITLE NOT FOUND

1ST SUBTOTAL-800000 TAXES

ACCOUNT	TITLE	BUDGET	RECEIPTS	PERIOD RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
810020	PROPERTY TAXES 2003	.00	14,130.32	.00	-23,299.56	23,299.56	.00
810021	PROPERTY TAXES 2004	.00	-15,839.65	.00	-40,996.21	40,996.21	.00
810022	PROPERTY TAXES 2005	50,000.00	-50,668.41	.00	32,739.22	17,260.78	65.48
810023	PROPERTY TAXES 2006	5,954,939.00	1,913,306.16	.00	6,001,731.97	-46,792.97	100.79
TOTAL TAXES		6,004,939.00	1,860,928.42	.00	5,970,175.42	34,763.58	99.42

FUND-201 LIBRARY FUND

ORGANIZATION- TITLE NOT FOUND

1ST SUBTOTAL-820000 INTERGOVERNMENTAL REVENUE

820800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	100.00
822040	STATE GRANT:PER CAPITA	72,000.00	.00	.00	69,672.21	2,327.79	96.77
822095	STATE GRANT:LIBRARY	30,260.00	14,583.00	.00	51,810.00	-21,550.00	171.22
TOTAL INTERGOVERNMENTAL REVEN		195,248.00	14,583.00	.00	214,470.21	-19,222.21	109.85

FUND-201 LIBRARY FUND

ORGANIZATION- TITLE NOT FOUND

1ST SUBTOTAL-850000 FINES

850102	LIBRARY FINES	110,000.00	.00	.00	117,620.66	-7,620.66	106.93
TOTAL FINES		110,000.00	.00	.00	117,620.66	-7,620.66	106.93

FUND-201 LIBRARY FUND

ORGANIZATION- TITLE NOT FOUND

1ST SUBTOTAL-850200 FEES AND SERVICES

850201	COPYING FEE	40,000.00	.00	.00	27,005.77	12,994.23	67.51
850215	SPECIAL PROGRAMS & EVENT	20,000.00	.00	.00	8,159.75	11,840.25	40.80
TOTAL FEES AND SERVICES		60,000.00	.00	.00	35,165.52	24,834.48	58.61

FUND-201 LIBRARY FUND

ORGANIZATION- TITLE NOT FOUND

1ST SUBTOTAL-890000 OTHER REVENUE

890010	INTEREST INCOME	5,000.00	4,388.91	.00	28,017.57	-23,017.57	560.35
890050	SALE OF FIXED ASSETS	2,000.00	.00	.00	.00	2,000.00	.00
899900	MISCELLANEOUS REVENUE	35,000.00	.00	.00	25,675.37	9,324.63	73.36
899920	LIBRARY DONATIONS	.00	.00	.00	8,793.72	-8,793.72	.00
TOTAL OTHER REVENUE		42,000.00	4,388.91	.00	62,486.66	-20,486.66	148.78

TOTAL TITLE NOT FOUND		6,412,187.00	1,879,900.33	.00	6,399,918.47	12,268.53	99.81
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TOTAL LIBRARY FUND		6,412,187.00	1,879,900.33	.00	6,399,918.47	12,268.53	99.81
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SUNGARD PENTAMATION INC - FUND ACCOUNTING

CITY OF DES PLAINES
REVENUE STATUS REPORT

REVSTA11

DATE: 04/03/08
TIME: 11:41:47

SELECTION CRITERIA: orgn.fund in ("201","202")
ACCOUNTING PERIOD: 13/07

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT
TOTALLED ON: FUND,ORGANIZATION,1ST SUBTOTAL
PAGE BREAKS ON: FUND,ORGANIZATION

FUND-202 LIBRARY CAPITAL PROJ FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-890000 OTHER REVENUE

ACCOUNT	TITLE	BUDGET	RECEIPTS	PERIOD RECEIVABLES	YEAR TO DATE REVENUE	AVAILAABLE BALANCE	YTD/ BUD
890010	INTEREST INCOME	1,000.00	1,814.29	.00	24,387.97	-23,387.97	2438.80
899900	MISCELLANEOUS REVENUE	3,900.00	.00	.00	.00	3,900.00	.00
899920	LIBRARY DONATIONS	100.00	.00	.00	2,800.00	-2,700.00	2800.00
TOTAL OTHER REVENUE		5,000.00	1,814.29	.00	27,187.97	-22,187.97	543.76

FUND-202 LIBRARY CAPITAL PROJ FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-898000 OTHER FINANCING SOURCES

898902	TRANSFER FROM LIB FUND	200,000.00	.00	.00	200,000.00	.00	100.00
TOTAL OTHER FINANCING SOURCES		200,000.00	.00	.00	200,000.00	.00	100.00
TOTAL TITLE NOT FOUND		205,000.00	1,814.29	.00	227,187.97	-22,187.97	110.82
TOTAL LIBRARY CAPITAL PROJ FU		205,000.00	1,814.29	.00	227,187.97	-22,187.97	110.82

TOTAL REPORT		6,617,187.00	1,881,714.62	.00	6,627,106.44	-9,919.44	100.15
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0312

WARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 04/03/08
 TIME: 10:18:54

CITY OF DES PLAINES
 EXPENDITURE STATUS REPORT

EXPSTALL

SELECTION CRITERIA: orgn.fund in ("201", "202")
 ACCOUNTING PERIOD: 13/07

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT
 TOTALED ON: FUND, ORGANIZATION, 1ST SUBTOTAL
 PAGE BREAKS ON: FUND, ORGANIZATION

FUND-201 LIBRARY FUND
 ORGANIZATION-2110 LIBRARY SERVICES
 1ST SUBTOTAL-910000 SALARIES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	2,377,624.00	-29,097.44	.00	1,879,101.30	498,522.70	79.03
910200	TEMPORARY WAGES	983,825.00	-30,022.15	.00	838,587.00	145,238.00	85.24
910400	NON-SUPERVISORY OVERTIME	250.00	.00	.00	.00	250.00	.00
910500	VACATION PAY	.00	-10,480.95	.00	170,453.27	-170,453.27	.00
910600	SICK PAY	.00	-1,840.16	.00	85,383.42	-85,383.42	.00
910700	HOLIDAY PAY	.00	-16,683.92	.00	53,287.69	-53,287.69	.00
910900	ACT/OUT OF CLASS/PREMIUM	.00	.00	.00	954.60	-954.60	.00
910950	EXCESS SICK HRS PAY OUT	3,500.00	.00	.00	.00	3,500.00	.00
TOTAL SALARIES		3,365,199.00	-88,124.62	.00	3,027,767.28	337,431.72	89.97

FUND-201 LIBRARY FUND
 ORGANIZATION-2110 LIBRARY SERVICES
 1ST SUBTOTAL-918000 BENEFITS

918010	UNEMPLOYMENT COMPENSATIO	2,459.00	.00	.00	2,459.00	.00	100.00
918020	EMPLOYER CONTR-F.I.C.A.	256,768.00	.00	.00	233,382.27	23,385.73	90.89
918021	EMPLOYER CONTR-I.M.R.F.	304,929.00	.00	.00	280,348.79	24,580.21	91.94
918030	EAP PROGRAM	705.00	.00	.00	.00	705.00	.00
918040	LIFE INS PREMIUMS	8,136.00	.00	.00	8,331.40	-195.40	102.40
918050	PPO INSURANCE PREMIUMS	398,427.00	.00	.00	389,359.59	9,067.41	97.72
918055	DENTAL INSURANCE PREMIUM	25,401.00	.00	.00	23,405.61	1,995.39	92.14
918070	WORKERS COMPENSATION	8,296.00	.00	.00	8,005.71	290.29	96.50
918085	RRS PLAN PAYOUT	2,340.00	.00	.00	7,506.83	-5,166.83	320.80
TOTAL BENEFITS		1,007,461.00	.00	.00	952,799.20	54,661.80	94.57

FUND-201 LIBRARY FUND
 ORGANIZATION-2110 LIBRARY SERVICES
 1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

920100	LITIGATION & LEGAL FEES	10,000.00	.00	.00	1,631.25	8,368.75	16.3
920105	COSTS OF LITIGATION	1,000.00	.00	.00	.00	1,000.00	.0
920110	PROFESSIONAL SERVICES	62,550.00	3,860.00	.00	35,139.02	27,410.98	56.1
920120	COMMUNICATION SERVICES	22,040.00	2,375.15	.00	23,808.25	-1,768.25	108.0
920140	DATA PROCESSING SERVICES	81,113.00	1,724.11	.00	53,486.81	27,626.19	65.9
920202	CONFERENCES	18,029.00	-179.23	.00	11,800.33	6,228.67	65.4
920204	TRAINING	5,216.00	70.00	.00	4,570.00	646.00	87.6
920205	TUITION REIMBURSEMENTS	5,000.00	2,018.35	.00	5,499.63	-499.63	109.9
920206	SEMINARS	1,500.00	45.00	.00	55.00	1,445.00	3.0
920210	IN-SERVICE TRAINING	.00	.00	.00	51.84	-51.84	.0
920220	MEMBERSHIP DUES	6,000.00	.00	.00	7,059.00	-1,059.00	117.0
920225	LICENSING/TITLES	250.00	.00	.00	100.00	150.00	40.0
920230	PUBLICATION OF NOTICES	3,000.00	573.00	.00	4,830.25	-1,830.25	161.0
920850	SUBSIDY:1994 E.R.P. TRAN	3,984.00	.00	.00	.00	3,984.00	.0
920900	PROPERTY/LIAB CONTRIBUTI	29,707.00	.00	.00	29,707.00	.00	100.0
930010	R & M EQUIPMENT	72,275.00	5,663.53	.00	74,534.64	-2,259.64	103.0

0313

SENGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 04/03/08
TIME: 10:18:54

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

EXPSTAL1

SELECTION CRITERIA: orgn.fund in ("201","202")
ACCOUNTING PERIOD: 13/07

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT
TOTALLED ON: FUND,ORGANIZATION,1ST SUBTOTAL
PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
930020	R & M BLDGS & STRUCTURES	52,795.00	.00	.00	78,338.92	-25,543.92	148.38
930030	R & M VEHICLES	10,600.00	290.91	.00	10,622.09	-22.09	100.21
930195	BOOK BINDING & REPAIR	2,500.00	.00	.00	293.71	2,206.29	11.75
930210	RENTAL OF EQUIPMENT	1,500.00	.00	.00	690.06	809.94	46.00
930320	CLEANING;CUSTODIAL SERV	46,980.00	14,092.50	.00	66,156.57	-19,176.57	140.82
930490	REFUSE CONTRACT	3,600.00	.00	.00	5,527.00	-1,927.00	153.53
960070	AUTO/TRAVEL EXPENSES	6,275.00	275.64	.00	5,811.23	463.77	92.61
960210	SPECIAL EVENT PROGRAMMIN	33,000.00	774.52	.00	34,570.90	-1,570.90	104.76
960990	MISC CONTRACTUAL SVCS	108,340.00	2,698.21	.00	123,515.00	-15,175.00	114.01
	TOTAL CONTRACTUAL SERVICES	587,254.00	34,381.69	.00	577,798.50	9,455.50	98.39

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-970000 COMMODITIES

970100	SUPPLIES	79,420.00	3,463.98	.00	77,304.93	2,115.07	97.34
970110	MEALS (PRSNRS/WRKRS/VOLS)	2,600.00	152.79	.00	2,079.53	520.47	79.98
970170	JANITORIAL	19,000.00	1,010.19	.00	22,365.96	-3,365.96	117.72
970260	POSTAGE AND PARCEL	13,000.00	3,024.32	.00	10,500.94	2,499.06	80.78
970270	PRINTING-REPROD-BINDING	10,600.00	.00	.00	11,137.71	-537.71	105.07
970500	PURCHASE OF WATER	8,000.00	.00	.00	5,848.32	2,151.68	73.10
970600	BOOKS	497,000.00	19,616.58	.00	473,107.10	23,892.90	95.19
970610	AUDIO MATERIALS	80,000.00	2,362.80	.00	78,664.35	1,335.65	98.33
970620	SUBSCRIPTIONS & BOOKS	68,000.00	60.19	.00	72,913.35	-4,913.35	107.23
970630	VISUAL MATERIALS	81,000.00	732.60	.00	79,438.64	1,561.36	98.07
970640	AUTOMATED REFERENCE MAT'	106,000.00	575.00	.00	85,139.56	20,860.44	80.32
970810	NATURAL GAS	26,000.00	4,009.18	.00	23,245.00	2,755.00	89.40
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	2,000.00	.00	.00	.00	2,000.00	.00
970850	GASOLINE	1,500.00	.00	.00	39.70	1,460.30	2.65
970900	EQUIPMENT <\$5,000	15,161.00	.00	.00	5,038.82	10,122.18	33.24
	TOTAL COMMODITIES	1,009,781.00	35,007.63	.00	946,823.91	62,957.09	93.77

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

980300	IMPROVEMENTS	23,850.00	.00	.00	12,069.21	11,780.79	50.60
980420	COMPUTER SOFTWARE	36,590.00	4,895.99	.00	25,354.15	11,235.85	69.29
980600	FURNITURE & FIXTURES	32,650.00	.00	.00	30,047.34	2,602.66	92.03
	TOTAL CAPITAL EXPENDITURES	93,090.00	4,895.99	.00	67,470.70	25,619.30	72.48

WINGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 04/03/08
 TIME: 10:18:54

CITY OF DES PLAINES
 EXPENDITURE STATUS REPORT

EXPSTAL1

SELECTION CRITERIA: *orgn.fund in ("201","202")*
 ACCOUNTING PERIOD: 13/07

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT
 TOTALED ON: FUND, ORGANIZATION, 1ST SUBTOTAL
 PAGE BREAKS ON: FUND, ORGANIZATION

FUND-201 LIBRARY FUND
 ORGANIZATION-2110 LIBRARY SERVICES
 1ST SUBTOTAL-990990 OTHER FUNDING ACTIVITIES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ HUD
990935	TRANS TO D/S: 2002A BOND	15,442.00	.00	.00	15,307.00	135.00	99.13
990940	TRANS TO LIB CAP PROJ FN	200,000.00	.00	.00	200,000.00	.00	100.00
990955	TRANS TO D/S: 2003B BOND	12,040.00	.00	.00	11,935.00	105.00	99.13
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
	TOTAL OTHER FUNDING ACTIVITIE	277,482.00	.00	.00	227,242.00	50,240.00	81.89
	TOTAL LIBRARY SERVICES	6,340,267.00	-13,839.31	.00	5,799,901.59	540,365.41	91.48

SENGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 04/03/08
 TIME: 10:18:54

CITY OF DES PLAINES
 EXPENDITURE STATUS REPORT

EXPSTA11

SELECTION CRITERIA: orgn.fund in ("201", "202")
 ACCOUNTING PERIOD: 13/07

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT
 TOTALED ON: FUND, ORGANIZATION, 1ST SUBTOTAL
 PAGE BREAKS ON: FUND, ORGANIZATION

FUND-201 LIBRARY FUND
 ORGANIZATION-2130 IL LIBRARY PER CAP GRANT
 1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
920202	CONFERENCES	.00	.00	.00	5,112.00	-5,112.00	.00
920210	IN-SERVICE TRAINING	6,700.00	123.93	.00	2,703.99	3,996.01	40.36
960210	SPECIAL EVENT PROGRAMMIN	10,500.00	.00	.00	10,598.24	-98.24	100.94
960990	MISC CONTRACTUAL SVCS	31,320.00	.00	.00	31,320.00	.00	100.00
	TOTAL CONTRACTUAL SERVICES	48,520.00	123.93	.00	49,734.23	-1,214.23	102.50

FUND-201 LIBRARY FUND
 ORGANIZATION-2130 IL LIBRARY PER CAP GRANT
 1ST SUBTOTAL-970000 COMMODITIES

970260	POSTAGE AND PARCEL	5,850.00	.00	.00	5,850.00	.00	100.00
970270	PRINTING-REPROD-BINDING	17,550.00	.00	.00	15,737.00	1,813.00	89.67
	TOTAL COMMODITIES	23,400.00	.00	.00	21,587.00	1,813.00	92.25
	TOTAL IL LIBRARY PER CAP GRAN	71,920.00	123.93	.00	71,321.23	598.77	99.17
	TOTAL LIBRARY FUND	6,412,187.00	-13,715.38	.00	5,871,222.82	540,964.18	91.56

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WARD PENTAMATION INC - FUND ACCOUNTING
DATE: 04/03/08
TIME: 10:18:54

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

EXPSTA11

SELECTION CRITERIA: orgn.fund in ("201","202")
ACCOUNTING PERIOD: 13/07

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT
TOTALLED ON: FUND,ORGANIZATION,1ST SUBTOTAL
PAGE BREAKS ON: FUND,ORGANIZATION

FUND-202 LIBRARY CAPITAL PROJ FUND
ORGANIZATION-202F LIBRARY CAPITAL PROJECTS
1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
980410	COMPUTER HARDWARE	84,950.00	.00	.00	87,741.86	-2,791.86	103.29
980600	FURNITURE & FIXTURES	20,000.00	21,921.00	.00	21,921.00	-1,921.00	109.61
	TOTAL CAPITAL EXPENDITURES	104,950.00	21,921.00	.00	109,662.86	-4,712.86	104.49
	TOTAL LIBRARY CAPITAL PROJECT	104,950.00	21,921.00	.00	109,662.86	-4,712.86	104.49
	TOTAL LIBRARY CAPITAL PROJ FU	104,950.00	21,921.00	.00	109,662.86	-4,712.86	104.49
	TOTAL REPORT	6,517,137.00	8,205.62	.00	5,980,885.68	536,251.32	91.77

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 02/22/08
TIME: 14:24:00CITY OF DES PLAINES
CASH REQUIREMENTS BILL LISTACCTPAY1
ACCOUNTING PERIOD: 2/08

SELECTION CRITERIA: payable.due_date="03/03/2008"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCDNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	920110	PROFESSIONAL CON	105470	OUTSOURCE SOLUTIONS G	7080	293	800.00
2110	920110	PROFESSIONAL CON	106843	LINDA HOECK	02/21/08	221	800.00
2110	920110	PROFESSIONAL CON	106845	CYNTHIA LORD	04/21/08	230	1000.00
2110	920120	COMMUNICATION SE	09030	NEXTEL COMMUNICATIONS	655730511072	150	124.87
2110	920205	TUITION REIMBURS	04997	JOHN LAVALIE	REIMB	114	100.00
2110	920205	TUITION REIMBURS	04997	JOHN LAVALIE	REIMB	273	473.40
2110	920205	TUITION REIMBURS	106539	SUZANNE JOHNSON	REIMB	284	125.00
2110	920220	MEMBERSHIP DUES	25866	ROTARY CLUB OF DES PL	13	234	60.00
2110	930010	R & M EQUIPMENT	103824	BUSINESS MACHINE AGEN	70936	112	316.23
2110	930010	R & M EQUIPMENT	106518	WIRELINE INCORPORATED	14174	231	90.00
2110	930020	R & M BLDGS & ST	02989	BEDCO INC	13727	524	80.00
2110	930020	R & M BLDGS & ST	02989	BEDCO INC	13770	547	184.60
2110	930020	R & M BLDGS & ST	101889	MCQUAY SERVICE	2292561	236	3784.02
2110	930020	R & M BLDGS & ST	102412	DUNCAN CARPET COMPANY	105805	120	560.00
2110	930020	R & M BLDGS & ST	103080	BUILDERS UNITED SALES	20801	245	475.00
2110	960210	SPECIAL EVENT PR	106842	OPHELIA JULIEN	04/12/08	125	125.00
2110	960210	SPECIAL EVENT PR	106844	STACEY KLEMSTEIN	03/15/08	229	200.00
2110	960210	SPECIAL EVENT PR	106846	MORTON GROVE PUBLIC L	02/01/08	244	40.00
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M149746A	615	284.90
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M175033A	400	4.95
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M175031A	398	6.60
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M175032A	396	8.25
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020308537	385	30.10
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020226402	388	4.66
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	514421580	394	7.40
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	514102350	390	11.10
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020257191	370	14.16
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020249260	367	21.30
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020281020	364	23.87
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020283622	365	17.60
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020257200	361	33.00
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020257192	373	9.90
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020291899	382	49.50
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020251682	383	53.55
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020293250	379	150.45
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020292096	380	47.72
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020234050	381	69.32
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020226459	420	6.60
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020249169	359	10.29
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019784946	629	11.68
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5411749	498	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5411748	419	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5411747	412	6.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5414608	417	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5414603	411	16.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5414606	409	6.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5411750	406	6.70
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5418411	407	13.00
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5415834	404	13.00
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5414605	393	29.25

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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5414607	402	85.30
2110	960990	MISC CONTRACTUAL	100899	C D S OFFICE TECHNOLO	CM00236143	326	1769.32
2110	960990	MISC CONTRACTUAL	100899	C D S OFFICE TECHNOLO	CM00236230	117	334.42
2110	960990	MISC CONTRACTUAL	106266	INVICTA SERVICES LLC	1300	228	27.00
2110	960990	MISC CONTRACTUAL	106266	INVICTA SERVICES LLC	1298	182	74.85
2110	960990	MISC CONTRACTUAL	106535	INTERIOR TROPICAL GAR	39567	83	85.00
2110	960990	MISC CONTRACTUAL	19764	BRODART COMPANY	U802384	337	279.40
2110	970100	SUPPLIES	02830	UNITED BUSINESS SOLUT	70769A 2	113	31.86
2110	970100	SUPPLIES	05228	KASCO PRINTING	6098	267	517.00
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	474137-0	217	149.16
2110	970100	SUPPLIES	09638	OFFICE DEPOT	417764472001	220	35.22
2110	970100	SUPPLIES	09638	OFFICE DEPOT	416822872001	222	41.20
2110	970100	SUPPLIES	19714	GAYLORD BROS	1126437	126	28.85
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL COR	3091021	335	1038.75
2110	970170	JANITORIAL	01250	GRAINGER	9554499518	79	793.20
2110	970260	POSTAGE AND PARC	103035	FEDERAL EXPRESS	2-495-84420	101	57.83
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M175032A	397	69.61
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M175031A	399	47.19
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M175033A	401	29.66
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M149746A	614	3747.59
2110	970600	BOOKS	09641	GREY HOUSE PUBLISHING	650795	81	339.50
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020291898	585	717.96
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020279347	386	12.30
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020293249	387	751.61
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020226402	389	34.33
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020257191	372	116.24
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020338250	384	150.30
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020283622	366	214.09
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020257192	374	92.56
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019784946	375	24.10
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020308536	376	339.93
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020234049	377	810.50
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020249260	368	195.11
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020251681	369	831.56
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020261020	363	243.09
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020292095	371	891.05
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020257200	362	313.40
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020226459	421	61.50
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020249169	360	85.74
2110	970600	BOOKS	101612	NEW WORLD PUBLICATION	426310	115	36.00
2110	970600	BOOKS	101798	SCHOLASTIC LIBRARY PU	11222803	233	296.40
2110	970600	BOOKS	101798	SCHOLASTIC LIBRARY PU	33262465	232	-7.80
2110	970600	BOOKS	105644	D & B	8923010-01	119	854.50
2110	970600	BOOKS	105724	EVANSTON PUBLIC LIBRA	INTER LOAN	121	12.95
2110	970600	BOOKS	106847	X A M ONLINE INCORPOR	510246	237	188.55
2110	970600	BOOKS	12168	GREENWOOD PUBLISHING	3409183	50	47.28
2110	970600	BOOKS	19764	BRODART COMPANY	U820725	116	14.70
2110	970600	BOOKS	19764	BRODART COMPANY	U802384	338	3554.45
2110	970600	BOOKS	19934	MANUFACTURERS' NEWS,	527552-00	246	206.95
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	S075388	242	13.03

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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE		VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970600	BOOKS	58875	INGRAM LIBRARY SERVIC	34260207	85	0.00	42.00
2110	970610	ADDIO MATERIALS	09737	BAKER & TAYLOR	2020251681	378	0.00	88.98
2110	970610	ADDIO MATERIALS	09737	BAKER & TAYLOR	2020291898	616	0.00	1159.57
2110	970610	AUDIO MATERIALS	104157	RANDOM HOUSE INCORPOR	1084329896	238	0.00	19.20
2110	970620	SUBSCRIPTIONS &	03804	S R D S INCORPORATED	3484216	243	0.00	536.00
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	514421580	395	0.00	64.64
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	514102350	392	0.00	127.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5418411	408	0.00	83.96
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5415834	405	0.00	86.96
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5414603	403	0.00	110.95
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5414607	391	0.00	543.49
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5411749	416	0.00	20.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5411747	414	0.00	42.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5414605	413	0.00	104.91
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5414608	418	0.00	18.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5411750	415	0.00	40.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5414606	410	0.00	44.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5414604	497	0.00	59.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5411748	496	0.00	11.24
2110	970630	VISUAL MATERIALS	103277	DUNDEE TOWNSHIP PUBLI	INTER LOAN 1	124	0.00	17.99
2110	970630	VISUAL MATERIALS	103277	DUNDEE TOWNSHIP PUBLI	INTER LOAN 2	123	0.00	14.99
2110	970630	VISUAL MATERIALS	103277	DUNDEE TOWNSHIP PUBLI	INTER LOAN 3	122	0.00	30.99
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DI	12772B	118	0.00	286.45
2110	970630	VISUAL MATERIALS	80139	RECORDED BOOKS, LLC	3855430	241	0.00	63.00
2110	970630	VISUAL MATERIALS	80139	RECORDED BOOKS, LLC	3873218	240	0.00	31.00
TOTAL LIBRARY SERVICES							0.00	34650.72
TOTAL FUND							0.00	34650.72

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SONGARD PENTAMATION INC - FUND ACCOUNTING
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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	918085	RHS PLAN PAYOUT	100980	VANTAGEPOINT TRANSFER	SEE ATTACHED	344	3391.40
2110	920110	PROFESSIONAL CON	104044	FACE TO FACE COMM & T	932008006	255	3000.00
2110	920110	PROFESSIONAL CON	105470	OUTSOURCE SOLUTIONS G	7021	298	9300.00
2110	920140	DATA PROCESSING	72106	COOPERATIVE COMPUTER	DPK1207	262	6263.74
2110	920140	DATA PROCESSING	72106	COOPERATIVE COMPUTER	FEB 2008	264	1724.11
2110	920140	DATA PROCESSING	72106	COOPERATIVE COMPUTER	DPK0108	263	4209.70
2110	920204	TRAINING	43806	NORTH SUBURBAN LIBRAR	1270228	45	95.00
2110	920220	MEMBERSHIP DUES	102534	ILLINOIS LIBRARY ASSO	2008	181	115.00
2110	930010	R & M EQUIPMENT	00189	ANDERSON LOCK CO LTD	7003138	644	447.16
2110	930010	R & M EQUIPMENT	02830	UNITED BUSINESS SOLUT	40232	36	525.00
2110	930010	R & M EQUIPMENT	106873	BANC OF AMERICA LEAS	10200620-48	254	2005.00
2110	930020	R & M BLDGS & ST	02989	SEDCO INC	13851	703	320.00
2110	930020	R & M BLDGS & ST	106102	GREAT LAKES ELEVATOR	18435	206	450.00
2110	930020	R & M BLDGS & ST	106102	GREAT LAKES ELEVATOR	18374	137	600.00
2110	930320	CLEANING:CUSTODI	102711	SPEED-E-KLEEN	3344	50	105.00
2110	930320	CLEANING:CUSTODI	106652	MUELLER BUILDING SERV	50108	256	7350.00
2110	930490	REFUSE CONTRACT	13394	ARC DISPOSAL COMPANY	1514365	678	574.00
2110	960210	SPECIAL EVENT PR	103688	ART EXCURSIONS INCORP	04/24/08	4	225.00
2110	960210	SPECIAL EVENT PR	103688	ART EXCURSIONS INCORP	04/09/08	9	225.00
2110	960210	SPECIAL EVENT PR	106879	BLAZING STAR INCORPOR	04/16/08	210	150.00
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M131799A	687	229.60
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M142875A	691	182.10
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M139762A	685	242.45
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M140291A	681	492.85
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M146600A	689	198.10
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M132751A	683	268.10
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M153037A	720	34.50
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M176095A	716	32.40
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M172817A	715	6.36
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M181592A	494	7.90
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M139760A	498	9.85
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M143363A	496	20.67
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M154791A	492	3.30
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M176798A	504	1.59
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M154792A	487	21.80
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M150598A	500	8.20
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M139761A	489	31.80
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M178539A	508	57.50
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M142874A	439	88.75
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M143362A	444	124.95
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M181055A	446	29.10
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M183223A	442	3.18
2110	960990	MISC CONTRACTUAL	09535	EXPRESS PERSONNEL SER	96368121-8	174	616.00
2110	960990	MISC CONTRACTUAL	09535	EXPRESS PERSONNEL SER	96406388-7	172	616.00
2110	960990	MISC CONTRACTUAL	09535	EXPRESS PERSONNEL SER	96428227-1	171	660.00
2110	960990	MISC CONTRACTUAL	09535	EXPRESS PERSONNEL SER	96385266-0	173	660.00
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	5008666971	441	35.50
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020383346	447	39.80
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020367486	451	51.60
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020345821	521	47.05

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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020384370	517	0.00	73.55
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020324132	520	0.00	64.05
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020414695	519	0.00	70.05
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020376843	516	0.00	144.50
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020315375	512	0.00	29.68
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020374093	575	0.00	13.20
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020436885	573	0.00	12.90
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020366321	576	0.00	13.20
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020322530	565	0.00	20.76
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020305499	568	0.00	26.80
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020420733	569	0.00	19.25
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020331890	561	0.00	27.25
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	5008613893	650	0.00	22.95
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020313152	577	0.00	14.16
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020390888	580	0.00	10.79
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020322778	584	0.00	11.55
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020436859	582	0.00	12.06
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020322556	679	0.00	67.40
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020332060	746	0.00	1.12
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020367496	748	0.00	1.12
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020375077	731	0.00	20.78
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020359631	742	0.00	3.21
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020420743	744	0.00	3.54
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020367151	741	0.00	7.08
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020419525	728	0.00	9.90
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020339011	732	0.00	6.60
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020388726	737	0.00	6.60
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2020305154	734	0.00	17.79
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	517179490	776	0.00	3.70
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	515328700	771	0.00	7.40
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	515885770	774	0.00	1.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5415836	781	0.00	49.15
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5415837	779	0.00	6.70
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5429255	736	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5420871	723	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5415841	722	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5431233	725	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5424198	713	0.00	16.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5412006	714	0.00	26.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5415832	718	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5412007	595	0.00	9.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5421079	590	0.00	9.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5425661	579	0.00	3.45
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5420870	598	0.00	9.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5428039	593	0.00	19.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5433373	591	0.00	35.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5415838	608	0.00	74.95
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5431234	603	0.00	39.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5425971	607	0.00	36.15
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5424197	605	0.00	39.00

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SUNGARD PENTAMATION INC - FUND ACCOUNTING
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CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCTPAY1
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SELECTION CRITERIA: payable.due_date="03/17/2008"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5425664	601	0.00	48.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5421075	624	0.00	19.90
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5425970	623	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5425662	613	0.00	35.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5429256	615	0.00	32.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5429253	617	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5433372	619	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5428038	622	0.00	22.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5421073	626	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5433371	628	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5419605	559	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5431236	558	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5424196	554	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5431237	553	0.00	6.70
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5431238	564	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5421078	571	0.00	3.45
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5425973	538	0.00	19.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5429254	531	0.00	9.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5428037	536	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5415608	534	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5412008	539	0.00	9.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5412009	541	0.00	16.65
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5421074	551	0.00	10.15
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5415839	545	0.00	19.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5429259	547	0.00	9.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5420869	549	0.00	16.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5431235	550	0.00	13.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5421076	526	0.00	9.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5421077	528	0.00	9.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5415840	525	0.00	9.95
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5425665	522	0.00	9.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5415842	524	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5433369	482	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5429257	483	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5415833	490	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	54196036	472	0.00	3.45
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5412004	480	0.00	3.45
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5412005	479	0.00	6.70
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5433370	461	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5433374	470	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5431232	463	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5415835	471	0.00	6.70
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5420868	465	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5419604	478	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5415607	476	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5429258	474	0.00	6.50
2110	960990	MISC CONTRACTUAL 102242	A D T SECURITY SERVIC	66092101	642	0.00	37.50
2110	960990	MISC CONTRACTUAL 106876	BABY BUMBLEBEE	25822	175	0.00	24.90
2110	960990	MISC CONTRACTUAL 15976	GRAPHIC SOLUTIONS	7159	180	0.00	500.00
2110	960990	MISC CONTRACTUAL 19764	BRODART COMPANY	0847089	227	0.00	11.00

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SUNGARD PENTAMATION INC - FUND ACCOUNTING
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CITY OF DES PLAINES
 CASH REQUIREMENTS BILL LIST

ACCTPAY1
 ACCOUNTING PERIOD: 3/08

SELECTION CRITERIA: payable.due_date="03/17/2008"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL	19764	BRODART COMPANY	0857452	223	61.50
2110	960990	MISC CONTRACTUAL	19764	BRODART COMPANY	0872651	225	6.60
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	493644-0	32	1756.78
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	493644-2	702	8.25
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	481389-0	699	131.25
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	493644-1	701	17.24
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	488506-0	751	12.03
2110	970100	SUPPLIES	101098	AMERICAN LIBRARY ASSO	12356416	643	53.80
2110	970100	SUPPLIES	106876	BABY BUMBLEBEE	25822	169	109.98
2110	970100	SUPPLIES	16774	MISTER ANDERSON'S COM	106078	183	57.87
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL COR	3107472	168	308.46
2110	970100	SUPPLIES	21092	PETTY CASH	02/08/08	634	2.75
2110	970110	MEALS (PRSNRS/WR	21092	PETTY CASH	02/08/08	635	20.41
2110	970110	MEALS (PRSNRS/WR	21092	PETTY CASH	02/08/08	636	5.00
2110	970170	JANITORIAL	17132	MENARDS	56663	135	102.08
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	558079	11	387.73
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	560490	22	37.93
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	558543	24	168.75
2110	970260	POSTAGE AND PARC	00933	POSTMASTER	JAN 31, 2008	43	175.00
2110	970260	POSTAGE AND PARC	00933	POSTMASTER	02-27-08	305	2000.00
2110	970270	PRINTING-REPROD-	26420	MINUTEMAN PRESS	1927	182	238.93
2110	970500	PURCHASE OF WATE	00842	CITY OF DES PLAINES	10/29 - 12/2	80	751.03
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M181055A	457	425.13
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M142874A	443	545.73
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M143362A	445	350.45
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M181031A	486	51.38
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M154792A	488	130.01
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2964574	484	-19.99
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M139761A	493	83.22
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M172817A	502	18.72
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M176798A	503	3.93
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M143363A	497	49.52
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M139760A	499	51.50
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M181592A	495	91.56
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M150598A	501	41.14
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M183223A	505	13.71
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M178539A	515	785.97
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M154791A	510	32.59
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M153037A	721	160.34
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M176095A	719	319.86
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M142875A	692	1026.09
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M146600A	690	1139.29
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M139762A	686	1504.61
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M140291A	682	1922.67
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M131799A	688	1286.95
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M132751A	684	1495.59
2110	970600	BOOKS	03363	WEST GROUP	815365780	641	184.01
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020376842	649	1523.56
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020384369	639	1348.15
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020414694	654	1129.32

SUNGARD PENTAMATION INC - FUND ACCOUNTING

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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970600	BOOKS	09737 BAKER & TAYLOR	5008613893	649	0.00	1083.88
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020390888	581	0.00	103.20
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020313152	588	0.00	115.04
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020322778	585	0.00	98.15
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020356321	586	0.00	116.24
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020436859	583	0.00	100.25
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020376857	518	0.00	70.73
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020315374	514	0.00	396.37
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020322530	567	0.00	164.48
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020305499	560	0.00	234.58
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020420733	572	0.00	156.90
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020331890	562	0.00	178.86
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020436885	574	0.00	120.85
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020383346	440	0.00	795.62
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020374093	448	0.00	116.24
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020345820	455	0.00	647.20
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020367486	452	0.00	626.57
2110	970600	BOOKS	09737 BAKER & TAYLOR	5008666971	450	0.00	787.08
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020324131	460	0.00	594.59
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020322556	580	0.00	1027.73
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020305154	735	0.00	50.37
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020375077	733	0.00	61.55
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020367151	730	0.00	56.40
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020419525	729	0.00	90.54
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020388726	738	0.00	58.64
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020359631	743	0.00	33.83
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020367496	749	0.00	4.75
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020339011	750	0.00	54.12
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020420743	745	0.00	29.37
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020332060	747	0.00	8.90
2110	970600	BOOKS	106727 GALE	15568148	632	0.00	163.90
2110	970600	BOOKS	106727 GALE	15584125	633	0.00	53.90
2110	970600	BOOKS	106727 GALE	15599119	631	0.00	240.85
2110	970600	BOOKS	106878 LOIS FERRERO	REFUND	208	0.00	15.00
2110	970600	BOOKS	19764 BRODART COMPANY	0857452	224	0.00	779.76
2110	970600	BOOKS	19764 BRODART COMPANY	0847089	228	0.00	143.22
2110	970600	BOOKS	19764 BRODART COMPANY	0872651	226	0.00	330.33
2110	970610	AUDIO MATERIALS	02191 BOOK WHOLESALERS INC	M169898A	491	0.00	28.73
2110	970610	AUDIO MATERIALS	02191 BOOK WHOLESALERS INC	M176588A	485	0.00	106.03
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	314238	81	0.00	318.55
2110	970610	AUDIO MATERIALS	07339 BLACKSTONE AUDIO INC	452325	186	0.00	422.25
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	S16678270	506	0.00	330.73
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	S16456710	513	0.00	23.66
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	S16982760	511	0.00	37.22
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	S16643280	509	0.00	95.11
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	S16456690	507	0.00	305.89
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2020376842	647	0.00	195.39
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2020384369	640	0.00	106.98
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2020414694	652	0.00	41.74
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2020324131	456	0.00	34.69

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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT	
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	2020345820	454	0.00	16.47
2110	970610	AUDIO MATERIALS	104157	RANDOM HOUSE INCORPOR	1084419102	44	0.00	62.40
2110	970610	AUDIO MATERIALS	106876	BABY BUMBLEBEE	25822	170	0.00	779.97
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	3814219	21	0.00	310.40
2110	970620	SUBSCRIPTIONS &	67929	VALUE LINE PUBLISHING	57345B	20	0.00	345.00
2110	970620	SUBSCRIPTIONS &	67929	VALUE LINE PUBLISHING	57345A	17	0.00	269.00
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	S15885770	775	0.00	21.30
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	S17179490	777	0.00	10.99
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	S15328700	773	0.00	88.16
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5415836	772	0.00	380.09
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5415837	780	0.00	485.12
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5425663	778	0.00	131.20
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5420871	724	0.00	14.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5415832	727	0.00	14.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5429255	740	0.00	14.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5431233	726	0.00	14.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5428037	739	0.00	43.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5424198	717	0.00	110.95
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5433370	449	0.00	14.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5433374	462	0.00	14.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5431232	464	0.00	18.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5420868	466	0.00	14.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5415835	473	0.00	37.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5415833	467	0.00	14.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5433369	469	0.00	41.23
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5419604	468	0.00	29.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5429258	475	0.00	35.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5415607	477	0.00	29.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5425970	630	0.00	5.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5421075	629	0.00	108.69
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5428038	625	0.00	157.43
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5421073	627	0.00	169.47
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5412006	589	0.00	149.17
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5428039	594	0.00	131.94
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5415842	587	0.00	59.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5433373	592	0.00	138.64
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5412007	596	0.00	126.70
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5415838	600	0.00	327.49
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5421074	597	0.00	62.22
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5421078	578	0.00	26.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5420870	599	0.00	58.47
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5424197	606	0.00	258.63
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5431234	604	0.00	266.88
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5425662	614	0.00	140.14
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5425971	609	0.00	243.64
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5429256	616	0.00	216.65
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5433372	610	0.00	18.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5429253	618	0.00	20.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5415841	611	0.00	11.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5433371	620	0.00	18.74

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE		VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5429257	621	0.00	11.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5425664	602	0.00	312.60
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5431236	612	0.00	20.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5425665	523	0.00	54.72
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5421076	527	0.00	44.97
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5412004	481	0.00	29.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5424196	556	0.00	20.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	54196036	563	0.00	29.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5419605	557	0.00	20.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5425661	555	0.00	26.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5412005	570	0.00	28.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5431238	566	0.00	22.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5412008	540	0.00	107.21
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5431235	552	0.00	67.46
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5415608	535	0.00	44.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5420869	542	0.00	95.20
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5425973	543	0.00	89.94
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5431237	544	0.00	93.72
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5429254	533	0.00	44.97
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5415839	546	0.00	74.94
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5415840	537	0.00	52.47
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5429259	548	0.00	62.97
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5412009	532	0.00	97.45
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5421079	530	0.00	58.47
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5421077	529	0.00	44.97
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DI	12772C	179	0.00	66.21
2110	970630	VISUAL MATERIALS	80139	RECORDED BOOKS, LLC	3893002	23	0.00	31.00
2110	970640	AUTOMATED REFERE	106727	GALE	15594582	813	0.00	1239.80
2110	980420	COMPUTER SOFTWARE	105470	OUTSOURCE SOLUTIONS G	7182	297	0.00	3875.75
2110	980420	COMPUTER SOFTWARE	106877	ENABLEMART	SI-54696	177	0.00	307.66
2110	980420	COMPUTER SOFTWARE	22890	P C NATION	42689001010	299	0.00	3636.47
TOTAL LIBRARY SERVICES							0.00	98720.49
TOTAL FUND							0.00	98720.49

VIII.D.1.

LIBRARY DIRECTOR'S REPORT

April 15, 2008

Please note: I have received no official requests for confidential patron information since my last report.

I. PERSONNEL

New employees for March 2008: Debra Hendricks and Kishan Patel, Part-time Pages in the Circulation Services Department.

II. STAFF DEVELOPMENT

We have had several staff attending professional conferences since the last report. Five staff, including me, attended the Bi-Annual Public Library Association Conference in Minneapolis, MN, March 26-29. Two staff attended the Computers in Libraries Conference near Washington, DC, April 6-9. Karen McBride, Web Services Librarian presented a program, by invitation. Jill Franklin is in Guadalajara, visiting and observing the staff at our Sister Library. She spent the week of April 6 through 12 there.

The Department Heads will attend a retreat on Wednesday, April 16, led by Gail Johnson. We will meet to assess our skills as organizational leaders and to create a model for our work together as an executive team.

I will award three staff members Performance Bonuses on April 11. They have been selected from nominations submitted by their colleagues. The awards reward exemplary performance and initiative.

III. PATRON SERVICES

Circulation is sustaining an increase over 2007, year to date. However, attendance is down by 10%. The use of Self-Check has increased to 46% of the items checked out of the main library. In-house use of our computers has increased by 2.6% on fourth floor and 17.6% on the second floor. Our wireless service is steadily used, but we have no numbers to report.

We chose not to renew our contract with NetLibrary because of low usage and an unsupportable increase in cost. Other libraries in the area have also made this decision recently. We will continue to provide PlayAways and will now be able to increase our purchase of books on CD.

We have donated two surplus computers to the Frisbie Senior Center to assist them in registering cards to seniors for free transportation on Metra and CTA. They were received with gratitude.

IV. OTHER PROFESSIONAL ACTIVITIES

I attended the Executive Committee meeting of the Library Production Studio on 3/20; the NSLS Board of Directors meeting on 3/24, and the Friends of the Library Roundtable on 3/25. In April thus far, I have attended the CCS Governing Board meeting on 4/2, chaired the Chamber of Commerce Scholarship Committee on 4/3, and helped at the Friends of the Library Booksale on 4/4. I gave a tour to members of the staff and board of the Fountaindale Public Library District on 4/8 and attended the SLURP luncheon meeting on 4/11.

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT
March 2008

Total 2007 to Date:	281,636	Total 2008 to Date:	295,774	% Change
March 2007	98,931	March 2008	103,036	5.02%
				4.15%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>		
	CHILDREN	2007	2008	2007	2008	2007	2008
Non Fiction		5,838	5,630	811	679	6,649	6,309
Fiction		13,533	14,421	1,354	1,226	14,887	15,647
Foreign Language Non Fiction		217	434	19	179	236	613
Foreign Language Fiction		901	999	111	39	1,012	1,038
Periodicals		193	201	28	19	221	220
Compact Discs		1,274	1,081	74	35	1,348	1,116
Audio Cassettes		1	0	0	0	1	0
Audio Kits		64	52	28	23	92	75
Puzzles		0	0	21	5	21	5
Games		24	62	5	13	29	75
Audio Books		343	267	16	4	359	271
Video Fiction		493	95	75	5	568	100
Video Non Fiction		221	99	4	0	225	99
DVD		7,879	9,319	661	597	8,540	9,916
CD ROMs		556	525	0	0	556	525
SUB TOTAL		31,537	33,185	3,207	2,824	34,744	36,009
ADULT							
Non Fiction		12,613	12,617	237	252	12,850	12,869
Fiction		8,361	8,921	392	342	8,753	9,263
Large Type		1,326	1,386	46	32	1,372	1,418
Foreign Language Non Fiction		376	482	10	1	386	483
Foreign Language Fiction		1,150	1,038	9	10	1,159	1,048
High School Collection		680	828	8	0	688	828
Periodicals		2,555	2,626	167	125	2,722	2,751
Pamphlets		9	0	0	0	9	0
Compact Discs		7,796	8,818	456	253	8,252	9,071
Pictures		22	19	1	0	23	19
Audio Books		2,471	2,484	57	28	2,528	2,512
CD ROMs		189	228	1	1	190	229
Video Fiction		953	637	42	5	995	642
Video Non Fiction		915	504	17	0	932	504
DVD		21,842	23,995	1,095	899	22,937	24,894
Misc. Formats		383	491	8	5	391	496
		61,641	65,074	2,546	1,953	64,187	67,027
GRAND TOTAL		93,178	98,259	5,753	4,777	98,931	103,036
Self Check		43,019	45,517	0	0	43,019	45,517

VIII.D.1.

DES PLAINES PUBLIC LIBRARY
HOLDINGS
APRIL 2008

	<u>Mar 2008</u>	<u>Apr 2008</u>	<u>Change</u>	<u>% Change</u>
Books	268,618	268,854	236	0.09%
Audio	24,426	24,249	-177	-0.72%
Video	21,629	21,052	-577	-2.67%
Puzzles & Games	175	175	0	-0.00%
Realia	241	241	0	0.00%
Pamphlets	507	439	-68	-13.41%
Total	315,596	315,010	-586	-0.19%

VIII.D.1.

**DES PLAINES PUBLIC LIBRARY
REGISTRATION SERVICES REPORT FOR MARCH 2008**

I. Library Card Registration Services

<u>Mar 2007</u>	<u>Feb 2008</u>	<u>Mar 2008</u>	<u>Year to Date 2007</u>	<u>Year to Date 2008</u>	<u>Year to Date % Change</u>
763	651	789	2,296	2,267	(-1.3%)
A.	New Library Card Registrations				307
B.	Updated Library Card				355
C.	Other Libraries				123
D.	Non Resident Fee Paid Cards				2
	(Year to Date - 2 Non Resident Fee Paid Cards)				
E.	Business Cards				2
Total					789

II. Other Registration Services

1.	Patrons Registering for Programs	425
2.	Number of Meeting Room Uses	88
3.	Voters Registered	15
4.	Senior Cab Cards	8
Total		536

III. Total Number of Registered Borrowers

Mar 2007	35,397	(62.1% of Population)
Mar 2008	35,463	(62.2% of Population)

VIII.D.1.

**DES PLAINES PUBLIC LIBRARY
CIRCULATION SERVICES REPORT FOR MARCH 2008**

IV. Patron Attendance Count

<u>Mar 2007</u>	<u>Feb 2008</u>	<u>Mar 2008</u>	<u>Year to Date 2007</u>	<u>Year to Date 2008</u>	<u>Year to Date % Change</u>
46,562	36,114	39,955	129,237	116,098	(-10.2%)

**Reciprocal Borrowing
(Materials Lent)**

	<u>Mar 2007</u>	<u>Mar 2008</u>	<u>% Change</u>
NSLS	14,996	15,862	5.8%
Other Systems	3,832	3,769	(-1.6%)
Total	18,828	19,631	4.3%

V. Interlibrary Loan

	<u>Mar 2007</u>	<u>Mar 2008</u>	<u>Year to Date 2007</u>	<u>Year to Date 2008</u>	<u>Year to Date % Change</u>
Sent	6,078	5,841	17,480	16,562	(-5.3%)
Received	4,683	5,221	13,249	13,655	3.1%
Total	10,761	11,062	30,729	30,217	(-1.7%)

VIII.D.1.

**DES PLAINES PUBLIC LIBRARY
ADULT SERVICES PATRON ASSISTANCE
MARCH 2008**

Assistance	<u>Mar 2007</u>	<u>Mar 2008</u>	<u>Year To Date 2007</u>	<u>Year To Date 2008</u>	<u>% Change</u>
1. Computer/Instruction	1,246	1,642	3,700	4,512	21.9%
2. Mechanical	240	204	725	604	-16.7%
3. Directional	1,061	1,223	3,476	3,289	-5.4%
4. Tax Forms	335	366	931	933	0.2%
Total	2,882	3,435	8,832	9,338	5.7%
Reference and Readers' Services	<u>Mar 2007</u>	<u>Mar 2008</u>	<u>Year to Date 2007</u>	<u>Year to Date 2008</u>	<u>% Change</u>
1. Specific Item Request	2,952	3,093	8,623	9,115	5.7%
2. Ready Reference	1,658	1,594	4,764	4,388	-7.9%
3. In-Depth Reference	183	188	513	465	-9.4%
4. Information	1,487	1,477	4,457	4,118	-7.6%
5. Instruction	46	59	159	149	-6.3%
6. Virtual Reference Desk	27	40	81	123	51.9%
7. Interlibrary Loan Request	122	241	436	548	25.7%
8. Readers' Advisory	102	146	348	372	6.9%
9. CCS Holds	1,094	1,137	3,187	3,526	10.6%
Total	7,671	7,975	22,568	22,804	1.0%
Sign Up	<u>Mar 2007</u>	<u>Mar 2008</u>	<u>Year to Date 2007</u>	<u>Year to Date 2008</u>	<u>% Change</u>
1. Computer Use	8,032	8,255	23,444	24,043	2.6%
2. Group Study Rooms	919	813	2,644	2,552	-3.5%
3. Ellis/Reading Edge	0	1	0	1	0.0%
Total	8,951	9,069	26,088	26,596	1.9%
Grand Total	19,504	20,479	57,488	58,738	2.2%
Downloadable Audiobooks	94	49			-47.9%
PlayAway	54	60			11.1%

VIII.D.1.

**DES PLAINES PUBLIC LIBRARY
CIRCULATION PATRON ASSISTANCE
MARCH 2008**

Assistance/Service Desk	<u>Mar 2007</u>	<u>Mar 2008</u>	<u>Year to Date 2007</u>	<u>Year to Date 2008</u>	<u>% Change</u>
1. Phone Calls Received	797	921	2,476	2,602	5.0%
2. Patron Renewals	717	1,228	2,353	2,980	27.0%
3. Patron Reserves Delivered	3,473	3,802	10,596	11,070	4.5%
4. Directional	492	548	1,397	1,372	-1.8%
5. Account Inquiries	2,367	2,791	7,585	8,041	6.0%
6. Program Sign-up	321	301	890	713	-19.9%
7. In Person Patron Assistance	754	851	2,518	2,399	-4.7%
Total	8,921	10,442	27,815	29,177	16.1%
Assistance/Switchboard	<u>Mar 2007</u>	<u>Mar 2008</u>	<u>Year to Date 2007</u>	<u>Year to Date 2008</u>	<u>% Change</u>
1. Phone Calls Answered	2,999	3,693	9,299	10,232	10.0%
2. Delivery/Buzzer	28	41	129	131	1.6%
3. 2-Way Radio	0	0	4	7	75.0%
Total	3,027	3,734	9,432	10,370	9.9%
Grand Total	11,948	14,176	37,247	39,547	6.2%

VIII.D.1.

**DES PLAINES PUBLIC LIBRARY
YOUTH SERVICES PATRON ASSISTANCE
MARCH 2008**

Assistance	<u>Mar 2007</u>	<u>Mar 2008</u>	<u>Year To Date 2007</u>	<u>Year To Date 2008</u>	<u>% Change</u>
1. Computer Sign-up	1,475	1,848	4,285	5,038	17.6%
2. Mech Troubleshooting	183	234	663	655	-1.2%
3. Computer Mech Instr	405	430	1,243	1,193	-4.0%
4. Program Sign-up	92	126	681	636	-6.6%
5. Information	535	455	1,580	1,361	-13.9%
6. Directional Questions	356	262	1,005	811	-19.3%
Total	3,046	3,355	9,457	9,694	2.5%
In-House Circulation	<u>Mar 2007</u>	<u>Mar 2008</u>	<u>Year To Date 2007</u>	<u>Year To Date 2008</u>	<u>% Change</u>
1. Train Sets	1,278	924	3,694	2,870	-22.3%
2. Chess/Checkers	20	16	53	51	-3.8%
3. School Supplies Handouts	56	57	191	286	49.7%
4. Textbooks	14	22	45	45	0.0%
Total	1,368	1,019	3,983	3,252	-18.4%
Reference	<u>Mar 2007</u>	<u>Mar 2008</u>	<u>Year To Date 2007</u>	<u>Year To Date 2008</u>	<u>% Change</u>
1. Specific Item Request	1,134	1,002	3,106	2,901	-6.6%
2. Reference	367	301	1,454	1,037	-28.7%
3. Readers' Advisory	192	237	658	621	-5.6%
4. ILL & Patron Holds	112	294	464	527	13.6%
5. Book Bag Request	10	7	40	41	2.5%
Total	1,815	1,841	5,722	5,127	-10.4%
Grand Total	6,229	6,215	19,162	18,073	-5.7%

**DES PLAINES PUBLIC LIBRARY
USE OF ONLINE REFERENCE PRODUCTS
MARCH 2008**

Alldata	427*
BOOKFLIX	111
BookList	11
Classical Music Library	2*
CQ Researcher	7
First Search	1,583
Gale Group:	
• Biography Resource Center	417
• Business & Company Resource Center	58
• Chilton's Online	24*
• Contemporary Authors	7
• General OneFile	278
• General Reference Center Gold	231
• Kids Infobits	1,171
• LitFinder	7
• Literature Resource Center	27
• Opposing Viewpoints	185
• Student Resource Center	329
• ThomsonGale Legal Forms	NA
• Virtual Reference Library	258
Greenwood Daily Life Online	0
Grolier Online	1,123
Hoover's Online	NA
Learning Express Library	32
Morningstar	1,583*
NewsBank:	
• American Obituaries and Death Notices	1,737
• Local newspapers	608
• Chicago Tribune Archive	1,051
Novelist	235
ProQuest :	
• Ancestry Library Edition Number of Sessions: 97	6,586**
• eLibrary	73
• eLibrary Elementary	65
• Heritage Quest	819
• SIRS Discoverer	1
• <i>Wall Street Journal</i>	96

• <i>New York Times</i> Historical	261	
• <i>Chicago Tribune</i> Historical (1890-1955)	917	
Reference USA	548	
TELLMEMORE	NA	
TumbleBooks	603*	
World Book Encyclopedia	110	
Total Searches & Queries for March 2008	21,850	% Change
Total Searches & Queries for March 2007	13,483	62.1%

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

**Ancestry Library Edition is now recording the number of searches performed in the database. Previously, they recorded only the number of sessions.

VIII.D.1.

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR MARCH 2008**

Library Sponsored Programs/Meetings	Times Used	Meeting Room Used	Attendance
ACT Test Prep, Part 1	1	A	20
ACT Test Prep, Part 2	1	A	12
Adult Reading Round Table	1	B	11
All Staff Meeting	1	B/C	80
Basic Computer Skills	2	CL	19
Basic Internet	1	CL	11
Book Cart Drill Team	3	C	8
Career Counseling	1	SR4	3
CCS Circulating Technical Group	1	C	20
Circulation Meeting	3	C	42
Do the Dewey Meeting	1	C	8
Drop-in Email Assistance	1	CL	4
Selling Your Stuff on eBay	1	B/C	107
Friday Night Films	1	A	28
How to Create an Effective Writing Group	1	A	6
Inside Writing & Publishing – Query Letter	1	B	8
Intermediate Internet Searching Class	2	CL	14
Introduction to the Internet	1	CL	11
Management Meeting	1	C	6
Meet with State Senator Kotowski's Office	1	SR3	4
Page Meeting	2	A	21
Reference Department Meeting	1	C	8
Thursday Evening Book Discussion	1	H	8
Tuesday Morning Book Discussion	1	H	20
Total	31		479

VIII.D.1.

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR MARCH 2008**

Outside Community Groups	Times Used	Meeting Room Used	Attendance
AARP Tax Aide Program	6	B	196
American Cancer Society Relay for Life	1	B	8
Antique Automobile Club of America	1	B	25
Bahais of Des Plaines	1	B	1
Buckingham Pointe Condominium Association	1	C	30
Chicago Association of Kenyan Professionals	1	B	4
Chicago-North Romance Writers of America	1	C	30
Des Plaines Art Guild	1	A	9
Des Plaines Kiwanis Board Meeting	1	C	15
Des Plaines Toastmasters	3	A	58
Graceland Manor Condominium Association	1	A	10
Great Decisions 2008	4	C	91
Junior Woman's Club of Des Plaines	1	C	8
Library Courte Condo Association	1	C	54
Maine West/Maine South Spring 2008 Trip	1	A	60
Meridian Condominium Association	1	A	20
Monte Clare Condominium Association	1	A	25
Optimist Club of Des Plaines	2	C	180
Packards of Chicagoland	1	B	25
Polyglots Toastmasters	1	A	14
<i>Quilting Divas</i>	1	C	12
Scandinavian Stamp Collectors Club	1	A	6
Sherwood Manor Condominium Association	1	B	17
Society of Children's Book Writers & Illustrators	1	C	7
Spare Squares Square Dance Club	1	B	11
StoneGate II Condominium Association	1	C	26
StoneGate IV Condominium Association	1	A	30
Thacker Park Condominium Association	1	A	12
Total	39		984

VIII.D.1.

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR MARCH 2008**

	Times Used	Meeting Room Used	Attendance
Other			
Library Board Meeting	1	CR	16
Total	1		16
Literacy Program Learn to Read	15	B	1040
Total	15		1040
Library Sponsored Children's Programs			
2-year-olds Storytime	6	ST	108
3- to 5-year-olds Storytime	6	ST	82
Autism and the Gluten Free/Casein Free Diet	1	A	8
Baby Book Times	18	ST	341
Babysitting Clinic	3	A	90
Drop-in Chess	1	ST	8
Drop-in Game On!	1	ST	45
Drop-in Spring Craft	1	ST	70
Friends Family Sunday How I Became a Pirate?	1	B/C	190
Jr. Great Books Pre K-1 Grades	3	ST	20
Jr. Great books 2-4 Grades	3	ST	24
Lincoln Story League	1	B/C	35
Mad Hatters Are Coming!	1	B/C	21
Stories and More	1	ST	15
Story Explorers	1	ST	12
Training with Rainbow Animal Assisted Therapy, Inc.	1	ST	15
Total	49		1,084

VIII.D.1.

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR MARCH 2008**

Grand Total March 2008	135	3,603
Grand Total March 2007	143	4,080
% Change		(-11.7%)

Total = 70 groups involving 3,603 people.

2008 Year to Date Total = 186 groups involving 6,335 people.

A – Meeting Room A
 B – Meeting Room B
 C – Meeting Room C
 CL – 4th Floor Computer Lab
 CR – 2nd Floor Conference Room
 H – Heritage Room
 SR3 – Study Rooms 3rd Floor
 SR4 – Study Rooms 4th Floor
 ST – Storytime Room
 T – Teen Room

VIII.D.1.

**DES PLAINES PUBLIC LIBRARY
PROGRAMMING OUTSIDE THE LIBRARY BUILDING
FOR MARCH 2008**

Community Organizations (Adult)	Times Used	Attendance
Asbury Court (book discussion)	1	17
Chamber Green Se	1	14
Chamber of Commerce breakfast	1	24
Frisbie Center discussion	1	8
Individual Homebound Deliveries	4	20
Lee Manor (book delivery & pick-up)	1	0
Oakton Arms (Readers' Advisory)	1	6
Oakton Pavilion (book delivery & pick-up)	1	0
Total	11	89
Community Organizations (Youth)		
All American Children	1	28
Angel Town Private School	1	30
First Congregational Preschool	2	84
Immanuel Lutheran Preschool	1	10
Infants-Toddlers Daycare Center	2	61
N.W. Suburban Preschool visit	2	33
Oakton ESL Terrace	1	13
Outreach – Central K-1 Teacher Inservice	1	4
Outreach – Central 2-3 Teacher Inservice	1	5
Outreach – Central 4-5 Teacher Inservice	1	5
Outreach – Iroquois	1	22
Outreach – North 3 rd grade Patch Program	1	70
Total	15	365


NORTHWEST SUBURBAN UNITED WAY
A member of United Way of Metropolitan Chicago


☐ Post Office Box 294 :: Mount Prospect, Illinois 60056

☎ 847.768.1074

🌐 www.uwnorthwest.org

March 31, 2008

 Ms. Sandra Norlin
 Des Plaines Public Library
 1501 Ellinwood St.
 Des Plaines, IL 60018

Dear Ms. Norlin:

Congratulations! The Northwest Suburban United Way is pleased to inform you that Des Plaines Public Library has been selected as the recipient of one of the prestigious *Heart of the Community* awards for 2008. These awards are presented to partners within our Northwest Suburban and Skokie Valley service area who best demonstrate their commitment to United Way's mission of mobilizing the caring and financial power of communities.

We would like to invite you or your representative to be our guest at our Community Celebration Luncheon, *Live United*, on Thursday, June 5, 2008 to accept this award. Tickets for additional guests are \$25. Tables for parties of 8 are \$200. Please note that this event is not a fundraising event. Ticket sales are meant to defray the cost of the event, so that all your campaign contributions can be invested into the community. The event will take place at the Maggiano's Little Italy, 175 Old Orchard Rd., Skokie, from 11:30 a.m. to 1:30 p.m. The mayors of our communities will be on hand to present the award to the recipients.

Please R.S.V.P. to Larisa Bezak (lbezak@uw-mc.org) at the Northwest Suburban United Way Mount Prospect office at 847.768.1074 by Friday, May 30th.

We hope you will be able join us for this exciting celebration event. On behalf of the people in need in our communities, thank you for everything you do.

Sincerely,

 Marcia McMahon
 Chief Professional Officer
 Northwest Suburban United Way

 Lisa Frey
 Sr. Development Manager
 Northwest Suburban United Way

Board of Directors
Executive Board

 Michael S. Abruzzini
 President

 Gregory P. Guarnine
 1st Vice President

 Jim Tansor
 2nd Vice President

 Susan Bondy
 Secretary

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 Lisa M. Frey
 Senior Development Manager

 Penni Jess
 Program Coordinator

 Larisa Bezak
 Administrative Coordinator

0344
February



Des Plaines COMMUNITY FOUNDATION

5th Annual

Day at The Races!

A fundraising event supporting the Des Plaines Healthy Community Partnership.* "Serving Des Plaines and only Des Plaines"

Silent Auction

Items will be available for viewing on Race Day and include: Hotel stays, golf packages, Spa and sporting events, collectibles, gifts, and much more!

BIG CASH RAFFLE

(Tickets \$10 each)

Grand Prize: \$1,000
2nd Prize: \$500
TEN 3rd prizes \$100

Saturday, June 14, 2008

Arlington Park - Doors Open at 12 Noon
International Room, 4th Floor • Post Time 1 p.m.
\$75 per person, includes:

- Racetrack Admission & Daily Race Program
- Buffet Lunch - 12:30 pm – 2:30 pm
- Open Bar - 12:30 pm – 4:30 pm

The Day at the Races is partially supported by a charitable contribution from Arlington Park.

* Help fund the programs and services provided through the Des Plaines Healthy Community Partnership, which bring resources together to improve the quality of life for those who live and work in the community by supporting programs that provide for youth, senior citizens, and employees; after-school programs; people with special needs; and that help provide a healthy and safe community environment.
The Partnership "serves Des Plaines, and only Des Plaines".

The Foundation is a 501 (c) 3 entity. Receipts furnished according to law. No one under the age of 18 may participate in the raffle.
The Des Plaines Community Foundation reserves the right to withdraw this offering and refund all proceeds in the event of cancellation.

Mail or Fax this form to: **Des Plaines Community Foundation (DPCF)**, City Hall, 1420 Miner Street, Rm 402A, Des Plaines, IL 60016. **FAX: 847-296-6352** For questions, contact the Foundation office at 847-827-2304.

REGISTRATION

Check all that apply

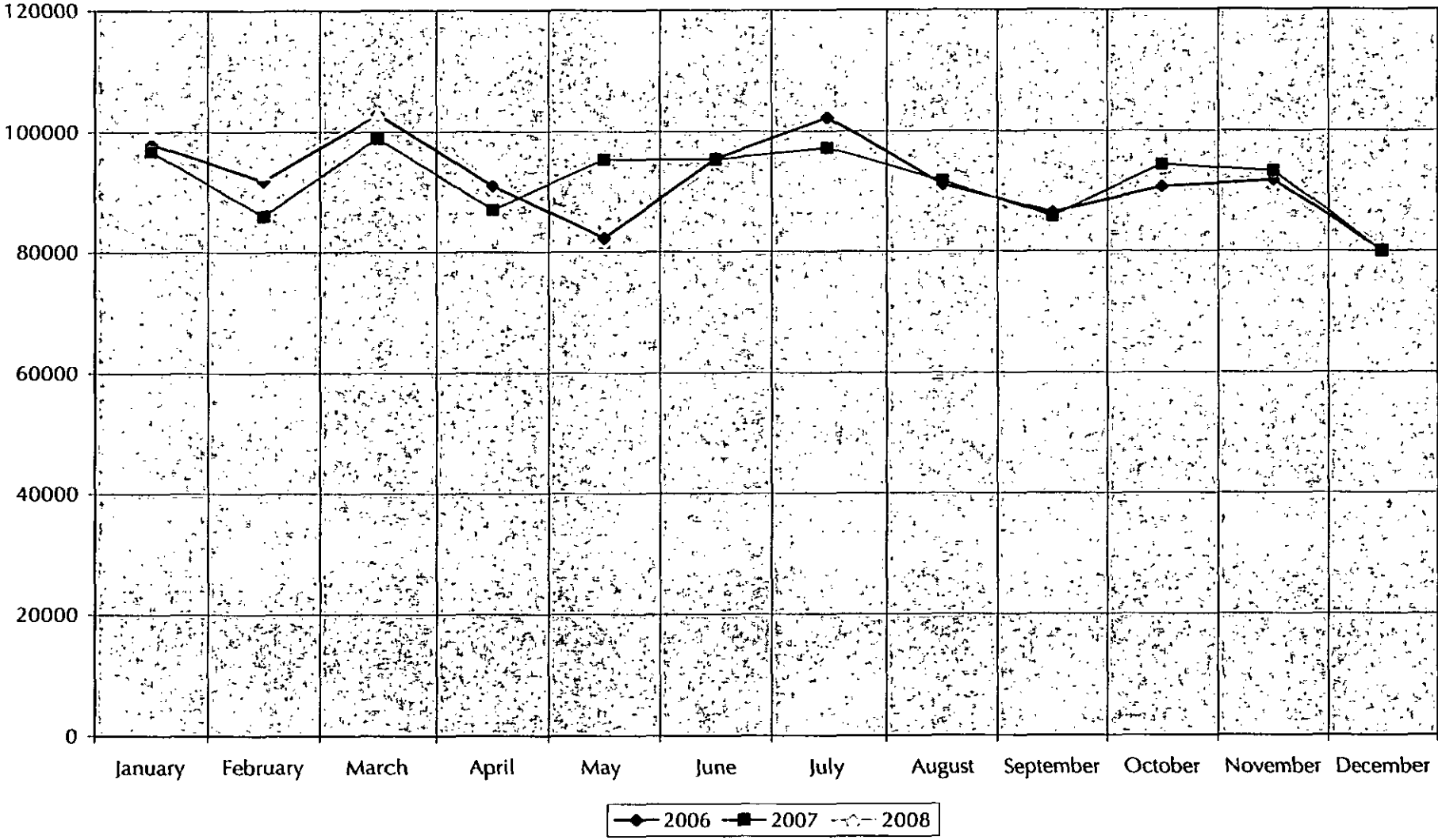
_____ No. of Event tickets at \$75 each
_____ No. of Raffle Tickets at \$10 each
_____ I wish to make a Foundation contribution of \$ _____

Event tickets should be prepaid in advance. Please respond by June 5, 2008 to insure your tickets will arrive prior to the event.

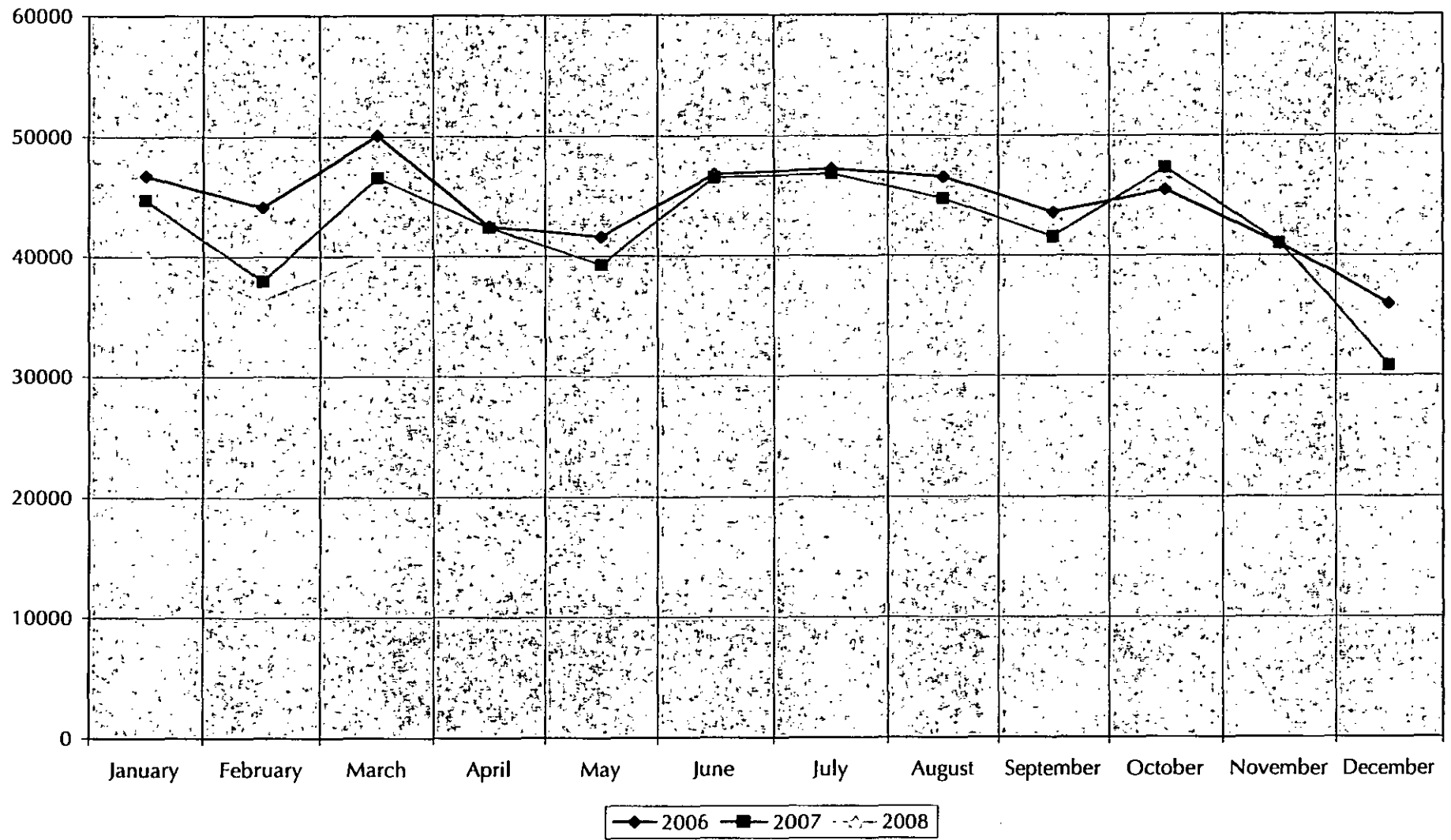
Name _____
 Organization/Company _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____

Check Enclosed \$ _____
 Please charge my VISA MasterCard \$ _____
 Name on card _____ Exp. Date _____
 Card No. _____ 3 digit code on back _____
 Signature _____ Date _____

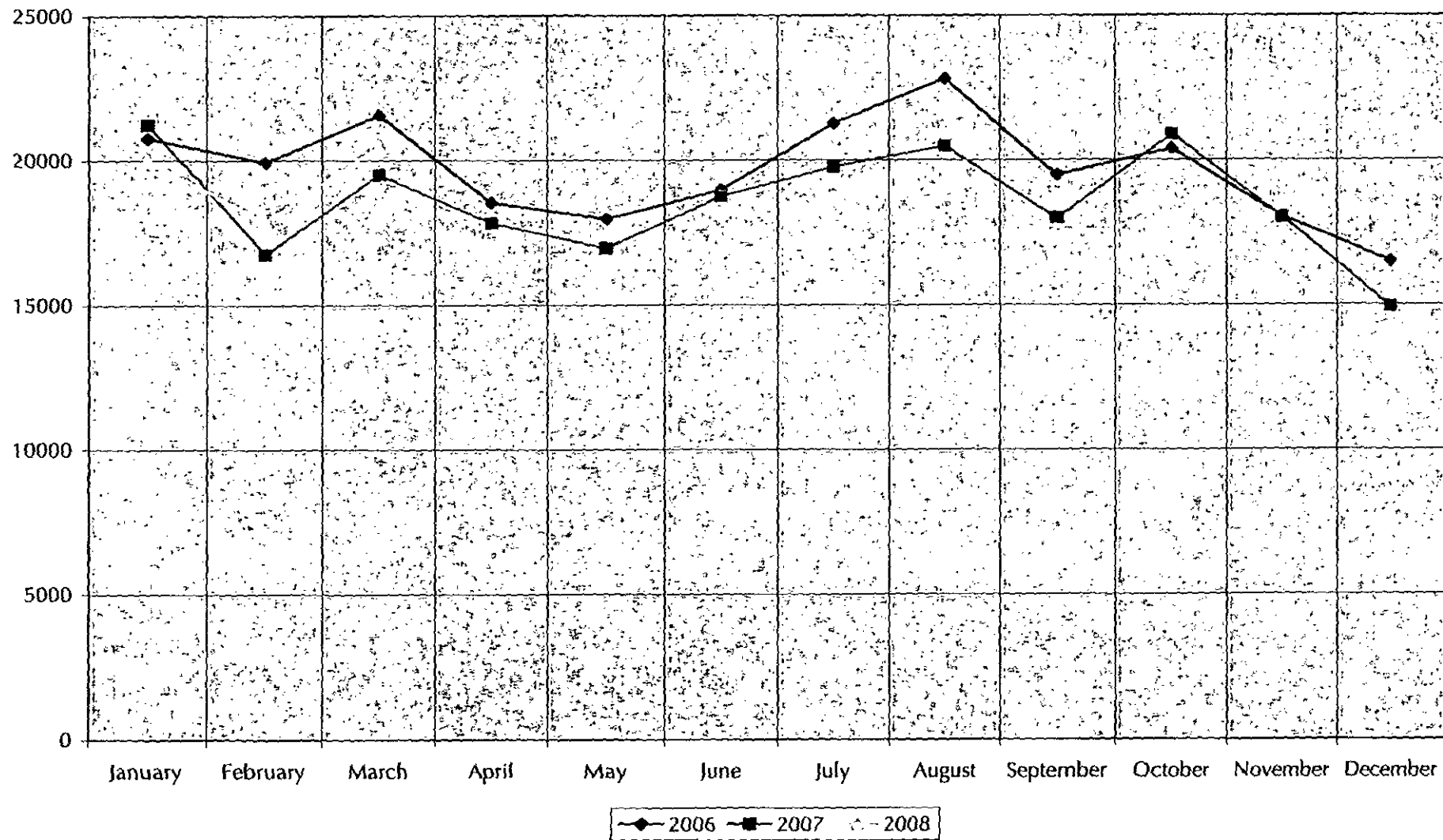
Circulation Statistics
Items Circulated Per Month By Year



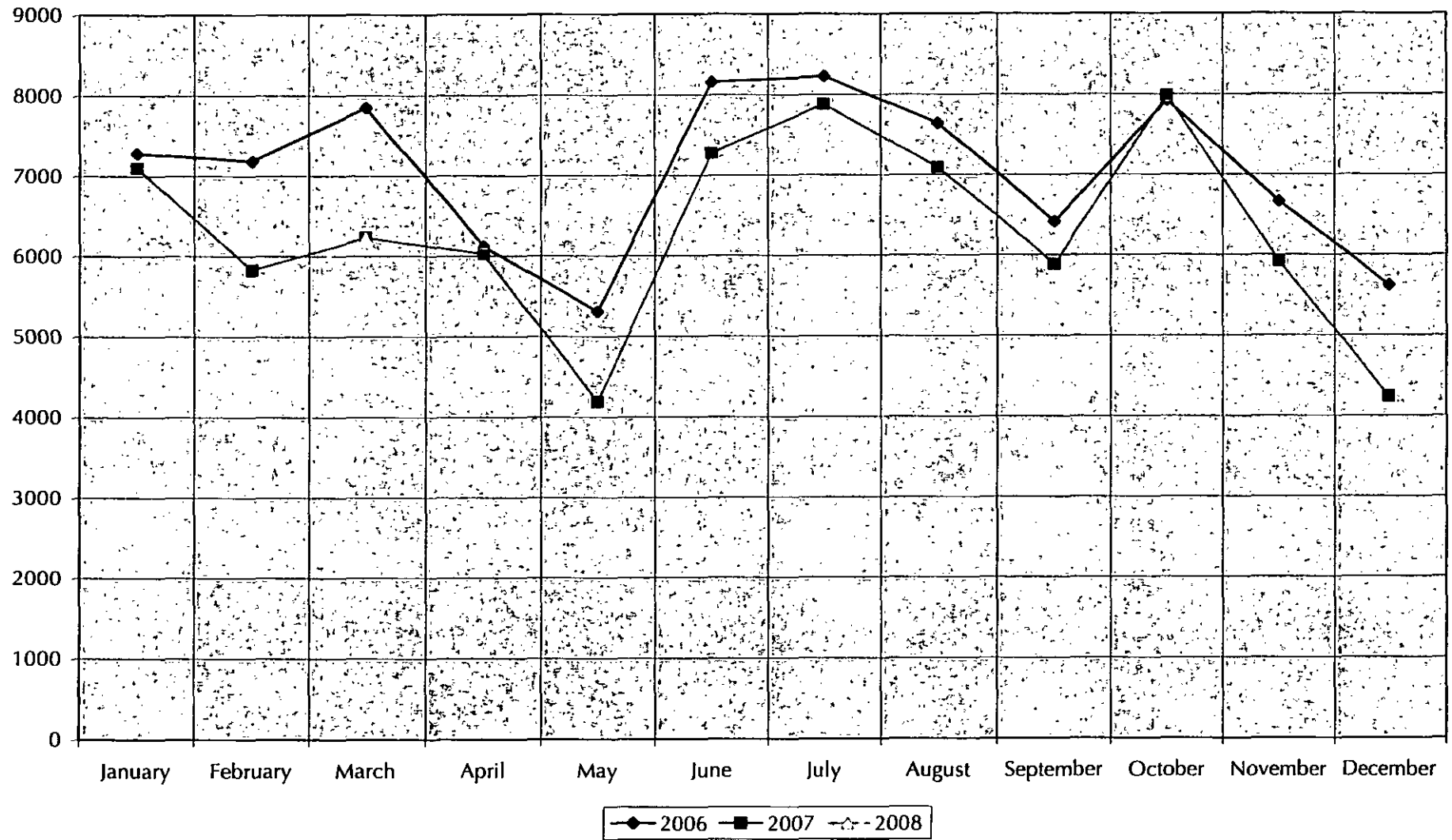
Patron Attendance
March 2008



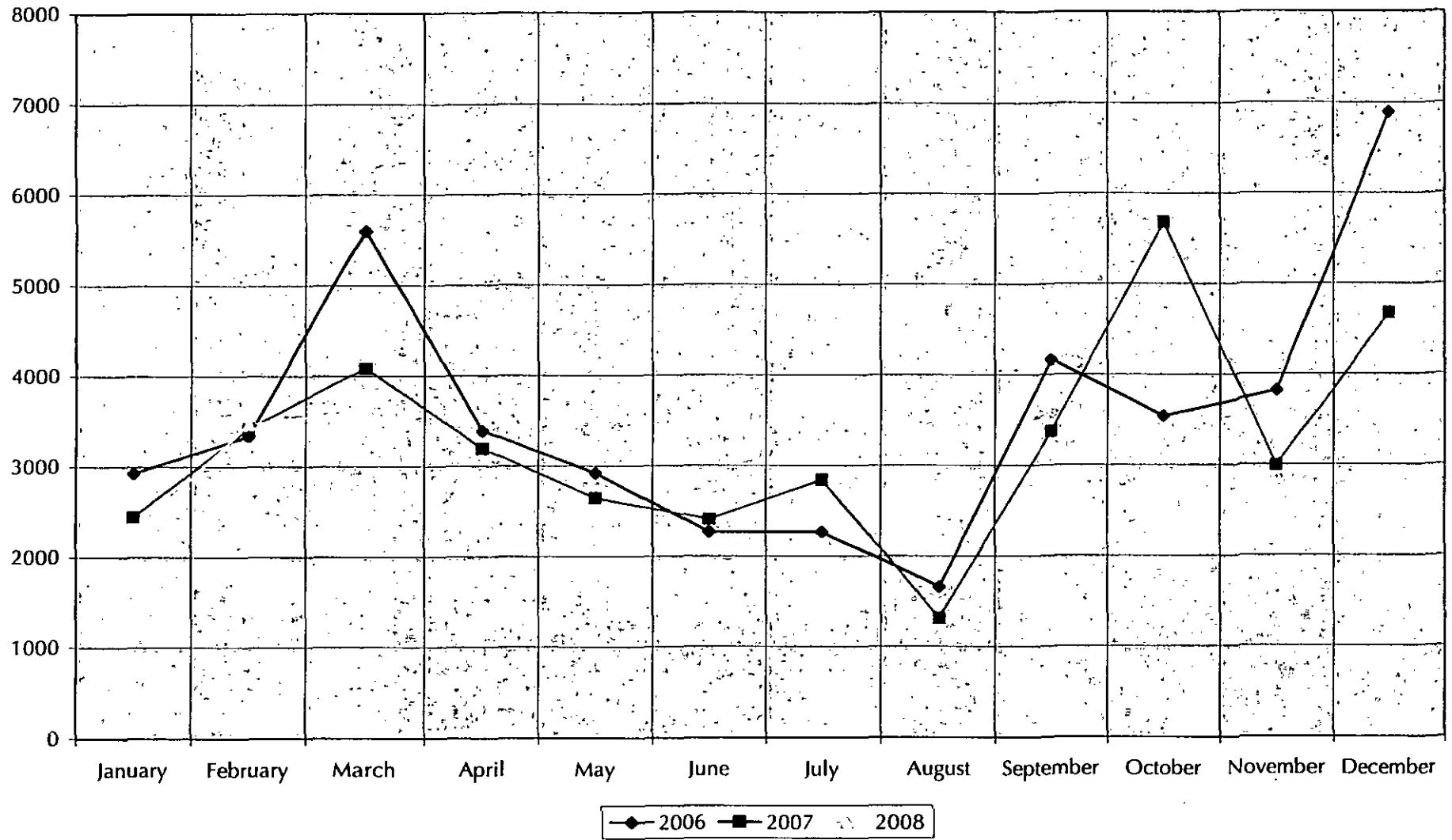
Adult Patron Assistance
March 2008



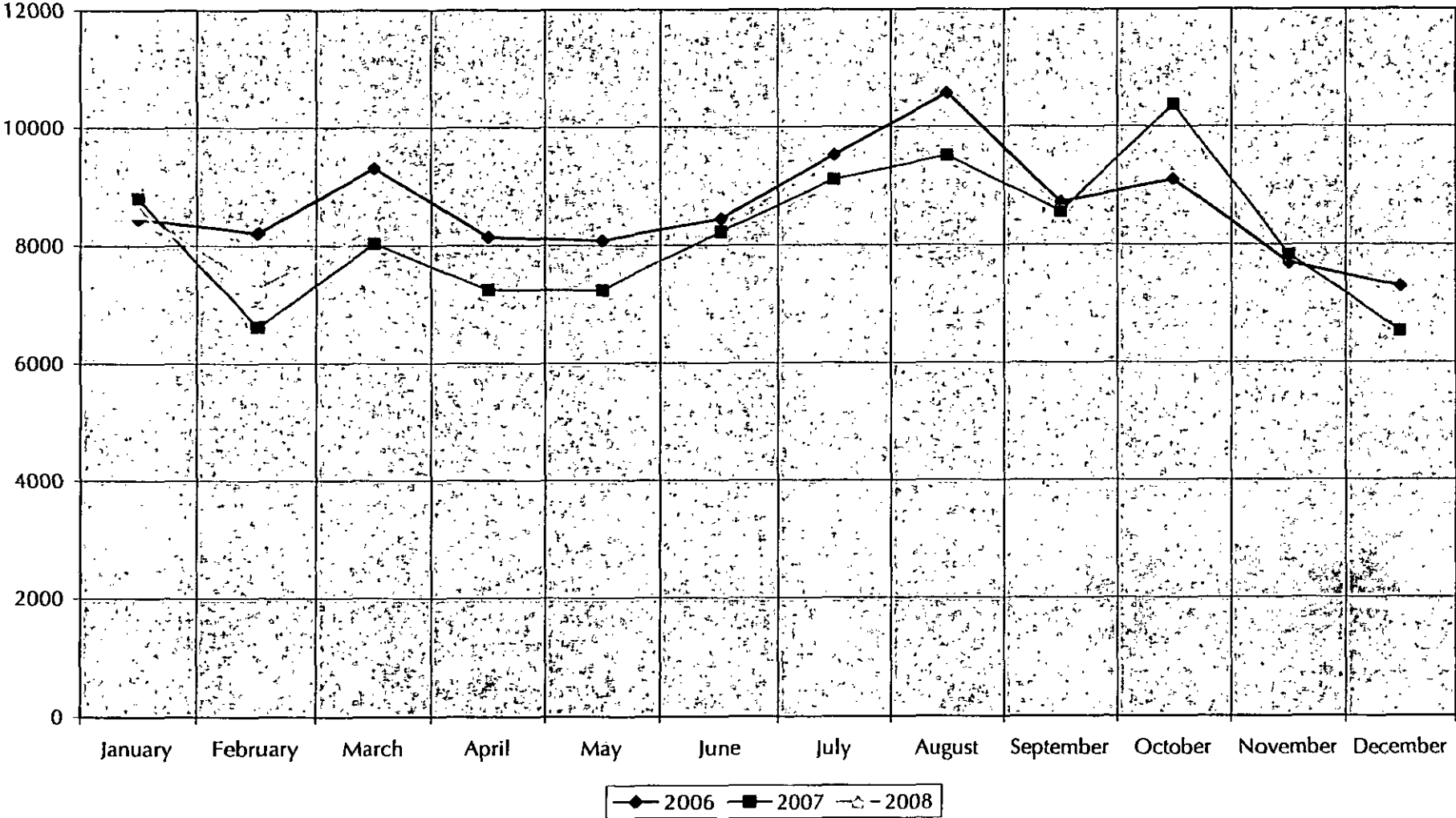
Youth Patron Assistance
March 2008



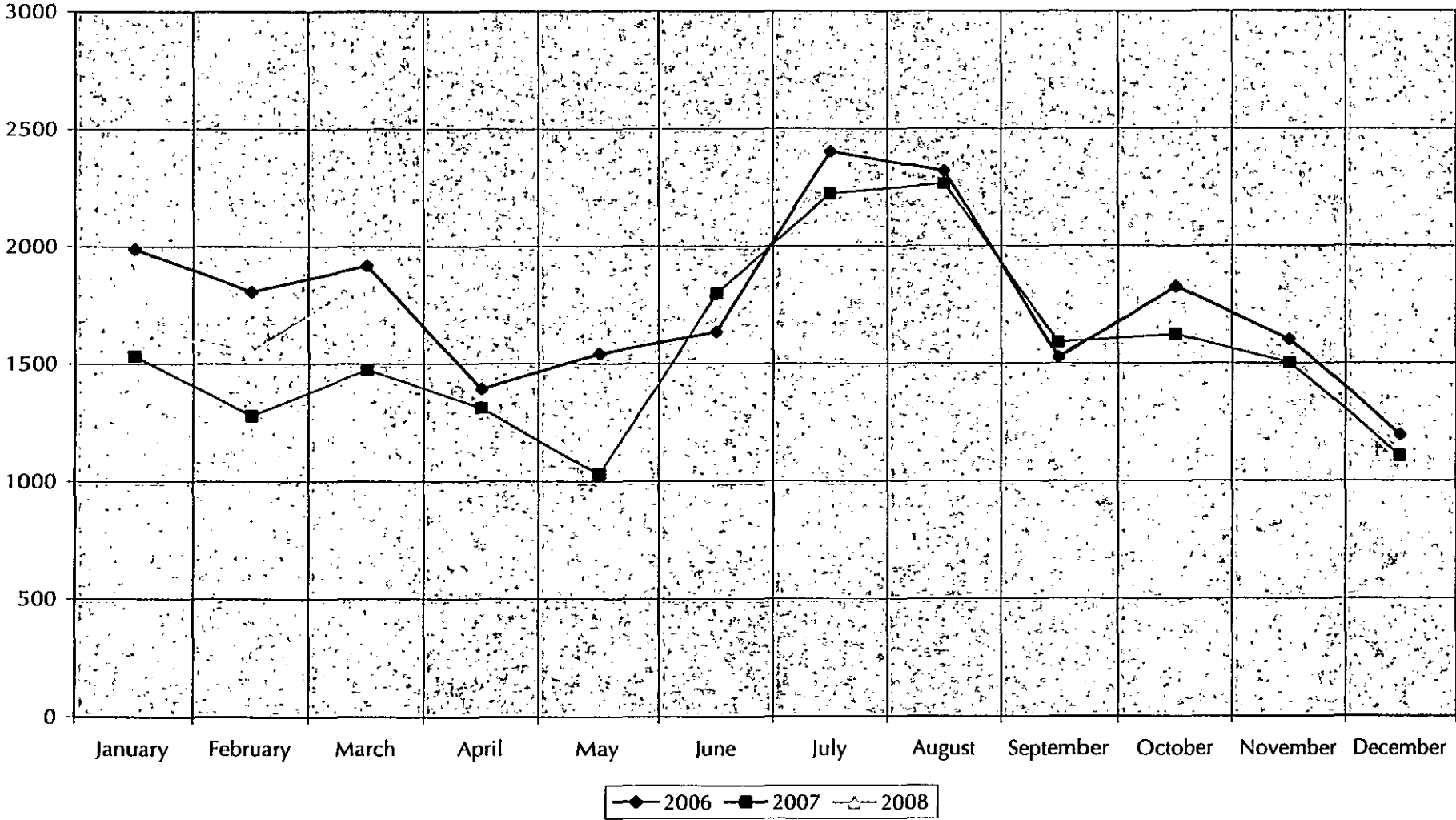
Meeting Room Attendance
March 2008



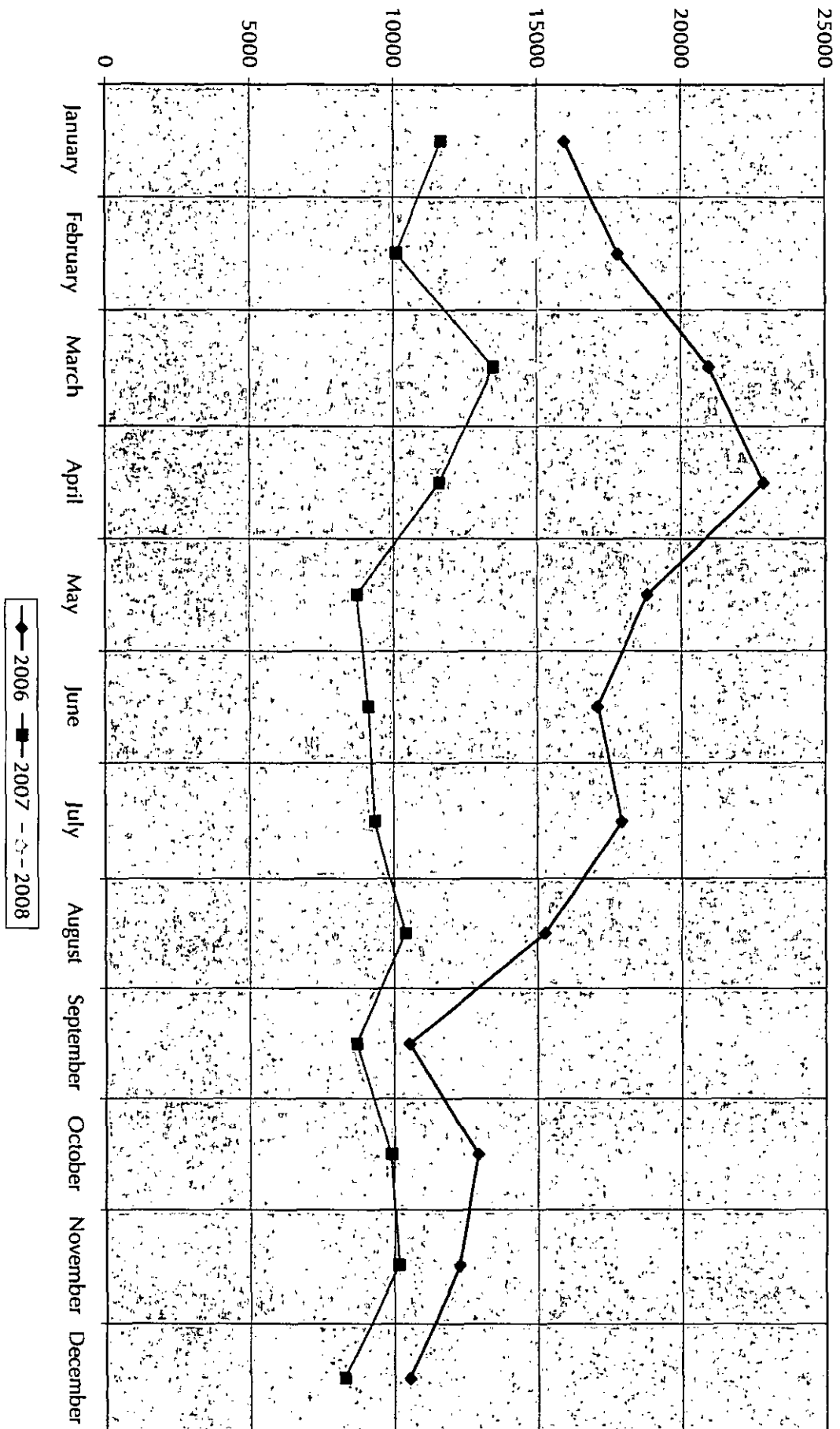
In-House Use of Library Computers
Adult Services
March 2008



In-House Use of Library Computers
Youth Services
March 2008



Use of Online Reference Products
March 2008



0353

MARCH

0354

To: Des Plaines Library Board of Trustees
From: Sandra K. Norlin, Library Director
Date: March 13, 2008
Subject: Information on Board Meeting Agenda Items

Agenda Item IV: Dr. Grice will attend the meeting to receive recognition from the library for his years of service as a trustee. Carol Shannon and Tom Christiansen from the DP Special Events Commission will present an award to the Library for our Book Cart Drill Team entry in last summer's 4th of July Parade. We won first place in the non-musical entry category.

Agenda Item X. A: The Management Committee has met twice since the February Board Meeting. They will present a change in organizational structure for the library, which will involve eliminating two positions, increasing the hours for one position, changing the reporting lines for several positions, and adding responsibilities to two positions. They will present for approval the adoption of the recommended procedures for compliance with IL Public Act 95-0400, which allows for providing confidential information to law enforcement officials without a court order in limited emergency situations. They will also present the results of their review of library policies A and C for your approval.

Agenda Item X.B: This is the topic requested by Rhys Read at our last board meeting.

Agenda Items X. D& E: These are invoices for services rendered by Outsource Solutions Group for IT work. This is covered under the contract approved by the Trustees.

Agenda Items X. F & G: These are simply invoices for contracts already approved by the Trustees or the Library Director. The TBS (Today's Business Solutions) invoice is a pro-rated invoice so that all the software licenses we have purchased from this company are consolidated to come due on the same date.

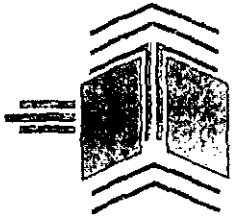
Agenda Item X.I: I am recommending that we extend our contract with Outsource Solutions Group for an additional month to cover the time between the end of the current contract and a new annual contract with the outsource IT company that I will recommend to the Board of Trustees at the April meeting. The cost of service for one additional month is \$20,995; for an additional three months it is \$55,750. This can be covered within our budget. OSG is making excellent progress on very large projects as well as making our day-to-day IT services run smoothly.

Agenda Item X.J: The Management Committee will recommend that regular monthly payments to Cooperative Computer Services be approved without

0355

requiring month-by-month approval. These are expenses covered within our budget and will likely continue to be over the Library Director's expenditure authority of \$5,000.

I hope that this brief report helps you prepare for our discussion at the March 18, 2008 Board Meeting. If you have questions, please contact me.



Des Plaines Public Library

1501 Ellinwood Street

Des Plaines, IL 60016-4553

847.827.5551 phone

847.827.7974 fax

www.dppl.org

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, MARCH 18, 2008

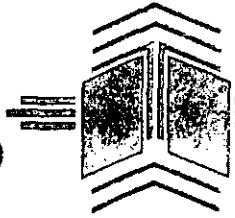
7:00 PM

Conference Room – Second Floor

Agenda:

- **Presentations**
- **Management Committee Reports**
- **Approval Levels on Invoices**
- **Extension of Contract for IT Consulting Services**

The Des Plaines Public Library, in compliance with the Americans With Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in the meetings or have questions about the accessibility of the meetings or facilities contact the Library Director at 847-376-2800 to allow the Library to make reasonable accommodations.



Des Plaines Public Library

1501 Ellinwood Street
 Des Plaines, IL 60016-4553
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 847.827.7974 fax
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III.

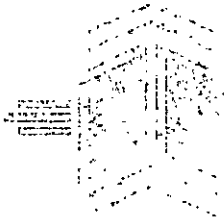
DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
March 18, 2008
7:00 PM

- I. Call to Order. (7:00 PM)
- II. Roll Call.
- III. Consideration of the Agenda.
- IV. Presentations – Dr. William G. Grice III.
Special Events Commission.
- V. Public Comments and Questions.
- VI. Special Families Need Special Libraries Grant – Veronica Schwartz.
- VII. City Council Community Services Committee – Alderman Martin Moylan.
- VIII. *Consent Agenda. [Action Item] (8:00 PM)*
 - A. Approval of the Minutes of the Regular Board Meeting – February 19, 2008.
 - B. Acceptance of Financial Reports for February 2008.
 - C. Approval of Library Expenditures.
 1. Warrant Register – February 04, 2008 - \$39,645.96.
 2. Warrant Register – February 19, 2008 - \$56,323.79.
 3. Salaries – January 31, 2008 - \$122,067.79.
 4. Salaries – February 13, 2008 - \$116,015.15.
 5. Salaries – February 27, 2008 - \$115,718.00
 - D. Acceptance of Reports.
 1. Director's Report – Sandra Norlin.
 2. Friends of the Library Report – Elaine Tejcek.
 3. Planning Committee Report – George Magerl.

- IX. Unfinished Business.
- X. New Business. (8:30 PM)
 - A. Management Committee Reports – Eldon Burk. [Action Item]
 - B. Approval Levels on Invoices. [Action Item]
 - C. Attendance at City Council Meetings – April 1, 15 and May 6, 20.
 - D. Approve Payment to Outsource Solutions Group - \$18,200.00. [Action Item]
 - E. Approve Payment to Outsource Solutions Group - \$18,250.00. [Action Item]
 - F. Approve Payment to Today's Business Solutions, Inc. - \$5,046.99. [Action Item]
 - G. Approve Payment to Cooperative Computer Services - \$5,140.00. [Action Item]
 - H. Declaration of Surplus Property. [Action Item]
 - I. Extension of Outsource Solutions Contract. [Action Item]
 - J. Approval of Regular Monthly Payments to Cooperative Computer Services. [Action Item]
- XI. Announcements.
 - A. Attendance at National Library Legislative Day, May 13 – 14, 2008.
 - B. Attendance at Friends of the Library Roundtable Meeting, March 25, 2008.
- XII. Correspondence.
- XIII. Other
- XIV. Adjournment. (10:00 PM)



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VIII.

BOARD OF TRUSTEES Minutes of the Regular Meeting February 19, 2008

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, February 19, 2008. President Noreen Lake called the meeting to order at 7:02 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Maria Bahamon, Matthew Bogusz, William Grice, Noreen Lake, George Magerl, Rhys Read, Elaine Tejcek.

Also Present: Sandra Norlin, Carol Kidd, Holly Richards Sorensen, Heather Imhoff, Ann Kruckmeyer, Sue D'Hondt, Dan Klobnak, Don Sofolo.

Absent: Eldon Burk, Jerry Mahony.

CONSIDERATION OF THE AGENDA.

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

PUBLIC COMMENTS AND QUESTIONS

Rhys Read entered the meeting at 7:03 p.m.

Sandra Norlin, Library Director, introduced Friends of the Library representative Sue D'Hondt, practicum student Ann Kruckmeyer, and Dan Klobnak and Don Sofolo from Outsource Solutions Group.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Martin Moylan.

Alderman Moylan was in attendance at the City Council meeting.

0360

CONSENT AGENDA

George Magerl asked that the D. Acceptance of Reports 1. Director's Report be removed from the Consent Agenda.

Rhys Read asked that B. Acceptance of Financial Reports for January 2008, be removed from the Consent Agenda.

MOTION by William Grice, seconded by George Magerl, to approve the Consent Agenda, as modified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Rhys Read asked why the financial reports for January 2008 did not include the budget amounts. Sandra Norlin responded that the City Council was scheduled to approve the 2008 budget appropriations at tonight's meeting.

MOTION by Rhys Read, seconded by William Grice, to accept the Financial Reports for January 2008. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

George Magerl asked that the Circulation Services Report for January 2008, Reciprocal Borrowing, NSLS % Change, be changed to 3.0.

MOTION by George Magerl, seconded by Maria Bahamon, to accept the Director's Report, as amended. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

CONSENT AGENDA

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

1. Over the Counter Receipts	\$ 12,109.44
2. Petty Cash Expenditures	\$ 20.41
3. Budget Expenditures for January	\$ 347,616.42
4. Expenditures Year to Date	\$ 347,616.42
5. Revenue for January	\$ 13,153.21
6. Revenue Year to Date	\$ 13,153.21

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

January 07, 2008	\$ 89,964.35
January 22, 2008	\$ <u>106,128.72</u>
Total	\$ 196,093.07

ROLL CALL VOTE: AYES: Bahamon, Bogusz, Grice, Lake, Magerl, Read, Tejcek. NAYS: None. MOTION CARRIED.

0361

MOTION by Rhys Read, seconded by George Magerl, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

January 03, 2008	\$ 108,721.00
January 17, 2008	<u>\$ 108,932.18</u>
Total	\$ 217,653.18

ROLL CALL VOTE: AYES: Bahamon, Bogusz, Grice, Lake, Magerl, Read, Tejcek. NAYS: None. MOTION CARRIED.

DIRECTOR'S REPORT

Please note: I have received no official requests for confidential patron information since my last report.

PERSONNEL

New employees for January /February, 2008: Heather Imhoff, Head of Public Information Services; Jacob Post, Part-time Reference Services Assistant; Richard Simon, Part-time Monitor; Garrett Beelow and Ruth Noonan, Part-time Pages.

Resignations/separations: Carolyn Romin and George Hatzis, Pages.

STAFF DEVELOPMENT

Staff will receive training from Linda Hoeck, from the Northwest Suburban Special Education Association on the autism spectrum, with guidance in how to effectively communicate with and serve students with autism. She will give a workshop on February 21 from 1 to 4 PM and another, brief presentation to the whole staff at our quarterly all-staff meeting on March 6. This training is part of the grant project funded by the ISL with LSTA funds for 2008.

The library's Relay for Life team will hold a bake sale on Valentine's Day to help raise funds toward their goal of \$8000 in 2008.

The library staff will participate in the United Way Campaign as a separate entity this year. Heather Imhoff is coordinating this effort with the Northwestern Suburban United Way staff.

PATRON SERVICES

Although in-person attendance at the library was down by 9%, overall circulation was up by 3% over January a year ago. Circulation from the Mobile Library was up a nice 11%. Patrons used self-check to check out 42% of the items from the main library. Circulation

0362

of adult fiction and DVD was up in the main library and increased in both fiction and nonfiction books from the Mobile Library.

Patrons who logged onto our PlainTalk blog from our website received a wonderful Valentine's Day gift from our clever and talented staff, led by Web Services Librarian Karen McBride. The site went up on Monday, February 12 and has had quite a healthy "hit rate." This is one way that our patrons can experience our library in new and unexpected ways.

The use of our online reference resources increased by nearly 24% over last year at this time.

OTHER PROFESSIONAL ACTIVITIES

On January 17 I attended the Executive Committee meeting of the Library Production Studio, on 1/22 I attended the Friends of the Library roundtable Meeting, on 1/28 a meeting of the Oakton Area Planning Council in Skokie, and the Board Development Committee and the Board of Directors meeting of the North Suburban Library System. I chaired the first organizing meeting of Do the Dewey 2008 on Monday, February 4. On Wednesday, February 5 and Thursday, February 6 I reported to the Federal District Court for Jury Duty. I was dismissed from that jury at the end of the day on 2/6. On March 3, I may have to report for another trial, but will not know until the weekend of 2/29. Each of these trials are expected to last three months, so Carol, Holly, and I have met to develop contingency plans in case I am selected for the second trial. I attended the Chamber of Commerce Winter Garden Ball on Friday, February 8. I will attend the Chamber of Commerce Board of Directors meeting on 2/14 and the NSLS Legislative Breakfast on 2/18.

NEW BUSINESS

George Magerl reported that the Planning Committee met on Tuesday, February 19 and discussed different ways that Board members could participate in the new Strategic Plan goals, which are Work, Learn and Play. Board members will be encouraged to participate by:

1. Attending one Ward meeting a year. (Strategic Plan - Work)
2. Attending one program/seminar devoted to trustee development. (Strategic Plan - Learn)
3. Attending one or two library programs and wearing their name badge. (Strategic Plan - Play)

Board members discussed having a bookmark printed with their name and email address on the bookmark so that they would be more accessible to library patrons and citizens of Des Plaines. It was decided that email addresses would be created for the Board members and that they would be able to access their email remotely.

0363

MOTION by Committee, to approve the following Strategic Plan goals for Board members:

1. Attending one Ward meeting a year. (Strategic Plan – Work)
2. Attending one program/seminar devoted to trustee development. (Strategic Plan - Learn)
3. Attending one or two library programs and wearing their name badge. (Strategic Plan –Play)

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

George Magerl asked where the surplus property items were donated and Sandra Norlin responded "Computers for Schools."

MOTION by William Grice, seconded by Maria Bahamon to accept the list of miscellaneous surplus property, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by William Grice, seconded by George Magerl, to approve the list of computers and monitors as surplus property, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by William Grice, seconded by Elaine Tejcek, to approve payment to Cooperative Computer Services in the amount of \$6,263.74, which is a budgeted expense. ROLL CALL VOTE: AYES: Bahamon, Bogusz, Grice, Lake, Magerl, Read, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by William Grice, seconded by Elaine Tejcek, to add the following verbiage to the above motion "in the best interest of the library." VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Sandra Norlin introduced Don Sofolo, President, Outsource IT Solutions Group, who gave an overview of the work that his company has performed for the library.

MOTION by Rhys Read, seconded by George Magerl, to approve payment to Outsource Solutions Group in the amount of \$9,300.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bahamon, Bogusz, Grice, Lake, Magerl, Read, Tejcek. NAYS: None. MOTION CARRIED.

Dan Klobnak, Outsource IT Solutions Group, explained that the current Local Area Network Infrastructure was budgeted to be replaced in 2008 and that he submitted four quotes to Sandra Norlin for the required equipment and recommends CDW-G as the lowest responsible bidder at a cost of \$89,818.00. This is a budgeted expense.

0364

MOTION by George Magerl, seconded by Rhys Read, to approve the Local Area Network upgrade, and to purchase the required equipment through CDW at a cost not to exceed \$90,000.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bahamon, Bogusz, Grice, Lake, Magerl, Read, Tejcek. NAYS: None. MOTION CARRIED.

ANNOUNCEMENTS

The Board discussed who would attend National Library Legislative Day in Washington on May 13, 14. Sandra Norlin stated that a \$500.00 scholarship is available through North Suburban Library System for interested trustees to defray trip expenses. Matthew Bogusz and Elaine Tejcek stated that they may be interested in attending as representatives of the board this year.

CORRESPONDENCE

William Grice stated that he will resign from the Board effective February 29, 2008. William Grice invited Board members to attend a retirement party being held on Sunday, March 2, 2008 at Friendship Park Conservatory.

Sandra Norlin reported that the deadline to donate food for the annual Des Plaines Chamber of Commerce & Industry February Food Fight is February 29. Sandra reported that the Friends of the Library made a very generous donation to the "Food Fight."

George Magerl and Noreen Lake were in attendance at the 2008 North Suburban Library System Legislative Breakfast.

Sandra Norlin reported that the North Suburban Library System will host their Awards Banquet on Friday, March 14.

Sandra Norlin also reported that Illinois Library Day 2008 will be held in Springfield on Thursday, April 10.

The goal for the Des Plaines Public Library Relay for Life team will be \$8,000.00 this year. The team raised \$195.00 by hosting a Valentine's Day bake sale.

The Do the Dewey fundraiser will be held on Saturday, April 26. Sandra Norlin reported that Glenview State Bank and America United Bank have given generously to support the Dewey programs.

Rhys Read asked that the March agenda include "approval levels on invoices."

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

0365
Meeting adjourned at 8:32 p.m.

Minutes prepared by Carol Kidd

VIII.B.

**DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR FEBRUARY 2008**

Monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$ 10,373.88
2. Petty Cash Expenditures	\$ 29.94
3. Budget Expenditures for February	\$ 538,455.84
4. Expenditures Year to Date	\$ 893,361.64
5. Revenue for February	\$ 11,482.52
6. Revenue Year to Date	\$ 519,538.92

Warrant Register

February 04, 2008	\$ 39,645.96
February 19, 2008	<u>\$ 56,323.79</u>
Total	\$ 95,969.75

Salaries

January 31, 2008	\$ 122,067.79
February 13, 2008	\$ 116,015.15
February 27, 2008	<u>\$ 115,718.00</u>
Total	\$ 353,800.94

VIII.B.

DES PLAINES PUBLIC LIBRARY
OVER THE COUNTER RECEIPTS FOR FEBRUARY 2008

	<u>Feb 2007</u>	<u>Feb 2008</u>	<u>Year to Date 2007</u>	<u>Year to Date 2008</u>
Lost Materials	1,228.05	437.33	1,719.64	1,288.24
Fines	8,414.79	7,800.55	18,221.05	16,930.57
Damage	45.40	27.50	159.75	95.40
Fees	377.00	330.50	684.00	683.45
Copies	1,686.19	1,774.00	3,609.54	3,475.36
Miscellaneous	78.00	4.00	85.00	10.30
Total	\$11,829.43	\$10,373.88	\$24,478.98	\$22,483.32

PETTY CASH EXPENDITURES - FEBRUARY

960070	Auto/Travel	\$19.94
960210	Special Programs	\$10.00
TOTAL		\$29.94

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 03/13/08

CITY OF DES PLAINES

STATMN11

09:03:09

PRINT BALANCE SHEETS BY FUND

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

ACCOUNTING PERIOD: 2/08

FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102005	CASH PAYABLE 1944119043		34,301.50
102007	CASH PAYROLL 1944652940	.00	
102008	CASH DEPOSIT 1944650243		393,414.30
102012	CASH IL FUND 007139119668	319,202.73	
102014	CASH AMER FREEDM FND(AFF)	.00	
102026	CASH FIRST BANK ACCUMULTN	.00	
102028	CASH LIBRARY DONATIONS	39,674.59	
102051	CASH PLAINSBANK ACCUMULTN	.00	
102073	CASH IL- EPAY151600008073	.00	
	TOTAL CASH	359,377.32	427,715.80
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	.32	
104035	LIBRARY DONATION BROKERAG	682.09	
104075	PMA - FINANCIAL NETWORK	.00	
104077	INVEST-LIBRARY FOUNDATION	.00	
	TOTAL INVESTMENTS	682.41	.00
115400	RECEIVABLE-ACCRUED INTRST	.00	
115410	RECEIVABLE-INTEREST EARNS	.00	
118000	RECEIVABLE-PROPERTY TAXES	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
119125	RECEIVABLE-GRANTS	27,815.00	
	TOTAL RECEIVABLE-SALES TAX	27,815.00	.00
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
119301	PREPAID EXPENSE	53,273.30	
	TOTAL PREPAID ITEMS	53,273.30	.00
129999	DUE FROM OTHER FUNDS	.00	
	TOTAL DUE FROM OTHER FUNDS	.00	.00
204201	FIXED ASSETS-LIB EQUIP	.00	
209900	FIXED ASSETS-ACUMLTD DEPC	.00	
	TOTAL FIXED ASSETS	.00	.00
	TOTAL ASSETS	441,148.03	427,715.80

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 03/13/08

CITY OF DES PLAINES

STATMN11

TIME: 09:03:09

PRINT BALANCE SHEETS BY FUND

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

ACCOUNTING PERIOD: 2/08

FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
401000	ACCOUNTS PAYABLE	34,650.72	
401001	AUDIT ACCOUNTS PAYABLE	3,041.79	
410020	ESCROW DEPOSITS		.00
	TOTAL DEPOSITS	.00	.00
430010	DUE TO-CORPORATE GENL		.00
430080	DUE TO-EMPL RETRMNT TRUST		.00
430099	DUE TO OTHER FUNDS		.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		.00
470100	LIBRARY DEFERRED REVENUE		.00
	TOTAL DEFERRED REV-PROPERTY TAX	.00	.00
471000	DEFERRED REV-OTHER		.00
	TOTAL CURRENT LIABILITIES	37,692.51	.00
	TOTAL LIABILITIES	37,692.51	.00
700110	EXPENDITURE CONTROL	889,150.65	
700120	REVENUE CONTROL		517,072.64
700130	ENCUMBRANCE CONTROL		.00
700140	RESERVE FOR ENCUMBRANCE		.00
700150	EXP. BUDGET CONTROL		7,075,646.00
700160	REV. BUDGET CONTROL	6,789,173.00	
700170	BUDGET FUND BALANCE	286,472.12	
	TOTAL SYSTEM CONTROL	7,964,795.77	7,592,718.64
720010	FUND BAL-RESRV-GIFT TRUST		.00
	TOTAL FUND BALANCE-RESERVED	.00	.00
730000	FUND BALANCE-UNRESERVED		423,201.87
	TOTAL FUND EQUITY	.00	423,201.87
	TOTAL EQUITIES	7,964,795.77	8,015,920.51
	TOTAL LIBRARY FUND	8,443,636.31	8,443,636.31

0370

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 03/13/08

CITY OF DES PLAINES

STMTM11

TIME: 09:03:09

PRINT BALANCE SHEETS BY FUND

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

ACCOUNTING PERIOD: 2/08

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102005	CASH PAYABLE 1944119043	.00	
102008	CASH DEPOSIT 1944650243	277.43	
102012	CASH IL FUND 007139119668	329,148.42	
102014	CASH AMER FREEDM FND(AFF)	.00	
102073	CASH IL- EPAY151600008073	.00	
	TOTAL CASH	329,425.85	.00
104075	PMA - FINANCIAL NETWORK	300,132.15	
	TOTAL INVESTMENTS	300,132.15	.00
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
129999	DUE FROM OTHER FUNDS	.00	
	TOTAL DUE FROM OTHER FUNDS	.00	.00
	TOTAL ASSETS	629,558.00	.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	4,210.99	
700120	REVENUE CONTROL		2,466.28
700150	EXP. BUDGET CONTROL		915,492.00
700160	REV. BUDGET CONTROL	410,000.00	
700170	BUDGET FUND BALANCE	505,492.66	
	TOTAL SYSTEM CONTROL	919,703.65	917,958.28
730000	FUND BALANCE-UNRESERVED		631,303.37
	TOTAL FUND EQUITY	.00	631,303.37
	TOTAL EQUITIES	919,703.65	1,549,261.65
	TOTAL LIBRARY CAPITAL PROJ FUND	1,549,261.65	1,549,261.65
	TOTAL REPORT	9,992,897.96	9,992,897.96

0371

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 03/13/08

CITY OF DES PLAINES
REVENUE STATUS REPORT

REVSTA11

TIME: 09:04:03

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

ACCOUNTING PERIOD: 2/08

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT

TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL

PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-800000 TAXES

ACCOUNT	TITLE	BUDGET	RECEIPTS	PERIOD RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
810021	PROPERTY TAXES 2004	.00	.00	.00	-7,811.32	7,811.32	.00
810022	PROPERTY TAXES 2005	.00	.00	.00	-8,053.07	8,053.07	.00
810023	PROPERTY TAXES 2006	50,000.00	.00	.00	502,682.08	-452,682.08	1005.36
810024	PROPERTY TAXES 2007	6,366,968.00	.00	.00	.00	6,366,968.00	.00
TOTAL TAXES		6,416,968.00	.00	.00	486,817.69	5,930,150.31	7.59

FUND-201 LIBRARY FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-820000 INTERGOVERNMENTAL REVENUE

810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	.00	92,988.00	.00
810840	STATE GRANT:PER CAPITA	69,700.00	.00	.00	.00	69,700.00	.00
810895	STATE GRANT:LIBRARY	28,517.00	.00	.00	.00	28,517.00	.00
TOTAL INTERGOVERNMENTAL REVENUE		191,205.00	.00	.00	.00	191,205.00	.00

FUND-201 LIBRARY FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-850000 FINES

850102	LIBRARY FINES	110,000.00	8,208.36	.00	19,309.87	90,690.13	17.55
TOTAL FINES		110,000.00	8,208.36	.00	19,309.87	90,690.13	17.55

FUND-201 LIBRARY FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-850200 FEES AND SERVICES

850201	COPYING FEE	25,000.00	2,447.65	.00	4,149.01	20,850.99	16.60
850215	SPECIAL PROGRAMS & EVENT	5,000.00	625.99	.00	625.99	4,374.01	12.52
TOTAL FEES AND SERVICES		30,000.00	3,073.64	.00	4,775.00	25,225.00	15.92

FUND-201 LIBRARY FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-890000 OTHER REVENUE

890010	INTEREST INCOME	20,000.00	.00	.00	5,619.22	14,380.78	28.10
890050	SALE OF FIXED ASSETS	1,000.00	.00	.00	.00	1,000.00	.00
899900	MISCELLANEOUS REVENUE	20,000.00	200.52	.00	550.86	19,449.14	2.75
TOTAL OTHER REVENUE		41,000.00	200.52	.00	6,170.08	34,829.92	15.05

TOTAL TITLE NOT FOUND		6,789,173.00	11,482.52	.00	517,072.64	6,272,100.36	7.62
TOTAL LIBRARY FUND		6,789,173.00	11,482.52	.00	517,072.64	6,272,100.36	7.62

0372

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 03/13/08

CITY OF DES PLAINES
REVENUE STATUS REPORT

REVSTA11

: 09:04:03

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

ACCOUNTING PERIOD: 2/08

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT

TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL

PAGE BREAKS ON: FUND,ORGANIZATION

FUND-202 LIBRARY CAPITAL PROJ FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-890000 OTHER REVENUE

ACCOUNT	TITLE	BUDGET	RECEIPTS	PERIOD RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
890010	INTEREST INCOME	10,000.00	.00	.00	2,466.28	7,533.72	24.66
TOTAL	OTHER REVENUE	10,000.00	.00	.00	2,466.28	7,533.72	24.66

FUND-202 LIBRARY CAPITAL PROJ FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-898000 OTHER FINANCING SOURCES

898902	TRANSFER FROM LIB FUND	400,000.00	.00	.00	.00	400,000.00	.00
TOTAL	OTHER FINANCING SOURCES	400,000.00	.00	.00	.00	400,000.00	.00
TOTAL	TITLE NOT FOUND	410,000.00	.00	.00	2,466.28	407,533.72	.60
LIBRARY CAPITAL PROJ FU		410,000.00	.00	.00	2,466.28	407,533.72	.60

TOTAL REPORT . 7,199,173.00 11,482.52 .00 519,538.92 6,679,634.08 7.22

0373

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 03/13/08
09:04:50

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

EXPSTA11

SELECTION CRITERIA: orgn.fund in ("201","202")
ACCOUNTING PERIOD: 2/08

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT
TOTALLED ON: FUND, ORGANIZATION, 1ST SUBTOTAL
PAGE BREAKS ON: FUND, ORGANIZATION

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-910000 SALARIES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	2,471,985.00	225,905.44	.00	333,724.07	2,138,260.93	13.50
910200	TEMPORARY WAGES	985,515.00	100,847.78	.00	156,997.89	828,517.11	15.93
910400	NON-SUPERVISORY OVERTIME	250.00	.00	.00	.00	250.00	.00
910500	VACATION PAY	.00	20,324.76	.00	36,253.03	-36,253.03	.00
910600	SICK PAY	.00	6,329.06	.00	10,168.09	-10,168.09	.00
910700	HOLIDAY PAY	.00	393.90	.00	34,311.04	-34,311.04	.00
910900	ACT/OUT OF CLASS/PREMIUM	.00	.00	.00	62.71	-62.71	.00
910950	EXCESS SICK HRS PAY OUT	3,500.00	.00	.00	.00	3,500.00	.00
910970	COMPENSATED ABSENCES	3,900.00	.00	.00	.00	3,900.00	.00
TOTAL SALARIES		3,465,150.00	353,800.94	.00	571,516.83	2,893,633.17	16.49

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-918000 BENEFITS

918010	UNEMPLOYMENT COMPENSATIO	636.00	.00	.00	.00	636.00	.00
918020	EMPLOYER CONTR-F.I.C.A.	264,499.00	26,545.71	.00	42,891.14	221,607.86	16.22
918021	EMPLOYER CONTR-I.M.R.F.	317,030.00	30,608.20	.00	49,477.16	267,552.84	15.61
918030	EAP PROGRAM	641.00	.00	.00	.00	641.00	.00
918040	LIFE INS PREMIUMS	6,923.00	677.60	.00	1,348.60	5,574.40	19.48
918050	PPO INSURANCE PREMIUMS	351,682.00	45,153.52	.00	74,715.56	276,966.44	21.25
918051	HMO INSURANCE PREMIUMS	119,298.00	.00	.00	.00	119,298.00	.00
918055	DENTAL INSURANCE PREMIUM	25,770.00	2,596.28	.00	4,283.12	21,486.88	16.62
918070	WORKERS COMPENSATION	9,565.00	902.27	.00	1,492.24	8,072.76	15.60
918085	RHS PLAN PAYOUT	2,500.00	.00	.00	.00	2,500.00	.00
TOTAL BENEFITS		1,098,544.00	106,483.58	.00	174,207.82	924,336.18	15.86

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

920100	LITIGATION & LEGAL FEES	10,000.00	.00	.00	.00	10,000.00	.00
920105	COSTS OF LITIGATION	2,500.00	.00	.00	.00	2,500.00	.00
920110	PROFESSIONAL SERVICES	59,800.00	50.00	.00	50.00	59,750.00	.08
920120	COMMUNICATION SERVICES	38,640.00	1,509.87	.00	1,965.55	36,674.45	5.09
920140	DATA PROCESSING SERVICES	90,000.00	1,724.11	.00	1,724.11	88,275.89	1.92
920202	CONFERENCES	30,450.00	4,200.05	.00	4,420.05	26,029.95	14.52
920204	TRAINING	3,100.00	484.00	.00	484.00	2,616.00	15.61
920205	TUITION REIMBURSEMENTS	5,000.00	600.00	.00	600.00	4,400.00	12.00
920206	SEMINARS	.00	.00	.00	85.00	-85.00	.00
920220	MEMBERSHIP DUES	6,500.00	549.00	.00	819.00	5,681.00	12.60
920225	LICENSING/TITLES	250.00	.00	.00	.00	250.00	.00
920230	PUBLICATION OF NOTICES	3,500.00	1,169.00	.00	1,169.00	2,331.00	33.40
920900	PROPERTY/LIAB CONTRIBUTI	33,262.00	.00	.00	.00	33,262.00	.00
930010	R & M EQUIPMENT	76,895.00	321.30	.00	13,108.49	63,786.51	17.05

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 03/13/08

TIME: 09:04:50

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

SAFARI

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

ACCOUNTING PERIOD: 2/08

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT

TOTALED ON: FUND, ORGANIZATION, 1ST SUBTOTAL

PAGE BREAKS ON: FUND, ORGANIZATION

FUND-201 LIBRARY FUND

ORGANIZATION-2110 LIBRARY SERVICES

1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
930020	R & M BLDGS & STRUCTURES	77,700.00	2,290.00	.00	2,740.00	74,960.00	3.53
930030	R & M VEHICLES	7,950.00	.00	.00	.00	7,950.00	.00
930195	BOOK BINDING & REPAIR	3,000.00	.00	.00	.00	3,000.00	.00
930210	RENTAL OF EQUIPMENT	5,500.00	.00	.00	.00	5,500.00	.00
930320	CLEANING: CUSTODIAL SERV	95,050.00	.00	.00	.00	95,050.00	.00
930490	REFUSE CONTRACT	6,888.00	574.00	.00	574.00	6,314.00	8.33
960070	AUTO/TRAVEL EXPENSES	500.00	423.50	.00	423.50	76.50	84.70
960210	SPECIAL EVENT PROGRAMMIN	26,000.00	1,925.38	.00	2,719.38	23,280.62	10.46
960990	MISC CONTRACTUAL SVCS	96,480.00	4,781.77	.00	6,771.48	89,708.52	7.02
	TOTAL CONTRACTUAL SERVICES	678,965.00	20,601.98	.00	37,653.56	641,311.44	5.55

FUND-201 LIBRARY FUND

ORGANIZATION-2110 LIBRARY SERVICES

1ST SUBTOTAL-970000 COMMODITIES

970100	SUPPLIES	230,170.00	1,220.60	.00	1,220.60	228,949.40	.53
970110	MEALS (PRSNRS/WRKRS/VOLS)	1,800.00	351.98	.00	401.98	1,398.02	22.33
970170	JANITORIAL	21,100.00	1,195.32	.00	1,195.32	19,904.68	5.67
970260	POSTAGE AND PARCEL	15,000.00	.00	.00	.00	15,000.00	.00
970270	PRINTING-REPROD-BINDING	15,000.00	4,133.00	.00	4,133.00	10,867.00	27.55
970500	PURCHASE OF WATER	8,000.00	.00	.00	.00	8,000.00	.00
970600	BOOKS	492,800.00	29,488.81	.00	35,619.81	457,180.19	7.23
970610	AUDIO MATERIALS	78,500.00	2,164.84	.00	2,164.84	76,335.16	2.76
970620	SUBSCRIPTIONS & BOOKS	78,000.00	1,999.08	.00	17,616.08	60,383.92	22.58
970630	VISUAL MATERIALS	87,500.00	5,887.23	.00	5,887.23	81,612.77	6.73
970640	AUTOMATED REFERENCE MAT'	127,000.00	6,291.50	.00	32,719.89	94,280.11	25.76
970810	NATURAL GAS	27,300.00	.00	.00	4,187.70	23,112.30	15.34
970840	DIESEL	3,500.00	.00	.00	.00	3,500.00	.00
970850	GASOLINE	1,500.00	.00	.00	.00	1,500.00	.00
970900	EQUIPMENT <\$5,000	16,100.00	625.99	.00	625.99	15,474.01	3.89
	TOTAL COMMODITIES	1,203,270.00	53,358.35	.00	105,772.44	1,097,497.56	8.79

FUND-201 LIBRARY FUND

ORGANIZATION-2110 LIBRARY SERVICES

1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

980300	IMPROVEMENTS	7,300.00	.00	.00	.00	7,300.00	.00
980400	EQUIPMENT	10,000.00	.00	.00	.00	10,000.00	.00
980410	COMPUTER HARDWARE	900.00	.00	.00	.00	900.00	.00
980420	COMPUTER SOFTWARE	35,670.00	.00	.00	.00	35,670.00	.00
980500	FURNITURE & FIXTURES	5,300.00	.00	.00	.00	5,300.00	.00
	TOTAL CAPITAL EXPENDITURES	59,170.00	.00	.00	.00	59,170.00	.00

0375

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 03/13/08

CITY OF DES PLAINES

EXPSTA11

TIME: 09:04:50

EXPENDITURE STATUS REPORT

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

ACCOUNTING PERIOD: 2/08

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT

TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL

PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND

ORGANIZATION-2110 LIBRARY SERVICES

1ST SUBTOTAL-990990 OTHER FUNDING ACTIVITIES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
990935	TRANS TO D/S: 2002A BOND	14,852.00	.00	.00	.00	14,852.00	.00
990940	TRANS TO LIB CAP PROJ FN	400,000.00	.00	.00	.00	400,000.00	.00
990955	TRANS TO D/S: 2003B BOND	10,995.00	.00	.00	.00	10,995.00	.00
993000	CONTINGENCY RESERVE	75,000.00	.00	.00	.00	75,000.00	.00
	TOTAL OTHER FUNDING ACTIVITIE	500,847.00	.00	.00	.00	500,847.00	.00
	TOTAL LIBRARY SERVICES	7,005,946.00	534,244.85	.00	889,150.65	6,116,795.35	12.69

0376

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 03/13/08

TIME: 09:04:50

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

EXPSTA11

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

ACCOUNTING PERIOD: 2/08

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT

TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL

PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND

ORGANIZATION-2130 IL LIBRARY PER CAP GRANT

1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
920204	TRAINING	4,325.00	.00	.00	.00	4,325.00	.00
920210	IN-SERVICE TRAINING	6,700.00	.00	.00	.00	6,700.00	.00
960990	MISC CONTRACTUAL SVCS	42,675.00	.00	.00	.00	42,675.00	.00
	TOTAL CONTRACTUAL SERVICES	53,700.00	.00	.00	.00	53,700.00	.00

FUND-201 LIBRARY FUND

ORGANIZATION-2130 IL LIBRARY PER CAP GRANT

1ST SUBTOTAL-970000 COMMODITIES

970260	POSTAGE AND PARCEL	4,000.00	.00	.00	.00	4,000.00	.00
970270	PRINTING-REPROD-BINDING	12,000.00	.00	.00	.00	12,000.00	.00
	TOTAL COMMODITIES	16,000.00	.00	.00	.00	16,000.00	.00
	TOTAL IL LIBRARY PER CAP GRAN	69,700.00	.00	.00	.00	69,700.00	.00
	TOTAL LIBRARY FUND	7,075,646.00	534,244.85	.00	889,150.65	6,186,495.35	12.57

0377

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 03/13/08

TIME: 09:04:50

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

EXPSTA11

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

ACCOUNTING PERIOD: 2/08

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT

TOTALLED ON: FUND,ORGANIZATION,1ST SUBTOTAL

PAGE BREAKS ON: FUND,ORGANIZATION

FUND-202 LIBRARY CAPITAL PROJ FUND
ORGANIZATION-202F LIBRARY CAPITAL PROJECTS
1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
920110	PROFESSIONAL SERVICES	45,000.00	.00	.00	.00	45,000.00	.00
960990	MISC CONTRACTUAL SVCS	6,000.00	.00	.00	.00	6,000.00	.00
	TOTAL CONTRACTUAL SERVICES	51,000.00	.00	.00	.00	51,000.00	.00

FUND-202 LIBRARY CAPITAL PROJ FUND
ORGANIZATION-202F LIBRARY CAPITAL PROJECTS
1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

980300	IMPROVEMENTS	175,000.00	.00	.00	.00	175,000.00	.00
980400	EQUIPMENT	533,392.00	.00	.00	.00	533,392.00	.00
980410	COMPUTER HARDWARE	156,100.00	4,210.99	.00	4,210.99	151,889.01	2.70
	TOTAL CAPITAL EXPENDITURES	864,492.00	4,210.99	.00	4,210.99	860,281.01	.49
	TOTAL LIBRARY CAPITAL PROJECT	915,492.00	4,210.99	.00	4,210.99	911,281.01	.46
	TOTAL LIBRARY CAPITAL PROJ FU	915,492.00	4,210.99	.00	4,210.99	911,281.01	.46

TOTAL REPORT		7,991,138.00	538,455.84	.00	893,361.64	7,097,776.36	11.18
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0378

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 03/07/08

TIME: 08:47:36

CITY OF DES PLAINES
PRINT BALANCE SHEETS BY FUND

STATMN11

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

ACCOUNTING PERIOD: 13/07

FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102005	CASH PAYABLE 1944119043	50.00	
102007	CASH PAYROLL 1944652940	.00	
102008	CASH DEPOSIT 1944650243	2,325.88	
102012	CASH IL FUND 007139119668	441,277.26	
102014	CASH AMER FREEDM FND(AFF)	.00	
102026	CASH FIRST BANK ACCUMULTN	.00	
102028	CASH LIBRARY DONATIONS	39,674.59	
102051	CASH PLAINSBANK ACCUMULTN	.00	
102073	CASH IL- EPAY151600008073	.00	
	TOTAL CASH	483,827.73	.00
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	.32	
104035	LIBRARY DONATION BROKERAG	582.09	
104075	PMA - FINANCIAL NETWORK	.00	
104077	INVEST-LIBRARY FOUNDATION	.00	
	TOTAL INVESTMENTS	682.41	.00
115400	RECEIVABLE-ACCRUED INTRST	.00	
115410	RECEIVABLE-INTEREST EARNS	.00	
118000	RECEIVABLE-PROPERTY TAXES	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
119125	RECEIVABLE-GRANTS	27,815.00	
	TOTAL RECEIVABLE-SALES TAX	27,815.00	.00
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
119301	PREPAID EXPENSE	53,273.30	
	TOTAL PREPAID ITEMS	53,273.30	.00
129999	DUE FROM OTHER FUNDS	.00	
	TOTAL DUE FROM OTHER FUNDS	.00	.00
204201	FIXED ASSETS-LIB EQUIP	.00	
209900	FIXED ASSETS-ACUMLTD DEPC	.00	
	TOTAL FIXED ASSETS	.00	.00
	TOTAL ASSETS	565,598.44	.00

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 03/07/08

TIME: 08:47:36

CITY OF DES PLAINES
PRINT BALANCE SHEETS BY FUND

STATMN11

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

ACCOUNTING PERIOD: 13/07

FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
401000	ACCOUNTS PAYABLE		147,095.10
401001	AUDIT ACCOUNTS PAYABLE	3,041.79	
410020	ESCROW DEPOSITS		.00
	TOTAL DEPOSITS	.00	.00
430010	DUE TO-CORPORATE GENL		.00
430080	DUE TO-EMPL RETRMNT TRUST		.00
430099	DUE TO OTHER FUNDS		.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		.00
470100	LIBRARY DEFERRED REVENUE		.00
	TOTAL DEFERRED REV-PROPERTY TAX	.00	.00
471000	DEFERRED REV-OTHER		.00
	TOTAL CURRENT LIABILITIES	3,041.79	147,095.10
	TOTAL LIABILITIES	3,041.79	147,095.10
700110	EXPENDITURE CONTROL	5,871,222.82	
700120	REVENUE CONTROL		5,902,314.06
700130	ENCUMBRANCE CONTROL		.00
700140	RESERVE FOR ENCUMBRANCE		.00
700150	EXP. BUDGET CONTROL		6,412,187.00
700160	REV. BUDGET CONTROL	6,412,187.00	
700170	BUDGET FUND BALANCE		.88
	TOTAL SYSTEM CONTROL	12,283,409.82	12,314,501.94
720010	FUND BAL-RESRV-GIFT TRUST		.00
	TOTAL FUND BALANCE-RESERVED	.00	.00
730000	FUND BALANCE-UNRESERVED		390,453.01
	TOTAL FUND EQUITY	.00	390,453.01
	TOTAL EQUITIES	12,283,409.82	12,704,954.95
	TOTAL LIBRARY FUND	12,852,050.05	12,852,050.05

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

ACCOUNTING PERIOD: 13/07

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102005	CASH PAYABLE 1944119043	.00	
102008	CASH DEPOSIT 1944650243	20,954.42	
102012	CASH IL FUND 007139119668	626,814.29	
102014	CASH AMER FREEDM FND(AFF)	.00	
102073	CASH IL- EPAY151600008073	.00	
	TOTAL CASH	647,768.71	.00
104075	PMA - FINANCIAL NETWORK	.00	
	TOTAL INVESTMENTS	.00	.00
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
129999	DUE FROM OTHER FUNDS	.00	
	TOTAL DUE FROM OTHER FUNDS	.00	.00
	TOTAL ASSETS	647,768.71	.00
401000	ACCOUNTS PAYABLE		16,466.00
401001	AUDIT ACCOUNTS PAYABLE		.00
471000	DEFERRED REV-OTHER		.00
	TOTAL CURRENT LIABILITIES	.00	16,466.00
	TOTAL LIABILITIES	.00	16,466.00
700110	EXPENDITURE CONTROL	109,662.86	
700120	REVENUE CONTROL		227,187.97
700150	EXP. BUDGET CONTROL		104,950.00
700160	REV. BUDGET CONTROL	205,000.00	
700170	BUDGET FUND BALANCE		100,049.34
	TOTAL SYSTEM CONTROL	314,662.86	432,187.31
730000	FUND BALANCE-UNRESERVED		513,778.26
	TOTAL FUND EQUITY	.00	513,778.26
	TOTAL EQUITIES	314,662.86	945,965.57
	TOTAL LIBRARY CAPITAL PROJ FUND	962,431.57	962,431.57
	TOTAL REPORT	13,814,481.62	13,814,481.62

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 03/07/08

TIME: 08:45:21

CITY OF DES PLAINES
REVENUE STATUS REPORT

REVSTALL

SELECTION CRITERIA: orgn.fund in ("201","202")
ACCOUNTING PERIOD: 13/07

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT
TOTALLED ON: FUND, ORGANIZATION, 1ST SUBTOTAL
PAGE BREAKS ON: FUND, ORGANIZATION

FUND-201 LIBRARY FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-800000 TAXES

ACCOUNT	TITLE	BUDGET	RECEIPTS	PERIOD RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
810020	PROPERTY TAXES 2003	.00	-925.47	.00	-38,355.35	38,355.35	.00
810021	PROPERTY TAXES 2004	.00	-206.86	.00	-25,363.42	25,363.42	.00
810022	PROPERTY TAXES 2005	50,000.00	-46,729.54	.00	36,678.09	13,321.91	73.36
810023	PROPERTY TAXES 2006	5,954,939.00	1,413,108.13	.00	5,501,533.94	453,405.06	92.39
TOTAL TAXES		6,004,939.00	1,365,246.26	.00	5,474,493.26	530,445.74	91.17

FUND-201 LIBRARY FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-820000 INTERGOVERNMENTAL REVENUE

820000	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	100.00
820040	STATE GRANT:PER CAPITA	72,000.00	.00	.00	69,672.21	2,327.79	96.77
822095	STATE GRANT:LIBRARY	30,260.00	14,583.00	.00	51,810.00	-21,550.00	171.22
TOTAL INTERGOVERNMENTAL REVEN		195,248.00	14,583.00	.00	214,470.21	-19,222.21	109.85

FUND-201 LIBRARY FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-850000 FINES

850102	LIBRARY FINES	110,000.00	.00	.00	117,620.66	-7,620.66	106.93
TOTAL FINES		110,000.00	.00	.00	117,620.66	-7,620.66	106.93

FUND-201 LIBRARY FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-850200 FEES AND SERVICES

850201	COPYING FEE	40,000.00	.00	.00	27,005.77	12,994.23	67.51
850215	SPECIAL PROGRAMS & EVENT	20,000.00	.00	.00	8,159.75	11,840.25	40.80
TOTAL FEES AND SERVICES		60,000.00	.00	.00	35,165.52	24,834.48	58.61

FUND-201 LIBRARY FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-890000 OTHER REVENUE

890010	INTEREST INCOME	5,000.00	2,466.66	.00	26,095.32	-21,095.32	521.91
890050	SALE OF FIXED ASSETS	2,000.00	.00	.00	.00	2,000.00	.00
899900	MISCELLANEOUS REVENUE	35,000.00	.00	.00	25,675.37	9,324.63	73.36
899920	LIBRARY DONATIONS	.00	.00	.00	8,793.72	-8,793.72	.00
TOTAL OTHER REVENUE		42,000.00	2,466.66	.00	60,564.41	-18,564.41	144.20
TOTAL TITLE NOT FOUND		6,412,187.00	1,382,295.92	.00	5,902,314.06	509,872.94	92.05
TOTAL LIBRARY FUND		6,412,187.00	1,382,295.92	.00	5,902,314.06	509,872.94	92.05

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 03/07/08

TIME: 08:45:21

CITY OF DES PLAINES
REVENUE STATUS REPORT

REVSTA11

SELECTION CRITERIA: orgn.fund in ("201","202")
ACCOUNTING PERIOD: 13/07

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT
TOTALED ON: FUND, ORGANIZATION, 1ST SUBTOTAL
PAGE BREAKS ON: FUND, ORGANIZATION

FUND-202 LIBRARY CAPITAL PROJ FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-890000 OTHER REVENUE

ACCOUNT	TITLE	BUDGET	RECEIPTS	PERIOD RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
890010	INTEREST INCOME	1,000.00	1,814.29	.00	24,387.97	-23,387.97	2438.80
899900	MISCELLANEOUS REVENUE	3,900.00	.00	.00	.00	3,900.00	.00
899920	LIBRARY DONATIONS	100.00	.00	.00	2,800.00	-2,700.00	2800.00
TOTAL OTHER REVENUE		5,000.00	1,814.29	.00	27,187.97	-22,187.97	543.76

FUND-202 LIBRARY CAPITAL PROJ FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-898000 OTHER FINANCING SOURCES

898902	TRANSFER FROM LIB FUND	200,000.00	.00	.00	200,000.00	.00	100.00
TOTAL OTHER FINANCING SOURCES		200,000.00	.00	.00	200,000.00	.00	100.00
TOTAL TITLE NOT FOUND		205,000.00	1,814.29	.00	227,187.97	-22,187.97	110.82
TOTAL LIBRARY CAPITAL PROJ FU		205,000.00	1,814.29	.00	227,187.97	-22,187.97	110.82

TOTAL REPORT		6,617,187.00	1,384,110.21	.00	6,129,502.03	487,684.97	92.63
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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 03/06/08

TIME: 14:38:52

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

EXPST11

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

ACCOUNTING PERIOD: 13/07

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT

TOTALED ON: FUND, ORGANIZATION, 1ST SUBTOTAL

PAGE BREAKS ON: FUND, ORGANIZATION

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-910000 SALARIES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	2,377,624.00	-29,097.44	.00	1,879,101.30	498,522.70	79.03
910200	TEMPORARY WAGES	983,825.00	-30,022.15	.00	838,587.00	145,238.00	85.24
910400	NON-SUPERVISORY OVERTIME	250.00	.00	.00	.00	250.00	.00
910500	VACATION PAY	.00	-10,480.95	.00	170,453.27	-170,453.27	.00
910600	SICK PAY	.00	-1,840.16	.00	85,383.42	-85,383.42	.00
910700	HOLIDAY PAY	.00	-16,683.92	.00	53,287.69	-53,287.69	.00
910900	ACT/OUT OF CLASS/PREMIUM	.00	.00	.00	954.60	-954.60	.00
910950	EXCESS SICK HRS PAY OUT	3,500.00	.00	.00	.00	3,500.00	.00
TOTAL SALARIES		3,365,199.00	-88,124.62	.00	3,027,767.28	337,431.72	89.97

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-918000 BENEFITS

918010	UNEMPLOYMENT COMPENSATIO	2,459.00	.00	.00	2,459.00	.00	100.00
918020	EMPLOYER CONTR-F.I.C.A.	256,768.00	.00	.00	233,382.27	23,385.73	90.89
918021	EMPLOYER CONTR-I.M.R.F.	304,929.00	.00	.00	280,348.79	24,580.21	91.94
918030	EAP PROGRAM	705.00	.00	.00	.00	705.00	.00
918040	LIFE INS PREMIUMS	8,136.00	.00	.00	8,331.40	-195.40	102.40
918050	MEDICAL INS PREMIUMS	398,427.00	.00	.00	389,359.59	9,067.41	97.72
918055	DENTAL INSURANCE PREMIUM	25,401.00	.00	.00	23,405.61	1,995.39	92.14
918070	WORKERS COMPENSATION	8,296.00	.00	.00	8,005.71	290.29	96.50
918085	RHS PLAN PAYOUT	2,340.00	.00	.00	7,506.83	-5,166.83	320.80
TOTAL BENEFITS		1,007,461.00	.00	.00	952,799.20	54,661.80	94.57

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

920100	LITIGATION & LEGAL FEES	10,000.00	.00	.00	1,631.25	8,368.75	16.31
920105	COSTS OF LITIGATION	1,000.00	.00	.00	.00	1,000.00	.00
920110	PROFESSIONAL CONSULTING	62,550.00	3,860.00	.00	35,139.02	27,410.98	56.18
920120	COMMUNICATION SERVICES	22,040.00	2,375.15	.00	23,808.25	-1,768.25	108.02
920140	DATA PROCESSING SERVICES	81,113.00	1,724.11	.00	53,486.81	27,626.19	65.94
920202	CONFERENCES	18,029.00	-179.23	.00	11,800.33	6,228.67	65.45
920204	TRAINING	5,216.00	70.00	.00	4,570.00	646.00	87.62
920205	TUITION REIMBURSEMENTS	5,000.00	2,018.35	.00	5,499.63	-499.63	109.99
920206	SEMINARS	1,500.00	45.00	.00	55.00	1,445.00	3.67
920210	IN-SERVICE TRAINING	.00	.00	.00	51.84	-51.84	.00
920220	MEMBERSHIP DUES	6,000.00	.00	.00	7,059.00	-1,059.00	117.65
920225	LICENSING/TITLES	250.00	.00	.00	100.00	150.00	40.00
920230	PUBLICATION OF NOTICES	3,000.00	673.00	.00	4,830.25	-1,830.25	161.01
920850	SUBSIDY:1994 E.R.P. TRAN	3,984.00	.00	.00	.00	3,984.00	.00
920900	PROPERTY/LIAB CONTRIBUTI	29,707.00	.00	.00	29,707.00	.00	100.00
930010	R & M EQUIPMENT	72,275.00	5,663.53	.00	74,534.64	-2,259.64	103.13

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 03/06/08

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

EXPST11

TIME: 14:38:52

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

ACCOUNTING PERIOD: 13/07

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT

TOTALED ON: FUND, ORGANIZATION, 1ST SUBTOTAL

PAGE BREAKS ON: FUND, ORGANIZATION

FUND-201 LIBRARY FUND

ORGANIZATION-2110 LIBRARY SERVICES

1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
930020	R & M BLDGS & STRUCTURES	52,795.00	.00	.00	78,338.92	-25,543.92	148.38
930030	R & M VEHICLES	10,600.00	290.91	.00	10,622.09	-22.09	100.21
930195	BOOK BINDING & REPAIR	2,500.00	.00	.00	293.71	2,206.29	11.75
930210	RENTAL OF EQUIPMENT	1,500.00	.00	.00	690.06	809.94	46.00
930320	CLEANING:CUSTODIAL SERV	46,980.00	14,092.50	.00	66,156.57	-19,176.57	140.82
930490	REFUSE CONTRACT	3,600.00	.00	.00	5,527.00	-1,927.00	153.53
960070	AUTO/TRAVEL EXPENSES	6,275.00	275.64	.00	5,811.23	463.77	92.61
960210	SPECIAL EVENT PROGRAMMIN	33,000.00	774.52	.00	34,570.90	-1,570.90	104.76
960990	MISC CONTRACTUAL SVCS	108,340.00	2,698.21	.00	123,515.00	-15,175.00	114.01
	TOTAL CONTRACTUAL SERVICES	587,254.00	34,381.69	.00	577,798.50	9,455.50	98.39

FUND-201 LIBRARY FUND

ORGANIZATION-2110 LIBRARY SERVICES

1ST SUBTOTAL-970000 COMMODITIES

970100	SUPPLIES	79,420.00	3,463.98	.00	77,304.93	2,115.07	97.34
970110	MEALS (PRSNRS/WRKRS/VOLS	2,600.00	152.79	.00	2,079.53	520.47	79.98
970170	JANITORIAL	19,000.00	1,010.19	.00	22,365.96	-3,365.96	117.72
970260	POSTAGE AND PARCEL	13,000.00	3,024.32	.00	10,500.94	2,499.06	80.78
970270	PRINTING-REPROD-BINDING	10,600.00	.00	.00	11,137.71	-537.71	105.07
970500	PURCHASE OF WATER	8,000.00	.00	.00	5,848.32	2,151.68	73.10
970600	BOOKS	497,000.00	19,616.58	.00	473,107.10	23,892.90	95.19
970610	AUDIO MATERIALS	80,000.00	2,362.80	.00	78,664.35	1,335.65	98.33
970620	SUBSCRIPTIONS & BOOKS	68,000.00	60.19	.00	72,913.35	-4,913.35	107.23
970630	VISUAL MATERIALS	81,000.00	732.60	.00	79,438.64	1,561.36	98.07
970640	AUTOMATED REFERENCE MAT'	106,000.00	575.00	.00	85,139.56	20,860.44	80.32
970810	NATURAL GAS	26,000.00	4,009.18	.00	23,245.00	2,755.00	89.40
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	2,000.00	.00	.00	.00	2,000.00	.00
970850	GASOLINE	1,500.00	.00	.00	39.70	1,460.30	2.65
970900	EQUIPMENT <\$5,000	15,161.00	.00	.00	5,038.82	10,122.18	33.24
	TOTAL COMMODITIES	1,009,781.00	35,007.63	.00	946,823.91	62,957.09	93.77

FUND-201 LIBRARY FUND

ORGANIZATION-2110 LIBRARY SERVICES

1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

980300	IMPROVEMENTS	23,850.00	.00	.00	12,069.21	11,780.79	50.60
980420	COMPUTER SOFTWARE	36,590.00	4,895.99	.00	25,354.15	11,235.85	69.29
980600	FURNITURE & FIXTURES	32,650.00	.00	.00	30,047.34	2,602.66	92.03
	TOTAL CAPITAL EXPENDITURES	93,090.00	4,895.99	.00	67,470.70	25,619.30	72.48

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 03/06/08

TIME: 14:38:52

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

EXPSTA11

SELECTION CRITERIA: orgn.fund in ("201","202")
ACCOUNTING PERIOD: 13/07

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT
TOTALLED ON: FUND, ORGANIZATION, 1ST SUBTOTAL
PAGE BREAKS ON: FUND, ORGANIZATION

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-990990 OTHER FUNDING ACTIVITIES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
990935	TRANS TO D/S: 2002A BOND	15,442.00	.00	.00	15,307.00	135.00	99.13
990940	TRANS TO LIB CAP PROJ FN	200,000.00	.00	.00	200,000.00	.00	100.00
990955	TRANS TO D/S: 2003B BOND	12,040.00	.00	.00	11,935.00	105.00	99.13
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
	TOTAL OTHER FUNDING ACTIVITIE	277,482.00	.00	.00	227,242.00	50,240.00	81.89
	TOTAL LIBRARY SERVICES	6,340,267.00	-13,839.31	.00	5,799,901.59	540,365.41	91.48

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 03/06/08

TIME: 14:38:52

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

EXPSTA11

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

ACCOUNTING PERIOD: 13/07

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TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL

PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND

ORGANIZATION-2130 IL LIBRARY PER CAP GRANT

1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
920202	CONFERENCES	.00	.00	.00	5,112.00	-5,112.00	.00
920210	IN-SERVICE TRAINING	6,700.00	123.93	.00	2,703.99	3,996.01	40.36
960210	SPECIAL EVENT PROGRAMMIN	10,500.00	.00	.00	10,598.24	-98.24	100.94
960990	MISC CONTRACTUAL SVCS	31,320.00	.00	.00	31,320.00	.00	100.00
	TOTAL CONTRACTUAL SERVICES	48,520.00	123.93	.00	49,734.23	-1,214.23	102.50

FUND-201 LIBRARY FUND

ORGANIZATION-2130 IL LIBRARY PER CAP GRANT

1ST SUBTOTAL-970000 COMMODITIES

970260	POSTAGE AND PARCEL	5,850.00	.00	.00	5,850.00	.00	100.00
970270	PRINTING-REPROD-BINDING	17,550.00	.00	.00	15,737.00	1,813.00	89.67
	TOTAL COMMODITIES	23,400.00	.00	.00	21,587.00	1,813.00	92.25
	TOTAL IL LIBRARY PER CAP GRAN	71,920.00	123.93	.00	71,321.23	598.77	99.17
	TOTAL LIBRARY FUND	6,412,187.00	-13,715.38	.00	5,871,222.82	540,964.18	91.56

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 03/06/08
 TIME: 14:38:52

CITY OF DES PLAINES
 EXPENDITURE STATUS REPORT

EXPST11

SELECTION CRITERIA: orgn.fund in ("201","202")
 ACCOUNTING PERIOD: 13/07

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT
 TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL
 PAGE BREAKS ON: FUND,ORGANIZATION

FUND-202 LIBRARY CAPITAL PROJ FUND
 ORGANIZATION-202F LIBRARY CAPITAL PROJECTS
 1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
980410	COMPUTER HARDWARE	84,950.00	.00	.00	87,741.86	-2,791.86	103.29
980600	FURNITURE & FIXTURES	20,000.00	21,921.00	.00	21,921.00	-1,921.00	109.61
	TOTAL CAPITAL EXPENDITURES	104,950.00	21,921.00	.00	109,662.86	-4,712.86	104.49
	TOTAL LIBRARY CAPITAL PROJECT	104,950.00	21,921.00	.00	109,662.86	-4,712.86	104.49
	TOTAL LIBRARY CAPITAL PROJ FU	104,950.00	21,921.00	.00	109,662.86	-4,712.86	104.49
	TOTAL REPORT	6,517,137.00	8,205.62	.00	5,980,885.68	536,251.32	91.77

0388

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 01/25/08

TIME: 11:36:03

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCTPAY1
ACCOUNTING PERIOD: 1/0

SELECTION CRITERIA: payable.due_date=*02/04/2008*

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	920110	PROFESSIONAL CON	106782	THE HISPANIC COMPUTER	8051	615	50.0
2110	920120	COMMUNICATION SE	09030	NEXTEL COMMUNICATIONS	655730511071	20	148.0
2110	920202	CONFERENCES	100808	CHRISTINA TROPEA	REIMB	404	10.0
2110	920202	CONFERENCES	106647	JILL FRANKLIN	REIMB	395	19.0
2110	920202	CONFERENCES	12663	VERONICA SCHWARTZ	REIMB	391	14.0
2110	920204	TRAINING	43806	NORTH SUBURBAN LIBRAR	1270128	316	235.0
2110	920205	TUITION REIMBURS	103410	GWEN LACOSSE	REIMB	98	750.0
2110	920220	MEMBERSHIP DUES	102534	ILLINOIS LIBRARY ASSO	2008-C	207	150.0
2110	920220	MEMBERSHIP DUES	102534	ILLINOIS LIBRARY ASSO	2008-B	208	75.0
2110	920220	MEMBERSHIP DUES	102534	ILLINOIS LIBRARY ASSO	2008-A	209	150.0
2110	930010	R & M EQUIPMENT	103824	BUSINESS MACHINE AGEN	70419	136	291.0
2110	930030	R & M VEHICLES	102935	BILL'S AUTO & TRUCK R	37541	135	290.0
2110	930320	CLEANING:CUSTODI	106652	MUELLER BUILDING SERV	50108	100	7350.0
2110	930320	CLEANING:CUSTODI	106652	MUELLER BUILDING SERV	50108	93	517.0
2110	960070	AUTO/TRAVEL EXPE	100808	CHRISTINA TROPEA	REIMB	394	13.0
2110	960070	AUTO/TRAVEL EXPE	106647	JILL FRANKLIN	REIMB	397	36.0
2110	960070	AUTO/TRAVEL EXPE	12663	VERONICA SCHWARTZ	REIMB	393	42.0
2110	960210	SPECIAL EVENT PR	09670	JEWISH VOCATIONAL SER	2007	78	350.0
2110	960210	SPECIAL EVENT PR	105109	HISTORIES POR KIDS IN	02-18-08	538	275.0
2110	960210	SPECIAL EVENT PR	106079	SKOKIE PUBLIC LIBRARY	REFUND	50	177.0
2110	960210	SPECIAL EVENT PR	106791	JULIE HECKSEL	02-24-08	536	350.0
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M154787A	427	3.0
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M154789A	429	5.0
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M154786A	452	1.0
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M154782A	433	2.0
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M154783A	435	3.0
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M154784A	439	1.0
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M154779A	449	1.0
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M154780A	437	2.0
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M128065A	120	169.0
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M154785A	116	2.0
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M115535A	143	1.0
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M154778A	140	1.0
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M115270A	147	5.0
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M154788A	150	14.0
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M108955A	145	5.0
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M160325A	212	130.0
2110	960990	MISC CONTRACTUAL	05274	ILLINOIS STATE POLICE	CST CTR 1755	159	68.0
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020018489	118	32.0
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020052565	444	23.0
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020069191	441	8.0
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020034942	456	33.0
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020049071	445	1.0
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	5008508575	453	22.0
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020048989	430	6.0
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020049038	423	7.0
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	A77916990	515	3.0
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	A40575170	513	1.0
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	A50764060	509	3.0
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	A94679890	505	1.0

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 01/25/08

TIME: 11:36:03

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCTPAY1
ACCOUNTING PERIOD: 1/

SELECTION CRITERIA: payable.due_date="02/04/2008"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOU
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2020052564	458	0.00	41.
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2020029731	478	0.00	16.
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019712399	480	0.00	11.
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	A51774120	475	0.00	14.
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	A98939580	470	0.00	5.
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	A78292480	468	0.00	14.
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2020054466	466	0.00	35.
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	5008464884	473	0.00	24.
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2020015822	482	0.00	13.
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019987817	488	0.00	3.
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019982222	484	0.00	10.
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019987933	492	0.00	2.
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019985239	491	0.00	21.
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019974392	486	0.00	6.
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	A48843950	499	0.00	11.
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	A36140120	503	0.00	3.
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019946298	493	0.00	2.
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	A42298130	501	0.00	7.
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	A47972500	497	0.00	9.
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2020034960	560	0.00	3.
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5403642	465	0.00	3.
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5403641	462	0.00	16.
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5403640	459	0.00	110.
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5402344	461	0.00	91.
2110	960990	MISC CONTRACTUAL	13461 SPHERION	5582866	7	0.00	300.
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL COR	3059644	91	0.00	1380.
2110	970110	MEALS (PRSNRS/WR	37429 DES PLAINES CHAMBER O	6099	271	0.00	340.
2110	970270	PRINTING-REPROD-	05228 KASCO PRINTING	6088	179	0.00	4133.
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	M160325A	199	0.00	2052.
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	M128065A	90	0.00	858.
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	M154788A	151	0.00	133.
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	M108955A	155	0.00	29.
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	M115270A	148	0.00	59.
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	M115269A	152	0.00	245.
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	M154778A	141	0.00	12.
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	M115535A	144	0.00	21.
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	M154785A	432	0.00	14.
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	M154787A	428	0.00	58.
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	M154789A	431	0.00	45.
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	M154779A	450	0.00	10.
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	M154782A	434	0.00	39.
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	M154783A	438	0.00	19.
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	M154780A	448	0.00	10.
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	M154786A	451	0.00	7.
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	M154784A	440	0.00	18.
2110	970600	BOOKS	02958 MARQUIS WHO'S WHO	172842	60	0.00	166.
2110	970600	BOOKS	03363 WEST GROUP	815120703	134	0.00	202.
2110	970600	BOOKS	04625 C C H, INCORPORATED	74778	55	0.00	76.
2110	970600	BOOKS	04625 C C H, INCORPORATED	80168	54	0.00	177.
2110	970600	BOOKS	05338 STANDARD & POOR'S	30314872	225	0.00	4183.

0300

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 01/25/08

TIME: 11:36:03

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCTPAY1
ACCOUNTING PERIOD: 1/

SELECTION CRITERIA: payable.due_date="02/04/2008"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOU
2110	970600	BOOKS	08285 R R BOWKER LLC	3088471	52	0.00	333.0
2110	970600	BOOKS	08285 R R BOWKER LLC	3087623	53	0.00	296.0
2110	970600	BOOKS	09641 GREY HOUSE PUBLISHING	G-607125-REN	69	0.00	448.0
2110	970600	BOOKS	09641 GREY HOUSE PUBLISHING	639576	67	0.00	448.0
2110	970600	BOOKS	09641 GREY HOUSE PUBLISHING	639493	68	0.00	448.0
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020069191	443	0.00	55.0
2110	970600	BOOKS	09737 BAKER & TAYLOR	5008508575	454	0.00	599.0
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020034960	442	0.00	29.0
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020034942	447	0.00	493.0
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020049071	446	0.00	14.0
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020049038	424	0.00	95.0
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020048989	422	0.00	72.0
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020052564	425	0.00	448.0
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020115953	464	0.00	276.0
2110	970600	BOOKS	09737 BAKER & TAYLOR	POA000039176	471	0.00	-76.0
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019974392	477	0.00	56.0
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020018488	463	0.00	427.0
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019985238	476	0.00	272.0
2110	970600	BOOKS	09737 BAKER & TAYLOR	5008464884	474	0.00	850.0
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020054466	457	0.00	201.0
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019982222	485	0.00	101.0
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019987933	487	0.00	34.0
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019987817	489	0.00	28.0
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019946298	494	0.00	18.0
2110	970600	BOOKS	09737 BAKER & TAYLOR	0001449865	495	0.00	-898.0
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019712399	490	0.00	31.0
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020015822	483	0.00	117.0
2110	970600	BOOKS	09737 BAKER & TAYLOR	2020029731	481	0.00	148.0
2110	970600	BOOKS	09737 BAKER & TAYLOR	2017851689	511	0.00	13.0
2110	970600	BOOKS	09737 BAKER & TAYLOR	POA000064874	507	0.00	-499.0
2110	970600	BOOKS	09737 BAKER & TAYLOR	POA0000882184	512	0.00	-344.0
2110	970600	BOOKS	09737 BAKER & TAYLOR	POA000076997	514	0.00	-96.0
2110	970600	BOOKS	09737 BAKER & TAYLOR	POA000972608	508	0.00	-352.0
2110	970600	BOOKS	102144 RUSSIAN PUBLISHING HO	145160	104	0.00	837.0
2110	970600	BOOKS	103777 D & Z HOUSE OF BOOKS	97A/2007	157	0.00	141.0
2110	970600	BOOKS	103777 D & Z HOUSE OF BOOKS	95A/2007	156	0.00	366.0
2110	970600	BOOKS	103777 D & Z HOUSE OF BOOKS	96A/2007	154	0.00	345.0
2110	970600	BOOKS	105606 ACCUITY INC	2260413	51	0.00	677.0
2110	970600	BOOKS	106727 GALE	15531066	56	0.00	223.0
2110	970600	BOOKS	106727 GALE	15520601	58	0.00	794.0
2110	970600	BOOKS	106727 GALE	15520926	92	0.00	1201.0
2110	970600	BOOKS	19934 MANUFACTURERS' NEWS,	851737-00	99	0.00	202.0
2110	970600	BOOKS	20270 NATIONAL REGISTER PUB	441639	63	0.00	304.0
2110	970600	BOOKS	21121 THE MCGRAW-HILL COMPA	36918204001	62	0.00	192.0
2110	970600	BOOKS	35225 MATTHEW BENDER & COMP	62392662	61	0.00	106.0
2110	970600	BOOKS	73124 SCHOLL CORPORATE GUID	33055	96	0.00	67.0
2110	970610	AUDIO MATERIALS	02191 BOOK WHOLESALERS INC	M115269A	153	0.00	53.0
2110	970610	AUDIO MATERIALS	02191 BOOK WHOLESALERS INC	M154769A	146	0.00	34.0
2110	970610	AUDIO MATERIALS	02191 BOOK WHOLESALERS INC	M154770A	149	0.00	72.0
2110	970610	AUDIO MATERIALS	02191 BOOK WHOLESALERS INC	M154771A	133	0.00	26.0

SONGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 01/25/08

TIME: 11:36:03

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCTPAY1
ACCOUNTING PERIOD: 1/0

SELECTION CRITERIA: payable.due_date="02/04/2008"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970610	AUDIO MATERIALS	02191 BOOK WHOLESALERS INC	M154768A	138	0.00	15.00
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	77406	64	0.00	-18.00
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1184235049	102	0.00	88.00
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1084235049	101	0.00	84.00
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	3826085	103	0.00	90.00
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	3820358	113	0.00	571.00
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	3823486	77	0.00	192.00
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A50764060	510	0.00	19.00
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A77916990	506	0.00	8.00
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A47972500	498	0.00	61.00
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A48843950	500	0.00	59.00
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A42298130	502	0.00	44.00
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A36140120	504	0.00	22.00
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A98939580	496	0.00	66.00
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A78292480	469	0.00	85.00
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A40575170	472	0.00	11.00
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A51774120	467	0.00	167.00
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A94679890	479	0.00	22.00
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5403640	460	0.00	754.00
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5403642	426	0.00	18.00
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5403641	436	0.00	89.00
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5402344	455	0.00	500.00
TOTAL LIBRARY SERVICES						0.00	39645.00
TOTAL FUND						0.00	39645.00

0302

SUNGARD PENTAMATION INC - FUND ACCOUNTING

02/11/08

TIME: 07:30:26

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCTPAY1

ACCOUNTING PERIOD: 2/08

SELECTION CRITERIA: payable.due_date="02/19/2008"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT	
.110	920140	DATA PROCESSING	72106	COOPERATIVE COMPUTER	JAN 2008	166	0.00	1724.11
.110	920205	TUITION REIMBURS	101890	LAURA ADLER	REIMB	114	0.00	250.00
.110	920205	TUITION REIMBURS	101890	LAURA ADLER	REIMB	402	0.00	250.00
.110	920205	TUITION REIMBURS	106803	ADAM BARTNIK	REIMB	43	0.00	250.00
.110	920205	TUITION REIMBURS	106806	MICHAEL CHIOVARI	REIMB	40	0.00	100.00
.110	920220	MEMBERSHIP DUES	102534	ILLINOIS LIBRARY ASSO	2008-D	9	0.00	115.00
.110	920220	MEMBERSHIP DUES	104865	NORTH SUBURBAN LIBRAR	2008-09	228	0.00	20.00
.110	920220	MEMBERSHIP DUES	106051	ST LOUIS COUNTY LIBRA	JAN 2008	408	0.00	39.00
.110	930010	R & M EQUIPMENT	07424	NEOPOST INCORPORATED	43988328	225	0.00	321.30
.110	930020	R & M BLDGS & ST	00189	ANDERSON LOCK CO LTD	7002413	405	0.00	605.00
.110	930020	R & M BLDGS & ST	100411	WESTERN IRRIGATION IN	46181	325	0.00	695.00
.110	930020	R & M BLDGS & ST	100894	CHLORIDE POWER PROTEC	17250	229	0.00	540.00
.110	930020	R & M BLDGS & ST	106102	GREAT LAKES ELEVATOR	18105	60	0.00	450.00
.110	930320	CLEANING:CUSTODI	102711	SPEED-E-KLEEN	3331	108	0.00	105.00
.110	930320	CLEANING:CUSTODI	106652	MUELLER BUILDING SERV	50108CC4L	136	0.00	2040.00
.110	930320	CLEANING:CUSTODI	106652	MUELLER BUILDING SERV	51207CC	135	0.00	2040.00
.110	930490	REFUSE CONTRACT	13394	ARC DISPOSAL COMPANY	1498539	406	0.00	574.00
.110	960210	SPECIAL EVENT PR	09733	ORIENTAL TRADING COMP	622149269-01	16	0.00	230.15
.110	960210	SPECIAL EVENT PR	106811	LISA ROSENTHAL	MAR 19, 2008	8	0.00	150.00
.110	960210	SPECIAL EVENT PR	106824	SKOKIE PARK DISTRICT	3/2/2008	226	0.00	500.00
.110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M131800A	343	0.00	283.90
.110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M167752A	480	0.00	30.10
.110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M154781A	548	0.00	4.60
.110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M132239A	552	0.00	25.95
.110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M132242A	551	0.00	6.15
.110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M139759A	554	0.00	96.10
.110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M165265A	504	0.00	39.80
.110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M172034A	482	0.00	5.75
.110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M132238A	487	0.00	2.05
.110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020148423	499	0.00	15.77
.110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020162039	486	0.00	66.20
.110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020162147	484	0.00	22.03
.110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020149802	497	0.00	20.95
.110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020157649	489	0.00	6.60
.110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020107427	490	0.00	2.89
.110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020141719	495	0.00	99.12
.110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020158404	496	0.00	121.25
.110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020105347	492	0.00	1.62
.110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020162151	502	0.00	10.14
.110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	513713970	525	0.00	5.55
.110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020220858	524	0.00	48.65
.110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020199442	520	0.00	28.81
.110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	513245180	522	0.00	7.40
.110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020030011	563	0.00	1.77
.110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020080931	573	0.00	2.09
.110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020098374	571	0.00	13.20
.110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020105309	576	0.00	20.30
.110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020080904	568	0.00	6.60
.110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020080805	565	0.00	17.20
.110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2020106326	559	0.00	19.00

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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SUNGARD PENTAMATION INC - FUND ACCOUNTING
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CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCTPAY1
ACCOUNTING PERIOD: 2/08

SELECTION CRITERIA: payable.due_date="02/19/2008"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2020200848	560	0.00	66.40
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2020132952	561	0.00	3.30
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2020116048	567	0.00	139.30
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2020201764	626	0.00	1.50
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2020199409	583	0.00	16.90
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	513155200	577	0.00	72.15
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2020208637	579	0.00	16.55
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2020207703	587	0.00	49.50
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2020165497	585	0.00	9.90
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2020199640	581	0.00	3.30
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2020190585	621	0.00	19.76
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	5008557053	619	0.00	22.00
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2020190586	623	0.00	28.20
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2020173514	618	0.00	53.31
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2020140652	609	0.00	29.90
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2020157281	612	0.00	8.86
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	511483520	614	0.00	5.55
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2020148767	610	0.00	26.40
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2020158403	163	0.00	432.86
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2020116047	161	0.00	208.79
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5409973	605	0.00	16.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5409974	607	0.00	19.70
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5409970	601	0.00	46.00
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5409972	598	0.00	45.90
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5409971	597	0.00	26.20
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5409792	599	0.00	9.75
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5409793	589	0.00	19.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5407960	591	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5407959	593	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5409795	595	0.00	7.90
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5409794	596	0.00	22.95
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5407962	557	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5403836	555	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5409977	545	0.00	9.75
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5406292	532	0.00	19.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5409975	538	0.00	3.95
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5406293	534	0.00	13.00
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5409976	547	0.00	29.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5406706	543	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5406291	539	0.00	52.00
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5403835	541	0.00	13.40
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5403837	544	0.00	3.45
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5407961	510	0.00	13.60
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5409797	516	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5409799	512	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5409796	508	0.00	45.90
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5409798	514	0.00	9.75
2110	960990	MISC CONTRACTUAL	102242 A D T SECURITY SERVIC	60686512	401	0.00	37.50
2110	960990	MISC CONTRACTUAL	102808 ADVANCED AQUATICS	37951	403	0.00	347.78
2110	960990	MISC CONTRACTUAL	105470 OUTSOURCE SOLUTIONS G	7049	5	0.00	525.00

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCTPAY1

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SELECTION CRITERIA: payable.due_date="02/19/2008"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
1110	960990	MISC CONTRACTUAL	13461 SPHERION	5559310	146	0.00	500.00
1110	960990	MISC CONTRACTUAL	13461 SPHERION	5628936	323	0.00	200.00
1110	960990	MISC CONTRACTUAL	13461 SPHERION	5605911	335	0.00	300.00
1110	970100	SUPPLIES	08520 WAREHOUSE DIRECT	463792-1	89	0.00	22.67
1110	970100	SUPPLIES	08520 WAREHOUSE DIRECT	459262-0	95	0.00	54.36
1110	970100	SUPPLIES	08520 WAREHOUSE DIRECT	463792-0	90	0.00	14.64
1110	970100	SUPPLIES	08520 WAREHOUSE DIRECT	464750-0	91	0.00	19.27
1110	970100	SUPPLIES	08520 WAREHOUSE DIRECT	C459262-0	92	0.00	-6.90
1110	970100	SUPPLIES	08520 WAREHOUSE DIRECT	457316-0	93	0.00	388.30
1110	970100	SUPPLIES	104724 ACE DES PLAINES INCOR	209953	117	0.00	27.14
1110	970100	SUPPLIES	106810 PATRICIA MODARY	REFOND	71	0.00	59.98
1110	970100	SUPPLIES	19714 GAYLORD BROS	1116655	51	0.00	38.47
1110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL COR	3062977	80	0.00	480.52
1110	970170	JANITORIAL	00189 ANDERSON LOCK CO LTD	538647	404	0.00	43.40
1110	970170	JANITORIAL	20696 RUNGE PAPER COMPANY,	555831	10	0.00	1111.51
1110	970170	JANITORIAL	20696 RUNGE PAPER COMPANY,	555830	12	0.00	40.41
1110	970600	BOOKS	02191 BOOK WHOLESALERS INC	ML31800A	344	0.00	1649.64
1110	970600	BOOKS	02191 BOOK WHOLESALERS INC	ML32238A	479	0.00	14.55
1110	970600	BOOKS	02191 BOOK WHOLESALERS INC	ML65265A	505	0.00	401.68
1110	970600	BOOKS	02191 BOOK WHOLESALERS INC	ML67752A	481	0.00	422.75
1110	970600	BOOKS	02191 BOOK WHOLESALERS INC	ML32242A	501	0.00	54.80
1110	970600	BOOKS	02191 BOOK WHOLESALERS INC	ML72034A	503	0.00	71.95
1110	970600	BOOKS	02191 BOOK WHOLESALERS INC	ML39759A	549	0.00	510.22
1110	970600	BOOKS	02191 BOOK WHOLESALERS INC	M154781A	536	0.00	39.60
1110	970600	BOOKS	02191 BOOK WHOLESALERS INC	ML32239A	553	0.00	103.22
1110	970600	BOOKS	03038 SIDWELL COMPANY	68886	314	0.00	377.50
1110	970600	BOOKS	03363 WEST GROUP	815171678	147	0.00	184.01
1110	970600	BOOKS	04625 C C H, INCORPORATED	9209045	38	0.00	90.20
1110	970600	BOOKS	07530 MAINE TOWNSHIP	2008	2	0.00	5.00
1110	970600	BOOKS	09737 BAKER & TAYLOR	2020116047	162	0.00	1904.07
1110	970600	BOOKS	09737 BAKER & TAYLOR	2020200847	159	0.00	1054.55
1110	970600	BOOKS	09737 BAKER & TAYLOR	2020141718	165	0.00	1210.76
1110	970600	BOOKS	09737 BAKER & TAYLOR	2020158403	164	0.00	1522.42
1110	970600	BOOKS	09737 BAKER & TAYLOR	2020080931	574	0.00	18.99
1110	970600	BOOKS	09737 BAKER & TAYLOR	2020132952	562	0.00	28.76
1110	970600	BOOKS	09737 BAKER & TAYLOR	2020080904	570	0.00	58.64
1110	970600	BOOKS	09737 BAKER & TAYLOR	2020080805	566	0.00	277.85
1110	970600	BOOKS	09737 BAKER & TAYLOR	2020030011	564	0.00	12.43
1110	970600	BOOKS	09737 BAKER & TAYLOR	2020105309	575	0.00	351.20
1110	970600	BOOKS	09737 BAKER & TAYLOR	2020098374	572	0.00	116.24
1110	970600	BOOKS	09737 BAKER & TAYLOR	512261430	531	0.00	105.77
1110	970600	BOOKS	09737 BAKER & TAYLOR	2020149801	498	0.00	287.24
1110	970600	BOOKS	09737 BAKER & TAYLOR	2020162147	485	0.00	175.37
1110	970600	BOOKS	09737 BAKER & TAYLOR	2020190546	494	0.00	861.40
1110	970600	BOOKS	09737 BAKER & TAYLOR	2020162039	488	0.00	613.58
1110	970600	BOOKS	09737 BAKER & TAYLOR	2020148423	500	0.00	140.44
1110	970600	BOOKS	09737 BAKER & TAYLOR	2020107427	491	0.00	24.69
1110	970600	BOOKS	09737 BAKER & TAYLOR	2020105347	493	0.00	25.95
1110	970600	BOOKS	09737 BAKER & TAYLOR	2020162151	483	0.00	76.26
1110	970600	BOOKS	09737 BAKER & TAYLOR	2020220857	528	0.00	591.78

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCTPAY1

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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020157649	507	59.24
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020199442	521	214.64
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020207703	519	469.50
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019666573	470	-363.12
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020199409	584	146.37
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020199640	582	28.23
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020208637	580	152.55
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020165497	586	83.82
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020157281	613	47.95
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020106325	617	235.20
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020140652	608	241.69
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020148767	611	235.92
2110	970600	BOOKS	09737	BAKER & TAYLOR	5008557053	620	926.60
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020190585	622	331.95
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020201763	624	12.40
2110	970600	BOOKS	09737	BAKER & TAYLOR	2020173513	627	751.80
2110	970600	BOOKS	103083	LAKE VILLA PUBLIC LIB	INTERLOAN	3	15.00
2110	970600	BOOKS	104297	ALGONQUIN MIDDLE SCHO	2007-08	407	40.00
2110	970600	BOOKS	106727	GALE	15549929	86	53.90
2110	970600	BOOKS	106727	GALE	15538216	59	593.00
2110	970600	BOOKS	106727	GALE	15546010	58	240.85
2110	970600	BOOKS	106727	GALE	15012271	120	47.18
2110	970600	BOOKS	106727	GALE	14961187	119	727.50
2110	970600	BOOKS	106804	BENSENVILLE PUBLIC LI	INTER LOAN	44	47.45
2110	970600	BOOKS	106805	CITYFILES PRESS	SEE ATTACHED	39	79.90
2110	970600	BOOKS	106812	PORTER SARGENT	100015	13	106.00
2110	970600	BOOKS	12326	CHIPPEWA MIDDLE SCHOO	2007-08	31	20.00
2110	970600	BOOKS	14568	FRIENDSHIP JR HIGH	2007-08	77	36.00
2110	970600	BOOKS	16774	MISTER ANDERSON'S COM	703964	57	794.56
2110	970600	BOOKS	20270	NATIONAL REGISTER PUB	442284	4	307.10
2110	970600	BOOKS	20361	BERNAN ASSOCIATES	10496393	45	87.00
2110	970600	BOOKS	27747	IROQUOIS COMMUNITY SC	2007-08	1	36.00
2110	970610	AUDIO MATERIALS	02482	B B C ADDIOBOOKS	310953	342	1095.11
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	2020200847	160	13.72
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	2020220857	530	78.21
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	2020201763	625	777.36
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	2020173513	616	60.44
2110	970610	AUDIO MATERIALS	104157	RANDOM HOUSE INCORPOR	1084309114	7	76.00
2110	970610	AUDIO MATERIALS	104157	RANDOM HOUSE INCORPOR	1084246760	6	24.00
2110	970620	SUBSCRIPTIONS &	200103	BOTTOM LINE PERSONAL	JAN07-JAN 08	46	39.00
2110	970620	SUBSCRIPTIONS &	74130	EBSCO SUBSCRIPTION SV	0005992	49	-55.42
2110	970620	SUBSCRIPTIONS &	74130	EBSCO SUBSCRIPTION SV	74801	337	1239.07
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	S11483520	615	55.02
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	S13155200	578	568.44
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	S12396710	569	22.04
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	S13245180	523	84.47
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	S13713970	526	44.04
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5409798	515	41.22
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5409795	509	59.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5409799	513	22.48

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCTPAY1

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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT	
1110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5409797	517	0.00	44.98
1110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5406706	506	0.00	33.73
1110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5407961	511	0.00	149.95
1110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5409796	518	0.00	178.36
1110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5403835	527	0.00	74.21
1110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5403836	556	0.00	14.99
1110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5407962	558	0.00	18.74
1110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5409975	529	0.00	67.48
1110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5406291	540	0.00	332.84
1110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5409977	546	0.00	58.47
1110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5409974	537	0.00	112.44
1110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5406293	535	0.00	80.21
1110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5409976	542	0.00	116.91
1110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5403837	550	0.00	18.74
1110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5406292	533	0.00	112.44
1110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5409793	590	0.00	112.44
1110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5409792	600	0.00	52.47
1110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5407960	592	0.00	44.98
1110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5409794	588	0.00	141.68
1110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5407959	594	0.00	21.74
1110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5409972	604	0.00	188.86
1110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5409970	602	0.00	210.61
1110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5409973	606	0.00	94.45
1110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5409971	603	0.00	131.17
1110	970630	VISUAL MATERIALS	101753	THE TEACHING COMPANY	3287969	324	0.00	329.90
1110	970630	VISUAL MATERIALS	101753	THE TEACHING COMPANY	3288401	325	0.00	149.95
1110	970630	VISUAL MATERIALS	102320	DIVERSE MEDIA INCORPO	421097	79	0.00	64.91
1110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DI	12772A	78	0.00	516.75
1110	970640	AUTOMATED REFERE	100602	PROQUEST CSA LLC	1644260	332	0.00	755.00
1110	970640	AUTOMATED REFERE	100602	PROQUEST CSA LLC	1625240	227	0.00	690.00
1110	970640	AUTOMATED REFERE	100957	LEARNING EXPRESS, LLC	WP2005712	384	0.00	4846.50

TOTAL LIBRARY SERVICES

0.00 52112.80

TOTAL FUND

0.00 52112.80

SUNGARD PENTAMATION INC - FUND ACCOUNTING

02/11/08
TIME: 07:30:26

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCTPAY1
ACCOUNTING PERIOD: 2/08

SELECTION CRITERIA: payable.due_date="02/19/2008"

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
202F	980410	COMPUTER HARDWAR	05124	C D W GOVERNMENT INCO	JBH6634	389	2750.00
202F	980410	COMPUTER HARDWAR	200294	DELL MARKETING LP	XCD4PR9W2	390	202.99
202F	980410	COMPUTER HARDWAR	22890	P C NATION	4243830101B	392	1258.00
TOTAL LIBRARY CAPITAL PROJECTS						0.00	4210.99
TOTAL FUND						0.00	4210.99

VIII.D.1.

DIRECTOR'S REPORT

March 18, 2008

Please note: I have not received any official requests for confidential patron information since my last report.

I. PERSONNEL

New employees for February/March 2008 are Christina Pagan, Debra Hendricks, and Kishan Patel, Circulation Services Pages and Kintu Patel, Technology Page.

Resignations/Separations for the same period: Anton Tsybulsky, Technology Page.

II. STAFF DEVELOPMENT

We have held two training sessions for staff on the understanding and service to children with autism. Linda Hoeck, NSSEO Autism Coordinator, conducted both sessions. This program is part of our LSTA Grant "Special Families Need Special Libraries."

Our All-Staff meeting was held on March 6. In addition to the Autism program, staff learned about the Library's United Way Campaign, which will be held separately this year, and viewed the premiere of the Green Team's new video "It's Easy Bein' Green."

Heather Imhoff launched a daily update of library news and events for library staff. It's called The Morning Report and uses an enewsletter format.

III. PATRON SERVICES

February was an interesting month. Although attendance was down by 8% over February, 2007, circulation increased by 8.27%. The circulation from the main library increased by 8% and from the Mobile Library by 13%. Self-check was used for 44% of the items checked out of the main library. Print circulation accounted for 51% of the total circulation, 68% of the Youth Services circulation and 42% of the Adult Services circulation. Current registration for library cards represents 62.2% of the population of Des Plaines, a slight (123) decrease from 2007.

If we divide the use of the library equally among the 29 days we were open in February, we get a picture of a "typical " day at the library. In February, that would be 249 uses of the computers in the adult services department, 53 uses of computers in the youth services department; 31 people using the group study rooms; 128 items reserved for patrons to pick up; 518 uses of our electronic databases; and 129 people attending meetings or programs; and 3208 items checked out. That's just one day in February.

Please note the new information about programming and other services provided outside the library by library staff. In February, 1078 people had contact with the library through these services.

I want to call attention to the extraordinary generosity of the Friends of the Library. The Friends have recently agreed to fund several new initiatives and programs, including our new reusable "shopping" bag program, design services for a special home page for the teens, and an additional program through the Friends Family Sunday series.

IV. OTHER PROFESSIONAL ACTIVITIES

I attended a meeting to discuss cooperative grant potential at the Frisbie Senior Center on 2/27 and a meeting of the Executive Committee of the Library Production Studio on 2/28. I was a guest reader at Central School on 2/29. I attended the Library Cable Network Advisory Committee meeting and met (along with Heather Imhoff) with Debra Whisler, Public Information Head at Arlington Heights Memorial Library on 3/4. I attended the Chamber of Commerce Executive Committee meeting on 3/5, the NSLS Board Management Affairs Committee meeting on 3/10. I will attend the Chamber of Commerce Board meeting and (along with Heather Imhoff) travel to Elgin to meet with the Library Director and Director of Public Information at the Gail Borden Library on 3/13, the NSLS Awards Banquet on 3/14, and film a segment for "What's New in Libraries" on the Learning Organization on 3/17.

I was not selected for jury duty for the trial that began March 5.

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT
February 2008

Total 2007 to Date:	182,705	Total 2008 to Date:	192,738	% Change
February 2007	85,929	February 2008	93,032	5.49%
			8.27%	

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
CHILDREN	2007	2008	2007	2008	2007	2008
Non Fiction	5,355	5,009	497	543	5,852	5,552
Fiction	11,847	12,572	979	1,247	12,826	13,819
Foreign Language Non Fiction	296	463	24	73	320	536
Foreign Language Fiction	793	897	96	301	889	1,198
Periodicals	160	141	14	13	174	154
Compact Discs	998	894	38	35	1,036	929
Audio Cassettes	2	0	0	0	2	0
Audio Kits	50	56	27	27	77	83
Puzzles	0	0	12	6	12	6
Games	34	50	4	12	38	62
Audio Books	312	231	3	6	315	237
Video Fiction	453	139	28	11	481	150
Video Non Fiction	175	121	0	0	175	121
DVD	6,435	7,545	507	607	6,942	8,152
CD ROMs	560	469	0	1	560	470
SUB TOTAL	27,470	28,587	2,229	2,882	29,699	31,469
ADULT						
Non Fiction	10,952	11,139	189	228	11,141	11,367
Fiction	7,318	8,036	319	269	7,637	8,305
Large Type	1,253	1,359	51	37	1,304	1,396
Foreign Language Non Fiction	448	438	6	14	454	452
Foreign Language Fiction	967	1,071	0	3	967	1,074
High School Collection	510	778	4	1	514	779
Periodicals	2,136	2,533	166	129	2,302	2,662
Pamphlets	21	7	0	0	21	7
Compact Discs	6,863	7,666	316	243	7,179	7,909
Pictures	11	14	0	0	11	14
Audio Books	2,305	2,490	36	34	2,341	2,524
CD ROMs	193	170	3	3	196	173
Video Fiction	753	497	19	1	772	498
Video Non Fiction	915	519	3	1	918	520
DVD	19,398	22,597	796	821	20,194	23,418
Misc. Formats	277	455	2	10	279	465
	54,320	59,769	1,910	1,794	56,230	61,563
GRAND TOTAL	81,790	88,356	4,139	4,676	85,929	93,032
Self Check	35,331	38,768	0	0	35,331	38,768

Mobile Library closed 2 days due to weather.
 Main Library closed 3hrs. due to weather.

VIII.D.1.

DES PLAINES PUBLIC LIBRARY
HOLDINGS
MARCH 2008

	<u>Feb 2008</u>	<u>Mar 2008</u>	<u>Change</u>	<u>% Change</u>
Books	267,102	268,618	1,516	0.57%
Audio	24,341	24,426	85	0.35%
Video	21,774	21,629	-145	-0.67%
Puzzles & Games	178	175	-3	-1.69%
Realia	241	241	0	0.00%
Pamphlets	532	507	-25	-4.70%
Total	314,168	315,596	1,428	0.45%

VIII.D.1.

**DES PLAINES PUBLIC LIBRARY
REGISTRATION SERVICES REPORT FOR FEBRUARY 2008**

I. Library Card Registration Services

<u>Feb 2007</u>	<u>Jan 2008</u>	<u>Feb 2008</u>	<u>Year to Date 2007</u>	<u>Year to Date 2008</u>	<u>Year to Date % Change</u>
669	827	651	1,491	1,478	(-0.1%)
A.	New Library Card Registrations			298	
B.	Updated Library Card			252	
C.	Other Libraries			96	
D.	Non Resident Fee Paid Cards			2	
	(Year to Date - 2 Non Resident Fee Paid Cards)				
E.	Business Cards			3	
	Total			651	

II. Other Registration Services

1.	Patrons Registering for Programs	441
2.	Number of Meeting Room Uses	86
3.	Voters Registered	10
4.	Senior Cab Cards	10
	Total	547

III. Total Number of Registered Borrowers

Feb 2007	35,592	(62.5% of Population)
Feb 2008	35,469	(62.2% of Population)

VIII.D.1.

**DES PLAINES PUBLIC LIBRARY
CIRCULATION SERVICES REPORT FOR FEBRUARY 2008**

IV. Patron Attendance Count

<u>Feb 2007</u>	<u>Jan 2008</u>	<u>Feb 2008</u>	<u>Year to Date 2007</u>	<u>Year to Date 2008</u>	<u>Year to Date % Change</u>
37,941	40,029	36,114	82,675	76,143	(-7.9%)

**Reciprocal Borrowing
(Materials Lent)**

	<u>Feb 2007</u>	<u>Feb 2008</u>	<u>% Change</u>
NSLS	14,729	13,950	(-5.3%)
Other Systems	3,856	3,640	(-5.6%)
Total	18,585	17,590	(-5.4%)

V. Interlibrary Loan

	<u>Feb 2007</u>	<u>Feb 2008</u>	<u>Year to Date 2007</u>	<u>Year to Date 2008</u>	<u>Year to Date % Change</u>
Sent	5,366	5,512	11,402	10,721	(-6.0%)
Received	3,959	5,171	8,566	8,434	(-1.5%)
Total	9,325	10,683	19,968	19,155	(-4.1%)

**DES PLAINES PUBLIC LIBRARY
ADULT SERVICES PATRON ASSISTANCE
FEBRUARY 2008**

Assistance	<u>Feb 2007</u>	<u>Feb 2008</u>	<u>Year To Date 2007</u>	<u>Year To Date 2008</u>	<u>% Change</u>
1. Computer/Instruction	1,091	1,444	2,454	2,870	17.0%
2. Mechanical	214	178	485	400	-17.5%
3. Directional	1,007	998	2,415	2,066	-14.5%
4. Tax Forms	367	333	596	567	-4.9%
Total	2,679	2,953	8,629	5,903	-31.6%
Reference and Readers' Services	<u>Feb 2007</u>	<u>Feb 2008</u>	<u>Year to Date 2007</u>	<u>Year to Date 2008</u>	<u>% Change</u>
1. Specific Item Request	2,485	2,887	5,671	6,022	6.2%
2. Ready Reference	1,444	1,310	3,106	2,794	-10.0%
3. In-Depth Reference	142	126	330	277	-16.1%
4. Information	1,350	1,255	2,970	2,641	-11.1%
5. Instruction	50	33	113	90	-20.4%
6. Virtual Reference Desk	29	38	54	83	53.7%
7. Interlibrary Loan Request	125	133	314	307	-2.2%
8. Readers' Advisory	97	102	246	226	-8.1%
9. CCS Holds	975	924	2,093	2,017	-3.6%
Total	6,697	6,808	14,897	14,457	-3.0%
Sign Up	<u>Feb 2007</u>	<u>Feb 2008</u>	<u>Year to Date 2007</u>	<u>Year to Date 2008</u>	<u>% Change</u>
1. Computer Use	6,620	7,231	15,412	15,788	2.4%
2. Group Study Rooms	762	892	1,725	1,739	0.8%
3. Ellis/Reading Edge	0	0	2	0	0.0%
Total	7,382	8,123	17,139	17,527	2.3%
Grand Total	16,758	17,884	40,665	37,887	-6.8%
Downloadable Audiobooks	87	47			-46.0%
PlayAway	41	73			78.0%

**DES PLAINES PUBLIC LIBRARY
CIRCULATION PATRON ASSISTANCE
FEBRUARY 2008**

Assistance/Service Desk	<u>Feb 2007</u>	<u>Feb 2008</u>	<u>Year to Date 2007</u>	<u>Year to Date 2008</u>	<u>% Change</u>
1. Phone Calls Received	745	765	1,679	1,681	0.1%
2. Patron Renewals	786	800	1,636	1,752	7.1%
3. Patron Reserves Delivered	2,979	3,703	7,123	7,268	2.0%
4. Directional	394	450	905	824	-9.0%
5. Account Inquiries	2,098	2,584	5,218	5,250	0.6%
6. Program Sign-up	320	246	569	412	-27.6%
7. In Person Patron Assistance	701	689	1,764	1,548	-12.2%
Total	8,023	9,237	18,894	18,735	-0.8%
Assistance/Switchboard	<u>Feb 2007</u>	<u>Feb 2008</u>	<u>Year to Date 2007</u>	<u>Year to Date 2008</u>	<u>% Change</u>
1. Phone Calls Answered	3,012	3,400	6,300	6,539	3.8%
2. Delivery/Buzzer	55	37	101	90	-10.9%
3. 2-Way Radio	2	0	4	7	75.0%
Total	3,069	3,437	6,405	6,636	3.6%
Grand Total	11,092	12,674	25,299	25,371	0.3%

VIII.D.1.

**DES PLAINES PUBLIC LIBRARY
YOUTH SERVICES PATRON ASSISTANCE
FEBRUARY 2008**

Assistance	<u>Feb 2007</u>	<u>Feb 2008</u>	<u>Year To Date 2007</u>	<u>Year To Date 2008</u>	<u>% Change</u>
1. Computer Sign-up	1,278	1,541	2,810	3,190	13.5%
2. Mech Troubleshooting	122	253	480	421	-12.3%
3. Computer Mech Instr	379	397	838	763	-8.9%
4. Program Sign-up	225	190	589	510	-13.4%
5. Information	502	424	1,045	906	-13.3%
6. Directional Questions	281	322	649	549	-15.4%
Total	2,787	3,127	6,411	6,339	-1.1%
In-House Circulation	<u>Feb 2007</u>	<u>Feb 2008</u>	<u>Year To Date 2007</u>	<u>Year To Date 2008</u>	<u>% Change</u>
1. Train Sets	1,129	770	2,416	1,946	-19.5%
2. Chess/Checkers	21	12	33	35	6.1%
3. School Supplies Handouts	72	121	135	229	69.6%
4. Textbooks	13	15	31	23	-25.8%
Total	1,235	918	2,615	2,233	-14.6%
Reference	<u>Feb 2007</u>	<u>Feb 2008</u>	<u>Year To Date 2007</u>	<u>Year To Date 2008</u>	<u>% Change</u>
1. Specific Item Request	982	856	1,972	1,899	-3.7%
2. Reference	491	372	1,087	736	-32.3%
3. Readers' Advisory	166	171	466	384	-17.6%
4. ILL & Patron Holds	148	106	352	233	-33.8%
5. Book Bag Request	17	7	30	23	-23.3%
Total	1,804	1,512	3,907	3,275	-16.2%
Grand Total	5,826	5,557	12,933	11,847	-8.4%

VIII.D.1.

**DES PLAINES PUBLIC LIBRARY
USE OF ONLINE REFERENCE PRODUCTS
FEBRUARY 2008**

Alldata	273*
Classical Music Library	5
CQ Researcher	21
First Search	1,218
Gale Group:	
• Biography Resource Center	687
• Business & Company Resource Center	270
• Chilton's Online	NA*
• Contemporary Authors	14
• General OneFile	227
• General Reference Center Gold	265
• Kids Infobits	2,109
• LitFinder	23
• Literature Resource Center	58
• Opposing Viewpoints	230
• Student Resource Center	240
• ThomsonGale Legal Forms	35
• Virtual Reference Library	271
Greenwood Daily Life Online	NA
Grolier Online	93
Hoover's Online	5
Learning Express Library	0
Morningstar	1,181
NewsBank:	
• American Obituaries and Death Notices	2,325
• Local newspapers	708
• Chicago Tribune Archive	1,041
• Periodicals	0
Novelist	226
ProQuest :	
• Ancestry Library Edition	93
• eLibrary	35
• eLibrary Elementary	397
• Heritage Quest	800
• SIRS Discoverer	5
• <i>Wall Street Journal</i>	41
• <i>New York Times Historical</i>	60

• <i>Chicago Tribune</i> Historical (1890-1955)	637	
Reference USA	478	
Rosetta Stone	126*	
TumbleBooks	648*	
World Book Encyclopedia	190	
Total Searches & Queries	15,035	
Total Searches & Queries for February 2008	15,035	%Change
Total Searches & Queries for February 2007	10,100	48.9%

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

VIII.D.1.

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR FEBRUARY 2008**

Library Sponsored Programs/Meetings	Times Used	Meeting Room Used	Attendance
ACT Test Prep, Part 1	1	A	48
Adult Services Meeting	1	CR	12
Basic Computer Skills	1	CL	8
Circulation Meeting	2	C	28
Do the Dewey Meeting	1	CR	12
Drop-in Email Assistance	1	CL	3
Friday Night Films	1	A	12
Friends of the Library Meeting	1	CR	11
ICMA Information Meeting	1	CR	11
Intermediate Internet Searching Class	2	CL	14
Introduction to the Internet	2	CL	10
Career Counseling	1	SR4	6
Matters of the Heart	1	B	8
Meet with Congresswoman Schakowsky's Office	1	SR4	1
Page Meeting	2	C	23
Patchouli - Fast Forward Folk	1	B/C	82
Planning Committee Meeting	1	CR	7
RFID Meeting	1	CR	6
Sunday Afternoon Movie	1	A	21
Teen Database Menu Redesign Committee	1	CL	4
The Spirit of Harriet Tubman	1	B/C	84
Thursday Evening Book Discussion	1	H	9
Tuesday Morning Book Discussion	1	H	20
Web Conferencing	1	CR	5
Web Redesign	2	C	21
Youth Services Meeting	1	C	8
Total	31		474

VIII.D.1.

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR FEBRUARY 2008**

Outside Community Groups	Times Used	Meeting Room Used	Attendance
AARP Tax Aide Program	8	B	205
American Cancer Society Relay for Life	1	C	5
Avalon Group	1	C	10
Bahais of Des Plaines	2	B	60
Deerview Condominium Association	1	C	8
Des Plaines Kiwanis Club Board Meeting	1	C	10
Des Plaines Toastmasters	2	A	24
Entrepreneurs	1	A	5
Junior Woman's Club of Des Plaines	1	C	10
Life Source Blood Drive	1	C	61
Maine South High School Italian Club	1	A	15
Mythbusters - Deep Green Group	1	A	11
Optimist Club of Des Plaines	6	A/C	230
Packards of Chicagoland	1	B	25
Polyglots Toastmasters	1	A	8
Prairie Corners Townhome Meeting	1	A	17
Quilting Divas	1	C	17
Riverpointe Condominium Association	1	C	25
Rivers Edge Condominium	1	A	25
Romance Writers of America Chicago North	2	C	51
Scandinavian Stamp Collectors Club	1	A	6
Society of Children's Book Writers & Illustrators	1	C	15
Spain Trip 2008 - Maine West	1	B	60
Spare Squares	1	B	12
Stonegate Condominium Association	2	A	45
Tuesday Morning Art Group	3	C	20
Total	44		980

VIII.D.1.

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR FEBRUARY 2008**

	Times Used	Meeting Room Used	Attendance
Other			
Library Board Meeting	1	CR	15
Total	1		15
Literacy Program			
Learn to Read	14	B	840
Total	14		840
Library Sponsored Children's Programs			
2-year-olds Storytime	8	ST	110
3- to 5-year-olds Storytime	8	ST	62
Baby Book Times	21	ST	176
Babysitting Clinic	2	A	45
Ceda Northwest Head Start	2	ST	42
Drop-In Chess	1	ST	8
Drop-In Valentine's Craft	1	ST	134
Friends Family Sunday "Animal Encounters"	1	B/C	210
George Washington: Histories for Kids	1	B/C	93
Immanuel Lutheran Preschool	1	ST	8
Jr. Great Books Pre-1 Grades	3	ST	24
Jr. Great Books 2-4 Grades	3	ST	24
Maine West Child Care Occupations Class	1	ST	28
The Many Faces of Autism	1	A	27
Meet Spot the Dog	1	B/C	100
PJ Storytime	1	C	53
Autism Program for Staff	1	A	19
Total	57		1,163

VIII.D.1.

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR JANUARY 2008**

Grand Total February 2008	147	3,472
Grand Total February 2007	143	3,420
% Change		1.5%

Total = 71 groups involving 3,472 people.

2008 Year to Date Total = 116 groups involving 5,732 people.

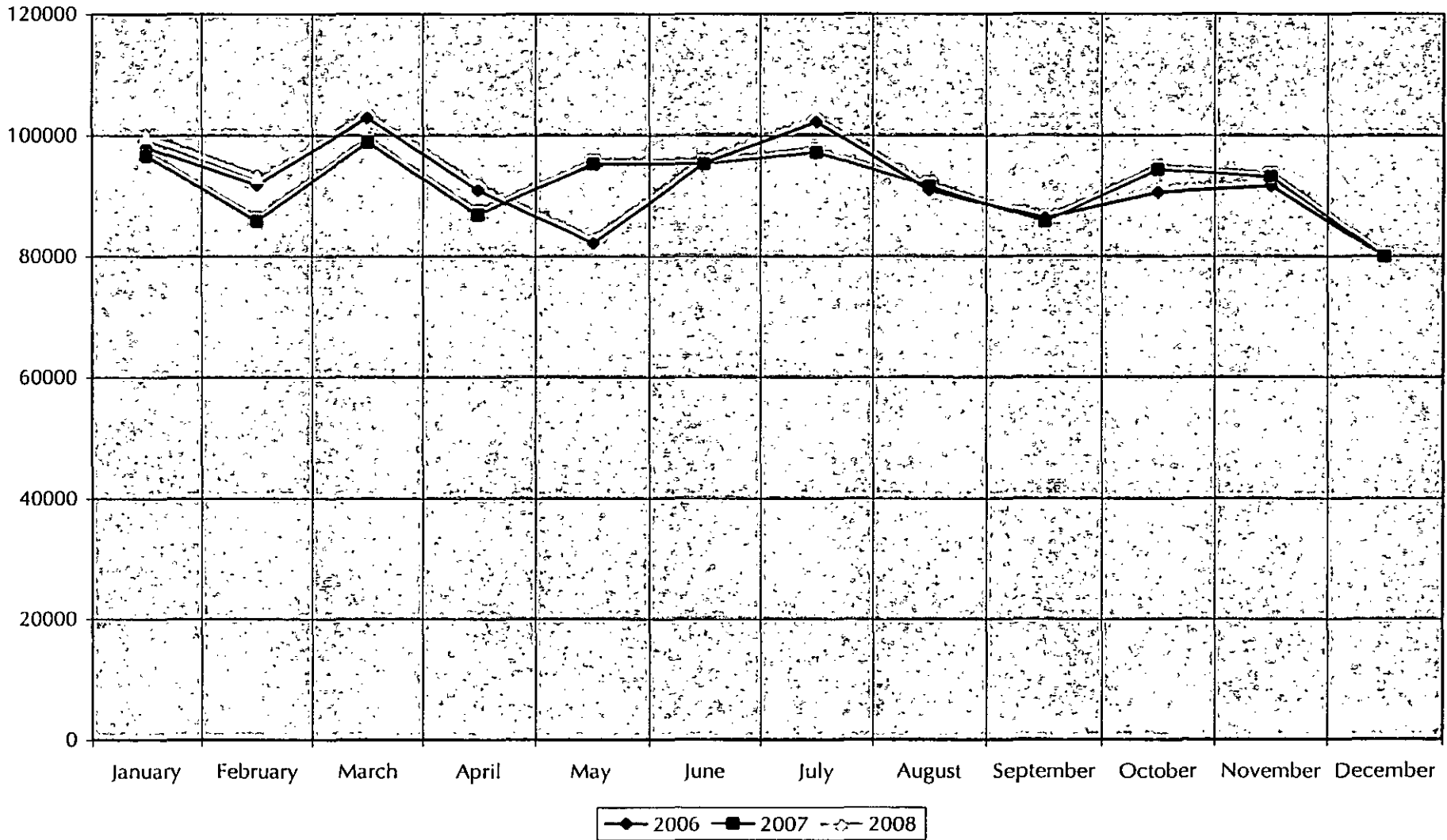
A – Meeting Room A
 B – Meeting Room B
 C – Meeting Room C
 CL – 4th Floor Computer Lab
 CR – 2nd Floor Conference Room
 H – Heritage Room
 SR3 – Study Rooms 3rd Floor
 SR4 – Study Rooms 4th Floor
 ST – Storytime Room
 T – Teen Room

VIII.D.1.

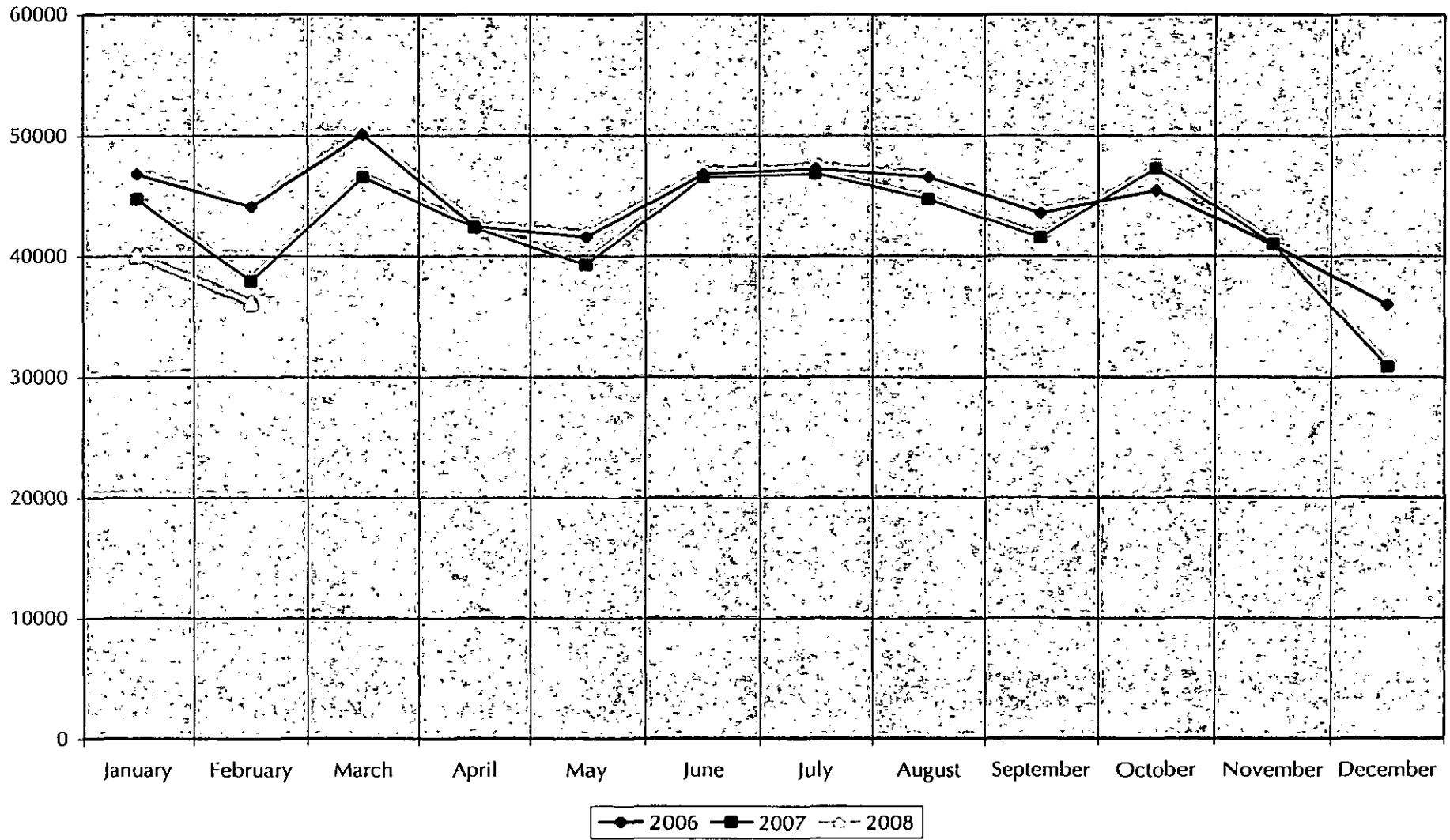
**DES PLAINES PUBLIC LIBRARY
PROGRAMMING OUTSIDE THE LIBRARY BUILDING
FOR FEBRUARY 2008**

Community Organizations (Adult)	Times Used	Attendance
Asbury Court (book discussion)	1	17
Individual Homebound Deliveries	20	0
Oakton Arms (Readers' Advisory)	1	6
Lee Manor (book delivery & pick-up)	1	
Oakton Pavilion (book delivery & pick-up)	1	
Total	24	23
 Community Organizations (Youth)		
Ceda Northwest Head Start	2	152
Central School	1	22
Kiddie Junction Daycare	1	40
Lutheran General Children's Daycare/O'Hare	1	57
Maine West Preschool	1	29
Oakton ESL@South School	1	23
Our Lady of Destiny Preschool	1	18
Outreach – Brentwood School	6	87
Outreach – Central School	3	65
Outreach – Cumberland School	3	100
Outreach – Devonshire School	5	98
Outreach – Forest School	1	41
Outreach – St Zachary School	2	47
Outreach – Terrace	3	116
Sara	1	28
SPARK Preschool & Child Care Programs	1	71
Trinity Lutheran Preschool	2	61
Total	35	1,055

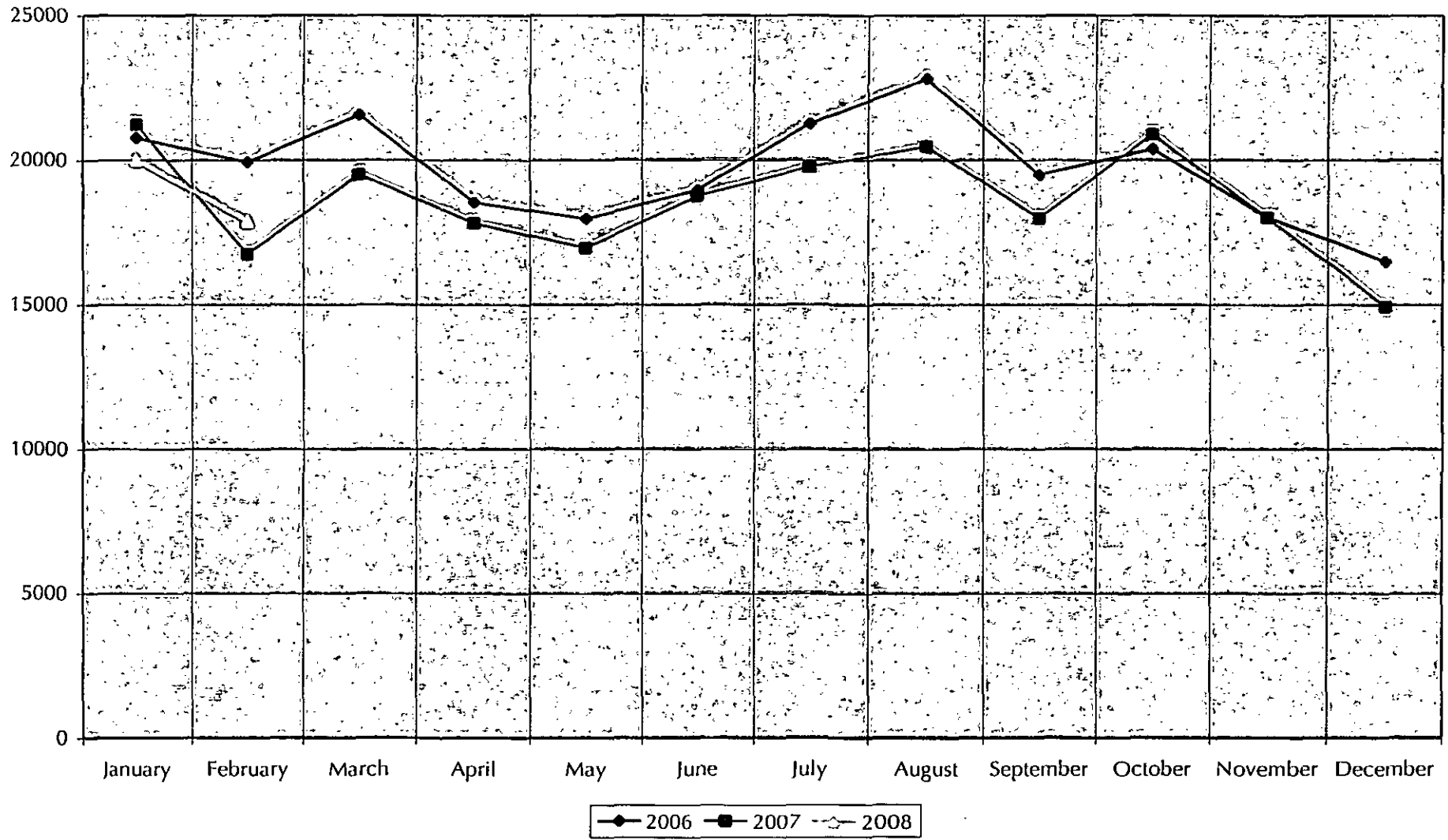
Circulation Statistics
Items Circulated Per Month By Year



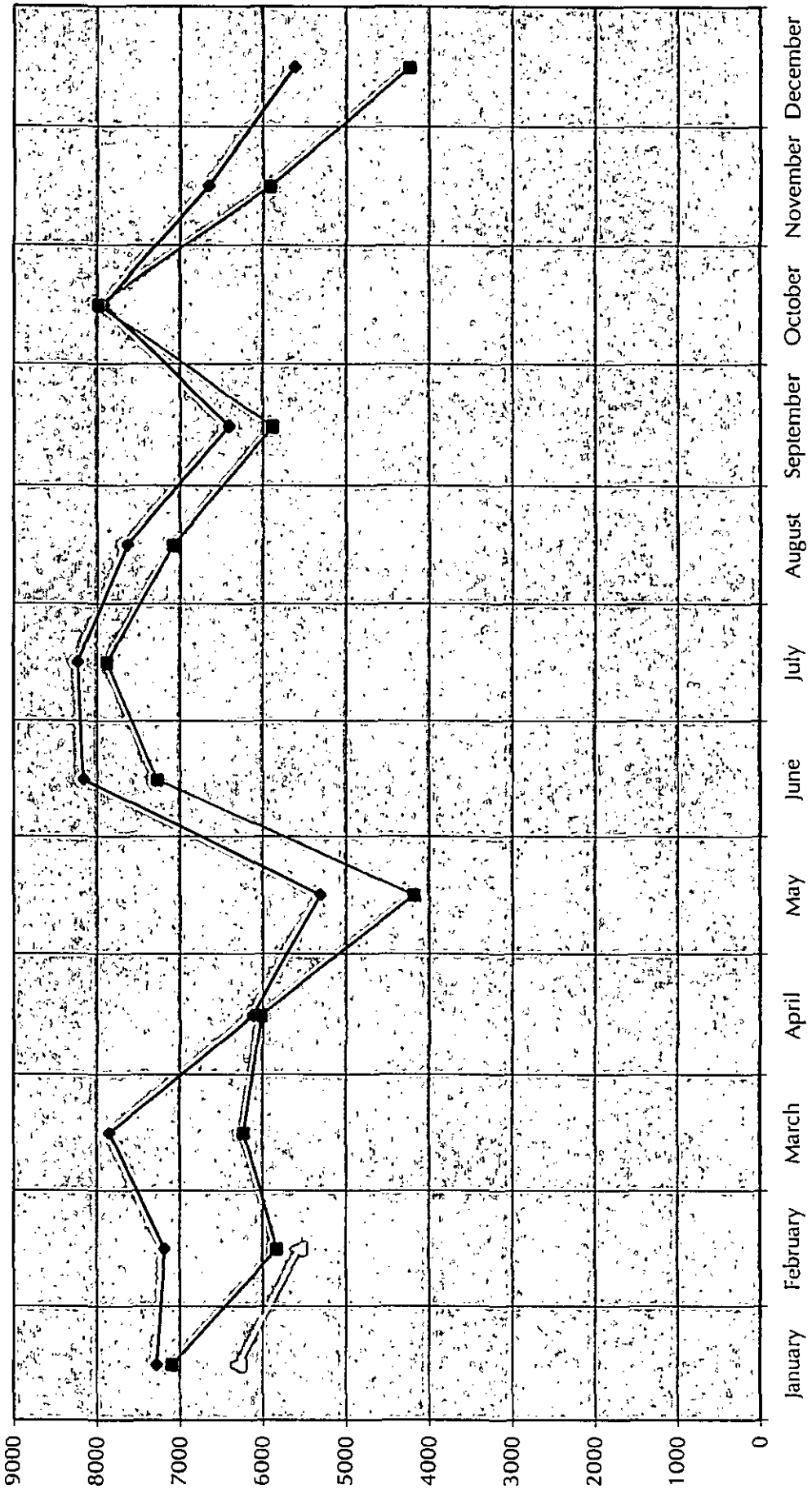
Patron Attendance February 2008



Adult Patron Assistance February 2008

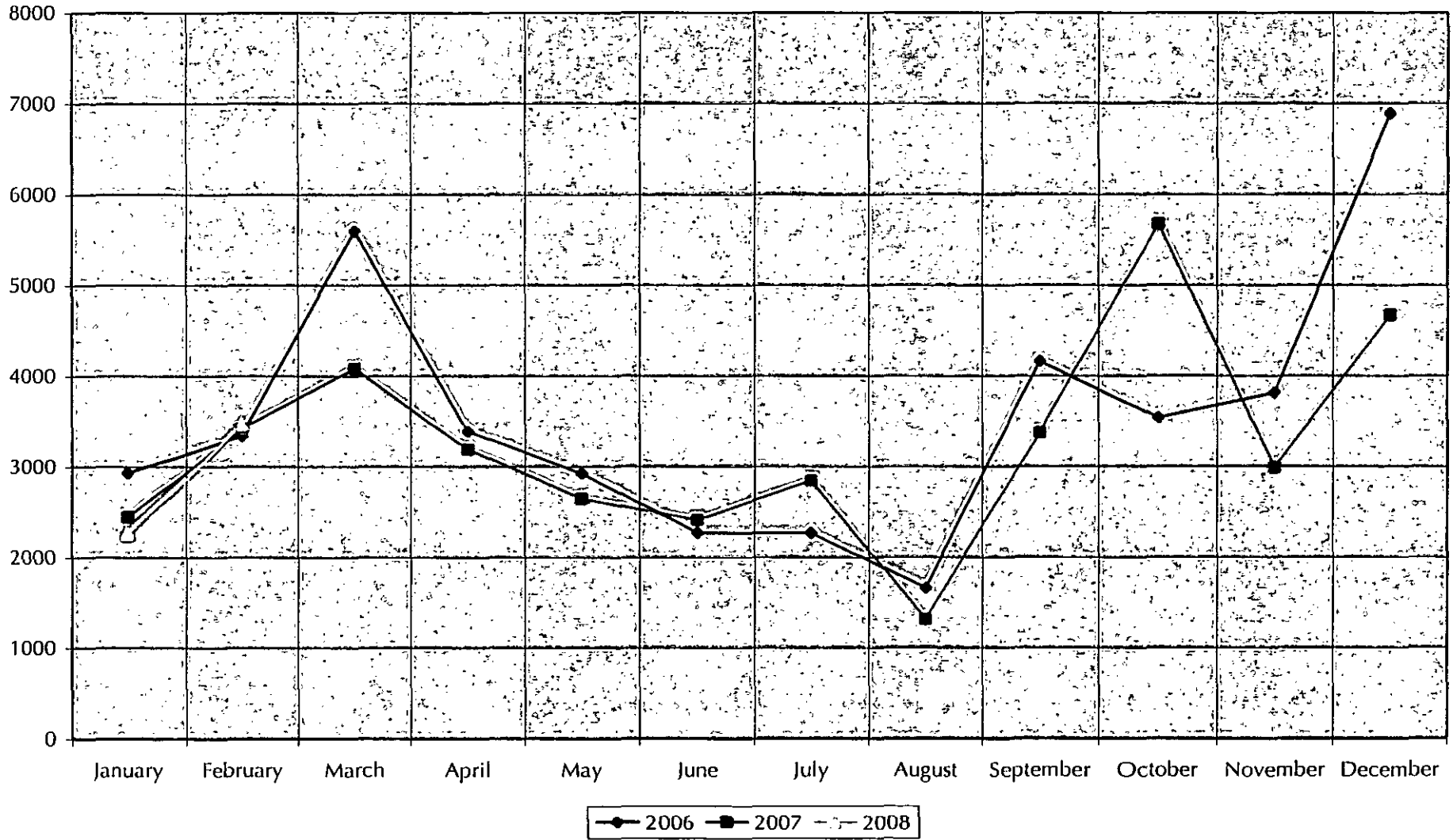


Youth Patron Assistance
February 2008

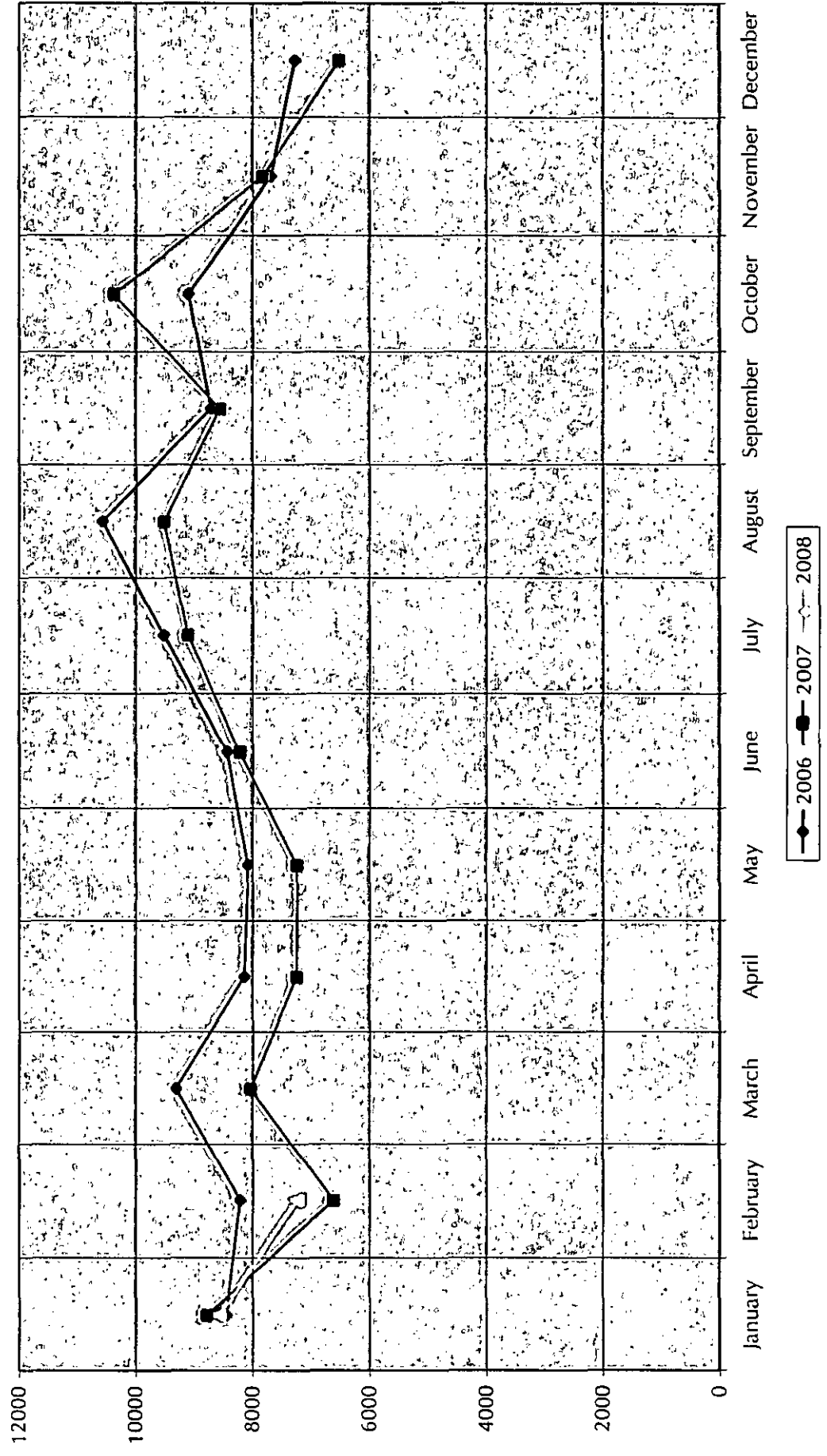


—◆— 2006 —■— 2007 —△— 2008

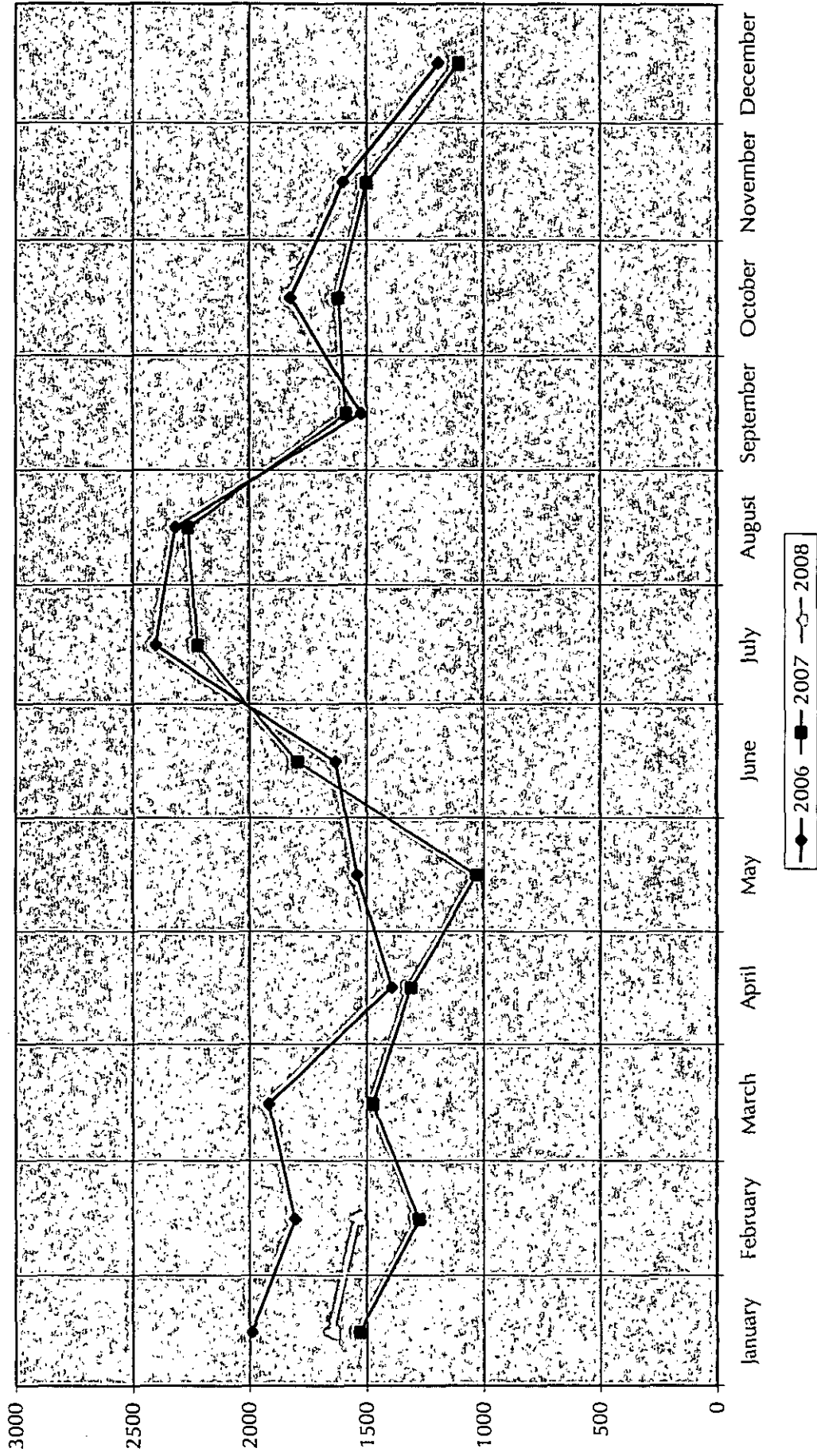
Meeting Room Attendance February 2008



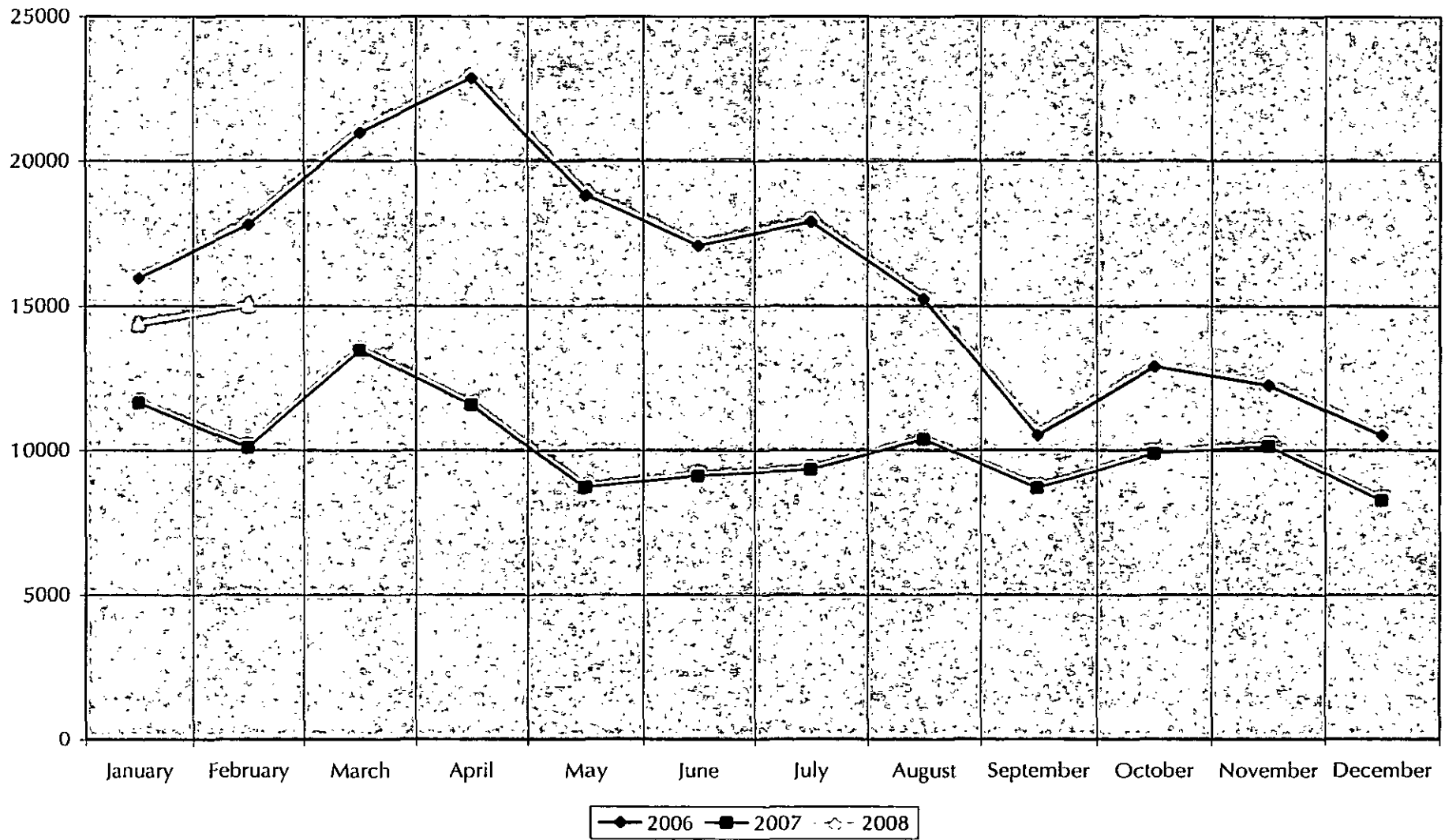
In-House Use of Library Computers
Adult Services
February 2008



In-House Use of Library Computers
Youth Services
February 2008



Use of Online Reference Products February 2008



VIII.D.2.

FRIENDS OF THE DES PLAINES PUBLIC LIBRARY February 12, 2008

The Treasurer reported that all outstanding balances have been paid. The balance in the treasury as of January 22, 2008 is \$46,677.28. The Friends are considering applying for an organizational credit card. Wally and Edie will go to the bank to look into it.

It was reported that the Valentine's Day Romance book sale was not very profitable.

The Sunday film program was well attended and the next movie will be "Waitress."

The Friends have 645 members. There has been very little activity to date and the multiple year membership may be the cause for the quiet time.

The Friends approved a \$150 donation for the "food fight." Also, several members of the roundtable brought food this night as a contribution to the Library's share in the fight.

Julie Coburn is the new liaison to the Literary Book Club representing the Friends.

Nominating Committee reported that Edie Davis as Treasurer and Wally Meyer as President agreed to run for offices. Linda Knorr agreed to run for Secretary temporarily until another volunteer arises.

The Friends agreed that members of the Roundtable should attend Library programs, especially those they sponsored. A report will be made at each meeting re the programs attended. This item is to be added to the agenda each month.

The Des Plaines Library had several requests, all of which were approved:

- Friends Family Sunday, "World of Pooh" for \$615 on April 13, 2008;
- An Outreach Kit "Bi Folkal" presented by Bob Blanchard. A discussion going back in time, i.e., remembering old train rides, past fashions, etc. Bob is to make a presentation at the next meeting
- Plastic bags are being phased out not only at the Library but grocery stores as well. Karen McBride presents an alternative bag made of poly propylene material which is washable, but not dryable. She suggested that the patron would pay \$1 for the bag. The Library needed \$5000 to get the program off the ground, after that the \$1

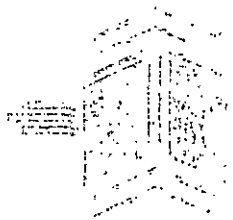
charge will cover the cost and will be no cost to the Library or the Friends.

- A children's web sight at a cost of \$2500 and a teens and tweens web page capped at \$4000--\$2000 for each.

The question of the retiring of the old video collection has been resolved. The Friends will keep some on the book shelf and they will be in the Spring Book Sale. The Book Shelf continues to be profitable.

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.dppl.org

VIII.D.3.

- Progress Report
- Response Requested
- Board Action Required 02/19/08

BOARD OF TRUSTEES
 Minutes of the Planning Committee Meeting
 February 19, 2008

Present: George Magerl, Maria Bahamon, Matthew Bogusz, Noreen Lake, Sandra Norlin, Carol Kidd, Holly Richards Sorensen.

Call to Order: 6:01p.m. by George Magerl.

George Magerl stated that he called for the Planning Committee meeting to discuss how the Board could participate in the new Strategic Plan goals and the Committee suggested the following ways that the Board could participate.

1. Attending one Ward meeting a year. (Strategic Plan – Work)
2. Attending one program/seminar devoted to trustee development. (Strategic Plan -Learn)
3. Attending one or two library programs and wearing their name badge. (Strategic Plan –Play)

Matthew Bogusz will attend a ward meeting with his alderman, Laura Murphy, on Tuesday, February 27.

George Magerl suggested that all new residents be mailed a library card, which will be activated when the new resident comes to the library.

The Committee discussed a "Meet a Trustee" program that could be held at the library.

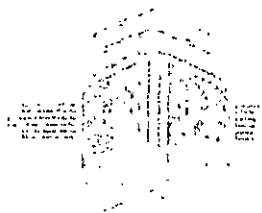
MOTION by Matthew Bogusz, seconded by Maria Bahamon, to present the following Strategic Plan goals for Trustee participation to the Board at their February 19 meeting:

1. Attending one Ward meeting a year. (Strategic Plan – Work)
2. Attending one program/seminar devoted to trustee development. (Strategic Plan -Learn)
3. Attending one or two library programs and wearing their name badge. (Strategic Plan –Play)

MOTION by Matthew Bogusz, seconded by Maria Bahamon, to adjourn the meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 6:45 p.m.

Minutes prepared by Carol Kidd.



Des Plaines Public Library

1501 Ellinwood Street

Des Plaines, IL 60016-4553

847.827.5551 phone

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www.dppl.org

X.A.

- Progress Report
- Response Requested
- Board Action Required 03/18/08

BOARD OF TRUSTEES
Minutes of the Management Committee Meeting
March 4, 2008

Present: Eldon Burk, Maria Bahamon, Elaine Tejcek, Noreen Lake, Sandra Norlin, Carol Kidd.

Call to Order: 4:01 p.m. by Eldon Burk.

MOTION by Elaine Tejcek, seconded by Maria Bahamon, to accept the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Sandra Norlin explained that the *Emergency Exception to the Illinois Library Records Confidentiality Act* states the processes and procedures to follow in the event that law enforcement officers without a court order can request information from a library regarding the identity of certain person in emergency situation. The Committee was asked to review the form "Officer's Request for Confidential Library Information" and to approve the use of this form in the event that information is requested by a law enforcement officer without a court order.

MOTION by Elaine Tejcek, seconded by Maria Bahamon, to approve the use of the form "Officer's Request for Confidential Library Information". VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Sandra Norlin asked the Committee to approve a request for reorganization of staff which came from a recommendation by the Department Heads. The reorganization will improve customer service to both patrons and staff.

0127

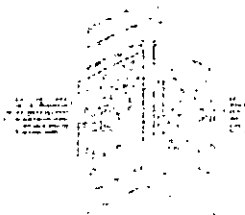
MOTION by Elaine Tejcek, seconded by Maria Bahamon, to present the proposal for reorganization of staff to the Board at their March 19, 2008 meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The Management Committee will meet Tuesday, March 11, 2008 at 4:30 to discuss Library Policies – Sections A and C.

MOTION by Elaine Tejcek, seconded by Maria Bahamon, to adjourn the meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 5:03 p.m.

Minutes prepared by Carol Kidd.



Des Plaines Public Library

1501 Ellinwood Street
Des Plaines, IL 60016-4553
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X.A.

- Progress Report
- Response Requested
- Board Action Required 03/18/08

BOARD OF TRUSTEES
Minutes of the Management Committee Meeting
March 11, 2008

Present: Eldon Burk, Maria Bahamon, Elaine Tejcek, Noreen Lake, Sandra Norlin, Carol Kidd.

Call to Order: 4:44 p.m. by Eldon Burk.

The Committee discussed and made changes to the Library Policy, Section A – General Policies and Section C – General Regulations.

MOTION by Elaine Tejcek, seconded by Maria Bahamon, to approve changes to library policy Section A – General Policies and Section C – General Regulations and to present these changes to the Board at their March 18, 2008 meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Elaine Tejcek, seconded by Maria Bahamon, to adjourn the meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 6:00 p.m.

Minutes prepared by Carol Kidd.

Emergency Exception to the Illinois Library Records Confidentiality Act

For the first time in more than two decades, the Illinois General Assembly has approved legislation amending the Illinois Library Records Confidentiality Act (House Bill 237, Public Act 95-0040, effective January 1, 2008). The amendment creates a narrow exception allowing law enforcement officers without a court order to request information from a library regarding the identity of certain persons in emergency situations. The Illinois Library Association (ILA) was pivotal in making sure that this new narrow exception does not infringe on the privacy rights of library patrons.

Rep. Joe Dunn (R-Naperville), on behalf of the City of Naperville, filed legislation two years ago providing a broad exemption to allow police and other law enforcement officers to get any library registration or circulation records without a court order. ILA strongly opposed the original legislation and over a period of two years worked with Rep. Dunn to craft the final bill. (See February 2005 *ILA Reporter*, "Confidentiality: A Case Study in Progress.")

"No library registration or circulation records are to be made public without a court order."

In the end, the only persuasive reason for the police to get any information without a court order was an emergency in which waiting for a court order would result in a real risk of someone being injured or killed.

Under Public Act 95-0040, the general rule under the Library Records Confidentiality Act remains the same — no library registration or circulation records are to be made public without a court order. Public Act 95-0040 adds a single exception to this requirement if ALL of the following conditions are met:

1. A sworn law enforcement officer states that it is impractical to get a court order as a result of an emergency situation;
2. There is probable cause to believe that there is imminent danger that someone will be physically harmed;
3. The information requested is limited to only identifying a suspect, witness, or victim of a crime; and
4. The information does not include any registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library.

It must be emphasized that only information identifying a suspect, witness, or victim may be publicly disclosed to a sworn law enforcement officer without a court order. No other information is exempt from the court order process.

[continued on page 10]

“The library would have the option of requiring law enforcement officers to actually sign a statement acknowledging receipt of the information.”

[continued from page 9]

In addition to this key limitation, other provisions were included to reaffirm patron privacy and protect libraries. The library would have the option of requiring law enforcement officers to actually sign a statement acknowledging receipt of the information. [See sidebar for an ILA suggested form]. The library even has the right to subsequently ask a court to review whether the request complied with the law. Libraries are also protected from claims that disclosure under the law constituted a breach of confidentiality by the library. Finally, the right of a patron to challenge the disclosure under any other law would still be preserved.

The long and careful negotiations on this legislation demonstrate the high value the library community places on patron confidentiality. Ultimately, the bill's sponsor agreed to every change requested by the ILA Executive Board. As a result, the board took a neutral position on the final amended bill.

Even with such a limited bill, ILA remains concerned that some police officers will misconstrue or misunderstand this legislation to contain a broader exception than is actually allowed. ILA will be working diligently to assist libraries in understanding the limited scope of this new law and to insure that proper identification by sworn law enforcement officers is obtained, prior to such limited disclosure. To this end, we have included a suggested format for a statement that could be used when police make a request without a court order. This statement reflects all of the required criteria that must be satisfied. We will also be discussing the new law at the 2007 ILA Annual Conference and other forums.

While there is always a risk of abuse, ultimately the legislature struck a balance ensuring that patrons have clear and secure privacy rights, as well as personal safety.

ILA thanks Kip Kolkmeier for writing this article. It was reviewed and substantive, constructive comments were made by attorneys Phil Lenzini from Kavanagh, Scully, Sudow, White & Frederick, P.C.; Roger A. Ritzman from Peregrine, Siime, Newman, Ritzman & Bruckner, Ltd.; and Deborah Caldwell-Stone from the American Library Association's Office for Intellectual Freedom.

*ILA urges the Illinois library community to incorporate this information and form in their library procedures, to use this form when appropriate, to instruct all staff to follow the law, and to value and safeguard the privacy and confidentiality of library records. **ILA***

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ILLINOIS LIBRARY RECORDS CONFIDENTIALITY ACT EMERGENCY RELEASE OF INFORMATION IDENTIFYING INDIVIDUALS PURSUANT TO PUBLIC ACT 95-0040

The Illinois Library Records Confidentiality Act requires a court order before a library may publicly release information contained in library registration or circulation records. Public Act 95-0040 created an exception to the requirement for a court order if ALL of the following conditions are met:

1. The information is requested by a sworn law enforcement officer who states that it is impractical to get a court order as a result of an emergency situation;
2. The law enforcement officer states that there is probable cause to believe that there is imminent danger that someone will be physically harmed;
3. The information requested is limited to only identifying a suspect, witness, or victim of a crime; and
4. The information does not include any registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library.

Public Act 95-0040 also provides that "If requested to do so by the library, the requesting law enforcement officer must sign a form acknowledging the receipt of the information. A library providing the information may seek subsequent judicial review to assess compliance with this Section."

A suggested Statement of Compliance follows.

0432

OFFICER'S REQUEST FOR CONFIDENTIAL LIBRARY INFORMATION

- A. This is a request under the Illinois Library Records Confidentiality Act, 75 ILCS 70/1 (copy attached) for information contained in the library's registration and/or circulation records.
- B. My request for information is limited to identifying a "suspect, witness, or victim of a crime."
- C. As the basis for this request, I represent the following:
 - 1. I am a sworn law enforcement officer.
 - 2. As a result of an emergency where I believe there is imminent danger of physical harm, it is impractical to secure a Court Order for the identification information.
- D. The information I request relates to the following (Description of information sought):

Officer's Acknowledgment
I acknowledge receipt from the library of the information I requested.

Officer's printed name	Officer's Agency/Department	Officer's signature
Officer's badge number	Time signed	Date signed

(Library Use Only)

Name(s) of Library Staff assisting with the information requested:

COMPUTER CHECKLIST

Make & Model Number	Serial Number	Good	Bad	Location
Dell Optiplex GX270	CKQZH31	X		
Dell Optiplex GX270	F07HS31	X		

0434

Dear Mr. Norlin,

Thank you for your participation in Central School's "Read Across America 2008". The students in Mr. Paustian's class thoroughly enjoyed your visit. With your help, our event was a great success!

Sincerely,
The Students and Staff
of Central School



Des Plaines Chamber of Commerce & Industry

1401 Oakton Street • Des Plaines, IL 60018 • Telephone 847-824-4200 • Fax 847-824-7932
 Email: info@dpchamber.com • www.DesPlainesChamber.com

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 Copyco Solutions

President-Elect
 JAMES MACCHIAROLI
 Ace Hardware

Treasurer
 CHARLES WIERCINSKI
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 Properties

Secretary
 SANDRA NORLIN
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SCOTT SEIFERT
 Edward Jones Investment

HERMAN ZELK
 Solutions Networking

March 11, 2008

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

Dear Sandra:

On behalf of the Des Plaines Chamber of Commerce and Industry and the Self Help Closet and Food Pantry of Des Plaines, I would like to take this opportunity to thank you and your board for participating in the **2008 Food Fight Challenge**.

Over 350 families that utilize the food pantry on a monthly basis will benefit from your groups participation in this annual challenge. A total of 4,939 pounds of food was collected during this years challenge.

We appreciate your effort and continued dedication to the Chamber of Commerce and to the Des Plaines community.

We look forward to the **2009 Food Fight Challenge** with additional donations and group participation. If the Chamber can be of any assistance to you, please do not hesitate to contact our office.

Sincerely,

Andrea Friedman
 Program Director

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, 1996

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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
 Reviewed and Approved 06/20/06

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 14 years of age may obtain information about materials their children have currently checked out upon providing information to library staff that identifies them and their children with their registration information.
- C. Patrons 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.
- 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 Director.
- E. In accordance with Public Act 95-0040, the Library Director may grant exceptions to the requirement of a court order, based on the information provided by the law enforcement official requesting the confidential information. (Form will follow as A-2A)

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 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
Revised and Approved 07/20/04
Reviewed and Approved 06/20/06

COMPLAINTS CONCERNING SPECIFIC LIBRARY POLICIES, RULES, OR PROCEDURES

- I. All complaints about library service, rules, procedures, and breaches of library policy will be resolved by the Library Director.
- II. 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
Revised and Approved 06/20/06



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 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). The following procedures will be used when a patron registers a complaint:

1. All complaints shall be referred to the Library Director. The complaint must be filed in writing (see Citizen's Opinion Concerning Specific Library Material form). The Library 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 Director to the *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 Director will then forward the committee's recommendation to the patron.

*Materials Selection Committee is comprised of

- Head of Adult Services
- Head of Youth Services
- Collection Development Librarian
- Assistant Director

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 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.

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Approved 3/20/95
 Reviewed and Approved 04/20/99
 Reviewed and Approved 01/15/02
 Revised and Approved 06/20/06

REQUEST FOR RECONSIDERATION OF LIBRARY SOURCES

Name _____ Date _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

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?

Signature

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

Deleted: person

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
Reviewed and Approved 07/20/04
Reviewed and Approved 06/20/06

DES PLAINES PUBLIC LIBRARY
MATERIALS RECONSIDERATION HEARING

REGISTRATION FORM

NAME _____

ADDRESS _____

PHONE _____ EMAIL _____

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
Reviewed and Approved 01/15/02
Reviewed and Approved 07/20/04
Reviewed and Approved 06/20/06

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
Reviewed and Approved 07/20/04
Reviewed and Approved 06/20/06

VISION STATEMENT

OUR VISION

The Des Plaines Public Library serves as a catalyst, advocate and place to advance the vision and ideals of our community.

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.

Approved 09/17/96
Reviewed and Approved 04/20/99
Reviewed and Approved 01/15/02
Reviewed and Approved 07/20/04
Revised and Approved 06/20/06

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 respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- 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.

Deleted: We recognize and respect intellectual property rights

Adapted from the American Library Association
Policy 54.16 Adopted 06/28/97, by ALA
Membership and Council; Amended 01/22/08

Deleted: 06/28/95

Approved 09/21/96
Reviewed and Approved 04/20/99
Revised and Approved 01/15/02
Reviewed and Approved 07/20/04
Reviewed and Approved 06/20/06

POLICY ON LIBRARY EXPENDITURES

The Library Director 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 \$20,000 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 approved by the Library Board of Trustees without advertising for bids only if such contract is authorized by a majority vote of all members of the Board of Trustees and is in the best interest of the Des Plaines Public Library.
3. The Board of Trustees shall determine what security is required for the performance of bids.
4. 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.
5. 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.
6. A separate bank account for managing funds donated to the library may be established by majority vote of all members of the Board of Trustees.
7. Expenditures from the donation account of amounts \$5,000.00 and above must be approved by a vote of the majority of all members of the Board of Trustees. All expenditures must be authorized by two of the following: President, Vice-President, Chair of the Finance Committee.

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8. 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
Reviewed and Approved 07/20/04
Revised and Approved 06/20/06

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
Reviewed and Approved 07/20/04
Reviewed and Approved 06/20/06

DONOR FORM

I hereby make the following gift to the Des Plaines Public Library:

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 _____ Telephone _____

Address _____ Email _____

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
 Reviewed and Approved 07/20/04
 Reviewed and Approved 06/20/06

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 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 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 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.

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 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 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 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 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 Director. At the end of the fiscal year an audit shall be performed by independent public accountants.

Article X ADMINISTRATION

The Library Director shall execute the policies adopted by the Board. The 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
 Revised and Approved 07/20/04
 Reviewed and Approved 06/20/06

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
Reviewed and Approved 06/20/06

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 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 Director free to interact on a neutral basis.

Support for the library by the City includes some mobile library maintenance services at the City Garage, payroll and payment of bills through the City Finance Department, some legal services from the City Attorney, and some services from the City's Public Works Department and the purchasing office. The Human Resources Department provides coordination of health, life, and dental insurance benefits; workers compensation claims; drug and alcohol screening; and occupational health benefits. The Library's full time employees, unless declared exempt, are under the City's Civil Service system.

Deleted: bookmobile

Deleted: All full time library personnel are screened by the City's Department of Human Resources.

Approved 2/16/93

Reviewed and Approved 3/20/95

Reviewed and Approved 04/20/99

Reviewed and Approved 01/15/02

Revised and Approved 07/20/04

Revised and Approved 06/20/06

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

Reviewed and Approved 06/20/06

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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
 Telephone
 Email
 Topic

2. Name
 Address
 Telephone
 Email
 Topic

3. Name
 Address
 Telephone
 Email
 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
 Reviewed and Approved 07/20/04
 Reviewed and Approved 06/20/06

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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. All public computers 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.

Please note: Library Policy C-8 "Rules of Conduct" prohibits viewing internet images that display nudity in a sexual context or sexual activity.

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
Revised and Approved 09/21/04
Revised and Approved 06/20/06

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 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 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 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 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 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 Director.
8. Any item of business for a Board agenda shall be directed to the president and the Library Director so that it may be included in the Board's agenda according to normal procedures. Action items shall be prepared and distributed by the Library Director in accordance with the Board's established procedures.
9. The Library Director shall maintain a separate 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
Revised and Approved 07/20/04
Reviewed and Approved 06/20/06

REGISTRATION ELIGIBILITY

Residents

Every person whose residence is within the city limits of Des Plaines is entitled to a library card issued for a period of three years.

Each applicant must sign an application form using his/her legal signature. Applications by patrons under 14 years of age must be signed by a parent or guardian, who must show proof of identity and address.

Applicants 14 years of age and older must show photo identification and proof of legal residence in the city limits of Des Plaines. Without proof of address, the applicant may receive a temporary (one-day) card. A permanent (three-year) card will be mailed to the patron at the address listed on the application form for address verification. If the address is incorrect, the patron must reapply in person and show proof of identity and address.

All outstanding fines, fees, and overdue materials must be cleared by the patron before a card is issued or renewed.

Non-Residents

Property Owners

A person who owns taxable property in Des Plaines as an individual or partner, principal stockholder, or other joint owner, or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the city, upon presentation of the most recent tax bill upon that taxable property, may be issued a library card, provided that the privilege and use of the library is extended to only one such nonresident for each parcel of such taxable property (75ILCS 5/4-7)

Company Courtesy Cards

A courtesy card will be issued in the name of a public or private corporation or entity located within the city limits of Des Plaines. The card will be issued to a company librarian or to a person designated as company librarian, for a period of one year. A courtesy card shall be offered to elected officials, according to policy.

Other Non-Residents

Persons who live in an area that does not support a public library through local taxes may obtain a library card by paying annual fees at least equal to the cost paid by residents of Des Plaines. The fee is determined annually in July by the Des Plaines Library Board of Trustees, in accordance with Public Act 88-253 (75ILCS 5/4-7).

Non-resident cards shall allow for borrowing privileges. (Public Act 92-0166, 75ILCS 5/4-7)

If a non-resident fee card holder moves away from the area or becomes a resident of Des Plaines, the card holder may receive a partial refund of the fee, pro-rated by the expiration date of the patron's card.

LIBRARY CARD RESPONSIBILITY

The card owner is responsible for all items checked out on that card until the card is reported as lost or stolen to the Des Plaines Public Library.

Reviewed and Approved 05/16/95
Revised and Approved 06/15/99
Revised and Approved 03/20/01
Revised and Approved 12/18/01
Revised and Approved 04/15/03
Reviewed and Approved 06/20/06
Revised and Approved 08/21/07

MATERIAL LOAN PERIODS

ONE WEEK

DVDs

TWO WEEKS

CD ROMs

Compact Discs

DVDs (Boxed Sets)

Flashcards

New Books

Periodicals

Maps and Pamphlets

Deleted: Audio Cassettes

Deleted: Videocassettes

Deleted: t

Deleted: Disks

FOUR WEEKS

Audio Books

General library books

Puzzles

Selected new books

EIGHT WEEKS

Framed Art

All materials may be renewed one time for their original loan period except items on reserve for other patrons.

Patrons may request a vacation loan period for any item except new books, DVDs, or items on reserve for other patrons. The vacation loan period may be no longer than double the original loan period plus seven days.

Reviewed and Approved 05/16/95
Revised and Approved 06/15/99
Revised and Approved 03/20/01
Revised and Approved 04/15/03
Revised and Approved 09/16/03
Revised and Approved 06/20/06

Overdue Fines

Fines will be assessed according to a schedule, which will be reviewed periodically by the Board of Trustees. A schedule of current fines and service charges will be posted in the library. Fines will be charged for overdue library materials as follows:

DVDs, per title, per day	\$1.00
All other materials, per day	\$0.15

Deleted: Videocassettes, per title, per day . . . \$1.00

When fines or other charges accumulate to \$10, the patron's borrowing privileges will be suspended.

Fines will not exceed the listed cost of the item at the time the item was acquired by the Library. Items without a listed cost will be assigned a fixed amount based on the average cost of that type of material.

Items overdue at least 60 days may be referred to a collection agency. Patrons will be responsible for payment of fines, charges and collection fees.

A payment plan may be arranged to clear the amount owed, with regular payments to be at least monthly.

Circulation Clerks are authorized to waive or decrease fines at their discretion. They are expected to exercise good judgment and treat each case in the spirit of fairness and understanding.

Reviewed and Approved 05/16/95
 Revised and Approved 06/15/99
 Revised and Approved 03/20/01
 Revised and Approved 04/15/03
 Revised and Approved 06/20/06

LOST OR DAMAGED MATERIALS

Patrons will be charged for library materials that have been lost or damaged while checked out to their card number. A fair and equitable charge may be negotiated.

Charges will not exceed the listed cost of the item at the time the item was acquired by the Library. Items without a listed cost will be assigned a fixed amount based on the average cost of that type of material.

A service charge will be added for the processing of lost and damaged materials.

Library staff will issue receipts for payments for lost materials. Patrons who return lost items with the receipt for their payment within six months of the payment will be given a refund, less charges.

Reviewed and Approved 05/16/95

Reviewed and Approved 06/15/99

Reviewed and Approved 03/20/01

Revised and Approved 04/15/03

Reviewed and Approved 06/20/06



DISPLAYS AND EXHIBITS

The Des Plaines Public Library encourages displays of cultural and educational interest in its showcases.

Criteria for Exhibits:

Exhibits by individuals and organizations shall meet the following criteria as determined by the Public Information staff:

1. Exhibits shall promote the collections, services, and programs of the library.
2. Exhibits shall be aesthetically pleasing.
3. Exhibits shall display materials relevant to the theme of the exhibit.
4. Exhibits may not promote individual business or commercial ventures.

Procedures:

1. An application form should be obtained from the Registration Desk or the Public Information Office. The form should be submitted at least three months in advance of the proposed date of the exhibit. The exhibit schedule may be altered by the library to accommodate exhibits relating to special library events or activities.
2. The application form should be returned to the Registration Desk.
3. The Public Information staff and the administrative staff will review exhibit applications based on the above criteria.
4. Potential exhibitors may be asked to provide samples or photographs of materials to be included in the display.
5. Potential exhibitors will be informed in writing whether or not their proposed exhibits have been scheduled.
6. It is the responsibility of the exhibitor to install and dismantle the display, under the library staff supervision. Exhibitors will be responsible for any damage to the exhibit cases caused during installation or dismantling of their displays.
7. The library is not responsible for damage to or loss of any items displayed by an exhibitor. Exhibitors will sign a form acknowledging their own responsibility for their materials while on display at the library.
8. All items owned by the library and borrowed for display purposes must be charged out to exhibit according to established procedures.

Deleted: or Public Information Office.

Reviewed and Approved 05/16/95
 Revised and Approved 10/20/98
 Revised and Approved 06/15/99
 Revised and Approved 03/20/01
 Revised and Approved 06/20/06



EXHIBIT PROPOSAL

Name _____

Organization _____

Address _____

Phone _____

Month Requested: 1st choice _____ 2nd choice _____ 3rd choice _____
(The exhibit schedule may be altered by the library to accommodate exhibits relating to special library events.)

Proposed Title/Theme of Exhibit _____

Describe the purpose and how it relates to the mission of the library (see Criteria for Exhibits)

Describe the contents of the exhibit (give specific examples of the kinds of items that will be included)

List kind of books from the library's collection that could be included in your exhibit

Display Case Dimensions: approximately 44" w x 52" h with 3 glass shelves 8" d

Exhibit Case Requested: _____ Youth Services - 2nd floor
_____ Readers Services - 3rd floor _____ East _____ West
_____ Reference Services - 4th floor _____ East _____ West

Return this request form to: Exhibits Coordinator, Des Plaines Public Library
1501 Ellinwood Street, Des Plaines, Illinois 60016

Questions? Call 847/376-2784

Deleted: 827-5551

This area is for use by the Exhibits Coordinator.
Decision or Recommendation of the Exhibits Coordinator:



C-5B

LETTER OF ACCEPTANCE

Dear _____ :

We are pleased to accept your proposal for an exhibit of _____.

Your exhibit has been scheduled (date) in the (display case location).

Someone from the Public Information Office will contact you shortly before the opening date of your exhibit to arrange installation. Please bring the signed waiver of responsibility form with you when you bring your materials to the library.

If you have any questions, please contact the Public Information Office at 847/376-2784.

Deleted: 827-5551

Thank you for your interest in the library.

Sincerely,

Exhibits Coordinator

LETTER OF REFUSAL

Dear _____ :

At the present time, we are not able to accommodate your request for a display in the Des Plaines Public Library. We will contact you if there is a suitable opening in the future.

If you wish to discuss this decision, please contact the Public Information Office at 847/827-5551.

Thank you for your interest in the library.

Sincerely,

Exhibits Coordinator

Revised and Approved 10/20/98
 Revised and Approved 06/15/99
 Revised and Approved 03/20/01
 Reviewed and Approved 06/20/06



C-5C

WAIVER OF RESPONSIBILITY

I understand that the Des Plaines Public Library will try to protect the materials in my exhibit, but shall assume no responsibility for loss or damage.

I will not hold the library responsible for theft, damage, fire, water or any other kind of harm or loss. I will assume responsibility for any damage to the display case caused by me during installation or dismantling of my exhibit.

Signature

Organization

Date

Date of Exhibit

Location of Exhibit in Library

Revised and Approved 10/20/98
Revised and Approved 06/15/99
Revised and Approved 03/20/01
Reviewed and Approved 06/20/06



C-5D

COMMUNITY EXHIBIT CASE GUIDELINES

Guidelines for use:

Criteria for Exhibits

1. The exhibit case may be used by not-for-profit community groups serving Des Plaines.
2. The exhibit case may be used for one month.
3. Exhibits should be aesthetically pleasing.
4. Exhibits shall display materials relevant to the organization.
5. Exhibits may not promote individual business or commercial ventures.

Procedure

1. Fill out the attached application form and return it to the Exhibits Coordinator, Des Plaines Public Library, 1501 Ellinwood Street, Des Plaines, Illinois 60016.
2. The Public Information Office and the administrative staff will review exhibit applications.
3. Potential exhibitors may be asked to provide samples or photographs of materials to be included in the display.
4. It is the responsibility of the exhibitor to install and dismantle the display, under library staff supervision. Exhibitors will be responsible for any damage to the exhibit case caused during installation or dismantling of their display.
5. The library is not responsible for damage to or loss of any items displayed by an exhibitor. Exhibitors will sign a form acknowledging their own responsibility for their materials while on display at the library. The display case is locked; however, the corridor where the case is located is open some hours when the library is closed. (We suggest that you do not include valuable items in your display.)
6. The Public Information staff and the administrative staff will review exhibit applications based on the above criteria.
7. The exhibit schedule may be altered by the library to accommodate exhibits related to special library events or activities.

Display Case Dimensions: approximately 80"w x 54"h with 3 glass shelves 72"l x 8"d

Questions? Call the Exhibits Coordinator at 847/376-2784.

Deleted: 827-5551



Use of Public Bulletin Board and Pamphlet Display

1. Posting of materials will be at the discretion of the library.
2. Items may be posted for events or activities of tax supported and/or not-for-profit governmental, social, educational, arts, service organizations, and for activities whose proceeds go to charity.
3. Theatre, musical performances, and art exhibits notices will be posted due to their cultural and/or educational value.
4. Items will be posted up to 4 weeks before the event and taken down following the event. Non-event items will be posted for a period of 90 days.
5. Items to be posted must be submitted to the Information/Registration Desk and may not exceed 11" x 17".
6. Items relating to political campaigns, garage sales, rooms for rent, and want ads will not be posted.

DES PLAINES PUBLIC LIBRARY
PUBLIC MEETING ROOM USE POLICY

Types of Meetings

All meetings are free and open to the public. Priority for meeting room use is as follows:

1. Library-sponsored programs and meetings.
2. Library-related programs and meetings including Friends of the Library, and Learn to Read.
3. Meetings of nonprofit Des Plaines Community groups or organizations whose aims are educational, cultural, or civic in nature.
4. Meetings of other nonprofit groups the majority of whose members are residents of Des Plaines.

Reservations

1. All groups must submit a Meeting Room Request Sheet to the Registration Desk.
2. Groups must select a member to act as the contact person and assume responsibility for the group. The contact person will complete the Meeting Room Request Sheet and must be a Des Plaines resident with a currently valid Des Plaines library card.
3. Meeting rooms may be booked for up to one year in advance.
4. There will be no charge during hours the library is open.
5. Groups must select from the options for room setup and equipment that are listed on the Meeting Room Request Sheet. If necessary, library staff will provide instruction on equipment operation if requested prior to the meeting date.
6. A representative of the group must complete a Record of Meeting Room Use form after each use and before leaving the building.
7. As a courtesy, the library requests that groups notify the Registration Desk of a cancellation no less than 24 hours before the scheduled meeting.
8. The library reserves the right to change or cancel meeting room reservations due to unusual circumstances and will notify groups at least 48 hours before the scheduled meeting, unless the building is closed as a result of an emergency.

Rules of Use

1. Groups may use the meeting rooms only during hours the library is open to the public. In special circumstances, the Library Director may grant permission for a group to use a meeting room after library hours. The group would then be required to reimburse the library for the cost of extending the hours of library security personnel.
2. After the library has been closed to the public, members of groups using the meeting rooms are restricted to the meeting room and the designated corridors used to leave the building.

3. Groups are responsible for the cost of repairing damage to equipment, furniture, or the building caused by people in attendance at their meeting.
4. Groups may not charge admission nor require donations for their meetings.
5. Nothing may be sold to the public in the library without permission from the Library Director.
6. Smoking is not permitted in the library.
7. Food and non-alcoholic beverages may be served in designated areas. The groups or caterer must provide all paper goods and serving utensils.
8. Groups may use the pantry that is adjacent to the meeting rooms for food preparation, but may not store anything in the cabinets or refrigerator.
9. Groups are responsible for restoring meeting rooms and pantry to the condition prior to their meeting.
10. The piano may not be used as a practice instrument.
11. Groups other than Friends of the Library may not receive mail at the library's address.

Exceptions

Any exceptions must be approved by the Board of Trustees.

Reviewed and Approved 10/15/96
Revised and Approved 06/15/99
Revised and Approved 08/15/00
Revised and Approved 12/19/00
Revised and Approved 03/20/01
Reviewed and Approved 06/17/03
Revised and Approved 06/20/06

DES PLAINES PUBLIC LIBRARYRULES OF CONDUCT

The Board of Trustees of the Des Plaines Public Library believes that all people have the right to use the materials, services, and facilities of the Library without disruption from others. Patrons and staff also have the right to a secure and comfortable environment. The following Rules of Conduct have been established to maintain these rights:

1. All behavior that is disruptive or hinders the use of the Library for another person is prohibited. This includes, but is not limited to, extended loud or unusual noises, indecent behavior, offensive or unbecoming conduct or language, blocking the stairways or entrance or exits, and verbal or physical harassment.
2. Viewing internet images that display nudity in a sexual context or sexual activity is prohibited.
3. Smoking is prohibited in all areas of the Library building.
4. Non-alcoholic beverages in covered containers are welcome in the library. Eating is prohibited in public areas, except for meeting rooms.
5. Animals, except those used to aid persons with disabilities, are not permitted in the Library.
6. Selling products or services and soliciting donations are prohibited on Library property unless authorized by the Library Director.
7. Taking surveys, photographs, distributing leaflets, brochures or other literature, and petitioning are prohibited on Library property unless authorized by the Library Director.
8. Parents are responsible for the behavior of their children while they are on Library property. Children under eight years of age must be accompanied and directly supervised by a responsible caregiver 16 years or older at all times in all areas of the library.
9. The violation of federal or state laws and local ordinances will not be permitted on Library property. Theft, vandalism, and mutilation of Library property are criminal offenses that will be prosecuted. The Library reserves the right to inspect all bags, purses, briefcases, backpacks and other such items when staff members have cause to believe that this rule has been violated.

10. Failure to comply with a reasonable staff request may result in removal from library property.

Reviewed and Approved 05/16/95
Revised and Approved 06/15/99
Reviewed and Approved 03/20/01
Revised and Approved 07/17/01
Revised and Approved 06/17/03
Revised and Approved 09/21/04
Revised and Approved 06/20/06

LIBRARY HOURS

The Des Plaines Public Library is open to the public:

Monday - Friday	9 AM - 9 PM
Saturday	9 AM - 5 PM
Sunday	1 PM - 5 PM

The Library will be closed on days approved by the Board of Trustees.

Reviewed and Approved 05/16/95

Revised and Approved 06/15/99

Reviewed and Approved 03/20/01

Reviewed and Approved 06/17/03

Reviewed and Approved 06/20/06

DISPOSITION OF MATERIALS

All discarded library materials shall be offered to the Friends Used Book Sales, not for profit organizations, offered to other libraries, or destroyed. These materials shall not be sold or given to private individuals.

Deleted:

Reviewed and Approved 05/16/95

Revised and Approved 06/15/99

Revised and Approved 03/20/01

Reviewed and Approved 06/17/03

Revised and Approved 06/20/06

AMERICANS WITH DISABILITIES ACT
GRIEVANCE PROCEDURE

To comply with the regulations of the Americans with Disabilities of 1990 (ADA), the Board of Trustees has adopted the following resolutions:

- A. The Des Plaines Public Library Board of Trustees will comply with the rules and regulations governing the Americans with Disabilities Act of 1990.
- B. The Library Director is designated as the staff member who will be responsible for coordinating the Library's efforts to comply with and carry out the Library's responsibilities in regard to the ADA including the investigation of all complaints.
- C. Grievance procedure.
 - 1. Complaints concerning the Des Plaines Public Library's compliance with the Americans with Disabilities Act of 1990 may be filed with the Library Director. Grievance forms are available for this purpose.
 - 2. The party alleging a complaint must file a grievance in writing, unless the nature of the party's disability necessitates a verbal filing. The written complaint, using the designated "Grievance Form" (Attachment C12A) may be filed by mail or in person; a verbal complaint may be filed over the telephone or in person. The complaint is to be filed with the Disability Compliance Coordinator's office within ten (10) working days of the alleged incident of discrimination.

Disability Compliance Coordinator:

Library Director
Des Plaines Public Library
1501 Ellinwood Street
Des Plaines, IL 60016

- 3. The Disability Compliance Coordinator will promptly conduct an investigation into the noncompliance complaint, utilizing the technical expertise of Library departments and employees as required. The Compliance Coordinator will contact the complainant at regular intervals to report on the progress of the investigation until such time as a preliminary decision is reached.

Within five (5) working days after the determination of the preliminary decision on the complaint, the Disability Compliance Coordinator will meet with the complainant to discuss the grievance and seek a remedy. Within five (5) working days following the meeting, a written summary of the meeting and proposed remedy will be sent to the complainant. If noncompliance is determined a schedule for correcting the action or feature will be established.

- 4. The complainant has the right to appeal the resolution proposed by the Disability Compliance Coordinator. The appeal is to be filed within five (5) working days of the complainant's receipt of the proposed remedy. The appeal is to be filed in writing, unless the nature of the complainant's disability necessitates a verbal filing. A written appeal may be filed by mail or in person. A verbal appeal may be filed

0481

over the telephone or in person. The appeal is to be filed with the Library Director's office. In addition to a copy of side one of the initial complaint form, the appeal will also contain the following:

- Recommended remedy of the Disability Compliance Coordinator.
- Complainant's response to the recommended remedy.
- Resolution sought by the complainant.

The Library Grievance Committee consists of the Executive Committee of the Library Board of Trustees. The purpose of the Grievance Committee is to provide a fair hearing of those complaints unable to be resolved at the Disability Compliance Coordinator level.

Within fifteen (15) working days of receipt of the appeal, the Disability Compliance Coordinator will convene a meeting of the Grievance Committee unless extenuating circumstances make it necessary to extend the time period until such time as the committee is able to convene. The complainant and the individual/department involved will each have the opportunity to present their view.

The Grievance Committee will then reach a decision to either uphold the original remedy or present an alternate resolution. The Disability Compliance Coordinator will then inform the complainant, in writing, of the committee's decision, within five (5) working days of the committee meeting.

The appeal meeting and decision will conclude the grievance procedure. The preceding grievance procedure does not preclude the complainant from pursuing other remedies, nor is the grievance procedure a prerequisite for pursuing other courses of action.

5. A Complaint Register Log shall be kept by the office of the Disability Compliance Coordinator. Complaint form reports shall be retained for two (2) years from the date of the original complaint. Those complaints deemed "unfounded", "not pursued", etc. will be destroyed at the conclusion of the two (2) year period. Those complaints upheld and assigned a specific remedy shall be retained by the Disability Compliance Coordinator indefinitely.

Reviewed and Approved 10/15/96
Revised and Approved 06/15/99
Revised and Approved 03/20/01
Reviewed and Approved 06/17/03
Revised and Approved 06/20/06



Date _____

DISABILITY DISCRIMINATION COMPLIANCE
Complaint Form

Deleted: DISABLED

Complaint Information

Name _____ Home Phone _____

Address _____ Business Phone _____

City/State _____ Zip Code _____

Email _____

COMPLAINT

Nature of Complaint ___ Library Policy ___ Library Services ___ Library Program/Activity
___ Employment practices ___ Contractual Agreement ___ Other

Specific Department _____

Date Occurred _____ Time _____ Place _____

Complaint Forwarded By ___ Telephone ___ In Person ___ Mail

Departments/Individuals Involved _____

Witnesses, If any _____

Description of Incident _____

Resolution Sought by Complainant _____

Signature of Complainant _____ Date Signed _____

DISABILITY DISCRIMINATION COMPLIANCE
Page 2

Deleted: DISABLED

Complaint Investigation (dates, persons contacted, results of contact, etc.)

Investigated by _____ Date Completed _____

Recommendation of Investigator _____

Complaint Final Disposition _____

Signature of Disability Compliance Coordinator _____ Date Signed _____

Additional Notes _____

PASS THROUGH COSTS

Charges for library materials obtained for library patrons from other sources will be passed on to the patrons.

Patrons will be notified of these charges prior to approving the transaction. Patrons must pay these charges before the Library places the final order.

Reviewed and Approved 05/16/95

Reviewed and Approved 06/15/99

Reviewed and Approved 03/20/01

Reviewed and Approved 06/17/03

Reviewed and Approved 06/20/06

**SELF-HELP
CLOSET**

**HUNGER KNOWS
NO SEASON**
**PANTRY
OF DES PLAINES**

March 11, 2008

Sandra Norlin
Des Plaines Public Library
1501 Ellinwood
Des Plaines, IL 60016

Dear Sandra:


Thanks again to you and the members of the Des Plaines Library Board for your participation in this year's Chamber of Commerce *Food Fight* to benefit the Self-Help Closet & Pantry of Des Plaines. As we have discussed, the pantry clients are the real "winners" every year in the *Food Fight* because they benefit from the generosity of organizations like yours.

This year's *Food Fight* brought in a total of 4,939 lbs. of food, which is nearly 1,000 lbs. more than last year's total! This year's participants collected the following amount of food:

Kiwanis Club of Des Plaines - 2,007 lbs.
Rotary Club of Des Plaines - 1,084 lbs.
Chamber of Commerce - 807 lbs. plus a \$20 cash donation
Des Plaines Library Board - 339 lbs.
Mill Run Condo Association - 289 lbs.
Diplomat of Des Plaines - 283 lbs.
Garden Club - 75 lbs.
Camera Club - 55 lbs. plus a \$200 cash donation

Once again, thank you for your continued support. I hope we can count on your participation in the *2009 Food Fight*!

Sincerely,



Debra Walusiak

Community Resource Director

847/337-1443

Serving Des Plaines Residents Since 1971

600 East Algonquin Road, Des Plaines, Illinois 60016

Phone/Fax 847.375.1443

www.selfhelppantry.org



Special Families Need Special Libraries



1. LSTA Grant—\$13,517

Why Autism?

2. Terms you should know

1 in 150

Autism

Asperger's

The Spectrum

3. Four components of our grant

A. Staff Training

B. Changes in the surroundings

C. Materials

D. Programs

4. What does the future hold?

Inclusivity

Sustainability



Des Plaines Chamber of Commerce & Industry

1401 Oakton Street • Des Plaines, IL 60018 • Telephone 847-824-4200 • Fax 847-824-7932
 Email: info@dpchamber.com • www.DesPlainesChamber.com

2008 Officers

President
 ALAN CZARNIK
 Copyco Solutions

President-Elect
 JAMES MACCHIAROLI
 Ace Hardware

Treasurer
 CHARLES WIERCINSKI
 McLennan Commercial
 Properties

Secretary
 SANDRA NORLIN
 Des Plaines Public Library

Past-President
 HEATHER WAHL-CIESLIK
 R. C. Wahl Jewelers

Executive Director
 BARBARA K. RYAN

2008 Directors

WILLIAM BOZNOS
 Bellas & Wachowski

MICHAEL CHAREWICZ
 Accurate Auto

CARL COSTANZA
 Oakton Community College

PATRICK GROODY
 Abbott Labs

DR. JANET HORTON
 Horton Chiropractic

GREGORY HULL
 Midwest Bank

ROGER HULL
 Alphagraphics

JAMES KLINE
 Courtyard by Marriott
 Chicago O'Hare

SHARON LYNCH
 Century 21 Elm

BILL SCHOENBERG
 Duncan Carpet
 Flooring America

BARBARA SCHULDT
 Ablest Staffing

SCOTT SEIFERT
 Edward Jones Investment

HERMAN ZELK
 Solutions Networking

March 11, 2008

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

Dear Sandra:

On behalf of the Des Plaines Chamber of Commerce and Industry and the Self Help Closet and Food Pantry of Des Plaines, I would like to take this opportunity to thank you and your board for participating in the **2008 Food Fight Challenge**.

Over 350 families that utilize the food pantry on a monthly basis will benefit from your groups participation in this annual challenge. A total of 4,939 pounds of food was collected during this years challenge.

We appreciate your effort and continued dedication to the Chamber of Commerce and to the Des Plaines community.

We look forward to the **2009 Food Fight Challenge** with additional donations and group participation. If the Chamber can be of any assistance to you, please do not hesitate to contact our office.

Sincerely,

Andrea Friedman
 Program Director



Special Families Need Special Libraries



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Des Plaines Public Library
1501 Ellinwood
Des Plaines, IL 60016


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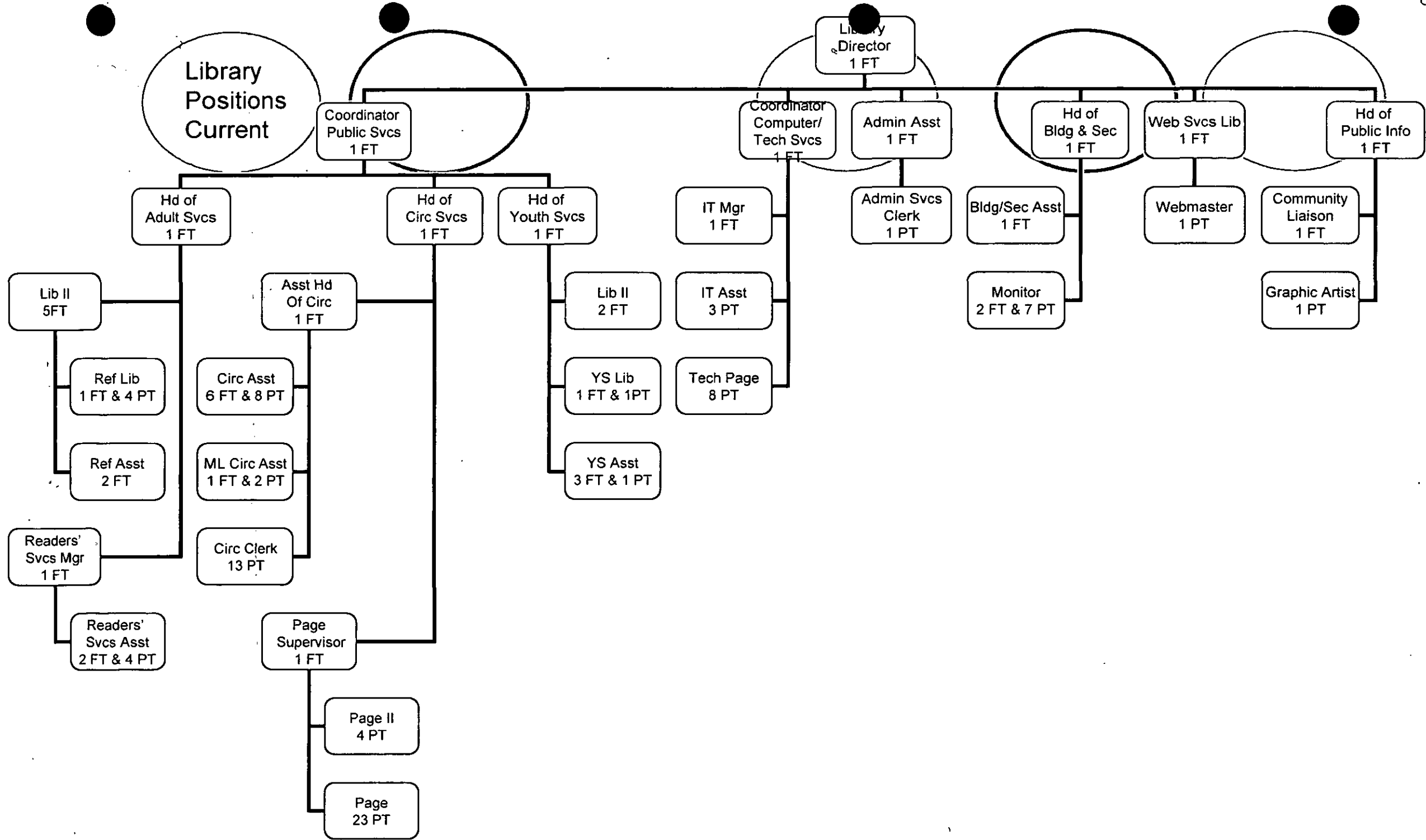
D. Programs

4. What does the future hold?

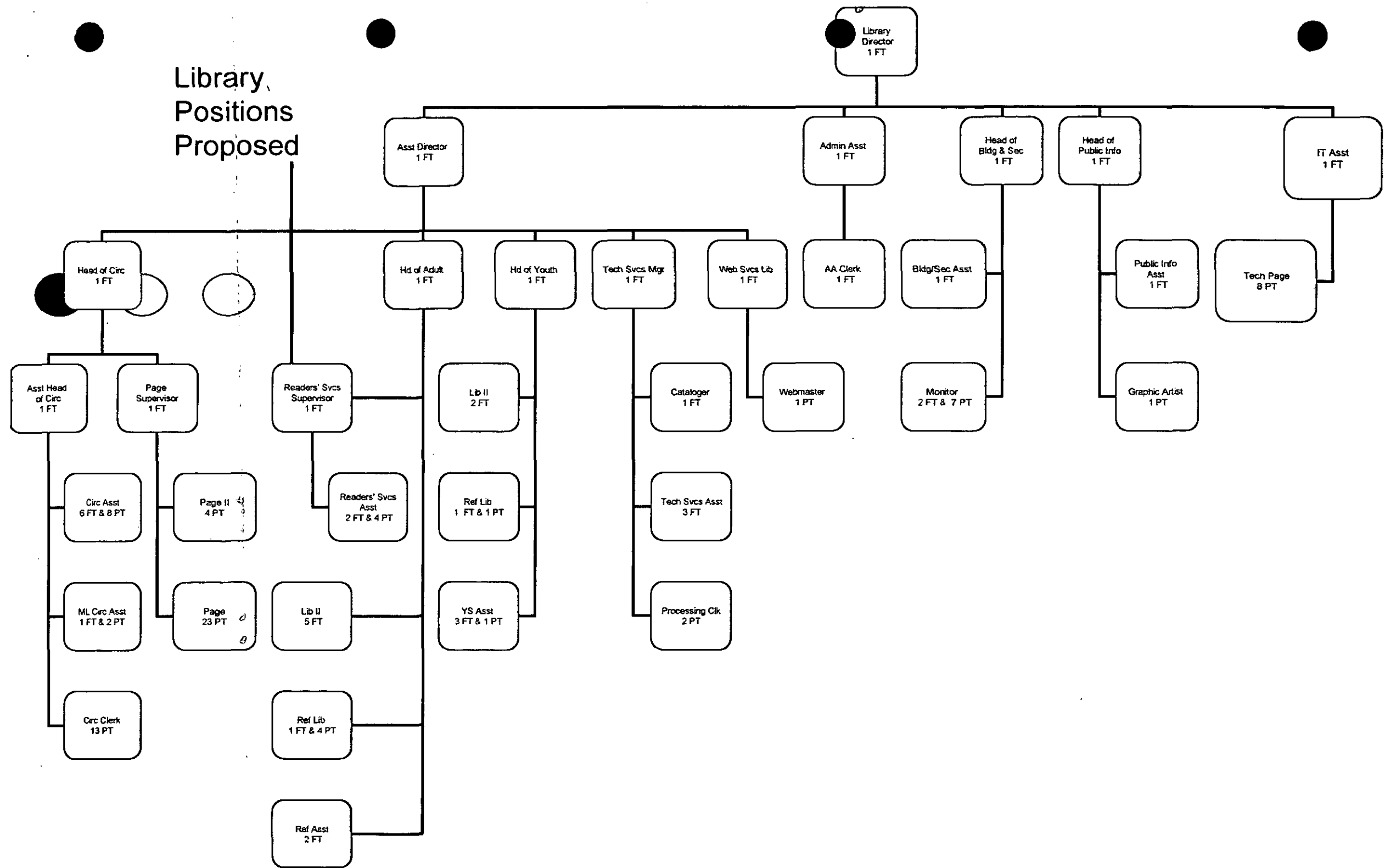
Inclusivity

Sustainability

Library Positions Current



Library Positions Proposed



Emergency Exception to the Illinois Library Records Confidentiality Act

For the first time in more than two decades, the Illinois General Assembly has approved legislation amending the Illinois Library Records Confidentiality Act (House Bill 237, Public Act 95-0040, effective January 1, 2008). The amendment creates a narrow exception allowing law enforcement officers without a court order to request information from a library regarding the identity of certain persons in emergency situations. The Illinois Library Association (ILA) was pivotal in making sure that this new narrow exception does not infringe on the privacy rights of library patrons.

Rep. Joe Dunn (R-Naperville), on behalf of the City of Naperville, filed legislation two years ago providing a broad exemption to allow police and other law enforcement officers to get any library registration or circulation records without a court order. ILA strongly opposed the original legislation and over a period of two years worked with Rep. Dunn to craft the final bill. (See February 2005 *ILA Reporter*, "Confidentiality: A Case Study in Progress.")

"No library registration or circulation records are to be made public without a court order."

In the end, the only persuasive reason for the police to get any information without a court order was an emergency in which waiting for a court order would result in a real risk of someone being injured or killed.

Under Public Act 95-0040, the general rule under the Library Records Confidentiality Act remains the same — no library registration or circulation records are to be made public without a court order. Public Act 95-0040 adds a single exception to this requirement if ALL of the following conditions are met:

1. A sworn law enforcement officer states that it is impractical to get a court order as a result of an emergency situation;
2. There is probable cause to believe that there is imminent danger that someone will be physically harmed;
3. The information requested is limited to only identifying a suspect, witness, or victim of a crime; and
4. The information does not include any registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library.

It must be emphasized that only information identifying a suspect, witness, or victim may be publicly disclosed to a sworn law enforcement officer without a court order. No other information is exempt from the court order process.

[continued on page 10]

"The library would have the option of requiring law enforcement officers to actually sign a statement acknowledging receipt of the information."

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[continued from page 9]

In addition to this key limitation, other provisions were included to reaffirm patron privacy and protect libraries. The library would have the option of requiring law enforcement officers to actually sign a statement acknowledging receipt of the information. [See sidebar for an ILA suggested form]. The library even has the right to subsequently ask a court to review whether the request complied with the law. Libraries are also protected from claims that disclosure under the law constituted a breach of confidentiality by the library. Finally, the right of a patron to challenge the disclosure under any other law would still be preserved.

The long and careful negotiations on this legislation demonstrate the high value the library community places on patron confidentiality. Ultimately, the bill's sponsor agreed to every change requested by the ILA Executive Board. As a result, the board took a neutral position on the final amended bill.

Even with such a limited bill, ILA remains concerned that some police officers will misconstrue or misunderstand this legislation to contain a broader exception than is actually allowed. ILA will be working diligently to assist libraries in understanding the limited scope of this new law and to insure that proper identification by sworn law enforcement officers is obtained, prior to such limited disclosure. To this end, we have included a suggested format for a statement that could be used when police make a request without a court order. This statement reflects all of the required criteria that must be satisfied. We will also be discussing the new law at the 2007 ILA Annual Conference and other forums.

While there is always a risk of abuse, ultimately the legislature struck a balance ensuring that patrons have clear and secure privacy rights, as well as personal safety.

ILA thanks Kip Kolkmeier for writing this article. It was reviewed and substantive, constructive comments were made by attorneys Phil Lenzini from Kavanagh, Scully, Sudow, White & Frederick, P.C.; Roger A. Ritzman from Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.; and Deborah Caldwell-Stone from the American Library Association's Office for Intellectual Freedom.

ILA urges the Illinois library community to incorporate this information and form in their library procedures, to use this form when appropriate, to instruct all staff to follow the law, and to value and safeguard the privacy and confidentiality of library records. ILA

ILLINOIS LIBRARY RECORDS CONFIDENTIALITY ACT EMERGENCY RELEASE OF INFORMATION IDENTIFYING INDIVIDUALS PURSUANT TO PUBLIC ACT 95-0040

The Illinois Library Records Confidentiality Act requires a court order before a library may publicly release information contained in library registration or circulation records. Public Act 95-0040 created an exception to the requirement for a court order if ALL of the following conditions are met:

1. The information is requested by a sworn law enforcement officer who states that it is impractical to get a court order as a result of an emergency situation;
2. The law enforcement officer states that there is probable cause to believe that there is imminent danger that someone will be physically harmed;
3. The information requested is limited to only identifying a suspect, witness, or victim of a crime; and
4. The information does not include any registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library.

Public Act 95-0040 also provides that "If requested to do so by the library, the requesting law enforcement officer must sign a form acknowledging the receipt of the information. A library providing the information may seek subsequent judicial review to assess compliance with this Section."

A suggested Statement of Compliance follows.

OFFICER'S REQUEST FOR CONFIDENTIAL LIBRARY INFORMATION

- A. This is a request under the Illinois Library Records Confidentiality Act, 75 ILCS 70/1 (copy attached) for information contained in the library's registration and/or circulation records.
- B. My request for information is limited to identifying a "suspect, witness, or victim of a crime."
- C. As the basis for this request, I represent the following:
1. I am a sworn law enforcement officer.
 2. As a result of an emergency where I believe there is imminent danger of physical harm, it is impractical to secure a Court Order for the identification information.
- D. The information I request relates to the following (Description of information sought):

Officer's Acknowledgment
I acknowledge receipt from the library of the information I requested.

_____ Officer's printed name	_____ Officer's Agency/Department	_____ Officer's signature
_____ Officer's badge number	_____ Time signed	_____ Date signed

(Library Use Only)

Name(s) of Library Staff assisting with the information requested:

2/11/2008

CONFIDENTIAL

Proposed Changes to Staff for 2008

2008 Budgeted Positions

Administrative Assistant Clerk

IT Assistant

IT Manager

Coordinator of Computer & Technical Services

Total Budgeted Expense for 2008 **\$242,422.00**

New 2008 Positions

Administrative Assistant Clerk (full-time)

IT Assistant (full-time)

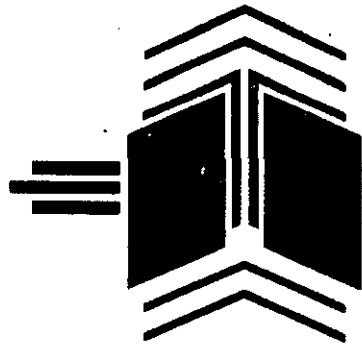
Change in positions from part-time to full-time

Total **\$130,910.00***

* This total amount includes health, dental and life insurance premiums paid by the library.

FEBRUARY

0199



Des Plaines Public Library

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

www.dppl.org

TO: Library Board of Trustees

FROM: Sandra K. Norlin, Library Director

SUBJECT: Des Plaines Chamber of Commerce & Industry –
February "FOOD FIGHT"

DATE: February 13, 2008

Our Board will again participate in the Des Plaines Chamber of Commerce & Industry's Board of Directors "FOOD FIGHT". Please bring your non-perishable food items to the February 19, 2008 Board of Trustees meeting. I have attached a list of the "Most Needed" items asked for by the Self-Help Closet & Pantry of Des Plaines. Please ask the library monitor to deliver your food items to the second floor conference room. Thank you for your support.



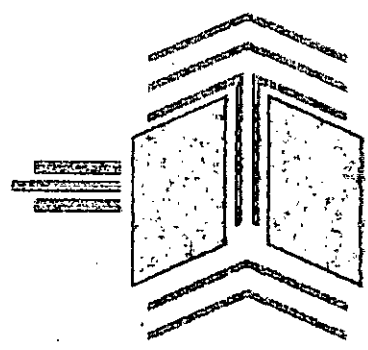
Food Pantry Most Needed Items

Peanut Butter
Jelly
Canned Fruit & Vegetables
Canned Tuna
Soup
Macaroni & Cheese
Baked Beans
Pasta & Rice Dishes
Pasta
Rice
SpaghettiOs
Hot & Cold Cereal
Baking Goods
Cake Mixes
Frosting Mixes
Chocolate Chips



0502

New Business - Item C & D



Des Plaines Public Library

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

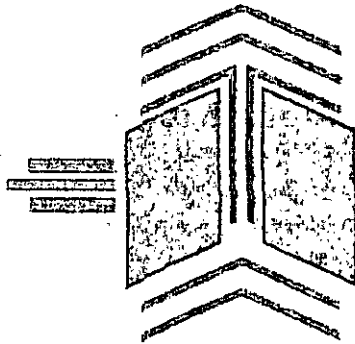
To: Library Board of Trustees
 From: Sandra K. Norlin *SN* Library Director
 Date: 2/13/2008
 Re: Explanation for Cooperative Computer Services Invoices and
 Outsource Solutions Group

Under New Business C. Payment to Cooperative Computer Services you will be asked to approve this invoice for \$6,263.74. This invoice is larger than usual because it was mailed late and combines more than one invoice. This is a budgeted expense.

Under New Business D. Payment to Outsource Solutions Group you will be asked to approve this invoice for \$9,300.00. Outsource Solutions Group has provided full documentation for the 93 hours of work they performed. This is an ongoing commitment per the agreement approved by you at the November 20, 2007 Board meeting.

0503

New Business - Item E



Des Plaines Public Library

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

To: Library Board of Trustees
From: Sandra K. Norlin, Library Director
Date: 2/14/2008
Re: Proposal for Local Area Network (LAN) Upgrade

The current Local Area Network infrastructure was budgeted to be replaced in 2008. Dan Klobnak from Outsource Solutions Group submitted four quotes to me for the required equipment and recommends CDW-G as the lowest responsible bidder at a cost of \$89,818.00. I concur with his recommendation and ask you to approve this amount at the February 19 Board meeting. This is a budgeted item.

DPPL MIS

To: Carol Kidd

From: Dan Klobnak

Pages:

Date: 2/8/2008

Subject: Items for the February Board Of Directors Meeting

- Urgent**
- For Review**
- Please Comment**
- Please Reply**
- Please Recycle**

Hi Carol, enclosed are various documents prepared for the Feb BOD package.

● **Quotes:**

- **AntiVirus:** The current Antivirus product's license expires 2-28-08. We requested quotes from three vendors (*CDW-G*, *PC Nation*, and *Outsource Solutions Group*). The quotes came in at **\$4,025.00**, **\$4,945.50**, and **\$3,890.56** respectively for 175 licenses of *TrendMicro Enterprise Security Suite*. *Outsource Solutions Group* was the winning bid.
- **Backup Software:** The current Backup Software's licenses had expired some time ago. We requested quotes from three vendors (*CDW-G*, *PC Nation*, and *Outsource Solutions Group*). The quotes came in at **\$3887.00**, **\$3,636.47**, and **\$4355.29** respectively. *PC Nation* was the winning bid. (Note: the enclosed bids reflect the a quantity of 1 for one of the components, which we need 9 of. There are two quotes from *PC Nation* winning bid, one including the full cost.)
- **LAN upgrade:** The current LAN infrastructure was budgeted for replacement. We requested quotes from three vendors (*CDW-G*, *PC Nation*, and *Outsource Solutions Group*). The quotes came in at **\$89,818**, **\$91,998.11** and **\$102,225.32** respectively for equipment and implementation of the infrastructure. At this time, *CDW-G* was the winning bid. However, due to the complexity of the components, there is an a possibility of splitting the bid, or re-reviewing the bid from *PC Nation* (the *PC Nation* decision maker will be available for a conversation on Monday Feb 11.).

● **Surplus List:**

- There are three lists:
 - **Miscellaneous (2 pages)**
 - **Computers**
 - **Monitors**

0505

Des Plaines Public Library

1501 Ellinwood Street
Des Plaines, IL 60016-4553
847.827.5551 phone
847.827.7974 fax
www.dppl.org

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

PLANNING COMMITTEE MEETING

TUESDAY, FEBRUARY 19, 2008

6:00 PM

Conference Room – Second Floor

Agenda:

- **Strategic Planning**

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.

0506

Des Plaines Public Library

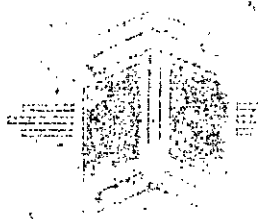
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DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

Agenda for the Meeting of the Planning Committee
February 19, 2008
6:00 PM

- I. Call to order. (6:00 p.m.)
- II. Consideration of the Agenda.
- III. Strategic Planning.
- IV. Adjournment. (7:00 p.m.)

0507



Des Plaines Public Library

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Des Plaines, IL 60016-4553

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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, FEBRUARY 19, 2008

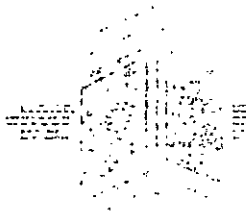
7:00 PM

Conference Room – Second Floor

Agenda:

Planning Committee Report

The Des Plaines Public Library, in compliance with the Americans With Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in the meetings or have questions about the accessibility of the meetings or facilities contact the Library Director at 847-376-2800 to allow the Library to make reasonable accommodations.



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III.

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
February 19, 2008
7:00 PM

- I. Call to Order. (7:00 PM)
- II. Roll Call.
- III. Consideration of the Agenda.
- IV. Public Comments and Questions.
- V. City Council Community Services Committee – Alderman Martin Moylan.
- VI. Consent Agenda. [Action Item] (7:30 PM)
 - A. Approval of the Minutes of the Regular Board Meeting – January 15, 2008.
 - B. Acceptance of Financial Reports for January 2008.
 - C. Approval of Library Expenditures.
 - 1. Warrant Register – January 07, 2008 - \$89,964.35.
 - 2. Warrant Register – January 22, 2008 - \$106,128.72.
 - 3. Salaries – January 03, 2008 - \$108,721.00.
 - 4. Salaries – January 17, 2008 - \$108,932.18.
 - D. Acceptance of Reports.
 - 1. Director’s Report – Sandra Norlin.
 - 2. Friends of the Library Report – Elaine Tejcek.
- VII. Unfinished Business.

0509
VIII. New Business. (8:00 PM)

- A. Planning Committee Report – George Mageri. [Action Item]
- B. Declaration of Surplus Property. [Action Item]
- C. Approve Payment to Cooperative Computer Services - \$6,263.74. [Action Item]
- D. Approve Payment to Outsource Solutions Group - \$9,300.00. [Action Item]
- E. Approve Payment for Local Area Network (LAN) Upgrade. [Action Item]

IX. Announcements.

- A. Attendance at National Library Legislative Day, May 13 – 14, 2008.

X. Correspondence.

XI. Other

XII. Adjournment. (9:00 PM)

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Des Plaines Public Library

VI.

BOARD OF TRUSTEES
 Minutes of the Regular Meeting
 January 15, 2008

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, January 15, 2008. President Noreen Lake called the meeting to order at 4:05 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Maria Bahamon, Matthew Bogusz, Eldon Burk, William Grice, Noreen Lake, George Magerl, Rhys Read, Elaine Tejcek.

Also Present: Sandra Norlin, Carol Kidd, Karen McBride, Heather Imhoff, Wayne Serbin, William Brown.

Absent: Jerry Mahony.

CONSIDERATION OF THE AGENDA.

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

PUBLIC COMMENTS AND QUESTIONS

Wayne Serbin asked the Board to consider a "Food for Fines" donation program where patrons could donate non-perishable items in lieu of specific fines. President Lake stated that there are barrels in the atrium where patrons can make donations to the food pantry and donate non-perishable items for the troops in Iran.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Martin Moylan.

Alderman Moylan was not in attendance.

0511

CONSENT AGENDA

Elaine Tejcek asked that D. Acceptance of Reports 2. Management Committee Report be removed from the Consent Agenda.

Noreen Lake asked that D. Acceptance of Reports 1. Director's Report and A. Approval of the Minutes of the Regular Board Meeting – December 18, 2007 be removed from the Consent Agenda.

MOTION by Rhys Read, seconded by George Magerl, to approve the Consent Agenda, as modified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Noreen Lake stated that in the Minutes for December 18, 2007 on page 5, the Director's Report should read:

The computers on the fourth floor were used ~~78718~~ 7,818 times and the computers on the second floor (Youth Services) were used 1,501 times.

MOTION by George Magerl, seconded by Matthew Bogusz, to approve December 18, 2007 minutes, as modified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Noreen Lake also stated that in the Director's Report dated January 15, 2008 the following changes should be made:

Resignations/separations for December/January: Jairo Barbosa, Building and Security Assistant and Randall Lush, Part-time Monitor, Building and Security Services; Lisa Dyon, Processing Clerk, Technical Services; and Kerrin Riles Riley, Circulation Clerk, Circulation Services.

Robert Roberta Johnson has been appointed to the position of Head of Adult Services, effective January 1, 2008.

MOTION by William Grice, seconded by George Magerl, to accept the Director's Report, as modified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The minutes from the December 18, 2007 Management Committee were modified to include Maria Bahamon's last name in the motion approving the Collection Development policy.

MOTION by George Magerl, seconded by Eldon Burk, to accept Management Committee meeting minutes, as corrected. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

0512

CONSENT AGENDA

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

1. Over the Counter Receipts	\$ 10,461.30
2. Petty Cash Expenditures	\$ 0.00
3. Budget Expenditures for December	\$ 521,319.27
4. Expenditures Year to Date	\$ 5,972,680.06
5. Revenue for December	\$ 23,389.05
6. Revenue Year to Date	\$ 4,745,391.82

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

December 03, 2007	\$ 58,526.72
December 17, 2007	\$ <u>86,976.64</u>
Total	\$ 145,503.36

ROLL CALL VOTE: AYES: Bahamon, Bogusz, Burk, Grice, Lake, Magerl, Read, Tejcek.
NAYS: None. MOTION CARRIED.

MOTION by Rhys Read, seconded by George Magerl, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

December 05, 2007	\$ 116,692.86
December 19, 2007	\$ <u>122,449.97</u>
Total	\$ 239,142.83

ROLL CALL VOTE: AYES: Bahamon, Bogusz, Burk, Grice, Lake, Magerl, Read, Tejcek.
NAYS: None. MOTION CARRIED.

DIRECTOR'S REPORT

Please note: I have received no official requests for confidential patron information since my last report.

PERSONNEL

Resignations/separations for December/January: Jairo Barbosa, Building and Security Assistant and Randall Lush, Part-time Monitor, Building and Security Services; Lisa Dyon, Processing Clerk, Technical Services; and Kerrin Riley, Circulation Clerk, Circulation Services.

0513

Roberta Johnson has been appointed to the position of Head of Adult Services, effective January 1, 2008.

Heather Imhoff will begin her work as Head of Public Information Services on January 14, 2008. Heather is leaving her position as Executive Director of the River North Association (Chicago).

Carol Kidd and I held meetings with individual employees regarding the changes to the salary schedule that may affect their salaries in the future. The new salary schedule contains several changes in assigning positions to ranges as well as in salary ranges themselves. No current employees' salaries will be negatively affected, but some are outside of the new ranges set for their positions. These employees will continue to receive merit raises in the form of bonuses, but their base salaries will not exceed the ranges.

STAFF DEVELOPMENT

Holly Sorensen and I have begun talks with Gail Johnson of Face2Face Communications to prepare a program for the development of the new Department Heads team.

PATRON SERVICES

The total items circulated for 2007 was 1,088,404, or 31 items per card holder or 19 per resident of Des Plaines. 66% of the items checked out from the Youth Services collection were print (books or magazines) and 43% of the items checked out from the Adult Services collection were print items. Although the usage in nearly all areas of service was down in 2007 as compared to 2006, we still have a very good rate of service to our community. For example, over 100,125 requests for service were answered by staff at the public service desk on the first floor; 75,805 requests were served on the second floor; and 113,255 requests were served on the 3rd and 4th floors. With a total of 289,185 person-to-person services provided, that is an average of 5 per resident. Our public meeting rooms were used 1,489 times by 78,891 people throughout the year. That number of people would fill Soldier Field, with 17,000+ people in standing room. It would fill US Cellular Field or Wrigley Field twice or the United Center 3 ½ times. I am proud of both the high numbers we serve and the high level of service we provide.

In answer to a question from Eldon Burk at the November Board Meeting regarding the usage rates of the Gale Reference Products, Christina Tropea reports the following: Literature Resource Center use increased 18% from 2006 to 2007; Contemporary Authors use decreased 13.6%; and LitFinder use decreased 17%.

OTHER PROFESSIONAL ACTIVITIES

I was elected Secretary of the Chamber of Commerce Board of Directors and began my one-year term this month. I rang the bell for the Salvation Army red kettle program at Jewel on Oakton and Lee on Friday, December 14. I attended the Chambers Executive

0514

Committee meeting on January 3, the LCN Division of Library Production Studio meeting on January 8, the Chamber of Commerce Board meeting on January 10, and the NSLS Board meeting on January 14.

NEW BUSINESS

MOTION by Eldon Burk, seconded by William Grice, to have Board meetings recorded for television broadcasts for the months of April, July and October in 2008 and January in 2009. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Elaine Tejcek will attend the February 4 City Council meeting, Eldon Burk the March 3 meeting and Matthew Bogusz, the March 17 meeting. The 2nd City Council meeting in February is on Tuesday, February 19, 2008, the same date as the Library Board meeting.

Sandra Norlin reported that she did not recommend a surcharge for motor fuel for the Mobile Library at this time. The Board consensus was not to add a surcharge for motor fuel to the agreement with the Village of Rosemont for the Mobile Library.

MOTION by Rhys Read, seconded by George Magerl, not to recommend a surcharge for motor fuel for the Mobile Library at this time and to review at the time that the agreement renews in July 2008. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Sandra Norlin asked for Board approval to accept a proposal from Lohan Anderson for Lobby and Workroom Remodeling that includes Design Development and Construction Documents in an amount not to exceed \$51,000.00. Sandra stated that this is a budgeted expense. The timeframe for this project would be 7 – 9 weeks to develop the design and 6 – 8 weeks to complete a bid set.

MOTION by Eldon Burk, seconded by Elaine Tejcek, to approve the proposal from Lohan Anderson for Lobby and Workroom Remodeling that includes Design Development and Construction Documents in an amount not to exceed \$51,000.00, which is in the best interest of the Des Plaines Public Library and is a budgeted expense. ROLL CALL VOTE: AYES: Bahamon, Bogusz, Burk, Grice, Lake, Magerl, Read, Tejcek. NAYS: None. MOTION CARRIED.

ANNOUNCEMENTS

Sandra Norlin introduced Heather Imhoff, the new Head of Public Information, to the Board of Trustees.

The Management Committee will meet on February 12, 2008 at 4:00 p.m.

The Planning Committee will meet on February 19, 2008 at 6:00 p.m.

The Art Committee will meet on February 12, 2008 at 5:30 p.m.

Sandra Norlin stated that Eldon Burk has been nominated for Trustee of the Year through the North Suburban Library System. Sandra asked Board members to contact Carol Kidd if they would like to attend the dinner.

Eldon Burk gave an overview of how the old library building at 841 Graceland was prepared for auction through the Sheldon Good Company. Eldon explained that the Library Board followed the lawful procedures for selling the building. The building was ultimately purchased by the City of Des Plaines.

Sandra Norlin reported that the Firestone Company, manufacturer of the roofing materials used on the library roof, will replace the damaged section of the library roof in spring and that Firestone will pay for materials and labor. The interior ceiling repairs will be made after the outside work has been completed. Sandra reported that the atrium sculpture will not have to be removed for the ceiling repair work.

William Grice thanked Alderman Moylan and the City of Des Plaines Public Works Department for the removal of the old signs in the parking garage.

Matthew Bogusz asked Sandra Norlin if the installation of Comcast cable for the library's Internet service had been completed. Sandra Norlin responded that the cable has been installed and that the Comcast line would triple to quadruple the bandwidth for the public.

Eldon Burk asked Sandra Norlin how the Outsource Solutions Group was doing in providing the library with Information Technology services and Sandra Norlin responded that Outsource Solutions is providing an objective point of view about the status of the library's computer system in addition to onsite implementation of planned upgrades to our network.

Noreen Lake reported that the library received a generous donation of \$1,000.00 from the wife of a former library patron who had passed away

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

Meeting adjourned at 4:52 p.m.

Minutes prepared by Carol Kidd

VI.B.

**DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR JANUARY 2008**

Monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$ 12,109.44
2. Petty Cash Expenditures	\$ 20.41
3. Budget Expenditures for January	\$ 347,616.42
4. Expenditures Year to Date	\$ 347,616.42
5. Revenue for January	\$ 13,153.21
6. Revenue Year to Date	\$ 13,153.21

Warrant Register

January 07, 2008	\$ 89,964.35
January 22, 2008	<u>\$ 106,128.72</u>
Total	\$ 196,093.07

Salaries

January 03, 2008	\$ 108,721.00
January 17, 2008	<u>\$ 108,932.18</u>
Total	\$ 217,653.18

VI.B.

**DES PLAINES PUBLIC LIBRARY
OVER THE COUNTER RECEIPTS FOR JANUARY 2008**

	<u>Jan 2007</u>	<u>Jan 2008</u>	<u>Year to Date 2007</u>	<u>Year to Date 2008</u>
Lost Materials	491.59	850.91	491.59	850.91
Fines	9,806.26	9,130.02	9,806.26	9,130.02
Damage	114.35	67.90	114.35	67.90
Fees	307.00	352.95	307.00	352.95
Copies	1,923.35	1,701.36	1,923.35	1,701.36
Miscellaneous	7.00	6.30	7.00	6.30
Total	\$12,649.55	\$12,109.44	\$12,649.55	\$12,109.44

PETTY CASH EXPENDITURES - JANUARY

970110	Meals	20.41
TOTAL		\$20.41

0518

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 02/07/08

TIME: 13:33:46

CITY OF DES PLAINES
PRINT BALANCE SHEETS BY FUND

PAGE NUMBER: 3
STATM11

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

ACCOUNTING PERIOD: 1/08

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102005	CASH PAYABLE 1944119043	.00	
102008	CASH DEPOSIT 1944650243		21,921.00
102012	CASH IL FUND 007139119668	.00	
102014	CASH AMER FREEDM FND(AFF)	.00	
102073	CASH IL- EPAY151600008073	.00	
	TOTAL CASH	.00	21,921.00
104075	PMA - FINANCIAL NETWORK	.00	
	TOTAL INVESTMENTS	.00	.00
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
129999	DUE FROM OTHER FUNDS	651,409.42	
	TOTAL DUE FROM OTHER FUNDS	651,409.42	.00
	TOTAL ASSETS	651,409.42	21,921.00
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		.00
700120	REVENUE CONTROL		.00
700150	EXP. BUDGET CONTROL		.00
700160	REV. BUDGET CONTROL		.00
700170	BUDGET FUND BALANCE	.66	
	TOTAL SYSTEM CONTROL	.66	.00
730000	FUND BALANCE-UNRESERVED		629,489.08
	TOTAL FUND EQUITY	.00	629,489.08
	TOTAL EQUITIES	.66	629,489.08
	TOTAL LIBRARY CAPITAL PROJ FUND	651,410.08	651,410.08
	TOTAL REPORT	1,909,309.68	1,909,309.68

0510

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 02/07/08

TIME: 13:34:34

CITY OF DES PLAINES
PRINT BALANCE SHEETS BY FUND

PAGE NUMBER: 1
STATMN11

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

ACCOUNTING PERIOD: 13/07

FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102005	CASH PAYABLE 1944119043	50.00	
102007	CASH PAYROLL 1944652940	.00	
102008	CASH DEPOSIT 1944650243	1,093,735.30	
102012	CASH IL FUND 007139119668	.00	
102014	CASH AMER FREEDM FND(AFF)	.00	
102026	CASH FIRST BANK ACCUMULTN	.00	
102028	CASH LIBRARY DONATIONS	39,674.59	
102051	CASH PLAINSBANK ACCUMULTN	.00	
102073	CASH IL- EPAY151600008073	.00	
	TOTAL CASH	1,133,959.89	.00
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	.32	
104035	LIBRARY DONATION BROKERAG	682.09	
104075	PMA - FINANCIAL NETWORK	.00	
104077	INVEST-LIBRARY FOUNDATION	.00	
	TOTAL INVESTMENTS	682.41	.00
115400	RECEIVABLE-ACCRUED INTRST	.00	
115410	RECEIVABLE-INTEREST EARNS	.00	
118000	RECEIVABLE-PROPERTY TAXES	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
119125	RECEIVABLE-GRANTS	27,815.00	
	TOTAL RECEIVABLE-SALES TAX	27,815.00	.00
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
119301	PREPAID EXPENSE	53,273.30	
	TOTAL PREPAID ITEMS	53,273.30	.00
129999	DUE FROM OTHER FUNDS	.00	
	TOTAL DUE FROM OTHER FUNDS	.00	.00
204201	FIXED ASSETS-LIB EQUIP	.00	
209900	FIXED ASSETS-ACUMLTD DEPC	.00	
	TOTAL FIXED ASSETS	.00	.00
	TOTAL ASSETS	1,215,730.60	.00

0520

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 02/08/08

TIME: 09:21:47

CITY OF DES PLAINES
REVENUE STATUS REPORT

PAGE NUMBER: 1

REVST11

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

ACCOUNTING PERIOD: 1/08

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT

TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL

PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND

ORGANIZATION- TITLE NOT FOUND

1ST SUBTOTAL-850000 FINES

ACCOUNT	TITLE	BUDGET	RECEIPTS	PERIOD RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
850102	LIBRARY FINES	.00	11,101.51	.00	11,101.51	-11,101.51	.00
TOTAL FINES		.00	11,101.51	.00	11,101.51	-11,101.51	.00

FUND-201 LIBRARY FUND

ORGANIZATION- TITLE NOT FOUND

1ST SUBTOTAL-850200 FEES AND SERVICES

850201	COPYING FEE	.00	1,701.36	.00	1,701.36	-1,701.36	.00
TOTAL FEES AND SERVICES		.00	1,701.36	.00	1,701.36	-1,701.36	.00

FUND-201 LIBRARY FUND

ORGANIZATION- TITLE NOT FOUND

SUBTOTAL-890000 OTHER REVENUE

899900	MISCELLANEOUS REVENUE	.00	350.34	.00	350.34	-350.34	.00
TOTAL OTHER REVENUE		.00	350.34	.00	350.34	-350.34	.00

TOTAL TITLE NOT FOUND .00 13,153.21 .00 13,153.21 -13,153.21 .00

TOTAL LIBRARY FUND .00 13,153.21 .00 13,153.21 -13,153.21 .00

TOTAL REPORT .00 13,153.21 .00 13,153.21 -13,153.21 .00

150
11

SUNGARD PENTAMATION INC - FUND ACCOUNTING
DATE: 02/08/08
TIME: 09:16:51

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
EXPSTAI1

SELECTION CRITERIA: orgn.fund in ("201","202")
ACCOUNTING PERIOD: 1/08

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT
TOALED ON: FUND, ORGANIZATION, 1ST SUBTOTAL
PAGE BREAKS ON: FUND, ORGANIZATION

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-910000 SALARIES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	.00	107,818.63	.00	107,818.63	-107,818.63	.00
910200	TEMPORARY WAGES	.00	56,150.11	.00	56,150.11	-56,150.11	.00
910500	VACATION PAY	.00	15,928.27	.00	15,928.27	-15,928.27	.00
910600	SICK PAY	.00	3,839.03	.00	3,839.03	-3,839.03	.00
910700	HOLIDAY PAY	.00	33,917.14	.00	33,917.14	-33,917.14	.00
910900	ACT/OUT OF CLASS/PREMIUM	.00	62.71	.00	62.71	-62.71	.00
	TOTAL SALARIES	.00	217,715.89	.00	217,715.89	-217,715.89	.00

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-918000 BENEFITS

918020	EMPLOYER CONTR-F.I.C.A.	.00	16,345.43	.00	16,345.43	-16,345.43	.00
918021	EMPLOYER CONTR-I.M.R.F.	.00	18,868.96	.00	18,868.96	-18,868.96	.00
918040	LIFE INS PREMIUMS	.00	671.00	.00	671.00	-671.00	.00
918050	MEDICAL INS PREMIUMS	.00	29,562.04	.00	29,562.04	-29,562.04	.00
918055	DENTAL INSURANCE PREMIUM	.00	1,686.84	.00	1,686.84	-1,686.84	.00
918070	WORKERS COMPENSATION	.00	589.97	.00	589.97	-589.97	.00
	TOTAL BENEFITS	.00	67,724.24	.00	67,724.24	-67,724.24	.00

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

920202	CONFERENCES	.00	220.00	.00	220.00	-220.00	.00
920206	SEMINARS	.00	85.00	.00	85.00	-85.00	.00
920220	MEMBERSHIP DUES	.00	270.00	.00	270.00	-270.00	.00
930010	R & M EQUIPMENT	.00	10,101.19	.00	10,101.19	-10,101.19	.00
930020	R & M BLDGS & STRUCTURES	.00	450.00	.00	450.00	-450.00	.00
960210	SPECIAL EVENT PROGRAMMIN	.00	794.00	.00	794.00	-794.00	.00
960990	MISC CONTRACTUAL SVCS	.00	1,989.71	.00	1,989.71	-1,989.71	.00
	TOTAL CONTRACTUAL SERVICES	.00	13,909.90	.00	13,909.90	-13,909.90	.00

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-970000 COMMODITIES

970110	MEALS (PRSNRS/WRKRS/VOLS	.00	50.00	.00	50.00	-50.00	.00
970600	BOOKS	.00	6,131.00	.00	6,131.00	-6,131.00	.00
970620	SUBSCRIPTIONS & BOOKS	.00	15,657.00	.00	15,657.00	-15,657.00	.00
970630	AUTOMATED REFERENCE MAT'	.00	26,428.39	.00	26,428.39	-26,428.39	.00
	TOTAL COMMODITIES	.00	48,266.39	.00	48,266.39	-48,266.39	.00
	TOTAL LIBRARY SERVICES	.00	347,616.42	.00	347,616.42	-347,616.42	.00

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SUNGARD PENTAMATION INC - FUND ACCOUNTING
DATE: 02/08/08
TIME: 09:16:51

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

PAGE NUMBER: 2
EXPST11

SELECTION CRITERIA: orgn.fund in ("201","202")
ACCOUNTING PERIOD: 1/08

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL
PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-970000 COMMODITIES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
TOTAL LIBRARY FUND		.00	347,616.42	.00	347,616.42	-347,616.42	.00
TOTAL REPORT		.00	347,616.42	.00	347,616.42	-347,616.42	.00

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 02/07/08

TIME: 13:34:34

CITY OF DES PLAINES
PRINT BALANCE SHEETS BY FUND

PAGE NUMBER: 2
STATMN11

SELECTION CRITERIA: genledgr.fund in ("201","202")
ACCOUNTING PERIOD: 13/07

FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
401000	ACCOUNTS PAYABLE		139,775.87
401001	AUDIT ACCOUNTS PAYABLE	3,041.79	
410020	ESCROW DEPOSITS		.00
	TOTAL DEPOSITS	.00	.00
430010	DUE TO-CORPORATE GENL		651,409.42
430080	DUE TO-EMPL RETRMNT TRUST		.00
430099	DUE TO OTHER FUNDS		.00
	TOTAL DUE TO-OTHER FUNDS	.00	651,409.42
450030	ACCRUED LIAB-COMP ABSENCE		.00
450040	ACCRUED PAYROLL		.00
	TOTAL ACCRUED LIABILITIES	.00	.00
470000	DEFERRED REV-PROPERTY TAX		.00
470100	LIBRARY DEFERRED REVENUE		.00
	TOTAL DEFERRED REV-PROPERTY TAX	.00	.00
471000	DEFERRED REV-OTHER		.00
	TOTAL CURRENT LIABILITIES	3,041.79	791,185.29
	TOTAL LIABILITIES	3,041.79	791,185.29
700110	EXPENDITURE CONTROL	5,863,903.59	
700120	REVENUE CONTROL		5,901,036.80
700130	ENCUMBRANCE CONTROL		.00
700140	RESERVE FOR ENCUMBRANCE		.00
700150	EXP. BUDGET CONTROL		6,412,187.00
700160	REV. BUDGET CONTROL	6,412,187.00	
700170	BUDGET FUND BALANCE		.88
	TOTAL SYSTEM CONTROL	12,276,090.59	12,313,224.68
720010	FUND BAL-RESRV-GIFT TRUST		.00
	TOTAL FUND BALANCE-RESERVED	.00	.00
730000	FUND BALANCE-UNRESERVED		390,453.01
	TOTAL FUND EQUITY	.00	390,453.01
	TOTAL EQUITIES	12,276,090.59	12,703,677.69
	TOTAL LIBRARY FUND	13,494,862.98	13,494,862.98

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

ACCOUNTING PERIOD: 13/07

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102005	CASH PAYABLE 1944119043	.00	
102008	CASH DEPOSIT 1944650243		5,455.00
102012	CASH IL FUND 007139119668	.00	
102014	CASH AMER FREEDM FND(AFF)	.00	
102073	CASH IL- EPAY151600008073	.00	
	TOTAL CASH	.00	5,455.00
104075	PMA - FINANCIAL NETWORK	.00	
	TOTAL INVESTMENTS	.00	.00
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
129999	DUE FROM OTHER FUNDS	651,409.42	
	TOTAL DUE FROM OTHER FUNDS	651,409.42	.00
	TOTAL ASSETS	651,409.42	5,455.00
401000	ACCOUNTS PAYABLE		16,466.00
401001	AUDIT ACCOUNTS PAYABLE		.00
471000	DEFERRED REV-OTHER		.00
	TOTAL CURRENT LIABILITIES	.00	16,466.00
	TOTAL LIABILITIES	.00	16,466.00
700110	EXPENDITURE CONTROL	109,662.86	
700120	REVENUE CONTROL		225,373.68
700150	EXP. BUDGET CONTROL		104,950.00
700160	REV. BUDGET CONTROL	205,000.00	
700170	BUDGET FUND BALANCE		100,049.34
	TOTAL SYSTEM CONTROL	314,662.86	430,373.02
730000	FUND BALANCE-UNRESERVED		513,778.26
	TOTAL FUND EQUITY	.00	513,778.26
	TOTAL EQUITIES	314,662.86	944,151.28
	TOTAL LIBRARY CAPITAL PROJ FUND	966,072.28	966,072.28
	TOTAL REPORT	14,460,935.26	14,460,935.26

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 02/08/08
TIME: 09:16:01

CITY OF DES PLAINES
REVENUE STATUS REPORT

SELECTION CRITERIA: orgn.fund in ("201","202")
ACCOUNTING PERIOD: 13/07

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL
PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-800000 TAXES

ACCOUNT	TITLE	BUDGET	RECEIPTS	PERIOD RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
810020	PROPERTY TAXES 2003	.00	-925.47	.00	-38,355.35	38,355.35	.00
810021	PROPERTY TAXES 2004	.00	-206.86	.00	-25,363.42	25,363.42	.00
810022	PROPERTY TAXES 2005	50,000.00	-46,729.54	.00	36,678.09	13,321.91	73.36
810023	PROPERTY TAXES 2006	5,954,939.00	1,413,108.13	.00	5,501,533.94	453,405.06	92.39
TOTAL TAXES		6,004,939.00	1,365,246.26	.00	5,474,493.26	530,445.74	91.17

FUND-201 LIBRARY FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-820000 INTERGOVERNMENTAL REVENUE

810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	100.00
822040	STATE GRANT:PER CAPITA	72,000.00	.00	.00	69,672.21	2,327.79	96.77
95	STATE GRANT:LIBRARY	30,260.00	14,583.00	.00	51,810.00	-21,550.00	171.22
TOTAL INTERGOVERNMENTAL REVEN		195,248.00	14,583.00	.00	214,470.21	-19,222.21	109.85

FUND-201 LIBRARY FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-850000 FINES

850102	LIBRARY FINES	110,000.00	.00	.00	117,620.66	-7,620.66	106.93
TOTAL FINES		110,000.00	.00	.00	117,620.66	-7,620.66	106.93

FUND-201 LIBRARY FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-850200 FEES AND SERVICES

850201	COPYING FEE	40,000.00	.00	.00	27,005.77	12,994.23	67.51
850215	SPECIAL PROGRAMS & EVENT	20,000.00	.00	.00	8,159.75	11,840.25	40.80
TOTAL FEES AND SERVICES		60,000.00	.00	.00	35,165.52	24,834.48	58.61

FUND-201 LIBRARY FUND
ORGANIZATION- TITLE NOT FOUND
1ST SUBTOTAL-890000 OTHER REVENUE

890010	INTEREST INCOME	5,000.00	1,189.40	.00	24,818.06	-19,818.06	496.36
890050	SALE OF FIXED ASSETS	2,000.00	.00	.00	.00	2,000.00	.00
899900	MISCELLANEOUS REVENUE	35,000.00	.00	.00	25,675.37	9,324.63	73.36
899920	LIBRARY DONATIONS	.00	.00	.00	8,793.72	-8,793.72	.00
TOTAL OTHER REVENUE		42,000.00	1,189.40	.00	59,287.15	-17,287.15	141.16

TITLE NOT FOUND		6,412,187.00	1,381,018.66	.00	5,901,036.80	511,150.20	92.03
TOTAL LIBRARY FUND		6,412,187.00	1,381,018.66	.00	5,901,036.80	511,150.20	92.03

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 02/08/08

TIME: 09:16:01

CITY OF DES PLAINES
REVENUE STATUS REPORT

PAGE NUMBER: 2

REVST11

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

ACCOUNTING PERIOD: 13/07

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT

TOTALED ON: FUND, ORGANIZATION, 1ST SUBTOTAL

PAGE BREAKS ON: FUND, ORGANIZATION

FUND-202 LIBRARY CAPITAL PROJ FUND

ORGANIZATION- TITLE NOT FOUND

1ST SUBTOTAL-890000 OTHER REVENUE

ACCOUNT	TITLE	BUDGET	RECEIPTS	PERIOD RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
890010	INTEREST INCOME	1,000.00	.00	.00	22,573.68	-21,573.68	2257.37
899900	MISCELLANEOUS REVENUE	3,900.00	.00	.00	.00	3,900.00	.00
899920	LIBRARY DONATIONS	100.00	.00	.00	2,800.00	-2,700.00	2800.00
TOTAL	OTHER REVENUE	5,000.00	.00	.00	25,373.68	-20,373.68	507.47

FUND-202 LIBRARY CAPITAL PROJ FUND

ORGANIZATION- TITLE NOT FOUND

1ST SUBTOTAL-898000 OTHER FINANCING SOURCES

898902	TRANSFER FROM LIB FUND	200,000.00	.00	.00	200,000.00	.00	100.00
TOTAL	OTHER FINANCING SOURCES	200,000.00	.00	.00	200,000.00	.00	100.00
TOTAL	LIBRARY CAPITAL PROJ FU	205,000.00	.00	.00	225,373.68	-20,373.68	109.94

TOTAL REPORT		6,617,187.00	1,381,018.66	.00	6,126,410.48	490,776.52	92.58
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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 02/08/08

TIME: 09:18:28

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
EXPST11

SELECTION CRITERIA: orgn.fund in ("201","202")
ACCOUNTING PERIOD: 13/07

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT
TOALED ON: FUND,ORGANIZATION,1ST SUBTOTAL
PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-910000 SALARIES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	2,377,624.00	-29,097.44	.00	1,879,101.30	498,522.70	79.03
910200	TEMPORARY WAGES	983,825.00	-30,022.15	.00	838,587.00	145,238.00	85.24
910400	NON-SUPERVISORY OVERTIME	250.00	.00	.00	.00	250.00	.00
910500	VACATION PAY	.00	-10,480.95	.00	170,453.27	-170,453.27	.00
910600	SICK PAY	.00	-1,840.16	.00	85,383.42	-85,383.42	.00
910700	HOLIDAY PAY	.00	-16,683.92	.00	53,287.69	-53,287.69	.00
910900	ACT/OUT OF CLASS/PREMIUM	.00	.00	.00	954.60	-954.60	.00
910950	EXCESS SICK HRS PAY OUT	3,500.00	.00	.00	.00	3,500.00	.00
TOTAL SALARIES		3,365,199.00	-88,124.62	.00	3,027,767.28	337,431.72	89.97

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
SUBTOTAL-918000 BENEFITS

918010	UNEMPLOYMENT COMPENSATIO	2,459.00	.00	.00	2,459.00	.00	100.00
918020	EMPLOYER CONTR-F.I.C.A.	256,768.00	.00	.00	233,382.27	23,385.73	90.89
918021	EMPLOYER CONTR-I.M.R.F.	304,929.00	.00	.00	280,348.79	24,580.21	91.94
918030	EAP PROGRAM	705.00	.00	.00	.00	705.00	.00
918040	LIFE INS PREMIUMS	8,136.00	.00	.00	8,331.40	-195.40	102.40
918050	MEDICAL INS PREMIUMS	398,427.00	.00	.00	389,359.59	9,067.41	97.72
918055	DENTAL INSURANCE PREMIUM	25,401.00	.00	.00	23,405.61	1,995.39	92.14
918070	WORKERS COMPENSATION	8,296.00	.00	.00	8,005.71	290.29	96.50
918085	RHS PLAN PAYOUT	2,340.00	.00	.00	7,506.83	-5,166.83	320.80
TOTAL BENEFITS		1,007,461.00	.00	.00	952,799.20	54,661.80	94.57

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

920100	LITIGATION & LEGAL FEES	10,000.00	.00	.00	1,631.25	8,368.75	16.31
920105	COSTS OF LITIGATION	1,000.00	.00	.00	.00	1,000.00	.00
920110	PROFESSIONAL CONSULTING	62,550.00	3,060.00	.00	34,339.02	28,210.98	54.90
920120	COMMUNICATION SERVICES	22,040.00	2,375.15	.00	23,808.25	-1,768.25	108.02
920140	DATA PROCESSING SERVICES	81,113.00	1,724.11	.00	53,486.81	27,626.19	65.94
920202	CONFERENCES	18,029.00	-179.23	.00	11,800.33	6,228.67	65.45
920204	TRAINING	5,216.00	70.00	.00	4,570.00	646.00	87.62
920205	TUITION REIMBURSEMENTS	5,000.00	1,169.95	.00	4,651.23	348.77	93.02
920206	SEMINARS	1,500.00	45.00	.00	55.00	1,445.00	3.67
920210	IN-SERVICE TRAINING	.00	.00	.00	51.84	-51.84	.00
920220	MEMBERSHIP DUES	6,000.00	.00	.00	7,059.00	-1,059.00	117.65
920230	LICENSING/TITLES	250.00	.00	.00	100.00	150.00	40.00
920230	PUBLICATION OF NOTICES	3,000.00	673.00	.00	4,830.25	-1,830.25	161.01
920850	SUBSIDY:1994 E.R.P. TRAN	3,984.00	.00	.00	.00	3,984.00	.00
920900	PROPERTY/LIAB CONTRIBUTI	29,707.00	.00	.00	29,707.00	.00	100.00
930010	R & M EQUIPMENT	72,275.00	5,663.53	.00	74,534.64	-2,259.64	103.13

09
03
03

SUNGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 02/08/08
 TIME: 09:18:28

CITY OF DES PLAINES
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 2
 EXPSTA11

SELECTION CRITERIA: orgn.fund in ("201","202")
 ACCOUNTING PERIOD: 13/07

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT
 TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL
 PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND
 ORGANIZATION-2110 LIBRARY SERVICES
 1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
930020	R & M BLDGS & STRUCTURES	52,795.00	.00	.00	78,338.92	-25,543.92	148.38
930030	R & M VEHICLES	10,600.00	290.91	.00	10,622.09	-22.09	100.21
930195	BOOK BINDING & REPAIR	2,500.00	.00	.00	293.71	2,206.29	11.75
930210	RENTAL OF EQUIPMENT	1,500.00	.00	.00	690.06	809.94	46.00
930320	CLEANING:CUSTODIAL SERV	46,980.00	10,012.50	.00	62,076.57	-15,096.57	132.13
930490	REFUSE CONTRACT	3,600.00	.00	.00	5,527.00	-1,927.00	153.53
960070	AUTO/TRAVEL EXPENSES	6,275.00	275.64	.00	5,811.23	463.77	92.61
960210	SPECIAL EVENT PROGRAMMIN	33,000.00	774.52	.00	34,570.90	-1,570.90	104.76
960990	MISC CONTRACTUAL SVCS	108,340.00	2,198.21	.00	123,015.00	-14,675.00	113.55
TOTAL CONTRACTUAL SERVICES		587,254.00	28,153.29	.00	571,570.10	15,683.90	97.33

FUND-201 LIBRARY FUND
 ORGANIZATION-2110 LIBRARY SERVICES
 SUBTOTAL-970000 COMMODITIES

970100	SUPPLIES	79,420.00	3,436.84	.00	77,277.79	2,142.21	97.30
970110	MEALS (PRSNRS/WRKRS/VOLS	2,600.00	152.79	.00	2,079.53	520.47	79.98
970170	JANITORIAL	19,000.00	1,010.19	.00	22,365.96	-3,365.96	117.72
970260	POSTAGE AND PARCEL	13,000.00	3,024.32	.00	10,500.94	2,499.06	80.78
970270	PRINTING-REPROD-BINDING	10,600.00	.00	.00	11,137.71	-537.71	105.07
970500	PURCHASE OF WATER	8,000.00	.00	.00	5,848.32	2,151.68	73.10
970600	BOOKS	497,000.00	18,657.89	.00	472,148.41	24,851.59	95.00
970610	AUDIO MATERIALS	80,000.00	2,362.80	.00	78,664.35	1,335.65	98.33
970620	SUBSCRIPTIONS & BOOKS	68,000.00	60.19	.00	72,913.35	-4,913.35	107.23
970630	VISUAL MATERIALS	81,000.00	732.60	.00	79,438.64	1,561.36	98.07
970640	AUTOMATED REFERENCE MAT'	106,000.00	575.00	.00	85,139.56	20,860.44	80.32
970810	NATURAL GAS	26,000.00	4,009.18	.00	23,245.00	2,755.00	89.40
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	2,000.00	.00	.00	.00	2,000.00	.00
970850	GASOLINE	1,500.00	.00	.00	39.70	1,460.30	2.65
970900	EQUIPMENT <\$5,000	15,161.00	.00	.00	5,038.82	10,122.18	33.24
TOTAL COMMODITIES		1,009,781.00	34,021.80	.00	945,838.08	63,942.92	93.67

FUND-201 LIBRARY FUND
 ORGANIZATION-2110 LIBRARY SERVICES
 1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

980300	IMPROVEMENTS	23,850.00	.00	.00	12,069.21	11,780.79	50.60
980420	COMPUTER SOFTWARE	36,590.00	4,895.99	.00	25,354.15	11,235.85	69.29
980600	FURNITURE & FIXTURES	32,650.00	.00	.00	30,047.34	2,602.66	92.03
TOTAL CAPITAL EXPENDITURES		93,090.00	4,895.99	.00	67,470.70	25,619.30	72.48

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 02/08/08

TIME: 09:18:28

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

PAGE NUMBER: 3
EXPST11

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

ACCOUNTING PERIOD: 13/07

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT

TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL

PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND

ORGANIZATION-2110 LIBRARY SERVICES

1ST SUBTOTAL-990990 OTHER FUNDING ACTIVITIES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
990935	TRANS TO D/S: 2002A BOND	15,442.00	.00	.00	15,307.00	135.00	99.13
990940	TRANS TO LIB CAP PROJ FN	200,000.00	.00	.00	200,000.00	.00	100.00
990955	TRANS TO D/S: 2003B BOND	12,040.00	.00	.00	11,935.00	105.00	99.13
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
	TOTAL OTHER FUNDING ACTIVITIE	277,482.00	.00	.00	227,242.00	50,240.00	81.89
	TOTAL LIBRARY SERVICES	6,340,267.00	-21,053.54	.00	5,792,687.36	547,579.64	91.36

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SUNGARD PENTAMATION INC - FUND ACCOUNTING
DATE: 02/08/08
TIME: 09:18:28

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

PAGE NUMBER: 4
EXPSTA11

SECTION CRITERIA: orgn.fund in ("201","202")
ACCOUNTING PERIOD: 13/07

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT
TOTALLED ON: FUND, ORGANIZATION, 1ST SUBTOTAL
PAGE BREAKS ON: FUND, ORGANIZATION

FUND-201 LIBRARY FUND
ORGANIZATION-2130 IL LIBRARY PER CAP GRANT
1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
920202	CONFERENCES	.00	.00	.00	5,112.00	-5,112.00	.00
920210	IN-SERVICE TRAINING	6,700.00	123.93	.00	2,703.99	3,996.01	40.36
960210	SPECIAL EVENT PROGRAMMIN	10,500.00	.00	.00	10,598.24	-98.24	100.94
960990	MISC CONTRACTUAL SVCS	31,320.00	.00	.00	31,320.00	.00	100.00
	TOTAL CONTRACTUAL SERVICES	48,520.00	123.93	.00	49,734.23	-1,214.23	102.50

FUND-201 LIBRARY FUND
ORGANIZATION-2130 IL LIBRARY PER CAP GRANT
1ST SUBTOTAL-970000 COMMODITIES

970260	POSTAGE AND PARCEL	5,850.00	.00	.00	5,850.00	.00	100.00
970270	PRINTING-REPROD-BINDING	17,550.00	.00	.00	15,737.00	1,813.00	89.67
	TOTAL COMMODITIES	23,400.00	.00	.00	21,587.00	1,813.00	92.25
	TOTAL IL LIBRARY PER CAP GRAN	71,920.00	123.93	.00	71,321.23	598.77	99.17
	TOTAL LIBRARY FUND	6,412,187.00	-20,929.61	.00	5,864,008.59	548,178.41	91.45

SUNGARD PENTAMATION INC - FUND ACCOUNTING
DATE: 02/08/08
TIME: 09:18:28

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

SELECTION CRITERIA: orgn.fund in ("201","202")
ACCOUNTING PERIOD: 13/07

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT
TOTALLED ON: FUND,ORGANIZATION,1ST SUBTOTAL
PAGE BREAKS ON: FUND,ORGANIZATION

FUND-202 LIBRARY CAPITAL PROJ FUND
ORGANIZATION-202F LIBRARY CAPITAL PROJECTS
1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
980410	COMPUTER HARDWARE	84,950.00	.00	.00	87,741.86	-2,791.86	103.29
980600	FURNITURE & FIXTURES	20,000.00	21,921.00	.00	21,921.00	-1,921.00	109.61
	TOTAL CAPITAL EXPENDITURES	104,950.00	21,921.00	.00	109,662.86	-4,712.86	104.49
	TOTAL LIBRARY CAPITAL PROJECT	104,950.00	21,921.00	.00	109,662.86	-4,712.86	104.49
	TOTAL LIBRARY CAPITAL PROJ FU	104,950.00	21,921.00	.00	109,662.86	-4,712.86	104.49
TOTAL REPORT		6,517,137.00	991.39	.00	5,973,671.45	543,465.55	91.66

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SECTION CRITERIA: payable.due_date='01/07/2008'

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	920110	PROFESSIONAL CON	105470	OUTSOURCE SOLUTIONS G	6966	416	480.00
2110	920120	COMMUNICATION SE	09030	NEXTEL COMMUNICATIONS	655730511070	480	133.39
2110	920140	DATA PROCESSING	72106	COOPERATIVE COMPUTER	DPK1107	456	4432.41
2110	920202	CONFERENCES	106709	LINCOLN STORY LEAGUE	PAT HORN	236	10.00
2110	920230	PUBLICATION OF N	01597	JOURNAL AND TOPICS NE	118483	282	272.00
2110	930010	R & M EQUIPMENT	09789	VAHE GHAZARIAN	295506	200	80.00
2110	930010	R & M EQUIPMENT	103824	BUSINESS MACHINE AGEN	69990	220	313.05
2110	930020	R & M BLDGS & ST	00189	ANDERSON LOCK CO LTD	7001490	215	120.00
2110	930020	R & M BLDGS & ST	02989	BEDCO INC	13640	434	1313.00
2110	930020	R & M BLDGS & ST	08777	BISHOP PLUMBING, INC.	47379	442	1338.45
2110	930020	R & M BLDGS & ST	102141	MILLER SALES	11779	413	389.78
2110	930020	R & M BLDGS & ST	105172	ILLINOIS PUMP INCORPO	S-5524	455	1940.00
2110	930020	R & M BLDGS & ST	106102	GREAT LAKES ELEVATOR	17689	193	48.48
2110	930030	R & M VEHICLES	104378	ACCURATE AUTO CLINIC	5119	214	71.61
2110	930320	CLEANING:CUSTODI	102711	SPEED-E-KLEEN	3315	802	105.00
2110	930320	CLEANING:CUSTODI	106652	MUELLER BUILDING SERV	51207	457	7350.00
2110	930490	REFUSE CONTRACT	13394	ARC DISPOSAL COMPANY	1484366	225	574.00
2110	960070	AUTO/TRAVEL EXPE	103226	ELIZABETH BIALOBRZEWS	REIMB	204	32.11
2110	960210	SPECIAL EVENT PR	106726	BILL HOOPER	1-21-08 MON	218	225.00
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M128067A	216	9.90
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M127541A	185	10.25
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M128068A	184	72.75
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M139758A	496	81.90
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M124947A	503	344.40
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M142873A	502	81.25
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M132237A	494	80.45
2110	960990	MISC CONTRACTUAL	04856	R & J UPHOLSTERY	11244	702	190.00
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019815829	507	59.70
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	S01652030	110	3.70
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019777170	99	44.20
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019827523	98	63.87
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019888485	97	67.27
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	S02559580	104	1.85
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	S02227230	112	12.95
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	S02506400	115	1.85
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	S01793520	106	5.55
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019902967	107	1.65
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	S01534140	114	5.55
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	S04984450	109	11.10
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	S00786840	53	12.95
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	S06592230	50	1.85
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019859720	93	2.99
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019910114	82	10.52
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019846479	96	58.55
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019878989	91	2.89
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019837001	87	6.60
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019894825	84	2.99
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019804578	90	5.98
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019881819	17	2.89
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019929076	18	12.39

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 12/28/07

TIME: 08:22:59

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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ACCTPAY1

ACCOUNTING PERIOD: 12/07

SELECTION CRITERIA: payable.due_date="01/07/2008"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT	
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019930027	12	0.00	37.95
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019925570	5	0.00	17.55
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019839411	24	0.00	7.70
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	502993680	13	0.00	18.50
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019836939	22	0.00	6.28
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019822948	15	0.00	21.24
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019802188	20	0.00	10.49
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019873475	26	0.00	15.15
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019832473	38	0.00	8.56
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019816595	28	0.00	7.80
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019783843	29	0.00	33.50
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019804575	34	0.00	30.25
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019859714	40	0.00	15.45
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019802237	32	0.00	4.80
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5391917	47	0.00	13.80
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5381050	9	0.00	3.45
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5387346	3	0.00	13.00
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5390474	4	0.00	10.15
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5383730	77	0.00	3.45
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5383731	79	0.00	16.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5383727	75	0.00	13.00
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5381049	73	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5372917	60	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5387347	71	0.00	19.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5372915	61	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5376795	62	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5380272	63	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5380275	70	0.00	13.00
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5388130	58	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5380271	65	0.00	13.80
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5380274	67	0.00	16.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5383729	100	0.00	13.00
2110	960990	MISC CONTRACTUAL	106535	INTERIOR TROPICAL GAR	38875	425	0.00	85.00
2110	960990	MISC CONTRACTUAL	13461	SPHERION	5515140	799	0.00	500.00
2110	960990	MISC CONTRACTUAL	13461	SPHERION	5467232	800	0.00	350.00
2110	960990	MISC CONTRACTUAL	13461	SPHERION	5467231	801	0.00	500.00
2110	960990	MISC CONTRACTUAL	17924	CORPORATE CONCEPTS, I	159932	201	0.00	365.00
2110	960990	MISC CONTRACTUAL	25775	CRIMSON MULTIMEDIA DI	12629A	195	0.00	106.91
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	403062-0	260	0.00	55.73
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	404169-0	259	0.00	24.36
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	421101-0	261	0.00	517.22
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	411442-0	725	0.00	424.83
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	379471-0	726	0.00	43.14
2110	970100	SUPPLIES	106730	KAREN MCBRIDE	REIMB	281	0.00	41.41
2110	970100	SUPPLIES	19714	GAYLORD BROS	1111552	191	0.00	45.67
2110	970100	SUPPLIES	33760	SCHOOL HEALTH CORPORA	1370267-00	905	0.00	239.07
2110	970170	JANITORIAL	01250	GRAINGER	9513126251	451	0.00	1251.24
2110	970170	JANITORIAL	01250	GRAINGER	9521420043	182	0.00	480.73
2110	970170	JANITORIAL	09638	OFFICE DEPOT	411223829001	276	0.00	267.97
2110	970170	JANITORIAL	104724	ACE DES PLAINES INCOR	209565	224	0.00	20.67

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 12/28/07

TIME: 08:22:59

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

PAGE NUMBER: 17

ACCTPAY1

ACCOUNTING PERIOD: 12/07

SELECTION CRITERIA: payable.due_date="01/07/2008"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970170	JANITORIAL	106591	W S I LIGHTING	338489	898	350.50
2110	970170	JANITORIAL	17132	MENARDS	40359	424	95.51
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	545737	793	324.41
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	544960	795	207.91
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	545736	796	81.50
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	550698	790	131.28
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	549569	791	385.35
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	546926	792	53.83
2110	970260	POSTAGE AND PARC	103035	FEDERAL EXPRESS	2-420-58441	194	39.60
2110	970270	PRINTING-REPROD-	01597	JOURNAL AND TOPICS NE	117034A	283	210.00
2110	970270	PRINTING-REPROD-	106733	R V ENTERPRISES LTD	11070141	797	714.25
2110	970500	PURCHASE OF WATE	00842	CITY OF DES PLAINES	8-28TO 10-29	498	1022.24
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	ML42873A	492	1069.95
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	ML39758A	497	1015.38
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	ML24947A	493	4750.69
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	ML32237A	495	985.13
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	ML27541A	187	47.78
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	ML28057A	183	15.69
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	ML40292A	188	50.23
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	ML28068A	185	310.77
2110	970600	BOOKS	02806	WORLD BOOK SCHOOL AND	WBE1347892	479	2996.00
2110	970600	BOOKS	02958	MARQUIS WHO'S WHO	168997	429	592.45
2110	970600	BOOKS	03363	WEST GROUP	814903868	754	118.00
2110	970600	BOOKS	03924	ASPEN PUBLISHERS, INC	46320865	226	216.41
2110	970600	BOOKS	04625	C C H, INCORPORATED	51185	192	76.55
2110	970600	BOOKS	08285	R R BOWKER LLC	3084664	203	943.92
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019882234	210	820.58
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019902967	101	14.66
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019894825	85	15.80
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019822948	86	181.08
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019859720	94	4.75
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019846478	89	696.84
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019837001	88	60.92
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019888484	95	619.81
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019910114	83	87.18
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019804578	92	12.48
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019802188	11	109.77
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019836939	23	53.51
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019929076	19	98.11
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019783843	21	342.85
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019923408	10	26.85
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019925570	14	268.64
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019859714	31	164.99
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019802237	33	45.18
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019804575	35	260.28
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019839411	25	178.13
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019878989	37	23.61
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019832473	39	43.81
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019873475	27	336.07
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019881819	36	21.86

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 12/28/07

TIME: 08:22:59

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

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ACCTPAY1

ACCOUNTING PERIOD: 12/07

SELECTION CRITERIA: payable.due_date="01/07/2008"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019816595	30	0.00	59.51
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019827522	501	0.00	1104.27
2110	970600	BOOKS	09737 BAKER & TAYLOR	L12NS6920M	511	0.00	4995.00
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019777169	509	0.00	565.83
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019815829	508	0.00	1418.30
2110	970600	BOOKS	101012 ELSEVIER	73579130	202	0.00	685.22
2110	970600	BOOKS	102145 NORTHERN ILLINOIS UNI	LBB002621	430	0.00	50.00
2110	970600	BOOKS	103777 D & Z HOUSE OF BOOKS	94A-2007	197	0.00	386.40
2110	970600	BOOKS	105473 LIBRARY OF CONGRESS	2008 RENEWAL	411	0.00	295.00
2110	970500	BOOKS	105644 D & B	8856723-01	198	0.00	214.50
2110	970600	BOOKS	105911 LIBRARY PARTNERSHIP T	62-A	449	0.00	6629.00
2110	970600	BOOKS	106727 GALE	15489489	142	0.00	53.90
2110	970600	BOOKS	106727 GALE	15478642	144	0.00	152.50
2110	970600	BOOKS	106727 GALE	15476706	145	0.00	90.00
2110	970600	BOOKS	106727 GALE	15439682	156	0.00	152.50
2110	970600	BOOKS	106727 GALE	15469879	148	0.00	311.73
2110	970600	BOOKS	106727 GALE	15439045	157	0.00	261.75
2110	970600	BOOKS	106727 GALE	15462990	149	0.00	97.50
2110	970600	BOOKS	106727 GALE	15497924	150	0.00	108.75
2110	970600	BOOKS	106727 GALE	15473669	147	0.00	223.75
2110	970600	BOOKS	106727 GALE	15475021	146	0.00	437.50
2110	970600	BOOKS	106727 GALE	15461536	153	0.00	223.75
2110	970600	BOOKS	106727 GALE	15460018	154	0.00	490.75
2110	970600	BOOKS	106727 GALE	15454117	155	0.00	399.50
2110	970600	BOOKS	106731 MASON CREST PUBLISHER	1048674	418	0.00	160.65
2110	970600	BOOKS	106731 MASON CREST PUBLISHER	1048292	417	0.00	698.45
2110	970600	BOOKS	20232 REGENY BOOK COMPANY	8072156	401	0.00	25.07
2110	970600	BOOKS	35225 MATTHEW BENDER & COMP	59268220	428	0.00	154.55
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVIC	32661432	423	0.00	74.85
2110	970610	AUDIO MATERIALS	02191 BOOK WHOLESALERS INC	M139176A	189	0.00	70.90
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	305261	208	0.00	436.97
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	304394	222	0.00	32.00
2110	970610	AUDIO MATERIALS	07339 BLACKSTONE AUDIO BOOK	444359	211	0.00	462.75
2110	970610	AUDIO MATERIALS	07339 BLACKSTONE AUDIO BOOK	444353	453	0.00	1169.25
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2019777169	510	0.00	995.71
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2019827522	506	0.00	213.04
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2019882234	209	0.00	99.43
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2019846478	81	0.00	84.06
2110	970610	AUDIO MATERIALS	103815 ZION-BENTON PUBLIC LI	INTERLOAN	742	0.00	16.48
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1084088150	415	0.00	64.00
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1084059713	414	0.00	30.40
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	12-05-07-2	212	0.00	163.67
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	12-05-07-1	213	0.00	269.29
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	3747918	336	0.00	1331.84
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	3776173	410	0.00	83.40
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	3776194	408	0.00	15.90
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	3748650	452	0.00	1159.80
2110	970620	SUBSCRIPTIONS &	106727 GALE	15284004	433	0.00	2195.00
2110	970620	SUBSCRIPTIONS &	106727 GALE	15464236	432	0.00	6605.00
2110	970620	SUBSCRIPTIONS &	106727 GALE	15480706	143	0.00	22.46

RUN DATE 12/28/2007 TIME 08:23:17

SUNGARD PENTAMATION INC - FUND ACCOUNTING

0535

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 12/28/07

TIME: 08:22:59

CITY OF DES PLAINES

CASH REQUIREMENTS BILL LIST

PAGE NUMBER: 19

ACCTPAY1

ACCOUNTING PERIOD: 12/07

SELECTION CRITERIA: payable.due_date='01/07/2008'

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970630	VISUAL MATERIALS 09737	BAKER & TAYLOR	S01652030	111	0.00	42.60
2110	970630	VISUAL MATERIALS 09737	BAKER & TAYLOR	S02559580	105	0.00	10.99
2110	970630	VISUAL MATERIALS 09737	BAKER & TAYLOR	S02227230	113	0.00	124.88
2110	970630	VISUAL MATERIALS 09737	BAKER & TAYLOR	S02506400	116	0.00	21.30
2110	970630	VISUAL MATERIALS 09737	BAKER & TAYLOR	S01793520	108	0.00	63.89
2110	970630	VISUAL MATERIALS 09737	BAKER & TAYLOR	S01534140	103	0.00	496.74
2110	970630	VISUAL MATERIALS 09737	BAKER & TAYLOR	S02993680	102	0.00	165.29
2110	970630	VISUAL MATERIALS 09737	BAKER & TAYLOR	S697487DM	57	0.00	22.04
2110	970630	VISUAL MATERIALS 09737	BAKER & TAYLOR	S06592230	52	0.00	22.04
2110	970630	VISUAL MATERIALS 09737	BAKER & TAYLOR	S00786840	54	0.00	149.88
2110	970630	VISUAL MATERIALS 09737	BAKER & TAYLOR	S697486CM	56	0.00	-23.15
2110	970630	VISUAL MATERIALS 09737	BAKER & TAYLOR	S698156CM	55	0.00	-21.79
2110	970630	VISUAL MATERIALS 09737	BAKER & TAYLOR	S04984450	48	0.00	129.28
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5380273	44	0.00	89.98
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5372916	42	0.00	74.99
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5383728	45	0.00	29.99
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5376796	43	0.00	137.98
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5383726	46	0.00	89.98
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5388131	41	0.00	194.99
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5383729	8	0.00	86.96
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5391917	7	0.00	104.96
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5390474	6	0.00	66.72
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5381050	1	0.00	18.74
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5387347	2	0.00	134.94
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5376795	16	0.00	43.48
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5387346	51	0.00	89.96
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5388130	59	0.00	22.48
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5380275	72	0.00	86.96
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5372915	49	0.00	22.49
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5380274	68	0.00	89.95
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5372917	69	0.00	23.98
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5380271	66	0.00	104.96
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5380272	64	0.00	44.98
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5383730	78	0.00	14.99
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5381049	74	0.00	22.48
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5383731	80	0.00	108.70
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5383727	76	0.00	89.96
2110	970630	VISUAL MATERIALS 25775	CRIMSON MULTIMEDIA DI	12537A	196	0.00	569.00
2110	970630	VISUAL MATERIALS 80139	RECORDED BOOKS, LLC	3784511	412	0.00	31.00
2110	970640	AUTOMATED REFERE 106729	BOOKLIST ONLINE	BOL0702A	199	0.00	650.00
2110	970900	EQUIPMENT <\$5,00 106052	S O S TECHNOLOGIES	20055	798	0.00	264.15
2110	980600	FURNITURE & FIXT 103924	KNOLL INCORPORATED	2466476	420	0.00	865.00
2110	980600	FURNITURE & FIXT 103924	KNOLL INCORPORATED	2467057	419	0.00	779.00
2110	980600	FURNITURE & FIXT 200177	2K HOME IMPROVEMENT I	28366	902	0.00	231.00
TOTAL LIBRARY SERVICES						0.00	89964.35
TOTAL FUND						0.00	89964.35

RUN DATE 12/28/2007 TIME 08:23:17

SUNGARD PENTAMATION INC - FUND ACCOUNTING

0537

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 01/11/08

TIME: 14:20:59

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

PAGE NUMBER: 10

ACCTPAY1

ACCOUNTING PERIOD: 1/08

SELECTION CRITERIA: payable.due_date='01/22/2008'

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	920110	PROFESSIONAL CON	105470	OUTSOURCE SOLUTIONS G	6909	518	2800.00
2110	920110	PROFESSIONAL CON	105910	MANAGEMENT ASSOCIATIO	35707	413	260.00
2110	920120	COMMUNICATION SE	106455	MCLBOD DSA	2997847	414	246.09
2110	920140	DATA PROCESSING	72106	COOPERATIVE COMPUTER	DEC 2007	493	1724.11
2110	920202	CONFERENCES	100075	AMERICAN LIBRARY ASSO	2008	140	220.00
2110	920205	TUITION REIMBURS	104907	CAROL KIDD	REIMB	487	419.95
2110	920206	SEMINARS	104379	METROPOLITAN LIBRARY	43150	416	45.00
2110	920206	SEMINARS	106709	LINCOLN STORY LEAGUE	RACHEL KAMIN	15	10.00
2110	920206	SEMINARS	37429	DES PLAINES CHAMBER O	2008	4	75.00
2110	920220	MEMBERSHIP DUES	102534	ILLINOIS LIBRARY ASSO	117387	11	135.00
2110	920220	MEMBERSHIP DUES	102534	ILLINOIS LIBRARY ASSO	2008	119	135.00
2110	930010	R & M EQUIPMENT	101536	THREE M	OF30569	200	10029.19
2110	930010	R & M EQUIPMENT	106718	RED HAWK	I69420	12	72.00
2110	930020	R & M BLDGS & ST	106102	GREAT LAKES ELEVATOR	17755	120	450.00
2110	930320	CLEANING:CUSTODI	106652	MUELLER BUILDING SERV	51107CC-2	494	2040.00
2110	960070	AUTO/TRAVEL EXPE	106628	KIMBERLY WILLIS-HOLT	EXPENSES	523	99.48
2110	960210	SPECIAL EVENT PR	01597	JOURNAL AND TOPICS NE	SEE ATTACHED	142	144.00
2110	960210	SPECIAL EVENT PR	104647	OAKVIEW TRAINING	3-26-08	8	250.00
2110	960210	SPECIAL EVENT PR	106725	HOLLY COPELAND AARONS	1-27-08 SUN	134	400.00
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M116882A	349	34.50
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M108955A	540	5.75
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M125835A	538	1.15
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M128064A	539	103.10
2110	960990	MISC CONTRACTUAL	09606	ELA AREA PUBLIC LIBRA	89	379	5.00
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	506885800	353	7.40
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019882235	351	49.30
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019929115	548	1.65
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	5008420550	546	39.80
2110	960990	MISC CONTRACTUAL	102808	ADVANCED AQUATICS	37015	135	439.71
2110	960990	MISC CONTRACTUAL	103083	LAKE VILLA PUBLIC LIB	DEC 18 2007	412	5.00
2110	960990	MISC CONTRACTUAL	103834	PROSPECT HEIGHTS PUB	INTERLOAN	441	5.00
2110	960990	MISC CONTRACTUAL	106535	INTERIOR TROPICAL GAR	39204	13	85.00
2110	960990	MISC CONTRACTUAL	13461	SPHERION	5492007	454	500.00
2110	960990	MISC CONTRACTUAL	13461	SPHERION	5538481	453	500.00
2110	960990	MISC CONTRACTUAL	15976	GRAPHIC SOLUTIONS	7151	194	1465.00
2110	960990	MISC CONTRACTUAL	18227	DES PLAINES PARK DIST	570044	483	250.00
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	417760-0	521	43.14
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	437970-0	528	49.28
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	430889-0	530	330.69
2110	970100	SUPPLIES	19764	BRODART COMPANY	824373	384	126.57
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL COR	3048264	535	50.80
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL COR	3047922	536	657.59
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL COR	3053671	534	80.48
2110	970100	SUPPLIES	76231	C R FLOWERS	10-2-07	41	22.00
2110	970110	MEALS (PRSNRS/WR	37429	DES PLAINES CHAMBER O	JOAN GRIFFIN	143	50.00
2110	970170	JANITORIAL	08520	WAREHOUSE DIRECT	C 370819-0	527	-43.12
2110	970170	JANITORIAL	09918	JANWAY COMPANY	77700	407	62.78
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	553106	391	192.32
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	553107	390	617.92
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	553105	450	75.86

RUN DATE 01/11/2008 TIME 14:21:20

SUNGARD PENTAMATION INC - FUND ACCOUNTING

01130

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 01/11/08

TIME: 14:20:59

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

PAGE NUMBER: 11

ACCTPAY1

ACCOUNTING PERIOD: 1/08

SELECTION CRITERIA: payable.due_date="01/22/2008"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT	
2110	970260	POSTAGE AND PARC	103035	FEDERAL EXPRESS	2-449-11089	383	0.00	24.32
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M116882A	350	0.00	844.43
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M115535A	531	0.00	21.41
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M108955A	541	0.00	29.11
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M128064A	543	0.00	565.58
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2961667	537	0.00	-1028.23
2110	970600	BOOKS	02345	OMNIGRAPHICS, INC.	104066-7484	428	0.00	168.52
2110	970600	BOOKS	02958	MARQUIS WHO'S WHO	171379	455	0.00	347.95
2110	970600	BOOKS	03363	WEST GROUP	814955301	397	0.00	160.00
2110	970600	BOOKS	04625	C C H, INCORPORATED	9135831	123	0.00	909.00
2110	970600	BOOKS	08285	R R BOWKER LLC	3083947	371	0.00	651.51
2110	970600	BOOKS	09606	ELA AREA PUBLIC LIBRA	89	377	0.00	20.00
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019930026	544	0.00	728.68
2110	970600	BOOKS	09737	BAKER & TAYLOR	5008420550	547	0.00	898.25
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019929115	549	0.00	14.66
2110	970600	BOOKS	103083	LAKE VILLA PUBLIC LIB	DEC 18 2007	411	0.00	18.00
2110	970600	BOOKS	103834	PROSPECT HEIGHTS PUB	INTERLOAN	440	0.00	8.99
2110	970600	BOOKS	10512	MERGENT INCORPORATED	10776	197	0.00	4955.00
2110	970600	BOOKS	105606	ACCUITY INC	2227093	19	0.00	267.00
2110	970600	BOOKS	106727	GALE	15510625	365	0.00	671.00
2110	970600	BOOKS	106727	GALE	15515099	364	0.00	223.75
2110	970600	BOOKS	106727	GALE	15513521	502	0.00	1200.02
2110	970600	BOOKS	106727	GALE	15511240	495	0.00	1133.75
2110	970600	BOOKS	20361	BERNAN ASSOCIATES	I10495277	375	0.00	92.00
2110	970600	BOOKS	21913	RAND MCNALLY & CO	21170837	417	0.00	300.67
2110	970600	BOOKS	35225	MATTHEW BENDER & COMP	61288837	447	0.00	118.77
2110	970600	BOOKS	35225	MATTHEW BENDER & COMP	62123998	496	0.00	1434.05
2110	970600	BOOKS	35225	MATTHEW BENDER & COMP	61234281	497	0.00	1229.05
2110	970610	AUDIO MATERIALS	02482	B B C AUDIOBOOKS	308839	369	0.00	32.00
2110	970610	AUDIO MATERIALS	02482	B B C AUDIOBOOKS	307774	370	0.00	29.96
2110	970610	AUDIO MATERIALS	02482	B B C AUDIOBOOKS	308152	358	0.00	308.05
2110	970610	AUDIO MATERIALS	07339	BLACKSTONE AUDIO BOOK	446613	385	0.00	90.00
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	2019930026	545	0.00	139.46
2110	970610	AUDIO MATERIALS	104157	RANDOM HOUSE INCORPOR	1084169445	456	0.00	64.00
2110	970610	AUDIO MATERIALS	104157	RANDOM HOUSE INCORPOR	1084172394	459	0.00	176.00
2110	970610	AUDIO MATERIALS	104157	RANDOM HOUSE INCORPOR	1084209095	458	0.00	72.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	3820065	460	0.00	169.80
2110	970620	SUBSCRIPTIONS &	03804	S R D S INCORPORATED	3480245	196	0.00	4907.00
2110	970620	SUBSCRIPTIONS &	05702	NEWSBANK	RN507029	195	0.00	10750.00
2110	970620	SUBSCRIPTIONS &	74130	EBSCO SUBSCRIPTION SV	59623	380	0.00	60.19
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	S06885800	352	0.00	88.16
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5392782	427	0.00	44.99
2110	970630	VISUAL MATERIALS	80139	RECORDED BOOKS, LLC	3825400	449	0.00	31.00
2110	970640	AUTOMATED REFERE	100602	PROQUEST CSA LLC	2008	198	0.00	14040.00
2110	970640	AUTOMATED REFERE	106727	GALE	165257	193	0.00	12388.39
2110	980420	COMPUTER SOFTWARE	05124	C D W GOVERNMENT INCO	HVT5661	492	0.00	4895.99
TOTAL LIBRARY SERVICES							0.00	89662.72
TOTAL FUND							0.00	89662.72

RUN DATE 01/11/2008 TIME 14:21:21

SUNGARD PENTAMATION INC - FUND ACCOUNTING

0530

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 01/11/08

TIME: 14:20:59

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

PAGE NUMBER: 12

ACCTPAY1

ACCOUNTING PERIOD: 1/08

SELECTION CRITERIA: payable.due_date="01/22/2008"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
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0540

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 01/11/08

TIME: 14:20:59

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

PAGE NUMBER: 13

ACCTPAY1

ACCOUNTING PERIOD: 1/08

SELECTION CRITERIA: payable.due_date="01/22/2008"

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
202F	980600	FURNITURE & FIXT	100081 ROSCOR CORPORATION	M12200701	519	0.00	16466.00
TOTAL LIBRARY CAPITAL PROJECTS						0.00	16466.00
TOTAL FUND						0.00	16466.00

RUN DATE 01/11/2008 TIME 14:21:21

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DIRECTOR'S REPORT

February 19, 2008

Please note: I have received not official requests for confidential patron information since my last report.

I. PERSONNEL

New employees for January /February, 2008: Heather Imhoff, Head of Public Information Services; Jacob Post, Part-time Reference Services Assistant; Richard Simon, Part-time Monitor; Garrett Beelow and Ruth Noonan, Part-time Pages.

Resignations/separations: Carolyn Romin and George Hatzis, Pages.

II. STAFF DEVELOPMENT

Staff will receive training from Linda Hoeck, from the Northwest Suburban Special Education Association on the autism spectrum, with guidance in how to effectively communicate with and serve students with autism. She will give a workshop on February 21 from 1 to 4 PM and another, brief presentation to the whole staff at our quarterly all-staff meeting on March 6. This training is part of the grant project funded by the ISL with LSTA funds for 2008.

The library's Relay for Life team will hold a bake sale on Valentine's Day to help raise funds toward their goal of \$8000 in 2008.

The library staff will participate in the United Way Campaign as a separate entity this year. Heather Imhoff is coordinating this effort with the Northwestern Suburban United Way staff.

III. PATRON SERVICES

Although in-person attendance at the library was down by 9%, overall circulation was up by 3% over January a year ago. Circulation from the Mobile Library was up a nice 11%. Patrons used self-check to check out 42% of the items from the main library. Circulation of adult fiction and DVD was up in the main library and increased in both fiction and nonfiction books from the Mobile Library.

Patrons who logged onto our PlainTalk blog from our website received a wonderful Valentine's Day gift from our clever and talented staff, led by Web Services Librarian Karen McBride. The site went up on Monday, February 12 and has had quite a healthy "hit rate." This is one way that our patrons can experience our library in new and unexpected ways.

The use of our online reference resources increased by nearly 24% over last year at this time.

IV. OTHER PROFESSIONAL ACTIVITIES

On January 17 I attended the Executive Committee meeting of the Library Production Studio, on 1/22 I attended the Friends of the Library roundtable Meeting, on 1/28 a meeting of the Oakton Area Planning Council in Skokie, and the Board Development Committee and the Board of Directors meeting of the North Suburban Library System. I chaired the first organizing meeting of Do the Dewey 2008 on Monday, February 4. On Wednesday, February 5 and Thursday, February 6 I reported to the Federal District Court for Jury Duty. I was dismissed from that jury at the end of the day on 2/6. On March 3, I may have to report for another trial, but will not know until the weekend of 2/29. Each of these trials are expected to last three months, so Carol, Holly, and I have met to develop contingency plans in case I am selected for the second trial. I attended the Chamber of Commerce Winter Garden Ball on Friday, February 8. I will attend the Chamber of Commerce Board of Directors meeting on 2/14 and the NSLS Legislative Breakfast on 2/18.

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

January 2008

% Change

Total 2007 to Date:	96,776	Total 2008 to Date:	99,706	3.03%
January 2007	96,776	January 2008	99,706	3.03%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
CHILDREN	2007	2008	2007	2008	2007	2008
Non Fiction	5,966	5,361	588	667	6,554	6,028
Fiction	13,662	12,999	983	1,355	14,645	14,354
Foreign Language Non Fiction	228	420	21	17	249	437
Foreign Language Fiction	884	1,090	77	161	961	1,251
Periodicals	230	143	8	28	238	171
Compact Discs	1,279	1,063	41	44	1,320	1,107
Audio Cassettes	2	0	0	0	2	0
Audio Kits	70	36	42	35	112	71
Puzzles	0	0	6	5	6	5
Games	21	41	2	13	23	54
Audio Books	300	266	20	7	320	273
Video Fiction	493	228	34	6	527	234
Video Non Fiction	202	114	0	1	202	115
DVD	7,094	8,403	458	526	7,552	8,929
CD ROMs	567	517	2	1	569	518
SUB TOTAL	30,998	30,681	2,282	2,866	33,280	33,547
ADULT	2007	2008	2007	2008	2007	2008
Non Fiction	12,303	12,318	222	213	12,525	12,531
Fiction	8,287	8,697	270	298	8,557	8,995
Large Type	1,257	1,423	55	34	1,312	1,457
Foreign Language Non Fiction	452	490	5	7	457	497
Foreign Language Fiction	1,165	1,152	1	0	1,166	1,152
High School Collection	577	763	6	2	583	765
Periodicals	2,515	2,802	107	110	2,622	2,912
Pamphlets	13	0	0	0	13	0
Compact Discs	7,986	8,454	287	185	8,273	8,639
Pictures	21	13	1	0	22	13
Audio Books	2,593	2,453	39	25	2,632	2,478
CD ROMs	238	213	0	0	238	213
Video Fiction	813	777	29	4	842	781
Video Non Fiction	1,048	662	1	0	1,049	662
DVD	22,081	23,880	706	693	22,787	24,573
Misc. Formats	416	476	2	15	418	491
SUB TOTAL	61,765	64,573	1,731	1,586	63,496	66,159
GRAND TOTAL	92,763	95,254	4,013	4,452	96,776	99,706
Self Check	34,195	40,029	0	0	34,195	40,029

One day missed by Mobile Library due to holiday.
 Three days missed by Mobile Library due to winter break.
 Main library closed one day due to holiday.

VI.D.1.

DES PLAINES PUBLIC LIBRARY
HOLDINGS
FEBRUARY 2008

	<u>Jan 2008</u>	<u>Feb 2008</u>	<u>Change</u>	<u>% Change</u>
Books	266,241	267,102	861	0.32%
Audio	24,512	24,341	-171	-0.70%
Video	21,641	21,774	133	0.61%
Puzzles & Games	184	178	-6	-3.26%
Realia	241	241	0	0.00%
Pamphlets	553	532	-21	-3.80%
Total	313,372	314,168	796	0.25%

VI.D.1.

**DES PLAINES PUBLIC LIBRARY
REGISTRATION SERVICES REPORT FOR JANUARY 2008**

I. Library Card Registration Services

<u>Jan 2007</u>	<u>Dec 2007</u>	<u>Jan 2008</u>	<u>Year to Date 2007</u>	<u>Year to Date 2008</u>	<u>Year to Date % Change</u>
962	558	827	962	827	(-5.7%)
A.	New Library Card Registrations			334	
B.	Updated Library Card			371	
C.	Other Libraries			121	
D.	Non Resident Fee Paid Cards			0	
	(Year to Date - 68 Non Resident Fee Paid Cards)				
E.	Business Cards			1	
Total				827	

II. Other Registration Services

1.	Patrons Registering for Programs	193
2.	Number of Meeting Room Uses	56
3.	Voters Registered	150
4.	Senior Cab Cards	10
Total		409

III. Total Number of Registered Borrowers

Jan 2007	35,743	(62.8% of Population)
Jan 2008	35,489	(62.3% of Population)

DES PLAINES PUBLIC LIBRARY
CIRCULATION SERVICES REPORT FOR JANUARY 2008

IV. Patron Attendance Count

<u>Jan 2007</u>	<u>Dec 2007</u>	<u>Jan 2008</u>	<u>Year to Date</u> <u>2007</u>	<u>Year to Date</u> <u>2008</u>	<u>Year to Date</u> <u>% Change</u>
44,734	30,833	40,029	44,734	40,029	(-9.3%)

Reciprocal Borrowing
(Materials Lent)

	<u>Jan 2007</u>	<u>Jan 2008</u>	<u>% Change</u>
NSLS	14,729	15,175	(-3.0%) <i>Correct</i>
Other Systems	3,856	4,297	11.4%
Total	18,585	19,472	4.8%

V. Interlibrary Loan

	<u>Jan 2007</u>	<u>Jan 2008</u>	<u>Year to Date</u> <u>2007</u>	<u>Year to Date</u> <u>2008</u>	<u>Year to Date</u> <u>% Change</u>
Sent	6,036	5,209	6,036	5,209	(-13.7%)
Received	4,607	3,263	4,607	3,263	(-29.2%)
Total	10,643	8,472	10,643	8,472	(-20.4%)

**DES PLAINES PUBLIC LIBRARY
ADULT SERVICES PATRON ASSISTANCE
JANUARY 2008**

Assistance	<u>Jan 2007</u>	<u>Jan 2008</u>	<u>Year To Date 2007</u>	<u>Year To Date 2008</u>	<u>% Change</u>
1. Computer/Instruction	1,363	1,426	1,363	1,426	4.6%
2. Mechanical	271	222	271	222	-18.1%
3. Directional	1,408	1,068	1,408	1,068	-24.1%
4. Tax Forms	229	234	229	234	2.2%
Total	3,271	2,950	3,271	2,950	-9.8%

Reference and Readers' Services	<u>Jan 2007</u>	<u>Jan 2008</u>	<u>Year to Date 2007</u>	<u>Year to Date 2008</u>	<u>% Change</u>
1. Specific Item Request	3,186	3,135	3,186	3,135	-1.6%
2. Ready Reference	1,662	1,484	1,662	1,484	-10.7%
3. In-Depth Reference	188	151	188	151	-19.7%
4. Information	1,620	1,386	1,620	1,386	-14.4%
5. Instruction	63	57	63	57	-9.5%
6. Virtual Reference Desk	25	45	25	45	80.0%
7. Interlibrary Loan Request	189	174	189	174	-7.9%
8. Readers' Advisory	149	124	149	124	-16.8%
9. CCS Holds	1,118	1,093	1,118	1,093	-2.2%
Total	8,200	7,649	8,200	7,649	-6.7%

Sign Up	<u>Jan 2007</u>	<u>Jan 2008</u>	<u>Year to Date 2007</u>	<u>Year to Date 2008</u>	<u>% Change</u>
1. Computer Use	8,792	8,557	8,792	8,557	-2.7%
2. Group Study Rooms	963	847	963	847	-12.0%
3. Ellis/Reading Edge	2	0	2	0	0.0%
Total	9,757	9,404	9,757	9,404	-3.6%

Grand Total	21,228	20,003	21,228	20,003	-5.8%
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Downloadable Audiobooks	57	56			
PlayAway	46	85			

**DES PLAINES PUBLIC LIBRARY
CIRCULATION PATRON ASSISTANCE
JANUARY 2008**

Assistance/Service Desk	<u>Jan 2007</u>	<u>Jan 2008</u>	<u>Year to Date 2007</u>	<u>Year to Date 2008</u>	<u>% Change</u>
1. Phone Calls Received	934	916	934	916	-1.9%
2. Patron Renewals	850	952	850	952	12.0%
3. Patron Reserves Delivered	4,144	3,565	4,144	3,565	-14.0%
4. Directional	511	374	511	374	-26.8%
5. Account Inquiries	3,120	2,666	3,120	2,666	-14.6%
6. Program Sign-up	249	166	249	166	-33.3%
7. In Person Patron Assistance	1,063	859	1,063	859	-19.2%
Total	10,871	9,498	10,871	9,498	-12.6%
Assistance/Switchboard	<u>Jan 2007</u>	<u>Jan 2008</u>	<u>Year to Date 2007</u>	<u>Year to Date 2008</u>	<u>% Change</u>
1. Phone Calls Answered	3,288	3,139	3,288	3,139	-4.5%
2. Delivery/Buzzer	46	53	46	53	15.2%
3. 2-Way Radio	0	7	0	7	
Total	3,334	3,199	3,334	3,199	-4.0%
Grand Total	14,205	12,697	14,205	12,697	-10.6%

VI.D.1.

**DES PLAINES PUBLIC LIBRARY
YOUTH SERVICES PATRON ASSISTANCE
JANUARY 2008**

Assistance	<u>Jan 2007</u>	<u>Jan 2008</u>	<u>Year To Date 2007</u>	<u>Year To Date 2008</u>	<u>% Change</u>
1. Computer Sign-up	1,532	1,649	1,532	1,649	7.6%
2. Mech Troubleshooting	358	168	358	168	-53.1%
3. Computer Mech Instr	459	366	459	366	-20.3%
4. Program Sign-up	364	320	364	320	-12.1%
5. Information	543	482	543	482	-11.2%
6. Directional Questions	368	227	368	227	-38.3%
Total	3,624	3,212	3,624	3,212	-11.4%
In-House Circulation	<u>Jan 2007</u>	<u>Jan 2008</u>	<u>Year To Date 2007</u>	<u>Year To Date 2007</u>	<u>% Change</u>
1. Train Sets	1,278	1,176	1,278	1,176	-8.0%
2. Chess/Checkers	12	23	12	23	91.7%
3. School Supplies Handouts	63	108	63	108	71.4%
4. Textbooks	18	8	18	8	-55.6%
Total	1,371	1,315	1,371	1,315	-4.1%
Reference	<u>Jan 2007</u>	<u>Jan 2008</u>	<u>Year To Date 2007</u>	<u>Year To Date 2007</u>	<u>% Change</u>
1. Specific Item Request	990	1,043	990	1,043	5.4%
2. Reference	596	364	596	364	-38.9%
3. Readers' Advisory	300	213	300	213	-29.0%
4. ILL & Patron Holds	204	127	204	127	-37.7%
5. Book Bag Request	13	16	13	16	23.1%
Total	2,103	1,763	2,103	1,763	-16.2%
Grand Total	7,098	6,290	7,098	6,290	-11.4%

**DES PLAINES PUBLIC LIBRARY
USE OF ONLINE REFERENCE PRODUCTS
JANUARY 2008**

Alldata	415*
Classical Music Library	3
CQ Researcher	11
First Search	1,283
Gale Group:	
• Biography Resource Center	390
• Business & Company Resource Center	1,016
• Chilton's Online	64*
• Contemporary Authors	7
• General OneFile	97
• General Reference Center Gold	80
• Kids Infobits	2,136
• LitFinder	3
• Literature Resource Center	163
• Opposing Viewpoints	57
• Student Resource Center	68
• ThomsonGale Legal Forms	38
• Virtual Reference Library	117
Greenwood Daily Life Online	37
Grolier Online	250
Hoover's Online	21
Morningstar	1,098
NewsBank:	
• American Obituaries and Death Notices	1,836
• Local newspapers	500
• Chicago Tribune Archive	1,222
• Periodicals	3
Novelist	356
ProQuest :	
• Ancestry Library Edition	62
• eLibrary	63
• eLibrary Elementary	492
• Heritage Quest	951
• SIRS Discoverer	5
• <i>Wall Street Journal</i>	83
• <i>New York Times</i> Historical	82
• <i>Chicago Tribune</i> Historical (1890-1955)	354

DES PLAINES PUBLIC LIBRARY
USE OF ONLINE REFERENCE PRODUCTS
JANUARY 2008

Reference USA	576	
Rosetta Stone	240	
TumbleBooks	165*	
World Book Encyclopedia	48	
Total Searches & Queries for January 2008	14,392	
Total Searches & Queries for January 2007	11,647	% Change
		23.6%

*Number of sessions (number of searches not provided)

3

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR JANUARY 2008**

Library Sponsored Programs/Meetings	Times Used	Meeting Room Used	Attendance
Basic Computer Skills	2	CL	20
Circulation Meeting	2	C	27
Drop-in Email Assistance	1	CL	10
Getting fit (Flex)	1	B/C	14
Hurricane Saxophone Quartet	1	B/C	83
Intermediate Internet Searching Class	2	CL	9
Introduction to the Internet	2	CL	18
Outreach	1	C	6
Page Meeting	2	C	23
Public Information Meeting	1	C	3
Sunday Afternoon Movie	1	A	65
Tuesday Morning Book Group	1	H	17
Web Redesign	2	C	21
Youth Services Meeting	1	C	8
Total	20		324

VI.D.1.

DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR JANUARY 2008

Outside Community Groups	Times Used	Meeting Room Used	Attendance
American Cancer Society Relay 4 Life Meeting	1	B	7
Bahais of Des Plaines	1	A	40
Brighton Condo Association	1	A	20
Cosas Poderosas Ministry	1	A	25
Des Plaines citizens Police Academy Alumni Assn.	1	B	32
Des Plaines Kiwanis Club Board Meeting	1	C	11
Des Plaines Optimist Club	3	B	150
Des Plaines Toastmasters	2	A	25
District 62 Discussion Group	1	C	3
Energy Detectives	1	A	6
Long Term Health Care	1	A	4
Polyglots Toastmasters	1	A	12
Prairie Corners Townhome Association	1	A	17
Quilting Divas	1	C	10
Rivers Edge Condominium	1	A	30
Scandinavian Stamp Collectors Club	1	A	8
Spare Squares	1	B	10
Town Hall Meeting	1	C	100
Tuesday Morning Art Group	4	C	43
Total	25		553

VI.D.1.

DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR JANUARY 2008

	Times Used	Meeting Room Used	Attendance
Other			
Library Board Meeting	1	CR	14
Total	1		14
Literacy Program			
Learn to Read	14	B	575
Total	14		575
Library Sponsored Children's Programs			
2-year-olds Storytime	6	ST	88
3- to 5-year-olds Storytime	6	ST	63
Baby Book Times	22	ST	179
Joseph and the Amazing Technicolor Dreamcoat	1	B/C	155
Jr. Great Books Pre-1 Grades	4	ST	32
Jr. Great Books 2-4 Grades	4	ST	24
Preschool Fair	1	B/C	160
Stories & More	2	ST	35
Story Explorers	2	ST	24
Winter Wonderland with Bill Hooper	1	B/C	34
Total	49		794
Grand Total January 2008	109		2,260
Grand Total January 2007	108		2,444
% Change			(-7.5%)

Total = 45 groups involving 2,260 people.
2008 Year to Date Total = 45 groups involving 2,260 people.

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR JANUARY 2008**

- A – Meeting Room A
- B – Meeting Room B
- C – Meeting Room C
- CL – 4th Floor Computer Lab
- CR – 2nd Floor Conference Room
- H – Heritage Room
- SR3 – Study Rooms 3rd Floor
- SR4 – Study Rooms 4th Floor
- ST – Storytime Room
- T – Teen Room

VI.D.2.

FRIENDS OF THE DES PLAINES PUBLIC LIBRARY January 22, 2008

The Friends Treasury contains upwards of \$46000. The Treasurer stated that \$18848 was donated by the Friends to the Library in 2007 and that the additional tables added to the Library inventory have now been paid.

Current membership stands at 643 members. The Membership Chairman encouraged members of the Roundtable and other members to become involved in Library Programs particularly those sponsored by the Friends.

The Book Shelf, with its good results, continues to amaze the members of the Roundtable. Book Shelf receipts June 2007 through January 2008 were \$6805. The Book Shelf will feature a "Valentine's Day" sale February 4-14, 2008 with the price of romance paperback books @ \$.25 each or 5 for \$1.

The Film "A Mighty Heart" was well attended to the point of being crowded.

The next Book Sale has been scheduled for April 4-6, 2008. Publicity for the sale was discussed including notice on the North Suburban Library System's web site. The Friends discussed the use of electronic devices by book vendors during the sale and seemed to favor the idea of eliminating any mention of the devices in their publicity. A mailer is to be sent to the membership on or around March 1. A request was made for names of places to send any left over books, i.e., Little City, etc.

The Nominating Committee will consist of Ken Knorr, Linda Knorr and Charlotte Storer. They are to report back in April with elections in May.

"The Handbook for Standing Committees" needs revision. The Roundtable members were asked to review the existing handbook for discussion at the next meeting.

The Friends voted for an allocation of \$100 to purchase can goods for the Food Drive sponsored by the Des Plaines Chamber during the end of February. Food is to be brought to the Library and given to Carol Kidd or Sandra Norlin.

Sandra Norlin introduced staff and the new staff changes and mentioned that the IT responsibilities have been given to an outside organization, Outsource Solutions. Also mentioned was the new charge for copying--\$.10 for black/white and \$.50 for color copies. A request was made to the Friends for assistance in withdrawing

0557

5000 VHS items from the collection—1000 children's and 4000 adult tapes. Suggested an on site sale possibly in May or June with flyers handed out at the April Book Sale.

Several requests for funding were made and all were approved. They include:

- \$175 for prizes for the Adult Winter Reading Club with "Political Choice" as the subject matter
- \$750 for a Nintendo Wii game for seniors. One set include 4 controllers and 1 extra device. Library monitors are to be used.
- An additional \$400 for Thomas the Train. The Library is to call the area "The Friends Train Depot."
- \$2000 for a reenactment of the Lincoln/Douglas debate. This year marks the 150th anniversary of this debate and since it is an election year, staff at the Library thought it most appropriate to hold such a program. The dates being considered are between August 21 and October 5 or 12.

The Friends were thanked for their generosity.

Respectfully submitted

Elaine M. Tejcek

MISCELLANEOUS SURPLUS CHECKLIST

Make & Model	Service Tag / Serial Number	Good	Bad	Location
MICROTEK SCANMAKER V6UPL	Z2181501524	X		STORAGE
HP SCANJET 5P	SG7251115M	X		STORAGE
UMAX ASTRA 6400	HBA007D012206	X		STORAGE
MICRONET ADVANTAGE HD 270	D508505	X		IT WKROOM
MITSUBISHI VCR	013679M		X	IT WKROOM
ONKYO SPEAKER AMP	5047072697		X	IT WKROOM
CHASE IOLAN COMM SERVER	C516-47412	X		IT WKROOM
COMPAQ DDS DRIVE UNIT	3882B332	X		IT WKROOM
NOVELL SERVER SOFTWARE	N/A	X		IT WKROOM
NOVELL 100 USER CONNECTIONS	N/A	X		IT WKROOM
2xNOVELL 50 USER CONNECTIONS	N/A	X		IT WKROOM
HYPERSTUDIO V3.1 MACINTOSH	N/A	X		IT WKROOM
HYPERSTUDIO 4 - 5 USER PACK	N/A	X		IT WKROOM
COMPLETE NATIONAL GEOGRAPHIC HISTORY	N/A	X		IT WKROOM
HP JET DIRECT 170X J4102B	SG02743449	X		STORAGE
HP JET DIRECT 170X J4102B	SG02742874	X		STORAGE
HP JET DIRECT 170X J4102B	SG02743446	X		STORAGE
HP JET DIRECT EX J2382B	N/A	X		STORAGE
IMATION SUPERDISK USB DRIVE FOR MACINTOSH	AA9904390642-M	X		STORAGE

IMATION SUPERDISK USB DRIVE FOR MACINTOSH	AA9904388687-M	X		STORAGE
APPLE KEYBOARD	N/A	N/A	N/A	STORAGE
HP C7115A TONER - QTY = 2	N/A	N/A	N/A	IT WKROOM
HP C3903A TONER - QTY = 7	N/A	N/A	N/A	IT WKROOM
OFFICE DEPOT C3909A TONER - QTY = 2	N/A	X		IT WKROOM
SPRINT PCS CONNECTION CARDS	ESN-09600459622	X		IT WKROOM
SPRINT PCS CONNECTION CARDS	ESN-09600459602	X		IT WKROOM
SONY DVP-S560D CD/DVD PLAYER	967354		X	IT WKROOM
SONY CDP-XE400 CD PLAYER	8184272		X	IT WKROOM
BOX OF 32 ASSORTED KEYBOARDS	N/A	UNK	UNK	IT WKROOM
COURIER V. EVERYTHING TELEPHONE MODEM	40X0BCJ6XT98	X		IT WKROOM
COURIER V. EVERYTHING TELEPHONE MODEM	40X0BCJ6XT6P	X		IT WKROOM
COURIER V. EVERYTHING TELEPHONE MODEM	20X0B746W3RB	X		IT WKROOM
BOX OF ASSORTED USB/PS2 OPTICAL/MECHANICAL MICE	N/A	UNK	UNK	IT WKROOM
DIGI PORTS/8EM P/N:(1P)50000478	(S) D34 05502	UNK	UNK	IT WKROOM
HP LPT1 CD-WRITER PLUS 7500 SERIES	MY004T77YD	UNK	UNK	IT WKROOM
9 DELL ZIP 250 DISK DRIVES	N/A	X		IT WKROOM

COMPUTER CHECKLIST

Make & Model Number	Serial Number	Good	Bad	Location
ACE COMPUTER	962668	X		IT WKROOM
ACE COMPUTER	962761	X		IT WKROOM
DELL OPTIPLEX GX260	2PR6P11	X		STORAGE
DELL OPTIPLEX GX260	JNR6P11	X		STORAGE
DELL OPTIPLEX GX260	JPR6P11	X		STORAGE
DELL OPTIPLEX GX260	5PR6P11	X		STORAGE
DELL OPTIPLEX GX260	5J78P11	X		STORAGE
DELL OPTIPLEX GX270	5MQZH31	X		STORAGE
DELL OPTIPLEX GX270	FLQZH31	X		STORAGE
DELL DIMENSION 8100	FVYRM01	X		IT WKROOM
DELL DIMENSION 8100	2WYRM01	X		IT WKROOM
DELL INSPIRON 2650	65YJB21	X		STORAGE
DELL INSPIRON 2650	32YJB21	X		STORAGE
DELL INSPIRON 2650	92YJB21	X		STORAGE
DELL INSPIRON 2650	26YJB21	X		STORAGE
DELL INSPIRON 2650	D6YJB21	X		STORAGE
DELL INSPIRON 2650	74YJB21	X		STORAGE
DELL INSPIRON 2650	83YJB21	X		STORAGE
DELL INSPIRON 7500 Battery BAD	V86VV	X		IT WKROOM

MONITOR CHECKLIST

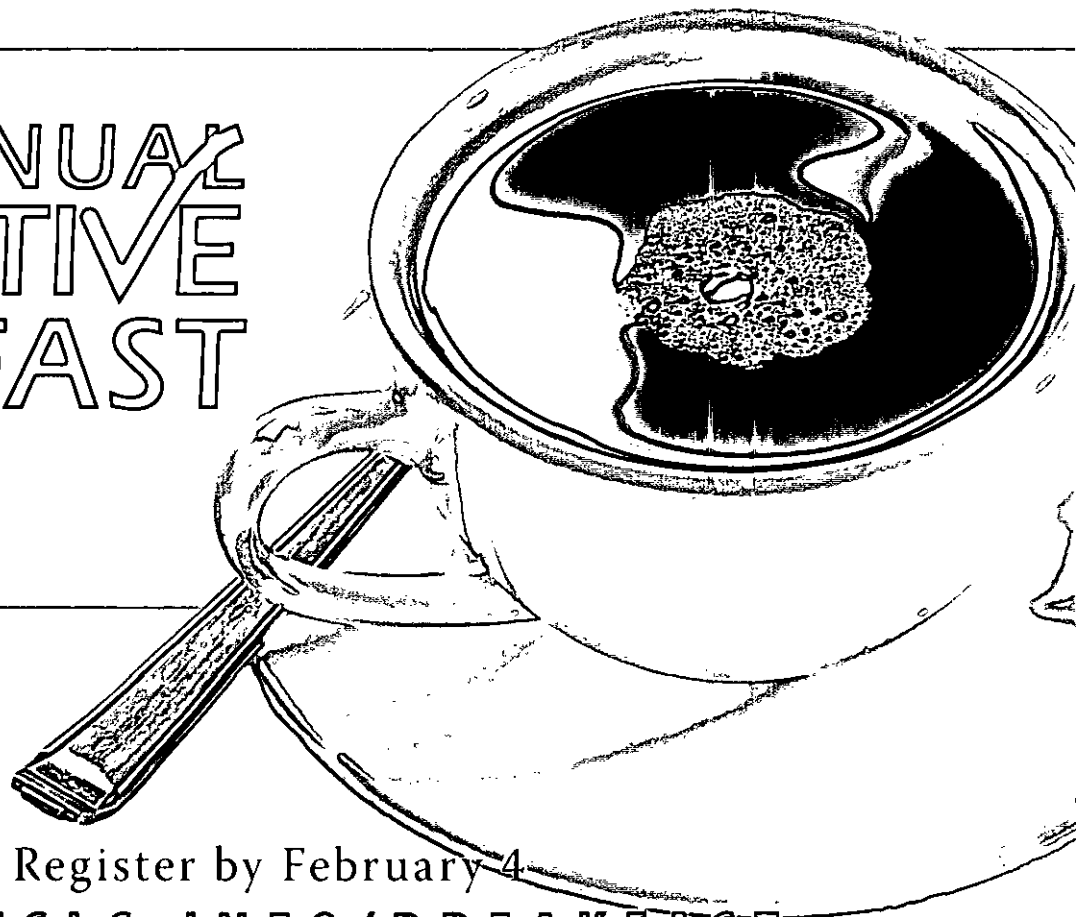
Make & Model Number	Serial Number	Good	Bad	Location
Dell E151FPp	CN-06R644-47804-37P-L178		X	STORAGE
Dell E151FPp	CN-06R644-47804-37P-L184		X	STORAGE

“How can I make a real DIFFERENCE for Illinois libraries?”

The most effective way to deliver an important message to your legislator is to do it face-to-face. All NSLS library staff and trustees are encouraged to take the opportunity to deliver their message in person at the North Suburban Library System Legislative Breakfast at the Arboretum Club, Buffalo Grove.

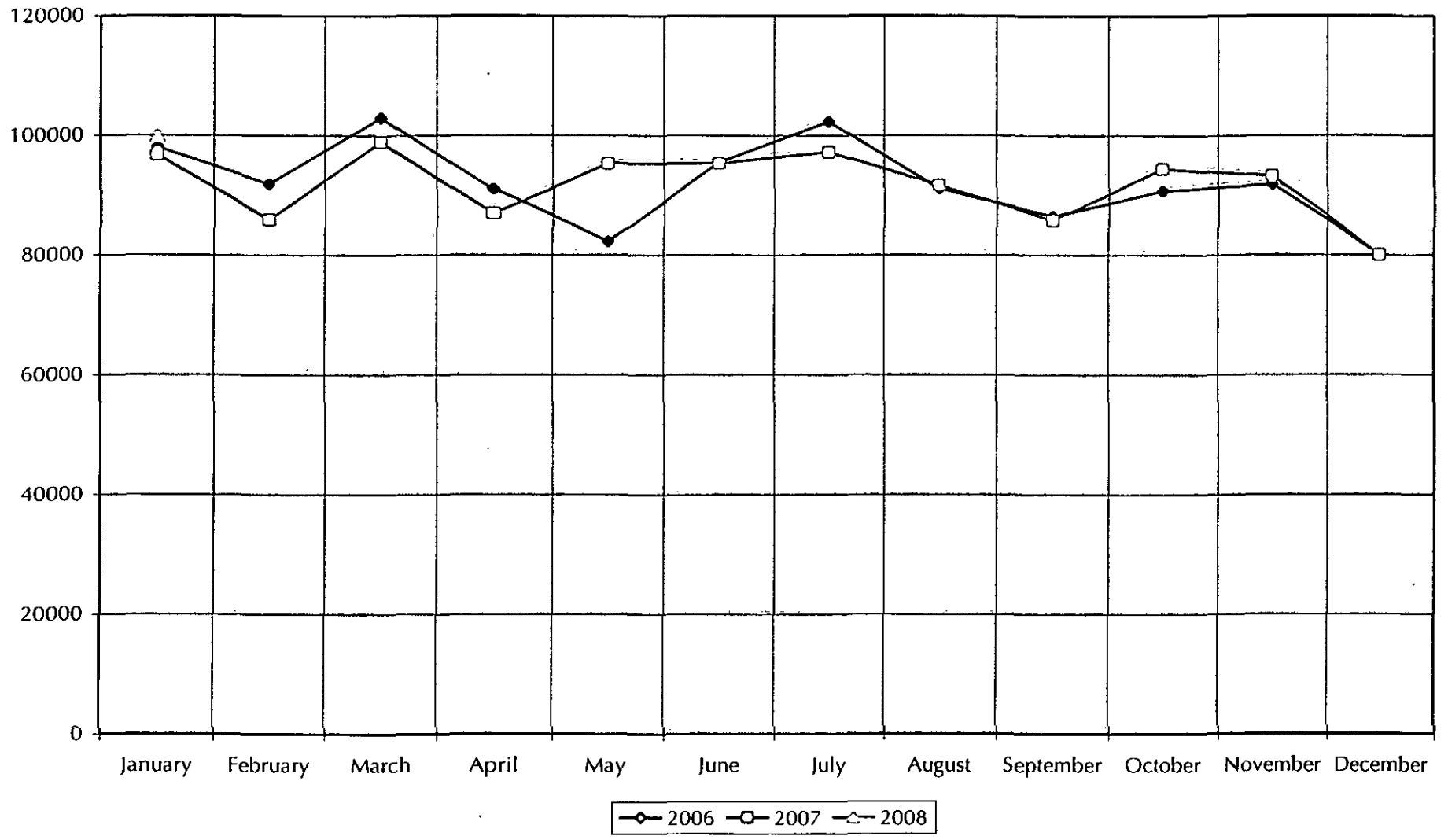
 North Suburban Library System **ANNUAL
LEGISLATIVE
BREAKFAST**

Monday, 8:30–10:30 a.m.
February 18, 2008

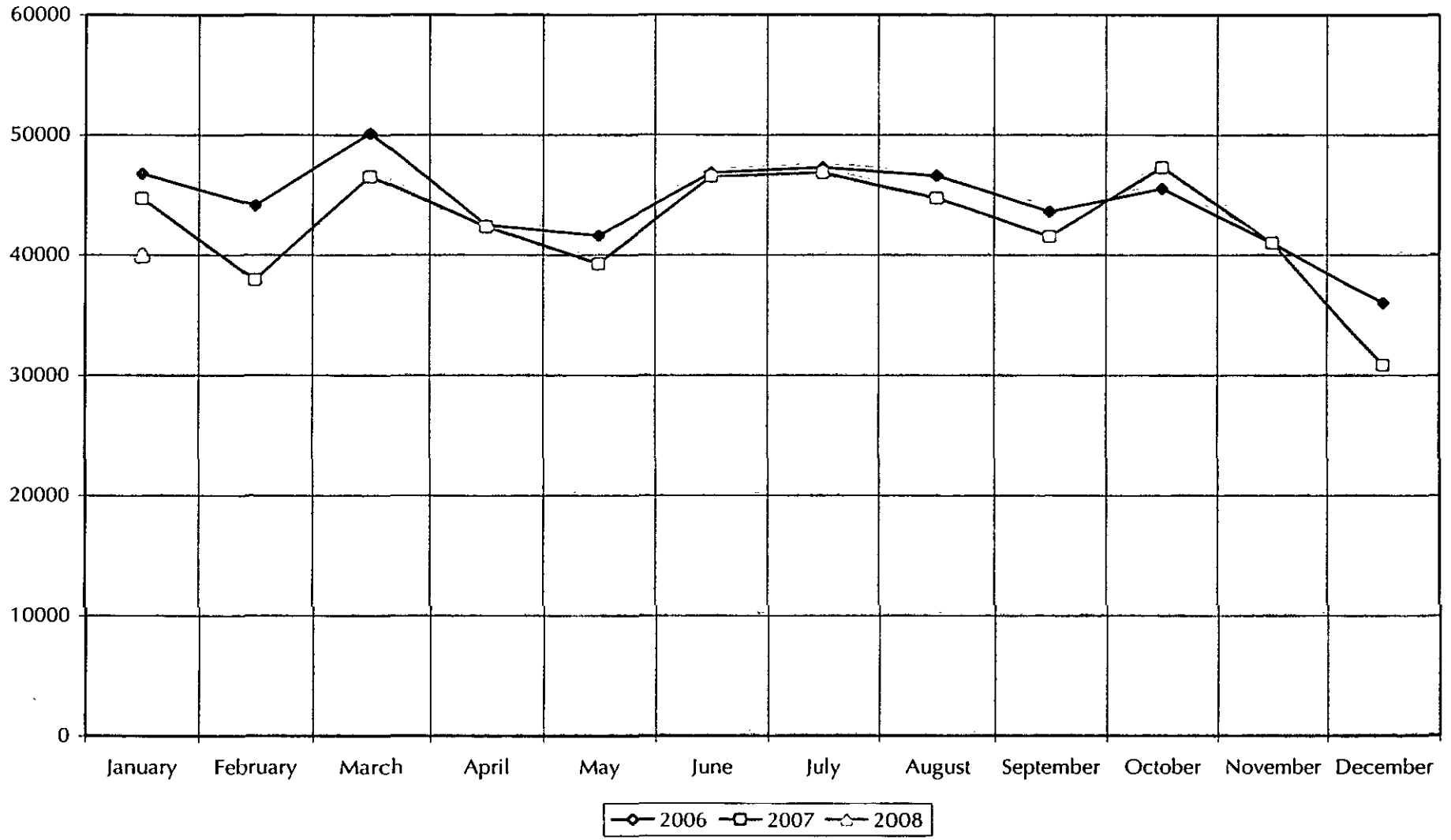


Register by February 4
WWW.NSLS.INFO/BREAKFAST

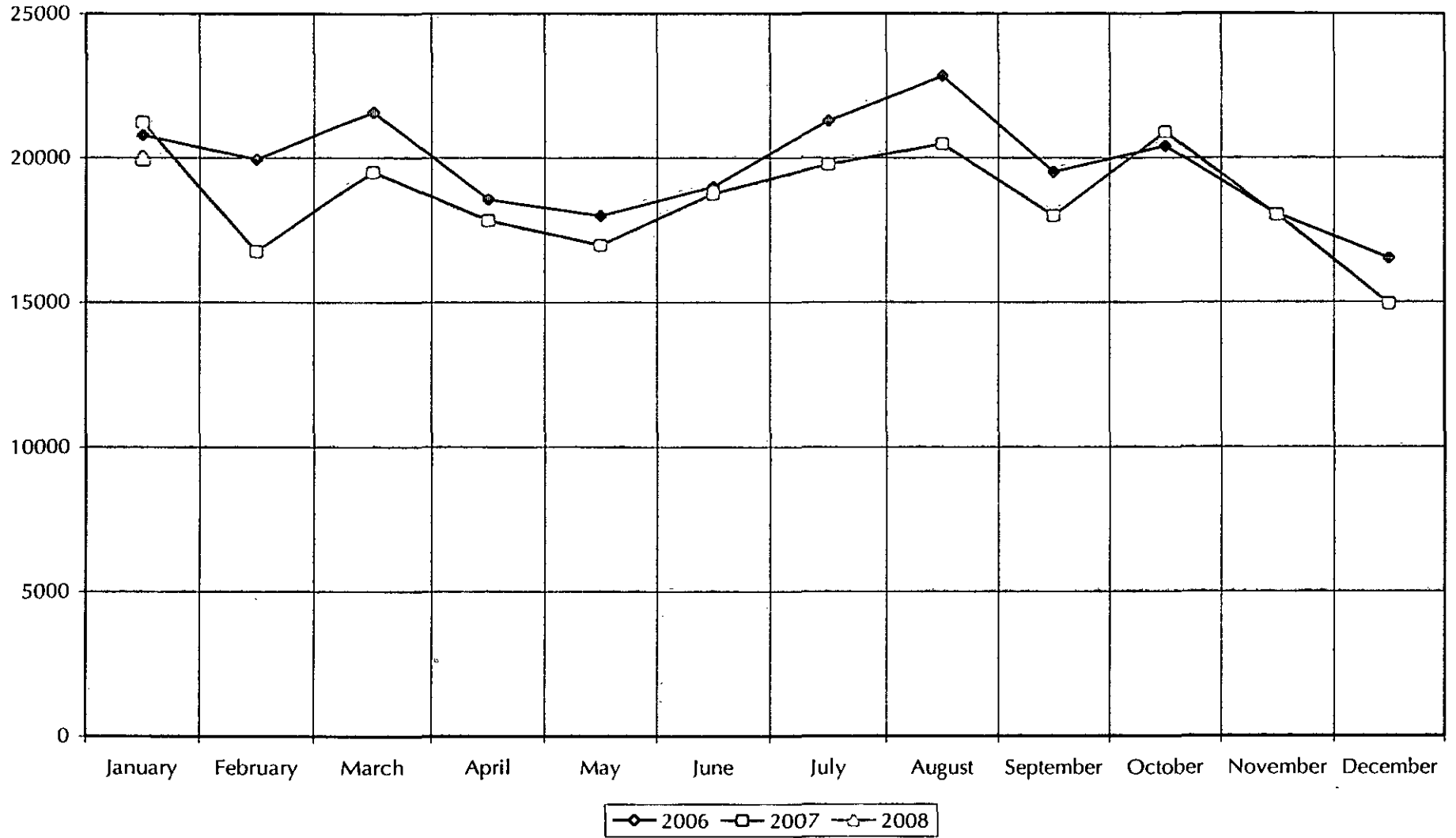
Circulation Statistics
Items Circulated Per Month By Year



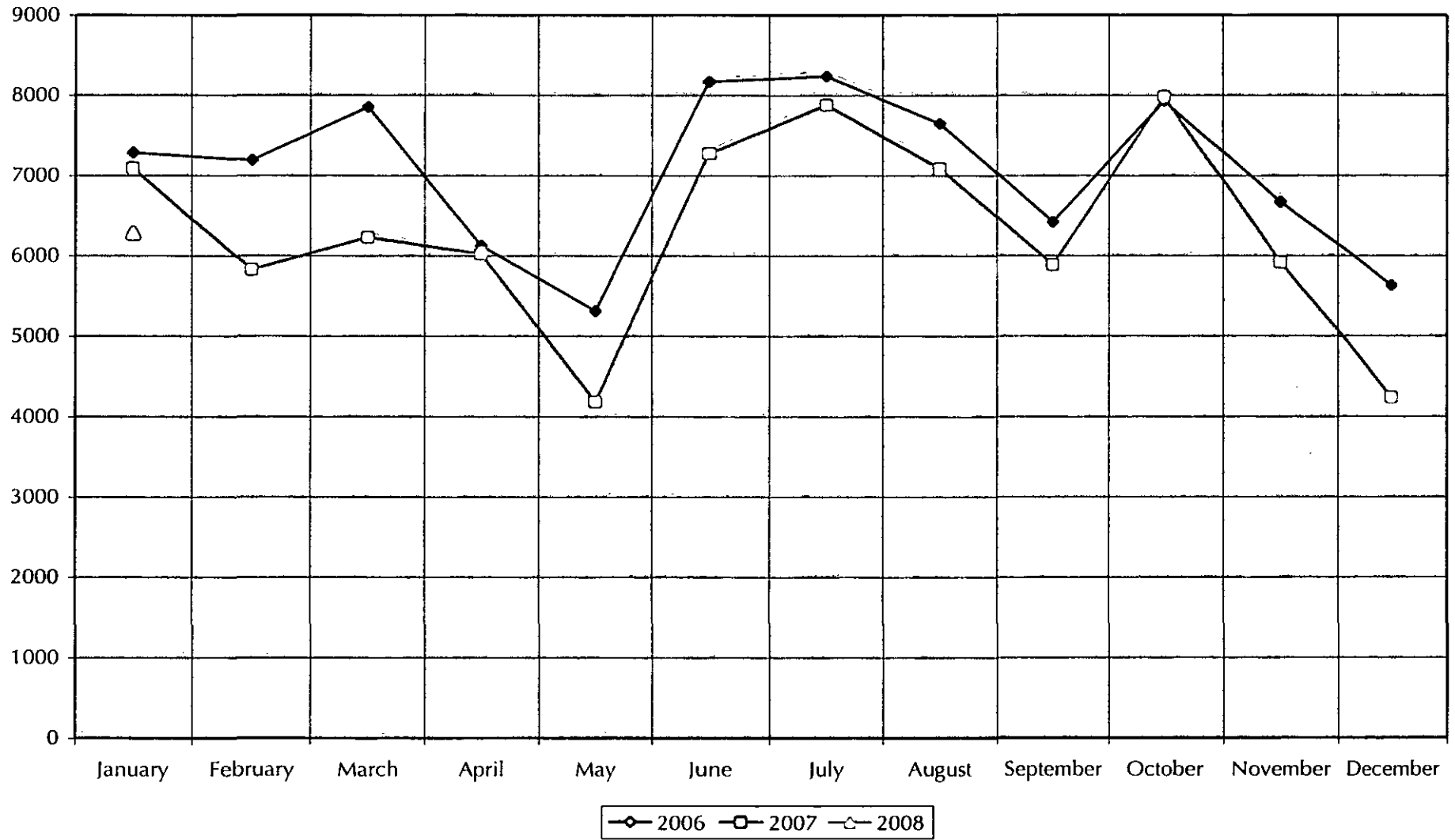
Patron Attendance
January 2008



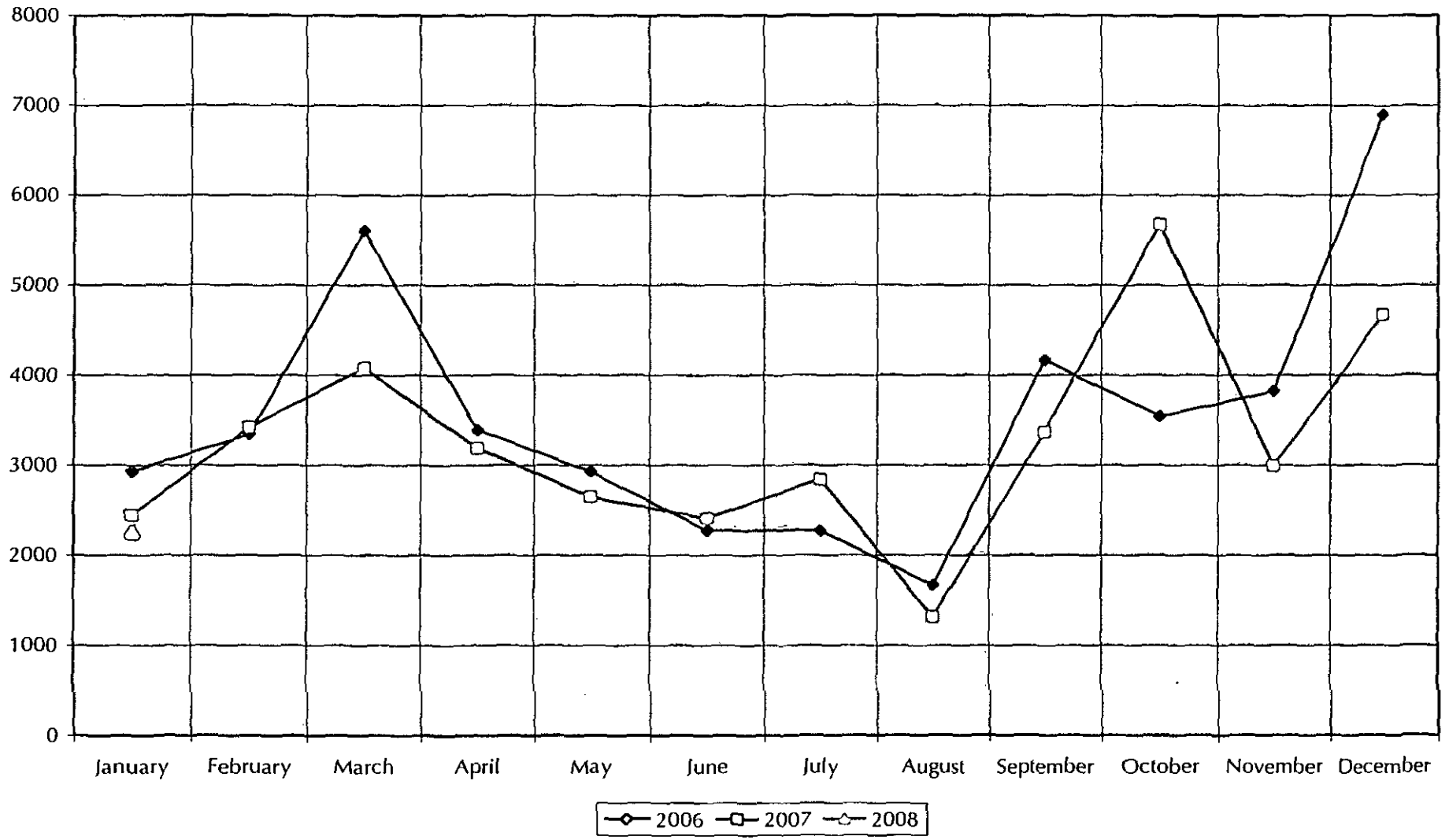
Adult Services Patron Assistance
January 2008



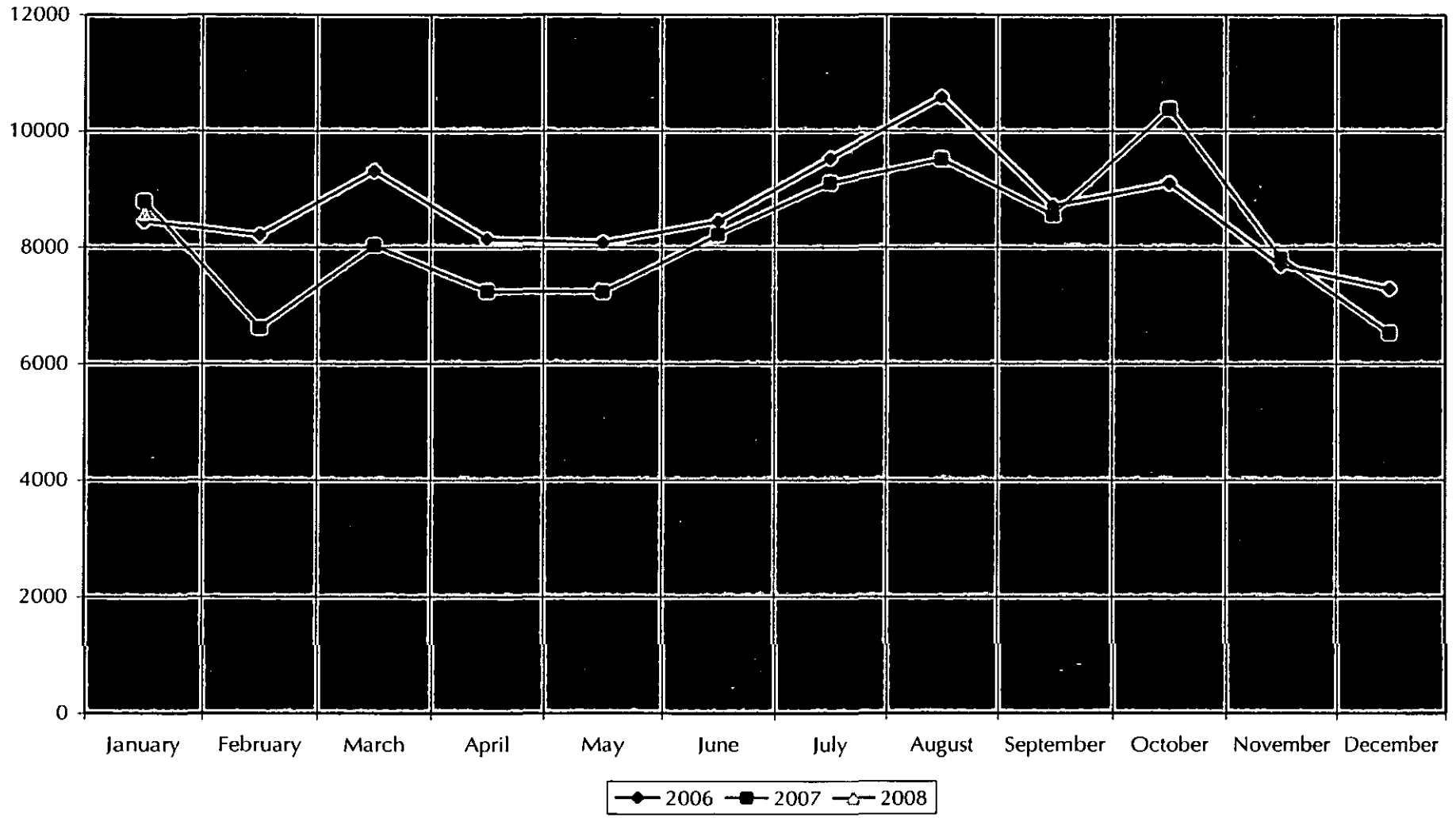
Youth Services Patron Assistance
January 2008



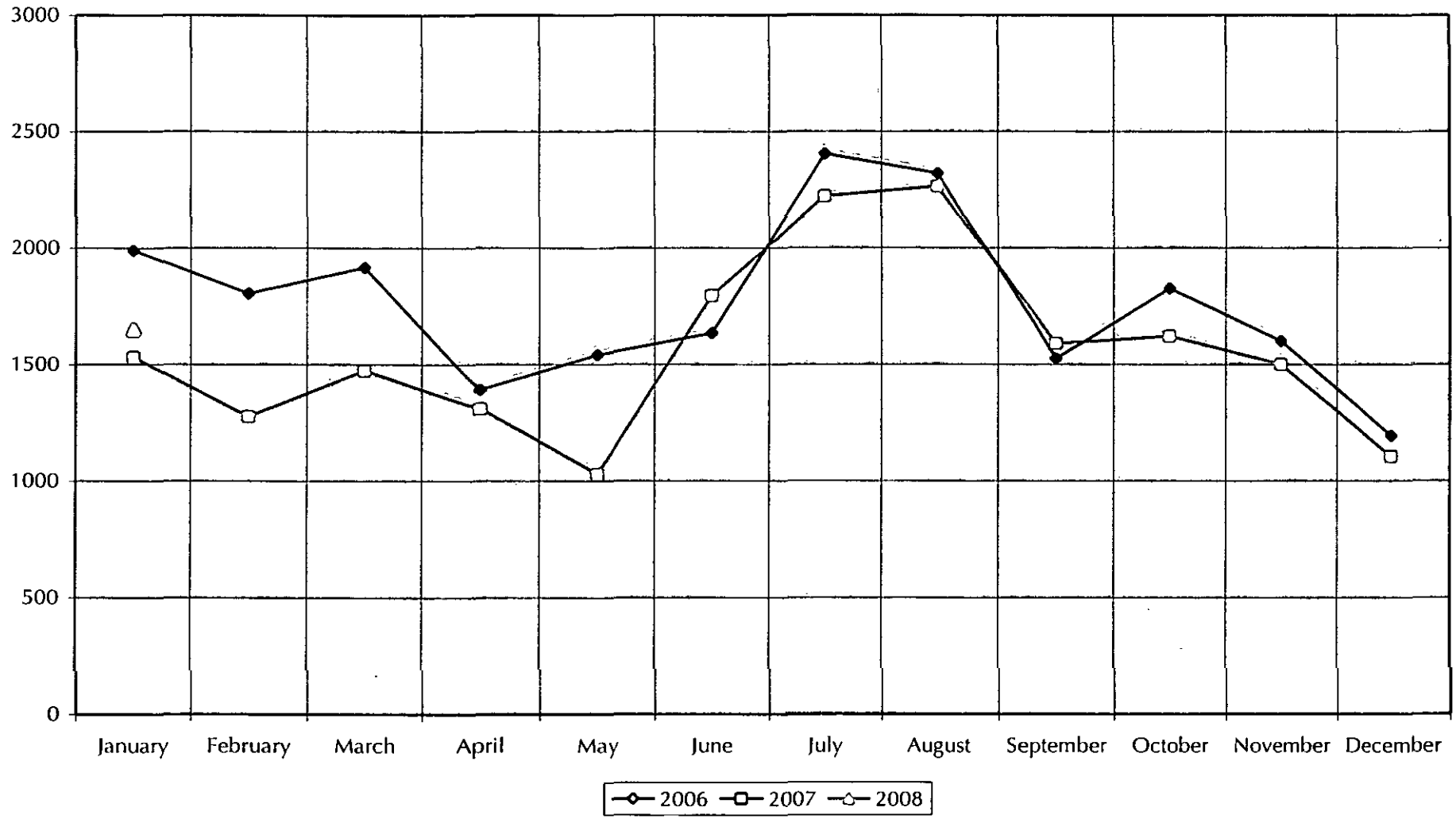
Meeting Room Attendance
January 2008



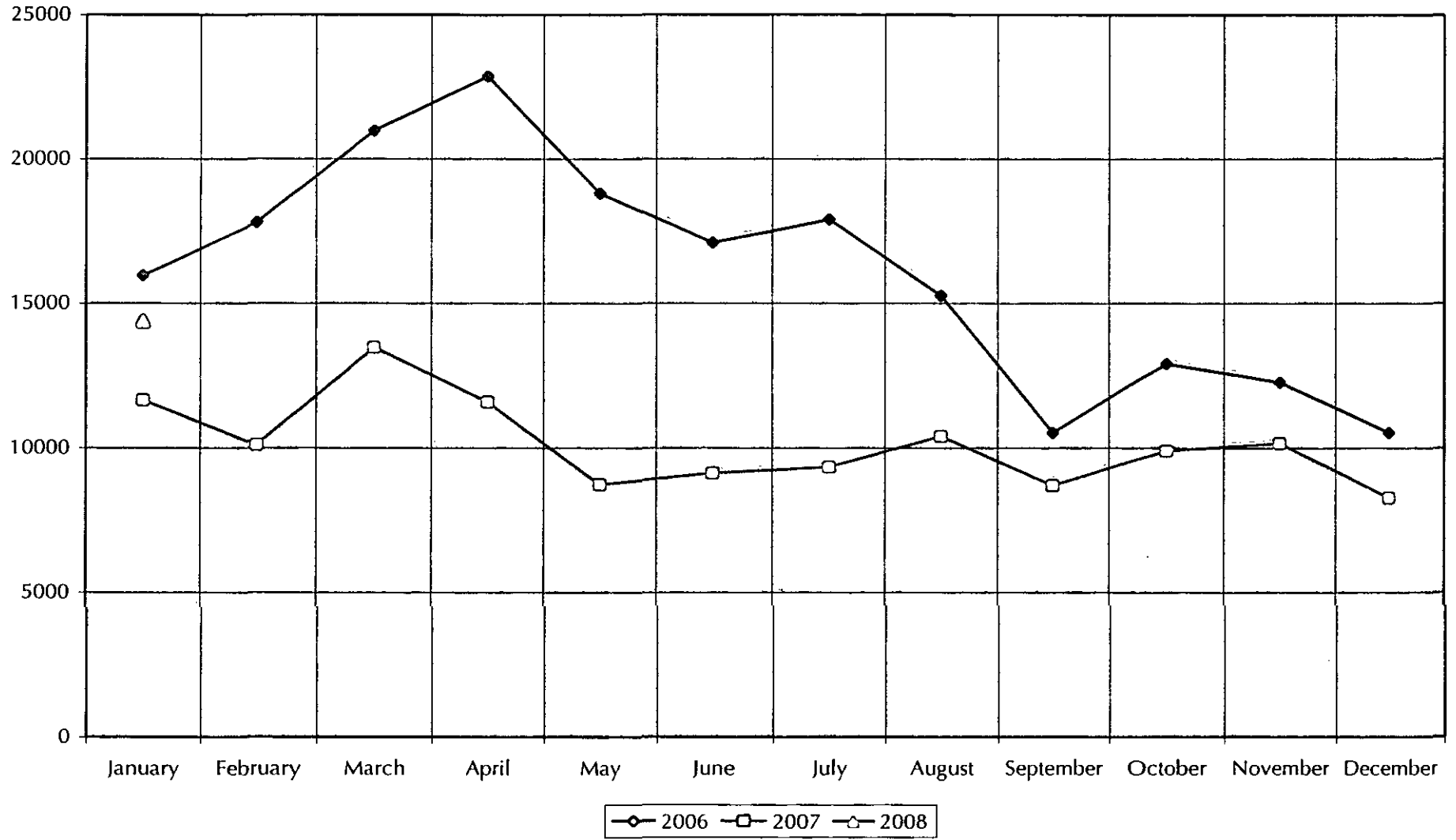
In-House Use of Library Computers
Adult Services
January 2008



In-House Use of Library Computers
Youth Services
January 2008



Use of Online Reference Products
January 2008



WORK

The businesses and workforce of Des Plaines make full use of the library's services and resources to advance our community's economic quality of life.

Objective: 500 job seekers have experienced the library's career center either by attending a program or workshop.

Activity	When	Who	Output	Outcome
Eddie Kleinman, licensed career counselor will provide one-on-one assistance with interviewing, resumes, job searching	Ongoing	Adult Services; Jill Franklin		
"Financing Your Small Business" A Money Smart Week program	April 23, 2008	Adult Services; Joanne Griffin		
"The Secret to a Good Query Letter" program	March 15, 2008	Adult Services; Chris Posinger		

Objective: 3000 users will access the library's online Career Center each year.

Activity	When	Who	Output	Outcome

Objective: 15 local businesses will participate in a library fair, showcase or workshop.

Activity	When	Who	Output	Outcome
"Networking After Hours" Chamber of Commerce event hosted by the library	December 9, 2008	Adult Services; Joanne Griffin		

LEARN

The residents of Des Plaines recognize and use the library as a center for lifelong learning.

Objective: 500 residents will use the library as a gateway into Des Plaines community life.

Activity	When	Who	Output	Outcome
"Special Families Need Special Libraries" Autism grant	October 2007-July 2008	Youth Services; Veronica Schwartz		
"Autism and the Gluten Free/Casein Free Diet" program	March 25, 2008	Youth Services; Veronica Schwartz		
"Many Faces of Autism" program	February 11, 2008	Youth Services; Veronica Schwartz	27	23 people answer our survey. In April we will plan 4 more programs based on what these people asked for.
Ann Limjoco, from the office of Representative Jan Schakowsky will answer questions at monthly drop in sessions.	Ongoing	Adult Services; Jill Franklin		
Janie Morrison, from the office of State Senator Dan Kotowski will answer questions at monthly drop in sessions.	Ongoing	Adult Services; Jill Franklin		
Voter Registration push for 2008 presidential election. Staff and local community groups; Kiwanis, Friends will be on hand to register voters.	September and October 2008	Circulation Services; Susan Farid		
"Babysitting Clinic" Children in grades 6-8 will learn infant care, child safety and more.	February 19, 2008	Youth Services; Kelli Phillips		

Objective: 3000 users will access information on going "Green" either online or from a workshop or program.

Activity	When	Who	Output	Outcome
"Ricky Recycle Show" family program	April 26, 2008	Youth Services; Lee Cho		
"Gardening with Native Plants" program	May 14, 2008	Adult Services; Chris Posinger		
"Green Living" program	April 16, 2008	Adult Services; Chris Posinger		

Objective: 200 students will attend the library's college test preparation classes.

Activity	When	Who	Output	Outcome
"ACT Test Prep" classes	February 2, 8; March 8, 15	Adult Services; Steven Giese	48	

PLAY

The residents of Des Plaines experience the library in unexpected and exciting ways.

Objective: 500 residents will explore their talents at the library.

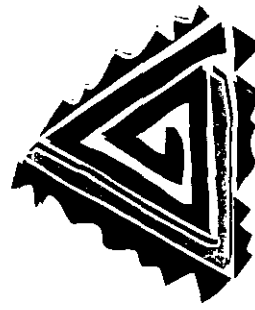
Activity	When	Who	Output	Outcome
Wii for Seniors		Adult Services; Steven Giese		

Objective: The library will organize a major art event.

Activity	When	Who	Output	Outcome

Objective: Library users will view the library's YouTube/online videos 10,000 times a year.

Activity	When	Who	Output	Outcome



NORTH COOK YOUNG ADULT ACADEMY

Administrative Offices

2340 S. Des Plaines River Road
Suite 414
Des Plaines, IL 60018
847-824-8300 ext. 238
847-824-1033 Fax
Robert Ingrassia
Executive Director
Dr. Richard T. Glinka, ext. 239
Deputy Director

Referral and Intake

847-824-8300 ext. 250
847-803-3703 Fax
Cheryl Banuli, ext. 228
Coordinator

Des Plaines Campus

2340 S. Des Plaines River Road
Suite L-15
Des Plaines, IL 60018
847-824-8300 ext. 265
847-824-1049 Fax
Tina Downey, ext. 259
Site Director

North Cook Middle School

2340 S. Des Plaines River Road
Suite L-15
Des Plaines, IL 60018
847-824-8300 ext. 257
847-803-3708 Fax
Ushma Shah, ext. 243
Site Director

Palatine Campus

335 E. Illinois Avenue
Suite 200
Palatine, IL 60067
847-359-2823 ext. 210
847-359-2923 Fax
Francesca Anderson, ext. 200
Site Director

Reclaim Evening Campus

2121 S. Goebbert Road
Arlington Heights, IL 60005
847-718-7774
847-718-7637 Fax
Dr. Kerry Swatwell
Coordinator

Skokie Campus

9160 McCormick Boulevard
Skokie, IL 60076
847-568-5806 ext. 280
847-568-5809 Fax
Michael Buckner, ext. 283
Site Director

Sandra Norlin
Des Plaines Public Library
1501 Ellinwood Ave
Des Plaines, IL 60016

February 14, 2008

Dear Ms. Sandra Norlin,

On behalf of the students and staff at North Cook Young Adult Academy Des Plaines Campus, I would like to formally thank you for your generous donation of books. We truly appreciate the thought and time that went in to the process. Our students have been using the books and are enjoying having access to a variety of different resources.

Mr. Steven Giese has been a great source of information and help throughout the past couple of months. He is very knowledgeable regarding the library's outreach services. We hope to continue contact with him and the Des Plaines Public Library in the future.

Sincerely,

Melissa Mankoff
Life Skills Coach
mmankoff@ncisc.org
(847) 824-8300 ext. 263

"Our actions become our habits
and our habits become our character."

DES PLAINES PUBLIC LIBRARY
SIGN-IN

Name Dan Klobuak

Address 4618 Mallard Lane Plainfield IL

Name Don SofoLO

Address 2220 WILD TIMOTHY RD NAPERVILLE IL

Name Sue Ottandt (Friend's)

Address 464 Amberst Ave DP 60016

Name Ann Knuckmeyer Prospect Heights, IL

Address 16 E. Old Willow Road. 60070

Name _____

Address _____

Name _____

Address _____

Name _____

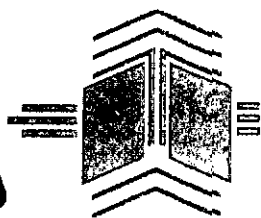
Address _____

Name _____

Address _____

JANUARY 2008

0574



Des Plaines Public Library

1501 Ellinwood Street

Des Plaines, IL 60016-4553

847.827.5551 phone

847.827.7974 fax

www.dppl.org

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

BOARD ANNUAL DINNER

TUESDAY, JANUARY 15, 2008

6:00 PM

**Café la Cave
2777 S. Mannheim
Des Plaines, IL 60018**

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

Des Plaines Public Library

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Des Plaines, IL 60016-4553
847.827.5551 phone
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NOTICE**DES PLAINES PUBLIC LIBRARY****BOARD OF TRUSTEES****REGULAR BOARD MEETING****TUESDAY, JANUARY 15, 2008****4:00 PM*****Conference Room – Second Floor****Agenda:**

- **Dates for Upcoming Televised Library Board of Trustees Meetings**
- **Lohan Anderson Contract for Design Services**

***Note: Special Time**

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III.

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting

January 15, 2008

4:00 PM

- I. Call to Order. (4:00 PM)
- II. Roll Call.
- III. Consideration of the Agenda.
- IV. Public Comments and Questions.
- V. City Council Community Services Committee – Alderman Martin Moylan.
- VI. Consent Agenda. [Action Item] (4:30 PM)
 - A. Approval of the Minutes of the Regular Board Meeting – December 18, 2007.
 - B. Acceptance of Financial Reports for December 2007.
 - C. Approval of Library Expenditures.
 1. Warrant Register – December 03, 2007 - \$58,526.72.
 2. Warrant Register – December 17, 2007 - \$86,976.64.
 3. Salaries – December 05, 2007 - \$116,692.86.
 4. Salaries – December 19, 2007 - \$122,449.97.
 - D. Acceptance of Reports.
 1. Director's Report – Sandra Norlin.
 2. Management Committee Report – Eldon Burk.
- VII. Unfinished Business.

- VIII. New Business. (5:00 PM)
- A. Dates for Upcoming Televised Library Board of Trustees Meetings. [Action Item]
 - B. Attendance at City Council Meetings – February 4 and March 3, 17.*
 - C. Review Contract for Mobile Library Service to the Village of Rosemont for the Purpose of Reviewing Current Fuel Costs. [Action Item]
 - D. Approve Contract with Lohan Anderson for the Design and Bid Document Phases of the Atrium and Staff Workroom Remodel. [Action Item]
- IX. Announcements.
- X. Correspondence.
- XI. Other
- XII. Adjournment. (5:30 PM)

This meeting will be recorded for television broadcast.

* 2nd City Council meeting in February is on Tuesday, February 19, 2008, the same date as the Library Board meeting.

Des Plaines Public Library

1501 Ellinwood Street
Des Plaines, IL 60016-4553
847.827.5551 phone
847.827.7974 fax
www.dppl.org

VI.

BOARD OF TRUSTEES Minutes of the Regular Meeting December 18, 2007

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, December 18, 2007. President Noreen Lake called the meeting to order at 7:15 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Maria Bahamon, Eldon Burk, William Grice, Noreen Lake, George Magerl, Jerry Mahony, Rhys Read, Elaine Tejcek.

Also Present: Sandra Norlin, Holly Richards Sorensen, Carol Kidd, Alderman Martin Moylan, Margie Borris, Doris Wagner.

Absent: Matthew Bogusz.

CONSIDERATION OF THE AGENDA.

George Magerl asked to amend the agenda by adding L. to New Business to discuss the proposed RFID (Radio-Frequency Identification Device) system.

Sandra Norlin asked to amend the agenda by removing H. Salary Schedule 2008. The salary schedule was approved at the August 21, 2007 Board of Trustees meeting.

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

PUBLIC COMMENTS AND QUESTIONS

Doris Wagner, a trustee at the Indian Trails Public Library, stated that she was an observer at the meeting.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Martin Moylan.

Alderman Moylan stated that all repairs in the parking garage and clean-up in the park adjacent to the library have been completed. Alderman Moylan also stated that the park will be designed as an enabling garden.

CONSENT AGENDA

MOTION by George Magerl, seconded by William Grice, to approve the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

CONSENT AGENDA

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

1. Over the Counter Receipts	\$ 12,268.85
2. Petty Cash Expenditures	\$ 23.16
3. Budget Expenditures for November	\$ 467,672.07
4. Expenditures Year to Date	\$ 5,451,360.79
5. Revenue for November	\$ 26,520.40
6. Revenue Year to Date	\$ 3,440,555.59

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

November 05, 2007	\$ 81,679.61
November 19, 2007	\$ <u>65,873.34</u>
Total	\$ 147,552.95

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

MOTION by Eldon Burk, seconded by George Magerl, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

November 07, 2007	\$ 117,293.63
November 20, 2007	\$ <u>113,487.12</u>
Total	\$ 230,780.75

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

DIRECTOR'S REPORT

Please note: I have received no official requests for confidential patron information since my last report.

PERSONNEL

New employees for November/December are: Rachel Kamin, Preschool Liaison, Youth Services. And Brett Larson, Technology Page, IT Services.

Resignations/Separations: Hector Marino, Coordinator of Computer & Technical Services, and Laura House, Circulation Clerk.

We have completed our interviews for the Head of Public Information Services and have selected a candidate. She has accepted and her appointment is pending her background check. If all goes well, she will begin by mid-January.

STAFF DEVELOPMENT

The annual staff meeting and holiday party will take place on December 13, from 8-10 AM. The food is furnished through donations from the Friends of the Library, Department Heads, and the Board of Trustees. Thank you all for your generosity.

The Department Heads have been discussing the library's organizational structure and are recommending two divisions: Public Services and Administrative Services. Under this plan, the Technical Services Department will be the responsibility of the Coordinator of Public Services and the IT Department will be the responsibility of the Library Director. Web Services will also be part of the Public Services Division.

PATRON SERVICES

Our patrons once again checked out over a million items from the library in the first eleven months of 2007. We had a slight increase for the month over last year, but remain behind in overall circulation for the year to date. The ratio of print to non-print circulation has changed little, with 51% from our print collection overall. From the Youth Services Department 66% of the circulation is of print materials, whereas from the Adult Services collection the print circulation is only 43% of all items circulated. Patrons used Self Check to check out 45% of all items from the main library.

The meeting rooms continue to be well-used. In November they were used 127 by nearly 3000 people, representing 60 different groups, including library-sponsored programs.

The computers on the fourth floor were used 78718 times and the computers on the second floor (Youth Services) were used 1501 times.

OTHER PROFESSIONAL ACTIVITIES

I attended the following meetings in November and December: NSLS Board meeting on 11/26, the Friends of the Library on 11/27, the CCS Governing Board Meeting on 11/28, the Public Library Administrators Forum on 11/30, the Women Library Directors luncheon on 12/13, and the area library directors group known as SLURP on 12/14.

UNFINISHED BUSINESS

Eldon Burk explained that the Management Committee met and discussed a proposal for a new lease agreement for library copiers and asked Holly Richards Sorensen to explain the proposal. Holly Richards Sorensen made a recommendation for leasing new copiers from United Business Solutions and explained that the current lease payment will be reduced by \$681.00 per month and that there will be a reduction in price for copies. The current cost for a black and white copy is 15 cents and will be reduced to 10 cents. The current cost for a color copy is \$1.00 and will be reduced to 50 cents. The term for the new lease is five years.

MOTION by Committee, to approve an agreement with United Business Solutions for the lease of 9 new Panasonic Copiers at a cost of \$2,005.00 per month, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bahamon, Burk, Grice, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by Committee, to reduce the cost of black and white copies for patrons from 15 cents to 10 cents and to reduce the cost of color copies from \$1.00 to 50 cents. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

NEW BUSINESS

MOTION by Eldon Burk, seconded by William Grice, to approve payment to Thomson Gale in the amount of \$12,388.39, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bahamon, Burk, Grice, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by William Grice, seconded by Jerry Mahony, to approve payment to Proquest LLC in the amount of \$14,040.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bahamon, Burk, Grice, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by Jerry Mahony, seconded by George Magerl, to approve payment to Newsbank in the amount of \$10,750.00, which is in the best interest of the Des Plaines Public Library and is a budgeted expense. ROLL CALL VOTE: AYES: Bahamon, Burk, Grice, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by Jerry Mahony, seconded by William Grice, to approve payment to 3M Library Systems Service Agreement in the amount of \$10,029.19 for the period 01/01/08 through 09/30/08, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bahamon, Burk, Grice, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Jerry Mahony, to approve payment to Roscor for a Sound System Upgrade in the amount of \$21,873.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bahamon, Burk, Grice, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by Rhys Read, seconded by Jerry Mahony, to approve the transfer of funds within the 2007 Library Budget to cover all 2007 appropriation deficit categories and to transfer any remaining balance to the Library Fund for 2008. ROLL CALL VOTE: AYES: Bahamon, Burk, Grice, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by Rhys Read, seconded by George Magerl, to approve the 2008 appropriation and the 2007 levy and to direct Carol Kidd to deliver the information to the City of Des Plaines. ROLL CALL VOTE: AYES: Bahamon, Burk, Grice, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Elaine Tejcek, to declare the following equipment surplus and obsolete property and to dispose of the equipment according to library policy. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MONITOR CHECKLIST

Make & Model Number	Serial Number	Works	Bad	Location
Dell E151FP	CN-06R644-47804-38M-N2W0	x		Storage
Dell E151FP	CN-06R644-47804-377-L7C2	x		Storage
Dell E151FP	CN-06R644-47804-3AF-N6AX	x		Storage
Dell E151FP	CN-06R644-47804-38M-N37B	x		Storage
Dell E151FP	CN-06R644-47804-38M-N2TR	x		Storage
Dell E151FP	CN-06R644-47804-3AF-N4HN	x		Storage
Dell E151FP	CN-06R644-47804-386-N4XS	x		Storage
Dell E151FP	CN-06R644-47804-386-N4VY	x		Storage
Dell E151FP	CN-06R644-47804-386-N4XU	x		Storage
Dell E151FP	CN-06R644-47804-3AF-N6C2	x		Storage
Dell E151FP	CN-06R644-47804-387-L5QE	x		Storage
Dell E151FP	CN-06R644-47804-3AF-N79N	x		Storage
Dell E151FP	CN-06R644-47804-386-N4WU	x		Storage
Dell E151FP	CN-06R644-47804-386-N4VH	x		Storage
Dell E151FP	CN-06R644-47804-38M-N2V0	x		Storage
Dell E151FP	CN-06R644-47804-3AF-N6CD	x		Storage

Dell E151FP	CN-06R644-47804-38M-N2RF	x		Storage
Dell E151FP	CN-06R644-47804-37P-L17L		x	Storage
Dell E151FP	CN-06R644-47804-38M-N259	x		Storage
Dell E151FP	CN-06R644-47804-3B6-N54S	x		Storage
Dell E151FP	CN-06R644-47804-3AF-N6B3	x		Storage
Dell E151FP	CN-06R644-47804-377-L5FL	x		Storage
Dell E151FP	CN-06R644-47804-387-L5QA	x		Storage
Dell E151FP	CN-06R644-47804-3AF-N6B1	x		Storage
Dell E151FP	CN-06R644-47804-37P-L14C	x		Storage
Dell E151FP	CN-06R644-47804-387-L2PL		x	Storage
Dell E151FP	CN-06R644-47804-387-L5QG		x	Storage
Dell E151FP	CN-06R644-47804-3AF-N6BD		x	Storage
Dell E151FP	CN-06R644-47804-37P-L13N		x	Storage
Dell E151FP	CN-06R644-47804-39K-N2DF		x	Storage
Dell E151FP	CN-06R644-47804-387-L5QW	x		Storage
Dell E151FP	CN-06R644-47804-387-L5QU		x	IT Workroom
Dell E151FP	CN-06R644-47804-37P-L14G		x	IT Workroom
Dell E153FP	CN-OY4413-72201-484-7FAL	x		Storage
Dell E153FP	CN-OD5421-46633-55A-0JUU	x		Storage
Dell E1503FP	KR-032DVX-47602-15A-AAUR	x		Storage
Dell E1503FP	MX-032DVX-47605-27F-B0CF	x		Storage
Dell E1503FP	MX-032DVX-47605-27F-AAU6	x		Storage
Dell E1504FP	KR-05R408-47602-26J-A13U		x	Storage
MISCELLANEOUS CHECKLIST				

Make & Model Number	Serial Number	Works	Bad	Quantity	Location
Apple Keyboard M2452				1	Storage
Apple Keyboard M2980				1	Storage
Apple Keyboard M7803				1	Storage
Compaq Keyboard KB-3923				2	Storage
Compaq Keyboard RT-101				2	Storage
Compaq Keyboard RT-7A56TW				1	Storage
Dell Keyboard RT-7D20				3	Storage
Dell Keyboard SK-8100				1	Storage
Dell Keyboard SK-8100				4	Storage
Gateway Keyboard P/N 7001459				10	Storage
Gateway Keyboard P/N 7001628				5	Storage
Gateway Keyboard P/N 7002237				3	Storage
Gateway Keyboard SK-9921				1	Storage
Mitsumi Keyboard				1	Storage
NMB Keyboard				11	Storage
Ortek Keyboard				1	Storage
NEC Laser Printer Superscript 1800	B1GN600580E			1	Storage

HP Laserjet Printer 2100TN	USGR064985		1	Storage
SMC-EZ1016M	T184900079		1	IT Workroom
Smart-UPS 2200XL	WS0025000465		1	IT Workroom
Adtran TSU	T801A9466		1	IT Workroom
Adtran DSU III AR	E339A6887		1	IT Workroom
AT&T Paradyne 3510	DDSUJL7AAA		1	IT Workroom

COMPUTER CHECKLIST

Make & Model Number	Serial Number	Works	Bad	Location
Dell Optiplex GX260	GH78P11		x	Storage
Dell Optiplex GX260	6QR6P11		x	Storage
Dell Optiplex GX260	9F78P11	x		Storage
Dell Optiplex GX260	BG78P11	x		Storage
Dell Optiplex GX260	6F78P11	x		Storage
Dell Optiplex GX260	1J78P11	x		Storage
Dell Optiplex GX260	1D8V971	x		Storage
Dell Optiplex GX260	F4TKG31	x		Storage
Dell Optiplex GX260	8H78P11	x		Storage
Dell Optiplex GX260	0NR6P11	x		Storage
Dell Optiplex GX260	4QR6P11	x		Storage
Dell Optiplex GX260	CH78P11	x		Storage
Dell Optiplex GX260	JGH78P11	x		Storage
Dell Optiplex GX260	4F78P11	x		Storage
Dell Optiplex GX260	6PR6P11	x		Storage
Dell Optiplex GX260	JF78P11	x		Storage
Dell Optiplex GX260	DF78P11	x		Storage
Dell Optiplex GX260	7NR6P11	x		Storage
Dell Optiplex GX270	94TKG31	x		Storage
Dell Optiplex GX270	9MQZH31	x		Storage
Dell Optiplex GX270	73TKG31	x		Storage
Dell Optiplex GX270	B5TKG31	x		Storage
Dell Optiplex GX270	75TKG31	x		Storage
Dell Optiplex GX270	BKQZH31	x		Storage
Dell Optiplex GX270	7VLWW31		x	Storage
Dell Optiplex GX270	64TKG31		x	Storage
Dell Optiplex GX270	2MQZH31		x	Storage
Dell Optiplex GX270	H3TKG31		x	Storage
Dell Optiplex GX270	6X75831		x	Storage
Dell Optiplex GX270	FFLWW31	x		Storage
Dell Optiplex GX280	GB8V971		x	IT Workroom

MANAGEMENT COMMITTEE REPORT – Eldon Burk.

Eldon Burk explained that the Committee reviewed and made recommended changes to the Collection Development Policy and asked the Board to review and accept the changes.

MOTION by Committee, to approve the Collection Development Policy, as modified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Eldon Burk explained that the Committee reviewed two new job descriptions, Readers' Services Supervisor and Public Information Assistant, and asked for Board approval to approve the job descriptions.

MOTION by Committee, to approve two new job descriptions, Readers' Services Supervisor and Public Information Assistant, as presented. VOTE: AYES: All NAYS: None. MOTION CARRIED.

Eldon Burk reported that the Management Committee discussed Electronic Attendance at Meetings and the Committee recommends no changes to library policy at this time.

George Magerl, after speaking with library employees from other libraries at the ILA Annual Conference in Springfield, stated he had concerns about the way the new RFID system will work with some library materials. Sandra Norlin responded that Warren Newport and Oak Park libraries have a RFID system and that Susan Farid, Head of Circulation Services and Barbara Saletnik, Assistant Head of Circulation Services will visit libraries that have the RFID system and invited George Magerl to accompany them to these libraries.

ANNOUNCEMENTS

Sandra Norlin stated that Eldon Burk has been nominated for Trustee of the Year through the North Suburban Library System.

Noreen Lake thanked the citizens of Des Plaines for their generosity in contributing items to be sent to the troops in Iraq.

EXECUTIVE SESSION

MOTION by Jerry Mahony, seconded by George Magerl, to enter into an Executive Session at 8:12 p.m. to discuss Semi-Annual Review of Executive Session Minutes. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:24 p.m. and was called to order by President Noreen Lake.

EXECUTIVE SESSION ACTION

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

June 17, 2003 – Compensation of Specific Employee

December 19, 2006 – To Discuss Semi-Annual Review of Executive Session Minutes

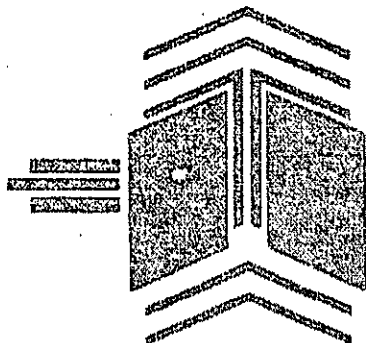
And further concur with consensus in Executive Session that the need for confidentiality still exists as to all or part of the remaining Executive Session minutes. ROLL CALL VOTE: Bahamon, Burk, Grice, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. MOTION CARRIED.

8:15

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

Meeting adjourned at 8:25 p.m.

Minutes prepared by Carol Kidd



Des Plaines Public Library

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

www.dppl.org

BOARD OF TRUSTEES Minutes of the Executive Session June 17, 2003

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the second floor Conference Room on Tuesday, June 17, 2003. President John Ciborowski called the meeting to order at 8:00 PM.

Members Present: Eldon Burk, Susan Burrows, John Ciborowski, Noreen Lake, Susan Weinberg.

Members Absent: William Grice, Rhys Read, Elaine Tejcek, Ellen Yearwood.

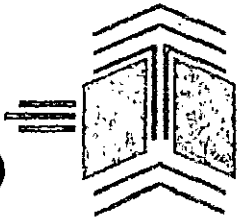
EXECUTIVE SESSION MINUTES

The Board reviewed the recommendation from the Administrator's Review Committee. The Board will grant a bonus of one week of additional vacation to Library Administrator, Sandra Norlin for the period of July 1, 2003 – June 30, 2004.

MOTION by Eldon Burk, seconded by Noreen Lake, to adjourn the meeting.
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 8:10 PM.

Minutes prepared by Carol Kidd.



Des Plaines Public Library

1501 Ellinwood Street

Des Plaines, IL 60016-4553

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www.dppl.org

BOARD OF TRUSTEES
Minutes of the Executive Session
December 19, 2006

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the second floor Conference Room on Tuesday, December 19, 2006. Vice President William Grice called the meeting to order at 9:08 p.m.

Members Present: Maria Bahamon, Eldon Burk, William Grice, George Magerl, Rhys Read, Elaine Tejcek.

Members Absent: Mary Ellicson, Noreen Lake, Jerry Mahony.

EXECUTIVE SESSION MINUTES

The Board reviewed the Executive Session minutes and concurred that the need for confidentiality still exists as to all of the remaining Executive Session minutes.

MOTION by Eldon Burk, seconded by George Magerl, to adjourn the meeting.
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 9:15 p.m.

Minutes prepared by Carol Kidd.

VI.B.**DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR DECEMBER 2007**

Monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$ 10,461.30
2. Petty Cash Expenditures	\$ 0.00
3. Budget Expenditures for December	\$ 521,319.27
4. Expenditures Year to Date	\$5,972,680.06
5. Revenue for December	\$ 23,389.05
6. Revenue Year to Date	\$4,745,391.82

Warrant Register

December 03, 2007	\$ 58,526.72
December 17, 2007	\$ 86,976.64
Total	\$ 145,503.36

Salaries

December 05, 2007	\$ 116,692.86
December 19, 2007	\$ 122,449.97
Total	\$ 239,142.83

VI.B.

**DES PLAINES PUBLIC LIBRARY
OVER THE COUNTER RECEIPTS FOR DECEMBER 2007**

	<u>Dec 2006</u>	<u>Dec 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>
Lost Materials	831.32	522.93	9,851.54	10,089.36
Fines	7,298.35	6,978.30	98,196.42	102,692.17
Damage	156.88	30.94	1,321.21	1,006.64
Fees	610.85	819.50	6,118.79	5,345.18
Copies	1,929.10	2,107.75	27,805.91	24,212.87
Miscellaneous	4.00	1.88	506.95	141.38
 Total	 \$10,830.50	 \$10,461.30	 \$143,800.82	 \$143,487.60

PETTY CASH EXPENDITURES - DECEMBER

None

0503

SUNGARD PENTAMATION INC - FUND ACCOUNTING
DATE: 01/07/08
TIME: 10:17:54

CITY OF DES PLAINES
PRINT BALANCE SHEETS BY FUND

PAGE NUMBER: 1
STATTM11

SELECTION CRITERIA: genledgr.fund in ("201","202")
ACCOUNTING PERIOD: 12/07

FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102005	CASH PAYABLE 1944119043	50.00	
102007	CASH PAYROLL 1944652940	317.25	
102008	CASH DEPOSIT 1944650243		230,327.36
102012	CASH IL FUND 007139119668	.00	
102014	CASH AMER FREEDM FND(AFF)	.00	
102026	CASH FIRST BANK ACCUMULTN	.00	
102028	CASH LIBRARY DONATIONS	39,674.59	
102051	CASH PLAINSBANK ACCUMULTN	.00	
102073	CASH IL- EPAY151600008073	.00	
	TOTAL CASH	40,541.84	230,327.36
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	.32	
104035	LIBRARY DONATION BROKERAG	682.09	
104075	PMA - FINANCIAL NETWORK	.00	
104077	INVEST-LIBRARY FOUNDATION	.00	
	TOTAL INVESTMENTS	682.41	.00
115400	RECEIVABLE-ACCRUED INTRST	.00	
115410	RECEIVABLE-INTEREST EARNS	.00	
118000	RECEIVABLE-PROPERTY TAXES	6,059,950.10	
	TOTAL ACCOUNTS RECEIVABLE	6,059,950.10	.00
119125	RECEIVABLE-GRANTS	13,232.00	
	TOTAL RECEIVABLE-SALES TAX	13,232.00	.00
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
119301	PREPAID EXPENSE	53,273.30	
	TOTAL PREPAID ITEMS	53,273.30	.00
129999	DUE FROM OTHER FUNDS	69,337.99	
	TOTAL DUE FROM OTHER FUNDS	69,337.99	.00
204201	FIXED ASSETS-LIB EQUIP	.00	
209900	FIXED ASSETS-ACUMLTD DEPC	.00	
	TOTAL FIXED ASSETS	.00	.00
	TOTAL ASSETS	6,237,017.64	230,327.36

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 01/07/08

TIME: 10:17:54

CITY OF DES PLAINES
 PRINT BALANCE SHEETS BY FUND

PAGE NUMBER: 2
 STATMN11

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

ACCOUNTING PERIOD: 12/07

FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
401000	ACCOUNTS PAYABLE		88,883.35
401001	AUDIT ACCOUNTS PAYABLE	3,041.79	
410020	ESCROW DEPOSITS		.00
	TOTAL DEPOSITS	.00	.00
430010	DUE TO-CORPORATE GENL		793,257.27
430080	DUE TO-EMPL RETRMNT TRUST		.00
430099	DUE TO OTHER FUNDS		.00
	TOTAL DUE TO-OTHER FUNDS	.00	793,257.27
450030	ACCRUED LIAB-COMP ABSENCE		.00
450040	ACCRUED PAYROLL		88,124.62
	TOTAL ACCRUED LIABILITIES	.00	88,124.62
470000	DEFERRED REV-PROPERTY TAX		6,013,933.00
470100	LIBRARY DEFERRED REVENUE		.00
	TOTAL DEFERRED REV-PROPERTY TAX	.00	.00
471000	DEFERRED REV-OTHER		.00
	TOTAL CURRENT LIABILITIES	3,041.79	6,984,198.24
	TOTAL LIABILITIES	3,041.79	6,984,198.24
700110	EXPENDITURE CONTROL	5,884,938.20	
700120	REVENUE CONTROL		4,520,018.14
700130	ENCUMBRANCE CONTROL		.00
700140	RESERVE FOR ENCUMBRANCE		.00
700150	EXP. BUDGET CONTROL		6,412,187.00
700160	REV. BUDGET CONTROL	6,412,187.00	
700170	BUDGET FUND BALANCE		.88
	TOTAL SYSTEM CONTROL	12,297,125.20	10,932,206.02
720010	FUND BAL-RESRV-GIFT TRUST		.00
	TOTAL FUND BALANCE-RESERVED	.00	.00
730000	FUND BALANCE-UNRESERVED		390,453.01
	TOTAL FUND EQUITY	.00	390,453.01
	TOTAL EQUITIES	12,297,125.20	11,322,659.03
	TOTAL LIBRARY FUND	18,537,184.63	18,537,184.63

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 01/07/08

TIME: 10:17:54

CITY OF DES PLAINES

PRINT BALANCE SHEETS BY FUND

PAGE NUMBER: 3

STATM11

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

ACCOUNTING PERIOD: 12/07

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102005	CASH PAYABLE 1944119043	.00	
102008	CASH DEPOSIT 1944650243		72,509.86
102012	CASH IL FUND 007139119668	.00	
102014	CASH AMER FREEDM FND(AFF)	.00	
102073	CASH IL- EPAY151600008073	.00	
	TOTAL CASH	.00	72,509.86
104075	PMA - FINANCIAL NETWORK	.00	
	TOTAL INVESTMENTS	.00	.00
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
129999	DUE FROM OTHER FUNDS	723,919.28	
	TOTAL DUE FROM OTHER FUNDS	723,919.28	.00
	TOTAL ASSETS	723,919.28	72,509.86
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	87,741.86	
700120	REVENUE CONTROL		225,373.68
700150	EXP. BUDGET CONTROL		104,950.00
700160	REV. BUDGET CONTROL	205,000.00	
700170	BUDGET FUND BALANCE		100,049.34
	TOTAL SYSTEM CONTROL	292,741.86	430,373.02
730000	FUND BALANCE-UNRESERVED		513,778.26
	TOTAL FUND EQUITY	.00	513,778.26
	TOTAL EQUITIES	292,741.86	944,151.28
	TOTAL LIBRARY CAPITAL PROJ FUND	1,016,661.14	1,016,661.14
	TOTAL REPORT	19,553,845.77	19,553,845.77

SUNGARD PENTAMATION INC - FUND ACCOUNTING

PAGE NUMBER: 1

DATE: 01/07/08

CITY OF DES PLAINES
REVENUE STATUS REPORT

REVSTALL

TIME: 10:18:33

SELECTION CRITERIA: orgn.fund in ("201","202")
ACCOUNTING PERIOD: 12/07

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT

TOTALED ON: FUND, ORGANIZATION, 1ST SUBTOTAL

PAGE BREAKS ON: FUND, ORGANIZATION

FUND-201 LIBRARY FUND

ORGANIZATION- TITLE NOT FOUND

1ST SUBTOTAL-800000 TAXES

ACCOUNT	TITLE	BUDGET	RECEIPTS	PERIOD RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
810020	PROPERTY TAXES 2003	.00	.00	.00	-37,429.88	37,429.88	.00
810021	PROPERTY TAXES 2004	.00	.00	.00	-25,156.56	25,156.56	.00
810022	PROPERTY TAXES 2005	50,000.00	.00	.00	83,407.63	-33,407.63	166.82
810023	PROPERTY TAXES 2006	5,954,939.00	.00	.00	4,088,425.81	1,866,513.19	68.66
TOTAL TAXES		6,004,939.00	.00	.00	4,109,247.00	1,895,692.00	68.43

FUND-201 LIBRARY FUND

ORGANIZATION- TITLE NOT FOUND

1ST SUBTOTAL-820000 INTERGOVERNMENTAL REVENUE

810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	100.00
822040	STATE GRANT:PER CAPITA	72,000.00	.00	.00	69,672.21	2,327.79	96.77
095	STATE GRANT:LIBRARY	30,260.00	13,517.00	.00	37,227.00	-6,967.00	123.02
TOTAL INTERGOVERNMENTAL REVENUE		195,248.00	13,517.00	.00	199,887.21	-4,639.21	102.38

FUND-201 LIBRARY FUND

ORGANIZATION- TITLE NOT FOUND

1ST SUBTOTAL-850000 FINES

850102	LIBRARY FINES	110,000.00	7,219.55	.00	117,620.66	-7,620.66	106.93
TOTAL FINES		110,000.00	7,219.55	.00	117,620.66	-7,620.66	106.93

FUND-201 LIBRARY FUND

ORGANIZATION- TITLE NOT FOUND

1ST SUBTOTAL-850200 FEES AND SERVICES

850201	COPYING FEE	40,000.00	2,111.35	.00	27,005.77	12,994.23	67.51
850215	SPECIAL PROGRAMS & EVENT	20,000.00	339.50	.00	8,159.75	11,840.25	40.80
TOTAL FEES AND SERVICES		60,000.00	2,450.85	.00	35,165.52	24,834.48	58.61

FUND-201 LIBRARY FUND

ORGANIZATION- TITLE NOT FOUND

1ST SUBTOTAL-890000 OTHER REVENUE

890010	INTEREST INCOME	5,000.00	.00	.00	23,628.66	-18,628.66	472.57
890050	SALE OF FIXED ASSETS	2,000.00	.00	.00	.00	2,000.00	.00
899900	MISCELLANEOUS REVENUE	35,000.00	201.65	.00	25,675.37	9,324.63	73.36
899920	LIBRARY DONATIONS	.00	.00	.00	8,793.72	-8,793.72	.00
TOTAL OTHER REVENUE		42,000.00	201.65	.00	58,097.75	-16,097.75	138.33

TOTAL TITLE NOT FOUND 6,412,187.00 23,389.05 .00 4,520,018.14 1,892,168.86 70.49

TOTAL LIBRARY FUND 6,412,187.00 23,389.05 .00 4,520,018.14 1,892,168.86 70.49

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 01/07/08

TIME: 10:18:33

CITY OF DES PLAINES
REVENUE STATUS REPORT

PAGE NUMBER: 2
REVSTA11

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

ACCOUNTING PERIOD: 12/07

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT

TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL

PAGE BREAKS ON: FUND,ORGANIZATION

FUND-202 LIBRARY CAPITAL PROJ FUND

ORGANIZATION- TITLE NOT FOUND

1ST SUBTOTAL-890000 OTHER REVENUE

ACCOUNT	TITLE	BUDGET	RECEIPTS	PERIOD RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
890010	INTEREST INCOME	1,000.00	.00	.00	22,573.68	-21,573.68	2257.37
899900	MISCELLANEOUS REVENUE	3,900.00	.00	.00	.00	3,900.00	.00
899920	LIBRARY DONATIONS	100.00	.00	.00	2,800.00	-2,700.00	2800.00
TOTAL OTHER REVENUE		5,000.00	.00	.00	25,373.68	-20,373.68	507.47

FUND-202 LIBRARY CAPITAL PROJ FUND

ORGANIZATION- TITLE NOT FOUND

1ST SUBTOTAL-898000 OTHER FINANCING SOURCES

898902	TRANSFER FROM LIB FUND	200,000.00	.00	.00	200,000.00	.00	100.00
TOTAL OTHER FINANCING SOURCES		200,000.00	.00	.00	200,000.00	.00	100.00
TOTAL TITLE NOT FOUND		205,000.00	.00	.00	225,373.68	-20,373.68	109.94
TOTAL LIBRARY CAPITAL PROJ FU		205,000.00	.00	.00	225,373.68	-20,373.68	109.94

TOTAL REPORT 6,617,187.00 23,389.05 .00 4,745,391.82 1,871,795.18 71.71

SUNGARD PENTAMATION INC - FUND ACCOUNTING
DATE: 01/07/08
TIME: 10:19:16

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
EXPSTA11

SELECTION CRITERIA: orgn.fund in ("201","202")
ACCOUNTING PERIOD: 12/07

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT
TOTALLED ON: FUND, ORGANIZATION, 1ST SUBTOTAL
PAGE BREAKS ON: FUND, ORGANIZATION

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-910000 SALARIES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	2,377,624.00	142,291.92	.00	1,908,198.74	469,425.26	80.26
910200	TEMPORARY WAGES	983,825.00	65,486.25	.00	868,609.15	115,215.85	88.29
910400	NON-SUPERVISORY OVERTIME	250.00	.00	.00	.00	250.00	.00
910500	VACATION PAY	.00	15,167.20	.00	180,934.22	-180,934.22	.00
910600	SICK PAY	.00	7,371.87	.00	87,223.58	-87,223.58	.00
910700	HOLIDAY PAY	.00	8,825.59	.00	69,971.61	-69,971.61	.00
910900	ACT/OUT OF CLASS/PREMIUM	.00	258.16	.00	954.60	-954.60	.00
910950	EXCESS SICK HRS PAY OUT	3,500.00	.00	.00	.00	3,500.00	.00
TOTAL SALARIES		3,365,199.00	239,400.99	.00	3,115,891.90	249,307.10	92.59

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
SUBTOTAL-918000 BENEFITS

918010	UNEMPLOYMENT COMPENSATIO	2,459.00	614.75	.00	2,459.00	.00	100.00
918020	EMPLOYER CONTR-F.I.C.A.	256,768.00	17,501.06	.00	233,382.27	23,385.73	90.89
918021	EMPLOYER CONTR-I.M.R.F.	304,929.00	21,271.77	.00	280,348.79	24,580.21	91.94
918030	EAP PROGRAM	705.00	.00	.00	.00	705.00	.00
918040	LIFE INS PREMIUMS	8,136.00	649.00	.00	8,331.40	-195.40	102.40
918050	MEDICAL INS PREMIUMS	398,427.00	27,418.66	.00	389,359.59	9,067.41	97.72
918055	DENTAL INSURANCE PREMIUM	25,401.00	1,719.66	.00	23,405.61	1,995.39	92.14
918070	WORKERS COMPENSATION	8,296.00	640.45	.00	8,005.71	290.29	96.50
918085	RHS PLAN PAYOUT	2,340.00	.00	.00	7,506.83	-5,166.83	320.80
TOTAL BENEFITS		1,007,461.00	69,815.35	.00	952,799.20	54,661.80	94.57

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

920100	LITIGATION & LEGAL FEES	10,000.00	.00	.00	1,631.25	8,368.75	16.31
920105	COSTS OF LITIGATION	1,000.00	.00	.00	.00	1,000.00	.00
920110	PROFESSIONAL CONSULTING	62,550.00	1,520.00	.00	31,279.02	31,270.98	50.01
920120	COMMUNICATION SERVICES	22,040.00	1,576.92	.00	21,433.10	606.90	97.25
920140	DATA PROCESSING SERVICES	81,113.00	9,676.40	.00	51,762.70	29,350.30	63.82
920202	CONFERENCES	18,029.00	1,362.59	.00	11,979.56	6,049.44	66.45
920204	TRAINING	5,216.00	520.00	.00	4,500.00	716.00	86.27
920205	TUITION REIMBURSEMENTS	5,000.00	.00	.00	3,481.28	1,518.72	69.63
920206	SEMINARS	1,500.00	10.00	.00	10.00	1,490.00	.67
920210	IN-SERVICE TRAINING	.00	.00	.00	51.84	-51.84	.00
920220	MEMBERSHIP DUES	6,000.00	955.00	.00	7,059.00	-1,059.00	117.65
920225	LICENSING/TITLES	250.00	50.00	.00	100.00	150.00	40.00
920230	PUBLICATION OF NOTICES	3,000.00	272.00	.00	4,157.25	-1,157.25	138.58
920850	SUBSIDY:1994 E.R.P. TRAN	3,984.00	.00	.00	.00	3,984.00	.00
920900	PROPERTY/LIAB CONTRIBUTI	29,707.00	7,426.75	.00	29,707.00	.00	100.00
930010	R & M EQUIPMENT	72,275.00	822.52	.00	68,871.11	3,403.89	95.29

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 01/07/08

TIME: 10:19:16

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

PAGE NUMBER: 2
EXPSTALL

SELECTION CRITERIA: orgn.fund in ("201","202")
ACCOUNTING PERIOD: 12/07

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT
TOTALLED ON: FUND,ORGANIZATION,1ST SUBTOTAL
PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/BUD
930020	R & M BLDGS & STRUCTURES	52,795.00	8,302.36	.00	78,338.92	-25,543.92	148.38
930030	R & M VEHICLES	10,600.00	374.54	.00	10,331.18	268.82	97.46
930195	BOOK BINDING & REPAIR	2,500.00	.00	.00	293.71	2,206.29	11.75
930210	RENTAL OF EQUIPMENT	1,500.00	.00	.00	690.06	809.94	46.00
930320	CLEANING:CUSTODIAL SERV	46,980.00	16,733.50	.00	52,064.07	-5,084.07	110.82
930490	REFUSE CONTRACT	3,600.00	1,148.00	.00	5,527.00	-1,927.00	153.53
960070	AUTO/TRAVEL EXPENSES	6,275.00	-272.17	.00	5,535.59	739.41	88.22
960210	SPECIAL EVENT PROGRAMMIN	33,000.00	1,395.95	.00	33,796.38	-796.38	102.41
960990	MISC CONTRACTUAL SVCS	108,340.00	17,113.13	.00	120,816.79	-12,476.79	111.52
	TOTAL CONTRACTUAL SERVICES	587,254.00	68,987.49	.00	543,416.81	43,837.19	92.54

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
SUBTOTAL-970000 COMMODITIES

970100	SUPPLIES	79,420.00	5,065.16	.00	73,840.95	5,579.05	92.98
970110	MEALS (FRSNRS/WRKRS/VOLS	2,600.00	34.99	.00	1,926.74	673.26	74.11
970170	JANITORIAL	19,000.00	5,890.67	.00	21,355.77	-2,355.77	112.40
970260	POSTAGE AND PARCEL	13,000.00	2,091.64	.00	7,476.62	5,523.38	57.51
970270	PRINTING-REPROD-BINDING	10,600.00	924.25	.00	11,137.71	-537.71	105.07
970500	PURCHASE OF WATER	8,000.00	1,022.24	.00	5,848.32	2,151.68	73.10
970600	BOOKS	497,000.00	71,679.09	.00	453,490.52	43,509.48	91.25
970610	AUDIO MATERIALS	80,000.00	12,698.55	.00	76,301.55	3,698.45	95.38
970620	SUBSCRIPTIONS & BOOKS	68,000.00	8,862.14	.00	72,853.16	-4,853.16	107.14
970630	VISUAL MATERIALS	81,000.00	9,669.06	.00	78,706.04	2,293.96	97.17
970640	AUTOMATED REFERENCE MAT'	106,000.00	17,349.62	.00	84,564.56	21,435.44	79.78
970810	NATURAL GAS	26,000.00	.00	.00	19,235.82	6,764.18	73.98
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	2,000.00	.00	.00	.00	2,000.00	.00
970850	GASOLINE	1,500.00	.00	.00	39.70	1,460.30	2.65
970900	EQUIPMENT <\$5,000	15,161.00	264.15	.00	5,038.82	10,122.18	33.24
	TOTAL COMMODITIES	1,009,781.00	135,551.56	.00	911,816.28	97,964.72	90.30

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

980300	IMPROVEMENTS	23,850.00	.00	.00	12,069.21	11,780.79	50.60
980420	COMPUTER SOFTWARE	36,590.00	2,586.96	.00	20,458.16	16,131.84	55.91
980600	FURNITURE & FIXTURES	32,650.00	4,976.92	.00	30,047.34	2,602.66	92.03
	TOTAL CAPITAL EXPENDITURES	93,090.00	7,563.88	.00	62,574.71	30,515.29	67.22

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SELECTION CRITERIA: orgn.fund in ("201","202")
 ACCOUNTING PERIOD: 12/07

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT
 TOTALED ON: FUND, ORGANIZATION, 1ST SUBTOTAL
 PAGE BREAKS ON: FUND, ORGANIZATION

FUND-201 LIBRARY FUND
 ORGANIZATION-2110 LIBRARY SERVICES
 1ST SUBTOTAL-990990 OTHER FUNDING ACTIVITIES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
990935	TRANS TO D/S: 2002A BOND	15,442.00	.00	.00	15,307.00	135.00	99.13
990940	TRANS TO LIB CAP PROJ FN	200,000.00	.00	.00	200,000.00	.00	100.00
990955	TRANS TO D/S: 2003B BOND	12,040.00	.00	.00	11,935.00	105.00	99.13
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
	TOTAL OTHER FUNDING ACTIVITIE	277,482.00	.00	.00	227,242.00	50,240.00	81.89
	TOTAL LIBRARY SERVICES	6,340,267.00	521,319.27	.00	5,813,740.90	526,526.10	91.70

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SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT
TOTALLED ON: FUND, ORGANIZATION, 1ST SUBTOTAL
PAGE BREAKS ON: FUND, ORGANIZATION

FUND-201 LIBRARY FUND
ORGANIZATION-2130 IL LIBRARY PER CAP GRANT
1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
920202	CONFERENCES	.00	.00	.00	5,112.00	-5,112.00	.00
920210	IN-SERVICE TRAINING	6,700.00	.00	.00	2,580.06	4,119.94	38.51
960210	SPECIAL EVENT PROGRAMMIN	10,500.00	.00	.00	10,598.24	-98.24	100.94
960990	MISC CONTRACTUAL SVCS	31,320.00	.00	.00	31,320.00	.00	100.00
	TOTAL CONTRACTUAL SERVICES	48,520.00	.00	.00	49,610.30	-1,090.30	102.25

FUND-201 LIBRARY FUND
ORGANIZATION-2130 IL LIBRARY PER CAP GRANT
1ST SUBTOTAL-970000 COMMODITIES

970260	POSTAGE AND PARCEL	5,850.00	.00	.00	5,850.00	.00	100.00
970270	PRINTING-REPROD-BINDING	17,550.00	.00	.00	15,737.00	1,813.00	89.67
	TOTAL COMMODITIES	23,400.00	.00	.00	21,587.00	1,813.00	92.25
	TOTAL IL LIBRARY PER CAP GRAN	71,920.00	.00	.00	71,197.30	722.70	99.00
	TOTAL LIBRARY FUND	6,412,187.00	521,319.27	.00	5,884,938.20	527,248.80	91.78

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TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL

PAGE BREAKS ON: FUND,ORGANIZATION

FUND-202 LIBRARY CAPITAL PROJ FUND

ORGANIZATION-202F LIBRARY CAPITAL PROJECTS

1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
980410	COMPUTER HARDWARE	84,950.00	.00	.00	87,741.86	-2,791.86	103.29
980600	FURNITURE & FIXTURES	20,000.00	.00	.00	.00	20,000.00	.00
	TOTAL CAPITAL EXPENDITURES	104,950.00	.00	.00	87,741.86	17,208.14	83.60
	TOTAL LIBRARY CAPITAL PROJECT	104,950.00	.00	.00	87,741.86	17,208.14	83.60
	TOTAL LIBRARY CAPITAL PROJ FU	104,950.00	.00	.00	87,741.86	17,208.14	83.60
TOTAL REPORT		6,517,137.00	521,319.27	.00	5,972,680.06	544,456.94	91.65

SUNGARD PENTAMATION INC - FUND ACCOUNTING

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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
201	119301	PREPAID EXPENSE	06033 THE H W WILSON COMPAN	57501688	73	0.00	1262.00
201	119301	PREPAID EXPENSE	74130 EBSCO SUBSCRIPTION SV	1210130	164	0.00	35509.16
TOTAL LIBRARY FUND						0.00	36771.16
2110	920110	PROFESSIONAL CON	105470 OUTSOURCE SOLUTIONS G	6898	67	0.00	350.00
2110	920110	PROFESSIONAL CON	105470 OUTSOURCE SOLUTIONS G	6863	68	0.00	460.00
2110	920110	PROFESSIONAL CON	105470 OUTSOURCE SOLUTIONS G	6862	60	0.00	230.00
2110	920140	DATA PROCESSING	72106 COOPERATIVE COMPUTER	DPK1007	76	0.00	5243.99
2110	920204	TRAINING	43806 NORTH SUBURBAN LIBRAR	1270130	186	0.00	220.00
2110	920206	SEMINARS	106709 LINCOLN STORY LEAGUE	BIALOBRZWSKI	214	0.00	10.00
2110	920220	MEMBERSHIP DUES	72077 DES PLAINES ARTS COON	2008	268	0.00	100.00
2110	920225	LICENSING/TITLES	200119 PHYLLIS JOHNSON	REIME	227	0.00	50.00
2110	930020	R & M BLDGS & ST	02989 BEDCO INC	13516	282	0.00	276.00
2110	930020	R & M BLDGS & ST	02989 BEDCO INC	13515	280	0.00	711.20
2110	930020	R & M BLDGS & ST	02989 BEDCO INC	13513	281	0.00	315.00
2110	930020	R & M BLDGS & ST	106102 GREAT LAKES ELEVATOR	17455	101	0.00	450.00
2110	930320	CLEANING: CUSTODI	09535 EXPRESS PERSONNEL SER	96044106-1	152	0.00	58.00
2110	930320	CLEANING: CUSTODI	09535 EXPRESS PERSONNEL SER	96024538-9	151	0.00	130.50
2110	930320	CLEANING: CUSTODI	102711 SPEED-E-KLEEN	3299	317	0.00	105.00
2110	930490	REFUSE CONTRACT	13394 ARC DISPOSAL COMPANY	1469151	304	0.00	574.00
2110	960070	AUTO/TRAVEL EXPE	21092 PETTY CASH	11-21-2007	244	0.00	11.00
2110	960070	AUTO/TRAVEL EXPE	21092 PETTY CASH	11-21-2007	245	0.00	13.77
2110	960070	AUTO/TRAVEL EXPE	21092 PETTY CASH	11-21-2007	246	0.00	7.61
2110	960210	SPECIAL EVENT PR	106694 MAGICAL STRINGS OF YO	DEC. 2, 2007	315	0.00	250.00
2110	960210	SPECIAL EVENT PR	21092 PETTY CASH	11-21-2007	251	0.00	20.00
2110	960210	SPECIAL EVENT PR	21092 PETTY CASH	11-21-2007	253	0.00	20.00
2110	960210	SPECIAL EVENT PR	21092 PETTY CASH	11-21-2007	252	0.00	20.00
2110	960210	SPECIAL EVENT PR	21092 PETTY CASH	11-21-2007	240	0.00	20.00
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	5008364652	169	0.00	52.50
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019738835	533	0.00	122.62
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019775463	535	0.00	13.21
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019775571	531	0.00	5.98
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019775493	537	0.00	6.28
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019719625	540	0.00	4.50
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019722595	513	0.00	14.48
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	800533800	527	0.00	77.70
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019716083	508	0.00	33.00
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019693241	515	0.00	8.22
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	A99472850	510	0.00	7.40
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019790854	505	0.00	29.30
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019722566	511	0.00	32.95
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019758531	524	0.00	56.22
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019749304	525	0.00	25.46
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019719392	517	0.00	84.40
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019490379	518	0.00	17.52
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019720128	521	0.00	20.02
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019743601	522	0.00	3.54
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019743611	479	0.00	16.75
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019784942	482	0.00	41.76

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2019749311	483	0.00	30.75
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2019725018	491	0.00	3.54
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2019783381	488	0.00	25.50
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2019706569	504	0.00	36.70
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2019692545	486	0.00	112.36
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	A98228470	498	0.00	1.85
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2019710828	487	0.00	19.20
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	A98397880	502	0.00	5.55
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2019736768	493	0.00	8.25
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	A98617280	496	0.00	1.85
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	A98681620	500	0.00	7.40
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5363965	475	0.00	9.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5360595	463	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5360594	465	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5360593	466	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5363963	480	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5363964	476	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5363968	471	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5363967	473	0.00	9.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5371332	547	0.00	9.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5371333	545	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5365135	541	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5371331	529	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5371334	543	0.00	13.80
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5372704	539	0.00	9.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5360598	405	0.00	13.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5360599	403	0.00	65.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5360600	401	0.00	9.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5372700	429	0.00	20.30
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5368590	411	0.00	13.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5375943	422	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5368588	413	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5368587	414	0.00	26.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5368043	415	0.00	3.45
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5372705	416	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5372702	426	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5365140	418	0.00	3.45
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5360601	419	0.00	6.70
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5368589	409	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5372703	424	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5375944	431	0.00	6.90
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5371335	444	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5368040	456	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5375941	436	0.00	19.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5365137	453	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5365139	438	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5360596	452	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5365138	440	0.00	29.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5368041	451	0.00	13.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5365136	442	0.00	23.25

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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5360597	448	0.00	32.70
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5375945	433	0.00	3.25
2110	960990	MISC CONTRACTUAL 100899	C D S OFFICE TECHNOLO	225749	279	0.00	665.73
2110	960990	MISC CONTRACTUAL 100899	C D S OFFICE TECHNOLO	225745	150	0.00	2392.30
2110	960990	MISC CONTRACTUAL 101752	O C L C INCORPORATED	556651	66	0.00	423.40
2110	960990	MISC CONTRACTUAL 105470	OUTSOURCE SOLUTIONS G	6838	69	0.00	700.00
2110	960990	MISC CONTRACTUAL 106265	INVICTA SERVICES LLC	1271	63	0.00	3.50
2110	960990	MISC CONTRACTUAL 106266	INVICTA SERVICES LLC	1271	62	0.00	2.50
2110	960990	MISC CONTRACTUAL 106266	INVICTA SERVICES LLC	1283	61	0.00	3.00
2110	960990	MISC CONTRACTUAL 106266	INVICTA SERVICES LLC	1282	155	0.00	74.85
2110	960990	MISC CONTRACTUAL 106266	INVICTA SERVICES LLC	1283	156	0.00	9.00
2110	960990	MISC CONTRACTUAL 106535	INTERIOR TROPICAL GAR	38559	154	0.00	85.00
2110	960990	MISC CONTRACTUAL 200294	DELL MARKETING LP	XC816X7D1	74	0.00	3973.50
2110	960990	MISC CONTRACTUAL 25775	CRIMSON MULTIMEDIA DI	12487A	275	0.00	29.01
2110	960990	MISC CONTRACTUAL 25775	CRIMSON MULTIMEDIA DI	12436A	287	0.00	14.38
2110	970100	SUPPLIES 08520	WAREHOUSE DIRECT	392976-0	183	0.00	36.90
2110	970100	SUPPLIES 200310	LINCOLN TRAIL LIBRARI	11/12/07	64	0.00	120.00
2110	970100	SUPPLIES 20177	DEMCO EDUCATIONAL COR	3016791	274	0.00	125.78
2110	970100	SUPPLIES 20177	DEMCO EDUCATIONAL COR	3020660	273	0.00	515.06
2110	970100	SUPPLIES 21092	PETTY CASH	11-21-2007	254	0.00	8.50
2110	970100	SUPPLIES 21092	PETTY CASH	11-21-2007	255	0.00	11.34
2110	970110	MEALS (PRSNRS/WR 21092	PETTY CASH	11-21-2007	247	0.00	12.00
2110	970110	MEALS (PRSNRS/WR 21092	PETTY CASH	11-21-2007	248	0.00	12.00
2110	970170	JANITORIAL 17132	MENARDS	30638	65	0.00	98.12
2110	970170	JANITORIAL 20696	RUNGE PAPER COMPANY,	546825	187	0.00	423.42
2110	970170	JANITORIAL 20696	RUNGE PAPER COMPANY,	547955	188	0.00	293.01
2110	970260	POSTAGE AND PARC 00933	POSTMASTER	11-20-07	90	0.00	2000.00
2110	970260	POSTAGE AND PARC 103035	FEDERAL EXPRESS	2-371-72011	153	0.00	17.84
2110	970260	POSTAGE AND PARC 21092	PETTY CASH	11-21-2007	249	0.00	18.70
2110	970600	BOOKS 03363	WEST GROUP	814755434	185	0.00	159.00
2110	970600	BOOKS 05148	CROWER PUBLICATIONS	7536	303	0.00	129.95
2110	970600	BOOKS 05948	BUSINESS & LEGAL REPO	1-6341242	284	0.00	347.20
2110	970600	BOOKS 07439	THOMSON GALE	15427638	54	0.00	456.00
2110	970600	BOOKS 07439	THOMSON GALE	15426228	53	0.00	53.90
2110	970600	BOOKS 07439	THOMSON GALE	15415904	52	0.00	225.59
2110	970600	BOOKS 09737	BAKER & TAYLOR	5008364652	170	0.00	1744.70
2110	970600	BOOKS 09737	BAKER & TAYLOR	2019692544	166	0.00	1558.71
2110	970600	BOOKS 09737	BAKER & TAYLOR	2019719391	163	0.00	1236.54
2110	970600	BOOKS 09737	BAKER & TAYLOR	2019758530	96	0.00	837.83
2110	970600	BOOKS 09737	BAKER & TAYLOR	2019738834	97	0.00	1201.34
2110	970600	BOOKS 09737	BAKER & TAYLOR	2019720127	420	0.00	222.78
2110	970600	BOOKS 09737	BAKER & TAYLOR	2019775493	538	0.00	62.56
2110	970600	BOOKS 09737	BAKER & TAYLOR	2019777150	530	0.00	644.25
2110	970600	BOOKS 09737	BAKER & TAYLOR	2019775571	532	0.00	9.50
2110	970600	BOOKS 09737	BAKER & TAYLOR	2019775463	536	0.00	110.27
2110	970600	BOOKS 09737	BAKER & TAYLOR	2019719624	534	0.00	43.46
2110	970600	BOOKS 09737	BAKER & TAYLOR	2019706568	506	0.00	533.80
2110	970600	BOOKS 09737	BAKER & TAYLOR	2019490379	519	0.00	21.93
2110	970600	BOOKS 09737	BAKER & TAYLOR	2019743611	520	0.00	226.93
2110	970600	BOOKS 09737	BAKER & TAYLOR	2019749304	528	0.00	198.73

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019722566	512	0.00	265.77
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019743601	523	0.00	27.63
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019722595	514	0.00	121.58
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019693240	459	0.00	114.73
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019784941	461	0.00	718.14
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019716083	489	0.00	313.40
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019783381	490	0.00	245.10
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019790853	494	0.00	354.03
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019736768	495	0.00	74.51
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019710827	485	0.00	217.83
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019749311	484	0.00	89.21
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019725018	492	0.00	31.02
2110	970600	BOOKS	101794 EASTERN IL UNIV STATE	2008	276	0.00	65.00
2110	970600	BOOKS	103777 D & Z HOUSE OF BOOKS	89A/2007	272	0.00	327.95
2110	970600	BOOKS	103777 D & Z HOUSE OF BOOKS	87A/2007	270	0.00	509.62
2110	970600	BOOKS	103777 D & Z HOUSE OF BOOKS	88A/2007	271	0.00	178.43
2110	970600	BOOKS	105358 WRITE PUBLICATIONS IN	11-07-07	198	0.00	94.00
2110	970600	BOOKS	105644 D & B	8800819-01	269	0.00	689.50
2110	970600	BOOKS	52364 MARKET DATA RETRIEVAL	1264261	184	0.00	100.00
2110	970610	AUDIO MATERIALS	02191 BOOK WHOLESALERS INC	ML28623A	292	0.00	74.12
2110	970610	AUDIO MATERIALS	02191 BOOK WHOLESALERS INC	106630A	291	0.00	-2.99
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2019784941	455	0.00	36.26
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2019706568	526	0.00	18.95
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2019710827	507	0.00	16.47
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2019758530	94	0.00	234.76
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2019738834	162	0.00	63.47
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2019692544	165	0.00	125.54
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1083970051	92	0.00	30.40
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	11-21-07-1	298	0.00	57.34
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	11-14-07-2	296	0.00	176.97
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	11-14-07-5	294	0.00	79.74
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	11-14-07-1	297	0.00	305.64
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	11-21-07-2	309	0.00	321.76
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	11-14-07-3	295	0.00	66.45
2110	970620	SUBSCRIPTIONS &	74130 EBSCO SUBSCRIPTION SV	CR 8865	600	0.00	-60.32
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	S00533800	509	0.00	730.01
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A99472850	516	0.00	62.45
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A98681620	501	0.00	88.13
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A98228470	499	0.00	14.69
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A98617280	497	0.00	14.69
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A98397880	503	0.00	63.87
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5363965	481	0.00	69.72
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5360594	468	0.00	14.99
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5360596	462	0.00	22.49
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5371331	469	0.00	40.48
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5363966	470	0.00	37.49
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5368587	464	0.00	142.42
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5363968	472	0.00	43.48
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5360595	460	0.00	44.98
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5363967	474	0.00	38.22

SUNGARD PENTAMATION INC - FUND ACCOUNTING

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ACCOUNTING PERIOD: 12/07

SELECTION CRITERIA: payable.due_date='12/17/2007'

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5368040	458	14.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5360593	467	28.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5363964	477	25.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5363963	478	22.49
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5360601	457	41.23
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5372704	542	44.97
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5371334	544	104.96
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5371333	546	14.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5371332	548	67.47
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5375941	437	128.94
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5365139	439	18.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5365137	441	101.22
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5365136	443	112.43
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5375945	434	14.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5360597	450	421.39
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5368043	445	18.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5368042	449	89.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5375942	447	104.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5371335	446	44.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5368041	454	86.96
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5375943	435	22.49
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5372705	417	29.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5372703	425	18.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5368590	412	52.46
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5368589	410	26.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5372702	427	22.49
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5375944	432	29.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5372701	428	29.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5365140	423	29.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5372700	430	145.44
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5365138	421	141.65
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5360598	406	71.21
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5360599	404	254.80
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5368588	407	29.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5360600	402	56.22
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5365135	408	41.23
2110	970630	VISUAL MATERIALS	21195	ALGONQUIN RECORDS	11-21-07-6	299	11.68
2110	970630	VISUAL MATERIALS	21195	ALGONQUIN RECORDS	11-14-07-6	293	15.59
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DI	12161D	277	20.00
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DI	12305B	320	115.00
2110	970640	AUTOMATED REFERE	101798	SCHOLASTIC LIBRARY PU	11211042	75	4293.00
2110	980600	FURNITURE & FIXT	106692	ALLEN DISPLAY	I-002460	84	1733.68
2110	980600	FURNITURE & FIXT	19764	BRODART COMPANY	811838	283	905.90
TOTAL LIBRARY SERVICES						0.00	50205.48
TOTAL FUND						0.00	86976.64

RUN DATE 12/07/2007 TIME 13:29:55

SUNGARD PENTAMATION INC - FUND ACCOUNTING

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ACCOUNTING PERIOD: 11/07

ELECTION CRITERIA: payable.due_date="12/03/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	920120	COMMUNICATION SE	09030 NEXTEL COMMUNICATIONS	655730511069	95	0.00	132.17
2110	920120	COMMUNICATION SE	106455 MCLEOD USA	2642634	413	0.00	242.41
2110	920204	TRAINING	104160 MIRIAM POLLACK & ASSO	SEE ATTACHED	420	0.00	300.00
2110	920220	MEMBERSHIP DUES	102534 ILLINOIS LIBRARY ASSO	114056	455	0.00	75.00
2110	920220	MEMBERSHIP DUES	102534 ILLINOIS LIBRARY ASSO	102381	464	0.00	75.00
2110	920220	MEMBERSHIP DUES	102534 ILLINOIS LIBRARY ASSO	102847	463	0.00	75.00
2110	920220	MEMBERSHIP DUES	102534 ILLINOIS LIBRARY ASSO	100027	462	0.00	75.00
2110	920220	MEMBERSHIP DUES	102534 ILLINOIS LIBRARY ASSO	100029	459	0.00	75.00
2110	920220	MEMBERSHIP DUES	102534 ILLINOIS LIBRARY ASSO	101631	458	0.00	195.00
2110	920220	MEMBERSHIP DUES	102534 ILLINOIS LIBRARY ASSO	104536	461	0.00	75.00
2110	920220	MEMBERSHIP DUES	37429 DES PLAINES CHAMBER O	04-5818	409	0.00	210.00
2110	930010	R & M EQUIPMENT	103824 BUSINESS MACHINE AGEN	69584	373	0.00	324.97
2110	930020	R & M BLDGS & ST	103857 STANDBY ELECTRICAL SY	7-1264	416	0.00	625.00
2110	930030	R & M VEHICLES	104621 K D REPAIR INCORPORAT	18292	412	0.00	302.93
2110	930320	CLEANING:CUSTODI	106652 MUELLER BUILDING SERV	51107CC	530	0.00	1560.00
2110	930320	CLEANING:CUSTODI	106652 MUELLER BUILDING SERV	51107	531	0.00	7425.00
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	5008316731	299	0.00	38.90
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019704762	303	0.00	30.61
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019667106	291	0.00	59.75
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019642646	294	0.00	13.21
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019674735	298	0.00	39.50
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019665677	296	0.00	20.77
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019645746	335	0.00	19.80
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019697650	323	0.00	12.75
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019685949	321	0.00	6.60
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019678737	317	0.00	9.81
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019697584	325	0.00	7.72
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019638764	334	0.00	131.65
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019636325	332	0.00	1.65
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019657643	326	0.00	34.65
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019645759	327	0.00	10.62
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019645922	329	0.00	11.55
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019600704	331	0.00	9.24
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019671999	233	0.00	23.95
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019654836	230	0.00	42.90
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019672276	232	0.00	9.90
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019667218	287	0.00	5.10
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019642654	281	0.00	29.31
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	A97336130	285	0.00	5.55
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019651654	284	0.00	134.25
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	A97095980	273	0.00	7.40
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	A97904970	275	0.00	1.85
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019645876	279	0.00	42.40
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5362466	269	0.00	9.75
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5355056	267	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5355057	265	0.00	6.90
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5360426	248	0.00	16.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5359172	246	0.00	16.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5359173	244	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5359174	250	0.00	9.75

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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5366951	253	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5355059	262	0.00	7.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5355058	263	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5366949	255	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5366948	257	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5366947	261	0.00	9.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5359176	239	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5355055	240	0.00	7.20
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5362471	236	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5362470	300	0.00	9.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5362467	310	0.00	13.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5362469	293	0.00	6.70
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5359175	292	0.00	9.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5355060	308	0.00	19.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5366946	415	0.00	3.25
2110	960990	MISC CONTRACTUAL 100899	C D S OFFICE TECHNOLO	343457	346	0.00	465.72
2110	960990	MISC CONTRACTUAL 102808	ADVANCED AQUATICS	36907	378	0.00	359.78
2110	960990	MISC CONTRACTUAL 72106	COOPERATIVE COMPUTER	NOV 2007	553	0.00	1724.11
2110	960990	MISC CONTRACTUAL 73875	MESSAGE MOVERS	711005	552	0.00	289.23
2110	970100	SUPPLIES 08520	WAREHOUSE DIRECT	379240-0	396	0.00	669.85
2110	970100	SUPPLIES 09638	OFFICE DEPOT	406398827001	400	0.00	-19.04
2110	970100	SUPPLIES 09638	OFFICE DEPOT	406398828001	426	0.00	4.24
2110	970100	SUPPLIES 09638	OFFICE DEPOT	405682751001	425	0.00	29.99
2110	970100	SUPPLIES 19075	CERAMICA, INC.	IN-07-17303	383	0.00	218.77
2110	970100	SUPPLIES 19764	BRODART COMPANY	811007	374	0.00	45.75
2110	970100	SUPPLIES 20177	DEMCO EDUCATIONAL COR	3001767	402	0.00	960.00
2110	970100	SUPPLIES 22890	P C NATION	41539001014	423	0.00	103.72
2110	970170	JANITORIAL 01250	GRAINGER	9437214282	404	0.00	193.41
2110	970170	JANITORIAL 01250	GRAINGER	9492675930	405	0.00	899.04
2110	970170	JANITORIAL 01250	GRAINGER	9437214274	403	0.00	247.06
2110	970170	JANITORIAL 17132	MENARDS	26529	399	0.00	37.94
2110	970170	JANITORIAL 17132	MENARDS	28193	398	0.00	47.77
2110	970260	POSTAGE AND PARC 103035	FEDERAL EXPRESS	2-333-48856	411	0.00	15.50
2110	970600	BOOKS 02191	BOOK WHOLESALERS INC	M120100A	367	0.00	13.62
2110	970600	BOOKS 02958	MARQUIS WHO'S WHO	164814	444	0.00	639.00
2110	970600	BOOKS 03363	WEST GROUP	814568581	406	0.00	160.00
2110	970600	BOOKS 03363	WEST GROUP	814703708	397	0.00	401.25
2110	970600	BOOKS 05527	QUALITY BOOKS INC	113218	424	0.00	83.43
2110	970600	BOOKS 09737	BAKER & TAYLOR	2019645746	337	0.00	181.44
2110	970600	BOOKS 09737	BAKER & TAYLOR	2019665677	297	0.00	137.57
2110	970600	BOOKS 09737	BAKER & TAYLOR	5008316731	301	0.00	2135.51
2110	970600	BOOKS 09737	BAKER & TAYLOR	2019642646	295	0.00	112.26
2110	970600	BOOKS 09737	BAKER & TAYLOR	2019667105	289	0.00	931.12
2110	970600	BOOKS 09737	BAKER & TAYLOR	2019674734	302	0.00	541.96
2110	970600	BOOKS 09737	BAKER & TAYLOR	2019704762	304	0.00	289.27
2110	970600	BOOKS 09737	BAKER & TAYLOR	2019697650	324	0.00	107.04
2110	970600	BOOKS 09737	BAKER & TAYLOR	2019657643	336	0.00	346.45
2110	970600	BOOKS 09737	BAKER & TAYLOR	2019678737	319	0.00	70.78
2110	970600	BOOKS 09737	BAKER & TAYLOR	2019645922	320	0.00	89.18
2110	970600	BOOKS 09737	BAKER & TAYLOR	2019671999	318	0.00	165.98

SELECTION CRITERIA: payable.due_date="12/03/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019645759	328	0.00	60.30
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019685949	322	0.00	58.64
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019636325	330	0.00	8.45
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019708558	316	0.00	96.75
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019697584	315	0.00	94.27
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019600704	333	0.00	91.37
2110	970600	BOOKS	09737 BAKER & TAYLOR	1656067	234	0.00	-38.80
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019664836	231	0.00	392.74
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019672276	238	0.00	90.30
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019638763	271	0.00	1653.18
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019645876	280	0.00	420.50
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019667217	288	0.00	84.08
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019651653	283	0.00	1938.53
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019548480	278	0.00	1084.27
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019642654	282	0.00	230.38
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019666573	272	0.00	363.12
2110	970600	BOOKS	09770 RMA-THE RISK MANAGEME	1000417469	432	0.00	227.00
2110	970600	BOOKS	09788 MIDWEST TAPE	5366951	254	0.00	18.74
2110	970600	BOOKS	101018 MCHENRY PUBLIC LIBRAR	INTER LOAN	421	0.00	30.00
2110	970600	BOOKS	101798 SCHOLASTIC LIBRARY PU	11207941	395	0.00	288.60
2110	970600	BOOKS	101798 SCHOLASTIC LIBRARY PU	11207940	387	0.00	96.20
2110	970600	BOOKS	10512 MERGENT INCORPORATED	7238	472	0.00	1117.00
2110	970600	BOOKS	105644 D & B	8800794-01	473	0.00	1391.00
2110	970600	BOOKS	105644 D & B	8800805-01	380	0.00	689.50
2110	970600	BOOKS	106678 CENGAGE LEARNING	83878262	358	0.00	26.71
2110	970600	BOOKS	13071 MULTI-CULTURAL BOOKS	7-804	340	0.00	887.73
2110	970600	BOOKS	20232 REGENT BOOK COMPANY	70202	460	0.00	45.82
2110	970600	BOOKS	20232 REGENT BOOK COMPANY	5071328	388	0.00	13.03
2110	970600	BOOKS	20361 BERNAN ASSOCIATES	10484196	360	0.00	85.00
2110	970600	BOOKS	35225 MATTHEW BENDER & COMP	55288367	433	0.00	97.95
2110	970600	BOOKS	40830 JOHN WILEY & SONS INC	5934571	435	0.00	29.97
2110	970600	BOOKS	80127 EDUCATIONAL DIRECTORI	91013	418	0.00	102.00
2110	970610	AUDIO MATERIALS	02191 BOOK WHOLESALERS INC	M120100A	376	0.00	47.49
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	302314	371	0.00	382.22
2110	970610	AUDIO MATERIALS	07339 BLACKSTONE AUDIO BOOK	440036	372	0.00	925.48
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2019674734	314	0.00	54.98
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2019667105	290	0.00	40.67
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2019638763	270	0.00	10.97
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2019548480	277	0.00	97.92
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1083828969	391	0.00	24.00
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1083906022	392	0.00	103.20
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1083908404	393	0.00	216.00
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	11-07-07-3	305	0.00	109.82
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	11-07-07-1	307	0.00	537.98
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	11-07-07-2	306	0.00	251.79
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	3727497	389	0.00	63.00
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	3751253	390	0.00	6.95
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	3748773	474	0.00	1468.40
2110	970620	SUBSCRIPTIONS &	09044 CLARION UNIVERSITY OF	BKOS 6059	379	0.00	10.00
2110	970620	SUBSCRIPTIONS &	105105 MAGAZINELINE	611-05974770	434	0.00	12.00

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SUNGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 11/21/07
 TIME: 10:44:57

CITY OF DES PLAINES
 CASH REQUIREMENTS BILL LIST

PAGE NUMBER: 14
 ACCTPAY1
 ACCOUNTING PERIOD: 11/07

SELECTION CRITERIA: payable.due_date="12/03/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970620	SUBSCRIPTIONS &	74130	EBSCO SUBSCRIPTION SV	1215646	410	78.00
2110	970630	VISUAL MATERIALS	02737	MUSIC OCLC USERS GROU	2008 RENEWAL	422	25.00
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	A97095980	274	80.81
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	A97904970	276	14.69
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	A97336130	286	66.12
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5355056	268	14.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5355057	266	127.46
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5355060	252	127.44
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5355058	264	14.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5359173	245	18.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5359172	247	112.45
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5359174	243	63.72
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5366949	256	63.71
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5360426	249	107.95
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5355055	258	35.23
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5366948	259	14.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5362466	260	67.47
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5359175	242	38.22
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5366947	251	65.97
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5359176	241	22.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5362470	235	33.72
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5362471	237	20.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5366946	417	14.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5362469	309	41.23
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5355059	311	22.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5362467	312	37.46
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5362468	313	74.98
2110	970630	VISUAL MATERIALS	102450	INSTRUCTIONAL VIDEO	30062A	436	91.45
2110	970630	VISUAL MATERIALS	80139	RECORDED BOOKS, LLC	3749871	401	31.00
2110	970640	AUTOMATED REFERE	02806	WORLD BOOK SCHOOL AND	1343246	542	1160.79
2110	970640	AUTOMATED REFERE	07439	THOMSON GALE	15414691	533	1395.00
2110	970640	AUTOMATED REFERE	07439	THOMSON GALE	15416627	532	9850.83
2110	980420	COMPUTER SOFTWARE	200294	DELL MARKETING LP	XC7JJ48T2	546	1452.58
2110	980420	COMPUTER SOFTWARE	200294	DELL MARKETING LP	XC7KRJDK9	352	220.00
2110	980420	COMPUTER SOFTWARE	200294	DELL MARKETING LP	XC7JJ47F6	351	914.38
2110	980600	FURNITURE & FIXT	20177	DEMCO EDUCATIONAL COR	2994238	427	462.34
TOTAL LIBRARY SERVICES						0.00	58526.72
TOTAL FUND						0.00	58526.72

VI.D.1.

DIRECTOR'S REPORT

January 15, 2008

Please note: I have not received an official request for confidential information since my last report.

I. PERSONNEL

Resignations/separations for December January: Jairo Barbosa, Building and Security Assistant and Randall Lush, Part-time Monitor, Building and Security Services; Lisa Dyon, Processing Clerk, Technical Services; and Kerrin Riles, Circulation Clerk, Circulation Services.

Robert Johnson has been appointed to the position of Head of Adult Services, effective January 1, 2008.

Heather Imhoff will begin her work as Head of Public Information Services on January 14, 2008. Heather is leaving her position as Executive Director of the River North Association (Chicago).

Carol Kidd and I held meetings with individual employees regarding the changes to the salary schedule that may affect their salaries in the future. The new salary schedule contains several changes in assigning positions to ranges as well as in salary ranges themselves. No current employees salaries will be negatively affected, but some are outside of the new ranges set for their positions. These employees will continue to receive merit raises in the form of bonuses, but their base salaries will not exceed the ranges.

II. STAFF DEVELOPMENT

Holly Sorensen and I have begun talks with Gail Johnson of Face2Face Communications to prepare a program for the development of the new Department Heads team.

III. PATRON SERVICES

The total items circulated for 2007 was 1,088,404, or 31 items per card holder or 19 per resident of Des Plaines. 66% of the items checked out from the Youth Services collection were print (books or magazines) and 43% of the items checked out from the Adult Services collection were print

items. Although the usage in nearly all areas of service was down in 2007 as compared to 2006, we still have a very good rate of service to our community. For example, over 100,125 requests for service were answered by staff at the public service desk on the first floor; 75,805 requests were served on the second floor; and 113,255 requests were served on the 3rd and 4th floors. With a total of 289,185 person-to-person services provided, that is an average of 5 per resident. Our public meeting rooms were used 1489 times by 78,891 people throughout the year. That number of people would fill Soldier Field, with 17,000+ people in standing room. It would fill US Cellular Field or Wrigley Field twice or the United Center 3 ½ times. I am proud of both the high numbers we serve and the high level of service we provide.

In answer to a question from Eldon Burk at the November Board Meeting regarding the usage rates of the Gale Reference Products, Christina Tropea reports the following: Literature Resource Center use increased 18% from 2006 to 2007; Contemporary Authors use decreased 13.6%; and LitFinder use decreased 17%.

IV. OTHER PROFESSIONAL ACTIVITIES

I was elected Secretary of the Chamber of Commerce Board of Directors and began my one-year term this month. I rang the bell for the Salvation Army red kettle program at Jewel on Oakton and Lee on Friday, December 14. I attended the Chambers Executive Committee meeting on January 3, the LCN Division of Library Production Studio meeting on January 8, the Chamber of Commerce Board meeting on January 10, and the NSLS Board meeting on January 14.

DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT
December 2007

0513

			% Change	
Total 2006 to Date:	1,100,133	Total 2007 to Date:	1,088,404	-1.07%
December 2006	80,106	December 2007	79,980	-0.16%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>		
	CHILDREN	2006	2007	2006	2007	2006	2007
Non Fiction		3,674	3,347	356	321	4,030	3,668
Fiction		9,343	9,018	605	694	9,948	9,712
Foreign Language Non Fiction		164	326	19	4	183	330
Foreign Language Fiction		618	751	37	62	655	813
Periodicals		84	101	9	8	93	109
Compact Discs		894	921	38	36	932	957
Audio Cassettes		2	0	1	0	3	0
Audio Kits		51	25	9	20	60	45
Puzzles		1	0	10	2	11	2
Games		18	32	4	3	22	35
Audio Books		227	207	10	16	237	223
Video Fiction		390	154	58	24	448	178
Video Non Fiction		133	84	2	1	135	85
DVD		6,048	6,847	309	382	6,357	7,229
CD ROMs		409	361	0	0	409	361
SUB TOTAL		22,056	22,174	1,467	1,573	23,523	23,747
ADULT							
Non Fiction		10,473	9,932	278	327	10,751	10,259
Fiction		7,284	7,220	204	272	7,488	7,492
Large Type		1,137	1,124	8	28	1,145	1,152
Foreign Language Non Fiction		338	367	4	12	342	379
Foreign Language Fiction		1,023	897	1	1	1,024	898
High School Collection		466	690	3	2	469	692
Periodicals		1,942	2,046	74	87	2,016	2,133
Pamphlets		8	3	0	0	8	3
Compact Discs		7,966	7,708	262	237	8,228	7,945
Pictures		11	14	0	0	11	14
Audio Books		2,335	2,040	36	15	2,371	2,055
CD ROMs		175	139	0	0	175	139
Video Fiction		860	795	20	6	880	801
Video Non Fiction		740	60	1	3	741	63
DVD		20,082	21,202	551	663	20,633	21,865
Misc. Formats		291	334	10	9	301	343
		55,131	54,571	1,452	1,662	56,583	56,233
GRAND TOTAL		77,187	76,745	2,919	3,235	80,106	79,980
Self Check		26,843	30,307	0	0	26,843	30,307

Main Library closed 3 days for holidays.
 Mobile Library closed 7 days for winter break.

**DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT
2006/2007**

Total 2006 to Date:	1,100,133	Total 2007 to Date:	1,088,404	% Change -1.07%
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	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>		
	CHILDREN	2006	2007	2006	2007	2006	2007
Non Fiction		62,079	56,900	6,137	6,526	68,216	63,426
Fiction		148,670	149,825	11,938	12,355	160,608	162,180
Foreign Language Non Fiction		3,483	3,513	271	185	3,754	3,698
Foreign Language Fiction		7,364	9,618	759	988	8,123	10,606
Periodicals		2,480	2,121	92	226	2,572	2,347
Compact Discs		13,566	12,965	681	574	14,247	13,539
Audio Cassettes		94	9	1	0	95	9
Audio Kits		1,084	501	425	370	1,509	871
Puzzles		17	1	122	88	139	89
Games		383	435	90	67	473	502
Audio Books		3,764	3,350	167	230	3,931	3,580
Video Fiction		10,026	3,858	1,460	244	11,486	4,102
Video Non Fiction		2,807	2,027	65	16	2,872	2,043
DVD		74,302	89,505	5,552	6,495	79,854	96,000
CD ROMs		6,118	5,834	5	3	6,123	5,837
SUB TOTAL		336,237	340,462	27,765	28,367	364,002	368,829
ADULT							
Non Fiction		143,882	97,318	2,653	2,520	146,535	99,838
Fiction		99,859	135,831	3,016	3,575	102,875	139,406
Large Type		16,141	15,744	386	452	16,527	16,196
Foreign Language Non Fiction		6,128	4,929	99	106	6,227	5,035
Foreign Language Fiction		12,847	12,554	15	49	12,862	12,603
High School Collection		8,363	8,178	47	51	8,410	8,229
Periodicals		29,556	29,089	1,698	1,619	31,254	30,708
Pamphlets		137	127	0	0	137	127
Compact Discs		96,550	93,366	3,403	3,141	99,953	96,507
Pictures		182	208	6	6	188	214
Audio Books		32,431	28,255	387	362	32,818	28,617
CD ROMs		2,393	1,859	4	5	2,397	1,864
Video Fiction		14,259	8,237	836	119	15,095	8,356
Video Non Fiction		13,693	7,600	40	37	13,733	7,637
DVD		233,828	250,429	8,882	8,934	242,710	259,363
Misc. Formats		4,381	4,802	29	73	4,410	4,875
		714,630	698,526	21,501	21,049	736,131	719,575
GRAND TOTAL		1,050,867	1,038,988	49,266	49,416	1,100,133	1,088,404
Self Check		227,780	466,270	0	0	227,780	466,270

VI.D.1.

DES PLAINES PUBLIC LIBRARY
HOLDINGS
JANUARY 2008

	<u>Dec 2007</u>	<u>Jan 2008</u>	<u>Change</u>	<u>% Change</u>
Books	266,487	266,241	-246	-0.09%
Audio	24,588	24,512	-76	-0.31%
Video	21,642	21,641	-1	0.00%
Puzzles & Games	185	184	-1	-0.54%
Realia	241	241	0	0.00%
Pamphlets	553	553	0	0.00%
Total	313,696	313,372	-324	-0.10%

VI.D.1.

**DES PLAINES PUBLIC LIBRARY
REGISTRATION SERVICES REPORT FOR DECEMBER 2007**

I. Library Card Registration Services

<u>Dec 2006</u>	<u>Nov 2007</u>	<u>Dec 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>Year to Date % Change</u>
584	661	558	9,717	9,166	(-5.7%)

A.	New Library Card Registrations	190
B.	Updated Library Card	266
C.	Other Libraries	96
D.	Non Resident Fee Paid Cards	5
	(Year to Date - 68 Non Resident Fee Paid Cards)	
E.	Business Cards	1
	Total	558

II. Other Registration Services

1.	Patrons Registering for Programs	151
2.	Number of Meeting Room Uses	49
3.	Voters Registered	5
4.	Senior Cab Cards	10
	Total	215

III. Total Number of Registered Borrowers

Dec 2006	35,765	(62.8% of Population)
Dec 2007	35,427	(62.2% of Population)

VI.D.1.

**DES PLAINES PUBLIC LIBRARY
CIRCULATION SERVICES REPORT FOR DECEMBER 2007**

IV. Patron Attendance Count

<u>Dec 2006</u>	<u>Nov 2007</u>	<u>Dec 2007</u>	<u>Year to Date</u> <u>2006</u>	<u>Year to Date</u> <u>2007</u>	<u>Year to Date</u> <u>% Change</u>
36,010	41,011	30,833	577,554	509,668	(-11.8%)

**Reciprocal Borrowing
(Materials Lent)**

	<u>Dec 2006</u>	<u>Dec 2007</u>	<u>% Change</u>
NSLS	13,241	12,851	(-3.0%)
Other Systems	3,868	3,171	(-18.0%)
Total	17,109	16,022	(-6.4%)

V. Interlibrary Loan

	<u>Dec 2006</u>	<u>Dec 2007</u>	<u>Year to Date</u> <u>2006</u>	<u>Year to Date</u> <u>2007</u>	<u>Year to Date</u> <u>% Change</u>
Sent	4,989	4,887	74,669	66,993	(-10.3%)
Received	3,992	4,041	55,651	52,059	(-6.5%)
Total	8,981	8,928	130,320	119,052	(-8.7%)

VI.D.1.

**DES PLAINES PUBLIC LIBRARY
ADULT SERVICES PATRON ASSISTANCE
DECEMBER 2007**

Assistance	<u>Dec 2006</u>	<u>Dec 2007</u>	<u>Year To Date 2006</u>	<u>Year To Date 2007</u>	<u>% Change</u>
1. Computer/Instruction	1,166	1,194	17,095	14,188	-17.0%
2. Mechanical	296	230	3,894	2,879	-26.1%
3. Directional	846	750	10,952	11,215	2.4%
4. Tax Forms	27	17	1,305	1,322	1.3%
Total	2,335	2,191	33,246	29,604	-11.0%
Reference and Readers' Services	<u>Dec 2006</u>	<u>Dec 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>% Change</u>
1. Specific Item Request	2,457	2,182	33,656	32,985	-2.0%
2. Ready Reference	1,256	1,008	17,808	16,361	-8.1%
3. In-Depth Reference	150	119	2,038	1,822	-10.6%
4. Information	1,193	946	17,214	15,752	-8.5%
5. Instruction	51	35	536	525	-2.1%
6. Virtual Reference Desk	21	12	183	338	84.7%
7. Interlibrary Loan Request	109	109	1,457	1,656	13.7%
8. Readers' Advisory	103	124	2,881	1,398	-51.5%
9. CCS Holds	882	1,093	12,467	12,784	2.5%
Total	6,222	5,628	88,240	83,621	-5.2%
Sign Up	<u>Dec 2006</u>	<u>Dec 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>% Change</u>
1. Computer Use	7,296	6,533	111,220	98,051	-11.8%
2. Group Study Rooms	661	586	10,156	9,050	-10.9%
3. Ellis/Reading Edge	0	1	3	6	0.0%
Total	7,957	7,120	121,379	107,107	-11.8%
Grand Total	16,514	14,939	242,865	220,332	-9.3%
Downloadable Audiobooks	82	48			
PlayAway	45	59			

VI.D.1.

**DES PLAINES PUBLIC LIBRARY
CIRCULATION PATRON ASSISTANCE
DECEMBER 2007**

Assistance/Service Desk	<u>Dec 2006</u>	<u>Dec 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>% Change</u>
1. Phone Calls Received	516	624	8,417	8,079	-4.0%
2. Patron Renewals	726	730	11,630	9,191	-21.0%
3. Patron Reserves Delivered	3,061	2,286	45,813	38,872	-15.2%
4. Directional	252	246	7,465	4,768	-36.1%
5. Account Inquiries	2,686	2,130	38,860	28,150	-27.6%
6. Program Sign-up	65	73	2,850	2,085	-26.8%
7. In Person Patron Assistance	750	557	13,073	8,980	-31.3%
Total	8,056	6,646	128,108	100,125	-21.8%
Assistance/Switchboard	<u>Dec 2006</u>	<u>Dec 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>% Change</u>
1. Phone Calls Answered	2,602	2,450	34,390	34,170	-0.6%
2. Delivery/Buzzer	43	25	537	693	29.1%
3. 2-Way Radio	0	0	154	31	
Total	2,645	2,475	35,081	34,894	-0.5%
Grand Total	10,701	9,121	163,189	135,019	-17.3%

VI.D.1.

**DES PLAINES PUBLIC LIBRARY
YOUTH SERVICES PATRON ASSISTANCE
DECEMBER 2007**

Assistance	<u>Dec 2006</u>	<u>Dec 2007</u>	<u>Year To Date 2006</u>	<u>Year To Date 2007</u>	<u>% Change</u>
1. Computer Sign-up	1,197	1,106	42,006	18,302	-56.4%
2. Mech Troubleshooting	257	105	2,306	2,328	1.0%
3. Computer Mech Instr	401	209	5,792	4,533	-21.7%
4. Program Sign-up	55	56	2,968	1,974	-33.5%
5. Information	456	286	7,237	6,000	-17.1%
6. Directional Questions	316	200	4,828	3,969	-17.8%
Total	2,682	1,962	65,137	37,106	-43.0%
In-House Circulation	<u>Dec 2006</u>	<u>Dec 2007</u>	<u>Year To Date 2006</u>	<u>Year To Date 2007</u>	<u>% Change</u>
1. Train Sets	1,432	909	17,136	15,510	-9.5%
2. Chess/Checkers	9	8	231	161	-30.3%
3. School Supplies Handouts	51	55	560	674	20.4%
4. Textbooks	13	11	338	213	-37.0%
Total	1,505	983	18,265	16,558	-9.3%
Reference	<u>Dec 2006</u>	<u>Dec 2007</u>	<u>Year To Date 2006</u>	<u>Year To Date 2007</u>	<u>% Change</u>
1. Specific Item Request	880	800	14,151	12,359	-12.7%
2. Reference	285	301	4,571	4,791	4.8%
3. Readers' Advisory	170	103	2,829	2,634	-6.9%
4. ILL & Patron Holds	103	85	2,866	2,247	-21.6%
5. Book Bag Request	4	5	124	110	-11.3%
Total	1,442	1,294	24,541	22,141	-9.8%
Grand Total	5,629	4,239	107,943	75,805	-29.8%

VI.D.1.

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR DECEMBER 2007**

Library Sponsored Programs/Meetings	Times Used	Meeting Room Used	Attendance
Adult Services Meeting	1	C	12
Circulation Meeting	1	C	12
Department Head Meeting	3	C	21
Drop-in Email Assistance	2	CL	3
Friends Holiday Booksale	1	B	200
Friends of the Library	1	C	16
Intermediate Internet Searching Class	2	CL	13
Introduction to Basic Computers	3	CL	18
Introduction to the Internet	2	CL	12
Management Committee Meeting	1	C	8
Medicare Part D - Updates	1	A	20
Page Meeting	2	C	23
Sunday Afternoon Movie	1	A	17
The World of Tea	1	B/C	25
Thursday Evening Book Discussion	1	H	14
Total	23		414

VI.D.1.

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR DECEMBER 2007**

Outside Community Groups	Times Used	Meeting Room Used	Attendance
550 Ida Condominium Association	1	A	6
American Cancer Society Relay 4 Life Meeting	1	B	5
AARP Tax Aide Planning Meeting	1	B	10
Brighton Condo Association	1	A	20
Cambria Condo Association	1	A	14
Carepoint Adult Child-Family Association	1	C	12
Chicago-North Romance Writers of America	1	C	30
City of Des Plaines Blood Drive	1	C	51
City of Des Plaines New Year's Eve Party	1	A,B,C	3,000*
Des Plaines Toastmasters	2	A/C	34
District 62 Focus Group	1	B	10
Graceland Manor Condo Association	1	B	7
Hanul Family Alliance	1	B	15
Junior Great Books	1	B	11
Kiwanis Club of Des Plaines	1	C	15
Maine West-Maine South Spring 2008 Trip to Spain	1	A	58
Meridian Condo Association	1	A	35
Midwest Young Artist Chamber Ensemble	1	C	25
Monte Clare Condo Association	1	A	10
Piano Recital	1	B	50
Polyglots Toastmasters	2	A	24
Quilting Divas	1	C	14
Thacker Park Condo Association	1	B	12
Society of Children's Book Writers & Illustrators	1	C	15
Total	26		3,483

VI.D.1.

**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR DECEMBER 2007**

	Times Used	Meeting Room Used	Attendance
Other			
Library Board Meeting	1	CR	14
Total	1		14
Literacy Program			
Learn to Read	5	B	300
Total	5		300
Library Sponsored Children's Programs			
2-year-olds Storytime	4	ST	53
3- to 5-year-olds Storytime	4	ST	25
Baby Book Times	12	ST	144
Drop-in Chess Club	1	B	35
Drop-in Craft	1	ST	110
Family Book Discussion	1	ST	13
Jingle Bell Express	1	B/C	35
Jr. Great Books Pre-1 Grades	3	ST	28
Jr. Great Books 2-4 Grades	3	ST	22
Total	30		465
Grand Total December 2007	84		4,676
Grand Total December 2006	75		6,902
% Change			(-32.3%)

Total = 50 groups involving 4,676 people.

2007 Year to Date Total = 1,489 groups involving 78,891 people.

*This figure is based on total estimated attendance at the New Year's Eve celebration. There are no figures specifically available for library attendance.

VI.D.1.**DES PLAINES PUBLIC LIBRARY
MEETING ROOM USAGE FOR DECEMBER 2007**

A – Meeting Room A
B – Meeting Room B
C – Meeting Room C
CL – 4th Floor Computer Lab
CR – 2nd Floor Conference Room
H – Heritage Room
SR3 – Study Rooms 3rd Floor
SR4 – Study Rooms 4th Floor
ST – Storytime Room
T – Teen Room

Des Plaines Public Library

1501 Ellinwood Street
 Des Plaines, IL 60016-4553
 847.827.5551 phone
 847.827.7974 fax
 www.dppl.org

VI.D.2.

- Progress Report
- Response Requested by _____
- Board Action Required 12/18/07

BOARD OF TRUSTEES
 Minutes of the Management Committee Meeting
 December 18, 2007

Present: Eldon Burk, Maria Bahamon, Elaine Tejcek, Noreen Lake, Rhys Read,
 Sandra Norlin, Holly Richards Sorensen, Carol Kidd.

Call to Order: 5:15 by Eldon Burk.

Noreen Lake asked to add "Officers Request for Confidential Library Information" to the agenda. Eldon Burk replied that if time permitted the Committee would discuss the Emergency Exception to the Illinois Library Records Confidentiality Act at the end of the meeting.

Sandra Norlin asked to add Photocopier/Print Lease Agreement to the agenda.

Rhys Read entered the meeting at 5:30 p.m.

The Committee reviewed the revised Collection Development policy.

MOTION by Elaine Tejcek, seconded Maria to accept the collection development policy, with modifications. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The Committee reviewed and approved the job descriptions for Readers' Services Supervisor and Public Information Assistant. The Public Information Assistant job description was revised and the Readers' Services Supervisor position was newly created.

MOTION by Elaine Tejcek, seconded Maria Bahamon, to approve the job description for Readers' Services Supervisor, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Motion by Elaine Tejcek, seconded by Maria Bahamon, to approve the revised job description for Public Information Assistant, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The Committee discussed Electronic Attendance at Meetings and decided not to recommend a change to library policy at this time.

MOTION by Elaine Tejcek, seconded by Maria Bahamon, not to recommend changing library policy to include Electronic Attendance at Meetings, at this time. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Holly Richards Sorensen, Coordinator of Public Services, explained the proposal for a new lease agreement for library copiers through United Business Solutions and explained that the current lease payment will be reduced by \$681.00 per month and that there will be a reduction in price for copies made by patrons. The current cost for a black and white copy is 15 cents and will be reduced to 10 cents. The current cost for a color copy is \$1.00 and will be reduced to 50 cents. The term for the new lease is five years.

MOTION by Elaine Tejcek, seconded by Maria Bahamon, to accept the proposal for a new lease agreement for library copier through Untied Business Solutions, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Maria Bahamon, seconded by Eldon Burk, to reduce the price of copies from 15 cents to 10 cents for black and white and from \$1.00 to 50 cents for color copies. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Elaine Tejcek, seconded by Maria Bahamon, to accept the proposed agreement with United Business Solutions for a new lease agreement for library copiers at a cost of \$2,005 per month, which is in the best interest of the Des Plaines Public Library.

MOTION by Elaine Tejcek, seconded by Maria Bahamon, to adjourn the meeting.

The meeting adjourned at 7:02 p.m.

Minutes prepared by Carol Kidd.

Proposed Dates for Upcoming Televised Library Board of Trustees Meetings

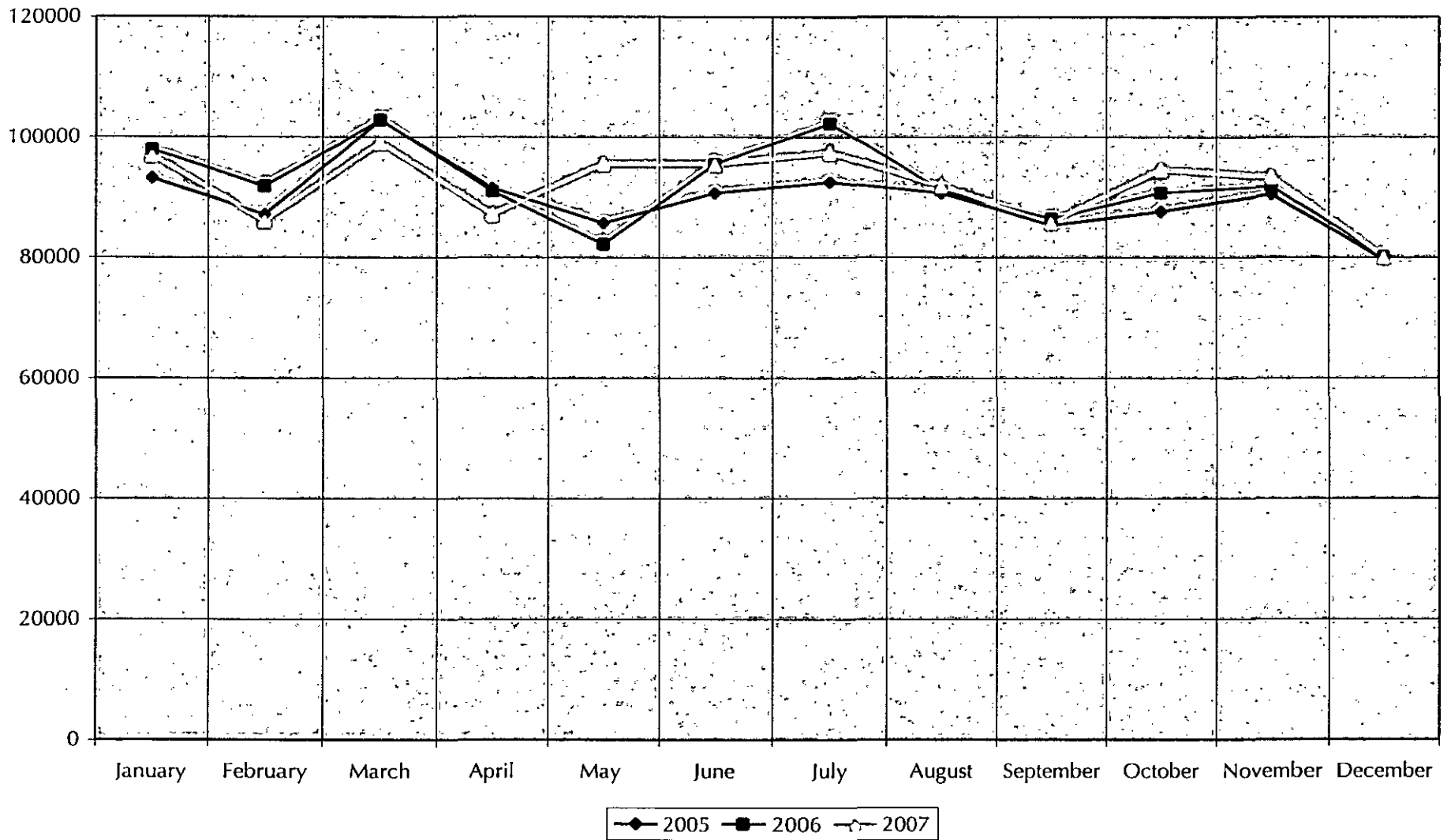
April, 2008

July, 2008

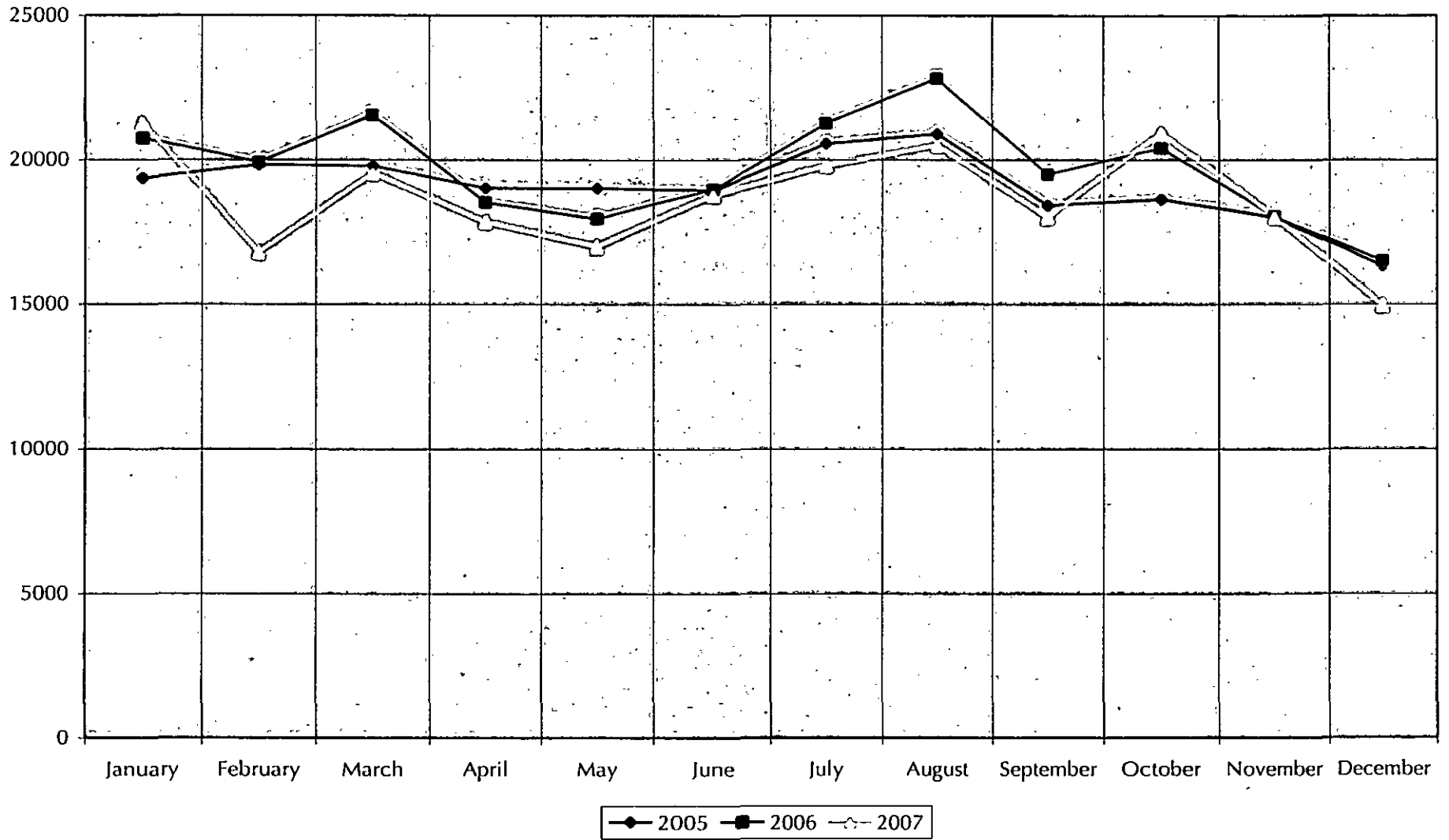
October, 2008

January, 2009

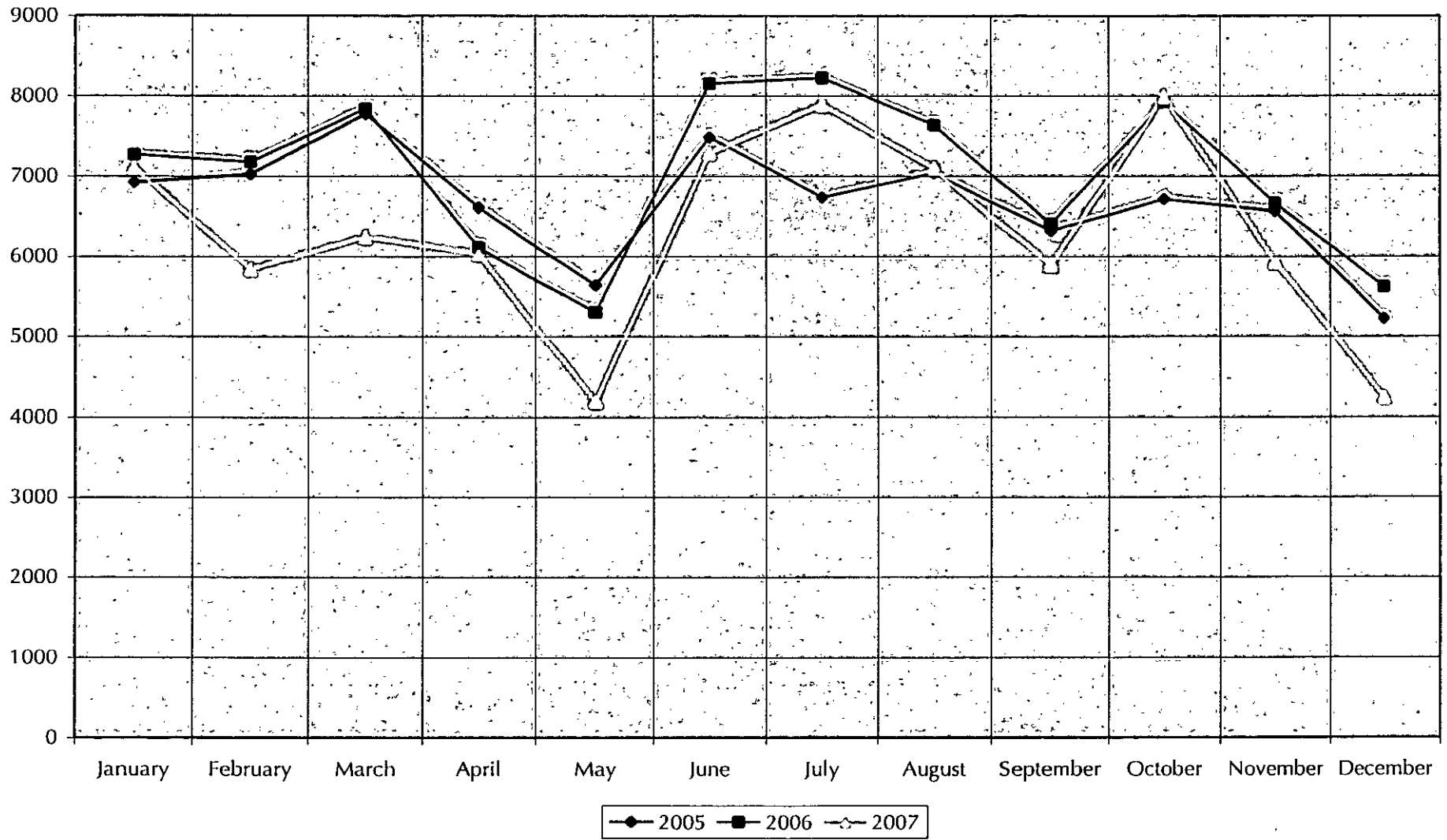
Circulation Statistics
Items Circulated Per Month By Year



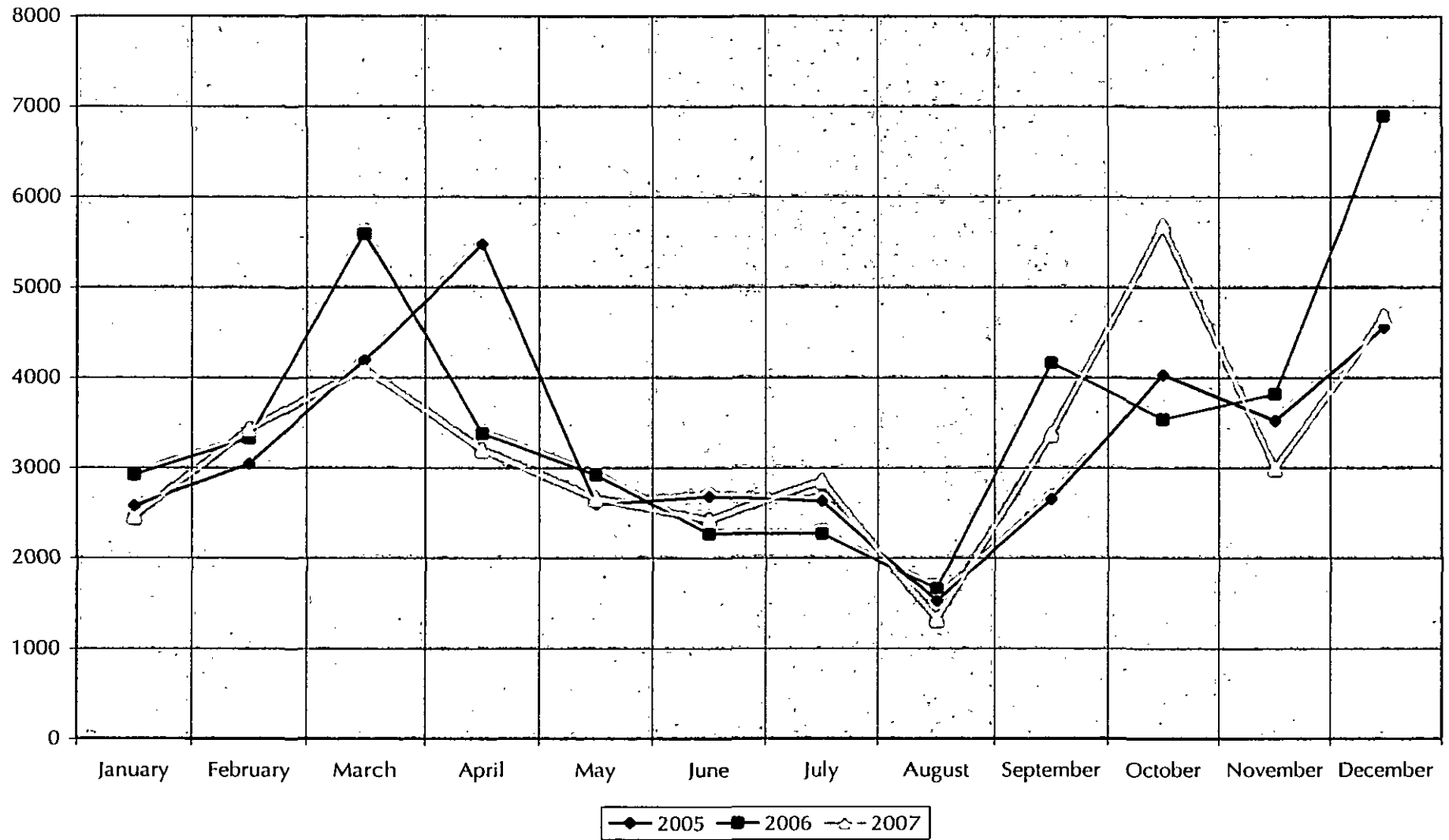
Adult Services Patron Assistance
December 2007



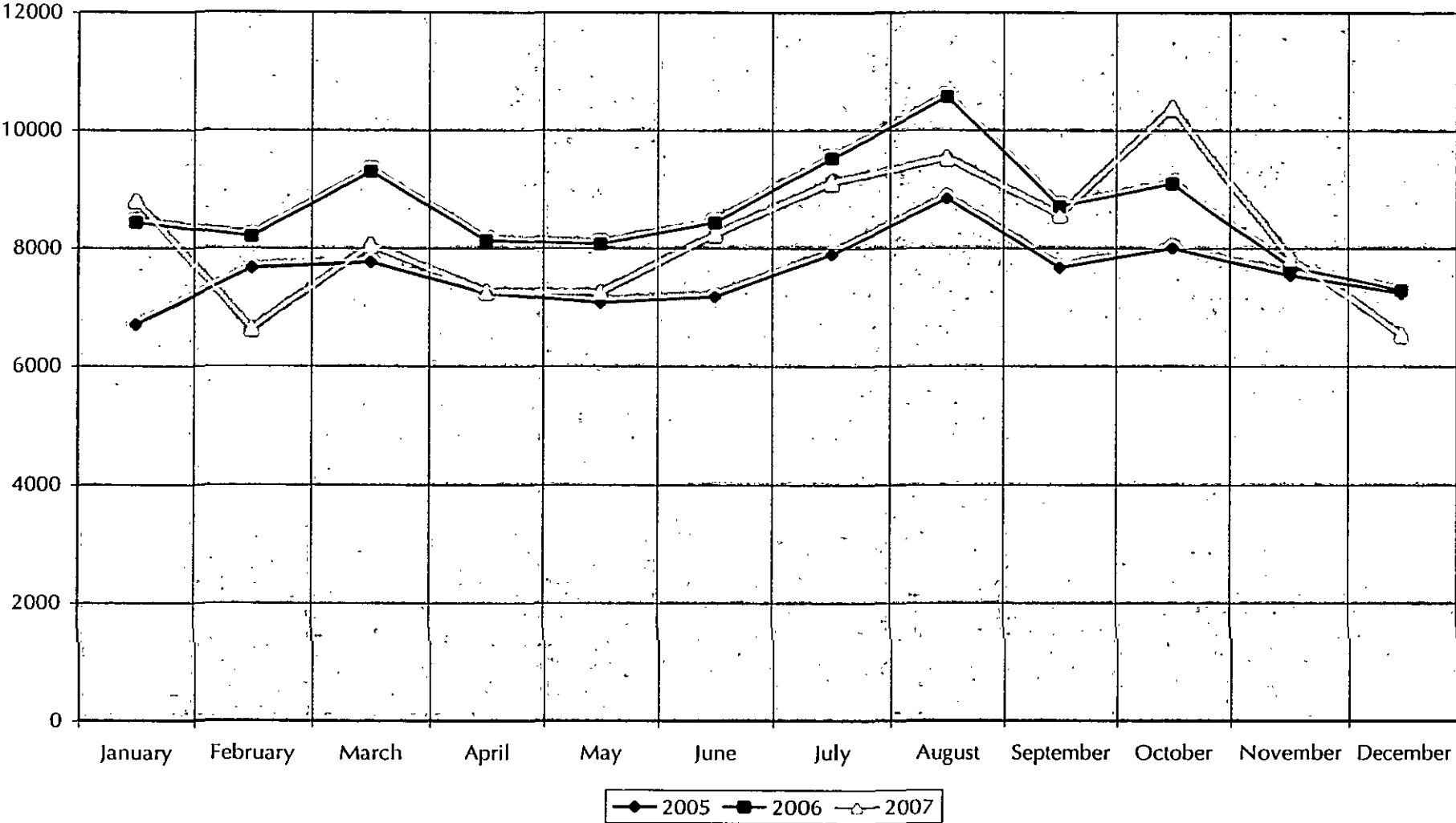
Youth Services Patron Assistance
December 2007



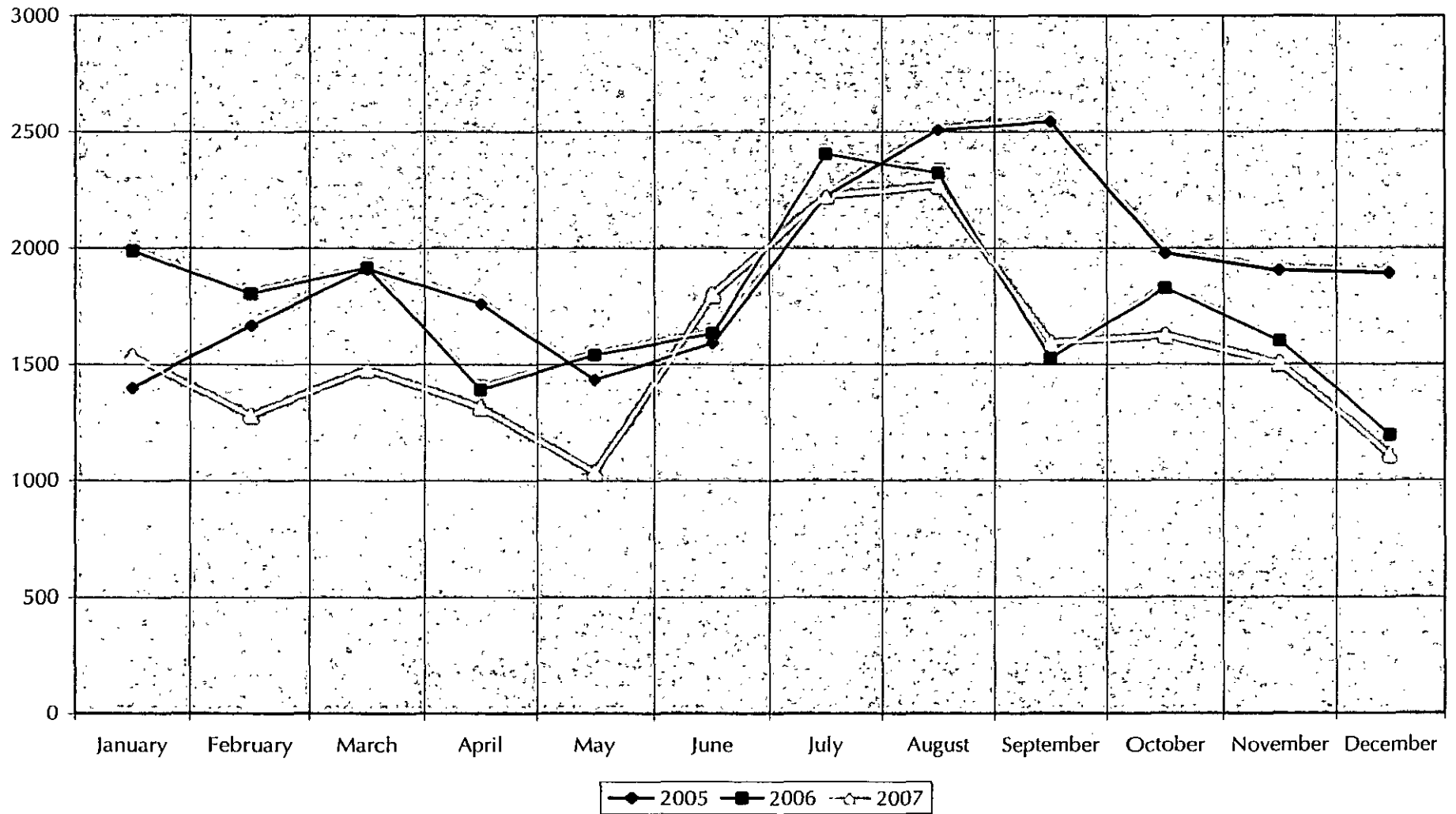
Meeting Room Attendance
December 2007



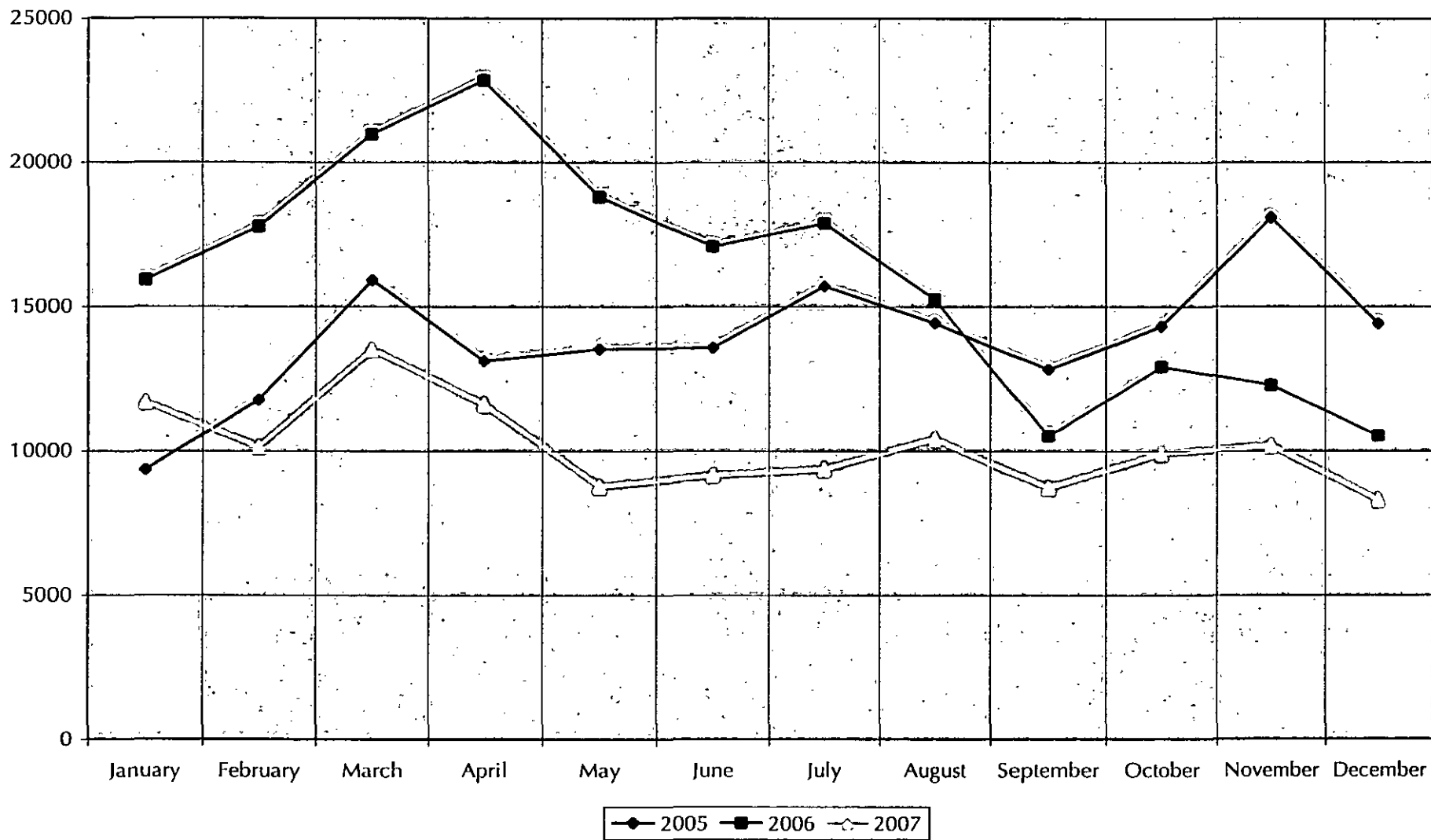
In-House Use of Library Computers
Adult Services
December 2007



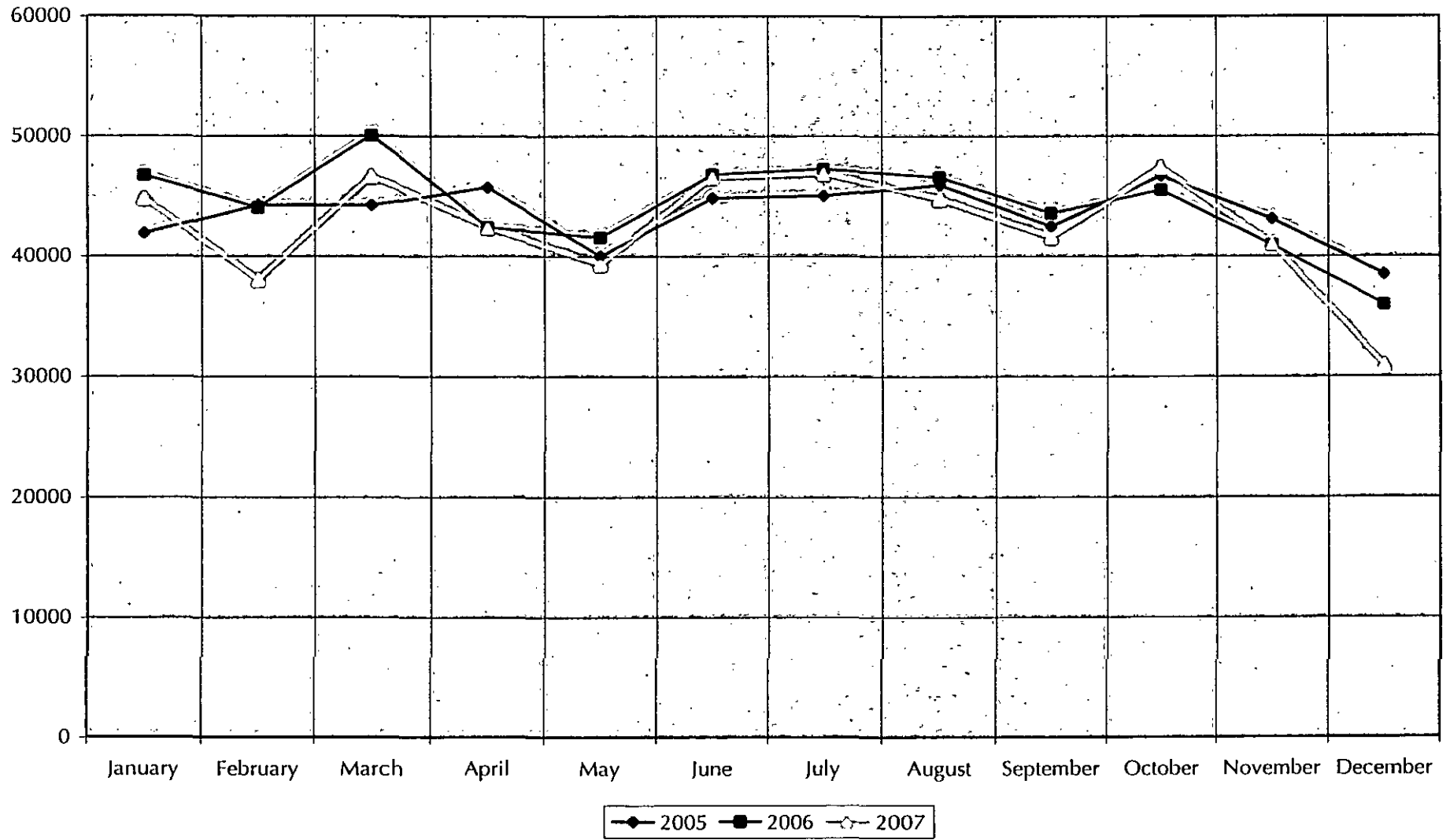
In-House Use of Library Computers
Youth Services
December 2007



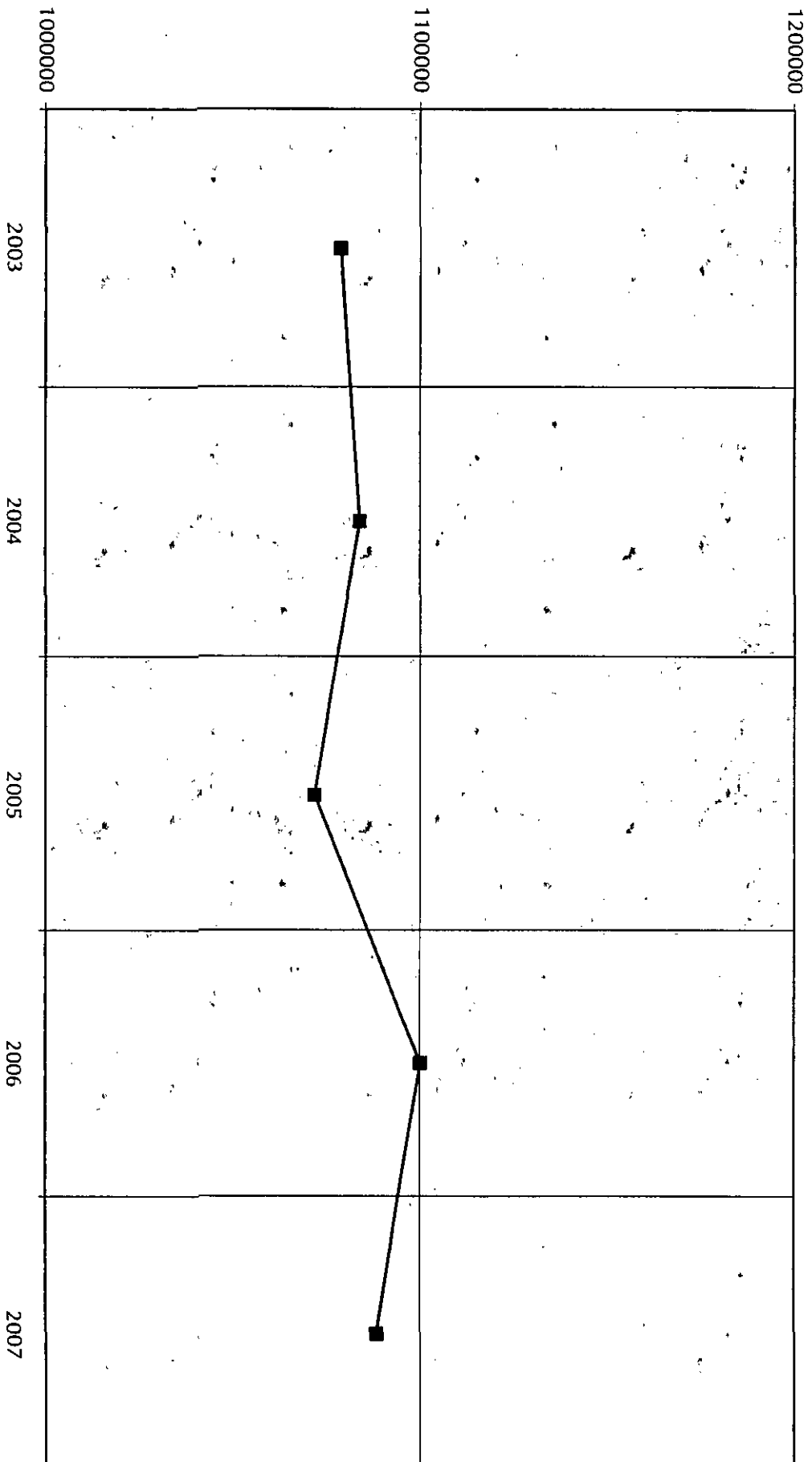
Use of Online Reference Products
December 2007



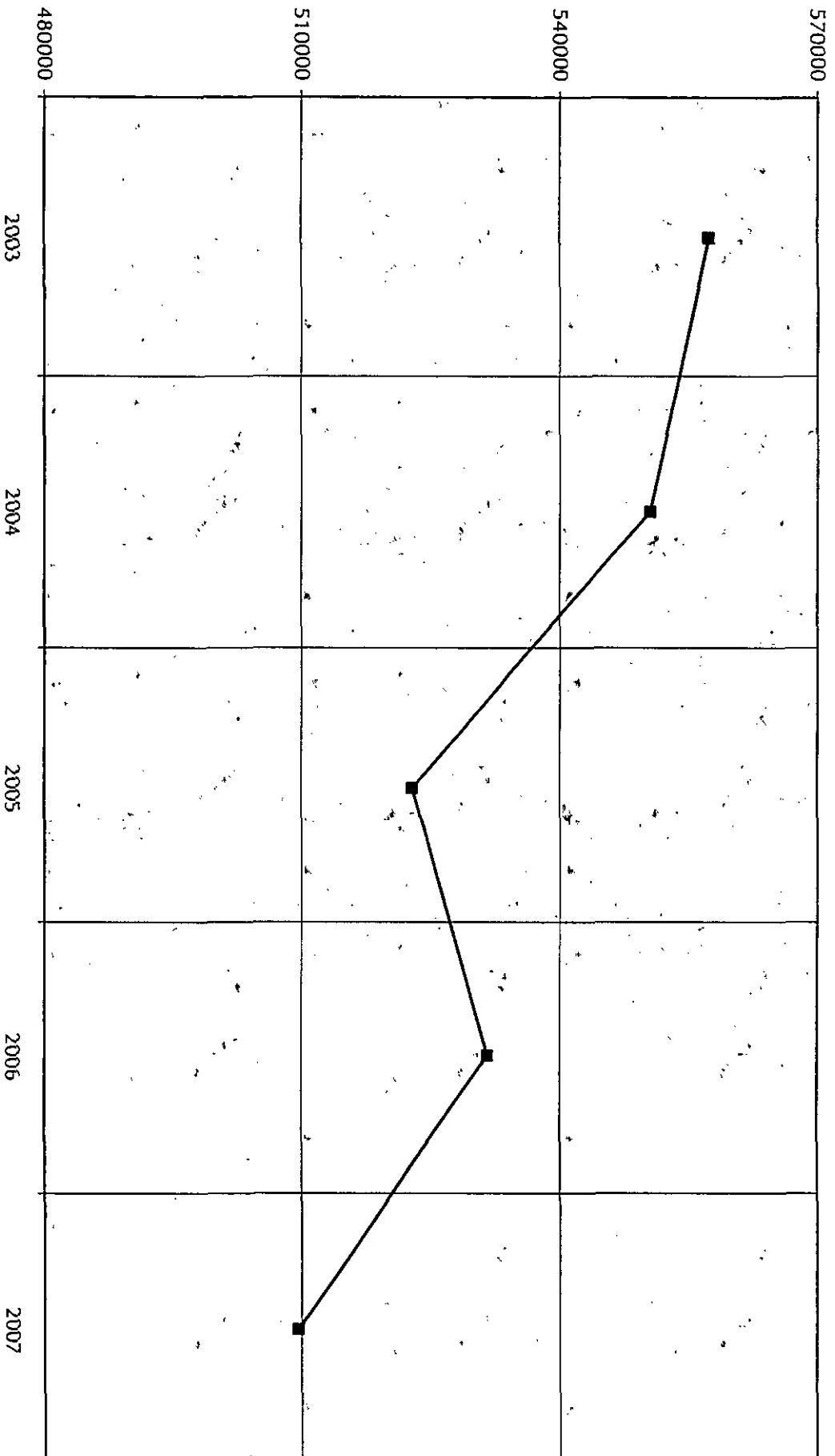
Patron Attendance
December 2007



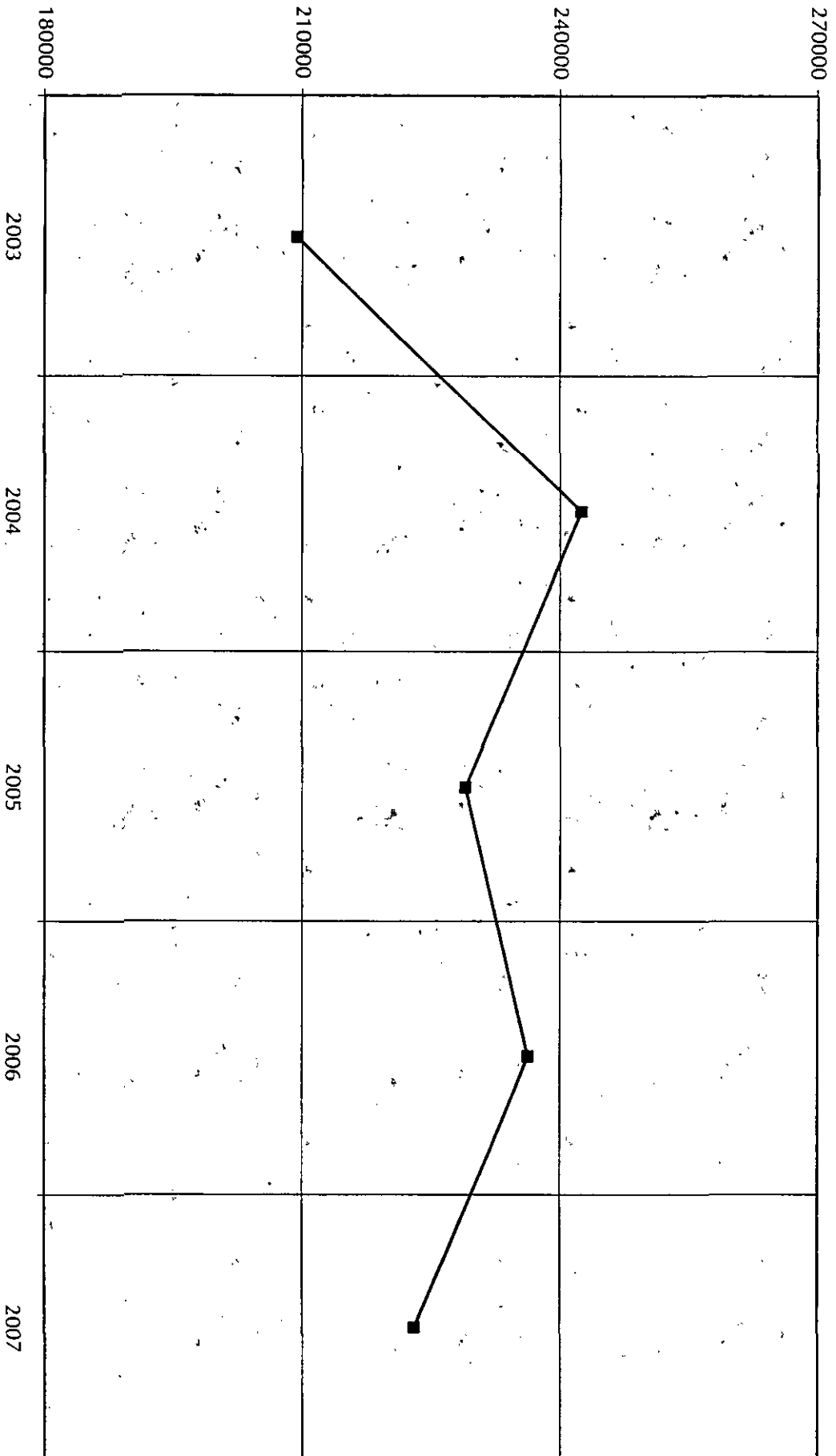
Circulation Statistics
Items Circulated By Year
2003 - 2007



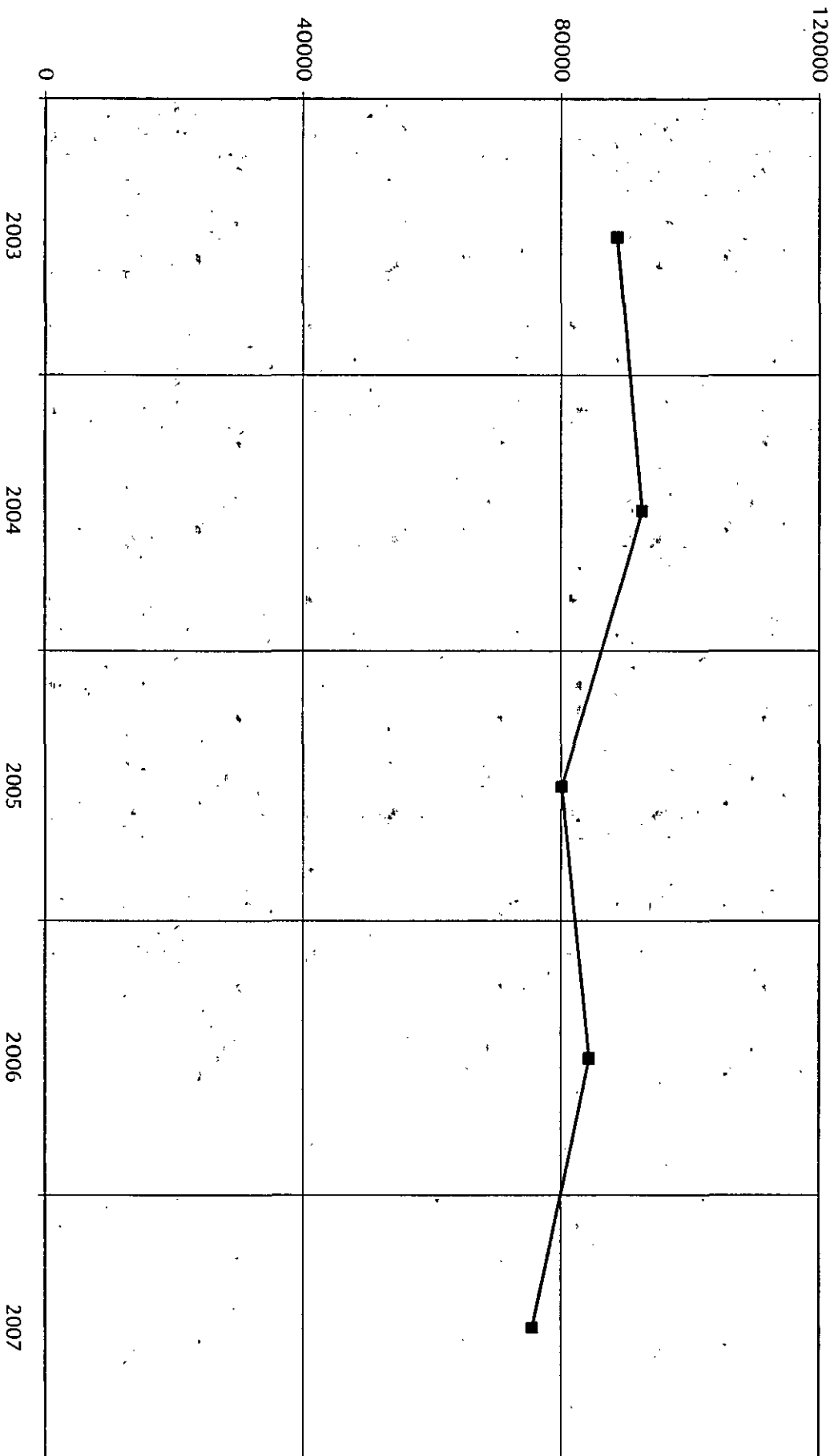
Patron Attendance
2003 - 2007



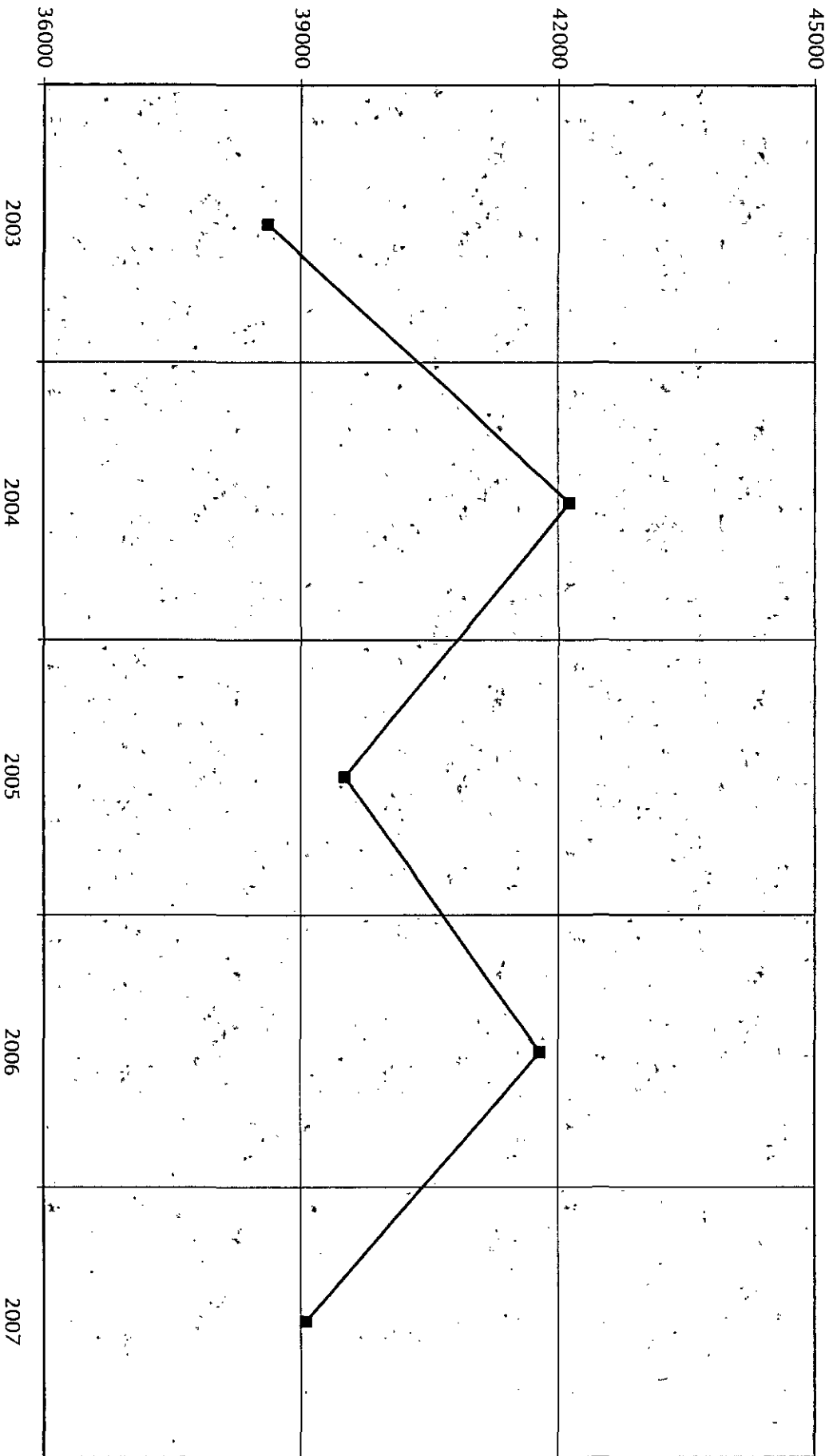
Adult Patron Assistance
2003 - 2007



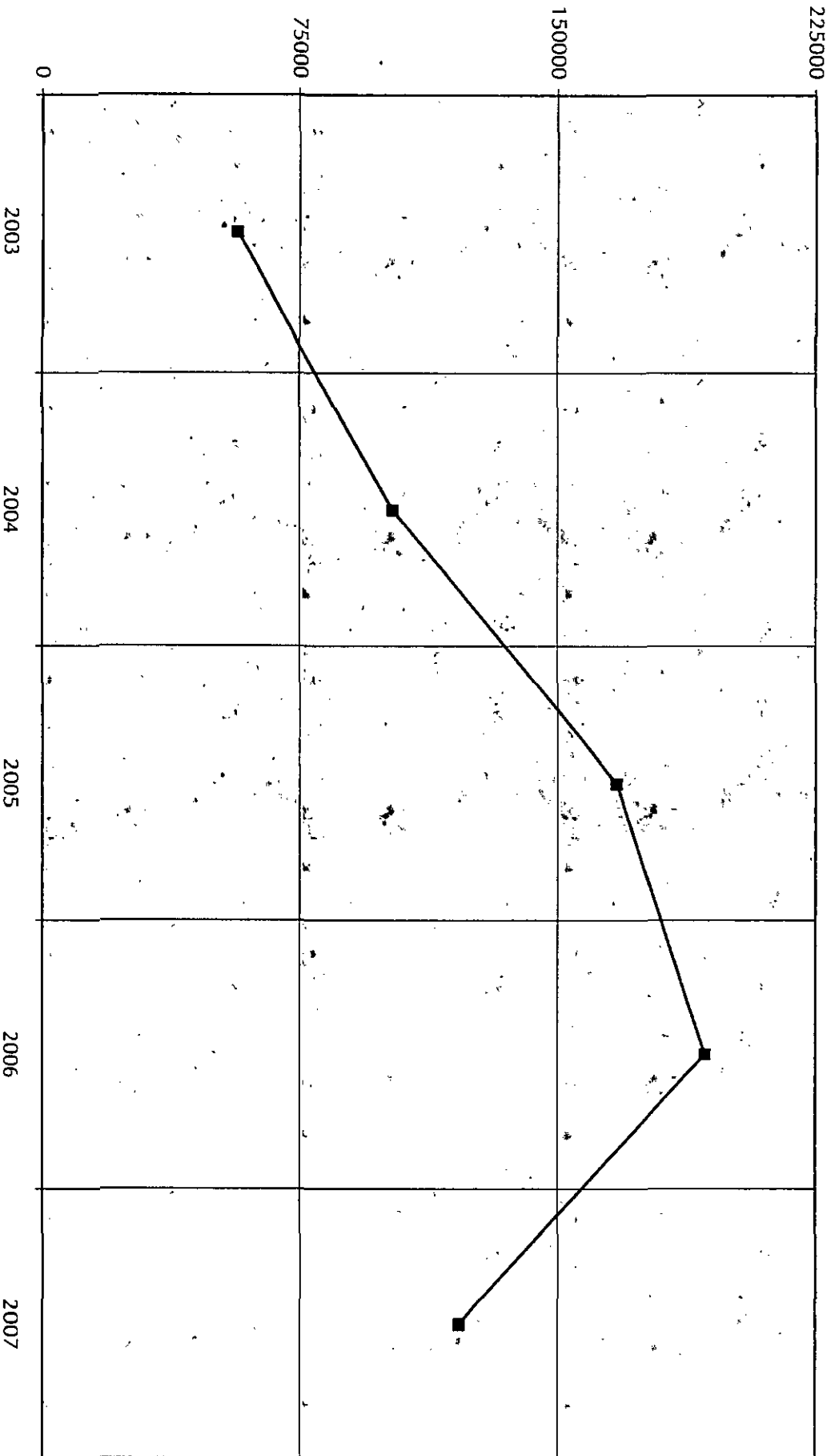
Youth Patron Assistance
2003 - 2007



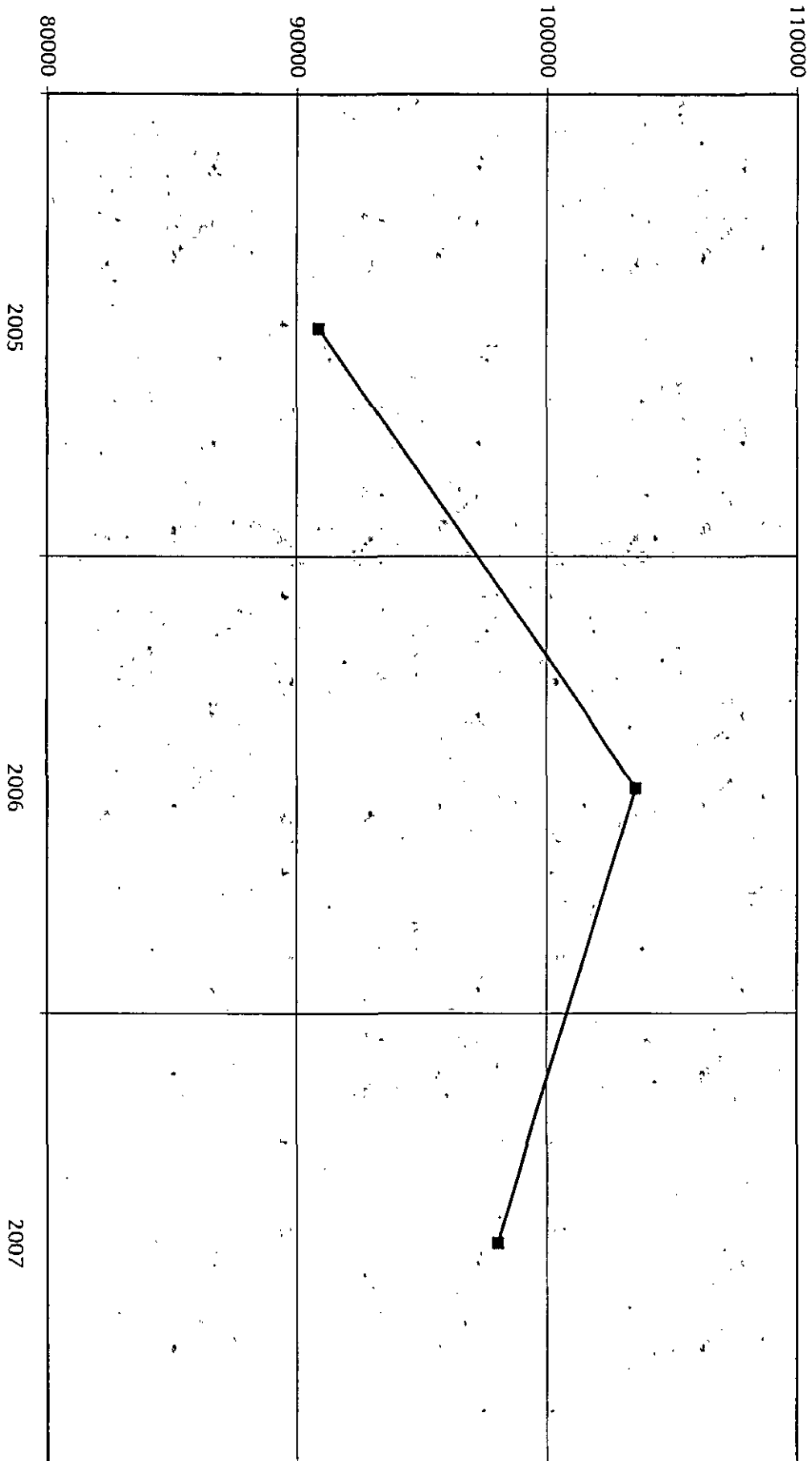
Meeting Room Attendance
2003 - 2007



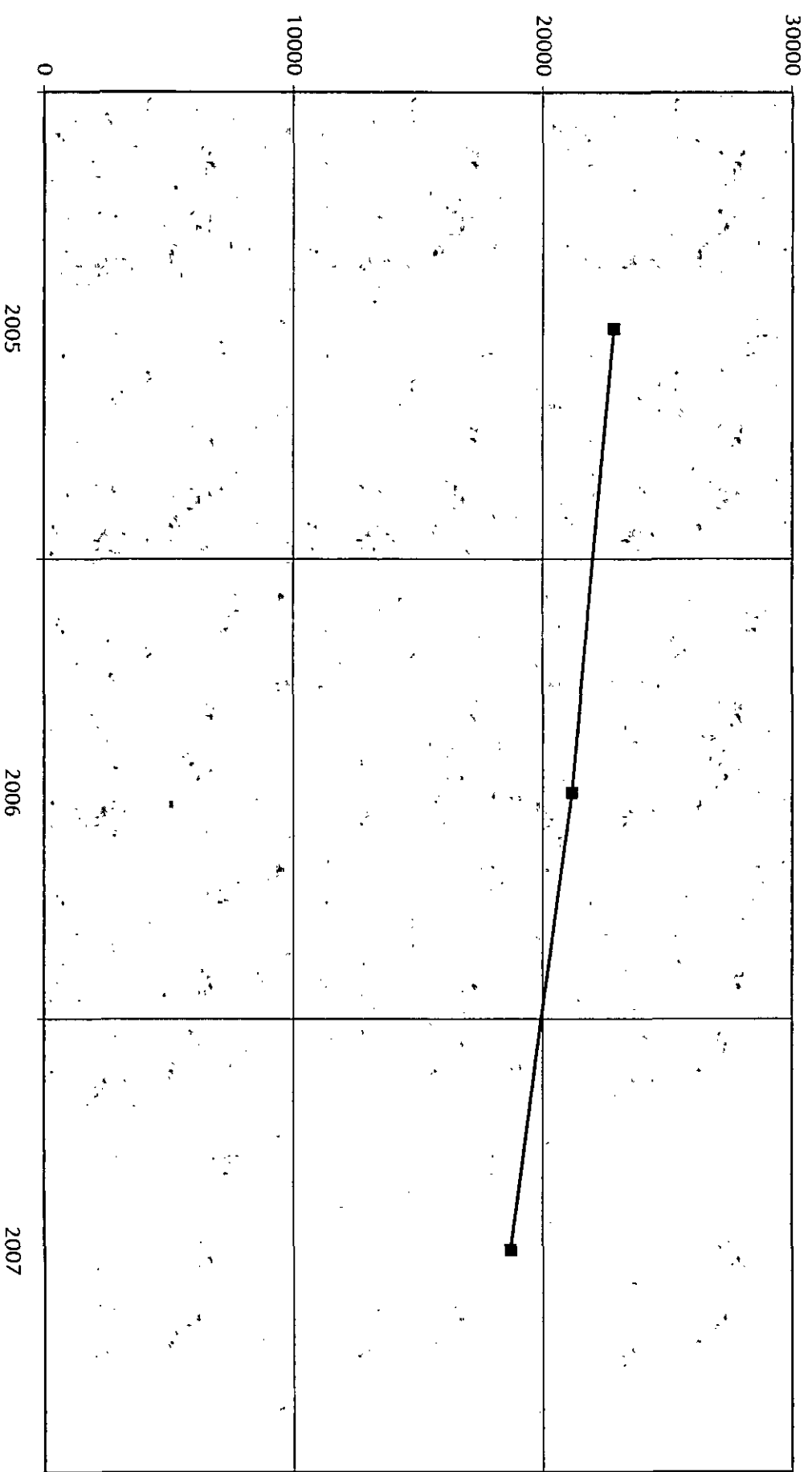
Use of Online Reference Products
2003 - 2007



In-House Use of Library Computers
Adult Services
2005 - 2007



In-House Use of Library Computers
Youth Services
2005 - 2007





**North Suburban
Library System**
The Power of Partnerships

About NSLS

Home » Awards

Membership Award Nominations

Vote

Voting for the 2007 NSLS Membership Awards is now open. [Voting ends
January 15 at 5 p.m.]

PLEASE REMEMBER
TO VOTE

Save the date! The 2008 Awards Banquet is scheduled for Friday, March 14, 2008. View list of past award recipients

For assistance, please check out the FAQs. For any additional questions, please contact Debbie Baaske or Judy Hoffman.

Staff Member of the Year - Public

Presented to an individual library staff member from a public library in recognition of exceptional contributions to their library and the NSLS library community (e.g., generous sharing of ideas and experiences, or special contributions of time for projects or mentoring; participation in committees at System, state, or national level; motivates with leadership and creativity, etc.). In addition to the honor of receiving the award, the winner will also be given a monetary prize of \$500.

[12 Nominations]

Staff Member of the Year - Academic

Presented to an individual library staff member from an academic library in recognition of exceptional contributions to their library and the NSLS library community (e.g., generous sharing of ideas and experiences, or special contributions of time for projects or mentoring; participation in committees at System, state, or national level; motivates with leadership and creativity, etc.). In addition to the honor of receiving the award, the winner will also be given a monetary prize of \$500.

[4 Nominations]

Staff Member of the Year - Special

Presented to an individual library staff member from a special library in recognition of exceptional contributions to their library and the NSLS library community (e.g., generous sharing of ideas and experiences, or special contributions of time for projects or mentoring; participation in committees at

System, state, or national level; motivates with leadership and creativity, etc.). In addition to the honor of receiving the award, the winner will also be given a monetary prize of \$500.

[3 Nominations]

Staff Member of the Year - School

Presented to an individual library staff member from a school library in recognition of exceptional contributions to their library and the NSLS library community (e.g., generous sharing of ideas and experiences, or special contributions of time for projects or mentoring; participation in committees at System, state, or national level; motivates with leadership and creativity, etc.). In addition to the honor of receiving the award, the winner will also be given a monetary prize of \$500.

[3 Nominations]

Innovation Award

Presented to a library in recognition of a unique new service, program or promotion having a positive impact on service for library patrons (e.g., projects of a creative and forward-thinking nature.). This award will be given in the name of the sponsoring library or organization. Includes a monetary prize of \$1,000.

[10 Nominations]

Library of the Year

Presented to one NSLS library for creative and effective practices that support outstanding service and serve as a role model for other libraries (e.g., fostering of successful library and community partnerships; active participation in cooperative projects at System, state or national level; embraces change to help libraries stay vital, etc.). In addition to the honor of receiving the award, the library will also be given a monetary prize of \$1,000.

[6 Nominations]

Trustee of the Year

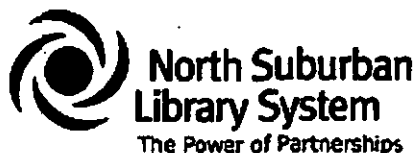
Presented to one individual for outstanding contributions to his/her library or libraries in general (e.g., commitment to community outreach, effective sharing of the library story and outstanding advocacy efforts, etc.).

[5 Nominations]

Lifetime Achievement Award

Designed to honor outstanding individuals who have made substantial contributions to the library profession and the NSLS community over the entire course of their professional life.

[3 Nominations]



Awards

[Home](#) » Awards

Eldon Burk, Des Plaines Public Library

Nominated for **Trustee of the Year** by Sandra K. Norlin.

Sandra K. Norlin wrote:

Eldon Burk has always been a Trustee's Trustee. He hit the ground running in 1995 and has neither slowed down nor rested on his laurels since then. He was instrumental in getting a new library built for Des Plaines, serving as a tireless advocate as well an effective fundraiser, personally asking for and receiving private donations totaling \$200,000 for artwork throughout the library.

Eldon is the person you want on your team. He volunteers to work on the most demanding committees and task forces; he always finds a way to bring the most heated discussions to a workable solution; he represents the library in all community events. As an active organizer of our annual fundraising event, he has solicited all the food from local restaurants for the past five years.

This year, however, Eldon stepped it up a notch when he volunteered to serve as the Board representative to the Library's Centennial Celebration Committee. He was the chief proponent of making this rare occasion a series of events that would serve as a sign of gratitude to the community for its support of a hundred years. He helped us focus our efforts on the community and not on the library. The first event was Eldon's idea: an evening reception to honor all individuals who played a part in the library's development, and this proved to be the perfect keynote. He then participated fully in the other city-wide events, but most notably the Centennial Croquet Tournament. He used his jigsaw to create life-sized Alice in Wonderland character cutouts to help establish the theme and decorate the park for the tournament. He recruited and assisted his fellow Kiwanians in making and serving fresh lemonade for the thirsty croquet players and fans. He hauled chairs and tables and helped the staff with set up and take down. If there had been dishes to wash you know he would have done that, too.

If the occasion calls for political diplomacy, deft discussion facilitation, or standing up and speaking up for the library's principles and goals, carrying water (literally), or knocking on doors, Eldon Burk will do it and do it well. For twelve years, he's been Trustee of the Year; I think 2008 is the year to make it official.

0647



Des Plaines Public Library

1501 Ellinwood Street

Des Plaines, IL 60016-4553

847.827.5551 phone

847.827.7974 fax

www.dppl.org

To: Library Board of Trustees
From: Sandra K. Norlin *SKN*
Subject: Review of Charges for Rosemont Mobile Library Service
Date: January 9, 2008

The letter of agreement between the Des Plaines Public Library and the Village of Rosemont for the provision of Mobile Library services includes a notice that the Library Board of Trustees would review the charges annual fee of \$12,300 after six months to determine if an increase in fuel prices would require an adjustment in the annual fee.

The latest published Consumer Price Index for the Chicago area covers November 2007. It indicates that fuel prices increased by 7.6 % from October to November and decreased by 7.6% from September to October.

Given this slow rate of increase since the service year began (September, 2007) and that we increased the annual cost to \$12,300 at that time, I recommend no change to the annual fee at this time.

Des Plaines Public Library

1501 Ellinwood Street

Des Plaines, IL 60016-4553

847.827.5551 phone

847.827.7974 fax

www.dppl.org

July 30, 2007

The Honorable Bradley Stephens
Village of Rosemont
9501 W. Devon Avenue
Rosemont, IL 60018

Dear Mayor Stephens:

At the July 17, 2007 meeting of the Des Plaines Public Library Board of Trustees, the board voted to renew the agreement between the Des Plaines Public Library and the Village of Rosemont to provide Mobile Library Service to Rosemont for the period September 1, 2007 through August 31, 2008. The annual cost for this service will be \$12,300, which will cover the increase in fuel and other costs. The Board of Trustees also voted to review the agreement in six months and adjust the cost to reflect increases in fuel costs, if necessary. If you would like to discuss the agreement, please call me at 847-376-2800.

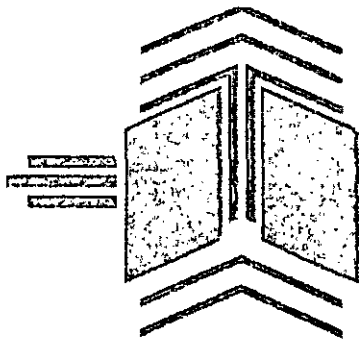
Sincerely,



Sandra K. Norlin
Library Director

Noreen Lake
President, Library Board of Trustees

Cc: Mr. Don Calmeyn, Finance Director
Mary Walsh



Des Plaines Public Library

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

AGREEMENT

The Des Plaines Public Library hereby agrees to provide Mobile Library Services to the Village of Rosemont under the following terms and conditions:

- The Des Plaines Public Library will provide full mobile library service at one location every other week, beginning September 3, 2003. Full mobile library service includes: all library materials for checkout and reserve and two (2) library staff.
- Each stop will last sixty minutes.
- The circulation and patron policies of the Des Plaines Public Library will be in effect on the Mobile Library.
- The annual cost for this service, based on 25 stops, is \$10,625.00, payable either quarterly or annually, in advance.
- The terms of this agreement will be from September 1, 2003 through August 31, 2004. It will renew automatically for twelve months, unless either party states in writing at least 30 days before the end of the term its intention to terminate the agreement.
- Changes to this agreement must be presented in writing and agreed to in writing by both parties.

As the authorized agents for the Des Plaines Public Library and the Village of Rosemont, we accept the terms of the agreement as stated above.

For the Des Plaines Public Library:

John Ciborowski 7-11-03
 John Ciborowski, President of the Library Board of Trustees Date

For the Village of Rosemont:

[Signature] 8/4/03
 Date

0656

6399

DES PLAINES PUBLIC LIBRAR

No. 0176456

ACCOUNT

INVOICE

DATE

DESCRIPTION

AMOUNT

~~101~~ 1600-604.5000

9-1 TO 8-3

MOBILE LIBRARY SERVICE

12,300.00

TOTAL

12,300.00

DETACH BEFORE POSTING

VILLAGE OF ROSEMONT, ILLINOIS 60018

Village of Rosemont

General Fund
9501 West Devon
Rosemont, IL 60018

No. 0176456

10/29/2007

79-0816 / 0719

TWELVE THOUSAND THREE HUNDRED AND 00/100 DOLLARS *****

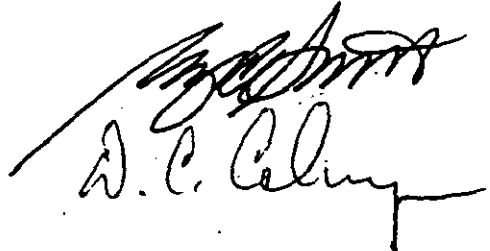
PAY
TO THE
ORDER OF

DES PLAINES PUBLIC LIBRARY
1501 ELLINWOOD STREET
ATTN: CAROL KIDD
DES PLAINES IL 60016

\$*****12,300.00

TWO SIGNATURES REQUIRED IF OVER \$4000

Bank & Trust
4800 N. Harlem Avenue
Harwood Heights, IL 60656



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