

BOARD MINUTES
JANUARY-JUNE 2010



0147

JUNE

ARMY



1501 Ellinwood Street
Des Plaines, IL 60016-4553
847-827-5551 phone
847-827-7974 fax

TO: Library Board of Trustees
FROM: Sandra K. Norlin, Library Director *SKN*
SUBJECT: Background on June Agenda Items
DATE: June 10, 2010

I'm enclosing information to help you prepare for the discussion at our meeting on June 15. Please call (847-376-2800) or email snorlin@dppl.org if you would like a further explanation or additional information.

IX. Unfinished Business

A. Approve Annual Renewal for Microsoft School Agreement Licensing Program - \$9,800.00. [Action Item]

This is a budgeted expense. This agreement allows the library the opportunity to obtain the same discounted pricing as schools, receive regular software updates, and makes us fully compliant with licensing requirements. This is a budgeted expense in Computer Software, (980420) for \$15,000.00. Three quotes are attached.

X. New Business

A. Approve Payment of Vendor Checks Report - \$152,636.05. [Action Item]

B. Request Approval for Replacement of Overhead Projectors - \$21,951.50. [Action Item]

A detailed explanation is attached. This is a budgeted expense in Capital Expenditures, Equipment, (980400) for \$24,000.00. Three quotes are attached.

C. Review Des Plaines Public Library IT Support Model. [Action Item]

A detailed explanation is attached. Don Sofolo, President, and Dan Klobnak, Senior System Engineer, Outsource Solutions Group, will give an overview of the services they provide to the library as a model for preparing a Request for Proposal for IT services.

D. Authorization to Request Bids/Proposals for IT Services. [Action Item]

You will be asked to authorize staff to begin the process for requesting bids/proposals for IT Services.

E. Discuss North Suburban Library System Van Delivery Service Proposal. [Action Item]

You will be asked to vote on the proposal presented to you at the May Board meeting.

F. Approve Payment to Reference USA - \$14,760.00.

ReferenceUSA is a popular database and also a useful tool for job searchers, our business community, and anyone who wishes to narrow a search to a specific area or type of business. It is also widely used as a general directory. This is a budgeted expense and included in the line item Automated Reference Material (970640).

G. Approval of Library Board Meeting Dates. [Action Item]

Approval of regular monthly Board meetings beginning in August 2010 through July 2011.

H. Approval of Non-Resident Fee. [Action Item]

A copy of the formula used in determining this fee is attached. This is an annual review required by state law. We use the formula provided by the Illinois State Library.

I. Methods, Benefits and Costs of Conversion to Library District. [Action Item]

President Lake would like to open the discussion of this topic that is raised by the public from time to time. Included in your packet is an informational sheet that I have prepared for your review.

J. Approval of Library Closing for Ceiling Repair. [Action Item]

I have been asked by the City of Des Plaines to close the library for one day so that the ceiling repair work can be scheduled and completed. The proposed date is Monday, July 5, but it hasn't been confirmed.

K. Set Dates for Committee of the Whole to Discuss FY11 Library Budget. [Action Item]

Please bring your calendars to the meeting.

Microsoft License Annual School Agreement

This is an approved budgeted expense. The Microsoft School Agreement Licensing Program allows the library the opportunity to obtain the same discounted pricing as schools, entitles the library to receive regular software updates and product upgrades of licenses software, and makes us fully compliant with licensing requirements. This is a budgeted expense in Computer Software (980420) for \$15,000.00.

We request approval of expenditures not to exceed \$9,724.18 for the agreement. We are recommending CDW-G.

Vendor	Quote
CDW-G	\$9,724.18
Software One	\$9,918.77
Academic Superstore	\$10,082.00

Projector Replacement

This is an approved budgeted expense. The current projectors at the Des Plaines Public Library are 10 years old. Due to their age they are increasingly difficult and expensive to maintain. The planned projector replacement offers the Library simpler and more cost effective maintenance due in part to similar hardware. All projectors maintain existing connection technology with the addition of more current and future state mediums. This is a budgeted expense in Capital Expenses for \$24,000.

We request approval of expenditures not to exceed \$21,951.50 for the Purchase. We are recommending Frostline.

Vendor	Quote
Frostline	\$21,951.50
Roscor	\$22,670.00
Advent Systems	\$22,983.00

Description of DPPL IT support model

The Des Plaines Public Library (DPPL) Information Systems environment supports a diverse set of technologies which provide the computing infrastructure to facilitate the services which the library and its staff provides to the patrons. Highlights of the technologies supported in the environment include, but are not limited to the following:

- 5 inter-connected sub- networks with secure interconnectivity including 10 switches and 3 routers
- 3 redundant Internet connections including 8 interfaces in a single firewall hardware appliance
- 210-seat PC environment (both staff and patron)
- 2 Macintosh Computers for graphic artists
- 6 Pre-literacy workstations
- 5 3M self-check kiosks utilizing fines and fees with credit card transactions
- 10 physical servers
- 3 virtual server hosts which support 10 virtual servers
- 45 network attached printers/copiers
- 22 Thermal receipt printers
- 30 Barcode Scanners
- RFID library distribution system
- RFID infrastructure, including PLC sorter maintenance.
- 18 Thin clients providing connectivity to OPAC catalog system
- Library security and 9 centrally controlled network electronic display systems
- 16 wireless access points distributed between two logical networks providing the patrons and staff access to the network backbone.
- Disk based backup and disaster recovery appliance
- Multi-media support, including various audio-video equipment environments.
- Display monitor player infrastructure imaging management
- Patch management including software and firmware maintenance

- Anti-Virus, Spam, and spyware
- Various software packages supported:
 - Ibistro and Workflows software
 - Desktop Authority – for Desktop and user environment management
 - Fortres Grand 101 – Securing Patron computer environments
 - Fortes Grand Clean Slate – Restoring Patron computers to original configuration after use
 - Websense Enterprise – Web filtering and reporting
 - PC Reservation - Reservation system for Patron computer use
 - Evanced Calendaring – Calendaring software which allows patrons to reserve/request room reservations.
 - PCounter – Pay for Print for patron use
 - Printer On – wireless printing for Patron use
 - EzProxy – Proxy for transparent database authentication
 - Public Web Browser – configuration tool for locking down browser sessions
 - 3M CIMS – central information management system
 - Microsoft Office 2007 Professional
 - Adobe Elements
 - Adobe Premiere
 - Trend Micro OfficeScan
 - Microsoft/FrontBridge SPAM/Virus filtering services
 - Various accessibility software packages
- Printing / copier services
- Wireless printing and networking

In order to manage and maintain this diverse environment, as well as provide direct technology support for patrons, Des Plaines Public Library works in partnership with Outsource Solutions Group, Inc. Prior to the outsourcing of IT services, the library had implemented a comprehensive model of support whereby both patrons and staff receive support for the computers systems by an onsite technician rather than relying on an offsite service to provide this support. Since the outsourcing of IT was implemented in late 2007, DPPL has strategically implemented and maintained current versions of software solutions for the patrons. Additional highlights of the current support model are detailed in the following bullets:

- Onsite desk side help desk support for patrons including break/fix /maintenance of the aforementioned technology systems
- Weekly IT meetings with the Library director whereby OSG communicates the status of all current projects as well as planning for changes to the technologies provided to the patrons and staff
- Vendor relationship management including vendor quote generation and bid collection
- Support for special events such as Friends of the Library
- After hours projects on weekends and holidays, including domain migrations, OS upgrades, network software upgrades / installations
- Technology design, architect, planning, and implementation services
- Frequent meetings with management across all library departments providing the tactical guidance and leadership to implement strategic technological goals
- Responsible for the planning, implementation, and management of technology systems which forward the library's goals and visions
- Audit and maintain documentation about the hardware / software investments at the library
- Establish and maintain lifecycle policies for hardware / software investments as well as other IT best practices that lead to predictable operating costs
- Foster a best-of-breed approach to hardware and software purchases to maintain an efficient cost of ownership.
- Ongoing cost reduction by leveraging our vast experience across many different industries at the Library
- Provide a pool of advanced, certified IT personnel from which to draw expertise for more advanced technological implementations
- Develop and maintain documented standards and processes to manage and monitor the day-to-day IT support for both patron and staff

- Implement the library's technologies to their greatest benefit in order to maximize the return on investment as well as positively impact the staff and patron productivity
- Provide responsive support to a range of technological challenges on a 24X7 basis

Support for this model is provided via the following number of hours per week. These numbers are compiled based on the actual number of hours over the course of the last year.

4 hours per week onsite – Chief Information Officer support

27.62 hours per week onsite– IT Manager

41.15 hours per week onsite– Network Administrator

146.78 hours per week of staff and patron onsite support – Support Technicians

The average cost per hour to the library for providing these services is \$28.77/hour.

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ReferenceUSA 2010 Renewal

Price: \$14,760.00 (Price includes \$1,800 additional charge for New Businesses module)

Benefit to Users/Statistics:

ReferenceUSA is a popular database with an average of 475 searches performed per month from 6/1/2009-6/1/2010. This shows an increase of 43% over the previous year (331 searches per month from 6/1/2008-6/1/2009).

A useful tool for job searchers, it allows users to narrow their searches to a specific geographic area or type of business and get general information about a company. For our business community, it is particularly helpful for marketing and a good source for credit ratings. It is also widely used as a general directory.

Content:

Our subscription contains these modules:

1. **Business Database** has addresses and phone numbers for more than 14 million U.S. businesses. Listings also include information such as number of employees, SIC & NAICS codes, company officers, credit ratings, estimated sales figures and news reports.
2. **Residential Database** has addresses and phone numbers for over 120 million households. Listings also include U.S. Census data such as median household income and median home value.
3. **Canadian Business & Residential Database** has directory information for more than 1.4 million Canadian businesses and 12 million households. – Included at no additional charge.
4. **Health Care Providers** has detailed information on more than one million U.S. physicians and dentists. Included at no additional charge.
5. **New Businesses** is updated with more than 50,000 new businesses added each week. Useful for business-to-business marketing.

Remote Access:

Remote access is available through the library's Web site.



1501 Ellinwood St. ☐ Des Plaines, IL 60016 ☐ www.dppl.org

The Board of Library Trustees of the Des Plaines Library will hold its regular monthly meeting for the period of August 2010 through July 2011 on the third Tuesday of each month at 7:00 p.m., **except January 18, 2011, and July 19, 2011 which will meet at 4:00 p.m.** The meetings are held in the second floor Conference Room. The dates are as follows:

Month	Day	Year
August	17	2010
September	21	2010
October	19	2010
November	16	2010
December	21	2011
January	18	2011
February	15	2011
March	15	2011
April	19	2011
May	17	2011
June	21	2011
July	19	2011

Sandra K. Norlin
Library Director

Approved _____

2453

Calendar Date.com

June 7, 2010

For calendar year 2010
highlight information

[date calculator](#)

[2010 calendar](#)

[2006](#) [2007](#) [2008](#)
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Employee Scheduling

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Ads by Google

The 2010 Calendar Year
- non monthly -

January 2010						
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Full Moon Dates - UTC time (Universal Time)*

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| Feb 28th, Sunday | Aug 24th, Tuesday |
| Mar 30th, Tuesday | Sep 23rd, Thursday |
| Apr 28th, Wednesday | Oct 23rd, Saturday |
| May 27th, Thursday | Nov 21st, Sunday |
| Jun 26th, Saturday | Dec 21st, Tuesday |

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Calendar Date.com

June 7, 2010

For calendar year 2011
highlight information

[date calculator](#)

2011 calendar

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The 2011 Calendar Year

- non monthly -

January 2011						
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November 2011						
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Full Moon Dates - UTC time (Universal Time)*	
Jan 19th, Wednesday	July 15th, Friday
Feb 18th, Friday	Aug 13th, Thursday
Mar 19th, Saturday	Sep 12th, Monday
Apr 18th, Monday	Oct 12th, Wednesday
May 17th, Tuesday	Nov 10th, Thursday
Jun 15th, Wednesday	Dec 10th, Saturday

FORMULA FOR DETERMINING NON-RESIDENT FEE*

1. = Library income from local government sources [\$6,402,790]
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 2009

Arlington Heights	\$372.00
Mount Prospect	\$377.00
Niles	\$295.00
Park Ridge	\$290.00
Des Plaines	\$305.00

Non-Resident Fees 2010

Arlington Heights	**
Mount Prospect	\$388.00
Niles	\$300.00
Park Ridge	\$300.00
Des Plaines	<u>\$290.09</u>

* Provided by Illinois State Library.

** The cost of the library card is based on the amount of taxes paid by the resident.

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LIBRARY DISTRICT CONVERSION

I. Conversion Methods (75ILCS 16 Article 10)

- A. Library Board Resolution + Approval by Corporate Authorities
 - 1. Keep most recent levy rate. (current rate: .266)
 - 2. Personal Property Replacement Tax transfers.
 - 3. Building transfers to district.
- B. Library Board Resolution + Referendum
 - 1. Levy rate reverts to .15% unless rate specified in ballot question.
 - 2. Personal Property Replacement Tax transfers.
 - 3. Building transfers to district.
- C. Petition + Referendum
 - 1. Levy rate reverts to .15% unless rate specified in ballot question.
 - 2. Personal Property Replacement Tax transfers.
 - 3. Building transfers to district.

II. Authority

- A. Seven Trustees are directly elected to 4-year terms.
- B. District becomes new taxing body separate and apart from the city.
- C. Other taxes may be levied for library purposes, e.g. Working Cash Fund (.05%) and Building Site and Maintenance (.02%).
- D. District is subject to the Tax Cap set forth in ILCS.
- E. Removal of an elected official during a term through petition and recall election.
- F. No oversight of expenditures by any other governing authority.
- G. Can issue bonds, subject to voter approval.
- H. Can increase levy rate to limit of .60%, subject to voter approval.
- I. Fiscal year changes to July 1 – June 30.

III. Expenses

- A. All methods of conversion require a court petition, which includes a tax analysis and tax rate schedule. These documents and proceedings require legal and financial consulting and service. Fees for those services may be substantial.
- B. Under the current arrangement, the City of Des Plaines owns the building and takes responsibility for specified exterior building maintenance costs. The district would be responsible for all expenses.

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

1. Electricity	\$150,000
2. Legal Services	\$ 15,000
3. Auditing	\$ 10,000
4. Insurance	\$ 70,000
5. Business Office salaries	\$110,000
6. Financial Software	\$ 20,000
	<hr/>
	\$375,000



Des Plaines
Public Library

1501 Ellinwood Street
Des Plaines, IL 60016-4554
847-827-5551 phone
847-827-7974 fax

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, JUNE 15, 2010

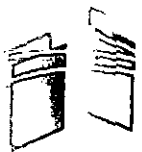
7:00 PM

Conference Room - Second Floor

Agenda:

- **Authorization to Request Bids/Proposals for It Services**
- **Discuss North Suburban Library Van Delivery Service**
- **Executive Session - To discuss**
 - **The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of the Library Director**
 - **Semi-Annual Review of Executive Session Minutes**

The Des Plaines Public Library, in compliance with the Americans With Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in the meetings or have questions about the accessibility of the meetings or facilities contact the Library Director at 847-376-2800 to allow the Library to make reasonable accommodations.



DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
June 15, 2010
7:00 PM

- I. Call to Order. (7:00 PM)
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda.
- V. Public Comments and Questions.
- VI. City Council Community Services Committee – Alderman Dan Wilson.
- VII. Consent Agenda. [Action Item] (7:30 PM)
 - A. Approval of the Minutes of the Regular Board Meeting – May 18, 2010.
 - C. Acceptance of Financial Reports for May 2010.
 - D. Acceptance of Reports.
 1. Director's Report – Sandra Norlin.
 2. Finance Committee Report, May 17, 2010 – Jeffery Rozovics.
 3. Building and Grounds Committee Report, May 18, 2010 – George Magerl.
 4. Nominating Committee Report, May 24, 2010 – George Magerl.
 5. Friends of the Library Report – Myrtle Klebe.
- VIII. Staff Presentation, Services to Businesses – Joanne Griffin.
- IX. Unfinished Business.
 - A. Approve Annual Renewal for Microsoft School Agreement Licensing Program - \$9,800.00. [Action Item]

- X. New Business. (8:00 PM)
 - A. Approve Payment of Vendor Checks Report - \$152,636.05. [Action Item]
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 - G. Approval of Library Board Meeting Dates. [Action Item]
 - H. Approval of Non-Resident Fee. [Action Item]
 - I. Methods, Benefits and Costs of Conversion to Library District. [Action item]
 - J. Approval of Library Closing for Ceiling Repair. [Action Item]
 - K. Set Dates for Committee of the Whole to Discuss FY11 Library Budget.

- XI. Announcements.

- XII. Correspondence.

- XIII. Other.

- XIV. Nominating Committee. [Action Item]
 - A. Recommendation for Board Officers, 2010 - 2011.

- XV. Executive Session - To Discuss
 - A. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of the Library Director.
 - B. Semi-Annual Review of Executive Session Minutes.

- XVI. (Regular Session) Action.
 - A. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of the Library Director. [Action Item]
 - B. Semi-Annual Review of Executive Session Minutes. [Action Item]

- XVII. Adjournment. (10:00 PM)

This meeting will be recorded for television broadcast.



BOARD OF TRUSTEES
Minutes of the Regular Meeting
May 18, 2010

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, May 18, 2010. President Noreen Lake called the meeting to order at 7:00 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Selma D'Souza, Myrtle Klebe, Susan Moylan Krey, Noreen Lake, George Magerl, Jeffery Rozovics, Jennifer Tsalapatani.

Absent: Eldon Burk, Elaine Tejcek.

Also present: Sandra Norlin, Carol Kidd, Holly Richards Sorensen, Roberta Johnson, Don Sofolo, Dan Klobnak, Alderman Dan Wilson, Adam Bartnik, Raul Silvestry.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

MOTION by George Magerl, seconded by Myrtle Klebe, to approve the agenda, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson.

Alderman Wilson reminded the Board that the Des Plaines 175th Anniversary Community Party will be held on Friday, May 21, 2010 at Lake Park and that Taste of Des Plaines will be June 4-6.

CONSENT AGENDA

George Magerl asked to remove A. Approval of the Minutes of Regular Board Meeting – April 20, 2010 and to remove D.3. Building and Grounds Committee Report – April 28, 2010.

MOTION by George Magerl, seconded by Selma D'Souza, to approve the Consent Agenda, as modified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

George Magerl stated that Susan Farid and Phyllis Johnson were listed twice in "Also Present" in the April 20, 2010 minutes.

MOTION by George Magerl, seconded by Selma D'Souza, to approve the minutes, as modified.

George Magerl stated that in the Building and Grounds minutes, it reads "ROLL CALL VOTE" and should read ROLL CALL.

MOTION by George Magerl, seconded by Susan Moylan Krey, to approve the minutes of the Building and Grounds meeting of April 28, 2010, as modified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

LIBRARY DIRECTOR'S REPORT

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

PERSONNEL

New Employees for April/May 2010: Suzanne Johnson, Promoted to Technical Services Assistant, 4/20/2010.

Resignations for April/May 2010: Jacqueline Dela Cruz, Page, 4/30/2010.

STAFF DEVELOPMENT

Our annual staff InService day will be held May 14, 2010. This is a copy of the agenda for the day, planned by the InService Day Committee, led by Holly Sorensen.

2163

**In-Service Day: Friday, May 14, 2010:
"Live Green, Save Green"
With The Green Mama!**

*Please help DPPL be green -
bring your own coffee cup and water bottle.*

Agenda:

9 AM: Light breakfast, welcome & announcements

**9:30 – 11: The Green Mama presents
"Live Green, Save Green,"
a practical look at everyday green living**

11:15-11:45: Looking at local/fair trade options

Noon – 1:15: Lunch from Giuseppe's!

1:30-3:30 PM: Afternoon breakout workshops

- make your own green cleaning supplies
& personal care products
- green your pet care & gardening
- learn about your carbon footprint
- watch "Food, Inc."

**Sign-up sheets will be posted in the staff lounge – you may
attend 3 different sessions.**

3:30-4 PM – Wrap-up session

Attendance at In-Service Day is mandatory.

PATRON SERVICES

April's activities must be considered in context. Although there were decreases in numbers of materials checked out and in computer use, these were decreases from some of the all-time high numbers in April 2009, and, thus far we are maintaining an increase from 2009, year to date. Attendance at the library increased in person, and nearly 54,000 people visited the library through our website. You will notice a large decrease in patron card holders. This is the result of a "purge" of expired library cards that have not been used for three years and have fines of less than \$5. We feel that counting those as active cards is misleading. These cards will be purged on a regular monthly basis with all cards that have been expired.

You will have heard of the drastic cuts in services through the North Suburban Library System as of May 30, 2010. At this point I am not aware of what services will be cut or curtailed, but we are assured that the van delivery service will be the last service to be affected.

OTHER PROFESSIONAL ACTIVITIES

I attended the Public Library Administrators' Forum on April 21 at NSLS where the featured speakers were architects from Engberg Anderson in Milwaukee who have designed LEED certified libraries; on April 23 I chaired the meeting of the Chamber of Commerce Scholarship Committee; on April 24, The 8th Annual Do the Dewey Fundraiser; on April 27 I attended the Friends of the Library roundtable meeting. On April 29 Gary Valente and I joined Security Monitor Rich Simon at the Skokie Courthouse. Mr. Simon is a witness to the incident that occurred on February 28, in which a resident set off smoke bombs in the parking garage and as he was leaving the scene and was asked to stop by Mr. Simon, pulled a mask over his face, crouched down, and pointed a (fake) gun at Mr. Simon. We reported this incident to the police, who responded. Subsequently, the police department filed a complaint, and the state's attorney has pressed charges against the man involved. The defendant refused a plea bargain and requested a trial, which will be held on June 2. Gary Valente and I attended to give moral support to Mr. Simon and to be prepared to give information if it was requested. On May 4, Carol Kidd and I attended the site coordinators meeting of Age Options in Oak Park. Age Options coordinates the temporary hiring for seniors who are seeking employment, but who may have been out of the workforce for several years and need to be introduced to the demands of the 21st century workplace. There is no charge to the library for these services, and employees may work up to 12 months at an Age Options approved worksite. I will attend the monthly meeting of the Chamber of Commerce Board of Directors on May 13.

NEW BUSINESS

APPROVE PAYMENT OF VENDOR CHECKS REPORT - \$\$141,234.14. [Action Item]

MOTION by Jeffery Rozovics, seconded by George Magerl, to approve the payment of vendor checks in the amount of \$141,234.14 as listed on the vendor checks report of April 2010 and authorize the Library Director to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

STAFF REPORTS – Christina Tropea.

Christina Tropea demonstrated the new database "Mango." This database includes instruction for 22 foreign languages and ESL (English as a Second Language) courses for speakers of 14 different languages.

APPROVE ANNUAL RENEWAL FOR MICROSOFT SCHOOL AGREEMENT LICENSING PROGRAM - \$9,800.00.

Dan Klobnak, Outsource Solutions Group, gave the board information on the request for renewal for Microsoft School Agreement Licensing Program. Dan reported that special pricing through Microsoft is available to libraries through the Microsoft School Agreement.

Jennifer Tsalapatani stated that she feels it is a disservice to board members to ask for approval for the Microsoft School Agreement Licensing Program without more than one proposal. Jennifer also stated that she is not comfortable voting on any agenda item without more than one proposal.

MOTION by Jennifer Tsalapatani, seconded by George Magerl, to ask Outsource Solutions Group to provide to the board an additional quote for the Microsoft School Agreement Licensing Program and to present to the Board at the June 15, 2010 Board of Trustees meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

APPROVE STAFF WORKSTATION REPLACEMENTS - \$19,000.00.

Dan Klobnak, Outsource Solutions Group, gave information to the board for the purchase of replacement workstations, which is part of a four-year lifecycle policy that the board previously adopted. Susan Moylan Krey asked if it was necessary to replace the computers and Don Sofolo, President, Outsource Solutions Group, stated that the computers being replaced were purchased between 2003 and 2005 and because of the age of the computer they become less of a productive tool. Susan Moylan Krey asked what will happen to the old computers and Dan Klobnak replied that they are offered to the City of Des Plaines and if refused are then donated to Computers for Schools.

MOTION by Jennifer Tsalapatanis, seconded by George Magerl, to approve staff workstation replacement in an amount not to exceed \$17,000, which is a budgeted expense and in the best interest of the Des Plaines Public Library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

FINANCE COMMITTEE REPORT, MAY 17, 2010 – JEFF ROZOVICS. [ACTION ITEM]

Jeff Rozovics, Chair of the Finance Committee, stated that the Finance Committee met on May 4, 2010, and discussed securing a line of credit from First Midwest Bank. At the May 17, 2010 Finance Committee meeting Library Director Sandra Norlin reported that she contacted library attorney, Gerard Dempsey, and Mr. Dempsey advised that the library could not secure a bridge loan or line of credit independently, but would have to ask the City of Des Plaines to add the library's request for a line of credit to their request. Jeff stated that the library attorney will be directed to draw up an intergovernmental agreement between the City of Des Plaines and the Des Plaines Public Library so that funds will be available if the library experiences a shortfall before tax revenue is received in 2010.

MOTION by Committee, to approve changes to Policy A-10, Bylaws of the Board of Trustees, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Committee, to approve change to Policy A-8, Policy on Library Expenditures, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Sandra Norlin stated that the board will be required to elect a Treasurer from the Board of Trustees and recommended that the Treasurer also act as Chair of the Finance Committee.

Jeff Rozovics explained how the Finance Committee reviewed and revised a sample investment policy and made changes specific to the Des Plaines library and how the policy will protect the library by requiring the library to follow safe practices.

MOTION by Committee, to approve the Investment Policy, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Jeff stated that the Finance Committee met on May 17, 2010 and discussed lack of funding from the State of Illinois to the North Suburban Library System.

President Lake explained that North Suburban Library System has not received funding from the State of Illinois and as a result, van delivery service will be discontinued as of June 15, 2010. A plan was put in place to offer van delivery service for three months to system libraries who agree to pay \$500 per month to cover overhead and agree to pay a percentage of the total cost for the van delivery service based on each library's portion of the total annual volume of delivery. The payment from the libraries would be considered donations to NSLS and would not be returned to libraries if state money was received by NSLS.

President Lake stated that Evanston and Des Plaines libraries have not committed to the van plan. Jeff Rozovics stated that the three month cost to Des Plaines for the temporary van service would be \$12,930.00 and this is not in the 2010 library budget. Sandra Norlin was directed to contact library attorney, Gerard Dempsey, to ask if the library could legally make a donation to NSLS. President Lake stated that she was opposed to the plan and that paying NSLS to continue van service would tax Des Plaines residents twice for this service. President Lake stated that Des Plaines was asked to donate the largest amount because we lend out the most materials of any library in the system.

Jeff Rozovics stated that the recommendation from the Finance Committee was to authorize the payment of \$12,930 for van delivery service for three months for the period June 16 through September 15, 2010, with ratification of this decision by the full board at a regular or special board meeting. Jeff then stated that all information was not available to the Finance Committee when they met on May 17, 2010.

The consensus of the board was to not ratify the plan and add this item to the June 15 agenda.

BUILDING AND GROUNDS COMMITTEE REPORT, MAY 18, 2010 – GEORGE MAGERL.

George Magerl, Chair of the Building and Grounds Committee, reported that the Committee met on April 28, 2010 and recommends that the Board direct library staff to request proposals for replacement of public restroom countertops for four floors with quartz material and to direct library staff to request proposals for the purchase of hand dryers for four floors, including both inexpensive hand dryers and environmentally conscious hand dryers.

Jennifer Tsalapatani suggested using cultured marble for the countertop material, which Jennifer stated costs less than granite.

MOTION by Committee to direct staff to go out for proposal for countertop replacement with quartz or cultured marble material and to go out for proposal for two different style hand dryers, an inexpensive hand dryer and an environmentally conscious hand dryer.
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

George Magerl reported that at the April 28, 2010 Building and Grounds Committee meeting Roberta Johnson, Head of Adult Services, was asked to obtain pricing for smaller (4 foot) computer workstations for the proposed Public Computer Expansion Project for the fourth floor. The smaller workstations would save approximately \$4,500.

Sandra Norlin reported that the library had the opportunity to join other Illinois libraries in applying for a grant which is part of the American Recovery and Reinvestment Act. The grants are intended to "expand broadband access and adoption in communities across the county." The library will receive \$75,000, if awarded the grant, and will be required to

match the grant in the amount of \$60,000. The library will be notified in September if a grant has been awarded to the Des Plaines Public Library and at that time the Board will be asked to either approve the fourth floor expansion project or refuse the grant money.

The recommendation from the Building and Grounds Committee is to delay the decision for the fourth floor expansion until the grant has been awarded and then to make a decision on whether to go ahead with the project with grant funding or delay the project.

NOMINATING COMMITTEE. [ACTION ITEM]

George Magerl, Eldon Burk and Susan Moylan Krey will serve on the Nominating Committee and make a recommendation to the board at the June 15 meeting.

METHODS, BENEFITS AND COSTS OF CONVERSION TO LIBRARY DISTRICT. [ACTION ITEM]

The Board decided to postpone discussion of conversion to a library district until the June 15 board meeting. Sandra Norlin was asked to prepare an updated informational sheet on pros and cons of becoming a library district and send this information to the board before the June meeting.

DO THE DEWEY REPORT – Sandra Norlin.

Sandra Norlin reported that profits from Do the Dewey 2010 were \$11,500, which will be divided equally between the Rotary Club of Des Plaines and the library.

EXECUTIVE SESSION

MOTION by George Magerl, seconded by Jennifer Tsalapatani, to enter into an Executive Session at 10:05 p.m. to discuss the Employment, Compensation, Discipline, Performance or Dismissal of the Library Director. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 10:25 p.m. and was called to order by President Noreen Lake.

EXECUTIVE SESSION ACTION

MOTION by George Magerl, seconded by Selma D'Souza, to concur with the recommendation made in Executive Session for the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of the Library Director. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by George Magerl, seconded by Susan Moylan Krey, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 10:27 p.m.

Minutes prepared Carol Kidd.

8475



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- Progress Report
- Response Requested by _____
- Board Action Required May 18, 2010

BOARD OF TRUSTEES
Minutes of the Finance Committee Meeting
May 17, 2010

Chair: Jeffery Rozovics.
Present: Selma D'Souza, Noreen Lake, Jeffery Rozovics, George Magerl, Sandra Norlin, Carol Kidd, Holly Richards Sorensen, Roberta Johnson, Susan Farid.

Call to Order: 6:09 p.m. by Jeffery Rozovics

ROLL CALL.

Roll call indicated the following board members were present: Jeffery Rozovics, Selma D'Souza.

Absent: Jennifer Tsalapatanis.

Sandra Norlin reported that the North Suburban Library System has not received funding from the State of Illinois and can no longer operate the van delivery service without the system libraries' paying for this service. A plan has been put in place to offer van delivery service for three months to system libraries who agree to pay \$500 per month to cover overhead and agree to pay a percentage of the total cost for the van delivery service based on each library's portion of the total annual volume of delivery. Sandra stated that the Des Plaines Public Library has the highest volume of service and this is due in part to the generous reciprocal borrowing policy that the library practices. The three month cost to participate in the temporary van service will be \$12,930 for Des Plaines and payment is due May 28, 2010. Jeffery Rozovics stated that the funding for paid van delivery service is not budgeted for in the 2010 library budget. President Lake stated that she is not in favor of participating in the library paid delivery service and would prefer that the library purchase materials for use by Des Plaines residents rather than fund the van service. Sandra stated that 15% of the items borrowed by our patrons through this system are not in our collection. The Committee discussed agreeing to a three month trial period for van delivery and using that time to educate residents about service changes due to lack of funding from the State of Illinois.

Selma D'Souza and Jeffery Rozovics, as members of the Finance Committee, agreed to authorize the payment of \$12,930.00 for van delivery service for three months for the period June 16 through September 15, 2010, with ratification of this decision by the full board at a regular or special board meeting.

LIBRARY LINE OF CREDIT

Jeffery Rozovics explained that Sandra Norlin had researched library law and then spoke to library attorney, Gerard Dempsey, and Mr. Dempsey advised that the library could not secure a bridge loan or line of credit, but would have to ask the City of Des Plaines to add the library's request for a line of credit to their request. Jeff will ask the board to direct Sandra Norlin to contact the library attorney to draw up an intergovernmental agreement between the City of Des Plaines and the Des Plaines Public Library so that funds will be available if the library experiences a shortfall before tax revenue is received in 2010.

MOTION by Selma D'Souza, seconded Jeffery Rozovics, to recommend to the board to direct Library Director Sandra Norlin to contact library attorney Gerard Dempsey to draft an intergovernmental agreement between the library and City of Des Plaines for a line of credit. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

INVESTMENT POLICY

The Committee reviewed and revised an Investment Policy and will ask the Board to approve the policy at their May 18, 2010 meeting.

The Committee recommends that library money continue to be held in an Illinois Funds account, but that this decision be revisited in six months or if interest rates change.

POLICY REVIEW

The Committee reviewed and revised policies A-8 Policy on Library Expenditures and A-10 Bylaws of the Board of Trustees and will ask for Board approval at their May 18, 2010 meeting.

MOTION by Selma D'Souza, seconded by Jeffery Rozovics, to adjourn the meeting.

The meeting adjourned at 8:36 p.m.

Minutes prepared by Carol Kidd



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- Progress Report
- Response Requested by _____
- Board Action Required May 18, 2010

BOARD OF TRUSTEES
Minutes of the Building and Grounds Committee Meeting
May 18, 2010

Chair: George Magerl.
Present: Myrtle Klebe, Selma D'Souza, Noreen Lake, Sandra Norlin, Carol Kidd,
Holly Richards Sorensen, Roberta Johnson.

Call to Order: 6:06 p.m. by George Magerl.

ROLL CALL : D'Souza, Klebe, Magerl.

CONSIDERATION OF AGENDA

MOTION by Myrtle Klebe, seconded by Selma D'Souza, to approve the agenda, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

DISCUSS PUBLIC COMPUTER EXPANSION PROJECT

Roberta Johnson, Head of Adult Services, reported that she was asked at the April 28, 2010 Building and Grounds meeting to obtain pricing for smaller computer workstations for the proposed Public Computer Expansion Project for the fourth floor. Roberta stated that the savings for the smaller computer workstations would be approximately \$4,500.

Library staff applied for a grant that is part of the American Recovery and Reinvestment Act for public computer centers. The amount of the grant is approximately \$75,000 and the library would be required to match funds of at least \$60,000. Sandra Norlin stated that library staff will postpone the project until notification of the grant has been received. The grant is to be awarded in September 2010.

The Building and Grounds Committee will recommend that the request to go out for proposal for the Public Computer Expansion Project be postponed until September when the grant is awarded.

MOTION by Myrtle Klebe, seconded by Selma D'Souza, to inform the Board of the proposed grant the library has applied for to the State of Illinois as part of the American Recovery and Reinvestment Act for public computer centers and to approve the renovation based on whether the grant has been received. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Myrtle Klebe, seconded by Selma D' Souza, to adjourn the meeting.

The meeting adjourned at 6:29 p.m.

Minutes prepared by Carol Kidd

847-9



1501 Ellinwood Street
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847-827-7974 fax

- Progress Report
- Response Requested by
- Board Action Required 06/15/10

BOARD OF TRUSTEES
Minutes of the Nominating Committee Meeting
May 24, 2010

Present: George Magerl, Susan Moylan Krey, Eldon Burk, Carol Kidd.

Call to Order: 3:06 p.m. by George Magerl.

The Committee will recommend George Magerl for President, Noreen Lake for Vice President, Jeffery Rozovics for Treasurer and Carol Kidd for Secretary at their June 15, 2010 Board of Trustee meeting.

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

The meeting adjourned at 3:11 p.m.

Minutes prepared by Carol Kidd.

June 15, 2010

Members of the Board of Trustees
 Des Plaines Public Library
 Des Plaines, IL 60016

We have compiled the accompanying balance sheet of the Des Plaines Public Library as of May 31, 2010 and the related statements of revenues, expenditures and changes in fund balance for the one month and the five months then ended in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements, information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Management has elected to omit substantially all of the disclosures required by generally accepted accounting principles. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Library's assets, liabilities, equity, revenues and expenses. Accordingly, these financial statements are not designed for those who are not informed about such matters.

Respectfully Submitted,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

Des Plaines Public Library

Treasurer's Report as of May 31, 2010

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102005 - Cash Payable #1944119043	0.00
202-1102005 - Cash Payable #1944119043	<u>0.00</u>
	<u>0.00</u>
201-1102007 - Cash Payroll #1944652940	<u>(311,663.05)</u>
201-1102008 - Cash Deposit #1944650243	(342,922.29)
202-1102008 - Cash Deposit #1944650243	<u>0.00</u>
	<u>(342,922.29)</u>
201-1102012 - Cash IL Fund #007139119668	12.96
Cash IL Fund #007139119668	<u>206,336.00</u>
	<u>206,348.96</u>
201-1102015 - First Midwest Operating #8100292260	57,914.14
202-1102015 - First Midwest Operating #8100292260	<u>(31,528.99)</u>
	<u>26,385.15</u>
201-1102028 - Cash Library Donations	<u>11,632.89</u>
	<u>11,632.89</u>
201-1102073 - Cash IL - Epay #151600222104	<u>1,428.51</u>
201-1102076 - IL Funds - Library # 151600221288	369,818.87
202-1102076 - IL Funds - Library	<u>223,386.09</u>
	<u>593,204.96</u>
201-1102078 - Cash IL - Epay Library	<u>8,614.55</u>
201-1102079 - IL Funds - 151600222591	<u>2,874,427.04</u>
201-1104006 - Investments - Certificates of Deposit	<u>101,826.83</u>
Total Invested	<u><u>3,169,783.55</u></u>

June 9, 2010

Des Plaines Public Library Balance Sheet as of May 31, 2010

Library Fund	Beginning Balance	M.T.D. Changes	Ending Balance
Assets			
1101000 - Petty Cash	500.00	0.00	500.00
1102007 - Cash Payroll #1944652940	0.00	(311,663.05)	(311,663.05)
1102008 - Cash Deposit #1944650243	(340,324.59)	(2,597.70)	(342,922.29)
1102012 - Cash IL Fund #007139119668	12.96	0.00	12.96
1102015 - First Midwest Operating #8100292260	60,143.32	(2,229.18)	57,914.14
1102028 - Cash Library Donations	11,630.21	2.68	11,632.89
1102073 - Cash IL - Epay 151600008073	0.00	1,428.51	1,428.51
1102076 - IL Funds - Library	327,950.37	41,868.50	369,818.87
1102078 - Cash IL - Epay Library	6,267.55	2,347.00	8,614.55
1102079 - IL Funds -	3,015,282.16	(140,855.12)	2,874,427.04
1104006 - Investments - Certificates of Deposit	101,661.39	165.44	101,826.83
1118000 - Receivable - Property Taxes	6,599,703.00	0.00	6,599,703.00
	9,782,826.37	(411,532.92)	9,371,293.45
Liabilities and Fund Balance			
Liabilities			
2401000 - Accounts Payable	141,363.14	(5,446.34)	135,916.80
2401001 - Audit Accounts Payable	0.00	0.00	0.00
2410020 - Escrow Deposits	0.00	0.00	0.00
2430010 - Due To - Corporate General	0.00	0.00	0.00
2430080 - Due To - Employee Retirement Trust	0.00	0.00	0.00
2430099 - Due To Other Funds	0.00	0.00	0.00
2450030 - Accrued Liability - Comp Absence	0.00	0.00	0.00
2450035 - Accrued ST-LT Comp Absence	0.00	0.00	0.00
2450040 - Accrued Payroll	25,438.00	0.00	25,438.00
2450070 - Accrued FICA Withholding	0.00	0.00	0.00
2450080 - Accrued IMRF Pension	0.00	0.00	0.00
2450082 - RHS IMRF	0.00	0.00	0.00
2470000 - Deferred Revenue - Property Tax	6,442,163.00	0.00	6,442,163.00
2470100 - Library Deferred Revenue	8,058.00	0.00	8,058.00
2471000 - Deferred Revenue - Other	0.00	0.00	0.00
2490010 - Compensated Absences Payable	0.00	0.00	0.00
	6,617,022.14	(5,446.34)	6,611,575.80
Fund Balance			
3730000 - Fund Balance - Unreserved	1,484,291.17	0.00	1,484,291.17
Total Liabilities and Fund Balance	8,101,313.31	(5,446.34)	8,095,866.97
Excess Revenues Over Expenses	1,681,513.06	(406,086.58)	1,275,426.48

June 9, 2010

Des Plaines Public Library Balance Sheet as of May 31, 2010

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Capital Projects Fund</u>			
<u>Assets</u>			
1102015 - First Midwest Operating #8100292260	(31,528.99)	0.00	(31,528.99)
1102076 - IL Funds - Library	223,386.09	0.00	223,386.09
	191,857.10	0.00	191,857.10
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	0.00	16,719.25	16,719.25
2401001 - Audit Accounts Payable	16,531.10	0.00	16,531.10
	16,531.10	16,719.25	33,250.35
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	206,851.74	0.00	206,851.74
Total Liabilities and Fund Balance	223,382.84	16,719.25	240,102.09
Excess Revenues Over Expenses	(31,525.74)	(16,719.25)	(48,244.99)

<u>Compensated Absences Fund</u>			
<u>Assets</u>			
1102012 - Cash IL Fund #007139119668	0.00	206,336.00	206,336.00
1102076 - IL Funds - Library	206,336.00	(206,336.00)	0.00
	206,336.00	0.00	206,336.00
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	124,380.00	0.00	124,380.00
2490010 - Compensated Absences Payable	81,956.00	0.00	81,956.00
	206,336.00	0.00	206,336.00
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	0.00	0.00	0.00
Total Liabilities and Fund Balance	206,336.00	0.00	206,336.00
Excess Revenues Over Expenses	0.00	0.00	0.00

June 9, 2010

Des Plaines Public Library Balance Sheet as of May 31, 2010

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Fixed Assets Fund</u>			
<u>Assets</u>			
1203000 - Fixed Assets - Improvements	235,874.00	0.00	235,874.00
1204201 - Fixed Assets - Library Equipment	869,440.00	0.00	869,440.00
1204300 - Fixed Assets - Vehicles	161,448.00	0.00	161,448.00
1209900 - Fixed Assets - Accumulated Depreciation	<u>(372,709.00)</u>	<u>0.00</u>	<u>(372,709.00)</u>
	<u>894,053.00</u>	<u>0.00</u>	<u>894,053.00</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>894,053.00</u>	<u>0.00</u>	<u>894,053.00</u>
	<u>894,053.00</u>	<u>0.00</u>	<u>894,053.00</u>
Total Liabilities and Net Capital Assets	<u><u>894,053.00</u></u>	<u><u>0.00</u></u>	<u><u>894,053.00</u></u>
Excess Revenues Over Expenses	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

**Des Plaines Public Library
Revenue Report as of May 31, 2010**

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Percentage Collected</u>
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Library Fund

Taxes

4810019 - Property Taxes 2002	0.00	0.00	0.00	0.00	0.00
4810020 - Property Taxes 2003	0.00	0.00	0.00	0.00	0.00
4810021 - Property Taxes 2004	0.00	0.00	0.00	0.00	0.00
4810022 - Property Taxes 2005	0.00	0.00	0.00	0.00	0.00
4810023 - Property Taxes 2006	0.00	0.00	0.00	0.00	0.00
4810024 - Property Taxes 2007	0.00	(27,289.63)	0.00	27,289.63	0.00
4810025 - Property Taxes 2008	0.00	250,367.73	50,000.00	(200,367.73)	500.74
4810026 - Property Taxes 2009	51,611.87	3,340,343.67	6,309,802.00	2,969,458.33	52.94
	<u>51,611.87</u>	<u>3,563,421.77</u>	<u>6,359,802.00</u>	<u>2,796,380.23</u>	<u>56.03</u>

Intergovernmental

4810800 - Personal Property Replacement Tax	0.00	23,247.00	92,988.00	69,741.00	25.00
4822040 - State Grant - Per Capita	0.00	0.00	57,700.00	57,700.00	0.00
4822095 - State Grant - Library	0.00	0.00	0.00	0.00	0.00
	<u>0.00</u>	<u>23,247.00</u>	<u>150,688.00</u>	<u>127,441.00</u>	<u>15.43</u>

Fines & Fees

4850101 - Library Fees	300.60	1,673.89	0.00	(1,673.89)	0.00
4850102 - Library Fines	6,015.75	55,705.91	125,000.00	69,294.09	44.56
4850103 - Library Fines / Credit Card	3,908.84	3,908.84	0.00	(3,908.84)	0.00
4850201 - Copying Fee	2,086.55	13,512.55	30,000.00	16,487.45	45.04
4850202 - Damaged Materials	29.90	223.82	0.00	(223.82)	0.00
4850203 - Lost Materials	456.60	2,996.89	0.00	(2,996.89)	0.00
4850205 - Bags	46.00	381.00	0.00	(381.00)	0.00
4850207 - Non-Res Cards	0.00	1,067.50	0.00	(1,067.50)	0.00
	<u>12,844.24</u>	<u>79,470.40</u>	<u>155,000.00</u>	<u>75,529.60</u>	<u>51.27</u>

Special Programs & Events

4850215 - Special Programs & Events	0.00	664.93	5,000.00	4,335.07	13.30
	<u>0.00</u>	<u>664.93</u>	<u>5,000.00</u>	<u>4,335.07</u>	<u>13.30</u>

Other Revenue

4890010 - Interest Income	765.92	1,813.92	5,000.00	3,186.08	36.28
4890050 - Sale of Fixed Assets	0.00	0.00	1,000.00	1,000.00	0.00
4899900 - Miscellaneous Revenue	676.33	6,351.45	17,500.00	11,148.55	36.29
4899920 - Library Donations	0.00	(275.41)	10,000.00	10,275.41	(2.75)
4899930 - Bags	0.00	0.00	0.00	0.00	0.00
	<u>1,442.25</u>	<u>7,889.96</u>	<u>33,500.00</u>	<u>25,610.04</u>	<u>23.55</u>

Total Library Fund

	<u>65,898.36</u>	<u>3,674,694.06</u>	<u>6,703,990.00</u>	<u>3,029,295.94</u>	<u>54.81</u>
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Des Plaines Public Library
 Revenue Report as of May 31, 2010

	<u>Received</u> <u>this Month</u>	<u>Received</u> <u>this Year</u>	<u>Budgeted</u> <u>Receipts</u>	<u>Uncollected</u> <u>Receipts</u>	<u>Percentage</u> <u>Collected</u>
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Capital Projects Fund

Other Revenue

4890010 - Interest Income	<u>0.00</u>	<u>3.25</u>	<u>5,000.00</u>	<u>4,996.75</u>	<u>0.07</u>
	<u>0.00</u>	<u>3.25</u>	<u>5,000.00</u>	<u>4,996.75</u>	<u>0.07</u>
 Total Capital Projects Fund	 <u>0.00</u>	 <u>3.25</u>	 <u>305,000.00</u>	 <u>304,996.75</u>	 <u>0.00</u>
 Total of All Funds	 <u>65,898.36</u>	 <u>3,674,697.31</u>	 <u>7,008,990.00</u>	 <u>3,334,292.69</u>	 <u>52.43</u>

Des Plaines Public Library Expense Report as of May 31, 2010

<u>Library Fund</u>	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>
Salaries					
5910100 - Salaries	161,443.49	758,529.58	2,318,022.00	1,559,492.42	32.72
5910200 - Temporary Wages	60,476.77	284,401.81	789,113.00	504,711.19	36.04
5910400 - Non - Supervisory Overtime	216.35	216.35	0.00	(216.35)	0.00
5910500 - Vacation Pay	6,489.20	58,847.46	0.00	(58,847.46)	0.00
5910600 - Sick Pay	1,803.98	21,317.28	0.00	(21,317.28)	0.00
5910700 - Holiday Pay	0.00	21,303.39	0.00	(21,303.39)	0.00
5910900 - Act/Out of Class/Premium	3,081.92	5,466.52	0.00	(5,466.52)	0.00
5910950 - Excess Sick Hours Pay Out	0.00	2,898.73	3,500.00	601.27	82.82
5910970 - Compensated Absences	0.00	0.00	0.00	0.00	0.00
	<u>233,511.71</u>	<u>1,152,981.12</u>	<u>3,110,635.00</u>	<u>1,957,653.88</u>	<u>37.07</u>
Benefits					
5918010 - Unemployment Compensation	0.00	0.00	4,986.00	4,986.00	0.00
5918020 - Employer Contribution - FICA	17,494.35	86,387.78	237,314.00	150,926.22	36.40
5918021 - Employer Contribution - IMRF	22,319.52	111,383.72	297,814.00	186,430.28	37.40
5918030 - EAP Program	0.00	0.00	682.00	682.00	0.00
5918040 - Life Insurance Premiums	530.40	2,607.80	6,576.00	3,968.20	39.66
5918050 - PPO Insurance Premiums	26,358.29	128,019.43	389,041.00	261,021.57	32.91
5918051 - HMO Insurance Premiums	8,184.26	40,470.96	111,979.00	71,508.04	36.14
5918055 - Dental Insurance Premiums	2,201.63	10,855.05	31,505.00	20,649.95	34.46
5918070 - Workers Compensation	1,062.89	5,264.32	9,500.00	4,235.68	55.41
5918085 - RHS Plan Payout	0.00	5,214.26	10,000.00	4,785.74	52.14
	<u>78,151.34</u>	<u>390,203.32</u>	<u>1,099,397.00</u>	<u>709,193.68</u>	<u>35.49</u>
Contractual Services					
5920100 - Legal Fees	0.00	1,795.49	15,000.00	13,204.51	11.97
5920105 - Costs of Litigation	0.00	0.00	3,500.00	3,500.00	0.00
5920110 - Professional Services	27,083.33	135,416.65	405,000.00	269,583.35	33.44
5920120 - Communication Services	3,886.38	12,013.24	28,460.00	16,446.76	42.21
5920140 - Data Processing Services	0.00	31,389.93	100,800.00	69,410.07	31.14
5920202 - Conferences	0.00	44.25	0.00	(44.25)	0.00
5920204 - Training	100.00	942.00	2,600.00	1,658.00	36.23
5920205 - Tuition Reimbursements	0.00	0.00	0.00	0.00	0.00
5920206 - Seminars	0.00	0.00	0.00	0.00	0.00
5920210 - In Service Training	2,358.31	3,208.31	0.00	(3,208.31)	0.00
5920220 - Membership Dues	1,205.00	2,124.00	6,500.00	4,376.00	32.68
5920225 - Licensing/Titles	0.00	0.00	100.00	100.00	0.00
5920230 - Publication of Notices	227.20	971.20	1,000.00	28.80	97.12
5920850 - Subsidy - 1994 E.R.P Trans	0.00	0.00	0.00	0.00	0.00
5920900 - Property/Liability Contributions	0.00	0.00	24,869.00	24,869.00	0.00
5930010 - R&M Equipment	21,599.83	63,930.19	110,062.00	46,131.81	58.09
5930020 - R&M Buildings & Structures	0.00	27,881.07	116,235.00	88,353.93	23.99
5930030 - R&M Vehicles	0.00	2,994.01	14,300.00	11,305.99	20.94
5930195 - Book Binding & Repair	0.00	215.10	1,000.00	784.90	21.51
5930210 - Rental of Equipment	164.00	820.00	26,500.00	25,680.00	3.09
5930320 - Cleaning/Custodial Services	7,543.00	57,963.00	96,700.00	38,737.00	59.94
5930490 - Refuse Contract	342.00	2,717.26	5,500.00	2,782.74	49.40
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00
5960065 - Bank Fees	135.10	183.33	0.00	(183.33)	0.00

Des Plaines Public Library Expense Report as of May 31, 2010

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>
5960070 - Travel Expense	32.32	248.00	500.00	252.00	49.60
5960210 - Special Event Programming	3,561.21	13,723.57	31,000.00	17,276.43	44.27
5960990 - Misc. Contractual Services	3,389.37	34,421.94	99,375.00	64,953.06	34.64
	<u>71,627.05</u>	<u>393,002.54</u>	<u>1,089,251.00</u>	<u>696,248.46</u>	<u>36.08</u>
<u>Commodities</u>					
5970100 - Office Supplies	24,173.76	58,185.31	116,300.00	58,114.69	50.03
5970110 - Meals	106.25	747.34	2,800.00	2,052.66	26.69
5970115 - Supplies - Dept/Other	0.00	0.00	0.00	0.00	0.00
5970170 - Janitorial	2,762.15	11,175.22	20,600.00	9,424.78	54.25
5970260 - Postage & Parcel	1,836.35	9,717.94	13,300.00	3,582.06	73.07
5970270 - Printing -Reproduction-Binding	881.00	1,271.50	5,000.00	3,728.50	25.43
5970330 - Supplies - Vehicles R/M	0.00	0.00	0.00	0.00	0.00
5970500 - Purchase of Water	0.00	1,849.31	8,000.00	6,150.69	23.12
5970600 - Books	22,502.81	173,136.33	489,800.00	316,663.67	35.35
5970610 - Audio Materials	4,833.38	24,234.24	84,600.00	60,365.76	28.65
5970620 - Subscriptions & Books	3,650.95	8,869.95	78,800.00	69,930.05	11.26
5970630 - Visual Materials	9,111.89	43,411.11	96,250.00	52,838.89	45.10
5970640 - Automated Reference Materials	0.00	73,918.09	141,000.00	67,081.91	52.42
5970810 - Natural Gas	7,877.73	16,653.58	30,000.00	13,346.42	55.51
5970820 - Electricity	0.00	0.00	500.00	500.00	0.00
5970840 - Diesel	435.70	1,030.31	4,000.00	2,969.69	25.76
5970850 - Gasoline	107.97	206.87	2,000.00	1,793.13	10.34
5970900 - Equipment < \$5,000	318.30	2,688.87	5,500.00	2,811.13	48.89
	<u>78,598.24</u>	<u>427,095.97</u>	<u>1,098,450.00</u>	<u>671,354.03</u>	<u>38.88</u>
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	8,000.00	8,000.00	0.00
5980400 - Equipment	0.00	16,635.64	33,000.00	16,364.36	50.41
5980410 - Computer Hardware	0.00	1,016.48	6,750.00	5,733.52	15.06
5980420 - Computer Software	138.27	3,831.53	32,000.00	28,168.47	11.97
5980600 - Furniture & Fixtures	0.00	4,542.65	20,500.00	15,957.35	22.16
	<u>138.27</u>	<u>26,026.30</u>	<u>100,250.00</u>	<u>74,223.70</u>	<u>25.96</u>
<u>Other Funding Activities</u>					
5990935 - Trans to D/S - 2002A Bond	0.00	0.00	24,598.00	24,598.00	0.00
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	300,000.00	300,000.00	0.00
5990955 - Trans to D/S - 2003B Bond	0.00	0.00	0.00	0.00	0.00
5993000 - Contingency Reserve	9,958.33	9,958.33	75,000.00	65,041.67	13.28
	<u>9,958.33</u>	<u>9,958.33</u>	<u>399,598.00</u>	<u>389,639.67</u>	<u>2.49</u>
Total Library Fund Expenditures	<u><u>471,984.94</u></u>	<u><u>2,399,267.58</u></u>	<u><u>6,897,581.00</u></u>	<u><u>4,498,313.42</u></u>	<u><u>34.78</u></u>

Des Plaines Public Library Expense Report as of May 31, 2010

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>
<u>Capital Projects Fund</u>					
<u>Contractual Services</u>					
5920110 - Professional Services	0.00	0.00	15,000.00	15,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>15,000.00</u>	<u>15,000.00</u>	<u>0.00</u>
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	92,000.00	92,000.00	0.00
5980400 - Equipment	16,719.25	16,719.25	24,000.00	7,280.75	69.66
5980410 - Computer Hardware	0.00	31,528.99	76,100.00	44,571.01	41.43
	<u>16,719.25</u>	<u>48,248.24</u>	<u>192,100.00</u>	<u>143,851.76</u>	<u>25.12</u>
Total Capital Projects Fund Expenditures	<u>16,719.25</u>	<u>48,248.24</u>	<u>207,100.00</u>	<u>158,851.76</u>	<u>23.30</u>
Total of All Funds	<u>488,704.19</u>	<u>2,447,515.82</u>	<u>7,104,681.00</u>	<u>4,657,165.18</u>	<u>34.45</u>

21020

All checkbooks
May 2010

Des Plaines Public Library
Check Register

DESPLANSLIB
Page 1
06/09/10 10:17 AM

Check Number	Check Date	Payee	Amount
Checks			
10345	06/15/10	BAKER & TAYLOR	11,134.44
10346	06/15/10	MIDWEST TAPE	7,107.53
10347	06/15/10	GALE	3,128.38
10348	06/15/10	UNITED BUSINESS SOLUTIONS	1,732.67
10349	06/15/10	BAKER & TAYLOR	5,067.21
10350	06/15/10	BANKCARD SERVICES	7,591.88
10351	06/15/10	MIDWEST TAPE	4,886.85
10352	06/15/10	10,000 VILLAGES	150.00
10353	06/15/10	3M	28,000.09
10354	06/15/10	ARTHUR BLANK & CO., INC.	3,467.30
10355	06/15/10	BANC OF AMERICA LEASING	2,005.00
10356	06/15/10	BBC AUDIOBOOKS AMERICA	806.68
10357	06/15/10	BERNAN	58.00
10358	06/15/10	BLACKSTONE AUDIO INC	37.50
10359	06/15/10	BUSINESS MACHINE AGENTS INC	259.28
10360	06/15/10	C D W GOVERNMENT INCORPORATED	1,703.99
10361	06/15/10	CITY OF DES PLAINES	25.00
10362	06/15/10	CITY OF DES PLAINES,	75.00
10363	06/15/10	CITY OF DES PLAINES, PUBLIC WORKS	518.67
10364	06/15/10	CITYWIDE PRINTING	881.00
10365	06/15/10	COMPLETE CLEANING COMPANY INC	7,423.00
10366	06/15/10	COOPERATIVE COMPUTER SERVICES	1,818.19
10367	06/15/10	COSTUME SPECIALISTS	280.00
10368	06/15/10	D & Z HOUSE OF BOOKS INCORPORATED	1,803.68
10369	06/15/10	DAILY HERALD	625.00
10370	06/15/10	DELL MARKETING LP	16,465.26
10371	06/15/10	EBSCO SUBSCRIPTION SVC	518.20
10372	06/15/10	EDUCATORS PROGRESS SERVICE, INC.	175.60
10373	06/15/10	EVOLUTION MARKETING GROUP INC	3,672.00
10374	06/15/10	FEDERAL EXPRESS	40.58
10375	06/15/10	GARVEY'S OFFICE PRODUTS	111.99
10376	06/15/10	GRAINGER	1,190.40
10377	06/15/10	GREY HOUSE PUBLISHING	817.10
10378	06/15/10	HEDROOM PRODUCTIONS	500.00
10379	06/15/10	HOLLEY SORENSEN	30.00
10380	06/15/10	INTERIOR TROPICAL GARDENS INC	85.00
10381	06/15/10	JOURNAL AND TOPICS NEWSPAPERS	165.00
10382	06/15/10	LINCOLN TRAIL LIBRARIES SYSTEM	575.00
10383	06/15/10	MANAGEMENT ASSOCIATION OF ILLINOIS	1,020.00
10384	06/15/10	MARQUIS WHO'S WHO	359.50
10385	06/15/10	OFFICE DEPOT	60.38
10386	06/15/10	OFFICE DEPOT	62.22
10387	06/15/10	OUTSOURCE SOLUTIONS GROUP	27,083.33
10388	06/15/10	PADDOCK PUBLICATIONS, INC.	127.00
10389	06/15/10	PESCHE'S INC	338.00
10390	06/15/10	PITNEY BOWES	164.00
10391	06/15/10	PITNEY BOWES	1,279.92
10392	06/15/10	PRESTIGE DISTRIBUTION, INC.	832.50
10393	06/15/10	RANDOM HOUSE INCORPORATED	233.95
10394	06/15/10	RECORDED BOOKS, LLC	94.00
10395	06/15/10	REGENT BOOK COMPANY	24.98
10396	06/15/10	RUBBER STAMP MAN	74.40
10397	06/15/10	RUNGE PAPER COMPANY, INC.	650.25
10398	06/15/10	SHRED FIRST, INC.	270.00
10399	06/15/10	SOMETHING FISHY INC	17.97
10400	06/15/10	SOPHIE DEGENER	200.00
10401	06/15/10	SPEED-E-KLEEN	120.00
10402	06/15/10	SPORTING CHANCE PRESS, INC.	24.00
10403	06/15/10	TELEVEND SERVICES INCORPORATED	277.70
10404	06/15/10	TERRA BROCKMAN	250.00

Des Plaines Public Library
Check Register

Check Number	Check Date	Payee	Amount
10405	06/15/10	THE GREAT BOOKS FOUNDATION	711.02
10406	06/15/10	TODAY'S BUSINESS SOLUTIONS INC	1,202.64
10407	06/15/10	UBM AVIATION WORLDWIDE LLC	549.00
10408	06/15/10	UNITED STATES POSTAL SERVICE	500.00
10409	06/15/10	UNIVERSITY OF ILLINOIS EXTENSION	150.00
10410	06/15/10	VAHE GHAZARIAN	85.00
10411	06/15/10	WAREHOUSE DIRECT	99.23
10412	06/15/10	WARREN-NEWPORT PUBLIC LIBRARY	15.09
10413	06/15/10	WASTE MANAGEMENT	342.00
10414	06/15/10	WEST GROUP	485.50
50020	05/31/10	NICOR GAS	7,877.73
50021	05/31/10	NEXTEL	1,007.57
50022	05/31/10	CALL ONE	456.43
50023	05/31/10	CALL ONE	455.73
50024	05/31/10	AT&T	221.85
50025	05/31/10	AT&T	98.35
50026	05/31/10	AT&T	43.15
50027	05/31/10	AT&T	99.91
50028	05/31/10	AT&T	54.81
50029	05/31/10	McLEOD USA	291.00
50030	05/31/10	AT&T	225.37
50031	05/31/10	VERIZON WIRELESS	126.91
50032	05/31/10	COMCAST CABLE	220.96
50033	05/31/10	LEVEL(3) COMMUNICATIONS, LLC.	466.36
50034	05/31/10	SPRINT	19.17
50035	05/31/10	SPRINT	16.32
50036	05/31/10	WOW! INTERENT CABLE	82.49
50037	05/31/10	BANK OF AMERICA	2,597.70
Total checks	88	Total	<u>166,997.86</u>

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
AT&T	50024	05/31/10	221.85
Account No.	Description	Amount	
201-5920120	ACH PAYMENT	221.85	
AT&T	50025	05/31/10	98.35
Account No.	Description	Amount	
201-5920120	ACH PAYMENT	98.35	
AT&T	50026	05/31/10	43.15
Account No.	Description	Amount	
201-5920120	ACH PAYMENT	43.15	
AT&T	50027	05/31/10	99.91
Account No.	Description	Amount	
201-5920120	ACH PAYMENT	99.91	
AT&T	50028	05/31/10	54.81
Account No.	Description	Amount	
201-5920120	ACH PAYMENT	54.81	
AT&T	50030	05/31/10	225.37
Account No.	Description	Amount	
201-5920120	ACH PAYMENT	225.37	
BANK OF AMERICA	50037	05/31/10	2,597.70
Account No.	Description	Amount	
201-5920220	April CC Payment	135.00	
201-5920230	April CC Payment	227.20	
201-5960210	April CC Payment	354.92	
201-5960990	April CC Payment	128.95	
201-5970100	April CC Payment	982.53	
201-5970600	April CC Payment	352.00	
201-5970620	April CC Payment	98.80	
201-5970900	April CC Payment	318.30	
CALL ONE	50022	05/31/10	456.43
Account No.	Description	Amount	
201-5920120	ACH PAYMENT	456.43	
CALL ONE	50023	05/31/10	455.73
Account No.	Description	Amount	
201-5920120	ACH PAYMENT	455.73	
COMCAST CABLE	50032	05/31/10	220.96
Account No.	Description	Amount	
201-5920120	ACH PAYMENT	220.96	
LEVEL(3) COMMUNICATIONS, LLC.	50033	05/31/10	466.36
Account No.	Description	Amount	
201-5920120	ACH PAYMENT	466.36	
McLEOD USA	50029	05/31/10	291.00
Account No.	Description	Amount	
201-5920120	ACH PAYMENT	291.00	
NEXTEL	50021	05/31/10	1,007.57
Account No.	Description	Amount	
201-5920120	ACH PAYMENT	1,007.57	
NICOR GAS	50020	05/31/10	7,877.73
Account No.	Description	Amount	
201-5970810	ACH PAYMENT	7,877.73	

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Vendor Name	Chk. No.	Check Date	Amount
SPRINT	50034	05/31/10	19.17
Account No. 201-5920120		Description ACH PAYMENT	Amount 19.17
SPRINT	50035	05/31/10	16.32
Account No. 201-5920120		Description ACH PAYMENT	Amount 16.32
VERIZON WIRELESS	50031	05/31/10	126.91
Account No. 201-5920120		Description ACH PAYMENT	Amount 126.91
WOW! INTERENT CABLE	50036	05/31/10	82.49
Account No. 201-5920120		Description ACH PAYMENT	Amount 82.49
		Subtotal	<u>14,361.81</u>
10,000 VILLAGES	10352	06/15/10	150.00
Account No. 201-5920210		Description Honorarium for Speaker	Amount 150.00
3M	10353	06/15/10	28,000.09
Account No. 201-5930010		Description Invoice # OF41851	Amount 14,371.12
Account No. 201-5970100		Description Invoice # UM79601	Amount 13,074.36
Account No. 201-5970100		Description Invoice # UM79801	Amount 554.61
ARTHUR BLANK & CO., INC.	10354	06/15/10	3,467.30
Account No. 201-5970100		Description Invoice ID AR033315	Amount 3,293.94
Account No. 201-5970100		Description Invoice ID AR033296	Amount 173.36
BAKER & TAYLOR	10349	06/15/10	5,067.21
Account No. 201-5960990		Description Invoice # 2024681246	Amount 4.82
Account No. 201-5960990		Description Invoice # 2024688732	Amount 28.75
Account No. 201-5960990		Description Invoice # 2024683472	Amount 23.18
Account No. 201-5960990		Description Invoice # 2024660981	Amount 5.12
Account No. 201-5960990		Description Invoice # 2024660979	Amount 4.75
Account No. 201-5960990		Description Invoice # 2024654389	Amount 14.01
Account No. 201-5960990		Description Invoice # 2024652380	Amount 6.72
Account No. 201-5960990		Description Invoice # 2024660985	Amount 2.48
Account No. 201-5960990		Description Invoice # 2024669313	Amount 4.48
Account No. 201-5960990		Description Invoice # 5010844356	Amount 6.08
Account No. 201-5960990		Description Invoice # 120714900	Amount 8.97
Account No. 201-5960990		Description Invoice # 120548120	Amount 8.97
Account No. 201-5960990		Description Invoice # 2024677331	Amount 61.11
Account No. 201-5970600		Description Invoice # 2024606516	Amount 268.48
Account No. 201-5970600		Description Invoice # 2024683471	Amount 641.68
Account No. 201-5970600		Description Invoice # 2024688731	Amount 554.43
Account No. 201-5970600		Description Invoice # 2024660981	Amount 99.92
Account No. 201-5970600		Description Invoice # 2024660979	Amount 61.23
Account No. 201-5970600		Description Invoice # 2024654389	Amount 35.42
Account No. 201-5970600		Description Invoice # 2024652380	Amount 94.37
Account No. 201-5970600		Description Invoice # 2024644791	Amount 20.05
Account No. 201-5970600		Description Invoice # 2024681344	Amount 47.69
Account No. 201-5970600		Description Invoice # 2024660985	Amount 29.51
Account No. 201-5970600		Description Invoice # 2024669313	Amount 62.39
Account No. 201-5970600		Description Invoice # 5010844356	Amount 462.47

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Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 120714900	42.50	
201-5970600	Invoice # 2024677330	2,320.40	
201-5970600	Invoice # 0000135525	111.77	
201-5970610	Invoice # 120548120	35.46	
BAKER & TAYLOR	10345	06/15/10	11,134.44
Account No.	Description	Amount	
201-5960990	Invoice # 119778760	23.92	
201-5960990	Invoice # 2024656399	2.24	
201-5960990	Invoice # 2024635880	18.78	
201-5960990	Invoice # 2024644586	0.97	
201-5960990	Invoice # 2024644587	5.82	
201-5960990	Invoice # 2024649526	17.22	
201-5960990	Invoice # 2024649495	4.01	
201-5960990	Invoice # 2024654501	1.24	
201-5960990	Invoice # 2024654783	25.47	
201-5960990	Invoice # 120322450	5.98	
201-5960990	Invoice # 2024536293	3.36	
201-5960990	Invoice # 2024541024	7.84	
201-5960990	Invoice # 2024544920	13.63	
201-5960990	Invoice # 2024545435	8.33	
201-5960990	Invoice # 2024565602	3.36	
201-5960990	Invoice # 2024561781	21.89	
201-5960990	Invoice # 2024643236	0.96	
201-5960990	Invoice # 2024584415	0.64	
201-5960990	Invoice # 2024579830	42.29	
201-5960990	Invoice # 2024589749	34.48	
201-5960990	Invoice # 2024605486	1.29	
201-5960990	Invoice # 2024572404	32.61	
201-5960990	Invoice # 2024574235	1.24	
201-5960990	Invoice # 2024574380	13.44	
201-5960990	Invoice # 2024576350	6.20	
201-5960990	Invoice # 2024574327	18.96	
201-5960990	Invoice # 2024575983	2.48	
201-5960990	Invoice # 2024598222	17.42	
201-5960990	Invoice # 2024598291	15.57	
201-5960990	Invoice # 2024606561	52.54	
201-5960990	Invoice # 2024610566	1.24	
201-5960990	Invoice # 2024613646	2.88	
201-5960990	Invoice # 2024610588	6.86	
201-5960990	Invoice # 2024623921	2.88	
201-5960990	Invoice # 2024626823	13.43	
201-5960990	Invoice # 2024544921	52.52	
201-5960990	Invoice # 2024544793	27.75	
201-5960990	Invoice # 2024548976	3.31	
201-5960990	Invoice # 2024557614	2.82	
201-5960990	Invoice # 2024571582	2.24	
201-5960990	Invoice # 2024619039	2.24	
201-5960990	Invoice # 2024615114	15.43	
201-5960990	Invoice # 2024615124	12.30	
201-5960990	Invoice # 2024632175	17.37	
201-5960990	Invoice # 2024619804	6.72	
201-5960990	Invoice # 2024619038	11.20	
201-5960990	Invoice # 2024628609	1.41	
201-5960990	Invoice # 120255630	2.99	
201-5960990	Invoice # 2024625026	62.88	
201-5960990	Invoice # 2024628737	15.02	
201-5960990	Invoice # 2024628771	19.91	
201-5960990	Invoice # 5010818172	5.76	
201-5960990	Invoice # 2024561214	6.72	
201-5970600	Invoice # 2024656399	40.85	
201-5970600	Invoice # 2024635880	69.77	

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Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2024644586		15.87
201-5970600	Invoice # 2024644587		94.37
201-5970600	Invoice # 2024649526		387.23
201-5970600	Invoice # 2024649495		50.33
201-5970600	Invoice # 2024654501		14.17
201-5970600	Invoice # 2024654782		830.46
201-5970600	Invoice # 2024681245		103.45
201-5970600	Invoice # 2024652209		50.82
201-5970600	Invoice # 2024505055		30.00
201-5970600	Invoice # 2024415376		60.00
201-5970600	Invoice # 2023898491		44.72
201-5970600	Invoice # 2023978221		55.68
201-5970600	Invoice # 2024536293		38.44
201-5970600	Invoice # 2024541024		107.24
201-5970600	Invoice # 2024542493		62.58
201-5970600	Invoice # 2024544920		493.18
201-5970600	Invoice # 2024545435		115.88
201-5970600	Invoice # 2024565602		46.51
201-5970600	Invoice # 2024584415		5.97
201-5970600	Invoice # 2024574235		14.17
201-5970600	Invoice # 2024574380		168.48
201-5970600	Invoice # 2024576350		72.05
201-5970600	Invoice # 2024574327		652.69
201-5970600	Invoice # 2024575983		29.47
201-5970600	Invoice # 2024598222		389.55
201-5970600	Invoice # 2024598291		199.04
201-5970600	Invoice # 2024606560		1,293.26
201-5970600	Invoice # 2024610566		15.89
201-5970600	Invoice # 2024613645		104.75
201-5970600	Invoice # 2024610588		146.82
201-5970600	Invoice # 2024623921		32.20
201-5970600	Invoice # 2024619039		30.62
201-5970600	Invoice # 2024626823		212.99
201-5970600	Invoice # 2024643236		21.51
201-5970600	Invoice # 2024544921		684.61
201-5970600	Invoice # 2024552305		1.28
201-5970600	Invoice # 2024544793		319.54
201-5970600	Invoice # 2024548976		99.01
201-5970600	Invoice # 2024557614		70.49
201-5970600	Invoice # 2024568433		42.83
201-5970600	Invoice # 2024571582		29.51
201-5970600			0.00
201-5970600	Credit Memo COA100349568		-878.13
201-5970600	Invoice # 2024615114		219.28
201-5970600	Invoice # 2024615124		39.96
201-5970600	Credit Memo COA100195162		-19.79
201-5970600	Invoice # 2024619804		81.04
201-5970600	Invoice # 2024619038		157.60
201-5970600	Invoice # 2024628609		10.73
201-5970600	Invoice # 2024632174		542.70
201-5970600	Invoice # 2024625025		1,583.62
201-5970600	Invoice # 2024628737		194.46
201-5970600	Invoice # 2024628771		238.24
201-5970600	Invoice # 5010818172		682.74
201-5970600	Invoice # 2024561214		94.49
201-5970610	Invoice # 119778760		102.77
201-5970610	Invoice # 120322450		23.66
201-5970610	Invoice # 120255630		12.73

BANC OF AMERICA LEASING	10355	06/15/10	2,005.00
Account No.	Description	Amount	
201-5930010	Invoice # 011511605	2,005.00	

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Vendor Name	Chk. No.	Check Date	Amount
BANKCARD SERVICES	10350	06/15/10	7,591.88
Account No. Description		Amount	
201-4899900 May CC Payment		31.24	
201-5920204 May CC Payment		100.00	
201-5920204 May CC Payment		-150.00	
201-5920204 April CC Payment		150.00	
201-5920210 April CC Payment		847.80	
201-5920210 May CC Payment		1,360.51	
201-5920220 April CC Payment		50.00	
201-5960070 April CC Payment		32.32	
201-5960210 May CC Payment		224.37	
201-5960210 April CC Payment		52.92	
201-5960990 May CC Payment		322.45	
201-5970100 May CC Payment		300.20	
201-5970100 May CC Payment		-7.60	
201-5970100 April CC Payment		170.37	
201-5970110 May CC Payment		59.43	
201-5970110 April CC Payment		46.82	
201-5970170 May CC Payment		89.00	
201-5970260 April CC Payment		15.85	
201-5970600 April CC Payment		28.93	
201-5970600 May CC Payment		92.44	
201-5970610 April CC Payment		145.75	
201-5970620 May CC Payment		2,495.90	
201-5970630 April CC Payment		54.91	
201-5970630 May CC Payment		940.00	
201-5980420 May CC Payment		138.27	
BBC AUDIOBOOKS AMERICA	10356	06/15/10	806.68
Account No. Description		Amount	
201-5970610 Invoice ID 378699		408.53	
201-5970610 Invoice ID 389861		75.93	
201-5970610 Invoice ID 389437		20.93	
201-5970610 Invoice ID 390120		301.29	
BERNAN	10357	06/15/10	58.00
Account No. Description		Amount	
201-5970600 Invoice # 110617452		58.00	
BLACKSTONE AUDIO INC	10358	06/15/10	37.50
Account No. Description		Amount	
201-5970610 Invoice ID 532366		37.50	
BUSINESS MACHINE AGENTS INC	10359	06/15/10	259.28
Account No. Description		Amount	
201-5930010 Invoice # IN10289		259.28	
C D W GOVERNMENT INCORPORATED	10360	06/15/10	1,703.99
Account No. Description		Amount	
201-5930010 Invoice # STJ3155		1,450.00	
202-5980400 Invoice # SSN3045		253.99	
CITY OF DES PLAINES	10361	06/15/10	25.00
Account No. Description		Amount	
201-5970850		25.00	
CITY OF DES PLAINES,	10362	06/15/10	75.00
Account No. Description		Amount	
201-5960990 Elevator Inspection		75.00	
CITY OF DES PLAINES, PUBLIC WORKS	10363	06/15/10	518.67

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Vendor Name	Chk. No.	Check Date	Amount
Account No.	Description	Amount	
201-5970840	Diesel Fuel	240.06	
201-5970840	Diesel Fuel	195.64	
201-5970850	Unleaded Fuel	23.73	
201-5970850	Unleaded Fuel	59.24	
CITYWIDE PRINTING	10364	06/15/10	881.00
Account No.	Description	Amount	
201-5970270	Invoice # 44827	881.00	
COMPLETE CLEANING COMPANY INC	10365	06/15/10	7,423.00
Account No.	Description	Amount	
201-5930320	Invoice # 1265208	7,423.00	
COOPERATIVE COMPUTER SERVICES	10366	06/15/10	1,818.19
Account No.	Description	Amount	
201-5930010	Cataloging Program May	1,818.19	
COSTUME SPECIALISTS	10367	06/15/10	280.00
Account No.	Description	Amount	
201-5960210	ID # HC1TF01	280.00	
D & Z HOUSE OF BOOKS INCORPORATED	10368	06/15/10	1,803.68
Account No.	Description	Amount	
201-5970600	Invoice # 2010/1015390	1,265.79	
201-5970610	Invoice # 2010/1016105	228.05	
201-5970630	Invoice # 2010/1015389	13.45	
201-5970630	Invoice # 2010/1015389	296.39	
DAILY HERALD	10369	06/15/10	625.00
Account No.	Description	Amount	
201-5960210	Invoice # 490414	625.00	
DELL MARKETING LP	10370	06/15/10	16,465.26
Account No.	Description	Amount	
202-5980400	Invoice # XDTT641K4	16,465.26	
EBSCO SUBSCRIPTION SVC	10371	06/15/10	518.20
Account No.	Description	Amount	
201-5970620	Invoice # 0083998	486.20	
201-5970620	Invoice # 1293148	50.00	
201-5970620	Credit Memo # 0025737	-18.00	
EDUCATORS PROGRESS SERVICE, INC.	10372	06/15/10	175.60
Account No.	Description	Amount	
201-5970600	Ref # RHS209-1XPZQ	175.60	
EVOLUTION MARKETING GROUP INC	10373	06/15/10	3,672.00
Account No.	Description	Amount	
201-5960210	Invoice # 613554	654.00	
201-5970100	Invoice # 613554	3,018.00	
FEDERAL EXPRESS	10374	06/15/10	40.58
Account No.	Description	Amount	
201-5970260	Invoice # 7-101-71094	40.58	
GALE	10347	06/15/10	3,128.38
Account No.	Description	Amount	
201-5970600	Invoice # 16784140	332.05	
201-5970600	Invoice # 16780535	1,205.00	
201-5970600	Invoice # 16780231	117.35	
201-5970600	Invoice # 16781144	224.70	

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Vendor Name	Chk. No.	Check Date	Amount
201-5970600 Invoice # 16774713		316.85	
201-5970600 Invoice # 16774031		741.75	
201-5970600 Invoice # 16797675		190.68	
GARVEY'S OFFICE PRODUCTS	10375	06/15/10	111.99
Account No. Description		Amount	
201-5970100 Invoice # PINV130102		111.99	
GRAINGER	10376	06/15/10	1,190.40
Account No. Description		Amount	
201-5970170 Invoice # 9250920239		247.20	
201-5970170 Credit Memo # 9255188683		-247.20	
201-5970170 Invoice # 9249869653		1,190.40	
GREY HOUSE PUBLISHING	10377	06/15/10	817.10
Account No. Description		Amount	
201-5970600 Order # 737377		406.05	
201-5970620 Order # 770224		411.05	
HEDROOM PRODUCTIONS	10378	06/15/10	500.00
Account No. Description		Amount	
201-5960210 Invoice # 824		500.00	
HOLLEY SORENSEN	10379	06/15/10	30.00
Account No. Description		Amount	
201-5970600 REIMBURSEMENT 30.00			
INTERIOR TROPICAL GARDENS INC	10380	06/15/10	85.00
Account No. Description		Amount	
201-5960990 Invoice # 47195		85.00	
JOURNAL AND TOPICS NEWSPAPERS	10381	06/15/10	165.00
Account No. Description		Amount	
201-5960990 Invoice # 135184		165.00	
LINCOLN TRAIL LIBRARIES SYSTEM	10382	06/15/10	575.00
Account No. Description		Amount	
201-5960990 Invoice # 63664		575.00	
MANAGEMENT ASSOCIATION OF ILLINO	10383	06/15/10	1,020.00
Account No. Description		Amount	
201-5920220 Invoice # 43483		1,020.00	
MARQUIS WHO'S WHO	10384	06/15/10	359.50
Account No. Description		Amount	
201-5970600 Invoice # 1008187		359.50	
MIDWEST TAPE	10346	06/15/10	7,107.53
Account No. Description		Amount	
201-5960990 Invoice # 6047021		4.50	
201-5960990 Invoice # 6047020		9.00	
201-5960990 Invoice # 6035125		5.70	
201-5960990 Invoice # 6025316		11.25	
201-5960990 Invoice # 6025319		39.45	
201-5960990 Invoice # 6025317		4.50	
201-5960990 Invoice # 6025318		18.00	
201-5960990 Invoice # 6025312		15.75	
201-5960990 Invoice # 6025310		2.25	
201-5960990 Invoice # 6025309		22.50	
201-5960990 Invoice # 6025308		15.75	
201-5960990 Invoice # 6025315		2.25	
201-5960990 Invoice # 6025314		24.75	

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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6025313		13.50
201-5960990	Invoice # 6025307		2.25
201-5960990	Invoice # 6025306		2.25
201-5960990	Invoice # 6025305		2.25
201-5960990	Invoice # 6035124		9.00
201-5960990	Invoice # 6035123		6.75
201-5960990	Invoice # 6035121		4.50
201-5960990	Invoice # 6035120		4.50
201-5960990	Invoice # 6035119		2.25
201-5960990	Invoice # 6035114		2.25
201-5960990	Invoice # 6035115		13.50
201-5960990	Invoice # 6035118		27.00
201-5960990	Invoice # 6035112		2.45
201-5960990	Invoice # 6035113		2.25
201-5960990	Invoice # 6035116		13.50
201-5960990	Invoice # 6035117		4.50
201-5960990	Invoice # 6047018		4.50
201-5960990	Invoice # 6047022		18.00
201-5960990	Invoice # 6047023		7.35
201-5960990	Invoice # 6047019		2.45
201-5960990	Invoice # 6041149		4.50
201-5960990	Invoice # 6041146		4.50
201-5960990	Invoice # 6041144		6.75
201-5960990	Invoice # 6041145		4.50
201-5960990	Invoice # 6041151		4.90
201-5960990	Invoice # 6041142		18.00
201-5960990	Invoice # 6041141		4.50
201-5960990	Invoice # 6041138		22.50
201-5960990	Invoice # 6041137		2.25
201-5960990	Invoice # 6041135		2.25
201-5960990	Invoice # 6041143		13.50
201-5960990	Invoice # 6041150		2.25
201-5960990	Invoice # 6047026		11.40
201-5960990	Invoice # 6047025		2.85
201-5960990	Invoice # 6041154		11.65
201-5960990	Invoice # 6041152		2.85
201-5960990	Invoice # 6041153		2.85
201-5960990	Invoice # 6025325		35.20
201-5960990	Invoice # 6025321		2.85
201-5960990	Invoice # 6025320		3.10
201-5960990	Invoice # 6025324		34.20
201-5960990	Invoice # 6025326		17.10
201-5960990	Invoice # 6025322		2.85
201-5960990	Invoice # 6025323		5.70
201-5970610	Invoice # 6035125		26.98
201-5970610	Invoice # 6047026		51.56
201-5970610	Invoice # 6047025		11.69
201-5970610	Invoice # 2194617		159.94
201-5970610	Invoice # 2194616		227.94
201-5970610	Invoice # 6041154		62.81
201-5970610	Invoice # 6041152		10.49
201-5970610	Invoice # 6041153		10.49
201-5970610	Invoice # 6025325		188.73
201-5970610	Invoice # 6025321		19.49
201-5970610	Invoice # 6025320		17.24
201-5970610	Invoice # 6025324		145.83
201-5970610	Invoice # 6025326		71.94
201-5970610	Invoice # 6025322		9.74
201-5970610	Invoice # 6025323		17.23
201-5970610	Invoice # 2188592		247.93
201-5970610	Invoice # 2188591		211.83
201-5970610	Invoice # 2188593		69.98

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970610	Invoice # 2182464		35.99
201-5970610	Invoice # 2182463		29.99
201-5970610	Invoice # 2182462		109.97
201-5970610	Invoice # 2182461		562.84
201-5970610	Invoice # 6035126		147.95
201-5970630	Invoice # 6047021		41.23
201-5970630	Invoice # 6047020		89.96
201-5970630	Invoice # 6025316		99.70
201-5970630	Invoice # 6025319		235.33
201-5970630	Invoice # 6025317		25.48
201-5970630	Invoice # 6025318		153.67
201-5970630	Invoice # 6025312		243.68
201-5970630	Invoice # 6025310		59.99
201-5970630	Invoice # 6025309		187.40
201-5970630	Invoice # 6025308		203.93
201-5970630	Invoice # 6025315		14.99
201-5970630	Invoice # 6025314		235.12
201-5970630	Invoice # 6025313		89.94
201-5970630	Invoice # 6025307		37.48
201-5970630	Invoice # 6025306		22.49
201-5970630	Invoice # 6025305		11.24
201-5970630	Invoice # 6035124		70.45
201-5970630	Invoice # 6035122		44.98
201-5970630	Invoice # 6025311		56.23
201-5970630	Invoice # 6035123		32.22
201-5970630	Invoice # 6035121		29.98
201-5970630	Invoice # 6035120		41.23
201-5970630	Invoice # 6035119		20.24
201-5970630	Invoice # 6035114		20.99
201-5970630	Invoice # 6035115		131.94
201-5970630	Invoice # 6035118		260.88
201-5970630	Invoice # 6035112		22.49
201-5970630	Invoice # 6035113		18.74
201-5970630	Invoice # 6035116		130.44
201-5970630	Invoice # 6035117		44.98
201-5970630	Invoice # 6047018		40.48
201-5970630	Invoice # 6047017		104.98
201-5970630	Invoice # 6047024		22.49
201-5970630	Invoice # 6047022		179.92
201-5970630	Invoice # 6047023		58.47
201-5970630	Invoice # 6047019		22.49
201-5970630	Invoice # 6041149		25.48
201-5970630	Invoice # 6041147		44.98
201-5970630	Invoice # 6041136		89.98
201-5970630	Invoice # 6041146		19.48
201-5970630	Invoice # 6041144		80.97
201-5970630	Invoice # 6041145		44.98
201-5970630	Invoice # 6041151		33.73
201-5970630	Invoice # 6041142		170.92
201-5970630	Invoice # 6041141		41.98
201-5970630	Invoice # 6041138		215.90
201-5970630	Invoice # 6041137		14.99
201-5970630	Invoice # 6041135		14.99
201-5970630	Invoice # 6041143		146.19
201-5970630	Invoice # 6041150		26.99
201-5970630	Invoice # 6041139		37.49

Account No.	Description	Chk. No.	Check Date	Amount
MIDWEST TAPE		10351	06/15/10	4.886.85
201-5960990	Invoice # 6031543			15.75
201-5960990	Invoice # 6036281			15.95
201-5960990	Invoice # 6031542			18.00

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All Checkbooks
May 2010

Des Plaines Public Library
Vendor Checks Report

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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6031537		2.25
201-5960990	Invoice # 6031536		13.50
201-5960990	Invoice # 6031535		27.70
201-5960990	Invoice # 6031544		20.45
201-5960990	Invoice # 6031545		9.00
201-5960990	Invoice # 6031534		9.00
201-5960990	Invoice # 6036277		2.25
201-5960990	Invoice # 6031550		11.45
201-5960990	Invoice # 6031549		18.00
201-5960990	Invoice # 6036287		9.00
201-5960990	Invoice # 6031531		43.15
201-5960990	Invoice # 6031530		2.25
201-5960990	Invoice # 6031538		6.75
201-5960990	Invoice # 6036288		20.45
201-5960990	Invoice # 6031548		15.75
201-5960990	Invoice # 6036285		11.25
201-5960990	Invoice # 6036280		4.50
201-5960990	Invoice # 6036279		9.00
201-5960990	Invoice # 6031539		20.25
201-5960990	Invoice # 6031547		15.75
201-5960990	Invoice # 6031540		22.50
201-5960990	Invoice # 6036276		4.50
201-5960990	Invoice # 6036291		8.55
201-5960990	Invoice # 6031551		20.70
201-5960990	Invoice # 6031553		8.55
201-5960990	Invoice # 6031555		5.70
201-5960990	Invoice # 6036292		8.55
201-5960990	Invoice # 6031552		49.95
201-5960990	Invoice # 6036282		4.50
201-5960990	Invoice # 6031532		9.20
201-5960990	Invoice # 6036283		22.70
201-5960990	Invoice # 6031546		7.25
201-5960990	Invoice # 6036284		4.50
201-5960990	Invoice # 6036289		3.10
201-5960990	Invoice # 6031554		2.85
201-5960990	Invoice # 6036290		2.85
201-5960990	Invoice # 6031541		2.25
201-5960990	Invoice # 6036286		2.25
201-5970610	Invoice # 6036291		23.97
201-5970610	Invoice # 6036289		4.49
201-5970610	Invoice # 6031551		107.03
201-5970610	Invoice # 6031553		38.37
201-5970610	Invoice # 6031555		23.83
201-5970610	Invoice # 6036292		40.62
201-5970610	Invoice # 6031552		265.92
201-5970610	Invoice # 2200840		55.99
201-5970610	Invoice # 2200838		114.97
201-5970610	Invoice # 2200839		17.99
201-5970610	Invoice # 6031554		8.99
201-5970610	Invoice # 6036290		11.99
201-5970630	Invoice # 6031533		127.48
201-5970630	Invoice # 6036278		44.99
201-5970630	Invoice # 6031543		86.18
201-5970630	Invoice # 6036281		94.43
201-5970630	Invoice # 6031542		170.92
201-5970630	Invoice # 6031537		14.99
201-5970630	Invoice # 6031536		227.91
201-5970630	Invoice # 6031535		239.12
201-5970630	Invoice # 6031544		92.16
201-5970630	Invoice # 6036282		14.98
201-5970630	Invoice # 6031534		71.21
201-5970630	Invoice # 6036277		18.74

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970630 Invoice # 6031550		59.95	
201-5970630 Invoice # 6031549		87.67	
201-5970630 Invoice # 6036287		41.96	
201-5970630 Invoice # 6031531		672.79	
201-5970630 Invoice # 6031530		7.49	
201-5970630 Invoice # 6031538		60.72	
201-5970630 Invoice # 6036288		186.66	
201-5970630 Invoice # 6031548		141.65	
201-5970630 Invoice # 6036285		59.95	
201-5970630 Invoice # 6036280		19.48	
201-5970630 Invoice # 6036279		44.96	
201-5970630 Invoice # 6031539		137.91	
201-5970630 Invoice # 6031547		110.18	
201-5970630 Invoice # 6031540		238.40	
201-5970630 Invoice # 6031532		170.20	
201-5970630 Invoice # 6036283		199.40	
201-5970630 Invoice # 6031546		44.97	
201-5970630 Invoice # 6036284		61.47	
201-5970630 Invoice # 6031545		59.96	
201-5970630 Invoice # 6031541		7.49	
201-5970630 Invoice # 6036286		7.49	
201-5970630 Invoice # 6036276		36.98	
OFFICE DEPOT	10385	06/15/10	60.38
Account No. Description		Amount	
201-5970100 Invoice # 518698331001		60.38	
OFFICE DEPOT	10386	06/15/10	62.22
Account No. Description		Amount	
201-5970100 Invoice # 519565467001		62.22	
OUTSOURCE SOLUTIONS GROUP	10387	06/15/10	27,083.33
Account No. Description		Amount	
201-5920110 June Managed Services		27,083.33	
PADDOCK PUBLICATIONS, INC.	10388	06/15/10	127.00
Account No. Description		Amount	
201-5970620 Subscription Renewal		127.00	
PESCHE'S INC	10389	06/15/10	338.00
Account No. Description		Amount	
201-5970100 Doc # 12755		188.00	
201-5970100 Doc # 14319		150.00	
PITNEY BOWES	10390	06/15/10	164.00
Account No. Description		Amount	
201-5930210 Invoice # 9954034-MY10		164.00	
PITNEY BOWES	10391	06/15/10	1,279.92
Account No. Description		Amount	
201-5970260 Cust ID 21445552868		1,279.92	
PRESTIGE DISTRIBUTION, INC.	10392	06/15/10	832.50
Account No. Description		Amount	
201-5970170 Invoice # 3153		832.50	
RANDOM HOUSE INCORPORATED	10393	06/15/10	233.95
Account No. Description		Amount	
201-5970610 Invoice # 1088807450		89.10	
201-5970610 Invoice # 1088764992		55.75	
201-5970610 Invoice # 1088807450		89.10	

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All Checkbooks
May 2010

Des Plaines Public Library
Vendor Checks Report

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Vendor Name	Chk. No.	Check Date	Amount
RECORDED BOOKS, LLC	10394	06/15/10	94.00
Account No.		Amount	
201-5970610		63.00	
201-5970630		31.00	
REGENT BOOK COMPANY	10395	06/15/10	24.98
Account No.		Amount	
201-5970600		24.98	
RUBBER STAMP MAN	10396	06/15/10	74.40
Account No.		Amount	
201-5970100		74.40	
RUNGE PAPER COMPANY, INC.	10397	06/15/10	650.25
Account No.		Amount	
201-5970170		650.25	
SHRED FIRST, INC.	10398	06/15/10	270.00
Account No.		Amount	
201-5960210		270.00	
SOMETHING FISHY INC	10399	06/15/10	17.97
Account No.		Amount	
201-5960990		17.97	
SOPHIE DEGENER	10400	06/15/10	200.00
Account No.		Amount	
201-5960210		200.00	
SPEED-E-KLEEN	10401	06/15/10	120.00
Account No.		Amount	
201-5930320		120.00	
SPORTING CHANCE PRESS, INC.	10402	06/15/10	24.00
Account No.		Amount	
201-5970600		24.00	
TELEVEND SERVICES INCORPORATED	10403	06/15/10	277.70
Account No.		Amount	
201-5970100		173.10	
201-5970100		104.60	
TERRA BROCKMAN	10404	06/15/10	250.00
Account No.		Amount	
201-5960210		250.00	
THE GREAT BOOKS FOUNDATION	10405	06/15/10	711.02
Account No.		Amount	
201-5970600		711.02	
TODAY'S BUSINESS SOLUTIONS INC	10406	06/15/10	1,202.64
Account No.		Amount	
201-5970100		1,202.64	
UBM AVIATION WORLDWIDE LLC	10407	06/15/10	549.00
Account No.		Amount	
201-5970600		549.00	
UNITED BUSINESS SOLUTIONS	10348	06/15/10	1,732.67
Account No.		Amount	
201-5930010		518.60	
201-5930010		1,056.98	

**Des Plaines Public Library
 Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
201-5930010 Invoice # 052151 1		06/15/10	103.18
201-5930010 Invoice # 052186 1			6.55
201-5930010 Invoice # 052188 1			10.93
201-5970100 Invoice # 84600A 1			13.74
201-5970100 Invoice # 84561A 1			11.26
201-5970100 Invoice # 83871A 1			11.43
UNITED STATES POSTAL SERVICE	10408	06/15/10	500.00
Account No. Description		Amount	
201-5970260		500.00	
UNIVERSITY OF ILLINOIS EXTENSION	10409	06/15/10	150.00
Account No. Description		Amount	
201-5960210 Invoice # ES1		150.00	
VAHE GHAZARIAN	10410	06/15/10	85.00
Account No. Description		Amount	
201-5960990 Invoice # 459552		85.00	
WAREHOUSE DIRECT	10411	06/15/10	99.23
Account No. Description		Amount	
201-5970100 Invoice # 745654-0		105.66	
201-5970100 Credit 695980-0		-6.43	
WARREN-NEWPORT PUBLIC LIBRARY	10412	06/15/10	15.09
Account No. Description		Amount	
201-5970600 Invoice # ILL 58931194		15.09	
WASTE MANAGEMENT	10413	06/15/10	342.00
Account No. Description		Amount	
201-5930490 Invoice # 2199730-2008-0		342.00	
WEST GROUP	10414	06/15/10	485.50
Account No. Description		Amount	
201-5970100 Invoice # 820614146		351.00	
201-5970600 Invoice # 820457337		134.50	
		Subtotal	<u>152,636.05</u>
		TOTAL	<u>166,997.86</u>

DIRECTOR'S REPORT

June 15, 2010

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

I. PERSONNEL

One new employee for May/June 2010: Ju Kyoung Seo, Page, Circulation Services.

Holly Sorensen and I have completed the interview process for the Head of Youth Services. We are now checking references and will make a decision and an offer by June 15.

II. STAFF DEVELOPMENT

Karen McBride is conducting workshops in Springfield at the Illinois State Library the week of June 14-18 as part of the ISL's grant project ILEADU, in which Illinois librarians with expertise in technology applications teach other library employees. Karen's areas of expertise are the use of video, website design, and social networking applications.

Our annual Staff Inservice Day was held on May 14. It was planned by a staff committee under the leadership of Holly Sorensen. The theme of the day was the practical side of becoming "green." The featured speaker of the day was from The Green Mama, a Chicago-based educational service that explores and teaches the everyday issues of sustainability and ecological living practices. Staff members also taught mini-sessions on making safe household cleaning products, skin care products, pet foods, and discovering one's carbon footprint.

III. PATRON SERVICES

The number of items checked out during May was 3% less than in May of 2009. There was a 23% drop in items checked out from the Mobile Library. Libraries throughout this region are reporting both increases and circulation patterns/trends similar to ours. The use of our services other than check outs is also an interesting mix. We have a reduction of over 3,000 in card ownership, attributable to the one-time purge of expired cards that had less than \$5 in outstanding fines. We have an increase of 19% in patron attendance at the library, year to date, over the same period in 2009. Visits to PlainTalk, the Blog

posted by Karen McBride have increased by 61%, perhaps because of the announcement of the changes in van delivery service. Use of our public computers and use of our online reference products have all declined since last year at this time.

All in all, the public reactions to the new limits on placing holds has been accepting. We have had a number of questions and comments, but there have been no drastic reductions in service to date. The number of items that come through the van delivery service has dropped significantly, but the demand for Interlibrary Loan is increasing. We will report the developments as they occur.

IV. OTHER PROFESSIONAL ACTIVITIES

I attended the Annual Meeting of the Friends of the Library on May 25. Karen McBride prepared a video tribute thanking the Friends for their contributions to the Library throughout their history. As Chair of the Scholarship Committee, I attended the Chamber of Commerce Scholarship Luncheon on May 27. Also as part of my duties as a member of the Board of Directors of the DP Chamber, I helped staff the Expo booth at Des Plaines' Taste of Des Plaines on Sunday, June 6, and I will attend the monthly board meeting on June 10.

Des Plaines Public Library - May 2010 Board Report

CIRCULATION				
	THIS MONTH		YEAR TO DATE	
	May 2010		YTD 2010	
	Youth Services	31,909	Youth Services	186,577
	Adult Services	62,477	Adult Services	337,072
	TOTAL	94,386	TOTAL	523,649
	May 2009		YTD 2009	
	Youth Services	33,114	Youth Services	182,384
	Adult Services	64,320	Adult Services	333,094
	TOTAL	97,434	TOTAL	515,478
	% Change	-3.13%	% Change	1.59%
SELF CHECK				
	THIS MONTH		YEAR TO DATE	
	May 2010	60,338	YTD 2010	341,501
	May 2009	63,828	YTD 2009	277,498
	% Change	-5.47%	% Change	23.06%

CARD REGISTRATION				
	THIS MONTH		YEAR TO DATE	
New Resident Cards	May 2010	212	YTD 2010	1,510
	May 2009	303	YTD 2009	1,807
	% Change	-30%	% Change	-16%
New Business Cards	May 2010	0	YTD 2010	17
	May 2009	4	YTD 2009	15
	% Change	-100%	% Change	13%
Total Card Ownership			YTD 2010	32,494
			YTD 2009	35,603
			% Population 2010	57.0%
			% Population 2009	62.5%

PATRON ATTENDANCE				
	THIS MONTH		YEAR TO DATE	
	May 2010	45,121	YTD 2010	234,173
	** May 2009	37,919	YTD 2009	204,200
	% Change	19%	% Change	15%

MEETING ROOM USE				
	THIS MONTH		YEAR TO DATE	
Library Sponsored Prog	24	1,447	YTD	10,690
Outside Groups	25	796	YTD	5,350
Internal Meetings	13	107	YTD	559
TOTAL	62	2,350	TOTAL	16,599

OUTREACH				
	THIS MONTH	Attendance	YEAR TO DATE	
Adult Services	12	293	YTD	893
Youth Services	15	1,482	YTD	4,399
TOTAL	27	1,775	TOTAL	5,292

SPECIAL PROJECTS & STATS:				
	THIS MONTH		YEAR TO DATE	
Voter Registration	May 2010	1	YTD 2010	9
	May 2009	1	YTD 2009	16
	% Change	0%	% Change	-44%

COMPUTER / TECHNOLOGY USE				
	THIS MONTH		YEAR TO DATE	
Hits on Website	May 2010		YTD 2010	
	From Internal IP's	8,601	From Internal IP's	45,619
	From External IP's	41,971	From External IP's	252,698
	Absolutely Unique Visitors	20,389		
	TOTAL	50,572	TOTAL	298,317

Hits on PlainTalk	May 2010	1,103	YTD 2010	6,058
	May 2009	722	YTD 2009	3,752
	% Change	53%	% Change	61%

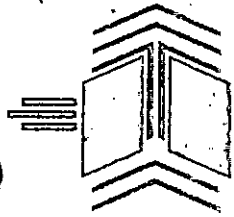
Hits on Positively Ellinwood Street	May 2010	759	YTD 2010	4,232
	May 2009	959	YTD 2009	4067
	% Change	-21%	% Change	4%

Computer Use	Adult Services		YEAR TO DATE	
	May 2010	7,821	YTD2010	44,714
	May 2009	9,131	YTD2009	49,917
	% Change	-14.35%	% Change	-10.42%
	Youth Services			
	May 2010	1,028	YTD 2010	6,766
	May 2009	1,387	YTD 2009	8,000
	% Change	-25.88%	% Change	-15.43%

Average Online Reference Products Searches & Queries	May 2010	11,400	YTD 2010	54,678
	May 2009	13,813	YTD 2009	75,639
			% Change	-27.71%

**The main & side door patron counters were out of order January- May 2009 due to the installation of the new RFID system. These figures are based on the monthly changes in circulation rates.

Released 6-15-2010



Des Plaines Public Library

1501 Ellinwood Street

Des Plaines, IL 60016-4553

847.827.5551 phone

847.827.7974 fax

www.dppl.org

BOARD OF TRUSTEES
Minutes of the Executive Session
November 18, 2008

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the second floor Conference Room on Tuesday, November 18, 2008. President Noreen Lake called the meeting to order at 8:50 p.m.

Members Present: Bogusz, Burk, Klebe, Lake, Rozovics, Tejcek.

Also Present: Sandra Norlin, Carol Kidd.

EXECUTIVE SESSION MINUTES

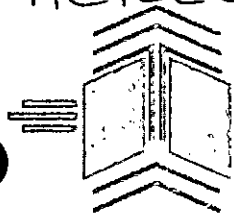
Sandra Norlin stated that she attended a Seminar on Succession Planning at the Donors Forum of Chicago on November 4, 2008. Sandra explained that succession planning would ready the library for leadership transitions, planned or unplanned. Sandra asked the board if they would consider an internal candidate for the Library Director position or if they would open the position to other librarians. The consensus was that with Sandra's recommendation, the board would not look outside the library to fill the director position. The Board asked that this discussion be continued at the December meeting.

MOTION by Matthew Bogusz, seconded by Elaine Tejcek, to adjourn the meeting.

The meeting adjourned at 9:18 p.m.

Minutes prepared by Carol Kidd

Released 6-15-2010



Des Plaines Public Library

1501 Ellinwood Street

Des Plaines, IL 60016-4553

847.827.5551 phone

847.827.7974 fax

www.dppl.org

BOARD OF TRUSTEES
Minutes of the Executive Session
December 23, 2008

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the second floor Conference Room on Tuesday, December 23, 2008. President Noreen Lake called the meeting to order at 6:35 p.m.

Members Present: Matthew Bogusz, Eldon Burk, Myrtle Klebe, Noreen Lake, George Magerl, Rhys Read, Elaine Tejcek.

Members Absent: Jeffery Rozovics.

Also Present: Sandra Norlin, Carol Kidd.

EXECUTIVE SESSION MINUTES

At the November 18, 2008 Board of Trustees meeting, Sandra Norlin gave the Board information on Succession Planning and how she would ready the library for leadership transitions, planned or unplanned. Two board members were absent for the November Board meeting and the consensus was to ask Sandra to talk about Succession Planning and an internal candidate for the Library Director position at the December meeting.

Sandra will prepare documents for planned and unplanned leadership transitions.

Also at the November 18, 2008 Board of Trustees meeting, Sandra Norlin asked the Board if they would consider an internal candidate for the Library Director position or if they would open the position to other librarians.

The consensus was that with Sandra's recommendation, the board would not look outside the library to fill the director's position.

The meeting adjourned at 6:44 p.m.

Minutes prepared by Carol Kidd.

FRIENDS OF THE LIBRARY ROUNDTABLE
MAY 25, 2010

The annual meeting of the Friends was held on Tuesday, May 25, 2010.

Officers for June 1, 2010 to May 30, 2011: President, Wally Meyer; Vice President, Sue Cassion; Secretary, Dawn Conlon; Treasurer – Edie Davis
Their term of office is from June 1, 2010 to May 30, 2011

The current membership is 515. Renewal information is included on the mailing label

The Book Shelf sales continue to do well. The receipts from June 2009 to May 2010 were \$11,731.44.

Go Green is the theme for the summer reading clubs, June 5 to August 1, 2010.

“Green Day of Summer” Children thru 6th grade

“Greenapalooza” 7th thru 12th grades

“Greenopoly”(based on the Monopoly game) Adults

The Friends will give \$280 for the prizes

Youth Services sponsoring “Rainbow Time” how to help children with autism, 9 sessions from September to May. Friends will fund with \$900 for the sessions and \$1890 to pay the aids.

Karen McBride, the Web Services Librarian, showed a 10 minute video of what the Friends of the Library have done.

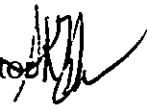
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MAY



1501 Ellinwood Street
Des Plaines, IL 60016-4553
847-827-5551 phone
847-827-7974 fax

TO: Library Board of Trustees
FROM: Sandra K. Norlin, Library Director 
SUBJECT: Background on April Agenda Items
DATE: May 13, 2010

I'm enclosing information to help you prepare for the discussion at our meeting on May 18. Please call (847-376-2800) or email snorlin@dppl.org if you would like a further explanation or additional information.

IX. New Business

- A. Approve Payment of Vendor Checks Report - \$141,234.14. [Action Item]**
- B. Approve Annual Renewal for Microsoft School Agreement Licensing Program - \$9,800.00. [Action Item]**

This is a budgeted expense. This agreement allows the library the opportunity to obtain the same discounted pricing as schools, receive regular software updates, and makes us fully compliant with licensing requirements. This is a budgeted expense in Computer Software, (980420) for \$15,000.00.

- C. Approve Staff Workstation Replacements - \$19,000.00. [Action Item]**
A detailed explanation is attached. This is a budgeted expense in Capital Expenditures, Computer Hardware, (980410) for \$30,000.00.

- D. Finance Committee Report, May 17, 2010 – Jeffery Rozovics. [Action Item]**

The Finance Committee will meet on Monday, May 17, 2010 to discuss developing an investment policy for the library and to review library policies A-8 and A-10. These policies are on the Wiki with changes to date.

- E. Building and Grounds Committee Report, May 18, 2010 – George Magerl. [Action Item]**

The Building and Grounds Committee met on April 28 (minutes are in Board packet) and will meet before the board meeting to discuss plans for reconfiguration of the fourth floor and computer workstations.

F. Nominating Committee. [Action Item]

President Lake will ask for volunteers to select a slate of officers to be presented at the June meeting for consideration for election at the July meeting. The Finance Committee will make a recommendation on the position of Treasurer.

G. Letter Writing Campaign to Illinois Legislators.

President Lake will discuss the campaign by North Suburban Library System to ask libraries to send letters to our legislators asking them to commit to a pledge supporting library funding in the state budget.

H. Methods, Benefits and Costs of Conversion to Library District. [Action Item]

President Lake would like to open the discussion of this topic that is raised by the public from time to time.

Staff Workstation Replacements

Last year the library adapted a life-cycle policy for its computer hardware. Workstations would have a four year life-cycle policy. This year, as part of the projected number of computers slated for replacement, the Library requires upgrades to its workstations, to maintain technological usefulness. They were purchased in or before May 2005. The 2010 Budget reflects \$19,000 for the purchase of 21 workstations that will be deployed to staff and information desks.

We identified a robust yet cost-conscious configuration to meet the needs of the library's mission. We sent these requirements to several manufacturers and resellers, requesting various makes which meet these requirements.

We request approval of expenditures not to exceed \$19,000 for 21 workstations. We are recommending the Dell workstation.

Laptops	
Model	Quote
Dell Optiplex 780	Unit: \$784.10 Total: 21 Units: \$16,466.10
HP Pro 3000	Unit: \$862.29 Total: 21 Units: \$18,108.09
HP Pro 3000	Unit: \$943.00 Freight: \$199 Total: 21 Units: \$20,002



Des Plaines
Public Library

1501 Ellinwood Street
Des Plaines, IL 60016-4553
847-827-5551 phone
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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, MAY 18, 2010

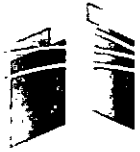
7:00 PM

Conference Room – Second Floor

Agenda:

- **Nominating Committee**
- **Finance Committee Report**
- **Building and Grounds Report**
- **Executive Session**
 - **The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of the Library Director**

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

BOARD OF TRUSTEES

Agenda for the Regular Meeting
May 18, 2010
7:00 PM

- I. Call to Order. (7:00 PM)
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda.
- V. Public Comments and Questions.
- VI. City Council Community Services Committee – Alderman Dan Wilson.
- VII. Consent Agenda. [Action Item] (7:30 PM)
 - A. Approval of the Minutes of the Regular Board Meeting – April 20, 2010.
 - B. Approval of the Minutes of the Committee of the Whole Meeting with Mount Prospect Public Library Board of Trustees – May 4, 2010.
 - C. Acceptance of Financial Reports for April 2010.
 - D. Acceptance of Reports.
 1. Director's Report – Sandra Norlin.
 2. Finance Committee Report, May 4, 2010 – Jeffery Rozovics.
 3. Building and Grounds Committee Report, April 28, 2010 – George Magerl.
 4. Friends of the Library Report, April 27, 2010 – Myrtle Klebe.
- VIII. Staff Presentation, Online Database Services – Christina Tropea.

- IX. New Business. (8:00 PM)
- A. Approve Payment of Vendor Checks Report - \$141,234.14. [Action Item]
 - B. Approve Annual Renewal for Microsoft School Agreement Licensing Program - \$9,800.00. [Action Item]
 - C. Approve Staff Workstation Replacements - \$19,000.00 [Action Item]
 - D. Finance Committee Report, May 17, 2010 – Jeff Rozovics. [Action Item]
 - E. Building and Grounds Committee Report, May 18, 2010 – George Magerl. [Action Item]
 - 1. Authorization to Request Proposals for Public Restroom Countertop Replacement and/or Hand Dryers. [Action Item]
 - 2. Approve Public Computer Expansion Project. [Action Item]
 - F. Nominating Committee. [Action Item]
 - G. Letter Writing Campaign to Illinois Legislators. [Action Item]
 - H. Methods, Benefits and Costs of Conversion to Library District. [Action Item]
- X. Announcements.
- A. Trustee Training at North Suburban Library System.
 - B. Do the Dewey 2010 Report.
- XI. Correspondence.
- XII. Other
- XIII. Executive Session – To Discuss
- A. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of the Library Director.
- XIV. (Regular Session) Action.
- A. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of the Library Director. [Action Item]
- XV. Adjournment. (9:00 PM)

This meeting will be recorded for television broadcast.



BOARD OF TRUSTEES
Minutes of the Regular Meeting
April 20, 2010

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, April 20, 2010. President Noreen Lake called the meeting to order at 7:00 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Eldon Burk, Selma D'Souza, Myrtle Klebe, Susan Moylan Krey, Noreen Lake, George Magerl, Jeffery Rozovics, Elaine Tejcek, Jennifer Tsalapatani.

Also present: Sandra Norlin, Carol Kidd, Holly Richards Sorensen, Heather Imhoff, Phyllis Johnson, Susan Farid, Don Sofolo, Dan Klobnak, Nathan Gaskill, Susan Farid, Phyllis Johnson, Brenda Murphy, Sara McLaughlin, Debra Hendricks, Francine Gralak, Alderman Dan Wilson.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

MOTION by George Magerl, seconded by Jennifer Tsalapatani, to remove from the agenda VIII. New Business. C. Replacement of Public Restroom Countertops and refer this item to the Building and Grounds Committee for discussion. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by George Magerl, seconded by Elaine Tejcek, to accept the agenda as modified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson.

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

CONSENT AGENDA

Noreen Lake asked that D. Financial Reports be removed from the Consent Agenda.

MOTION by Eldon Burk, seconded by George Magerl, to approve the Consent Agenda, as modified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Nathan Gaskill, CPA, Lauterbach and Amen, reported that his firm was not able to prepare financial reports for the board packet, because the information that he required from the City of Des Plaines Finance department was not available. Nathan explained that city staff was working with the auditors and posting adjustments for 2009. He will work with city staff to have a report prepared for the board with an ending date of April 30, 2010.

LIBRARY DIRECTOR'S REPORT

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

PERSONNEL

New employee for March/April 2010: Gina DeConti Manager of Creative Services.
Veronica DeFazio, Head of Youth Services resigned, effective April 2.

STAFF DEVELOPMENT

We celebrated National Library Worker's Day on April 15, with coffee, donuts, and bagels provided by the Department Heads.

We held our quarterly All Staff meeting on March 17.

The In Service Day Committee has planned an excellent program of events for May 14. The theme is "green" and will be supported by speakers and hands on breakout sessions. All events take place in the library throughout the day.

PATRON SERVICES

You will notice that our March 2010 circulation numbers decreased. However, that is in comparison to March 2009, during which circulation increased by nearly 15% over March 2008. Patron use of the library continues to exceed even those high figures from 2009, with an overall, year to date increase of 5.5%.

Please note the strong (23%) increase in public attendance at the library during March as well as the high number of virtual visitors to our website (25,665).

This week I received a printed copy of the report of a nationwide study of patron use of the internet at American public libraries. The study was funded by a grant from the Institute for Museum and Library Services and the Bill and Melinda Gates Foundation. It was conducted by the University of Washington Information School. The Des Plaines Public Library participated in the study.

The findings put to rest the often heard comment that the internet will make libraries obsolete.

According to this study, 1) internet access is now one of the most sought after public library services, and is used by nearly half of all visitors, 2) young adults(14 to 18 yrs) are attracted to use libraries to access the internet and report that their most common use is to do their homework, 3) people use the libraries' computers for both routine tasks, such as getting news and keeping in touch with friends and family, as well as for serious life events, such as job and college applications, and learning about medical conditions and treatments. There are other findings to be explored in this 212 page report, but the overall discovery is that public libraries remain important to our residents because of, not in spite of, internet access.

OTHER PROFESSIONAL ACTIVITIES

I attended the Public Library Administrators' Forum at NSLS on March 19, the Friends of the Library Roundtable meeting on March 23, the Chamber of Commerce Board of Directors breakfast with Mayor Moylan on March 24, and the CCS Governing Board meeting on March 31. Thus far in April I have attended the Chamber of Commerce Board of Directors' meeting and chaired the meeting of the Chamber's Scholarship Committee on April 8. I will attend the Groundbreaking ceremonies for the Casino on April 16.

NEW BUSINESS

APPROVE PAYMENT OF VENDOR CHECKS REPORT - \$159,303.08. [Action Item]

MOTION by Jeffery Rozovics, seconded by George Magerl, to approve the payment of vendor checks in the amount of \$159,303.08 as listed on the vendor checks report of March 2010 and authorize the Library Director to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

STAFF REPORTS – Susan Farid and Phyllis Johnson.

Susan Farid, Head of Circulation Services, explained how the Circulation department operates and changes to service and staffing since the RFID Radio Frequency Identification Device (RFID) was installed.

Phyllis Johnson, Mobile Library Assistant, reported that she is one of three drivers for the mobile library. Phyllis explained how the materials are selected for circulation on the mobile library. A fact sheet about the mobile library was distributed to the board.

DISCUSS MOBILE LIBRARY SERVICE FOR 2011. [Action Item]

Holly Richards Sorensen, Assistant Director, prepared and presented a PowerPoint presentation on facts pertaining to mobile library operation including vehicle facts, materials available on the bus, school stops made by the mobile library and circulation statistics.

The board discussed the services the mobile library provides to residents and school children (augments school library) of Des Plaines and Rosemont and the costs associated with the services provided. The board also discussed the life expectancy of the mobile library and 2011 budget concerns. The board discussed changing the service dates for the mobile library contract with Rosemont to a calendar year. Currently the agreement with Rosemont is to provide mobile library service from September 1 through August 31. This would change to January 1 through December 31 to coincide with the library budget.

MOTION by George Magerl, seconded by Eldon Burk, to call for the question.
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Elaine Tejcek, to continue Mobile Library service through the calendar year 2011. ROLL CALL VOTE: AYES: Burk, D'Souza, Klebe, Lake, Magerl, Tejcek. NAYS: Moylan Krey, Rozovics, Tsalapatanis. MOTION CARRIED.

Jennifer Tsalapatanis stated that she is in favor of the service the mobile library provides, but would like to lower the operating costs.

Jennifer Tsalapatanis asked to change her vote on the previous motion to "yes."

MOTION by Eldon Burk, seconded by Elaine Tejcek, to continue Mobile Library service for the calendar year 2011. ROLL CALL VOTE: AYES: Burk, D'Souza, Klebe, Lake, Magerl, Tsalapatanis, Tejcek. NAYS: Moylan Krey, Rozovics. MOTION CARRIED.

MOTION by George Magerl, seconded by Eldon Burk, to renew the Mobile Library contract with Rosemont on a calendar year basis. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

JOINT MEETING WITH MOUNT PROSPECT LIBRARY TRUSTEES – 7:00 p.m. May 4, 2010. [Action Item]

The Board invited the Mount Prospect Public Library Director and Trustees to join them at a Committee of the Whole meeting on Tuesday, May 4, 2010 at 7:00 p.m.

TRUSTEE REAPPOINTMENT

President Lake asked Trustees Burk, D'Souza and Moylan Krey to send a letter to Mayor Moylan if interested in serving another term as a Library Board Trustee.

DO THE DEWEY PARTICIPATION.

Sandra Norlin reported that the library's annual fundraiser Do the Dewey would be held at the library on Saturday, April 24 from 7:00 – 10:00 p.m. and asked Board members to volunteer their time and to make a donation.

APPROVE PAYMENT TO OUTSOURCE SOLUTIONS GROUP FOR SERVER MONITORING - \$7,200.00. [Action Item]

MOTION by Eldon Burk, seconded by Jennifer Tsalapatanis, to approve payment to Outsource Solutions Group for Server Monitoring in an amount up to \$4,000.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. VOTE: AYES: All. NAYS: None.

APPROVE PAYMENT TO 3M LIBRARY SYSTEMS FOR RFID TAGS - \$13,200.00. [Action Item]

MOTION by Susan Moylan Krey, seconded by George Magerl, to approve payment to 3M Library Systems for RFID in the amount of \$13,200.00, which is budgeted expense and in the best interest of the Des Plaines Public Library. ROLL CALL VOTE:

ANNOUNCEMENTS.

Noreen Lake noted that the wreath for Memorial Day will be ordered if board does not object.

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

Meeting adjourned at 8:53 p.m.

Minutes prepared Carol Kidd.



BOARD OF TRUSTEES
Minutes of Committee of the Whole Meeting with
Mount Prospect Public Library
Board of Trustees
May 4, 2010

The Committee of the Whole Meeting of the Des Plaines Public Library Board of Trustees with the Mount Prospect Public Library Board of Trustees was held in the second floor conference room on Tuesday, May 4, 2010 at 7:08 p.m.

Present: Eldon Burk, Selma D'Souza, Myrtle Klebe, Noreen Lake, Jeffery Rozovics, Sandra Norlin, Holly Richards Sorensen, Carol Kidd, and representing the Mount Prospect Public Library were Richard Tani, Dale Barbara Draxnin, Jane Everett, Jackie Hinaber, Sylvia Haas, Cathy Deane, Frank Corry, John Zulaski, Barbara Burns, Marilyn Genther.

Everyone introduced themselves and noted how long they have sat on the board or been in their position.

The group toured the library and returned to the conference room at 8:00 p.m.

Ms. Burns asked about the library policy on meeting room use and Sandra Norlin responded that local groups are allowed to reserve the library meeting rooms for regularly occurring meetings once a year.

The Boards discussed the financial situation at North Suburban Library System and the effects of the budget restraints on the system libraries.

Sandra Norlin answered questions from the Mount Prospect Board on the Radio Frequency Identification System (RFID) system and how it has affected library patrons and staff.

Noreen Lake explained how the board packet and other board information is now on a Board Wiki.

Sandra Norlin asked Marilyn Genter, Library Director, to explain the "Pepsi Project" and Marilyn responded that the Mount Prospect Public Library applied to Pepsi for an award of \$25,000 to create a computer training lab for low-income adults. The grants are awarded to the top ten vote-getters (online voting).

The boards discussed the differences in elected board members versus appointed boards.

Meeting adjourned at 8:45 p.m.

Minutes prepared by Carol Kidd.

0526



1501 Ellinwood Street
Des Plaines, IL 60016-4553
847-827-5551 phone
847-827-7974 fax

- Progress Report
- Response Requested by _____
- Board Action Required May 18, 2010

BOARD OF TRUSTEES
Minutes of the Finance Committee Meeting
May 4, 2010

Chair: Jeffery Rozovics.
Present: Selma D'Souza, Noreen Lake, Jeffery Rozovics, Sandra Norlin, Carol Kidd, Holly Richards Sorensen, Trea Fotizdis, Paul Ebert.

Call to Order: 6:00 p.m. by Jeffery Rozovics

CONSIDERATION OF THE AGENDA

Sandra Norlin asked to add Library Expenditures (A-8) and Bylaws of the Board of Trustees (A-10) to the agenda for review and proposed revision.

MOTION by Selma D'Souza, seconded by Jeffery Rozovics, to approve the agenda, as modified. VOTE: AYES: All. NAYS: None.

REVIEW BANKING PROCEDURES

Paul Ebert, Vice President Commercial Banking, and Trea Fotizdis, Cash Manager, were present from First Midwest Bank.

Mr. Ebert explained that First Midwest Bank would consider extending a line of credit in the amount of \$2,000,000 to the library only after the library agreed to deposit one half of the library funds into a First Midwest account, ensuring that First Midwest was the primary bank for the library. Mr. Ebert stated that the library funds would be collateralized and that First Midwest Bank could offer the library a higher rate of interest than is currently being paid by Illinois Funds. Mr. Ebert stated that District 62 banks with First Midwest Bank.

Jeffery Rozovics asked Sandra Norlin where other libraries deposited their funds and Sandra responded that most libraries stay with Illinois Funds/US Bank. Jeffery stated that the primary concern for the library board is the safety of the library funds.



Mr. Ebert and Ms. Fotizdis left the meeting.

Sandra Norlin suggested that the library inquire about a line of credit with US Bank, since that is where library funds are deposited.

Jeff asked Sandra to contact a District 62 representative and ask what has been their experience with First Midwest Bank and their guidelines for the deposit of school funds.

The Finance Committee will meet again on Monday, May 17, 2010 at 6:00 p.m. Carol Kidd will post copies of a sample investment policy and library policies A-8 and A-10 on the board Wiki.

The meeting adjourned at 7:06 p.m.

Minutes prepared by Carol Kidd

0528



1501 Ellinwood Street
Des Plaines, IL 60016-4553
847-827-5551 phone
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- Progress Report
- Response Requested by _____
- Board Action Required May 18, 2010

BOARD OF TRUSTEES
Minutes of the Building and Grounds Committee Meeting
April 28, 2010

Chair: George Magerl.
Present: Myrtle Klebe, Selma D'Souza, Noreen Lake, Sandra Norlin, Carol Kidd, Holly Richards Sorensen, Roberta Johnson, Gary Valente.

Call to Order: 6:05 p.m. by George Magerl.

ROLL CALL VOTE: Magerl, D'Souza, Klebe.

George Magerl asked to add to the agenda a walk-through of the first floor parking garage, the computer work area on the fourth floor and the elevator area on the first floor.

MOTION by Myrtle Klebe, seconded by Selma D'Souza, to approve the agenda, as modified.

Gary Valente, Head of Building & Security Services, passed around pictures of the public restroom countertops, which show the wear from 10 years of use. Gary explained that the laminate is separating from the wood and suggested replacing the laminate with either granite or quartz, which are more durable products. Countertop replacement is a budgeted item in the amount of \$20,000.00.

The Committee inspected the countertops in the fourth floor public restrooms.

While on the fourth floor, Roberta Johnson, Head of Adult Services, showed the committee how the proposed reconfiguration to the patron computer area would benefit the patrons by providing more workspace.

The Committee looked at the wall of the parking garage that leads to the library and discussed having it painted with the new library logo.

The meeting resumed at 7:00 p.m.

The Committee discussed options for the replacement of the countertops and hand dryers in the public restrooms on all four floors. The Committee will ask for board approval to request proposals for the replacement of countertops in all patron restrooms and to use quartz material for the replacement and a proposal for the addition of hand dryers for each floor, quoted with two different style hand dryers. The Committee suggested environmentally conscious hand dryers. The Committee asked that the May Board of Trustees agenda include an action item for the public restroom improvements.

The Committee looked at the condition of some patron chairs on the second floor and damage to woodwork on public desks and throughout the library. Gary suggested planning an ongoing maintenance program for the repair to the woodwork.

The Committee looked at the garage wall leading to the library entrance and discussed painting the wall with epoxy paint with the library logo. It may be necessary for the Des Plaines City Council to approve the design and painting of the garage wall. George Magerl asked that library staff prepare a drawing of what the wall will look like after it has been painted. The Committee will request Board approval to take the plan to the City Council for their approval before including in the library's 2011 budget.

The Committee discussed moving the picture of former mayor, Paul Jung, from the library lobby to either the third or fourth floor and using that wall space for a rotating art collection. The art would be from the library's circulating collection. This item was referred to library staff for suggestions.

The Building and Grounds Committee will meet on Tuesday, May 18 at 6:00 p.m. to discuss:

- Approve Public Computer Expansion Project.

The Committee asked Gary Valente to obtain prices for the replacement or recovering of large reading chairs for one floor for the 2011 budget.

MOTION by Selma D'Souza, seconded by Myrtle Klebe, to adjourn the meeting.

The meeting adjourned at 7:30 p.m.

Minutes prepared by Carol Kidd

FRIENDS OF THE LIBRARY ROUNDTABLE
April 27, 2010

The Spring Book Sale was successful. The Fall Book Sale will be the first weekend in October. The ongoing Book Shelf sales continue to do very well.

The Sunday afternoon films are well attended and now meet in the larger room.

Memberships that are in the arrears from 2008 are being dropped.

Funding was approved for the following programs:

The Summer Reading Programs (\$3635.00)

The Chess Classes (\$800.00)

PAWS for a Story (\$250.00)

Sounds of Brazil, music and culture of Brazil, (\$650.00)

Kids Works Touring Company, Holiday stories from Africa, Mid-East, China, Mexico and Native Americans (\$575.00)

Election of officers will be in May. Nominations for officers are: President: Wally Meyer, Vice President: Sue Casson, Secretary: Dawn Conlon, Treasurer: Edie Davis.

Marge Proctor, an employee, passed away. A donation in her memory is being given to the American Cancer Society.

Sandra Norlin reported that the "Do the Dewey" was well attended and successful.

The next Friends meeting will be May 25, 2010.

DIRECTOR'S REPORT

May 18, 2010

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

I. PERSONNEL

New Employees for April/May 2010: Suzanne Johnson, Promoted to Technical Services Assistant, 4/20/2010.

Resignations for April/May 2010: Jacqueline Dela Cruz, Page, 4/30/2010.

II. STAFF DEVELOPMENT

Our annual staff inservice day will be held May 14, 2010. This is a copy of the agenda for the day, planned by the InService Day Committee, led by Holly Sorensen.

In-Service Day: Friday, May 14, 2010:

"Live Green, Save Green"

With The Green Mama!

*Please help DPPL be green -
bring your own coffee cup and water bottle.*

Agenda:

9 AM: Light breakfast, welcome & announcements

9:30 – 11: The Green Mama presents

"Live Green, Save Green,"

a practical look at everyday green living

11:15-11:45: Looking at local/fair trade options

Noon – 1:15: Lunch from Giuseppe's!

1:30-3:30 PM: Afternoon breakout workshops

- make your own green cleaning supplies & personal care products
- green your pet care & gardening
- learn about your carbon footprint
- watch "Food, Inc."

Sign-up sheets will be posted in the staff lounge – you may attend 3 different sessions.

3:30-4 PM – Wrap-up session

Attendance at In-Service Day is mandatory.

III. PATRON SERVICES

April's activities must be considered in context. Although there were decreases in numbers of materials checked out and in computer use, these were decreases from some of the all-time high numbers in April 2009, and, thus far we are maintaining an increase from 2009, year to date. Attendance at the library increased in person, and nearly 54,000 people visited the library through our website. You will notice a large decrease in patron card holders. This is the result of a "purge" of expired library cards that have not been used for three years and have fines of less than \$5. We feel that counting those as active cards is misleading. These cards will be purged with the regular monthly basis with all cards that have been expired.

You will have heard of the drastic cuts in services through the North Suburban Library System as of May 30, 2010. At this point I am not aware of what services will be cut or curtailed, but we are assured that the van delivery service will be the last service to be affected.

IV. OTHER PROFESSIONAL ACTIVITIES

I attended the Public Library Administrators' Forum on April 21 at NSLS where the featured speakers were architects from Engberg Anderson in Milwaukee who have designed LEED certified libraries; on April 23 I chaired the meeting of the Chamber of Commerce Scholarship Committee; on April 24, The 8th Annual Do the Dewey Fundraiser; on April 27 I attended the Friends of the Library roundtable meeting. On April 29 Gary Valente and I joined Security Monitor

Rich Simon at the Skokie Courthouse. Mr. Simon is a witness to the incident that occurred on February 28, in which a resident set off smoke bombs in the parking garage and as he was leaving the scene and was asked to stop by Mr. Simon, pulled a mask over his face, crouched down, and pointed a (fake) gun at Mr. Simon. We reported this incident to the police, who responded. Subsequently, the police department filed a complaint, and the state's attorney has pressed charges against the man involved. The defendant refused a plea bargain and requested a trial, which will be held on June 2. Gary Valente and I attended to give moral support to Mr. Simon and to be prepared to give information if it was requested. On May 4, Carol Kidd and I attended the site coordinators meeting of Age Options in Oak Park. Age Options coordinates the temporary hiring for seniors who are seeking employment, but who may have been out of the workforce for several years and need to be introduced to the demands of the 21st century workplace. There is no charge to the library for these services, and employees may work up to 12 months at an Age Options approved worksite. I will attend the monthly meeting of the Chamber of Commerce Board of Directors on May 13.

Des Plaines Public Library
Treasurer's Report as of April 30, 2010

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	500.00
201-1102005 - Cash Payable #1944119043	0.00
202-1102005 - Cash Payable #1944119043	0.00
	<u>0.00</u>
201-1102008 - Cash Deposit #1944650243	(340,324.59)
202-1102008 - Cash Deposit #1944650243	0.00
	<u>(340,324.59)</u>
201-1102012 - Cash IL Fund #007139119668	12.96
	<u>12.96</u>
201-1102015 - First Midwest Operating #8100292260	60,143.32
202-1102015 - First Midwest Operating #8100292260	(31,528.99)
	<u>28,614.33</u>
201-1102028 - Cash Library Donations	11,630.21
	<u>11,630.21</u>
201-1102076 - IL Funds - Library	327,950.37
202-1102076 - IL Funds - Library	223,386.09
707-1102076 - IL Funds - Library	206,336.00
	<u>757,672.46</u>
201-1102078 - Cash IL - Epay Library	6,267.55
201-1102079 - IL Funds - 151600222591	3,015,282.16
201-1104006 - Investments - Certificates of Deposit	101,661.39
Total Invested	<u><u>3,581,316.47</u></u>

May 11, 2010

Des Plaines Public Library Balance Sheet as of April 30, 2010

Library Fund	Beginning Balance	M.T.D. Changes	Ending Balance
Assets			
1101000 - Petty Cash	500.00	0.00	500.00
1102007 - Cash Payroll #1944652940	(5,789.39)	5,789.39	0.00
1102008 - Cash Deposit #1944650243	347,612.55	(687,937.14)	(340,324.59)
1102012 - Cash IL Fund #007139119668	(708,431.87)	708,444.83	12.96
1102015 - First Midwest Operating #8100292260	57,198.35	2,944.97	60,143.32
1102028 - Cash Library Donations	19,602.30	(7,972.09)	11,630.21
1102076 - IL Funds - Library	563,493.91	(235,543.54)	327,950.37
1102078 - Cash IL - Epay Library	4,484.43	1,783.12	6,267.55
1102079 - IL Funds -	730,487.80	2,284,794.36	3,015,282.16
1104006 - Investments - Certificates of Deposit	100,996.83	664.56	101,661.39
1118000 - Receivable - Property Taxes	0.00	6,599,703.00	6,599,703.00
	1,110,154.91	8,672,671.46	9,782,826.37
Liabilities and Fund Balance			
Liabilities			
2401000 - Accounts Payable	157,800.02	(16,436.88)	141,363.14
2401001 - Audit Accounts Payable	0.00	0.00	0.00
2410020 - Escrow Deposits	0.00	0.00	0.00
2430010 - Due To - Corporate General	0.00	0.00	0.00
2430080 - Due To - Employee Retirement Trust	0.00	0.00	0.00
2430099 - Due To Other Funds	156,624.35	(156,624.35)	0.00
2450030 - Accrued Liability - Comp Absence	0.00	0.00	0.00
2450035 - Accrued ST-LT Comp Absence	0.00	0.00	0.00
2450040 - Accrued Payroll	0.00	25,438.00	25,438.00
2450070 - Accrued FICA Withholding	0.00	0.00	0.00
2450080 - Accrued IMRF Pension	0.00	0.00	0.00
2450082 - RHS IMRF	0.00	0.00	0.00
2470000 - Deferred Revenue - Property Tax	0.00	6,442,163.00	6,442,163.00
2470100 - Library Deferred Revenue	8,058.00	0.00	8,058.00
2471000 - Deferred Revenue - Other	0.00	0.00	0.00
2490010 - Compensated Absences Payable	0.00	0.00	0.00
	322,482.37	6,294,539.77	6,617,022.14
Fund Balance			
3730000 - Fund Balance - Unreserved	1,344,711.31	139,579.86	1,484,291.17
Total Liabilities and Fund Balance	1,667,193.68	6,434,119.63	8,101,313.31
Excess Revenues Over Expenses	(557,038.77)	2,238,551.83	1,681,513.06

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May 11, 2010

Des Plaines Public Library Balance Sheet as of April 30, 2010

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Capital Projects Fund</u>			
Assets			
1102015 - First Midwest Operating #8100292260	(30,599.46)	(929.53)	(31,528.99)
1102076 - IL Funds - Library	223,386.09	0.00	223,386.09
	<u>192,786.63</u>	<u>(929.53)</u>	<u>191,857.10</u>
Liabilities and Fund Balance			
Liabilities			
2401000 - Accounts Payable	929.53	(929.53)	0.00
2401001 - Audit Accounts Payable	16,531.10	0.00	16,531.10
	<u>17,460.63</u>	<u>(929.53)</u>	<u>16,531.10</u>
Fund Balance			
3730000 - Fund Balance - Unreserved	206,851.74	0.00	206,851.74
Total Liabilities and Fund Balance	<u>224,312.37</u>	<u>(929.53)</u>	<u>223,382.84</u>
Excess Revenues Over Expenses	<u>(31,525.74)</u>	<u>0.00</u>	<u>(31,525.74)</u>

<u>Compensated Absences Fund</u>			
Assets			
1102076 - IL Funds - Library	57,189.51	149,146.49	206,336.00
1129999 - Due From Other Funds	156,624.35	(156,624.35)	0.00
	<u>213,813.86</u>	<u>(7,477.86)</u>	<u>206,336.00</u>
Liabilities and Fund Balance			
Liabilities			
2450035 - Accrued ST-LT Comp Absence	132,830.36	(8,450.36)	124,380.00
2490010 - Compensated Absences Payable	80,983.50	972.50	81,956.00
	<u>213,813.86</u>	<u>(7,477.86)</u>	<u>206,336.00</u>
Fund Balance			
3730000 - Fund Balance - Unreserved	0.00	0.00	0.00
Total Liabilities and Fund Balance	<u>213,813.86</u>	<u>(7,477.86)</u>	<u>206,336.00</u>

May 11, 2010

Des Plaines Public Library Balance Sheet as of April 30, 2010

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Fixed Assets Fund</u>			
<u>Assets</u>			
1203000 - Fixed Assets - Improvements	65,335.00	170,539.00	235,874.00
1204201 - Fixed Assets - Library Equipment	482,413.35	387,026.65	869,440.00
1204300 - Fixed Assets - Vehicles	0.00	161,448.00	161,448.00
1207000 - Fixed Assets - Construction In Progress	713,786.10	(713,786.10)	0.00
1209900 - Fixed Assets - Accumulated Depreciation	(327,360.00)	(45,349.00)	(372,709.00)
	<u>934,174.45</u>	<u>(40,121.45)</u>	<u>894,053.00</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	934,174.45	(40,121.45)	894,053.00
	<u>934,174.45</u>	<u>(40,121.45)</u>	<u>894,053.00</u>
Total Liabilities and Net Capital Assets	<u>934,174.45</u>	<u>(40,121.45)</u>	<u>894,053.00</u>

**Des Plaines Public Library
 Revenue Report as of April 30, 2010**

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Percentage Collected</u>
<u>Library Fund</u>					
<u>Taxes</u>					
4810019 - Property Taxes 2002	0.00	0.00	0.00	0.00	0.00
4810020 - Property Taxes 2003	0.00	0.00	0.00	0.00	0.00
4810021 - Property Taxes 2004	0.00	0.00	0.00	0.00	0.00
4810022 - Property Taxes 2005	0.00	0.00	0.00	0.00	0.00
4810023 - Property Taxes 2006	0.00	0.00	0.00	0.00	0.00
4810024 - Property Taxes 2007	(26,877.26)	(27,289.63)	0.00	27,289.63	0.00
4810025 - Property Taxes 2008	119,168.20	250,367.73	50,000.00	(200,367.73)	500.74
4810026 - Property Taxes 2009	<u>2,549,493.14</u>	<u>3,288,731.80</u>	<u>6,309,802.00</u>	<u>3,021,070.20</u>	<u>52.12</u>
	<u>2,641,784.08</u>	<u>3,511,809.90</u>	<u>6,359,802.00</u>	<u>2,847,992.10</u>	<u>55.22</u>
<u>Intergovernmental</u>					
4810800 - Personal Property Replacement Tax	23,247.00	23,247.00	92,988.00	69,741.00	25.00
4822040 - State Grant - Per Capita	0.00	0.00	57,700.00	57,700.00	0.00
4822095 - State Grant - Library	0.00	0.00	0.00	0.00	0.00
	<u>23,247.00</u>	<u>23,247.00</u>	<u>150,688.00</u>	<u>127,441.00</u>	<u>15.43</u>
<u>Fines & Fees</u>					
4850101 - Library Fees	293.00	1,373.29	0.00	(1,373.29)	0.00
4850102 - Library Fines	21,009.94	49,690.16	125,000.00	75,309.84	39.75
4850201 - Copying Fee	3,832.25	11,426.00	30,000.00	18,574.00	38.09
4850202 - Damaged Materials	60.94	193.92	0.00	(193.92)	0.00
4850203 - Lost Materials	427.76	2,540.29	0.00	(2,540.29)	0.00
4850205 - Bags	73.00	335.00	0.00	(335.00)	0.00
4850207 - Non-Res Cards	0.00	1,067.50	0.00	(1,067.50)	0.00
	<u>25,696.89</u>	<u>66,626.16</u>	<u>155,000.00</u>	<u>88,373.84</u>	<u>42.98</u>
<u>Special Programs & Events</u>					
4850215 - Special Programs & Events	270.00	664.93	5,000.00	4,335.07	13.30
	<u>270.00</u>	<u>664.93</u>	<u>5,000.00</u>	<u>4,335.07</u>	<u>13.30</u>
<u>Other Revenue</u>					
4890010 - Interest Income	895.98	1,048.00	5,000.00	3,952.00	20.96
4890050 - Sale of Fixed Assets	0.00	0.00	1,000.00	1,000.00	0.00
4899900 - Miscellaneous Revenue	2,284.20	5,675.12	17,500.00	11,824.88	32.43
4899920 - Library Donations	0.00	(275.41)	10,000.00	10,275.41	(2.75)
4899930 - Bags	0.00	0.00	0.00	0.00	0.00
	<u>3,180.18</u>	<u>6,447.71</u>	<u>33,500.00</u>	<u>27,052.29</u>	<u>19.25</u>
Total Library Fund	<u>2,694,178.15</u>	<u>3,608,795.70</u>	<u>6,703,990.00</u>	<u>3,095,194.30</u>	<u>53.83</u>

See Accountants' Compilation Report

Des Plaines Public Library
Revenue Report as of April 30, 2010

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Percentage Collected</u>
<u>Capital Projects Fund</u>					
<u>Other Revenue</u>					
4890010 - Interest Income	<u>0.00</u>	<u>3.25</u>	<u>5,000.00</u>	<u>4,996.75</u>	<u>0.07</u>
	<u>0.00</u>	<u>3.25</u>	<u>5,000.00</u>	<u>4,996.75</u>	<u>0.07</u>
Total Capital Projects Fund	<u>0.00</u>	<u>3.25</u>	<u>305,000.00</u>	<u>304,996.75</u>	<u>0.00</u>
Total of All Funds	<u>2,694,178.15</u>	<u>3,608,798.95</u>	<u>7,008,990.00</u>	<u>3,400,191.05</u>	<u>51.49</u>

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May 11, 2010

Des Plaines Public Library Expense Report as of April 30, 2010

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D.</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expnd.</u>
<u>Library Fund</u>					
Salaries					
5910100 - Salaries	150,461.26	597,086.09	2,318,022.00	1,720,935.91	25.76
5910200 - Temporary Wages	53,928.41	223,925.04	789,113.00	565,187.96	28.38
5910400 - Non - Supervisory Overtime	0.00	0.00	0.00	0.00	0.00
5910500 - Vacation Pay	16,643.64	52,358.26	0.00	(52,358.26)	0.00
5910600 - Sick Pay	4,485.17	19,513.30	0.00	(19,513.30)	0.00
5910700 - Holiday Pay	791.91	21,303.39	0.00	(21,303.39)	0.00
5910900 - Act/Out of Class/Premium	307.70	2,384.60	0.00	(2,384.60)	0.00
5910950 - Excess Sick Hours Pay Out	0.00	2,898.73	3,500.00	601.27	82.82
5910970 - Compensated Absences	0.00	0.00	0.00	0.00	0.00
	<u>226,618.09</u>	<u>919,469.41</u>	<u>3,110,635.00</u>	<u>2,191,165.59</u>	<u>29.56</u>
Benefits					
5918010 - Unemployment Compensation	0.00	0.00	4,986.00	4,986.00	0.00
5918020 - Employer Contribution - FICA	16,978.04	68,893.43	237,314.00	168,420.57	29.03
5918021 - Employer Contribution - IMRF	22,060.23	89,064.20	297,814.00	208,749.80	29.91
5918030 - EAP Program	0.00	0.00	682.00	682.00	0.00
5918040 - Life Insurance Premiums	506.60	2,077.40	6,576.00	4,498.60	31.59
5918050 - PPO Insurance Premiums	24,979.16	101,661.14	389,041.00	287,379.86	26.13
5918051 - HMO Insurance Premiums	8,184.26	32,286.70	111,979.00	79,692.30	28.83
5918055 - Dental Insurance Premiums	2,148.40	8,653.42	31,505.00	22,851.58	27.47
5918070 - Workers Compensation	1,039.62	4,201.43	9,500.00	5,298.57	44.23
5918085 - RHS Plan Payout	0.00	5,214.26	10,000.00	4,785.74	52.14
	<u>75,896.31</u>	<u>312,051.98</u>	<u>1,099,397.00</u>	<u>787,345.02</u>	<u>28.38</u>
Contractual Services					
5920100 - Legal Fees	95.40	1,795.49	15,000.00	13,204.51	11.97
5920105 - Costs of Litigation	0.00	0.00	3,500.00	3,500.00	0.00
5920110 - Professional Services	27,083.33	108,333.32	405,000.00	296,666.68	26.75
5920120 - Communication Services	3,629.38	8,126.86	28,460.00	20,333.14	28.56
5920140 - Data Processing Services	8,655.46	31,389.93	100,800.00	69,410.07	31.14
5920202 - Conferences	0.00	44.25	0.00	(44.25)	0.00
5920204 - Training	10.00	842.00	2,600.00	1,758.00	32.38
5920205 - Tuition Reimbursements	0.00	0.00	0.00	0.00	0.00
5920206 - Seminars	0.00	0.00	0.00	0.00	0.00
5920210 - In Service Training	850.00	850.00	0.00	(850.00)	0.00
5920220 - Membership Dues	184.00	919.00	6,500.00	5,581.00	14.14
5920225 - Licensing/Titles	0.00	0.00	100.00	100.00	0.00
5920230 - Publication of Notices	0.00	744.00	1,000.00	256.00	74.40
5920850 - Subsidy - 1994 E.R.P Trans	0.00	0.00	0.00	0.00	0.00
5920900 - Property/Liability Contributions	0.00	0.00	24,869.00	24,869.00	0.00
5930010 - R&M Equipment	15,892.13	42,330.36	110,062.00	67,731.64	38.46
5930020 - R&M Buildings & Structures	1,484.75	27,881.07	116,235.00	88,353.93	23.99
5930030 - R&M Vehicles	573.53	2,994.01	14,300.00	11,305.99	20.94
5930195 - Book Binding & Repair	215.10	215.10	1,000.00	784.90	21.51
5930210 - Rental of Equipment	164.00	656.00	26,500.00	25,844.00	2.48
5930320 - Cleaning/Custodial Services	9,173.00	50,420.00	96,700.00	46,280.00	52.14
5930490 - Refuse Contract	593.43	2,375.26	5,500.00	3,124.74	43.19
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00
5960065 - Bank Fees	0.34	48.23	0.00	(48.23)	0.00

See Accountants' Compilation Report

May 11, 2010

Des Plaines Public Library Expense Report as of April 30, 2010

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expnd.</u>
5960070 - Travel Expense	63.18	215.68	500.00	284.32	43.14
5960210 - Special Event Programming	3,932.90	10,162.36	31,000.00	20,837.64	32.78
5960990 - Misc. Contractual Services	2,646.87	31,032.57	99,375.00	68,342.43	31.23
	<u>75,246.80</u>	<u>321,375.49</u>	<u>1,089,251.00</u>	<u>767,875.51</u>	<u>29.50</u>
<u>Commodities</u>					
5970100 - Office Supplies	12,239.89	34,011.55	116,300.00	82,288.45	29.24
5970110 - Meals	371.09	641.09	2,800.00	2,158.91	22.90
5970115 - Supplies - Dept/Other	0.00	0.00	0.00	0.00	0.00
5970170 - Janitorial	863.22	8,413.07	20,600.00	12,186.93	40.84
5970260 - Postage & Parcel	268.58	7,881.59	13,300.00	5,418.41	59.26
5970270 - Printing -Reproduction-Binding	332.00	390.50	5,000.00	4,609.50	7.81
5970330 - Supplies - Vehicles R/M	0.00	0.00	0.00	0.00	0.00
5970500 - Purchase of Water	751.80	1,849.31	8,000.00	6,150.69	23.12
5970600 - Books	39,280.51	150,633.52	489,800.00	339,166.48	30.75
5970610 - Audio Materials	5,746.09	19,400.86	84,600.00	65,199.14	22.93
5970620 - Subscriptions & Books	784.91	5,219.00	78,800.00	73,581.00	6.62
5970630 - Visual Materials	5,154.12	34,299.22	96,250.00	61,950.78	35.64
5970640 - Automated Reference Materials	5,744.32	73,918.09	141,000.00	67,081.91	52.42
5970810 - Natural Gas	5,317.11	8,775.85	30,000.00	21,224.15	29.25
5970820 - Electricity	0.00	0.00	500.00	500.00	0.00
5970840 - Diesel	0.00	594.61	4,000.00	3,405.39	14.87
5970850 - Gasoline	0.00	98.90	2,000.00	1,901.10	4.95
5970900 - Equipment < \$5,000	0.00	2,370.57	5,500.00	3,129.43	43.10
	<u>76,853.64</u>	<u>348,497.73</u>	<u>1,098,450.00</u>	<u>749,952.27</u>	<u>31.73</u>
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	8,000.00	8,000.00	0.00
5980400 - Equipment	0.00	16,635.64	33,000.00	16,364.36	50.41
5980410 - Computer Hardware	594.48	1,016.48	6,750.00	5,733.52	15.06
5980420 - Computer Software	417.00	3,693.26	32,000.00	28,306.74	11.54
5980600 - Furniture & Fixtures	0.00	4,542.65	20,500.00	15,957.35	22.16
	<u>1,011.48</u>	<u>25,888.03</u>	<u>100,250.00</u>	<u>74,361.97</u>	<u>25.82</u>
<u>Other Funding Activities</u>					
5990935 - Trans to D/S - 2002A Bond	0.00	0.00	24,598.00	24,598.00	0.00
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	300,000.00	300,000.00	0.00
5990955 - Trans to D/S - 2003B Bond	0.00	0.00	0.00	0.00	0.00
5993000 - Contingency Reserve	0.00	0.00	75,000.00	75,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>399,598.00</u>	<u>399,598.00</u>	<u>0.00</u>
Total Library Fund Expenditures	<u><u>455,626.32</u></u>	<u><u>1,927,282.64</u></u>	<u><u>6,897,581.00</u></u>	<u><u>4,970,298.36</u></u>	<u><u>27.94</u></u>

May 11, 2010

Des Plaines Public Library Expense Report as of April 30, 2010

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expnd.</u>
<u>Capital Projects Fund</u>					
<u>Contractual Services</u>					
5920110 - Professional Services	0.00	0.00	15,000.00	15,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>15,000.00</u>	<u>15,000.00</u>	<u>0.00</u>
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	92,000.00	92,000.00	0.00
5980400 - Equipment	0.00	0.00	24,000.00	24,000.00	0.00
5980410 - Computer Hardware	0.00	31,528.99	76,100.00	44,571.01	41.43
	<u>0.00</u>	<u>31,528.99</u>	<u>192,100.00</u>	<u>160,571.01</u>	<u>16.41</u>
Total Capital Projects Fund Expenditures	<u>0.00</u>	<u>31,528.99</u>	<u>207,100.00</u>	<u>175,571.01</u>	<u>15.22</u>
Total of All Funds	<u>455,626.32</u>	<u>1,958,811.63</u>	<u>7,104,681.00</u>	<u>5,145,869.37</u>	<u>27.57</u>

Des Plaines Public Library
Check Register

Check Number	Check Date	Payee	Amount
Checks			
10255	05/18/10	3M	4,908.33
10256	05/18/10	A M BEST COMPANY	2,257.90
10257	05/18/10	ACE DES PLAINES INCORPORATED	124.37
10258	05/18/10	ADUCCI SCULPTURE	2,890.00
10259	05/18/10	ADULT READING ROUND TABLE	30.00
10260	05/18/10	ALEXIAN BROTHERS CORP HEALTH SERV	219.00
10261	05/18/10	ANDERSON LOCK CO LTD	62.35
10262	05/18/10	APPLE BOOKS	2,048.35
10263	05/18/10	BAKER & TAYLOR	10,486.84
10264	05/18/10	BAKER & TAYLOR	13,786.38
10265	05/18/10	BANC OF AMERICA LEASING	2,005.00
10266	05/18/10	BBC AUDIOBOOKS AMERICA	85.38
10267	05/18/10	BERNAN	144.16
10268	05/18/10	BIODYNAMIC FARMING AND GARDENING	20.45
10269	05/18/10	BLACKSTONE AUDIO INC	561.50
10270	05/18/10	BOOK PAGE	648.00
10271	05/18/10	BUSINESS MACHINE AGENTS INC	400.26
10272	05/18/10	C D W GOVERNMENT INCORPORATED	417.00
10273	05/18/10	CAPSTONE PRESS INCORPORATED	3,530.16
10274	05/18/10	CD BABY	18.91
10275	05/18/10	CHROMATECH	332.00
10276	05/18/10	CITY OF DES PLAINES. PUBLIC WORKS	751.80
10277	05/18/10	COMPLETE CLEANING COMPANY INC	8,053.00
10278	05/18/10	COOPERATIVE COMPUTER SERVICES	6,040.01
10279	05/18/10	CORPORATE CONCEPTS, INC.	45.00
10280	05/18/10	COURTNEY O'KEEFE	63.18
10281	05/18/10	CREATIVE DIRECTORY, INC.	53.00
10282	05/18/10	CRIMSON MULTIMEDIA DIST., INC.	72.32
10283	05/18/10	D & B	1,469.00
10284	05/18/10	D & B POWER ASSOCIATES INC	2,628.00
10285	05/18/10	DAVID ESAU	300.00
10286	05/18/10	DEMCO EDUCATIONAL CORP	102.64
10287	05/18/10	DES PLAINES CHAMBER OF COMMERCE	210.00
10288	05/18/10	EBSCO SUBSCRIPTION SVC	9.91
10289	05/18/10	ENVISION GRAPHICS	589.84
10290	05/18/10	FEDERAL EXPRESS	93.49
10291	05/18/10	GALE	5,228.21
10292	05/18/10	HOUCHEN BINDERY	215.10
10293	05/18/10	ILLINOIS PUMP, INC.	4,961.30
10294	05/18/10	INFO USA MARKETING, INC.	1,030.00
10295	05/18/10	INFOBASE PUBLISHING	115.56
10296	05/18/10	INVICTA SERVICES LLC	143.85
10297	05/18/10	KASCO PRINTING	280.00
10298	05/18/10	KLEIN, THORPE & JENKINS, LTD.	95.40
10299	05/18/10	MARSHALL CAVENDISH CORPORATION	323.40
10300	05/18/10	ME SHARPE INC	538.00
10301	05/18/10	MENARDS	59.95
10302	05/18/10	MIDWEST TAPE	4,917.15
10303	05/18/10	MIDWEST TAPE	3,201.56
10304	05/18/10	MISSOURI LIBRARY NETWORK CORP	986.71
10305	05/18/10	MOONLIGHT PRESS	9.00
10306	05/18/10	NNDC/NCDC	34.00
10307	05/18/10	NORMAN ELECTRICAL CONSTRUCTION CO	340.00
10308	05/18/10	OUTSOURCE SOLUTIONS GROUP	27,512.99
10309	05/18/10	P C NATION	164.82
10310	05/18/10	PADDOCK PUBLICATIONS, INC.	127.00
10311	05/18/10	PENWORTHY COMPANY	3,523.04
10312	05/18/10	PESCHE'S INC	188.00
10313	05/18/10	PITNEY BOWES	464.56
10314	05/18/10	PRESTIGE DISTRIBUTION, INC.	415.75
10315	05/18/10	RANDOM HOUSE INCORPORATED	827.15

Des Plaines Public Library
Check Register

Check Number	Check Date	Payee	Amount
10316	05/18/10	RECORDED BOOKS, LLC	855.24
10317	05/18/10	RICK KELLEY	80.00
10318	05/18/10	SAGE PUBLICATIONS, INC.	67.00
10319	05/18/10	SKOKIE PARK DISTRICT	400.00
10320	05/18/10	SOMETHING FISHY INC	247.94
10321	05/18/10	SWEET REMEMBRANCE	80.00
10322	05/18/10	UNITED BUSINESS SOLUTIONS	13.53
10323	05/18/10	WAREHOUSE DIRECT	1,239.75
10324	05/18/10	WASTE MANAGEMENT	131.82
10325	05/18/10	WASTE MANAGEMENT	461.61
10326	05/18/10	WEST GROUP	282.00
10327	05/18/10	WORLD TRADE PRESS	600.00
10328	05/18/10	COOPERATIVE COMPUTER SERVICES	4,433.64
10329	05/18/10	GALE	106.40
10330	05/18/10	BAKER & TAYLOR	448.50
10331	05/18/10	BARAK	129.00
10332	05/18/10	COMPLETE CLEANING COMPANY INC	1,120.00
10333	05/18/10	OFFICE DEPOT	602.88
10334	05/18/10	BISHOP PLUMBING, INC.	894.75
10335	05/18/10	EVOLUTION MARKETING GROUP INC	2,113.00
10336	05/18/10	HAINES & COMPANY, INC	853.00
10337	05/18/10	LEVEL(3) COMMUNICATIONS, LLC.	943.01
10338	05/18/10	M K PAINTING & DECORATING INC	250.00
10339	05/18/10	METROPOLITAN LIBRARY SYSTEM	10.00
10340	05/18/10	RANDOM HOUSE INCORPORATED	615.70
10341	05/18/10	SPOON MAN INC	100.00
10342	05/18/10	THE GREEN MAMA, LLC.	850.00
10343	05/18/10	UNITED BUSINESS SOLUTIONS	1,060.38
10344	05/18/10	BAKER & TAYLOR	1,213.96
50010	04/05/10	NICOR GAS	5,317.11
50011	04/07/10	NEXTEL	1,005.74
50012	04/09/10	CALL ONE	455.97
50013	04/09/10	McLEOD USA	285.34
50014	04/09/10	VERIZON WIRELESS	126.85
50015	04/09/10	COMCAST CABLE	220.96
50016	04/09/10	LEVEL(3) COMMUNICATIONS, LLC.	473.88
50017	04/09/10	SPRINT	35.14
50018	04/09/10	WOW! INTERENT CABLE	82.49
50019	04/30/10	BANK OF AMERICA	3,171.43
Total checks	100		<u>152,538.05</u>
		Total	

**Des Plaines Public Library
Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
NICOR GAS	50010	04/05/10	5,317.11
Account No. 201-5970810		Description ACH	Amount 5,317.11
		Subtotal	<u>5,317.11</u>
NEXTEL	50011	04/07/10	1,005.74
Account No. 201-5920120		Description ACH	Amount 1,005.74
		Subtotal	<u>1,005.74</u>
CALL ONE	50012	04/09/10	455.97
Account No. 201-5920120		Description ACH	Amount 455.97
COMCAST CABLE	50015	04/09/10	220.96
Account No. 201-5920120		Description ACH	Amount 220.96
LEVEL(3) COMMUNICATIONS, LLC.	50016	04/09/10	473.88
Account No. 201-5920120		Description ACH	Amount 473.88
McLEOD USA	50013	04/09/10	285.34
Account No. 201-5920120		Description ACH	Amount 285.34
SPRINT	50017	04/09/10	35.14
Account No. 201-5920120		Description ACH	Amount 35.14
VERIZON WIRELESS	50014	04/09/10	126.85
Account No. 201-5920120		Description ACH	Amount 126.85
WOW! INTERENT CABLE	50018	04/09/10	82.49
Account No. 201-5920120		Description ACH	Amount 82.49
		Subtotal	<u>1,680.63</u>
BANK OF AMERICA	50019	04/30/10	3,171.43
Account No. 201-5920220		Description	Amount 39.00
Account No. 201-5920220			Amount 115.00
Account No. 201-5960210			Amount 40.00
Account No. 201-5960210			Amount 25.00
Account No. 201-5960210			Amount 25.00
Account No. 201-5960210			Amount 25.00
Account No. 201-5960210			Amount 25.00
Account No. 201-5960210			Amount 70.00
Account No. 201-5960210			Amount 198.88
Account No. 201-5960210			Amount 28.68
Account No. 201-5960210			Amount 25.00
Account No. 201-5960210			Amount 25.00
Account No. 201-5960210			Amount 25.00
Account No. 201-5960210			Amount 25.00
Account No. 201-5960210			Amount 293.18
Account No. 201-5960210			Amount 81.14

Vendor Name	Chk. No.	Check Date	Amount
201-5960210		-3.94	
201-5960210		31.96	
201-5970100		26.10	
201-5970100		168.96	
201-5970100		100.10	
201-5970100		135.83	
201-5970100		31.00	
201-5970100		34.99	
201-5970100		34.99	
201-5970110		137.20	
201-5970110		23.89	
201-5970170		83.32	
201-5970170		179.83	
201-5970260	March Credit Card Payment	27.09	
201-5970600		209.50	
201-5970600		300.00	
201-5970600		39.99	
201-5970600		151.81	
201-5970600		46.95	
201-5970630		139.98	
201-5970630		28.99	
201-5970630		148.54	
201-5970630		28.47	
		Subtotal	<u>3,171.43</u>
3M	10255	05/18/10	4,908.33
Account No.	Description	Amount	
201-5970100	Invoice # UM79220	4,908.33	
A M BEST COMPANY	10256	05/18/10	2,257.90
Account No.	Description	Amount	
201-5970600	Invoice # 2464698	1,128.95	
201-5970600	Invoice # 2464553	1,128.95	
ACE DES PLAINES INCORPORATED	10257	05/18/10	124.37
Account No.	Description	Amount	
201-5970170	Doc # 217795	124.37	
ADUCCI SCULPTURE	10258	05/18/10	2,890.00
Account No.	Description	Amount	
201-5930010	SCULPTURE RELOCATION	2,890.00	
ADULT READING ROUND TABLE	10259	05/18/10	30.00
Account No.	Description	Amount	
201-5920220	Registration - V.I.R.A.L	30.00	
201-5920220	Jo Bonell	0.00	
201-5920220	Linda Knorr	0.00	
ALEXIAN BROTHERS CORP HEALTH SER	10260	05/18/10	219.00
Account No.	Description	Amount	
201-5960990	Invoice # 362034	219.00	
ANDERSON LOCK CO LTD	10261	05/18/10	62.35
Account No.	Description	Amount	
201-5970100	Invoice # 0613086	62.35	
APPLE BOOKS	10262	05/18/10	2,048.35
Account No.	Description	Amount	
201-5970600	Invoice # 88590	2,048.35	
BAKER & TAYLOR	10344	05/18/10	1,213.96

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
Account No.	Description		Amount
201-5960990	Invoice # 2024557707		10.36
201-5960990	Invoice # 2024562095		4.62
201-5960990	Invoice # 2024562226		4.77
201-5960990	Invoice # 2024545643		16.49
201-5960990	Invoice # 2024545863		34.56
201-5960990	Invoice # 2024541217		6.72
201-5970600	Invoice # 2024557707		116.57
201-5970600	Invoice # 2024562095		90.04
201-5970600	Invoice # 2024562226		19.04
201-5970600	Invoice # 2024545643		197.92
201-5970600	Invoice # 2024545863		475.11
201-5970600	Invoice # 2024541217		81.04
201-5970600	Invoice # 0000135424		111.77
201-5970630	Invoice # 119426870		44.95
BAKER & TAYLOR	10263	05/18/10	10,486.84
Account No.	Description		Amount
201-5960990	Invoice # 2024479425		5.89
201-5960990	Invoice # 2024484495		1.12
201-5960990	Invoice # 2024479339		2.38
201-5960990	Invoice # 2024496147		2.06
201-5960990	Invoice # 2024484486		3.35
201-5960990	Invoice # 2024484226		2.52
201-5960990	Invoice # 2024496169		6.53
201-5960990	Invoice # 2024425077		2.35
201-5960990	Invoice # 2024471233		7.55
201-5960990	Invoice # 2024469129		17.09
201-5960990	Invoice # 2024466484		22.80
201-5960990	Invoice # 2024466382		10.81
201-5960990	Invoice # 2024457193		64.31
201-5960990	Invoice # 2024494572		15.43
201-5960990	Invoice # 118095660		5.98
201-5960990	Invoice # 117603130		5.98
201-5960990	Invoice # 116710280		5.98
201-5960990	Invoice # 116527000		2.99
201-5960990	Invoice # 118518010		5.98
201-5960990	Invoice # 2024389349		0.64
201-5960990	Invoice # 2024391944		5.31
201-5960990	Invoice # 2024398666		0.94
201-5960990	Invoice # 2024466069		1.88
201-5960990	Invoice # 2024445185		0.94
201-5960990	Invoice # 2024425029		2.24
201-5960990	Invoice # 2024415671		0.47
201-5960990	Invoice # 2024445169		2.24
201-5960990	Invoice # 2024445158		2.23
201-5960990	Invoice # 115528370		2.99
201-5960990	Invoice # 115824670		5.98
201-5960990	Invoice # 2024469044		19.44
201-5960990	Invoice # 2024402670		16.45
201-5960990	Invoice # 2024466395		1.35
201-5960990	Invoice # 2024498360		2.92
201-5960990	Invoice # 2024479489		2.48
201-5960990	Invoice # 2024493411		9.93
201-5960990	Invoice # 2024498351		15.31
201-5960990	Invoice # 2024493265		15.05
201-5960990	Invoice # 2024493413		12.32
201-5960990	Invoice # 2024488526		8.96
201-5960990	Invoice # 2024478373		3.36
201-5960990	Invoice # 2024493537		15.68
201-5960990	Invoice # 2024484520		14.99
201-5960990	Invoice # 2024478476		2.48
201-5960990	Invoice # 2024462854		29.66

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2024474207		20.70
201-5960990	Invoice # 2024429545		4.57
201-5960990	Invoice # 2024457034		4.95
201-5960990	Invoice # 2024452549		5.60
201-5960990	Invoice # 2024407687		53.56
201-5960990	Invoice # 2024442934		49.25
201-5960990	Invoice # 2024428774		5.53
201-5960990	Invoice # 2024485058		27.70
201-5960990	Invoice # 2024480072		33.52
201-5960990	Invoice # 2024476617		2.88
201-5960990	Invoice # 2024473549		3.21
201-5960990	Invoice # 2024428727		2.62
201-5960990	Invoice # 2024429312		6.58
201-5970600	Invoice # 2024479425		101.51
201-5970600	Invoice # 2024484495		10.21
201-5970600	Invoice # 2024479339		42.75
201-5970600	Invoice # 2024496147		44.12
201-5970600	Invoice # 2024484486		40.29
201-5970600	Invoice # 2024484226		65.26
201-5970600	Invoice # 2024496169		93.62
201-5970600	Invoice # 2024425077		29.03
201-5970600	Invoice # 2024471233		126.10
201-5970600	Invoice # 2024469129		178.79
201-5970600	Invoice # 2024466484		298.40
201-5970600	Invoice # 2024466382		295.41
201-5970600	Invoice # 2024457193		752.75
201-5970600	Invoice # 2024494571		479.79
201-5970600	Invoice # 2024389349		8.36
201-5970600	Invoice # 2024391944		8.34
201-5970600	Invoice # 2024398666		9.75
201-5970600	Invoice # 2024466069		37.99
201-5970600	Invoice # 2024445185		25.91
201-5970600	Invoice # 2024425029		28.76
201-5970600	Invoice # 2024415671		15.06
201-5970600	Invoice # 2024445169		19.81
201-5970600	Invoice # 2024445158		26.14
201-5970600	Invoice # 2024469044		226.94
201-5970600	Invoice # 2024402670		292.09
201-5970600	Invoice # 2024466395		24.82
201-5970600	Invoice # 2024498360		57.38
201-5970600	Invoice # 2024479489		30.09
201-5970600	Invoice # 2024493411		130.52
201-5970600	Invoice # 2024498351		202.44
201-5970600	Invoice # 2024493265		227.42
201-5970600	Invoice # 2024493413		157.43
201-5970600	Invoice # 2024488526		116.82
201-5970600	Invoice # 2024478373		40.31
201-5970600	Invoice # 2024493537		204.72
201-5970600	Invoice # 2024484520		184.55
201-5970600	Invoice # 2024478476		28.38
201-5970600	Invoice # 2024462853		763.37
201-5970600	Invoice # 2024474206		687.32
201-5970600	Invoice # 2024429545		90.72
201-5970600	Invoice # 2024457034		62.35
201-5970600	Invoice # 2024452549		39.70
201-5970600	Invoice # 2024407687		617.54
201-5970600	Invoice # 2024442934		574.80
201-5970600	Invoice # 2024428774		66.55
201-5970600	Invoice # 2024485057		899.45
201-5970600	Invoice # 2024480071		834.67
201-5970600	Invoice # 2024473548		56.81
201-5970600	Invoice # 2024476616		153.67
201-5970600	Invoice # 2024428727		42.74

**Des Plaines Public Library
Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2024429312		73.56
201-5970610	Invoice # 118095660		68.58
201-5970610	Invoice # 115528370		11.03
201-5970610	Invoice # 116710280		25.46
201-5970610	Invoice # 116527000		12.73
201-5970610	Invoice # 118518010		29.21
201-5970610	Invoice # 115824670		20.37
201-5970610	Invoice # 117603130		65.22
201-5970630	Invoice # 116790790		2.93
201-5970630	Invoice # 117130490		17.99

BAKER & TAYLOR

10264 05/18/10 13,786.38

Account No.	Description	Amount
201-5960990	Invoice # 2024505120	0.47
201-5960990	Invoice # 2024505195	1.12
201-5960990	Invoice # 2024536370	6.11
201-5960990	Invoice # 2024519311	6.09
201-5960990	Invoice # 2024501977	17.69
201-5960990	Invoice # 2024593486	4.16
201-5960990	Invoice # 2024500812	1.28
201-5960990	Invoice # 2024524310	3.35
201-5960990	Invoice # 2024524347	4.23
201-5960990	Invoice # 2024550945	1.24
201-5960990	Invoice # 2024548879	51.21
201-5960990	Invoice # 2024544857	10.45
201-5960990	Invoice # 2024549014	24.28
201-5960990	Invoice # 2024531167	1.12
201-5960990	Invoice # 2024551770	1.68
201-5960990	Invoice # 2024540987	1.09
201-5960990	Invoice # 2024536358	0.94
201-5960990	Invoice # 2024531857	2.31
201-5960990	Invoice # 2024505170	2.46
201-5960990	Invoice # 2024531093	26.05
201-5960990	Invoice # 2024537510	19.99
201-5960990	Invoice # 2024505055	4.94
201-5960990	Invoice # 2024522439	11.20
201-5960990	Invoice # 2024509560	5.60
201-5960990	Invoice # 2024522522	1.12
201-5960990	Invoice # 2024522512	1.41
201-5960990	Invoice # 2024509889	5.24
201-5960990	Invoice # 2024536491	20.16
201-5960990	Invoice # 2024549150	4.96
201-5960990	Invoice # 2024505141	6.20
201-5960990	Invoice # 2024505271	2.24
201-5960990	Invoice # 2024505142	3.83
201-5960990	Invoice # 2024512130	20.91
201-5960990	Invoice # 2024501977	17.69
201-5960990	Invoice # 2024522468	4.80
201-5960990	Invoice # 2024519442	12.93
201-5960990	Invoice # 2024519452	7.84
201-5960990	Invoice # 2024522783	5.60
201-5960990	Invoice # 2024518521	17.92
201-5970600	Invoice # 2024505120	4.76
201-5970600	Invoice # 2024505195	12.80
201-5970600	Invoice # 2024536370	208.39
201-5970600	Invoice # 2024542492	1,508.06
201-5970600	Invoice # 2024519310	209.08
201-5970600	Invoice # 2024501976	890.41
201-5970600	Invoice # 2024500812	16.12
201-5970600	Invoice # 2024593485	126.15
201-5970600	Invoice # 2024605485	15.05
201-5970600	Invoice # 2024589748	1,085.10
201-5970600	Invoice # 2024524347	49.66

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2024536491		283.47
201-5970600	Invoice # 2024585308		465.94
201-5970600	Invoice # 2024550945		13.63
201-5970600	Invoice # 2024548879		151.22
201-5970600	Invoice # 2024544857		127.81
201-5970600	Invoice # 2024549014		357.32
201-5970600	Invoice # 2024531167		14.19
201-5970600	Invoice # 2024531770		23.15
201-5970600	Invoice # 2024540987		38.19
201-5970600	Invoice # 2024536358		68.64
201-5970600	Invoice # 2024531857		4.18
201-5970600	Invoice # 2024505170		4.77
201-5970600	Invoice # 2024531092		943.88
201-5970600	Invoice # 2024505055		28.91
201-5970600	Invoice # 2024522439		116.76
201-5970600	Invoice # 2024509560		61.43
201-5970600	Invoice # 2024522522		12.05
201-5970600	Invoice # 2024522512		46.55
201-5970600	Invoice # 2024509889		94.67
201-5970600	Invoice # 2024524310		39.85
201-5970600	Invoice # 2024552304		38.84
201-5970600	Invoice # 2024561780		824.61
201-5970600	Invoice # 2024537509		541.80
201-5970600	Invoice # 2024572403		700.07
201-5970600	Invoice # 2024579829		766.97
201-5970600	Invoice # 2024549150		58.93
201-5970600	Invoice # 2024505141		80.05
201-5970600	Invoice # 2024505271		30.65
201-5970600	Invoice # 2024505142		52.04
201-5970600	Invoice # 2024512129		653.99
201-5970600	Invoice # 2024568432		1,110.74
201-5970600	Invoice # 2024501976		890.44
201-5970600	Invoice # 2024522468		90.32
201-5970600	Invoice # 2024519442		154.47
201-5970600	Invoice # 2024519452		106.09
201-5970600	Invoice # 2024522783		70.30
201-5970600	Invoice # 2024518521		251.97
BAKER & TAYLOR	10330	05/18/10	448.50
Account No.	Description	Amount	
201-5960990	Invoice # 2024588834	4.62	
201-5960990	Invoice # 2024592279	3.36	
201-5960990	Invoice # 2024593831	4.48	
201-5960990	Invoice # 2024574238	6.79	
201-5960990	Invoice # 2024574277	65.22	
201-5970600	Invoice # 2024588834	14.31	
201-5970600	Invoice # 2024592279	44.82	
201-5970600	Invoice # 2024593831	61.31	
201-5970600	Invoice # 2024574238	85.97	
201-5970600	Invoice # 2024574277	157.62	
BANC OF AMERICA LEASING	10265	05/18/10	2,005.00
Account No.	Description	Amount	
201-5930010	Invoice # 011475101	2,005.00	
BARAK	10331	05/18/10	129.00
Account No.	Description	Amount	
201-5930010	Invoice # 50106	129.00	
BBC AUDIOBOOKS AMERICA	10266	05/18/10	85.38
Account No.	Description	Amount	
201-5970610	Invoice # 387915	85.38	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
BERNAN	10267	05/18/10	144.16
Account No. 201-5970600		Description Invoice # 110613683	Amount 144.16
BIODYNAMIC FARMING AND GARDENIN	10268	05/18/10	20.45
Account No. 201-5970600		Description Invoice # 10808	Amount 20.45
BISHOP PLUMBING, INC.	10334	05/18/10	894.75
Account No. 201-5930020		Description Invoice # 66169	Amount 894.75
BLACKSTONE AUDIO INC	10269	05/18/10	561.50
Account No. 201-5970610		Description Invoice # 524158	Amount 235.00
201-5970610		Invoice # 531201	326.50
BOOK PAGE	10270	05/18/10	648.00
Account No. 201-5970620		Description Invoice # RC28980	Amount 648.00
BUSINESS MACHINE AGENTS INC	10271	05/18/10	400.26
Account No. 201-5930010		Description Invoice # IN8831	Amount 400.26
C D W GOVERNMENT INCORPORATED	10272	05/18/10	417.00
Account No. 201-5980420		Description Invoice # SKC7632	Amount 71.00
201-5980420		Invoice # SKK8180	264.00
201-5980420		Invoice # SKK8197	82.00
CAPSTONE PRESS INCORPORATED	10273	05/18/10	3,530.16
Account No. 201-5970600		Description Invoice # C110162824	Amount 3,066.22
201-5970600		Invoice # C110163212	68.94
201-5970640		Invoice # C110164005	395.00
CD BABY	10274	05/18/10	18.91
Account No. 201-5970610		Description Invoice # SINV00373236	Amount 18.91
CHROMATECH	10275	05/18/10	332.00
Account No. 201-5970270		Description Invoice # 4407	Amount 332.00
CITY OF DES PLAINES, PUBLIC WORKS	10276	05/18/10	751.80
Account No. 201-5970500		Description Account # 71-080-763-01	Amount 751.80
COMPLETE CLEANING COMPANY INC	10332	05/18/10	1,120.00
Account No. 201-5930320		Description Invoice # 1265012	Amount 490.00
201-5930320		Invoice # 1265015	630.00
COMPLETE CLEANING COMPANY INC	10277	05/18/10	8,053.00
Account No. 201-5930320		Description Invoice # 1264703	Amount 630.00
201-5930320		Invoice # 1264375	7,423.00
COOPERATIVE COMPUTER SERVICES	10328	05/18/10	4,433.64
Account No. 201-5920140		Description Invoice # CCS 5/7/10	Amount 4,433.64

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Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
COOPERATIVE COMPUTER SERVICES	10278	05/18/10	6,040.01
Account No.		Amount	
201-5920140	Description		
	Invoice # CCS 4/7/10	4,221.82	
201-5930010	OCLC JED APRIL 2010	1,818.19	
CORPORATE CONCEPTS, INC.	10279	05/18/10	45.00
Account No.		Amount	
201-5970100	Description		
	Invoice # 173436	45.00	
COURTNEY O'KEEFE	10280	05/18/10	63.18
Account No.		Amount	
201-5960070	Description		
	Synergy Conference	63.18	
CREATIVE DIRECTORY, INC.	10281	05/18/10	53.00
Account No.		Amount	
201-5970600	Description		
	Invoice # 2010 book	53.00	
CRIMSON MULTIMEDIA DIST., INC.	10282	05/18/10	72.32
Account No.		Amount	
201-5960990	Description		
	Order # 16471A	15.90	
201-5960990	Order # 16496A	16.42	
201-5970630	Order # 16143D	20.00	
201-5970630	Order # 16143C	20.00	
D & B	10283	05/18/10	1,469.00
Account No.		Amount	
201-5970600	Description		
	Invoice # 9909055-01	1,469.00	
D & B POWER ASSOCIATES INC	10284	05/18/10	2,628.00
Account No.		Amount	
201-5930010	Description		
	Invoice # 020773	2,628.00	
DAVID ESAU	10285	05/18/10	300.00
Account No.		Amount	
201-5960210	Description		
	cooking demonstration	300.00	
DEMCO EDUCATIONAL CORP	10286	05/18/10	102.64
Account No.		Amount	
201-5970100	Description		
	Invoice # 3852566	22.42	
201-5970100	Invoice # 3846415	146.52	
201-5970100	Invoice # 3845504	229.33	
201-5970100	Invoice # 3791964	-295.63	
DES PLAINES CHAMBER OF COMMERCE	10287	05/18/10	210.00
Account No.		Amount	
201-5970110	Description		
	Invoice # 5318A	210.00	
EBS CO SUBSCRIPTION SVC	10288	05/18/10	9.91
Account No.		Amount	
201-5970620	Description		
	Invoice # 0058352	9.91	
ENVISION GRAPHICS	10289	05/18/10	589.84
Account No.		Amount	
201-5970100	Description		
	Invoice # 602807	589.84	
EVOLUTION MARKETING GROUP INC	10335	05/18/10	2,113.00
Account No.		Amount	
201-5960210	Description		
	Invoice # 613543	2,113.00	
FEDERAL EXPRESS	10290	05/18/10	93.49
Account No.		Amount	
201-5970260	Description		
	Invoice # 7-054-35512	93.49	

**Des Plaines Public Library
Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
GALE	10291	05/18/10	5,228.21
Account No.		Description	Amount
201-5970600		Invoice # 16761156	502.62
201-5970600		Invoice # 16746849	224.70
201-5970600		Invoice # 16741208	35.93
201-5970600		Invoice # 16747361	117.35
201-5970600		Invoice # 16746159	585.00
201-5970640		Invoice # 16762727	3,762.61
GALE	10329	05/18/10	106.40
Account No.		Description	Amount
201-5970600		Invoice # 16767506	35.93
201-5970600		Invoice # 90571923	45.01
201-5970600		Invoice # 90571922	25.46
HAINES & COMPANY, INC	10336	05/18/10	853.00
Account No.		Description	Amount
201-5970600		Invoice # 261911	853.00
HOUCHEN BINDERY	10292	05/18/10	215.10
Account No.		Description	Amount
201-5930195		Invoice # 174639	215.10
ILLINOIS PUMP, INC.	10293	05/18/10	4,961.30
Account No.		Description	Amount
201-5930010		Invoice # S-6771	4,961.30
INFO USA MARKETING, INC.	10294	05/18/10	1,030.00
Account No.		Description	Amount
201-5970600		Invoice # 1024004302	1,030.00
INFOBASE PUBLISHING	10295	05/18/10	115.56
Account No.		Description	Amount
201-5970600		Invoice # 753431	115.56
INVICTA SERVICES LLC	10296	05/18/10	143.85
Account No.		Description	Amount
201-5960990		Invoice # 1428	143.85
KASCO PRINTING	10297	05/18/10	280.00
Account No.		Description	Amount
201-5970100		Invoice # 6205	280.00
KLEIN, THORPE & JENKINS, LTD.	10298	05/18/10	95.40
Account No.		Description	Amount
201-5920100		Matter ID 1657-001	95.40
LEVEL(3) COMMUNICATIONS, LLC.	10337	05/18/10	943.01
Account No.		Description	Amount
201-5920120		Invoice # 1115973	943.01
M K PAINTING & DECORATING INC	10338	05/18/10	250.00
Account No.		Description	Amount
201-5930020		INVOICE # 05/05/10	250.00
MARSHALL CAVENDISH CORPORATION	10299	05/18/10	323.40
Account No.		Description	Amount
201-5970600		Invoice # R 845626	179.70
201-5970600		Invoice # R 843622	143.70
ME SHARPE INC	10300	05/18/10	538.00
Account No.		Description	Amount
201-5970600		Invoice # 314096-1	538.00

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Vendor Name	Chk. No.	Check Date	Amount
MENARDS	10301	05/18/10	59.95
Account No.		Amount	
201-5970170		Invoice # 96893	59.95
METROPOLITAN LIBRARY SYSTEM	10339	05/18/10	10.00
Account No.		Amount	
201-5920204		Invoice # 48397	10.00
MIDWEST TAPE	10302	05/18/10	4,917.15
Account No.		Amount	
201-5960990		Invoice # 6009185	2.25
201-5960990		Invoice # 6009184	2.25
201-5960990		Invoice # 6023300	2.25
201-5960990		Invoice # 6005682	4.50
201-5960990		Invoice # 6009187	4.50
201-5960990		Invoice # 6009186	2.25
201-5960990		Invoice # 6009189	20.25
201-5960990		Invoice # 6009188	2.25
201-5960990		Invoice # 6002814	2.25
201-5960990		Invoice # 6028158	9.00
201-5960990		Invoice # 6028159	11.25
201-5960990		Invoice # 6028160	14.25
201-5960990		Invoice # 6015438	0.00
201-5960990		Invoice # 6009192	14.50
201-5960990		Invoice # 6023308	6.75
201-5960990		Invoice # 6028154	2.25
201-5960990		Invoice # 6028157	2.25
201-5960990		Invoice # 6028157	9.00
201-5960990		Invoice # 6028153	18.00
201-5960990		Invoice # 6028152	2.25
201-5960990		Invoice # 6023298	13.50
201-5960990		Invoice # 6023299	6.75
201-5960990		Invoice # 6023297	4.50
201-5960990		Invoice # 6023296	4.50
201-5960990		Invoice # 6023294	2.25
201-5960990		Invoice # 6023302	4.50
201-5960990		Invoice # 6023301	2.25
201-5960990		Invoice # 6023305	9.00
201-5960990		Invoice # 6023304	15.75
201-5960990		Invoice # 6023307	20.25
201-5960990		Invoice # 6023306	4.50
201-5960990		Invoice # 6023303	18.00
201-5960990		Invoice # 6018909	4.50
201-5960990		Invoice # 6018908	2.25
201-5960990		Invoice # 6018907	2.25
201-5960990		Invoice # 6005678	2.25
201-5960990		Invoice # 6005677	13.50
201-5960990		Invoice # 6009194	2.25
201-5960990		Invoice # 6011995	4.70
201-5960990		Invoice # 6011996	9.00
201-5960990		Invoice # 6011997	9.00
201-5960990		Invoice # 6005680	2.45
201-5960990		Invoice # 6017057	2.25
201-5960990		Invoice # 6002817	2.25
201-5960990		Invoice # 6009190	4.50
201-5960990		Invoice # 6009182	2.25
201-5960990		Invoice # 6005683	4.50
201-5960990		Invoice # 6005681	2.25
201-5960990		Invoice # 6011998	4.50
201-5960990		Invoice # 6017055	4.50
201-5960990		Invoice # 6009193	4.50
201-5960990		Invoice # 6028155	4.50

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Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6029183		2.25
201-5960990	Invoice # 6005679		2.45
201-5960990	Invoice # 6002815		16.35
201-5960990	Invoice # 6002811		9.00
201-5960990	Invoice # 6002810		24.75
201-5960990	Invoice # 6002805		2.25
201-5960990	Invoice # 6002813		18.00
201-5960990	Invoice # 6002812		13.70
201-5960990	Invoice # 6002809		2.25
201-5960990	Invoice # 6002808		2.25
201-5960990	Invoice # 6002807		2.25
201-5960990	Invoice # 6002806		4.50
201-5960990	Invoice # 6017051		2.25
201-5960990	Invoice # 6017056		9.00
201-5960990	Invoice # 6017052		9.20
201-5960990	Invoice # 6017053		4.50
201-5960990	Invoice # 6017054		13.50
201-5960990	Invoice # 6011994		2.25
201-5960990	Invoice # 6023295		9.00
201-5970610	Invoice # 6028160		62.95
201-5970630	Invoice # 6009185		14.99
201-5970630	Invoice # 6009184		9.74
201-5970630	Invoice # 6005682		43.48
201-5970630	Invoice # 6023295		89.96
201-5970630	Invoice # 6009187		22.48
201-5970630	Invoice # 6009186		18.74
201-5970630	Invoice # 6009189		153.66
201-5970630	Invoice # 6009188		18.74
201-5970630	Invoice # 6002814		21.74
201-5970630	Invoice # 6028158		59.96
201-5970630	Invoice # 6028159		112.45
201-5970630	Invoice # 6028154		18.74
201-5970630	Invoice # 6015438		33.99
201-5970630	Invoice # 6009192		123.69
201-5970630	Invoice # 6023308		44.97
201-5970630	Invoice # 6023300		106.98
201-5970630	Invoice # 6028157		20.24
201-5970630	Invoice # 6028157		86.96
201-5970630	Invoice # 6028153		176.92
201-5970630	Invoice # 6028152		14.99
201-5970630	Invoice # 6023298		130.44
201-5970630	Invoice # 6023299		66.72
201-5970630	Invoice # 6023297		37.48
201-5970630	Invoice # 6023296		33.73
201-5970630	Invoice # 6023294		44.98
201-5970630	Invoice # 6023302		33.73
201-5970630	Invoice # 6023301		18.74
201-5970630	Invoice # 6023305		83.21
201-5970630	Invoice # 6023304		176.93
201-5970630	Invoice # 6023307		113.16
201-5970630	Invoice # 6023306		35.23
201-5970630	Invoice # 6023303		146.17
201-5970630	Invoice # 6018909		29.98
201-5970630	Invoice # 6018908		18.74
201-5970630	Invoice # 6018907		20.24
201-5970630	Invoice # 6005677		134.94
201-5970630	Invoice # 6009194		22.49
201-5970630	Invoice # 6009193		45.73
201-5970630	Invoice # 6011995		59.98
201-5970630	Invoice # 6011996		92.96
201-5970630	Invoice # 6011997		83.96
201-5970630	Invoice # 6005680		14.99
201-5970630	Invoice # 6017057		21.74

**Des Plaines Public Library
Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
201-5970630	Invoice # 6002817		18.74
201-5970630	Invoice # 6009190		104.96
201-5970630	Invoice # 6009182		14.99
201-5970630	Invoice # 6005683		37.48
201-5970630	Invoice # 6005681		14.99
201-5970630	Invoice # 6011998		44.23
201-5970630	Invoice # 6017055		37.48
201-5970630	Invoice # 6017051		14.99
201-5970630	Invoice # 6028155		37.48
201-5970630	Invoice # 6029183		18.74
201-5970630	Invoice # 6018911		44.99
201-5970630	Invoice # 6018910		44.99
201-5970630	Invoice # 6005679		18.74
201-5970630	Invoice # 6005678		22.49
201-5970630	Invoice # 6002815		122.93
201-5970630	Invoice # 6002811		86.20
201-5970630	Invoice # 6002810		206.14
201-5970630	Invoice # 6002805		25.99
201-5970630	Invoice # 6002813		240.64
201-5970630	Invoice # 6002812		131.19
201-5970630	Invoice # 6002809		5.24
201-5970630	Invoice # 6002808		11.24
201-5970630	Invoice # 6002807		14.99
201-5970630	Invoice # 6002806		18.73
201-5970630	Invoice # 6017056		86.96
201-5970630	Invoice # 6017052		97.46
201-5970630	Invoice # 6017053		41.98
201-5970630	Invoice # 6017054		134.94
201-5970630	Invoice # 6011994		18.74

MIDWEST TAPE 10303 05/18/10 3,201.56

Account No.	Description	Amount
201-5960990	Invoice # 6005685	19.95
201-5960990	Invoice # 6005684	3.10
201-5960990	Invoice # 6008686	2.85
201-5960990	Invoice # 6009197	14.75
201-5960990	Invoice # 6009196	2.85
201-5960990	Invoice # 6009201	2.85
201-5960990	Invoice # 6009198	14.25
201-5960990	Invoice # 6007058	5.70
201-5960990	Invoice # 6009199	26.15
201-5960990	Invoice # 6009200	17.60
201-5960990	Invoice # 6009195	2.85
201-5960990	Invoice # 6005687	2.85
201-5960990	Invoice # 6009191	22.50
201-5960990	Invoice # 6009202	17.10
201-5960990	Invoice # 6002822	11.40
201-5960990	Invoice # 6002823	14.25
201-5960990	Invoice # 6002824	31.35
201-5960990	Invoice # 6002821	25.90
201-5960990	Invoice # 6002820	46.10
201-5960990	Invoice # 6002825	2.85
201-5960990	Invoice # 6002818	19.95
201-5960990	Invoice # 6002819	48.70
201-5960990	Invoice # 6008913	2.85
201-5960990	Invoice # 6018915	5.70
201-5960990	Invoice # 6018914	2.85
201-5960990	Invoice # 6018916	5.70
201-5960990	Invoice # 6023309	17.10
201-5960990	Invoice # 6023310	5.70
201-5960990	Invoice # 6015437	18.00
201-5960990	Invoice # 6011999	2.25
201-5970600	Invoice # 6015437	33.99

**Des Plaines Public Library
Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
201-5970600 Invoice # 6011999		20.99	
201-5970610 Invoice # 6005684		14.24	
201-5970610 Invoice # 6005686		14.24	
201-5970610 Invoice # 6009197		77.95	
201-5970610 Invoice # 6009196		11.24	
201-5970610 Invoice # 6009201		11.24	
201-5970610 Invoice # 6009198		55.45	
201-5970610 Invoice # 6007058		26.83	
201-5970610 Invoice # 6009199		119.16	
201-5970610 Invoice # 6009200		95.94	
201-5970610 Invoice # 6009195		11.24	
201-5970610 Invoice # 6005687		14.24	
201-5970610 Invoice # 6009191		240.62	
201-5970610 Invoice # 6009202		74.19	
201-5970610 Invoice # 6002822		41.21	
201-5970610 Invoice # 6002823		63.25	
201-5970610 Invoice # 6002824		112.99	
201-5970610 Invoice # 6002821		126.36	
201-5970610 Invoice # 6002820		209.24	
201-5970610 Invoice # 6002825		13.49	
201-5970610 Invoice # 6002818		95.93	
201-5970610 Invoice # 6002819		213.43	
201-5970610 Invoice # 6018913		10.49	
201-5970610 Invoice # 6018915		27.73	
201-5970610 Invoice # 6018914		20.99	
201-5970610 Invoice # 6018916		14.98	
201-5970610 Invoice # 6023309		76.14	
201-5970610 Invoice # 6023310		27.73	
201-5970610 Invoice # 2159438		44.99	
201-5970610 Invoice # 2159436		34.99	
201-5970610 Invoice # 2159437		39.99	
201-5970610 Invoice # 2165439		74.98	
201-5970610 Invoice # 2165441		99.98	
201-5970610 Invoice # 2165440		114.97	
201-5970610 Invoice # 2177338		9.99	
201-5970610 Invoice # 2177339		55.99	
201-5970610 Invoice # 2171070		29.99	
201-5970610 Invoice # 2177337		34.99	
201-5970610 Invoice # 2177340		55.99	
201-5970610 Invoice # 6018912		44.99	
201-5970610 Invoice # 6005685		88.28	
201-5970630 Invoice # 6015437		179.92	
MISSOURI LIBRARY NETWORK CORP	10304	05/18/10	986.71
Account No. Description		Amount	
201-5970640 Invoice # 43809		986.71	
MOONLIGHT PRESS	10305	05/18/10	9.00
Account No. Description		Amount	
201-5970600 Invoice # 26532		9.00	
NNDC/NCDC	10306	05/18/10	34.00
Account No. Description		Amount	
201-5970600 Invoice # 68529-03-2010		34.00	
NORMAN ELECTRICAL CONSTRUCTION	10307	05/18/10	340.00
Account No. Description		Amount	
201-5930020 Invoice # 21282		340.00	
OFFICE DEPOT	10333	05/18/10	602.88
Account No. Description		Amount	
201-5970100 Invoice # 517799228001		602.88	

**Des Plaines Public Library
Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
OUTSOURCE SOLUTIONS GROUP	10308	05/18/10	27,512.99
Account No.		Description	Amount
201-5920110		Invoice # 9965	27,083.33
201-5980410		Invoice # 9970	429.66
P C NATION	10309	05/18/10	164.82
Account No.		Description	Amount
201-5980410		Invoice # PO47345001015	164.82
PADDOCK PUBLICATIONS, INC.	10310	05/18/10	127.00
Account No.		Description	Amount
201-5970620		Dailt Herald	127.00
PENWORTHY COMPANY	10311	05/18/10	3,523.04
Account No.		Description	Amount
201-5970100		Invoice # 242814	3,523.04
PESCHE'S INC	10312	05/18/10	188.00
Account No.		Description	Amount
201-5970100		Invoice # 12755	188.00
PITNEY BOWES	10313	05/18/10	464.56
Account No.		Description	Amount
201-5930210		Invoice # 9954034-AP10	164.00
201-5970100		Invoice # 665250	152.56
201-5970260			148.00
PRESTIGE DISTRIBUTION, INC.	10314	05/18/10	415.75
Account No.		Description	Amount
201-5970170		Invoice # 3084	415.75
RANDOM HOUSE INCORPORATED	10315	05/18/10	827.15
Account No.		Description	Amount
201-5970610		Invoice # 1088764992	55.75
201-5970610		Invoice # 1088725722	21.60
201-5970610		Invoice # 1088736442	594.10
201-5970610		Invoice # 1088463181	72.00
201-5970610		Invoice # 1088631099	83.70
RANDOM HOUSE INCORPORATED	10340	05/18/10	615.70
Account No.		Description	Amount
201-5970610		Invoice # 1088725722	21.60
201-5970610		Invoice # 1088736442	594.10
RECORDED BOOKS, LLC	10316	05/18/10	855.24
Account No.		Description	Amount
201-5970610		Order # 4838949	203.84
201-5970610		Order # 4858069	516.40
201-5970610		Order # 4853654	71.00
201-5970630		Order # 4403545	31.00
201-5970630		Order # 4842607	33.00
RICK KELLEY	10317	05/18/10	80.00
Account No.		Description	Amount
201-5970630		CD order	80.00
SAGE PUBLICATIONS, INC.	10318	05/18/10	67.00
Account No.		Description	Amount
201-5970600		Invoice # 19452942	67.00
SKOKIE PARK DISTRICT	10319	05/18/10	400.00
Account No.		Description	Amount
201-5960210		PERFORMANCE	400.00

**Des Plaines Public Library
Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
SOMETHING FISHY INC	10320	05/18/10	247.94
Account No. 201-5960990		Description Invoice # 0119	Amount 247.94
SPOON MAN INC	10341	05/18/10	100.00
Account No. 201-5960210		Description The "Spoon Man"	Amount 100.00
SWEET REMEMBRANCE	10321	05/18/10	80.00
Account No. 201-5960210		Description	Amount 80.00
THE GREEN MAMA, LLC.	10342	05/18/10	850.00
Account No. 201-5920210		Description OPTION 2	Amount 850.00
UNITED BUSINESS SOLUTIONS	10322	05/18/10	13.53
Account No. 201-5970100		Description Invoice # 83871A 1	Amount -0.00
201-5970100		Invoice # 84030 A 1	13.53
UNITED BUSINESS SOLUTIONS	10343	05/18/10	1,060.38
Account No. 201-5930010		Description Invoice # 051732	Amount 297.61
201-5930010		Invoice # 051730	128.44
201-5930010		Invoice # 051733	616.77
201-5930010		Invoice # 051738	10.63
201-5930010		Invoice # 051739	6.93
WAREHOUSE DIRECT	10323	05/18/10	1,239.75
Account No. 201-5970100		Description Invoice # 716476-0	Amount 5.13
201-5970100		Invoice # 716454-0	41.52
201-5970100		Invoice # 696308-0	107.58
201-5970100		Invoice # 695980-0	22.50
201-5970100		Invoice # 697014-0	31.50
201-5970100		Invoice # 631544-0	9.39
201-5970100		Invoice # 621914-0	1,053.63
201-5970100		Invoice # C 697014-0	-31.50
WASTE MANAGEMENT	10324	05/18/10	131.82
Account No. 201-5930490		Description Invoice # 4086516-2008-5	Amount 131.82
WASTE MANAGEMENT	10325	05/18/10	461.61
Account No. 201-5930490		Description Invoice # 2192369-2008-4	Amount 461.61
WEST GROUP	10326	05/18/10	282.00
Account No. 201-5970600		Description Invoice # 820457337	Amount 208.00
201-5970600		Invoice # 820230316	74.00
WORLD TRADE PRESS	10327	05/18/10	600.00
Account No. 201-5970640		Description Invoice # INV53111	Amount 600.00
		Subtotal	<u>141,363.14</u>
		TOTAL	<u>152,538.05</u>

Des Plaines Public Library - April 2010 Board Report

CIRCULATION				
	THIS MONTH		YEAR TO DATE	
	Apr 2010		YTD 2010	
	Youth Services	35,962	Youth Services	154,668
	Adult Services	65,192	Adult Services	274,595
		TOTAL	TOTAL	429,263
	Apr 2009		YTD 2009	
	Youth Services	37,194	Youth Services	149,270
	Adult Services	69,953	Adult Services	268,774
		TOTAL	TOTAL	418,044
		% Change	% Change	2.68%
		-5.59%		
SELF CHECK				
	THIS MONTH		YEAR TO DATE	
	Apr 2010	65,553	YTD 2010	281,163
	Apr 2009	68,729	YTD 2009	213,670
		% Change	% Change	31.59%
		-4.62%		

CARD REGISTRATION				
	THIS MONTH		YEAR TO DATE	
New Resident Cards	Apr 2010	259	YTD 2010	1,298
	Apr 2009	442	YTD 2009	1,504
		% Change	% Change	-14%
		-41%		
New Business Cards	Apr 2010	5	YTD 2010	17
	Apr 2009	2	YTD 2009	11
		% Change	% Change	55%
		150%		
Total Card Ownership			YTD 2010	32,554
			YTD 2009	35,550
			% Population 2010	57.1%
			% Population 2009	62.3%

PATRON ATTENDANCE				
	THIS MONTH		YEAR TO DATE	
	Apr 2010	49,025	YTD 2010	189,052
	** Apr 2009	44,403	YTD 2009	166,281
		% Change	% Change	14%
		10%		

MEETING ROOM USE				
	THIS MONTH		YEAR TO DATE	
Library Sponsored Prog	25	1,497	YTD	9,243
Outside Groups	27	1,418	YTD	4,554
Internal Meetings	8	81	YTD	345
TOTAL	60	2,996	TOTAL	14,142

OUTREACH				
	THIS MONTH	Attendance	YEAR TO DATE	
Adult Services	17	336	YTD	600
Youth Services	58	1,151	YTD	3,491
TOTAL	75	1,487	TOTAL	4,091

SPECIAL PROJECTS & STATS:				
	THIS MONTH		YEAR TO DATE	
Voter Registration	Apr 2010	2	YTD 2010	8
	Apr 2009	1	YTD 2009	16
	% Change	100%	% Change	-50%

COMPUTER / TECHNOLOGY USE				
	THIS MONTH		YEAR TO DATE	
Hits on Website	Apr 2010		YTD 2010	
	From Internal IP's	8,666	From Internal IP's	37,018
	From External IP's	44,901	From External IP's	210,727
	Absolutely Unique Visitors	21,830		
	TOTAL	53,567	TOTAL	247,745

Hits on PlainTalk	Apr 2010	1,245	YTD 2010	4,955
	Apr 2009	1,228	YTD 2009	3,030
	% Change	1%	% Change	64%

Hits on Positively Ellinwood Street	Apr 2010	990	YTD 2010	3,473
	Apr 2009	787	YTD 2009	3108
	% Change	26%	% Change	12%

Computer Use				
			YEAR TO DATE	
Adult Services	Apr 2010	8,552	YTD2010	36,893
	Apr 2009	9,874	YTD2009	40,786
	% Change	-13.39%	% Change	-9.54%
Youth Services	Apr 2010	1,028	YTD 2010	5,738
	Apr 2009	1,622	YTD 2009	6,613
	% Change	-36.62%	% Change	-13.23%

Average Online Reference Products Searches & Queries	Apr 2010	14,292	YTD 2010	43,278
	Apr 2009	13,090	YTD 2009	64,367
			% Change	-32.76%

**The main & side door patron counters were out of order January- May 2009 due to the installation of the new RFID system. These figures are based on the monthly changes in circulation rates.

0562

INVESTMENT POLICY Des Plaines Public Library

1.01 Policy

It is the policy of the Des Plaines Public Library to invest public funds in a manner that will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the library and conforming to all state and local statutes governing the investment of public funds.

1.02 Scope

This policy includes all funds governed by the Des Plaines Public Library Board of Trustees.

1.03 Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio.

1.04 Objective

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

1. Safety: Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that will provide for maximum security, in conformance with all state and local statutes governing the investment of public funds, while meeting the daily cash flow demands of the library, attempting to achieve competitive investment returns consistent with the library's requirements for security and liquidity, while seeking to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

a. Credit Risk: The Des Plaines Public Library will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the safest types of securities permitted under Illinois Statutes 30 ILCS 235/2.
- Limiting initial investment in single certificates of deposit or certificate of deposit account registry service, or any other single investment to \$200,000.
-
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the Des Plaines Public Library will do business.

- Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

b. Interest Rate Risk: The Des Plaines Public Library will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools.

2. Liquidity: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). A portion of the portfolio also may be placed in money market mutual funds or local government investment pools that offer same-day liquidity for short-term funds.

3. Yield The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The cores of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

With the exception of cash accounts, all investments will be selected on the basis of competitive quotations; at least three qualified institutions will be contacted each time an investment is placed.

1.05 Delegation of Authority

Management and administrative responsibility for the investment program of the Des Plaines Public Library is hereby delegated to the Library Board Treasurer (with the Library Director) who, under the delegation of the Board of Trustees, shall establish written procedures for the operation of the investment program. Individuals authorized to engage in investment transactions on behalf of the Des Plaines Public Library are the Board Treasurer, Board President, the Library Director, or those individuals designated by the Library Board of Trustees.

1.06 Ethics and Conflicts of Interest

Officers and employees (and contractors) involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

1.07 Authorized Financial Dealers and Institutions

The Treasurer will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security brokers/dealers selected by credit worthiness. (Attached)

1.08 Authorized and Suitable Investments

Investments may be made in any type of security allowed for in Illinois statutes regarding the investment of public funds. Investments shall be made that reflect the cash flow needs of the fund type being invested.

- Authorized investments include any investment stipulated in Illinois statute 30 ILCS 235/1.
- In accordance with Illinois statutes 30 ILCS 235/2 (b) all banks that are insured by the Federal Deposit Insurance Corporation, as well as the Illinois Funds local government pooled- investment fund, are authorized depositories

1.09 Collateralization

Funds on deposit (checking accounts, certificates of deposit, etc.) in excess of FDIC limits must be secured by some form of collateral, witnessed by a written agreement and held at an independent - third party institution in the name of the Des Plaines Public Library.

1.10 Safekeeping and Custody

All security transactions, including collateral for repurchase agreements, entered into by the Des Plaines Public Library shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by an independent third party custodian designated by the Treasurer and evidenced by safekeeping receipts and a written custodial agreement.

1.11 Diversification

The Des Plaines Public Library shall diversify its investments to the best of its ability based on the type of funds invested and the cash flow needs of those funds. Diversification can be by type of investment, number of institutions invested in, and length of maturity. Specifically, investments shall be diversified by:

- Limiting investments to avoid over concentration in securities from a specific issuer, industry or business sector, excluding U.S. Treasury obligations.
 - No more than 15 (fifteen) percent of the library's ***CASH/NET/INVESTED*** assets can be invested in one financial institution.

- o No more than 15 (fifteen) percent of the library's ***CASH/NET/INVESTED*** assets can be invested in each type of approved investment, as listed in 30 ILCS 235/2).
- Investing in securities with varying maturities.
- Continuously investing a portion of the investment portfolio in readily available funds such as local government investment pools, money market accounts or money market mutual funds permissible under state statute.

1.12 Maximum Maturities

To the extent possible, the Des Plaines Public Library shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Des Plaines Public Library will not directly invest in securities maturing more than 1 (one) year from the date of purchase. Reserve funds may be invested in securities exceeding 1 (one) year if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds.

1.13 Internal Control

The Treasurer is responsible for establishing and maintaining an internal control structure designed to insure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting
- Custodial safekeeping
- Written confirmation of telephone transactions for investments and wire transfers
- Clear delegation of authority to subordinate staff members.
- Development of a wire transfer agreement with the lead bank and third-party custodian.
- Investment and interest earnings will be recorded in the library's accounting records based on generally accepted government accounting procedures.
- A monthly summary of all investment transactions will be prepared by the library's accounting firm for review by the Board of Trustees.

1.14 Performance Standards

This investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a comparable rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to benchmarks with similar maturity, liquidity and credit quality as the portfolio. The use of U.S. Treasury bills, average Fed Fund rate, Illinois Fund or other stable markets can be used to determine whether market average yield benchmarks are being achieved.

1.15 Reporting

The Treasurer shall prepare or cause to be prepared an investment report at least monthly. The report should be provided to the Board of Trustees and available on request. The report should be in a format suitable for review by the general public. An annual report should also be provided to the Board.

1.16 Marking to Market

A statement of the market value of the portfolio shall be issued to the Board of Trustees quarterly.

1.17 Investment Policy Adoption

The investment policy shall be adopted by the Board of Trustees. The policy shall be reviewed on an semi-annual basis by the Treasurer and any modifications made thereto must be approved by the Board of Trustees. Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

1.18 Illinois Funds Account

The Treasurer may continue to use the Illinois Funds Account at any time for any reason provided the Illinois Funds account complies with the Public Funds Investment Act, 30 ILCS 235.

Adopted: May 18, 2010

List of Approved Financial Institutions, Security Brokers/Dealers

The Library Board of Trustees of the Des Plaines Public Library hereby authorizes the library to conduct financial transactions with the following institutions:

- Illinois Funds
- First Midwest Bank

Adopted: May 18, 2010

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APRIL

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 *Brenda Murphy*
 Address
 Telephone
 Email
 Topic
2. Name *Nathan Gaskill*
 Address
 Telephone
 Email
 Topic *Accountant*
3. Name *Don Sofolo + DAN KLOBNAK*
 Address
 Telephone
 Email
 Topic *IT*

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

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 *Sara McLay*
 Address _____
 Telephone _____
 Email _____
 Topic _____
2. Name *Debra S. Hendricks*
 Address _____
 Telephone _____
 Email _____
 Topic *Mobile Library*
3. Name *FRANCINE GRALAK*
 Address *1644 E LINCOLN DP.*
 Telephone _____
 Email _____
 Topic *MOBILE LIBRARY*

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

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: 4/20/10


1. Name Phyllis Johnson
Address STAFF
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



1501 Ellinwood Street
Des Plaines, IL 60016-4553
847-827-5551 phone
847-827-7974 fax

TO: Library Board of Trustees
FROM: Sandra K. Norlin, Library Director 
SUBJECT: Background on April Agenda Items
DATE: April 15, 2010

There are several items on the April agenda for which you may appreciate some information to help you prepare for the discussion at our meeting on April 20.

VIII. New Business

A. Staff Reports - Susan Farid and Phyllis Johnson.

For the past several meetings we have heard about various library programs from our library staff. This month, Susan Farid and Phyllis Johnson will inform you of the history of the Bookmobile and explain how the current routes are determined.

B. Discuss Mobile Library Service for 2011. [Action Item]

Holly Richards Sorensen has prepared a fact sheet for your review before the discussion.

C. Replacement of Public Restroom Countertops. [Action Item]

This item is included in the 2010 budget. The public restroom countertops, after 10 years of use, need replacement. You will be asked for permission to proceed with this project. This is a budgeted expense in Capital Expenditures, Improvements, (980300) for \$20,000.00.

D. Joint Meeting with Mount Prospect Library Trustees. [Action Item]

President Noreen Lake will ask you to attend the May 4, 2010 Committee of the Whole meeting here at the Des Plaines Public Library with the Mount Prospect Library Trustees. This will be posted as a Committee of the Whole meeting.

E. Trustee Reappointment Letters

The term appointments of Eldon Burk, Selma D'Souza, and Susan Moylan Krey will expire on June 30, 2010. You are all encouraged to inform Mayor Moylan of your willingness to serve another three-year term.

F. Do the Dewey Participation

I will provide an up to date report on sponsor donations, raffle prizes and ticket sales for the April 24 event. Please bring your wine for the wine raffle and prizes for the auction to the Board meeting.

G. Approve Payment of Vendor Checks Report - \$159,303.08. [Action Item]**H. Approve Payment to Outsource Solutions Group for Server Monitoring - \$7,200.00. [Action Item]**

In the day-to-day business of running a complex network and meeting the end users' needs, it is difficult to monitor all of the events that are generated on the library servers. Even in the best of circumstances, the task of filtering through the information to determine what preventative action is required can be overwhelming. We recommend a monitoring service, which is monitored 24 hours a day, for servers identified as critical. This service will provide device availability, application, and performance alerting. There are over 1,500 items monitored. Staff is alerted via e-mail and phone call. Many of the alerts include corrective action.

The servers identified as being critical are:

StaffNet – Calendar Server

Patron Application Server (PC Res, Printing)

Patron Logon Server

Staff Logon Server

Staff File Server

Staff Virtual Host Server 1

Staff Virtual Host Server 2

Staff E-Mail Server

Staff Database Server

This is a budgeted expense in Misc Contractual Services (960990) for \$7,200.00.

I. Approve Payment to 3M Library Systems for Purchase of RFID Tags - \$13,200.00. [Action Item]

These are tags for all circulating materials that are added to our collection throughout the year. This is a budgeted expense in Office Supplies (970100) and included in the Materials Processing line item (\$76,800.00).

J. Schedule Meetings of the Management Committee

Eldon Burk, Chair of the Management Committee, will schedule meetings to continue the ongoing review of library policies.



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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, APRIL 20, 2010

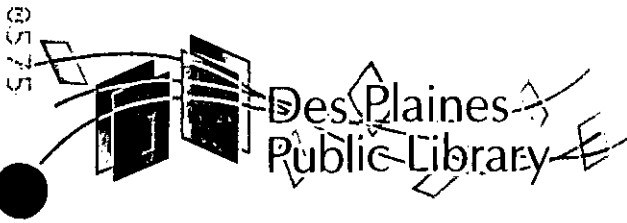
7:00 PM

Conference Room – Second Floor

Agenda:

- **Staff Reports**
- **Discuss Mobile Library Service for 2011**

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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IV.

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
April 20, 2010
7:00 PM

- I. Call to Order. (7:00 PM)
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda.
- V. Public Comments and Questions.
- VI. City Council Community Services Committee – Alderman Dan Wilson.
- VII. Consent Agenda. [Action Item] (7:30 PM)
 - A. Approval of the Minutes of the Regular Board Meeting – March 16, 2010.
 - B. Approval of the Minutes of the Committee of the Whole Meeting with Park Ridge Public Library Board of Trustees – April 5, 2010.
 - C. Acceptance of Reports.
 1. Director's Report – Sandra Norlin.
 2. Management Committee Report – Eldon Burk.
 - D. Financial Reports – Nathan Gaskill of Lauterbach & Amen.
- VIII. New Business. (PM)
 - A. Staff Reports – Susan Farid and Phyllis Johnson.
 - B. Discuss Mobile Library Service for 2011. [Action Item]
 - C. Replacement of Public Restroom Countertops. [Action Item]
 - D. Joint Meeting with Mount Prospect Library Trustees – 7:00 p.m. May 4, 2010. [Action Item]
 - E. Trustee Reappointment Letters.

- F. Do the Dewey Participation.
 - G. Approve Payment of Vendor Checks Report - \$159,303.08.
[Action Item]
 - H. Approve Payment to Outsource Solutions Group for Server
Monitoring - \$7,200.00. [Action Item]
 - I. Approve Payment to 3M Library Systems for RFID Tags -
\$13,200.00. [Action Item]
 - J. Schedule Meetings of the Management Committee.
- IX. Announcements.
- X. Correspondence.
- XI. Other.
- XII. Adjournment. (9:00PM)

This meeting will be recorded for television broadcast.



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BOARD OF TRUSTEES
Minutes of the Regular Meeting
March 16, 2010

The regular meeting of the Des Plaines Public Library Board of Trustees was held in Meeting Room A on Tuesday, March 16, 2010. President Noreen Lake called the meeting to order at 7:00 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Eldon Burk, Selma D'Souza, Myrtle Klebe, Susan Moylan Krey, Noreen Lake, George Magerl, Jeffrey Rozovics, Elaine Tejcek, Jennifer Tsalapatanis.

Also present: Sandra Norlin, Carol Kidd, Holly Richards Sorensen, Heather Imhoff, Brenda Murphy, Phyllis Johnson, Susan Farid, Chris Halblander, Patricia Frontain, Greg Klipp.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

MOTION by George Magerl, seconded by Elaine Tejcek, to accept the agenda as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS

Chris Halblander presented a banner to the board with messages written by Iroquois students asking that we keep operating the mobile library. President Lake stated that the Board will discuss the Mobile Library operation at the April 20, 2010 Board of Trustees meeting.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson.

Alderman Wilson was not in attendance, but was in attendance at a Finance Committee meeting at the City of Des Plaines.

CONSENT AGENDA

George Magerl asked to remove C. Approval of Library Expenditures and D. Acceptance of Reports. 1. Director's Report – Sandra Norlin.

MOTION by Eldon Burk, seconded by Elaine Tejcek, to approve the Consent Agenda, as modified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

George Magerl asked why the budget line item, Publication of Notices, was at 74.40% of the budgeted amount and Sandra Norlin responded that the library had advertised for proposals for Accounting and Payroll services and these notices were printed in the newspaper, which is required by law. In addition, the library advertised to fill one vacant position.

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

George Magerl asked if Veronica DeFazio would represent the Des Plaines Public Library at the 2010 Illinois Library Association Annual Conference, since she would be working at the Plainfield Public Library at that time. Sandra Norlin responded that Veronica would represent our library when she presents a program on autism.

MOTION by George Magerl, seconded by Elaine Tejcek, to accept the Director's Report, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

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

1. Over the Counter Receipts	\$	12,283.44
2. Petty Cash Expenditures	\$.00
3. Budget Expenditures for February	\$	362,407.27
4. Expenditures Year to Date	\$	712,524.92
5. Revenue for February	\$.00
6. Revenue Year to Date	\$	146,366.05

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

February 1, 2010	\$	118,576.02
February 16, 2010	\$	<u>1,462.24</u>
Total	\$	120,038.26

ROLL CALL VOTE: AYES: Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, Rozovics, Tejcek, Tsalapatani. NAYS: None. MOTION CARRIED.

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

February 10, 2010	\$ 115,304.58
February 23, 2010	\$ <u>114,410.04</u>
Total	\$ 229,714.62

ROLL CALL VOTE: AYES: Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, Rozovics, Tejcek, Tsalapatanis. NAYS: None. MOTION CARRIED.

LIBRARY DIRECTOR'S REPORT

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

PERSONNEL

New employee for February /March 2010: Christopher Madden, Circulation Services Page.

Resignations/Separations: Marjorie Haj Ahmad and Steven Schultz, Pages.

Veronica DeFazio, Head of Youth Services Department has submitted her resignation, effective April 2.

We are mourning the death of Judith Reiss, Youth Services Assistant, on February 22, 2010.

STAFF DEVELOPMENT

Department Heads joined the administrative teams from Zion-Benton and Evanston Public Libraries on February 25 for an afternoon of continuing education at the Evanston Public Library. We shared the cost of bringing Jamie LaRue, a nationally recognized speaker on public library trends and marketing to share his latest insights on the challenges facing public libraries.

On March 10, the Department Heads and I took our annual field trip to an area special library. This year we visited the Holocaust Museum in Skokie and met with the director of the library/research center. We have found that these annual excursions are excellent team-building and educational events. We all recommend a visit to this fascinating museum highlighting an historical event with modern day implications and lessons.

Our quarterly all staff meeting will be held on Wednesday, March 17. It will include a fire drill, which is an annual requirement.

Our staff will be well-represented as professional leaders at the ILA Annual Conference in October 2010 at Navy Pier. Bob Blanchard, Veronica DeFazio, Sara McLaughlin, Karen

McBride, Joanne Griffin, Heather Imhoff, and I will present at five separate programs, which showcase innovative programs and/or services we have developed at Des Plaines Public Library.

Courtney O'Keefe, Preschool Liaison Librarian for the Youth Services Department, has been selected to take part in Synergy: The Illinois Library Leadership Initiative for the 2010 cohort.

PATRON SERVICES

In addition to our circulation, which remains high at an 11.3% increase over 2009 totals, the library is used by residents for meetings, attending programs, and other community activities. Last month 117 programs were presented for all ages, and 26 meetings of local not-for-profit organizations were held in the library. Our library is used by AARP to provide free income tax preparation assistance to low-income seniors; people can donate blood through Life Source, and the Census Bureau has selected the library as a site for in-person assistance with census form completion and/or information about the census in English, Spanish, and Polish.

Our in-house computer use, while remaining high, has taken a dip, as did the use of online reference products. We will monitor this use to discern trends.

OTHER PROFESSIONAL ACTIVITIES

On February 19 I attended the LACONI Administrators' forum in Cary as one of three featured speakers and the Des Plaines Police Department's Irish Fest dinner and dance. I attended the Friends of the Library Roundtable meeting on February 23, the City of Des Plaines Sustainability Outreach meeting on February 24, the Inservice Training for Department Heads on February 25, and the funeral for Judy Reiss on February 26. I attended the field trip with Department Heads on March 10, the Chamber of Commerce Board of Directors meeting on March 11, and participated in the Read Across America program at Central Elementary School on March 12.

I was on vacation March 1 and 2.

UNFINISHED BUSINESS

MOTION by Eldon Burk, seconded by Selma D'Souza, to approve payment to Transworld Systems, Inc. in the amount of \$5,250.00, which is a budgeted expense and in the best interest of the Des Plaines Public Library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

NEW BUSINESS

PLANNING COMMITTEE REPORT – George Magerl.

George Magerl, Chair of the Planning Committee, reported that the Committee met on February 23, 2010 and reviewed current strategic plan meeting objectives. George recapped for the board some of the objectives and outcomes.

MOTION by Committee, to approve the progress report for the current strategic plan. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The Board will meet on Saturday, October 2 at 9:00 a.m. for their semi-annual board retreat. A meeting place will be decided on at a later date.

APPOINT FREEDOM OF INFORMATION ACT OFFICERS.

Noreen Lake asked the Board to appoint Freedom of Information Act Officers. The Board appointed the Library Director, Assistant Director, Administrative Assistant and Web Services Librarian as Freedom of Information Act officers.

MOTION by George Magerl, seconded Eldon Burk, to appoint the Library Director, Assistant Director, Administrative Assistant and Web Services Librarian as Freedom of Information Act Officers. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Board members Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, Tejcek and Tsalapatanis will attend training on the Open Meetings Act. A date for training will be decided at a later date.

MANAGEMENT COMMITTEE REPORT – Eldon Burk.

MOTION by Committee, to approve changes to the Head of Youth Services job description. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

JOINT MEETING WITH MOUNT PROSPECT LIBRARY BOARD.

The Board will join Mount Prospect at their April 1, 2010 Committee of the Whole meeting to discuss elected and appointed boards, the North Suburban Library System and other library systems and library budgets.

APPROVE CONFIDENTIALITY AND HOLD HARMLESS AGREEMENT BETWEEN THE CITY OF DES PLAINES AND THE DES PLAINES PUBLIC LIBRARY.

Sandra Norlin stated that in order for the City of Des Plaines to relinquish information for payroll services, the library board is being asked to direct President Noreen Lake to sign a Confidentiality and Hold Harmless Agreement prepared by City Attorney David Wiltse.

Selma D'Souza asked if the library's attorney had reviewed the agreement and Sandra Norlin responded that it had not been reviewed by the library attorney.

MOTION by Eldon Burk, seconded by Jeffery Rozovics, to approve the Confidentiality and Hold Harmless Agreement between the City of Des Plaines and the Des Plaines Public Library and to change the verbiage from "City" to "City of Des Plaines" and to direct Sandra Norlin to have the document reviewed by the library attorney and to direct President Lake to sign the agreement after review by library attorney. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

APPROVE PAYMENT TO 3M LIBRARY SYSTEMS FOR MAINTENANCE AGREEMENT - \$14,371.13.

MOTION by Elaine Tejcek, seconded by George Magerl, to approve payment to 3M Library Systems for Maintenance Agreement in the amount of \$14,371.13, which is budgeted expense and in the best interest of the Des Plaines Public Library. VOTE: AYES: All. NAYS: None.

APPROVE PAYMENT OF VENDOR CHECKS REPORT - \$197,124.63.

MOTION by Jeffery Rozovics, seconded by Eldon Burk, to approve the payment of vendor checks in the amount of \$197,124.63 as listed on the vendor checks report of February 2010 and authorize the Library Director to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

ANNOUNCEMENTS.

George Magerl reported that he enjoyed the recent ALA webinar held in the Computer Lab at the library on Intellectual Freedom.

The Board will discuss mobile library operation and costs at the April 20 Board meeting.

President Lake reported that North Suburban Library System will take part in local Library Day this year by bringing libraries' messages to legislators' home office on April 16. The Board was encouraged to contact their representatives.

Jennifer Tsalapatanis asked Sandra Norlin to provide information on the implication of system failure due to lack of funding.

Sandra Norlin asked the board to support the library fundraiser Do the Dewey by selling tickets and volunteering their time.

MOTION by Eldon Burk, seconded by Elaine Tejcek, to adjourn the regular meeting.

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

Meeting adjourned at 8:18p.m.

Minutes prepared Carol Kidd.

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
3M	10166	04/20/10	2,455.52
Account No. Description		Amount	
201-5970100 Invoice # UM78477		2,455.52	
ACCURATE AUTO CLINIC	10254	04/20/10	573.53
Account No. Description		Amount	
201-5930030 Service Invoice # 11566		573.53	
ACE DES PLAINES INCORPORATED	10167	04/20/10	95.85
Account No. Description		Amount	
201-5970170 Customer # 204173		95.85	
ALEXIAN BROTHERS CORP HEALTH SER	10168	04/20/10	288.00
Account No. Description		Amount	
201-5960990 Invoice # 359820		244.00	
201-5960990 Invoice # 357881		44.00	
ALGONQUIN MIDDLE SCHOOL	10169	04/20/10	40.00
Account No. Description		Amount	
201-5970600 2010 Yearbooks		40.00	
ANNE KRAWEC	10170	04/20/10	500.00
Account No. Description		Amount	
201-5970620 DP Suburban Times		500.00	
ART EXCURSIONS INCORPORATED	10171	04/20/10	250.00
Account No. Description		Amount	
201-5960210 Invoice # 2006-730		250.00	
ARTHUR BLANK & CO., INC.	10172	04/20/10	3,467.30
Account No. Description		Amount	
201-5970100 Order #		3,467.30	
AUTOMATED LOGIC	10173	04/20/10	2,441.25
Account No. Description		Amount	
201-5930010 Reference # 81500261		2,441.25	
BAKER & TAYLOR	10174	04/20/10	13,091.66
Account No. Description		Amount	
201-5960990 Invoice # 2024443067		46.97	
201-5960990 Invoice # 2024398406		10.18	
201-5960990 Invoice # 2024417558		15.97	
201-5960990 Invoice # 2024337081		11.52	
201-5960990 Invoice # 2024358909		44.47	
201-5960990 Invoice # 2024344932		2.24	
201-5960990 Invoice # 2024421199		3.84	
201-5960990 Invoice #2024394960		23.67	
201-5960990 Invoice # 2024381372		40.14	
201-5960990 Invoice # 2024402730		6.36	
201-5960990 Invoice # 2024398704		4.95	
201-5960990 Invoice # 2024385806		6.36	
201-5960990 Invoice # 2024407371		8.96	
201-5960990 Invoice # 2024448388		22.93	
201-5960990 Invoice # 2024453630		46.45	
201-5960990 Invoice # 2024304266		5.31	
201-5960990 Invoice # 2024467370		30.56	
201-5960990 Invoice # 5010708146		6.08	
201-5960990 Invoice # 2024466406		10.88	
201-5960990 Invoice # 2024471293		55.98	
201-5960990 Invoice # 2024425078		2.24	
201-5960990 Invoice # 2024390989		4.48	
201-5960990 Invoice # 2024402536		2.48	
201-5960990 Invoice # 2024452571		2.48	

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17

All Checkbooks
All check dates

Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2024450940		2.48
201-5960990	Invoice # 2024468991		3.36
201-5960990	Invoice # 2024471228		21.33
201-5960990	Invoice # 2024398649		4.92
201-5960990	Invoice # 2024398785		2.24
201-5960990	Invoice # 2024450934		2.24
201-5960990	Invoice # 2024442887		7.38
201-5960990	Invoice # 2024469075		6.28
201-5960990	Invoice # 2024457113		7.48
201-5960990	Invoice # 2024466361		11.18
201-5960990	Invoice # 2024462069		6.72
201-5960990	Invoice # 0000135270		0.00
201-5960990	Invoice # 2024371922		0.94
201-5960990	Invoice # 2024358584		8.44
201-5960990	Invoice # 2024349388		13.43
201-5960990	Invoice # 2024371787		4.12
201-5960990	Invoice # 2024363558		2.35
201-5960990	Invoice # 2024376542		0.94
201-5960990	Invoice # 2024363529		1.88
201-5960990	Invoice # 2024334994		0.47
201-5960990	Invoice # 2024337084		11.02
201-5960990	Invoice # 2024349368		33.53
201-5960990	Invoice # 2024337216		2.53
201-5960990	Invoice # 2024349722		5.45
201-5960990	Invoice # 115375160		2.99
201-5960990	Invoice # 2024438231		3.87
201-5960990	Invoice # 2024344884		0.47
201-5960990	Invoice # 2024349743		0.47
201-5960990	Invoice # 2024344827		0.94
201-5960990	Invoice # 2024337202		3.18
201-5960990	Invoice # 2024363554		6.98
201-5960990	Invoice # 2024400139		21.25
201-5960990	Invoice # 2024420008		1.28
201-5960990	Invoice # 2024419817		1.60
201-5960990	Invoice # 2024421465		4.82
201-5960990	Invoice # 2024278213		31.86
201-5960990	Invoice # 2024395080		31.31
201-5970600	Credit Memo # 0001995574		-8.96
201-5970600	Invoice # 2024443067		511.06
201-5970600	Invoice # 2024398406		87.10
201-5970600	Invoice # 2024417558		193.85
201-5970600	Invoice # 2024337081		123.43
201-5970600	Invoice # 2024358909		452.86
201-5970600	Invoice # 2024344932		20.42
201-5970600	Invoice # 2024395079		591.77
201-5970600	Invoice # 2024394959		499.52
201-5970600	Invoice # 2024381372		499.13
201-5970600	Invoice # 2024402730		88.66
201-5970600	Invoice # 2024398704		54.05
201-5970600	Invoice # 2024385806		63.91
201-5970600	Invoice # 2024407371		67.78
201-5970600	Invoice # 2024453629		1,279.44
201-5970600	Invoice # 2024448387		900.07
201-5970600	Invoice # 2024304266		13.15
201-5970600	Invoice # 2024467369		853.97
201-5970600	Invoice # 2024499817		47.44
201-5970600	Invoice # 5010708146		754.39
201-5970600	Invoice # 2024466406		124.45
201-5970600	Invoice # 2024471293		121.14
201-5970600	Invoice # 2024425078		29.54
201-5970600	Invoice # 2024390989		59.57
201-5970600	Invoice # 2024402536		28.40
201-5970600	Invoice # 2024452571		29.50

Des Plaines Public Library
 Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2024450940		26.07
201-5970600	Invoice # 2024468991		42.51
201-5970600	Invoice # 2024471228		332.59
201-5970600	Invoice # 2024398649		13.75
201-5970600	Invoice # 2024398785		27.24
201-5970600	Invoice # 2024450934		28.38
201-5970600	Invoice # 2024442887		22.70
201-5970600	Invoice # 2024469075		75.77
201-5970600	Invoice # 2024457113		110.36
201-5970600	Invoice # 2024466361		134.32
201-5970600	Invoice # 2024462069		84.42
201-5970600	Invoice # 0000135270		111.77
201-5970600	Invoice # 2024371922		32.06
201-5970600	Invoice # 2024358584		111.58
201-5970600	Invoice # 2024349388		195.01
201-5970600	Invoice # 2024371787		46.59
201-5970600	Invoice # 2024363558		69.29
201-5970600	Invoice # 2024376542		26.11
201-5970600	Invoice # 2024363529		30.13
201-5970600	Invoice # 2024334994		5.24
201-5970600	Invoice # 2024337084		102.98
201-5970600	Invoice # 2024349368		330.24
201-5970600	Invoice # 2024337216		67.77
201-5970600	Invoice # 2024349722		63.86
201-5970600	Invoice # 2024453992		382.98
201-5970600	Invoice # 2024437173		559.53
201-5970600	Invoice # 2024438230		59.26
201-5970600	Invoice # 2024344884		3.76
201-5970600	Invoice # 2024349743		2.38
201-5970600	Invoice # 2024344827		4.76
201-5970600	Invoice # 2024337202		94.30
201-5970600	Invoice # 2024363554		182.27
201-5970600	Invoice # 2024400138		670.56
201-5970600	Invoice # 2024420007		68.30
201-5970600	Invoice # 2024419816		43.62
201-5970600	Invoice # 2024421464		162.48
201-5970600	Invoice # 2024278213		85.78
201-5970600	Invoice # 2024421198		188.10
201-5970610	Invoice # 115375160		23.09
201-5970630	Invoice # 116110240		53.98
201-5970630	Invoice # 115560340		197.91
201-5970630	Invoice # V04326560		-44.99

BAKER & TAYLOR

10175

04/20/10

12,270.13

Account No.	Description	Amount
201-5960990	Invoice # 2024402557	11.20
201-5960990	Invoice # 2024429842	10.33
201-5960990	Invoice # 2024443119	21.70
201-5960990	Invoice # 2024442847	10.30
201-5960990	Invoice # 2024374449	18.96
201-5960990	Invoice # 2024422987	0.64
201-5960990	Invoice # 2024436656	44.53
201-5960990	Invoice # □15149660	11.96
201-5960990	Invoice # 2024419700	23.84
201-5960990	Invoice # 2024421287	1.93
201-5960990	Invoice # 2024391264	9.77
201-5960990	Invoice # 2024376667	8.96
201-5960990	Invoice # 2024335263	11.20
201-5960990	Invoice # 2024367634	36.16
201-5960990	Invoice # 2024337203	7.38
201-5960990	Invoice # 2024363546	1.18
201-5960990	Invoice # 2024358828	2.91
201-5960990	Invoice # 2024358828	2.53

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All Checkbooks
All check datesDes Plaines Public Library
Vendor Checks ReportDESPLANLIB
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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2024344941		1.09
201-5960990	Invoice # 2024331029		14.49
201-5960990	Invoice # 2024337219		6.72
201-5960990	Invoice # 2024383176		40.97
201-5960990	Invoice # 2024371846		6.72
201-5960990	Invoice # 115149270		0.00
201-5960990	Invoice # 2024252284		58.44
201-5960990	Invoice # 2024461908		29.37
201-5960990	Invoice # 2024461860		6.72
201-5960990	Invoice # 2024443141		8.81
201-5960990	Invoice # 2024443248		17.36
201-5960990	Invoice # 2024467363		25.78
201-5960990	Invoice # 2024407349		9.09
201-5960990	Invoice # 2024407699		7.66
201-5960990	Invoice # 2024407370		2.86
201-5960990	Invoice # 2024445191		8.40
201-5960990	Invoice # 2024435204		1.09
201-5960990	Invoice # 2024389476		18.09
201-5960990	Invoice # 2024417567		7.38
201-5960990	Invoice # 2024417560		5.92
201-5960990	Invoice # 2024398728		1.24
201-5960990	Invoice # 2024415376		6.72
201-5960990	Invoice # 2024376513		4.92
201-5960990	Invoice # 2024337294		29.50
201-5960990	Invoice # 2024337299		17.17
201-5960990	Invoice # 2024371888		7.44
201-5960990	Invoice # 2024381212		28.40
201-5960990	Invoice # 2024363081		0.97
201-5960990	Invoice # 2024371889		4.48
201-5960990	Invoice # 2024359006		36.90
201-5960990	Invoice # 2024358803		5.04
201-5960990	Invoice # 2024383175		0.00
201-5960990	Invoice # 2024376666		9.92
201-5960990	Invoice # 2024425068		5.40
201-5960990	Invoice # 2024425103		6.20
201-5960990	Invoice # 2024340292		37.17
201-5960990	Invoice # 2024339609		5.31
201-5960990	Invoice # 2024389636		5.60
201-5960990	Invoice # 2024386050		5.45
201-5960990	Invoice # 2024386475		6.72
201-5960990	Invoice # 2024403098		14.30
201-5960990	Invoice # 2024407289		29.52
201-5970600	Invoice # 2024402557		153.38
201-5970600	Invoice # 2024429842		168.82
201-5970600	Invoice # 2024443119		380.58
201-5970600	Invoice # 2024442847		139.76
201-5970600	Invoice # 2024417567		13.14
201-5970600	Invoice # 2024419699		662.71
201-5970600	Invoice # 2024422986		26.89
201-5970600	Invoice # 2024436655		971.01
201-5970600	Invoice # 2024421286		43.22
201-5970600	Credit Memo # 0001988243		-16.23
201-5970600	Invoice # 2024391264		114.09
201-5970600	Invoice # 2024376667		121.48
201-5970600	Invoice # 2024335263		155.59
201-5970600	Invoice # 2024385876		10.62
201-5970600	Invoice # 2024385875		281.78
201-5970600	Invoice # 2024458288		828.51
201-5970600	Invoice # 2024337203		14.32
201-5970600	Invoice # 2024363546		17.94
201-5970600	Invoice # 2024358828		47.61
201-5970600	Invoice # 2024358828		77.87
201-5970600	Invoice # 2024344941		14.19

Des Plaines Public Library
 Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2024331029		193.68
201-5970600	Invoice # 2024337219		91.36
201-5970600	Invoice # 2024367633		866.91
201-5970600	Invoice # 2024371846		86.74
201-5970600	Invoice # 2024252284		229.94
201-5970600	Invoice # 2024461908		68.63
201-5970600	Invoice # 2024461860		86.26
201-5970600	Invoice # 2024443141		116.84
201-5970600	Invoice # 2024391972		57.22
201-5970600	Invoice # 2024443248		212.50
201-5970600	Invoice # 2024407349		101.56
201-5970600	Invoice # 2024407699		155.48
201-5970600	Invoice # 2024407370		44.77
201-5970600	Invoice # 2024445191		108.82
201-5970600	Invoice # 2024435204		28.64
201-5970600	Invoice # 2024389476		299.69
201-5970600	Invoice # 2024417560		97.50
201-5970600	Invoice # 2024398728		14.19
201-5970600	Invoice # 2024415376		13.77
201-5970600	Invoice # 2024376513		13.74
201-5970600	Invoice # 2024337294		482.36
201-5970600	Invoice # 2024374448		565.22
201-5970600	Invoice # 2024337299		198.33
201-5970600	Invoice # 2024371888		95.72
201-5970600	Invoice # 2024381212		403.18
201-5970600	Invoice # 2024363081		15.87
201-5970600	Invoice # 2024371889		56.75
201-5970600	Invoice # 2024359006		95.59
201-5970600	Invoice # 2024358803		86.13
201-5970600	Invoice # 2024383175		1,022.89
201-5970600	Invoice # 2024376666		121.48
201-5970600	Invoice # 2024425068		69.11
201-5970600	Invoice # 2024425103		75.52
201-5970600	Invoice # 2024340292		109.09
201-5970600	Invoice # 2024339609		28.59
201-5970600	Invoice # 2024467363		263.96
201-5970600	Invoice # 2024389636		73.11
201-5970600	Invoice # 2024386050		77.12
201-5970600	Invoice # 2024386475		87.62
201-5970600	Invoice # 2024403098		231.22
201-5970600	Invoice # 2024407289		60.30
201-5970610	Invoice # 115149660		84.64
201-5970610	Invoice # 114677390		16.47
201-5970630	Invoice # 115149270		53.53
BANC OF AMERICA LEASING			
	10176	04/20/10	2,005.00
Account No.	Description	Amount	
201-5930010	Invoice # 011432302	2,005.00	
BBC AUDIOBOOKS AMERICA			
	10177	04/20/10	802.65
Account No.	Description	Amount	
201-5970610	Invoice ID 384825	802.65	
BERNAN			
	10178	04/20/10	887.28
Account No.	Description	Amount	
201-5970600	Invoice # 110610126	92.00	
201-5970600	Invoice # 110604383	50.10	
201-5970600	Invoice # 110575440	144.16	
201-5970600	Invoice # 110576198	477.00	
201-5970600	Invoice # 110580070	124.02	
BILL'S AUTO & TRUCK REPAIR			
	10179	04/20/10	180.24
Account No.	Description	Amount	

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Vendor Name	Chk. No.	Check Date	Amount
201-5930030 Invoice # 44904		180.24	
BISHOP PLUMBING, INC.	10180	04/20/10	337.95
Account No. Description		Amount	
201-5930020 Invoice # 65867		337.95	
BLACKSTONE AUDIO INC	10181	04/20/10	121.50
Account No. Description		Amount	
201-5970610 Invoice ID 527118		38.00	
201-5970610 Invoice ID 526910		24.50	
201-5970610 Invoice ID 970610		59.00	
BRB PUBLICATIONS, INC.	10182	04/20/10	54.60
Account No. Description		Amount	
201-5970600 Invoice # 112864		54.60	
BUILDERS UNITED SALES COMPANY INC	10183	04/20/10	775.00
Account No. Description		Amount	
201-5930010 Invoice # 031005		775.00	
BUSINESS MACHINE AGENTS INC	10184	04/20/10	236.58
Account No. Description		Amount	
201-5960990 Invoice # IN7209		236.58	
C C H, INCORPORATED	10185	04/20/10	103.74
Account No. Description		Amount	
201-5970600 Invoice # 341899		103.74	
C D W GOVERNMENT INCORPORATED	10186	04/20/10	855.94
Account No. Description		Amount	
201-5980400 Invoice # RZJ4096		-73.59	
202-5980410 Invoice # SGD0974		468.00	
202-5980410 Invoice # SFR9431		461.53	
CHIPPEWA MIDDLE SCHOOL	10187	04/20/10	20.00
Account No. Description		Amount	
201-5970600 2010 Yearbook		20.00	
CITY OF DES PLAINES	10188	04/20/10	1.00
Account No. Description		Amount	
201-5960990 Library Lease 4/10 - 4/11		1.00	
CITY OF DES PLAINES, PUBLIC WORKS	10189	04/20/10	482.77
Account No. Description		Amount	
201-5970840 Diesel Fuel March		213.56	
201-5970840 Diesel Fuel February		194.06	
201-5970850 Unleaded Fuel March		16.99	
201-5970850 Unleaded Fuel February		58.16	
COMPLETE CLEANING COMPANY INC	10190	04/20/10	10,123.00
Account No. Description		Amount	
201-5930320 Invoice # 1263455		2,070.00	
201-5930320 Invoice # 1263456		630.00	
201-5930320 Invoice # 1263577		7,423.00	
COOPERATIVE COMPUTER SERVICES	10191	04/20/10	5,992.15
Account No. Description		Amount	
201-5920140 Invoice # DPK0210		4,173.96	
201-5930010 OCLC JED PROFILE March		1,818.19	
D & Z HOUSE OF BOOKS INCORPORATED	10192	04/20/10	1,037.27
Account No. Description		Amount	
201-5970600 Invoice # 2010/1014714		1,037.27	

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Vendor Name	Chk. No.	Check Date	Amount
DEMCO EDUCATIONAL CORP	10193	04/20/10	665.31
Account No.	Description	Amount	
201-5970100	Invoice # 3833985	127.08	
201-5970100	Invoice # 3818140	498.85	
201-5970100	Invoice # 3791964	39.38	
DIRPRO, INC.	10194	04/20/10	27.00
Account No.	Description	Amount	
201-5970600	Invoice # 10-25855	27.00	
EBCSO SUBSCRIPTION SVC	10195	04/20/10	28.80
Account No.	Description	Amount	
201-5970620	Invoice # 0043632	26.40	
201-5970620	Invoice # 0032327	15.40	
201-5970620	Credit Memo # 0020939	-13.00	
EDUCATORS PROGRESS SERVICE, INC.	10196	04/20/10	95.80
Account No.	Description	Amount	
201-5970600	Ref. # 92L14-670SC	95.80	
ELA AREA PUBLIC LIBRARY	10197	04/20/10	58.50
Account No.	Description	Amount	
201-5970270	Inside Writing Brochures	58.50	
FEDERAL EXPRESS	10198	04/20/10	152.05
Account No.	Description	Amount	
201-5970260	Invoice # 7-031-37442	104.71	
201-5970260	Invoice # 7-015-35982	47.34	
FINANCIAL INFORMATION INC.	10199	04/20/10	895.00
Account No.	Description	Amount	
201-5970600	Invoice # E10001860	895.00	
FREINDSHIP JUNIOR HIGH SCHOOL	10200	04/20/10	40.00
Account No.	Description	Amount	
201-5970600	2 - 2010 Year books	40.00	
GALE	10201	04/20/10	448.28
Account No.	Description	Amount	
201-5970600	Invoice # 16692145	35.93	
201-5970600	Invoice # 16699841	117.35	
201-5970600	Invoice # 16697331	295.00	
GOVCONNECTION INC	10202	04/20/10	6,117.39
Account No.	Description	Amount	
201-5960990	Invoice # 46257222	6,117.39	
GREY HOUSE PUBLISHING	10203	04/20/10	1,218.15
Account No.	Description	Amount	
201-5970600	Order # 752093	406.05	
201-5970600	Order # 752421	406.05	
201-5970600	Order # 737378	406.05	
ILLINOIS LIGHTING, INC.	10204	04/20/10	109.00
Account No.	Description	Amount	
201-5970170	Invoice # 11923	109.00	
INTERIOR TROPICAL GARDENS INC	10205	04/20/10	170.00
Account No.	Description	Amount	
201-5960990	Invoice # 46729	85.00	
201-5960990	Invoice # 46963	85.00	

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Vendor Name	Chk. No.	Check Date	Amount
IROQUOIS COMMUNITY SCHOOL	10206	04/20/10	36.00
Account No. Description		Amount	
201-5970600 2 - 2010 Yearbooks		36.00	
JAMES LARUE	10207	04/20/10	192.00
Account No. Description		Amount	
201-5920204 Speaker fee Feb 25		192.00	
JANET WONG	10208	04/20/10	150.00
Account No. Description		Amount	
201-5960210 4/28/10 Special Program		150.00	
LEXISNEXIS ACADEMIC & LIB SOLUTION	10209	04/20/10	1,555.51
Account No. Description		Amount	
201-5970600 Invoice # 99048248		121.46	
201-5970600 Invoice # 99707489		1,434.05	
M K PAINTING & DECORATING INC	10210	04/20/10	1,425.00
Account No. Description		Amount	
201-5930020 Painting 4/5/10		1,425.00	
MARSHALL CAVENDISH CORPORATION	10211	04/20/10	250.00
Account No. Description		Amount	
201-5970640 Account # 89518		250.00	
MICHAEL CLOUD	10212	04/20/10	125.00
Account No. Description		Amount	
201-5960990 Invoice # 014		125.00	
MID-AMERICA CHARTER LINES, INC.	10213	04/20/10	522.50
Account No. Description		Amount	
201-5960210 Invoice No. 24064		522.50	
MIDWEST TAPE	10214	04/20/10	7,189.14
Account No. Description		Amount	
201-5960990 Invoice # 5983944		33.75	
201-5960990 Invoice # 5983933		6.75	
201-5960990 Invoice # 5983942		11.25	
201-5960990 Invoice # 5983943		22.50	
201-5960990 Invoice # 5983945		11.45	
201-5960990 Invoice # 5983934		34.15	
201-5960990 Invoice # 5983956		19.95	
201-5960990 Invoice # 5968758		28.75	
201-5960990 Invoice # 5983954		34.70	
201-5960990 Invoice # 5983957		11.40	
201-5960990 Invoice # 5995684		4.50	
201-5960990 Invoice # 5995682		4.50	
201-5960990 Invoice # 5995681		4.50	
201-5960990 Invoice # 5995690		13.50	
201-5960990 Invoice # 5995689		4.50	
201-5960990 Invoice # 5995688		11.25	
201-5960990 Invoice # 5995687		4.50	
201-5960990 Invoice # 5995686		13.50	
201-5960990 Invoice # 5995685		2.25	
201-5960990 Invoice # 5995683		2.25	
201-5960990 Invoice # 5995691		5.70	
201-5960990 Invoice # 5983952		9.00	
201-5960990 Invoice # 5983951		4.50	
201-5960990 Invoice # 5983950		6.95	
201-5960990 Invoice # 5995680		2.25	
201-5960990 Invoice # 5985308		2.25	
201-5960990 Invoice # 5989162		13.50	
201-5960990 Invoice # 5985307		14.70	

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 5989161		9.00
201-5960990	Invoice # 5983949		6.75
201-5960990	Invoice # 5983948		11.25
201-5960990	Invoice # 5983947		2.25
201-5960990	Invoice # 5983938		20.45
201-5960990	Invoice # 5983937		52.45
201-5960990	Invoice # 5983936		20.75
201-5960990	Invoice # 5983935		16.25
201-5960990	Invoice # 5983931		2.25
201-5960990	Invoice # 5983946		2.25
201-5960990	Invoice # 5983940		24.95
201-5960990	Invoice # 5973521		6.75
201-5960990	Invoice # 5989171		2.25
201-5960990	Invoice # 5989170		2.25
201-5960990	Invoice # 5989169		2.25
201-5960990	Invoice # 5989168		2.25
201-5960990	Invoice # 5989165		2.25
201-5960990	Invoice # 5989164		4.50
201-5960990	Invoice # 5983939		32.10
201-5960990	Invoice # 5983953		2.25
201-5960990	Invoice # 5983941		9.00
201-5960990	Invoice # 5949061		20.25
201-5960990	Invoice # 5949063		23.10
201-5970610	Invoice # 5983956		94.43
201-5970610	Invoice # 5983957		50.21
201-5970610	Invoice # 2147484		59.98
201-5970610	Invoice # 2147483		74.98
201-5970610	Invoice # 2147482		104.99
201-5970610	Invoice # 2140071		834.77
201-5970610	Invoice # 5983955		153.77
201-5970610	Invoice # 2140073		122.96
201-5970610	Invoice # 2140072		39.99
201-5970610	Invoice # 2140070		119.97
201-5970610	Invoice # 2140069		74.98
201-5970610	Invoice # 5995691		25.48
201-5970630	Invoice # 5983933		52.47
201-5970630	Invoice # 5983942		81.70
201-5970630	Invoice # 5983943		147.65
201-5970630	Invoice # 5983945		141.95
201-5970630	Invoice # 5983934		472.85
201-5970630	Invoice # 5968758		136.70
201-5970630	Invoice # 5983954		220.65
201-5970630	Invoice # 5995684		25.48
201-5970630	Invoice # 5995682		22.48
201-5970630	Invoice # 5995681		25.48
201-5970630	Invoice # 5995690		130.44
201-5970630	Invoice # 5995689		43.48
201-5970630	Invoice # 5995688		98.20
201-5970630	Invoice # 5995687		39.73
201-5970630	Invoice # 5995686		131.94
201-5970630	Invoice # 5995685		33.99
201-5970630	Invoice # 5995683		18.74
201-5970630	Invoice # 5995680		63.72
201-5970630	Invoice # 5983952		54.71
201-5970630	Invoice # 5983951		33.73
201-5970630	Invoice # 5983950		127.45
201-5970630	Invoice # 5983949		56.22
201-5970630	Invoice # 5985308		30.99
201-5970630	Invoice # 5989162		130.44
201-5970630	Invoice # 5985307		148.44
201-5970630	Invoice # 5989161		164.94
201-5970630	Invoice # 5983948		74.95
201-5970630	Invoice # 5983947		40.72

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Vendor Name	Chk. No.	Check Date	Amount
201-5970630	Invoice # 5983938		209.89
201-5970630	Invoice # 5983937		371.02
201-5970630	Invoice # 5983936		190.40
201-5970630	Invoice # 5983935		301.39
201-5970630	Invoice # 5983931		18.74
201-5970630	Invoice # 5983946		18.74
201-5970630	Invoice # 5983940		157.38
201-5970630	Invoice # 5973521		39.72
201-5970630	Invoice # 5989171		17.24
201-5970630	Invoice # 5989170		18.74
201-5970630	Invoice # 5989169		18.74
201-5970630	Invoice # 5989168		14.99
201-5970630	Invoice # 5989166		22.49
201-5970630	Invoice # 5989165		22.49
201-5970630	Invoice # 5989164		44.98
201-5970630	Invoice # 5983939		329.10
201-5970630	Invoice # 5983932		14.99
201-5970630	Invoice # 5983953		18.74
201-5970630	Invoice # 5983941		56.21
201-5970630	Invoice # 5983944		179.85

MIDWEST TAPE

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Account No.	Description	Amount
201-5960990	Invoice # 5966952	2.25
201-5960990	Invoice # 5975717	2.25
201-5960990	Invoice # 5966951	2.25
201-5960990	Invoice # 5975716	18.00
201-5960990	Invoice # 5966950	7.15
201-5960990	Invoice # 5960990	4.50
201-5960990	Invoice # 5965710	4.50
201-5960990	Invoice # 5975709	13.50
201-5960990	Invoice # 5966943	2.45
201-5960990	Invoice # 5966942	5.20
201-5960990	Invoice # 5966954	6.75
201-5960990	Invoice # 5966953	2.25
201-5960990	Invoice # 5975711	2.25
201-5960990	Invoice # 5973510	4.50
201-5960990	Invoice # 5982462	2.25
201-5960990	Invoice # 5982456	4.50
201-5960990	Invoice # 5982451	2.25
201-5960990	Invoice # 5982469	18.20
201-5960990	Invoice # 5982468	13.50
201-5960990	Invoice # 5982467	4.70
201-5960990	Invoice # 5982459	2.25
201-5960990	Invoice # 5982461	2.25
201-5960990	Invoice # 5982460	13.50
201-5960990	Invoice # 5982455	4.50
201-5960990	Invoice # 5982454	9.00
201-5960990	Invoice # 5982464	9.00
201-5960990	Invoice # 5982463	4.50
201-5960990	Invoice # 5982470	2.85
201-5960990	Invoice # 5989172	2.25
201-5960990	Invoice # 5989160	4.50
201-5960990	Invoice # 5985309	4.90
201-5960990	Invoice # 5973528	14.50
201-5960990	Invoice # 5973527	48.70
201-5960990	Invoice # 5973529	14.75
201-5960990	Invoice # 5973524	2.85
201-5960990	Invoice # 5973525	2.85
201-5960990	Invoice # 5973523	6.75
201-5960990	Invoice # 5973518	6.75
201-5960990	Invoice # 5973517	2.25
201-5960990	Invoice # 5973509	2.45

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 5973505		2.25
201-5960990	Invoice # 5973516		6.75
201-5960990	Invoice # 5973515		4.50
201-5960990	Invoice # 5973520		9.00
201-5960990	Invoice # 5973519		6.75
201-5960990	Invoice # 5973507		2.25
201-5960990	Invoice # 5973514		4.70
201-5960990	Invoice # 5973513		4.70
201-5960990	Invoice # 5973512		13.90
201-5960990	Invoice # 5973508		6.75
201-5960990	Invoice # 5973506		2.75
201-5960990	Invoice # 5973522		6.75
201-5960990	Invoice # 5973511		4.50
201-5960990	Invoice # 5982471		8.55
201-5960990	Invoice # 5966948		18.60
201-5960990	Invoice # 5975715		2.25
201-5960990	Invoice # 5975718		6.75
201-5970610	Invoice # 5982470		14.24
201-5970610	Invoice # 5973528		80.34
201-5970610	Invoice # 5973527		271.17
201-5970610	Invoice # 5973526		175.23
201-5970610	Invoice # 5973529		73.45
201-5970610	Invoice # 5973524		14.24
201-5970610	Invoice # 5973525		7.49
201-5970610	Invoice # 5982471		30.72
201-5970610	Invoice # 2134601		32.99
201-5970610	Invoice # 2134602		17.99
201-5970610	Invoice # 2134603		59.98
201-5970630	Invoice # 5975717		22.49
201-5970630	Invoice # 5966951		11.24
201-5970630	Invoice # 5975716		176.92
201-5970630	Invoice # 5966950		112.45
201-5970630	Invoice # 5966949		74.98
201-5970630	Invoice # 5966944		122.96
201-5970630	Invoice # 5975710		35.98
201-5970630	Invoice # 5975709		131.94
201-5970630	Invoice # 5966943		32.99
201-5970630	Invoice # 5966942		44.98
201-5970630	Invoice # 5966954		33.72
201-5970630	Invoice # 5966953		22.49
201-5970630	Invoice # 5975711		14.99
201-5970630	Invoice # 5982462		11.24
201-5970630	Invoice # 5982456		33.73
201-5970630	Invoice # 5982451		37.48
201-5970630	Invoice # 5982469		203.16
201-5970630	Invoice # 5982468		128.19
201-5970630	Invoice # 5982467		52.48
201-5970630	Invoice # 5982459		33.99
201-5970630	Invoice # 5982461		11.24
201-5970630	Invoice # 5982460		160.43
201-5970630	Invoice # 5982455		43.48
201-5970630	Invoice # 5982454		74.96
201-5970630	Invoice # 5982464		78.71
201-5970630	Invoice # 5982463		44.98
201-5970630	Invoice # 5989163		29.99
201-5970630	Invoice # 5989172		18.74
201-5970630	Invoice # 5989160		14.98
201-5970630	Invoice # 5985309		49.48
201-5970630	Invoice # 5973523		81.97
201-5970630	Invoice # 5973518		41.22
201-5970630	Invoice # 5973517		93.71
201-5970630	Invoice # 5973509		22.49
201-5970630	Invoice # 5973505		14.99

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Vendor Name	Chk. No.	Check Date	Amount
201-5970630	Invoice # 5973516		58.47
201-5970630	Invoice # 5973515		37.48
201-5970630	Invoice # 5973520		89.96
201-5970630	Invoice # 5973519		65.22
201-5970630	Invoice # 5973507		7.49
201-5970630	Invoice # 5973514		29.98
201-5970630	Invoice # 5973513		82.46
201-5970630	Invoice # 5973512		194.94
201-5970630	Invoice # 5973508		54.72
201-5970630	Invoice # 5973506		14.99
201-5970630	Invoice # 5973522		43.47
201-5970630	Invoice # 5973511		37.48
201-5970630	Invoice # 5973510		14.98
201-5970630	Invoice # 5966948		263.92
201-5970630	Invoice # 5975715		33.99
201-5970630	Invoice # 5975718		90.71
201-5970630	Invoice # 5966952		18.74

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Account No.	Description	10216	04/20/10 Amount	7,559.26
201-5960990	Invoice # 5966958		11.40	
201-5960990	Invoice # 5966957		2.85	
201-5960990	Invoice # 5966959		11.65	
201-5960990	Invoice # 5966955		4.50	
201-5960990	Invoice # 5966940		2.25	
201-5960990	Invoice # 5966946		2.25	
201-5960990	Invoice # 5966945		4.50	
201-5960990	Invoice # 5966939		2.25	
201-5960990	Invoice # 5975708		6.75	
201-5960990	Invoice # 5989167		2.45	
201-5960990	Invoice # 6001508		2.85	
201-5960990	Invoice # 6001509		25.65	
201-5960990	Invoice # 6001513		5.95	
201-5960990	Invoice # 6001512		2.85	
201-5960990	Invoice # 6001511		2.85	
201-5960990	Invoice # 6001510		25.65	
201-5960990	Invoice # 6001506		13.50	
201-5960990	Invoice # 6001507		4.50	
201-5960990	Invoice # 6001502		2.25	
201-5960990	Invoice # 6001498		2.25	
201-5960990	Invoice # 6001503		2.25	
201-5960990	Invoice # 6001499		2.25	
201-5960990	Invoice # 6001500		2.25	
201-5960990	Invoice # 6001501		2.25	
201-5960990	Invoice # 6001497		9.00	
201-5960990	Invoice # 6001505		13.50	
201-5960990	Invoice # 6001504		22.90	
201-5960990	Invoice # 6002816		4.70	
201-5960990	Invoice # 5997145		2.25	
201-5960990	Invoice # 5990641		18.70	
201-5960990	Invoice # 5990637		9.70	
201-5960990	Invoice # 5990636		0.00	
201-5960990	Invoice # 5990635		2.25	
201-5960990	Invoice # 5990645		2.25	
201-5960990	Invoice # 5997143		4.50	
201-5960990	Invoice # 5990643		22.70	
201-5960990	Invoice # 5990642		49.05	
201-5960990	Invoice # 5990644		41.00	
201-5960990	Invoice # 5997146		9.00	
201-5960990	Invoice # 5997147		13.50	
201-5960990	Invoice # 5997148		4.50	
201-5960990	Invoice # 5990646		11.75	
201-5960990	Invoice # 5997149		6.95	

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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 5990647		45.60
201-5960990	Invoice # 5997150		11.25
201-5960990	Invoice # 5966938		2.25
201-5960990	Invoice # 5966956		4.50
201-5960990	Invoice # 5975719		9.00
201-5960990	Invoice # 5975723		14.25
201-5960990	Invoice # 5972446		4.50
201-5960990	Invoice # 5975720		6.75
201-5960990	Invoice # 5972443		2.45
201-5960990	Invoice # 5975721		6.75
201-5960990	Invoice # 5972442		12.25
201-5960990	Invoice # 5975712		4.50
201-5960990	Invoice # 5975706		4.50
201-5960990	Invoice # 5975722		2.25
201-5960990	Invoice # 5975714		2.25
201-5960990	Invoice # 5972445		2.25
201-5960990	Invoice # 5972444		4.50
201-5960990	Invoice # 5975713		11.25
201-5960990	Invoice # 5966947		29.95
201-5960990	Invoice # 5966941		9.00
201-5960990	Invoice # 5975707		9.00
201-5960990	Invoice # 5982458		4.50
201-5960990	Invoice # 5982457		20.25
201-5960990	Invoice # 5982452		11.25
201-5960990	Invoice # 5982465		9.00
201-5960990	Invoice # 5982466		2.25
201-5960990	Invoice # 5990648		52.95
201-5960990	Invoice # 5997151		3.10
201-5960990	Invoice # 5990650		2.85
201-5960990	Invoice # 5990649		63.00
201-5960990	Invoice # 5997152		6.20
201-5960990	Invoice # 5990633		4.50
201-5960990	Invoice # 5990634		4.50
201-5960990	Invoice # 5990640		2.25
201-5960990	Invoice # 5990639		6.75
201-5960990	Invoice # 5990638		4.50
201-5970600	Invoice # 6002816		44.23
201-5970610	Invoice # 2153374		29.99
201-5970610	Invoice # 2153372		74.98
201-5970610	Invoice # 2153373		94.97
201-5970610	Invoice # 2134600		73.98
201-5970610	Invoice # 2128106		79.98
201-5970610	Invoice # 2128104		377.90
201-5970610	Invoice # 2128105		109.97
201-5970610	Invoice # 2128107		34.99
201-5970610	Invoice # 5966958		49.16
201-5970610	Invoice # 5966957		14.24
201-5970610	Invoice # 5966959		54.56
201-5970610	Invoice # 6001508		14.24
201-5970610	Invoice # 6001509		111.21
201-5970610	Invoice # 6001513		21.73
201-5970610	Invoice # 6001512		11.99
201-5970610	Invoice # 6001511		11.24
201-5970610	Invoice # 6001510		117.81
201-5970610	Invoice # 5997152		32.98
201-5970610	Invoice # 5990651		9.74
201-5970630	Invoice # 5966955		29.98
201-5970630	Invoice # 5966940		9.74
201-5970630	Invoice # 5966946		33.73
201-5970630	Invoice # 5966945		41.23
201-5970630	Invoice # 5966939		14.99
201-5970630	Invoice # 5975708		67.47
201-5970630	Invoice # 5966938		71.99

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All Checkbooks
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Des Plaines Public Library
Vendor Checks Report

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Vendor Name	Chk. No.	Check Date	Amount
201-5970630	Invoice # 5989167		18.74
201-5970630	Invoice # 6001506		134.94
201-5970630	Invoice # 6001507		44.98
201-5970630	Invoice # 6001502		18.74
201-5970630	Invoice # 6001498		14.99
201-5970630	Invoice # 6001503		14.99
201-5970630	Invoice # 6001499		14.99
201-5970630	Invoice # 6001500		18.74
201-5970630	Invoice # 6001501		14.99
201-5970630	Invoice # 6001497		86.96
201-5970630	Invoice # 6001505		133.44
201-5970630	Invoice # 6001504		224.90
201-5970630	Invoice # 5997144		37.49
201-5970630	Invoice # 5997145		127.46
201-5970630	Invoice # 5990641		142.41
201-5970630	Invoice # 5990637		74.96
201-5970630	Invoice # 5990636		22.49
201-5970630	Invoice # 5990635		4.49
201-5970630	Invoice # 5990645		18.74
201-5970630	Invoice # 5997143		37.48
201-5970630	Invoice # 5990643		239.89
201-5970630	Invoice # 5990642		384.52
201-5970630	Invoice # 5990644		389.03
201-5970630	Invoice # 5997146		57.71
201-5970630	Invoice # 5997147		89.94
201-5970630	Invoice # 5997148		37.48
201-5970630	Invoice # 5990646		62.95
201-5970630	Invoice # 5997149		66.72
201-5970630	Invoice # 5990647		254.05
201-5970630	Invoice # 5997150		89.95
201-5970630	Invoice # 5990648		386.00
201-5970630	Invoice # 5966956		29.98
201-5970630	Invoice # 5975719		78.71
201-5970630	Invoice # 5975723		62.80
201-5970630	Invoice # 5972446		43.48
201-5970630	Invoice # 5975720		67.47
201-5970630	Invoice # 5972443		22.49
201-5970630	Invoice # 5975721		48.72
201-5970630	Invoice # 5972442		112.45
201-5970630	Invoice # 5975712		22.48
201-5970630	Invoice # 5975706		22.48
201-5970630	Invoice # 5975722		5.24
201-5970630	Invoice # 5975714		21.74
201-5970630	Invoice # 5972445		21.74
201-5970630	Invoice # 5972444		43.48
201-5970630	Invoice # 5975713		104.95
201-5970630	Invoice # 5966947		190.36
201-5970630	Invoice # 5966941		47.96
201-5970630	Invoice # 5975707		59.96
201-5970630	Invoice # 5982458		42.73
201-5970630	Invoice # 5982457		188.91
201-5970630	Invoice # 5982452		59.20
201-5970630	Invoice # 5982465		78.71
201-5970630	Invoice # 5982466		21.99
201-5970630	Invoice # 5997151		22.49
201-5970630	Invoice # 5990650		11.99
201-5970630	Invoice # 5990649		305.72
201-5970630	Invoice # 5990633		11.98
201-5970630	Invoice # 5990634		25.48
201-5970630	Invoice # 5990640		11.24
201-5970630	Invoice # 5990639		41.22
201-5970630	Invoice # 5990638		33.73

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All Checkbooks
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Des Plaines Public Library
Vendor Checks Report

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Vendor Name	Chk. No.	Check Date	Amount
MORNINGSTAR INCORPORATED	10217	04/20/10	170.00
Account No. Description		Amount	
201-5970620 Subscrip ID 948218		170.00	
NATIONAL REGISTER PUBLISHING CO.	10218	04/20/10	306.10
Account No. Description		Amount	
201-5970600 Invoice # 1004738		306.10	
NEW DAY FILMS	10219	04/20/10	106.25
Account No. Description		Amount	
201-5970630 Invoice # A9-3779		106.25	
NEW WORLD PUBLICATIONS	10220	04/20/10	37.00
Account No. Description		Amount	
201-5970620 Invoice # 562319		37.00	
NORMAN ELECTRICAL CONSTRUCTION C	10221	04/20/10	404.13
Account No. Description		Amount	
201-5930020 Invoice # 21242		404.13	
NORTH SUBURBAN LIBRARY SYSTEM	10222	04/20/10	145.00
Account No. Description		Amount	
201-5920204 N. Suburban Library Sys.		145.00	
OFFICE DEPOT	10223	04/20/10	725.74
Account No. Description		Amount	
201-5970100 Invoice # 512474753001		105.12	
201-5970100 Invoice # 512108283001		48.75	
201-5970100 Invoice # 512136745001		28.87	
201-5970100 Invoice # 514676574001		20.32	
201-5970100 Invoice # 514676426001		105.66	
201-5970100 Invoice # 514680687001		290.57	
201-5970100 Invoice # 512160660001		85.89	
201-5970100 Invoice # 512555669001		40.56	
OFFICEMAX INC.	10224	04/20/10	4,542.65
Account No. Description		Amount	
201-5980600 Invoice # 039088		4,542.65	
OMNIGRAPHICS	10225	04/20/10	168.52
Account No. Description		Amount	
201-5970600 Invoice # 104066-0122		168.52	
OUTSOURCE SOLUTIONS GROUP	10226	04/20/10	27,083.33
Account No. Description		Amount	
201-5920110 Invoice # 9786		27,083.33	
PITNEY BOWES	10227	04/20/10	1,592.53
Account No. Description		Amount	
201-5930210 Invoice # 9954034-MR10		164.00	
201-5970260 Postage		1,428.53	
PROGRAM ONE PROF BUILDING SERVICE	10228	04/20/10	735.00
Account No. Description		Amount	
201-5930320 Invoice # 10581		630.00	
201-5930320 Invoice # 10165		105.00	
PROQUEST LLC	10229	04/20/10	647.77
Account No. Description		Amount	
201-5970620 Invoice # SP003514		647.77	
RANDOM HOUSE INCORPORATED	10230	04/20/10	143.00
Account No. Description		Amount	

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**Des Plaines Public Library
Vendor Checks Report**

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Vendor Name	Chk. No.	Check Date	Amount
201-5970610 Invoice # 1088328480		234.00	
201-5970610 Invoice # 1088396034		54.00	
201-5970610 Invoice # 1088399562		135.00	
201-5970610 Credit Memo # 92050918		-280.00	
RANDOM RINGERS	10231	04/20/10	100.00
Account No. Description		Amount	
201-5960210 Concert on 4/23/10		100.00	
RECORD INFORMATION SERVICES INC	10232	04/20/10	621.00
Account No. Description		Amount	
201-5970640 Invoice # 26559		621.00	
RECORDED BOOKS, LLC	10233	04/20/10	1,453.26
Account No. Description		Amount	
201-5970600 Order # 4812251		192.54	
201-5970600 Order # 2603587 Credit M.		-274.80	
201-5970610 Order # 4812137		206.60	
201-5970610 Order # 4802476		1,295.92	
201-5970630 Order # 4824486		33.00	
REDHAWK SECURITY SYSTEMS, INC.	10234	04/20/10	72.00
Account No. Description		Amount	
201-5960990 Invoice # 12301 RX		72.00	
ROSEN PUBLISHING	10235	04/20/10	1,086.80
Account No. Description		Amount	
201-5970600 Invoice # 497292		1,086.80	
RUNGE PAPER COMPANY, INC.	10236	04/20/10	1,686.30
Account No. Description		Amount	
201-5970170 Invoice # 656597		1,022.02	
201-5970170 Invoice # 654721		664.28	
SCHINDLER ELEVATOR CORPORATION	10237	04/20/10	628.00
Account No. Description		Amount	
201-5930020 Invoice # 7100180568		628.00	
SCHOLASTIC LIBRARY PUBLISHING	10238	04/20/10	4,200.00
Account No. Description		Amount	
201-5970640 Invoice # 1335439		4,200.00	
SOMETHING FISHY INC	10239	04/20/10	1,579.93
Account No. Description		Amount	
201-5960990 Invoice # 0017		37.98	
201-5960990 Invoice # 0116		1,440.00	
201-5960990 Invoice # 0118		101.95	
SPEED-E-KLEEN	10240	04/20/10	240.00
Account No. Description		Amount	
201-5930320 Invoice # 3564		120.00	
201-5930320 Invoice # 3557		120.00	
SUSANNA LANG	10241	04/20/10	75.00
Account No. Description		Amount	
201-5960210 Poetry Workshop 5/1/10		75.00	
THE CHILD'S WORLD	10242	04/20/10	769.70
Account No. Description		Amount	
201-5970600 Invoice # NA106876		769.70	
THE SHERWIN WILLIAMS CO.	10243	04/20/10	68.43
Account No. Description		Amount	

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Des Plaines Public Library
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Vendor Name	Chk. No.	Check Date	Amount
201-5970170 Invoice # 0138-3		68.43	
TRANSWORLD SYSTEMS INC	10244	04/20/10	5,250.00
Account No. Description		Amount	
201-5960990 Invoice # A6B976-3266		5,250.00	
UNITED BUSINESS SOLUTIONS	10245	04/20/10	1,881.70
Account No. Description		Amount	
201-5930010 Invoice # 051274		589.22	
201-5930010 Invoice # 051269		8.16	
201-5930010 Invoice # 051268		3.08	
201-5930010 Invoice # 051255		651.88	
201-5930010 Invoice # 051254		372.83	
201-5930010 Invoice # 051253		174.48	
201-5970100 Invoice # 83743A		11.29	
201-5970100 Invoice # 83318A		11.29	
201-5970100 Invoice # 83757A		13.93	
201-5970100 Invoice # 83495A		11.29	
201-5970100 Invoice # 83501A		11.67	
201-5970100 Invoice # 83549A		11.29	
201-5970100 Invoice # 83572A		11.29	
VALUE LINE PUBLISHING INCORPORATE	10246	04/20/10	4,200.00
Account No. Description		Amount	
201-5970640 Invoice # 1683		4,200.00	
WAREHOUSE DIRECT	10247	04/20/10	1,563.06
Account No. Description		Amount	
201-5970100 Invoice # 680534-0		42.13	
201-5970100 Invoice # 675735-0		148.86	
201-5970100 Invoice # 664426-0		47.89	
201-5970100 Invoice # 611328-0		31.25	
201-5970100 Invoice # 663954-0		100.14	
201-5970100 Invoice # 656466-0		182.72	
201-5970100 Invoice # 559443-0		720.00	
201-5970100 Invoice # 673193-0		243.97	
201-5970100 Invoice # 634025-0		10.94	
201-5970100 Invoice # 684972-0		35.16	
WASTE MANAGEMENT	10248	04/20/10	216.22
Account No. Description		Amount	
201-5930490 Invoice # 2185229-2008-9		216.22	
WASTE MANAGEMENT	10249	04/20/10	249.80
Account No. Description		Amount	
201-5930490 Invoice # 4067858-2008-4		249.80	
WEST GROUP	10250	04/20/10	164.00
Account No. Description		Amount	
201-5970600 Invoice # 6065177537		164.00	
WORLD BOOK DIRECT MARKETING	10251	04/20/10	42.40
Account No. Description		Amount	
201-5970600 Invoice # 1014		42.40	
WORLD BOOK INCORPORATED	10252	04/20/10	3,196.00
Account No. Description		Amount	
201-5970600 Invoice # WBE1404509		3,196.00	
WORLD FUSION UNLIMITED, INC.	10253	04/20/10	200.00
Account No. Description		Amount	
201-5960210 Special Program 4/21/10		200.00	

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All Checkbooks
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**Des Plaines Public Library
Vendor Checks Report**

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<u>Vendor Name</u>	<u>Chk. No.</u>	<u>Check Date</u>	<u>Amount</u>
		TOTAL	<u>159,303.08</u>

DIRECTOR'S REPORT

April 20, 2010

Please note: I have not received any official requests for confidential patron information since my last report.

I. PERSONNEL

New employee for March/April 2010: Gina DeConti Manager of Creative Services. Veronica DeFazio, Head of Youth Services resigned, effective April 2.

II. STAFF DEVELOPMENT

We celebrated National Library Worker's Day on April 15, with coffee, donuts, and bagels provided by the Department Heads.

We held our quarterly All Staff meeting on March 17.

The In Service Day Committee has planned an excellent program of events for May 14. The theme is "green" and will be supported by speakers and hands on breakout sessions. All events take place in the library throughout the day.

III. PATRON SERVICES

You will notice that our March 2010 circulation numbers decreased. However, that is in comparison to March 2009, during which circulation increased by nearly 15% over March 2008. Patron use of the library continues to exceed even those high figures from 2009, with an overall, year to date increase of 5.5%.

Please note the strong (23%) increase in public attendance at the library during March as well as the high number of virtual visitors to our website (25,665).

This week I received a printed copy of the report of a nationwide study of patron use of the internet at American public libraries. The study was funded by a grant from the Institute for Museum and Library Services and the Bill and Melinda Gates Foundation. It was conducted by the University of Washington Information School. The Des Plaines Public Library participated in the study.

The findings put to rest the often heard comment that the internet will make libraries obsolete.

According to this study, 1) internet access is now one of the most sought after public library services, and is used by nearly half of all visitors, 2) young adults(14 to 18 yrs) are attracted to use libraries to access the internet and report that their most common use is to do their homework, 3) people use the libraries' computers

for both routine tasks, such as getting news and keeping in touch with friends and family, as well as for serious life events, such as job and college applications, and learning about medical conditions and treatments. There are other findings to be explored in this 212 page report, but the overall discovery is that public libraries remain important to our residents because of, not in spite of, internet access.

IV. OTHER PROFESSIONAL ACTIVITIES

I attended the Public Library Administrators' Forum at NSLS on March 19, the Friends of the Library Roundtable meeting on March 23, the Chamber of Commerce Board of Directors breakfast with Mayor Moylan on March 24, and the CCS Governing Board meeting on March 31. Thus far in April I have attended the Chamber of Commerce Board of Directors' meeting and chaired the meeting of the Chamber's Scholarship Committee on April 8. I will attend the Groundbreaking ceremonies for the Casino on April 16.

Des Plaines Public Library - March 2010 Board Report

CIRCULATION				
	THIS MONTH		YEAR TO DATE	
	Mar 2010		YTD 2010	
	Youth Services	42,115	Youth Services	118,706
	Adult Services	71,997	Adult Services	209,403
	TOTAL	114,112	TOTAL	328,109
	Mar 2009		YTD 2009	
	Youth Services	43,430	Youth Services	112,076
	Adult Services	74,726	Adult Services	198,821
	TOTAL	118,156	TOTAL	310,897
	% Change	-3.42%	% Change	5.54%
SELF CHECK				
	THIS MONTH		YEAR TO DATE	
	Mar 2010	74,691	YTD 2010	215,610
	Mar 2009	74,383	YTD 2009	144,941
	% Change	0.41%	% Change	48.76%

CARD REGISTRATION				
	THIS MONTH		YEAR TO DATE	
New Resident Cards	Mar 2010	342	YTD 2010	1,039
	Mar 2009	371	YTD 2009	1,062
	% Change	-8%	% Change	-2%
Low Business Cards	Mar 2010	6	YTD 2010	12
	Mar 2009	5	YTD 2009	9
	% Change	20%	% Change	33%
Total Card Ownership			YTD 2010	36,113
			YTD 2009	35,424
			% Population 2010	63.4%
			% Population 2009	62.2%

PATRON ATTENDANCE				
	THIS MONTH		YEAR TO DATE	
	Mar 2010	56,303	YTD 2010	140,027
	** Mar 2009	45,816	YTD 2009	122,029
	% Change	23%	% Change	15%

MEETING ROOM USE				
	THIS MONTH		YEAR TO DATE	
Library Sponsored Prog	39	2,706	YTD	7,746
Outside Groups	36	1,490	YTD	3,136
Internal Meetings	7	72	YTD	264
TOTAL	82	4,268	TOTAL	11,146

OUTREACH				
	THIS MONTH	Attendance	YEAR TO DATE	
Adult Services	12	108	YTD	372
Youth Services	31	1,032	YTD	3,372
TOTAL	43	1,140	TOTAL	3,744

SPECIAL PROJECTS & STATS:				
	THIS MONTH		YEAR TO DATE	
Voter Registration	Mar 2010	3	YTD 2010	6
	Mar 2009	10	YTD 2009	16
	% Change	-70%	% Change	-63%

COMPUTER / TECHNOLOGY USE				
	THIS MONTH		YEAR TO DATE	
Hits on Website	Mar 2010		YTD 2010	
	From Internal IP's	11,687	From Internal IP's	28,352
	From External IP's	71,008	From External IP's	165,826
	Absolutely Unique Visitors	25,665		
	TOTAL	82,695	TOTAL	194,178

Hits on PlainTalk	Mar 2010	1,444	YTD 2010	3,710
	Mar 2009	532	YTD 2009	1,802
	% Change	171%	% Change	106%

Hits on Positively Ellinwood Street	Mar 2010	921	YTD 2010	2,483
	Mar 2009	838	YTD 2009	2,321
	% Change	10%	% Change	7%

Computer Use	Adult Services		YEAR TO DATE	
	Mar 2010	10,044	YTD2010	28,341
	Mar 2009	10,925	YTD2009	30,912
	% Change	-8.06%	% Change	-8.32%
	Youth Services			
	Mar 2010	1,621	YTD 2010	4,710
Mar 2009	1,884	YTD 2009	4,991	
% Change	-13.96%	% Change	-5.63%	

Average Online Reference Products Searches & Queries	Mar 2010	16,883	YTD 2010	39,692
	Mar 2009	16,112	YTD 2009	48,736
			% Change	-18.56%

**The main & side door patron counters were out of order January- May 2009 due to the installation of the new RFID system. These figures are based on the monthly changes in circulation rates.

Des Plaines Public Library - February 2010 Board Report

CIRCULATION					
		THIS MONTH		YEAR TO DATE	
	Feb 2010			YTD 2010	
	Youth Services	37,574		Youth Services	76,591
	Adult Services	64,904		Adult Services	137,406
	TOTAL	102,478		TOTAL	213,997
	Feb 2009			YTD 2009	
	Youth Services	35,687		Youth Services	68,646
	Adult Services	63,653		Adult Services	124,095
	TOTAL	99,340		TOTAL	192,741
	% Change	3.16%		% Change	11.03%
SELF CHECK					
		THIS MONTH		YEAR TO DATE	
	Feb 2010	66,958		YTD 2010	140,919
	Feb 2009	47,628		YTD 2009	78,797
	% Change	40.59%		% Change	78.84%

CARD REGISTRATION					
		THIS MONTH		YEAR TO DATE	
New Resident Cards	Feb 2010	288		YTD 2010	697
	Feb 2009	320		YTD 2009	691
	% Change	-10%		% Change	1%
New Business Cards	Feb 2010	4		YTD 2010	6
	Feb 2009	4		YTD 2009	4
	% Change	0%		% Change	50%
Total Card Ownership				YTD 2010	36,046
				YTD 2009	35,334
				% Population 2010	63.3%
				% Population 2009	62.0%

PATRON ATTENDANCE					
		THIS MONTH		YEAR TO DATE	
	Feb 2010	40,279		YTD 2010	83,724
	** Feb 2009	38,563		YTD 2009	76,213
	% Change	4%		% Change	10%

MEETING ROOM USE					
		THIS MONTH		YEAR TO DATE	
Library Sponsored Prog	117	2,704		YTD	5,040
Outside Groups	26	1,120		YTD	1,646
Internal Meetings	10	93		YTD	192
TOTAL	153	3,917		TOTAL	6,878

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OUTREACH				
	THIS MONTH	Attendance	YEAR TO DATE	
Adult Services	12	120	YTD	264
Youth Services	63	1,460	YTD	2,340
TOTAL	75	1,580	TOTAL	2,604

SPECIAL PROJECTS & STATS:				
	THIS MONTH		YEAR TO DATE	
Voter Registration	Feb 2010	0	YTD 2010	3
	Feb 2009	5	YTD 2009	6
	% Change	-100%	% Change	-50%

COMPUTER / TECHNOLOGY USE				
	THIS MONTH		YEAR TO DATE	
Hits on Website	Feb 2010		YTD 2010	
	From Internal IP's	8,379	From Internal IP's	16,665
	From External IP's	45,702	From External IP's	94,818
	Absolutely Unique Visitors	23,161		
	TOTAL	54,081	TOTAL	111,483

Hits on PlainTalk	Feb 2010	1,593	YTD 2010	2,266
	Feb 2009	539	YTD 2009	1,270
	% Change	196%	% Change	78%

Hits on Positively Ellinwood Street	Feb 2010	631	YTD 2010	1,562
	Feb 2009	716	YTD 2009	1483
	% Change	-12%	% Change	5%

Computer Use	Adult Services		YEAR TO DATE	
	Feb 2010	8,786	YTD2010	18,297
	Feb 2009	9,830	YTD2009	18,387
	% Change	-10.62%	% Change	-0.49%
	Youth Services			
	Feb 2010	1,481	YTD 2010	3,089
	Feb 2009	1,632	YTD 2009	3,107
	% Change	-9.25%	% Change	-0.58%

Online Reference Products Searches & Queries	Feb 2010	***12,406	YTD 2010	22,809
	Feb 2009	16,712	YTD 2009	32,624
			% Change	-30.09%

**The main & side door patron counters were out of order in January & February 2009 due to the installation of the new RFID system. These figures are based on the monthly changes in circulation rates.

***A correction has been made to the February Online Reference totals due to a 6,177 error in reporting by Newsbank. This is less than originally reported.



1501 Ellinwood Street
Des Plaines, IL 60016-4553
847-827-5551 phone
847-827-7974 fax

- Progress Report
- Response Requested
- Board Action Required 03/16/10

BOARD OF TRUSTEES
Minutes of the Management Committee Meeting
March 16, 2010

Present: Eldon Burk, Jeffery Rozovics, Susan Moylan Krey, Noreen Lake,
George Magerl, Sandra Norlin, Holly Richards Sorensen, Carol Kidd.

Call to Order: 6:33 p.m. by Eldon Burk.

The Committee discussed and approved a change to the job description for the Head of Youth Services. This change eliminates the phrase "supervisory experience preferred" and adds "Three years of supervisory experience" under Minimum Qualifications and makes these requirements equal to other department heads.

MOTION by Jeffery Rozovics, seconded by Susan Moylan Krey, to approve a change to the Head of Youth Services, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Jeffery Rozovics, seconded by Susan Moylan Krey, to adjourn the meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 6:45p.m.

Minutes prepared by Carol Kidd.

JOB TITLE: Head of Youth Services
 DEPARTMENT: Youth Services
 CLASSIFICATION Group 10
 STATUS Exempt

GENERAL STATEMENT:

Under the administration of the Assistant Director, the Head of Youth Services is responsible for the management and operation of the Youth Services Department. The work involves planning, developing, and coordinating services and resources for children preschool through eighth grade and their caregivers. The work requires the exercise of considerable professional skill, initiative, and independent judgment. It also involves staff training, development, and performance evaluation. This person deals responsibly with patron problems and emergencies to maintain a safe and pleasant environment. This person serves as Librarian in Charge as assigned.

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. Responsible for the hiring, training, supervising, disciplining, and evaluating of up to ten staff members.
5. Responsible for the Youth Services collections and the department budget.
6. Plans and coordinates the operation of the Youth Services Department.
7. Evaluates and maintains the effectiveness and efficiency of department services and collections.
8. Responsible for departmental records, statistics, and reports.
9. Regularly scheduled to work at public services desks.
10. Keeps informed of children's trends.
11. Maintains memberships in professional library associations and participates in their activities.
12. Attends appropriate meetings, workshops, and conferences.
13. Keeps informed of current trends and developments affecting libraries.
14. Responsible for planning and presenting departmental programs.
15. Represents the library at community organizations and events.
16. May write and manage grants.

PERIPHERAL DUTIES:

1. Resolves office equipment malfunctions.
2. Maintains neatness of public areas including desks, counters, shelves, tables, floors, 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. Five years as a professional librarian.
3. Three years professional library experience working with children.
4. Three years of supervisory experience.
5. Available to work evenings and weekends.

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.
3. Ability to lead and work as a member of a team.
4. Considerable ability to set priorities, make independent decisions, and exercise discretion with patrons and staff.
5. Considerable ability to establish rapport with children and caregivers.

6. Considerable ability to handle multiple and simultaneous tasks.
7. Considerable ability to remain calm in difficult situations.
8. Extensive knowledge of the professional practices, procedures, and techniques of library science.
9. Knowledge and ability to use reference resources and techniques.
10. Extensive knowledge of theories of child development.
11. Extensive knowledge of children's literature, popular materials, nonfiction, and reference materials in a variety of formats.
12. Considerable skill in written and oral communication.
13. Knowledge and skill in the use of PCs and appropriate software applications.
14. 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 08/18/09
Revised and Approved 03/16/10



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BOARD OF TRUSTEES
 Minutes of Committee of the Whole Meeting with
 Park Ridge Public Library
 Board of Trustees
 April 5, 2010

The Committee of the Whole Meeting of the Des Plaines Public Library Board of Trustees with the Park Ridge Public Library Board of Trustees was held in the second floor conference room on Monday, April 5, 2010 at 7:00 p.m.

Present: Sandra K. Norlin, Noreen Lake, Holly Sorensen, George Magerl, Susan Moylan Krey, Marge Scholl, and representing the Park Ridge Public Library were Janet Van De Carr, Library Director and Board Members, Dorothy Hynous, John Schmidt, Margaret Harrison, Richard Van Metre, Shlomo Crandus, Anthony Borrelli,

The group toured the first floor sorter area from 7:00 to 7:30 p.m. and then returned to the conference room.

Everyone introduced themselves and noted how long they have sat on the board or been in their position.

Library Director Janet Van De Carr asked what changes or modifications we have made since moving to our new building almost 10 years ago. Library Director Sandra Norlin mentioned youth services changes, the IT room, mobile library room, and the addition of computers on the 4th floor. Sandra also talked about the positive changes since we outsourced our IT services almost 3 years ago. Holly Richards Sorensen talked about the IT staff at the help desk/patron support clerk stations on each floor. Park Ridge had many questions about Outsource Solutions such as the length of their contract, annual cost, etc.

Susan Moylan Krey entered the meeting at 7:40 p.m. and introduced herself.

Ms. Van De Carr talked about the first fund raiser that was just held in Park Ridge at the end of February and how successful it was. Park Ridge had to limit their ticket sales to 120 due to their small building and fire codes. They just broke even this year but would hope to make a profit if they do it again. Sandra talked about our "Do the Dewey" being in its 8th year and how it is held jointly with the cooperation of the Rotary.

President Lake gave a little history of the building of the Des Plaines library, and how it was funded without a referendum. Sandra Norlin mentioned Glenview being in the process of building without a referendum.

Questions were asked about this budget year and how difficult it has been. Sandra provided a history about how the 2010 library budget was negotiated. George Magerl explained how we have postponed filling 2 positions and how we have reduced staff by 10% in the past three years.

President Lake added information about the negotiations between the city and the library and how the library eventually turned to outside providers for accounting and payroll services.

Park Ridge has a 3 term (9 year) limit for its trustees.

Janet Van De Carr asked what changes we have planned for the next few years and Sandra explained the changes that we hoped to make to the 4th floor to expand the number of computers, and that we anticipated reduced need for book stacks and increased need for public meeting space.

Park Ridge has eliminated 3 positions totaling 2FTE's.

President Dorothy Hynous talked about their history, their building, budgeting problems, relationships with the city, and their current budget negotiations which led to the reduction in staff to be effective April 30. They do not expect to be finished with cuts yet. Park Ridge must have their budget in place by April 30.

George Magerl talked about libraries helping to fund North Suburban Library System (NSLS) to save them. Noreen Lake said that she has no idea what may happen to NSLS and how they could survive. Shlomo Crandus asked if it would be possible to quantify value of NSLS to the library.

Meeting adjourned at 8:52p.m.

Minutes prepared by Margaret Scholl.

SELF-HELP
CLOSET
HUNGER KNOWS
NO SEASON
PANTRY
OF DES PLAINES

March 26, 2010

Sandra Norlin, Director
Des Plaines Public Library
1501 Ellinwood St.
Des Plaines, IL 60016

Dear Sandra:

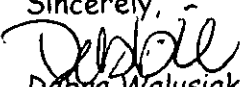
Thanks again to you and your colleagues at the Des Plaines Public Library for your participation in this year's Chamber of Commerce *Food Fight* to benefit the Self-Help Closet & Pantry of Des Plaines. Actually, as you know, the pantry clients are the real "winners" in the *Food Fight* because they benefit from the generosity of organizations like yours.

This year's *Food Fight* brought in a total of 7,831 lbs. of food, which is slightly less than last year's total but considering the current economic climate, I am amazed at and most grateful for this year's food collection!!

Kiwanis Club - 2,848 lbs.
Rotary Club - 2,450 lbs.
Camera Club - 542 lbs.
Des Plaines Public Library - 469 lbs.
Chamber of Commerce - 368 lbs.
Garden Club - 300 lbs.
The Diplomat of Des Plaines condo assoc. - 288 lbs.
Mill Run condo assoc. - 217 lbs.
Optimist Club - 137 lbs.
Bethesda Worship Center - 112 lbs.
Center Manor condo assoc. - 100 lbs.

Once again, thank you so much for your continued support. I hope we can count on your participation in the 2011 *Food Fight*!

Sincerely,


Debra Walusiak
Executive Director
847/337-1443

Serving Des Plaines Residents Since 1971

600 East Algonquin Road, Des Plaines, Illinois 60016

Phone: 847.375.1443 Fax: 847.803.1880 www.selfhelppantry.org



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NOTICE
DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES
MANAGEMENT COMMITTEE MEETING
TUESDAY, MARCH 16, 2010
6:30 PM

Conference Room – Second Floor

- Agenda:**
- **Review Job Description**

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 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 *Drenda Murphy*
 Address *427 Harvey D.P. 60016*
 Telephone *847 827-3406*
 Email
 Topic
2. Name *Phyllis Johnson*
 Address
 Telephone
 Email
 Topic
3. Name *Chris Halblander*
 Address *1405 Campbell*
 Telephone *847 6993325*
 Email *chalblander@sbcglobal.net*
 Topic *bookmobile*

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

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 Patricia Frontain
Address 1686 Morse
Telephone DP 847 - 824-6365
Email pfrontain @ yahoo.com
Topic Book Mobile
2. Name GREG KLIPP
Address 1375 E. WOODFIELD RD. SCHMUNBURG, IL
Telephone 847 969-7911
Email greg.klipp @ transworldsystems.com
Topic TRANSWORLD SYSTEMS, LIBRARY COLLECTIONS
3. Name Susan Farid
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



Des Plaines Public Library

1501 Ellinwood Street
Des Plaines, IL 60016-4553
847-827-5551 phone
847-827-7974 fax

TO: Library Board of Trustees

FROM: Sandra Norlin, Library Director 

SUBJECT: Background on March agenda items

DATE: March 16, 2010

The following is information to help you prepare for the discussion at our meeting on March 16 on various agenda items.

IX. Unfinished Business

A. Approve Payment to Transworld Systems, Inc. - \$5,250.00. [Action Item]

This is a budgeted expense in the amount of \$5,250.00. This is the collection agency service that is used to collect monies owed to the library for past due fines and fees.

At the February 16 Board of Trustees meeting you asked me to contact Transworld Systems to ask what percentage of monies owed the library are recovered by Transworld Systems, Inc. The report furnished by Transworld systems indicates that for every dollar invested, \$5.35 in materials or cash was returned to the library.

X. New Business

A. Planning Committee Report, February 23, 2010. [Action Item]

George Magerl, Chair of the Planning Committee, will ask you to choose a date for the semi-annual board retreat. The tentative dates for a retreat are Saturday, October 2 or Saturday, October 9. Please bring your calendars.

We have included a progress report on the current strategic plan, prepared by Heather Imhoff and presented to the Planning Committee on February 23.

B. Appoint Freedom of Information Act Officers. [Action Item]

You will be asked to appoint Freedom of Information Act Officers. FOIA requires that each public body appoint one or more FOIA officers who must complete an electronic training developed by the Attorney General's Public Access Counselor (PAC). The initial training must be completed by June 30, 2010. I recommend listing the position of Administrative Assistant.

- C. Training for Freedom of Information Officers and Open Meetings Act**
Training will be scheduled for the Freedom of Information Officers and designated officers for the Open Meetings Act.
- D. Management Committee Report, March 16, 2010. [Action Item]**
Eldon Burk, Chair of the Management Committee, will ask you to approve a change to the Head of Youth Services job description, if it is approved by the Management Committee.
- E. Approve Change to Head of Youth Services Job Description. [Action Item]**
The job description is attached with the proposed change.
- F. Joint Meetings/Tour with Mount Prospect Library Trustees. [Action Item]**
President Noreen Lake will ask you to attend the April 1, 2010 Committee of the Whole meeting at the Mount Prospect Public Library. This will be posted as a joint board meeting.
- G. Approve Confidentiality and Hold Harmless Agreement between the City of Des Plaines and Des Plaines Public Library. [Action Item]**
Attached is a Confidentiality and Hold Harmless Agreement prepared by City Attorney David Wiltse that is to be signed by Library Board President Lake. This agreement is required by the City of Des Plaines before confidential payroll information will be forwarded to ProData Payroll Services, with whom the library has contracted with to prepare bi-weekly payroll.
- H. Approve Payment to 3M Library Systems for Maintenance Agreement - \$14,371.13. [Action Item]**
This is a budgeted expense: Fund 201, Account 930010 – R & M Equipment, Three M Equipment, \$14,375.00.
- This is the annual service agreement for all the 3M RFID equipment, which takes over as the one year warranty has ended. All of the equipment we purchased in 2008 and 2009 is now consolidated in this one service agreement; 8 staff workstations, 5 self check machines, and 5 detection gates.
- I. Approve Payment of Vendor Checks Report - \$197,124.63. [Action Item]**

Arlene Steiner

From: greg.klipp@transworldsystems.com
Sent: Monday, February 22, 2010 3:22 PM
To: Arlene Steiner
Subject: Transworld Performance

**ENHANCED FINANCIAL REPORT : (Written Demands)
 DES PLAINES PUBLIC LIBRARY (Client# : 89747)**

Order Summary (Includes all orders for this client)

Last Purchase Date :	3/14/2008
Total Investment:	\$33,300.87
Total # Purchased:	4020
Cost Per Account :	\$8.28
# Assigned:	3971
Avg Balance:	\$100.21
Avg Age of Accounts Assigned (Months):	2.5

Recovery Rate

Total Dollars Assigned:	\$397,920.36
Less mail skips:	- \$23,936.44
Less accounts still active:	- \$4,277.75
Net Dollars Assigned:	\$369,706.17
Total Performance:	\$175,900.34
Paid in Full:	\$158,790.98
Cancelled (Fully Resolved):	\$412.00
Partial Payments:	\$8,824.62
Suspended:	\$7,872.74
% Recovery Rate on Net Dollars Assigned:	47.6%
% Recovery Rate on Total Dollars Assigned: (less mail skips)	47.0%
% Accounts Responding:	47.54%

Return on Investment

Collection Cost as a %	= Cost of Accounts Submitted	/ Total Performance	
18.7%	= \$32,894.57	/ \$175,900.34	
A collection agency that charges 50% would cost:			\$87,950.00
A collection agency that charges 33% would cost:			\$58,633.33
A collection agency that charges 25% would cost:			\$43,975.00
Your investment with Transworld Systems:			\$33,300.87
Your investment with Transworld Systems - Accounts Submitted:			\$32,894.57
R.O.I: (based on accounts-submitted to date)			534.7%
For every dollar invested, Transworld Systems returned:			\$5.35
For every account assigned, Transworld Systems returned:			\$44.30



Progress Report



Response Requested



Board Action Required

BOARD OF TRUSTEES
Minutes of the Planning Committee Meeting
February 23, 2010

Present: George Magerl, Elaine Tejcek, Noreen Lake, Myrtle Klebe, Sandra Norlin, Carol Kidd, Heather Imhoff.

Absent: Jennifer Tsalapatanis.

Call to Order: 2:31 p.m. by George Magerl.

George Magerl asked to have III. Summary of Planning Committee, added to the agenda.

George Magerl reported that the Planning Committee works with staff to develop the Strategic Plan through goals and objectives. Activities are planned and carried out by staff.

Heather Imhoff, Head of Public Information, reported on the progress of the Strategic Plan. An informational handout was distributed to the Committee detailing the goals and objectives met for 2008 – 2009 and proposed goals and objectives for 2010.

The Committee will plan a board retreat for fall 2010 to discuss goals for 2011 – 2013. The retreat will be held on either October 2 or 9 from 9:00 a.m. – 1:00 p.m. Sandra Norlin was asked by the Committee to engage a facilitator for the meeting. The retreat date will be decided at the March 16, 2010 Board of Trustees meeting.

MOTION by Elaine Tejcek, seconded by George Magerl, to adjourn the meeting.

The meeting adjourned at 3:00 p.m.

Minutes prepared by Carol Kidd.

LEARN - 2009

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.

OUTCOME:

577 attendees, 3,016 blog visitors and 281 wiki users in 2009.

What	Attendees	Description
Family Times program	9 sessions, Approx. 155 attendees	Children with autism benefit from interacting with trained animal therapy dogs, caregivers have the opportunity to leave their child with a skilled carmaker, and explore the library. Library positioned as a resource and refuge for families with autism.
Computer Classes in Spanish	23 patrons attended a 5 week series	Free tools and training provided resources for Spanish speaking patrons to succeed in job hunting and more.
Autism Resources Wiki Debuts	281 views	This compilation of local resources for parents and their children with autism was started in August 2009. Patrons have quick and easy access to information regarding local resources pertaining to autism.
<i>Kidding Around</i> Blog	Debuted in May 2009, 3,016 visits with 4,448 page views.	The blog updates patrons on news about child development, discusses issues regarding children and literacy, lets patrons know about great materials for children and parents and highlights exciting upcoming events.
Older Men's Memoir Series	5 attendees at a six session series	A series of workshops enabled five older men to express and record their personal stories as well as receive print copies. Planned again for 2010.
Preschool Fair	148 attendees	Parents were given the opportunity to talk with representatives from area preschools and daycare centers to gain information about their programs.
Exploring Love, Forgiveness & Wisdom Program Series	111 attendees	This included 2 lectures and 4 book discussions based on the Fetzer Institute's Campaign for Love & Forgiveness. People looking within for the tools and insight to better understand and navigate a

		challenging world are given the opportunity to contemplate, meet and discuss how love and forgiveness can effect meaningful change in individuals and society.
Why Are We Homeschooling?	48 attendees	Patrons received information on various homeschooling models and educational methods.
Homeschooling Vendor Fair	87 attendees	Area homeschooling families are invited to browse different homeschooling resources: program offerings from local organizations, and swap homeschooling materials.

WORK - 2009

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.

OUTCOME:

1,124 job seekers experienced the career center in 2009.

What	Attendees	Description
Career Resources Fair	90 attendees	Patrons attend career-specific workshops and meet individually with local organizations providing job skills training.
Job Seekers Group	93 attendees	Started in May 2009. Patrons share resources and tips on achieving success in finding employment, as well as providing emotional support to each other.
Help, I Need A Resume! And Job Searching During the Holidays	60 attendees	Patrons receive specific and practical advice on pursuing their career goals.
Additional and Expanded Computer Classes added to schedule	881 attendees	Patrons receive individual and small-group training on basic and intermediate computer skills, making them more competitive and attractive job candidates.

OBJECTIVE:

3,000 users will access the library's online Career Center each year.

OUTCOME:

3,333 users accessed the Career Center online in 2009!

What	Attendees	Description
Job Now: Expert Resume Advice	35 patrons	Patrons can submit their resume and cover letters for correction and advice from an expert tutor. Begun June 2009
DPPL Business & Career Resources Wiki	3,298 patrons accessed	This wiki acts as our online Career Center and includes page includes Business News, career exploration, company research, investment research, the portal to online services like Job Now, Marketing Research, Resume tips and Vocational Testing programs.

OBJECTIVE:

15 local businesses will participate in a library fair, showcase or workshop.

OUTCOME:

19 Local businesses participated in 2009.

"Des Plaines Means Business" videos created for Chamber Members	5 videos created	Local businesses are provided a new avenue (YouTube) to promote their services as well as an understanding of the technology involved in creating the short videos. Videos were viewed 714 times on YouTube in 2009.
Blogging for your Non-Profit Workshop	14 business attendees	At least two of the attendees now have active blogs for their non-profit organizations.

PLAY-2009

The residents of Des Plaines experience the library in unexpected and exciting ways.

OBJECTIVE:

500 residents will explore their talents, hobbies and personal interests at the library.

OUTCOME:

1,088 people explored in 2009!

Valentine's Day Love-A-Thon:	300 at events and special presentations. Love- O-Meter Web pages viewed over 1,000 times.	Romance themed programs from Jan – April, and on February 14. Included an all day romance movie marathon, the debut of the Romance Pavilion, a special exhibit; a meet & greets with local romance author; chocolate tastings and light refreshments. We also had a fun Love-O-Meter on the webpage. Circulation of our new Romance Collection increased. Responds to patrons request for more Romance materials. New users attracted to the library based on promotion of romance materials.
Follow the Yellow Brick Road	250+ attendees on Saturday, April 4, 2009	Day-long celebration for the 70th anniversary of the movie <i>The Wizard of Oz</i> . Activities included a play, crafts, bingo, cookie decorating, etc. Online videos from the performances have been viewed 1,200 times.
Autumn Leaves – virtual walk through Des Plaines on Web Site	338 visits.	Local autumn photographs were partnered on the Web site with autumn themed poetry, some translated by patron Steven Gerard Wagner.
Held In The Heartland Exhibit & Reception	100 people visited the exhibit, another 100 attended reception	DPPL hosted a traveling exhibit on the German POW experience being imprisoned in the USA (and here in Des Plaines) during WWII.

OBJECTIVE:

Library users will view the library's YouTube/online videos 10,000 times a year.

OUTCOME:

11,435 users came and viewed in 2009!

Library YouTube videos	15 videos), 11,435 views	Through YouTube technology, the library's messages, services and goals are being communicated to a new group of users, and communicated to "familiar" users in a new, dynamic way.
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OBJECTIVE:

The library will organize a major art event.

OUTCOME:

1,000 (approx.) patrons viewed the i have a voice exhibit

I Have a Voice Photography Project	1,000+ patrons visit the exhibit on the 2 nd floor.	Patrons experience a moving and beautiful professional photography installation in the library.
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Illinois Freedom of Information Act
Frequently Asked Questions
By Public Bodies

The Illinois Freedom of Information Act (FOIA) is designed to ensure that the public has access to information about their government and its decision-making process. As a public servant, you have a duty to ensure that Illinois residents can obtain information about their government.

In 2009, Attorney General Lisa Madigan worked with legislators and a diverse group of individuals and organizations to strengthen FOIA and hold government more accountable. Beginning on January 1, 2010, key changes to the Freedom of Information Act and the Open Meetings Act will take effect and in turn will provide Illinois residents with a more open and accountable government. These Frequently Asked Questions describe the FOIA provisions that will take effect on January 1, 2010.

WHO'S WHO UNDER FOIA

Public Access Counselor (PAC) – is an attorney in the Attorney General's office whose responsibility is to ensure compliance with FOIA. The Public Access Counselor is part of the Public Access Bureau in the Attorney General's office, which includes several Assistant Attorneys General and professional support staff members working to respond to FOIA and Open Meetings Act issues raised by the public and government officials. Working under the direction and supervision of the Attorney General, the PAC has the authority to review requests for documents under FOIA and determine whether those documents should have been produced under FOIA. The PAC also has the authority to determine whether a public body has violated the Open Meetings Act. As part of this Public Access work, the Attorney General, through the PAC, has subpoena power, may issue advisory opinions to guide public bodies, may issue binding opinions in FOIA disputes and may sue to enforce binding opinions.

Public Body – is defined in FOIA as "all legislative, executive, administrative, or advisory bodies of the State, state universities and colleges, counties, townships, cities, villages, incorporated towns, school districts and all other municipal corporations, boards, bureaus, committees, or commissions of this State, any subsidiary bodies of any of the foregoing including but not limited to committees and subcommittees thereof and a School Finance Authority created under Article 1E of the School Code." FOIA provides that "[p]ublic body" does not include a child death review team or the Illinois Child Death Review Teams Executive Council established under the Child Death Review Team Act."

FOIA Officer – is a person appointed by the "public body." The FOIA officer's responsibility is to receive FOIA requests from the public and to send responses in compliance with FOIA. FOIA requires that each public body appoint one or more FOIA officers who must complete an electronic training developed by the Attorney General's PAC. The initial training must be completed by June 30, 2010; trainings must be

completed annually after that date. The Attorney General's office will make the electronic training available to all FOIA officers.

Public Records – are defined in FOIA as “all records, reports, forms writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body.” A few examples of public records available under FOIA are: orders; rules; reports or studies; contracts; names, titles and salaries of public employees; and the voting records of public bodies. Information can be available in electronic as well as paper format.

GENERAL INFORMATION

What is FOIA?

The Freedom of Information Act (FOIA) is a state statute that provides the public the right to access government documents and records. The premise behind FOIA is that the public has a right to know what the government is doing. The law provides that a person can ask a public body for a copy of its records on a specific subject and the public body must provide those records, unless there is an exemption in the statute that protects those records from disclosure (for example: records containing information concerning trade secrets or personal privacy).

Who is subject to FOIA?

Public bodies are subject to FOIA. The judiciary is not subject to FOIA, but court records and proceedings generally are open to the public.

Who can file a FOIA request?

Anyone. Any person, group, association, corporation, firm, partnership or organization has the right to file a FOIA request to any state or local public body, including any city, township or county office.

Is every public body required to have a designated FOIA officer?

Yes. Every public body must designate at least one person to act as the FOIA officer. Public bodies may have more than one FOIA officer. In addition, every public body must prominently display at its office and make available certain information, including the name(s) of its FOIA officer(s). The office also must display and make available:

- Information on how to submit a FOIA; and
- A brief description of the office, including its purpose, budget and number of employees.

Any public body that has a website must also post this information on its website.

What are the consequences if a public body fails to designate a FOIA officer?
FOIA requires that every public body designate a FOIA officer. Failure to do so is a violation of the Act and will be considered by the PAC, as well as courts, when a request for review or litigation is filed.

RESPONDING TO FOIA REQUESTS

How many days does the public body have to respond to a FOIA request?
5 business days from the day after the public body receives the request. However, that time period may be extended for an additional 5 business days from the date of the original due date if:

- The requested information is stored at a different location;
- The request requires the collection of a substantial number of documents;
- The request requires an extensive search;
- *The requested records have not been located and require additional effort to find;*
- The requested records need to be reviewed by staff who can determine whether they are exempt from FOIA;
- *The requested records cannot be produced without unduly burdening the public body or interfering with its operations; or*
- The request requires the public body to consult with another public body that has substantial interest in the subject matter of the request.

If additional time is needed, the public body must notify the requester in writing within 5 business days after the receipt of the request of the statutory reasons for the extension and when the requested information will be produced.

What is a "business day" or "working day"?

A "business day" or "working day" is a regular day of the week (Monday through Friday) when public offices and most businesses are open. Saturdays, Sundays and legal holidays are not business days and cannot be counted in the 5 business day time period.

Is there any way for a public body to toll the 5-day response period?

No. There are only two situations in which the time period is tolled (stopped) for the public body to respond to a FOIA request. The time period is tolled if the public body intends to withhold information from disclosure because either the disclosure would result in an unwarranted invasion of personal privacy or the information falls into the exemption for preliminary policy drafts. In these two situations, the public body must provide written notice to the PAC before asserting either exemption. Once the PAC receives the written notice, the PAC has 5 working days to determine if further inquiry is necessary. If the PAC decides that further inquiry is necessary to determine if either exemption may be used, the timeline for a Request for Review begins, and the public body must provide any information requested by the PAC within 7 working days after receiving the PAC's request. During the time period that the PAC is reviewing whether a public body can assert either exemption, the clock stops running for the public body to respond to the FOIA request.

When does the 5 business day time period start?

On the first business day *after* the public body receives the request. Day 1 of the 5-day timeline is the first business day *after* the request is received by the public body. The date that the request was received by the public body does *not* count as "Day 1."

Does the 5 business day response period begin the day after the FOIA officer's receipt of the request, or the day after receipt of the request by *any* of the public body's employees or officials?

The 5 working day response timeline begins the day after any employee or official of the public body receives the request for information. Employees and officials of a public body must immediately forward all requests for information to the FOIA officer(s) to maximize the response time.

When is a FOIA request *sent by e-mail* "received"? When it appears in the electronic mailbox or when it is opened by the recipient?

If a FOIA request sent by e-mail appears in the recipient's mailbox during normal working hours, it is received on that day. If it is e-mailed after business hours, including on a weekend or legal holiday, it is "received" on the following business day.

If a public body's office is closed for vacation (for instance, a public school is closed for winter break), are FOIAs submitted during that time considered received?

Yes. FOIA does not have any exceptions for vacations or winter breaks, other than for Saturdays, Sundays and legal holidays.

What are the consequences if the public body does not respond to the FOIA request within 5 business days (or 10 business days if extended)?

Aside from the potential that a court ultimately could impose a civil penalty of between \$2,500 and \$5,000 per FOIA violation, public bodies have an additional incentive to respond within the time limits set forth. In the event a public body fails to respond within 5 business days (or 10 days if the extension was properly requested), it cannot charge for reproduction costs at a later time, or treat the request as unduly burdensome.

Can a requester and a public body agree to extend the deadline to respond beyond 10 days?

Yes, but the agreement must be in writing. The agreement will also relieve the public body of having to comply with other legal deadlines in FOIA.

Can a public body require that a FOIA request be submitted on a certain form or in a certain format?

No. Public bodies can require that FOIA requests be submitted in writing, but public bodies must accept requests by mail, personal delivery, fax, e-mail, or other means available. Public bodies may create a FOIA form that requesters may use for convenience, but public bodies cannot require that requesters use a specific form for the request. Public bodies may choose to accept oral FOIA requests but are not required to do so by the law.

To whom should the requester submit a FOIA request?

To a designated FOIA officer. Every public body must designate at least one FOIA officer and prominently display at its office certain information, including the name(s) of its FOIA officer(s).

Does the public body have to identify the FOIA officer?

Yes. Each public body must prominently display and make available upon request a directory designating the FOIA officer(s) for that body and the address where record requests should be sent. If the public body has a website, this information must also be posted on it.

Does a public body still have the option of treating a request as "unduly burdensome" under the new FOIA?

Yes. However, this treatment only applies in limited situations: (1) the request must be categorical in nature and incapable of being narrowed or reduced; and (2) the burden on the public body to produce the information must outweigh the public interest in the information. Before denying a request as unduly burdensome, the public body must give the requester an opportunity to reduce the request to manageable proportions.

I have received a request that does not fit the "unduly burdensome" standard, yet cannot reasonably be completed within the maximum 10 working days' response period. Does FOIA offer any options?

Yes. The Act allows the public body and the requester to reach a written agreement to extend the time in which to respond to a request.

I work for a public body that is being harassed by repeated FOIA requests from the same individual or entity. Does FOIA make any provisions for this?

FOIA provides that repeated requests from the same person for the same records that are unchanged or identical to records previously provided or properly denied shall be deemed unduly burdensome and may be denied on that basis.

How many times can a requester ask for the same information?

Section 3(g) of FOIA provides that repeated requests from the same person for the same records that are unchanged or identical to records previously provided or properly denied shall be deemed unduly burdensome under FOIA. More than two requests would be deemed "repeated" for purposes of Section 3(g). However, to invoke this exemption, the public body must have fully responded to the previous requests either by properly denying the request or providing the requested documents in full compliance with FOIA.

What information must a public body withhold or redact under the Freedom of Information Act?

Although there may be legitimate reasons to redact or withhold certain types of information, the only information that the Freedom of Information Act requires a public body to redact are the home addresses, home/private telephone numbers and social security numbers of employees noted on certified payroll records that are required to be submitted to a public body under the Prevailing Wage Act.

I am the designated FOIA officer for a public body. Will I be held personally liable for any civil penalties that a court may impose in a FOIA lawsuit?

No. Only the public body may be liable for civil penalties under FOIA. If a court finds that a *public body* willfully and intentionally failed to comply with the Act or otherwise acted in bad faith, the court shall impose a civil penalty upon the *public body*.

Does a requester need to specifically and accurately describe the document he or she is looking for?

No. The requester does not need to describe the document specifically and accurately by the same name the public body uses. As long as the public body understands what is being requested, it must release that information, even if the requested information is not called by the same name the public body uses.

What information is a public body required to make available?

Each FOIA officer for a public body must develop and make available upon request a list of documents that the public body will immediately provide to a requester. In addition, each public body must maintain a reasonably current list of all types or categories of records under its control and this list should be reasonably detailed so that it aids people in obtaining access to public records. The public body must make this list available for inspection and copying.

Can the public body ask why the requester wants the information?

No, except to determine if the request is for commercial reasons or to determine if a fee waiver applies. *See below for more details on commercial requests.*

Even though we cannot ask about the purpose of a request, can we assist the requester in narrowing their request so that they can get the information they are seeking?

Yes. Public bodies are encouraged to work with a requester to clarify or narrow the scope of a request. A public body can ask "what" the requester is looking for in an attempt to ensure that responsive documents are produced. A public body cannot ask "why" the requester is seeking the documents.

Can a request be made anonymously? For instance, e-mail requests are often submitted anonymously.

Yes. A requester is not required to provide his or her name.

Is a requester required to state that a request for public documents is being made pursuant to FOIA?

No. If a request is made for public documents, the public body should treat it as a request pursuant to FOIA. A requester is not required to include the words "Freedom of Information Act" or the acronym "FOIA" in a request.

FEES**Can the public body charge for copies?**

Yes, but the charges are limited. For black and white, letter or legal sized copies (8 ½ x 11 or 11 x 14), the first 50 pages are free, and any additional pages can cost no more than 15 cents a page. For color copies or abnormal size copies, the public body can charge the actual cost of copying.

Can a public body charge for electronic copies?

Yes, but only for the actual cost of the recording medium. For example, if information is produced on CDs, the public body may only charge the actual cost of purchasing the CDs.

Is it possible for a public body to waive the copying fees?

Yes. Public bodies may waive or reduce copying fees at any time if disclosure is in the public interest. For example, a waiver or reduction may be available if:

- The request is for information on the health, safety and welfare or the legal rights of the general public;
- There is an intent to disseminate the information; or
- No personal or commercial benefit will be received from document disclosure.

Can we pass a vendor copy fee on to a requester?

Only in certain circumstances. FOIA limits the copying charge to \$.15 per page for black and white copies on regular size paper, after the first 50 pages, which are free to the requester. A public body may only charge the actual cost of reproduction for oversized or color copies.

Can the public body require receipt of the payment from the requester before making the requested copies?

Yes.

GETTING INFORMATION IN AN ELECTRONIC FORMAT**Can the requester request the documents in electronic form?**

Yes, and the public body must provide the electronic documents in the requested format, if that is feasible for the public body. If that format is not available to the public body, it must provide the documents in the electronic format in which they are kept or in paper, at the option of the requester.

If a public body must purchase a program to make certain information available in the electronic format requested by the requester, does the public body have to make that purchase?

No. When a person requests a copy of a record maintained in an electronic format, the public body must provide it in the electronic format specified by the requester, if it is feasible for the public body to do so. If it is not feasible to furnish the public record in the

specified electronic format, then the public body must furnish it in the format in which it is maintained by the public body, or in paper format, at the option of the requester.

If the public body has a database and the requested information requires that the public body do a search of that database, does the public body have to conduct that search?

Yes, and the public body cannot charge the requester for that search.

Are e-mails subject to FOIA?

Yes. All electronic communications (as long as they do not fall within an exemption) are subject to FOIA.

LAW ENFORCEMENT FOIA REQUESTS

A police and/or incident report is prepared in connection with a domestic violence call that includes the name of the neighbor who called the police. Charges are not filed and subsequently the alleged abuser submits a FOIA request to obtain the documents that contain the complainant's information. Can that information be redacted?

The police department may redact information that is exempt under Section 7(1)(d) of the Act. Section 7(1)(d)(iv) allows police departments to redact (or withhold) information that unavoidably discloses the identity of persons who file complaints with the police. Section 7(1)(d)(vi) exempts information which, if disclosed, would endanger the life or physical safety of law enforcement personnel or any other person.

CONSEQUENCES FOR NOT COMPLYING WITH FOIA

What are the penalties for a public body for not complying with FOIA?

In addition to the potential that a court ultimately could impose a civil penalty of between \$2,500 and \$5,000 per FOIA violation, if a public body does not respond within the time limits provided, it cannot subsequently charge for reproduction costs or treat the request as unduly burdensome.

REQUESTER'S OPTIONS IF THE PUBLIC BODY FAILS TO RESPOND OR DENIES HIS/HER REQUEST

What happens if the public body doesn't respond to a FOIA request?

If the public body does not respond to a request within 5 business days of receiving it, that inaction is considered a denial of the request. If that occurs, a requester can either file a Request for Review with the Attorney General's Public Access Counselor or file a case in court.

What must the public body include in a denial?

The denial must be in writing and reference a specific legal reason under FOIA to justify the non-disclosure. A public body has the burden of proving by clear and convincing evidence that the information is exempt from disclosure. The denial also must inform the

requester of the right to seek review of the issue by the Public Access Counselor in the Attorney General's office, with the PAC's contact information, as well as the right to seek judicial review by filing a court case.

What can the requester do if the public body denies the request for information?

The requester can file a Request for Review with the Attorney General's Public Access Counselor within 60 calendar days from when the alleged violation occurred.

Alternatively, the requester may file a civil action in the circuit court within two years after the alleged violation took place.

What is a Request for Review to the Public Access Counselor?

A Request for Review is a letter that a requester may submit to the PAC if he or she believes that the public body has not followed FOIA. This letter is a formal way of asking the PAC to take a look at the request and the public body's response (or lack of a response) and determine if a FOIA violation has occurred. The request must be in writing, be signed by the requester, and include a copy of the FOIA request and any responses from the public body. It must be submitted to the PAC within 60 calendar days of the public body's final response (or the date upon which the response was due).

Is there a deadline for submitting a Request for Review?

Yes. The requester must submit a Request for Review to the PAC within 60 calendar days after the date of the final denial from the public body (or the date upon which the response was due).

How do I contact the Public Access Counselor's Office?

The Public Access Counselor is a member of the Public Access Bureau in the Attorney General's Office. Here is her contact information:

Cara Smith
Public Access Counselor
Public Access Bureau
500 S. 2nd Street
Springfield, Illinois 62706
E-mail: CSmith@atg.state.il.us
FOIA Hotline: 1-877-299-FOIA (1-877-299-3642)
Direct Line: 312-814-5526

What happens if someone submits a Request for Review with the PAC and what are the responsibilities of the public body?

The PAC will review all requests and will do one of three things:

1. Decide that no further action is necessary. If the PAC decides that the alleged violation is unfounded, the PAC will advise the requester and the public body of that decision. At this point, the public body does need to take any further action.

2. Request more information from the public body. If more information is needed to review the issue, the PAC may, within 7 working days after receipt of the Request for Review, send a copy of the Request to the public body and ask for any records the PAC needs to complete the review. At this point, the public body must submit the requested information to the PAC within 7 working days. Please note that the Attorney General's office has the authority to issue a subpoena for this information if the public body fails to respond fully to the PAC's request.
3. The PAC may also try to resolve the FOIA dispute through mediation or other informal means. The public body should work with the PAC and the requester to resolve the dispute.

What kind of information can the PAC request from the public body as part of the analysis of the Request for Review?

The PAC can request any information that is necessary to decide whether a FOIA violation has occurred. This includes obtaining copies of the information that the public body claims is exempt from FOIA disclosure. If the PAC obtains information or documents that are claimed to be exempt from disclosure, the PAC is prohibited from disclosing the information or documents.

When will the PAC issue a final decision?

If the PAC decides to issue a binding opinion, the PAC will issue that opinion within 60 calendar days after receiving the Request for Review from the requester. The PAC may extend the 60-day time period by 21 working days by sending a written notice to the requester and the public body. This written notice must include the reasons for the extension.

What are the different possible outcomes of a Request for Review by the PAC?

There are multiple ways the PAC may respond to a Request for Review:

- Work to resolve the FOIA dispute with the public body and the requester. (5 ILCS 140/9.5(f)) The PAC may choose to try to resolve the dispute through mediation or by means other than the issuance of a binding opinion. The PAC's decision to decline to issue a binding opinion is not reviewable.
- Review the issues in the FOIA dispute and determine that no further action is necessary. (5 ILCS 140/9.5(c)) If the PAC decides that the alleged violations of FOIA are unfounded, the PAC will advise the requester and the public body of that decision. The PAC will not conduct any further review.
- Issue a binding opinion. (5 ILCS 140/9.5(f)) The PAC will review any information needed to analyze the FOIA dispute between the requester and the public body and any additional information that the requester or the public body chose to provide. If the PAC decides to issue a binding opinion, the PAC must issue that opinion within 60 calendar days after receiving the Request for Review. If the opinion orders the public body to produce records, the public body may

appeal the opinion to the circuit court. If the public body does not appeal the opinion and fails to disclose the records as ordered by the opinion, the Attorney General's office may sue the public body to enforce the opinion. If the opinion concludes that the records fall within a FOIA exemption and need not be disclosed, the requester may appeal the opinion to the circuit court.

Can a public body ask the Attorney General's PAC for advice regarding compliance with FOIA?

Yes. A public body can ask the Attorney General's PAC to issue an advisory opinion regarding compliance with FOIA. (5 ILCS 140/9.5(h))

For example, if a public body expects to receive FOIA requests for a certain record or category of records that it maintains and is not certain if those records must be disclosed under FOIA, the public body can ask the PAC for an advisory opinion regarding whether the record(s) must be disclosed under FOIA or fall under a FOIA exemption. The Attorney General's PAC is not required by law to issue an advisory opinion in response to a request.

To ask for an advisory opinion from the Attorney General's PAC, the head of the public body or its attorney must send a written request to the PAC. The request must contain sufficient accurate facts for the PAC to make a determination. The PAC may request additional information from the public body to assist in the review of the issue.

What happens if the public body relies on an advisory opinion from the PAC in responding to a FOIA request but still ends up being sued by a requester?

A public body that relies in good faith on an advisory opinion of the Attorney General's PAC in responding to a request is not liable for penalties under FOIA in a subsequent lawsuit, as long as the public body fully and fairly disclosed to the PAC the facts upon which the opinion is based.

What's the difference between a requester filing a Request for Review with the PAC and filing a suit in court?

If the PAC issues a binding opinion deciding a case, then that opinion carries significant weight. If the losing party decides to appeal it to court, the court must give deference to the PAC's opinion and can only overturn it if it is clearly erroneous. If the requester goes straight to court, the public body has the burden to show that its denial was correct through clear and convincing evidence. Also, if the requester goes to court and prevails against the public body, the requester shall recover reasonable attorney's fees and costs.

EXEMPTIONS – RECORDS THAT ARE NOT PUBLIC

What is considered a "public record"?

"Public records" are defined in FOIA as "all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business,

regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body." (5 ILCS 140/2(c)) Given this broad definition, FOIA is intended to cover any document, regardless of form, that pertains to government business.

Does "public record" include electronic information?

Yes. FOIA defines public records to include electronic documents and communications. When a person requests a record that is maintained in an electronic format, the public body must provide it in the electronic format specified by the request, if that is feasible for the public body. If it is not feasible, the public body must present the information in the format in which it is maintained by the public body or in a paper format at the option of the requester. The public body may charge a fee for the actual cost of purchasing the recording medium, such as the CD, but may not charge a fee for its search for or review of the information.

What kind of information is not public?

The FOIA law has a presumption that all information is public, unless the public body proves otherwise. There are several exceptions to public disclosure that include but are not limited to:

- Private information – "Private information" is exempt from disclosure under FOIA. FOIA defines "private information" as "unique identifiers, including a person's social security number, driver's license number, employee identification number, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers, and personal e-mail addresses." Under FOIA, "private information also includes home addresses and personal license plate numbers, except as otherwise provided by law or when compiled without possibility of attribution to any person."
- Personal information that, if disclosed, would constitute a clearly unwarranted invasion of personal privacy, unless the disclosure is consented to in writing by the person who is the subject of the information. Under FOIA, the "unwarranted invasion of personal privacy" means the "disclosure of information that is highly personal or objectionable to a reasonable person and in which the subject's right to privacy outweighs any legitimate public interest in obtaining the information." Disclosing information that relates to the public duties of public employees is not considered an invasion of personal privacy.
- Law enforcement records that, if disclosed, would interfere with a pending or reasonably contemplated proceeding or that would disclose the identity of a confidential source.
- Information that, if disclosed, might endanger anyone's life or physical safety.
- Preliminary drafts or notes in which opinions are expressed or policies are formulated, unless the record is publicly cited and identified by the head of the public body.
- Business trade secrets or commercial or financial information that is proprietary, privileged or confidential and disclosure would cause a competitive harm to the person or business.
- Proposals and bids for any contract, until a final selection is made.

- Requests that are “unduly burdensome.” (See next question.)

What does “unduly burdensome” mean?

A FOIA exemption exists for requests that are unduly burdensome. A request may be considered unduly burdensome if there is no way to narrow the request, and the burden on the public body to produce the information outweighs the public interest in the information. However, before relying on this exemption, the public body must first give the requester an opportunity to reduce the request to a manageable size. If it is still unduly burdensome, the public body must explain in writing the reasons why the request is unduly burdensome and the extent to which compliance will burden the operations of the public body. Such a response is considered a denial.

What is a “clearly unwarranted invasion of personal privacy”?

FOIA contains an exemption for records that, if disclosed, would result in a “clearly unwarranted invasion of personal privacy.” An “unwarranted invasion of personal privacy” means the “disclosure of information that is highly personal or objectionable to a reasonable person and in which the subject’s right to privacy outweighs any legitimate public interest in obtaining the information.” Under FOIA, the disclosure of information that relates to the public duties of public employees is not considered an invasion of personal privacy.

COMMERCIAL REQUESTS

What is a request for information made for a commercial purpose?

A commercial request is when the requester seeks to use part or all of the public records for sale, resale, or solicitation or advertisement for sales or services. Requests by the news media, not-for-profit organizations, scientific or academic institutions are not considered commercial information requests.

Are commercial information requests treated differently?

Yes. A public body has 21 business days to respond to a request for information that is made for a commercial purpose. The public body can either: (1) provide the requested records; (2) advise when the records will be provided and the costs; (3) deny the request (if it falls under an exception); or (4) advise the requester that the request is unduly burdensome.

Can the public entity charge fees for copies of the information?

Yes, but the fees are limited. For traditional black and white, letter or legal sized copies (8 ½ x 11 or 11 x 14), the first 50 pages are free, and any additional pages can cost no more than 15 cents a page. For color copies or abnormal size copies, the public body can charge the actual cost of copying.

REDACTIONS

Can a public body remove or black out information from produced documents?

Yes, if a record contains information that is exempt from disclosure under FOIA, a public body can remove or black out that exempt information from the public records. This is called "redaction." But the public body must produce the remaining information:

Is there any information that a public body MUST withhold or redact? Although there may be legitimate reasons to redact or withhold certain types of information, the only information that the Freedom of Information Act requires a public body to redact are the home addresses, home/private telephone numbers and social security numbers of employees noted on certified payroll records that are required to be submitted to a public body under the Prevailing Wage Act.

OTHER FOIA QUESTIONS

Does a request for a copy of an ordinance require a FOIA request?

No. Ordinances are public documents that should be immediately available to the public without a FOIA request.

Can a public body allow you to inspect but not copy public documents?

No. They must allow you to inspect and obtain copies of public documents.

Can a public body draft its own policies to define FOIA compliance? For example, can a public body require a FOIA response within 3 working days, instead of 5 working days?

Yes. A public body may adopt its own policies and procedures to govern its implementation of FOIA as long as they are consistent with and do not conflict with FOIA. FOIA constitutes the minimum requirements for public disclosure and does not preclude a public body from adopting more strict standards.

Illinois Open Meetings Act *Frequently Asked Questions for Public Bodies*

The Illinois Open Meetings Act (OMA) is designed to ensure that the public has access to information about their government and its decision-making process. As a public servant, you have a duty to ensure that Illinois residents can obtain information about their government.

In 2009, Attorney General Lisa Madigan worked with legislators and a diverse group of individuals and organizations to strengthen transparency laws in Illinois and hold government more accountable. As of January 1, 2010, key changes to the Open Meetings Act take effect and provide Illinois residents with a more open and accountable government.

WHO'S WHO UNDER OMA

Public Access Counselor (PAC) – An attorney in the Attorney General's Office who works to ensure compliance with OMA and the Illinois Freedom of Information Act (FOIA). The Public Access Counselor oversees the Public Access Bureau in the Attorney General's Office, which includes several Assistant Attorneys General and professional support staff members working to respond to OMA and FOIA issues raised by the public and government officials. Working under the direction and supervision of the Attorney General, the PAC has the authority to determine whether a public body has violated the Open Meetings Act. The PAC also has the authority to review requests for documents under FOIA and determine whether those documents should have been disclosed. As part of this Public Access work, the Attorney General has subpoena power, may issue advisory opinions to guide public bodies, may issue binding opinions in OMA and FOIA disputes and may sue to enforce binding opinions.

"Public Body" – The Open Meetings Act defines "public body" to include "all legislative, executive, administrative or advisory bodies of the State, counties, townships, cities, villages, incorporated towns, school districts and all other municipal corporations, boards, bureaus, committees or commissions of this State, and any subsidiary bodies of any of the foregoing including but not limited to committees and subcommittees which are supported in whole or in part by tax revenue, or which expend tax revenue, except the General Assembly and committees or commissions thereof."

Under OMA, "public body" also includes tourism boards and convention or civic center boards located in counties that are contiguous to the Mississippi River with populations of more than 250,000 but less than 300,000. OMA specifically provides that "public body" does not include a child death review team, the Illinois Child Death Review Teams Executive Council established under the Child Death Review Team Act, or an ethics commission acting under the State Officials and Employees Ethics Act.

"Meeting" – The Open Meetings Act defines a "meeting" to include "any gathering, whether in person or by video or audio conference, telephone call, electronic means (such

as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business or, for a 5-member public body, a quorum of the members of a public body held for the purpose of discussing public business. Accordingly, for a 5-member public body, 3 members of the body constitute a quorum and the affirmative vote of 3 members is necessary to adopt any motion, resolution, or ordinance, unless a greater number is otherwise required."

GENERAL INFORMATION

What is the Open Meetings Act (OMA)?

The Open Meetings Act is a state law that requires that meetings of public bodies be open to the public except in certain specific, limited situations (discussed in more detail below) where the law authorizes the public body to close a meeting. OMA also provides that the public must be given advance notice of the time, place and subject matter of the meetings of public bodies.

What is the difference between the Freedom of Information Act (FOIA) and OMA?

FOIA applies when a member of the public is seeking access to public records. OMA is intended to ensure that the actions of public bodies are conducted in the open, through public meetings, and that the public is able to observe the deliberations behind those actions.

What type of "public body" is covered by OMA?

The "public bodies" covered by OMA include all legislative, executive, administrative or advisory bodies of:

- the State
- counties
- townships, cities, villages, or incorporated towns
- school districts
- all municipal corporations

"Public bodies" also includes all committees, subcommittees and subsidiary bodies of public bodies. Examples of "public bodies" include everything from park district boards to city councils to civic commissions. "Public bodies" includes, but is not limited to, any entity that is supported in whole or in part by tax revenue or which expends tax revenue.

What information is the public body required to provide to the Public Access Counselor?

Each public body must designate employees, officers and/or members to receive OMA electronic training provided by the Public Access Counselor. The public body must provide a list of these designated individuals to the Public Access Counselor.

**TRAINING FOR EMPLOYEES, OFFICERS OR MEMBERS
DESIGNATED BY PUBLIC BODIES**

Who needs to complete the Public Access Counselor's electronic OMA training?

Each public body must designate employees, officers or members to receive training on compliance with the Open Meetings Act. The Public Access Counselor must provide an electronic training program for these individuals to take. These individuals must complete the initial Public Access Counselor electronic training by June 30, 2010. After that, they must complete the training on an annual basis.

What does the public body need to do if it designates additional individuals after June 30, 2010, to take the Public Access Counselor training?

At any time, a public body may designate new or additional employees, officers or members to receive training on compliance with OMA. If a public body designates new or additional individuals after June 30, 2010, those individuals must complete the training within 30 calendar days of their designation.

PUBLIC MEETING

How many members of the public body have to be present at a "meeting" before OMA requirements apply?

A "meeting" under OMA is a gathering of a majority of a quorum of the members of a public body for the purpose of discussing public business. For example, for a 7-member board with a quorum of 4, a majority of the quorum would be 3. Under OMA, 5-member bodies have a 3-member quorum and require the affirmative vote of 3 members to adopt any motion, resolution, or ordinance, unless a greater number is otherwise required.

Before a public body takes a vote on an issue at a meeting, what must it do?

Any vote, or final action, must be preceded by a public recital of the nature of the matter being considered and any other information that will inform the public of the business being conducted.

If an item is not listed on the posted agenda for a regular meeting, is the public body prohibited from taking action on the item at that meeting?

Yes. OMA permits discussion during regular meetings of items not specifically set forth on the agenda. The Open Meetings Act, however, does not permit the taking of a vote on such a matter at that meeting.

Is a public body required to provide members of the public with a copy of its "board packet" at an open meeting?

No. At the time of an open meeting, a public body is not required to disseminate or provide the public with copies of its "board packet" or reference information. It is important to note, however, that the information contained within a "board packet" is subject to the Freedom of Information Act and a member of the public can request copies of that material through FOIA.

PUBLIC NOTICE OF A MEETING

What is public notice?

Giving public notice means providing the date, time and location of a meeting.

When and how does a notice of a regular meeting have to be provided by a public body?

At the beginning of each calendar or fiscal year, every public body must create and make available to the public the schedule for regular meetings that year, including the dates, times, and locations of the meetings. Notice shall be given by posting a copy of the notice at the principal office of the body holding the meeting or, if no such office exists, at the building in which the meeting is to be held. If the public body has a website maintained by its own full-time staff, then notice of all meetings must also be posted on that website.

If the public body changes this schedule, it must give 10 calendar days notice of the change by publicizing the change in the newspaper and by posting information concerning the schedule change at the principal office of the public body.

The public body must post an agenda (see below) for the particular meeting at the principal office of the public body, at the location of the meeting, and on the public body's website (if it has a website maintained by its own full-time staff) at least 48 hours in advance of the meeting.

MEETING AGENDA

What is an agenda?

An agenda is a list of the items to be acted upon or discussed during a meeting.

Can the agenda be changed?

A public body cannot change the agenda less than 48 hours before the meeting.

Can the public body take action on items not on the agenda of regular meetings?

No. While the public body can discuss items that are not on the agenda of a regular meeting, the public body cannot take action or make any decision with regard to items or topics not on the agenda of a regular meeting. It is important to note that at a special or emergency meeting, unlike a regular meeting, a public body cannot even discuss items that did not appear on the agenda for the special or emergency meeting.

Is a public body required to allow a member of the public to speak at an open meeting?

The Open Meetings Act does not require that public bodies give members of the public an opportunity to speak at a public meeting. It is important to note, however, that some governing bodies are specifically required by law to open a portion of their meetings to public comment. If a public body provides members of the public with an opportunity to speak at a meeting, the public body can limit the time allotted for the public to speak.

TIME AND LOCATION OF A MEETING

When and where does an open public meeting need to be held?

A public body must hold a meeting at a specific time and place that is convenient and open to the public. A public body cannot hold a meeting on a public holiday, unless the regularly scheduled meeting falls on that holiday.

RECORDING OF A MEETING

May a member of the public record an open meeting?

Yes. Any member of the public can record the meeting by tape, film, or other means, subject to some reasonable restrictions.

Is the public body required to take minutes of its open meetings?

Yes. The minutes must include:

- the date, time and place of the meeting;
- a list of the members present and absent from the meeting, and whether they attended in person, by phone, or by video;
- a summary of the discussion of all matters proposed, deliberated, or decided; and
- a record of any votes taken.

It is important to note that subsidiary bodies of public bodies (such as committees and subcommittees) are also required to take minutes of meetings.

A public body must make minutes of the meeting available for public inspection and post them on the public body's website (if it has one) within 7 calendar days after the minutes are approved by the public body. Typically, the minutes are approved at the next board meeting.

CLOSED MEETINGS – NOT OPEN TO THE PUBLIC

When can a meeting be "closed"? Can a public body ever meet in private?

Section 2(c) of the Open Meetings Act provides that a public body can close a meeting to the public only when the following topics are to be considered:

- the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body;
- collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees;
- discipline or removal of an occupant of a public office or appointment of an individual to fill a vacant public office;
- evidence or testimony received in a hearing, provided that the body is a quasi-adjudicative body and prepares and makes available for public inspection a written decision setting forth its determinative reasoning;
- the purchase or lease of real property by the public body;
- the setting of a price for sale or lease of property owned by the public body;
- the sale or purchase of securities, investments, or investment contracts;

- security procedures;
- student disciplinary cases;
- the placement of individual students in special education programs and other matters relating to individual students;
- pending or probable litigation against, affecting or on behalf of the public body;
- the establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act;
- conciliation of complaints of discrimination in the sale or rental of housing;
- ongoing, prior or future criminal investigations, when discussed by public bodies with criminal investigatory responsibilities;
- professional ethics or performance when discussed by an advisory body to a licensing or regulatory agency;
- discussions regarding self-evaluation, practices and procedures or professional ethics with representatives of statewide associations;
- the recruitment, credentialing, discipline or formal peer review of physicians or other health care professionals for a hospital or other health care center;
- deliberations for decisions of the Prisoner Review Board;
- review or discussion of applications received under the Experimental Organ Transplantation Procedures Act;
- classification and discussion of confidential matters of the State Government Suggestion Award Board;
- discussion of the minutes of a meeting that was lawfully closed under OMA;
- deliberations of the State Emergency Medical Services Disciplinary Review Board;
- the operation by a municipality of a municipal utility or power agency or natural gas agency regarding contracts relating to the purchase, sale or delivery of electricity or natural gas, or the results or conclusions of lead forecast studies; and
- meetings of a residential health care facility resident sexual assault and death review team.

A public body can close a meeting to the public only if its members are discussing a topic that is listed in Section 2(c) of the Open Meetings Act.

How can a public body "close" a public meeting?

If a public body wants to hold a closed meeting or wants to close a portion of an open meeting, the public body must vote to close the meeting by a majority vote of a quorum present in an open meeting. The public body must cite the specific exemption in the Open Meetings Act that applies and allows the closure of the meeting.

Who can attend a "closed" meeting?

Only the members of the public body and others who are directly involved in the matter which is the basis for the closed meeting may attend the meeting. For example, witnesses giving testimony regarding a complaint against an employee may attend a meeting that is closed for purposes of discussing discipline of an employee.

Can a public body take binding action in a closed session?

No. A public body may not take any final action in a closed meeting.

How must a public body record a closed meeting?

A public body must make a verbatim record, by audio or video, of any closed meeting and take minutes of the meeting. Semi-annually, the public body must meet to review the minutes of any closed meetings that occurred and determine whether the minutes of those closed meetings need to remain confidential. If they determine that it is no longer necessary to have the minutes remain confidential, they must make the minutes available to the public.

ATTENDING A MEETING BY PHONE OR VIDEO CONFERENCE

Can a member of a public body attend a meeting by telephone or video conference and not in person?

A member of a public body may attend a meeting by telephone or video conference only in accordance with and to the extent allowed by the rules of the public body. 5 ILCS 120/7(c). If a quorum of the members of the public body is physically present, then a majority of the public body may allow a member to attend by video or telephone conference if the member is prevented from physically attending because of (1) personal illness or disability; (2) employment purposes or the business of the public body; or (3) a family or other emergency. If a member wants to attend the meeting by video or telephone conference, he or she must notify the recording secretary or clerk of the public body before the meeting, unless advance notice is impractical.

IF A MEMBER OF THE PUBLIC BELIEVES THAT A PUBLIC BODY HAS VIOLATED THE OPEN MEETINGS ACT, HE OR SHE CAN TAKE ACTION. HERE IS WHAT YOU NEED TO KNOW.

What can a member of the public do if he or she thinks the public body has violated OMA?

Within 60 calendar days from when the alleged violation occurred, a member of the public can file a Request for Review of the matter with the Public Access Counselor at the Office of the Attorney General, or can bring a civil action in circuit court against the public body. In addition, the State's Attorney of the county in which the alleged violation occurred may bring a civil action in circuit court within 60 calendar days after the violation occurred or within 60 calendar days of the discovery of the violation by the State's Attorney.

What is a Request for Review?

A Request for Review is a letter sent to the Public Access Counselor which lays out the basis for an alleged violation of OMA. The request must be made in writing, must be signed by the requester and must include a summary of the facts supporting the allegation.

Is there a deadline for submitting a Request for Review?

Yes. A person seeking review of an issue by the PAC must send the Request for Review to the PAC within 60 calendar days after the date of the alleged OMA violation.

What happens if a member of the public submits a Request for Review to the PAC and what are the responsibilities of the public body?

When the PAC receives a written Request for Review from the member of the public, the PAC has seven working days to determine whether further action is warranted. 5 ILCS 120.3.5(b).

If the Public Access Counselor reviews the Request for Review and determines that further action is warranted, she must forward a copy of the Request for Review to the public body within 7 working days of receiving the request. At that time, the PAC can specify records or other documents that the public body must furnish to facilitate the PAC's review. The public body must provide the requested records within 7 working days of receiving the request from the PAC.

Within 7 working days of receiving the request from the PAC, the public body may, but is not required to, provide an answer to the allegations in the Request for Review. The answer may take the form of a letter, brief or memorandum.

The Public Access Counselor must forward a copy of the public body's answer (with any confidential information redacted) to the member of the public who requested the review of the alleged OMA violation. The requester then may, but is not required to, respond in writing to the public body's answer. If the requester decides to respond, he or she must do so within 7 working days of receiving the public body's answer. The requester must send a copy of his or her response to the public body.

Once she has all of the necessary information to analyze the OMA issue and determine whether the public body violated the law, the PAC may:

- Decide that no further review is necessary and that the allegations are unfounded.
- Mediate and work to resolve the dispute. The PAC can decide to work informally to try to mediate the dispute between the member of the public and the public body.
- Issue an opinion resolving the matter. If the PAC decides to issue a binding opinion, she must issue the opinion within 60 days after receiving all the documents necessary to make a determination of the issues raised in the Request for Review. Under OMA, the PAC may extend this time by up to 21 days by sending written notice to the requester and the public body and including an explanation of the reasons for the need for an extension of time.

What kind of information can the PAC request as she reviews the Request for Review?

The PAC can request any information necessary to decide whether an OMA violation has occurred. Under OMA, the PAC has the same authority as a court to request and review any audio or video tapes of a closed meeting.

What are the penalties that a public body may incur if it violates the Open Meetings Act?

Criminal Penalties: Under the law, a State's Attorney may bring a criminal action for a violation of the Open Meetings Act. A violation of OMA is a Class C misdemeanor, which is punishable by up to 30 days in jail and a fine of up to \$1,000.

Civil Penalties: In a civil lawsuit for a violation of OMA, a court may take a number of actions, including (1) ordering a public body to conduct an open meeting, (2) granting an injunction against future violations by the public body, (3) ordering the public body to make available to the public the minutes of a closed meeting, (4) declaring null and void any final action taken at a closed meeting in violation of OMA, or (5) awarding any other relief that the court deems appropriate. The court also may require the public body to pay the attorney's fees and costs of the person who filed the civil lawsuit alleging the OMA violation.

JOB TITLE: Head of Youth Services

DEPARTMENT: Youth Services

CLASSIFICATION Group 10

STATUS Exempt

GENERAL STATEMENT:

Under the administration of the Assistant Director, the Head of Youth Services is responsible for the management and operation of the Youth Services Department. The work involves planning, developing, and coordinating services and resources for children preschool through eighth grade and their caregivers. The work requires the exercise of considerable professional skill, initiative, and independent judgment. It also involves staff training, development, and performance evaluation. This person deals responsibly with patron problems and emergencies to maintain a safe and pleasant environment. This person serves as Librarian in Charge as assigned.

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. Responsible for the hiring, training, supervising, disciplining, and evaluating of up to ten staff members.
5. Responsible for the Youth Services collections and the department budget.
6. Plans and coordinates the operation of the Youth Services Department.
7. Evaluates and maintains the effectiveness and efficiency of department services and collections.
8. Responsible for departmental records, statistics, and reports.
9. Regularly scheduled to work at public services desks.
10. Keeps informed of children's trends.
11. Maintains memberships in professional library associations and participates in their activities.
12. Attends appropriate meetings, workshops, and conferences.
13. Keeps informed of current trends and developments affecting libraries.
14. Responsible for planning and presenting departmental programs.
15. Represents the library at community organizations and events.
16. May write and manage grants.

PERIPHERAL DUTIES:

1. Resolves office equipment malfunctions.
2. Maintains neatness of public areas including desks, counters, shelves, tables, floors, 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. Five years as a professional librarian.
3. Three years professional library experience working with children.
4. Three years of supervisory experience. ~~Supervisory experience preferred.~~
5. Available to work evenings and weekends.

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.
3. Ability to lead and work as a member of a team.
4. Considerable ability to set priorities, make independent decisions, and exercise discretion with patrons and staff.
5. Considerable ability to establish rapport with children and caregivers.

6. Considerable ability to handle multiple and simultaneous tasks.
7. Considerable ability to remain calm in difficult situations.
8. Extensive knowledge of the professional practices, procedures, and techniques of library science.
9. Knowledge and ability to use reference resources and techniques.
10. Extensive knowledge of theories of child development.
11. Extensive knowledge of children's literature, popular materials, nonfiction, and reference materials in a variety of formats.
12. Considerable skill in written and oral communication.
13. Knowledge and skill in the use of PCs and appropriate software applications.
14. 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 08/18/09

**CONFIDENTIALITY AND
HOLD HARMLESS AGREEMENT**

THIS CONFIDENTIALITY AND HOLD HARMLESS AGREEMENT is entered into by the DES PLAINES PUBLIC LIBRARY ("Library") this ____ day of _____, 2010.

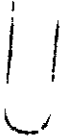
The City agrees to forward confidential payroll information required for the transmittal and payment of salaries for Library employees to the Library Board for the purposes of bidding out and delegating payroll services to a third party vendor, subject to the following conditions:

- (1) The Library agrees and warrants to the City that all confidential payroll information will remain confidential and its contents be protected; and
- (2) The Library agrees and warrants to the City that it will further enter into a separate Confidentiality Agreement between itself and its third party vendor to maintain and protect the confidentiality of said payroll information and its return of said information to the Library, if demanded by them; and
- (3) In consideration of its receipt of the payroll information, the Library agrees to release, indemnify, hold harmless and defend the City and its Staff from any and all loss, cost, damage, suit, judgment, injury or claim of any kind or nature whatsoever relating to or arising out of the use, dissemination or misuse of said payroll information.

Dated: _____

Approved by the Library Board at
Its meeting held _____
DES PLAINES PUBLIC LIBRARY:

Noreen Lake, Library Board President



April 15, 2010

Dear Des Plaines Library Board,

Thank you for providing the Bookmobile service to the Des Plaines schools and neighborhoods. The mobile library provides the opportunity for children who do not have the opportunity to go to the library valuable access to books and other materials. We know from numerous studies how much of an effect reading and library services have on student learning and success, with much of this success demonstrated in higher test scores. Des Plaines has an excellent library, and as a school librarian, I recommend that students visit regularly. However, many of the students come from families with parents who work many hours or cannot bring their children to the library, so they use the Bookmobile to meet their needs.

Some of the Terrace students have told me that they use the mobile library during the summer as well, when it stops at a local park or near their summer camps. Since keeping up with reading in the summer is essential to students' progress, the Bookmobile plays a role in assisting with this goal.

Thank you for providing the mobile library service to our schools and to the Des Plaines area.

Sincerely,

Erin Smith

Erin Smith
Library Media Specialist
Terrace Elementary School
Des Plaines

Sara-
Here are our notes.
Can you please
give them to
whoever needs to
get them?
Thanks!
Erin Smith

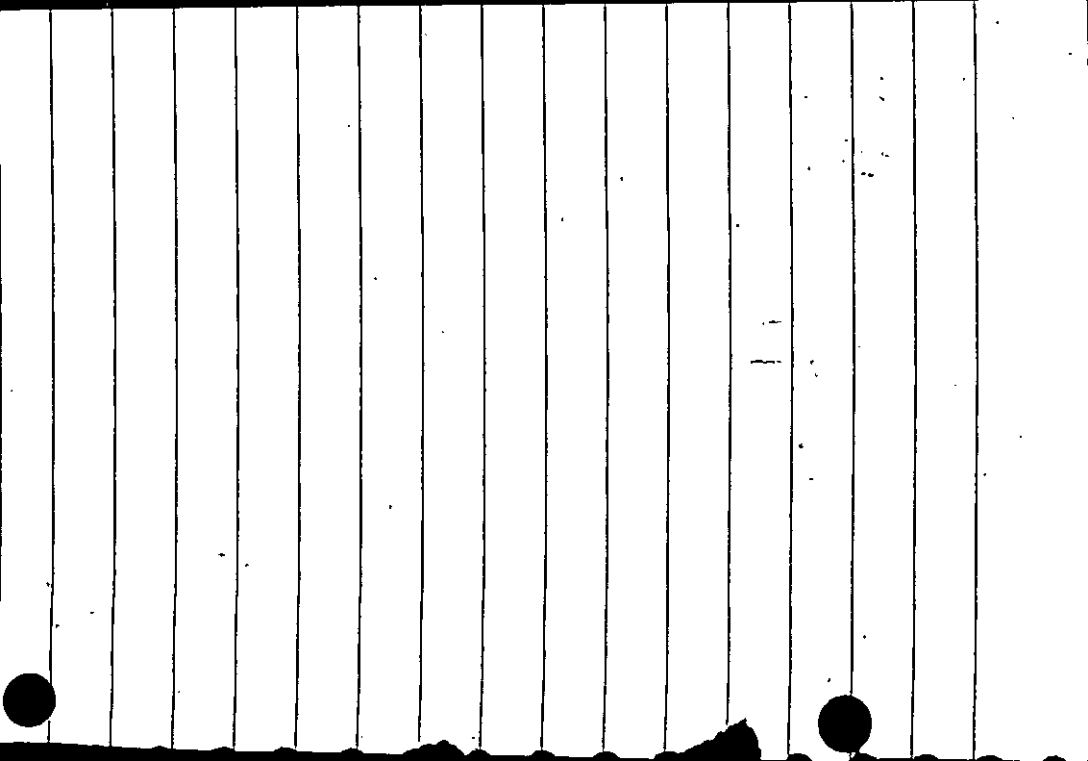
Joey S.

July
3/19/10

I like to be in the
book Mabel because their
are interesting books that
I want to read, they have
taps of books and they
tell you what words
are their, they have gussing
games and if you are
the closest to the number
you win a prize. it's
really

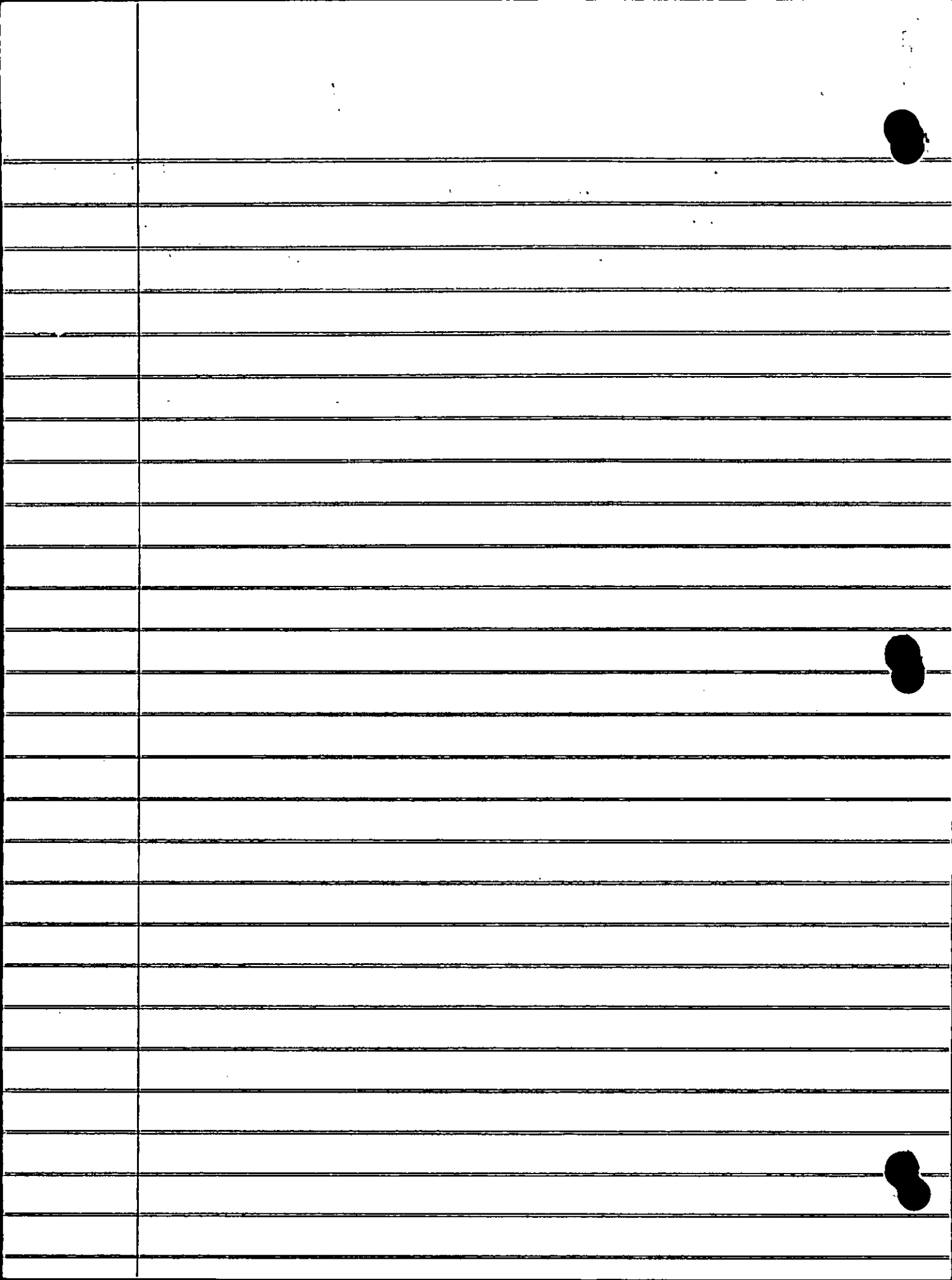


The Library is
important because it is
like a ~~ma~~ smaller library
but still a library.



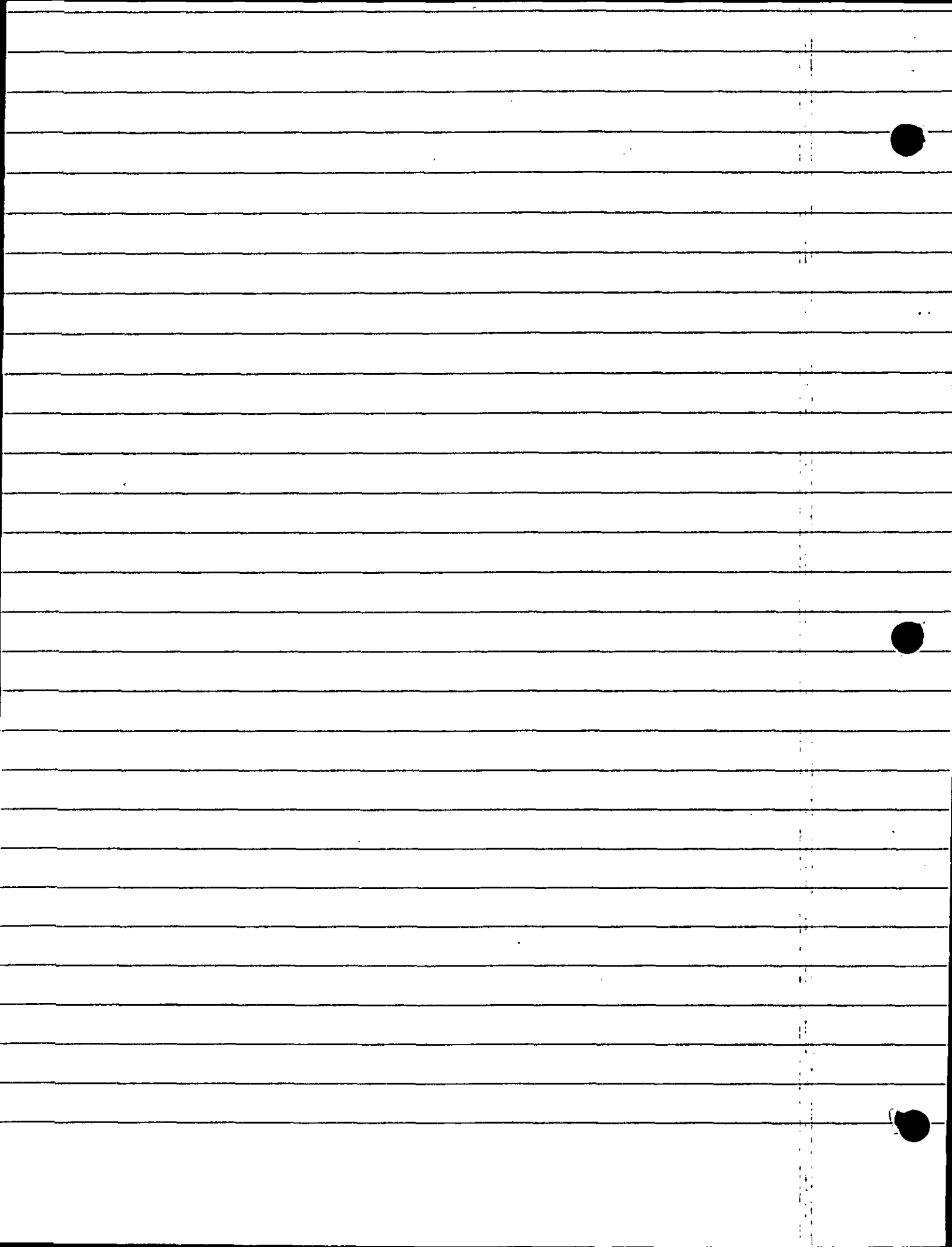
Charlie

I like the bookmobile
because the librarians
are nice and they
have really good books.



David

I use the book mobile to check out books
that I can read. I go there 3 out of 4 times
a month.



0512



2011-11-11



MARCH



Des Plaines
Public Library

1501 Ellinwood Street
Des Plaines, IL 60016-4553
847-827-5551 phone
847-827-7974 fax

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, MARCH 16, 2010

7:00 PM

Meeting Room A – [First floor of library]

Agenda:

- Joint Meeting with Mount Prospect Library

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.



IV.

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
March 16, 2010
7:00 PM

- I. Call to Order. (7:00 PM)
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda.
- V. Public Comments and Questions.
- VI. City Council Community Services Committee – Alderman Dan Wilson.
- VII. Consent Agenda. [Action Item] (7:30 PM)
 - A. Approval of the Minutes of the Regular Board Meeting – February 16, 2010.
 - B. Acceptance of Financial Reports for February 2010.
 - C. Approval of Library Expenditures.
 1. Warrant Register – February 01, 2010 - \$118,576.02.
 2. Warrant Register – February 16, 2010 - \$1,462.24.
 3. Salaries – February 10, 2010 - \$115,304.58.
 4. Salaries – February 23, 2010 - \$114,410.04.
 - D. Acceptance of Reports.
 1. Director's Report – Sandra Norlin.
 2. Finance Committee Report – Jeffery Rozovics.
 3. Management Committee Report – Eldon Burk.

- VIII. Unfinished Business.
- A. Approve Payment to Transworld Systems, Inc. - \$5,250.00. [Action Item]
- IX. New Business. (PM)
- A. Planning Committee Report – George Magerl. [Action Item]
 - B. Appoint Freedom of Information Act Officers. [Action Item]
 - C. Training for Freedom of Information Officers and Open Meeting Act.
 - D. Management Committee Report – Eldon Burk. [Action Item]
 - E. Approve Changes to Head of Youth Services Job Description. [Action Item]
 - F. Joint Meeting with Mount Prospect Library Board – 7:30 p.m. April 1, 2010. [Action Item]
 - G. Approve Confidentiality and Hold Harmless Agreement between the City of Des Plaines and the Des Plaines Public Library. [Action Item]
 - H. Approve Payment to 3M Library Systems for Maintenance Agreement - \$14,371.13. [Action Item]
 - I. Approve Payment of Vendor Checks Report - \$197,124.63. [Action Item]
- X. Announcements.
- XI. Correspondence.
- XII. Other
- XIII. Adjournment. (9:00PM)

This meeting will be recorded for television broadcast.



Des Plaines -
Public Library

1501 Ellinwood Street
Des Plaines, IL 60016-4553
847-827-5551 phone
847-827-7974 fax

VIII.A.

BOARD OF TRUSTEES
Minutes of the Regular Meeting
February 16, 2010

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, February 16, 2010. President Noreen Lake called the meeting to order at 7:08p.m.

ROLL CALL.

Roll call indicated the following board members were present: Eldon Burk, Selma D'Souza, Myrtle Klebe, Susan Moylan Krey, Noreen Lake, George Magerl, Jeffrey Rozovics, Elaine Tejcek, Jennifer Tsalapatani.

Also present: Sandra Norlin, Carol Kidd, Holly Sorensen, Heather Imhoff, Veronica DeFazio, Don Sofolo, Dan Klobnak, Karen McBride, Nathan Handlin, Raul Silvestry.

PLEDGE OF ALLEGIANCE.

DEMONSTRATION OF WIKI – Carol Kidd.

Carol Kidd demonstrated how Board members could retrieve board packet information, as well as the library policy manual and job descriptions, on a newly created Wiki. Carol explained that using the Wiki would eliminate paper consumption and continue the library practice of being more environmentally friendly.

CONSIDERATION OF THE AGENDA.

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

PUBLIC COMMENTS AND QUESTIONS

None.

Jo Bonell, Manager of Readers' Services gave a brief report on services offered to patrons on the third floor. Jo stated that 46% of romance books are checked out at any one time and films are the number one item checked out of the library.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson.

Alderman Wilson was in attendance at the City Council meeting.

CONSENT AGENDA

Elaine Tejcek asked to remove A. Approval of the Minutes of the Regular Board Meeting – January 19, 2010.

MOTION by Eldon Burk, seconded by Jeffery Rozovics, to approve the Consent Agenda, as modified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The minutes referred to by Elaine Tejcek were from the December 2009 Board of Trustees meeting and had already been corrected at the January 2010 meeting.

President Lake asked that all unapproved board meeting minutes be made available only to Board members and after approval be posted to the library website.

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

1. Over the Counter Receipts	\$	14,083.40
2. Petty Cash Expenditures	\$.00
3. Budget Expenditures for January	\$	350,069.76
4. Expenditures Year to Date	\$	350,069.76
5. Revenue for January	\$	14,030.73
6. Revenue Year to Date	\$	14,030.73

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

January 4, 2010	\$	92,271.47
January 19, 2010	\$	<u>87,095.47</u>
	\$	179,366.94

ROLL CALL VOTE: AYES: D'Souza, Klebe, Moylan Krey, Lake, Magerl, Rozovics. NAYS: None. MOTION CARRIED.

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

January 13, 2010	\$	114,272.03
January 27, 2010	\$	<u>115,693.20</u>
Total	\$	229,965.23

LIBRARY DIRECTOR'S REPORT

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

PERSONNEL

New employee: Joseph Selby, Page, Circulation Services.

We are scheduling interviews for the position of Manager of Creative Services.

STAFF DEVELOPMENT

Heather Imhoff, Head of Public Information Services, is attending the 20th Annual National Leadership Forum of the Community Anti-Drug Coalitions of America (CADCA) in National Harbor, MD, February 9-11. Her attendance is supported by a grant through the Maine Community Youth Assistance Foundation, of which she is a member representing the library.

Department Heads will participate in a joint educational session with the administrative teams of the Zion-Benton and Evanston Public Libraries on February 24. Evanston is hosting the workshop and the three libraries are sharing the costs of bringing Jamie LaRue in as our speaker and discussion facilitator. Mr. LaRue is a nationally recognized speaker on library trends and libraries' roles in their communities.

PATRON SERVICES

This month's statistical report speaks for itself. Patron use of the library is up in all areas, including the Mobile Library circulation. Total circulation increased by 19% over January 2009. Unprecedented use of the library continues. One area of use that is often overlooked is the patron use of our study rooms on the third and fourth floors. In January there were 1,186 signups for the rooms, with the highest use on the Martin Luther King Holiday of 86 separate signups during the twelve hours we were open.

The Youth Services, Adult Services, Circulation Services, and Building Services staffs partnered with the District 62 schools to present Family Night at the Library on Thursday, January 28. Sixty-one adults and children attended, many of whom for the first time. All were ESL (English as a Second Language) families. We issued new library cards and gave them an opportunity to meet our library staff in several departments so that at their next visit they will see familiar faces.

Our Food for Fines program was successful. We collected 2528 items for the Self-Help Closet and Food Pantry and cleared fines equal to \$2528. It is interesting to see that in spite of offering to forgo fines for two weeks, we collected more money from fines than in the month of January 2009.

February 10th is SNAPSHOT DAY at all Illinois Libraries. This is an advocacy initiative sponsored by the Illinois Library Association to call attention to the importance of libraries

in the daily lives of Illinois residents. We, and all other participating libraries, will collect statistics, take photos, and solicit stories and anecdotes from our patrons on February 10 in order to create a portrait of "one day in the life of Illinois libraries."

OTHER PROFESSIONAL ACTIVITIES

I have attended transition meetings with Nathan Gaskill of Lauterbach and Amen as well as a meeting with the City Directors regarding the library's accounting, payroll, and benefits services. I attended the Mayor's Address to Business on January 21 and the North Suburban Library System Public Library Administrator's Forum on January 22. Just before the PLA Forum, NSLS Director Sarah Long arranged for the library directors of municipal libraries who have had discussions/negotiations with their municipalities regarding the powers and duties of library boards and city government. Directors from Rockford, Evanston, and Highland Park attended. On January 25 I attended the seminar from the IL Attorney General's office regarding the new requirements of the Freedom of Information Act and the Open Meetings Act. I attended the Friends of the Library meeting on January 26 and the CCS Governing Board meeting on January 27. On February 11 I will attend the Des Plaines Chamber of Commerce Board of Directors meeting and a luncheon meeting of woman library directors. On February 19 I will be one of three featured speakers for the LACONI (Library Administrators Conference of Northern Illinois). The topic is difficult budget challenges in 2009/2010.

NEW BUSINESS

Veronica DeFazio, Head of Youth Services, presented information on the purchase of six Youth Services Computers with Software. The Board asked if the four older computers would also be available for use by the children and Veronica stated that she would look into keeping the four older computers. Veronica stated that space would have to be allocated for the four computers and because of the size of the computers custom carrels would be required.

MANAGEMENT COMMITTEE REPORT – Eldon Burk.

Eldon Burk, Chair of the Management Committee, asked the board to approve two new job descriptions (Technical Services Assistant/Acquisitions and Receiving and Technical Services Assistant/Copy Cataloger) that will replace the current job description for Technical Services Assistant. Eldon explained that no new positions were being created, but that the original job description was being separated by job duties. This will assist staff when advertising for an open position.

MOTION by Committee, to approve the job descriptions Technical Services Assistant/Acquisitions and Receiving and Technical Services Assistant/Copy Cataloger, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

FINANCE COMMITTEE REPORT – Jeffery Rozovics.

Jeffery Rozovics, Chair of the Finance Committee, gave an overview of the Finance Committee meeting held on February 10, 2010. The minutes from that meeting were distributed to the Board.

APPROVE PAYMENT OF VENDOR CHECKS REPORT – Jeffery Rozovics.

MOTION by Jeffery Rozovics, seconded by Eldon Burk, to approve the payment of vendor checks in the amount of \$117,902.64 as listed on the vendor checks report of January 2010 and authorize the Library Director to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, Rozovics, Tejcek, Tsalapanis. NAYS: None. MOTION CARRIED.

APPROVE ILLINOIS PUBLIC LIBRARY ANNUAL REPORT.

MOTION by George Magerl, seconded by Elaine Tejcek, to approve the Illinois Public Library Annual Report, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

JOINT MEETING/TOUR WITH MOUNT PROSPECT LIBRARY TRUSTEES.

President Lake asked if the Board would be interested in a joint meeting with Mount Prospect Public Library Board of Trustees. George Magerl suggested that Mount Prospect visit the Des Plaines Public Library to view the RFID system. The board will direct Sandra Norlin to schedule a meeting with Mount Prospect for either March 4 or April 1 in the evening.

DECLARATION OF SURPLUS PROPERTY.

MOTION by George Magerl, seconded by Elaine Tejcek, to declare the following items surplus property and to direct, Library Director, Sandra Norlin, to send a memo to Acting City Manager, Jason Slowinski, explaining that the library is required to offer the property to the City of Des Plaines for the first right to purchase such property for public or corporate purposes and to give the City of Des Plaines 30 days to respond to the request and then direct Sandra Norlin to offer to other libraries, or discard because of safety issues or condition. VOTE: AYES: All NAYES: None MOTION CARRIED.

Quantity	Dimensions	Description
75	3' x 9"	Metal shelving
75	3' x 11"	Metal shelving
200		Wire book ends
3		Old style book returns
1		Fellows Powershred 280 – not working & not repairable - 10 yrs old
4	42" height	Metal book carts – Unsafe

APPROVE PURCHASE OF SERVER.

Dan Klobnak, Outsource Solutions Group, requested board approval to purchase a single server that will replace four of the current servers being used for library staff. Dan presented three quotes and stated that PC Nation was his recommendation as the lowest responsible bidder at a cost not to exceed \$13,000.00, which is a budgeted expense.

MOTION by Eldon Burk, seconded by Jennifer Tsalapatanis, to approve the purchase of one server from PC Nation in an amount not to exceed \$13,000.00, which is a budgeted expense and in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, Rozovics, Tejcek, Tsalapatanis. NAYS: None. MOTION CARRIED.

APPROVE CISCO SMARTNET AGREEMENT.

MOTION by George Magerl, seconded by Myrtle Klebe, to approve the Cisco Smartnet Maintenance Agreement from Gov Connect in the amount of \$6,120.00, which is a budgeted expense and in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, Rozovics, Tejcek, Tsalapatanis. NAYS: None. MOTION CARRIED.

APPROVE UPGRADE TO ON-LINE VENDING SYSTEM.

MOTION by Jennifer Tsalapatani, seconded by Selma D'Souza, to approve an upgrade to On-line Vending System from Today's Business Solutions (TBS) in the amount of \$24,865.00, which is a budgeted expense and in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, Rozovics, Tejcek, Tsalapatani. NAYS: None. MOTION CARRIED.

APPROVE PURCHASE OF SIX YOUTH SERVICES COMPUTERS WITH SOFTWARE.

MOTION by Eldon Burk, seconded by Jeffery Rozovics, to approve the purchase of six computers for the Youth Services Department with software in an amount not to exceed \$18,300, which is a budgeted expense and in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Burk, D'Souza, Klebe, Lake, Magerl, Rozovics, Tejcek, Tsalapatani. NAYS: Moylan Krey. MOTION CARRIED.

APPROVE PAYMENT TO TRANSWORLD SYSTEMS, INC.

Sandra Norlin asked the Board to approve payment to Transworld Systems, Inc. in the amount of \$5,250.00 for a collection agency service that is used to collect monies owed to the library for past due fines and fees.

Eldon Burk asked how much money was collected by Transworld Systems, Inc. in comparison to the amount spent for their services. Sandra Norlin stated that she will gather that information and report back to the Board at the March 16, 2010 meeting. This item will added to the March meeting agenda under Unfinished Business.

APPROVE PAYMENT TO COOPERATIVE COMPUTER SERVICES.

MOTION by Eldon Burk, seconded by George Magerl, to approve payment to Cooperative Computer Services, in the amount of \$9,583.62, which is a budgeted expense and in the best interest of the library. VOTE: AYES: All. NAYS: None. MOTION CARRIED

MOTION by Eldon Burk, seconded by George Magerl, to authorize Library Director Sandra Norlin to pay all CCS invoices up to the budgeted amount for 2010. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Library Director Sandra Norlin asked for the board to participate in the library fundraiser "Do the Dewey".

ANNOUNCEMENTS.

George Magerl asked to attend an ALA webinar on Intellectual Freedom on February 23. Board members were asked to contact Carol Kidd if interested in attending the webinar.

OTHER.

Sandra Norlin reported that the entryway heat diffuser was installed on February 9, 2010. Sandra stated that she will be one of three featured speakers for the LACONI (Library Administrators Conference of Northern Illinois) on February 19. The topic is budget challenges.

EXECUTIVE SESSION.

MOTION by Eldon Burk, seconded by Myrtle Klebe, to enter into an Executive Session at 9:47 p.m. to discuss Pending or Imminent Litigation. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 10:00 p.m. and was called to order by President Noreen Lake.

EXECUTIVE SESSION ACTION.

MOTION by Eldon Burk, seconded by Susan Moylan Krey, to ratify the decision made in Executive Session. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Myrtle Klebe, seconded by Elaine Tejcek, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 10:00 p.m.

Minutes prepared Carol Kidd.

- Progress Report
- Response Requested by _____
- Board Action Required February 16, 2010

BOARD OF TRUSTEES
Minutes of the Finance Committee Meeting
February 10, 2010

Chair: Jeffery Rozovics.
Present: Selma D'Souza, Noreen Lake, George Magerl, Dan Klobnak, Sandra Norlin,
Carol Kidd, Nathan Gaskill, Horatio Lopez, Trea Fotizdis, Paul Ebert.

Call to Order: 6:06 p.m. by Jeffery Rozovics

Sandra Norlin reported that she and Carol Kidd met with Jason Slowinski, Acting City Manager, Dorothy Wisniewski, Director of Finance, Mike Earl, Director of Human Resources, and David Wiltse, City Attorney, to discuss the procedures for transferring information from the City of Des Plaines to the library for accounting and payroll purposes. Dorothy Wisniewski explained that the City of Des Plaines will continue to control IMRF payments for library employees through the City's IMRF account. Dorothy reported that this was necessary so as not to compromise the information entered by the City for their employees.

Sandra reported that the library will remain a part of the City of Des Plaines risk management and property/liability insurance plans until June 1, 2011. The library will request proposals for these services before that date. Sandra also reported that the library may either remain on the City of Des Plaines health care plan, if possible, or contract with another provider. This decision will be made no later than June 30, 2010.

Paul Ebert, Vice President Commercial Banking, and Trea Fotizdis, Cash Manager, were present from First Midwest Bank. Mr. Ebert explained that he met with Sandra Norlin, Carol Kidd and Holly Richards Sorensen to discuss opening a line of credit for the library. Sandra explained to the Committee that the property tax disbursement for 2009 would be distributed in March 2010 and January 2011, which would necessitate having a line of credit to use to bridge the gap in payments until the second property tax disbursement was received by the library.

Horacio Lopez, President, ProData Payroll Services, explained that his company would provide payroll services to the library. This transition is planned for February or March 2010. ProData is a web based application.

Nathan Gaskill, CPA, Lauterbach & Amen, LLP, explained that his company will provide accounting services to the library and produced several sample reports. He reported that February library invoices were processed by Lauterbach and presented to the Committee a vendor payment list for review. The Board will be asked to approve these invoices for payment at their February 16, 2010 Board of Trustees meeting.

Jeffery Rozovics, Chair of the Finance Committee, stated that he would like the Finance Committee to better understand line items in the budget. In order to accomplish this, he proposed that the Finance Committee review the draft budget for 2011, then ask for a Committee of the Whole meeting to be held in early September to discuss the proposed budget, followed by a Finance Committee meeting in September to prepare for a vote on the final budget at the October Board meeting.

The Committee reviewed library policy A-8 on Library Expenditures and made changes. The Management Committee will review library policy A, General Policies at their February 16 meeting.

MOTION by Selma D'Souza, seconded by Jeffery Rozovics, to adjourn the meeting.

The meeting adjourned at 8:40 p.m.

Minutes prepared by Carol Kidd



- Progress Report
 Response Requested
 Board Action Required 02/16/10

BOARD OF TRUSTEES
Minutes of the Management Committee Meeting
February 16, 2010

Present: Eldon Burk, Jeffery Rozovics, Susan Moylan Krey, Noreen Lake,
Sandra Norlin, Holly Richards Sorensen, Carol Kidd.

Call to Order: 6:15 p.m. by Eldon Burk.

The Committee discussed and approved job descriptions for Technical Services Assistant/Acquisitions and Receiving and Technical Services Assistant/Copy Cataloger. These two job descriptions replace the Technical Services Assistant job descriptions. *This is not a new position.*

MOTION by Susan Moylan Krey, seconded by Jeffery Rozovics, to approve Technical Services Assistant/Acquisitions and Receiving and Technical Services Assistant/Copy Cataloger, job descriptions, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The Committee reviewed policies A-1 through A-8 and will continue the review of policy A at the next Management Committee meeting.

MOTION by Jeffery Rozovics, seconded by Susan Moylan Krey, to adjourn the meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 6:57p.m.

Minutes prepared by Carol Kidd.

**DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR FEBRUARY 2010**

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

1. Over the Counter Receipts	\$ 12,283.44
2. Petty Cash Expenditures	\$.00
3. Budget Expenditures for February	\$ 362,407.27
4. Expenditures Year to Date	\$ 712,524.92
5. Revenue for February	\$.00
6. Revenue Year to Date	\$ 146,366.05

Warrant Register

February 1, 2010	\$ 118,576.02
February 16, 2010	\$ <u>1,462.24</u>
Total	\$ 120,038.26

Salaries

February 10, 2010	\$ 115,304.58
February 23, 2010	\$ <u>114,410.04</u>
Total	\$ 229,714.62

**DES PLAINES PUBLIC LIBRARY
OVER THE COUNTER RECEIPTS FOR FEBRUARY 2010**

	<u>FEB 2009</u>	<u>FEB 2010</u>	<u>Year to Date 2009</u>	<u>Year to Date 2010</u>
Lost Materials	443.57	725.27	1,288.32	1,460.29
Fines	7,536.89	8,845.44	17,995.30	19,524.97
Damage	42.00	32.99	138.88	108.99
Fees	326.75	343.99	756.75	990.04
Copies	2,307.75	2,264.75	4,855.60	4,086.55
Miscellaneous	4.00	4.00	8.00	11.00
Bags	203.00	67.00	461.00	185.00
Total	\$10,863.96	\$12,283.44	\$25,503.85	\$26,366.84

PETTY CASH EXPENDITURES - FEBRUARY

920204	Training	<u>\$15.00</u>
TOTAL		\$15.00

Des Plaines Public Library
Check Register

Check Number	Check Date	Payee	Amount
Checks			
10008	02/28/10	KLEIN, THORPE & JENKINS, LTD.	-608.00
10070	02/16/10	PADDOCK PUBLICATIONS, INC.	-86.40
10078	02/16/10	SHEET MUSIC PLUS	-600.53
10088	03/16/10	KLEIN, THORPE & JENKINS, LTD.	342.00
10089	03/16/10	3M	2,374.51
10090	03/16/10	ALARM SECURITY INCORPORATED	150.99
10091	03/16/10	ALEXIAN BROTHERS CORP HEALTH SERV	55.00
10092	03/16/10	AWE	18,300.00
10093	03/16/10	BAKER & TAYLOR	12,270.91
10094	03/16/10	BAKER & TAYLOR	15,248.08
10095	03/16/10	BANC OF AMERICA LEASING	2,005.00
10096	03/16/10	BBC AUDIOBOOKS AMERICA	937.81
10097	03/16/10	BLACKSTONE AUDIO INC	27.50
10098	03/16/10	BUILDERS UNITED SALES COMPANY INC	125.00
10099	03/16/10	BUSINESS MACHINE AGENTS INC	526.80
10100	03/16/10	C C H, INCORPORATED	2,476.92
10101	03/16/10	C D W GOVERNMENT INCORPORATED	237.59
10102	03/16/10	CAROL LaCHAPELLE	300.00
10103	03/16/10	CITY OF DES PLAINES	210.74
10104	03/16/10	CITY OF DES PLAINES, PUBLIC WORKS	1,097.51
10105	03/16/10	COMPLETE CLEANING COMPANY INC	14,438.00
10106	03/16/10	COMPUTYPE, INC.	1,152.00
10107	03/16/10	COOPERATIVE COMPUTER SERVICES	11,401.81
10108	03/16/10	CRIMSON MULTIMEDIA DIST., INC.	1,061.54
10109	03/16/10	DAILY HERALD	127.00
10110	03/16/10	DEMCO EDUCATIONAL CORP	256.25
10111	03/16/10	EASY, THE ESL SERIES	610.00
10112	03/16/10	EBSCO SUBSCRIPTION SVC	999.60
10113	03/16/10	FEDERAL EXPRESS	165.39
10114	03/16/10	GALE	1,690.48
10115	03/16/10	GLOBAL ENTERPRISE TECHNOLOGIES, INC.	16,709.23
10116	03/16/10	GREY HOUSE PUBLISHING	406.05
10117	03/16/10	HEALTHY GREEN GOODS	150.00
10118	03/16/10	HOMER TOWNSHIP PUBLIC LIBRARY	150.00
10119	03/16/10	HUNTLEY ARE PUBLIC LIBRARY	13.98
10120	03/16/10	ILLINOIS LIGHTING, INC.	553.00
10121	03/16/10	ILLINOIS PUMP, INC.	550.33
10122	03/16/10	IMAGING OFFICE SYSTEMS, INC.	1,451.91
10123	03/16/10	INTERIOR TROPICAL GARDENS INC	85.00
10124	03/16/10	JAMES KENNEDY	250.00
10125	03/16/10	KASCO PRINTING	473.00
10126	03/16/10	KLEIN, THORPE & JENKINS, LTD.	1,358.09
10127	03/16/10	LAW BULLETIN PUBLISHING COMPANY	217.50
10128	03/16/10	MARKET DATA RETRIEVAL	100.00
10129	03/16/10	MARSHALL CAVENDISH CORPORATION	179.70
10130	03/16/10	MAXWELL PAPER PRODUCTS CO.	168.96
10131	03/16/10	MCHENRY PUBLIC LIBRARY DISTRICT	61.94
10132	03/16/10	MCQUAY SERVICE	1,232.04
10133	03/16/10	MICHAEL CLOUD	250.00
10134	03/16/10	MIDWEST TAPE	4,581.02
10135	03/16/10	MIDWEST TAPE	4,495.28
10136	03/16/10	MIDWEST TAPE	3,612.77
10137	03/16/10	NATIONAL FIRE PROTECTION ASSOCIATION	82.50
10138	03/16/10	NEW DAY FILMS	224.25
10139	03/16/10	NFPA	93.95
10140	03/16/10	NORMAN ELECTRICAL CONSTRUCTION CO	7,810.00
10141	03/16/10	OBA WILLIAM KING	500.00
10142	03/16/10	OCLC, INC.	645.60
10143	03/16/10	OFFICE DEPOT	833.52
10144	03/16/10	OUTSOURCE SOLUTIONS GROUP	27,083.33
10145	03/16/10	P C NATION	12,299.46

Des Plaines Public Library
Check Register

Check Number	Check Date	Payee	Amount
10146	03/16/10	PESCHE'S INC	65.99
10147	03/16/10	PRESTIGE DISTRIBUTION, INC.	1,120.00
10148	03/16/10	PROQUEST LLC	4,945.00
10149	03/16/10	RANDOM HOUSE INCORPORATED	985.00
10150	03/16/10	RECORDED BOOKS, LLC	656.77
10151	03/16/10	REGENT BOOK COMPANY	13.51
10152	03/16/10	ROSEN PUBLISHING	127.60
10153	03/16/10	RUNGE PAPER COMPANY, INC.	1,001.03
10154	03/16/10	RUSSELL LISSAU	500.00
10155	03/16/10	SCHINDLER ELEVATOR CORPORATION	6,660.00
10156	03/16/10	SOMETHING FISHY INC	112.44
10157	03/16/10	SPEED-E-KLEEN	120.00
10158	03/16/10	THE CRITICAL THINKING CO.	764.36
10159	03/16/10	THE SIDEWELL COMPANY	380.00
10160	03/16/10	TODAY'S BUSINESS SOLUTIONS INC	3,949.50
10161	03/16/10	UNITED BUSINESS SOLUTIONS	1,179.04
10162	03/16/10	UPSTART	5.95
10163	03/16/10	WAREHOUSE DIRECT	130.29
10164	03/16/10	WASTE MANAGEMENT	439.24
10165	03/16/10	WORLD CHAMBER OF COMMERCE DIRECTORY	53.00
Total checks	81	Total	<u>197,124.63</u>

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
PADDOCK PUBLICATIONS, INC.	10070	02/16/10	-86.40
Account No. Description		Amount	
201-5920230 VOID CHECK 10070		-86.40	
SHEET MUSIC PLUS	10078	02/16/10	-600.53
Account No. Description		Amount	
201-5970600 VOID CHECK 10078		-600.53	
		Subtotal	<u>-686.93</u>
KLEIN, THORPE & JENKINS, LTD.	10008	02/28/10	-608.00
Account No. Description		Amount	
201-5920100 void and reissue		-342.00	
201-5920100 void and reissue		-266.00	
		Subtotal	<u>-608.00</u>
3M	10089	03/16/10	2,374.51
Account No. Description		Amount	
201-5970100 Invoice # UM78479		2,374.51	
ALARM SECURITY INCORPORATED	10090	03/16/10	150.99
Account No. Description		Amount	
201-5930010 Call No: 105524		150.99	
ALEXIAN BROTHERS CORP HEALTH SER'	10091	03/16/10	55.00
Account No. Description		Amount	
201-5960990 Invoice # 351654		55.00	
AWE	10092	03/16/10	18,300.00
Account No. Description		Amount	
202-5980410 Invoice # DPPL10001-1		18,300.00	
BAKER & TAYLOR	10093	03/16/10	12,270.91
Account No. Description		Amount	
201-5960990 Invoice # 2024358562		3.23	
201-5960990 Invoice # 2024350774		25.73	
201-5960990 Invoice # 2024340289		17.33	
201-5960990 Invoice # 2024322119		3.36	
201-5960990 Invoice # 2024299324		0.47	
201-5960990 Invoice # 2024322121		2.24	
201-5960990 Invoice # 2024317292		1.06	
201-5960990 Invoice # 2024307133		10.34	
201-5960990 Invoice # 2024304536		17.92	
201-5960990 Invoice # 2024309429		12.25	
201-5960990 Invoice # 2024307114		13.36	
201-5960990 Invoice # 2024303702		4.96	
201-5960990 Invoice # 2024307361		4.48	
201-5960990 Invoice # 2024283402		2.31	
201-5960990 Invoice # 2024309289		1.12	
201-5960990 Invoice # 2024317291		1.24	
201-5960990 Invoice # 2024295823		26.37	
201-5960990 Invoice # 2024300577		25.07	
201-5960990 Invoice # 2024286719		43.15	
201-5960990 Invoice # 2024294926		2.35	
201-5960990 Invoice # 2024323071		26.09	
201-5960990 Invoice # 2024304416		6.57	
201-5960990 Invoice # 2024307136		17.99	
201-5960990 Invoice # 2024307044		6.83	
201-5960990 Invoice # 2024316961		2.06	
201-5960990 Invoice # 2024322126		21.13	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2024322086		9.72
201-5960990	Invoice # 113790660		8.97
201-5960990	Invoice # 5010652114		0.64
201-5960990	Invoice # 114178500		2.99
201-5960990	Invoice # 20244313145		106.32
201-5960990	Invoice # 2024317712		12.62
201-5960990	Invoice # 2024331792		16.44
201-5960990	Invoice # 2024322084		1.68
201-5960990	Invoice # 5010666149		11.85
201-5960990	Invoice # 2024349598		9.62
201-5960990	Invoice # 2024309523		2.31
201-5960990	Invoice # 2024321741		77.67
201-5970600	Invoice # 2024358561		97.64
201-5970600	Invoice # 2024350773		829.71
201-5970600	Invoice # 2024340288		544.21
201-5970600	Invoice # 2024322119		35.06
201-5970600	Invoice # 2024299324		12.85
201-5970600	Invoice # 2024322121		21.48
201-5970600	Invoice # 2024317292		31.78
201-5970600	Invoice # 2024307133		159.48
201-5970600	Invoice # 2024304536		252.13
201-5970600	Invoice # 2024309429		160.91
201-5970600	Invoice # 2024307114		337.78
201-5970600	Invoice # 2024303702		56.76
201-5970600	Invoice # 2024307361		59.01
201-5970600	Invoice # 2024283402		4.75
201-5970600	Invoice # 2024309289		14.75
201-5970600	Invoice # 2024317291		15.89
201-5970600	Invoice # 2024300576		667.43
201-5970600	Invoice # 2024295822		1,057.92
201-5970600	Invoice # 2024286718		1,484.41
201-5970600	Invoice # 2024294926		59.85
201-5970600	Invoice # 2024323070		704.00
201-5970600	Invoice # 0000135186		111.77
201-5970600	Invoice # 2024304416		92.51
201-5970600	Invoice # 2024307136		168.21
201-5970600	Invoice # 2024307044		78.80
201-5970600	Invoice # 2024316961		17.42
201-5970600	Invoice # 2024309523		4.18
201-5970600	Invoice # 2024322126		252.32
201-5970600	Invoice # 2024322086		181.62
201-5970600	Invoice # 5010652114		33.17
201-5970600	Invoice # 20244313144		1,865.56
201-5970600	Invoice # 2024328108		14.66
201-5970600	Invoice # 2024317712		170.32
201-5970600	Invoice # 2024331792		195.64
201-5970600	Invoice # 2024322084		24.81
201-5970600	Credit # 0001982309		-60.83
201-5970600	Invoice # 5010666149		1,327.05
201-5970600	Invoice # 2024349597		418.98
201-5970600	Invoice # 2024321741		150.69
201-5970610	Invoice # 2024286718		10.97
201-5970610	Invoice # 113790660		29.69
201-5970610	Invoice # 114178500		15.73

BAKER & TAYLOR

10094

03/16/10

15,248.08

Account No.	Description	Amount
201-5960990	Invoice # 2024345002	2.56
201-5960990	Invoice # 2024315271	3.54
201-5960990	Invoice # 2024309938	5.14
201-5960990	Invoice # 2024332783	35.43
201-5960990	Invoice # 2024306073	20.85
201-5960990	Invoice # 2024319166	16.05

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Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2024246725		34.81
201-5960990	Invoice # 2024242750		38.34
201-5960990	Invoice # 2024263970		2.46
201-5960990	Invoice # 2024278511		11.02
201-5960990	Invoice # 2024252301		29.96
201-5960990	Invoice # 5010614462		16.65
201-5960990	Invoice # 2024278291		0.96
201-5960990	Invoice # 2024300497		34.16
201-5960990	Invoice # 2024271148		46.09
201-5960990	Invoice # 2024255811		22.04
201-5960990	Invoice # 2024263997		2.35
201-5960990	Invoice # 2024254999		11.60
201-5960990	Invoice # 2024268234		9.14
201-5960990	Invoice # 2024278510		9.92
201-5960990	Invoice # 2024259552		23.20
201-5960990	Invoice # 2024112518		5.31
201-5960990	Invoice # 2024177215		5.31
201-5960990	Invoice # 2024273239		9.01
201-5960990	Invoice # 2024255017		7.55
201-5960990	Invoice # 2024290423		6.64
201-5960990	Invoice # 2024283409		4.48
201-5960990	Invoice # 2024290500		3.18
201-5960990	Invoice # 2024299574		5.82
201-5960990	Invoice # 2024294955		2.24
201-5960990	Invoice # 2024256023		19.73
201-5960990	Invoice # 2024264066		1.59
201-5960990	Invoice # 2024256103		3.76
201-5960990	Invoice # 2024268276		37.29
201-5960990	Invoice # 2024232990		22.21
201-5960990	Invoice # 2024290493		1.88
201-5960990	Invoice # 2024290502		1.12
201-5960990	Invoice # 2024281361		0.47
201-5960990	Invoice # 2024273441		1.41
201-5960990	Invoice # 2024278285		0.94
201-5960990	Invoice # 2024263981		2.91
201-5960990	Invoice # 2024278019		10.49
201-5960990	Invoice # 2024281330		7.80
201-5960990	Invoice # 2024281309		14.35
201-5970600	Invoice # 2024345002		30.93
201-5970600	Invoice # 2024315270		50.76
201-5970600	Invoice # 2024309937		167.55
201-5970600	Invoice # 2024332782		1,117.48
201-5970600	Invoice # 2024306072		397.62
201-5970600	Invoice # 2024319165		488.09
201-5970600	Invoice # 2024232989		631.56
201-5970600	Invoice # 2024246724		920.10
201-5970600	Invoice # 2024242749		1,037.36
201-5970600	Invoice # 2024263970		11.65
201-5970600	Invoice # 2024278511		165.53
201-5970600	Invoice # 2024252300		797.47
201-5970600	Invoice # 2024259551		745.40
201-5970600	Invoice # 2024278291		9.55
201-5970600	Invoice # 2024300497		18.06
201-5970600	Invoice # 2024271147		1,475.27
201-5970600	Invoice # 2024255811		255.63
201-5970600	Invoice # 2024263997		44.28
201-5970600	Invoice # 2024254999		150.83
201-5970600	Invoice # 2024268234		485.05
201-5970600	Invoice # 2024278510		116.82
201-5970600	Invoice # 2024112518		30.10
201-5970600	Invoice # 2024177215		8.96
201-5970600	Invoice # 2024273238		180.23
201-5970600	Invoice # 2024255017		96.04

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600 Invoice # 2024290423		93.64	
201-5970600 Invoice # 2024283409		58.38	
201-5970600 Invoice # 2024290500		74.68	
201-5970600 Invoice # 2024299574		94.37	
201-5970600 Invoice # 2024294955		25.61	
201-5970600 Invoice # 2024318678		536.78	
201-5970600 Invoice # 2024256023		933.72	
201-5970600 Invoice # 2024264066		30.08	
201-5970600 Invoice # 2024256103		121.48	
201-5970600 Invoice # 2024268276		442.81	
201-5970600 Invoice # 2024290493		34.03	
201-5970600 Invoice # 2024290502		9.65	
201-5970600 Invoice # 2024281361		11.30	
201-5970600 Invoice # 2024273441		48.34	
201-5970600 Invoice # 2024278285		25.71	
201-5970600 Invoice # 2024263981		28.94	
201-5970600 Invoice # 2024278019		108.62	
201-5970600 Invoice # 2024281330		118.40	
201-5970600 Invoice # 2024281309		172.23	
201-5970600 Invoice # 5010614462		1,884.45	
201-5970610 Invoice # 2024242749		410.78	
BANC OF AMERICA LEASING	10095	03/16/10	2,005.00
Account No. Description		Amount	
201-5930010 Invoice # 011398949		2,005.00	
BBC AUDIOBOOKS AMERICA	10096	03/16/10	937.81
Account No. Description		Amount	
201-5970610 Invoice # 380941		344.86	
201-5970610 Invoice # 381535		108.67	
201-5970610 Invoice # 382551		484.28	
BLACKSTONE AUDIO INC	10097	03/16/10	27.50
Account No. Description		Amount	
201-5970610 Invoice # 524870		27.50	
BUILDERS UNITED SALES COMPANY INC	10098	03/16/10	125.00
Account No. Description		Amount	
201-5930010 Invoice # 120902		125.00	
BUSINESS MACHINE AGENTS INC	10099	03/16/10	526.80
Account No. Description		Amount	
201-5930010 Invoice # IN4518		281.88	
201-5930010 Invoice # IN5829		244.92	
C C H, INCORPORATED	10100	03/16/10	2,476.92
Account No. Description		Amount	
201-5970600 Invoice # 9724082		2,416.10	
201-5970600 Invoice # 335716		60.82	
C D W GOVERNMENT INCORPORATED	10101	03/16/10	237.59
Account No. Description		Amount	
201-5970100 Invoice # RVW8276		73.59	
201-5970100 Invoice # RSV3370		164.00	
201-5970100 Invoice # RVP3719		13.00	
201-5970100 CR Memo Invoice # RVR0437		-13.00	
CAROL LaCHAPELLE	10102	03/16/10	300.00
Account No. Description		Amount	
201-5960210 Special Program 3/27/10		300.00	
CITY OF DES PLAINES	10103	03/16/10	210.74
Account No. Description		Amount	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970840 Invoice Fuel # 10-01		186.99	
201-5970850 Invoice Fuel # 10-01		23.75	
CITY OF DES PLAINES, PUBLIC WORKS	10104	03/16/10	1,097.51
Account No. Description		Amount	
201-5970500 Acct # 71-080-763-01		1,097.51	
COMPLETE CLEANING COMPANY INC	10105	03/16/10	14,438.00
Account No. Description		Amount	
201-5930320 Invoice # 1262778		7,423.00	
201-5930320 Invoice # 1263215		2,210.00	
201-5930320 Invoice # 1263217		2,070.00	
201-5930320 Invoice # 1263196		2,105.00	
201-5930320 Invoice # 1263175		630.00	
COMPUTYPE, INC.	10106	03/16/10	1,152.00
Account No. Description		Amount	
201-5970100 Invoice # 521617		1,152.00	
COOPERATIVE COMPUTER SERVICES	10107	03/16/10	11,401.81
Account No. Description		Amount	
201-5920140 Invoice # DPK0110		9,583.62	
201-5930010 Charges for February		1,818.19	
CRIMSON MULTIMEDIA DIST., INC.	10108	03/16/10	1,061.54
Account No. Description		Amount	
201-5960990 Order # 16202A		110.12	
201-5960990 Order # 16163A		131.42	
201-5970630 Order # 16143B		384.00	
201-5970630 Order # 16143A		436.00	
DAILY HERALD	10109	03/16/10	127.00
Account No. Description		Amount	
201-5970620 Service 2/17/10 - 4/13/10		127.00	
201-5970620 Acct # 898489		0.00	
DEMCO EDUCATIONAL CORP	10110	03/16/10	256.25
Account No. Description		Amount	
201-5970100 Invoice # 3791964		295.63	
201-5970100 CR Memo Invoice # 3776036		-39.38	
EASY, THE ESL SERIES	10111	03/16/10	610.00
Account No. Description		Amount	
201-5970600 Invoice # 3068		610.00	
EBSCO SUBSCRIPTION SVC	10112	03/16/10	999.60
Account No. Description		Amount	
201-5970620 Invoice # 0067064		1,407.58	
201-5970620 Invoice # 0063138		25.25	
201-5970620 Credit Memo # 0007229		-433.23	
FEDERAL EXPRESS	10113	03/16/10	165.39
Account No. Description		Amount	
201-5970260 Invoice # 9-494-50990		71.56	
201-5970260 Invoice # 9-509-70966		93.83	
GALE	10114	03/16/10	1,690.48
Account No. Description		Amount	
201-5970600 Invoice # 16678275		57.76	
201-5970600 Invoice # 16652838		35.93	
201-5970600 Invoice # 16663309		295.00	
201-5970640 Contract No. 268988		1,301.79	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
GLOBAL ENTERPRISE TECHNOLOGIES, IT	10115	03/16/10	16,709.23
Account No.		Amount	
201-5980400	Description	16,510.23	
201-5980400	Invocie # 38410	199.00	
201-5980400	Invoice # 38928		
GREY HOUSE PUBLISHING	10116	03/16/10	406.05
Account No.		Amount	
201-5970600	Description	406.05	
201-5970600	Order # 744451		
HEALTHY GREEN GOODS	10117	03/16/10	150.00
Account No.		Amount	
201-5960210	Description	150.00	
201-5960210	Invoice # 878		
HOMER TOWNSHIP PUBLIC LIBRARY	10118	03/16/10	150.00
Account No.		Amount	
201-5920204	Description	150.00	
201-5920204	Smith System Seminar		
HUNTLEY ARE PUBLIC LIBRARY	10119	03/16/10	13.98
Account No.		Amount	
201-5970600	Description	13.98	
201-5970600	Item # 36839111739503		
ILLINOIS LIGHTING, INC.	10120	03/16/10	553.00
Account No.		Amount	
201-5970170	Description	45.00	
201-5970170	Invoice # 11860	296.80	
201-5970170	Invoice # 11872	45.00	
201-5970170	Invoice # 11883	166.20	
201-5970170	Invoice # 11889		
ILLINOIS PUMP, INC.	10121	03/16/10	550.33
Account No.		Amount	
201-5930010	Description	550.33	
201-5930010	Invoice # S-6828		
IMAGING OFFICE SYSTEMS, INC.	10122	03/16/10	1,451.91
Account No.		Amount	
201-5960990	Description	1,451.91	
201-5960990	Invoice # CONT004727		
INTERIOR TROPICAL GARDENS INC	10123	03/16/10	85.00
Account No.		Amount	
201-5960990	Description	85.00	
201-5960990	Invoice # 46490		
JAMES KENNEDY	10124	03/16/10	250.00
Account No.		Amount	
201-5960210	Description	250.00	
201-5960210	Invoice # 2		
KASCO PRINTING	10125	03/16/10	473.00
Account No.		Amount	
201-5970100	Description	473.00	
201-5970100	Invoice # 6197		
KLEIN, THORPE & JENKINS, LTD.	10126	03/16/10	1,358.09
Account No.		Amount	
201-5920100	Description	1,358.09	
201-5920100	Statement # 145577		
KLEIN, THORPE & JENKINS, LTD.	10088	03/16/10	342.00
Account No.		Amount	
201-5920100	Description	342.00	
LAW BULLETIN PUBLISHING COMPANY	10127	03/16/10	217.50
Account No.		Amount	
201-5970600	Description	217.50	
201-5970600	Invoice # 1270936		
MARKET DATA RETRIEVAL	10128	03/16/10	100.00
Account No.		Amount	
201-5970600	Description	100.00	
201-5970600	Invoice # 1315677		

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
MARSHALL CAVENDISH CORPORATION	10129	03/16/10	179.70
Account No. Description		Amount	
201-5970600 Invoice # R 836817		179.70	
MAXWELL PAPER PRODUCTS CO.	10130	03/16/10	168.96
Account No. Description		Amount	
201-5970100 Invoice # 0274680-IN		168.96	
MCHENRY PUBLIC LIBRARY DISTRICT	10131	03/16/10	61.94
Account No. Description		Amount	
201-5970610 Lost item #32360002508026		61.94	
MCQUAY SERVICE	10132	03/16/10	1,232.04
Account No. Description		Amount	
201-5930020 Invoice # 2514546		1,232.04	
MICHAEL CLOUD	10133	03/16/10	250.00
Account No. Description		Amount	
201-5960990 Invoice # 012		125.00	
201-5960990 Invoice # 013		125.00	
MIDWEST TAPE	10134	03/16/10	4,581.02
Account No. Description		Amount	
201-5960990 Invoice # 5956404		2.25	
201-5960990 Invoice # 5956398		2.25	
201-5960990 Invoice # 5956403		6.75	
201-5960990 Invoice # 5956402		2.25	
201-5960990 Invoice # 5956401		18.00	
201-5960990 Invoice # 5956400		4.50	
201-5960990 Invoice # 5954025		2.45	
201-5960990 Invoice # 5954024		13.50	
201-5960990 Invoice # 5949077		28.75	
201-5960990 Invoice # 5949079		5.70	
201-5960990 Invoice # 5949078		5.70	
201-5960990 Invoice # 5945196		6.75	
201-5960990 Invoice # 5943609		37.20	
201-5960990 Invoice # 5943608		9.00	
201-5960990 Invoice # 5945195		29.25	
201-5960990 Invoice # 5943607		4.50	
201-5960990 Invoice # 5945194		11.25	
201-5960990 Invoice # 5945201		11.25	
201-5960990 Invoice # 5943615		6.75	
201-5960990 Invoice # 5945204		2.25	
201-5960990 Invoice # 5943617		13.50	
201-5960990 Invoice # 5945203		6.75	
201-5960990 Invoice # 5943616		18.00	
201-5960990 Invoice # 5943619		5.70	
201-5960990 Invoice # 5945207		8.55	
201-5960990 Invoice # 5943622		5.70	
201-5960990 Invoice # 5943621		2.85	
201-5960990 Invoice # 5945208		2.85	
201-5960990 Invoice # 5943618		5.70	
201-5960990 Invoice # 5945206		2.85	
201-5960990 Invoice # 5943620		2.85	
201-5960990 Invoice # 2092125		20.99	
201-5960990 Invoice # 5949075		4.50	
201-5960990 Invoice # 5949070		18.00	
201-5960990 Invoice # 5949071		24.75	
201-5960990 Invoice # 5964113		7.15	
201-5960990 Invoice # 5964120		9.00	
201-5960990 Invoice # 5965929		9.00	
201-5960990 Invoice # 5964118		13.50	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 5965928		13.50
201-5960990	Invoice # 5964117		13.50
201-5960990	Invoice # 5955093		14.00
201-5960990	Invoice # 5956339		4.50
201-5960990	Invoice # 5954023		15.75
201-5960990	Invoice # 5954022		4.50
201-5960990	Invoice # 5954021		4.50
201-5960990	Invoice # 5956405		2.45
201-5960990	Invoice # 5950662		2.25
201-5970610	Invoice # 5949077		135.35
201-5970610	Invoice # 5949079		28.48
201-5970610	Invoice # 5949078		21.73
201-5970610	Invoice # 5943619		24.28
201-5970610	Invoice # 5945207		42.72
201-5970610	Invoice # 5943622		29.98
201-5970610	Invoice # 5943621		9.74
201-5970610	Invoice # 5945208		17.24
201-5970610	Invoice # 5943618		14.98
201-5970610	Invoice # 5945206		7.49
201-5970610	Invoice # 5943620		12.74
201-5970610	Invoice # 2092329		59.98
201-5970610	Invoice # 2092328		34.99
201-5970610	Invoice # 2092330		44.99
201-5970610	Invoice # 2122090		288.92
201-5970610	Invoice # 2122089		259.94
201-5970630	Invoice # 5956404		18.74
201-5970630	Invoice # 5956398		18.74
201-5970630	Invoice # 5956403		50.22
201-5970630	Invoice # 5956402		14.99
201-5970630	Invoice # 5956401		179.92
201-5970630	Invoice # 5956400		43.48
201-5970630	Invoice # 5954025		26.24
201-5970630	Invoice # 5954024		104.94
201-5970630	Invoice # 5945196		65.22
201-5970630	Invoice # 5943609		299.84
201-5970630	Invoice # 5943608		56.21
201-5970630	Invoice # 5945195		174.60
201-5970630	Invoice # 5943607		22.48
201-5970630	Invoice # 5945194		71.19
201-5970630	Invoice # 5945201		59.20
201-5970630	Invoice # 5943615		65.97
201-5970630	Invoice # 5945204		22.49
201-5970630	Invoice # 5943617		120.69
201-5970630	Invoice # 5945203		65.22
201-5970630	Invoice # 5943616		179.91
201-5970630	Invoice # 5949075		17.98
201-5970630	Invoice # 5949070		124.41
201-5970630	Invoice # 5949071		218.13
201-5970630	Invoice # 5964113		63.72
201-5970630	Invoice # 5964120		152.94
201-5970630	Invoice # 5965929		86.96
201-5970630	Invoice # 5964118		130.44
201-5970630	Invoice # 5965928		130.44
201-5970630	Invoice # 5964117		134.94
201-5970630	Invoice # 5955093		138.68
201-5970630	Invoice # 5956339		25.48
201-5970630	Invoice # 5954023		98.93
201-5970630	Invoice # 5954022		29.98
201-5970630	Invoice # 5954021		25.48
201-5970630	Invoice # 5956405		18.74
201-5970630	Invoice # 5950662		22.49

**Des Plaines Public Library
Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
Account No.	Description		Amount
201-5960990	Invoice # 2103603		22.49
201-5960990	Invoice # 5955105		19.95
201-5960990	Invoice # 5955106		8.55
201-5960990	Invoice # 5955096		4.50
201-5960990	Invoice # 5955098		9.00
201-5960990	Invoice # 5955097		9.00
201-5960990	Invoice # 5955104		4.50
201-5960990	Invoice # 5960100		2.25
201-5960990	Invoice # 5955090		2.25
201-5960990	Invoice # 5955089		20.45
201-5960990	Invoice # 5955088		2.45
201-5960990	Invoice # 5960096		13.50
201-5960990	Invoice # 5955087		36.00
201-5960990	Invoice # 5950095		4.50
201-5960990	Invoice # 5955086		4.50
201-5960990	Invoice # 5950094		4.50
201-5960990	Invoice # 5955085		13.50
201-5960990	Invoice # 5955103		9.20
201-5960990	Invoice # 5960099		2.25
201-5960990	Invoice # 5955101		2.25
201-5960990	Invoice # 5960098		2.25
201-5960990	Invoice # 5955084		24.75
201-5960990	Invoice # 5955092		11.25
201-5960990	Invoice # 5955091		9.00
201-5960990	Invoice # 5960093		4.50
201-5960990	Invoice # 5955083		9.20
201-5960990	Invoice # 5955100		4.50
201-5960990	Invoice # 5960097		2.45
201-5960990	Invoice # 5955095		13.70
201-5960990	Invoice # 5955094		4.50
201-5960990	Invoice # 5948235		9.00
201-5960990	Invoice # 5949059		6.75
201-5960990	Invoice # 5950656		4.50
201-5960990	Invoice # 5950657		2.25
201-5960990	Invoice # 5948236		4.50
201-5960990	Invoice # 5949060		15.75
201-5960990	Invoice # 5949073		2.25
201-5960990	Invoice # 5949072		18.40
201-5960990	Invoice # 5949064		4.50
201-5960990	Invoice # 5949055		6.75
201-5960990	Invoice # 5949065		18.00
201-5960990	Invoice # 5949074		2.25
201-5960990	Invoice # 5949066		9.00
201-5960990	Invoice # 5949057		4.50
201-5960990	Invoice # 5949056		2.45
201-5960990	Invoice # 5950654		4.50
201-5960990	Invoice # 5949067		13.50
201-5960990	Invoice # 5949058		22.50
201-5970610	Invoice # 2098117		118.98
201-5970610	Invoice # 2098116		34.99
201-5970610	Invoice # 5955105		75.65
201-5970610	Invoice # 5955106		38.22
201-5970630	Invoice # 5955096		44.97
201-5970630	Invoice # 5955098		72.71
201-5970630	Invoice # 5955097		67.46
201-5970630	Invoice # 5955104		29.98
201-5970630	Invoice # 5960100		5.24
201-5970630	Invoice # 5955090		11.24
201-5970630	Invoice # 5955089		164.16
201-5970630	Invoice # 5955088		14.99
201-5970630	Invoice # 5960096		64.44
201-5970630	Invoice # 5955087		161.84

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970630	Invoice # 5950095		29.98
201-5970630	Invoice # 5955086		25.48
201-5970630	Invoice # 5950094		22.48
201-5970630	Invoice # 5955085		86.19
201-5970630	Invoice # 5955103		59.96
201-5970630	Invoice # 5960099		37.48
201-5970630	Invoice # 5955102		14.99
201-5970630	Invoice # 5955101		14.99
201-5970630	Invoice # 5960098		22.49
201-5970630	Invoice # 5955084		206.14
201-5970630	Invoice # 5955092		383.19
201-5970630	Invoice # 5955091		44.96
201-5970630	Invoice # 5960093		41.98
201-5970630	Invoice # 5955083		106.45
201-5970630	Invoice # 5955100		37.48
201-5970630	Invoice # 5960097		18.74
201-5970630	Invoice # 5955099		34.49
201-5970630	Invoice # 5955095		262.41
201-5970630	Invoice # 5955094		89.97
201-5970630	Invoice # 5948235		52.46
201-5970630	Invoice # 5949059		23.22
201-5970630	Invoice # 5950656		74.96
201-5970630	Invoice # 5950657		11.24
201-5970630	Invoice # 5948236		19.48
201-5970630	Invoice # 5949061		119.91
201-5970630	Invoice # 5949060		74.93
201-5970630	Invoice # 5949062		18.74
201-5970630	Invoice # 5949063		146.15
201-5970630	Invoice # 5949073		14.99
201-5970630	Invoice # 5949072		150.67
201-5970630	Invoice # 5949064		19.48
201-5970630	Invoice # 5950653		40.48
201-5970630	Invoice # 5950653		4.50
201-5970630	Invoice # 5949055		80.97
201-5970630	Invoice # 5949065		93.67
201-5970630	Invoice # 5949074		9.74
201-5970630	Invoice # 5949066		83.94
201-5970630	Invoice # 5948237		26.24
201-5970630	Invoice # 5949057		33.73
201-5970630	Invoice # 5949056		29.99
201-5970630	Invoice # 5950654		33.73
201-5970630	Invoice # 5949067		214.41
201-5970630	Invoice # 5949058		239.89

MIDWEST TAPE

10136

03/16/10

3,612.77

Account No.	Description	Amount
201-5960990	Invoice # 5950655	6.75
201-5960990	Invoice # 5949069	2.25
201-5960990	Invoice # 5950661	9.00
201-5960990	Invoice # 5949068	24.95
201-5960990	Invoice # 5950660	4.50
201-5960990	Invoice # 5950659	29.25
201-5960990	Invoice # 5949076	22.80
201-5960990	Invoice # 5961139	9.00
201-5960990	Invoice # 5968748	4.50
201-5960990	Invoice # 5961138	22.70
201-5960990	Invoice # 5961137	4.50
201-5960990	Invoice # 5961127	2.45
201-5960990	Invoice # 5961126	2.25
201-5960990	Invoice # 5961141	2.25
201-5960990	Invoice # 5968750	4.50
201-5960990	Invoice # 5968754	20.45
201-5960990	Invoice # 5968753	4.50

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 5968752		6.75
201-5960990	Invoice # 5968751		6.75
201-5960990	Invoice # 5961136		4.50
201-5960990	Invoice # 5968747		4.50
201-5960990	Invoice # 5961135		4.50
201-5960990	Invoice # 5960990		13.50
201-5960990	Invoice # 5961130		2.25
201-5960990	Invoice # 5961129		7.45
201-5960990	Invoice # 5961131		4.50
201-5960990	Invoice # 5968756		6.75
201-5960990	Invoice # 5968755		36.00
201-5960990	Invoice # 5961132		4.50
201-5960990	Invoice # 5961134		2.25
201-5960990	Invoice # 5961133		4.50
201-5960990	Invoice # 5968757		4.50
201-5960990	Invoice # 5961140		9.00
201-5960990	Invoice # 5968749		13.50
201-5960990	Invoice # 5961125		2.25
201-5960990	Invoice # 5968745		9.00
201-5960990	Invoice # 5961124		6.75
201-5960990	Invoice # 5961123		11.25
201-5960990	Invoice # 5961142		11.40
201-5960990	Invoice # 5961144		2.85
201-5960990	Invoice # 5961143		5.70
201-5960990	Invoice # 5968759		11.40
201-5960990	Invoice # 5964119		2.25
201-5960990	Invoice # 5964116		4.50
201-5960990	Invoice # 5965927		4.50
201-5960990	Invoice # 5964121		2.25
201-5960990	Invoice # 5964115		2.25
201-5970610	Invoice # 2103709		49.99
201-5970610	Invoice # 5949076		74.92
201-5970610	Invoice # 2103708		39.99
201-5970610	Invoice # 5961142		44.21
201-5970610	Invoice # 5961144		11.24
201-5970610	Invoice # 5961143		28.48
201-5970610	Invoice # 5968759		59.66
201-5970630	Invoice # 5950655		56.22
201-5970630	Invoice # 5950658		59.98
201-5970630	Invoice # 5949069		11.24
201-5970630	Invoice # 5950661		89.96
201-5970630	Invoice # 5949068		204.64
201-5970630	Invoice # 5950660		43.48
201-5970630	Invoice # 5950659		284.12
201-5970630	Invoice # 5961139		71.21
201-5970630	Invoice # 5968748		19.48
201-5970630	Invoice # 5961138		149.90
201-5970630	Invoice # 5961137		34.48
201-5970630	Invoice # 5968744		26.24
201-5970630	Invoice # 5961127		14.99
201-5970630	Invoice # 5961126		11.24
201-5970630	Invoice # 5961141		18.74
201-5970630	Invoice # 5968750		64.98
201-5970630	Invoice # 5968754		224.90
201-5970630	Invoice # 5968753		40.48
201-5970630	Invoice # 5968752		56.22
201-5970630	Invoice # 5968751		61.47
201-5970630	Invoice # 5961136		74.97
201-5970630	Invoice # 5968747		29.98
201-5970630	Invoice # 5961135		43.48
201-5970630	Invoice # 5968746		190.42
201-5970630	Invoice # 5961130		20.99
201-5970630	Invoice # 5961129		65.22

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970630	Invoice # 5961131	44.98	
201-5970630	Invoice # 5961128	59.99	
201-5970630	Invoice # 5968756	42.72	
201-5970630	Invoice # 5968755	334.34	
201-5970630	Invoice # 5961132	14.98	
201-5970630	Invoice # 5961134	7.49	
201-5970630	Invoice # 5961133	31.47	
201-5970630	Invoice # 5968757	15.73	
201-5970630	Invoice # 5961140	54.71	
201-5970630	Invoice # 5968749	53.94	
201-5970630	Invoice # 5961125	11.24	
201-5970630	Invoice # 5968745	52.43	
201-5970630	Invoice # 5961124	13.47	
201-5970630	Invoice # 5961123	40.45	
201-5970630	Invoice # 5964119	18.74	
201-5970630	Invoice # 5964116	29.98	
201-5970630	Invoice # 5965927	22.48	
201-5970630	Invoice # 5964121	18.74	
201-5970630	Invoice # 5964115	22.49	
201-5970630	Invoice # 5964114	56.23	
NATIONAL FIRE PROTECTION ASSOCIAT.	10137	03/16/10	82.50
Account No.	Description	Amount	
201-5970600	Invoice # 4744400Y	82.50	
NEW DAY FILMS	10138	03/16/10	224.25
Account No.	Description	Amount	
201-5970630	Invoice # A9-3773	114.00	
201-5970630	Invoice # A9-3780	110.25	
NFPA	10139	03/16/10	93.95
Account No.	Description	Amount	
201-5970600	Invoice # 4808611Y	93.95	
NORMAN ELECTRICAL CONSTRUCTION (10140	03/16/10	7,810.00
Account No.	Description	Amount	
201-5930020	Invoice # 21211	7,350.00	
201-5970170	Invoice # 21232	460.00	
OBA WILLIAM KING	10141	03/16/10	500.00
Account No.	Description	Amount	
201-5960210	Special Program 4/10/10	500.00	
OCLC, INC.	10142	03/16/10	645.60
Account No.	Description	Amount	
201-5960990	Invoice # 0000072240	595.30	
201-5970600	Invoice # 0000070533	-514.20	
201-5970600	Invoice # 0000072926	564.50	
OFFICE DEPOT	10143	03/16/10	833.52
Account No.	Description	Amount	
201-5970100	Invoice # 510563721001	106.02	
201-5970100	Invoice # 509196954001	21.00	
201-5970100	Invoice # 507477493001	357.10	
201-5970100	Invoice # 507597634001	9.25	
201-5970100	Invoice # 507859711001	377.25	
201-5970100	Invoice # 507605110001	-37.10	
OUTSOURCE SOLUTIONS GROUP	10144	03/16/10	27,083.33
Account No.	Description	Amount	
201-5920110	Invoice # 9670	27,083.33	
P C NATION	10145	03/16/10	12,299.46

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Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
Account No. 202-5980410			Amount 12,299.46
Description Invoice # P0047134701015			
PESCHE'S INC	10146	03/16/10	65.99
Account No. 201-5970100			Amount 65.99
Description Account 220			
PRESTIGE DISTRIBUTION, INC.	10147	03/16/10	1,120.00
Account No. 201-5970170			Amount 1,120.00
Description Invoice # 2883			
PROQUEST LLC	10148	03/16/10	4,945.00
Account No. 201-5920140			Amount 4,150.00
Description Invoice # 70090611			
201-5970640			795.00
Description Order # US1644260			
RANDOM HOUSE INCORPORATED	10149	03/16/10	985.00
Account No. 201-5970610			Amount 64.00
Description Invoice # 1088234199			
201-5970610			80.00
Description Invoice # 1088279853			
201-5970610			607.00
Description Invoice # 1088227002			
201-5970610			234.00
Description Invoice # 1088328480			
RECORDED BOOKS, LLC	10150	03/16/10	656.77
Account No. 201-5970610			Amount 111.37
Description Order # 4737750			
201-5970610			512.40
Description Order # 4732280			
201-5970630			33.00
Description Order # 4788757			
REGENT BOOK COMPANY	10151	03/16/10	13.51
Account No. 201-5970600			Amount 13.51
Description Invoice # 39278			
ROSEN PUBLISHING	10152	03/16/10	127.60
Account No. 201-5970600			Amount 63.80
Description Invoice # 487388			
201-5970600			63.80
Description Invoice # 491587			
RUNGE PAPER COMPANY, INC.	10153	03/16/10	1,001.03
Account No. 201-5970170			Amount 956.86
Description Invoice # 651731			
201-5970170			44.17
Description Invoice # 649840			
RUSSELL LISSAU	10154	03/16/10	500.00
Account No. 201-5960210			Amount 500.00
Description Special Program 3/13/10			
SCHINDLER ELEVATOR CORPORATION	10155	03/16/10	6,660.00
Account No. 201-5930020			Amount 6,660.00
Description Invoice # 8102581466			
SOMETHING FISHY INC	10156	03/16/10	112.44
Account No. 201-5960990			Amount 112.44
Description Invoice # 0115			
SPEED-E-KLEEN	10157	03/16/10	120.00
Account No. 201-5930320			Amount 120.00
Description Invoice # 3552			
THE CRITICAL THINKING CO.	10158	03/16/10	764.36
Account No. 201-5970600			Amount 764.36
Description Order # 396220			

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
THE SIDEWELL COMPANY	10159	03/16/10	380.00
Account No.		Amount	
201-5970600		380.00	
Description			
Customer ID # 1279013			
TODAY'S BUSINESS SOLUTIONS INC	10160	03/16/10	3,949.50
Account No.		Amount	
201-5930010		2,059.50	
201-5930010		1,890.00	
Description			
Invoice # 021510-16			
Invoice # 021510-17			
UNITED BUSINESS SOLUTIONS	10161	03/16/10	1,179.04
Account No.		Amount	
201-5930010		139.76	
201-5930010		708.09	
201-5930010		3.16	
201-5930010		8.01	
201-5930010		283.98	
201-5970100		11.29	
201-5970100		13.53	
201-5970100		11.22	
Description			
Invoice # 050738			
Invoice # 050740			
Invoice # 050757			
Invoice # 050760			
Invoice # 050733			
Invoice # 83198A			
Invoice # 83236A			
Invoice # 82965A			
UPSTART	10162	03/16/10	5.95
Account No.		Amount	
201-5960210		5.95	
Description			
Invoice # 1014912054			
WAREHOUSE DIRECT	10163	03/16/10	130.29
Account No.		Amount	
201-5970100		6.70	
201-5970100		86.37	
201-5970100		37.22	
Description			
Invoice # 637611-0			
Invoice # 646903-0			
Invoice # 625611-0			
WASTE MANAGEMENT	10164	03/16/10	439.24
Account No.		Amount	
201-5930490		317.53	
201-5930490		121.71	
Description			
Invoice # 2156287-2008-2			
Invoice # 4047485-2008-1			
WORLD CHAMBER OF COMMERCE DIREC	10165	03/16/10	53.00
Account No.		Amount	
201-5970600		53.00	
Description			
Invoice # 159718			
		Subtotal	<u>198,419.56</u>
		TOTAL	<u>197,124.63</u>

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 01/22/10

TIME: 09:47:05

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCTPAY1

ACCOUNTING PERIOD: 1/10

SELECTION CRITERIA: payable.due_date="02/01/2010"

FOND - 201 LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	920110	PROFESSIONAL SER	105470	OUTSOURCE SOLUTIONS G	9513	641	27083.33
2110	920230	PUBLICATION OF N	01597	JOURNAL AND TOPICS NE	130983	224	288.90
2110	930010	R & M EQUIPMENT	107850	NORMAN ELECTRICAL CON	21177	192	395.00
2110	930010	R & M EQUIPMENT	72106	COOPERATIVE COMPUTER	JAN 2010	85	1818.19
2110	930020	R & M BLDGS & ST	100081	ROSCOR CORPORATION	1799 05	170	5500.00
2110	930020	R & M BLDGS & ST	101889	MCQUAY SERVICE	2512026	209	2121.76
2110	930020	R & M BLDGS & ST	107850	NORMAN ELECTRICAL CON	21179	194	370.00
2110	930020	R & M BLDGS & ST	107850	NORMAN ELECTRICAL CON	21181	196	395.00
2110	930020	R & M BLDGS & ST	107850	NORMAN ELECTRICAL CON	21178	193	980.00
2110	930020	R & M BLDGS & ST	107850	NORMAN ELECTRICAL CON	21180	195	3620.00
2110	930020	R & M BLDGS & ST	107850	NORMAN ELECTRICAL CON	21183	167	1985.00
2110	930490	REFUSE CONTRACT	02746	WASTE MANAGEMENT	400909320089	642	121.17
2110	930490	REFUSE CONTRACT	02746	WASTE MANAGEMENT	214335620081	644	316.15
2110	960210	SPECIAL EVENT PR	106103	CLASS ACT	02-15-2010	643	300.00
2110	960210	SPECIAL EVENT PR	107148	BILL HELMUTH	02-24 2010	635	200.00
2110	960210	SPECIAL EVENT PR	108037	COURTNEY D'KEEFE	REIMB 01-10	639	27.79
2110	960210	SPECIAL EVENT PR	108307	BIG STRIKE PRODUCTION	02-14-2010	645	350.00
2110	960210	SPECIAL EVENT PR	108308	CALLIOPE CONTENT DEVE	03-18-2010	655	150.00
2110	960210	SPECIAL EVENT PR	108310	RICK KELLEY	01-09-2010	636	500.00
2110	960210	SPECIAL EVENT PR	108311	EUROPE THE EASY WAY	02-10-2010	640	220.00
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	5010514864	562	16.65
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	5010544850	555	17.30
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2024090008	306	4.17
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2024060622	312	5.44
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2024082003	302	14.48
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2024076480	307	60.75
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	106278120	303	8.97
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2024047594	336	2.71
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2024047620	331	6.83
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2024114953	344	0.44
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2024088701	352	1.68
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2024066991	360	2.71
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2024085436	341	1.24
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2024060618	347	1.03
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2024090123	357	0.64
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2024080491	371	6.72
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2024111340	370	3.94
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2024067143	364	7.52
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2024105051	365	12.32
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2024088645	369	8.31
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2024104891	361	7.84
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2024104951	368	15.68
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2024111388	383	4.12
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2024085391	373	3.50
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2024079428	375	4.57
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2024103604	377	9.92
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2024106631	380	32.78
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2024047588	381	12.10
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2024108096	382	9.89
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023939952	458	32.18

SUNGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 01/22/10
 TIME: 09:47:05

CITY OF DES PLAINES
 CASH REQUIREMENTS BILL LIST

ACCTPAY1
 ACCOUNTING PERIOD: 1/10

SELECTION CRITERIA: payable.due_date="02/01/2010"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	I07287960	463	0.00	2.99
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023907565	474	0.00	32.18
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	H95268800	459	0.00	14.95
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2024037437	470	0.00	3.52
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2024080635	434	0.00	7.84
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2024111398	443	0.00	0.44
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2024099310	435	0.00	2.26
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2024073866	446	0.00	8.96
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2024099250	441	0.00	2.31
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2024115009	386	0.00	0.94
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2024012231	405	0.00	35.98
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2024066980	388	0.00	25.55
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2024104924	392	0.00	13.19
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2024085507	399	0.00	51.56
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2024088673	391	0.00	3.36
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023759188	401	0.00	5.31
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2024099295	431	0.00	2.06
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2024060571	427	0.00	0.64
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023945643	432	0.00	15.93
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2024113903	412	0.00	17.92
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2024060384	423	0.00	39.21
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2024033194	418	0.00	33.42
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2024001461	426	0.00	28.24
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2024085478	424	0.00	2.24
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	L17NS6599M	88	0.00	5120.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5925325	422	0.00	2.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5919040	413	0.00	2.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5919032	409	0.00	20.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5925324	420	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5919034	406	0.00	4.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5920193	394	0.00	4.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5919033	403	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5919028	397	0.00	4.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5919030	400	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5919038	452	0.00	2.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5919046	447	0.00	5.70
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5925323	439	0.00	6.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5901633	436	0.00	34.20
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5919047	450	0.00	14.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5919042	445	0.00	28.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5919048	454	0.00	2.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5923448	466	0.00	4.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5919043	359	0.00	8.80
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5920191	339	0.00	4.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5919041	342	0.00	20.45
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5919044	316	0.00	43.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5920194	333	0.00	4.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5919045	318	0.00	5.70
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5919036	326	0.00	24.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5917958	320	0.00	2.25

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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	5919037	328	0.00	9.40
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5919031	322	0.00	4.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5919039	314	0.00	2.85
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5920192	313	0.00	4.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5919035	324	0.00	6.75
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5917957	335	0.00	4.50
2110	960990	MISC CONTRACTUAL	106122	ALEXIAN BROTHERS CORP	351654	234	0.00	55.00
2110	960990	MISC CONTRACTUAL	108025	MICHAEL CLOUD	011	651	0.00	125.00
2110	960990	MISC CONTRACTUAL	25775	CRIMSON MULTIMEDIA DI	15830A	262	0.00	143.80
2110	960990	MISC CONTRACTUAL	25775	CRIMSON MULTIMEDIA DI	16004A	286	0.00	17.95
2110	960990	MISC CONTRACTUAL	25775	CRIMSON MULTIMEDIA DI	15691A	266	0.00	30.65
2110	960990	MISC CONTRACTUAL	25775	CRIMSON MULTIMEDIA DI	15915A	265	0.00	88.36
2110	960990	MISC CONTRACTUAL	25775	CRIMSON MULTIMEDIA DI	15832A	269	0.00	247.64
2110	970100	OFFICE SUPPLIES	05228	KASCO PRINTING	6265	219	0.00	174.00
2110	970100	OFFICE SUPPLIES	08520	WAREHOUSE DIRECT	5395310	217	0.00	27.38
2110	970100	OFFICE SUPPLIES	08520	WAREHOUSE DIRECT	5663310	153	0.00	29.16
2110	970170	JANITORIAL	14491	LAMP RECYCLERS	42562	213	0.00	160.35
2110	970260	POSTAGE AND PARC	103035	FEDERAL EXPRESS	9-442 03390	246	0.00	22.08
2110	970600	BOOKS	00292	APPLE BOOKS	87946	231	0.00	229.44
2110	970600	BOOKS	00292	APPLE BOOKS	87947	232	0.00	52.22
2110	970600	BOOKS	02958	MARQUIS WHO'S WHO	224904	208	0.00	588.45
2110	970600	BOOKS	02958	MARQUIS WHO'S WHO	1002538	207	0.00	168.00
2110	970600	BOOKS	03363	WEST GROUP	819470962	155	0.00	541.00
2110	970600	BOOKS	03363	WEST GROUP	819276678	154	0.00	334.00
2110	970600	BOOKS	03363	WEST GROUP	819662025	152	0.00	142.50
2110	970600	BOOKS	03924	ASPEN PUBLISHERS, INC	66620392	233	0.00	250.06
2110	970600	BOOKS	04625	C C H, INCORPORATED	324078	264	0.00	217.25
2110	970600	BOOKS	04625	C C H, INCORPORATED	322736	263	0.00	93.07
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024082002	5	0.00	499.03
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024076479	554	0.00	1967.91
2110	970600	BOOKS	09737	BAKER & TAYLOR	5010514864	564	0.00	1116.89
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024001460	559	0.00	1249.32
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024012230	565	0.00	1273.96
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024033193	560	0.00	1604.67
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024060383	563	0.00	1711.74
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024106530	557	0.00	1262.29
2110	970600	BOOKS	09737	BAKER & TAYLOR	5010544850	556	0.00	2004.50
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024060622	330	0.00	87.24
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024090007	305	0.00	141.57
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024080491	309	0.00	86.24
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024099295	310	0.00	18.29
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024047588	308	0.00	222.60
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024085436	343	0.00	14.75
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024114953	345	0.00	16.71
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024060618	348	0.00	20.29
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024088701	358	0.00	22.54
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024047594	338	0.00	33.36
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024079428	351	0.00	48.00
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024066991	349	0.00	64.41
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024085391	374	0.00	56.67

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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	2024067143	366	0.00	167.89
2110	970600	BOOKS	09737 BAKER & TAYLOR	2024104951	376	0.00	208.94
2110	970600	BOOKS	09737 BAKER & TAYLOR	2024104891	363	0.00	103.20
2110	970600	BOOKS	09737 BAKER & TAYLOR	2024103604	378	0.00	121.32
2110	970600	BOOKS	09737 BAKER & TAYLOR	2024088645	379	0.00	109.94
2110	970600	BOOKS	09737 BAKER & TAYLOR	2024090123	362	0.00	5.97
2110	970600	BOOKS	09737 BAKER & TAYLOR	2024111340	372	0.00	47.52
2110	970600	BOOKS	09737 BAKER & TAYLOR	2024111388	384	0.00	77.57
2110	970600	BOOKS	09737 BAKER & TAYLOR	2024105051	367	0.00	139.48
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023907565	475	0.00	92.20
2110	970600	BOOKS	09737 BAKER & TAYLOR	2024037436	471	0.00	149.56
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023945643	468	0.00	41.97
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023939952	476	0.00	96.99
2110	970600	BOOKS	09737 BAKER & TAYLOR	2024099250	442	0.00	4.77
2110	970600	BOOKS	09737 BAKER & TAYLOR	2024073866	440	0.00	117.06
2110	970600	BOOKS	09737 BAKER & TAYLOR	2024099310	437	0.00	122.11
2110	970600	BOOKS	09737 BAKER & TAYLOR	2024111398	444	0.00	4.77
2110	970600	BOOKS	09737 BAKER & TAYLOR	2024080635	448	0.00	93.05
2110	970600	BOOKS	09737 BAKER & TAYLOR	2024066980	390	0.00	557.74
2110	970600	BOOKS	09737 BAKER & TAYLOR	2024104924	393	0.00	229.29
2110	970600	BOOKS	09737 BAKER & TAYLOR	2024047620	389	0.00	72.30
2110	970600	BOOKS	09737 BAKER & TAYLOR	2024115009	387	0.00	22.45
2110	970600	BOOKS	09737 BAKER & TAYLOR	2024085507	385	0.00	753.52
2110	970600	BOOKS	09737 BAKER & TAYLOR	2024108096	396	0.00	90.07
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023759188	402	0.00	15.27
2110	970600	BOOKS	09737 BAKER & TAYLOR	2024060571	430	0.00	24.10
2110	970600	BOOKS	09737 BAKER & TAYLOR	2024088673	417	0.00	30.07
2110	970600	BOOKS	09737 BAKER & TAYLOR	2024018404	416	0.00	4.16
2110	970600	BOOKS	09737 BAKER & TAYLOR	2024085478	425	0.00	19.30
2110	970600	BOOKS	09737 BAKER & TAYLOR	2024113903	415	0.00	171.66
2110	970600	BOOKS	103005 MCGRAW HILL CONSTRUCT	10-09-2009	204	0.00	199.00
2110	970600	BOOKS	103777 D & Z HOUSE OF BOOKS	2009/1012729	240	0.00	1006.79
2110	970600	BOOKS	103777 D & Z HOUSE OF BOOKS	2009/1012146	258	0.00	507.95
2110	970600	BOOKS	103777 D & Z HOUSE OF BOOKS	2009/1012736	254	0.00	415.30
2110	970600	BOOKS	106625 SHEET MUSIC PLUS	6169	165	0.00	16.10
2110	970600	BOOKS	106678 CENGAGE LEARNING	89515012	275	0.00	28.54
2110	970600	BOOKS	106727 GALE	16590993	243	0.00	180.50
2110	970600	BOOKS	106727 GALE	16589323	242	0.00	274.10
2110	970600	BOOKS	106727 GALE	16591813	244	0.00	448.90
2110	970600	BOOKS	106727 GALE	16592548	241	0.00	190.50
2110	970600	BOOKS	106727 GALE	16609701	239	0.00	150.32
2110	970600	BOOKS	106731 MASON CREST PUBLISHER	1068041	210	0.00	21.95
2110	970600	BOOKS	21121 THE MCGRAW-HILL COMPA	52185187001	205	0.00	193.21
2110	970600	BOOKS	21913 RAND MCNALLY & CO	22417384	169	0.00	301.27
2110	970600	BOOKS	35225 MATTHEW BENDER & COMP	97468347	211	0.00	130.08
2110	970600	BOOKS	35225 MATTHEW BENDER & COMP	94405352	212	0.00	189.52
2110	970600	BOOKS	68820 MARSHALL CAVENDISH CO	833162	206	0.00	119.80
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	377574	294	0.00	83.21
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	106278120	304	0.00	74.65
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	H95268800	460	0.00	62.96

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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	107287960	462	0.00	10.18
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2024001460	558	0.00	21.99
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	2067086	473	0.00	14.99
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	2067082	464	0.00	38.99
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	2067081	467	0.00	81.98
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	2077181	463	0.00	39.99
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5919043	457	0.00	56.37
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	2067084	469	0.00	34.99
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	2067085	465	0.00	71.98
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	2067083	472	0.00	112.95
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5919047	451	0.00	85.45
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5919048	455	0.00	5.99
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5919046	449	0.00	25.03
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5919038	453	0.00	10.49
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5919042	456	0.00	125.90
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	2077182	433	0.00	14.99
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5919040	414	0.00	15.74
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5925325	429	0.00	12.74
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5919032	411	0.00	172.41
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5901633	428	0.00	107.88
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5919045	319	0.00	31.33
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5919044	317	0.00	209.25
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5919039	315	0.00	14.24
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	2072178	354	0.00	22.99
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	2072180	355	0.00	155.94
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5919041	346	0.00	191.91
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	2072176	356	0.00	34.99
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	2072179	353	0.00	239.97
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	2072177	350	0.00	34.99
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1088004084	174	0.00	64.00
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1188004084	172	0.00	216.00
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1087841025	173	0.00	80.00
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1288004084	161	0.00	81.00
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	4719826	168	0.00	1129.84
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	4722753	177	0.00	192.54
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	4693471	176	0.00	353.01
2110	970620	SUBSCRIPTIONS &	100602 PROQUEST CSA LLC	5P003514	149	0.00	647.77
2110	970620	SUBSCRIPTIONS &	103777 D & Z HOUSE OF BOOKS	2009/1012865	249	0.00	75.00
2110	970620	SUBSCRIPTIONS &	105105 MAGAZINELINE	61105974770	638	0.00	12.00
2110	970620	SUBSCRIPTIONS &	108309 GUITAR PLAYER	24994849	634	0.00	18.99
2110	970620	SUBSCRIPTIONS &	108312 W T COX SUBSCRIPTIONS	397586	633	0.00	357.00
2110	970620	SUBSCRIPTIONS &	67929 VALUE LINE PUBLISHING	12-2009	157	0.00	345.00
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	591374350	408	0.00	62.94
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5919033	404	0.00	18.74
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5920193	395	0.00	44.98
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5919028	398	0.00	35.98
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5919034	407	0.00	37.48
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5925324	421	0.00	11.24
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5919030	410	0.00	7.49
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5925323	419	0.00	56.22

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2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	2072370	438	0.00	18.74
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5923448	477	0.00	44.98
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5920191	340	0.00	44.98
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5917957	337	0.00	44.98
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5920192	229	0.00	34.98
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5920194	321	0.00	40.48
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5919031	323	0.00	44.98
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5919037	332	0.00	82.46
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5919036	327	0.00	105.64
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5919029	334	0.00	37.49
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5919035	325	0.00	30.72
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5917958	311	0.00	11.24
2110	970630	VISUAL MATERIALS 25775	CRIMSON MULTIMEDIA DI	15576A	271	0.00	732.00
2110	970630	VISUAL MATERIALS 25775	CRIMSON MULTIMEDIA DI	15535B	267	0.00	80.00
2110	970630	VISUAL MATERIALS 25775	CRIMSON MULTIMEDIA DI	15649A	273	0.00	453.00
2110	970630	VISUAL MATERIALS 25775	CRIMSON MULTIMEDIA DI	15649B	268	0.00	280.00
2110	970630	VISUAL MATERIALS 25775	CRIMSON MULTIMEDIA DI	15576B	274	0.00	40.00
2110	970630	VISUAL MATERIALS 80139	RECORDED BOOKS, LLC	4717911	175	0.00	33.00
2110	970640	AUTOMATED REFERENCE	GALE	16606633	653	0.00	10852.98
2110	970900	EQUIPMENT <55.00	C D W GOVERNMENT INCO	RHB8814	278	0.00	1400.00
2110	970900	EQUIPMENT <55.00	C D W GOVERNMENT INCO	RGR0103	276	0.00	76.00
2110	970900	EQUIPMENT <55.00	CASH REGISTER SERVICE	6458	277	0.00	1159.89
2110	980420	COMPUTER SOFTWARE	THREE M	0N77180	284	0.00	18730.32
TOTAL LIBRARY SERVICES						0.00	118576.02
TOTAL FUND						0.00	118576.02

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SUNGARD PENTAMATION INC - FUND ACCOUNTING
DATE: 02/05/10
TIME: 10:35:13

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCTPAY1
ACCOUNTING PERIOD: 2/10

SELECTION CRITERIA: payable.due.date.*02/16/2010*

FUND 201 LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO.	SALES TAX	AMOUNT
2110	920120	COMMUNICATION SE	05851 SPRINT	554336995006	344	0.00	1007.35
2110	920120	COMMUNICATION SE	101343 CALL ONE	LIB 01-15-10	452	0.00	454.89
TOTAL LIBRARY SERVICES						0.00	1462.24
TOTAL FUND						0.00	1462.24

Des Plaines Public Library Balance Sheet as of February 28, 2010

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Library Fund</u>			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102005 - Cash Payable #1944119043	1,935.83	0.00	1,935.83
1102008 - Cash Deposit #1944650243	237,546.41	0.00	237,546.41
1102015 - First Midwest Operating #8100292260	(117,902.64)	129,804.86	11,902.22
1102028 - Cash Library Donations	20,599.13	0.00	20,599.13
1102076 - IL Funds - Library	1,019,610.19	(940,708.46)	78,901.73
1102078 - Cash IL - Epay Library	3,472.71	0.00	3,472.71
1102079 - IL Funds -	0.00	382,109.08	382,109.08
1104006 - Investments - Certificates of Deposit	100,273.13	0.00	100,273.13
1104033 - Investments - Downing	0.32	0.00	0.32
1104035 - Library Donation Brokerage	2.28	0.00	2.28
	<u>1,266,037.36</u>	<u>(428,794.52)</u>	<u>837,242.84</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	78,301.19	88,223.98	166,525.17
2401001 - Audit Accounts Payable	0.00	0.00	0.00
2410020 - Escrow Deposits	0.00	0.00	0.00
2430010 - Due To - Corporate General	0.00	0.00	0.00
2430080 - Due To - Employee Retirement Trust	0.00	0.00	0.00
2430099 - Due To Other Funds	156,624.35	0.00	156,624.35
2450030 - Accrued Liability - Comp Absence	0.00	0.00	0.00
2450035 - Accrued ST-LT Comp Absence	0.00	0.00	0.00
2450040 - Accrued Payroll	0.00	0.00	0.00
2450070 - Accrued FICA Withholding	0.00	0.00	0.00
2450080 - Accrued IMRF Pension	0.00	0.00	0.00
2450082 - RHS IMRF	0.00	0.00	0.00
2470000 - Deferred Revenue - Property Tax	0.00	0.00	0.00
2470100 - Library Deferred Revenue	8,058.00	0.00	8,058.00
2471000 - Deferred Revenue - Other	0.00	0.00	0.00
2490010 - Compensated Absences Payable	0.00	0.00	0.00
	<u>242,983.54</u>	<u>88,223.98</u>	<u>331,207.52</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>1,344,711.31</u>	<u>0.00</u>	<u>1,344,711.31</u>
Total Liabilities and Fund Balance	<u>1,587,694.85</u>	<u>88,223.98</u>	<u>1,675,918.83</u>
Excess Revenues Over Expenses	<u>(321,657.49)</u>	<u>(517,018.50)</u>	<u>(838,675.99)</u>

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March 10, 2010

Des Plaines Public Library Balance Sheet as of February 28, 2010

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Capital Projects Fund</u>			
<u>Assets</u>			
1102076 - IL Funds - Library	223,386.09	0.00	223,386.09
	<u>223,386.09</u>	<u>0.00</u>	<u>223,386.09</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	0.00	30,599.46	30,599.46
2401001 - Audit Accounts Payable	16,531.10	0.00	16,531.10
	<u>16,531.10</u>	<u>30,599.46</u>	<u>47,130.56</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	206,851.74	0.00	206,851.74
Total Liabilities and Fund Balance	<u>223,382.84</u>	<u>30,599.46</u>	<u>253,982.30</u>
Excess Revenues Over Expenses	<u>3.25</u>	<u>(30,599.46)</u>	<u>(30,596.21)</u>

<u>Compensated Absences Fund</u>			
<u>Assets</u>			
1102076 - IL Funds - Library	57,189.51	0.00	57,189.51
1129999 - Due From Other Funds	156,624.35	0.00	156,624.35
	<u>213,813.86</u>	<u>0.00</u>	<u>213,813.86</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	132,830.36	0.00	132,830.36
2490010 - Compensated Absences Payable	80,983.50	0.00	80,983.50
	<u>213,813.86</u>	<u>0.00</u>	<u>213,813.86</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	0.00	0.00	0.00
Total Liabilities and Fund Balance	<u>213,813.86</u>	<u>0.00</u>	<u>213,813.86</u>

Des Plaines Public Library Balance Sheet as of February 28, 2010

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Fixed Assets Fund</u>			
<u>Assets</u>			
1203000 - Fixed Assets - Improvements	65,335.00	0.00	65,335.00
1204201 - Fixed Assets - Library Equipment	482,413.35	0.00	482,413.35
1207000 - Fixed Assets - Construction In Progress	713,786.10	0.00	713,786.10
1209900 - Fixed Assets - Accumulated Depreciation	<u>(327,360.00)</u>	<u>0.00</u>	<u>(327,360.00)</u>
	<u>934,174.45</u>	<u>0.00</u>	<u>934,174.45</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
 <u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>934,174.45</u>	<u>0.00</u>	<u>934,174.45</u>
	<u>934,174.45</u>	<u>0.00</u>	<u>934,174.45</u>
 Total Liabilities and Net Capital Assets	 <u><u>934,174.45</u></u>	 <u><u>0.00</u></u>	 <u><u>934,174.45</u></u>

**Des Plaines Public Library
Revenue Report as of February 28, 2010**

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Percentage Collected</u>
<u>Library Fund</u>					
<u>Taxes</u>					
4810019 - Property Taxes 2002	0.00	0.00	0.00	0.00	0.00
4810020 - Property Taxes 2003	0.00	0.00	0.00	0.00	0.00
4810021 - Property Taxes 2004	0.00	0.00	0.00	0.00	0.00
4810022 - Property Taxes 2005	0.00	0.00	0.00	0.00	0.00
4810023 - Property Taxes 2006	0.00	0.00	0.00	0.00	0.00
4810024 - Property Taxes 2007	0.00	(412.37)	0.00	412.37	0.00
4810025 - Property Taxes 2008	0.00	131,199.53	50,000.00	(81,199.53)	262.40
4810026 - Property Taxes 2009	0.00	0.00	6,309,802.00	6,309,802.00	0.00
	<u>0.00</u>	<u>130,787.16</u>	<u>6,359,802.00</u>	<u>6,229,014.84</u>	<u>2.06</u>
<u>Intergovernmental</u>					
4810800 - Personal Property Replacement Tax	0.00	0.00	92,988.00	92,988.00	0.00
4822040 - State Grant - Per Capita	0.00	0.00	57,700.00	57,700.00	0.00
4822095 - State Grant - Library	0.00	0.00	0.00	0.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>150,688.00</u>	<u>150,688.00</u>	<u>0.00</u>
<u>Fines & Fees</u>					
4850101 - Library Fees	341.99	699.29	0.00	(699.29)	0.00
4850102 - Library Fines	7,177.40	18,537.44	125,000.00	106,462.56	14.83
4850201 - Copying Fee	2,264.75	4,086.55	30,000.00	25,913.45	13.62
4850202 - Damaged Materials	73.99	108.99	0.00	(108.99)	0.00
4850203 - Lost Materials	646.28	1,339.13	0.00	(1,339.13)	0.00
4850205 - Bags	95.00	182.00	0.00	(182.00)	0.00
4850207 - Non-Res Cards	0.00	76.25	0.00	(76.25)	0.00
	<u>10,599.41</u>	<u>25,029.65</u>	<u>155,000.00</u>	<u>129,970.35</u>	<u>16.15</u>
<u>Special Programs & Events</u>					
4850215 - Special Programs & Events	0.00	394.93	5,000.00	4,605.07	7.90
	<u>0.00</u>	<u>394.93</u>	<u>5,000.00</u>	<u>4,605.07</u>	<u>7.90</u>
<u>Other Revenue</u>					
4890010 - Interest Income	13.02	13.02	5,000.00	4,986.98	0.26
4890050 - Sale of Fixed Assets	0.00	0.00	1,000.00	1,000.00	0.00
4899900 - Miscellaneous Revenue	1,301.51	2,051.98	17,500.00	15,448.02	11.73
4899920 - Library Donations	0.00	0.00	10,000.00	10,000.00	0.00
4899930 - Bags	0.00	0.00	0.00	0.00	0.00
	<u>1,314.53</u>	<u>2,065.00</u>	<u>33,500.00</u>	<u>31,435.00</u>	<u>6.16</u>
Total Library Fund	<u><u>11,913.94</u></u>	<u><u>158,276.74</u></u>	<u><u>6,703,990.00</u></u>	<u><u>6,545,713.26</u></u>	<u><u>2.36</u></u>

March 10, 2010

Des Plaines Public Library
Revenue Report as of February 28, 2010

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Percentage Collected</u>
<u>Capital Projects Fund</u>					
<u>Other Revenue</u>					
4890010 - Interest Income	<u>0.00</u>	<u>3.25</u>	<u>5,000.00</u>	<u>4,996.75</u>	<u>0.07</u>
	<u>0.00</u>	<u>3.25</u>	<u>5,000.00</u>	<u>4,996.75</u>	<u>0.07</u>
Total Capital Projects Fund	<u>0.00</u>	<u>3.25</u>	<u>305,000.00</u>	<u>304,996.75</u>	<u>0.00</u>
Total of All Funds	<u>11,913.94</u>	<u>158,279.99</u>	<u>7,008,990.00</u>	<u>6,850,710.01</u>	<u>2.26</u>

See Accountants' Compilation Report

Des Plaines Public Library Expense Report as of February 28, 2010

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>
<u>Library Fund</u>					
Salaries					
5910100 - Salaries	155,225.85	291,007.43	2,318,022.00	2,027,014.57	12.55
5910200 - Temporary Wages	57,392.82	112,595.45	789,113.00	676,517.55	14.27
5910400 - Non - Supervisory Overtime	0.00	0.00	0.00	0.00	0.00
5910500 - Vacation Pay	9,304.05	23,768.31	0.00	(23,768.31)	0.00
5910600 - Sick Pay	6,270.35	10,974.92	0.00	(10,974.92)	0.00
5910700 - Holiday Pay	829.25	19,949.14	0.00	(19,949.14)	0.00
5910900 - Act/Out of Class/Premium	692.30	1,384.60	0.00	(1,384.60)	0.00
5910950 - Excess Sick Hours Pay Out	2,898.73	2,898.73	3,500.00	601.27	82.82
5910970 - Compensated Absences	0.00	0.00	0.00	0.00	0.00
	<u>232,613.35</u>	<u>462,578.58</u>	<u>3,110,635.00</u>	<u>2,648,056.42</u>	<u>14.87</u>
Benefits					
5918010 - Unemployment Compensation	0.00	0.00	4,986.00	4,986.00	0.00
5918020 - Employer Contribution - FICA	17,431.71	34,662.58	237,314.00	202,651.42	14.61
5918021 - Employer Contribution - IMRF	22,317.10	44,316.22	297,814.00	253,497.78	14.88
5918030 - EAP Program	0.00	0.00	682.00	682.00	0.00
5918040 - Life Insurance Premiums	523.60	1,047.20	6,576.00	5,528.80	15.92
5918050 - PPO Insurance Premiums	25,560.66	51,121.32	389,041.00	337,919.68	13.14
5918051 - HMO Insurance Premiums	8,184.26	15,918.18	111,979.00	96,060.82	14.22
5918055 - Dental Insurance Premiums	2,168.34	4,336.68	31,505.00	27,168.32	13.77
5918070 - Workers Compensation	1,060.00	2,111.00	9,500.00	7,389.00	22.22
5918085 - RHS Plan Payout	0.00	0.00	10,000.00	10,000.00	0.00
	<u>77,245.67</u>	<u>153,513.18</u>	<u>1,099,397.00</u>	<u>945,883.82</u>	<u>13.96</u>
Contractual Services					
5920100 - Legal Fees	1,092.09	1,700.09	15,000.00	13,299.91	11.33
5920105 - Costs of Litigation	0.00	0.00	3,500.00	3,500.00	0.00
5920110 - Professional Services	54,166.66	54,166.66	405,000.00	350,833.34	13.37
5920120 - Communication Services	1,592.47	2,042.49	28,460.00	26,417.51	7.18
5920140 - Data Processing Services	13,733.62	18,560.51	100,800.00	82,239.49	18.41
5920202 - Conferences	0.00	44.25	0.00	(44.25)	0.00
5920204 - Training	250.00	250.00	0.00	(250.00)	0.00
5920205 - Tuition Reimbursements	0.00	0.00	0.00	0.00	0.00
5920206 - Seminars	0.00	0.00	0.00	0.00	0.00
5920210 - In Service Training	0.00	0.00	0.00	0.00	0.00
5920220 - Membership Dues	375.00	735.00	6,500.00	5,765.00	11.31
5920225 - Licensing/Titles	0.00	0.00	100.00	100.00	0.00
5920230 - Publication of Notices	657.60	744.00	1,000.00	256.00	74.40
5920850 - Subsidy - 1994 E.R.P Trans	0.00	0.00	0.00	0.00	0.00
5920900 - Property/Liability Contributions	0.00	0.00	24,869.00	24,869.00	0.00
5930010 - R&M Equipment	10,518.81	17,599.14	110,062.00	92,462.86	15.99
5930020 - R&M Buildings & Structures	15,242.04	23,601.24	116,235.00	92,633.76	20.30
5930030 - R&M Vehicles	0.00	1,666.71	14,300.00	12,633.29	11.66
5930195 - Book Binding & Repair	0.00	0.00	1,000.00	1,000.00	0.00
5930210 - Rental of Equipment	0.00	328.00	26,500.00	26,172.00	1.24
5930320 - Cleaning/Custodial Services	14,558.00	30,149.00	96,700.00	66,551.00	31.18
5930490 - Refuse Contract	876.56	1,315.81	5,500.00	4,184.19	23.92
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00
5960065 - Bank Fees	0.00	47.89	0.00	(47.89)	0.00

Des Plaines Public Library Expense Report as of February 28, 2010

	M.T.D. <u>Expended</u>	Y.T.D <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
5960070 - Travel Expense	0.00	152.50	500.00	347.50	30.50
5960210 - Special Event Programming	4,103.27	5,162.21	31,000.00	25,837.79	16.65
5960990 - Misc. Contractual Services	5,316.92	11,257.76	99,375.00	88,117.24	11.33
	<u>122,483.04</u>	<u>169,523.26</u>	<u>1,086,651.00</u>	<u>917,127.74</u>	<u>15.60</u>
<u>Commodities</u>					
5970100 - Office Supplies	5,761.65	12,587.44	116,300.00	103,712.56	10.82
5970110 - Meals	0.00	270.00	2,800.00	2,530.00	9.64
5970115 - Supplies - Dept/Other	0.00	0.00	0.00	0.00	0.00
5970170 - Janitorial	3,181.42	5,590.27	20,600.00	15,009.73	27.14
5970260 - Postage & Parcel	165.39	6,032.43	13,300.00	7,267.57	45.36
5970270 - Printing -Reproduction-Binding	0.00	0.00	5,000.00	5,000.00	0.00
5970330 - Supplies - Vehicles R/M	0.00	0.00	0.00	0.00	0.00
5970500 - Purchase of Water	1,097.51	1,097.51	8,000.00	6,902.49	13.72
5970600 - Books	33,122.06	75,566.95	489,800.00	414,233.05	15.43
5970610 - Audio Materials	4,639.13	7,147.85	84,600.00	77,452.15	8.45
5970620 - Subscriptions & Books	2,149.87	2,528.52	78,800.00	76,271.48	3.21
5970630 - Visual Materials	11,283.53	15,166.43	96,250.00	81,083.57	15.76
5970640 - Automated Reference Materials	14,347.77	58,902.77	141,000.00	82,097.23	41.78
5970810 - Natural Gas	3,458.74	3,458.74	30,000.00	26,541.26	11.53
5970820 - Electricity	0.00	0.00	500.00	500.00	0.00
5970840 - Diesel	186.99	186.99	4,000.00	3,813.01	4.67
5970850 - Gasoline	23.75	23.75	2,000.00	1,976.25	1.19
5970900 - Equipment < \$5,000	463.34	2,370.57	5,500.00	3,129.43	43.10
	<u>79,881.15</u>	<u>190,930.22</u>	<u>1,098,450.00</u>	<u>907,519.78</u>	<u>17.38</u>
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	8,000.00	8,000.00	0.00
5980400 - Equipment	16,709.23	16,709.23	33,000.00	16,290.77	50.63
5980410 - Computer Hardware	0.00	422.00	6,750.00	6,328.00	6.25
5980420 - Computer Software	0.00	3,276.26	32,000.00	28,723.74	10.24
5980600 - Furniture & Fixtures	0.00	0.00	20,500.00	20,500.00	0.00
	<u>16,709.23</u>	<u>20,407.49</u>	<u>100,250.00</u>	<u>79,842.51</u>	<u>20.36</u>
<u>Other Funding Activities</u>					
5990935 - Trans to D/S - 2002A Bond	0.00	0.00	24,598.00	24,598.00	0.00
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	300,000.00	300,000.00	0.00
5990955 - Trans to D/S - 2003B Bond	0.00	0.00	0.00	0.00	0.00
5993000 - Contingency Reserve	0.00	0.00	75,000.00	75,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>399,598.00</u>	<u>399,598.00</u>	<u>0.00</u>
Total Library Fund Expenditures	<u>528,932.44</u>	<u>996,952.73</u>	<u>6,894,981.00</u>	<u>5,898,028.27</u>	<u>14.46</u>

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March 10, 2010

Des Plaines Public Library Expense Report as of February 28, 2010

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>
<u>Capital Projects Fund</u>					
<u>Contractual Services</u>					
5920110 - Professional Services	0.00	0.00	15,000.00	15,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>15,000.00</u>	<u>15,000.00</u>	<u>0.00</u>
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	92,000.00	92,000.00	0.00
5980400 - Equipment	0.00	0.00	24,000.00	24,000.00	0.00
5980410 - Computer Hardware	30,599.46	30,599.46	76,100.00	45,500.54	40.21
	<u>30,599.46</u>	<u>30,599.46</u>	<u>192,100.00</u>	<u>161,500.54</u>	<u>15.93</u>
Total Capital Projects Fund Expenditures	<u>30,599.46</u>	<u>30,599.46</u>	<u>207,100.00</u>	<u>176,500.54</u>	<u>14.78</u>
Total of All Funds	<u>559,531.90</u>	<u>1,027,552.19</u>	<u>7,102,081.00</u>	<u>6,074,528.81</u>	<u>14.47</u>

SUNGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 03/04/10
 TIME: 11:12:32

CITY OF DES PLAINES
 PRINT BALANCE SHEETS BY FUND

STAT-11.1

SELECTION CRITERIA: genledgr.fund in ("201","202")
 ACCOUNTING PERIOD: 2/10

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102005	CASH PAYABLE 1944119043	.00	
102008	CASH DEPOSIT 1944650243	.00	
102012	CASH IL FUND 007139119668	.00	
102028	CASH LIBRARY DONATIONS	.00	
102073	CASH IL- EPAY151600008073	.00	
102076	IL FUNDS - LIBRARY	223,386.09	
	TOTAL CASH	223,386.09	.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	223,386.09	.00
401000	ACCOUNTS PAYABLE		.00
401001	AUDIT ACCOUNTS PAYABLE		16,531.10
	TOTAL ACCOUNTS PAYABLE	.00	16,531.10
471000	DEFERRED REV-OTHER		.00
	TOTAL DEFERRED REV-PROPERTY TAX	.00	.00
	TOTAL CURRENT LIABILITIES	.00	.00
	TOTAL LIABILITIES	.00	16,531.10
700110	EXPENDITURE CONTROL		.00
700120	REVENUE CONTROL		3.25
700150	EXP. BUDGET CONTROL		207,100.00
700160	REV. BUDGET CONTROL	305,000.00	
700170	BUDGET. FUND BALANCE		97,899.34
	TOTAL SYSTEM CONTROL	305,000.00	305,002.59
730000	FUND BALANCE-UNRESERVED		206,852.40
	TOTAL FUND EQUITY	.00	206,852.40
	TOTAL EQUITIES	305,000.00	511,854.99
	TOTAL LIBRARY CAPITAL PROJ FUND	528,386.09	528,386.09
	TOTAL REPORT	9,142,027.02	9,142,027.02

SUNGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 03/04/10
 TIME: 11:12:32

CITY OF DES PLAINES
 PRINT BALANCE SHEETS BY FUND

STATMN11

SELECTION CRITERIA: genledgr.fund in ("201","202")
 ACCOUNTING PERIOD: 2/10

FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
430080	DUE TO-EMPL RETRMNT TRUST		.00
430099	DUE TO OTHER FUNDS		156,624.35
	TOTAL DUE TO-OTHER FUNDS	.00	156,624.35
450030	ACCRUED LIAB-COMP ABSENCE		.00
450040	ACCRUED PAYROLL		.00
450070	ACCRUED FICA WITHHOLDING		.00
450080	ACCRUED IMRF PENSION		.00
450082	RHS VANTAGEPOINT PAYOUTS		.00
	TOTAL ACCRUED LIABILITIES	.00	.00
470000	DEFERRED REV-PROPERTY TAX		.00
470100	LIBRARY DEFERRED REVENUE		8,058.00
471000	DEFERRED REV-OTHER		.00
	TOTAL DEFERRED REV-PROPERTY TAX	.00	8,058.00
	TOTAL CURRENT LIABILITIES	.00	164,682.35
	TOTAL LIABILITIES	.00	164,682.35
700110	EXPENDITURE CONTROL	712,524.92	
700120	REVENUE CONTROL		146,362.80
700130	ENCUMBRANCE CONTROL		.00
700140	RESERVE FOR ENCUMBRANCE		.00
700150	EXP. BUDGET CONTROL		6,957,885.35
700160	REV. BUDGET CONTROL	6,703,990.00	
700170	BUDGET FUND BALANCE	253,894.47	
	TOTAL SYSTEM CONTROL	7,670,409.39	7,104,248.15
720010	FUND BAL-RESRV-GIFT TRUST		.00
	TOTAL FUND BALANCE-RESERVED	.00	.00
730000	FUND BALANCE-UNRESERVED		1,344,710.43
	TOTAL FUND EQUITY	.00	1,344,710.43
	TOTAL EQUITIES	7,670,409.39	8,448,958.58
	TOTAL LIBRARY FUND	8,613,640.93	8,613,640.93

SUNGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 03/04/10
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CITY OF DES PLAINES
 PRINT BALANCE SHEETS BY FUND

STATMN11

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 ACCOUNTING PERIOD: 2/10

FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102005	CASH PAYABLE 1944119043	14,117.77	
102006	LOCKBOX MB - WATER	.00	
102007	CASH PAYROLL 1944652940	.00	
102008	CASH DEPOSIT 1944650243	214,553.29	
102012	CASH IL FUND 007139119668	.00	
102028	CASH LIBRARY DONATIONS	20,599.13	
102073	CASH IL- EPAY151600008073	.00	
102076	IL FUNDS - LIBRARY	89,712.91	
102078	CASH IL-EPAY LIBRARY	3,472.71	
102079	LIBRARY IL FUNDS 2591	500,000.00	
	TOTAL CASH	842,955.81	.00
104006	INVESTMENTS-CERTIF OF DEP	100,273.13	
104033	INVESTMENTS-DOWNING	.32	
104035	LIBRARY DONATION BROKERAG	2.28	
	TOTAL INVESTMENTS	100,275.73	.00
115400	RECEIVABLE-ACCRUED INTRST	.00	
115410	RECEIVABLE-INTEREST EARNS	.00	
118000	RECEIVABLE-PROPERTY TAXES	.00	
119125	RECEIVABLE-GRANTS	.00	
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
119301	PREPAID EXPENSE	.00	
	TOTAL PREPAID ITEMS	.00	.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	943,231.54	.00
401000	ACCOUNTS PAYABLE		.00
401001	AUDIT ACCOUNTS PAYABLE		.00
	TOTAL ACCOUNTS PAYABLE	.00	.00
410020	ESCROW DEPOSITS		.00
	TOTAL DEPOSITS	.00	.00
430010	DUE TO-CORPORATE GENL		.00

SUNGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 03/04/10
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CITY OF DES PLAINES
 REVENUE STATUS REPORT

REVST11

SELECTION CRITERIA: orgn.fund in ("201","202")
 ACCOUNTING PERIOD: 2/10

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
810024	PROPERTY TAXES 2007	.00	.00	.00	-412.37	412.37	.00
810025	PROPERTY TAXES 2008	50,000.00	.00	.00	131,199.53	-81,199.53	262.40
810026	PROPERTY TAXES 2009	6,309,802.00	.00	.00	.00	6,309,802.00	.00
TOTAL TAXES		6,359,802.00	.00	.00	130,787.16	6,229,014.84	2.06

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
822040	STATE GRANT:PER CAPITA	57,700.00	.00	.00	.00	57,700.00	.00
TOTAL INTERGOVERNMENTAL REVEN		150,688.00	.00	.00	.00	150,688.00	.00

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

850102	LIBRARY FINES	125,000.00	.00	.00	11,342.59	113,657.41	9.07
TOTAL FINES		125,000.00	.00	.00	11,342.59	113,657.41	9.07

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

850201	COPYING FEE	30,000.00	.00	.00	1,811.80	28,188.20	6.04
850215	SPECIAL PROGRAMS & EVENT	5,000.00	.00	.00	270.00	4,730.00	5.40
TOTAL FEES AND SERVICES		35,000.00	.00	.00	2,081.80	32,918.20	5.95

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

890010	INTEREST INCOME	5,000.00	.00	.00	239.23	4,760.77	4.78
890050	SALE OF FIXED ASSETS	1,000.00	.00	.00	.00	1,000.00	.00
899900	MISCELLANEOUS REVENUE	17,500.00	.00	.00	1,912.02	15,587.98	10.93
899920	LIBRARY DONATIONS	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL OTHER REVENUE		33,500.00	.00	.00	2,151.25	31,348.75	6.42

TOTAL TITLE NOT FOUND		6,703,990.00	.00	.00	146,362.80	6,557,627.20	2.18
TOTAL LIBRARY FUND		6,703,990.00	.00	.00	146,362.80	6,557,627.20	2.18

SUNGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 03/04/10
 TIME: 11:17:18

CITY OF DES PLAINES
 REVENUE STATUS REPORT

REVST11

SELECTION CRITERIA: orgn.fund in ("201","202")
 ACCOUNTING PERIOD: 2/10

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	5,000.00	.00	.00	3.25	4,996.75	.07
TOTAL OTHER REVENUE	5,000.00	.00	.00	3.25	4,996.75	.07
FUND-202 LIBRARY CAPITAL PROJ FUND ORGANIZATION- TITLE NOT FOUND 1ST SUBTOTAL-898000 OTHER FINANCING SOURCES						
898902 TRANSFER FROM LIB FUND	300,000.00	.00	.00	.00	300,000.00	.00
TOTAL OTHER FINANCING SOURCES	300,000.00	.00	.00	.00	300,000.00	.00
TOTAL TITLE NOT FOUND	305,000.00	.00	.00	3.25	304,996.75	.00
TOTAL LIBRARY CAPITAL PROJ FU	305,000.00	.00	.00	3.25	304,996.75	.00
TOTAL REPORT	7,008,990.00	.00	.00	146,366.05	6,862,623.95	2.09

SUNGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 03/04/10
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CITY OF DES PLAINES
 EXPENDITURE STATUS REPORT

EXPSTA11

SELECTION CRITERIA: orgn.fund in ("201","202")
 ACCOUNTING PERIOD: 2/10

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 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	2,318,022.00	155,225.85	.00	291,007.43	2,027,014.57	12.55
910200	TEMPORARY WAGES	789,113.00	57,392.82	.00	112,595.45	676,517.55	14.27
910500	VACATION PAY	.00	9,304.05	.00	23,768.31	-23,768.31	.00
910600	SICK PAY	.00	6,270.35	.00	10,974.92	-10,974.92	.00
910700	HOLIDAY PAY	.00	829.25	.00	19,949.14	-19,949.14	.00
910900	ACT/OUT OF CLASS/PREMIUM	.00	692.30	.00	1,384.60	-1,384.60	.00
910950	EXCESS SICK HRS PAY OUT	3,500.00	2,898.73	.00	2,898.73	601.27	82.82
	TOTAL SALARIES	3,110,635.00	232,613.35	.00	462,578.58	2,648,056.42	14.87

FUND-201 LIBRARY FUND
 ORGANIZATION-2110 LIBRARY SERVICES
 1ST SUBTOTAL-918000 BENEFITS

918010	UNEMPLOYMENT COMPENSATIO	4,986.00	.00	.00	.00	4,986.00	.00
918020	EMPLOYER CONTR-F.I.C.A.	237,314.00	17,431.71	.00	34,662.58	202,651.42	14.61
918021	EMPLOYER CONTR-I.M.R.F.	297,518.00	22,317.10	.00	44,316.22	253,201.78	14.90
918030	EAP PROGRAM	682.00	.00	.00	.00	682.00	.00
918040	LIFE INS PREMIUMS	6,576.00	523.60	.00	1,047.20	5,528.80	15.92
918050	PPO INSURANCE PREMIUMS	389,041.00	25,560.66	.00	51,121.32	337,919.68	13.14
918051	HMO INSURANCE PREMIUMS	111,979.00	8,184.26	.00	15,918.18	96,060.82	14.22
918055	DENTAL INSURANCE PREMIUM	31,505.00	2,168.34	.00	4,336.68	27,168.32	13.77
918070	WORKERS COMPENSATION	9,500.00	1,060.00	.00	2,111.00	7,389.00	22.22
918085	RHS PLAN PAYOUT	10,000.00	.00	.00	.00	10,000.00	.00
	TOTAL BENEFITS	1,099,101.00	77,245.67	.00	153,513.18	945,587.82	13.97

FUND-201 LIBRARY FUND
 ORGANIZATION-2110 LIBRARY SERVICES
 1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

920100	LEGAL FEES	15,000.00	.00	.00	.00	15,000.00	.00
920105	COSTS OF LITIGATION	3,500.00	.00	.00	.00	3,500.00	.00
920110	PROFESSIONAL SERVICES	405,000.00	27,083.33	.00	27,083.33	377,916.67	6.69
920120	COMMUNICATION SERVICES	28,460.00	1,592.47	.00	2,042.49	26,417.51	7.18
920140	DATA PROCESSING SERVICES	100,800.00	.00	.00	.00	100,800.00	.00
920204	TRAINING	2,600.00	100.00	.00	100.00	2,500.00	3.85
920220	MEMBERSHIP DUES	6,500.00	375.00	.00	735.00	5,765.00	11.31
920225	LICENSING/TITLES	100.00	.00	.00	.00	100.00	.00
920230	PUBLICATION OF NOTICES	1,000.00	744.00	.00	744.00	256.00	74.40
920900	PROPERTY/LIAB CONTRIBUTI	24,869.00	.00	.00	.00	24,869.00	.00
930010	R & M EQUIPMENT	110,062.00	250.00	.00	2,255.00	107,807.00	2.05
930020	R & M BLDGS & STRUCTURES	116,235.00	.00	.00	497.00	115,738.00	.43
930030	R & M VEHICLES	14,300.00	.00	.00	.00	14,300.00	.00
930195	BOOK BINDING & REPAIR	1,000.00	.00	.00	.00	1,000.00	.00
930210	RENTAL OF EQUIPMENT	26,500.00	.00	.00	.00	26,500.00	.00
930320	CLEANING:CUSTODIAL SERV	96,700.00	.00	.00	7,423.00	89,277.00	7.68

SUNGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 03/04/10
 TIME: 11:18:39

CITY OF DES PLAINES
 EXPENDITURE STATUS REPORT

EXPSTAL1

SELECTION CRITERIA: orgn.fund in ("201","202")
 ACCOUNTING PERIOD: 2/10

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT
 TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL
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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
930490	REFUSE CONTRACT	5,500.00	437.32	.00	437.32	5,062.68	7.95
960040	EMPLOYEE PHYSICALS	250.00	.00	.00	.00	250.00	.00
960065	BANK FEES	.00	.00	.00	47.89	-47.89	.00
960070	TRAVEL EXPENSES	500.00	.00	.00	.00	500.00	.00
960210	SPECIAL EVENT PROGRAMMIN	31,000.00	2,397.32	.00	2,397.32	28,602.68	7.73
960990	MISC CONTRACTUAL SVCS	99,375.00	125.00	.00	197.00	99,178.00	.20
	TOTAL CONTRACTUAL SERVICES	1,089,251.00	33,104.44	.00	43,959.35	1,045,291.65	4.04

FUND-201 LIBRARY FUND
 ORGANIZATION-2110 LIBRARY SERVICES
 1ST SUBTOTAL-970000 COMMODITIES

970100	OFFICE SUPPLIES	116,300.00	33.50	.00	33.50	116,266.50	.03
970110	MEALS (PRSNRS/WRKRS/VOLS	2,800.00	.00	.00	.00	2,800.00	.00
970170	JANITORIAL	23,800.00	47.39	.00	47.39	23,752.61	.20
970260	POSTAGE AND PARCEL	13,000.00	.00	.00	.00	13,000.00	.00
970270	PRINTING-REPROD-BINDING	5,000.00	.00	.00	.00	5,000.00	.00
970500	PURCHASE OF WATER	8,000.00	.00	.00	.00	8,000.00	.00
970600	BOOKS	489,800.00	1,824.31	.00	1,824.31	487,975.69	.37
970610	AUDIO MATERIALS	84,600.00	-73.94	.00	-73.94	84,673.94	-.09
970620	SUBSCRIPTIONS & BOOKS	78,800.00	1,023.27	.00	1,023.27	77,776.73	1.30
970630	VISUAL MATERIALS	96,250.00	416.22	.00	416.22	95,833.78	.43
970640	AUTOMATED REFERENCE MAT'	141,000.00	12,250.98	.00	45,280.98	95,719.02	32.11
970810	NATURAL GAS	30,000.00	3,458.74	.00	3,458.74	26,541.26	11.53
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	4,000.00	.00	.00	.00	4,000.00	.00
970850	GASOLINE	2,000.00	.00	.00	.00	2,000.00	.00
970900	EQUIPMENT <\$5,000	5,500.00	463.34	.00	463.34	5,036.66	8.42
	TOTAL COMMODITIES	1,101,350.00	19,443.81	.00	52,473.81	1,048,876.19	4.76

FUND-201 LIBRARY FUND
 ORGANIZATION-2110 LIBRARY SERVICES
 1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

980300	IMPROVEMENTS	8,000.00	.00	.00	.00	8,000.00	.00
980400	EQUIPMENT	33,000.00	.00	.00	.00	33,000.00	.00
980410	COMPUTER HARDWARE	6,750.00	.00	.00	.00	6,750.00	.00
980420	COMPUTER SOFTWARE	32,000.00	.00	.00	.00	32,000.00	.00
980600	FURNITURE & FIXTURES	20,500.00	.00	.00	.00	20,500.00	.00
	TOTAL CAPITAL EXPENDITURES	100,250.00	.00	.00	.00	100,250.00	.00

FUND-201 LIBRARY FUND
 ORGANIZATION-2110 LIBRARY SERVICES
 1ST SUBTOTAL-990990 OTHER FUNDING ACTIVITIES

SUNGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 03/04/10
 TIME: 11:18:39

CITY OF DES PLAINES
 EXPENDITURE STATUS REPORT

EXPST11

SELECTION CRITERIA: orgn.fund in ("201","202")
 ACCOUNTING PERIOD: 2/10

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT
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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	24,598.35	.00	.00	.00	24,598.35	.00
990940	TRANS TO LIB CAP PROJ FN	300,000.00	.00	.00	.00	300,000.00	.00
993000	CONTINGENCY RESERVE	75,000.00	.00	.00	.00	75,000.00	.00
	TOTAL OTHER FUNDING ACTIVITIE	399,598.35	.00	.00	.00	399,598.35	.00
	TOTAL LIBRARY SERVICES	6,900,185.35	362,407.27	.00	712,524.92	6,187,660.43	10.33

SUNGARD PENTAMATION INC - FUND ACCOUNTING
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CITY OF DES PLAINES
 EXPENDITURE STATUS REPORT

EXPST11

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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	1,000.00	.00	.00	.00	1,000.00	.00
920204	TRAINING	3,000.00	.00	.00	.00	3,000.00	.00
920210	IN-SERVICE TRAINING	4,000.00	.00	.00	.00	4,000.00	.00
960070	TRAVEL EXPENSES	1,000.00	.00	.00	.00	1,000.00	.00
960210	SPECIAL EVENT PROGRAMMIN	3,200.00	.00	.00	.00	3,200.00	.00
960990	MISC CONTRACTUAL SVCS	20,000.00	.00	.00	.00	20,000.00	.00
	TOTAL CONTRACTUAL SERVICES	32,200.00	.00	.00	.00	32,200.00	.00

FUND-201 LIBRARY FUND
 ORGANIZATION-2130 IL LIBRARY PER CAP GRANT
 1ST SUBTOTAL-970000 COMMODITIES

970260	POSTAGE AND PARCEL	7,500.00	.00	.00	.00	7,500.00	.00
	TOTAL COMMODITIES	7,500.00	.00	.00	.00	7,500.00	.00

FUND-201 LIBRARY FUND
 ORGANIZATION-2130 IL LIBRARY PER CAP GRANT
 1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

980400	EQUIPMENT	18,000.00	.00	.00	.00	18,000.00	.00
	TOTAL CAPITAL EXPENDITURES	18,000.00	.00	.00	.00	18,000.00	.00
	TOTAL IL LIBRARY PER CAP GRAN	57,700.00	.00	.00	.00	57,700.00	.00
	TOTAL LIBRARY FUND	6,957,885.35	362,407.27	.00	712,524.92	6,245,360.43	10.24

SUNGARD PENTAMATION INC - FUND ACCOUNTING
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CITY OF DES PLAINES
 EXPENDITURE STATUS REPORT

EXPST11

SELECTION CRITERIA: orgn.fund in ("201","202")
 ACCOUNTING PERIOD: 2/10

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	15,000.00	.00	.00	.00	15,000.00	.00
	TOTAL CONTRACTUAL SERVICES	15,000.00	.00	.00	.00	15,000.00	.00

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

980300	IMPROVEMENTS	92,000.00	.00	.00	.00	92,000.00	.00
980400	EQUIPMENT	24,000.00	.00	.00	.00	24,000.00	.00
980410	COMPUTER HARDWARE	76,100.00	.00	.00	.00	76,100.00	.00
	TOTAL CAPITAL EXPENDITURES	192,100.00	.00	.00	.00	192,100.00	.00
	TOTAL LIBRARY CAPITAL PROJECT	207,100.00	.00	.00	.00	207,100.00	.00
	TOTAL LIBRARY CAPITAL PROJ FU	207,100.00	.00	.00	.00	207,100.00	.00

TOTAL REPORT		7,164,985.35	362,407.27	.00	712,524.92	6,452,460.43	9.94
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SUNGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 03/09/10
 TIME: 09:53:34

CITY OF DES PLAINES
 PRINT BALANCE SHEETS BY FUND

STAMN11

SELECTION CRITERIA: genledgr.fund in ("201","202")
 ACCOUNTING PERIOD: 13/09

FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102005	CASH PAYABLE 1944119043	14,043.83	
102006	LOCKBOX MB - WATER	.00	
102007	CASH PAYROLL 1944652940	.00	
102008	CASH DEPOSIT 1944650243	1,698,787.16	
102012	CASH IL FUND 007139119668	.00	
102028	CASH LIBRARY DONATIONS	20,599.13	
102073	CASH IL- EPAY151600008073	.00	
102076	IL FUNDS - LIBRARY	50.62	
102078	CASH IL-EPAY LIBRARY	2,330.61	
	TOTAL CASH	1,736,311.35	.00
104006	INVESTMENTS-CERTIF OF DEP	100,273.13	
104033	INVESTMENTS-DOWNING	.32	
104035	LIBRARY DONATION BROKERAG	2.28	
	TOTAL INVESTMENTS	100,275.73	.00
115400	RECEIVABLE-ACCRUED INTRST	.00	
115410	RECEIVABLE-INTEREST EARNS	.00	
118000	RECEIVABLE-PROPERTY TAXES	.00	
119125	RECEIVABLE-GRANTS	.00	
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
119301	PREPAID EXPENSE	.00	
	TOTAL PREPAID ITEMS	.00	.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	1,836,587.08	.00
401000	ACCOUNTS PAYABLE		321,971.13
401001	AUDIT ACCOUNTS PAYABLE		5,222.29
	TOTAL ACCOUNTS PAYABLE	.00	327,193.42
410020	ESCROW DEPOSITS		.00
	TOTAL DEPOSITS	.00	.00
430010	DUE TO-CORPORATE GENL		.00
430080	DUE TO-EMPL RETRMNT TRUST		.00

SUNGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 03/09/10
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CITY OF DES PLAINES
 PRINT BALANCE SHEETS BY FUND

STATMN11

SELECTION CRITERIA: genledgr.fund in ("201","202")
 ACCOUNTING PERIOD: 13/09

FUND - 201 - LIBRARY FUND			
ACCOUNT	TITLE	DEBITS	CREDITS
430099	DUE TO OTHER FUNDS		156,624.35
	TOTAL DUE TO-OTHER FUNDS	.00	156,624.35
450030	ACCRUED LIAB-COMP ABSENCE		.00
450040	ACCRUED PAYROLL		17,171.15
450070	ACCRUED FICA WITHHOLDING		3,053.03
450080	ACCRUED IMRF PENSION		.00
450082	RHS VANTAGEPOINT PAYOUTS		.00
	TOTAL ACCRUED LIABILITIES	.00	20,224.18
470000	DEFERRED REV-PROPERTY TAX		.00
470100	LIBRARY DEFERRED REVENUE		8,058.00
471000	DEFERRED REV-OTHER		.00
	TOTAL DEFERRED REV-PROPERTY TAX	.00	8,058.00
	TOTAL CURRENT LIABILITIES	.00	184,906.53
	TOTAL LIABILITIES	.00	512,099.95
700110	EXPENDITURE CONTROL	6,519,930.81	
700120	REVENUE CONTROL		6,799,908.34
700130	ENCUMBRANCE CONTROL		.00
700140	RESERVE FOR ENCUMBRANCE		.00
700150	EXP. BUDGET CONTROL		6,994,960.00
700160	REV. BUDGET CONTROL	7,031,445.00	
700170	BUDGET FUND BALANCE		36,485.88
	TOTAL SYSTEM CONTROL	13,551,375.81	13,831,354.22
720010	FUND BAL-RESRV-GIFT TRUST		.00
	TOTAL FUND BALANCE-RESERVED	.00	.00
730000	FUND BALANCE-UNRESERVED		1,044,508.72
	TOTAL FUND EQUITY	.00	1,044,508.72
	TOTAL EQUITIES	13,551,375.81	14,875,862.94
	TOTAL LIBRARY FUND	15,387,962.89	15,387,962.89

SUNGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 03/09/10
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CITY OF DES PLAINES
 PRINT BALANCE SHEETS BY FUND

STATMN11

SELECTION CRITERIA: genledgr.fund in ("201","202")
 ACCOUNTING PERIOD: 13/09

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102005	CASH PAYABLE 1944119043	.00	
102008	CASH DEPOSIT 1944650243	184,166.72	
102012	CASH IL FUND 007139119668	.00	
102028	CASH LIBRARY DONATIONS	.00	
102073	CASH IL- EPAY151600008073	.00	
102076	IL FUNDS - LIBRARY	39,216.12	
	TOTAL CASH	223,382.84	.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	223,382.84	.00
401000	ACCOUNTS PAYABLE		.00
401001	AUDIT ACCOUNTS PAYABLE		16,531.10
	TOTAL ACCOUNTS PAYABLE	.00	16,531.10
471000	DEFERRED REV-OTHER		.00
	TOTAL DEFERRED REV-PROPERTY TAX	.00	.00
	TOTAL CURRENT LIABILITIES	.00	.00
	TOTAL LIABILITIES	.00	16,531.10
700110	EXPENDITURE CONTROL	159,413.24	
700120	REVENUE CONTROL		203,606.46
700150	EXP. BUDGET CONTROL		232,767.00
700160	REV. BUDGET CONTROL	210,000.00	
700170	BUDGET FUND BALANCE	22,767.66	
	TOTAL SYSTEM CONTROL	392,180.90	436,373.46
730000	FUND BALANCE-UNRESERVED		162,659.18
	TOTAL FUND EQUITY	.00	162,659.18
	TOTAL EQUITIES	392,180.90	599,032.64
	TOTAL LIBRARY CAPITAL PROJ FUND	615,563.74	615,563.74
	TOTAL REPORT	16,003,526.63	16,003,526.63

SUNGARD PENTAMATION INC - FUND ACCOUNTING
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CITY OF DES PLAINES
 REVENUE STATUS REPORT

REVSTA11

SELECTION CRITERIA: orgn.fund in ("201","202")
 ACCOUNTING PERIOD: 13/09

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT
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 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
810022	PROPERTY TAXES 2005	.00	-175.29	.00	-66,432.85	66,432.85	.00
810023	PROPERTY TAXES 2006	.00	33.18	.00	-57,055.46	57,055.46	.00
810024	PROPERTY TAXES 2007	50,000.00	-180,248.83	.00	101,622.33	-51,622.33	203.24
810025	PROPERTY TAXES 2008	6,623,557.00	2,221,202.29	.00	6,474,592.23	148,964.77	97.75
	TOTAL TAXES	6,673,557.00	2,040,811.35	.00	6,452,726.25	220,830.75	96.69

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	68,900.00	.00	.00	68,892.06	7.94	99.99
	TOTAL INTERGOVERNMENTAL REVEN	161,888.00	.00	.00	161,880.06	7.94	100.00

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

850102	LIBRARY FINES	110,000.00	4,627.98	.00	114,465.96	-4,465.96	104.06
	TOTAL FINES	110,000.00	4,627.98	.00	114,465.96	-4,465.96	104.06

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

850201	COPYING FEE	25,000.00	688.60	.00	28,683.85	-3,683.85	114.74
850215	SPECIAL PROGRAMS & EVENT	5,000.00	.00	.00	4,550.25	449.75	91.01
	TOTAL FEES AND SERVICES	30,000.00	688.60	.00	33,234.10	-3,234.10	110.78

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

890010	INTEREST INCOME	10,000.00	1,149.71	.00	6,203.95	3,796.05	62.04
890050	SALE OF FIXED ASSETS	1,000.00	.00	.00	.00	1,000.00	.00
899900	MISCELLANEOUS REVENUE	20,000.00	115.00	.00	24,978.30	-4,978.30	124.89
899920	LIBRARY DONATIONS	25,000.00	200.00	.00	6,419.72	18,580.28	25.68
	TOTAL OTHER REVENUE	56,000.00	1,464.71	.00	37,601.97	18,398.03	67.15
	TOTAL TITLE NOT FOUND	7,031,445.00	2,047,592.64	.00	6,799,908.34	231,536.66	96.71
	TOTAL LIBRARY FUND	7,031,445.00	2,047,592.64	.00	6,799,908.34	231,536.66	96.71

SUNGARD PENTAMATION INC - FUND ACCOUNTING
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CITY OF DES PLAINES
 REVENUE STATUS REPORT

REVSTALL

SELECTION CRITERIA: orgn.fund in ("201","202")
 ACCOUNTING PERIOD: 13/09

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	5.27	.00	628.46	9,371.54	6.28
899920 LIBRARY DONATIONS	.00	.00	.00	2,978.00	-2,978.00	.00
TOTAL OTHER REVENUE	10,000.00	5.27	.00	3,606.46	6,393.54	36.06
FUND-202 LIBRARY CAPITAL PROJ FUND ORGANIZATION- TITLE NOT FOUND 1ST SUBTOTAL-898000 OTHER FINANCING SOURCES						
898902 TRANSFER FROM LIB FUND	200,000.00	200,000.00	.00	200,000.00	.00	100.00
TOTAL OTHER FINANCING SOURCES	200,000.00	200,000.00	.00	200,000.00	.00	100.00
TOTAL TITLE NOT FOUND	210,000.00	200,005.27	.00	203,606.46	6,393.54	96.96
TOTAL LIBRARY CAPITAL PROJ FU	210,000.00	200,005.27	.00	203,606.46	6,393.54	96.96
TOTAL REPORT	7,241,445.00	2,247,597.91	.00	7,003,514.80	237,930.20	96.71

SUNGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 03/09/10
 TIME: 09:58:11

CITY OF DES PLAINES
 EXPENDITURE STATUS REPORT

EXPSTALL

SELECTION CRITERIA: orgn.fund in ("201","202")
 ACCOUNTING PERIOD: 13/09

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	2,383,898.00	-52,910.40	.00	2,003,621.29	380,276.71	84.05
910200	TEMPORARY WAGES	858,885.00	-21,179.73	.00	753,695.79	105,189.21	87.75
910500	VACATION PAY	.00	-109.59	.00	162,031.15	-162,031.15	.00
910600	SICK PAY	.00	-18.49	.00	62,380.59	-62,380.59	.00
910700	HOLIDAY PAY	.00	-14,448.83	.00	79,434.85	-79,434.85	.00
910900	ACT/OUT OF CLASS/PREMIUM	.00	207.69	.00	724.28	-724.28	.00
910950	EXCESS SICK HRS PAY OUT	.00	.00	.00	1,748.46	-1,748.46	.00
910970	COMPENSATED ABSENCES	.00	-8,475.92	.00	-8,475.92	8,475.92	.00
	TOTAL SALARIES	3,242,783.00	-96,935.27	.00	3,055,160.49	187,622.51	94.21

FUND-201 LIBRARY FUND
 ORGANIZATION-2110 LIBRARY SERVICES
 1ST SUBTOTAL-918000 BENEFITS

918010	UNEMPLOYMENT COMPENSATIO	1,406.00	.00	.00	1,406.00	.00	100.00
918020	EMPLOYER CONTR-F.I.C.A.	247,690.00	-5,574.23	.00	229,355.10	18,334.90	92.60
918021	EMPLOYER CONTR-I.M.R.F.	283,039.00	-8,748.45	.00	267,499.25	15,539.75	94.51
918030	EAP PROGRAM	662.00	.00	.00	.00	662.00	.00
918040	LIFE INS PREMIUMS	7,099.00	.00	.00	6,545.00	554.00	92.20
918050	PPO INSURANCE PREMIUMS	402,138.00	.00	.00	338,038.07	64,099.93	84.06
918051	HMO INSURANCE PREMIUMS	115,187.00	.00	.00	105,471.81	9,715.19	91.57
918055	DENTAL INSURANCE PREMIUM	29,141.00	.00	.00	24,642.75	4,498.25	84.56
918070	WORKERS COMPENSATION	7,756.00	.00	.00	13,793.02	-6,037.02	177.84
918085	RHS PLAN PAYOUT	3,391.00	.00	.00	18,417.92	-15,026.92	543.14
	TOTAL BENEFITS	1,097,509.00	-14,322.68	.00	1,005,168.92	92,340.08	91.59

FUND-201 LIBRARY FUND
 ORGANIZATION-2110 LIBRARY SERVICES
 1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

920100	LEGAL FEES	10,000.00	.00	.00	589.00	9,411.00	5.89
920105	COSTS OF LITIGATION	2,500.00	.00	.00	.00	2,500.00	.00
920110	PROFESSIONAL SERVICES	355,000.00	.00	.00	354,478.29	521.71	99.85
920120	COMMUNICATION SERVICES	21,120.00	3,389.12	.00	31,803.37	-10,683.37	150.58
920140	DATA PROCESSING SERVICES	98,000.00	.00	.00	57,304.42	40,695.58	58.47
920202	CONFERENCES	27,850.00	515.00	.00	4,143.75	23,706.25	14.88
920204	TRAINING	6,100.00	.00	.00	6,084.00	16.00	99.74
920205	TUITION REIMBURSEMENTS	5,000.00	489.63	.00	4,229.26	770.74	84.59
920210	IN-SERVICE TRAINING	6,000.00	45.83	.00	877.19	5,122.81	14.62
920220	MEMBERSHIP DUES	6,500.00	-245.00	.00	7,816.00	-1,316.00	120.25
920225	LICENSING/TITLES	250.00	.00	.00	50.00	200.00	20.00
920230	PUBLICATION OF NOTICES	4,500.00	288.90	.00	1,100.95	3,399.05	24.47
920900	PROPERTY/LIAB CONTRIBUTI	25,773.00	.00	.00	25,773.00	.00	100.00
930010	R & M EQUIPMENT	78,577.00	2,213.19	.00	100,398.08	-21,821.08	127.77
930020	R & M BLDGS & STRUCTURES	112,990.00	14,971.76	.00	102,375.14	10,614.86	90.61

SUNGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 03/09/10
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CITY OF DES PLAINES
 EXPENDITURE STATUS REPORT

EXPSTA11

SELECTION CRITERIA: orgn.fund in ("201","202")
 ACCOUNTING PERIOD: 13/09

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT
 TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL
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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
930030	R & M VEHICLES	8,550.00	.00	.00	7,872.50	677.50	92.08
930195	BOOK BINDING & REPAIR	3,000.00	.00	.00	537.75	2,462.25	17.93
930210	RENTAL OF EQUIPMENT	26,500.00	164.00	.00	1,660.00	24,840.00	6.26
930320	CLEANING:CUSTODIAL SERV	94,840.00	630.00	.00	112,178.50	-17,338.50	118.28
930490	REFUSE CONTRACT	6,888.00	.00	.00	5,496.48	1,391.52	79.80
960040	EMPLOYEE PHYSICALS	.00	.00	.00	68.50	-68.50	.00
960065	BANK FEES	.00	52.47	.00	55.34	-55.34	.00
960070	TRAVEL EXPENSES	500.00	.00	.00	1,972.02	-1,472.02	394.40
960210	SPECIAL EVENT PROGRAMMIN	25,000.00	713.67	.00	28,006.79	-3,006.79	112.03
960990	MISC CONTRACTUAL SVCS	121,560.00	7,845.12	.00	89,189.16	32,370.84	73.37
	TOTAL CONTRACTUAL SERVICES	1,046,998.00	31,073.69	.00	944,059.49	102,938.51	90.17

FUND-201 LIBRARY FUND
 ORGANIZATION-2110 LIBRARY SERVICES
 1ST SUBTOTAL-970000 COMMODITIES

970100	OFFICE SUPPLIES	91,300.00	8,067.84	.00	85,171.84	6,128.16	93.29
970110	MEALS (PRSNRS/WRKRS/VOLS)	2,800.00	190.00	.00	2,986.89	-186.89	106.67
970115	SUPPLIES: DEPT/OTHER	.00	.00	.00	11.85	-11.85	.00
970170	JANITORIAL	20,600.00	290.09	.00	22,632.93	-2,032.93	109.87
970260	POSTAGE AND PARCEL	18,000.00	1,331.88	.00	10,458.63	7,541.37	58.10
970270	PRINTING-REPROD-BINDING	12,050.00	.00	.00	10,606.51	1,443.49	88.02
970330	SUPPLIES: VEHICLE R/M	.00	.00	.00	106.90	-106.90	.00
970500	PURCHASE OF WATER	8,000.00	1,434.86	.00	1,520.77	6,479.23	19.01
970600	BOOKS	489,800.00	39,882.79	.00	517,410.58	-27,610.58	105.64
970610	AUDIO MATERIALS	84,600.00	8,321.34	.00	76,566.56	8,033.44	90.50
970620	SUBSCRIPTIONS & BOOKS	78,800.00	14,030.55	.00	115,287.64	-36,487.64	146.30
970630	VISUAL MATERIALS	96,250.00	4,990.24	.00	104,658.62	-8,408.62	108.74
970640	AUTOMATED REFERENCE MAT'	141,000.00	.00	.00	144,385.69	-3,385.69	102.40
970810	NATURAL GAS	30,030.00	1,706.08	.00	16,363.87	13,666.13	54.49
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	3,850.00	.00	.00	.00	3,850.00	.00
970850	GASOLINE	1,650.00	.00	.00	.00	1,650.00	.00
970900	EQUIPMENT <\$5,000	20,100.00	3,229.29	.00	20,874.45	-774.45	103.85
	TOTAL COMMODITIES	1,099,330.00	83,474.96	.00	1,129,043.73	-29,713.73	102.70

FUND-201 LIBRARY FUND
 ORGANIZATION-2110 LIBRARY SERVICES
 1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

980300	IMPROVEMENTS	24,055.00	.00	.00	.00	24,055.00	.00
980400	EQUIPMENT	34,750.00	.00	.00	23,278.84	11,471.16	66.99
980410	COMPUTER HARDWARE	6,450.00	.00	.00	2,054.60	4,395.40	31.85
980420	COMPUTER SOFTWARE	64,080.00	28,355.32	.00	59,399.82	4,680.18	92.70
980600	FURNITURE & FIXTURES	9,300.00	.00	.00	7,070.27	2,229.73	76.02

SUNGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 03/09/10
 TIME: 09:58:11

CITY OF DES PLAINES
 EXPENDITURE STATUS REPORT

EXPSTA11

SELECTION CRITERIA: orgn.fund in ("201","202")
 ACCOUNTING PERIOD: 13/09

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 PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND
 ORGANIZATION-2110 LIBRARY SERVICES
 1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
TOTAL CAPITAL EXPENDITURES		138,635.00	28,355.32	.00	91,803.53	46,831.47	66.22
FUND-201 LIBRARY FUND ORGANIZATION-2110 LIBRARY SERVICES 1ST SUBTOTAL-990990 OTHER FUNDING ACTIVITIES							
990935	TRANS TO D/S: 2002A BOND	25,796.00	25,795.00	.00	25,795.00	1.00	100.00
990940	TRANS TO LIB CAP PROJ FN	200,000.00	200,000.00	.00	200,000.00	.00	100.00
993000	CONTINGENCY RESERVE	75,000.00	.00	.00	.00	75,000.00	.00
TOTAL OTHER FUNDING ACTIVITIE		300,796.00	225,795.00	.00	225,795.00	75,001.00	75.07
TOTAL LIBRARY SERVICES		6,926,051.00	257,441.02	.00	6,451,031.16	475,019.84	93.14

SUNGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 03/09/10
 TIME: 09:58:11

CITY OF DES PLAINES
 EXPENDITURE STATUS REPORT

EXPST11

SELECTION CRITERIA: orgn.fund in ("201","202")
 ACCOUNTING PERIOD: 13/09

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	7,704.17	-7,704.17	.00
920204	TRAINING	.00	.00	.00	4,500.00	-4,500.00	.00
920210	IN-SERVICE TRAINING	.00	.00	.00	1,567.30	-1,567.30	.00
960070	TRAVEL EXPENSES	.00	.00	.00	233.65	-233.65	.00
960210	SPECIAL EVENT PROGRAMMIN	.00	.00	.00	9,245.75	-9,245.75	.00
960990	MISC CONTRACTUAL SVCS	49,259.00	.00	.00	15,259.75	33,999.25	30.98
	TOTAL CONTRACTUAL SERVICES	49,259.00	.00	.00	38,510.62	10,748.38	78.18

FUND-201 LIBRARY FUND
 ORGANIZATION-2130 IL LIBRARY PER CAP GRANT
 1ST SUBTOTAL-970000 COMMODITIES

970260	POSTAGE AND PARCEL	4,000.00	.00	.00	2,000.00	2,000.00	50.00
970270	PRINTING-REPROD-BINDING	15,650.00	.00	.00	15,686.00	-36.00	100.23
	TOTAL COMMODITIES	19,650.00	.00	.00	17,686.00	1,964.00	90.01

FUND-201 LIBRARY FUND
 ORGANIZATION-2130 IL LIBRARY PER CAP GRANT
 1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

980400	EQUIPMENT	.00	.00	.00	12,703.03	-12,703.03	.00
	TOTAL CAPITAL EXPENDITURES	.00	.00	.00	12,703.03	-12,703.03	.00
	TOTAL IL LIBRARY PER CAP GRAN	68,909.00	.00	.00	68,899.65	9.35	99.99
	TOTAL LIBRARY FUND	6,994,960.00	257,441.02	.00	6,519,930.81	475,029.19	93.21

SUNGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 03/09/10
 TIME: 09:58:11

CITY OF DES PLAINES
 EXPENDITURE STATUS REPORT

EXPSTALL

SELECTION CRITERIA: orgn.fund in ("201","202")
 ACCOUNTING PERIOD: 13/09

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	15,000.00	.00	.00	842.92	14,157.08	5.62
960990	MISC CONTRACTUAL SVCS	.00	.00	.00	560.00	-560.00	.00
	TOTAL CONTRACTUAL SERVICES	15,000.00	.00	.00	1,402.92	13,597.08	9.35

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

980300	IMPROVEMENTS	75,000.00	.00	.00	59,539.03	15,460.97	79.39
980400	EQUIPMENT	23,820.00	.00	.00	12,087.90	11,732.10	50.75
980410	COMPUTER HARDWARE	114,477.00	.00	.00	81,913.39	32,563.61	71.55
980420	COMPUTER SOFTWARE	4,470.00	.00	.00	4,470.00	.00	100.00
	TOTAL CAPITAL EXPENDITURES	217,767.00	.00	.00	158,010.32	59,756.68	72.56
	TOTAL LIBRARY CAPITAL PROJECT	232,767.00	.00	.00	159,413.24	73,353.76	68.49
	TOTAL LIBRARY CAPITAL PROJ FU	232,767.00	.00	.00	159,413.24	73,353.76	68.49

TOTAL REPORT		7,227,727.00	257,441.02	.00	6,679,344.05	548,382.95	92.41
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DIRECTOR'S REPORT

March 16, 2010

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

I. PERSONNEL

New employee for February /March 2010: Christopher Madden, Circulation Services Page.

Resignations/Separations: Marjorie Haj Ahmad and Steven Schultz, Pages.

Veronica DeFazio, Head of Youth Services Department has submitted her resignation, effective April 2.

We are mourning the death of Judith Reiss, Youth Services Assistant, on February 22, 2010.

II. STAFF DEVELOPMENT

Department Heads joined the administrative teams from Zion-Benton and Evanston Public Libraries on February 25 for an afternoon of continuing education at the Evanston Public Library. We shared the cost of bringing Jamie LaRue, a nationally recognized speaker on *public library trends and marketing to share his latest insights* on the challenges facing public libraries.

On March 10, the Department Heads and I took our annual field trip to an area special library. This year we visited the Holocaust Museum in Skokie and met with the director of the library/research center. We have found that these annual excursions are excellent team-building and educational events. We all recommend a visit to this fascinating museum highlighting an historical event with modern day implications and lessons.

Our quarterly all staff meeting will be held on Wednesday, March 17. It will include a fire drill, which is an annual requirement.

Our staff will be well-represented as professional leaders at the ILA Annual Conference in October 2010 at Navy Pier. Bob Blanchard, Veronica DeFazio, Sara McLaughlin, Karen McBride, Joanne Griffin, Heather Imhoff, and I will present at five separate programs, which showcase innovative programs and/or services we have developed at Des Plaines Public Library.

Courtney O'Keefe, Preschool Liaison Librarian for the Youth Services Department, has been selected to take part in Synergy: The Illinois Library Leadership Initiative for the 2010 cohort.

III. PATRON SERVICES

In addition to our circulation, which remains high at an 11.3% increase over 2009 totals, the library is used by residents for meetings, attending programs, and other community activities. Last month 117 programs were presented for all ages, and 26 meetings of local not-for-profit organizations were held in the library. Our library is used by AARP to provide free income tax preparation assistance to low-income seniors; people can donate blood through Life Source, and the Census Bureau has selected the library as a site for in-person assistance with census form completion and/or information about the census in English, Spanish, and Polish.

Our in-house computer use, while remaining high, has taken a dip, as did the use of online reference products. We will monitor this use to discern trends.

IV. OTHER PROFESSIONAL ACTIVITIES

On February 19 I attended the LACONI Administrators' forum in Cary and the Des Plaines Police Department's Irish Fest dinner and dance. I attended the Friends of the Library Roundtable meeting on February 23, the City of Des Plaines Sustainability Outreach meeting on February 24, the Inservice Training for Department Heads on February 25, and the funeral for Judy Reiss on February 26. I attended the field trip with Department Heads on March 10, the Chamber of Commerce Board of Directors meeting on March 11, and participated in the Read Across America program at Central Elementary School on March 12.

I was on vacation March 1 and 2.

Des Plaines Public Library - February 2010 Board Report

CIRCULATION				
	THIS MONTH		YEAR TO DATE	
	Feb 2010		YTD 2010	
	Youth Services	37,574	Youth Services	76,591
	Adult Services	64,904	Adult Services	137,406
	TOTAL	102,478	TOTAL	213,997
	Feb 2009		YTD 2009	
	Youth Services	35,687	Youth Services	68,646
	Adult Services	63,653	Adult Services	124,095
	TOTAL	99,340	TOTAL	192,741
	% Change	3.16%	% Change	11.03%

SELF CHECK				
	THIS MONTH		YEAR TO DATE	
	Feb 2010	66,958	YTD 2010	140,919
	Feb 2009	47,628	YTD 2009	78,797
	% Change	40.59%	% Change	78.84%

CARD REGISTRATION				
	THIS MONTH		YEAR TO DATE	
New Resident Cards	Feb 2010	288	YTD 2010	697
	Feb 2009	320	YTD 2009	691
	% Change	-10%	% Change	1%
New Business Cards	Feb 2010	4	YTD 2010	6
	Feb 2009	4	YTD 2009	4
	% Change	0%	% Change	50%
Total Card Ownership			YTD 2010	36,046
			YTD 2009	35,334
			% Population 2010	63.3%
			% Population 2009	62.0%

PATRON ATTENDANCE				
	THIS MONTH		YEAR TO DATE	
	Feb 2010	40,279	YTD 2010	83,724
	** Feb 2009	38,563	YTD 2009	76,213
	% Change	4%	% Change	10%

MEETING ROOM USE				
	THIS MONTH		YEAR TO DATE	
Library Sponsored Prog	117	2,704	YTD	5,040
Outside Groups	26	1,120	YTD	1,646
Internal Meetings	10	93	YTD	192
TOTAL	153	3,917	TOTAL	6,878

OUTREACH				
	THIS MONTH	Attendance	YEAR TO DATE	
Adult Services	12	120	YTD	264
Youth Services	63	1,460	YTD	2,340
TOTAL	75	1,580	TOTAL	2,604

SPECIAL PROJECTS & STATS:				
	THIS MONTH		YEAR TO DATE	
Voter Registration	Feb 2010	0	YTD 2010	3
	Feb 2009	5	YTD 2009	6
	% Change	-100%	% Change	-50%

COMPUTER / TECHNOLOGY USE				
	THIS MONTH		YEAR TO DATE	
Hits on Website	Feb 2010		YTD 2010	
	From Internal IP's	8,379	From Internal IP's	16,665
	From External IP's	45,702	From External IP's	94,818
	Absolutely Unique Visitors	23,161		
	TOTAL	54,081	TOTAL	111,483

Hits on PlainTalk	Feb 2010	1,593	YTD 2010	2,266
	Feb 2009	539	YTD 2009	1,270
	% Change	196%	% Change	78%

Hits on Positively Ellinwood Street	Feb 2010	631	YTD 2010	1,562
	Feb 2009	716	YTD 2009	1483
	% Change	-12%	% Change	5%

Computer Use	Adult Services		YEAR TO DATE	
	Feb 2010	8,786	YTD2010	18,297
	Feb 2009	9,830	YTD2009	18,387
	% Change	-10.62%	% Change	-0.49%
Youth Services	Feb 2010	1,481	YTD 2010	3,089
	Feb 2009	1,632	YTD 2009	3,107
	% Change	-9.25%	% Change	-0.58%

Average Online Reference Products Searches & Queries	Feb 2010	18,583	YTD 2010	28,986
	Feb 2009	16,712	YTD 2009	32,624
			% Change	-11.15%

The main & side door patron counters were out of order in January & February 2009 due to the installation of the new RFID system. These figures are based on the monthly changes in circulation rates.



Progress Report



Response Requested



Board Action Required

BOARD OF TRUSTEES
Minutes of the Planning Committee Meeting
February 23, 2010

Present: George Magerl, Elaine Tejcek, Noreen Lake, Myrtle Klebe, Sandra Norlin, Carol Kidd, Heather Imhoff.

Absent: Jennifer Tsalapatanis.

Call to Order: 2:31 p.m. by George Magerl.

George Magerl asked to have III. Summary of Planning Committee, added to the agenda.

George Magerl reported that the Planning Committee works with staff to develop the Strategic Plan through goals and objectives. Activities are planned and carried out by staff.

Heather Imhoff, Head of Public Information, reported on the progress of the Strategic Plan. An informational handout was distributed to the Committee detailing the goals and objectives met for 2008 – 2009 and proposed goals and objectives for 2010.

The Committee will plan a board retreat for fall 2010 to discuss goals for 2011 – 2013. The retreat will be held on either October 2 or 9 from 9:00 a.m. – 1:00 p.m. Sandra Norlin was asked by the Committee to engage a facilitator for the meeting. The retreat date will be decided at the March 16, 2010 Board of Trustees meeting.

MOTION by Elaine Tejcek, seconded by George Magerl, to adjourn the meeting.

The meeting adjourned at 3:00 p.m.

Minutes prepared by Carol Kidd.

05
2010

**SELF-HELP
CLOSET**
 **HUNGER KNOWS
NO SEASON**
**PANTRY
OF DES PLAINES**

February 15, 2010

Heather Imhoff
Des Plaines Public Library
1501 Ellinwood St.
Des Plaines, IL 60016

Dear Heather:

Many thanks to you and your colleagues and the patrons of the Des Plaines Public Library for your continued support of the Self-Help Closet & Pantry in 2010. Your recent *Food for Fines* promotion was a wonderful (and most successful) promotion!

On behalf of our many pantry clients, please know that your food donation is most appreciated.

The pantry served just over 1,000 residents in the month of January, and so it seems the need in our community will continue to grow in 2010. It's good to know that we can count on local business partners such as the Library to help the pantry serve our community's less fortunate residents.

Thanks again for thinking of the pantry, especially during these uncertain economic times. Please let me know if you would like to tour our facility or learn more about the pantry's mission to help our Des Plaines neighbors in need.

Most Sincerely,



Debra Walusiak
Community Resource Director
847/337-1443

Serving Des Plaines Residents Since 1971

600 East Algonquin Road, Des Plaines, Illinois 60016

Phone: 847.375.1443 Fax: 847.803.1880 www.selfhelppantry.org

**DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES**

Agenda for the Meeting of the Planning Committee
February 23, 2010
2:30 PM

- I. Call to order.
- II. Consideration of the Agenda.
- III. Review Progress on Current Strategic Plan.
- IV. Determine Schedule for 2011+ and Strategic Plan
- V. Adjournment.

PLAY

The residents of Des Plaines experience the library in unexpected and exciting ways.

OBJECTIVE:

500 residents will explore their talents, hobbies and personal interests at the library.

Activity	When	Who	Output	Outcome
"Bangles and Beads" jewelry making workshop for teens	June 13, 2008	Youth Services, Veronica Schwartz and Adult Services, Cheryl Gladfelter	13 attendees	Participants learned how to make bracelets and necklaces using a variety of beads and chains.
"Pop-Up Book Workshop" presented by artist Jeffery Ebbeler	June 17, 2008	Youth Services, Rachel Kamin	16 attendees	Children in grades 6-8 will learned drawing skills through a step by step art activity and will created their own pop-up book art.
Game on for teens (DDR, Wii, karaoke and Guitar Hero.	8 sessions, summer 2008	Adult Services, Cheryl Gladfelter	57 attendees	
Wii for Seniors	Friday mornings	Adult Services; Steven Giese	182 attendees in 2008 160 in 2009 (to date – November)	Participants make friends, keep physically active, and master new technology.
Valentine's Day Love-A-Thon: All day romance movie marathon; The debut of the Romance Pavilion, a special exhibit; Meet & greets with local romance authors ; Chocolate tastings and light refreshments;	February 14, 2009	Adult Services, Public Information Services	38 for the movies, about 150 for the author and tasting events.	Circulation of our new Romance Collection increased. Responds to patrons request for more Romance materials. New users attracted to the library based on promotion of romance materials.
Library In Love library-wide theme. Love-O-Meter on Web site	Jan – April, 2009	Library wide, Web Services	<i>My Funny Valentine</i> musical performance drew 78 people. Love-O-Meter Web pages viewed over 1,000 times.	See above
Digital Camera Party With Acclaimed Local Photographer Jerry Hug: four programs in one day	Saturday, March 7	Adult Services, Christina Tropea	135 attendees	Library seen as a resource for high-quality, no cost hands on instruction.
Secrets To Getting Published	Wednesday, March 18, 2009	Adult Services /w NSLS	41 attendees.	Library seen as a resource for high-quality, no cost hands on instruction.
How To Outline Your Novel In An Hour	Wednesday, April 8, 2009		17 attendees	Library seen as a resource for high-quality, no cost hands on instruction.
Chicago Wolves Player Visit	Tuesday, January 13, 2009	Youth Services, Lee Cho, Web Services	73 attendees	Attendees were given opportunity to meet Matt Anderson, ask questions, win prizes and learn more about the hockey player and why reading is important to him. One parent took photos which were featured in a photo video on the YS "Storytimes & Programs" page.
Barbie and Me: Create and Play and Barbie and	Saturday, March 21, 2009	Youth Services Veronica Schwartz and Elizabeth	116 attendees	Children shared their love of Barbie dolls first during a fashion show then in a hands on program where they made jewelry and a Barbie brag book.

Me: Fashion Show		Bialobrzewski		
Follow the Yellow Brick Road	Saturday, April 4, 2009	Youth Services staff, Singing Librarians, Friends of the Library, Web Services	250+ attendees	Day long celebration for the 70 th anniversary of the movie The Wizard of Oz. Activities included a play, crafts, bingo, cookie decorating, etc. Online videos from the performances have been viewed 1,200 times.
Awesome Animal Face Painting	Tuesday, June 23, 2009	Youth Services, Pat Horn	49 attendees	Children learned how to do animal face painting and had their own faces painted by a professional
Online Photo Contest	2009	Karen McBride	7 participants	Patrons submit their digital photos
DVD Games: Are You Smarter Than a Librarian	Thursday, June 11, 2009	Youth Services, Courtney O'Keefe, Cheryl Cladfelter, Veronica Schwartz Adult Services, Roberta Johnson Administration, Holly Sorensen	12 attendees	Children tested their knowledge against that of three librarians...the children won.
Paper Art: Make Your Own Pop-Up Card	Tuesday, June 30, 2009	Youth Services, Lee Cho	38 attendees	Children learned how to make pop-up greeting cards featuring animals.
DVD Game: Disney Channel Trivia	Thursday, July 9, 2009	Youth Services, Courtney O'Keefe	15 attendees	Participants tested their knowledge of the Disney Channel shows
Mosaic Art Workshop	Tuesday, July 14, 2009	Youth Services, Lee Cho	58 attendees	Participants had hands on experience with the mosaic art technique.
Author Visit: Patricia Polacco	Tuesday, May 12, 2009	Youth Services staff	325 attendees	Children's author Patricia Polacco spoke about her books and where her ideas come from. She also signed books and posed for pictures after her presentation.
Autumn Leaves – virtual walk through Des Plaines on Web Site	October 17, 2009 – November 30, 2009	Web Services	338 visits.	Local autumn photographs were partnered on the Web site with autumn themed poetry, some translated by patron Steven Gerard Wagner.
Demystifying the Publishing Process	March 18, 2010	Adult Services	35 attendees	Part of the Inside Writing and Publishing Series: Aspiring authors get the tools to advance their writing and career.
Chicago Author James Kennedy Teen discussion	April 14, 2010	Adult Services, Jill Franklin	50 attendees	Area teens meet at Sweet Remembrance to discuss his book and then participate in a variety of fun activities including costume, writing and acting.
Book Reviews on Trib Local	Ongoing, 2009	Readers' Services	5 reviews submitted in 2009	RS staff republishes Positively Ellinwood Street blog posts in Triblocal.com
Social Networking Class	December 10, 2009	Web Services	25 attendees	
Des Plaines Pokemon City championship	December 19, 2009	Circulation page Adam Vernola	72 attendees	Participants enjoyed playing Pokemon for championship status in their age group.
Singing Librarians performing at community events – 4 th of July Parade, Holiday Lighting Ceremony, Lake Wonderland event.	July 4, 2009; December 4-5, 2009.	Singing Librarians	2000 people experience the Singing Librarians sing	Community views library and librarians as having a "fun" side, intimidation minimized, come to the library to see what is happening.
Book Cart Drill team – 4 th of July parade, National championship, on NPR	June 2009	Book Cart Drill Team	National and local press	
Caudill Club	Launched 2009, 2010	YS, Sara McLaughlin	50 4 th – 8 th graders participate in this popular online reading club plus hundreds more via outreach activities	Participating by kids who normally would not necessarily make it to the library to participate in an in
Getting You There	January – April 2010	All	300 people attending various programs, including travel programs, international	

Winter Programs "Getting Away"			music programs. Getting you there / travel themed book discussions, reading lists, displays	
Getting You There – Summer: Getting Green, Getting Healthy	May – August 2010		Green Themed Reading Programs for Youth, Teens and Adults Watch Our Garden Grow Live "Garden" in lobby Additional going green programs throughout the summer	
Getting You There – Fall: Getting to the Arts	September – December 2010		Film making contest Film Festival Community Photo gallery Other "arts" themed programming	
Getting You There 10 th Anniversary Celebration	October 2010		Celebration of 10 years in this building, 10 years "getting you there"	

Objective:
The library will organize a major art event.

Activity	When	Who	Output	Outcome
I Have a Voice Project	Winter 2009	Heather Imhoff	Photography display of children with Down Syndrome.	More than 500 people viewed the portraits over the course of the showing. An additional 75 people attended a reception
District 62 Holiday Card Contest Display	Winter 2008, Winter 2009	Heather Imhoff	Families from throughout Des Plaines visited exhibit	
Video Art Gallery	Spring 2010	Heather Imhoff	Monthly rotating gallery of art by young people from Des Plaines	Families and new users attracted to the library, collaboration with school districts strengthen bonds.

Objective:
Library users will view the library's YouTube/online videos 10,000 times a year.

Activity	When	Who	Output	Outcome
Library YouTube videos	Ongoing	Web Services, Karen McBride	32 videos made/uploaded in 2008 totaling 22,799 to date! 15 videos uploaded in 2009 (not including business videos), 11,435 views in 2009.	Through YouTube technology, the library's messages, services and goals are being communicated to a new group of users, and communicated to "familiar" users in a new, dynamic way.

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	Series of programs and new resources secured.	Families provided with important information that can impact their child's ability to live successfully with autism
"Many Faces of Autism" program	February 11, 2008	Youth Services; Veronica Schwartz	23 people answered our survey. In April we will plan 4 more programs based on what these people asked for.	Valuable information was provided to community participants and valuable information was gathered to help us effectively plan
"Autism and the Gluten Free/Casein Free Diet" program	March 25, 2008	Youth Services; Veronica Schwartz	8	Families provided with important information that can impact their child's ability to live successfully with autism
"Living with Asperger's: One Family's Story"	April 10, 2008	Youth Services, Veronica Schwartz	47	Families provided with important information that can impact their child's ability to live successfully with autism
"The Sensory Learning Program" sponsored by the library and Awakenings Holistic Healing Center	April 18, 2008	Youth Services, Veronica Schwartz	57	Families provided with important information that can impact their child's ability to live successfully with autism
Cynthia Lord author presentations for 4 th and 5 th graders at the library, presentation for classes at Cumberland School and evening presentation for the public about her book <i>Rules</i> and life with her son who has autism.	April 21, 2008	Youth Services, Veronica Schwartz	238	Families provided with important information that can impact their child's ability to live successfully with autism
Family Times program	6 in 2008 9 in 2009	Youth Services, Veronica Schwartz	Approx. 90 Approx. 155	Children with autism benefit from interacting with trained animal therapy dogs, caregivers have the opportunity to leave their child with a skilled caregiver, and explore the library. Library positioned as a resource and refuge for families with autism
Portrait of a Soldier Exhibit	2008	Heather	250	Portraits of Illinois soldiers killed People with family in the armed forces, community at large
"Babysitting Clinic" Children in grades 6-8 will learn infant care, child safety and more.	February 2008	Youth Services, Kelli Phillips	25 6 th -8 th graders participated	Kids gained the skills needed to successfully and responsibly baby-sit and earn their own money
"BMX: World Champion Matt Wilhem"	July 27, 2008	Youth Services, Lee Cho	117	X-Game medalist Matt Wilhelm demonstrated bike tricks while emphasizing bicycle safety including the importance of wearing a helmet and how to properly cross the street with your bike.
"Dog Safety" program presented by Rainbow Animal Assisted Therapy	June 16, 2008	Youth Services, Veronica Schwartz	81	Children and their parents learned skills to use when interacting with pets or other dogs in their neighborhoods.
Computer Classes in Spanish Now Available	September 2008 New series beginning January 2009	Adult Services: Christina Tropea w/Oakton Community College Alliance for Lifelong Learning	Approx 25 individuals in 2008. 23 attendees in 2009.	Free tools and training provided resources for Spanish speaking patrons to succeed in job hunting and more. Oakton cannot continue to offer these classes in 2010.
New Spanish Children's Webpage	Launched December 2008	Web Services, Karen McBride	Page added to the website with specialized resources and links for	Increased usage of library resources by

Nueva página web para niños			Spanish speaking families and their children.	Spanish speaking patron
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	Almost 400 individuals registered	The role of the library in the community as an access point to key civil liberties and rights reinforced. Also as a
Orchard Place Family Night	October 17, 2008	Youth Services, Sara McLaughlin	19 mothers and children	Families from Orchard Place School visited the library, were given a special tour, learned about library databases, materials and programs. Two families received library cards.
Ann Limjoco, from the office of Representative Jan Schakowsky will answer questions at monthly drop in sessions.	Ongoing	Adult Services; Jill Franklin	28 visitors in 2008 50 visitors in 2009 (to date)	Regular, improved access by citizens of Des Plaines to a key resource.
Janie Morrison, from the office of State Senator Dan Kotowski will answer questions at monthly drop in sessions.	Ongoing	Adult Services; Jill Franklin	35 visitors in 2008 22 visitors in 2009 (to date)	Regular, improved access by citizens of Des Plaines to a key resource.
Officials from state Rep. Rosemary Mulligan's office will present information about state-run programs for older adults.	Ongoing	Adult Services; Bob Blanchard		Regular, improved access by citizens of Des Plaines to a key resource.
Evening and morning book discussions introduce residents to new books and to each other.	Twice monthly, ongoing	Readers' Services, Joel Sawyer	352 patrons attended discussions in 2008	Opportunity for residents to socialize, resulting in improved sense of community and fellowship.
New Caudill Club Blog for kids	Launched December 2008	Youth Services, Sara McLaughlin	Online blog created for 4 th – 8 th graders to participate in the Caudill Club reading program	Increased numbers of children reading and actively participating in the club, which
Positively Ellinwood Street Launched	Summer 2008	Adult Services	Weekly blog provides insider opinions and the chance for patrons to comment on books, movies and music, both the classics and the brand new.	"Faces and Voices" giving to RS staff, increased ability to develop and strengthen relationships with patrons, increased info provided to patrons in a new and different way.
Exploring Love, Forgiveness & Wisdom Program Series – 2 lectures and 4 book discussions based on the Fetzer Institute's Campaign for Love & Forgiveness	January – April, 2009	Adult Services: Chris Posinger	111 attendees	People are looking within for the tools and insight to better understand and navigate a challenging world have the opportunity to contemplate, meet and discuss how love and forgiveness can effect meaningful change in individuals and society.
Planning for Uncertainty – Power of Attorney For Health Care	January 28, 2009	Adult Services, Jill Franklin	18 attendees	Attendees provided with information to make positive end of life decisions.
Getting Through Tough Financial Times Seminar	April 21, 2009	Adult Services, Joanne Griffin	15 attendees	Patrons have practical information to address pressing, financial issues.
Preschool Fair	Saturday, January 21, 2009	Youth Services, Courtney O'Keefe	148 attendees	Parents were given the opportunity to talk with representatives from area preschools and daycare centers to gain information about their programs.
Autism Resources Wiki Debuts	February 2009	Web Services, Karen McBride, Youth Services, Veronica Schwartz, Adult Services, Joanie Sebastian	A compilation of local resources for parents and their children with autism	Patrons have quick and easy access to information regarding local resources pertaining to autism.
Safety: Stranger Danger and Safety: Drugs and Gangs	Tuesday, April 6 and April 20, 2009	Youth Services, Lee Cho	51 attendees	The Des Plaines Police Department presented two programs for parents and their children on everyday ways to stay

				safe.
Kidding Around Blog debuts	May 2009	Youth Services staff	A blog for parents, teachers and children at heart	The blog updates patrons on news about child development, discusses issues regarding children and literacy, lets patrons know about great new materials for children and parents and highlights exciting upcoming events.
Homeschooling Vendor Fair	Thursday, August 27, 2009	Youth Services, Lee Cho	87 attendees	Area homeschooling families are invited to browse different homeschooling resources: program offerings from local organizations, and swap homeschooling materials.
Why Are We Homeschooling? Developing Your Own Educational Philosophy	Thursday, August 20, 2009	Youth Services, Lee Cho	48 attendees	Patrons received information on various homeschooling models and educational methods.
Ballet Folkloric Nacional of Milwaukee	Sunday, September 27, 2009	Youth Services, Lee Cho	113 attendees	Patrons were treated to traditional costumes and dance of Mexico to celebrate Hispanic Heritage Month
WICI: Polish Folkloric Song and Dance	Sunday, October 25, 2009	Youth Services, Lee Cho	195 attendees	Patrons experienced traditional dances of Poland to celebrate Polish Heritage Month.
Older Men's Memoir Series	June 2009 – six sessions	Adult Services, David Whittingham	5 attendees (planned again for April 2010)	A series of workshops enabled five older men to express and record their personal stories as well as receive print copies.
Citizenship Workshop	December 2009	Adult Services		At the Citizenship Workshop, eligible immigrants in the community receive free citizenship application assistance from bilingual staff and trained volunteers.
DPPL distribution center for copies of 2010 city budget	Fall 2009	Adult Services		
Family Science Expo	October 2010	Heather	400 attendees	A great, family friendly event that provided extensive exposure to science for kids.
Advertising in Des Plaines village guide, chamber directory, Journal special sections – Maine West Anniversary, Veterans Day	Ongoing 2009	Heather	Thousands of impressions to residents throughout Des Plaines and the area	
Aldermanic Training Session / meeting with new Aldermen	Summer 2009	Sandra / Board	30 plus attendees – aldermen, city employees	City staff / aldermen gained a better understanding of the laws under which the library operates and the ways in which we believe we operate most efficiently.
MyMedia Mall Training	Fall 2009, Winter 2010	Joanne	100 attendees over the course of several classes	Attendees gained the ability to better use library resources.
Lincoln Birthday Programming / Special Exhibit	Summer 2009	Chris Posinger / Youth Services	100 attendees at several programs for adults and kids 300+ patrons viewed Lincoln/Douglas Debates exhibit	

Burnham Exhibit & Programming	Summer 2009	Chris Posinger	75+ attendees at programs, 200 patrons viewed special exhibit	Library able to capitalize on city wide promotion of the Burnham anniversary, to bring patrons information
MCYAF Parent Focus Groups	2009	Community space provided	6 focus groups held, determining area parent's concerns and ideas about teen alcohol and drug use	Library becomes center for information and resources for area parents concerned about preventing teen drug and alcohol use.
US Census Testing	2010	Community space provided		

OBJECTIVE:

3000 users will access information on going "Green" either online or from a workshop or program.

Activity	When	Who	Output	Outcome
Green video	March 2008	Karen McBride, Green Team	Entertaining and informative video was made by the staff to encourage green practices in the workplace.	Video on greenness in the workplace has been viewed 326 times, and shown at a national technology conference, Westfield Washington Public Library in Indiana also put the video on its blog for Earth Day, 2008.
"Green Living" program	April 16, 2008	Adult Services; Chris Posinger		Residents provided with important information and resources on how to "live green", which will impact both their quality of life and the environment
"Ricky Recycle Show" family program	April 26, 2008	Youth Services; Lee Cho	47 people attended the program	Residents provided with important information and resources on how to "live green", which will impact both their quality of life and the environment
Drop-In Recycling Craft	April 26, 2008	Youth Services, Judy Reiss	85 people attended this craft	Each attendee made a craft to take home out of recycled materials
Free CFL light bulbs	April 22-23, May 13, 2008	Karen McBride	Over 7,000 light bulbs were distributed to Des Plaines residents	Residents provided with important information and resources on how to "live green", which will impact both their quality of life and the environment
Deep Green Computer Recycling Event	November 8	Heather Imhoff, Deep Green	FREE computer recycling event held with the city's Deep Green committee. Residents could bring old computers, monitors, printers and accessories to be refurbished for non-profits and schools or carefully recycle nonusable parts.	Library's reputation as a green resource, resource for information on recycling and community partner reinforces.
"Gardening with Native Plants" program	May 14, 2008	Adult Services; Chris Posinger	37 attendees	Residents provided with important information and resources on how to "live green", which will impact both their quality of life and the environment
Green informational wiki created for the library	August 2008	Karen McBride, Green Team	Web page on green issues was changed to collaborative wiki to increase content, add value	Residents provided with important information and resources on how to "live green", which will impact both their quality of life and the environment. Since July 2008, this resource has been accessed more than 400 times.
Informational wiki created for the Deep Green (community) project	December 2009	Jill Franklin	Wiki accessed regularly via website / stats:	Residents have easy, real time access to information and ideas to "go green"
Reusable library tote	September 2008	Karen McBride,	Disposable plastic bags	Residents provided with important

bags		Green Team	were phased out; 5,000 reusable bags were purchased to be sold for \$1.00, to educate the public on sustainable practices and reducing waste.	information and resources on how to "live green", which will impact both their quality of life and the environment. As of Nov. 2008, 764 bags sold. An additional 826 bags were sold between January-April 2009.
Techno Trash recycling program	Ongoing	Green Team, Security Staff	291 pounds of Technotrash were recycled between June and December, 2008. From January to December 8, 2009, 1,441 pounds of technotrash were recycled.	Not only provides residents with information about the importance of appropriate recycling of technology-related items, but gives them a convenient, free way to do just that.
Library/Community Garage Sale	May 16, 2009	Library Green team	A day-long garage sale was held in the library's meeting rooms.	\$283 raised toward techno trash recycling and other green activities. Staff members contributed items, which would otherwise be thrown away, for the sale. Unsold items were donated to Goodwill in hopes they could do good for people in the local community as well.
Local, Seasonal, Ethical	October 2009	Adult Services, Chris Posinger	17 attendees	How to shop farmer's markets and discover local sources for organic and seasonal foods.
Plastic Bag Recycling program	Ongoing, since 2008.	Green Team in partnership with local Jewel Food Store	Many thousands of plastic bags have been delivered to Jewel for their recycling program. We collect a large number of bags every week.	Clearly, given the popularity of this service, patrons appreciate having a convenient drop-off place for their plastic bags and want to do the right thing by recycling them.

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, 2009 Next classes 2/7/09 and 2/14/09	Adult Services; Steven Giese	48 attendees 194 students have attended various college prep classes in 2009.	Des Plaines teens are better prepared to succeed on college prep tests, increasing their opportunities to attend college.
ACT vs. SAT Workshop	July 22	Adult Services Steven Giese	7	Des Plaines teens are better prepared to succeed on college prep tests, increasing their opportunities to attend college.
Getting into Your 1 st Choice College	August 5	Adult Services, Steven Giese	8	Des Plaines teens are better prepared to succeed on college prep tests, increasing their opportunities to attend college.
Personal Statement 101	August 19	Adult Services, Steven Giese	31	Des Plaines teens are better prepared to succeed on college prep tests, increasing their opportunities to attend college.
PSAT/NMSQT® Head Start	May 10	Adult Services, Steven Giese	10	Des Plaines teens are better prepared to succeed on college prep tests, increasing their opportunities to attend college.
ACT/SAT Practice Test	July 19, 2009. Jan. 30, Feb. 6, 2010	Adult Services, Steven Giese	10	Des Plaines teens are better prepared to succeed on college prep tests, increasing their opportunities to attend college.
Test Prep Databases promoted	Purchased January 2008: Promoted via special releases in July, August, in August ENEWS and Summer Newsletter, as well as at the Reference desk	Adult Service	225 people utilized these databases in 2008. 147 users in 2009 (to date – November)	Patrons performed better on standardized tests thanks to plentiful, free access to online test
Financial Aid Process	December 9, 2009	Adult Services: Steven Giese	2	

FAFSA Completion Workshop	February 8, 13, 22, 2010	Adult Services: Steven Giese	30+ to date	Teens gain access to information and help completing critical student loan applications

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.

BLUE INDICATES 2010 PLANS

Objective:

500 job seekers have experienced the library's career center either by attending a program or workshop.

Activity	When	Who	Output	Outcome
Edie Kleinman, licensed career counselor will provide one-on-one assistance with interviewing, resumes, job searching	Ongoing, continues with Melissa Fickling of JVS in 2009-10.	Adult Services; Jill Franklin	54 people met with Ms. Kleinman in 2008. 42 people met with JVS Counselor in 2009 (to date)	Citizens of Des Plaines benefit from expert counseling to help them succeed in an extremely competitive job market
"Financing Your Small Business" A Money Smart Week program	April 23, 2008	Adult Services; Joanne Griffin	20 attendees	Citizens of Des Plaines benefit from expert counseling to help them succeed in an extremely business environment
"The Secret to a Good Query Letter" program	March 15, 2008	Adult Services; Chris Posinger	8 attendees	Citizens of Des Plaines benefit from expert counseling to help them succeed in an extremely business environment
Career Resources Fair	October 2009	Adult Services: Joanne Griffin	90 attendees	
Job Seekers Group	Meets monthly, began May 2009	Adult Services: Jill Franklin	93 attendees in 2009 (to date)	
Help, I Need A Resume! And Job Searching During the Holidays	4 sessions in 2009	Adult Services: Steven Giese and Jill Franklin	60 attendees	
Additional and Expanded Computer Classes added to schedule	2009	Steven Giese	150 attendees	

OBJECTIVE:**3000 users will access the library's online Career Center each year.**

Activity	When	Who	Output	Outcome
New online business and career Web site	June 2, 2008	Karen McBride, Joanne Griffin	Greatly expanded Web site of business and career resources introduced via the new Web site	Career and job related pages on our Web site have been viewed 5,500 times since June 2008. (This does not include our own job postings.)
Job Now: Expert Resume Advice	Ongoing via library website since June 2009	Adult Services: Christina Tropea		Patrons can submit their resume and cover letters for correction and advice from an expert tutor.
DPPLBusiness Twitter account	July 20, 2009 and ongoing.	Karen McBride	Twitter account created to reach job seekers – one job search related tip is posted every Monday.	Low numbers for followers thus far (10 as of 12/2009), but the job tips also populate our Career Resource Center home page.

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	40 attendees, 5 new business library cards issued	5 Des Plaines businesses can now access our online resources remotely
"Des Plaines Means Business" videos created for Chamber Members	Ongoing	Karen McBride, Joanne Griffin	5 videos created to date	Without any active promotion, videos have been viewed 2K plus times.
Des Plaines Chamber 75 th Anniversary Support – committee, display, resources, promotion		Heather		
Blogging for your Non-Profit Workshop	March 12, 2009	Karen McBride	14 attendees.	At least two of the attendees now have active blogs for their non-profit organizations.

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: _____

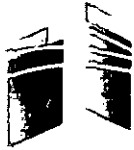
1. Name *Horacio Lopez*
 Address *1125 TRI STATE PKY GURNEE IL 60031*
 Telephone *847 - 775-0900*
 Email *hlopez@prodataontheweb.com*
 Topic *PAYROLL SERVICE Provider*

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



Des Plaines - Public Library

1501 Ellinwood Street
Des Plaines, IL 60016-4553
847-827-5551 phone
847-827-7974 fax

TO: Library Board of Trustees

FROM: Sandra Norlin, Library Director

SUBJECT: Background on December agenda items

DATE: February 16, 2010

There are several items on the February agenda for which you may appreciate some information to help you prepare for the discussion at our meeting on February 16.

X. New Business

A. Management Committee Report, February 16, 2010. [Action Item]

Eldon Burk, Chair of the Management Committee will ask you to review and approve the Technical Services Assistant job descriptions.

The Management Committee may ask you to approve changes to Library Policy A - General Policies. Bi-annual review of all Board policies is a statutory requirement of all public libraries.

B. Finance Committee Report, February 10, 2010. [Action Item]

Jeffery Rozovics, Chair of the Finance Committee, will ask you to vote to approve changes to Library Policy, A-8, Policy on Library Expenditures.

C. Approve Payment of Vendor Checks Report - \$117,902.64. [Action Item]

You will be asked to approve payment of vendor checks for the month of February 2010 for library invoices. The checks and report were prepared by Lauterbach & Amen, the library's accounting service. We will no longer send invoices to the city council for approval.

D. Approve Illinois Public Library Annual Report (IPLAR). [Action Item]

As a public library in Illinois this report is a statutory requirement. 75 ILCS 5/4-10.

E. Joint Meetings/Tour with Mount Prospect Library Trustees. [Action Item]

President Noreen Lake will present this proposal based on discussions she has had with Trustee Richard Tani from Mt. Prospect Public Library.

F. Declaration of Surplus Property. [Action Item]

List attached. These items will be offered to the City of Des Plaines, offered to other libraries, or discarded because of safety issues or condition.

- G. Approve Purchase of Server. [Action Item]**
This is a budgeted expense for the amount of - \$19,000.00, Fund 202F, Capital Expenditures, Account 980410 – Computer Hardware, (2) Servers \$19,000. A detailed explanation is attached.
- H. Approve Cisco Smartnet Maintenance Agreement.**
This is a budgeted expense for the amount of - \$7,200.000, Fund 201, Capital Expenditures, Account 930010 - R & M Equipment, Network Maintenance. Attached is a detailed explanation.
- I. Approve Upgrade to On-line Vending System. [Action Item]**
This is a budgeted expense for the amount of \$25,000, Fund 201, Capital Expenditures, Account 980400 – Equipment, Print Card System Replacement. Attached is a detailed explanation.
- J. Approve Purchase of Six Youth Services Computers with Software. [Action Item]**
This is a budgeted expense for the amount of \$18,300, Fund 202F, Capital Projects Fund, Capital Expenditures, 980410 Computer Hardware. Attached is a detailed explanation.
- K. Approve Payment to Transworld Systems, Inc. -\$5,250.00. [Action Item]**
This is a budgeted expense in the amount of \$5,250.00. This is the collection agency service that is used to collect monies owed to the library for past due fines and fees.
- L. Approve Payment to Cooperative Computer Services - \$9,583.62.**
This is the monthly billing for Central Computer Maintenance and is a budgeted expense.
- M. Do the Dewey Participation.**
President Noreen Lake and Director Sandra Norlin will describe the annual fundraiser and the expectations for board participation.



ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)
CERTIFICATION PAGE
FISCAL YEAR 2009/10

Name of Community: Des Plaines

Name of Library: Des Plaines Public Library

Fiscal Year Start Date: 01/01/2009

Fiscal Year End Date: 12/31/2009

INSTRUCTIONS

1. Print the certification page.
2. Obtain the original signatures.
3. Submit the Certification Page with original signatures, a copy of the completed IPLAR, and all other required attachments directly to the Illinois State Library.

Certification:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with **75 ILCS 5/4-10** (municipal libraries) or **75 ILCS 16/30-65** (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the IPLAR paper copy submitted to the Illinois State Library shall serve as the official file copy.

Affix original signatures (Signatures are required.):

Library Director Date

President Date

Secretary Date

Des Plaines Public Library

2009 - 2010 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)

IDENTIFICATION (1.1 - 1.37)



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 # [PLSC 151]	30226
1.2	ELI Branch #	00
1.3a	PLSC ID# [PLSC 150]	IL0138
1.3b	PLSC_SEQ	002
1.4a	Legal Name of Library [PLSC 152]	Des Plaines Public Library
1.4b	If this locked question's answer has changed, then enter the updated answer here.	
1.5a	Facility Street Address [PLSC 153]	1501 Ellinwood Street
1.5b	If this locked question's answer has changed, then enter the updated answer here.	
1.6a	Facility City [PLSC 154]	Des Plaines
1.6b	If this locked question's answer has changed, then enter the updated answer here.	
1.7a	Facility Zip [PLSC 155]	60016
1.7b	If this locked question's answer has changed, then enter the updated answer here.	
1.8a	Facility Zip +4 [PLSC 156]	4553
1.8b	If this locked question's answer has changed, then enter the updated answer here.	
1.9a	Mailing Address [PLSC 157]	1501 Ellinwood Street
1.9b	If this locked question's answer has changed, then enter the updated answer here.	
1.10a	Mailing City [PLSC 158]	Des Plaines
1.10b	If this locked question's answer has changed, then enter the updated answer here.	
1.11a	Mailing Zip [PLSC 159]	60016
1.11b	If this locked question's answer has changed, then enter the updated answer here.	
1.12a	Mailing Zip +4 [PLSC 160]	4553
1.12b	If this locked question's answer has changed, then enter the updated answer here.	

1.13a	Library Telephone Number [PLSC 162]	847-827-5551
1.13b	If this locked question's answer has changed, then enter the updated answer here.	
1.14a	Library FAX Number	847-827-7974
1.14b	If this locked question's answer has changed, then enter the updated answer here.	
1.15	WWW Home Page [PLSC 163]	http://www.dppl.org
Library Director's Information		
1.16	Name	Sandra K. Norlin
1.17	Title	Library Director
1.18	Library Director's E-mail	snorlin@dppl.org
1.19a	Type of library	CI - City
1.19b	If this locked question's answer has changed, then enter the updated answer here.	
1.19c	Legal Basis Code [PLSC 201]	CI
1.19d	Geographic Code [PLSC 204]	CII
1.20	Is your library a combined public and school library?	No
1.21	Does your library contract with another library to RECEIVE ALL your library services?	No
1.22	IF YES, list the names(s) of the library(ies) with whom you contract (Enter each in a separate repeating field)	
1.23a	County in which the administrative entity is located [PLSC 161]	Cook
1.23b	If this locked question's answer has changed, then enter the updated answer here.	Cook
1.23c	Metropolitan Status Code [PLSC 710]	NC
1.24	Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.25	IF YES, indicate the reason for the boundary change	
1.26	Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	56945
1.27	If the population has changed from the prior year's answer, then indicate the reason.	
1.28a	Library system to which your library belonged as of January 1, 2009	NLSL
1.28b	If this locked question's answer has changed, then enter the updated answer here.	
1.28c	Interlibrary Relationship Code [PLSC 200]	ME
1.29	Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.30	Does this library have paid staff?	Yes
1.31	Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.32	Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.33	Is this library supported in whole or in part with public funds?	Yes
1.34	Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203] (If you answered YES to each question 1.29 -1.33, then answer this question Yes. If you answered NO to any question 1.29 -1.33, then answer this question No.)	Yes

1.35	Number of Central Libraries [PLSC 209]	1
1.36	Outlet Type Code [PLSC 709]	CE
1.37	Administrative Structure Code [PLSC 202]	MO

BRANCHES/OUTLETS (2.1 - 2.17)

2.1	Total number of bookmobiles [PLSC 211 & PLSC 712]	1
2.2	Total number of branch libraries [PLSC 210]	N/A

NOTE: For questions 2.3 through 2.16, ONLY INCLUDE branch libraries and bookmobile outlets. DO NOT include the main/central library.

2.3a	Branch/Outlet Legal Name [PLSC 702]	Des Plaines Public Library Mobile Library
2.3b	If this locked question's answer has changed, then enter the updated answer here.	
2.4	ELI Control # [PLSC 701]	30226
2.5	ELI Branch #	00BK
2.6a	Street Address [PLSC 703]	1501 Ellinwood Street
2.6b	If this locked question's answer has changed, then enter the updated answer here.	
2.7a	City [PLSC 704]	Des Plaines
2.7b	If this locked question's answer has changed, then enter the updated answer here.	
2.8a	Zip [PLSC 705]	60016
2.8b	If this locked question's answer has changed, then enter the updated answer here.	
2.9a	Zip +4 [PLSC 706]	4553
2.9b	If this locked question's answer has changed, then enter the updated answer here.	
2.10a	County [PLSC 707]	Cook
2.10b	If this locked question's answer has changed, then enter the updated answer here.	
2.11a	Telephone [PLSC 708]	847-827-5551
2.11b	If this locked question's answer has changed, then enter the updated answer here.	
2.12a	Square Footage [PLSC 711]	-3
2.12b	If this locked question's answer has changed, then enter the updated answer here.	116
2.12c	Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
2.13	Outlet Type Code [PLSC 709]	BS
2.14	Metropolitan Status Code [PLSC 710]	NC
2.15	PLSC [PLSC 700]	IL0138
2.16	PLSC SEQ	003
2.17	Total Public Service Hours PER YEAR for this Outlet [PLSC]	1411

ANNUAL REPORT DATA (3.1 - 3.7)

3.1	Fiscal Year Start Date (mm/dd/year) [PLSC 206]	01/01/2009
3.2	Fiscal Year End Date (mm/dd/year) [PLSC 207]	12/31/2009
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	847-827-4161
3.7	E-Mail Address	ckidd@dppl.org

REFERENDA (4.1 - 4.12)

4.1 Was your library involved in a referendum in FY2009/2010? No

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 Passed or Failed?
- 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 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.	Yes

5.4 IF NO, please explain

Members

5.5	Name	Noreen Lake
5.6	Trustee Position	President
5.7	Present Term Ends (mm/year)	06/2011
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	Illinois
5.13	Zip	60016
5.14	Zip +4	
5.5	Name	George Magerl
5.6	Trustee Position	Vice-President
5.7	Present Term Ends (mm/year)	06/2012
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	Illinois
5.13	Zip	60016
5.14	Zip +4	
5.5	Name	Eldon Burk
5.6	Trustee Position	
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 Ct.
5.11	City	Des Plaines
5.12	State	Illinois
5.13	Zip	60016
5.14	Zip +4	
5.5	Name	Selma D'Souza
5.6	Trustee Position	
5.7	Present Term Ends (mm/year)	06/2010
5.8	Telephone Number	847-722-1733
5.9	E-mail Address	sdsouza557@aol.com
5.10	Home Address	184 Grove Avenue, #C
5.11	City	Des Plaines
5.12	State	Illinois
5.13	Zip	60016
5.14	Zip +4	
5.5	Name	Susan Moylan Krey
5.6	Trustee Position	
5.7	Present Term Ends (mm/year)	06/2010
5.8	Telephone Number	847-977-8710
5.9	E-mail Address	c21smoylan@msn.com
5.10	Home Address	1461 Wicke Avenue
5.11	City	Des Plaines
5.12	State	Illinois
5.13	Zip	60018
5.14	Zip +4	
5.5	Name	Jeffery Rozovics
5.6	Trustee Position	
5.7	Present Term Ends (mm/year)	06/2012
5.8	Telephone Number	847-803-1055
5.9	E-mail Address	jeff@rozwoj.com
5.10	Home Address	1124 E. Prairie Avenue
5.11	City	Des Plaines
5.12	State	Illinois
5.13	Zip	60016
5.14	Zip +4	
5.5	Name	Elaine Tejcek
5.6	Trustee Position	

5.7	Present Term Ends (mm/year)	06/2011
5.8	Telephone Number	847-296-8530
5.9	E-mail Address	kecj39@att.net
5.10	Home Address	1327 Washington #408
5.11	City	Des Plaines
5.12	State	Illinois
5.13	Zip	60016
5.14	Zip +4	
5.5	Name	Jennifer Tsalapatanis
5.6	Trustee Position	
5.7	Present Term Ends (mm/year)	06/2012
5.8	Telephone Number	847-612-1419
5.9	E-mail Address	greek97@wideopenwest.com
5.10	Home Address	702 Howard Avenue
5.11	City	Des Plaines
5.12	State	Illinois
5.13	Zip	60018
5.14	Zip +4	
5.5	Name	Myrtle Klebe
5.6	Trustee Position	
5.7	Present Term Ends (mm/year)	06/2011
5.8	Telephone Number	847-296-5672
5.9	E-mail Address	myrtek@wowway.com
5.10	Home Address	1434 E. Walnut Avenue
5.11	City	Des Plaines
5.12	State	Illinois
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	Does your library have a library foundation?	No

FACILITY/FACILITIES (7.1 - 7.2)

7.1a	Total square footage of the main library building [PLSC 711]	82,500
7.1b	If this locked question's answer has changed, then enter the updated answer here.	
7.1c	Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	N/A
7.2	Total square footage of the branch library building(s), if applicable	N/A
7.2b	Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	N/A

REPLACEMENT COSTS (8.1 - 8.2)

8.1	What is the current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$17,244,740
8.2	What is the replacement cost for the library's furniture, equipment and vehicles?	\$13,530,826

OPERATING RECEIPTS BY SOURCE (9.1 - 9.21)

Operating receipts are the monies received and utilized during the fiscal year to support the provision of ongoing, day-to-day library services.

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.

LOCAL GOVERNMENT

9.1	Local government [PLSC 300] (except capital income from bond sales which must be reported in 13.1a only)	\$6,633,263
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STATE GOVERNMENT - Exclude: Federal funds distributed by the State of Illinois

9.2	Per capita grant	\$68,892
9.3	Equalization aid grant	\$0
9.4	Personal property replacement tax	\$92,988
9.5	Educate and Automate grants (an IL State Library grant)	
9.6	Other	
9.7	If Other, please specify	
9.8	Total State Government Funds (9.2+9.3+9.4+9.5+9.6) [PLSC 301]	\$161,880

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	\$0
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) [PLSC 302]	\$0

OTHER INCOME

9.14	Bill and Melinda Gates Foundation grant monies received	\$0
9.15a	Other receipts intended to be used for operating expenditures	
9.15b	Other non-capital receipts placed in "reserve funds"	
9.16	TOTAL all other receipts (9.14 + 9.15a, BUT NOT 9.15b) [PLSC 303]	\$0

TOTAL OPERATING RECEIPTS

9.17	TOTAL receipts (9.1 + 9.8 + 9.13 + 9.16) [PLSC 304]	\$6,795,143
9.18	Amount of surety bond	\$175,000
9.19	Is the amount of the surety bond in compliance with library law? (The amount of the bond shall be based upon a minimum of 50% of the total funds received by the library in the last/previous fiscal year.)	No
9.20	The designated custodian of the library's funds is:	Other
9.21	Is this library's annual tax levy/fiscal appropriation subject to "tax caps" (the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.)?	No

OPERATING EXPENDITURES BY CATEGORY (10.1 - 10.5)

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 [PLSC 350]	\$2,747,693
10.2	Fringe benefits, for all library staff, paid for from either the library's or the "municipal corporate authority's" appropriation [PLSC 351]	\$1,300,888
10.3	Total Staff Expenditures (10.1 + 10.2) [PLSC 352]	\$4,048,581
10.4	If this library answered question 10.2 as "zero" or "N/A" then choose an answer from the drop-down.	
10.5	If the answer to question 10.4 was other, please explain.	

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 [PLSC 353]	\$632,698
11.2	Electronic Materials [PLSC 354]	\$144,386
11.3	Other Materials [PLSC 355]	\$181,225
11.4	TOTAL Materials Expenditures (11.1 + 11.2 + 11.3) [PLSC 356]	\$958,309

OTHER OPERATING EXPENDITURES (12.1 - 12.3)

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

NOTE: Round answers to the nearest whole dollar.

12.1	All other operating expenditures not included above [PLSC 357]	\$1,659,698
12.2	TOTAL operating expenditures (10.3 + 11.4 + 12.1) [PLSC 358]	\$6,666,588
12.3	Children's Materials Expenditures	\$168,247

CAPITAL REVENUE AND EXPENDITURES (13.1 - 13.7)

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.

CAPITAL REVENUE

13.1a	Local Government: Capital Income from Bond Sales	\$0
13.1b	Local Government: Other	\$203,606

13.1c	Total Local Government (13.1a + 13.1b) [PLSC 400]	\$203,606
13.2	State Government [PLSC 401]	
13.3	Federal Government [PLSC 402]	
13.4	Other [PLSC 403]	
13.5	If Other, please specify	
13.6	Total Capital Revenue (13.1c + 13.2 + 13.3 + 13.4) [PLSC 404]	\$203,606

CAPITAL EXPENDITURES

13.7	Total Capital Expenditures [PLSC 405]	\$159,413
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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. The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

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. [PLSC 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	\$65.64
14.7	Total Hours/Week	37.5
14.1	Position Title	Assistant Director
14.2	Primary Work Area Code	ADIR
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	\$45.41
14.7	Total Hours/Week	37.5
14.1	Position Title	Head of 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	\$37.23
14.7	Total Hours/Week	37.5
14.1	Position Title	Reference Librarian II
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	\$34.75

14.7	Total Hours/Week	37.5
14.1	Position Title	Reference Librarian II
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	\$34.41
14.7	Total Hours/Week	37.5
14.1	Position Title	Reference Librarian II
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	\$25.70
14.7	Total Hours/Week	37.5
14.1	Position Title	Reference Librarian II
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	\$35.39
14.7	Total Hours/Week	37.5
14.1	Position Title	Reference Librarian II
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	\$34.09
14.7	Total Hours/Week	37.5
14.1	Position Title	Reference Librarian
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	\$22.55
14.7	Total Hours/Week	37.5
14.1	Position Title	Part-time Reference Librarian
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	\$30.44
14.7	Total Hours/Week	11
14.1	Position Title	Part-time Reference Librarian
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	\$30.44
14.7	Total Hours/Week	2.5
14.1	Position Title	Part-time Reference Librarian
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	\$29.32
14.7	Total Hours/Week	11
14.1	Position Title	Part-time Reference Librarian
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	\$20.86
14.7	Total Hours/Week	3.5
14.1	Position Title	Head of Circulation Services
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	\$38.13
14.7	Total Hours/Week	37.5
14.1	Position Title	Technical Services Manager
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	\$36.62
14.7	Total Hours/Week	37.5
14.1	Position Title	Metadata & Cataloging Specialist
14.2	Primary Work Area Code	OTH
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	M
14.6	Hourly Rate	\$29.40
14.7	Total Hours/Week	37.5
14.1	Position Title	Web Services 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	\$28.81
14.7	Total Hours/Week	37.5
14.1	Position Title	Head of Youth 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	\$39.59
14.7	Total Hours/Week	37.5
14.1	Position Title	Youth Services Librarian
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	\$30.55
14.7	Total Hours/Week	37.5
14.1	Position Title	School Liaison Librarian
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	\$24.64
14.7	Total Hours/Week	37.5
14.1	Position Title	School Liaison Librarian
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	\$30.05
14.7	Total Hours/Week	37.5
14.1	Position Title	Part-time Youth Services Librarian
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	\$27.16
14.7	Total Hours/Week	10
14.1	Position Title	Part-time Youth Services Librarian
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	\$21.43
14.7	Total Hours/Week	10
14.8	Total Group A: FTE ALA-MLS (14.7 / 40) [PLSC 250]	17.14

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; 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) [PLSC 251]	17.14

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	1,326
14.19	Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$10.66
14.20	Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$33.81
14.21	Total FTE Group C employees (14.18 / 40)	33.15

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

14.22	Total hours worked in a typical week by all Group D employees	344
14.23	Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$8.0
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)	8.60

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	185
14.27	Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$15.30
14.28	Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$31.29
14.29	Total FTE Group E employees (14.26 / 40)	4.63
14.30	Total FTE Other Paid Employees from Groups C, D, and E (14.21 + 14.25 + 14.29) [PLSC 252]	46.38
14.31	Total FTE Paid Employees (14.17 + 14.30) [PLSC 253]	63.52

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	
14.33	Primary Work Area Code	
14.34	Education Code	
14.35	Total Hours/Week	
14.36	Number of Weeks Vacant during FY2009/10	
14.37a	Annual Salary Range Minimum	
14.37b	Annual Salary Range Maximum	

Newly Created Librarian Positions

Include any newly created librarian positions which were created in FY2009/10.

14.38	Position Title	
14.39	Primary Work Area Code	
14.40	Education Code	

- 14.41 Total Hours/Week
 14.42 Current Status: Filled or Unfilled
 14.43 Date Filled (mm/year, if applicable)

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for in FY2008/09 but was not in the budget for FY2009/10.

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

SERVICE HOURS/LIBRARY VISITS (15.1 - 15.19)

Monday

- 15.1 Open? Yes
 15.2 Based on a typical Monday, how many hours was the library open on this day? 12.00

Tuesday

- 15.3 Open? Yes
 15.4 Based on a typical Tuesday, how many hours was the library open on this day? 12.00

Wednesday

- 15.5 Open? Yes
 15.6 Based on a typical Wednesday, how many hours was the library open on this day? 12.00

Thursday

- 15.7 Open? Yes
 15.8 Based on a typical Thursday, how many hours was the library open on this day? 12.00

Friday

- 15.9 Open? Yes
 15.10 Based on a typical Friday, how many hours was the library open on this day? 12.00

Saturday

- 15.11 Open? Yes
 15.12 Based on a typical Saturday, how many hours was the library open on this day? 8.00

Sunday

- 15.13 Open? Yes
 15.14 Based on a typical Sunday, how many hours was the library open on this day? 4.00

- 15.15 Based on a typical week, how many DAYS in that week was the CENTRAL library open mornings (Midnight - 11:59 a.m.)? 6

- 15.16 Based on a typical week, how many DAYS in that week was the CENTRAL library open afternoons (Noon - 5:59 p.m.)? 7.00

- 15.17 Based on a typical week, how many DAYS in that week was the CENTRAL library open evenings (6:00 p.m. - 11:59 p.m.)? 5

- 15.18a Total public service hours **PER YEAR FOR THE MAIN/CENTRAL LIBRARY [PLSC]** 3744

15.18b	Total public service hours PER YEAR FOR ALL BRANCH LIBRARIES & BOOKMOBILES [PLSC]	1411
15.18c	Total scheduled public service hours PER YEAR FOR ALL SERVICE OUTLETS (15.18a + 15.18b) [PLSC 500]	5,155.00
15.19	Total annual visits/attendance in the library [PLSC 501]	542,092

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	751
16.2	Adult Program Attendance	15,667
16.3	Total Number of Young Adult Programs [PLSC 602]	
16.4	Young Adult Program Attendance [PLSC 605]	
16.5	Total Number of Children's Programs [PLSC 601]	617
16.6	Children's Program Attendance [PLSC 604]	21,874
16.7	Total Number of Library Programs (16.1 + 16.3 + 16.5) [PLSC 600]	1,368
16.8	Total Library Program Attendance (16.2 + 16.4 + 16.6) [PLSC 603]	37,541

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	35,509
17.2	How often are resident borrower's card records purged from your database?	Routinely
17.3	Total number of non-resident borrower's cards sold during the past fiscal year	9
17.4	Total amount of fees collected for non-resident borrower's cards in the past fiscal year	\$668
17.5	Number of registered borrowers as of the last day of the fiscal year [PLSC 503]	35,728

RESOURCES OWNED (18.1 - 18.16)

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 FY2009/10	303,291
Back Files (Retrospective Holdings): Newspapers (Print format only)		
18.2	Held at end of FY2009/10	26
18.3	Are these counts a volume count OR a title count	Title
Back Files (Retrospective Holdings): Magazines/Periodicals/Serials (Print format only)		
18.4	Held at end of FY2009/10	708
18.5	Are these counts a volume count OR a title count	Title
18.6	Total Print Materials (18.1 + 18.2 + 18.4) [PLSC 450]	304,025
Current Subscriptions: Newspapers/Magazines/Periodicals/Serials (Print format only)		
18.7	Held at end of FY2009/10 [PLSC 458]	678
Current Subscriptions: Newspapers/Magazines/Periodicals/Serials (Electronic/Digital formats only)		
18.8	Held at end of FY2009/10 [PLSC 459]	0

E-books

18.9	Held at end of FY2009/10 [PLSC 451]	6,372
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Audio recordings

18.10	Held at end of FY2009/10 [PLSC 452]	23,928
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DVD/Videos

18.11	Held at end of FY2009/10 [PLSC 453]	23,563
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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 question 18.8 NOT in 18.12 - 18.15.

18.12	Local License negotiated by the local library [PLSC 454]	49
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18.13	State License negotiated by the Illinois State Library [PLSC 455]	18
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18.14	Other consortia within the state or region -- License negotiated by regional library system(s) and/or other cooperative(s) [PLSC 456]	6
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18.15	Total Licensed Databases (18.12 + 18.13 + 18.14) [PLSC 457]	73
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Children's Holdings

18.16	Children's Holdings	114,144
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USE OF RESOURCES (19.1 - 19.25)

Report for the library's entire fiscal year

19.1	Number of adult materials loaned	813,539
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19.2	Number of children's materials loaned [PLSC 551]	447,710
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19.3	Total number of materials loaned (19.1 + 19.2) [PLSC 550]	1,261,249
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Circulation, including renewals, by type of material

ADULT

19.4	Fiction Books	186,966
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19.5	Nonfiction Books	125,144
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19.6	Fiction Videos & DVD	326,795
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19.7	Nonfiction Videos & DVD	818
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19.8	Fiction Audios	29,474
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19.9	Nonfiction Audios (include music)	102,267
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19.10	Magazines/Periodicals	35,062
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19.11	Other Formats	7,013
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19.12	TOTAL (Sum of 19.4-19.11) (Total should = answer to question 19.1)	813,539
-------	--	---------

CHILDREN

19.13	Fiction Books	222,363
-------	---------------	---------

19.14	Nonfiction Books	76,090
-------	------------------	--------

19.15	Fiction Videos & DVD	122,808
-------	----------------------	---------

19.16	Nonfiction Videos & DVD	56
-------	-------------------------	----

19.17	Fiction Audios	3,425
-------	----------------	-------

19.18	Nonfiction Audios (include music)	14,775
-------	-----------------------------------	--------

19.19	Magazines/Periodicals	2,345
-------	-----------------------	-------

19.20	Other Formats	5,848
-------	---------------	-------

19.21	TOTAL (Sum of 19.13-19.20) (Total should = answer to question 19.2)	447,710
-------	---	---------

19.22	Number of interlibrary loans loaned to other libraries [PLSC 552]	64,536
19.23	Number of interlibrary loans borrowed from other libraries [PLSC 553]	59,778
19.24	Does your library participate in reciprocal borrowing?	Yes
19.25	IF YES, report the number of materials loaned	245,948

REFERENCE QUESTIONS (20.1 - 20.3)

Number of reference questions, for the fiscal year, asked at the _____ department. [PLSC 502]

20.1	Adult Department	59,789
20.2	Children's Department	17,195
20.3	TOTAL (20.1 + 20.2) [PLSC 502]	76,984

AUTOMATION (21.1 - 21.13)

How many of the following does your library have?

Windows/PC Compatible Computers

21.1	Total Number in Library	200
21.2	Number Available for Public Use	88

Macintosh Computers

21.3	Total Number in Library	2
21.4	Number Available for Public Use	0

Printers

21.5	Total Number in Library	50
21.6	Number Available for Public Use	14

21.7	Does your library have <u>public access</u> computers that contain general software applications (e.g., wordprocessors, spreadsheets, databases)?	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 - 22.26)

22.1	Does your library have Internet access?	Yes
------	---	-----

22.2	If your library does NOT have Internet access, please explain why in 75 words or less.	
------	--	--

22.3	How can patrons access/use the Internet within the library?	Patrons directly
------	---	------------------

22.4	Does your library have wireless Internet access?	Yes
------	--	-----

22.5	IF YES, is it for patron use so patrons can access the Internet while in your library using their own personal computers?...	Yes
------	--	-----

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

22.6	Illinois Century Network (ICN)	Yes
------	--------------------------------	-----

22.7	Other	Yes
------	-------	-----

22.8	If Other, please specify	WOW/Comcast
------	--------------------------	-------------

If your library is NOT a participant in the Illinois Century Network

22.9	(ICN), please indicate why:	N/A
22.10	What type(s) of Internet connection(s) is/are used by your library? (Check all that apply)	
	If you need help, contact your Internet service provider (ISP) or regional library system.	
	DSL	No
	Cable	Yes
	Wireless	No
	Satellite	No
	Fiber	No
	Leased Line	Yes
	Network (State, Regional, Municipal)	No
	Dial-up	No
	Don't Know	No
	Other (specify)	No
	N/A	No
22.11	If Other, please specify	
22.12	What is the maximum speed of your library's Internet connection? (Select one)	6.4 - 43 Mbps
22.13	If Other, please specify	
22.14	Has your library board adopted an Internet public access policy?	Yes
22.15	How many Internet computers does your library have available for public use? [PLSC 650]	59
22.16	Report the number of in-library users of public Internet computers in a year [PLSC 651]	138,937
22.17	Report the annual number of views of your library's homepage	546,699
22.18	Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
22.19	Does your library utilize Internet filters?	Yes
22.20	IF YES, when did your library start using filters? (mm/year)	09/2004
	IF YES, which Internet stations have filters? (Check all that apply)	
22.21	All staff stations	Yes
22.22	All public stations	Yes
22.23	Public children's stations only	Yes
22.24	Public adult stations only	Yes
22.25	Other	No
22.26	If Other, please specify	

E-RATE (23.1 - 23.4)

23.1	Did your library apply directly for E-rate (telecommunications discounts) for FY2009/10?	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 FY2009/10?	
23.3	Why did your library NOT participate in the E-rate program?	Negligible benefit
23.4	If Other, please explain	

STAFF DEVELOPMENT & TRAINING (24.1 - 24.3)

How much money did your library spend on staff development and

24.1	training this fiscal year? (Round answer to the nearest whole dollar.)	\$27,082
24.2	Does this include travel expenses?	Yes
24.3	How many hours of training did employees receive this year?	1,305

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 (26.1-26.12)

**Public Library Districts: Required IPLAR Supplemental Reports
Fiscal Year 2009/10**

- 26.1 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)
- 26.2 Purchase No
- 26.3 Legacy No
- 26.4 Gift No
- 26.5 Other No
- 26.6 Provide a general description of the property acquired.
- 26.7 Does your library have any outstanding liabilities, including bonds?
- 26.8 IF YES, what is the amount of outstanding liabilities, including bonds?
- 26.9 Include a description of all outstanding liabilities.
- 26.10 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?
- 26.11 IF YES, then prepare a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.
- 26.12 Public Library District 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 FY2009/10."

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.
4. The date completed.

CERTIFICATION PAGE

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

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Click on the Status tab.
2. Click on the Unanswered Questions tab which defaults to View Required Unanswered Questions. Supply answers for these required questions.
3. Click on the Edit Checks tab and resolve edit checks. Explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
4. Click on the Submit Survey tab. Scroll to the lower right corner of the page and click on the green submit survey button.
NOTE: All required unanswered questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit.

IL STATE LIBRARY WILL COMPLETE

27.1	EAV 1 [ISL]
27.2	EAV 2 [ISL]
27.3	EAV 3 [ISL]
27.4	EAV 4 [ISL]
27.5a	EAV TOTAL (27.1 + 27.2 + 27.3 + 27.4) [ISL]
27.5b	EAV in \$1,000 (27.5a / 1,000) [ISL]
27.6	Tax Rate 1 [ISL]
27.7	Tax Rate 2 [ISL]
27.8	Tax Rate 3 [ISL]
27.9	Tax Rate 4 [ISL]
27.10	Average Tax Rate [ISL]

Declaration of Surplus Property – February 16, 2010

Quantity	Dimensions	Description	To be offered to City of Des Plaines	To be offered to other libraries	To be discarded
75	3' x 9"	Metal shelving	√		
75	3' x 11"	Metal shelving	√		
200		Wire book ends		√	
3		Old style book returns		√	
1		Fellows Powershred 280 – not working & not repairable - 10 yrs old			√
4	42" height	Metal book carts – Unsafe			√

February 2010 Board Meeting Items

Staff Servers Upgrade

In 2008 the library adopted a life-cycle policy for its computer hardware. Servers would have a five year life-cycle policy. Upon audit of the library's servers, of the 13 servers, ten had exceeded the five year in 2009. Two reached that benchmark in 2010.

We also have two workstations serving as low level servers.

Balancing the need for a lifecycle with the practicality of budgets, we planned to replace 5 servers in 2008. We purchased 3 Physical Servers, and leveraging Windows Servers virtualization and careful planning, we were able to retire 8 of the servers (and create another server to reduce additional costs as it related to catalogue machines).

However, we still have four end-of-life servers to replace.

We are requesting a single server to replace 4 of the current servers on the Staff side. This server will also allow us to move the services from the workstations, and allow for future growth.

We identified the server manufacturer and model, and configured its specifications to meet the needs of the library. We sent these requirements to three hardware resellers.

We request approval of expenditures not to exceed \$13,000 for the servers.

Server	
Vendor	Quote
CDW-G	12952.00
OSG	13450.00
PC Nation	12300.00

PC Nation is recommended vendor.

February 2010 Board Meeting Items

Cisco Smartnet Agreement

In 2008 the library invested approximately \$67,000 in Cisco equipment to upgrade its Local Area Network Infrastructure. To continue to protect this investment, it is strongly recommended the library maintains a Smartnet Contract to cover all identified hardware. This coverage provides Next Business Day replacement of faulty equipment, extensive customer support, access to critical OS upgrades and online resources.

This is a budgeted item (6400.00), for a cost of \$6325.00



MONITOR

Monitor Business Machines Ltd
Wireless House, 56-58 Grafton Road, Auckland
PO Box 108 042, Symonds Street, Auckland, New Zealand
Phone: +64 9 309 8047, Fax: +64 9 309 8051

19 January 2010

Mr Lou Flavio
PO Box 672 Lemont,
IL 60439
USA

Dear Lou

Re: Sole Distributor in the State of Illinois.

I understand that you are seeking confirmation that you can provide to a customer that TBS Inc is the sole supplier of Monitor products in the State of Illinois, USA. I am happy to provide that confirmation and to confirm that we at Monitor value our relationship with TBS Inc and find TBS an extremely fine business partner. We are constantly impressed at the strong relationships you form with your customers and in the excellent manner in which you use our products.

Sincerely

John Burns
C.E.O.
Monitor Business Machines Limited

February 2010 Board Meeting Items

On-Line Vending System

Currently the library has a Magnetic Strip Debit Card System. This allows Patrons (both library card holders as well as non-library card holders) to add value to a card to use for printing and making copies.

- The current system is approximately 11 years old. The particular Magnetic Strip technology utilized represents an obsolete Magnetic Strip Technology (current MG technology has moved to a new standard – new design and coding – which is not compatible with existing hardware).
- As such, hardware support is difficult. Replacement parts and units are only available from refurbished units. We cannot obtain new hardware to support our environment.
- The mechanics have caused cards to be voided of value, and there is no mechanism in place to validate the value. As such we honor what the Patron claims it to be.
- It is becoming increasingly difficult to find vendors to support the current card manufacture. It increases turn around time.

Reviewing alternatives that are compatible with our current print infrastructure, a newer technology utilizing barcode readers was brought to our attention. Some of the benefits:

- No moving parts. Simply barcode readers. This will reduce the Total Cost Of Ownership of the hardware.
- We are not limited to barcode readers. The technology is adaptable to the Input, so RFID, for example, can be another mechanism.
- There is a backend component, which allows us to know and transfer balances in the case of lost cards.
- As it is tied to barcode, it can be tied to Library Cards.
- It will reduce the cost of card manufacture with the removal of the debit card strip.

There is a sole source for this system. Today's Business Solutions (TBS), which is our Value Added Reseller (VAR) for our PC Reservation, E-Vanced Calendaring, P-Station. Please see attached letter from the manufacturer as the Sole Source.

Libraries that have this system implemented by TBS:

- Allen County Public Library: Fort Wayne, Indiana (14 branch system)
- Glen Ellyn Public Library: Glen Ellyn, Illinois
- Warrenville Public Library: Warrenville, Illinois
- Chicago State University
- University of Chicago

We request approval of expenditures not to exceed \$24,865 for the budgeted On-Line Vending System.

February 2010 Board Meeting Items

Early Literacy Station

Currently the library has four non-internet access computers for use by children age 2-7.

- These computers were configured and programmed by a member of the library staff approximately six years ago.
- Each computer contains nine games (ex. Arthur's Reading Adventure) and is programmed to give a child twenty minutes of playing time.
- New games cannot be added to the computers because the current program does not allow for newer software to be added.
- The current computers freeze frequently and require a hard reboot by staff.
- These computers are in continuous use.

In the past year, as the age and wear and tear on the computers became evident, the library began looking into alternatives. The benefits of the AWE Early Literacy Stations include:

- Each station comes pre-loaded with 40+ educational titles appropriate for ages 2 and up.
- The stations have a 3 year hardware upgrade and warranty
- AWE will incorporate new software into the current configuration each year
- Currently 1701 schools, child centers, and libraries, including the majority of NSLS libraries' Youth Services departments, have AWE Early Literacy Stations in the United States.

Attached is a single source letter which explains why there are no additional quotes.

We request approval of expenditures not to exceed \$18,300 for the budgeted Early Literacy Stations.

0717



January 27, 2010

ATTN: Mr. Adam Bartnik
Des Plaines Public Library
1501 Ellinwood Street
Des Plaines, IL 60016

Dear Mr. Bartnik:

AWE's Early Literacy Station™ and ELS Bilingual Spanish™ are protected proprietary products developed and marketed exclusively by AWE (Advanced Workstations in Education, Inc.).

The Early Literacy Station™ and ELS Bilingual Spanish™ product includes:

- Customized hardware components,
- Proprietary Children's Interface,
- Proprietary "Application Management Environment",
- Proprietary "Administrative Control Panel",
- Time & Session Management,
- Utilization Tracking,
- Educational Titles Lookup Matrix, and
- Unique software integration methodologies.

AWE has exclusive rights to sell and deliver the Early Literacy Station™ and ELS Bilingual Spanish™ product. The Early Literacy Station™ and ELS Bilingual Spanish™ products can only be purchased directly through AWE.

Sincerely,

President & CEO
Advanced Workstations in Education, Inc.

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: 2-16-2010

1. Name *Nathan Handlon*
 Address *2206 West Huron ST. Chicago, Illinois 60612*
 Telephone *630-669-9691*
 Email *nhandlon@singlecard.com*
 Topic *Presentation For on-line card system*

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

FEBRUARY

0719

Handwritten signature



Des Plaines
Public Library

1501 Ellinwood Street
Des Plaines, IL 60016-4553
847-827-5551 phone
847-827-7974 fax

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, FEBRUARY 16, 2010

7:00 PM

Conference Room – Second Floor

Agenda:

- **Approve Illinois Public Library Annual Report**
- **Management Committee Report**
- **Finance Committee Report**
- **Executive Session – To discuss**
 - **Pending 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 Library Director at 847-376-2800 to allow the Library to make reasonable accommodations.



V.

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
February 16, 2010
7:00 PM

- I. Call to Order. (7:00 PM)
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Demonstration of Wiki – Carol Kidd.
- V. Consideration of the Agenda.
- VI. Public Comments and Questions.
- VII. City Council Community Services Committee – Alderman Dan Wilson.
- VIII. Consent Agenda. [Action Item] (7:30 PM)
 - A. Approval of the Minutes of the Regular Board Meeting – January 19, 2010.
 - B. Acceptance of Financial Reports for January 2010.
 - C. Approval of Library Expenditures.
 1. Warrant Register – January 04, 2010 - \$92,271.47.
 2. Warrant Register – January 19, 2010 - \$87,095.47.
 3. Salaries – January 04, 2010 - \$92,271.47.
 4. Salaries – January 19, 2010 - \$87,095.47.
 - D. Acceptance of Reports.
 1. Director's Report – Sandra Norlin.
 2. Friends Report – Myrtle Klebe.
- IX. Unfinished Business.

- X. New Business. (PM)
- A. Management Committee Report – Eldon Burk. [Action Item]
 - B. Finance Committee Report – Jeffery Rozovics. [Action Item]
 - C. Approve Payment of Vendor Checks Report - \$117,902.64. [Action Item]
 - D. Approve Illinois Public Library Annual Report. [Action Item]
 - E. Joint Meetings/Tour with Mount Prospect Library Trustees. [Action Item]
 - F. Declaration of Surplus Property. [Action Item]
 - G. Approve Purchase of Server. [Action Item]
 - H. Approve Cisco Smartnet Agreement. [Action Item]
 - I. Approve Upgrade to On-Line Vending System. [Action Item]
 - J. Approve Purchase of Six Youth Services Computers with Software. [Action Item]
 - K. Approve Payment to Transworld Systems Inc. - \$5,250.00. [Action Item]
 - L. Approve Payment to Cooperative Computer Services - \$9,583.62. [Action Item]
 - M. Do the Dewey Board Participation.
- XI. Announcements.
- XII. Correspondence.
- XIII. Other
- XIV. Executive Session – To Discuss
- A. Pending or Imminent Litigation.
- XV. Executive Session Action.
- A. Pending or Imminent Litigation. [Action Item]
- XVI. Adjournment. (9:00PM)

This meeting will be recorded for television broadcast.



VIII.A.

BOARD OF TRUSTEES
Minutes of the Regular Meeting
January 19, 2010

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, January 19, 2010. President Noreen Lake called the meeting to order at 4:05 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Selma D'Souza, Myrtle Klebe, Noreen Lake, George Magerl, Jeffrey Rozovics, Susan Moylan Krey

Absent: Eldon Burk, Elaine Tejcek, Jennifer Tsalapatani.

Also present: Sandra Norlin, Carol Kidd, Holly Sorensen, Roberta Johnson, Heather Imhoff, Gary Valente, Kent Green, Tim Ahlberg, Margè Scholl, Dan Wilson, Dan Klobnak, Trea Fotidzis.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

MOTION by George Magerl, seconded by Myrtle Klebe, to accept the agenda as presented.

PUBLIC COMMENTS AND QUESTIONS

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson.

Alderman Wilson was in attendance but did not give a report.

CONSENT AGENDA

Noreen Lake asked that A. Approval of the Minutes of the Regular Board Meeting – December 15, 2009, be removed from the Consent Agenda.

MOTION by George Magerl, seconded by Myrtle Klebe to approve the Consent Agenda, as modified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The minutes were modified to reflect the following changes.

MOTION by Susan Moylan Krey, seconded by George Magerl, to accept the proposal From Lauterbach & Amen, LLP for accounting services for three years in the amount of \$61,865.00, which is the lowest bid and is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, Rozovics, Tejcek. NAYS: NONE: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Susan Moylan Krey, to accept the proposal from Pro/Data Payroll Services for payroll services for three years in the amount of \$28,630.20, which is the lowest bid, and is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Burk, D'Souza, Kleve, Moylan Krey, Lake, Magerl, Rozovics, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by George Magerl, seconded by Susan Moylan Krey, to accept the minutes, as modified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

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

1. Over the Counter Receipts	\$	10,000.05
2. Petty Cash Expenditures	\$.00
3. Budget Expenditures for December	\$	765,227.73
4. Expenditures Year to Date	\$	6,193,590.14
5. Revenue for December	\$	28,676.36
6. Revenue Year to Date	\$	4,755,916.89

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

December 7, 2009	\$	71,743.51
December 21, 2009	\$	<u>137,944.49</u>
Total	\$	209,688.00

ROLL CALL VOTE: AYES: D'Souza, Klebe, Moylan Krey, Lake, Magerl, Rozovics. NAYS: None. MOTION CARRIED.

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

December 2, 2009	\$ 117,532.52
December 26, 2009	\$ 113,610.22
December 28, 2009	<u>\$ 120,466.86</u>
	\$ 351,609.60

LIBRARY DIRECTOR'S REPORT

JANUARY, 2010

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

PERSONNEL

New employees for January: Krystal Kelham and Fernando Martin, Promotion from Page to Page II, Circulation Services Department.

Resignations: Ellen Glickman, Manager of Creative Services and Oscar Arellano, Technical Services Assistant.

STAFF DEVELOPMENT

Plans are underway for an in service day on February 25 with Jamie LaRue, a nationally recognized speaker on community analysis and engagement for public libraries. He will lead an afternoon seminar for our Department Heads, along with the administrative teams from the Evanston and Zion-Benton public libraries. Evanston will host the session and the three libraries will share the cost of the speaker's fee, transportation, and lodging. This is a low-cost solution to obtaining high quality continuing education.

PATRON SERVICES

The month of December, 2009 tallied a 17.43% increase over last December's circulation (checkout) activities. Of that increase, the Youth Services collection book checkouts increased by 18% and DVDs by 20%. Adult book DVD checkouts increased by 18% each.

The annual checkout total for 2009 was 1,261,249, the all-time high for our library. Self-checkouts increased by 60%. At the end of the year, we have 40 local businesses that have registered for library cards. Although the numbers are not large, we have tripled the use of our downloadable ebooks since 2008. We served 390 patrons who have "checked out" nearly 1400 books. We have taken our services to schools and resident facilities and organizations throughout the city as well. In 2009 we made 10,536 staff visits to these community organizations.

Computer use has increased in nearly all areas. The website use increased by 12% to over 1.2 million hits. In-house computer use increased by 18% on the 4th floor, but decreased by 2.5% on the 2nd floor. The decrease in online products will be studied to determine if the decrease is attributable to the changed methods of counting usage or lack of interest or usability of the products themselves, or some of each.

The use of the Mobile Library decreased by 3% in 2009.

OTHER PROFESSIONAL ACTIVITIES

I will attend the Chamber of Commerce Board of Directors meeting on January 14.

Other staff and I have met with City Finance Department staff and representatives of both Pro/Data (payroll) and Lauterbach & Amen (accounting) to begin the transition process from the city to these two agencies.

UNFINISHED BUSINESS

MOTION by Susan Moylan Krey, seconded by Selma D'Souza, to approve a 5 year contract with Schindler Elevator Service at a cost of \$6,600.00 for the first year with a cap of 3% on increases for the next four years. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

NEW BUSINESS

MOTION by George Magerl, seconded by Myrtle Klebe, to approve payment to FKI for a service agreement in the amount of \$22,362.00 for the automated materials handler, which is a budgeted expense and in the best interest of the library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by George Magerl, seconded by Susan Moylan Krey, to approve payment to BrainFuse in the amount of \$7000.00, which is a budgeted expense and in the best interest of the library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Gary Valente, Head of Building and Security Services, explained that he had secured three quotes to install an entryway heat diffuser above the front doors on the North side of the building. The lowest responsible bidder was Norman Electric, with a bid of \$7,350.00. The Board directed Gary Valente to contact Norman Electric to confirm the installation no later than February 9, 2010. If the heat diffuser is not installed by February 9, 2010, the Board directed Gary Valente to attend a Board Meeting in the fall to revisit this purchase.

MOTION by George Magerl, seconded by Jeffery Rozovics, to approve the purchase and installation of an entryway heat diffuser to be installed by Norman Electric no later than February 9, 2010 in the amount of \$7,350.00, which is a budgeted expense and in the best interest of the library. ROLL CALL VOTE: AYES: D'Souza, Klebe, Lake, Magerl, Rozovics. NAYES: Moylan Krey. MOTION CARRIED.

Roberta Johnson gave a presentation on a proposed reconfiguration of the fourth floor for the purpose of providing more space and better computer access for the patrons. Roberta explained that this item is budgeted for 2010. The Board discussed the reconfiguration and decided not to vote on the project. The Board suggested that

Roberta try to prepare a less expensive alternative and present that to the Board in June or July.

MOTION by George Magerl, seconded by Jeffery Rozovics, to approve payment to (SRDS) Standard Rate and Data Service in the amount of \$5,218.00, which is a budgeted expense and in the best interest of the library. VOTE: AYES: All. NAYS: None.
MOTION CARRIED

MOTION by Myrtle Klebe, seconded by Selma D'Souza, to approve the purchase of two tickets, in the amount of \$180.00, for the Chamber of Commerce Winter Garden Ball for President Lake and a guest. ROLL CALL VOTE: AYES: D'Souza, Klebe, Moylan Krey, Magerl. NAYES: None. MOTION CARRIED. ABSTAINED: Lake, Rozovics.

MOTION by George Magerl, seconded by Susan Moylan Krey, to declare the list of equipment, presented by Dan Klobnak, as surplus property and to direct, library director Sandra Norlin, to send a memo to Acting City Manager, Jason Slowinski, explaining that the library is required to offer the property to the City of Des Plaines for the first right to purchase such property for public or corporate purposes and to give the City of Des Plaines 30 days to respond to the request and then direct Sandra Norlin to offer this equipment to Honor Flight Chicago, a non-profit organization. VOTE: AYES: All NAYES: None MOTION CARRIED.

Gary Valente, Head of Building and Security, talked about the amount of obsolete, unuseable furniture items/pieces, aside from computer equipment, that are currently being stored in storage areas in the library. The city building inspector commented several months ago that these areas must be "cleaned up" in order to avoid a safety hazard violation. The Board asked that any items that could be salvaged and used be included on the surplus computer equipment list.

Sandra Norlin introduced Trea Fotidzis from First Midwest Bank who explained the two new accounts being opened at First Midwest Bank and the signature card requirements. The two new accounts are an Operating Account and a pass thru Payroll Account.

MOTION by George Magerl, seconded by Noreen Lake to direct Sandra Norlin to open two accounts with First Midwest Bank and execute the proper paperwork with Illinois Funds, to set up library accounts and to require two signatures on each check, one library signer and one board signer, and the designated signers should be Sandra Norlin, Holly Sorensen, Carol Kidd, Noreen Lake, George Magerl, Jeffery Rozovics. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by George Magerl, seconded by Selma D'Souza, to approve payment to Automated Logic in the amount of \$9,765.00, which is a budgeted expense and is in the best interest of the library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

ANNOUNCEMENTS

The Board will participate in the Des Plaines Chamber of Commerce and Industry February "FOOD FIGHT."

Noreen Lake stated that Mr. Martin Voss, Commander of the American Legion Post 36 in Des Plaines died on January 19, 2010.

The Finance Committee will meet on February 9, 2010 at 6:00p.m.

EXECUTIVE SESSION

MOTION by George Magerl, seconded by Myrtle Klebe, to enter into an Executive Session at 6:35p.m. to discuss Compensation, Discipline or Performance of a Specific Employee and Pending or Imminent Litigation. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 7:04p.m. and was called to order by President Noreen Lake.

EXECUTIVE SESSION ACTION

MOTION by George Magerl, seconded by Myrtle Klebe, to direct Sandra Norlin to contact library attorney, Gerard Dempsey, concerning the decision made in Executive Session. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Myrtle Klebe, seconded by Jeffery Rozovics, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 7:04p.m.

Minutes prepared Margaret Scholl.

**DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR JANUARY 2010**

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

1. Over the Counter Receipts	\$ 14,083.40
2. Petty Cash Expenditures	\$.00
3. Budget Expenditures for January	\$ 350,069.76
4. <i>Expenditures Year to Date</i>	\$ 350,069.76
5. Revenue for January	\$ 14,030.73
6. Revenue Year to Date	\$ 14,030.73

Warrant Register

January 4, 2010	\$ 92,271.47
January 19, 2010	<u>\$ 87,095.47</u>
Total	\$ 179,366.94

Salaries

January 13, 2010	\$ 114,272.03
January 27, 2010	<u>\$ 115,693.20</u>
Total	\$ 229,965.23

**DES PLAINES PUBLIC LIBRARY
OVER THE COUNTER RECEIPTS FOR JANUARY 2010**

	<u>Jan 2009</u>	<u>Jan 2010</u>	<u>Year to Date 2009</u>	<u>Year to Date 2010</u>
Lost Materials	844.75	735.02	844.75	735.02
Fines	10,458.41	10,679.53	10,458.41	10,679.53
Damage	96.88	76.00	96.88	76.00
Fees	430.00	646.05	430.00	646.05
Copies	2,547.85	1,821.80	2,547.85	1,821.80
Miscellaneous	4.00	7.00	4.00	7.00
Bags	258.00	118.00	258.00	118.00
Total	\$14,639.89	\$14,083.40	\$14,639.89	\$14,083.40

PETTY CASH EXPENDITURES - JANUARY

None

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
ACCUTY INC	10000	02/16/10	1,209.00
Account No.	Description	Amount	
201-5970600	Invoice # 2309374	347.00	
201-5970600	Invoice # 2309062	862.00	
ALARM SECURITY INCORPORATED	10022	02/16/10	781.14
Account No.	Description	Amount	
201-5970900	Invoice # 105485	360.00	
201-5970900	Invoice # 105463	421.14	
ANDERSON LOCK CO LTD	10023	02/16/10	120.30
Account No.	Description	Amount	
201-5970170	Invoice # 0605096	120.30	
ASPEN PUBLISHERS, INC.	10024	02/16/10	250.06
Account No.	Description	Amount	
201-5970600	Invoice # 66620392	250.06	
AUTOMATED LOGIC	10025	02/16/10	2,441.25
Account No.	Description	Amount	
201-5930020	Invoice # 007447	2,441.25	
BAKER & TAYLOR	10001	02/16/10	27.05
Account No.	Description	Amount	
201-5970600	Invoice # 2023673639	27.05	
BAKER & TAYLOR	10083	02/16/10	22,440.62
Account No.	Description	Amount	
201-5960990	Invoice # 2024223346	55.14	
201-5960990	Invoice # 2024203934	15.15	
201-5960990	Invoice # 2024212130	2.24	
201-5960990	Invoice # 2024214635	24.17	
201-5960990	Invoice # 2024205789	27.68	
201-5960990	Invoice # 2024182627	15.16	
201-5960990	Invoice # 2024207967	35.76	
201-5960990	Invoice # 2024167693	1.60	
201-5960990	Invoice # 2024206218	4.77	
201-5960990	Invoice # 2024206341	1.12	
201-5960990	Invoice # 2024195203	1.12	
201-5960990	Invoice # 2024222543	16.27	
201-5960990	Invoice # 2024179913	1.12	
201-5960990	Invoice # 2024161272	4.48	
201-5960990	Invoice # 2024179953	12.54	
201-5960990	Invoice # 2024167020	0.94	
201-5960990	Invoice # 2024236114	7.33	
201-5960990	Invoice # 2024236218	4.48	
201-5960990	Invoice # 2024225623	5.60	
201-5960990	Invoice # 2024223338	22.82	
201-5960990	Invoice # 2024228353	3.51	
201-5960990	Invoice # 2024225921	9.39	
201-5960990	Invoice # 2024218438	37.31	
201-5960990	Invoice # 2024230840	7.05	
201-5960990	Invoice # 2024233425	12.25	
201-5960990	Invoice # 2024180748	21.14	
201-5960990	Invoice # 2024166997	2.88	
201-5960990	Invoice # 2024164603	3.39	
201-5960990	Invoice # 2024175453	4.27	
201-5960990	Invoice # 2024167065	23.00	
201-5960990	Invoice # 2024167145	68.28	
201-5960990	Invoice # 2024111420	12.94	
201-5960990	Invoice # 2024254764	12.32	
201-5960990	Invoice # 2024228305	0.47	

All Checkbooks
January 2010Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2024236118		0.47
201-5960990	Invoice # 2024236083		1.12
201-5960990	Invoice # 2024206249		7.47
201-5960990	Invoice # 2024195081		2.71
201-5960990	Invoice # 2024205882		1.28
201-5960990	Invoice # 2024191453		28.36
201-5960990	Invoice # 2024177236		67.99
201-5960990	Invoice # 2024212444		22.40
201-5960990	Invoice # 2024206211		3.82
201-5960990	Invoice # 5010567402		13.44
201-5960990	Invoice # 2024180903		8.31
201-5960990	Invoice # 2024137330		5.42
201-5960990	Invoice # 2024121533		2.05
201-5960990	Invoice # 2024126366		0.64
201-5960990	Invoice # 2024160788		3.78
201-5960990	Invoice # 2024133441		3.35
201-5960990	Invoice # 2024137346		0.47
201-5960990	Invoice # 2024145322		2.35
201-5960990	Invoice # 2024145378		2.82
201-5960990	Invoice # 2024133488		14.87
201-5960990	Invoice # 2023979009		10.62
201-5960990	Invoice # 2024002630		10.62
201-5960990	Invoice # 2024126528		15.45
201-5960990	Invoice # 2024186116		13.26
201-5960990	Invoice # 2024225879		2.35
201-5960990	Invoice # 2024175562		2.24
201-5960990	Invoice # 2024164824		8.96
201-5960990	Invoice # 2024206212		1.68
201-5960990	Invoice # 2024206340		4.48
201-5960990	Invoice # 2024186004		2.46
201-5960990	Invoice # 2024190289		8.96
201-5960990	Invoice # 2024197860		4.70
201-5960990	Invoice # 2024206278		2.35
201-5960990	Invoice # 2024191680		7.48
201-5960990	Invoice # 2024185717		11.10
201-5960990	Invoice # 2024170993		34.50
201-5960990	Invoice # 2024166916		14.96
201-5960990	Invoice # 2024162357		38.59
201-5960990	Invoice # 2024162648		16.75
201-5960990	Invoice # 2024125668		1.12
201-5960990	Invoice # 2024137331		2.46
201-5960990	Invoice # 2024121584		0.47
201-5960990	Invoice # 2024135843		0.44
201-5960990	Invoice # 2024150159		3.36
201-5960990	Invoice # 2024145075		8.96
201-5960990	Invoice # 2024191685		42.30
201-5960990	Invoice # 2024236216		16.45
201-5960990	Invoice # 2024250503		1.24
201-5960990	Invoice # 2024250673		18.92
201-5970600	Invoice # 2024223345		1,262.71
201-5970600	Invoice # 0000136127		111.77
201-5970600	Invoice # 2024208248		143.43
201-5970600	Invoice # 2024212130		44.83
201-5970600	Invoice # 2024207966		1,022.62
201-5970600	Invoice # 2024203933		361.49
201-5970600	Invoice # 2024214634		598.16
201-5970600	Invoice # 2024205788		891.22
201-5970600	Invoice # 2024182626		352.13
201-5970600	Invoice # 2024167692		44.93
201-5970600	Invoice # 2024206218		9.55
201-5970600	Invoice # 2024206341		15.33
201-5970600	Invoice # 2024195203		13.60

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2024222543		171.69
201-5970600	Invoice # 2024161272		61.22
201-5970600	Invoice # 2024179953		189.89
201-5970600	Invoice # 2024167020		32.14
201-5970600	Invoice # 109657360		35.99
201-5970600	Invoice # 2024236114		106.80
201-5970600	Invoice # 2024236218		61.31
201-5970600	Invoice # 2024225623		77.76
201-5970600	Invoice # 202422338		329.63
201-5970600	Invoice # 2024250259		80.68
201-5970600	Invoice # 2024228353		51.58
201-5970600	Invoice # 2024225921		19.10
201-5970600	Invoice # 2024218437		1,147.35
201-5970600	Invoice # 2024230839		250.64
201-5970600	Invoice # 2024233424		605.94
201-5970600	Invoice # 2024180748		254.39
201-5970600	Invoice # 2024166997		52.18
201-5970600	Invoice # 2024164603		85.43
201-5970600	Invoice # 2024175453		53.75
201-5970600	Invoice # 2024167065		344.16
201-5970600	Invoice # 2024167145		135.42
201-5970600	Invoice # 2024111420		319.83
201-5970600	Invoice # 2024121533		21.05
201-5970600	Invoice # 2024228305		9.64
201-5970600	Invoice # 2024236118		2.38
201-5970600	Invoice # 2024236083		9.65
201-5970600	Invoice # 2024225879		52.21
201-5970600	Invoice # 2024195081		57.89
201-5970600	Invoice # 2024205882		34.05
201-5970600	Invoice # 2024191453		423.54
201-5970600	Invoice # 2024212444		314.97
201-5970600	Invoice # 2024206211		64.72
201-5970600	Invoice # 5010567402		1,047.77
201-5970600	Invoice # 2024177235		1,805.11
201-5970600	Invoice # 2024180903		128.14
201-5970600	Invoice # 2024179913		14.19
201-5970600	Invoice # 2024162647		973.46
201-5970600	Invoice # 2024162356		1,327.68
201-5970600	Invoice # 2024145009		178.89
201-5970600	Invoice # 2024160788		93.98
201-5970600	Invoice # 2024133441		34.36
201-5970600	Invoice # 2024137346		5.95
201-5970600	Invoice # 2024145322		66.28
201-5970600	Invoice # 2024145378		93.83
201-5970600	Invoice # 2024133488		291.18
201-5970600	Invoice # 2023979009		28.11
201-5970600	Invoice # 2024002630		54.22
201-5970600	Invoice # 2024126527		580.47
201-5970600	Invoice # 2024145074		580.88
201-5970600	Invoice # 2024125668		13.62
201-5970600	Invoice # 2024186116		123.53
201-5970600	Invoice # 2024175562		30.04
201-5970600	Invoice # 2024164824		116.82
201-5970600	Invoice # 2024206212		20.84
201-5970600	Invoice # 2024206186		28.92
201-5970600	Invoice # 2024206186		2.48
201-5970600	Invoice # 2024206340		61.31
201-5970600	Invoice # 2024186004		5.97
201-5970600	Invoice # 2024190289		117.06
201-5970600	Invoice # 2024197860		49.31
201-5970600	Invoice # 2024137330		87.29
201-5970600	Invoice # 2024206278		33.87

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All Checkbooks
January 2010Des Plaines Public Library
Vendor Checks ReportDESPLANS LIB
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Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2024206249	208.09	
201-5970600	Invoice # 2024191680	104.56	
201-5970600	Invoice # 2024185717	126.10	
201-5970600	Invoice # 2024170782	619.32	
201-5970600	Invoice # 2024170992	761.86	
201-5970600	Invoice # 2024126365	11.94	
201-5970600	Invoice # 2024166916	194.93	
201-5970600	Invoice # 2024167633	73.02	
201-5970600	Invoice # 2024167633	2.56	
201-5970600	Invoice # 2024137331	4.77	
201-5970600	Invoice # 2024121584	15.02	
201-5970600	Invoice # 2024135843	17.03	
201-5970600	Invoice # 2024150159	41.43	
201-5970600	Invoice # 2024191685	485.09	
201-5970600	Invoice # 2024236216	15.33	
201-5970600	Invoice # 2024250503	14.19	
201-5970600	Invoice # 2024250673	310.87	
201-5970600	Invoice # 2024254764	132.16	
BAKER & TAYLOR			
	10084	02/16/10	1,762.95
Account No.	Description	Amount	
201-5960990	Invoice # 2024241200	7.37	
201-5960990	Invoice # 2024250698	8.15	
201-5960990	Invoice # 2024241385	20.94	
201-5960990	Invoice # 2024250557	3.36	
201-5960990	Invoice # 2024222297	0.94	
201-5960990	Invoice # 2024221594	5.76	
201-5960990	Invoice # 2024241269	1.41	
201-5960990	Invoice # 2024225886	4.41	
201-5960990	Invoice # 2024241220	46.05	
201-5960990	Invoice # 2024250285	8.96	
201-5960990	Invoice # 2024250582	2.24	
201-5960990	Invoice # 2024170993	34.50	
201-5960990	Invoice # 2024026531	5.31	
201-5960990	Invoice # 2024170783	14.58	
201-5970600	Invoice # 2024241200	98.33	
201-5970600	Invoice # 2024250698	130.01	
201-5970600	Invoice # 2024241385	292.78	
201-5970600	Invoice # 2024250557	66.60	
201-5970600	Invoice # 2024222297	15.34	
201-5970600	Invoice # 2024221594	65.02	
201-5970600	Invoice # 2024241269	32.46	
201-5970600	Invoice # 2024225886	130.33	
201-5970600	Invoice # 2024241220	639.17	
201-5970600	Invoice # 2024250285	88.86	
201-5970600	Invoice # 2024250582	22.42	
201-5970600	Invoice # 2024026531	17.65	
BANC OF AMERICA LEASING			
	10026	02/16/10	2,005.00
Account No.	Description	Amount	
201-5930010	Invoice # 011349517	2,005.00	
BASS PLAYER			
	10027	02/16/10	23.99
Account No.	Description	Amount	
201-5970620	Subscription Invoice	23.99	
BERNAN			
	10028	02/16/10	135.68
Account No.	Description	Amount	
201-5970600	Invoice # 110603777	135.68	
BILL'S AUTO & TRUCK REPAIR			
	10029	02/16/10	1,666.71
Account No.	Description	Amount	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5930030 Invoice # 021885		1,666.71	
BISHOP PLUMBING, INC.	10030	02/16/10	251.95
Account No. Description		Amount	
201-5930020 Invoice # 64364		251.95	
BOOKLIST ONLINE	10031	02/16/10	650.00
Account No. Description		Amount	
201-5970640 Invoice # BOL0205A		650.00	
BRAINFUSE INCORPORATED	10032	02/16/10	7,000.00
Account No. Description		Amount	
201-5970640 Invoice # 2003936		7,000.00	
BUSINESS MACHINE AGENTS INC	10033	02/16/10	184.72
Account No. Description		Amount	
201-5960990 Invoice # IN3158		184.72	
C D W GOVERNMENT INCORPORATED	10034	02/16/10	2,247.00
Account No. Description		Amount	
201-5970100 Invoice # RPG2225		660.00	
201-5970100 Invoice # RPH5364		290.00	
201-5970100 Invoice # RPJ1074		800.00	
201-5970100 Invoice # RJN5273		75.00	
201-5980410 Invoice # RLG5006		422.00	
COMPLETE CLEANING COMPANY INC	10035	02/16/10	7,423.00
Account No. Description		Amount	
201-5930320 Invoice # 1261986		7,423.00	
COMPLETE CLEANING COMPANY INC	10002	02/16/10	630.00
Account No. Description		Amount	
201-5930320 Invoice # 1261724		630.00	
COOPERATIVE COMPUTER SERVICES	10036	02/16/10	4,826.89
Account No. Description		Amount	
201-5920140 Invoice # DPK1209		4,826.89	
COURTNEY O'KEEFE	10037	02/16/10	83.22
Account No. Description		Amount	
201-5960210		83.22	
D & B	10038	02/16/10	884.50
Account No. Description		Amount	
201-5970600 Invoice # 9816676-01		884.50	
DEMCO EDUCATIONAL CORP	10039	02/16/10	1,296.49
Account No. Description		Amount	
201-5970100 Invoice # 3760080		1,071.49	
201-5970100 Invoice # 3773594		112.50	
201-5970100 Invoice # 3776036		112.50	
DES PLAINES CHAMBER OF COMMERCE	10040	02/16/10	180.00
Account No. Description		Amount	
201-5970110 Invoice # 4749A		180.00	
DES PLAINES LIBRARY - PETTY CASH	10087	02/16/10	271.22
Account No. Description		Amount	
201-5920202 MIKE BROUILLETTE 2/11/09		12.56	
201-5920202 HOLLY SORENSEN 2/3/09		3.80	
201-5920202 CAROL KIDD 2/3/09		4.00	
201-5920202 JOANNE GRIFFIN 3/30		14.97	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5920202	JOANIE SEBASTIAN 4/16	8.92	
201-5960070	HEATHER IMHOFF 7/23	19.00	
201-5960070	GAIL BRADLEY 7/28	19.00	
201-5960070	SANDRA NORLIN 8/20	24.00	
201-5960070	LEE CHO 9/16	15.90	
201-5960070	CAROL KIDD 3/25/09	2.00	
201-5960070	HOLLY SORENSEN 3/27	7.40	
201-5960070	JOHN LAVALIE 4/1	10.00	
201-5960070	MIKE BROUILLETTE 4/30	13.00	
201-5960070	HOLLY SORENSEN 5/1	7.60	
201-5960070	CAROL KIDD 5/20	1.00	
201-5960070	CAROL KIDD 6/2	5.00	
201-5960070	CAROL KIDD 6/4	2.00	
201-5960070	HOLLY SORENSEN 6/2	7.60	
201-5960070	SUSAN FARID 7/15	19.00	
201-5960210	PAT HORN 10/6	25.72	
201-5960210	KAREN MCBRIDE 1/6/09	25.00	
201-5970260	GARY VALENTE 9/3	11.66	
201-5970260	MARGE SCHOLL 7/11	7.10	
201-5970620	JILL FRANKLIN 12/31	4.99	
EBSCO SUBSCRIPTION SVC	10041	02/16/10	186.83
Account No.	Description	Amount	
201-5970620	Invoice # 0030890	256.33	
201-5970620	Invoice # 0043632	26.40	
201-5970620	Invoice # 1281108	74.00	
201-5970620	Credit Memo 0022996	-19.95	
201-5970620	Credit Memo 0011304	-19.97	
201-5970620	Credit Memo 0007175	-129.98	
EDUCATIONAL DIRECTORIES INC.	10003	02/16/10	104.00
Account No.	Description	Amount	
201-5970600	Invoice # 95174	104.00	
FEDERAL EXPRESS	10042	02/16/10	120.01
Account No.	Description	Amount	
201-5970260	Invoice # 9-479-28420	95.54	
201-5970260	Invoice # 9-463-53292	24.47	
FINDAWAY WORLD LLC	10043	02/16/10	999.80
Account No.	Description	Amount	
201-5970100	Invoice # 25894	999.80	
FINDAWAY WORLD LLC	10004	02/16/10	1,369.75
Account No.	Description	Amount	
201-5970610	Invoice # 24770	1,369.75	
FIRST SECURITY SYSTEMS, INC.	10005	02/16/10	882.93
Account No.	Description	Amount	
201-5960990	Invoice # S72550	882.93	
FOREIGN POLICY ASSOCIATION	10044	02/16/10	296.79
Account No.	Description	Amount	
201-5970600		296.79	
FORTRES GRAND CORPORATION	10045	02/16/10	486.76
Account No.	Description	Amount	
201-5980420	Invoice # 46117	486.76	
FREMONT PUBLIC LIBRARY	10046	02/16/10	29.95
Account No.	Description	Amount	
201-5970600	Book Replacement	29.95	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
GALE	10006	02/16/10	543.20
Account No. 201-5970600		Amount 543.20	
Description Invoice # 16389948			
GALE	10047	02/16/10	2,647.66
Account No. 201-5970600		Amount 231.40	
Description Invoice # 16643925			
Account No. 201-5970600		Amount 930.80	
Description Invoice # 16641551			
Account No. 201-5970600		Amount 173.28	
Description Invoice # 16643293			
Account No. 201-5970600		Amount 1,276.25	
Description Invoice # 16642214			
Account No. 201-5970600		Amount 35.93	
Description Invoice # 16620372			
GEORGE REUSS	10048	02/16/10	125.00
Account No. 201-5960210		Amount 125.00	
Description			
GRAINGER	10049	02/16/10	187.92
Account No. 201-5970170		Amount 187.92	
Description Invoice # 9153272142			
GREAT LAKES ELEVATOR SERVICE INC	10050	02/16/10	497.00
Account No. 201-5930020		Amount 497.00	
Description Invoice # 26180			
GUITAR PLAYER	10051	02/16/10	18.99
Account No. 201-5970620		Amount 18.99	
Description Subscription Renewal			
HUNTLEY ARE PUBLIC LIBRARY	10052	02/16/10	31.97
Account No. 201-5970600		Amount 19.99	
Description			
Account No. 201-5970600		Amount 11.98	
Description			
INTERIOR TROPICAL GARDENS INC	10053	02/16/10	85.00
Account No. 201-5960990		Amount 85.00	
Description Invoice # 46255			
INVICTA SERVICES LLC	10054	02/16/10	143.85
Account No. 201-5970620		Amount 143.85	
Description Invoice # 1414			
JACK WADDICK	10055	02/16/10	250.00
Account No. 201-5960210		Amount 250.00	
Description Speaking Fee			
JAN REMER-OSBORN	10056	02/16/10	550.00
Account No. 201-5960210		Amount 550.00	
Description			
JMR RESTORATION INC	10007	02/16/10	720.00
Account No. 201-5930020		Amount 720.00	
Description Invoice # 1875			
KENT DISTRICT LIBRARY	10057	02/16/10	35.77
Account No. 201-5970600		Amount 35.77	
Description Invoice # 5583			
KLEIN, THORPE & JENKINS, LTD.	10008	02/16/10	608.00
Account No. 201-5920100		Amount 342.00	
Description Statement # 145047			
Account No. 201-5920100		Amount 266.00	
Description Statement # 144825			

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
LEXICON MARKETING, LLC	10058	02/16/10	941.00
Account No. Description		Amount	
201-5970600 Invoice # 891		941.00	
LEXISNEXIS ACADEMIC & LIB SOLUTION	10009	02/16/10	1,639.05
Account No. Description		Amount	
201-5970600 Invoice # 96102195		1,639.05	
LPS PAVEMENT COMPANY	10059	02/16/10	220.00
Account No. Description		Amount	
201-5960990 Engraved Pavers		220.00	
M K PAINTING & DECORATING INC	10060	02/16/10	2,702.00
Account No. Description		Amount	
201-5930020 Painting		2,702.00	
MANGO LANGUAGES	10061	02/16/10	3,150.00
Account No. Description		Amount	
201-5970640 Invoice # L1883		3,150.00	
MANUFACTURERS' NEWS, INC.	10010	02/16/10	205.45
Account No. Description		Amount	
201-5970600 Invoice # 851737-00		205.45	
MANUFACTURERS' NEWS, INC.	10062	02/16/10	208.45
Account No. Description		Amount	
201-5970600 Invoice # 527552-00		208.45	
MENARDS	10063	02/16/10	46.86
Account No. Description		Amount	
201-5970170 Invoice # 77601		46.86	
MERGENT INCORPORATED	10064	02/16/10	2,528.00
Account No. Description		Amount	
201-5970600 Invoice # 55361		2,528.00	
MESSAGE MOVERS	10011	02/16/10	293.34
Account No. Description		Amount	
201-5960990 Invoice # 0911002		293.34	
MIDWEST TAPE	10012	02/16/10	30.88
Account No. Description		Amount	
201-5960990		2.85	
201-5960990		2.85	
201-5970610 Invoice # 5928328		12.59	
201-5970610 Invoice # 5928329		12.59	
MIDWEST TAPE	10085	02/16/10	832.77
Account No. Description		Amount	
201-5960990 Invoice # 5935037		2.25	
201-5960990 Invoice # 5932907		2.25	
201-5960990 Invoice # 5932909		6.75	
201-5960990 Invoice # 5932908		2.25	
201-5960990 Invoice # 5932911		6.75	
201-5960990 Invoice # 2082101		43.48	
201-5960990 Invoice # 5928631		5.70	
201-5960990 Invoice # 5924046		8.56	
201-5960990 Invoice # 5924044		2.85	
201-5960990 Invoice # 5928623		2.85	
201-5960990 Invoice # 5924048		17.10	
201-5960990 Invoice # 5928633		8.55	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 5924047		28.75
201-5970610	Invoice # 5928631		26.98
201-5970610	Invoice # 5924046		30.72
201-5970610	Invoice # 5924044		15.74
201-5970610	Invoice # 5928623		12.74
201-5970610	Invoice # 5924048		74.19
201-5970610	Invoice # 5928633		35.22
201-5970610	Invoice # 5924047		140.75
201-5970610	Invoice # 2082393		39.99
201-5970610	Invoice # 2082392		49.99
201-5970610	Invoice # 2082391		9.99
201-5970610	Invoice # 2082389		74.98
201-5970610	Invoice # 2082390		34.99
201-5970630	Invoice # 5935037		22.49
201-5970630	Invoice # 5932907		22.49
201-5970630	Invoice # 5932910		22.49
201-5970630	Invoice # 5932909		34.47
201-5970630	Invoice # 5932908		9.74
201-5970630	Invoice # 5932911		36.72

MIDWEST TAPE 10086 02/16/10 4,776.05

Account No.	Description	Amount
201-5960990	Invoice # 5928632	2.85
201-5960990	Invoice # 5928630	2.85
201-5960990	Invoice # 5924051	19.95
201-5960990	Invoice # 5924050	5.70
201-5960990	Invoice # 5928634	2.85
201-5960990	Invoice # 5928623	6.75
201-5960990	Invoice # 5928628	42.75
201-5960990	Invoice # 5928627	9.00
201-5960990	Invoice # 5928626	2.25
201-5960990	Invoice # 5928625	4.50
201-5960990	Invoice # 5928624	2.25
201-5960990	Invoice # 5924043	9.00
201-5960990	Invoice # 5924042	31.70
201-5960990	Invoice # 5924040	18.00
201-5960990	Invoice # 5924039	18.00
201-5960990	Invoice # 5942919	4.50
201-5960990	Invoice # 5942920	2.25
201-5960990	Invoice # 5942921	6.95
201-5960990	Invoice # 5942922	20.25
201-5960990	Invoice # 5942923	50.70
201-5960990	Invoice # 5942924	9.00
201-5960990	Invoice # 5942925	2.25
201-5960990	Invoice # 5942926	49.50
201-5960990	Invoice # 5942927	4.50
201-5960990	Invoice # 5942928	11.45
201-5960990	Invoice # 5942929	22.49
201-5960990	Invoice # 5942929	2.25
201-5960990	Invoice # 5935824	2.85
201-5960990	Invoice # 5935823	2.25
201-5960990	Invoice # 5935822	2.25
201-5960990	Invoice # 5939663	4.50
201-5960990	Invoice # 5943606	15.75
201-5960990	Invoice # 5943611	4.50
201-5960990	Invoice # 5943610	2.25
201-5960990	Invoice # 5945205	2.25
201-5960990	Invoice # 5945193	2.25
201-5960990	Invoice # 5943613	9.00
201-5960990	Invoice # 5945199	27.00
201-5960990	Invoice # 5945198	18.00
201-5960990	Invoice # 5945200	11.25

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Vendor Checks Report

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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 5943614		11.45
201-5960990	Invoice # 5945197		6.75
201-5960990	Invoice # 5943612		18.00
201-5960990	Invoice # 5945202		2.25
201-5970610	Invoice # 5928632		10.49
201-5970610	Invoice # 5928630		11.99
201-5970610	Invoice # 5924051		89.93
201-5970610	Invoice # 5924050		28.48
201-5970610	Invoice # 5928634		13.49
201-5970610	Invoice # 5935824		17.24
201-5970610	Invoice # 2086893		108.97
201-5970610	Invoice # 2086892		86.97
201-5970610	Invoice # 2086891		79.98
201-5970610	Invoice # 2086890		79.98
201-5970610	Invoice # 2086889		39.99
201-5970630	Invoice # 5928623		67.47
201-5970630	Invoice # 5928628		236.06
201-5970630	Invoice # 5928627		52.46
201-5970630	Invoice # 5928626		14.99
201-5970630	Invoice # 5928625		26.23
201-5970630	Invoice # 5928624		22.49
201-5970630	Invoice # 5924043		83.96
201-5970630	Invoice # 5924042		196.36
201-5970630	Invoice # 5924040		134.90
201-5970630	Invoice # 5924039		179.92
201-5970630	Invoice # 5942919		43.48
201-5970630	Invoice # 5942920		18.74
201-5970630	Invoice # 5942921		65.22
201-5970630	Invoice # 5942922		108.66
201-5970630	Invoice # 5942923		485.78
201-5970630	Invoice # 5942924		89.96
201-5970630	Invoice # 5942925		22.49
201-5970630	Invoice # 5942926		443.78
201-5970630	Invoice # 5942927		22.48
201-5970630	Invoice # 5942928		110.95
201-5970630	Invoice # 5935823		16.49
201-5970630	Invoice # 5935822		13.49
201-5970630	Invoice # 5939663		14.98
201-5970630	Invoice # 5943606		131.18
201-5970630	Invoice # 5943611		37.48
201-5970630	Invoice # 5943610		11.24
201-5970630	Invoice # 5945205		22.49
201-5970630	Invoice # 5945193		20.99
201-5970630	Invoice # 5943613		86.96
201-5970630	Invoice # 5945199		266.88
201-5970630	Invoice # 5945198		156.67
201-5970630	Invoice # 5945200		102.70
201-5970630	Invoice # 5943614		130.44
201-5970630	Invoice # 5945197		62.22
201-5970630	Invoice # 5943612		179.17
201-5970630	Invoice # 5945202		21.74

NATIONAL FIRE PROTECTION ASSOCIAT. 10013 02/16/10 91.45

Account No. Description Amount
201-5970600 Invoice # 4744400Y 91.45

NATIONAL REGISTER PUBLISHING CO. 10065 02/16/10 306.10

Account No. Description Amount
201-5970600 Invoice # 1005491 306.10

NORMAN ELECTRICAL CONSTRUCTION (10014 02/16/10 1,250.00

Account No. Description Amount

**Des Plaines Public Library
Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
201-5930020 Invoice # 21182		1,250.00	
NORTH SUBURBAN LIBRARY SYSTEM	10066	02/16/10	90.00
Account No. Description		Amount	
201-5970110 Invoice # 1270221		90.00	
OFFICE DEPOT	10067	02/16/10	1,647.46
Account No. Description		Amount	
201-5970100 Invoice # 504737909001		90.51	
201-5970100 Invoice # 504576436001		49.87	
201-5970100 Invoice # 502919658001		292.53	
201-5970100 Invoice # 503957792001		24.20	
201-5970100 Invoice # 506473193001		10.89	
201-5970100 Invoice # 505825011001		24.91	
201-5970100 Invoice # 504501827001		28.46	
201-5970900 Invoice # 504572551001		1,126.09	
OUTSOURCE SOLUTIONS GROUP.	10068	02/16/10	3,279.50
Account No. Description		Amount	
201-5960990 Invoice # 9580		490.00	
201-5980420 Invoice # 9549		2,789.50	
OXFORD UNIVERSITY PRESS	10069	02/16/10	5.40
Account No. Description		Amount	
201-5970600 Invoice # 94554738		5.40	
PADDOCK PUBLICATIONS, INC.	10070	02/16/10	86.40
Account No. Description		Amount	
201-5920230 ACCT #8473762803		86.40	
PESCHE'S INC	10071	02/16/10	125.98
Account No. Description		Amount	
201-5970100 Doc # 11544		67.99	
201-5970100 Doc # 11604		57.99	
PITNEY BOWES	10072	02/16/10	925.25
Account No. Description		Amount	
201-5930210		328.00	
201-5970100 ACCT # 2144-5552-86-8		86.98	
201-5970260		510.27	
PROQUEST LLC	10073	02/16/10	725.00
Account No. Description		Amount	
201-5970640		725.00	
R & J UPHOLSTERY	10074	02/16/10	1,920.00
Account No. Description		Amount	
201-5960990		1,920.00	
R R BOWKER LLC	10015	02/16/10	855.63
Account No. Description		Amount	
201-5970600 Invoice # 03143633		481.14	
201-5970600 Invoice # 03142899		374.49	
RECORDED BOOKS, LLC	10075	02/16/10	33.00
Account No. Description		Amount	
201-5970630 Customer # 316866		33.00	
RUNGE PAPER COMPANY, INC.	10076	02/16/10	2,053.77
Account No. Description		Amount	
201-5970170 Invoice # 649311		934.02	
201-5970170 Invoice # 646654		927.75	

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Vendor Checks Report

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Vendor Name	Chk. No.	Check Date	Amount
201-5970170 Invoice # 646653		192.00	
RUSSIAN PUBLISHING HOUSE LTD	10077	02/16/10	858.76
Account No. Description		Amount	
201-5970600 Invoice # 145910		858.76	
S R D S INCORPORATED	10016	02/16/10	5,218.00
Account No. Description		Amount	
201-5970260 Invoice # 3512937		5,218.00	
SHEET MUSIC PLUS	10078	02/16/10	600.53
Account No. Description		Amount	
201-5970600		600.53	
SPEED-E-KLEEN	10017	02/16/10	115.00
Account No. Description		Amount	
201-5930320 Invoice # 3546		115.00	
STANDARD & POOR'S	10018	02/16/10	4,265.84
Account No. Description		Amount	
201-5970600 Invoice # 30431440		4,265.84	
THE H W WILSON COMPANY	10019	02/16/10	276.00
Account No. Description		Amount	
201-5970600 Invoice # 58286217		276.00	
THE STREET.COM RATINGS	10020	02/16/10	406.05
Account No. Description		Amount	
201-5970600 Order # 756203		406.05	
UNITED BUSINESS SOLUTIONS	10079	02/16/10	3,163.67
Account No. Description		Amount	
201-5930010 050286 1		14.48	
201-5930010 050265 1		175.02	
201-5930010 050267		325.48	
201-5930010 050269		792.02	
201-5930010 050285		8.70	
201-5930010 049920		578.00	
201-5930010 049908		200.89	
201-5930010 049909		158.08	
201-5930010 049910		808.81	
201-5930010 049912		1.46	
201-5930010 049913		7.39	
201-5970100 82808A 1		13.71	
201-5970100 82790A 1		11.22	
201-5970100 82633A 1		11.41	
201-5970100 82738		12.10	
201-5970100 82561		11.22	
201-5970100 82525		11.26	
201-5970100 82349		11.21	
201-5970100 82364		11.21	
UPSTART	10080	02/16/10	74.54
Account No. Description		Amount	
201-5970100 ACCT # 6032870		74.54	
WAREHOUSE DIRECT	10021	02/16/10	72.35
Account No. Description		Amount	
201-5970100 Invoice # 580996-0		72.35	
WAREHOUSE DIRECT	10081	02/16/10	1,729.94
Account No. Description		Amount	

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January 2010

**Des Plaines Public Library
Vendor Checks Report**

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<u>Vendor Name</u>	<u>Chk. No.</u>	<u>Check Date</u>	<u>Amount</u>
201-5970100	Invoice # 585961-0	2.52	
201-5970100	Invoice # 589460-0	11.85	
201-5970100	Invoice # 595813-0	224.82	
201-5970100	Invoice # 594425-0	339.00	
201-5970100	Invoice # 582793-0	107.80	
201-5970100	Invoice # 602278-0	152.14	
201-5970100	Invoice # 593778-0	110.50	
201-5970100	Invoice # 617200-0	4.32	
201-5970100	Invoice # 611328-1	11.32	
201-5970100	Invoice # 607852-0	765.67	
WASTE MANAGEMENT	10082	02/16/10	439.25
<u>Account No.</u>	<u>Description</u>	<u>Amount</u>	
201-5930490	Invoice # 2149778-2008	317.54	
201-5930490	Invoice # 4028430-2008	121.71	
		TOTAL	<u>117,902.64</u>

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SONGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 12/23/09

TIME: 14:26:43

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCTPAY1

ACCOUNTING PERIOD: 12/09

SELECTION CRITERIA: payable.due_date.*01/04/2010*

FUND . 201 LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
TOTAL LIBRARY FUND						0.00	95232.00
2110	920110	PROFESSIONAL SER	105470	OUTSOURCE SOLUTIONS G	9406	643	27083.33
2110	920120	COMMUNICATION SE	101343	CALL ONE	LIB 12-15-09	592	427.61
2110	920140	DATA PROCESSING	72106	COOPERATIVE COMPUTER	DPK1109	23	4015.26
2110	920230	PUBLICATION OF N	107767	PADDOCK PUBLICATIONS	T4189411	447	39.15
2110	920230	PUBLICATION OF N	107767	PADDOCK PUBLICATIONS	T4189410	448	47.25
2110	930010	R & M EQUIPMENT	00189	ANDERSON LOCK CO LTD	7015405	460	235.00
2110	930010	R & M EQUIPMENT	00189	ANDERSON LOCK CO LTD	7016373	38	1373.40
2110	930010	R & M EQUIPMENT	02830	UNITED BUSINESS SOLUT	049344	131	14.09
2110	930010	R & M EQUIPMENT	02830	UNITED BUSINESS SOLUT	049318	128	181.57
2110	930010	R & M EQUIPMENT	02830	UNITED BUSINESS SOLUT	049313	127	437.05
2110	930010	R & M EQUIPMENT	02830	UNITED BUSINESS SOLUT	049320	129	76.15
2110	930010	R & M EQUIPMENT	02830	UNITED BUSINESS SOLUT	049345	130	12.78
2110	930010	R & M EQUIPMENT	106873	BANC OF AMERICA LEAS	11276756-10	35	2005.00
2110	930010	R & M EQUIPMENT	72106	COOPERATIVE COMPUTER	DEC 2009	24	1818.19
2110	930020	R & M BLDGS & ST	100061	RSCOR CORPORATION	1799-04	642	3500.00
2110	930020	R & M BLDGS & ST	100604	M K PAINTING & DECORA	12-14 2009	656	2480.00
2110	930020	R & M BLDGS & ST	100604	M K PAINTING & DECORA	12-03-2009	657	2032.00
2110	930020	R & M BLDGS & ST	101889	MCQUAY SERVICE	2510137	655	246.50
2110	930020	R & M BLDGS & ST	108269	TWO J'S INDUSTRIES	201330	644	3195.00
2110	930320	CLEANING: CUSTODI	102711	SPEED-E-KLEEN	3540	645	115.00
2110	930490	REFUSE CONTRACT	02746	WASTE MANAGEMENT	399087920084	125	121.50
2110	930490	REFUSE CONTRACT	02746	WASTE MANAGEMENT	211637620082	124	226.96
2110	960210	SPECIAL EVENT PR	09670	JEWISH VOCATIONAL SER	11-01-2009	563	600.00
2110	960210	SPECIAL EVENT PR	108268	EDIE KLEINMAN	MAY-DEC 2009	500	300.00
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023971639	140	2.85
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023841460	142	2.24
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023931114	145	2.38
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023981762	148	4.80
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023958477	147	11.55
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023911249	192	2.71
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023953205	33	93.99
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023953106	31	116.45
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023911249	299	2.71
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	5010475185	289	8.01
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023841668	293	0.94
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023943495	295	2.06
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023915251	301	3.65
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023940047	292	96.89
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023938475	297	1.61
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023882456	291	0.64
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023984490	242	3.36
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023945758	262	3.52
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023907838	261	42.53
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023902181	245	10.57
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023918047	246	12.88
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023898569	247	4.59

RUN DATE 12/23/2009 TIME 14:26:59

SONGARD PENTAMATION INC - FUND ACCOUNTING

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 12/23/09

TIME: 14:26:43

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCTPAY1

ACCOUNTING PERIOD: 12/09

SELECTION CRITERIA: payable.due_date=*01/04/2010*

FUND 201 LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023901405	254	0.00	4.30
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023915222	255	0.00	4.48
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023898626	259	0.00	2.82
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023882457	257	0.00	6.70
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023845752	258	0.00	0.47
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023922665	252	0.00	57.61
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	5010446534	286	0.00	12.48
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023911203	265	0.00	1.41
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023925710	267	0.00	0.94
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023981836	283	0.00	4.48
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023952833	285	0.00	2.56
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023925696	194	0.00	4.15
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023938591	204	0.00	7.08
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023966187	216	0.00	9.25
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023916139	197	0.00	65.45
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023958512	214	0.00	2.42
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023943509	206	0.00	12.20
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023916144	200	0.00	11.42
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023928973	207	0.00	68.99
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023931104	202	0.00	2.24
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023958471	212	0.00	13.65
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023956203	210	0.00	3.32
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023966203	218	0.00	4.96
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023948298	238	0.00	56.85
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023965863	225	0.00	2.08
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023978226	221	0.00	33.28
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023958434	227	0.00	5.60
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023952098	223	0.00	4.77
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023984496	239	0.00	3.36
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023965868	231	0.00	2.24
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023981769	233	0.00	0.96
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023971549	234	0.00	2.24
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023966179	236	0.00	7.48
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5900365	226	0.00	4.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5903326	271	0.00	5.70
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5903325	280	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5900367	278	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5903319	274	0.00	4.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5903318	270	0.00	13.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5903316	268	0.00	13.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5903322	276	0.00	9.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5900366	282	0.00	2.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5903323	182	0.00	9.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5903320	172	0.00	11.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5903321	170	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5903327	189	0.00	22.80
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5900364	178	0.00	4.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5900366	174	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5903328	180	0.00	11.40
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5903324	176	0.00	9.00

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SONGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 12/23/09

TIME: 14:26:41

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCTPAY1

ACCOUNTING PERIOD: 12/09

SELECTION CRITERIA: payable.due_date="01/04/2010"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5896716	149	0.00	3.10
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5903317	150	0.00	4.90
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5900362	162	0.00	4.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5896713	151	0.00	2.45
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5896717	159	0.00	2.65
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5896715	157	0.00	5.70
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5896712	153	0.00	13.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5900363	164	0.00	4.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5896714	155	0.00	4.50
2110	960990	MISC CONTRACTUAL 103824	BUSINESS MACHINE AGEN	1091	457	0.00	336.27
2110	960990	MISC CONTRACTUAL 103824	BUSINESS MACHINE AGEN	1717	458	0.00	243.80
2110	960990	MISC CONTRACTUAL 105054	L P S PAVEMENT COMPAN	9-2936-5	658	0.00	220.00
2110	960990	MISC CONTRACTUAL 106122	ALEXIAN BROTHERS CORP	349403	461	0.00	150.00
2110	960990	MISC CONTRACTUAL 106535	INTERIOR TROPICAL GAR	46026	564	0.00	55.00
2110	960990	MISC CONTRACTUAL 22498	FIRST SECURITY SYSTEM	572380	661	0.00	1600.00
2110	970100	OFFICE SUPPLIES 02830	UNITED BUSINESS SOLUT	81479A	132	0.00	11.01
2110	970100	OFFICE SUPPLIES 02830	UNITED BUSINESS SOLUT	81859A	121	0.00	10.88
2110	970100	OFFICE SUPPLIES 08520	WAREHOUSE DIRECT	537718-0	122	0.00	34.38
2110	970100	OFFICE SUPPLIES 08520	WAREHOUSE DIRECT	540218-0	120	0.00	234.43
2110	970100	OFFICE SUPPLIES 09638	OFFICE DEPOT	499148567001	83	0.00	43.71
2110	970100	OFFICE SUPPLIES 09638	OFFICE DEPOT	498611149001	85	0.00	140.63
2110	970100	OFFICE SUPPLIES 09638	OFFICE DEPOT	499391244001	82	0.00	46.04
2110	970100	OFFICE SUPPLIES 09638	OFFICE DEPOT	498611339001	84	0.00	30.60
2110	970100	OFFICE SUPPLIES 20177	DEMCO EDUCATIONAL COR	3729754	20	0.00	1031.88
2110	970100	OFFICE SUPPLIES 20177	DEMCO EDUCATIONAL COR	3734459	452	0.00	145.78
2110	970170	JANITORIAL 100372	P B SALES	6316	652	0.00	150.00
2110	970170	JANITORIAL 17132	MENARDS	60657	554	0.00	73.89
2110	970170	JANITORIAL 20696	RUNGE PAPER COMPANY,	643044	650	0.00	950.46
2110	970260	POSTAGE AND PARC 103035	FEDERAL EXPRESS	9-410-87530	446	0.00	14.47
2110	970600	BOOKS 00029	OXFORD UNIVERSITY PRE	94472011	562	0.00	246.68
2110	970600	BOOKS 00292	APPLE BOOKS	87604	37	0.00	2321.34
2110	970600	BOOKS 04625	C C H, INCORPORATED	284985	455	0.00	92.75
2110	970600	BOOKS 09737	BAKER & TAYLOR	2023953106	32	0.00	1259.51
2110	970600	BOOKS 09737	BAKER & TAYLOR	2023953205	34	0.00	1259.83
2110	970600	BOOKS 09737	BAKER & TAYLOR	2023922664	30	0.00	1774.05
2110	970600	BOOKS 09737	BAKER & TAYLOR	2023907837	25	0.00	1134.89
2110	970600	BOOKS 09737	BAKER & TAYLOR	2023940046	28	0.00	2755.42
2110	970600	BOOKS 09737	BAKER & TAYLOR	2023956477	139	0.00	21.49
2110	970600	BOOKS 09737	BAKER & TAYLOR	2023918046	144	0.00	495.34
2110	970600	BOOKS 09737	BAKER & TAYLOR	2023841460	143	0.00	20.97
2110	970600	BOOKS 09737	BAKER & TAYLOR	2023971639	141	0.00	116.16
2110	970600	BOOKS 09737	BAKER & TAYLOR	2023931114	146	0.00	31.18
2110	970600	BOOKS 09737	BAKER & TAYLOR	5010446534	287	0.00	977.26
2110	970600	BOOKS 09737	BAKER & TAYLOR	2023911203	266	0.00	20.23
2110	970600	BOOKS 09737	BAKER & TAYLOR	2023981836	284	0.00	56.15
2110	970600	BOOKS 09737	BAKER & TAYLOR	2023902180	244	0.00	383.22
2110	970600	BOOKS 09737	BAKER & TAYLOR	2023882457	248	0.00	77.48
2110	970600	BOOKS 09737	BAKER & TAYLOR	2023898569	249	0.00	68.43
2110	970600	BOOKS 09737	BAKER & TAYLOR	2023945757	250	0.00	202.92
2110	970600	BOOKS 09737	BAKER & TAYLOR	2023882456	243	0.00	17.02

SELECTION CRITERIA: payable.due_date="01/04/2010"

FUND - 201 LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023841668	251	0.00	20.88
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023958471	264	0.00	198.34
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023984490	241	0.00	49.22
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023898626	260	0.00	80.34
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023902405	256	0.00	70.55
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023845752	253	0.00	17.68
2110	970600	BOOKS	09737 BAKER & TAYLOR	1962454	263	0.00	20.90
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023984496	240	0.00	43.12
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023948298	229	0.00	720.48
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023965863	230	0.00	62.18
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023952098	224	0.00	73.52
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023965868	232	0.00	28.76
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023978226	222	0.00	398.33
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023981762	220	0.00	87.39
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023971549	235	0.00	22.61
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023981769	219	0.00	7.15
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023966179	237	0.00	100.30
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023966187	237	0.00	128.47
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023915222	228	0.00	43.41
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023925710	196	0.00	26.21
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023916139	198	0.00	893.96
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023928973	199	0.00	810.26
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023916144	201	0.00	110.22
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023911104	203	0.00	28.76
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023925696	195	0.00	53.16
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023911249	193	0.00	40.61
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023938591	205	0.00	13.14
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023956203	211	0.00	139.62
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023966203	209	0.00	59.01
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023958434	213	0.00	79.49
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023943509	208	0.00	135.74
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023958512	215	0.00	27.97
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023911249	300	0.00	40.63
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023952832	294	0.00	96.80
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023915251	302	0.00	52.03
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023943495	296	0.00	39.50
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023938475	298	0.00	35.74
2110	970600	BOOKS	09737 BAKER & TAYLOR	5010475185	290	0.00	807.00
2110	970600	BOOKS	103777 D & Z HOUSE OF BOOKS	2009/1012020	453	0.00	812.01
2110	970600	BOOKS	106678 CENGAGE LEARNING	89305519	450	0.00	87.58
2110	970600	BOOKS	106727 GALE	16544048	665	0.00	17.97
2110	970600	BOOKS	108266 BOOKS THAT TOUCH INCO	DEC 2009	437	0.00	40.00
2110	970600	BOOKS	108267 DELTA PUBLISHING COMP	581214	451	0.00	242.08
2110	970600	BOOKS	22462 SCHOOLSEARCH	97289	646	0.00	205.88
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	376329	459	0.00	443.06
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2023958230	288	0.00	74.57
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2023940046	27	0.00	43.91
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2023922664	29	0.00	26.92
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5896717	160	0.00	16.49
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5896715	158	0.00	28.48

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 12/23/09

TIME: 14:26:43

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCTPAY1

ACCOUNTING PERIOD: 12/09

SELECTION CRITERIA: payable.due.date="01/04/2010"

FUND 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5896716	167	32.23
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5903327	179	113.17
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	2048990	185	468.86
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	2048991	184	29.99
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	2048997	190	39.99
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5903328	181	47.96
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	2048988	188	101.97
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5903326	187	28.48
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	2048989	186	451.87
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5900368	273	10.49
2110	970610	AUDIO MATERIALS	104157	RANDOM HOUSE INCORPOR	1087841025	651	80.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	4593463	648	701.36
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5903316	269	134.94
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5900367	279	22.49
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5903325	281	20.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5903319	275	41.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5903322	277	86.96
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5903318	272	130.44
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5900366	175	14.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5903323	283	87.71
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5903324	177	59.56
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5903320	173	108.70
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5900364	169	40.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5903321	171	21.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	2055925	191	22.49
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5896714	156	44.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5900362	163	40.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	2049439	161	21.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5896712	154	130.44
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5900365	168	29.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5900363	165	40.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5903317	166	41.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5896713	152	29.99
2110	970630	VISUAL MATERIALS	80139	RECORDED BOOKS, LLC	4686594	649	33.00
2110	970640	AUTOMATED REFERS	106727	GALE	16573287	18	6935.25
2110	970900	EQUIPMENT <\$5,00	05124	C D W GOVERNMENT INCO	QXP5308	456	223.00
2110	980420	COMPUTER SOFTWARE	101536	THREE M	UM76978	36	2998.82
2110	980600	FURNITURE & FIXT	108270	THE SHOPPER INCORPORA	621148	647	552.32
TOTAL LIBRARY SERVICES						0.00	92271.47
TOTAL FUND						0.00	

SUNGARD PENTAMATION INC FUND ACCOUNTING
 DATE: 01/08/10
 TIME: 10:08:17

CITY OF DES PLAINES
 CASH REQUIREMENTS BILL LIST

ACCTPAY1
 ACCOUNTING PERIOD: 1/10

SELECTION CRITERIA: payable.due_date="01/19/2010"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	920205	TUITION REIMBURS	101690 LAURA ADLER	REIMB	14	0.00	250.00
2110	920205	TUITION REIMBURS	104907 CAROL KIDD	REIMB 12 09	179	0.00	239.63
2110	920220	MEMBERSHIP DUES	05179 ADULT READING ROUND T	2010	72	0.00	10.00
2110	930010	R & M EQUIPMENT	106873 BANC OF AMERICA LEASI	11318551 20	55	0.00	2005.00
2110	930020	R & M BLDGS & ST	106102 GREAT LAKES ELEVATOR	25907	49	0.00	497.00
2110	930210	RENTAL OF EQUIPM	107761 PITNEY BOWES	9954034-DC09	308	0.00	164.00
2110	930320	CLEANING:CUSTODI	107234 COMPLETE CLEANING COM	1261140	53	0.00	7423.00
2110	930320	CLEANING:CUSTODI	107234 COMPLETE CLEANING COM	1262466	191	0.00	630.00
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2023972885	331	0.00	62.72
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2024017661	315	0.00	1.09
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2023883728	330	0.00	0.64
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2024026516	317	0.00	0.47
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2023987321	328	0.00	2.24
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2024014699	319	0.00	0.97
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2023949476	320	0.00	9.89
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2023979740	321	0.00	17.70
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2023986870	322	0.00	2.90
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2024002633	323	0.00	11.60
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2024000068	313	0.00	73.95
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2023945692	324	0.00	77.63
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2024043637	335	0.00	3.43
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2024010997	333	0.00	4.80
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2024001527	340	0.00	6.73
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2023945854	458	0.00	20.10
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2023954937	459	0.00	23.44
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2024026524	465	0.00	6.73
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2023981764	461	0.00	13.57
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2024026227	467	0.00	4.70
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2024009997	463	0.00	30.13
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2023968490	475	0.00	30.57
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2024026520	471	0.00	4.76
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2024026465	469	0.00	10.66
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2024000164	530	0.00	3.00
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2023984485	533	0.00	0.47
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2024011132	529	0.00	10.34
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2023993357	533	0.00	0.47
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2023999828	535	0.00	15.79
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2024043825	502	0.00	8.56
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2024043794	500	0.00	13.44
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2024043596	499	0.00	2.48
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2024050401	518	0.00	4.46
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2024047600	525	0.00	4.30
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2024011127	526	0.00	21.46
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2024014913	522	0.00	14.72
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2024010083	523	0.00	2.71
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5901622	509	0.00	2.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5901620	507	0.00	4.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5906759	505	0.00	2.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5894783	511	0.00	18.40
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5894769	513	0.00	2.65

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SUNGARD PENTAMATION INC - FUND ACCOUNTING
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ACCTPAY1
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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	5907474	514	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5912991	492	0.00	2.45
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5914385	485	0.00	4.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5912998	496	0.00	2.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5914387	488	0.00	2.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5912993	494	0.00	2.45
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5914386	490	0.00	8.55
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5914384	484	0.00	6.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5907470	482	0.00	9.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5908877	542	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5908875	543	0.00	4.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5908876	549	0.00	13.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5908873	551	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5908874	546	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5907471	480	0.00	9.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5912043	478	0.00	2.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5912990	434	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5901631	443	0.00	37.80
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5912989	436	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5901632	446	0.00	20.95
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5894793	442	0.00	8.55
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5907467	439	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5906758	452	0.00	6.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5901634	450	0.00	11.65
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5894790	441	0.00	8.55
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5906760	454	0.00	4.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5901625	456	0.00	27.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5907472	445	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5907477	408	0.00	2.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5894795	387	0.00	2.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5907478	406	0.00	5.95
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5894787	389	0.00	14.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5912042	398	0.00	13.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5894786	391	0.00	2.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5907479	404	0.00	5.70
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5901627	393	0.00	2.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5912041	407	0.00	6.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5894788	395	0.00	5.70
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5913004	385	0.00	2.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5907468	400	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5907476	410	0.00	2.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5913006	432	0.00	2.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5907482	412	0.00	2.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5913005	430	0.00	5.70
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5907481	414	0.00	25.65
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5913002	422	0.00	2.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5907480	416	0.00	11.40
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5912999	428	0.00	37.05
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5913000	418	0.00	40.15
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5912997	424	0.00	2.85

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FUND - 201 - LIBRARY FUND

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2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5912992	426	0.00	15.75
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5913001	420	0.00	34.70
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5901626	339	0.00	9.00
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5901624	358	0.00	4.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5908879	356	0.00	2.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5894784	350	0.00	31.70
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5901623	343	0.00	4.90
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5894791	346	0.00	2.85
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5894794	355	0.00	5.95
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5901630	354	0.00	2.85
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5901635	360	0.00	12.35
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5901621	373	0.00	4.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5894782	371	0.00	2.45
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5894792	364	0.00	17.30
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5901628	361	0.00	2.85
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5913003	383	0.00	11.65
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5894785	374	0.00	2.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5912996	381	0.00	11.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5901619	369	0.00	2.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5912994	378	0.00	11.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5901636	376	0.00	14.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5907475	311	0.00	2.25
2110	960990	MISC CONTRACTUAL	106718	RED HAWK	11257 RX	50	0.00	72.00
2110	970100	OFFICE SUPPLIES	06520	WAREHOUSE DIRECT	554864-0	249	0.00	10.33
2110	970100	OFFICE SUPPLIES	05638	OFFICE DEPOT	501678334001	220	0.00	235.75
2110	970100	OFFICE SUPPLIES	101536	THREE M	UM77179	299	0.00	4828.23
2110	970100	OFFICE SUPPLIES	107295	TELEVEND SERVICES INC	1951	287	0.00	111.35
2110	970100	OFFICE SUPPLIES	19764	BRODART COMPANY	991978	29	0.00	388.42
2110	970170	JANITORIAL	108278	THE GRAFSOLVE COMPANY	77409	200	0.00	129.74
2110	970260	POSTAGE AND PARC	103035	FEDERAL EXPRESS	9-425-53200	100	0.00	20.35
2110	970260	POSTAGE AND PARC	107814	PITNEY BOWES	12-11-09	309	0.00	1109.45
2110	970260	POSTAGE AND PARC	108277	EASY ENGLISH NEWS	22252	102	0.00	180.00
2110	970500	PURCHASE OF WATE	00842	CITY OF DES PLAINES	11-06-2009	185	0.00	1434.86
2110	970600	BOOKS	06369	NATIONAL FIRE PROTECT	4744400Y	229	0.00	91.45
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023999828	312	0.00	189.72
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024017661	316	0.00	33.42
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024026516	318	0.00	4.38
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023945475	329	0.00	314.59
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024005068	314	0.00	867.91
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023987320	327	0.00	90.77
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024042637	326	0.00	49.20
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024001526	332	0.00	369.92
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023945853	326	0.00	670.76
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024010997	334	0.00	58.33
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023988869	337	0.00	80.44
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023883728	338	0.00	5.57
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023972864	31	0.00	1983.80
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023945691	32	0.00	2723.85
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024025227	468	0.00	34.02
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024009997	464	0.00	407.58

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FUND - 201 LIBRARY FUND

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2110	970600	BOOKS	09737	BAKER & TAYLOR	2023981764	462	189.71
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024026465	470	146.81
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024026524	466	70.36
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024026520	472	51.31
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024039949	473	233.90
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023988489	474	951.39
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023954936	460	884.75
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024002632	476	338.15
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024014699	457	26.44
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023993357	534	13.05
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024000164	538	52.98
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023984485	532	13.05
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024043794	501	182.55
2110	970600	BOOKS	09737	BAKER & TAYLOR	C1964543	504	-23.89
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023979739	497	547.14
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024043596	499	52.90
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024043825	503	116.82
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024050401	520	59.54
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024011127	528	331.08
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024047600	517	86.82
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024010083	524	63.85
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024011332	539	245.79
2110	970600	BOOKS	09737	BAKER & TAYLOR	2024014913	521	239.17
2110	970600	BOOKS	101012	ELSEVIER	78887263	104	719.48
2110	970600	BOOKS	103078	COMMUNITY MEDIA WORKS	11-20-2009	189	115.00
2110	970600	BOOKS	104257	RANDOM HOUSE INCORPOR	1087491024	257	552.00
2110	970600	BOOKS	104157	RANDOM HOUSE INCORPOR	1087245106	258	80.00
2110	970600	BOOKS	106151	CAPSTONE PRESS INCORP	C110146322	297	18.99
2110	970600	BOOKS	106625	SHEET MUSIC PLUS	6101	295	584.43
2110	970600	BOOKS	106727	GALE	16572396	201	231.22
2110	970600	BOOKS	106727	GALE	16582957	202	17.57
2110	970600	BOOKS	17211	DELTA SYSTEMS CO., IN	581503	108	167.62
2110	970600	BOOKS	23806	FACTS ON FILE	727572	98	299.60
2110	970600	BOOKS	23806	FACTS ON FILE	728689	99	29.96
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	2023945853	325	17.59
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	2061063	342	405.88
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5901629	345	10.49
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5894791	347	8.99
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5894793	353	35.22
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	2061062	349	213.94
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5901635	352	65.81
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	2061065	351	694.82
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5894794	357	12.73
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5901628	363	5.99
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5894792	365	92.54
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5913003	384	54.56
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5901636	367	64.45
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5901630	366	8.99
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	2061066	527	14.99
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5914387	489	12.74

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FUND 201 LIBRARY FUND

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2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5907471	481	56.21
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5914386	491	41.22
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	2061061	541	227.94
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	2056401	539	189.92
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	2061064	536	184.95
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	2056400	540	39.98
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	2056398	545	49.99
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	2056399	537	34.99
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5912043	479	15.74
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5907480	477	48.71
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5894789	440	17.09
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5901631	444	160.97
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5913006	431	12.59
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5894795	449	10.79
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5901634	451	58.46
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5901632	453	102.68
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5907482	413	5.24
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5907481	415	65.91
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5912998	417	11.24
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5913000	419	170.56
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5907476	411	14.24
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5907477	409	11.24
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5913001	421	151.08
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5912992	427	75.68
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5912997	425	12.74
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5912999	429	157.52
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5913002	423	15.74
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5913005	431	20.98
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5894790	388	32.22
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5894787	390	29.95
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5913004	386	13.49
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5894786	392	12.74
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5907478	407	20.98
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5901627	394	14.24
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5894788	396	26.23
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5907479	405	28.18
2110	970610	AUDIO MATERIALS	17233	DELTA SYSTEMS CO., IN	581503	107	16.95
2110	970620	SUBSCRIPTIONS &	105376	ABRAHAM LINCOLN PRES.	7600	12	532.24
2110	970620	SUBSCRIPTIONS &	105376	ABRAHAM LINCOLN PRES	7799	13	543.96
2110	970620	SUBSCRIPTIONS &	107598	PADOOCK PUBLICATIONS	12/23-02/16	306	127.00
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5912989	377	14.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5906757	368	89.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5912994	379	63.70
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5894785	375	7.49
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5912995	380	44.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5894782	362	15.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5901619	370	11.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5912996	382	74.95
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5901621	372	33.73
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5906760	348	44.98

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 01/08/10
TIME: 10:08:17

CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

ACCTPAY1
ACCOUNTING PERIOD: 1,10

SELECTION CRITERIA: payable.due.date: "01/19/2010"

FUND - 201 LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5894784	344	185.11
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5901626	341	47.21
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5901624	359	41.23
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5907468	401	26.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5907467	397	20.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5912042	199	134.94
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5912041	403	67.47
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5912990	435	11.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5907472	437	18.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5901625	447	138.62
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5906758	448	67.47
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5907469	438	32.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5901623	455	44.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5907475	547	11.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5908874	548	22.49
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5908876	550	130.44
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5908873	552	14.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5908875	544	44.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5908877	553	14.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5908879	554	18.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5908878	555	29.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5912991	493	22.49
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5914385	487	19.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5914384	485	65.22
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5907470	483	48.71
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5912993	495	63.72
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5907473	516	26.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5907474	515	33.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5901622	510	21.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5906759	506	22.49
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5901620	508	11.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5894783	512	89.92
2110	970630	VISUAL MATERIALS	102450	INSTRUCTIONAL VIDEO	31968A	138	98.43
2110	970630	VISUAL MATERIALS	17211	DELTA SYSTEMS CO., IN	581438	110	44.74
2110	970640	AUTOMATED REFERE	05702	NEWSBANK	RN577687	51	11475.00
2110	970640	AUTOMATED REFERE	100602	PROQUEST CSA LLC	US1733682	54	14745.00
2110	970640	AUTOMATED REFERE	108811	LIBRARY PARTNERSHIP T	LN62-362	52	6610.00
2110	970900	EQUIPMENT <55,00	05124	C D W GOVERNMENT INCO	RCB3325	187	178.00
2110	970900	EQUIPMENT <55,00	200294	DELL MARKETING LP	XDX6X6164	160	500.40
2110	980420	COMPUTER SOFTWAR	05124	C D W GOVERNMENT INCO	RDV8157	214	9625.00

TOTAL LIBRARY SERVICES 0.00 87045.47

TOTAL FUND 0.00 87095.47

SUNGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 02/04/10
 TIME: 14:52:23

CITY OF DES PLAINES
 PRINT BALANCE SHEETS BY FUND

STATMN11

SELECTION CRITERIA: genledgr.fund in ("201","202")
 ACCOUNTING PERIOD: 1/10

FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102005	CASH PAYABLE 1944119043		272,663.11
102006	LOCKBOX MB - WATER	.00	
102007	CASH PAYROLL 1944652940		306,232.74
102008	CASH DEPOSIT 1944650243	1,611,563.58	
102012	CASH IL FUND 007139119668	.00	
102028	CASH LIBRARY DONATIONS	20,599.13	
102073	CASH IL- EPAY151600008073	.00	
102076	IL FUNDS - LIBRARY	50.62	
102078	CASH IL-EPAY LIBRARY	2,330.61	
	TOTAL CASH	1,635,043.94	578,895.85
104006	INVESTMENTS-CERTIF OF DEP	100,273.13	
104033	INVESTMENTS-DOWNING	.32	
104035	LIBRARY DONATION BROKERAG	2.28	
	TOTAL INVESTMENTS	100,275.73	.00
115400	RECEIVABLE-ACCRUED INTRST	.00	
115410	RECEIVABLE-INTEREST EARNS	.00	
118000	RECEIVABLE-PROPERTY TAXES	6,934,578.00	
119125	RECEIVABLE-GRANTS	.00	
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	6,934,578.00	.00
119301	PREPAID EXPENSE	95,232.00	
	TOTAL PREPAID ITEMS	95,232.00	.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	8,765,129.67	578,895.85
401000	ACCOUNTS PAYABLE		77,293.84
401001	AUDIT ACCOUNTS PAYABLE		.00
	TOTAL ACCOUNTS PAYABLE	.00	77,293.84
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

DATE: 02/04/10

TIME: 14:52:23

CITY OF DES PLAINES
PRINT BALANCE SHEETS BY FUND

STAMN11

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

ACCOUNTING PERIOD: 1/10

FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
430099	DUE TO OTHER FUNDS		156,624.35
	TOTAL DUE TO-OTHER FUNDS	.00	156,624.35
450030	ACCRUED LIAB-COMP ABSENCE		8,475.92
450040	ACCRUED PAYROLL		.00
450070	ACCRUED FICA WITHHOLDING		.00
450080	ACCRUED IMRF PENSION		.00
450082	RHS IMRF		.00
	TOTAL ACCRUED LIABILITIES	.00	8,475.92
470000	DEFERRED REV-PROPERTY TAX		6,754,041.00
470100	LIBRARY DEFERRED REVENUE		8,058.00
471000	DEFERRED REV-OTHER		.00
	TOTAL DEFERRED REV-PROPERTY TAX	.00	6,762,099.00
	TOTAL CURRENT LIABILITIES	.00	6,927,199.27
	TOTAL LIABILITIES	.00	7,004,493.11
700110	EXPENDITURE CONTROL	350,069.76	
700120	REVENUE CONTROL		14,030.73
700130	ENCUMBRANCE CONTROL		.00
700140	RESERVE FOR ENCUMBRANCE		.00
700150	EXP. BUDGET CONTROL		6,957,885.35
700160	REV. BUDGET CONTROL	6,703,990.00	
700170	BUDGET FUND BALANCE	253,894.47	
	TOTAL SYSTEM CONTROL	7,307,954.23	6,971,916.08
720010	FUND BAL-RESRV-GIFT TRUST		.00
	TOTAL FUND BALANCE-RESERVED	.00	.00
730000	FUND BALANCE-UNRESERVED		1,517,778.86
	TOTAL FUND EQUITY	.00	1,517,778.86
	TOTAL EQUITIES	7,307,954.23	8,409,694.94
	TOTAL LIBRARY FUND	16,073,083.90	16,073,083.90

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SUNGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 02/04/10
 TIME: 14:52:23

CITY OF DES PLAINES
 PRINT BALANCE SHEETS BY FUND

STATMN11

SELECTION CRITERIA: genledgr.fund in ("201","202")
 ACCOUNTING PERIOD: 1/10

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102005	CASH PAYABLE 1944119043	.00	
102008	CASH DEPOSIT 1944650243	184,166.72	
102012	CASH IL FUND 007139119668	.00	
102028	CASH LIBRARY DONATIONS	.00	
102073	CASH IL- EPAY151600008073	.00	
102076	IL FUNDS - LIBRARY	39,216.12	
	TOTAL CASH	223,382.84	.00
104075	PMA - FINANCIAL NETWORK	.00	
	TOTAL INVESTMENTS	.00	.00
119200	RECRIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
129999	DUE FROM OTHER FUNDS	.00	
	TOTAL DUE FROM OTHER FUNDS	.00	.00
	TOTAL ASSETS	223,382.84	.00
401000	ACCOUNTS PAYABLE		.00
401001	AUDIT ACCOUNTS PAYABLE		16,531.10
	TOTAL ACCOUNTS PAYABLE	.00	16,531.10
471000	DEFERRED REV-OTHER		.00
	TOTAL DEFERRED REV-PROPERTY TAX	.00	.00
	TOTAL CURRENT LIABILITIES	.00	.00
	TOTAL LIABILITIES	.00	16,531.10
700110	EXPENDITURE CONTROL		.00
700120	REVENUE CONTROL		.00
700150	EXP. BUDGET CONTROL		207,100.00
700160	REV. BUDGET CONTROL	305,000.00	
700170	BUDGET FUND BALANCE		97,899.34
	TOTAL SYSTEM CONTROL	305,000.00	304,999.34
730000	FUND BALANCE-UNRESERVED		206,852.40
	TOTAL FUND EQUITY	.00	206,852.40
	TOTAL EQUITIES	305,000.00	511,851.74
	TOTAL LIBRARY CAPITAL PROJ FUND	528,382.84	528,382.84
	TOTAL REPORT	16,601,466.74	16,601,466.74

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SUNGARD PENTAMATION INC - FUND ACCOUNTING
DATE: 02/04/10
TIME: 14:53:41

CITY OF DES PLAINES
REVENUE STATUS REPORT

REVSTA11

SELECTION CRITERIA: orgn.fund in ("201","202")
ACCOUNTING PERIOD: 1/10

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
810025	PROPERTY TAXES 2008	50,000.00	.00	.00	.00	50,000.00	.00
810026	PROPERTY TAXES 2009	6,309,802.00	.00	.00	.00	6,309,802.00	.00
TOTAL TAXES		6,359,802.00	.00	.00	.00	6,359,802.00	.00

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
822040	STATE GRANT:PER CAPITA	57,700.00	.00	.00	.00	57,700.00	.00
TOTAL INTERGOVERNMENTAL REVENUE		150,688.00	.00	.00	.00	150,688.00	.00

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

850102	LIBRARY FINES	125,000.00	10,152.84	.00	10,152.84	114,847.16	8.12
TOTAL FINES		125,000.00	10,152.84	.00	10,152.84	114,847.16	8.12

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

850201	COPYING FEE	30,000.00	1,811.80	.00	1,811.80	28,188.20	6.04
850215	SPECIAL PROGRAMS & EVENT	5,000.00	270.00	.00	270.00	4,730.00	5.40
TOTAL FEES AND SERVICES		35,000.00	2,081.80	.00	2,081.80	32,918.20	5.95

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

890010	INTEREST INCOME	5,000.00	.00	.00	.00	5,000.00	.00
890050	SALE OF FIXED ASSETS	1,000.00	.00	.00	.00	1,000.00	.00
899900	MISCELLANEOUS REVENUE	17,500.00	1,796.09	.00	1,796.09	15,703.91	10.26
899920	LIBRARY DONATIONS	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL OTHER REVENUE		33,500.00	1,796.09	.00	1,796.09	31,703.91	5.36

TOTAL TITLE NOT FOUND		6,703,990.00	14,030.73	.00	14,030.73	6,689,959.27	.21
TOTAL LIBRARY FUND		6,703,990.00	14,030.73	.00	14,030.73	6,689,959.27	.21

SUNGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 02/04/10
 TIME: 14:53:41

CITY OF DES PLAINES
 REVENUE STATUS REPORT

REVSTA11

SELECTION CRITERIA: orgn.fund in ("201","202")
 ACCOUNTING PERIOD: 1/10

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	5,000.00	.00	.00	.00	5,000.00	.00
	TOTAL OTHER REVENUE	5,000.00	.00	.00	.00	5,000.00	.00

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

898902	TRANSFER FROM LIB FUND	300,000.00	.00	.00	.00	300,000.00	.00
	TOTAL OTHER FINANCING SOURCES	300,000.00	.00	.00	.00	300,000.00	.00
	TOTAL TITLE NOT FOUND	305,000.00	.00	.00	.00	305,000.00	.00
	TOTAL LIBRARY CAPITAL PROJ FU	305,000.00	.00	.00	.00	305,000.00	.00

TOTAL REPORT		7,008,990.00	14,030.73	.00	14,030.73	6,994,959.27	.20
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SUNGARD PENTAMATION INC - FUND ACCOUNTING
DATE: 02/04/10
TIME: 14:55:02

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

EXPSTALL

SELECTION CRITERIA: orgn.fund in ("201","202")
ACCOUNTING PERIOD: 1/10

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	2,318,022.00	135,781.58	.00	135,781.58	2,182,240.42	5.86
910200	TEMPORARY WAGES	789,113.00	55,202.63	.00	55,202.63	733,910.37	7.00
910500	VACATION PAY	.00	14,464.26	.00	14,464.26	-14,464.26	.00
910600	SICK PAY	.00	4,704.57	.00	4,704.57	-4,704.57	.00
910700	HOLIDAY PAY	.00	19,119.89	.00	19,119.89	-19,119.89	.00
910900	ACT/OUT OF CLASS/PREMIUM	.00	692.30	.00	692.30	-692.30	.00
910950	EXCESS SICK HRS PAY OUT	3,500.00	.00	.00	.00	3,500.00	.00
	TOTAL SALARIES	3,110,635.00	229,965.23	.00	229,965.23	2,880,669.77	7.39

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-918000 BENEFITS

918010	UNEMPLOYMENT COMPENSATIO	4,986.00	.00	.00	.00	4,986.00	.00
918020	EMPLOYER CONTR-F.I.C.A.	237,314.00	17,230.87	.00	17,230.87	220,083.13	7.26
918021	EMPLOYER CONTR-I.M.R.F.	297,518.00	21,999.12	.00	21,999.12	275,518.88	7.39
918030	EAP PROGRAM	682.00	.00	.00	.00	682.00	.00
918040	LIFE INS PREMIUMS	6,576.00	523.60	.00	523.60	6,052.40	7.96
918050	PPO INSURANCE PREMIUMS	389,041.00	25,560.66	.00	25,560.66	363,480.34	6.57
918051	HMO INSURANCE PREMIUMS	111,979.00	7,733.92	.00	7,733.92	104,245.08	6.91
918055	DENTAL INSURANCE PREMIUM	31,505.00	2,168.34	.00	2,168.34	29,336.66	6.88
918070	WORKERS COMPENSATION	9,500.00	1,051.00	.00	1,051.00	8,449.00	11.06
918085	RHS PLAN PAYOUT	10,000.00	.00	.00	.00	10,000.00	.00
	TOTAL BENEFITS	1,099,101.00	76,267.51	.00	76,267.51	1,022,833.49	6.94

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

920100	LEGAL FEES	15,000.00	.00	.00	.00	15,000.00	.00
920105	COSTS OF LITIGATION	3,500.00	.00	.00	.00	3,500.00	.00
920110	PROFESSIONAL SERVICES	405,000.00	.00	.00	.00	405,000.00	.00
920120	COMMUNICATION SERVICES	28,460.00	450.02	.00	450.02	28,009.98	1.58
920140	DATA PROCESSING SERVICES	100,800.00	.00	.00	.00	100,800.00	.00
920204	TRAINING	2,600.00	.00	.00	.00	2,600.00	.00
920220	MEMBERSHIP DUES	6,500.00	360.00	.00	360.00	6,140.00	5.54
920225	LICENSING/TITLES	100.00	.00	.00	.00	100.00	.00
920230	PUBLICATION OF NOTICES	1,000.00	.00	.00	.00	1,000.00	.00
920900	PROPERTY/LIAB CONTRIBUTI	24,869.00	.00	.00	.00	24,869.00	.00
930010	R & M EQUIPMENT	110,062.00	2,005.00	.00	2,005.00	108,057.00	1.82
930020	R & M BLDGS & STRUCTURES	116,235.00	497.00	.00	497.00	115,738.00	.43
930030	R & M VEHICLES	14,300.00	.00	.00	.00	14,300.00	.00
930195	BOOK BINDING & REPAIR	1,000.00	.00	.00	.00	1,000.00	.00
930210	RENTAL OF EQUIPMENT	26,500.00	.00	.00	.00	26,500.00	.00
930320	CLEANING:CUSTODIAL SERV	96,700.00	7,423.00	.00	7,423.00	89,277.00	7.68

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SONGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 02/04/10
 TIME: 14:55:02

CITY OF DES PLAINES
 EXPENDITURE STATUS REPORT

EXPSTA11

SELECTION CRITERIA: orgn.fund in ("201","202")
 ACCOUNTING PERIOD: 1/10

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
930490	REFUSE CONTRACT	5,500.00	.00	.00	.00	5,500.00	.00
960040	EMPLOYEE PHYSICALS	250.00	.00	.00	.00	250.00	.00
960070	TRAVEL EXPENSES	500.00	.00	.00	.00	500.00	.00
960210	SPECIAL EVENT PROGRAMMIN	31,000.00	.00	.00	.00	31,000.00	.00
960990	MISC CONTRACTUAL SVCS	99,375.00	72.00	.00	72.00	99,303.00	.07
	TOTAL CONTRACTUAL SERVICES	1,089,251.00	10,807.02	.00	10,807.02	1,078,443.98	.99

FUND-201 LIBRARY FUND
 ORGANIZATION-2110 LIBRARY SERVICES
 1ST SUBTOTAL-970000 COMMODITIES

970100	OFFICE SUPPLIES	116,300.00	.00	.00	.00	116,300.00	.00
970110	MEALS (PRSNRS/WRKRS/VOLS	2,800.00	.00	.00	.00	2,800.00	.00
970170	JANITORIAL	23,800.00	.00	.00	.00	23,800.00	.00
970260	POSTAGE AND PARCEL	13,000.00	.00	.00	.00	13,000.00	.00
970270	PRINTING-REPROD-BINDING	5,000.00	.00	.00	.00	5,000.00	.00
970500	PURCHASE OF WATER	8,000.00	.00	.00	.00	8,000.00	.00
970600	BOOKS	489,800.00	.00	.00	.00	489,800.00	.00
970610	AUDIO MATERIALS	84,600.00	.00	.00	.00	84,600.00	.00
970620	SUBSCRIPTIONS & BOOKS	78,800.00	.00	.00	.00	78,800.00	.00
970630	VISUAL MATERIALS	96,250.00	.00	.00	.00	96,250.00	.00
970640	AUTOMATED REFERENCE MAT'	141,000.00	33,030.00	.00	33,030.00	107,970.00	23.43
970810	NATURAL GAS	30,000.00	.00	.00	.00	30,000.00	.00
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	4,000.00	.00	.00	.00	4,000.00	.00
970850	GASOLINE	2,000.00	.00	.00	.00	2,000.00	.00
970900	EQUIPMENT <\$5,000	5,500.00	.00	.00	.00	5,500.00	.00
	TOTAL COMMODITIES	1,101,350.00	33,030.00	.00	33,030.00	1,068,320.00	3.00

FUND-201 LIBRARY FUND
 ORGANIZATION-2110 LIBRARY SERVICES
 1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

980300	IMPROVEMENTS	8,000.00	.00	.00	.00	8,000.00	.00
980400	EQUIPMENT	33,000.00	.00	.00	.00	33,000.00	.00
980410	COMPUTER HARDWARE	6,750.00	.00	.00	.00	6,750.00	.00
980420	COMPUTER SOFTWARE	32,000.00	.00	.00	.00	32,000.00	.00
980600	FURNITURE & FIXTURES	20,500.00	.00	.00	.00	20,500.00	.00
	TOTAL CAPITAL EXPENDITURES	100,250.00	.00	.00	.00	100,250.00	.00

FUND-201 LIBRARY FUND
 ORGANIZATION-2110 LIBRARY SERVICES
 1ST SUBTOTAL-990990 OTHER FUNDING ACTIVITIES

990935	TRANS TO D/S: 2002A BOND	24,598.35	.00	.00	.00	24,598.35	.00
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SUNGARD PENTAMATION INC - FUND ACCOUNTING
DATE: 02/04/10
TIME: 14:55:02

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

EXPSTA11

SELECTION CRITERIA: orgn.fund in ("201","202")
ACCOUNTING PERIOD: 1/10

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
990940	TRANS TO LIB CAP PROJ FN	300,000.00	.00	.00	.00	300,000.00	.00
993000	CONTINGENCY RESERVE	75,000.00	.00	.00	.00	75,000.00	.00
	TOTAL OTHER FUNDING ACTIVITIE	399,598.35	.00	.00	.00	399,598.35	.00
	TOTAL LIBRARY SERVICES	6,900,185.35	350,069.76	.00	350,069.76	6,550,115.59	5.07

SUNGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 02/04/10
 TIME: 14:55:02

CITY OF DES PLAINES
 EXPENDITURE STATUS REPORT

EXPSTA11

SELECTION CRITERIA: orgn.fund in ("201","202")
 ACCOUNTING PERIOD: 1/10

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	1,000.00	.00	.00	.00	1,000.00	.00
920204	TRAINING	3,000.00	.00	.00	.00	3,000.00	.00
920210	IN-SERVICE TRAINING	4,000.00	.00	.00	.00	4,000.00	.00
960070	TRAVEL EXPENSES	1,000.00	.00	.00	.00	1,000.00	.00
960210	SPECIAL EVENT PROGRAMMIN	3,200.00	.00	.00	.00	3,200.00	.00
960990	MISC CONTRACTUAL SVCS	20,000.00	.00	.00	.00	20,000.00	.00
	TOTAL CONTRACTUAL SERVICES	32,200.00	.00	.00	.00	32,200.00	.00

FUND-201 LIBRARY FUND
 ORGANIZATION-2130 IL LIBRARY PER CAP GRANT
 1ST SUBTOTAL-970000 COMMODITIES

970260	POSTAGE AND PARCEL	7,500.00	.00	.00	.00	7,500.00	.00
	TOTAL COMMODITIES	7,500.00	.00	.00	.00	7,500.00	.00

FUND-201 LIBRARY FUND
 ORGANIZATION-2130 IL LIBRARY PER CAP GRANT
 1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

980400	EQUIPMENT	18,000.00	.00	.00	.00	18,000.00	.00
	TOTAL CAPITAL EXPENDITURES	18,000.00	.00	.00	.00	18,000.00	.00
	TOTAL IL LIBRARY PER CAP GRAN	57,700.00	.00	.00	.00	57,700.00	.00
	TOTAL LIBRARY FUND	6,957,885.35	350,069.76	.00	350,069.76	6,607,815.59	5.03

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SUNGARD PENTAMATION INC - FUND ACCOUNTING
DATE: 02/04/10
TIME: 14:55:02

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

EXPSTA11

SELECTION CRITERIA: orgn.fund in ("201","202")
ACCOUNTING PERIOD: 1/10

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	15,000.00	.00	.00	.00	15,000.00	.00
	TOTAL CONTRACTUAL SERVICES	15,000.00	.00	.00	.00	15,000.00	.00

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

980300	IMPROVEMENTS	92,000.00	.00	.00	.00	92,000.00	.00
980400	EQUIPMENT	24,000.00	.00	.00	.00	24,000.00	.00
980410	COMPUTER HARDWARE	76,100.00	.00	.00	.00	76,100.00	.00
	TOTAL CAPITAL EXPENDITURES	192,100.00	.00	.00	.00	192,100.00	.00
	TOTAL LIBRARY CAPITAL PROJECT	207,100.00	.00	.00	.00	207,100.00	.00
	TOTAL LIBRARY CAPITAL PROJ FU	207,100.00	.00	.00	.00	207,100.00	.00

TOTAL REPORT		7,164,985.35	350,069.76	.00	350,069.76	6,814,915.59	4.89
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SUNGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 02/08/10
 TIME: 16:44:35

CITY OF DES PLAINES
 PRINT BALANCE SHEETS BY FUND

STATMN11

SELECTION CRITERIA: genledgr.fund in ("201","202")
 ACCOUNTING PERIOD: 13/09

FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102005	CASH PAYABLE 1944119043	14,043.83	
102006	LOCKBOX MB - WATER	.00	
102007	CASH PAYROLL 1944652940	.00	
102008	CASH DEPOSIT 1944650243	1,598,853.68	
102012	CASH IL FUND 007139119668	.00	
102028	CASH LIBRARY DONATIONS	20,599.13	
102073	CASH IL- EPAY151600008073	.00	
102076	IL FUNDS - LIBRARY	50.62	
102078	CASH IL-EPAY LIBRARY	2,330.61	
	TOTAL CASH	1,636,377.87	.00
104006	INVESTMENTS-CERTIF OF DEP	100,273.13	
104033	INVESTMENTS-DOWNING	.32	
104035	LIBRARY DONATION BROKERAG	2.28	
	TOTAL INVESTMENTS	100,275.73	.00
115400	RECEIVABLE-ACCRUED INTRST	.00	
115410	RECEIVABLE-INTEREST EARNS	.00	
118000	RECEIVABLE-PROPERTY TAXES	6,934,578.00	
119125	RECEIVABLE-GRANTS	.00	
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	6,934,578.00	.00
119301	PREPAID EXPENSE	95,232.00	
	TOTAL PREPAID ITEMS	95,232.00	.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	8,766,463.60	.00
401000	ACCOUNTS PAYABLE		321,971.13
401001	AUDIT ACCOUNTS PAYABLE		520.81
	TOTAL ACCOUNTS PAYABLE	.00	322,491.94
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
DATE: 02/08/10
TIME: 16:44:35

CITY OF DES PLAINES
PRINT BALANCE SHEETS BY FUND

STATMN11

SELECTION CRITERIA: genledgr.fund in ("201","202")
ACCOUNTING PERIOD: 13/09

FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
430099	DUE TO OTHER FUNDS		156,624.35
	TOTAL DUE TO-OTHER FUNDS	.00	156,624.35
450030	ACCRUED LIAB-COMP ABSENCE		8,475.92
450040	ACCRUED PAYROLL		.00
450070	ACCRUED FICA WITHHOLDING		.00
450080	ACCRUED IMRF PENSION		.00
450082	RHS IMRF		.00
	TOTAL ACCRUED LIABILITIES	.00	8,475.92
470000	DEFERRED REV-PROPERTY TAX		6,754,041.00
470100	LIBRARY DEFERRED REVENUR		8,058.00
471000	DEFERRED REV-OTHER		.00
	TOTAL DEFERRED REV-PROPERTY TAX	.00	6,762,099.00
	TOTAL CURRENT LIABILITIES	.00	6,927,199.27
	TOTAL LIABILITIES	.00	7,249,691.21
700110	EXPENDITURE CONTROL	6,508,182.55	
700120	REVENUE CONTROL		6,980,445.34
700130	ENCUMBRANCE CONTROL		.00
700140	RESERVE FOR ENCUMBRANCE		.00
700150	EXP. BUDGET CONTROL		6,994,960.00
700160	REV. BUDGET CONTROL	7,031,445.00	
700170	BUDGET FUND BALANCE		36,485.88
	TOTAL SYSTEM CONTROL	13,539,627.55	14,011,891.22
720010	FUND BAL-RESRV-GIFT TRUST		.00
	TOTAL FUND BALANCE-RESERVED	.00	.00
730000	FUND BALANCE-UNRESERVED		1,044,508.72
	TOTAL FUND EQUITY	.00	1,044,508.72
	TOTAL EQUITIES	13,539,627.55	15,056,399.94
	TOTAL LIBRARY FUND	22,306,091.15	22,306,091.15

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SUNGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 02/08/10
 TIME: 16:44:35

CITY OF DES PLAINES
 PRINT BALANCE SHEETS BY FUND

STATMN11

SELECTION CRITERIA: genledgr.fund in ("201","202")
 ACCOUNTING PERIOD: 13/09

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102005	CASH PAYABLE 1944119043	.00	
102008	CASH DEPOSIT 1944650243	184,166.72	
102012	CASH IL FUND 007139119668	.00	
102028	CASH LIBRARY DONATIONS	.00	
102073	CASH IL- EPAY151600008073	.00	
102076	IL FUNDS - LIBRARY	39,216.12	
	TOTAL CASH	223,382.84	.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	223,382.84	.00
401000	ACCOUNTS PAYABLE		.00
401001	AUDIT ACCOUNTS PAYABLE		16,531.10
	TOTAL ACCOUNTS PAYABLE	.00	16,531.10
471000	DEFERRED REV-OTHER		.00
	TOTAL DEFERRED REV-PROPERTY TAX	.00	.00
	TOTAL CURRENT LIABILITIES	.00	.00
	TOTAL LIABILITIES	.00	16,531.10
700110	EXPENDITURE CONTROL	159,413.24	
700120	REVENUE CONTROL		203,606.46
700150	EXP. BUDGET CONTROL		232,767.00
700160	REV. BUDGET CONTROL	210,000.00	
700170	BUDGET FUND BALANCE	22,767.66	
	TOTAL SYSTEM CONTROL	392,180.90	436,373.46
730000	FUND BALANCE-UNRESERVED		162,659.18
	TOTAL FUND EQUITY	.00	162,659.18
	TOTAL EQUITIES	392,180.90	599,032.64
	TOTAL LIBRARY CAPITAL PROJ FUND	615,563.74	615,563.74
	TOTAL REPORT	22,921,654.89	22,921,654.89

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SUNGARD PENTAMATION INC - FUND ACCOUNTING
DATE: 01/27/10
TIME: 10:46:52

CITY OF DES PLAINES
REVENUE STATUS REPORT

REVSTA11

SELECTION CRITERIA: orgn.fund in {"201","202"}
ACCOUNTING PERIOD: 13/09

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
810022	PROPERTY TAXES 2005	.00	-175.29	.00	-66,432.85	66,432.85	.00
810023	PROPERTY TAXES 2006	.00	33.18	.00	-57,055.46	57,055.46	.00
810024	PROPERTY TAXES 2007	50,000.00	288.17	.00	282,159.33	-232,159.33	564.32
810025	PROPERTY TAXES 2008	6,623,557.00	2,221,202.29	.00	6,474,592.23	148,964.77	97.75
TOTAL TAXES		6,673,557.00	2,221,348.35	.00	6,633,263.25	40,293.75	99.40

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	68,900.00	.00	.00	68,892.06	7.94	99.99
TOTAL INTERGOVERNMENTAL REVEN		161,888.00	.00	.00	161,880.06	7.94	100.00

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

850102	LIBRARY FINES	110,000.00	4,627.98	.00	114,465.96	-4,465.96	104.06
TOTAL FINES		110,000.00	4,627.98	.00	114,465.96	-4,465.96	104.06

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

850201	COPYING FEE	25,000.00	688.60	.00	28,683.85	-3,683.85	114.74
850215	SPECIAL PROGRAMS & EVENT	5,000.00	.00	.00	4,550.25	449.75	91.01
TOTAL FEES AND SERVICES		30,000.00	688.60	.00	33,234.10	-3,234.10	110.78

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

890010	INTEREST INCOME	10,000.00	1,149.71	.00	6,203.95	3,796.05	62.04
890050	SALE OF FIXED ASSETS	1,000.00	.00	.00	.00	1,000.00	.00
899900	MISCELLANEOUS REVENUE	20,000.00	115.00	.00	24,978.30	-4,978.30	124.89
899920	LIBRARY DONATIONS	25,000.00	200.00	.00	6,419.72	18,580.28	25.68
TOTAL OTHER REVENUE		56,000.00	1,464.71	.00	37,601.97	18,398.03	67.15

TOTAL TITLE NOT FOUND		7,031,445.00	2,228,129.64	.00	6,980,445.34	50,999.66	99.27
TOTAL LIBRARY FUND		7,031,445.00	2,228,129.64	.00	6,980,445.34	50,999.66	99.27

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SUNGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 01/27/10
 TIME: 10:46:52

CITY OF DES PLAINES
 REVENUE STATUS REPORT

REVSTA11

SELECTION CRITERIA: orgn.fund in ("201","202")
 ACCOUNTING PERIOD: 13/09

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	5.27	.00	628.46	9,371.54	6.28
899920 LIBRARY DONATIONS	.00	.00	.00	2,978.00	-2,978.00	.00
TOTAL OTHER REVENUE	10,000.00	5.27	.00	3,606.46	6,393.54	36.06

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

898902 TRANSFER FROM LIB FUND	200,000.00	200,000.00	.00	200,000.00	.00	100.00
TOTAL OTHER FINANCING SOURCES	200,000.00	200,000.00	.00	200,000.00	.00	100.00
TOTAL TITLE NOT FOUND	210,000.00	200,005.27	.00	203,606.46	6,393.54	96.96
TOTAL LIBRARY CAPITAL PROJ FU	210,000.00	200,005.27	.00	203,606.46	6,393.54	96.96

TOTAL REPORT 7,241,445.00 2,428,134.91 .00 7,184,051.80 57,393.20 99.21

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SUNGARD PENTAMATION INC - FUND ACCOUNTING
DATE: 01/27/10
TIME: 10:48:50

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

EXPSTALL

SELECTION CRITERIA: orgn.fund in ("201","202")
ACCOUNTING PERIOD: 13/09

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	2,383,898.00	-47,027.97	.00	2,009,503.72	374,394.28	84.29
910200	TEMPORARY WAGES	858,885.00	-36,686.08	.00	738,189.44	120,695.56	85.95
910500	VACATION PAY	.00	-6,212.90	.00	155,927.84	-155,927.84	.00
910600	SICK PAY	.00	-1,254.72	.00	61,144.36	-61,144.36	.00
910700	HOLIDAY PAY	.00	-14,448.83	.00	79,434.85	-79,434.85	.00
910900	ACT/OUT OF CLASS/PREMIUM	.00	.00	.00	516.59	-516.59	.00
910950	EXCESS SICK HRS PAY OUT	.00	.00	.00	1,748.46	-1,748.46	.00
	TOTAL SALARIES	3,242,783.00	-105,630.50	.00	3,046,465.26	196,317.74	93.95

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-918000 BENEFITS

918010	UNEMPLOYMENT COMPENSATIO	1,406.00	.00	.00	1,406.00	.00	100.00
918020	EMPLOYER CONTR-F.I.C.A.	247,690.00	-6,887.82	.00	228,041.51	19,648.49	92.07
918021	EMPLOYER CONTR-I.M.R.F.	283,039.00	-10,487.89	.00	265,759.81	17,279.19	93.90
918030	EAP PROGRAM	662.00	.00	.00	.00	662.00	.00
918040	LIFE INS PREMIUMS	7,099.00	.00	.00	6,545.00	554.00	92.20
918050	PPO INSURANCE PREMIUMS	402,138.00	.00	.00	338,038.07	64,099.93	84.06
918051	HMO INSURANCE PREMIUMS	115,187.00	.00	.00	105,471.81	9,715.19	91.57
918055	DENTAL INSURANCE PREMIUM	29,141.00	.00	.00	24,642.75	4,498.25	84.56
918070	WORKERS COMPENSATION	7,756.00	.00	.00	13,793.02	-6,037.02	177.84
918085	RHS PLAN PAYOUT	3,391.00	.00	.00	18,417.92	-15,026.92	543.14
	TOTAL BENEFITS	1,097,509.00	-17,375.71	.00	1,002,115.89	95,393.11	91.31

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

920100	LEGAL FEES	10,000.00	.00	.00	589.00	9,411.00	5.89
920105	COSTS OF LITIGATION	2,500.00	.00	.00	.00	2,500.00	.00
920110	PROFESSIONAL SERVICES	355,000.00	.00	.00	354,478.29	521.71	99.85
920120	COMMUNICATION SERVICES	21,120.00	2,381.77	.00	30,796.02	-9,676.02	145.81
920140	DATA PROCESSING SERVICES	98,000.00	.00	.00	57,304.42	40,695.58	58.47
920202	CONFERENCES	27,850.00	515.00	.00	4,143.75	23,706.25	14.88
920204	TRAINING	6,100.00	.00	.00	6,084.00	16.00	99.74
920205	TUITION REIMBURSEMENTS	5,000.00	489.63	.00	4,229.26	770.74	84.59
920210	IN-SERVICE TRAINING	6,000.00	45.83	.00	877.19	5,122.81	14.62
920220	MEMBERSHIP DUES	6,500.00	-245.00	.00	7,816.00	-1,316.00	120.25
920225	LICENSING/TITLES	250.00	.00	.00	50.00	200.00	20.00
920230	PUBLICATION OF NOTICES	4,500.00	288.90	.00	1,100.95	3,399.05	24.47
920900	PROPERTY/LIAB CONTRIBUTI	25,773.00	.00	.00	25,773.00	.00	100.00
930010	R & M EQUIPMENT	78,577.00	2,213.19	.00	100,398.08	-21,821.08	127.77
930020	R & M BLDGS & STRUCTURES	112,990.00	14,971.76	.00	102,375.14	10,614.86	90.61
930030	R & M VEHICLES	8,550.00	.00	.00	7,872.50	677.50	92.08

P50

SUNGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 01/27/10
 TIME: 10:48:50

CITY OF DES PLAINES
 EXPENDITURE STATUS REPORT

EXPSTALL

SELECTION CRITERIA: orgn.fund in ("201","202")
 ACCOUNTING PERIOD: 13/09

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT
 TOTALED ON: FUND, ORGANIZATION, 1ST SUBTOTAL
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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
930195	BOOK BINDING & REPAIR	3,000.00	.00	.00	537.75	2,462.25	17.93
930210	RENTAL OF EQUIPMENT	26,500.00	164.00	.00	1,660.00	24,840.00	6.26
930320	CLEANING:CUSTODIAL SERV	94,840.00	630.00	.00	112,178.50	-17,338.50	118.28
930490	REFUSE CONTRACT	6,888.00	.00	.00	5,496.48	1,391.52	79.80
960040	EMPLOYEE PHYSICALS	.00	.00	.00	68.50	-68.50	.00
960065	BANK FEES	.00	52.47	.00	55.34	-55.34	.00
960070	TRAVEL EXPENSES	500.00	.00	.00	1,972.02	-1,472.02	394.40
960210	SPECIAL EVENT PROGRAMMIN	25,000.00	713.67	.00	28,006.79	-3,006.79	112.03
960990	MISC CONTRACTUAL SVCS	121,560.00	7,845.12	.00	89,189.16	32,370.84	73.37
	TOTAL CONTRACTUAL SERVICES	1,046,998.00	30,066.34	.00	943,052.14	103,945.86	90.07

FUND-201 LIBRARY FUND
 ORGANIZATION-2110 LIBRARY SERVICES
 1ST SUBTOTAL-970000 COMMODITIES

970100	OFFICE SUPPLIES	91,300.00	8,067.84	.00	85,171.84	6,128.16	93.29
970110	MEALS (PRSNRS/WRKRS/VOLS	2,800.00	190.00	.00	2,986.89	-186.89	106.67
970115	SUPPLIES: DEPT/OTHER	.00	.00	.00	11.85	-11.85	.00
970170	JANITORIAL	20,600.00	290.09	.00	22,632.93	-2,032.93	109.87
970260	POSTAGE AND PARCEL	18,000.00	1,331.88	.00	10,458.63	7,541.37	58.10
970270	PRINTING-REPROD-BINDING	12,050.00	.00	.00	10,606.51	1,443.49	88.02
970330	SUPPLIES: VEHICLE R/M	.00	.00	.00	106.90	-106.90	.00
970500	PURCHASE OF WATER	8,000.00	1,434.86	.00	1,520.77	6,479.23	19.01
970600	BOOKS	489,800.00	39,882.79	.00	517,410.58	-27,610.58	105.64
970610	AUDIO MATERIALS	84,600.00	8,321.34	.00	76,566.56	8,033.44	90.50
970620	SUBSCRIPTIONS & BOOKS	78,800.00	14,030.55	.00	115,287.64	-36,487.64	146.30
970630	VISUAL MATERIALS	96,250.00	4,990.24	.00	104,658.62	-8,408.62	108.74
970640	AUTOMATED REFERENCE MAT'	141,000.00	.00	.00	144,385.69	-3,385.69	102.40
970810	NATURAL GAS	30,030.00	1,706.08	.00	16,363.87	13,666.13	54.49
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	3,850.00	.00	.00	.00	3,850.00	.00
970850	GASOLINE	1,650.00	.00	.00	.00	1,650.00	.00
970900	EQUIPMENT <\$5,000	20,100.00	3,229.29	.00	20,874.45	-774.45	103.85
	TOTAL COMMODITIES	1,099,330.00	83,474.96	.00	1,129,043.73	-29,713.73	102.70

FUND-201 LIBRARY FUND
 ORGANIZATION-2110 LIBRARY SERVICES
 1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

980300	IMPROVEMENTS	24,055.00	.00	.00	.00	24,055.00	.00
980400	EQUIPMENT	34,750.00	.00	.00	23,278.84	11,471.16	66.99
980410	COMPUTER HARDWARE	6,450.00	.00	.00	2,054.60	4,395.40	31.85
980420	COMPUTER SOFTWARE	64,080.00	28,355.32	.00	59,399.82	4,680.18	92.70
980600	FURNITURE & FIXTURES	9,300.00	.00	.00	7,070.27	2,229.73	76.02
	TOTAL CAPITAL EXPENDITURES	138,635.00	28,355.32	.00	91,803.53	46,831.47	66.22

SUNGARD PENTAMATION INC - FUND ACCOUNTING
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CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

EXPSTA11

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FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
FUND-201 LIBRARY FUND							
ORGANIZATION-2110 LIBRARY SERVICES							
1ST SUBTOTAL-990990 OTHER FUNDING ACTIVITIES							
990935	TRANS TO D/S: 2002A BOND	25,796.00	25,795.00	.00	25,795.00	1.00	100.00
990940	TRANS TO LIB CAP PROJ FN	200,000.00	200,000.00	.00	200,000.00	.00	100.00
993000	CONTINGENCY RESERVE	75,000.00	.00	.00	.00	75,000.00	.00
	TOTAL OTHER FUNDING ACTIVITIE	300,796.00	225,795.00	.00	225,795.00	75,001.00	75.07
	TOTAL LIBRARY SERVICES	6,926,051.00	244,685.41	.00	6,438,275.55	487,775.45	92.96

PS2

SUNGARD PENTAMATION INC - FUND ACCOUNTING
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CITY OF DES PLAINES
 EXPENDITURE STATUS REPORT

EXPSTA11

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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	7,704.17	-7,704.17	.00
920204	TRAINING	.00	.00	.00	4,500.00	-4,500.00	.00
920210	IN-SERVICE TRAINING	.00	.00	.00	1,567.30	-1,567.30	.00
960070	TRAVEL EXPENSES	.00	.00	.00	233.65	-233.65	.00
960210	SPECIAL EVENT PROGRAMMIN	.00	.00	.00	9,245.75	-9,245.75	.00
960990	MISC CONTRACTUAL SVCS	49,259.00	.00	.00	15,259.75	33,999.25	30.98
	TOTAL CONTRACTUAL SERVICES	49,259.00	.00	.00	38,510.62	10,748.38	78.18

FUND-201 LIBRARY FUND
 ORGANIZATION-2130 IL LIBRARY PER CAP GRANT
 1ST SUBTOTAL-970000 COMMODITIES

970260	POSTAGE AND PARCEL	4,000.00	.00	.00	2,000.00	2,000.00	50.00
970270	PRINTING-REPROD-BINDING	15,650.00	.00	.00	15,686.00	-36.00	100.23
	TOTAL COMMODITIES	19,650.00	.00	.00	17,686.00	1,964.00	90.01

FUND-201 LIBRARY FUND
 ORGANIZATION-2130 IL LIBRARY PER CAP GRANT
 1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

980400	EQUIPMENT	.00	.00	.00	12,703.03	-12,703.03	.00
	TOTAL CAPITAL EXPENDITURES	.00	.00	.00	12,703.03	-12,703.03	.00
	TOTAL IL LIBRARY PER CAP GRAN	68,909.00	.00	.00	68,899.65	9.35	99.99
	TOTAL LIBRARY FUND	6,994,960.00	244,685.41	.00	6,507,175.20	487,784.80	93.03

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CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

EXPSTALL

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ACCOUNTING PERIOD: 13/09

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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	15,000.00	.00	.00	842.92	14,157.08	5.62
960990	MISC CONTRACTUAL SVCS	.00	.00	.00	560.00	-560.00	.00
	TOTAL CONTRACTUAL SERVICES	15,000.00	.00	.00	1,402.92	13,597.08	9.35

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

980300	IMPROVEMENTS	75,000.00	.00	.00	59,539.03	15,460.97	79.39
980400	EQUIPMENT	23,820.00	.00	.00	12,087.90	11,732.10	50.75
980410	COMPUTER HARDWARE	114,477.00	.00	.00	81,913.39	32,563.61	71.55
980420	COMPUTER SOFTWARE	4,470.00	.00	.00	4,470.00	.00	100.00
	TOTAL CAPITAL EXPENDITURES	217,767.00	.00	.00	158,010.32	59,756.68	72.56
	TOTAL LIBRARY CAPITAL PROJECT	232,767.00	.00	.00	159,413.24	73,353.76	68.49
	TOTAL LIBRARY CAPITAL PROJ FU	232,767.00	.00	.00	159,413.24	73,353.76	68.49

TOTAL REPORT 7,227,727.00 244,685.41 .00 6,666,588.44 561,138.56 92.24

PS4

DIRECTOR'S REPORT

FEBRUARY 16, 2010

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

I. PERSONNEL

New employee: Joseph Selby, Page, Circulation Services.

We are scheduling interviews for the position of Manager of Creative Services.

II. STAFF DEVELOPMENT

Heather Imhoff, Head of Public Information Services, is attending the 20th Annual National Leadership Forum of the Community Anti-Drug Coalitions of America (CADCA) in National Harbor, MD, February 9-11. Her attendance is supported by a grant through the Maine Community Youth Assistance Foundation, of which she is a member representing the library.

Department Heads will participate in a joint educational session with the administrative teams of the Zion-Benton and Evanston Public Libraries on February 24. Evanston is hosting the workshop and the three libraries are sharing the costs of bringing Jamie LaRue in as our speaker and discussion facilitator. Mr. LaRue is a nationally recognized speaker on library trends and libraries' roles in their communities.

III. PATRON SERVICES

This month's statistical report speaks for itself. Patron use of the library is up in all areas, including the Mobile Library circulation. Total circulation increased by 19% over January 2009. Unprecedented use of the library continues. One area of use that is often overlooked is the patron use of our study rooms on the third and fourth floors. In January there were 1,186 signups for the rooms, with the highest use on the Martin Luther King Holiday of 86 separate signups during the twelve hours we were open.

The Youth Services, Adult Services, Circulation Services, and Building Services staffs partnered with the District 62 schools to present Family Night at the Library on Thursday, January 28. Sixty-one adults and children attended, many of whom for the first time. All were ESL (English as a Second Language) families. We issued

new library cards and gave them an opportunity to meet our library staff in several departments so that at their next visit they will see familiar faces.

Our Food for Fines program was successful. We collected 2528 items for the Self-Help Closet and Food Pantry and cleared fines equal to \$2528. It is interesting to see that in spite of offering to forgo fines for two weeks, we collected more money from fines than in the month of January 2009.

February 10th is SNAPSHOT DAY at all Illinois Libraries. This is an advocacy initiative sponsored by the Illinois Library Association to call attention to the importance of libraries in the daily lives of Illinois residents. We, and all other participating libraries, will collect statistics, take photos, and solicit stories and anecdotes from our patrons on February 10 in order to create a portrait of "one day in the life of Illinois libraries."

IV. OTHER PROFESSIONAL ACTIVITIES

I have attended transition meetings with Nathan Gaiskill of Lauterbach and Amen as well as a meeting with the City Directors regarding the library's accounting, payroll, and benefits services. I attended the Mayor's Address to Business on January 21 and the North Suburban Library System Public Library Administrator's Forum on January 22. Just before the PLA Forum, NSLS Director Sarah Long arranged for the library directors of municipal libraries who have had discussions/negotiations with their municipalities regarding the powers and duties of library boards and city government. Directors from Rockford, Evanston, and Highland Park attended. On January 25 I attended the seminar from the IL Attorney General's office regarding the new requirements of the Freedom of Information Act and the Open Meetings Act. I attended the Friends of the Library meeting on January 26 and the CCS Governing Board meeting on January 27. On February 11 I will attend the Des Plaines Chamber of Commerce Board of Directors meeting and a luncheon meeting of woman library directors. On February 19 I will be one of three featured speakers for the LACONI (Library Administrators Conference of Northern Illinois). The topic is difficult budget challenges in 2009/2010.

Des Plaines Public Library - January 2010 Board Report

CIRCULATION				
	THIS MONTH		YEAR TO DATE	
	Jan. 2010		YTD 2010	
	Youth Services	36,184	Youth Services	36,184
	Adult Services	70,922	Adult Services	70,922
	TOTAL	107,106	TOTAL	107,106
	Jan 2009		YTD 2009	
	Youth Services	30,572	Youth Services	30,572
	Adult Services	58,953	Adult Services	58,953
	TOTAL	89,525	TOTAL	89,525
	% Change	19.64%	% Change	19.64%

SELF CHECK				
	THIS MONTH		YEAR TO DATE	
	Jan 2010	73,961	YTD 2010	73,961
	Jan 2009	22,930	YTD 2009	22,930
	% Change	222.55%	% Change	222.55%

CARD REGISTRATION				
	THIS MONTH		YEAR TO DATE	
New Resident Cards	Jan 2010	409	YTD 2010	409
	Jan 2009	371	YTD 2009	371
	% Change	10%	% Change	10%
New Business Cards	Jan 2010	2	YTD 2010	2
	Jan 2009	1	YTD 2009	1
	% Change	100%	% Change	100%
Total Card Ownership			YTD 2010	36,015
			YTD 2009	35,266
			% Population 2010	63.4%
			% Population 2009	61.8%

PATRON ATTENDANCE				
	THIS MONTH		YEAR TO DATE	
	Jan 2010	43,445	YTD 2010	43,445
	Jan 2009	**	YTD 2009	**
	% Change		% Change	

MEETING ROOM USE				
	THIS MONTH		YEAR TO DATE	
Library Sponsored Prog	122	2,336	YTD	2,336
Outside Groups	27	526	YTD	526
Internal Meetings	10	99	YTD	99
TOTAL	159	2,961	TOTAL	2,961

TREACH				
	THIS MONTH	Attendance	YEAR TO DATE	
Adult Services	12	144	YTD	144
Youth Services	38	880	YTD	880
TOTAL	50	1,024	TOTAL	1,024

SPECIAL PROJECTS & STATS:				
	THIS MONTH		YEAR TO DATE	
Voter Registration	Jan 2010	3	YTD 2010	3
	Jan 2009	1	YTD 2009	1
	% Change	200%	% Change	200%

COMPUTER / TECHNOLOGY USE				
	THIS MONTH		YEAR TO DATE	
Hits on Website	Jan 2010		YTD 2010	
	From Internal IP's	8,286	From Internal IP's	8,286
	From External IP's	49,116	From External IP's	49,116
	Absolutely Unique Visitors	24,446		
	TOTAL	57,402	TOTAL	57,402

Hits on PlainTalk	Jan 2010	673	YTD 2010	673
	Jan 2009	731	YTD 2009	731
	% Change	-8%	% Change	-8%

Hits on Positively Ellinwood Street	Jan 2010	931	YTD 2010	931
	Jan 2009	767	YTD 2009	767
	% Change	21%	% Change	21%

Computer Use	Adult Services		YEAR TO DATE	
	Jan 2010	9,511	YTD2010	9,511
	Jan 2009	8,557	YTD2009	8,557
	% Change	11.15%	% Change	11.15%
	Youth Services			
	Jan 2010	1,608	YTD 2010	1,608
	Jan 2009	1,475	YTD 2009	1,475
	% Change	9.02%	% Change	9.02%

Average Online Reference Products Searches & Queries			Jan-10	10,403
			Jan-10	10,403
			% Change	0.00%

** The main & side door patron counters were out of order in January 2009 due to the installation of the new RFID system

FRIENDS OF THE DES PLAINES LIBRARY ROUNDTABLE
January 26, 2010

The Friends of the Library did not meet in December, 2009.

The treasurer reported expenses of \$7,024.20 and income of \$4,690.75 for the months of December 2009 and January 2010.

The Friends will file with the state as President rather than the person's name. This will eliminate the need to refile each time there is a change in the presidency.

The Holiday Book Sale, along with some stuffed animals, amounted to \$2836.61. The Spring Book Sale will be April 16, 17 and 18. There will be publicity for the sale. There has been no noticeable change in the amount of book donations because of the blue box book collections

The Friends will donate \$200 to purchase food items for the "Food Fight".

Jo Bonell explained the E-Book Club concept. The E Reader (Sony Reader) is similar to the Kindle. The books can be downloaded from the library and be available to patrons. The Friends will purchase 6 readers at \$300 each for a total of \$1800.

April is National Poetry Month. The Youth Department will have a "Poetry Scavenger Hunt". There will be 48 poems distributed through out the department and the children must find them by the clues given. The Friends will give \$970 for prizes of pens and notebooks.

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: 2/10/2010

1. Name Nathan Graskill w/ Lauterbach + Amen
 Address 27W457 Warrenville, IL
 Telephone 630-393-1483
 Email ngaskill@lauterbachamen.com
 Topic Accounting Firm
2. Name Paul Ebert
 Address 6340 W. Hyacinth
 Telephone 773-714-6205
 Email paul.ebert@yahoo.com
 Topic Banking
3. Name TREA FOTIDZIS
 Address 5100 N GLENWOOD AVE
 Telephone 847-294-6583
 Email TREA.FOTIDZIS@FIRSTMIDWEST.COM
 Topic BANKING

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



TO: Library Board of Trustees

FROM: Sandra K. Norlin, Library Director *SKN*

SUBJECT: Background on January Agenda Items

DATE: January 13, 2010

The following is information to help you prepare for the discussion at our meeting on January 19. Please call me (847-376-2800) if you have further questions.

VIII. Unfinished Business

A. Approve Contract with Schindler Elevator Corporation.

At the December Board of Trustees meeting you directed Gary Valente, Head of Building and Security Services, to contact Schindler Elevator and to ask if they would match the price quoted by Great Lakes Elevator. Schindler reduced their price for the service agreement to \$6,660.00/year, but would not match the price offered by Great Lakes Elevator. They will include repair to the packing, which would have been an additional cost with Great Lakes. You will be asked to approve the new contract with Schindler Elevator Corporation and to cancel the current maintenance agreement with Great Lakes Elevator.

IX. New Business

A. Approve Payment to FKI for Service Agreement. (\$22,362.00) [Action Item]

This is a budgeted expense. This is the annual service agreement for the automated materials handler, which takes over as the one year warranty has ended. The automated materials handler (or sorter) is the equipment we installed as part of our conversion to RFID. This is the conveyor belt and bin system that checks in and sorts all materials. It's located on the first floor in the circulation workroom.

B. Approve Payment to Brainfuse, Inc. - \$7,000.00. [Action Item]

This is a budgeted expense. Attached is an explanation about this online service and a graph showing the usage for 2009.

- C. **Approve Entryway Heat Diffuser. [Action Item]**
 This is a budgeted expense. Quotes for the heat diffuser were received from McQuay, Norman Electric and West Town. All units specified will mount over the north sliding doors and will activate when doors open during the heating season. Two of the three quotes did not include the required electrical installation. Gary Valente, Head of Building and Security Services, recommends Norman Electric, who offers a quality unit and the required electrical installation at a cost of \$7,350.00.

- D. **Approve Payment for Fourth Floor Reconfiguration. [Action Item]**
 This is a budgeted expense. A detailed explanation is attached.

- E. **Approve Payment to SRDS - \$5,218.00. [Action Item]**
 This is a budgeted expense. This invoice is for six titles and in-library use of the online product. Standard Rate & Data Service (SRDS) provides advertising rates for print and broadcast media sources as well as prices and sources of direct marketing lists. Volumes are updated monthly or quarterly depending on the title. This title is requested by name at the reference desk, but most users are familiar with it and find it on their own.

- F. **Attendance at Chamber of Commerce & Industry Winter Garden Ball – February 12, 2010. [Action Item]**
 In the past, the Board has voted to sponsor the Board President and a guest's attendance at this annual event. It is both a fundraiser and the installation of the Board of Directors and Officers of the Chamber.

- G. **Declaration of Surplus Property. [Action Item]**
 A list of items to be declared surplus is attached. You will be asked to declare the equipment surplus property and to direct Library Director Sandra Norlin to send a memo to the City Manager explaining that the library is required to offer the property to the City of Des Plaines for the first right to purchase such property for public or corporate purposes and to give the City of Des Plaines 30 days to respond to the request. Property not claimed by the City will be donated to Computers for Libraries.

- H. **Approve Banking Services Agreement with First Midwest Bank. [Action Item]**
 You will be asked to review and vote on a proposal from First Midwest Bank to provide banking services to the library. You will also be asked to approve the signatories for this account. This action will allow the library to establish an account with The Illinois Funds, which will allow the library to receive property taxes directly from Cook County and transfers from the funds now held for the library by the city. Since time was of the essence, we pursued establishing two checking accounts at the same bank where we already have an account. We will request proposals from other banks in a formal RFP process at a later date to be determined by the Library Board of Trustees.

I. Approve Payment to Automated Logic – Chicago - \$9,765.00. [Action Item]

This is a budgeted expense. You will be asked to approve the service agreement for the control system and software maintenance for the library's HVAC system. The software is proprietary.

HelpNow from Brainfuse

Invoice Total: \$7,000

About HelpNow

HelpNow provides library patrons with live on-demand homework help, state-aligned skills building lessons from expert tutors, and a 24-hour writing lab. With HelpNow, tutors and students communicate in real time by typing, drawing, and marking-up lessons/Web content. All core subjects are offered from grades 3-12.

- Math – including Algebra I, Algebra II, Geometry, Trigonometry & Calculus
- Science – including Biology, Chemistry, Physics & Earth Science
- Social Studies
- Writing assistance
- English/language arts
- Reading Assistance

In addition, students may use HelpNow's secure file sharing feature to submit their papers to trained writing instructors any time of the day. Jobseekers may submit resumés for proofreading and assistance.

All HelpNow tutors possess four-year college degrees, must undergo a rigorous selection and training process and must complete a full background and security check.

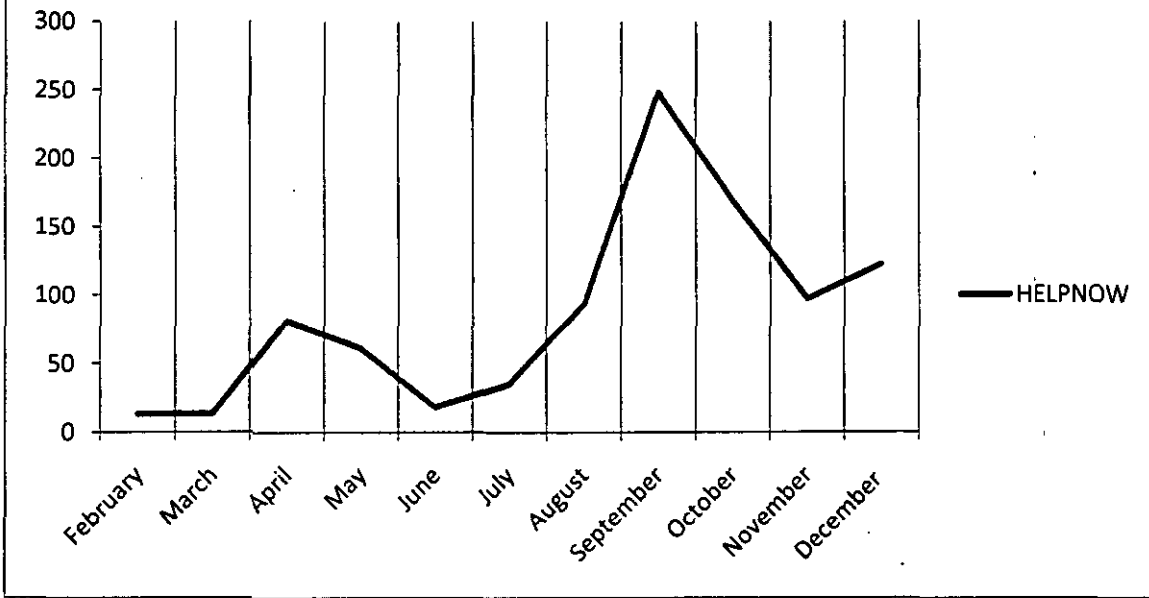
Tutoring is available to DPPL cardholders Monday – Sunday 3:00 pm – 11:55 pm.

Benefit to patrons:

Private tutors are prohibitively expensive for many families. With HelpNow, students can connect with a tutor in their home at no cost.

Note: Usage graph is attached.

HelpNow Usage 2009



Public Computer Expansion Project 2010

This project will:

1. Relocate all of the 4th floor public computers onto the west side of the room. Currently the computers are scattered on the floor, 1-16 in the northwest corner and 17-38 along the south wall, with the Reference collection in the middle. It is hard for patrons to easily find their assigned machine, as well as having to cross back over the floor to ask for help at the desk.
2. Increase the number of public scanners from two to four and increase the number of public PCs overall from 40 to 46 machines. There will also be additional sign-in stations so there won't be a wait to be assigned a PC.
3. Increase the amount of workspace each patron has from three feet to five feet, giving the patrons the ability to work in pairs without crowding their neighbors, as well as giving the solitary user more privacy.
4. Relocate the Reference collection behind the Reference Desk, making it more accessible and hence more used by the Reference staff.
5. Create a new, larger IT Help Desk in the center of the public computers for quick and easy patron access to our IT staff.
6. Replace damaged and stained furnishings with new cubicles designed for ease of access to power and data by library staff.

SURPLUS CHECKLIST				
Computers				
Make & Model	Service Tag / Serial Number	Good	Bad	Location
Dell GX270	9KQZH31	?	?	Storage
Dell GX270	1STKG31	?	?	Storage
Dell GX270	3MQZH31	?	?	Storage
Dell GX270	C27H331	?	?	Storage
Dell GX270	7MQZH31	?	?	Storage
Dell GX270	927HS31	?	?	Storage
Dell GX270	FKLWW31	?	?	Storage
Dell GX270	FSTKG31	?	?	Storage
Dell GX270	FLQZH31	?	?	Storage
Dell GX270	16TKG31	?	?	Storage
Dell GX270	C3TKG31	?	?	Storage
Dell GX270	FW75831	?	?	Storage
Dell GX270	B17HS31	?	?	Storage
Dell GX270	527HS31	?	?	Storage
Dell GX270	6KQZH31	?	?	Storage
Dell GX270	H4TKG31	?	?	Storage
Dell GX270	917HS31	?	?	Storage
Dell GX270	CV2FB31	?	?	Storage
Dell GX270	65TKG31	?	?	Storage
Dell GX270	2W2FB31	?	?	Storage
Dell GX270	3W2FB31	?	?	Storage
Dell GX270	1KQZH31	?	?	Storage

Dell GX270	F27HS31	?	?	Storage
Dell GX270	HV2FB31	?	?	Storage
Dell GX270	DV2FB31	?	?	Storage
Dell GX270	HLQZH31	?	?	Storage
Dell GX270	727HS31	?	?	Storage
Dell GX270	8W2FB31	?	?	Storage
Dell GX270	JQLWW31	?	?	Storage
Dell GX270	807HS31	?	?	Storage
Dell GX270	DW2FB31	?	?	Storage
Dell GX270	FW2FB31	?	?	Storage
Dell GX270	7W2FB31	?	?	Storage
Dell GX270	FKQZH31	?	?	Storage
Dell GX270	3X75831	?	?	Storage
Dell GX270	34TKG31	?	?	Storage
Dell GX270	BLLWW31	?	?	Storage
Dell GX270	4KQZH31	?	?	Storage
Dell GX270	CQLWW31	?	?	Storage
Dell GX270	JKLWW31	?	?	Storage
Dell GX270	CMQZH31	?	?	Storage
Dell GX280	15BT971	?	?	Storage
Dell GX280	55BT971	?	?	Storage
Dell GX280	CC8V971	?	?	Storage
Dell GX280	9B8V971	?	?	Storage
Dell GX280	8L5S971	?	?	Storage
Dell GX280	JL5S971	?	?	Storage
Dell GX280	H2V4K71	?	?	Storage

Dell GX280	D5V4K71	?	?	Storage
Dell GX280	75V4K71	?	?	Storage
Dell GX260	7QR6P11	?	?	Storage
Dell GX260	9NR6P11	?	?	Storage
Dell GX260	1QR6P11	?	?	Storage
Dell GX260	8PR6P11	?	?	Storage
Dell GX280 (thin)	J0YQT71	?	?	Storage
Dell GX280 (thin)	6NB4T61	?	?	Storage
Dell GX280 (thin)	C0YQT71	?	?	Storage
Dell GX280 (thin)	81YQT71	?	?	Storage
Dell GX280 (thin)	80YQT71	?	?	Storage
Dell GX280 (thin)	20YQT71	?	?	Storage
Dell Inspiron 2650	G7YJB21	?	?	Storage
Dell Inspiron 2650	H78SB21	?	?	Storage
Dell Inspiron 2650	67YJB21	?	?	Storage
Dell Inspiron 2650	C7YJB21	?	?	Storage
Dell Inspiron 2650	778SB21	?	?	Storage
Dell Inspiron 1300	C4QSH91	?	?	Storage
Dell Inspiron 1300	25QSH91	?	?	Storage
Dell Power Edge 700	FW5KG51	?	?	Storage
Gateway 930 Series	26913713	?	?	Storage
Dell Precision 300	DPHMC01	?	?	Storage

Monitors

Make & Model	Service Tag / Serial Number	Good	Bad	Location
Dell e151FPp	CN-06R644-47804-387-L5AH		X	Storage
Dell e151FPp	CN-06R644-47804-38M-N2TP		X	Storage
Dell e151FPp	CN-06R644-47804-377-L4V2			Storage
Dell e151FPp	CN-06R644-47804-3AF-N6B5			Storage
Dell e151FPp	CN-06R644-47804-37P-L17Y			Storage
Dell e151FPp	CN-06R644-47804-3AF-N4HQ			Storage
Dell e151FPp	CN-06R644-47804-387-LSQ8			Storage
Dell e151FPp	CN-06R644-47804-38M-N2TF			Storage
Dell e151FPp	CN-06R644-47804-3AF-N6DM			Storage
Dell e151FPp	CN-06R644-46033-425-3FYU			Storage
Dell e156FPf	CN-0Y9998-72872-63D-1L4T			Storage
Dell e156FPf	CN-0Y9998-72872-64J-5GUT			Storage
Dell e156FPf	CN-0Y9998-72872-637-35CT			Storage
Dell e156FPf	CN-0Y9998-72872-63N-05YL			Storage
Dell 1503FP	KR-032DVX-47602-15A-AAUE			Storage
Dell 1503FP	KR-032DVX-47602-15A-AAUD			Storage
Dell 1503FP	KR-032DVX-47602-15A-AAUB			Storage
Dell 1503FP	KR-032DVX-47602-15A-AAUG			Storage
Dell 1503FP	MX-032DVX-47605-27Y-BOT9			Storage
Dell 1503FP	MX-032DVX-47605-27F-BOCL			Storage
Dell 1503FP	MX-032DVX-47605-27Y-BOC8			Storage
Dell E153FPC	CN-0C5369-64180-52F-4XYS			Storage
Dell 1905Fp	DV8690-48323-53U-2T4A			Storage
Dell 1905Fp	DV8690-48323-55B-74CA			Storage
Dell 1905Fp	CN-0T6116-71619-53M-BB3E			Storage

Dell 1905Fp	CN-0T6116-71619-53M-BBA7	Storage
Dell 1905Fp	CN-0T6116-71619-53M-BB3P	Storage
Dell 1905Fp	MX-0W8690-48323-55B-74DA	Storage
Dell 1905Fp	MX-0W8690-48323-53U-265A	Storage
Dell 1905Fp	MX-0W8690-48323-558-74GA	Storage
Dell 1505FB	CN-0U4795-71618-563-LC0U	Storage
Mitsubisih Diamond Plus 573	1663325YE	Storage
Gateway FPD1520	KUL5056X0017185	Storage
Gateway FPD1520	MUL5010A0004958	Storage
Nec A570	0531877YA	Storage
Nec A570	0532511YA	Storage
Dell E771p	MX-0419TG-47801-27H-B2LN	Storage
Apple Vision 850	WR74328X947	Storage
Compaq C010229	918CE48BBF45	Storage

Miscellaneous

Item Type	Make & Model	Service Tag / Serial Number	Good	Bad	Location
	Ultratec SuperPrint 4425 (TTY)	42346	unk	unk	Storage
Printer	HP DeskJet 932C	CNOBJ1Q35X	unk	unk	Storage
Printer	HP DeskJet 932C	CNOBJ1Q35V	unk	unk	Storage
Printer	HP DeskJet 932C	CNOBJ1Q3TH	unk	unk	Storage
Printer	Dell 1710n	HQJ2N71	unk	unk	Storage
TV	Philips LTC281490	M0020198	unk	unk	Storage
Scanner	Cannon D1250U2F	UYF289129	unk	unk	Storage
Scanner	Cannon 8400F	UZMU75729	unk	unk	Storage
Scanner	Cannon 8400F	UZM075736	unk	unk	Storage
Scanner	Epson 836XL	B05401002MG8220125	unk	unk	Storage
Scanner	HP Scanjet 2200c	C8500A	unk	unk	Storage
Scanner	HP Scanjet 2200c	C8500A	unk	unk	Storage
Scanner	HP Scanjet 2200c	C8500A	unk	unk	Storage
Scanner	MicroTek ScanMaster 5400	W4C65C05610	unk	unk	Storage
UPS	APC Smart UPS	700-NS0204240126	unk	unk	Storage
UPS	APC BE650G	3B0926X07780		x	Storage
AP	Bell TM 1170AP	024TU5560478	unk	unk	Storage
Hub	SMC TigerStack II 5924	T19080049	unk	unk	Storage
Hub	Linksys EFAHO5W	946006926	unk	unk	Storage
Hub	Linksys EFAHO5W	842003965	unk	unk	Storage
Hub	Linksys EFAHO5W	946006870	unk	unk	Storage
Hub	Linksys EFAHO5W	847000755	unk	unk	Storage
Hub	SMC EZ 5004TX	T184800875	unk	unk	Storage
Hub	SMC EZ 5004TX	T184800879	unk	unk	Storage
Hub	SMC EZ 5004TX	T184800878	unk	unk	Storage
Hub	SMC EZ 5004TX	T190700084	unk	unk	Storage
Keyboards	Dell Keyboard	Qnt: 56	unk	unk	Storage
Laptop Holder	Dell	CN-064643-42940-440-00JE	unk	unk	Storage
LCD Protector	3M 15 in. (14 units)		x		Storage
Desktop Projector	Proxima 5900	G8606235	unk	unk	Storage
Speakers	Compaq UBL Pro	D1B7COACVHPJ6Y	unk	unk	
Speakers	Compaq UBL Pro	D1B7CO167161W5	unk	unk	
WiFi Access Point	Proxim Orinoco AP-300 w/ Accessories	05UT50560167	x		In Box - Storage
WiFi Access Point	Proxim Orinoco AP-300 w/ Accessories	05UT48560107	x		In Box - Storage
WiFi Access Point	Proxim Orinoco AP-300 w/ Accessories	05UT50600180	x		In Box - Storage
WiFi Access Point	Proxim Orinoco AP-300 w/ Accessories	05UT50560180	x		In Box - Storage
WiFi Access Point	Proxim Orinoco AP-300 w/ Accessories	05UT48570142	x		In Box - Storage
WiFi Access Point	Proxim Orinoco AP-300 w/ Accessories	05UT48570114	x		In Box - Storage
WiFi Access Point	Proxim Orinoco AP-300 w/ Accessories	05UT48600069	x		In Box - Storage
WiFi Access Point	Proxim Orinoco AP-300 w/ Accessories	05UT48560118	x		In Box - Storage
WiFi Access Point	Proxim Orinoco AP-300 w/ Accessories	05UT48600184		x	In Box - Storage
WiFi Access Point	Proxim Orinoco AP-2500AE w/ Accessories	04UT18560179	x		In Box - Storage
PoE Injector	Proxim AE 6 Port 3af DC Injector 4306	A05436851000005B02	x		In Box - Storage
PoE Injector	Proxim AE 1 Port 3af DC Injector 4301	I04136048001820B01	x		In Box - Storage
PoE Injector	Proxim AE 1 Port 3af DC Injector 4301	I04136048001949B01	x		In Box - Storage

Item Type	Make & Model	Service Tag / Serial Number	Good	Bad	Location
Power Injector	Proxim 802.3af 1 Port Power Injector 4301	SB05496050026122501	x		In Box - Storage
Power Injector	Proxim 802.3af 1 Port Power Injector 4302	SB05496050026027901	x		In Box - Storage
Power Injector	Proxim 802.3af 1 Port Power Injector 4303	SB05496050026109701	x		In Box - Storage
switch	Dell Power Connect 5324	5F825B1	?	?	Storage
switch	Dell Power Connect 5324	JD825B1	?	?	Storage
Thermal Printer	Star Micronics TSP 600	120341100368	x		Storage
Thermal Printer	Star Micronics TSP 600	120330800157	x		Storage
Thermal Printer	Star Micronics TSP 600	120341100330	x		Storage
Thermal Printer	Star Micronics TSP 600	120360600708	x		Storage
Thermal Printer	Star Micronics TSP 600	120330800133	x		Storage
Thermal Printer	Star Micronics TSP 600	120360600711	x		Storage
Thermal Printer	Star Micronics TSP 600	120330800158	x		Storage
Thermal Printer	Star Micronics TSP 600	120341100375	x		Storage
Thermal Printer	Star Micronics TSP 600	120341100357	x		Storage
Thermal Printer	Star Micronics TSP 600	121140200063	x		Storage
Thermal Printer	Star Micronics TSP 600	1203960600806	x		Storage
Thermal Printer	Star Micronics TSP 600	120341100370	x		Storage
Thermal Printer	Star Micronics TSP 600	120341100427	x		Storage
Thermal Printer	Star Micronics TSP 600	121140200116	x		Storage
Thermal Printer	Star Micronics TSP 600	120360600714	x		Storage
Thermal Printer	Star Micronics TSP 600	120341100430	x		Storage
Thermal Printer	Star Micronics TSP 600	120341100388	x		Storage
Thermal Printer	Star Micronics TSP 600	120341100347	x		Storage
Thermal Printer	Star Micronics TSP 600	120341100357	unk	unk	Storage
Thermal Printer	Star Micronics TSP 600	120360600708	unk	unk	Storage
Thermal Printer	Star Micronics TSP 600	120330800133	unk	unk	Storage
Thermal Printer	Star Micronics TSP 600	120341100375	unk	unk	Storage
Thermal Printer	Star Micronics TSP 600	120360600711	unk	unk	Storage
Thermal Printer	Star Micronics TSP 600	120330800158	unk	unk	Storage
Thermal Printer	Star Micronics SP300	450100600210	unk	unk	Storage
Thermal Printer	Star Micronics SP300	450100600207	unk	unk	Storage
Thermal Printer	Star Micronics SP300	450100600238	unk	unk	Storage
Printer	HP C7053A	CNFH168728	unk	unk	Storage
Printer	HP C4172A	USGR065040	unk	unk	Storage
Debit Card Reader	ACT 350		unk	unk	Storage
Debit Card Reader	ACT 350		unk	unk	Storage
Debit Card Reader	ACT 350		unk	unk	Storage
Debit Card Reader	ACT 350		unk	unk	Storage
Cassette Recorder	Califone 3432AV	GA360425	unk	unk	Storage
Barcode Scanner	Metrologic MS6720	3099420800	X		Storage
Barcode Scanner	Metrologic MS6720	3099420949	X		Storage
Barcode Scanner	Metrologic MS6720	3099340255	X		Storage
Barcode Scanner	Metrologic MS6720	3099420801		X	Storage
Barcode Scanner	Metrologic MS6720	3099420946		X	Storage
Barcode Scanner	Metrologic MS6720	3099420948		X	Storage
Barcode Scanner	Metrologic MS6720	3006080199	unk	unk	Storage
Barcode Scanner	Metrologic MS6720	3099420941	unk	unk	Storage
Barcode Scanner	Metrologic MS6720	3006100033	unk	unk	Storage
Barcode Scanner	Metrologic MS6720	3006080102		X	Storage
Barcode Scanner	Metrologic MS6720	3099420394	unk	unk	Storage
Barcode Scanner	Metrologic MS6720	3099420947	unk	unk	Storage
Barcode Scanner	Metrologic MS6720	3099420390	unk	unk	Storage
Barcode Scanner	Metrologic MS6720	3099420944	unk	unk	Storage
Barcode Scanner	Metrologic MS6720	3099420942	unk	unk	Storage
Barcode Scanner	Welch Allyn BTL80-12	V-04-04336	unk	unk	Storage
Barcode Scanner	Welch Allyn BTL80-12	V-04-04335	unk	unk	Storage

DPPL Misc Surplus		Page 3 of 3					
Item Type	Make & Model	Service Tag / Serial Number	Good	Bad	Location		
Barcode Scanner	Welch Allyn BTL80-12	V-04-04337	unk	unk	Storage		
Barcode Scanner	Welch Allyn BTL80-12	V-04-04308	unk	unk	Storage		
Barcode Scanner	Welch Allyn BTL80-12	V-04-04309	unk	unk	Storage		
Barcode Scanner	Welch Allyn BTL80-12	V-04-04049	unk	unk	Storage		
Barcode Scanner	Welch Allyn BTL80-12	V-04-04741	unk	unk	Storage		
Barcode Scanner	Welch Allyn BTL80-12	V-04-04318	unk	unk	Storage		
Barcode Scanner	Welch Allyn BTL80-12	V-04-04647	X		Storage		
Barcode Scanner	Welch Allyn BTL80-12	V-04-04652	X		Storage		
Barcode Scanner	HHP IT3800	X-20-12073	unk	unk	Storage		
Barcode Scanner	HHP IT3800	Y-02-02611	unk	unk	Storage		
Barcode Scanner	HHP IT3800	Y-02-02650	X		Storage		
Barcode Scanner	HHP IT3800	X-18-20539	X		Storage		
Barcode Scanner	HHP IT3800	X-18-20540	X		Storage		
Barcode Scanner	HHP IT3800	Y-02-02591	X		Storage		
Barcode Scanner	HHP IT3800	X-18-20344	X		Storage		
Barcode Scanner	HHP IT3800	X-18-22869	X		Storage		
Barcode Scanner	HHP IT3800	X-18-22661	X		Storage		
Barcode Scanner	HHP IT3800	Y-02-03189	X		Storage		
Barcode Scanner	Metrologic MS951H	1890340429	X		Storage		
Fax	Panasonic PanaFax DX-1000	01990700182	x		Storage		

TO: Finance Committee

Attached are sample polices are for your review. You will be discussing the review and revision of the finance policy at Wednesday's Finance Committee meeting. The meeting will begin at 6:00 p.m. Please call Sandra at 847-376-2800 with any questions.

Thank you.

A handwritten signature in cursive script, appearing to read "Carm", is written below the text "Thank you.".

HIGHLAND PARK PUBLIC LIBRARY

Investment Policy

Policy

It is the policy of the Highland Park Public Library to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Library and conforming to all state and local statutes governing the investment of public funds.

Scope

This policy includes all public funds under the control of the Board of Trustees of the Highland Park Public Library.

Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an investment portfolio.

Objectives

The investment objectives, in order of priority, shall be:

- Legality – conformance with federal, state and other legal requirements
- Safety – preservation of capital and protection of investment principal
- Liquidity – maintenance of sufficient liquidity to meet operating requirements
- Yield – attainment of market rates of return

The portfolio should be reviewed periodically by the Executive Director as to its effectiveness in meeting the Library's needs for safety, liquidity, rate of return, diversification and its general performance.

Delegation of Authority

The Board of Trustees may employ one or more investment advisors possessing superior capabilities in the management of assets of governmental bodies. The Board of Trustees shall require the investment advisor(s) selected and working on behalf of the Library to meet the following conditions:

- 1) To take actions in the exercise of its discretion which in its best professional judgement are in the best interests of the Library and in accordance with this Policy.

- 2) To execute all investment transactions on behalf of the Library at the best net price, utilizing such approved brokers and dealers as it deems appropriate to obtain the best execution capabilities and/or valuable information with respect to the economy, at the lowest cost to the Library.
- 3) Such additional responsibilities as are set forth in such investment advisor's written contract with the Library.

The Library's investment advisors shall establish and maintain internal controls, in writing, for the operation of the Library's investment program as set forth in this Policy.

Until the Board of Trustees appoints one or more investment advisors, management responsibility for the investment program set forth in this Policy is delegated to the Executive Director and/or the Board Treasurer as Chief Investment Officers of the Library who shall act in accordance with established written procedures and internal controls.

Ethics and Conflicts of Interest

Trustees and employees shall refrain from personal business activity that could, or could appear to, conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

Authorized and Suitable Investments

- 1) Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued, that are guaranteed by the full faith and credit of the United States of America as to principal and interest;
- 2) Bonds, notes, debentures or other similar obligations of the United States of America, or its agencies. For purposes of this Policy, the term "agencies of the United States of America" includes federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 and the federal home loan banks and the Federal Home Loan Mortgage Corporation; and any other agency created by Act of Congress;
- 3) Interest-bearing savings accounts, interest-bearing certificates of deposit, interest-bearing time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act (205 ILCS 5/1 *et seq.*), provided, however, that such investments may be made only in banks which are insured by the Federal Deposit Insurance Corporation, have total equity of at least \$20,000,000 and have been in existence for at least five years;
- 4) Money market mutual funds registered under the Investment Company Act of 1940 (15 U.S.C.A. 80a-1 *et seq.*), provided that the portfolio of the money market mutual fund is limited to obligations described in Section 2(a)(1) and (2) of the Public Funds Investment Act (30 ILCS 235/2(a)(1) AND (2)).
- 5) The Public Treasurer's Investment Pool created under Section 17 of the State Treasurer Act (15 ILCS 505/17) or in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company, or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.

Safekeeping and Custody

Securities which are held by an independent third party custodian must be evidenced by a written custodial agreement and written confirmation documents. The Executive Director shall maintain copies of these documents.

Collateralization

All public funds on deposit must be protected by deposit insurance (e.g., FDIC) or pledged collateral. The amount of collateral will not be less than 110% of the amount of public funds secured. Collateral shall be held by an independent third party depository approved by the Library Board and evidenced by a written collateral agreement. The pledged collateral shall be of the type authorized by the Public Funds Investment Act, 30 ILCS 235/1 *et seq.* (see, e.g., 30 ILCS 235/6(d))

Diversification

The Library shall diversify its investments to the best of its ability based on the type of funds invested and the cash flow needs of those funds. Diversification can be by type of investment, number of institutions, and/or length of maturity.

Maximum Maturities

Consistent with its investment objectives, the Highland Park Public Library shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Highland Park Public Library will not directly invest monies from the General Fund in securities maturing more than one year from the date of purchase.

However, reserve funds (for example, the Local Library Working Cash Fund) may be invested in securities exceeding one year.

Performance Standards

This investment portfolio will be managed in accordance with the parameters specified within this policy. Portfolio performance should be compared to benchmarks with similar maturity, liquidity and credit quality as the portfolio.

Reporting

The Executive Director shall prepare an investment report at least monthly. The report should be provided to the Board of Trustees and available on request. The report should be in a format suitable for review by the general public. An annual report should also be provided to the Board.

Internal Controls

A system of internal controls shall be established by the Chief Investment Officers of the Library or by an investment advisor, if appointed. They shall be presented to the Board of Library Trustees for review, revision if necessary, and approval prior to implementation.

Adopted November 9, 1999

Revised March 11, 2008

0764

Internal Control Policy

The Executive Director and/or the Board Treasurer, as Chief Financial Officers of the Library shall establish a system of internal controls designed to insure that the assets of the Library, are protected from loss, theft or misuse. The Board of Trustees is responsible for review, revision if necessary, and approval of the internal control structure. The Chief Financial Officers of the Library are responsible for implementing and maintaining procedures to provide reasonable assurance that the objectives are met. The procedures shall include, but are not limited to, the following points:

- Separation of functions
- Custodial safekeeping
- Written confirmation of telephone transactions for investments and wire transfers

Adopted April 8, 2003

3.22 INVESTMENT POLICY

1.0 POLICY:

Under this instrument, the Niles Public Library District's Investment Policy, it is the policy of the District to invest all funds under the District's control in a manner which will provide the highest investment return using authorized instruments, while meeting the District's daily cash flow demands and in conformance with all State statutes governing the investment of public funds.

This Policy shall apply to all investments entered into on or after the effective date of this instrument. Until the expiration of investments made prior to the effective date of this Policy, such investments shall continue to be governed by the policies in effect at the time such investments were made.

2.0 INVESTMENT GUIDELINES:

The primary objective in the investment of District funds is to ensure the safety of principal, while managing liquidity to pay the financial obligations of the District, and providing the highest investment return using authorized instruments.

2.1 SAFETY:

The safety of principal is the foremost objective of the investment program. District investments shall be undertaken in a manner which seeks to ensure the preservation of capital in the portfolio. To attain this objective, diversification, as defined in Section 9.0 of this Policy, is required to ensure that the District prudently manages market, interest rate and credit risk.

2.2 LIQUIDITY:

The investment portfolio shall remain sufficiently liquid to enable the District to meet all operating requirements which might be reasonably projected.

2.3 RETURN ON INVESTMENT:

The investment portfolio shall be designed to obtain the highest available return, taking into account the District's investment risk constraints and cash flow needs and the District's desire to promote fiscal responsibility. The portfolio shall seek to obtain the highest investment return using authorized investments during budgetary and economic cycles as mandated in Section 1.0 of this Policy.

The rate of return achieved on the District's portfolio will be measured against relevant industry benchmarks at regular intervals to determine the effectiveness of investment decisions in meeting investment goals.

2.4 PERIODIC REVIEW OF INVESTMENT PORTFOLIO:

The investment advisor or advisors appointed by the Board of Library Trustees pursuant to Section 14.0 of this Policy shall make a periodic review, not less frequently than weekly, of the District's investment portfolio, its effectiveness in meeting the District's needs for safety, liquidity, rate of return, and diversification, and the general performance of such portfolio. The investment advisor shall report to the Administrative Librarian of the District on an "as needed" basis, and shall report to the Board of Library Trustees on a monthly basis.

3.0 PRUDENCE:

Investments shall be made with the judgment and care under the circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable preservation of their capital as well as the probable income to be derived. This "prudent person" standard shall be used by all investment officers of the District and shall be followed in making investments for the District and in managing those investments.

4.0 ETHICS AND CONFLICTS OF INTEREST:

Authorized investment officers of the District and employees in policy-making positions shall refrain from personal business activity that could conflict, or give the appearance of a conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Such individuals shall disclose to the District any material financial interests in financial institutions which conduct business with the District, and they shall further disclose any personal financial investment positions that could be related to the performance of the investment portfolio. In addition, such individuals shall subordinate their personal investment transactions to those of the investment portfolio, particularly with regard to the time of purchases and sales.

No person acting as Treasurer or financial officer for the District, or who is employed in any similar capacity by or for the District, may do any of the following:

- 1) have any interest, directly or indirectly, in any investments in which the District is authorized to invest.
- 2) have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments.
- 3) receive, in any manner, compensation of any kind from any investments in which the District is authorized to invest.

5.0 AUTHORIZED BROKER/DEALERS AND FINANCIAL INSTITUTIONS:

Authorized investment officers shall utilize the District's approved list of financial institutions when selecting institutions to provide investment services. No public deposit shall be made except as authorized by the Illinois Public Funds Investment Act (30 ILCS 235/0.01 et seq.).

In addition, a list shall be maintained of approved security broker/dealers selected according to their creditworthiness, and their financial efficiency in serving the District, which shall be measured in terms of the location of the broker/dealer's corporate office, the number of full-time employees, the size of its payroll, and the extent to which the broker/dealer has an economic value to the District. The list may include "primary" dealers or regional dealers which qualify under Securities and Exchange Commission Rule 240.15c3-1 (Net Capital Requirements For Brokers Or Dealers).

All financial institutions and broker/dealers who want to qualify to bid for investment transactions must initially, and on a periodic basis upon request, provide to the District's authorized investment officers the following, where applicable:

- a) Audited financial statements;
- b) Proof of minority/female/disabled broker status;
- c) A trading resolution;
- d) Proof of State of Illinois registration;
- e) Completed Broker/Dealer Questionnaire;
- f) Certification of notice and knowledge of the District's Investment Policy;
- g) Published reports for brokers from rating agencies with investment grade ratings;
- h) Proof of emerging broker status; and
- i) Consolidated Reports of Condition and Income.

An annual review of the financial condition and registration of qualified bidders will be conducted by the District's authorized investment officers. More frequent reviews may be conducted if warranted.

A current audited financial statement is required to be on file for each financial institution and broker/dealer with which the District establishes a depository, trading, or safekeeping relationship. Qualified bidders shall submit annual audited financial statements and shall submit financial statements when a material change occurs in the financial condition or registration of qualified bidders.

6.0 AUTHORIZED AND SUITABLE INVESTMENTS:

The District shall comply with the provisions of applicable law as to authorized and prohibited investments. As of the effective date of this Policy, the list of authorized investments shall include the following as authorized by Section 2 of the Public Funds Investment Act (30 ILCS 235/2):

- a) Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued, that are guaranteed by the full faith and credit of the United States of America as to principal and interest;
- b) Bonds, notes, debentures or other similar obligations of the United States of America, or its agencies;

For purposes of this Policy, the term "agencies of United States of America" includes (i) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 (12 U.S.C. 2001 et seq.) and Acts amendatory thereto; and (ii) the federal home loan banks and the Federal Home Loan Mortgage Corporation; and any other agency created by Act of Congress.

- c) Interest-bearing savings accounts, interest-bearing certificates of deposit, interest-bearing time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act (205 ILCS 5/1 et seq.), provided, however, that such investments may be made only in banks which are insured by the Federal Deposit Insurance Corporation; d) Short-

Section III— ADMINISTRATIVE AND SERVICE POLICIES

term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if (i) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and which mature not later than 180 days from the date of purchase, (ii) such purchases do not exceed 10% of the corporation's outstanding obligations, and (iii) no more than one-third of the District's funds are invested in short-term obligations of corporations;

- e) Money market mutual funds registered under the Investment Company Act of 1940 (15 U.S.C.A. § 80a-1 et seq.), provided that the portfolio of the money market mutual fund is limited to obligations described in Section 2(a)(1) and (2) of the Public Funds Investment Act (30 ILCS 235/2(a)(1) and (2));
- f) Short term discount obligations of the Federal National Mortgage Association (established by or under the National Housing Act (1201 U.S.C. 1701 et seq.)), or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of Illinois or any other State or under the laws of the United States, provided, however, that the shares or investment certificates of such savings banks or savings and loan associations are insured by the Federal Deposit Insurance Corporation;
- g) Dividend-bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered under the laws of the State of Illinois or the laws of the United States; provided, however, the principal office of the credit union must be located within the State of Illinois; and, provided further, that such investments may be made only in those credit unions the accounts of which are insured by applicable law.
- h) The Public Treasurer's Investment Pool created under Section 17 of the State Treasurer Act (15 ILCS 505/17) or in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company, or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.
- i) Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986 (15 U.S.C.A. § 780-5) subject to the provisions of that Act and the regulations issued thereunder, provided, however, that such government securities, unless registered or inscribed in the name of the District, shall be purchased through banks or trust companies authorized to do business in the State of Illinois; and such other repurchase agreements as are authorized in subsection (h) of Section 2 of the Public Funds Investment Act (30 ILCS 235/2). Repurchase agreements may be executed only with approved financial institutions or broker/dealers meeting the District's established standards, which shall include mutual execution of a Master Repurchase Agreement adopted by the District.

7.0 INVESTMENT RESTRICTIONS:

- a) Authorized investment officers shall not invest in tri-party repurchase agreements or derivative products, and will not leverage assets through reverse repurchase agreements.
- b) Except for repurchase agreements of government securities which are subject to the Government Securities Act of 1986, the District shall not purchase or invest in instruments which constitute repurchase agreements, and no financial institution may enter into such an agreement with or on behalf of the District unless the instruments and the transaction meet the requirements of Section 2(h) of the Illinois Public Funds Investment Act (30 ILCS 235/2(h)).

Section III— ADMINISTRATIVE AND SERVICE POLICIES

- c) Repurchase agreements may be executed only with approved financial institutions or broker/dealers meeting the District's established standards, which shall include a mutual execution of a Master Repurchase Agreement adopted by the District.

8.0 COLLATERALIZATION:

Collateralization will be required above depository insured amounts on two (2) types of District investments:

- 1) **Deposit Collateralization:** Collateral securities approved by the District with a market value equal to at least 110% of deposits in excess of \$100,000 per institution shall be required. The collateral shall be marked to market and adjusted, if necessary, to the 110% level on at least a weekly basis. Insured certificates of deposit, share certificates, surety bonds and letters of credit with a value of at least 102% of deposits in excess of \$100,000 per institution shall be required.
- 2) **Repurchase Agreement Collateralization:** Direct treasury securities with a market value equal to at least 102% of the value of the repurchase agreement shall be maintained at all times. Repurchase agreement collateral shall be marked to market at the time of execution, and daily thereafter.

The collateral shall be placed at a financial institution other than the one at which either of the investments described above is placed, pursuant to a separate safekeeping agreement approved by the District.

9.0 DIVERSIFICATION:

The investment portfolio shall be diversified to eliminate the risk of loss resulting from concentration of assets in a specific maturity, a specific issuer or a specific class of securities. In order to properly manage any risk attendant to the investment of District assets, the portfolio shall not exceed the following diversification limits unless specifically authorized by the District:

- a) The District shall seek to achieve diversification in the portfolio by distributing investments among authorized investment categories among financial institutions, issuers and broker/dealers;
- b) The investment portfolio shall at no time hold time deposits constituting more than 10% of any single financial institution's total deposits;
- c) No investment category shall exceed 40% of the District's portfolio, with the exception of cash equivalents and treasury securities as defined in Section 5.0 of this Policy; and
- d) The District shall invest the majority of District funds in authorized investments of less than one (1) year maturity. No investment shall exceed three (3) years maturity.

10.0 SAFEKEEPING AND CUSTODY:

All security transactions entered into by the District shall be conducted on a delivery-versus-payment (DVP) or receipt-versus-payment (RVP) basis. Securities shall be held by a safekeeping agent designated by the District, and evidenced by safekeeping receipts.

11.0 INTERNAL CONTROLS:

The District's investment advisor(s) shall establish a District of internal controls, which shall be documented in writing and filed with the District's Board of Library Trustees for review. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets or imprudent actions by authorized investment officers.

11.1 ASSET ALLOCATION:

The allocation of assets within investment categories authorized under Section 5.0 of this Policy shall be approved by the District.

11.2 COMPETITIVE BIDDING:

Authorized investment officers shall obtain competitive bids from at least three (3) broker/dealers prior to executing the purchase or sale of any authorized investments.

Certificates of deposit shall be purchased by authorized investment officers on the basis of a qualified financial institution's ability to pay a required rate of interest to the District set on a daily basis. Such rate is generally determined on the basis of treasury or other appropriate market rates for a comparable term.

12.0 LIMITATION OF LIABILITY

The standard of prudence to be used by authorized investment officers shall be the "prudent person" standard as stated in Section 3.0 above, and shall be applied in the context of managing an overall portfolio. Authorized investment officers acting in accordance with written procedures and this Policy and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and necessary action is taken to control adverse developments.

13.0 REPORTING:

Financial reports shall be presented monthly to the District by the Investment Advisor. The monthly report shall contain the following:

- a) Performance as compared to established benchmarks;
- b) Asset allocation;
- c) Any circumstances resulting in a deviation from the standards established in Section 10.0 of this Policy;
- d) Impact of any material change in investment policy adopted during the month;
- e) The average days to maturity; and

- f) A listing of all investments in the portfolio marked to market value, including but not limited to information regarding securities in the portfolio by class or type, by value, income earned and market value as of the report date.

The District's investment advisor(s) shall develop performance reports in compliance with established industry reporting standards within six (6) months following the adoption of this Investment Policy. Such reporting standards may include those sanctioned by the Association of Investment Management Research ("AIMR") in accordance with Generally Accepted Accounting Principles("GAAP").

14.0 DELEGATION OF AUTHORITY:

The Board of Library Trustees shall employ one or more investment advisor(s) possessing superior capabilities in the management of assets of governmental bodies. The Board of Library Trustees shall require the investment advisor(s) selected and working on behalf of the District to meet the following conditions:

- 1) To take actions in the exercise of its discretion which in its best professional judgment are in the best interests of the District and in accordance with this Policy. Such actions include but are not limited to (a) the allocation of District funds among alternative types of investments; (b) specific investment opportunities regarding the acquisition, retention or disposition of investments; and (c) the recommendation of the addition, deletion or modification of authorized investments.
- 2) To execute all investment transactions on behalf of the District at the best net price, utilizing such approved brokers and dealers as it deems appropriate to obtain the best execution capabilities and/or valuable information with respect to the economy, at the lowest cost to the District.
- 3) Such additional responsibilities as are set forth in such investment advisor's written contract with the District.

In selecting one or more investment advisors, primary consideration shall be given to the person(s) or firm(s) having demonstrated superior capability in the management of governmental assets. However, among such person(s) or firm(s), for ease of access and personal contact, the Board may give preference to investment advisor(s) located within the boundaries of the Library District.

The District's investment advisor(s) shall be responsible for establishing the internal controls in written procedures for the operation of the District's investment program as set forth in this Policy.

Until the Board of Library Trustees appoints one or more investment advisor(s), management responsibility for the investment program set forth in this Policy is delegated to the Administrative Librarian of the District.

15.0 RESERVATION OF RIGHTS:

The District reserves the right to amend this Policy at any time upon the advice and consent of its Board of Library Trustees.

TO: Finance Committee

Attached is Library Policy – Section A – General Policies. You will be reviewing this policy at Wednesday's Finance Committee meeting. The meeting will begin 6:00 p.m. Please call Sandra at 847-376-2800 with any questions.

Thank you.



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

Adopted June 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980;

inclusion of "age" reaffirmed January 23, 1996, by the ALA Council

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

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CONFIDENTIALITY OF RECORDSI. 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. Formatted: Highlight
- 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. Formatted: Highlight
- 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 IL Public Act 95-0040 and Public Law 107-56 (USA PATRIOT Act), 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. The Management Committee will review the complaint and make recommendations to the Board of Trustees for action.

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-Library 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 DVD _____ 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~~ Library 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 (City = \$10,000.00) 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 or requests for proposals. Contracts, which by their nature are not adapted to award by competitive bidding, including, but not limited to, contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part, contracts for supplies, materials, parts or equipment which are available from only a single source, contracts for utility services such as water, electricity, gas, telephone or telegraphy, and contracts for the purchase of magazines, books, periodicals and similar articles of an educational or instructional nature shall not be subject to the competitive bidding requirements of this policy; provided, however, that such contracts in excess of ten thousand dollars (\$10,000.00) shall be presented to the library board of trustees requesting permission to waive bids and approval to enter into a formal contract.
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 (City = 10 days) before bids will be accepted by the Des Plaines Public Library. Formatted: Highlight
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. Formatted: Highlight
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~~ (Director). 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.~~ annual levy and appropriations ordinances.

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. Checks drawn on the library's accounts exclusive of payroll checks, shall be brought to the Board of Trustees for approval at a scheduled monthly meeting and shall require at least two signatures: those of a Board officer and the Library Director, or when the Library Director is absent, either a Board officer and designated Department Head or two Board officers.

Section 5. The City of Des Plaines Director of Finance Chair of the Finance Committee 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.

Adopted by the Board of Directors of the American Library Trustee Association and the Public Library Association, July 1985.

Amended by the Board of Directors of the American Library Trustee Association, July 1988, and approval of the amendment by the Board of Directors of the Public Library Association, January 1989.

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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.

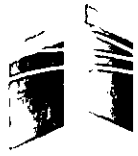
4. A Board member may send email items to all other Board members with items of passing interest provided that no response is requested or required. Such emails should clearly state that no response should be made. It is required that any such emails be sent to the Library Director for storage.
5. A 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 p 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

JANUARY

0602

2000/1/1



Des Plaines
Public Library

1501 Ellinwood Street
Des Plaines, IL 60016-4553
847-827-5551 phone
847-827-7974 fax

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, JANUARY 19, 2010

4:00 PM*

Conference Room – Second Floor

Agenda:

- **Approve Contract with Schindler Elevator**

***Note: Special Time**

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.



III.

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting

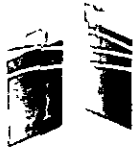
January 19, 2010

4:00 PM

- I. Call to Order. (4:00 PM)
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda.
- V. Public Comments and Questions.
- VI. City Council Community Services Committee – Alderman Dan Wilson.
- VII. Consent Agenda. [Action Item] (4:30 PM)
 - A. Approval of the Minutes of the Regular Board Meeting – December 15, 2009.
 - B. Acceptance of Financial Reports for December 2009.
 - C. Approval of Library Expenditures.
 1. Warrant Register – December 07, 2009 - \$71,743.51.
 2. Warrant Register – December 21, 2009 - \$137,944.49.
 3. Salaries – December 02, 2009 - \$117,532.52.
 4. Salaries – December 16, 2009 - \$113,610.22.
 5. Salaries – December 28, 2009 - \$120,466.86.
 - D. Acceptance of Reports.
 1. Director's Report – Sandra Norlin.
- VIII. Unfinished Business.
 - A. Approve Contract with Schindler Elevator Corporation - \$6,660.00.
[Action Item]

- IX. New Business. (5:00 PM)
- A. Approve Payment to FKI for Service Agreement. [Action Item]
 - B. Approve Payment to Brainfuse, Inc. - \$7,000.00. [Action Item]
 - C. Approve Entryway Heat Diffuser. [Action Item]
 - D. Approve Payment for Fourth Floor Reconfiguration. [Action Item]
 - E. Approve Payment to SRDS - \$5,218.00. [Action Item]
 - F. Attendance at Chamber of Commerce & Industry Winter Garden Ball – February 12, 2010. [Action Item]
 - G. Declaration of Surplus Property. [Action Item]
 - H. Approve Banking Services Agreement with First Midwest Bank. [Action item]
 - I. Approve Payment to Automated Logic – Chicago - \$9,765.00. [Action Item]
- X. Announcements.
- A. Des Plaines Chamber of Commerce & Industry February "FOOD FIGHT."
- XI. Correspondence.
- XII. Other
- XIII. Executive Session – To Discuss
- A. *Compensation, Discipline or Performance of a Specific Employee.*
 - B. Pending or Imminent Litigation.
- XIV. Executive Session Action.
- A. *Compensation, Discipline or Performance of a Specific Employee.* [Action Item]
 - B. Pending or Imminent Litigation. [Action Item]
- XV. Adjournment. (6:00 PM)

This meeting will be recorded for television broadcast.



VII.A.

BOARD OF TRUSTEES
Minutes of the Regular Meeting
December 15, 2009

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, December 15, 2009. President Noreen Lake called the meeting to order at 7:04 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Eldon Burk, Selma D'Souza, Myrtle Klebe, Susan Moylan Krey, Noreen Lake, George Magerl, Jeffery Rozovics, Elaine Tejcek.

Absent: Jennifer Tsalapatanis.

Also present: Sandra Norlin, Carol Kidd, Holly Richards Sorensen, Heather Imhoff, Gary Valente, Katie Shaffer.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

Sandra Norlin asked to add to New Business A. Discuss Elevator Service Contract.

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

PUBLIC COMMENTS AND QUESTIONS

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson.

Alderman Wilson was not in attendance.

CONSENT AGENDA

MOTION by Eldon Burk, seconded by Elaine Tejcek, 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	\$ 10,661.74
2. Petty Cash Expenditures	\$ 26.72
3. Budget Expenditures for November	\$ 504,777.67
4. Expenditures Year to Date	\$ 5,638,794.93
5. Revenue for November	\$ 12,219.74
6. Revenue Year to Date	\$ 3,627,385.87

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

November 2, 2009	\$ 50,214.37
November 16, 2009	<u>\$ 137,460.77</u>
Total	\$ 187,675.14

ROLL CALL VOTE: AYES: Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, Rozovics, Tejcek. NAYS: None. MOTION CARRIED.

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

November 3, 2009	\$ 118,148.71
November 18, 2009	<u>\$ 120,231.07</u>
Total	\$ 238,379.78

ROLL CALL VOTE: AYES: Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, Rozovics, Tejcek. NAYS: None. MOTION CARRIED.

LIBRARY 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:

Natalie Bowling, Circulation Services Clerk, 12/08/09; Samson Nguyen, Page, 11/02/09; Steven Schultz, Page, 11/02/09; Tracy Tiongson, Page, 11/04/09; and Virginia Holler, Promotion from Circulation Services Assistant to Circulation Services Manager, 11/01/09.

Karen McBride, Web Services Librarian, has been selected by the Illinois State Library to be an instructor for the new initiative, ILEAD U. This program will teach and train library staff throughout the state to prepare them to introduce new technologies to advance and streamline library services to the public.

STAFF DEVELOPMENT

Our annual staff meeting/holiday party will be held December 17 from 8 – 10 AM. Thanks to the generosity of the Trustees, the Friends of the Library, and the Department Heads, we serve a full breakfast, take care of some business, and enjoy holiday-themed activities. Trustees are welcome to attend.

The computer classes for Outlook training for staff have been very well received. The classes are taught by staff members to help staff learn to make better use of the Outlook document, calendar, contacts, and communications features of this office management software.

The Singing Librarians (Karen McBride, Holly Sorensen, Roberta Johnson, Veronica De Fazio (Schwartz), Francine Gralak, and Bob Blanchard) performed at both the city Holiday Lighting ceremony on December 4 and the Des Plaines Park District's Lake Wonderland event on December 5.

PATRON SERVICES

Patrons have checked out 16% more items year to date than during this period in 2008. The areas of biggest increase are children's fiction books (17%); adult fiction (22%); and adult DVDs (18%). Our electronic checkouts continue to grow with 136 checkouts by 47 patrons in November. The most popular titles reflect the popular bestsellers, such as Stephanie Meyer's *Twilight* series and Dan Brown's *The Lost Symbol*.

Thus far this year, our website has been used by 23,252 people and has been accessed over 1.1 million times. In-house use of our computers has increased by 20% on the fourth floor and decreased by 3% on the second floor.

OTHER PROFESSIONAL ACTIVITIES

I attended the Friends of the Library meeting on November 24 and rang the bell and minded the kettle for the Salvation Army on November 25. In December Carol, Holly and I met with representatives of six different firms to discuss accounting and payroll services. I also attended the CCS Governing Board meeting and the Chamber of Commerce Executive Committee meeting on December 2. On December 4 I attended the Holiday Lighting Ceremony at Metro Square. I will attend the Chamber of Commerce Holiday Luncheon on December 9, the Chamber of Commerce Board of Directors meeting on December 10 and the Woman Library Directors Holiday luncheon on December 11.

ANNOUNCEMENTS

We have received a Freedom of Information Act Request regarding staffing levels and salaries during all hours the library is open to the public.

I met with John Burke and Joy Matthiessen on November 25 to discuss cooperative agreements between the library and the history center. Among the topics discussed were joint purchasing agreements for supplies and services and planning schedules to avoid duplication of programs. More meetings will follow.

STAFF PRESENTATION – OVERVIEW OF MARKETING STRATEGY & “GETTING YOU THERE.” – HEATHER IMHOFF.

Heather Imhoff, Head of Public Information, introduced a new marketing campaign for 2010 titled “Getting You There” and gave an overview of communication strategies that will be used in 2010. The library will send postcard size advertisements to residents of Des Plaines inviting them to attend special library programs.

NEW BUSINESS.

Gary Valente, Head of Building and Security Services, asked for board approval to enter into a five-year maintenance agreement with Schindler Elevator and to cancel the current service agreement with Great Lakes Elevator. The Board directed Gary Valente to contact Schindler Elevator and ask if they would match the price quoted by Great Lakes Elevator and to report his findings to the Board at the January 19, 2010 meeting.

MOTION by Eldon Burk, seconded by Susan Moylan Krey, to approve payment to Gale Cengage Learning in the amount of \$10,852.98, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Susan Moylan Krey, to approve payment to NewsBank in the amount of \$11,475.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Susan Moylan Krey, to approve payment to Proquest in the amount of \$14,745.00, for a three year contract, which includes one year at no cost, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Susan Moylan Krey, to approve payment to Lexis Nexis in the amount of \$6,810.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Susan Moylan Krey, to approve payment to Baker & Taylor, Inc. in the amount of \$5,120.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Susan Moylan Krey, to approve payment to Roscor. in the amount of \$5,500.00, which is in the best interest of the Des Plaines Public Library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

President Lake stated that she and Vice President Magerl were present for the opening of the bids for accounting services and payroll services.

MOTION by George Magerl, seconded by Elaine Tejcek, to reject the payroll proposals. from Paycom, HK Payroll Services and PrimePay Payroll which were received after 10:30 a.m. deadline on December 9, 2009.

Jeffery Rozovics and Selma D'Souza were asked by President Lake to review the proposals for accounting and payroll services.

MOTION by Susan Moylan Krey, seconded by George Magerl, to accept the proposal from Lauterbach & Amen, LLP for accounting services for one year in the amount of \$61,865.00, which is the lowest bid and is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, Rozovics, Tejcek. NAYS: None. MOTION CARRIED. *see next page*

MOTION by Eldon Burk, seconded by Susan Moylan Krey, to accept the proposal from Pro/Data Payroll Services for payroll services for one year in the amount of \$28,630.20, which is the lowest bid, and is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, Rozovics, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Susan Moylan Krey, to approve payment to NewsBank in the amount of \$11,475.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Susan Moylan Krey, to approve payment to Proquest in the amount of \$14,745.00, for a three year contract, which includes one year at no cost, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Susan Moylan Krey, to approve payment to Lexis Nexis in the amount of \$6,810.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Susan Moylan Krey, to approve payment to Baker & Taylor, Inc. in the amount of \$5,120.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Susan Moylan Krey, to approve payment to Roscor. in the amount of \$5,500.00, which is in the best interest of the Des Plaines Public Library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

President Lake stated that she and Vice President Magerl were present for the opening of the bids for accounting services and payroll services.

MOTION by George Magerl, seconded by Elaine Tejcek, to reject the payroll proposals from Paycom, HK Payroll Services and PrimePay Payroll which were received after 10:30 a.m. deadline on December 9, 2009.

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MOTION by Eldon Burk, seconded by Susan Moylan Krey, to accept the proposal from Pro/Data Payroll Services for payroll services for three years in the amount of \$28,630.20, which is the lowest bid, and is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, Rozovics, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by Jeffery Rozovics, seconded by George Magerl, to approve the transfer of funds within the 2009 Library Budget to cover all 2009 appropriation deficit categories and to transfer any remaining balance to the Library Fund for 2010. ROLL CALL VOTE: AYES: Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, Rozovics, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by Jeffery Rozovics, seconded by Selma D'Souza, to approve the 2010 appropriation and the 2009 levy and to direct Carol Kidd to deliver the information to the City of Des Plaines. ROLL CALL VOTE: AYES: Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, Rozovics, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by George Magerl, seconded by Elaine Tejcek, to authorize staff to request proposals for banking services. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

ANNOUNCEMENTS

President Lake invited Board members to attend the 2010 Legislative Breakfast on Monday, February 15, 2010 sponsored by the North Suburban Library System.

President Lake also invited Board members to attend a meeting on the changes to the Freedom of Information Act and Open Meetings Act to be held on Monday, January 25 at North Suburban Library System.

The Board will hold their semi-annual dinner at Grazie Ristorante & Banquet in Des Plaines immediately following the January 19 meeting.

EXECUTIVE SESSION

MOTION by Eldon Burk, seconded by Selma D'Souza, to enter into an Executive Session at 8:52 p.m. to discuss Semi-Annual Review of Executive Session Minutes. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:55p.m. and was called to order by President Noreen Lake.

EXECUTIVE SESSION ACTION

MOTION by Eldon Burk, seconded by George Magerl, to concur with the decision made in Executive Session to retain all Executive Session Minutes on file. VOTE: AYES: All. NAYS: None. MOTION CARRIED. Abstain: D'Souza, Moylan Krey.

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

Meeting adjourned at 8:57 p.m.

Minutes prepared by Carol Kidd

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02
02

VI.D.1.

**DES PLAINES PUBLIC LIBRARY
FINANCE REPORT FOR DECEMBER 2009**

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

1. Over the Counter Receipts	\$ 10,000.05
2. Petty Cash Expenditures	\$.00
3. Budget Expenditures for December	\$ 765,227.73
4. Expenditures Year to Date	\$ 6,193,590.14
5. Revenue for December	\$ 28,676.36
6. Revenue Year to Date	\$ 4,755,916.89

Warrant Register

December 7, 2009	\$ 71,743.51
December 21, 2009	<u>\$ 137,944.49</u>
Total	\$ 209,688.00

Salaries

December 2, 2009	\$ 117,532.52
December 16, 2009	\$ 113,610.22
December 28, 2009	<u>\$ 120,466.86</u>
Total	\$ 351,609.60

**DES PLAINES PUBLIC LIBRARY
OVER THE COUNTER RECEIPTS FOR DECEMBER 2009**

	<u>December 2008</u>	<u>December 2009</u>	<u>Year to Date 2008</u>	<u>Year to Date 2009</u>
Lost Materials	477.15	364.38	7,553.39	6,591.77
Fines	7,345.14	7,876.23	98,427.52	102,390.95
Damage	10.99	21.99	733.60	1,470.35
Fees	229.00	303.10	3,990.56	4,171.45
Copies	2,684.85	1,248.10	21,944.87	26,963.41
Miscellaneous	2.00	111.25	70.55	195.10
Bags		75.00	\$330.00	1,653.00
Total	\$10,749.13	\$10,000.05	\$133,050.49	\$143,436.03

PETTY CASH EXPENDITURES - DECEMBER

NONE

SUNGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 01/06/10
 TIME: 09:15:33

CITY OF DES PLAINES
 PRINT BALANCE SHEETS BY FUND

PAGE NUMBER:
 STATMN11

SELECTION CRITERIA: genledgr.fund in {"201","202"}
 ACCOUNTING PERIOD: 12/09

FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102005	CASH PAYABLE 1944119043		125,883.93
102006	LOCKBOX MB - WATER	.00	
102007	CASH PAYROLL 1944652940		151,131.65
102008	CASH DEPOSIT 1944650243		102,221.02
102012	CASH IL FUND 007139119668	.00	
102028	CASH LIBRARY DONATIONS	19,392.35	
102073	CASH IL- EPAY151600008073	.00	
102076	IL FUNDS - LIBRARY	44.73	
102078	CASH IL-EPAY LIBRARY	1,258.25	
	TOTAL CASH	21,195.33	379,236.60
104006	INVESTMENTS-CERTIF OF DEP	100,273.13	
104033	INVESTMENTS-DOWNING	.32	
104035	LIBRARY DONATION BROKERAG	2.28	
	TOTAL INVESTMENTS	100,275.73	.00
115400	RECEIVABLE-ACCRUED INTRST	.00	
115410	RECEIVABLE-INTEREST EARNS	.00	
118000	RECEIVABLE-PROPERTY TAXES	6,934,578.00	
119125	RECEIVABLE-GRANTS	.00	
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	6,934,578.00	.00
119301	PREPAID EXPENSE	95,232.00	
	TOTAL PREPAID ITEMS	95,232.00	.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	7,151,281.06	379,236.60
401000	ACCOUNTS PAYABLE		187,503.47
401001	AUDIT ACCOUNTS PAYABLE		.00
	TOTAL ACCOUNTS PAYABLE	.00	187,503.47
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
 DATE: 01/06/10
 TIME: 09:13:52

CITY OF DES PLAINES
 REVENUE STATUS REPORT

PAGE NUMBER:
 REVSTA11

SELECTION CRITERIA: orgn.fund in ("201","202")
 ACCOUNTING PERIOD: 12/09

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	623.19	9,376.81	6.23
899920	LIBRARY DONATIONS	.00	.00	.00	2,978.00	-2,978.00	.00
TOTAL OTHER REVENUE		10,000.00	.00	.00	3,601.19	6,398.81	36.01

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	.00	200,000.00	.00
TOTAL OTHER FINANCING SOURCES		200,000.00	.00	.00	.00	200,000.00	.00
TOTAL TITLE NOT FOUND		210,000.00	.00	.00	3,601.19	206,398.81	1.71
TOTAL LIBRARY CAPITAL PROJ FU		210,000.00	.00	.00	3,601.19	206,398.81	1.71

TOTAL REPORT		7,241,445.00	28,676.36	.00	4,755,916.89	2,485,528.11	65.68
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SUNGARD PENTAMATION INC - FUND ACCOUNTING
DATE: 01/06/10
TIME: 09:12:17

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

PAGE NUMBER:
EXPSTA11

SELECTION CRITERIA: orgn.fund in ("201","202")
ACCOUNTING PERIOD: 12/09

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	2,383,898.00	209,187.45	.00	2,056,531.69	327,366.31	86.27
910200	TEMPORARY WAGES	858,885.00	85,699.93	.00	774,875.52	84,009.48	90.22
910500	VACATION PAY	.00	18,175.50	.00	162,140.74	-162,140.74	.00
910600	SICK PAY	.00	9,693.22	.00	62,399.08	-62,399.08	.00
910700	HOLIDAY PAY	.00	28,336.91	.00	93,883.68	-93,883.68	.00
910900	ACT/OUT OF CLASS/PREMIUM	.00	.00	.00	516.59	-516.59	.00
910950	EXCESS SICK HRS PAY OUT	.00	.00	.00	1,748.46	-1,748.46	.00
	TOTAL SALARIES	3,242,783.00	351,093.01	.00	3,152,095.76	90,687.24	97.20

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-918000 BENEFITS

P15

918010	UNEMPLOYMENT COMPENSATIO	1,406.00	351.50	.00	1,406.00	.00	100.00
918020	EMPLOYER CONTR-F.I.C.A.	247,690.00	25,381.73	.00	234,929.33	12,760.67	94.85
918021	EMPLOYER CONTR-I.M.R.F.	283,039.00	30,723.75	.00	276,247.70	6,791.30	97.60
918030	EAP PROGRAM	662.00	.00	.00	.00	662.00	.00
918040	LIFE INS PREMIUMS	7,099.00	547.40	.00	6,545.00	554.00	92.20
918050	PPO INSURANCE PREMIUMS	402,138.00	40,809.12	.00	338,038.07	64,099.93	84.06
918051	HMO INSURANCE PREMIUMS	115,187.00	10,933.41	.00	105,471.81	9,715.19	91.57
918055	DENTAL INSURANCE PREMIUM	29,141.00	2,830.53	.00	24,642.75	4,498.25	84.56
918070	WORKERS COMPENSATION	7,756.00	1,595.74	.00	13,793.02	-6,037.02	177.84
918085	RHS PLAN PAYOUT	3,391.00	.00	.00	18,417.92	-15,026.92	543.14
	TOTAL BENEFITS	1,097,509.00	113,173.18	.00	1,019,491.60	78,017.40	92.89

FUND-201 LIBRARY FUND
ORGANIZATION-2110 LIBRARY SERVICES
1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

920100	LEGAL FEES	10,000.00	589.00	.00	589.00	9,411.00	5.89
920105	COSTS OF LITIGATION	2,500.00	.00	.00	.00	2,500.00	.00
920110	PROFESSIONAL SERVICES	355,000.00	54,166.66	.00	354,478.29	521.71	99.85
920120	COMMUNICATION SERVICES	21,120.00	3,355.38	.00	28,414.25	-7,294.25	134.54
920140	DATA PROCESSING SERVICES	98,000.00	8,609.05	.00	57,304.42	40,695.58	58.47
920202	CONFERENCES	27,850.00	195.00	.00	3,628.75	24,221.25	13.03
920204	TRAINING	6,100.00	280.00	.00	6,084.00	16.00	99.74
920205	TUITION REIMBURSEMENTS	5,000.00	250.00	.00	3,739.63	1,260.37	74.79
920210	IN-SERVICE TRAINING	6,000.00	.00	.00	831.36	5,168.64	13.86
920220	MEMBERSHIP DUES	6,500.00	1,915.00	.00	8,061.00	-1,561.00	124.02
920225	LICENSING/TITLES	250.00	.00	.00	50.00	200.00	20.00
920230	PUBLICATION OF NOTICES	4,500.00	86.40	.00	812.05	3,687.95	18.05
920900	PROPERTY/LIAB CONTRIBUTI	25,773.00	6,443.25	.00	25,773.00	.00	100.00
930010	R & M EQUIPMENT	78,577.00	10,199.11	.00	98,184.89	-19,607.89	124.95
930020	R & M BLDGS & STRUCTURES	112,990.00	17,499.80	.00	87,403.38	25,586.62	77.35
930030	R & M VEHICLES	8,550.00	2,090.95	.00	7,872.50	677.50	92.08

SUNGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 01/06/10
 TIME: 09:12:17

CITY OF DES PLAINES
 EXPENDITURE STATUS REPORT

PAGE NUMBER:
 EXPST11

SELECTION CRITERIA: orgn,fund in ("201","202")
 ACCOUNTING PERIOD: 12/09

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
930195	BOOK BINDING & REPAIR	3,000.00	.00	.00	537.75	2,462.25	17.93
930210	RENTAL OF EQUIPMENT	26,500.00	164.00	.00	1,496.00	25,004.00	5.65
930320	CLEANING:CUSTODIAL SERV	94,840.00	8,808.00	.00	111,548.50	-16,708.50	117.62
930490	REFUSE CONTRACT	6,888.00	869.43	.00	5,496.48	1,391.52	79.80
960040	EMPLOYEE PHYSICALS	.00	.00	.00	68.50	-68.50	.00
960065	BANK FEES	.00	.00	.00	2.87	-2.87	.00
960070	TRAVEL EXPENSES	500.00	.00	.00	1,972.02	-1,472.02	394.40
960210	SPECIAL EVENT PROGRAMMIN	25,000.00	2,716.89	.00	27,293.12	-2,293.12	109.17
960990	MISC CONTRACTUAL SVCS	121,560.00	8,061.41	.00	81,344.04	40,215.96	66.92
	TOTAL CONTRACTUAL SERVICES	1,046,998.00	126,299.33	.00	912,985.80	134,012.20	87.20

FUND-201 LIBRARY FUND
 ORGANIZATION-2110 LIBRARY SERVICES
 1ST SUBTOTAL-970000 COMMODITIES

970100	OFFICE SUPPLIES	91,300.00	4,865.61	.00	77,104.00	14,196.00	84.45
970110	MEALS (PRSNRS/WRKRS/VOLS	2,800.00	200.00	.00	2,796.89	3.11	99.89
970115	SUPPLIES: DEPT/OTHER	.00	.00	.00	11.85	-11.85	.00
970170	JANITORIAL	20,600.00	4,774.70	.00	22,342.84	-1,742.84	108.46
970260	POSTAGE AND PARCEL	18,000.00	1,752.18	.00	9,126.75	8,873.25	50.70
970270	PRINTING-REPROD-BINDING	12,050.00	669.03	.00	10,606.51	1,443.49	88.02
970330	SUPPLIES: VEHICLE R/M	.00	.00	.00	106.90	-106.90	.00
970500	PURCHASE OF WATER	8,000.00	.00	.00	85.91	7,914.09	1.07
970600	BOOKS	489,800.00	87,648.58	.00	477,527.79	12,272.21	97.49
970610	AUDIO MATERIALS	84,600.00	7,908.67	.00	68,245.22	16,354.78	80.67
970620	SUBSCRIPTIONS & BOOKS	78,800.00	37,908.14	.00	101,257.09	-22,457.09	128.50
970630	VISUAL MATERIALS	96,250.00	8,267.65	.00	99,668.38	-3,418.38	103.55
970640	AUTOMATED REFERENCE MAT'	141,000.00	16,289.25	.00	144,385.69	-3,385.69	102.40
970810	NATURAL GAS	30,030.00	.00	.00	14,657.79	15,372.21	48.81
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	3,850.00	.00	.00	.00	3,850.00	.00
970850	GASOLINE	1,650.00	.00	.00	.00	1,650.00	.00
970900	EQUIPMENT <\$5,000	20,100.00	608.96	.00	17,645.16	2,454.84	87.79
	TOTAL COMMODITIES	1,099,330.00	170,892.77	.00	1,045,568.77	53,761.23	95.11

FUND-201 LIBRARY FUND
 ORGANIZATION-2110 LIBRARY SERVICES
 1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

980300	IMPROVEMENTS	24,055.00	.00	.00	.00	24,055.00	.00
980400	EQUIPMENT	34,750.00	.00	.00	23,278.84	11,471.16	66.99
980410	COMPUTER HARDWARE	6,450.00	50.00	.00	2,054.60	4,395.40	31.85
980420	COMPUTER SOFTWARE	64,080.00	2,998.82	.00	31,044.50	33,035.50	48.45
980600	FURNITURE & FIXTURES	9,300.00	720.62	.00	7,070.27	2,229.73	76.02
	TOTAL CAPITAL EXPENDITURES	138,635.00	3,769.44	.00	63,448.21	75,186.79	45.77

SUNGARD PENTAMATION INC - FUND ACCOUNTING
DATE: 01/06/10
TIME: 09:12:17

CITY OF DES PLAINES
EXPENDITURE STATUS REPORT

PAGE NUMBER:
EXPSTA11

SELECTION CRITERIA: orgn.fund in ("201","202")
ACCOUNTING PERIOD: 12/09

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-980000 CAPITAL EXPENDITURES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/BUD
FUND-201 LIBRARY FUND							
ORGANIZATION-2110 LIBRARY SERVICES							
1ST SUBTOTAL-990990 OTHER FUNDING ACTIVITIES							
990935	TRANS TO D/S: 2002A BOND	25,796.00	.00	.00	.00	25,796.00	.00
990940	TRANS TO LIB CAP PROJ FN	200,000.00	.00	.00	.00	200,000.00	.00
993000	CONTINGENCY RESERVE	75,000.00	.00	.00	.00	75,000.00	.00
	TOTAL OTHER FUNDING ACTIVITIE	300,796.00	.00	.00	.00	300,796.00	.00
	TOTAL LIBRARY SERVICES	6,926,051.00	765,227.73	.00	6,193,590.14	732,460.86	89.42

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 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	7,704.17	-7,704.17	.00
920204	TRAINING	.00	.00	.00	4,500.00	-4,500.00	.00
920210	IN-SERVICE TRAINING	.00	.00	.00	1,567.30	-1,567.30	.00
960070	TRAVEL EXPENSES	.00	.00	.00	233.65	-233.65	.00
960210	SPECIAL EVENT PROGRAMMIN	.00	.00	.00	9,245.75	-9,245.75	.00
960990	MISC CONTRACTUAL SVCS	49,259.00	.00	.00	15,259.75	33,999.25	30.98
	TOTAL CONTRACTUAL SERVICES	49,259.00	.00	.00	38,510.62	10,748.38	78.18

FUND-201 LIBRARY FUND
 ORGANIZATION-2130 IL LIBRARY PER CAP GRANT
 1ST SUBTOTAL-970000 COMMODITIES

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970260	POSTAGE AND PARCEL	4,000.00	.00	.00	2,000.00	2,000.00	50.00
970270	PRINTING-REPROD-BINDING	15,650.00	.00	.00	15,686.00	-36.00	100.23
	TOTAL COMMODITIES	19,650.00	.00	.00	17,686.00	1,964.00	90.01

FUND-201 LIBRARY FUND
 ORGANIZATION-2130 IL LIBRARY PER CAP GRANT
 1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

980400	EQUIPMENT	.00	.00	.00	12,703.03	-12,703.03	.00
	TOTAL CAPITAL EXPENDITURES	.00	.00	.00	12,703.03	-12,703.03	.00
	TOTAL IL LIBRARY PER CAP GRAN	68,909.00	.00	.00	68,899.65	9.35	99.99
	TOTAL LIBRARY FUND	6,994,960.00	765,227.73	.00	6,262,489.79	732,470.21	89.53

SUNGARD PENTAMATION INC - FUND ACCOUNTING
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 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	15,000.00	.00	.00	842.92	14,157.08	5.62
960990	MISC CONTRACTUAL SVCS	.00	.00	.00	560.00	-560.00	.00
	TOTAL CONTRACTUAL SERVICES	15,000.00	.00	.00	1,402.92	13,597.08	9.35

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

980300	IMPROVEMENTS	75,000.00	15,834.50	.00	59,539.03	15,460.97	79.39
980400	EQUIPMENT	23,820.00	.00	.00	12,087.90	11,732.10	50.75
980410	COMPUTER HARDWARE	114,477.00	.00	.00	81,913.39	32,563.61	71.55
980420	COMPUTER SOFTWARE	4,470.00	.00	.00	4,470.00	.00	100.00
	TOTAL CAPITAL EXPENDITURES	217,767.00	15,834.50	.00	158,010.32	59,756.68	72.56
	TOTAL LIBRARY CAPITAL PROJECT	232,767.00	15,834.50	.00	159,413.24	73,353.76	68.49
	TOTAL LIBRARY CAPITAL PROJ FU	232,767.00	15,834.50	.00	159,413.24	73,353.76	68.49

TOTAL REPORT 7,227,727.00 781,062.23 .00 6,421,903.03 805,823.97 88.85

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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	920100	LEGAL FEES	25529	KLEIN, THORPE AND JEN	143695	507	361.00
2110	920120	COMMUNICATION SE	101343	CALL ONE	LIB 11-15-09	369	451.09
2110	920140	DATA PROCESSING	72106	COOPERATIVE COMPUTER	DPK1009	868	4593.79
2110	920204	TRAINING	43806	NORTH SUBURBAN LIBRAR	1270128	570	280.00
2110	920220	MEMBERSHIP DUES	37429	DES PLAINES CHAMBER O	4134A	311	210.00
2110	930010	R & M EQUIPMENT	02830	UNITED BUSINESS SOLUT	48892	735	363.98
2110	930010	R & M EQUIPMENT	02830	UNITED BUSINESS SOLUT	48906	737	3.70
2110	930010	R & M EQUIPMENT	02830	UNITED BUSINESS SOLUT	48887	736	261.95
2110	930010	R & M EQUIPMENT	02830	UNITED BUSINESS SOLUT	48907	831	7.32
2110	930010	R & M EQUIPMENT	02830	UNITED BUSINESS SOLUT	48894	841	1590.74
2110	930020	R & M BLDGS & ST	00289	ANDERSON LOCK CO LTD	7014873	334	288.50
2110	930020	R & M BLDGS & ST	08777	BISHOP PLUMBING, INC.	62844	383	810.85
2110	930020	R & M BLDGS & ST	08777	BISHOP PLUMBING, INC.	63011	382	337.95
2110	930020	R & M BLDGS & ST	08777	BISHOP PLUMBING, INC.	63025	854	1735.00
2110	930020	R & M BLDGS & ST	106102	GREAT LAKES ELEVATOR	25430	518	187.00
2110	930030	R & M VEHICLES	102935	BILL'S AUTO & TRUCK R	43502	853	1142.57
2110	930030	R & M VEHICLES	102935	BILL'S AUTO & TRUCK R	43384	381	948.38
2110	930320	CLEANING:CUSTODI	102711	SPEED-E-KLEEN	3534	649	290.00
2110	930320	CLEANING:CUSTODI	107234	COMPLETE CLEANING COM	1260009	310	350.00
2110	930490	REFUSE CONTRACT	02746	WASTE MANAGEMENT	211049720082	720	312.41
2110	930490	REFUSE CONTRACT	02746	WASTE MANAGEMENT	397333220085	718	118.56
2110	960210	SPECIAL EVENT PR	01597	JOURNAL AND TOPICS NE	131233	478	165.00
2110	960210	SPECIAL EVENT PR	01597	JOURNAL AND TOPICS NE	131314	479	195.00
2110	960210	SPECIAL EVENT PR	106103	CLASS ACT	02-15 DEP	333	75.00
2110	960210	SPECIAL EVENT PR	108227	ROBERT LEDERMANN	12-12-09	500	150.00
2110	960210	SPECIAL EVENT PR	108228	MARGARET ROSE MARTINO	12-12-09	448	200.00
2110	960210	SPECIAL EVENT PR	18227	DES PLAINES PARK DIST	FALL 2009	319	50.00
2110	960990	MISC CONTRACTUAL	04856	R & J UPHOLSTERY	12419	687	375.00
2110	960990	MISC CONTRACTUAL	04856	R & J UPHOLSTERY	12438	686	150.00
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	5010418570	864	12.83
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023774429	865	79.27
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	5010158814	370	4.80
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023841371	215	4.96
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023836467	225	7.65
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023836133	218	3.83
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023848006	226	17.72
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023832357	227	9.58
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023855594	67	2.31
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023883760	64	1.09
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023873734	59	6.72
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023865707	55	6.79
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023875614	57	6.72
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023798000	83	3.46
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023883631	78	9.38
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023883611	76	9.92
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023808419	96	4.12
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023789697	95	9.09
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023807261	88	6.72
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023757774	91	11.04
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023813452	94	7.44

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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SELECTION CRITERIA: payable.due_date="12/07/2009"

FUND 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023820298	85	0.00	4.49
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023824034	87	0.00	57.73
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023827142	24	0.00	4.75
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023797963	20	0.00	1.12
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023832355	22	0.00	9.39
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023769597	26	0.00	6.54
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023818509	48	0.00	45.17
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023803344	34	0.00	2.46
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023803283	40	0.00	10.35
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023808422	38	0.00	1.83
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023812028	36	0.00	3.36
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023773560	32	0.00	25.21
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023789561	146	0.00	1.59
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023816107	154	0.00	49.95
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023787245	148	0.00	1.12
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023769638	153	0.00	1.88
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023757846	145	0.00	4.48
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023789525	150	0.00	2.35
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023676159	164	0.00	5.31
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023845717	166	0.00	4.31
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023808411	158	0.00	57.27
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023808455	160	0.00	11.31
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023813151	162	0.00	1.88
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023757931	98	0.00	46.09
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023813273	105	0.00	2.86
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023815403	100	0.00	76.06
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023809456	104	0.00	65.40
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023816378	107	0.00	24.07
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023760488	102	0.00	13.22
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023816431	116	0.00	55.98
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023818768	109	0.00	13.41
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023816160	111	0.00	8.70
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023799553	112	0.00	87.59
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023506433	115	0.00	6.07
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023769513	131	0.00	0.94
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023749784	128	0.00	41.53
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2023847976	133	0.00	3.65
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5874411	140	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5880557	124	0.00	2.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5869517	142	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5869520	141	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5869530	139	0.00	9.20
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5869528	127	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5876373	138	0.00	31.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5874415	114	0.00	5.70
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5869523	118	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5869519	120	0.00	4.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5874410	152	0.00	9.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5883271	165	0.00	2.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5883270	169	0.00	6.55

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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	5883264	180	0.00	6.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5883273	192	0.00	2.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5883267	173	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5883265	190	0.00	4.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5883260	175	0.00	4.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5883269	176	0.00	5.70
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5883261	182	0.00	15.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5883268	178	0.00	2.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5883272	188	0.00	5.70
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5875268	29	0.00	17.10
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5875257	41	0.00	6.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5875259	45	0.00	4.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5875265	47	0.00	15.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5880561	4	0.00	2.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5880560	12	0.00	5.95
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5869522	17	0.00	12.15
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5880558	2	0.00	5.70
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5869535	14	0.00	2.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5880550	75	0.00	6.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5875267	79	0.00	8.55
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5874409	92	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5875269	71	0.00	11.40
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5875258	61	0.00	29.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5880552	62	0.00	6.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5875263	63	0.00	42.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5875264	52	0.00	9.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5880553	68	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5875266	60	0.00	11.65
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5869525	222	0.00	4.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5876375	220	0.00	4.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5869536	238	0.00	5.70
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5880556	240	0.00	17.35
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5869518	217	0.00	4.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5869529	229	0.00	6.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5880549	239	0.00	6.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5869538	231	0.00	5.95
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5869524	232	0.00	13.70
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5869534	233	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5875250	234	0.00	9.60
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5869537	235	0.00	5.70
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5869526	195	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5880554	204	0.00	2.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5869521	211	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5883263	198	0.00	4.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5880555	208	0.00	2.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5869532	200	0.00	6.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5875262	206	0.00	9.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5883262	202	0.00	4.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5874414	203	0.00	14.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5876374	193	0.00	2.25

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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	5875248	260	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5880559	242	0.00	2.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5874413	264	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5875252	263	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5875256	283	0.00	5.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5875261	282	0.00	11.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5869527	281	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5875253	286	0.00	4.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5875255	276	0.00	2.45
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5869531	275	0.00	4.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5883259	270	0.00	13.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5875249	271	0.00	4.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5869539	272	0.00	22.80
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5869533	279	0.00	16.55
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5875254	289	0.00	4.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5875251	292	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5880551	298	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5880548	290	0.00	4.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5875260	296	0.00	13.90
2110	960990	MISC CONTRACTUAL 106266	INVICTA SERVICES LLC	1395	892	0.00	143.85
2110	960990	MISC CONTRACTUAL 106535	INTERIOR TROPICAL GAR	45793	870	0.00	85.00
2110	960990	MISC CONTRACTUAL 107765	SOMETHING FISHY INC	112	672	0.00	26.37
2110	960990	MISC CONTRACTUAL 107765	SOMETHING FISHY INC	113	651	0.00	102.41
2110	960990	MISC CONTRACTUAL 108025	MICHAEL CLOUD	009	321	0.00	125.00
2110	960990	MISC CONTRACTUAL 19075	CERAMICA, INC.	09-29587	377	0.00	218.00
2110	960990	MISC CONTRACTUAL 25775	CRIMSON MULTIMEDIA DI	15544A	314	0.00	40.71
2110	970100	OFFICE SUPPLIES 02618	PESCHE'S INC	9860	250	0.00	67.99
2110	970100	OFFICE SUPPLIES 02830	UNITED BUSINESS SOLUT	81541A	833	0.00	10.78
2110	970100	OFFICE SUPPLIES 02830	UNITED BUSINESS SOLUT	81479A	832	0.00	11.01
2110	970100	OFFICE SUPPLIES 08520	WAREHOUSE DIRECT	5169370	669	0.00	70.16
2110	970100	OFFICE SUPPLIES 08520	WAREHOUSE DIRECT	5149300	666	0.00	96.90
2110	970100	OFFICE SUPPLIES 08520	WAREHOUSE DIRECT	5108320	667	0.00	11.53
2110	970100	OFFICE SUPPLIES 08520	WAREHOUSE DIRECT	5250550	668	0.00	25.23
2110	970100	OFFICE SUPPLIES 08520	WAREHOUSE DIRECT	4712870	716	0.00	43.28
2110	970100	OFFICE SUPPLIES 08520	WAREHOUSE DIRECT	4605880	717	0.00	26.37
2110	970100	OFFICE SUPPLIES 09638	OFFICE DEPOT	448070330001	571	0.00	30.17
2110	970100	OFFICE SUPPLIES 09638	OFFICE DEPOT	494083173001	553	0.00	-69.24
2110	970100	OFFICE SUPPLIES 09638	OFFICE DEPOT	493942312001	552	0.00	69.24
2110	970100	OFFICE SUPPLIES 09638	OFFICE DEPOT	494290425001	257	0.00	115.44
2110	970100	OFFICE SUPPLIES 20177	DEMCO EDUCATIONAL COR	3700168	317	0.00	254.93
2110	970100	OFFICE SUPPLIES 20177	DEMCO EDUCATIONAL COR	3708112	316	0.00	135.33
2110	970170	JANITORIAL 01250	GRAINGER	9116733404	537	0.00	1410.00
2110	970170	JANITORIAL 17132	MENARDS	48133	449	0.00	54.85
2110	970170	JANITORIAL 20696	RUNGE PAPER COMPANY,	638126	684	0.00	1190.55
2110	970260	POSTAGE AND PARC 103035	FEDERAL EXPRESS	9-379-25359	740	0.00	74.50
2110	970270	PRINTING-REPROD- 108160	3 E MARKETING COMMUNI	12447	421	0.00	251.81
2110	970270	PRINTING-REPROD- 108160	3 E MARKETING COMMUNI	12353	423	0.00	417.22
2110	970600	BOOKS 04625	C C H, INCORPORATED	9623302	794	0.00	1072.85
2110	970600	BOOKS 05148	CRONER PUBLICATIONS	8396	328	0.00	129.95
2110	970600	BOOKS 06033	THE H W WILSON COMPAN	58202781	827	0.00	867.00

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2110	970600	BOOKS	09641	GREY HOUSE PUBLISHING	747659	695	406.05
2110	970600	BOOKS	09647	INFO USA MARKETING, I	924059352	888	830.00
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023774429	866	923.31
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023764354	867	2129.98
2110	970600	BOOKS	09737	BAKER & TAYLOR	5010418570	863	1962.49
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023824033	744	1233.68
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023799552	747	2044.33
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023815402	746	1875.91
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023809457	748	1853.00
2110	970600	BOOKS	09737	BAKER & TAYLOR	5010158814	384	739.40
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023847976	284	56.73
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023848006	280	289.20
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023836133	214	52.17
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023841371	216	36.30
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023836467	224	137.22
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023865707	56	76.81
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023818509	53	712.55
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023875614	58	118.19
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023855594	72	3.58
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023883760	70	14.17
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023832357	65	116.36
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023873734	69	74.29
2110	970600	BOOKS	09737	BAKER & TAYLOR	134849	81	100.33
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023820297	86	134.53
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023883631	74	290.49
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023798000	84	75.82
2110	970600	BOOKS	09737	BAKER & TAYLOR	1948613	89	-100.33
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023807261	90	95.36
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023813452	82	60.78
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023760488	11	150.27
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023832355	23	16.71
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023773560	33	278.41
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023803344	35	4.18
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023827142	25	63.40
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023769597	27	72.29
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023808422	39	30.25
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023812028	37	40.85
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023797963	28	6.81
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023803283	30	106.25
2110	970600	BOOKS	09737	BAKER & TAYLOR	134576	31	111.77
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023883611	184	126.33
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023816107	172	605.60
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023676159	157	9.57
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023789525	151	25.55
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023808411	159	731.98
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023787245	149	9.65
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023808455	161	135.56
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023769638	155	37.99
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023813151	163	33.07
2110	970600	BOOKS	09737	BAKER & TAYLOR	2023789561	147	16.45

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2110	970600	BOOKS	09737 BAKER & TAYLOR	2023757846	156	0.00	48.42
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023845717	167	0.00	46.67
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023818768	110	0.00	204.09
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023813273	106	0.00	34.93
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023757931	99	0.00	736.79
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023506433	113	0.00	58.98
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023808419	97	0.00	113.06
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023816378	108	0.00	435.60
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023789697	103	0.00	124.82
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023816431	117	0.00	106.24
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023757774	101	0.00	105.68
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023856610	130	0.00	304.92
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023749784	129	0.00	486.28
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023816160	136	0.00	100.80
2110	970600	BOOKS	09737 BAKER & TAYLOR	134850	134	0.00	111.77
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023769513	135	0.00	8.96
2110	970600	BOOKS	100886 LAW BULLETIN PUBLISHI	1223829	499	0.00	83.33
2110	970600	BOOKS	103083 LAKE VILLA PUBLIC LIB	INTER LOAN	488	0.00	41.00
2110	970600	BOOKS	103972 ELK GROVE HIGH SCHOOL	10-22-09	799	0.00	40.00
2110	970600	BOOKS	105644 D & B	9737871-01	803	0.00	1421.00
2110	970600	BOOKS	105644 D & B	9737877-01	315	0.00	734.50
2110	970600	BOOKS	105644 D & B	9737874-01	312	0.00	734.50
2110	970600	BOOKS	106151 CAPSTONE PRESS INCORP	CI10144425	775	0.00	2726.26
2110	970600	BOOKS	106727 GALE	16533933	815	0.00	265.84
2110	970600	BOOKS	106731 MASON CREST PUBLISHER	1066912	490	0.00	2110.90
2110	970600	BOOKS	107271 BERNAN	10590608	380	0.00	144.16
2110	970600	BOOKS	108225 GRASS ROOTS PRESS	14288	513	0.00	48.36
2110	970600	BOOKS	108229 PORTLAND CEMENT ASSOC	478045	251	0.00	128.01
2110	970600	BOOKS	18148 REED CONSTRUCTION DAT	10-28-2009	688	0.00	142.19
2110	970600	BOOKS	19764 BRODART COMPANY	8671836	389	0.00	72.50
2110	970600	BOOKS	19764 BRODART COMPANY	8560976	388	0.00	15.17
2110	970600	BOOKS	19764 BRODART COMPANY	816950	387	0.00	13.57
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVIC	46239014	889	0.00	44.95
2110	970600	BOOKS	73124 SCHOLL CORPORATE GUID	33527	648	0.00	33.95
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	374030	386	0.00	408.56
2110	970610	AUDIO MATERIALS	07339 BLACKSTONE AUDIO INC	510966	385	0.00	235.00
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2023815402	745	0.00	24.99
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	889745280	21	0.00	15.72
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5880561	5	0.00	7.49
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5880557	10	0.00	14.24
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5869536	13	0.00	14.98
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5875269	9	0.00	54.71
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5869535	15	0.00	13.49
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5880560	18	0.00	29.98
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5880558	2	0.00	28.48
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5875267	80	0.00	41.97
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5874415	132	0.00	25.33
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	2024649	123	0.00	43.99
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	2024651	122	0.00	89.98
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5875268	121	0.00	81.24

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2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5883271	168	11.49
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	2031513	187	145.96
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5883269	177	22.33
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5883268	179	12.59
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5883270	170	44.07
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	2031514	185	89.98
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5883272	189	28.48
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	2031515	186	34.99
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5880556	241	79.14
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5880559	259	12.74
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5869539	274	104.47
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	2024650	237	109.97
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5869537	236	19.48
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5883273	196	11.69
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5874414	194	68.95
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5880555	209	12.59
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5869538	207	23.23
2110	970610	AUDIO MATERIALS	09788	MIDWEST TAPE	5880554	205	13.49
2110	970610	AUDIO MATERIALS	108225	GRASS ROOTS PRESS	14288	512	44.09
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	4626925	685	63.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	4655863	690	222.74
2110	970620	SUBSCRIPTIONS &	74130	EBSCO SUBSCRIPTION SV	1276704	801	27.00
2110	970620	SUBSCRIPTIONS &	74130	EBSCO SUBSCRIPTION SV	77919	800	510.05
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5874409	199	18.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5883267	197	12.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5880548	212	32.23
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5869521	213	11.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5869532	210	41.22
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5883263	201	22.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5869529	230	48.72
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5869527	219	5.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5869524	228	82.44
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5869517	223	59.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5869518	221	142.43
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5875249	273	29.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5876375	269	25.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5883259	268	139.44
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5875255	278	48.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5875252	267	14.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5869533	288	142.43
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5876374	266	22.49
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5869531	277	26.23
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5875256	285	22.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5874413	265	11.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5875253	287	40.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5874412	262	41.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5875248	261	18.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5875261	294	113.94
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5875260	297	149.18
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5880551	299	21.74

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2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5875254	291	37.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5875251	293	11.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5875262	295	67.46
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5883260	174	40.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5874410	171	44.96
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5883261	183	157.43
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5883264	181	67.47
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5883265	191	45.73
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5876373	126	340.36
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5869528	137	56.23
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5869519	125	17.23
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5883262	144	22.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5869520	143	22.49
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5869523	119	14.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5874411	93	14.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5880550	77	67.47
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5880553	73	7.49
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5875265	50	86.18
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5875264	54	84.71
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5875263	66	229.30
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5875266	51	73.45
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5875250	49	71.96
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5869534	16	25.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5869522	19	127.44
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5869530	8	97.71
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5869525	3	16.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5880552	7	68.22
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5869526	6	37.49
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5875258	44	427.37
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5875259	46	22.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5875257	42	67.47
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5880549	43	30.72
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DI	15535A	320	122.00
2110	970630	VISUAL MATERIALS	80139	RECORDED BOOKS, LLC	4657119	694	33.00
2110	970640	AUTOMATED REFERE	101798	SCHOLASTIC LIBRARY PU	3140274	678	4119.00
2110	970640	AUTOMATED REFERE	43806	NORTH SUBURBAN LIBRAR	1200016	575	300.00
2110	970640	AUTOMATED REFERE	71360	MORNINGSTAR INCORPORA	30907669	457	4935.00
2110	980410	COMPUTER HARDWAR	05124	C D W GOVERNMENT INCO	QRK0322	376	50.00
TOTAL: LIBRARY SERVICES						0.00	71743.51
TOTAL: FUND						0.00	71743.51

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ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT	
2110	920100	LEGAL FEES	25529	KLEIN, THORPE AND JEN	144233	111	0.00	228.00
2110	920110	PROFESSIONAL SER	105470	OUTSOURCE SOLUTIONS G	9325	86	0.00	27083.33
2110	920120	COMMUNICATION SE	05851	SPRINT	554336995004	582	0.00	42.24
2110	920205	TUITION REIMBURS	101410	GWEN LACOSSE	REIMS 11 09	110	0.00	250.00
2110	930010	R & M EQUIPMENT	72106	COOPERATIVE COMPUTER	11-2009	120	0.00	1818.19
2110	930020	R & M BLDGS & ST	106102	GREAT LAKES ELEVATOR	25595	112	0.00	497.00
2110	930020	R & M BLDGS & ST	107850	NORMAN ELECTRICAL CON	21165	105	0.00	2190.00
2110	930210	RENTAL OF EQUIPM	107761	PITNEY BOWES	9954034NOV09	104	0.00	164.00
2110	930320	CLEANING:CUSTODI	107234	COMPLETE CLEANING COM	1260178	122	0.00	630.00
2110	930320	CLEANING:CUSTODI	107234	COMPLETE CLEANING COM	1260372	121	0.00	7423.00
2110	960210	SPECIAL EVENT PR	108242	CLARA LINDNER	01 31 2010	53	0.00	525.00
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023864788	143	0.00	8.96
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023888604	161	0.00	19.29
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023915184	147	0.00	21.24
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023907591	159	0.00	54.79
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023877930	166	0.00	47.65
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023931250	167	0.00	11.20
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	H90788750	164	0.00	2.99
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023855635	261	0.00	0.47
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023866061	257	0.00	21.09
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023789590	251	0.00	61.81
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023908295	260	0.00	13.44
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023866182	255	0.00	68.28
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023916027	253	0.00	26.37
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023929086	262	0.00	17.36
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023842517	258	0.00	0.96
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023928986	170	0.00	11.47
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023901365	178	0.00	2.12
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023938558	177	0.00	1.83
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023938606	175	0.00	2.58
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023938566	173	0.00	5.60
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023875547	181	0.00	7.38
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023911357	368	0.00	2.24
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023866109	351	0.00	13.58
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023926088	365	0.00	8.96
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023827054	313	0.00	4.48
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023875587	315	0.00	10.55
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023903332	328	0.00	22.40
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023832543	317	0.00	37.79
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023901347	329	0.00	4.90
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023857102	325	0.00	55.35
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023901385	320	0.00	7.30
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023916043	321	0.00	26.59
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023892477	326	0.00	8.96
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023916084	323	0.00	2.33
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023873743	357	0.00	4.48
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023855592	347	0.00	4.12
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023866072	354	0.00	12.39
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023855256	352	0.00	3.83
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2023832564	340	0.00	41.37

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ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2023855581	274	0.00	3.00
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2023764332	267	0.00	21.24
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2023845592	272	0.00	4.30
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2023869588	265	0.00	6.72
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2023827093	276	0.00	2.24
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2023769575	284	0.00	0.47
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2023818644	270	0.00	3.29
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2023866003	311	0.00	2.56
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5888300	291	0.00	9.00
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5893748	304	0.00	4.90
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5893751	293	0.00	6.75
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5888302	308	0.00	2.85
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5888306	295	0.00	28.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5888298	301	0.00	2.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5888304	297	0.00	46.35
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5888299	298	0.00	6.75
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5888305	306	0.00	29.00
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5881482	289	0.00	4.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5886943	285	0.00	13.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5886942	287	0.00	4.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5881493	281	0.00	2.85
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5893745	343	0.00	4.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5888297	337	0.00	2.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5893746	348	0.00	14.10
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5893747	351	0.00	4.70
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5888296	341	0.00	2.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5888295	335	0.00	7.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5893753	330	0.00	9.00
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5893749	333	0.00	13.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5888301	362	0.00	2.85
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5893750	367	0.00	4.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5888294	364	0.00	2.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5886945	391	0.00	2.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5881498	188	0.00	5.70
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5881495	185	0.00	2.85
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5881491	183	0.00	4.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5889838	203	0.00	13.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5881486	195	0.00	13.70
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5889837	201	0.00	4.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5881487	197	0.00	2.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5889847	212	0.00	5.70
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5889816	199	0.00	9.00
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5881490	193	0.00	2.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5889849	216	0.00	3.10
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5889848	214	0.00	2.85
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5889844	205	0.00	9.00
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5889841	209	0.00	4.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5889845	210	0.00	8.55
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5881492	243	0.00	9.00
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5886944	242	0.00	11.25

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2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5888303	263	0.00	11.65
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5881499	249	0.00	5.70
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5881496	245	0.00	3.10
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5881483	246	0.00	7.15
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5889839	218	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5886946	238	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5881489	220	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5881484	232	0.00	2.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5881485	227	0.00	2.45
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5886947	222	0.00	2.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5881488	234	0.00	5.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5886949	226	0.00	2.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5886948	224	0.00	2.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5881497	236	0.00	20.20
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5881494	235	0.00	2.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5889842	148	0.00	4.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5889850	145	0.00	2.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5893752	158	0.00	2.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5889846	151	0.00	2.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5889843	140	0.00	4.50
2110	960990	MISC CONTRACTUAL 09789	VAHE GHAZARIAN	188410	113	0.00	85.00
2110	960990	MISC CONTRACTUAL 107765	SOMETHING FISHY INC	114	89	0.00	15.68
2110	960990	MISC CONTRACTUAL 108025	MICHAEL CLOUD	010	123	0.00	125.00
2110	960990	MISC CONTRACTUAL 108244	FIRE EQUIPMENT COMPAN	60080	83	0.00	142.20
2110	970100	OFFICE SUPPLIES 00189	ANDERSON LOCK CO LTD	599224	129	0.00	820.70
2110	970100	OFFICE SUPPLIES 02830	UNITED BUSINESS SOLUT	81790A 1	87	0.00	10.88
2110	970100	OFFICE SUPPLIES 08520	WAREHOUSE DIRECT	529733-0	608	0.00	46.45
2110	970100	OFFICE SUPPLIES 08520	WAREHOUSE DIRECT	533820-0	609	0.00	81.69
2110	970100	OFFICE SUPPLIES 09638	OFFICE DEPOT	497673040001	42	0.00	7.02
2110	970100	OFFICE SUPPLIES 09638	OFFICE DEPOT	496206862001	46	0.00	9.26
2110	970100	OFFICE SUPPLIES 09638	OFFICE DEPOT	497672820001	43	0.00	65.22
2110	970100	OFFICE SUPPLIES 09638	OFFICE DEPOT	497578493001	44	0.00	45.71
2110	970100	OFFICE SUPPLIES 09638	OFFICE DEPOT	495824957001	45	0.00	15.97
2110	970100	OFFICE SUPPLIES 107295	TELEVEND SERVICES INC	1898	88	0.00	76.85
2110	970100	OFFICE SUPPLIES 20177	DEMCO EDUCATIONAL COR	3728062	119	0.00	114.39
2110	970170	JANITORIAL 104724	ACE DES PLAINES INCOR	216493	55	0.00	54.89
2110	970170	JANITORIAL 20696	RUNGE PAPER COMPANY,	640407	91	0.00	812.78
2110	970170	JANITORIAL 20696	RUNGE PAPER COMPANY,	640709	90	0.00	77.28
2110	970260	POSTAGE AND PARC 103035	FEDERAL EXPRESS	9-394-65138	135	0.00	45.04
2110	970260	POSTAGE AND PARC 107814	PITNEY BOWES	11-31-2009	103	0.00	1618.17
2110	970600	BOOKS 00292	APPLE BOOKS	87559	128	0.00	1914.52
2110	970600	BOOKS 02958	MARQUIS WHO'S WHO	221621	109	0.00	642.00
2110	970600	BOOKS 08285	R R BOWKER LLC	3140518	126	0.00	1231.20
2110	970600	BOOKS 08701	BLR EDUCATIONAL BOOKL	1 992919	73	0.00	569.95
2110	970600	BOOKS 08701	BLR EDUCATIONAL BOOKL	1 992919A	74	0.00	381.92
2110	970600	BOOKS 09737	BAKER & TAYLOR	2023939872	141	0.00	272.75
2110	970600	BOOKS 09737	BAKER & TAYLOR	2023769575	142	0.00	16.07
2110	970600	BOOKS 09737	BAKER & TAYLOR	2023888603	160	0.00	677.05
2110	970600	BOOKS 09737	BAKER & TAYLOR	2023928986	168	0.00	128.10
2110	970600	BOOKS 09737	BAKER & TAYLOR	2023945690	162	0.00	52.16

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2110	970600	BOOKS	09737 BAKER & TAYLOR	2023916027	254	0.00	268.50
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023789590	252	0.00	772.85
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023866182	256	0.00	906.85
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023855635	264	0.00	7.59
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023842517	250	0.00	31.33
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023866061	259	0.00	244.24
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023901347	198	0.00	62.82
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023921250	171	0.00	157.58
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023901365	180	0.00	42.66
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023938608	176	0.00	52.83
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023938566	174	0.00	79.17
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023875547	182	0.00	14.68
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023938558	178	0.00	18.59
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023901385	187	0.00	227.12
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023929086	172	0.00	220.20
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023877929	524	0.00	1603.88
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023857101	520	0.00	1938.07
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023846413	522	0.00	2477.08
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023907590	525	0.00	1503.56
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023911357	369	0.00	31.78
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023866109	363	0.00	182.72
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023926088	366	0.00	125.83
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023916043	322	0.00	459.97
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023916084	324	0.00	6.55
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023827094	314	0.00	67.04
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023892477	327	0.00	128.83
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023875587	316	0.00	120.04
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023918721	318	0.00	48.58
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023832543	319	0.00	450.98
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023827093	345	0.00	27.11
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023873743	359	0.00	63.48
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023832564	350	0.00	605.19
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023855592	349	0.00	51.04
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023866072	356	0.00	145.01
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023915184	344	0.00	263.53
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023855258	353	0.00	56.00
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023869588	266	0.00	64.99
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023908294	269	0.00	174.96
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023818644	271	0.00	66.24
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023845592	273	0.00	49.16
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023764332	268	0.00	78.32
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023855581	275	0.00	31.90
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023866002	312	0.00	66.93
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023848414	310	0.00	108.69
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023864788	303	0.00	100.44
2110	970600	BOOKS	09737 BAKER & TAYLOR	2023903332	300	0.00	314.97
2110	970600	BOOKS	09770 THE RISK MANAGEMENT A	1000463869	101	0.00	312.00
2110	970600	BOOKS	104157 RANDOM HOUSE INCORPOR	CM 91651021	96	0.00	-552.00
2110	970600	BOOKS	105020 FREMONT PUBLIC LIBRAR	INTERLOAN	115	0.00	30.01
2110	970600	BOOKS	10512 MERCENT INCORPORATED	47188	106	0.00	5466.00

SUNGARD PENTAMATION INC - FUND ACCOUNTING
 DATE: 12/10/09
 TIME: 10:56:44

CITY OF DES PLAINES
 CASH REQUIREMENTS BILL LIST

PAGE NUMBER:
 ACCTPAY1
 ACCOUNTING PERIOD: 12/09

SELECTION CRITERIA: payable.due_date='12/21/2009'

FUND 201 LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970600	BOOKS	106727 GALE	16553543	114	0.00	274.10
2110	970600	BOOKS	12730 THE ROSEN PUBLISHING	486055	92	0.00	1515.75
2110	970600	BOOKS	66715 THE CHILD'S WORLD	NA104606	124	0.00	3738.95
2110	970600	BOOKS	68820 MARSHALL CAVENDISH CO	831657	108	0.00	59.90
2110	970600	BOOKS	68820 MARSHALL CAVENDISH CO	831205	107	0.00	3139.25
2110	970610	AUDIO MATERIALS	07339 BLACKSTONE AUDIO INC	512809	127	0.00	185.00
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2023949743	163	0.00	239.15
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	H90788750	165	0.00	24.49
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2023877929	523	0.00	21.99
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2023848413	531	0.00	37.98
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5888306	296	0.00	96.65
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5888305	307	0.00	130.10
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5888304	299	0.00	254.83
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5888302	282	0.00	11.24
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5888303	277	0.00	107.95
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5888301	338	0.00	14.24
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5893753	331	0.00	48.57
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	2037021	153	0.00	31.99
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	2037022	154	0.00	75.98
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	2043368	155	0.00	39.99
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5889850	146	0.00	12.74
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	2043369	156	0.00	129.96
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5893752	149	0.00	12.74
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	2043370	157	0.00	179.95
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5889846	152	0.00	14.24
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5881495	186	0.00	14.24
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5881498	190	0.00	22.48
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5889847	213	0.00	27.73
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5889848	215	0.00	9.89
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5889845	211	0.00	45.57
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5881499	241	0.00	22.46
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5886949	228	0.00	17.99
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5881494	240	0.00	11.24
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5881497	237	0.00	88.28
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5881493	230	0.00	10.49
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5881496	231	0.00	12.74
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5886948	225	0.00	13.49
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5886947	223	0.00	12.59
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	5889849	217	0.00	22.49
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1087593886	98	0.00	120.00
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1087719788	100	0.00	80.00
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1087642543	99	0.00	80.00
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1187593886	91	0.00	135.00
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1087730457	85	0.00	120.00
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1187730457	95	0.00	125.00
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	4691685	93	0.00	185.80
2110	970620	SUBSCRIPTIONS &	17209 BOOKPAGE	5295	125	0.00	90.00
2110	970620	SUBSCRIPTIONS &	51657 N A D A APPRAISAL GUI	11 03-2009	75	0.00	210.00
2110	970620	SUBSCRIPTIONS &	74130 EBSCO SUBSCRIPTION SV	1277227	117	0.00	19.95
2110	970620	SUBSCRIPTIONS &	74130 EBSCO SUBSCRIPTION SV	1273355	118	0.00	36757.05

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SUNGARD PENTAMATION INC FUND ACCOUNTING

DATE: 12/10/09

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CITY OF DES PLAINES
CASH REQUIREMENTS BILL LIST

PAGE NUMBER:

ACCTPAY1

ACCOUNTING PERIOD: 12/09

SELECTION CRITERIA: payable.due.date="12/21/2009"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	H91463850	169	0.00	66.10
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	H91048010	278	0.00	44.95
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5888839	279	0.00	17.24
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5886942	288	0.00	29.98
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	2036887	283	0.00	22.49
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5886943	286	0.00	130.44
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5881482	280	0.00	41.98
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5893751	294	0.00	65.22
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5888300	292	0.00	122.18
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5888299	290	0.00	123.68
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5888294	309	0.00	14.24
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5888298	302	0.00	21.74
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5893748	305	0.00	44.98
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5893749	334	0.00	134.94
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5888295	336	0.00	47.97
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5888293	332	0.00	14.99
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5893747	355	0.00	44.98
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5893745	346	0.00	44.98
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5888296	342	0.00	14.99
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5893750	360	0.00	14.98
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5893746	358	0.00	134.94
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5888297	339	0.00	59.98
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5886945	192	0.00	21.74
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5881491	184	0.00	18.73
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	2043445	189	0.00	14.99
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5889840	208	0.00	29.99
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5881486	196	0.00	128.94
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5881490	194	0.00	22.49
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5889838	204	0.00	130.44
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5889836	200	0.00	86.96
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5889837	202	0.00	25.48
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5889844	206	0.00	98.96
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5881487	207	0.00	14.99
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5881489	221	0.00	20.24
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5861484	213	0.00	37.49
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5861485	219	0.00	22.49
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5886946	229	0.00	5.99
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5881492	239	0.00	63.71
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5881463	247	0.00	53.72
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5881488	248	0.00	17.96
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5886944	244	0.00	35.20
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5889843	144	0.00	22.46
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5889841	139	0.00	34.48
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5889842	150	0.00	43.48
2110	970630	VISUAL MATERIALS	80139 RECORDED BOOKS, LLC	4654626	54	0.00	480.00
2110	970640	AUTOMATED REFERE	100602 PROQUEST CSA LLC	60100007	102	0.00	14495.00
2110	980600	FURNITURE & FIXT	18150 A S 1 MODULEX	158497	131	0.00	168.30

TOTAL LIBRARY SERVICES

0.00 137944.49

LIBRARY DIRECTOR'S REPORT

JANUARY, 2010

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

I. PERSONNEL

New employees for January: Krystal Kelham and Fernando Martin, Promotion from Page to Page II, Circulation Services Department.

Resignations: Ellen Glickman, Manager of Creative Services and Oscar Arellano, Technical Services Assistant.

II. STAFF DEVELOPMENT

Plans are underway for an inservice day on February 25 with Jamie LaRue, a nationally recognized speaker on community analysis and engagement for public libraries. He will lead an afternoon seminar for our Department Heads, along with the administrative teams from the Evanston and Zion-Benton public libraries. Evanston will host the session and the three libraries will share the cost of the speaker's fee, transportation, and lodging. This is a low-cost solution to obtaining high quality continuing education.

III. PATRON SERVICES

The month of December, 2009 tallied a 17.43% increase over last December's circulation (checkout) activities. Of that increase, the Youth Services collection book checkouts increased by 18% and DVDs by 20%. Adult book DVD checkouts increased by 18% each.

The annual checkout total for 2009 was 1,261,249, the all-time high for our library. Self-checkouts increased by 60%. At the end of the year, we have 40 local businesses that have registered for library cards. Although the numbers are not large, we have tripled the use of our downloadable ebooks since 2008. We served 390 patrons who have "checked out" nearly 1400 books. We have taken our services to schools and resident facilities and organizations throughout the city as well. In 2009 we made 10,536 staff visits to these community organizations.

Computer use has increased in nearly all areas. The website use increased by 12% to over 1.2 million hits. In-house computer use increased by 18% on the 4th floor,

but decreased by 2.5% on the 2nd floor. The decrease in online products will be studied to determine if the decrease is attributable to the changed methods of counting usage or lack of interest or usability of the products themselves, or some of each.

The use of the Mobile Library decreased by 3% in 2009.

IV. OTHER PROFESSIONAL ACTIVITIES

I will attend the Chamber of Commerce Board of Directors meeting on January 14.

Other staff and I have met with City Finance Department staff and representatives of both Pro/Data (payroll) and Lauterbach & Amen (accounting) to begin the transition process from the city to these two agencies.

Des Plaines Public Library - December 2009 Board Report

CIRCULATION				
	THIS MONTH		YEAR TO DATE	
	Dec 2009		YTD 2009	
	Youth Services	31,115	Youth Services	447,710
	Adult Services	64,683	Adult Services	813,539
	TOTAL	95,798	TOTAL	1,261,249
	Dec 2008		YTD 2008	
	Youth Services	26,402	Youth Services	384,989
	Adult Services	55,179	Adult Services	726,569
	TOTAL	81,581	TOTAL	1,111,558
	% Change	17.43%	% Change	13.47%

SELF CHECK				
	THIS MONTH		YEAR TO DATE	
	Dec 2009	62,775	YTD 2009	783,876
	Dec 2008	36,320	YTD 2008	492,179
	% Change	72.84%	% Change	59.27%

CARD REGISTRATION				
	THIS MONTH		YEAR TO DATE	
New Resident Cards	Dec 2009	209	YTD 2009	4,545
	Dec 2008	192	YTD 2008	3,743
	% Change	9%	% Change	21%
New Business Cards	Dec 2009	0	YTD 2009	33
	Dec 2008	2	YTD 2008	26
	% Change	-100%	% Change	27%
Total Card Ownership			YTD 2009	35,728
			YTD 2008	35,134
			% Population 2009	62.7%
			% Population 2008	61.7%

PATRON ATTENDANCE				
	THIS MONTH		YEAR TO DATE	
	Dec 2009	42,693	YTD 2009	**
	Dec 2008	44,316	YTD 2008	500,618
	% Change	-4%	% Change	

MEETING ROOM USE				
	THIS MONTH		YEAR TO DATE	
Library Sponsored Prog	76	1,152	YTD	20,455
Outside Groups	35	825	YTD	9,660
Internal Meetings	8	87	YTD	1,330
TOTAL	119	2,064	TOTAL	31,445

OUTREACH				
	THIS MONTH	Attendance	YEAR TO DATE	
Adult Services	14	193	YTD	1,912
Youth Services	10	228	YTD	8,624
TOTAL	24	421	TOTAL	10,536

SPECIAL PROJECTS & STATS:				
	THIS MONTH		YEAR TO DATE	
Voter Registration	Dec 2009	11	YTD 2009	36
	Dec 2008	0	YTD 2008	805
	% Change	#DIV/0!	% Change	-96%

COMPUTER / TECHNOLOGY USE				
	THIS MONTH		YEAR TO DATE	
Hits on Website	Dec 2009		YTD 2009	
	From Internal IP's	49,718	From Internal IP's	650,829
	From External IP's	42,390	From External IP's	549,770
	Absolutely Unique Visitors	20,762		
	TOTAL	92,108	TOTAL	1,200,599

Hits on PlainTalk	Dec 2009	463	YTD 2009	7,240
	Dec 2008	578	YTD 2008	8,516
	% Change	-20%	% Change	-15%

Hits on Positively Ellinwood Street	Dec 2009	973	YTD 2009	9,790
	Dec 2008	794	YTD 2008	N/A
	% Change	23%	% Change	N/A

Computer Use		YEAR TO DATE		
Adult Services	Dec 2009	8,520	YTD2009	118,812
	Dec 2008	8,687	YTD2008	100,782
	% Change	-1.92%	% Change	17.89%
Youth Services	Dec 2009	1,380	YTD 2009	20,125
	Dec 2008	1,316	YTD 2008	20,646
	% Change	4.86%	% Change	-2.52%

Average Online Reference Products Searches & Queries		Jan - Dec 2009	12,884
		Jan - Dec 2008	14,528
		% Change	-11.32%

The main and side door patron counters were out of order January 2009 - May 2009 due to the installation of the



Northern Illinois Food Bank

delivering food assistance to your community

December 14, 2009

Sandra Norlin
Des Plaines Public Library
1501 Ellinwood St.
Des Plaines, IL 60016

Dear Sandra,

In lieu of holiday gifts this year a donation has been made to the Northern Illinois Food Bank in honor of you by **Outsource Solutions Group, Inc.** This generous donation will make a difference in the lives of hungry people living in our community.

Northern Illinois Food Bank (NIFB) is the leading provider of food assistance for hungry people in northern Illinois. NIFB is a member of Feeding America and works with retailers, manufacturers, corporations, and community resources to acquire donated food. Local food pantries, soup kitchens, and shelters depend on the Food Bank to get nutritious food to feed the many hungry people who are seeking help. In fact, NIFB is their single most important source of food.

Hungry people often remain hidden in our communities. They may be neighbors who can't find jobs, working poor families, the elderly, and children. Hungry people receive help from NIFB at 537 food assistance sites and through special services, including summer lunch and after-school snack programs for children. Northern Illinois Food Bank works hard to gather and distribute food so no one is forced to be hungry.

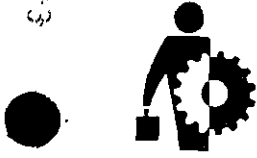
We are grateful for this support made in your honor and hope you enjoy knowing that this donation will give hungry neighbors the help they need to take care of themselves and their families. All of us at Northern Illinois Food Bank wish you a peaceful and happy holiday season.

Sincerely,

H. Dennis Smith
President & CEO

Northern Illinois Food Bank acquires donated food from retailers, manufacturers, corporations, and community resources and distributes it through its network of 520 nonprofit food assistance sites in Boone, DeKalb, DuPage, Grundy, Kane, Kankakee, Kendall, Lake, McHenry, Ogle, Stephenson, Will, and Winnebago Counties. Internal Revenue Service regulations require that we verify that no goods or services were exchanged in consideration of this gift. NIFB is a nonprofit 501(c)(3) organization. Please consult your tax advisor for more information.

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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

2009 Officers

President

JAMES MACCHIAROLI
Ace Hardware

President-Elect

HERMAN ZELK
Solutions Networking Corp.

Treasurer

CHARLES WIERCINSKI
McLennan Commercial
Properties

Secretary

SANDRA NORLIN
Des Plaines Public Library

Past-President

ALAN CZARNIK
Copyco Solutions, Inc.

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MIKE CHAREWICZ
Accurate Auto Clinic, Inc.

MICHAEL CONLAN
City of Des Plaines

CHRISTINA CORONA
Residence Inn by Marriott
Chicago - O'Hare

CARL COSTANZA
Oakton Community College

DON EMPIE
UOP

TOM FREMAREK
Cheeseburger in Paradise

PATRICK GROODY
Abbott Molecular

DR. JANET HORTON
Horton Wellness & Chiropractic

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MARIE I. MURPHY
Attorney at Law

JEFFREY ROZOVICS
Rozovics & Wojcicki, PC

SCOTT SEIFERT
Edward Jones Investments

HEATHER WAHL-CIESLIK
C. Wahl Jewelers, Inc.

January 5, 2010

Friends of the Des Plaines Public Library
Sandra Norlin
1501 Ellinwood St.
Des Plaines, IL 60016

During February 2010, the Des Plaines Chamber of Commerce & Industry's Board of Directors **challenges** your Board of Directors to participate in the eighth annual "FOOD FIGHT" benefiting the Des Plaines Self Help Closet and Food Pantry.

It is being held in conjunction with the Pantry's February "Have a Heart" food drive for the residents of the community. We ask your Board of Directors to encourage members to bring non-perishable food items to your regularly scheduled meetings **throughout February**.

The "Food Fight" will begin on **February 1st and ends on March 1st, 2010**. The organization that collects the most food (measured by weight) will have their name engraved on a special plaque. The Rotary Club of Des Plaines won last year. **Over 7,958 pounds of food** was collected in total. The biggest winner will be the Des Plaines Self Help Closet & Food Pantry and those they serve.

Each organization is to contact the Food Pantry and make an appointment to schedule your time of delivery. For more information or questions please contact the Des Plaines Chamber of Commerce & Industry at 847-824-4200 or **Debra Walusiak, Food Pantry Community Resource Director, at 847-337-1443.**

Please complete the information below, and return to the Chamber Office, 1401 Oakton Street, Des Plaines 60018 or fax to 847-824-7932. The Chamber will provide the Food Pantry with a list of participating organizations.

Thank you!

Barbara Ryan
Executive Director

2010 February "FOOD FIGHT" Challenge

YES! Our organization will participate in the February 2010 "Food Fight" Challenge.

Organization Name _____

Contact Name _____

Address _____

Phone _____

RETURN to Des Plaines Chamber, 1401 Oakton St., Des Plaines 60018 or fax to 847-824-7932 by February 1, 2010.

DES PLAINES PARK DISTRICT & DES PLAINES CHAMBER OF COMMERCE

5th ANNUAL

Lake Wonderland
* * * * * WINTER FESTIVAL

Thank You!

Dear Veronica

+ the Singing Librarians -

We greatly appreciate the help & support you
gave us to make Lake Wonderland a success!

Sincerely -

Deborah Engess

and all of us at the Des Plaines Park District
and the Des Plaines Chamber of Commerce.

Dec 21, 2009

To: Des Plaines Public Library;

Attn: Administrative staff;

Subject: Kintu Patel

Please note the following in Ms. Patel's record or as you may see fit.


As a regular patron of the Des Plaines Library computers, on the fourth floor, I come into contact with many of your staff. During the week of December 14, 2009, I was working on a very important letter to Congress woman's office regarding a problem that I was having with a particular bank not living up to their promises to help home owners that are going through a hardship, in their homes by modifying their home loans. The computer that I was working on was running out of time as the library was closing & I could not get the computer to save this very important letter that I had been working on for several days. Ms. Patel, with only seconds left on the computer clock, rushed over to save this information into her E-mail file. Then she went to another computer & transferred this letter to my flash drive just as the library was closing. If she had not have been the caring professional that I found her to be, I would have lost a lot of hard work. I would like to thank you for hiring this very personable & professional individual.

Her actions resulted in my being able to send this letter to the Congresswoman's office just in time for their review to request that this bank cancel the Bank's sale of a 52 year old disabled woman's home.

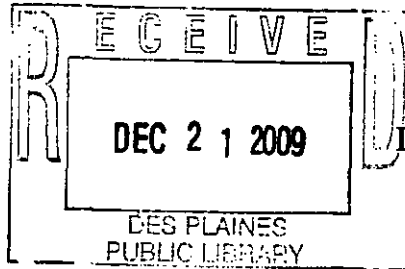
This will allow her another 2 months to attempt to save her home from being sold by the bank & at very least, keep her in her warm home over the Christmas holidays.

On behalf of this lady who is now enjoying Christmas at home & my personal appreciation; I would like to thank Ms. Patel for the quality of her "personal Public Service" on this 2009 Holiday season.

Respectfully submitted with great gratitude;



Jonathan Faulstick (312) 671-4323



City of Des Plaines
City Manager's Office
Division of Health and Human Services
1420 Miner Street
Des Plaines, IL 60016
Tel: 847-391-5480
Fax: 847-391-5484

December 17, 2009

Des Plaines Library
1501 Ellinwood Street
Des Plaines, IL 60016

Dear Veronica Schwartz,

There are no words that can convey our appreciation for your participation in this year's Mitten Tree Project. The items you collected will all go to good use, no matter the color or size.

The Special Events Commission and the City of Des Plaines Health and Human Services Division are grateful for your help.

Thank you,

Kathy Puetz, MSW
Director of Health and Human Services

Lucille F. Adamick
Chair- Special Events Coordinator



The Des Plaines Chamber of Commerce & Industry
cordially invites you and your guests to our
Annual Dinner Dance & Silent Auction



Winter Garden Ball

Friday, February 12, 2010

Café la Cave
2777 N. Mannheim Road • Des Plaines, Illinois

6:00pm • Open Bar & Silent Auction

7:30pm • Dinner & Dancing

Music by Phase 4

Black Tie Optional

The Des Plaines Chamber of Commerce & Industry
Annual Dinner Dance & Silent Auction

Winter Garden Ball



Name _____

No. of Guests _____ or _____ Corporate Table for 10

\$90 per person • Table for Ten \$850 • \$40 of each ticket is tax deductible

Please list who will be seated at your table on the reverse side.

I am unable to attend, but I would like to make a donation _____

____ Check enclosed ___ Visa/Mastercard Total amount _____

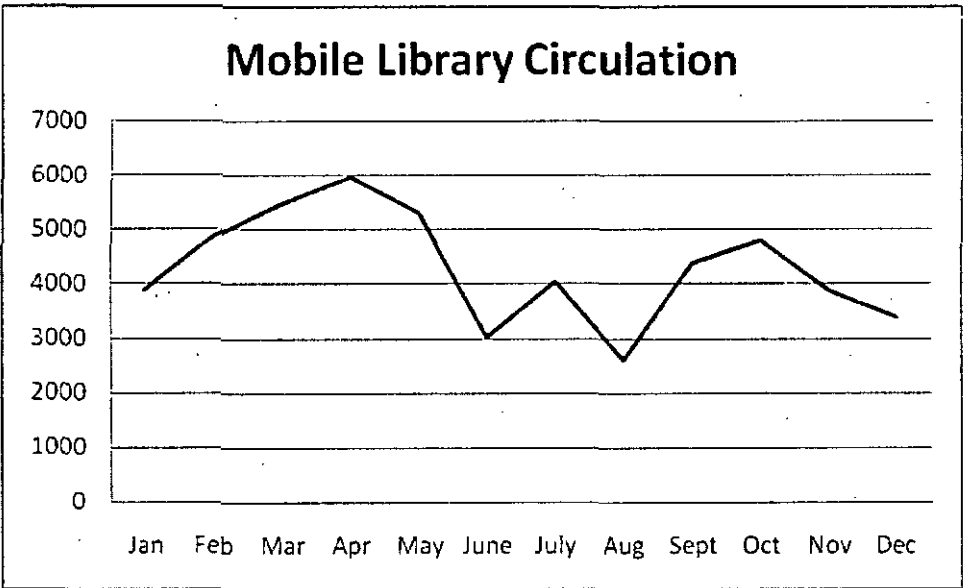
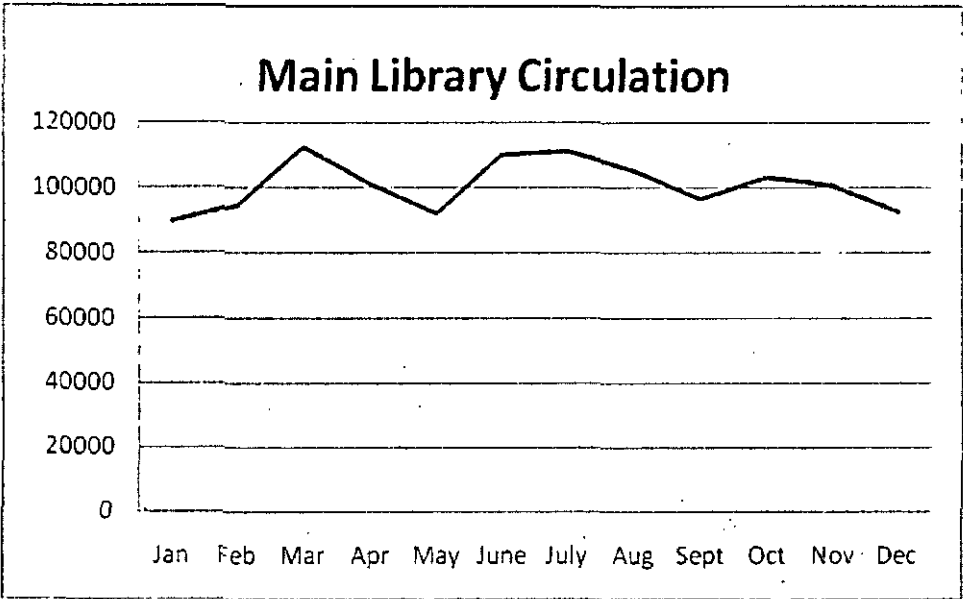
Card No. _____ V-Code _____ Exp. Date _____

Name on Card _____

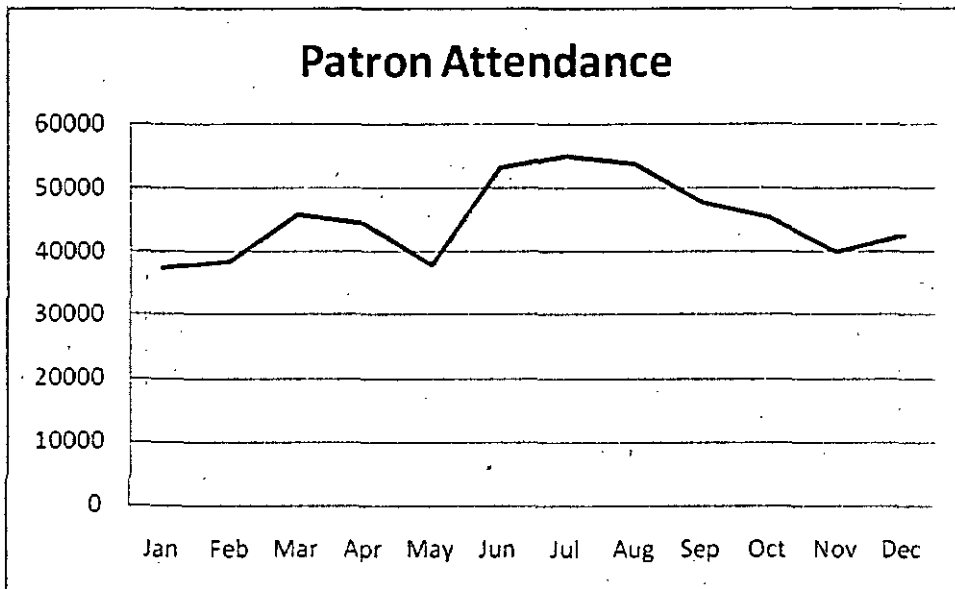
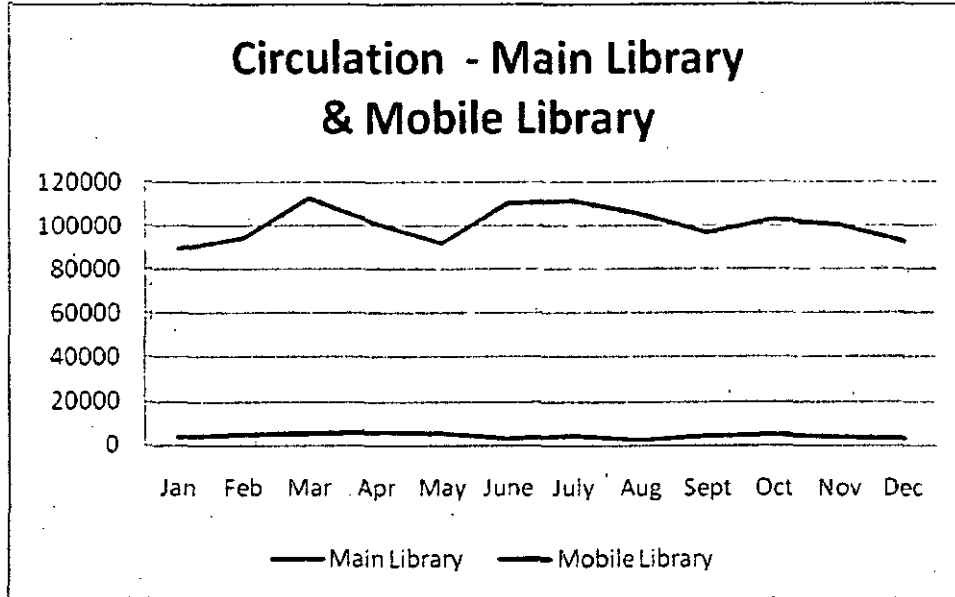
Signature _____

R.S.V.P. by February 1, 2010

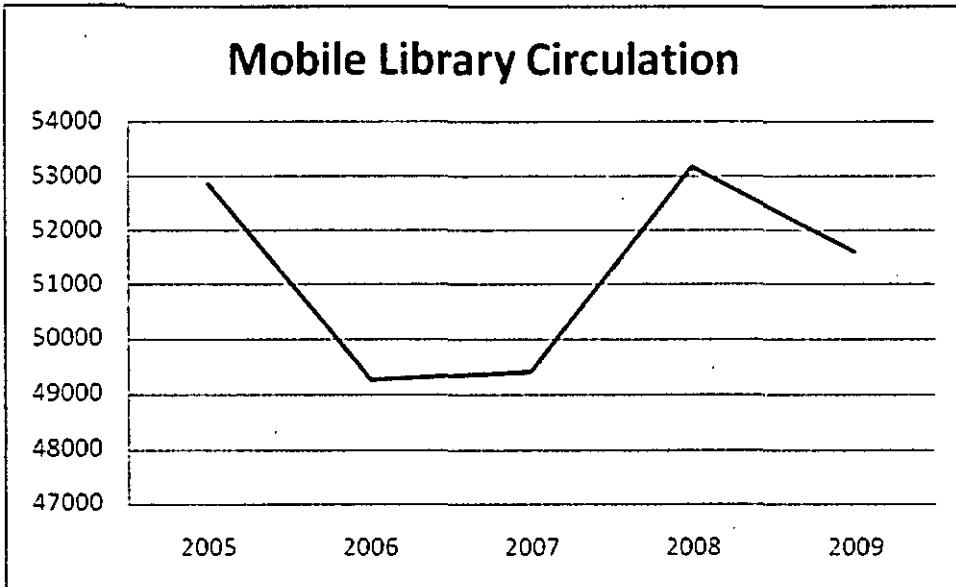
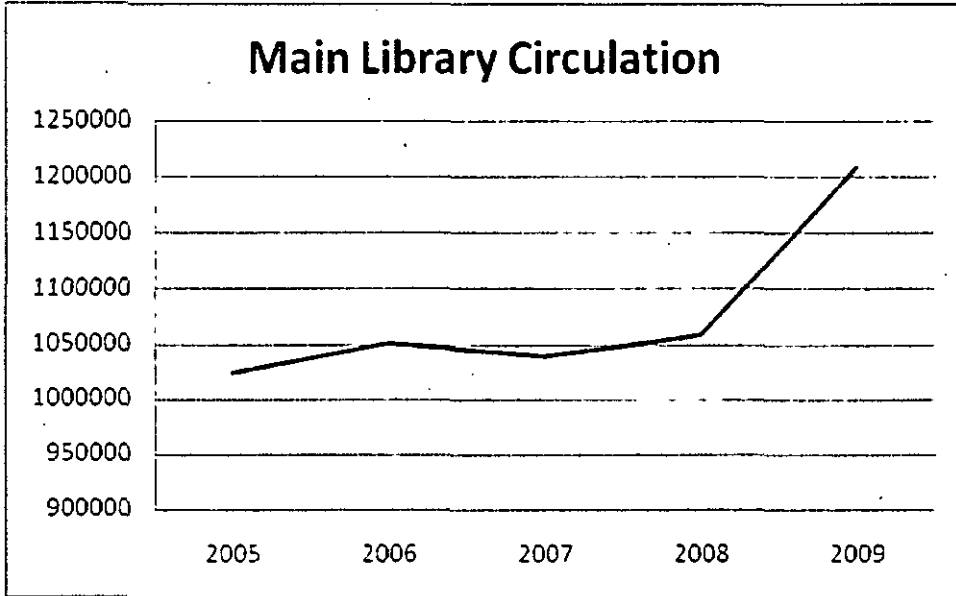
Year at a Glance 2009



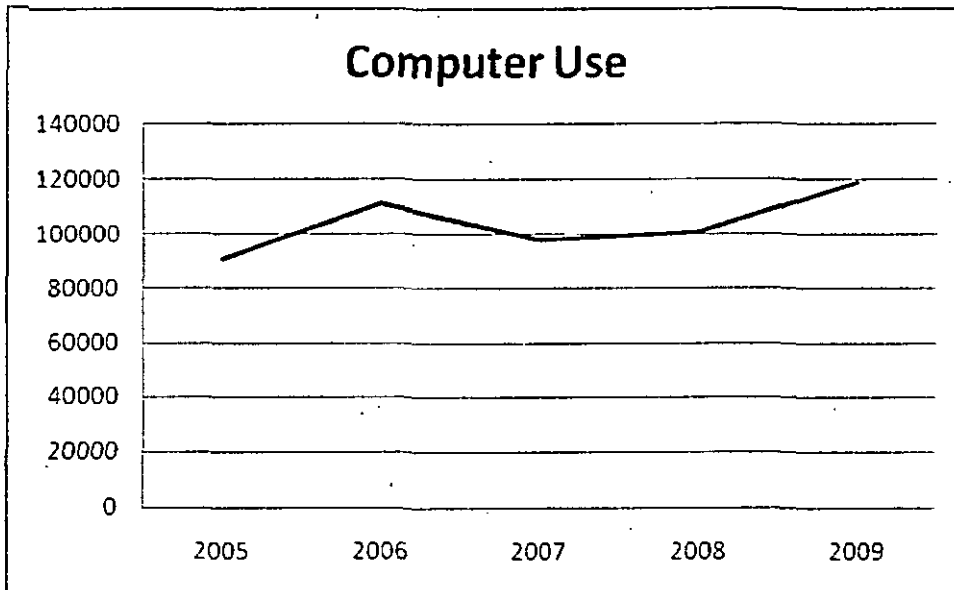
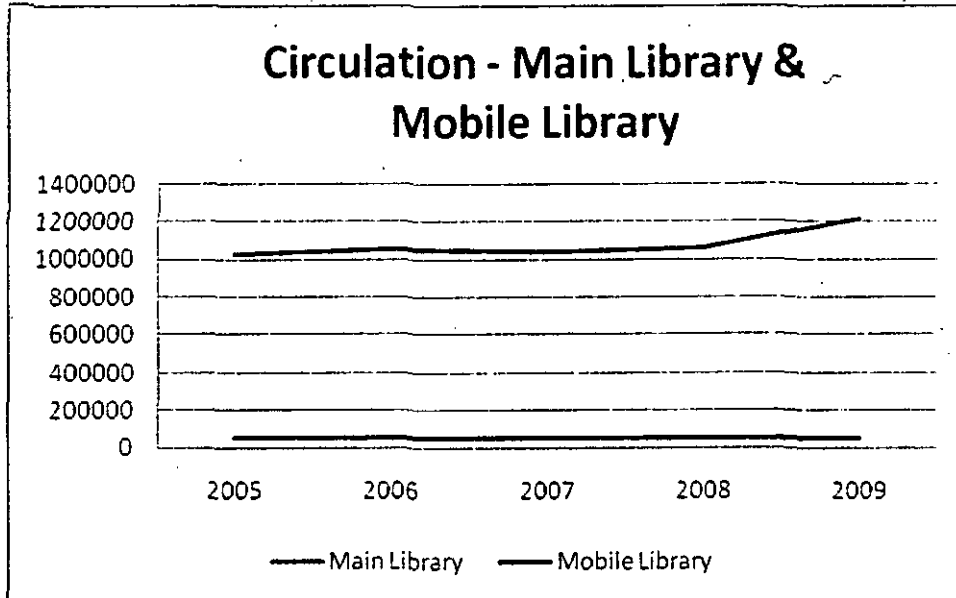
Year at a Glance 2009



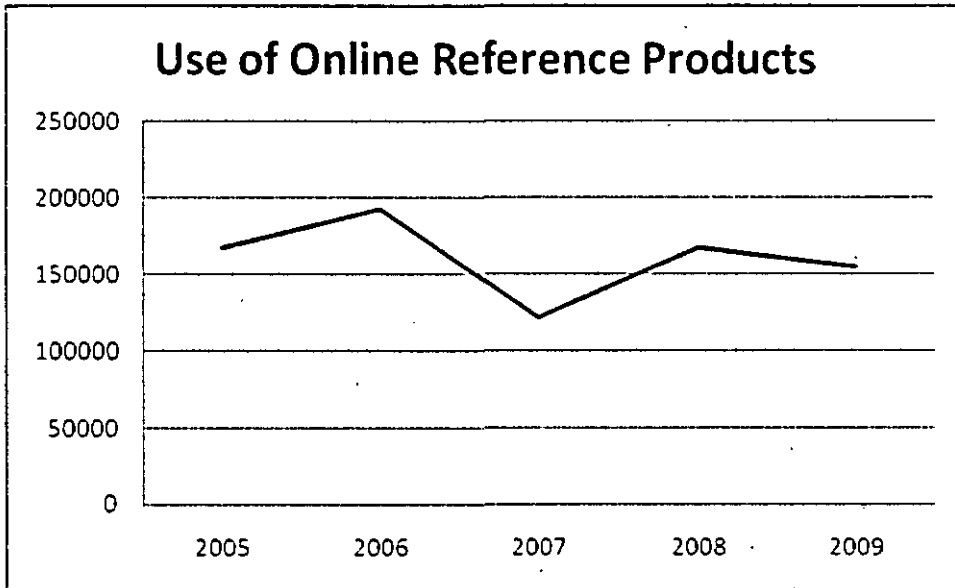
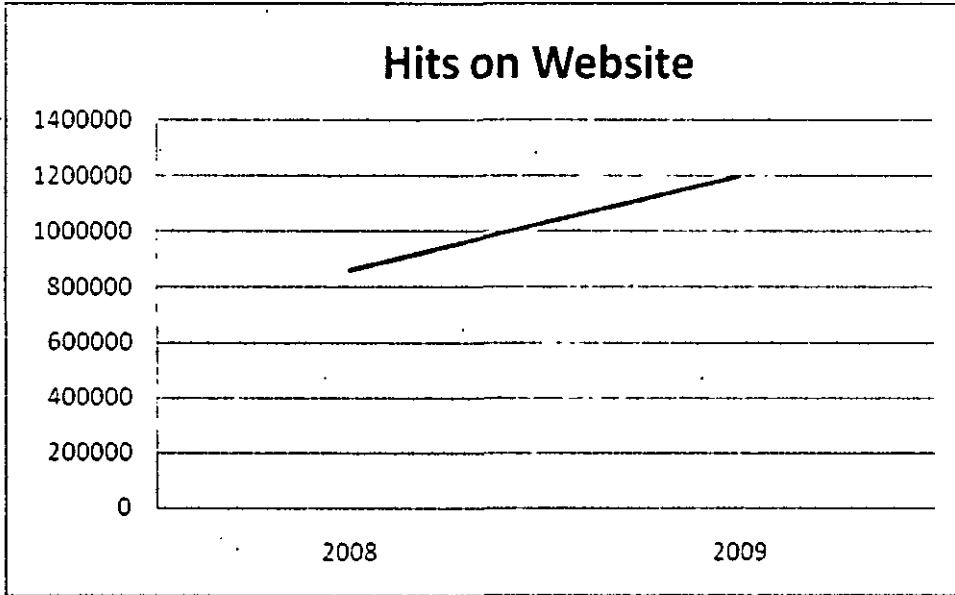
2005 - 2009



2005 - 2009



2005 - 2009





**DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES
SEMI-ANNUAL DINNER**

DATE: January 19, 2010

PLACE: Grazie Ristorante
1050 E. Oakton
Des Plaines
847-299-0011

TIME: 6:30 p.m.

RSVP: Carol Kidd – 847-376-2803