

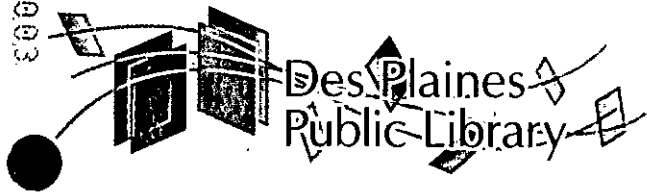
BOARD MINUTES  
JULY - DECEMBER 2010

DECEMBER

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

TO: Library Board of Trustees  
FROM: Holly Richards Sorensen, Library Director *HRS*  
SUBJECT: Background on November Agenda Items  
DATE: December 16, 2010

This is information to help you prepare for the discussion at our meeting on December 21.

**VIII. Unfinished Business**

**A. Review and Approve Salary Schedule for 2011.**

At the November 30 Board meeting you voted to direct Director Sorensen to prepare a report listing the history of raises and the number of employees who are at the top of the salary range for years 2008, 2009 and 2010. This information will be distributed to you at the December 21 meeting. On the Wiki is the Benchmarking and Compensation Study prepared by the Management Association you asked to review.

**B. Use and Layout of Wiki Information.**

Please bring your ideas for changes/improvements to the Wiki site.

**IX. New Business**

**A. Approve Payment of Vendor Checks Report - \$85,908.59. [Action Item]**

**B. Approve Payment to ProQuest - \$15,195.00. [Action Item]**

An explanation is attached.

**C. Approve Payment to Gale for Biography Resource Center/Student Resource Center - \$10,111.96. [Action Item]**

An explanation is attached.

**D. Approve Payment to EBSCO - \$11,989.00. [Action Item]**

An explanation is attached.

**E. Resolutions. [Action Item]**

These are annual resolutions required to comply with the duties of trustees under 75 ILCS 5/3-5 and 5/4-15.

**F. January and July 2011 Meeting Start Times. [Action Item]**

The library board meets at 4:00 p.m. in January and July to allow time for a board dinner following the meeting. At the November 30 meeting you voted to meet no earlier than 6:00 p.m. You will discuss the start times for January and July.

**G. Approve Payment to the RTI Group - \$16,990.00. [Action Item]**

On December 14, 2010, the library received the Per Capita Grant in the amount of \$59,948.78 for 2010. You will be asked to approve the purchase of an Optical Disc Repair System, which will clean up to 100 discs at one time. This will be paid for with Per Capita Grant funds.

**Des Plaines Public Library**  
**2008 thru 2010 Employee Merit Increase and Bonus Data**

<b><u>Merit Increases</u></b>				<b><u>Top of Pay Range Bonus</u></b>				
<b><u>2008</u></b>	<b><u>6.5%</u></b>	<b><u>5.5%</u></b>	<b><u>3.5%</u></b>	<b><u>Total Merit Increases</u></b>	<b><u>5%</u></b>	<b><u>3%</u></b>	<b><u>Total Bonus Payments</u></b>	<b><u>Total Employees</u></b>
<b><u>No. of Employees</u></b>	<b><u>8</u></b>	<b><u>70</u></b>	<b><u>4</u></b>	<b><u>82</u></b>	<b><u>0</u></b>	<b><u>16</u></b>	<b><u>16</u></b>	<b><u>98</u></b>
<b><u>2009</u></b>	<b><u>6.5%</u></b>	<b><u>5.5%</u></b>	<b><u>3.5%</u></b>		<b><u>5%</u></b>	<b><u>3%</u></b>	<b><u>Total Employees</u></b>	
<b><u>No. of Employees</u></b>	<b><u>4</u></b>	<b><u>72</u></b>	<b><u>4</u></b>	<b><u>80</u></b>	<b><u>0</u></b>	<b><u>12</u></b>	<b><u>12</u></b>	<b><u>92</u></b>
<b><u>2010</u></b>	<b><u>2.75%</u></b>	<b><u>2.5%</u></b>	<b><u>1.5%</u></b>		<b><u>2%</u></b>	<b><u>1%</u></b>	<b><u>Total Employees</u></b>	
<b><u>No. of Employees</u></b>	<b><u>5</u></b>	<b><u>55</u></b>	<b><u>1</u></b>	<b><u>61</u></b>		<b><u>3</u></b>	<b><u>3</u></b>	<b><u>64</u></b>

9800

## ProQuest Databases 2011

**Invoice Total:** \$15,195.00

**ProQuest Historical Newspapers - Chicago Tribune:** \$3,670.00  
**Remote Access:** \$520.00

**Content:**

Newspaper full-text (including graphics, photos, and advertisements) from 1849-1987.

**Usage statistics:**

Average of 751 searches per month from January to November 2010.

**Note:**

This database is heavily used by genealogists looking for obituaries and local historical information. It is also used by students looking for articles on Chicago historical events.

**Benefit to patrons:**

ChicagoTribune.com charges \$3.95 for articles older than 30 days or \$149.95-\$359.95 for an annual pass (depending on the number of articles).

**ProQuest Historical Newspapers - New York Times:** \$5,365.00

**Content:**

Newspaper full-text (including graphics, photos, and advertisements) from 1851- 2007.

**Remote Access:**

Remote access is available through the library's Web site. We are allowed an unlimited number of simultaneous users.

**Usage statistics:**

Average of 149 searches per month from January to November 2010.

**Note:**

This database is popular with students who need primary source documents and for anyone looking for articles on historic events.

**Benefit to patrons:**

NYTimes.com charges \$3.95 for Premium articles (with photos, charts, etc.) and for articles published from 1923-1986.

**Wall Street Journal:** \$5,640.00

**Content:**

Newspaper full-text from 1984 to the present.

**Remote Access:**

Remote access is available through the library's Web site. We are allowed an unlimited number of simultaneous users.

**Usage statistics:**

Average of 80 searches per month from January to November 2010.

**Note:**

WSJ is important to the business community and others looking for authoritative financial information.

**Benefit to patrons:**

WSJ.com charges \$1.99 per week for first 26 weeks, then \$2.99 per week for online subscriptions (\$218 per year).

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## Biography Resource Center (BRC) 2010 Renewal

**Invoice Total \$10,222.96**

**Price: \$4,022.73**

**Content:**

This database combines more than 600,000 biographies from Gale print sources on notable figures in literature, science, history, government, entertainment and more.

**Audience:**

This database is used by adults and students. It is particularly useful in Reference when no print biographies are available on a subject.

**Remote Access:**

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

**Usage statistics:**

323 searches per month, on average, from January – November 2010.

## Student Resource Center (SRC) 2010 Renewal

**Price: \$6,200.23**

**Content:**

- Primary documents
- Image Galley
- Full-text articles from magazines and newspapers
- Topic overviews
- Video and audio selections from NBC, NPR and more

**Audience:**

This database is geared toward middle school and high school students. It combines different media to create a web-like search experience that results in the discovery of reliable, authoritative information.

**Remote Access:**

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

**Usage statistics:**

89 searches per month, on average, from January – November 2010.



**EBSCO Invoice 2011****Invoice Total: \$11,989.00****MasterFile Premier**

## Content:

- Full text for nearly 1,700 periodicals covering general reference, business, health, education and science.
- Links to over 5,000 video files including television shows like the Today Show, NBC Nightly News, and Meet the Press
- Full text from more than 500 reference books
- Over 107,000 primary source documents
- Over 510,000 photos, maps & flags

**Business Source Premier**

## Content:

- Full Text for more than 2,200 journals
- Full text back to 1965
- Company profiles
- Country reports
- Industry reports
- Market research reports

**Note:** This package replaces Gale's General Reference Center and Business & Co. Resource Center. EBSCO now has exclusive rights to several important publications including: Time, People, Sports Illustrated, US News and World Report, Entrepreneur, Forbes, Fortune, Harvard Business Review, Kiplinger's Personal Finance, Money and Science.

The following databases are included at no additional charge:

- **MAS FullTEXT Ultra School Edition** (full text articles from magazines and reference works for high school students)
- **Middle Search Plus** (full text articles and biographies for middle-school students)
- **Primary Search** (full text articles, photos and reference works for elementary school students)
- **Newspaper Source Plus** (full text from hundreds of U.S. and international newspapers including the New York Times)



## RESOLUTION

### 2011 appropriation and 2010 Levy for Library Purposes Des Plaines Public Library, Des Plaines, Illinois

WHEREAS, The Board of Library Trustees of the Des Plaines Public Library of Des Plaines, Illinois, has at an open and public meeting held on September 21, 2010 considered the financial requirements of the said Public library for the fiscal year commencing January 1, 2011; and

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

WHEREAS, said Board has further determined the amount of money of which, in its judgment, it will be necessary to levy for library purposes in the 2010 annual tax levy ordinance to be enacted by the City Council of the City of Des Plaines.

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

1. THAT the amount of money, which in its judgment it will be necessary to levy for library purposes in the 2010 annual tax levy ordinance and for collection and deposit in the library fund is \$6,499,096.
2. AND THAT the Library will control its expenditures so that the expenditures do not exceed actual income during FY2011.
3. THAT the Secretary of the Board file a certified copy of this resolution with the City Clerk of the City of Des Plaines, Illinois.

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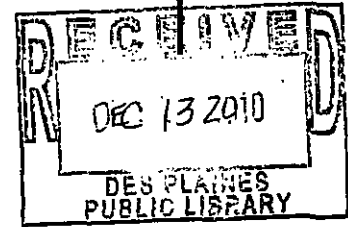


DANIEL W. HYNES  
COMPTROLLER - STATE OF ILLINOIS



CITY OF DES PLAINES  
DES PLAINES PUBLIC LIBRARY  
1501 ELLINWOOD AVENUE  
DES PLAINES IL 60016-4553

Agency # SECRETARY OF STATE  
Warrant Number AA1930534  
Warrant Amount \$59,948.78  
Warrant Date 12-09-2010  
Voucher Number PV350000021065



Vendor Number \*\*\*\*\* L

Payment Description: FY2010 ANNUAL PUBLIC LIBRARY PER CAPITA GRANT  
GRANT FOR PUBLIC LIBRARIES PER 75 ILCS 10/8.1  
PA 96-0046  
100% PAYMENT  
NOT FOR EDUCATIONAL PURPOSES

Invoice Number	Inv. Date	Customer ID	Billing Account Number	Net Amount
				59948.78

9408/333

Payment of interest may be available if the State fails to comply with the Illinois Prompt Payment Act. (30 ILCS 540/1)  
\* For questions, contact: SECRETARY OF STATE 217-782-3127

AA1930534  
DRAWN BY DANIEL W. HYNES, COMPTROLLER 782186  
ON THE TREASURER OF THE STATE OF ILLINOIS

PAY THIS AMOUNT: *Fifty-Nine Thousand Nine Hundred Forty-Eight* \*\*\*\*\*78/100 \$\*\*\*\*\*59948.78

DATE ISSUED: 12-09-2010

TO THE ORDER OF: CITY OF DES PLAINES  
DES PLAINES PUBLIC LIBRARY  
1501 ELLINWOOD AVENUE  
DES PLAINES IL 60016-4553

Alex Glennoules, Treasurer, State of Illinois  
Daniel W. Hynes, Comptroller, State of Illinois

VOID AFTER TWELVE MONTHS

SEAL OF THE STATE OF ILLINOIS  
AUG 26TH 1818

The **RTI** Group

**Quotation**

Ship to: <b>Des Plaines Public Library</b> 1501 Ellinwood Street Des Plaines, IL 60016 Attn: Ms. Jo Bonell Reader Services Supervisor	Bill to: <b>Des Plaines Public Library</b> 1501 Ellinwood Street Des Plaines, IL 60016 Attn: Ms. Jo Bonell Reader Services Supervisor
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Quotation Number: SRJ-7455	F.O.B. Ex-Factory, Lincolnwood, USA	Terms: Net 30 Days
Quotation Expires: 30 Days	Date of Quote: December 13, 2010	Delivery: 5 to 15 Days ARO

QUANTITY	CATALOG #	DESCRIPTION	UNIT PRICE	AMOUNT
1	10430s	New RTI <b>ECO Master</b> Optical Disc Repair System for Maintenance <u>through</u> Deep Scratch Repair of <u>all</u> DVDs, CDs, CD-ROMs, Books-on-Disc, & Game Discs. <ul style="list-style-type: none"> <li>➤ Full Automatic Operation Handling up to 50 Discs Unattended</li> <li>➤ Selectable Repairs of all 50 Discs in the Batch</li> <li>➤ Precision Computer Controlled Flat Polishing Technology</li> <li>➤ 3 Stage Water Recycling System</li> <li>➤ 'Hi-Vision' Color Touch Screen Control Center</li> <li>➤ On-Screen History Reporting of All Discs Repaired</li> <li>➤ Includes Supplies to repair approx. 500 Discs</li> <li>➤ 1 Year Parts/Factory Labor Warranty</li> <li>➤ Scott/Jeff will deliver and set up</li> </ul>	\$ 15,995.00	\$ 15,995.00
1	10480	Selectable 4 Level Precision Blu-ray Repair	\$ 995.00	\$ 995.00
		Total		\$ 16,990.00

Pricing does not include applicable Taxes, Duties, and Fees.  
 Delivery time is based on CURRENT production load & is subject to change.

Please sign and return it to RTI, Attention: Scott

<p><b>ACCEPTED:</b></p> <p>Signature: _____</p> <p>Name: _____</p> <p>Date Accepted: ____ / ____ / ____</p>	<p style="text-align: right;"><b>Research Technology International</b></p> <p style="text-align: right;">By <u>Scott Jahnke</u></p> <p style="text-align: right;">Authorized Representative</p> <p style="text-align: right;">APPROVED: <u>December 13, 2010</u></p>
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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, DECEMBER 21, 2010**

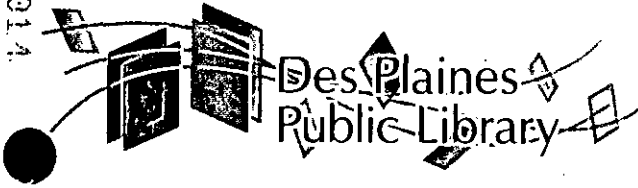
**7:00 PM**

**Conference Room – Second Floor**

### **Agenda:**

- **Annual Budget Resolutions**
- **Executive Session – To Discuss**
  - **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 847-376-2801 to allow the Library to make reasonable accommodations.



1501 Ellinwood Street  
Des Plaines, IL 60016-4553  
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DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting  
**December 21, 2010**  
**7:00 PM**

- I. Call to Order.
- 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]
  - A. Approval of the Minutes of Board Discussion – November 16, 2010.
  - B. Approval of the Minutes of the Rescheduled Board Meeting – November 30, 2010.
  - C. Acceptance of Financial Reports for November 2010.
  - D. Acceptance of Reports.
    1. Director's Report – Holly Richards Sorensen.
    2. Friends of the Library Report – Myrtle Klebe.

- VIII. Unfinished Business.
  - A. Review and Approve Salary Schedule for 2011. [Action Item]
  - B. Use and Layout of Wiki Information.
  
- IX. New Business.
  - A. Approve Payment of Vendor Checks Report - \$85,908.59. [Action Item]
  - B. Approve Payment to ProQuest - \$15,195.00. [Action Item]
  - C. Approve Payment to Gale for Biography Resource Center/Student Resource Center - \$10,111.96 [Action Item]
  - D. Approve Payment to EBSCO - \$11,989.00. [Action Item]
  - E. Resolutions. [Action Item]
    - 1. Appropriation and Levy.
  - F. January and July 2011 Meeting Start Times. [Action Item]
  - G. Approve Payment to The RTI Group - \$16,990.00. [Action Item]
  
- X. Announcements.
  - A. Request for Volunteers for Do the Dewey Committee.
  
- XI. Correspondence.
  
- XII. Other
  
- XIII. Executive Session.
  - A. Semi-Annual Review of Executive Session Minutes.
  
- XIV. Executive Session Action.
  - A. Semi-Annual Review of Executive Session Minutes. [Action Item]
  
- XV. Adjournment.

**This meeting will be recorded for television broadcast.**



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

BOARD OF TRUSTEES  
 Minutes of Board Discussion  
 November 16, 2010

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, November 16, 2010. President George Magerl called the meeting to order at 7:08 p.m.

Roll call indicated the following board members were present: Dion Kendrick, Myrtle Klebe, George Magerl, Steven Mokry.

No quorum was present. The meeting was rescheduled to Tuesday, November 30, 2010 at 7:00 p.m.

Absent: Eugene Fregetto, Susan Moylan Krey, John Robinson, Jeff Rozovics, Jennifer Tsalapatanis.

Also present: Holly Richards Sorensen, Carol Kidd, Heather Imhoff, Roberta Johnson, Stephanie Spetter, Susan Farid, Alderman Dan Wilson, Jennifer Delgado, Miriam Pollack, Raul Silvestry, Don Sofolo, Dan Klobnak, Bob Vormittag.

PUBLIC COMMENTS AND QUESTIONS

Bob Vormittag, a Des Plaines resident, stated that the library is too noisy and patrons should be restricted in using their cell phones and talking loudly. Trustee Kendrick asked that the quiet policy be reviewed. Library Director Sorensen will review this request.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson.

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

DIRECTOR'S REPORT – Holly Richards Sorensen.

Personnel Highlights

New Employees for October/November 2010

Rebecca Harris, Page, 11/01/2010

Wanda Johnson, Page 11/15/2010



Resignations for October/November 2010

Linda Knorr, Readers' Services Assistant, 10/28/2010

### Patron Services Highlights

#### Circulation

As of October 21 we have circulated 1,026,959 items. That's down 3.2% from 2009 where we saw record increases of 13%. Our circulation is leveling off from those record highs but still very strong.

#### Patron Attendance:

50,152 people came through the doors this month, which is up 10% over October 2009.

#### Hits on Web site:

We had 54,141 hits on our web site in October. Total web site hits for 2010 are 588,460.

#### Meeting Room Usage:

In October 80 different groups met at the library using our meeting rooms. Over, 3,000 people were in attendance.

#### Other:

241 audiobooks were downloaded by 78 patrons in October, 36 of who are new users. The most popular titles are Steig Larsson's *Girl with the Dragon Tattoo* and *Girl who Kicked the Hornet's Nest*.

### UNFINISHED BUSINESS

REVIEW AND APPROVE INSURANCE PROPOSALS FROM HARTFORD INSURANCE FOR LIBRARY PROPERTY, GENERAL LIABILITY, AUTOMOBILE, WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY, UMBRELLA, DIRECTORS' & OFFICERS' LIABILITY WITH HIGHER DEDUCTIBLES

Trustee Kendrick asked what the savings was for raising the insurance deductible from \$1,000 to \$5,000 and President Sorensen stated that the insurance premium was reduced by \$2,126.

### NEW BUSINESS

PREPARE FOR BOARD RETREAT – Miriam Pollack.

Miriam Pollack, from Miriam Pollack & Associates, gave everyone in attendance a draft of the agenda for the January 8, 2011 planning retreat meeting at the library.

DISCUSS MEETING TIMES FOR BOARD AND COMMITTEE MEETINGS.

The board discussed meeting no earlier than 6:00 p.m. to accommodate those members who work or who cannot attend an earlier meeting.

DISCUSS BOARD USE OF WIKI.

President Magerl asked the board to think about how they use the Wiki and ways to improve the functionality.

Alderman Wilson stated that the City Council had approved the bridge loan for the library. Alderman Wilson also stated that the Cook County tax bills have been mailed and asked if the library would still require a loan. President Magerl responded that the library would be very conservative in requesting a loan. Trustee Kendrick asked Director Sorensen what the costs to the library were for requesting a bridge loan from the City of Des Plaines and Director Sorensen responded that legal fees were \$2,500.

Discussion adjourned at 7:59 p.m.

Minutes prepared Carol Kidd.



BOARD OF TRUSTEES  
Minutes of the Rescheduled Regular Meeting  
November 30, 2010

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, November 30, 2010. President George Magerl called the meeting to order at 7:00 p.m.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, Myrtle Klebe, George Magerl, Steven Mokry, John Robinson, Jeff Rozovics, Jennifer Tsalapatanis.

Absent: Susan Moylan Krey.

Also present: Holly Richards Sorensen, Carol Kidd, Roberta Johnson, Susan Farid, Jo Bonell, Alderman Dan Wilson, Jennifer Delgado, Wayne Serbin, Dan Klobnak, Don Sofolo, Steve Antonoff.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

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

PUBLIC COMMENTS AND QUESTIONS.

Wayne Serbin, a Des Plaines resident, made a complaint about how noisy the library is because there is loud talking, cell phone use and children crying.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson.

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

CONSENT AGENDA:

MOTION by Dion Kendrick, seconded by Jeff Rozovics, to approve the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.



**UNFINISHED BUSINESS.**

MOTION by Dion Kendrick, seconded by Steve Mokry, to approve the Insurance Proposal from Hartford Insurance for Library Property, General Liability, Automobile, Workers' Compensation and Employers' Liability, Umbrella, Directors' & Officers Liability with a deductible of \$5,000. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Klebe, Magerl, Mokry, Robinson, Rozovics, Tsalapatani. NAYS: None. MOTION CARRIED.

**NEW BUSINESS****APPROVE PAYMENT OF VENDOR CHECKS REPORT - \$83,287.91. [Action Item]**

MOTION by Jeff Rozovics, seconded by Dion Kendrick, to approve the payment of vendor checks in the amount of \$83,287.91, as listed on the vendor checks report of October 2010 and authorize the Library Director to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Kendrick, Klebe, Magerl, Mokry, Robinson, Rozovics, Tsalapatani. NAYS: Fregetto. MOTION CARRIED.

Eugene Fregetto stated that the vendor check report does not list the contract amount for individual contracts. Jeff Rozovics stated that a special report would have to be created. Dion Kendrick asked what the cost would be for this additional information. Director Sorensen will contact the library accountants and inquire about the costs for specialized reports.

**PREPARE FOR BOARD RETREAT**

A draft of the agenda for the January 8, 2011 planning retreat was distributed to board members. The retreat will be held in meeting room C from 9:00 a.m. – 3:00 p.m. Alderman Wilson will attend the meeting.

**MANAGEMENT COMMITTEE REPORT – MYRTLE KLEBE**

MOTION by Committee, to approve changes to Section D, Personnel Policy, as presented. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Klebe, Magerl, Mokry, Robinson, Rozovics, Tsalapatani. NAYS: None. MOTION CARRIED.

**REVIEW AND APPROVE SALARY SCHEDULE FOR 2011.**

The board was asked to review and approve the 2011 salary and classification schedule with a 1% increase to the ranges only. Sorensen stated that staff would receive no increase to salary in 2011. The increase is a recommendation from the Management Association of Illinois which surveys area businesses for changes to salary schedules.

MOTION by Jennifer Tsalapatani, seconded by Jeff Rozovics, to approve the Salary Schedule for 2011. ROLL CALL VOTE: AYES: Magerl, Rozovics, Tsalapatani. NAYS: Fregetto, Kendrick, Klebe, Mokry, Robinson. MOTION FAILED.

MOTION by Steve Mokry, seconded by Dion Kendrick, to direct Director Sorensen to prepare a report listing the history of the raises given to employees for the last three years and to report the number of employees who are at the top of the salary range in the last three years, and to obtain a copy of the study prepared by Management Association for board review at the December 2010 meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

#### REVIEW AND APPROVE CONTRACT FOR IT SERVICES.

The board was asked to review and vote on the IT proposal submitted by Outsource Solutions Group for three years at a cost of \$325,000/yr. Don Sofolo, President, Outsource Solutions Group, was in attendance to answer board questions about the Request for Proposal that his company prepared and submitted to the library. No other bids were received, but Director Sorensen stated that the IT proposal was sent by email to other IT companies. The board members discussed the 30 day clause in the proposal that states "The Board reserves the right to cancel said IT services with a thirty (30) day written notice."

MOTION by Steve Mokry, seconded by Dion Kendrick, to approve the Outsource Solutions Group proposal for three years at a cost of \$325,000/yr., as presented. ROLL CALL VOTE: AYES: Kendrick, Klebe, Magerl, Mokry, Robinson, Rozovics. NAYS: Fregetto, Tsalapatani. MOTION CARRIED.

SUBSTITUTE MOTION by Eugene Fregetto, seconded Jennifer Tsalapatani, to extend the current contract with Outsource Solutions Group for six (6) months with the same terms and conditions, to allow staff to resolicit proposals for IT services and to schedule a pre-proposal meeting to allow all competitors to be fully informed about the IT proposal. ROLL CALL VOTE: AYES: Fregetto, Tsalapatani. NAYS: Kendrick, Klebe, Magerl, Mokry, Robinson, Rozovics. MOTION FAILED.

#### APPROVE PAYMENT TO EBSCO FOR SUBSCRIPTION SERVICES.

MOTION by Jennifer Tsalapatani, seconded by John Robinson, to approve the EBSCO subscription service invoice in the amount of \$32,109.40. ROLL CALL VOTE: AYES: All. NAYS: None. MOTION CARRIED.

#### DISCUSS MEETING TIMES FOR BOARD AND COMMITTEE MEETINGS.

The board will not schedule meeting earlier than 6:00 p.m. to allow all board members to attend the meetings.

#### DISCUSS BOARD USE OF WIKI.

President Magerl asked the board to think about how they use the Wiki and any changes they would like to see implemented on the Wiki. Use of the board Wiki will be discussed at the December board meeting.

#### ANNOUNCEMENTS

President Magerl invited the board to the staff Christmas party on December 14 and asked the board to make a donation for the party.

Jennifer Tsalapatani asked that the Do the Dewey committee begin meeting soon.

MOTION by Myrtle Klebe, seconded by John Robinson, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 8:51p.m.

Minutes prepared Carol Kidd.

December 14, 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 November 30, 2010 and the related statements of revenues, expenditures and changes in fund balance for the one month and the eleven 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

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# Des Plaines Public Library

## Treasurer's Report as of November 30, 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>
201-1102008 - Cash Deposit #1944650243	1,959.67
202-1102008 - Cash Deposit #1944650243	0.00
707-1102008 - Cash Deposit #1944650243	<u>0.00</u>
	<u>1,959.67</u>
201-1102009 - Cash Payroll #8100292278	<u>17,860.96</u>
	<u>17,860.96</u>
201-1102015 - First Midwest Operating #8100292260	97,483.06
202-1102015 - First Midwest Operating #8100292260	<u>24,853.23</u>
	<u>122,336.29</u>
201-1102028 - Cash Library Donations	<u>21,624.07</u>
	<u>21,624.07</u>
201-1102073 - Cash IL - Epay #151600222104	<u>3,978.80</u>
201-1102076 - IL Funds - Library # 151600221288	(100,655.08)
202-1102076 - IL Funds - Library # 151600221288	<u>128,386.09</u>
	<u>27,731.01</u>
201-1102078 - Cash IL - Epay Library	<u>1,702.64</u>
201-1102079 - IL Funds - 151600222591	<u>174,801.22</u>
201-1104006 - Investments - Certificates of Deposit	<u>102,423.77</u>
<b>Total Invested</b>	<u><u>474,918.43</u></u>



December 14, 2010

## Des Plaines Public Library Balance Sheet as of November 30, 2010

<u>Library Fund</u>	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<b><u>Assets</u></b>			
1101000 - Petty Cash	500.00	0.00	500.00
1102008 - Cash Deposit #1944650243	1,959.67	0.00	1,959.67
1102009 - Cash Payroll #8100292278	2,306.55	15,554.41	17,860.96
1102015 - First Midwest Operating #8100292260	176,925.70	(79,442.64)	97,483.06
1102028 - Cash Library Donations	21,621.47	2.60	21,624.07
1102073 - Cash IL - Epay 151600008073	2,022.42	1,956.38	3,978.80
1102076 - IL Funds - Library # 15160221288	(195,658.62)	95,003.54	(100,655.08)
1102078 - Cash IL - Epay Library	1,030.07	672.57	1,702.64
1102079 - IL Funds -	702,738.69	(527,937.47)	174,801.22
1104006 - Investments - Certificates of Deposit	102,337.37	86.40	102,423.77
1118000 - Receivable - Property Taxes	6,599,703.00	0.00	6,599,703.00
	<u>7,415,486.32</u>	<u>(494,104.21)</u>	<u>6,921,382.11</u>
<b><u>Liabilities and Fund Balance</u></b>			
<b><u>Liabilities</u></b>			
2401000 - Accounts Payable	79,069.92	5,022.96	84,092.88
2401001 - Audit Accounts Payable	0.00	0.00	0.00
2401002 - Payroll Liabilities	0.00	15,021.61	15,021.61
2401010 - Federal W/H Payable	0.00	0.00	0.00
2401020 - F.I.C.A. W/H Payable	0.00	0.00	0.00
2401030 - State W/H 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
2430707 - Due to Library Comp Abs	172,222.44	0.00	172,222.44
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
	<u>6,726,951.36</u>	<u>20,044.57</u>	<u>6,746,995.93</u>
<b><u>Fund Balance</u></b>			
3730000 - Fund Balance - Unreserved	1,484,291.17	0.00	1,484,291.17
<b>Total Liabilities and Fund Balance</b>	<u>8,211,242.53</u>	<u>20,044.57</u>	<u>8,231,287.10</u>
<b>Excess Revenues Over Expenses</b>	<u>(795,756.21)</u>	<u>(514,148.78)</u>	<u>(1,309,904.99)</u>

See Accountants' Compilation Report

December 14, 2010

## Des Plaines Public Library

### Balance Sheet as of November 30, 2010

#### Capital Projects Fund

##### Assets

1102015 - First Midwest Operating #8100292260	(70,146.77)	95,000.00	24,853.23
1102076 - IL Funds - Library # 15160221288	223,386.09	(95,000.00)	128,386.09
	153,239.32	0.00	153,239.32

##### Liabilities and Fund Balance

##### Liabilities

2401000 - Accounts Payable	0.00	466.41	466.41
2401001 - Audit Accounts Payable	16,531.10	0.00	16,531.10
	16,531.10	466.41	16,997.51

##### Fund Balance

3730000 - Fund Balance - Unreserved	206,851.74	0.00	206,851.74
<b>Total Liabilities and Fund Balance</b>	<b>223,382.84</b>	<b>466.41</b>	<b>223,849.25</b>
<b>Excess Revenues Over Expenses</b>	<b>(70,143.52)</b>	<b>(466.41)</b>	<b>(70,609.93)</b>

#### Compensated Absences Fund

##### Assets

1120201 - Due From Library	172,222.11	0.00	172,222.11
	172,222.11	0.00	172,222.11

##### Liabilities and Fund Balance

##### Liabilities

2450035 - Accrued ST-LT Comp Absence	124,380.00	0.00	124,380.00
2490010 - Compensated Absences Payable	47,842.11	0.00	47,842.11
	172,222.11	0.00	172,222.11

##### Fund Balance

3730000 - Fund Balance - Unreserved	0.00	0.00	0.00
<b>Total Liabilities and Fund Balance</b>	<b>172,222.11</b>	<b>0.00</b>	<b>172,222.11</b>
<b>Excess Revenues Over Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

December 14, 2010

## Des Plaines Public Library

### Balance Sheet as of November 30, 2010

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Fixed Assets Fund</u>			
<b><u>Assets</u></b>			
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>
<b><u>Liabilities and Fund Balance</u></b>			
<b><u>Liabilities</u></b>			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b><u>Fund Balance</u></b>			
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>
<b>Total Liabilities and Net Capital Assets</b>	<u><u>894,053.00</u></u>	<u><u>0.00</u></u>	<u><u>894,053.00</u></u>
<b>Excess Revenues Over Expenses</b>	<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 November 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>					
<b><u>Taxes</u></b>					
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	(61,671.93)	0.00	61,671.93	0.00
4810025 - Property Taxes 2008	0.00	271,310.84	50,000.00	(221,310.84)	542.62
4810026 - Property Taxes 2009	0.00	3,581,921.60	6,309,802.00	2,727,880.40	56.77
	<u>0.00</u>	<u>3,791,560.51</u>	<u>6,359,802.00</u>	<u>2,568,241.49</u>	<u>59.62</u>
<b><u>Intergovernmental</u></b>					
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>
<b><u>Fines &amp; Fees</u></b>					
4850101 - Library Fees	538.22	5,119.72	0.00	(5,119.72)	0.00
4850102 - Library Fines	5,885.39	94,359.08	125,000.00	30,640.92	75.49
4850103 - Library Fines / Credit Card	2,634.18	19,477.95	0.00	(19,477.95)	0.00
4850201 - Copying Fee	3,085.88	26,439.66	30,000.00	3,560.34	88.13
4850202 - Damaged Materials	131.90	641.65	0.00	(641.65)	0.00
4850203 - Lost Materials	522.48	6,689.90	0.00	(6,689.90)	0.00
4850205 - Bags	71.75	779.69	0.00	(779.69)	0.00
4850207 - Non-Res Cards	73.46	1,576.46	0.00	(1,576.46)	0.00
	<u>12,943.26</u>	<u>155,084.11</u>	<u>155,000.00</u>	<u>(84.11)</u>	<u>100.05</u>
<b><u>Special Programs &amp; Events</u></b>					
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>
<b><u>Other Revenue</u></b>					
4890010 - Interest Income	155.93	3,962.52	5,000.00	1,037.48	79.25
4890050 - Sale of Fixed Assets	0.00	0.00	1,000.00	1,000.00	0.00
4899900 - Miscellaneous Revenue	2,372.97	24,621.50	17,500.00	(7,121.50)	140.69
4899920 - Library Donations	0.00	6,019.59	10,000.00	3,980.41	60.20
	<u>2,528.90</u>	<u>34,603.61</u>	<u>33,500.00</u>	<u>(1,103.61)</u>	<u>103.29</u>
<b>Total Library Fund</b>	<u>15,472.16</u>	<u>4,005,160.16</u>	<u>6,703,990.00</u>	<u>2,698,829.84</u>	<u>59.74</u>

**Des Plaines Public Library  
Revenue Report as of November 30, 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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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>
 <b>Total Capital Projects Fund</b>	 <u>0.00</u>	 <u>3.25</u>	 <u>305,000.00</u>	 <u>304,996.75</u>	 <u>0.00</u>
 <b>Total of All Funds</b>	 <u>15,472.16</u>	 <u>4,005,163.41</u>	 <u>7,008,990.00</u>	 <u>3,003,826.59</u>	 <u>57.14</u>

## Des Plaines Public Library Expense Report as of November 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>Expend.</u>
<u>Library Fund</u>					
<b>Salaries</b>					
5910100 - Salaries	315,944.56	2,256,878.13	2,318,022.00	61,143.87	97.36
5910200 - Temporary Wages	0.00	284,401.81	789,113.00	504,711.19	36.04
5910400 - Non - Supervisory Overtime	0.00	443.30	0.00	(443.30)	0.00
5910500 - Vacation Pay	3,998.46	102,922.10	0.00	(102,922.10)	0.00
5910600 - Sick Pay	6,739.48	44,950.25	0.00	(44,950.25)	0.00
5910700 - Holiday Pay	3,962.62	40,759.96	0.00	(40,759.96)	0.00
5910900 - Act/Out of Class/Premium	0.00	2,692.30	0.00	(2,692.30)	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>330,645.12</u>	<u>2,735,946.58</u>	<u>3,110,635.00</u>	<u>374,688.42</u>	<u>87.95</u>
<b>Benefits</b>					
5918010 - Unemployment Compensation	340.07	7,429.48	4,986.00	(2,443.48)	149.01
5918020 - Employer Contribution - FICA	24,754.68	204,916.84	237,314.00	32,397.16	86.35
5918021 - Employer Contribution - IMRF	31,701.99	267,379.66	297,814.00	30,434.34	89.78
5918030 - EAP Program	0.00	0.00	682.00	682.00	0.00
5918040 - Life Insurance Premiums	0.00	2,607.80	6,576.00	3,968.20	39.66
5918050 - PPO Insurance Premiums	38,614.43	318,293.71	389,041.00	70,747.29	81.81
5918051 - HMO Insurance Premiums	12,276.39	97,760.78	111,979.00	14,218.22	87.30
5918055 - Dental Insurance Premiums	3,282.39	26,710.72	31,505.00	4,794.28	84.78
5918070 - Workers Compensation	1,871.60	12,887.97	9,500.00	(3,387.97)	135.66
5918085 - RHS Plan Payout	0.00	5,214.26	10,000.00	4,785.74	52.14
	<u>112,841.55</u>	<u>943,201.22</u>	<u>1,099,397.00</u>	<u>156,195.78</u>	<u>85.79</u>
<b>Contractual Services</b>					
5920100 - Legal Fees	1,863.75	6,990.14	15,000.00	8,009.86	46.60
5920105 - Costs of Litigation	0.00	154.11	3,500.00	3,345.89	4.40
5920110 - Professional Services	29,119.63	307,405.23	405,000.00	97,594.77	75.90
5920120 - Communication Services	1,349.30	29,470.94	28,460.00	(1,010.94)	103.55
5920140 - Data Processing Services	4,246.26	72,026.68	100,800.00	28,773.32	71.46
5920202 - Conferences	0.00	1,546.30	0.00	(1,546.30)	0.00
5920204 - Training	0.00	1,447.00	2,600.00	1,153.00	55.65
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	3,366.56	0.00	(3,366.56)	0.00
5920220 - Membership Dues	0.00	3,469.00	6,500.00	3,031.00	53.37
5920225 - Licensing/Titles	0.00	50.00	100.00	50.00	50.00
5920230 - Publication of Notices	0.00	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	12,434.50	24,869.00	12,434.50	50.00
5930010 - R&M Equipment	6,678.21	102,628.83	110,062.00	7,433.17	93.25
5930020 - R&M Buildings & Structures	2,012.24	73,974.65	116,235.00	42,260.35	63.64
5930030 - R&M Vehicles	0.00	4,449.12	14,300.00	9,850.88	31.11
5930195 - Book Binding & Repair	0.00	215.10	1,000.00	784.90	21.51
5930210 - Rental of Equipment	164.00	1,640.00	26,500.00	24,860.00	6.19
5930320 - Cleaning/Custodial Services	7,423.00	109,266.00	96,700.00	(12,566.00)	112.99
5930490 - Refuse Contract	475.28	6,158.53	5,500.00	(658.53)	111.97
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00
5960065 - Bank Fees	39.01	641.96	0.00	(641.96)	0.00

## Des Plaines Public Library Expense Report as of November 30, 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	551.93	500.00	(51.93)	110.39
5960210 - Special Event Programming	1,300.00	20,380.84	31,000.00	10,619.16	65.74
5960990 - Misc. Contractual Services	9,013.46	77,431.06	99,375.00	21,943.94	77.92
	<u>63,684.14</u>	<u>836,669.68</u>	<u>1,089,251.00</u>	<u>252,581.32</u>	<u>76.81</u>
<b><u>Commodities</u></b>					
5970100 - Office Supplies	1,147.61	76,346.83	116,300.00	39,953.17	65.65
5970110 - Meals	0.00	855.97	2,800.00	1,944.03	30.57
5970115 - Supplies - Dept/Other	0.00	0.00	0.00	0.00	0.00
5970170 - Janitorial	1,947.08	18,615.27	20,600.00	1,984.73	90.37
5970260 - Postage & Parcel	693.80	15,244.43	13,300.00	(1,944.43)	114.62
5970270 - Printing -Reproduction-Binding	0.00	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	3,788.95	8,000.00	4,211.05	47.36
5970600 - Books	13,125.69	335,944.80	489,800.00	153,855.20	68.59
5970610 - Audio Materials	203.04	47,986.27	84,600.00	36,613.73	56.72
5970620 - Subscriptions & Books	2,376.58	24,459.11	78,800.00	54,340.89	31.04
5970630 - Visual Materials	607.22	77,360.86	96,250.00	18,889.14	80.37
5970640 - Automated Reference Materials	0.00	97,866.42	141,000.00	43,133.58	69.41
5970810 - Natural Gas	851.14	15,696.07	30,000.00	14,303.93	52.32
5970820 - Electricity	0.00	0.00	500.00	500.00	0.00
5970840 - Diesel	467.81	2,201.32	4,000.00	1,798.68	55.03
5970850 - Gasoline	50.16	434.89	2,000.00	1,565.11	21.74
5970900 - Equipment < \$5,000	0.00	2,688.87	5,500.00	2,811.13	48.89
	<u>21,470.13</u>	<u>720,761.56</u>	<u>1,098,450.00</u>	<u>377,688.44</u>	<u>65.62</u>
<b><u>Capital Expenditures</u></b>					
5980300 - Improvements	0.00	0.00	8,000.00	8,000.00	0.00
5980400 - Equipment	155.00	42,643.54	33,000.00	(9,643.54)	129.22
5980410 - Computer Hardware	0.00	1,092.69	6,750.00	5,657.31	16.19
5980420 - Computer Software	200.00	20,069.32	32,000.00	11,930.68	62.72
5980600 - Furniture & Fixtures	625.00	8,530.81	20,500.00	11,969.19	41.61
	<u>980.00</u>	<u>72,336.36</u>	<u>100,250.00</u>	<u>27,913.64</u>	<u>72.16</u>
<b><u>Other Funding Activities</u></b>					
5990935 - Trans to D/S - 2002A Bond	0.00	6,149.75	24,598.00	18,448.25	25.00
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>6,149.75</u>	<u>399,598.00</u>	<u>393,448.25</u>	<u>1.54</u>
<b>Total Library Fund Expenditures</b>	<u><u>529,620.94</u></u>	<u><u>5,315,065.15</u></u>	<u><u>6,897,581.00</u></u>	<u><u>1,582,515.85</u></u>	<u><u>77.06</u></u>

## Des Plaines Public Library Expense Report as of November 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>Expend.</u>
<u>Capital Projects Fund</u>					
<b><u>Contractual Services</u></b>					
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>
<b><u>Capital Expenditures</u></b>					
5980300 - Improvements	0.00	0.00	92,000.00	92,000.00	0.00
5980400 - Equipment	0.00	38,047.28	24,000.00	(14,047.28)	158.53
5980410 - Computer Hardware	466.41	32,565.90	76,100.00	43,534.10	42.79
	<u>466.41</u>	<u>70,613.18</u>	<u>192,100.00</u>	<u>121,486.82</u>	<u>36.76</u>
<b>Total Capital Projects Fund Expenditures</b>	<u>466.41</u>	<u>70,613.18</u>	<u>207,100.00</u>	<u>136,486.82</u>	<u>34.10</u>
 <b>Total of All Funds</b>	 <u>530,087.35</u>	 <u>5,385,678.33</u>	 <u>7,104,681.00</u>	 <u>1,719,002.67</u>	 <u>75.80</u>





All checkbooks  
November 2010

Des Plaines Public Library  
Check Register

DESPLANSLIB

Check Number	Check Date	Payee	Amount
Checks			
10727	12/21/10	ALEXIAN BROTHERS CORP HEALTH SERV	132.00
10728	12/21/10	BAKER & TAYLOR	1,994.77
10729	12/21/10	BANC OF AMERICA LEASING	2,005.00
10730	12/21/10	BANKCARD SERVICES	904.10
10731	12/21/10	BEDCO MECHANICAL INC.	142.50
10732	12/21/10	BUSINESS MACHINE AGENTS INC	900.34
10733	12/21/10	C C H, INCORPORATED	95.50
10734	12/21/10	C D W GOVERNMENT INCORPORATED	128.14
10735	12/21/10	CITY OF DES PLAINES	517.97
10736	12/21/10	COMPLETE CLEANING COMPANY INC	7,423.00
10737	12/21/10	COOPERATIVE COMPUTER SERVICES	6,323.94
10738	12/21/10	DEMCO EDUCATIONAL CORP	68.08
10739	12/21/10	DES PLAINES PARK DISTRICT	50.00
10740	12/21/10	DIGGING RECORDS, INC.	750.00
10741	12/21/10	EBSCO SUBSCRIPTION SVC	1,519.48
10742	12/21/10	ELSEVIER	720.10
10743	12/21/10	FEDERAL EXPRESS	18.93
10744	12/21/10	FIRST SECURITY SYSTEMS, INC.	1,600.00
10745	12/21/10	GARVEY'S OFFICE PRODUTS	245.44
10746	12/21/10	GOVCONNECTION INC	229.19
10747	12/21/10	IBLR	569.95
10748	12/21/10	INTERIOR TROPICAL GARDENS INC	170.00
10749	12/21/10	KLEIN, THORPE & JENKINS, LTD.	1,863.75
10750	12/21/10	LAPORT INC.	1,947.08
10751	12/21/10	LAUTERBACH & AMEN, LLP.	1,350.00
10752	12/21/10	LIBRARY FURNITURE INTERNTL	625.00
10753	12/21/10	MARQUIS WHO'S WHO	588.45
10754	12/21/10	MATTHEW BENDER & COMPANY INC	318.89
10755	12/21/10	MESSAGE MOVERS	291.71
10756	12/21/10	MICHAEL CLOUD	250.00
10757	12/21/10	MICROSYSTEMS, INC.	7,152.50
10758	12/21/10	MIDWEST TAPE	710.21
10759	12/21/10	NICOR GAS	851.14
10760	12/21/10	OFFICE DEPOT	190.75
10761	12/21/10	OUTSOURCE SOLUTIONS GROUP	27,858.11
10762	12/21/10	P C NATION	109.08
10763	12/21/10	PADDOCK PUBLICATIONS, INC.	127.00
10764	12/21/10	PITNEY BOWES	838.87
10765	12/21/10	RECORDED BOOKS, LLC	161.80
10766	12/21/10	SANDY LUCAS	500.00
10767	12/21/10	SCHINDLER ELEVATOR CORPORATION	360.27
10768	12/21/10	SCHMAUS CASH REGISTER COMPANY	230.00
10769	12/21/10	SOMETHING FISHY INC	99.93
10770	12/21/10	STANDARD & POOR'S	6,776.64
10771	12/21/10	STANDARD & POOR'S	827.98
10772	12/21/10	TELEVEND SERVICES INCORPORATED	178.85
10773	12/21/10	THE RISK MANAGEMENT ASSOC.	322.00
10774	12/21/10	U of ARKANSAS AT LITTLE ROCK	63.20
10775	12/21/10	UNITED BUSINESS SOLUTIONS	1,511.73
10776	12/21/10	W S I LIGHTING	51.97
10777	12/21/10	WAREHOUSE DIRECT	380.47
10778	12/21/10	WASTE MANAGEMENT	344.69
10779	12/21/10	WASTE MANAGEMENT	130.59
10780	12/21/10	WEST GROUP	929.00
10781	12/21/10	WT COX SUBSCRIPTIONS	109.20
50104	11/30/10	AT&T	222.33
50105	11/30/10	AT&T	98.57
50106	11/30/10	AT&T	43.25
50107	11/30/10	McLEOD USA	299.03
50108	11/30/10	VERIZON WIRELESS	126.84
50109	11/30/10	COMCAST CABLE	441.93

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All checkbooks  
November 2010

Des Plaines Public Library  
Check Register

DESPLANSLIB

Check Number	Check Date	Payee	Amount
50110	11/30/10	SPRINT	18.82
50111	11/30/10	SPRINT	16.04
50112	11/30/10	WOW! INTERENT CABLE	82.49
Total checks	64	Total	<u>85,908.59</u>

**Des Plaines Public Library  
Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
AT&T	50104	11/30/10	222.33
Account No. 201-5920120		Description ACH	Amount 222.33
AT&T	50105	11/30/10	98.57
Account No. 201-5920120		Description ACH	Amount 98.57
AT&T	50106	11/30/10	43.25
Account No. 201-5920120		Description ACH	Amount 43.25
COMCAST CABLE	50109	11/30/10	441.93
Account No. 201-5920120		Description ACH	Amount 441.93
McLEOD USA	50107	11/30/10	299.03
Account No. 201-5920120		Description ACH	Amount 299.03
SPRINT	50110	11/30/10	18.82
Account No. 201-5920120		Description ACH	Amount 18.82
SPRINT	50111	11/30/10	16.04
Account No. 201-5920120		Description ACH	Amount 16.04
VERIZON WIRELESS	50108	11/30/10	126.84
Account No. 201-5920120		Description ACH	Amount 126.84
WOW! INTERENT CABLE	50112	11/30/10	82.49
Account No. 201-5920120		Description ACH	Amount 82.49
		Subtotal	<u>1,349.30</u>
ALEXIAN BROTHERS CORP HEALTH SER'	10727	12/21/10	132.00
Account No. 201-5960990		Description Invoice # 383119	Amount 132.00
BAKER & TAYLOR	10728	12/21/10	1,994.77
Account No. 201-5960990		Description Invoice # 2025242501	Amount 1.09
Account No. 201-5960990		Description Invoice # 2025240525	Amount 1.73
Account No. 201-5960990		Description Invoice # 2025248758	Amount 5.82
Account No. 201-5960990		Description Invoice # 2025225103	Amount 2.53
Account No. 201-5960990		Description Invoice # 2025218239	Amount 6.93
Account No. 201-5960990		Description Invoice # 2025225050	Amount 1.12
Account No. 201-5960990		Description Invoice # 2025292714	Amount 4.51
Account No. 201-5960990		Description Invoice # 2025290717	Amount 1.24
Account No. 201-5960990		Description Invoice # 2025290627	Amount 3.18
Account No. 201-5960990		Description Invoice # 2025272137	Amount 1.24
Account No. 201-5960990		Description Invoice # 2025261409	Amount 9.64
Account No. 201-5960990		Description Invoice # 2025266189	Amount 3.36
Account No. 201-5960990		Description Invoice # 2025264261	Amount 4.81
Account No. 201-5960990		Description Invoice # 2025307613	Amount 5.92
Account No. 201-5960990		Description Invoice # 2025307601	Amount 1.24
Account No. 201-5960990		Description Invoice # 2025313564	Amount 2.92
Account No. 201-5960990		Description Invoice # 2025296722	Amount 2.48
Account No. 201-5960990		Description Invoice # 2025349439	Amount 0.47

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All Checkbooks  
November 2010

**Des Plaines Public Library  
Vendor Checks Report**

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2025355646		2.89
201-5960990	Invoice # 2025327047		3.53
201-5960990	Invoice # 2025310846		7.23
201-5960990	Invoice # 2025328404		1.62
201-5960990	Invoice # 2025330673		1.24
201-5960990	Invoice # 2025330667		0.47
201-5960990	Invoice # 2025248669		2.46
201-5960990	Invoice # 2025252895		1.12
201-5970600	Invoice # 2025242501		38.19
201-5970600	Invoice # 2025240525		107.17
201-5970600	Invoice # 2025248758		91.29
201-5970600	Invoice # 2025225103		100.31
201-5970600	Invoice # 2025218239		14.32
201-5970600	Invoice # 2025225050		12.80
201-5970600	Invoice # 2025292713		190.38
201-5970600	Invoice # 2025290717		14.76
201-5970600	Invoice # 2025290627		50.41
201-5970600	Invoice # 2025272137		11.35
201-5970600	Invoice # 2025261409		520.54
201-5970600	Invoice # 2025266189		48.25
201-5970600	Invoice # 2025264261		58.45
201-5970600	Invoice # 2025307613		80.70
201-5970600	Invoice # 2025307601		15.34
201-5970600	Invoice # 2025313564		33.70
201-5970600	Invoice # 2025296722		28.95
201-5970600	Invoice # 0000136140		111.77
201-5970600	Invoice # 2025349439		34.36
201-5970600	Invoice # 2025355645		86.35
201-5970600	Invoice # 2025327046		198.63
201-5970600	Invoice # 2025310846		13.73
201-5970600	Invoice # 2025328404		14.32
201-5970600	Invoice # 2025330673		14.76
201-5970600	Invoice # 2025330667		4.18
201-5970600	Invoice # 2025248669		4.77
201-5970600	Invoice # 2025252895		14.20
<b>BANC OF AMERICA LEASING</b>			
	10729	12/21/10	2,005.00
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5930010	Invoice # 011709583	2,005.00	
<b>BANKCARD SERVICES</b>			
	10730	12/21/10	904.10
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5960065		33.22	
201-5970100		49.98	
201-5970620	Statement Date 11/29/10	620.90	
201-5980420		200.00	
<b>BEDCO MECHANICAL INC.</b>			
	10731	12/21/10	142.50
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5930010	Invoice # 16598	142.50	
<b>BUSINESS MACHINE AGENTS INC</b>			
	10732	12/21/10	900.34
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5930010	Invoice # IN18140	690.51	
201-5930010	Invoice # IN17468	209.83	
<b>C C H, INCORPORATED</b>			
	10733	12/21/10	95.50
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5970600	Invoice # 369968	95.50	
<b>C D W GOVERNMENT INCORPORATED</b>			
	10734	12/21/10	128.14
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
202-5980410	Invoice # VKR8887	30.85	

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All Checkbooks  
November 2010

**Des Plaines Public Library  
Vendor Checks Report**

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
202-5980410 Invoice # VLB9492		97.29	
<b>CITY OF DES PLAINES</b>	10735	12/21/10	517.97
<b>Account No. Description</b>		<b>Amount</b>	
201-5970840 Diesel Fuel 11-10		205.81	
201-5970840 Diesel Fuel 10-10		262.00	
201-5970850 Unleaded Fuel 11-10		50.16	
<b>COMPLETE CLEANING COMPANY INC</b>	10736	12/21/10	7,423.00
<b>Account No. Description</b>		<b>Amount</b>	
201-5930320 Invoice # 1270458		7,423.00	
<b>COOPERATIVE COMPUTER SERVICES</b>	10737	12/21/10	6,323.94
<b>Account No. Description</b>		<b>Amount</b>	
201-5920140 Invoice # CCS 11/5/10		4,246.26	
201-5930010 OCLC JED Profile November		2,077.68	
<b>DEMCO EDUCATIONAL CORP</b>	10738	12/21/10	68.08
<b>Account No. Description</b>		<b>Amount</b>	
201-5970100 Invoice # 4028393		68.08	
<b>DES PLAINES PARK DISTRICT</b>	10739	12/21/10	50.00
<b>Account No. Description</b>		<b>Amount</b>	
201-5960210 Winter Festival		50.00	
<b>DIGGING RECORDS, INC.</b>	10740	12/21/10	750.00
<b>Account No. Description</b>		<b>Amount</b>	
201-5960210 2/20/11 Nevery Brothers		750.00	
<b>EBS CO SUBSCRIPTION SVC</b>	10741	12/21/10	1,519.48
<b>Account No. Description</b>		<b>Amount</b>	
201-5970620 Invoice # 1315041		20.00	
201-5970620 Invoice # 0091652		1,439.78	
201-5970620 Invoice # 1315831		52.00	
201-5970620 Invoice # 0076697		7.70	
<b>ELSEVIER</b>	10742	12/21/10	720.10
<b>Account No. Description</b>		<b>Amount</b>	
201-5970600 Invoice # 80072608		720.10	
<b>FEDERAL EXPRESS</b>	10743	12/21/10	18.93
<b>Account No. Description</b>		<b>Amount</b>	
201-5970260 Invoice # 7-287-40336		18.93	
<b>FIRST SECURITY SYSTEMS, INC.</b>	10744	12/21/10	1,600.00
<b>Account No. Description</b>		<b>Amount</b>	
201-5930020 Invoice # S72513		1,600.00	
<b>GARVEY'S OFFICE PRODUCTS</b>	10745	12/21/10	245.44
<b>Account No. Description</b>		<b>Amount</b>	
201-5970100 Invoice # PINV204251		78.71	
201-5970100 Invoice # PINV210453		51.23	
201-5970100 Invoice # PINV206248		115.50	
<b>GOVCONNECTION INC</b>	10746	12/21/10	229.19
<b>Account No. Description</b>		<b>Amount</b>	
202-5980410 Invoice # 47169752		201.24	
202-5980410 Invoice # 47117761		27.95	
<b>IBLR</b>	10747	12/21/10	569.95
<b>Account No. Description</b>		<b>Amount</b>	
201-5970600 Invoice # 1-992919		569.95	

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All Checkbooks  
 November 2010

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

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
<b>INTERIOR TROPICAL GARDENS INC</b>	10748	12/21/10	170.00
<b>Account No. Description</b>		<b>Amount</b>	
201-5960990 Invoice # 46139		85.00	
201-5960990 Invoice # 45947		85.00	
<b>KLEIN, THORPE &amp; JENKINS, LTD.</b>	10749	12/21/10	1,863.75
<b>Account No. Description</b>		<b>Amount</b>	
201-5920100 Statement # 149772		1,863.75	
<b>LAPORT INC.</b>	10750	12/21/10	1,947.08
<b>Account No. Description</b>		<b>Amount</b>	
201-5970170 Invoice # 128287		555.70	
201-5970170 Credit Memo # 105679		-37.58	
201-5970170 Invoice # 127707		435.76	
201-5970170 Invoice # 128024		37.58	
201-5970170 Invoice # 127240		361.87	
201-5970170 Invoice # 127726		17.66	
201-5970170 Invoice # 126776		118.65	
201-5970170 Invoice # 127725		33.56	
201-5970170 Invoice # 126584		423.88	
<b>LAUTERBACH &amp; AMEN, LLP.</b>	10751	12/21/10	1,350.00
<b>Account No. Description</b>		<b>Amount</b>	
201-5920110 Invoice No. 18430		1,350.00	
<b>LIBRARY FURNITURE INTERNTL</b>	10752	12/21/10	625.00
<b>Account No. Description</b>		<b>Amount</b>	
201-5980600 Invoice # 3641		425.00	
201-5980600 Invoice # 3710		200.00	
<b>MARQUIS WHO'S WHO</b>	10753	12/21/10	588.45
<b>Account No. Description</b>		<b>Amount</b>	
201-5970600 Invoice # 1023966		588.45	
<b>MATTHEW BENDER &amp; COMPANY INC</b>	10754	12/21/10	318.89
<b>Account No. Description</b>		<b>Amount</b>	
201-5970600 Contract # 09627324		121.37	
201-5970600 Invoice # 10116262		197.52	
<b>MESSAGE MOVERS</b>	10755	12/21/10	291.71
<b>Account No. Description</b>		<b>Amount</b>	
201-5960990 Invoice # 1011003		291.71	
<b>MICHAEL CLOUD</b>	10756	12/21/10	250.00
<b>Account No. Description</b>		<b>Amount</b>	
201-5960990 November Meeting		125.00	
201-5960990 December Meeting		125.00	
<b>MICROSYSTEMS, INC.</b>	10757	12/21/10	7,152.50
<b>Account No. Description</b>		<b>Amount</b>	
201-5960990 Invoice # I000062951		7,152.50	
<b>MIDWEST TAPE</b>	10758	12/21/10	710.21
<b>Account No. Description</b>		<b>Amount</b>	
201-5960990 Invoice # 6194716		2.25	
201-5960990 Invoice # 6206769		9.00	
201-5960990 Invoice # 6180694		2.25	
201-5960990 Invoice # 6180693		4.50	
201-5960990 Invoice # 6180692		9.00	
201-5960990 Invoice # 6180695		6.75	
201-5960990 Invoice # 6177841		2.25	
201-5960990 Invoice # 6177842		2.25	
201-5960990 Invoice # 6187274		19.00	

**Des Plaines Public Library  
Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
201-5960990 Invoice # 6190852		2.25	
201-5960990 Invoice # 6190853		2.25	
201-5970610 Invoice # 6187275		41.24	
201-5970630 Invoice # 6187273		29.99	
201-5970630 Invoice # 6194716		22.49	
201-5970630 Invoice # 6206769		86.96	
201-5970630 Invoice # 6180694		23.24	
201-5970630 Invoice # 6180693		44.98	
201-5970630 Invoice # 6180692		80.96	
201-5970630 Invoice # 6180695		67.47	
201-5970630 Invoice # 6177841		14.99	
201-5970630 Invoice # 6177842		18.74	
201-5970630 Invoice # 6187274		179.92	
201-5970630 Invoice # 6190852		14.99	
201-5970630 Invoice # 6190853		22.49	
<b>NICOR GAS</b>	<b>10759</b>	<b>12/21/10</b>	<b>851.14</b>
Account No. Description		Amount	
201-5970810 Bill Date 11/11/10		851.14	
<b>OFFICE DEPOT</b>	<b>10760</b>	<b>12/21/10</b>	<b>190.75</b>
Account No. Description		Amount	
201-5970100 Invoice # 542128804001		120.03	
201-5970100 Invoice # 531199167001		3.29	
201-5970100 Invoice # 531199166001		-3.29	
201-5970100 Invoice # 541352964001		2.96	
201-5970100 Invoice # 540581208001		67.76	
<b>OUTSOURCE SOLUTIONS GROUP</b>	<b>10761</b>	<b>12/21/10</b>	<b>27,858.11</b>
Account No. Description		Amount	
201-5920110 Invoice # 11066		27,083.33	
201-5960990 Invoice # 11099		280.00	
201-5960990 Invoice # 11000		494.78	
<b>P C NATION</b>	<b>10762</b>	<b>12/21/10</b>	<b>109.08</b>
Account No. Description		Amount	
202-5980410 Invoice # P048355001010		109.08	
<b>PADDOCK PUBLICATIONS, INC.</b>	<b>10763</b>	<b>12/21/10</b>	<b>127.00</b>
Account No. Description		Amount	
201-5970620 11-24-10 thru 1-18-11		127.00	
<b>PITNEY BOWES</b>	<b>10764</b>	<b>12/21/10</b>	<b>838.87</b>
Account No. Description		Amount	
201-5930210 Invoice # 9954034-NV10		164.00	
201-5970260 8000-9090-0510-7839		674.87	
<b>RECORDED BOOKS, LLC</b>	<b>10765</b>	<b>12/21/10</b>	<b>161.80</b>
Account No. Description		Amount	
201-5970610 Order # 5070444		161.80	
<b>SANDY LUCAS</b>	<b>10766</b>	<b>12/21/10</b>	<b>500.00</b>
Account No. Description		Amount	
201-5960210 1/22/11 Event		500.00	
<b>SCHINDLER ELEVATOR CORPORATION</b>	<b>10767</b>	<b>12/21/10</b>	<b>360.27</b>
Account No. Description		Amount	
201-5930020 Invoice # 7151362215		360.27	
<b>SCHMAUS CASH REGISTER COMPANY</b>	<b>10768</b>	<b>12/21/10</b>	<b>230.00</b>
Account No. Description		Amount	
201-5930010 Invoice # 4979		230.00	

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
SOMETHING FISHY INC	10769	12/21/10	99.93
<b>Account No.</b> 201-5960990	<b>Description</b> Invoice # 0124	<b>Amount</b> 99.93	
STANDARD & POOR'S	10770	12/21/10	6,776.64
<b>Account No.</b> 201-5970600	<b>Description</b> Invoice # 33028428	<b>Amount</b> 6,776.64	
STANDARD & POOR'S	10771	12/21/10	827.98
<b>Account No.</b> 201-5970600	<b>Description</b> Control # 91573927	<b>Amount</b> 827.98	
TELEVEND SERVICES INCORPORATED	10772	12/21/10	178.85
<b>Account No.</b> 201-5970100	<b>Description</b> Invoice # 2445	<b>Amount</b> 178.85	
THE RISK MANAGEMENT ASSOC.	10773	12/21/10	322.00
<b>Account No.</b> 201-5970600	<b>Description</b> Order # 1000489466	<b>Amount</b> 322.00	
U of ARKANSAS AT LITTLE ROCK	10774	12/21/10	63.20
<b>Account No.</b> 201-5970600	<b>Description</b> ILL Number 67175255	<b>Amount</b> 63.20	
UNITED BUSINESS SOLUTIONS	10775	12/21/10	1,511.73
<b>Account No.</b> 201-5930010	<b>Description</b> Invoice # 87519A	<b>Amount</b> 11.27	
<b>Account No.</b> 201-5930010	<b>Description</b> Invoice # 055199	<b>Amount</b> 882.65	
<b>Account No.</b> 201-5930010	<b>Description</b> Invoice # 055203	<b>Amount</b> 15.48	
<b>Account No.</b> 201-5930010	<b>Description</b> Invoice # 055198	<b>Amount</b> 297.07	
<b>Account No.</b> 201-5930010	<b>Description</b> Invoice # 055196	<b>Amount</b> 102.26	
<b>Account No.</b> 201-5930010	<b>Description</b> Invoice # 87119A	<b>Amount</b> 13.96	
<b>Account No.</b> 201-5970100	<b>Description</b> Invoice # 87253A	<b>Amount</b> 11.27	
<b>Account No.</b> 201-5970100	<b>Description</b> Invoice # 87235A	<b>Amount</b> 11.31	
<b>Account No.</b> 201-5970100	<b>Description</b> Invoice # 87433A	<b>Amount</b> 11.46	
<b>Account No.</b> 201-5980400	<b>Description</b> Invoice # 87171A	<b>Amount</b> 155.00	
W S I LIGHTING	10776	12/21/10	51.97
<b>Account No.</b> 201-5930020	<b>Description</b> Invoice # 389645	<b>Amount</b> 51.97	
WAREHOUSE DIRECT	10777	12/21/10	380.47
<b>Account No.</b> 201-5970100	<b>Description</b> Invoice # 931119-0	<b>Amount</b> 114.04	
<b>Account No.</b> 201-5970100	<b>Description</b> Invoice # 950915-0	<b>Amount</b> 92.01	
<b>Account No.</b> 201-5970100	<b>Description</b> Invoice # 949445-0	<b>Amount</b> 19.28	
<b>Account No.</b> 201-5970100	<b>Description</b> Invoice # 944642-0	<b>Amount</b> 47.89	
<b>Account No.</b> 201-5970100	<b>Description</b> Invoice # 932407-0	<b>Amount</b> 10.65	
<b>Account No.</b> 201-5970100	<b>Description</b> Invoice # 938181-0	<b>Amount</b> 96.60	
WASTE MANAGEMENT	10778	12/21/10	344.69
<b>Account No.</b> 201-5930490	<b>Description</b> Invoice # 2280454-2008-7	<b>Amount</b> 344.69	
WASTE MANAGEMENT	10779	12/21/10	130.59
<b>Account No.</b> 201-5930490	<b>Description</b> Invoice # 4245398-2008-6	<b>Amount</b> 130.59	
WEST GROUP	10780	12/21/10	929.00
<b>Account No.</b> 201-5970600	<b>Description</b> Invoice # 821534949	<b>Amount</b> 334.00	
<b>Account No.</b> 201-5970600	<b>Description</b> Invoice # 821721025	<b>Amount</b> 595.00	



0011

All Checkbooks  
November 2010

**Des Plaines Public Library  
Vendor Checks Report**

DESPLANSLIB

<u>Vendor Name</u>	<u>Chk. No.</u>	<u>Check Date</u>	<u>Amount</u>
WT COX SUBSCRIPTIONS	10781	12/21/10	109.20
<u>Account No.</u> 201-5970620		<u>Amount</u> 109.20	
<u>Description</u> Date 11/10/2010			
		Subtotal	<u>84,559.29</u>
		TOTAL	<u>85,908.59</u>

## DES PLAINES PUBLIC LIBRARY

## CASH FLOW SUMMARY

For the Year Ended December 31, 2010

	January	February	March	April	May	June	July	August	September	October	November	December
<b>Balance Sheet</b>												
Cash & Investments	\$ 1,546,613	1,117,818	1,360,131	\$ 3,581,316	\$ 3,169,784	\$ 2,722,749	\$ 2,255,426	\$ 1,787,080	\$ 1,312,679	\$ 969,023	\$ 474,918	\$
<b>Revenue (M-T-D)</b>												
Property Taxes	130,787	-	739,239	2,641,784	51,612	-	194,449	-	1,411	32,279	-	
Other Revenue	15,579	11,914	17,102	52,394	14,286	20,593	12,416	20,995	13,939	18,912	15,472	
	146,366	11,914	756,341	2,694,178	65,898	20,593	206,866	20,995	15,350	51,190	15,472	-
<b>Expenses (M-T-D)</b>												
Payroll & Benefits	306,233	309,859	312,915	302,514	311,663	303,578	468,072	312,944	305,200	302,683	443,487	
Other Expense	161,788	249,673	162,718	153,112	177,041	205,815	209,132	105,584	96,124	77,045	86,600	
M-T-D change in A/P	-	-	-	-	(11,273)	(58,485)	(3,015)	70,813	88,427	15,118	(20,511)	
	468,020	559,532	475,633	455,626	477,431	450,908	674,189	489,341	489,751	394,847	509,576	0
Net Increase/(Decrease)	(321,654)	(547,618)	280,708	2,238,552	(411,533)	(430,315)	(467,323)	(468,346)	(474,401)	(343,657)	(494,104)	0

## Director's Report December, 2010

### Patron Services Highlights

#### Circulation

As of November 30<sup>th</sup> we have circulated 1,122,503 items. That's down 3.69% from 2009 where we saw record increases of 13%. Our circulation is leveling off from those record highs but still very strong.

#### Hits on Web site:

We had 83,704 hits on our web site in October. Total web site hits for 2010 are 649,654.

#### Searches on Online Reference Products

13,744 searches were performed in November. Year to date searches are 135,511.

#### Wireless Usage

3,709 individual devices connected to our wireless network in November.

#### Meeting Room Usage:

In November 64 different groups met at the library using our meeting rooms. Over, 2,000 people were in attendance.

#### Other:

247 audiobooks were downloaded by 90 patrons in November, 30 of who are new users. The most popular titles are *Confession* by John Grisham and *Girl with the Dragon Tattoo* by Steig Larsson. 372 Gutenberg project (free, public domain) titles were also checked out.

On Saturday, December 4th the Singing Librarians (Francine Galak, Roberta Johnson, Karen McBride and Holly Sorensen) performed at the Park District's Lake Wonderland Winter Festival.

# Des Plaines Public Library - November 2010 Board Report

<b>CIRCULATION</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	Nov 2010		YTD 2010	
	Youth Services	36,179	Youth Services	410,957
	Adult Services	59,365	Adult Services	711,546
	<b>TOTAL</b>	<b>95,544</b>	<b>TOTAL</b>	<b>1,122,503</b>
	Jul 1905		YTD 2009	
	Youth Services	39,081	Youth Services	416,595
	Adult Services	65,444	Adult Services	748,856
	<b>TOTAL</b>	<b>104,525</b>	<b>TOTAL</b>	<b>1,165,451</b>
	<b>% Change</b>	<b>-8.59%</b>	<b>% Change</b>	<b>-3.69%</b>
<b>SELF CHECK</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	Nov 2010	64,498	YTD 2010	756,584
	Nov 2009	70,748	YTD 2009	721,101
	<b>% Change</b>	<b>-8.83%</b>	<b>% Change</b>	<b>4.92%</b>

<b>CARD REGISTRATION</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
New Resident Cards	Nov 2010	362	YTD 2010	3,678
	Nov 2009	287	YTD 2009	4,336
	<b>% Change</b>	<b>3%</b>	<b>% Change</b>	<b>-15%</b>
Business Cards	Nov 2010	3	YTD 2010	34
	Nov 2009	3	YTD 2009	33
	<b>% Change</b>	<b>0%</b>	<b>% Change</b>	<b>3%</b>
Total Card Ownership			YTD 2010	33,131
			YTD 2009	35,997
			<b>% Population 2010</b>	<b>57.8%</b>
			<b>% Population 2009</b>	<b>63.0%</b>

<b>PATRON ATTENDANCE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	Nov 2010	47,122	YTD 2010	534,850
	** Nov 2009	27,954	YTD 2009	**
	<b>% Change</b>	<b>69%</b>	<b>% Change</b>	<b>#VALUE!</b>

<b>MEETING ROOM USE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
Library Sponsored Prog	19	1,200	YTD	16,814
Outside Groups	29	784	YTD	10,896
Internal Meetings	16	128	YTD	2,159
<b>TOTAL</b>	<b>64</b>	<b>2,112</b>	<b>TOTAL</b>	<b>29,869</b>

OUTREACH				
	THIS MONTH	Attendance	YEAR TO DATE	
Adult Services	15	135	YTD	2,189
Youth Services	29	901	YTD	7,719
<b>TOTAL</b>	<b>44</b>	<b>1,036</b>	<b>TOTAL</b>	<b>9,908</b>

SPECIAL PROJECTS & STATS:				
	THIS MONTH		YEAR TO DATE	
Voter Registration	Nov 2010	0	YTD 2010	33
	Nov 2009	1	YTD 2009	25
	<b>% Change</b>	<b>-100%</b>	<b>% Change</b>	<b>32%</b>

COMPUTER / TECHNOLOGY USE				
	THIS MONTH		YEAR TO DATE	
Hits on Website	Nov 2010		YTD 2010	
	From Internal IP's	8,865	From Internal IP's	104,349
	From External IP's	52,329	From External IP's	545,305
	Absolutely Unique Visitors	22,510		
	<b>TOTAL</b>	<b>83,704</b>	<b>TOTAL</b>	<b>649,654</b>

Hits on PlainTalk	Nov 2010	1,022	YTD 2010	10,810
	Nov 2009	397	YTD 2009	6,777
	<b>% Change</b>	<b>157%</b>	<b>% Change</b>	<b>60%</b>

Hits on Positively Ellinwood Street	Nov 2010	1377	YTD 2010	10,145
	Nov 2009	954	YTD 2009	8,817
	<b>% Change</b>	<b>44%</b>	<b>% Change</b>	<b>15%</b>

Computer Use	Adult Services		YEAR TO DATE	
	Nov 2010	8,818	YTD2010	98,253
	Nov 2009	9,366	YTD2009	110,292
	<b>% Change</b>	<b>-5.85%</b>	<b>% Change</b>	<b>-10.92%</b>
Youth Services	Nov 2010	1,311	YTD 2010	15,324
	Nov 2009	1,489	YTD 2009	18,745
	<b>% Change</b>	<b>-11.95%</b>	<b>% Change</b>	<b>-18.25%</b>

Average Online Reference Products Searches & Queries	Nov 2010	13,744	YTD 2010	135,511
	Nov 2009	12,290	YTD 2009	145,578
			<b>% Change</b>	<b>-6.92%</b>

\*\*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.

FRIENDS OF THE LIBRARY ROUNDTABLE  
November 23, 2010

President Wally Meyer called the meeting to order at 6:59 pm.

Membership: 48 names were deleted from the 2008 roster. Membership in The Friends is now 521.

The on-going bookshelf sales continue to do well. The Holiday Book Sale will be Saturday, December 11, 9:30 am-3:30 pm. The set up will be on Friday, December 10<sup>th</sup>.

The Staff Christmas Party will be Tuesday, December 14<sup>th</sup>, 8:00-10:00 am. The library will open at 10:00 am.

The Friends will fund these programs during January, February and March :

- Twist and Shout, Hawaiian Theme music(Jan 23)
- Preschool Fair for parents (Jan. 22)
- The Neverly Brothers (Feb, 20)
- Chess Class & tournament (Feb. 26)
- Weavermania (Mar. 20)
- Great Works Theatre (Mar 27)
- Adult Winter Reading Program

NOVEMBER

2047

W. W. W. W.



TO: Library Board of Trustees

FROM: Holly Richards Sorensen, Library Director *HRS*

SUBJECT: Background on November Agenda Items

DATE: November 12, 2010

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This is information to help you prepare for the discussion at our meeting on November 16.

#### **VIII. Unfinished Business**

##### **Review and Approve Insurance Proposals for Library Property, General Liability, Automobile, Workers' Compensation and Employers' Liability, Umbrella, Directors' & Officers' Liability, Volunteer Program – Arthur J. Gallagher Risk Management Services, Inc. [Action Item]**

At the October 19 Board meeting you asked Lorayne Flodberg, Arthur J. Gallagher Risk Management Services, Inc., to update the insurance proposal for the library with higher deductibles. Added are \$5,000 and \$10,000 deductible options for the property coverage (pages 10 – 12). Also included in the revised proposal are higher aggregate limits on the D&O and Employment Practices Liability (page 21). On page 25 are the premium totals with Hartford showing the various deductible options. Quotes are good for 30 days, so premiums could change slightly.

#### **IX. New Business**

##### **A. Approve Payment of Vendor Checks Report - \$83,287.91. [Action Item]**

##### **B. Prepare for Board Retreat – Miriam Pollack & Associates.**

Miriam Pollack will attend the meeting to begin a discussion in preparation for the Board retreat on January 8, 2011.

##### **C. Management Committee Report – Myrtle Klebe [Action Item]**

You will be asked to vote to approve changes to the Personnel Policy, Section D.

##### **D. Review and Approve Salary Schedule for 2011. [Action Item]**

The 2011 salary and classification schedule represents a 1.0% increase to the ranges only. The change does not represent an increase to individual staff members. The increase is the recommendation of the Management Association of Illinois which surveys the salaries paid by area employers.



- E. Review and Approve Contract for IT Services. [Action Item]**  
You will be asked to approve a new contract with Outsource Solutions Group. We are recommending Outsource Solutions Group for three years at a fixed cost of \$325,000 per year. This would be for the years 2011, 2012 and 2013.
- F. Approve Payment to Ebsco for Subscription Services - \$32,109.40. [Action Item]**  
The library orders almost all of its adult and juvenile periodicals through a vendor called EBSCO. We subscribe to over 500 titles, ranging from the *AARP Bulletin* to *Yoga Journal*. Ordering all of these titles through one vendor greatly streamlines our ordering process, and further allows us to easily claim credits for issues not received due to the cessation of a particular magazine. EBSCO offers us the same pricing as a general subscription and permits us to schedule our subscription start dates to coincide with the library's fiscal year.  
This amount is a reduction of \$4,647.65 from 2009 (\$36,757.05).
- G. Discuss meeting Times for Board and Committee Meetings. [Action Item]**  
You will discuss what times you are available to meet for board and committee meetings.
- H. Discuss Board Use of Wiki.**  
You will discuss how you use the Wiki and how you would like to see information presented on the Wiki.

Proposal of Insurance for:

Des Plaines Public Library

## Coverage Highlights/Summary of Terms & Conditions of Recommended Carrier Quotations

**Coverage:** Package – Property  
**Carrier:** Sentinel Insurance Co. (Hartford)  
**Form Type:** Per Occurrence  
**Effective:** December 31, 2010 to December 31, 2011

Coverage	Limit	Valuation Type	Deductible	Premium*
Business Personal Property	\$13,115,833	Replacement Cost	\$1,000	\$15,185
Inland Marine	\$167,000		\$1,000	\$1,501
Flood – American Bankers <sup>(1)</sup>	\$500,000	Replacement Cost	\$10,000	\$3,865
Crime/Employee Dishonesty	\$25,000		\$1,000	Included
Crime/Depositors' Forgery	\$25,000		\$1,000	Included
Terrorism	Policy Limit		\$1,000	Included

\* Premium includes TRIA premium. A portion of this additional premium can be removed with acceptance of Terrorism exclusion.  
 \*\* Earthquake can be added for additional premium

The following is a general summary of the Insuring Agreement. Actual policy form should be sought for complete terms and conditions.

### Coverages include, but are not limited to:

- **Valuation Provision:** Replacement Cost (subject to limitations and restrictions as set forth in the policy) applies to the types of covered property insured under this policy.
- **Coinsurance Provision:** Coinsurance does not apply.
- **Equipment Breakdown coverage** protects business equipment such as computers, communication systems, heating and air conditioning systems, and fire suppression equipment. It includes jurisdictional inspections conducted by Hartford Steam Boiler where required, at no charge to the insured.
- **Electronic vandalism which extends property protection to include direct physical damage** to computer equipment, media, data, and software caused by viruses, hackers, and other attacks.

### Exclusions include, but are not limited to:

- Exclusions will apply per The Hartford's standard policy form and endorsements and may be contained in the additional endorsements set forth below.
- Mold Exclusion will apply.

### Premium Terms:

- If canceled – short rate basis

### Conditions of the Quote, Coverages, or Binding:

- Validation of Buildings and Building Personal Property insured at 100% to value. Receipt of building appraisal completed within the last five years.
- Favorable Loss Control Inspection within 60 days.
- Possible rate changes after 45 days

<sup>(1)</sup> Flood coverage begins 30 days after payment is received.



Arthur J. Gallagher Risk Management Services, Inc.

Proposal of Insurance for:

Des Plaines Public Library

## Coverage Highlights/Summary of Terms & Conditions of Recommended Carrier Quotations

**Coverage:** Package – Property – \$5,000 Deductible  
**Carrier:** Sentinel Insurance Co. (Hartford)  
**Form Type:** Per Occurrence  
**Effective:** December 31, 2010 to December 31, 2011

Coverage	Limit	Valuation Type	Deductible	Premium*
Business Personal Property	\$13,115,833	Replacement Cost	\$5,000	\$13,059
Inland Marine	\$167,000		\$1,000	\$1,501
Flood – American Bankers <sup>(1)</sup>	\$500,000	Replacement Cost	\$10,000	\$3,865
Crime/Employee Dishonesty	\$25,000		\$5,000	Included
Crime/Depositors' Forgery	\$25,000		\$5,000	Included
Terrorism	Policy Limit		\$5,000	Included

\* Premium includes TRIA premium. A portion of this additional premium can be removed with acceptance of Terrorism exclusion.

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### Exclusions include, but are not limited to:

- Exclusions will apply per The Hartford's standard policy form and endorsements and may be contained in the additional endorsements set forth below.
- Mold Exclusion will apply.

### Premium Terms:

- If canceled – short rate basis

### Conditions of the Quote, Coverages, or Binding:

- Validation of Buildings and Building Personal Property insured at 100% to value. Receipt of building appraisal completed within the last five years.
- Favorable Loss Control Inspection within 60 days.
- Possible rate changes after 45 days

<sup>(1)</sup> Flood coverage begins 30 days after payment is received.



Arthur J. Gallagher Risk Management Services, Inc.

Proposal of Insurance for:

Des Plaines Public Library

## Coverage Highlights/Summary of Terms & Conditions of Recommended Carrier Quotations

**Coverage:** Package – Property – \$10,000 Deductible  
**Carrier:** Sentinel Insurance Co. (Hartford)  
**Form Type:** Per Occurrence  
**Effective:** December 31, 2010 to December 31, 2011

Coverage	Limit	Valuation Type	Deductible	Premium*
Business Personal Property	\$13,115,833	Replacement Cost	\$10,000	\$12,090
Inland Marine	\$167,000		\$1,000	\$1,501
Flood – American Bankers <sup>(1)</sup>	\$500,000	Replacement Cost	\$10,000	\$3,865
Crime/Employee Dishonesty	\$25,000		\$10,000	Included
Crime/Depositors' Forgery	\$25,000		\$10,000	Included
Terrorism	Policy Limit		\$10,000	Included

\* Premium includes TRIA premium. A portion of this additional premium can be removed with acceptance of Terrorism exclusion.  
 \*\* Earthquake can be added for additional premium

The following is a general summary of the Insuring Agreement. Actual policy form should be sought for complete terms and conditions.

### Coverages include, but are not limited to:

- **Valuation Provision:** Replacement Cost (subject to limitations and restrictions as set forth in the policy) applies to the types of covered property insured under this policy.
- **Coinsurance Provision:** Coinsurance does not apply.
- **Equipment Breakdown coverage** protects business equipment such as computers, communication systems, heating and air conditioning systems, and fire suppression equipment. It includes jurisdictional inspections conducted by Hartford Steam Boiler where required, at no charge to the insured.
- **Electronic vandalism which extends property protection to include direct physical damage** to computer equipment, media, data, and software caused by viruses, hackers, and other attacks.

### Exclusions include, but are not limited to:

- Exclusions will apply per The Hartford's standard policy form and endorsements and may be contained in the additional endorsements set forth below.
- Mold Exclusion will apply.

### Premium Terms:

- If canceled – short rate basis

### Conditions of the Quote, Coverages, or Binding:

- Validation of Buildings and Building Personal Property insured at 100% to value. Receipt of building appraisal completed within the last five years.
- Favorable Loss Control Inspection within 60 days.
- Possible rate changes after 45 days

<sup>(1)</sup> Flood coverage begins 30 days after payment is received.



Arthur J. Gallagher Risk Management Services, Inc.

Proposal of Insurance for:

Des Plaines Public Library

## Coverage Highlights/Summary of Terms & Conditions of Recommended Carrier Quotations

**Coverage:** Directors' & Officers' Liability  
**Carrier:** Philadelphia Insurance Co.  
**Form Type:** Claims-Made Inception – Retroactive Date  
**Effective:** January 1, 2011 to January 2012

Coverage	Limit	Aggregate	Retention	Premium
Directors' & Officers' Liability	\$1,000,000	\$1,000,000	\$2,500	\$1,888
Employment Practices Liability	\$1,000,000	Included	\$5,000	Included

The following is a general summary of the Insuring Agreement. Actual policy form should be sought for complete terms and conditions.

### Coverages include, but are not limited to:

- Combined Aggregate Limit – \$1,000,000

### Statement of Defense Costs:

- Defense Costs is in addition to and is not part of the limit of liability specified in Item 3 of the Declarations. Payment by the underwriter of defense cost incurred on account of any claim shall not serve to reduce the limit of liability stated in Item 3 of the Declarations, but the underwriter is not obligated to pay any defense cost after the applicable limit of liability has been exhausted by payment of damages.

### Insuring Agreement:

- Pay on Behalf

### Exclusions include, but are not limited to:

- Prior Knowledge Exclusion for Increased Limits
- Professional Services Exclusion

### Endorsements include, but are not limited to:

- Bell Endorsement
- Crisis Management Enhancement Endorsement
- Illinois Amendatory Endorsement

### Premium Terms:

- Minimum Earned

### Conditions of the Quote, Coverages, or Binding:

- Nothing required at this time
- Quote valid for 30 days

### Options:

- \$2,000,000 Aggregate Limit for \$2,782
- \$3,000,000 Aggregate Limit for \$3,407



Arthur J. Gallagher Risk Management Services, Inc.

Proposal of Insurance for:

Des Plaines Public Library

## Premiums/Fees Comparison:

### Hartford Option – \$1,000 Deductible

Line of Coverage	Option Carrier Premium	Option Carrier Name
1. Commercial Package	\$15,185	Hartford Underwriters
2. Flood - Option <sup>(1)</sup>	3,865	NFIP
3. Inland Marine	1,501	Hartford
4. Auto	3,891	Hartford
5. Workers' Compensation	8,600	Hartford Insurance Co. of IL
6. Umbrella Liability	Included	Hartford Casualty
7. Directors' & Officers'	1,888	Philadelphia
8. Volunteer Accident - Option	749	Chartis
9. Total Premium	\$35,679	

### Hartford Option – \$5,000 Deductible

Line of Coverage	Option Carrier Premium	Option Carrier Name
1. Commercial Package	\$13,059	Hartford Underwriters
2. Flood - Option <sup>(1)</sup>	3,865	NFIP
3. Inland Marine	1,501	Hartford
4. Auto	3,891	Hartford
5. Workers' Compensation	8,600	Hartford Insurance Co. of IL
6. Umbrella Liability	Included	Hartford Casualty
7. Directors' & Officers'	1,888	Philadelphia
8. Volunteer Accident - Option	749	Chartis
9. Total Premium	\$33,553	

### Hartford Option – \$10,000 Deductible

Line of Coverage	Option Carrier Premium	Option Carrier Name
1. Commercial Package	\$12,090	Hartford Underwriters
2. Flood - Option <sup>(1)</sup>	3,865	NFIP
3. Inland Marine	1,501	Hartford
4. Auto	3,891	Hartford
5. Workers' Compensation	8,600	Hartford Insurance Co. of IL
6. Umbrella Liability	Included	Hartford Casualty
7. Directors' & Officers'	1,888	Philadelphia
8. Volunteer Accident - Option	749	Chartis
9. Total Premium	\$32,584	

**Note:** Surplus Lines Taxes, if applicable, are included in the "Bindable Quote and Compensation" pages. These taxes are in addition to the above fees.

\* The premium indicated is an estimate provided by the market. The actual premium and acceptance of the coverage requested will be determined by the market after a thorough review of the completed application.

<sup>(1)</sup> Flood coverage begins 30 days after payment received.



Arthur J. Gallagher Risk Management Services, Inc.

**Des Plaines Public Library  
Salary and Classification Schedule**

(Effective January 1, 2011 – December 31, 2011)

<b>Group</b>	<b>Title</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
12	Library Director			Set by Board
11	Assistant Director	\$63,475	\$79,345	\$95,213
10	Head of Adult Services Head of Public Information Services Head of Youth Services	\$55,195	\$68,995	\$82,794
9	Head of Circulation Services Reference Services Librarian II School Liaison Librarian Technical Services Manager Teen Services Librarian Web Services Librarian	\$47,996	\$59,996	\$71,995
8	Administrative Assistant Circulation Services Manager Head of Building & Security Services Metadata and Cataloging Specialist Manager of Creative Services Part-time Youth Services Librarian Part-time Reference Librarian Reference Librarian Staff Training Specialist Youth Services Librarian	\$41,736 \$21.40	\$52,171 \$26.75	\$62,604 \$32.10
7	Full-time Mobile Library Circulation Assistant Graphic Artist Readers' Services Supervisor	\$36,292 \$18.61	\$45,365 \$23.26	\$54,438 \$27.92
6	Circulation Services Assistant Full-time Administrative Services Clerk Part-time Circulation Services Assistant Part-time Mobile Library Circulation Assistant Readers' Services Assistant References Services Assistant Youth Services Assistant	\$31,558 \$16.18	\$39,448 \$20.23	\$47,338 \$24.28
5	Technical Services Assistant Acquisition & Receiving Technical Services Assistant Copy Cataloger	\$27,442 \$14.07	\$34,303 \$17.59	\$41,164 \$21.11
4	Building & Security Services Assistant Circulation Services Clerk Monitor, Full-time Monitor, Part-time	\$23,862 \$12.24	\$29,828 \$15.30	\$35,794 \$18.36
3	Processing Clerk	\$10.65	\$13.30	\$15.96
2	Page II	\$9.25	\$11.56	\$13.88
1	Page	\$8.33	\$10.06	\$12.07

Adopted \_\_\_\_\_

0056



1501 Ellinwood Street  
Des Plaines, IL 60016-4553  
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**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, NOVEMBER 16, 2010**

**7:00 PM**

**Conference Room – Second Floor**

**Agenda:**

- Management Committee Report**

The Des Plaines Public Library, in compliance with the Americans With Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in the meetings or have questions about the accessibility of the meetings or facilities contact the Library Director at 847-376-2801 to allow the Library to make reasonable accommodations.

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







DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting  
**November 16, 2010**  
**7:00 PM**

- I. Call to Order.
- 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]
  - A. Approval of the Minutes of the Regular Board Meeting – October 19, 2010.
  - B. Approval of the Minutes of the Special Board Meeting – October 26, 2010.
  - C. Acceptance of Financial Reports for October 2010.
  - D. Approval of the Minutes of the Management Committee Meeting – November 3, 2010.
  - E. Directors Report – Holly Richards Sorensen.
  - F. Friends of the Library Report – Myrtle Klebe.
- VIII. Unfinished Business.
  - A. Review and Approve Insurance Proposals from Hartford Insurance for Library Property, General Liability, Automobile, Workers' Compensation and Employers' Liability, Umbrella, Directors' & Officers' Liability with Higher Deductibles. [Action Item]

- IX. New Business.
  - A. Approve Payment of Vendor Checks Report - \$83,287.91. [Action Item]
  - B. Prepare for Board Retreat - Miriam Pollack & Associates.
  - C. Management Committee Report – Myrtle Klebe. [Action Item]
    - 1. Section D, Personnel Policy.
  - D. Review and Approve Salary Schedule for 2011. [Action Item]
  - E. Review and Approve Contract for IT Services. [Action Item]
  - F. Approve Payment to Ebsco for Subscription Services. [Action Item]
  - G. Discuss Meeting Times for Board and Committee Meetings. [Action Item]
  - H. Discuss Board Use of Wiki.
- X. Announcements.
- XI. Correspondence.
- XII. Adjournment.

**This meeting will be recorded for television broadcast.**



BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
October 19, 2010

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, October 19, 2010. President George Magerl called the meeting to order at 7:00 p.m.

Roll call indicated the following board members were present: Dion Kendrick, Myrtle Klebe, Susan Moylan Krey, George Magerl, Steven Mokry, John Robinson, Jennifer Tsalapatanis.

Absent: Jeff Rozovics.

Also present: Holly Richards Sorensen, Carol Kidd, Heather Imhoff, Alderman Dan Wilson, Jennifer Delgado, Roberta Johnson, Ralph Minnis, Mary Minnis, Wally Meyer, Dick Sayad, Lory Flodberg, Kathy Krus, Sue D'Hondt, Steve Vaughn, Stephanie Spetter, Jo Bonell, Steve Antonoff, Christopher Brinckerhoff, Susan Farid, Susan Casson, Clarence Casson, Josh Kurutz.

PLEDGE OF ALLEGIANCE.

OATH OF OFFICE.

Eugene Fregetto took the Oath of Office.

CONSIDERATION OF THE AGENDA.

Susan Moylan Krey asked to change the order of the agenda items for New Business to E. 2011 Budget, F. Finance Committee Report, and G. Approval of Library Closings through January 2011.

MOTION by Susan Moylan Krey, seconded by Jennifer Tsalapatanis, to approve the agenda, as modified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS

Wayne Serbin, a Des Plaines resident, stated that there has been some controversy surrounding the library budget, but the City Council should not object to the library budget. Mr. Serbin also

stated that Mayor Moylan has asked all city departments, including the library, to reduce their budgets because of financial necessity.

Steven Vaughan, a Des Plaines resident, stated that the library prepares a budget that maintains services and meets the library's fiduciary responsibility. Mr. Vaughan thanked the board and staff for their hard work on the 2011 budget.

Josh Kurutz, a Des Plaines resident, stated that he was pleased to read on the library blog and on Trib Local that van delivery has been reinstated for the remainder of 2010. Mr. Kurutz stated that by applying for the grant for the reinstatement of van delivery, Des Plaines taxpayers were saved money. He also stated that he hoped that this meeting would be more civil than the September board meeting.

Dion Kendrick asked if the Des Plaines Public Library won a grant and President Magerl replied that the grant received for van delivery service was awarded collectively to area libraries and was written by staff from the regional library system. Trustee Kendrick also asked who funded the grant and Director Sorensen stated that the grant was funded by the federal government.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson.

Alderman Wilson reported that the City Council will meet for final budget meetings on October 20 and 25. Director Sorensen and President Magerl will attend those meetings.

#### CONSENT AGENDA

MOTION by Myrtle Klebe, seconded by John Robinson, to approve the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

#### NEW BUSINESS

APPROVE PAYMENT OF VENDOR CHECKS REPORT - \$95,105.23. [Action Item]

MOTION by Susan Moylan Krey, seconded by Jennifer Tsalapatani, to approve the payment of vendor checks in the amount of \$95,105.23, as listed on the vendor checks report of September 2010 and authorize the Library Director to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Klebe, Moylan Krey, Magerl, Mokry, Robinson, Tsalapatani. NAYS: None. MOTION CARRIED.

REVIEW AND APPROVE INSURANCE PROPOSALS FOR LIBRARY PROPERTY, GENERAL LIABILITY, AUTOMOBILE, WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY, UMBRELLA, DIRECTORS' & OFFICERS' LIABILITY.

Lorayne Flodberg, Account Executive, and Mark Noffert, Area Senior Vice President, were in attendance from Arthur J. Gallagher Risk Management Services, Inc. to give an overview of the insurance proposal and to answer questions from the board. Ms. Flodberg reported that the

markets approached were Hartford, Indiana Insurance, Philadelphia Insurance Companies and Travelers. Ms. Flodberg stated that Travelers did not provide a quote, because they could not be competitive in this market. Hartford quoted a premium for one year at \$35,679, Philadelphia quoted \$63,052 and Indiana quoted \$62,087. Trustee Kendrick requested that deductibles be increased to up to \$10,000 for a possible cost savings to the library. Mr. Noffert responded that premium costs would not be reduced substantially by increasing deductibles, but estimated savings at about 5%.

MOTION by Dion Kendrick, seconded by Jennifer Tsalapatani, to ask Gallagher representatives to provide pricing for insurance with higher deductibles through Hartford for possible cost savings to the library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

This agenda item will be placed on the November agenda under Unfinished Business for a board vote with the new pricing and increased deductibles.

APPROVE RESOLUTION PROVIDING FOR THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT WITH THE LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION (LIMRiCC) [Action Item]

MOTION by Jennifer Tsalapatani, seconded by Dion Kendrick, to approve the resolution providing for the execution of an intergovernmental agreement with the Library Insurance Management and Risk Control Combination (LIMRiCC) ROLL CALL VOTE: AYES: Fregetto, Kendrick, Klebe, Moylan Krey, Magerl, Mokry, Robinson, Tsalapatani. NAYS: None. MOTION CARRIED.

APPROVE INTERGOVERNMENTAL AGREEMENT PROVIDING FOR RISK MANAGEMENT AND AUTHORIZING MEMBERSHIP IN THE LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION (LIMRiCC) [Action Item]

MOTION by Dion Kendrick, seconded by Jennifer Tsalapatani, to approve the Intergovernmental Agreement providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control Combination (LIMRiCC) ROLL CALL VOTE: AYES: Fregetto, Kendrick, Klebe, Moylan Krey, Magerl, Mokry, Robinson, Tsalapatani. NAYS: None. MOTION CARRIED.

2011 BUDGET. [Action item]

President Magerl reported that the City Council reviewed the library budget at their October 25 council meeting and did not ask for any changes. President Magerl also reported that the Intergovernmental Loan Agreement between the City of Des Plaines and Des Plaines Public Library would be on the agenda for the November 1 City Council Meeting.

FINANCE COMMITTEE REPORT, OCTOBER 13, 2010 –Susan Moylan Krey. [Action Item]

Vice President Moylan Krey reported that the Finance Committee met on October 13 to discuss the late payment of property tax from Cook County which could result in a cash shortfall for the library beginning December 2010. Vice President Moylan Krey reported that the Committee voted to close the library the month of December, beginning December 5, if the Intergovernmental Agreement could not be funded by December 1, 2010.

The board discussed options for keeping the library open with minimum staffing.

MOTION by Committee to close the library the month of December, beginning December 5, if the Intergovernmental Agreement cannot be funded by December 1, 2010. ROLL CALL VOTE: AYES: Kendrick, Klebe, Moylan Krey, Magerl, Mokry. NAYS: Fregetto, Robinson, Tsalapatanis. MOTION CARRIED.

The Board continued discussion on alternative options for staffing the library during the period when the library will experience a budget shortfall.

MOTION by Jennifer Tsalapatanis, seconded Dion Kendrick, to investigate minimum staffing to save \$300,000 for the months of November and December.

SUBSTITUTE MOTION by Eugene Fregetto, seconded by Jennifer Tsalapatanis, to operate the library with minimum staffing for eight hours a day, five days a week, including Saturday and Sunday beginning November 1, 2010 to save \$250,000 - \$300,000 month and to contact library vendors to ask if they would wait for payments until property tax money is received. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Klebe, Magerl, Moylan Krey, Robinson, Tsalapatanis. NAYS: Mokry. MOTION CARRIED.

MOTION by Dion Kendrick, seconded by Myrtle Klebe, to approve the 2011 library closings, with the addition of November 25 for a staff furlough day. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

#### ANNOUNCEMENTS

The Board was asked if they were interested in continuing the library fundraiser Do the Dewey and if they were willing to participate in the fundraising. The Board agreed to host the fundraiser with the Rotary Club of Des Plaines and participate in the planning and execution of the event.

President Magerl reported that he attended Trustee Day at the Illinois Library Association annual conference.

The board will hold their board retreat on Saturday, January 8, 2011 from 9:00 a.m. – 3:30 p.m.

MOTION by Jennifer Tsalapanis, seconded by Dion Kendrick, to adjourn the regular meeting.  
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 8:58 p.m.

Minutes prepared Carol Kidd.



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BOARD OF TRUSTEES  
Minutes of the Special Meeting  
October 26, 2010

The special meeting of the Des Plaines Public Library Board of Trustees was held in the second floor meeting room on Tuesday, October 26, 2010. President George Magerl called the meeting to order at 5:03 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, Myrtle Klebe, Susan Moylan Krey, George Magerl, John Robinson.

Members Absent: Steven Mokry, Jeff Rozovics, Jennifer Tsalapatani.

Also Present: Holly Sorensen, Carol Kidd, Heather Imhoff, Jo Bonell, Brenda Murphy, Roberta Johnson, Susan Farid, Jennifer Delgado, Todd Wessel, Wayne Serbin, Kathy Krus, Christopher Brinckerhoff, Steve Antonoff.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

MOTION by Dion Kendrick, seconded by John Robinson, to accept agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Jeff Rozovics entered meeting at 5:05 p.m.

DISCUSS 2010 BUDGET CASH FLOW SUMMARY. [Action Item]

At the October 19, 2010 Board meeting, the board directed Library Director Sorensen to prepare a plan to operate the library with minimum staffing for eight hours a day, five days a week, including Saturday and Sunday for the months of November and December or until the property tax money is received. Director Sorensen presented two plans to the board. Plan 1 would reduce library hours to 52 a week and reduce many library services that would allow for the reduction in



staff for a year-end balance of \$378,344. Plan 2 would ask staff to take a 25% pay cut, but staff would be reimbursed the reduced wages within 90 days of the library receiving tax receipts for a year-end balance of \$137,043.

MOTION by Dion Kendrick, seconded by John Robinson, to adopt Plan #1, Skeleton Staffing/Essential Services Only, which will reduce library hours to 52 hours a week and discontinue many library services from November 14 – December 25 if there is no indication from the City of Des Plaines to approve the Intergovernmental Loan Agreement. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Klebe, Moylan Krey, Magerl, Robinson, Rozovics. NAYS: None. MOTION CARRIED.

President Magerl reported that Gallagher Risk Management prepared a proposal with increased deductibles. The deductibles were increased from \$1,000, to \$5,000 to \$10,000, which would reduce costs from \$35,679 to \$33,553, to \$32,584. The board discussed the different deductibles and will vote for a plan at the November 16 meeting.

President Magerl reported that the Intergovernmental Loan Agreement was revised to state that the loan would be repaid in 90 days after the library receives the majority of the property tax money.

Trustee Kendrick asked Director Sorensen to prepare a cost analysis of expenses incurred in the process of preparing and executing the Intergovernmental Agreement.

#### PUBLIC COMMENTS AND QUESTIONS.

Kathy Krus, a Des Plaines resident and former library employee, asked if we were under any contractual obligations to pay for cancelled programs if staff was reduced and Director Sorensen stated that some programs would be rescheduled to a later date. Ms. Krus stated that the City Council should approve the library's request for a bridge loan. Ms. Krus also asked that new board members be given a tour of the library. Ms. Krus thanked Director Sorensen for her hard work.

Wayne Serbin, a Des Plaines resident, suggested that the City Council tour the library building with the Board members. Trustee Robinson replied that in 2009 the City Council and Library Board met in a joint meeting and toured the library building.

MOTION by Dion Kendrick, seconded by Myrtle Klebe, to adjourn the meeting.

The meeting adjourned at 6:04p.m.

Minutes prepared by Carol Kidd.

November 9, 2010

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

We have compiled the accompanying statement of plan net assets of the Des Plaines Public Library as of October 31, 2010 and the related statement of changes in plan net assets for the one month and the ten 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.

We have compiled the supplementary information from information that is the representation of management, without audit or review. Accordingly, we do not express an opinion or any other form of assurance on the supplementary information.

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 Pension Fund'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 October 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>
201-1102008 - Cash Deposit #1944650243	1,959.67
202-1102008 - Cash Deposit #1944650243	0.00
707-1102008 - Cash Deposit #1944650243	<u>0.00</u>
	<u>1,959.67</u>
201-1102009 - Cash Payroll #8100292278	<u>2,306.55</u>
	<u>2,306.55</u>
201-1102015 - First Midwest Operating #8100292260	176,925.70
202-1102015 - First Midwest Operating #8100292260	<u>(70,146.77)</u>
	<u>106,778.93</u>
201-1102028 - Cash Library Donations	<u>21,621.47</u>
	<u>21,621.47</u>
201-1102073 - Cash IL - Epay #151600222104	<u>2,022.42</u>
201-1102076 - IL Funds - Library # 151600221288	(195,658.62)
202-1102076 - IL Funds - Library	<u>223,386.09</u>
	<u>27,727.47</u>
201-1102078 - Cash IL - Epay Library	<u>1,030.07</u>
201-1102079 - IL Funds - 151600222591	<u>702,738.69</u>
201-1104006 - Investments - Certificates of Deposit	<u>102,337.37</u>
<b>Total Invested</b>	<u><u>969,022.64</u></u>

November 9, 2010

## Des Plaines Public Library Balance Sheet as of October 31, 2010

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Library Fund</u>			
<b><u>Assets</u></b>			
1101000 - Petty Cash	500.00	0.00	500.00
1102008 - Cash Deposit #1944650243	1,959.67	0.00	1,959.67
1102009 - Cash Payroll #8100292278	1,934.78	371.77	2,306.55
1102015 - First Midwest Operating #8100292260	157,715.38	19,210.32	176,925.70
1102028 - Cash Library Donations	21,238.77	382.70	21,621.47
1102073 - Cash IL - Epay 151600008073	8,600.53	(6,578.11)	2,022.42
1102076 - IL Funds - Library	104,328.11	(299,986.73)	(195,658.62)
1102078 - Cash IL - Epay Library	11,201.87	(10,171.80)	1,030.07
1102079 - IL Funds -	749,707.01	(46,968.32)	702,738.69
1104006 - Investments - Certificates of Deposit	102,253.83	83.54	102,337.37
1118000 - Receivable - Property Taxes	6,599,703.00	0.00	6,599,703.00
	<u>7,759,142.95</u>	<u>(343,656.63)</u>	<u>7,415,486.32</u>
 <b><u>Liabilities and Fund Balance</u></b>			
<b><u>Liabilities</u></b>			
2401000 - Accounts Payable	94,188.32	(15,118.40)	79,069.92
2401001 - Audit Accounts Payable	0.00	0.00	0.00
2401002 - Payroll Liabilities	0.00	0.00	0.00
2401010 - Federal W/H Payable	0.00	0.00	0.00
2401020 - F.I.C.A. W/H Payable	0.00	0.00	0.00
2401030 - State W/H 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
2430707 - Due to Library Comp Abs	172,222.44	0.00	172,222.44
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
	<u>6,742,069.76</u>	<u>(15,118.40)</u>	<u>6,726,951.36</u>
 <b><u>Fund Balance</u></b>			
3730000 - Fund Balance - Unreserved	<u>1,484,291.17</u>	<u>0.00</u>	<u>1,484,291.17</u>
<b>Total Liabilities and Fund Balance</b>	<u>8,226,360.93</u>	<u>(15,118.40)</u>	<u>8,211,242.53</u>
<b>Excess Revenues Over Expenses</b>	<u>(467,217.98)</u>	<u>(328,538.23)</u>	<u>(795,756.21)</u>

November 9, 2010

## Des Plaines Public Library Balance Sheet as of October 31, 2010

### Capital Projects Fund

#### Assets

1102015 - First Midwest Operating #8100292260	(70,146.77)	0.00	(70,146.77)
1102076 - IL Funds - Library	223,386.09	0.00	223,386.09
	153,239.32	0.00	153,239.32

#### Liabilities and Fund Balance

#### Liabilities

2401001 - Audit Accounts Payable	16,531.10	0.00	16,531.10
	16,531.10	0.00	16,531.10

#### Fund Balance

3730000 - Fund Balance - Unreserved	206,851.74	0.00	206,851.74
<b>Total Liabilities and Fund Balance</b>	<b>223,382.84</b>	<b>0.00</b>	<b>223,382.84</b>
<b>Excess Revenues Over Expenses</b>	<b>(70,143.52)</b>	<b>0.00</b>	<b>(70,143.52)</b>

### Compensated Absences Fund

#### Assets

1120201 - Due From Library	172,222.11	0.00	172,222.11
	172,222.11	0.00	172,222.11

#### Liabilities and Fund Balance

#### Liabilities

2450035 - Accrued ST-LT Comp Absence	124,380.00	0.00	124,380.00
2490010 - Compensated Absences Payable	47,842.11	0.00	47,842.11
	172,222.11	0.00	172,222.11

#### Fund Balance

3730000 - Fund Balance - Unreserved	0.00	0.00	0.00
<b>Total Liabilities and Fund Balance</b>	<b>172,222.11</b>	<b>0.00</b>	<b>172,222.11</b>
<b>Excess Revenues Over Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

November 9, 2010

## Des Plaines Public Library Balance Sheet as of October 31, 2010

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Fixed Assets Fund</u>			
<b><u>Assets</u></b>			
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	(372,709.00)	0.00	(372,709.00)
	<u>894,053.00</u>	<u>0.00</u>	<u>894,053.00</u>
<b><u>Liabilities and Fund Balance</u></b>			
<b><u>Liabilities</u></b>			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b><u>Fund Balance</u></b>			
3730000 - Fund Balance - Unreserved	894,053.00	0.00	894,053.00
	<u>894,053.00</u>	<u>0.00</u>	<u>894,053.00</u>
<b>Total Liabilities and Net Capital Assets</b>	<u>894,053.00</u>	<u>0.00</u>	<u>894,053.00</u>
<b>Excess Revenues Over Expenses</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

November 9, 2010

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

<u>Library Fund</u>	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Percentage Collected</u>
<b><u>Taxes</u></b>					
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	(61,671.93)	0.00	61,671.93	0.00
4810025 - Property Taxes 2008	0.00	271,310.84	50,000.00	(221,310.84)	542.62
4810026 - Property Taxes 2009	32,278.55	3,581,921.60	6,309,802.00	2,727,880.40	56.77
	<u>32,278.55</u>	<u>3,791,560.51</u>	<u>6,359,802.00</u>	<u>2,568,241.49</u>	<u>59.62</u>
<b><u>Intergovernmental</u></b>					
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>
<b><u>Fines &amp; Fees</u></b>					
4850101 - Library Fees	1,127.12	4,581.50	0.00	(4,581.50)	0.00
4850102 - Library Fines	4,930.08	88,473.69	125,000.00	36,526.31	70.78
4850103 - Library Fines / Credit Card	2,781.62	16,843.77	0.00	(16,843.77)	0.00
4850201 - Copying Fee	2,688.38	23,353.78	30,000.00	6,646.22	77.85
4850202 - Damaged Materials	45.94	509.75	0.00	(509.75)	0.00
4850203 - Lost Materials	508.96	6,167.42	0.00	(6,167.42)	0.00
4850205 - Bags	47.95	707.94	0.00	(707.94)	0.00
4850207 - Non-Res Cards	217.00	1,503.00	0.00	(1,503.00)	0.00
	<u>12,347.05</u>	<u>142,140.85</u>	<u>155,000.00</u>	<u>12,859.15</u>	<u>91.70</u>
<b><u>Special Programs &amp; Events</u></b>					
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>
<b><u>Other Revenue</u></b>					
4890010 - Interest Income	209.19	3,806.59	5,000.00	1,193.41	76.13
4890050 - Sale of Fixed Assets	0.00	0.00	1,000.00	1,000.00	0.00
4899900 - Miscellaneous Revenue	5,975.30	22,248.53	17,500.00	(4,748.53)	127.13
4899920 - Library Donations	380.00	6,019.59	10,000.00	3,980.41	60.20
	<u>6,564.49</u>	<u>32,074.71</u>	<u>33,500.00</u>	<u>1,425.29</u>	<u>95.75</u>
<b>Total Library Fund</b>	<u>51,190.09</u>	<u>3,989,688.00</u>	<u>6,703,990.00</u>	<u>2,714,302.00</u>	<u>59.51</u>

See Accountants' Compilation Report

November 9, 2010

**Des Plaines Public Library**  
**Revenue Report as of October 31, 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	0.00	3.25	5,000.00	4,996.75	0.07
	<u>0.00</u>	<u>3.25</u>	<u>5,000.00</u>	<u>4,996.75</u>	<u>0.07</u>
<b>Total Capital Projects Fund</b>	<u>0.00</u>	<u>3.25</u>	<u>305,000.00</u>	<u>304,996.75</u>	<u>0.00</u>
<b>Total of All Funds</b>	<u>51,190.09</u>	<u>3,989,691.25</u>	<u>7,008,990.00</u>	<u>3,019,298.75</u>	<u>56.92</u>



## Des Plaines Public Library Expense Report as of October 31, 2010

<u>Library Fund</u>	<u>M.T.D. Expended</u>	<u>Y.T.D Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>
<b>Salaries</b>					
5910100 - Salaries	212,982.86	1,940,933.57	2,318,022.00	377,088.43	83.73
5910200 - Temporary Wages	0.00	284,401.81	789,113.00	504,711.19	36.04
5910400 - Non - Supervisory Overtime	196.73	443.30	0.00	(443.30)	0.00
5910500 - Vacation Pay	8,475.41	98,923.64	0.00	(98,923.64)	0.00
5910600 - Sick Pay	2,438.99	38,210.77	0.00	(38,210.77)	0.00
5910700 - Holiday Pay	73.54	36,797.34	0.00	(36,797.34)	0.00
5910900 - Act/Out of Class/Premium	0.00	2,692.30	0.00	(2,692.30)	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>224,167.53</u>	<u>2,405,301.46</u>	<u>3,110,635.00</u>	<u>705,333.54</u>	<u>77.33</u>
<b>Benefits</b>					
5918010 - Unemployment Compensation	285.88	7,089.41	4,986.00	(2,103.41)	142.19
5918020 - Employer Contribution - FICA	16,766.72	180,162.16	237,314.00	57,151.84	75.92
5918021 - Employer Contribution - IMRF	21,609.27	235,677.67	297,814.00	62,136.33	79.14
5918030 - EAP Program	0.00	0.00	682.00	682.00	0.00
5918040 - Life Insurance Premiums	0.00	2,607.80	6,576.00	3,968.20	39.66
5918050 - PPO Insurance Premiums	28,155.37	279,679.28	389,041.00	109,361.72	71.89
5918051 - HMO Insurance Premiums	8,184.26	85,484.39	111,979.00	26,494.61	76.34
5918055 - Dental Insurance Premiums	2,481.15	23,428.33	31,505.00	8,076.67	74.36
5918070 - Workers Compensation	1,033.17	11,016.37	9,500.00	(1,516.37)	115.96
5918085 - RHS Plan Payout	0.00	5,214.26	10,000.00	4,785.74	52.14
	<u>78,515.82</u>	<u>830,359.67</u>	<u>1,099,397.00</u>	<u>269,037.33</u>	<u>75.53</u>
<b>Contractual Services</b>					
5920100 - Legal Fees	266.00	5,126.39	15,000.00	9,873.61	34.18
5920105 - Costs of Litigation	0.00	154.11	3,500.00	3,345.89	4.40
5920110 - Professional Services	30,473.38	278,285.60	405,000.00	126,714.40	68.71
5920120 - Communication Services	3,879.67	28,121.64	28,460.00	338.36	98.81
5920140 - Data Processing Services	5,221.46	67,780.42	100,800.00	33,019.58	67.24
5920202 - Conferences	0.00	1,546.30	0.00	(1,546.30)	0.00
5920204 - Training	0.00	1,447.00	2,600.00	1,153.00	55.65
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	3,366.56	0.00	(3,366.56)	0.00
5920220 - Membership Dues	345.00	3,469.00	6,500.00	3,031.00	53.37
5920225 - Licensing/Titles	50.00	50.00	100.00	50.00	50.00
5920230 - Publication of Notices	0.00	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	12,434.50	24,869.00	12,434.50	50.00
5930010 - R&M Equipment	9,790.60	95,950.62	110,062.00	14,111.38	87.18
5930020 - R&M Buildings & Structures	1,390.00	71,962.41	116,235.00	44,272.59	61.91
5930030 - R&M Vehicles	0.00	4,449.12	14,300.00	9,850.88	31.11
5930195 - Book Binding & Repair	0.00	215.10	1,000.00	784.90	21.51
5930210 - Rental of Equipment	164.00	1,476.00	26,500.00	25,024.00	5.57
5930320 - Cleaning/Custodial Services	7,423.00	101,843.00	96,700.00	(5,143.00)	105.32
5930490 - Refuse Contract	472.91	5,683.25	5,500.00	(183.25)	103.33
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00
5960065 - Bank Fees	96.38	602.95	0.00	(602.95)	0.00

November 9, 2010

## Des Plaines Public Library Expense Report as of October 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	0.00	551.93	500.00	(51.93)	110.39
5960210 - Special Event Programming	0.00	19,080.84	31,000.00	11,919.16	61.55
5960990 - Misc. Contractual Services	2,038.58	68,417.60	99,375.00	30,957.40	68.85
	<u>61,610.98</u>	<u>772,985.54</u>	<u>1,089,251.00</u>	<u>316,265.46</u>	<u>70.96</u>
<b><u>Commodities</u></b>					
5970100 - Office Supplies	1,905.80	75,199.22	116,300.00	41,100.78	64.66
5970110 - Meals	0.00	855.97	2,800.00	1,944.03	30.57
5970115 - Supplies - Dept/Other	0.00	0.00	0.00	0.00	0.00
5970170 - Janitorial	1,279.20	16,668.19	20,600.00	3,931.81	80.91
5970260 - Postage & Parcel	577.65	14,550.63	13,300.00	(1,250.63)	109.40
5970270 - Printing -Reproduction-Binding	0.00	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	676.62	3,788.95	8,000.00	4,211.05	47.36
5970600 - Books	13,855.02	322,819.11	489,800.00	166,980.89	65.91
5970610 - Audio Materials	2,095.99	47,783.23	84,600.00	36,816.77	56.48
5970620 - Subscriptions & Books	612.16	22,082.53	78,800.00	56,717.47	28.02
5970630 - Visual Materials	872.16	76,753.64	96,250.00	19,496.36	79.74
5970640 - Automated Reference Materials	0.00	97,866.42	141,000.00	43,133.58	69.41
5970810 - Natural Gas	(6,691.05)	14,844.93	30,000.00	15,155.07	49.48
5970820 - Electricity	0.00	0.00	500.00	500.00	0.00
5970840 - Diesel	215.23	1,733.51	4,000.00	2,266.49	43.34
5970850 - Gasoline	35.21	384.73	2,000.00	1,615.27	19.24
5970900 - Equipment < \$5,000	0.00	2,688.87	5,500.00	2,811.13	48.89
	<u>15,433.99</u>	<u>699,291.43</u>	<u>1,098,450.00</u>	<u>399,158.57</u>	<u>63.66</u>
<b><u>Capital Expenditures</u></b>					
5980300 - Improvements	0.00	0.00	8,000.00	8,000.00	0.00
5980400 - Equipment	0.00	42,488.54	33,000.00	(9,488.54)	128.75
5980410 - Computer Hardware	0.00	1,092.69	6,750.00	5,657.31	16.19
5980420 - Computer Software	0.00	19,869.32	32,000.00	12,130.68	62.09
5980600 - Furniture & Fixtures	0.00	7,905.81	20,500.00	12,594.19	38.56
	<u>0.00</u>	<u>71,356.36</u>	<u>100,250.00</u>	<u>28,893.64</u>	<u>71.18</u>
<b><u>Other Funding Activities</u></b>					
5990935 - Trans to D/S - 2002A Bond	0.00	6,149.75	24,598.00	18,448.25	25.00
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>6,149.75</u>	<u>399,598.00</u>	<u>393,448.25</u>	<u>1.54</u>
<b>Total Library Fund Expenditures</b>	<u>379,728.32</u>	<u>4,785,444.21</u>	<u>6,897,581.00</u>	<u>2,112,136.79</u>	<u>69.38</u>

November 9, 2010

## Des Plaines Public Library Expense Report as of October 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>
<b>Capital Projects Fund</b>					
<b><u>Contractual Services</u></b>					
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>
<b><u>Capital Expenditures</u></b>					
5980300 - Improvements	0.00	0.00	92,000.00	92,000.00	0.00
5980400 - Equipment	0.00	38,047.28	24,000.00	(14,047.28)	158.53
5980410 - Computer Hardware	0.00	32,099.49	76,100.00	44,000.51	42.18
	<u>0.00</u>	<u>70,146.77</u>	<u>192,100.00</u>	<u>121,953.23</u>	<u>36.52</u>
<b>Total Capital Projects Fund Expenditures</b>	<u>0.00</u>	<u>70,146.77</u>	<u>207,100.00</u>	<u>136,953.23</u>	<u>33.87</u>
<b>Total of All Funds</b>	<u>379,728.32</u>	<u>4,855,590.98</u>	<u>7,104,681.00</u>	<u>2,249,090.02</u>	<u>68.34</u>

Des Plaines Public Library  
Check Register

Check Number	Check Date	Payee	Amount
Checks			
10677	11/16/10	ABRAHAM LINCOLN PRESIDENTIAL LIBRARY	584.16
10678	11/16/10	ALARM SECURITY INCORPORATED	553.12
10679	11/16/10	ALEXIAN BROTHERS CORP HEALTH SERV	110.00
10680	11/16/10	BAKER & TAYLOR	3,652.75
10681	11/16/10	BANC OF AMERICA LEASING	2,005.00
10682	11/16/10	BANKCARD SERVICES	1,240.94
10683	11/16/10	BUSINESS MACHINE AGENTS INC	489.04
10684	11/16/10	CERAMICA, INC.	159.40
10685	11/16/10	CITY OF DES PLAINES	250.44
10686	11/16/10	CITY OF DES PLAINES, PUBLIC WORKS	676.62
10687	11/16/10	COMPLETE CLEANING COMPANY INC	8,613.00
10688	11/16/10	COOPERATIVE COMPUTER SERVICES	9,376.77
10689	11/16/10	D & B	769.50
10690	11/16/10	D & Z HOUSE OF BOOKS INCORPORATED	75.00
10691	11/16/10	DEMCO EDUCATIONAL CORP	317.52
10692	11/16/10	DES PLAINES CHAMBER OF COMMERCE	210.00
10693	11/16/10	FEDERAL EXPRESS	77.65
10694	11/16/10	GLENSIDE PUBLIC LIBRARY DIST.	32.50
10695	11/16/10	H.W. WILSON COMPANY	417.00
10696	11/16/10	INFO USA MARKETING, INC.	830.00
10697	11/16/10	INFORMATION TODAY, INC.	337.55
10698	11/16/10	INVICTA SERVICES LLC	143.85
10699	11/16/10	JOURNAL AND TOPICS NEWSPAPERS	112.97
10700	11/16/10	KLEIN, THORPE & JENKINS, LTD.	266.00
10701	11/16/10	LAPORT INC.	726.08
10702	11/16/10	LAUTERBACH & AMEN, LLP.	2,700.00
10703	11/16/10	LEXISNEXIS ACADEMIC & LIB SOLUTIONS	124.46
10704	11/16/10	MARQUIS WHO'S WHO	784.50
10705	11/16/10	MARSHALL CAVENDISH CORPORATION	140.97
10706	11/16/10	MERGENT INCORPORATED	5,780.00
10707	11/16/10	MICHAEL CLOUD	375.00
10708	11/16/10	MICHAEL V. BROUILLETTE	50.00
10709	11/16/10	MIDWEST TAPE	943.79
10710	11/16/10	OFFICE DEPOT	28.69
10711	11/16/10	OMNIGRAPHICS	168.52
10712	11/16/10	OUTSOURCE SOLUTIONS GROUP	27,876.21
10713	11/16/10	PARK RIDGE PUBLIC LIBRARY	22.95
10714	11/16/10	PITNEY BOWES	664.00
10715	11/16/10	RANDOM HOUSE INCORPORATED	60.00
10716	11/16/10	RECORDED BOOKS, LLC	2,048.67
10717	11/16/10	ROTARY CLUB OF DES PLAINES	135.00
10718	11/16/10	SCHOLL CORPORATE GUIDES	33.95
10719	11/16/10	TELEVEND SERVICES INCORPORATED	243.35
10720	11/16/10	THE STATE FIRE MARSHALL	200.00
10721	11/16/10	UNITED BUSINESS SOLUTIONS	3,186.59
10722	11/16/10	VAHE GHAZARIAN	85.00
10723	11/16/10	WASTE MANAGEMENT	129.95
10724	11/16/10	WASTE MANAGEMENT	342.96
10725	11/16/10	WEST GROUP	890.50
10726	11/16/10	WT COX SUBSCRIPTIONS	28.00
50095	10/31/10	NEXTEL	1,547.97
50096	10/31/10	CALL ONE	958.84
50097	10/31/10	AT&T	363.35
50098	10/31/10	McLEOD USA	298.76
50099	10/31/10	VERIZON WIRELESS	126.89
50100	10/31/10	LEVEL(3) COMMUNICATIONS, LLC.	466.29
50101	10/31/10	NICOR GAS	338.32
50102	10/31/10	SPRINT	35.08
50103	10/31/10	WOW! INTERENT CABLE	82.49
Total checks	59	Total	<u>83,287.91</u>

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All Checkbooks  
October 2010Des Plaines Public Library  
Vendor Checks ReportDESPLANSLIB  
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Vendor Name	Chk. No.	Check Date	Amount
AT&T	50097	10/31/10	363.35
Account No.	Description	Amount	
201-5920120	ACH	221.85	
201-5920120	ACH	98.35	
201-5920120	ACH	43.15	
CALL ONE	50096	10/31/10	958.84
Account No.	Description	Amount	
201-5920120	ACH	479.33	
201-5920120	ACH	479.51	
LEVEL(3) COMMUNICATIONS, LLC.	50100	10/31/10	466.29
Account No.	Description	Amount	
201-5920120	ACH	466.29	
McLEOD USA	50098	10/31/10	298.76
Account No.	Description	Amount	
201-5920120	ACH	298.76	
NEXTEL	50095	10/31/10	1,547.97
Account No.	Description	Amount	
201-5920120	ACH	1,547.97	
NICOR GAS	50101	10/31/10	338.32
Account No.	Description	Amount	
201-5970810	ACH NICOR	338.32	
SPRINT	50102	10/31/10	35.08
Account No.	Description	Amount	
201-5920120	ACH	18.96	
201-5920120	ACH	16.12	
VERIZON WIRELESS	50099	10/31/10	126.89
Account No.	Description	Amount	
201-5920120	ACH	126.89	
WOW! INTERENT CABLE	50103	10/31/10	82.49
Account No.	Description	Amount	
201-5920120	ACH	82.49	
	Subtotal		<u>4,217.99</u>
ABRAHAM LINCOLN PRESIDENTIAL LIBI	10677	11/16/10	584.16
Account No.	Description	Amount	
201-5970620	Invoice # 08335	584.16	
ALARM SECURITY INCORPORATED	10678	11/16/10	553.12
Account No.	Description	Amount	
201-5970170	Invoice # S105889	553.12	
ALEXIAN BROTHERS CORP HEALTH SER	10679	11/16/10	110.00
Account No.	Description	Amount	
201-5960990	Invoice # 379457	110.00	
BAKER & TAYLOR	10680	11/16/10	3,652.75
Account No.	Description	Amount	
201-5960990	Invoice # 2024643237	0.96	
201-5960990	Invoice # 2025169588	12.22	
201-5960990	Invoice # 2025156958	27.46	
201-5960990	Invoice # 2025157032	13.44	
201-5960990	Invoice # 2025174242	13.44	
201-5960990	Invoice # 2025192668	4.12	

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2025192620		8.47
201-5960990	Invoice # 2025192622		2.58
201-5960990	Invoice # 2025212950		1.59
201-5960990	Invoice # 2025203836		2.46
201-5960990	Invoice # 2025212951		1.85
201-5960990	Invoice # 2025215905		1.24
201-5960990	Invoice # 2025212967		1.94
201-5960990	Invoice # 2025162353		4.62
201-5960990	Invoice # 2025167416		1.44
201-5960990	Invoice # 2025167421		6.20
201-5960990	Invoice # 2025157032		13.44
201-5960990	Invoice # 2025156958		27.46
201-5960990	Invoice # 2025149549		2.48
201-5960990	Invoice # 2025152957		8.96
201-5960990	Invoice # 2025128918		3.00
201-5960990	Invoice # 2025132644		13.22
201-5960990	Invoice # 2025136793		3.42
201-5960990	Invoice # 2025142970		1.24
201-5960990	Invoice # 2025142960		5.89
201-5960990	Invoice # 2025145657		8.38
201-5960990	Invocie # 2025140999		1.94
201-5960990	Invocie # 2025142949		0.47
201-5960990	Invocie # 2025142916		2.31
201-5960990	Invocie # 2025150820		11.62
201-5960990	Invocie # 2024484519		1.88
201-5960990	Invocie # 0000135815		11.44
201-5960990	Invocie # 0000135610		11.44
201-5960990	Invocie # 2025000366		2.33
201-5960990	Invocie # 2024800739		28.62
201-5960990	Invocie # 2024738337		8.54
201-5960990	Invocie # 2024576339		21.21
201-5960990	Invocie # 2024821188		5.47
201-5960990	Invocie # 2025228496		11.93
201-5960990	Invocie # 2025193018		14.51
201-5970600	Invoice # 0000135989		111.77
201-5970600	Invoice # 2025169587		369.53
201-5970600	Invoice # 2025156958		339.95
201-5970600	Invoice # 2025157032		159.12
201-5970600	Invoice # 2025174242		185.47
201-5970600	Invoice # 2025192668		90.23
201-5970600	Invoice # 2025192620		104.07
201-5970600	Invoice # 2025192622		40.30
201-5970600	Invoice # 2025212950		43.44
201-5970600	Invoice # 2025203836		3.58
201-5970600	Invoice # 2025212951		23.15
201-5970600	Invoice # 2025215905		14.17
201-5970600	Invoice # 2025212967		19.30
201-5970600	Invoice # 2025162353		18.33
201-5970600	Invoice # 2025167416		15.60
201-5970600	Invoice # 2025167421		73.23
201-5970600	Invoice # 2025157032		159.12
201-5970600	Invoice # 2025156958		339.95
201-5970600	Invoice # 2025149549		25.54
201-5970600	Invoice # 2025152957		124.05
201-5970600	Invoice # 2025128918		94.02
201-5970600	Invoice # 2025132643		417.69
201-5970600	Invoice # 2025136793		44.21
201-5970600	Invoice # 2025142970		17.00
201-5970600	Invoice # 2025142960		151.34
201-5970600	Invoice # 2025145656		249.53
201-5970600	Invocie # 2025140999		25.61
201-5970600	Invocie # 2025142949		5.97
201-5970600	Invocie # 2025142916		12.36

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invocie # 2025150819	229.40	
201-5970600	Invocie # 2024484519	20.31	
201-5970600	Invocie # 0000135815	100.33	
201-5970600	Invocie # 0000135610	100.33	
201-5970600	Invocie # 2025000366	28.36	
201-5970600	Invocie # 2024800739	67.41	
201-5970600	Invocie # 2024738337	147.62	
201-5970600	Invocie # 2024576339	490.76	
201-5970600	Invocie # 2025228495	327.53	
201-5970600	Invocie # 2025193017	406.39	
201-5970600	Invoice # COA100419738	-29.60	
201-5970600	Invoice # COA100449637	-276.82	
201-5970600	Invoice # COA100419736	-640.79	
201-5970600	Invoice # COA100419737	-814.11	
201-5970600	Invoice # COA100419735	-49.82	
201-5970600	Invoice # COA100419734	-26.14	
201-5970600	Invoice # COA100399292	2.17	
201-5970600	Invoice # COA100399291	-4.62	
201-5970600	Invoice # COA100365887	-28.82	
<b>BANC OF AMERICA LEASING</b>	<b>10681</b>	<b>11/16/10</b>	<b>2,005.00</b>
Account No.	Description	Amount	
201-5930010	Invoice # 011682260-D0	2,005.00	
<b>BANKCARD SERVICES</b>	<b>10682</b>	<b>11/16/10</b>	<b>1,240.94</b>
Account No.	Description	Amount	
201-5960990		28.00	
201-5970100		1,111.50	
201-5970600		60.10	
201-5970610		41.34	
<b>'BUSINESS MACHINE AGENTS INC</b>	<b>10683</b>	<b>11/16/10</b>	<b>489.04</b>
Account No.	Description	Amount	
201-5930010	Invoice # IN15577	222.80	
201-5930010	Invoice # IN15578	266.24	
<b>CERAMICA, INC.</b>	<b>10684</b>	<b>11/16/10</b>	<b>159.40</b>
Account No.	Description	Amount	
201-5970100	Invoice # IN-10-34602	159.40	
<b>CITY OF DES PLAINES</b>	<b>10685</b>	<b>11/16/10</b>	<b>250.44</b>
Account No.	Description	Amount	
201-5970840	Diesel	215.23	
201-5970850	Unleaded Fuel	35.21	
<b>CITY OF DES PLAINES, PUBLIC WORKS</b>	<b>10686</b>	<b>11/16/10</b>	<b>676.62</b>
Account No.	Description	Amount	
201-5970500	Account # 71-080-763-01	676.62	
<b>COMPLETE CLEANING COMPANY INC</b>	<b>10687</b>	<b>11/16/10</b>	<b>8,613.00</b>
Account No.	Description	Amount	
201-5930020	Invoice # 1269239	1,190.00	
201-5930320	Invoice # 1269556	7,423.00	
<b>COOPERATIVE COMPUTER SERVICES</b>	<b>10688</b>	<b>11/16/10</b>	<b>9,376.77</b>
Account No.	Description	Amount	
201-5920140	Invoice # CCS 10/8/10	5,221.46	
201-5930010	OCLC JED September 2010	2,077.63	
201-5930010	OCLC JED October 2010	2,077.68	
<b>D &amp; B</b>	<b>10689</b>	<b>11/16/10</b>	<b>769.50</b>
Account No.	Description	Amount	
201-5970600	Invoice # 10091789-01	769.50	

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Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
D & Z HOUSE OF BOOKS INCORPORATED	10690	11/16/10	75.00
Account No.   Description		Amount	
201-5970600   Order # 09072010		75.00	
DEMCO EDUCATIONAL CORP	10691	11/16/10	317.52
Account No.   Description		Amount	
201-5970100   Invoice # 4011209		317.52	
DES PLAINES CHAMBER OF COMMERCE	10692	11/16/10	210.00
Account No.   Description		Amount	
201-5920220   Invoice # 6251A		210.00	
FEDERAL EXPRESS	10693	11/16/10	77.65
Account No.   Description		Amount	
201-5970260   Invoice # 7-271-79513		25.38	
201-5970260   Invoice # 7-255-70534		52.27	
GLENSIDE PUBLIC LIBRARY DIST.	10694	11/16/10	32.50
Account No.   Description		Amount	
201-5970600		32.50	
H.W. WILSON COMPANY	10695	11/16/10	417.00
Account No.   Description		Amount	
201-5970600   Invoice # 58489096		192.00	
201-5970600   Invoice # 58448209		225.00	
INFO USA MARKETING, INC.	10696	11/16/10	830.00
Account No.   Description		Amount	
201-5970600   Invoice # 10-24-055126		830.00	
INFORMATION TODAY, INC.	10697	11/16/10	337.55
Account No.   Description		Amount	
201-5970600   Invoice # 1332083-B1		337.55	
INVICTA SERVICES LLC	10698	11/16/10	143.85
Account No.   Description		Amount	
201-5960990   Invoice # 1514		143.85	
JOURNAL AND TOPICS NEWSPAPERS	10699	11/16/10	112.97
Account No.   Description		Amount	
201-5960990   Invoice # 138328		112.97	
KLEIN, THORPE & JENKINS, LTD.	10700	11/16/10	266.00
Account No.   Description		Amount	
201-5920100   Statement # 149643		266.00	
LAPORT INC.	10701	11/16/10	726.08
Account No.   Description		Amount	
201-5970170   Invocie # 123778		360.54	
201-5970170   Invocie # 125840		365.54	
LAUTERBACH & AMEN, LLP.	10702	11/16/10	2,700.00
Account No.   Description		Amount	
201-5920110   Invoice No. 17841		1,350.00	
201-5920110   Invoice No. 17447		1,350.00	
LEXISNEXIS ACADEMIC & LIB SOLUTION	10703	11/16/10	124.46
Account No.   Description		Amount	
201-5970600   Invoice # 08689245		124.46	
MARQUIS WHO'S WHO	10704	11/16/10	784.50
Account No.   Description		Amount	



Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600 Invoice # 1020235		784.50	
MARSHALL CAVENDISH CORPORATION	10705	11/16/10	140.97
Account No. Description		Amount	
201-5970600 Invoice # 857519		140.97	
MERGENT INCORPORATED	10706	11/16/10	5,780.00
Account No. Description		Amount	
201-5970600 Invoice # 63967		5,780.00	
MICHAEL CLOUD	10707	11/16/10	375.00
Account No. Description		Amount	
201-5960990 Invoice # 020		125.00	
201-5960990 Invoice # 021		125.00	
201-5960990 Invoice # 022		125.00	
MICHAEL V. BROUILLETTE	10708	11/16/10	50.00
Account No. Description		Amount	
201-5920225 CDL Reimbursement		50.00	
MIDWEST TAPE	10709	11/16/10	943.79
Account No. Description		Amount	
201-5960990 Invoice # 6168438		4.50	
201-5960990 Invoice # 6174348		4.50	
201-5960990 Invoice # 6154303		4.50	
201-5960990 Invoice # 6154682		4.50	
201-5960990 Invoice # 6154679		2.25	
201-5960990 Invoice # 6154680		6.95	
201-5960990 Invoice # 6149440		2.25	
201-5960990 Invoice # 6154681		2.25	
201-5960990 Invoice # 6168437		2.25	
201-5960990 Invoice # 6160476		2.45	
201-5960990 Invoice # 6160895		2.25	
201-5960990 Invoice # 6160896		2.25	
201-5960990 Invoice # 6154299		2.25	
201-5960990 Invoice # 6154300		2.25	
201-5960990 Invoice # 6160894		4.50	
201-5960990 Invoice # 6154301		9.00	
201-5960990 Invoice # 6154302		2.25	
201-5960990 Invoice # 6165532		2.25	
201-5960990 Invoice # 6171930		2.25	
201-5970610 Invoice # 2318463		39.99	
201-5970610 Invoice # 2333048		29.99	
201-5970630 Invoice # 6171931		44.99	
201-5970630 Invoice # 6168436		119.98	
201-5970630 Invoice # 2339730		29.99	
201-5970630 Invoice # 6168438		44.98	
201-5970630 Invoice # 6174348		44.98	
201-5970630 Invoice # 6154303		43.48	
201-5970630 Invoice # 6154682		46.48	
201-5970630 Invoice # 6154679		22.49	
201-5970630 Invoice # 6154680		65.22	
201-5970630 Invoice # 6149440		22.49	
201-5970630 Invoice # 6154681		59.98	
201-5970630 Invoice # 6168437		14.99	
201-5970630 Invoice # 6160476		9.74	
201-5970630 Invoice # 6160895		14.99	
201-5970630 Invoice # 6160896		22.49	
201-5970630 Invoice # 6154299		11.24	
201-5970630 Invoice # 6154300		14.99	
201-5970630 Invoice # 6160894		40.48	
201-5970630 Invoice # 6154301		86.96	
201-5970630 Invoice # 6154302		22.49	

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**Des Plaines Public Library  
Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
201-5970630 Invoice # 6165532		9.74	
201-5970630 Invoice # 6171930		14.99	
<b>OFFICE DEPOT</b>	10710	11/16/10	28.69
Account No. Description		Amount	
201-5970100 Invoice # 537221912001		28.69	
<b>OMNIGRAPHICS</b>	10711	11/16/10	168.52
Account No. Description		Amount	
201-5970600 Invoice # 104066-0412		168.52	
<b>OUTSOURCE SOLUTIONS GROUP</b>	10712	11/16/10	27,876.21
Account No. Description		Amount	
201-5920110 Invoice # 10924		27,083.33	
201-5960990 Invoice # 10945		280.00	
201-5960990 Invoice # 10832		512.88	
<b>PARK RIDGE PUBLIC LIBRARY</b>	10713	11/16/10	22.95
Account No. Description		Amount	
201-5970600		22.95	
<b>PITNEY BOWES</b>	10714	11/16/10	664.00
Account No. Description		Amount	
201-5930210 Invoice # 9954034-OT10		164.00	
201-5970260 Acct #8000-9090-0510-7839		500.00	
<b>RANDOM HOUSE INCORPORATED</b>	10715	11/16/10	60.00
Account No. Description		Amount	
201-5970600 Invoice # 1080087026		60.00	
<b>RECORDED BOOKS, LLC</b>	10716	11/16/10	2,048.67
Account No. Description		Amount	
201-5970610 Order # 5025488		78.97	
201-5970610 Order # 4725632		326.22	
201-5970610 Order # 4804490		554.00	
201-5970610 Order # 4806286		714.56	
201-5970610 Order # 4804148		310.92	
201-5970630 Order # 4511953		31.00	
201-5970630 Order # 5027954		33.00	
<b>ROTARY CLUB OF DES PLAINES</b>	10717	11/16/10	135.00
Account No. Description		Amount	
201-5920220 Invoice # 101210-01		135.00	
<b>SCHOLL CORPORATE GUIDES</b>	10718	11/16/10	33.95
Account No. Description		Amount	
201-5970600 Invoice # 34018		33.95	
<b>TELEVEND SERVICES INCORPORATED</b>	10719	11/16/10	243.35
Account No. Description		Amount	
201-5970100 Invoice # 2376		243.35	
<b>THE STATE FIRE MARSHALL</b>	10720	11/16/10	200.00
Account No. Description		Amount	
201-5930020 Invoice # 9442519		200.00	
<b>UNITED BUSINESS SOLUTIONS</b>	10721	11/16/10	3,186.59
Account No. Description		Amount	
201-5930010 Invoice # 054663 1		99.79	
201-5930010 Invoice # 054670 1		598.60	
201-5930010 Invoice # 054680 1		0.69	
201-5930010 Invoice # 054669 1		269.50	
201-5930010 Invoice # 054681 1		10.55	

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

Vendor Name	Chk. No.	Check Date	Amount
201-5930010 Invoice # 86667A 1		11.31	
201-5930010 Invoice # 054172 1		1,066.68	
201-5930010 Invoice # 054182 1		7.24	
201-5930010 Invoice # 054187 2		578.00	
201-5930010 Invoice # 054180 1		7.01	
201-5930010 Invoice # 054169 1		130.98	
201-5930010 Invoice # 054171 1		360.90	
201-5970100 Invoice # 86777A 1		11.31	
201-5970100 Invoice # 86681A 1		11.26	
201-5970100 Invoice # 86561A 1		11.31	
201-5970100 Invoice # 86944A 1		11.46	
<b>VAHE GHAZARIAN</b>	<b>10722</b>	<b>11/16/10</b>	<b>85.00</b>
<b>Account No.</b>		<b>Amount</b>	
201-5960990		85.00	
<b>Description</b>			
Tuned Yamaha Console			
<b>WASTE MANAGEMENT</b>	<b>10723</b>	<b>11/16/10</b>	<b>129.95</b>
<b>Account No.</b>		<b>Amount</b>	
201-5930490		129.95	
<b>Description</b>			
Invoice# 4214178-2008-9			
<b>WASTE MANAGEMENT</b>	<b>10724</b>	<b>11/16/10</b>	<b>342.96</b>
<b>Account No.</b>		<b>Amount</b>	
201-5930490		342.96	
<b>Description</b>			
Invoice # 2272942-2008-1			
<b>WEST GROUP</b>	<b>10725</b>	<b>11/16/10</b>	<b>890.50</b>
<b>Account No.</b>		<b>Amount</b>	
201-5970600		334.00	
201-5970600		556.50	
<b>Description</b>			
Invoice # 821534949			
Invocie # 821349427			
<b>WT COX SUBSCRIPTIONS</b>	<b>10726</b>	<b>11/16/10</b>	<b>28.00</b>
<b>Account No.</b>		<b>Amount</b>	
201-5970620		28.00	
<b>Description</b>			
Invoice # 2901922			
		Subtotal	<u>79,069.92</u>
		TOTAL	<u>83,287.91</u>

**DES PLAINES PUBLIC LIBRARY**

**CASH FLOW SUMMARY**  
**For the Year Ended December 31, 2010**

	January	February	March	April	May	June	July	August	September	October	November	December
<b>Balance Sheet</b>												
Cash & Investments	\$ 1,546,613	1,117,818	1,360,131	\$ 3,581,316	\$ 3,169,784	\$ 2,722,749	\$ 2,255,426	\$ 1,787,080	\$ 1,312,679	\$ 969,023	\$	\$
<b>Revenue (M-T-D)</b>												
Property Taxes	130,787	-	739,239	2,641,784	51,612	-	194,449	-	1,411	32,279		
Other Revenue	15,579	11,914	17,102	52,394	14,286	20,593	12,416	20,995	13,939	18,912		
	146,366	11,914	756,341	2,694,178	65,898	20,593	206,866	20,995	15,350	51,190	-	-
<b>Expenses (M-T-D)</b>												
Payroll & Benefits	306,233	309,859	312,915	302,514	311,663	303,578	468,072	312,944	305,200	302,683		
Other Expense	161,788	249,673	162,718	153,112	177,041	205,815	209,132	105,584	96,124	77,045		
M-T-D change in A/P	-	-	-	-	(11,273)	(58,485)	(3,015)	70,813	88,427	15,118		
	468,020	559,532	475,633	455,626	477,431	450,908	674,189	489,341	489,751	394,847	0	0
Net Increase/(Decrease)	(321,654)	(547,618)	280,708	2,238,552	(411,533)	(430,315)	(467,323)	(468,346)	(474,401)	(343,657)	0	0

## Director's Report November, 2010

### Personnel Highlights

New Employees for October/November 2010

Rebecca Harris, Page, 11/01/2010

Wanda Johnson, Page 11/15/2010

Resignations for October/November 2010

Linda Knorr, Readers' Services Assistant, 10/28/2010

### Patron Services Highlights

#### Circulation

As of October 21 we have circulated 1,026,959 items. That's down 3.2% from 2009 where we saw record increases of 13%. Our circulation is leveling off from those record highs but still very strong.

#### Patron Attendance:

50,152 people came through the doors this month, which is up 10% over October 2009.

#### Hits on Web site:

We had 54,141 hits on our web site in October. Total web site hits for 2010 are 588,460.

#### Meeting Room Usage:

In October 80 different groups met at the library using our meeting rooms. Over, 3,000 people were in attendance.

#### Other:

241 audiobooks were downloaded by 78 patrons in October, 36 of who are new users. The most popular titles are Steig Larsson's *Girl with the Dragon Tattoo* and *Girl who Kicked the Hornet's Nest*.

# Des Plaines Public Library - October 2010 Board Report

CIRCULATION				
	THIS MONTH		YEAR TO DATE	
	Oct 2010		YTD 2010	
	Youth Services	37,018	Youth Services	374,778
	Adult Services	61,616	Adult Services	652,181
	TOTAL	98,634	TOTAL	1,026,959
	Oct 2009		YTD 2009	
	Youth Services	39,735	Youth Services	377,514
	Adult Services	68,035	Adult Services	683,412
	TOTAL	107,770	TOTAL	1,060,926
	% Change	-8.48%	% Change	-3.20%
SELF CHECK				
	THIS MONTH		YEAR TO DATE	
	Oct 2010	65,703	YTD 2010	692,086
	Oct 2009	71,911	YTD 2009	650,353
	% Change	-8.63%	% Change	6.42%

CARD REGISTRATION				
	THIS MONTH		YEAR TO DATE	
New Resident Cards	Oct 2010	354	YTD 2010	3,316
	Oct 2009	340	YTD 2009	4,049
	% Change	3%	% Change	-18%
Library Business Cards	Oct 2010	3	YTD 2010	31
	Oct 2009	4	YTD 2009	30
	% Change	-25%	% Change	3%
Total Card Ownership			YTD 2010	33,030
			YTD 2009	35,954
			% Population 2010	57.8%
			% Population 2009	63.0%

PATRON ATTENDANCE				
	THIS MONTH		YEAR TO DATE	
	Oct 2010	50,152	YTD 2010	487,728
	** Oct 2009	45,471	YTD 2009	**
	% Change	10%	% Change	#VALUE!

MEETING ROOM USE				
	THIS MONTH		YEAR TO DATE	
Library Sponsored Prog	34	1,520	YTD	15,614
Outside Groups	30	1,462	YTD	10,112
Internal Meetings	16	150	YTD	2,031
TOTAL	80	3,132	TOTAL	27,757

<b>OUTREACH</b>				
	<b>THIS MONTH</b>	<b>Attendance</b>	<b>YEAR TO DATE</b>	
Adult Services	13	204	YTD	2,054
Youth Services	37	800	YTD	6,818
<b>TOTAL</b>	<b>50</b>	<b>1,004</b>	<b>TOTAL</b>	<b>8,872</b>

<b>SPECIAL PROJECTS &amp; STATS:</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
Voter Registration	Oct 2010	7	YTD 2010	33
	Oct 2009	1	YTD 2009	24
	<b>% Change</b>	<b>600%</b>	<b>% Change</b>	<b>38%</b>

<b>COMPUTER / TECHNOLOGY USE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
Hits on Website	Oct 2010		YTD 2010	
	From Internal IP's	8,421	From Internal IP's	95,484
	From External IP's	45,720	From External IP's	492,976
	Absolutely Unique Visitors	22,720		
	<b>TOTAL</b>	<b>54,141</b>	<b>TOTAL</b>	<b>588,460</b>

Hits on PlainTalk	Oct 2010	690	YTD 2010	9,788
	Oct 2009	440	YTD 2009	6,380
	<b>% Change</b>	<b>57%</b>	<b>% Change</b>	<b>53%</b>
Hits on Positively Ellinwood Street	Oct 2010	1056	YTD 2010	8,768
	Oct 2009	1071	YTD 2009	7,863
	<b>% Change</b>	<b>-1%</b>	<b>% Change</b>	<b>12%</b>

Computer Use	Adult Services		<b>YEAR TO DATE</b>	
	Oct 2010	8,882	YTD2010	89,435
	Oct 2009	10,022	YTD2009	100,926
	<b>% Change</b>	<b>-11.37%</b>	<b>% Change</b>	<b>-11.39%</b>
	Youth Services			
	Oct 2010	1,280	YTD 2010	14,013
Oct 2009	1,651	YTD 2009	17,256	
<b>% Change</b>	<b>-22.47%</b>	<b>% Change</b>	<b>-18.79%</b>	

Average Online Reference Products Searches & Queries	Oct 2010	16,131	YTD 2010	121,767
	Oct 2009	14,433	YTD 2009	133,288
	<b>% Change</b>		<b>% Change</b>	<b>-8.64%</b>

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.



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

- Progress Report
- Response Requested by \_\_\_\_\_
- Board Action Required 10/19/2010

BOARD OF TRUSTEES  
Minutes of the Finance Committee Meeting  
October 13, 2010

Chair: Jeffery Rozovics.  
Present: Jeffery Rozovics, Dion Kendrick, Susan Moylan Krey, George Magerl, Myrtle Klebe, John Robinson, Steven Mokry, Jennifer Tsalapatani, Carol Kidd, Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Susan Farid, Brenda Murphy, Madhu Krishnamurthy.

Call to Order: 4:04 p.m. by Jeffery Rozovics

MOTION by Susan Moylan Krey, seconded by Dion Kendrick, to approve the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Jennifer Tsalapatani arrived at 4:05 p.m. and left the meeting at 4:10 p.m., due to a family emergency.

The Committee discussed library expenses and revenue for the remainder of 2010 according to the Cash Flow Summary prepared by library accountants Lauterbach and Amen. Finance Chair Rozovics reported that a late property tax payment from Cook County will result in the library not having funds to operate after the first week in December. The Committee discussed how much money the library would need to operate in December, until the property tax money is received, and it was decided that between \$500,000 and \$600,000 would be needed for library operations. The Committee suggested explaining to the Mayor and Alderman at the October 18 budget meeting, that the library would not need \$1.5 million, but \$600,000, until property tax receipts are received in late December. The review of the Intergovernmental Agreement by the City of Des Plaines is on the City of Des Plaines Council agenda for the November 1, 2010.

The Committee discussed options for a late property tax payment. It was decided that if the Intergovernmental Agreement is not approved by the City Council, the library will close on December 5 and remain closed until property tax money is received, probably in late December. Director Sorensen explained that three local banks have been contacted



for rates for a bridge loan, so the library is ready to proceed with a request for a loan, if the City of Des Plaines approves the Intergovernmental Agreement.

Director Sorensen was asked to prepare the following cash summary reports for 2010:

Plan A – Prepare the cash flow summary for 2010 with receipt of \$500,000 in property taxes in December 2010. The remainder of the property taxes will be included in the 2011 cash flow summary.

Plan B – Prepare the cash flow summary for 2010 with no property tax payments received in 2010 and all property tax received in January 2011.

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to recommend to the Board at the October 19, 2010, that the library be closed the month of December, beginning December 5, if the Intergovernmental Agreement cannot be funded by December 1, 2010. ROLL CALL VOTE: AYES: Kendrick, Moylan Krey, Rozovics. NAYS: None. MOTION CARRIED.

MOTION by Susan Moylan Krey, seconded by Dion Kendrick, to adjourn the meeting.

The meeting adjourned at 5:43 p.m.

Minutes prepared by Carol Kidd



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

- Progress Report
- Response Requested
- Board Action Required 11/16/10

BOARD OF TRUSTEES  
Minutes of the Management Committee Meeting  
November 3, 2010

Present: Myrtle Klebe, Eugene Fregetto, John Robinson, George Magerl, Holly Sorensen, Carol Kidd, Roberta Johnson.

Call to Order: 5:02 p.m. by Myrtle Klebe.

Roll call indicated the following committee members were present: Myrtle Klebe, John Robinson, Eugene Fregetto, George Magerl, Holly Richards Sorensen, Carol Kidd, Roberta Johnson.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

MOTION by Eugene Fregetto, seconded by John Robinson, to approve the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

LIBRARY POLICY REVIEW

MOTION by Eugene Fregetto, seconded by John Robinson, to approve the changes to the Personnel Policy, Section D, D-5, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by John Robinson, seconded by Eugene Fregetto, to approve changes to the Personnel Policy, Section D, D-8, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The Committee discussed the board use of the Wiki and asked that a discussion for improvements to the Wiki be placed on the November agenda.

MOTION by John Robinson, seconded by Eugene Fregetto, to adjourn the meeting.

The meeting adjourned at 5:40 p.m.

FRIENDS OF THE LIBRARY ROUNDTABLE  
October 26, 2010

President Wally Meyer called the meeting to order at 7:00 pm.

George Magerl, chairman of the Library Board of Trustees, explained that due to the lack of funds, the library would reduce their staff to 30 people and would reduce the hours open from 72 to 52. Some services would be discontinued during this period.

The Intergovernmental Agreement will be addressed at the next City Council meeting.

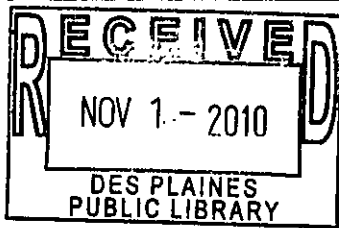
The membership gained 29 new members. The 2008 non-paying members were dropped from the Membership List.

The Christmas Book Sale will be Saturday December 11 and it will be advertised. The Historical Society will have a table. Book sellers will be allowed to scan only in the sale room.

The Friends approved funding for the following programs:

- Dawn of the Cold War; Fighting the Soviets in WWI
- Career and Job Finders Service
- Jewish Council
- Job Seekers
- Career Counseling

0092



6421 N. Drake Avenue  
Lincolnwood, IL 60712  
847-679-4929  
Lapp35@aol.com

October 28, 2010

Des Plaines Public Library  
1501-Ellinwood-Street  
Des Plaines, IL 60016

RE: Comments

I recently read the article "Artful anchor in downtown Des Plaines" in the Chicago Tribune and since I have been trying to discover (or rediscover) my own city and outlying areas - I decided to visit your library. What a beautiful building and the atrium exhibit "Sky Word" was really very special. It was just so much fun to walk through the library starting on the 4<sup>th</sup> floor and discovering the computer lab and reference services available, the readers' and youth services and my own personal favorite - Pablo Picasso's quote - "All children are artists - the problem is how to remain an artist once we grow up." as well as the "Young Lincoln Learning" by Rebecchini.

You have an amazing staff - I started on the 4<sup>th</sup> floor and I was looking down at the Tribune article - and one of your staff asked me immediately if there was anything that she could help me find. She explained how the magazines and newspapers (back issues) could be referenced in the library and how I could access them on line. The computers were well occupied and would be a valuable access -- especially in this economy. I got the same response on all the other floors. Because I have two grandsons (age 5 and 9) - I was especially interested in the Youth Services Department - the reading boat, Poet Tree, and 80-foot mural interpreting classic folktale elements. I understand they have classes that visit these areas from the public schools.

You are such a valuable asset to your community. The Des Plaines Library is a must visit for my family.

Sincerely,

*Susan Lapp*  
Susan Lapp

Roberta Johnson, Assistant Director  
Des Plaines Public Library  
1501 Ellinwood Street  
Des Plaines, IL 60016

10 November 2010

Dear Roberta,

On behalf of JCRRT and The Des Plaines Police Department, I want to thank you for giving us space in the library to host our event in honor of Choice Taylor. JCRRT needed to create a space for people to gather so that they could share their condolences with the family and talk to counselors about their concerns. You immediately rose to the task of finding us a space in the building that Choice so loved. Knowing that Choice grew up in the library, it seemed only fitting that we would offer this event to the community in the space where Choice chose to spend his free time. Additionally, the library staff was extremely gracious and accommodating to us. The room was set up perfectly for our needs. On such short notice, you and the library personnel were able to give us what we needed in order to make this event a success. That is the spirit of community that Des Plaines embodies; people caring about people.

There were many attendees who didn't know Choice or his family. They felt so saddened by his death that they wanted to write a note to the family expressing their thoughts. Children came and made pictures for him. Adults talked to us about traveling up and down Algonquin Road all the time, never imagining that same road would be the site of such tragedy. One gentleman told us that he didn't even live in Des Plaines, but he heard about how much Choice loved the library and because he, too, so enjoys his own library, he wanted to come and express his condolences to the family of his kindred spirit. All in all, we had about forty people of all different ages sitting at the art tables creating memories for Choice's family.

Choice's brother and sister came to this event and were amazed that the community would create a whole event around their brother. His sister talked about how much Choice loved the library, how he loved to read. She looked at some of the artwork that was made just for her family and remarked that the family has met many nice, genuine people in the aftermath of Choice's death. Being in the space Choice considered to be his home away from home, watching strangers create artwork for her family, touched her deeply.

Choice's untimely death has tugged on many people's hearts. The warm, welcoming, and inviting spaces of the library will hopefully beckon more and more people of all ages, just as it did for Choice. Thank you and all library employees for joining with us in our efforts to reach out to the community as we all cope with the loss of such a bright and jovial young man.

Sincerely,

Vickie Poklop, Police Counselor

OCTOBER

ARMY

1991

0095

Proposal of Insurance for:

Des Plaines Police Co.

# Premiums/Fees Comparison:

## Hartford Option - \$1,000 Deductible

Line of Coverage	Option Carrier Premium	Option Carrier Name
1. Commercial Package	\$15,185	Hartford Underwriters
2. Flood - Option <sup>(1)</sup>	3,865	NFIP
3. Inland Marine	1,501	Hartford
4. Auto	3,891	Hartford
5. Workers' Compensation	8,600	Hartford Insurance Co. of IL
6. Umbrella Liability	Included	Hartford Casualty
7. Directors' & Officers'	1,888	Philadelphia
8. Volunteer Accident - Option	749	Chartis
9. Total Premium	\$35,679	

## Hartford Option - \$5,000 Deductible

Line of Coverage	Option Carrier Premium	Option Carrier Name
1. Commercial Package	\$13,059	Hartford Underwriters
2. Flood - Option <sup>(1)</sup>	3,865	NFIP
3. Inland Marine	1,501	Hartford
4. Auto	3,891	Hartford
5. Workers' Compensation	8,600	Hartford Insurance Co. of IL
6. Umbrella Liability	Included	Hartford Casualty
7. Directors' & Officers'	1,888	Philadelphia
8. Volunteer Accident - Option	749	Chartis
9. Total Premium	\$33,553	

## Hartford Option - \$10,000 Deductible

Line of Coverage	Option Carrier Premium	Option Carrier Name
1. Commercial Package	\$12,090	Hartford Underwriters
2. Flood - Option <sup>(1)</sup>	3,865	NFIP
3. Inland Marine	1,501	Hartford
4. Auto	3,891	Hartford
5. Workers' Compensation	8,600	Hartford Insurance Co. of IL
6. Umbrella Liability	Included	Hartford Casualty
7. Directors' & Officers'	1,888	Philadelphia
8. Volunteer Accident - Option	749	Chartis
9. Total Premium	\$32,584	

Note: Surplus Lines Taxes, if applicable, are included in the "Bindable Quote and Compensation" pages. These taxes are in addition to the above fees.

\*The premium indicated is an estimate provided by the market. The actual premium and acceptance of the coverage requested will be determined by the market after a thorough review of the completed application.

<sup>(1)</sup> Flood coverage begins 30 days after payment received.



Arthur J. Gallagher Risk Management Services, Inc.

## Coverage Highlights/Summary of Terms & Conditions of Recommended Carrier Quotations

**Coverage:** Package – Property  
**Carrier:** Sentinel Insurance Co. (Hartford)  
**Form Type:** Per Occurrence  
**Effective:** December 31, 2010 to December 31, 2011

Coverage	Limit	Valuation Type	Deductible	Premium*
Business Personal Property	\$13,115,833	Replacement Cost	\$1,000	\$15,185
Inland Marine	\$167,000		\$1,000	\$1,501
Flood – American Bankers <sup>(1)</sup>	\$500,000	Replacement Cost	\$10,000	\$3,865
Crime/Employee Dishonesty	\$25,000		\$1,000	Included
Crime/Depositors' Forgery	\$25,000		\$1,000	Included
Terrorism	Policy Limit		\$1,000	Included

\* Premium includes TRIA premium. A portion of this additional premium can be removed with acceptance of Terrorism exclusion.  
 \*\* Earthquake can be added for additional premium

The following is a general summary of the Insuring Agreement. Actual policy form should be sought for complete terms and conditions.

### Coverages include, but are not limited to:

- **Valuation Provision:** Replacement Cost (subject to limitations and restrictions as set forth in the policy) applies to the types of covered property insured under this policy.
- **Coinsurance Provision:** Coinsurance does not apply.
- **Equipment Breakdown coverage** protects business equipment such as computers, communication systems, heating and air conditioning systems, and fire suppression equipment. It includes jurisdictional inspections conducted by Hartford Steam Boiler where required, at no charge to the insured.
- **Electronic vandalism which extends property protection to include direct physical damage** to computer equipment, media, data, and software caused by viruses, hackers, and other attacks.

### Exclusions include, but are not limited to:

- Exclusions will apply per The Hartford's standard policy form and endorsements and may be contained in the additional endorsements set forth below.
- Mold Exclusion will apply.

### Premium Terms:

- If canceled – short rate basis

### Conditions of the Quote, Coverages, or Binding:

- Validation of Buildings and Building Personal Property insured at 100% to value. Receipt of building appraisal completed within the last five years.
- Favorable Loss Control Inspection within 60 days.
- Possible rate changes after 45 days

<sup>(1)</sup> Flood coverage begins 30 days after payment is received.



Arthur J. Gallagher Risk Management Services, Inc.



## Coverage Highlights/Summary of Terms & Conditions of Recommended Carrier Quotations

**Coverage:** Package – Property – \$5,000 Deductible  
**Carrier:** Sentinel Insurance Co. (Hartford)  
**Form Type:** Per Occurrence  
**Effective:** December 31, 2010 to December 31, 2011

Coverage	Limit	Valuation Type	Deductible	Premium*
Business Personal Property	\$13,115,833	Replacement Cost	\$5,000	\$13,059
Inland Marine	\$167,000		\$1,000	\$1,501
Flood – American Bankers <sup>(1)</sup>	\$500,000	Replacement Cost	\$10,000	\$3,865
Crime/Employee Dishonesty	\$25,000		\$5,000	Included
Crime/Depositors' Forgery	\$25,000		\$5,000	Included
Terrorism	Policy Limit		\$5,000	Included

\* Premium includes TRIA premium. A portion of this additional premium can be removed with acceptance of Terrorism exclusion.  
 \*\* Earthquake can be added for additional premium

The following is a general summary of the Insuring Agreement. Actual policy form should be sought for complete terms and conditions.

### Coverages include, but are not limited to:

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- **Electronic vandalism which extends property protection to include direct physical damage** to computer equipment, media, data, and software caused by viruses, hackers, and other attacks.

### Exclusions include, but are not limited to:

- Exclusions will apply per The Hartford's standard policy form and endorsements and may be contained in the additional endorsements set forth below.
- Mold Exclusion will apply.

### Premium Terms:

- If canceled – short rate basis

### Conditions of the Quote, Coverages, or Binding:

- Validation of Buildings and Building Personal Property insured at 100% to value. Receipt of building appraisal completed within the last five years.
- Favorable Loss Control Inspection within 60 days.
- Possible rate changes after 45 days

<sup>(1)</sup> Flood coverage begins 30 days after payment is received.



Arthur J. Gallagher Risk Management Services, Inc.

030303

Proposal of Insurance for:

Des Plaines Public Library

# Coverage Highlights/Summary of Terms & Conditions of Recommended Carrier Quotations

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**Coverage:** Package – Property – \$10,000 Deductible  
**Carrier:** Sentinel Insurance Co. (Hartford)  
**Form Type:** Per Occurrence  
**Effective:** December 31, 2010 to December 31, 2011

Coverage	Limit	Valuation Type	Deductible	Premium*
Business Personal Property	\$13,115,833	Replacement Cost	\$10,000	\$12,090
Inland Marine	\$167,000		\$1,000	\$1,501
Flood – American Bankers <sup>(1)</sup>	\$500,000	Replacement Cost	\$10,000	\$3,865
Crime/Employee Dishonesty	\$25,000		\$10,000	Included
Crime/Depositors' Forgery	\$25,000		\$10,000	Included
Terrorism	Policy Limit		\$10,000	Included

\* Premium includes TRIA premium. A portion of this additional premium can be removed with acceptance of Terrorism exclusion.  
 \*\* Earthquake can be added for additional premium

The following is a general summary of the Insuring Agreement. Actual policy form should be sought for complete terms and conditions.

### Coverages include, but are not limited to:

- **Valuation Provision:** Replacement Cost (subject to limitations and restrictions as set forth in the policy) applies to the types of covered property insured under this policy.
- **Coinsurance Provision:** Coinsurance does not apply.
- **Equipment Breakdown coverage** protects business equipment such as computers, communication systems, heating and air conditioning systems, and fire suppression equipment. It includes jurisdictional inspections conducted by Hartford Steam Boiler where required, at no charge to the insured.
- **Electronic vandalism which extends property protection to include direct physical damage** to computer equipment, media, data, and software caused by viruses, hackers, and other attacks.

### Exclusions include, but are not limited to:

- Exclusions will apply per The Hartford's standard policy form and endorsements and may be contained in the additional endorsements set forth below.
- Mold Exclusion will apply.

### Premium Terms:

- If canceled – short rate basis

### Conditions of the Quote, Coverages, or Binding:

- Validation of Buildings and Building Personal Property insured at 100% to value. Receipt of building appraisal completed within the last five years.
- Favorable Loss Control Inspection within 60 days.
- Possible rate changes after 45 days

<sup>(1)</sup> Flood coverage begins 30 days after payment is received.



Arthur J. Gallagher Risk Management Services, Inc.

# Coverage Highlights/Summary of Terms & Conditions of Recommended Carrier Quotations

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**Coverage:** Directors' & Officers' Liability  
**Carrier:** Philadelphia Insurance Co.  
**Form Type:** Claims-Made Inception – Retroactive Date  
**Effective:** January 1, 2011 to January 2012

Coverage	Limit	Aggregate	Retention	Premium
Directors' & Officers' Liability	\$1,000,000	\$1,000,000	\$2,500	\$1,888
Employment Practices Liability	\$1,000,000	Included	\$5,000	Included

The following is a general summary of the Insuring Agreement. Actual policy form should be sought for complete terms and conditions.

### Coverages include, but are not limited to:

- Combined Aggregate Limit – \$1,000,000

### Statement of Defense Costs:

- Defense Costs is in addition to and is not part of the limit of liability specified in Item 3 of the Declarations. Payment by the underwriter of defense cost incurred on account of any claim shall not serve to reduce the limit of liability stated in Item 3 of the Declarations, but the underwriter is not obligated to pay any defense cost after the applicable limit of liability has been exhausted by payment of damages.

### Insuring Agreement:

- Pay on Behalf

### Exclusions include, but are not limited to:

- Prior Knowledge Exclusion for Increased Limits
- Professional Services Exclusion

### Endorsements include, but are not limited to:

- Bell Endorsement
- Crisis Management Enhancement Endorsement
- Illinois Amendatory Endorsement

### Premium Terms:

- Minimum Earned

### Conditions of the Quote, Coverages, or Binding:

- Nothing required at this time
- Quote valid for 30 days

### Options:

- \$2,000,000 Aggregate Limit for \$2,782
- \$3,000,000 Aggregate Limit for \$3,407



### Claims-Made – Claim Definition and Claim Reporting Provisions:

- Claim means for the purposes of Parts 1, 2, 3, and 5:
  1. any written demand for monetary or non-monetary relief; or
  2. any judicial, civil, administrative, regulatory, or arbitration proceeding (including any appeal therefrom), which subjects and insured to a binding adjudication of liability for monetary or non-monetary relief for a wrongful act; or
  3. any written request to toll or waive any statute of limitations applicable to any actual or potential suit or cause of action against an insured.

However, claim shall not include a labor or grievance proceeding pursuant to a collective bargaining agreement.

### Extended Reporting Period Criteria:

- Continuity date or specific date/limits applicable to the Claims-Made conditions: Inception

#### VIII. Extension Period

- A. If the underwriter refuses to renew this Policy the following will apply:

For no additional premium, the underwriter will provide a 60-day extension of the coverage granted under Parts 1, 2, 3, and 5 of this policy for any claim first made against the insured during the 60 days after the non-renewal date, but only with respect to any wrongful act committed before such non-renewal date and otherwise covered by this policy (the "Automatic Extension"). This Automatic Extension shall not apply if the insured has purchased similar insurance from the underwriter or any other insurer covering such Claim.

*Upon expiration of the Automatic Extension, the parent organization shall have the right, upon payment of an additional 50%, 75%, 100% of this policy's annual premium to an extension of the coverage granted by this policy for any claim first made against the Insured during the twelve (12) months, twenty-four (24) months, or thirty-six (36) months, respectively, after the expiration of the Automatic Extension, but only with respect to wrongful acts committed before the non-renewal date and otherwise covered by this policy (the "Extension Period"); provided however, that the request for this Extension Period must be made to the underwriter in writing and payment of the additional premium must be made prior to the expiration of the Automatic Extension. In the event similar insurance is in force covering any claims first made during this Extension Period, coverage provided by this policy shall be excess over any such other insurance.*

- B. If the parent organization cancels or does not renew this policy or the underwriter cancels for nonpayment of premium, the following will apply:

The parent organization shall have the right, upon payment of an additional 50%, 75%, or 100% of this policy's annual premium, to an extension of the cover granted under Parts 1, 2, 3 and 5 of this policy for any claim first made against the Insured during the twelve (12) months, twenty-four (24) months, or thirty-six (36) months, respectively, after the date of such cancellation or non-renewal, but only with respect to any wrongful acts committed before the date of such cancellation or non-renewal and otherwise covered by this policy (the "Extension Period"); provided however, that the request for this Extension Period must be made to the underwriter in writing and payment of the additional premium must be made within 60 days following the date of such cancellation or non-renewal. In the event similar insurance is in force covering any claims first made during this Extension Period, coverage provided by this policy shall be excess over any such other insurance.

If the underwriter cancels for the non-payment of premium, the parent organization may purchase the Extension Period only after any earned premium due to the underwriter is paid within 10 days after the date of cancellation or policy expiration, whichever comes first.

- C. All premium paid with respect to an Extension Period shall be deemed fully earned as of the first day of the Extension Period. For the purpose of this Section VIII, any change in premium or terms on renewal shall not constitute a refusal to renew.



## Des Plaines Public Library

### Plan #1: Skeleton Staffing / Essential Services Only

#### Deliverables:

- Delivers Cash on Hand as of 12-31-10 of \$254,851
- Reduces Staff from 100 to 30, leaving only staff essential to running library on minimum capacity
- Cuts Salaries & Benefits by \$233,099
- Preserves the following essential services: check out; check in; reshelving; bookdrop; computer access; internet and website access; one person at desk on 2, 3 and 4 all hours open; distribution of daily newspapers and magazines.
- Plan runs November 14 - December 25 (3 pay periods)

#### Impact to Library:

- Reduces hours from 72 a week to 52 a week: Monday 10 - 6; Tues 12 - 8; Wed 10 - 6; Thurs 12-8; Fri 10 -6; Sat 9 - 5; Sun 1 - 5
- The following services will be discontinued from November 14 - December 25: interlibrary loans; holds; mobile library; usage of public meeting rooms; computer classes; processing of new materials; library and community programs; switchboard; homebound delivery; deposit collections placed in assisted-living centers; school visits; storytimes, book discussions.

#### CASH FLOW SUMMARY

For the Year Ended December 31, 2010

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 1,546,613	\$ 1,117,818	\$ 1,360,131	\$ 3,581,316	\$ 3,169,784	\$ 2,722,749	\$ 2,255,426	\$ 1,787,080	\$ 1,312,679	\$ 916,679	\$ 697,745	\$ 378,344
Restricted cash donations										123,493	123,493	123,493
										793,186	574,252	254,851

#### REVENUE & EXPENSE FLOW SUMMARY

For the Year Ended December 31, 2010

	January	February	March	April	May	June	July	August	September	October	November	December
Revenue (M-T-D)												
Property Taxes	130,787	-	739,239	2,641,784	51,612	-	194,449	-	1,411	-	22,000	-
Other Revenue	15,579	11,914	17,102	52,394	14,286	20,593	12,416	20,995	13,939	12,000	12,000	12,000
	146,366	11,914	756,341	2,694,178	65,898	20,593	206,866	20,995	15,350	12,000	34,000	12,000
Expenses (M-T-D)												
Payroll & Benefits	306,233	309,859	312,915	302,514	311,663	303,578	468,072	312,944	305,200	312,000	156,934	235,401
Cash disbursements	161,788	249,673	162,718	153,112	177,041	205,815	209,132	105,584	96,124	96,000	96,000	96,000
	468,020	559,532	475,633	455,626	488,704	509,393	677,204	418,528	401,324	408,000	252,934	331,401
DIFFERENCE	(321,654)	(547,618)	280,708	2,238,552	(422,806)	(488,800)	(470,338)	(397,533)	(385,974)	(396,000)	(218,934)	(319,401)

**Des Plaines Public Library  
Plan #2: 25% Staff Paycut**

**Deliverables:**

- Delivers Cash on Hand as of 12-31-10 of \$13,550
- Cuts Salaries & Benefits by \$169,000
- Preserves all essential services and hours

**Impact to Library:**

- Library to payback reduced wages within 90 days of receiving tax receipts.

**CASH FLOW SUMMARY****For the Year Ended December 31, 2010**

	January	February	March	April	May	June	July	August	September	October	November	December
<b>Balance Sheet</b>												
Cash & Investments	\$ 1,546,613	\$ 1,117,818	\$ 1,360,131	\$ 3,581,316	\$ 3,169,784	\$ 2,722,749	\$ 2,255,426	\$ 1,787,080	\$ 1,312,679	\$ 916,679	\$ 578,820	\$ 137,043
Restricted cash donations										123,493	123,493	123,493
										793,186	455,327	13,550

**REVENUE & EXPENSE FLOW SUMMARY****For the Year Ended December 31, 2010**

	January	February	March	April	May	June	July	August	September	October	November	December
<b>Revenue (M-T-D)</b>												
Property Taxes	130,787	-	739,239	2,641,784	51,612	-	194,449	-	1,411	-	22,000	-
Other Revenue	15,579	11,914	17,102	52,394	14,286	20,593	12,416	20,995	13,939	12,000	12,000	12,000
	146,366	11,914	756,341	2,694,178	65,898	20,593	206,866	20,995	15,350	12,000	34,000	12,000
<b>Expenses (M-T-D)</b>												
Payroll & Benefits	306,233	309,859	312,915	302,514	311,663	303,578	468,072	312,944	305,200	312,000	275,859	357,777
Cash disbursements	161,788	249,673	162,718	153,112	177,041	205,815	209,132	105,584	96,124	96,000	96,000	96,000
	468,020	559,532	475,633	455,626	488,704	509,393	677,204	418,528	401,324	408,000	371,859	453,777
<b>Difference</b>	(321,654)	(547,618)	280,708	2,238,552	(422,806)	(488,800)	(470,338)	(397,533)	(385,974)	(396,000)	(337,859)	(441,777)

0103

**INTERGOVERNMENTAL LOAN AGREEMENT  
BETWEEN THE CITY OF DES PLAINES, ILLINOIS  
AND THE DES PLAINES PUBLIC LIBRARY**

**THIS LOAN AGREEMENT** (the "Agreement") is entered into this \_\_\_\_ day of \_\_\_\_\_, 2010, by and between the City of Des Plaines, Illinois (the "City"), an Illinois home rule municipal corporation, and the Des Plaines Public Library (the "Library"), an Illinois municipal library.

**WITNESSETH:**

**WHEREAS**, the Library desires to borrow the sum of up to \$1,500,000.00 (the "Loan Amount") from the Bank in order to fund certain expenditures for the Library's operating and other expenses; and

**WHEREAS**, the Library has requested the City to assist the Library by securing and loaning the Loan Amount to the Library; and

**WHEREAS**, the Library has agreed to repay the Loan Amount from those disbursements of real estate tax proceeds first received by the City on the Library's behalf from the Cook County Treasurer subsequent to the Library's receipt of the Loan Amount from the City, as set forth in Paragraph 4 below; and

**WHEREAS**, the Library has also agreed to repay to the City all of the City's costs, expenses and fees incurred in securing the monies needed for loaning the Loan Amount to the Library; and

**WHEREAS**, the Library anticipates that the Library will receive from the Cook County Treasurer in December 2010 and/or in January 2011 the aforementioned real estate tax proceeds; and

**WHEREAS**, the City has the statutory authority, pursuant to Section 8-1-3.1 of the Illinois Municipal Code (65 ILCS 5/8-1-3.1), to borrow money from any bank or other financial institution, provided such money is repaid within ten (10) years from the time it is borrowed; and

**WHEREAS**, the Mayor and Aldermen of the City have determined that borrowing such monies and loaning the Loan Amount to the Library in the manner set forth in this Agreement are proper public purposes as authorized by 65 ILCS 5/8-1-3.1 and will not negatively impact the City's ability to operate or borrow additional funds in the future; and

**WHEREAS**, the City and the Library desire to enter into this Agreement in order to memorialize the terms and conditions of the loan by the City, the repayment obligations of the Library, and the Parties' respective duties and responsibilities concerning the same; and

**WHEREAS**, the City and the Library are authorized, under the intergovernmental cooperation powers set forth in Article VII, Section 10 of the 1970 Illinois Constitution and in

the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*), to approve and enter into this Agreement; and

**WHEREAS**, the City and the Library find that this Agreement is necessary and in the best interests of the City and the Library, and that the Agreement serves the public health, safety, welfare and convenience by providing for the loan to the Library of the Loan Amount, and by further providing for payment by the Library to the City of all of the costs, expenses and fees incurred to the City in securing the monies needed for loaning the Loan Amount to the Library; and

**WHEREAS**, the Mayor and Aldermen of the City have reviewed and approved this Agreement;

**NOW, THEREFORE**, the Parties agree as follows:

1. **Incorporation**. Each of the "Whereas" paragraphs is incorporated by reference into Section 1 of this Agreement.

2. **Loan Amount**. The City agrees to loan to Library the sum of up to but not to exceed \$1,500,000.00. The Library will give not less than three (3) business days prior written notice to the City to request disbursement of the Loan Amount. The Library intends to request the City to disburse the Loan Amount on or about December 1, 2010.

3. **Interest**. The outstanding principal amount of the Loan Amount shall bear interest from time to time from the later of the Library's receipt of the Loan Amount, or from the most recent date for which interest has been paid or duly provided for, until the full principal amount of such Loan Amount is fully repaid or duly provided for, such interest (computed upon the basis of a 365 or 366 day year based on actual days elapsed) being payable on the "First Payment Date" or the "Final Payment Date," as applicable, as defined in Paragraph 4 below, at an annual interest rate equal to the actual rate obtained from the lending institution.

4. **Repayment Obligation of Library**. The Library agrees to pay back the Loan Amount plus interest and any and all applicable fees and costs as follows: the Library shall repay the outstanding balance of the Loan Amount plus interest in a single lump-sum payment not later than ninety (90) days after the Library's actual receipt of the real estate tax proceeds that are anticipated to be received by the City on the Library's behalf from the Cook County Treasurer in December 2010, subsequent to the Library's receipt of the Loan Amount from the City (the "First Payment Date"). If the amount of such December 2010 real estate tax proceeds received by the Library from the Cook County Treasurer is inadequate to pay the outstanding balance of the Loan Amount plus interest in a single lump-sum payment, then the Library shall pay the outstanding balance of the Loan Amount plus interest in a single lump-sum payment not later than ninety (90) days after the Library's actual receipt of the real estate tax proceeds that are anticipated to be received by the Library from the Cook County Treasurer in March 2011 (the "Final Payment Date"); and, in any event, the Library shall pay the outstanding balance of the Loan Amount plus interest on or before the Final Payment Date. The Library agrees to execute a Promissory Note, in a form acceptable to the City Attorney in the amount of the Loan. The Promissory Note shall not be negotiable.



5. **Non-Payment by Library.** In the event that the interest payment and/or the Loan Amount is not paid by the Library to the City in a timely manner as hereinabove provided, the Library agrees, upon written demand by the City, to make such payments from its Library Operating Fund, and further agrees to pay any penalties, fines, costs and fees of any kind, including but not limited to costs, fees, legal fees and expenses reasonably incurred by the City or imposed on the City by the lender or any other third party as a consequence of the Library's non-payment or late payment. In the event of a non-payment of an interest payment or the Loan Amount in a timely manner as hereinabove set forth, the Library further agrees that the City may deduct the amount of such non-payment or late payment from the City's general property tax levy for the Library, or any other available funds then being held by the City for the benefit of the Library. In a nonpayment situation, the Library agrees to waive all legal objections of any kind to any legal action brought by the City to compel payment of the delinquent payment.

6. **Annual Budget and Appropriation.** Each year that there is an outstanding balance of the Loan Amount, the Library shall approve as part of its annual budget process the interest and principal payments on the Loan Amount to be paid to the City.

7. **Additional Provisions.**

A. **Notice.** Any notice, request, demand or other communication provided for by this Agreement shall be in writing and shall be deemed to have been duly received upon:

(i) actual receipt if personally delivered and the sender received written confirmation of personal delivery;

(ii) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier;

(iii) receipt as indicated by the electronic transmission confirmation when sent via telecopy, electronic or facsimile transmission; or

(iv) three (3) calendar days after the sender deposits the notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested.

Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

**To the CITY:**

\_\_\_\_\_  
 City Manager  
 1420 Miner Street  
 Des Plaines, Illinois 60016  
 (p) (847) 391-5300  
 (f) (847) 391-5451

**To the LIBRARY:**

Holly Richards-Sorensen  
Library Director  
Des Plaines Public Library  
1501 Ellinwood Street  
Des Plaines, Illinois 60016

(p) (847) 827-5551  
(f) (847) \_\_\_\_\_ - \_\_\_\_\_

**B. Term.** Unless terminated by the Parties in writing as a consequence of a mutually agreed upon decision, this Agreement will remain in effect until the Loan Amount is paid in full. Notwithstanding any expiration or termination of this Loan Agreement, the Library remains obligated to pay to the City the Loan Amount plus, interest and/or other costs due to the City under this Agreement.

**C. Termination; Breach.** This Agreement may be terminated upon written notice by mutual written agreement of the Parties, or by the Library in the event that it decides not to borrow any or any all of the Loan Amount. This Agreement may also be terminated by either Party upon thirty (30) days' written notice if the other Party should fail substantially to perform in accordance with the terms of this Agreement and then fails to cure such non-performance within the thirty (30) day notice period. In the event of any breach of this Agreement, the Library waives any claim it may have against the City with respect to litigation costs and expenses incurred by the Library. Each Party shall be entitled to any and all remedies at law and in equity under this Agreement.

**D. Mutual Indemnification.** To the fullest extent permitted by law, the Library shall indemnify, protect, defend and hold harmless the City and the City's past and present appointed and elected officials, directors, agents, officers, representatives, attorneys, volunteers, successors or predecessors, and the City's interest in any property, from and against any and all claims, obligations, liens, encumbrances, demands, liabilities, penalties, causes of action, and costs and expenses of any kind, including, without limitation, orders, damages, judgments, fines, forfeitures, amounts paid in settlement, and reasonable attorneys' fees and litigation costs relating to, arising out of or alleged to have occurred in whole or in part in connection with any matters covered by this Agreement or sought by or brought by persons or other third parties against the City relative to any matters covered by this Agreement.

**E. Waiver.** As a material inducement for the City to enter into this Agreement, the Library waives any claims or causes of action of any kind, including but not limited to breach of contract or breach of warranty, that could be brought against the City and its representatives, officers, appointed and elected officials, Mayor and Aldermen, agents, attorneys, volunteers and employees (the "City Affiliates") for any acts conducted or performed by the City or the City Affiliates under this Agreement. Failure of any Party to this Agreement to insist upon the strict and prompt performance of the terms, covenants, agreements and/or conditions set forth herein, or any of them, by the other Party, shall not constitute or otherwise be construed as a

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waiver or relinquishment of the Party's right thereafter to enforce any such term, covenant, agreement and/or condition, but the same shall continue in full force and effect.

F. **Authority to Approve Agreement.** The respective City and Library officers who have executed this Agreement warrant that they have been lawfully authorized by the governing Boards of the City and the Library to execute this Agreement on behalf of the City and the Library, respectively. The City and the Library shall, upon request, deliver to each other copies of any and all documents reasonably required to legally evidence the authority to so execute this Agreement on behalf of the respective Parties.

G. **Entire Agreement; Severance.** Except for the Promissory Note specified in Paragraph 4 hereof and any Loan documents required to be executed, this Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by authorized representatives of each Party. If any provision of this Agreement is held invalid by a court of competent jurisdiction, or in the event such a court shall determine that the City or Library does not have the power to perform any such provision, such provision shall be deemed to be excised herefrom and the invalidity thereof shall not affect any of the other provisions contained herein, and such judgment or decree shall relieve the City or Library from performance under such invalid provision of this Agreement.

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.**

IN WITNESS WHEREOF, this Loan Agreement shall be effective as of the date and year that the last signatory signs and dates the Agreement below.

**CITY OF DES PLAINES**

**DES PLAINES PUBLIC LIBRARY**

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
President of the Board of Library Trustees

Date: \_\_\_\_\_, 2010

Date: \_\_\_\_\_, 2010

**ATTEST:**

**ATTEST:**

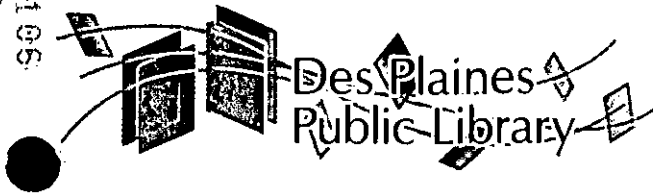
By: \_\_\_\_\_  
City Clerk

By: \_\_\_\_\_  
Secretary of the Board of Library Trustees

Date: \_\_\_\_\_, 2010

Date: \_\_\_\_\_, 2010

0105



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

TO: Library Board of Trustees  
FROM: Holly Richards Sorensen, Library Director  
SUBJECT: Background on October Agenda Items  
DATE: October 15, 2010

This is information to help you prepare for the discussion at our meeting on October 19.

**X. New Business**

**A. Approve Payment of Vendor Checks Report - \$95,105.23. [Action Item]**

**B. Review and Approve Insurance Proposals for Library Property, General Liability, Automobile, Workers' Compensation and Employers' Liability, Umbrella, Directors' & Officers' Liability, Volunteer Program – Arthur J. Gallagher Risk Management Services, Inc. – Lorayne Flodberg. [Action Item]**

On the Wiki is a Proposal of Insurance prepared by Lorayne Flodberg, Account Executive, Arthur J. Gallagher Risk Management Services. Lorayne will attend the board meeting to answer your questions about the proposals and the insurance coverages needed for the library as of January 1, 2011, when the library will no longer be covered by the City of Des Plaines insurance policy.

**C. Approve Resolution Providing for the Execution of an Intergovernmental Agreement with the Library Insurance Management and Risk Control Combination (LIMRiCC). [Action Item]**

On the Wiki is the Resolution for the Intergovernmental Agreement with LIMRiCC. You will be asked to vote to approve the resolution.

**D. Approve Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control Combination (LIMRiCC). [Action Item]**

On the Wiki is the Intergovernmental Agreement for risk management and authorizing membership in LIMRiCC. You will be asked to vote to approve the agreement.

**E. Approval of Library Closings through January 2012. [Action Item]**

Attached is the schedule for the library closings from January 1, 2011 through January 1, 2012.



**F. Finance Committee Report. [Action Item]**

The Finance Committee met on October 13 to discuss the 2010 Budget and the Intergovernmental Agreement. Vice President Moylan Krey will report on any action taken at the meeting.

**G. 2011 Budget. [Action Item]**

President Magerl, Treasurer Rozovics and I will attend the October 18 City Council meeting to present the 2011 library budget. President Magerl will give a report on the City Council's response to the library budget.



**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, OCTOBER 19, 2010**

**7:00 PM**

**Conference Room – Second Floor**

**Agenda:**

- Finance Committee Report**

The Des Plaines Public Library, in compliance with the Americans With Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in the meetings or have questions about the accessibility of the meetings or facilities contact the Library Director at 847-376-2801 to allow the Library to make reasonable accommodations.



DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting  
**October 19, 2010**  
**7:00 PM**

- I. Call to Order.
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Oath of Office. (Eugene Fregetto)
- V. Consideration of the Agenda.
- VI. Public Comments and Questions.
- VII. City Council Community Services Committee – Alderman Dan Wilson.
- VIII. Consent Agenda. [Action Item]
  - A. Approval of the Minutes of the Regular Board Meeting – September 21, 2010.
  - B. Acceptance of Financial Reports for September 2010.
- IX. Unfinished Business.



- X. New Business.
  - A. Approve Payment of Vendor Checks Report - \$95,105.23. [Action Item]
  - B. Review and Approve Insurance Proposals for Library Property, General Liability, Automobile, Workers' Compensation and Employers' Liability, Umbrella, Directors' & Officers' Liability, Volunteer Program - Arthur J. Gallagher Risk Management Services, Inc. - Lorayne Flodberg. [Action Item]
  - C. Approve Resolution Providing for the Execution of an Intergovernmental Agreement with the Library Insurance Management and Risk Control Combination (LIMRiCC). [Action Item]
  - D. Approve Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control Combination (LIMRiCC). [Action Item]
  - E. Approval of Library Closings through January 2012. [Action Item]
  - F. Finance Committee Report, October 13, 2010 - Susan Moylan Krey. [Action Item]
    - 1. 2010 Budget.
    - 2. Intergovernmental Agreement.
  - G. 2011 Budget. [Action Item]
- XI. Announcements.
  - A. 2011 Do the Dewey Fundraiser.
  - B. 2010 ILA Conference Report - George Magerl.
- XII. Correspondence.
- XIII. Adjournment.

**This meeting will be recorded for television broadcast.**



BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
September 21, 2010

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, September 21, 2010. Vice President Susan Moylan Krey called the meeting to order at 7:00 p.m.

Roll call indicated the following board members were present: Myrtle Klebe, Susan Moylan Krey, Steven Mokry, John Robinson, Jeffery Rozovics, Elaine Tejcek, Jennifer Tsalapatanis.

Absent: Dion Kendrick, George Magerl.

Also present: Holly Richards Sorensen, Carol Kidd, Heather Imhoff, Alderman Dan Wilson, Jennifer Delgado, Roberta Johnson, Cheryl Gladfelter, Stephanie Spetter, Susan Farid, Jo Bonell, Francine Gralak, Patricia Nelson, Linda Knorr, Ken Knorr, Josh Kurtz, Nora Paisley, Steve Vaughan.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

MOTION by Myrtle Klebe, seconded by Jeff Rozovics, to approve the agenda, as presented.  
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS

Steve Vaughan, Des Plaines resident, stated that the Des Plaines Public Library is a beautiful library and a crown jewel in the community. Mr. Vaughan said that people visiting the library consider it a family event. He also stated that compared to other libraries, the Des Plaines Public Library services more people.

Elaine Tejcek asked new board members to introduce themselves and give the viewing audience some information on their background and how they plan to contribute to the board. New board members Susan Moylan Krey, John Robinson, Jennifer Tsalapatanis and Steve Mokry introduced themselves to the board.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson.

Alderman Wilson thanked the board for their hard work on the budget.

CONSENT AGENDA

MOTION by John Robinson, seconded by Jeff Rozovics, to approve the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

LIBRARY DIRECTOR'S REPORT

PERSONNEL

New Employees for July/August 2010: Stephanie Spetter, Head of Youth Services, 08/16/10

Resignations for July/August 2010: Sandra K. Norlin, Library Director, 08/31/10

PATRON SERVICES

Circulation is down 2% year to date. This can be attributed to the demise of NSLS and the reduction in van delivery service. The donated money for the current reduced van delivery service will run out October 1. The State Library has reported they have grant money that will be available to public libraries to continue van delivery service from October through the end of 2010. A Task Force of North Suburban Library directors will meet with the State Library to discuss when and if this continued van delivery service will happen.

This year 2,203 children enrolled in our Green Days of Summer (Birth-6<sup>th</sup> grade) and Greenapalooza (7<sup>th</sup>-12<sup>th</sup> grade) Summer Reading Clubs 1,048 of those enrolled completed the program. The Adult Summer Reading Club had 863 readers enrolled.

We had a Librarian for a Day Guest of Honor this month at the Library. The library donated to District 62 Foundation's Fundraiser event last winter the opportunity for a student to come be Librarian for a Day. The lucky winner was 4<sup>th</sup> grader Karissa Paulsen who spent time in all the areas of the library to experience firsthand what it's like to work at the library.

The door count increased by 10% so far this year. 396,956 people have come through our doors since January, 52,150 in August alone. Our meeting rooms have been used by more than 22,000 people to attend meetings and programs. Library staff have presented programs and offered service to 6,493 people outside of the building and out in the community. In August we had over 45,000 virtual visits from patrons using computers from external locations.

NEW BUSINESS

APPROVE PAYMENT OF VENDOR CHECKS REPORT - \$128,026.29. [Action Item]

MOTION by Jeffery Rozovics, seconded by Elaine Tejcek, to approve the payment of vendor checks in the amount of \$128,026.29, as listed on the vendor checks report of August 2010 and authorize the Library Director to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Klebe, Moylan Krey, Mokry, Robinson, Rozovics, Tejcek, Tsalapatani. NAYS: None. MOTION CARRIED.

FINANCE COMMITTEE REPORT. [Action Item]

2011 BUDGET

Jeff Rozovics reported that the Finance Committee met on August 23 and August 31, 2010. At the August 31 meeting, the Committee voted and approved the alternative budget 2.2, which was prepared by staff and included an Acting Assistant Director position for 2011. Jeff Rozovics stated that the library budget will reduce expenditures by \$625,000 from 2010, increase the fund balance to \$2,525,666, eliminate 10 positions, not provide staff salary increases for 2011, require all staff to take one furlough day in 2011 and increase employee's contributions for medical payments.

Library Director Sorensen and Vice President Moylan Krey read a memo prepared by Trustee Kendrick regarding budgetary financial controls for 2011. Trustee Kendrick was unable to attend the meeting.

Steven Mokry asked if the library would reduce operating expenses for 2010 if property taxes are not received before library funds are depleted and Library Director Sorensen explained that the library has been cutting expenses and will continue to do so until the property tax revenue is received from Cook County.

The board discussed the budget.

MOTION by Elaine Tejcek, seconded by Jeff Rozovics, to call for the question. ROLL CALL VOTE: AYES: Klebe, Moylan Krey, Mokry, Rozovics, Tejcek. NAYS: Robinson, Tsalapatani. MOTION CARRIED.

Jennifer Tsalapatani asked for more discussion on the proposed 2011 budget.

Steven Mokry asked to change his vote.

MOTION by Steven Mokry, seconded by John Robinson, for Steven Mokry to leave the body to reconsider his vote. ROLL CALL VOTE: AYES: Moylan Krey, Mokry, Robinson, Rozovics, Tejcek, Tsalapatani. NAYS: Klebe. MOTION CARRIED.

Steven Mokry changed his vote to NAY for the vote to "Call for the question."

MOTION by Committee, to approve the FY2011 budget (Alternative 2.2), as presented. ROLL CALL VOTE: AYES: Klebe, Moylan Krey, Mokry, Rozovics, Tejcek. NAYS: Robinson, Tsalapatani.

#### HEALTH INSURANCE PLAN FOR 2011

Jeff Rozovics reported that the Finance Committee met and was provided information on three health insurance plans for library employees for 2011. Library Director Sorensen explained that the LIMRiCC plan was closest to the current plan, so employees could stay with Blue Cross/Blue Shield. Richards Sorensen reported that costs to library employees would increase in 2011 budget.

MOTION by Committee, to approve LIMRiCC as the library employee health insurance plan for 2011. ROLL CALL VOTE: AYES: Klebe, Moylan Krey, Mokry, Robinson, Rozovics, Tejcek, Tsalapatani. NAYS: None. MOTION CARRIED.

#### INTERGOVERNMENTAL AGREEMENT

Jeff Rozovics reported that the proposed Intergovernmental Agreement was discussed and approved by the Finance Committee at their August 31, 2010 meeting. The Committee voted to accept the Intergovernmental Agreement with the following changes:

- 1) "Whereas the library desires to borrow up to but not to exceed the sum of \$1,500,000."
- 2) The Library Board of Trustees will give three business days prior notice to the City of Des Plaines for request of the loan amount
- 3) The Library Board of Trustees will request the loan by December 1, 2010.

MOTION by Committee, to approve the Intergovernmental Agreement, as presented. ROLL CALL VOTE: AYES: Klebe, Moylan Krey, Mokry, Robinson, Rozovics, Tejcek, Tsalapatani. NAYS: None. MOTION CARRIED.

MOTION by Jeff Rozovics, seconded by Elaine Tejcek, to direct Library Director Sorensen to deliver the Intergovernmental Agreement to the City Manager and City Attorney for their review and to request that the review of the agreement by the City Council be added to the October 4, 2010 City Council agenda. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

#### MANAGEMENT COMMITTEE REPORT. [Action Item]

#### POSTING FINANCIAL REPORTS ON LIBRARY WEBSITE

Myrtle Klebe reported that the Management Committee met on September 1, 2010 to discuss posting library financial reports on the library website. The Committee recommends posting the audited financial reports and approved budgets on the library's website. The Committee also was asked to approve the Reference Librarian II position with the addition of "May be responsible for development and coordination of teen programs and services."

MOTION by Committee, to post the audited financial reports and approved library budgets on the library website. ROLL CALL VOTE: AYES: Klebe, Moylan Krey, Mokry, Robinson, Rozovics, Tejcek, Tsalapatani. NAYS: None. MOTION CARRIED.

#### JOB DESCRIPTION – APPROVE CHANGE TO REFERENCE LIBRARIAN II POSITION

MOTION by Committee, to approve to approve the Reference Librarian II position with the addition of "May be responsible for development and coordination of teen programs and services." ROLL CALL VOTE: AYES: Klebe, Moylan Krey, Mokry, Robinson, Rozovics, Tejcek, Tsalapatani. NAYS: None. MOTION CARRIED.

#### TRUSTEE TRAINING

The board reviewed Serving Our Public 2.0 Standards for Illinois Public Libraries. This is a Per Capita Grant requirement.

MOTION by Jeff Rozovics, second Elaine Tejcek, to allow public participation. All: Yes. NAYS: None. MOTION CARRIED.

Doctor Josh Kurtz, Des Plaines resident, asked if the library lends more books or borrows more books and Roberta Johnson, Head of Adult Services, answered that the Des Plaines Public Library is the largest lender in the North Suburban Library System.

Nora Paisley, Des Plaines resident, stated that the library is a jewel in the community.

Francine Gralak, Des Plaines resident and library employee, suggested that library reserve funds be built up over 5 – 10 years and to build the reserve in one year is unrealistic.

#### APPROVE PER CAPITA GRANT APPLICATION [Action Item]

MOTION by Jennifer Tsalapatani, seconded by John Robinson, to approve the Per Capita Grant application, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

#### ANNOUNCEMENTS

Library Director Sorensen stated that the City Council will discuss the library budget on September 30, 2010 at 7:00 p.m. and that she and President Magerl would present the library's budget at that meeting. Jeff Rozovics will be out of town on September 30.

Jennifer Tsalapatani congratulated Holly Richards Sorensen on being appointed Library Director and on presiding at her first meeting as the director.

Jennifer Tsalapatani asked Elaine Tejcek and Myrtle Klebe why they voted on the succession plan in 2008 and why they voted not to disclose this information to the public at the time of the vote. Elaine Tejcek stated that this information is in the meeting minutes and Myrtle Klebe stated that she voted to have a replacement in place for the director position.

John Robinson asked if library employees in attendance at the meeting were attending on their own time or if they were being paid to attend the meeting. Director Sorensen stated that employees were not being paid to attend the meeting.

Vice President Moylan Krey read two letters written to the trustees from Des Plaines residents asking that library services not be cut and that the budget not be reduced.

Pat Nelson, Des Plaines resident and library employee, asked what the process was to becoming a library trustee. Steven Mokry responded that candidates can send a letter to the Mayor and John Robinson responded that candidates should send their resume to the Mayor.

MOTION by Elaine Tejcek, seconded by Myrtle Klebe, to close public comments. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Steve Mokry, seconded by Jeff Rozovics, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 9:05 p.m.

Minutes prepared Carol Kidd.

October 12, 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 September 30, 2010 and the related statements of revenues, expenditures and changes in fund balance for the one month and the nine 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 September 30, 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>
201-1102008 - Cash Deposit #1944650243	1,959.67
202-1102008 - Cash Deposit #1944650243	0.00
707-1102008 - Cash Deposit #1944650243	0.00
	<u>1,959.67</u>
201-1102009 - Cash Payroll #8100292278	<u>1,934.78</u>
	<u>1,934.78</u>
201-1102015 - First Midwest Operating #8100292260	157,715.38
202-1102015 - First Midwest Operating #8100292260	<u>(70,146.77)</u>
	<u>87,568.61</u>
201-1102028 - Cash Library Donations	<u>21,238.77</u>
	<u>21,238.77</u>
201-1102073 - Cash IL - Epay #151600222104	<u>8,600.53</u>
201-1102076 - IL Funds - Library # 151600221288	104,328.11
202-1102076 - IL Funds - Library	<u>223,386.09</u>
	<u>327,714.20</u>
201-1102078 - Cash IL - Epay Library	<u>11,201.87</u>
201-1102079 - IL Funds - 151600222591	<u>749,707.01</u>
201-1104006 - Investments - Certificates of Deposit	<u>102,253.83</u>
<b>Total Invested</b>	<u><u>1,312,679.27</u></u>

## Des Plaines Public Library Balance Sheet as of September 30, 2010

Library Fund	Beginning Balance	M.T.D. Changes	Ending Balance
<b><u>Assets</u></b>			
1101000 - Petty Cash	500.00	0.00	500.00
1102008 - Cash Deposit #1944650243	1,959.67	0.00	1,959.67
1102009 - Cash Payroll #8100292278	(2,256.00)	4,190.78	1,934.78
1102015 - First Midwest Operating #8100292260	146,534.33	11,181.05	157,715.38
1102028 - Cash Library Donations	21,235.28	3.49	21,238.77
1102073 - Cash IL - Epay 151600008073	6,163.55	2,436.98	8,600.53
1102076 - IL Funds - Library	102,869.24	1,458.87	104,328.11
1102078 - Cash IL - Epay Library	10,737.48	464.39	11,201.87
1102079 - IL Funds -	1,222,031.36	(472,324.35)	749,707.01
1104006 - Investments - Certificates of Deposit	102,167.58	86.25	102,253.83
1118000 - Receivable - Property Taxes	6,599,703.00	0.00	6,599,703.00
	8,211,645.49	(452,502.54)	7,759,142.95
<b><u>Liabilities and Fund Balance</u></b>			
<b><u>Liabilities</u></b>			
2401000 - Accounts Payable	126,603.26	(32,414.94)	94,188.32
2401001 - Audit Accounts Payable	0.00	0.00	0.00
2401002 - Payroll Liabilities	0.00	0.00	0.00
2401010 - Federal W/H Payable	0.00	0.00	0.00
2401020 - F.I.C.A. W/H Payable	0.00	0.00	0.00
2401030 - State W/H 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
2430707 - Due to Library Comp Abs	206,336.33	(34,113.89)	172,222.44
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
	6,808,598.59	(66,528.83)	6,742,069.76
<b><u>Fund Balance</u></b>			
3730000 - Fund Balance - Unreserved	1,484,291.17	0.00	1,484,291.17
<b>Total Liabilities and Fund Balance</b>	<b>8,292,889.76</b>	<b>(66,528.83)</b>	<b>8,226,360.93</b>
<b>Excess Revenues Over Expenses</b>	<b>(81,244.27)</b>	<b>(385,973.71)</b>	<b>(467,217.98)</b>

## Des Plaines Public Library Balance Sheet as of September 30, 2010

Capital Projects Fund

**Assets**

1102015 - First Midwest Operating #8100292260	(48,248.24)	(21,898.53)	(70,146.77)
1102076 - IL Funds - Library	223,386.09	0.00	223,386.09
	175,137.85	(21,898.53)	153,239.32

**Liabilities and Fund Balance**

**Liabilities**

2401000 - Accounts Payable	21,898.53	(21,898.53)	0.00
2401001 - Audit Accounts Payable	16,531.10	0.00	16,531.10
	38,429.63	(21,898.53)	16,531.10

**Fund Balance**

3730000 - Fund Balance - Unreserved	206,851.74	0.00	206,851.74
<b>Total Liabilities and Fund Balance</b>	245,281.37	(21,898.53)	223,382.84
<b>Excess Revenues Over Expenses</b>	(70,143.52)	0.00	(70,143.52)

Compensated Absences Fund

**Assets**

1120201 - Due From Library	206,336.00	(34,113.89)	172,222.11
	206,336.00	(34,113.89)	172,222.11

**Liabilities and Fund Balance**

**Liabilities**

2450035 - Accrued ST-LT Comp Absence	124,380.00	0.00	124,380.00
2490010 - Compensated Absences Payable	81,956.00	(34,113.89)	47,842.11
	206,336.00	(34,113.89)	172,222.11

**Fund Balance**

3730000 - Fund Balance - Unreserved	0.00	0.00	0.00
<b>Total Liabilities and Fund Balance</b>	206,336.00	(34,113.89)	172,222.11
<b>Excess Revenues Over Expenses</b>	0.00	0.00	0.00

## Des Plaines Public Library Balance Sheet as of September 30, 2010

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<b>Fixed Assets Fund</b>			
<b><u>Assets</u></b>			
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	(372,709.00)	0.00	(372,709.00)
	<u>894,053.00</u>	<u>0.00</u>	<u>894,053.00</u>
<b><u>Liabilities and Fund Balance</u></b>			
<b><u>Liabilities</u></b>			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b><u>Fund Balance</u></b>			
3730000 - Fund Balance - Unreserved	894,053.00	0.00	894,053.00
	<u>894,053.00</u>	<u>0.00</u>	<u>894,053.00</u>
<b>Total Liabilities and Net Capital Assets</b>	<u>894,053.00</u>	<u>0.00</u>	<u>894,053.00</u>
<b>Excess Revenues Over Expenses</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

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

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Percentage Collected</u>
<b>Library Fund</b>					
<b>Taxes</b>					
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	(61,671.93)	0.00	61,671.93	0.00
4810025 - Property Taxes 2008	0.00	271,310.84	50,000.00	(221,310.84)	542.62
4810026 - Property Taxes 2009	1,410.90	3,549,643.05	6,309,802.00	2,760,158.95	56.26
	<u>1,410.90</u>	<u>3,759,281.96</u>	<u>6,359,802.00</u>	<u>2,600,520.04</u>	<u>59.11</u>
<b>Intergovernmental</b>					
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>
<b>Fines &amp; Fees</b>					
4850101 - Library Fees	329.00	3,454.38	0.00	(3,454.38)	0.00
4850102 - Library Fines	6,421.06	83,543.61	125,000.00	41,456.39	66.83
4850103 - Library Fines / Credit Card	2,940.53	14,062.15	0.00	(14,062.15)	0.00
4850201 - Copying Fee	1,614.45	20,665.40	30,000.00	9,334.60	68.88
4850202 - Damaged Materials	53.12	463.81	0.00	(463.81)	0.00
4850203 - Lost Materials	857.74	5,658.46	0.00	(5,658.46)	0.00
4850205 - Bags	59.99	659.99	0.00	(659.99)	0.00
4850207 - Non-Res Cards	72.50	1,286.00	0.00	(1,286.00)	0.00
	<u>12,348.39</u>	<u>129,793.80</u>	<u>155,000.00</u>	<u>25,206.20</u>	<u>83.74</u>
<b>Special Programs &amp; Events</b>					
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>
<b>Other Revenue</b>					
4890010 - Interest Income	294.20	3,597.40	5,000.00	1,402.60	71.95
4890050 - Sale of Fixed Assets	0.00	0.00	1,000.00	1,000.00	0.00
4899900 - Miscellaneous Revenue	1,296.69	16,273.23	17,500.00	1,226.77	92.99
4899920 - Library Donations	0.00	5,639.59	10,000.00	4,360.41	56.40
	<u>1,590.89</u>	<u>25,510.22</u>	<u>33,500.00</u>	<u>7,989.78</u>	<u>76.15</u>
<b>Total Library Fund</b>	<u>15,350.18</u>	<u>3,938,497.91</u>	<u>6,703,990.00</u>	<u>2,765,492.09</u>	<u>58.75</u>

Des Plaines Public Library  
Revenue Report as of September 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	0.00	3.25	5,000.00	4,996.75	0.07
	<u>0.00</u>	<u>3.25</u>	<u>5,000.00</u>	<u>4,996.75</u>	<u>0.07</u>
<b>Total Capital Projects Fund</b>	<u>0.00</u>	<u>3.25</u>	<u>305,000.00</u>	<u>304,996.75</u>	<u>0.00</u>
<b>Total of All Funds</b>	<u>15,350.18</u>	<u>3,938,501.16</u>	<u>7,008,990.00</u>	<u>3,070,488.84</u>	<u>56.19</u>

## Des Plaines Public Library Expense Report as of September 30, 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>
<b>Library Fund</b>					
<b>Salaries</b>					
5910100 - Salaries	207,780.61	1,727,950.71	2,318,022.00	590,071.29	74.54
5910200 - Temporary Wages	0.00	284,401.81	789,113.00	504,711.19	36.04
5910400 - Non - Supervisory Overtime	0.00	246.57	0.00	(246.57)	0.00
5910500 - Vacation Pay	9,630.28	90,448.23	0.00	(90,448.23)	0.00
5910600 - Sick Pay	3,416.75	35,771.78	0.00	(35,771.78)	0.00
5910700 - Holiday Pay	3,302.79	36,723.80	0.00	(36,723.80)	0.00
5910900 - Act/Out of Class/Premium	0.00	2,692.30	0.00	(2,692.30)	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>224,130.43</u>	<u>2,181,133.93</u>	<u>3,110,635.00</u>	<u>929,501.07</u>	<u>70.12</u>
<b>Benefits</b>					
5918010 - Unemployment Compensation	364.69	6,803.53	4,986.00	(1,817.53)	136.45
5918020 - Employer Contribution - FICA	16,798.94	163,395.44	237,314.00	73,918.56	68.85
5918021 - Employer Contribution - IMRF	25,801.96	214,068.40	297,814.00	83,745.60	71.88
5918030 - EAP Program	0.00	0.00	682.00	682.00	0.00
5918040 - Life Insurance Premiums	0.00	2,607.80	6,576.00	3,968.20	39.66
5918050 - PPO Insurance Premiums	26,701.62	251,523.91	389,041.00	137,517.09	64.65
5918051 - HMO Insurance Premiums	8,184.26	77,300.13	111,979.00	34,678.87	69.03
5918055 - Dental Insurance Premiums	2,175.14	20,947.18	31,505.00	10,557.82	66.49
5918070 - Workers Compensation	1,043.07	9,983.20	9,500.00	(483.20)	105.09
5918085 - RHS Plan Payout	0.00	5,214.26	10,000.00	4,785.74	52.14
	<u>81,069.68</u>	<u>751,843.85</u>	<u>1,099,397.00</u>	<u>347,553.15</u>	<u>68.39</u>
<b>Contractual Services</b>					
5920100 - Legal Fees	2,646.50	4,860.39	15,000.00	10,139.61	32.40
5920105 - Costs of Litigation	154.11	154.11	3,500.00	3,345.89	4.40
5920110 - Professional Services	27,771.88	247,812.22	405,000.00	157,187.78	61.19
5920120 - Communication Services	1,021.66	24,241.97	28,460.00	4,218.03	85.18
5920140 - Data Processing Services	17,529.35	62,558.96	100,800.00	38,241.04	62.06
5920202 - Conferences	870.00	1,546.30	0.00	(1,546.30)	0.00
5920204 - Training	0.00	1,447.00	2,600.00	1,153.00	55.65
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	158.25	3,366.56	0.00	(3,366.56)	0.00
5920220 - Membership Dues	110.00	3,124.00	6,500.00	3,376.00	48.06
5920225 - Licensing/Titles	0.00	0.00	100.00	100.00	0.00
5920230 - Publication of Notices	0.00	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	12,434.50	24,869.00	12,434.50	50.00
5930010 - R&M Equipment	4,010.00	86,160.02	110,062.00	23,901.98	78.28
5930020 - R&M Buildings & Structures	4,281.01	70,572.41	116,235.00	45,662.59	60.72
5930030 - R&M Vehicles	0.00	4,449.12	14,300.00	9,850.88	31.11
5930195 - Book Binding & Repair	0.00	215.10	1,000.00	784.90	21.51
5930210 - Rental of Equipment	0.00	1,312.00	26,500.00	25,188.00	4.95
5930320 - Cleaning/Custodial Services	11,763.00	94,420.00	96,700.00	2,280.00	97.64
5930490 - Refuse Contract	470.44	5,210.34	5,500.00	289.66	94.73
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00
5960065 - Bank Fees	41.83	506.57	0.00	(506.57)	0.00

## Des Plaines Public Library Expense Report as of September 30, 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	551.93	500.00	(51.93)	110.39
5960210 - Special Event Programming	509.98	19,080.84	31,000.00	11,919.16	61.55
5960990 - Misc. Contractual Services	2,607.88	66,379.02	99,375.00	32,995.98	66.80
	<u>73,945.89</u>	<u>711,374.56</u>	<u>1,089,251.00</u>	<u>377,876.44</u>	<u>65.31</u>
<b><u>Commodities</u></b>					
5970100 - Office Supplies	2,607.47	73,293.42	116,300.00	43,006.58	63.02
5970110 - Meals	36.63	855.97	2,800.00	1,944.03	30.57
5970115 - Supplies - Dept/Other	0.00	0.00	0.00	0.00	0.00
5970170 - Janitorial	800.90	15,388.99	20,600.00	5,211.01	74.70
5970260 - Postage & Parcel	673.85	13,972.98	13,300.00	(672.98)	105.06
5970270 - Printing -Reproduction-Binding	0.00	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	3,112.33	8,000.00	4,887.67	38.90
5970600 - Books	7,014.23	308,964.09	489,800.00	180,835.91	63.08
5970610 - Audio Materials	900.38	45,687.24	84,600.00	38,912.76	54.00
5970620 - Subscriptions & Books	917.00	21,470.37	78,800.00	57,329.63	27.25
5970630 - Visual Materials	3,412.54	75,881.48	96,250.00	20,368.52	78.84
5970640 - Automated Reference Materials	0.00	97,866.42	141,000.00	43,133.58	69.41
5970810 - Natural Gas	0.00	21,535.98	30,000.00	8,464.02	71.79
5970820 - Electricity	0.00	0.00	500.00	500.00	0.00
5970840 - Diesel	324.07	1,518.28	4,000.00	2,481.72	37.96
5970850 - Gasoline	107.16	349.52	2,000.00	1,650.48	17.48
5970900 - Equipment < \$5,000	0.00	2,688.87	5,500.00	2,811.13	48.89
	<u>16,794.23</u>	<u>683,857.44</u>	<u>1,098,450.00</u>	<u>414,592.56</u>	<u>62.26</u>
<b><u>Capital Expenditures</u></b>					
5980300 - Improvements	0.00	0.00	8,000.00	8,000.00	0.00
5980400 - Equipment	898.00	42,488.54	33,000.00	(9,488.54)	128.75
5980410 - Computer Hardware	0.00	1,092.69	6,750.00	5,657.31	16.19
5980420 - Computer Software	3,388.61	19,869.32	32,000.00	12,130.68	62.09
5980600 - Furniture & Fixtures	1,097.05	7,905.81	20,500.00	12,594.19	38.56
	<u>5,383.66</u>	<u>71,356.36</u>	<u>100,250.00</u>	<u>28,893.64</u>	<u>71.18</u>
<b><u>Other Funding Activities</u></b>					
5990935 - Trans to D/S - 2002A Bond	0.00	6,149.75	24,598.00	18,448.25	25.00
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>6,149.75</u>	<u>399,598.00</u>	<u>393,448.25</u>	<u>1.54</u>
<b>Total Library Fund Expenditures</b>	<u><u>401,323.89</u></u>	<u><u>4,405,715.89</u></u>	<u><u>6,897,581.00</u></u>	<u><u>2,491,865.11</u></u>	<u><u>63.87</u></u>



## Des Plaines Public Library Expense Report as of September 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>Expend.</u>
<b>Capital Projects Fund</b>					
<b><u>Contractual Services</u></b>					
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>
<b><u>Capital Expenditures</u></b>					
5980300 - Improvements	0.00	0.00	92,000.00	92,000.00	0.00
5980400 - Equipment	0.00	38,047.28	24,000.00	(14,047.28)	158.53
5980410 - Computer Hardware	0.00	32,099.49	76,100.00	44,000.51	42.18
	<u>0.00</u>	<u>70,146.77</u>	<u>192,100.00</u>	<u>121,953.23</u>	<u>36.52</u>
<b>Total Capital Projects Fund Expenditures</b>	<u>0.00</u>	<u>70,146.77</u>	<u>207,100.00</u>	<u>136,953.23</u>	<u>33.87</u>
<b>Total of All Funds</b>	<u>401,323.89</u>	<u>4,475,862.66</u>	<u>7,104,681.00</u>	<u>2,628,818.34</u>	<u>63.00</u>

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First Midwest Bank  
September 2010Des Plaines Public Library  
Check Register

DESPLANSLIB

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Check Number	Check Date	Payee	Amount
Checks			
10603	10/19/10	MARSHALL CAVENDISH CORPORATION	-104.75
10631	10/19/10	ACE DES PLAINES INCORPORATED	109.78
10632	10/19/10	ASI SIGNAGE INNOVATIONS	1,017.05
10633	10/19/10	AUTOMATED LOGIC	2,441.25
10634	10/19/10	BAKER & TAYLOR	6,919.81
10635	10/19/10	BANC OF AMERICA LEASING	4,010.00
10636	10/19/10	BANKCARD SERVICES	2,877.54
10637	10/19/10	BISHOP PLUMBING, INC.	684.85
10638	10/19/10	C D W GOVERNMENT INCORPORATED	280.00
10639	10/19/10	CHICAGO TRIBUNE	598.00
10640	10/19/10	CITY OF DES PLAINES	431.23
10641	10/19/10	COMPLETE CLEANING COMPANY INC	10,788.00
10642	10/19/10	COOPERATIVE COMPUTER SERVICES	17,529.35
10643	10/19/10	CYBOR FIRE PROTECTION CO.	300.00
10644	10/19/10	DEMCO EDUCATIONAL CORP	395.05
10645	10/19/10	ELK GROVE HIGH SCHOOL	45.00
10646	10/19/10	EVANCED SOLUTIONS, INC.	680.00
10647	10/19/10	FIRST MIDWEST BANK 504	20.00
10648	10/19/10	GALE	213.82
10649	10/19/10	GARVEY'S OFFICE PRODUCTS	17.04
10650	10/19/10	GRAINGER	197.76
10651	10/19/10	HARRIS INFOSOURCE	208.00
10652	10/19/10	INTERACT BUSINESS PRODUCTS	898.00
10653	10/19/10	INTERIOR TROPICAL GARDENS INC	170.00
10654	10/19/10	KLEIN, THORPE & JENKINS, LTD.	2,168.11
10655	10/19/10	LACONI ADMINISTRATORS SECTION	155.00
10656	10/19/10	LAPORT INC.	398.70
10657	10/19/10	LAW OFFICES OF ANCEL, GLINK	632.50
10658	10/19/10	MENARDS	94.66
10659	10/19/10	MIDWEST TAPE	4,017.22
10660	10/19/10	OFFICE DEPOT	1,313.20
10661	10/19/10	OUTSOURCE SOLUTIONS GROUP	27,872.34
10662	10/19/10	P C NATION	2,428.61
10663	10/19/10	PITNEY BOWES	164.00
10664	10/19/10	PITNEY BOWES	500.00
10665	10/19/10	PROGRAM ONE PROF BUILDING SERVICES	735.00
10666	10/19/10	R & J UPHOLSTERY	640.00
10667	10/19/10	RANDOM HOUSE INCORPORATED	623.75
10668	10/19/10	RECORDED BOOKS, LLC	33.00
10669	10/19/10	REDHAWK SECURITY SYSTEMS, INC.	72.00
10670	10/19/10	SPEED-E-KLEEN	240.00
10671	10/19/10	SUZANNE L. EPSTEIN	500.00
10672	10/19/10	TEEN INK	189.00
10673	10/19/10	UNITED BUSINESS SOLUTIONS	45.33
10674	10/19/10	WAREHOUSE DIRECT	63.93
10675	10/19/10	WASTE MANAGEMENT	341.15
10676	10/19/10	WASTE MANAGEMENT	129.29
50089	09/30/10	McLEOD USA	298.76
50090	09/30/10	VERIZON WIRELESS	126.89
50091	09/30/10	LEVEL(3) COMMUNICATIONS, LLC.	478.44
50092	09/30/10	SPRINT	18.96
50093	09/30/10	SPRINT	16.12
50094	09/30/10	WOW! INTERENT. CABLE	82.49
Total checks	53		<u>95,105.23</u>

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First Midwest Bank  
September 2010Des Plaines Public Library  
Vendor Checks ReportDESPLANSLIB  
Page 1

Vendor Name	Chk. No.	Check Date	Amount
LEVEL(3) COMMUNICATIONS, LLC.	50091	09/30/10	478.44
Account No. Description		Amount	
201-5920120 ACH		478.44	
McLEOD USA	50089	09/30/10	298.76
Account No. Description		Amount	
201-5920120 ACH		298.76	
SPRINT	50092	09/30/10	18.96
Account No. Description		Amount	
201-5920120 ACH		18.96	
SPRINT	50093	09/30/10	16.12
Account No. Description		Amount	
201-5920120 ACH		16.12	
VERIZON WIRELESS	50090	09/30/10	126.89
Account No. Description		Amount	
201-5920120 ACH		126.89	
WOW! INTERENT CABLE	50094	09/30/10	82.49
Account No. Description		Amount	
201-5920120 ACH		82.49	
		Subtotal	1,021.66
ACE DES PLAINES INCORPORATED	10631	10/19/10	109.78
Account No. Description		Amount	
201-5970170 Doc# 219210		63.35	
201-5970170 Doc# 219424		46.43	
ASI SIGNAGE INNOVATIONS	10632	10/19/10	1,017.05
Account No. Description		Amount	
201-5980600 Invoice # CHIC-170429		1,017.05	
AUTOMATED LOGIC	10633	10/19/10	2,441.25
Account No. Description		Amount	
201-5930020 Invoice # 009648		2,441.25	
BAKER & TAYLOR	10634	10/19/10	6,919.81
Account No. Description		Amount	
201-5960990 Invoice # 2025072464		1.24	
201-5960990 Invoice # 2025076186		1.18	
201-5960990 Invoice # 2025072479		2.06	
201-5960990 Invoice # 2025076242		1.41	
201-5960990 Invoice # 2025063774		23.64	
201-5960990 Invoice # 2025065910		2.24	
201-5960990 Invoice # 2025061933		17.68	
201-5960990 Invoice # 2025097821		1.12	
201-5960990 Invoice # 2025089252		2.35	
201-5960990 Invoice # 2025089245		9.62	
201-5960990 Invoice # 2025091103		3.50	
201-5960990 Invoice # 2025090046		13.85	
201-5960990 Invoice # 2025102414		8.68	
201-5960990 Invoice # 2025117448		1.03	
201-5960990 Invoice # 2025115399		4.95	
201-5960990 Invoice # 2025115402		0.94	
201-5960990 Invoice # 2025111900		8.74	
201-5960990 Invoice # 2025089258		9.54	
201-5960990 Invoice # 2025051176		2.24	
201-5960990 Invoice # 2025040315		19.00	
201-5960990 Invoice # 2025072508		0.64	

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First Midwest Bank  
September 2010Des Plaines Public Library  
Vendor Checks ReportDESPLANS LIB  
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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2025027342		3.36
201-5960990	Invoice # 2025032274		1.59
201-5960990	Invoice # 2025022285		1.41
201-5960990	Invoice # 2025022268		6.14
201-5960990	Invoice # 2025027355		0.44
201-5960990	Invoice # 2024995712		0.79
201-5960990	Invoice # 2025021795		20.86
201-5960990	Invoice # 2025012623		2.48
201-5960990	Invoice # 2024922953		5.31
201-5960990	Invoice # 2025014629		25.71
201-5960990	Invoice # 2025008741		9.47
201-5960990	Invoice # 2025042340		4.16
201-5960990	Invoice # 2025051145		0.79
201-5960990	Invoice # 2025046328		1.92
201-5960990	Invoice # 2025044361		21.93
201-5960990	Invoice # 2025111450		12.25
201-5960990	Invoice # 2025115453		12.15
201-5960990	Invoice # 2025124233		1.24
201-5970600	Invoice # 2025072464		14.20
201-5970600	Invoice # 2025076186		26.73
201-5970600	Invoice # 2025072479		40.18
201-5970600	Invoice # 2025076242		94.49
201-5970600	Invoice # 2025063774		1,193.72
201-5970600	Invoice # 2025065910		21.70
201-5970600	Invoice # 2025061932		745.63
201-5970600	Invoice # 0000135910		111.77
201-5970600	Invoice # 2025097821		9.65
201-5970600	Invoice # 2025089252		34.28
201-5970600	Invoice # 2025089245		110.20
201-5970600	Invoice # 2025091103		88.87
201-5970600	Invoice # 2025090045		386.59
201-5970600	Invoice # 2025102414		96.43
201-5970600	Credit Memo # 1377675CM		-2.00
201-5970600	Credit Memo # 0002043098		-4.28
201-5970600	Credit Memo # 0002042589		-21.94
201-5970600	Credit Memo # 0002035619		-14.58
201-5970600	Credit Memo # 0002034521		-14.43
201-5970600	Invoice # 2025117448		8.36
201-5970600	Invoice # 2025115399		56.81
201-5970600	Invoice # 2025115402		10.21
201-5970600	Invoice # 2025111900		296.44
201-5970600	Invoice # 2025089258		22.69
201-5970600	Invoice # 2025051176		25.61
201-5970600	Invoice # 2025040315		493.97
201-5970600	Invoice # 2025072508		30.13
201-5970600	Invoice # 2025027342		35.27
201-5970600	Invoice # 2025032274		15.62
201-5970600	Invoice # 2025022285		87.81
201-5970600	Invoice # 2025022268		95.84
201-5970600	Invoice # 2025027355		12.79
201-5970600	Invoice # 2024995712		11.98
201-5970600	Invoice # 2025021794		953.31
201-5970600	Invoice # 2025012623		29.53
201-5970600	Invoice # 2024922953		17.14
201-5970600	Invoice # 2025014629		56.68
201-5970600	Invoice # 2025008741		409.63
201-5970600	Invoice # 2025042340		52.64
201-5970600	Invoice # 2025051145		23.32
201-5970600	Invoice # 2025046328		31.60
201-5970600	Invoice # 2025044360		490.78
201-5970600	Invoice # 2025111449		420.23
201-5970600	Invoice # 2025115453		32.25
201-5970600	Invoice # 2025124233		14.31

Vendor Name	Chk. No.	Check Date	Amount
<b>BANC OF AMERICA LEASING</b>	10635	10/19/10	4,010.00
<b>Account No.</b>		<b>Amount</b>	
201-5930010	<b>Description</b>	4,010.00	
	Invoice # 011650368		
<b>BANKCARD SERVICES</b>	10636	10/19/10	2,877.54
<b>Account No.</b>		<b>Amount</b>	
201-5920202	<b>Description</b>	870.00	
201-5920210	Account# 4876225945162468	158.25	
201-5920220		10.00	
201-5930020		854.91	
201-5960210		9.98	
201-5970100		772.92	
201-5970110		36.63	
201-5970260		9.85	
201-5970620		75.00	
201-5980600		80.00	
<b>BISHOP PLUMBING, INC.</b>	10637	10/19/10	684.85
<b>Account No.</b>		<b>Amount</b>	
201-5930020	<b>Description</b>	337.95	
201-5930020	Invoice # 68312	346.90	
201-5930020	Invoice # 68314		
<b>C D W GOVERNMENT INCORPORATED</b>	10638	10/19/10	280.00
<b>Account No.</b>		<b>Amount</b>	
201-5980420	<b>Description</b>	280.00	
	Invoice # TTJ5051		
<b>CHICAGO TRIBUNE</b>	10639	10/19/10	598.00
<b>Account No.</b>		<b>Amount</b>	
201-5970620	<b>Description</b>	598.00	
	Account # 30147947		
<b>CITY OF DES PLAINES</b>	10640	10/19/10	431.23
<b>Account No.</b>		<b>Amount</b>	
201-5970840	<b>Description</b>	128.21	
201-5970840	Invoice Fuel # 10-08 DSL	195.86	
201-5970850	Invoice Fuel # 10-09 DSL	28.07	
201-5970850	Invoice Fuel # 10-08 GAS	79.09	
201-5970850	Invoice Fuel # 10-09 GAS		
<b>COMPLETE CLEANING COMPANY INC</b>	10641	10/19/10	10,788.00
<b>Account No.</b>		<b>Amount</b>	
201-5930320	<b>Description</b>	630.00	
201-5930320	Invoice # 1269075	630.00	
201-5930320	Invoice # 1268396	2,105.00	
201-5930320	Invoice # 1266672	7,423.00	
201-5930320	Invoice # 1268589		
<b>COOPERATIVE COMPUTER SERVICES</b>	10642	10/19/10	17,529.35
<b>Account No.</b>		<b>Amount</b>	
201-5920140	<b>Description</b>	17,529.35	
	Invoice # CCS 9/17/10		
<b>CYBOR FIRE PROTECTION CO.</b>	10643	10/19/10	300.00
<b>Account No.</b>		<b>Amount</b>	
201-5930020	<b>Description</b>	300.00	
	Invoice # 49056		
<b>DEMCO EDUCATIONAL CORP</b>	10644	10/19/10	395.05
<b>Account No.</b>		<b>Amount</b>	
201-5970100	<b>Description</b>	126.00	
201-5970100	Invoice # 3984681	269.05	
	Invoice # 3981355		
<b>ELK GROVE HIGH SCHOOL</b>	10645	10/19/10	45.00
<b>Account No.</b>		<b>Amount</b>	
201-5970600	<b>Description</b>	45.00	
	Yearbook		
<b>EVANCED SOLUTIONS, INC.</b>	10646	10/19/10	680.00

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
<b>Account No.</b> 201-5980420		<b>Description</b> Invoice # 6583	<b>Amount</b> 680.00
FIRST MIDWEST BANK 504	10647	10/19/10	20.00
<b>Account No.</b> 201-5960990		<b>Description</b> Safe Deposit Box Rental	<b>Amount</b> 20.00
GALE	10648	10/19/10	213.82
<b>Account No.</b> 201-5970600		<b>Description</b> Invoice # 16713420	<b>Amount</b> 213.82
GARVEY'S OFFICE PRODUCTS	10649	10/19/10	17.04
<b>Account No.</b> 201-5970100		<b>Description</b> Invoice # PINV175757	<b>Amount</b> 17.04
GRAINGER	10650	10/19/10	197.76
<b>Account No.</b> 201-5970170		<b>Description</b> Invoice # 197.76	<b>Amount</b> 197.76
HARRIS INFOSOURCE	10651	10/19/10	208.00
<b>Account No.</b> 201-5970600		<b>Description</b> Invoice # I0130450	<b>Amount</b> 208.00
INTERACT BUSINESS PRODUCTS	10652	10/19/10	898.00
<b>Account No.</b> 201-5980400		<b>Description</b> Invoice # INV53989	<b>Amount</b> 898.00
INTERIOR TROPICAL GARDENS INC	10653	10/19/10	170.00
<b>Account No.</b> 201-5960990		<b>Description</b> Invoice # 45513	<b>Amount</b> 85.00
<b>Account No.</b> 201-5960990		<b>Description</b> Invoice # 45713	<b>Amount</b> 85.00
KLEIN, THORPE & JENKINS, LTD.	10654	10/19/10	2,168.11
<b>Account No.</b> 201-5920100		<b>Description</b> Statement # 149037	<b>Amount</b> 2,014.00
<b>Account No.</b> 201-5920105		<b>Description</b> Statement # 149037	<b>Amount</b> 154.11
LACONI ADMINISTRATORS SECTION	10655	10/19/10	155.00
<b>Account No.</b> 201-5920220		<b>Description</b> LACONI Membership	<b>Amount</b> 100.00
<b>Account No.</b> 201-5970620		<b>Description</b> LACONI Salary Survey	<b>Amount</b> 55.00
LAPORT INC.	10656	10/19/10	398.70
<b>Account No.</b> 201-5970170		<b>Description</b> Invoice # 123492	<b>Amount</b> 398.70
LAW OFFICES OF ANCEL, GLINK	10657	10/19/10	632.50
<b>Account No.</b> 201-5920100		<b>Description</b> Statement # 22163	<b>Amount</b> 632.50
MARSHALL CAVENDISH CORPORATION	10603	10/19/10	-104.75
<b>Account No.</b> 201-5970600		<b>Description</b> VOID CHECK # 10603	<b>Amount</b> -104.75
MENARDS	10658	10/19/10	94.66
<b>Account No.</b> 201-5970170		<b>Description</b> Invoice # 50778	<b>Amount</b> 94.66
MIDWEST TAPE	10659	10/19/10	4,017.22
<b>Account No.</b> 201-5960990		<b>Description</b> Invoice # 6121710	<b>Amount</b> 2.85
<b>Account No.</b> 201-5960990		<b>Description</b> Invoice # 6124212	<b>Amount</b> 2.85
<b>Account No.</b> 201-5960990		<b>Description</b> Invoice # 6121711	<b>Amount</b> 8.55

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6129559		2.85
201-5960990	Invoice # 6136442		2.85
201-5960990	Invoice # 6129232		2.85
201-5960990	Invoice # 6148360		4.50
201-5960990	Invoice # 6148361		4.50
201-5960990	Invoice # 6148362		2.25
201-5960990	Invoice # 6148363		4.50
201-5960990	Invoice # 6148364		4.50
201-5960990	Invoice # 6148365		2.25
201-5960990	Invoice # 6148366		2.25
201-5960990	Invoice # 6133914		2.25
201-5960990	Invoice # 6142595		4.50
201-5960990	Invoice # 6139490		2.25
201-5960990	Invoice # 6142599		2.25
201-5960990	Invoice # 6142594		4.90
201-5960990	Invoice # 6142597		4.50
201-5960990	Invoice # 6142598		2.25
201-5960990	Invoice # 6139493		2.25
201-5960990	Invoice # 6139492		2.25
201-5960990	Invoice # 9136428		2.25
201-5960990	Invoice # 6129228		4.70
201-5960990	Invoice # 6129229		4.50
201-5960990	Invoice # 6129230		6.75
201-5960990	Invoice # 6129231		5.00
201-5960990	Invoice # 6136425		4.90
201-5960990	Invoice # 6129227		2.25
201-5960990	Invoice # 6129226		5.00
201-5960990	Invoice # 6136441		2.45
201-5960990	Invoice # 6136440		9.00
201-5960990	Invoice # 6136439		2.25
201-5960990	Invoice # 6136438		6.95
201-5960990	Invoice # 6136437		2.25
201-5960990	Invoice # 6136436		2.25
201-5960990	Invoice # 6136435		2.25
201-5960990	Invoice # 6136434		2.25
201-5960990	Invoice # 6136433		6.75
201-5960990	Invoice # 6136432		24.75
201-5960990	Invoice # 6136430		4.50
201-5960990	Invoice # 6136429		4.50
201-5960990	Invoice # 6129547		13.50
201-5960990	Invoice # 6129548		2.25
201-5960990	Invoice # 6129550		4.50
201-5960990	Invoice # 6129549		4.50
201-5960990	Invoice # 6129558		2.45
201-5960990	Invoice # 6129542		2.25
201-5960990	Invoice # 6129556		2.25
201-5960990	Invoice # 6129557		2.25
201-5960990	Invoice # 6129551		2.25
201-5960990	Invoice # 6129553		2.25
201-5960990	Invoice # 6129555		4.70
201-5960990	Invoice # 6129541		6.75
201-5960990	Invoice # 6129545		6.75
201-5960990	Invoice # 6124201		6.75
201-5960990	Invoice # 6124200		2.25
201-5960990	Invoice # 6124191		2.25
201-5960990	Invoice # 6121705		2.25
201-5960990	Invoice # 6124192		0.00
201-5960990	Invoice # 6124195		13.50
201-5960990	Invoice # 6129544		2.25
201-5960990	Invoice # 6129546		9.00
201-5960990	Invoice # 6124194		2.25
201-5960990	Invoice # 6121706		2.25
201-5960990	Invoice # 6121707		2.25

Des Plaines Public Library  
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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6121709		4.70
201-5960990	Invoice # 6121708		2.25
201-5960990	Invoice # 6124208		6.75
201-5960990	Invoice # 6124209		2.25
201-5960990	Invoice # 6124210		2.25
201-5960990	Invoice # 6124211		6.75
201-5960990	Invoice # 6124202		2.25
201-5960990	Invoice # 6124203		4.50
201-5960990	Invoice # 6124204		18.00
201-5960990	Invoice # 6124205		2.25
201-5960990	Invoice # 6124206		4.50
201-5960990	Invoice # 6124207		6.75
201-5960990	Invoice # 6124196		4.50
201-5960990	Invoice # 6124197		6.75
201-5960990	Invoice # 6124198		0.00
201-5960990	Invoice # 6124199		4.50
201-5970610	Invoice # 2292355		69.98
201-5970610	Invoice # 2293080		34.99
201-5970610	Invoice # 2311732		59.99
201-5970610	Invoice # 6121710		9.74
201-5970610	Invoice # 6124212		11.24
201-5970610	Invoice # 6121711		43.47
201-5970610	Invoice # 6129559		11.24
201-5970610	Invoice # 6136442		10.49
201-5970610	Invoice # 6129232		25.49
201-5970630	Invoice # 6124193		89.98
201-5970630	Invoice # 6129554		29.98
201-5970630	Invoice # 6129552		59.98
201-5970630	Invoice # 6129543		89.98
201-5970630	Invoice # 6136431		84.73
201-5970630	Invoice # 6136426		44.99
201-5970630	Invoice # 6136424		68.98
201-5970630	Invoice # 9139491		44.99
201-5970630	Invoice # 6142596		34.49
201-5970630	Invoice # 6148360		22.48
201-5970630	Invoice # 6148361		22.48
201-5970630	Invoice # 6148362		5.24
201-5970630	Invoice # 6148363		40.48
201-5970630	Invoice # 6148364		40.48
201-5970630	Invoice # 6148365		22.49
201-5970630	Invoice # 6148366		14.99
201-5970630	Invoice # 6133914		22.49
201-5970630	Invoice # 6142595		29.98
201-5970630	Invoice # 6139490		9.74
201-5970630	Invoice # 6142599		11.24
201-5970630	Invoice # 6142594		44.98
201-5970630	Invoice # 6142597		43.48
201-5970630	Invoice # 6142598		22.49
201-5970630	Invoice # 6139493		14.99
201-5970630	Invoice # 6139492		9.74
201-5970630	Invoice # 9136428		12.74
201-5970630	Invoice # 6129228		37.48
201-5970630	Invoice # 6129229		22.48
201-5970630	Invoice # 6129230		34.47
201-5970630	Invoice # 6129231		59.97
201-5970630	Invoice # 6136425		59.98
201-5970630	Invoice # 6129227		24.74
201-5970630	Invoice # 6129226		18.73
201-5970630	Invoice # 6136441		18.74
201-5970630	Invoice # 6136440		80.21
201-5970630	Invoice # 6136439		18.74
201-5970630	Invoice # 6136438		63.72
201-5970630	Invoice # 6136437		5.24



Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970630	Invoice # 6136436		22.49
201-5970630	Invoice # 6136435		14.99
201-5970630	Invoice # 6136434		22.49
201-5970630	Invoice # 6136433		48.72
201-5970630	Invoice # 6136432		248.14
201-5970630	Invoice # 6136430		37.48
201-5970630	Invoice # 6136429		29.98
201-5970630	Invoice # 6129547		134.94
201-5970630	Invoice # 6129548		20.24
201-5970630	Invoice # 6129550		44.98
201-5970630	Invoice # 6129549		44.97
201-5970630	Invoice # 6129558		22.49
201-5970630	Invoice # 6129542		14.99
201-5970630	Invoice # 6129556		21.74
201-5970630	Invoice # 6129557		14.99
201-5970630	Invoice # 6129551		17.24
201-5970630	Invoice # 6129553		14.99
201-5970630	Invoice # 6129555		108.71
201-5970630	Invoice # 6129541		67.47
201-5970630	Invoice # 6129545		67.47
201-5970630	Invoice # 6129544		22.49
201-5970630	Invoice # 6124201		39.72
201-5970630	Invoice # 6124200		22.49
201-5970630	Invoice # 6124191		9.74
201-5970630	Invoice # 6121705		11.24
201-5970630	Invoice # 6124192		29.99
201-5970630	Invoice # 6124195		77.94
201-5970630	Invoice # 6129546		55.46
201-5970630	Invoice # 6124194		9.74
201-5970630	Invoice # 6121706		7.49
201-5970630	Invoice # 6121707		9.74
201-5970630	Invoice # 6121709		29.98
201-5970630	Invoice # 6121708		9.74
201-5970630	Invoice # 6124208		104.21
201-5970630	Invoice # 6124209		20.24
201-5970630	Invoice # 6124210		11.24
201-5970630	Invoice # 6124211		44.97
201-5970630	Invoice # 6124202		22.49
201-5970630	Invoice # 6124203		37.48
201-5970630	Invoice # 6124204		170.92
201-5970630	Invoice # 6124205		14.99
201-5970630	Invoice # 6124206		22.48
201-5970630	Invoice # 6124207		46.72
201-5970630	Invoice # 6124196		19.48
201-5970630	Invoice # 6124197		44.97
201-5970630	Invoice # 6124198		44.99
201-5970630	Invoice # 6124199		35.98
OFFICE DEPOT	10660	10/19/10	1,313.20
Account No.	Description	Amount	
201-5970100	Invoice # 533767039001	1,055.37	
201-5970100	Invoice # 533767039002	12.29	
201-5970100	Invoice # 534201721001	245.54	
OUTSOURCE SOLUTIONS GROUP	10661	10/19/10	27,872.34
Account No.	Description	Amount	
201-5920110	Invoice # 10809	27,083.33	
201-5960990	Invoice # 10820	280.00	
201-5960990	Invoice # 10677	509.01	
P C NATION	10662	10/19/10	2,428.61
Account No.	Description	Amount	
201-5980420	Invoice # P048054301018	2,428.61	

**Des Plaines Public Library  
Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
PITNEY BOWES	10663	10/19/10	164.00
<b>Account No.</b> 201-5970260	<b>Description</b> Invoice # 9954034-SP10	<b>Amount</b> 164.00	
PITNEY BOWES	10664	10/19/10	500.00
<b>Account No.</b> 201-5970260	<b>Description</b> PPA # 8000-9090-0510-7839	<b>Amount</b> 500.00	
PROGRAM ONE PROF BUILDING SERVICE	10665	10/19/10	735.00
<b>Account No.</b> 201-5930320	<b>Description</b> Invoice # 27675	<b>Amount</b> 735.00	
R & J UPHOLSTERY	10666	10/19/10	640.00
<b>Account No.</b> 201-5960990	<b>Description</b> Invoice # 13895	<b>Amount</b> 640.00	
RANDOM HOUSE INCORPORATED	10667	10/19/10	623.75
<b>Account No.</b> 201-5970610	<b>Description</b> Invoice # 1089391766	<b>Amount</b> 57.60	
<b>Account No.</b> 201-5970610	<b>Description</b> Invoice # 1089391763	<b>Amount</b> 30.00	
<b>Account No.</b> 201-5970610	<b>Description</b> Invoice # 1089225487	<b>Amount</b> 263.00	
<b>Account No.</b> 201-5970610	<b>Description</b> Invoice # 1089261569	<b>Amount</b> 35.00	
<b>Account No.</b> 201-5970610	<b>Description</b> Invoice # 1089299102	<b>Amount</b> 75.00	
<b>Account No.</b> 201-5970610	<b>Description</b> Invoice # 1089297157	<b>Amount</b> 111.95	
<b>Account No.</b> 201-5970610	<b>Description</b> Invoice # 1089297164	<b>Amount</b> 29.60	
<b>Account No.</b> 201-5970610	<b>Description</b> Invoice # 1189297164	<b>Amount</b> 21.60	
RECORDED BOOKS, LLC	10668	10/19/10	33.00
<b>Account No.</b> 201-5970630	<b>Description</b> Order # 4996177	<b>Amount</b> 33.00	
REDHAWK SECURITY SYSTEMS, INC.	10669	10/19/10	72.00
<b>Account No.</b> 201-5960990	<b>Description</b> Invoice # 14268 RX	<b>Amount</b> 72.00	
SPEED-E-KLEEN	10670	10/19/10	240.00
<b>Account No.</b> 201-5930320	<b>Description</b> Invoice # 3591	<b>Amount</b> 240.00	
SUZANNE L. EPSTEIN	10671	10/19/10	500.00
<b>Account No.</b> 201-5960210	<b>Description</b> Presentation on 10/20/10	<b>Amount</b> 500.00	
TEEN INK	10672	10/19/10	189.00
<b>Account No.</b> 201-5970620	<b>Description</b> Invoice # 14227-1011	<b>Amount</b> 189.00	
UNITED BUSINESS SOLUTIONS	10673	10/19/10	45.33
<b>Account No.</b> 201-5970100	<b>Description</b> Invoice # 86071A 1	<b>Amount</b> 11.29	
<b>Account No.</b> 201-5970100	<b>Description</b> Invoice # 86340A 1	<b>Amount</b> 11.46	
<b>Account No.</b> 201-5970100	<b>Description</b> Invoice # 86397A 1	<b>Amount</b> 11.31	
<b>Account No.</b> 201-5970100	<b>Description</b> Invoice # 86483A 1	<b>Amount</b> 11.27	
WAREHOUSE DIRECT	10674	10/19/10	63.93
<b>Account No.</b> 201-5970100	<b>Description</b> Invoice # 859080-0	<b>Amount</b> 35.83	
<b>Account No.</b> 201-5970100	<b>Description</b> Invoice # 847087-0	<b>Amount</b> 28.10	
WASTE MANAGEMENT	10675	10/19/10	341.15
<b>Account No.</b> 201-5930490	<b>Description</b> Invoice # 2267574-2008-9	<b>Amount</b> 341.15	

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First Midwest Bank  
September 2010

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

DESPLANSLIB  
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<u>Vendor Name</u>	<u>Chk. No.</u>	<u>Check Date</u>	<u>Amount</u>
WASTE MANAGEMENT	10676	10/19/10	129.29
Account No. 201-5930490	Description Invoice # 4196960-2008-2	Amount 129.29	
		Subtotal	<u>94,083.57</u>
		TOTAL	<u><u>95,105.23</u></u>

**DES PLAINES PUBLIC LIBRARY**

**CASH FLOW SUMMARY**  
**For the Year Ended December 31, 2010**

	January	February	March	April	May	June	July	August	September	October	November	December
<b>Balance Sheet</b>												
Cash & Investments	\$ 1,546,613	1,117,818	1,360,131	\$ 3,581,316	\$ 3,169,784	\$ 2,722,749	\$ 2,255,426	\$ 1,787,080	\$ 1,312,679	\$	\$	\$
<b>Revenue (M-T-D)</b>												
Property Taxes	130,787	-	739,239	2,641,784	51,612	-	194,449	-	1,411			
Other Revenue	15,579	11,914	17,102	52,394	14,286	20,593	12,416	20,995	13,939			
	146,366	11,914	756,341	2,694,178	65,898	20,593	206,866	20,995	15,350	-	-	-
<b>Expenses (M-T-D)</b>												
Payroll & Benefits	306,233	309,859	312,915	302,514	311,663	303,578	468,072	312,944	305,200			
Other Expense	161,788	249,673	162,718	153,112	177,041	205,815	209,132	105,584	96,124			
	468,020	559,532	475,633	455,626	488,704	509,393	677,204	418,528	401,324	0	0	0
<b>Net Increase/(Decrease)</b>	(321,654)	(547,618)	280,708	2,238,552	(422,806)	(488,800)	(470,338)	(397,532)	(385,974)	0	0	0

# Des Plaines Public Library - September 2010 Board Report

CIRCULATION				
	THIS MONTH		YEAR TO DATE	
	Sep 2010		YTD 2010	
Youth Services	35,523		Youth Services	337,760
Adult Services	58,284		Adult Services	590,565
	<b>TOTAL</b>	<b>93,807</b>	<b>TOTAL</b>	<b>928,325</b>
	Sep 2009		YTD 2009	
Youth Services	36,007		Youth Services	337,779
Adult Services	65,131		Adult Services	615,377
	<b>TOTAL</b>	<b>101,138</b>	<b>TOTAL</b>	<b>953,156</b>
	<b>% Change</b>	<b>-7.25%</b>	<b>% Change</b>	<b>-2.61%</b>
SELF CHECK				
	THIS MONTH		YEAR TO DATE	
	Sep 2010		YTD 2010	
	65,709		YTD 2010	626,383
	Sep 2009		YTD 2009	578,442
	<b>% Change</b>	<b>-3.24%</b>	<b>% Change</b>	<b>8.29%</b>

CARD REGISTRATION				
	THIS MONTH		YEAR TO DATE	
New Resident Cards	Sep 2010	372	YTD 2010	2,962
	Sep 2009	345	YTD 2009	3,709
	<b>% Change</b>	<b>8%</b>	<b>% Change</b>	<b>-20%</b>
Low Business Cards	Sep 2010	2	YTD 2010	28
	Sep 2009	3	YTD 2009	26
	<b>% Change</b>	<b>-33%</b>	<b>% Change</b>	<b>8%</b>
Total Card Ownership			YTD 2010	32,903
			YTD 2009	35,924
			<b>% Population 2010</b>	<b>57.8%</b>
			<b>% Population 2009</b>	<b>63.0%</b>

PATRON ATTENDANCE				
	THIS MONTH		YEAR TO DATE	
	Sep 2010	40,620	YTD 2010	437,576
	** Sep 2009	47,710	YTD 2009	407,386
	<b>% Change</b>	<b>-15%</b>	<b>% Change</b>	<b>7%</b>

MEETING ROOM USE				
	THIS MONTH		YEAR TO DATE	
Library Sponsored Prog	24	1,121	YTD	14,094
Outside Groups	29	903	YTD	8,650
Internal Meetings	13	145	YTD	1,881
<b>TOTAL</b>	<b>66</b>	<b>2,169</b>	<b>TOTAL</b>	<b>24,625</b>

OUTREACH				
	THIS MONTH	Attendance	YEAR TO DATE	
Adult Services	17	578	YTD	1,850
Youth Services	33	797	YTD	6,018
<b>TOTAL</b>	<b>50</b>	<b>1,375</b>	<b>TOTAL</b>	<b>7,868</b>

SPECIAL PROJECTS & STATS:				
	THIS MONTH		YEAR TO DATE	
Voter Registration	Sep 2010	6	YTD 2010	26
	Sep 2009	2	YTD 2009	23
	% Change	200%	% Change	13%

COMPUTER / TECHNOLOGY USE				
	THIS MONTH		YEAR TO DATE	
Hits on Website	Sep 2010		YTD 2010	
	From Internal IP's	11,361	From Internal IP's	87,063
	From External IP's	59,436	From External IP's	447,256
	Absolutely Unique Visitors	22,093		
	<b>TOTAL</b>	<b>70,797</b>	<b>TOTAL</b>	<b>534,319</b>
Hits on Plain Talk	Sep 2010	514	YTD 2010	9,098
	Sep 2009	510	YTD 2009	5,940
	% Change	1%	% Change	53%
Hits on Positively Ellinwood Street	Sep 2010	1115	YTD 2010	7,712
	Sep 2009	1034	YTD 2009	6792
	% Change	8%	% Change	14%

Computer Use	Adult Services		YEAR TO DATE	
	Sep 2010	8,731	YTD 2010	80,553
	Sep 2009	9,445	YTD 2009	90,904
	% Change	-7.56%	% Change	-11.39%
Youth Services	Sep 2010	1,089	YTD 2010	12,733
	Sep 2009	1,433	YTD 2009	15,605
	% Change	-24.01%	% Change	-18.40%

Average Online Reference Products Searches & Queries	Sep 2010	14,684	YTD 2010	105,636
	Sep 2009	10,216	YTD 2009	118,855
	% Change		% Change	-11.12%

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.



January, 2011 – January, 2012 LIBRARY CLOSING

Saturday, January 1, 2011	New Year's Day
Wednesday, March 9, 2011	Late Opening for All Staff Meeting
Sunday, April 24, 2011	Easter
Thursday, May 12, 2011	Late Opening for All Staff Meeting
Sunday, May 29, 2011	Memorial Day Holiday
Monday, May 30, 2011	Memorial Day
Monday, July 4, 2011	Independence Day
Sunday, September 4, 2011	Labor Day holiday
Monday, September 5, 2011	Labor Day
Tuesday, September 13, 2011	Late Opening for All Staff Meeting
Thursday, November 24, 2011	Thanksgiving
Friday, December 16, 2011	Late Opening for All Staff Meeting
Saturday, December 24, 2011	Christmas Eve
Sunday, December 25, 2011	Christmas Day
Saturday, December 31, 2011	New Year's Eve
Sunday, January 1, 2012	New Year's Day

Holly Richards Sorensen  
Library Director

Approved \_\_\_\_\_

INTERGOVERNMENTAL AGREEMENT PROVIDING FOR RISK  
MANAGEMENT AND AUTHORIZING MEMBERSHIP IN THE  
LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL  
COMBINATION (LIMRicc)



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**INTERGOVERNMENTAL AGREEMENT PROVIDING FOR RISK MANAGEMENT  
AND AUTHORIZING MEMBERSHIP IN THE LIBRARY INSURANCE  
MANAGEMENT AND RISK CONTROL (LIMRiCC)**

In consideration of the agreements hereinafter provided, the Board of Trustees of the Des Plaines Public Library, hereinafter referred to as "Library" or "Member" and the Library Insurance Management and Risk Control Combination, hereinafter referred to as "LIMRiCC" (an intergovernmental entity voluntarily established by contracting Library Systems, Boards of Library Trustees and Library Districts), agree as follows:

The Des Plaines Public Library agrees to participate in the following Programs (the Programs) with LIMRiCC:

- The Unemployment Compensation Program (UCGA);
- The Joint Self-Insurance Program (JSIP);
- The Joint Purchase of Health Insurance Program

(PHIP).

**ARTICLE I. THE UNEMPLOYMENT COMPENSATION CLAIM PROGRAM.**

**A. Findings and Authority**

1. Unemployment claims against Library Districts, Boards of Library Trustees and Library Systems can be handled more economically and efficiently if claims are processed on a volume basis.
2. The centralization of administration of these claims is consistent with the goals of the Intergovernmental Cooperation Clause of

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the Constitution of the State of Illinois (Article VII, Section 10) and the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) and is further authorized by 820 ILCS 405/1405.

3. The members and LIMRiCC, therefore, agree to the Provisions hereinafter set forth for the centralized management of unemployment compensation claims.

**B. Definitions - (Article I)**

Unless otherwise indicated, terms used herein are defined as provided in "An Act in Relation to Unemployment insurance" approved June 30, 1937, as amended

"Claims" - The Unemployment Compensation Claims made against the Members.

"Final Rate" is defined as fifteen percent of the Rate. In other words, "Final Rate" =  $\text{Rate} / (1 - .15)$ .

"Investment Dividend" is defined as Investment Income, if greater than zero.

"Investment Income" is defined as the Total Dividend minus the Underwriting Dividend.

Where the term "LIMRiCC" is used, it shall include LIMRiCC and any private or public corporation it shall retain to assist in the administration and payment of claims unless the context indicates otherwise.

When the term "Member" is used, it shall refer to any entity participating in the Unemployment Compensation Program.

"Member employee" shall include each employee of the Member covered by the Unemployment Compensation Act.

"Member Experience" is defined as the sum of three years of claims divided by the sum of three years of taxable payroll for each Member. In other words, "Member Experience" =  $\frac{\text{Sum ("3 years of claims")}}{\text{Sum ("3 years of taxable payroll")}}$ .

"Member Investment Dividend" is defined as the Investment Dividend multiplied by the Premium divided by the total premium. In other words, "Member Dividend" = Investment Dividend \* Premium/Total Premium.

"Member Profit" is defined as premium minus claims, where premiums exceed claims.

"Pooled Account" - All assets of LIMRiCC devoted to the Unemployment Compensation Program.

"Pool Experience" is defined as the total of three years of claims divided by the total of three years of taxable payroll for the pool. In other words, "Pool Experience" = Total 3 years of claims / Total 3 years of taxable payroll.

"Pool Profit" is defined as the sum of "Member Profit."

"The Previous Agreement: - The Unemployment Compensation Agreement between the Member and Metropolitan Library System (formerly Suburban Library System).

"Profitable Members" - means those Members whose premiums exceed claims made.

"Program" - The Unemployment Compensation Program pursuant to this Agreement.

"Rate" is defined as fifty percent of the Member Experience plus fifty percent of the Pool Experience. In other words, "Rate" =  $\frac{1}{2}$  x Member Experience +  $\frac{1}{2}$  x Pool Experience.

"Reserve Account" - An account to be maintained at \$1,000,000 subject to temporary reductions for payment of mandated claims, and not available for refunding except on the termination of the Unemployment Compensation Program.

"Underwriting Dividend" is defined as the Underwriting Income, if greater than zero.

"Underwriting Income" is defined as the total premiums subtracting the total claims.

**C. AGREEMENTS OF MEMBERS**

1. To designate LIMRiCC to process the claims of the Member.
2. That LIMRiCC may contract with private or public corporations for assistance in the processing of claims and the member will share in the cost of administering and paying the claims as provided in this contract.
3. That each year this Agreement is in effect, each Member shall pay to LIMRiCC:
  - (a) The Rate multiplied by the wage base set by the State of Illinois; and
  - (b) The Final Rate, as defined herein.

The Member shall make these payments in equal quarterly installments due on the 15<sup>th</sup> day of April, July, October and January of each year.

4. At such time as merit rating is established for the Member, as hereinafter provided, the above payments shall be adjusted accordingly.
5. To elect to be a reimbursing employer during the term of this Agreement.
6. That appropriate personnel of the Member will attend meetings conducted by LIMRiCC regarding procedures to reduce claims and that the Member will utilize these procedures.
7. To cooperate in all respects with LIMRiCC so that it can exercise the rights, duties and obligations of the Member as an employer concerning claims.

8. To provide LIMRiCC with information regarding the facts and circumstances of the termination of any of the Member employees within one working day from termination.
9. To furnish LIMRiCC with copies of all reports of Member employees required by the State pursuant to the Unemployment Compensation Act.
10. To permit inspection and audit of Member payroll records by LIMRiCC at such times as the inspection or audit does not interfere with the conduct of business. The Member will provide LIMRiCC with a copy of the quarterly report of Member employees.
11. To comply with such other reasonable rules and regulations as may be established by LIMRiCC for the administration of the Agreement.
12. To permit LIMRiCC to elect not to protest or object to claims or file appeals for allowed claims, provided that the Member shall have the option to defend the claims itself if LIMRiCC elects not to defend. The Member must notify LIMRiCC within two (2) working days of the receipt of the claims, but not later than the due date of any protests, objections or appeals to such claims, if the Member wishes to exercise its option to defend the claims. If the Member has timely notified LIMRiCC of the Member's exercise of this option, LIMRiCC will advise the Member within two (2) working days of the receipt of the claim by LIMRiCC, but not later than the due date of protests, objections, or appeals to such claims, if LIMRiCC elects not to defend.
13. To furnish LIMRiCC, or its designee, notice of claims within two working days of the receipt of the claims by the Member, but not later than the due date of any protests, objections or appeals to such claims. In addition, the Member will furnish LIMRiCC



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such information regarding the claims as LIMRiCC may require.

14. To furnish a power of attorney or similar authority to the agent processing claims on behalf of LIMRiCC.

**D. Powers and Duties of LIMRiCC**

The powers and duties of LIMRiCC are as follows:

1. To act as the designated agent of the Member in the processing and defending of claims subject to the right of LIMRiCC to delegate these responsibilities as provided herein, and to deposit all payments received pursuant to this Agreement in a separate and distinct bank account to be held, administered and paid over as herein provided. Where funds are available for investment they will be deposited in interest bearing accounts or otherwise lawfully invested.
2. To pay allowed claims against Member employers.
3. To file in the name of and in behalf of Member, protests, objections or appeals to claims that, in the judgment of LIMRiCC, are filed by claimants who are not eligible or who are disqualified pursuant to the Unemployment Compensation Act. LIMRiCC, in its determination, shall exercise that judgment usually exercised by responsible private employers under similar circumstances.
4. To cause an evaluation to be conducted for appropriate Member personnel.
5. To cause training programs concerning the Unemployment Compensation Act to be conducted for appropriate Member personnel.
6. To prepare and file claims for refund where appropriate.
7. To maintain a separate record of the contributions made and the claims paid

attributable to each Member, that shall be deducted from the credit balance.

8. To pay the reasonable charges attributable to the services rendered pursuant to this Program from first, the interest earned, and if this is insufficient, from the principal of the fund. These charges shall include, but not be limited to, contract payments for the services for audit expenses, attorneys fees, equipment, supplies, reimbursement to LIMRiCC for its services and use of its facilities as provided in the BY-Laws of LIMRiCC.

LIMRiCC may designate Metropolitan Library System (formerly Suburban Library System) to manage this Program, provided the annual compensation for these services shall not exceed the Final Rate without the consent of fifty percent (50%) of the Members.

9. To set the Rate for each Member as based on the experience of the Pool ("Pool Experience") and the experience of the individual Member ("Member Experience"). The Rate is calculated by adding  $\frac{1}{2}$  multiplied by the Member Experience to  $\frac{1}{2}$  multiplied by the Pool Experience. For new members, defined as those with less than three years experience in the Program, the Rate is calculated using the Pool Experience only.
10. To set forth as in the same manner as in Paragraph 9, if the evaluation establishes that the Member has a deficit balance, a merit rating may be established in excess of 2% but no more than 5%.
11. To authorize LIMRiCC at its option purchase insurance from the Pooled Account to cover claims.
12. To pay for Members who have participated in the Unemployment Compensation Program for ten (10) or more years [including the Program of Metropolitan Library system (formerly Suburban Library System)], LIMRiCC shall make refunds of funds on

hand in the Pooled Account in excess of \$1,000,000 as follows:

- a. Underwriting Dividends and Member Investment Dividends shall be calculated based on audited, fiscal year-end figures.
- b. Annually by the end of the second quarter of the fiscal year, Underwriting Dividends shall be paid to those Profitable Members based on the amount of underwriting profit generated by Profitable Members as long as the Pooled Account has funds in excess of \$1,000,000. Underwriting Dividends shall be calculated based on the Underwriting Income for Profitable Members. Each Profitable Member's underwriting is calculated by multiplying the Underwriting Dividend by the Member Profit divided by the Pool Profit. This dividend will count towards the Member's account balance.
- c. Annually by the end of the second quarter of the fiscal year, Member Investment Dividends shall be paid to all Members as long as the Pooled Account has funds in excess of \$1,000,000. Each Member's Investment Dividend shall be calculated by multiplying the Investment Dividend by the premium divided by total premium. This dividend will not count towards the Member's account balance.

**E. Period of Coverage, Withdrawal and Termination**

1. The initial coverage provided by LIMRiCC shall include all claims by members for persons whose employment is terminated by such Member during the period from July 1, 1993, through December 31, 1993. Coverage shall be continued from year to year thereafter, on a calendar year basis, unless terminated as provided herein. In the event of termination by a Member, assets remaining in the Member's account and reserve account shall not be refunded. Members terminating with a deficit balance shall reimburse

LIMRiCC for the deficit. Either party may terminate its participation in the Pooled Account pursuant to this Agreement by giving written notice at least ninety (90) days prior to December 31 of any year this Agreement is in effect and the withdrawal will then be effective as of December 31 of the year of withdrawal.

2. LIMRiCC shall continue to cover all claims of the Member's employees whose employment was terminated by the Member during the period this Agreement is in effect, provided the member is not in default; and provided further the Member shall pay any deficit in its account in the Pooled Account. A default in payment by the Member shall be deemed termination by the Member and LIMRiCC shall not cover claims made after the default.

**F. Prior Coverage - The Previous Agreement**

Members account balances and merit ratings in the previous agreement with Metropolitan Library System (formerly Suburban Library System), shall be transferred to LIMRiCC and credited to the member's account balance in this LIMRiCC program. There will be no interruption of coverage in the transition from the Previous Agreement.

The coverage for Members with account balances and merit ratings pursuant to the previous Agreement with Metropolitan (formerly Suburban Library System) shall include all claims of such Members for persons whose employment with such Member or with any other employer is terminated prior to June 1, 1993.

**ARTICLE II. THE SELF-INSURANCE PROGRAM.**

**A. Purpose.**

It is the purpose of this Self-Insurance Program to create an intergovernmental joint self-insurance program (the "Program") with LIMRiCC, Library Districts, Boards of Library Trustees and other Library Systems (the "Members") under the terms and conditions hereinafter set forth, with LIMRiCC as the administrative entity to operate the Program. It is the purpose of the Member to contract with

LIMRiCC and to assume joint liability under a joint self-insurance program as a Member.

**B. Authority.**

The agreements between LIMRiCC, and the Members are authorized by the intergovernmental cooperation clause as set forth in Article VII, Section 10 of the Constitution Act; 5 ILCS 220/1; and by the provisions of the Local Governmental and Governmental Employees Tort Immunity Act. (745 ILCS 10/1-101 et seq.).

**C. Definitions (Article II)**

1. "Member" shall mean any Library District or Board of Library Trustees or Library System which has executed an agreement which is accepted by LIMRiCC for joint self-Insurance on substantially the same terms as this Agreement.
2. "Insured" shall mean a Member and all persons who were, now are, or shall be elected or appointed officials of such Member. The term "Insured" shall include the personnel of any commissions, boards or other units operating by and under the jurisdiction of such Member. The term "Insured" shall not include independent contractors.
3. The term "insured" shall also include the estates, heirs, legal representatives or assigns of deceased persons who are already defined as an Insured.
4. "Wrongful Act" shall mean any actual or alleged error or misstatement, or misleading statement, or act or omission or neglect or breach of duty, including misfeasance, malfeasance and nonfeasance, by an Insured, as a public official, employee or volunteer of the Member.
5. "Loss" shall mean any amount which an Insured is legally obligated to pay or which the Member shall be required by law to pay

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as indemnity for any claim or claims made against an Insured for Wrongful Act and shall include but not be limited to damages, judgments, settlements, costs of investigation and defense of legal actions (excluding from such costs the salaries of officials or employees of the Member of any governmental body), claims or proceedings and appeals therefrom, costs of attachment or similar bonds; provided always, however, such amount of Loss shall not include fines or penalties imposed by law or the cost of investigation or defense in connection therewith or matters which may be deemed uninsurable under the law pursuant to which this Agreement shall be construed.

Subject to Article II, E, punitive damages, to the extent permitted by law, shall be insured as a Loss.

6. The "Term of the Agreement" shall mean the term of coverage provided in the Prior Self-Insurance Agreement. If there is no Prior Self-Insurance Agreement, then the Term of Agreement shall be the period of one (1) year following effective date of this Agreement. The Term of the Agreement shall be extended for additional 12 month periods unless terminated by 60 days notice prior to the expiration date by either party provided payment has been made by the member prior to the commencement of the extended term.
7. The "Prior Self-Insurance Agreement" shall mean the previous self insurance agreement with the Metropolitan Library System (formerly Suburban Library System) and the Pool. There shall be no interruption of coverage in the transition from the Prior Self-Insurance Agreement.

**D. Insuring Agreement**

1. LIMRiCC will pay (solely from the proceeds of payments from the members) on behalf of the Member all Loss which the Insured shall

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be legally obligated to pay for any civil claim or claims first made against the Insured because of a Wrongful Act, provided that the claim is first made during the Term of the Agreement and written notice of said claim is received by LIMRiCC during the Term of the Agreement or within thirty (30) days thereafter.

2. LIMRiCC (solely from the proceeds of payments from the Members) will pay the Insured's defense costs arising out of claims, demands or actions seeking relief or redress from Wrongful Acts in any form other than money damages. The maximum amount of recovery under this extension is One Hundred Thousand Dollars (\$100,000.00) for any such claim, less the One Thousand Dollar deductible, provided that the claim is first made during the Term of the Agreement and written notice of said claim is received by LIMRiCC during the Term of the Agreement or within thirty (30) days thereafter.
3. Extensions. This Agreement shall cover Loss arising from any civil claim or claims made against the estates, heirs, legal representatives or assigns of deceased persons who were Insured at the time of the Wrongful Act upon which such civil claim or claims are based.

**E. Exclusions**

**Subject to Article II-H.5**

LIMRiCC shall not make payment for Loss in connection with any claims made against the Insured allegedly based upon or arising out of one or more of the following:

1. Gaining any personal profit or advantage to which the Insured was not legally entitled;
2. The return by an Insured of any remuneration in fact paid to the Insured if payment of

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such remuneration shall be held by the court to be in violation of law;

3. Brought about or contributed to by the dishonest acts of the Insured, which were committed by the Insured with actual dishonest purpose and intent and were material to the cause of action.
4. (a) Any damages, whether direct, indirect or consequential, arising from, or caused by bodily injury, sickness, disease or death;  
  
(b) loss or criminal abstraction of, damage to or destruction of any tangible property or the loss of use of such property by reason of the foregoing;
5. (a) false arrest, assault, battery, detention or imprisonment, or malicious prosecution;  
  
(b) defamation, including, but not limited to, libel or slander;  
  
(c) a publication or utterance in the course of or related to advertising, broadcasting or telecasting activities by or on behalf of the Member;  
  
(d) wrongful entry or eviction or other invasion of the right of private occupancy;
6. "Willful and wanton conduct," meaning a course of action which shows an actual or deliberate intention to cause harm or that, if not intentional, shows an utter indifference to or conscious disregard for the rights of others;
7. The discharge, dispersal, release or escape or saturation of smoke, vapors, soot, fumes, acids, alkalis, toxic chemicals, liquids or gases, waste materials, asbestos or other irritants, contaminants or pollutants into or upon land, the atmosphere or any



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watercourse or body of water, or any object, whether sudden or not;

8. (a) asbestos or any asbestos-related injury or damage; or  
(b) any alleged act, error, omission or duty involving asbestos, its use, exposure, presence, existence, detection, removal, elimination or avoidance; or  
(c) the use, exposure, presence, existence, detection, removal, elimination or avoidance of asbestos in any environment, building or structure;
9. Based upon, arising out of, directly or indirectly resulting from or in consequence of, or in any way involving actual, alleged or threatened nuclear reaction, radiation, contamination, materials or waste, regardless of the cause;
10. Prior to pending litigation as of the effective date of this Agreement and excluding as well, all future claims or suits based upon, arising out of or attributable to said prior or pending litigation;
11. A violation of the Americans With Disabilities Act of 1990 as amended from time to time.

The Wrongful Act of any Insured shall not be imputed to any other insured for the purpose of determining the applicability of the foregoing exclusions.

**F. Payments by Members - Assessments.**

Each Member shall pay LIMRiCC One Thousand Two Hundred Dollars (\$1,200) for the first year of coverage and One Thousand Dollars (\$1,000) for each year of coverage thereafter. Payments are made prior to the term of coverage. Each Member shall receive credit for payments made and coverage pursuant to the Prior Self-Insurance Agreement.

If funds of the Program are insufficient in the judgment of LIMRiCC, then LIMRiCC may assess the Members for additional payments. Each Member shall be assessed an equal amount.

If a 12-month discovery period is elected by the Member pursuant to paragraph H-2, such Member shall pay LIMRiCC Eight Hundred Dollars (\$800.00).

The Members shall pay the first One Thousand Dollars (\$1,000.00) of each Loss.

**G. Powers and Duties of LIMRiCC.**

LIMRiCC shall have the following powers and duties in the administration of the Program:

- (1) To employ agents, employees and independent contractors including legal counsel;
- (2) To purchase or lease equipment, machinery, or personal property necessary for the carrying out of the purpose of the Program;
- (3) To carry out educational and other programs relating to risk reductions;
- (4) To collect the funds and administer the Program;
- (5) To provide risk management services;
- (6) To carry out such other activities as are necessarily implied or required to carry out the purposes of the Program; and
- (7) To contract with Metropolitan Library System (formerly Suburban Library System) to manage the Program as provided in the By-Laws, provided the annual compensation for these services shall not exceed TWELVE THOUSAND DOLLARS (\$12,000.00)

## H. Conditions.

### 1. Warranty Clause.

It is represented and warranted that the particulars and statements contained in application of the Member included in the prior Self-Insurance Agreement, a copy of which is attached hereto, is reaffirmed as of the inception date of this Agreement and is the basis of this Agreement and is considered as incorporated in and constituting part of this Agreement.

A new application shall be made in the form attached hereto and is subject to review and approval by LIMRiCC.

### 2. Discovery Period.

If LIMRiCC shall cancel or refuse to renew this Agreement, the Member shall have the right to an automatic extended discovery period upon payment of the additional premium set forth in paragraph F in respect of any claim or claims which may be made against the Insured during the period of twelve (12) months after the date of such cancellation or non-renewal, but only in respect of any Wrongful Act committed during the Term of the Agreement and before the date of such cancellation or non-renewal, provided, however, that written application to LIMRiCC for such extension and payment of the premium therefore must be made within thirty (30) days following such cancellation or non-renewal.

### 3. Limits of Payment for Losses.

Payment for Losses under Article II, D.1 shall be limited to One Million Dollars (\$1,000,000.00) per occurrence. Pursuant to Article II, F, the One Thousand Dollars (\$1,000.00) to be paid by the Member shall be deducted by LIMRiCC for each loss occurring from separate claim.

### 4. Loss Provision

If during the Term of the Agreement or extended discovery period:

- (a) the Member or the Insured shall receive written or oral notice from any person that it is the intention of such person to hold the Insured responsible for the

results of any specified Wrongful Act done or alleged to have been done by the Insured while acting in the capacity aforementioned; or

- (b) the Member or the Insured shall become aware of any occurrence which may subsequently give rise to a claim being made against the Insured in respect of any such alleged Wrongful Act;

then Member or the Insured shall, as soon as practicable, give written notice to LIMRiCC of the receipt of such written or oral notice under Clause 4(a) or of such occurrence under Clause 4(b). Upon LIMRiCC's receipt of such notice, any claim which may subsequently be made against the Insured arising out of such alleged Wrongful Act shall, for the purposes of this Agreement, be treated as a claim made during the Term of the Agreement in which such notice was given, or if given during the extended discovery period as a claim made during such discovery period.

The Member or the Insured shall, as further condition precedent to the Insured's right to be indemnified under this Agreement, give LIMRiCC any information and all such cooperation as LIMRiCC may reasonably require and as shall be in the Insured's power.

#### **5. Defense, Settlement and Selection of Counsel**

In the event of a claim, the Insured shall take reasonable measure to protect their interests and shall promptly advise LIMRiCC in the event of a claim. If defense of a suit shall be required, LIMRiCC shall consult with the Insured regarding the appointment of counsel. If there is no agreement on the selection, then LIMRiCC shall appoint counsel.

In the event a claim shall be made that is insured under this Agreement and the claim is combined with another claim arising out of the same occurrence that is excluded under Article II-E, then the insured may select independent counsel for the insured's defense for the excluded claim and LIMRiCC will reimburse the insured for the reasonable expenses of independent counsel.

Subject to the foregoing, no cost of expenses shall be incurred on behalf of LIMRiCC under any circumstances without its consent. In the event the Insured and LIMRiCC cannot agree on the allocation or apportionment of counsel's fees and expenses, then under such circumstances the Insured's right of indemnity for such expenses and fees shall not mature until the claim giving rise thereto has been finally and completely adjudicated and-or settled.

LIMRiCC shall not commit the Member to any settlement without the Member's consent. However, if the Insured shall refuse to consent to any settlement recommended by LIMRiCC and shall elect to contest the claim or continue any legal proceedings in connection with such claim, then subject to the provisions of connection with such claim, then subject to the provisions of Article II, H.3, LIMRiCC's liability for the claim shall not exceed the amount for which the claim could have been settled including costs, charges and expenses incurred with its consent up to date of such refusal.

**6. Action Against LIMRiCC.**

No action shall lie against LIMRiCC unless as a condition precedent thereto, there shall have been full compliance with all of the terms of this Agreement, and until the amount of the Insured's obligation to pay shall have been finally determined either by judgment against the Insured after actual trial or by written agreement of the Insured, the claimant and LIMRiCC.

Any person or organization or the legal representative thereof who has secured such judgment or written agreement shall thereafter be entitled to recover under this Agreement to the extent of the insurance afforded by this Agreement. No person or organization shall have any right under this Agreement to join LIMRiCC as a party to any action against the Insured, to determine the Insured's liability, nor shall the Pool be impleaded by the Insured or the legal representative of the Insured.

The bankruptcy or insolvency of the Insured or the Insured's estate shall not relieve LIMRiCC of any of its obligations hereunder.

The liability of LIMRiCC shall be limited to the proceeds of payments and assessments of the Members made pursuant to this Article II - Self Insurance pursuant to prior self-insurance Agreement.

**7. Subrogation.**

In the event of any payment under the Agreement, LIMRiCC shall be subrogated to all the Insured's rights of recovery therefore against any person or organization, and the Insured shall execute and deliver such instruments and papers and do whatever else is necessary to secure such rights. The Insured shall do nothing after Loss to prejudice such rights.

**8. Changes.**

The terms of this Agreement shall not be waived or changed except by written endorsement issued to for a part of this Agreement.

**9. Assignment.**

There shall be no assignment of interest under this Agreement.

**10. Authorization Clause and Notices.**

By acceptance of this Agreement, all Insured agree that the Member shall act on behalf of all Insured, officers and employees of the Member with respect to the giving and receiving of notice of claim or cancellation or non-renewal, the payment of premiums and the receiving of any return premiums that may become due under this Agreement. Notice to that individual named in the Application at the address of the member shall also constitute notice to all Insured.

All notices of claims or any other notice required to be given to LIMRiCC under this Agreement shall be in writing and shall be addressed to:

LIMRiCC  
PO Box 1016  
Orland Park, Illinois 60462  
Attn: Executive Director

## 11. Acceptance.

By acceptance of this Agreement, the Member and the Insured agree that this Agreement embodies all agreements existing between themselves and LIMRiCC relating to joint self-insurance.

## 12. Other Insurance.

If the Member or any Insured has other valid and collectible insurance insuring against a Loss covered by this Agreement, the insurance provided by this Agreement shall be secondary to and shall apply in excess of such other insurance.

### I. Cancellation.

This Agreement may be canceled by the Member for itself and its Insured by mailing to LIMRiCC written notice stating when thereafter the cancellation shall be effective.

Subject to Article II, H.2, LIMRiCC may cancel this Agreement and shall thereupon mail to the Member notice stating when not less than sixty (60) days thereafter such cancellation shall be effective. Prior to the effective date of such cancellation, the member shall be given an opportunity to be heard by LIMRiCC. After the hearing, LIMRiCC shall determine whether to affirm or rescind the cancellation. Notwithstanding the foregoing, this Agreement may also be canceled by LIMRiCC upon not less than ten (10) days notice when the cancellation is being effected by reason of the Member's non-payment of premium.

The mailing of notice as aforesaid shall be sufficient proof of notice.

The time of surrender or the effective date and hour of cancellation stated in the notice shall become the end of the Agreement period.

Cancellation shall be subject to the liability of the Member for assessments pursuant to paragraph F, where the assessment results from a claim made prior to the effective date of cancellation. Cancellation by LIMRiCC shall be subject to LIMRiCC's liability, if any, for claims made prior to the effective date of cancellation.

**J. Non-Renewal**

If LIMRiCC refuses to renew the Agreement for any additional one-year period, it shall so notify the Member at least sixty (60) days prior to the termination date of the current Agreement. In the absence of such notice, the Member may renew the Agreement each year for an additional one-year period by paying the annual premium prior to the termination date of the current Agreement.

**K. Participation In Unexpended Funds.**

**1. Cancellation.**

In the event LIMRiCC cancels the Agreement with a Member, the Member shall receive a pro-rata refund of the amount it has paid for coverage for the period of time that it does not receive coverage. The Member shall also participate in the first five-year distribution after its cancellation of coverage under the Agreement, to the extent of ten percent (10%) of a five-year Member's distribution for each full year of coverage.

**2. Membership for Five or More Years.**

Members who have participated for five (5) years shall receive a distribution of unexpended funds within four (4) months after the end of the fifth (5<sup>th</sup>) year as follows:

<u>Member's Payment to the Fund</u>	X	Unexpended	X	40%
Total Payments to the fund		Balance		
(Less Refunds)				

After each additional five years of membership, Members who have participated for additional five years of Membership shall receive a distribution of unexpended funds within four (4) months after the end of each fifth year period as follows:

<u>Member's payment to the Fund</u>	X	Unexpended Balance in	X	40%
Total payments to the fund		excess of \$2,000,000		
(Less Refunds)				

The Member shall be credited for the time of its participation in the Prior Self-Insurance Agreement.



### 3. On Termination of the Program.

On termination of the Program, all Members participating at that time shall receive a distribution of unexpended funds based on the following formula:

$$\frac{\text{Payments to the Fund (Less Refunds)}}{\text{Payments to all participating Members (at that time) (less refunds)}} \times \text{Unexpended Funds}$$

Provided, however, distribution will be deferred until all contingent liabilities have been resolved by LIMRiCC.

LIMRiCC reserves the right to establish reserves necessary in its judgment for specific outstanding claims. These reserves shall be deducted from unexpended funds prior to any distribution thereof pursuant to this Paragraph K.

#### L. Disputes.

Any dispute not resolved by the efforts of the parties shall be adjudicated by filing of a declaratory judgment action in the Circuit Court of Cook County, Illinois. All parties hereto agree that, should such a need arise, every effort will be made to proceed as expeditiously as possible and, further, all parties hereto will submit to jurisdiction and venue in said forum.

#### M. Prior Coverage.

There shall be no interruption of coverage as a result of the transition from the Prior Self-Insurance Agreement.

The Member's share of unexpended funds in the prior self-insurance agreement as of May 31, 1993, will be transferred by Metropolitan Library System (formerly Suburban Library System) to the Member's share under this LIMRiCC agreement.

The period of time of the member's participation in the prior Self-Insurance Agreement shall be credited to the Member under this LIMRiCC agreement. (Article II-k.2)

**ARTICLE III. JOINT PURCHASE OF HEALTH INSURANCE.**

**A. PURPOSE**

It is the purpose of this Agreement to create a new Program of LIMRiCC, namely, the Purchase of Health Insurance Program, providing for the purchase, on behalf of its Members, of health insurance coverage for employees, spouses and dependents ("Insured Participants") of Members, under the terms and conditions set forth herein and in the By-Laws of LIMRiCC as in effect from time to time. The Purchase of Health Insurance Program will arrange for the purchase on behalf of Members of group health insurance (hereinafter, referred to collectively as "health insurance"), which may include, but is not limited to, the following:

Comprehensive Health Insurance,  
Life Insurance Benefits,  
Accidental Death and Dismemberment Benefits,  
Dental Insurance,  
Vision Insurance,  
Prescription Drug Coverage.

The health insurance will be purchased by LIMRiCC on behalf of the Members.

By arranging for the purchase of health insurance on behalf of all Members, LIMRiCC can achieve savings in premiums.

It is the purpose of the Members to purchase health insurance through LIMRiCC under this Program. Each member must submit a written Application to LIMRiCC for participation in this Program.

**B. AUTHORITY**

This agreement is authorized by the intergovernmental cooperation clause as set forth in Article VII, Section 10 of the Constitution of the State of Illinois; by 5 ILCS 220/6 et seq.; and by the provisions of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1-101 et seq.)

**C. ASSESSMENTS OF MEMBERS**

Each Member shall pay LIMRiCC \$5.00 per month for each Insured Participant, for the administrative services provided by LIMRiCC under the Purchase of Health Insurance Program, together with the premium cost of the health insurance purchased by the Member. Each Member shall remit its payment to LIMRiCC with 30 days after the receipt of LIMRiCC's invoice. The fee for administrative services provided by LIMRiCC may be increased at the annual renewal meeting, if at least fifty percent (50%) of the Members in attendance consent to the increase.

**D. RENEWAL MEETING**

On or before May 31st of each year, a Renewal Meeting will be held to evaluate operation of the Purchase of Health Insurance Program and to determine the plan/policy that will be purchased by LIMRiCC on behalf of the Members for the next policy period. Representatives from each Member (Library Director/Administrator, other administrators, or his/her designees) may attend the Renewal Meeting. The Executive Director or his/her designee shall attend the Renewal Meeting. At the Renewal Meeting, a final decision shall be made regarding the purchase of a plan/policy by LIMRiCC by a majority vote of those Members in attendance. Each Member may have more than one representative attend. Each Member, however, may only vote once regarding the approval of the plan/policy. Also at the Renewal Meeting, the annual fee may be increased by a majority vote of the Members.

**E. POWERS AND DUTIES OF LIMRiCC**

The powers of LIMRiCC to perform and accomplish the purposes set forth in this Agreement shall be the following and shall be exercised through the Board of Directors:

1. To purchase health insurance on behalf of the Members;
2. To employ agents, employees and independent contractors, including legal counsel;
3. To collect from the Members the actual cost of the health insurance purchased on the Members' behalf, together with such additional sums as may be

necessary to cover the cost of LIMRiCC's administration of this Program;

4. LIMRiCC may designate Metropolitan Library System (formerly Suburban Library System) to manage this Program; provided the annual fee for these services shall not exceed \$5.00 per month for each Insured Participant without the consent of fifty percent (50%) of the Members; and
5. LIMRiCC shall not be responsible for the validity of any health insurance policy issued hereunder, nor for the failure of the insurance company to make the payments provided for under any health insurance policy, or for the action of any person which may delay, or render null and void or unenforceable, in whole or in part, any health insurance policy issued under this Program.

**F. POWERS AND DUTIES OF MEMBERS**

It is the responsibility of the Member to select suitable health insurance coverage for its employees and their respective spouses and dependents from the coverages available under the Purchase of Health Insurance Program. The rights and conditions with respect to coverage and benefits under such health insurance shall be determined by the respective insurance policies, which policies shall be incorporated herein by reference; and LIMRiCC shall have no liability for health insurance benefits under this Program. Any claim for benefits under a health insurance policy shall be made to the insurance company; and if this claim is denied, any appeal therefrom shall follow the insurance company's claims review policy.

In the event of a conflict between the terms of this Program and in the terms of a health insurance policy which is then being used in conjunction with this Program, the terms of said insurance policy shall control as to those Members whose employees, and their respective spouses and dependents are receiving health insurance coverage and benefits under such insurance policy. For this purpose, the insurance policy shall control in defining:

1. The persons eligible for insurance coverage;
2. The dates of their eligibility;

3. The conditions which must be satisfied to become insured, if any;
4. The benefits to be provided; and
5. The circumstances under which such health insurance terminates.

**G. TERM OF THE PROGRAM**

1. This Program shall become effective on the 1st day of April, 1994, provided that by such date there are no less than 20 members of LIMRiCC who have elected in writing to participate in this Program, and shall continue in effect thereafter until terminated.
2. Each Member shall have the right to cancel its participation in the Program by March 31, which shall be effective on June 30. LIMRiCC shall have the right to cancel the participation of any Member, except in the event of non-payment of premiums by the Member. In the event of non-payment of premiums by the Member, LIMRiCC shall have the right to cancel the participation of such Member on thirty (30) days' written notice, unless the non-payment is remedied during the thirty-day period.

**H. RIGHTS AND OBLIGATIONS OF MEMBERS**

1. The rights of each Member of LIMRiCC shall include the following:
  - (a) To enforce the obligations of LIMRiCC as set forth herein as a contractual obligation. This contract may be enforced in a court of law either by LIMRiCC itself or by any of its Members. The consideration for the Obligations imposed herewith shall be based upon the mutual promises and agreements of the Members set forth herein.
  - (b) No member agrees or contracts herein to be held responsible for any claims in tort or contract or otherwise made against any other Member. Members intend in the creation of LIMRiCC to establish an organization for the purchase of health insurance within the scope herein set forth, and have not

created as between Members any relationship of surety, indemnification or responsibility for the debts of or claims against any Member.

2. (a) The initial Members of this Program, that is, those Members who join this program effective April 1, 1994, shall deposit with LIMRiCC a Special Reserve Fund which shall be held by LIMRiCC without the payment of interest, and shall be used by LIMRiCC as a cash reserve for the payment of premiums for the health insurance coverages selected by the initial Members.

(b) Any of the initial Members which cancels its participation in this Program (as set forth in Paragraph No. 7(B) above) shall have the right to request a withdrawal of that percentage of the Special Reserve Fund, valued as of April 1, 1994, determined as follows:

The percentage of the April 1, 1994 value of the Special Reserve Fund to which an initial Member is entitled upon cancellation of participation in this Program shall be equal to the April 1, 1994 value of the Special Reserve Fund, multiplied by a fraction, the numerator of which is the total number of Insured Participants enrolled by the canceling initial Member on April 1, 1994, and the denominator of which is the total number of Insured Participants enrolled by **all** initial Members on April 1, 1994.

(c) On termination of this Program by LIMRiCC (as set forth in Paragraph No. 7(B) above), LIMRiCC shall pay to each initial Member that has not previously canceled its participation in the Program, and has not previously been canceled by LIMRiCC, such initial Member's respective percentage of the Special Reserve Fund, determined as set forth in Subparagraph (b) above.

(d) Each payment by LIMRiCC under this Paragraph shall be due within 90 days after the cancellation of participation or, as appropriate, the termination of the Program, and shall be made by LIMRiCC without interest.

3. The obligations of each Member of LIMRiCC shall include the following:

(a) To allow LIMRiCC reasonable access to all facilities of the Member and all records relating to claims and the financial obligations of the Member to LIMRiCC.

(b) To furnish full cooperation with LIMRiCC's attorneys, Executive Director and any agent, employee, officer or independent contractor of LIMRiCC relating to the purposes and powers of LIMRiCC.

(c) To follow in the operations of the Member all procedures established by LIMRiCC within its purposes and powers, including, but not limited to, the use of release forms, posting of notices, participation in educational and record-keeping programs, limitations on activities offered, and the use of loss prevention techniques and devices.

(d) In the event that LIMRiCC shall be required to expend funds for administrative, legal or other operating costs, or to take other actions required under this Agreement or its By-Laws, the Member shall pay its share of the amounts so expended as provided in the By-Laws.

e) To make other payments to LIMRiCC as established in its By-Laws.

(f) To appropriate or budget annually its liabilities under the LIMRiCC Program or Programs in which the Member participates.

**I. LIABILITY OF LIMRiCC, ITS OFFICERS AND DIRECTORS**

The members of the Board of Directors and the officers and employees of LIMRiCC shall use ordinary care and reasonable diligence in the exercise of their powers and in the performance of their duties hereunder. They shall not be liable for any mistake of judgment or other action made, taken or omitted by them in good faith; nor for any action taken or omitted by any agent, employee or independent contractor; nor for any loss incurred through investment of

LIMRiCC funds or failure to invest. They may participate in indemnification and self insurance programs. No Director, officer or employee shall be liable for any action taken or omitted by any other Director or officer.

The liability of LIMRiCC, its officers and Directors is limited solely to the proceeds of payments of Members. The funds of each insurance program, i.e. those established under Articles I, II and III and the Purchase of Health Insurance Program are kept separate and accounted for separately. Claims in each such separate insurance program are limited to the funds of that separate program.

If any claim or action not covered by insurance is instituted against a Director, officer or employee of LIMRiCC allegedly arising out of an act or omission occurring within the scope of his or her duties, LIMRiCC shall at the request of them:

1. appear and defend against the claim or action; and
2. pay or indemnify the Director, officer or employee for a judgment and court costs based on such claim or action, provided there shall be no indemnification for any portion of a judgment representing an award of punitive or exemplary damages; and
3. pay or indemnify the Director, officer or employee for a compromise or settlement of such claim or action providing the settlement is approved by the Board of Directors of LIMRiCC.

The term "Director, officer or employee" shall include former Directors, officers and employees. This indemnification resolution shall not apply if the Board of Directors finds that the claim or action is based on malicious, willful or criminal claim or action is based on malicious, willful or criminal misconduct. In such case the action to be taken by the Board of Directors will be determined after an investigation of the facts.

#### J. BY-LAWS

This Agreement is subject to the current By-Laws of LIMRiCC. A certified copy of the current By-Laws of LIMRiCC has been furnished to the Member.



**K. NOTICES**

All notices of claims or any other notice required to be given pursuant to this Agreement, shall be sent by certified mail and shall be addressed to:

LIMRiCC  
125 Tower Drive  
Burr Ridge, Illinois 60527  
Attention: Executive Director

and to: Des Plaines Public Library  
1501 Ellinwood Street  
Des Plaines, IL 60016  
Attention: Head Librarian

**ARTICLE IV. RIGHTS AND OBLIGATIONS OF MEMBERS.**

- A.** The obligations of each Member of LIMRiCC shall include the following:
1. To allow LIMRiCC reasonable access to all facilities of the Member and all records relating to claims and the financial obligations of the Member to LIMRiCC.
  2. To furnish full cooperation with LIMRiCC's attorneys, claims administrator with any agent, employee, officer or independent contractor LIMRiCC relating to the purposes and powers of LIMRiCC.
  3. To follow in the operations of the Member all loss reduction and prevention procedures established by LIMRiCC within its purposes and powers, including, but not limited to, the use of release forms, posting of notices, participation in educational and record-keeping programs, limitations on activities offered, and the use of loss prevention techniques and devices.
  4. In the event that LIMRiCC shall be required to expend funds for administrative, legal or

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other operating costs, or to take other actions required under this Agreement or its BY-Laws, the Member shall pay its share of the amounts so expended as provided in the By-Laws.

5. To make other payments to LIMRiCC as established in the By-Laws.
6. To appropriate or budget annually its liabilities under the LIMRiCC Programs.

**B. Rights of Members**

Rights of each Member of LIMRiCC shall include the following:

1. To enforce the obligations of LIMRiCC as set forth herein as a contractual obligation. This contract may be enforced in a court of law either by LIMRiCC itself or by any of its Members. The consideration for the obligations imposed herewith shall be based upon the mutual promises and agreements of the members set forth herein.
2. Except as provided in Article II-F, no Member agrees or contracts herein to be held responsible for any claims in tort or contract or otherwise made against any other Member. Members intend in the creation of LIMRiCC to establish an organization for joint risk management only within the scope herein set forth and have not created as between Members any relationship of surety, indemnification or responsibility for the debts of or claims against any Member.
3. Where rights of Members to participate in benefits are dependent on the length of time of participation, the Member shall be credited for its participation in the predecessor programs of the Metropolitan Library System (formerly Suburban Library System).

**ARTICLE V. LIABILITY OF LIMRiCC, ITS OFFICERS AND DIRECTORS**

The members of the Board of Directors and the officers and employees of LIMRiCC shall use ordinary care and reasonable diligence in the exercise of their powers and in the performance of their duties hereunder. They shall not be liable for any mistake of judgment or other action made, taken or omitted by them in good faith; nor for any action taken or omitted by any agent, employee or independent contractor; nor for any loss incurred through investment of LIMRiCC funds or failure to invest. They may participate in indemnification and self-insurance programs. No Director, officer or employee shall be liable for any action taken or omitted by any other Director or officer.

The liability of LIMRiCC, its officers and Directors is limited solely to the proceeds of payments of Members and proceeds of any insurance provided by LIMRiCC. The funds of each insurance program, i.e. those established under Articles I, II, and III are to be kept separate and accounted for separately. Claims in each such separate insurance program are limited to the funds of that separate program.

If any claim or action not covered by insurance is instituted against a Director, officer or employee of LIMRiCC allegedly arising out of an act or omission occurring within the scope of his or her duties, LIMRiCC shall at the request of the Director, officer or employee:

- (a) appear and defend against the claim or action; and
- (b) Pay or indemnify the Director, officer or employee for a judgment and court costs based on such claim or action, provided there shall be no indemnification for any portion of a judgment representing an award of punitive or exemplary damages; and
- (c) pay or indemnify the Director, officer or employee for a compromise or settlement of such claim or action providing the settlement is approved by the Board of Directors of LIMRiCC.

The term Director, officer or employee shall include former Directors, officers and employees. This

indemnification resolution shall not apply if the Board of Directors finds that the claim or action is based on malicious, willful or criminal misconduct. In such case, the action to be taken by the Board of Directors will be determined after an investigation of the facts.

**ARTICLE VI. BY-LAWS.**

A certified copy of the By-Laws of LIMRiCC has been furnished to the Member.

**ARTICLE VII. NOTICES.**

All notices of claims or any other notice required to be given pursuant to this agreement, shall be sent by certified mail and shall be addressed to:

LIMRiCC  
125 Tower Drive  
Burr Ridge, Illinois 60527  
Attention: Executive Director

And to: Head Librarian  
Des Plaines Public Library  
1501 Ellinwood Street  
Des Plaines, IL 60016

**ARTICLE VIII. FORMER PARTICIPATION OF METROPOLITAN LIBRARY SYSTEM (FORMERLY SUBURBAN LIBRARY SYSTEM)**

LIMRiCC is the successor in interest to Metropolitan Library System (formerly Suburban Library System) as the contracting party under the Unemployment Compensation Program and the Joint Self-Insurance Program. Rights and liabilities of Metropolitan Library System (formerly Suburban Library System) is not a contractual participant under the programs.

**ARTICLE IX. AMENDMENTS**

The Board of Directors may, in the following manner, amend the "By-Laws of the Library Insurance Management And Risk Control Combination (LIMRiCC)" at any time and from time to time to add a new provision or change or remove an existing provision:

(a) The Board of Directors shall adopt a Resolution setting forth the proposed amendment and the date on which the amendment is to become effective, and directing that the proposed amendment be submitted to each LIMRiCC Member that will be affected by the proposed amendment.

(b) LIMRiCC shall give to each LIMRiCC Member that will be affected by the proposed amendment written notice of the proposed amendment, including the text of the proposed amendment and the date on which the amendment is to become effective, together with a ballot for voting to approve or disapprove the proposed amendment. Such notice shall be given not less than 60 days and not more than 90 days before the proposed effective date of the amendment, either via electronic mail or U.S. mail. If mailed, such notice shall be deemed to have been delivered on the second day after the day on which it is deposited in the United States mail, addressed to the Member at its address on the records of LIMRiCC, with postage prepaid.

(c) Each LIMRiCC Member must return its ballot to LIMRiCC on or before 5:00 PM on the proposed effective date of the amendment.

(d) The proposed amendment shall be adopted upon receiving the affirmative vote of at least two-thirds of the LIMRiCC Members entitled to vote on such amendment.

(e) Any number of amendments may be submitted to the LIMRiCC Members and voted upon by them at one time.

(f) A LIMRiCC Member that has timely voted against the adoption of a proposed amendment may, within 60 days after the effective date of the proposed amendment, elect to withdraw from the LIMRiCC Program(s) affected by the new amendment, but only if the amendment materially and adversely affects the Member.

(g) Any LIMRiCC Member that is entitled to elect to withdraw from the LIMRiCC Program(s) in question is precluded from challenging the new amendment that creates the right of withdrawal, unless the adoption of the amendment is fraudulent with respect to the Member or with respect to LIMRiCC, or constitutes a breach of a fiduciary duty owed to the Member.

(h) A LIMRiCC Member that is entitled to elect to withdraw may do so only if the Member deliver its written election to LIMRiCC within the said 60-day period.

(i) Notwithstanding anything to the contrary in this Article, the withdrawal of a Member shall not affect any existing claim(s) in favor of LIMRiCC against the withdrawing Member, or in favor of the withdrawing Member and against LIMRiCC.

#239400

Dated this \_\_\_\_\_ day of \_\_\_\_\_ , \_\_\_\_\_

By: \_\_\_\_\_

President

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(to be signed by the LIMRiCC Board President)

LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION  
(LIMRiCC)

Dated this \_\_\_\_\_ day of \_\_\_\_\_ , \_\_\_\_\_

By: \_\_\_\_\_

President

ARMY

SEPTEMBER





TO: Library Board of Trustees

FROM: Holly Richards Sorensen, Library Director *URS*

SUBJECT: Background on September Agenda Items

DATE: September 16, 2010

To help you prepare for the discussion at our meeting on September 21, please refer to information provided below. If you would like more information or explanation, please contact me (847-376-2801) or Carol Kidd (2803) before September 21.

**IX. New Business**

**A. Approve Payment of Vendor Checks Report - \$128,026.29. [Action Item]**

**B. Finance Committee Report. [Action Item]**

Attached are the minutes from the Finance Committee meetings held on August 23 and 31. You will be asked to approve the minutes, the library budget Alternative 2.2, the LIMRiCC health insurance plan for library employees for 2011 and the revised Intergovernmental Agreement. I have attached the budget document, Alternative 2.2, the health insurance informational sheet and the revised Intergovernmental Agreement.

**C. Management Committee Report. [Action Item]**

Attached are the minutes from the Management Committee meeting held on September 1. You will be asked to vote to approve the minutes and to approve posting on the library website the audited financial reports and approved library budgets. You will also be asked to approve the revised job description for the Reference Librarian II position. A copy of the job description, with changes, is attached.

**D. Trustee Training.**

For the 2011 Per Capita Grant the library board and staff are required to review several documents. This month we will review *Serving Our Public 2.0 Standards for Illinois Public Libraries*. Please bring your copy of *Serving Our Public 2.0 Standards for Illinois Public Libraries* to the meeting.

**E. Approve Per Capita Grant Application. [Action Item]**

The Per Capita Grant application will be available for you to review at Tuesday's meeting. You will be asked to vote to approve the FY2011 Illinois Public Library Per Capita and Equalization Aid Grants Application.

# Alternative 2.2

# DRAFT

Alternative Budget 2.2 includes the following budget changes proposed at the August 10, 2010 Special Board of Trustees meeting.

- 1) Restored Mobile Library service with three part-time positions for operation and added back in expenditures in contractual services for vehicle maintenance (\$6,750) and diesel (\$2,000). To offset these costs we reduced membership dues by \$5,500 and telephone repair service by \$1,000.
- 2) Cut Capital Projects by \$60,500.
- 3) Reduced Capital Expenditures by \$15,120.
- 4) Eliminate raises for staff \$40,028.
- 5) Increase employee contribution for medical premiums \$54,624.

In addition, this budget presents an alternate set of reductions to the personnel budget.

- 1) Freeze Readers' Services Supervisor. \$51,000.
- 2) Eliminate Full-time Reference Librarian II. \$73,000.
- 3) Eliminate Full-time Youth Services Assistant. \$79,000.
- 4) Eliminate 2 Full-time Monitors. \$125,000.
- 5) One furlough day on Friday, November 25, 2011. \$11,000.
- 6) Acting Assistant Director for 2011. (\$4,000).
- 7) Acting Head of Adult Services for 2011. (\$5,000).
- 8) Add Part-time Reference Librarian. (\$33,000)
- 9) Add 2 Part-time Youth Services Assistants. (\$50,000)
- 10) Add 3 Part-time Monitors. (\$52,000)

## Library Fund

	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
Beginning Balance	1,044,509	1,296,756	1,533,655	1,748,944
Revenues	6,965,236	6,703,990	6,892,108	7,099,834
Expenditures	(6,276,090)	(6,657,885)	(6,376,819)	(6,133,112)
Transfers	(200,000)	(300,000)	(300,000)	(200,000)
Ending Balance	1,533,655	1,042,861	1,748,944	<u>2,515,666</u>

## Alternative 2.2

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**Library Capital Projects Fund**

	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
Beginning Balance	162,659	132,802	223,383	429,783
Revenues	3,606	5,000	1,500	2,500
Expenditures	(142,882)	(207,100)	(95,100)	(48,200)
Transfers	200,000	300,000	300,000	200,000
Ending Balance	223,383	230,702	429,783	584,083

**Library Staff**

	2008	2009	2010	2011
Full Time	46	46	46	37
Part Time	86(FTE 33.2)	76(FTE 29.8)	65(FTE 26.4)	71(FTE 29.5)
TOTAL FTEs	79.2	75.8	72.4	66.5

FUND 201		Des Plaines Public Library			
Reduction in Budget		REVENUE - FUND 2110 & 2130			
<del>Additions to Budget</del>					
	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
<b>TAXES</b>					
810019	Property Taxes 2002				
810020	Property Taxes 2003				
810021	Property Taxes 2004				
810022	Property Taxes 2005	(66,433)			
810023	Property Taxes 2006	(57,055)			
810024	Property Taxes 2007	101,622		(27,290)	
810025	Property Taxes 2008	6,640,190	50,000	250,368	
810026	Property Taxes 2009		6,309,802	6,309,802	250,000
810027	Property Taxes 2010				6,499,096
<b>TOTAL TAXES</b>		<b>6,618,325</b>	<b>6,359,802</b>	<b>6,532,880</b>	<b>6,749,096</b>
<b>INTERGOVERNMENTAL REVENUE</b>					
810800	Personal Prop Repl Tax	92,988	92,988	92,988	92,988
822040	State Grant: Per Capita	68,892	57,700	57,700	56,000
822095	State Grant: Library				
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>		<b>161,880</b>	<b>150,688</b>	<b>150,688</b>	<b>148,988</b>
<b>FINES &amp; FEES</b>					
850101	Library Fees	114,466	125,000	4,304	4,300
850102	Library Fines			128,431	128,000
850103	Library Fines Credit Card			13,641	15,000
850201	Copying Fees			29,033	25,000
850202	Damaged Materials			464	450
850203	Lost Materials			7,469	7,000
850205	Bags			928	1,000
850207	Non-Resident Cards			2,135	2,000
<b>TOTAL FINES</b>		<b>114,466</b>	<b>125,000</b>	<b>186,405</b>	<b>182,750</b>
<b>TOTAL TAXES</b>					
<b>SPECIAL PROGRAMS &amp; EVENTS</b>					
850215	Special Programs & Events	4,550	5,000	1,330	1,000
<b>TOTAL SPECIAL PROGRAMS &amp; EVENTS</b>		<b>4,550</b>	<b>5,000</b>	<b>1,330</b>	<b>1,000</b>



FUND 201		Des Plaines Public Library					
Reduction in Budget		EXPENDITURES - FUND 2110 & 2130					
Additions to Budget							
	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Details	Amount
<b>SALARIES</b>							
910100	Full-time Salaries	2,003,621	2,318,022	2,318,022	2,024,433		
910200	Part-time Salaries	753,696	789,113	723,353	883,343		
910400	Non-Supervisory Overtime		0	500	500		
910500	Vacation Pay	162,031	0		0		
910600	Sick Pay	62,381	0		0		
910700	Holiday Pay	79,435	0		0		
910900	Act/Out of Class/Premium	724	0		0		
910950	Excess Sick Hrs Pay out	1,748	3,500	3,500	3,500		
910970	Compensated Absences	(10,739)	0	0	0		
<b>TOTAL SALARIES</b>		<b>3,052,897</b>	<b>3,110,635</b>	<b>3,045,375</b>	<b>2,911,776</b>		
<b>BENEFITS</b>							
918010	Unemployment Compensation	1,406	4,986	26,304	31,000		
918020	Employer Contr - FICA	229,355	237,314	237,314	222,599		
918021	Employer Contr - IMRF	267,499	297,518	297,518	308,526		
918030	EAP Program	662	682	0	0		
918040	Life Ins Premiums	6,545	6,576	6,576	3,996		
918050	PPO Insurance Premiums	338,038	389,041	256,039	269,057		
918051	HMO Insurance Premiums	105,472	111,979	80,942	99,504		
918055	Dental Insurance Premiums	24,643	31,505	21,710	23,478		
918070	Workers Compensation	13,793	9,500	9,500	9,500		
918085	RHS Plan Payout	18,418	10,000	10,000	10,000		
<b>TOTAL BENEFITS</b>		<b>1,005,831</b>	<b>1,099,101</b>	<b>945,903</b>	<b>977,660</b>		
<b>CONTRACTUAL SERVICES</b>							
920100	Legal Fees	589	15,000	10,000	10,000	Legal Fees	10,000
920105	Costs of Litigation		3,500	1,000	1,000	Costs of Litigation	1,000
920110	Professional Services	354,478	405,000	390,000	365,000	Staff Development	5,000
						IT Management Service	325,000
						Accounting Service	20,000
						Audit	5,000
						Payroll Service	10,000
920120	Communication Services	31,803	28,460	31,157	33,800	Paetec	3,500
						ICN/AT&T	4,400
						Call One	5,400
						Broadwing/Level 3	5,600
						Sprint/Nextel	12,400
						Comcast	2,500
920140	Data Processing Services	57,304	100,800	71,537	78,000	Data Processing OCLC/CCS	78,000

	<u>Account</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projected</u>	<u>2011 Proposed</u>	<u>Details</u>	<u>Amount</u>
920202	Conferences	4,144	0	1,000	1,000		
920204	Training	6,084	2,600	1,500	0		
920205	Tuition Reimbursements	4,229	0	0	0		
920206	Seminars		0	0	0		
920210	In-Service Training	877	0	3,208	500		
920220	Membership Dues	7,816	6,500	6,500	1,000	ALA Dues for Board, Director, Asst Dir (\$3,000) ILA Dues for Board & Prof. Staff (\$3,000) Other Membership Dues	1,000
920225	Licensing/Titles	50	100	0	0		
920230	Publication of Notices	1,101	1,000	2,000	2,000	Publishing Bid Notices	2,000
920900	Property/Liab Insurance	25,773	24,869	24,869	25,000		25,000

	<u>Account</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projected</u>	<u>2011 Proposed</u>	<u>Details</u>	<u>Amount</u>
930010	R & M Equipment	100,398	110,062	110,062	125,757	BMA Printer Support	6,900
						UBS Copier Support	17,000
						Wireline (repair telephone Service)	4,000
						TBS Annual Agreement	5,600
						Evanced Annual Agreement	850
						AWE Annual Agreement	2,350
						SARA Workstation Agreement	250
						Media/Website Workstation	200
						Lyngsoe	23,500
						APC UPS Annual Agreeemnt	2,750
						Cooperative Computer Services	17,000
						IDS Annual Agreement	11,307
						Reader/Printers Maintenance	1,500
						Laminator Maintenance Contract	300
						Appliance Repair	1,000
						Network Maintenance - Nomadic/Cisco Smartnet/Juniper	8,850
						3M Equipment (security/checkout/workstations)	20,900
						Backflow Device Testing	1,500



	<u>Account</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projected</u>	<u>2011 Proposed</u>	<u>Details</u>	<u>Amount</u>
930020	R & M Bldgs & Structures	102,375	116,235	116,235	124,080	McQuay	30,630
						Furniture/Carpet/Draperly	30,000
						Cleaning	8,500
						Painting	4,000
						Woodwork Repair/Carpentry	8,000
						Fire Protection Equipment	9,100
						Testing	11,750
						Lighting/Electrical	7,500
						HVAC Controls	3,500
						Elevator Maintenance	1,000
						Carpeting	5,500
						HVAC Chilled Water Treatment	4,000
						Door Maintenance	600
						Plumbing Repairs & RPZ Valve	1,500
						Testing	1,500
						Meeting Room Partition	1,500
						Maintenance	6,750
930030	R & M Vehicles	7,873	14,300	8,300	8,250	Library Van Maintenance	1,500
						Mobile Library Maintenance	6,750
930195	Book Binding & Repair	538	1,000	1,000	1,000	Binding Soft Cover and Hard	1,000
						Cover Books & Periodicals	2,000
930210	Rental of Equipment	1,660	26,500	26,500	27,000	Postage Machine	25,000
						Copier Lease - United Business	85,500
						Solution	1,800
930320	Cleaning: Custodial Services	112,179	96,700	96,700	92,500	Contract for Cleaning Library	5,200
						Additional Housekeeping	6,000
						Window/Glass Cleaning	250
930490	Refuse Contract	5,496	5,500	7,500	6,000	Waste Hauling	500
960040	Employee Physicals	69	250	250	250		
960065	Epay Fees	55		500	500		
960070	Travel Expenses	1,972	500	500	500	Auto/Travel	500

	<u>Account</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projected</u>	<u>2011 Proposed</u>	<u>Details</u>	<u>Amount</u>
960210	Special Event Programming	28,007	31,000	31,000	31,000	Youth Services Programming	12,500
						Adult Services Programming	12,500
						Refreshments	1,500
						Community Outreach Activities	4,500
960990	Misc. Contractual SVCS	89,189	99,375	99,375	95,600	Baker & Taylor Title Source	5,250
						Aquarium Service	4,000
						Midwest Tape	10,000
						Temporary Personnel	5,000
						Baker & Taylor Processing	20,000
						Crimson Multimedia	1,000
						Van Delivery Service	25,000
						Plant Service	1,000
						Constant Contact (eNewsletter)	1,200
						Invicta Services	750
						ePay Fees	1,000
						Back-up Disaster Recovery Off-site Storage	6,000
						Server Monitoring	4,200
						Collection Agency Fees	5,200
						Furniture Recovering	5,000
						Building System Monitoring	1,000
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>944,059</b>	<b>1,089,251</b>	<b>1,040,693</b>	<b>1,029,737</b>		
<b>COMMODITIES</b>							
970100	Office Supplies	85,172	116,300	116,300	107,800	Materials Processing	70,000
						Hardware/Network Supplies	2,300
						Debit Cards	1,000
						Toner	2,500
						Mice/Keyboards	2,500
						Headphones	2,500
						Library Cards	4,000
						Backup Tapes	3,000
						Supplies	20,000
970110	Meals (PRSNRS/WRKRS/VOLS)	2,987	2,800	2,800	2,100	Library Hosted Meetings & Public Programs, All Staff	1,600
						Volunteer Party	500

	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Details	Amount
970115	Supplies: Dept./Other	12	0	0	0		
970170	Janitorial	22,633	23,800	25,000	30,900	Housekeeping Supplies	19,200
						Lighting	7,200
						Restroom Replacement Parts	2,500
						Filters	2,000
970260	Postage and Parcel	10,459	13000	18500	25,000	Post Interlibrary Loan, Outgoing Mail, FedEx, Notices	25,000
970270	Printing-Reprod-Binding	10,606	5000	2500	6,000	Printing	6,000
970500	Purchase of Water		8000	6000	6,000	Purchase of Water	6,000
970600	Books	463,933	489800	489800	401,805	Books	401,805
970610	Audio Materials	71,126	84600	84600	90,200	Music and Audio Books	90,200
970620	Subscriptions and Books	63,532	78800	78800	69,500	Periodicals	69,500
970630	Visual Materials	91,670	96250	96250	111,000	DVDs	111,000
970640	Automated Reference Mat'l	127,900	141000	141000	128,900	Electronic Databases	128,900
970810	Natural Gas	23,464	30000	20000	18000		
970820	Electricity	0	500	500	500		
970840	Diesel	0	4000	2000	2000		0
970850	Gasoline	9	2000	500	500		
970900	Equipment < \$5,000	14,257	5500	5500	2,000	Book Carts	2,000
<b>TOTAL COMMODITIES</b>		<b>987,759</b>	<b>1,101,350</b>	<b>1,090,050</b>	<b>1,002,205</b>		
<b>CAPITAL EXPENDITURES</b>							
980300	Improvements	0	8,000	0	0		
980400	Equipment	0	33,000	41,000	0	Security System DVR (\$12,000)	
980410	Computer Hardware	2,444	6,750	4,000	6,500	(4)Receipt Printers (\$1,200)	
						Barcode Scanner	200
						Mac for Graphics	2,000
						Medium Pen Tablet	300
						External Harddrive	700
						Dell Replacement Parts	2,000
						Monitor Replacement	1,000
						Photocolor Scanner	300
						Public Simple Scan Station (\$1,920)	

	<u>Account</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projected</u>	<u>2011 Proposed</u>	<u>Details</u>	<u>Amount</u>
980420	Computer Software	13,875	32,000	32,000	33,465	Graphics Software	4,500
						EZAudit	550
						Public Adobe Suite	1,800
						Short Keys Upgrage	250
						Web Classification	575
						Trend anti-virus	3,300
						Public Web Browser	125
						Web Dewey	575
						Cataloger Desk	750
						Microsoft Annual Licenses	12,000
						Jaws & Magic	800
						Novelist Select	1,000
						Fortes/Cleanslate	490
						Website Software	4,000
						Microsoft Services	2,750
980600	Furniture & Fixtures	7,257	20,500	20,500	17,300	Zig Zag Shelving	1,600
						YS CD Unit	700
						YS Display Furniture	6,000
						Public Seating Replacement	3,000
						Signage	6,000
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>23,576</b>	<b>100,250</b>	<b>97,500</b>	<b>57,265</b>		
<b>Other Funding Activities</b>							
990935	Trans to D/SD: 2002A Bond	14,852	24,598	24,598	23,469	End with 2011 Budget	23,469
990940	Trans to Lib Cap Proj FND	400,000	300,000	300,000	200,000		
990955	Trans to D/SD: 2003B Bond	10,995	0	0	0	End with 2008 Budget	
993000	Contingency Reserve	0	75,000	75,000	75,000		
<b>TOTAL OTHER FUNDING ACTIVITIES</b>		<b>425,847</b>	<b>399,598</b>	<b>399,598</b>	<b>298,469</b>		
<b>LIBRARY TOTALS</b>							
		<b>6,439,970</b>	<b>6,900,185</b>	<b>6,619,119</b>	<b>6,277,112</b>		

	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Details	Amount
<b>PER CAPITA EXPENDITURES - FUND 2130</b>							
<b>Contractual Services</b>							
920202	Conferences	7,704	1,000	1,000	5,000		
920204	Training	4,500	3,000	3,000	0		
920210	In-Service Training	1,567	4,000	4,000			
960070	Travel Expenses	234	1,000	1,000	5,000		
960210	Special Event Prog	9,246	3,200	3,200			
960990	Misc Contractual Svcs	15,260	20,000	20,000	30,000	Local History Digitization	30,000
<b>TOTAL CONTRACTUAL</b>		<b>38,511</b>	<b>32,200</b>	<b>32,200</b>	<b>40,000</b>		
<b>Commodities</b>							
970260	Postage and Parcel	2,000	7,500	7,500	0		
970270	Printing-Reprod-Binding	15,686	0	0	0		
<b>TOTAL COMMODITIES</b>		<b>17,686</b>	<b>7,500</b>	<b>7,500</b>	<b>0</b>		
<b>CAPITAL EXPENDITURES</b>							
980400	Equipment	12,703	18,000	18,000	16,000	Audio/Visual Disk Cleaning System	16,000
<b>TOTAL CAPITAL</b>		<b>12,703</b>	<b>18,000</b>	<b>18,000</b>	<b>16,000</b>		
<b>PER CAPITA TOTALS</b>		<b>DIVISION TOTALS</b>		<b>68,900</b>	<b>57,700</b>	<b>57,700</b>	<b>56,000</b>
<b>TOTAL 2110 &amp; 2130</b>		<b>6,508,870</b>	<b>6,957,885</b>	<b>6,676,819</b>	<b>6,333,112</b>		

FUND 202		Des Plaines Public Library			
		REVENUE - CAPITAL PROJECTS FUND			
	<u>Account</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projected</u>	<u>2011 Proposed</u>
<b>OTHER REVENUE</b>					
890010	Interest Income	628	5,000	1,500	2,500
899900	Miscellaneous Revenue	2,978			
899920	Library Donations				
<b>TOTAL OTHER REVENUE</b>		<b>3,606</b>	<b>5,000</b>	<b>1,500</b>	<b>2,500</b>
<b>OTHER FINANCING SOURCES</b>					
898902	Transfer from Lib Fund	200,000	300,000	300,000	200,000
<b>TOTAL OTHER FINANCING SOURCES</b>		<b>200,000</b>	<b>300,000</b>	<b>300,000</b>	<b>200,000</b>
<b>FUND TOTAL</b>		<b>203,606</b>	<b>305,000</b>	<b>301,500</b>	<b>202,500</b>

FUND 202		Des Plaines Public Library					
Reduction in Budget		EXPENDITURES - CAPITAL PROJECTS FUND					
Additions to Budget							
	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Details	Amount
<b>CONTRACTUAL SERVICES</b>							
920110	Professional Services	\$843	15,000	0			
960990	Misc Contractual Svcs	\$560	0	0			
<b>TOTAL CONTRACTUAL SERVICES</b>		\$1,403	15,000	0			
<b>CAPITAL EXPENDITURES</b>							
980300	Improvements	43,008	92,000	0	0	Teen Lounge Computer Project (\$23,000) Public Restroom Improvements (\$20,000)	
980400	Equipment	12,088	24,000	24,000			0
980410	Computer Hardware	81,913	76,100	71,100	48,200	Teen Lounge Project ((4) Computers, (1) Printer, (1) Printer Release Station) (\$8,800) (7) Hard Drives (44) Computers (2) Early Literacy Station (\$7,000)	4,200 44,000
980420	Computer Software	4,470	0	0	0	Teen Lounge Project (PC Reservation & Pcounter) (\$1,700)	
980600	Furniture & Fixtures		0	0			
<b>TOTAL CAPITAL EXPENDITURES</b>		141,479	192,100	95,100	48,200		
<b>DIVISION TOTALS</b>		142,882	207,100	95,100	48,200		

I am recommending that the library select the LIMRiCC (Library Insurance Management and Risk Control Combination) Health Insurance Program.

LIMRiCC offers the lowest cost, the choice of two PPO's and an HMO as our current plan does and allows us to stay within the Blue Cross Blue Shield of Illinois network.

Cost of the three plans we considered:

LIMRiCC	\$369,000
NSLS	\$376,000
CBIZ	\$434,000

Attached are coverage details of each plan.

Note:

In the 2011 proposed budget the employee paid portion of the health insurance premium is increased to 10% for employees and 25% for family members. This change results in a \$54,624 decrease in health insurance expenses absorbed by the library.



		<u>LIMRICC</u>		
		PPO Low	PPO High	HMO
<b>Individual Deductible</b>				
	In Network	\$ 250	\$ 1,500	0
	Out of Network	\$ 250	\$ 3,000	0
<b>Family Deductible</b>				
	In Network	\$ 750	\$ 4,500	0
	Out of Network	\$ 750	\$ 9,000	0
<b>Out of Pocket Individual</b>				
	In Network	\$ 1,000	\$ 1,000	0
	Out of Network	\$ 3,000	\$ 3,000	0
<b>Family Out of Pocket</b>				
	In Network	\$ 3,000	\$ 3,000	0
	Out of Network	\$ 7,500	\$ 7,500	0
<b>Lifetime Maximum</b>		\$ 5,000,000	\$ 5,000,000	Unlimited
<b>Rx Co Pay</b>				
	Generic	\$ 10	\$ 10	\$ 10
	Formulary	\$ 40	\$ 40	\$ 40
	Non Formulary	\$ 60	\$ 60	\$ 60
<b>Rx Co Pay Mail Order (90 day)</b>				
	Generic	\$ 20	\$ 20	\$ 20
	Formulary	\$ 80	\$ 80	\$ 80
	Non Formulary	\$ 120	\$ 120	\$ 120
		<u>NSLS</u>		
		Gold	Silver	Bronze
<b>Individual Deductible</b>				
	In Network	\$ 200	\$ 500	750
	Out of Network	NA	NA	NA
<b>Family Deductible</b>				
	In Network	NA	NA	NA
	Out of Network	NA	NA	NA
<b>Out of Pocket Individual</b>				
	In Network	\$ 1,000	\$ 2,500	5000
	Out of Network	NA	NA	NA
<b>Family Out of Pocket</b>				
	In Network	NA	NA	NA
	Out of Network	NA	NA	NA
<b>Lifetime Maximum</b>		\$ 5,000,000	\$ 5,000,000	\$ 5,000,000
<b>Rx Co Pay</b>				
	Generic	\$ 10	\$ 10	\$ 10
	Formulary	\$ 20	\$ 20	\$ 25
	Non Formulary	\$ 40	\$ 40	\$ 50
<b>Rx Co Pay Mail Order (90 day)</b>				
	Generic	NA	NA	NA
	Formulary	NA	NA	NA
	Non Formulary	NA	NA	NA

		<b>CBIZ</b>		
Individual Deductible		PPO 43423	PPO 43433	HMO
	In Network		\$ 250	0
	Out of Network	\$ 250	\$ 1,000	0
Family Deductible		\$ 500		
	In Network		\$ 750	0
	Out of Network	\$ 750	\$ 3,000	0
Out of Pocket Individual		\$ 1,500		
	In Network		\$ 2,250	1500
	Out of Network	\$ 2,250	\$ 9,000	
Family Out of Pocket		\$ 4,500		
	In Network		\$ 6,750	3000
	Out of Network	\$ 6,750	\$ 27,000	
Lifetime Maximum		\$ 13,500	\$ 5,000,000	Unlimited
Rx Co Pay		\$ 5,000,000		
	Generic		\$ 15	\$ 15
	Formulary	\$ 15	\$ 30	\$ 30
	Non Formulary	\$ 30	\$ 50	\$ 50
Rx Co Pay Mail Order (90 day)		\$ 50		
	Generic		NA	NA
	Formulary	NA	NA	NA
	Non Formulary	NA	NA	NA
		NA		

**LOAN AGREEMENT  
BETWEEN THE CITY OF DES PLAINES, ILLINOIS  
AND THE DES PLAINES PUBLIC LIBRARY**

**THIS LOAN AGREEMENT** (the "Agreement") is entered into this \_\_\_\_ day of \_\_\_\_\_, 2010, by and between the City of Des Plaines, Illinois (the "City"), an Illinois home rule municipal corporation, and the Des Plaines Public Library (the "Library"), an Illinois municipal library.

**WITNESSETH:**

**WHEREAS**, the Library desires to borrow the sum of up to \$1,500,000.00 (the "Loan Amount") from the City in order to fund certain expenditures for the Library's operating and other expenses; and

**WHEREAS**, the Library has requested the City to assist the Library by securing and loaning the Loan Amount to the Library; and

**WHEREAS**, the Library has agreed to repay the Loan Amount from those disbursements of real estate tax proceeds first received by the Library from the Cook County Treasurer subsequent to the Library's receipt of the Loan Amount from the City; and

**WHEREAS**, the Library has also agreed to repay to the City all of the City's costs, expenses and fees incurred in securing the monies needed for paying out the Loan Amount to the Library; and

**WHEREAS**, the Library anticipates that the Library will receive from the Cook County Treasurer in December 2010 or January 2011 the aforementioned real estate tax proceeds; and

**WHEREAS**, the City has the statutory authority, pursuant to Section 8-1-3.1 of the Illinois Municipal Code (65 ILCS 5/8-1-3.1), to borrow money from any bank or other financial institution, provided such money is repaid within ten (10) years from the time it is borrowed; and

**WHEREAS**, the Mayor and Aldermen of the City have determined that the borrowing of such monies and paying out the Loan Amount to the Library in the manner set forth in this Agreement are proper public purposes as authorized by 65 ILCS 5/8-1-3.1 and will not negatively impact the City's ability to operate or borrow additional funds in the future; and

**WHEREAS**, the City and the Library desire to enter into this Agreement in order to memorialize the conditions of the loan, the repayment obligations of the Library, and the Parties' respective duties and responsibilities concerning the same; and

**WHEREAS**, the City and the Library are authorized, under the intergovernmental cooperation powers set forth at Article VII, Section 10 of the 1970 Illinois Constitution and the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.), to approve and enter into this Agreement; and

WHEREAS, the City and the Library find that this Agreement is necessary and in the best interests of the City and the Library, and that the Agreement serves the public health, safety, welfare and convenience by providing for the pay out to the Library of the Loan Amount, and by further providing for payment to the City of all of the costs, expenses and fees incurred to the City in securing the monies needed for paying out the Loan Amount to the Library; and

WHEREAS, the Mayor and Aldermen of the City have reviewed and approved this Agreement.

NOW, THEREFORE, the Parties agree as follows:

1. **Incorporation**. Each of the "Whereas" paragraphs is incorporated by reference into Section 1 of this Agreement.

2. **Loan Amount**. The City agrees to loan to Library the sum of up to but not to exceed \$1,500,000.00. The Library will give not less than three (3) business days prior written notice to the City to request disbursement of the Loan Amount. The Library will request the City to disperse the Loan Amount on or about December 1, 2010.

3. **Interest**. The outstanding principal amount of the Loan Amount shall bear interest from time to time from the later of the Library's receipt of the Loan Amount, or from the most recent date for which interest has been paid or duly provided for, until the full principal amount of such Loan Amount is fully repaid or duly provided for, such interest (computed upon the basis of a 365 or 366 day year based on actual days elapsed) being payable on the last day of each month next following the date that disbursements of real estate tax proceeds are received by the Library from the Cook County Treasurer, subsequent to the Library's receipt of the Loan Amount from the City, at an annual interest rate to be determined by agreement of the Parties at the time of the City's pay out of the Loan Amount to the Library, but not to exceed 9% per annum, or this Agreement may then be terminated by the Library, subject to reimbursement of all reasonable costs, fees and expenses incurred by the City related to this transaction, including but not limited to the preparation of this Agreement.

4. **Repayment Obligation of Library**. The Library agrees to pay back the Loan Amount as follows: the Library shall repay the Loan Amount from those disbursements of real estate tax proceeds first received by the Library from the Cook County Treasurer subsequent to the Library's receipt of the Loan Amount from the City.

5. **Non-Payment by Library**. In the event that an interest payment and/or principal payment is not paid by the Library to the City in a timely manner as hereinabove provided, the Library agrees, upon written demand by the City, to make such payments from its Library Operating Fund, and further agrees to pay any penalties, fines, costs and fees of any kind, including but not limited to costs, fees, legal fees and expenses incurred by the City or imposed on the City by the lender or any other third party as a consequence of a non-payment or late payment. In the event of a non-payment of an interest payment or principal payment where the Library refuses or fails to or is unable to make such payment in a timely manner, the Library further agrees that the City may deduct the amount of the payment from the general property tax levy or any other available funds received by the City for the benefit of the Library. In a non

payment situation, the Library agrees to waive all legal objections of any kind to any legal action brought by the City to compel payment of a delinquent semi-annual interest and annual principal payments.

6. Annual Budget and Appropriation. Each year that there is an outstanding balance of the Loan Amount, the Library shall approve the interest and principal payments on the Loan Amount to be paid to the City as part of its annual budget process.

7. Additional Provisions.

A. Notice. Any notice, request, demand or other communication provided for by this Agreement shall be in writing and shall be deemed to have been duly received upon:

(i) actual receipt if personally delivered and the sender received written confirmation of personal delivery;

(ii) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier;

(iii) receipt as indicated by the electronic transmission confirmation when sent via telecopy, electronic or facsimile transmission; or

(iv) three (3) calendar days after the sender deposits the notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested.

Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

**To the CITY:**

\_\_\_\_\_  
City Manager  
1420 Miner Street  
Des Plaines, Illinois 60016

(p) (847) 391-5300  
(f) (847) \_\_\_\_\_

**To the LIBRARY:**

Holly Richards-Sorensen  
Library Director  
Des Plaines Public Library  
1501 Ellinwood Street  
Des Plaines, Illinois 60016

(p) (847) 827-5551  
(f) (847) \_\_\_\_\_

B. **Term.** Unless terminated by the Parties as a consequence of a mutually agreed upon decision, this Agreement will remain in effect until the Loan Amount is paid in full. Notwithstanding any expiration or termination of this Loan Agreement, each Party remains obligated to pay any principal, interest and/or other costs due to the other Party under this Agreement.

C. **Termination; Breach.** This Agreement may be terminated upon written notice by mutual agreement of the Parties or by the Library in the event that it decides not to borrow any or any all of the Loan Amount. This Agreement may also be terminated by either Party upon thirty (30) days' written notice if the other Party should fail substantially to perform in accordance with the terms of this Agreement and then fails to cure such non-performance within the thirty (30) day notice period. In the event that either Party breaches this Agreement and the breach is litigated before a court of law or an administrative agency, the non-prevailing Party shall be liable to the prevailing Party for the prevailing Party's reasonable attorneys' fees and costs of suit incurred by the prevailing Party. Each Party shall be entitled to any and all remedies at law and in equity under this Agreement.

D. **Mutual Indemnification.** To the fullest extent permitted by law, the Parties shall indemnify, protect, defend and hold harmless each other and the indemnified Party's past and present appointed and elected officials, directors, agents, officers, representatives, attorneys, volunteers, successors or predecessors, and the indemnified Party's respective interest in any property, from and against any and all claims, obligations, liens, encumbrances, demands, liabilities, penalties, causes of action, and costs and expenses of any kind, including, without limitation, orders, damages, judgments, fines, forfeitures, amounts paid in settlement, and attorneys' fees and litigation costs relating to, arising out of or alleged to have occurred in whole or in part in connection with any matters covered by this Agreement or sought by or brought by persons or other third parties against the indemnified Party relative to any matters covered by this Agreement.

E. **Waiver.** As a material inducement for the City to enter into this Agreement, the Library agrees to waive any claims or causes of action of any kind, including but not limited to breach of contract or breach of warranty, that could be brought against the City and its representatives, officers, appointed and elected officials, Mayor and Aldermen, agents, attorneys, volunteers and employees (the "City Affiliates") for any acts conducted or performed by the City or the City Affiliates under this Agreement. Failure of any Party to this Agreement to insist upon the strict and prompt performance of the terms, covenants, agreements and/or conditions set forth herein, or any of them, by the other Party, shall not constitute or otherwise be construed as a waiver or relinquishment of the Party's right thereafter to enforce any such term, covenant, agreement and/or condition, but the same shall continue in full force and effect.

F. **Authority to Approve Agreement.** The respective City and Library officers who have executed this Agreement warrant that they have been lawfully authorized by the governing Boards of the City and the Library to execute this Agreement on behalf of the City and the Library, respectively. The City and the Library shall, upon request, deliver to each other copies of any and all documents reasonably required to legally evidence the authority to so execute this Agreement on behalf of the respective Parties.

**G. Entire Agreement; Severance.** This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by authorized representatives of each Party. If any provision of this Agreement is held invalid by a court of competent jurisdiction, or in the event such a court shall determine that the City or Library does not have the power to perform any such provision, such provision shall be deemed to be excised herefrom and the invalidity thereof shall not affect any of the other provisions contained herein, and such judgment or decree shall relieve the City or Library from performance under such invalid provision of this Agreement.

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.**

IN WITNESS WHEREOF, this Loan Agreement shall be effective as of the date and year that the last signatory signs and dates the Agreement below.

**CITY OF DES PLAINES**

**DES PLAINES PUBLIC LIBRARY**

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
President of the Board of Library Trustees

Date: \_\_\_\_\_, 2010

Date: \_\_\_\_\_, 2010

**ATTEST:**

**ATTEST:**

By: \_\_\_\_\_  
City Clerk

By: \_\_\_\_\_  
Secretary of the Board of Library Trustees

Date: \_\_\_\_\_, 2010

Date: \_\_\_\_\_, 2010



JOB TITLE: Reference Services Librarian II  
DEPARTMENT: Adult Services  
CLASSIFICATION: Group 9  
STATUS: Exempt

GENERAL STATEMENT:

Under the general supervision of the Head of Adult Services, the Reference Services Librarian II performs professional library work such as advising and training professional staff, managing budgets and collections, negotiating contracts with vendors, and extensive outreach with community organizations. The work also involves planning and implementing library programs, selecting materials and maintaining the collection, providing reference and readers' advisory services and library instruction to patrons. This person deals responsibly with patron problems or 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. Answers reference questions in person, by telephone, via email, and online.
5. Provides readers' advisory services.
6. Instructs and assists patrons in the use of electronic and print resources.
7. Selects material for the collection and participates in collection evaluation and maintenance.
8. Creates and maintains book and other displays.
9. Creates and annotates bibliographies and prepares other written material for patron use.
10. Arranges or creates and presents library programs and classes both in house and in the community.
11. Maintains memberships in professional associations and participates in their activities.
12. Attends appropriate meetings, workshops, and conferences.
13. Prepares weekly desk schedules as assigned.
14. Oversees the work of the pages, technology pages, and volunteers.
15. Keeps informed of current trends and developments affecting libraries.
16. May assist in the collection budget process.

17. May be responsible for establishing new and maintaining current online resources.
18. May be responsible for training staff in the use of online resources.
19. May develop special services and programs for the business community.
20. May coordinate programs and maintain the yearly program calendar for Adult Services
21. May negotiate with vendors for contracts for library services and programs.
- ~~21-22.~~ May be responsible for development and coordination of teen programs and services.
- ~~22-23.~~ May develop special services, including assistive technology, and programs for persons with disabilities.
- ~~23-24.~~ May assist at other public service desks.
- ~~24-25.~~ May write reports, and compile statistics.
- ~~25-26.~~ May write and manage grants.
- ~~26-27.~~ May represent the library at community organizations.

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#### PERIPHERAL DUTIES:

1. Resolves equipment malfunctions.
2. Maintains neatness of public areas including floors, desks, counters, shelves, tables, and personal space visible to the public.
3. Performs other duties as assigned.

#### TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

#### PHYSICAL DEMANDS/WORK ENVIRONMENT:

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

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

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

**MINIMUM QUALIFICATIONS:**

1. Masters Degree in Library Science from an ALA accredited program.
2. Minimum three years professional library experience.
3. Customer service work experience preferred.
4. Available to work evenings and weekends.

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Ability to perform excellent customer service and to communicate general library policies and procedures to the public.
2. Ability to establish and maintain effective work relationships with staff and patrons.
3. Ability to work as a member of a team.
4. Considerable ability to work independently.
5. Ability to conduct a patron interview and to provide an accurate response in a timely manner.
6. Considerable ability to handle multiple and simultaneous tasks.
7. Ability to remain calm in difficult situations.
8. Considerable skill in written and oral communication.
9. Extensive knowledge of literature, popular materials, nonfiction, and reference materials in a variety of formats.
10. Extensive knowledge and skill in the use of online databases and internet resources.
11. Knowledge and skill in the use of PCs and appropriate software applications.
12. Knowledge of the professional practices, procedures and techniques of library science.
13. 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  
Reviewed and Approved 08/18/09

SERVING OUR PUBLIC 2.0:

**STANDARDS**  
FOR **ILLINOIS**  
**PUBLIC**  
**LIBRARIES**

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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, SEPTEMBER 21, 2010**

**7:00 PM**

**Conference Room – Second Floor**

**Agenda:**

- **Finance Committee Report**
- **Management Committee Report**
- **Per Capita Grant Application**

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  
**September 21, 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] (6:30 PM)
  - A. Approval of the Minutes of the Regular Board Meeting – August 17, 2010.
  - B. Approval of the Minutes of the Special Board Meeting – August 10, 2010.
  - C. Acceptance of Financial Reports for August 2010.
  - D. Acceptance of Reports.
    1. Director's Report – Holly Richards Sorensen.
    2. Finance Committee Report, August 23, 2010 – Jeffery Rozovics.
    3. Finance Committee Report, August 31, 2010 – Jeffery Rozovics.
    4. Management Committee Report, September 1, 2010 – Myrtle Klebe.
    5. Friends of the Library – Myrtle Klebe.
- VIII. Unfinished Business.

- IX. New Business. (8:00 PM)
  - A. Approve Payment of Vendor Checks Report - \$128,026.29. [Action Item]
  - B. Finance Committee Report. [Action Item]
    - 1. 2011 Budget.
    - 2. Health Insurance Plan for 2011.
    - 3. Intergovernmental Agreement.
  - C. Management Committee Report. [Action Item]
    - 1. Posting Financial Reports on Library Website.
    - 2. Job Description.
      - a. Approve Change to Reference Librarian II position.
  - D. Trustee Training.
    - 1. Review Serving Our Public 2.0 Standards for Illinois Public Libraries [Per Capita Grant Requirement]
  - E. Approve Per Capita Grant Application. [Action Item]
- X. Announcements.
- XI. Correspondence.
- XII. Adjournment. (9:15 PM)

**This meeting will be recorded for television broadcast.**



September 8, 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 August 31, 2010 and the related statements of revenues, expenditures and changes in fund balance for the one month and the eight 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 August 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>
201-1102008 - Cash Deposit #1944650243	1,959.67
202-1102008 - Cash Deposit #1944650243	0.00
707-1102008 - Cash Deposit #1944650243	<u>0.00</u>
	<u>1,959.67</u>
201-1102009 - Cash Payroll #8100292278	<u>(2,256.00)</u>
	<u>(2,256.00)</u>
201-1102015 - First Midwest Operating #8100292260	146,534.33
202-1102015 - First Midwest Operating #8100292260	<u>(48,248.24)</u>
	<u>98,286.09</u>
201-1102028 - Cash Library Donations	<u>21,235.28</u>
	<u>21,235.28</u>
201-1102073 - Cash IL - Epay #151600222104	<u>6,163.55</u>
201-1102076 - IL Funds - Library # 151600221288	102,869.24
202-1102076 - IL Funds - Library	<u>223,386.09</u>
	<u>326,255.33</u>
201-1102078 - Cash IL - Epay Library	<u>10,737.48</u>
201-1102079 - IL Funds - 151600222591	<u>1,222,031.36</u>
201-1104006 - Investments - Certificates of Deposit	<u>102,167.58</u>
<b>Total Invested</b>	<u><u>1,787,080.34</u></u>

September 8, 2010

## Des Plaines Public Library Balance Sheet as of August 31, 2010

<u>Library Fund</u>	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<b><u>Assets</u></b>			
1101000 - Petty Cash	500.00	0.00	500.00
1102008 - Cash Deposit #1944650243	1,959.67	0.00	1,959.67
1102009 - Cash Payroll #8100292278	1,560.19	(3,816.19)	(2,256.00)
1102015 - First Midwest Operating #8100292260	109,100.98	37,433.35	146,534.33
1102028 - Cash Library Donations	15,774.26	5,461.02	21,235.28
1102073 - Cash IL - Epay 151600008073	4,115.03	2,048.52	6,163.55
1102076 - IL Funds - Library	102,815.69	53.55	102,869.24
1102078 - Cash IL - Epay Library	10,077.22	660.26	10,737.48
1102079 - IL Funds -	1,732,303.83	(510,272.47)	1,222,031.36
1104006 - Investments - Certificates of Deposit	102,081.40	86.18	102,167.58
1118000 - Receivable - Property Taxes	6,599,703.00	0.00	6,599,703.00
	<u>8,679,991.27</u>	<u>(468,345.78)</u>	<u>8,211,645.49</u>
<b><u>Liabilities and Fund Balance</u></b>			
<b><u>Liabilities</u></b>			
2401000 - Accounts Payable	197,416.68	(70,813.42)	126,603.26
2401001 - Audit Accounts Payable	0.00	0.00	0.00
2401002 - Payroll Liabilities	0.00	0.00	0.00
2401010 - Federal W/H Payable	0.00	0.00	0.00
2401020 - F.I.C.A. W/H Payable	0.00	0.00	0.00
2401030 - State W/H 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
2430707 - Due to Library Comp Abs	206,336.33	0.00	206,336.33
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
	<u>6,879,412.01</u>	<u>(70,813.42)</u>	<u>6,808,598.59</u>
<b><u>Fund Balance</u></b>			
3730000 - Fund Balance - Unreserved	1,484,291.17	0.00	1,484,291.17
<b>Total Liabilities and Fund Balance</b>	<u>8,363,703.18</u>	<u>(70,813.42)</u>	<u>8,292,889.76</u>
<b>Excess Revenues Over Expenses</b>	<u>316,288.09</u>	<u>(397,532.36)</u>	<u>(81,244.27)</u>

September 8, 2010

## Des Plaines Public Library Balance Sheet as of August 31, 2010

### Capital Projects Fund

#### Assets

1102015 - First Midwest Operating #8100292260	(48,248.24)	0.00	(48,248.24)
1102076 - IL Funds - Library	223,386.09	0.00	223,386.09
	175,137.85	0.00	175,137.85

#### Liabilities and Fund Balance

##### Liabilities

2401000 - Accounts Payable	0.00	21,898.53	21,898.53
2401001 - Audit Accounts Payable	16,531.10	0.00	16,531.10
	16,531.10	21,898.53	38,429.63

##### Fund Balance

3730000 - Fund Balance - Unreserved	206,851.74	0.00	206,851.74
<b>Total Liabilities and Fund Balance</b>	<b>223,382.84</b>	<b>21,898.53</b>	<b>245,281.37</b>
<b>Excess Revenues Over Expenses</b>	<b>(48,244.99)</b>	<b>(21,898.53)</b>	<b>(70,143.52)</b>

### Compensated Absences Fund

#### Assets

1120201 - Due From Library	206,336.00	0.00	206,336.00
	206,336.00	0.00	206,336.00

#### Liabilities and Fund Balance

##### Liabilities

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

##### Fund Balance

3730000 - Fund Balance - Unreserved	0.00	0.00	0.00
<b>Total Liabilities and Fund Balance</b>	<b>206,336.00</b>	<b>0.00</b>	<b>206,336.00</b>
<b>Excess Revenues Over Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

September 8, 2010

### Des Plaines Public Library Balance Sheet as of August 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>
<b>Total Liabilities and Net Capital Assets</b>	<u><u>894,053.00</u></u>	<u><u>0.00</u></u>	<u><u>894,053.00</u></u>
<b>Excess Revenues Over Expenses</b>	<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 August 31, 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	(61,671.93)	0.00	61,671.93	0.00
4810025 - Property Taxes 2008	0.00	271,310.84	50,000.00	(221,310.84)	542.62
4810026 - Property Taxes 2009	0.00	<u>3,548,232.15</u>	<u>6,309,802.00</u>	<u>2,761,569.85</u>	<u>56.23</u>
	<u>0.00</u>	<u>3,757,871.06</u>	<u>6,359,802.00</u>	<u>2,601,930.94</u>	<u>59.09</u>
<u>Intergovernmental</u>					
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>23,247.00</u>	<u>150,688.00</u>	<u>127,441.00</u>	<u>15.43</u>
<u>Fines &amp; Fees</u>					
4850101 - Library Fees	242.50	3,125.38	0.00	(3,125.38)	0.00
4850102 - Library Fines	6,836.47	77,122.55	125,000.00	47,877.45	61.70
4850103 - Library Fines / Credit Card	2,838.60	11,121.62	0.00	(11,121.62)	0.00
4850201 - Copying Fee	2,493.15	19,050.95	30,000.00	10,949.05	63.50
4850202 - Damaged Materials	114.94	410.69	0.00	(410.69)	0.00
4850203 - Lost Materials	563.00	4,800.72	0.00	(4,800.72)	0.00
4850205 - Bags	62.00	600.00	0.00	(600.00)	0.00
4850207 - Non-Res Cards	73.50	1,213.50	0.00	(1,213.50)	0.00
	<u>13,224.16</u>	<u>117,445.41</u>	<u>155,000.00</u>	<u>37,554.59</u>	<u>75.77</u>
<u>Special Programs &amp; Events</u>					
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>
<u>Other Revenue</u>					
4890010 - Interest Income	398.89	3,303.20	5,000.00	1,696.80	66.06
4890050 - Sale of Fixed Assets	0.00	0.00	1,000.00	1,000.00	0.00
4899900 - Miscellaneous Revenue	1,915.29	14,976.54	17,500.00	2,523.46	85.58
4899920 - Library Donations	5,457.00	5,639.59	10,000.00	4,360.41	56.40
	<u>7,771.18</u>	<u>23,919.33</u>	<u>33,500.00</u>	<u>9,580.67</u>	<u>71.40</u>
<b>Total Library Fund</b>	<u>20,995.34</u>	<u>3,923,147.73</u>	<u>6,703,990.00</u>	<u>2,780,842.27</u>	<u>58.52</u>

September 8, 2010

**Des Plaines Public Library  
Revenue Report as of August 31, 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>
<b>Total Capital Projects Fund</b>	<u><u>0.00</u></u>	<u><u>3.25</u></u>	<u><u>305,000.00</u></u>	<u><u>304,996.75</u></u>	<u><u>0.00</u></u>
<b>Total of All Funds</b>	<u><u>20,995.34</u></u>	<u><u>3,923,150.98</u></u>	<u><u>7,008,990.00</u></u>	<u><u>3,085,839.02</u></u>	<u><u>55.97</u></u>

September 8, 2010

## Des Plaines Public Library Expense Report as of August 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>
<b>Salaries</b>					
5910100 - Salaries	94,082.80	1,520,170.10	2,318,022.00	797,851.90	65.58
5910200 - Temporary Wages	0.00	284,401.81	789,113.00	504,711.19	36.04
5910400 - Non - Supervisory Overtime	30.22	246.57	0.00	(246.57)	0.00
5910500 - Vacation Pay	21,970.49	80,817.95	0.00	(80,817.95)	0.00
5910600 - Sick Pay	8,263.53	32,355.03	0.00	(32,355.03)	0.00
5910700 - Holiday Pay	12,117.62	33,421.01	0.00	(33,421.01)	0.00
5910900 - Act/Out of Class/Premium	0.00	2,692.30	0.00	(2,692.30)	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>136,464.66</u>	<u>1,957,003.50</u>	<u>3,110,635.00</u>	<u>1,153,631.50</u>	<u>62.91</u>
<b>Benefits</b>					
5918010 - Unemployment Compensation	3,945.84	6,438.84	4,986.00	(1,452.84)	129.14
5918020 - Employer Contribution - FICA	13,861.81	146,596.50	237,314.00	90,717.50	61.77
5918021 - Employer Contribution - IMRF	21,934.93	188,266.44	297,814.00	109,547.56	63.22
5918030 - EAP Program	0.00	0.00	682.00	682.00	0.00
5918040 - Life Insurance Premiums	0.00	2,607.80	6,576.00	3,968.20	39.66
5918050 - PPO Insurance Premiums	96,802.86	224,822.29	389,041.00	164,218.71	57.79
5918051 - HMO Insurance Premiums	28,644.91	69,115.87	111,979.00	42,863.13	61.72
5918055 - Dental Insurance Premiums	7,612.99	18,772.04	31,505.00	12,732.96	59.58
5918070 - Workers Compensation	3,675.81	8,940.13	9,500.00	559.87	94.11
5918085 - RHS Plan Payout	0.00	5,214.26	10,000.00	4,785.74	52.14
	<u>176,479.15</u>	<u>670,774.17</u>	<u>1,099,397.00</u>	<u>428,622.83</u>	<u>61.01</u>
<b>Contractual Services</b>					
5920100 - Legal Fees	0.00	2,213.89	15,000.00	12,786.11	14.76
5920105 - Costs of Litigation	0.00	0.00	3,500.00	3,500.00	0.00
5920110 - Professional Services	29,223.37	220,040.34	405,000.00	184,959.66	54.33
5920120 - Communication Services	4,389.50	23,220.31	28,460.00	5,239.69	81.59
5920140 - Data Processing Services	4,926.36	45,029.61	100,800.00	55,770.39	44.67
5920202 - Conferences	97.05	676.30	0.00	(676.30)	0.00
5920204 - Training	60.00	1,447.00	2,600.00	1,153.00	55.65
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	3,208.31	0.00	(3,208.31)	0.00
5920220 - Membership Dues	130.00	3,014.00	6,500.00	3,486.00	46.37
5920225 - Licensing/Titles	0.00	0.00	100.00	100.00	0.00
5920230 - Publication of Notices	0.00	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	12,434.50	24,869.00	12,434.50	50.00
5930010 - R&M Equipment	7,706.22	82,150.02	110,062.00	27,911.98	74.64
5930020 - R&M Buildings & Structures	27,389.08	66,291.40	116,235.00	49,943.60	57.03
5930030 - R&M Vehicles	666.42	4,449.12	14,300.00	9,850.88	31.11
5930195 - Book Binding & Repair	0.00	215.10	1,000.00	784.90	21.51
5930210 - Rental of Equipment	164.00	1,312.00	26,500.00	25,188.00	4.95
5930320 - Cleaning/Custodial Services	8,468.00	82,657.00	96,700.00	14,043.00	85.48
5930490 - Refuse Contract	466.18	4,739.90	5,500.00	760.10	86.18
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00
5960065 - Bank Fees	167.38	464.74	0.00	(464.74)	0.00

See Accountants' Compilation Report



September 8, 2010

## Des Plaines Public Library Expense Report as of August 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	0.00	551.93	500.00	(51.93)	110.39
5960210 - Special Event Programming	883.97	18,570.86	31,000.00	12,429.14	59.91
5960990 - Misc. Contractual Services	4,131.55	63,771.14	99,375.00	35,603.86	64.17
	<u>88,869.08</u>	<u>637,428.67</u>	<u>1,089,251.00</u>	<u>451,822.33</u>	<u>58.52</u>
<b><u>Commodities</u></b>					
5970100 - Office Supplies	3,202.62	70,685.95	116,300.00	45,614.05	60.78
5970110 - Meals	0.00	819.34	2,800.00	1,980.66	29.26
5970115 - Supplies - Dept/Other	0.00	0.00	0.00	0.00	0.00
5970170 - Janitorial	893.30	14,588.09	20,600.00	6,011.91	70.82
5970260 - Postage & Parcel	1,592.07	13,299.13	13,300.00	0.87	99.99
5970270 - Printing -Reproduction-Binding	0.00	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	350.84	3,112.33	8,000.00	4,887.67	38.90
5970600 - Books	22,716.73	301,949.86	489,800.00	187,850.14	61.65
5970610 - Audio Materials	2,399.12	44,786.86	84,600.00	39,813.14	52.94
5970620 - Subscriptions & Books	598.00	20,553.37	78,800.00	58,246.63	26.08
5970630 - Visual Materials	6,457.55	72,468.94	96,250.00	23,781.06	75.29
5970640 - Automated Reference Materials	2,088.33	97,866.42	141,000.00	43,133.58	69.41
5970810 - Natural Gas	0.00	21,535.98	30,000.00	8,464.02	71.79
5970820 - Electricity	0.00	0.00	500.00	500.00	0.00
5970840 - Diesel	0.00	1,194.21	4,000.00	2,805.79	29.86
5970850 - Gasoline	0.00	242.36	2,000.00	1,757.64	12.12
5970900 - Equipment < \$5,000	0.00	2,688.87	5,500.00	2,811.13	48.89
	<u>40,298.56</u>	<u>667,063.21</u>	<u>1,098,450.00</u>	<u>431,386.79</u>	<u>60.73</u>
<b><u>Capital Expenditures</u></b>					
5980300 - Improvements	0.00	0.00	8,000.00	8,000.00	0.00
5980400 - Equipment	(24,775.10)	41,590.54	33,000.00	(8,590.54)	126.03
5980410 - Computer Hardware	0.00	1,092.69	6,750.00	5,657.31	16.19
5980420 - Computer Software	0.00	16,480.71	32,000.00	15,519.29	51.50
5980600 - Furniture & Fixtures	1,191.35	6,808.76	20,500.00	13,691.24	33.21
	<u>(23,583.75)</u>	<u>65,972.70</u>	<u>100,250.00</u>	<u>34,277.30</u>	<u>65.81</u>
<b><u>Other Funding Activities</u></b>					
5990935 - Trans to D/S - 2002A Bond	0.00	6,149.75	24,598.00	18,448.25	25.00
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>6,149.75</u>	<u>399,598.00</u>	<u>393,448.25</u>	<u>1.54</u>
<b>Total Library Fund Expenditures</b>	<u>418,527.70</u>	<u>4,004,392.00</u>	<u>6,897,581.00</u>	<u>2,893,189.00</u>	<u>58.06</u>

September 8, 2010

## Des Plaines Public Library Expense Report as of August 31, 2010

	<u>M.T.D. Expended</u>	<u>Y.T.D Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>
<u>Capital Projects Fund</u>					
<b>Contractual Services</b>					
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>
<b>Capital Expenditures</b>					
5980300 - Improvements	0.00	0.00	92,000.00	92,000.00	0.00
5980400 - Equipment	21,328.03	38,047.28	24,000.00	(14,047.28)	158.53
5980410 - Computer Hardware	570.50	32,099.49	76,100.00	44,000.51	42.18
	<u>21,898.53</u>	<u>70,146.77</u>	<u>192,100.00</u>	<u>121,953.23</u>	<u>36.52</u>
<b>Total Capital Projects Fund Expenditures</b>	<u>21,898.53</u>	<u>70,146.77</u>	<u>207,100.00</u>	<u>136,953.23</u>	<u>33.87</u>
<b>Total of All Funds</b>	<u>440,426.23</u>	<u>4,074,538.77</u>	<u>7,104,681.00</u>	<u>3,030,142.23</u>	<u>57.35</u>

Des Plaines Public Library  
Check Register

Check Number	Check Date	Payee	Amount
Checks			
10557	09/21/10	TODAY'S BUSINESS SOLUTIONS INC	-24,865.00
10574	09/21/10	1 BAG AT A TIME	1,598.68
10575	09/21/10	ADULT READING ROUND TABLE	45.00
10576	09/21/10	ANDERSON LOCK CO LTD	896.78
10577	09/21/10	AudioGo	67.46
10578	09/21/10	BAKER & TAYLOR	23,133.39
10579	09/21/10	BANC OF AMERICA LEASING	2,005.00
10580	09/21/10	BANKCARD SERVICES	1,726.04
10581	09/21/10	BUSINESS MACHINE AGENTS INC	205.56
10582	09/21/10	CHICAGO TRIBUNE	598.00
10583	09/21/10	CITY OF DES PLAINES, PUBLIC WORKS	350.84
10584	09/21/10	COMPLETE CLEANING COMPANY INC	8,053.00
10585	09/21/10	CONSUMERS CHECKBOOK	150.00
10586	09/21/10	COOK MEMORIAL PUBLIC LIBRARY	7.99
10587	09/21/10	COOPERATIVE COMPUTER SERVICES	9,081.62
10588	09/21/10	DES PLAINES OFFICE EQUIPMENT	105.00
10589	09/21/10	FINDAWAY WORLD LLC	899.82
10590	09/21/10	FROSTLINE	21,328.03
10591	09/21/10	INTERIOR TROPICAL GARDENS INC	85.00
10592	09/21/10	INVICTA SERVICES LLC	143.85
10593	09/21/10	JACK WADDICK	250.00
10594	09/21/10	kd REPAIR	666.42
10595	09/21/10	KIWANIS CLUB OF DES PLAINES	100.00
10596	09/21/10	KLEIN, THORPE & JENKINS, LTD.	943.48
10597	09/21/10	LACONI TECHNOLOGY SECTION	15.00
10598	09/21/10	LACONI-RASS	30.00
10599	09/21/10	LAPORT INC.	760.29
10600	09/21/10	LAUTERBACH & AMEN, LLP.	2,700.00
10601	09/21/10	LIBRARY FURNITURE INTERNTL	591.35
10602	09/21/10	LINCOLN STORY LEAGUE	30.00
10603	09/21/10	MARSHALL CAVENDISH CORPORATION	104.75
10604	09/21/10	MATTHEW BENDER & COMPANY INC	77.31
10605	09/21/10	MCQUAY SERVICE	23,911.00
10606	09/21/10	MENARDS	35.53
10607	09/21/10	MICHAEL CLOUD	125.00
10608	09/21/10	MIDWEST TAPE	4,794.80
10609	09/21/10	MIDWEST TAPE	4,126.48
10610	09/21/10	MUNTERS MOISTURE CONTROL SERV.	1,475.15
10611	09/21/10	MUSIC BOX FILMS	200.00
10612	09/21/10	OCLC, INC.	1,129.00
10613	09/21/10	OFFICE DEPOT	270.22
10614	09/21/10	OUTSOURCE SOLUTIONS GROUP	27,871.14
10615	09/21/10	P C NATION	570.50
10616	09/21/10	PITNEY BOWES	1,856.55
10617	09/21/10	RECORDED BOOKS, LLC	771.87
10618	09/21/10	RUNGE PAPER COMPANY, INC.	97.48
10619	09/21/10	SAGE PUBLICATIONS, INC.	542.00
10620	09/21/10	SOMETHING FISHY INC	100.94
10621	09/21/10	SPEED-E-KLEEN	415.00
10622	09/21/10	TELEVEND SERVICES INCORPORATED	51.10
10623	09/21/10	TUMBLEWEED PRESS INC.	267.33
10624	09/21/10	TWO J'S INDUSTRIES	1,150.00
10625	09/21/10	UNITED BUSINESS SOLUTIONS	1,257.88
10626	09/21/10	VAHE GHAZARIAN	85.00
10627	09/21/10	WAREHOUSE DIRECT	37.98
10628	09/21/10	WASTE MANAGEMENT	128.12
10629	09/21/10	WASTE MANAGEMENT	338.06
10630	09/21/10	WEST GROUP	144.00
50073	08/31/10	NEXTEL	945.09
50074	08/31/10	NEXTEL	1,007.18
50075	08/31/10	CALL ONE	479.42

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Des Plaines Public Library  
Check Register

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Check Number	Check Date	Payee	Amount
50076	08/31/10	AT&T	221.85
50077	08/31/10	AT&T	98.35
50078	08/31/10	AT&T	43.15
50079	08/31/10	AT&T	221.85
50080	08/31/10	AT&T	98.35
50081	08/31/10	AT&T	43.15
50082	08/31/10	McLEOD USA	298.76
50083	08/31/10	VERIZON WIRELESS	126.92
50084	08/31/10	COMCAST CABLE	220.97
50085	08/31/10	LEVEL(3) COMMUNICATIONS, LLC.	466.89
50086	08/31/10	SPRINT	18.96
50087	08/31/10	SPRINT	16.12
50088	08/31/10	WOW! INTERENT CABLE	82.49
Total checks	74		<u>128,026.29</u>

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
TODAY'S BUSINESS SOLUTIONS INC	10557	09/21/10	-24,865.00
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5980400    VOID CHECK # 10557		-24,865.00	
ADULT READING ROUND TABLE	10575	09/21/10	45.00
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5920204    9/21/10 Round Table		45.00	
LACONI-RASS	10598	09/21/10	30.00
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5920202    Dewey and Beyond 9/17/10		30.00	
ANDERSON LOCK CO LTD	10576	09/21/10	896.78
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5930020    Invoice # 0623169		238.79	
201-5930020    Invoice # 7020853		614.14	
201-5970100    Invoice # 0622888		43.85	
AudioGo	10577	09/21/10	67.46
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5970610    Invoice # 398528		67.46	
CITY OF DES PLAINES, PUBLIC WORKS	10583	09/21/10	350.84
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5970500    Acct # 71-080-763-01		350.84	
MICHAEL CLOUD	10607	09/21/10	125.00
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5960990    Invoice # 019		125.00	
BANC OF AMERICA LEASING	10579	09/21/10	2,005.00
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5930010    Invoice # 011612916		2,005.00	
BUSINESS MACHINE AGENTS INC	10581	09/21/10	205.56
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5930010    Invoice # IN12790		205.56	
COMPLETE CLEANING COMPANY INC	10584	09/21/10	8,053.00
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5930320    Invoice # 1267514		630.00	
201-5930320    Invoice # 1267877		7,423.00	
CONSUMERS CHECKBOOK	10585	09/21/10	150.00
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5970640    checkbook.org access		150.00	
CHICAGO TRIBUNE	10582	09/21/10	598.00
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5970620    Account # 30147947		598.00	
COOK MEMORIAL PUBLIC LIBRARY	10586	09/21/10	7.99
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5970600    Interlibrary Loan Refund		7.99	
COOPERATIVE COMPUTER SERVICES	10587	09/21/10	9,081.62
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5920140    Invoice # CCS 8/17/10		4,926.36	
201-5930010    OCLC JED Profile - July		2,077.63	
201-5930010    OCLC JED Profile - August		2,077.63	
SAGE PUBLICATIONS, INC.	10619	09/21/10	542.00
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	

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

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Vendor Name	Chk. No.	Check Date	Amount
201-5970640 Invoice # 19715692		542.00	
DES PLAINES OFFICE EQUIPMENT	10588	09/21/10	105.00
Account No. Description		Amount	
201-5930010 Invoice # P104440		105.00	
FROSTLINE	10590	09/21/10	21,328.03
Account No. Description		Amount	
202-5980400 Invoice # 28368		8,246.10	
202-5980400 Invoice # 28371		4,336.81	
202-5980400 Invoice # 28370		4,290.81	
202-5980400 Invoice # 28369		4,454.31	
VAHE GHAZARIAN	10626	09/21/10	85.00
Account No. Description		Amount	
201-5960990 Invoice # 459571		85.00	
INTERIOR TROPICAL GARDENS INC	10591	09/21/10	85.00
Account No. Description		Amount	
201-5960990 Invoice # 45319		85.00	
INVICTA SERVICES LLC	10592	09/21/10	143.85
Account No. Description		Amount	
201-5960990 Invoice # 1503		143.85	
kd REPAIR	10594	09/21/10	666.42
Account No. Description		Amount	
201-5930030 Invoice # 21328		666.42	
KJWANIS CLUB OF DES PLAINES	10595	09/21/10	100.00
Account No. Description		Amount	
201-5920220 Membership Dues		100.00	
KLEIN, THORPE & JENKINS, LTD.	10596	09/21/10	943.48
Account No. Description		Amount	
201-5920110 Matter ID 1657-001		943.48	
LACONI TECHNOLOGY SECTION	10597	09/21/10	15.00
Account No. Description		Amount	
201-5920204 Technology Trends 10/7/10		15.00	
LAPORT INC.	10599	09/21/10	760.29
Account No. Description		Amount	
201-5970170 Invoice # 121785		49.50	
201-5970170 Invoice # 121226		387.83	
201-5970170 Invoice # 122864		322.96	
LINCOLN STORY LEAGUE	10602	09/21/10	30.00
Account No. Description		Amount	
201-5920220 Lincoln Story Membership		30.00	
LAUTERBACH & AMEN, LLP.	10600	09/21/10	2,700.00
Account No. Description		Amount	
201-5960990 Invoice No. 16590		1,350.00	
201-5960990 Invoice No. 16973		1,350.00	
MATTHEW BENDER & COMPANY INC	10604	09/21/10	77.31
Account No. Description		Amount	
201-5970600 Invoice # 05777623		77.31	
LIBRARY FURNITURE INTERNTL	10601	09/21/10	591.35
Account No. Description		Amount	
201-5980600 Invoice # 3648		591.35	

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
MARSHALL CAVENDISH CORPORATION	10603	09/21/10	104.75
Account No. 201-5970600		Description Invoice # 834377	Amount 104.75
MCQUAY SERVICE	10605	09/21/10	23,911.00
Account No. 201-5930020		Description Invoice # 24290	Amount 23,911.00
MENARDS	10606	09/21/10	35.53
Account No. 201-5970170		Description Invoice # 45394	Amount 35.53
MUNTERS MOISTURE CONTROL SERV.	10610	09/21/10	1,475.15
Account No. 201-5930020		Description Invoice # 43746	Amount 1,475.15
MUSIC BOX FILMS	10611	09/21/10	200.00
Account No. 201-5960210		Description Invoice # 15104	Amount 200.00
JACK WADDICK	10593	09/21/10	250.00
Account No. 201-5960210		Description eBay Seminar 10/27/10	Amount 250.00
OFFICE DEPOT	10613	09/21/10	270.22
Account No. 201-5970100		Description Invoice # 528867091001	Amount 227.37
Account No. 201-5970100		Description Invoice # 530759375001	Amount 18.16
Account No. 201-5970100		Description Invoice # 529685304001	Amount 24.69
OCLC, INC.	10612	09/21/10	1,129.00
Account No. 201-5970640		Description Invoice # 0000084103	Amount 1,129.00
I BAG AT A TIME	10574	09/21/10	1,598.68
Account No. 201-5970100		Description Invoice # 4339	Amount 1,598.68
OUTSOURCE SOLUTIONS GROUP	10614	09/21/10	27,871.14
Account No. 201-5920110		Description Invoice # 10511	Amount 507.81
Account No. 201-5920110		Description Invoice # 10599	Amount 27,083.33
Account No. 201-5960990		Description Invoice # 10659	Amount 280.00
P C NATION	10615	09/21/10	570.50
Account No. 202-5980410		Description Invoice # PO48006701018	Amount 570.50
PITNEY BOWES	10616	09/21/10	1,856.55
Account No. 201-5930210		Description Invoice # 9954034-AU10	Amount 164.00
Account No. 201-5970100		Description Invoice # 5501355988	Amount 100.48
Account No. 201-5970260		Description Customer ID 21445552868	Amount 1,592.07
FINDAWAY WORLD LLC	10589	09/21/10	899.82
Account No. 201-5970100		Description Invoice # 37358	Amount 899.82
RECORDED BOOKS, LLC	10617	09/21/10	771.87
Account No. 201-5970600		Description Order # 4950043	Amount 27.67
Account No. 201-5970600		Description Order # 4949942	Amount 120.81

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Vendor Checks Report

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Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Order # 4958586	87.97	
201-5970600	Order # 4954555	117.88	
201-5970610	Order # 4950175	111.37	
201-5970610	Order # 4967869	161.80	
201-5970610	Order # 4951250	111.37	
201-5970630	Order # 4966527	33.00	
RUNGE PAPER COMPANY, INC.	10618	09/21/10	97.48
Account No.	Description	Amount	
201-5970170	Invoice # 672748	97.48	
SOMETHING FISHY INC	10620	09/21/10	100.94
Account No.	Description	Amount	
201-5960990	Invoice # 0123	100.94	
SPEED-E-KLEEN	10621	09/21/10	415.00
Account No.	Description	Amount	
201-5930320	Invoice # 3583	120.00	
201-5930320	Invoice # 3583	175.00	
201-5930320	Invoice # 3583	120.00	
TELEVEND SERVICES INCORPORATED	10622	09/21/10	51.10
Account No.	Description	Amount	
201-5970100	Invoice # 2251	51.10	
TUMBLEWEED PRESS INC.	10623	09/21/10	267.33
Account No.	Description	Amount	
201-5970640	Invoice # 25501	267.33	
TWO J'S INDUSTRIES	10624	09/21/10	1,150.00
Account No.	Description	Amount	
201-5930020	Invoice # 201515	1,150.00	
UNITED BUSINESS SOLUTIONS	10625	09/21/10	1,257.88
Account No.	Description	Amount	
201-5930010	Invoice # 053602 1	5.78	
201-5930010	Invoice # 053603 1	12.63	
201-5930010	Invoice # 053590 1	818.66	
201-5930010	Invoice # 053589 1	145.92	
201-5930010	Invoice # 053586 1	252.41	
201-5970100	Invoice # 84968A 1	11.24	
201-5970100	Invoice # 85699A 1	11.24	
WAREHOUSE DIRECT	10627	09/21/10	37.98
Account No.	Description	Amount	
201-5970100	Invoice # 823662-0	37.98	
WEST GROUP	10630	09/21/10	144.00
Account No.	Description	Amount	
201-5970600	Invoice # 821158402	144.00	
WASTE MANAGEMENT	10628	09/21/10	128.12
Account No.	Description	Amount	
201-5930490	Invoice # 4173228-2008-1	128.12	
WASTE MANAGEMENT	10629	09/21/10	338.06
Account No.	Description	Amount	
201-5930490	Invoice # 2241394-2008-3	338.06	
BANKCARD SERVICES	10580	09/21/10	1,726.04
Account No.	Description	Amount	
201-5920202		67.05	
201-5960210		433.97	



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

Vendor Name	Chk. No.	Check Date	Amount
201-5970100			178.01
201-5970600			75.00
201-5970630			282.11
201-5980400			89.90
201-5980600			600.00

BAKER & TAYLOR 10578 09/21/10 23,133.39

Account No.	Description	Amount
201-5960990	Invoice # 2024914058	8.32
201-5960990	Invoice # 2024916048	5.66
201-5960990	Invoice # 2024913983	7.80
201-5960990	Invoice # 2024915906	18.09
201-5960990	Invoice # 2024916079	62.81
201-5960990	Invoice # 2024916202	12.29
201-5960990	Invoice # 2024912975	89.54
201-5960990	Invoice # 2024846538	4.16
201-5960990	Invoice # 125679940	8.97
201-5960990	Invoice # 126791770	2.99
201-5960990	Invoice # 2024990919	38.58
201-5960990	Invoice # 2025000393	19.67
201-5960990	Invoice # 2024867058	5.31
201-5960990	Invoice # 2024986529	15.31
201-5960990	Invoice # 2025000236	4.80
201-5960990	Invoice # 2024988807	2.31
201-5960990	Invoice # 2024988788	8.01
201-5960990	Invoice # 2024986562	1.29
201-5960990	Invoice # 2024995715	0.44
201-5960990	Invoice # 2024988806	12.10
201-5960990	Invoice # 2024918119	1.28
201-5960990	Invoice # 2024915898	91.07
201-5960990	Invoice # 2024914857	6.72
201-5960990	Invoice # 2024930586	30.56
201-5960990	Invoice # 2024973841	7.55
201-5960990	Invoice # 2024962643	1.12
201-5960990	Invoice # 2024960821	1.58
201-5960990	Invoice # 2024960798	3.83
201-5960990	Invoice # 2024960774	5.69
201-5960990	Invoice # 2024960773	12.29
201-5960990	Invoice # 2024962706	4.62
201-5960990	Invoice # 2024969199	1.24
201-5960990	Invoice # 2024960806	1.59
201-5960990	Invoice # 2024969114	1.41
201-5960990	Invoice # 2024968722	34.72
201-5960990	Invoice # 2024944553	4.91
201-5960990	Invoice # 2024944539	2.92
201-5960990	Invoice # 2024949367	50.97
201-5960990	Invoice # 2024944573	0.47
201-5960990	Invoice # 2024944520	2.31
201-5960990	Invoice # 2024934725	2.12
201-5960990	Invoice # 2024916222	20.05
201-5960990	Invoice # 2024916102	151.90
201-5960990	Invoice # 2024934018	11.36
201-5960990	Invoice # 2024934661	10.04
201-5960990	Invoice # 2024934721	2.09
201-5960990	Invoice # 2024948814	2.53
201-5960990	Invoice # 2024939282	6.47
201-5960990	Invoice # 2024944519	2.42
201-5960990	Invoice # 2024934684	4.95
201-5960990	Invoice # 2024944513	0.94
201-5960990	Invoice # 2024825744	1.24
201-5960990	Invoice # 2024915879	5.60
201-5960990	Invoice # 2024914063	6.83
201-5960990	Invoice # 2024912585	170.85

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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2024916237		33.51
201-5960990	Invoice # 2024773452		37.81
201-5960990	Invoice # 2024754455		5.31
201-5960990	Invoice # 2024910549		11.20
201-5960990	Invoice # 2024913298		3.55
201-5960990	Invoice # 2024915905		4.92
201-5960990	Invoice # 2024903686		4.77
201-5960990	Invoice # 2024914075		1.12
201-5960990	Invoice # 2024913270		3.98
201-5970600	Invoice # 2024916048		99.72
201-5970600	Invoice # 2024913983		90.24
201-5970600	Invoice # 2024915906		268.18
201-5970600	Invoice # 2024916079		685.08
201-5970600	Invoice # 2024916202		230.38
201-5970600	Invoice # 2015970600		2,257.04
201-5970600	Invoice # 2024930585		910.61
201-5970600	Invoice # 2024990918		1,378.58
201-5970600	Invoice # 2025000392		440.73
201-5970600	Invoice # 2024867058		23.12
201-5970600	Invoice # 2024986529		194.71
201-5970600	Invoice # 2025000236		71.74
201-5970600	Invoice # 2024988807		4.18
201-5970600	Invoice # 2024988788		104.54
201-5970600	Invoice # 2024986562		18.91
201-5970600	Invoice # 2024995715		9.57
201-5970600	Invoice # 2024988806		190.79
201-5970600	Invoice # 2024918119		11.94
201-5970600	Invoice # 2024915898		1,143.90
201-5970600	Invoice # 2024914856		209.30
201-5970600	Invoice # 0000435815		111.77
201-5970600	Invoice # 2024973841		380.61
201-5970600	Invoice # 2024962643		12.80
201-5970600	Invoice # 2024960821		25.53
201-5970600	Invoice # 2024960798		39.04
201-5970600	Invoice # 2024960774		74.63
201-5970600	Invoice # 2024960773		620.31
201-5970600	Invoice # 2024962706		9.55
201-5970600	Invoice # 2024969199		15.90
201-5970600	Invoice # 2024960806		24.70
201-5970600	Invoice # 2024969114		36.73
201-5970600	Invoice # 2024968721		1,387.10
201-5970600	Invoice # 2024944553		195.22
201-5970600	Invoice # 2024944539		38.47
201-5970600	Invoice # 2024949366		1,538.71
201-5970600	Invoice # 2024944573		7.75
201-5970600	Invoice # 2024944520		4.18
201-5970600	Invoice # 2024934725		22.56
201-5970600	Invoice # 2024916222		481.25
201-5970600	Invoice # 2024916102		1,667.25
201-5970600	Invoice # 2024934018		157.71
201-5970600	Invoice # 2024934661		157.90
201-5970600	Invoice # 2024934721		22.45
201-5970600	Invoice # 2024948814		40.58
201-5970600	Invoice # 2024939282		156.81
201-5970600	Invoice # 2024944519		29.09
201-5970600	Invoice # 2024934684		72.48
201-5970600	Invoice # 2024944513		11.26
201-5970600	Invoice # 2024825744		14.20
201-5970600	Invoice # 2024915879		76.03
201-5970600	Invoice # 2024914063		176.77
201-5970600	Invoice # 2024912584		4,971.71
201-5970600	Invoice # 2024916237		422.64
201-5970600	Invoice # 2024773452		153.92

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Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2024754455		8.96
201-5970600	Invoice # 2024910549		146.79
201-5970600	Invoice # 2024913297		43.45
201-5970600	Invoice # 2024915905		9.55
201-5970600	Invoice # 2024903686		9.55
201-5970600	Invoice # 2024914075		10.19
201-5970600	Invoice # 2024913269		136.26
201-5970600	Invoice # 2024914058		102.73
201-5970610	Invoice # 125679940		52.30
201-5970610	Invoice # 126791770		11.88

MIDWEST TAPE 10608 09/21/10 4,794.80

Account No.	Description	Amount
201-5960990	Invoice # 610765	17.10
201-5960990	Invoice # 6112222	2.85
201-5960990	Invoice # 6112221	2.85
201-5960990	Invoice # 6112223	8.55
201-5960990	Invoice # 6109738	5.95
201-5960990	Invoice # 6109737	2.85
201-5960990	Invoice # 6109736	2.85
201-5960990	Invoice # 6106766	2.85
201-5960990	Invoice # 6104878	46.35
201-5960990	Invoice # 6104874	2.85
201-5960990	Invoice # 6104875	2.85
201-5960990	Invoice # 6104876	2.85
201-5960990	Invoice # 6104877	2.85
201-5960990	Invoice # 6100785	2.85
201-5960990	Invoice # 6100787	3.10
201-5960990	Invoice # 6100786	2.85
201-5960990	Invoice # 6100454	14.50
201-5960990	Invoice # 6100453	8.55
201-5960990	Invoice # 6100451	2.85
201-5960990	Invoice # 6100450	8.55
201-5960990	Invoice # 6100452	8.55
201-5960990	Invoice # 6115404	3.10
201-5960990	Invoice # 6109730	6.75
201-5960990	Invoice # 6109735	2.25
201-5960990	Invoice # 6109734	2.25
201-5960990	Invoice # 6111897	2.25
201-5960990	Invoice # 6109728	2.45
201-5960990	Invoice # 6106760	4.50
201-5960990	Invoice # 6106758	2.25
201-5960990	Invoice # 6104859	2.25
201-5960990	Invoice # 6106754	9.00
201-5960990	Invoice # 6106753	4.50
201-5960990	Invoice # 6106755	4.50
201-5960990	Invoice # 6106756	11.25
201-5960990	Invoice # 6106761	2.25
201-5960990	Invoice # 6106762	6.75
201-5960990	Invoice # 6104861	2.25
201-5960990	Invoice # 6104873	2.25
201-5960990	Invoice # 6106763	4.50
201-5960990	Invoice # 6104860	2.25
201-5960990	Invoice # 6106764	2.25
201-5960990	Invoice # 6104872	25.15
201-5960990	Invoice # 6115405	3.10
201-5960990	Invoice # 6112215	2.25
201-5960990	Invoice # 6112209	4.50
201-5960990	Invoice # 6112214	2.25
201-5960990	Invoice # 6112213	6.75
201-5960990	Invoice # 6112218	2.25
201-5960990	Invoice # 6112219	2.25
201-5960990	Invoice # 6112220	4.50

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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6112210		4.50
201-5960990	Invoice # 6112217		4.50
201-5960990	Invoice # 6112216		2.25
201-5960990	Invoice # 6112211		4.50
201-5960990	Invoice # 6109727		2.25
201-5960990	Invoice # 6109726		2.25
201-5960990	Invoice # 6109729		5.20
201-5960990	Invoice # 6111896		4.50
201-5960990	Invoice # 6109724		2.45
201-5960990	Invoice # 6109725		13.70
201-5960990	Invoice # 6109733		2.25
201-5960990	Invoice # 6109732		2.25
201-5960990	Invoice # 6109731		2.25
201-5960990	Invoice # 6104864		13.70
201-5960990	Invoice # 6104863		4.50
201-5960990	Invoice # 6104862		9.00
201-5960990	Invoice # 6104865		20.25
201-5960990	Invoice # 6104871		9.00
201-5960990	Invoice # 6104869		36.20
201-5970600	Credit Memo # 92724		-15.00
201-5970610	Invoice # 2266781		34.99
201-5970610	Invoice # 2266779		114.97
201-5970610	Invoice # 2266780		61.98
201-5970610	Invoice # 2272711		39.99
201-5970610	Invoice # 2266782		39.99
201-5970610	Invoice # 2266778		39.99
201-5970610	Invoice # 2260598		39.99
201-5970610	Invoice # 2260599		190.95
201-5970610	Invoice # 2260597		29.99
201-5970610	Invoice # 2260600		470.89
201-5970610	Invoice # 2260601		39.99
201-5970610	Invoice # 2279660		39.99
201-5970610	Invoice # 610765		76.89
201-5970610	Invoice # 6112222		5.99
201-5970610	Invoice # 6112221		12.74
201-5970610	Invoice # 6112223		38.97
201-5970610	Invoice # 6109738		23.98
201-5970610	Invoice # 6109737		10.49
201-5970610	Invoice # 6109736		12.74
201-5970610	Invoice # 6106766		12.59
201-5970610	Invoice # 6104878		216.29
201-5970610	Invoice # 6104874		7.49
201-5970610	Invoice # 6104875		9.74
201-5970610	Invoice # 6104876		7.49
201-5970610	Invoice # 6104877		10.49
201-5970610	Invoice # 6100785		5.99
201-5970610	Invoice # 6100787		11.24
201-5970610	Invoice # 6100786		11.99
201-5970610	Invoice # 6100454		79.30
201-5970610	Invoice # 6100453		33.42
201-5970610	Invoice # 6100451		14.24
201-5970610	Invoice # 6100450		62.96
201-5970610	Invoice # 6100452		48.72
201-5970610	Invoice # 6115404		14.24
201-5970610	Invoice # 6115405		11.24
201-5970630	Invoice # 6118294		44.99
201-5970630	Invoice # 6106752		179.96
201-5970630	Invoice # 6106757		44.99
201-5970630	Invoice # 6112212		89.98
201-5970630	Invoice # 6112208		44.98
201-5970630	Invoice # 6109730		28.47
201-5970630	Invoice # 6109735		22.49
201-5970630	Invoice # 6109734		22.49

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Vendor Name	Chk. No.	Check Date	Amount
201-5970630	Invoice # 6111897		22.49
201-5970630	Invoice # 6109728		29.99
201-5970630	Invoice # 6106760		41.98
201-5970630	Invoice # 6106758		22.49
201-5970630	Invoice # 6104859		7.49
201-5970630	Invoice # 6106754		86.96
201-5970630	Invoice # 6106753		37.48
201-5970630	Invoice # 6106755		25.48
201-5970630	Invoice # 6106756		62.20
201-5970630	Invoice # 6106761		18.74
201-5970630	Invoice # 6106762		36.72
201-5970630	Invoice # 6104861		11.24
201-5970630	Invoice # 6104873		20.99
201-5970630	Invoice # 6106763		35.98
201-5970630	Invoice # 6104860		9.74
201-5970630	Invoice # 6106764		56.23
201-5970630	Invoice # 6104872		232.39
201-5970630	Invoice # 6104864		74.94
201-5970630	Invoice # 6112215		11.24
201-5970630	Invoice # 6112209		44.98
201-5970630	Invoice # 6112214		22.49
201-5970630	Invoice # 6112213		36.72
201-5970630	Invoice # 6112218		18.74
201-5970630	Invoice # 6112219		14.99
201-5970630	Invoice # 6112220		41.98
201-5970630	Invoice # 6112210		25.48
201-5970630	Invoice # 6112217		25.48
201-5970630	Invoice # 6112216		9.74
201-5970630	Invoice # 6112211		22.48
201-5970630	Invoice # 6109727		7.49
201-5970630	Invoice # 6109726		14.99
201-5970630	Invoice # 6109729		39.73
201-5970630	Invoice # 6111896		44.98
201-5970630	Invoice # 6109724		29.99
201-5970630	Invoice # 6109725		119.94
201-5970630	Invoice # 6109733		11.24
201-5970630	Invoice # 6109732		11.24
201-5970630	Invoice # 6109731		11.24
201-5970630	Invoice # 6104863		29.98
201-5970630	Invoice # 6104862		142.44
201-5970630	Invoice # 6104865		119.91
201-5970630	Invoice # 6104871		50.21
201-5970630	Invoice # 6104869		273.58
MIDWEST TAPE	10609	09/21/10	4,126.48
Account No.	Description	Amount	
201-5960990	Invoice # 6115402	2.25	
201-5960990	Invoice # 6115400	2.25	
201-5960990	Invoice # 6115401	4.50	
201-5960990	Invoice # 6115399	2.25	
201-5960990	Invoice # 6118297	4.50	
201-5960990	Invoice # 6118295	4.50	
201-5960990	Invoice # 6118286	4.50	
201-5960990	Invoice # 6118296	9.00	
201-5960990	Invoice # 6118285	2.25	
201-5960990	Invoice # 6106759	4.50	
201-5960990	Invoice # 6104868	31.90	
201-5960990	Invoice # 6100448	6.95	
201-5960990	Invoice # 6100432	4.50	
201-5960990	Invoice # 6104866	22.90	
201-5960990	Invoice # 6104867	43.15	
201-5960990	Invoice # 6100435	11.25	
201-5960990	Invoice # 6100447	18.00	

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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6100428		2.25
201-5960990	Invoice # 6100436		12.25
201-5960990	Invoice # 6100443		4.50
201-5960990	Invoice # 6100446		4.70
201-5960990	Invoice # 6100433		6.95
201-5960990	Invoice # 6100440		15.75
201-5960990	Invoice # 6100439		15.95
201-5960990	Invoice # 6100441		23.40
201-5960990	Invoice # 6100437		2.25
201-5960990	Invoice # 6100445		11.25
201-5960990	Invoice # 6100444		18.20
201-5960990	Invoice # 6100442		36.20
201-5960990	Invoice # 6100434		2.25
201-5960990	Invoice # 6100431		2.25
201-5960990	Invoice # 6100429		6.75
201-5960990	Invoice # 6100438		31.50
201-5960990	Invoice # 6100430		4.50
201-5960990	Invoice # 6100427		2.25
201-5960990	Invoice # 6100784		9.00
201-5960990	Invoice # 6100781		6.75
201-5960990	Invoice # 6100782		4.50
201-5960990	Invoice # 6100778		4.50
201-5960990	Invoice # 6100779		4.50
201-5960990	Invoice # 6100777		2.25
201-5960990	Invoice # 6100776		11.25
201-5960990	Invoice # 6100775		2.25
201-5960990	Invoice # 6100774		4.50
201-5960990	Invoice # 6100780		2.25
201-5960990	Invoice # 6100783		2.25
201-5960990	Invoice # 6100449		6.75
201-5960990	Invoice # 6118292		4.50
201-5960990	Invoice # 6118293		6.75
201-5960990	Invoice # 6118291		4.50
201-5960990	Invoice # 6118289		4.50
201-5960990	Invoice # 6118290		4.50
201-5960990	Invoice # 6118284		4.90
201-5960990	Invoice # 6118287		2.25
201-5960990	Invoice # 6115403		2.25
201-5970630	Invoice # 6115400		9.74
201-5970630	Invoice # 6115401		33.73
201-5970630	Invoice # 6115399		11.24
201-5970630	Invoice # 6118297		44.98
201-5970630	Invoice # 6118295		88.47
201-5970630	Invoice # 6118286		19.48
201-5970630	Invoice # 6118296		74.96
201-5970630	Invoice # 6118285		9.74
201-5970630	Invoice # 6118288		74.98
201-5970630	Invoice # 6106759		25.48
201-5970630	Invoice # 6104868		212.86
201-5970630	Invoice # 6100448		71.22
201-5970630	Invoice # 6100432		22.48
201-5970630	Invoice # 6104866		118.40
201-5970630	Invoice # 6104867		259.30
201-5970630	Invoice # 6100435		61.45
201-5970630	Invoice # 6100447		97.42
201-5970630	Invoice # 6100428		28.73
201-5970630	Invoice # 6100436		50.95
201-5970630	Invoice # 6100443		69.72
201-5970630	Invoice # 6100446		25.48
201-5970630	Invoice # 6100433		47.22
201-5970630	Invoice # 6100440		103.43
201-5970630	Invoice # 6100439		123.68
201-5970630	Invoice # 6100441		221.88

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Vendor Name	Chk. No.	Check Date	Amount
201-5970630	Invoice # 6100437		14.99
201-5970630	Invoice # 6100445		52.45
201-5970630	Invoice # 6100444		253.41
201-5970630	Invoice # 6100442		277.33
201-5970630	Invoice # 6100434		20.24
201-5970630	Invoice # 6100431		5.24
201-5970630	Invoice # 6100429		33.72
201-5970630	Invoice # 6100438		177.61
201-5970630	Invoice # 6100430		22.48
201-5970630	Invoice # 6100427		22.49
201-5970630	Invoice # 6100784		70.46
201-5970630	Invoice # 6100781		53.22
201-5970630	Invoice # 6100782		43.48
201-5970630	Invoice # 6100778		29.98
201-5970630	Invoice # 6100779		39.98
201-5970630	Invoice # 6100777		89.22
201-5970630	Invoice # 6100776		110.95
201-5970630	Invoice # 6100775		20.99
201-5970630	Invoice # 6100774		40.48
201-5970630	Invoice # 6100780		18.74
201-5970630	Invoice # 6100783		22.49
201-5970630	Invoice # 6100449		65.22
201-5970630	Invoice # 6118292		22.48
201-5970630	Invoice # 6118293		67.47
201-5970630	Invoice # 6118291		22.48
201-5970630	Invoice # 6118289		41.23
201-5970630	Invoice # 6118290		44.98
201-5970630	Invoice # 6118284		22.48
201-5970630	Invoice # 6118287		14.99
201-5970630	Invoice # 6115403		11.24
201-5970630	Invoice # 6115402		9.74
NEXTEL	50073	08/31/10	945.09
	Account No.	Description	Amount
	201-5920120	ACH	945.09
NEXTEL	50074	08/31/10	1,007.18
	Account No.	Description	Amount
	201-5920120	ACH	1,007.18
CALL ONE	50075	08/31/10	479.42
	Account No.	Description	Amount
	201-5920120	ACH	479.42
AT&T	50076	08/31/10	221.85
	Account No.	Description	Amount
	201-5920120	ACH	221.85
AT&T	50077	08/31/10	98.35
	Account No.	Description	Amount
	201-5920120	ACH	98.35
AT&T	50078	08/31/10	43.15
	Account No.	Description	Amount
	201-5920120	ACH	43.15
AT&T	50079	08/31/10	221.85
	Account No.	Description	Amount
	201-5920120	ACH	221.85
AT&T	50080	08/31/10	98.35
	Account No.	Description	Amount
	201-5920120	ACH	98.35

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Vendor Name	Chk. No.	Check Date	Amount
AT&T	50081	08/31/10	43.15
Account No. 201-5920120		Description ACH	Amount 43.15
McLEOD USA	50082	08/31/10	298.76
Account No. 201-5920120		Description ACH	Amount 298.76
VERIZON WIRELESS	50083	08/31/10	126.92
Account No. 201-5920120		Description ACH	Amount 126.92
COMCAST CABLE	50084	08/31/10	220.97
Account No. 201-5920120		Description ACH	Amount 220.97
LEVEL(3) COMMUNICATIONS, LLC.	50085	08/31/10	466.89
Account No. 201-5920120		Description ACH	Amount 466.89
SPRINT	50086	08/31/10	18.96
Account No. 201-5920120		Description ACH	Amount 18.96
SPRINT	50087	08/31/10	16.12
Account No. 201-5920120		Description ACH	Amount 16.12
WOW! INTERENT CABLE	50088	08/31/10	82.49
Account No. 201-5920120		Description ACH	Amount 82.49
		TOTAL	<u>128,026.29</u>



DES PLAINES PUBLIC LIBRARY

CASH FLOW SUMMARY

For the Year Ended December 31, 2010

	January	February	March	April	May	June	July	August	September	October	November	December
<b>Balance Sheet</b>												
Cash & Investments	\$ 1,546,613	1,117,818	1,360,131	\$ 3,581,316	\$ 3,169,784	\$ 2,722,749	\$ 2,255,426	\$ 1,787,080	\$	\$	\$	\$
<b>Revenue (M-T-D)</b>												
Property Taxes	130,787	-	739,239	2,641,784	51,612	-	194,449	-				
Other Revenue	15,579	11,914	17,102	52,394	14,286	20,593	12,416	20,995				
	146,366	11,914	756,341	2,694,178	65,898	20,593	206,866	20,995	-	-	-	-
<b>Expenses (M-T-D)</b>												
Payroll & Benefits	306,233	309,859	312,915	302,514	311,663	303,578	468,072	312,944				
Other Expense	161,788	249,673	162,718	153,112	177,041	205,815	209,132	105,584				
	468,020	559,532	475,633	455,626	488,704	509,393	677,204	418,528	0	0	0	0
<b>Net Increase/(Decrease)</b>	(321,654)	(547,618)	280,708	2,238,552	(422,806)	(488,800)	(470,338)	(397,532)	0	0	0	0

## LIBRARY DIRECTOR'S REPORT

### PERSONNEL

New Employees for July/August 2010: Stephanie Spetter, Head of Youth Services, 08/16/10

Resignations for July/August 2010: Sandra K. Norlin, Library Director, 08/31/10

### PATRON SERVICES

Circulation is down 2% year to date. This can be attributed to the demise of NSLS and the reduction in van delivery service. The donated money for the current reduced van delivery service will run out October 1. The State Library has reported they have grant money that will be available to public libraries to continue van delivery service from October through the end of 2010. A Task Force of North Suburban Library directors will meet with the State Library to discuss when and if this continued van delivery service will happen.

This year 2,203 children enrolled in our Green Days of Summer (Birth-6<sup>th</sup> grade) and Greenapalooza (7<sup>th</sup>-12<sup>th</sup> grade) Summer Reading Clubs 1,048 of those enrolled completed the program. The Adult Summer Reading Club had 863 readers enrolled.

We had a Librarian for a Day Guest of Honor this month at the Library. The library donated to District 62 Foundation's Fundraiser event last winter the opportunity for someone to come be Librarian for a Day. The lucky winner was 4<sup>th</sup> grader Karissa Paulsen who spent time in all the areas of the library to experience firsthand what it's like to work at the library.

The door count increased by 10% so far this year. 396,956 people have come through our doors since January, 52,150 in August alone. Our meeting rooms have been used by more than 22,000 people to attend meetings and programs. Library staff have presented programs and offered service to 6,493 people outside of the building and out in the community. In August we had over 45,000 virtual visits from patrons using computers from external locations.



BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
August 17, 2010

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, July 20, 2010. President George Magerl called the meeting to order at 5:59 p.m.

Roll call indicated the following board members were present: Dion Kendrick, Myrtle Klebe, Susan Moylan Krey, George Magerl, Steven Mokry, John Robinson, Jeffery Rozovics, Elaine Tejcek, Jennifer Tsalapatanis.

Also present: Sandra Norlin, Carol Kidd, Holly Richards Sorensen, Heather Imhoff, Alderman Dan Wilson, Jennifer Delgado, Noreen Lake, Sue D'Hondt, Wally Meyer, Phyllis Johnson, Susan Farid, Debra Hendricks, Nora Paisley, Cheryl Gladfelter, Joanie Sebastian, Francine Gralak, Gary Valente, Stephanie Spetter, Gwen LaCosse.

PLEDGE OF ALLEGIANCE.

MOTION by Myrtle Klebe, seconded by Elaine Tejcek, to adjourn the meeting at 7:15 and reconvene on September 1, 2010 at 7:00 p.m. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

CONSIDERATION OF THE AGENDA.

MOTION by Myrtle Klebe, seconded by Jeff Rozovics, to approve the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS

Noreen Lake thanked Library Director Sandra Norlin for her 16 years of service to the library and congratulated Holly Sorensen for being appointed the new library director.

Sandra Norlin congratulated Noreen Lake on being notified that she will receive the Illinois Library Association Trustee of the Year Award at the ILA Annual Conference.

Wally Meyer, President, Friends of the Library, thanked Sandra Norlin for her good work.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson.

Alderman Wilson thanked Sandra Norlin for her many years of service to the library.

CONSENT AGENDA

George Magerl asked to remove B. Acceptance of Financial Reports for July 2010 from the Consent Agenda.

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

President George Magerl introduced Nathan Gaskill from Lauterbach & Amen, LLP. George explained that Lauterbach & Amen provides accounting services to the library. Nathan Gaskill stated that Jeff Rozovics, Board Treasurer, had requested a cash flow summary for 2009 and 2010. Nathan reported that he prepared the cash flow summary for 2009 with information he requested and received from the City of Des Plaines Finance Department.

Jeff Rozovics explained that projections for revenue and expenditures for the cash flow summary report for the remainder of 2010 were extrapolated from the 2009 financial reports prepared by the City of Des Plaines Finance Department. Jeff also explained that property tax receipts are expected in December 2010 and these projections are based on receipt of property tax in December of 2009.

MOTION by Elaine Tejcek, seconded by Steve Mokry, to accept the Financial Reports for July 2010, as modified, to include cash flow summaries for 2009 and 2010. 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 July/August 2010: Stephanie Spetter, Head of Youth Services, 08/16/10

Resignations for July/August 2010: Sandra K. Norlin, Library Director, 08/31/10

STAFF DEVELOPMENT

Courtney O'Keefe, Preschool Liaison Librarian, has attended the second of three three-day sessions of Synergy, the Illinois State Library-sponsored leadership development initiative.

## PATRON SERVICES

Circulation has decreased, year to date, but this is compared to 2009, which was a very large increase over circulation in 2008. It's too early to tell if this is a leveling off of a one year spike or the beginning of a trend. It bears watching closely and checking with other libraries for comparisons.

Only 57.2% of the residents of Des Plaines have library cards. The recent drop in numbers is the result of a one-time purge of cards that expired over three years ago, but carried fines of under \$5. Attempts to increase this number have failed thus far; new approaches are called for.

Attendance (door count) is down for the month of July, but year to date has increased by 13%. Thus far in 2010, 463 meetings have been held in our meeting rooms by community groups. We will recommend a charge for meeting room use for the 2011 Budget. Estimating a decrease of 33% because of the charges and using a two-tiered charge (\$25 for room only; \$50 for use of the projection equipment and/or pantry), the library could derive around \$10,000 in revenue from these charges.

22,945 people visited our website in July, using it over 54,000 times. In-house computer use is down from last July, but up slightly for the year. Use of our online databases is down significantly (nearly 20%).

On July 22, I attended the organizing meeting of the United Way Leadership Donor Committee and on August 12, I attended the meeting of the Des Plaines Chamber of Commerce Board of Directors.

## NEW BUSINESS

APPROVE PAYMENT OF VENDOR CHECKS REPORT - \$200,668.91. [Action Item]

MOTION by Jeffery Rozovics, seconded by Susan Moylan Krey, to approve the payment of vendor checks in the amount of \$200,668.91, as listed on the vendor checks report of July 2010 and authorize the Library Director to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Kendrick, Klebe, Moylan Krey, Magerl, Mokry, Robinson, Rozovics, Tejcek, Tsalapatani. NAYS: None. MOTION CARRIED.

OPEN MEETINGS ACT. [Action Item]

Sandra Norlin reported that the library board was not in violation of the Open Meetings Act when they went into Executive Session in November and December of 2008, because final action was taken and reported at the Special Board Meeting on June 29, 2010.

APPROVAL OF EXPENDITURES OVER BUDGETED AMOUNT IN OPERATING BUDGET.  
[Action Item]

Sandra Norlin explained that at the July 20, 2010 meeting she did not authorize a transfer of funds, but rather changed the expenditure posting from Per Capita fund to operating fund.

INTERGOVERNMENTAL AGREEMENT

Sandra Norlin distributed copies of a proposed Intergovernmental Agreement and asked Board members to review the document so that they could discuss at the next board meeting. Sandra also asked the board to consider a line of credit amount.

SET DATES FOR MANAGEMENT AND FINANCE COMMITTEE.

The Management Committee will meet on September 1, 2010 at 6:00 p.m.

The Board of Trustees meeting will reconvene on September 1, 2010 at 7:00 p.m.

2011 BUDGET

Elaine Tejcek asked that the Finance Committee review the revised draft of the 2011 Budget before it is presented to the Board for their review at the September 21, 2010 meeting.

The Finance Committee was also asked to review operating costs for Mobile Library service in 2011.

Motion by Elaine Tejcek, seconded by Jennifer Tsalapatanis, to defer to the Finance Committee review of the revised draft of the 2011 budget documents and then to present to the board at their next meeting. VOTE: AYES: All Nays: none. MOTION CARRIED.

ANNOUNCEMENTS

Holly Sorensen introduced Stephanie Spetter as the new Head of Youth Services.

President Magerl asked for a recess at 7:03 p.m.

The board reconvened at 7:15 p.m.

President George Magerl and Library Director Sandra Norlin thanked former trustees, Eldon Burk and Selma D'Souza, for serving on the library board. Sandra Norlin presented an engraved crystal paperweight to Eldon and Selma and expressed her appreciation for their good work.

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

Meeting adjourned 7:20 at p.m.

Minutes prepared Carol Kidd.



BOARD OF TRUSTEES  
Minutes of the Special Meeting  
August 10, 2010

The special meeting of the Des Plaines Public Library Board of Trustees was held in the second floor meeting room on Tuesday, August 10, 2010. President George Magerl called the meeting to order at 6:04 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Dion Kendrick, Myrtle Klebe, Susan Moylan Krey, George Magerl, Steven Mokry, John Robinson, Jeffery Rozovics, Elaine Tejcek.

Members Absent: Jennifer Tsalapatanis.

Also Present: Sandra Norlin, Holly Sorensen, Carol Kidd, Heather Imhoff, Alderman Dan Wilson, Don Sofolo, Dan Klobnak, Christina Tropea, Jo Bonell, Gary Valente, Brenda Murphy, Dick Sayad, Debra Hendricks, Phyllis Johnson, Francine Gralak, Roberta Johnson, Susan Farid, Jennifer Delgado, Nora Paisley, Susan Helmer, Anthony Baxter, Katerina Kuzukas.

PLEDGE OF ALLEGIANCE.

OATH OF OFFICE.

John Robinson took the Oath of Office.

PUBLIC COMMENTS.

Mr. Dick Sayad stated that the library board went into an Executive Session in November 2008 to discuss a succession plan for the library director position and at that time made a decision not to open the position to other librarians. Mr. Sayad stated that he did not believe that the library board should have entered into an Executive Session because this matter did not pertain to an individual, but rather



was a policy move. Mr. Sayad also said that the public was not notified of the release of Executive Session minutes from November and December 2008.

Mr. Sayad also stated that at the July 20, 2010 library board meeting that he did not think that the library could transfer funds from one line item to another and that the required funds should have been transferred from the operating account into the line item. *Mr. Sayad stated that he thinks an attorney should review the library agenda.*

Mr. Sayad also stated that the public should be able to make comments during library meetings.

President Magerl stated that the board would discuss Executive Session procedure at the August 17, 2010 regular board meeting.

Nora Paisley stated that the library is one of the jewels of the community. She stated that she and her family use the library and are concerned that residents will be asked to pay more for library services when residents are already paying for library services through their property taxes. Ms. Paisley asked the board if they were willing to meet with residents in the community so that the board would know what residents want from their library.

Dion Kendrick asked the board to discuss the 2011 Budget before the Intergovernmental Agreement. President Magerl stated that discussion on the Intergovernmental Agreement would be postponed until the August 17, 2010 board meeting.

#### CONSIDERATION OF THE AGENDA.

MOTION by Myrtle Klebe, seconded by Dion Kendrick, to accept agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

President Magerl stated that the board was resolved into a Committee of the Whole.

#### FINANCE – JEFF ROZOVICS, Chair.

Jeff Rozovics stated that the Finance Committee met on August 3, but no action was taken, because the committee did not have a quorum. The committee did review the first draft of the 2011 budget.

Sandra Norlin stated that discussion on the Intergovernmental Agreement would be postponed until the August 17, 2010 board meeting.

The proposed 2011 budget document was presented to the board. Sandra Norlin

explained that the goals for the budget are:

- 1) Request no increase in property tax payments from the 2010 extended amounts.
- 2) Build the library's fund balance to a level that will support four month's operating expenses. [\$2.4 million]
- 3) Continue to build the Capital Project fund to cover anticipated building improvements in 2012. [\$500,000]

Sandra also explained that the following steps would accomplish the goals:

- 1) Cease mobile library service, effective January 1, 2011. [\$191,000]
- 2) Eliminate eight library staff positions. Four are full-time positions and four are part-time. Five are currently filled. [\$146,504]
- 3) Reduce all categories of expenditures: Personnel [-3.3%], Contractual Services [-5.5%], Commodities [-9%], Capital [-27.8%] and Capital Projects [-48%].

The board discussed the proposed 2011 budget.

Jennifer Tsalapatanis entered the meeting at 6:52 p.m.

The board discussed discontinuing mobile library service in 2011. Jennifer Tsalapatanis stated that she is opposed to cutting mobile library service and suggested restructuring rather than discontinuing the service.

#### PUBLIC COMMENTS.

Mr. Dick Sayad stated that he wants the library to reduce the number of hours the library is open and also curtail mobile library hours. He stated that residents will understand the challenge the library faces with a reduced budget.

Ms. Nora Paisley stated that she does not want library hours reduced.

Katarina Kuzukas stated that she does not want library hours cut because she wants children to be educated and that the library is a good place for teenagers to gather.

Dion Kendrick asked the board to compare the library to the Des Plaines Park District and asked that the library charge for services provided to residents and that the library employ more part-time staff than full-time staff. This would reduce the budget.

#### PUBLIC COMMENTS.

Mr. Sayad stated that the park district is not a good comparison for the library.

Dion Kendrick stated that the library should charge fees for meeting room use, DVDs, and computer use to generate revenue.

President Magerl stated that Park Ridge began charging a fee for DVDs and their patrons ordered DVDs online and then picked them up at other libraries who did not charge a fee. Park Ridge Library has discontinued this practice. President Magerl also stated that charging for internet service places a bigger burden on the poorer patrons.

Jennifer Tsalapatani stated that residents are already paying property taxes. Jennifer stated that she does not want to cut services, but wants to reduce personnel costs.

Sandra Norlin stated the library serves three times more people than park district.

Susan Moylan Krey stated that she would like the library to continue mobile library service, but eliminate capital projects expenditures and hire more part-time staff, reducing the number of full-time staff.

Steven Mokry stated that he was not in favor of continuing mobile library service, because of the cost of operation and the limited attendance.

The board discussed the Teen Lounge Computer Project and the Public Restroom Improvements.

Elaine Tejcek left the meeting at 8:11 p.m.

Dion Kendrick stated that he does not want the library to continue to fund IMRF participation for library employees. Sandra Norlin replied that the staff is required to be in IMRF if working more than 1,000 hours per year.

A consensus was taken to consider continuing mobile library service in 2011 if costs can be reduced. Magerl, Tsalapatani, Klebe, Robinson and Krey were in favor of continuing the service. Mokry, Kendrick and Rozovics were not in favor of continuing the service.

#### PUBLIC COMMENTS.

Francine Galak, part-time Mobile Library Circulation Assistant, spoke in favor of continuing mobile library service in 2011. Francine stated that this service is outreach for patrons who cannot come to the library.

President Magerl assumed the chair and declared the library board back in session.

ACTION RESULTING FROM COMMITTEE OF THE WHOLE MEETING.

MOTION by Dion Kendrick, seconded by John Robinson, to direct staff to reduce the budget by reducing mobile library costs (reduce staff hours, cleaning done by library staff), reduce expenditures in Fund 202- Capital Projects and to consider hiring part-time staff for all open positions. AYES: All, NAYS: None. MOTION CARRIED.

MOTION by John Robinson, seconded by Myrtle Klebe, to adjourn the meeting.

The meeting adjourned at 8:35 p.m.

Minutes prepared by Carol Kidd.




Progress Report

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

Board Action Required

BOARD OF TRUSTEES  
Minutes of the Finance Committee Meeting  
August 23, 2010

Chair: Jeffery Rozovics.

Present: Jeffery Rozovics, Dion Kendrick, Susan Moylan Krey, George Magerl, Myrtle Klebe, John Robinson, Jennifer Tsalapatani, Holly Sorensen, Roberta Johnson, Brenda Murphy, Marge Scholl, Bernie Tarte, Jennifer Delgado.

Call to Order: 5:03 p.m. by Jeffery Rozovics

CONSIDERATION OF THE AGENDA

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to approve the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Jeff Rozovics stated that the Board will meet for a Special Board meeting on September 1, 2010 to review and discuss the 2011 budget.

The Committee discussed two alternative proposals for the 2011 budget.

Alternative 1 included the following reductions in expenditures:

- 1) Restored Mobile Library service with three part-time positions for operation and added back in expenditures in contractual services for vehicle maintenance (\$6,750) and diesel (\$2,000). To offset these costs we reduced membership dues by \$5,500 and telephone repair service by \$1,000.
- 2) Cut Capital Projects by \$60,500.
- 3) Reduced Capital Expenditures by \$15,120.

Alternative 2 included all reductions in Alternative 1 plus the following:

- 4) Eliminate raises for staff \$40,028.
- 5) Increase employee contribution for medical premiums \$54,624.

The Committee discussed costs to operate the mobile library and whether service should be continued in 2011. President Magerl stated that the current contract is in effect until December 31, 2010.

The Committee discussed freezing the open Assistant Director position for one year to save approximately \$115,000 in the 2011 budget.

Mr. Bernie Tarte asked if the library would benefit from the new casino and John Robinson responded that he thought the casino would bring in \$2-3 million annually in revenue for the City of Des Plaines. Mr. Tarte also suggested reducing library hours to reduce the budget.

MOTION by Jennifer Tsalapatanis, seconded by Dion Kendrick, to freeze the Assistant Director position for 2011. VOTE: AYES: Tsalapatanis, Kendrick. NAYS: Moylan Krey, Rozovics. MOTION FAILED.

MOTION by Susan Moylan Krey, to reduce the budget another \$125,000. MOTION FAILED FOR LACK OF A SECOND.

The Committee continued to discuss whether to freeze the Assistant Director open position for 2011.

MOTION by Jennifer Tsalapatanis, seconded by Dion Kendrick, to freeze the Assistant Director position for 2011. VOTE: AYES: Moylan Krey, Tsalapatanis, Kendrick. NAYS: Rozovics. MOTION CARRIED.

MOTION by Dion Kendrick, seconded by Jennifer Tsalapatanis, to approve the proposed 2011 Alternative 2 budget and to include freezing the Assistant Director position for 2011. VOTE: AYES: Moylan Krey, Kendrick, Tsalapatanis. NAYS: Rozovics. MOTION CARRIED.

MOTION by Dion Kendrick, seconded by Jennifer Tsalapatanis, to ask staff to make additional reductions of \$300,000 in the proposed budget in addition to freezing the Assistant Director position for 2011. No vote was taken.

MOTION by Susan Moylan Krey, seconded by Dion Kendrick, to amend the previous motion to ask staff to make additional reductions to the budget in the amount of \$150,000 in addition to freezing the Assistant Director position for 2011. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Staff was asked to reduce the personnel portion of the budget by an additional \$150,000. The Finance Committee will present this revised budget to the Board at the Special meeting on August 31, 2010 at 6:00 p.m.

The Committee discussed the Intergovernmental Agreement and asked that the document be simplified.

The Finance Committee will meet again on August 31, 2010 at 6:00 p.m. to discuss the proposed revised budget for 2011.

The Special Board meeting on September 1, 2010 was cancelled.

MOTION by Dion Kendrick, seconded by Jeff Rozovics, to adjourn the meeting.

The meeting adjourned at 7:16 p.m.

Minutes prepared by Margaret Scholl.



Des Plaines  
Public Library

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

- Progress Report
- Response Requested by \_\_\_\_\_
- Board Action Required 09/21/2010

BOARD OF TRUSTEES  
Minutes of the Finance Committee Meeting  
August 31, 2010

Chair: Jeffery Rozovics.

Present: Jeffery Rozovics, Dion Kendrick, Susan Moylan Krey, George Magerl, Myrtle Klebe, John Robinson, Steven Mokry, Elaine Tejcek, Carol Kidd, Holly Sorensen, Roberta Johnson, Heather Imhoff, Susan Farid, Jennifer Delgado, Brenda Murphy, Cheryl Gladfelter, Stephanie Spetter, Joanie Sebastian, Phyllis Johnson, Nora Paisley.

Absent: Jennifer Tsalapatanis.

Call to Order: 5:00 p.m. by Jeffery Rozovics

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to approve the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Assistant Director Holly Sorensen distributed the revised Intergovernmental Agreement. The Board discussed the agreement and asked for the following changes to the agreement:

- 1) "Whereas the library desires to borrow up to but not to exceed the sum of \$\_\_\_\_\_."
- 2) The library board will give three (3) business days prior notice to the City of Des Plaines for request of the loan amount.
- 3) The library board will request the loan by December 1, 2010.

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to accept the Intergovernmental Agreement with the three following changes to the agreement:

- 1) "Whereas the library desires to borrow up to but not to exceed the sum of \$\_\_\_\_\_"
- 2) The Library Board of Trustees will give three business days prior notice to the City of Des Plaines for request of the loan amount
- 3) The Library Board of Trustees will request the loan by December 1, 2010.

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

The Committee discussed what amount of money should be borrowed and agreed that the Library Board of Trustees would ask to borrow up to the amount of \$1,500,000.



MOTION by Susan Moylan Krey, seconded by Dion Kendrick, to ask the City of Des Plaines to borrow up to the amount of \$1,500,000. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Holly Sorensen reported on proposed health insurance plans for library employees for 2011. Holly distributed information sheets outlining the three insurance plans she received quotes from, which were LIMRiCC, North Suburban Library System and CBIZ. Holly recommended LIMRiCC, both for cost savings and benefits offered to library employees.

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to approve LIMRiCC for library employee health insurance for 2011. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Holly Sorensen presented two budget proposals (Alternative 2.1 and Alternative 2.2) to the Committee for their review.

The Committee discussed Mobile Library service in 2011 and whether this service should continue. The Committee will recommend review of this service in May 2011.

The Committee discussed the two budget proposals.

Dion Kendrick distributed a memo he wrote outlining his proposal for budget controls for 2011.

MOTION by Susan Moylan Krey, seconded by Jeff Rozovics, to present the 2.2 Alternative Budget to the Board for their approval at the September 21, 2010 meeting. VOTE: AYES: Rozovics, Moylan Krey. NAYS: Kendrick. MOTION CARRIED.

MOTION by Susan Moylan Krey, seconded by Jeff Rozovics, to adjourn the meeting.

The meeting adjourned at 7:26 p.m.

Minutes prepared by Carol Kidd



1501 Ellinwood Street  
Des Plaines, IL 60016-4553  
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- Progress Report
- Response Requested
- Board Action Required 09/21/2010

BOARD OF TRUSTEES  
Minutes of the Management Committee Meeting  
September 1, 2010

Present: Myrtle Klebe, Elaine Tejcek, John Robinson, George Magerl, Dion Kendrick, Holly Sorensen, Carol Kidd, Karen McBride, Jennifer Delgado, Roberta Johnson.

Call to Order: 6:01 p.m. by Myrtle Klebe.

CONSIDERATION TO POST ADDITIONAL BOARD REPORTS ON LIBRARY WEBSITE. [Action Item]

The Committee discussed whether or not to include financial reports on the library website. The consensus was to post only audited financial reports and approved library budgets.

MOTION by Elaine Tejcek, seconded by John Robinson, to include on the library website audited financial reports and approved library budget documents. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

REVIEW JOB DESCRIPTIONS. [Action Item]

MOTION by Elaine Tejcek, seconded by John Robinson, to approve the change to the Reference II Librarian position, as recommended. VOTE: AYES: All. NAYS: MOTION CARRIED.

MOTION by Elaine Tejcek, seconded by John Robinson, to adjourn the meeting.

The meeting adjourned at 6:10 p.m.

Minutes prepared by Carol Kidd.

FRIENDS OF THE LIBRARY ROUNDTABLE  
Tuesday, August 24, 2009

The meeting was called to order at 7:02 pm by President Wally Meyer.

Minutes of the last meeting were approved as published.

The treasurer's report was approved. The Friends have \$14,000 of their funds committed.

Membership stands at 520, with 5 new and 6 renewals since May. Those members whose membership renewal is due will be informed in their September letter. An application form and return envelope will be included.

The Book Shelf sales continue to do well. Special areas will be labeled i.e. Romance, Western, etc.

The Fall Book Sale will be Friday, Oct. 1, Members-Only Night. Saturday, Oct. 2, 9:30 am-4 pm. Sunday, Oct. 3, 1-5 pm. On Monday morning, not-for-profit organizations can come for free books. Red Carpet Books is a new source for picking up the leftovers. We will maintain the same pricing of books as in the past. The Historical Society will have a table on Saturday and Sunday.

Iroquois Jr. High students have offered to supply boxes needed for the Book Sale.

The Friends will hire 3 High School students on Friday night to handle/carry boxes of books to cars.

The Pillars of Honor will be on Display on the first floor on Sunday, August 29 and then it will be moved to the 3<sup>rd</sup> floor for a week.

## Des Plaines Public Library - August 2010 Board Report

<b>CIRCULATION</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	Aug 2010		YTD 2010	
	Youth Services	34,420	Youth Services	302,237
	Adult Services	64,942	Adult Services	532,281
	TOTAL	99,362	TOTAL	834,518
	Aug 2009		YTD 2009	
	Youth Services	34,605	Youth Services	301,772
	Adult Services	73,120	Adult Services	550,246
	TOTAL	107,725	TOTAL	852,018
	% Change	-7.76%	% Change	-2.05%
<b>SELF CHECK</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	Aug 2010	71,900	YTD 2010	560,674
	Aug 2009	74,718	YTD 2009	510,533
	% Change	-3.77%	% Change	9.82%

<b>CARD REGISTRATION</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
New Resident Cards	Aug 2010	333	YTD 2010	2,590
	Aug 2009	339	YTD 2009	3,364
	% Change	-2%	% Change	-23%
Business Cards	Aug 2010	2	YTD 2010	26
	Aug 2009	2	YTD 2009	23
	% Change	0%	% Change	13%
Total Card Ownership			YTD 2010	32,761
			YTD 2009	35,849
			% Population 2010	57.5%
			% Population 2009	62.9%

<b>PATRON ATTENDANCE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	Aug 2010	52,150	YTD 2010	396,956
	** Aug 2009	53,736	YTD 2009	359,676
	% Change	-3%	% Change	10%

<b>MEETING ROOM USE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
Library Sponsored Prog	29	1,041	YTD	12,973
Outside Groups	20	594	YTD	7,747
Internal Meetings	14	771	YTD	1,736
TOTAL	63	2,406	TOTAL	22,456

<b>OUTREACH</b>				
	<b>THIS MONTH</b>	<b>Attendance</b>	<b>YEAR TO DATE</b>	
Adult Services	12	147	YTD	1,272
Youth Services	4	132	YTD	5,221
<b>TOTAL</b>	<b>16</b>	<b>279</b>	<b>TOTAL</b>	<b>6,493</b>

<b>SPECIAL PROJECTS &amp; STATS:</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
Voter Registration	Aug 2010	4	YTD 2010	20
	Aug 2009	3	YTD 2009	21
	<b>% Change</b>	<b>33%</b>	<b>% Change</b>	<b>-5%</b>

<b>COMPUTER / TECHNOLOGY USE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
Hits on Website	Aug 2010		YTD 2010	
	From Internal IP's	10,795	From Internal IP's	75,702
	From External IP's	45,334	From External IP's	387,820
	Absolutely Unique Visitors	31,489		
	<b>TOTAL</b>	<b>56,129</b>	<b>TOTAL</b>	<b>463,522</b>

Hits on PlainTalk	Aug 2010	662	YTD 2010	8,584
	Aug 2009	565	YTD 2009	5,430
	<b>% Change</b>	<b>17%</b>	<b>% Change</b>	<b>58%</b>
Hits on Positively Ellinwood Street	Aug 2010	704	YTD 2010	6,597
	Aug 2009	979	YTD 2009	5758
	<b>% Change</b>	<b>-28%</b>	<b>% Change</b>	<b>15%</b>

Computer Use	Adult Services		<b>YEAR TO DATE</b>	
	Aug 2010	9,441	YTD2010	71,822
	Aug 2009	10,926	YTD2009	81,459
	<b>% Change</b>	<b>-13.59%</b>	<b>% Change</b>	<b>-11.83%</b>
	Youth Services			
	Aug 2010	1,536	YTD 2010	11,644
Aug 2009	1,986	YTD 2009	14,172	
<b>% Change</b>	<b>-22.66%</b>	<b>% Change</b>	<b>-17.84%</b>	

Average Online Reference Products Searches & Queries	Aug 2010	11,754	YTD 2010	90,952
	Aug 2009	9,844	YTD 2009	108,639
	<b>% Change</b>		<b>% Change</b>	<b>-16.28%</b>

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.

0259

ADVANTAGE

AUGUST



**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**

**FINANCE COMMITTEE MEETING**

**MONDAY, AUGUST 23, 2010**

**5:00 PM**

**Conference Room – Second Floor**

**Agenda:**

- **2011 Budget**
- **Intergovernmental Agreement**

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.

Alternative 1

		EIMRICO Plan							39	\$494,239
		Total Cost of Insurance per month (5%)	Total Cost of Insurance per year	Library Cost per pay period	Library Cost per year	Employee Contribution	Total Employee Cost per pay period	Employee Cost per year	No. of Employees in plan	Annual cost to Library
PPO <del>High</del>	Single	\$571.00	\$6,852.00	\$250.36	\$6,509.40	5%	\$13.18	\$342.60	2	\$13,018.80
	Emp. & Spc	\$1,202.00	\$14,424.00	\$527.03	\$13,702.80	5%	\$27.74	\$721.20	2	\$27,405.60
	Emp. & Chi	\$1,154.00	\$13,848.00	\$505.98	\$13,155.60	5%	\$26.63	\$692.40	0	\$0.00
	Family	\$1,785.00	\$21,420.00	\$782.65	\$20,349.00	5%	\$41.19	\$1,071.00	2	\$40,698.00
PPO <del>Low</del>	Single	\$668.00	\$8,016.00	\$277.48	\$7,214.40	10%	\$30.83	\$801.60	14	\$101,001.60
	Emp. & Spc	\$1,414.00	\$16,968.00	\$587.35	\$15,271.20	10%	\$65.26	\$1,696.80	4	\$61,084.80
	Emp. & Chi	\$1,357.00	\$16,284.00	\$563.68	\$14,655.60	10%	\$62.63	\$1,628.40	0	\$0.00
	Family	\$2,099.00	\$25,188.00	\$871.89	\$22,669.20	10%	\$96.88	\$2,518.80	6	\$136,015.20
HMO	Single	\$537.00	\$6,444.00	\$235.45	\$6,121.80	5%	\$12.39	\$322.20	3	\$18,365.40
	Emp. & Spc	\$1,151.00	\$13,812.00	\$504.67	\$13,121.40	5%	\$26.56	\$690.60	3	\$39,364.20
	Emp. & Chi	\$1,083.00	\$12,996.00	\$474.85	\$12,346.20	5%	\$24.99	\$649.80	0	\$0.00
	Family	\$1,675.00	\$20,100.00	\$734.42	\$19,095.00	5%	\$38.65	\$1,005.00	3	\$57,285.00
										\$379,224.00



Alternative 2

		LIMRiCC Plan							39	\$446,987	
	Total Cost of Insurance per month (5%)	Total Cost of Insurance per year	Library Cost per pay period	Library Cost per year	Employee Contribution (single portion)	Employee Contribution (add'l portion)	Total Employee Cost per pay period	Total Employee Cost per year	No. of Employees in plan	Annual cost to Library	
PPO 3	Single	\$571.00	\$6,852.00	\$237.18	\$6,166.80	10%	NA	\$26.35	\$685.20	2	\$12,333.60
	Emp. & Spc	\$1,202.00	\$14,424.00	\$455.61	\$11,845.80	10%	25%	\$99.16	\$2,578.20	2	\$23,691.60
	Emp. & Chi	\$1,154.00	\$13,848.00	\$438.99	\$11,413.80	10%	25%	\$93.62	\$2,434.20	0	\$0.00
	Family	\$1,785.00	\$21,420.00	\$657.42	\$17,092.80	10%	25%	\$166.43	\$4,327.20	2	\$34,185.60
PPO 1	Single	\$668.00	\$8,016.00	\$277.48	\$7,214.40	10%	NA	\$30.83	\$801.60	14	\$101,001.60
	Emp. & Spc	\$1,414.00	\$16,968.00	\$535.71	\$13,928.40	10%	25%	\$116.91	\$3,039.60	4	\$55,713.60
	Emp. & Chi	\$1,357.00	\$16,284.00	\$515.98	\$13,415.40	10%	25%	\$110.33	\$2,868.60	0	\$0.00
	Family	\$2,099.00	\$25,188.00	\$772.82	\$20,093.40	10%	25%	\$195.95	\$5,094.60	6	\$120,560.40
HMO	Single	\$537.00	\$6,444.00	\$223.06	\$5,799.60	10%	NA	\$24.78	\$644.40	3	\$17,398.80
	Emp. & Spc	\$1,151.00	\$13,812.00	\$435.60	\$11,325.60	10%	25%	\$95.63	\$2,486.40	3	\$33,976.80
	Emp. & Chi	\$1,083.00	\$12,996.00	\$412.06	\$10,713.60	10%	25%	\$87.78	\$2,282.40	0	\$0.00
	Family	\$1,675.00	\$20,100.00	\$616.98	\$16,041.60	10%	25%	\$156.09	\$4,058.40	3	\$48,124.80
										\$99,500.40	

## LIMRiCC Open Enrollment Overview

**Message to ALL Employees:** The annual open enrollment period has arrived for plan year July 1, 2010. Please note, this enrollment period occurs once a year, and changes will be made effective July 1, 2010. Please submit your forms by 06/11/2010 if you would like to make any changes for the upcoming plan year.

**If you are currently enrolled in any of the plans, you will be able to:**

- Change from the HMO to PPO or the PPO to the HMO
- Add eligible dependents not currently enrolled on the plan

**If you are eligible for coverage but not currently covered, you may do the following at this time:**

- Sign up for the HMO or PPO medical plan
- Sign up for the DHMO or PPO dental plan
- Sign up for the voluntary life plan
- Sign up for the vision plan

### What do you need to do during the OPEN ENROLLMENT period?

- If you don't want to make any changes to your current benefit elections you will not need to do anything. If you want to change between plans or sign up for any voluntary benefits you will need to complete an enrollment form.

## LIMRiCC SUMMARY OF EMPLOYEE BENEFITS CHANGES

### MEDICAL

- The coinsurance will change on both PPO plans decreasing to 80-60 from 90-70.
- The out of pocket limit on the High Deductible PPO plan will decrease to \$1,000 ind/\$3,000 family in network and \$3,000 ind/\$7,500 family out of network from \$2,000 ind/\$6,000 family in network and \$4,000 ind/\$12,000 family out of network.
- There will be \$100 emergency room copay on all three plans.

The following premium rates will be effective on July 1, 2010.

Election HMO PLAN	Current Year	New Plan Year
Employee only	\$471.06	\$511.12
Employee & spouse	\$1010.13	\$1096.03
Employee & child(ren)	\$950.39	\$1031.21
Family	\$1470.40	\$1595.44

Election High Ded PPO PLAN	Current Year	New Plan Year
Employee only	\$501.05	\$543.66
Employee & spouse	\$1055.32	\$1145.06
Employee & child(ren)	\$1012.77	\$1098.90
Family	\$1566.91	\$1700.16

Election Low Ded PPO PLAN	Current Year	New Plan Year
Employee only	\$586.66	\$636.55
Employee & spouse	\$1241.12	\$1346.66
Employee & child(ren)	\$1190.70	\$1291.96
Family	\$1842.20	\$1998.86

## **DENTAL**

- There will be no changes to the dental plan

The following premium rates will be effective on July 1, 2010.

<b>Election DHMO</b>	<b>Current Year</b>	<b>New Plan Year</b>
Employee only	\$17.94	\$17.94
Employee & spouse	\$33.17	\$33.17
Employee & child(ren)	\$38.12	\$38.12
Family	\$53.35	\$53.35

<b>Election PPO</b>	<b>Current Year</b>	<b>New Plan Year</b>
Employee only	\$35.53	\$35.53
Employee & spouse	\$71.06	\$71.06
Employee & child(ren)	\$69.57	\$69.57
Family	\$109.10	\$109.10

## **LIFE INSURANCE (company paid group plan)**

- There will be no changes to the group life and ad&d insurance
- If you should leave employment the life insurance is convertible to an individual policy and the rate will be based on your age and gender
- You must apply for conversion option within 30 days from your last day of employment

The following premium rates will be effective on July 1, 2010.

<b>Election</b>	<b>Current Year</b>	<b>New Plan Year</b>
Employee only	\$4.00/\$20,000	\$4.00/\$20,000

## **VOLUNTARY LIFE INSURANCE (100% employee paid)**

- If you are not enrolled you may elect an amount for yourself and your eligible dependents at this time
- If you did not enroll at initial offering or if you elect above the guarantee issue amount you and/or your dependents will need to complete an additional form called "Evidence of Insurability"
- If you leave employment your voluntary life/ad&d plan is portable to an individual policy
- You must apply for portability option within 30 days from your last day of employment

## **VISION PLAN**

- There are no plan or rate changes
- You may elect coverage for yourself and/or your eligible dependents at this time
- If you want to enroll in the plan or add dependents, you must complete an enrollment form

***For Detailed Plan Information All Summaries are located on the LIMRiCC Benefits Web Site***

**NOTE:** After the Open Enrollment Period, you cannot make changes to your coverage during the year unless you experience a change in family status, such as:

- Loss or gain of coverage through your spouse
- Loss of eligibility of a covered dependent
- Death of your covered spouse or child
- Birth or adoption of a child
- Marriage, divorce, or legal separation
- Switch from part-time to full-time

## EMPLOYEE CHOOSES EITHER

BENEFITS	PPO COVERAGE	NON-PPO COVERAGE	HMO COVERAGE	HIGH DEDUCTIBLE PPO COVERAGE	HIGH DEDUCTIBLE NON-PPO COVERAGE
Lifetime Comprehensive Major Medical Coverage:	\$5,000,000		Unlimited	\$5,000,000	
Deductible: (per individual per calendar year)	\$250		None	\$1,500	\$3,000
Family Deductible: A maximum of three individual deductibles	\$750		None	3X INDIVIDUAL	
Out-of-Pocket Expense Limitation: The amount of money an individual pays toward covered hospital & medical services during any one calendar year, excluding the deductible. Elective MSA copayment, charges in excess of Usual & Customary Allowances & items asterisked below, do not apply to any out-of-pocket limit.	\$1,000 (Individual) \$3,000 (Family)	\$3,000 (Individual) \$7,500 (Family)	N/A	\$1,000 (Individual) \$3,000 (Family)	\$3,000 (Individual) \$7,500 (Family)
Inpatient Hospital Service: Room allowances based on the hospital's most common semi-private room rate. Pre-Admission Testing, Skilled Nursing Facility & Coordinated Home Care are paid on the same basis.	\$150 hospital admission deductible per admission then 80%	\$300 hospital admission deductible per admission then 60%	\$150 hospital admission deductible per admission then 100%	\$150 hospital admission deductible per admission then 80%	\$300 hospital admission deductible per admission then 60%
Outpatient Surgery & Diagnostic Tests: (Hospital and Physician)	80%	60%	100%	80%	60%
Outpatient Emergency Medical and Emergency Accident Care: (Hospital and Physician)	\$100 copay, then 100%		\$100 copay; Waived if admitted	\$100 copay, then 100%	
Inpatient Mental & Substance Abuse/Mental Services Substance Abuse Services	\$150 hospital admission deductible per admission then 80%	\$300 hospital admission deductible per admission then 60%	\$150 hospital admission deductible per admission then 100%	\$150 hospital admission deductible per admission then 80%	\$300 hospital admission deductible per admission then 60%
Outpatient Mental & Substance Abuse: Mental Services Substance Abuse Services	Serious Mental Illness \$20 PCP copay, then 100% \$30 Specialist copay, then 100%  Other Mental Illness 50%* after deductible	Serious Mental Illness 80% after deductible  Other Mental Illness 60%* after deductible	\$20 PCP copay, then 100%  \$30 Specialist copay, then 100%	Serious Mental Illness \$20 PCP copay, then 100% \$30 Specialist copay, then 100%  Other Mental Illness 60% after deductible	Serious Mental Illness 80% after deductible  Other Mental Illness 60%* after deductible
Medical/Surgical Care: Payments are based on Usual & Customary Allowances (PPO Benefit Only). PPO providers have agreed to accept the Schedule of Maximum Allowances as payment in full for covered services, excluding your deductible & any coinsurance. Non-PPO providers do not accept the Schedule of Maximum Allowances as payment in full. You will be liable for any difference between the physician's charge & our payment.	80%	60%	\$20 PCP copay, then 100% \$30 Specialist copay, then 100%	80%	60%
Physician Office Visits One copayment per person per day. Allergy shots administered in the physician's office are subject to the office visit copay. Surgeries, therapies and certain diagnostic procedures performed in a physician's office may be subject to the deductible and/or coinsurance.	\$20 PCP copay, then 100% \$30 Specialist copay, then 100%	60%*	\$20 PCP copay, then 100% \$30 Specialist copay, then 100%	\$20 PCP copay, then 100% \$30 Specialist copay, then 100%	60%*
Well Child Care: To age 16, including physical exams, Immunizations. Care limited to \$500 per calendar year (\$250 deductible PPO benefit only).	\$20 PCP copay, then 100% \$30 Specialist copay, then 100%	60%*	\$20 PCP copay, then 100% \$30 Specialist copay, then 100%	\$20 PCP copay, then 100% \$30 Specialist copay, then 100%	60% after deductible with a \$500 maximum per calendar year
Adult Routine Physicals: PPO calendar yr. Max. \$500 calendar yr. Max. Benefits include office visit, exam, immunizations and diagnostic tests. (\$250 deductible PPO benefit only)	\$20 PCP copay, then 100% \$30 Specialist copay, then 100%	60%	\$20 PCP copay, then 100% \$30 Specialist copay, then 100%	\$20 PCP copay, then 100% \$30 Specialist copay, then 100%	60% after deductible with a \$500 maximum per calendar year

BENEFITS	PPO COVERAGE	NON-PPO COVERAGE	HMO COVERAGE	HIGH DEDUCTIBLE PPO COVERAGE	HIGH DEDUCTIBLE NON-PPO COVERAGE
<b>Eye &amp; Hearing Screening: (HMO only)</b>	Not Covered	Not Covered	\$20 copay	Not Covered	Not Covered
<b>Therapy: Physical, Occupational &amp; Speech</b> (\$2,000* per therapy per calendar year maximum - PPO benefit only). Limited to 60 treatments per therapy per calendar year (HMO benefit only), High Deductible PPO (\$5,000 per therapy per calendar year maximum).	80%*	60%*	\$20 copay	80%*	60%*
<b>Private Duty Nursing: (\$1,000* per month maximum - PPO benefit only; \$3,000 maximum per month for High Deductible PPO)</b>	80%*		100% (inpatient only)	80%*	
<b>Chiropractic Services: Care limited to \$1,000 per calendar year (Only on both PPO plans)</b>	80%*	60%*	N/A	80%*	60%*
<b>Temporomandibular Joint Dysfunction &amp; Related Disorders Lifetime Maximum:</b>	\$2,500*		Unlimited	\$2,500*	
<b>Other Covered Services: Blood &amp; blood components; leg, arm, back &amp; neck braces; ambulance service; oxygen &amp; its administration; surgical dressings, casts &amp; splints, durable medical equipment, prosthetic devices.</b>	80%		100%	80%	
<b>Prescription Drugs: Prescription Drug benefit paid at 100% after copayment at participating pharmacy. Drugs purchased at a non-participating pharmacy are paid at 75% after copayment. (For HMO benefit only)</b>	\$10 copay generic \$40 copay formulary brand \$60 copay non-formulary brand		\$10 copay generic \$40 copay formulary brand \$60 copay non-formulary brand	\$10 copay generic \$40 copay formulary brand \$60 copay non-formulary brand	
<b>Mail Order prescription maintenance drugs paid at 100% after copayment Provides up to a 90-day supply of maintenance drugs used on a continuous basis for treatment of chronic health conditions. Drugs must be purchased through mail order.</b>	\$20 copay generic \$80 copay formulary brand \$120 copay non-formulary brand		\$20 copay generic \$80 copay formulary brand \$120 copay non-formulary brand	\$20 copay generic \$80 copay formulary brand \$120 copay non-formulary brand	

**BASIC PROVISIONS**

**Medical Services Advisory: (PPO Benefit Only)** Notification required prior to all elective admissions. Emergency and Obstetric Admission Notification required within 2 working days of admittance. If employee elects not to notify MSA advisory or follow advice given, hospital benefits reduced by \$1,000\*.

**HMO services must be rendered or referred by the Primary Care Physician. HMO office visit copay will not apply to prenatal visits.**

**Transplant Coverage: Cornea, kidney, bone marrow, heart valve, muscular/skeletal or parathyroid human organ or tissue. In addition, heart, lung, heart/lung, liver, pancreas and pancreas/kidney will be covered under certain circumstances when performed in an approved facility and with Medical Director approval. (PPO benefit only).**

**HMO services must be approved by your Primary Care Physician.**

**Pre-Existing Conditions Waiting Period: 365 day waiting period (PPO benefit only).**

**Dependent Eligibility: To age 26.**

**Coordination of Benefits: These programs coordinate benefits with other group plans.**

\* Copayments do not apply to any out-of-pocket expense limitation.

\*\* Deductibles do not apply.



## LIMRICC

### Delta Dental PPO Plan Highlights

Group #10668

#### Introduction

The Delta Dental PPO program allows you to go to any in- or out-of-network general or specialty dentist at the time of treatment. LIMRICC dental enrollees have access to two managed care networks, Delta Dental PPO and Delta Dental Premier traditional fee-for-service. When you call your dentist's office to make an appointment, ask if your dentist participates in either Delta Dental PPO or Premier network. Your out-of-pocket costs will vary depending on whether he/she participates in Delta Dental PPO, Premier or neither (i.e., "out-of-network"). You will maximize your benefits by receiving care from a Delta Dental PPO network dentist. There are 105,000 Delta Dental PPO and 182,500 Delta Dental Premier dentist locations nationwide.

#### Choosing Your Dentist

Under your Dental Plan, you may go to any in- or out-of-network general or specialty dentist. However, it is to your advantage to choose a Delta Dental PPO or Premier network dentist for the following reasons:

1) Payment to Delta Dental PPO dentists is based on pre-established, reduced fees; payment to Premier dentists is based on Delta's Maximum Plan Allowances (MPAs). In both networks, you only have to pay your copayment and deductible - you are not responsible for charges exceeding the reduced PPO fee if you receive treatment from a Delta Dental PPO dentist or the MPA if you receive treatment from a Premier dentist.\*

For example, if you need a crown, assume the Delta Dental PPO fee allowance is \$500 and the MPA is \$600. If your plan covers crowns at 50% and your dentist normally charges \$700, your out-of-pocket cost (excluding deductible) would be:

**Delta Dental PPO Dentist - \$250**  
(50% of the \$500 PPO fee allowance)

**Delta Dental Premier Dentist - \$300**  
(50% of the \$600 MPA)

**Out-of-Network Dentist - \$400**  
(50% of the \$600 MPA plus \$100 difference between the MPA and the dentist's billed charge)

2) Because we reimburse Delta Dental PPO and Premier dentists directly, they agree to charge you no more than your copayment and deductible; in other words, you do not have to pay the whole bill up-front and wait for reimbursement.

3) Out-of-network dentists do not accept Delta's MPAs as payment-in-full. If an out-of-network dentist's charge exceeds the MPA, you must pay the difference plus your copayment and deductible. At the dentist's discretion, you may also have to pay the entire bill in advance.

4) Claim forms will be completed and submitted at no charge. Out-of-network dentists may require you to complete forms yourself or to pay a service charge.

\*If your Delta Dental PPO or Premier dentist inadvertently charges you for amounts payable by Delta, please call our customer service department at 1-800-323-1743.

#### Non-Covered Services

There are some limitations on the expenses for which the LIMRICC Dental Plan pays. For further information, refer to your dental benefits booklet or call our customer service department.

#### Finding a Network Dentist

To verify your dentist's participation status, simply ask him/her if he/she is a Delta Dental PPO or Delta Dental Premier network dentist, call our automated phone system, contact our customer service department or visit our Web site.

Visit Delta Dental of Illinois' Web site at  
[www.deltadentalil.com](http://www.deltadentalil.com)

The LIMRICC Dental Plan utilizes the Delta Dental PPO and Delta Dental Premier networks. To locate a network dentist, click on Dentist Search in the Subscriber section.

You can search by:

- 1) City, state and ZIP code
- 2) Specialty
- 3) Dentist name (optional)

**Summary of Benefits and Covered Services for LIMRICC**

	<u>Delta Dental PPO Network</u>	<u>Delta Dental Premier Network</u>	<u>Out-of-Network</u>
<b>Annual Maximum</b>	\$1,000/person	\$1,000/person	\$1,000/person
<b>Annual Deductible</b> (applies to basic/major only)	\$50/person; \$150/family	\$50/person; \$150/family	\$50/person; \$150/family
<b>Preventive/Diagnostic</b>			
• oral evaluations (two per calendar year)	100% of reduced fee* (no deductible)	100% of MPA** (no deductible)	100% of MPA*** (no deductible)
• X-rays (bitewings - two per calendar year; full mouth - once every three years)			
• prophylaxis (cleaning; two per calendar year)			
• fluoride treatment (once per calendar year to age 19)			
• Space maintainers			
<b>Basic</b>			
• fillings	80% of reduced fee* (deductible applies)	80% of MPA** (deductible applies)	80% of MPA*** (deductible applies)
• sealants			
• oral surgery			
• general anesthesia (in conjunction with oral surgery)			
• Periodontics			
• endodontics			
<b>Major</b>			
• crowns, jackets, cast restorations	50% of reduced fee* (deductible applies)	50% of MPA** (deductible applies)	50% of MPA*** (deductible applies)
• fixed/removable bridges			
• partial/full dentures			

\*You will not be "balance billed" for charges exceeding Delta's allowed PPO fees.

\*\*You will not be "balance billed" for charges exceeding Delta's Maximum Plan Allowances (MPAs).

\*\*\*You are responsible for charges exceeding MPAs.

The preceding information is a brief summary of LIMRICC Dental Plan and the services it covers. If you have specific questions regarding benefit coverage, limitations or exclusions, contact Delta Dental at 1-800-323-1743.

*Note: Delta Dental imposes no restrictions on the method of diagnosis or treatment by a treating dentist. A benefit determination relates only to the level of payment that your group dental plan is required to make.*



## HIGHLIGHTS OF DELTA DENTAL OF ILLINOIS DELTACARE PROGRAM PLAN 275

CODE	PROCEDURE	PATIENT PAYS	CODE	PROCEDURE	PATIENT PAYS
	Office Visit Copay	\$0			
<b>DIAGNOSTIC</b>			<b>RESTORATIVE (cont.)</b>		
D0120	Periodic oral evaluation	\$0	D2335	Resin-based composite, four or more surfaces or involving incisal angle (anterior)	\$43.00
D0140	Limited oral evaluation - problem focused	\$0	D2390	Resin-based composite crown, anterior	\$135.00
D0150	Comprehensive oral evaluation - new or established patient	\$0	D2391	Resin-based composite - one surface, posterior	\$11.00†
D0160	Detailed and extensive oral evaluation - problem focused, by report	\$0	D2392	Resin-based composite - two surfaces, posterior	\$18.00†
D0170	Re-evaluation - limited, problem focused (established patient; not post-operative visit)	\$0	D2393	Resin-based composite - three surfaces, posterior	\$22.00†
D0180	Comprehensive periodontal evaluation - new or established patient	\$0	D2394	Resin-based composite - four or more surfaces, post.	\$24.00†
D0210	Intraoral radiographs - complete series (including bitewings)	\$0	D2910	Recement inlay, only or partial coverage rest.	\$25.00
D0220	Intraoral - periapical first film	\$0	D2920	Recement crown	\$25.00
D0230	Intraoral - periapical each additional film	\$0	D2940	Sedative filling	\$10.00
D0240	Intraoral - occlusal film	\$0	D2951	Pin retention - per tooth, in addition to rest.	\$15.00
D0270	Bitewing - single film	\$0	<b>CROWNS/BRIDGES</b>		
D0272	Bitewings - two films	\$0	D2710	Crown - resin (indirect)	\$135.00
D0274	Bitewings - four films	\$0	D2720	Crown - resin with high noble metal*	\$279.00
D0277	Vertical bitewings - 7 to 8 films	\$0	D2721	Crown - resin with predominantly base metal	\$279.00
D0330	Panoramic film	\$0	D2722	Crown - resin with noble metal	\$279.00
D0460	Pulp vitality tests	\$0	D2740	Crown - porcelain/ceramic substrate	\$279.00
D0470	Diagnostic casts	\$0	D2750	Crown - porcelain fused to high noble*	\$279.00
<b>PREVENTIVE</b>			D2751	Crown - porcelain fused to predom. base metal	\$279.00
D1110	Prophylaxis (cleaning) - adult	\$0	D2752	Crown - porcelain fused to noble metal	\$279.00
D1120	Prophylaxis (cleaning) - child	\$0	D2780	Crown - ¾ cast high noble metal*	\$279.00
D1201	Topical application of fluoride (including prophylaxis - child (to age 19)	\$0	D2781	Crown - ¾ cast predom. base metal	\$279.00
D1203	Topical application of fluoride (prophylaxis not included) - child (to age 19)	\$0	D2782	Crown - ¾ cast noble metal	\$279.00
D1330	Oral hygiene instructions	\$0	D2783	Crown - ¾ porcelain/ceramic	\$279.00
D1351	Sealant, per tooth (through age 15)	\$10.00	D2790	Crown - full cast high noble metal*	\$279.00
D1510	Space maintainer - fixed - unilateral	\$60.00	D2791	Crown - full cast predominantly base metal	\$279.00
D1515	Space maintainer - fixed - bilateral	\$60.00	D2792	Crown - full cast noble metal	\$279.00
D1520	Space maintainer - removable - unilateral	\$60.00	D2794	Crown - titanium	\$279.00
D1525	Space maintainer - removable - bilateral	\$60.00	D2910	Recement inlay, only or partial coverage rest.	\$25.00
D1550	Recementation of space maintainer	\$10.00	D2915	Recement cast or prefab. post and core	\$25.00
<i>Diagnostic and Preventive services may be subject to frequency limitations. See your booklet for details.</i>			D2930	Prefab. stainless steel crown - prim. tooth	\$70.00
<b>RESTORATIVE</b>			D2931	Prefab. stainless steel crown - perm. tooth	\$70.00
D2140	Amalgam - one surface, primary or permanent	\$11.00	D2932	Prefab. resin crown (anterior teeth only)	\$70.00
D2150	Amalgam - two surfaces, primary or permanent	\$18.00	D2933	Prefab. stainless steel crown with resin window	\$70.00†
D2160	Amalgam - three surfaces, primary or permanent	\$22.00	D2950	Core buildup, including any pins	\$78.00
D2161	Amalgam - four or more surfaces, primary or perm.	\$24.00	D2951	Pin retention - per tooth, in addition to rest.	\$15.00
D2330	Resin-based composite - one surface, anterior	\$27.00	D2952	Cast post and core in addition to crown*	\$125.00
D2331	Resin-based composite - two surfaces, anterior	\$32.00	D2953	Each additional cast post - same tooth*	\$125.00
D2332	Resin-based composite - three surfaces, anterior	\$39.00	D2954	Prefab. post and core in addition to crown	\$93.00
			D2957	Each additional prefab. post - same tooth	\$93.00
			D2971	Additional procedures to construct new crown under existing partial denture framework	\$50.00
			D6210	Pontic - cast high noble metal*	\$279.00
			D6211	Pontic - cast predominantly base metal	\$279.00
			D6240	Pontic - porcelain fused to high noble metal*	\$279.00
			D6241	Pontic - porcelain fused to predom. base metal	\$279.00
			D6242	Pontic - porcelain fused to noble metal	\$279.00
			D6250	Pontic - resin with high noble metal*	\$279.00



CODE	PROCEDURE	PATIENT PAYS	CODE	PROCEDURE	PATIENT PAYS
<b>CROWNS/BRIDGES (cont.)</b>			<b>PROSTHODONTICS-REMOVABLE* (cont.)</b>		
D6251	Pontic - resin with predom. base metal	\$279.00	D5410	Adjust complete denture - maxillary	\$14.00
D6252	Pontic - resin with noble metal	\$279.00	D5421	Adjust partial denture - maxillary	\$14.00
D6750	Crown - porcelain fused to high noble metal*	\$279.00	D5520	Replace missing or broken teeth - complete denture (each tooth)	\$25.00
D6790	Crown - full cast high noble metal*	\$279.00	D5630	Repair or replace broken clasp	\$55.00
D6930	Recement fixed partial denture	\$35.00	<b>REPAIRS TO PROSTHETICS</b>		
D6971	Cast post as part of fixed partial denture retainer	\$125.00	D5510	Repair broken complete denture base	\$35.00
<b>ENDODONTICS</b>			D5520	Replace missing or broken teeth - complete denture (each tooth)	\$25.00
D3110	Pulp cap - direct (excluding final restoration)	\$10.00	D5610	Repair resin denture base	\$49.00
D3120	Pulp cap - indirect (excluding final restoration)	\$7.00	D5640	Replace broken teeth - per tooth	\$43.00
D3220	Therapeutic pulpotomy (excluding final restoration) - removal of pulp coronal to dentinocemental junction and application of medicament	\$20.00	D5650	Add tooth to existing partial denture	\$75.00
D3221	Pulpal debridement, primary and permanent teeth	\$20.00	D5660	Add clasp to existing partial denture	\$89.00
D3230	Pulpal therapy (resorbable filling) - anterior, primary tooth (excluding final restoration)	\$20.00	D5710	Rebase complete maxillary denture	\$140.00
D3240	Pulpal therapy (resorbable filling) - posterior, primary tooth (excluding final restoration)	\$20.00	D5720	Rebase maxillary partial denture	\$140.00
D3310	[Root canal] - anterior (excluding final restoration)	\$87.00	D5730	Reline complete maxillary denture (chairside)	\$75.00
D3320	[Root canal] - bicuspid (excluding final restoration)	\$109.00	D5740	Reline maxillary partial denture (chairside)	\$75.00
D3330	[Root canal] - molar (excluding final restoration)	\$165.00	D5750	Reline complete maxillary denture (laboratory)	\$140.00
D3346	Retreatment of previous root canal therapy - anterior	\$215.00	D5760	Reline maxillary partial denture (laboratory)	\$140.00
D3347	Retreatment of previous root canal therapy - bicuspid	\$265.00	<b>ORAL SURGERY</b>		
D3348	Retreatment of previous root canal therapy - molar	\$365.00	D7111	Extraction, coronal remnants - deciduous tooth	\$18.00
D3410	Apicoectomy/periradicular surgery - anterior	\$73.00	D7140	Extraction, erupted tooth or exposed root (elevation and/or forceps removal); includes routine removal of tooth structure, minor smoothing of socket bone and closure, as necessary	\$18.00
D3421	Apicoectomy/periradicular surgery - bicuspid (first root)	\$73.00	D7210	Surgical removal of erupted tooth requiring elevation of mucoperiosteal flap and removal of bone and/or section of tooth, minor smoothing of socket bone closure	\$27.00
D3425	Apicoectomy/periradicular surgery - molar (first root)	\$73.00	D7220	Removal of impacted tooth - soft tissue	\$35.00
D3426	Apicoectomy/periradicular surgery (ea. add'l. root)	\$73.00	D7230	Removal of impacted tooth - partially bony	\$53.00
D3430	Retrograde filling - per root	\$50.00	D7240	Removal of impacted tooth - completely bony	\$75.00
<b>PERIODONTICS</b>			D7241	Removal of impacted tooth - completely bony, with unusual surgical complications	\$75.00
D4210	Gingivectomy or gingivoplasty - four or more contiguous teeth or bounded teeth spaces per quad.	\$97.00	D7250	Surgical removal of residual tooth roots (cutting procedure)	\$27.00
D4211	Gingivectomy or gingivoplasty - one to three contiguous teeth, per quadrant	\$97.00	D7310	Alveoplasty in conjunction with extractions - per quadrant	\$35.00
D4260	Osseous surgery (including flap entry and closure) - four or more contiguous teeth or bounded teeth spaces per quadrant	\$185.00	D7320	Alveoplasty not in conjunction with extractions - per quadrant	\$53.00
D4261	Osseous surgery (including flap entry and closure) - one to three contiguous teeth, per quadrant	\$185.00	D7321	Alveoplasty not in conjunction with extractions - one to three teeth or tooth spaces, per quadrant	\$53.00
D4341	Periodontal scaling/root planing - 4 or more per quad.	\$39.00	D7960	Frenulectomy (frenectomy or frenotomy) - separate procedure	\$55.00
D4342	Periodontal scaling/root planing - one to three teeth, per quadrant	\$39.00	<b>OTHER (ADJUNCTIVE) SERVICES</b>		
D4355	Full mouth debridement to enable comprehensive evaluation and diagnosis	\$39.00	D9110	Palliative (emergency) treatment of dental plan - minor procedure	\$12.00
<b>PROSTHODONTICS-REMOVABLE*</b>			D9215	Local anesthesia	\$0
D5110	Complete denture - maxillary**	\$365.00	D9310	Consultation (diagnostic service provided by dentist or physician other than practitioner providing treatment)	\$20.00
D5211	Maxillary partial denture - resin base (including any conventional clasps, rests and teeth)**	\$340.00	D9450	Case presentation, detailed and extensive treatment	\$0
D5213	Maxillary partial denture - cast metal framework with resin denture bases (including any conventional clasps, rests and teeth)**	\$395.00			
D5225	Maxillary partial denture - flexible base (including any clasps, rests and teeth)	\$395.00†			
D5226	Mandibular partial denture - flexible base (including any clasps, rests and teeth)	\$395.00†			

CODE	PROCEDURE	PATIENT PAYS	CODE	PROCEDURE	PATIENT PAYS
<b>ORTHODONTICS</b>			<b>ORTHODONTICS (cont.)</b>		
D8080	Comprehensive orthodontic treatment of the adolescent dentition***	\$2,100.00	D8660	Pre-orthodontic treatment visit (applied to treatment fee if patient proceeds with treatment)	\$25.00
D8090	Comprehensive orthodontic treatment of the adult dentition***	\$2,400.00	D8680	Orthodontic retention (removal of appliances, construction and placement of retainer(s))*	\$150.00

\*"Patient Pays" applies to those procedures provided by the member's primary care dentist or approved specialty dentist.

\*All charges for crown and bridge are per unit. There will be an additional patient charge for the actual cost for gold/high noble metal including any upgrade in materials such as porcelain.

\*\*Includes any adjustments for 6 months.

\*\*\*Plan benefits are for active comprehensive orthodontic treatment. They include initial examination, diagnosis, consultation, initial banding, 24 months of active treatment, de-banding, and the retention phase. The retention phase includes the initial construction, placement and adjustments to retainers and office visits for a maximum of two years. For treatment plans extending beyond 24 months of active treatment, the patient will be subject to an office visit fee, not to exceed \$75 per month.

†These procedures are specialized and considered a limited benefit. For these procedures, the patient pays the listed copayment plus the difference between the dentist's usual fees for the applicable covered benefit and the dentist's usual fees for the specialized treatment. For example, for a maxillary partial denture with a flexible base (D5225), the patient would pay the copay plus the difference between the dentist's usual fee for this procedure and the usual fee for the covered benefit, a maxillary partial denture resin base (D5213).

*This is a brief description of your DeltaCare dental plan. Please consult your Certificate of Coverage for the complete Schedule of Dental Benefits, as well as the terms and conditions of coverage and any limitations and exclusions. Delta Dental imposes no restrictions on the method of diagnosis or treatment by a treating dentist. A benefit determination relates only to the level of payment Delta Dental is required to make.*

Your DeltaCare dental HMO plan is designed to make dental care affordable and convenient for you and your family. Under this plan, you pay only the patient copayment amount listed in the Schedule of Dental Benefits. There are no deductibles, no annual benefit maximums and no claim forms to complete.

#### How DeltaCare Works

The panel dentist you select when you enroll in this DeltaCare plan will provide all routine dental care for you and your family. If specialty care is required, your panel dentist will refer you to a specialist who is also a member of the DeltaCare network. You will need a written referral in order to visit a specialist.

You may select a new panel dentist at any time, however you must notify the DeltaCare administrator. Change requests received prior to the 20th of the month become effective on the first day of the following month.

#### Emergency Treatment

If you require emergency treatment and you are more than 35 miles from your panel dentist's office or you are unable to schedule an appointment with your panel dentist within 24 hours, you may go to any licensed dentist. Upon submission of the dentist's statement and your proof of payment, Delta Dental will reimburse you up to \$50 (less any copayment amount) in any year for the cost of emergency treatment.

#### About the Procedures

The procedures listed below are performed as needed and deemed necessary by the DeltaCare network dentist and are subject to the limitations and exclusions of the program. Please refer to those sections for further clarification of benefits.

These procedures are specialized and considered a limited benefit. For these procedures, the patient pays the listed copayment plus the difference between the dentist's usual fees for the applicable covered benefit and the dentist's usual fees for the specialized treatment. For example, for a maxillary partial denture with a flexible base (D5225), the patient would pay the copay plus the difference between the dentist's usual fee for this procedure and the usual fee for the covered benefit, a maxillary partial denture resin base (D5213).

Missed appointments without 24 hr. notice are subject to a \$10.00 charge per 15 minutes of appointment time.

Any procedure not listed is available on a fee-for-service basis.

#### If you have questions

Contact Delta Dental of Illinois at 800-323-1743.

## EXCLUSIONS OF BENEFITS

- 1) General anesthesia, IV sedation, and nitrous oxide and the services of a special anesthesiologist.
- 2) Dental procedures performed for purely cosmetic purposes.
- 3) Dental conditions arising out of and due to Enrollee's employment for which Worker's Compensation is payable. Services which are provided to the Enrollee by state government or agency thereof, or are provided without cost to the Enrollee by any municipality, county or other subdivision.
- 4) Treatment required by reason of war, declared or undeclared.
- 5) Charges by any hospital or other surgical or treatment facility, or any additional fees charged by a dentist for treatment in any such facility.
- 6) Treatment of fractures, dislocations and subluxations of the mandible or maxilla. This includes any surgical treatment to correct facial mal-alignments of TMJ abnormalities.
- 7) Loss or theft of fixed and removable prosthetics (crowns, bridges, full or partial dentures).
- 8) Dental expenses incurred in connection with any dental procedures started after termination of eligibility for coverage or dental expenses incurred in connection with any dental procedure started prior to Enrollee's eligibility with the DeltaCare program. Examples: teeth prepared for crowns, root canals in progress, orthodontic treatment.
- 9) Any service that is not specifically listed as a covered expense.
- 10) Correcting congenital or developmental malformations, including replacement of congenitally missing teeth, unless restoration is needed to restore normal bodily function. This exclusion does not apply to newly born children.
- 11) Cysts and malignancies.
- 12) Prescription drugs.
- 13) Accidental injury. Accidental injury is defined as damage to the hard and soft tissues of the oral cavity resulting from forces external to the mouth. Damages to the hard and soft tissues of the oral cavity from normal masticatory (chewing) function will be covered at the normal schedule of benefits.
- 14) Cases in which, in the professional judgment of the attending Dentist, a satisfactory result cannot be obtained or where the prognosis is poor or guarded.
- 15) Dental services received from any dental office other than the assigned dental office, unless expressly authorized in writing by DeltaCare or as cited under "Emergency Treatment."
- 16) Prophylactic removal of impactions (asymptomatic, nonpathological).
- 17) "Consultations" for noncovered benefits.
- 18) Implant placement or removal, appliances placed on or services associated with implants including but not limited to prophylaxis and periodontal treatment.
- 19) Placement of a crown where there is sufficient tooth structure to retain a standard filling.
- 20) Porcelain crowns and porcelain fused to metal crowns on all molars.
- 21) Restorations placed due to cosmetics, abrasions, attrition, erosion, restoring or altering vertical dimension, congenital or developmental malformation of teeth.
- 22) Fixed bridges used to replace missing posterior teeth are considered optional when the abutment teeth are dentally sound and would be crowned only for the purpose of supporting a pontic. A fixed bridge

used under these circumstances is considered optional dental treatment. The patient must pay the difference in cost between the Dentist's usual fees for the covered benefit and optional treatment, plus any coinsurance for the covered benefit.

- 23) Appliances or restorations necessary to increase vertical dimension, replace or stabilize tooth structure loss by attrition, realignment of teeth, periodontal splinting, gnathologic recordings, equilibration or treatment of disturbances of the temporomandibular joint (TMJ).
- 24) Extensive treatment plans involving 10 or more crowns or units of fixed bridgework (major mouth reconstruction).
- 25) Precious metal for removable appliances, precision abutments for partials or bridges (overlays, implants, and appliances associated therewith), personalization and characterization.
- 26) Soft tissue management (irrigation, infusion, special toothbrush).
- 27) Treatment or appliances that are provided by a Dentist whose practice specializes in prosthodontic services.
- 28) Restorative work caused by orthodontic treatment.
- 29) Extractions solely for the purpose of orthodontics.

## ORTHODONTIC EXCLUSIONS

- 1) Lost, stolen or broken orthodontic appliances, functional appliances, headgear, retainers, and expansion appliances.
- 2) Retreatment of orthodontic cases.
- 3) Changes in treatment necessitated by accident of any kind, and/or lack of patient cooperation.
- 4) Surgical procedures incidental to orthodontic treatment.
- 5) Myofunctional therapy.
- 6) Surgical procedures related to cleft palate, micrognathia, or macrognathia.
- 7) Treatment related to temporomandibular joint disturbances.
- 8) Supplemental appliances not routinely utilized in typical Phase II orthodontics.
- 9) Active treatment that extends more than 24 months from the point of banding dentition will be subject to an office visit charge not to exceed \$75 per month.
- 10) Restorative work caused by orthodontic treatment.
- 11) Phase I\* orthodontics is an exclusion as well as activator appliances and minor treatment for tooth guidance and/or arch expansion.
- 12) Extractions solely for the purpose of orthodontics.
- 13) Treatment in progress at inception of eligibility.
- 14) Transfer after banding has been initiated.
- 15) Composite bands and lingual adaptation of orthodontic bands are considered optional treatment and would be subject to additional charges.

\*Phase I is defined as early treatment including interceptive orthodontia prior to the development of late mixed dentition.

# Your vision. Our passion.



## Where will your eyes take you today?

Whether it's a day in the life or a day to remember, you'll get the personalized eyecare you deserve with VSP. We help millions of people see well, stay healthy and fulfill their potential.

## Value, choice, doctors.

Enrolling in VSP is an easy way to make your life a little better. Here's a snapshot of what you'll enjoy:

- affordable benefits with great savings
- a WellVision Exam<sup>SM</sup> focused on your health
- plenty of eyewear choices you'll love
- VSP doctors nearby with flexible schedules that work for you

## Still not decided?

Find doctors in your neighborhood at [vsp.com](http://vsp.com) or call us at 800-877-7195. We'd love to talk with you. Once you're signed up, your great benefits are a snap to use.

Enroll today. You'll be glad you did.

### Monthly Rates thru 6/30/11

- Employee \$7.41
- Employee + Spouse \$11.86
- Employee + Children \$12.11
- Family \$19.52



LIMRICC and VSP provide you an affordable eyecare plan. Sign up today.

### Your Coverage from a VSP Doctor

Exam covered in full..... every 12 months

#### Prescription Glasses

Lenses covered in full..... every 12 months

- Single vision, lined bifocal and lined trifocal lenses.
- Polycarbonate lenses for dependent children.

Frame..... every 24 months

- Frame of your choice covered up to \$120.
- Plus 20% off any out-of-pocket costs.

-OR-

Contact Lens Care..... every 12 months

\$120.00 allowance for contacts and the contact lens exam (fitting and evaluation). This additional exam ensures proper fit of contacts. If you choose contact lenses you will be eligible for a frame 12 months from the date the contact lenses were obtained.

Current soft contact lens wearers may qualify for a special program that includes a contact lens evaluation and initial supply of replacement lenses.

#### Advantages of Coverage

Without coverage, an exam and prescription glasses can cost \$300 or more. With VSP coverage, you'll save. Plus with pre-tax payroll deductions, you'll be budgeting for your eyecare while reducing your taxable income.

#### Your Copays

Exam & Prescription Glasses.....\$20.00

Contacts .....No copay applies

#### Extra Discounts and Savings

#### Glasses and Sunglasses

- Average 30% savings on lens options like progressives and scratch-resistant and anti-reflective coatings
- 20% off additional glasses and sunglasses, including lens options\*

#### Contacts\*

- 15% off cost of contact lens exam (fitting and evaluation)

#### Laser Vision Correction

- Average 15% off the regular price or 5% off the promotional price from contracted facilities.
- After surgery, use your frame allowance (if eligible) for sunglasses from any VSP doctor.

\*Available from any VSP doctor within 12 months of your last eye exam

You get the best value from your benefit when you see a VSP doctor. If you see a non-VSP provider, you'll typically pay more out of pocket. You'll pay the provider in full and have 6 months to submit a claim to VSP for partial reimbursement less copays. Before seeing a non-VSP provider, call us at 800.877.7195.

#### Out-of-Network Reimbursement Amounts:

Exam.....	\$25.00
Single Vision Lenses.....	\$30.00
Lined Bifocal Lenses.....	\$35.00
Lined Trifocal Lenses.....	\$45.00
Frame.....	\$45.00
Contacts.....	\$105.00

VSP guarantees service from VSP doctors only. In the event of a conflict between this information and your organization's contract with VSP, the terms of the contract will prevail.

## Alternative 2

DRAFT

- 1) Restored Mobile Library service with three part-time positions for operation and added back in expenditures in contractual services for vehicle maintenance (\$6,750) and diesel (\$2,000). To offset these costs we reduced membership dues by \$5,500 and telephone repair service by \$1,000.
- 2) Cut Capital Projects by \$60,500.
- 3) Reduced Capital Expenditures by \$15,120.
- 4) Eliminate raises for staff \$40,028.
- 5) Increase employee contribution for medical premiums \$54,624.

**Library Fund**

	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
Beginning Balance	1,044,509	1,296,756	1,533,655	1,748,944
Revenues	6,965,236	6,703,990	6,892,108	7,099,834
Expenditures	(6,276,090)	(6,657,885)	(6,376,819)	(6,349,926)
Transfers	(200,000)	(300,000)	(300,000)	(200,000)
Ending Balance	1,533,655	1,042,861	1,748,944	2,298,852**

**Library Capital Projects Fund**

	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
Beginning Balance	162,659	132,802	223,383	429,783
Revenues	3,606	5,000	1,500	2,500
Expenditures	(142,882)	(207,100)	(95,100)	(48,200)
Transfers	200,000	300,000	300,000	200,000
Ending Balance	223,383	230,702	429,783	584,083

**Library Staff**

	2008	2009	2010	2011
Full Time	46	46	46	42
Part Time	86(FTE 33.2)	76(FTE 29.8)	65(FTE 26.4)	65(FTE 26.6)
TOTAL FTEs	79.2	75.8	72.4	68.6

\*\*In the budget draft overview document presented to you at the August 17, 2010 Board of Trustees meeting, Alternative 2 year-end fund balance showed \$2,330,000. As stated at this meeting, these numbers were estimates and when we ran all the budget numbers, this ending balance decreased to \$2,298,852.

# Alternative 2

8/23/2010

DRAFT

FUND 201		Des Plaines Public Library			
Reduction in Budget		REVENUE - FUND 2110 & 2130			
Additions to Budget					
	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
<b>TAXES</b>					
810019	Property Taxes 2002				
810020	Property Taxes 2003				
810021	Property Taxes 2004				
810022	Property Taxes 2005	(66,433)			
810023	Property Taxes 2006	(57,055)			
810024	Property Taxes 2007	101,622		(27,290)	
810025	Property Taxes 2008	6,640,190	50,000	250,368	
810026	Property Taxes 2009		6,309,802	6,309,802	250,000
810027	Property Taxes 2010				6,499,096
<b>TOTAL TAXES</b>		<b>6,618,325</b>	<b>6,359,802</b>	<b>6,532,880</b>	<b>6,749,096</b>
<b>INTERGOVERNMENTAL REVENUE</b>					
810800	Personal Prop Repl Tax	92,988	92,988	92,988	92,988
822040	State Grant: Per Capita	68,892	57,700	57,700	56,000
822095	State Grant: Library				
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>		<b>161,880</b>	<b>150,688</b>	<b>150,688</b>	<b>148,988</b>
<b>FINES &amp; FEES</b>					
850101	Library Fees	114,466	125,000	4,304	4,300
850102	Library Fines			128,431	128,000
850103	Library Fines Credit Card			13,641	15,000
850201	Copying Fees			29,033	25,000
850202	Damaged Materials			464	450
850203	Lost Materials			7,469	7,000
850205	Bags			928	1,000
850207	Non-Resident Cards			2,135	2,000
<b>TOTAL FINES</b>		<b>114,466</b>	<b>125,000</b>	<b>186,405</b>	<b>182,750</b>
<b>TOTAL TAXES</b>					
<b>SPECIAL PROGRAMS &amp; EVENTS</b>					
850215	Special Programs & Events	4,550	5,000	1,330	1,000
<b>TOTAL SPECIAL PROGRAMS &amp; EVENTS</b>		<b>4,550</b>	<b>5,000</b>	<b>1,330</b>	<b>1,000</b>

P1



FUND 201		Des Plaines Public Library					
Reduction in Budget		EXPENDITURES - FUND 2110 & 2130					
Additions to Budget							
	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Details	Amount
<b>SALARIES</b>							
910100	Full-time Salaries	2,003,621	2,318,022	2,318,022	2,243,731		
910200	Part-time Salaries	753,696	789,113	723,353	776,206		
910400	Non-Supervisory Overtime		0	500	500		
910500	Vacation Pay	162,031	0		0		
910600	Sick Pay	62,381	0		0		
910700	Holiday Pay	79,435	0		0		
910900	Act/Out of Class/Premium	724	0		0		
910950	Excess Sick Hrs Pay out	1,748	3,500	3,500	3,500		
910970	Compensated Absences	(10,739)	0	0	0		
<b>TOTAL SALARIES</b>		<b>3,052,897</b>	<b>3,110,635</b>	<b>3,045,375</b>	<b>3,023,937</b>		
<b>BENEFITS</b>							
918010	Unemployment Compensation	1,406	4,986	26,304	31,000		
918020	Employer Contr - FICA	229,355	237,314	237,314	231,025		
918021	Employer Contr - IMRF	267,499	297,518	297,518	322,793		
918030	EAP Program	662	682	0	0		
918040	Life Ins Premiums	6,545	6,576	6,576	4,536		
918050	PPO Insurance Premiums	338,038	389,041	256,039	347,486		
918051	HMO Insurance Premiums	105,472	111,979	80,942	99,500		
918055	Dental Insurance Premiums	24,643	31,505	21,710	26,473		
918070	Workers Compensation	13,793	9,500	9,500	9,500		
918085	RHS Plan Payout	18,418	10,000	10,000	10,000		
<b>TOTAL BENEFITS</b>		<b>1,005,831</b>	<b>1,099,101</b>	<b>945,903</b>	<b>1,082,313</b>		
<b>CONTRACTUAL SERVICES</b>							
920100	Legal Fees	589	15,000	10,000	10,000	Legal Fees	10,000
920105	Costs of Litigation		3,500	1,000	1,000	Costs of Litigation	1,000
920110	Professional Services	354,478	405,000	390,000	365,000	Staff Development	5,000
						IT Management Service	325,000
						Accounting Service	20,000
						Audit	5,000
						Payroll Service	10,000
920120	Communication Services	31,803	28,460	31,157	33,800	Paetec	3,500
						ICN/AT&T	4,400
						Call One	5,400
						Broadwing/Level 3	5,600
						Sprint/Nextel	12,400
						Comcast	2,500
920140	Data Processing Services	57,304	100,800	71,537	78,000	Data Processing OCLC/CCS	78,000

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# Alternative 2

8/23/2010

DRAFT

	<u>Account</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projected</u>	<u>2011 Proposed</u>	<u>Details</u>	<u>Amount</u>
920202	Conferences	4,144	0	1,000	1,000		
920204	Training	6,084	2,600	1,500	0		
920205	Tuition Reimbursements	4,229	0	0	0		
920206	Seminars		0	0	0		
920210	In-Service Training	877	0	3,208	500		
920220	Membership Dues	7,816	6,500	6,500	1,000	ALA Dues for Board, Director, Asst Dir (\$3,000) ILA Dues for Board & Prof. Staff (\$3,000)	
						Other Membership Dues	1,000
920225	Licensing/Titles	50	100	0	0		
920230	Publication of Notices	1,101	1,000	2,000	2,000	Publishing Bid Notices	2,000
920900	Property/Liab Insurance	25,773	24,869	24,869	25,000		25,000

# Alternative 2

8/23/2010

DRAFT

	<u>Account</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projected</u>	<u>2011 Proposed</u>	<u>Details</u>	<u>Amount</u>
930010	R & M Equipment	100,398	110,062	110,062	125,757	BMA Printer Support	6,900
						UBS Copier Support	17,000
						Wireline (repair telephone Service)	4,000
						TBS Annual Agreement	5,600
						Evanced Annual Agreement	850
						AWE Annual Agreement	2,350
						SARA Workstation Agreement	250
						Media/Website Workstation	200
						Lyngsoe	23,500
						APC UPS Annual Agreeemnt	2,750
						Cooperative Computer Services	17,000
						IDS Annual Agreement	11,307
						Reader/Printers Maintenance	1,500
						Laminator Maintenance Contract	300
						Appliance Repair	1,000
						Network Maintenance - Nomadic/Cisco Smartnet/Juniper	8,850
						3M Equipment (security/checkout/workstations)	20,900
						Backflow Device Testing	1,500

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	<u>Account</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projected</u>	<u>2011 Proposed</u>	<u>Details</u>	<u>Amount</u>
930020	R & M Bldgs & Structures	102,375	116,235	116,235	124,080	McQuay	30,630
						Furniture/Carpet/Draperly	30,000
						Cleaning	
						Painting	8,500
						Woodwork Repair/Carpentry	4,000
						Fire Protection Equipment	
						Testing	8,000
						Lighting/Electrical	9,100
						HVAC Controls	11,750
						Elevator Maintenance	7,500
						Carpeting	3,500
						HVAC Chilled Water Treatment	1,000
						Door Maintenance	5,500
						Plumbing Repairs & RPZ Valve	
						Testing	4,000
						Meeting Room Partition	
						Maintenance	600
930030	R & M Vehicles	7,873	14,300	8,300	8,250	Library Van Maintenance	1,500
						Mobile Library Maintenance	6,750
930195	Book Binding & Repair	538	1,000	1,000	1,000	Binding Soft Cover and Hard	
						Cover Books & Periodicals	1,000
930210	Rental of Equipment	1,660	26,500	26,500	27,000	Postage Machine	2,000
						Copier Lease - United Business	
						Solution	25,000
930320	Cleaning: Custodial Services	112,179	96,700	96,700	92,500	Contract for Cleaning Library	85,500
						Additional Housekeeping	1,800
						Window/Glass Cleaning	5,200
930490	Refuse Contract	5,496	5,500	7,500	6,000	Waste Hauling	6,000
960040	Employee Physicals	69	250	250	250		250
960065	Epay Fees	55		500	500		
960070	Travel Expenses	1,972	500	500	500	Auto/Travel	500

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	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Details	Amount
960210	Special Event Programming	28,007	31,000	31,000	31,000	Youth Services Programming	12,500
						Adult Services Programming	12,500
						Refreshments	1,500
						Community Outreach Activities	4,500
960990	Misc. Contractual SVCS	89,189	99,375	99,375	95,600	Baker & Taylor Title Source	5,250
						Aquarium Service	4,000
						Midwest Tape	10,000
						Temporary Personnel	5,000
						Baker & Taylor Processing	20,000
						Crimson Multimedia	1,000
						Van Delivery Service	25,000
						Plant Service	1,000
						Constant Contact (eNewsletter)	1,200
						Invicta Services	750
						ePay Fees	1,000
						Back-up Disaster Recovery Off-site Storage	6,000
						Server Monitoring	4,200
						Collection Agency Fees	5,200
						Furniture Recovering	5,000
						Building System Monitoring	1,000
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>944,059</b>	<b>1,089,251</b>	<b>1,040,693</b>	<b>1,029,737</b>		
<b>COMMODITIES</b>							
970100	Office Supplies	85,172	116,300	116,300	107,800	Materials Processing	70,000
						Hardware/Network Supplies	2,300
						Debit Cards	1,000
						Toner	2,500
						Mice/Keyboards	2,500
						Headphones	2,500
						Library Cards	4,000
						Backup Tapes	3,000
						Supplies	20,000
970110	Meals (PRSNRS/WRKRS/VOLS)	2,987	2,800	2,800	2,100	Library Hosted Meetings & Public Programs, All Staff	1,600
						Volunteer Party	500

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	<u>Account</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projected</u>	<u>2011 Proposed</u>	<u>Details</u>	<u>Amount</u>
970115	Supplies: Dept./Other	12	0	0	0		
970170	Janitorial	22,633	23,800	25,000	30,900	Housekeeping Supplies	19,200
						Lighting	7,200
						Restroom Replacement Parts	2,500
						Filters	2,000
970260	Postage and Parcel	10,459	13000	18500	25,000	Post Interlibrary Loan, Outgoing Mail, FedEx, Notices	25,000
970270	Printing-Reprod-Binding	10,606	5000	2500	6,000	Printing	6,000
970500	Purchase of Water		8000	6000	6,000	Purchase of Water	6,000
970600	Books	463,933	489800	489800	401,805	Books	401,805
970610	Audio Materials	71,126	84600	84600	90,200	Music and Audio Books	90,200
970620	Subscriptions and Books	63,532	78800	78800	69,500	Periodicals	69,500
970630	Visual Materials	91,670	96250	96250	111,000	DVDs	111,000
970640	Automated Reference Mat'l	127,900	141000	141000	128,900	Electronic Databases	128,900
970810	Natural Gas	23,464	30000	20000	18000		
970820	Electricity	0	500	500	500		
970840	Diesel	0	4000	2000	2000		0
970850	Gasoline	9	2000	500	500		
970900	Equipment < \$5,000	14,257	5500	5500	2,000	Book Carts	2,000
<b>TOTAL COMMODITIES</b>		<b>987,759</b>	<b>1,101,350</b>	<b>1,090,050</b>	<b>1,002,205</b>		
<b>CAPITAL EXPENDITURES</b>							
980300	Improvements	0	8,000	0	0		
980400	Equipment	0	33,000	41,000	0	Security System DVR (\$12,000)	
980410	Computer Hardware	2,444	6,750	4,000	6,500	(4)Receipt Printers (\$1,200)	
						Barcode Scanner	200
						Mac for Graphics	2,000
						Medium Pen Tablet	300
						External Harddrive	700
						Dell Replacement Parts	2,000
						Monitor Replacement	1,000
						Photocolor Scanner	300
						Public Simple Scan Station (\$1,920)	

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	<u>Account</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projected</u>	<u>2011 Proposed</u>	<u>Details</u>	<u>Amount</u>
980420	Computer Software	13,875	32,000	32,000	33,465	Graphics Software	4,500
						EZAudit	550
						Public Adobe Suite	1,800
						Short Keys Upgrage	250
						Web Classification	575
						Trend anti-virus	3,300
						Public Web Browser	125
						Web Dewey	575
						Cataloger Desk	750
						Microsoft Annual Licenses	12,000
						Jaws & Magic	800
						Novelist Select	1,000
						Fortes/Cleanslate	490
						Website Software	4,000
						Microsoft Services	2,750
980600	Furniture & Fixtures	7,257	20,500	20,500	17,300	Zig Zag Shelving	1,600
						YS CD Unit	700
						YS Display Furniture	6,000
						Public Seating Replacement	3,000
						Signage	6,000
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>23,576</b>	<b>100,250</b>	<b>97,500</b>	<b>57,265</b>		
<b>Other Funding Activities</b>							
990935	Trans to D/SD: 2002A Bond	14,852	24,598	24,598	23,469	End with 2011 Budget	23,469
990940	Trans to Lib Cap Proj FND	400,000	300,000	300,000	200,000		
990955	Trans to D/SD: 2003B Bond	10,995	0	0	0	End with 2008 Budget	
993000	Contingency Reserve	0	75,000	75,000	75,000		
<b>TOTAL OTHER FUNDING ACTIVITIES</b>		<b>425,847</b>	<b>399,598</b>	<b>399,598</b>	<b>298,469</b>		
<b>LIBRARY TOTALS</b>		<b>6,439,970</b>	<b>6,900,185</b>	<b>6,619,119</b>	<b>6,493,926</b>		

	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Details	Amount
<b>PER CAPITA EXPENDITURES - FUND 2130</b>							
<b>Contractual Services</b>							
920202	Conferences	7,704	1,000	1,000	5,000		
920204	Training	4,500	3,000	3,000	0		
920210	In-Service Training	1,567	4,000	4,000			
960070	Travel Expenses	234	1,000	1,000	5,000		
960210	Special Event Prog	9,246	3,200	3,200			
960990	Misc Contractual Svcs	15,260	20,000	20,000	30,000	Local History Digitization	30,000
<b>TOTAL CONTRACTUAL</b>		<b>38,511</b>	<b>32,200</b>	<b>32,200</b>	<b>40,000</b>		
<b>Commodities</b>							
970260	Postage and Parcel	2,000	7,500	7,500	0		
970270	Printing-Reprod-Binding	15,686	0	0	0		
<b>TOTAL COMMODITIES</b>		<b>17,686</b>	<b>7,500</b>	<b>7,500</b>	<b>0</b>		
<b>CAPITAL EXPENDITURES</b>							
980400	Equipment	12,703	18,000	18,000	16,000	Audio/Visual Disk Cleaning System	16,000
<b>TOTAL CAPITAL</b>		<b>12,703</b>	<b>18,000</b>	<b>18,000</b>	<b>16,000</b>		
<b>PER CAPITA TOTALS</b>		<b>68,900</b>	<b>57,700</b>	<b>57,700</b>	<b>56,000</b>		
<b>TOTAL 2110 &amp; 2130</b>		<b>6,508,870</b>	<b>6,957,885</b>	<b>6,676,819</b>	<b>6,549,926</b>		

# Alternative 2

8/23/2010

DRAFT

FUND 202		Des Plaines Public Library			
		REVENUE - CAPITAL PROJECTS FUND			
	<u>Account</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projected</u>	<u>2011 Proposed</u>
<b>OTHER REVENUE</b>					
890010	Interest Income	628	5,000	1,500	2,500
899900	Miscellaneous Revenue	2,978			
899920	Library Donations				
<b>TOTAL OTHER REVENUE</b>		<b>3,606</b>	<b>5,000</b>	<b>1,500</b>	<b>2,500</b>
<b>OTHER FINANCING SOURCES</b>					
898902	Transfer from Lib Fund	200,000	300,000	300,000	200,000
<b>TOTAL OTHER FINANCING SOURCES</b>		<b>200,000</b>	<b>300,000</b>	<b>300,000</b>	<b>200,000</b>
<b>FUND TOTAL</b>		<b>203,606</b>	<b>305,000</b>	<b>301,500</b>	<b>202,500</b>

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# Alternative 2

8/23/2010

DRAFT

FUND 202		Des Plaines Public Library					
Reduction in Budget		EXPENDITURES - CAPITAL PROJECTS FUND					
Additions to Budget							
	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Details	Amount
<b>CONTRACTUAL SERVICES</b>							
920110	Professional Services	\$843	15,000	0			
960990	Misc Contractual Svcs	\$560	0	0			
<b>TOTAL CONTRACTUAL SERVICES</b>		\$1,403	15,000	0			
<b>CAPITAL EXPENDITURES</b>							
980300	Improvements	43,008	92,000	0	0	Teen Lounge Computer Project (\$23,000) Public Restroom Improvements (\$20,000)	
980400	Equipment	12,088	24,000	24,000			0
980410	Computer Hardware	81,913	76,100	71,100	48,200	Teen Lounge Project ((4) Computers, (1) Printer, (1) Printer Release Station) (\$8,800) (7) Hard Drives (44) Computers	4,200 44,000
980420	Computer Software	4,470	0	0	0	Teen Lounge Project (PC Reservation & Pcounter) (\$1,700)	
980600	Furniture & Fixtures		0	0			
<b>TOTAL CAPITAL EXPENDITURES</b>		141,479	192,100	95,100	48,200		
<b>DIVISION TOTALS</b>		<b>142,882</b>	<b>207,100</b>	<b>95,100</b>	<b>48,200</b>		

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## Alternative 1

DRAFT

- 1) Restored Mobile Library service with three part-time positions for operation and added back in expenditures in contractual services for vehicle maintenance (\$6,750) and diesel (\$2,000). To offset these costs we reduced membership dues by \$5,500 and telephone repair service by \$1,000.
- 2) Cut Capital Projects by \$60,500.
- 3) Reduced Capital Expenditures by \$15,120.

**Library Fund**

	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
Beginning Balance	1,044,509	1,296,756	1,533,655	1,748,944
Revenues	6,965,236	6,703,990	6,892,108	7,099,834
Expenditures	(6,276,090)	(6,657,885)	(6,376,819)	(6,444,578)
Transfers	(200,000)	(300,000)	(300,000)	(200,000)
Ending Balance	1,533,655	1,042,861	1,748,944	2,204,200**

**Library Capital Projects Fund**

	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
Beginning Balance	162,659	132,802	223,383	429,783
Revenues	3,606	5,000	1,500	2,500
Expenditures	(142,882)	(207,100)	(95,100)	(48,200)
Transfers	200,000	300,000	300,000	200,000
Ending Balance	223,383	230,702	429,783	584,083

**Library Staff**

	2008	2009	2010	2011
Full Time	46	46	46	42
Part Time	86(FTE 33.2)	76(FTE 29.8)	65(FTE 26.4)	65(FTE 26.6)
TOTAL FTEs	79.2	75.8	72.4	68.6

\*\*In the budget draft overview document presented to you at the August 17, 2010 Board of Trustees meeting, Alternative 1 year-end fund balance showed \$2,270,000. As stated at this meeting, these numbers were estimates and when we ran all the budget numbers, this ending balance decreased to \$2,204,200.

# Alternative 1

8/23/2010

DRAFT

FUND 201		Des Plaines Public Library			
Reduction in Budget		REVENUE - FUND 2110 & 2130			
Additions to Budget					
	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
<b>TAXES</b>					
810019	Property Taxes 2002				
810020	Property Taxes 2003				
810021	Property Taxes 2004				
810022	Property Taxes 2005	(66,433)			
810023	Property Taxes 2006	(57,055)			
810024	Property Taxes 2007	101,622		(27,290)	
810025	Property Taxes 2008	6,640,190	50,000	250,368	
810026	Property Taxes 2009		6,309,802	6,309,802	250,000
810027	Property Taxes 2010				6,499,096
<b>TOTAL TAXES</b>		<b>6,618,325</b>	<b>6,359,802</b>	<b>6,532,880</b>	<b>6,749,096</b>
<b>INTERGOVERNMENTAL REVENUE</b>					
810800	Personal Prop Repl Tax	92,988	92,988	92,988	92,988
822040	State Grant: Per Capita	68,892	57,700	57,700	56,000
822095	State Grant: Library				
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>		<b>161,880</b>	<b>150,688</b>	<b>150,688</b>	<b>148,988</b>
<b>FINES &amp; FEES</b>					
850101	Library Fees	114,466	125,000	4,304	4,300
850102	Library Fines			128,431	128,000
850103	Library Fines Credit Card			13,641	15,000
850201	Copying Fees			29,033	25,000
850202	Damaged Materials			464	450
850203	Lost Materials			7,469	7,000
850205	Bags			928	1,000
850207	Non-Resident Cards			2,135	2,000
<b>TOTAL FINES</b>		<b>114,466</b>	<b>125,000</b>	<b>186,405</b>	<b>182,750</b>
<b>TOTAL TAXES</b>					
<b>SPECIAL PROGRAMS &amp; EVENTS</b>					
850215	Special Programs & Events	4,550	5,000	1,330	1,000
<b>TOTAL SPECIAL PROGRAMS &amp; EVENTS</b>		<b>4,550</b>	<b>5,000</b>	<b>1,330</b>	<b>1,000</b>

P1



FUND 201		Des Plaines Public Library					
Reduction in Budget		EXPENDITURES - FUND 2110 & 2130					
Additions to Budget							
	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Details	Amount
<b>SALARIES</b>							
910100	Full-time Salaries	2,003,621	2,318,022	2,318,022	2,273,840		
910200	Part-time Salaries	753,696	789,113	723,353	786,125		
910400	Non-Supervisory Overtime		0	500	500		
910500	Vacation Pay	162,031	0		0		
910600	Sick Pay	62,381	0		0		
910700	Holiday Pay	79,435	0		0		
910900	Act/Out of Class/Premium	724	0		0		
910950	Excess Sick Hrs Pay out	1,748	3,500	3,500	3,500		
910970	Compensated Absences	(10,739)	0	0	0		
<b>TOTAL SALARIES</b>		<b>3,052,897</b>	<b>3,110,635</b>	<b>3,045,375</b>	<b>3,063,965</b>		
<b>BENEFITS</b>							
918010	Unemployment Compensation	1,406	4,986	26,304	31,000		
918020	Employer Contr - FICA	229,355	237,314	237,314	234,088		
918021	Employer Contr - IMRF	267,499	297,518	297,518	327,100		
918030	EAP Program	662	682	0	0		
918040	Life Ins Premiums	6,545	6,576	6,576	4,536		
918050	PPO Insurance Premiums	338,038	389,041	256,039	379,225		
918051	HMO Insurance Premiums	105,472	111,979	80,942	115,015		
918055	Dental Insurance Premiums	24,643	31,505	21,710	26,473		
918070	Workers Compensation	13,793	9,500	9,500	9,500		
918085	RHS Plan Payout	18,418	10,000	10,000	10,000		
<b>TOTAL BENEFITS</b>		<b>1,005,831</b>	<b>1,099,101</b>	<b>945,903</b>	<b>1,136,937</b>		
<b>CONTRACTUAL SERVICES</b>							
920100	Legal Fees	589	15,000	10,000	10,000	Legal Fees	10,000
920105	Costs of Litigation		3,500	1,000	1,000	Costs of Litigation	1,000
920110	Professional Services	354,478	405,000	390,000	365,000	Staff Development	5,000
						IT Management Service	325,000
						Accounting Service	20,000
						Audit	5,000
						Payroll Service	10,000
920120	Communication Services	31,803	28,460	31,157	33,800	Paetec	3,500
						ICN/AT&T	4,400
						Call One	5,400
						Broadwing/Level 3	5,600
						Sprint/Nextel	12,400
						Comcast	2,500
920140	Data Processing Services	57,304	100,800	71,537	78,000	Data Processing OCLC/CCS	78,000

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# Alternative 1

8/23/2010

DRAFT

	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Details	Amount
920202	Conferences	4,144	0	1,000	1,000		
920204	Training	6,084	2,600	1,500	0		
920205	Tuition Reimbursements	4,229	0	0	0		
920206	Seminars		0	0	0		
920210	In-Service Training	877	0	3,208	500		
920220	Membership Dues	7,816	6,500	6,500	1,000	ALA Dues for Board, Director, Asst Dir (\$3,000) ILA Dues for Board & Prof. Staff (\$3,000)	
						Other Membership Dues	1,000
920225	Licensing/Titles	50	100	0	0		
920230	Publication of Notices	1,101	1,000	2,000	2,000	Publishing Bid Notices	2,000
920900	Property/Liab Insurance	25,773	24,869	24,869	25,000		25,000

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# Alternative 1

8/23/2010

DRAFT

	<u>Account</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projected</u>	<u>2011 Proposed</u>	<u>Details</u>	<u>Amount</u>
930010	R & M Equipment	100,398	110,062	110,062	125,757	BMA Printer Support	6,900
						UBS Copier Support	17,000
						Wireline (repair telephone Service)	4,000
						TBS Annual Agreement	5,600
						Evanced Annual Agreement	850
						AWE Annual Agreement	2,350
						SARA Workstation Agreement	250
						Media/Website Workstation	200
						Lyngsoe	23,500
						APC UPS Annual Agreemnt	2,750
						Cooperative Computer Services	17,000
						IDS Annual Agreement	11,307
						Reader/Printers Maintenance	1,500
						Laminator Maintenance Contract	300
						Appliance Repair	1,000
						Network Maintenance - Nomadic/Cisco Smartnet/Juniper	8,850
						3M Equipment (security/checkout/workstations)	20,900
						Backflow Device Testing	1,500

PS

Alternative 1

8/23/2010

DRAFT

	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Details	Amount
930020	R & M Bldgs & Structures	102,375	116,235	116,235	124,080	McQuay	30,630
						Furniture/Carpet/Draperly	30,000
						Cleaning	
						Painting	8,500
						Woodwork Repair/Carpentry	4,000
						Fire Protection Equipment	
						Testing	8,000
						Lighting/Electrical	9,100
						HVAC Controls	11,750
						Elevator Maintenance	7,500
						Carpeting	3,500
						HVAC Chilled Water Treatment	1,000
						Door Maintenance	5,500
						Plumbing Repairs & RPZ Valve	
						Testing	4,000
						Meeting Room Partition	
						Maintenance	600
930030	R & M Vehicles	7,873	14,300	8,300	8,250	Library Van Maintenance	1,500
						Mobile Library Maintenance	6,750
930195	Book Binding & Repair	538	1,000	1,000	1,000	Binding Soft Cover and Hard	
						Cover Books & Periodicals	1,000
930210	Rental of Equipment	1,660	26,500	26,500	27,000	Postage Machine	2,000
						Copier Lease - United Business	
						Solution	25,000
930320	Cleaning: Custodial Services	112,179	96,700	96,700	92,500	Contract for Cleaning Library	85,500
						Additional Housekeeping	1,800
						Window/Glass Cleaning	5,200
930490	Refuse Contract	5,496	5,500	7,500	6,000	Waste Hauling	6,000
960040	Employee Physicals	69	250	250	250		250
960065	Epay Fees	55		500	500		
960070	Travel Expenses	1,972	500	500	500	Auto/Travel	500

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# Alternative 1

8/23/2010

DRAFT

	<u>Account</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projected</u>	<u>2011 Proposed</u>	<u>Details</u>	<u>Amount</u>
960210	Special Event Programming	28,007	31,000	31,000	31,000	Youth Services Programming	12,500
						Adult Services Programming	12,500
						Refreshments	1,500
						Community Outreach Activities	4,500
960990	Misc. Contractual SVCS	89,189	99,375	99,375	95,600	Baker & Taylor Title Source	5,250
						Aquarium Service	4,000
						Midwest Tape	10,000
						Temporary Personnel	5,000
						Baker & Taylor Processing	20,000
						Crimson Multimedia	1,000
						Van Delivery Service	25,000
						Plant Service	1,000
						Constant Contact (eNewsletter)	1,200
						Invicta Services	750
						ePay Fees	1,000
						Back-up Disaster Recovery Off-site Storage	6,000
						Server Monitoring	4,200
						Collection Agency Fees	5,200
						Furniture Recovering	5,000
						Building System Monitoring	1,000
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>944,059</b>	<b>1,089,251</b>	<b>1,040,693</b>	<b>1,029,737</b>		
<b>COMMODITIES</b>							
970100	Office Supplies	85,172	116,300	116,300	107,800	Materials Processing	70,000
						Hardware/Network Supplies	2,300
						Debit Cards	1,000
						Toner	2,500
						Mice/Keyboards	2,500
						Headphones	2,500
						Library Cards	4,000
						Backup Tapes	3,000
						Supplies	20,000
970110	Meals (PRSNRS/WRKRS/VOLS)	2,987	2,800	2,800	2,100	Library Hosted Meetings & Public Programs, All Staff	1,600
						Volunteer Party	500

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# Alternative 1

8/23/2010

DRAFT

	<u>Account</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projected</u>	<u>2011 Proposed</u>	<u>Details</u>	<u>Amount</u>
970115	Supplies: Dept./Other	12	0	0	0		
970170	Janitorial	22,633	23,800	25,000	30,900	Housekeeping Supplies	19,200
						Lighting	7,200
						Restroom Replacement Parts	2,500
						Filters	2,000
970260	Postage and Parcel	10,459	13000	18500	25,000	Post Interlibrary Loan, Outgoing Mail, FedEx, Notices	25,000
970270	Printing-Reprod-Binding	10,606	5000	2500	6,000	Printing	6,000
970500	Purchase of Water		8000	6000	6,000	Purchase of Water	6,000
970600	Books	463,933	489800	489800	401,805	Books	401,805
970610	Audio Materials	71,126	84600	84600	90,200	Music and Audio Books	90,200
970620	Subscriptions and Books	63,532	78800	78800	69,500	Periodicals	69,500
970630	Visual Materials	91,670	96250	96250	111,000	DVDs	111,000
970640	Automated Reference Mat'l	127,900	141000	141000	128,900	Electronic Databases	128,900
970810	Natural Gas	23,464	30000	20000	18000		
970820	Electricity	0	500	500	500		
970840	Diesel	0	4000	2000	2000		0
970850	Gasoline	9	2000	500	500		
970900	Equipment < \$5,000	14,257	5500	5500	2,000	Book Carts	2,000
<b>TOTAL COMMODITIES</b>		<b>987,759</b>	<b>1,101,350</b>	<b>1,090,050</b>	<b>1,002,205</b>		
<b>CAPITAL EXPENDITURES</b>							
980300	Improvements	0	8,000	0	0		
980400	Equipment	0	33,000	41,000	0	Security System DVR (\$12,000)	
980410	Computer Hardware	2,444	6,750	4,000	6,500	(4)Receipt Printers (\$1,200)	
						Barcode Scanner	200
						Mac for Graphics	2,000
						Medium Pen Tablet	300
						External Harddrive	700
						Dell Replacement Parts	2,000
						Monitor Replacement	1,000
						Photocolor Scanner	300
						Public Simple Scan Station (\$1,920)	

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# Alternative 1

8/23/2010

DRAFT

	<u>Account</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projected</u>	<u>2011 Proposed</u>	<u>Details</u>	<u>Amount</u>
980420	Computer Software	13,875	32,000	32,000	33,465	Graphics Software	4,500
						EZAudit	550
						Public Adobe Suite	1,800
						Short Keys Upgrage	250
						Web Classification	575
						Trend anti-virus	3,300
						Public Web Browser	125
						Web Dewey	575
						Cataloger Desk	750
						Microsoft Annual Licenses	12,000
						Jaws & Magic	800
						Novelist Select	1,000
						Fortes/Cleanslate	490
						Website Software	4,000
						Microsoft Services	2,750
980600	Furniture & Fixtures	7,257	20,500	20,500	17,300	Zig Zag Shelving	1,600
						YS CD Unit	700
						YS Display Furniture	6,000
						Public Seating Replacement	3,000
						Signage	6,000
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>23,576</b>	<b>100,250</b>	<b>97,500</b>	<b>57,265</b>		
<b>Other Funding Activities</b>							
990935	Trans to D/SD: 2002A Bond	14,852	24,598	24,598	23,469	End with 2011 Budget	23,469
990940	Trans to Lib Cap Proj FND	400,000	300,000	300,000	200,000		
990955	Trans to D/SD: 2003B Bond	10,995	0	0	0	End with 2008 Budget	
993000	Contingency Reserve	0	75,000	75,000	75,000		
<b>TOTAL OTHER FUNDING ACTIVITIES</b>		<b>425,847</b>	<b>399,598</b>	<b>399,598</b>	<b>298,469</b>		
<b>LIBRARY TOTALS</b>							
		<b>6,439,970</b>	<b>6,900,185</b>	<b>6,619,119</b>	<b>6,588,578</b>		

pg

# Alternative 1

8/23/2010

DRAFT

	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Details	Amount
<b>PER CAPITA EXPENDITURES - FUND 2130</b>							
<b>Contractual Services</b>							
920202	Conferences	7,704	1,000	1,000	5,000		
920204	Training	4,500	3,000	3,000	0		
920210	In-Service Training	1,567	4,000	4,000			
960070	Travel Expenses	234	1,000	1,000	5,000		
960210	Special Event Prog	9,246	3,200	3,200			
960990	Misc Contractual Svcs	15,260	20,000	20,000	30,000	Local History Digitization	30,000
<b>TOTAL CONTRACTUAL</b>		<b>38,511</b>	<b>32,200</b>	<b>32,200</b>	<b>40,000</b>		
<b>Commodities</b>							
970260	Postage and Parcel	2,000	7,500	7,500	0		
970270	Printing-Reprod-Binding	15,686	0	0	0		
<b>TOTAL COMMODITIES</b>		<b>17,686</b>	<b>7,500</b>	<b>7,500</b>	<b>0</b>		
<b>CAPITAL EXPENDITURES</b>							
980400	Equipment	12,703	18,000	18,000	16,000	Audio/Visual Disk Cleaning System	16,000
<b>TOTAL CAPITAL</b>		<b>12,703</b>	<b>18,000</b>	<b>18,000</b>	<b>16,000</b>		
<b>PER CAPITA TOTALS</b>	<b>DIVISION TOTALS</b>	<b>68,900</b>	<b>57,700</b>	<b>57,700</b>	<b>56,000</b>		
<b>TOTAL 2110 &amp; 2130</b>		<b>6,508,870</b>	<b>6,957,885</b>	<b>6,676,819</b>	<b>6,644,578</b>		

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# Alternative 1

8/23/2010

DRAFT

FUND 202		Des Plaines Public Library			
		REVENUE - CAPITAL PROJECTS FUND			
	<u>Account</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projected</u>	<u>2011 Proposed</u>
<b>OTHER REVENUE</b>					
890010	Interest Income	628	5,000	1,500	2,500
899900	Miscellaneous Revenue	2,978			
899920	Library Donations				
<b>TOTAL OTHER REVENUE</b>		<b>3,606</b>	<b>5,000</b>	<b>1,500</b>	<b>2,500</b>
<b>OTHER FINANCING SOURCES</b>					
898902	Transfer from Lib Fund	200,000	300,000	300,000	200,000
<b>TOTAL OTHER FINANCING SOURCES</b>		<b>200,000</b>	<b>300,000</b>	<b>300,000</b>	<b>200,000</b>
<b>FUND TOTAL</b>		<b>203,606</b>	<b>305,000</b>	<b>301,500</b>	<b>202,500</b>

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# Alternative 1

8/23/2010

DRAFT

FUND 202		Des Plaines Public Library					
Reduction in Budget		EXPENDITURES - CAPITAL PROJECTS FUND					
Additions to Budget							
	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Details	Amount
<b>CONTRACTUAL SERVICES</b>							
920110	Professional Services	\$843	15,000	0			
960990	Misc Contractual Svcs	\$560	0	0			
<b>TOTAL CONTRACTUAL SERVICES</b>		\$1,403	15,000	0			
<b>CAPITAL EXPENDITURES</b>							
980300	Improvements	43,008	92,000	0	0	Teen Lounge Computer Project (\$23,000) Public Restroom Improvements (\$20,000)	
980400	Equipment	12,088	24,000	24,000			0
980410	Computer Hardware	81,913	76,100	71,100	48,200	Teen Lounge Project ((4) Computers, (1) Printer, (1) Printer Release Station) (\$8,800)	
						(7) Hard Drives	4,200
						(44) Computers	44,000
						(2) Early Literacy Station (\$7,000)	
980420	Computer Software	4,470	0	0	0	Teen Lounge Project (PC Reservation & Pcounter) (\$1,700)	
980600	Furniture & Fixtures		0	0			
<b>TOTAL CAPITAL EXPENDITURES</b>		141,479	192,100	95,100	48,200		
<b>DIVISION TOTALS</b>		142,882	207,100	95,100	48,200		

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# Alternative 1

8/23/2010

DRAFT

FUND 202		Des Plaines Public Library					
Reduction in Budget		EXPENDITURES - CAPITAL PROJECTS FUND					
Additions to Budget							
	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Details	Amount
<b>CONTRACTUAL SERVICES</b>							
920110	Professional Services	\$843	15,000	0			
960990	Misc Contractual Svcs	\$560	0	0			
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>\$1,403</b>	<b>15,000</b>	<b>0</b>			
<b>CAPITAL EXPENDITURES</b>							
980300	Improvements	43,008	92,000	0	0	Teen Lounge Computer Project (\$23,000) Public Restroom Improvements (\$20,000)	
980400	Equipment	12,088	24,000	24,000			0
980410	Computer Hardware	81,913	76,100	71,100	48,200	Teen Lounge Project ((4) Computers, (1) Printer, (1) Printer Release Station) (\$8,800) (7) Hard Drives (44) Computers (2) Early Literacy Station (\$7,000)	4,200 44,000
980420	Computer Software	4,470	0	0	0	Teen Lounge Project (PC Reservation & Pcounter) (\$1,700)	
980600	Furniture & Fixtures		0	0			
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>141,479</b>	<b>192,100</b>	<b>95,100</b>	<b>48,200</b>		
<b>DIVISION TOTALS</b>		<b>142,882</b>	<b>207,100</b>	<b>95,100</b>	<b>48,200</b>		

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DRAFT

Alternative 1

8/23/2010

DRAFT

FUND 202		Des Plaines Public Library			
		REVENUE - CAPITAL PROJECTS FUND			
	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
<b>OTHER REVENUE</b>					
890010	Interest Income	628	5,000	1,500	2,500
899900	Miscellaneous Revenue	2,978			
899920	Library Donations				
<b>TOTAL OTHER REVENUE</b>		<b>3,606</b>	<b>5,000</b>	<b>1,500</b>	<b>2,500</b>
<b>OTHER FINANCING SOURCES</b>					
898902	Transfer from Lib Fund	200,000	300,000	300,000	200,000
<b>TOTAL OTHER FINANCING SOURCES</b>		<b>200,000</b>	<b>300,000</b>	<b>300,000</b>	<b>200,000</b>
<b>FUND TOTAL</b>		<b>203,606</b>	<b>305,000</b>	<b>301,500</b>	<b>202,500</b>

P11

DRAFT



	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Details	Amount
<b>PER CAPITA EXPENDITURES - FUND 2130</b>							
<b>Contractual Services</b>							
920202	Conferences	7,704	1,000	1,000	5,000		
920204	Training	4,500	3,000	3,000	0		
920210	In-Service Training	1,567	4,000	4,000			
960070	Travel Expenses	234	1,000	1,000	5,000		
960210	Special Event Prog	9,246	3,200	3,200			
960990	Misc Contractual Svcs.	15,260	20,000	20,000	30,000	Local History Digitization	30,000
<b>TOTAL CONTRACTUAL</b>		<b>38,511</b>	<b>32,200</b>	<b>32,200</b>	<b>40,000</b>		
<b>Commodities</b>							
970260	Postage and Parcel	2,000	7,500	7,500	0		
970270	Printing-Reprod-Binding	15,686	0	0	0		
<b>TOTAL COMMODITIES</b>		<b>17,686</b>	<b>7,500</b>	<b>7,500</b>	<b>0</b>		
<b>CAPITAL EXPENDITURES</b>							
980400	Equipment	12,703	18,000	18,000	16,000	Audio/Visual Disk Cleaning System	16,000
<b>TOTAL CAPITAL</b>		<b>12,703</b>	<b>18,000</b>	<b>18,000</b>	<b>16,000</b>		
<b>PER CAPITA TOTALS</b>		<b>DIVISION TOTALS</b>	<b>68,900</b>	<b>57,700</b>	<b>57,700</b>	<b>56,000</b>	
<b>TOTAL 2110 &amp; 2130</b>		<b>6,508,870</b>	<b>6,957,885</b>	<b>6,676,819</b>	<b>6,644,578</b>		

Alternative 1

8/23/2010

DRAFT

	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Details	Amount
980420	Computer Software	13,875	32,000	32,000	33,465	Graphics Software	4,500
						EZAudit	550
						Public Adobe Suite	1,800
						Short Keys Upgrage	250
						Web Classification	575
						Trend anti-virus	3,300
						Public Web Browser	125
						Web Dewey	575
						Cataloger Desk	750
						Microsoft Annual Licenses	12,000
						Jaws & Magic	800
						Novelist Select	1,000
						Fortes/Cleanslate	490
						Website Software	4,000
						Microsoft Services	2,750
980600	Furniture & Fixtures	7,257	20,500	20,500	17,300	Zig Zag Shelving	1,600
						YS CD Unit	700
						YS Display Furniture	6,000
						Public Seating Replacement	3,000
						Signage	6,000
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>23,576</b>	<b>100,250</b>	<b>97,500</b>	<b>57,265</b>		
<b>Other Funding Activities</b>							
990935	Trans to D/SD: 2002A Bond	14,852	24,598	24,598	23,469	End with 2011 Budget	23,469
990940	Trans to Lib Cap Proj FND	400,000	300,000	300,000	200,000		
990955	Trans to D/SD: 2003B Bond	10,995	0	0	0	End with 2008 Budget	
993000	Contingency Reserve	0	75,000	75,000	75,000		
<b>TOTAL OTHER FUNDING ACTIVITIES</b>		<b>425,847</b>	<b>399,598</b>	<b>399,598</b>	<b>298,469</b>		
<b>LIBRARY TOTALS</b>							
		<b>6,439,970</b>	<b>6,900,185</b>	<b>6,619,119</b>	<b>6,588,578</b>		

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DRAFT

Alternative 1

8/23/2010

DRAFT

	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Details	Amount
970115	Supplies: Dept./Other	12	0	0	0		
970170	Janitorial	22,633	23,800	25,000	30,900	Housekeeping Supplies	19,200
						Lighting	7,200
						Restroom Replacement Parts	2,500
						Filters	2,000
970260	Postage and Parcel	10,459	13000	18500	25,000	Post Interlibrary Loan, Outgoing Mail, FedEx, Notices	25,000
970270	Printing-Reprod-Binding	10,606	5000	2500	6,000	Printing	6,000
970500	Purchase of Water		8000	6000	6,000	Purchase of Water	6,000
970600	Books	463,933	489800	489800	401,805	Books	401,805
970610	Audio Materials	71,126	84600	84600	90,200	Music and Audio Books	90,200
970620	Subscriptions and Books	63,532	78800	78800	69,500	Periodicals	69,500
970630	Visual Materials	91,670	96250	96250	111,000	DVDs	111,000
970640	Automated Reference Mat'l	127,900	141000	141000	128,900	Electronic Databases	128,900
970810	Natural Gas	23,464	30000	20000	18000		
970820	Electricity	0	500	500	500		
970840	Diesel	0	4000	2000	2000		0
970850	Gasoline	9	2000	500	500		
970900	Equipment < \$5,000	14,257	5500	5500	2,000	Book Carts	2,000
<b>TOTAL COMMODITIES</b>		<b>987,759</b>	<b>1,101,350</b>	<b>1,090,050</b>	<b>1,002,205</b>		
<b>CAPITAL EXPENDITURES</b>							
980300	Improvements	0	8,000	0	0		
980400	Equipment	0	33,000	41,000	0	Security System DVR (\$12,000)	
980410	Computer Hardware	2,444	6,750	4,000	6,500	(4)Receipt Printers (\$1,200)	
						Barcode Scanner	200
						Mac for Graphics	2,000
						Medium Pen Tablet	300
						External Harddrive	700
						Dell Replacement Parts	2,000
						Monitor Replacement	1,000
						Photocolor Scanner	300
						Public Simple Scan Station (\$1,920)	

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DRAFT

	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Details	Amount
960210	Special Event Programming	28,007	31,000	31,000	31,000	Youth Services Programming	12,500
						Adult Services Programming	12,500
						Refreshments	1,500
						Community Outreach Activities	4,500
960990	Misc. Contractual SVCS	89,189	99,375	99,375	95,600	Baker & Taylor Title Source	5,250
						Aquarium Service	4,000
						Midwest Tape	10,000
						Temporary Personnel	5,000
						Baker & Taylor Processing	20,000
						Crimson Multimedia	1,000
						Van Delivery Service	25,000
						Plant Service	1,000
						Constant Contact (eNewsletter)	1,200
						Invicta Services	750
						ePay Fees	1,000
						Back-up Disaster Recovery Off-site Storage	6,000
						Server Monitoring	4,200
						Collection Agency Fees	5,200
						Furniture Recovering	5,000
						Building System Monitoring	1,000
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>944,059</b>	<b>1,089,251</b>	<b>1,040,693</b>	<b>1,029,737</b>		
<b>COMMODITIES</b>							
970100	Office Supplies	85,172	116,300	116,300	107,800	Materials Processing	70,000
						Hardware/Network Supplies	2,300
						Debit Cards	1,000
						Toner	2,500
						Mice/Keyboards	2,500
						Headphones	2,500
						Library Cards	4,000
						Backup Tapes	3,000
						Supplies	20,000
970110	Meals (PRSNRS/WRKRS/VOLS)	2,987	2,800	2,800	2,100	Library Hosted Meetings & Public Programs, All Staff	1,600
						Volunteer Party	500

P7

	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Details	Amount
930020	R & M Bldgs & Structures	102,375	116,235	116,235	124,080	McQuay	30,630
						Furniture/Carpet/Drapery	30,000
						Cleaning	
						Painting	8,500
						Woodwork Repair/Carpentry	4,000
						Fire Protection Equipment	
						Testing	8,000
						Lighting/Electrical	9,100
						HVAC Controls	11,750
						Elevator Maintenance	7,500
						Carpeting	3,500
						HVAC Chilled Water Treatment	1,000
						Door Maintenance	5,500
						Plumbing Repairs & RPZ Valve	
						Testing	4,000
						Meeting Room Partition	
						Maintenance	600
930030	R & M Vehicles	7,873	14,300	8,300	<del>8,250</del>	Library Van Maintenance	1,500
						Mobile Library Maintenance	<del>6,750</del>
930195	Book Binding & Repair	538	1,000	1,000	1,000	Binding Soft Cover and Hard	1,000
930210	Rental of Equipment	1,660	26,500	26,500	27,000	Cover Books & Periodicals	
						Postage Machine	2,000
						Copier Lease - United Business	
						Solution	25,000
930320	Cleaning: Custodial Services	112,179	96,700	96,700	92,500	Contract for Cleaning Library	85,500
						Additional Housekeeping	1,800
						Window/Glass Cleaning	5,200
930490	Refuse Contract	5,496	5,500	7,500	6,000	Waste Hauling	6,000
960040	Employee Physicals	69	250	250	250		250
960065	Epay Fees	55		500	500		
960070	Travel Expenses	1,972	500	500	500	Auto/Travel	500

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Alternative 1

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	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Details	Amount
930010	R & M Equipment	100,398	110,062	110,062	125,757	BMA Printer Support	6,900
						UBS Copier Support	17,000
						Wireline (repair telephone Service)	4,000
						TBS Annual Agreement	5,600
						Evanced Annual Agreement	850
						AWE Annual Agreement	2,350
						SARA Workstation Agreement	250
						Media/Website Workstation	200
						Lyngsoe	23,500
						APC UPS Annual Agreemnt	2,750
						Cooperative Computer Services	17,000
						IDS Annual Agreement	11,307
						Reader/Printers Maintenance	1,500
						Laminator Maintenance Contract	300
						Appliance Repair	1,000
						Network Maintenance - Nomadic/Cisco Smartnet/Juniper	8,850
						3M Equipment (security/checkout/workstations)	20,900
						Backflow Device Testing	1,500

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# Alternative 1

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	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Details	Amount
920202	Conferences	4,144	0	1,000	1,000		
920204	Training	6,084	2,600	1,500	0		
920205	Tuition Reimbursements	4,229	0	0	0		
920206	Seminars		0	0	0		
920210	In-Service Training	877	0	3,208	500		
920220	Membership Dues	7,816	6,500	6,500	1,000	ALA Dues for Board, Director, Asst. Dir. (\$3,000) ILA Dues for Board & Prof. Staff (\$3,000) Other Membership Dues	1,000
920225	Licensing/Titles	50	100	0	0		
920230	Publication of Notices	1,101	1,000	2,000	2,000	Publishing Bid Notices	2,000
920900	Property/Liab Insurance	25,773	24,869	24,869	25,000		25,000

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FUND 201		Des Plaines Public Library					
Reduction in Budget		EXPENDITURES - FUND 2110 & 2130					
Additions to Budget							
	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Details	Amount
<b>SALARIES</b>							
910100	Full-time Salaries	2,003,621	2,318,022	2,318,022	2,273,840		
910200	Part-time Salaries	753,696	789,113	723,353	786,125		
910400	Non-Supervisory Overtime		0	500	500		
910500	Vacation Pay	162,031	0		0		
910600	Sick Pay	62,381	0		0		
910700	Holiday Pay	79,435	0		0		
910900	Act/Out of Class/Premium	724	0		0		
910950	Excess Sick Hrs Pay out	1,748	3,500	3,500	3,500		
910970	Compensated Absences	(10,739)	0	0	0		
<b>TOTAL SALARIES</b>		<b>3,052,897</b>	<b>3,110,635</b>	<b>3,045,375</b>	<b>3,063,965</b>		
<b>BENEFITS</b>							
918010	Unemployment Compensation	1,406	4,986	26,304	31,000		
918020	Employer Contr - FICA	229,355	237,314	237,314	234,088		
918021	Employer Contr - IMRF	267,499	297,518	297,518	327,100		
918030	EAP Program	662	682	0	0		
918040	Life Ins Premiums	6,545	6,576	6,576	4,536		
918050	PPO Insurance Premiums	338,038	389,041	256,039	379,225		
918051	HMO Insurance Premiums	105,472	111,979	80,942	115,015		
918055	Dental Insurance Premiums	24,643	31,505	21,710	26,473		
918070	Workers Compensation	13,793	9,500	9,500	9,500		
918085	RHS Plan Payout	18,418	10,000	10,000	10,000		
<b>TOTAL BENEFITS</b>		<b>1,005,831</b>	<b>1,099,101</b>	<b>945,903</b>	<b>1,136,937</b>		
<b>CONTRACTUAL SERVICES</b>							
920100	Legal Fees	589	15,000	10,000	10,000	Legal Fees	10,000
920105	Costs of Litigation		3,500	1,000	1,000	Costs of Litigation	1,000
920110	Professional Services	354,478	405,000	390,000	365,000	Staff Development	5,000
						IT Management Service	325,000
						Accounting Service	20,000
						Audit	5,000
						Payroll Service	10,000
920120	Communication Services	31,803	28,460	31,157	33,800	Paetec	3,500
						ICN/AT&T	4,400
						Call One	5,400
						Broadwing/Level 3	5,600
						Sprint/Nextel	12,400
						Comcast	2,500
920140	Data Processing Services	57,304	100,800	71,537	78,000	Data Processing OCLC/CCS	78,000

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# Alternative 1

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FUND 201		Des Plaines Public Library			
Reduction in Budget		REVENUE - FUND 2110 & 2130			
Additions to Budget					
	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
<b>TAXES</b>					
810019	Property Taxes 2002				
810020	Property Taxes 2003				
810021	Property Taxes 2004				
810022	Property Taxes 2005	(66,433)			
810023	Property Taxes 2006	(57,055)			
810024	Property Taxes 2007	101,622		(27,290)	
810025	Property Taxes 2008	6,640,190	50,000	250,368	
810026	Property Taxes 2009		6,309,802	6,309,802	250,000
810027	Property Taxes 2010				6,499,096
<b>TOTAL TAXES</b>		<b>6,618,325</b>	<b>6,359,802</b>	<b>6,532,880</b>	<b>6,749,096</b>
<b>INTERGOVERNMENTAL REVENUE</b>					
810800	Personal Prop Repl Tax	92,988	92,988	92,988	92,988
822040	State Grant: Per Capita	68,892	57,700	57,700	56,000
822095	State Grant: Library				
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>		<b>161,880</b>	<b>150,688</b>	<b>150,688</b>	<b>148,988</b>
<b>FINES &amp; FEES</b>					
850101	Library Fees	114,466	125,000	4,304	4,300
850102	Library Fines			128,431	128,000
850103	Library Fines Credit Card			13,641	15,000
850201	Copying Fees			29,033	25,000
850202	Damaged Materials			464	450
850203	Lost Materials			7,469	7,000
850205	Bags			928	1,000
850207	Non-Resident Cards			2,135	2,000
<b>TOTAL FINES</b>		<b>114,466</b>	<b>125,000</b>	<b>186,405</b>	<b>182,750</b>
<b>TOTAL TAXES</b>					
<b>SPECIAL PROGRAMS &amp; EVENTS</b>					
850215	Special Programs & Events	4,550	5,000	1,330	1,000
<b>TOTAL SPECIAL PROGRAMS &amp; EVENTS</b>		<b>4,550</b>	<b>5,000</b>	<b>1,330</b>	<b>1,000</b>

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## Alternative 1

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- 1) Restored Mobile Library service with three part-time positions for operation and added back in expenditures in contractual services for vehicle maintenance (\$6,750) and diesel (\$2,000). To offset these costs we reduced membership dues by \$5,500 and telephone repair service by \$1,000.
- 2) Cut Capital Projects by \$60,500.
- 3) Reduced Capital Expenditures by \$15,120.

**Library Fund**

	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
Beginning Balance	1,044,509	1,296,756	1,533,655	1,748,944
Revenues	6,965,236	6,703,990	6,892,108	7,099,834
Expenditures	(6,276,090)	(6,657,885)	(6,376,819)	(6,444,578)
Transfers	(200,000)	(300,000)	(300,000)	(200,000)
Ending Balance	1,533,655	1,042,861	1,748,944	2,204,200**

**Library Capital Projects Fund**

	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
Beginning Balance	162,659	132,802	223,383	429,783
Revenues	3,606	5,000	1,500	2,500
Expenditures	(142,882)	(207,100)	(95,100)	(48,200)
Transfers	200,000	300,000	300,000	200,000
Ending Balance	223,383	230,702	429,783	584,083

**Library Staff**

	2008	2009	2010	2011
Full Time	46	46	46	42
Part Time	86(FTE 33.2)	76(FTE 29.8)	65(FTE 26.4)	65(FTE 26.6)
TOTAL FTEs	79.2	75.8	72.4	68.6

\*\*In the budget draft overview document presented to you at the August 17, 2010 Board of Trustees meeting, Alternative 1 year-end fund balance showed \$2,270,000. As stated at this meeting, these numbers were estimates and when we ran all the budget numbers, this ending balance decreased to \$2,204,200.

# Alternative 2

8/23/2010

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FUND 202		Des Plaines Public Library					
Reduction in Budget		EXPENDITURES - CAPITAL PROJECTS FUND					
Additions to Budget							
	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Details	Amount
<b>CONTRACTUAL SERVICES</b>							
920110	Professional Services	\$843	15,000	0			
960990	Misc Contractual Svcs	\$560	0	0			
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>\$1,403</b>	<b>15,000</b>	<b>0</b>			
<b>CAPITAL EXPENDITURES</b>							
980300	Improvements	43,008	92,000	0	0	Teen Lounge Computer Project (\$23,000) Public Restroom Improvements (\$20,000)	
980400	Equipment	12,088	24,000	24,000			0
980410	Computer Hardware	81,913	76,100	71,100	48,200	Teen Lounge Project ((4) Computers, (1) Printer, (1) Printer Release Station) (\$8,800) (7) Hard Drives (44) Computers (2) Early Literacy Station (\$7,000)	4,200 44,000
980420	Computer Software	4,470	0	0	0	Teen Lounge Project (PC Reservation & Pcounter) (\$1,700)	
980600	Furniture & Fixtures		0	0			
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>141,479</b>	<b>192,100</b>	<b>95,100</b>	<b>48,200</b>		
<b>DIVISION TOTALS</b>		<b>142,882</b>	<b>207,100</b>	<b>95,100</b>	<b>48,200</b>		

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# Alternative 2

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FUND 202		Des Plaines Public Library			
		REVENUE - CAPITAL PROJECTS FUND			
	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
<b>OTHER REVENUE</b>					
890010	Interest Income	628	5,000	1,500	2,500
899900	Miscellaneous Revenue	2,978			
899920	Library Donations				
<b>TOTAL OTHER REVENUE</b>		<b>3,606</b>	<b>5,000</b>	<b>1,500</b>	<b>2,500</b>
<b>OTHER FINANCING SOURCES</b>					
898902	Transfer from Lib Fund	200,000	300,000	300,000	200,000
<b>TOTAL OTHER FINANCING SOURCES</b>		<b>200,000</b>	<b>300,000</b>	<b>300,000</b>	<b>200,000</b>
<b>FUND TOTAL</b>		<b>203,606</b>	<b>305,000</b>	<b>301,500</b>	<b>202,500</b>

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Alternative 2

8/23/2010

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	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Details	Amount
<b>PER CAPITA EXPENDITURES - FUND 2130</b>							
<b>Contractual Services</b>							
920202	Conferences	7,704	1,000	1,000	5,000		
920204	Training	4,500	3,000	3,000	0		
920210	In-Service Training	1,567	4,000	4,000			
960070	Travel Expenses	234	1,000	1,000	5,000		
960210	Special Event Prog	9,246	3,200	3,200			
960990	Misc Contractual Svcs	15,260	20,000	20,000	30,000	Local History Digitization	30,000
<b>TOTAL CONTRACTUAL</b>		<b>38,511</b>	<b>32,200</b>	<b>32,200</b>	<b>40,000</b>		
<b>Commodities</b>							
970260	Postage and Parcel	2,000	7,500	7,500	0		
970270	Printing-Reprod-Binding	15,686	0	0	0		
<b>TOTAL COMMODITIES</b>		<b>17,686</b>	<b>7,500</b>	<b>7,500</b>	<b>0</b>		
<b>CAPITAL EXPENDITURES</b>							
980400	Equipment	12,703	18,000	18,000	16,000	Audio/Visual Disk Cleaning System	16,000
<b>TOTAL CAPITAL</b>		<b>12,703</b>	<b>18,000</b>	<b>18,000</b>	<b>16,000</b>		
<b>PER CAPITA TOTALS</b>	<b>DIVISION TOTALS</b>	<b>68,900</b>	<b>57,700</b>	<b>57,700</b>	<b>56,000</b>		
<b>TOTAL 2110 &amp; 2130</b>		<b>6,508,870</b>	<b>6,957,885</b>	<b>6,676,819</b>	<b>6,549,926</b>		

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FUND 201		Des Plaines Public Library					
		EXPENDITURES - FUND 2110					
		2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Details	Amount
<b>SALARIES</b>							
910100	Salaries	2,003,621	2,318,022	2,318,022	2,273,840		
910200	Temporary Wages	753,696	789,113	723,353	729,172		
910400	Non-Supervisory Overtime		0	500	500		
910500	Vacation Pay	162,031	0		0		
910600	Sick Pay	62,381	0		0		
910700	Holiday Pay	79,435	0		0		
910900	Act/Out of Class/Premium	724	0		0		
910950	Excess Sick Hrs Pay out	1,748	3,500	3,500	3,500		
910970	Compensated Absences	(10,739)	0	0	0		
<b>TOTAL SALARIES</b>		<b>3,052,897</b>	<b>3,110,635</b>	<b>3,045,375</b>	<b>3,007,012</b>		
<b>BENEFITS</b>							
918010	Unemployment Compensation	1,406	4,986	26,304	45,724		
918020	Employer Contr - FICA	229,355	237,314	237,314	229,731		
918021	Employer Contr - IMRF	267,499	297,518	297,518	320,123		
918030	EAP Program	662	682	0	0		
918040	Life Ins Premiums	6,545	6,576	6,576	8,400		
918050	PPO Insurance Premiums	338,038	389,041	256,039	395,772		
918051	HMO Insurance Premiums	105,472	111,979	80,942	84,673		
918055	Dental Insurance Premiums	24,643	31,505	21,710	47,258		
918070	Workers Compensation	13,793	9,500	9,500	9,500		
918085	RHS Plan Payout	18,418	10,000	10,000	10,000		
<b>TOTAL BENEFITS</b>		<b>1,005,831</b>	<b>1,099,101</b>	<b>945,903</b>	<b>1,151,181</b>		
<b>CONTRACTUAL SERVICES</b>							
920100	Legal Fees	589	15,000	10,000	10,000	Legal Fees	10,000
920105	Costs of Litigation		3,500	1,000	1,000	Costs of Litigation	1,000
920110	Professional Services	354,478	405,000	390,000	365,000	Staff Development	5,000
						IT Management Service	325,000
						Accounting Service	20,000
						Audit	5,000
						Payroll Service	10,000
920120	Communication Services	31,803	28,460	31,157	33,800	Paetec	3,500
						ICN/AT&T	4,400
						Call One	5,400
						Broadwing/Level 3	5,600
						Sprint/Nextel	12,400
						Comcast	2,500
920140	Data Processing Services	57,304	100,800	71,537	78,000	Data Processing OCLC/CCS	78,000

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8/24/2010

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	<u>Account</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projected</u>	<u>2011 Proposed</u>	<u>Details</u>	<u>Amount</u>
920202	Conferences	4,144	0	1,000	1,000		
920204	Training	6,084	2,600	1,500	0		
920205	Tuition Reimbursements	4,229	0	0	0		
920206	Seminars		0	0	0		
920210	In-Service Training	877	0	3,208	500		
920220	Membership Dues	7,816	6,500	6,500	6,500	ALA Dues for Board, Director, Asst Dir	3,000
						ILA Dues for Board & Prof. Staff	3,000
						Other Membership Dues	500
920225	Licensing/Titles	50	100	0	0		
920230	Publication of Notices	1,101	1,000	2,000	2,000	Publishing Bid Notices	2,000
920900	Property/Liab Insurance	25,773	24,869	24,869	25,000		25,000



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	<u>Account</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projected</u>	<u>2011 Proposed</u>	<u>Details</u>	<u>Amount</u>
930010	R & M Equipment	100,398	110,062	110,062	126,757	BMA Printer Support	6,900
						UBS Copier Support	17,000
						Wireline (repair telephone Service)	5,000
						TBS Annual Agreement	5,600
						Evanced Annual Agreement	850
						AWE Annual Agreement	2,350
						SARA Workstation Agreement	250
						Media/Website Workstation	200
						Lyngsoe	23,500
						APC UPS Annual Agreeemnt	2,750
						Cooperative Computer Services	17,000
						IDS Annual Agreement	11,307
						Reader/Printers Maintenance	1,500
						Laminator Maintenance Contract	300
						Appliance Repair	1,000
						Network Maintenance - Nomadic/Cisco Smartnet/Juniper	8,850
						3M Equipment (security/checkout/workstations)	20,900
						Backflow Device Testing	1,500

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	<u>Account</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projected</u>	<u>2011 Proposed</u>	<u>Details</u>	<u>Amount</u>
930020	R & M Bldgs & Structures	102,375	116,235	116,235	124,080	McQuay	30,630
						Furniture/Carpet/Draperly	30,000
						Cleaning	8,500
						Painting	4,000
						Woodwork Repair/Carpentry	8,000
						Fire Protection Equipment	9,100
						Testing	11,750
						Lighting/Electrical	7,500
						HVAC Controls	3,500
						Elevator Maintenance	1,000
						Carpeting	5,500
						HVAC Chilled Water Treatment	4,000
						Door Maintenance	600
						Plumbing Repairs & RPZ Valve	
						Testing	
						Meeting Room Partition	
						Maintenance	
930030	R & M Vehicles	7,873	14,300	8,300	1,500	Library Van Maintenance	1,500
930195	Book Binding & Repair	538	1,000	1,000	1,000	Binding Soft Cover and Hard	1,000
						Cover Books & Periodicals	
930210	Rental of Equipment	1,660	26,500	26,500	27,000	Postage Machine	2,000
						Copier Lease - United Business	25,000
						Solution	
930320	Cleaning: Custodial Services	112,179	96,700	96,700	92,500	Contract for Cleaning	85,500
						Library/Mobile Library	1,800
						Additional Housekeeping	5,200
						Window/Glass Cleaning	6,000
930490	Refuse Contract	5,496	5,500	7,500	6,000	Waste Hauling	250
960040	Employee Physicals	69	250	250	250		
960065	Epay Fees	55		500	500		
960070	Travel Expenses	1,972	500	500	500	Auto/Travel	500

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	<u>Account</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projected</u>	<u>2011 Proposed</u>	<u>Details</u>	<u>Amount</u>
960210	Special Event Programming	28,007	31,000	31,000	31,000	Youth Services Programming	12,500
						Adult Services Programming	12,500
						Refreshments	1,500
						Community Outreach Activities	4,500
960990	Misc. Contractual SVCS	89,189	99,375	99,375	95,600	Baker & Taylor Title Source	5,250
						Aquarium Service	4,000
						Midwest Tape	10,000
						Temporary Personnel	5,000
						Baker & Taylor Processing	20,000
						Crimson Multimedia	1,000
						Van Delivery Service	25,000
						Plant Service	1,000
						Constant Contact (eNewsletter)	1,200
						Invicta Services	750
						ePay Fees	1,000
						Back-up Disaster Recovery Off-site Storage	6,000
						Server Monitoring	4,200
						Collection Agency Fees	5,200
						Furniture Recovering	5,000
						Building System Monitoring	1,000
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>944,059</b>	<b>1,089,251</b>	<b>1,040,693</b>	<b>1,029,487</b>		
<b>COMMODITIES</b>							
970100	Office Supplies	85,172	116,300	116,300	107,800	Materials Processing	70,000
						Hardware/Network Supplies	2,300
						Debit Cards	1,000
						Toner	2,500
						Mice/Keyboards	2,500
						Headphones	2,500
						Library Cards	4,000
						Backup Tapes	3,000
						Supplies	20,000
970110	Meals (PRSNRS/WRKRS/VOLS)	2,987	2,800	2,800	2,100	Library Hosted Meetings & Public Programs, All Staff	1,600
						Volunteer Party	500

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	<u>Account</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projected</u>	<u>2011 Proposed</u>	<u>Details</u>	<u>Amount</u>
970115	Supplies: Dept./Other	12	0	0	0		
970170	Janitorial	22,633	23,800	25,000	30,900	Housekeeping Supplies	19,200
						Lighting	7,200
						Restroom Replacement Parts	2,500
						Filters	2,000
970260	Postage and Parcel	10,459	13000	18500	25,000	Post Interlibrary Loan, Outgoing Mail, FedEx, Notices	25,000
970270	Printing-Reprod-Binding	10,606	5000	2500	6,000	Printing	6,000
970500	Purchase of Water		8000	6000	6,000	Purchase of Water	6,000
970600	Books	463,933	489800	489800	440,820	Books	440,820
970610	Audio Materials	71,126	84600	84600	76,140	Music and Audio Books	76,140
970620	Subscriptions and Books	63,532	78800	78800	70,920	Periodicals	70,920
970630	Visual Materials	91,670	96250	96250	86,625	DVDs	86,625
970640	Automated Reference Mat'l	127,900	141000	141000	126,900	Electronic Databases	126,900
970810	Natural Gas	23,464	30000	20000	18000		
970820	Electricity	0	500	500	500		
970840	Diesel	0	4000	2000	0		0
970850	Gasoline	9	2000	500	500		
970900	Equipment < \$5,000	14,257	5500	5500	2,000	Book Carts	2,000
<b>TOTAL COMMODITIES</b>		<b>987,759</b>	<b>1,101,350</b>	<b>1,090,050</b>	<b>1,000,205</b>		
<b>CAPITAL EXPENDITURES</b>							
980300	Improvements	0	8,000	0	0		
980400	Equipment	0	33,000	41,000	12,000	Security System DVR	12,000
980410	Computer Hardware	2,444	6,750	4,000	9,620	(4)Receipt Printers	1,200
						Barcode Scanner	200
						Mac for Graphics	2,000
						Medium Pen Tablet	300
						External Harddrive	700
						Dell Replacement Parts	2,000
						Monitor Replacement	1,000
						Photocolor Scanner	300
						Public Simple Scan Station	1,920

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	<u>Account</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projected</u>	<u>2011 Proposed</u>	<u>Details</u>	<u>Amount</u>
980420	Computer Software	13,875	32,000	32,000	33,465	Graphics Software	4,500
						EZAudit	550
						Public Adobe Suite	1,800
						Short Keys Upgrage	250
						Web Classification	575
						Trend anti-virus	3,300
						Public Web Browser	125
						Web Dewey	575
						Cataloger Desk	750
						Microsoft Annual Licenses	12,000
						Jaws & Magic	800
						Novelist Select	1,000
						Fortes/Cleanslate	490
						Website Software	4,000
						Microsoft Services	2,750
980600	Furniture & Fixtures	7,257	20,500	20,500	17,300	Zig Zag Shelving	1,600
						YS CD Unit	700
						YS Display Furniture	6,000
						Public Seating Replacement	3,000
						Signage	6,000
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>23,576</b>	<b>100,250</b>	<b>97,500</b>	<b>72,385</b>		
<b>Other Funding Activities</b>							
990935	Trans to D/SD: 2002A Bond	14,852	24,598	24,598	23,469	End with 2011 Budget	23,469
990940	Trans to Lib Cap Proj FND	400,000	300,000	300,000	200,000		
990955	Trans to D/SD: 2003B Bond	10,995	0	0	0	End with 2008 Budget	
993000	Contingency Reserve	0	75,000	75,000	75,000		
<b>TOTAL OTHER FUNDING ACTIVITIES</b>		<b>425,847</b>	<b>399,598</b>	<b>399,598</b>	<b>298,469</b>		
<b>LIBRARY TOTALS</b>		<b>6,439,970</b>	<b>6,900,185</b>	<b>6,619,119</b>	<b>6,558,739</b>		

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	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Details	Amount
<b>PER CAPITA EXPENDITURES - FUND 2130</b>							
<b>Contractual Services</b>							
920202	Conferences	7,704	1,000	1,000	5,000		
920204	Training	4,500	3,000	3,000	0		
920210	In-Service Training	1,567	4,000	4,000			
960070	Travel Expenses	234	1,000	1,000	5,000		
960210	Special Event Prog	9,246	3,200	3,200			
960990	Misc Contractual Svcs	15,260	20,000	20,000	30,000	Local History Digitization	30,000
<b>TOTAL CONTRACTUAL</b>		<b>38,511</b>	<b>32,200</b>	<b>32,200</b>	<b>40,000</b>		
<b>Commodities</b>							
970260	Postage and Parcel	2,000	7,500	7,500	0		
970270	Printing-Reprod-Binding	15,686	0	0	0		
<b>TOTAL COMMODITIES</b>		<b>17,686</b>	<b>7,500</b>	<b>7,500</b>	<b>0</b>		
<b>CAPITAL EXPENDITURES</b>							
980400	Equipment	12,703	18,000	18,000	16,000	Audio/Visual Disk Cleaning System	16,000
<b>TOTAL CAPITAL</b>		<b>12,703</b>	<b>18,000</b>	<b>18,000</b>	<b>16,000</b>		
<b>PER CAPITA TOTALS</b>	<b>DIVISION TOTALS</b>	<b>68,900</b>	<b>57,700</b>	<b>57,700</b>	<b>56,000</b>		
<b>TOTAL 2110 &amp; 2130</b>		<b>6,508,870</b>	<b>6,957,885</b>	<b>6,676,819</b>	<b>6,614,739</b>		

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FUND 201		Des Plaines Public Library					
2130		EXPENDITURES - IL LIBRARY PER CAPITA GRANT					
	<u>Account</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projected</u>	<u>2011 Proposed</u>	<u>Details</u>	<u>Amount</u>
<b>Contractual Services</b>							
920202	Conferences	7,704	1,000	1,000	5,000		
920204	Training	4,500	3,000	3,000	0		
920210	In-Service Training	1,567	4,000	4,000			
960070	Travel Expenses	234	1,000	1,000	5,000		
960210	Special Event Prog	9,246	3,200	3,200			
960990	Misc Contractual Svcs	15,260	20,000	20,000	30,000	Local History Digitization	30,000
<b>TOTAL CONTRACTUAL</b>		<b>38,511</b>	<b>32,200</b>	<b>32,200</b>	<b>40,000</b>		
<b>Commodities</b>							
970260	Postage and Parcel	2,000	7,500	7,500	0		
970270	Printing-Reprod-Binding	15,686	0	0	0		
<b>TOTAL COMMODITIES</b>		<b>17,686</b>	<b>7,500</b>	<b>7,500</b>	<b>0</b>		
<b>CAPITAL EXPENDITURES</b>							
980400	Equipment	12,703	18,000	18,000	16,000	Audio/Visual Disk Cleaning System	16,000
<b>TOTAL CAPITAL</b>		<b>12,703</b>	<b>18,000</b>	<b>18,000</b>	<b>16,000</b>		
<b>PER CAPITA TOTALS</b>		<b>68,900</b>	<b>57,700</b>	<b>57,700</b>	<b>56,000</b>		
<b>DIVISION TOTALS</b>		<b>68,900</b>	<b>57,700</b>	<b>57,700</b>	<b>56,000</b>		

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FUND 202		Des Plaines Public Library					
		EXPENDITURES - CAPITAL PROJECTS FUND					
	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Details	Amount
<b>CONTRACTUAL SERVICES</b>							
920110	Professional Services	\$843	15,000	0			
960990	Misc Contractual Svcs	\$560	0	0			
<b>TOTAL CONTRACTUAL SERVICES</b>		\$1,403	15,000	0			
<b>CAPITAL EXPENDITURES</b>							
980300	Improvements	43,008	92,000	0	43,000	Teen Lounge Computer Project	23,000
						Public Restroom Improvements	20,000
980400	Equipment	12,088	24,000	24,000			0
980410	Computer Hardware	81,913	76,100	71,100	64,000	Teen Lounge Project ((4) Computers, (1 ) Printer, (1) Printer Release Station)	8,800
						(7) Hard Drives	4,200
						(44) Computers	44,000
						(2) Early Literacy Station	7,000
980420	Computer Software	4,470	0	0	1,700	Teen Lounge Project (PC Reservation & Pcounter)	1,700
980600	Furniture & Fixtures		0	0			
<b>TOTAL CAPITAL EXPENDITURES</b>		141,479	192,100	95,100	108,700		
<b>DIVISION TOTALS</b>		142,882	207,100	95,100	108,700		



**ADDENDUM****DRAFT****Background Information / Points of Reference to Other Libraries****AREA LIBRARY FTE COMPARISON**

<u>Library</u>	<u>FTE</u>	<u>Population</u>
Des Plaines	67	57,000
Arlington Heights	148	78,000
Skokie	111	63,000
Niles	77.3	58,000
Mount Prospect	98	56,000
Park Ridge	60	38,000

**PERCENT OF BUDGET SPENT ON PERSONNEL:**

City of Des Plaines 2010	78%
Des Plaines Library 2011 proposed	63%
Recommended standard for Illinois Public Libraries	70%

**FUND BALANCE OF AREA LIBRARIES THAT ARE COMPONENT UNITS OF VILLAGE/CITY MUNICIPALITIES (end of year 2009)**

Elk Grove Village	\$1,678,468
Park Ridge	\$2,794,613
Skokie	\$5,694,934 (6 months of operating)
Mount Prospect	\$2,085,690 (working cash fund)

## IN ADDITION, WE HAVE TWO ALTERNATIVES TO THE PROPOSED BUDGET FOR YOUR CONSIDERATION

### ALTERNATIVE 1

Restore mobile library service with full-time position eliminated and three part-time positions for operations. The cost is \$75,750. To offset these costs we will:

- cut capital projects by \$60,500
- make additional cuts from contractual services (\$6,500)
- make additional cuts to Capital expenditures (\$15,120).

#### RESULTS OVERVIEW / ALTERNATIVE 1

Extended Property Tax Percentage:	Year End Capital Project Fund Balance	Year End Fund Balance
No increase over 2010	585,000	2,270,000

### ALTERNATIVE 2

Everything in Alternative Budget 1, plus:

- Eliminate raises for staff (\$39,110)
- Increase employee paid portion of medical premium (\$49,109)

#### RESULTS OVERVIEW / ALTERNATIVE 2

Extended Property Tax Percentage:	Year End Capital Project Fund Balance	Year End Fund Balance
No increase over 2010	585,000	2,330,000

# Des Plaines Public Library 2011 Budget

## OVERALL BUDGET GOALS

1. Request no increase in property tax payments from the 2010 extended amounts.
2. Build the library's fund balance to a level that will support four month's operating expenses. (2010 level was \$1,748,944)
3. Continue to build the Capital Project fund to cover anticipated building improvements in 2012 (\$500,000)

## ADDITIONAL CRITERIA FOR DRAFT 2 REVISIONS

The board directed staff at the August 10<sup>th</sup>, 2010 special board meeting to adjust the 2011 budget using the following criteria:

1. Keep the Mobile Library at a reduced cost
2. Reduce the Capital Projects fund
3. Consider changing Full Time positions to Part Time positions
4. Explore ways to further increase fund balance.

## 2011 PROPOSED BUDGET

1. Reduce all categories of expenditures:
  - Personnel: -3.3% (\$56K reduction from 2010 budget)
  - Contractual Services: -5.5%, (\$60K)
  - Commodities: -9%, (\$101K)
  - Capital: -27.8%, (\$27K)
  - Capital Projects: -48%, (\$98.4K)
2. Cease mobile library service, effective January 1, 2011.
3. Eliminate eight library staff positions. Four are full-time positions and four are part-time. Five are currently filled.

## RESULTS OVERVIEW FOR PROPOSED 2011 BUDGET

Extended Property Tax Percentage:	Year End Capital Project Fund Balance	Year End Fund Balance
No increase over 2010	523,583	2,240,501



Des Plaines  
Public Library

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

**DES PLAINES PUBLIC LIBRARY  
BOARD OF TRUSTEES**

Agenda for the Meeting of the Finance Committee  
August 23, 2010  
5:00 PM

- I. Call to order.
- II. Roll Call.
- III. Consideration of the Agenda.
- IV. 2011 Budget. [Action Item]
- V. Intergovernmental Agreement. [Action Item]
- VI. Adjournment.

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FUND 202		Des Plaines Public Library					
		REVENUE - CAPITAL PROJECTS FUND					
	<u>Account</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projected</u>	<u>2011 Proposed</u>		
<b>OTHER REVENUE</b>							
890010	Interest Income	628	5,000	1,500	2,500		
899900	Miscellaneous Revenue	2,978					
899920	Library Donations						
<b>TOTAL OTHER REVENUE</b>		<b>3,606</b>	<b>5,000</b>	<b>1,500</b>	<b>2,500</b>		
<b>OTHER FINANCING SOURCES</b>							
898902	Transfer from Lib Fund	200,000	300,000	300,000	200,000		
<b>TOTAL OTHER FINANCING SOURCES</b>		<b>200,000</b>	<b>300,000</b>	<b>300,000</b>	<b>200,000</b>		
<b>FUND TOTAL</b>		<b>203,606</b>	<b>305,000</b>	<b>301,500</b>	<b>202,500</b>		

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FUND 201		Des Plaines Public Library			
		REVENUE - FUND 2110 & 2130			
Account		2009 Actual	2010 Budget	2010 Projected	2011 Proposed
<b>TAXES</b>					
810019	Property Taxes 2002				
810020	Property Taxes 2003				
810021	Property Taxes 2004				
810022	Property Taxes 2005	(66,433)			
810023	Property Taxes 2006	(57,055)			
810024	Property Taxes 2007	101,622		(27,290)	
810025	Property Taxes 2008	6,640,190	50,000	250,368	
810026	Property Taxes 2009		6,309,802	6,309,802	250,000
810027	Property Taxes 2010				6,499,096
<b>TOTAL TAXES</b>		<b>6,618,325</b>	<b>6,359,802</b>	<b>6,532,880</b>	<b>6,749,096</b>
<b>INTERGOVERNMENTAL REVENUE</b>					
810800	Personal Prop Repl Tax	92,988	92,988	92,988	92,988
822040	State Grant: Per Capita	68,892	57,700	57,700	56,000
822095	State Grant: Library				
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>		<b>161,880</b>	<b>150,688</b>	<b>150,688</b>	<b>148,988</b>
<b>FINES &amp; FEES</b>					
850101	Library Fees	114,466	125,000	4,304	4,300
850102	Library Fines			128,431	128,000
850103	Library Fines Credit Card			13,641	15,000
850201	Copying Fees			29,033	25,000
850202	Damaged Materials			464	450
850203	Lost Materials			7,469	7,000
850205	Bags			928	1,000
850207	Non-Resident Cards			2,135	2,000
<b>TOTAL FINES</b>		<b>114,466</b>	<b>125,000</b>	<b>186,405</b>	<b>182,750</b>
<b>TOTAL TAXES</b>					
<b>SPECIAL PROGRAMS &amp; EVENTS</b>					
850215	Special Programs & Events	4,550	5,000	1,330	1,000
<b>TOTAL SPECIAL PROGRAMS &amp; EVENTS</b>		<b>4,550</b>	<b>5,000</b>	<b>1,330</b>	<b>1,000</b>



## Alternative 2

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- 1) Restored Mobile Library service with three part-time positions for operation and added back in expenditures in contractual services for vehicle maintenance (\$6,750) and diesel (\$2,000). To offset these costs we reduced membership dues by \$5,500 and telephone repair service by \$1,000.
- 2) Cut Capital Projects by \$60,500.
- 3) Reduced Capital Expenditures by \$15,120.
- 4) Eliminate raises for staff \$40,028.
- 5) Increase employee contribution for medical premiums \$54,624.

**Library Fund**

	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
Beginning Balance	1,044,509	1,296,756	1,533,655	1,748,944
Revenues	6,965,236	6,703,990	6,892,108	7,099,834
Expenditures	(6,276,090)	(6,657,885)	(6,376,819)	(6,349,926)
Transfers	(200,000)	(300,000)	(300,000)	(200,000)
Ending Balance	1,533,655	1,042,861	1,748,944	2,298,852**

**Library Capital Projects Fund**

	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
Beginning Balance	162,659	132,802	223,383	429,783
Revenues	3,606	5,000	1,500	2,500
Expenditures	(142,882)	(207,100)	(95,100)	(48,200)
Transfers	200,000	300,000	300,000	200,000
Ending Balance	223,383	230,702	429,783	584,083

**Library Staff**

	2008	2009	2010	2011
Full Time	46	46	46	42
Part Time	86(FTE 33.2)	76(FTE 29.8)	65(FTE 26.4)	65(FTE 26.6)
TOTAL FTEs	79.2	75.8	72.4	68.6

\*\*In the budget draft overview document presented to you at the August 17, 2010 Board of Trustees meeting, Alternative 2 year-end fund balance showed \$2,330,000. As stated at this meeting, these numbers were estimates and when we ran all the budget numbers, this ending balance decreased to \$2,298,852.



# Alternative 2

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FUND 201		Des Plaines Public Library			
Reduction in Budget		REVENUE - FUND 2110 & 2130			
Additions to Budget					
	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
<b>TAXES</b>					
810019	Property Taxes 2002				
810020	Property Taxes 2003				
810021	Property Taxes 2004				
810022	Property Taxes 2005	(66,433)			
810023	Property Taxes 2006	(57,055)			
810024	Property Taxes 2007	101,622		(27,290)	
810025	Property Taxes 2008	6,640,190	50,000	250,368	
810026	Property Taxes 2009		6,309,802	6,309,802	250,000
810027	Property Taxes 2010				6,499,096
<b>TOTAL TAXES</b>		<b>6,618,325</b>	<b>6,359,802</b>	<b>6,532,880</b>	<b>6,749,096</b>
<b>INTERGOVERNMENTAL REVENUE</b>					
810800	Personal Prop Repl Tax	92,988	92,988	92,988	92,988
822040	State Grant: Per Capita	68,892	57,700	57,700	56,000
822095	State Grant: Library				
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>		<b>161,880</b>	<b>150,688</b>	<b>150,688</b>	<b>148,988</b>
<b>FINES &amp; FEES</b>					
850101	Library Fees	114,466	125,000	4,304	4,300
850102	Library Fines			128,431	128,000
850103	Library Fines Credit Card			13,641	15,000
850201	Copying Fees			29,033	25,000
850202	Damaged Materials			464	450
850203	Lost Materials			7,469	7,000
850205	Bags			928	1,000
850207	Non-Resident Cards			2,135	2,000
<b>TOTAL FINES</b>		<b>114,466</b>	<b>125,000</b>	<b>186,405</b>	<b>182,750</b>
<b>TOTAL TAXES</b>					
<b>SPECIAL PROGRAMS &amp; EVENTS</b>					
850215	Special Programs & Events	4,550	5,000	1,330	1,000
<b>TOTAL SPECIAL PROGRAMS &amp; EVENTS</b>		<b>4,550</b>	<b>5,000</b>	<b>1,330</b>	<b>1,000</b>

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Alternative 2

8/23/2010

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FUND 201		Des Plaines Public Library					
Reduction in Budget		EXPENDITURES - FUND 2110 & 2130					
Additions to Budget							
	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Details	Amount
<b>SALARIES</b>							
910100	Full-time Salaries	2,003,621	2,318,022	2,318,022	2,243,731		
910200	Part-time Salaries	753,696	789,113	723,353	776,206		
910400	Non-Supervisory Overtime		0	500	500		
910500	Vacation Pay	162,031	0		0		
910600	Sick Pay	62,381	0		0		
910700	Holiday Pay	79,435	0		0		
910900	Act/Out of Class/Premium	724	0		0		
910950	Excess Sick Hrs Pay out	1,748	3,500	3,500	3,500		
910970	Compensated Absences	(10,739)	0	0	0		
<b>TOTAL SALARIES</b>		<b>3,052,897</b>	<b>3,110,635</b>	<b>3,045,375</b>	<b>3,023,937</b>		
<b>BENEFITS</b>							
918010	Unemployment Compensation	1,406	4,986	26,304	31,000		
918020	Employer Contr - FICA	229,355	237,314	237,314	231,025		
918021	Employer Contr - IMRF	267,499	297,518	297,518	322,793		
918030	EAP Program	662	682	0	0		
918040	Life Ins Premiums	6,545	6,576	6,576	4,536		
918050	PPO Insurance Premiums	338,038	389,041	256,039	347,486		
918051	HMO Insurance Premiums	105,472	111,979	80,942	99,500		
918055	Dental Insurance Premiums	24,643	31,505	21,710	26,473		
918070	Workers Compensation	13,793	9,500	9,500	9,500		
918085	RHS Plan Payout	18,418	10,000	10,000	10,000		
<b>TOTAL BENEFITS</b>		<b>1,005,831</b>	<b>1,099,101</b>	<b>945,903</b>	<b>1,082,313</b>		
<b>CONTRACTUAL SERVICES</b>							
920100	Legal Fees	589	15,000	10,000	10,000	Legal Fees	10,000
920105	Costs of Litigation		3,500	1,000	1,000	Costs of Litigation	1,000
920110	Professional Services	354,478	405,000	390,000	365,000	Staff Development	5,000
						IT Management Service	325,000
						Accounting Service	20,000
						Audit	5,000
						Payroll Service	10,000
920120	Communication Services	31,803	28,460	31,157	33,800	Paetec	3,500
						ICN/AT&T	4,400
						Call One	5,400
						Broadwing/Level 3	5,600
						Sprint/Nextel	12,400
						Comcast	2,500
920140	Data Processing Services	57,304	100,800	71,537	78,000	Data Processing OCLC/CCS	78,000

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	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Details	Amount
920202	Conferences	4,144	0	1,000	1,000		
920204	Training	6,084	2,600	1,500	0		
920205	Tuition Reimbursements	4,229	0	0	0		
920206	Seminars		0	0	0		
920210	In-Service Training	877	0	3,208	500		
920220	Membership Dues	7,816	6,500	6,500	1,000	ALA Dues for Board, Director, Asst Dir. (\$3,000) ILA Dues for Board & Prof. Staff (\$3,000) Other Membership Dues	1,000
920225	Licensing/Titles	50	100	0	0		
920230	Publication of Notices	1,101	1,000	2,000	2,000	Publishing Bid Notices	2,000
920900	Property/Liab Insurance	25,773	24,869	24,869	25,000		25,000

	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Details	Amount
930010	R & M Equipment	100,398	110,062	110,062	125,757	BMA Printer Support	6,900
						UBS Copier Support	17,000
						Wireline (repair telephone Service)	4,000
						TBS Annual Agreement	5,600
						Evanced Annual Agreement	850
						AWE Annual Agreement	2,350
						SARA Workstation Agreement	250
						Media/Website Workstation	200
						Lyngsoe	23,500
						APC UPS Annual Agreemnt	2,750
						Cooperative Computer Services	17,000
						IDS Annual Agreement	11,307
						Reader/Printers Maintenance	1,500
						Laminator Maintenance Contract	300
						Appliance Repair	1,000
						Network Maintenance - Nomadic/Cisco Smartnet/Juniper	8,850
						3M Equipment (security/checkout/workstations)	20,900
						Backflow Device Testing	1,500

PC

Alternative 2

8/23/2010

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	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Details	Amount
930020	R & M Bldgs & Structures	102,375	116,235	116,235	124,080	McQuay	30,630
						Furniture/Carpet/Draperly	30,000
						Cleaning	
						Painting	8,500
						Woodwork Repair/Carpentry	4,000
						Fire Protection Equipment	8,000
						Testing	
						Lighting/Electrical	9,100
						HVAC Controls	11,750
						Elevator Maintenance	7,500
						Carpeting	3,500
						HVAC Chilled Water Treatment	1,000
						Door Maintenance	5,500
						Plumbing Repairs & RPZ Valve	4,000
						Testing	
						Meeting Room Partition	600
						Maintenance	
930030	R & M Vehicles	7,873	14,300	8,300	<del>8,250</del>	Library Van Maintenance	1,500
						Mobile Library Maintenance	<del>6,750</del>
930195	Book Binding & Repair	538	1,000	1,000	1,000	Binding Soft Cover and Hard	1,000
						Cover Books & Periodicals	
930210	Rental of Equipment	1,660	26,500	26,500	27,000	Postage Machine	2,000
						Copier Lease - United Business	25,000
						Solution	
930320	Cleaning; Custodial Services	112,179	96,700	96,700	92,500	Contract for Cleaning Library	85,500
						Additional Housekeeping	1,800
						Window/Glass Cleaning	5,200
930490	Refuse Contract	5,496	5,500	7,500	6,000	Waste Hauling	6,000
960040	Employee Physicals	69	250	250	250		250
960065	Epay Fees	55		500	500		
960070	Travel Expenses	1,972	500	500	500	Auto/Travel	500

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Alternative 2

8/23/2010

DRAFT

	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Details	Amount
960210	Special Event Programming	28,007	31,000	31,000	31,000	Youth Services Programming	12,500
						Adult Services Programming	12,500
						Refreshments	1,500
						Community Outreach Activities	4,500
960990	Misc. Contractual SVCS	89,189	99,375	99,375	95,600	Baker & Taylor Title Source	5,250
						Aquarium Service	4,000
						Midwest Tape	10,000
						Temporary Personnel	5,000
						Baker & Taylor Processing	20,000
						Crimson Multimedia	1,000
						Van Delivery Service	25,000
						Plant Service	1,000
						Constant Contact (eNewsletter)	1,200
						Invicta Services	750
						ePay Fees	1,000
						Back-up Disaster Recovery Off-site Storage	6,000
						Server Monitoring	4,200
						Collection Agency Fees	5,200
						Furniture Recovering	5,000
						Building System Monitoring	1,000
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>944,059</b>	<b>1,089,251</b>	<b>1,040,693</b>	<b>1,029,737</b>		
<b>COMMODITIES</b>							
970100	Office Supplies	85,172	116,300	116,300	107,800	Materials Processing	70,000
						Hardware/Network Supplies	2,300
						Debit Cards	1,000
						Toner	2,500
						Mice/Keyboards	2,500
						Headphones	2,500
						Library Cards	4,000
						Backup Tapes	3,000
						Supplies	20,000
970110	Meals (PRSNRS/WRKRS/VOLS)	2,987	2,800	2,800	2,100	Library Hosted Meetings & Public Programs, All Staff	1,600
						Volunteer Party	500

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	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Details	Amount
970115	Supplies: Dept./Other	12	0	0	0		
970170	Janitorial	22,633	23,800	25,000	30,900	Housekeeping Supplies	19,200
						Lighting	7,200
						Restroom Replacement Parts	2,500
						Filters	2,000
970260	Postage and Parcel	10,459	13000	18500	25,000	Post Interlibrary Loan, Outgoing Mail, FedEx, Notices	25,000
970270	Printing-Reprod-Binding	10,606	5000	2500	6,000	Printing	6,000
970500	Purchase of Water		8000	6000	6,000	Purchase of Water	6,000
970600	Books	463,933	489800	489800	401,805	Books	401,805
970610	Audio Materials	71,126	84600	84600	90,200	Music and Audio Books	90,200
970620	Subscriptions and Books	63,532	78800	78800	69,500	Periodicals	69,500
970630	Visual Materials	91,670	96250	96250	111,000	DVDs	111,000
970640	Automated Reference Mat'l	127,900	141000	141000	128,900	Electronic Databases	128,900
970810	Natural Gas	23,464	30000	20000	18000		
970820	Electricity	0	500	500	500		
970840	Diesel	0	4000	2000	2000		0
970850	Gasoline	9	2000	500	500		
970900	Equipment < \$5,000	14,257	5500	5500	2,000	Book Carts	2,000
<b>TOTAL COMMODITIES</b>		<b>987,759</b>	<b>1,101,350</b>	<b>1,090,050</b>	<b>1,002,205</b>		
<b>CAPITAL EXPENDITURES</b>							
980300	Improvements	0	8,000	0	0		
980400	Equipment	0	33,000	41,000	0	Security System DVR (\$12,000)	
980410	Computer Hardware	2,444	6,750	4,000	6,500	(4) Receipt Printers (\$1,200)	
						Barcode Scanner	200
						Mac for Graphics	2,000
						Medium Pen Tablet	300
						External Harddrive	700
						Dell Replacement Parts	2,000
						Monitor Replacement	1,000
						Photocolor Scanner	300
						Public Simple Scan Station (\$1,920)	

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Alternative 2

8/23/2010

DRAFT

	Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Details	Amount
980420	Computer Software	13,875	32,000	32,000	33,465	Graphics Software	4,500
						EZAudit	550
						Public Adobe Suite	1,800
						Short Keys Upgrage	250
						Web Classification	575
						Trend anti-virus	3,300
						Public Web Browser	125
						Web Dewey	575
						Cataloger Desk	750
						Microsoft Annual Licenses	12,000
						Jaws & Magic	800
						Novelist Select	1,000
						Fortes/Cleanslate	490
						Website Software	4,000
						Microsoft Services	2,750
980600	Furniture & Fixtures	7,257	20,500	20,500	17,300	Zig Zag Shelving	1,600
						YS CD Unit	700
						YS Display Furniture	6,000
						Public Seating Replacement	3,000
						Signage	6,000
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>23,576</b>	<b>100,250</b>	<b>97,500</b>	<b>57,265</b>		
<b>Other Funding Activities</b>							
990935	Trans to D/SD: 2002A Bond	14,852	24,598	24,598	23,469	End with 2011 Budget	23,469
990940	Trans to Lib Cap Proj FND	400,000	300,000	300,000	200,000		
990955	Trans to D/SD: 2003B Bond	10,995	0	0	0	End with 2008 Budget	
993000	Contingency Reserve	0	75,000	75,000	75,000		
<b>TOTAL OTHER FUNDING ACTIVITIES</b>		<b>425,847</b>	<b>399,598</b>	<b>399,598</b>	<b>298,469</b>		
<b>LIBRARY TOTALS</b>		<b>6,439,970</b>	<b>6,900,185</b>	<b>6,619,119</b>	<b>6,493,926</b>		

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DRAFT

# Des Plaines Public Library Board of Trustees Semi-Annual Dinner

DATE: August 17, 2010

PLACE: Giuseppe's LaCantina  
1062 Lee Street  
Des Plaines  
847-824-4230

TIME: 7:30 PM

RSVP: Carol Kidd – 847-376-2803





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 August Agenda Items  
DATE: August 12, 2010

To help you prepare for the discussion at our meeting on August 17, please refer to information provided below. If you would like more information or explanation, please contact me (847-376-2800) or Carol Kidd (2803) before July 20.

### VIII. New Business

#### A. Approve Payment of Vendor Checks Report - \$200,668.91. [Action Item]

#### B. Open Meetings Act.

As stated in the *Guide to the Illinois Open Meetings Act 5 ILCS 120*

"Discussion in a closed meeting under an exception to the Act must be limited in scope to the cited exception authorizing the closed meeting. 5ILCS 120/2, 2a; 1969 Ill. Att'y Gen. Op. 131. The taking of final action at any closed meeting is prohibited. 5 ILCS 120/2(e). A public body must disclose to the public the substance of any **final action\*** which is being taken, whether that substance has been discussed in an open or a closed meeting."

"Employment/Appointment Matters: Public bodies may hold closed meetings to consider the following employment or appointment-related topics:

(1) "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body."

**\*Final action taken and reported at the Special Board Meeting on June 29, 2010.**

#### C. Approval of Expenditures over Budget Amount in Operating Budget.

Board action at the July 20, 2010 meeting did not authorize a transfer of funds, but rather changing the expenditure posting from Per Capita fund to operating fund. I did not request that funds be transferred; what I did request was permission to pay for staff inservice and registration from contractual services in the operating fund.

#### D. Intergovernmental Agreement. [Action Item]

I will have a draft agreement for your review at the August 17, 2010 meeting.

President Magerl may refer this to the Finance Committee.

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

**E. Set Dates for Management and Finance Committee.**  
Please bring your calendars.

**F. 2011 Budget. [Action Item]**  
President Magerl has asked me to prepare three general options for you to consider and to use to give further direction. They will be available at the meeting.



**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, AUGUST 17, 2010**

**6:00 PM\***

**Conference Room – Second Floor**

**Agenda:**

- 2011 Budget
- Intergovernmental Agreement

**\*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 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  
**August 17, 2010**  
**6:00 PM**

- I. Call to Order. (6:00 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] (6:30 PM)
  - A. Approval of the Minutes of the Regular Board Meeting – July 20, 2010.
  - B. Acceptance of Financial Reports for July 2010.
  - C. Acceptance of Reports.
    1. Director's Report – Sandra Norlin.
    2. Finance Committee Report, August 3, 2010 – Jeffery Rozovics.
- VIII. Unfinished Business
- IX. New Business. (8:00 PM)
  - A. Approve Payment of Vendor Checks Report - \$200,668.91. [Action Item]
  - B. Open Meetings Act.
  - C. Approval of Expenditures over Budgeted Amount in Operating Budget. [Action Item]
  - D. Intergovernmental Agreement. [Action Item]
  - E. Set Dates for Management and Finance Committee.

- F. 2011 Budget. [Action Item]
- X. Announcements.
  - A. Stephanie Spetter, Head of Youth Services.
- XI. Correspondence.
- XII. Presentation to Retiring Trustees – Eldon Burk and Selma D’Souza.
- XIII. Adjournment. (7:15 PM)

**This meeting will be recorded for television broadcast.**



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

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

George Magerl stated that President Noreen Lake submitted her resignation effective July 31, 2010, and Mayor Moylan accepted her resignation effective July 19, 2010.

ROLL CALL.

Roll call indicated the following board members were present: Myrtle Klebe, George Magerl, Jeffery Rozovics, Elaine Tejcek, Jennifer Tsalapatanis.

Absent: Susan Moylan Krey.

Also present: Sandra Norlin, Carol Kidd, Holly Richards Sorensen, Heather Imhoff, Alderman Dan Wilson, Alderman John Robinson, Dan Klobnak, Brenda Murphy, Phyllis Johnson, Roberta Johnson, Susan Farid, Dick Sayad, Steven Mokry, Dion Kendrick.

PLEDGE OF ALLEGIANCE.

MOTION by George Magerl, seconded by Elaine Tejcek, to swear in Mokry and Kendrick before considering the agenda. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

OATH OF OFFICE.

Steven Mokry and Dion Kendrick took the Oath of Office.

Susan Moylan Krey entered the meeting at 7:01 p.m.

CONSIDERATION OF THE AGENDA.

MOTION by Elaine Tejcek, seconded by Myrtle Klebe, to approve the agenda, as presented. VOTE: AYES: Klebe, Moylan Krey, Magerl, Rozovics, Tejcek. NAYS: Kendrick. MOTION CARRIED.



## PUBLIC COMMENTS AND QUESTIONS

Alderman Robinson stated that he was being appointed by Mayor Moylan to fill the vacant trustee position and would like to be sworn in at the Special Board meeting scheduled for August 10, 2010.

## CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson.

Alderman Wilson congratulated Dion Kendrick and Steven Mokry on their appointment to the Board of Trustees.

## CONSENT AGENDA

MOTION by Elaine Tejcek, seconded by Susan Moylan Krey, to approve the Consent Agenda, as written. 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 June/July 2010: Maria Jimenez, Page, 06/21/2010, Page, Circulation Services Department.

## STAFF DEVELOPMENT

Eleven staff members attended the American Library Association's Virtual Conference via computer on July 7 and 8. We gathered in the Conference Room to hear Keynote Addresses by Joan Frye Williams, George Needham, and Karen Hyman. Their remarks were challenging they addressed the new reality for libraries in the United States. Presentations like this are very useful to start conversations and idea-generating sessions among our staff so that we can creatively solve the problems we face at this time, i.e. cuts in funding, competition for scarce public resources, and, the lower esteem that libraries and librarians are held in by vocal members of our communities. This was a cost effective way of experiencing the advantages of professional continuing education without the expense of travel. The entire cost for this service was \$300.

## PATRON SERVICES

As predicted, our Interlibrary Loan, Van Delivery, and overall circulation decreased from last June. Interlibrary Loan decreased by 72%, van delivery by 27%, and overall circulation by 7.35%. Van delivery options are being studied by a Task Force of North Suburban Libraries and by the library systems that are planning to merge in 2011. The current, but temporary van delivery service will end sometime in October.

Sixty-seven percent of the items that circulated from the children's collection were print materials, whereas 44% of the items circulated from the adult collection were print. Of the total circulation, 54% was print, and 47% audio-visual items, including books on disc.

For June, there were 191 checkouts from My Media Mall. This represented 67 unique patrons and 31 new patrons. As of June 30, 1580 children have enrolled in our summer reading program. Two of our children's programs attracted of 200 attendees, and one over 100. The average attendance for the other ten programs was 46, with 16 the lowest and 88 the highest. In addition, Sara McLaughlin and Cheryl Gladfelter visited four elementary schools and presented programs to invite children to participate in the summer reading program at the library. They spoke to a total of 690 children.

Computer use within the library has decreased this year, 11% on the adult floor, and 15% in youth.

Patron attendance increased by 16%, year to date, over 2009. Our meeting rooms have been used by more than 19,000 people to attend meetings and programs in 2010 thus far. The library also visits local schools, preschools, congregant residential facilities in Des Plaines. Thus far in 2010, we have presented programs to 6,070 people in Des Plaines. We have also had nearly 30,000 virtual visits from patrons using computers from external locations.

Our Bookcart Drill Team, the CartWheels performed at Des Plaines' 4<sup>th</sup> of July parade, to the delight, amusement, and wonder of the parade watchers. It is a gratifying experience to walk with the library contingent and to hear people shout their appreciation for their library.

#### OTHER PROFESSIONAL ACTIVITIES

I attended the appreciation luncheon for the Northwest Suburban United Way on June 17, a meeting of the Friends of the Library Roundtable on June 22, and a Chamber of Commerce Afterhours Event for Not-for-Profit agencies on July 13.

#### NEW BUSINESS

APPROVE PAYMENT OF VENDOR CHECKS REPORT - \$204,196.86. [Action Item]

MOTION by Jeffery Rozovics, seconded by Susan Moylan Krey, to approve the payment of vendor checks in the amount of \$204,196.86, as listed on the vendor checks report of June 2010 and authorize the Library Director to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Kendrick, Klebe, Moylan Krey, Magerl, Mokry, Rozovics, Tejcek, Tsalapatanis. NAYS: None. MOTION CARRIED.

#### MOBILE LIBRARY SERVICE TO ROSEMONT.

The Board discussed mobile library service to Rosemont and the expense and revenue generated by this service.

MOTION by Dion Kendrick, to defer discussion of agenda item B. Mobile Library Service to Rosemont until the August 17, 2010 board meeting. Motion failed for lack of a second.

MOTION by Steve Mokry, seconded by Jennifer Tsalapatanis, to offer Rosemont residents Mobile Library service for the period of September 1, 2010 through December 31, 2010 at a cost of \$1,100/month for a total of \$4,400. ROLL CALL VOTE: Klebe Moylan Krey, Magerl, Mokry, Rozovics, Tejcek, Tsalapatanis. NAYS: Kendrick. MOTION CARRIED.

#### APPROVE EXPENDITURES.

Sandra Norlin explained that the library was awarded the Per Capita Grant in the amount of \$59,948.78, but that funds have not been received from the State of Illinois. Sandra also explained that expenses for In-Service Day training (\$4,000.00) and conference registration(\$500.00) have been spent and she asked for board approval to use budgeted, (but unexpended) funds designated for CDL Training (\$2,000.00) and a portion of the OCLC Tech Pro (\$22,125.00) to cover the costs for In-Service Day training and conference registrations. She asked approval of the expenditure of approximately \$5,000.00, which includes registration for 5 staff members and 3 trustees to attend the Illinois Library Association Annual Conference being held at Navy Pier in Chicago from the 201 Fund (Operations).

MOTION by Jennifer Tsalapatanis, seconded by Dion Kendrick, to allow expenditures from the line item Miscellaneous Contractual Services to the Training line item in the amount of \$4,500 to cover costs for In-Service training and conference registration and up to \$1,000 for conference registration for 5 staff members and 3 trustees to attend Illinois Library Association Annual Conference. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

#### MANAGEMENT COMMITTEE REPORT

MOTION by Committee, to approve library policies A-9 through A-14 and C-1 through C-12, as reviewed and revised. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

#### APPROVAL TO PROCEED WITH PREPARATION OF AN INTERGOVERNMENTAL AGREEMENT FOR THE PURPOSE OF A LINE OF CREDIT OR BRIDGE LOAN. [Action Item]

Sandra Norlin explained that due to a proposed delay in the collection of Cook County property taxes for the second installment of the taxes for 2009, the library may need to borrow funds to cover a gap caused by the late collection of property taxes. Sandra stated that at the direction of the Board she had contacted Attorney Jerry Dempsey who suggested an intergovernmental agreement with the City of Des Plaines to authorize the library's borrowing, either through a "bridge loan" or tax anticipation warrant or a line of credit. Sandra also stated that the library has a cash balance of over \$1,500,000, which in a normal year would cover 2.5 months of operating expenditures. The board discussed how this gap in funds would affect the library and if reducing current spending would lessen the need for a bridge loan.

MOTION by Jennifer Tsalapatanis, seconded by Elaine Tejcek, to direct Library Director Sandra Norlin to contact Attorney Jerry Dempsey to proceed with the preparation of an intergovernmental agreement for the purpose of a line of credit or bridge loan. ROLL CALL VOTE: AYES: Kendrick, Klebe, Moylan Krey, Magerl, Mokry, Rozovics, Tejcek, Tsalapatanis. NAYS: None. MOTION CARRIED.

Sandra Norlin asked for board approval to post the August 10, 2010 meeting as a Special Meeting rather than a Committee of the Whole meeting so that action can be taken on the approval of an Intergovernmental Agreement and Alderman John Robinson can be sworn in as a new trustee.

Assistant Library Director Holly Sorensen gave a brief presentation on the Open Meetings Act.

#### NOMINATING COMMITTEE

MOTION by Elaine Tejcek, seconded by Myrtle Klebe, to remove Noreen Lake's name from the ballot for Vice President. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Myrtle Klebe, seconded by Elaine Tejcek, to nominate Susan Moylan Krey for Vice President. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Myrtle Klebe, seconded by Jeff Rozovics, to close nominations for the slate of officers for the Library Board of Trustees for 2010/2011. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

George Magerl took the oath of office for President, Susan Moylan Krey took the oath of office for Vice President, Jeffery Rozovics took the oath of office for Treasurer and Carol Kidd took the oath of office for Secretary.

Mr. Dick Sayad stated that residents of Des Plaines should have a chance to speak after each item of business on the agenda.

MOTION by Steven Mokry, seconded by Jeff Rozovics, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 8:40 p.m.

Minutes prepared Carol Kidd.

**Lauterbach & Amen, LLP**

27W457 Warrenville Road, Warrenville, IL 60555-3902

Certified Public Accountants

(847) 562-9252

August 11, 2010

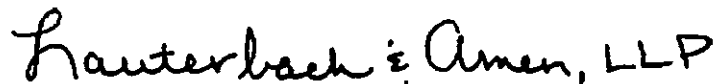
Members of the Board of Trustees  
Des Plaines Public Library  
Des Plaines, IL 60016

We have compiled the accompanying balance sheet of the Des Plaines Public Library as of July 31, 2010 and the related statements of revenues, expenditures and changes in fund balance for the one month and the seven 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 &amp; AMEN, LLP

**Des Plaines Public Library**  
**Treasurer's Report as of July 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>
201-1102008 - Cash Deposit #1944650243	1,959.67
202-1102008 - Cash Deposit #1944650243	0.00
707-1102008 - Cash Deposit #1944650243	<u>0.00</u>
	<u>1,959.67</u>
201-1102009 - Cash Payroll #8100292278	<u>1,560.19</u>
	<u>1,560.19</u>
201-1102015 - First Midwest Operating #8100292260	109,100.98
202-1102015 - First Midwest Operating #8100292260	<u>(48,248.24)</u>
	<u>60,852.74</u>
201-1102028 - Cash Library Donations	<u>15,774.26</u>
	<u>15,774.26</u>
201-1102073 - Cash IL - Epay #151600222104	<u>4,115.03</u>
201-1102076 - IL Funds - Library # 151600221288	102,815.69
202-1102076 - IL Funds - Library	<u>223,386.09</u>
	<u>326,201.78</u>
201-1102078 - Cash IL - Epay Library	<u>10,077.22</u>
201-1102079 - IL Funds - 151600222591	<u>1,732,303.83</u>
201-1104006 - Investments - Certificates of Deposit	<u>102,081.40</u>
<b>Total Invested</b>	<u><u>2,255,426.12</u></u>

August 11, 2010

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## Des Plaines Public Library Balance Sheet as of July 31, 2010

<u>Library Fund</u>	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<b><u>Assets</u></b>			
1101000 - Petty Cash	500.00	0.00	500.00
1102007 - Cash Payroll #1944652940	(311,663.05)	311,663.05	0.00
1102008 - Cash Deposit #1944650243	(342,922.29)	344,881.96	1,959.67
1102009 - Cash Payroll #8100292278	156,347.75	(154,787.56)	1,560.19
1102012 - Cash IL Fund #007139119668	12.96	(12.96)	0.00
1102015 - First Midwest Operating #8100292260	92,097.81	17,003.17	109,100.98
1102028 - Cash Library Donations	15,770.44	3.82	15,774.26
1102073 - Cash IL - Epay 151600008073	2,425.83	1,689.20	4,115.03
1102076 - IL Funds - Library	369,897.95	(267,082.26)	102,815.69
1102078 - Cash IL - Epay Library	9,368.79	708.43	10,077.22
1102079 - IL Funds -	2,247,440.73	(515,136.90)	1,732,303.83
1104006 - Investments - Certificates of Deposit	101,998.07	83.33	102,081.40
1118000 - Receivable - Property Taxes	6,599,703.00	0.00	6,599,703.00
	<u>8,940,977.99</u>	<u>(260,986.72)</u>	<u>8,679,991.27</u>
<b><u>Liabilities and Fund Balance</u></b>			
<b><u>Liabilities</u></b>			
2401000 - Accounts Payable	194,401.75	3,014.93	197,416.68
2401001 - Audit Accounts Payable	0.00	0.00	0.00
2401010 - Federal W/H Payable	0.00	0.00	0.00
2401020 - F.I.C.A. W/H Payable	0.00	0.00	0.00
2401030 - State W/H 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
2430707 - Due to Library Comp Abs	0.00	206,336.33	206,336.33
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
	<u>6,670,060.75</u>	<u>209,351.26</u>	<u>6,879,412.01</u>
<b><u>Fund Balance</u></b>			
3730000 - Fund Balance - Unreserved	<u>1,484,291.17</u>	<u>0.00</u>	<u>1,484,291.17</u>
<b>Total Liabilities and Fund Balance</b>	<u><u>8,154,351.92</u></u>	<u><u>209,351.26</u></u>	<u><u>8,363,703.18</u></u>

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August 11, 2010

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**Des Plaines Public Library  
Balance Sheet as of July 31, 2010**

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Library Fund</u>			
Excess Revenues Over Expenses	786,626.07	(470,337.98)	316,288.09
<u>Capital Projects Fund</u>			
<b><u>Assets</u></b>			
1102015 - First Midwest Operating #8100292260	(48,248.24)	0.00	(48,248.24)
1102076 - IL Funds - Library	223,386.09	0.00	223,386.09
	<u>175,137.85</u>	<u>0.00</u>	<u>175,137.85</u>
<b><u>Liabilities and Fund Balance</u></b>			
<b><u>Liabilities</u></b>			
2401001 - Audit Accounts Payable	16,531.10	0.00	16,531.10
	<u>16,531.10</u>	<u>0.00</u>	<u>16,531.10</u>
<b><u>Fund Balance</u></b>			
3730000 - Fund Balance - Unreserved	206,851.74	0.00	206,851.74
<b>Total Liabilities and Fund Balance</b>	<u>223,382.84</u>	<u>0.00</u>	<u>223,382.84</u>
<b>Excess Revenues Over Expenses</b>	<u>(48,244.99)</u>	<u>0.00</u>	<u>(48,244.99)</u>
<u>Compensated Absences Fund</u>			
<b><u>Assets</u></b>			
1102012 - Cash IL Fund #007139119668	206,336.00	(206,336.00)	0.00
1120201 - Due From Library	0.00	206,336.00	206,336.00
	<u>206,336.00</u>	<u>0.00</u>	<u>206,336.00</u>
<b><u>Liabilities and Fund Balance</u></b>			
<b><u>Liabilities</u></b>			
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
	<u>206,336.00</u>	<u>0.00</u>	<u>206,336.00</u>
<b><u>Fund Balance</u></b>			
3730000 - Fund Balance - Unreserved	0.00	0.00	0.00
<b>Total Liabilities and Fund Balance</b>	<u>206,336.00</u>	<u>0.00</u>	<u>206,336.00</u>
<b>Excess Revenues Over Expenses</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

See Accountants' Compilation Report



**Des Plaines Public Library  
Balance Sheet as of July 31, 2010**

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Fixed Assets Fund</u>			
<b><u>Assets</u></b>			
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>
<b><u>Liabilities and Fund Balance</u></b>			
<b><u>Liabilities</u></b>			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b><u>Fund Balance</u></b>			
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>
<b>Total Liabilities and Net Capital Assets</b>	<u>894,053.00</u>	<u>0.00</u>	<u>894,053.00</u>
<b>Excess Revenues Over Expenses</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

**Des Plaines Public Library  
Revenue Report as of July 31, 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>					
<b>Taxes</b>					
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	(34,382.30)	(61,671.93)	0.00	61,671.93	0.00
4810025 - Property Taxes 2008	20,943.11	271,310.84	50,000.00	(221,310.84)	542.62
4810026 - Property Taxes 2009	<u>207,888.48</u>	<u>3,548,232.15</u>	<u>6,309,802.00</u>	<u>2,761,569.85</u>	<u>56.23</u>
	<u>194,449.29</u>	<u>3,757,871.06</u>	<u>6,359,802.00</u>	<u>2,601,930.94</u>	<u>59.09</u>
<b>Intergovernmental</b>					
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>23,247.00</u>	<u>150,688.00</u>	<u>127,441.00</u>	<u>15.43</u>
<b>Fines &amp; Fees</b>					
4850101 - Library Fees	731.10	2,882.88	0.00	(2,882.88)	0.00
4850102 - Library Fines	6,070.79	70,286.08	125,000.00	54,713.92	56.23
4850103 - Library Fines / Credit Card	1,462.78	8,283.02	0.00	(8,283.02)	0.00
4850201 - Copying Fee	2,041.10	16,557.80	30,000.00	13,442.20	55.19
4850202 - Damaged Materials	63.93	295.75	0.00	(295.75)	0.00
4850203 - Lost Materials	502.98	4,237.72	0.00	(4,237.72)	0.00
4850205 - Bags	74.00	538.00	0.00	(538.00)	0.00
4850207 - Non-Res Cards	<u>72.50</u>	<u>1,140.00</u>	<u>0.00</u>	<u>(1,140.00)</u>	<u>0.00</u>
	<u>11,019.18</u>	<u>104,221.25</u>	<u>155,000.00</u>	<u>50,778.75</u>	<u>67.24</u>
<b>Special Programs &amp; Events</b>					
4850215 - Special Programs & Events	<u>0.00</u>	<u>664.93</u>	<u>5,000.00</u>	<u>4,335.07</u>	<u>13.30</u>
	<u>0.00</u>	<u>664.93</u>	<u>5,000.00</u>	<u>4,335.07</u>	<u>13.30</u>
<b>Other Revenue</b>					
4890010 - Interest Income	490.94	2,904.31	5,000.00	2,095.69	58.09
4890050 - Sale of Fixed Assets	0.00	0.00	1,000.00	1,000.00	0.00
4899900 - Miscellaneous Revenue	906.34	13,061.25	17,500.00	4,438.75	74.64
4899920 - Library Donations	<u>0.00</u>	<u>182.59</u>	<u>10,000.00</u>	<u>9,817.41</u>	<u>1.83</u>
	<u>1,397.28</u>	<u>16,148.15</u>	<u>33,500.00</u>	<u>17,351.85</u>	<u>48.20</u>
<b>Total Library Fund</b>	<u>206,865.75</u>	<u>3,902,152.39</u>	<u>6,703,990.00</u>	<u>2,801,837.61</u>	<u>58.21</u>

**Des Plaines Public Library  
Revenue Report as of July 31, 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>
<b>Total Capital Projects Fund</b>	<u>0.00</u>	<u>3.25</u>	<u>305,000.00</u>	<u>304,996.75</u>	<u>0.00</u>
<b>Total of All Funds</b>	<u>206,865.75</u>	<u>3,902,155.64</u>	<u>7,008,990.00</u>	<u>3,106,834.36</u>	<u>55.67</u>

## Des Plaines Public Library Expense Report as of July 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>
<b>Salaries</b>					
5910100 - Salaries	404,386.97	1,426,087.30	2,318,022.00	891,934.70	61.52
5910200 - Temporary Wages	0.00	284,401.81	789,113.00	504,711.19	36.04
5910400 - Non - Supervisory Overtime	0.00	216.35	0.00	(216.35)	0.00
5910500 - Vacation Pay	0.00	58,847.46	0.00	(58,847.46)	0.00
5910600 - Sick Pay	2,774.22	24,091.50	0.00	(24,091.50)	0.00
5910700 - Holiday Pay	0.00	21,303.39	0.00	(21,303.39)	0.00
5910900 - Act/Out of Class/Premium	(2,774.22)	2,692.30	0.00	(2,692.30)	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>404,386.97</u>	<u>1,820,538.84</u>	<u>3,110,635.00</u>	<u>1,290,096.16</u>	<u>58.53</u>
<b>Benefits</b>					
5918010 - Unemployment Compensation	2,493.00	2,493.00	4,986.00	2,493.00	50.00
5918020 - Employer Contribution - FICA	27,757.82	132,734.69	237,314.00	104,579.31	55.93
5918021 - Employer Contribution - IMRF	33,129.71	166,331.51	297,814.00	131,482.49	55.85
5918030 - EAP Program	0.00	0.00	682.00	682.00	0.00
5918040 - Life Insurance Premiums	0.00	2,607.80	6,576.00	3,968.20	39.66
5918050 - PPO Insurance Premiums	0.00	128,019.43	389,041.00	261,021.57	32.91
5918051 - HMO Insurance Premiums	0.00	40,470.96	111,979.00	71,508.04	36.14
5918055 - Dental Insurance Premiums	304.00	11,159.05	31,505.00	20,345.95	35.42
5918070 - Workers Compensation	0.00	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>63,684.53</u>	<u>494,295.02</u>	<u>1,099,397.00</u>	<u>605,101.98</u>	<u>44.96</u>
<b>Contractual Services</b>					
5920100 - Legal Fees	190.40	2,213.89	15,000.00	12,786.11	14.76
5920105 - Costs of Litigation	0.00	0.00	3,500.00	3,500.00	0.00
5920110 - Professional Services	27,847.63	190,816.97	405,000.00	214,183.03	47.12
5920120 - Communication Services	3,252.23	18,830.81	28,460.00	9,629.19	66.17
5920140 - Data Processing Services	4,334.91	40,103.25	100,800.00	60,696.75	39.78
5920202 - Conferences	0.00	579.25	0.00	(579.25)	0.00
5920204 - Training	445.00	1,387.00	2,600.00	1,213.00	53.35
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	3,208.31	0.00	(3,208.31)	0.00
5920220 - Membership Dues	385.00	2,884.00	6,500.00	3,616.00	44.37
5920225 - Licensing/Titles	0.00	0.00	100.00	100.00	0.00
5920230 - Publication of Notices	0.00	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	12,434.50	12,434.50	24,869.00	12,434.50	50.00
5930010 - R&M Equipment	4,829.75	74,443.80	110,062.00	35,618.20	67.64
5930020 - R&M Buildings & Structures	2,255.00	38,902.32	116,235.00	77,332.68	33.47
5930030 - R&M Vehicles	61.65	3,782.70	14,300.00	10,517.30	26.45
5930195 - Book Binding & Repair	0.00	215.10	1,000.00	784.90	21.51
5930210 - Rental of Equipment	164.00	1,148.00	26,500.00	25,352.00	4.33
5930320 - Cleaning/Custodial Services	8,053.00	74,189.00	96,700.00	22,511.00	76.72
5930490 - Refuse Contract	465.38	4,273.72	5,500.00	1,226.28	77.70
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00
5960065 - Bank Fees	55.90	297.36	0.00	(297.36)	0.00

August 11, 2010

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## Des Plaines Public Library Expense Report as of July 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	303.93	551.93	500.00	(51.93)	110.39
5960210 - Special Event Programming	1,983.05	17,686.89	31,000.00	13,313.11	57.05
5960990 - Misc. Contractual Services	6,112.70	59,639.59	99,375.00	39,735.41	60.01
	<u>73,174.03</u>	<u>548,559.59</u>	<u>1,089,251.00</u>	<u>540,691.41</u>	<u>50.36</u>
<b><u>Commodities</u></b>					
5970100 - Office Supplies	3,614.51	67,483.33	116,300.00	48,816.67	58.03
5970110 - Meals	72.00	819.34	2,800.00	1,980.66	29.26
5970115 - Supplies - Dept/Other	0.00	0.00	0.00	0.00	0.00
5970170 - Janitorial	1,156.32	13,694.79	20,600.00	6,905.21	66.48
5970260 - Postage & Parcel	1,061.02	11,707.06	13,300.00	1,592.94	88.02
5970270 - Printing -Reproduction-Binding	0.00	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	2,761.49	8,000.00	5,238.51	34.52
5970600 - Books	52,257.93	279,233.13	489,800.00	210,566.87	57.01
5970610 - Audio Materials	5,952.11	42,387.74	84,600.00	42,212.26	50.10
5970620 - Subscriptions & Books	9,998.66	19,955.37	78,800.00	58,844.63	25.32
5970630 - Visual Materials	12,584.69	66,011.39	96,250.00	30,238.61	68.58
5970640 - Automated Reference Materials	17,856.00	95,778.09	141,000.00	45,221.91	67.93
5970810 - Natural Gas	0.00	21,535.98	30,000.00	8,464.02	71.79
5970820 - Electricity	0.00	0.00	500.00	500.00	0.00
5970840 - Diesel	163.90	1,194.21	4,000.00	2,805.79	29.86
5970850 - Gasoline	35.49	242.36	2,000.00	1,757.64	12.12
5970900 - Equipment < \$5,000	0.00	2,688.87	5,500.00	2,811.13	48.89
	<u>104,752.63</u>	<u>626,764.65</u>	<u>1,098,450.00</u>	<u>471,685.35</u>	<u>57.06</u>
<b><u>Capital Expenditures</u></b>					
5980300 - Improvements	0.00	0.00	8,000.00	8,000.00	0.00
5980400 - Equipment	24,865.00	66,365.64	33,000.00	(33,365.64)	201.11
5980410 - Computer Hardware	76.21	1,092.69	6,750.00	5,657.31	16.19
5980420 - Computer Software	10,029.18	16,480.71	32,000.00	15,519.29	51.50
5980600 - Furniture & Fixtures	43.76	5,617.41	20,500.00	14,882.59	27.40
	<u>35,014.15</u>	<u>89,556.45</u>	<u>100,250.00</u>	<u>10,693.55</u>	<u>89.33</u>
<b><u>Other Funding Activities</u></b>					
5990935 - Trans to D/S - 2002A Bond	6,149.75	6,149.75	24,598.00	18,448.25	25.00
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)	0.00	75,000.00	75,000.00	0.00
	<u>(3,808.58)</u>	<u>6,149.75</u>	<u>399,598.00</u>	<u>393,448.25</u>	<u>1.54</u>
<b>Total Library Fund Expenditures</b>	<u>677,203.73</u>	<u>3,585,864.30</u>	<u>6,897,581.00</u>	<u>3,311,716.70</u>	<u>51.99</u>

August 11, 2010

### Des Plaines Public Library Expense Report as of July 31, 2010

	<u>M.T.D. Expended</u>	<u>Y.T.D Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>
<u>Capital Projects Fund</u>					
<b>Contractual Services</b>					
5920110 - Professional Services	<u>0.00</u>	<u>0.00</u>	<u>15,000.00</u>	<u>15,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>15,000.00</u>	<u>15,000.00</u>	<u>0.00</u>
<b>Capital Expenditures</b>					
5980300 - Improvements	0.00	0.00	92,000.00	92,000.00	0.00
5980400 - Equipment	0.00	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>0.00</u>	<u>48,248.24</u>	<u>192,100.00</u>	<u>143,851.76</u>	<u>25.12</u>
<b>Total Capital Projects Fund Expenditures</b>	<u>0.00</u>	<u>48,248.24</u>	<u>207,100.00</u>	<u>158,851.76</u>	<u>23.30</u>
<b>Total of All Funds</b>	<u>677,203.73</u>	<u>3,634,112.54</u>	<u>7,104,681.00</u>	<u>3,470,568.46</u>	<u>51.15</u>

Des Plaines Public Library  
Check Register

Check Number	Check Date	Payee	Amount
Checks			
10500	08/17/10	3M	1,075.00
10501	08/17/10	A & J SEWER SERVICE	185.00
10502	08/17/10	ACCUITY INC	437.00
10503	08/17/10	ALEXIAN BROTHERS CORP HEALTH SERV	189.00
10504	08/17/10	ANDERSON LOCK CO LTD	34.93
10505	08/17/10	AudioGo	292.21
10506	08/17/10	BAKER & TAYLOR	24,946.34
10507	08/17/10	BAKER & TAYLOR	13,046.93
10508	08/17/10	BANC OF AMERICA LEASING	2,005.00
10509	08/17/10	BANKCARD SERVICES	4,384.11
10510	08/17/10	BERNAN	60.00
10511	08/17/10	BILL'S AUTO & TRUCK REPAIR	61.65
10512	08/17/10	BLR	720.08
10513	08/17/10	BUSINESS MACHINE AGENTS INC	230.48
10514	08/17/10	C D W GOVERNMENT INCORPORATED	10,029.18
10515	08/17/10	CITY OF DES PLAINES, PUBLIC WORKS	199.39
10516	08/17/10	COMPLETE CLEANING COMPANY INC	10,123.00
10517	08/17/10	COOPERATIVE COMPUTER SERVICES	4,334.91
10518	08/17/10	COURTNEY O'KEEFE	303.93
10519	08/17/10	D & B	3,298.00
10520	08/17/10	D & Z HOUSE OF BOOKS INCORPORATED	28.46
10521	08/17/10	EBSCO SUBSCRIPTION SVC	1,977.00
10522	08/17/10	FILM IDEAS, INC.	540.00
10523	08/17/10	GALE	1,681.97
10524	08/17/10	GARVEY'S OFFICE PRODUTS	94.25
10525	08/17/10	GLENSIDE PUBLIC LIBRARY DIST.	22.50
10526	08/17/10	GRAINGER	604.32
10527	08/17/10	INFO USA MARKETING, INC.	14,760.00
10528	08/17/10	ISLMA	20.00
10529	08/17/10	JILL CATALDO	300.00
10530	08/17/10	KLEIN, THORPE & JENKINS, LTD.	190.40
10531	08/17/10	MARSHALL CAVENDISH CORPORATION	224.55
10532	08/17/10	MERGENT INCORPORATED	1,275.00
10533	08/17/10	MICHAEL CLOUD	250.00
10534	08/17/10	MIDWEST TAPE	6,395.06
10535	08/17/10	MIDWEST TAPE	6,573.68
10536	08/17/10	MIDWEST TAPE	4,950.46
10537	08/17/10	MISSOURI LIBRARY NETWORK CORP	681.00
10538	08/17/10	MORNINGSTAR INCORPORATED	900.00
10539	08/17/10	MOVIE LICENSING USA	100.00
10540	08/17/10	NATIONAL REGISTER PUBLISHING CO.	370.70
10541	08/17/10	NORMAN ELECTRICAL CONSTRUCTION CO	720.00
10542	08/17/10	OFFICE DEPOT	978.19
10543	08/17/10	OUTSOURCE SOLUTIONS GROUP	27,446.60
10544	08/17/10	P.J. KENEDY & SONS	357.60
10545	08/17/10	PITNEY BOWES	1,216.02
10546	08/17/10	PRESIDENTS & THEIR FIRST LADIES	325.00
10547	08/17/10	RANDOM HOUSE INCORPORATED	3,125.20
10548	08/17/10	RCYRBA	10.00
10549	08/17/10	RECORDED BOOKS, LLC	5,681.99
10550	08/17/10	ROTARY CLUB OF DES PLAINES	240.00
10551	08/17/10	RUNGE PAPER COMPANY, INC.	552.00
10552	08/17/10	RUSSIAN PUBLISHING HOUSE LTD	105.72
10553	08/17/10	SAGE PUBLICATIONS, INC.	169.82
10554	08/17/10	SOMETHING FISHY INC	97.97
10555	08/17/10	TELEVEND SERVICES INCORPORATED	243.35
10556	08/17/10	THOMAS BULGRIN	400.00
10557	08/17/10	TODAY'S BUSINESS SOLUTIONS INC	24,865.00
10558	08/17/10	UNITED BUSINESS SOLUTIONS	810.56
10559	08/17/10	VAHE GHAZARIAN	85.00
10560	08/17/10	WAREHOUSE DIRECT	1,135.57

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All checkbooks  
July 2010

Des Plaines Public Library  
Check Register

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Check Number	Check Date	Payee	Amount
10561	08/17/10	WEST GROUP	50.00
10562	08/17/10	WORLD TRADE PRESS	420.00
10563	08/17/10	DEMCO EDUCATIONAL CORP	76.13
10564	08/17/10	IMAGING OFFICE SYSTEMS, INC.	450.00
10565	08/17/10	INSIGHT MARKETING	525.00
10566	08/17/10	OFFICEMAX INC.	1,040.00
10567	08/17/10	P C NATION	76.21
10568	08/17/10	PADDOCK PUBLICATIONS, INC.	127.00
10569	08/17/10	PROQUEST LLC	6,801.66
10570	08/17/10	UNITED BUSINESS SOLUTIONS	26.22
10571	08/17/10	VALUE LINE PUBLISHING INCORPORATED	898.00
10572	08/17/10	WASTE MANAGEMENT	127.89
10573	08/17/10	WASTE MANAGEMENT	337.49
50056	07/31/10	NEXTEL	941.72
50057	07/31/10	CALL ONE	455.15
50058	07/31/10	AT&T	221.85
50059	07/31/10	AT&T	98.35
50060	07/31/10	AT&T	43.15
50061	07/31/10	McLEOD USA	299.39
50062	07/31/10	VERIZON WIRELESS	127.02
50063	07/31/10	COMCAST CABLE	220.97
50064	07/31/10	LEVEL(3) COMMUNICATIONS, LLC.	505.60
50065	07/31/10	COMCAST CABLE	220.97
50066	07/31/10	SPRINT	19.21
50067	07/31/10	SPRINT	16.36
50068	07/31/10	WOW! INTERENT CABLE	82.49
50069	07/31/10	PRO DATA	214.50
50070	07/31/10	PRO DATA	203.25
50071	07/31/10	PRO DATA	346.55
50072	07/31/10	IMRF	46,645.93
Total checks	91	Total	<u>248,079.14</u>



Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
AT&T	50058	07/31/10	221.85
Account No. 201-5920120	Description ACH	Amount 221.85	
AT&T	50059	07/31/10	98.35
Account No. 201-5920120	Description ACH	Amount 98.35	
AT&T	50060	07/31/10	43.15
Account No. 201-5920120	Description ACH	Amount 43.15	
CALL ONE	50057	07/31/10	455.15
Account No. 201-5920120	Description ACH	Amount 455.15	
COMCAST CABLE	50063	07/31/10	220.97
Account No. 201-5920120	Description ACH	Amount 220.97	
COMCAST CABLE	50065	07/31/10	220.97
Account No. 201-5920120	Description ACH	Amount 220.97	
IMRF	50072	07/31/10	46,645.93
Account No. 201-5910100	Description 07/2010 EE IMRF Contrib	Amount 13,516.22	
Account No. 201-5918021	Description 07/2010 ER IMRF Contrib	Amount 33,129.71	
LEVEL(3) COMMUNICATIONS, LLC.	50064	07/31/10	505.60
Account No. 201-5920120	Description ACH	Amount 505.60	
McLEOD USA	50061	07/31/10	299.39
Account No. 201-5920120	Description ACH	Amount 299.39	
NEXTEL	50056	07/31/10	941.72
Account No. 201-5920120	Description ACH	Amount 941.72	
PRO DATA	50069	07/31/10	214.50
Account No. 201-5920110	Description 7/2 Payroll Process Fee	Amount 214.50	
PRO DATA	50070	07/31/10	203.25
Account No. 201-5920110	Description 7/16 Payroll Process Fee	Amount 203.25	
PRO DATA	50071	07/31/10	346.55
Account No. 201-5920110	Description 7/30 Payroll Process Fee	Amount 346.55	
SPRINT	50066	07/31/10	19.21
Account No. 201-5920120	Description ACH	Amount 19.21	
SPRINT	50067	07/31/10	16.36
Account No. 201-5920120	Description ACH	Amount 16.36	
VERIZON WIRELESS	50062	07/31/10	127.02
Account No.	Description	Amount	

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

Vendor Name	Chk. No.	Check Date	Amount
201-5920120 ACH		127.02	
WOW! INTERENT CABLE	50068	07/31/10	82.49
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5920120   ACH		82.49	
		Subtotal	<u>50,662.46</u>
3M	10500	08/17/10	1,075.00
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5930010   Invoice # XB14053		1,075.00	
A & J SEWER SERVICE	10501	08/17/10	185.00
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5930020   Invoice # 16959		185.00	
ACCUITY INC	10502	08/17/10	437.00
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5970600   Invoice # 2328395		437.00	
ALEXIAN BROTHERS CORP HEALTH SER	10503	08/17/10	189.00
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5960990   Invoice # 371032		189.00	
ANDERSON LOCK CO LTD	10504	08/17/10	34.93
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5970100   Invoice # 0619700		34.93	
AudioGo	10505	08/17/10	292.21
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5970610   Invoice # 396556		69.12	
201-5970610   Invoice # 396293		178.13	
201-5970610   Invoice # 395073		44.96	
BAKER & TAYLOR	10506	08/17/10	24,946.34
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5960990   Invoice #2024759908		26.14	
201-5960990   Invoice #2024688732		28.75	
201-5960990   Invoice #2024763712		11.14	
201-5960990   Invoice #2024758790		0.47	
201-5960990   Invoice #2024772654		42.93	
201-5960990   Invoice #2024777892		8.93	
201-5960990   Invoice #2024775779		5.82	
201-5960990   Invoice #2024785364		4.85	
201-5960990   Invoice #2024785075		7.04	
201-5960990   Invoice #2024788878		2.43	
201-5960990   Invoice #2024789046		1.41	
201-5960990   Invoice #2024796960		4.32	
201-5960990   Invoice #2024802533		3.29	
201-5960990   Invoice #2024800737		8.55	
201-5960990   Invoice #2024800764		1.91	
201-5960990   Invoice #2024800729		2.38	
201-5960990   Invoice #2024808092		1.41	
201-5960990   Invoice #2024812765		6.93	
201-5960990   Invoice #2024812025		21.39	
201-5960990   Invoice #2024802964		61.02	
201-5960990   Invoice #2024812792		7.66	
201-5960990   Invoice #202481188		5.47	
201-5960990   Invoice #2024813699		68.46	
201-5960990   Invoice #2024820362		7.84	
201-5960990   Invoice #2024841859		0.00	
201-5960990   Invoice #2024821342		27.16	

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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice #2024829640		3.94
201-5960990	Invoice #2024825706		1.58
201-5960990	Invoice #5010679476		7.36
201-5960990	Invoice #5010736245		11.22
201-5960990	Invoice #5010764418		6.72
201-5960990	Invoice #5010791780		8.00
201-5960990	Invoice #2024706126		11.46
201-5960990	Invoice #2024706090		1.41
201-5960990	Invoice #2024706259		3.68
201-5960990	Invoice #2024706121		6.07
201-5960990	Invoice #2024704413		4.31
201-5960990	Invoice #2024710080		9.87
201-5960990	Invoice #2024820540		8.96
201-5960990	Invoice #2024823896		7.64
201-5960990	Invoice #2024829632		1.24
201-5960990	Invoice #2024823796		4.96
201-5960990	Invoice #2024823972		1.91
201-5960990	Invoice #2024829622		1.12
201-5960990	Invoice #2024829651		0.64
201-5960990	Invoice #2024829635		4.57
201-5960990	Invoice #2024830104		18.34
201-5960990	Invoice #2024830922		22.57
201-5960990	Invoice #2024836782		17.22
201-5960990	Invoice #2024846686		2.24
201-5960990	Invoice #2024849622		25.04
201-5960990	Invoice #2024846710		4.96
201-5960990	Invoice #2024838755		30.21
201-5960990	Invoice #2024841659		0.96
201-5960990	Invoice # 2024837747		46.61
201-5960990	Invoice #2024706189		12.80
201-5960990	Invoice #2024704373		23.01
201-5960990	Invoice #2024704627		6.45
201-5960990	Invoice #2024722791		3.50
201-5960990	Invoice #2024733953		3.85
201-5960990	Invoice #2024718421		4.41
201-5960990	Invoice #2024728305		13.55
201-5960990	Invoice #2024726233		32.27
201-5960990	Invoice #2024718432		75.10
201-5960990	Invoice #2024728584		0.94
201-5960990	Invoice #2024728546		26.60
201-5960990	Invoice #2024734230		4.70
201-5960990	Invoice #2024734182		2.39
201-5960990	Invoice #2024738213		63.65
201-5960990	Invoice #2024738218		2.82
201-5960990	Invoice #2024742063		45.16
201-5960990	Invoice #2024747079		0.97
201-5960990	Invoice #2024585309		19.97
201-5960990	Invoice #2024752267		2.23
201-5960990	Invoice #2024739090		18.34
201-5960990	Invoice #2024750219		12.78
201-5960990	Invoice #2024750243		52.87
201-5960990	Invoice #2024758881		0.94
201-5960990	Invoice #2024758913		2.38
201-5960990	Invoice #2024758814		6.34
201-5960990	Invoice #2024758597		8.47
201-5970600	Invoice #2024763712		118.51
201-5970600	Invoice #2024758790		4.18
201-5970600	Invoice #2024772654		636.12
201-5970600	Invoice #2024777892		99.61
201-5970600	Invoice #2024775779		74.62
201-5970600	Invoice #2024785364		44.97
201-5970600	Invoice #2024785075		127.81
201-5970600	Invoice #2024788878		27.97

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Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice #2024789046		45.19
201-5970600	Invoice #2024796960		68.11
201-5970600	Invoice #2024802533		51.20
201-5970600	Invoice #2024800737		229.21
201-5970600	Invoice #2024800764		30.61
201-5970600	Invoice #2024800729		28.78
201-5970600	Invoice #2024808092		45.19
201-5970600	Invoice #2024812765		22.66
201-5970600	Invoice #2024812025		197.23
201-5970600	Invoice #2024802963		1,454.86
201-5970600	Invoice #2024812792		147.60
201-5970600	Invoice #2024821187		115.62
201-5970600	Invoice #2024813698		2,614.22
201-5970600	Invoice #2024820362		102.68
201-5970600	Invoice #2024841859		14.76
201-5970600	Invoice #2024821342		409.58
201-5970600	Invoice #2024829640		172.33
201-5970600	Invoice #2024825706		55.24
201-5970600	Invoice #5010679476		383.37
201-5970600	Invoice #5010736245		1,129.09
201-5970600	Invoice #5010764418		1,173.03
201-5970600	Invoice #5010791780		774.94
201-5970600	Invoice #2024706126		176.28
201-5970600	Invoice #2024706090		9.54
201-5970600	Invoice #2024706259		59.12
201-5970600	Invoice #2024706121		64.62
201-5970600	Invoice #2024704413		149.53
201-5970600	Invoice #2024710080		176.97
201-5970600	Invoice #2024706189		135.91
201-5970600	Invoice #2024820540		103.94
201-5970600	Invoice #2024823896		64.46
201-5970600	Invoice #2024829632		16.44
201-5970600	Invoice #2024823796		59.01
201-5970600	Invoice #2024823972		28.20
201-5970600	Invoice #2024829622		9.65
201-5970600	Invoice #2024829651		21.95
201-5970600	Invoice #2024829635		117.88
201-5970600	Invoice #5010921749		2,163.10
201-5970600	Invoice #2024830103		1,031.62
201-5970600	Invoice #2024836782		46.21
201-5970600	Invoice #2024846686		30.08
201-5970600	Invoice #2024838754		1,064.24
201-5970600	Invoice #2024846710		59.01
201-5970600	Invoice #2024830921		679.63
201-5970600	Invoice #2024841659		12.54
201-5970600	Invoice # 2024837747		540.81
201-5970600	Invoice #2024704373		194.15
201-5970600	Invoice #2024704627		101.29
201-5970600	Invoice #2024722791		71.51
201-5970600	Invoice #2024733953		57.81
201-5970600	Invoice #2024718421		46.81
201-5970600	Invoice #2024728305		146.70
201-5970600	Invoice #2024726233		379.93
201-5970600	Invoice #2024718432		749.27
201-5970600	Invoice #2024728584		4.76
201-5970600	Invoice #2024728546		340.34
201-5970600	Invoice #2024734230		57.91
201-5970600	Invoice #2024734182		86.24
201-5970600	Invoice #2024738213		909.47
201-5970600	Invoice #2024738218		58.73
201-5970600	Invoice #2024742063		567.81
201-5970600	Invoice #2024747079		12.05
201-5970600	Invoice #2024770419		640.79

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Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice #2024752267		21.53
201-5970600	Invoice #2024739090		228.67
201-5970600	Invoice #2024750219		112.80
201-5970600	Invoice #2024750243		755.85
201-5970600	Invoice #2024758881		20.88
201-5970600	Invoice #2024758913		70.83
201-5970600	Invoice #2024758814		74.13
201-5970600	Invoice #2024758597		112.94
201-5970600	Invoice #2024759907		814.11

BAKER & TAYLOR 10507 08/17/10 13,046.93

Account No.	Description	Amount
201-5960990	Invoice # 2024852200	0.32
201-5960990	Invoice # 2024856734	4.48
201-5960990	Invoice # 2024844585	10.56
201-5960990	Invoice # 2024844572	11.88
201-5960990	Invoice # 2024847861	2.88
201-5960990	Invoice # 2024853392	29.65
201-5960990	Invoice # 2024865724	1.41
201-5960990	Invoice # 2024856712	5.55
201-5960990	Invoice # 2024852339	4.92
201-5960990	Invoice # 2024716221	10.62
201-5960990	Invoice # 2024856207	17.09
201-5960990	Invoice # 2024868699	0.47
201-5960990	Invoice # 2024865994	14.09
201-5960990	Invoice # 2024867064	22.87
201-5960990	Invoice # 2024870194	2.24
201-5960990	Invoice # 2024870413	10.40
201-5960990	Invoice # 2024866081	4.48
201-5960990	Invoice # 2024870321	5.69
201-5960990	Invoice # 2024861932	30.36
201-5960990	Invoice # 2024876117	2.48
201-5960990	Invoice # 2024880598	0.79
201-5960990	Invoice # 2021876648	4.48
201-5960990	Invoice # 2024868642	3.76
201-5960990	Invoice # 2024884628	4.49
201-5960990	Invoice # 5010944356	16.00
201-5960990	Invoice # 2024880582	0.64
201-5960990	Invoice # 2024870404	55.83
201-5960990	Invoice # 2024880078	16.23
201-5960990	Invoice # 2024884267	27.81
201-5960990	Invoice # 2024737132	26.55
201-5960990	Invoice # 2024730422	5.31
201-5960990	Invoice # 2024884866	2.48
201-5960990	Invoice # 2024888665	7.95
201-5960990	Invoice # 2024888677	6.73
201-5960990	Invoice # 2024887771	17.92
201-5960990	Invoice # 2024891361	3.72
201-5960990	Invoice # 2024893103	10.08
201-5960990	Invoice # 2024888701	0.96
201-5960990	Invoice # 2024889973	8.70
201-5960990	Invoice # 2024888664	9.69
201-5960990	Invoice # 2024899533	2.33
201-5960990	Invoice # 2024903698	1.09
201-5960990	Invoice # 2024899473	0.94
201-5960990	Invoice # 2024893277	8.00
201-5960990	Invoice # 2024899530	13.26
201-5960990	Invoice # 2024899496	4.48
201-5960990	Invoice # 2024903704	0.47
201-5960990	Invoice # 2024899231	5.60
201-5960990	Invoice # 2024906723	4.96
201-5960990	Invoice # 201-5960990	27.99
201-5960990	Invoice # 2024852276	1.12

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Des Plaines Public Library  
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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2024852126		1.12
201-5960990	Invoice # 2024861041		1.59
201-5960990	Invoice # 2024857593		31.93
201-5960990	Invoice # 2024844610		69.90
201-5970600	Invoice # 2024907447		785.79
201-5970600	Invoice # 0000135739		111.77
201-5970600	Invoice # 2024846538		66.74
201-5970600	Invoice # 2024852200		5.97
201-5970600	Invoice # 2024856734		54.23
201-5970600	Invoice # 2024844585		112.80
201-5970600	Invoice # 2024844572		228.45
201-5970600	Invoice # 2024849621		948.24
201-5970600	Invoice # 2024865724		31.33
201-5970600	Invoice # 2024856712		66.28
201-5970600	Invoice # 2024852339		19.10
201-5970600	Invoice # 2024716221		42.60
201-5970600	Invoice # 2024856207		224.68
201-5970600	Invoice # 2024868699		4.18
201-5970600	Invoice # 2024865994		331.49
201-5970600	Invoice # 2024867063		701.63
201-5970600	Invoice # 2024870194		30.04
201-5970600	Invoice # 2024870413		568.00
201-5970600	Invoice # 2024866081		61.22
201-5970600	Invoice # 2024870321		77.96
201-5970600	Invoice # 2024861931		609.03
201-5970600	Invoice # 2024876117		30.10
201-5970600	Invoice # 2024880598		10.53
201-5970600	Invoice # 2021876648		50.46
201-5970600	Invoice # 2024868642		54.97
201-5970600	Invoice # 2024884627		106.60
201-5970600	Invoice # 5010944356		1,230.65
201-5970600	Invoice # 2024880582		30.13
201-5970600	Invoice # 2024870404		105.94
201-5970600	Invoice # 2024880078		172.97
201-5970600	Invoice # 2024884266		822.63
201-5970600	Invoice # 2024737132		80.29
201-5970600	Invoice # 2024730422		14.32
201-5970600	Invoice # 2024884866		29.51
201-5970600	Invoice # 2024888665		160.20
201-5970600	Invoice # 2024888677		71.56
201-5970600	Invoice # 2024887771		243.21
201-5970600	Invoice # 2024891361		39.15
201-5970600	Invoice # 2024893103		132.75
201-5970600	Invoice # 2024888701		31.33
201-5970600	Invoice # 2024889972		246.13
201-5970600	Invoice # 2024888664		27.49
201-5970600	Invoice # 2024899533		28.36
201-5970600	Invoice # 2024903698		14.19
201-5970600	Invoice # 2024899473		8.96
201-5970600	Invoice # 2024893277		108.48
201-5970600	Invoice # 2024899530		177.74
201-5970600	Invoice # 2024899496		51.97
201-5970600	Invoice # 2024903704		13.05
201-5970600	Invoice # 2024899231		57.71
201-5970600	Invoice # 2024906723		59.01
201-5970600	Invoice # 2024853391		873.74
201-5970600	Invoice # 2024852276		9.65
201-5970600	Invoice # 2024852126		11.30
201-5970600	Invoice # 2024861041		25.24
201-5970600	Invoice # 2024847860		93.18
201-5970600	Invoice # 2024844610		887.70
201-5970600	Invoice # 2024857592		894.96
201-5970630	Invoice # V18167640		11.01

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Vendor Name	Chk. No.	Check Date	Amount
201-5970630 Invoice # 125143510		11.02	
201-5970630 Invoice # 124971720		13.22	
201-5970630 Invoice # 124580900		219.53	
201-5970630 Invoice # 124580910		11.01	
201-5970630 Invoice # 115149280		91.95	
201-5970630 Invoice # 2024846538		4.16	
<b>BANC OF AMERICA LEASING</b>	10508	08/17/10	2,005.00
<b>Account No. Description</b>		<b>Amount</b>	
201-5930010 Invoice # 011583197		2,005.00	
<b>BANKCARD SERVICES</b>	10509	08/17/10	4,384.11
<b>Account No. Description</b>		<b>Amount</b>	
201-5920204		445.00	
201-5920220		115.00	
201-5960210		858.05	
201-5960990		227.88	
201-5970100		1,014.58	
201-5970110		72.00	
201-5970260		9.00	
201-5970600		181.95	
201-5970620		1,290.00	
201-5970630		126.89	
201-5980600		43.76	
<b>BERNAN</b>	10510	08/17/10	60.00
<b>Account No. Description</b>		<b>Amount</b>	
201-5970600 Invoice # 110620991		60.00	
<b>BILL'S AUTO &amp; TRUCK REPAIR</b>	10511	08/17/10	61.65
<b>Account No. Description</b>		<b>Amount</b>	
201-5930030 Invoice # 46241		61.65	
<b>BLR</b>	10512	08/17/10	720.08
<b>Account No. Description</b>		<b>Amount</b>	
201-5970600 Invoice # 1-992919		720.08	
<b>BUSINESS MACHINE AGENTS INC</b>	10513	08/17/10	230.48
<b>Account No. Description</b>		<b>Amount</b>	
201-5930010 Invoice # IN11651		230.48	
<b>C D W GOVERNMENT INCORPORATED</b>	10514	08/17/10	10,029.18
<b>Account No. Description</b>		<b>Amount</b>	
201-5980420 Invoice # THK1846		305.00	
201-5980420 Invoice # TDT1361		9,724.18	
<b>CITY OF DES PLAINES, PUBLIC WORKS</b>	10515	08/17/10	199.39
<b>Account No. Description</b>		<b>Amount</b>	
201-5970840 Diesel Fuel		163.90	
201-5970850 Unleaded Fuel		35.49	
<b>COMPLETE CLEANING COMPANY INC</b>	10516	08/17/10	10,123.00
<b>Account No. Description</b>		<b>Amount</b>	
201-5930020 Invoice # 1267269		2,070.00	
201-5930320 Invoice # 1266673		630.00	
201-5930320 Invoice # 1266949		7,423.00	
<b>COOPERATIVE COMPUTER SERVICES</b>	10517	08/17/10	4,334.91
<b>Account No. Description</b>		<b>Amount</b>	
201-5920140 Invoice # CCS 7/2/10		4,334.91	
<b>COURTNEY O'KEEFE</b>	10518	08/17/10	303.93
<b>Account No. Description</b>		<b>Amount</b>	

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Vendor Name	Chk. No.	Check Date	Amount
201-5960070 Mileage Reimbursement		303.93	
D & B	10519	08/17/10	3,298.00
Account No. Description		Amount	
201-5970600 Invoice # 10003050-01		2,293.50	
201-5970600 Invoice # 10003925-01		1,004.50	
D & Z HOUSE OF BOOKS INCORPORATED	10520	08/17/10	28.46
Account No. Description		Amount	
201-5970600 Invoice # 2010-1017402		28.46	
DEMCO EDUCATIONAL CORP	10563	08/17/10	76.13
Account No. Description		Amount	
201-5970100 Invoice # 3930039		76.13	
EBSCO SUBSCRIPTION SVC	10521	08/17/10	1,977.00
Account No. Description		Amount	
201-5970620 Invoice # 1298776		32.00	
201-5970620 Credit Memo # 1293148		-50.00	
201-5970640 Invoice # 1300841		1,995.00	
FILM IDEAS, INC.	10522	08/17/10	540.00
Account No. Description		Amount	
201-5970630 Invoice # 50686		540.00	
GALE	10523	08/17/10	1,681.97
Account No. Description		Amount	
201-5970600 Invoice # 16856388		211.40	
201-5970600 Invoice # 16861010		585.00	
201-5970600 Invoice # 16852887		35.99	
201-5970600 Invoice # 16874890		274.08	
201-5970600 Invoice # 16864856		575.50	
GARVEY'S OFFICE PRODUCTS	10524	08/17/10	94.25
Account No. Description		Amount	
201-5970100 Invoice # PINV150287		94.25	
GLENSIDE PUBLIC LIBRARY DIST.	10525	08/17/10	22.50
Account No. Description		Amount	
201-5970600 Book replacement cost		22.50	
GRAINGER	10526	08/17/10	604.32
Account No. Description		Amount	
201-5970170 Invoice # 9297726284		604.32	
IMAGING OFFICE SYSTEMS, INC.	10564	08/17/10	450.00
Account No. Description		Amount	
201-5960990 Invoice # SVC001198		450.00	
INFO USA MARKETING, INC.	10527	08/17/10	14,760.00
Account No. Description		Amount	
201-5970640 Invoice # 10-90-038597		14,760.00	
INSIGHT MARKETING	10565	08/17/10	525.00
Account No. Description		Amount	
201-5960990 Invoice # 1752		525.00	
ISLMA	10528	08/17/10	20.00
Account No. Description		Amount	
201-5920220		20.00	
JILL CATALDO	10529	08/17/10	300.00
Account No. Description		Amount	



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Vendor Name	Chk. No.	Check Date	Amount
201-5960210 Super-Couponig Workshop		300.00	
KLEIN, THORPE & JENKINS, LTD.	10530	08/17/10	190.40
Account No. Description		Amount	
201-5920100 Matter ID 1657-001		190.40	
MARSHALL CAVENDISH CORPORATION	10531	08/17/10	224.55
Account No. Description		Amount	
201-5970600 Invoice # 839307		119.80	
201-5970600 Invoice # 834377		104.75	
MERGENT INCORPORATED	10532	08/17/10	1,275.00
Account No. Description		Amount	
201-5970600 Invoice # 61062		1,275.00	
MICHAEL CLOUD	10533	08/17/10	250.00
Account No. Description		Amount	
201-5960990 Special Board Meeting		125.00	
201-5960990 Board Meeting		125.00	
MIDWEST TAPE	10534	08/17/10	6,395.06
Account No. Description		Amount	
201-5960990 Invoice # 6075273		11.45	
201-5960990 Invoice # 6075269		2.25	
201-5960990 Invoice # 6075268		10.20	
201-5960990 Invoice # 6077657		2.25	
201-5960990 Invoice # 6077659		2.45	
201-5960990 Invoice # 6075267		9.20	
201-5960990 Invoice # 6075271		14.40	
201-5960990 Invoice # 6075276		2.25	
201-5960990 Invoice # 6075275		38.25	
201-5960990 Invoice # 6075272		13.50	
201-5960990 Invoice # 6077653		13.50	
201-5960990 Invoice # 6081926		2.45	
201-5960990 Invoice # 6081919		2.25	
201-5960990 Invoice # 6081924		9.20	
201-5960990 Invoice # 6075270		18.20	
201-5960990 Invoice # 6077661		5.20	
201-5960990 Invoice # 6077656		6.75	
201-5960990 Invoice # 6077660		6.75	
201-5960990 Invoice # 6077655		2.25	
201-5960990 Invoice # 6077651		22.50	
201-5960990 Invoice # 6077650		4.50	
201-5960990 Invoice # 6075282		2.25	
201-5960990 Invoice # 6075281		4.50	
201-5960990 Invoice # 6075280		2.25	
201-5960990 Invoice # 6075277		5.20	
201-5960990 Invoice # 6075278		24.95	
201-5960990 Invoice # 6075274		14.70	
201-5960990 Invoice # 6075279		20.65	
201-5960990 Invoice # 6095396		2.45	
201-5960990 Invoice # 6095397		6.75	
201-5960990 Invoice # 6095384		9.00	
201-5960990 Invoice # 9095400		4.50	
201-5960990 Invoice # 6095393		4.50	
201-5960990 Invoice # 6095404		2.85	
201-5960990 Invoice # 6095403		2.85	
201-5960990 Invoice # 6095402		11.40	
201-5960990 Invoice # 6096255		2.25	
201-5960990 Invoice # 6096254		11.25	
201-5960990 Invoice # 6096251		2.25	
201-5960990 Invoice # 6096252		4.50	
201-5960990 Invoice # 6096253		6.75	

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6096250		9.40
201-5960990	Invoice # 6085334		22.49
201-5960990	Invoice # 6096249		2.25
201-5960990	Invoice # 6096260		2.25
201-5960990	Invoice # 6096259		4.50
201-5960990	Invoice # 6096261		2.25
201-5960990	Invoice # 6096262		6.75
201-5960990	Invoice # 6096263		6.75
201-5960990	Invoice # 6096258		11.25
201-5960990	Invoice # 6096257		15.95
201-5960990	Invoice # 6096256		6.75
201-5960990	Invoice # 6085339		2.25
201-5960990	Invoice # 6085338		4.50
201-5960990	Invoice # 6085336		9.00
201-5960990	Invoice # 6085335		2.25
201-5960990	Invoice # 6085331		4.50
201-5960990	Invoice # 6085330		6.95
201-5960990	Invoice # 6085332		4.50
201-5960990	Invoice # 6085337		2.25
201-5960990	Invoice # 6085340		11.25
201-5960990	Invoice # 6085329		2.25
201-5960990	Invoice # 6085333		4.50
201-5960990	Invoice # 6081929		11.45
201-5960990	Invoice # 6077654		20.25
201-5960990	Invoice # 6077658		4.50
201-5960990	Invoice # 6075266		4.50
201-5960990	Invoice # 6077652		4.50
201-5960990	Invoice # 6081928		2.25
201-5960990	Invoice # 6081930		2.25
201-5960990	Invoice # 6081933		2.25
201-5960990	Invoice # 6081927		15.75
201-5960990	Invoice # 6081922		4.50
201-5960990	Invoice # 6095386		2.25
201-5960990	Invoice # 6095387		2.25
201-5960990	Invoice # 6095394		2.25
201-5960990	Invoice # 6095395		2.25
201-5960990	Invoice # 6095398		2.25
201-5960990	Invoice # 6095401		2.25
201-5960990	Invoice # 6095385		2.25
201-5960990	Invoice # 6095388		9.00
201-5960990	Invoice # 6095389		2.25
201-5960990	Invoice # 6095391		13.50
201-5960990	Invoice # 6095392		11.25
201-5960990	Invoice # 6081923		6.95
201-5960990	Invoice # 6081925		2.25
201-5970610	Invoice # 2254912		58.97
201-5970630	Invoice # 6075273		194.92
201-5970630	Invoice # 6075269		22.49
201-5970630	Invoice # 6075268		67.46
201-5970630	Invoice # 6077657		20.99
201-5970630	Invoice # 6077659		22.49
201-5970630	Invoice # 6075267		106.46
201-5970630	Invoice # 6075271		128.19
201-5970630	Invoice # 6075276		22.49
201-5970630	Invoice # 6075275		317.08
201-5970630	Invoice # 6075272		142.44
201-5970630	Invoice # 6077653		76.44
201-5970630	Invoice # 6081926		17.24
201-5970630	Invoice # 6081919		18.74
201-5970630	Invoice # 6081924		52.46
201-5970630	Credit Memo # 92134		-7.00
201-5970630	Credit Memo # 92136		-98.96
201-5970630	Invoice # 6048113		17.24

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Vendor Name	Chk. No.	Check Date	Amount
201-5970630	Invoice # 6075270		333.65
201-5970630	Invoice # 6077661		26.23
201-5970630	Invoice # 6077656		60.72
201-5970630	Invoice # 6077660		52.47
201-5970630	Invoice # 6077655		14.99
201-5970630	Invoice # 6077651		217.40
201-5970630	Invoice # 6077650		83.97
201-5970630	Invoice # 6075282		20.24
201-5970630	Invoice # 6075281		108.71
201-5970630	Invoice # 6075280		21.74
201-5970630	Invoice # 6075277		56.22
201-5970630	Invoice # 6075278		266.11
201-5970630	Invoice # 6075274		158.92
201-5970630	Invoice # 6075279		514.80
201-5970630	Invoice # 6095396		14.99
201-5970630	Invoice # 6095397		67.47
201-5970630	Invoice # 6077649		37.49
201-5970630	Invoice # 6095399		22.48
201-5970630	Invoice # 6095384		59.96
201-5970630	Invoice # 9095400		39.73
201-5970630	Invoice # 6095386		14.99
201-5970630	Invoice # 6095404		13.49
201-5970630	Invoice # 6095403		12.59
201-5970630	Invoice # 6095402		50.66
201-5970630	Invoice # 6095390		29.99
201-5970630	Invoice # 6096255		11.24
201-5970630	Invoice # 6096254		56.20
201-5970630	Invoice # 6096251		14.24
201-5970630	Invoice # 6096252		19.48
201-5970630	Invoice # 6096253		33.72
201-5970630	Invoice # 6096250		59.96
201-5970630	Invoice # 6096248		74.99
201-5970630	Invoice # 6096249		7.49
201-5970630	Invoice # 6096260		7.49
201-5970630	Invoice # 6096259		33.73
201-5970630	Invoice # 6096261		22.49
201-5970630	Invoice # 6096262		54.72
201-5970630	Invoice # 6096263		40.47
201-5970630	Invoice # 6096258		140.18
201-5970630	Invoice # 6096257		134.17
201-5970630	Invoice # 6096256		85.46
201-5970630	Invoice # 6085339		18.74
201-5970630	Invoice # 6085338		37.48
201-5970630	Invoice # 6085336		86.96
201-5970630	Invoice # 6085335		18.74
201-5970630	Invoice # 6085331		44.98
201-5970630	Invoice # 6085330		63.72
201-5970630	Invoice # 6085332		22.48
201-5970630	Invoice # 6085337		14.99
201-5970630	Invoice # 6085340		78.69
201-5970630	Invoice # 6085329		11.24
201-5970630	Invoice # 6085333		37.48
201-5970630	Invoice # 6081929		107.20
201-5970630	Invoice # 6077654		105.66
201-5970630	Invoice # 6077658		25.48
201-5970630	Invoice # 6075266		19.48
201-5970630	Invoice # 6077652		43.48
201-5970630	Invoice # 6081928		26.99
201-5970630	Invoice # 6081930		17.99
201-5970630	Invoice # 6081933		20.99
201-5970630	Invoice # 6081927		130.43
201-5970630	Invoice # 6081922		40.48
201-5970630	Invoice # 6081923		42.72

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Vendor Name	Chk. No.	Check Date	Amount
201-5970630	Invoice # 6095387		22.49
201-5970630	Invoice # 6095394		61.48
201-5970630	Invoice # 6095395		18.74
201-5970630	Invoice # 6095398		18.74
201-5970630	Invoice # 6095401		20.99
201-5970630	Invoice # 6095385		20.99
201-5970630	Invoice # 6095388		86.96
201-5970630	Invoice # 6095389		18.74
201-5970630	Invoice # 6095391		124.44
201-5970630	Invoice # 6095392		40.45
201-5970630	Invoice # 6095393		29.98
201-5970630	Invoice # 6081925		14.99

MIDWEST TAPE 10535 08/17/10 6,573.68

Account No.	Description	Amount
201-5960990	Invoice #6081932	11.25
201-5960990	Invoice #6081931	2.45
201-5960990	Invoice #6081920	5.20
201-5960990	Invoice #6081921	9.00
201-5960990	Invoice #6092270	41.80
201-5960990	Invoice #6092274	18.50
201-5960990	Invoice #6092263	13.50
201-5960990	Invoice #6092261	11.85
201-5960990	Invoice #6092267	30.25
201-5960990	Invoice #6089856	22.49
201-5960990	Invoice #6092273	2.25
201-5960990	Invoice #6092272	11.25
201-5960990	Invoice #6092269	25.15
201-5960990	Invoice #6086441	4.50
201-5960990	Invoice #6086446	36.70
201-5960990	Invoice #6086445	30.15
201-5960990	Invoice #6086443	2.25
201-5960990	Invoice #6086442	2.25
201-5960990	Invoice #6086448	20.25
201-5960990	Invoice #6086449	6.75
201-5960990	Invoice #6086462	77.70
201-5960990	Invoice #6086454	2.25
201-5960990	Invoice #6086455	4.50
201-5960990	Invoice #6086453	13.70
201-5960990	Invoice #6086447	18.70
201-5960990	Invoice #6086444	4.70
201-5960990	Invoice #6086456	9.00
201-5960990	Invoice #6092264	20.25
201-5960990	Invoice #6092266	14.00
201-5960990	Invoice #6092262	6.75
201-5960990	Invoice #6092257	2.25
201-5960990	Invoice #6092268	11.95
201-5960990	Invoice #6092256	2.25
201-5960990	Invoice #6092265	9.00
201-5960990	Invoice #6092260	2.45
201-5960990	Invoice #6092259	13.15
201-5960990	Invoice #6092258	2.25
201-5960990	Invoice #6080099	9.00
201-5960990	Invoice #6080106	4.50
201-5960990	Invoice #6080107	4.50
201-5960990	Invoice #6080108	9.20
201-5960990	Invoice #6080097	2.25
201-5960990	Invoice #6080098	2.25
201-5960990	Invoice #6080105	18.74
201-5960990	Invoice #6080101	2.25
201-5960990	Invoice #6080095	2.25
201-5960990	Invoice #6080104	2.25
201-5960990	Invoice #6080096	11.25

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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice #6080102		11.25
201-5960990	Invoice #6080103		32.60
201-5960990	Invoice #6086439		2.25
201-5960990	Invoice #6086438		2.25
201-5960990	Invoice #6086440		2.45
201-5960990	Invoice #6086452		2.25
201-5960990	Invoice #6086451		2.25
201-5960990	Invoice #6086450		6.75
201-5960990	Invoice #6089864		11.25
201-5960990	Invoice #6089865		2.25
201-5960990	Invoice #6089868		2.25
201-5960990	Invoice #6089858		6.75
201-5960990	Invoice #6089855		2.25
201-5960990	Invoice #6089859		4.50
201-5960990	Invoice #6089860		9.00
201-5960990	Invoice #6089869		2.25
201-5960990	Invoice #6089863		11.25
201-5960990	Invoice #6089870		11.25
201-5960990	Invoice #6089862		4.50
201-5960990	Invoice #6089866		22.50
201-5960990	Invoice #6089857		4.50
201-5960990	Invoice #6089861		4.50
201-5960990	Invoice #6089867		11.25
201-5970630	Invoice #6081932		57.70
201-5970630	Invoice #6081931		20.24
201-5970630	Invoice #6081920		48.73
201-5970630	Invoice #6081921		74.21
201-5970630	Invoice #6092270		279.56
201-5970630	Invoice #6092274		101.17
201-5970630	Invoice #6092263		72.69
201-5970630	Invoice #6092261		73.45
201-5970630	Invoice #6092267		183.62
201-5970630	Invoice #6092271		44.99
201-5970630	Invoice #6092273		22.49
201-5970630	Invoice #6092272		74.20
201-5970630	Invoice #6092269		382.33
201-5970630	Invoice #6086441		31.48
201-5970630	Invoice #6086446		253.32
201-5970630	Invoice #6086445		161.11
201-5970630	Invoice #6086443		22.49
201-5970630	Invoice #6086442		9.74
201-5970630	Invoice #6086448		142.40
201-5970630	Invoice #6086449		41.22
201-5970630	Invoice #6086462		405.91
201-5970630	Invoice #6086454		20.99
201-5970630	Invoice #6086455		73.47
201-5970630	Invoice #6086453		90.69
201-5970630	Invoice #6086447		173.92
201-5970630	Invoice #6086444		129.70
201-5970630	Invoice #6086456		55.46
201-5970630	Invoice #6092264		163.41
201-5970630	Invoice #6092266		50.19
201-5970630	Invoice #6092262		41.22
201-5970630	Invoice #6092257		11.24
201-5970630	Invoice #6092268		92.94
201-5970630	Invoice #6092256		7.49
201-5970630	Invoice #6092265		89.96
201-5970630	Invoice #6092260		52.49
201-5970630	Invoice #6092259		83.95
201-5970630	Invoice #6092258		4.49
201-5970630	Invoice #6080099		71.96
201-5970630	Invoice #6080106		26.23
201-5970630	Invoice #6080107		16.48

Vendor Name	Chk. No.	Check Date	Amount
201-5970630	Invoice #6080108		49.46
201-5970630	Invoice #6080097		44.98
201-5970630	Invoice #6080098		11.24
201-5970630	Invoice #6080100		82.48
201-5970630	Invoice #6080101		20.99
201-5970630	Invoice #6080095		22.49
201-5970630	Invoice #6080104		9.74
201-5970630	Invoice #6080096		118.45
201-5970630	Invoice #6080102		242.91
201-5970630	Invoice #6080103		212.10
201-5970630	Invoice #6086439		9.74
201-5970630	Invoice #6086438		22.49
201-5970630	Invoice #6086440		14.99
201-5970630	Invoice #6086452		5.24
201-5970630	Invoice #6086451		12.74
201-5970630	Invoice #6086450		35.22
201-5970630	Invoice #6089864		161.19
201-5970630	Invoice #6089865		22.49
201-5970630	Invoice #6089868		22.49
201-5970630	Invoice #6089858		60.72
201-5970630	Invoice #6089855		20.99
201-5970630	Invoice #6089859		220.44
201-5970630	Invoice #6089860		89.96
201-5970630	Invoice #6089869		18.74
201-5970630	Invoice #6089863		62.20
201-5970630	Invoice #6089870		112.45
201-5970630	Invoice #6089862		25.48
201-5970630	Invoice #6089866		161.90
201-5970630	Invoice #6089857		25.48
201-5970630	Invoice #6089861		22.48
201-5970630	Invoice #6089867		108.70

## MIDWEST TAPE

10536

08/17/10

4,950.46

Account No.	Description	Amount
201-5960990	Invoice # 6075284	40.15
201-5960990	Invoice # 6075283	2.85
201-5960990	Invoice # 2238942	59.98
201-5960990	Invoice # 6085343	5.70
201-5960990	Invoice # 6085344	2.85
201-5960990	Invoice # 6085342	2.85
201-5960990	Invoice # 6085341	2.85
201-5960990	Invoice # 6096267	11.40
201-5960990	Invoice # 6096268	68.65
201-5960990	Invoice # 6096266	8.55
201-5960990	Invoice # 6096265	2.85
201-5960990	Invoice # 6096264	2.85
201-5960990	Invoice # 6089872	8.55
201-5960990	Invoice # 6089874	8.55
201-5960990	Invoice # 2249435	39.99
201-5960990	Invoice # 6089873	5.70
201-5960990	Invoice # 6089871	8.55
201-5960990	Invoice # 6086458	2.85
201-5960990	Invoice # 6086457	3.10
201-5960990	Invoice # 6086460	45.85
201-5960990	Invoice # 6086459	2.85
201-5960990	Invoice # 6086461	45.85
201-5960990	Invoice # 6080110	19.95
201-5960990	Invoice # 6080109	19.95
201-5960990	Invoice # 6080114	2.85
201-5960990	Invoice # 6080113	8.55
201-5960990	Invoice # 6080112	5.70
201-5960990	Invoice # 6080111	22.80
201-5960990	Invoice # 6092278	3.10

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6092282		17.10
201-5960990	Invoice # 6092281		11.40
201-5960990	Invoice # 6092276		8.55
201-5960990	Invoice # 6092275		5.70
201-5960990	Invoice # 6092280		74.35
201-5960990	Invoice # 6092277		5.70
201-5960990	Invoice # 6092279		32.35
201-5960990	Invoice # 6081935		5.70
201-5960990	Invoice # 6081936		8.55
201-5960990	Invoice # 6075285		58.25
201-5960990	Invoice # 6075286		66.05
201-5960990	Invoice # 6077662		2.85
201-5960990	Invoice # 6081934		2.85
201-5960990	Invoice # 6077663		5.70
201-5960990	Invoice # 6077664		22.80
201-5970610	Invoice # 6075284		240.30
201-5970610	Invoice # 6075283		17.24
201-5970610	Invoice # 2238941		224.94
201-5970610	Invoice # 2238940		76.98
201-5970610	Invoice # 2249436		183.95
201-5970610	Invoice # 6085343		20.98
201-5970610	Invoice # 6085344		13.49
201-5970610	Invoice # 6085342		12.59
201-5970610	Invoice # 6085341		13.49
201-5970610	Invoice # 2244117		59.98
201-5970610	Invoice # 2244118		19.99
201-5970610	Invoice # 2244116		89.98
201-5970610	Invoice # 2254911		284.91
201-5970610	Invoice # 6096267		41.21
201-5970610	Invoice # 6096268		313.26
201-5970610	Invoice # 6096266		36.72
201-5970610	Invoice # 6096265		10.49
201-5970610	Invoice # 6096264		7.49
201-5970610	Invoice # 6089872		39.42
201-5970610	Invoice # 6089874		39.87
201-5970610	Invoice # 2249437		114.97
201-5970610	Invoice # 6089873		23.08
201-5970610	Invoice # 6089871		36.72
201-5970610	Invoice # 6086458		9.74
201-5970610	Invoice # 6086457		17.24
201-5970610	Invoice # 6086460		215.23
201-5970610	Invoice # 6086459		11.24
201-5970610	Invoice # 6086461		181.64
201-5970610	Invoice # 6080110		54.68
201-5970610	Invoice # 6080109		89.18
201-5970610	Invoice # 6080114		10.49
201-5970610	Invoice # 6080113		29.97
201-5970610	Invoice # 6080112		20.98
201-5970610	Invoice # 6080111		72.67
201-5970610	Invoice # 6092278		14.24
201-5970610	Invoice # 6092282		65.93
201-5970610	Invoice # 6092281		55.31
201-5970610	Invoice # 6092276		46.47
201-5970610	Invoice # 6092275		28.48
201-5970610	Invoice # 6092280		388.53
201-5970610	Invoice # 6092277		20.98
201-5970610	Invoice # 6092279		148.54
201-5970610	Invoice # 6081935		24.13
201-5970610	Invoice # 6081936		42.27
201-5970610	Invoice # 6075285		258.10
201-5970610	Invoice # 6075286		275.47
201-5970610	Invoice # 6077662		14.24
201-5970610	Invoice # 6081934		14.24

**Des Plaines Public Library  
Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
201-5970610 Invoice # 6077663		15.73	
201-5970610 Invoice # 6077664		108.52	
<b>MISSOURI LIBRARY NETWORK CORP</b>	10537	08/17/10	681.00
Account No. Description		Amount	
201-5970640 Invoice No 45134		681.00	
<b>MORNINGSTAR INCORPORATED</b>	10538	08/17/10	900.00
Account No. Description		Amount	
201-5970620 Subscription ID 4024224		900.00	
<b>MOVIE LICENSING USA</b>	10539	08/17/10	100.00
Account No. Description		Amount	
201-5960210 Invoice # 1463804		100.00	
<b>NATIONAL REGISTER PUBLISHING CO.</b>	10540	08/17/10	370.70
Account No. Description		Amount	
201-5970600 Invoice # 1016871		370.70	
<b>NORMAN ELECTRICAL CONSTRUCTION C</b>	10541	08/17/10	720.00
Account No. Description		Amount	
201-5930010 Invoice # 21301		720.00	
<b>OFFICE DEPOT</b>	10542	08/17/10	978.19
Account No. Description		Amount	
201-5970100 Invoice # 526151061001		194.32	
201-5970100 Invoice # 525106202001		668.40	
201-5970100 Invoice # 525974358001		19.08	
201-5970100 Invoice # 525974215001		38.32	
201-5970100 Invoice # 525848382001		58.07	
<b>OFFICEMAX INC.</b>	10566	08/17/10	1,040.00
Account No. Description		Amount	
201-5960990 Invoice # 836840		1,040.00	
<b>OUTSOURCE SOLUTIONS GROUP</b>	10543	08/17/10	27,446.60
Account No. Description		Amount	
201-5920110 Invoice # 10525		27,083.33	
201-5960990 Invoice # 10446		363.27	
<b>P C NATION</b>	10567	08/17/10	76.21
Account No. Description		Amount	
201-5980410 Invoice # P047891901014		76.21	
<b>P.J. KENEDY &amp; SONS</b>	10544	08/17/10	357.60
Account No. Description		Amount	
201-5970600 Invoice # 1014181		357.60	
<b>PADDOCK PUBLICATIONS, INC.</b>	10568	08/17/10	127.00
Account No. Description		Amount	
201-5970620 Account # 898489		127.00	
<b>PITNEY BOWES</b>	10545	08/17/10	1,216.02
Account No. Description		Amount	
201-5930210 Invoice # 9954034-JY10		164.00	
201-5970260 Customer ID 21445552868		1,052.02	
<b>PRESIDENTS &amp; THEIR FIRST LADIES</b>	10546	08/17/10	325.00
Account No. Description		Amount	
201-5960210 Program on 9/22/10		325.00	
<b>PROQUEST LLC</b>	10569	08/17/10	6,801.66
Account No. Description		Amount	



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All Checkbooks  
July 2010Des Plaines Public Library  
Vendor Checks ReportDESPLANS LIB  
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Vendor Name	Chk. No.	Check Date	Amount
201-5970620 Renewal # 900006740		6,801.66	
RANDOM HOUSE INCORPORATED	10547	08/17/10	3,125.20
Account No. Description		Amount	
201-5970600 Invoice # 1089222525		44.00	
201-5970600 Invoice # 1389195491		1,142.00	
201-5970600 Invoice # 1089195491		395.00	
201-5970600 Invoice # 1289195491		210.00	
201-5970600 Invoice # 1189195491		1,216.00	
201-5970610 Invoice # 1089217231		43.20	
201-5970610 Invoice # 1089299102		75.00	
RCYRBA	10548	08/17/10	10.00
Account No. Description		Amount	
201-5920220 Registration		10.00	
RECORDED BOOKS, LLC	10549	08/17/10	5,681.99
Account No. Description		Amount	
201-5970600 Order # 4944199		1,251.07	
201-5970600 Order # 4944170		1,467.42	
201-5970600 Order # 4945637		56.68	
201-5970600 Order # 4945627		909.57	
201-5970600 Order # 4945632		637.81	
201-5970610 Order # 4921096		315.21	
201-5970610 Order # 4950168		510.23	
201-5970610 Order # 4946029		63.00	
201-5970610 Order # 4947632		438.00	
201-5970630 Order # 4936447		33.00	
ROTARY CLUB OF DES PLAINES	10550	08/17/10	240.00
Account No. Description		Amount	
201-5920220 Quarterly Dues		240.00	
RUNGE PAPER COMPANY, INC.	10551	08/17/10	552.00
Account No. Description		Amount	
201-5970170 Invoice # 668922		461.96	
201-5970170 Invoice # 668670		90.04	
RUSSIAN PUBLISHING HOUSE LTD	10552	08/17/10	105.72
Account No. Description		Amount	
201-5970600 Invoice # 146170		105.72	
SAGE PUBLICATIONS, INC.	10553	08/17/10	169.82
Account No. Description		Amount	
201-5970600 Invoice # 197333143		169.82	
SOMETHING FISHY INC	10554	08/17/10	97.97
Account No. Description		Amount	
201-5960990 Invoice # 0121		97.97	
TELEVEND SERVICES INCORPORATED	10555	08/17/10	243.35
Account No. Description		Amount	
201-5970100 Invoice # 2223		243.35	
THOMAS BULGRIN	10556	08/17/10	400.00
Account No. Description		Amount	
201-5960210 Special Program		400.00	
TODAY'S BUSINESS SOLUTIONS INC	10557	08/17/10	24,865.00
Account No. Description		Amount	
201-5980400 Invoice # 061410-4		24,865.00	
UNITED BUSINESS SOLUTIONS	10558	08/17/10	810.56

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
<b>Account No.</b>	<b>Description</b>		<b>Amount</b>
201-5930010	Invoice # 053136		168.71
201-5930010	Invoice # 053133		128.05
201-5930010	Invoice # 053137		489.49
201-5930010	Invoice # 053142		6.24
201-5930010	Invoice # 053141		6.78
201-5970100	Invoice # 85456A		11.29
UNITED BUSINESS SOLUTIONS	10570	08/17/10	26.22
<b>Account No.</b>	<b>Description</b>		<b>Amount</b>
201-5970100	Invoice # 85580A		14.93
201-5970100	Invoice # 85551A		11.29
VAHE GHAZARIAN	10559	08/17/10	85.00
<b>Account No.</b>	<b>Description</b>		<b>Amount</b>
201-5960990	Invoice # 459566		85.00
VALUE LINE PUBLISHING INCORPORATE	10571	08/17/10	898.00
<b>Account No.</b>	<b>Description</b>		<b>Amount</b>
201-5970620	Invoice # 3993187		898.00
WAREHOUSE DIRECT	10560	08/17/10	1,135.57
<b>Account No.</b>	<b>Description</b>		<b>Amount</b>
201-5970100	Invoice # 798508-0		528.75
201-5970100	Invoice # 794459-0		137.43
201-5970100	Invoice # 784496-0		469.39
WASTE MANAGEMENT	10572	08/17/10	127.89
<b>Account No.</b>	<b>Description</b>		<b>Amount</b>
201-5930490	Inv # 4154132-2008-8		127.89
WASTE MANAGEMENT	10573	08/17/10	337.49
<b>Account No.</b>	<b>Description</b>		<b>Amount</b>
201-5930490	Inv # 2235192-2008-9		337.49
WEST GROUP	10561	08/17/10	50.00
<b>Account No.</b>	<b>Description</b>		<b>Amount</b>
201-5970600	Invoice # 820969927		50.00
WORLD TRADE PRESS	10562	08/17/10	420.00
<b>Account No.</b>	<b>Description</b>		<b>Amount</b>
201-5970640	Invoice # INV53680		420.00
	Subtotal		<u>197,416.68</u>
	TOTAL		<u>248,079.14</u>

DIRECTOR'S REPORT  
August 17, 2010

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

PERSONNEL

New Employees for July/August 2010: Stephanie Spetter, Head of Youth Services, 08/16/10

Resignations for July/August 2010: Sandra K. Norlin, Library Director, 08/31/10

STAFF DEVELOPMENT

Courtney O'Keefe, Preschool Liaison Librarian, has attended the second of three three-day sessions of Synergy, the Illinois State Library-sponsored leadership development initiative.

PATRON SERVICES

Circulation has decreased, year to date, but this is compared to 2009, which was a very large increase over circulation in 2008. It's too early to tell if this is a leveling off of a one year spike or the beginning of a trend. It bears watching closely and checking with other libraries for comparisons.

Only 57.2% of the residents of Des Plaines have library cards. The recent drop in numbers is the result of a one-time purge of cards that expired over three years ago, but carried fines of under \$5. Attempts to increase this number have failed thus far; new approaches are called for.

Attendance (door count) is down for the month of July, but year to date has increased by 13%. Thus far in 2010, 463 meetings have been held in our meeting rooms by community groups. We will recommend a charge for meeting room use for the 2011 Budget. Estimating a decrease of 33% because of the charges and using a two-tiered charge (\$25 for room only; \$50 for use of the projection equipment and/or pantry), the library could derive around \$10,000 in revenue from these charges.

22,945 people visited our website in July, using it over 54,000 times. In-house computer use is down from last July, but up slightly for the year. Use of our online databases is down significantly (nearly 20%).

On July 22, I attended the organizing meeting of the United Way Leadership Donor Committee and on August 12, I attended the meeting of the Des Plaines Chamber of Commerce Board of Directors.

## Des Plaines Public Library - July 2010 Board Report

<b>CIRCULATION</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	Jul 2010		YTD 2010	
	Youth Services	40,247	Youth Services	267,817
	Adult Services	66,310	Adult Services	467,339
	<b>TOTAL</b>	<b>106,557</b>	<b>TOTAL</b>	<b>735,156</b>
	Jul 2009		YTD 2009	
	Youth Services	42,222	Youth Services	267,167
	Adult Services	73,318	Adult Services	477,126
	<b>TOTAL</b>	<b>115,540</b>	<b>TOTAL</b>	<b>744,293</b>
	<b>% Change</b>	<b>-7.77%</b>	<b>% Change</b>	<b>-1.23%</b>
<b>SELF CHECK</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	Jul 2010	76,808	YTD 2010	488,774
	Jul 2009	78,126	YTD 2009	435,815
	<b>% Change</b>	<b>-1.69%</b>	<b>% Change</b>	<b>12.15%</b>

<b>CARD REGISTRATION</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
New Resident Cards	Jul 2010	374	YTD 2010	2,257
	Jul 2009	352	YTD 2009	3,025
	<b>% Change</b>	<b>6%</b>	<b>% Change</b>	<b>-25%</b>
New Business Cards	Jul 2010	3	YTD 2010	24
	Jul 2009	3	YTD 2009	21
	<b>% Change</b>	<b>0%</b>	<b>% Change</b>	<b>14%</b>
Total Card Ownership			YTD 2010	32,680
			YTD 2009	35,739
			<b>% Population 2010</b>	<b>57.2%</b>
			<b>% Population 2009</b>	<b>62.7%</b>

<b>PATRON ATTENDANCE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	Jul 2010	48,800	YTD 2010	344,806
	** Jul 2009	50,870	YTD 2009	305,940
	<b>% Change</b>	<b>-4%</b>	<b>% Change</b>	<b>13%</b>

<b>MEETING ROOM USE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
Library Sponsored Prog	29	1,041	YTD	12,973
Outside Groups	21	463	YTD	7,153
Internal Meetings	8	82	YTD	765
<b>TOTAL</b>	<b>58</b>	<b>1,586</b>	<b>TOTAL</b>	<b>20,891</b>

<b>OUTREACH</b>				
	<b>THIS MONTH</b>	<b>Attendance</b>	<b>YEAR TO DATE</b>	
Adult Services	13	144	YTD	1,125
Youth Services	0	0	YTD	5,089
<b>TOTAL</b>	<b>13</b>	<b>144</b>	<b>TOTAL</b>	<b>6,214</b>

<b>SPECIAL PROJECTS &amp; STATS:</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
Voter Registration	Jul 2010	2	YTD 2010	16
	Jul 2009	1	YTD 2009	18
	<b>% Change</b>	<b>100%</b>	<b>% Change</b>	<b>-11%</b>

<b>COMPUTER / TECHNOLOGY USE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
Hits on Website	Jul 2010		YTD 2010	
	From Internal IP's	9,580	From Internal IP's	64,907
	From External IP's	44,733	From External IP's	342,486
	Absolutely Unique Visitors	22,945		
	<b>TOTAL</b>	<b>54,313</b>	<b>TOTAL</b>	<b>407,393</b>

Hits on PlainTalk	Jul 2010	625	YTD 2010	7,922
	Jul 2009	571	YTD 2009	4,323
	<b>% Change</b>	<b>9%</b>	<b>% Change</b>	<b>83%</b>

Hits on Positively Ellinwood Street	Jul 2010	870	YTD 2010	5,893
	Jul 2009	959	YTD 2009	4067
	<b>% Change</b>	<b>-9%</b>	<b>% Change</b>	<b>45%</b>

<b>Computer Use</b>	<b>Adult Services</b>		<b>YEAR TO DATE</b>	
	Jul 2010	8,911	YTD2010	62,381
	Jul 2009	10,209	YTD2009	60,126
	<b>% Change</b>	<b>-12.71%</b>	<b>% Change</b>	<b>3.75%</b>
Youth Services	Jul 2010	1,617	YTD 2010	10,108
	Jul 2009	1,983	YTD 2009	9,983
	<b>% Change</b>	<b>-18.46%</b>	<b>% Change</b>	<b>1.25%</b>

Average Online Reference Products Searches & Queries	Jul 2010	12,935	YTD 2010	79,198
	Jul 2009	11,876	YTD 2009	98,795
	<b>% Change</b>		<b>% Change</b>	<b>-19.84%</b>

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.



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

BOARD OF TRUSTEES  
 Minutes of the Finance Committee Meeting  
 August 3, 2010

Chair: Jeffery Rozovics.  
 Present: Jeffery Rozovics, Dion Kendrick, Steven Mokry, George Magerl, Alderman John Robinson, Sandra Norlin, Carol Kidd, Holly Richards Sorensen, Roberta Johnson, Susan Farid, Gary Valente, Brenda Murphy, Jennifer Delgado, Tim O'Connor.

Call to Order: 4:02 p.m. by Jeffery Rozovics

Jeff Rozovics stated that only two committee members were in attendance and asked Sandra Norlin if the committee could take any action. Sandra Norlin responded that the committee did not have a quorum and could take no action on agenda items.

CONSIDERATION OF THE AGENDA

Jeff Rozovics reported that the Board will hold a Special Meeting on August 10, 2010 to discuss the 2011 budget.

Sandra Norlin gave an overview of the proposed 2011 budget. Sandra stated that seven positions were eliminated from the 2011 budget and that five employees would be laid off, one full-time and four part-time employees. Mobile library service would be eliminated, which would account for three of the five eliminated positions. Sandra also stated that contractual services would be reduced by 5.5%, commodities reduced by 9%, capital projects reduced by 27.7%, with total budget reductions of 3.5% and no increase to property taxes.

The Committee discussed the proposed budget and proposed cash shortfall for 2010. The Committee asked Sandra Norlin to prepare a summary of the proposed 2011 budget for the August 10, 2010 Special Board meeting.

MOTION by Dion Kendrick, seconded by Jeff Rozovics, to adjourn the meeting.

The meeting adjourned at 6:43 p.m.

Minutes prepared by Carol Kidd

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LINE OF CREDIT AGREEMENT  
BETWEEN THE CITY OF DES PLAINES, ILLINOIS  
AND THE DES PLAINES PUBLIC LIBRARY

THIS LINE OF CREDIT AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2010, by and between the City of Des Plaines, Illinois (the "City"), an Illinois home rule municipal corporation, and the Des Plaines Public Library (the "Library"), an Illinois municipal library.

WITNESSETH:

**WHEREAS**, the Library desires to obtain a line of financial credit in order to fund certain expenditures for the Library's operating and other expenses (the "Library Expenditures"), at an approximate cost of \$ \_\_\_\_\_, as more specifically detailed in a "Funding Request" Memorandum letter dated \_\_\_\_\_, 2010, addressed to {Alderman/Mayor/City Manager} \_\_\_\_\_, attached hereto as **Exhibit "A"** and made a part hereof. The Library has requested that the City assist the Library by securing adequate financing to pay the costs of the Library Expenditures and the associated expenses and fees relative to issuing debt that will be used to pay for all of the City's costs, expenses and fees in connection therewith. The Library agrees to repay the City such costs, fees and expenses over a ten (10) year period; and

**WHEREAS**, the Mayor and Aldermen of the City have reviewed the Library's request and find that the Library Expenditures are necessary and reasonable, and that the City has the statutory authority, pursuant to Section 8-1-3.1 of the Illinois Municipal Code (65 ILCS 5/8-1-3.1), to borrow money from any bank or other financial institution, provided such money is repaid within ten (10) years from the time it is borrowed. The City has also determined that the borrowing of such money to assist the Library in this manner is a proper public purpose, is authorized by 65 ILCS 5/8-1-3.1 and will not negatively impact the City's ability to operate or borrow additional funds in the future; and

**WHEREAS**, in order to finance the costs of the Library Expenditures, the Mayor and Aldermen of the City agreed to issue a \$ \_\_\_\_\_ General Obligation Promissory Note (the "Note") and have assed Ordinance Number \_\_\_\_\_ (An Ordinance Providing For The Issuance Of A \$ \_\_\_\_\_ General Obligation Promissory Note, Series 2010, Of The City Of Des Plaines, Cook County, Illinois, To Pay The Costs Of Library Expenditures At The Des Plaines Public Library Within The City, And Providing For The Security For And Payment Of Said Note) on \_\_\_\_\_, 2010, to authorize the issuance of the Note. A copy of the Ordinance is attached hereto as **Exhibit "B"** and made a part hereof; and



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**WHEREAS**, the City and the Library desire to enter into this Line of Credit Agreement (the "Agreement") in order to memorialize the conditions of the loan, repayment obligations, and their respective duties and responsibilities concerning the same; and

**WHEREAS**, the City and the Library are authorized, under the intergovernmental cooperation powers set forth at Article VII, Section 10 of the 1970 Illinois Constitution and the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*), to approve and enter into this Agreement; and

**WHEREAS**, the City and the Library find that the Agreement is necessary, in the best interests of the City and the Library, and it serves the public health, safety, welfare and convenience to provide for the payment of the Library Expenditures, to pay all related costs and expenses incidental thereto, and to borrow money for such purposes.

**NOW, THEREFORE**, the Parties agree as follows:

1. **Incorporation.** Each of the Whereas paragraphs is incorporated by reference into Section 1 of this Agreement.

2. **Loan Amount.** The City agrees to secure an amount not to exceed \$ \_\_\_\_\_ (the "Loan Amount"), to be used exclusively to pay for the costs of the Library Expenditures as set forth in the Funding Request Memorandum letter attached hereto as **Exhibit "A"**, as well as to pay the fees and expenses associated with the issuance of the Note to finance the Library Expenditures. The actual amount of dollars paid to the Library shall be decreased by the amount of any grant funds or other funds obtained by the Library that the Library uses to pay the costs of the Library Expenditures.

A. **Note.** In order to finance the Loan Amount, the City shall arrange for the issuance and sale of the Note in the aggregate principal amount of \$ \_\_\_\_\_ within ninety (90) days of the effective date of this Agreement in accordance with the terms of the attached Ordinance. The Note shall be designated "*General Obligation Promissory Note, Series 2010*"; be dated the date of actual delivery thereof (the "*Dated Date*"); and shall also bear the date of authentication thereof. The Note shall be in fully registered form and shall become due and payable on \_\_\_\_\_, 2020, with annual installments of principal and interest repayments as follows:

- June 15, 2011
- June 15, 2012
- June 15, 2013
- June 15, 2014
- June 15, 2015

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June 15, 2016

June 15, 2017

June 15, 2018

June 15, 2019

June 15, 2020

The outstanding principal amount of the Note shall bear interest from time to time from the later of its Dated Date as provided in the Ordinance or from the most recent interest payment date to which interest has been paid or duly provided for, until the full principal amount of such Note is paid or duly provided for, such interest (computed upon the basis of a 365 or 366 day year based on actual days elapsed) being payable on June 15 and December 15 of each year, commencing December 15, 2010, at an annual interest rate to be determined at the time of issuance of the Note, but not to exceed 9% per annum, or this Agreement may be terminated by the Library, subject to reimbursement of all reasonable costs, fees and expenses incurred by the City related to this transaction, including but not limited to the preparation of this Agreement and the Ordinance authorizing issuance of the Note. The successful bid for the Promissory Note was submitted by \_\_\_\_\_ Bank of \_\_\_\_\_, Illinois on \_\_\_\_\_, 2010 at a net interest rate of \_\_\_\_\_ % per annum.

B. **Debt Service Fund and Library Fund.** The following Funds shall be established and maintained by the City and the Note proceeds and the annual interest and principal payments of the Library shall be allocated as follows:

(a). Any amounts designated from time to time to pay the Note shall be deposited into the "General Obligation Promissory Note, Series 2010, Debt Service Fund" (the "*Debt Service Fund*"), which shall be the Fund for the payment of principal of and interest on the Note.

(b). The principal proceeds of the Note shall be deposited into the General Obligation Promissory Note, Series 2010, Library Fund (the "*Library Expenditures Fund*"). Moneys in this Fund shall be withdrawn from time to time as needed for the payment of costs of the Library Expenditures and paying the fees and expenses incidental thereto and to the preparation of and issuance of the Note.

(c). Funds on deposit in the Debt Service Fund or Library Improvement Fund may be invested at the direction of the City Treasurer of the City in any lawful manner.

3. **Payment for the Library Improvements.** The Loan Amount shall be disbursed by the City on behalf of the Library as follows:

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A. From time to time, the Library, on its own behalf, may submit to the Library, or the City, on its behalf, may submit to the Library, for reimbursement of costs, fees and expenses the City incurred as part of this transaction, a written statement in the form attached to this Agreement as **Exhibit "C"** ("Request for Payment") setting forth the amount of payment requested and the specific supplies or work for which payment is sought. Each Request for Payment shall be accompanied by such bills, contracts, invoices, completed, fully executed partial or full waivers of lien, contractor's affidavit and other evidence as the City shall reasonably require to establish that the payment of funds under this Agreement is warranted because the supplies have been delivered or the work has been completed pursuant to the Work Proposal (**Group Exhibit "A"**) and in accordance with the applicable State laws and City Code provisions. A copy of any Request for Payment filed by the City shall be promptly delivered to the Library. To the extent that the Library or the City incurs any costs, fees or expenses relative to any matters covered by this Agreement, including but not limited to the costs and fees associated with the preparation of this Agreement and the Ordinance, such costs, fees and expenses are eligible for payment for the moneys in the Library Improvement Fund, provided that a completed Request for Payment is submitted by the Library or the City and approved in accordance with the process set forth in this Section 3. In the event that the Library terminates this Agreement prior to the funding of the Library Improvement Fund, the Library agrees to pay the City all of its incurred out-of-pocket expenses and fees of any kind, including but not limited to the costs and fees associated with the preparation of this Agreement and the Ordinance or any other documents relating to this transaction.

B. The City Engineer shall have ten (10) days after receipt of any Request for Payment to inspect the 800 West Chestnut Street Building and confirm that the supplies have been delivered to the property or that the work has been performed in accordance with the Work Proposal (**Group Exhibit "A"**) and in accordance with the applicable State laws and City Code provisions, and the City Engineer shall recommend to the City Manager approval or denial of some or all of the expenditures for which reimbursement is sought in such request and, if denied in whole or in part, shall provide to the Library and the City in writing an explanation of the denial. In the event of a denial, the Library shall be obligated to provide additional documentation to substantiate the reimbursement request or that payment shall not be approved by the City.

C. The City Manager will forward each Request for Payment that receives the City Engineer's approval to the City Board at the next available Regular City Board Meeting for approval. Payment shall be made by the City directly to the payee (e.g., supplier or contractor) in exchange for the delivery of the original, completed, fully executed partial or full waiver of lien, invoice marked "paid in full" and a completed, fully executed contractor's affidavit to the City. The City shall retain the originals of the partial or full waiver of lien and marked invoices and provide the copies to the Library.

D. Once the Library Improvements are completed and all costs, fees and expenses associated with those Improvements are paid in full, to the extent there is a balance of moneys in the Library Improvement Fund, those moneys shall be used to prepay any outstanding

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principal and interest owed on the Note. To the extent that the overall costs of the Library Improvements and related transactions costs, fees and expenses exceed the Loan Amount, the Library agrees to promptly pay those additional costs, fees and expenses using its own funds upon demand. The Library shall promptly defend and be responsible for the payment and release of any mechanics or material liens filed against the 800 West Chestnut Street premises arising out any work covered by this Agreement.

4. **Repayment Obligation of Library.** The Library agrees to pay back the Loan Amount as follows: in accordance with the Note repayment schedule set forth in the Ordinance, the Library shall pay to the City an amount equal to the semi-annual interest and annual principal payments due for that payment year not less than fifteen (15) days prior to the due dates of the semi-annual interest payments and annual principal payments. The Library's payments will be promptly deposited into the Debt Service Fund and used by the City to pay the annual debt service payments. The Library may prepay some or all of the outstanding balance of the Note at any time. If such prepayments are received by the City, the payments will be promptly deposited into the Debt Service Fund and used by the City to pay the annual debt service payment, make one or more additional principal payments or pay off the outstanding balance of the Note, depending on the amount of prepayments and the direction of the Library relative to the prepayments.

A. **Non-Payment by Library.** In the event that a semi-annual interest payment and/or annual principal payment is not paid by the Library to the City in a timely manner, the Library agrees, upon written demand by the City, to pay such payments from its Library Operating Fund, and further agrees to pay any penalties, fines, costs and fees of any kind, including but not limited to costs, fees, legal fees and expenses incurred by the City or imposed on the City by the lender or any other third party as a consequence of a non-payment or late payment. In the event of a non-payment of an interest payment or principal payment where the Library refuses or fails to or is unable to make such payment in a timely manner, the Library further agrees that the City may deduct the amount of the payment from the general property tax levy or any other available funds received by the City for the benefit of the Library. In a non-payment situation, the Library agrees to waive all legal objections of any kind to any legal action brought by the City to compel payment of a delinquent semi-annual interest and annual principal payments.

B. **Annual Budget and Appropriation.** Each year that there is an outstanding balance on the Note, the Library shall approve the semi-annual interest and annual principal payments on the Loan Amount to be paid to the City as part of its annual Budget and Appropriation process.

5. **Additional Provisions.**

A. **Notice.** Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon:

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(a) actual receipt if personally delivered and the sender received written confirmation of personal delivery;

(b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier;

(c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or

(d) three (3) calendar days after the sender deposits the notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

<p>To the CITY:</p> <p>_____</p> <p>City Manager 740 Hillgrove Avenue City of Des Plaines Des Plaines, Illinois _____</p> <p>(p) (847) ____ - ____ (f) (847) ____ - ____</p>	<p>To the LIBRARY :</p> <p>Sandra Norlin Library Director Des Plaines Public Library 800 West Chestnut Street Des Plaines, Illinois _____</p> <p>(p) (847) ____ - ____ (f) (847) ____ - ____</p>
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B. **Term.** Unless terminated by the Parties as a consequence of a mutually agreed upon decision to not issue the Note or not to incur any or any future Library Expenditures, this Agreement will remain in effect until the Note is paid in full. Notwithstanding any expiration or termination, the Parties remain obligated to pay any costs due to the other Party under this Agreement.

C. **Termination; Breach.** This Agreement may be terminated upon written notice prior to the expiration of said term by mutual agreement of the Parties or by the Library in the event that it decides not to incur any or any future Library Expenditures. This Agreement may also be terminated by either Party upon thirty (30) days' written notice if the other Party should fail substantially to perform in accordance with the terms of this Agreement and then fails to cure such non-performance within the thirty (30) day notice period. In the event that either Party breaches this Agreement and the breach is litigated before a court of law or an administrative agency, the non-prevailing Party shall be liable to the prevailing Party for the prevailing Party's reasonable attorneys' fees and costs of suit incurred by the prevailing Party. Each Party shall be entitled to any and all remedies at law and in equity under this Agreement.

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D. **Mutual Indemnification.** To the fullest extent permitted by law, the Parties shall indemnify, protect, defend and hold harmless each other and its and their past and present appointed and elected officials, directors, agents, officers, representatives, attorneys, engineers, volunteers, successors or predecessors, and each Party's respective interest in any property, from and against any and all claims, obligations, liens, encumbrances, demands, liabilities, penalties, causes of action, and costs and expenses of any kind, including, without limitation, orders, damages, judgments, fines, forfeitures, amounts paid in settlement, and attorneys' fees and litigation costs relating to, arising out of or alleged to have occurred in whole or in part in connection with any matters covered by this Agreement or sought by or brought by persons or other third parties against the Parties relative to any matters covered by this Agreement.

E. **Waiver; No Warranty.** As a material inducement for the City to enter into this Agreement, the Library agrees to waive any claims or causes of action of any kind, including but not limited to breach of contract or breach of warranty, that could be brought against the City and its representatives, officers, appointed and elected officials, Mayor and aldermen, agents, engineers, attorneys, volunteers and employees (the "City Affiliates") for any acts conducted or performed by the City or the City Affiliates under this Agreement. Failure of any Party to this Agreement to insist upon the strict and prompt performance of the terms, covenants, agreements and/or conditions set forth herein, or any of them, by the other Party, shall not constitute or otherwise be construed as a waiver or relinquishment of the Party's right thereafter to enforce any such term, covenant, agreement and/or condition, but the same shall continue in full force and effect.

F. **Authority to Approve Agreement.** The respective City and Library officers who have executed this Agreement warrant that they have been lawfully authorized by the governing Boards of the City and the Library to execute this Agreement on behalf of the City and the Library. The City and the Library shall, upon request, deliver to each other copies of any and all documents reasonably required to legally evidence the authority to so execute this Agreement on behalf of the respective Parties.

G. **Entire Agreement; Severance.** This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by authorized representatives of each Party. If any provision of this Agreement is held invalid by a court of competent jurisdiction, or in the event such a court shall determine that the City or Library does not have the power to perform any such provision, such provision shall be deemed to be excised herefrom and the invalidity thereof shall not affect any of the other provisions contained herein, and such judgment or decree shall relieve the City or Library from performance under such invalid provision of this Agreement.

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**IN WITNESS WHEREOF**, this Line of Credit Agreement shall be effective as of the date and year that the last signatory signs and dates the Agreement below.

**CITY OF DES PLAINES**

**DES PLAINES PUBLIC LIBRARY**

By: \_\_\_\_\_  
City Mayor

By: \_\_\_\_\_  
President of the Board of Library Trustees

Date: \_\_\_\_\_, 2010

Date: \_\_\_\_\_, 2010

**ATTEST:**

**ATTEST:**

By: \_\_\_\_\_  
City Clerk

By: \_\_\_\_\_  
Secretary of the Board of Library Trustees

Date: \_\_\_\_\_, 2010

Date: \_\_\_\_\_, 2010


ARMY

JULY





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 July Agenda Items  
DATE: July 15, 2010

To help you prepare for the discussion at our meeting on July 20, please refer to information provided below. If you would like more information or explanation, please contact me (847-376-2800) or Carol Kidd (2803) before July 20.

#### VIII. New Business

**A. Approve Payment of Vendor Checks Report - \$204,196.86. [Action Item]**

**B. Mobile Library Service to Rosemont.**

The mobile library makes 24 stops per year to Rosemont. Last year we did not increase the cost for this service and Rosemont paid \$12,900.00. The most current CPI information released Thursday, June 17, 2010, indicates that the index has increased 2.0 percent over the past year. Therefore, I am recommending an increase to the contract of \$13,200.00.

**C. Reallocate Training Funds from CDL Training to Staff Training. [Action Item]**

In response to the City Council's request, we reduced support for travel and training by 78%. We chose to use Per Capita Grant funds for nearly all training expenses (\$9,000.00). To date we have not received Per Capita Grant funding for 2010, which in years past has been received by January. We have incurred \$4,000.00 of expense for our annual Staff Inservice Day and about \$500.00 for conference registrations. We would also like to pay the conference registration for at least the five staff members who will present programs at the annual Illinois Library Association and up to three Trustees. At this point in the fiscal year, I feel it is unwise to depend on Per Capita Grant funding. With Board approval, I would like to use budgeted funds for CDL training (\$2,000.00), which at this time we do not expect to use, and a portion of Miscellaneous Contractual Services (960990) intended for OCLS Tech Pro (\$22,125.00) which, at this time we do not expect to use up. These funds will be used to fund approximately \$5,000.00 in expenses for travel, training, and conference registration. Of course, if the Per Capita Grant funds are received in this fiscal year, we will transfer these expenditures to that

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

**D. Management Committee Report. [Action Item]**

You will be asked to vote on revisions to library policies A-9 through A-14 and C-1 through C-12.

**E. Approval to Proceed with Preparation of an Intergovernmental Agreement for the Purpose of a Line of Credit or Bridge Loan. [Action Item]**

Attached is information from the *Financial Manual for Illinois Public Libraries* regarding limitations for library boards borrowing funds. At the Board's direction, I contacted Attorney Jerry Dempsey regarding this issue of the library/city authority to borrow funds to maintain the library during the gap caused by late collection of property tax in 2010. He has suggested an intergovernmental agreement with the City to authorize the library's borrowing, either through a "bridge loan" or tax anticipation warrant or a line of credit. I have broached the topic with City Finance Director Dorothy Wisniewski, who has suggested that the library obtain quotes from area banks to present to the City Council for authorization. As required by Board policy, the library has a cash balance of over \$1,500,000, which in a normal year would support 2.5 months of operating expenditures. However, 2010 is not a normal year, because of the delay in receiving Cook County tax receipts.

granted great autonomy in Illinois. There are only two instances in which library boards are obligated to coordinate their activities with the government that created them. Both of these have financial implications.

The first limitation involves borrowing funds. Library boards which wish to borrow funds must seek the approval of their creating government. Although Illinois municipalities and townships are no longer subject to a constitutional debt limitation, they do exist under a statutory maximum debt limit. Section 8-5-1 provides that any municipality having a population of less than 500,000 shall not become indebted "in any manner or for any purpose," to an amount, including existing indebtedness in the aggregate exceeding 8.625 percent on the value of its taxable property, 65 ILCS 5/8-5-1. Accordingly, when computing the statutory debt limit, governments which have created associated library boards are required to count the debt of those boards along with their own debt in computing a total. Thus, if a municipality has substantial plans for borrowing funds for certain capital improvements, it has the complete authority to deny a request from its library board, despite the fact that the library itself has sought and received voter approval in a referendum.

The second instance where a library board is affected by the government that created it is with regard to the appropriation and budget of its funds. A library board is obligated to follow the cycle and form utilized by its creating government as it moves through the appropriation and tax levy process. For example, in the case of a municipality, if the creating government utilizes the municipal budget system, 65 ILCS 5/8-2-9.1, rather than the more traditional appropriation system, 65 ILCS 5/8-2-9, its library board must follow that same form. Under the budget system, a municipality must approve its budget ordinance prior to the commencement of its fiscal year. A library board must utilize the same fiscal year as its creating government and it must provide to that government, which uses the budget system,

its anticipated budget for the following year so that the data can be incorporated within the reported and adopted municipal budget. A more detailed description of the two forms of budget cycles is discussed below. Finally, it should be noted that all municipalities and townships operate under the same tax levy process, and the library board must also follow that process.

### *Municipal Library Budgets*

#### **The Budget Process: Overview of Appropriation and Budget Systems**

As discussed above, there are two budget cycles that can be followed: the appropriation system and the budget system. The appropriation system is first explained.

- 1 *Appropriation System.* In municipalities with less than 500,000 inhabitants, an appropriation ordinance must be passed and approved (or become effective without the mayor's signature) during the first quarter of the fiscal year. The fiscal year begins with the date of the last regular municipal election unless otherwise provided by ordinance, 65 ILCS 5/1-1-2(5).

The appropriation ordinance, passed by the unit of local government of which the library is part of, provides the legal authority for the corporate authorities to allocate sums of money to specific spending activities of the municipality, such as the municipal library. It also establishes a municipality's legal spending limit for the fiscal year and is a basis for the property tax levy filed in December.

Because of the relative difficulty of revising the appropriation ordinance after its passage or passing a supplemental appropriation ordinance, most municipalities in Illinois enact an appropriation somewhat higher than the amount actually intended for expenditure. While this practice helps ensure that all spending requirements will



**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, JULY 20, 2010**

**7:00 PM**

**Conference Room – Second Floor**

**Agenda:**

- **Mobile Library Service to Rosemont**
- **Election of Officers for 2010 – 2011**
- **Installation of Trustees**

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  
**July 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. Oath of Office. (Kendrick and Mokry)
- 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 – June 15, 2010.
  - B. Approval of the Minutes of the Special Board Meeting – June 29, 2010.
  - C. Acceptance of Financial Reports for June 2010.
  - D. Acceptance of Reports.
    1. Director's Report – Sandra Norlin.
    2. Management Committee Report.
    3. Friends of the Library Report – Myrtle Klebe.

- IX. New Business. (8:00 PM)
  - A. Approve Payment of Vendor Checks Report - \$204,196.86. [Action Item]
  - B. Mobile Library Service to Rosemont. [Action Item]
  - C. Approve Expenditures Transfers. [Action Item]
  - D. Management Committee Report. [Action Item]
  - E. Approval to Proceed with Preparation of an Intergovernmental Agreement for the Purpose of a Line of Credit or Bridge Loan. [Action Item]
  
- X. Announcements.
  - A. New Head of Youth Services.
  
- XI. Correspondence.
  
- XII. Other
  
- XIII. Nominating Committee. [Action Item]
  - A. Election of Officers.
  - B. Oath of Office.
  
- XIV. Adjournment. (9:00 PM)

**This meeting will be recorded for television broadcast.**



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

BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
June 15, 2010

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, June 15, 2010. 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, Elaine Tejcek, Jennifer Tsalapatanis.

Absent: Jeffery Rozovics.

Also present: Sandra Norlin, Carol Kidd, Holly Richards Sorensen, Heather Imhoff, Brenda Murphy, Don Sofolo, Dan Klobnak, Alderman Dan Wilson, Adam Bartnik, Dick Sayad, Joanne Griffin; Steven Mokry, Dion Kendrick, Andrew Beharelle.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

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

PUBLIC COMMENTS AND QUESTIONS

Dick Sayad, 290 Shannon Court, thanked Director Sandra Norlin for serving the City for so many years. Mr. Sayad suggested that the library board recruit a new director so that the best qualified person is chosen for the position. Mr. Sayad stated that in 2004 he recommended that the library become a district and the library board responded that it was too costly and was not in the taxpayers best interest. He asked why the board has this item on the agenda, since he does not think the residents of Des Plaines are in favor of the library becoming a district.

Dion Kendrick, 943 Webster, stated that he is opposed to the immediate appointment of a new Executive Director and requests that the board wait to make that decision until after new board members are sworn into office. He stated that the Board should go through a recruiting process to fill the library director position.

Steven Mokry, 656 Pearson St, stated that he is in agreement with Mr. Kendrick and that any decision concerning the library director appointment be postponed for 30 days when new board members will be sworn into office.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson.

Alderman Wilson stated that he had received a number of emails from residents concerned that the library was not participating in the van delivery service through North Suburban Library System and that for a few pennies the library could participate. He responded to the residents by stating that the van service would be costly and is a non-budgeted expense. He reassured residents that 90% of the materials requested are in the library's collection.

#### CONSENT AGENDA

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

Sandra Norlin introduced Joanne Griffin, Reference Services Librarian II. Joanne is the library's business liaison librarian. Joanne meets with local business owners and encourages them to apply for a library card. She gives them information about the benefits of using the library's resources for their business needs. Currently, Joanne is working with Web Services Librarian Karen McBride, preparing video presentations for local business to promote their business on YouTube.

#### LIBRARY DIRECTOR'S REPORT

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

#### 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.



## 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.

## 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 reaction 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.

## 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.

## UNFINISHED BUSINESS

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

Dan Klobnak, Outsource Solutions Group, stated that the annual renewal for Microsoft School Agreement Licensing Program is a budgeted expense and that his recommendation is CDW-G, which was the lowest proposal at a cost of \$9,724.18.

MOTION by Elaine Tejcek, seconded by Eldon Burk, to approve the annual renewal for Microsoft School Agreement Licensing Program in the amount of \$9,724.18, which is the lowest proposal and in the best interest of the Des Plaines Public Library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## NEW BUSINESS

APPROVE PAYMENT OF VENDOR CHECKS REPORT - \$166,997.86. [Action Item]

MOTION by Selma D'Souza, seconded by Elaine Tejcek, to approve the payment of vendor checks in the amount of \$166,997.86 as listed on the vendor checks report of May 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, Tejcek, Tsalapatani. NAYS: None. MOTION CARRIED.

REQUEST APPROVAL FOR REPLACEMENT OF OVERHEAD PROJECTORS.

Dan Klobnak asked for Board approval to purchase public meeting room projectors from Frostline in the amount of \$21,951.50, the lowest proposal. Jennifer Tsalapatani asked what is done with the old overhead projectors and Dan Klobnak responded that the City of Des Plaines has first refusal rights and if they do not want the projectors they are donated to Computers for Schools.

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

MOTION by Eldon Burk, seconded by Selma D'Souza to approve the purchase of Meeting Room Projectors from Frostline in the amount of \$21,951.50, which is the lowest proposal and is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Burk, D'Souza, Klebe, Moylan Krey, Magerl Tejcek, Tsalapatani, Lake. NAYS: None. MOTION CARRIED.

REVIEW DES PLAINES PUBLIC LIBRARY IT SUPPORT MODEL.

Sandra Norlin introduced Don Sofolo, President of Outsource Solutions Group, who gave an overview of the services they provide to the library. Mr. Sofolo prepared a model

Request for Proposal for IT services.

President Lake asked if the model would restrict other companies from bidding on the proposals and Mr. Sofolo stated that there should be other companies who could fulfill the services currently being provided by Outsource Solutions Group. Mr. Sofolo also stated that they did not invent the model, they defined it.

MOTION by Eldon Burk, seconded by George Magerl, to approve the IT Support Model for the purpose of going out for proposal. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

AUTHORIZATION TO REQUEST BIDS/PROPOSALS FOR IT SERVICES.

MOTION by George Magerl, seconded by Elaine Tejcek, to authorize staff to go out for proposals for IT Support and use the IT Support Model without the average cost per hour stated in the model. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

DISCUSS NORTH SUBURBAN LIBRARY SYSTEM VAN DELIVERY SERVICE PROPOSAL.

President Lake stated that Des Plaines, Evanston and North Chicago Public Libraries were not participating in the van delivery service through North Suburban Library System. NSLS will deliver to all libraries, even those not participating in their van delivery, twice a week. Library Director Sandra Norlin stated that the library has 92% of the materials that patrons request.

MOTION by George Magerl, seconded by Selma D'Souza, not participate in the North Suburban Library System van delivery service and not give a donation for van delivery service. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

APPROVE PAYMENT TO REFERENCE USA - \$14,760.00.

MOTION by Eldon Burk, seconded by Myrtle Klebe, to approve payment to Reference USA in the amount of \$14,760, which is a budgeted expense and in the best interest of the Des Plaines Public Library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

APPROVAL OF LIBRARY BOARD MEETING DATE.

MOTION by Elaine Tejcek, seconded by George Magerl, to approve the board meeting dates, as presented. VOTE: AYES: All. NAYS: None.

APPROVAL OF NON-RESIDENT FEE.

MOTION by George Magerl, seconded by Elaine Tejcek, to approve the non-resident fee in the amount of \$290.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

#### METHODS, BENEFITS AND COSTS OF CONVERSION TO LIBRARY DISTRICT.

The board discussed the information provided in their packets about conversion to a library district, but will take no action.

#### APPROVAL OF LIBRARY CLOSING FOR CEILING REPAIR.

George Magerl asked the board to approve closing the library on Saturday, July 3 so that the library ceiling could be repaired.

MOTION by George Magerl, seconded by Eldon Burk, to close the library on July 3, 2010 for the purpose of repairing the damaged ceiling. VOTE: AYES: All. NAYS: None. Motion carried.

#### SET DATES FOR COMMITTEE OF THE WHOLE TO DISCUSS FY11 LIBRARY BUDGET.

The Board will meet as a Committee of the Whole on Tuesday, August 10, 2010 at 7:00 p.m. to discuss the 2011 library budget.

George Magerl asked for board approval to change the July 20, 2010 Board of Trustees meeting time from 4:00 p.m. to 7:00 p.m. and to change the August 17, 2010 Board of Trustees meeting time from 7:00 p.m. to 6:00 p.m., with the board dinner immediately following the meeting.

MOTION by George Magerl, seconded by Myrtle Klebe, to approve the change in Board of Trustees meeting time July 20, 2010 from 4:00 p.m. to 7:00 p.m. and the August 17, 2010 Board of Trustees meeting from 7:00 p.m. to 6:00 p.m., with the board dinner immediately following the meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

#### NOMINATING COMMITTEE

Susan Moylan Krey reported that the Nominating Committee voted to approve the slate of officers, George Magerl, President, Noreen Lake, Vice President, Treasurer, Jeffery Rozovics and Carol Kidd, Secretary, for 2010 -2011.

MOTION by Committee, to approve the slate of officers, George Magerl, President, Noreen Lake, Vice President, Jeffery Rozovics, Treasurer, and Carol Kidd, Secretary, for 2010 - 2011. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

**EXECUTIVE SESSION**

MOTION by George Magerl, seconded by Myrtle Klebe, to enter into an Executive Session at 9:05 p.m. to discuss the Employment, Compensation, Discipline, Performance or Dismissal of the Library Director and Semi-Annual Review of Executive Session Minutes. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 10:36 p.m. and was called to order by President Noreen Lake.

**EXECUTIVE SESSION ACTION**

MOTION by George Magerl, seconded by Eldon Burk, to direct President Lake to carry out the decision made in Executive Session and to set another Executive Session meeting date 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.

The Board will meet on Tuesday, June 29, 2010 at 5:00 p.m. to discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of the Library Director and Semi-Annual Review of Executive Session Minutes.

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

Meeting adjourned at 10:43 p.m.

Minutes prepared Carol Kidd.



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BOARD OF TRUSTEES  
Minutes of the Special Meeting  
June 29, 2010

The special meeting of the Des Plaines Public Library Board of Trustees was held in the second floor meeting room on Tuesday, June 29, 2010. President Noreen Lake called the meeting to order at 5:05 PM.

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, Jennifer Tsalapatanis.

Members Absent: Jeffery Rozovics, Elaine Tejcek.

Also Present: Sandra Norlin, Carol Kidd, Heather Imhoff, Brenda Murphy, Jennifer Delgado.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

MOTION by Eldon Burk, seconded by Susan Moylan Krey, to accept agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

EXECUTIVE SESSION

MOTION by Susan Moylan Krey, seconded by Eldon Burk, to enter into an Executive Session at 5:10 p.m. to discuss Semi-Annual Review of Executive Session Minutes and the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of the Library Director. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 6:03 p.m. and was called to order by President Noreen Lake.

**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, Elaine Tejcek, Jennifer Tsalapatani.

Members Absent: Jeffery Rozovics.

Also Present: Sandra Norlin, Carol Kidd, Heather Imhoff, Brenda Murphy, Jennifer Delgado.

**EXECUTIVE SESSION ACTION**

MOTION by Eldon Burk, seconded by George Magerl, to concur with the decision made in Executive Session to release Executive Session minutes from the meetings of November 18, 2008 and December 23, 2008 and to retain all remaining Executive Session Minutes on file. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by George Magerl, seconded by Elaine Tejcek, to hire Holly Sorensen as the Library Director at the salary discussed in Executive Session. ROLL CALL VOTE: AYES: Burk, D'Souza, Klebe, Moylan Krey, Lake, Magerl, Tejcek, Tsalapatani. NAYS: None. MOTION CARRIED.

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

The meeting adjourned at 6:06 p.m.

Minutes prepared by Carol Kidd.

July 20, 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 June 30, 2010 and the related statements of revenues, expenditures and changes in fund balance for the one month and the six 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 June 30, 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
707-1102012 - Cash IL Fund #007139119668	<u>206,336.00</u>
	<u>206,348.96</u>
201-1102009 - Cash Payroll #8100292278	<u>156,347.75</u>
	<u>156,347.75</u>
201-1102015 - First Midwest Operating #8100292260	92,097.81
202-1102015 - First Midwest Operating #8100292260	<u>(48,248.24)</u>
	<u>43,849.57</u>
201-1102028 - Cash Library Donations	<u>15,770.44</u>
	<u>15,770.44</u>
201-1102073 - Cash IL - Epay #151600222104	<u>2,425.83</u>
201-1102076 - IL Funds - Library # 151600221288	369,897.95
202-1102076 - IL Funds - Library	<u>223,386.09</u>
	<u>593,284.04</u>
201-1102078 - Cash IL - Epay Library	<u>9,368.79</u>
201-1102079 - IL Funds - 151600222591	<u>2,247,440.73</u>
201-1104006 - Investments - Certificates of Deposit	<u>101,998.07</u>
<b>Total Invested</b>	<u><u>2,722,748.84</u></u>

July 14, 2010

## Des Plaines Public Library Balance Sheet as of June 30, 2010

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Library Fund</u>			
<b><u>Assets</u></b>			
1101000 - Petty Cash	500.00	0.00	500.00
1102007 - Cash Payroll #1944652940	(311,663.05)	0.00	(311,663.05)
1102008 - Cash Deposit #1944650243	(342,922.29)	0.00	(342,922.29)
1102009 - Cash Payroll #8100292278	0.00	156,347.75	156,347.75
1102012 - Cash IL Fund #007139119668	12.96	0.00	12.96
1102015 - First Midwest Operating #8100292260	57,914.14	34,183.67	92,097.81
1102028 - Cash Library Donations	11,632.89	4,137.55	15,770.44
1102073 - Cash IL - Epay 151600008073	1,428.51	997.32	2,425.83
1102076 - IL Funds - Library	369,818.87	79.08	369,897.95
1102078 - Cash IL - Epay Library	8,614.55	754.24	9,368.79
1102079 - IL Funds -	2,874,427.04	(626,986.31)	2,247,440.73
1104006 - Investments - Certificates of Deposit	101,826.83	171.24	101,998.07
1118000 - Receivable - Property Taxes	6,599,703.00	0.00	6,599,703.00
	<u>9,371,293.45</u>	<u>(430,315.46)</u>	<u>8,940,977.99</u>
<b><u>Liabilities and Fund Balance</u></b>			
<b><u>Liabilities</u></b>			
2401000 - Accounts Payable	135,916.80	58,484.95	194,401.75
2401001 - Audit Accounts Payable	0.00	0.00	0.00
2401010 - Federal W/H Payable	0.00	0.00	0.00
2401020 - F.I.C.A. W/H Payable	0.00	0.00	0.00
2401030 - State W/H 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
	<u>6,611,575.80</u>	<u>58,484.95</u>	<u>6,670,060.75</u>
<b><u>Fund Balance</u></b>			
3730000 - Fund Balance - Unreserved	<u>1,484,291.17</u>	<u>0.00</u>	<u>1,484,291.17</u>
<b>Total Liabilities and Fund Balance</b>	<u>8,095,866.97</u>	<u>58,484.95</u>	<u>8,154,351.92</u>
<b>Excess Revenues Over Expenses</b>	<u>1,275,426.48</u>	<u>(488,800.41)</u>	<u>786,626.07</u>

July 14, 2010

## Des Plaines Public Library Balance Sheet as of June 30, 2010

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Capital Projects Fund</u>			
<b><u>Assets</u></b>			
1102015 - First Midwest Operating #8100292260	(31,528.99)	(16,719.25)	(48,248.24)
1102076 - IL Funds - Library	223,386.09	0.00	223,386.09
	191,857.10	(16,719.25)	175,137.85
<b><u>Liabilities and Fund Balance</u></b>			
<b><u>Liabilities</u></b>			
2401000 - Accounts Payable	16,719.25	(16,719.25)	0.00
2401001 - Audit Accounts Payable	16,531.10	0.00	16,531.10
	33,250.35	(16,719.25)	16,531.10
<b><u>Fund Balance</u></b>			
3730000 - Fund Balance - Unreserved	206,851.74	0.00	206,851.74
<b>Total Liabilities and Fund Balance</b>	<b>240,102.09</b>	<b>(16,719.25)</b>	<b>223,382.84</b>
<b>Excess Revenues Over Expenses</b>	<b>(48,244.99)</b>	<b>0.00</b>	<b>(48,244.99)</b>

<u>Compensated Absences Fund</u>			
<b><u>Assets</u></b>			
1102012 - Cash IL Fund #007139119668	206,336.00	0.00	206,336.00
	206,336.00	0.00	206,336.00
<b><u>Liabilities and Fund Balance</u></b>			
<b><u>Liabilities</u></b>			
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
<b><u>Fund Balance</u></b>			
3730000 - Fund Balance - Unreserved	0.00	0.00	0.00
<b>Total Liabilities and Fund Balance</b>	<b>206,336.00</b>	<b>0.00</b>	<b>206,336.00</b>
<b>Excess Revenues Over Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

July 14, 2010

## Des Plaines Public Library Balance Sheet as of June 30, 2010

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Fixed Assets Fund</u>			
<b><u>Assets</u></b>			
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>
<b><u>Liabilities and Fund Balance</u></b>			
<b><u>Liabilities</u></b>			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b><u>Fund Balance</u></b>			
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>
<b>Total Liabilities and Net Capital Assets</b>	<u>894,053.00</u>	<u>0.00</u>	<u>894,053.00</u>
<b>Excess Revenues Over Expenses</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

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

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Percentage Collected</u>
<b><u>Library Fund</u></b>					
<b><u>Taxes</u></b>					
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	0.00	3,340,343.67	6,309,802.00	2,969,458.33	52.94
	<u>0.00</u>	<u>3,563,421.77</u>	<u>6,359,802.00</u>	<u>2,796,380.23</u>	<u>56.03</u>
<b><u>Intergovernmental</u></b>					
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>
<b><u>Fines &amp; Fees</u></b>					
4850101 - Library Fees	477.89	2,151.78	0.00	(2,151.78)	0.00
4850102 - Library Fines	8,509.38	64,215.29	125,000.00	60,784.71	51.37
4850103 - Library Fines / Credit Card	2,911.40	6,820.24	0.00	(6,820.24)	0.00
4850201 - Copying Fee	1,004.15	14,516.70	30,000.00	15,483.30	48.39
4850202 - Damaged Materials	8.00	231.82	0.00	(231.82)	0.00
4850203 - Lost Materials	737.85	3,734.74	0.00	(3,734.74)	0.00
4850205 - Bags	83.00	464.00	0.00	(464.00)	0.00
4850207 - Non-Res Cards	0.00	1,067.50	0.00	(1,067.50)	0.00
	<u>13,731.67</u>	<u>93,202.07</u>	<u>155,000.00</u>	<u>61,797.93</u>	<u>60.13</u>
<b><u>Special Programs &amp; Events</u></b>					
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>
<b><u>Other Revenue</u></b>					
4890010 - Interest Income	599.45	2,413.37	5,000.00	2,586.63	48.27
4890050 - Sale of Fixed Assets	0.00	0.00	1,000.00	1,000.00	0.00
4899900 - Miscellaneous Revenue	5,803.46	12,154.91	17,500.00	5,345.09	69.46
4899920 - Library Donations	458.00	182.59	10,000.00	9,817.41	1.83
	<u>6,860.91</u>	<u>14,750.87</u>	<u>33,500.00</u>	<u>18,749.13</u>	<u>44.03</u>
<b>Total Library Fund</b>	<u>20,592.58</u>	<u>3,695,286.64</u>	<u>6,703,990.00</u>	<u>3,008,703.36</u>	<u>55.12</u>

**Des Plaines Public Library  
Revenue Report as of June 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>					
<b><u>Other Revenue</u></b>					
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>
<b>Total Capital Projects Fund</b>	<u>0.00</u>	<u>3.25</u>	<u>305,000.00</u>	<u>304,996.75</u>	<u>0.00</u>
<b>Total of All Funds</b>	<u>20,592.58</u>	<u>3,695,289.89</u>	<u>7,008,990.00</u>	<u>3,313,700.11</u>	<u>52.72</u>

## Des Plaines Public Library Expense Report as of June 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>Expend.</u>
<u>Library Fund</u>					
<b>Salaries</b>					
5910100 - Salaries	263,170.75	1,021,700.33	2,318,022.00	1,296,321.67	44.08
5910200 - Temporary Wages	0.00	284,401.81	789,113.00	504,711.19	36.04
5910400 - Non - Supervisory Overtime	0.00	216.35	0.00	(216.35)	0.00
5910500 - Vacation Pay	0.00	58,847.46	0.00	(58,847.46)	0.00
5910600 - Sick Pay	0.00	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	0.00	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>263,170.75</u>	<u>1,416,151.87</u>	<u>3,110,635.00</u>	<u>1,694,483.13</u>	<u>45.53</u>
<b>Benefits</b>					
5918010 - Unemployment Compensation	0.00	0.00	4,986.00	4,986.00	0.00
5918020 - Employer Contribution - FICA	18,589.09	104,976.87	237,314.00	132,337.13	44.24
5918021 - Employer Contribution - IMRF	21,818.08	133,201.80	297,814.00	164,612.20	44.73
5918030 - EAP Program	0.00	0.00	682.00	682.00	0.00
5918040 - Life Insurance Premiums	0.00	2,607.80	6,576.00	3,968.20	39.66
5918050 - PPO Insurance Premiums	0.00	128,019.43	389,041.00	261,021.57	32.91
5918051 - HMO Insurance Premiums	0.00	40,470.96	111,979.00	71,508.04	36.14
5918055 - Dental Insurance Premiums	0.00	10,855.05	31,505.00	20,649.95	34.46
5918070 - Workers Compensation	0.00	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>40,407.17</u>	<u>430,610.49</u>	<u>1,099,397.00</u>	<u>668,786.51</u>	<u>39.17</u>
<b>Contractual Services</b>					
5920100 - Legal Fees	228.00	2,023.49	15,000.00	12,976.51	13.49
5920105 - Costs of Litigation	0.00	0.00	3,500.00	3,500.00	0.00
5920110 - Professional Services	27,552.69	162,969.34	405,000.00	242,030.66	40.24
5920120 - Communication Services	3,565.34	15,578.58	28,460.00	12,881.42	54.74
5920140 - Data Processing Services	4,378.41	35,768.34	100,800.00	65,031.66	35.48
5920202 - Conferences	535.00	579.25	0.00	(579.25)	0.00
5920204 - Training	0.00	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	0.00	3,208.31	0.00	(3,208.31)	0.00
5920220 - Membership Dues	375.00	2,499.00	6,500.00	4,001.00	38.45
5920225 - Licensing/Titles	0.00	0.00	100.00	100.00	0.00
5920230 - Publication of Notices	0.00	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	5,683.86	69,614.05	110,062.00	40,447.95	63.25
5930020 - R&M Buildings & Structures	8,766.25	36,647.32	116,235.00	79,587.68	31.53
5930030 - R&M Vehicles	727.04	3,721.05	14,300.00	10,578.95	26.02
5930195 - Book Binding & Repair	0.00	215.10	1,000.00	784.90	21.51
5930210 - Rental of Equipment	164.00	984.00	26,500.00	25,516.00	3.71
5930320 - Cleaning/Custodial Services	8,173.00	66,136.00	96,700.00	30,564.00	68.39
5930490 - Refuse Contract	1,091.08	3,808.34	5,500.00	1,691.66	69.24
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00
5960065 - Bank Fees	58.13	241.46	0.00	(241.46)	0.00

## Des Plaines Public Library Expense Report as of June 30, 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	248.00	500.00	252.00	49.60
5960210 - Special Event Programming	1,980.27	15,703.84	31,000.00	15,296.16	50.66
5960990 - Misc. Contractual Services	<u>19,104.95</u>	<u>53,526.89</u>	<u>99,375.00</u>	<u>45,848.11</u>	<u>53.86</u>
	<u>82,383.02</u>	<u>475,385.56</u>	<u>1,089,251.00</u>	<u>613,865.44</u>	<u>43.64</u>
<b><u>Commodities</u></b>					
5970100 - Office Supplies	5,683.51	63,868.82	116,300.00	52,431.18	54.92
5970110 - Meals	0.00	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	1,363.25	12,538.47	20,600.00	8,061.53	60.87
5970260 - Postage & Parcel	928.10	10,646.04	13,300.00	2,653.96	80.05
5970270 - Printing -Reproduction-Binding	0.00	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	912.18	2,761.49	8,000.00	5,238.51	34.52
5970600 - Books	53,838.87	226,975.20	489,800.00	262,824.80	46.34
5970610 - Audio Materials	12,201.39	36,435.63	84,600.00	48,164.37	43.07
5970620 - Subscriptions & Books	1,086.76	9,956.71	78,800.00	68,843.29	12.64
5970630 - Visual Materials	10,015.59	53,426.70	96,250.00	42,823.30	55.51
5970640 - Automated Reference Materials	4,004.00	77,922.09	141,000.00	63,077.91	55.26
5970810 - Natural Gas	4,882.40	21,535.98	30,000.00	8,464.02	71.79
5970820 - Electricity	0.00	0.00	500.00	500.00	0.00
5970840 - Diesel	0.00	1,030.31	4,000.00	2,969.69	25.76
5970850 - Gasoline	0.00	206.87	2,000.00	1,793.13	10.34
5970900 - Equipment < \$5,000	<u>0.00</u>	<u>2,688.87</u>	<u>5,500.00</u>	<u>2,811.13</u>	<u>48.89</u>
	<u>94,916.05</u>	<u>522,012.02</u>	<u>1,098,450.00</u>	<u>576,437.98</u>	<u>47.52</u>
<b><u>Capital Expenditures</u></b>					
5980300 - Improvements	0.00	0.00	8,000.00	8,000.00	0.00
5980400 - Equipment	24,865.00	41,500.64	33,000.00	(8,500.64)	125.76
5980410 - Computer Hardware	0.00	1,016.48	6,750.00	5,733.52	15.06
5980420 - Computer Software	2,620.00	6,451.53	32,000.00	25,548.47	20.16
5980600 - Furniture & Fixtures	<u>1,031.00</u>	<u>5,573.65</u>	<u>20,500.00</u>	<u>14,926.35</u>	<u>27.19</u>
	<u>28,516.00</u>	<u>54,542.30</u>	<u>100,250.00</u>	<u>45,707.70</u>	<u>54.41</u>
<b><u>Other Funding Activities</u></b>					
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	<u>0.00</u>	<u>9,958.33</u>	<u>75,000.00</u>	<u>65,041.67</u>	<u>13.28</u>
	<u>0.00</u>	<u>9,958.33</u>	<u>399,598.00</u>	<u>389,639.67</u>	<u>2.49</u>
<b>Total Library Fund Expenditures</b>	<u>509,392.99</u>	<u>2,908,660.57</u>	<u>6,897,581.00</u>	<u>3,988,920.43</u>	<u>42.17</u>



## Des Plaines Public Library Expense Report as of June 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>Expend.</u>
<u>Capital Projects Fund</u>					
<b><u>Contractual Services</u></b>					
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>
<b><u>Capital Expenditures</u></b>					
5980300 - Improvements	0.00	0.00	92,000.00	92,000.00	0.00
5980400 - Equipment	0.00	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>0.00</u>	<u>48,248.24</u>	<u>192,100.00</u>	<u>143,851.76</u>	<u>25.12</u>
<b>Total Capital Projects Fund Expenditures</b>	<u>0.00</u>	<u>48,248.24</u>	<u>207,100.00</u>	<u>158,851.76</u>	<u>23.30</u>
<b>Total of All Funds</b>	<u>509,392.99</u>	<u>2,956,908.81</u>	<u>7,104,681.00</u>	<u>4,147,772.19</u>	<u>41.62</u>

**Des Plaines Public Library  
Check Register**

Check Number	Check Date	Payee	Amount
Checks			
10415	07/20/10	10,000 VILLAGES	72.00
10416	07/20/10	ABC-CLIO, INC.	799.00
10417	07/20/10	ACCUITY INC	1,299.00
10418	07/20/10	ALEXIAN BROTHERS CORP HEALTH SERV	174.00
10419	07/20/10	ANDERSON LOCK CO LTD	145.00
10420	07/20/10	APPLE BOOKS	103.84
10421	07/20/10	AUTOMATED LOGIC	2,441.25
10422	07/20/10	BAKER & TAYLOR	15,017.31
10423	07/20/10	BAKER & TAYLOR	26,697.25
10424	07/20/10	BANC OF AMERICA LEASING	2,005.00
10425	07/20/10	BANKCARD SERVICES	3,615.86
10426	07/20/10	BBC AUDIOBOOKS AMERICA	202.38
10427	07/20/10	BERNAN	332.40
10428	07/20/10	BILL'S AUTO & TRUCK REPAIR	727.04
10429	07/20/10	BLACKSTONE AUDIO INC	111.50
10430	07/20/10	BRODART COMPANY	10.63
10431	07/20/10	CITY OF DES PLAINES FIRE DEPARTMENT	400.00
10432	07/20/10	CITY OF DES PLAINES, PUBLIC WORKS	912.18
10433	07/20/10	CLEARWEAVE CORPORATION	16.70
10434	07/20/10	COMPLETE CLEANING COMPANY INC	12,333.00
10435	07/20/10	COOPERATIVE COMPUTER SERVICES	6,196.60
10436	07/20/10	DEBBIE HILLMAN	150.00
10437	07/20/10	DEMCO EDUCATIONAL CORP	3,184.89
10438	07/20/10	EBSCO SUBSCRIPTION SVC	69.62
10439	07/20/10	EDC EDUCATIONAL SERVICES	152.88
10440	07/20/10	ENVIROMENTAL GROUP SERVICES, LTD.	1,525.00
10441	07/20/10	EVOLUTION MARKETING GROUP INC	1,410.34
10442	07/20/10	FINDAWAY WORLD LLC	739.88
10443	07/20/10	GALE	6,180.53
10444	07/20/10	GARVEY'S OFFICE PRODUTS	163.17
10445	07/20/10	GREY HOUSE PUBLISHING	609.25
10446	07/20/10	GUSTANO J. GONZALEZ	25.25
10447	07/20/10	INFORMATION TODAY, INC.	553.10
10448	07/20/10	INNOVATION EXPERTS	7,260.00
10449	07/20/10	INTERIOR TROPICAL GARDENS INC	170.00
10450	07/20/10	JOSEPH STEFANTIS	175.00
10451	07/20/10	KLEIN, THORPE & JENKINS, LTD.	228.00
10452	07/20/10	LAUTERBACH & AMEN, LLP.	10,500.00
10453	07/20/10	LIBRARY FURNITURE INTERN'L	395.00
10454	07/20/10	LINCOLN TRAIL LIBRARIES SYSTEM	900.00
10455	07/20/10	MANAGEMENT ASSOCIATION OF ILLINOIS	160.00
10456	07/20/10	MARQUIS WHO'S WHO	355.70
10457	07/20/10	MATTHEW BENDER & COMPANY INC	2,663.57
10458	07/20/10	MICHAEL CLOUD	250.00
10459	07/20/10	MIDWEST SWISS EMBROIDERIES CO.	182.09
10460	07/20/10	MIDWEST TAPE	6,879.19
10461	07/20/10	MIDWEST TAPE	6,298.22
10462	07/20/10	MISSOURI LIBRARY NETWORK CORP	125.00
10463	07/20/10	MORNINGSTAR INCORPORATED	170.00
10464	07/20/10	NEWSBANK	840.00
10465	07/20/10	NORMAN ELECTRICAL CONSTRUCTION CO	1,105.00
10466	07/20/10	OFFICE DEPOT	107.63
10467	07/20/10	OUTSOURCE SOLUTIONS GROUP	29,578.33
10468	07/20/10	PADDOCK PUBLICATIONS, INC.	127.00
10469	07/20/10	PITNEY BOWES	1,070.84
10470	07/20/10	PROQUEST LLC	1,465.00
10471	07/20/10	RANDOM HOUSE INCORPORATED	95.10
10472	07/20/10	RECORDED BOOKS, LLC	1,490.30
10473	07/20/10	REED CONSTRUCTION DATA	43.15
10474	07/20/10	REGENT BOOK COMPANY	13.62

Des Plaines Public Library  
Check Register

Check Number	Check Date	Payee	Amount
10475	07/20/10	ROOM & BOARD BUSINESS INTERIORS LLC	636.00
10476	07/20/10	RUNGE PAPER COMPANY, INC.	1,331.45
10477	07/20/10	SALEM PRESS	752.00
10478	07/20/10	SCHINDLER ELEVATOR CORPORATION	795.00
10479	07/20/10	SOMETHING FISHY INC	31.97
10480	07/20/10	SPEED-E-KLEEN	120.00
10481	07/20/10	STANDARD & POOR'S	810.48
10482	07/20/10	TODAY'S BUSINESS SOLUTIONS INC	24,865.00
10483	07/20/10	UNITED BUSINESS SOLUTIONS	1,928.35
10484	07/20/10	VALUE LINE PUBLISIHNG, INC.	598.00
10485	07/20/10	WAREHOUSE DIRECT	345.83
10486	07/20/10	WASTE MANAGEMENT	131.89
10487	07/20/10	WASTE MANAGEMENT	338.06
10488	07/20/10	WASTE MANAGEMENT	621.13
10489	07/20/10	WEST GROUP	73.00
50038	06/30/10	NICOR GAS	4,882.40
50039	06/30/10	NEXTEL	920.53
50040	06/30/10	NEXTEL	1,056.78
50041	06/30/10	CALL ONE	456.23
50042	06/30/10	AT&T	221.85
50043	06/30/10	AT&T	98.35
50044	06/30/10	AT&T	43.15
50045	06/30/10	McLEOD USA	299.39
50046	06/30/10	VERIZON WIRELESS	127.02
50047	06/30/10	COMCAST CABLE	220.96
50048	06/30/10	LEVEL(3) COMMUNICATIONS, LLC.	476.65
50049	06/30/10	LEVEL(3) COMMUNICATIONS, LLC.	469.38
50050	06/30/10	SPRINT	19.21
50051	06/30/10	SPRINT	16.36
50052	06/30/10	WOW! INTERENT CABLE	82.49
50053	06/30/10	PRO DATA	199.86
50054	06/30/10	PRO DATA	204.50
Total checks	92	Total	<u>204,196.86</u>

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All Checkbooks  
June 2010Des Plaines Public Library  
Vendor Checks ReportDESPLANS LIB  
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Vendor Name	Chk. No.	Check Date	Amount
AT&T	50042	06/30/10	221.85
Account No. 201-5920120	Description ACH	Amount 221.85	
AT&T	50043	06/30/10	98.35
Account No. 201-5920120	Description ACH	Amount 98.35	
AT&T	50044	06/30/10	43.15
Account No. 201-5920120	Description ACH	Amount 43.15	
CALL ONE	50041	06/30/10	456.23
Account No. 201-5920120	Description ACH	Amount 456.23	
COMCAST CABLE	50047	06/30/10	220.96
Account No. 201-5920120	Description ACH	Amount 220.96	
LEVEL(3) COMMUNICATIONS, LLC.	50048	06/30/10	476.65
Account No. 201-5920120	Description ACH	Amount 476.65	
LEVEL(3) COMMUNICATIONS, LLC.	50049	06/30/10	469.38
Account No. 201-5920120	Description ACH	Amount 469.38	
McLEOD USA	50045	06/30/10	299.39
Account No. 201-5920120	Description ACH	Amount 299.39	
NEXTEL	50039	06/30/10	920.53
Account No. 201-5920120	Description ACH	Amount 920.53	
NEXTEL	50040	06/30/10	1,056.78
Account No. 201-5920120	Description ACH	Amount 1,056.78	
NICOR GAS	50038	06/30/10	4,882.40
Account No. 201-5970810	Description ACH	Amount 4,882.40	
PRO DATA	50053	06/30/10	199.86
Account No. 201-5920110	Description 6/4 Payroll Processing	Amount 199.86	
PRO DATA	50054	06/30/10	204.50
Account No. 201-5920110	Description 6/18 Payroll Processing	Amount 204.50	
SPRINT	50050	06/30/10	19.21
Account No. 201-5920120	Description ACH	Amount 19.21	
SPRINT	50051	06/30/10	16.36
Account No. 201-5920120	Description ACH	Amount 16.36	
VERIZON WIRELESS	50046	06/30/10	127.02
Account No.	Description	Amount	

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5920120 ACH		127.02	
WOW! INTERENT CABLE	50052	06/30/10	82.49
Account No. Description		Amount	
201-5920120 ACH		82.49	
		Subtotal	9,795.11
10,000 VILLAGES	10415	07/20/10	72.00
Account No. Description		Amount	
201-5960990 Invoice # 13386 RX		72.00	
ABC-CLIO, INC.	10416	07/20/10	799.00
Account No. Description		Amount	
201-5970640 Invoice # C8920		799.00	
ACCUITY INC	10417	07/20/10	1,299.00
Account No. Description		Amount	
201-5970600 Invoice # 2328748		927.00	
201-5970600 Invoice # 2330235		372.00	
ALEXIAN BROTHERS CORP HEALTH SER'	10418	07/20/10	174.00
Account No. Description		Amount	
201-5960990 Invoice # 369690		55.00	
201-5960990 Invoice # 366885		119.00	
ANDERSON LOCK CO LTD	10419	07/20/10	145.00
Account No. Description		Amount	
201-5930020 Invoice # 7020100		145.00	
APPLE BOOKS	10420	07/20/10	103.84
Account No. Description		Amount	
201-5970600 Invoice # 88750		103.84	
AUTOMATED LOGIC	10421	07/20/10	2,441.25
Account No. Description		Amount	
201-5930020 Invoice # 008995		2,441.25	
BAKER & TAYLOR	10422	07/20/10	15,017.31
Account No. Description		Amount	
201-5960990 Invoice # 2024576027		3.36	
201-5960990 Invoice # 2024576347		23.36	
201-5960990 Invoice # 2024583924		5.54	
201-5960990 Invoice # 2024588803		1.12	
201-5960990 Invoice # 2024588809		0.64	
201-5960990 Invoice # 2024598158		2.82	
201-5960990 Invoice # 2024598244		2.71	
201-5960990 Invoice # 2024598274		3.53	
201-5960990 Invoice # 2024597870		18.68	
201-5960990 Invoice # 2024598340		74.36	
201-5960990 Invoice # 2024597854		0.00	
201-5960990 Invoice # 2024610589		0.47	
201-5960990 Invoice # 2024610611		0.47	
201-5960990 Invoice # 2024601059		6.68	
201-5960990 Invoice # 2024610595		7.66	
201-5960990 Invoice # 2024610420		4.62	
201-5960990 Invoice # 2024623922		11.62	
201-5960990 Invoice # 2024628770		10.19	
201-5960990 Invoice # 2024626846		1.59	
201-5960990 Invoice # 2024626822		2.56	
201-5960990 Invoice # 2024636008		1.11	

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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2024635839		6.23
201-5960990	Invoice # 2024635576		14.31
201-5960990	Invoice # 2024628772		11.34
201-5960990	Invoice # 2024700764		3.36
201-5960990	Invoice # 2024704632		1.24
201-5960990	Invoice # 2024706034		12.32
201-5960990	Invoice # 2024696080		3.36
201-5960990	Invoice # 2024700726		73.65
201-5960990	Invoice # 2024700859		25.43
201-5960990	Invoice # 2024708594		5.12
201-5960990	Invoice # 121038700		2.99
201-5960990	Invoice # 2024742979		0.64
201-5960990	Invoice # 5010873390		13.30
201-5960990	Invoice # 2024770449		36.78
201-5960990	Invoice # 2024775868		13.59
201-5960990	Invoice # 2024785398		4.62
201-5960990	Invoice # 2024777824		15.52
201-5960990	Invoice # 2024789022		1.68
201-5960990	Invoice # 2024789688		4.64
201-5960990	Invoice # 2024557716		7.91
201-5960990	Invoice # 2024562221		0.47
201-5960990	Invoice # 2024557720		2.05
201-5960990	Invoice # 2024557734		2.41
201-5960990	Invoice # 2024562201		0.79
201-5960990	Invoice # 2024574137		3.18
201-5960990	Invoice # 2024574253		96.54
201-5960990	Invoice # 2024576154		3.29
201-5960990	Invoice # 2024576337		7.01
201-5960990	Invoice # 2024574347		14.85
201-5960990	Invoice # 2024649515		4.30
201-5960990	Invoice # 2024654350		0.94
201-5960990	Invoice # 2024652209		1.92
201-5960990	Invoice # 2024660757		2.24
201-5960990	Invoice # 2024665823		4.48
201-5960990	Invoice # 2024660786		5.73
201-5960990	Invoice # 2024675663		4.48
201-5960990	Invoice # 2024675799		7.08
201-5960990	Invoice # 2024680746		38.16
201-5960990	Invoice # 2024678840		0.47
201-5960990	Invoice # 2024678788		0.47
201-5960990	Invoice # 2024680745		1.11
201-5960990	Invoice # 2024680605		10.49
201-5960990	Invoice # 2024680863		2.24
201-5960990	Invoice # 2024680846		17.41
201-5960990	Invoice # 2024680888		6.72
201-5960990	Invoice # 2024687704		3.76
201-5960990	Invoice # 2024687719		1.41
201-5960990	Invoice # 2024687754		0.96
201-5960990	Invoice # 2024678811		5.19
201-5960990	Invoice # 2024678798		4.75
201-5960990	Invoice # 2024678617		8.96
201-5960990	Invoice # 2024687770		2.31
201-5960990	Invoice # 2024698238		23.80
201-5960990	Invoice # 2024693882		51.27
201-5970600	Invoice # 2024576347		251.24
201-5970600	Invoice # 2024583924		78.33
201-5970600	Invoice # 2024588803		9.65
201-5970600	Invoice # 2024588809		19.07
201-5970600	Invoice # 2024598158		62.95
201-5970600	Invoice # 2024598244		27.43
201-5970600	Invoice # 2024598274		45.80
201-5970600	Invoice # 2024597870		192.85

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Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2024598340		816.38
201-5970600	Invoice # 2024597854		0.00
201-5970600	Invoice # 2024610589		9.50
201-5970600	Invoice # 2024610611		5.27
201-5970600	Invoice # 2024601059		145.22
201-5970600	Invoice # 2024610595		97.76
201-5970600	Invoice # 2024610420		50.62
201-5970600	Invoice # 2024623922		139.10
201-5970600	Invoice # 2024628770		86.34
201-5970600	Invoice # 2024626846		24.69
201-5970600	Invoice # 2024626822		28.88
201-5970600	Invoice # 2024636008		23.27
201-5970600	Invoice # 2024635839		100.41
201-5970600	Invoice # 2024635576		168.87
201-5970600	Invoice # 2024628772		145.20
201-5970600	Invoice # 2024700764		38.97
201-5970600	Invoice # 2024704632		14.19
201-5970600	Invoice # 2024706034		151.25
201-5970600	Invoice # 2024696080		45.41
201-5970600	Invoice # 2024700726		237.99
201-5970600	Invoice # 2024700859		315.88
201-5970600	Invoice # 2024708594		63.26
201-5970600	Invoice # 5010844356		4.62
201-5970600	Credit Memo # 0002016241		-13.68
201-5970600	Credit Memo # 0002018960		-47.77
201-5970600	Invoice # 2024789470		179.49
201-5970600	Invoice # 2024770419		640.79
201-5970600	Invoice # 2024748077		603.51
201-5970600	Invoice # 2024727380		32.16
201-5970600	Invoice # 2024737112		81.13
201-5970600	Invoice # 2024742979		13.35
201-5970600	Invoice # 5010873390		1,064.48
201-5970600	Invoice # 2024770448		1,187.42
201-5970600	Invoice # 2024775868		371.16
201-5970600	Invoice # 2024785398		20.32
201-5970600	Invoice # 2024777824		242.65
201-5970600	Invoice # 2024789022		23.74
201-5970600	Invoice # 2024789688		73.41
201-5970600	Invoice # 2024557716		177.29
201-5970600	Invoice # 2024562221		12.05
201-5970600	Invoice # 2024557720		31.57
201-5970600	Invoice # 2024557734		37.77
201-5970600	Invoice # 2024562201		11.26
201-5970600	Invoice # 2024574137		40.70
201-5970600	Invoice # 2024574253		1,148.25
201-5970600	Invoice # 2024576154		76.31
201-5970600	Invoice # 2024576337		59.69
201-5970600	Invoice # 2024574347		123.49
201-5970600	Invoice # 2024576027		35.82
201-5970600	Invoice # 2024649515		70.01
201-5970600	Invoice # 2024654350		11.51
201-5970600	Invoice # 2024652209		0.25
201-5970600	Invoice # 2024660757		19.30
201-5970600	Invoice # 2024665823		51.36
201-5970600	Invoice # 2024660786		43.24
201-5970600	Invoice # 2024675663		60.74
201-5970600	Invoice # 2024675799		16.71
201-5970600	Invoice # 2024680746		567.61
201-5970600	Invoice # 2024678840		5.97
201-5970600	Invoice # 2024678788		18.08
201-5970600	Invoice # 2024680745		7.75
201-5970600	Invoice # 2024680605		162.78

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Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2024680863		22.69
201-5970600	Invoice # 2024680846		238.40
201-5970600	Invoice # 2024680888		91.11
201-5970600	Invoice # 2024687704		88.76
201-5970600	Invoice # 2024687719		14.23
201-5970600	Invoice # 2024687754		42.89
201-5970600	Invoice # 2024678811		63.25
201-5970600	Invoice # 2024678798		78.19
201-5970600	Invoice # 2024678617		121.48
201-5970600	Invoice # 2024687770		4.77
201-5970600	Invoice # 2024693881		1,901.83
201-5970600	Invoice # 2024698237		665.83
201-5970610	Invoice # I17705030		30.69
201-5970610	Invoice # I21038700		6.78
201-5970630	Invoice # I23893150		33.06
201-5970630	Invoice # I23647130		36.74
201-5970630	Invoice # I23146980		33.02
201-5970630	Invoice # I23146970		88.15
201-5970630	Invoice # I23753630		11.01

BAKER & TAYLOR		10423	07/20/10	26,697.25
Account No.	Description		Amount	
201-5960990	Invoice # 2024771515		6.79	
201-5960990	Invoice # 2024772641		7.34	
201-5960990	Invoice # 2024775999		1.94	
201-5960990	Invoice # 2024778040		10.60	
201-5960990	Invoice # 2024477784		25.22	
201-5960990	Invoice # 2024784272		1.92	
201-5960990	Invoice # 2024780961		157.86	
201-5960990	Invoice # 5010898940		9.28	
201-5960990	Invoice # 2024810286		14.40	
201-5960990	Invoice # 2024808074		3.21	
201-5960990	Invoice # 2024808141		4.96	
201-5960990	Invoice # 2024800918		28.62	
201-5960990	Invoice # 2024800918		2.18	
201-5960990	Invoice # 2024796767		2.91	
201-5960990	Invoice # 2024800559		0.97	
201-5960990	Invoice # 2024802397		5.82	
201-5960990	Invoice # 2024797036		4.54	
201-5960990	Invoice # 2024800805		16.66	
201-5960990	Invoice # 2024805296		26.32	
201-5960990	Invoice # 2024714987		6.10	
201-5960990	Invoice # 2024724447		18.31	
201-5960990	Invoice # 2024716268		17.00	
201-5960990	Invoice # 2024718359		3.36	
201-5960990	Invoice # 2024726525		6.61	
201-5960990	Invoice # 2024712029		228.86	
201-5960990	Invoice # 2024731354		43.24	
201-5960990	Invoice # 2024728554		11.84	
201-5960990	Invoice # 2024728297		5.82	
201-5960990	Invoice # 2024728259		7.76	
201-5960990	Invoice # 2024726245		4.62	
201-5960990	Invoice # 2024737148		24.08	
201-5960990	Invoice # 2024750838		3.06	
201-5960990	Invoice # 2024758800		4.92	
201-5960990	Invoice # 2024758796		2.18	
201-5960990	Invoice # 2024759908		26.14	
201-5960990	Invoice # 2024752244		5.54	
201-5960990	Invoice # 2024754996		29.90	
201-5960990	Invoice # 2024765008		29.70	
201-5960990	Invoice # 2024762807		16.97	
201-5960990	Invoice # 2024762798		19.38	



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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2024763726		12.40
201-5960990	Invoice # 2024761029		24.50
201-5960990	Invoice # 2024700856		0.44
201-5960990	Invoice # 2024703373		36.71
201-5960990	Invoice # 2024706378		13.29
201-5960990	Invoice # 2024710069		9.27
201-5960990	Invoice # 2024700857		16.08
201-5960990	Invoice # 2024706051		17.92
201-5960990	Invoice # 2024714442		1.68
201-5960990	Invoice # 2024720682		26.08
201-5960990	Invoice # 2024721148		1.29
201-5960990	Invoice # 2024714443		2.46
201-5960990	Invoice # 2024721414		5.77
201-5960990	Invoice # 2024739006		25.38
201-5960990	Invoice # 2024728639		15.26
201-5960990	Invoice # 2024739102		52.62
201-5960990	Invoice # 2024744804		20.58
201-5960990	Invoice # 2024744675		52.28
201-5960990	Invoice # 2024741957		4.85
201-5960990	Invoice # 2024747352		4.85
201-5960990	Invoice # 2024748078		20.68
201-5960990	Invoice # 2024752044		5.82
201-5960990	Invoice # 2024750224		28.06
201-5960990	Invoice # 2024752028		19.40
201-5960990	Invoice # 2024778575		0.32
201-5960990	Invoice # 2024773466		29.50
201-5970600	Invoice # 2024771515		107.27
201-5970600	Invoice # 2024772641		124.42
201-5970600	Invoice # 2024775999		30.61
201-5970600	Invoice # 2024778040		150.24
201-5970600	Invoice # 2024477784		400.53
201-5970600	Invoice # 2024784271		68.00
201-5970600	Invoice # 2024780960		3,396.11
201-5970600	Invoice # 5010898940		681.23
201-5970600	Invoice # 2024816800		324.90
201-5970600	Invoice # 2024808074		55.37
201-5970600	Invoice # 2024808141		58.39
201-5970600	Invoice # 2024800339		67.44
201-5970600	Invoice # 2024800918		28.38
201-5970600	Invoice # 2024796767		43.13
201-5970600	Invoice # 2024800559		14.75
201-5970600	Invoice # 2024802397		87.74
201-5970600	Invoice # 2024797036		57.48
201-5970600	Invoice # 2024800805		454.93
201-5970600	Invoice # 2024805923		734.82
201-5970600	Invoice # 2024716267		720.87
201-5970600	Invoice # 2024724446		462.03
201-5970600	Invoice # 2024718359		43.70
201-5970600	Invoice # 2024726525		130.05
201-5970600	Invoice # 2024712028		3,110.38
201-5970600	Invoice # 2024731353		1,161.02
201-5970600	Invoice # 2024728554		166.64
201-5970600	Invoice # 2024728297		87.74
201-5970600	Invoice # 2024728259		121.56
201-5970600	Invoice # 2024726245		17.94
201-5970600	Invoice # 2024737147		739.49
201-5970600	Invoice # 2024739006		557.79
201-5970600	Invoice # 2024750837		88.48
201-5970600	Invoice # 2024758800		13.12
201-5970600	Invoice # 2024758796		30.67
201-5970600	Invoice # 2024759907		814.11
201-5970600	Invoice # 2024752244		88.10

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Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2024754995	834.56	
201-5970600	Invoice # 2024765007	862.24	
201-5970600	Invoice # 2024762807	222.72	
201-5970600	Invoice # 2024762798	36.39	
201-5970600	Invoice # 2024763726	266.44	
201-5970600	Invoice # 2024761028	439.34	
201-5970600	Invoice # 2024778575	3.58	
201-5970600	Invoice # 2024700856	6.80	
201-5970600	Invoice # 2024703372	1,101.94	
201-5970600	Invoice # 2024706378	484.74	
201-5970600	Invoice # 2024710069	108.29	
201-5970600	Invoice # 2024700857	227.11	
201-5970600	Invoice # 2024706051	247.31	
201-5970600	Invoice # 2024714442	23.69	
201-5970600	Invoice # 2024720681	750.70	
201-5970600	Invoice # 2024721147	25.97	
201-5970600	Invoice # 2024714443	8.36	
201-5970600	Invoice # 2024721413	93.11	
201-5970600	Invoice # 2024714986	110.81	
201-5970600	Invoice # 2024728639	220.48	
201-5970600	Invoice # 2024739102	158.83	
201-5970600	Invoice # 2024744803	527.14	
201-5970600	Invoice # 2024744674	1,447.04	
201-5970600	Invoice # 2024741957	78.31	
201-5970600	Invoice # 2024747352	76.66	
201-5970600	Invoice # 0000135610	111.77	
201-5970600	Invoice # 2024752044	87.80	
201-5970600	Invoice # 2024750224	582.48	
201-5970600	Invoice # 2024752028	297.52	
201-5970600	Invoice # 2024773465	721.27	
<b>BANC OF AMERICA LEASING</b>			
	10424	07/20/10	2,005.00
Account No.	Description	Amount	
201-5930010	Invoice # 011547967	2,005.00	
<b>BANKCARD SERVICES</b>			
	10425	07/20/10	3,615.86
Account No.	Description	Amount	
201-5920202		535.00	
201-5920220		250.00	
201-5960210		1,473.18	
201-5960990		2.01	
201-5970100		393.34	
201-5970170		31.80	
201-5970260		21.26	
201-5970600		386.32	
201-5970610		37.66	
201-5970620		122.14	
201-5970630		238.15	
201-5980420		125.00	
<b>BBC AUDIOBOOKS AMERICA</b>			
	10426	07/20/10	202.38
Account No.	Description	Amount	
201-5970610	Invoice # 392650	202.38	
<b>BERNAN</b>			
	10427	07/20/10	332.40
Account No.	Description	Amount	
201-5970600	Invoice # 110619621	127.20	
201-5970600	Invoice # 110619291	78.00	
201-5970600	Invoice # 110618268	127.20	
<b>BILL'S AUTO &amp; TRUCK REPAIR</b>			
	10428	07/20/10	727.04
Account No.	Description	Amount	

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Vendor Name	Chk. No.	Check Date	Amount
201-5930030 Invoice # 45831		07/20/10	727.04
<b>BLACKSTONE AUDIO INC</b>	10429	07/20/10	111.50
<b>Account No. Description</b>		<b>Amount</b>	
201-5970610 Invoice ID 536956		52.50	
201-5970610 Invoice ID 535506		59.00	
<b>BRODART COMPANY</b>	10430	07/20/10	10.63
<b>Account No. Description</b>		<b>Amount</b>	
201-5970100 Invoice # 126884		10.63	
<b>CITY OF DES PLAINES FIRE DEPARTMEN</b>	10431	07/20/10	400.00
<b>Account No. Description</b>		<b>Amount</b>	
201-5960990 March CPR Training		400.00	
<b>CITY OF DES PLAINES, PUBLIC WORKS</b>	10432	07/20/10	912.18
<b>Account No. Description</b>		<b>Amount</b>	
201-5970500 Bill date 6/15/2010		912.18	
<b>CLEARWEAVE CORPORATION</b>	10433	07/20/10	16.70
<b>Account No. Description</b>		<b>Amount</b>	
201-5970600 Invoice # 00001727		16.70	
<b>COMPLETE CLEANING COMPANY INC</b>	10434	07/20/10	12,333.00
<b>Account No. Description</b>		<b>Amount</b>	
201-5930020 Invoice # 1266461		2,070.00	
201-5930020 Invoice # 1266460		2,210.00	
201-5930320 Invoice # 1266041		7,423.00	
201-5930320 Invoice # 1265918		630.00	
<b>COOPERATIVE COMPUTER SERVICES</b>	10435	07/20/10	6,196.60
<b>Account No. Description</b>		<b>Amount</b>	
201-5920140 Invoice # CCS 6/7/10		4,378.41	
201-5930010 OCLC JED JUNE 2010		1,818.19	
<b>DEBBIE HILLMAN</b>	10436	07/20/10	150.00
<b>Account No. Description</b>		<b>Amount</b>	
201-5960210 Film Program 7/28/10		150.00	
<b>DEMCO EDUCATIONAL CORP</b>	10437	07/20/10	3,184.89
<b>Account No. Description</b>		<b>Amount</b>	
201-5970100 Invoice # 3904471		612.14	
201-5970100 Invoice # 3900812		2,572.75	
<b>EBSCO SUBSCRIPTION SVC</b>	10438	07/20/10	69.62
<b>Account No. Description</b>		<b>Amount</b>	
201-5970620 Invoice # 1297145		18.00	
201-5970620 Invoice # 1294136		19.95	
201-5970620 Invoice # 1293148		50.00	
201-5970620 Credit Memo # 0027334		-18.33	
<b>EDC EDUCATIONAL SERVICES</b>	10439	07/20/10	152.88
<b>Account No. Description</b>		<b>Amount</b>	
201-5970600 Invoice # 2390045		152.88	
<b>ENVIROMENTAL GROUP SERVICES, LTD.</b>	10440	07/20/10	1,525.00
<b>Account No. Description</b>		<b>Amount</b>	
201-5960990 Invoice # 27459		1,525.00	
<b>EVOLUTION MARKETING GROUP INC</b>	10441	07/20/10	1,410.34
<b>Account No. Description</b>		<b>Amount</b>	
201-5970100 Invoice # 613585		1,410.34	

Vendor Name	Chk. No.	Check Date	Amount
FINDAWAY WORLD LLC	10442	07/20/10	739.88
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5970610	Invoice # 30889	89.98	
201-5970610	Invoice # 30888	579.91	
201-5970610	Invoice # 31319	69.99	
GALE	10443	07/20/10	6,180.53
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5970600	Invoice # 16840996	196.60	
201-5970600	Invoice # 16819815	224.70	
201-5970600	Invoice # 16822238	295.00	
201-5970600	Invoice # 16822847	117.35	
201-5970600	Invoice # 16824020	190.00	
201-5970600	Invoice # 16821964	182.90	
201-5970600	Invoice # 16823810	190.00	
201-5970600	Invoice # 16814304	1,457.70	
201-5970600	Invoice # 16813396	1,347.50	
201-5970600	Invoice # 16813787	406.15	
201-5970600	Invoice # 16814037	949.80	
201-5970600	Invoice # 16814933	586.90	
201-5970600	Invoice # 16809445	35.93	
GARVEY'S OFFICE PRODUCTS	10444	07/20/10	163.17
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5970100	Invoice # PINV144346	163.17	
GREY HOUSE PUBLISHING	10445	07/20/10	609.25
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5970600	Invoice # 761947	609.25	
GUSTANO J. GONZALEZ	10446	07/20/10	25.25
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5960990	Refund of Late Fees	25.25	
INFORMATION TODAY, INC.	10447	07/20/10	553.10
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5970600	Invoice # 1291827-B1	328.05	
201-5970600	Invoice # 1304281-B1	225.05	
INNOVATION EXPERTS	10448	07/20/10	7,260.00
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5970610	Annual Membership Fee	7,260.00	
INTERIOR TROPICAL GARDENS INC	10449	07/20/10	170.00
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5960990	Invoice # 47667	85.00	
201-5960990	Invoice # 47401	85.00	
JOSEPH STEFANTIS	10450	07/20/10	175.00
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5960210	Piano Concert 7/25/10	175.00	
KLEIN, THORPE & JENKINS, LTD.	10451	07/20/10	228.00
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5920100	Statement # 147443	228.00	
LAUTERBACH & AMEN, LLP.	10452	07/20/10	10,500.00
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5960990	Invoice No. 15780	7,800.00	
201-5960990	Invoice No. 15943	1,350.00	
201-5960990	Invoice No. 16237	1,350.00	

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Vendor Name	Chk. No.	Check Date	Amount
LIBRARY FURNITURE INTERNTL	10453	07/20/10	395.00
Account No. Description		Amount	
201-5980600 New end panels Deposit		395.00	
LINCOLN TRAIL LIBRARIES SYSTEM	10454	07/20/10	900.00
Account No. Description		Amount	
201-5970640 Invoice # 28097		900.00	
MANAGEMENT ASSOCIATION OF ILLINO	10455	07/20/10	160.00
Account No. Description		Amount	
201-5920110 Invoice # 44402		65.00	
201-5970600 Invoice # 44362		95.00	
MARQUIS WHO'S WHO	10456	07/20/10	355.70
Account No. Description		Amount	
201-5970600 Invoice # 1015663		355.70	
MATTHEW BENDER & COMPANY INC	10457	07/20/10	2,663.57
Account No. Description		Amount	
201-5970600 Invoice # 04127854		2,445.00	
201-5970600 Invoice # 03875210		143.06	
201-5970600 Invoice # 99618664		75.51	
MICHAEL CLOUD	10458	07/20/10	250.00
Account No. Description		Amount	
201-5960990 Invoice # 015		125.00	
201-5960990 Invoice # 016		125.00	
MIDWEST SWISS EMBROIDERIES CO.	10459	07/20/10	182.09
Account No. Description		Amount	
201-5960210 Invoice # 65389		182.09	
MIDWEST TAPE	10460	07/20/10	6,879.19
Account No. Description		Amount	
201-5960990 Invoice #6042549		8.80	
201-5960990 Invoice #6042551		5.70	
201-5960990 Invoice #6052463		5.70	
201-5960990 Invoice #6042550		11.40	
201-5960990 Invoice #6048118		8.55	
201-5960990 Invoice #6053798		2.85	
201-5960990 Invoice #6053799		2.85	
201-5960990 Invoice #6062074		11.40	
201-5960990 Invoice #6062073		22.80	
201-5960990 Invoice #6059077		25.65	
201-5960990 Invoice #6059076		11.40	
201-5960990 Invoice #6072054		2.45	
201-5960990 Invoice #6072056		2.45	
201-5960990 Invoice #6072057		2.45	
201-5960990 Invoice #6072045		2.25	
201-5960990 Invoice #6072046		9.00	
201-5960990 Invoice #6072048		2.25	
201-5960990 Invoice #6072049		11.25	
201-5960990 Invoice #6072051		6.75	
201-5960990 Invoice #6072047		4.50	
201-5960990 Invoice #6067491		6.95	
201-5960990 Invoice #6067482		2.25	
201-5960990 Invoice #6067486		15.75	
201-5960990 Invoice #6067487		32.00	
201-5960990 Invoice #6067488		4.70	
201-5960990 Invoice #6074587		9.00	
201-5960990 Invoice # 6074587		9.00	

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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6067495		2.25
201-5960990	Invoice # 6067489		28.70
201-5960990	Invoice # 6067490		2.45
201-5960990	Invoice # 6067483		23.10
201-5960990	Invoice # 6067496		9.00
201-5960990	Invoice # 6067484		51.95
201-5960990	Invoice # 6067485		33.75
201-5960990	Invoice # 6067494		2.25
201-5960990	Invoice # 6067493		11.45
201-5960990	Invoice # 6072053		2.25
201-5960990	Invoice # 6072052		2.45
201-5960990	Invoice # 6067498		2.25
201-5960990	Invoice # 6067492		4.50
201-5960990	Invoice # 6067499		6.75
201-5960990	Invoice # 6067497		2.25
201-5960990	Invoice # 6067871		4.90
201-5960990	Invoice # 6067870		9.00
201-5960990	Invoice # 6067879		4.50
201-5960990	Invoice # 6067881		4.50
201-5960990	Invoice # 6067876		13.50
201-5960990	Invoice # 6067875		6.75
201-5960990	Invoice # 6067874		18.00
201-5960990	Invoice # 6067873		13.50
201-5960990	Invoice # 6059062		2.25
201-5960990	Invoice # 6067869		2.25
201-5960990	Invoice # 6035126		29.00
201-5960990	Invoice # 5973526		34.45
201-5960990	Invoice # 5983955		37.05
201-5960990	Invoice # 6072058		8.55
201-5960990	Invoice #6072059		2.85
201-5960990	Invoice #6067500		5.95
201-5960990	Invoice #6067503		2.85
201-5960990	Invoice #6067501		2.85
201-5960990	Invoice #6067502		8.80
201-5960990	Invoice #6067888		5.70
201-5960990	Invoice #6067889		11.40
201-5960990	Invoice #6067890		3.10
201-5960990	Invoice #6067887		25.65
201-5960990	Invoice #6059074		2.85
201-5960990	Invoice #6059075		8.55
201-5970610	Invoice #2222409		34.99
201-5970610	Invoice #6042549		43.17
201-5970610	Invoice #6042551		26.98
201-5970610	Invoice #6052463		26.23
201-5970610	Invoice #6042550		43.01
201-5970610	Invoice #2206845		161.96
201-5970610	Invoice #2206847		44.99
201-5970610	Invoice #6048118		38.67
201-5970610	Invoice #6053798		11.99
201-5970610	Invoice #6053799		12.74
201-5970610	Invoice #6062074		56.96
201-5970610	Invoice #6062073		108.52
201-5970610	Invoice #6059077		116.16
201-5970610	Invoice #6059076		50.21
201-5970610	Invoice #2206846		39.99
201-5970610	Invoice # 2216222		109.97
201-5970610	Invoice # 2216225		19.99
201-5970610	Invoice # 2216223		29.99
201-5970610	Invoice # 2216224		78.98
201-5970610	Invoice # 2234274		344.92
201-5970610	Invoice # 2234272		99.97
201-5970610	Invoice # 2234273		34.99

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Vendor Name Chk. No. Check Date Amount

201-5970610	Invoice # 2228839		34.99
201-5970610	Invoice # 2228841		106.97
201-5970610	Invoice # 2228840		29.99
201-5970610	Invoice # 6072058		36.72
201-5970610	Invoice #6072059		13.49
201-5970610	Invoice #6067500		37.48
201-5970610	Invoice #6067503		10.49
201-5970610	Invoice #6067501		11.99
201-5970610	Invoice #6067502		33.72
201-5970610	Invoice #6067888		29.68
201-5970610	Invoice #6067889		51.44
201-5970610	Invoice #6067890		16.49
201-5970610	Invoice #6067887		122.76
201-5970610	Invoice #2222410		134.96
201-5970610	Invoice #2222411		39.99
201-5970610	Invoice #6059074		11.24
201-5970610	Invoice #6059075		35.22
201-5970610	Invoice #2188591		0.10
201-5970630	Invoice # 6067865		29.99
201-5970630	Invoice #6072054		22.49
201-5970630	Invoice #6072056		15.74
201-5970630	Invoice #6072057		22.49
201-5970630	Invoice #6072045		18.74
201-5970630	Invoice #6072046		89.96
201-5970630	Invoice #6072048		18.74
201-5970630	Invoice #6072049		106.45
201-5970630	Invoice #6072051		29.22
201-5970630	Invoice #6072047		22.48
201-5970630	Invoice #6067491		37.47
201-5970630	Invoice #6067482		13.49
201-5970630	Invoice #6067486		134.18
201-5970630	Invoice #6067487		218.85
201-5970630	Invoice #6067488		35.23
201-5970630	Invoice #6074587		89.96
201-5970630	Invoice # 6074587		89.96
201-5970630	Invoice # 6067495		27.74
201-5970630	Invoice # 6067489		206.12
201-5970630	Invoice # 6067490		74.97
201-5970630	Invoice # 6067483		278.15
201-5970630	Invoice # 6067496		106.95
201-5970630	Invoice # 6067484		693.52
201-5970630	Invoice # 6067485		281.10
201-5970630	Invoice # 6067494		18.74
201-5970630	Invoice # 6067493		76.45
201-5970630	Invoice # 6072053		14.99
201-5970630	Invoice # 6072052		22.49
201-5970630	Invoice # 6067498		22.49
201-5970630	Invoice # 6067492		44.98
201-5970630	Invoice # 6067499		56.22
201-5970630	Invoice # 6067497		11.24
201-5970630	Invoice # 6067871		29.98
201-5970630	Invoice # 6067870		44.96
201-5970630	Invoice # 6067879		37.48
201-5970630	Invoice # 6067881		32.23
201-5970630	Invoice # 6067876		131.94
201-5970630	Invoice # 6067875		48.72
201-5970630	Invoice # 6067874		179.16
201-5970630	Invoice # 6067873		127.44
201-5970630	Invoice # 6059062		7.49
201-5970630	Invoice # 6067869		20.99
201-5970630	Invoice # 6067866		29.99
201-5970630	Invoice # 6072055		67.48

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Vendor Name	Chk. No.	Check Date	Amount
201-5970630	Invoice # 6072050		37.49
201-5970630	Invoice # 6048113		14.99
201-5970630	Invoice # 6053793		33.74
201-5970630	Invoice # 6048109		74.99
201-5970630	Invoice # 6048108		41.23

MIDWEST TAPE 10461 07/20/10 6,298.22

Account No.	Description	Amount
201-5960990	Invoice # 6057850	6.75
201-5960990	Invoice # 6057844	6.75
201-5960990	Invoice # 6057848	4.50
201-5960990	Invoice # 6057841	13.50
201-5960990	Invoice # 6057842	9.00
201-5960990	Invoice # 6057847	2.45
201-5960990	Invoice # 6067885	4.50
201-5960990	Invoice # 6059063	2.25
201-5960990	Invoice # 6059064	2.25
201-5960990	Invoice # 6067886	4.70
201-5960990	Invoice # 6067872	2.25
201-5960990	Invoice # 6059066	4.50
201-5960990	Invoice # 6067878	2.25
201-5960990	Invoice # 6067880	29.25
201-5960990	Invoice # 6042540	15.95
201-5960990	Invoice # 6042539	38.95
201-5960990	Invoice # 6042538	22.90
201-5960990	Invoice # 6042537	6.75
201-5960990	Invoice # 6042533	2.25
201-5960990	Invoice # 970630	9.00
201-5960990	Invoice # 6042548	9.00
201-5960990	Invoice # 6042543	25.25
201-5960990	Invoice # 6042542	2.25
201-5960990	Invoice # 6042532	4.50
201-5960990	Invoice # 6042531	2.25
201-5960990	Invoice # 6048115	6.75
201-5960990	Invoice # 6048114	11.25
201-5960990	Invoice # 6048117	2.25
201-5960990	Invoice # 6048116	11.25
201-5960990	Invoice # 6048110	6.75
201-5960990	Invoice # 6048107	4.50
201-5960990	Invoice # 6048112	2.25
201-5960990	Invoice # 6057846	6.75
201-5960990	Invoice # 6057845	2.25
201-5960990	Invoice # 6057851	2.25
201-5960990	Invoice # 6057843	2.25
201-5960990	Invoice # 6057854	8.55
201-5960990	Invoice # 6057852	5.70
201-5960990	Invoice # 6057853	22.80
201-5960990	Invoice # 6057849	2.25
201-5960990	Invoice # 6057840	2.25
201-5960990	Invoice # 6059061	4.50
201-5960990	Invoice # 6053796	11.25
201-5960990	Invoice # 6053788	2.25
201-5960990	Invoice # 6053784	2.25
201-5960990	Invoice # 6053797	4.50
201-5960990	Invoice # 6053786	7.25
201-5960990	Invoice # 6053787	2.25
201-5960990	Invoice # 6053785	2.25
201-5960990	Invoice # 6053791	2.25
201-5960990	Invoice # 6053794	4.50
201-5960990	Invoice # 6053792	2.25
201-5960990	Invoice # 6053795	2.25
201-5960990	Invoice # 6053790	2.25



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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6042546		15.75
201-5960990	Invoice # 6052461		2.25
201-5960990	Invoice # 6067867		9.00
201-5960990	Invoice # 6059060		2.25
201-5960990	Invoice # 6067868		4.50
201-5960990	Invoice # 6067877		9.00
201-5960990	Invoice # 6059065		2.25
201-5960990	Invoice # 6067884		11.25
201-5960990	Invoice # 6052462		9.00
201-5960990	Invoice # 6042545		13.70
201-5960990	Invoice # 6042536		9.60
201-5960990	Invoice # 6042547		18.00
201-5960990	Invoice # 6042534		4.50
201-5960990	Invoice # 6042535		4.50
201-5960990	Invoice # 6062068		4.50
201-5960990	Invoice # 6062072		2.25
201-5960990	Invoice # 6062067		18.70
201-5960990	Invoice # 6062066		2.25
201-5960990	Invoice # 6062065		31.50
201-5960990	Invoice # 6062071		4.70
201-5960990	Invoice # 6062069		2.25
201-5960990	Invoice # 6062070		4.50
201-5960990	Invoice # 6062064		4.50
201-5960990	Invoice # 6042541		2.25
201-5960990	Invoice # 6057839		2.25
201-5960990	Invoice # 6057838		9.00
201-5960990	Invoice # 6059072		11.25
201-5960990	Invoice # 6059067		2.25
201-5960990	Invoice # 6059068		20.25
201-5960990	Invoice # 6059070		2.25
201-5960990	Invoice # 6059069		2.25
201-5960990	Invoice # 6059073		2.25
201-5960990	Invoice # 6059071		9.00
201-5960990	Invoice # 6042544		24.75
201-5960990	Invoice # 6067882		9.00
201-5960990	Invoice # 6067883		2.25
201-5960990	Invoice # 6048111		4.70
201-5960990	Invoice # 6053789		2.25
201-5970630	Invoice # 6057850		41.22
201-5970630	Invoice # 6057844		35.22
201-5970630	Invoice # 6057848		114.71
201-5970630	Invoice # 6057841		130.44
201-5970630	Invoice # 6057842		86.96
201-5970630	Invoice # 6057847		29.99
201-5970630	Invoice # 6057846		56.22
201-5970630	Invoice # 6067885		37.48
201-5970630	Invoice # 6059063		11.24
201-5970630	Invoice # 6059064		22.49
201-5970630	Invoice # 6067886		67.47
201-5970630	Invoice # 6067872		18.74
201-5970630	Invoice # 6059066		33.73
201-5970630	Invoice # 6067878		18.74
201-5970630	Invoice # 6067880		243.62
201-5970630	Invoice # 6042540		171.67
201-5970630	Invoice # 6042539		183.58
201-5970630	Invoice # 6042538		170.14
201-5970630	Invoice # 6042537		69.72
201-5970630	Invoice # 6042533		25.49
201-5970630	Invoice # 970630		89.96
201-5970630	Invoice # 6042548		71.21
201-5970630	Invoice # 6042543		175.39
201-5970630	Invoice # 6042542		14.99

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Vendor Name Chk. No. Check Date Amount

201-5970630	Invoice # 6042532		349.48
201-5970630	Invoice # 6042531		14.99
201-5970630	Invoice # 6048115		53.22
201-5970630	Invoice # 6048114		48.70
201-5970630	Invoice # 6048117		14.99
201-5970630	Invoice # 6048116		79.45
201-5970630	Invoice # 6048110		56.22
201-5970630	Invoice # 6048107		34.98
201-5970630	Invoice # 6048112		11.24
201-5970630	Invoice # 6057845		11.24
201-5970630	Invoice # 6057851		14.99
201-5970630	Invoice # 6057843		14.99
201-5970630	Invoice # 6057854		36.72
201-5970630	Invoice # 6057852		26.83
201-5970630	Invoice # 6057853		104.02
201-5970630	Invoice # 6057849		23.24
201-5970630	Invoice # 6057840		21.74
201-5970630	Invoice # 6059061		44.98
201-5970630	Invoice # 6053788		11.24
201-5970630	Invoice # 6053784		11.24
201-5970630	Invoice # 6053797		42.73
201-5970630	Invoice # 6053786		41.22
201-5970630	Invoice # 6053787		9.74
201-5970630	Invoice # 6053785		24.74
201-5970630	Invoice # 6053791		18.74
201-5970630	Invoice # 6053794		32.23
201-5970630	Invoice # 6053792		14.99
201-5970630	Invoice # 6053795		48.73
201-5970630	Invoice # 6053790		18.74
201-5970630	Invoice # 6042546		113.17
201-5970630	Invoice # 6052461		18.74
201-5970630	Invoice # 6067867		89.96
201-5970630	Invoice # 6059060		11.24
201-5970630	Invoice # 6067868		22.48
201-5970630	Invoice # 6067877		89.92
201-5970630	Invoice # 6059065		9.74
201-5970630	Invoice # 6067884		112.45
201-5970630	Invoice # 6052462		43.46
201-5970630	Invoice # 6042545		98.93
201-5970630	Invoice # 6042536		77.21
201-5970630	Invoice # 6042547		87.67
201-5970630	Invoice # 6042534		44.98
201-5970630	Invoice # 6042535		41.98
201-5970630	Invoice # 6062068		50.98
201-5970630	Invoice # 6062072		14.99
201-5970630	Invoice # 6062067		177.67
201-5970630	Invoice # 6062066		20.99
201-5970630	Invoice # 6062065		368.84
201-5970630	Invoice # 6062071		28.48
201-5970630	Invoice # 6062069		20.24
201-5970630	Invoice # 6062070		22.48
201-5970630	Invoice # 6062064		22.48
201-5970630	Invoice # 6042541		71.23
201-5970630	Invoice # 6057839		22.49
201-5970630	Invoice # 6057838		89.96
201-5970630	Invoice # 6059072		89.95
201-5970630	Invoice # 6059067		18.74
201-5970630	Invoice # 6059068		134.90
201-5970630	Invoice # 6059070		22.49
201-5970630	Invoice # 6059069		7.49
201-5970630	Invoice # 6059073		22.49
201-5970630	Invoice # 6059071		89.96

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Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
201-5970630 Invoice # 6042544		07/20/10	97.39
201-5970630 Invoice # 6067882		07/20/10	47.96
201-5970630 Invoice # 6067883		07/20/10	22.49
201-5970630 Invoice # 6048111		07/20/10	26.23
201-5970630 Invoice # 6053789		07/20/10	11.24
201-5970630 Invoice # 6053796		07/20/10	96.70
<b>MISSOURI LIBRARY NETWORK CORP</b>	<b>10462</b>	<b>07/20/10</b>	<b>125.00</b>
Account No. Description		Amount	
201-5920220 Invoice # 44414		125.00	
<b>MORNINGSTAR INCORPORATED</b>	<b>10463</b>	<b>07/20/10</b>	<b>170.00</b>
Account No. Description		Amount	
201-5970620 Subscription ID: 1603178		170.00	
<b>NEWSBANK</b>	<b>10464</b>	<b>07/20/10</b>	<b>840.00</b>
Account No. Description		Amount	
201-5970640 Invoice # RN587818		840.00	
<b>NORMAN ELECTRICAL CONSTRUCTION C</b>	<b>10465</b>	<b>07/20/10</b>	<b>1,105.00</b>
Account No. Description		Amount	
201-5930020 Invoice # 21309		510.00	
201-5930020 Invoice # 21310		595.00	
<b>OFFICE DEPOT</b>	<b>10466</b>	<b>07/20/10</b>	<b>107.63</b>
Account No. Description		Amount	
201-5970100 Invoice # 524381472001		54.82	
201-5970100 Invoice # 524050675001		39.19	
201-5970100 Invoice # 523212035001		13.62	
<b>OUTSOURCE SOLUTIONS GROUP</b>	<b>10467</b>	<b>07/20/10</b>	<b>29,578.33</b>
Account No. Description		Amount	
201-5920110 Invoice # 10292		27,083.33	
201-5980420 Invoice # 10149		2,495.00	
<b>PADDOCK PUBLICATIONS, INC.</b>	<b>10468</b>	<b>07/20/10</b>	<b>127.00</b>
Account No. Description		Amount	
201-5970620 Account # 898489		127.00	
<b>PITNEY BOWES</b>	<b>10469</b>	<b>07/20/10</b>	<b>1,070.84</b>
Account No. Description		Amount	
201-5930210 Invoice # 9954034-JN10		164.00	
201-5970260 Acct: 8000 9090 0510 7839		906.84	
<b>PROQUEST LLC</b>	<b>10470</b>	<b>07/20/10</b>	<b>1,465.00</b>
Account No. Description		Amount	
201-5970640 Renewal # US1677302		1,465.00	
<b>RANDOM HOUSE INCORPORATED</b>	<b>10471</b>	<b>07/20/10</b>	<b>95.10</b>
Account No. Description		Amount	
201-5970610 Invoice # 1089086568		69.90	
201-5970610 Invoice # 1089003249		25.20	
<b>RECORDED BOOKS, LLC</b>	<b>10472</b>	<b>07/20/10</b>	<b>1,490.30</b>
Account No. Description		Amount	
201-5970610 Order # 4888281		111.37	
201-5970610 Order # 4869628		1,077.53	
201-5970610 Order # 4913631		235.40	
201-5970630 Order # 4903647		33.00	
201-5970630 Order # 4876301		33.00	
<b>REED CONSTRUCTION DATA</b>	<b>10473</b>	<b>07/20/10</b>	<b>43.15</b>

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

Vendor Name	Chk. No.	Check Date	Amount
<b>Account No.</b> 201-5970600		<b>Description</b> Order # 2969021	<b>Amount</b> 43.15
REGENT BOOK COMPANY	10474	07/20/10	13.62
<b>Account No.</b> 201-5970600		<b>Description</b> Invoice # 40799	<b>Amount</b> 13.62
ROOM & BOARD BUSINESS INTERIORS LI	10475	07/20/10	636.00
<b>Account No.</b> 201-5980600		<b>Description</b> Invoice 1263953 / 1272603	<b>Amount</b> 636.00
RUNGE PAPER COMPANY, INC.	10476	07/20/10	1,331.45
<b>Account No.</b> 201-5970170		<b>Description</b> Invoice # 667233	<b>Amount</b> 396.50
201-5970170		Invoice # 666263	49.31
201-5970170		Invoice # 664898	841.93
201-5970170		Invoice # 651344	43.71
SALEM PRESS	10477	07/20/10	752.00
<b>Account No.</b> 201-5970600		<b>Description</b> Invoice # 0385327-IN	<b>Amount</b> 632.00
201-5970600		Invoice # 0386277-IN	120.00
SCHINDLER ELEVATOR CORPORATION	10478	07/20/10	795.00
<b>Account No.</b> 201-5930020		<b>Description</b> Invoice # 7151299527	<b>Amount</b> 795.00
SOMETHING FISHY INC	10479	07/20/10	31.97
<b>Account No.</b> 201-5960990		<b>Description</b> Invoice # 0120	<b>Amount</b> 31.97
SPEED-E-KLEEN	10480	07/20/10	120.00
<b>Account No.</b> 201-5930320		<b>Description</b> Invoice # 3576	<b>Amount</b> 120.00
STANDARD & POOR'S	10481	07/20/10	810.48
<b>Account No.</b> 201-5970600		<b>Description</b> Invoice # 30453512	<b>Amount</b> 810.48
TODAY'S BUSINESS SOLUTIONS INC	10482	07/20/10	24,865.00
<b>Account No.</b> 201-5980400		<b>Description</b> Invoice # 061410-4	<b>Amount</b> 24,865.00
UNITED BUSINESS SOLUTIONS	10483	07/20/10	1,928.35
<b>Account No.</b> 201-5930010		<b>Description</b> Invoice # 052692	<b>Amount</b> 4.39
201-5930010		Invoice # 052683	113.65
201-5930010		Invoice # 052693	9.63
201-5930010		Invoice # 052688	722.80
201-5930010		Invoice # 052704	578.00
201-5930010		Invoice # 052687	432.20
201-5970100		Invoice # 85065A	11.24
201-5970100		Invoice # 85041A	11.29
201-5970100		Invoice # 85186A	11.24
201-5970100		Invoice # 83871A	11.43
201-5970100		Invoice # 84987A	11.24
201-5970100		Invoice # 84946A	11.24
VALUE LINE PUBLISHING, INC.	10484	07/20/10	598.00
<b>Account No.</b> 201-5970620		<b>Description</b>	<b>Amount</b> 598.00

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All Checkbooks  
June 2010Des Plaines Public Library  
Vendor Checks ReportDESPLANSLIB  
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Vendor Name	Chk. No.	Check Date	Amount
WAREHOUSE DIRECT	10485	07/20/10	345.83
Account No.		Amount	
201-5970100	Description		
201-5970100	Invoice # 776304-0	6.76	
201-5970100	Invoice # 785024-0	172.00	
201-5970100	Invoice # 755631-0	167.07	
WASTE MANAGEMENT	10486	07/20/10	131.89
Account No.		Amount	
201-5930490	Description		
	Invoice # 4135330-2008-2	131.89	
WASTE MANAGEMENT	10487	07/20/10	338.06
Account No.		Amount	
201-5930490	Description		
	Invoice # 2229342-2008-8	338.06	
WASTE MANAGEMENT	10488	07/20/10	621.13
Account No.		Amount	
201-5930490	Description		
	Invoice # 2229261-2008-0	621.13	
WEST GROUP	10489	07/20/10	73.00
Account No.		Amount	
201-5970600	Description		
	Invoice # 820792158	73.00	
		Subtotal	<u>194,401.75</u>
		TOTAL	<u><u>204,196.86</u></u>

## DIRECTOR'S REPORT

### July, 2010

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

#### I. PERSONNEL

New Employees for June/July 2010: Maria Jimenez, Page, 06/21/2010, Page, Circulation Services Department.

#### II. STAFF DEVELOPMENT

Eleven staff members attended the American Library Association's Virtual Conference via computer on July 7 and 8. We gathered in the Conference Room to hear Keynote Addresses by Joan Frye Williams, George Needham, and Karen Hyman. Their remarks were challenging they addressed the new reality for libraries in the United States. Presentations like this are very useful to start conversations and idea-generating sessions among our staff so that we can creatively solve the problems we face at this time, i.e. cuts in funding, competition for scarce public resources, and, the lower esteem that libraries and librarians are held in by vocal members of our communities. This was a cost effective way of experiencing the advantages of professional continuing education without the expense of travel. The entire cost for this service was \$300.

#### III. PATRON SERVICES

As predicted, our Interlibrary Loan, Van Delivery, and overall circulation decreased from last June. Interlibrary Loan decreased by 72%, van delivery by 27%, and overall circulation by 7.35%. Van delivery options are being studied by a Task Force of North Suburban Libraries and by the library systems that are planning to merge in 2011. The current, but temporary van delivery service will end sometime in October.

Sixty-seven percent of the items that circulated from the children's collection were print materials, whereas 44% of the items circulated from the adult collection were print. Of the total circulation, 54% was print, and 47% audio-visual items, including books on disc.

For June, there were 191 checkouts from My Media Mall. This represented 67 unique patrons and 31 new patrons. As of June 30, 1580 children have enrolled

in our summer reading program. Two of our children's programs attracted of 200 attendees, and one over 100. The average attendance for the other ten programs was 46, with 16 the lowest and 88 the highest. In addition, Sara McLaughlin and Cheryl Gladfelter visited four elementary schools and presented programs to invite children to participate in the summer reading program at the library. They spoke to a total of 690 children.

Computer use within the library has decreased this year, 11% on the adult floor, and 15% in youth.

Patron attendance increased by 16%, year to date, over 2009. Our meeting rooms have been used by more than 19,000 people to attend meetings and programs in 2010 thus far. The library also visits local schools, preschools, congregant residential facilities in Des Plaines. Thus far in 2010, we have presented programs to 6,070 people in Des Plaines. We have also had nearly 30,000 virtual visits from patrons using computers from external locations. Our Bookcart Drill Team, the CartWheels performed at Des Plaines' 4<sup>th</sup> of July parade, to the delight, amusement, and wonder of the parade watchers. It is a gratifying experience to walk with the library contingent and to hear people shout their appreciation for their library.

#### IV. OTHER PROFESSIONAL ACTIVITIES

I attended the appreciation luncheon for the Northwest Suburban United Way on June 17, a meeting of the Friends of the Library Roundtable on June 22, and a Chamber of Commerce Afterhours Event for Not-for-Profit agencies on July 13.

# Des Plaines Public Library - June 2010 Board Report

<b>CIRCULATION</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	Jun 2010		YTD 2010	
Youth Services		40,993	Youth Services	227,570
Adult Services		63,957	Adult Services	401,029
		<b>TOTAL</b>	<b>TOTAL</b>	<b>628,599</b>
	Jun 2009		YTD 2009	
Youth Services		42,561	Youth Services	224,945
Adult Services		70,714	Adult Services	403,808
		<b>TOTAL</b>	<b>TOTAL</b>	<b>628,753</b>
		<b>% Change</b>	<b>% Change</b>	<b>-0.02%</b>
		<b>-7.35%</b>		
<b>SELF CHECK</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	Jun 2010		YTD 2010	
		70,465	YTD 2010	411,966
	Jun 2009		YTD 2009	357,689
		<b>% Change</b>	<b>% Change</b>	<b>15.17%</b>
		<b>-12.13%</b>		

<b>CARD REGISTRATION</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	Jun 2010		YTD 2010	
New Resident Cards		373	YTD 2010	1,883
	Jun 2009		YTD 2009	2,673
		<b>% Change</b>	<b>% Change</b>	<b>-30%</b>
		<b>-14%</b>		
New Business Cards		7	YTD 2010	24
	Jun 2009		YTD 2009	18
		<b>% Change</b>	<b>% Change</b>	<b>33%</b>
		<b>133%</b>		
Total Card Ownership			YTD 2010	32,584
			YTD 2009	35,739
			<b>% Population 2010</b>	<b>57.2%</b>
			<b>% Population 2009</b>	<b>62.7%</b>

<b>PATRON ATTENDANCE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	Jun 2010		YTD 2010	
		53,121	YTD 2010	296,006
	** Jun 2009		YTD 2009	255,070
		<b>% Change</b>	<b>% Change</b>	<b>16%</b>
		<b>4%</b>		

<b>MEETING ROOM USE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
Library Sponsored Prog	31	1,242	YTD	11,932
Outside Groups	24	670	YTD	6,690
Internal Meetings	13	124	YTD	683
<b>TOTAL</b>	<b>68</b>	<b>2,036</b>	<b>TOTAL</b>	<b>19,305</b>



<b>OUTREACH</b>				
	<b>THIS MONTH</b>	Attendance	<b>YEAR TO DATE</b>	
Adult Services	10	88	YTD	981
Youth Services	4	690	YTD	5,089
<b>TOTAL</b>	<b>14</b>	<b>778</b>	<b>TOTAL</b>	<b>6,070</b>

<b>SPECIAL PROJECTS &amp; STATS:</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
<b>Voter Registration</b>	Jun 2010	5	YTD 2010	14
	Jun 2009	1	YTD 2009	18
	<b>% Change</b>	<b>400%</b>	<b>% Change</b>	<b>-22%</b>

<b>COMPUTER / TECHNOLOGY USE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
<b>Hits on Website</b>	Jun 2010		YTD 2010	
	From Internal IP's	9,708	From Internal IP's	55,327
	From External IP's	45,055	From External IP's	297,753
	Absolutely Unique Visitors	22,121		
	<b>TOTAL</b>	<b>54,763</b>	<b>TOTAL</b>	<b>353,080</b>

<b>Hits on PlainTalk</b>	Jun 2010	1,239	YTD 2010	7,297
	Jun 2009	571	YTD 2009	4,323
	<b>% Change</b>	<b>117%</b>	<b>% Change</b>	<b>69%</b>

<b>Hits on Positively Ellinwood Street</b>	Jun 2010	791	YTD 2010	5,023
	Jun 2009	959	YTD 2009	4067
	<b>% Change</b>	<b>-18%</b>	<b>% Change</b>	<b>24%</b>

<b>Computer Use</b>	Adult Services		<b>YEAR TO DATE</b>	
	Jun 2010	8,756	YTD2010	53,470
	Jun 2009	10,209	YTD2009	60,126
	<b>% Change</b>	<b>-14.23%</b>	<b>% Change</b>	<b>-11.07%</b>
	Youth Services			
	Jun 2010	1,725	YTD 2010	8,491
	Jun 2009	1,983	YTD 2009	9,983
<b>% Change</b>	<b>-13.01%</b>	<b>% Change</b>	<b>-14.95%</b>	

<b>Average Online Reference Products Searches &amp; Queries</b>	Jun 2010	11,585	YTD 2010	66,263
	Jun 2009	11,280	YTD 2009	86,919
	<b>% Change</b>		<b>% Change</b>	<b>-23.76%</b>

**\*\*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.**



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

- Progress Report
- Response Requested
- Board Action Required 05/15/2010

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

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

Call to Order: 3:30 p.m. by Eldon Burk.

The Committee reviewed and revised policies A-9 through A-14 and policies C-1 through C-12 and will ask for board approval at the May 15, 2010 board meeting.

The Committee discussed the discontinuation of van delivery service and the effect on the Des Plaines library. North Suburban Library System is mandated by state law to continue van delivery to all libraries two days a week

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

The meeting adjourned at 4:38 p.m.

Minutes prepared by Carol Kidd.

FRIENDS OF THE LIBRARY  
Tuesday, June 22, 2010

The meeting was called to order by President Wally Meyer at 7:00 pm.

Membership Committee: Sue Casson created a new membership flyer that will be mailed to all Friends. Some changes were recommended and will be made. Return envelopes will be included in the mailing of those whose membership will expire.

Book Shelf Sales: So far in June the book sales are \$397.78.

Book Sale: The hours for the fall book sale will remain the same. Mary informed the Friends that the 5<sup>th</sup> annual "Friends of the Library Week" is October 17-22, 2010

Director's Report: The library will be closed July 3 while the ceiling repairs are being made. It will also be closed July 4<sup>th</sup> and will reopen on the 5<sup>th</sup>. The Library Drill Cart team will be in the 4<sup>th</sup> of July parade. "Pillars of Freedom", an off-shoot of the Honor Flights to DC will make it's debut at the Des Plaines library on Sunday, August 29<sup>th</sup>. Many veterans are not able to make the trip to DC and this is an 8 foot model of the WWII memorial. The library will partner with the Park District, Historical Society and other organizations in sponsoring this premier viewing which is funded by private donations. Gov. Quinn may be the guest speaker. The Friends of the Library will donate up to \$1000.00 for the refreshments.

- Progress Report
- Response Requested
- Board Action Required 05/15/2010

BOARD OF TRUSTEES  
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Minutes prepared by Carol Kidd.