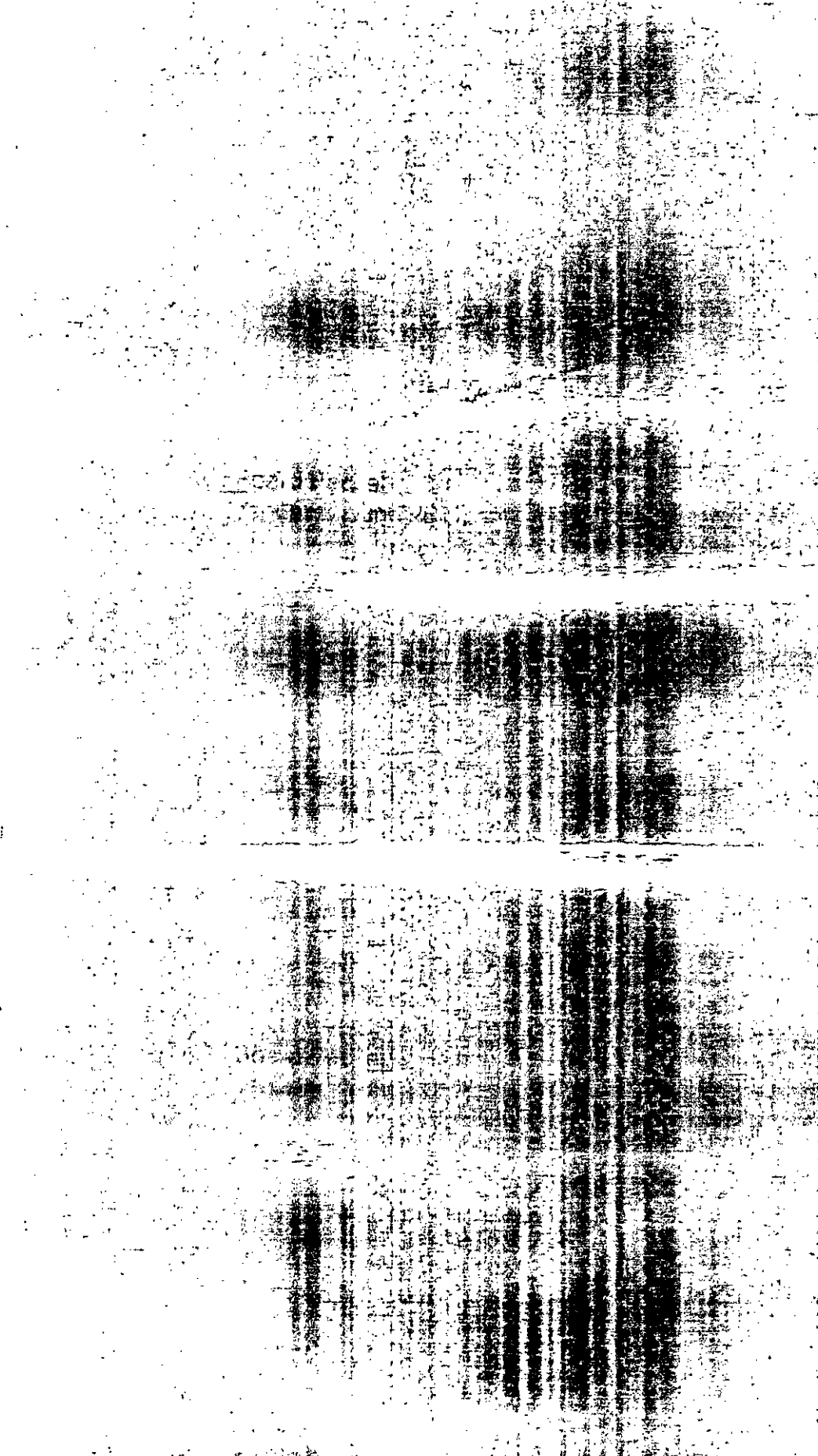


Board Packet  
January - June 2011



1064

ANNIVERSARY

JUNE



# Des Plaines Public Library

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

TO: Library Board of Trustees

FROM: Holly Richards Sorensen, Library Director *HRS*

SUBJECT: Background on June Agenda Items

DATE: June 17, 2011

---

I'm enclosing information to help you prepare for the discussion at our meeting on June 21. Please call (847-376-2801) or email [hsorensen@dppl.org](mailto:hsorensen@dppl.org) if you would like a further explanation or additional information.

## IX. Unfinished Business

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

At the December 21, 2010 Board of Trustees meeting, you directed library staff to conduct a comparative salary study within 6 months to include libraries of similar size within the greater Chicagoland area, including municipal libraries, district libraries, academic libraries and private libraries. Attached are the results.

## X. New Business

### A. Approve Payment of Vendor Checks Report - \$205,380.93. [Action Item]

### B. Report Out Building and Grounds Committee Meeting. [Action Item]

The Building and Grounds Committee met on June 7, 2011. The committee members, with staff, toured the building and parking garage. The committee will recommend the replacement of all public washroom countertops. The committee will also recommend contacting the City of Des Plaines to address safety issues in the parking garage and will ask the City to provide routine maintenance on the exterior of the building, including sidewalks. The minutes of the meeting are attached.

### C. Nominating Committee Report. [Action Item]

The nominating committee will meet before the regular board meeting. Susan Moylan Krey, Chair of the Nominating Committee, will give a report.

**D. Final Report and Recommendation for Do the Dewey Fundraiser.**

Roberta Johnson, Acting Assistant Director, will give a final report on the library fundraiser.

**E. Approve Payment to Reference USA - \$13,360.00. [Action Item]**

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

**F Approval of Library Board Meeting Dates. [Action Item]**

Approval of regular monthly Board meetings beginning in August 2011 through July 2012. The list of meeting dates is attached.

**G. Approval of Non-Resident Fee. [Action Item]**

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

**H. Renew and Accept Bids for Housekeeping/Janitorial Contract. [Bids due June 7, 2011] [Action Item]**

Attached is the recap of bids for your review. I will make a recommendation based on reference checks and price.





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 Des Plaines, IL 60016-4553  
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- Progress Report
- Response Requested by \_\_\_\_\_
- Board Action Required June 21, 2011

BOARD OF TRUSTEES  
 Minutes of the Building and Grounds Committee Meeting  
 June 7, 2011

Chair: Steve Mokry.  
 Present: Eugene Fregetto, Myrtle Klebe, George Magerl, Susan Moylan Krey, Carol Kidd, Holly Richards Sorensen, Roberta Johnson, Gary Valente, Wayne Serbin.

Call to Order: 4:02 p.m. by Steve Mokry.

ROLL CALL: Fregetto, Klebe, Mokry.

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

The Committee inspected the countertops in the fourth floor public restrooms. Gary Valente, Head of Building and Security Services, explained that the laminate is separating from the wood and suggested replacement with a more durable product.

The Committee looked at the wall of the parking garage that leads to the library and discussed having it painted and also discussed having the pillars painted on the first floor of the parking garage.

The meeting resumed at 5:15 p.m.

The Committee will recommend the following building and parking garage improvements to the board at their regular June 21 board meeting:

Phase 1 – Notify City of Des Plaines that the pedestrian walkway in the parking garage at the southwest entrance is unsafe, because there are no painted stripes on the pavement

and no signage alerting drivers to the crosswalk. Eugene Fregetto suggested that the City of Des Plaines conduct a walkway safety study.

Phase 2 – Long-range plan for beautification of the parking garage with approval from the City of Des Plaines using monies from the library's donation account.

The Committee discussed replacement of the countertops in all public washrooms in the library and suggested obtaining informal quotes for three different surface materials.

MOTION by Eugene Fregetto, seconded by Myrtle Klebe, to replace all countertops in public washrooms. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eugene Fregetto, seconded by Myrtle Klebe, to communicate to the City of Des Plaines that the library has safety concerns about the parking deck and the library's intention for beautification of the parking garage. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Steve Mokry, seconded by Eugene Fregetto, to address power washing the outside of the building.

MOTION by Eugene Fregetto, seconded by Myrtle Klebe, to adopt a substitute motion to request that the City of Des Plaines use a power washer on the outside of the building to clean the exterior window sills and all sidewalks and brick pavers. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Myrtle Klebe, seconded by Eugene Fregetto, to adjourn the meeting.

The meeting adjourned at 5:50 p.m.

Minutes prepared by Carol Kidd

# Library Salary Comparison Chart

(Midpoint of salary range)

(Sorted By)

Public Libraries (type)	Director	Head of Adult Services	Reference Librarian	Circulation Clerk	Total FTE	Population Served
Elmhurst (City)**	\$136,578	\$66,748	\$61,093	\$30,468	72	45,071
Skokie PL (City)*	\$160,680	\$72,193	\$55,857	\$28,197	111	63,348
Indian Trails (District)**	\$95,000	\$69,595	\$55,253	\$26,549	70	65,828
ALA 2009 Survey (all)	NA	NA	\$54,500	NA	NA	NA
Mt. Prospect (City)**	\$135,194	\$67,684	\$52,184	\$25,164	93	56,265
Des Plaines (City)*	\$108,000	\$59,402	\$51,654	\$29,533	66.5	58,364
Niles PL (District)*	\$100,247	\$61,425	\$47,287	\$27,300	66	58,218
Park Ridge (City) **	\$119,490	\$59,383	\$47,287	\$28,197	53	37,775
Mgmt. Assoc. of Illinois (all)	\$99,762	\$60,522	\$47,071	\$26,648	NA	NA

\*2010 Salary Schedule

\*\*LACONI Salary Survey

(Sorted By)

Other Libraries (Type)	Lead Librarian (Director)	Librarian	
Maine South High School		\$105,767	actual
Maine East High School		\$102,781	actual
Niles North High School		\$86,761	actual
Maine Township		\$81,702	midpoint
Oakton (Comm. College)		\$68,298	midpoint
District 59 (elementary)		\$66,697	midpoint
Governors State (Pub. Univ.)		\$66,600	average
District 62 (elementary)		\$66,338	midpoint
Southern Illinois (Pub. Univ.)		\$63,800	average
Chicago State (Pub. Univ.)		\$61,200	average
Chicago Area Corporate Librarian		\$58,062	midpoint
Des Plaines (City)*	\$108,000	\$51,654	midpoint
Triton (Comm. College)		\$44,157	entry level
Niles North High School	\$142,733	actual	
Maine East High School	\$122,204	actual	

School library salaries are generally for the school year (9 or 10 months).

1979

## ReferenceUSA 2011 Renewal

**Price:** \$13,360.00

**Statistics:**

854 searches per month, on average, from 6/1/2010 - 6/1/2011.

**Benefit to Users:**

ReferenceUSA is a general directory, well respected for its accuracy. It is also a useful tool for job seekers. It allows users to narrow their searches to a specific geographic area or type of business and get detailed information about a company prior to an interview. Small businesses use this database for marketing and to find information on their competitors.

**Content:**

1. **U.S. Businesses** has addresses and phone numbers for 14 million U.S. businesses. Listings also include information such as number of employees, human resource contact names, company officers, credit ratings, estimated sales figures, news reports and links to job postings.
2. **U.S. Standard White Pages** has addresses and phone numbers for 89 million households. Listings also include U.S. Census data such as median household income and median home value.
3. **Canadian Businesses** has directory information for 1.5 million Canadian businesses. Included at no additional charge.
4. **Canadian White Pages** has listings for 12 million households. Included at no additional charge.
5. **U.S. Healthcare** has detailed information on 855,000 U.S. physicians and dentists. Included at no additional charge.
6. **U.S. New Businesses** is updated with more than 50,000 new businesses added each week. Useful for business-to-business marketing and job hunting.

**Remote Access:**

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



1501 Ellinwood St. Des Plaines, IL 60016 [www.dppl.org](http://www.dppl.org)

The Board of Library Trustees of the Des Plaines Library will hold its regular monthly meeting for the period of August 2011 through July 2012 on the third Tuesday of each month at 7:00 p.m., except January 17, 2012, and July 17, 2012 which will meet at 4:00 p.m. and June 26, 2012, which is the fourth Tuesday of the month. The meetings are held in the second floor Conference Room. The dates are as follows:

Month	Day	Year
August	16	2011
September	20	2011
October	18	2011
November	15	2011
December	20	2011
<b>January</b>	<b>17</b>	<b>2012</b>
February	21	2012
March	20	2012
April	17	2012
May	15	2012
<b>June</b>	<b>26</b>	<b>2012</b>
<b>July</b>	<b>17</b>	<b>2012</b>

Holly Richards Sorensen  
Library Director

Approved \_\_\_\_\_



1501 Ellinwood Street  
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 847-827-5551 phone  
 847-827-7974 fax

FORMULA FOR DETERMINING NON-RESIDENT FEE\*

1. = Library income from local government sources [\$6,592,084]
2. = Population [58,364]
3. = Size of average household [2.60]

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

[Income divided by population multiplied by average household size]

Non-Resident Fees 2010

Arlington Heights	**
Mount Prospect	\$388.00
Niles	\$300.00
Park Ridge	\$300.00

Des Plaines            \$290.00

Non-Resident Fees 2010

Arlington Heights	**
Mount Prospect	**
Niles	\$300.00
Park Ridge	\$300.00

Des Plaines            **\$293.66**

\* Provided by Illinois State Library.

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



# Des Plaines Public Library

1501 Ellinwood St. Des Plaines, IL 60016 [www.dppl.org](http://www.dppl.org)

Bid Opening: June 7, 2011, 10:00 a.m.

## RECAP OF BIDS JANITORIAL CONTRACT FOR THE DES PLAINES PUBLIC LIBRARY

Bidder Name and Address	TOTAL PRICE PER MONTH
Alpha Building Maintenance Service, Inc. 12713 Hadley Road Homer Glen, IL 60491 815-485-8800	\$5,985.00**
Best Quality Cleaning, Inc. 10015 Pacific Avenue Franklin Park, IL 60131 847-233-0202	\$5,280.00
Complete Cleaning Company, Inc. Six Fifteen Wheat Lane Forest Creek Industrial Park Wood Dale, IL 60191 630-766-4464	\$6,065.00
Crystal Maintenance Services Corp. Lake Center Plaza 1699 Wall Street, Suite 504 Mount Prospect, IL 60056 847-228-6555	\$3,340.00
GSF-USA, Inc. 1351 Abbott Court Buffalo Grove, IL 60089 866-913-0085	\$6,457.00

Perfect Cleaning Service, Inc. \$3,980.00  
5852 N. Northwest Highway  
Chicago, IL 60631  
773-774-7800

Tenacious Cleaning Service \$6,866.00  
481 Irmen Drive  
Addison, IL 60101

VIP Cleaning \$5,400.00  
1712 Delrose Street  
Joliet, IL 60435  
773-531-8668

\*\* The bid from Alpha Building Maintenance was placed into the Head of Building and Security mailbox by library staff and was not found until after the bid opening. Because of this it was not opened and read publicly when the other bids were opened and read. It was determined by the Library Director that the bid was received prior to the 10:00 a.m. deadline and therefore is a good bid.





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**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, JUNE 21, 2011**

**7:00 PM**

**Conference Room – Second Floor**

**Agenda:**

- **Approval of Library Board Meeting Dates**
- **Approval of Non-Resident Fee**
- **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.



DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting  
**June 21, 2011**  
**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.
- VII. Consent Agenda. [Action Item]
  - A. Approval of the Minutes of the Regular Board Meeting – May 17, 2011.
  - C. Acceptance of Financial Reports for May 2011.
  - D. Acceptance of Reports.
    1. Director's Report – Holly Richards Sorensen.
    2. Building and Grounds Committee Report, June 7, 2011 – Steve Mokry.
    3. Friends of the Library Report, Myrtle Klebe.
- VIII. Staff Presentation, Relay for Life - Cheryl Gladfelter.
- IX. Unfinished Business.
  - A. Review and Approve Salary Schedule for 2011. [Action Item]

- X. New Business.
  - A. Approve Payment of Vendor Checks Report - \$205,380.93. [Action Item]
  - B. Report Out Building and Grounds Committee Action, June 7, 2011 – Steve Mokry.
    - 1. Recommendation to Replace All Countertops in Public Washrooms. [Action Item]
    - 2. Building and Parking Garage Recommendations. [Action Item]
  - C. Nominating Committee Report. [Action Item]
  - D. Final Report and Recommendation for Do the Dewey Fundraiser.
  - E. Approve Payment to Reference USA - \$13,360.00. [Action Item]
  - F. Approval of Library Board Meeting Dates. [Action Item]
  - G. Approval of Non-Resident Fee. [Action Item]
  - H. Renew and Accept Bids for Housekeeping/Janitorial Contract. [Bids due June 7, 2011] [Action Item]
  
- XI. Announcements.
  
- XII. Correspondence.
  
- XIII. Other.
  
- XIV. Executive Session.
  - A. Semi-Annual Review of Executive Session Minutes.
  
- XV. Executive Session Action.
  - A. Semi-Annual Review of Executive Session Minutes. [Action Item]
  
- XVI. Adjournment.

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



1501 Ellinwood Street  
Des Plaines, IL 60016-4553  
847-827-5551 phone  
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BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
May 17, 2011

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, May 17, 2011. President George Magerl called the meeting to order at 7:00 p.m.

ROLL CALL.

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

Absent: Eugene Fregetto.

Also present: Holly Richards Sorensen, Roberta Johnson, Carol Kidd, Heather Imhoff, Susan Farid, Stephanie Spetter, Jennifer Delgado, Steve Antonoff, Wayne Serbin.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

MOTION by Susan Moylan Krey, seconded John Robinson, to accept the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson

Alderman Wilson reported that he will serve as the chairperson for the City Council Community Services Committee for two more years.

## CONSENT AGENDA

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

## NEW BUSINESS

MOTION by Jeff Rozovics, seconded by Dion Kendrick, to approve the payment of vendor checks in the amount of \$225,964.21, as listed on the vendor checks report of April 2011 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, Moylan Krey, Robinson, Rozovics, Tsalapatani. NAYS: None. MOTION CARRIED.

Trustee Kendrick asked for an explanation of the payment to LIMRiCC. Director Sorensen explained that this payment was for employee insurance premiums for March and April, 2011.

Trustee Rozovics reported that the Finance Committee met and discussed mobile library service for 2011 and 2012. The committee recommendation was to continue mobile library service through 12/31/2011, with routine maintenance, and to renew the contract with Rosemont through 12/31/2011 with month to month billing, and to discontinue service in 2012.

Library Director Holly Sorensen stated that she had inquiries from two local organizations and one individual offering financial assistance to continue mobile library service, but there was no promise of money.

Trustee Tsalapatani stated that she attended an aldermanic meeting where some residents supported the continuation of mobile library service. Jennifer suggested that library staff reach out to the schools for monetary support.

Trustee Robinson suggested charging schools for mobile library service.

Steve Mokry stated that he circulated a letter to residents asking for input for the 2012 budget and said that residents he talked to were not in favor of continuing mobile library service due to budget considerations.

Trustee Kendrick stated that the mobile library is extremely expensive to operate. He would consider supporting the mobile library if it was funded two-thirds by outside donations.

Trustee Robinson suggested using the library van instead of continuing mobile library service.

The committee continued to discuss either continuation of mobile library service or month to month service until the vehicle is beyond repair.

MOTION by Committee, to continue mobile library service through 12/31/2011, with routine maintenance, and to renew the contract with Rosemont through 12/31/2011 with month to month billing and to discontinue service in 2012. ROLL CALL VOTE: AYES: Kendrick, Klebe, Moylan Krey, Mokry, Robinson, Rozovics, Magerl. NAYS: Tsalapatani. MOTION CARRIED.

MOTION by Jennifer Tsalapatani, seconded by John Robinson, to direct Library Director Holly Sorensen to look into alternative financing for mobile library service for 2012. ROLL CALL VOTE: AYES: Kendrick, Klebe, Moylan Krey, Mokry, Robinson, Rozovics, Tsalapatani, Magerl. NAYS: None. MOTION CARRIED.

Trustee Rozovics reported that the Finance Committee discussed budget guidelines for 2012 and discussed the Cash Flow Summary report, but could not vote on these agenda items because the committee did not have a quorum at the time of the discussion.

Trustee Rozovics reported that the Committee analyzed the library's revenue by reviewing the cash flow summary report as a requirement for the Per Capita Grant for 2012.

Trustee Klebe reported that the Management Committee met and recommended changes to the library personnel policy, section D.

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

Trustee Mokry stated that after reviewing the personnel policy that some benefits to library employees seem excessive. He mentioned the 37.5 hour work week, stating that the industry standard is 40 hours. Trustee Mokry asked if three days funeral leave for the death of a grandparent might be reduced to one day off and also asked if four weeks' vacation for professional staff is too much.

MOTION by Committee, to approve Section A, A-15, Identity Protection Policy, as presented. ROLL CALL VOTE: AYES: Kendrick, Klebe, Moylan Krey, Mokry, Robinson, Rozovics, Tsalapatani, Magerl. NAYS: None. MOTION CARRIED.

MOTION by Committee, to approve Section C, C-8, Rules of Conduct and Section A, A-13, Internet Access Policy, as presented. VOTE: AYES: Kendrick, Klebe, Moylan Krey, Mokry, Robinson, Rozovics, Tsalapatani, Magerl. NAYS: None. MOTION CARRIED.

President Magerl asked Susan Moylan Krey to chair the Nominating Committee and asked Dion Kendrick and Steve Mokry to serve on the committee. The Committee will make a recommendation to the board at their June 21 meeting.

Library Director Sorensen asked for Board approval to advertise for bids for a new three year janitorial contract.

MOTION by Susan Moylan Krey, seconded by Dion Kendrick, to authorize Library Director Holly Richards Sorensen to advertise for bids for a new janitorial contract. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Roberta Johnson, Acting Assistant Director, thanked the board for their participation for the library fundraiser Do the Dewey and stated that the net profit is expected to be around \$8,000, which will be divided between the Des Plaines Rotary and the library.

#### Announcements

Trustee Mokry asked to schedule a Building and Grounds Committee meeting to walk through the building and discuss possible projects for the 2012 budget.

Trustee Kendrick asked for additional information on the library's statistical report which is included in the monthly board packet.

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

Meeting adjourned at 8:31p.m.

Minutes prepared by Carol Kidd.

**Lauterbach & Amen, LLP**

27W457 Warrenville Road, Warrenville, IL 60555-3902

Certified Public Accountants

PHONE (630) 393-1483 / FAX (630) 393-2516

June 14, 2011

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

We have compiled the accompanying modified cash basis balance sheet of the Des Plaines Public Library as of May 31, 2011 and the related modified cash basis statements of revenues, expenditures and changes in fund balance for the five months then ended, and the accompanying other supplementary information as referred to in the table of contents. We have not audited or reviewed the accompanying financial statements and other supplementary information and, accordingly, do not express an opinion or provide any assurance about whether the financial statements and other supplementary information are in accordance with the modified cash basis of accounting.

Management is responsible for the preparation and fair presentation of the financial statements and other supplementary information in accordance with the modified cash basis of accounting and for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of the financial statements and other supplementary information.

Our responsibility is to conduct the compilation in accordance with Statements for Standards and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist the management in presenting financial information in the form of financial statements and other supplementary information without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements and other supplementary information.

Management has elected to omit substantially all of the disclosures, Management Discussion and Analysis (MD&A), and Required Supplementary Information (RSI) required by the modified cash basis of accounting. If the omitted disclosures were included in the financial statements and other supplementary information, they might influence the user's conclusions about the Des Plaines Public Library assets, liabilities, fund balances, revenues and expenditures. Accordingly, these financial statements and other supplementary information are not designed for those who are not informed about such matters.

Respectfully Submitted,

*Lauterbach & Amen, LLP*

LAUTERBACH & AMEN, LLP



**Des Plaines Public Library**  
**Treasurer's Report as of May 31, 2011**

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102009 - Cash Payroll #8100292278	<u>23,047.70</u>
	<u>23,047.70</u>
201-1102015 - First Midwest Operating #8100292260	443,970.11
202-1102015 - First Midwest Operating #8100292260	<u>1,896.53</u>
	<u>445,866.64</u>
201-1102028 - Cash Library Donations	<u>22,161.30</u>
	<u>22,161.30</u>
201-1102073 - Cash IL - Epay #151600222104	<u>17,785.66</u>
202-1102076 - IL Funds - Library # 151600221288	<u>3.59</u>
	<u>3.59</u>
201-1102078 - Cash IL - Epay Library	<u>5,225.80</u>
201-1102079 - IL Funds - 151600222591	3,290,409.95
202-1102079 - IL Funds - 151600222591	<u>110,882.50</u>
	<u>3,401,292.45</u>
201-1104006 - Investments - Certificates of Deposit	<u>102,929.67</u>
<b>Total Invested</b>	<u><u>4,018,812.81</u></u>

June 14, 2011

**Des Plaines Public Library**  
**Balance Sheet as of May 31, 2011**

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<u>Library Fund</u>			
<b><u>Assets</u></b>			
1101000 - Petty Cash	500.00	0.00	500.00
1102009 - Cash Payroll #8100292278	21,603.73	1,443.97	23,047.70
1102015 - First Midwest Operating #8100292260	395,993.59	47,976.52	443,970.11
1102028 - Cash Library Donations	22,159.36	1.94	22,161.30
1102073 - Cash IL - Epay 151600008073	15,326.98	2,458.68	17,785.66
1102078 - Cash IL - Epay Library	4,823.14	402.66	5,225.80
1102079 - IL Funds - 151600222591	3,667,642.84	(377,232.89)	3,290,409.95
1104006 - Investments - Certificates of Deposit	102,845.64	84.03	102,929.67
1118000 - Receivable - Property Taxes	6,434,105.06	0.00	6,434,105.06
	<u>10,665,000.34</u>	<u>(324,865.09)</u>	<u>10,340,135.25</u>
<b><u>Liabilities and Fund Balance</u></b>			
<b><u>Liabilities</u></b>			
2401000 - Accounts Payable	222,116.27	(22,871.06)	199,445.21
2401002 - Payroll Liabilities	9,936.70	1,887.84	11,824.54
2430707 - Due to Library Comp Abs	182,329.64	0.00	182,329.64
2450040 - Accrued Payroll	45,658.57	0.00	45,658.57
2470000 - Deferred Revenue - Property Tax	6,434,105.06	0.00	6,434,105.06
	<u>6,894,146.24</u>	<u>(20,783.22)</u>	<u>6,873,363.02</u>
<b><u>Fund Balance</u></b>			
3720010 - Fund Balance - Reserved for Prepaid Items	1,250.00	0.00	1,250.00
3730000 - Fund Balance - Unreserved	<u>2,334,228.05</u>	<u>0.00</u>	<u>2,334,228.05</u>
	<u>2,335,478.05</u>	<u>0.00</u>	<u>2,335,478.05</u>
<b>Total Liabilities and Fund Balance</b>	<u>9,229,624.29</u>	<u>(20,783.22)</u>	<u>9,208,841.07</u>
<b>Excess Revenues Over Expenses</b>	<u>1,435,376.05</u>	<u>(304,081.87)</u>	<u>1,131,294.18</u>

June 14, 2011

**Des Plaines Public Library**  
**Balance Sheet as of May 31, 2011**

Capital Projects Fund

**Assets**

1102015 - First Midwest Operating #8100292260	1,896.53	0.00	1,896.53
1102076 - IL Funds - Library # 15160221288	3.59	0.00	3.59
1102079 - IL Funds - 151600222591	110,882.50	0.00	110,882.50
	112,782.62	0.00	112,782.62

**Liabilities and Fund Balance**

**Liabilities**

	0.00	0.00	0.00
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**Fund Balance**

3730000 - Fund Balance - Unreserved	152,772.91	0.00	152,772.91
<b>Total Liabilities and Fund Balance</b>	152,772.91	0.00	152,772.91
<b>Excess Revenues Over Expenses</b>	(39,990.29)	0.00	(39,990.29)

Compensated Absences Fund

**Assets**

1120201 - Due From Library	182,329.64	0.00	182,329.64
	182,329.64	0.00	182,329.64

**Liabilities and Fund Balance**

**Liabilities**

2450035 - Accrued ST-LT Comp Absence	119,734.63	0.00	119,734.63
2490010 - Compensated Absences Payable	62,595.01	0.00	62,595.01
	182,329.64	0.00	182,329.64

**Fund Balance**

3730000 - Fund Balance - Unreserved	0.00	0.00	0.00
<b>Total Liabilities and Fund Balance</b>	182,329.64	0.00	182,329.64
<b>Excess Revenues Over Expenses</b>	0.00	0.00	0.00

June 14, 2011

**Des Plaines Public Library**  
**Balance Sheet as of May 31, 2011**

	<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	(413,456.00)	0.00	(413,456.00)
	<u>853,306.00</u>	<u>0.00</u>	<u>853,306.00</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>853,306.00</u>	<u>0.00</u>	<u>853,306.00</u>
	<u>853,306.00</u>	<u>0.00</u>	<u>853,306.00</u>
<b>Total Liabilities and Net Capital Assets</b>	<u><u>853,306.00</u></u>	<u><u>0.00</u></u>	<u><u>853,306.00</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>

See Accountants' Compilation Report

June 14, 2011

**Des Plaines Public Library  
Revenue Report  
For the 5 Months Ended May 31, 2011**

<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	0.00	0.00	0.00	0.00
4810025 - Property Taxes 2008	0.00	0.00	0.00	0.00	0.00
4810026 - Property Taxes 2009	0.00	55,726.10	250,000.00	194,273.90	22.29
4810027 - Property Taxes 2010	110,937.25	3,332,994.78	6,499,096.00	3,166,101.22	51.28
	<u>110,937.25</u>	<u>3,388,720.88</u>	<u>6,749,096.00</u>	<u>3,360,375.12</u>	<u>50.21</u>
<b><u>Intergovernmental</u></b>					
4810800 - Personal Property Replacement Tax	17,379.85	17,379.85	92,988.00	75,608.15	18.69
4822040 - State Grant - Per Capita	0.00	0.00	56,000.00	56,000.00	0.00
4822095 - State Grant - Library	0.00	0.00	0.00	0.00	0.00
	<u>17,379.85</u>	<u>17,379.85</u>	<u>148,988.00</u>	<u>131,608.15</u>	<u>11.67</u>
<b><u>Fines &amp; Fees</u></b>					
4850101 - Library Fees	190.00	1,692.88	4,300.00	2,607.12	39.37
4850102 - Library Fines	5,418.08	28,852.80	128,000.00	99,147.20	22.54
4850103 - Library Fines / Credit Card	2,863.83	14,813.48	15,000.00	186.52	98.76
4850201 - Copying Fee	2,205.74	12,886.29	25,000.00	12,113.71	51.55
4850202 - Damaged Materials	60.85	307.66	450.00	142.34	68.37
4850203 - Lost Materials	372.83	2,501.57	7,000.00	4,498.43	35.74
4850205 - Bags	60.95	301.95	1,000.00	698.05	30.20
4850207 - Non-Res Cards	0.00	145.00	2,000.00	1,855.00	7.25
	<u>11,172.28</u>	<u>61,501.63</u>	<u>182,750.00</u>	<u>121,248.37</u>	<u>33.65</u>
<b><u>Other Revenue</u></b>					
4890010 - Interest Income	214.13	1,170.19	3,500.00	2,329.81	33.43
4890050 - Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00
4899900 - Miscellaneous Revenue	3,695.13	9,073.82	14,000.00	4,926.18	64.81
4899920 - Library Donations	0.00	526.84	500.00	(26.84)	105.37
	<u>3,909.26</u>	<u>10,770.85</u>	<u>18,000.00</u>	<u>7,229.15</u>	<u>59.84</u>
<b>Total Library Fund</b>	<u>143,398.64</u>	<u>3,478,373.21</u>	<u>7,099,834.00</u>	<u>3,621,460.79</u>	<u>48.99</u>

See Accountants' Compilation Report

June 14, 2011

**Des Plaines Public Library  
Revenue Report  
For the 5 Months Ended May 31, 2011**

	<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>0.00</u>	<u>2,500.00</u>	<u>2,500.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>2,500.00</u>	<u>2,500.00</u>	<u>0.00</u>
<b>Total Capital Projects Fund</b>	<u>0.00</u>	<u>0.00</u>	<u>202,500.00</u>	<u>202,500.00</u>	<u>0.00</u>
<b>Total of All Funds</b>	<u>143,398.64</u>	<u>3,478,373.21</u>	<u>7,302,334.00</u>	<u>3,823,960.79</u>	<u>47.63</u>

June 14, 2011

**Des Plaines Public Library**  
**Expense Report**  
**For the 5 Months Ended May 31, 2011**

<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><u>Salaries</u></b>					
5910100 - Salaries	204,539.26	1,031,630.89	2,024,433.00	992,802.11	50.96
5910200 - Temporary Wages	0.00	0.00	883,343.00	883,343.00	0.00
5910400 - Non - Supervisory Overtime	0.00	0.00	500.00	500.00	0.00
5910500 - Vacation Pay	4,415.02	21,696.24	0.00	(21,696.24)	0.00
5910600 - Sick Pay	1,207.78	10,310.40	0.00	(10,310.40)	0.00
5910700 - Holiday Pay	0.00	7,687.79	0.00	(7,687.79)	0.00
5910900 - Act/Out of Class/Premium	0.00	0.00	0.00	0.00	0.00
5910950 - Excess Sick Hours Pay Out	0.00	0.00	3,500.00	3,500.00	0.00
5910970 - Compensated Absences	0.00	0.00	0.00	0.00	0.00
	<u>210,162.06</u>	<u>1,071,325.32</u>	<u>2,911,776.00</u>	<u>1,840,450.68</u>	<u>36.79</u>
<b><u>Benefits</u></b>					
5918010 - Unemployment Compensation	309.81	7,485.35	31,000.00	23,514.65	24.15
5918020 - Employer Contribution - FICA	15,561.30	79,518.46	222,599.00	143,080.54	35.72
5918021 - Employer Contribution - IMRF	21,914.86	112,646.02	308,526.00	195,879.98	36.51
5918030 - EAP Program	0.00	0.00	0.00	0.00	0.00
5918040 - Life Insurance Premiums	0.00	590.00	3,996.00	3,406.00	14.76
5918050 - PPO Insurance Premiums	21,318.84	108,385.28	269,057.00	160,671.72	40.28
5918051 - HMO Insurance Premiums	6,886.38	34,318.37	99,504.00	65,185.63	34.49
5918055 - Dental Insurance Premiums	1,916.14	9,624.62	23,478.00	13,853.38	40.99
5918070 - Workers Compensation	999.00	5,045.62	9,500.00	4,454.38	53.11
5918085 - RHS Plan Payout	0.00	0.00	10,000.00	10,000.00	0.00
	<u>68,906.33</u>	<u>357,613.72</u>	<u>977,660.00</u>	<u>620,046.28</u>	<u>36.58</u>
<b><u>Contractual Services</u></b>					
5920100 - Legal Fees	209.00	1,985.59	10,000.00	8,014.41	19.86
5920105 - Costs of Litigation	0.00	0.00	1,000.00	1,000.00	0.00
5920110 - Professional Services	27,746.85	123,871.04	365,000.00	241,128.96	33.94
5920120 - Communication Services	4,737.21	15,938.35	33,800.00	17,861.65	47.15
5920140 - Data Processing Services	9,076.68	27,260.05	78,000.00	50,739.95	34.95
5920202 - Conferences	0.00	505.00	1,000.00	495.00	50.50
5920204 - Training	0.00	40.00	0.00	(40.00)	0.00
5920205 - Tuition Reimbursements	0.00	0.00	0.00	0.00	0.00
5920206 - Seminars	0.00	0.00	0.00	0.00	0.00
5920210 - In Service Training	0.00	0.00	500.00	500.00	0.00
5920220 - Membership Dues	0.00	1,340.00	1,000.00	(340.00)	134.00
5920225 - Licensing/Titles	0.00	110.00	0.00	(110.00)	0.00
5920230 - Publication of Notices	47.25	47.25	2,000.00	1,952.75	2.36
5920850 - Subsidy - 1994 E.R.P Trans	0.00	0.00	0.00	0.00	0.00
5920900 - Property/Liability Contributions	0.00	3,891.00	0.00	(3,891.00)	0.00
5920990 - Property/Liability Insurance	0.00	29,047.00	25,000.00	(4,047.00)	116.19
5930010 - R&M Equipment	10,157.56	104,796.51	125,757.00	20,960.49	83.33
5930020 - R&M Buildings & Structures	2,499.52	23,038.87	124,080.00	101,041.13	18.57
5930030 - R&M Vehicles	1,436.89	5,468.64	8,250.00	2,781.36	66.29
5930195 - Book Binding & Repair	0.00	0.00	1,000.00	1,000.00	0.00
5930210 - Rental of Equipment	164.00	8,840.00	27,000.00	18,160.00	32.74
5930320 - Cleaning/Custodial Services	8,001.00	45,441.00	92,500.00	47,059.00	49.13
5930490 - Refuse Contract	552.82	3,080.45	6,000.00	2,919.55	51.34
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00

See Accountants' Compilation Report

June 14, 2011

**Des Plaines Public Library**  
**Expense Report**  
**For the 5 Months Ended May 31, 2011**

	<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>
5960065 - Bank Fees	45.57	150.57	500.00	349.43	30.11
5960070 - Travel Expense	0.00	80.98	500.00	419.02	16.20
5960210 - Special Event Programming	2,359.67	12,604.18	31,000.00	18,395.82	40.66
5960990 - Misc. Contractual Services	<u>4,715.23</u>	<u>82,245.38</u>	<u>95,600.00</u>	<u>13,354.62</u>	<u>86.03</u>
	<u>71,749.25</u>	<u>489,781.86</u>	<u>1,029,737.00</u>	<u>539,955.14</u>	<u>47.56</u>
<b><u>Commodities</u></b>					
5970100 - Office Supplies	13,374.11	37,347.58	107,800.00	70,452.42	34.65
5970110 - Meals	282.13	768.89	2,100.00	1,331.11	36.61
5970115 - Supplies - Dept/Other	0.00	0.00	0.00	0.00	0.00
5970170 - Janitorial	5,367.97	9,817.15	30,900.00	21,082.85	31.77
5970260 - Postage & Parcel	1,210.08	6,063.78	25,000.00	18,936.22	24.26
5970270 - Printing -Reproduction-Binding	432.00	998.42	6,000.00	5,001.58	16.64
5970330 - Supplies - Vehicles R/M	0.00	0.00	0.00	0.00	0.00
5970500 - Purchase of Water	0.00	2,100.02	6,000.00	3,899.98	35.00
5970600 - Books	38,420.27	175,135.67	401,805.00	226,669.33	43.59
5970610 - Audio Materials	12,118.53	30,995.68	90,200.00	59,204.32	34.36
5970620 - Subscriptions & Books	620.44	3,574.83	69,500.00	65,925.17	5.14
5970630 - Visual Materials	13,026.99	47,914.05	111,000.00	63,085.95	43.17
5970640 - Automated Reference Materials	5,072.61	81,103.85	128,900.00	47,796.15	62.92
5970810 - Natural Gas	1,170.03	12,069.84	18,000.00	5,930.16	67.05
5970820 - Electricity	0.00	0.00	500.00	500.00	0.00
5970840 - Diesel	249.46	951.88	2,000.00	1,048.12	47.59
5970850 - Gasoline	68.57	315.15	500.00	184.85	63.03
5970900 - Equipment < \$5,000	<u>0.00</u>	<u>1,430.95</u>	<u>2,000.00</u>	<u>569.05</u>	<u>71.55</u>
	<u>91,413.19</u>	<u>410,587.74</u>	<u>1,002,205.00</u>	<u>591,617.26</u>	<u>40.97</u>
<b><u>Capital Expenditures</u></b>					
5980300 - Improvements	0.00	0.00	0.00	0.00	0.00
5980400 - Equipment	0.00	0.00	0.00	0.00	0.00
5980410 - Computer Hardware	179.50	3,626.04	6,500.00	2,873.96	55.79
5980420 - Computer Software	3,405.49	6,935.37	33,465.00	26,529.63	20.72
5980600 - Furniture & Fixtures	<u>1,255.69</u>	<u>6,615.69</u>	<u>17,300.00</u>	<u>10,684.31</u>	<u>38.24</u>
	<u>4,840.68</u>	<u>17,177.10</u>	<u>57,265.00</u>	<u>40,087.90</u>	<u>30.00</u>
<b><u>Other Funding Activities</u></b>					
5990900 - Per Capita Grant Expenditures	409.00	593.29	56,000.00	55,406.71	1.06
5990935 - Trans to D/S - 2002A Bond	0.00	0.00	23,469.00	23,469.00	0.00
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	200,000.00	200,000.00	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>0.00</u>	<u>75,000.00</u>	<u>75,000.00</u>	<u>0.00</u>
	<u>409.00</u>	<u>593.29</u>	<u>354,469.00</u>	<u>353,875.71</u>	<u>0.17</u>
<b>Total Library Fund Expenditures</b>	<u><u>447,480.51</u></u>	<u><u>2,347,079.03</u></u>	<u><u>6,333,112.00</u></u>	<u><u>3,986,032.97</u></u>	<u><u>37.06</u></u>

See Accountants' Compilation Report



June 14, 2011

**Des Plaines Public Library**  
**Expense Report**  
**For the 5 Months Ended May 31, 2011**

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>
<u>Capital Projects Fund</u>					
<u>Contractual Services</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Capital Expenditures</u>					
5980410 - Computer Hardware	<u>0.00</u>	<u>39,990.29</u>	<u>48,200.00</u>	<u>8,209.71</u>	<u>82.97</u>
	<u>0.00</u>	<u>39,990.29</u>	<u>48,200.00</u>	<u>8,209.71</u>	<u>82.97</u>
<b>Total Capital Projects Fund Expenditures</b>	<u>0.00</u>	<u>39,990.29</u>	<u>48,200.00</u>	<u>8,209.71</u>	<u>82.97</u>
<b>Total of All Funds</b>	<u>447,480.51</u>	<u>2,387,069.32</u>	<u>6,381,312.00</u>	<u>3,994,242.68</u>	<u>37.41</u>

See Accountants' Compilation Report

Des Plaines Public Library  
Check Register

Check Number	Check Date	Payee	Amount
Checks			
1001	05/25/11	HFK PRESENTS	275.00
1002	05/26/11	CITY OF DES PLAINES	110.00
1003	05/26/11	CITY OF DES PLAINES	8.00
11062	05/31/11	CHICAGO BOTANIC GARDEN	-60.00
11069	05/31/11	EBSCO SUBSCRIPTION SVC	-265.52
11110	05/31/11	SUBSCRIPTION SERVICE CENTER	-39.00
11119	06/21/11	BANKCARD SERVICES	4,667.90
11120	06/21/11	BOTTOM LINE PERSONAL	39.00
11121	06/21/11	3M	9,203.66
11122	06/21/11	ACCURATE AUTO CLINIC	1,436.89
11123	06/21/11	ACE DES PLAINES INCORPORATED	98.17
11124	06/21/11	ALEXIAN BROTHERS CORP HEALTH SERV	150.00
11125	06/21/11	ALGONQUIN MIDDLE SCHOOL	20.00
11126	06/21/11	AMAZON	1,592.63
11127	06/21/11	ANDERSON LOCK CO LTD	46.56
11128	06/21/11	ANTIOCH PUBLIC LIBRARY DISTRICT	26.49
11129	06/21/11	BAKER & TAYLOR	14,754.85
11130	06/21/11	BAKER & TAYLOR	15,026.91
11131	06/21/11	BANC OF AMERICA LEASING	2,005.00
11132	06/21/11	BRODART COMPANY	380.92
11133	06/21/11	BUSINESS MACHINE AGENTS INC	389.25
11134	06/21/11	CAPSTONE PRESS INCORPORATED	395.00
11135	06/21/11	CHICAGO OFFICE TECHNOLOGY GROUP	2,860.63
11136	06/21/11	CHROMATECH	432.00
11137	06/21/11	CITY OF DES PLAINES	308.26
11138	06/21/11	COMPLETE CLEANING COMPANY INC	7,706.00
11139	06/21/11	COOPERATIVE COMPUTER SERVICES	11,154.36
11140	06/21/11	CRAFT REMODELING INC.	779.00
11141	06/21/11	CRIMSON MULTIMEDIA DIST., INC.	889.42
11142	06/21/11	CRYSTAL LAKE PUBLIC LIBRARY	22.95
11143	06/21/11	D & Z HOUSE OF BOOKS INCORPORATED	1,264.53
11144	06/21/11	DEMCO EDUCATIONAL CORP	290.50
11145	06/21/11	DEO CONSULTING, INC.	665.00
11146	06/21/11	EASY, THE ESL SERIES	639.00
11147	06/21/11	EBSCO SUBSCRIPTION SVC	545.36
11148	06/21/11	FEDERAL EXPRESS	102.57
11149	06/21/11	FREINDSHIP JUNIOR HIGH SCHOOL	20.00
11150	06/21/11	GALE	6,621.95
11151	06/21/11	GARVEY'S OFFICE PRODUTS	265.76
11152	06/21/11	GOVCONNECTION INC	705.24
11153	06/21/11	GRAINGER	1,524.00
11154	06/21/11	HAINES & COMPANY, INC	891.00
11155	06/21/11	HIGHSMITH	40.90
11156	06/21/11	HR SPECIALIST: EMPLOYMENT LAW	179.00
11157	06/21/11	INNOVATION EXPERTS	7,986.00
11158	06/21/11	INTERIOR TROPICAL GARDENS INC	85.00
11159	06/21/11	IROQUOIS COMMUNITY SCHOOL	18.00
11160	06/21/11	KLEIN, THORPE & JENKINS, LTD.	209.00
11161	06/21/11	LAMP RECYCLERS	191.96
11162	06/21/11	LIMRicc	37,677.90
11163	06/21/11	LINCOLN TRAIL LIBRARIES SYSTEM	594.00
11164	06/21/11	MENARDS	160.25
11165	06/21/11	METROPOLITAN LIBRARY SYSTEM	14.99
11166	06/21/11	MIDWEST TAPE	7,519.31
11167	06/21/11	MIDWEST TAPE	8,279.41
11168	06/21/11	MOVIE LICENSING USA	100.00
11169	06/21/11	NANCY CHABALA	400.00
11170	06/21/11	NEW DAY FILMS	345.00
11171	06/21/11	NORMAN ELECTRICAL CONSTRUCTION CO	1,815.00
11172	06/21/11	NORTHWEST ELECTRICAL SUPPLY	367.00
11173	06/21/11	OCLC, INC.	1,129.00

All checkbooks  
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Des Plaines Public Library  
Check Register

DESPLANSLIB

Check Number	Check Date	Payee	Amount
11174	06/21/11	OFFICE DEPOT	2,125.68
11175	06/21/11	OUTSOURCE SOLUTIONS GROUP	27,568.76
11176	06/21/11	OVERDRIVE, INC.	1,000.00
11177	06/21/11	OVERHEAD DOOR SOLUTIONS, INC.	906.00
11178	06/21/11	PADDOCK PUBLICATIONS, INC.	47.25
11179	06/21/11	PADDOCK PUBLICATIONS, INC.	168.60
11180	06/21/11	PITNEY BOWES	164.00
11181	06/21/11	PRESTIGE DISTRIBUTION, INC.	1,732.55
11182	06/21/11	PROQUEST LLC	285.00
11183	06/21/11	PURCHASE POWER	1,107.51
11184	06/21/11	PURO FILTER CORPORATION	209.00
11185	06/21/11	RANDOM HOUSE INCORPORATED	312.00
11186	06/21/11	RECORDED BOOKS, LLC	461.83
11187	06/21/11	RUSSIAN PUBLISHING HOUSE LTD	1,000.96
11188	06/21/11	SOMETHING FISHY INC	102.00
11189	06/21/11	SPEED-E-KLEEN	295.00
11190	06/21/11	STEVEN J. GASSMAN	250.00
11191	06/21/11	TODAY'S BUSINESS SOLUTIONS INC	2,825.00
11192	06/21/11	TODD GUSTAFSON	150.00
11193	06/21/11	ULINE	1,032.25
11194	06/21/11	UNIVERSITY OF IL URBANA-CHAMPAIGN	125.00
11195	06/21/11	WAREHOUSE DIRECT	978.52
11196	06/21/11	WASTE MANAGEMENT	153.47
11197	06/21/11	WASTE MANAGEMENT	399.35
11198	06/21/11	WEST GROUP	383.00
11199	06/21/11	WORLD TRADE PRESS	630.00
50175	05/31/11	NEXTEL	1,103.97
50176	05/31/11	NEXTEL	586.91
50177	05/31/11	CALL ONE	264.85
50178	05/31/11	AT&T	460.76
50179	05/31/11	AT&T	460.76
50180	05/31/11	McLEOD USA	300.89
50181	05/31/11	COMCAST CABLE	441.93
50182	05/31/11	LEVEL(3) COMMUNICATIONS, LLC.	946.46
50183	05/31/11	NICOR GAS	1,170.03
50184	05/31/11	SPRINT	19.19
50185	05/31/11	SPRINT	19.19
50186	05/31/11	SPRINT	16.32
50187	05/31/11	WOW! INTERENT CABLE	115.98
Total checks	100	Total	<u>205,380.93</u>

All Checkbooks  
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Des Plaines Public Library  
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
HFK PRESENTS	1001	05/25/11	275.00
Account No. 201-5960210		Description U.S. Grant program	Amount 275.00
		Subtotal	275.00
CITY OF DES PLAINES	1002	05/26/11	110.00
Account No. 201-5960210		Description Battle of Bands Bond	Amount 110.00
CITY OF DES PLAINES	1003	05/26/11	8.00
Account No. 201-5960210		Description Battle of Bands License	Amount 8.00
		Subtotal	118.00
AT&T	50178	05/31/11	460.76
Account No. 201-5920120		Description ACH	Amount 460.76
AT&T	50179	05/31/11	460.76
Account No. 201-5920120		Description ACH	Amount 460.76
CALL ONE	50177	05/31/11	264.85
Account No. 201-5920120		Description ACH	Amount 264.85
CHICAGO BOTANIC GARDEN	11062	05/31/11	-60.00
Account No. 201-5970620		Description Void CK #11062	Amount -60.00
COMCAST CABLE	50181	05/31/11	441.93
Account No. 201-5920120		Description ACH	Amount 441.93
EBSCO SUBSCRIPTION SVC	11069	05/31/11	-265.52
Account No. 201-5970620		Description Void CK # 11069	Amount -265.52
LEVEL(3) COMMUNICATIONS, LLC.	50182	05/31/11	946.46
Account No. 201-5920120		Description ACH	Amount 946.46
McLEOD USA	50180	05/31/11	300.89
Account No. 201-5920120		Description ACH	Amount 300.89
NEXTEL	50175	05/31/11	1,103.97
Account No. 201-5920120		Description ACH	Amount 1,103.97
NEXTEL	50176	05/31/11	586.91
Account No. 201-5920120		Description ACH	Amount 586.91
NICOR GAS	50183	05/31/11	1,170.03
Account No. 201-5970810		Description ACH	Amount 1,170.03
SPRINT	50184	05/31/11	19.19

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Vendor Checks Report

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Vendor Name	Chk. No.	Check Date	Amount
Account No. 201-5920120	Description ACH	Amount 19.19	
SPRINT	50185	05/31/11	19.19
Account No. 201-5920120	Description ACH	Amount 19.19	
SPRINT	50186	05/31/11	16.32
Account No. 201-5920120	Description ACH	Amount 16.32	
SUBSCRIPTION SERVICE CENTER	11110	05/31/11	-39.00
Account No. 201-5970620	Description VOID CK # 11110 @ 5/31/11	Amount -39.00	
WOW! INTERENT CABLE	50187	05/31/11	115.98
Account No. 201-5920120	Description ACH	Amount 115.98	
		Subtotal	<u>5,542.72</u>
3M	11121	06/21/11	9,203.66
Account No. 201-5970100	Description Invoice # UM00451	Amount 1,670.86	
Account No. 201-5970100	Description Invoice # UM00450	Amount 2,253.07	
Account No. 201-5970100	Description Invoice # UM00468	Amount 5,279.73	
ACCURATE AUTO CLINIC	11122	06/21/11	1,436.89
Account No. 201-5930030	Description Service Invoice # 15702	Amount 1,436.89	
ACE DES PLAINES INCORPORATED	11123	06/21/11	98.17
Account No. 201-5970170	Description Invoice # 221773	Amount 20.85	
Account No. 201-5970170	Description Invoice # 221666	Amount 43.36	
Account No. 201-5970170	Description Invoice # 221690	Amount 33.96	
ALEXIAN BROTHERS CORP HEALTH SER	11124	06/21/11	150.00
Account No. 201-5960990	Description Invoice # 399927	Amount 75.00	
Account No. 201-5960990	Description Invoice # 402099	Amount 75.00	
ALGONQUIN MIDDLE SCHOOL	11125	06/21/11	20.00
Account No. 201-5970600	Description 2011 Yeabook	Amount 20.00	
AMAZON	11126	06/21/11	1,592.63
Account No. 201-5960210	Description AMAZON	Amount 47.88	
Account No. 201-5970600	Description AMAZON	Amount 1,113.58	
Account No. 201-5970600	Description AMAZON	Amount -10.00	
Account No. 201-5970630	Description AMAZON	Amount 441.17	
ANDERSON LOCK CO LTD	11127	06/21/11	46.56
Account No. 201-5930020	Description Invoice # 0645611	Amount 46.56	
ANTIOCH PUBLIC LIBRARY DISTRICT	11128	06/21/11	26.49
Account No. 201-5970600	Description DVD: Never Surrender	Amount 26.49	
BAKER & TAYLOR	11129	06/21/11	14,754.85

Vendor Name	Chk. No.	Check Date	Amount
Account No.	Description		Amount
201-5960990	Invoice # 2025917563		1.41
201-5960990	Invoice # 2025920971		2.82
201-5960990	Invoice # 2025912296		2.24
201-5960990	Invoice # 2025917461		1.41
201-5960990	Invoice # 2025917607		4.48
201-5960990	Invoice # 2025914438		3.72
201-5960990	Invoice # 2025914476		16.80
201-5960990	Invoice # 2025917512		1.26
201-5960990	Invoice # 2025914439		2.24
201-5960990	Invoice # 2025914329		4.95
201-5960990	Invoice # 2025912314		1.58
201-5960990	Invoice # 2025912486		18.20
201-5960990	Invoice # 2025902195		18.21
201-5960990	Invoice # 2025905387		16.08
201-5960990	Invoice # 2025901734		37.61
201-5960990	Invoice # 2025899071		0.47
201-5960990	Invoice # 2025894057		0.97
201-5960990	Invoice # 2025899061		2.24
201-5960990	Invoice # 2025899078		1.24
201-5960990	Invoice # 2025901892		1.24
201-5960990	Invoice # 2025901966		10.19
201-5960990	Invoice # 2025900172		27.68
201-5960990	Invoice # 2025901139		53.92
201-5960990	Invoice # 2025908940		2.24
201-5960990	Invoice # 2025901945		5.01
201-5960990	Invoice # 2025907038		34.09
201-5960990	Invoice # 2025891334		0.47
201-5960990	Invoice # 2025891714		0.94
201-5960990	Invoice # 2025891233		3.36
201-5960990	Invoice # 2025891312		37.07
201-5960990	Invoice # 2025893524		48.20
201-5960990	Invoice # 2025891452		6.06
201-5960990	Invoice # 2025891453		1.12
201-5960990	Invoice # 2025893468		4.62
201-5960990	Invoice # 2025886122		7.71
201-5960990	Invoice # 2025885061		24.79
201-5960990	Invoice # 2025762212		15.93
201-5960990	Invoice # 2025891408		5.60
201-5960990	Invoice # 2025891726		7.84
201-5960990	Invoice # 2025876979		4.92
201-5960990	Invoice # 2025887851		2.35
201-5960990	Invoice # 2025887857		6.64
201-5960990	Invoice # 2025884271		11.20
201-5960990	Invoice # 2025887043		16.11
201-5960990	Invoice # 2025889809		65.21
201-5960990	Invoice # 2025873049		1.60
201-5960990	Invoice # 2025895949		21.23
201-5960990	Invoice # 2025849415		3.47
201-5960990	Invoice # 2025856465		45.56
201-5960990	Invoice # 2025855969		6.12
201-5960990	Invoice # 2025856076		2.84
201-5960990	Invoice # 2025856112		1.24
201-5960990	Invoice # 2025856027		5.42
201-5960990	Invoice # 2025842287		51.90
201-5960990	Invoice # 2025845809		10.61
201-5960990	Invoice # 2025845114		2.57
201-5960990	Invoice # 2025841197		0.32
201-5960990	Invoice # 2025847614		1.88
201-5960990	Invoice # 2025847607		1.12
201-5960990	Invoice # 2025849413		1.12
201-5960990	Invoice # 2025844202		1.12
201-5960990	Invoice # 2025844403		19.33

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Des Plaines Public Library  
Vendor Checks Report

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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2025844209		0.94
201-5960990	Invoice # 2025841546		11.64
201-5960990	Invoice # 2025915172		1.60
201-5960990	Invoice # 2025910814		34.77
201-5960990	Invoice # 2025919942		17.43
201-5970600	Invoice # 2025917563		24.01
201-5970600	Invoice # 2025920971		23.82
201-5970600	Invoice # 2025912296		25.61
201-5970600	Invoice # 2025917461		39.16
201-5970600	Invoice # 2025917607		58.45
201-5970600	Invoice # 2025914438		43.71
201-5970600	Invoice # 2025914476		224.80
201-5970600	Invoice # 2025917512		17.28
201-5970600	Invoice # 2025914439		25.61
201-5970600	Invoice # 2025914329		50.45
201-5970600	Invoice # 2025912314		11.92
201-5970600	Invoice # 2025912486		305.81
201-5970600	Invoice # 2025902195		199.58
201-5970600	Invoice # 2025905387		207.93
201-5970600	Invoice # 2025901734		469.43
201-5970600	Invoice # 2025899071		10.44
201-5970600	Invoice # 2025894056		14.76
201-5970600	Invoice # 2025899061		22.69
201-5970600	Invoice # 2025899078		14.73
201-5970600	Invoice # 2025901892		14.17
201-5970600	Invoice # 2025901966		31.68
201-5970600	Invoice # 2025900171		865.18
201-5970600	Invoice # 2025901138		806.39
201-5970600	Invoice # 2025908940		31.77
201-5970600	Invoice # 2025901945		13.15
201-5970600	Invoice # 2025907037		752.01
201-5970600	Invoice # 2025891334		9.14
201-5970600	Invoice # 2025891714		26.11
201-5970600	Invoice # 2025891233		27.23
201-5970600	Invoice # 2025891312		398.90
201-5970600	Invoice # 2025893524		169.57
201-5970600	Invoice # 2025891452		101.59
201-5970600	Invoice # 2025891453		14.76
201-5970600	Invoice # 2025893468		12.55
201-5970600	Invoice # 2025886121		315.10
201-5970600	Invoice # 2025885060		662.69
201-5970600	Invoice # 2025762212		39.70
201-5970600	Invoice # 2025891408		76.03
201-5970600	Invoice # 2025891726		11.01
201-5970600	Invoice # 2025876979		17.91
201-5970600	Invoice # 2025887851		52.21
201-5970600	Invoice # 2025887857		105.85
201-5970600	Invoice # 2025884271		151.86
201-5970600	Invoice # 2025889808		1,233.89
201-5970600	Invoice # 2025887042		432.79
201-5970600	Invoice # 2025873048		43.62
201-5970600	Invoice # 2025895948		701.66
201-5970600	Invoice # 2025849415		21.54
201-5970600	Invoice # 2025856464		1,105.93
201-5970600	Invoice # 2025855969		184.22
201-5970600	Invoice # 2025856076		28.02
201-5970600	Invoice # 2025856112		14.86
201-5970600	Invoice # 2025856027		86.73
201-5970600	Invoice # 2025845113		67.95
201-5970600	Invoice # 2025845808		447.39
201-5970600	Invoice # 2025842286		1,311.35
201-5970600	Invoice # 2025841196		17.61
201-5970600	Invoice # 2025847614		52.22

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Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2025847607		12.80
201-5970600	Invoice # 2025849413		9.65
201-5970600	Invoice # 2025844202		11.30
201-5970600	Invoice # 2025844403		217.03
201-5970600	Invoice # 2025844209		21.69
201-5970600	Invoice # 2025841546		166.95
201-5970600	Invoice # 2025915171		29.85
201-5970600	Invoice # 2025919941		253.94
201-5970600	Invoice # 2025910813		839.73
201-5970600	Invoice # I53448990		116.01
201-5970600	Credit Memo # 0002167755		-22.31
201-5970600	Credit Memo # 0002157299		-0.72
201-5970630	Invoice # I54741190		14.69
201-5970630	Invoice # V53353740		51.44

BAKER & TAYLOR 11130 06/21/11 15,026.91

Account No.	Description	Amount
201-5960990	Invoice # 2025826393	1.12
201-5960990	Invoice # 2025826421	1.41
201-5960990	Invoice # 2025824737	11.84
201-5960990	Invoice # 2025813199	2.53
201-5960990	Invoice # 2025821503	2.40
201-5960990	Invoice # 2025818677	6.72
201-5960990	Invoice # 2025821537	7.44
201-5960990	Invoice # 2025824858	16.42
201-5960990	Invoice # 2025824859	0.47
201-5960990	Invoice # 2025824795	3.01
201-5960990	Invoice # 2025815168	65.18
201-5960990	Invoice # 2025813200	4.48
201-5960990	Invoice # 2025813282	14.88
201-5960990	Invoice # 2025813235	1.59
201-5960990	Invoice # 2025813449	1.41
201-5960990	Invoice # 2025813628	4.30
201-5960990	Invoice # 2025813627	7.33
201-5960990	Invoice # 2025810486	1.12
201-5960990	Invoice # 2025813498	2.48
201-5960990	Invoice # 2025810146	0.64
201-5960990	Invoice # 2025811531	15.76
201-5960990	Invoice # 2025834671	55.28
201-5960990	Invoice # 2025837770	37.39
201-5960990	Invoice # 2025831978	2.24
201-5960990	Invoice # 2025831973	1.59
201-5960990	Invoice # 2025836048	0.47
201-5960990	Invoice # 2025836318	5.92
201-5960990	Invoice # 2025831975	9.84
201-5960990	Invoice # 2025832054	3.72
201-5960990	Invoice # 2025821536	3.36
201-5960990	Invoice # 2025836361	4.47
201-5960990	Invoice # 2025836201	3.36
201-5960990	Invoice # 2025836430	7.44
201-5960990	Invoice # 2025844131	5.11
201-5960990	Invoice # 2025844247	1.12
201-5960990	Invoice # 2025866218	2.24
201-5960990	Invoice # 2025869301	5.35
201-5960990	Invoice # 2025869392	1.12
201-5960990	Invoice # 2025869405	1.88
201-5960990	Invoice # 2025869354	5.89
201-5960990	Invoice # 2025824600	0.32
201-5960990	Invoice # 2025866196	10.32
201-5960990	Invoice # 2025870950	20.49
201-5960990	Invoice # 2025876997	1.24
201-5960990	Invoice # 2025767979	28.09
201-5960990	Invoice # 2025869199	2.37



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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2025869412		2.99
201-5960990	Invoice # 2025866217		6.31
201-5960990	Invoice # 2025856107		0.64
201-5960990	Invoice # 2025859315		1.59
201-5960990	Invoice # 2025858964		7.74
201-5960990	Invoice # 2025852323		36.40
201-5960990	Invoice # 2025860104		24.49
201-5960990	Invoice # 2025864391		2.58
201-5960990	Invoice # 2025864398		18.63
201-5960990	Invoice # 2025856108		0.47
201-5960990	Invoice # 2025856012		0.74
201-5960990	Invoice # 2025856029		3.36
201-5960990	Invoice # 2025856071		1.12
201-5960990	Invoice # 2025856119		1.12
201-5960990	Invoice # 2025856122		1.24
201-5960990	Invoice # 5011447807		8.32
201-5960990	Invoice # 2025875500		0.32
201-5960990	Invoice # 2025876987		7.23
201-5960990	Invoice # 2025876988		0.47
201-5960990	Invoice # 2025870951		1.24
201-5960990	Invoice # 2025879993		2.05
201-5960990	Invoice # 2025880298		2.24
201-5960990	Invoice # 2025876926		2.09
201-5960990	Invoice # 2025880341		1.12
201-5960990	Invoice # 2025871085		0.94
201-5960990	Invoice # 2025871102		0.47
201-5960990	Invoice # 2025880166		2.24
201-5960990	Invoice # 2025871057		2.71
201-5960990	Invoice # 2025880339		3.36
201-5960990	Invoice # 2025832078		4.81
201-5960990	Invoice # 2025829436		35.09
201-5960990	Invoice # 5011413918		7.04
201-5960990	Invoice # 2025826388		0.74
201-5960990	Invoice # 2025826418		0.94
201-5970600	Invoice # 2025826421		41.79
201-5970600	Invoice # 2025824737		267.03
201-5970600	Invoice # 2025813199		21.31
201-5970600	Invoice # 2025821503		59.75
201-5970600	Invoice # 2025818677		87.80
201-5970600	Invoice # 2025821537		93.00
201-5970600	Invoice # 2025824858		474.79
201-5970600	Invoice # 2025824859		8.97
201-5970600	Invoice # 2025824795		25.05
201-5970600	Invoice # 2025815167		1,330.20
201-5970600	Invoice # 2025813200		39.72
201-5970600	Invoice # 2025813282		145.94
201-5970600	Invoice # 2025813235		24.10
201-5970600	Invoice # 2025813449		39.16
201-5970600	Invoice # 2025813628		68.95
201-5970600	Invoice # 2025813627		73.82
201-5970600	Invoice # 2025810486		15.87
201-5970600	Invoice # 2025813498		28.39
201-5970600	Invoice # 2025811530		592.48
201-5970600	Invoice # 2025810145		21.71
201-5970600	Invoice # 2025834670		1,251.29
201-5970600	Invoice # 2025837769		1,078.12
201-5970600	Invoice # 2025831978		21.70
201-5970600	Invoice # 2025831973		15.59
201-5970600	Invoice # 2025836048		5.67
201-5970600	Invoice # 2025836318		109.58
201-5970600	Invoice # 2025831975		26.30
201-5970600	Invoice # 2025832054		53.68
201-5970600	Invoice # 2025821536		44.84

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Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2025836361		65.94
201-5970600	Invoice # 2025836201		33.23
201-5970600	Invoice # 2025836430		94.80
201-5970600	Invoice # 2025844131		42.01
201-5970600	Invoice # 2025844247		14.75
201-5970600	Invoice # 2025866218		28.96
201-5970600	Invoice # 2025869301		50.17
201-5970600	Invoice # 2025869392		9.79
201-5970600	Invoice # 2025869405		52.22
201-5970600	Invoice # 2025869354		122.09
201-5970600	Invoice # 2025824600		2.38
201-5970600	Invoice # 2025866196		47.59
201-5970600	Invoice # 2025870950		81.69
201-5970600	Invoice # 2025876997		15.34
201-5970600	Invoice # 2025867978		628.42
201-5970600	Invoice # 2025869199		47.15
201-5970600	Invoice # 2025869412		82.30
201-5970600	Invoice # 2025866217		312.59
201-5970600	Invoice # 2025856107		38.17
201-5970600	Invoice # 2025859315		19.54
201-5970600	Invoice # 2025858964		13.14
201-5970600	Invoice # 2025852322		955.89
201-5970600	Invoice # 2025860103		656.58
201-5970600	Invoice # 2025864390		55.22
201-5970600	Invoice # 2025864397		806.73
201-5970600	Invoice # 2025856108		16.07
201-5970600	Invoice # 2025856012		19.89
201-5970600	Invoice # 2025856029		38.32
201-5970600	Invoice # 2025856071		8.49
201-5970600	Invoice # 2025856119		14.76
201-5970600	Invoice # 2025856122		14.20
201-5970600	Invoice # 5011447807		895.38
201-5970600	Invoice # 2025875499		5.97
201-5970600	Invoice # 2025876987		398.16
201-5970600	Invoice # 2025876988		8.97
201-5970600	Invoice # 2025870951		14.19
201-5970600	Invoice # 2025879993		23.56
201-5970600	Invoice # 2025880298		24.87
201-5970600	Invoice # 2025876926		26.36
201-5970600	Invoice # 2025880341		9.08
201-5970600	Invoice # 2025871085		10.53
201-5970600	Invoice # 2025871102		5.97
201-5970600	Invoice # 2025880166		19.30
201-5970600	Invoice # 2025871057		30.63
201-5970600	Invoice # 2025880339		40.73
201-5970600	Credit Memo # 0002154501		-33.52
201-5970600	Invoice # 2025832078		59.60
201-5970600	Invoice # 2025829435		1,129.70
201-5970600	Invoice # 5011413918		1,013.07
201-5970600	Invoice # 2025826388		9.75
201-5970600	Invoice # 2025826418		8.36
201-5970600	Invoice # 2025826393		10.21
201-5970630	Invoice # 154258390		51.44
201-5970630	Invoice # 153872450		223.59
<b>BANC OF AMERICA LEASING</b>			
	11131	06/21/11	2,005.00
Account No.	Description	Amount	
201-5930010	Invoice # 011880387	2,005.00	
<b>BANKCARD SERVICES</b>			
	11119	06/21/11	4,667.90
Account No.	Description	Amount	
201-5960210		603.79	
201-5960990		225.00	

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Vendor Name	Chk. No.	Check Date	Amount
201-5970100		217.84	
201-5970110		282.13	
201-5970170		38.00	
201-5970600		49.93	
201-5970620		53.00	
201-5970850		9.77	
201-5980420		2,556.00	
201-5980600		223.44	
201-5990900		409.00	
<b>BOTTOM LINE PERSONAL</b>	<b>11120</b>	<b>06/21/11</b>	<b>39.00</b>
Account No.	Description	Amount	
201-5970620	Subscription	39.00	
<b>BRODART COMPANY</b>	<b>11132</b>	<b>06/21/11</b>	<b>380.92</b>
Account No.	Description	Amount	
201-5970600	Invoice # B1815308	127.20	
201-5970600	Invoice # B1809456	253.72	
<b>BUSINESS MACHINE AGENTS INC</b>	<b>11133</b>	<b>06/21/11</b>	<b>389.25</b>
Account No.	Description	Amount	
201-5930010	Invoice # IN24035	389.25	
<b>CAPSTONE PRESS INCORPORATED</b>	<b>11134</b>	<b>06/21/11</b>	<b>395.00</b>
Account No.	Description	Amount	
201-5970640	Invoice # C110212014	395.00	
<b>CHICAGO OFFICE TECHNOLOGY GROUP</b>	<b>11135</b>	<b>06/21/11</b>	<b>2,860.63</b>
Account No.	Description	Amount	
201-5930010	Invoice # 036995 1	287.29	
201-5930010	Invoice # 037000 1	1,797.03	
201-5930010	Invoice # 037001 1	776.31	
<b>CHROMATECH</b>	<b>11136</b>	<b>06/21/11</b>	<b>432.00</b>
Account No.	Description	Amount	
201-5970270	Invoice # 4925	432.00	
<b>CITY OF DES PLAINES</b>	<b>11137</b>	<b>06/21/11</b>	<b>308.26</b>
Account No.	Description	Amount	
201-5970840	Invoice Fuel # 04-11	249.46	
201-5970850	Invoice Fuel # 04-11	58.80	
<b>COMPLETE CLEANING COMPANY INC</b>	<b>11138</b>	<b>06/21/11</b>	<b>7,706.00</b>
Account No.	Description	Amount	
201-5930320	Invoice # 1275778	385.00	
201-5930320	Invoice 3 1275388	7,321.00	
<b>COOPERATIVE COMPUTER SERVICES</b>	<b>11139</b>	<b>06/21/11</b>	<b>11,154.36</b>
Account No.	Description	Amount	
201-5920140	Invoice # CCS 4/1/11	4,185.68	
201-5920140	Invoice # CCS 5/1/11	4,891.00	
201-5930010	OCLC JED Profile May 2011	2,077.68	
<b>CRAFT REMODELING INC.</b>	<b>11140</b>	<b>06/21/11</b>	<b>779.00</b>
Account No.	Description	Amount	
201-5930020	Shelving Unit	384.00	
201-5930020	Misc Labor	395.00	
<b>CRIMSON MULTIMEDIA DIST., INC.</b>	<b>11141</b>	<b>06/21/11</b>	<b>889.42</b>
Account No.	Description	Amount	
201-5960990	Invoice # 18650A	173.42	
201-5970630	Invoice # 18608A	716.00	

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Vendor Name	Chk. No.	Check Date	Amount
CRYSTAL LAKE PUBLIC LIBRARY	11142	06/21/11	22.95
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5970600    Item: 32306005848901		22.95	
D & Z HOUSE OF BOOKS INCORPORATED	11143	06/21/11	1,264.53
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5970600    Invoice # 2011-1024427		1,264.53	
DEMCO EDUCATIONAL CORP	11144	06/21/11	290.50
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5970100    Invoice # 4181920		290.50	
DEO CONSULTING, INC.	11145	06/21/11	665.00
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5960210    Program on 6/1/11		665.00	
EASY, THE ESL SERIES	11146	06/21/11	639.00
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5970630    Invoice # 3387		619.00	
201-5970630    Invoice # 3379		20.00	
EBSCO SUBSCRIPTION SVC	11147	06/21/11	545.36
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5970620    Invoice # 1334226		24.00	
201-5970620    Invoice # 0058940		464.10	
201-5970620    Invoice # 0056481		57.26	
FEDERAL EXPRESS	11148	06/21/11	102.57
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5970260    Invoice # 7-505-70887		45.74	
201-5970260    Invoice # 7-489-72477		56.83	
FREINDSHIP JUNIOR HIGH SCHOOL	11149	06/21/11	20.00
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5970600    2011 Yearbook		20.00	
GALE	11150	06/21/11	6,621.95
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5970600    Invoice # 17209066		179.55	
201-5970600    Invoice # 17210162		112.10	
201-5970600    Invoice # 17210479		112.10	
201-5970600    Invoice # 17198594		285.94	
201-5970600    Invoice # 17182751		592.80	
201-5970600    Invoice # 17182540		112.10	
201-5970600    Invoice # 17055120		189.35	
201-5970600    Invoice # 17041574		306.40	
201-5970600    Invoice # 17052104		969.00	
201-5970640    Invoice # 17185638		3,762.61	
GARVEY'S OFFICE PRODUTS	11151	06/21/11	265.76
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5970100    Invoice # PINV282312		265.76	
GOVCONNECTION INC	11152	06/21/11	705.24
<b>Account No.</b> <b>Description</b>		<b>Amount</b>	
201-5970100    Invoice # 47788814		204.50	
201-5970100    Invoice # 47783647		46.75	
201-5980410    Invoice # 47797694		179.50	
201-5980420    Invoice # 47793082		88.50	
201-5980420    Invoice # 47769435		155.00	
201-5980420    Invoice # 47788902		30.99	
GRAINGER	11153	06/21/11	1,524.00

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Vendor Name	Chk. No.	Check Date	Amount
<b>Account No.</b> 201-5970170		<b>Amount</b> 1,524.00	
<b>Description</b> Invoice # 9533038320			
HAINES & COMPANY, INC	11154	06/21/11	891.00
<b>Account No.</b> 201-5970600		<b>Amount</b> 891.00	
<b>Description</b> Invoice # 300575			
HIGHSMITH	11155	06/21/11	40.90
<b>Account No.</b> 201-5970100		<b>Amount</b> 40.90	
<b>Description</b> Invoice # 1110466			
HR SPECIALIST: EMPLOYMENT LAW	11156	06/21/11	179.00
<b>Account No.</b> 201-5970620		<b>Amount</b> 179.00	
<b>Description</b> Notice # SBQ2R07			
INNOVATION EXPERTS	11157	06/21/11	7,986.00
<b>Account No.</b> 201-5970610		<b>Amount</b> 7,986.00	
<b>Description</b> Invoice # MMM2011-16			
INTERIOR TROPICAL GARDENS INC	11158	06/21/11	85.00
<b>Account No.</b> 201-5960990		<b>Amount</b> 85.00	
<b>Description</b> Invoice # 46807			
IROQUOIS COMMUNITY SCHOOL	11159	06/21/11	18.00
<b>Account No.</b> 201-5970600		<b>Amount</b> 18.00	
<b>Description</b> 2011 Yearbook			
KLEIN, THORPE & JENKINS, LTD.	11160	06/21/11	209.00
<b>Account No.</b> 201-5920100		<b>Amount</b> 209.00	
<b>Description</b> Statement # 152432			
LAMP RECYCLERS	11161	06/21/11	191.96
<b>Account No.</b> 201-5930020		<b>Amount</b> 191.96	
<b>Description</b> Invoice # 51603			
LIMRiCC	11162	06/21/11	37,677.90
<b>Account No.</b> 201-2401002		<b>Amount</b> 37,677.90	
<b>Description</b> Monthly Billing May 2011			
LINCOLN TRAIL LIBRARIES SYSTEM	11163	06/21/11	594.00
<b>Account No.</b> 201-5970600		<b>Amount</b> 19.00	
<b>Description</b> Invoice # 97204			
201-5980420		575.00	
<b>Description</b> Invoice # 97204			
MENARDS	11164	06/21/11	160.25
<b>Account No.</b> 201-5970170		<b>Amount</b> 160.25	
<b>Description</b> Invoice # 36345			
METROPOLITAN LIBRARY SYSTEM	11165	06/21/11	14.99
<b>Account No.</b> 201-5970600		<b>Amount</b> 14.99	
<b>Description</b> Invoice # 50772			
MIDWEST TAPE	11166	06/21/11	7,519.31
<b>Account No.</b> 201-5960990		<b>Amount</b> 65.70	
<b>Description</b> Invoice # 6351200			
201-5960990		4.10	
<b>Description</b> Invoice # 6351198			
201-5960990		11.40	
<b>Description</b> Invoice # 6351202			
201-5960990		19.25	
<b>Description</b> Invoice # 6358783			
201-5960990		3.85	
<b>Description</b> Invoice # 6345580			
201-5960990		15.40	
<b>Description</b> Invoice # 6345581			
201-5960990		3.85	
<b>Description</b> Invoice # 6350384			
201-5960990		50.30	
<b>Description</b> Invoice # 6339558			
201-5960990		3.85	
<b>Description</b> Invoice # 6339556			

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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6347949		7.70
201-5960990	Invoice # 6339557		11.55
201-5960990	Invoice # 6347952		5.70
201-5960990	Invoice # 6347948		11.55
201-5960990	Invoice # 6347951		7.70
201-5960990	Invoice # 6353835		4.10
201-5960990	Invoice # 6353834		7.70
201-5960990	Invoice # 6353833		4.10
201-5960990	Invoice # 6351199		7.70
201-5960990	Invoice # 6351193		3.25
201-5960990	Invoice # 6347950		3.85
201-5960990	Invoice # 6345582		8.55
201-5960990	Invoice # 6342007		23.10
201-5960990	Invoice # 6333827		3.85
201-5960990	Invoice # 6333828		3.85
201-5960990	Invoice # 6333829		3.86
201-5960990	Invoice # 6333830		3.85
201-5960990	Invoice # 6333832		15.40
201-5960990	Invoice # 6333831		3.85
201-5960990	Invoice # 6333826		3.85
201-5960990	Invoice # 6327832		42.60
201-5960990	Invoice # 6327831		3.85
201-5960990	Invoice # 6327833		61.60
201-5960990	Invoice # 6327834		53.90
201-5960990	Invoice # 6327829		3.85
201-5960990	Invoice # 6327828		7.70
201-5960990	Invoice # 6335594		15.40
201-5960990	Invoice # 6335596		7.70
201-5960990	Invoice # 6335595		3.85
201-5960990	Invoice # 6335593		3.85
201-5960990	Invoice # 6353828		3.25
201-5960990	Invoice # 6353829		6.50
201-5960990	Invoice # 6353823		3.25
201-5960990	Invoice # 6353825		6.50
201-5960990	Invoice # 6353818		3.45
201-5960990	Invoice # 6353819		6.50
201-5960990	Invoice # 6353820		22.75
201-5960990	Invoice # 6353822		6.50
201-5960990	Invoice # 6353827		3.25
201-5960990	Invoice # 6353816		3.25
201-5960990	Invoice # 6353817		13.00
201-5960990	Invoice # 6353836		15.75
201-5960990	Invoice # 6353831		16.25
201-5960990	Invoice # 6353832		6.50
201-5960990	Invoice # 6351197		55.45
201-5960990	Invoice # 6351194		45.90
201-5960990	Invoice # 6351195		22.75
201-5960990	Invoice # 6351192		3.25
201-5960990	Invoice # 6351196		19.70
201-5960990	Invoice # 6358770		9.75
201-5960990	Invoice # 6358780		6.50
201-5960990	Invoice # 6358781		13.00
201-5960990	Invoice # 6358784		11.25
201-5960990	Invoice # 6358769		6.50
201-5960990	Invoice # 6358772		9.75
201-5960990	Invoice # 6358771		6.50
201-5960990	Invoice # 6358776		13.00
201-5960990	Invoice # 6358777		3.25
201-5960990	Invoice # 6358774		3.25
201-5960990	Invoice # 6358768		3.45
201-5960990	Invoice # 6358767		3.25
201-5960990	Invoice # 6358779		3.25
201-5970600	Invoice # 2528810		23.24

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Vendor Name	Chk. No.	Check Date	Amount
201-5970610	Invoice # 6351200		187.18
201-5970610	Invoice # 6351198		11.24
201-5970610	Invoice # 6351202		55.46
201-5970610	Invoice # 6358783		61.90
201-5970610	Invoice # 6345580		11.24
201-5970610	Invoice # 6345581		155.90
201-5970610	Invoice # 6350384		14.24
201-5970610	Invoice # 6339558		186.47
201-5970610	Invoice # 6339556		51.73
201-5970610	Invoice # 6347949		20.23
201-5970610	Invoice # 6339557		49.47
201-5970610	Invoice # 6347952		25.33
201-5970610	Invoice # 6347948		37.77
201-5970610	Invoice # 6347951		26.83
201-5970610	Invoice # 2509841		208.95
201-5970610	Invoice # 2509842		29.99
201-5970610	Invoice # 2509843		115.98
201-5970610	Invoice # 2509916		39.99
201-5970610	Invoice # 6342008		19.49
201-5970610	Invoice # 2516059		29.99
201-5970610	Invoice # 2516058		19.99
201-5970610	Invoice # 2516060		89.97
201-5970610	Invoice # 2516057		106.96
201-5970610	Invoice # 2516056		209.95
201-5970610	Invoice # 2516061		59.99
201-5970610	Invoice # 2516146		39.99
201-5970610	Invoice # 2509840		114.97
201-5970610	Invoice # 2522895		34.99
201-5970610	Invoice # 2522897		49.98
201-5970610	Invoice # 2522896		29.99
201-5970610	Invoice # 2522899		47.99
201-5970610	Invoice # 2522898		49.97
201-5970610	Invoice # 2533956		79.98
201-5970610	Invoice # 2528931		44.99
201-5970610	Invoice # 2528930		24.99
201-5970610	Invoice # 2528932		29.99
201-5970610	Invoice # 2528869		69.98
201-5970610	Invoice # 6353835		14.99
201-5970610	Invoice # 6353834		28.48
201-5970610	Invoice # 6353833		14.99
201-5970610	Invoice # 6351199		22.48
201-5970610	Invoice # 6351193		8.99
201-5970610	Invoice # 6347950		11.24
201-5970610	Invoice # 6345582		37.47
201-5970610	Invoice # 6342007		68.94
201-5970610	Invoice # 6333827		7.49
201-5970610	Invoice # 6333828		5.24
201-5970610	Invoice # 6333829		12.59
201-5970610	Invoice # 6333830		7.49
201-5970610	Invoice # 6333832		44.81
201-5970610	Invoice # 6333831		11.99
201-5970610	Invoice # 6333826		23.24
201-5970610	Invoice # 6327832		131.14
201-5970610	Invoice # 6327831		14.24
201-5970610	Invoice # 6327833		155.09
201-5970610	Invoice # 6327834		153.16
201-5970610	Invoice # 6327829		9.74
201-5970610	Invoice # 6327828		25.48
201-5970610	Invoice # 6335594		52.31
201-5970610	Invoice # 6335596		29.98
201-5970610	Invoice # 6335595		12.59
201-5970610	Invoice # 6335593		10.49
201-5970630	Credit Memo # 97373		-15.40

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Vendor Name	Chk. No.	Check Date	Amount
201-5970630	Invoice # 6335580		44.99
201-5970630	Invoice # 6327815		14.99
201-5970630	Invoice # 6327823		179.95
201-5970630	Invoice # 6333816		89.98
201-5970630	Invoice # 6342009		49.48
201-5970630	Invoice # 2516453		141.68
201-5970630	Invoice # 6341991		41.23
201-5970630	Invoice # 6347946		44.99
201-5970630	Invoice # 6358773		33.74
201-5970630	Invoice # 6351191		29.99
201-5970630	Invoice # 6353830		18.74
201-5970630	Invoice # 6353821		74.98
201-5970630	Invoice # 6353824		26.24
201-5970630	Invoice # 6353826		37.49
201-5970630	Invoice # 6353828		12.74
201-5970630	Invoice # 6353829		38.98
201-5970630	Invoice # 6353823		29.99
201-5970630	Invoice # 6353825		36.73
201-5970630	Invoice # 6353818		22.49
201-5970630	Invoice # 6353819		44.98
201-5970630	Invoice # 6353820		184.42
201-5970630	Invoice # 6353822		142.45
201-5970630	Invoice # 6353827		18.74
201-5970630	Invoice # 6353816		14.99
201-5970630	Invoice # 6353817		92.96
201-5970630	Invoice # 6353836		150.68
201-5970630	Invoice # 6353831		54.70
201-5970630	Invoice # 6353832		19.48
201-5970630	Invoice # 6351197		473.81
201-5970630	Invoice # 6351194		284.08
201-5970630	Invoice # 6351195		116.18
201-5970630	Invoice # 6351192		37.49
201-5970630	Invoice # 6351196		149.92
201-5970630	Invoice # 6358770		9.75
201-5970630	Invoice # 6358780		17.23
201-5970630	Invoice # 6358781		45.71
201-5970630	Invoice # 6358784		110.20
201-5970630	Invoice # 6358769		44.98
201-5970630	Invoice # 6358772		65.22
201-5970630	Invoice # 6358771		39.73
201-5970630	Invoice # 6358776		86.96
201-5970630	Invoice # 6358777		20.24
201-5970630	Invoice # 6358774		18.74
201-5970630	Invoice # 6358768		22.49
201-5970630	Invoice # 6358767		18.74
201-5970630	Invoice # 6358779		14.99

## MIDWEST TAPE

11167

06/21/11

8,279.41

Account No.	Description	Amount
201-5960990	Invoice # 6341999	9.75
201-5960990	Invoice # 6342000	3.25
201-5960990	Invoice # 6342001	3.25
201-5960990	Invoice # 6341993	6.50
201-5960990	Invoice # 6342003	3.25
201-5960990	Invoice # 6342004	3.25
201-5960990	Invoice # 6342005	3.25
201-5960990	Invoice # 6341995	6.50
201-5960990	Invoice # 6341994	6.50
201-5960990	Invoice # 6341992	3.25
201-5960990	Invoice # 6342002	3.45
201-5960990	Invoice # 6342010	22.50
201-5960990	Invoice # 6342006	3.25
201-5960990	Invoice # 6341996	9.75



Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6358775		3.25
201-5960990	Invoice # 6358778		13.00
201-5960990	Invoice # 6358782		3.25
201-5960990	Invoice # 6345576		16.25
201-5960990	Invoice # 6345567		3.25
201-5960990	Invoice # 6345573		9.75
201-5960990	Invoice # 6345574		16.25
201-5960990	Invoice # 6345575		3.25
201-5960990	Invoice # 6345569		3.25
201-5960990	Invoice # 6345568		3.25
201-5960990	Invoice # 6345570		6.50
201-5960990	Invoice # 6350385		3.25
201-5960990	Invoice # 6345572		13.00
201-5960990	Invoice # 6345571		3.25
201-5960990	Invoice # 6345578		29.65
201-5960990	Invoice # 6345579		9.95
201-5960990	Invoice # 6350386		3.25
201-5960990	Invoice # 6339543		3.25
201-5960990	Invoice # 6339554		22.95
201-5960990	Invoice # 6339544		3.25
201-5960990	Invoice # 6339547		3.25
201-5960990	Invoice # 6339546		3.25
201-5960990	Invoice # 6339550		9.75
201-5960990	Invoice # 6339545		3.25
201-5960990	Invoice # 6339555		19.50
201-5960990	Invoice # 6339551		6.70
201-5960990	Invoice # 6339553		6.50
201-5960990	Invoice # 6339548		9.75
201-5960990	Invoice # 6339549		39.20
201-5960990	Invoice # 6339552		3.25
201-5960990	Invoice # 6347947		9.75
201-5960990	Invoice # 6347945		3.25
201-5960990	Invoice # 6347943		3.25
201-5960990	Invoice # 6347944		3.25
201-5960990	Invoice # 6347942		6.50
201-5960990	Invoice # 6347938		6.70
201-5960990	Invoice # 6347939		6.50
201-5960990	Invoice # 6347940		3.25
201-5960990	Invoice # 6347941		6.50
201-5960990	Invoice # 6341998		9.75
201-5960990	Invoice # 6333821		19.70
201-5960990	Invoice # 6333823		35.95
201-5960990	Invoice # 6333812		3.25
201-5960990	Invoice # 6333824		6.50
201-5960990	Invoice # 6333825		9.96
201-5960990	Invoice # 6333820		29.85
201-5960990	Invoice # 6333811		9.95
201-5960990	Invoice # 6333813		6.50
201-5960990	Invoice # 6333819		6.50
201-5960990	Invoice # 6333809		9.75
201-5960990	Invoice # 6333815		6.70
201-5960990	Invoice # 6333817		3.45
201-5960990	Invoice # 6333818		13.00
201-5960990	Invoice # 6333822		26.40
201-5960990	Invoice # 6333810		3.25
201-5960990	Invoice # 6333814		9.95
201-5960990	Invoice # 6327819		16.25
201-5960990	Invoice # 6327820		6.50
201-5960990	Invoice # 6341997		6.50
201-5960990	Invoice # 6327813		9.75
201-5960990	Invoice # 6327806		3.25
201-5960990	Invoice # 6327807		6.50
201-5960990	Invoice # 6327825		29.65

All Checkbooks  
May 2011

Des Plaines Public Library  
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6327836		4.50
201-5960990	Invoice # 6327817		3.25
201-5960990	Invoice # 6327824		13.00
201-5960990	Invoice # 6327808		3.25
201-5960990	Invoice # 6327835		4.50
201-5960990	Invoice # 6327812		9.75
201-5960990	Invoice # 6327818		20.10
201-5960990	Invoice # 6327827		6.50
201-5960990	Invoice # 6327822		9.75
201-5960990	Invoice # 6327821		26.40
201-5960990	Invoice # 6327809		6.50
201-5960990	Invoice # 6327810		13.00
201-5960990	Invoice # 6327811		10.15
201-5960990	Invoice # 6327814		9.95
201-5960990	Invoice # 6327830		35.15
201-5960990	Invoice # 6327816		3.25
201-5960990	Invoice # 6327826		6.50
201-5960990	Invoice # 6335585		16.25
201-5960990	Invoice # 6335586		3.25
201-5960990	Invoice # 6335583		3.25
201-5960990	Invoice # 6335581		3.25
201-5960990	Invoice # 6335582		3.25
201-5960990	Invoice # 6335597		9.00
201-5960990	Invoice # 6335577		3.25
201-5960990	Invoice # 6335578		3.25
201-5960990	Invoice # 6335589		3.25
201-5960990	Invoice # 6335575		3.25
201-5960990	Invoice # 6335579		13.00
201-5960990	Invoice # 6335574		3.25
201-5960990	Invoice # 6335587		3.45
201-5960990	Invoice # 6335584		3.25
201-5960990	Invoice # 6335588		3.25
201-5960990	Invoice # 6335592		6.50
201-5960990	Invoice # 6335576		6.50
201-5960990	Invoice # 6335591		6.50
201-5960990	Invoice # 6335590		3.25
201-5970630	Invoice # 6341999		67.47
201-5970630	Invoice # 6342000		11.24
201-5970630	Invoice # 6342001		22.49
201-5970630	Invoice # 6341993		40.48
201-5970630	Invoice # 6342003		14.99
201-5970630	Invoice # 6342004		9.74
201-5970630	Invoice # 6342005		14.99
201-5970630	Invoice # 6341995		40.48
201-5970630	Invoice # 6341994		44.98
201-5970630	Invoice # 6341992		18.74
201-5970630	Invoice # 6342002		26.24
201-5970630	Invoice # 6342010		165.65
201-5970630	Invoice # 6342006		18.74
201-5970630	Invoice # 6341996		52.72
201-5970630	Invoice # 6358775		29.98
201-5970630	Invoice # 6358778		86.96
201-5970630	Invoice # 6358782		11.24
201-5970630	Invoice # 6345576		145.45
201-5970630	Invoice # 6345567		14.99
201-5970630	Invoice # 6345573		68.21
201-5970630	Invoice # 6345574		66.70
201-5970630	Invoice # 6345575		11.24
201-5970630	Invoice # 6345569		22.49
201-5970630	Invoice # 6345568		12.74
201-5970630	Invoice # 6345570		292.47
201-5970630	Invoice # 6350385		13.59
201-5970630	Invoice # 6345572		73.56

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970630	Invoice # 6345571		14.99
201-5970630	Invoice # 6345578		200.90
201-5970630	Invoice # 6345579		104.96
201-5970630	Invoice # 6350386		5.99
201-5970630	Invoice # 6339543		11.24
201-5970630	Invoice # 6339554		123.68
201-5970630	Invoice # 6339544		14.99
201-5970630	Invoice # 6339547		14.99
201-5970630	Invoice # 6339546		29.99
201-5970630	Invoice # 6339550		132.69
201-5970630	Invoice # 6339545		21.74
201-5970630	Invoice # 6339555		127.44
201-5970630	Invoice # 6339551		67.47
201-5970630	Invoice # 6339553		98.19
201-5970630	Invoice # 6339548		51.17
201-5970630	Invoice # 6339549		206.87
201-5970630	Invoice # 6339552		78.72
201-5970630	Invoice # 6347947		59.22
201-5970630	Invoice # 6347945		14.99
201-5970630	Invoice # 6347943		14.99
201-5970630	Invoice # 6347944		29.99
201-5970630	Invoice # 6347942		40.48
201-5970630	Invoice # 6347938		33.73
201-5970630	Invoice # 6347939		176.95
201-5970630	Invoice # 6347940		22.49
201-5970630	Invoice # 6347941		37.48
201-5970630	Invoice # 6341998		38.97
201-5970630	Invoice # 6333821		134.93
201-5970630	Invoice # 6333823		197.89
201-5970630	Invoice # 6333812		48.73
201-5970630	Invoice # 6333824		89.96
201-5970630	Invoice # 6333825		86.20
201-5970630	Invoice # 6333820		230.31
201-5970630	Invoice # 6333811		29.97
201-5970630	Invoice # 6333813		22.48
201-5970630	Invoice # 6333819		29.98
201-5970630	Invoice # 6333809		50.22
201-5970630	Invoice # 6333815		69.73
201-5970630	Invoice # 6333817		59.98
201-5970630	Invoice # 6333818		199.46
201-5970630	Invoice # 6333822		222.63
201-5970630	Invoice # 6333810		14.99
201-5970630	Invoice # 6333814		77.21
201-5970630	Invoice # 6327819		56.20
201-5970630	Invoice # 6327820		44.98
201-5970630	Invoice # 6341997		26.23
201-5970630	Invoice # 6327813		322.37
201-5970630	Invoice # 6327806		9.74
201-5970630	Invoice # 6327807		36.73
201-5970630	Invoice # 6327825		275.87
201-5970630	Invoice # 6327836		27.73
201-5970630	Invoice # 6327817		11.24
201-5970630	Invoice # 6327824		134.96
201-5970630	Invoice # 6327808		15.74
201-5970630	Invoice # 6327835		26.23
201-5970630	Invoice # 6327812		35.22
201-5970630	Invoice # 6327818		134.91
201-5970630	Invoice # 6327827		37.48
201-5970630	Invoice # 6327822		77.21
201-5970630	Invoice # 6327821		179.90
201-5970630	Invoice # 6327809		59.98
201-5970630	Invoice # 6327810		41.21
201-5970630	Invoice # 6327811		65.22

All Checkbooks  
May 2011Des Plaines Public Library  
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5970630	Invoice # 6327814	53.21	
201-5970630	Invoice # 6327830	109.26	
201-5970630	Invoice # 6327816	33.73	
201-5970630	Invoice # 6327826	29.98	
201-5970630	Invoice # 6335585	116.20	
201-5970630	Invoice # 6335586	23.24	
201-5970630	Invoice # 6335583	12.74	
201-5970630	Invoice # 6335581	22.49	
201-5970630	Invoice # 6335582	21.74	
201-5970630	Invoice # 6335597	89.96	
201-5970630	Invoice # 6335577	48.73	
201-5970630	Invoice # 6335578	18.74	
201-5970630	Invoice # 6335589	14.99	
201-5970630	Invoice # 6335575	14.99	
201-5970630	Invoice # 6335579	86.96	
201-5970630	Invoice # 6335574	18.74	
201-5970630	Invoice # 6335587	37.49	
201-5970630	Invoice # 6335584	14.99	
201-5970630	Invoice # 6335588	29.99	
201-5970630	Invoice # 6335592	37.48	
201-5970630	Invoice # 6335576	37.48	
201-5970630	Invoice # 6335591	37.48	
201-5970630	Invoice # 6335590	22.49	
<b>MOVIE LICENSING USA</b>			
	11168	06/21/11	100.00
<b>Account No. Description</b>		<b>Amount</b>	
201-5960210	Invoice # RG 930106	100.00	
<b>NANCY CHABALA</b>			
	11169	06/21/11	400.00
<b>Account No. Description</b>		<b>Amount</b>	
201-5960210	Event on 6/26/11	400.00	
<b>NEW DAY FILMS</b>			
	11170	06/21/11	345.00
<b>Account No. Description</b>		<b>Amount</b>	
201-5970630	Invoice # BO-6033	135.00	
201-5970630	Invoice # BO-6032	100.00	
201-5970630	Invoice # BO-6034	110.00	
<b>NORMAN ELECTRICAL CONSTRUCTION (</b>			
	11171	06/21/11	1,815.00
<b>Account No. Description</b>		<b>Amount</b>	
201-5970170	Invoice # 21512	1,815.00	
<b>NORTHWEST ELECTRICAL SUPPLY</b>			
	11172	06/21/11	367.00
<b>Account No. Description</b>		<b>Amount</b>	
201-5930020	Invoice # 16978068	367.00	
<b>OCLC, INC.</b>			
	11173	06/21/11	1,129.00
<b>Account No. Description</b>		<b>Amount</b>	
201-5970600	Invoice # 0000072926	564.50	
201-5970600	Invoice # 0000106829	564.50	
<b>OFFICE DEPOT</b>			
	11174	06/21/11	2,125.68
<b>Account No. Description</b>		<b>Amount</b>	
201-5970100	Invoice # 562433728001	63.76	
201-5970100	Invoice # 562433728002	9.99	
201-5970100	Invoice # 564939049001	172.20	
201-5970100	Invoice # 564956896001	1,830.27	
201-5970100	Invoice # 561854677001	28.48	
201-5970100	Invoice # 563261932001	20.98	
<b>OUTSOURCE SOLUTIONS GROUP</b>			
	11175	06/21/11	27,568.76
<b>Account No. Description</b>		<b>Amount</b>	
201-5920110	Invoice # 12229	27,083.33	

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All Checkbooks  
May 2011Des Plaines Public Library  
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5960990 Invoice # 12121		485.43	
OVERDRIVE, INC.	11176	06/21/11	1,000.00
Account No. Description		Amount	
201-5970600 Invoice # ADV-0000391		1,000.00	
OVERHEAD DOOR SOLUTIONS, INC.	11177	06/21/11	906.00
Account No. Description		Amount	
201-5930020 Invoice # 5025		906.00	
PADDOCK PUBLICATIONS, INC.	11178	06/21/11	47.25
Account No. Description		Amount	
201-5920230 Account # 8473762803		47.25	
PADDOCK PUBLICATIONS, INC.	11179	06/21/11	168.60
Account No. Description		Amount	
201-5970620 Account # 898489		42.65	
201-5970620 Account # 898489		125.95	
PITNEY BOWES	11180	06/21/11	164.00
Account No. Description		Amount	
201-5930210 Invoice # 9954034-MY11		164.00	
PRESTIGE DISTRIBUTION, INC.	11181	06/21/11	1,732.55
Account No. Description		Amount	
201-5970170 Invoice # 4109		714.50	
201-5970170 Invoice # 4159		438.50	
201-5970170 Invoice # 4188		579.55	
PROQUEST LLC	11182	06/21/11	285.00
Account No. Description		Amount	
201-5970640 Invoice # 70131283		285.00	
PURCHASE POWER	11183	06/21/11	1,107.51
Account No. Description		Amount	
201-5970260		1,107.51	
PURO FILTER CORPORATION	11184	06/21/11	209.00
Account No. Description		Amount	
201-5930020 Invoice # 18222		209.00	
RANDOM HOUSE INCORPORATED	11185	06/21/11	312.00
Account No. Description		Amount	
201-5970610 Invoice # 1081506751		30.00	
201-5970610 Invoice # 1081569539		129.00	
201-5970610 Invoice # 1181506751		153.00	
RECORDED BOOKS, LLC	11186	06/21/11	461.83
Account No. Description		Amount	
201-5970610 Invoice # 74225217		60.07	
201-5970610 Invoice # 74219554		88.64	
201-5970610 Invoice # 74198390		167.15	
201-5970610 Invoice # 74198376		139.02	
201-5970610 Invoice # 74218758		6.95	
RUSSIAN PUBLISHING HOUSE LTD	11187	06/21/11	1,000.96
Account No. Description		Amount	
201-5970600 Invoice # 146501		1,000.96	
SOMETHING FISHY INC	11188	06/21/11	102.00
Account No. Description		Amount	
201-5960990 Invoice # 0130		102.00	

All Checkbooks  
May 2011Des Plaines Public Library  
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
SPEED-E-KLEEN	11189	06/21/11	295.00
Account No.	Description	Amount	
201-5930320	Invoice # 3646	175.00	
201-5930320	Invoice # 3645	120.00	
STEVEN J. GASSMAN	11190	06/21/11	250.00
Account No.	Description	Amount	
201-5960990	May'11 meeting film	125.00	
201-5960990	June'11 meeting film	125.00	
TODAY'S BUSINESS SOLUTIONS INC	11191	06/21/11	2,825.00
Account No.	Description	Amount	
201-5930010	Invoice # 051611-15	2,825.00	
TODD GUSTAFSON	11192	06/21/11	150.00
Account No.	Description	Amount	
201-5960210	Program on 6/8/11	150.00	
ULINE	11193	06/21/11	1,032.25
Account No.	Description	Amount	
201-5980600	Invoice # 38182005	1,032.25	
UNIVERSITY OF IL URBANA-CHAMPAIG	11194	06/21/11	125.00
Account No.	Description	Amount	
201-5970600	Account #02592666	125.00	
WAREHOUSE DIRECT	11195	06/21/11	978.52
Account No.	Description	Amount	
201-5970100	Invoice # 1128392-0	669.90	
201-5970100	Invoice # 1139980-0	256.05	
201-5970100	Invoice # 1136327-0	52.57	
WASTE MANAGEMENT	11196	06/21/11	153.47
Account No.	Description	Amount	
201-5930490	Invoice # 4369891-2008-0	153.47	
WASTE MANAGEMENT	11197	06/21/11	399.35
Account No.	Description	Amount	
201-5930490	Invoice # 2361754-2008-2	399.35	
WEST GROUP	11198	06/21/11	383.00
Account No.	Description	Amount	
201-5970600	Invoice # 822810103	383.00	
WORLD TRADE PRESS	11199	06/21/11	630.00
Account No.	Description	Amount	
201-5970640	Invoice # INV55511	630.00	
		Subtotal	<u>199,445.21</u>
		TOTAL	<u>205,380.93</u>

## **Director's Report June, 2011**

### **Personnel Highlights**

#### **New Employees**

James Daniel Gillespie, Part-time Monitor, 05/16/2011

Antonio J. Letzkus, Page, 05/19/2011

Michael Puente, Part-time Monitor, 06/03/2011

#### **Resignations**

Diane Fellner, Part-time Circulation Services Assistant, 05/11/2011

Tracy Tiongson, Page, 06/02/2011

### **Patron Services Highlights**

#### **Circulation**

We circulated 90,067 items in May. That's down 4.5% from 2010. I attribute the decrease to changes in the holds management we made last year when the van delivery system was reduced.

#### **E-books**

In May there were 351 checkouts. There were also 126 unique patrons, 64 of whom are new. *The Confession* by John Grisham continues to be the most checked out title.

#### **Card Registration**

57.1% of the population of Des Plaines, or 33,307 people, hold library cards.

#### **Hits on Web site**

We had 41,409 hits on our web site in May.

#### **Searches on Online Reference Products**

15,750 searches were performed in May.

#### **Wireless Usage**

4,019 individual devices connected to our wireless network in May that's up 52% from May of 2010.

#### **Other**

The theme of the Summer Reading Club this year is "A Midsummer Knight's Read". The kickoff event was held on Saturday, June 4<sup>th</sup> from 1 to 4 pm. We had 304 kids sign up, and over 600 parents and families here in the library enjoying the crafts, the juggler, the strolling musician, the balloon animals and generally having fun.

Our Medieval Science program participants created 22 catapults and launched untold numbers of marshmallows. The waiting list to participate is so long we will be scheduling an additional session.

We have 55 teen volunteers helping with registration, preparation, and programs. Their assistance is invaluable.

Wild Times musical storytimes and the Pokemon League are packing the house!

275 teens came out on Friday night, June 10 for the Battle of the Bands which was held on the Library Plaza. The \$250 grand prize winner was local teen band *Blank Slate*. The \$50 runner up prize went to *Storm the Front*. Also participating were *Draconian Crusade* and *Peyote River*. The cash prizes were generously funded by The Friends of the Library.

The number of kids, teens and adults signed up for SRC (Summer Reading Club) to date:

1,351 kids

92 teens

72 adults



DES PLAINES PUBLIC LIBRARY  
 CASH BUDGET PROJECTION  
 For the Year Ended December 31, 2011

Balance Sheet	January	February	March	April	May	June	July	August	September	October	November	December	Year Totals
Cash Beginning of Month	\$ 2,062,798	\$ 2,212,790	\$ 1,841,493	\$ 1,810,929	\$ 3,498,358	\$ 3,194,685	\$ 2,734,160	\$ 2,119,854	\$ 1,659,329	\$ 1,198,804	\$ 738,278	\$ 277,753	
Restricted cash donations	124,698	124,786	124,916	125,005	125,091	124,916	124,916	124,916	124,916	124,916	124,916	124,916	1,029,736
	1,938,100	2,088,804	1,716,577	1,685,924	3,373,267	3,089,769	2,609,244	1,994,938	1,534,413	1,073,888	613,362	152,837	152,837
Revenue (M-T-D)													
Property Taxes	727,523	90,460	348,474	2,111,326	110,937	14,417	14,417	14,417	14,417	14,417	14,417	14,417	\$ 3,388,720
Other Revenue	15,869	12,965	16,036	12,322	32,461	14,417	14,417	14,417	14,417	14,417	14,417	14,417	190,572
Total Revenue	743,392	103,425	364,510	2,123,648	143,398	14,417	14,417	14,417	14,417	14,417	14,417	14,417	3,579,292
Expenses													
Payroll & Benefits	291,418	282,505	287,530	288,418	279,068	307,562	461,343	307,562	307,582	307,562	307,562	307,562	3,889,436
Commodities	100,713	70,732	83,281	64,479	91,413	84,517	84,517	84,517	84,517	84,517	84,517	84,517	1,002,207
Capital	10,057	5,360	(8,371)	5,291	4,841	5,727	5,727	5,727	5,727	5,727	5,726	5,726	57,265
Contracts	191,212	116,125	32,664	78,031	71,749	77,136	72,136	77,136	77,136	77,137	77,137	77,137	1,029,736
Total Expenses	593,400	474,722	395,074	436,219	447,071	474,942	628,723	474,942	474,942	474,943	474,942	474,942	5,978,644
Net Increase/(Decrease)	149,992	(371,297)	(30,564)	1,687,429	(303,673)	(460,525)	(614,306)	(460,525)	(460,525)	(460,526)	(460,525)	(614,307)	
Cash End of Month	2,212,790	1,841,493	1,810,929	3,498,358	3,194,685	2,734,160	2,119,854	1,659,329	1,198,804	738,278	277,753	(336,554)	
Cash End of Month less restricted cash donations	2,088,092	1,716,707	1,686,013	3,373,353	3,069,594	2,609,244	1,994,938	1,534,413	1,073,888	613,362	152,837	(461,470)	

# 2011

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
<b>3M</b>								
	3/15/2011	10905	201-5930010		\$16,956.00		\$16,956.00	\$16,956.00 Annual
	5/18/2011	11050	201-5970100	3,028.87				
	5/18/2011	11050	201-5930010	2,025.28				
	5/18/2011	11050	201-5970100	5,729.52			\$10,783.67	
	6/21/2011	11121	201-5970100	\$2,253.07				
	6/21/2011	11121	201-5970100	1,670.86				
	6/21/2011	11121	201-5970100	5,279.73			\$9,203.66	
				<u>\$19,987.33</u>	<u>\$16,956.00</u>	\$36,943.33	\$36,943.33	
<b>AUTOMATED LOGIC</b>								
	2/15/2011	10845	201-5930020		\$2,490.00		\$2,490.00	\$9,960.00 Annual \$2,490.00 Quarterly
	5/18/2011	11056	201-5930020		\$2,490.00		\$2,490.00	
				\$0.00	\$4,980.00	\$4,980.00	\$4,980.00	
<b>AWE</b>								
	3/15/2011	10908	201-5930010		\$2,100.00		\$2,100.00	\$2,100.00 Annual
				\$0.00	\$2,100.00	\$2,100.00	\$2,100.00	
<b>BANC OF AMERICA LEASING</b>								
	2/15/2011	10847	201-5930210		\$2,005.00		\$2,005.00	\$24,060.00 Annual
	3/15/2011	10910	201-5930210		\$2,005.00		\$2,005.00	
	4/20/2011	10983	201-5930210		\$2,005.00		\$2,005.00	\$2,005.00 Monthly
	5/18/2011	11057	201-5930210		\$2,005.00		\$2,005.00	
	6/21/2011	11131	201-5930210		\$2,005.00		\$2,005.00	
				\$0.00	\$10,025.00	\$10,025.00	\$10,025.00	
<b>BUSINESS MACHINE AGENTS INC</b>								
	2/15/2011	10581	201-5930010		\$491.07		\$491.07	.006 per print B/W
	3/15/2011	10931	201-5930010		\$670.45		\$670.45	.06 per print Color
	4/20/2011	10985	201-5930010		\$670.45			
	4/20/2011	10985	201-5930010		\$680.03		\$1,350.48	
	5/18/2011	11058	201-5930010		\$1,314.14		\$1,314.14	
	6/21/2011	11133	201-5930010		\$389.25		\$389.25	
				\$0.00	\$4,215.39	\$4,215.39	\$4,215.39	

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# 2011

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
<b>CHICAGO OFFICE TECHNOLOGY GROUP</b>								
	6/21/2011	11135	201-5930010		\$287.29			.007 per print B/W
	6/21/2011	11135	201-5930010		\$1,797.03			.07 per print Color
	6/21/2011	11135	201-5930010		<u>\$776.31</u>		\$2,860.63	
					<u>\$2,860.63</u>	\$2,860.63	\$2,860.63	
<b>COMPLETE CLEANING COMPANY INC **</b>								
	2/15/2011	10855	201-5930320		\$7,219.00		\$7,219.00	\$87,852.00 Annual
	3/15/2011	10921	201-5930320		\$7,321.00		\$7,321.00	\$7,321.00 Monthly
	4/20/2011	10992	201-5930320		\$7,321.00		\$7,321.00	
	5/18/2011	11065	201-5930320	\$0.00	\$7,321.00		\$7,321.00	
	6/21/2011	11138	201-5930320	\$385.00				
	6/21/2011	11138	201-5930320		<u>\$7,321.00</u>		\$7,706.00	
				<u>\$385.00</u>	<u>\$36,503.00</u>	\$36,888.00	\$36,888.00	
<b>CYBOR FIRE PROTECTION CO.</b>								
					<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
					\$0.00	\$0.00	\$0.00	\$300.00 Annual
<b>D &amp; B POWER ASSOCIATES</b>								
	4/20/2011	10995	201-5930010		<u>\$2,696.00</u>		\$2,696.00	\$2,696.00 Annual
					<u>\$2,696.00</u>	\$2,696.00	\$2,696.00	
<b>FIRST SECURITY SYSTEMS, INC.</b>								
					<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
					\$0.00	\$0.00	\$0.00	\$1,664.00 Annual
<b>IMAGING OFFICE SYSTEMS, INC.</b>								
	4/20/2011	11007	201-5930010		<u>\$1,495.47</u>		\$1,495.47	\$1,495.47 Annual
					<u>\$0.00</u>	\$1,495.47	\$1,495.47	
<b>INTERIOR TROPICAL GARDENS INC</b>								
	3/15/2011	10937	201-5960990		\$85.00		\$85.00	\$1,020.00 Annual
	4/20/2011	11009	201-5960990		\$85.00			
	4/20/2011	11009	201-5960990		\$85.00		\$170.00	\$85.00 Monthly
	6/21/2011	11158	201-5960990		<u>\$85.00</u>		\$85.00	
					<u>\$0.00</u>	\$340.00	\$340.00	

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# 2011

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
<b>LAUTERBACH &amp; AMEN, LLP.</b>								\$19,370.00 Annual
	3/15/2011	10940	201-5920110		\$1,350.00			
	3/15/2011	10940	201-5920110		\$1,390.00		\$2,740.00	
	4/20/2011	11012	201-5920110		\$1,390.00			
	4/20/2011	11012	201-5920110		\$375.00		\$1,765.00	
	5/18/2011	11086	201-5920110		\$1,390.00			
	5/18/2011	11086	201-5920110		\$1,800.00		\$3,190.00	
				\$0.00	\$7,695.00	\$7,695.00	\$7,695.00	
<b>LYNGSOE SYSTEMS</b>								\$22,362.00 Annual 2010 \$23,250.00 Annual 2011
	2/15/2011	10873	201-5930010		\$22,362.00		\$22,362.00	
	3/15/2011	10942	201-5930010		\$23,250.00		\$23,250.00	
					\$45,612.00	\$45,612.00	\$45,612.00	
<b>MCQUAY SERVICE</b>								\$24,650.00 Annual
	2/15/2011	10877	201-5930020	\$368.50			\$368.50	
	3/15/2011	10945	201-5930020	\$947.30			\$947.30	
				\$1,315.80	\$0.00	\$1,315.80	\$1,315.80	
<b>OUTSOURCE SOLUTIONS GROUP</b>								\$325,000.00 Annual \$27,083.33 Monthly
	2/15/2011	10886	201-5920110		\$27,083.33			
	2/15/2011	10886	201-5920110		\$27,083.33			
	2/15/2011	10886	201-5920110		\$27,083.33			
	2/15/2011	10886	201-5960990	\$280.00				
	2/15/2011	10886	201-5960990	\$499.71			\$82,029.70	
	3/15/2011	10953	201-5960990		\$27,083.33			
	3/15/2011	10953	201-5960990	\$280.00				
	3/15/2011	10953	201-5960990	\$280.00				
	3/15/2011	10953	201-5960990	\$280.00				
	3/15/2011	10953	201-5960990	\$280.00				
	3/15/2011	10953	201-5960990	\$500.00			\$28,703.33	
	4/20/2011	11021	201-5960990		\$27,083.33			
	4/20/2011	11021	201-5960990	\$498.30				
	4/20/2011	11021	201-5960990	\$280.00				
	4/20/2011	11021	201-5930010	\$2,861.25			\$30,722.88	
	5/18/2011	11099	201-5960990	\$280.00				
	5/18/2011	11099	201-5960990	\$483.87				
	5/18/2011	11099	201-5920110		\$27,083.33		\$27,847.20	

# 2011

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	6/21/2011	11175	201-5920110		\$27,083.33			
	6/21/2011	11175	201-5960990	\$485.43			\$27,568.76	
				<u>\$7,288.56</u>	<u>\$189,583.31</u>	\$196,871.87	\$196,871.87	
<b>PITNEY BOWES</b>								
	2/15/2011	10889	201-5930210		\$164.00		\$164.00	\$1,968.00 Annual
	3/15/2011	10956	201-5930210		\$164.00		\$164.00	
	4/20/2011	11024	201-5930210		\$164.00		\$164.00	
	5/18/2011	11101	201-5930210		\$164.00		\$164.00	
	6/21/2011	11180	201-5930210		\$164.00		\$164.00	
				<u>\$0.00</u>	<u>\$820.00</u>	\$820.00	\$820.00	
<b>PRO DATA</b>								
	1/24/2011		201-5920110		\$773.50		\$773.50	
	2/7/2011		201-5920110		\$343.90			
	2/21/2011		201-5920110		\$325.50		\$669.40	
	3/7/2011		201-5920110		\$328.45		\$328.45	
	4/4/2011		201-5920110		\$332.40			
	4/22/2011		201-5920110		\$332.60		\$665.00	\$9,575.00 Annual
	5/31/2011		201-5920110		\$331.46		\$331.46	
	6/13/2011		201-5920110		\$338.20		\$338.20	
				<u>\$0.00</u>	<u>\$3,106.01</u>	\$3,106.01	\$3,106.01	
<b>REDHAWK SECURITY SYSTEMS</b>								
	2/15/2011	10891	201-5960990		\$76.32		\$76.32	\$305.28 Annual
	4/20/2011	11033	201-5960990		\$76.32		\$76.32	\$76.32 Quarterly
					<u>\$152.64</u>	\$152.64	\$152.64	
<b>SCHINDLER ELEVATOR CORPORATION</b>								
	3/15/2011	10963	201-5930020		\$6,859.80		\$6,859.80	\$6,860.00 Annual
				<u>\$0.00</u>	<u>\$6,859.80</u>	\$6,859.80	\$6,859.80	
<b>SOMETHING FISHY</b>								
	3/15/2011	10965	201-5960990	\$90.94				\$1,440.00 Annual
	3/15/2011	10965	201-5960990	\$59.99			\$150.93	
	4/20/2011	11035	201-5960990		\$1,440.00		\$1,440.00	
	6/21/2011	11188	201-5960990	\$102.00			\$102.00	
				<u>\$252.93</u>	<u>\$1,440.00</u>	\$1,692.93	\$1,692.93	

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Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
<b>TODAY'S BUSINESS SOLUTIONS INC</b>								\$3,240.00 Annual
	3/15/2011	10970	201-5930010		\$1,350.00			
	3/15/2011	10970	201-5930010		\$1,890.00		\$3,240.00	
	6/21/2011	11191	201-5930010		\$2,825.00		\$2,825.00	
				\$0.00	\$6,065.00	\$6,065.00	\$6,065.00	
<b>TRANSWORLD SYSTEMS INC</b>								\$5,250.00 Annual
				\$0.00	\$0.00	\$0.00	\$0.00	
<b>UNITED BUSINESS SOLUTIONS** SEE CHIGAGO OFFICE TECHNOLOGY GROUP</b>								.007 per print B/W .07 per print Color
	2/15/2011	10898	201-5930010		\$11.27			
	2/15/2011	10898	201-5930010		\$11.31			
	2/15/2011	10898	201-5930010		\$11.69			
	2/15/2011	10898	201-5930010		\$11.67			
	2/15/2011	10898	201-5930010		\$11.75		\$57.69	
	3/15/2011	10971	201-5980410	\$1,050.00				
	3/15/2011	10971	201-5970100		\$11.78			
	3/15/2011	10971	201-5970100		\$11.91			
	3/15/2011	10971	201-5970100		\$14.16			
	3/15/2011	10971	201-5930010		\$11.89			
	3/15/2011	10971	201-5930010		\$11.89			
	3/15/2011	10971	201-5930010		\$1.46			
	3/15/2011	10971	201-5930010		\$5.08			
	3/15/2011	10971	201-5930010		\$669.28			
	3/15/2011	10971	201-5930010		\$428.04			
	3/15/2011	10971	201-5930010		\$99.41		\$2,314.90	
	4/20/2011	11038	201-5930010		\$7.16			
	4/20/2011	11038	201-5930010		\$985.91			
	4/20/2011	11038	201-5930010		\$0.92			
	4/20/2011	11038	201-5930010		\$11.80			
	4/20/2011	11038	201-5930010		\$241.93			
	4/20/2011	11038	201-5930010		\$215.75			
	4/20/2011	11038	201-5970100		\$11.86			
	4/20/2011	11038	201-5970100		\$11.80			
	4/20/2011	11038	201-5970100		\$11.80			
	4/20/2011	11038	201-5970100		\$11.80			
	4/20/2011	11038	201-5970100		\$11.78		\$1,510.71	
	5/18/2011	11112	201-5970100		\$12.00			
	5/18/2011	11112	201-5970100		\$11.77			
	5/18/2011	11112	201-5970100		\$11.86			

# 2011

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	5/18/2011	11112	201-5970100		\$11.31			
	5/18/2011	11112	201-5970100		\$578.00			
	5/18/2011	11112	201-5970100		\$14.09			
	5/18/2011	11112	201-5970100		\$2.70			
	5/18/2011	11112	201-5970100		\$916.53			
	5/18/2011	11112	201-5970100		\$243.55			
	5/18/2011	11112	201-5970100		\$86.32		\$1,888.13	
				\$1,050.00	\$4,721.43	\$5,771.43	\$5,771.43	
<b>WASTE MANAGEMENT</b>								
	2/15/2011	10902	201-5930490		\$132.21			\$4,004.76 Annual
	2/15/2011	10903	201-5930490		\$349.04		\$481.25	\$333.73 Monthly
	3/15/2011	10973	201-5930490		\$351.35			
	3/15/2001	10974	201-5930490		\$133.08		\$484.43	
	4/20/2011	11042	201-5930490		\$144.90			
	4/20/2011	11043	201-5930490		\$376.42		\$521.32	
	5/18/2011	11114	201-5930490		\$154.20			
	5/18/2011	11115	201-5930490		\$401.20		\$555.40	
	6/21/2011	11196	201-5930490		\$153.47			
	6/21/2011	11197	201-5930490		\$399.35		\$552.82	
				\$0.00	\$2,595.22	\$2,595.22	\$2,042.40	
						\$381,101.52		

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## Des Plaines Public Library - May 2011 Board Report

<b>CIRCULATION</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	May 2011		YTD 2011	
	Youth Services	31,863	Youth Services	175,804
	Adult Services	58,204	Adult Services	308,886
	TOTAL	90,067	TOTAL	484,690
	May 2010		YTD 2010	
	Youth Services	31,909	Youth Services	186,577
	Adult Services	62,477	Adult Services	337,072
	TOTAL	94,386	TOTAL	523,649
	% Change	-4.58%	% Change	-7.44%
<b>SELF CHECK</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	May 2011	59,599	YTD 2011	320,628
	May 2010	60,338	YTD 2010	341,501
	% Change	-1.22%	% Change	-6.11%

<b>CARD REGISTRATION</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
New Resident Cards	May 2011	210	YTD 2011	1,388
	May 2010	212	YTD 2010	1,510
	% Change	-1%	% Change	-8%
New Business Cards	May 2011	3	YTD 2011	9
	May 2010	0	YTD 2010	17
	% Change	300%	% Change	-47.06%
Total Card Ownership			YTD 2011	33,307
			YTD 2010	32,494
			% Population 2011	57.1%
			% Population 2010	57.1%

<b>PATRON ATTENDANCE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	May 2011	46,998	YTD 2011	244,588
	May 2010	45,121	YTD 2010	234,173
	% Change	4%	% Change	4%

<b>MEETING ROOM USE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
Library Sponsored Prog	50	1,833	YTD	10,812
Outside Groups	61	1,438	YTD	7,363
Internal Meetings	12	117	YTD	720
<b>TOTAL</b>	<b>123</b>	<b>3,388</b>	<b>TOTAL</b>	<b>18,895</b>



<b>OUTREACH</b>				
	<b>THIS MONTH</b>	Attendance	<b>YEAR TO DATE</b>	
Adult Services	14	470	YTD	1,119
Youth Services	24	1,418	YTD	4,538
<b>TOTAL</b>	<b>38</b>	<b>1,888</b>	<b>TOTAL</b>	<b>5,657</b>

<b>COMPUTER / TECHNOLOGY USE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
<b>Hits on Website</b>	May 2011		YTD 2011	
	From Internal IP's	5,028	From Internal IP's	29,322
	From External IP's	41,409	From External IP's	204,005
	Absolutely Unique Visitors	23,373		
	<b>TOTAL</b>	<b>46,437</b>	<b>TOTAL</b>	<b>233,327</b>
<b>Hits on PlainTalk</b>	May 2011	782	YTD 2011	3,706
	May 2010	1,103	YTD 2010	6,058
	<b>% Change</b>	<b>-29%</b>	<b>% Change</b>	<b>-39%</b>
<b>Hits on Positively Ellinwood Street</b>	May 2011	1035	YTD 2011	5,123
	May 2010	759	YTD 2010	4,232
	<b>% Change</b>	<b>36%</b>	<b>% Change</b>	<b>21%</b>

<b>Computer Use</b>	<b>Adult Services</b>		<b>YEAR TO DATE</b>	
	May 2011	7,422	YTD 2011	39,018
	May 2010	7,821	YTD 2010	44,714
	<b>% Change</b>	<b>-5.10%</b>	<b>% Change</b>	<b>-12.74%</b>
	<b>Youth Services</b>			
	May 2011	989	YTD 2011	5,137
	May 2010	1,028	YTD 2010	6,766
	<b>% Change</b>	<b>-3.79%</b>	<b>% Change</b>	<b>-24.08%</b>

<b>Average Online Reference Products Searches &amp; Queries</b>	May 2011	15,750	YTD 2011	81,489
	May 2010	11,400	YTD 2010	54,678
			<b>% Change</b>	<b>49.03%</b>

FRIENDS OF THE LIBRARY ROUNDTABLE  
MAY 24, 2011

The Nominating committee presented the slate of officers for the 2011-2012 year:  
President: Wally Meyer, Vice President: Sue Casson, Secretary: Dawn Conlon. Deb Sus volunteered to be the Treasurer. The slate of officers was accepted by vote.

Edie Davis has been the Friends treasurer for 13 years and will be retiring. She was thanked and praised for her years of dedicated service and was presented with parting gifts.

Membership committee reported that 313 (57%) patrons have paid their membership dues.

New Business: Job descriptions will be written and put on the computer. This will include all of the elected officers. Also included will be the responsibilities/duties of those who do the Book Sales and Book Shelf replenishments.

A plaque will be placed in the entrance way above the display for flyers in memory of Gladys Batey, who recently passed away. She had suggested this way of displaying flyers.

The Library Director, Holly Sorenson, spoke to the Friends. She told of the library being for all ages. She thanked the Friends for their help and generosity in funding the Summer Reading Programs, the Chess Program, The Patch Program, the Therapy Dogs, the Teen Services, Battle of the Bands and many others.

The Head of Library Services, Roberta Johnson, thanked the Friends for all their help. She explained that the Twitter posts new information. She also told about the e-books and audio books that are available and how much they are used each month.

The meeting was adjourned and the Friends and visitors enjoyed refreshments.



May 13, 2011

Ms. Stephanie Spetter  
Des Plaines Public Library  
1501 Ellinwood Street  
Des Plaines, IL 60016-4553

Dear Ms. Spetter,

On behalf of the Des Plaines Park District, thank you sending Courtney O'Keefe to Creative Corners Preschool on Monday and Tuesday, May 9 and 10, to read to our preschool children. Her presentation was creative, interesting, engaging, and perfectly designed for both our three year old program and our four and five year olds. We were most impressed with how she was able to hold their attention for an entire half hour by mixing the reading aspect of her program with dancing to Aiken Drum and learning the Fruit Salad Salsa. It was clear by the look on the children's faces that they were enthralled and would benefit greatly from a return engagement.

Ms. O'Keefe is an extraordinary presenter. She is able to command respect and engage her audience through her enthusiasm and fearlessness. It is clear she loves what she does, and imparts that love of reading to her audience. The des Plaines Public Library's Preschool Outreach program meshes perfectly with the Park District's commitment to literacy and fostering a love of reading.

We look forward to having Courtney at Creative Corners again next year. For your records, Karyn Roth is the Recreation Supervisor for our preschool programs. (847-391-5700, [karyn.roth@DPParks.org](mailto:karyn.roth@DPParks.org)). Ms. Margaret Nuscher is the preschool director for the four and five year old program and Ms. Heidi Szalajka is the preschool director for our Terrific 3's. You can also reach Gene Haring, Marketing and Communications, directly at 847-391-5807 or me at 312-802-7508. Please do not ever hesitate to call.

I look forward to seeing you again and working together for the benefit of our community's children.

See you around the parks.

Cordially,

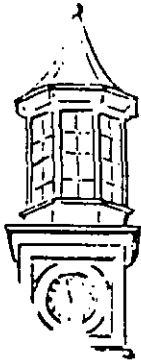
Lisa Haring  
Public Relations



1126

ARMY

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DES PLAINES  
PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

BOARD OF TRUSTEES  
Minutes of the Executive Session  
December 19, 1995

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, December 19, 1995. President Sarah McConnell called the meeting to order at 9:55 PM.

Members Present: Inara Brubaker, John Burke, Sarah McConnell, William Prentice, Betty Ritter, John Scarsi.

Members Absent: Eldon Burk, Susan Burrows.

Also present: Nancy Peterson.

ADMINISTRATOR REVIEW

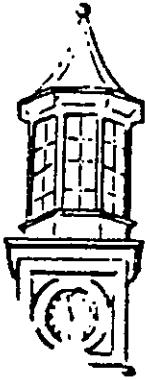
John Scarsi reported on the recommendations of the Administrator's Review Committee. The Board agreed and will vote out of executive session to increase Library Administrator Sandra Norlin's salary from step C-3 to E-1.

Sarah McConnell recommended a \$1,000.00 bonus to each Sandra Norlin and Mary Wajer for their work on the referendum. The Board agreed and vote out of executive session.

Motion by Inara Brubaker, seconded by Betty Ritter to adjourn the executive session and to reconvene to open, regular session.

The meeting adjourned at 10:11 PM.

Minutes prepared by Nancy Peterson.



## DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

### BOARD OF TRUSTEES Minutes of the Executive Session February 27, 1996

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the Staff Lounge on Tuesday, February 27, 1996. President Sarah McConnell called the meeting to order at 7:32 PM.

Members Present: Inara Brubaker, John Burke, Susan Burrows, John Ciborowski, Sarah McConnell, William Prentice, Betty Ritter, John Scarsi.

Members Absent: Eldon Burk.

Also present: Sandra Norlin, Martha Sloan, Mayor Sherwood, F. Wallace Douthwaite, Greg Peters, David Wiltse.

### EXECUTIVE SESSION MINUTES

Mayor Sherwood spoke of grave concern about the worsening relationship between the City of Des Plaines and the Library Board. His concerns were: expenses such as the lunch for the volunteers; adversarial nature of the budget process, appearance of a Board member at City Council meetings.

Susan Burrows explained the reasoning behind the lunch as a yearly reward for the volunteers. She stated that she thought that the Board ought to be represented at the Council meetings and offered to attend.

Greg Peters, City Finance Officer, stated that the Library could show good faith if it gave back part of the \$10,000 from the Health Insurance overpayment to its next year's operating budget to offset the levy, rather than putting it in the Library's Accumulation Fund. He stated that another inconsistency in personnel policy was the four week vacation for librarians. Comp time for certain exempt personnel was another issue.

Susan Burrows explained the use of the Accumulation Fund for capital expenses. She noted that there were several different personnel practices and policies in the City.

Sandra Norlin explained that the Library's policies were based on general, national library policy. She explained the use of the term comp time as a means to reward Sunday work when full-time personnel work over 40 hours in one week. It did not mean that exempt personnel were getting overtime.

Mayor Sherwood stated, "Why don't you just become a District Library?"

John Burke replied that we have eighty years of a working relationship and that these issues were just irritants. The mayor has the power to appoint Trustees, the Boards have always been fiscally responsible. He concluded that he saw no reason why this relationship could not continue.

Susan Burrows stated that the Board and Sandra were more open with the city than in the past and that certain past problems were coming to light.

Longevity was the next issue. The Board explained its reasoning in its decision to keep things as they had been decided. David Wiltse stated that he saw possible legal problems. The matter was referred back to the Management Committee.

Mayor Sherwood brought up the bonus payments made by the Board. The issue was a merit pay raise and a bonus in one year.

Susan Burrows explained that the Board had adopted this program eight years ago and used the bonus rarely and only for accomplishments beyond the call of duty.

Mayor Sherwood was not convinced. He stated that he still was dissatisfied with the meeting and its results.

John Burke said that they acted in good faith and asked if we had accomplished anything tonight.

Mayor Sherwood said that the main issues remain, especially the four weeks vacation.

Inara Brubaker stated that she saw the problem as one of communication and stated that perhaps one solution was to clarify issues before a Board vote.

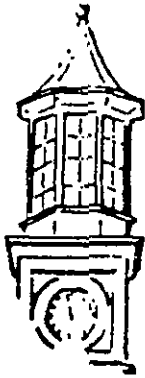
Wally Douthwaite stated that he would be glad to participate in Management Committee meetings and give city input when the issue of compensation comes up. He suggested that Sandra send him, Arlene Merriman and David Wiltse the draft of the new Library Personnel Policy before the staff comments on it.

Mayor Sherwood, Wally Douthwaite and David Wiltse left the meeting at 9:26 PM.

MOTION by Susan Burrows, seconded by William Prentice to adjourn the executive session and to reconvene to open, regular session.

The meeting adjourned at 9:26 PM.

Minutes prepared by Martha Sloan.



# DES PLAINES PUBLIC LIBRARY

341 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## BOARD OF TRUSTEES Minutes of the Executive Session January 21, 1997

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, January 21, 1997. President John Burke called the meeting to order at 10:42 PM.

Members Present: Inara Brubaker, Eldon Burk, John Burke, Susan Burrows, John Ciborowski, Sarah McConnell, Betty Ritter, Ellen Yearwood.

Members Absent: John Scarsi.

### EXECUTIVE SESSION MINUTES

John Burke reported that the Administrator Evaluation Committee met and recommends the salary of Library Administrator Sandra Norlin be raised from the current level of E-1 to level E-2, effective January 1, 1997. The Board discussed and agreed.

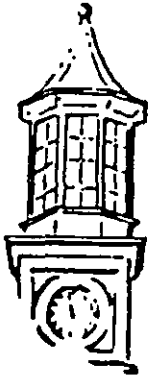
The Board discussed and agreed to grant one-time merit bonuses to Nancy Peterson, Martha Sloan and Sandra Norlin.

MOTION by Eldon Burk, seconded by Sarah McConnell, to adjourn the executive session and to reconvene to open, regular session.

The meeting adjourned at 11:25 PM.

Minutes prepared by Nancy Peterson.





# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## BOARD OF TRUSTEES Minutes of the Executive Session August 18, 1998

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, August 18, 1998. President Eldon Burk called the meeting to order at 9:42 PM.

Members Present: Inara Brubaker, Eldon Burk, Susan Burrows, John Burke, John Ciborowski, Sarah McConnell, Ellen Yearwood.

Members Absent: Betty Ritter

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

### EXECUTIVE SESSION MINUTES

Sandra reported to the Board that a check for \$1,500.00 was being sent to Sheldon Good and Associates as a retainer with the signed contract.

The Board requested that no restrictions be placed on the sale of the building. Inara Brubaker wanted assurance that the minimum bid for the sale of the building and property is no less than \$2,000,000.00.

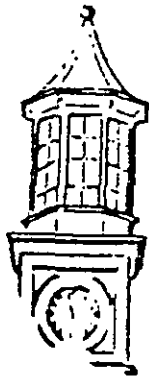
Sandra was asked to contact Steve Good of Sheldon Good and Associates to request his attendance at the September 8, 1998 board meeting.

The Board agreed and will vote out of Executive Session to approve the July 21, 1998 minutes and to keep the Executive Session Minutes currently on file closed to public inspection.

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

The meeting adjourned at 10:10 PM.

Minutes prepared by Carol Kidd.



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-8472

## BOARD OF TRUSTEE Minutes of the Executive Session September 8, 1998

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, September 8, 1998. President Eldon Burk called the meeting to order at 10:37 PM.

Members Present: Inara Brubaker, Eldon Burk, John Burke, Susan Burrows, John Ciborowski, Sarah McConnell, Betty Ritter.

Members Absent: Ellen Yearwood.

Also present: Sandra Norlin, Carol Kidd.

### EXECUTIVE SESSION MINUTES

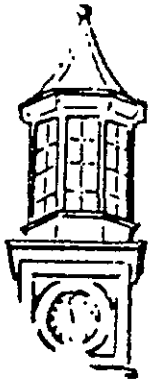
John Burke reported on his attendance at the City Council meeting this evening, September 8. John addressed the City Council about the library's contract with Sheldon Good & Company and apologized to the City Council and Mayor for the lack of communication between the library and the City. John also assured the City Council that sale of the library building would not be immediate.

Sandra distributed the proposed drawing for the auction sign that Sheldon Good proposes for the library lawn. The board will wait on approval of the sign until after a meeting with Steve Good. Sandra was asked to schedule Steve Good to attend the next board meeting.

**MOTION** by John Burke, seconded by John Ciborowski, to adjourn the executive session and to reconvene to open, regular session.

The meeting adjourned at 11:13 PM.

Minutes prepared by Carol Kidd.



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## BOARD OF TRUSTEES Minutes of Executive Session October 14, 1998

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Wednesday, October 14, 1998. President Eldon Burk called the meeting to order at 7:32 PM.

Members Present: Inara Brubaker, Eldon Burk, Susan Burrows, John Burke, John Ciborowski, Sarah McConnell, Betty Ritter, John Walker, Ellen Yearwood.

Members Absent: None.

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

### EXECUTIVE SESSION MINUTES

Eldon Burk reported that City of Des Plaines Aldermen would like to retain the library building, but to also keep the building on the tax rolls.

Eldon Burk also reported that Sheldon Good & Company wants to retain the good will of the library. Eldon stated that if an agreement cannot be worked out with Sheldon Good and Company that the library will be sold to the City of Des Plaines for \$1.00.

Susan Burrows stated that the library signed the contract with Steve Good of Sheldon Good and Company in good faith and that he is entitled to some compensation.

Eldon Burk reported that if Gerard Dempsey is retained as the library's legal counsel, that he will become the only spokesperson concerning the sale of the building

Sandra Norlin advised the Board that the Sheldon Good and Company contract has been requested by Jack Flynn and Todd Wessell of the Journal through the Freedom of Information Act.

Susan Burrows stated that she would like a commitment from the City of Des Plaines for purchase of the library before Sheldon Good and Company is dismissed. Eldon Burk reported that there is no written offer from the City of Des Plaines at this time.

The Board agreed not to speak with Sheldon Good and Company and to refer all matters concerning the sale of library property to Gerard Dempsey.

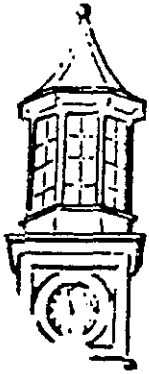
Eldon Burk stated that he will contact Gerard Dempsey and if the fee does not exceed \$450.00 per hour, Mr. Dempsey will be retained.

MOTION by Inara Brubaker, seconded by Ellen Yearwood, to adjourn the meeting.

Vote: Ayes: All. Nays: None. MOTION CARRIED.

The meeting adjourned at 8:25 PM.

Minutes prepared by Carol Kidd.



## DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

### BOARD OF TRUSTEE Minutes of the Executive Session October 20, 1998.

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, October 20, 1998. President Eldon Burk called the meeting to order at 11:52 PM.

Members Present: Inara Brubaker, Eldon Burk, John Burke, Susan Burrows, John Ciborowski, Sarah McConnell, Betty Ritter, John Walker, Ellen Yearwood.

Members Absent: None.

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

#### EXECUTIVE SESSION MINUTES

President Eldon Burk reported that he had spoken with Gerard Dempsey of Klein, Thorpe and Jenkins, LTD. A list of completed work done by Sheldon Good and Company has been requested by Burk. John Burke stated that the City should be notified of all proceedings between Dempsey and Good.

John Ciborowski stated that the City of Des Plaines should make a firm offer for the library before the Sheldon Good contract is terminated.

The meeting adjourned at 12:08 AM.

Minutes prepared by Carol Kidd.



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60018-6472

## BOARD OF TRUSTEE Minutes of the Executive Session November 17, 1998

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, November 17, 1998. President Eldon Burk called the meeting to order at 10:00 PM.

*Members Present:* Inara Brubaker, Eldon Burk, John Burke, Susan Burrows, Sarah McConnell, John Walker, Ellen Yearwood.

*Members Absent:* John Ciborowski, Betty Ritter.

*Also present:* Sandra Norlin, Martha Sloan, Carol Kidd.

### EXECUTIVE SESSION MINUTES

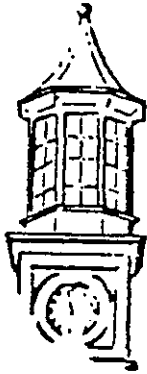
Eldon Burk reported that library attorney Gerard Dempsey has been working with Sheldon Good and Company, but there is no new information at this time.

Sandra reported that Gerard Dempsey has requested all pertinent documents regarding the auction contract with Sheldon Good and Company to be sent to his office. Sandra reported that this information would be sent to Klein, Thorpe and Jenkins, LTD.

Eldon Burk reported that he has met individually with both Ted Sherwood and Vince Powers. Both Powers and Sherwood are in favor of working toward forming a library district and Burk met with them to discuss the reasons why the library should not become a district. The Board will discuss again at the December meeting.

The meeting adjourned at 10:55 PM.

Minutes prepared by Carol Kidd



## DES PLAINES PUBLIC LIBRARY

541 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

### BOARD OF TRUSTEE Minutes of the Executive Session December 15, 1998

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, December 15, 1998. President Eldon Burk called the meeting to order at 10:27 PM.

Members Present: Inara Brubaker, Eldon Burk, John Burke, Susan Burrows, John Ciborowski, Sarah McConnell, Betty Ritter, John Walker, Ellen Yearwood.

Members Absent: None

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

#### EXECUTIVE SESSION MINUTES

President Eldon Burk read a letter that Gerard Dempsey of Klein, Thorpe and Jenkins, Ltd. received from the attorney representing Sheldon Good and Company requesting 90,000 commission and if not received threatening a lawsuit for breach of agreement.

Burk requested a joint meeting of the City Council and Library Board to be held in Executive Session to discuss payment to Sheldon Good and Company. Burk also reported that if Good sues, they will sue the Library, not the City of Des Plaines.

Eldon Burk will talk to Mayor Jung next week to discuss the sale of the Library building and will contact each board member after this discussion.

Eldon Burk requested that Sandra question Lohan Associates as to the date they will begin to use the FF&E funds, so that the City of Des Plaines can be given this information.



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

The meeting adjourned at 11:07PM.

Minutes prepared by Carol Kidd



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## BOARD OF TRUSTEE Minutes of the Executive Session January 19, 1999

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, January 19, 1999. Vice President Inara Brubaker called the meeting to order at 10:00 PM.

Members Present: Inara Brubaker, John Burke, Susan Burrows, John Ciborowski, Sarah McConnell, Betty Ritter, John Walker, Ellen Yearwood.

Members Absent: Eldon Burk.

Also present: Sandra Norlin, Martha Sloan, Tony Siciliano, Carol Kidd.

### EXECUTIVE SESSION MINUTES

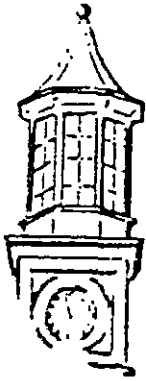
The Board discussed a maximum amount the library would be willing to pay to sever the current agreement between the library and Sheldon Good Company. The Board agreed that \$25,000 would be the maximum amount offered to Sheldon Good Company to break the existing contract.

A meeting between Eldon Burk, Paul Jung, and Wally Douthwaite rendered a tentative agreement between the Library and the City of Des Plaines with the City purchasing the library for 1.8 million dollars.

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

The meeting adjourned at 10:24 PM.

Minutes prepared by Carol Kidd



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## BOARD OF TRUSTEE Minutes of the Executive Session February 16, 1999

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, February 16, 1999. President Eldon Burk called the meeting to order at 9:44 PM.

Members Present: Inara Brubaker, Eldon Burk, Susan Burrows, John Ciborowski, Sarah McConnell, Betty Ritter, John Walker, Ellen Yearwood.

Members Absent: John Burke.

Also present: Sandra Norlin, Martha Sloan, Tony Siciliano, Carol Kidd.

### EXECUTIVE SESSION MINUTES

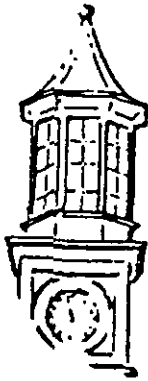
Eldon Burk reported that he and Sandra Norlin met with Steven Good and Norman Berger, Good's attorney, at Sheldon Good Company on February 9, 1999. Eldon stated that the \$25,000 the Board authorized as the maximum amount to offer Sheldon Good Company to break the existing contract was not accepted. Norman Berger stated that they would accept \$45,000 and this amount was not negotiable.

The consensus of the Board was that if the City of Des Plaines purchases the library for 1.8 million dollars, the Board will accept the Sheldon Good proposal.

MOTION by Susan Burrows, seconded by Inara Brubaker, to adjourn the meeting.  
Vote: Ayes: All. Nays: None. MOTION CARRIED.

The meeting adjourned at 10:13 PM.

Minutes prepared by Carol Kidd



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## BOARD OF TRUSTEE Minutes of the Executive Session March 16, 1999

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, March 16, 1999. President Eldon Burk called the meeting to order at 9:24 PM.

Members Present: Inara Brubaker, Eldon Burk, John Burke, Susan Burrows, John Ciborowski, Betty Ritter, John Walker, Ellen Yearwood.

Also present: Sandra Norlin, Martha Sloan, Tony Siciliano, Carol Kidd.

### EXECUTIVE SESSION MINUTES

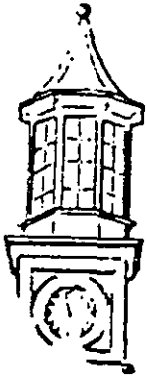
President Eldon Burk reported that he had met with Sharon Smith of the Des Plaines Senior Center and that the Senior Center may agree to pay the \$45,000 settlement to Sheldon Good Company. A meeting will be planned with Sharon Smith, Larry Gillie, Eldon Burk, Sandra Norlin, and Mayor Jung in the near future.

A copy of Resolution R-16-99 was distributed to the Board stating that the Mayor and City Manager of the City of Des Plaines are authorized to negotiate a contract for the purchase of the library and adjacent property for 1.8 million dollars.

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

The meeting adjourned at 9:47 PM.

Minutes prepared by Carol Kidd



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## BOARD OF TRUSTEE Minutes of the Executive Session April 20, 1999

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, April 20, 1999. President Eldon Burk called the meeting to order at 9:45 PM.

Members Present: Inara Brubaker, Eldon Burk, John Burke, Susan Burrows, John Ciborowski, Betty Ritter, Ellen Yearwood.

Also present: Sandra Norlin, Martha Sloan, Tony Siciliano, Carol Kidd.

### EXECUTIVE SESSION MINUTES

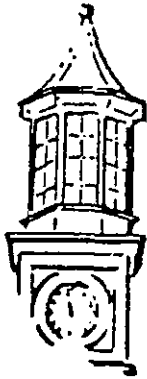
President Eldon Burk reported that he has received from Gerard Dempsey of Klein, Thorpe and Jenkins, LTD. copies of the agreement of sale of the library and two public library leases. Burk stated that Ron Grais has revised these documents and Gerard Dempsey will review and forward his revisions to Burk for Board approval. A possible vote on these agreements at the April 27, 1999 Special Board Meeting.

Burk stated that the Senior Center is willing to pay the \$45,000 for the Sheldon Good contract, but wants assurance from the City that the Senior Center will acquire the building.

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

The meeting adjourned at 10:17 PM.

Minutes prepared by Carol Kidd



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-0472

## BOARD OF TRUSTEE Minutes of the Executive Session May 6, 1999

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Thursday, May 6, 1999. President Eldon Burk called the meeting to order at 8:34 PM.

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

Members Absent: Betty Ritter.

Also present: Sandra Norlin, Gerard Dempsey.

### EXECUTIVE SESSION MINUTES

President Eldon Burk referred questions to Gerard Dempsey of Klein, Thorpe, and Jenkins, Ltd., attorney representing the Library Board in the negotiations for the sale of the property at 841 Graceland Avenue to the City of Des Plaines.

Concerns were expressed about the landlord-tenant relationship between the City and Library Board, particularly questioning the necessity for the City's holding the title to the new building for 20 years.

Mr. Dempsey reported conversations between himself and Ronald Grais (attorney representing the City of Des Plaines) and David Wiltse, City Attorney. Dempsey has proposed to Grais that he mark deletions to the lease document for his consideration. Grais accepted the proposal, but gave no indication of what his client would accept.

The Board asked Dempsey to check with bond counsel concerning the requirement of the City's retaining title until the bonds are paid off and to approach the option of treating the relationship as a property owner as mortgagee.

The Board suggested deleting from the City of Des Plaines, Public Library Lease, Paragraph 8 - 12, 15, 16, 18, 19, 20, 21, 22, 23, 26, 27, Paragraph 11 in the Lease document (Tenants' 33 Maintenance and Repair Obligation).

The Board proposed a meeting to discuss concerns with City Council, Mayor Paul Jung, and City Manager, F. Wallace Douthwaite.

The Board proposed to Dempsey that item 29, the buy-out clause, be changed to a mortgage arrangement.

Agreement of Sale Concerns:

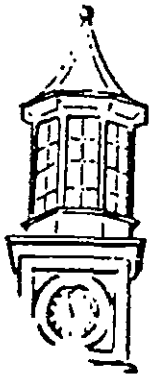
- Board members expressed a desire to retain ownership of plaques and cornerstone of the current building.
- Title - Library's expense - City could waive this, Board will offer a simple title survey.
- Real estates transfer taxes - Library should be exempt.
- Request a net amount - \$1.8 million.
- Requirement of 50% of recording expenses.

The Board agreed to contact Mayor Jung and City Aldermen as appropriate to discuss the library Board's expectation that sale of property and transfer of new property is an "intergovernmental agreement". Eldon Burk will contact Mayor Jung before Mr. Grais receives the suggested changes from Mr. Dempsey.

MOTION by Inara Brubaker, seconded by John Ciborowski, to adjourn the meeting. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The meeting adjourned at 9:56 PM.

Minutes prepared by Sandra Norlin.



## DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

### BOARD OF TRUSTEE Minutes of the Executive Session May 18, 1999

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, May 18, 1999. President Eldon Burk called the meeting to order at 9:35 PM.

Members Present: Inara Brubaker, Eldon Burk, Susan Burrows, William Grice, Betty Ritter, Ellen Yearwood.

Members Absent: John Burke, John Ciborowski.

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

#### EXECUTIVE SESSION MINUTES

President Burk reported that he telephoned Steven Good of Sheldon Good & Company after Sandra Norlin received an invoice for \$45,000 and a request for a reading room to be named in memory of Steven Good's deceased grandmother, Sylvia Good. The Board agreed that Eldon speak with Sharon Smith of the Des Plaines Senior Center to discuss the Senior Center paying Sheldon Good & Company \$45,000 before the sale of the library to the City of Des Plaines and the Library signing a promissory note for this amount.

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

The meeting adjourned at 10:00 PM.

Minutes prepared by Carol Kidd





# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## BOARD OF TRUSTEE Minutes of the Executive Session June 1, 1999

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, June 1, 1999. President Eldon Burk called the meeting to order at 6:03 PM.

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

Also present: Sandra Norlin, Martha Sloan.

### EXECUTIVE SESSION MINUTES

President Eldon Burk reported that the Board will be given title to the new library building. A time and date is yet to be determined, but in a conversation with Mayor Paul Jung opening day was agreed to. Eldon Burk also asked Mayor Jung what the next step will be after the Library signs the lease. Trustees raised these questions for clarification of library obligations:

1. Responsibility for payment of utilities (library as tenant).
2. Parking lot maintenance. How much is the library responsible for? The City of Des Plaines now does cold patching of asphalt and snow removal and some restriping. We are responsible for sidewalk and curb repairs.
3. Paragraph 10 - Maintenance and repair obligations - Question about spirit of agreement. Trustees want it to be based on mutual trust.
4. Paragraph 3 - \$1.00 should be decimal point, not comma.

The Board discussed the agreement of sale in regards to payment of 1.8 million dollars for the sale of the building; shared expenses of the real estate transaction (survey, title insurance, transfer of title); City Council involvement in payment decisions; City willingness to give consideration of the interest accruing to City by not transferring funds to library account.

The Board asked Eldon Burk to contact Jerry Dempsey to ask about prorated closing costs

and to ask for clarification and an understanding with the City.

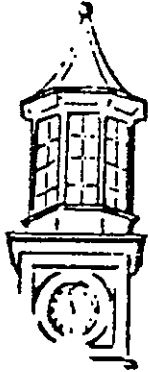
Ellen Yearwood entered meeting at 6:50 PM.

Eldon Burk reported on a telephone conversation with Steven Good of Sheldon Good & Company regarding a demand for immediate payment as well as a request to dedicate a reading room for his grandmother.

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

The meeting adjourned at 6:57 PM.

Minutes prepared by Sandra Norlin.



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## BOARD OF TRUSTEE Minutes of the Executive Session June 15, 1999

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, June 15, 1999. President Eldon Burk called the meeting to order at 10:24 PM.

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

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

### EXECUTIVE SESSION MINUTES

Eldon Burk reported that the Senior Center is concerned that the current library building will not be sold to them. Eldon also reported that Sheldon Good Company is demanding payment of the negotiated \$45,000 settlement.

The Board agreed to give a \$1,000 bonus to Gary Valente for his excellent service to the library.

The Library Administrator job description will be reevaluated by the Finance Committee for the purpose of an employee bonus due to the increased responsibility of this position.

MOTION by Inara Brubaker, 2<sup>nd</sup> by Ellen Yearwood, to adjourn the meeting. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The meeting adjourned at 10:45 PM.

Minutes prepared by Carol Kidd

BOARD OF TRUSTEES  
Minutes of the Executive Session  
August 9, 1999

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Monday, August 9, 1999. Vice-President Inara Brubaker called the meeting to order at 6:03 PM.

Members Present: Inara Brubaker, Eldon Burk, John Burke, John Ciborowski, William Grice, Betty Ritter, Ellen Yearwood.

Also present: Sandra Norlin, Martha Sloan.

EXECUTIVE SESSION MINUTES

The Board discussed:

1. Sale of the library to the City of Des Plaines for \$1,800,000 with the City's paying the library's FF&E invoices from this account, without transferring all or part to the library's account; therefore no interest from the \$1,800,000 will accrue to the library's account.
2. The cost of the ALTA survey to be borne by the seller.
3. President Eldon Burk will request a letter of intent from the City of Des Plaines stipulating that the City will not require an ALTA survey.

President Eldon Burk entered the meeting at 6:15 PM.

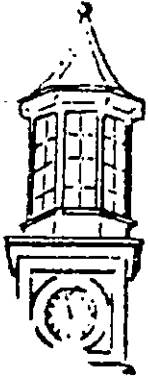
4. Dates of agreement of sale and closing of the sale.
5. Requirements of title transfer documents. The Board asked that Eldon Burk request this service from City Attorney, David Wiltse. The library will obtain, if possible, the legal description of the property and the Property Index Number of the property(ies).
6. A request that existing agreements between the library and City regarding the City's furnishing snow removal of the parking lot and pothole repair remain in effect. (p.17, item 10)
7. (p.19, item 18) Entire agreement. This clause may compromise the reliability of the Letter of Agreement and President Burk was cautioned to be aware of this when requesting the Letter of Agreement.
8. Ellen Yearwood suggested that the phrase "but not limited to" be inserted into item 9 on

page 7, second sentence after "including". The Board reached a consensus that the risk of opening up the negotiations of the contract were not worth the intended gain.

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

The meeting adjourned at 6:41 PM.

Minutes prepared by Sandra Norlin.



# DES PLAINES PUBLIC LIBRARY

841 GRACELAND AVENUE  
DES PLAINES, ILLINOIS 60016-6472

## BOARD OF TRUSTEE Minutes of the Executive Session August 17, 1999

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the Friends of the Library meeting room on Tuesday, August 17, 1999. President Eldon Burk called the meeting to order at 9:45 PM.

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

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

### EXECUTIVE SESSION MINUTES

President Eldon Burk reported that Mayor Jung verbally promised that no survey for the library would be needed for the sale of library property. Eldon will sign the Agreement of Sale on August 18, 1999.

Sandra Norlin and Eldon Burk will schedule a date to review the contents of the Safety Deposit Box and remove the necessary documents needed for the sale of the library.

Eldon advised the Board that payment to Sheldon Good Company for \$45,000.00 would appear on the September 7, 1999 Warrant Register.

Sandra Norlin, Martha Sloan, Hector Marino and Carol Kidd were excused from the meeting at 9:55 PM.

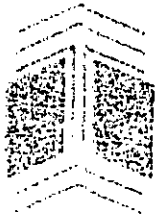
Susan Burrows took the following minutes.

The Board recommended a 5% salary adjustment to the base salary of the Library Administrator retroactive to June 1, 1999.

MOTION by William Grice, seconded by Betty Ritter, to adjourn the meeting. Vote:  
Ayes: All. Nays: None. MOTION CARRIED.

The meeting adjourned at 10:15 PM.

Minutes prepared by Carol Kidd



Des Plaines Public Library

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

**BOARD OF TRUSTEE**  
**Minutes of the Executive Session**  
**August 15, 2000**

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the second floor Conference Room on Tuesday, August 15, 2000. President Eldon Burk called the meeting to order at 10:27 PM.

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

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

**EXECUTIVE SESSION MINUTES**

Eldon Burk reported that the Aldermen and F. Wallace Douthwaite, City Manager were not aware that the late Mayor Paul Jung had promised ownership of the new library to the Library Board. Eldon reported that the City of Des Plaines holds the title to the library until the bonds are paid off. John Burke asked what library precedent was and Eldon Burk responded that many library boards own their libraries. Ellen Yearwood stated that without title to the building, the library would not be able to get a mortgage on the building if needed. The Board will talk to the Aldermen.

**MOTION** by Inara Brubaker, seconded by William Grice, to adjourn the meeting. **Vote:** Ayes: All. Nays: None. **MOTION CARRIED.**

The meeting adjourned at 10:55 PM.

Minutes prepared by Carol Kidd





Des Plaines Public Library

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1501 Ellinwood Street

Des Plaines, IL 60016-4553

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847.827.5551 phone

847.827.7974 fax

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[www.desplaines.lib.il.us](http://www.desplaines.lib.il.us)

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BOARD OF TRUSTEES  
Minutes of the Executive Session  
May 15, 2001

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the second floor Conference Room on Tuesday, May 15, 2001. President Eldon Burk called the meeting to order at 10:16 PM.

Members Present: Inara Brubaker, Eldon Burk, John Burke, Susan Burrows, , William Grice, Rhys Read.

Members Absent: John Ciborowski, Ellen Yearwood.

EXECUTIVE SESSION MINUTES

The Board met to consider the library Administrator's Review and evaluation. The Board will recommend an increase to level E-3, \$89,783, effective June 1, 2001.

The Board met regarding the Library Bureau Steel contract with Ray Bartel. Options include the following:

1. Payment to vendor as requested.
2. Not pay any additional funds.
3. Negotiate a settlement.

The Board decided not to pay any additional funds and that Mr. Bartel will communicate that information.

MOTION by Inara Brubaker, seconded by William Grice to adjourn the meeting. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The meeting adjourned at 10:45 PM.

Minutes prepared by Susan Burrows.

# Des Plaines Public Library

1501 Ellinwood Street

Des Plaines, IL 60016-4553

847.827.5551 phone

847.827.7974 fax

[www.desplaines.lib.il.us](http://www.desplaines.lib.il.us)

## BOARD OF TRUSTEES Minutes of the Executive Session June 19, 2001

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the second floor Conference Room on Tuesday, June 19, 2001. President Eldon Burk called the meeting to order at 9:53 PM.

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

Members Absent: William Grice.

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

### EXECUTIVE SESSION MINUTES

The Board reviewed the library lease prepared by the City of Des Plaines. The Board made changes to the lease and President Burk will forward a copy of the lease with the changes requested by the Board to Library Attorney Gerard Dempsey.

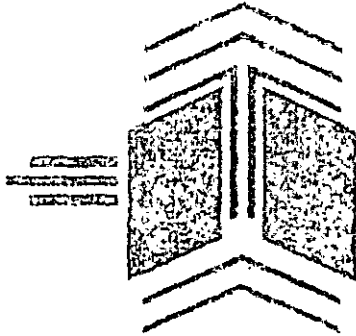
The Board discussed the settlement offer from Library Bureau Steel in the amount of \$2,723.91. The Board agreed to pay Library Bureau Steel \$2,723.91 for settlement of the contract and to process the payment through Fund 202, Library Capital Projects Fund.

Sandra Norlin explained to the Board that Penny Sympson had accrued 150 hours of vacation in 1999 and 2000, which had not been added to her vacation bank. Sandra asked the Board to approve payment of the 150 hours in the amount of \$2,899.13. The Board consensus was to approve the payment.

MOTION by Susan Burrows, seconded by John Ciborowski, to adjourn the meeting. Vote: Ayes: All. Nays: None. MOTION CARRIED.

The meeting adjourned at 11:17 PM.

Minutes prepared by Carol Kidd.



# Des Plaines Public Library

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

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

## BOARD OF TRUSTEES Minutes of the Executive Session February 17, 2004

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the second floor Conference Room on Tuesday, February 17, 2004. President Noreen Lake called the meeting to order at 7:53 PM.

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

Members Absent: Eldon Burk, Elaine Tejcek.

### EXECUTIVE SESSION MINUTES

The Board consensus was to change the job title for the Library Administrator position to Library Director.

The Board discussed the salary range for the position of Library Director and agreed on a salary range of \$80,057 - \$108,250 by consensus.

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

The meeting adjourned at 8:08 PM.

Minutes prepared by Carol Kidd.

# Des Plaines Public Library

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

## BOARD OF TRUSTEES Minutes of the Executive Session June 7, 2005

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the second floor Conference Room on Tuesday, June 7, 2005. President Noreen Lake called the meeting to order at 7:02 PM.

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

Members Absent: Mary Ellicson.

### EXECUTIVE SESSION MINUTES

The annual review for the Library Director was discussed, as well as the Director's compensation.

The consensus of the Committee was that the Library Director's salary for June 1, 2005 – May 31, 2006 be \$108,032 and that an additional 5 days leave be granted for that period.

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

The meeting adjourned at 7:25 PM.

Minutes prepared by Susan Burrows.

# Des Plaines Public Library

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

## BOARD OF TRUSTEES Minutes of the Executive Session June 21, 2005

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the second floor Conference Room on Tuesday, June 21, 2005. President Noreen Lake called the meeting to order at 9:00PM.

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

Members Absent: Eldon Burk, William Grice.

### EXECUTIVE SESSION MINUTES

The annual review for the Library Director was discussed, as well as the Director's compensation.

The consensus of the Board was that the Library Director's salary for June 1, 2005 – May 31, 2006 be \$108,032 and that an additional 5 days leave be granted for that period.

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

- July 18, 1995 – Acquisition of Smuk Property.
- August 21, 1995 – Acquisition of Smuk Property, UFDC Letter of Intent to Purchase.
- September 19, 1995 – Acquisition of Smuk Property.
- October 19, 1995 – Acquisition of Smuk Property, UFDC Intent to Purchase.
- April 21, 1998 – Downtown Redevelopment.
- November 21, 2000 – Administrator's Review, Semi-Annual Review of Minutes.
- December 16, 2003 – Semi-Annual Review of Executive Session Minutes.
- June 15, 2004 – Semi-Annual Review of Executive Minutes.
- December 21, 2004 – Semi-Annual Review of Executive Minutes.
- May 17, 2005 – To Discuss Compensation of a Specific Employee.

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

The meeting adjourned at 9:04PM.

Minutes prepared by Mary Ellicson.



TO: Library Board of Trustees

FROM: Holly Richards Sorensen, Library Director *HRS*

SUBJECT: Background on May Agenda Items

DATE: May 12, 2011

I'm enclosing information to help you prepare for the discussion at our meeting on May 17. Please call (847-376-2801) or email [hsorensen@dppl.org](mailto:hsorensen@dppl.org) if you would like a further explanation or additional information.

**IX. New Business**

**A. Approve Payment of Vendor Checks Report - \$225,964.21. [Action Item]**

**B. Report Out Finance Committee Action, May 4, 2011 – Jeffery Rozovics. [Action Item]**

The Finance Committee met on May 4 (minutes are in Board packet) and discussed whether or not to continue Mobile Library Service for the remainder of 2011 and to budget for the service in 2012. The Committee voted to continue mobile library service in 2011, billing the Village of Rosemont on a month-to-month basis, and to continue routine maintenance and to discontinue the service in 2012. You will be asked to vote on this item.

**C. Report Out Management Committee Action, April 28, 2011 – Myrtle Klebe. [Action Item]**

The Management Committee met on April 28 (minutes are in Board packet) and discussed and voted to approve changes to library policies, Section D, Section A, A-15, and Section C, C-8. Copies of the revised policies are attached with changes highlighted. You will be asked to review the library's longevity policy.

**D. Nominating Committee. [Action Item]**

President Magerl will ask for volunteers to select a slate of officers to be presented at the June meeting for consideration for election at the July meeting.

**E. Authorize the Library Director to Advertise for Bids for Janitorial Contract.**

You will be asked to vote to advertise for bids for the janitorial contract. The current contract will end on June 30, 2011.

**F. Do the Dewey Preliminary Report.**

Roberta Johnson, Acting Assistant Director, will give you a report on the results of the library fundraiser, "Do the Dewey."





<b>BUDGETED MOBILE LIBRARY COSTS 2010</b>
---

Staff

## Mobile Library Circulation Assistant

1 full time	\$ 66,979.00	Salary, health, life, dental, IMRF, FICA (salary \$51,367; benefits \$15,612)
2 part time	\$ 46,086.00	Salary, IMRF, FICA (salaries \$38,106; benefits \$7,980)

Material, material processing and logins

Material	\$ 30,000.00	4% of total library material budget
Processing	\$ 5,160.00	4% of total library processing budget, OCLC Tech Pro
Login	\$ 200.00	4% of Baker and Taylor TitleSource logins

Communications and Equipment

2 laptop computers	\$ 2,400.00	2 x \$1,200 each
Wireless fee	\$ 1,332.00	\$110.00 a month
CCS	\$ 4,764.00	

Vehicle

Repairs/Maintenance	\$ 12,300.00	Budget line 930030
Cleaning contract	\$ 9,000.00	10% of total library cleaning contract
Diesel	\$ 4,000.00	Budget line
CDL License/Training	\$ 2,100.00	Budget line 920204, 920225

Other

Library Cards	\$ 200.00	4% of total library card budget
Collection Agency Fees	\$ 240.00	4% of total Collection Agency Fees budget
Supplies	\$ 2,000.00	10% of total library supplies budget
Marketing	\$ 4,550.00	10% of total marketing, mailings, printing, postage newsletter budget lines

<b>\$ 191,311.00</b>	<b>Total Mobile Library cost</b>
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2009 Circulation	51,612
cost per transaction	\$3.71

2008 Circulation	53,196
2007 Circulation	49,416
2006 Circulation	49,266
2005 Circulation	52,875

Main Library

2009 Circulation	1,261,249
budget	\$ 6,508,870
cost per transaction	\$ 5.16

Total Mobile Library cost is 3% of overall library budget

MOBILE LIBRARY STATISTICAL INFORMATION 2011 (January - April)
---

STOPS

Total number of stops during the school year	<u>40</u>	Total number of stops during the summer	<u>32</u>
Neighborhood	16	Neighborhood	17
Parks	7	Parks	11
Public schools	12	Public schools	1
Preschool/Daycare	3	Preschool/Daycare	3
Private schools	2		

Number of patrons on the Mobile Library in 2010	0 (197,590 main library)
Hours on the road per week	22 (72 hours main library open per week)
Collection size	0 (341,575 main library)
Number of Book bags delivered to schools (09-10)	16
Percentage of Youth to Adult checkouts	Youth 0%, Adult 0%
Percentage of AV to books checkouts	Books 60%, AV 40%
Percentage of Non DP cardholders who use ML	DP 95%, all others 5%

Mobile Library is 14 years old, built in 1997

Mobile Library cost new \$116,188

Six month payment from Rosemont \$6,600.00

According to the Association of Bookmobile and Outreach Services  
the criteria to define a successful stop is 20 items checked out per half hour.  
In September 2010 through April 2011, 27% of the stops did not meet this criteria.

Other area libraries who have bookmobiles:

Arlington Heights, Aurora, Cook Memorial, Palatine, Skokie, Warren Newport, Waukegan

**MOBILE LIBRARY STATISTICAL INFORMATION 2010**

STOPS

Total number of stops during the school year	<u>53</u>	Total number of stops during the summer	<u>46</u>
Neighborhood	24	Neighborhood	24
Parks	6	Parks	15
Public schools	16	Public schools	2
Preschool/Daycare	5	Preschool/Daycare	5
Private schools	2		

Number of patrons on the Mobile Library in 2010	6710 (582,096 main library)
Hours on the road per week	28 (72 hours main library open per week)
Collection size	13,105 (335,536 main library)
Number of Book bags delivered to schools (09-10)	122
Percentage of Youth to Adult checkouts	Youth 49%, Adult 51%
Percentage of AV to books checkouts	Books 60%, AV 40%
Percentage of Non DP cardholders who use ML	DP 95%, all others 5%

Mobile Library is 13 years old, built in 1997

Mobile Library cost new \$116,188

Annual payment from Rosemont \$6,600.00

According to the Association of Bookmobile and Outreach Services the criteria to define a successful stop is 20 items checked out per half hour. In September 2009 through June 2010, 16% of the stops did not meet this criteria.

Other area libraries who have bookmobiles:

Arlington Heights, Aurora, Cook Memorial, Palatine, Skokie, Warren Newport, Waukegan

MOBILE LIBRARY STATISTICAL INFORMATION 2009
---

**STOPS**

Total number of stops during the school year	<u>45</u>	Total number of stops during the summer	<u>41</u>
Neighborhood	30	Neighborhood	25
Public schools	8	Parks	10
Preschool/Daycare	4	Preschool/Daycare	5
Private schools	3	Public schools	1

Number of patrons on the Mobile Library in 2009	6750 (542,092 main library)
Hours on the road per week	30 (72 hours main library open per week)
Collection size	13,915 (342,413 main library)
Number of Book bags delivered to schools (08-09)	84
Percentage of Youth to Adult checkouts	Youth 65%, Adult 35%
Percentage of AV to books checkouts	Books 60%, AV 40%
Percentage of Non DP cardholders who use ML	DP 95%, all others 5%

Mobile Library is 12 years old, built in 1997

Mobile Library cost new \$116,188

Annual payment from Rosemont \$12,900.00

According to the Association of Bookmobile and Outreach Services  
the criteria to define a successful stop is 20 items checked out per half hour.  
In September 2008 through June 2009, 22% of the stops did not meet this criteria.

Other area libraries who have bookmobiles:

Arlington Heights, Aurora, Cook Memorial, Palatine, Skokie, Warren Newport, Waukegan

**General questions and comments about policy revision:****General changes:**

Library and Internet changed to lower case library and internet

Full-time, not full time

Him/her and other variations changed to their or them

Elimination of references to 25 hour per week employees (we have none)

Elimination of references to seasonal employees (we have none)

Change references to Human Resources, Finance Office etc. (City of Des Plaines departments), to Administrative Office or Administrative Assistant (Library departments) as appropriate

Remove outdated forms and procedures

**Specific changes:**

Change in IMRF vesting as of January 1, 2011

Elimination of Flexible Benefits Plan and Longevity Pay

Reference to online (instead of paper) payroll and timesheet management system

Change to part-time employee accrual of vacation time from yearly to monthly

Re-number appendices in accordance with removed items

Add reference to IL Identity Protection Act

**For future reference:**

Policy A-4 refers to Collection Development Librarian, which we no longer have

Policy A-5 (system membership) to be changed to reflect consolidation of Illinois library systems

### INTERNET ACCESS POLICY

The Internet allows users to connect to networks of resources outside the Des Plaines Public Library. The Library has no control over the content, accuracy, or currency of these resources, nor does the Library have complete knowledge of what is available on the Internet. Library users access the Internet at their own discretion.

Parents have the ultimate responsibility for guiding and monitoring their minor children's use of the Internet. All public computers have filtered access to the Internet; however, the library cannot guarantee the infallibility of the filter software.

Staff will assist patrons with Internet use as time permits, ~~but cannot offer personal instruction~~. Formal instruction may be provided by the Library staff at designated times.

Users are prohibited from violating Federal, State or local law, including copyright and licensing infringement.

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

Users in breach of library policy are subject to having their privileges revoked.

Approved 04/18/95  
Revised and Approved 04/15/97  
Reviewed and Approved 04/20/99  
Reviewed and Approved 01/15/02  
Revised and Approved 09/17/02  
Revised and Approved 06/15/04  
Reviewed and Approved 07/20/04  
Revised and Approved 09/21/04  
Revised and Approved 06/20/06  
Reviewed and Approved 04/15/08  
Reviewed and Approved 07/20/10

IDENTITY PROTECTION POLICY

## A. PURPOSE

1. The purpose of this policy is to protect social security numbers from unauthorized disclosure. Regarding the use of social security numbers, Des Plaines Public Library intends to comply with the provisions of the Identity Protection Act (5 ILCS 179/1 *et seq.*).

## B. REQUIREMENTS

1. All employees who have access to social security numbers in the course of performing their duties must be trained to protect the confidentiality of social security numbers. Training will include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers will have access to such information or documents.
3. Social security numbers requested from an individual will be provided in a manner that makes the social security number easily redacted if required to be released as part of a public records request.
4. When collecting a social security number, or upon request by the individual, a statement of the purpose or purposes for which the social security number is being collected and used must be provided.

## C. PROHIBITED ACTIVITIES

1. No employee may do any of the following:
  - a. Publicly post or publicly display in any manner an individual's social security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
  - b. Print an individual's social security number on any card required for the individual to access products or services.



- c. Encode or embed an individual's social security number in or on any cards or documents, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology.
- d. Require an individual to transmit his or her social security number over the Internet, unless the connection is secure or the social security number is encrypted.
- e. Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision in this Section to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this Section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.
- f. Collect, use, or disclose a social security number from an individual, unless:
  - (1.) Required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of that agency's duties and responsibilities;
  - (2.) The need and purpose for the social security number is documented before collection of the social security number; and
  - (3.) The social security number collected is relevant to the documented need and purpose.
- g. Require an individual to use his or her social security number to access an Internet website.
- h. Use the social security number for any purpose other than the purpose for which it was collected.

2. The prohibitions listed immediately above do not apply in the following circumstances:
  - a. The disclosure of social security numbers pursuant to a court order, warrant, or subpoena.
  - b. The collection, use, or disclosure of social security numbers in order to ensure the safety of other employees.
  - c. The collection, use, or disclosure of social security numbers for internal verification or administrative purposes.
  - d. The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

#### D. PUBLIC INSPECTION AND COPYING OF DOCUMENTS

1. Notwithstanding any other provision of this policy to the contrary, all employees must comply with the provisions of any other state law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's social security number. This includes requests for information or documents under the Illinois Freedom of Information Act. Employees must redact social security numbers before allowing the public inspection or copying of the information or documents.

#### E. PUBLIC AVAILABILITY

1. A copy of this policy shall be made available to the public upon request.

#### F. APPLICABILITY

1. This policy does not apply to the collection, use, or disclosure of a social security number as required by state or federal law, rule, or regulation.

Reviewed and Approved \_\_\_\_\_

DES PLAINES PUBLIC LIBRARYRULES OF CONDUCT

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

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

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Revised and Approved 06/15/99  
Reviewed and Approved 03/20/01  
Revised and Approved 07/17/01  
Revised and Approved 06/17/03  
Revised and Approved 09/21/04  
Revised and Approved 06/20/06  
Reviewed and Approved 04/15/08  
Reviewed and Approved 07/20/10

PERSONNEL POLICIES

INTRODUCTION

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

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

B. SIGNATURE REQUIRED

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

---

Signature

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Date

GENERAL PROVISIONS

EQUAL EMPLOYMENT POLICY STATEMENT

A. All personnel practices and procedures, including but not limited to recruitment, hiring and promotion, compensation, benefits, transfers, lay-offs, training and other conditions of employment, will be administered in a manner that does not discriminate on the basis of race, color, religion, sex (including sexual harassment), national origin, ancestry, age, marital status, disability, or the presence of any sensory, mental, or physical disability unless such disability effectively prevents the performance of the essential duties required of the position and which are bonafide occupational qualifications which cannot be accommodated without undue hardship.

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B. The Library Director shall be given final authority, under the direction of the Library Board of Trustees, for the development and administration of the personnel program.

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### CLASSIFICATION PLAN

#### A. APPLICABLE LOCAL, STATE, AND FEDERAL LAWS

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

#### B. CLASSIFICATION OF POSITIONS

##### 1. The following positions are exempt from the Civil Service Classified Plan:

Library Director, Assistant Director, Head of Adult Services, Head of Youth Services, Head of Circulation Services, Head of Public Information Services and Head of Building and Security Services. All other full-time positions are considered classified positions. Each class shall include those positions sufficiently similar in respect to ~~her/his/their~~ duties and responsibilities so that similar requirements as to training, experience, knowledge, skill, personal qualities and the same rates of pay can be applied.

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2. Part-time positions shall also be allocated to classes, wherever a corresponding class exists, for the purpose of applying rates of compensation. Temporary and seasonal positions shall not be classified.
3. Job descriptions are prepared by the Library Director in cooperation with appropriate department heads and are presented to the Library Board of Trustees for approval.

#### C. JOB DESCRIPTIONS

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

D. ADMINISTRATION

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

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Revised and Approved 08/18/09



PAY PLAN

## A. COMPOSITION

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

## B. ADMINISTRATION

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

## C. RATES OF PAY

## 1. BEGINNING

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

2. PROMOTION

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

3. ADVANCEMENT

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

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

a. Beginning Status

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

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

b. Six Months Status

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

c. Twelve Months Status

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

d. Anniversary Advancement

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

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

4. ANNIVERSARY DATE

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

5. PART-TIME POSITIONS

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

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

a. Breaks in Service

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

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

b. Temporary Assignments

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

D. PROBATION

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

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

E. LONGEVITY

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

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

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

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Revised and Approved 08/18/09

### HOURS, PAY PERIODS

#### A. STANDARD WORK WEEK

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

#### B. WEEKLY HOURS

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

#### C. PAY PERIOD

##### 1. PAY PERIODS

Pay periods are bi-weekly.

##### 2. REPORTING REQUIREMENTS

All employees are required to submit an online time sheet. Time sheets must be completed by employees and reviewed and verified by their supervisors.

- ##### 3.
- The Library encourages employees to have their paychecks processed through a direct deposit agreement with their designated financial institution. Employees must complete a Direct Deposit Enrollment Form and submit it to ~~the Administrative Office~~ for processing to enroll in a direct deposit program. Employees who choose not to enroll in a direct deposit agreement will be charged a fee determined by the Library Director to receive a paper copy of their paycheck.

#### D. OVERTIME

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

#### E. COMPENSATORY TIME

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

#### F. EMERGENCY CLOSING

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

#### G. EXEMPT POSITIONS

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

#### H. PAYROLL DEDUCTIONS

##### 1. Mandatory Deductions.

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

##### (1.) Illinois Municipal Retirement Fund (IMRF)

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

##### 2. Voluntary Deductions.

- a. Deferred Compensation. The City provides an option to any regular employee to invest a portion of her/his/their present earnings in a deferred compensation plan. Under this arrangement, investments are not subject to current Federal income taxes until such time as the employee receives payment from the plan.

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

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

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

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

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I. BREAK PERIODS

1. Break periods of no more than 15 minutes may be allowed for all employees, but solely at the discretion of their supervisors, so as not to interrupt normal work operations or interfere with efficient customer service.

Break periods may not be added to an employee's schedule in order to arrive later or leave earlier than the scheduled work time.

2. Meal Period. Employees are eligible for meal periods in accordance with the Fair Labor Standards Act and IL Department of Labor requirements.

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## LEAVES WITH PAY

### Notification Requirements

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

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

### A. HOLIDAYS

#### 1. OFFICIAL HOLIDAYS

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

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

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

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

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

#### 2. FLOATING HOLIDAY

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

These hours will be accrued on January 1 each year and must be used by

December 31 of the same year. There will be no compensation for unused floating holiday hours, nor will floating holiday hours be carried over to the next calendar year. Eligible employees must request the use of floating holiday hours from their supervisors, who will grant the use at their discretion.

B. PERSONAL BUSINESS DAYS

1. ELIGIBILITY

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

2. ACCRUAL

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

3. APPROVAL REQUIREMENT

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

4. CARRYOVER

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

5. COMPENSATION FOR UNUSED PERSONAL DAYS

Employees will not receive compensation for unused personal business days.

C. VACATION

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

Assistant Director, Department Heads, Web Services Librarian, Technical Services Manager, School Liaison Librarian, Librarian II, Teen Services Librarian, Youth Services Librarian, Reference Librarian, and Metadata and Cataloging Specialist.

First year and every year thereafter                      20 work days

Other Library Staff

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

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

For employees hired after January 1, 1997:

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

For employees hired before January 1, 1997:

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

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

#### D. SICK LEAVE

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

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

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

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

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

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

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

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

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

9. ~~All unused, accrued sick leave shall be accumulated from year to year to a maximum of nine hundred (900) hours (24 weeks). At the end of each calendar year, employees will be paid for fifty percent (50%) of all accrued sick leave days in excess of the maximum. [Employees hired before January 1, 1997 made a choice between sick leave accrual to a maximum of 675 hours and the policy stated above.]~~

10. Retirement Payout. Employees who retire or separate from the library will receive payment of 25% of unused sick leave up to 45 days and 75% of unused sick leave over 45 days. The payment will be placed into the employee's Retiree Health Saving account to be used for post-employment medical insurance costs.

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

#### E. FUNERAL LEAVE

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

5. ~~Part-time employees regularly scheduled to work twenty-five (25) or more hours per week are entitled to 3/5 of their regular weekly hours under the same conditions listed for full-time employees.~~

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Revised and Approved 08/18/09

LEAVES WITHOUT PAY

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

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

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

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

Part-time employees will be eligible for 6 days (pro-rated) of unpaid sick leave per year accrued on a monthly basis.

- B. Family and Medical Leave Act. (FMLA)

1. Coverage and Eligibility.

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

2. General Leave Requirements.

- a. Length and Purpose of Leave:

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

child (eligibility ends 12 months after birth);

- (3.) Because of the placement of a child with the employee for adoption or foster care (eligibility ends 12 months after placement);
  - (4.) In order to care for an immediate family member (spouse, child, parent) of the employee if such family member has a serious medical condition;
  - (5.) Because of a serious health condition that makes the employee unable to perform the functions of ~~her/his~~ their job.
- b. A total of 12 work weeks during a 12 month period can be taken:
- (1.) In one 12 week period;
  - (2.) In several leaves for different reasons totaling 12 weeks;
  - (3.) Intermittently in the case of a family illness leave or personal illness leave, when medically necessary, with the days/weeks of leave equaling a maximum of the equivalent of 12 workweeks;
  - (4.) For eligible part-time employees the leave entitlement is calculated on a pro-rated basis.
- c. If both spouses are employed by the library, they together may take only 12 workweeks for a "birth" leave, placement leave, or a family medical leave to care for a sick parent; otherwise, each spouse is entitled to a total of 12 workweeks for a medical leave to care for a child, spouse, or for personal medical leave for a serious health condition.
- d. Only leave starting on or after August 5, 1993 is considered FMLA leave which can be counted against an employee's 12 week entitlement.

### 3. Advance Notice and Medical Certification

- a. The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.
  - (1.) The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable". When it is not possible to provide such notice, an employee must give notice within two business days of when the employee learns of the need for leave.



- (2.) The Library will require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the Library's expense) and a fitness for duty report to return to work. The certification must be provided within 15 calendar days.
- (3.) Leave Request Forms and Medical Certification Forms can be obtained through the ~~Human Resources Department~~ Administrative Office.
- (4.) Any requests for leave must be signed by the employee's supervisor and Library Director and forwarded to ~~Human Resources~~ the Administrative Office for processing.

4. Job Benefits and Protection

- a. For the duration of the FMLA leave, the Library must maintain the employee's health insurance coverage under the group plan, under the same terms offered to employees not on leave.
  - (1.) The Library will require that an employee make premium payments that had been paid by the employee, i.e., family dental, before FMLA leave, subject to any change in the rates that may occur during FMLA leave.
  - (2.) The Library will require that the payment of applicable premiums be made either at the same time as it would be by payroll deduction, or another system mutually agreed upon by the Library and the employee. The Library will provide the employee with advance written notice of the terms under which the payment is to be made.
  - (3.) There is a 30 day grace period following the premium due date without jeopardizing benefit coverage.
 

If the employee decides not to return to the Library at the conclusion of any authorized unpaid FMLA leave, the employee will be responsible for reimbursing the Library for any health and life insurance premiums paid during that time on the employee's behalf.
- b. The Library will maintain life insurance coverage during any unpaid FMLA leave in order to avoid a lapse in coverage; however, the employee will be expected to reimburse the Library for premium payments made on ~~his~~ her/their behalf during that time.
- c. Employees are not entitled to an extension of benefits other than health care and life insurance during an unpaid leave, but will not lose any benefits accrued prior to leave.

- d. Upon return from FMLA leave, the employee must be restored to ~~her/his~~ their former position or an equivalent position, with equivalent pay, benefits, and other employment terms. Exemption from restoration does exist, however, for employees in "key" positions (see definition of "key" employee).
- e. The employee's return to work rights are whatever they would have been had the employee not been on leave, subject to the exceptions noted in this policy.
- f. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. Seniority, however, will not accrue during leave.
- g. Any period of unpaid FMLA leave should be treated as continuous service for purposes of vesting and eligibility to participate in pension and deferred compensation plans.

#### 5. Substitution of Paid Leave

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

#### 6. Definitions

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

d. Key employee — the library may refuse to reinstate a “highly compensated” employee where the effect of the leave on the operations of the library would cause “substantial and grievous economic injury” in replacing the employee on a temporary basis. The determination of highly compensated and restoration rights must be made at the time of the leave request.

e. Medical certification — will be required for:

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

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

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

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

C. School Visitation Leave. Eligible employees whose biological, adopted or foster child, step-child or legal ward attends a primary or secondary school in Illinois or a contiguous state will be granted unpaid leave for educational and behavioral conferences or classroom activities that cannot be scheduled during non-working hours. To be eligible, an employee must have completed six (6) consecutive months of service and have worked at least half-time during the last six months. Eligible employees will be granted up to eight (8) hours of school visitation leave

per school year, and no more than four hours may be used on any one day.

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

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

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

leave.

- H. Military Benefits During Active Service. Pursuant to P.A. 87- 631, local government employees who are members of reserve components of the U.S. armed forces services, including the Illinois National Guard, and who are mobilized to active duty shall continue to receive the same regular compensation and benefits they were receiving or accruing at the time of mobilization. This includes health insurance and other benefits minus the amount of base pay for military service, for the entire period of active service.

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

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

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

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 Revised and Approved 09/21/99  
 Revised and Approved 04/17/01  
 Reviewed and Approved 06/17/03  
 Revised and Approved 09/16/03  
 Revised and Approved 10/18/05  
 Reviewed and Approved 08/21/07  
 Reviewed and Approved 05/20/08  
 Revised and Approved 08/18/09

GENERAL BENEFITS AND ALLOWANCES

A. INSURANCE

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

Part-time employees who are regularly scheduled to work twenty (20) hours or more per week and have been employed by the library for one continuous year are eligible to purchase health care coverage benefits by paying the full group premium, plus administration fee.

Specific benefits of the plan(s) are described in brochures provided by the Library.

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

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

- d. Any changes adding dependent coverage by birth or marriage must be reported to the ~~Library Administration~~ Administrative Office within thirty (30) days of the date of birth/marriage.

2. Group Dental Plan. The Library offers to all its regular full-time employees, and their eligible dependents the opportunity to participate in group dental coverage. Part-time employees who are regularly scheduled to work twenty (20) hours or more per week and have been employed by the library for one continuous year are eligible to purchase dental coverage benefits by paying the full group premium, plus administration fee. Enrollment forms are completed whenever a new employee begins service with the Library, during open enrollment, or when the employee wishes to change the status of dependent coverage, i.e., add or drop.

Enrollment forms are available in the Administrative Office ~~Library~~

~~Administration office.~~ It is the employee's responsibility to notify the Administrative Office Library Administration of any change in dependent status by completing the updated enrollment form.

Specific benefits of the plan are described in insurance brochures available in the Library Administration Administrative Office office.

3. Prescription Drugs. In providing for the employee and ~~his/her~~their family's healthcare needs, the ~~Library~~ has added a pharmacy service to its total health benefit program. For specific details on the program, contact the Administrative Office Library Administration office.
4. Life. The ~~Library~~ makes available life insurance benefits to regular, full-time employees who meet the eligibility requirements of the life insurance program. Part-time employees who are regularly scheduled to work twenty (20) hours or more per week and have been employed by the library for one continuous year are eligible to purchase life insurance benefits by paying the full group premium, plus administration fee. Coverage is effective 30 days from the date of hire. \_\_\_\_\_A description of the life insurance program can be obtained in the Administrative Office Library Administration office.

#### B. CONTINUATION OF INSURANCE COVERAGE

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

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

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

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

For employees covered by the Illinois Municipal Retirement Fund, retirement shall mean as follows:

For employees hired after January 1, 2011:

-an employee who has retired having accumulated a minimum of 108 years of creditable service with the City of Des Plaines or the Des Plaines Public Library but may or may not have attained the required age for commencement of the pension.

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For employees hired before December 31, 2010:

an employee who has retired having accumulated a minimum of eight years of creditable service with the Des Plaines Public Library but may or may not have attained the required age for commencement of the pension.

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

#### C. EMPLOYEE ASSISTANCE PROGRAM (EAP)

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



of a personal problem. The focus is on the job situation, not the nature of the problem. The focus of a supervisory referral is based solely on job performance; not personal issues. As a referral is made, the job performance will continue to be evaluated. Participation in the EAP will not be accepted as a substitute for satisfactory performance. Participation in the EAP will not exclude normal disciplinary procedures.

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

4. There is no cost for assessment and referral services. Any cost for additional counseling needs will be coordinated with our group health insurance programs. Each employee is encouraged to make use of the EAP services. For further information regarding the EAP, please contact the Administrative Office/Library Administration office.

#### D. PROFESSIONAL CONFERENCE ATTENDANCE

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

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

Reimbursement for travel time will be in accord with the Fair Labor Standards Act.

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

#### E. MEMBERSHIPS

Finances permitting, The Library will pay for membership in the Illinois Library Association for ~~each~~ the following positions: Director, Assistant Director, Department Head, Technical Services Manager, Web Services Librarian, School Liaison Librarian, Librarian II, Teen Services Librarian, Youth Services Librarian, Reference Librarian, Metadata and Cataloging Specialist and Library Board Members. The Library will maintain an Institutional membership in the Illinois Library Association.

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

#### F. EDUCATIONAL REIMBURSEMENT

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

#### G. TUITION REIMBURSEMENT

##### Employee Eligibility:

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

##### Program Eligibility:

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

##### Application Procedures:

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

1. Employee's name and position.
2. Complete information on the course of study for which tuition

reimbursement is requested (educational institution, course title, degree or certificate obtainable, dates of attendance, total cost, and amount of reimbursement requested).

3. Statement of potential benefit to both the employee and the library.
4. A letter of recommendation and support of the employee's department head and/or supervisor.

**Reimbursement Procedures:**

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

Decision:

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

Application Deadline(s):

July 1

December 1

Reviewed and Approved 10/15/96  
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Revised and Approved 09/21/99  
Revised and Approved 04/17/01  
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Reviewed and Approved 06/17/03  
Revised and Approved 09/16/03  
Revised and Approved 10/18/05  
Reviewed and Approved 08/21/07  
Revised and Approved 08/18/09  
Revised and Approved 11/30/10

GENERAL RULES AND REGULATIONS

A. FAIR LABOR STANDARDS ACT

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

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

1. Library Director.
2. Assistant Director.
3. Head of Adult Services, Head of Youth Services, Head of Circulation Services, Head of Public Information Services, Head of Building and Security Services.
4. Manager of Technical Services.
5. School Liaison Librarian, Librarian II, Teen Services Librarian, Youth Services Librarian, Reference Librarian, Metadata and Cataloging Specialist, Manager of Creative Services, Administrative Assistant, ~~Staff Training Specialist~~ and Circulation Manager.

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

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

B. THE AMERICANS WITH DISABILITIES ACT

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

The Library has made a commitment to provide:

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

services, programs, or activities sponsored by the Library;

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

#### C. EMPLOYMENT AND SELECTION OF FULL-TIME PERSONNEL

The Administrative Assistant will administer and coordinate the hiring process for all position vacancies covered under Civil Service Rules and Regulations.

Civil Service Rules and Regulations will be followed in the employment and selection of full-time personnel.

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

##### 1. RECRUITMENT

- a. The Library Director will be notified in writing of all ~~full-time~~ position vacancies. A written request to fill a vacancy must be accompanied by the Library Director's written authorization.
- b. The Administrative Assistant will distribute to all departments copies of the job announcement for internal posting for a minimum of five working days.
- c. Ads for local newspapers, trade publications, professional journals or websites will be developed and placed by the Administrative Assistant. The affected department may be asked to assist the Administrative Assistant, as necessary, in formulating the job announcement, ads, and in determining special applicant sources.
- d. In those cases where external candidates will be considered, job announcements may also be distributed to area local governments, schools, minority agencies, and other recruitment services. The Library will use for job referral purposes only those recruitment services that do not discriminate on the basis of race, color, religion, creed, age, sex, national origin, marital status, or disability.
- e. Applications will be submitted to the Administrative Assistant using ~~Library Employment Application~~ forms. ~~When the position being recruited is of a professional nature, the Library may allow a resume to substitute for the Library application form provided all information required on the application form is sufficiently covered by the resume.~~
- g. No applications for a position are accepted after the published closing and/or receipt date. If there are not sufficient qualified candidates at the closing date, the position is re-opened and re-advertised.

- h. Any qualified library employee may apply for an open position if they have been in their current position for six months OR have been employed at the library for one year.

## 2. TESTING

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

## 3. INTERVIEW PROCESS

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

- a. ~~The Library Administration~~ Administrative Office shall coordinate the interview process, including scheduling candidates, development of interview questions, and screening applications.
- b. An interview panel will be selected by the Administrative Assistant and the Library Director. Reasonable accommodations shall be made for disabled applicants to allow participation in the interview process. Copies of the applications of final candidates will be provided to the interview panel members prior to the interview.

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

#### 4. REFERENCE CHECK

- a. Before an eligibility list is established, the Administrative Assistant or Administrative Designee will conduct a reference and background check on the final candidate(s). The check includes verification of employment duties, dates of employment, work record, attendance record, strengths, weaknesses, and criminal history.

#### 5. SELECTION

- a. It shall be the policy of the Des Plaines Public Library that



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

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

- b. Applicants may be disqualified for consideration for employment when any of the following facts exist:
  - (1.) They do not possess the qualifications for the job.
  - (2.) They have demonstrated an unsatisfactory employment record or personal record as evidenced by information contained on the application form or by the results of a reference check.
  - (3.) They have made false statements of any material facts or practiced deception in their application.
  - (4.) They are physically, mentally or otherwise unable to perform the duties of the position.
  - (5.) The applicant is not within the legal age limits prescribed by law.
- c. The library may establish a list of recommendations for hire that will be forwarded to the Civil Service Commission for final approval in establishing an Eligibility List and to extend an offer.
- d. The Library Director must approve any candidate before an employment offer is made.

## 6. APPLICANT NOTIFICATION

- a. After references are verified and a final decision reached, the candidate is notified of ~~her/his~~ their selection, an employment offer is made contingent upon the results of a pre-employment physical, which includes a drug screening, ~~is made and~~ The candidate is requested to accept or reject the offer within a set number of days.

- b. If the first offer is rejected, the next person on the Eligibility List will be contacted.
- c. After a candidate accepts the Library's employment offer in writing, all other interviewed candidates are notified in writing of their position on the eligibility list or that they were not selected for the position.

7. APPOINTMENT

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

D. WORK SCHEDULES

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

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

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

E. EMPLOYMENT AND SELECTION OF PART-TIME PERSONNEL

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

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

- 1. All applications for part-time positions must be submitted to the Administrative Office.
- 2. Department heads in need of filling part-time positions will contact the Library Director, who will determine if the opening will be filled and how the opening will be advertised.
- 3. If testing is required, it will be conducted under authorized supervision.
- 4. Once departmental interviews are completed and a selection is approved by the Library Director, the selected candidate is notified and an employment offer is made.
- 5. Applicants selected must contact the Administrative Office of the Library

prior to starting date to provide necessary information as required by law, i.e., I.R.S. statement, employment eligibility verification, etc.

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

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

F. PERSONNEL RECORDS - POLICY AND PROCEDURES

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

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

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

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

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

G. CHANGE OF NAME, ADDRESS, OR MARITAL STATUS

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

H. HARASSMENT, INCLUDING SEXUAL HARASSMENT

1. Forms of harassment include verbal, physical, or visual conduct of a sexual, racial, ethnic, or other type that, in the employee's opinion, impairs ~~her/his~~ their ability to perform the job.
2. Harassment, including sexual harassment, is contrary to basic standards of conduct between individuals and is prohibited by the Equal Employment Opportunity Commission. Employees who feel they have been discriminated against on the basis of sex, or sexually, or in any other manner harassed, should immediately report such incidents without the fear of reprisal (federal and state laws prohibit reprisal against employees who report harassment). Confidentiality will be maintained to the extent permitted by the circumstances.
3. **Sexual Harassment:** All employees must be allowed to work in an environment free from sexual overtones and intimidation. Sexual harassment by all ~~Library~~ employees is expressly forbidden. The term "sexual harassment" means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:
  - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
  - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
  - c. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.

**Employees are PROHIBITED from directly or indirectly:**

- a. Threatening or insinuating that another employee's refusal to

submit to sexual advances will adversely affect that employee's relationship with the Library, performance evaluation, wages, advancement, assigned duties, or any other condition of employment;

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

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

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

If necessary, employees may contact the Illinois Department of Human Rights ~~Commission~~, 100 Randolph, Chicago, Illinois, 60601 at (312) 814-~~6269~~6200 to initiate investigations.

5. **Participation in an Investigation:** All employees have a responsibility to cooperate fully with the investigation of a harassment complaint. Investigations will vary from case to case, depending on a variety of circumstances. While not every investigation will follow the same format, in every case employees need to keep certain things in mind.
- a. Confidentiality. Whether an employee is the accused employee, the reporting employee, or merely a potential witness, confidentiality is crucial. The Library will treat the information it gathers as confidentially as possible, consistent with state and

federal laws, and both the accused and the alleged victim will be given a fair opportunity to present their cases.

- b. Cooperation. Title VII of the Civil Rights Act of 1964 prohibits retaliation against employees who report harassment, help other employees report harassment, or provide information regarding the complaint.
- c. Answering Questions Completely. Employees reporting harassment should provide all details of the complaint, including, but not limited to, the following:
  - (1.) the names of employees who witnessed or heard about the offensive conduct;
  - (2.) the names of employees who have had a similar experience with the alleged harasser;
  - (3.) a chronology of the incident(s) - when and where the incident(s) occurred;
  - (4.) the employee's ideas about what the ~~City library~~ should do to remedy the problem and maintain a harassment-free environment.

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

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

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

the department head or the appropriate administrative personnel within the departmental organization.

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

#### I. OUTSIDE EMPLOYMENT

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

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

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

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

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

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

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

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

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

#### K. WAGE GARNISHMENTS

A garnishment is a court-ordered legal claim against the wages of a Library employee for nonpayment of a debt or other financial obligation, and served by a constituted legal authority. It must be recognized and executed by the Library. A copy of the notice of garnishment will be forwarded to the ~~Finance Department~~Payroll-Administrative Office for processing. The ~~Finance Department~~Administrative Office will make the necessary deductions from the employee's wages and a check for the garnished amount will be written and forwarded to the Creditor as directed.

#### L. POLITICAL ACTIVITY

1. Employees holding any position within the Library shall not engage in political activity while on duty, nor shall they use the influence of their office for political purposes on or off duty. No employee shall, while on duty during an assigned work shift as an employee of the Library:
  - a. Request or solicit contributions or anything of value for any political candidate or cause;
  - b. Participate in any political campaign by:
    - (1.) Speaking in favor of any candidate or cause;



- (2.) Distributing literature;
- (3.) Picketing or demonstrating on behalf of or in opposition to any political candidate or cause;
- (4.) Organizing, planning, or in any other way participating in the administration of any political campaign.
- (5.) While on duty displaying on ~~her/his~~their person any badge, button, sign, or sticker promoting/opposing any political cause or candidate.

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

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

#### M. TELEPHONE

1. All employees shall observe the rules of telephone courtesy in answering or placing calls. Each department head shall be held accountable for the telephone use in ~~her/his~~their department.
2. Employees may be permitted to use Library telephones for personal reasons but must restrict this use to necessity and then for reasonable periods only. This use is a privilege and not a right and may be withdrawn by the department head if abused by excessive use or interference with work duties. No personal calls may be made from or answered at public service desks. Long distance telephone or fax use may not be charged to the library.

#### N. SAFETY/WORKERS' COMPENSATION

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

If an employee is injured on the job, ~~she/he~~they will be entitled to benefits under the state Workers' Compensation Law in most cases. **Prompt and accurate reporting and supervisory accident investigation is essential for an appropriate**

**decision on coverage eligibility.** In case of an accident involving a personal injury, regardless of how serious, you must notify your supervisor. Failure to report accidents can result in a violation of legal requirements and could also lead to difficulties in processing insurance and benefit claims. Illnesses that could be related to work environment/conditions should also be reported.

O. STAFF COMPUTER AND INTERNET USE POLICY

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

1. GENERAL COMPUTER USE

- a. The computers are provided for business use. Personal use must be on employee's own time (breaks, before and after working hours). Business-related use of the computer takes priority over personal use.
- b. Staff will have no expectations of privacy in connection with use of the library's electronic information and communication resources.
- c. Staff members shall not share or disclose their individual passwords, or allow other staff or persons to log into the network under their account.
- d. Only authorized staff may manipulate sensitive information, such as accounting data, patron records, and bibliographic records. Tampering with other staff members' personal network files stored in individual home directories is not permitted. Sensitive files should be stored in a secure place.
- e. Staff members are responsible for backing up their own files and documents if stored on local drives.
- f. Staff members are not allowed to install or download software from any source without authorization from IT Services.
- g. Staff must respect and adhere to all copyright laws and software license agreements with regard to access, use, and copying of software, files and documents.
- h. All staff are required to read the Staff Computer And Internet Use Policy and to sign the Staff Computer and Internet Use Policy. [Appendix]

2. INTERNET/EMAIL USE

- a. It is the responsibility of staff members to maintain the contents of their mailboxes; this includes deleting unwanted email messages and keeping remaining messages to a minimum.
- b. Running downloaded files and programs from the Internet is not

allowed without authorization from IT Services.

- c. Personal use of iInternet/email must be on employee's own time (breaks, before and after working hours). Business related use of the computer takes priority over personal use. Staff members should make clear that their opinions and recommendations do not represent the Board or Administration of the Des Plaines Public Library.
- d. Unacceptable use includes, but is not limited to the following:
  - (1.) Any purpose that violates United States, State of Illinois, or local laws
  - (2.) Operating a business for personal gain
  - (3.) Advertising or selling products or services
  - (4.) Sending chain letters
  - (5.) Soliciting money for religious or political causes
  - (6.) Searching for jobs
  - (7.) Sending harassing statements to an individual or group of individuals for any reason including, but not limited to: sex, color, race, religion, disability, national origin or age
  - (8.) Sending or printing sexually explicit messages or images; accessing, retrieving, or viewing obscene or indecent materials
  - (9.) Using the iInternet in any manner that intentionally disrupts the information network traffic or interferes with the network and/or connected systems
  - (10.) Vandalizing or attempting vandalism (physical or electronic) to the library computers, the library network, files of others, or the computer network system. Vandalism includes, but is not limited to downloading, uploading or creating computer viruses.

### 3. SANCTIONS

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

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### 4. DISCLAIMER

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

5. SECURITY

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

P. FOOD

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

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

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

Q. PERSONAL MAIL

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

R. GIFTS AND FAVORS

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

S. ALCOHOL CONSUMPTION, DRUG USE AND SUBSTANCE ABUSE

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

T. PARKING

Library employees are not permitted to park on the first floor of the parking garage at any time.

U. PERSONAL APPEARANCE

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

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

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

V. NEW EMPLOYEE ORIENTATION

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

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

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

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

W. DISCIPLINARY PROCEDURES

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

1. Causes for disciplinary action.

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

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

## 2. Forms of Disciplinary Action

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

### a. Verbal Warning

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

b. Written Warning

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

c. Suspension

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

Suspensions may be issued with or without pay.

d. Dismissal

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

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

3. Grievance Procedures

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

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

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

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

X. RESIGNATION

Employees in good standing who decide to leave the employ of the Library shall submit a written resignation to their department head indicating the reason(s) for separation and final date of service giving at least two (2) weeks notice. Full-time Librarians, Department Heads, Managers and Supervisors shall give at least four (4)



weeks notice. The department head shall forward a copy of the resignation letter along with the ~~termination Change of Status form~~ to the Administrative Office ~~Human Resources Department~~ as soon as practical after notification. ~~Any specific instructions by the department head shall be indicated on the status form.~~ The ~~Human Resources Department~~ Administrative Office shall review the payroll records and applicable ordinances or contract agreement to determine if any additional compensation is due the employee, such as unused vacation time, accrued sick leave time, etc. ~~Should the employee be eligible for any additional cash payments, the termination status form will be modified to reflect the additional payments and the appropriate copies returned to the department head.~~

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

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

#### Y. RETIREMENT

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

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

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

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

Z. DEATH

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

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

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 Revised and Approved 10/18/05  
 Revised and Approved 08/21/07  
 Revised and Approved 08/18/09



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, MAY 17, 2011**

**7:00 P.M.**

**Conference Room – Second Floor**

**Agenda:**

- **Nominating Committee**
- **Management Committee Report**
- **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 376-2801 to allow the Library to make reasonable accommodations.



DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting  
**May 17, 2011**  
**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.
- VII. Consent Agenda. [Action Item]
  - A. Approval of the Minutes of the Regular Board Meeting – April 19, 2011.
  - C. Acceptance of Financial Reports for April 2011.
  - D. Acceptance of Reports.
    1. Director's Report – Holly Richards Sorensen.
    2. Finance Committee Report, May 4, 2011 – Jeffery Rozovics.
    3. Management Committee Report, April 28, 2011 – Myrtle Klebe.
    4. Friends of the Library Report, Myrtle Klebe.

- VIII. New Business.
- A. Approve Payment of Vendor Checks Report - \$225,964.21. [Action Item]
  - B. Report Out Finance Committee Action, May 4, 2011 – Jeff Rozovics.
    - 1. Mobile Library Services for 2011 & 2012. [Action Item]
    - 2. Budget Guidelines for 2012.
    - 3. Cash Flow Summary Report.
    - 4. 2012 Per Capita Grant Requirement – Analyze Library Revenue.
  - C. Report Out Management Committee Action, April 28, 2011 – Myrtle Klebe. [Action Item]
    - 1. Approve Changes to Personnel Policy, Section D.
    - 2. Approve Section A – A-15, Identity Protection Policy
    - 3. Approve Section C – C-8, Rules of Conduct C-8 and Section A – A-13, Internet Access Policy.
  - D. Nominating Committee. [Action Item]
  - E. Authorize the Library Director to Advertise for Bids for Janitorial Contract. [Action Item]
  - F. Do the Dewey Preliminary Report.
- IX. Announcements.
- X. Correspondence.
- XI. Other
- XII. Adjournment.

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



BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
April 19, 2011

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, April 19, 2011. President George Magerl called the meeting to order at 7:04 p.m.

ROLL CALL.

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

Absent: Jeff Rozovics.

Also present: Holly Richards Sorensen, Roberta Johnson, Carol Kidd, Heather Imhoff, Jo Bonell, Susan Farid, Kataizyna Gold, Susan Stucka, Richard Peterson, Steve Antonoff.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

MOTION by Susan Moylan Krey, seconded by Myrtle Klebe, to accept the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS

None.

Trustees Robinson and Fregetto entered the meeting at 7:06 p.m.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson

Alderman Wilson reported that he may not continue as library liaison, since there may be changes to the aldermanic duties.

## CONSENT AGENDA

President Magerl asked to remove from the Consent Agenda B. Acceptance of Reports. 1. Director's Report – Holly Sorensen.

MOTION by Dion Kendrick, seconded by John Robinson, to approve the Consent Agenda, as modified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

President Magerl stated that the Director's Report should read "The Mobile Library did not go out for ~~3 days~~ 3 weeks due to mechanical problems."

MOTION by Myrtle Klebe, seconded by John Robinson, to approve the Director's Report, as corrected. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## NEW BUSINESS

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to approve the payment of vendor checks in the amount of \$202,264.41, as listed on the vendor checks report of March 2011 and authorize the Library Director to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Klebe, Magerl, Mokry, Moylan Krey, Robinson, Tsalapatani. NAYS: None. MOTION CARRIED

Roberta Johnson, Acting Assistant Director, demonstrated how to use the new library catalog, Bibliocommons.

## ANNOUNCEMENTS

Director Sorensen reported that the Des Plaines Public Library was awarded the Per Capita Grant in the amount of \$60,079.70 for fiscal year 2011.

Roberta Johnson, Acting Assistant Director, gave a progress report on the library fundraiser "Do the Dewey."

Director Sorensen reported that the fire alarm was triggered on the evening of March 16, 2011 due to reports of a burning smell. The fire department was called and the building was evacuated. The fire department could not find the cause of the smell. Because it was after 8:00 p.m. the building was closed for the remainder of the evening. The IT department located the problem the next day and determined the cause as a faulty uninterrupted power source (UPS).

President Magerl reminded board members that the Cook County Clerk requires the board to complete a Statement of Economic Interest. This can be completed online and is due no later than May 1, 2011.

President Magerl reported that he received a thank you letter from the Self Help Closet & Food Pantry of Des Plaines thanking the board for their support of the food pantry by participating in the Des Plaines Chamber of Commerce & Industry February "FOOD FIGHT."

Trustee Mokry asked for board approval to distribute a flyer he prepared asking for residents input for the 2012 budget talks. The board gave their approval to Trustee Mokry.

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

Meeting adjourned at 7:40 p.m.

Minutes prepared by Carol Kidd.



Certified Public Accountants

PHONE (630) 393-1483/ FAX (630) 393-2516

May 11, 2011

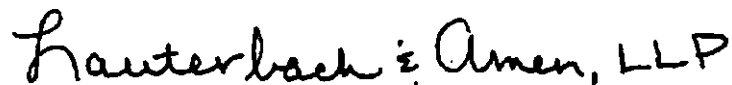
Members of the Board of Trustees  
Des Plaines Public Library  
Des Plaines, IL 60016

We have compiled the accompanying balance sheet of the Des Plaines Public Library as of April 30, 2011 and the related statements of revenues, expenditures and changes in fund balance for the one month and the four 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 April 30, 2011**

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102009 - Cash Payroll #8100292278	<u>21,603.73</u>
	<u>21,603.73</u>
201-1102015 - First Midwest Operating #8100292260	395,993.59
202-1102015 - First Midwest Operating #8100292260	1,896.53
	<u>397,890.12</u>
201-1102028 - Cash Library Donations	<u>22,159.36</u>
	<u>22,159.36</u>
201-1102073 - Cash IL - Epay #151600222104	<u>15,326.98</u>
202-1102076 - IL Funds - Library # 151600221288	3.59
	<u>3.59</u>
201-1102078 - Cash IL - Epay Library	<u>4,823.14</u>
201-1102079 - IL Funds - 151600222591	3,667,642.84
202-1102079 - IL Funds - 151600222591	110,882.50
	<u>3,778,525.34</u>
201-1104006 - Investments - Certificates of Deposit	<u>102,845.64</u>
<b>Total Invested</b>	<u><u>4,343,677.90</u></u>

May 11, 2011

**Des Plaines Public Library**  
**Balance Sheet as of April 30, 2011**

<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
1102009 - Cash Payroll #8100292278	156,486.34	(134,882.61)	21,603.73
1102015 - First Midwest Operating #8100292260	326,758.59	69,235.00	395,993.59
1102028 - Cash Library Donations	22,157.60	1.76	22,159.36
1102073 - Cash IL - Epay 151600008073	13,092.43	2,234.55	15,326.98
1102078 - Cash IL - Epay Library	4,362.90	460.24	4,823.14
1102079 - IL Funds - 151600222591	1,890,975.65	1,776,667.19	3,667,642.84
1104006 - Investments - Certificates of Deposit	102,758.89	86.75	102,845.64
1118000 - Receivable - Property Taxes	6,434,105.06	0.00	6,434,105.06
	<u>8,951,197.46</u>	<u>1,713,802.88</u>	<u>10,665,000.34</u>
<b><u>Liabilities and Fund Balance</u></b>			
<b><u>Liabilities</u></b>			
2401000 - Accounts Payable	159,134.85	62,981.42	222,116.27
2401002 - Payroll Liabilities	46,360.33	(36,423.63)	9,936.70
2430707 - Due to Library Comp Abs	182,329.64	0.00	182,329.64
2450040 - Accrued Payroll	45,658.57	0.00	45,658.57
2470000 - Deferred Revenue - Property Tax	6,434,105.06	0.00	6,434,105.06
	<u>6,867,588.45</u>	<u>26,557.79</u>	<u>6,894,146.24</u>
<b><u>Fund Balance</u></b>			
3720010 - Fund Balance - Reserved for Prepaid Items	1,250.00	0.00	1,250.00
3730000 - Fund Balance - Unreserved	2,334,228.05	0.00	2,334,228.05
	<u>2,335,478.05</u>	<u>0.00</u>	<u>2,335,478.05</u>
<b>Total Liabilities and Fund Balance</b>	<u>9,203,066.50</u>	<u>26,557.79</u>	<u>9,229,624.29</u>
<b>Excess Revenues Over Expenses</b>	<u>(251,869.04)</u>	<u>1,687,245.09</u>	<u>1,435,376.05</u>

May 11, 2011

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**Des Plaines Public Library**  
**Balance Sheet as of April 30, 2011**

Capital Projects Fund

**Assets**

1102015 - First Midwest Operating #8100292260	19,481.82	(17,585.29)	1,896.53
1102076 - IL Funds - Library # 15160221288	3.59	0.00	3.59
1102079 - IL Funds - 151600222591	128,382.50	(17,500.00)	110,882.50
	<u>147,867.91</u>	<u>(35,085.29)</u>	<u>112,782.62</u>

**Liabilities and Fund Balance**

**Liabilities**

2401000 - Accounts Payable	35,085.29	(35,085.29)	0.00
	<u>35,085.29</u>	<u>(35,085.29)</u>	<u>0.00</u>

**Fund Balance**

3730000 - Fund Balance - Unreserved	152,772.91	0.00	152,772.91
<b>Total Liabilities and Fund Balance</b>	<u>187,858.20</u>	<u>(35,085.29)</u>	<u>152,772.91</u>
<b>Excess Revenues Over Expenses</b>	<u>(39,990.29)</u>	<u>0.00</u>	<u>(39,990.29)</u>

Compensated Absences Fund

**Assets**

1120201 - Due From Library	182,329.64	0.00	182,329.64
	<u>182,329.64</u>	<u>0.00</u>	<u>182,329.64</u>

**Liabilities and Fund Balance**

**Liabilities**

2450035 - Accrued ST-LT Comp Absence	119,734.63	0.00	119,734.63
2490010 - Compensated Absences Payable	62,595.01	0.00	62,595.01
	<u>182,329.64</u>	<u>0.00</u>	<u>182,329.64</u>

**Fund Balance**

3730000 - Fund Balance - Unreserved	0.00	0.00	0.00
<b>Total Liabilities and Fund Balance</b>	<u>182,329.64</u>	<u>0.00</u>	<u>182,329.64</u>
<b>Excess Revenues Over Expenses</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

**Des Plaines Public Library**  
**Balance Sheet as of April 30, 2011**

	<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	(413,456.00)	0.00	(413,456.00)
	<u>853,306.00</u>	<u>0.00</u>	<u>853,306.00</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>853,306.00</u>	<u>0.00</u>	<u>853,306.00</u>
	<u>853,306.00</u>	<u>0.00</u>	<u>853,306.00</u>
<b>Total Liabilities and Net Capital Assets</b>	<u>853,306.00</u>	<u>0.00</u>	<u>853,306.00</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  
For the 4 Months Ended April 30, 2011**

<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	0.00	0.00	0.00	0.00
4810025 - Property Taxes 2008	0.00	0.00	0.00	0.00	0.00
4810026 - Property Taxes 2009	0.00	55,726.10	250,000.00	194,273.90	22.29
4810027 - Property Taxes 2010	2,111,326.02	3,222,057.53	6,499,096.00	3,277,038.47	49.58
	<u>2,111,326.02</u>	<u>3,277,783.63</u>	<u>6,749,096.00</u>	<u>3,471,312.37</u>	<u>48.57</u>
<b><u>Intergovernmental</u></b>					
4810800 - Personal Property Replacement Tax	0.00	0.00	92,988.00	92,988.00	0.00
4822040 - State Grant - Per Capita	0.00	0.00	56,000.00	56,000.00	0.00
4822095 - State Grant - Library	0.00	0.00	0.00	0.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>148,988.00</u>	<u>148,988.00</u>	<u>0.00</u>
<b><u>Fines &amp; Fees</u></b>					
4850101 - Library Fees	460.93	1,502.88	4,300.00	2,797.12	34.95
4850102 - Library Fines	5,060.83	23,434.72	128,000.00	104,565.28	18.31
4850103 - Library Fines / Credit Card	2,698.39	11,949.65	15,000.00	3,050.35	79.66
4850201 - Copying Fee	2,889.58	10,680.55	25,000.00	14,319.45	42.72
4850202 - Damaged Materials	30.94	246.81	450.00	203.19	54.85
4850203 - Lost Materials	458.27	2,128.74	7,000.00	4,871.26	30.41
4850205 - Bags	33.00	241.00	1,000.00	759.00	24.10
4850207 - Non-Res Cards	0.00	145.00	2,000.00	1,855.00	7.25
	<u>11,631.94</u>	<u>50,329.35</u>	<u>182,750.00</u>	<u>132,420.65</u>	<u>27.54</u>
<b><u>Other Revenue</u></b>					
4890010 - Interest Income	206.88	956.06	3,500.00	2,543.94	27.32
4890050 - Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00
4899900 - Miscellaneous Revenue	483.27	5,378.69	14,000.00	8,621.31	38.42
4899920 - Library Donations	0.00	526.84	500.00	(26.84)	105.37
	<u>690.15</u>	<u>6,861.59</u>	<u>18,000.00</u>	<u>11,138.41</u>	<u>38.12</u>
<b>Total Library Fund</b>	<u><u>2,123,648.11</u></u>	<u><u>3,334,974.57</u></u>	<u><u>7,099,834.00</u></u>	<u><u>3,764,859.43</u></u>	<u><u>46.97</u></u>

**Des Plaines Public Library  
Revenue Report  
For the 4 Months Ended April 30, 2011**

	<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	0.00	2,500.00	2,500.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>2,500.00</u>	<u>2,500.00</u>	<u>0.00</u>
<b>Total Capital Projects Fund</b>	<u>0.00</u>	<u>0.00</u>	<u>202,500.00</u>	<u>202,500.00</u>	<u>0.00</u>
<b>Total of All Funds</b>	<u>2,123,648.11</u>	<u>3,334,974.57</u>	<u>7,302,334.00</u>	<u>3,967,359.43</u>	<u>45.67</u>

**Des Plaines Public Library**  
**Expense Report**  
**For the 4 Months Ended April 30, 2011**

<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	208,467.34	827,091.63	2,024,433.00	1,197,341.37	40.86
5910200 - Temporary Wages	0.00	0.00	883,343.00	883,343.00	0.00
5910400 - Non - Supervisory Overtime	0.00	0.00	500.00	500.00	0.00
5910500 - Vacation Pay	3,281.57	17,281.22	0.00	(17,281.22)	0.00
5910600 - Sick Pay	2,362.70	9,102.62	0.00	(9,102.62)	0.00
5910700 - Holiday Pay	436.78	7,687.79	0.00	(7,687.79)	0.00
5910900 - Act/Out of Class/Premium	0.00	0.00	0.00	0.00	0.00
5910950 - Excess Sick Hours Pay Out	0.00	0.00	3,500.00	3,500.00	0.00
5910970 - Compensated Absences	0.00	0.00	0.00	0.00	0.00
	<u>214,548.39</u>	<u>861,163.26</u>	<u>2,911,776.00</u>	<u>2,050,612.74</u>	<u>29.58</u>
<b>Benefits</b>					
5918010 - Unemployment Compensation	3,663.40	7,175.54	31,000.00	23,824.46	23.15
5918020 - Employer Contribution - FICA	15,926.34	63,957.16	222,599.00	158,641.84	28.73
5918021 - Employer Contribution - IMRF	22,561.00	90,731.16	308,526.00	217,794.84	29.41
5918030 - EAP Program	0.00	0.00	0.00	0.00	0.00
5918040 - Life Insurance Premiums	146.00	590.00	3,996.00	3,406.00	14.76
5918050 - PPO Insurance Premiums	21,776.38	87,066.44	269,057.00	181,990.56	32.36
5918051 - HMO Insurance Premiums	6,851.01	27,431.99	99,504.00	72,072.01	27.57
5918055 - Dental Insurance Premiums	1,927.12	7,708.48	23,478.00	15,769.52	32.83
5918070 - Workers Compensation	1,018.85	4,046.62	9,500.00	5,453.38	42.60
5918085 - RHS Plan Payout	0.00	0.00	10,000.00	10,000.00	0.00
	<u>73,870.10</u>	<u>288,707.39</u>	<u>977,660.00</u>	<u>688,952.61</u>	<u>29.53</u>
<b>Contractual Services</b>					
5920100 - Legal Fees	105.00	1,776.59	10,000.00	8,223.41	17.77
5920105 - Costs of Litigation	0.00	0.00	1,000.00	1,000.00	0.00
5920110 - Professional Services	30,938.33	96,124.19	365,000.00	268,875.81	26.34
5920120 - Communication Services	1,468.45	11,201.14	33,800.00	22,598.86	33.14
5920140 - Data Processing Services	4,836.21	18,183.37	78,000.00	59,816.63	23.31
5920202 - Conferences	0.00	505.00	1,000.00	495.00	50.50
5920204 - Training	40.00	40.00	0.00	(40.00)	0.00
5920205 - Tuition Reimbursements	0.00	0.00	0.00	0.00	0.00
5920206 - Seminars	0.00	0.00	0.00	0.00	0.00
5920210 - In Service Training	0.00	0.00	500.00	500.00	0.00
5920220 - Membership Dues	1,340.00	1,340.00	1,000.00	(340.00)	134.00
5920225 - Licensing/Titles	60.00	110.00	0.00	(110.00)	0.00
5920230 - Publication of Notices	0.00	0.00	2,000.00	2,000.00	0.00
5920850 - Subsidy - 1994 E.R.P Trans	0.00	0.00	0.00	0.00	0.00
5920900 - Property/Liability Contributions	0.00	3,891.00	0.00	(3,891.00)	0.00
5920990 - Property/Liability Insurance	0.00	29,047.00	25,000.00	(4,047.00)	116.19
5930010 - R&M Equipment	18,546.70	94,638.95	125,757.00	31,118.05	75.26
5930020 - R&M Buildings & Structures	6,408.50	20,539.35	124,080.00	103,540.65	16.55
5930030 - R&M Vehicles	92.75	4,031.75	8,250.00	4,218.25	48.87
5930195 - Book Binding & Repair	0.00	0.00	1,000.00	1,000.00	0.00
5930210 - Rental of Equipment	164.00	8,676.00	27,000.00	18,324.00	32.13
5930320 - Cleaning/Custodial Services	7,321.00	37,440.00	92,500.00	55,060.00	40.48
5930490 - Refuse Contract	555.40	2,527.63	6,000.00	3,472.37	42.13
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00

See Accountants' Compilation Report



**Des Plaines Public Library**  
**Expense Report**  
**For the 4 Months Ended April 30, 2011**

	<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>
5960065 - Bank Fees	1.21	105.00	500.00	395.00	21.00
5960070 - Travel Expense	0.00	80.98	500.00	419.02	16.20
5960210 - Special Event Programming	2,373.43	10,244.51	31,000.00	20,755.49	33.05
5960990 - Misc. Contractual Services	<u>3,779.60</u>	<u>77,530.15</u>	<u>95,600.00</u>	<u>18,069.85</u>	<u>81.10</u>
	<u>78,030.58</u>	<u>418,032.61</u>	<u>1,029,737.00</u>	<u>611,704.39</u>	<u>40.60</u>
<b><u>Commodities</u></b>					
5970100 - Office Supplies	9,261.18	23,973.47	107,800.00	83,826.53	22.24
5970110 - Meals	0.00	486.76	2,100.00	1,613.24	23.18
5970115 - Supplies - Dept/Other	0.00	0.00	0.00	0.00	0.00
5970170 - Janitorial	481.20	4,449.18	30,900.00	26,450.82	14.40
5970260 - Postage & Parcel	1,102.95	4,853.70	25,000.00	20,146.30	19.41
5970270 - Printing -Reproduction-Binding	0.00	566.42	6,000.00	5,433.58	9.44
5970330 - Supplies - Vehicles R/M	0.00	0.00	0.00	0.00	0.00
5970500 - Purchase of Water	185.44	2,100.02	6,000.00	3,899.98	35.00
5970600 - Books	32,803.46	136,715.40	401,805.00	265,089.60	34.03
5970610 - Audio Materials	6,199.26	18,877.15	90,200.00	71,322.85	20.93
5970620 - Subscriptions & Books	529.89	2,954.39	69,500.00	66,545.61	4.25
5970630 - Visual Materials	7,099.11	34,887.06	111,000.00	76,112.94	31.43
5970640 - Automated Reference Materials	4,120.00	76,031.24	128,900.00	52,868.76	58.98
5970810 - Natural Gas	2,379.49	10,899.81	18,000.00	7,100.19	60.55
5970820 - Electricity	0.00	0.00	500.00	500.00	0.00
5970840 - Diesel	263.82	702.42	2,000.00	1,297.58	35.12
5970850 - Gasoline	53.20	246.58	500.00	253.42	49.32
5970900 - Equipment < \$5,000	<u>0.00</u>	<u>1,430.95</u>	<u>2,000.00</u>	<u>569.05</u>	<u>71.55</u>
	<u>64,479.00</u>	<u>319,174.55</u>	<u>1,002,205.00</u>	<u>683,030.45</u>	<u>31.85</u>
<b><u>Capital Expenditures</u></b>					
5980300 - Improvements	0.00	0.00	0.00	0.00	0.00
5980400 - Equipment	0.00	0.00	0.00	0.00	0.00
5980410 - Computer Hardware	3,446.54	3,446.54	6,500.00	3,053.46	53.02
5980420 - Computer Software	1,844.12	3,529.88	33,465.00	29,935.12	10.55
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>5,360.00</u>	<u>17,300.00</u>	<u>11,940.00</u>	<u>30.98</u>
	<u>5,290.66</u>	<u>12,336.42</u>	<u>57,265.00</u>	<u>44,928.58</u>	<u>21.54</u>
<b><u>Other Funding Activities</u></b>					
5990900 - Per Capita Grant Expenditures	184.29	184.29	56,000.00	55,815.71	0.33
5990935 - Trans to D/S - 2002A Bond	0.00	0.00	23,469.00	23,469.00	0.00
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	200,000.00	200,000.00	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>0.00</u>	<u>75,000.00</u>	<u>75,000.00</u>	<u>0.00</u>
	<u>184.29</u>	<u>184.29</u>	<u>354,469.00</u>	<u>354,284.71</u>	<u>0.05</u>
<b>Total Library Fund Expenditures</b>	<u>436,403.02</u>	<u>1,899,598.52</u>	<u>6,333,112.00</u>	<u>4,433,513.48</u>	<u>29.99</u>

**Des Plaines Public Library**  
**Expense Report**  
**For the 4 Months Ended April 30, 2011**

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>
<u>Capital Projects Fund</u>					
<u>Contractual Services</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Capital Expenditures</u>					
5980410 - Computer Hardware	<u>0.00</u>	<u>39,990.29</u>	<u>48,200.00</u>	<u>8,209.71</u>	<u>82.97</u>
	<u>0.00</u>	<u>39,990.29</u>	<u>48,200.00</u>	<u>8,209.71</u>	<u>82.97</u>
<b>Total Capital Projects Fund Expenditures</b>	<u><u>0.00</u></u>	<u><u>39,990.29</u></u>	<u><u>48,200.00</u></u>	<u><u>8,209.71</u></u>	<u><u>82.97</u></u>
<b>Total of All Funds</b>	<u><u>436,403.02</u></u>	<u><u>1,939,588.81</u></u>	<u><u>6,381,312.00</u></u>	<u><u>4,441,723.19</u></u>	<u><u>30.39</u></u>

Des Plaines Public Library  
Check Register

Check Number	Check Date	Payee	Amount
Checks			
11046	05/18/11	BAKER & TAYLOR	24,682.29
11047	05/18/11	BANKCARD SERVICES	1,556.07
11048	05/18/11	MIDWEST TAPE	8,377.94
11049	05/18/11	MIDWEST TAPE	5,366.46
11050	05/18/11	3M	10,783.67
11051	05/18/11	ALEXIAN BROTHERS CORP HEALTH SERV	75.00
11052	05/18/11	AMERICAN MEDIA, INC.	101.40
11053	05/18/11	ANDERSON LOCK CO LTD	62.70
11054	05/18/11	ART EXCURSIONS INCORPORATED	550.00
11055	05/18/11	AudioGo	8.00
11056	05/18/11	AUTOMATED LOGIC	2,490.00
11057	05/18/11	BANC OF AMERICA LEASING	2,005.00
11058	05/18/11	BUSINESS MACHINE AGENTS INC	1,314.14
11059	05/18/11	C D W GOVERNMENT INCORPORATED	4,137.91
11060	05/18/11	CAROL KIDD	49.29
11061	05/18/11	CENTRAL STATES COACH REPAIRS, INC.	92.75
11062	05/18/11	CHICAGO BOTANIC GARDEN	60.00
11063	05/18/11	CITY OF DES PLAINES	317.02
11064	05/18/11	CITY OF DES PLAINES	185.44
11065	05/18/11	COMPLETE CLEANING COMPANY INC	7,321.00
11066	05/18/11	COOPERATIVE COMPUTER SERVICES	6,913.89
11067	05/18/11	CREATIVE DIRECTORY, INC.	53.00
11068	05/18/11	D & Z HOUSE OF BOOKS INCORPORATED	1,887.20
11069	05/18/11	EBSCO SUBSCRIPTION SVC	265.52
11070	05/18/11	FEDERAL EXPRESS	20.09
11071	05/18/11	FINDAWAY WORLD LLC	134.98
11072	05/18/11	GAIL BORDEN PUBLIC LIBRARY DISTRICT	450.00
11073	05/18/11	GALE	4,632.15
11074	05/18/11	GARVEY'S OFFICE PRODUCTS	512.42
11075	05/18/11	GARY VALENTE	60.00
11076	05/18/11	GOVCONNECTION INC	7,247.57
11077	05/18/11	HIGHSMITH	21.80
11078	05/18/11	IL DIRECTOR OF EMPLOYMENT SECURITY	3,240.00
11079	05/18/11	INFOBASE PUBLISHING	109.14
11080	05/18/11	INNOVATION EXPERTS	135.00
11081	05/18/11	INVICTA SERVICES LLC	143.85
11082	05/18/11	ISLMA	20.00
11083	05/18/11	JANWAY COMPANY USA, INC.	373.75
11084	05/18/11	KASCO PRINTING	194.00
11085	05/18/11	KEYBOARD	15.00
11086	05/18/11	LAUTERBACH & AMEN, LLP.	3,190.00
11087	05/18/11	LIMRICC	75,405.89
11088	05/18/11	M K PAINTING & DECORATING INC	2,357.00
11089	05/18/11	MAGAZINE LINE	14.97
11090	05/18/11	MANAGEMENT ASSOCIATION OF ILLINOIS	1,310.00
11091	05/18/11	MARQUIS WHO'S WHO	168.00
11092	05/18/11	MICHAEL CLOUD	125.00
11093	05/18/11	MORNINGSTAR INCORPORATED	1,095.00
11094	05/18/11	NEW READERS PRESS	381.50
11095	05/18/11	NOAA NATIONAL DATA CENTERS	34.00
11096	05/18/11	NORMAN ELECTRICAL CONSTRUCTION CO	255.00
11097	05/18/11	OCLC, INC.	512.20
11098	05/18/11	OFFICE DEPOT	31.78
11099	05/18/11	OUTSOURCE SOLUTIONS GROUP	27,847.20
11100	05/18/11	OVERHEAD DOOR SOLUTIONS, INC.	1,509.00
11101	05/18/11	PITNEY BOWES	164.00
11102	05/18/11	PRESTIGE DISTRIBUTION, INC.	471.00
11103	05/18/11	PROQUEST LLC	4,120.00
11104	05/18/11	PURCHASE POWER	1,082.86
11105	05/18/11	RACHEL SINGOR GORDON	200.00
11106	05/18/11	RANDOM HOUSE INCORPORATED	773.00

All checkbooks  
April 2011

Des Plaines Public Library  
Check Register

DESPLANSLIB P18

Check Number	Check Date	Payee	Amount
11107	05/18/11	RCYRBA	10.00
11108	05/18/11	RECORDED BOOKS, LLC	34.62
11109	05/18/11	REGISTER OF COPYRIGHTS	105.00
11110	05/18/11	SUBSCRIPTION SERVICE CENTER	39.00
11111	05/18/11	SULLIVANS LAW DIRECTORY	75.93
11112	05/18/11	UNITED BUSINESS SOLUTIONS	1,888.13
11113	05/18/11	WAREHOUSE DIRECT	314.85
11114	05/18/11	WASTE MANAGEMENT	154.20
11115	05/18/11	WASTE MANAGEMENT	401.20
11116	05/18/11	WAVE TEAM LLC	1,345.00
11117	05/18/11	WEST GROUP	150.50
11118	05/18/11	WIRELIN INCORPORATED	585.00
50167	04/30/11	CALL ONE	264.48
50168	04/30/11	AT&T	531.60
50169	04/30/11	McLEOD USA	301.31
50170	04/30/11	COMCAST CABLE	220.96
50171	04/30/11	NICOR GAS	2,379.49
50172	04/30/11	SPRINT	16.39
50173	04/30/11	SPRINT	19.25
50174	04/30/11	WOW! INTERENT CABLE	114.46
Total checks	81	Total	<u>225,964.21</u>

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
AT&T	50168	04/30/11	531.60
Account No. 201-5920120	Description ACH	Amount 531.60	
CALL ONE	50167	04/30/11	264.48
Account No. 201-5920120	Description ACH	Amount 264.48	
COMCAST CABLE	50170	04/30/11	220.96
Account No. 201-5920120	Description ACH	Amount 220.96	
McLEOD USA	50169	04/30/11	301.31
Account No. 201-5920120	Description ACH	Amount 301.31	
NICOR GAS	50171	04/30/11	2,379.49
Account No. 201-5970810	Description ACH	Amount 2,379.49	
SPRINT	50172	04/30/11	16.39
Account No. 201-5920120	Description ACH	Amount 16.39	
SPRINT	50173	04/30/11	19.25
Account No. 201-5920120	Description ACH	Amount 19.25	
WOW! INTERENT CABLE	50174	04/30/11	114.46
Account No. 201-5920120	Description ACH	Amount 114.46	
	Subtotal		<u>3,847.94</u>
3M	11050	05/18/11	10,783.67
Account No. 201-5930010	Description Invoice # OF47140	Amount 3,028.87	
201-5970100	Invoice # UM00014	2,025.28	
201-5970100	Invoice # UM00072	5,729.52	
ALEXIAN BROTHERS CORP HEALTH SER	11051	05/18/11	75.00
Account No. 201-5960990	Description Invoice # 399128	Amount 75.00	
AMERICAN MEDIA, INC.	11052	05/18/11	101.40
Account No. 201-5970620	Description Subscription	Amount 101.40	
ANDERSON LOCK CO LTD	11053	05/18/11	62.70
Account No. 201-5930020	Description Invoice # 0643836	Amount 52.50	
201-5970170	Invoice # 0644324	10.20	
ART EXCURSIONS INCORPORATED	11054	05/18/11	550.00
Account No. 201-5960210	Description Invoice # 2006-1063	Amount 275.00	
201-5960210	Invoice # 2006-1062	275.00	
AudioGo	11055	05/18/11	8.00
Account No. 201-5970610	Description Invoice ID 417435	Amount 8.00	

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
AUTOMATED LOGIC	11056	05/18/11	2,490.00
Account No.	Description	Amount	
201-5930020	Contract Invoice # 011547	2,490.00	
BAKER & TAYLOR	11046	05/18/11	24,682.29
Account No.	Description	Amount	
201-5960990	Invoice # 2025758327	15.90	
201-5960990	Invoice # 2025752900	9.84	
201-5960990	Invoice # 2025758504	8.96	
201-5960990	Invoice # 2025758517	3.65	
201-5960990	Invoice # 2025756397	7.39	
201-5960990	Invoice # 2025756470	8.42	
201-5960990	Invoice # 2025758513	4.42	
201-5960990	Invoice # 2025773269	0.00	
201-5960990	Invoice # 2025752976	25.76	
201-5960990	Invoice # 2025752929	2.53	
201-5960990	Invoice # 2025752975	5.60	
201-5960990	Invoice # 2025741674	3.51	
201-5960990	Invoice # 2025745586	2.58	
201-5960990	Invoice # 2025807293	24.84	
201-5960990	Invoice # 2025808232	6.75	
201-5960990	Invoice # 2025801269	35.75	
201-5960990	Invoice # 2025770043	27.03	
201-5960990	Invoice # 2025774726	6.42	
201-5960990	Invoice # 2025773941	23.57	
201-5960990	Invoice # 2025762217	25.17	
201-5960990	Invoice # 2025766511	41.60	
201-5960990	Invoice # 2025755813	27.65	
201-5960990	Invoice # 2025750932	26.00	
201-5960990	Invoice # 2025742781	33.54	
201-5960990	Invoice # 2025745558	1.08	
201-5960990	Invoice # 2025731057	43.80	
201-5960990	Invoice # 2025785184	13.95	
201-5960990	Invoice # 2025786169	18.95	
201-5960990	Invoice # 2025780398	1.60	
201-5960990	Invoice # 2025795123	13.44	
201-5960990	Invoice # 2025796819	22.40	
201-5960990	Invoice # 2025795502	46.50	
201-5960990	Invoice # 2025795528	6.72	
201-5960990	Invoice # 2025792691	21.15	
201-5960990	Invoice # 2025791666	5.60	
201-5960990	Invoice # 2025788382	2.31	
201-5960990	Invoice # 2025796794	3.53	
201-5960990	Invoice # 2025745575	0.79	
201-5960990	Invoice # 2025745647	2.53	
201-5960990	Invoice # 2025741787	0.32	
201-5960990	Invoice # 2025744928	2.08	
201-5960990	Invoice # 2025750089	18.39	
201-5960990	Invoice # 2025745635	2.48	
201-5960990	Invoice # 2025749958	12.64	
201-5960990	Invoice # 2025717668	3.52	
201-5960990	Invoice # 2025741708	1.12	
201-5960990	Invoice # 2025741643	3.18	
201-5960990	Invoice # 2025741650	5.60	
201-5960990	Invoice # 2027520931	1.41	
201-5960990	Invoice # 2025720834	0.32	
201-5960990	Invoice # 2025720929	0.94	
201-5960990	Invoice # 2025791855	9.89	
201-5960990	Invoice # 2025791898	0.32	
201-5960990	Invoice # 2025792664	45.56	
201-5960990	Invoice # 2025791530	8.06	
201-5960990	Invoice # 2025791565	15.79	
201-5960990	Invoice # 2025790518	23.19	

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2025791895		0.94
201-5960990	Invoice # 2025804657		11.20
201-5960990	Invoice # 2025804651		1.12
201-5960990	Invoice # 2025804652		0.27
201-5960990	Invoice # 2025810548		0.94
201-5960990	Invoice # 2025810487		1.12
201-5960990	Invoice # 2025802907		20.94
201-5960990	Invoice # 2025803072		13.44
201-5960990	Invoice # 2025799440		2.48
201-5960990	Invoice # 2025802852		51.21
201-5960990	Invoice # 2025803046		26.70
201-5960990	Invoice # 2025804550		9.92
201-5960990	Invoice # 2025768444		9.92
201-5960990	Invoice # 2025768423		2.53
201-5960990	Invoice # 2025765572		1.12
201-5960990	Invoice # 2025768498		28.15
201-5960990	Invoice # 2025765422		0.12
201-5960990	Invoice # 2025768187		7.91
201-5960990	Invoice # 2025768443		11.55
201-5960990	Invoice # 2025758530		5.40
201-5960990	Invoice # 2025765391		14.31
201-5960990	Invoice # 2025725500		13.47
201-5960990	Invoice # 2025720955		60.60
201-5960990	Invoice # 2025728978		5.60
201-5960990	Invoice # 2025726246		7.44
201-5960990	Invoice # 2025729091		27.42
201-5960990	Invoice # 2025735100		5.42
201-5960990	Invoice # 5011364728		2.88
201-5960990	Invoice # 2025735210		15.02
201-5960990	Invoice # 2025735191		2.24
201-5960990	Invoice # 2025781570		12.40
201-5960990	Invoice # 2025781522		5.55
201-5960990	Invoice # 2025788360		2.48
201-5960990	Invoice # 2025779555		14.42
201-5960990	Invoice # 2025788373		0.94
201-5960990	Invoice # 2025781567		1.12
201-5960990	Invoice # 2025776090		1.59
201-5960990	Invoice # 2025779420		2.08
201-5960990	Invoice # 5011389343		6.72
201-5960990	Invoice # 2025781516		7.51
201-5960990	Invoice # 2025781545		9.25
201-5970600	Invoice # 2025758327		167.28
201-5970600	Invoice # 2025752900		38.78
201-5970600	Invoice # 2025758504		116.86
201-5970600	Invoice # 2025758517		39.35
201-5970600	Invoice # 2025756397		76.27
201-5970600	Invoice # 2025756470		131.44
201-5970600	Invoice # 2025758513		104.99
201-5970600	Invoice # 2025773269		9.57
201-5970600	Invoice # 2025752976		355.34
201-5970600	Invoice # 2025752929		55.12
201-5970600	Invoice # 2025752975		78.29
201-5970600	Invoice # 2025741674		46.30
201-5970600	Invoice # 2025745586		14.21
201-5970600	Invoice # 2025745575		12.76
201-5970600	Invoice # 2025828466		179.29
201-5970600	Invoice # 2025807292		469.13
201-5970600	Invoice # 2025801268		1,037.40
201-5970600	Invoice # 2025774725		276.48
201-5970600	Invoice # 2025770042		1,618.44
201-5970600	Invoice # 2025773940		496.48
201-5970600	Invoice # 2025766510		1,070.82
201-5970600	Invoice # 2025778452		193.89

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2025762216		595.03
201-5970600	Invoice # 2025755812		852.16
201-5970600	Invoice # 2025750931		966.21
201-5970600	Invoice # 2025745557		32.27
201-5970600	Invoice # 2025742780		877.03
201-5970600	Invoice # 2025731056		969.32
201-5970600	Invoice # 2025780397		59.63
201-5970600	Invoice # 2025786168		529.19
201-5970600	Invoice # 2025785183		415.94
201-5970600	Invoice # 0000136583		111.77
201-5970600	Invoice # 0000136438		111.77
201-5970600	Invoice # 2025642651		19.13
201-5970600	Invoice # 2025795123		168.48
201-5970600	Invoice # 2025796819		314.97
201-5970600	Invoice # 2025795502		567.50
201-5970600	Invoice # 2025795528		93.03
201-5970600	Invoice # 2025797528		590.72
201-5970600	Invoice # 2025797529		27.84
201-5970600	Invoice # 2025792691		288.73
201-5970600	Invoice # 2025791666		61.86
201-5970600	Invoice # 2025788382		4.77
201-5970600	Invoice # 2025796794		72.70
201-5970600	Invoice # 2025745647		48.82
201-5970600	Invoice # 2025741787		6.67
201-5970600	Invoice # 2025744928		38.37
201-5970600	Invoice # 2025750089		223.64
201-5970600	Invoice # 2025745635		30.64
201-5970600	Invoice # 2025749958		225.75
201-5970600	Invoice # 2025717668		64.42
201-5970600	Invoice # 2025741708		14.76
201-5970600	Invoice # 2025741643		40.52
201-5970600	Invoice # 2025741650		73.01
201-5970600	Invoice # 2027520931		30.82
201-5970600	Invoice # 2025720834		8.28
201-5970600	Invoice # 2025720929		6.26
201-5970600	Invoice # 2025808231		158.21
201-5970600	Invoice # 2025791855		252.89
201-5970600	Invoice # 2025791898		2.38
201-5970600	Invoice # 2025792664		511.27
201-5970600	Invoice # 2025791530		107.33
201-5970600	Invoice # 2025791565		176.84
201-5970600	Invoice # 2025790517		610.43
201-5970600	Invoice # 2025791895		26.11
201-5970600	Invoice # 2025804657		100.98
201-5970600	Invoice # 2025804651		8.49
201-5970600	Invoice # 2025804652		12.36
201-5970600	Invoice # 2025810548		26.11
201-5970600	Invoice # 2025810487		15.06
201-5970600	Invoice # 2025802907		331.36
201-5970600	Invoice # 2025803072		188.74
201-5970600	Invoice # 2025799440		28.92
201-5970600	Invoice # 2025802852		122.40
201-5970600	Invoice # 2025803046		299.09
201-5970600	Invoice # 2025804550		117.41
201-5970600	Invoice # 2025768444		154.72
201-5970600	Invoice # 2025768423		77.24
201-5970600	Invoice # 2025765572		13.63
201-5970600	Invoice # 2025768498		302.83
201-5970600	Invoice # 2025765422		5.27
201-5970600	Invoice # 2025768187		146.44
201-5970600	Invoice # 2025768443		30.44
201-5970600	Invoice # 2025758530		87.00
201-5970600	Invoice # 2025765391		359.69



Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600 Invoice # 2025725500		222.79	
201-5970600 Invoice # 2025720955		148.12	
201-5970600 Invoice # 2025728978		72.62	
201-5970600 Invoice # 2025726246		94.49	
201-5970600 Invoice # 2025729091		282.94	
201-5970600 Invoice # 2025735100		69.85	
201-5970600 Invoice # 5011364728		1,342.64	
201-5970600 Invoice # 2025735210		280.14	
201-5970600 Invoice # 2025735191		27.11	
201-5970600 Invoice # 2025781570		155.59	
201-5970600 Invoice # 2025781522		71.06	
201-5970600 Invoice # 2025788360		43.95	
201-5970600 Invoice # 2025779555		552.93	
201-5970600 Invoice # 2025788373		9.55	
201-5970600 Invoice # 2025781567		10.21	
201-5970600 Invoice # 2025776090		14.48	
201-5970600 Invoice # 2025779420		26.43	
201-5970600 Invoice # 5011389343		479.83	
201-5970600 Invoice # 2025781516		87.39	
201-5970600 Invoice # 2025781545		124.55	
<b>BANC OF AMERICA LEASING</b>	<b>11057</b>	<b>05/18/11</b>	<b>2,005.00</b>
Account No. Description		Amount	
201-5930010 Invoice # 011857333		2,005.00	
<b>BANKCARD SERVICES</b>	<b>11047</b>	<b>05/18/11</b>	<b>1,556.07</b>
Account No. Description		Amount	
201-5920204		40.00	
201-5960210		799.68	
201-5960990		30.85	
201-5970100		249.61	
201-5970600		486.68	
201-5970630		-50.75	
<b>BUSINESS MACHINE AGENTS INC</b>	<b>11058</b>	<b>05/18/11</b>	<b>1,314.14</b>
Account No. Description		Amount	
201-5930010 Invoice # IN23368		1,314.14	
<b>C D W GOVERNMENT INCORPORATED</b>	<b>11059</b>	<b>05/18/11</b>	<b>4,137.91</b>
Account No. Description		Amount	
201-5980410 Invoice # XFR4974		2,353.90	
201-5980410 Invoice # XFB5146		28.39	
201-5980420 Invoice # XFR4974		1,755.62	
<b>CAROL KIDD</b>	<b>11060</b>	<b>05/18/11</b>	<b>49.29</b>
Account No. Description		Amount	
201-5990900 Travel for Training		49.29	
<b>CENTRAL STATES COACH REPAIRS, INC.</b>	<b>11061</b>	<b>05/18/11</b>	<b>92.75</b>
Account No. Description		Amount	
201-5930030 Invoice # 09355		92.75	
<b>CHICAGO BOTANIC GARDEN</b>	<b>11062</b>	<b>05/18/11</b>	<b>60.00</b>
Account No. Description		Amount	
201-5970620 Membership		60.00	
<b>CITY OF DES PLAINES</b>	<b>11063</b>	<b>05/18/11</b>	<b>317.02</b>
Account No. Description		Amount	
201-5970840 Invoice Fuel # 03-11		263.82	
201-5970850 Invoice Fuel # 03-11		53.20	
<b>CITY OF DES PLAINES</b>	<b>11064</b>	<b>05/18/11</b>	<b>185.44</b>
Account No. Description		Amount	

Vendor Name	Chk. No.	Check Date	Amount
201-5970500 Water/Sewer 3/28/11		185.44	
COMPLETE CLEANING COMPANY INC	11065	05/18/11	7,321.00
Account No. Description		Amount	
201-5930320 Invoice # 1274548		7,321.00	
COOPERATIVE COMPUTER SERVICES	11066	05/18/11	6,913.89
Account No. Description		Amount	
201-5920140 Invoice # CCS 3/1/11		4,836.21	
201-5930010 OCLC JED PROFILE APRIL 11		2,077.68	
CREATIVE DIRECTORY, INC.	11067	05/18/11	53.00
Account No. Description		Amount	
201-5970600 Invoice # 2011 Book		53.00	
D & Z HOUSE OF BOOKS INCORPORATED	11068	05/18/11	1,887.20
Account No. Description		Amount	
201-5970600 Invoice # 2011/1024073		1,618.55	
201-5970610 Invoice # 2011/1024086		226.52	
201-5970630 Invoice 3 2011/1024085		42.13	
EBSCO SUBSCRIPTION SVC	11069	05/18/11	265.52
Account No. Description		Amount	
201-5970620 Invoice # 1332187		265.52	
FEDERAL EXPRESS	11070	05/18/11	20.09
Account No. Description		Amount	
201-5970260 Invoice # 7-458-25597		20.09	
FINDAWAY WORLD LLC	11071	05/18/11	134.98
Account No. Description		Amount	
201-5970100 Invoice # 49769		134.98	
GAIL BORDEN PUBLIC LIBRARY DISTRIC	11072	05/18/11	450.00
Account No. Description		Amount	
201-5960210 Program		450.00	
GALE	11073	05/18/11	4,632.15
Account No. Description		Amount	
201-5970600 Invoice # 17167290		196.60	
201-5970600 Invoice # 17164689		951.90	
201-5970600 Invoice # 17164570		1,259.70	
201-5970600 Invoice # 17152377		583.30	
201-5970600 Invoice # 17150680		112.10	
201-5970600 Invoice # 17149532		1,232.15	
201-5970600 Invoice # 17148480		296.40	
GARVEY'S OFFICE PRODUTS	11074	05/18/11	512.42
Account No. Description		Amount	
201-5970100 Invoice # PINV267392		150.88	
201-5970100 Invoice # PINV263870		49.47	
201-5970100 Invoice # PINV271337		312.07	
GARY VALENTE	11075	05/18/11	60.00
Account No. Description		Amount	
201-5920225 CDL Reimbursement		60.00	
GOVCONNECTION INC	11076	05/18/11	7,247.57
Account No. Description		Amount	
201-5930010 Invoice # 47716896		6,094.82	
201-5980410 Invoice # 47764348		334.25	
201-5980410 Invoice # 47701937		730.00	
201-5980420 Invoice # 47764348		88.50	

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
HIGHSMITH	11077	05/18/11	21.80
Account No. 201-5970100		Description Invoice # 4156533	Amount 21.80
IL DIRECTOR OF EMPLOYMENT SECURIT	11078	05/18/11	3,240.00
Account No. 201-5918010		Description DC # 612015489	Amount 3,240.00
INFOBASE PUBLISHING	11079	05/18/11	109.14
Account No. 201-5970600		Description Invoice # 132519	Amount 109.14
INNOVATION EXPERTS	11080	05/18/11	135.00
Account No. 201-5990900		Description Kathleen Odean YA Workshp	Amount 135.00
INVICTA SERVICES LLC	11081	05/18/11	143.85
Account No. 201-5960990		Description Invoice # 1533	Amount 143.85
ISLMA	11082	05/18/11	20.00
Account No. 201-5920220		Description Readers Choice Awards	Amount 20.00
JANWAY COMPANY USA, INC.	11083	05/18/11	373.75
Account No. 201-5960210		Description Invoice # 99470	Amount 373.75
KASCO PRINTING	11084	05/18/11	194.00
Account No. 201-5970100		Description Invoice # 6269	Amount 194.00
KEYBOARD	11085	05/18/11	15.00
Account No. 201-5970620		Description 1 Year Subscription	Amount 15.00
LAUTERBACH & AMEN, LLP.	11086	05/18/11	3,190.00
Account No. 201-5920110		Description Invoice No. 20835	Amount 1,390.00
Account No. 201-5920110		Description Invoice No. 20756	Amount 1,800.00
LIMRiCC	11087	05/18/11	75,405.89
Account No. 201-2401002		Description	Amount 46,360.33
Account No. 201-2401002		Description	Amount 29,045.56
M K PAINTING & DECORATING INC	11088	05/18/11	2,357.00
Account No. 201-5930020		Description Painting 3rd & 4th areas	Amount 2,357.00
MAGAZINE LINE	11089	05/18/11	14.97
Account No. 201-5970620		Description Subscription	Amount 14.97
MANAGEMENT ASSOCIATION OF ILLINO	11090	05/18/11	1,310.00
Account No. 201-5920220		Description Invoice # 47265	Amount 1,310.00
MARQUIS WHO'S WHO	11091	05/18/11	168.00
Account No. 201-5970600		Description Invoice # 1031317	Amount 168.00

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
MICHAEL CLOUD	11092	05/18/11	125.00
Account No.	Description	Amount	
201-5960990	Invoice # 026	125.00	
MIDWEST TAPE	11048	05/18/11	8,377.94
Account No.	Description	Amount	
201-5960990	Invoice # 6330362	4.50	
201-5960990	Invoice # 6330358	3.25	
201-5960990	Invoice # 6330356	3.25	
201-5960990	Invoice # 6330355	3.25	
201-5960990	Invoice # 6318440	10.15	
201-5960990	Invoice # 6318442	3.45	
201-5960990	Invoice # 6318441	9.75	
201-5960990	Invoice # 6318436	3.25	
201-5960990	Invoice # 6322196	15.40	
201-5960990	Invoice # 6322195	3.85	
201-5960990	Invoice # 6322194	30.80	
201-5960990	Invoice # 6322193	15.40	
201-5960990	Invoice # 6322192	46.20	
201-5960990	Invoice # 6322191	23.10	
201-5960990	Invoice # 6322190	3.85	
201-5960990	Invoice # 6330361	11.80	
201-5960990	Invoice # 6330359	3.85	
201-5960990	Invoice # 6330360	26.95	
201-5960990	Invoice # 6318444	15.40	
201-5960990	Invoice # 6318445	7.70	
201-5960990	Invoice # 6304835	11.55	
201-5960990	Invoice # 6310209	3.85	
201-5960990	Invoice # 6317901	7.70	
201-5960990	Invoice # 6317900	77.00	
201-5960990	Invoice # 6317899	42.85	
201-5960990	Invoice # 6324714	3.85	
201-5960990	Invoice # 6324712	7.70	
201-5960990	Invoice # 6324713	38.50	
201-5960990	Invoice # 6322168	3.45	
201-5960990	Invoice # 6322188	22.95	
201-5960990	Invoice # 6322174	13.20	
201-5960990	Invoice # 6322166	13.20	
201-5960990	Invoice # 6322167	9.95	
201-5960990	Invoice # 6322181	13.20	
201-5960990	Invoice # 6322182	32.50	
201-5960990	Invoice # 6322173	13.20	
201-5960990	Invoice # 6322172	16.25	
201-5960990	Invoice # 6322175	13.00	
201-5960990	Invoice # 6322180	6.50	
201-5960990	Invoice # 6322169	3.25	
201-5960990	Invoice # 6322177	16.25	
201-5960990	Invoice # 6322183	9.75	
201-5960990	Invoice # 6322179	9.75	
201-5960990	Invoice # 6322176	6.50	
201-5960990	Invoice # 6322170	19.50	
201-5960990	Invoice # 6326205	9.75	
201-5960990	Invoice # 6322171	3.25	
201-5960990	Invoice # 6322189	3.25	
201-5960990	Invoice # 6322185	3.45	
201-5960990	Invoice # 6322186	9.95	
201-5960990	Invoice # 6322178	13.00	
201-5960990	Invoice # 6322187	3.25	
201-5960990	Invoice # 6322165	3.45	
201-5960990	Invoice # 6330354	3.25	
201-5960990	Invoice # 6330353	6.50	
201-5960990	Invoice # 6330352	6.50	
201-5960990	Invoice # 6330351	3.25	

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6330350		9.75
201-5960990	Invoice # 6330347		13.00
201-5960990	Invoice # 6330348		3.25
201-5960990	Invoice # 6330357		6.50
201-5960990	Invoice # 6330349		6.50
201-5960990	Invoice # 6330363		4.50
201-5970610	Invoice # 2503660		59.98
201-5970610	Invoice # 2503661		215.95
201-5970610	Invoice # 2503662		551.91
201-5970610	Invoice # 2491869		29.97
201-5970610	Invoice # 2491870		205.94
201-5970610	Invoice # 2491866		29.99
201-5970610	Invoice # 2491867		53.99
201-5970610	Invoice # 2491868		39.98
201-5970610	Invoice # 2491871		99.95
201-5970610	Invoice # 2485421		318.91
201-5970610	Invoice # 2497397		107.97
201-5970610	Invoice # 2497399		218.92
201-5970610	Invoice # 2497400		1,195.81
201-5970610	Invoice # 2497398		440.87
201-5970610	Invoice # 2497396		79.98
201-5970610	Invoice # 2497666		59.99
201-5970610	Invoice # 6322196		67.11
201-5970610	Invoice # 6322195		9.74
201-5970610	Invoice # 6322194		95.17
201-5970610	Invoice # 6322193		46.61
201-5970610	Invoice # 6322192		137.88
201-5970610	Invoice # 6322191		67.44
201-5970610	Invoice # 6322190		14.24
201-5970610	Invoice # 6330361		43.47
201-5970610	Invoice # 6330359		14.24
201-5970610	Invoice # 6330360		96.68
201-5970610	Invoice # 6318444		58.31
201-5970610	Invoice # 6318445		31.33
201-5970610	Invoice # 6304835		42.72
201-5970610	Invoice # 6310209		5.24
201-5970610	Invoice # 6317901		28.48
201-5970610	Invoice # 6317900		364.89
201-5970610	Invoice # 6317899		166.54
201-5970610	Invoice # 6324714		8.99
201-5970610	Invoice # 6324712		26.98
201-5970610	Invoice # 6324713		120.95
201-5970630	Invoice # 6330362		29.98
201-5970630	Invoice # 6330358		18.74
201-5970630	Invoice # 6330356		11.24
201-5970630	Invoice # 6330355		11.24
201-5970630	Invoice # 6318440		65.97
201-5970630	Invoice # 6318442		22.49
201-5970630	Invoice # 6318441		24.72
201-5970630	Invoice # 6318436		17.24
201-5970630	Invoice # 6322184		29.98
201-5970630	Invoice # 2503785		23.24
201-5970630	Invoice # 6312304		52.49
201-5970630	Invoice # 2497893		89.96
201-5970630	Invoice # 6324704		22.49
201-5970630	Invoice # 6317893		44.99
201-5970630	Invoice # 6317881		29.99
201-5970630	Invoice # 2445568		9.99
201-5970630	Credit Memo # 96945		-71.23
201-5970630	Invoice # 6322168		23.99
201-5970630	Invoice # 6322188		131.18
201-5970630	Invoice # 6322174		59.21
201-5970630	Invoice # 6322166		68.96

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970630	Invoice # 6322167		48.72
201-5970630	Invoice # 6322181		78.71
201-5970630	Invoice # 6322182		201.63
201-5970630	Invoice # 6322173		128.93
201-5970630	Invoice # 6322172		65.20
201-5970630	Invoice # 6322175		47.21
201-5970630	Invoice # 6322180		44.98
201-5970630	Invoice # 6322169		37.49
201-5970630	Invoice # 6322177		114.70
201-5970630	Invoice # 6322183		67.47
201-5970630	Invoice # 6322179		37.47
201-5970630	Invoice # 6322176		30.73
201-5970630	Invoice # 6322170		100.44
201-5970630	Invoice # 6326205		99.96
201-5970630	Invoice # 6322171		56.23
201-5970630	Invoice # 6322189		7.49
201-5970630	Invoice # 6322185		24.74
201-5970630	Invoice # 6322186		44.22
201-5970630	Invoice # 6322178		97.46
201-5970630	Invoice # 6322187		18.74
201-5970630	Invoice # 6322165		26.24
201-5970630	Invoice # 6330354		14.99
201-5970630	Invoice # 6330353		40.48
201-5970630	Invoice # 6330352		37.48
201-5970630	Invoice # 6330351		22.49
201-5970630	Invoice # 6330350		59.22
201-5970630	Invoice # 6330347		89.96
201-5970630	Invoice # 6330348		20.24
201-5970630	Invoice # 6330357		22.48
201-5970630	Invoice # 6330349		22.48
201-5970630	Invoice # 6330363		22.48

## MIDWEST TAPE

11049

05/18/11

5,366.46

Account No.	Description	Amount
201-5960990	Invoice # 6318437	3.25
201-5960990	Invoice # 6318438	3.25
201-5960990	Invoice # 6318433	68.25
201-5960990	Invoice # 6318443	13.20
201-5960990	Invoice # 6318439	6.70
201-5960990	Invoice # 6318434	9.75
201-5960990	Invoice # 6310207	3.25
201-5960990	Invoice # 6310208	6.50
201-5960990	Invoice # 6317887	3.25
201-5960990	Invoice # 6317879	3.25
201-5960990	Invoice # 6317880	3.25
201-5960990	Invoice # 6317895	3.25
201-5960990	Invoice # 6317888	48.95
201-5960990	Invoice # 6317896	3.25
201-5960990	Invoice # 6317889	16.25
201-5960990	Invoice # 6317883	39.20
201-5960990	Invoice # 6317882	19.70
201-5960990	Invoice # 6317898	22.75
201-5960990	Invoice # 6324715	13.70
201-5960990	Invoice # 6322197	6.75
201-5960990	Invoice # 6318435	3.25
201-5960990	Invoice # 6312300	3.25
201-5960990	Invoice # 6312301	3.25
201-5960990	Invoice # 6312302	9.95
201-5960990	Invoice # 6312306	3.25
201-5960990	Invoice # 6312305	19.50
201-5960990	Invoice # 6312296	6.50
201-5960990	Invoice # 6312297	6.50
201-5960990	Invoice # 6312308	19.50

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6312309		3.25
201-5960990	Invoice # 6312307		9.75
201-5960990	Invoice # 6312293		6.50
201-5960990	Invoice # 6312294		3.25
201-5960990	Invoice # 6312295		3.25
201-5960990	Invoice # 6312298		6.50
201-5960990	Invoice # 6312299		6.50
201-5960990	Invoice # 6312303		13.80
201-5960990	Invoice # 6304832		3.25
201-5960990	Invoice # 6304833		3.25
201-5960990	Invoice # 6304834		6.50
201-5960990	Invoice # 6324716		7.15
201-5960990	Invoice # 6322198		6.75
201-5960990	Invoice # 6324706		9.95
201-5960990	Invoice # 6324705		9.75
201-5960990	Invoice # 6324703		16.25
201-5960990	Invoice # 6324702		3.25
201-5960990	Invoice # 6324707		3.45
201-5960990	Invoice # 6324701		13.00
201-5960990	Invoice # 6324700		3.25
201-5960990	Invoice # 6324699		3.25
201-5960990	Invoice # 6324710		6.50
201-5960990	Invoice # 6324708		3.25
201-5960990	Invoice # 6324711		3.25
201-5960990	Invoice # 6317897		3.25
201-5960990	Invoice # 6317892		22.75
201-5960990	Invoice # 6317891		3.25
201-5960990	Invoice # 6317890		45.70
201-5960990	Invoice # 6317885		6.50
201-5960990	Invoice # 6317886		16.25
201-5960990	Invoice # 6317894		26.00
201-5960990	Invoice # 6317884		55.45
201-5970630	Invoice # 6318437		18.74
201-5970630	Invoice # 6318438		18.74
201-5970630	Invoice # 6318433		389.79
201-5970630	Invoice # 6318443		78.71
201-5970630	Invoice # 6318439		37.48
201-5970630	Invoice # 6318434		60.72
201-5970630	Invoice # 6310208		19.48
201-5970630	Invoice # 6317887		23.24
201-5970630	Invoice # 6317879		9.74
201-5970630	Invoice # 6317880		18.74
201-5970630	Invoice # 6317895		56.22
201-5970630	Invoice # 6317888		234.60
201-5970630	Invoice # 6317896		11.24
201-5970630	Invoice # 6317889		187.42
201-5970630	Invoice # 6317883		260.10
201-5970630	Invoice # 6317882		207.89
201-5970630	Invoice # 6317898		132.68
201-5970630	Invoice # 6324715		133.44
201-5970630	Invoice # 6322197		65.97
201-5970630	Invoice # 6324716		77.20
201-5970630	Invoice # 6318435		22.49
201-5970630	Invoice # 6312300		22.49
201-5970630	Invoice # 6312301		20.99
201-5970630	Invoice # 6312302		62.22
201-5970630	Invoice # 6312306		23.99
201-5970630	Invoice # 6312305		137.94
201-5970630	Invoice # 6312296		44.98
201-5970630	Invoice # 6312297		44.98
201-5970630	Invoice # 6312308		134.94
201-5970630	Invoice # 6312309		18.74
201-5970630	Invoice # 6312307		66.72

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970630	Invoice # 6312293	44.98	
201-5970630	Invoice # 6312294	29.99	
201-5970630	Invoice # 6312295	22.49	
201-5970630	Invoice # 6312298	22.48	
201-5970630	Invoice # 6312299	43.48	
201-5970630	Invoice # 6312303	89.96	
201-5970630	Invoice # 6304832	14.99	
201-5970630	Invoice # 6304833	14.99	
201-5970630	Invoice # 6304834	11.98	
201-5970630	Invoice # 6310207	9.74	
201-5970630	Invoice # 6322198	65.22	
201-5970630	Invoice # 6324706	44.97	
201-5970630	Invoice # 6324705	36.72	
201-5970630	Invoice # 6324703	107.20	
201-5970630	Invoice # 6324702	20.99	
201-5970630	Invoice # 6324707	29.99	
201-5970630	Invoice # 6324701	89.96	
201-5970630	Invoice # 6324700	17.24	
201-5970630	Invoice # 6324699	22.99	
201-5970630	Invoice # 6324710	34.48	
201-5970630	Invoice # 6324708	22.49	
201-5970630	Invoice # 6324709	67.48	
201-5970630	Invoice # 6324711	18.74	
201-5970630	Invoice # 6317897	21.74	
201-5970630	Invoice # 6317892	119.93	
201-5970630	Invoice # 6317891	14.99	
201-5970630	Invoice # 6317890	182.10	
201-5970630	Invoice # 6317885	39.98	
201-5970630	Invoice # 6317886	116.94	
201-5970630	Invoice # 6317894	167.16	
201-5970630	Invoice # 6317884	470.80	
MORNINGSTAR INCORPORATED	11093	05/18/11	1,095.00
Account No.	Description	Amount	
201-5970600	Subscription # 948218	170.00	
201-5970600	Subscription # 4024224	925.00	
NEW READERS PRESS	11094	05/18/11	381.50
Account No.	Description	Amount	
201-5970600	Invoice # 6277798	381.50	
NOAA NATIONAL DATA CENTERS	11095	05/18/11	34.00
Account No.	Description	Amount	
201-5970620	Invoice # 71543-03-2011	34.00	
NORMAN ELECTRICAL CONSTRUCTION (	11096	05/18/11	255.00
Account No.	Description	Amount	
201-5930010	Invoice # 21453	255.00	
OCLC, INC.	11097	05/18/11	512.20
Account No.	Description	Amount	
201-5970600	Credit Memo # GK8032210	-50.30	
201-5970600	Invoice # 0000103170	562.50	
OFFICE DEPOT	11098	05/18/11	31.78
Account No.	Description	Amount	
201-5970100	Invoice # 558686633001	31.78	
OUTSOURCE SOLUTIONS GROUP	11099	05/18/11	27,847.20
Account No.	Description	Amount	
201-5920110	Invoice # 12004	27,083.33	
201-5960990	Invoice # 12005	280.00	
201-5960990	Invoice # 11921	483.87	



Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
OVERHEAD DOOR SOLUTIONS, INC.	11100	05/18/11	1,509.00
Account No.	Description	Amount	
201-5930020	Invoice # 4698	264.00	
201-5930020	Invoice # 4755	1,245.00	
PITNEY BOWES	11101	05/18/11	164.00
Account No.	Description	Amount	
201-5930210	Invoice # 9954034-AP11	164.00	
PRESTIGE DISTRIBUTION, INC.	11102	05/18/11	471.00
Account No.	Description	Amount	
201-5970170	Invoice # 4039	471.00	
PROQUEST LLC	11103	05/18/11	4,120.00
Account No.	Description	Amount	
201-5970640	Invoice # 70127791	4,120.00	
PURCHASE POWER	11104	05/18/11	1,082.86
Account No.	Description	Amount	
201-5970260		1,082.86	
RACHEL SINGOR GORDON	11105	05/18/11	200.00
Account No.	Description	Amount	
201-5960210	9/21/11 - Patron program	200.00	
RANDOM HOUSE INCORPORATED	11106	05/18/11	773.00
Account No.	Description	Amount	
201-5970610	Invoice # 1081308928	320.00	
201-5970610	Invoice # 1181308928	409.00	
201-5970610	Invoice # 9023230001	44.00	
RCYRBA	11107	05/18/11	10.00
Account No.	Description	Amount	
201-5920220	Registration	10.00	
RECORDED BOOKS, LLC	11108	05/18/11	34.62
Account No.	Description	Amount	
201-5970610	Order # 74186796	6.95	
201-5970610	Order # 74186149	27.67	
REGISTER OF COPYRIGHTS	11109	05/18/11	105.00
Account No.	Description	Amount	
201-5920100		105.00	
SUBSCRIPTION SERVICE CENTER	11110	05/18/11	39.00
Account No.	Description	Amount	
201-5970620	Bottom Line/Personal Sub.	39.00	
SULLIVANS LAW DIRECTORY	11111	05/18/11	75.93
Account No.	Description	Amount	
201-5970600	Subscription	75.93	
UNITED BUSINESS SOLUTIONS	11112	05/18/11	1,888.13
Account No.	Description	Amount	
201-5930010	Invoice # 057683	916.53	
201-5930010	Invoice # 057679	243.55	
201-5930010	Invoice # 057674	86.32	
201-5930010	Invoice # 057703	14.09	
201-5930010	Invoice # 057707	578.00	
201-5930010	Invoice # 057701	2.70	
201-5970100	Invoice # 89437A	11.86	
201-5970100	Invoice # 89587A	12.00	

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970100 Invoice # 88052A		11.31	
201-5970100 Invoice # 89502A		11.77	
<b>WAREHOUSE DIRECT</b>	<b>11113</b>	<b>05/18/11</b>	<b>314.85</b>
Account No. Description		Amount	
201-5970100 Invoice # 1097838-0		26.52	
201-5970100 Invoice # 1090110-0		63.44	
201-5970100 Invoice # 1112334-0		224.89	
<b>WASTE MANAGEMENT</b>	<b>11114</b>	<b>05/18/11</b>	<b>154.20</b>
Account No. Description		Amount	
201-5930490 Invoice # 4348786-2008-8		154.20	
<b>WASTE MANAGEMENT</b>	<b>11115</b>	<b>05/18/11</b>	<b>401.20</b>
Account No. Description		Amount	
201-5930490 Invoice # 2351903-2008-7		401.20	
<b>WAVE TEAM LLC</b>	<b>11116</b>	<b>05/18/11</b>	<b>1,345.00</b>
Account No. Description		Amount	
201-5930010 Invoice # 11NPL415		1,345.00	
<b>WEST GROUP</b>	<b>11117</b>	<b>05/18/11</b>	<b>150.50</b>
Account No. Description		Amount	
201-5970600 Invoice # 822637709		150.50	
<b>WIRELINE INCORPORATED</b>	<b>11118</b>	<b>05/18/11</b>	<b>585.00</b>
Account No. Description		Amount	
201-5930010 Invoice # 17436		585.00	
		Subtotal	<u>222,116.27</u>
		TOTAL	<u>225,964.21</u>

DES PLAINES PUBLIC LIBRARY

CASH FLOW SUMMARY  
For the Year Ended December 31, 2011

	January	February	March	April	May	June	July	August	September	October	November	December
<b>Balance Sheet</b>												
Cash & Investments	\$ 2,429,768	\$ 2,060,417	\$ 2,664,960	\$ 4,343,678	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Revenue (M-T-D)</b>												
Property Taxes	727,523	90,460	348,474	2,111,326	-	-	-	-	-	-	-	-
Other Revenue	15,869	12,965	16,036	12,322	-	-	-	-	-	-	-	-
	743,392	103,424	364,510	2,123,648	-	-	-	-	-	-	-	-
<b>Expenses (M-T-D)</b>												
Payroll & Benefits	291,418	282,505	287,530	288,418	-	-	-	-	-	-	-	-
Other Expense	301,982	197,122	142,629	147,985	-	-	-	-	-	-	-	-
Change in A/P & A/E's	(216,979)	(6,852)	(670,191)	8,527	-	-	-	-	-	-	-	-
	376,422	472,775	(240,032)	444,930	0	0	0	0	0	0	0	0
<b>Net Increase/(Decrease)</b>	366,971	(369,350)	604,543	1,678,718	0	0	0	0	0	0	0	0

DES PLAINES PUBLIC LIBRARY

CASH BUDGET PROJECTION  
For the Year Ended December 31, 2011

	January	February	March	April	May	June	July	August	September	October	November	December	Year Totals
<b>Balance Sheet</b>													
Cash Beginning of Month	\$ 2,062,798	\$ 2,212,790	\$ 1,841,493	\$ 1,810,929	\$ 3,498,358	\$ 4,440,921	\$ 3,983,484	\$ 3,373,849	\$ 2,916,412	\$ 2,458,975	\$ 2,001,538	\$ 1,544,101	
Restricted cash donations	124,698	124,786	124,916	125,005	124,916	124,916	124,916	124,916	124,916	124,916	124,916	124,916	1,249,168
	1,938,100	2,088,004	1,716,577	1,685,924	3,373,442	4,316,003	3,858,568	3,248,933	2,791,496	2,334,059	1,876,622	1,419,183	
<b>Revenue (M-T-D)</b>													
Property Taxes	727,523	90,460	348,474	2,111,326	1,400,000								\$ 4,677,783
Other Revenue	15,869	12,965	16,036	12,222	14,417	14,417	14,417	14,417	14,417	14,417	14,417	14,417	172,528
<b>Total Revenue</b>	<b>743,392</b>	<b>103,425</b>	<b>364,510</b>	<b>2,123,548</b>	<b>1,414,417</b>	<b>14,417</b>	<b>14,417</b>	<b>14,417</b>	<b>14,417</b>	<b>14,417</b>	<b>14,417</b>	<b>14,417</b>	<b>4,850,311</b>
<b>Expenses</b>													
Payroll & Benefits	291,418	282,505	287,530	288,418	304,396	304,396	456,594	304,396	304,396	304,396	304,396	456,594	3,889,435
Commodities	100,713	70,732	83,251	64,479	85,379	85,379	85,379	85,379	85,379	85,379	85,379	85,379	1,002,207
Capital	10,057	5,360	(8,371)	5,291	5,616	5,616	5,616	5,616	5,616	5,616	5,616	5,616	57,265
Contracts	191,212	116,125	31,664	78,031	76,463	76,463	76,463	76,463	76,463	76,463	76,463	76,463	1,029,736
<b>Total Expenses</b>	<b>593,400</b>	<b>474,722</b>	<b>393,074</b>	<b>436,219</b>	<b>471,854</b>	<b>471,854</b>	<b>624,052</b>	<b>471,854</b>	<b>471,854</b>	<b>471,854</b>	<b>471,854</b>	<b>624,052</b>	<b>5,978,643</b>
<b>Net Increase/(Decrease)</b>	<b>149,992</b>	<b>(371,297)</b>	<b>(30,564)</b>	<b>1,687,429</b>	<b>942,563</b>	<b>(457,437)</b>	<b>(609,635)</b>	<b>(457,437)</b>	<b>(457,437)</b>	<b>(457,437)</b>	<b>(457,437)</b>	<b>(457,437)</b>	<b>(609,635)</b>
<b>Cash End of Month</b>	<b>2,212,790</b>	<b>1,841,493</b>	<b>1,810,929</b>	<b>3,498,358</b>	<b>4,440,921</b>	<b>3,983,484</b>	<b>3,373,849</b>	<b>2,916,412</b>	<b>2,458,975</b>	<b>2,001,538</b>	<b>1,544,101</b>	<b>934,466</b>	
<b>Cash End of Month less restricted cash donations</b>	<b>2,088,092</b>	<b>1,716,707</b>	<b>1,686,013</b>	<b>3,373,353</b>	<b>4,316,005</b>	<b>3,858,568</b>	<b>3,248,933</b>	<b>2,791,496</b>	<b>2,334,059</b>	<b>1,876,622</b>	<b>1,419,183</b>	<b>809,550</b>	

**Director's Report**  
**May, 2011**

**Personnel Highlights**

**Resignations**

Karen McBride, Web Services Librarian, 04/15/2011

Natalie Bowling, Circulation Services Clerk, 04/15/2011

**Patron Services Highlights**

**Circulation**

We circulated 97,409 items in April. That's down 3.7% from 2010. I attribute the decrease to changes in the holds management we made last year when the van delivery system was reduced.

**E-books**

In April there were 414 checkouts. There were also 122 unique patrons, 52 of whom are new. *The Confession* by John Grisham continues to be the most checked out title.

**Card Registration**

56.7% of the population of Des Plaines, or 33,301 people, hold library cards.

**Hits on Web site**

We had 43,525 hits on our web site in April.

**Searches on Online Reference Products**

17,003 searches were performed in April.

**Wireless Usage**

44,189 individual devices connected to our wireless network in April. That's up 42% from April of 2010.

## Des Plaines Public Library - April 2011 Board Report

CIRCULATION				
	THIS MONTH		YEAR TO DATE	
	Apr 2011		YTD 2011	
	Youth Services	34,248	Youth Services	143,941
	Adult Services	63,161	Adult Services	250,682
	TOTAL	97,409	TOTAL	394,623
	Apr 2010		YTD 2010	
	Youth Services	35,962	Youth Services	154,668
	Adult Services	65,192	Adult Services	274,595
	TOTAL	101,154	TOTAL	429,263
	% Change	-3.70%	% Change	-8.07%
SELF CHECK				
	THIS MONTH		YEAR TO DATE	
	Apr 2011	62,909	YTD 2011	261,029
	Apr 2010	65,553	YTD 2010	281,163
	% Change	-4.03%	% Change	-7.16%

CARD REGISTRATION				
	THIS MONTH		YEAR TO DATE	
New Resident Cards	Apr 2011	295	YTD 2011	1,178
	Apr 2010	259	YTD 2010	1,298
	% Change	14%	% Change	-9%
New Business Cards	Apr 2011	2	YTD 2011	6
	Apr 2010	5	YTD 2010	17
	% Change	-60%	% Change	-65%
Total Card Ownership			YTD 2011	33,301
			YTD 2010	32,554
			% Population 2011	56.7%
			% Population 2010	57.1%

PATRON ATTENDANCE				
	THIS MONTH		YEAR TO DATE	
	Apr 2011	49,309	YTD 2011	197,590
	Apr 2010	49,025	YTD 2010	189,052
	% Change	1%	% Change	5%

MEETING ROOM USE				
	THIS MONTH		YEAR TO DATE	
Library Sponsored Prog	63	2,272	YTD	8,979
Outside Groups	54	2,368	YTD	5,925
Internal Meetings	12	128	YTD	603
TOTAL	129	4,768	TOTAL	15,507

<b>OUTREACH</b>				
	<b>THIS MONTH</b>	<b>Attendance</b>	<b>YEAR TO DATE</b>	
Adult Services	17	189	YTD	649
Youth Services	38	891	YTD	3,120
<b>TOTAL</b>	<b>55</b>	<b>1,080</b>	<b>TOTAL</b>	<b>3,769</b>

<b>COMPUTER / TECHNOLOGY USE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
<b>Hits on Website</b>	Apr 2011		YTD 2011	
	From Internal IP's	5,358	From Internal IP's	24,294
	From External IP's	43,525	From External IP's	162,596
	Absolutely Unique Visitors	25,071		
	<b>TOTAL</b>	<b>48,883</b>	<b>TOTAL</b>	<b>186,890</b>
<b>Hits on PlainTalk</b>	Apr 2011	900	YTD 2011	2,924
	Apr 2010	1,245	YTD 2010	4,955
	<b>% Change</b>	<b>-28%</b>	<b>% Change</b>	<b>-41%</b>
<b>Hits on Positively Ellinwood Street</b>	Apr 2011	1044	YTD 2011	4,088
	Apr 2010	990	YTD 2010	3,473
	<b>% Change</b>	<b>5%</b>	<b>% Change</b>	<b>18%</b>

<b>Computer Use</b>					
			<b>YEAR TO DATE</b>		
<b>Adult Services</b>	Apr 2011	7,606	YTD 2011	31,596	
	Apr 2010	8,552	YTD 2010	36,893	
	<b>% Change</b>	<b>-11.06%</b>	<b>% Change</b>	<b>-14.36%</b>	
	<b>Youth Services</b>	Apr 2011	1,088	YTD 2011	4,148
		Apr 2010	1,028	YTD 2010	5,738
		<b>% Change</b>	<b>5.84%</b>	<b>% Change</b>	<b>-27.71%</b>
<b>Average Online Reference Products Searches &amp; Queries</b>	Apr 2011	17,003	YTD 2011	65,739	
	Apr 2010	14,292	YTD 2010	43,278	
	<b>% Change</b>		<b>% Change</b>	<b>51.90%</b>	



- Progress Report
- Response Requested by \_\_\_\_\_
- Board Action Required 05/17/2011

BOARD OF TRUSTEES  
Minutes of the Management Committee Meeting  
April 28, 2011

Chair: Myrtle Klebe.  
Present: John Robinson, Eugene Fregetto, Dion Kendrick, George Magerl, Myrtle Klebe, Holly Richards Sorensen, Carol Kidd, Jo Bonell, Roberta Johnson.

Call to Order: 6:04p.m. by Myrtle Klebe.

MOTION by George Magerl, seconded by John Robinson, to discuss Library Policy Review before going into Executive Session for the review of the Executive Session minutes. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Director Sorensen explained that effective June 1, 2011, Illinois public sector employers are required to have an identity protection policy to protect social security numbers from unauthorized disclosure (commonly used in situations of identity theft). Director Sorensen also explained that the Identity Protection Policy presented to the committee was prepared by the Management Association of Illinois for their members and that the policy was edited for use by the library.

MOTION by John Robinson, seconded by Eugene Fregetto, to adopt the Identity Protection Policy, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The Committee was asked to approve changes to policy C-8 Rules of Conduct and to policy A-13 Internet Access Policy. The changes to these policies will limit the library's liability on copyright infringement.

MOTION by John Robinson, seconded by Eugene Fregetto, to approve revisions to C-8 Rules of Conduct and to approve revisions to A-13 Internet Access Policy. VOTE: AYES: All. NAYS: None. MOTION CARRIED.



The Committee reviewed changes to Section D, Personnel Policies.

Trustee Fregetto disagreed with staff recommendation to discontinue longevity pay and inquired as to why the City of Des Plaines hasn't eliminated longevity pay for their staff. The policy currently states "Longevity pay is paid to all full-time employees hired prior to January 1, 1996."

MOTION by Eugene Fregetto, to not approve the recommendation to discontinue longevity at this time and to discuss this item at another Management Committee meeting after more information is obtained, including information from the City of Des Plaines on their longevity policy. MOTION FAILED for lack of a second.

MOTION John Robinson, seconded by Eugene Fregetto, to leave the longevity clause in the policy until other information is received. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eugene Fregetto, seconded by John Robinson, to accept the changes to Section D – Personnel Policy, as indicated. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eugene Fregetto, seconded by John Robinson, to enter into an Executive Session at 7:40 p.m. to discuss Review of Executive Session Minutes. VOTE: Ayes: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:34 p.m. and was called to order by Chairperson Myrtle Klebe.

MOTION by John Robinson, seconded by Eugene Fregetto, to approve the consideration to the minutes discussed in Executive Session. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eugene Fregetto, seconded by John Robinson, 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 05/17/2011

BOARD OF TRUSTEES  
Minutes of the Finance Committee Meeting  
May 4, 2011

Chair: Jeffery Rozovics.  
Present: Jeffery Rozovics, Dion Kendrick, Susan Moylan Krey, George Magerl, Eugene Fregetto, Steve Mokry, Holly Richards Sorensen, Carol Kidd, Roberta Johnson, Stephanie Spetter, Jennifer Delgado, Jo Bonell, Susan Farid, Heather Imhoff, Gary Valente, Madhu Krishrvamvrthy, John Robinson.

Call to Order: 6:04 p.m. by Jeffery Rozovics

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

The committee discussed whether to continue Mobile Library service for the remainder of 2011 and if operating costs should be included in the 2012 budget. Director Sorensen explained that the mobile library engine will need to be replaced. It is unknown when the engine will need replacement. Gary Valente, Head of Building and Security, reported on the cost of engine replacement and stated that the price range for a rebuilt engine is between \$8,000 - \$17,000. There are additional installation costs of approximately \$5,000.00. The committee discussed other options, including purchasing a used vehicle. Susan Moylan Krey asked if the Village of Rosemont would help with the cost of the repair. Dion Kendrick suggested that mobile library service continue for the remainder of 2011, but to renew the contract with the Village of Rosemont on a month-to-month basis and to discontinue mobile library service in 2012. Director Sorensen stated that in the 2011 budget, there is \$25,000 budgeted for van delivery service that will not be used and could be used for repairs to the mobile library if there was interest in continuing mobile library service.

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to continue mobile library service through 12/31/2011, and to continue the routine maintenance, and to renew the contract with Rosemont through 12/31/2011 with month to month billing and to discontinue service in 2012. ROLL CALL VOTE: AYES: Kendrick, Moylan Krey. NAYS: Rozovics. MOTION CARRIED.

President Magerl asked the committee to give staff guideline to use when preparing the budget documents for 2012. The Committee discussed guidelines for the 2012 budget.

Treasurer Rozovics asked that there is money allocated in the budget for the fund balance.

Susan Moylan Krey left the meeting at 7:08 p.m.

Eugene Fregetto asked that the budget tie into services the library provides to the citizens of Des Plaines and that money is budgeted to carry out the strategic plan.

Dion Kendrick suggested that the tax levy be reduced by 5% and that the library adopt a three year plan to increase the fund balance. Dion Kendrick also asked that employees pay an additional 5% toward health care costs and that staff be given raises based on merit, and that the library begin charging fees for room rental, using the park district as a model, and increasing fines. Trustee Kendrick also asked that a 40 hour work week be established to cut back on part-time staff

Eugene Fregetto asked what impact reducing staff would have on service to library patrons.

The committee was given a copy of a revised cash flow summary sheet.

The Committee reviewed the Per Capita Grant requirement for trustees to analyze the library's revenue and determine if those monies are sufficient to meet the needs of the community. This was accomplished by using the cash flow summary document.

The meeting adjourned at 7:41 p.m.

Minutes prepared by Carol Kidd

FRIENDS OF THE DES PLAINES LIBRARY ROUNDTABLE  
April 25, 2011

The total membership for the Friends of the Library is 549. 27 new members were added at the April Book Sale, with more than 73 renewals.

The Book Sale was successful with an income of \$9,182.40 after expenses. The left-over books were picked up on Monday morning. The Minnis thanked everyone for their help in making the sale successful. It was also reported that the on going Book Shelf sales continue to do very well.

How to vote was discussed. It was the opinion of many who felt that at times a paper ballot would reflect just how they felt about some of the requests for funding of programs.

The Friends approved funding for the following:

Up to \$6000 for the T-Shirts for all the Summer Reading Programs (2<sup>nd</sup> Reading)

\$400 for the Teen (7-12<sup>th</sup> grades) Reading program Participants to write book reviews.

Certificate of Appreciation  
from District 207  
MAINE TOWNSHIP HIGH SCHOOLS

COOPERATIVE EDUCATION PROGRAM  
AWARDED TO  
DESPAINES PUBLIC LIBRARY

for cooperating as a training station  
in the above program 20 10 - 20 11

Student  
*Ellis Timmer*

*Harold Waller*  
Superintendent

Coordinator  
*William Macdonald*

*Andrew Stutz*  
Principal

**From:** Don Hand [mailto:golf2tough@yahoo.com]  
**Sent:** Thursday, April 28, 2011 12:13 PM  
**To:** Holly Sorensen; Holly Sorensen  
**Cc:** Ted McHugh  
**Subject:** AARP TaxAide services

Again this year, the Des Plaines volunteer tax preparation for seniors was hosted by the Des Plaines Public Library. We thank you and your staff for the work and the facilities to make these Tuesdays and Thursdays be so smooth and productive. We appreciate that you did the room setup for us, as well. Thanks, also for the secure storage area.

Certainly we could not have accomplished this were it not for your appointment scheduling (and question answering) on the phones and at the circulation desks. This tax year was especially challenging because our leader (Mike Hoover) was out of action for an extended period and he was the coordinator in previous years. And, Congress threw us all some curves by holding off important tax law changes until nearly Christmas. That impacted the scheduling task. Yet your staff led by Susan, Becky, and Gwen rolled with the punches, getting appointments done, always offering their assistance to us, and being the communication interface between the taxpayers and our preparers.

Our hats are off to them, because they only had one way of handling difficulties or changes - with a great big smile. So thanks to them, and to you, from our group of 15 - Greeters, Preparers, Reviewers and organizers. Hope to see you next season again.



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

To:  
**DesPlaines Public Library**  
Stephanie Spetter  
1501 Ellinwood Street  
Des Plaines, IL 60016

4/28/2011

Dear Stephanie,

On behalf of the Lattof YMCA, we would like to thank you for helping us celebrate the 20<sup>th</sup> anniversary of Healthy Kids Day. With childhood obesity on the rise and financial burdens limiting opportunities that encourage physical activity for kids, our work has never been more important.

We sincerely appreciate your willingness to partner with the Y. Together we are helping families make choices that are critical to longer, healthier and happier lives.

This year's event brought in over 400 members of the community to Healthy Kids Day. Your participation in the nation's largest health day for children and families and your willingness to share active, engaging and creative activities contributed to a very successful event.

Thank you for sharing your time, talent and treasure; we look forward to your continued involvement with the Lattof YMCA.

Sincerely,

David Rodriguez  
Executive Director

Katy Socha  
Health & Wellness Director

Melanie Unterfranz  
Youth & Family Director

800 West Central Road  
 Mount Prospect, IL 60056  
 224-635-2010  
 RepHarris@yahoo.com

221-N Stratton Building  
 Springfield, IL 62706  
 217-782-3739



**DAVID HARRIS**  
 State Representative

9 May 2011

Memorandum For: Library Trustees  
 Arlington Heights, Des Plaines, Elk Grove Village, Mount Prospect,  
 Rolling Meadows and Schaumburg

Memorandum From: David Harris

*DH*

SUBJECT: Funding for Libraries from State of Illinois

Last week the General Services Appropriations Committee of the Illinois House of Representatives approved House Bill 123, an appropriations bill that includes funding for the Secretary of State's office. As you are probably aware, library funding comes through the Secretary of State's office.

You will be pleased to know that the Committee voted to appropriate the same amount for libraries that was appropriated in the last Fiscal Year. I am a member of the General Services Appropriations Committee, and I fought hard to keep library funding at the same level as last year and not have it subject to any reductions for the FY'12, which begins on July 1<sup>st</sup>.

Of course, approval of this bill by the Committee is only the first step in the budget process. HB 123 must now be approved by the full House of Representatives, and I am confident it will be. The bill then goes to the Senate for its consideration and possible amendment by that body. Once the House and Senate have agreed, the appropriation is then sent to the Governor for his review and approval.

The coming Fiscal Year will be another tough budget year. The State of Illinois has lived way beyond its means for the past several years and has overspent revenues greatly. We have to hold the line on spending. The recent tax increase will generate as much as \$7 billion in new revenue, but Illinois had a \$13-\$14 billion deficit, so when factoring in the tax increase monies we have only cut our deficit by half. Balanced budgets and reduced spending for several years to come will be the path back to fiscal prosperity.

You can be assured I will continue to fight to keep a sufficient level of funding flowing to libraries through our State; however, do not expect any big increases in library funding from the State for the near future.



APRIL

APRIL 1977

1977



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, APRIL 19, 2011**

**7:00 P.M.**

**Conference Room – Second Floor**

**Agenda:**

- **Introduction to Bibliocommons**

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 376-2801 to allow the Library to make reasonable accommodations.



## IV.

### DES PLAINES PUBLIC LIBRARY

#### BOARD OF TRUSTEES

#### Agenda for the Regular Meeting April 19, 2011 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 – March 15, 2011.
  - B. Acceptance of Reports.
    1. Director’s Report – Holly Sorensen.
    2. Planning Committee Report – George Magerl.
    3. Friends of the Library – Myrtle Klebe.
- VIII. New Business. (PM)
  - A. Approve Payment of Vendor Checks Report - \$202,264.41. [Action Item]
  - B. “Bibliocommons” – An Introduction to the New Catalog – Roberta Johnson.

- IX. Announcements.
  - A. Per Capita Grant Award.
  - B. Do the Dewey Report.
  - C. Fire Alarm – 3/16/2011.
  - D. Cook County Economic Interest Statement.
  
- X. Correspondence.
  
- XI. Other.
  
- XII. Adjournment. (9:00PM)

**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  
March 15, 2011

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, March 15, 2011. President George Magerl called the meeting to order at 7:00 p.m.

ROLL CALL.

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

Absent: Susan Moylan Krey, Jennifer Tsalapatani.

Also present: Holly Richards Sorensen, Roberta Johnson, Carol Kidd, Heather Imhoff, Jo Bonell, Stephanie Spetter, Susan Farid, Gary Valente, Jennifer Delgado, Dan Klobnak.

PLEDGE OF ALLEGIANCE.

Eugene Fregetto and John Robinson entered the meeting at 7:02 p.m.

CONSIDERATION OF THE AGENDA.

MOTION by Dion Kendrick, seconded by Myrtle Klebe, to accept the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson

Alderman Wilson was not in attendance.

CONSENT AGENDA

Trustee Kendrick asked to remove C. Acceptance of Financial Reports for February 2011 from the Consent Agenda.

MOTION by Steve Mokry, seconded by Eugene Fregetto, to approve the Consent Agenda, as modified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Kendrick asked that the format for the Cash Flow Summary be revised and that monthly projections be included on the report. Jeff Rozovics, Treasurer, suggested that staff prepare the projections for review by the Finance Committee.

MOTION by Dion Kendrick, seconded by Jeff Rozovics, to accept the Financial Reports for February 2011, as presented. VOTE: Ayes: all Nays: none. MOTION CARRIED.

#### NEW BUSINESS

MOTION by Jeff Rozovics, seconded by Dion Kendrick, to approve the payment of vendor checks in the amount of \$272,172.90, as listed on the vendor checks report of February 2011 and authorize the Library Director to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Klebe, Magerl, Mokry, Robinson, Rozovics. NAYS: None. MOTION CARRIED

President Magerl reported that the Planning Committee met to discuss the Strategic Plan goals revised by staff for 2011- 2013. The Committee asked staff to consolidate the goals with an emphasis on networking and lifelong learning.

Dan Klobnak, Outsource Solutions Group, gave information to the board for the purchase of 46 replacement workstations, which is part of a four-year lifecycle policy that the board previously adopted. Dion Kendrick asked what will happen to the old computers and Dan Klobnak replied that they are offered to the City of Des Plaines and if refused are then donated to Computers for Schools.

MOTION by Steven Mokry, seconded by Dion Kendrick, to approve the purchase of 46 Dell Optiplex 780 workstations from Dell in an amount not to exceed \$36,000, which is a budgeted expense and in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Klebe, Magerl, Mokry, Robinson, Rozovics. NAYS: None. MOTION CARRIED.

Director Sorensen reported that the Mobile Library was out of service from February 16 – March 4, 2011 due to mechanical failure. The Mobile Library drivers used the library van during that time to deliver some materials to their regular stops. Director Sorensen also reported that one-half of the budgeted money for Repair and Maintenance of Vehicles has already been spent for 2011.

Director Sorensen reported that she received a letter from Voltage Pictures, LLC about copyright infringement on the movie "The Hurt Locker." Director Sorensen stated that the Des Plaines Public Library was named a co-defendant in a legal action that included 5,000 defendants. Director Sorensen contacted the library's attorney, who sent a letter to the Voltage Pictures attorneys explaining that the library has a policy that wireless services shall not be used for illegal purposes. The suit was then dropped by Voltage Pictures. The library attorney suggested adopting the Digital Millennium Copyright Act (DMCA) that would limit the library's liability on copyright infringement. The cost to be in compliance with DMCA is \$100.00. The Management Committee will review the new policy and make a recommendation to the board.

#### ANNOUNCEMENTS

Roberta Johnson, Acting Assistant Director, gave a progress report on the library fundraiser "Do the Dewey." Roberta asked each board member to sell five tickets and to solicit donations for raffles prizes.

President Magerl reported that LACONI will host their Annual Trustee Banquet on Friday, April 15, 2011 at Cantigny Golf Course in Wheaton. Board members were invited to attend.

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

Meeting adjourned at 8:28p.m.

Minutes prepared by Carol Kidd.

## **Director's Report April, 2011**

### **Personnel Highlights**

#### New Employees

Carolyn Romin, Page, 03/08/2011

Teffy Thomas, Page, 03/15/2011

Jacqueline Dennison, Page, 03/21/2011

Jeremy Donald, Page 03/28/2011

#### Promotions

Holly Dziewulski, Page to Page II, 03/07/2011

Claire Green, Circulation Clerk to Readers' Services Assistant, 03/23/2011

Krystal Kelham, Page II to Processing Clerk, 03/07/2011

#### Resignations

David Ayala, Security Monitor, 03/24/2011

### **Patron Services Highlights**

#### Circulation

We circulated 104,572 items in March. That's down 5.30% from 2010. I attribute the decrease to changes in the holds management we made last year when the van delivery system was reduced. We sent out 5,700 items March 2010, and 3,150 March 2011. Additionally, the library was closed for 1 hour for a fire alarm and 1 hour for an All Staff meeting. The Mobile Library did not go out for 3 weeks due to mechanical problems.

#### E-books

In March there were 453 checkouts, this is a new high. There were also 132 unique patrons, 61 of whom are new. *The Confession* by John Grisham is the most checked out title.

#### Card Registration

58.2% of the population of Des Plaines, or 33,247 people, hold library cards.

#### Hits on Web site

We had 43,429 hits on our web site in March.

#### Searches on Online Reference Products

16,731 searches were performed in March.

#### Wireless Usage

4,324 individual devices connected to our wireless network in March. That's up 40% from March of 2010.



**Other**

The Public Library Association (PLA) held its 2011 Virtual Spring Symposium on Wednesday, March 30<sup>th</sup>. The library registered for two access ports at a cost of \$225. We were able to stream the entire symposium; one track in the 4<sup>th</sup> floor computer lab and the other track in the 2<sup>nd</sup> floor conference room. 16 staff members attended 10 programs. The programs covered a range of topics from teens in the library, providing electronic content, reaching customers via mobile technology and more. The virtual training session has, for the first time, allowed us to send 16 staff members to a program for \$225.

# Des Plaines Public Library - March 2011 Board Report

<b>CIRCULATION</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	Mar 2011		YTD 2011	
	Youth Services	40,431	Youth Services	109,693
	Adult Services	67,630	Adult Services	187,521
	<b>TOTAL</b>	<b>108,061</b>	<b>TOTAL</b>	<b>297,214</b>
	Mar 2010		YTD 2010	
	Youth Services	42,115	Youth Services	118,706
	Adult Services	71,997	Adult Services	209,403
	<b>TOTAL</b>	<b>114,112</b>	<b>TOTAL</b>	<b>328,109</b>
	<b>% Change</b>	<b>-5.30%</b>	<b>% Change</b>	<b>-9.42%</b>
<b>SELF CHECK</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	Mar 2011	71,576	YTD 2011	198,120
	Mar 2010	74,691	YTD 2010	215,610
	<b>% Change</b>	<b>-4.17%</b>	<b>% Change</b>	<b>-8.11%</b>

<b>CARD REGISTRATION</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
New Resident Cards	Mar 2011	329	YTD 2011	883
	Mar 2010	342	YTD 2010	1,039
	<b>% Change</b>	<b>-4%</b>	<b>% Change</b>	<b>-15%</b>
Library Business Cards	Mar 2011	1	YTD 2011	4
	Mar 2010	6	YTD 2010	12
	<b>% Change</b>	<b>-83%</b>	<b>% Change</b>	<b>-67%</b>
Total Card Ownership			YTD 2011	33,247
			YTD 2010	36,113
			<b>% Population 2011</b>	<b>56.6%</b>
			<b>% Population 2010</b>	<b>63.4%</b>

<b>PATRON ATTENDANCE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	Mar 2011	56,073	YTD 2011	148,281
	Mar 2010	56,303	YTD 2010	140,027
	<b>% Change</b>	<b>0%</b>	<b>% Change</b>	<b>6%</b>

<b>MEETING ROOM USE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
Library Sponsored Prog	55	1,603	YTD	6,707
Outside Groups	63	2,065	YTD	3,557
Internal Meetings	17	271	YTD	475
<b>TOTAL</b>	<b>135</b>	<b>3,939</b>	<b>TOTAL</b>	<b>10,739</b>

<b>OUTREACH</b>				
	<b>THIS MONTH</b>	<b>Attendance</b>	<b>YEAR TO DATE</b>	
Adult Services	11	107	YTD	460
Youth Services	19	435	YTD	2,229
<b>TOTAL</b>	<b>30</b>	<b>542</b>	<b>TOTAL</b>	<b>2,689</b>

<b>COMPUTER / TECHNOLOGY USE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
<b>Hits on Website</b>	Mar 2011		YTD 2011	
	From Internal IP's	5,764	From Internal IP's	18,936
	From External IP's	43,429	From External IP's	119,071
	Absolutely Unique Visitors	23,657		
	<b>TOTAL</b>	<b>49,193</b>	<b>TOTAL</b>	<b>138,007</b>
<b>Hits on PlainTalk</b>	Mar 2011	641	YTD 2011	2,024
	Mar 2010	1,444	YTD 2010	3,710
	<b>% Change</b>	<b>-56%</b>	<b>% Change</b>	<b>-45%</b>
<b>Hits on Positively Ellinwood Street</b>	Mar 2011	922	YTD 2011	3,044
	Mar 2010	921	YTD 2010	2,483
	<b>% Change</b>	<b>0%</b>	<b>% Change</b>	<b>23%</b>

	<b>Adult Services</b>		<b>YEAR TO DATE</b>		
<b>Computer Use</b>	Mar 2011	8,549	YTD 2011	23,990	
	Mar 2010	10,044	YTD 2010	28,341	
	<b>% Change</b>	<b>-14.88%</b>	<b>% Change</b>	<b>-15.35%</b>	
	<b>Youth Services</b>	Mar 2011	1,246	YTD 2011	3,060
		Mar 2010	1,621	YTD 2010	4,710
		<b>% Change</b>	<b>-23.13%</b>	<b>% Change</b>	<b>-35.03%</b>
<b>Average Online Reference Products Searches &amp; Queries</b>	Mar 2011	16,731	YTD 2011	48,736	
	Mar 2010	16,883	YTD 2010	39,692	
			<b>% Change</b>	<b>22.79%</b>	

April 12, 2011

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 March 31, 2011 and the related statements of revenues, expenditures and changes in fund balance for the one month and the three 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 March 31, 2011

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102009 - Cash Payroll #8100292278	<u>156,486.34</u>
	<u>156,486.34</u>
201-1102015 - First Midwest Operating #8100292260	326,758.59
202-1102015 - First Midwest Operating #8100292260	<u>19,481.82</u>
	<u>346,240.41</u>
201-1102028 - Cash Library Donations	<u>22,157.60</u>
	<u>22,157.60</u>
201-1102073 - Cash IL - Epay #151600222104	<u>13,092.43</u>
202-1102076 - IL Funds - Library # 151600221288	<u>3.59</u>
	<u>3.59</u>
201-1102078 - Cash IL - Epay Library	<u>4,362.90</u>
201-1102079 - IL Funds - 151600222591	1,890,975.65
202-1102079 - IL Funds - 151600222591	<u>128,382.50</u>
	<u>2,019,358.15</u>
201-1104006 - Investments - Certificates of Deposit	<u>102,758.89</u>
<b>Total Invested</b>	<u><u>2,664,960.31</u></u>

April 12, 2011

## Des Plaines Public Library Balance Sheet as of March 31, 2011

	<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	(1,959.67)	0.00
1102009 - Cash Payroll #8100292278	5,252.35	151,233.99	156,486.34
1102015 - First Midwest Operating #8100292260	287,407.77	39,350.82	326,758.59
1102028 - Cash Library Donations	22,105.72	51.88	22,157.60
1102073 - Cash IL - Epay 151600008073	10,193.98	2,898.45	13,092.43
1102078 - Cash IL - Epay Library	3,869.35	493.55	4,362.90
1102079 - IL Funds - 151600222591	1,490,664.96	400,310.69	1,890,975.65
1104006 - Investments - Certificates of Deposit	102,680.60	78.29	102,758.89
1118000 - Receivable - Property Taxes	6,599,703.00	(165,597.94)	6,434,105.06
	<u>8,524,337.40</u>	<u>426,860.06</u>	<u>8,951,197.46</u>
<b><u>Liabilities and Fund Balance</u></b>			
<b><u>Liabilities</u></b>			
2401000 - Accounts Payable	260,873.72	(101,738.87)	159,134.85
2401002 - Payroll Liabilities	4,546.35	41,813.98	46,360.33
2430707 - Due to Library Comp Abs	172,222.44	10,107.20	182,329.64
2450040 - Accrued Payroll	25,438.00	20,220.57	45,658.57
2470000 - Deferred Revenue - Property Tax	6,442,163.00	(8,057.94)	6,434,105.06
2470100 - Library Deferred Revenue	8,058.00	(8,058.00)	0.00
	<u>6,913,301.51</u>	<u>(45,713.06)</u>	<u>6,867,588.45</u>
<b><u>Fund Balance</u></b>			
3720010 - Fund Balance Reserve - Gift Trust	0.00	1,250.00	1,250.00
3730000 - Fund Balance - Unreserved	1,832,341.89	501,886.16	2,334,228.05
	<u>1,832,341.89</u>	<u>503,136.16</u>	<u>2,335,478.05</u>
<b>Total Liabilities and Fund Balance</b>	<u>8,745,643.40</u>	<u>457,423.10</u>	<u>9,203,066.50</u>
<b>Excess Revenues Over Expenses</b>	<u>(221,306.00)</u>	<u>(30,563.04)</u>	<u>(251,869.04)</u>

April 12, 2011

## Des Plaines Public Library Balance Sheet as of March 31, 2011

### Capital Projects Fund

#### Assets

1102015 - First Midwest Operating #8100292260	7,396.82	12,085.00	19,481.82
1102076 - IL Funds - Library # 15160221288	3.59	0.00	3.59
1102079 - IL Funds - 151600222591	<u>128,382.50</u>	<u>0.00</u>	<u>128,382.50</u>
	<u>135,782.91</u>	<u>12,085.00</u>	<u>147,867.91</u>

#### Liabilities and Fund Balance

##### Liabilities

2401000 - Accounts Payable	4,905.00	30,180.29	35,085.29
2401001 - Audit Accounts Payable	<u>16,531.10</u>	<u>(16,531.10)</u>	<u>0.00</u>
	<u>21,436.10</u>	<u>13,649.19</u>	<u>35,085.29</u>

##### Fund Balance

3730000 - Fund Balance - Unreserved	<u>119,251.81</u>	<u>33,521.10</u>	<u>152,772.91</u>
<b>Total Liabilities and Fund Balance</b>	<u>140,687.91</u>	<u>47,170.29</u>	<u>187,858.20</u>
<b>Excess Revenues Over Expenses</b>	<u>(4,905.00)</u>	<u>(35,085.29)</u>	<u>(39,990.29)</u>

### Compensated Absences Fund

#### Assets

1120201 - Due From Library	<u>172,222.11</u>	<u>10,107.53</u>	<u>182,329.64</u>
	<u>172,222.11</u>	<u>10,107.53</u>	<u>182,329.64</u>

#### Liabilities and Fund Balance

##### Liabilities

2450035 - Accrued ST-LT Comp Absence	124,380.00	(4,645.37)	119,734.63
2490010 - Compensated Absences Payable	<u>47,842.11</u>	<u>14,752.90</u>	<u>62,595.01</u>
	<u>172,222.11</u>	<u>10,107.53</u>	<u>182,329.64</u>

##### Fund Balance

3730000 - Fund Balance - Unreserved	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Liabilities and Fund Balance</b>	<u>172,222.11</u>	<u>10,107.53</u>	<u>182,329.64</u>
<b>Excess Revenues Over Expenses</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

April 12, 2011

**Des Plaines Public Library**  
**Balance Sheet as of March 31, 2011**

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>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>(40,747.00)</u>	<u>(413,456.00)</u>
	<u>894,053.00</u>	<u>(40,747.00)</u>	<u>853,306.00</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>(40,747.00)</u>	<u>853,306.00</u>
	<u>894,053.00</u>	<u>(40,747.00)</u>	<u>853,306.00</u>
<b>Total Liabilities and Net Capital Assets</b>	<u>894,053.00</u>	<u>(40,747.00)</u>	<u>853,306.00</u>
<b>Excess Revenues Over Expenses</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>



April 12, 2011

**Des Plaines Public Library**  
**Revenue Report as of March 31, 2011**

<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	0.00	0.00	0.00	0.00
4810025 - Property Taxes 2008	0.00	0.00	0.00	0.00	0.00
4810026 - Property Taxes 2009	(762,257.13)	55,726.10	250,000.00	194,273.90	22.29
4810027 - Property Taxes 2010	<u>1,110,731.51</u>	<u>1,110,731.51</u>	<u>6,499,096.00</u>	<u>5,388,364.49</u>	<u>17.09</u>
	<u>348,474.38</u>	<u>1,166,457.61</u>	<u>6,749,096.00</u>	<u>5,582,638.39</u>	<u>17.28</u>
<b><u>Intergovernmental</u></b>					
4810800 - Personal Property Replacement Tax	0.00	0.00	92,988.00	92,988.00	0.00
4822040 - State Grant - Per Capita	0.00	0.00	56,000.00	56,000.00	0.00
4822095 - State Grant - Library	0.00	0.00	0.00	0.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>148,988.00</u>	<u>148,988.00</u>	<u>0.00</u>
<b><u>Fines &amp; Fees</u></b>					
4850101 - Library Fees	327.00	1,041.95	4,300.00	3,258.05	24.23
4850102 - Library Fines	6,478.58	18,373.89	128,000.00	109,626.11	14.35
4850103 - Library Fines / Credit Card	3,398.17	9,251.26	15,000.00	5,748.74	61.68
4850201 - Copying Fee	3,270.81	7,790.97	25,000.00	17,209.03	31.16
4850202 - Damaged Materials	86.93	215.87	450.00	234.13	47.97
4850203 - Lost Materials	551.30	1,670.47	7,000.00	5,329.53	23.86
4850205 - Bags	59.00	208.00	1,000.00	792.00	20.80
4850207 - Non-Res Cards	0.00	145.00	2,000.00	1,855.00	7.25
	<u>14,171.79</u>	<u>38,697.41</u>	<u>182,750.00</u>	<u>144,052.59</u>	<u>21.18</u>
<b><u>Other Revenue</u></b>					
4890010 - Interest Income	215.68	749.18	3,500.00	2,750.82	21.41
4890050 - Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00
4899900 - Miscellaneous Revenue	1,598.40	4,895.42	14,000.00	9,104.58	34.97
4899920 - Library Donations	50.00	526.84	500.00	(26.84)	105.37
	<u>1,864.08</u>	<u>6,171.44</u>	<u>18,000.00</u>	<u>11,828.56</u>	<u>34.29</u>
<b>Total Library Fund</b>	<u><u>364,510.25</u></u>	<u><u>1,211,326.46</u></u>	<u><u>7,099,834.00</u></u>	<u><u>5,888,507.54</u></u>	<u><u>17.06</u></u>

See Accountants' Compilation Report

April 12, 2011

**Des Plaines Public Library**  
**Revenue Report as of March 31, 2011**

	<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	0.00	2,500.00	2,500.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>2,500.00</u>	<u>2,500.00</u>	<u>0.00</u>
<b>Total Capital Projects Fund</b>	<u>0.00</u>	<u>0.00</u>	<u>202,500.00</u>	<u>202,500.00</u>	<u>0.00</u>
<b>Total of All Funds</b>	<u>364,510.25</u>	<u>1,211,326.46</u>	<u>7,302,334.00</u>	<u>6,091,007.54</u>	<u>16.59</u>

April 12, 2011

## Des Plaines Public Library Expense Report as of March 31, 2011

<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	209,556.57	618,624.29	2,024,433.00	1,405,808.71	30.56
5910200 - Temporary Wages	0.00	0.00	883,343.00	883,343.00	0.00
5910400 - Non - Supervisory Overtime	0.00	0.00	500.00	500.00	0.00
5910500 - Vacation Pay	4,335.82	13,999.65	0.00	(13,999.65)	0.00
5910600 - Sick Pay	2,453.21	6,739.92	0.00	(6,739.92)	0.00
5910700 - Holiday Pay	176.80	7,251.01	0.00	(7,251.01)	0.00
5910900 - Act/Out of Class/Premium	0.00	0.00	0.00	0.00	0.00
5910950 - Excess Sick Hours Pay Out	0.00	0.00	3,500.00	3,500.00	0.00
5910970 - Compensated Absences	0.00	0.00	0.00	0.00	0.00
	<u>216,522.40</u>	<u>646,614.87</u>	<u>2,911,776.00</u>	<u>2,265,161.13</u>	<u>22.21</u>
<b>Benefits</b>					
5918010 - Unemployment Compensation	600.47	3,512.14	31,000.00	27,487.86	11.33
5918020 - Employer Contribution - FICA	16,057.96	48,030.82	222,599.00	174,568.18	21.58
5918021 - Employer Contribution - IMRF	22,632.63	68,170.16	308,526.00	240,355.84	22.10
5918030 - EAP Program	0.00	0.00	0.00	0.00	0.00
5918040 - Life Insurance Premiums	148.00	444.00	3,996.00	3,552.00	11.11
5918050 - PPO Insurance Premiums	21,776.38	65,290.06	269,057.00	203,766.94	24.27
5918051 - HMO Insurance Premiums	6,847.30	20,580.98	99,504.00	78,923.02	20.68
5918055 - Dental Insurance Premiums	1,927.12	5,781.36	23,478.00	17,696.64	24.62
5918070 - Workers Compensation	1,017.29	3,027.77	9,500.00	6,472.23	31.87
5918085 - RHS Plan Payout	0.00	0.00	10,000.00	10,000.00	0.00
	<u>71,007.15</u>	<u>214,837.29</u>	<u>977,660.00</u>	<u>762,822.71</u>	<u>21.97</u>
<b>Contractual Services</b>					
5920100 - Legal Fees	1,671.59	1,671.59	10,000.00	8,328.41	16.72
5920105 - Costs of Litigation	0.00	0.00	1,000.00	1,000.00	0.00
5920110 - Professional Services	(20,580.53)	65,185.86	365,000.00	299,814.14	17.86
5920120 - Communication Services	2,701.63	9,732.69	33,800.00	24,067.31	28.79
5920140 - Data Processing Services	4,182.86	13,347.16	78,000.00	64,652.84	17.11
5920202 - Conferences	225.00	505.00	1,000.00	495.00	50.50
5920204 - Training	0.00	0.00	0.00	0.00	0.00
5920205 - Tuition Reimbursements	0.00	0.00	0.00	0.00	0.00
5920206 - Seminars	0.00	0.00	0.00	0.00	0.00
5920210 - In Service Training	0.00	0.00	500.00	500.00	0.00
5920220 - Membership Dues	(1,656.00)	0.00	1,000.00	1,000.00	0.00
5920225 - Licensing/Titles	0.00	50.00	0.00	(50.00)	0.00
5920230 - Publication of Notices	0.00	0.00	2,000.00	2,000.00	0.00
5920850 - Subsidy - 1994 E.R.P Trans	0.00	0.00	0.00	0.00	0.00
5920900 - Property/Liability Contributions	0.00	3,891.00	0.00	(3,891.00)	0.00
5920990 - Property/Liability Insurance	0.00	29,047.00	25,000.00	(4,047.00)	116.19
5930010 - R&M Equipment	(7,403.46)	76,092.25	125,757.00	49,664.75	60.51
5930020 - R&M Buildings & Structures	830.00	14,130.85	124,080.00	109,949.15	11.39
5930030 - R&M Vehicles	2,691.45	3,939.00	8,250.00	4,311.00	47.75
5930195 - Book Binding & Repair	0.00	0.00	1,000.00	1,000.00	0.00
5930210 - Rental of Equipment	2,169.00	8,512.00	27,000.00	18,488.00	31.53
5930320 - Cleaning/Custodial Services	8,056.00	30,119.00	92,500.00	62,381.00	32.56
5930490 - Refuse Contract	521.32	1,972.23	6,000.00	4,027.77	32.87
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00

See Accountants' Compilation Report

April 12, 2011

## Des Plaines Public Library Expense Report as of March 31, 2011

	M.T.D. <u>Expended</u>	Y.T.D <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
5960065 - Bank Fees	53.21	103.79	500.00	396.21	20.76
5960070 - Travel Expense	53.84	80.98	500.00	419.02	16.20
5960210 - Special Event Programming	4,567.05	7,871.08	31,000.00	23,128.92	25.39
5960990 - Misc. Contractual Services	<u>34,581.52</u>	<u>73,750.55</u>	<u>95,600.00</u>	<u>21,849.45</u>	<u>77.14</u>
	<u>32,664.48</u>	<u>340,002.03</u>	<u>1,029,737.00</u>	<u>689,734.97</u>	<u>33.02</u>
<b><u>Commodities</u></b>					
5970100 - Office Supplies	4,035.50	14,712.29	107,800.00	93,087.71	13.65
5970110 - Meals	229.96	486.76	2,100.00	1,613.24	23.18
5970115 - Supplies - Dept/Other	0.00	0.00	0.00	0.00	0.00
5970170 - Janitorial	747.17	3,967.98	30,900.00	26,932.02	12.84
5970260 - Postage & Parcel	1,624.55	3,750.75	25,000.00	21,249.25	15.00
5970270 - Printing -Reproduction-Binding	0.00	566.42	6,000.00	5,433.58	9.44
5970330 - Supplies - Vehicles R/M	0.00	0.00	0.00	0.00	0.00
5970500 - Purchase of Water	0.00	1,914.58	6,000.00	4,085.42	31.91
5970600 - Books	44,390.14	103,911.94	401,805.00	297,893.06	25.86
5970610 - Audio Materials	3,488.03	12,677.89	90,200.00	77,522.11	14.06
5970620 - Subscriptions & Books	1,322.40	2,424.50	69,500.00	67,075.50	3.49
5970630 - Visual Materials	10,531.74	27,787.95	111,000.00	83,212.05	25.03
5970640 - Automated Reference Materials	9,967.00	71,911.24	128,900.00	56,988.76	55.79
5970810 - Natural Gas	5,342.64	8,520.32	18,000.00	9,479.68	47.34
5970820 - Electricity	0.00	0.00	500.00	500.00	0.00
5970840 - Diesel	60.78	438.60	2,000.00	1,561.40	21.93
5970850 - Gasoline	79.77	193.38	500.00	306.62	38.68
5970900 - Equipment < \$5,000	<u>1,430.95</u>	<u>1,430.95</u>	<u>2,000.00</u>	<u>569.05</u>	<u>71.55</u>
	<u>83,250.63</u>	<u>254,695.55</u>	<u>1,002,205.00</u>	<u>747,509.45</u>	<u>25.41</u>
<b><u>Capital Expenditures</u></b>					
5980300 - Improvements	0.00	0.00	0.00	0.00	0.00
5980400 - Equipment	(8,300.00)	0.00	0.00	0.00	0.00
5980410 - Computer Hardware	(71.37)	0.00	6,500.00	6,500.00	0.00
5980420 - Computer Software	0.00	1,685.76	33,465.00	31,779.24	5.04
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>5,360.00</u>	<u>17,300.00</u>	<u>11,940.00</u>	<u>30.98</u>
	<u>(8,371.37)</u>	<u>7,045.76</u>	<u>57,265.00</u>	<u>50,219.24</u>	<u>12.30</u>
<b><u>Other Funding Activities</u></b>					
5990900 - Per Capita Grant Expenditures	0.00	0.00	56,000.00	56,000.00	0.00
5990935 - Trans to D/S - 2002A Bond	0.00	0.00	23,469.00	23,469.00	0.00
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	200,000.00	200,000.00	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>0.00</u>	<u>75,000.00</u>	<u>75,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>354,469.00</u>	<u>354,469.00</u>	<u>0.00</u>
<b>Total Library Fund Expenditures</b>	<u><u>395,073.29</u></u>	<u><u>1,463,195.50</u></u>	<u><u>6,333,112.00</u></u>	<u><u>4,869,916.50</u></u>	<u><u>23.10</u></u>

April 12, 2011

## Des Plaines Public Library Expense Report as of March 31, 2011

	<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>					
<u>Contractual Services</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Capital Expenditures</u>					
5980410 - Computer Hardware	<u>35,085.29</u>	<u>39,990.29</u>	<u>48,200.00</u>	<u>8,209.71</u>	<u>82.97</u>
	<u>35,085.29</u>	<u>39,990.29</u>	<u>48,200.00</u>	<u>8,209.71</u>	<u>82.97</u>
<b>Total Capital Projects Fund Expenditures</b>	<u>35,085.29</u>	<u>39,990.29</u>	<u>48,200.00</u>	<u>8,209.71</u>	<u>82.97</u>
<b>Total of All Funds</b>	<u>430,158.58</u>	<u>1,503,185.79</u>	<u>6,381,312.00</u>	<u>4,878,126.21</u>	<u>23.56</u>

Des Plaines Public Library  
Check Register

Check Number	Check Date	Payee	Amount
Checks			
10975	04/20/11	BANKCARD SERVICES	2,612.37
10976	04/20/11	BAKER & TAYLOR	26,618.95
10977	04/20/11	BAKER & TAYLOR	8,162.82
10978	04/20/11	MIDWEST TAPE	8,327.39
10979	04/20/11	MIDWEST TAPE	6,197.93
10980	04/20/11	ACE DES PLAINES INCORPORATED	98.71
10981	04/20/11	ALEXIAN BROTHERS CORP HEALTH SERV	190.00
10982	04/20/11	ANDERSON LOCK CO LTD	150.00
10983	04/20/11	BANC OF AMERICA LEASING	2,005.00
10984	04/20/11	BOOK PAGE	684.00
10985	04/20/11	BUSINESS MACHINE AGENTS INC	1,350.48
10986	04/20/11	C D W GOVERNMENT INCORPORATED	23.83
10987	04/20/11	CALLIOPE CONTENT DEVELOPMENT	200.00
10988	04/20/11	CENTRAL STATES COACH REPAIRS, INC.	2,691.45
10989	04/20/11	CHICAGO DISTRIBUTION CENTER	203.27
10990	04/20/11	CHRIS McBRIEN	350.00
10991	04/20/11	CITY OF DES PLAINES	140.55
10992	04/20/11	COMPLETE CLEANING COMPANY INC	7,321.00
10993	04/20/11	COOPERATIVE COMPUTER SERVICES	6,260.54
10994	04/20/11	D & B	769.50
10995	04/20/11	D & B POWER ASSOCIATES INC	2,696.00
10996	04/20/11	DAILY HERALD	695.00
10997	04/20/11	DELL MARKETING LP	35,061.46
10998	04/20/11	DEMCO EDUCATIONAL CORP	3,977.19
10999	04/20/11	FEDERAL EXPRESS	29.65
11000	04/20/11	FREMONT PUBLIC LIBRARY	87.00
11001	04/20/11	GALE	1,404.35
11002	04/20/11	GARVEY'S OFFICE PRODUTS	135.58
11003	04/20/11	GOVCONNECTION INC	614.19
11004	04/20/11	HELEN FROST	1,560.00
11005	04/20/11	HELEN GALLAGHER	265.00
11006	04/20/11	HIGHSMITH	25.52
11007	04/20/11	IMAGING OFFICE SYSTEMS, INC.	1,495.47
11008	04/20/11	INNOVATION EXPERTS	7,410.00
11009	04/20/11	INTERIOR TROPICAL GARDENS INC	170.00
11010	04/20/11	JOHN LAVALIE	53.84
11011	04/20/11	KLEIN, THORPE & JENKINS, LTD.	1,671.59
11012	04/20/11	LAUTERBACH & AMEN, LLP.	1,765.00
11013	04/20/11	LEXICON MARKETING, LLC	214.00
11014	04/20/11	MARSHALL PUBLIC LIBRARY	7.99
11015	04/20/11	MENARDS	39.18
11016	04/20/11	MIDWEST FIRE PUMP TESTING SERVICE	595.00
11017	04/20/11	MIRIAM POLLACK & ASSOCIATES	4,000.00
11018	04/20/11	NATIONAL INQUIRER	101.40
11019	04/20/11	NORMAN ELECTRICAL CONSTRUCTION CO	85.00
11020	04/20/11	OFFICE DEPOT	569.81
11021	04/20/11	OUTSOURCE SOLUTIONS GROUP	30,722.88
11022	04/20/11	PENNSYLVANIA COLLEGE OF TECH	31.00
11023	04/20/11	PESCHE'S INC	67.99
11024	04/20/11	PITNEY BOWES	164.00
11025	04/20/11	PRESTIGE DISTRIBUTION, INC.	568.75
11026	04/20/11	PRESTIGE DISTRIBUTION, INC.	571.60
11027	04/20/11	PROGRAM ONE PROF BUILDING SERVICES	735.00
11028	04/20/11	PROQUEST LLC	820.00
11029	04/20/11	PURCHASE POWER	1,632.76
11030	04/20/11	RANDOM HOUSE INCORPORATED	125.00
11031	04/20/11	RECORD INFORMATION SERVICES INC	621.00
11032	04/20/11	RECORDED BOOKS, LLC	508.80
11033	04/20/11	REDHAWK SECURITY SYSTEMS, INC.	76.32
11034	04/20/11	SCHOLASTIC LIBRARY PUBLISHING	4,326.00
11035	04/20/11	SOMETHING FISHY INC	1,440.00

Des Plaines Public Library  
Check Register

Check Number	Check Date	Payee	Amount
11036	04/20/11	STEVE FRENZEL	225.00
11037	04/20/11	THE BATTLEFIELD BALLADEERS	350.00
11038	04/20/11	UNITED BUSINESS SOLUTIONS	1,510.71
11039	04/20/11	VALUE LINE PUBLISHING INCORPORATED	4,200.00
11040	04/20/11	VENMILL INDUSTRIES INC.	51.00
11041	04/20/11	VIKING PLUMBING SERVICES, LLC	2,400.00
11042	04/20/11	WASTE MANAGEMENT	144.90
11043	04/20/11	WASTE MANAGEMENT	376.42
11044	04/20/11	WORLD BOOK INCORPORATED	3,196.00
11045	04/20/11	WT COX SUBSCRIPTIONS	268.00
50155	03/31/11	NEXTEL	728.41
50156	03/31/11	CALL ONE	521.82
50157	03/31/11	AT&T	222.33
50158	03/31/11	AT&T	98.57
50159	03/31/11	AT&T	43.25
50160	03/31/11	McLEOD USA	300.11
50161	03/31/11	COMCAST CABLE	220.96
50162	03/31/11	LEVEL(3) COMMUNICATIONS, LLC.	448.05
50163	03/31/11	NICOR GAS	5,342.64
50164	03/31/11	SPRINT	19.25
50165	03/31/11	SPRINT	16.39
50166	03/31/11	WOW! INTERENT CABLE	82.49
Total checks	83	Total	<u>202,264.41</u>

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
AT&T	50157	03/31/11	222.33
Account No. 201-5920120	Description ACH	Amount 222.33	
AT&T	50158	03/31/11	98.57
Account No. 201-5920120	Description ACH	Amount 98.57	
AT&T	50159	03/31/11	43.25
Account No. 201-5920120	Description ACH	Amount 43.25	
CALL ONE	50156	03/31/11	521.82
Account No. 201-5920120	Description ACH	Amount 521.82	
COMCAST CABLE	50161	03/31/11	220.96
Account No. 201-5920120	Description ACH	Amount 220.96	
LEVEL(3) COMMUNICATIONS, LLC.	50162	03/31/11	448.05
Account No. 201-5920120	Description ACH	Amount 448.05	
McLEOD USA	50160	03/31/11	300.11
Account No. 201-5920120	Description ACH	Amount 300.11	
NEXTEL	50155	03/31/11	728.41
Account No. 201-5920120	Description ACH	Amount 728.41	
NICOR GAS	50163	03/31/11	5,342.64
Account No. 201-5970810	Description ACH	Amount 5,342.64	
SPRINT	50164	03/31/11	19.25
Account No. 201-5920120	Description ACH	Amount 19.25	
SPRINT	50165	03/31/11	16.39
Account No. 201-5920120	Description ACH	Amount 16.39	
WOW! INTERENT CABLE	50166	03/31/11	82.49
Account No. 201-5920120	Description ACH	Amount 82.49	
		Subtotal	<u>8,044.27</u>
ACE DES PLAINES INCORPORATED	10980	04/20/11	98.71
Account No. 201-5970170	Description Reference ORG#221034	Amount 98.71	
ALEXIAN BROTHERS CORP HEALTH SER	10981	04/20/11	190.00
Account No. 201-5960990	Description Invoice # 395292	Amount 190.00	
ANDERSON LOCK CO LTD	10982	04/20/11	150.00
Account No. 201-5930020	Description Invoice # 7024869	Amount 150.00	



Vendor Name	Chk. No.	Check Date	Amount
BAKER & TAYLOR	10976	04/20/11	26,618.95
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5960990	Invoice # 2025677191	1.60	
201-5960990	Invoice # 2025711647	1.60	
201-5960990	Invoice # 2025723402	12.24	
201-5960990	Invoice # 2025715049	13.24	
201-5960990	Invoice # 2025718640	31.62	
201-5960990	Invoice # 2025718639	763.66	
201-5960990	Invoice # 2025656939	8.40	
201-5960990	Invoice # 2025643493	16.44	
201-5960990	Invoice # 2025661202	12.19	
201-5960990	Invoice # 2025666027	10.27	
201-5960990	Invoice # 2025674773	33.48	
201-5960990	Invoice # 2025655907	24.16	
201-5960990	Invoice # 2025651995	44.20	
201-5960990	Invoice # 2025642652	0.64	
201-5960990	Invoice # 2025647797	29.26	
201-5960990	Invoice # 2025601140	36.72	
201-5960990	Invoice # 2025605049	23.17	
201-5960990	Invoice # 2025611914	3.20	
201-5960990	Invoice # 2025624696	20.33	
201-5960990	Invoice # 2025633544	32.28	
201-5960990	Invoice # 2025629358	55.25	
201-5960990	Invoice # 2025637120	31.09	
201-5960990	Invoice # 2025678924	27.50	
201-5960990	Invoice # 2025660108	25.80	
201-5960990	Invoice # 2025699431	1.93	
201-5960990	Invoice # 2025698968	18.71	
201-5960990	Invoice # 2025703409	20.93	
201-5960990	Invoice # 2025694267	28.69	
201-5960990	Invoice # 2025690373	37.36	
201-5960990	Invoice # 2025707474	744.39	
201-5960990	Invoice # 2025705494	15.68	
201-5960990	Invoice # 2025697183	12.75	
201-5960990	Invoice # 2025697834	14.60	
201-5960990	Invoice # 2025702138	6.72	
201-5960990	Invoice # 2025720749	7.19	
201-5960990	Invoice # 2025717675	2.58	
201-5960990	Invoice # 2025717830	2.48	
201-5960990	Invoice # 2025717740	2.09	
201-5960990	Invoice # 2025717741	3.88	
201-5960990	Invoice # 2025720953	10.08	
201-5960990	Invoice # 2025720938	31.57	
201-5960990	Invoice # 2025708843	45.31	
201-5960990	Invoice # 2025711148	6.20	
201-5960990	Invoice # 2025711126	12.71	
201-5960990	Invoice # 2025658333	13.44	
201-5960990	Invoice # 2025658366	6.72	
201-5960990	Invoice # 2025650507	4.96	
201-5960990	Invoice # 2025650607	13.41	
201-5960990	Invoice # 2025650127	18.79	
201-5960990	Invoice # 2025654418	24.03	
201-5960990	Invoice # 2025653608	9.36	
201-5960990	Invoice # 2025650649	2.24	
201-5960990	Invoice # 2025646709	0.47	
201-5960990	Invoice # 2025673840	5.89	
201-5960990	Invoice # 2025672633	19.84	
201-5960990	Invoice # 2025672686	10.26	
201-5960990	Invoice # 2025540487	37.49	
201-5960990	Invoice # 2025669487	2.46	
201-5960990	Invoice # 2025669493	3.72	
201-5960990	Invoice # 2025669484	1.59	
201-5960990	Invoice # 2025661711	6.79	

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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2025661719		4.48
201-5960990	Invoice # 2025663212		7.88
201-5960990	Invoice # 2025663378		9.18
201-5960990	Invoice # 2025663324		1.91
201-5960990	Invoice # 2025663349		2.71
201-5960990	Invoice # 2025663423		6.54
201-5960990	Invoice # 2025663344		0.47
201-5960990	Invoice # 2025594238		47.49
201-5960990	Invoice # 2025599327		3.36
201-5960990	Invoice # 2025592561		7.84
201-5960990	Invoice # 2025599289		0.47
201-5960990	Invoice # 2025599239		1.24
201-5960990	Invoice # 2025592154		7.97
201-5960990	Invoice # 2025588250		6.27
201-5960990	Invoice # 2025713730		24.20
201-5960990	Invoice # 2025707475		26.73
201-5960990	Invoice # 2025705718		7.44
201-5960990	Invoice # 2025705661		35.84
201-5960990	Invoice # 2025701587		19.84
201-5970600	Credit Memo # 0002120287		-0.75
201-5970600	Invoice # 2025705494		207.10
201-5970600	Invoice # 2025697183		31.66
201-5970600	Invoice # 2025697834		443.34
201-5970600	Invoice # 2025702138		71.40
201-5970600	Invoice # 2025720749		91.47
201-5970600	Invoice # 2025717675		8.36
201-5970600	Invoice # 2025717830		28.40
201-5970600	Invoice # 2025717740		25.55
201-5970600	Invoice # 2025717741		45.36
201-5970600	Invoice # 2025720953		131.60
201-5970600	Invoice # 2025720938		535.81
201-5970600	Invoice # 2025708843		540.68
201-5970600	Invoice # 2025711148		83.24
201-5970600	Invoice # 2025711126		383.92
201-5970600	Invoice # 2025658333		164.52
201-5970600	Invoice # 2025658366		87.37
201-5970600	Invoice # 2025650507		61.29
201-5970600	Invoice # 2025650607		342.17
201-5970600	Invoice # 2025650127		184.86
201-5970600	Invoice # 2025654418		311.73
201-5970600	Invoice # 2025653608		158.99
201-5970600	Invoice # 2025650649		24.15
201-5970600	Invoice # 2025646709		4.77
201-5970600	Invoice # 2025673840		120.20
201-5970600	Invoice # 2025672633		211.84
201-5970600	Invoice # 2025672686		153.74
201-5970600	Invoice # 2025540487		83.16
201-5970600	Invoice # 2025669487		13.36
201-5970600	Invoice # 2025669493		44.86
201-5970600	Invoice # 2025669484		22.48
201-5970600	Invoice # 2025661711		92.76
201-5970600	Invoice # 2025661719		63.56
201-5970600	Invoice # 2025663212		90.47
201-5970600	Invoice # 2025663378		336.83
201-5970600	Invoice # 2025663324		28.10
201-5970600	Invoice # 2025663349		28.40
201-5970600	Invoice # 2025663423		104.16
201-5970600	Invoice # 2025663344		10.88
201-5970600	Invoice # 2025594238		697.88
201-5970600	Invoice # 2025599327		45.99
201-5970600	Invoice # 2025592561		106.16
201-5970600	Invoice # 2025599289		4.77
201-5970600	Invoice # 2025599239		13.60

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Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2025592154		143.67
201-5970600	Invoice # 2025588250		63.38
201-5970600	Invoice # 2025695539		110.23
201-5970600	Invoice # 2025713729		529.40
201-5970600	Invoice # 2025690372		1,231.60
201-5970600	Invoice # 2025694266		734.64
201-5970600	Invoice # 2025699430		69.83
201-5970600	Invoice # 2025703408		656.57
201-5970600	Invoice # 2025698967		410.70
201-5970600	Invoice # 2025660107		623.92
201-5970600	Invoice # 2025678923		1,044.18
201-5970600	Invoice # 2025637119		780.89
201-5970600	Invoice # 2025629357		1,308.82
201-5970600	Invoice # 2025633543		681.82
201-5970600	Invoice # 2025624695		611.56
201-5970600	Invoice # 2025605048		708.76
201-5970600	Invoice # 2025611913		94.24
201-5970600	Invoice # 2025601139		1,024.37
201-5970600	Invoice # 2025655906		559.81
201-5970600	Invoice # 2025651994		909.41
201-5970600	Invoice # 2025647796		896.45
201-5970600	Invoice # 2025674772		949.93
201-5970600	Invoice # 202566026		405.59
201-5970600	Invoice # 2025661201		423.68
201-5970600	Invoice # 2025643492		553.30
201-5970600	Invoice # 2025656938		180.85
201-5970600	Invoice # 2025669638		14.20
201-5970600	Invoice # 2025729916		117.46
201-5970600	Invoice # 0000136494		111.77
201-5970600	Invoice # 2025723401		544.96
201-5970600	Invoice # 2025715048		260.44
201-5970600	Invoice # 2025677190		54.30
201-5970600	Invoice # 2025711646		43.01
201-5970600	Invoice # 2025705718		85.12
201-5970600	Invoice # 2025705661		503.79
201-5970600	Invoice # 2025701587		248.60
BAKER & TAYLOR	10977	04/20/11	8,162.82
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5960990	Invoice # 2025599273	1.41	
201-5960990	Invoice # 2025612155	0.32	
201-5960990	Invoice # 2025612153	16.40	
201-5960990	Invoice # 2025612080	2.48	
201-5960990	Invoice # 2025599065	6.86	
201-5960990	Invoice # 2025603628	4.48	
201-5960990	Invoice # 2025599286	3.83	
201-5960990	Invoice # 2025599222	4.92	
201-5960990	Invoice # 2025603651	1.94	
201-5960990	Invoice # 2025608194	4.33	
201-5960990	Invoice # 2025606948	9.93	
201-5960990	Invoice # 2025606947	9.41	
201-5960990	Invoice # 2025608092	9.12	
201-5960990	Invoice # 2025633558	1.29	
201-5960990	Invoice # 2025646683	2.35	
201-5960990	Invoice # 2025639025	3.36	
201-5960990	Invoice # 2025639021	3.57	
201-5960990	Invoice # 2025634998	19.68	
201-5960990	Invoice # 2025635113	4.80	
201-5960990	Invoice # 2025638979	1.73	
201-5960990	Invoice # 2025640968	2.24	
201-5960990	Invoice # 2025639011	1.41	
201-5960990	Invoice # 2025635045	6.72	
201-5960990	Invoice # 2025639278	3.18	

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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2025635102		.13.24
201-5960990	Invoice # 2025635307		11.20
201-5960990	Invoice # 5011315037		7.04
201-5960990	Invoice # 2025614689		2.46
201-5960990	Invoice # 2025623753		1.24
201-5960990	Invoice # 2025617212		6.39
201-5960990	Invoice # 2025623732		4.44
201-5960990	Invoice # 2025623491		5.93
201-5960990	Invoice # 2025623673		0.32
201-5960990	Invoice # 2025623665		0.47
201-5960990	Invoice # 2025623635		4.30
201-5960990	Invoice # 2025623754		2.82
201-5960990	Invoice # 2025623199		15.12
201-5960990	Invoice # 2025631686		9.12
201-5960990	Invoice # 2025632037		22.40
201-5960990	Invoice # 2025634979		30.35
201-5960990	Invoice # 2025686790		3.83
201-5960990	Invoice # 2025686779		1.11
201-5960990	Invoice # 2025686802		2.31
201-5960990	Invoice # 2025686654		14.24
201-5960990	Invoice # 2025693065		5.60
201-5960990	Invoice # 2025685118		11.10
201-5960990	Invoice # 2025681998		13.87
201-5960990	Invoice # 2025685040		3.36
201-5960990	Invoice # 2025681909		6.20
201-5960990	Invoice # 2025684913		4.48
201-5960990	Invoice # 2025681623		2.82
201-5960990	Invoice # 2025681844		4.48
201-5960990	Invoice # 2025693313		11.99
201-5960990	Invoice # 2025686811		1.24
201-5960990	Invoice # 2025693355		3.07
201-5960990	Invoice # 2025697932		4.31
201-5960990	Invoice # 2025697193		7.38
201-5960990	Invoice # 2025697710		4.96
201-5960990	Invoice # 2025697437		4.95
201-5960990	Invoice # 2025697590		2.35
201-5960990	Invoice # 2025711143		2.48
201-5960990	Invoice # 2025705732		8.96
201-5960990	Invoice # 2025705418		14.20
201-5960990	Invoice # 2025705405		8.24
201-5960990	Invoice # 2025711130		4.46
201-5960990	Invoice # 2025701501		51.41
201-5960990	Invoice # 2025705412		50.36
201-5960990	Invoice # 2025569319		6.27
201-5970600	Invoice # 2025599273		20.85
201-5970600	Invoice # 2025612155		2.38
201-5970600	Invoice # 2025612153		373.47
201-5970600	Invoice # 2025612080		28.38
201-5970600	Invoice # 2025599065		64.72
201-5970600	Invoice # 2025603628		39.69
201-5970600	Invoice # 2025599286		52.41
201-5970600	Invoice # 2025599222		9.55
201-5970600	Invoice # 2025603651		22.69
201-5970600	Invoice # 2025608194		38.54
201-5970600	Invoice # 2025606948		105.85
201-5970600	Invoice # 2025606947		131.64
201-5970600	Invoice # 2025608092		128.10
201-5970600	Invoice # 2025633558		259.61
201-5970600	Invoice # 2025646683		69.29
201-5970600	Invoice # 2025639025		35.26
201-5970600	Invoice # 2025639021		42.57
201-5970600	Invoice # 2025634998		57.37
201-5970600	Invoice # 2025635113		64.17

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Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2025638979		25.28
201-5970600	Invoice # 2025640968		27.11
201-5970600	Invoice # 2025639011		31.33
201-5970600	Invoice # 2025635045		94.19
201-5970600	Invoice # 2025639278		70.20
201-5970600	Invoice # 2025635102		286.99
201-5970600	Invoice # 2025635307		157.28
201-5970600	Invoice # 5011315037		361.18
201-5970600	Invoice # 2025614689		4.77
201-5970600	Invoice # 2025623753		14.20
201-5970600	Invoice # 2025617212		85.79
201-5970600	Invoice # 2025623732		156.82
201-5970600	Invoice # 2025623491		91.01
201-5970600	Invoice # 2025623673		9.50
201-5970600	Invoice # 2025623665		11.58
201-5970600	Invoice # 2025623635		58.19
201-5970600	Invoice # 2025623754		58.93
201-5970600	Invoice # 2025623198		432.34
201-5970600	Invoice # 2025631686		110.19
201-5970600	Invoice # 2025632037		314.97
201-5970600	Invoice # 2025634979		385.43
201-5970600	Invoice # 2025686790		42.63
201-5970600	Invoice # 2025686779		28.49
201-5970600	Invoice # 2025686802		8.37
201-5970600	Invoice # 2025686654		295.47
201-5970600	Invoice # 2025693065		78.64
201-5970600	Invoice # 2025685118		151.29
201-5970600	Invoice # 2025681998		228.63
201-5970600	Invoice # 2025685040		44.26
201-5970600	Invoice # 2025681909		73.75
201-5970600	Invoice # 2025684913		61.25
201-5970600	Invoice # 2025681623		78.33
201-5970600	Invoice # 2025681844		63.47
201-5970600	Invoice # 2025693313		189.21
201-5970600	Invoice # 2025686811		14.20
201-5970600	Invoice # 2025693355		33.13
201-5970600	Invoice # 2025697932		61.52
201-5970600	Invoice # 2025697193		37.00
201-5970600	Invoice # 2025697710		56.20
201-5970600	Invoice # 2025697437		56.48
201-5970600	Invoice # 2025697590		27.78
201-5970600	Invoice # 2025711143		29.47
201-5970600	Invoice # 2025705732		117.06
201-5970600	Invoice # 2025705418		151.58
201-5970600	Invoice # 2025705405		126.48
201-5970600	Invoice # 2025711130		51.40
201-5970600	Invoice # 2025701501		623.58
201-5970600	Invoice # 2025705412		542.90
201-5970600	Invoice # 2025569319		33.80
BANC OF AMERICA LEASING			
	10983	04/20/11	2,005.00
Account No.	Description	Amount	
201-5930210	Invoice # 011830313	2,005.00	
BANKCARD SERVICES			
	10975	04/20/11	2,612.37
Account No.	Description	Amount	
201-5920202		225.00	
201-5960065		45.93	
201-5960210		631.78	
201-5960990		73.50	
201-5970100		592.12	
201-5970110		229.96	
201-5970620		269.00	

Vendor Name	Chk. No.	Check Date	Amount
201-5970630		545.08	
BOOK PAGE	10984	04/20/11	684.00
Account No. Description		Amount	
201-5970620 Invoice # RC33288		684.00	
BUSINESS MACHINE AGENTS INC	10985	04/20/11	1,350.48
Account No. Description		Amount	
201-5930010 Invoice # IN20605		670.45	
201-5930010 Invoice # IN21593		680.03	
C D W GOVERNMENT INCORPORATED	10986	04/20/11	23.83
Account No. Description		Amount	
202-5980410 Invoice # WWH8343		23.83	
CALLIOPE CONTENT DEVELOPMENT	10987	04/20/11	200.00
Account No. Description		Amount	
201-5960210 Program on May 7, 2011		200.00	
CENTRAL STATES COACH REPAIRS, INC.	10988	04/20/11	2,691.45
Account No. Description		Amount	
201-5930030 Invoice # 09174		2,459.54	
201-5930030 Invoice # 09196		231.91	
CHICAGO DISTRIBUTION CENTER	10989	04/20/11	203.27
Account No. Description		Amount	
201-5960210 Invoice # 6402221		203.27	
CHRIS McBRIEN	10990	04/20/11	350.00
Account No. Description		Amount	
201-5960210 Program on 6/27/11		350.00	
CITY OF DES PLAINES	10991	04/20/11	140.55
Account No. Description		Amount	
201-5970840 Invoice Fuel # 02-11 Dies		60.78	
201-5970850 Invoice Fuel # 02-11 Gas		79.77	
COMPLETE CLEANING COMPANY INC	10992	04/20/11	7,321.00
Account No. Description		Amount	
201-5930320 Invoice # 1273677		7,321.00	
COOPERATIVE COMPUTER SERVICES	10993	04/20/11	6,260.54
Account No. Description		Amount	
201-5920140 Invoice # CCS 2/1/11		4,182.86	
201-5930010 OCLC JED Profile March 11		2,077.68	
D & B	10994	04/20/11	769.50
Account No. Description		Amount	
201-5970600 Invoice # 10091787-01		769.50	
D & B POWER ASSOCIATES INC	10995	04/20/11	2,696.00
Account No. Description		Amount	
201-5930010 Invoice # 022089		2,696.00	
DAILY HERALD	10996	04/20/11	695.00
Account No. Description		Amount	
201-5960210 Invoice # 13752S		695.00	
DELL MARKETING LP	10997	04/20/11	35,061.46
Account No. Description		Amount	
202-5980410 Invoice # XF89X92P8		33,725.25	
202-5980410 Invoice # XF89X3KX3		1,223.43	
202-5980410 Invoice # XF8MD9PW8		112.78	

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Vendor Name	Chk. No.	Check Date	Amount
DEMCO EDUCATIONAL CORP	10998	04/20/11	3,977.19
Account No.	Description	Amount	
201-5970100	Invoice # 4133454	1,056.17	
201-5970100	Invoice # 4133884	1,490.07	
201-5970900	Invoice # 4136995	1,430.95	
FEDERAL EXPRESS	10999	04/20/11	29.65
Account No.	Description	Amount	
201-5970260	Invoice # 7-418-73810	29.65	
FREMONT PUBLIC LIBRARY	11000	04/20/11	87.00
Account No.	Description	Amount	
201-5960210	Brochures	87.00	
GALE	11001	04/20/11	1,404.35
Account No.	Description	Amount	
201-5970600	Invoice # 17116383	592.80	
201-5970600	Invoice # 17114049	319.20	
201-5970600	Invoice # 17118614	112.10	
201-5970600	Invoice # 17118751	112.10	
201-5970600	Invoice # 17131454	268.15	
GARVEY'S OFFICE PRODUCTS	11002	04/20/11	135.58
Account No.	Description	Amount	
201-5970100	Invoice # PINV261764	34.89	
201-5970100	Invoice # PINV250889	100.69	
GOVCONNECTION INC	11003	04/20/11	614.19
Account No.	Description	Amount	
201-5930010	Invoice # 47647662	614.19	
HELEN FROST	11004	04/20/11	1,560.00
Account No.	Description	Amount	
201-5960210	Presentations on 4/27&28	1,560.00	
HELEN GALLAGHER	11005	04/20/11	265.00
Account No.	Description	Amount	
201-5960210	Program on 4/21/11	265.00	
HIGHSMITH	11006	04/20/11	25.52
Account No.	Description	Amount	
201-5970100	Invoice # 1017033992	11.84	
201-5970100	Invoice # 1017050174	13.68	
IMAGING OFFICE SYSTEMS, INC.	11007	04/20/11	1,495.47
Account No.	Description	Amount	
201-5930010	Invoice # CONT006258	1,495.47	
INNOVATION EXPERTS	11008	04/20/11	7,410.00
Account No.	Description	Amount	
201-5970600	Inv # GVRLPUB201062-484	7,410.00	
INTERIOR TROPICAL GARDENS INC	11009	04/20/11	170.00
Account No.	Description	Amount	
201-5960990	Invoice # 46402	85.00	
201-5960990	Invoice # 46605	85.00	
JOHN LAVALIE	11010	04/20/11	53.84
Account No.	Description	Amount	
201-5960070	Expense Reimbursement	53.84	
KLEIN, THORPE & JENKINS, LTD.	11011	04/20/11	1,671.59

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
<b>Account No.</b> 201-5920100	<b>Description</b> Statement # 151919	<b>Amount</b> 1,671.59	
LAUTERBACH & AMEN, LLP.	11012	04/20/11	1,765.00
<b>Account No.</b> 201-5920110	<b>Description</b> Invoice No. 20450	<b>Amount</b> 1,390.00	
201-5920110	invoice No. 20120	375.00	
LEXICON MARKETING, LLC	11013	04/20/11	214.00
<b>Account No.</b> 201-5970600	<b>Description</b> Invoice # S110385	<b>Amount</b> 214.00	
MARSHALL PUBLIC LIBRARY	11014	04/20/11	7.99
<b>Account No.</b> 201-5970600	<b>Description</b> Invoice # 031011	<b>Amount</b> 7.99	
MENARDS	11015	04/20/11	39.18
<b>Account No.</b> 201-5970170	<b>Description</b> Invoice # 12810	<b>Amount</b> 39.18	
MIDWEST FIRE PUMP TESTING SERVICE	11016	04/20/11	595.00
<b>Account No.</b> 201-5930020	<b>Description</b> Invoice # 11110	<b>Amount</b> 595.00	
MIDWEST TAPE	10978	04/20/11	8,327.39
<b>Account No.</b> 201-5960990	<b>Description</b> Invoice # 6286594	<b>Amount</b> 4.50	
201-5960990	Invoice # 6271103	14.50	
201-5960990	Invoice # 6276738	45.85	
201-5960990	Invoice # 6276739	26.15	
201-5960990	Invoice # 6276740	34.45	
201-5960990	Invoice # 6276742	2.85	
201-5960990	Invoice # 6276741	2.85	
201-5960990	Invoice # 6280536	2.85	
201-5960990	Invoice # 6280535	2.85	
201-5960990	Invoice # 6280537	8.55	
201-5960990	Invoice # 6280534	11.65	
201-5960990	Invoice # 6271104	5.70	
201-5960990	Invoice # 6271106	5.95	
201-5960990	Invoice # 6286598	8.55	
201-5960990	Invoice # 6282405	19.25	
201-5960990	Invoice # 6282406	3.85	
201-5960990	Invoice # 6282407	7.70	
201-5960990	Invoice # 6282408	3.85	
201-5960990	Invoice # 6293593	3.85	
201-5960990	Invoice # 6293592	3.85	
201-5960990	Invoice # 6293590	30.80	
201-5960990	Invoice # 6293019	3.85	
201-5960990	Invoice # 6287811	7.95	
201-5960990	Invoice # 6299694	7.70	
201-5960990	Invoice # 6293020	3.85	
201-5960990	Invoice # 6293021	11.55	
201-5960990	Invoice # 6299167	7.70	
201-5960990	Invoice # 6306867	3.85	
201-5960990	Invoice # 6299168	50.30	
201-5960990	Invoice # 6276726	11.25	
201-5960990	Invoice # 6276725	20.45	
201-5960990	Invoice # 6276734	9.00	
201-5960990	Invoice # 6276732	11.95	
201-5960990	Invoice # 6276736	18.00	
201-5960990	Invoice # 6271100	6.95	
201-5960990	Invoice # 6271098	9.00	
201-5960990	Invoice # 6276728	15.95	



Des Plaines Public Library  
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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6271102		2.25
201-5960990	Invoice # 6271093		4.50
201-5960990	Invoice # 6276729		2.25
201-5960990	Invoice # 6276735		0.00
201-5960990	Invoice # 6276733		27.60
201-5960990	Invoice # 6276730		13.50
201-5960990	Invoice # 6271099		6.95
201-5960990	Invoice # 6271091		13.70
201-5960990	Invoice # 6271092		15.75
201-5960990	Invoice # 6271095		22.90
201-5960990	Invoice # 6271096		13.70
201-5960990	Invoice # 6280533		4.50
201-5960990	Invoice # 6280520		4.70
201-5960990	Invoice # 6280519		4.50
201-5960990	Invoice # 6280521		2.25
201-5960990	Invoice # 6280530		9.00
201-5960990	Invoice # 6280524		2.25
201-5960990	Invoice # 6280531		4.50
201-5960990	Invoice # 6280527		13.50
201-5960990	Invoice # 6280528		18.40
201-5960990	Invoice # 6271094		2.25
201-5960990	Invoice # 6276727		2.25
201-5960990	Invoice # 6271101		2.25
201-5960990	Invoice # 6276731		13.50
201-5960990	Invoice # 6271105		5.70
201-5960990	Invoice # 6271107		5.95
201-5960990	Invoice # 6286592		9.00
201-5960990	Invoice # 6286587		9.00
201-5960990	Invoice # 6286588		2.25
201-5960990	Invoice # 6286589		11.25
201-5960990	Invoice # 6286590		4.50
201-5960990	Invoice # 6286591		13.50
201-5960990	Invoice # 6286593		11.65
201-5960990	Invoice # 6286595		2.25
201-5960990	Invoice # 6286596		4.50
201-5960990	Invoice # 6286597		2.25
201-5960990	Invoice # 6280529		27.00
201-5960990	Invoice # 6280525		4.50
201-5960990	Invoice # 6280526		2.25
201-5960990	Invoice # 6280518		9.00
201-5960990	Invoice # 6280522		2.25
201-5960990	Invoice # 6280532		4.50
201-5970600	Invoice # 6286594		44.98
201-5970610	Invoice # 6252887		32.07
201-5970610	Invoice # 6451734		59.98
201-5970610	Invoice # 2456594		186.95
201-5970610	Invoice # 2456595		203.97
201-5970610	Invoice # 2456592		69.98
201-5970610	Invoice # 2456593		67.98
201-5970610	Invoice # 2458505		86.98
201-5970610	Invoice # 2464790		77.98
201-5970610	Invoice # 2464788		184.94
201-5970610	Invoice # 2464789		29.99
201-5970610	Invoice # 2464791		79.99
201-5970610	Invoice # 2471700		51.99
201-5970610	Invoice # 2471698		77.98
201-5970610	Invoice # 2471699		154.96
201-5970610	Invoice # 2478327		29.99
201-5970610	Invoice # 2478325		39.99
201-5970610	Invoice # 2478326		44.99
201-5970610	Invoice # 2451733		64.98
201-5970610	Invoice # 2451732		78.98
201-5970610	Invoice # 6271103		80.94

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970610	Invoice # 6276738		176.84
201-5970610	Invoice # 6276739		113.91
201-5970610	Invoice # 6276740		151.23
201-5970610	Invoice # 6276742		11.24
201-5970610	Invoice # 6276741		12.74
201-5970610	Invoice # 6280536		12.74
201-5970610	Invoice # 6280535		9.74
201-5970610	Invoice # 6280537		38.97
201-5970610	Invoice # 6280534		55.46
201-5970610	Invoice # 6271104		24.13
201-5970610	Invoice # 6271106		21.73
201-5970610	Invoice # 6286598		34.92
201-5970610	Invoice # 6282405		68.96
201-5970610	Invoice # 6282406		14.24
201-5970610	Invoice # 6282407		13.48
201-5970610	Invoice # 6282408		12.74
201-5970610	Invoice # 6293593		12.74
201-5970610	Invoice # 6293592		9.74
201-5970610	Invoice # 6293590		98.92
201-5970610	Invoice # 6293019		12.74
201-5970610	Invoice # 6287811		22.48
201-5970610	Invoice # 6299694		24.73
201-5970610	Invoice # 6293020		8.99
201-5970610	Invoice # 6293021		25.47
201-5970610	Invoice # 6299167		26.98
201-5970610	Invoice # 6306867		8.99
201-5970610	Invoice # 6299168		123.77
201-5970630	Invoice # 6257350		155.13
201-5970630	Invoice # 6276737		71.23
201-5970630	Invoice # 6280523		89.99
201-5970630	Invoice # 6251723		71.23
201-5970630	Invoice # 6293587		29.99
201-5970630	Invoice # 6287809		37.49
201-5970630	Invoice # 6299686		14.99
201-5970630	Invoice # 6306865		22.49
201-5970630	Invoice # 6299160		59.99
201-5970630	Invoice # 6276726		51.70
201-5970630	Invoice # 6276725		122.15
201-5970630	Invoice # 6276734		48.71
201-5970630	Invoice # 6276732		94.44
201-5970630	Invoice # 6276736		170.17
201-5970630	Invoice # 6271100		119.96
201-5970630	Invoice # 6271098		74.96
201-5970630	Invoice # 6276728		202.93
201-5970630	Invoice # 6271102		18.74
201-5970630	Invoice # 6271093		14.98
201-5970630	Invoice # 6276729		22.49
201-5970630	Invoice # 6276735		67.49
201-5970630	Invoice # 6276733		302.10
201-5970630	Invoice # 6276730		194.18
201-5970630	Invoice # 6271099		33.72
201-5970630	Invoice # 6271091		71.19
201-5970630	Invoice # 6271092		77.92
201-5970630	Invoice # 6271095		282.90
201-5970630	Invoice # 6271096		116.19
201-5970630	Invoice # 6280533		37.48
201-5970630	Invoice # 6280520		29.98
201-5970630	Invoice # 6280519		56.98
201-5970630	Invoice # 6280521		20.99
201-5970630	Invoice # 6280530		86.96
201-5970630	Invoice # 6280524		23.24
201-5970630	Invoice # 6280531		44.98
201-5970630	Invoice # 6280527		89.19

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Vendor Name	Chk. No.	Check Date	Amount
201-5970630	Invoice # 6280528		164.17
201-5970630	Invoice # 6271094		22.49
201-5970630	Invoice # 6276727		11.24
201-5970630	Invoice # 6271101		14.99
201-5970630	Invoice # 6276731		209.18
201-5970630	Invoice # 6271105		22.48
201-5970630	Invoice # 6271107		26.98
201-5970630	Invoice # 6286592		86.96
201-5970630	Invoice # 6286587		86.96
201-5970630	Invoice # 6286588		29.99
201-5970630	Invoice # 6286589		101.95
201-5970630	Invoice # 6286590		25.48
201-5970630	Invoice # 6286591		89.94
201-5970630	Invoice # 6286593		164.93
201-5970630	Invoice # 6286595		18.74
201-5970630	Invoice # 6286596		44.98
201-5970630	Invoice # 6286597		18.74
201-5970630	Invoice # 6280529		270.63
201-5970630	Invoice # 6280525		39.73
201-5970630	Invoice # 6280526		18.74
201-5970630	Invoice # 6280518		92.96
201-5970630	Invoice # 6280522		18.74
201-5970630	Invoice # 6280532		29.98

## MIDWEST TAPE

10979

04/20/11

6,197.93

Account No.	Description	Amount
201-5960990	Invoice # 6271097	11.25
201-5960990	Invoice # 6293578	16.25
201-5960990	Invoice # 6293579	6.50
201-5960990	Invoice # 6293575	3.45
201-5960990	Invoice # 6293589	3.45
201-5960990	Invoice # 6293588	3.25
201-5960990	Invoice # 6293586	13.00
201-5960990	Invoice # 6293585	6.50
201-5960990	Invoice # 6293581	6.50
201-5960990	Invoice # 6293580	6.70
201-5960990	Invoice # 6293577	26.00
201-5960990	Invoice # 6293576	3.25
201-5960990	Invoice # 6293574	3.25
201-5960990	Invoice # 6293582	6.50
201-5960990	Invoice # 6293583	16.25
201-5960990	Invoice # 6293584	22.75
201-5960990	Invoice # 6282399	16.25
201-5960990	Invoice # 6282396	26.40
201-5960990	Invoice # 6282395	3.25
201-5960990	Invoice # 6282392	6.70
201-5960990	Invoice # 6282398	6.50
201-5960990	Invoice # 6282394	26.00
201-5960990	Invoice # 6282391	3.25
201-5960990	Invoice # 6282403	3.25
201-5960990	Invoice # 6282390	3.25
201-5960990	Invoice # 6282401	13.00
201-5960990	Invoice # 6282400	19.50
201-5960990	Invoice # 6282402	3.25
201-5960990	Invoice # 6293015	39.20
201-5960990	Invoice # 6293016	13.00
201-5960990	Invoice # 6293017	45.70
201-5960990	Invoice # 6293013	26.40
201-5960990	Invoice # 6293014	16.25
201-5960990	Invoice # 6293009	3.25
201-5960990	Invoice # 6293012	13.20
201-5960990	Invoice # 6293018	3.45
201-5960990	Invoice # 6293010	13.00

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6287808		3.25
201-5960990	Invoice # 6293011		3.25
201-5960990	Invoice # 6287810		3.25
201-5960990	Invoice # 6287803		36.55
201-5960990	Invoice # 6287804		3.45
201-5960990	Invoice # 6287807		23.15
201-5960990	Invoice # 6287806		9.75
201-5960990	Invoice # 6287802		3.25
201-5960990	Invoice # 6287805		9.75
201-5960990	Invoice # 6302558		9.75
201-5960990	Invoice # 6302560		22.75
201-5960990	Invoice # 6302559		6.50
201-5960990	Invoice # 6299691		3.45
201-5960990	Invoice # 6299692		19.50
201-5960990	Invoice # 6302556		32.50
201-5960990	Invoice # 6302557		13.00
201-5960990	Invoice # 6299682		13.00
201-5960990	Invoice # 6299683		6.50
201-5960990	Invoice # 6299684		3.45
201-5960990	Invoice # 6299687		13.00
201-5960990	Invoice # 6299688		3.25
201-5960990	Invoice # 6299689		3.45
201-5960990	Invoice # 6299690		3.25
201-5960990	Invoice # 6299693		3.25
201-5960990	Invoice # 6299681		3.25
201-5960990	Invoice # 6299164		22.95
201-5960990	Invoice # 6299165		6.50
201-5960990	Invoice # 6299166		13.00
201-5960990	Invoice # 6306861		3.25
201-5960990	Invoice # 6306862		16.25
201-5960990	Invoice # 6306863		3.25
201-5960990	Invoice # 6306866		3.25
201-5960990	Invoice # 6299161		3.25
201-5960990	Invoice # 6299162		13.20
201-5960990	Invoice # 6299163		48.95
201-5960990	Invoice # 6306864		3.25
201-5970630	Invoice # 6271097		89.95
201-5970630	Invoice # 6293578		89.95
201-5970630	Invoice # 6293579		39.73
201-5970630	Invoice # 6293575		37.49
201-5970630	Invoice # 6293589		22.49
201-5970630	Invoice # 6293588		18.74
201-5970630	Invoice # 6293586		68.96
201-5970630	Invoice # 6293585		160.45
201-5970630	Invoice # 6293581		38.98
201-5970630	Invoice # 6293580		44.23
201-5970630	Invoice # 6293577		179.92
201-5970630	Invoice # 6293576		18.74
201-5970630	Invoice # 6293574		22.99
201-5970630	Invoice # 6293582		41.98
201-5970630	Invoice # 6293583		59.20
201-5970630	Invoice # 6293584		146.18
201-5970630	Invoice # 6282399		78.70
201-5970630	Invoice # 6282396		326.16
201-5970630	Invoice # 6282395		22.49
201-5970630	Invoice # 6282392		44.98
201-5970630	Invoice # 6282398		35.98
201-5970630	Invoice # 6282394		133.42
201-5970630	Invoice # 6282391		9.74
201-5970630	Invoice # 6282403		18.74
201-5970630	Invoice # 6282390		14.99
201-5970630	Invoice # 6282401		77.21
201-5970630	Invoice # 6282400		67.44

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Vendor Name	Chk. No.	Check Date	Amount
201-5970630	Invoice # 6282402		22.49
201-5970630	Invoice # 6293015		182.11
201-5970630	Invoice # 6293016		39.71
201-5970630	Invoice # 6293017		251.85
201-5970630	Invoice # 6293013		340.36
201-5970630	Invoice # 6293014		71.96
201-5970630	Invoice # 6293009		11.24
201-5970630	Invoice # 6293012		52.46
201-5970630	Invoice # 6293018		31.99
201-5970630	Invoice # 6293010		78.71
201-5970630	Invoice # 6287808		7.49
201-5970630	Invoice # 6293011		11.24
201-5970630	Invoice # 6287810		5.24
201-5970630	Invoice # 6287803		194.89
201-5970630	Invoice # 6287804		29.99
201-5970630	Invoice # 6287807		125.18
201-5970630	Invoice # 6287806		52.47
201-5970630	Invoice # 6287802		9.74
201-5970630	Invoice # 6287805		43.47
201-5970630	Invoice # 6302558		65.22
201-5970630	Invoice # 6302560		154.43
201-5970630	Invoice # 6302559		25.48
201-5970630	Invoice # 6299691		56.23
201-5970630	Invoice # 6299692		131.94
201-5970630	Invoice # 6302556		220.40
201-5970630	Invoice # 6302557		70.46
201-5970630	Invoice # 6299682		89.96
201-5970630	Invoice # 6299683		34.48
201-5970630	Invoice # 6299684		22.49
201-5970630	Invoice # 6299687		89.96
201-5970630	Invoice # 6299688		22.49
201-5970630	Invoice # 6299689		22.49
201-5970630	Invoice # 6299690		12.74
201-5970630	Invoice # 6299693		18.74
201-5970630	Invoice # 6299681		11.24
201-5970630	Invoice # 6299164		110.17
201-5970630	Invoice # 6299165		12.73
201-5970630	Invoice # 6299166		49.46
201-5970630	Invoice # 6306861		20.99
201-5970630	Invoice # 6306862		105.70
201-5970630	Invoice # 6306863		22.49
201-5970630	Invoice # 6306866		18.74
201-5970630	Invoice # 6299161		18.74
201-5970630	Invoice # 6299162		131.93
201-5970630	Invoice # 6299163		319.32
201-5970630	Invoice # 6306864		14.99
MIRIAM POLLACK & ASSOCIATES	11017	04/20/11	4,000.00
Account No.	Description	Amount	
201-5920110	Invoice # 512	4,000.00	
NATIONAL INQUIRER	11018	04/20/11	101.40
Account No.	Description	Amount	
201-5970620	Subscriptions	101.40	
NORMAN ELECTRICAL CONSTRUCTION	11019	04/20/11	85.00
Account No.	Description	Amount	
201-5930020	Invoice # 21493	85.00	
OFFICE DEPOT	11020	04/20/11	569.81
Account No.	Description	Amount	
201-5970100	Invoice # 555857347001	531.45	
201-5970100	Invoice # 552782311001	38.36	

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
OUTSOURCE SOLUTIONS GROUP	11021	04/20/11	30,722.88
Account No.		Description	Amount
201-5930010		Invoice # 11622	2,861.25
201-5960990		Invoice # 11798	27,083.33
201-5960990		Invoice # 11799	280.00
201-5960990		Invoice # 11682	498.30
PENNSYLVANIA COLLEGE OF TECH	11022	04/20/11	31.00
Account No.		Description	Amount
201-5970600			31.00
PESCHE'S INC	11023	04/20/11	67.99
Account No.		Description	Amount
201-5970100		Reference # 544441	67.99
PITNEY BOWES	11024	04/20/11	164.00
Account No.		Description	Amount
201-5930210		Invoice # 9954034-MR1	164.00
PRESTIGE DISTRIBUTION, INC.	11025	04/20/11	568.75
Account No.		Description	Amount
201-5970170		Invoice # 3978	568.75
PRESTIGE DISTRIBUTION, INC.	11026	04/20/11	571.60
Account No.		Description	Amount
201-5970170		Invoice # 3952	24.10
201-5970170		Invoice # 3928	547.50
PROGRAM ONE PROF BUILDING SERVICE	11027	04/20/11	735.00
Account No.		Description	Amount
201-5930320		Invoice # 32122	735.00
PROQUEST LLC	11028	04/20/11	820.00
Account No.		Description	Amount
201-5970640		Renewal # US1644260	820.00
PURCHASE POWER	11029	04/20/11	1,632.76
Account No.		Description	Amount
201-5970260			1,632.76
RANDOM HOUSE INCORPORATED	11030	04/20/11	125.00
Account No.		Description	Amount
201-5970610		Invoice # 1081025411	45.00
201-5970610		Invoice # 1081077323	40.00
201-5970610		Invoice # 1081227713	40.00
RECORD INFORMATION SERVICES INC	11031	04/20/11	621.00
Account No.		Description	Amount
201-5970640		Invoice # 28808	621.00
RECORDED BOOKS, LLC	11032	04/20/11	508.80
Account No.		Description	Amount
201-5970610		Order # 74136859	7.95
201-5970610		Order # 74093500	445.25
201-5970610		Order # 74136852	55.60
REDHAWK SECURITY SYSTEMS, INC.	11033	04/20/11	76.32
Account No.		Description	Amount
201-5960990		Invoice # 16621 RX	76.32
SCHOLASTIC LIBRARY PUBLISHING	11034	04/20/11	4,326.00
Account No.		Description	Amount

1313

All Checkbooks  
March 2011Des Plaines Public Library  
Vendor Checks ReportDESPLANSLIB  
Page 16

Vendor Name	Chk. No.	Check Date	Amount
201-5970640 Invoice # 11361445		4,326.00	
SOMETHING FISHY INC	11035	04/20/11	1,440.00
Account No. Description		Amount	
201-5960990 Invoice # 0128		1,440.00	
STEVE FRENZEL	11036	04/20/11	225.00
Account No. Description		Amount	
201-5960210 Presentation 7/12/2011		225.00	
THE BATTLEFIELD BALLADEERS	11037	04/20/11	350.00
Account No. Description		Amount	
201-5960210 "Songs of the Civil War"		350.00	
UNITED BUSINESS SOLUTIONS	11038	04/20/11	1,510.71
Account No. Description		Amount	
201-5930010 Invoice # 056980		215.75	
201-5930010 Invoice # 056979		241.93	
201-5930010 Invoice # 89041A		11.80	
201-5930010 Invoice # 056993		0.92	
201-5930010 Invoice # 056985		985.91	
201-5930010 Invoice # 056995		7.16	
201-5970100 Invoice # 89350A		11.86	
201-5970100 Invoice # 88888A		11.80	
201-5970100 Invoice # 88906A		11.80	
201-5970100 Invoice # 88787A		11.78	
VALUE LINE PUBLISHING INCORPORATE	11039	04/20/11	4,200.00
Account No. Description		Amount	
201-5970640 Subscription 4/11 to 4/12		4,200.00	
VENMILL INDUSTRIES INC.	11040	04/20/11	51.00
Account No. Description		Amount	
201-5970100 Invoice # 34434		51.00	
VIKING PLUMBING SERVICES, LLC	11041	04/20/11	2,400.00
Account No. Description		Amount	
201-5930010 Job# 2839, Invoice # 3316		2,400.00	
WASTE MANAGEMENT	11042	04/20/11	144.90
Account No. Description		Amount	
201-5930490 Inv # 4328762-2008-3		144.90	
WASTE MANAGEMENT	11043	04/20/11	376.42
Account No. Description		Amount	
201-5930490 Inv # 2346444-2008-0		376.42	
WORLD BOOK INCORPORATED	11044	04/20/11	3,196.00
Account No. Description		Amount	
201-5970600 Invoice # WBE1423986		3,196.00	
WT COX SUBSCRIPTIONS	11045	04/20/11	268.00
Account No. Description		Amount	
201-5970620 Account # 2056192		231.00	
201-5970620		37.00	
		Subtotal	<u>194,220.14</u>
		TOTAL	<u>202,264.41</u>







- Progress Report
- Response Requested by \_\_\_\_\_
- Board Action Required 03/15/2011

BOARD OF TRUSTEES  
Minutes of the Planning Committee Meeting  
March 15, 2011

Chair: George Magerl.  
Present: John Robinson, Dion Kendrick, George Magerl, Eugene Fregetto, Holly Richards Sorensen, Carol Kidd, Jo Bonell, Roberta Johnson, Susan Farid, Stephanie Spetter, Gary Valente.

Call to Order: 6:00p.m. by George Magerl.

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

Holly Richards Sorensen distributed the Strategic Plan document prepared by Miriam Pollack who facilitated the January board planning retreat and the Strategic Plan goals revised by staff for 2011 – 2013.

The committee discussed the Strategic Plan goals prepared by library staff and asked that the number of goals be reduced. Trustee Fregetto suggested that library staff conduct a survey of the residents of Des Plaines to gather information about what services the community wants the library to provide. Trustee Kendrick suggested that goals 3, 6 and 7 be eliminated because these are continuing goals and a constant in any organization. The committee wants the Strategic Plan to emphasis networking and lifelong learning.

MOTION by John Robinson, seconded by Dion Kendrick, to consolidate the goals of the Strategic Plan to three or four goals with the emphasize on networking and lifelong learning. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Dion Kendrick, seconded by John Robinson, to adjourn the meeting.

The meeting adjourned at 6:57 p.m.

Minutes prepared by Carol Kidd

FRIENDS OF THE ROUNDTABLE  
MARCH 22, 2011

Membership Committee reported 15 renewals and 1 new member. Renewal forms and envelopes were sent with the Friends March mailing to those whose memberships were due to expire.

The on-going Book Shelf sales continue to do well. The Spring 2011 Book Sale will open Friday 6-9 pm for members only. Saturday, April 2, 9:30 am to 4 pm. Sunday, April 3, 1 to 5 pm. Schools can come Monday 9 to 10:30 am for free books. Reading Tree comes on Monday at 11 am to pick up the books left over. Citizens on Patrol will be on hand during sale hours.

The Weavermania program on Sunday, March 20 was very well attended as were the Neveryly Brothers in February.

The Library will give 100 bags, 4 lightly used adult croquet sets and 1 child's croquet set, a DVD player and an early E-reader to the Friends to sell at their Book Sale. The bags, DVD player and the e-Readers were freebies to the library.

The Adult Summer Reading Program will be "Imagine" all 4 corners of the world. They requested \$400 to use to buy 16 \$25 gift cards to local restaurants to be awarded at the conclusion of the Reading Program.

The Youth department Summer Reading Program is "Midsummer Knights Dream". To begin the program they requested up to \$1000 for library card holders to be given to the readers at the beginning of the program. Local restaurants will give coupons at the middle of the program. Up to \$6000 was requested for T-shirts to be given at the end of the program.

The kick-off for the "Summer Fling" (formerly the Taste of Des Plaines) will be Saturday, June 4 from 1-4 pm. \$1999 is requested to cover the costs of crafts, face painter, balloon artist and a roving minstrel. This will be discussed at the April meeting.

MARCH

19317

*Handwritten signature or initials*



# Des Plaines Public Library

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

TO: Library Board of Trustees

FROM: Holly Richards Sorensen, Library Director *HRS*

SUBJECT: Background on March agenda items.

DATE: March 10, 2011

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The following is information to help you prepare for the discussion at our meeting on March 15 on various agenda items.

## VIII. New Business

- A. **Approve Payment of Vendor Checks Report - \$272,172.90. [Action Item]**
- B. **Planning Committee Report – Susan Moylan Krey. [Action Item]**  
The Planning Committee will meet before the board meeting to discuss the 2011-2013 Strategic Plan.
- C. **Approve Workstation Replacements. [Action Item]**  
Explanation attached.
- D. **Mobile Library Update.**  
The Mobile Library was out of service due to mechanical failure. It is now back in service. I will give a report on repairs to the Mobile Library at Tuesday's board meeting.
- E. **Wifi Use in the Library.**  
I will report on a letter the library received from Voltage Pictures, LLC, about a copyright infringement on the movie "The Hurt Locker."

## Workstation Replacements

In 2009 the library adapted a life-cycle policy for its computer hardware. Workstations have been identified to have a four year life-cycle policy. This year, 46 computers are scheduled to be replaced in keeping with the lifecycle policy and to maintain technological usefulness. The workstations to be replaced were purchased in or before May 2007.

The 2011 Budget includes \$44,000 for the purchase of 46 workstations that will be deployed to the staff and public.

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

We request approval of expenditures not to exceed \$36,000 for 46 workstations. We are recommending the Dell workstation.

<b>Desktops</b>		
<b>Vendor</b>	<b>Model</b>	<b>Quote</b>
Dell	Dell Optiplex 780	Unit: \$759.75 Total: 46 Units: \$34,948.68
PCNation	Dell Optiplex 780	Unit: \$802.73 Total: 46 Units: \$36,925.57
CDW-G	HP SB 3000	Unit: \$823.95 Total: 46 Units: \$37,901.75



Des Plaines  
Public Library

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

**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, MARCH 15, 2011**

**7:00 P.M.**

**Conference Room – Second Floor**

**Agenda:**

- **Planning Committee Report**
- **Approve Workstation Replacements**

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 376-2801 to allow the Library to make reasonable accommodations.



DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting  
**March 15, 2011**  
**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 – February 15, 2011.
  - B. Approval of the Minutes of the Finance Committee Meeting – February 15, 2011.
  - C. Acceptance of Financial Reports for February 2011.
  - D. Acceptance of Reports.
    1. Director’s Report – Holly Richards Sorensen.
    2. Friends Report – Myrtle Klebe.
- VIII. New Business.
  - A. Approve Payment of Vendor Checks Report - \$272,172.90. [Action Item]
  - B. Planning Committee Report – Susan Moylan Krey. [Action Item]
  - C. Approve Workstation Replacements. [Action Item]
  - D. Mobile Library Update.
  - E. Wi-Fi Use in the Library.

IX. Announcements.

X. Correspondence.

XI. Other

XII. Adjournment.

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





BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
February 15, 2011

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, February 15, 2011. President George Magerl called the meeting to order at 7:00 p.m.

ROLL CALL.

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

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Jo Bonell, Stephanie Spetter, Susan Farid, Jennifer Delgado.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

MOTION by Dion Kendrick, seconded by Myrtle Klebe, to accept the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson

Alderman Wilson was not in attendance.

CONSENT AGENDA

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

George Magerl asked to pull the Friends Report and the January Financial Report.

George Magerl stated that in the Friends Report the date for Do the Dewey was listed as May 7. Roberta Johnson, Chair of the Do the Dewey Committee, stated that the date for Do the Dewey had been changed to May 7, 2011.

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

George Magerl asked why the account for memberships (920220) was over budget (165.60%) and Holly responded that this expense would be moved to Per Capita Grant as expenditure for 2010.

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

#### NEW BUSINESS

MOTION by Jeff Rozovics, seconded by Susan Moylan Krey, to approve the payment of vendor checks in the amount of \$225,675.72, as listed on the vendor checks report of January 2011 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, Tsalapatani. NAYS: Fregetto. MOTION CARRIED

Jeff Rozovics, Chair of the Finance Committee, gave a report from the Finance Committee meeting. The Committee discussed posting financial reports on the library website and responded to questions from a survey sent to the board by Commissioner Dan Patlak.

MOTION by Committee, to approve posting of the following monthly financial statements to the library website:

- Letter from Lauterbach & Amen, LLP, stating that they have not audited or reviewed the accompanying financial statements
- Treasurer's Report
- Balance Sheet
- Revenue Report
- Expense Report
- Cash Flow Summary

and to have the information removed and replaced each month with updated reports. VOTE: AYES: Moylan Krey, Tsalapatani, Rozovics, Kendrick. NAYS: None. MOTION CARRIED.

MOTION by Committee, to direct Holly Richards Sorensen to draft a letter to Commission Patlak that includes the answers to his questions on The Study of Timely Tax Billing on Taxing District Revenue and to direct Director Sorensen to send a draft of the letter to the members of the Finance Committee for their review and then send the letter to Commissioner Patlak. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Susan Moylan Krey, seconded by Jennifer Tsalapatani, to approve Illinois Public Library Annual Report, as presented. ROLL CALL VOTE. AYES: Fregetto, Kendrick, Klebe, Moylan Krey, Magerl, Mokry, Robinson, Rozovics, Tsalapatani. NAYS: None. MOTION CARRIED.

MOTION by Dion Kendrick, second by John Robinson, to approve payment to 3M Library Systems for Maintenance Agreement in the amount of \$16,956.00, which is a budgeted expense and in the best interest of the Des Plaines Public Library.  
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Dion Kendrick, seconded by John Robinson, to approve "Food for Fines" from April 1 - 16 and donate all food items to the Self-Help Closet and Food Pantry in Des Plaines. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Dion Kendrick, seconded by Steve Mokry, to declare 11 large round beanbag chairs and 5 small square beanbag pillows surplus property and to offer these items to the City of Des Plaines for right of first refusal and if the City of Des Plaines refuses, to offer the beanbag chairs and pillows to Camelot School in Des Plaines. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

#### ANNOUNCEMENTS

President Magerl asked trustees whose term expires in 2011 to write a letter to Mayor Moylan asking either to be reappointed to the board for another three year term or stating that they do not want to remain on the board.

Roberta Johnson, Acting Assistant Director, reported that the date for the fundraiser "Do the Dewey" was changed to Saturday, May 7, 2011. Roberta asked each board member to sell five tickets and to solicit donations for prizes. The next "Dewey" meeting is scheduled for Tuesday, February 22 at 3:00 p.m. in meeting room B.

President Magerl stated that some board members received a letter from the Cook County Treasurer's Office requiring taxing districts to electronically deliver their financial statements and disclosures to the TAE website before April 4, 2011. President Magerl stated that the library is a component unit of the City of Des Plaines and therefore the City of Des Plaines uploads the financial information for the library.

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

Meeting adjourned at 8:40 p.m.

Minutes prepared by Carol Kidd.



- Progress Report
- Response Requested by \_\_\_\_\_
- Board Action Required 02/15/2011

BOARD OF TRUSTEES  
Minutes of the Finance Committee Meeting  
February 15, 2011

Chair: Jeffery Rozovics.

Present: Jeffery Rozovics, Dion Kendrick, Susan Moylan Krey, George Magerl, Myrtle Klebe, Steven Mokry, John Robinson, Jennifer Tsalapatani, Holly Richards Sorensen, Carol Kidd, Jo Bonell, Roberta Johnson, Stephanie Spetter, Jennifer Delgado.

Call to Order: 6:08p.m. by Jeffery Rozovics

Posting Financial Reports on Library Website

The Committee discussed posting the library's monthly financial statements on the library website. Trustee Kendrick asked that the following information be posted on the library's website after board approval at their monthly board meetings and that the information be removed and replaced each month with the updated reports:

- Letter from Lauterbach & Amen, LLP, stating that they have not audited or reviewed the accompanying financial statements
- Treasurer's Report
- Balance Sheet
- Revenue Report
- Expense Report
- Cash Flow Summary

The Committee also asked that the library accountant be asked if they want to include an additional disclaimer for the Cash Flow Summary report. Projections will be prepared by library staff and presented to the Finance Committee for their approval and the approval of the Board of Trustees.

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to approve posting of the following monthly financial statements to the library website:

- Letter from Lauterbach & Amen, LLP, stating that they have not audited or reviewed the accompanying financial statements
- Treasurer's Report
- Balance Sheet
- Revenue Report
- Expense Report
- Cash Flow Summary

and to have the information be removed and replaced each month with updated reports.

VOTE: AYES: Moylan Krey, Tsalapatanis, Rozovics, Kendrick. NAYS: None. MOTION CARRIED.

Responding to "Questions from Commissioner Dan Patlak from the Office of the Board of Review of Cook County Regarding Timely Tax Billing."

Treasurer Rozovics reported that a letter was received from Commissioner Dan Patlak asking the board to respond to questions regarding timely tax billing. The committee discussed the questions, responded and will ask for board approval to return the questionnaire to Commissioner Patlak with the following responses:

1. **What additional costs would your district incur if tax bills are sent to taxpayers on any of the following dates:**

**September 1.**

None

**October 1:**

None

**November 1 or after November 1.**

**\$53,000, includes:**

**Staff cost: \$36,000**

- Planning for Intergovernmental Agreement with the City of Des Plaines to obtain a bank loan.
- Redeveloping the budget due to concerns of late payments.
- Planning to cut services and/or close library due to late payments.
- Communicating reduced services plans to public.

**Legal Fees: \$4,500**

- Drafting and refining Intergovernmental Agreement with the City of Des Plaines to obtain a bank loan.

**Bank loan costs: \$12,500**

- Interest and fees.
- **\$2,000**
- 2010 budgeted reserves were; \$1,296,756. (Calculated at 1% annual interest rate for 60 days.)

**2. What other costs are incurred with delayed taxpayer billing? Are there any additional opportunity costs?****\$400,000, includes:**

- \$100,000 in cancelled Capital Projects improvements and maintenance of our building
- \$300,000. We stopped buying new books, DVDs, music and other new material for the public for five months.

**Total Cost to DPPL if Tax Bills go out Nov 1 or later: \$455,000.**

Based on a history of late payments, we significantly curtailed our 2010 operating budget in anticipation of no tax receipts in the fall of 2010. We were unable to fulfill our mission to provide current material to our public and maintain our building in a safe and pleasant manner. An example of opportunity costs to our patrons would include purchasing a book they would normally have borrowed from the library or the cost of their time waiting for the book to come from another library, multiplied by our 32,000 Des Plaines Public Library cardholders. We strongly believe Cook County should comply with state law requiring property tax payments to be due on March 1<sup>st</sup> and September 1<sup>st</sup>.

Thank you for asking us to participate in this survey. We believe it shows genuine interest in the financial hardships of the taxpayers of Cook County.

The Committee directed Holly Sorensen to draft the letter and email a copy to the finance committee and send to Commissioner Dan Patlak.

MOTION Jennifer Tsalapatani, seconded by Susan Moylan Krey, to direct Holly Richards Sorensen to draft a letter to Commission Patlak that includes the answers to his questions on The Study of Timely Tax Billing on Taxing District Revenue and to direct Director Sorensen to send a draft of the letter to the members of the Finance Committee for their review and then send the letter to Commissioner Patlak. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The Committee discussed changing the format of the Cash Flow Summary and Jeff Rozovics will follow up with the accountants regarding changes to the format of this document.

MOTION by Jennifer Tsalapatani, seconded by Dion Kendrick, to adjourn the meeting.

The meeting adjourned at 6:59 p.m.

Minutes prepared by Carol Kidd

March 8, 2011

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 February 28, 2011 and the related statements of revenues, expenditures and changes in fund balance for the one month and the two 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 February 28, 2011

<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>5,252.35</u>
	<u>5,252.35</u>
201-1102015 - First Midwest Operating #8100292260	287,407.77
202-1102015 - First Midwest Operating #8100292260	7,396.82
	<u>294,804.59</u>
201-1102028 - Cash Library Donations	<u>22,105.72</u>
	<u>22,105.72</u>
201-1102073 - Cash IL - Epay #151600222104	<u>10,193.98</u>
202-1102076 - IL Funds - Library # 151600221288	3.59
	<u>3.59</u>
201-1102078 - Cash IL - Epay Library	<u>3,869.35</u>
201-1102079 - IL Funds - 151600222591	1,490,664.96
202-1102079 - IL Funds - 151600222591	128,382.50
	<u>1,619,047.46</u>
201-1104006 - Investments - Certificates of Deposit	<u>102,680.60</u>
<b>Total Invested</b>	<u><u>2,060,417.31</u></u>

March 8, 2011

## Des Plaines Public Library Balance Sheet as of February 28, 2011

	<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	44,645.03	(39,392.68)	5,252.35
1102015 - First Midwest Operating #8100292260	201,655.27	85,752.50	287,407.77
1102028 - Cash Library Donations	22,103.88	1.84	22,105.72
1102073 - Cash IL - Epay 151600008073	8,094.06	2,099.92	10,193.98
1102078 - Cash IL - Epay Library	2,702.01	1,167.34	3,869.35
1102079 - IL Funds - 151600222591	1,909,730.98	(419,066.02)	1,490,664.96
1104006 - Investments - Certificates of Deposit	102,593.99	86.61	102,680.60
1118000 - Receivable - Property Taxes	<u>6,599,703.00</u>	<u>0.00</u>	<u>6,599,703.00</u>
	<u>8,893,687.89</u>	<u>(369,350.49)</u>	<u>8,524,337.40</u>
<b><u>Liabilities and Fund Balance</u></b>			
<b><u>Liabilities</u></b>			
2401000 - Accounts Payable	221,821.25	39,052.47	260,873.72
2401002 - Payroll Liabilities	41,652.02	(37,105.67)	4,546.35
2430707 - Due to Library Comp Abs	172,222.44	0.00	172,222.44
2450040 - Accrued Payroll	25,438.00	0.00	25,438.00
2470000 - Deferred Revenue - Property Tax	6,442,163.00	0.00	6,442,163.00
2470100 - Library Deferred Revenue	<u>8,058.00</u>	<u>0.00</u>	<u>8,058.00</u>
	<u>6,911,354.71</u>	<u>1,946.80</u>	<u>6,913,301.51</u>
<b><u>Fund Balance</u></b>			
3730000 - Fund Balance - Unreserved	<u>1,832,341.89</u>	<u>0.00</u>	<u>1,832,341.89</u>
<b>Total Liabilities and Fund Balance</b>	<u>8,743,696.60</u>	<u>1,946.80</u>	<u>8,745,643.40</u>
<b>Excess Revenues Over Expenses</b>	<u>149,991.29</u>	<u>(371,297.29)</u>	<u>(221,306.00)</u>

See Accountants' Compilation Report

March 8, 2011

## Des Plaines Public Library Balance Sheet as of February 28, 2011

Capital Projects Fund

Assets

1102015 - First Midwest Operating #8100292260	7,396.82	0.00	7,396.82
1102076 - IL Funds - Library # 15160221288	3.59	0.00	3.59
1102079 - IL Funds - 151600222591	128,382.50	0.00	128,382.50
	135,782.91	0.00	135,782.91

Liabilities and Fund Balance

Liabilities

2401000 - Accounts Payable	0.00	4,905.00	4,905.00
2401001 - Audit Accounts Payable	16,531.10	0.00	16,531.10
	16,531.10	4,905.00	21,436.10

Fund Balance

3730000 - Fund Balance - Unreserved	119,251.81	0.00	119,251.81
<b>Total Liabilities and Fund Balance</b>	135,782.91	4,905.00	140,687.91
<b>Excess Revenues Over Expenses</b>	0.00	(4,905.00)	(4,905.00)

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>	172,222.11	0.00	172,222.11
<b>Excess Revenues Over Expenses</b>	0.00	0.00	0.00

See Accountants' Compilation Report

March 8, 2011

## Des Plaines Public Library Balance Sheet as of February 28, 2011

	<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	(372,709.00)	0.00	(372,709.00)
	<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>

March 8, 2011

**Des Plaines Public Library  
Revenue Report as of February 28, 2011**

	<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	0.00	0.00	0.00	0.00
4810025 - Property Taxes 2008	0.00	0.00	0.00	0.00	0.00
4810026 - Property Taxes 2009	90,459.93	817,983.23	250,000.00	(567,983.23)	327.19
4810027 - Property Taxes 2010	0.00	0.00	6,499,096.00	6,499,096.00	0.00
	<u>90,459.93</u>	<u>817,983.23</u>	<u>6,749,096.00</u>	<u>5,931,112.77</u>	<u>12.12</u>
<u>Intergovernmental</u>					
4810800 - Personal Property Replacement Tax	0.00	0.00	92,988.00	92,988.00	0.00
4822040 - State Grant - Per,Capita	0.00	0.00	56,000.00	56,000.00	0.00
4822095 - State Grant - Library	0.00	0.00	0.00	0.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>148,988.00</u>	<u>148,988.00</u>	<u>0.00</u>
<u>Fines &amp; Fees</u>					
4850101 - Library Fees	338.00	714.95	4,300.00	3,585.05	16.63
4850102 - Library Fines	5,199.83	11,895.31	128,000.00	116,104.69	9.29
4850103 - Library Fines / Credit Card	3,270.18	5,853.09	15,000.00	9,146.91	39.02
4850201 - Copying Fee	2,739.46	4,520.16	25,000.00	20,479.84	18.08
4850202 - Damaged Materials	20.95	128.94	450.00	321.06	28.65
4850203 - Lost Materials	483.07	1,119.17	7,000.00	5,880.83	15.99
4850205 - Bags	70.00	149.00	1,000.00	851.00	14.90
4850207 - Non-Res Cards	0.00	145.00	2,000.00	1,855.00	7.25
	<u>12,121.49</u>	<u>24,525.62</u>	<u>182,750.00</u>	<u>158,224.38</u>	<u>13.42</u>
<u>Other Revenue</u>					
4890010 - Interest Income	230.12	533.50	3,500.00	2,966.50	15.24
4890050 - Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00
4899900 - Miscellaneous Revenue	611.10	3,297.02	14,000.00	10,702.98	23.55
4899920 - Library Donations	1.84	476.84	500.00	23.16	95.37
	<u>843.06</u>	<u>4,307.36</u>	<u>18,000.00</u>	<u>13,692.64</u>	<u>23.93</u>
<b>Total Library Fund</b>	<u><u>103,424.48</u></u>	<u><u>846,816.21</u></u>	<u><u>7,099,834.00</u></u>	<u><u>6,253,017.79</u></u>	<u><u>11.93</u></u>

See Accountants' Compilation Report

March 8, 2011

**Des Plaines Public Library**  
**Revenue Report as of February 28, 2011**

	<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	0.00	2,500.00	2,500.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>2,500.00</u>	<u>2,500.00</u>	<u>0.00</u>
<b>Total Capital Projects Fund</b>	<u>0.00</u>	<u>0.00</u>	<u>202,500.00</u>	<u>202,500.00</u>	<u>0.00</u>
<b>Total of All Funds</b>	<u>103,424.48</u>	<u>846,816.21</u>	<u>7,302,334.00</u>	<u>6,455,517.79</u>	<u>11.60</u>

See Accountants' Compilation Report

## Des Plaines Public Library Expense Report as of February 28, 2011

	<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>Library Fund</b>					
<b>Salaries</b>					
5910100 - Salaries	207,510.51	409,067.72	2,024,433.00	1,615,365.28	20.21
5910200 - Temporary Wages	0.00	0.00	883,343.00	883,343.00	0.00
5910400 - Non - Supervisory Overtime	0.00	0.00	500.00	500.00	0.00
5910500 - Vacation Pay	2,192.52	9,663.83	0.00	(9,663.83)	0.00
5910600 - Sick Pay	1,342.70	4,286.71	0.00	(4,286.71)	0.00
5910700 - Holiday Pay	511.62	7,074.21	0.00	(7,074.21)	0.00
5910900 - Act/Out of Class/Premium	0.00	0.00	0.00	0.00	0.00
5910950 - Excess Sick Hours Pay Out	0.00	0.00	3,500.00	3,500.00	0.00
5910970 - Compensated Absences	0.00	0.00	0.00	0.00	0.00
	<u>211,557.35</u>	<u>430,092.47</u>	<u>2,911,776.00</u>	<u>2,481,683.53</u>	<u>14.77</u>
<b>Benefits</b>					
5918010 - Unemployment Compensation	1,225.31	2,911.67	31,000.00	28,088.33	9.39
5918020 - Employer Contribution - FICA	15,732.65	31,972.86	222,599.00	190,626.14	14.36
5918021 - Employer Contribution - IMRF	22,296.50	45,537.53	308,526.00	262,988.47	14.76
5918030 - EAP Program	0.00	0.00	0.00	0.00	0.00
5918040 - Life Insurance Premiums	148.00	296.00	3,996.00	3,700.00	7.41
5918050 - PPO Insurance Premiums	21,776.38	43,513.68	269,057.00	225,543.32	16.17
5918051 - HMO Insurance Premiums	6,847.30	13,733.68	99,504.00	85,770.32	13.80
5918055 - Dental Insurance Premiums	1,927.12	3,854.24	23,478.00	19,623.76	16.42
5918070 - Workers Compensation	993.93	2,010.48	9,500.00	7,489.52	21.16
5918085 - RHS Plan Payout	0.00	0.00	10,000.00	10,000.00	0.00
	<u>70,947.19</u>	<u>143,830.14</u>	<u>977,660.00</u>	<u>833,829.86</u>	<u>14.71</u>
<b>Contractual Services</b>					
5920100 - Legal Fees	0.00	0.00	10,000.00	10,000.00	0.00
5920105 - Costs of Litigation	0.00	0.00	1,000.00	1,000.00	0.00
5920110 - Professional Services	3,409.40	85,766.39	365,000.00	279,233.61	23.50
5920120 - Communication Services	4,128.26	7,031.06	33,800.00	26,768.94	20.80
5920140 - Data Processing Services	4,528.40	9,164.30	78,000.00	68,835.70	11.75
5920202 - Conferences	30.00	280.00	1,000.00	720.00	28.00
5920204 - Training	0.00	0.00	0.00	0.00	0.00
5920205 - Tuition Reimbursements	0.00	0.00	0.00	0.00	0.00
5920206 - Seminars	0.00	0.00	0.00	0.00	0.00
5920210 - In Service Training	0.00	0.00	500.00	500.00	0.00
5920220 - Membership Dues	0.00	1,656.00	1,000.00	(656.00)	165.60
5920225 - Licensing/Titles	50.00	50.00	0.00	(50.00)	0.00
5920230 - Publication of Notices	0.00	0.00	2,000.00	2,000.00	0.00
5920850 - Subsidy - 1994 E.R.P Trans	0.00	0.00	0.00	0.00	0.00
5920900 - Property/Liability Contributions	0.00	3,891.00	0.00	(3,891.00)	0.00
5920990 - Property/Liability Insurance	0.00	29,047.00	25,000.00	(4,047.00)	116.19
5930010 - R&M Equipment	50,234.95	83,495.71	125,757.00	42,261.29	66.39
5930020 - R&M Buildings & Structures	10,297.45	13,300.85	124,080.00	110,779.15	10.72
5930030 - R&M Vehicles	235.85	1,247.55	8,250.00	7,002.45	15.12
5930195 - Book Binding & Repair	0.00	0.00	1,000.00	1,000.00	0.00
5930210 - Rental of Equipment	2,169.00	6,343.00	27,000.00	20,657.00	23.49
5930320 - Cleaning/Custodial Services	7,421.00	22,063.00	92,500.00	70,437.00	23.85
5930490 - Refuse Contract	484.43	1,450.91	6,000.00	4,549.09	24.18
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00

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March 8, 2011

## Des Plaines Public Library Expense Report as of February 28, 2011

	<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>
5960065 - Bank Fees	3.82	50.58	500.00	449.42	10.12
5960070 - Travel Expense	27.14	27.14	500.00	472.86	5.43
5960210 - Special Event Programming	673.00	3,304.03	31,000.00	27,695.97	10.66
5960990 - Misc. Contractual Services	32,432.57	39,169.03	95,600.00	56,430.97	40.97
	<u>116,125.27</u>	<u>307,337.55</u>	<u>1,029,737.00</u>	<u>722,399.45</u>	<u>29.85</u>
<b><u>Commodities</u></b>					
5970100 - Office Supplies	6,740.01	10,676.79	107,800.00	97,123.21	9.90
5970110 - Meals	0.00	256.80	2,100.00	1,843.20	12.23
5970115 - Supplies - Dept/Other	0.00	0.00	0.00	0.00	0.00
5970170 - Janitorial	2,134.83	3,220.81	30,900.00	27,679.19	10.42
5970260 - Postage & Parcel	948.10	2,126.20	25,000.00	22,873.80	8.50
5970270 - Printing -Reproduction-Binding	566.42	566.42	6,000.00	5,433.58	9.44
5970330 - Supplies - Vehicles R/M	0.00	0.00	0.00	0.00	0.00
5970500 - Purchase of Water	1,914.58	1,914.58	6,000.00	4,085.42	31.91
5970600 - Books	34,310.90	59,521.80	401,805.00	342,283.20	14.81
5970610 - Audio Materials	7,567.28	9,189.86	90,200.00	81,010.14	10.19
5970620 - Subscriptions & Books	83.00	1,102.10	69,500.00	68,397.90	1.59
5970630 - Visual Materials	11,838.67	17,256.21	111,000.00	93,743.79	15.55
5970640 - Automated Reference Materials	2,090.84	61,944.24	128,900.00	66,955.76	48.06
5970810 - Natural Gas	2,265.92	3,177.68	18,000.00	14,822.32	17.65
5970820 - Electricity	0.00	0.00	500.00	500.00	0.00
5970840 - Diesel	198.31	377.82	2,000.00	1,622.18	18.89
5970850 - Gasoline	73.10	113.61	500.00	386.39	22.72
5970900 - Equipment < \$5,000	0.00	0.00	2,000.00	2,000.00	0.00
	<u>70,731.96</u>	<u>171,444.92</u>	<u>1,002,205.00</u>	<u>830,760.08</u>	<u>17.11</u>
<b><u>Capital Expenditures</u></b>					
5980300 - Improvements	0.00	0.00	0.00	0.00	0.00
5980400 - Equipment	0.00	8,300.00	0.00	(8,300.00)	0.00
5980410 - Computer Hardware	0.00	71.37	6,500.00	6,428.63	1.10
5980420 - Computer Software	0.00	1,685.76	33,465.00	31,779.24	5.04
5980600 - Furniture & Fixtures	5,360.00	5,360.00	17,300.00	11,940.00	30.98
	<u>5,360.00</u>	<u>15,417.13</u>	<u>57,265.00</u>	<u>41,847.87</u>	<u>26.92</u>
<b><u>Other Funding Activities</u></b>					
5990900 - Per Capita Grant Expenditures	0.00	0.00	56,000.00	56,000.00	0.00
5990935 - Trans to D/S - 2002A Bond	0.00	0.00	23,469.00	23,469.00	0.00
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	200,000.00	200,000.00	0.00
5990955 - Trans to D/S - 2003B Bond	0.00	0.00	0.00	0.00	0.00
5993000 - Contingency Reserve	0.00	0.00	75,000.00	75,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>354,469.00</u>	<u>354,469.00</u>	<u>0.00</u>
<b>Total Library Fund Expenditures</b>	<u><u>474,721.77</u></u>	<u><u>1,068,122.21</u></u>	<u><u>6,333,112.00</u></u>	<u><u>5,264,989.79</u></u>	<u><u>16.87</u></u>

See Accountants' Compilation Report



## Des Plaines Public Library Expense Report as of February 28, 2011

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>
<u>Capital Projects Fund</u>					
<u>Contractual Services</u>	0.00	0.00	0.00	0.00	0.00
<u>Capital Expenditures</u>					
5980410 - Computer Hardware	4,905.00	4,905.00	48,200.00	43,295.00	10.18
	<u>4,905.00</u>	<u>4,905.00</u>	<u>48,200.00</u>	<u>43,295.00</u>	<u>10.18</u>
<b>Total Capital Projects Fund Expenditures</b>	<u>4,905.00</u>	<u>4,905.00</u>	<u>48,200.00</u>	<u>43,295.00</u>	<u>10.18</u>
<b>Total of All Funds</b>	<u>479,626.77</u>	<u>1,073,027.21</u>	<u>6,381,312.00</u>	<u>5,308,284.79</u>	<u>16.82</u>

See Accountants' Compilation Report

All checkbooks  
February 2011

Des Plaines Public Library  
Check Register

DESPLANSLIB  
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Check Number	Check Date	Payee	Amount
Checks			
10904	02/21/11	LIMRiCC	75,723.89
10905	03/15/11	3M	16,956.00
10906	03/15/11	ALPHA-GRAPHICS	566.42
10907	03/15/11	ANDERSON LOCK CO LTD	2,173.64
10908	03/15/11	AWE	2,100.00
10909	03/15/11	BAKER & TAYLOR	30,438.56
10910	03/15/11	BANC OF AMERICA LEASING	2,005.00
10911	03/15/11	BANKCARD SERVICES	1,947.41
10912	03/15/11	BRIAN WOLF	100.00
10913	03/15/11	BUSINESS MACHINE AGENTS INC	670.45
10914	03/15/11	C C H, INCORPORATED	73.95
10915	03/15/11	C D W GOVERNMENT INCORPORATED	1,740.08
10916	03/15/11	CAROL KIDD	27.14
10917	03/15/11	CENTRAL STATES COACH REPAIRS, INC.	235.85
10918	03/15/11	CITY OF DES PLAINES	1.00
10919	03/15/11	CITY OF DES PLAINES	1,914.58
10920	03/15/11	CITY OF DES PLAINES	271.41
10921	03/15/11	COMPLETE CLEANING COMPANY INC	7,321.00
10922	03/15/11	COOPERATIVE COMPUTER SERVICES	6,606.08
10923	03/15/11	CRIMSON MULTIMEDIA DIST., INC.	437.63
10924	03/15/11	CUBS Vine Line Magazine	25.00
10925	03/15/11	D & Z HOUSE OF BOOKS INCORPORATED	1,225.33
10926	03/15/11	DELL MARKETING LP	379.96
10927	03/15/11	DEMCO EDUCATIONAL CORP	2,379.32
10928	03/15/11	EBSCO SUBSCRIPTION SVC	58.00
10929	03/15/11	FEDERAL EXPRESS	40.49
10930	03/15/11	FRANCINE GRALAK	50.00
10931	03/15/11	FREMONT PUBLIC LIBRARY	29.99
10932	03/15/11	GALE	1,780.21
10933	03/15/11	GARVEY'S OFFICE PRODUTS	192.24
10934	03/15/11	GRAINGER	1,271.28
10935	03/15/11	GREY HOUSE PUBLISHING	2,050.25
10936	03/15/11	INFO USA MARKETING, INC.	1,030.00
10937	03/15/11	INTERIOR TROPICAL GARDENS INC	85.00
10938	03/15/11	KASCO PRINTING	380.00
10939	03/15/11	LAPORT INC.	556.64
10940	03/15/11	LAUTERBACH & AMEN, LLP.	2,740.00
10941	03/15/11	LIBRARY FURNITURE INTERNTL	5,360.00
10942	03/15/11	LYNGSOE SYSTEMS	23,250.00
10943	03/15/11	MANUFACTURERS' NEWS, INC.	205.45
10944	03/15/11	MATTHEW BENDER & COMPANY INC	80.91
10945	03/15/11	MCQUAY SERVICE	947.30
10946	03/15/11	MENARDS	40.54
10947	03/15/11	MICHAEL CLOUD	250.00
10948	03/15/11	MIDWEST TAPE	8,180.96
10949	03/15/11	MIDWEST TAPE	9,003.86
10950	03/15/11	MOVIE LICENSING USA	175.00
10951	03/15/11	NORMAN ELECTRICAL CONSTRUCTION CO	85.00
10952	03/15/11	OFFICE DEPOT	184.60
10953	03/15/11	OUTSOURCE SOLUTIONS GROUP	28,703.33
10954	03/15/11	OVERHEAD DOOR SOLUTIONS, INC.	403.00
10955	03/15/11	P C NATION	4,305.15
10956	03/15/11	PITNEY BOWES	164.00
10957	03/15/11	PROQUEST LLC	750.00
10958	03/15/11	PURCHASE POWER	893.98
10959	03/15/11	RANDOM HOUSE INCORPORATED	410.99
10960	03/15/11	RECORDED BOOKS, LLC	1,475.24
10961	03/15/11	RESEARCH TECHNOLOGY INTERNATIONAL	279.90
10962	03/15/11	RUNGE PAPER COMPANY, INC.	180.08
10963	03/15/11	SCHINDLER ELEVATOR CORPORATION	6,859.80
10964	03/15/11	SCHOLASTIC LIBRARY PUBLISHING	167.86

Des Plaines Public Library  
Check Register

Check Number	Check Date	Payee	Amount
10965	03/15/11	SOMETHING FISHY INC	150.93
10966	03/15/11	SPEED-E-KLEEN	100.00
10967	03/15/11	STEPHANIE SPETTER	30.00
10968	03/15/11	TELEVEND SERVICES INCORPORATED	208.60
10969	03/15/11	THE GREAT COURSES	589.70
10970	03/15/11	TODAY'S BUSINESS SOLUTIONS INC	3,240.00
10971	03/15/11	UNITED BUSINESS SOLUTIONS	2,314.90
10972	03/15/11	WAREHOUSE DIRECT	719.41
10973	03/15/11	WASTE MANAGEMENT	351.35
10974	03/15/11	WASTE MANAGEMENT	133.08
50140	02/28/11	NEXTEL	724.60
50141	02/28/11	NEXTEL	760.00
50142	02/28/11	CALL ONE	521.36
50143	02/28/11	CALL ONE	521.47
50144	02/28/11	AT&T	222.33
50145	02/28/11	AT&T	98.57
50146	02/28/11	AT&T	43.25
50147	02/28/11	McLEOD USA	300.00
50148	02/28/11	VERIZON WIRELESS	127.05
50149	02/28/11	COMCAST CABLE	220.96
50150	02/28/11	LEVEL(3) COMMUNICATIONS, LLC.	470.54
50151	02/28/11	NICOR GAS	2,265.92
50152	02/28/11	SPRINT	19.25
50153	02/28/11	SPRINT	16.39
50154	02/28/11	WOW! INTERENT CABLE	82.49
Total checks	86	Total	<u>272,172.90</u>

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All Checkbooks  
February 2011Des Plaines Public Library  
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
LIMRiCC	10904	02/21/11	75,723.89
Account No. 201-2401002	Description PHIP Monthly Billing Feb	Amount 75,723.89	
	Subtotal		<u>75,723.89</u>
AT&T	50144	02/28/11	222.33
Account No. 201-5920120	Description ACH	Amount 222.33	
AT&T	50145	02/28/11	98.57
Account No. 201-5920120	Description ACH	Amount 98.57	
AT&T	50146	02/28/11	43.25
Account No. 201-5920120	Description ACH	Amount 43.25	
CALL ONE	50142	02/28/11	521.36
Account No. 201-5920120	Description ACH	Amount 521.36	
CALL ONE	50143	02/28/11	521.47
Account No. 201-5920120	Description ACH	Amount 521.47	
COMCAST CABLE	50149	02/28/11	220.96
Account No. 201-5920120	Description ACH	Amount 220.96	
LEVEL(3) COMMUNICATIONS, LLC.	50150	02/28/11	470.54
Account No. 201-5920120	Description ACH	Amount 470.54	
McLEOD USA	50147	02/28/11	300.00
Account No. 201-5920120	Description ACH	Amount 300.00	
NEXTEL	50140	02/28/11	724.60
Account No. 201-5920120	Description ACH	Amount 724.60	
NEXTEL	50141	02/28/11	760.00
Account No. 201-5920120	Description ACH	Amount 760.00	
NICOR GAS	50151	02/28/11	2,265.92
Account No. 201-5970810	Description ACH	Amount 2,265.92	
SPRINT	50152	02/28/11	19.25
Account No. 201-5920120	Description ACH	Amount 19.25	
SPRINT	50153	02/28/11	16.39
Account No. 201-5920120	Description ACH	Amount 16.39	
VERIZON WIRELESS	50148	02/28/11	127.05
Account No. 201-5920120	Description ACH	Amount 127.05	

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
WOW! INTERENT CABLE	50154	02/28/11	82.49
Account No. Description		Amount	
201-5920120 ACH		82.49	
		Subtotal	6,394.18
3M	10905	03/15/11	16,956.00
Account No. Description		Amount	
201-5930010 Invoice # 0F46689		16,956.00	
ALPHA-GRAPHICS	10906	03/15/11	566.42
Account No. Description		Amount	
201-5970270 Invoice # 35830		566.42	
ANDERSON LOCK CO LTD	10907	03/15/11	2,173.64
Account No. Description		Amount	
201-5930020 Invoice # 7024431		786.35	
201-5930020 Invoice # 7024082		1,301.00	
201-5970170 Invoice # 0639334		86.29	
AWE	10908	03/15/11	2,100.00
Account No. Description		Amount	
201-5930010 Invoice # DPPL11001-1		2,100.00	
BAKER & TAYLOR	10909	03/15/11	30,438.56
Account No. Description		Amount	
201-5960990 Invoice # I45390990		5.98	
201-5960990 Invoice # 2025577985		21.58	
201-5960990 Invoice # 2025590380		45.80	
201-5960990 Invoice # 2025586118		30.59	
201-5960990 Invoice # 2025547932		6.41	
201-5960990 Invoice # 2025543317		24.44	
201-5960990 Invoice # 2025540474		12.26	
201-5960990 Invoice # 2025540492		9.56	
201-5960990 Invoice # 2025529691		41.58	
201-5960990 Invoice # 2025534839		34.99	
201-5960990 Invoice # 2025520205		32.22	
201-5960990 Invoice # 2025522925		2.89	
201-5960990 Invoice # 2025516039		45.12	
201-5960990 Invoice # 2025523803		29.96	
201-5960990 Invoice # 2025566985		34.81	
201-5960990 Invoice # 2025573714		0.96	
201-5960990 Invoice # 2025573444		21.51	
201-5960990 Invoice # 2025553865		42.50	
201-5960990 Invoice # 2025557968		31.90	
201-5960990 Invoice # 2025562413		29.98	
201-5960990 Invoice # 2025563391		13.54	
201-5960990 Invoice # 2025596863		38.39	
201-5960990 Invoice # 2025582099		30.92	
201-5960990 Invoice # 2025575309		1.28	
201-5960990 Invoice # 2025578158		5.16	
201-5960990 Invoice # 5011291476		4.48	
201-5960990 Invoice # 2025580611		6.18	
201-5960990 Invoice # 2025580624		12.30	
201-5960990 Invoice # 2025581061		1.24	
201-5960990 Invoice # 2025581049		2.24	
201-5960990 Invoice # 2025580954		1.12	
201-5960990 Invoice # 2025568409		5.01	
201-5960990 Invoice # 2025570247		7.38	
201-5960990 Invoice # 2025577163		4.96	
201-5960990 Invoice # 2025577152		3.97	
201-5960990 Invoice # 2025568407		11.02	

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2025580904		0.47
201-5960990	Invoice # 2025576994		0.79
201-5960990	Invoice # 2025594226		13.58
201-5960990	Invoice # 2025584436		55.23
201-5960990	Invoice # 2025592404		4.48
201-5960990	Invoice # 2025580550		7.17
201-5960990	Invoice # 2025588409		13.44
201-5960990	Invoice # 2025570365		7.84
201-5960990	Invoice # 2025568410		12.15
201-5960990	Invoice # 2025570257		3.83
201-5960990	Invoice # 2025568521		5.60
201-5960990	Invoice # 2025564788		3.47
201-5960990	Invoice # 2025564853		2.71
201-5960990	Invoice # 2025564987		6.72
201-5960990	Invoice # 2025564843		42.56
201-5960990	Invoice # 2025570383		2.48
201-5960990	Invoice # 2025556557		7.12
201-5960990	Invoice # 2025552921		5.71
201-5960990	Invoice # 2025556822		0.47
201-5960990	Invoice # 2025560820		10.81
201-5960990	Invoice # 2025560453		0.94
201-5960990	Invoice # 2025552874		8.31
201-5960990	Invoice # 2025552927		2.24
201-5960990	Invoice # 2025552932		2.48
201-5960990	Invoice # 2025544717		46.44
201-5960990	Invoice # 2025552873		7.00
201-5960990	Invoice # 2025544929		4.96
201-5960990	Invoice # 2025556879		3.42
201-5960990	Invoice # 2025527314		38.01
201-5960990	Invoice # 2025538800		28.87
201-5960990	Invoice # 2025527116		7.43
201-5960990	Invoice # 2025532956		3.78
201-5960990	Invoice # 2025536382		2.35
201-5960990	Invoice # 2025525357		2.48
201-5960990	Invoice # 2025533269		2.24
201-5960990	Invoice # 2025527394		6.72
201-5960990	Invoice # 2025533367		1.12
201-5960990	Invoice # 2025533296		0.27
201-5960990	Invoice # 2025505282		15.18
201-5960990	Invoice # 2025505531		14.17
201-5960990	Invoice # 2025505379		5.60
201-5960990	Invoice # 2025511228		1.24
201-5960990	Invoice # 2025505314		7.19
201-5960990	Invoice # 2025511194		2.71
201-5960990	Invoice # 2025511140		2.24
201-5960990	Invoice # 2025505572		63.98
201-5960990	Invoice # 2025525274		6.00
201-5960990	Invoice # 2025522179		2.33
201-5960990	Invoice # 2025515306		1.12
201-5960990	Invoice # 5011268838		12.16
201-5960990	Invoice # 2025522310		31.98
201-5960990	Invoice # 2025522208		15.00
201-5960990	Invoice # 2025522027		41.37
201-5960990	Invoice # 2025527209		1.24
201-5960990	Invoice # 2025522194		2.58
201-5960990	Invoice # 2025522180		9.69
201-5960990	Invoice # 2025522170		41.40
201-5960990	Invoice # 2025541607		4.33
201-5960990	Invoice # 2025546580		18.68
201-5960990	Invoice # 2025546729		0.94
201-5960990	Invoice # 2025536458		37.50
201-5960990	Invoice # 2025538835		9.57
201-5960990	Invoice # 2025536412		1.28

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2025544931		2.67
201-5960990	Invoice # 2025544682		28.69
201-5970600	Invoice # 2025596862		854.44
201-5970600	Invoice # 2025540491		431.20
201-5970600	Invoice # 2025516038		1,132.61
201-5970600	Invoice # 2025502630		195.47
201-5970600	Invoice # 2025502715		610.43
201-5970600	Invoice # 2025553864		1,200.39
201-5970600	Invoice # 2025547931		256.86
201-5970600	Invoice # 2025472313		738.00
201-5970600	Invoice # 2025586117		857.47
201-5970600	Invoice # 2025590379		1,135.68
201-5970600	Invoice # 2025607979		509.70
201-5970600	Invoice # 2025543316		700.82
201-5970600	Invoice # 2025540473		281.69
201-5970600	Invoice # 0000051891		13.31
201-5970600	Invoice # 2025529690		1,199.47
201-5970600	Invoice # 2025529251		229.14
201-5970600	Invoice # 2025534838		948.53
201-5970600	Invoice # 2025540478		33.37
201-5970600	Invoice # 2025520204		946.67
201-5970600	Invoice # 2025522924		59.61
201-5970600	Invoice # 2025523802		858.61
201-5970600	Invoice # 2025566984		894.56
201-5970600	Invoice # 2025573713		65.33
201-5970600	Invoice # 2025573443		792.15
201-5970600	Invoice # 2025572873		162.17
201-5970600	Invoice # 2025557967		815.74
201-5970600	Invoice # 2025562412		782.49
201-5970600	Invoice # 2025563390		479.77
201-5970600	Invoice # 2025577984		636.08
201-5970600	Invoice # 2025582098		611.69
201-5970600	Invoice # 2025575308		53.87
201-5970600	Invoice # 2025578157		137.33
201-5970600	Invoice # 5011291476		331.87
201-5970600	Invoice # 2025580611		197.02
201-5970600	Invoice # 2025580624		26.26
201-5970600	Invoice # 2025581061		17.00
201-5970600	Invoice # 2025581049		24.10
201-5970600	Invoice # 2025580954		12.80
201-5970600	Invoice # 2025568409		17.54
201-5970600	Invoice # 2025570247		18.51
201-5970600	Invoice # 2025577163		56.72
201-5970600	Invoice # 2025577152		41.85
201-5970600	Invoice # 2025568407		144.39
201-5970600	Invoice # 2025580904		9.79
201-5970600	Invoice # 2025576994		21.20
201-5970600	Invoice # 2025594226		162.05
201-5970600	Invoice # 2025584436		122.41
201-5970600	Invoice # 2025592404		61.79
201-5970600	Invoice # 2025580550		95.50
201-5970600	Invoice # 2025588409		185.93
201-5970600	Invoice # 2025570365		101.33
201-5970600	Invoice # 2025568410		26.87
201-5970600	Invoice # 2025570257		56.13
201-5970600	Invoice # 2025568521		74.31
201-5970600	Invoice # 2025564788		41.54
201-5970600	Invoice # 2025564853		28.37
201-5970600	Invoice # 2025564987		91.11
201-5970600	Invoice # 2025564843		874.81
201-5970600	Invoice # 2025570383		28.38
201-5970600	Invoice # 2025556557		115.03
201-5970600	Invoice # 2025552921		72.19

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2025556822		6.02
201-5970600	Invoice # 2025560820		162.62
201-5970600	Invoice # 2025560453		26.11
201-5970600	Invoice # 2025552874		201.29
201-5970600	Invoice # 2025552927		29.48
201-5970600	Invoice # 2025552932		30.61
201-5970600	Invoice # 2025544717		105.09
201-5970600	Invoice # 2025552873		102.76
201-5970600	Invoice # 2025544929		58.37
201-5970600	Invoice # 2025556879		47.64
201-5970600	Invoice # 2025527314		458.96
201-5970600	Invoice # 2025538800		383.49
201-5970600	Invoice # 2025527116		190.68
201-5970600	Invoice # 2025532956		80.81
201-5970600	Invoice # 2025536382		133.61
201-5970600	Invoice # 2025525357		29.51
201-5970600	Invoice # 2025533269		30.65
201-5970600	Invoice # 2025527394		94.49
201-5970600	Invoice # 2025533367		12.05
201-5970600	Invoice # 2025533296		4.51
201-5970600	Invoice # 2025505282		42.39
201-5970600	Invoice # 2025505531		180.13
201-5970600	Invoice # 2025505379		72.64
201-5970600	Invoice # 2025511228		14.76
201-5970600	Invoice # 2025505314		100.99
201-5970600	Invoice # 2025511194		29.60
201-5970600	Invoice # 2025511140		19.26
201-5970600	Invoice # 2025505572		215.39
201-5970600	Invoice # 2025525274		282.85
201-5970600	Invoice # 2025522179		28.92
201-5970600	Invoice # 2025515306		13.07
201-5970600	Invoice # 5011268838		716.14
201-5970600	Invoice # 2025522310		376.11
201-5970600	Invoice # 2025522208		739.91
201-5970600	Invoice # 2025522027		476.24
201-5970600	Invoice # 2025527209		14.19
201-5970600	Invoice # 2025522194		7.17
201-5970600	Invoice # 2025522180		32.16
201-5970600	Invoice # 2025522170		474.71
201-5970600	Invoice # 2025541607		50.21
201-5970600	Invoice # 2025546580		189.27
201-5970600	Invoice # 2025546729		30.05
201-5970600	Invoice # 2025536458		453.93
201-5970600	Invoice # 2025538835		130.47
201-5970600	Invoice # 2025536412		23.88
201-5970600	Invoice # 2025544931		35.14
201-5970600	Invoice # 2025544682		392.76
201-5970610	Invoice # I45390990		15.26
<b>BANC OF AMERICA LEASING</b>			
	10910	03/15/11	2,005.00
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5930210	Invoice # 011802419	2,005.00	
<b>BANKCARD SERVICES</b>			
	10911	03/15/11	1,947.41
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5930010	2-28-2011 CC Payment	178.62	
201-5960210		398.00	
201-5960990		100.00	
201-5970100		238.05	
201-5970260		13.63	
201-5970600		213.99	
201-5970610		108.11	
201-5970630		697.01	



Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
BRIAN WOLF	10912	03/15/11	100.00
Account No. Description		Amount	
201-5960210 4-06-2011 Program		100.00	
BUSINESS MACHINE AGENTS INC	10913	03/15/11	670.45
Account No. Description		Amount	
201-5930010 Invoice # IN20605		670.45	
C C H, INCORPORATED	10914	03/15/11	73.95
Account No. Description		Amount	
201-5970600 Invoice # 428657		73.95	
C D W GOVERNMENT INCORPORATED	10915	03/15/11	1,740.08
Account No. Description		Amount	
201-5970100 Invoice # WKH7631		1,740.08	
CAROL KIDD	10916	03/15/11	27.14
Account No. Description		Amount	
201-5960070 Mileage Expense 2/08/11		13.57	
201-5960070 Mileage Expense 1/11/11		13.57	
CENTRAL STATES COACH REPAIRS, INC.	10917	03/15/11	235.85
Account No. Description		Amount	
201-5930030 Invoice # 09112		235.85	
CITY OF DES PLAINES	10918	03/15/11	1.00
Account No. Description		Amount	
201-5960990 Library Lease Payment		1.00	
CITY OF DES PLAINES	10919	03/15/11	1,914.58
Account No. Description		Amount	
201-5970500 Acct # 71-080-763-01		1,914.58	
CITY OF DES PLAINES	10920	03/15/11	271.41
Account No. Description		Amount	
201-5970840 Invoice Fuel # 01-11		198.31	
201-5970850 Invoice Fuel # 01-11		73.10	
COMPLETE CLEANING COMPANY INC	10921	03/15/11	7,321.00
Account No. Description		Amount	
201-5930320 Invoice # 1272883		7,321.00	
COOPERATIVE COMPUTER SERVICES	10922	03/15/11	6,606.08
Account No. Description		Amount	
201-5920140 Invoice # CCS-1/1/11		4,528.40	
201-5930010 OCLC JED Profile February		2,077.68	
CRIMSON MULTIMEDIA DIST., INC.	10923	03/15/11	437.63
Account No. Description		Amount	
201-5960990 Order # 18158A		105.16	
201-5960990 Order # 18103A		16.47	
201-5970630 Order # 17925C		286.00	
201-5970630 Order # 17925D		30.00	
CUBS Vine Line Magazine	10924	03/15/11	25.00
Account No. Description		Amount	
201-5970620 1 Year Subscription		25.00	
D & Z HOUSE OF BOOKS INCORPORATED	10925	03/15/11	1,225.33
Account No. Description		Amount	
201-5970600 Invoice # 2011/1022553		1,006.59	
201-5970610 Invoice # 2011/1022147		218.74	

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

Vendor Name	Chk. No.	Check Date	Amount
DELL MARKETING LP	10926	03/15/11	379.96
Account No. 201-5970100	Description Invoice # XF792FF95	Amount	379.96
DEMCO EDUCATIONAL CORP	10927	03/15/11	2,379.32
Account No. 201-5970100	Description Invoice # 4104861	Amount	567.36
Account No. 201-5970100	Description Invoice # 4102352	Amount	1,811.96
EBSCO SUBSCRIPTION SVC	10928	03/15/11	58.00
Account No. 201-5970620	Description Invoice # 1323788	Amount	58.00
FEDERAL EXPRESS	10929	03/15/11	40.49
Account No. 201-5970260	Description Invoice # 7-403-36341	Amount	40.49
FRANCINE GRALAK	10930	03/15/11	50.00
Account No. 201-5920225	Description Expense Reimbursement	Amount	50.00
FREMONT PUBLIC LIBRARY	10931	03/15/11	29.99
Account No. 201-5970600	Description Interlibrary Loan Replace	Amount	29.99
GALE	10932	03/15/11	1,780.21
Account No. 201-5970600	Description Invoice # 17085228	Amount	296.40
Account No. 201-5970600	Description Invoice # 17097923	Amount	142.97
Account No. 201-5970640	Description Invoice # 17100820	Amount	1,340.84
GARVEY'S OFFICE PRODUCTS	10933	03/15/11	192.24
Account No. 201-5970100	Description Invoice # PINV240604	Amount	192.24
GRAINGER	10934	03/15/11	1,271.28
Account No. 201-5970170	Description Invoice # 9462556953	Amount	1,271.28
GREY HOUSE PUBLISHING	10935	03/15/11	2,050.25
Account No. 201-5970600	Description Order # 786554	Amount	416.05
Account No. 201-5970600	Description Order # 792537	Amount	406.05
Account No. 201-5970600	Description Order # 797131	Amount	416.05
Account No. 201-5970600	Description Order # 792538	Amount	406.05
Account No. 201-5970600	Description Order # 792539	Amount	406.05
INFO USA MARKETING, INC.	10936	03/15/11	1,030.00
Account No. 201-5970600	Description Invoice # 11-24-005124	Amount	1,030.00
INTERIOR TROPICAL GARDENS INC	10937	03/15/11	85.00
Account No. 201-5960990	Description Invoice # 46201	Amount	85.00
KASCO PRINTING	10938	03/15/11	380.00
Account No. 201-5970100	Description Invoice # 6250	Amount	380.00
LAPORT INC.	10939	03/15/11	556.64
Account No. 201-5970170	Description Invoice # 132140	Amount	395.48

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

Vendor Name	Chk. No.	Check Date	Amount
201-5970170 Invoice # 132377		147.71	
201-5970170 Invoice # 131604		13.45	
<b>LAUTERBACH &amp; AMEN, LLP.</b>	10940	03/15/11	2,740.00
Account No. Description		Amount	
201-5920110 Invoice No. 19577		1,350.00	
201-5920110 Invoice No. 19953		1,390.00	
<b>LIBRARY FURNITURE INTERNTL</b>	10941	03/15/11	5,360.00
Account No. Description		Amount	
201-5980600 Invoice # 3681		5,360.00	
<b>LYNGSOE SYSTEMS</b>	10942	03/15/11	23,250.00
Account No. Description		Amount	
201-5930010 Invoice # 000207		23,250.00	
<b>MANUFACTURERS' NEWS, INC.</b>	10943	03/15/11	205.45
Account No. Description		Amount	
201-5970600 Invoice # 851737-00		205.45	
<b>MATTHEW BENDER &amp; COMPANY INC</b>	10944	03/15/11	80.91
Account No. Description		Amount	
201-5970600 Invoice # 14410397		80.91	
<b>MCQUAY SERVICE</b>	10945	03/15/11	947.30
Account No. Description		Amount	
201-5930020 Invoice # 2543528		947.30	
<b>MENARDS</b>	10946	03/15/11	40.54
Account No. Description		Amount	
201-5970170 Invoice # 6792		40.54	
<b>MICHAEL CLOUD</b>	10947	03/15/11	250.00
Account No. Description		Amount	
201-5960990 Invoice # 024		125.00	
201-5960990 Invoice # 025		125.00	
<b>MIDWEST TAPE</b>	10948	03/15/11	8,180.96
Account No. Description		Amount	
201-5960990 Invoice # 6252885		38.05	
201-5960990 Invoice # 6252883		8.56	
201-5960990 Invoice # 6251729		17.60	
201-5960990 Invoice # 6251728		19.95	
201-5960990 Invoice # 6251727		2.85	
201-5960990 Invoice # 6257360		8.55	
201-5960990 Invoice # 6248304		37.55	
201-5960990 Invoice # 6252886		45.85	
201-5960990 Invoice # 6252884		49.45	
201-5960990 Invoice # 6260517		17.10	
201-5960990 Invoice # 6260518		47.60	
201-5960990 Invoice # 6260516		5.70	
201-5960990 Invoice # 6262856		2.85	
201-5960990 Invoice # 6262855		8.55	
201-5960990 Invoice # 6257071		5.70	
201-5960990 Invoice # 6257074		5.95	
201-5960990 Invoice # 6257075		2.85	
201-5960990 Invoice # 6257072		22.80	
201-5960990 Invoice # 6257073		31.35	
201-5960990 Invoice # 6268854		11.65	
201-5960990 Invoice # 6268855		2.85	
201-5960990 Invoice # 6266015		2.85	
201-5960990 Invoice # 6266016		8.55	
201-5960990 Invoice # 6266017		2.85	

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6266018		26.40
201-5960990	Invoice # 6274228		17.35
201-5960990	Invoice # 6274227		26.15
201-5960990	Invoice # 6274229		5.70
201-5960990	Invoice # 6274226		8.55
201-5960990	Invoice # 6252887		8.55
201-5960990	Invoice # 6257350		27.40
201-5960990	Invoice # 6251726		2.85
201-5960990	Invoice # 6248307		2.85
201-5960990	Invoice # 6248306		25.65
201-5960990	Invoice # 6248305		43.00
201-5960990	Invoice # 6252875		11.65
201-5960990	Invoice # 6252872		2.25
201-5960990	Invoice # 6252881		6.75
201-5960990	Invoice # 6252876		2.25
201-5960990	Invoice # 6248294		2.25
201-5960990	Invoice # 6248296		13.90
201-5960990	Invoice # 6248295		6.75
201-5960990	Invoice # 6251717		27.00
201-5960990	Invoice # 6251719		11.45
201-5960990	Invoice # 6251725		11.45
201-5960990	Invoice # 6251724		4.50
201-5960990	Invoice # 6251722		2.25
201-5960990	Invoice # 6251721		2.25
201-5960990	Invoice # 6251720		2.25
201-5960990	Invoice # 6257359		2.25
201-5960990	Invoice # 6248303		20.25
201-5960990	Invoice # 6257358		2.45
201-5960990	Invoice # 6257356		2.25
201-5960990	Invoice # 6248297		15.95
201-5960990	Invoice # 6257355		4.50
201-5960990	Invoice # 6257354		6.75
201-5960990	Invoice # 6248298		4.50
201-5960990	Invoice # 6257353		4.50
201-5960990	Invoice # 6257352		2.25
201-5970610	Invoice # 2445567		84.98
201-5970610	Invoice # 2445569		29.99
201-5970610	Invoice # 2445570		109.97
201-5970610	Invoice # 2445571		49.99
201-5970610	Invoice # 6266014		20.98
201-5970610	Invoice # 2433658		24.99
201-5970610	Invoice # 2433656		209.93
201-5970610	Invoice # 2433657		543.85
201-5970610	Invoice # 2439321		239.93
201-5970610	Invoice # 2439322		285.91
201-5970610	Invoice # 2428159		791.86
201-5970610	Invoice # 2428158		144.97
201-5970610	Invoice # 2428157		123.97
201-5970610	Invoice # 6252885		236.56
201-5970610	Invoice # 6252883		33.72
201-5970610	Invoice # 6251729		69.39
201-5970610	Invoice # 6251728		86.03
201-5970610	Invoice # 6251727		11.24
201-5970610	Invoice # 6257360		41.22
201-5970610	Invoice # 6248304		172.07
201-5970610	Invoice # 6252886		207.59
201-5970610	Invoice # 6252884		236.08
201-5970610	Invoice # 6260517		74.94
201-5970610	Invoice # 6260518		259.64
201-5970610	Invoice # 6260516		24.73
201-5970610	Invoice # 6262856		10.49
201-5970610	Invoice # 6262855		33.57
201-5970610	Invoice # 6257071		20.98

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970610	Invoice # 6257074		27.73
201-5970610	Invoice # 6257075		77.23
201-5970610	Invoice # 6257072		82.12
201-5970610	Invoice # 6257073		138.79
201-5970610	Invoice # 6268854		60.56
201-5970610	Invoice # 6268855		17.09
201-5970610	Invoice # 6266015		9.74
201-5970610	Invoice # 6266016		45.72
201-5970610	Invoice # 6266017		10.49
201-5970610	Invoice # 6266018		108.96
201-5970610	Invoice # 6274228		74.64
201-5970610	Invoice # 6274227		114.06
201-5970610	Invoice # 6274229		17.98
201-5970610	Invoice # 6274226		32.37
201-5970610	Invoice # 6251726		12.74
201-5970610	Invoice # 6248307		10.79
201-5970610	Invoice # 6248306		126.81
201-5970610	Invoice # 6248305		191.55
201-5970630	Invoice # 2433835		21.74
201-5970630	Invoice # 6262848		59.98
201-5970630	Invoice # 6262849		37.49
201-5970630	Invoice # 625874		52.49
201-5970630	Invoice # 6252877		29.99
201-5970630	Invoice # 6257357		44.99
201-5970630	Invoice # 6252875		127.95
201-5970630	Invoice # 6252872		20.24
201-5970630	Invoice # 6252881		80.96
201-5970630	Invoice # 6252876		11.24
201-5970630	Invoice # 6248294		22.49
201-5970630	Invoice # 6248296		167.93
201-5970630	Invoice # 6248295		59.22
201-5970630	Invoice # 6251717		271.38
201-5970630	Invoice # 6251719		140.94
201-5970630	Invoice # 6251725		108.70
201-5970630	Invoice # 6251724		44.98
201-5970630	Invoice # 6251722		22.49
201-5970630	Invoice # 6251721		18.74
201-5970630	Invoice # 6251720		16.49
201-5970630	Invoice # 6257359		18.74
201-5970630	Invoice # 6248303		197.16
201-5970630	Invoice # 6257358		20.99
201-5970630	Invoice # 6257356		22.49
201-5970630	Invoice # 6248297		122.93
201-5970630	Invoice # 6257355		79.47
201-5970630	Invoice # 6257354		68.22
201-5970630	Invoice # 6248298		43.48
201-5970630	Invoice # 6257353		43.48
201-5970630	Invoice # 6257352		18.74
201-5970630	Invoice # 6251723		71.23

MIDWEST TAPE

10949

03/15/11

9,003.86

Account No.	Description	Amount
201-5960990	Invoice # 6254341	4.50
201-5960990	Invoice # 6254342	2.25
201-5960990	Invoice # 6257351	11.45
201-5960990	Invoice # 6248301	38.25
201-5960990	Invoice # 6248299	11.25
201-5960990	Invoice # 6248300	4.50
201-5960990	Invoice # 6252879	47.65
201-5960990	Invoice # 6252873	2.25
201-5960990	Invoice # 6252882	2.25
201-5960990	Invoice # 6252880	56.65
201-5960990	Invoice # 6252878	31.70

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All Checkbooks  
February 2011Des Plaines Public Library  
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6260510		2.25
201-5960990	Invoice # 6260515		20.65
201-5960990	Invoice # 6260511		6.75
201-5960990	Invoice # 6260504		42.95
201-5960990	Invoice # 6260503		16.15
201-5960990	Invoice # 6260514		27.00
201-5960990	Invoice # 6260506		4.50
201-5960990	Invoice # 6260507		9.00
201-5960990	Invoice # 6260509		2.25
201-5960990	Invoice # 6260508		2.25
201-5960990	Invoice # 6260505		9.20
201-5960990	Invoice # 6262854		9.80
201-5960990	Invoice # 6262853		2.25
201-5960990	Invoice # 6262851		2.25
201-5960990	Invoice # 6262852		15.75
201-5960990	Invoice # 6262850		2.25
201-5960990	Invoice # 6260512		4.50
201-5960990	Invoice # 6260513		18.00
201-5960990	Invoice # 6257068		22.50
201-5960990	Invoice # 6257069		11.25
201-5960990	Invoice # 6257062		11.25
201-5960990	Invoice # 6257065		18.00
201-5960990	Invoice # 6257064		6.75
201-5960990	Invoice # 6257063		4.50
201-5960990	Invoice # 6257066		11.25
201-5960990	Invoice # 6257070		4.50
201-5960990	Invoice # 6257067		45.00
201-5960990	Invoice # 6268849		4.50
201-5960990	Invoice # 6268850		2.25
201-5960990	Invoice # 6268851		13.50
201-5960990	Invoice # 6268852		4.50
201-5960990	Invoice # 6268853		2.25
201-5960990	Invoice # 6268839		2.25
201-5960990	Invoice # 6268841		15.75
201-5960990	Invoice # 6268842		6.75
201-5960990	Invoice # 6268843		2.45
201-5960990	Invoice # 6268844		6.75
201-5960990	Invoice # 6268845		4.50
201-5960990	Invoice # 6268846		2.25
201-5960990	Invoice # 6268847		4.50
201-5960990	Invoice # 6268848		2.25
201-5960990	Invoice # 6268838		9.00
201-5960990	Invoice # 6268840		2.25
201-5960990	Invoice # 6266011		2.25
201-5960990	Invoice # 6266010		4.50
201-5960990	Invoice # 6266009		4.50
201-5960990	Invoice # 6266003		11.25
201-5960990	Invoice # 6266004		11.25
201-5960990	Invoice # 6266005		16.36
201-5960990	Invoice # 6266006		15.95
201-5960990	Invoice # 6266007		4.70
201-5960990	Invoice # 6266008		4.50
201-5960990	Invoice # 6266012		13.70
201-5960990	Invoice # 6266013		4.50
201-5960990	Invoice # 6274214		2.25
201-5960990	Invoice # 6274216		9.00
201-5960990	Invoice # 6274219		4.50
201-5960990	Invoice # 6274224		2.25
201-5960990	Invoice # 6274220		27.00
201-5960990	Invoice # 6274217		9.00
201-5960990	Invoice # 6274215		11.25
201-5960990	Invoice # 6274218		4.50
201-5960990	Invoice # 6274225		4.50

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6274222		22.50
201-5960990	Invoice # 6274221		9.40
201-5960990	Invoice # 6274223		4.50
201-5970630	Invoice # 6254341		43.48
201-5970630	Invoice # 6254342		21.74
201-5970630	Invoice # 6257351		110.95
201-5970630	Invoice # 6248301		350.08
201-5970630	Invoice # 6248299		135.95
201-5970630	Invoice # 6248300		43.46
201-5970630	Invoice # 6252879		333.54
201-5970630	Invoice # 6252873		22.49
201-5970630	Invoice # 6252882		22.49
201-5970630	Invoice # 6252880		432.50
201-5970630	Invoice # 6252878		344.07
201-5970630	Invoice # 6260510		14.99
201-5970630	Invoice # 6260515		187.40
201-5970630	Invoice # 6260511		30.72
201-5970630	Invoice # 6260504		229.31
201-5970630	Invoice # 6260503		281.88
201-5970630	Invoice # 6260514		261.60
201-5970630	Invoice # 6260506		22.48
201-5970630	Invoice # 6260507		44.96
201-5970630	Invoice # 6260509		27.99
201-5970630	Invoice # 6260508		14.99
201-5970630	Invoice # 6260505		56.21
201-5970630	Invoice # 6262854		86.96
201-5970630	Invoice # 6262853		37.48
201-5970630	Invoice # 6262851		21.74
201-5970630	Invoice # 6262852		212.91
201-5970630	Invoice # 6262850		18.74
201-5970630	Invoice # 6260512		112.45
201-5970630	Invoice # 6260513		194.89
201-5970630	Invoice # 6257068		209.15
201-5970630	Invoice # 6257069		125.19
201-5970630	Invoice # 6257062		198.94
201-5970630	Invoice # 6257065		131.17
201-5970630	Invoice # 6257064		47.97
201-5970630	Invoice # 6257063		29.98
201-5970630	Invoice # 6257066		104.94
201-5970630	Invoice # 6257070		74.97
201-5970630	Invoice # 6257067		500.80
201-5970630	Invoice # 6268849		46.48
201-5970630	Invoice # 6268850		20.99
201-5970630	Invoice # 6268851		134.94
201-5970630	Invoice # 6268852		37.48
201-5970630	Invoice # 6268853		48.73
201-5970630	Invoice # 6268839		18.74
201-5970630	Invoice # 6268841		188.93
201-5970630	Invoice # 6268842		59.97
201-5970630	Invoice # 6268843		18.74
201-5970630	Invoice # 6268844		61.47
201-5970630	Invoice # 6268845		37.48
201-5970630	Invoice # 6268846		20.24
201-5970630	Invoice # 6268847		43.48
201-5970630	Invoice # 6268848		20.99
201-5970630	Invoice # 6268838		31.46
201-5970630	Invoice # 6268840		9.74
201-5970630	Invoice # 6266011		29.98
201-5970630	Invoice # 6266010		29.98
201-5970630	Invoice # 6266009		78.71
201-5970630	Invoice # 6266003		45.70
201-5970630	Invoice # 6266004		54.70
201-5970630	Invoice # 6266005		277.39

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970630	Invoice # 6266006	109.43	
201-5970630	Invoice # 6266007	48.71	
201-5970630	Invoice # 6266008	22.48	
201-5970630	Invoice # 6266012	258.65	
201-5970630	Invoice # 6266013	164.95	
201-5970630	Invoice # 6274214	11.24	
201-5970630	Invoice # 6274216	69.71	
201-5970630	Invoice # 6274219	27.73	
201-5970630	Invoice # 6274224	18.74	
201-5970630	Invoice # 6274220	253.38	
201-5970630	Invoice # 6274217	89.96	
201-5970630	Invoice # 6274215	146.95	
201-5970630	Invoice # 6274218	88.47	
201-5970630	Invoice # 6274225	40.48	
201-5970630	Invoice # 6274222	229.40	
201-5970630	Invoice # 6274221	104.96	
201-5970630	Invoice # 6274223	25.48	
<b>MOVIE LICENSING USA</b>	10950	03/15/11	175.00
Account No.	Description	Amount	
201-5960210	Invoice # 1532864	175.00	
<b>NORMAN ELECTRICAL CONSTRUCTION (</b>	10951	03/15/11	85.00
Account No.	Description	Amount	
201-5930010	Invoice # 21464	85.00	
<b>OFFICE DEPOT</b>	10952	03/15/11	184.60
Account No.	Description	Amount	
201-5970100	Invoice # 552228162001	184.60	
<b>OUTSOURCE SOLUTIONS GROUP</b>	10953	03/15/11	28,703.33
Account No.	Description	Amount	
201-5960990	Invoice # 11478	500.00	
201-5960990	Invoice # 11594	27,083.33	
201-5960990	Invoice # 11595	280.00	
201-5960990	Invoice # 10562	280.00	
201-5960990	Invoice # 10561	280.00	
201-5960990	Invoice # 11428	280.00	
<b>OVERHEAD DOOR SOLUTIONS, INC.</b>	10954	03/15/11	403.00
Account No.	Description	Amount	
201-5930020	Invoice # 4721	403.00	
<b>P C NATION</b>	10955	03/15/11	4,305.15
Account No.	Description	Amount	
201-5930010	Invoice # P048843701015	450.15	
202-5980410	Invoice # P048899901014	3,855.00	
<b>PITNEY BOWES</b>	10956	03/15/11	164.00
Account No.	Description	Amount	
201-5930210	Invoice # 9954034-FB11	164.00	
<b>PROQUEST LLC</b>	10957	03/15/11	750.00
Account No.	Description	Amount	
201-5970640	Renewal # US1753773	750.00	
<b>PURCHASE POWER</b>	10958	03/15/11	893.98
Account No.	Description	Amount	
201-5970260	PP # 8000-9090-0510-7839	893.98	
<b>RANDOM HOUSE INCORPORATED</b>	10959	03/15/11	410.99
Account No.	Description	Amount	
201-5970610	Invoice # 1080910308	40.00	



**Des Plaines Public Library  
Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
201-5970610	Invoice # 1080924542	39.99	
201-5970610	Invoice # 1080884749	291.00	
201-5970610	Invoice # 9023230001	40.00	
<b>RECORDED BOOKS, LLC</b>	<b>10960</b>	<b>03/15/11</b>	<b>1,475.24</b>
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5970610	Order # 74093500	181.34	
201-5970610	Order # 74106667	6.95	
201-5970610	Order # 74093501	1,280.00	
201-5970610	Order # 74076667	6.95	
<b>RESEARCH TECHNOLOGY INTERNATION</b>	<b>10961</b>	<b>03/15/11</b>	<b>279.90</b>
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5970100	Invoice # 156693	279.90	
<b>RUNGE PAPER COMPANY, INC.</b>	<b>10962</b>	<b>03/15/11</b>	<b>180.08</b>
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5970170	Invoice # 693688	180.08	
<b>SCHINDLER ELEVATOR CORPORATION</b>	<b>10963</b>	<b>03/15/11</b>	<b>6,859.80</b>
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5930020	Invoice # 8102855865	6,859.80	
<b>SCHOLASTIC LIBRARY PUBLISHING</b>	<b>10964</b>	<b>03/15/11</b>	<b>167.86</b>
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5970600	Invoice # 3679021	167.86	
<b>SOMETHING FISHY INC</b>	<b>10965</b>	<b>03/15/11</b>	<b>150.93</b>
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5960990	Invoice # 0127	59.99	
201-5960990	Invoice # 0126	90.94	
<b>SPEED-E-KLEEN</b>	<b>10966</b>	<b>03/15/11</b>	<b>100.00</b>
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5930320	Invoice # 3619	100.00	
<b>STEPHANIE SPETTER</b>	<b>10967</b>	<b>03/15/11</b>	<b>30.00</b>
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5920202	Expense Reimbursement	30.00	
<b>TELEVEND SERVICES INCORPORATED</b>	<b>10968</b>	<b>03/15/11</b>	<b>208.60</b>
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5970100	Invoice # 2605	208.60	
<b>THE GREAT COURSES</b>	<b>10969</b>	<b>03/15/11</b>	<b>589.70</b>
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5970630	Order # 6278570	579.70	
201-5970630	Order # 6350901	10.00	
<b>TODAY'S BUSINESS SOLUTIONS INC</b>	<b>10970</b>	<b>03/15/11</b>	<b>3,240.00</b>
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5930010	Invoice # 020711-32	1,350.00	
201-5930010	Invoice # 020711-33	1,890.00	
<b>UNITED BUSINESS SOLUTIONS</b>	<b>10971</b>	<b>03/15/11</b>	<b>2,314.90</b>
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5930010	Invoice # 056290	669.28	
201-5930010	Invoice # 056295	1.46	
201-5930010	Invoice # 056294	5.08	
201-5930010	Invoice # 056289	428.04	
201-5930010	Invoice # 056287	99.41	
201-5930010	Invoice # 88314A	11.89	
201-5930010	Invoice # 88336A	11.89	

All Checkbooks  
February 2011

Des Plaines Public Library  
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5970100 Invoice # 88682A		11.91	
201-5970100 Invoice # 88711A		11.78	
201-5970100 Invoice # 88598A		14.16	
202-5980410 Invoice # 88632A		1,050.00	
<b>WAREHOUSE DIRECT</b>	<b>10972</b>	<b>03/15/11</b>	<b>719.41</b>
Account No. Description		Amount	
201-5970100 Invoice # 1016322-0		144.90	
201-5970100 Invoice # 1032069-0		127.43	
201-5970100 Invoice # 1030975-0		404.00	
201-5970100 Invoice # 1009109-0		43.08	
<b>WASTE MANAGEMENT</b>	<b>10973</b>	<b>03/15/11</b>	<b>351.35</b>
Account No. Description		Amount	
201-5930490 Inv # 2319033-2008-4		351.35	
<b>WASTE MANAGEMENT</b>	<b>10974</b>	<b>03/15/11</b>	<b>133.08</b>
Account No. Description		Amount	
201-5930490 Inv # 4305006-2008-2		133.08	
		Subtotal	<u>190,054.83</u>
		<b>TOTAL</b>	<u><b>272,172.90</b></u>

DES PLAINES PUBLIC LIBRARY

CASH FLOW SUMMARY

For the Year Ended December 31, 2011

	January	February	March	April	May	June	July	August	September	October	November	December
<b>Balance Sheet</b>												
Cash & Investments	\$ 2,429,768	\$ 2,060,417	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Revenue (M-T-D)</b>												
Property Taxes	727,523	90,460	-	-	-	-	-	-	-	-	-	-
Other Revenue	15,869	12,965	-	-	-	-	-	-	-	-	-	-
	743,392	103,424	-	-	-	-	-	-	-	-	-	-
<b>Expenses (M-T-D)</b>												
Payroll & Benefits	291,418	282,505	-	-	-	-	-	-	-	-	-	-
Other Expense	301,982	197,122	-	-	-	-	-	-	-	-	-	-
M-T-D change in A/P & A/E	(216,979)	(6,852)	-	-	-	-	-	-	-	-	-	-
	376,422	472,775	0	0	0	0	0	0	0	0	0	0
Net Increase/(Decrease)	366,971	(369,350)	0	0	0	0	0	0	0	0	0	0

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Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
3M								\$16,956.00 Annual
	3/15/2011	10905	201-5930010		\$16,956.00		\$16,956.00	
				\$0.00	\$16,956.00	\$16,956.00	\$16,956.00	
AUTOMATED LOGIC								\$9,960.00 Annual
	2/15/2011	10845	201-5930020		\$2,490.00		\$2,490.00	\$2,490.00 Quarterly
				\$0.00	\$2,490.00	\$2,490.00	\$2,490.00	
AWE								\$2,100.00 Annual
	3/15/2011	10908	201-5930010		\$2,100.00		\$2,100.00	
				\$0.00	\$2,100.00	\$2,100.00	\$2,100.00	
BANC OF AMERICA LEASING								\$24,060.00 Annual
	2/15/2011	10847	201-5930210		\$2,005.00		\$2,005.00	
	3/15/2011	10910	201-5930210		\$2,005.00		\$2,005.00	\$2,005.00 Monthly
				\$0.00	\$4,010.00	\$4,010.00	\$4,010.00	
BUSINESS MACHINE AGENTS INC								.006 per print B/W
	2/15/2011	10581	201-5930010		\$491.07		\$491.07	
	3/15/2011	10931	201-5930010	\$0.00	\$670.45		\$670.45	.06 per print Color
				\$0.00	\$1,161.52	\$1,161.52	\$1,161.52	
COMPLETE CLEANING COMPANY INC								\$87,852.00 Annual
	2/15/2011	10855	201-5930320		\$7,219.00		\$7,219.00	\$7,321.00 Monthly
	3/15/2011	10921	201-5930320	\$0.00	\$7,219.00		\$7,219.00	
				\$0.00	\$14,438.00	\$14,438.00	\$14,438.00	
CYBOR FIRE PROTECTION CO.								\$300.00 Annual
				\$0.00	\$0.00	\$0.00	\$0.00	
FIRST SECURITY SYSTEMS, INC.								\$1,664.00 Annual
				\$0.00	\$0.00	\$0.00	\$0.00	
IMAGING OFFICE SYSTEMS, INC.								\$1,452.00 Annual

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# 2011

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
				\$0.00	\$0.00	\$0.00	\$0.00	
<b>INTERIOR TROPICAL GARDENS INC</b>								\$1,020.00 Annual
	3/15/2011	10937	201-5960990		\$85.00		\$85.00	\$85.00 Monthly
				\$0.00	\$85.00	\$85.00	\$85.00	
<b>LAUTERBACH &amp; AMEN, LLP.</b>								\$19,370.00 Annual
	3/15/2011	10940	201-5920110		\$1,350.00		\$1,350.00	
	3/15/2011	10940	201-5920110		\$1,390.00		\$1,390.00	
				\$0.00	\$2,740.00	\$2,740.00	\$2,740.00	
<b>LYNGSOE SYSTEMS</b>								\$22,362.00 Annual 2010
	2/15/2011	10873	201-5930010		\$22,362.00		\$22,362.00	\$23,250.00 Annual 2011
	3/15/2011	10942	201-5930010		\$23,250.00		\$23,250.00	
					\$45,612.00	\$45,612.00	\$45,612.00	
<b>SMCQUAY SERVICE</b>								\$24,650.00 Annual
	2/15/2011	10877	201-5930020	\$368.50			\$368.50	
	3/15/2011	10945	201-5930020	\$947.30			\$947.30	
				\$1,315.80	\$0.00	\$1,315.80	\$1,315.80	
<b>OUTSOURCE SOLUTIONS GROUP</b>								\$325,000.00 Annual
	2/15/2011	10886	201-5920110		\$27,083.33			\$27,083.33 Monthly
	2/15/2011	10886	201-5920110		\$27,083.33			
	2/15/2011	10886	201-5920110		\$27,083.33			
	2/15/2011	10886	201-5960990	\$280.00				
	2/15/2011	10886	201-5960990	\$499.71			\$82,029.70	
	3/15/2011	10953	201-5960990		\$27,083.33			
	3/15/2011	10953	201-5960990	\$280.00				
	3/15/2011	10953	201-5960990	\$280.00				
	3/15/2011	10953	201-5960990	\$280.00				
	3/15/2011	10953	201-5960990	\$500.00			\$28,703.33	
				\$2,399.71	\$108,333.32	\$110,733.03	\$110,733.03	
<b>PITNEY BOWES</b>								\$1,968.00 Annual

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Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	2/15/2011	10889	201-5930210		\$164.00			
	2/15/2011	10889	201-5970260	\$1,074.78			\$1,238.78	
	3/15/2011	10956	201-5930210		\$164.00		\$164.00	
				\$1,074.78	\$328.00	\$1,402.78	\$1,402.78	
PRO DATA	1/31/2011		201-5920110		\$333.50			
	1/31/2011		201-5920110		\$773.50		\$1,107.00	\$9,575.00 Annual
				\$0.00	\$1,107.00	\$1,107.00	\$1,107.00	
SCHINDLER ELEVATOR CORPORATION								\$6,860.00 Annual
	3/15/2011	10963	201-5930020		\$6,859.80		\$6,859.80	
				\$0.00	\$6,859.80	\$6,859.80	\$6,859.80	
TODAY'S BUSINESS SOLUTIONS INC								\$3,240.00 Annual
	3/15/2011	10970	201-5930010		\$1,350.00			
	3/15/2011	10970	201-5930010		\$1,890.00		\$3,240.00	
				\$0.00	\$3,240.00	\$3,240.00	\$3,240.00	
TRANSWORLD SYSTEMS INC								\$5,250.00 Annual
				\$0.00	\$0.00	\$0.00	\$0.00	
UNITED BUSINESS SOLUTIONS								.007 per print B/W .07 per print Color
	2/15/2011	10898	201-5930010		\$11.27			
	2/15/2011	10898	201-5930010		\$11.31			
	2/15/2011	10898	201-5930010		\$11.69			
	2/15/2011	10898	201-5930010		\$11.67			
	2/15/2011	10898	201-5930010		\$11.75		\$57.69	
	3/15/2011	10971	201-5980410	\$1,050.00				
	3/15/2011	10971	201-5970100		\$11.78			
	3/15/2011	10971	201-5970100		\$11.91			
	3/15/2011	10971	201-5970100		\$14.16			
	3/15/2011	10971	201-5930010		\$11.89			
	3/15/2011	10971	201-5930010		\$11.89			
	3/15/2011	10971	201-5930010		\$1.46			
	3/15/2011	10971	201-5930010		\$5.08			
	3/15/2011	10971	201-5930010		\$669.28			
	3/15/2011	10971	201-5930010		\$428.04			

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# 2011

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	3/15/2011	10971	201-5930010		99.41		\$2,314.90	
				\$1,050.00	\$1,322.59	\$2,372.59	\$2,372.59	
<b>WASTE MANAGEMENT</b>								\$4,004.76 Annual
	2/15/2011	10902	201-5930490		\$132.21			\$333.73 Monthly
	2/15/2011	10903	201-5930490		\$349.04		\$481.25	
	3/15/2011	10973	201-5930490		\$351.35			
	3/15/2011	10974	201-5930490		\$133.08		\$484.43	
				\$0.00	\$965.68	\$965.68	\$965.68	

## Director's Report March, 2011

### Personnel Highlights

#### Promotions

Adam Vernola, Processing Clerk to Part Time Youth Service Assistant, 02/19/2011

#### Resignations

Jonathan Oswald, Page, 02/29/2011

Jenine Pace, Page, 02/18/2011

### Patron Services Highlights

#### Circulation

We circulated 90,666 items in February. That's down 11.53% from February 2010. I attribute the decrease to changes in the van delivery system that has decreased the number of items we send to other libraries (about 3%) and the fact that we did not buy any new material from August through December 2010. Additionally, the library was closed for a day and a half because of the blizzard and the Mobile Library did not go out for 5 days due to weather and 9 days due to mechanical problems.

#### E-books

In February there were 368 checkouts by 198 unique patrons, 34 of whom are new. That's about double from January 2010. Tick Tock by James Patterson and Treachery by Death by J.D. Robb were the most checked out titles.

#### Card Registration

58.1% of the population of Des Plaines, or 33,166 people, hold library cards.

#### Hits on Web site

We had 42,445 hits on our web site in February.

#### Searches on Online Reference Products

15,567 searches were performed in February which is down from February 2010's results of 18,583.

#### Wireless Usage

3,176 individual devices connected to our wireless network in February that's up 20% from February of 2010.

#### Meeting Room Usage

In January 99 different groups met at the library using our meeting rooms.

#### Other

Winter Reading Club was held from January 10<sup>th</sup> through February 27<sup>th</sup>. Youth Services' theme was "All Aboard the Reading Express" and 520 kids registered and 390 finished. For the Adults the theme was "Work, Learn, Play, Imagine" 228 adults and 52 teens participated.



# Des Plaines Public Library - February 2011 Board Report

<b>CIRCULATION</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	Feb 2011		YTD 2011	
Youth Services		32,977	Youth Services	69,262
Adult Services		57,689	Adult Services	119,891
		<b>TOTAL</b>	<b>TOTAL</b>	<b>189,153</b>
	Feb 2010		YTD 2010	
Youth Services		37,574	Youth Services	76,591
Adult Services		64,904	Adult Services	137,406
		<b>TOTAL</b>	<b>TOTAL</b>	<b>213,997</b>
		<b>% Change</b>	<b>% Change</b>	<b>-11.61%</b>
		<b>-11.53%</b>		
<b>SELF CHECK</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	Feb 2011		YTD 2011	
		60,334	YTD 2011	126,544
	Feb 2010		YTD 2010	140,919
		66,958		
		<b>% Change</b>	<b>% Change</b>	<b>-10.20%</b>
		<b>-9.89%</b>		

<b>CARD REGISTRATION</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	Feb 2011		YTD 2011	
New Resident Cards		270	YTD 2011	554
	Feb 2010		YTD 2010	697
		288		
		<b>% Change</b>	<b>% Change</b>	<b>-21%</b>
		<b>-6%</b>		
	Feb 2011		YTD 2011	
New Business Cards		1	YTD 2011	4
	Feb 2010		YTD 2010	6
		4		
		<b>% Change</b>	<b>% Change</b>	<b>-33.33%</b>
		<b>75%</b>		
Total Card Ownership			YTD 2011	33,166
			YTD 2010	36,046
			<b>% Population 2011</b>	<b>58.1%</b>
			<b>% Population 2010</b>	<b>62.7%</b>

<b>PATRON ATTENDANCE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	Feb 2011		YTD 2011	
		44,554	YTD 2011	92,208
	Feb 2010		YTD 2010	92,436
		48,991		
		<b>% Change</b>	<b>% Change</b>	<b>0%</b>
		<b>-9%</b>		

<b>MEETING ROOM USE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
Library Sponsored Prog	49	2,598	YTD	5,104
Outside Groups	31	964	YTD	1,492
Internal Meetings	19	116	YTD	204
<b>TOTAL</b>	<b>99</b>	<b>3,678</b>	<b>TOTAL</b>	<b>6,800</b>

OUTREACH				
	THIS MONTH	Attendance	YEAR TO DATE	
Adult Services	13	209	YTD	353
Youth Services	44	980	YTD	1,794
<b>TOTAL</b>	<b>57</b>	<b>1,189</b>	<b>TOTAL</b>	<b>2,147</b>

COMPUTER / TECHNOLOGY USE				
	THIS MONTH		YEAR TO DATE	
Hits on Website	Feb 2011		YTD 2011	
	From Internal IP's	7,502	From Internal IP's	13,172
	From External IP's	34,943	From External IP's	75,642
	Absolutely Unique Visitors	19,684		
	<b>TOTAL</b>	<b>42,445</b>	<b>TOTAL</b>	<b>88,814</b>
Hits on PlainTalk	Feb 2011	612	YTD 2011	1,383
	Feb 2010	1,593	YTD 2010	2,266
	% Change	-62%	% Change	-39%
Hits on Positively Ellinwood Street	Feb 2011	1,075	YTD 2011	2,122
	Feb 2010	631	YTD 2010	1,562
	% Change	70%	% Change	36%

Computer Use				
	Adult Services		YEAR TO DATE	
	Feb 2011	7,877	YTD 2011	15,441
	Feb 2010	8,786	YTD 2010	18,297
	% Change	-10.35%	% Change	-15.61%
Youth Services	Feb 2011	888	YTD 2011	1,814
	Feb 2010	1,481	YTD 2010	3,089
	% Change	-40.04%	% Change	-41.28%

Average Online Reference Products Searches & Queries	Feb 2011	15,567	YTD 2011	32,005
	Feb 2010	18,583	YTD 2010	60,991
			% Change	-47.53%

FRIENDS OF THE LIBRARY  
Tuesday, February 22, 2011

The Spring Book Sale will be April 1-3. Books are still being accepted.  
The book sale is being advertised on booksalefinder.com.

The nominating committee presented the following slate for election: President-Wally Meyer; Vice President-Susan Casson; Treasurer-Debra Sus; Secretary-Dawn Conlon. More nominations may be made at the time of election.

Photographs that have been taken over the years have been collected and are now on one location in the computer.

Two bands have been selected for "Do the Dewey", *Charles and Company* and *Brazilian Carnival*, which features Samba music. The Friends will fund the \$1100 cost for these 2 bands.

The Youth Department requested the following:

March - Big Friendly Giant, \$695

April - Helen Frost, author of "Diamond Willow" will be at the library on Thursday, April 28<sup>th</sup> for a book signing. The book cost is \$5.00 to the students. Book orders are taken at each of the schools and the students will come to meet Ms Frost. Members of the Friends are asked to help at this event.

The Summer Reading Program will be "A Midsummer Nights Needs"

Tuesday, June 2, A Midsummer Nights Read - \$245

Hands on Shakespeare (2 workshops, 4-8 yrs and 9-12 yrs) - \$400

Fractured Fairy Tales - part 2- 7 Classic Tales - \$725

Wizard's School - \$450

The Friends will fund these events

The Adult Department requests \$250 or less for Wi games and controllers. Request granted.



**Maria Pappas**  
**Cook County Treasurer**

January 31, 2011

Des Plaines Library District  
Selma D'Souza, Trustee  
1501 Ellinwood St.  
Des Plaines, IL 60016

***Re: Amendment to Debt Disclosure Ordinance***

Dear Selma D'Souza,

Recently, the Cook County Board of Commissioners passed an amendment to Section 2-243 of the Cook County Code of Ordinances, commonly known as the Debt Disclosure Ordinance (as amended, the "Amended Ordinance"), that will take effect on February 1, 2011.

As before, all taxing districts in Cook County are annually required to provide financial statements and other written disclosures to the Cook County Treasurer's Office in electronic format. Please note, however, that the scope of information required to be disclosed annually by taxing districts has changed under the Amended Ordinance. Please also be aware that under subsection (d) of the Amended Ordinance, your agency is subject to a new obligation to provide a written disclosure containing certain pension-related and other information (the "Subsection (d) Disclosure") to this Office within 60 days following the February 1, 2011 effective date of the ordinance amendment.

Attached to this letter you will find (1) an updated Upload Instruction Sheet detailing how taxing districts should electronically deliver their financial statements and disclosures to this Office via the Cook County Treasurer's Taxing Agency Extranet Web site (the "TAE Web site") and (2) the full text of the Amended Ordinance. In order to ensure your agency's compliance with the Amended Ordinance, please follow the instructions set forth in the attached Upload Instruction Sheet to upload your agency's Subsection (d) Disclosure to the TAE Web Site on or before April 4, 2011. As you know, your agency's financial statements and other disclosures will be made available to the public on [www.cookcountytreasurer.com](http://www.cookcountytreasurer.com).

If you have any questions concerning the procedure for uploading your agency's financial statement(s) and other required disclosures to the TAE Web site, please contact this Office by telephone at (312) 443-5100 or by email at [Distributions@cookcountytreasurer.com](mailto:Distributions@cookcountytreasurer.com).

Sincerely,

A handwritten signature in cursive script that reads "John Schick".

John Schick  
Chief Financial Officer  
Cook County Treasurer's Office

UPLOAD INSTRUCTION SHEET:  
SEE NEXT PAGE



# Des Plaines Public Library

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

TO: Dan Patlak, Commissioner

FROM: Holly Richards Sorensen, Library Director *HRS*

SUBJECT: Study of Timely Tax Billing on Taxing District Revenue

DATE: February 23, 2011

In response to your letter of January 3, 2011 the Des Plaines Public Library Board of Trustees met on February 15, 2011 to discuss and respond to your questions.

**1. What additional costs would your district incur if tax bills are sent to taxpayers on any of the following dates:**

**September 1.**

None

**October 1.**

None

**November 1 or after November 1.**

**\$53,000, includes:**

**Staff cost: \$36,000**

- Planning for Intergovernmental Agreement with the City of Des Plaines to obtain a bank loan.
- Redeveloping the budget due to concerns of late payments.
- Planning to cut services and/or close library due to late payments.
- Communicating reduced services plans to public.

**Legal Fees: \$4,500**

- Drafting and refining Intergovernmental Agreement with the City of Des Plaines to obtain a bank loan.

**Bank loan costs: \$12,500**

- Interest and fees.

2. **If you cover late revenue with reserves, what is the cost of lost interest income?**

\$2,000

- 2010 budgeted reserves were; \$1,296,756. (Calculated at 1% annual interest rate for 60 days.)

3. **What other costs are incurred with delayed taxpayer billing? Are there any additional opportunity costs?**

\$400,000, includes:

- \$100,000 in cancelled Capital Projects improvements and maintenance of our building
- \$300,000. We stopped buying new books, DVDs, music and other new material for the public for five months.

**Total Cost to DPPL if Tax Bills go out Nov 1 or later: \$455,000.**

Based on a history of late payments, we significantly curtailed our 2010 operating budget in anticipation of no tax receipts in the fall of 2010. We were unable to fulfill our mission to provide current material to our public and maintain our building in a safe and pleasant manner. An example of opportunity costs to our patrons would include purchasing a book they would normally have borrowed from the library or the cost of their time waiting for the book to come from another library, multiplied by our 32,000 Des Plaines Public Library cardholders. We strongly believe Cook County should comply with state law requiring property tax payments to be due on March 1<sup>st</sup> and September 1<sup>st</sup>.

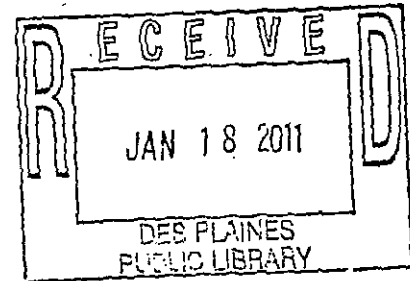
Thank you for asking us to participate in this survey. We believe it shows genuine interest in the financial hardships of the taxpayers of Cook County.



OFFICE OF THE BOARD OF REVIEW  
OF COOK COUNTY  
CHICAGO, IL 60602  
(312) 603-5579

DAN PATLAK  
COMMISSIONER

January 3, 2011



Dear Taxing Body:

Thank you for agreeing to participate in the Cook County Board of Review study of timely tax billing on taxing district revenue.

As we engage in a challenging Cook County budget process it is important that the Board of Review has the appropriate staffing and cost effective processes to fulfill its mandated services to taxpayers and obligations to taxing bodies.

The following information will assist us in formulating an impact analysis of your district during the budgetary review:

1. What additional costs would your district incur if tax bills are sent to taxpayers on any of the following dates: September 1, October 1, November 1 or after November 1?
2. If you cover late revenue with reserves, what is the cost of lost interest income?
3. What other costs are incurred with delayed taxpayer billing? Are there any additional opportunity costs?

Thank you again for your prompt response and input.

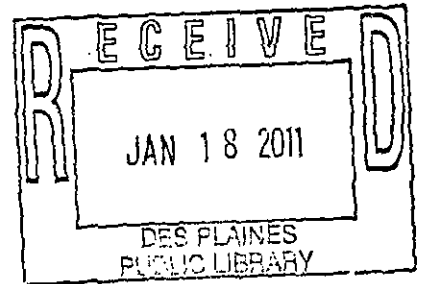
Please feel free to contact me at anytime to further discuss our mutual needs.

Best Regards,

A handwritten signature in cursive script, appearing to read "Dan Patlak".



OFFICE OF THE BOARD OF REVIEW  
OF COOK COUNTY  
CHICAGO, IL 60602  
(312) 603-5579



DAN PATLAK  
COMMISSIONER

January 3, 2011

Dear Taxing Body:

Thank you for agreeing to participate in the Cook County Board of Review study of timely tax billing on taxing district revenue.

As we engage in a challenging Cook County budget process it is important that the Board of Review has the appropriate staffing and cost effective processes to fulfill its mandated services to taxpayers and obligations to taxing bodies.

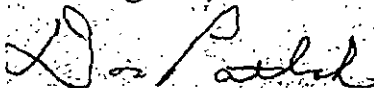
The following information will assist us in formulating an impact analysis of your district during the budgetary review:

1. What additional costs would your district incur if tax bills are sent to taxpayers on any of the following dates: September 1, October 1, November 1 or after November 1?
2. If you cover late revenue with reserves, what is the cost of lost interest income?
3. What other costs are incurred with delayed taxpayer billing? Are there any additional opportunity costs?

Thank you again for your prompt response and input.

Please feel free to contact me at anytime to further discuss our mutual needs.

Best Regards,

  
Commissioner Dan Patlak



1347



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 *HR*  
SUBJECT: Background on February agenda items  
DATE: February 11, 2011

The following is information to help you prepare for the discussion at our meeting on February 15 on various agenda items.

**VIII. New Business**

**A. Approve Payment of Vendor Checks Report - \$225,675.72. [Action Item]**

**B. Finance Committee Report – Jeff Rozovics. [Action Item]**

The Finance Committee will meet before the board meeting to discuss

- Posting Financial Reports on the Library Website
- Responding to “Questions from Commissioner Dan Patlak from the Office of the Board of Review of Cook County Regarding Timely Tax Billing.”

**C. Approve Illinois Public Library Annual Report (IPLAR). [Action Item]**

As a public library in Illinois this report is a statutory requirement. 75 ILCS 5/4-10.

**D. Approve Payment to 3M Library Systems for Maintenance Agreement - \$14,371.13. [Action Item]**

This is a budgeted expense: Fund 201, Account 930010 – R & M Equipment, Three M Equipment, \$16,956.00.

This is the annual service agreement for all the 3M RFID equipment. All of the equipment we purchased in 2008 and 2009 is consolidated in this one service agreement; 8 staff workstations, 5 self check machines, and 5 detection gates.

**E. “Food for Fines” in March 2011. [Action Item]**

You will be asked to vote on a campaign to accept canned foods to reduce library fines from March 15 – 31. In 2010 \$1.00 was reduced off the patron’s total library fine for each non-perishable item totaling \$2,500.00 in fines waived. All food will be donated to the Self-Help Closet and Food Pantry in Des Plaines.

**F. Declaration of Surplus Property. [Action Item]**

You will be asked to declare the following items surplus property:

- 11 large round beanbag chairs
- 5 small square beanbag pillows

These items will be offered to the City of Des Plaines for right of first refusal and then offered to Camelot School in Des Plaines.

The beanbags have been a safety concern for the Youth Services department for years. Children use them as a landing pad for jumping off of chairs and stairs. More than a few injuries have resulted. Also, in the adult services departments many patrons have been discovered sleeping on the beanbags.

1349

TO: Jason Slowinski, Acting City Manager  
FROM: Holly Richards Sorensen, Library Director  
CC: David Wiltse, City Attorney  
DATE: February 16, 2011  
SUBJECT: Disposal of Surplus Property

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In order to dispose of real or personal property the library must first declare it surplus and before disposing of it is required to offer it to the corporate authorities for the first right to purchase such property for public or corporate purposes. Attached is a list of items declared surplus property by official action of the Des Plaines Public Library Board of Trustees. If the City of Des Plaines would like to take ownership of any of these items, please let me know before Friday, March 18, 2011.

List of Surplus Property

Qty Description

- 11 Large round beanbag chairs
- 5 Small square beanbag pillows


# Des Plaines Public Library

## 2010 - 2011 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)

CURRENT YEAR

PREVIOUS YEAR

### IDENTIFICATION (1.1 - 1.37)

	<p><b>As Secretary of State and State Librarian, I commend our Illinois public libraries on the outstanding services they provide that enhance and enrich the lives of our citizens.</b></p> <p><b>I truly appreciate the efforts and hard work of the 600+ Illinois public libraries in completing the Illinois Public Library Annual Report (IPLAR). The collected data provides a concise snapshot of the current status of Illinois public library services and programs. In addition, the collected information is shared nationally through the Federal-State Cooperative System (FSCS) for Public Library Data. As a result, Illinois librarians have the opportunity to compare themselves with their Illinois peers and librarians throughout the nation.</b></p> <p><b>Again, thank you very much for your hard work in completing the current IPLAR, and for all the good work you do in keeping our patrons educated, entertained, and enlightened.</b></p> <p style="text-align: right;"><b>Sincerely, Jesse White</b></p>
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1.1	ISL Control # [PLSC 151, PLSC 701]	30226	30226
1.2	ISL Branch # [PLSC 151, PLSC 701]	00	00
1.3a	FSCS ID [PLSC 150, PLSC 700]	IL0138	IL0138
1.3b	FSCS_SEQ [PLSC 700]	002	002
1.4a	Legal Name of Library [PLSC 152]	Des Plaines Public Library	<i>Des Plaines Public Library</i>
1.4b	If this locked question's answer has changed, then enter the updated answer here.		
1.5a	Facility Street Address [PLSC 153]	1501 Ellinwood Street	<i>1501 Ellinwood Street</i>
1.5b	If this locked question's answer has changed, then enter the updated answer here.		
1.6a	Facility City [PLSC 154]	Des Plaines	<i>Des Plaines</i>
1.6b	If this locked question's answer has changed, then		

	enter the updated answer here.		
1.7a	Facility Zip [PLSC 155]	60016	60016
1.7b	If this locked question's answer has changed, then enter the updated answer here.		
1.8a	Facility Zip +4 [PLSC 156]	4553	4553
1.8b	If this locked question's answer has changed, then enter the updated answer here.		
1.9a	Mailing Address [PLSC 157]	1501 Ellinwood Street	1501 Ellinwood Street
1.9b	If this locked question's answer has changed, then enter the updated answer here.		
1.10a	Mailing City [PLSC 158]	Des Plaines	Des Plaines
1.10b	If this locked question's answer has changed, then enter the updated answer here.		
1.11a	Mailing Zip [PLSC 159]	60016	60016
1.11b	If this locked question's answer has changed, then enter the updated answer here.		
1.12a	Mailing Zip +4 [PLSC 160]	4553	4553
1.12b	If this locked question's answer has changed, then enter the updated answer here.		
1.13a	Library Telephone Number [PLSC 162]	847-827-5551	847-827-5551
1.13b	If this locked question's answer has changed, then enter the updated answer here.		
1.14a	Library FAX Number	847-827-7974	847-827-7974
1.14b	If this locked question's answer has changed, then enter the updated answer here.		
1.15	WWW Home Page [PLSC 163]	www.dppl.org	<a href="http://www.dppl.org">http://www.dppl.org</a>
Library Director's Information			
1.16	Name	Holly Richards Sorensen	Sandra K. Norlin
1.17	Title	Library Director	Library Director
1.18	Library Director's E-mail	hsorensen@dppl.org	snorlin@dppl.org

- 1.19a Type of library CI - City *CI - City*
- 1.19b If this locked question's answer has changed, then enter the updated answer here.
- 1.19c Legal Basis Code [PLSC 201] CI *CI*
- 1.19d Geographic Code [PLSC 204] CII *CII*
- 1.20 Is your library a combined public and school library? No *No*
- 1.21 Does your library contract with another library to **RECEIVE ALL** your library services? No *No*
- 1.22 IF YES, list the names(s) of the library(ies) with whom you contract (Enter each in a separate repeating field)
- 1.23a County in which the administrative entity is located [PLSC 161] Cook *Cook*
- 1.23b If this locked question's answer has changed, then enter the updated answer here.
- 1.23c Metropolitan Status Code [PLSC 710] NC *NC*
- 1.24 Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205, 75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] No *No*
- 1.25 IF YES, indicate the reason for the boundary change
- 1.26a Population residing in tax base (Use the latest official federal census figure) [PLSC 208] 58710 *58710*
- 1.26b If this locked question's answer has changed, then enter the updated answer here. 56810
- 1.27 If the population has changed from the prior year's answer, Other then indicate the reason. *Special Census*

1.28a	Library system to which your library belonged as of January 1, 2010	NSLS	NSLS
1.28b	If this locked question's answer has changed, then enter the updated answer here.		
1.28c	Interlibrary Relationship Code [PLSC 200]	ME	ME
1.29	Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes	Yes
1.30	Does this library have paid staff?	Yes	Yes
1.31	Does this library have an established schedule in which services of the staff are available to the public?	Yes	Yes
1.32	Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes	Yes
1.33	Is this library supported in whole or in part with public funds?	Yes	Yes
1.34	Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203] (If you answered YES to each question 1.29 - 1.33, then answer this question Yes. If you answered NO to any question 1.29 -1.33, then answer this question No.)	Yes	Yes
1.35	Number of Central Libraries [PLSC 209]	1	1
1.36	Outlet Type Code [PLSC 709]	CE	CE
1.37	Administrative Structure Code [PLSC 202]	MO	MO

**BRANCHES AND BOOKMOBILE OUTLETS (2.1 - 2.18)**

2.1	Total number of bookmobiles [PLSC 211 & PLSC 712]	1	1
2.2	Total number of branch libraries [PLSC 210]	0	0



NOTE: For questions 2.3 through 2.16, ONLY INCLUDE branch libraries and bookmobile outlets. DO NOT include the main/central library.

2.3a	Branch or Bookmobile Legal Name [PLSC 702]	Des Plaines Public Library Bookmkobile	<i>Des Plaines Public Library Bookmkobile</i>
2.3b	If this locked question's answer has changed, then enter the updated answer here.		
2.4	ISL Control # [PLSC 701]	30226	30226
2.5	ISL Branch # [PLSC 701]	01	01
2.6a	Street Address [PLSC 703]	1501 Ellinwood Street	<i>1501 Ellinwood Street</i>
2.6b	If this locked question's answer has changed, then enter the updated answer here.		
2.7a	City [PLSC 704]	Des Plaines	<i>Des Plaines</i>
2.7b	If this locked question's answer has changed, then enter the updated answer here.		
2.8a	Zip [PLSC 705]	60016	<i>60016</i>
2.8b	If this locked question's answer has changed, then enter the updated answer here.		
2.9a	Zip +4 [PLSC 706]	4553	<i>4553</i>
2.9b	If this locked question's answer has changed, then enter the updated answer here.		
2.10a	County [PLSC 707]	Cook	<i>Cook</i>
2.10b	If this locked question's answer has changed, then enter the updated answer here.		
2.11a	Telephone [PLSC 708]	847-827-5551	<i>847-827-5551</i>
2.11b	If this locked question's answer has changed, then enter the updated answer here.		
2.12a	Square Footage [PLSC 711]	116	<i>116</i>
2.12b	If this locked question's answer has changed, then enter the updated answer here.		
2.12c	Indicate the reason for the change/variance in square footage for this annual report	N/A	

as compared to the previous annual report.

2.13	Outlet Type Code [PLSC 709]	BS	BS
2.14	Metropolitan Status Code [PLSC 710]	NC	NC
2.15	FSCS ID [PLSC 700]	IL0138	IL0138
2.16	FSCS_SEQ [PLSC 700]	003	003
2.17	Total public service hours PER YEAR for this branch or bookmobile [PLSC 713]	1425	1411
2.18	Total number of weeks, during the fiscal year, this branch or bookmobile was open for service to the public [PLSC 714]	48	

**ANNUAL REPORT DATA (3.1 - 3.7)**

3.1	Fiscal Year Start Date (mm/dd/year) [PLSC 206]	01/01/2010	01/01/2009
3.2	Fiscal Year End Date (mm/dd/year) [PLSC 207]	12/31/2010	12/31/2009
3.3	Number of months in this fiscal year	12	12
3.4	Name of person preparing this annual report	Carol Kidd	Carol Kidd
3.5	Telephone Number	847-376-2803	847-376-2803
3.6	FAX Number	847-827-4161	847-827-4161
3.7	E-Mail Address	ckidd@dppl.org	ckidd@dppl.org

**REFERENDA (4.1 - 4.12)**

4.1	Was your library involved in a referendum in FY2010/2011?	No	No
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Include each type of referendum presented to the voters below:

- 4.2 Referendum Type
- 4.3 If Other, what was the referendum type?
- 4.4 Referendum Date (mm/dd/year)
- 4.5 Passed or Failed?
- 4.6 Effective Date (mm/dd/year)

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

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

**CURRENT LIBRARY BOARD (5.1 - 5.14)**

[75 ILCS 5/4-1, et seq., 75 ILCS 16/30-5, et seq.]

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

- 5.1 Total number of board seats 9 9
- 5.2 Total number of vacant board seats 0 0
- 5.3 In accordance with current Illinois Library Laws, subject to the type of public library, this public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired. Yes Yes

5.4 IF NO, please explain

Members

5.5 Name	George Magerl	Noreen Lake
5.6 Trustee Position	President	President
5.7 Present Term Ends (mm/year)	06/2012	06/2011
5.8 Telephone Number	847-699-7263	847-299-1886
5.9 E-mail Address	gmagerl@sbcglobal.net	nllake@hotmail.com
5.10 Home Address	825 Pearson #6E	1538 Campbell
5.11 City	Des Plaines	Des Plaines
5.12 State	IL	Illinois
5.13 Zip	60016	60016
5.14 Zip +4		4553
5.5 Name	Susan Moylan Krey	George Magerl
5.6 Trustee Position	Vice-President	Vice-President
5.7 Present Term Ends (mm/year)	06/2013	06/2012
5.8 Telephone Number	847-977-8710	847-699-7263
5.9 E-mail Address	c21smoylan@msn.com	gmagerl@sbcglobal.net

5.10	Home Address	1461 Wicke Avenue	<i>825 Pearson #6E</i>
5.11	City	Des Plaines	<i>Des Plaines</i>
5.12	State	IL	<i>Illinois</i>
5.13	Zip	60018	<i>60016</i>
5.14	Zip +4		
5.5	Name	Jeffery Rozovics	<i>Eldon Burk</i>
5.6	Trustee Position	Treasurer	
5.7	Present Term Ends (mm/year)	06/2012	<i>06/2010</i>
5.8	Telephone Number	847-803-1055	<i>847-827-8619</i>
5.9	E-mail Address	jeff@rozwoj.com	<i>eldoneb@aol.com</i>
5.10	Home Address	1124 E. Prairie Avenue	<i>661 Walnut Ct.</i>
5.11	City	Des Plaines	<i>Des Plaines</i>
5.12	State	IL	<i>Illinois</i>
5.13	Zip	60016	<i>60016</i>
5.14	Zip +4		
5.5	Name	Eugene Fregetto	<i>Selma D'Souza</i>
5.6	Trustee Position	Other	
5.7	Present Term Ends (mm/year)	06/2011	<i>06/2010</i>
5.8	Telephone Number	224-595-5237	<i>847-722-1733</i>
5.9	E-mail Address	fregetto1@yahoo.com	<i>sdsouza557@aol.com</i>
5.10	Home Address	800 Laurel	<i>184 Grove Avenue, #C</i>
5.11	City	Des Plaines	<i>Des Plaines</i>
5.12	State	IL	<i>Illinois</i>
5.13	Zip	60016	<i>60016</i>
5.14	Zip +4		
5.5	Name	Dion Kendrick	<i>Susan Moylan Krey</i>
5.6	Trustee Position	Other	
5.7	Present Term Ends (mm/year)	06/2013	<i>06/2010</i>
5.8	Telephone Number	847-298-2848	<i>847-977-8710</i>
5.9	E-mail Address	kskdfk@comcast.net	<i>c21smoylan@msn.com</i>
5.10	Home Address	943 Webster Lane	<i>1461 Wicke Avenue</i>
5.11	City	Des Plaines	<i>Des Plaines</i>
5.12	State	IL	<i>Illinois</i>
5.13	Zip	60016	<i>60018</i>
5.14	Zip +4		
5.5	Name	Myrtle Klebe	<i>Jeffery Rozovics</i>
5.6	Trustee Position	Other	
5.7	Present Term Ends (mm/year)	06/2011	<i>06/2012</i>
5.8	Telephone Number	847-296-5672	<i>847-803-1055</i>
5.9	E-mail Address	myrtk@wowway.com	<i>jeff@rozwoj.com</i>
5.10	Home Address	1434 E. Walnut Avenue	<i>1124 E. Prairie Avenue</i>
5.11	City	Des Plaines	<i>Des Plaines</i>

5.12	State	IL	<i>Illinois</i>
5.13	Zip	60016	<i>60016</i>
5.14	Zip +4		
5.5	Name	Steven Mokry	<i>Elaine Tejcek</i>
5.6	Trustee Position	Other	
5.7	Present Term Ends (mm/year)	06/2013	<i>06/2011</i>
5.8	Telephone Number	847-951-1738	<i>847-296-8530</i>
5.9	E-mail Address	stevenmokry@aol.com	<i>kecj39@att.net</i>
5.10	Home Address	656 Pearson St. #606	<i>1327 Washington #408</i>
5.11	City	Des Plaines	<i>Des Plaines</i>
5.12	State	IL	<i>Illinois</i>
5.13	Zip	60016	<i>60016</i>
5.14	Zip +4		
5.5	Name	John Robinson	<i>Jennifer Tsalapatanis</i>
5.6	Trustee Position	Other	
5.7	Present Term Ends (mm/year)	06/2011	<i>06/2012</i>
5.8	Telephone Number	847-530-3345	<i>847-612-1419</i>
5.9	E-mail Address	jrobinson@desplaines.org	<i>greek97@wideopenwest.com</i>
5.10	Home Address	1669 Walnut Avnue	<i>702 Howard Avenue</i>
5.11	City	Des Plaines	<i>Des Plaines</i>
5.12	State	IL	<i>Illinois</i>
5.13	Zip	60016	<i>60018</i>
5.14	Zip +4		
5.5	Name	Jennifer Tsalapatanis	<i>Myrtle Klebe</i>
5.6	Trustee Position	Other	
5.7	Present Term Ends (mm/year)	06/2012	<i>06/2011</i>
5.8	Telephone Number	847-612-1419	<i>847-296-5672</i>
5.9	E-mail Address	greek97@wideopenwest.com	<i>myrtek@wowway.com</i>
5.10	Home Address	702 Howard Avenue	<i>1434 E. Walnut Avenue</i>
5.11	City	Des Plaines	<i>Des Plaines</i>
5.12	State	IL	<i>Illinois</i>
5.13	Zip	60018	<i>60016</i>
5.14	Zip +4		

#### **FRIENDS GROUP/FOUNDATION (6.1 - 6.2)**

6.1	Does your library have a "friends" group?	Yes	<i>Yes</i>
6.2	Does your library have a library foundation?	No	<i>No</i>

#### **FACILITY/FACILITIES (7.1 - 7.2)**

7.1a	Total square footage of the main library building [PLSC 711]	82,500
7.1b	If this locked question's answer has changed, then enter the updated answer here.	
7.1c	Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	N/A
7.2	Total square footage of the branch library building(s), if applicable	N/A
7.2b	Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	N/A

**ASSETS AND LIABILITIES (8.1 - 8.13)**

**PROPERTY**

8.1	What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$17,244,740	\$17,244,740
8.2	During the last fiscal year, did the library acquire any real and/or personal property? [75 ILCS 5/4-10 (4), 75 ILCS 16/30-65(a)(3)]	No	
IF YES, how was the property acquired? (Check all that apply)			
8.3	Purchase	No	No
8.4	Legacy	No	No
8.5	Gift	No	No
8.6	Other	No	No
8.7	Provide a general description of the property acquired.		
8.8	What is the estimated replacement cost for the library's furniture, equipment, and vehicles?	\$13,282,833	\$13,530,826

**FISCAL ACCUMULATIONS**

8.9	Does your library have fiscal accumulations (reserve funds, Yes outstanding fund balances,
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etc.)? [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)]

- 8.10 IF YES, then prepare a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations. [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] At the October 18, 2005 Board of Trustees meeting, the board voted "to build up an operating fund balance to cover two and one-half months of operating expenses by the end of the year 2010." As of 12/31/2010 the operating fund balance is: \$2,585,196.

**LIABILITIES**

- 8.11 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.? [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] No
- 8.12 IF YES, what is the total amount of the outstanding liabilities? [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] 0
- 8.13 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount. [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)]

**OPERATING RECEIPTS BY SOURCE (9.1 - 9.21)**

[75 ILCS 5/4-10(1), 75 ILCS 16/30-65(a)(6)]

Operating receipts are the monies received and utilized during the fiscal year to support the provision of ongoing, day-to-day library services.

Exclude: revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

**NOTE: Round answers to the nearest whole dollar.**

**LOCAL GOVERNMENT**

- 9.1 Local government [PLSC 300] (except capital income from bond sales which must be reported in 13.1a only) \$5,750,062 \$6,633,263

**STATE GOVERNMENT - Exclude: Federal funds distributed by the State of Illinois**

- 9.2 Per capita grant \$59,949 \$68,892
- 9.3 Equalization aid grant \$0 \$0
- 9.4 Personal property replacement tax \$46,494 \$92,988

9.5	Educate and Automate grants (an IL State Library grant)	\$0	
9.6	Other	0	\$0
9.7	If Other, please specify		
9.8	Total State Government Funds (9.2+9.3+9.4+9.5+9.6) [PLSC 301]	\$106,443	\$161,880

**FEDERAL GOVERNMENT** - Include: Federal funds distributed by the State of Illinois (e.g., LSTA grants paid directly to your library)

9.9	LSTA funds received	0	\$0
9.10	E-Rate funds received	0	\$0
9.11	Other federal funds received	0	\$0
9.12	If Other, please specify		
9.13	Total Federal Government Funds (9.9+9.10+9.11) [PLSC 302]	\$0	\$0

**OTHER INCOME**

9.14	Bill and Melinda Gates Foundation grant monies received	0	\$0
9.15a	Other receipts intended to be used for operating expenditures	\$178,839	\$388,909
9.15b	Other non-capital receipts placed in "reserve funds"	0	0
9.16	TOTAL all other receipts (9.14 + 9.15a, BUT NOT 9.15b) [PLSC 303]	\$178,839	\$388,909

**TOTAL OPERATING RECEIPTS**  
[75 ILCS 5/4-10(1), 75 ILCS 16/30-65(a)(6)]

9.17	TOTAL receipts ( 9.1 + 9.8 + 9.13 + 9.16) [PLSC 304]	\$6,035,344	\$7,184,052
9.18	Amount of surety bond	\$175,000	\$175,000
9.19	Is the amount of the surety bond in compliance with library law? (The amount of the bond shall be based upon a minimum of 50% of the total funds received by the library in the last/previous fiscal year.) [75 ILCS 5/4-9, 75 ILCS 16/30-45(e)]	No	No
9.20	The designated custodian of the library's funds is:	Other	Other
9.21	Is this library's annual tax levy/fiscal appropriation subject to "tax caps" [the Property Tax Extension	No	No



Limitation Law, 35 ILCS  
200/18-185, et seq.]?

### **OPERATING EXPENDITURES BY CATEGORY (10.1 - 10.4)**

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

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

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

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

**NOTE: Round answers to the nearest whole dollar.**

10.1	Salaries and wages for all library staff [PLSC 350]	\$2,745,775	\$2,747,693
10.2	Fringe benefits, for all library staff, paid for from either the library's or the "municipal corporate authority's" appropriation [PLSC 351]	\$1,227,003	\$1,300,888
10.3	Total Staff Expenditures (10.1 + 10.2) [PLSC 352]	\$3,972,778	\$4,048,581
10.4	If this library answered question 10.2 as "zero" or "N/A" then choose an answer from the drop-down.		

### **MATERIALS EXPENDITURES (11.1 - 11.4)**

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

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

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

**NOTE: Round answers to the nearest whole dollar.**

11.1	Printed Materials [PLSC 353]	\$415,928	\$632,698
11.2	Electronic Materials [PLSC 354]	\$112,455	\$144,386
11.3	Other Materials [PLSC 355]	\$130,368	\$181,225
11.4	TOTAL Materials Expenditures (11.1 + 11.2 + 11.3) [PLSC 356]	\$658,751	\$958,309

**OTHER OPERATING EXPENDITURES (12.1 - 12.3)**

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

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

**NOTE: Round answers to the nearest whole dollar.**

12.1	All other operating expenditures not included above [PLSC 357]	\$1,143,364	\$1,659,698
12.2	TOTAL operating expenditures (10.3 + 11.4 + 12.1) [PLSC 358]	\$5,774,893	\$6,666,588
12.3	Children's Materials Expenditures	\$122,490	\$168,247

**CAPITAL REVENUE AND EXPENDITURES (13.1 - 13.7)**

[75 ILCS 5/4-10(1)&(2), 75 ILCS 16/30-65(a)(6)]

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

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

**NOTE: Round answers to the nearest whole dollar.**

**CAPITAL REVENUE**

13.1a	Local Government: Capital Income from Bond Sales	\$0	\$0
13.1b	Local Government: Other	\$3	\$203,606
13.1c	Total Local Government (13.1a + 13.1b) [PLSC 400]	\$3	\$203,606
13.2	State Government [PLSC 401]	\$0	\$0
13.3	Federal Government [PLSC 402]	0	\$0
13.4	Other [PLSC 403]	0	\$0
13.5	If Other, please specify		
13.6	Total Capital Revenue (13.1c + 13.2 + 13.3 + 13.4) [PLSC 404]	\$3	\$203,606

**CAPITAL EXPENDITURES**

13.7	Total Capital Expenditures [PLSC 405]	\$87,603	\$159,413
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**PERSONNEL (14.1 - 14.50)**

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees -- do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A: Librarians with MASTER'S DEGREES (OR DOCTORATES OR CERTIFICATES OF ADVANCED STUDIES) FROM AN AMERICAN LIBRARY ASSOCIATION ACCREDITED PROGRAM OF LIBRARY AND INFORMATION STUDIES. [PLSC 250]

14.1	Position Title	Library Director	<i>Library Director</i>
14.2	Primary Work Area Code	ADIR	<i>LDIR</i>
14.3	Secondary Work Area Code [OPTIONAL]		
14.4	Education Code	MLS	<i>MLS</i>
14.5	Sex	F	<i>F</i>
14.6	Hourly Rate	\$45.41	<i>\$65.64</i>
14.7	Total Hours/Week	37.5	<i>37.5</i>
14.1	Position Title	Assistant Director	<i>Assistant Director</i>
14.2	Primary Work Area Code	ADIR	<i>ADIR</i>
14.3	Secondary Work Area Code [OPTIONAL]		
14.4	Education Code	MLS	<i>MLS</i>
14.5	Sex	F	<i>F</i>
14.6	Hourly Rate	\$38.16	<i>\$45.41</i>
14.7	Total Hours/Week	37.5	<i>37.5</i>
14.1	Position Title	Head of Adult Services	<i>Head of Adult Services</i>
14.2	Primary Work Area Code	REF	<i>REF</i>
14.3	Secondary Work Area Code [OPTIONAL]		
14.4	Education Code	MLS	<i>MLS</i>
14.5	Sex	F	<i>F</i>
14.6	Hourly Rate	\$19.10	<i>\$37.23</i>
14.7	Total Hours/Week	37.5	<i>37.5</i>
14.1	Position Title	Reference Librarian II	<i>Reference Librarian II</i>
14.2	Primary Work Area Code	REF	<i>REF</i>
14.3	Secondary Work Area Code [OPTIONAL]		
14.4	Education Code	MLS	<i>MLS</i>
14.5	Sex	M	<i>M</i>
14.6	Hourly Rate	\$34.98	<i>\$34.75</i>

14.7	Total Hours/Week	37.5	37.5
14.1	Position Title	Reference Librarian II	<i>Reference Librarian II</i>
14.2	Primary Work Area Code	REF	<i>REF</i>
14.3	Secondary Work Area Code [OPTIONAL]		
14.4	Education Code	MLS	<i>MLS</i>
14.5	Sex	F	<i>F</i>
14.6	Hourly Rate	\$35.60	<i>\$34.41</i>
14.7	Total Hours/Week	37.5	37.5
14.1	Position Title	Reference Librarian II	<i>Reference Librarian II</i>
14.2	Primary Work Area Code	REF	<i>REF</i>
14.3	Secondary Work Area Code [OPTIONAL]		
14.4	Education Code	MLS	<i>MLS</i>
14.5	Sex	F	<i>F</i>
14.6	Hourly Rate	\$35.63	<i>\$25.70</i>
14.7	Total Hours/Week	37.5	37.5
14.1	Position Title	Reference Librarian II	<i>Reference Librarian II</i>
14.2	Primary Work Area Code	CHD	<i>REF</i>
14.3	Secondary Work Area Code [OPTIONAL]		
14.4	Education Code	MLS	<i>MLS</i>
14.5	Sex	F	<i>F</i>
14.6	Hourly Rate	\$34.32	<i>\$35.39</i>
14.7	Total Hours/Week	37.5	37.5
14.1	Position Title	Reference Librarian	<i>Reference Librarian II</i>
14.2	Primary Work Area Code	REF	<i>REF</i>
14.3	Secondary Work Area Code [OPTIONAL]		
14.4	Education Code	MLS	<i>MLS</i>
14.5	Sex	M	<i>F</i>
14.6	Hourly Rate	\$23.11	<i>\$34.09</i>
14.7	Total Hours/Week	37.5	37.5
14.1	Position Title	Part-time Reference Librarian	<i>Reference Librarian</i>
14.2	Primary Work Area Code	REF	<i>REF</i>
14.3	Secondary Work Area Code [OPTIONAL]		
14.4	Education Code	MLS	<i>MLS</i>
14.5	Sex	F	<i>M</i>
14.6	Hourly Rate	\$31.28	<i>\$22.55</i>
14.7	Total Hours/Week	11	37.5
14.1	Position Title	Part-time Reference Librarian	<i>Part-time Reference Librarian</i>
14.2	Primary Work Area Code	REF	<i>REF</i>
14.3	Secondary Work Area Code [OPTIONAL]		

14.4	Education Code	MLS	<i>MLS</i>
14.5	Sex	F	<i>F</i>
14.6	Hourly Rate	\$31.20	<i>\$30.44</i>
14.7	Total Hours/Week	2.5	<i>11</i>
14.1	Position Title	Part-time Reference Librarian	<i>Part-time Reference Librarian</i>
14.2	Primary Work Area Code	REF	<i>REF</i>
14.3	Secondary Work Area Code [OPTIONAL]		
14.4	Education Code	MLS	<i>MLS</i>
14.5	Sex	F	<i>F</i>
14.6	Hourly Rate	\$30.05	<i>\$30.44</i>
14.7	Total Hours/Week	11.0	<i>2.5</i>
14.1	Position Title	Part-time Reference Librarian	<i>Part-time Reference Librarian</i>
14.2	Primary Work Area Code	REF	<i>REF</i>
14.3	Secondary Work Area Code [OPTIONAL]		
14.4	Education Code	MLS	<i>MLS</i>
14.5	Sex	F	<i>F</i>
14.6	Hourly Rate	\$21.38	<i>\$29.32</i>
14.7	Total Hours/Week	3.5	<i>11</i>
14.1	Position Title	Head of Circulation Services	<i>Part-time Reference Librarian</i>
14.2	Primary Work Area Code	CIR	<i>REF</i>
14.3	Secondary Work Area Code [OPTIONAL]		
14.4	Education Code	MLS	<i>MLS</i>
14.5	Sex	F	<i>F</i>
14.6	Hourly Rate	\$38.13	<i>\$20.86</i>
14.7	Total Hours/Week	37.5	<i>3.5</i>
14.1	Position Title	Technical Services Manager	<i>Head of Circulation Services</i>
14.2	Primary Work Area Code	OTH	<i>CIR</i>
14.3	Secondary Work Area Code [OPTIONAL]		
14.4	Education Code	MLS	<i>MLS</i>
14.5	Sex	F	<i>F</i>
14.6	Hourly Rate	\$38.13	<i>\$38.13</i>
14.7	Total Hours/Week	37.5	<i>37.5</i>
14.1	Position Title	Metadata and Cataloging Specialist	<i>Technical Services Manager</i>
14.2	Primary Work Area Code	OTH	<i>OTH</i>
14.3	Secondary Work Area Code [OPTIONAL]		
14.4	Education Code	MLS	<i>MLS</i>
14.5	Sex	M	<i>F</i>
14.6	Hourly Rate	\$29.60	<i>\$36.62</i>

14.7	Total Hours/Week	37.5	37.5
14.1	Position Title	Web Services Librarian	<i>Metadata &amp; Cataloging Specialist</i>
14.2	Primary Work Area Code	OTH	<i>OTH</i>
14.3	Secondary Work Area Code [OPTIONAL]		
14.4	Education Code	MLS	<i>MLS</i>
14.5	Sex	F	<i>M</i>
14.6	Hourly Rate	\$29.0	<i>\$29.40</i>
14.7	Total Hours/Week	37.5	37.5
14.1	Position Title	Head of Youth Services	<i>Web Services Librarian</i>
14.2	Primary Work Area Code	CHD	<i>OTH</i>
14.3	Secondary Work Area Code [OPTIONAL]		
14.4	Education Code	MLS	<i>MLS</i>
14.5	Sex	F	<i>F</i>
14.6	Hourly Rate	\$36.41	<i>\$28.81</i>
14.7	Total Hours/Week	37.5	37.5
14.1	Position Title	Youth Services Librarian	<i>Head of Youth Services</i>
14.2	Primary Work Area Code	CHD	<i>CHD</i>
14.3	Secondary Work Area Code [OPTIONAL]		
14.4	Education Code	MLS	<i>MLS</i>
14.5	Sex	F	<i>F</i>
14.6	Hourly Rate	\$30.55	<i>\$39.59</i>
14.7	Total Hours/Week	37.5	37.5
14.1	Position Title	School Liaison Librarian	<i>Youth Services Librarian</i>
14.2	Primary Work Area Code	CHD	<i>CHD</i>
14.3	Secondary Work Area Code [OPTIONAL]		
14.4	Education Code	MLS	<i>MLS</i>
14.5	Sex	F	<i>F</i>
14.6	Hourly Rate	\$26.17	<i>\$30.55</i>
14.7	Total Hours/Week	37.5	37.5
14.1	Position Title	School Liaison Librarian	<i>School Liaison Librarian</i>
14.2	Primary Work Area Code	CHD	<i>CHD</i>
14.3	Secondary Work Area Code [OPTIONAL]		
14.4	Education Code	MLS	<i>MLS</i>
14.5	Sex	F	<i>F</i>
14.6	Hourly Rate	\$31.91	<i>\$24.64</i>
14.7	Total Hours/Week	37.5	37.5
14.1	Position Title	Part-time Youth Services Librarian	<i>School Liaison Librarian</i>
14.2	Primary Work Area Code	CHD	<i>CHD</i>
14.3	Secondary Work Area Code [OPTIONAL]		

14.4	Education Code	MLS	<i>MLS</i>
14.5	Sex	F	<i>F</i>
14.6	Hourly Rate	\$27.83	<i>\$30.05</i>
14.7	Total Hours/Week	10	<i>37.5</i>
14.1	Position Title	Part-time Youth Services Librarian	<i>Part-time Youth Services Librarian</i>
14.2	Primary Work Area Code	CHD	<i>CHD</i>
14.3	Secondary Work Area Code [OPTIONAL]		
14.4	Education Code	MLS	<i>MLS</i>
14.5	Sex	F	<i>F</i>
14.6	Hourly Rate	\$21.96	<i>\$27.16</i>
14.7	Total Hours/Week	10	<i>10</i>
14.1	Position Title	Reference Librarian II	<i>Part-time Youth Services Librarian</i>
14.2	Primary Work Area Code	REF	<i>CHD</i>
14.3	Secondary Work Area Code [OPTIONAL]		
14.4	Education Code	MLS	<i>MLS</i>
14.5	Sex	F	<i>F</i>
14.6	Hourly Rate	\$25.70	<i>\$21.43</i>
14.7	Total Hours/Week	37.5	<i>10</i>
14.8	Total Group A: FTE ALA-MLS (14.7 / 40) [PLSC 250]	17.14	<i>17.14</i>

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

14.9	Position Title		<i>N/A</i>
14.10	Primary Work Area Code		<i>N/A</i>
14.11	Secondary Work Area Code [OPTIONAL]		<i>N/A</i>
14.12	Education Code		<i>N/A</i>
14.13	Sex		<i>N/A</i>
14.14	Hourly Rate		<i>N/A</i>
14.15	Total Hours/Week	0	<i>N/A</i>
14.16	Total Group B: FTE Other Librarians (14.15 / 40)	0.00	<i>0.00</i>
14.17	Total FTE Librarians (14.8 + 14.16) [PLSC 251]	17.14	<i>17.14</i>

**OTHER PAID EMPLOYEES WHO PERFORM OTHER TYPES OF LIBRARY WORK**

Group C: Full-time/part-time administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster), other technical, and clerical employees.

14.18	Total hours worked in a typical week by all Group C employees	1,326	1,326
14.19	Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$10.92	\$10.66
14.20	Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$34.66	\$33.81
14.21	Total FTE Group C employees (14.18 / 40)	33.15	33.15

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

14.22	Total hours worked in a typical week by all Group D employees	344	344
14.23	Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$8.25	\$8.0
14.24	Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$16.05	\$16.05
14.25	Total FTE Group D employees (14.22 / 40)	8.60	8.60

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

14.26	Total hours worked in a typical week by all Group E employees	185	185
14.27	Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$15.69	\$15.30
14.28	Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$31.29	\$31.29
14.29	Total FTE Group E employees (14.26 / 40)	4.63	4.63
14.30	Total FTE Other Paid Employees from Groups C, D, and E (14.21 + 14.25 + 14.29) [PLSC 252]	46.38	46.38
14.31	Total FTE Paid Employees (14.17 + 14.30) [PLSC 253]	63.52	63.52

Librarian Vacancies

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

14.32	Position Title	
14.33	Primary Work Area Code	
14.34	Education Code	
14.35	Total Hours/Week	0



- 14.36 Number of Weeks Vacant during FY2010/11 0
- 14.37a Annual Salary Range Minimum 0
- 14.37b Annual Salary Range Maximum 0

Newly Created Librarian Positions

Include any newly created librarian positions which were created in FY2010/2011.

- 14.38 Position Title
- 14.39 Primary Work Area Code
- 14.40 Education Code
- 14.41 Total Hours/Week 0
- 14.42 Current Status: Filled or Unfilled
- 14.43 Date Filled (mm/year, if applicable)

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for in FY2009/10 but was not in the budget for FY2010/11.

- 14.44 Position Title
- 14.45 Primary Work Area Code
- 14.46 Education Code
- 14.47 Total Hours/Week 0
- 14.48 Date Eliminated (mm/year)
- 14.49 Last Annual Salary Paid 0
- 14.50 Reason Eliminated (i.e. lack of funds or need, etc.)

**SERVICE HOURS/LIBRARY VISITS (15.1 - 15.20)**

Monday

- 15.1 Open? Yes Yes
- 15.2 Based on a typical Monday, how many hours was the library open on this day? 12.00 12.00

Tuesday

- 15.3 Open? Yes Yes
- 15.4 Based on a typical Tuesday, how many hours was the library open on this day? 12.00 12.00

Wednesday

- 15.5 Open? Yes Yes
- 15.6 Based on a typical Wednesday, how many hours was the library open on this day? 12.00 12.00

Thursday

- 15.7 Open? Yes Yes

15.8	Based on a typical Thursday, how many hours was the library open on this day?	12.00	12.00
Friday			
15.9	Open?	Yes	Yes
15.10	Based on a typical Friday, how many hours was the library open on this day?	12.00	12.00
Saturday			
15.11	Open?	Yes	Yes
15.12	Based on a typical Saturday, how many hours was the library open on this day?	8.00	8.00
Sunday			
15.13	Open?	Yes	Yes
15.14	Based on a typical Sunday, how many hours was the library open on this day?	4.00	4.00
15.15	Based on a typical week, how many DAYS in that week was the CENTRAL library open mornings (Midnight - 11:59 a.m.)?	6	6
15.16	Based on a typical week, how many DAYS in that week was the CENTRAL library open afternoons (Noon - 5:59 p.m.)?	7.00	7.00
15.17	Based on a typical week, how many DAYS in that week was the CENTRAL library open evenings (6:00 p.m. - 11:59 p.m.)?	5	5
15.18a	Total public service hours <b>PER YEAR FOR THE MAIN/CENTRAL LIBRARY</b> [PLSC 713]	3744	3744
15.18b	Total public service hours <b>PER YEAR FOR ALL BRANCH LIBRARIES &amp; BOOKMOBILES</b> [PLSC]	1425	1411
15.18c	Total scheduled public service hours <b>PER YEAR FOR ALL SERVICE OUTLETS</b> (15.18a + 15.18b) [PLSC 500]	5,169.00	5,155.00
15.19	Total annual visits/attendance in the library [PLSC 501]	582,096	542,092

15.20 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714] 52

**PROGRAMS & ATTENDANCE (16.1 - 16.8)**

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

16.1	Total Number of Adult Programs	939	751
16.2	Adult Program Attendance	17,753	15,667
16.3	Total Number of Young Adult Programs [PLSC 602]	0	N/A
16.4	Young Adult Program Attendance [PLSC 605]	0	N/A
16.5	Total Number of Children's Programs [PLSC 601]	786	617
16.6	Children's Program Attendance [PLSC 604]	20,923	21,874
16.7	Total Number of Library Programs (16.1 + 16.3 + 16.5) [PLSC 600]	1,725	1,368
16.8	Total Library Program Attendance (16.2 + 16.4 + 16.6) [PLSC 603]	38,676	37,541

**REGISTERED BORROWERS (17.1 - 17.4)**

17.1	Total number of resident borrower's cards in force as of the last day of the fiscal year. A resident borrower is a citizen who resides within your library's legal service area and/or is taxed for (or owns property within) library service within your library's taxing boundaries which entitles that citizen to hold a resident borrower's card from your library. Do NOT include reciprocal borrowers.	33,119	35,509
17.2a	Total number of non-resident borrower's cards in force as of the last day of the fiscal year. A non-resident borrower is a citizen who	16	9

does not reside within your library's legal service area and is not taxed for library service within your library's taxing boundaries. Instead that citizen pays a fee directly to your library for library use and services. Do NOT include reciprocal borrowers.

- 17.2b What was the total amount of the fees collected from the sale of non-resident borrower's cards during the past fiscal year? 1190.00 *Routinely*
- 17.3 Total number of registered borrowers as of the last day of the fiscal year. (17.1 + 17.2a) [PLSC 503] 33,135 35,728
- 17.4 Is your library's registered borrower/patron file purged a minimum of one time every three years? Yes

**RESOURCES OWNED (18.1 - 18.15)**

[75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]

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

**Books**

18.1 Held at end of FY2010/11 256,955 303,291

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

18.2 Held at end of FY2010/11 27 26

18.3 Are these counts a volume count OR a title count Title *Title*

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

18.4 Held at end of FY2010/11 679 708

18.5 Are these counts a volume count OR a title count Title *Title*

18.6 Total Print Materials (18.1 + 18.2 + 18.4) [PLSC 450] 257,661 304,025

[75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]

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

18.7 Held at end of FY2010/11 [PLSC 460] 679 678

**E-books**

18.8 Held at end of FY2010/11 [PLSC 451] 3,791 2,901

## Audio Recordings: Physical Units

18.9a	Held at end of FY2010/11 [PLSC 452]	24,661	23,928
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## Audio Recordings: Downloadable Titles

18.9b	Held at end of FY2010/11 [PLSC 453]	4250	
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## DVDs/Videos: Physical Units

18.10a	Held at end of FY2010/11 [PLSC 454]	26,525	23,563
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[75 ILCS 5/4-10(3) and 75 ILCS 16/30-65(a)(6)]

## DVDs/Videos: Downloadable Titles

18.10b	Held at end of FY2010/11 [PLSC 455]	828	
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## Licensed Databases

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

Exclude: Subscriptions to individual electronic serial titles should be reported in question 18.8 NOT in 18.12 - 18.15.

18.11	Local License negotiated by the local library [PLSC 456]	50	49
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18.12	State License negotiated by the Illinois State Library [PLSC 457]	22	18
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18.13	Other consortia within the state or region -- License negotiated by regional library system(s) and/or other cooperative(s) [PLSC 458]	6	6
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18.14	Total Licensed Databases (18.11 + 18.12 + 18.13) [PLSC 459]	78	73
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## Children's Holdings

18.15	Children's Holdings	114,545	114,144
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**USE OF RESOURCES (19.1 - 19.13)**

[75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]

Report for the library's entire fiscal year

19.1	Number of adult materials loaned	731,151	813,539
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19.2	Number of children's materials loaned [PLSC 551]	439,862	447,710
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19.3	Total number of materials loaned (19.1 + 19.2) [PLSC 550]	1,171,013	1,261,249
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Report circulation, including renewals, by the material types below. Include both physical and electronic format circulation if applicable.

19.4	Books	559,335	
19.5	Videos/DVDs	424,336	
19.6	Audios (include music)	121,181	
19.7	Magazines/Periodicals	35,672	
19.8	Other Formats	15,152	
19.9	TOTAL (Sum of 19.4-19.8)	1,155,676	
19.10	Number of interlibrary loans loaned to other libraries [PLSC 552]	40,958	64,536
19.11	Number of interlibrary loans borrowed from other libraries [PLSC 553]	39,370	59,778
19.12	Does your library participate in reciprocal borrowing?	Yes	Yes
19.13	IF YES, report the number of materials loaned	285,280	245,948

### REFERENCE QUESTIONS (20.1 - 20.3)

Number of reference questions, for the fiscal year, asked at the \_\_\_\_\_ department. [PLSC 502]

20.1	Adult Department	64,201	59,789
20.2	Children's Department	30,004	17,195
20.3	TOTAL (20.1 + 20.2) [PLSC 502]	94,205	76,984

### AUTOMATION (21.1 - 21.5)

How many of the following does your library have?

Windows/PC Compatible Computers

21.1	Total number of ALL computers in the library	200	
21.2	Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library	88	
21.3	Is your library's catalog automated?	Yes	Yes
21.4	Is your library's catalog accessible via the web?	Yes	Yes
21.5	Does your library have a telecommunications messaging device for the hearing impaired?	Yes	Yes

**INTERNET (22.1 - 22.20)**

22.1 Does your library have Internet access? Yes Yes

22.2 Does your library have wireless Internet access? Yes Yes

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

22.3 Illinois Century Network (ICN) Yes Yes

22.4 Other Yes Yes

22.5 If your library is NOT a participant in the Illinois Century Network (ICN), please indicate why: N/A

22.6 What type(s) of Internet connection(s) is/are used by your library? (Check all that apply)

If you need help, call your Internet service provider (ISP).

DSL No No

Cable Yes Yes

Wireless Yes No

Satellite No No

Fiber No No

Leased Line Yes Yes

Network (State, Regional, Municipal) No No

Dial-up No No

Don't Know No No

Other No No

N/A No No

22.7 What is the maximum speed of your library's Internet connection? (Select one) 45 Mbps or more 6.4 - 43 Mbps

22.8 If Other, please specify

22.9 Has your library board adopted an Internet public access policy? Yes Yes

22.10 How many Internet computers does your library have available for public use? 59 59  
[PLSC 650]

22.11 Report the number of in-library users of public Internet computers in a year 122,428 138,937  
[PLSC 651]

22.12 Report the annual number of views of your library's homepage 697,388 546,699

- 22.13 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet? Yes Yes
- 22.14 Does your library utilize Internet filters? Yes Yes
- 22.15 IF YES, when did your library start using filters? (mm/year) 09/2004 09/2004
- IF YES, which Internet stations have filters? (Check all that apply)
- 22.16a Staff - All Yes Yes
- 22.16b Staff - Some No
- 22.17a Public - All Yes Yes
- 22.17b Public - Some No
- 22.18a Children - All Yes Yes
- 22.18b Children - Some No
- 22.19a Young adult - All Yes
- 22.19b Young adult - Some No
- 22.20a Adult - All Yes Yes
- 22.20b Adult - Some No

**E-RATE (23.1 - 23.3)**

- 23.1 Did your library apply directly for E-rate (telecommunications discounts) for FY2010/11? No No
- 23.2 IF YES, what is the dollar amount (either as discounts/credits on your telecommunications bills or as direct payments to your library) that your library was awarded for FY2010/11? 0
- 23.3 Why did your library NOT participate in the E-rate program? Negligible benefit *Negligible benefit*

**STAFF DEVELOPMENT & TRAINING (24.1 - 24.3)**

- 24.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.) \$6,912 \$27,082
- 24.2 Does this include travel expenses? Yes Yes
- 24.3 How many hours of training did employees receive this year? 333 1,305



**SUGGESTED QUESTIONS FOR FUTURE IPLARS (25.1)**

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

**PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (26.1)**

[75 ILCS 16/30-65(a)(1),(c)(d)]

26.1 Public Library District Secretary's Audit (Submit in paper format; there is no electronic version).

A Secretary's Audit must be prepared on your library's letterhead and contain the following information:

1. Your library's name and address (should be on the library's letterhead).
2. The following text: "This is to testify that we have examined the Secretary's minutes and other records for the past year and find they are in order and have no errors or discrepancies for FY2010/11."

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

3. The signatures of two trustees who were appointed by the President to audit the Secretary's records.
4. The date completed.

**CERTIFICATION PAGE**

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

**IPLAR SUBMISSION REMINDERS**

Follow these steps for IPLAR submission:

1. Click on the Status tab.
2. Click on the Unanswered Questions tab which defaults to View Required Unanswered Questions. Supply answers for these required questions.
3. Click on the Edit Checks tab and resolve edit checks. Explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
4. Click on the Submit Survey tab and click on the green Submit Survey button NOTE: All required unanswered questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit.

**IL STATE LIBRARY WILL COMPLETE**

- 27.1 EAV 1 [ISL]  
 27.2 EAV 2 [ISL]  
 27.3 EAV 3 [ISL]  
 27.4 EAV 4 [ISL]

27.5a	EAV TOTAL (27.1 + 27.2 + 27.3 + 27.4) [ISL]	\$0.00	0.00
27.5b	EAV in \$1,000 (27.5a / 1,000) [ISL]	\$0.00	\$0
27.6	Tax Rate 1 [ISL]		
27.7	Tax Rate 2 [ISL]		
27.8	Tax Rate 3 [ISL]		
27.9	Tax Rate 4 [ISL]		
27.10	Average Tax Rate [ISL]		

February 7, 2011

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 January 31, 2011 and the related statements of revenues, expenditures and changes in fund balance for the one month and the one month 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 January 31, 2011

<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>44,645.03</u>
	<u>44,645.03</u>
201-1102015 - First Midwest Operating #8100292260	201,655.27
202-1102015 - First Midwest Operating #8100292260	<u>7,396.82</u>
	<u>209,052.09</u>
201-1102028 - Cash Library Donations	<u>22,103.88</u>
	<u>22,103.88</u>
201-1102073 - Cash IL - Epay #151600222104	<u>8,094.06</u>
202-1102076 - IL Funds - Library # 151600221288	<u>3.59</u>
	<u>3.59</u>
201-1102078 - Cash IL - Epay Library	<u>2,702.01</u>
201-1102079 - IL Funds - 151600222591	1,909,730.98
202-1102079 - IL Funds - 151600222591	<u>128,382.50</u>
	<u>2,038,113.48</u>
201-1104006 - Investments - Certificates of Deposit	<u>102,593.99</u>
<b>Total Invested</b>	<u><b>2,429,767.80</b></u>

## Des Plaines Public Library Balance Sheet as of January 31, 2011

<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	3,194.55	41,450.48	44,645.03
1102015 - First Midwest Operating #8100292260	96,608.52	105,046.75	201,655.27
1102028 - Cash Library Donations	21,626.46	477.42	22,103.88
1102073 - Cash IL - Epay 151600008073	6,033.65	2,060.41	8,094.06
1102076 - IL Funds - Library # 15160221288	(58,205.82)	58,205.82	0.00
1102078 - Cash IL - Epay Library	2,185.45	516.56	2,702.01
1102079 - IL Funds - 151600222591	1,733,614.87	176,116.11	1,909,730.98
1104006 - Investments - Certificates of Deposit	102,507.45	86.54	102,593.99
1118000 - Receivable - Property Taxes	6,599,703.00	0.00	6,599,703.00
1119301 - Prepaid Expense	75,805.23	(75,805.23)	0.00
	<u>8,585,533.03</u>	<u>308,154.86</u>	<u>8,893,687.89</u>
<b><u>Liabilities and Fund Balance</u></b>			
<b><u>Liabilities</u></b>			
2401000 - Accounts Payable	105,309.70	116,511.55	221,821.25
2401002 - Payroll Liabilities	0.00	41,652.02	41,652.02
2430707 - Due to Library Comp Abs	172,222.44	0.00	172,222.44
2450040 - Accrued Payroll	25,438.00	0.00	25,438.00
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
	<u>6,753,191.14</u>	<u>158,163.57</u>	<u>6,911,354.71</u>
<b><u>Fund Balance</u></b>			
3730000 - Fund Balance - Unreserved	<u>1,832,341.89</u>	<u>0.00</u>	<u>1,832,341.89</u>
<b>Total Liabilities and Fund Balance</b>	<u><u>8,585,533.03</u></u>	<u><u>158,163.57</u></u>	<u><u>8,743,696.60</u></u>
<b>Excess Revenues Over Expenses</b>	<u><u>0.00</u></u>	<u><u>149,991.29</u></u>	<u><u>149,991.29</u></u>

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February 7, 2011

## Des Plaines Public Library Balance Sheet as of January 31, 2011

### Capital Projects Fund

#### Assets

1102015 - First Midwest Operating #8100292260	24,386.82	(16,990.00)	7,396.82
1102076 - IL Funds - Library # 15160221288	128,386.09	(128,382.50)	3.59
1102079 - IL Funds - 151600222591	0.00	128,382.50	128,382.50
	<u>152,772.91</u>	<u>(16,990.00)</u>	<u>135,782.91</u>

#### Liabilities and Fund Balance

#### Liabilities

2401000 - Accounts Payable	16,990.00	(16,990.00)	0.00
2401001 - Audit Accounts Payable	16,531.10	0.00	16,531.10
	<u>33,521.10</u>	<u>(16,990.00)</u>	<u>16,531.10</u>

#### Fund Balance

3730000 - Fund Balance - Unreserved	119,251.81	0.00	119,251.81
<b>Total Liabilities and Fund Balance</b>	<u>152,772.91</u>	<u>(16,990.00)</u>	<u>135,782.91</u>

### Compensated Absences Fund

#### Assets

1120201 - Due From Library	172,222.11	0.00	172,222.11
	<u>172,222.11</u>	<u>0.00</u>	<u>172,222.11</u>

#### 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
	<u>172,222.11</u>	<u>0.00</u>	<u>172,222.11</u>

#### Fund Balance

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

February 7, 2011

## Des Plaines Public Library

### Balance Sheet as of January 31, 2011

	<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 January 31, 2011**

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

**Taxes**

4810019 - Property Taxes 2002	0.00	0.00	0.00	0.00	0.00
4810020 - Property Taxes 2003	0.00	0.00	0.00	0.00	0.00
4810021 - Property Taxes 2004	0.00	0.00	0.00	0.00	0.00
4810022 - Property Taxes 2005	0.00	0.00	0.00	0.00	0.00
4810023 - Property Taxes 2006	0.00	0.00	0.00	0.00	0.00
4810024 - Property Taxes 2007	0.00	0.00	0.00	0.00	0.00
4810025 - Property Taxes 2008	0.00	0.00	0.00	0.00	0.00
4810026 - Property Taxes 2009	727,523.30	727,523.30	250,000.00	(477,523.30)	291.01
4810027 - Property Taxes 2010	0.00	0.00	6,499,096.00	6,499,096.00	0.00
	<u>727,523.30</u>	<u>727,523.30</u>	<u>6,749,096.00</u>	<u>6,021,572.70</u>	<u>10.78</u>

**Intergovernmental**

4810800 - Personal Property Replacement Tax	0.00	0.00	92,988.00	92,988.00	0.00
4822040 - State Grant - Per Capita	0.00	0.00	56,000.00	56,000.00	0.00
4822095 - State Grant - Library	0.00	0.00	0.00	0.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>148,988.00</u>	<u>148,988.00</u>	<u>0.00</u>

**Fines & Fees**

4850101 - Library Fees	376.95	376.95	4,300.00	3,923.05	8.77
4850102 - Library Fines	6,695.48	6,695.48	128,000.00	121,304.52	5.23
4850103 - Library Fines / Credit Card	2,582.91	2,582.91	15,000.00	12,417.09	17.22
4850201 - Copying Fee	1,780.70	1,780.70	25,000.00	23,219.30	7.12
4850202 - Damaged Materials	107.99	107.99	450.00	342.01	24.00
4850203 - Lost Materials	636.10	636.10	7,000.00	6,363.90	9.09
4850205 - Bags	79.00	79.00	1,000.00	921.00	7.90
4850207 - Non-Res Cards	145.00	145.00	2,000.00	1,855.00	7.25
	<u>12,404.13</u>	<u>12,404.13</u>	<u>182,750.00</u>	<u>170,345.87</u>	<u>6.79</u>

**Other Revenue**

4890010 - Interest Income	303.38	303.38	3,500.00	3,196.62	8.67
4890050 - Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00
4899900 - Miscellaneous Revenue	2,685.92	2,685.92	14,000.00	11,314.08	19.19
4899920 - Library Donations	475.00	475.00	500.00	25.00	95.00
	<u>3,464.30</u>	<u>3,464.30</u>	<u>18,000.00</u>	<u>14,535.70</u>	<u>19.25</u>

**Total Library Fund**

	<u>743,391.73</u>	<u>743,391.73</u>	<u>7,099,834.00</u>	<u>6,356,442.27</u>	<u>10.47</u>
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February 7, 2011

Des Plaines Public Library  
Revenue Report as of January 31, 2011

	<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>0.00</u>	<u>2,500.00</u>	<u>2,500.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>2,500.00</u>	<u>2,500.00</u>	<u>0.00</u>
<b>Total Capital Projects Fund</b>	<u>0.00</u>	<u>0.00</u>	<u>202,500.00</u>	<u>202,500.00</u>	<u>0.00</u>
<b>Total of All Funds</b>	<u>743,391.73</u>	<u>743,391.73</u>	<u>7,302,334.00</u>	<u>6,558,942.27</u>	<u>10.18</u>

See Accountants' Compilation Report

## Des Plaines Public Library Expense Report as of January 31, 2011

	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	201,557.21	201,557.21	2,024,433.00	1,822,875.79	9.96
5910200 - Temporary Wages	0.00	0.00	883,343.00	883,343.00	0.00
5910400 - Non - Supervisory Overtime	0.00	0.00	500.00	500.00	0.00
5910500 - Vacation Pay	7,471.31	7,471.31	0.00	(7,471.31)	0.00
5910600 - Sick Pay	2,944.01	2,944.01	0.00	(2,944.01)	0.00
5910700 - Holiday Pay	6,562.59	6,562.59	0.00	(6,562.59)	0.00
5910900 - Act/Out of Class/Premium	0.00	0.00	0.00	0.00	0.00
5910950 - Excess Sick Hours Pay Out	0.00	0.00	3,500.00	3,500.00	0.00
5910970 - Compensated Absences	0.00	0.00	0.00	0.00	0.00
	<u>218,535.12</u>	<u>218,535.12</u>	<u>2,911,776.00</u>	<u>2,693,240.88</u>	<u>7.51</u>
<b>Benefits</b>					
5918010 - Unemployment Compensation	1,686.36	1,686.36	31,000.00	29,313.64	5.44
5918020 - Employer Contribution - FICA	16,240.21	16,240.21	222,599.00	206,358.79	7.30
5918021 - Employer Contribution - IMRF	23,241.03	23,241.03	308,526.00	285,284.97	7.53
5918030 - EAP Program	0.00	0.00	0.00	0.00	0.00
5918040 - Life Insurance Premiums	148.00	148.00	3,996.00	3,848.00	3.70
5918050 - PPO Insurance Premiums	21,737.30	21,737.30	269,057.00	247,319.70	8.08
5918051 - HMO Insurance Premiums	6,886.38	6,886.38	99,504.00	92,617.62	6.92
5918055 - Dental Insurance Premiums	1,927.12	1,927.12	23,478.00	21,550.88	8.21
5918070 - Workers Compensation	1,016.55	1,016.55	9,500.00	8,483.45	10.70
5918085 - RHS Plan Payout	0.00	0.00	10,000.00	10,000.00	0.00
	<u>72,882.95</u>	<u>72,882.95</u>	<u>977,660.00</u>	<u>904,777.05</u>	<u>7.45</u>
<b>Contractual Services</b>					
5920100 - Legal Fees	0.00	0.00	10,000.00	10,000.00	0.00
5920105 - Costs of Litigation	0.00	0.00	1,000.00	1,000.00	0.00
5920110 - Professional Services	82,356.99	82,356.99	365,000.00	282,643.01	22.56
5920120 - Communication Services	2,902.80	2,902.80	33,800.00	30,897.20	8.59
5920140 - Data Processing Services	4,635.90	4,635.90	78,000.00	73,364.10	5.94
5920202 - Conferences	250.00	250.00	1,000.00	750.00	25.00
5920204 - Training	0.00	0.00	0.00	0.00	0.00
5920205 - Tuition Reimbursements	0.00	0.00	0.00	0.00	0.00
5920206 - Seminars	0.00	0.00	0.00	0.00	0.00
5920210 - In Service Training	0.00	0.00	500.00	500.00	0.00
5920220 - Membership Dues	1,656.00	1,656.00	1,000.00	(656.00)	165.60
5920225 - Licensing/Titles	0.00	0.00	0.00	0.00	0.00
5920230 - Publication of Notices	0.00	0.00	2,000.00	2,000.00	0.00
5920850 - Subsidy - 1994 E.R.P Trans	0.00	0.00	0.00	0.00	0.00
5920900 - Property/Liability Contributions	3,891.00	3,891.00	0.00	(3,891.00)	0.00
5920990 - Property/Liability Insurance	29,047.00	29,047.00	25,000.00	(4,047.00)	116.19
5930010 - R&M Equipment	33,260.76	33,260.76	125,757.00	92,496.24	26.45
5930020 - R&M Buildings & Structures	3,003.40	3,003.40	124,080.00	121,076.60	2.42
5930030 - R&M Vehicles	1,011.70	1,011.70	8,250.00	7,238.30	12.26
5930195 - Book Binding & Repair	0.00	0.00	1,000.00	1,000.00	0.00
5930210 - Rental of Equipment	4,174.00	4,174.00	27,000.00	22,826.00	15.46
5930320 - Cleaning/Custodial Services	14,642.00	14,642.00	92,500.00	77,858.00	15.83
5930490 - Refuse Contract	966.48	966.48	6,000.00	5,033.52	16.11
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00

February 7, 2011

## Des Plaines Public Library Expense Report as of January 31, 2011

	M.T.D. <u>Expended</u>	Y.T.D <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
5960065 - Bank Fees	46.76	46.76	500.00	453.24	9.35
5960070 - Travel Expense	0.00	0.00	500.00	500.00	0.00
5960210 - Special Event Programming	2,631.03	2,631.03	31,000.00	28,368.97	8.49
5960990 - Misc. Contractual Services	<u>6,736.46</u>	<u>6,736.46</u>	<u>95,600.00</u>	<u>88,863.54</u>	<u>7.05</u>
	<u>191,212.28</u>	<u>191,212.28</u>	<u>1,029,737.00</u>	<u>838,524.72</u>	<u>18.57</u>
<b><u>Commodities</u></b>					
5970100 - Office Supplies	3,936.78	3,936.78	107,800.00	103,863.22	3.65
5970110 - Meals	256.80	256.80	2,100.00	1,843.20	12.23
5970115 - Supplies - Dept/Other	0.00	0.00	0.00	0.00	0.00
5970170 - Janitorial	1,085.98	1,085.98	30,900.00	29,814.02	3.51
5970260 - Postage & Parcel	1,178.10	1,178.10	25,000.00	23,821.90	4.71
5970270 - Printing -Reproduction-Binding	0.00	0.00	6,000.00	6,000.00	0.00
5970330 - Supplies - Vehicles R/M	0.00	0.00	0.00	0.00	0.00
5970500 - Purchase of Water	0.00	0.00	6,000.00	6,000.00	0.00
5970600 - Books	25,210.90	25,210.90	401,805.00	376,594.10	6.27
5970610 - Audio Materials	1,622.58	1,622.58	90,200.00	88,577.42	1.80
5970620 - Subscriptions & Books	1,019.10	1,019.10	69,500.00	68,480.90	1.47
5970630 - Visual Materials	5,417.54	5,417.54	111,000.00	105,582.46	4.88
5970640 - Automated Reference Materials	59,853.40	59,853.40	128,900.00	69,046.60	46.43
5970810 - Natural Gas	911.76	911.76	18,000.00	17,088.24	5.07
5970820 - Electricity	0.00	0.00	500.00	500.00	0.00
5970840 - Diesel	179.51	179.51	2,000.00	1,820.49	8.98
5970850 - Gasoline	40.51	40.51	500.00	459.49	8.10
5970900 - Equipment < \$5,000	<u>0.00</u>	<u>0.00</u>	<u>2,000.00</u>	<u>2,000.00</u>	<u>0.00</u>
	<u>100,712.96</u>	<u>100,712.96</u>	<u>1,002,205.00</u>	<u>901,492.04</u>	<u>10.05</u>
<b><u>Capital Expenditures</u></b>					
5980300 - Improvements	0.00	0.00	0.00	0.00	0.00
5980400 - Equipment	8,300.00	8,300.00	0.00	(8,300.00)	0.00
5980410 - Computer Hardware	71.37	71.37	6,500.00	6,428.63	1.10
5980420 - Computer Software	1,685.76	1,685.76	33,465.00	31,779.24	5.04
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>0.00</u>	<u>17,300.00</u>	<u>17,300.00</u>	<u>0.00</u>
	<u>10,057.13</u>	<u>10,057.13</u>	<u>57,265.00</u>	<u>47,207.87</u>	<u>17.56</u>
<b><u>Other Funding Activities</u></b>					
5990900 - Per Capita Grant Expenditures	0.00	0.00	56,000.00	56,000.00	0.00
5990935 - Trans to D/S - 2002A Bond	0.00	0.00	23,469.00	23,469.00	0.00
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	200,000.00	200,000.00	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>0.00</u>	<u>75,000.00</u>	<u>75,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>354,469.00</u>	<u>354,469.00</u>	<u>0.00</u>
<b>Total Library Fund Expenditures</b>	<u><u>593,400.44</u></u>	<u><u>593,400.44</u></u>	<u><u>6,333,112.00</u></u>	<u><u>5,739,711.56</u></u>	<u><u>9.37</u></u>

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February 7, 2011

# Des Plaines Public Library Expense Report as of January 31, 2011

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D.</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>
<u>Capital Projects Fund</u>					
<u>Contractual Services</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Capital Expenditures</u>					
5980410 - Computer Hardware	<u>0.00</u>	<u>0.00</u>	<u>48,200.00</u>	<u>48,200.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>48,200.00</u>	<u>48,200.00</u>	<u>0.00</u>
<b>Total Capital Projects Fund Expenditures</b>	<u>0.00</u>	<u>0.00</u>	<u>48,200.00</u>	<u>48,200.00</u>	<u>0.00</u>
<b>Total of All Funds</b>	<u>593,400.44</u>	<u>593,400.44</u>	<u>6,381,312.00</u>	<u>5,787,911.56</u>	<u>9.30</u>

Des Plaines Public Library  
Check Register

Check Number	Check Date	Payee	Amount
Checks			
10843	01/24/11	LIMRiCC	612.43
10844	02/15/11	AudioGo	8.00
10845	02/15/11	AUTOMATED LOGIC	2,490.00
10846	02/15/11	BAKER & TAYLOR	20,776.03
10847	02/15/11	BANC OF AMERICA LEASING	2,005.00
10848	02/15/11	BANKCARD SERVICES	4,598.86
10849	02/15/11	BILL'S AUTO & TRUCK REPAIR	1,011.70
10850	02/15/11	BRAINFUSE INCORPORATED	7,000.00
10851	02/15/11	BUSINESS MACHINE AGENTS INC	491.07
10852	02/15/11	CAROLYN LANGS	150.00
10853	02/15/11	CITY OF DES PLAINES	220.02
10854	02/15/11	COMMEMORATIVE PUBLICATIONS	59.95
10855	02/15/11	COMPLETE CLEANING COMPANY INC	7,219.00
10856	02/15/11	COOPERATIVE COMPUTER SERVICES	4,635.90
10857	02/15/11	DEMCO EDUCATIONAL CORP	200.72
10858	02/15/11	DES PLAINES HISTORICAL SOCIETY	250.00
10859	02/15/11	EBSCO SUBSCRIPTION SVC	12,560.32
10860	02/15/11	FEDERAL EXPRESS	18.93
10861	02/15/11	FILGER PUBLIC LIBRARY	6.99
10862	02/15/11	FIRE EQUIPMENT COMPANY	144.90
10863	02/15/11	FOREIGN POLICY ASSOCIATION	283.35
10864	02/15/11	FORTRES GRAND CORPORATION	486.76
10865	02/15/11	GALE	221.25
10866	02/15/11	GARVEY'S OFFICE PRODUTS	373.95
10867	02/15/11	GHULAM H. DASTAGIR	600.00
10868	02/15/11	GLOBAL ENTERPRISE TECHNOLOGIES, INC.	10,350.00
10869	02/15/11	GRASS ROOTS PRESS	290.20
10870	02/15/11	ILLINOIS LIBRARY SYSTEMS	40.00
10871	02/15/11	INVICTA SERVICES LLC	143.85
10872	02/15/11	LAPORT INC.	988.83
10873	02/15/11	LYNGSOE SYSTEMS	22,362.00
10874	02/15/11	MAGAZINE LINE	14.97
10875	02/15/11	MANGO LANGUAGES	3,150.00
10876	02/15/11	MANUFACTURERS' NEWS, INC.	208.45
10877	02/15/11	MCQUAY SERVICE	368.50
10878	02/15/11	MDR	100.00
10879	02/15/11	MENARDS	97.15
10880	02/15/11	MICHAEL CLOUD	125.00
10881	02/15/11	MIDCO INC.	8,300.00
10882	02/15/11	MIDWEST TAPE	6,638.66
10883	02/15/11	NATIONAL REGISTER PUBLISHING CO.	306.10
10884	02/15/11	NEWSBANK	11,925.00
10885	02/15/11	OFFICE DEPOT	1,519.09
10886	02/15/11	OUTSOURCE SOLUTIONS GROUP	82,029.70
10887	02/15/11	P C NATION	71.37
10888	02/15/11	PADDOCK PUBLICATIONS, INC.	127.00
10889	02/15/11	PITNEY BOWES	1,238.78
10890	02/15/11	RANDOM HOUSE INCORPORATED	30.00
10891	02/15/11	REDHAWK SECURITY SYSTEMS, INC.	76.32
10892	02/15/11	RESEARCH TECHNOLOGY INTERNATIONAL	230.00
10893	02/15/11	ROBERT BURTON	100.00
10894	02/15/11	SANGHAMAM PUBLICATIONS, INC.	35.00
10895	02/15/11	SCHOLASTIC LIBRARY PUBLISHING	2,378.00
10896	02/15/11	THE SIDEWELL COMPANY	381.00
10897	02/15/11	THE SIGN PALACE INC.	195.00
10898	02/15/11	UNITED BUSINESS SOLUTIONS	57.69
10899	02/15/11	VAHE GHAZARIAN	85.00
10900	02/15/11	VENMILL INDUSTRIES INC.	599.00
10901	02/15/11	WAREHOUSE DIRECT	353.21
10902	02/15/11	WASTE MANAGEMENT	132.21
10903	02/15/11	WASTE MANAGEMENT	349.04

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Des Plaines Public Library  
Check Register

Check Number	Check Date	Payee	Amount
50126	01/31/11	NEXTEL	846.06
50127	01/31/11	CALL ONE	478.84
50128	01/31/11	AT&T	222.33
50129	01/31/11	AT&T	98.57
50130	01/31/11	AT&T	43.25
50131	01/31/11	McLEOD USA	299.03
50132	01/31/11	VERIZON WIRELESS	126.84
50133	01/31/11	COMCAST CABLE	220.96
50134	01/31/11	LEVEL(3) COMMUNICATIONS, LLC.	449.57
50135	01/31/11	NICOR GAS	911.76
50136	01/31/11	SPRINT	18.82
50137	01/31/11	SPRINT	16.04
50138	01/31/11	WOW! INTERENT CABLE	82.49
50139	01/31/11	FIRST MIDWEST BANK 504	39.91
Total checks	75	Total	<u>225,675.72</u>

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Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
LIMRiCC	10843	01/24/11	612.43
Account No. 201-2401002	Description PHIP Monthly Bill Jan '11	Amount 612.43	
		Subtotal	<u>612.43</u>
AT&T	50128	01/31/11	222.33
Account No. 201-5920120	Description ACH	Amount 222.33	
AT&T	50129	01/31/11	98.57
Account No. 201-5920120	Description ACH	Amount 98.57	
AT&T	50130	01/31/11	43.25
Account No. 201-5920120	Description ACH	Amount 43.25	
CALL ONE	50127	01/31/11	478.84
Account No. 201-5920120	Description ACH	Amount 478.84	
COMCAST CABLE	50133	01/31/11	220.96
Account No. 201-5920120	Description ACH	Amount 220.96	
FIRST MIDWEST BANK 504	50139	01/31/11	39.91
Account No. 201-5960065	Description MANUAL CHECK STOCK	Amount 39.91	
LEVEL(3) COMMUNICATIONS, LLC.	50134	01/31/11	449.57
Account No. 201-5920120	Description ACH	Amount 449.57	
McLEOD USA	50131	01/31/11	299.03
Account No. 201-5920120	Description ACH	Amount 299.03	
NEXTEL	50126	01/31/11	846.06
Account No. 201-5920120	Description ACH	Amount 846.06	
NICOR GAS	50135	01/31/11	911.76
Account No. 201-5970810	Description	Amount 911.76	
SPRINT	50136	01/31/11	18.82
Account No. 201-5920120	Description ACH	Amount 18.82	
SPRINT	50137	01/31/11	16.04
Account No. 201-5920120	Description ACH	Amount 16.04	
VERIZON WIRELESS	50132	01/31/11	126.84
Account No. 201-5920120	Description ACH	Amount 126.84	
WOW! INTERENT CABLE	50138	01/31/11	82.49
Account No. 201-5920120	Description ACH	Amount 82.49	

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Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
			Subtotal <u>3,854.47</u>
AudioGo	10844	02/15/11	8.00
Account No.		Description	Amount
201-5970610		Invoice # 409738	8.00
AUTOMATED LOGIC	10845	02/15/11	2,490.00
Account No.		Description	Amount
201-5930020		Reference # 81500355	2,490.00
BAKER & TAYLOR	10846	02/15/11	20,776.03
Account No.		Description	Amount
201-5960990		Invoice # 2025471010	6.07
201-5960990		Invoice # 2025471384	22.62
201-5960990		Invoice # 2025471482	13.99
201-5960990		Invoice # 2025467523	1.41
201-5960990		Invoice # 0000136226	11.44
201-5960990		Invoice # 2024888820	2.24
201-5960990		Invoice # 2025390667	25.84
201-5960990		Invoice # 143184700	11.96
201-5960990		Invoice # 144115510	5.98
201-5960990		Invoice # 2025457114	9.65
201-5960990		Invoice # 2025503391	15.04
201-5960990		Invoice # 2025505400	9.89
201-5960990		Invoice # 2025503702	9.92
201-5960990		Invoice # 2025505526	19.84
201-5960990		Invoice # 2025500770	22.64
201-5960990		Invoice # 2025503590	5.41
201-5960990		Invoice # 2025502345	32.58
201-5960990		Invoice # 2025493666	29.28
201-5960990		Invoice # 2025495458	8.66
201-5960990		Invoice # 2025482101	7.23
201-5960990		Invoice # 2025489260	2.71
201-5960990		Invoice # 2025495454	25.76
201-5960990		Invoice # 2025500732	18.25
201-5960990		Invoice # 2025499701	5.84
201-5960990		Invoice # 2025496854	2.24
201-5960990		Invoice # 2025502631	10.64
201-5960990		Invoice # 2025495456	8.80
201-5960990		Invoice # 2025461912	5.17
201-5960990		Invoice # 2025446696	1.88
201-5960990		Invoice # 2025431281	81.03
201-5960990		Invoice # 2025431276	25.40
201-5960990		Invoice # 2025457544	34.96
201-5960990		Invoice # 2025454038	7.23
201-5960990		Invoice # 2025497923	33.83
201-5960990		Invoice # 2025446588	2.24
201-5960990		Invoice # 2025434433	19.53
201-5960990		Invoice # 2025434432	1.59
201-5960990		Invoice # 2025424209	0.94
201-5960990		Invoice # 2025441172	1.41
201-5960990		Invoice # 2025502716	46.08
201-5960990		Invoice # 2025461909	2.71
201-5960990		Invoice # 2025459747	8.96
201-5960990		Invoice # 2025482197	8.82
201-5960990		Invoice # 2025492333	45.92
201-5960990		Invoice # 2025492335	7.44
201-5960990		Invoice # 2025489230	2.71
201-5960990		Invoice # 2025492620	13.58
201-5960990		Invoice # 2025492903	6.54
201-5960990		Invoice # 2025474773	112.62
201-5960990		Invoice # 2025490095	29.60



Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2025478737		76.35
201-5960990	Invoice # 2025483929		22.98
201-5960990	Invoice # 2025429560		19.02
201-5960990	Invoice # 2025480460		36.50
201-5960990	Invoice # 2025465015		29.95
201-5960990	Invoice # 2025486220		26.41
201-5960990	Invoice # 2025482045		20.63
201-5960990	Invoice # 2025487844		6.40
201-5960990	Invoice # 2025478888		6.72
201-5960990	Invoice # 2025478657		14.85
201-5960990	Invoice # 2025472314		38.39
201-5960990	Invoice # 2025476825		32.31
201-5960990	Invoice # 2025468580		5.13
201-5960990	Invoice # 2025470911		7.99
201-5960990	Invoice # 2025471004		20.91
201-5960990	Invoice # 2025474772		36.17
201-5960990	Invoice # 2025467654		1.12
201-5960990	Invoice # 2025470967		8.68
201-5960990	Invoice # 2025470940		17.38
201-5970600	Invoice # 2025471384		234.49
201-5970600	Invoice # 2025471482		226.85
201-5970600	Invoice # 2025467523		9.55
201-5970600	Invoice # 0000136226		100.33
201-5970600	Invoice # 2024888820		22.69
201-5970600	Invoice # 2025419340		214.57
201-5970600	Invoice # COA100520071		-544.33
201-5970600	Credit Memo # 0002086775		-13.31
201-5970600	Credit Memo # 0002084520		-13.31
201-5970600	Invoice # 0000136373		111.77
201-5970600	Invoice # 2025468579		183.80
201-5970600	Invoice # 2025485231		263.50
201-5970600	Invoice # 2025457113		282.56
201-5970600	Invoice # 2025476407		417.64
201-5970600	Invoice # 2025503391		150.79
201-5970600	Invoice # 2025505400		241.51
201-5970600	Invoice # 2025503702		120.24
201-5970600	Invoice # 2025505526		587.72
201-5970600	Invoice # 2025500770		354.87
201-5970600	Invoice # 2025503590		26.57
201-5970600	Invoice # 2025502344		751.79
201-5970600	Invoice # 2025493665		1,116.59
201-5970600	Invoice # 2025495458		100.88
201-5970600	Invoice # 2025482101		27.46
201-5970600	Invoice # 2025489260		20.51
201-5970600	Invoice # 2025495454		281.07
201-5970600	Invoice # 2025500732		235.59
201-5970600	Invoice # 2025499701		61.31
201-5970600	Invoice # 2025496854		18.71
201-5970600	Invoice # 2025497922		956.40
201-5970600	Invoice # 2025495456		201.74
201-5970600	Invoice # 2025461912		106.55
201-5970600	Invoice # 2025446696		52.22
201-5970600	Invoice # 2025431281		214.03
201-5970600	Invoice # 2025431276		366.64
201-5970600	Invoice # 2025457544		392.56
201-5970600	Invoice # 2025454038		17.93
201-5970600	Invoice # 2025468966		179.49
201-5970600	Invoice # 2025446588		28.96
201-5970600	Invoice # 2025434433		45.00
201-5970600	Invoice # 2025434432		21.96
201-5970600	Invoice # 2025424209		33.75
201-5970600	Invoice # 2025441172		14.95
201-5970600	Invoice # 2025429559		393.33

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount	
201-5970600	Invoice # 2025461909		42.71	
201-5970600	Invoice # 2025459747		112.85	
201-5970600	Invoice # 2025482197		105.94	
201-5970600	Invoice # 2025492333		630.73	
201-5970600	Invoice # 2025492335		90.99	
201-5970600	Invoice # 2025489230		37.91	
201-5970600	Invoice # 2025492620		171.08	
201-5970600	Invoice # 2025492903		93.58	
201-5970600	Invoice # 2025474773		1,401.74	
201-5970600	Invoice # 2025490094		1,003.85	
201-5970600	Invoice # 2025478737		1,065.94	
201-5970600	Invoice # 2025483929		264.83	
201-5970600	Invoice # 2025487843		289.98	
201-5970600	Invoice # 2025480459		800.43	
201-5970600	Invoice # 2025465014		802.38	
201-5970600	Invoice # 2025486219		850.94	
201-5970600	Invoice # 2025482045		214.15	
201-5970600	Invoice # 2025493652		453.13	
201-5970600	Invoice # 2025478888		92.51	
201-5970600	Invoice # 2025478657		252.08	
201-5970600	Invoice # 3016847965		57.29	
201-5970600	Invoice # 2025472313		81.60	
201-5970600	Invoice # 2025476824		651.76	
201-5970600	Invoice # 2025470911		93.69	
201-5970600	Invoice # 2025471004		248.96	
201-5970600	Invoice # 2025474772		456.98	
201-5970600	Invoice # 2025467654		14.73	
201-5970600	Invoice # 2025470967		99.33	
201-5970600	Invoice # 2025470940		241.64	
201-5970600	Invoice # 2025471010		56.77	
201-5970610	Invoice # I43184700		58.73	
201-5970610	Invoice # I44115510		44.87	
BANC OF AMERICA LEASING		10847	02/15/11	2,005.00
Account No.	Description		Amount	
201-5930210	Invoice # 011766921			2,005.00
BANKCARD SERVICES		10848	02/15/11	4,598.86
Account No.	Description		Amount	
201-5920202				250.00
201-5920220				981.00
201-5920220				675.00
201-5960210				155.76
201-5960210				90.27
201-5960990				462.00
201-5970100				71.50
201-5970100				170.00
201-5970100				26.50
201-5970100				40.94
201-5970100				62.70
201-5970100				94.76
201-5970100				328.65
201-5970100				159.79
201-5970100				109.97
201-5970110				75.00
201-5970110				181.80
201-5970260				14.41
201-5970260				69.98
201-5970600				28.43
201-5970620				12.00
201-5970620				10.95
201-5970620				-34.00
201-5970620				-34.00

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Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970620		29.95	
201-5970620		19.95	
201-5970620		197.96	
201-5970620		34.00	
201-5970620		34.00	
201-5970630		9.95	
201-5970630		32.47	
201-5970630		159.91	
201-5970630		77.26	
<b>BILL'S AUTO &amp; TRUCK REPAIR</b>	<b>10849</b>	<b>02/15/11</b>	<b>1,011.70</b>
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5930030	Invoice # 48209	863.66	
201-5930030	Invoice # 48439	148.04	
<b>BRAINFUSE INCORPORATED</b>	<b>10850</b>	<b>02/15/11</b>	<b>7,000.00</b>
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5970640	Invoice # 2004234	7,000.00	
<b>BUSINESS MACHINE AGENTS INC</b>	<b>10851</b>	<b>02/15/11</b>	<b>491.07</b>
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5930010	Invoice # IN19333	491.07	
<b>CAROLYN LANGS</b>	<b>10852</b>	<b>02/15/11</b>	<b>150.00</b>
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5960210	Library Program	150.00	
<b>CITY OF DES PLAINES</b>	<b>10853</b>	<b>02/15/11</b>	<b>220.02</b>
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5970840	Invoice Fuel # 10-12	179.51	
201-5970850	Invoice Fuel # 10-12	40.51	
<b>COMMEMORATIVE PUBLICATIONS</b>	<b>10854</b>	<b>02/15/11</b>	<b>59.95</b>
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5970600	Invoice # 2683	59.95	
<b>COMPLETE CLEANING COMPANY INC</b>	<b>10855</b>	<b>02/15/11</b>	<b>7,219.00</b>
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5930320	Invoice # 1271782	-102.00	
201-5930320	Invoice # 1272002	7,321.00	
<b>COOPERATIVE COMPUTER SERVICES</b>	<b>10856</b>	<b>02/15/11</b>	<b>4,635.90</b>
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5920140	Invoice # DPK-1/12/11	75.54	
201-5920140	Invoice # CCS 1/6/11	4,560.36	
<b>DEMCO EDUCATIONAL CORP</b>	<b>10857</b>	<b>02/15/11</b>	<b>200.72</b>
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5970100	Invoice # 4090007	59.39	
201-5970100	Invoice # 4068682	141.33	
<b>DES PLAINES HISTORICAL SOCIETY</b>	<b>10858</b>	<b>02/15/11</b>	<b>250.00</b>
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5960210	3/16/11 Presentation	250.00	
<b>EBSCO SUBSCRIPTION SVC</b>	<b>10859</b>	<b>02/15/11</b>	<b>12,560.32</b>
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5970620	Credit Memo # 0010386	-81.47	
201-5970620	Credit Memo # 0019388	-125.21	
201-5970620	Invoice # 0034792	4.72	
201-5970620	Invoice # 1321065	773.28	
201-5970640	Invoice # 1319631	11,989.00	

**Des Plaines Public Library  
Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
<b>FEDERAL EXPRESS</b>	10860	02/15/11	18.93
<b>Account No.</b>		<b>Description</b>	<b>Amount</b>
201-5970260		Invoice # 7-287-40336	18.93
<b>FILGER PUBLIC LIBRARY</b>	10861	02/15/11	6.99
<b>Account No.</b>		<b>Description</b>	<b>Amount</b>
201-5970600		Item ID # A87102305069	6.99
<b>FIRE EQUIPMENT COMPANY</b>	10862	02/15/11	144.90
<b>Account No.</b>		<b>Description</b>	<b>Amount</b>
201-5930020		Invocie # 61956	144.90
<b>FOREIGN POLICY ASSOCIATION</b>	10863	02/15/11	283.35
<b>Account No.</b>		<b>Description</b>	<b>Amount</b>
201-5970600		Order ID FPA-3110	283.35
<b>FORTRES GRAND CORPORATION</b>	10864	02/15/11	486.76
<b>Account No.</b>		<b>Description</b>	<b>Amount</b>
201-5980420		Invoice # 46825	486.76
<b>GALE</b>	10865	02/15/11	221.25
<b>Account No.</b>		<b>Description</b>	<b>Amount</b>
201-5970600		Invoice # 17034563	-1,464.75
201-5970600		Invoice # 17041683	285.94
201-5970600		Invoice # 17041615	296.40
201-5970600		Invoice # 17041577	77.48
201-5970600		Invoice # 17041588	411.12
201-5970600		Invoice # 17041619	520.60
201-5970600		Invoice # 17041620	197.60
201-5970600		Invoice # 17041566	122.10
201-5970600		Invoice # 17041581	306.40
201-5970600		Invoice # 17041567	303.86
201-5970600		Invoice # 17041562	131.11
201-5970600		Invoice # 17041563	122.10
201-5970600		Invoice # 17041560	607.80
201-5970600		Invoice # 17041565	296.40
201-5970600		Invoice # 17041574	306.40
201-5970600		Invoice # 17052104	969.00
201-5970600		Invoice # 17055120	296.40
201-5970600		Invoice # 17067570	160.89
201-5970640		Credit # 926626	-3,725.60
<b>GARVEY'S OFFICE PRODUTS</b>	10866	02/15/11	373.95
<b>Account No.</b>		<b>Description</b>	<b>Amount</b>
201-5970100		Invoice # PINV225839	49.50
201-5970100		Invoice # PINV227589	324.45
<b>GHULAM H. DASTAGIR</b>	10867	02/15/11	600.00
<b>Account No.</b>		<b>Description</b>	<b>Amount</b>
201-5970630		Invoice # 100 for DVD's	600.00
<b>GLOBAL ENTERPRISE TECHNOLOGIES, IT</b>	10868	02/15/11	10,350.00
<b>Account No.</b>		<b>Description</b>	<b>Amount</b>
201-5930010		Invoice # 52365	10,350.00
<b>GRASS ROOTS PRESS</b>	10869	02/15/11	290.20
<b>Account No.</b>		<b>Description</b>	<b>Amount</b>
201-5970600		Invoice # 16884	290.20
<b>ILLINOIS LIBRARY SYSTEMS</b>	10870	02/15/11	40.00
<b>Account No.</b>		<b>Description</b>	<b>Amount</b>
201-5960990		Invoice # 478	40.00

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
INVICTA SERVICES LLC	10871	02/15/11	143.85
Account No. 201-5960990		Description Invoice # 1527	Amount 143.85
LAPORT INC.	10872	02/15/11	988.83
Account No. 201-5970170		Description Invoice # 130924	Amount 457.76
Account No. 201-5970170		Description Invoice # 130162	Amount 531.07
LYNGSOE SYSTEMS	10873	02/15/11	22,362.00
Account No. 201-5930010		Description Invoice # 000190	Amount 22,362.00
MAGAZINE LINE	10874	02/15/11	14.97
Account No. 201-5970620		Description Subscription Renewal	Amount 14.97
MANGO LANGUAGES	10875	02/15/11	3,150.00
Account No. 201-5970640		Description Invoice # L2799	Amount 3,150.00
MANUFACTURERS' NEWS, INC.	10876	02/15/11	208.45
Account No. 201-5970600		Description Invoice # 527552-00	Amount 208.45
MCQUAY SERVICE	10877	02/15/11	368.50
Account No. 201-5930020		Description Invoice # 2541882	Amount 368.50
MDR	10878	02/15/11	100.00
Account No. 201-5970600		Description Invoice # 1342229	Amount 100.00
MENARDS	10879	02/15/11	97.15
Account No. 201-5970170		Description Invoice # 1366	Amount 97.15
MICHAEL CLOUD	10880	02/15/11	125.00
Account No. 201-5960990		Description Invoice # 023	Amount 125.00
MIDCO INC.	10881	02/15/11	8,300.00
Account No. 201-5980400		Description Invoice # 242795	Amount 4,150.00
Account No. 201-5980400		Description Invoice # 242433	Amount 4,150.00
MIDWEST TAPE	10882	02/15/11	6,638.66
Account No. 201-5960990		Description Invoice # 6232756	Amount 8.80
Account No. 201-5960990		Description Invoice # 6232755	Amount 2.85
Account No. 201-5960990		Description Invoice # 6232754	Amount 2.85
Account No. 201-5960990		Description Invoice # 6232757	Amount 25.65
Account No. 201-5960990		Description Invoice # 6232758	Amount 43.00
Account No. 201-5960990		Description Invoice # 6235810	Amount 2.85
Account No. 201-5960990		Description Invoice # 6243618	Amount 2.85
Account No. 201-5960990		Description Invoice # 6246244	Amount 8.55
Account No. 201-5960990		Description Invoice # 6246243	Amount 14.25
Account No. 201-5960990		Description Invoice # 6239138	Amount 8.55
Account No. 201-5960990		Description Invoice # 6241138	Amount 22.90
Account No. 201-5960990		Description Invoice # 6241137	Amount 24.75
Account No. 201-5960990		Description Invoice # 6241136	Amount 24.95
Account No. 201-5960990		Description Invoice # 6241133	Amount 65.25
Account No. 201-5960990		Description Invoice # 6241135	Amount 66.05

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6246242		2.25
201-5960990	Invoice # 6246239		2.25
201-5960990	Invoice # 6246240		2.25
201-5960990	Invoice # 6246238		11.25
201-5960990	Invoice # 6246237		2.25
201-5960990	Invoice # 6246236		11.25
201-5960990	Invoice # 6246235		4.50
201-5960990	Invoice # 6246234		2.25
201-5960990	Invoice # 6246241		29.65
201-5960990	Invoice # 6243617		6.75
201-5960990	Invoice # 6243616		2.25
201-5960990	Invoice # 6243611		11.25
201-5960990	Invoice # 6243615		9.00
201-5960990	Invoice # 6243614		13.50
201-5960990	Invoice # 6243613		15.75
201-5960990	Invoice # 6236070		2.25
201-5960990	Invoice # 6232749		4.70
201-5960990	Invoice # 6232750		0.00
201-5960990	Invoice # 6221217		30.00
201-5960990	Invoice # 6232753		16.15
201-5960990	Invoice # 6232752		4.90
201-5960990	Invoice # 6232751		6.75
201-5960990	Invoice # 6232748		16.35
201-5960990	Invoice # 6239137		9.00
201-5960990	Invoice # 6239136		6.95
201-5960990	Invoice # 6241141		2.25
201-5960990	Invoice # 6241140		11.25
201-5960990	Invoice # 6241139		13.70
201-5960990	Invoice # 6243612		4.50
201-5970600	Invoice # 6243612		40.48
201-5970610	Invoice # 6232755		12.74
201-5970610	Invoice # 6232754		12.59
201-5970610	Invoice # 6232757		118.11
201-5970610	Invoice # 6232758		114.60
201-5970610	Invoice # 6235810		5.24
201-5970610	Invoice # 6243618		11.99
201-5970610	Invoice # 6246244		39.42
201-5970610	Invoice # 6246243		61.00
201-5970610	Invoice # 6239138		42.72
201-5970610	Invoice # 2422535		798.82
201-5970610	Invoice # 2422536		9.99
201-5970610	Invoice # 2422534		64.98
201-5970610	Invoice # 2416998		149.96
201-5970610	Invoice # 6232756		38.82
201-5970630	Invoice # 6241137		227.14
201-5970630	Invoice # 6241136		340.36
201-5970630	Invoice # 6241133		646.21
201-5970630	Invoice # 6241135		648.46
201-5970630	Invoice # 6246242		18.74
201-5970630	Invoice # 6246239		29.99
201-5970630	Invoice # 6246240		18.74
201-5970630	Invoice # 6246238		105.70
201-5970630	Invoice # 6246237		45.73
201-5970630	Invoice # 6246236		112.45
201-5970630	Invoice # 6246235		40.48
201-5970630	Invoice # 6246234		18.74
201-5970630	Invoice # 6246241		272.12
201-5970630	Invoice # 6243617		41.22
201-5970630	Invoice # 6243616		27.99
201-5970630	Invoice # 6243611		107.20
201-5970630	Invoice # 6243615		84.71
201-5970630	Invoice # 6243614		145.43
201-5970630	Invoice # 6243613		233.91

1.100

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970630 Invoice # 6236070		20.24	
201-5970630 Invoice # 6232749		37.48	
201-5970630 Invoice # 6232750		140.96	
201-5970630 Invoice # 6232753		125.18	
201-5970630 Invoice # 6232752		44.98	
201-5970630 Invoice # 6232751		61.47	
201-5970630 Invoice # 6232748		175.43	
201-5970630 Invoice # 6239137		82.45	
201-5970630 Invoice # 6239136		104.96	
201-5970630 Invoice # 6241141		20.24	
201-5970630 Invoice # 6241140		110.20	
201-5970630 Invoice # 6241139		137.94	
201-5970630 Invoice # 6241138		204.65	
201-5970630 Invoice # 2423008		71.21	
201-5970630 Invoice # 6235809		35.24	
<b>NATIONAL REGISTER PUBLISHING CO.</b>	<b>10883</b>	<b>02/15/11</b>	<b>306.10</b>
Account No. Description		Amount	
201-5970600 Invoice # 0600545500		306.10	
<b>NEWSBANK</b>	<b>10884</b>	<b>02/15/11</b>	<b>11,925.00</b>
Account No. Description		Amount	
201-5970640 Invoice # RTRN601902		11,925.00	
<b>OFFICE DEPOT</b>	<b>10885</b>	<b>02/15/11</b>	<b>1,519.09</b>
Account No. Description		Amount	
201-5970100 Invoice # 547818352001		76.56	
201-5970100 Invoice # 548029795001		423.12	
201-5970100 Invoice # 547248176001		688.01	
201-5970100 Invoice # 547366354001		331.40	
<b>OUTSOURCE SOLUTIONS GROUP</b>	<b>10886</b>	<b>02/15/11</b>	<b>82,029.70</b>
Account No. Description		Amount	
201-5920110 Invoice # 11278		27,083.33	
201-5920110 Invoice # 11414		27,083.33	
201-5920110 Invoice # 11276		27,083.33	
201-5960990 Invoice # 11301		499.71	
201-5960990 Invoice # 11273		280.00	
<b>P C NATION</b>	<b>10887</b>	<b>02/15/11</b>	<b>71.37</b>
Account No. Description		Amount	
201-5980410 Invoice # PO48757701019		71.37	
<b>PADDOCK PUBLICATIONS, INC.</b>	<b>10888</b>	<b>02/15/11</b>	<b>127.00</b>
Account No. Description		Amount	
201-5970620 Subscriptions		127.00	
<b>PITNEY BOWES</b>	<b>10889</b>	<b>02/15/11</b>	<b>1,238.78</b>
Account No. Description		Amount	
201-5930210 Invoice # 9954034-JA11		164.00	
201-5970260 PP # 8000-9090-0510-7839		1,074.78	
<b>RANDOM HOUSE INCORPORATED</b>	<b>10890</b>	<b>02/15/11</b>	<b>30.00</b>
Account No. Description		Amount	
201-5970610 Invoice # 1080786095		30.00	
<b>REDHAWK SECURITY SYSTEMS, INC.</b>	<b>10891</b>	<b>02/15/11</b>	<b>76.32</b>
Account No. Description		Amount	
201-5960990 Invoice # 15958 RX		76.32	
<b>RESEARCH TECHNOLOGY INTERNATION</b>	<b>10892</b>	<b>02/15/11</b>	<b>230.00</b>
Account No. Description		Amount	
201-5970100 Invoice # 156217		230.00	

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Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
ROBERT BURTON	10893	02/15/11	100.00
Account No. 201-5960210		Description 2/23/11 Program	Amount 100.00
SANGHAMAM PUBLICATIONS, INC.	10894	02/15/11	35.00
Account No. 201-5970620		Description Invoice # 20390	Amount 35.00
SCHOLASTIC LIBRARY PUBLISHING	10895	02/15/11	2,378.00
Account No. 201-5970640		Description Invoice # 11357472	Amount 2,378.00
THE SIDEWELL COMPANY	10896	02/15/11	381.00
Account No. 201-5970600		Description Invoice # 83105	Amount 381.00
THE SIGN PALACE INC.	10897	02/15/11	195.00
Account No. 201-5970100		Description Invoice # 5941	Amount 195.00
UNITED BUSINESS SOLUTIONS	10898	02/15/11	57.69
Account No. 201-5930010		Description Invoice # 88273A 1	Amount 11.75
Account No. 201-5930010		Description Invoice # 88221A 1	Amount 11.67
Account No. 201-5930010		Description Invoice # 88194A 1	Amount 11.69
Account No. 201-5930010		Description Invoice # 87952A 1	Amount 11.27
Account No. 201-5930010		Description Invoice # 87988A 1	Amount 11.31
VAHE GHAZARIAN	10899	02/15/11	85.00
Account No. 201-5960210		Description Tuned Yamaha U-1 Console	Amount 85.00
VENMILL INDUSTRIES INC.	10900	02/15/11	599.00
Account No. 201-5960990		Description Invoice # 34782	Amount 599.00
WAREHOUSE DIRECT	10901	02/15/11	353.21
Account No. 201-5970100		Description Invoice # 1006210-0	Amount 334.95
Account No. 201-5970100		Description Invoice # 990315-0	Amount 18.26
WASTE MANAGEMENT	10902	02/15/11	132.21
Account No. 201-5930490		Description Inv. 4286644-2008-3	Amount 132.21
WASTE MANAGEMENT	10903	02/15/11	349.04
Account No. 201-5930490		Description Inv. 2314913-2008-2	Amount 349.04
		Subtotal	<u>221,208.82</u>
		TOTAL	<u><u>225,675.72</u></u>





FEBRUARY

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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, FEBRUARY 15, 2011**

**7:00 P.M.**

**Conference Room – Second Floor**

**Agenda:**

- **Finance Committee Report**
- **Approve Illinois Public Library Annual 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 376-2801 to allow the Library to make reasonable accommodations.



1501 Ellinwood Street  
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DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting  
**February 15, 2011**  
**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 – January 18, 2011.
  - B. Acceptance of Financial Reports for January 2011.
  - C. Acceptance of Reports.
    1. Director’s Report – Holly Richards Sorensen.
    2. Friends Report – Myrtle Klebe.
- VIII. New Business.
  - A. Approve Payment of Vendor Checks Report - \$225,675.72 [Action Item]
  - B. Finance Committee Report – Jeffery Rozovics. [Action Item]
  - C. Approve Illinois Public Library Annual Report. [Action Item]
  - D. Approve Payment to 3M Library Systems for Maintenance Agreement - \$16,956.00. [Action Item]
  - E. “Food for Fines” in March. [Action Item]
  - F. Declaration of Surplus Property. [Action Item]

- IX. Announcements.
  - A. Renewal of Trustee Terms.
  - B. Do the Dewey Status Report.
- X. Correspondence.
- XI. Other
- XII. Adjournment.

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



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BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
January 18, 2011

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, January 18, 2011. President George Magerl called the meeting to order at 4:00 p.m.

ROLL CALL.

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

Absent: Jennifer Tsalapatani.

Also present: Holly Richards Sorensen, Roberta Johnson, Carol Kidd, Heather Imhoff, Jo Bonell, Stephanie Spetter, Susan Farid, Jennifer Delgado, Alderman Dan Wilson.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

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

PUBLIC COMMENTS AND QUESTIONS

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson

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

CONSENT AGENDA

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

1409

## UNFINISHED BUSINESS

MOTION by Steve Mokry, seconded by John Robinson, to approve payment to Gale for Biography Resource Center in the amount of \$4,022.73, which is a budgeted expense and in the best interest of the library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## NEW BUSINESS

MOTION by Jeff Rozovics, seconded by Susan Moylan Krey, to approve the payment of vendor checks in the amount of \$200,278.04, as listed on the vendor checks report of December 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. NAYS: Fregetto. MOTION CARRIED

The Board discussed the financial reports prepared by library accountants, Lauterbach & Amen. Trustees Kendrick asked to have the monthly financial reports posted to the library website with a statement declaring that the report is unaudited. President Magerl asked that the Finance Committee review this request before the next board meeting.

MOTION by Myrtle Klebe, seconded by Steve Mokry, to approve payment to Lyngsoe in the amount of \$23,250.00, which is a budgeted expense and in the best interest of the Des Plaines Public Library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Dion Kendrick, seconded by John Robinson, to approve payment to Global Enterprise Technologies, Inc. (GET) in the amount of \$10,350.00, which is a budgeted expense and in the best interest of the Des Plaines Public Library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to approve payment to NewsBank Databases for 2011 in the amount of \$11,925.00, which is a budgeted expense and in the best interest of the Des Plaines Public Library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## ANNOUNCEMENTS

President Magerl asked the board to participate in the Des Plaines Chamber of Commerce & Industry "FOOD FIGHT". Donations can be dropped off at the library until the end of February.

President Magerl asked the Board to consider a "Food for Fines" campaign that would reduce patron fines when they donated food for the food pantry. Last year the library collected 2,500 items of food in 15 days. This item will be on the February agenda and if approved, take place from March 15 - 31.

1410  
President Magerl invited Board members to attend the President's Day Library Legislative Breakfast on Monday, February 21 at the Arboretum Club in Buffalo Grove. Trustees were asked to purchase tickets at their own expense, since no money was budgeted for this event.

Board members will have their pictures taken before the February board meeting for name badges.

Roberta Johnson reported that the first Do the Dewey meeting will be held on January 25 at 3:00 p.m.

#### CORRESPONDENCE

President Magerl received a letter from Commissioner Dan Patlak from the Office of the Board of Review of Cook County asking the board to complete a short survey pertaining to the consequences to the library when tax bills are sent out late. This item was referred to the Finance Committee.

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

Meeting adjourned at 5:17 p.m.

Minutes prepared by Carol Kidd.



February 7, 2011

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 January 31, 2011 and the related statements of revenues, expenditures and changes in fund balance for the one month and the one month 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 January 31, 2011

<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>44,645.03</u>
	<u>44,645.03</u>
201-1102015 - First Midwest Operating #8100292260	201,655.27
202-1102015 - First Midwest Operating #8100292260	<u>7,396.82</u>
	<u>209,052.09</u>
201-1102028 - Cash Library Donations	<u>22,103.88</u>
	<u>22,103.88</u>
201-1102073 - Cash IL - Epay #151600222104	<u>8,094.06</u>
202-1102076 - IL Funds - Library # 151600221288	3.59
	<u>3.59</u>
201-1102078 - Cash IL - Epay Library	<u>2,702.01</u>
201-1102079 - IL Funds - 151600222591	1,909,730.98
202-1102079 - IL Funds - 151600222591	<u>128,382.50</u>
	<u>2,038,113.48</u>
201-1104006 - Investments - Certificates of Deposit	<u>102,593.99</u>
<b>Total Invested</b>	<u><u>2,429,767.80</u></u>

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February 7, 2011

## Des Plaines Public Library Balance Sheet as of January 31, 2011

	<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	3,194.55	41,450.48	44,645.03
1102015 - First Midwest Operating #8100292260	96,608.52	105,046.75	201,655.27
1102028 - Cash Library Donations	21,626.46	477.42	22,103.88
1102073 - Cash IL - Epay 151600008073	6,033.65	2,060.41	8,094.06
1102076 - IL Funds - Library # 15160221288	(58,205.82)	58,205.82	0.00
1102078 - Cash IL - Epay Library	2,185.45	516.56	2,702.01
1102079 - IL Funds - 151600222591	1,733,614.87	176,116.11	1,909,730.98
1104006 - Investments - Certificates of Deposit	102,507.45	86.54	102,593.99
1118000 - Receivable - Property Taxes	6,599,703.00	0.00	6,599,703.00
1119301 - Prepaid Expense	75,805.23	(75,805.23)	0.00
	<u>8,585,533.03</u>	<u>308,154.86</u>	<u>8,893,687.89</u>
 <b><u>Liabilities and Fund Balance</u></b>			
<b><u>Liabilities</u></b>			
2401000 - Accounts Payable	105,309.70	116,511.55	221,821.25
2401002 - Payroll Liabilities	0.00	41,652.02	41,652.02
2430707 - Due to Library Comp Abs	172,222.44	0.00	172,222.44
2450040 - Accrued Payroll	25,438.00	0.00	25,438.00
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
	<u>6,753,191.14</u>	<u>158,163.57</u>	<u>6,911,354.71</u>
 <b><u>Fund Balance</u></b>			
3730000 - Fund Balance - Unreserved	<u>1,832,341.89</u>	<u>0.00</u>	<u>1,832,341.89</u>
<b>Total Liabilities and Fund Balance</b>	<u>8,585,533.03</u>	<u>158,163.57</u>	<u>8,743,696.60</u>
<b>Excess Revenues Over Expenses</b>	<u>0.00</u>	<u>149,991.29</u>	<u>149,991.29</u>

February 7, 2011

# Des Plaines Public Library Balance Sheet as of January 31, 2011

## Capital Projects Fund

### Assets

1102015 - First Midwest Operating #8100292260	24,386.82	(16,990.00)	7,396.82
1102076 - IL Funds - Library # 15160221288	128,386.09	(128,382.50)	3.59
1102079 - IL Funds - 151600222591	0.00	128,382.50	128,382.50
	<u>152,772.91</u>	<u>(16,990.00)</u>	<u>135,782.91</u>

### Liabilities and Fund Balance

#### Liabilities

2401000 - Accounts Payable	16,990.00	(16,990.00)	0.00
2401001 - Audit Accounts Payable	16,531.10	0.00	16,531.10
	<u>33,521.10</u>	<u>(16,990.00)</u>	<u>16,531.10</u>

#### Fund Balance

3730000 - Fund Balance - Unreserved	<u>119,251.81</u>	<u>0.00</u>	<u>119,251.81</u>
<b>Total Liabilities and Fund Balance</b>	<u>152,772.91</u>	<u>(16,990.00)</u>	<u>135,782.91</u>

## Compensated Absences Fund

### Assets

1120201 - Due From Library	<u>172,222.11</u>	<u>0.00</u>	<u>172,222.11</u>
	<u>172,222.11</u>	<u>0.00</u>	<u>172,222.11</u>

### Liabilities and Fund Balance

#### Liabilities

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

#### Fund Balance

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

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February 7, 2011

# Des Plaines Public Library Balance Sheet as of January 31, 2011

	<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>

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February 7, 2011

**Des Plaines Public Library**  
**Revenue Report as of January 31, 2011**

<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	0.00	0.00	0.00	0.00
4810025 - Property Taxes 2008	0.00	0.00	0.00	0.00	0.00
4810026 - Property Taxes 2009	727,523.30	727,523.30	250,000.00	(477,523.30)	291.01
4810027 - Property Taxes 2010	0.00	0.00	6,499,096.00	6,499,096.00	0.00
	<u>727,523.30</u>	<u>727,523.30</u>	<u>6,749,096.00</u>	<u>6,021,572.70</u>	<u>10.78</u>
<b><u>Intergovernmental</u></b>					
4810800 - Personal Property Replacement Tax	0.00	0.00	92,988.00	92,988.00	0.00
4822040 - State Grant - Per Capita	0.00	0.00	56,000.00	56,000.00	0.00
4822095 - State Grant - Library	0.00	0.00	0.00	0.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>148,988.00</u>	<u>148,988.00</u>	<u>0.00</u>
<b><u>Fines &amp; Fees</u></b>					
4850101 - Library Fees	376.95	376.95	4,300.00	3,923.05	8.77
4850102 - Library Fines	6,695.48	6,695.48	128,000.00	121,304.52	5.23
4850103 - Library Fines / Credit Card	2,582.91	2,582.91	15,000.00	12,417.09	17.22
4850201 - Copying Fee	1,780.70	1,780.70	25,000.00	23,219.30	7.12
4850202 - Damaged Materials	107.99	107.99	450.00	342.01	24.00
4850203 - Lost Materials	636.10	636.10	7,000.00	6,363.90	9.09
4850205 - Bags	79.00	79.00	1,000.00	921.00	7.90
4850207 - Non-Res Cards	145.00	145.00	2,000.00	1,855.00	7.25
	<u>12,404.13</u>	<u>12,404.13</u>	<u>182,750.00</u>	<u>170,345.87</u>	<u>6.79</u>
<b><u>Other Revenue</u></b>					
4890010 - Interest Income	303.38	303.38	3,500.00	3,196.62	8.67
4890050 - Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00
4899900 - Miscellaneous Revenue	2,685.92	2,685.92	14,000.00	11,314.08	19.19
4899920 - Library Donations	475.00	475.00	500.00	25.00	95.00
	<u>3,464.30</u>	<u>3,464.30</u>	<u>18,000.00</u>	<u>14,535.70</u>	<u>19.25</u>
<b>Total Library Fund</b>	<u><u>743,391.73</u></u>	<u><u>743,391.73</u></u>	<u><u>7,099,834.00</u></u>	<u><u>6,356,442.27</u></u>	<u><u>10.47</u></u>

See Accountants' Compilation Report

February 7, 2011

**Des Plaines Public Library**  
**Revenue Report as of January 31, 2011**

	<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>0.00</u>	<u>2,500.00</u>	<u>2,500.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>2,500.00</u>	<u>2,500.00</u>	<u>0.00</u>
<b>Total Capital Projects Fund</b>	<u>0.00</u>	<u>0.00</u>	<u>202,500.00</u>	<u>202,500.00</u>	<u>0.00</u>
<b>Total of All Funds</b>	<u>743,391.73</u>	<u>743,391.73</u>	<u>7,302,334.00</u>	<u>6,558,942.27</u>	<u>10.18</u>

See Accountants' Compilation Report

## Des Plaines Public Library

### Expense Report as of January 31, 2011

	<u>M.T.D.</u>	<u>Y.T.D</u>	<u>Budgeted</u>	<u>Budgeted</u>	<u>Prct.</u>
	<u>Expended</u>	<u>Expended</u>	<u>Amount</u>	<u>Remain.</u>	<u>Expend.</u>
<u>Library Fund</u>					
<b>Salaries</b>					
5910100 - Salaries	201,557.21	201,557.21	2,024,433.00	1,822,875.79	9.96
5910200 - Temporary Wages	0.00	0.00	883,343.00	883,343.00	0.00
5910400 - Non - Supervisory Overtime	0.00	0.00	500.00	500.00	0.00
5910500 - Vacation Pay	7,471.31	7,471.31	0.00	(7,471.31)	0.00
5910600 - Sick Pay	2,944.01	2,944.01	0.00	(2,944.01)	0.00
5910700 - Holiday Pay	6,562.59	6,562.59	0.00	(6,562.59)	0.00
5910900 - Act/Out of Class/Premium	0.00	0.00	0.00	0.00	0.00
5910950 - Excess Sick Hours Pay Out	0.00	0.00	3,500.00	3,500.00	0.00
5910970 - Compensated Absences	0.00	0.00	0.00	0.00	0.00
	<u>218,535.12</u>	<u>218,535.12</u>	<u>2,911,776.00</u>	<u>2,693,240.88</u>	<u>7.51</u>
<b>Benefits</b>					
5918010 - Unemployment Compensation	1,686.36	1,686.36	31,000.00	29,313.64	5.44
5918020 - Employer Contribution - FICA	16,240.21	16,240.21	222,599.00	206,358.79	7.30
5918021 - Employer Contribution - IMRF	23,241.03	23,241.03	308,526.00	285,284.97	7.53
5918030 - EAP Program	0.00	0.00	0.00	0.00	0.00
5918040 - Life Insurance Premiums	148.00	148.00	3,996.00	3,848.00	3.70
5918050 - PPO Insurance Premiums	21,737.30	21,737.30	269,057.00	247,319.70	8.08
5918051 - HMO Insurance Premiums	6,886.38	6,886.38	99,504.00	92,617.62	6.92
5918055 - Dental Insurance Premiums	1,927.12	1,927.12	23,478.00	21,550.88	8.21
5918070 - Workers Compensation	1,016.55	1,016.55	9,500.00	8,483.45	10.70
5918085 - RHS Plan Payout	0.00	0.00	10,000.00	10,000.00	0.00
	<u>72,882.95</u>	<u>72,882.95</u>	<u>977,660.00</u>	<u>904,777.05</u>	<u>7.45</u>
<b>Contractual Services</b>					
5920100 - Legal Fees	0.00	0.00	10,000.00	10,000.00	0.00
5920105 - Costs of Litigation	0.00	0.00	1,000.00	1,000.00	0.00
5920110 - Professional Services	82,356.99	82,356.99	365,000.00	282,643.01	22.56
5920120 - Communication Services	2,902.80	2,902.80	33,800.00	30,897.20	8.59
5920140 - Data Processing Services	4,635.90	4,635.90	78,000.00	73,364.10	5.94
5920202 - Conferences	250.00	250.00	1,000.00	750.00	25.00
5920204 - Training	0.00	0.00	0.00	0.00	0.00
5920205 - Tuition Reimbursements	0.00	0.00	0.00	0.00	0.00
5920206 - Seminars	0.00	0.00	0.00	0.00	0.00
5920210 - In Service Training	0.00	0.00	500.00	500.00	0.00
5920220 - Membership Dues	1,656.00	1,656.00	1,000.00	(656.00)	165.60
5920225 - Licensing/Titles	0.00	0.00	0.00	0.00	0.00
5920230 - Publication of Notices	0.00	0.00	2,000.00	2,000.00	0.00
5920850 - Subsidy - 1994 E.R.P Trans	0.00	0.00	0.00	0.00	0.00
5920900 - Property/Liability Contributions	3,891.00	3,891.00	0.00	(3,891.00)	0.00
5920990 - Property/Liability Insurance	29,047.00	29,047.00	25,000.00	(4,047.00)	116.19
5930010 - R&M Equipment	33,260.76	33,260.76	125,757.00	92,496.24	26.45
5930020 - R&M Buildings & Structures	3,003.40	3,003.40	124,080.00	121,076.60	2.42
5930030 - R&M Vehicles	1,011.70	1,011.70	8,250.00	7,238.30	12.26
5930195 - Book Binding & Repair	0.00	0.00	1,000.00	1,000.00	0.00
5930210 - Rental of Equipment	4,174.00	4,174.00	27,000.00	22,826.00	15.46
5930320 - Cleaning/Custodial Services	14,642.00	14,642.00	92,500.00	77,858.00	15.83
5930490 - Refuse Contract	966.48	966.48	6,000.00	5,033.52	16.11
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00



## Des Plaines Public Library Expense Report as of January 31, 2011

	<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>
5960065 - Bank Fees	46.76	46.76	500.00	453.24	9.35
5960070 - Travel Expense	0.00	0.00	500.00	500.00	0.00
5960210 - Special Event Programming	2,631.03	2,631.03	31,000.00	28,368.97	8.49
5960990 - Misc. Contractual Services	6,736.46	6,736.46	95,600.00	88,863.54	7.05
	<u>191,212.28</u>	<u>191,212.28</u>	<u>1,029,737.00</u>	<u>838,524.72</u>	<u>18.57</u>
<b><u>Commodities</u></b>					
5970100 - Office Supplies	3,936.78	3,936.78	107,800.00	103,863.22	3.65
5970110 - Meals	256.80	256.80	2,100.00	1,843.20	12.23
5970115 - Supplies - Dept/Other	0.00	0.00	0.00	0.00	0.00
5970170 - Janitorial	1,085.98	1,085.98	30,900.00	29,814.02	3.51
5970260 - Postage & Parcel	1,178.10	1,178.10	25,000.00	23,821.90	4.71
5970270 - Printing -Reproduction-Binding	0.00	0.00	6,000.00	6,000.00	0.00
5970330 - Supplies - Vehicles R/M	0.00	0.00	0.00	0.00	0.00
5970500 - Purchase of Water	0.00	0.00	6,000.00	6,000.00	0.00
5970600 - Books	25,210.90	25,210.90	401,805.00	376,594.10	6.27
5970610 - Audio Materials	1,622.58	1,622.58	90,200.00	88,577.42	1.80
5970620 - Subscriptions & Books	1,019.10	1,019.10	69,500.00	68,480.90	1.47
5970630 - Visual Materials	5,417.54	5,417.54	111,000.00	105,582.46	4.88
5970640 - Automated Reference Materials	59,853.40	59,853.40	128,900.00	69,046.60	46.43
5970810 - Natural Gas	911.76	911.76	18,000.00	17,088.24	5.07
5970820 - Electricity	0.00	0.00	500.00	500.00	0.00
5970840 - Diesel	179.51	179.51	2,000.00	1,820.49	8.98
5970850 - Gasoline	40.51	40.51	500.00	459.49	8.10
5970900 - Equipment < \$5,000	0.00	0.00	2,000.00	2,000.00	0.00
	<u>100,712.96</u>	<u>100,712.96</u>	<u>1,002,205.00</u>	<u>901,492.04</u>	<u>10.05</u>
<b><u>Capital Expenditures</u></b>					
5980300 - Improvements	0.00	0.00	0.00	0.00	0.00
5980400 - Equipment	8,300.00	8,300.00	0.00	(8,300.00)	0.00
5980410 - Computer Hardware	71.37	71.37	6,500.00	6,428.63	1.10
5980420 - Computer Software	1,685.76	1,685.76	33,465.00	31,779.24	5.04
5980600 - Furniture & Fixtures	0.00	0.00	17,300.00	17,300.00	0.00
	<u>10,057.13</u>	<u>10,057.13</u>	<u>57,265.00</u>	<u>47,207.87</u>	<u>17.56</u>
<b><u>Other Funding Activities</u></b>					
5990900 - Per Capita Grant Expenditures	0.00	0.00	56,000.00	56,000.00	0.00
5990935 - Trans to D/S - 2002A Bond	0.00	0.00	23,469.00	23,469.00	0.00
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	200,000.00	200,000.00	0.00
5990955 - Trans to D/S - 2003B Bond	0.00	0.00	0.00	0.00	0.00
5993000 - Contingency Reserve	0.00	0.00	75,000.00	75,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>354,469.00</u>	<u>354,469.00</u>	<u>0.00</u>
<b>Total Library Fund Expenditures</b>	<u>593,400.44</u>	<u>593,400.44</u>	<u>6,333,112.00</u>	<u>5,739,711.56</u>	<u>9.37</u>

February 7, 2011

## Des Plaines Public Library Expense Report as of January 31, 2011

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>
<u>Capital Projects Fund</u>					
<u>Contractual Services</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Capital Expenditures</u>					
5980410 - Computer Hardware	<u>0.00</u>	<u>0.00</u>	<u>48,200.00</u>	<u>48,200.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>48,200.00</u>	<u>48,200.00</u>	<u>0.00</u>
<b>Total Capital Projects Fund Expenditures</b>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>48,200.00</u></u>	<u><u>48,200.00</u></u>	<u><u>0.00</u></u>
 <b>Total of All Funds</b>	 <u><u>593,400.44</u></u>	 <u><u>593,400.44</u></u>	 <u><u>6,381,312.00</u></u>	 <u><u>5,787,911.56</u></u>	 <u><u>9.30</u></u>

Des Plaines Public Library  
Check Register

Check Number	Check Date	Payee	Amount
Checks			
10843	01/24/11	LIMRiCC	612.43
10844	02/15/11	AudioGo	8.00
10845	02/15/11	AUTOMATED LOGIC	2,490.00
10846	02/15/11	BAKER & TAYLOR	20,776.03
10847	02/15/11	BANC OF AMERICA LEASING	2,005.00
10848	02/15/11	BANKCARD SERVICES	4,598.86
10849	02/15/11	BILL'S AUTO & TRUCK REPAIR	1,011.70
10850	02/15/11	BRAINFUSE INCORPORATED	7,000.00
10851	02/15/11	BUSINESS MACHINE AGENTS INC	491.07
10852	02/15/11	CAROLYN LANGS	150.00
10853	02/15/11	CITY OF DES PLAINES	220.02
10854	02/15/11	COMMEMORATIVE PUBLICATIONS	59.95
10855	02/15/11	COMPLETE CLEANING COMPANY INC	7,219.00
10856	02/15/11	COOPERATIVE COMPUTER SERVICES	4,635.90
10857	02/15/11	DEMCO EDUCATIONAL CORP	200.72
10858	02/15/11	DES PLAINES HISTORICAL SOCIETY	250.00
10859	02/15/11	EBSCO SUBSCRIPTION SVC	12,560.32
10860	02/15/11	FEDERAL EXPRESS	18.93
10861	02/15/11	FILGER PUBLIC LIBRARY	6.99
10862	02/15/11	FIRE EQUIPMENT COMPANY	144.90
10863	02/15/11	FOREIGN POLICY ASSOCIATION	283.35
10864	02/15/11	FORTRES GRAND CORPORATION	486.76
10865	02/15/11	GALE	221.25
10866	02/15/11	GARVEY'S OFFICE PRODUTS	373.95
10867	02/15/11	GHULAM H. DASTAGIR	600.00
10868	02/15/11	GLOBAL ENTERPRISE TECHNOLOGIES, INC.	10,350.00
10869	02/15/11	GRASS ROOTS PRESS	290.20
10870	02/15/11	ILLINOIS LIBRARY SYSTEMS	40.00
10871	02/15/11	INVICTA SERVICES LLC	143.85
10872	02/15/11	LAPORT INC.	988.83
10873	02/15/11	LYNGSOE SYSTEMS	22,362.00
10874	02/15/11	MAGAZINE LINE	14.97
10875	02/15/11	MANGO LANGUAGES	3,150.00
10876	02/15/11	MANUFACTURERS' NEWS, INC.	208.45
10877	02/15/11	MCQUAY SERVICE	368.50
10878	02/15/11	MDR	100.00
10879	02/15/11	MENARDS	97.15
10880	02/15/11	MICHAEL CLOUD	125.00
10881	02/15/11	MIDCO INC.	8,300.00
10882	02/15/11	MIDWEST TAPE	6,638.66
10883	02/15/11	NATIONAL REGISTER PUBLISHING CO.	306.10
10884	02/15/11	NEWSBANK	11,925.00
10885	02/15/11	OFFICE DEPOT	1,519.09
10886	02/15/11	OUTSOURCE SOLUTIONS GROUP	82,029.70
10887	02/15/11	P C NATION	71.37
10888	02/15/11	PADDOCK PUBLICATIONS, INC.	127.00
10889	02/15/11	PITNEY BOWES	1,238.78
10890	02/15/11	RANDOM HOUSE INCORPORATED	30.00
10891	02/15/11	REDHAWK SECURITY SYSTEMS, INC.	76.32
10892	02/15/11	RESEARCH TECHNOLOGY INTERNATIONAL	230.00
10893	02/15/11	ROBERT BURTON	100.00
10894	02/15/11	SANGHAMAM PUBLICATIONS, INC.	35.00
10895	02/15/11	SCHOLASTIC LIBRARY PUBLISHING	2,378.00
10896	02/15/11	THE SIDEWELL COMPANY	381.00
10897	02/15/11	THE SIGN PALACE INC.	195.00
10898	02/15/11	UNITED BUSINESS SOLUTIONS	57.69
10899	02/15/11	VAHE GHAZARIAN	85.00
10900	02/15/11	VENMILL INDUSTRIES INC.	599.00
10901	02/15/11	WAREHOUSE DIRECT	353.21
10902	02/15/11	WASTE MANAGEMENT	132.21
10903	02/15/11	WASTE MANAGEMENT	349.04

Des Plaines Public Library  
Check Register

Check Number	Check Date	Payee	Amount
50126	01/31/11	NEXTEL	846.06
50127	01/31/11	CALL ONE	478.84
50128	01/31/11	AT&T	222.33
50129	01/31/11	AT&T	98.57
50130	01/31/11	AT&T	43.25
50131	01/31/11	McLEOD USA	299.03
50132	01/31/11	VERIZON WIRELESS	126.84
50133	01/31/11	COMCAST CABLE	220.96
50134	01/31/11	LEVEL(3) COMMUNICATIONS, LLC.	449.57
50135	01/31/11	NICOR GAS	911.76
50136	01/31/11	SPRINT	18.82
50137	01/31/11	SPRINT	16.04
50138	01/31/11	WOW! INTERENT CABLE	82.49
50139	01/31/11	FIRST MIDWEST BANK 504	39.91
Total checks	75	Total	<u>225,675.72</u>

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All Checkbooks  
January 2011Des Plaines Public Library  
Vendor Checks ReportDESPLANSLIB  
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Vendor Name	Chk. No.	Check Date	Amount
LIMRiCC	10843	01/24/11	612.43
Account No. 201-2401002	Description PHIP Monthly Bill Jan '11	Amount 612.43	
		Subtotal	<u>612.43</u>
AT&T	50128	01/31/11	222.33
Account No. 201-5920120	Description ACH	Amount 222.33	
AT&T	50129	01/31/11	98.57
Account No. 201-5920120	Description ACH	Amount 98.57	
AT&T	50130	01/31/11	43.25
Account No. 201-5920120	Description ACH	Amount 43.25	
CALL ONE	50127	01/31/11	478.84
Account No. 201-5920120	Description ACH	Amount 478.84	
COMCAST CABLE	50133	01/31/11	220.96
Account No. 201-5920120	Description ACH	Amount 220.96	
FIRST MIDWEST BANK 504	50139	01/31/11	39.91
Account No. 201-5960065	Description MANUAL CHECK STOCK	Amount 39.91	
LEVEL(3) COMMUNICATIONS, LLC.	50134	01/31/11	449.57
Account No. 201-5920120	Description ACH	Amount 449.57	
McLEOD USA	50131	01/31/11	299.03
Account No. 201-5920120	Description ACH	Amount 299.03	
NEXTEL	50126	01/31/11	846.06
Account No. 201-5920120	Description ACH	Amount 846.06	
NICOR GAS	50135	01/31/11	911.76
Account No. 201-5970810	Description	Amount 911.76	
SPRINT	50136	01/31/11	18.82
Account No. 201-5920120	Description ACH	Amount 18.82	
SPRINT	50137	01/31/11	16.04
Account No. 201-5920120	Description ACH	Amount 16.04	
VERIZON WIRELESS	50132	01/31/11	126.84
Account No. 201-5920120	Description ACH	Amount 126.84	
WOW! INTERENT CABLE	50138	01/31/11	82.49
Account No. 201-5920120	Description ACH	Amount 82.49	

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
		Subtotal	3,854.47
AudioGo	10844	02/15/11	8.00
Account No.	Description	Amount	
201-5970610	Invoice # 409738	8.00	
AUTOMATED LOGIC	10845	02/15/11	2,490.00
Account No.	Description	Amount	
201-5930020	Reference # 81500355	2,490.00	
BAKER & TAYLOR	10846	02/15/11	20,776.03
Account No.	Description	Amount	
201-5960990	Invoice # 2025471010	6.07	
201-5960990	Invoice # 2025471384	22.62	
201-5960990	Invoice # 2025471482	13.99	
201-5960990	Invoice # 2025467523	1.41	
201-5960990	Invoice # 0000136226	11.44	
201-5960990	Invoice # 2024888820	2.24	
201-5960990	Invoice # 2025390667	25.84	
201-5960990	Invoice # 143184700	11.96	
201-5960990	Invoice # 144115510	5.98	
201-5960990	Invoice # 2025457114	9.65	
201-5960990	Invoice # 2025503391	15.04	
201-5960990	Invoice # 2025505400	9.89	
201-5960990	Invoice # 2025503702	9.92	
201-5960990	Invoice # 2025505526	19.84	
201-5960990	Invoice # 2025500770	22.64	
201-5960990	Invoice # 2025503590	5.41	
201-5960990	Invoice # 2025502345	32.58	
201-5960990	Invoice # 2025493666	29.28	
201-5960990	Invoice # 2025495458	8.66	
201-5960990	Invoice # 2025482101	7.23	
201-5960990	Invoice # 2025489260	2.71	
201-5960990	Invoice # 2025495454	25.76	
201-5960990	Invoice # 2025500732	18.25	
201-5960990	Invoice # 2025499701	5.84	
201-5960990	Invoice # 2025496854	2.24	
201-5960990	Invoice # 2025502631	10.64	
201-5960990	Invoice # 2025495456	8.80	
201-5960990	Invoice # 2025461912	5.17	
201-5960990	Invoice # 2025446696	1.88	
201-5960990	Invoice # 2025431281	81.03	
201-5960990	Invoice # 2025431276	25.40	
201-5960990	Invoice # 2025457544	34.96	
201-5960990	Invoice # 2025454038	7.23	
201-5960990	Invoice # 2025497923	33.83	
201-5960990	Invoice # 2025446588	2.24	
201-5960990	Invoice # 2025434433	19.53	
201-5960990	Invoice # 2025434432	1.59	
201-5960990	Invoice # 2025424209	0.94	
201-5960990	Invoice # 2025441172	1.41	
201-5960990	Invoice # 2025502716	46.08	
201-5960990	Invoice # 2025461909	2.71	
201-5960990	Invoice # 2025459747	8.96	
201-5960990	Invoice # 2025482197	8.82	
201-5960990	Invoice # 2025492333	45.92	
201-5960990	Invoice # 2025492335	7.44	
201-5960990	Invoice # 2025489230	2.71	
201-5960990	Invoice # 2025492620	13.58	
201-5960990	Invoice # 2025492903	6.54	
201-5960990	Invoice # 2025474773	112.62	
201-5960990	Invoice # 2025490095	29.60	

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Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2025478737		76.35
201-5960990	Invoice # 2025483929		22.98
201-5960990	Invoice # 2025429560		19.02
201-5960990	Invoice # 2025480460		36.50
201-5960990	Invoice # 2025465015		29.95
201-5960990	Invoice # 2025486220		26.41
201-5960990	Invoice # 2025482045		20.63
201-5960990	Invoice # 2025487844		6.40
201-5960990	Invoice # 2025478888		6.72
201-5960990	Invoice # 2025478657		14.85
201-5960990	Invoice # 2025472314		38.39
201-5960990	Invoice # 2025476825		32.31
201-5960990	Invoice # 2025468580		5.13
201-5960990	Invoice # 2025470911		7.99
201-5960990	Invoice # 2025471004		20.91
201-5960990	Invoice # 2025474772		36.17
201-5960990	Invoice # 2025467654		1.12
201-5960990	Invoice # 2025470967		8.68
201-5960990	Invoice # 2025470940		17.38
201-5970600	Invoice # 2025471384		234.49
201-5970600	Invoice # 2025471482		226.85
201-5970600	Invoice # 2025467523		9.55
201-5970600	Invoice # 0000136226		100.33
201-5970600	Invoice # 2024888820		22.69
201-5970600	Invoice # 2025419340		214.57
201-5970600	Invoice # COA100520071		-544.33
201-5970600	Credit Memo # 0002086775		-13.31
201-5970600	Credit Memo # 0002084520		-13.31
201-5970600	Invoice # 0000136373		111.77
201-5970600	Invoice # 2025468579		183.80
201-5970600	Invoice # 2025485231		263.50
201-5970600	Invoice # 2025457113		282.56
201-5970600	Invoice # 2025476407		417.64
201-5970600	Invoice # 2025503391		150.79
201-5970600	Invoice # 2025505400		241.51
201-5970600	Invoice # 2025503702		120.24
201-5970600	Invoice # 2025505526		587.72
201-5970600	Invoice # 2025500770		354.87
201-5970600	Invoice # 2025503590		26.57
201-5970600	Invoice # 2025502344		751.79
201-5970600	Invoice # 2025493665		1,116.59
201-5970600	Invoice # 2025495458		100.88
201-5970600	Invoice # 2025482101		27.46
201-5970600	Invoice # 2025489260		20.51
201-5970600	Invoice # 2025495454		281.07
201-5970600	Invoice # 2025500732		235.59
201-5970600	Invoice # 2025499701		61.31
201-5970600	Invoice # 2025496854		18.71
201-5970600	Invoice # 2025497922		956.40
201-5970600	Invoice # 2025495456		201.74
201-5970600	Invoice # 2025461912		106.55
201-5970600	Invoice # 2025446696		52.22
201-5970600	Invoice # 2025431281		214.03
201-5970600	Invoice # 2025431276		366.64
201-5970600	Invoice # 2025457544		392.56
201-5970600	Invoice # 2025454038		17.93
201-5970600	Invoice # 2025468966		179.49
201-5970600	Invoice # 2025446588		28.96
201-5970600	Invoice # 2025434433		45.00
201-5970600	Invoice # 2025434432		21.96
201-5970600	Invoice # 2025424209		33.75
201-5970600	Invoice # 2025441172		14.95
201-5970600	Invoice # 2025429559		393.33

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount	
201-5970600	Invoice # 2025461909		42.71	
201-5970600	Invoice # 2025459747		112.85	
201-5970600	Invoice # 2025482197		105.94	
201-5970600	Invoice # 2025492333		630.73	
201-5970600	Invoice # 2025492335		90.99	
201-5970600	Invoice # 2025489230		37.91	
201-5970600	Invoice # 2025492620		171.08	
201-5970600	Invoice # 2025492903		93.58	
201-5970600	Invoice # 2025474773		1,401.74	
201-5970600	Invoice # 2025490094		1,003.85	
201-5970600	Invoice # 2025478737		1,065.94	
201-5970600	Invoice # 2025483929		264.83	
201-5970600	Invoice # 2025487843		289.98	
201-5970600	Invoice # 2025480459		800.43	
201-5970600	Invoice # 2025465014		802.38	
201-5970600	Invoice # 2025486219		850.94	
201-5970600	Invoice # 2025482045		214.15	
201-5970600	Invoice # 2025493652		453.13	
201-5970600	Invoice # 2025478888		92.51	
201-5970600	Invoice # 2025478657		252.08	
201-5970600	Invoice # 3016847965		57.29	
201-5970600	Invoice # 2025472313		81.60	
201-5970600	Invoice # 2025476824		651.76	
201-5970600	Invoice # 2025470911		93.69	
201-5970600	Invoice # 2025471004		248.96	
201-5970600	Invoice # 2025474772		456.98	
201-5970600	Invoice # 2025467654		14.73	
201-5970600	Invoice # 2025470967		99.33	
201-5970600	Invoice # 2025470940		241.64	
201-5970600	Invoice # 2025471010		56.77	
201-5970610	Invoice # 143184700		58.73	
201-5970610	Invoice # 144115510		44.87	
<b>BANC OF AMERICA LEASING</b>		10847	02/15/11	2,005.00
Account No.	Description		Amount	
201-5930210	Invoice # 011766921			2,005.00
<b>BANKCARD SERVICES</b>		10848	02/15/11	4,598.86
Account No.	Description		Amount	
201-5920202				250.00
201-5920220				981.00
201-5920220				675.00
201-5960210				155.76
201-5960210				90.27
201-5960990				462.00
201-5970100				71.50
201-5970100				170.00
201-5970100				26.50
201-5970100				40.94
201-5970100				62.70
201-5970100				94.76
201-5970100				328.65
201-5970100				159.79
201-5970100				109.97
201-5970110				75.00
201-5970110				181.80
201-5970260				14.41
201-5970260				69.98
201-5970600				28.43
201-5970620				12.00
201-5970620				10.95
201-5970620				-34.00
201-5970620				-34.00

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All Checkbooks  
January 2011Des Plaines Public Library  
Vendor Checks ReportDESPLANSLIB  
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Vendor Name	Chk. No.	Check Date	Amount
201-5970620		29.95	
201-5970620		19.95	
201-5970620		197.96	
201-5970620		34.00	
201-5970620		34.00	
201-5970630		9.95	
201-5970630		32.47	
201-5970630		159.91	
201-5970630		77.26	
<b>BILL'S AUTO &amp; TRUCK REPAIR</b>	<b>10849</b>	<b>02/15/11</b>	<b>1,011.70</b>
Account No.	Description	Amount	
201-5930030	Invoice # 48209	863.66	
201-5930030	Invoice # 48439	148.04	
<b>BRAINFUSE INCORPORATED</b>	<b>10850</b>	<b>02/15/11</b>	<b>7,000.00</b>
Account No.	Description	Amount	
201-5970640	Invoice # 2004234	7,000.00	
<b>BUSINESS MACHINE AGENTS INC</b>	<b>10851</b>	<b>02/15/11</b>	<b>491.07</b>
Account No.	Description	Amount	
201-5930010	Invoice # IN19333	491.07	
<b>CAROLYN LANGS</b>	<b>10852</b>	<b>02/15/11</b>	<b>150.00</b>
Account No.	Description	Amount	
201-5960210	Library Program	150.00	
<b>CITY OF DES PLAINES</b>	<b>10853</b>	<b>02/15/11</b>	<b>220.02</b>
Account No.	Description	Amount	
201-5970840	Invoice Fuel # 10-12	179.51	
201-5970850	Invoice Fuel # 10-12	40.51	
<b>COMMEMORATIVE PUBLICATIONS</b>	<b>10854</b>	<b>02/15/11</b>	<b>59.95</b>
Account No.	Description	Amount	
201-5970600	Invoice # 2683	59.95	
<b>COMPLETE CLEANING COMPANY INC</b>	<b>10855</b>	<b>02/15/11</b>	<b>7,219.00</b>
Account No.	Description	Amount	
201-5930320	Invoice # 1271782	-102.00	
201-5930320	Invoice # 1272002	7,321.00	
<b>COOPERATIVE COMPUTER SERVICES</b>	<b>10856</b>	<b>02/15/11</b>	<b>4,635.90</b>
Account No.	Description	Amount	
201-5920140	Invoice # DPK-1/12/11	75.54	
201-5920140	Invoice # CCS 1/6/11	4,560.36	
<b>DEMCO EDUCATIONAL CORP</b>	<b>10857</b>	<b>02/15/11</b>	<b>200.72</b>
Account No.	Description	Amount	
201-5970100	Invoice # 4090007	59.39	
201-5970100	Invoice # 4068682	141.33	
<b>DES PLAINES HISTORICAL SOCIETY</b>	<b>10858</b>	<b>02/15/11</b>	<b>250.00</b>
Account No.	Description	Amount	
201-5960210	3/16/11 Presentation	250.00	
<b>EBSCO SUBSCRIPTION SVC</b>	<b>10859</b>	<b>02/15/11</b>	<b>12,560.32</b>
Account No.	Description	Amount	
201-5970620	Credit Memo # 0010386	-81.47	
201-5970620	Credit Memo # 0019388	-125.21	
201-5970620	Invoice # 0034792	4.72	
201-5970620	Invoice # 1321065	773.28	
201-5970640	Invoice # 1319631	11,989.00	

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Vendor Name	Chk. No.	Check Date	Amount
FEDERAL EXPRESS	10860	02/15/11	18.93
Account No. Description		Amount	
201-5970260 Invoice # 7-287-40336		18.93	
FILGER PUBLIC LIBRARY	10861	02/15/11	6.99
Account No. Description		Amount	
201-5970600 Item ID # A87102305069		6.99	
FIRE EQUIPMENT COMPANY	10862	02/15/11	144.90
Account No. Description		Amount	
201-5930020 Invoice # 61956		144.90	
FOREIGN POLICY ASSOCIATION	10863	02/15/11	283.35
Account No. Description		Amount	
201-5970600 Order ID FPA-3110		283.35	
FORTRES GRAND CORPORATION	10864	02/15/11	486.76
Account No. Description		Amount	
201-5980420 Invoice # 46825		486.76	
GALE	10865	02/15/11	221.25
Account No. Description		Amount	
201-5970600 Invoice # 17034563		-1,464.75	
201-5970600 Invoice # 17041683		285.94	
201-5970600 Invoice # 17041615		296.40	
201-5970600 Invoice # 17041577		77.48	
201-5970600 Invoice # 17041588		411.12	
201-5970600 Invoice # 17041619		520.60	
201-5970600 Invoice # 17041620		197.60	
201-5970600 Invoice # 17041566		122.10	
201-5970600 Invoice # 17041581		306.40	
201-5970600 Invoice # 17041567		303.86	
201-5970600 Invoice # 17041562		131.11	
201-5970600 Invoice # 17041563		122.10	
201-5970600 Invoice # 17041560		607.80	
201-5970600 Invoice # 17041565		296.40	
201-5970600 Invoice # 17041574		306.40	
201-5970600 Invoice # 17052104		969.00	
201-5970600 Invoice # 17055120		296.40	
201-5970600 Invoice # 17067570		160.89	
201-5970640 Credit # 926626		-3,725.60	
GARVEY'S OFFICE PRODUCTS	10866	02/15/11	373.95
Account No. Description		Amount	
201-5970100 Invoice # PINV225839		49.50	
201-5970100 Invoice # PINV227589		324.45	
GHULAM H. DASTAGIR	10867	02/15/11	600.00
Account No. Description		Amount	
201-5970630 Invoice # 100 for DVD's		600.00	
GLOBAL ENTERPRISE TECHNOLOGIES, D	10868	02/15/11	10,350.00
Account No. Description		Amount	
201-5930010 Invoice # 52365		10,350.00	
GRASS ROOTS PRESS	10869	02/15/11	290.20
Account No. Description		Amount	
201-5970600 Invoice # 16884		290.20	
ILLINOIS LIBRARY SYSTEMS	10870	02/15/11	40.00
Account No. Description		Amount	
201-5960990 Invoice # 478		40.00	

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Vendor Name	Chk. No.	Check Date	Amount
INVICTA SERVICES LLC	10871	02/15/11	143.85
Account No. 201-5960990		Description Invoice # 1527	Amount 143.85
LAPORT INC.	10872	02/15/11	988.83
Account No. 201-5970170		Description Invoice # 130924	Amount 457.76
Account No. 201-5970170		Description Invoice # 130162	Amount 531.07
LYNGSOE SYSTEMS	10873	02/15/11	22,362.00
Account No. 201-5930010		Description Invoice # 000190	Amount 22,362.00
MAGAZINE LINE	10874	02/15/11	14.97
Account No. 201-5970620		Description Subscription Renewal	Amount 14.97
MANGO LANGUAGES	10875	02/15/11	3,150.00
Account No. 201-5970640		Description Invoice # L2799	Amount 3,150.00
MANUFACTURERS' NEWS, INC.	10876	02/15/11	208.45
Account No. 201-5970600		Description Invoice # 527552-00	Amount 208.45
MCQUAY SERVICE	10877	02/15/11	368.50
Account No. 201-5930020		Description Invoice # 2541882	Amount 368.50
MDR	10878	02/15/11	100.00
Account No. 201-5970600		Description Invoice # 1342229	Amount 100.00
MENARDS	10879	02/15/11	97.15
Account No. 201-5970170		Description Invoice # 1366	Amount 97.15
MICHAEL CLOUD	10880	02/15/11	125.00
Account No. 201-5960990		Description Invoice # 023	Amount 125.00
MIDCO INC.	10881	02/15/11	8,300.00
Account No. 201-5980400		Description Invoice # 242795	Amount 4,150.00
Account No. 201-5980400		Description Invoice # 242433	Amount 4,150.00
MIDWEST TAPE	10882	02/15/11	6,638.66
Account No. 201-5960990		Description Invoice # 6232756	Amount 8.80
Account No. 201-5960990		Description Invoice # 6232755	Amount 2.85
Account No. 201-5960990		Description Invoice # 6232754	Amount 2.85
Account No. 201-5960990		Description Invoice # 6232757	Amount 25.65
Account No. 201-5960990		Description Invoice # 6232758	Amount 43.00
Account No. 201-5960990		Description Invoice # 6235810	Amount 2.85
Account No. 201-5960990		Description Invoice # 6243618	Amount 2.85
Account No. 201-5960990		Description Invoice # 6246244	Amount 8.55
Account No. 201-5960990		Description Invoice # 6246243	Amount 14.25
Account No. 201-5960990		Description Invoice # 6239138	Amount 8.55
Account No. 201-5960990		Description Invoice # 6241138	Amount 22.90
Account No. 201-5960990		Description Invoice # 6241137	Amount 24.75
Account No. 201-5960990		Description Invoice # 6241136	Amount 24.95
Account No. 201-5960990		Description Invoice # 6241133	Amount 65.25
Account No. 201-5960990		Description Invoice # 6241135	Amount 66.05

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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6246242		2.25
201-5960990	Invoice # 6246239		2.25
201-5960990	Invoice # 6246240		2.25
201-5960990	Invoice # 6246238		11.25
201-5960990	Invoice # 6246237		2.25
201-5960990	Invoice # 6246236		11.25
201-5960990	Invoice # 6246235		4.50
201-5960990	Invoice # 6246234		2.25
201-5960990	Invoice # 6246241		29.65
201-5960990	Invoice # 6243617		6.75
201-5960990	Invoice # 6243616		2.25
201-5960990	Invoice # 6243611		11.25
201-5960990	Invoice # 6243615		9.00
201-5960990	Invoice # 6243614		13.50
201-5960990	Invoice # 6243613		15.75
201-5960990	Invoice # 6236070		2.25
201-5960990	Invoice # 6232749		4.70
201-5960990	Invoice # 6232750		0.00
201-5960990	Invoice # 6221217		30.00
201-5960990	Invoice # 6232753		16.15
201-5960990	Invoice # 6232752		4.90
201-5960990	Invoice # 6232751		6.75
201-5960990	Invoice # 6232748		16.35
201-5960990	Invoice # 6239137		9.00
201-5960990	Invoice # 6239136		6.95
201-5960990	Invoice # 6241141		2.25
201-5960990	Invoice # 6241140		11.25
201-5960990	Invoice # 6241139		13.70
201-5960990	Invoice # 6243612		4.50
201-5970600	Invoice # 6243612		40.48
201-5970610	Invoice # 6232755		12.74
201-5970610	Invoice # 6232754		12.59
201-5970610	Invoice # 6232757		118.11
201-5970610	Invoice # 6232758		114.60
201-5970610	Invoice # 6235810		5.24
201-5970610	Invoice # 6243618		11.99
201-5970610	Invoice # 6246244		39.42
201-5970610	Invoice # 6246243		61.00
201-5970610	Invoice # 6239138		42.72
201-5970610	Invoice # 2422535		798.82
201-5970610	Invoice # 2422536		9.99
201-5970610	Invoice # 2422534		64.98
201-5970610	Invoice # 2416998		149.96
201-5970610	Invoice # 6232756		38.82
201-5970630	Invoice # 6241137		227.14
201-5970630	Invoice # 6241136		340.36
201-5970630	Invoice # 6241133		646.21
201-5970630	Invoice # 6241135		648.46
201-5970630	Invoice # 6246242		18.74
201-5970630	Invoice # 6246239		29.99
201-5970630	Invoice # 6246240		18.74
201-5970630	Invoice # 6246238		105.70
201-5970630	Invoice # 6246237		45.73
201-5970630	Invoice # 6246236		112.45
201-5970630	Invoice # 6246235		40.48
201-5970630	Invoice # 6246234		18.74
201-5970630	Invoice # 6246241		272.12
201-5970630	Invoice # 6243617		41.22
201-5970630	Invoice # 6243616		27.99
201-5970630	Invoice # 6243611		107.20
201-5970630	Invoice # 6243615		84.71
201-5970630	Invoice # 6243614		145.43
201-5970630	Invoice # 6243613		233.91

Des Plaines Public Library  
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Vendor Name	Chk. No.	Check Date	Amount
201-5970630 Invoice # 6236070		20.24	
201-5970630 Invoice # 6232749		37.48	
201-5970630 Invoice # 6232750		140.96	
201-5970630 Invoice # 6232753		125.18	
201-5970630 Invoice # 6232752		44.98	
201-5970630 Invoice # 6232751		61.47	
201-5970630 Invoice # 6232748		175.43	
201-5970630 Invoice # 6239137		82.45	
201-5970630 Invoice # 6239136		104.96	
201-5970630 Invoice # 6241141		20.24	
201-5970630 Invoice # 6241140		110.20	
201-5970630 Invoice # 6241139		137.94	
201-5970630 Invoice # 6241138		204.65	
201-5970630 Invoice # 2423008		71.21	
201-5970630 Invoice # 6235809		35.24	
<b>NATIONAL REGISTER PUBLISHING CO.</b>	<b>10883</b>	<b>02/15/11</b>	<b>306.10</b>
Account No. Description		Amount	
201-5970600 Invoice # 0600545500		306.10	
<b>NEWSBANK</b>	<b>10884</b>	<b>02/15/11</b>	<b>11,925.00</b>
Account No. Description		Amount	
201-5970640 Invoice # RTRN601902		11,925.00	
<b>OFFICE DEPOT</b>	<b>10885</b>	<b>02/15/11</b>	<b>1,519.09</b>
Account No. Description		Amount	
201-5970100 Invoice # 547818352001		76.56	
201-5970100 Invoice # 548029795001		423.12	
201-5970100 Invoice # 547248176001		688.01	
201-5970100 Invoice # 547366354001		331.40	
<b>OUTSOURCE SOLUTIONS GROUP</b>	<b>10886</b>	<b>02/15/11</b>	<b>82,029.70</b>
Account No. Description		Amount	
201-5920110 Invoice # 11278		27,083.33	
201-5920110 Invoice # 11414		27,083.33	
201-5920110 Invoice # 11276		27,083.33	
201-5960990 Invoice # 11301		499.71	
201-5960990 Invoice # 11273		280.00	
<b>P C NATION</b>	<b>10887</b>	<b>02/15/11</b>	<b>71.37</b>
Account No. Description		Amount	
201-5980410 Invoice # PO48757701019		71.37	
<b>PADDOCK PUBLICATIONS, INC.</b>	<b>10888</b>	<b>02/15/11</b>	<b>127.00</b>
Account No. Description		Amount	
201-5970620 Subscriptions		127.00	
<b>PITNEY BOWES</b>	<b>10889</b>	<b>02/15/11</b>	<b>1,238.78</b>
Account No. Description		Amount	
201-5930210 Invoice # 9954034-JA11		164.00	
201-5970260 PP # 8000-9090-0510-7839		1,074.78	
<b>RANDOM HOUSE INCORPORATED</b>	<b>10890</b>	<b>02/15/11</b>	<b>30.00</b>
Account No. Description		Amount	
201-5970610 Invoice # 1080786095		30.00	
<b>REDHAWK SECURITY SYSTEMS, INC.</b>	<b>10891</b>	<b>02/15/11</b>	<b>76.32</b>
Account No. Description		Amount	
201-5960990 Invoice # 15958 RX		76.32	
<b>RESEARCH TECHNOLOGY INTERNATION</b>	<b>10892</b>	<b>02/15/11</b>	<b>230.00</b>
Account No. Description		Amount	
201-5970100 Invoice # 156217		230.00	

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
ROBERT BURTON	10893	02/15/11	100.00
Account No.   Description		Amount	
201-5960210   2/23/11 Program		100.00	
SANGHAMAM PUBLICATIONS, INC.	10894	02/15/11	35.00
Account No.   Description		Amount	
201-5970620   Invoice # 20390		35.00	
SCHOLASTIC LIBRARY PUBLISHING	10895	02/15/11	2,378.00
Account No.   Description		Amount	
201-5970640   Invoice # 11357472		2,378.00	
THE SIDEWELL COMPANY	10896	02/15/11	381.00
Account No.   Description		Amount	
201-5970600   Invoice # 83105		381.00	
THE SIGN PALACE INC.	10897	02/15/11	195.00
Account No.   Description		Amount	
201-5970100   Invoice # 5941		195.00	
UNITED BUSINESS SOLUTIONS	10898	02/15/11	57.69
Account No.   Description		Amount	
201-5930010   Invoice # 88273A 1		11.75	
201-5930010   Invoice # 88221A 1		11.67	
201-5930010   Invoice # 88194A 1		11.69	
201-5930010   Invoice # 87952A 1		11.27	
201-5930010   Invoice # 87988A 1		11.31	
VAHE GHAZARIAN	10899	02/15/11	85.00
Account No.   Description		Amount	
201-5960210   Tuned Yamaha U-1 Console		85.00	
VENMILL INDUSTRIES INC.	10900	02/15/11	599.00
Account No.   Description		Amount	
201-5960990   Invoice # 34782		599.00	
WAREHOUSE DIRECT	10901	02/15/11	353.21
Account No.   Description		Amount	
201-5970100   Invoice # 1006210-0		334.95	
201-5970100   Invoice # 990315-0		18.26	
WASTE MANAGEMENT	10902	02/15/11	132.21
Account No.   Description		Amount	
201-5930490   Inv. 4286644-2008-3		132.21	
WASTE MANAGEMENT	10903	02/15/11	349.04
Account No.   Description		Amount	
201-5930490   Inv. 2314913-2008-2		349.04	
		Subtotal	<u>221,208.82</u>
		TOTAL	<u><u>225,675.72</u></u>

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**Director's Report**  
**February, 2011**

**Personnel Highlights**

Resignations for January 2011

Jerry MocarSKI, 01/06/2011, Part-time Monitor

**Patron Services Highlights**

**Circulation**

We circulated 98,487 items in January. That's down 11.69% from 2010. I attribute the decrease to changes in the van delivery system that has decreased the number of items we send to other libraries (about 3%) and the fact that we did not buy any new material from August through December 2010.

**Card Registration**

58.1% of the population of Des Plaines, or 33,100 people, hold library cards.

**Hits on Web site:**

We had 68,467 hits on our web site in January.

**Searches on Online Reference Products**

16,438 searches were performed in January which is up significantly from January 2010's results of 10,403.

**Meeting Room Usage:**

In January 88 different groups met at the library using our meeting rooms.

**Other:**

In January there were 405 checkouts by 131 unique patrons, 75 of whom are new. That's about double from January 2010. And the most popular title is still *The Girl with the Dragon Tattoo* by Steig Larsson.



# Des Plaines Public Library - January 2011 Board Report

<b>POPULATION</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	Jan 2011		YTD 2011	
	Youth Services	36,285	Youth Services	36,285
	Adult Services	62,202	Adult Services	62,202
	<b>TOTAL</b>	<b>98,487</b>	<b>TOTAL</b>	<b>98,487</b>
	Jan 2010		YTD 2010	
	Youth Services	39,017	Youth Services	39,017
	Adult Services	72,502	Adult Services	72,502
	<b>TOTAL</b>	<b>111,519</b>	<b>TOTAL</b>	<b>111,519</b>
	<b>% Change</b>	<b>-11.69%</b>	<b>% Change</b>	<b>-11.69%</b>
<b>SELF CHECK</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	Jan 2011	66,210	YTD 2011	66,210
	Jan 2010	73,961	YTD 2010	73,961
	<b>% Change</b>	<b>-10.48%</b>	<b>% Change</b>	<b>-10.48%</b>

<b>CARD REGISTRATION</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
New Resident Cards	Jan 2011	284	YTD 2011	284
	Jan 2010	409	YTD 2010	409
	<b>% Change</b>	<b>-31%</b>	<b>% Change</b>	<b>-31%</b>
Business Cards	Jan 2011	3	YTD 2011	3
	Jan 2010	2	YTD 2010	2
	<b>% Change</b>	<b>50%</b>	<b>% Change</b>	<b>50%</b>
Total Card Ownership			YTD 2011	33,100
			YTD 2010	36,105
			<b>% Population 2011</b>	<b>58.1%</b>
			<b>% Population 2010</b>	<b>62.7%</b>

<b>PATRON ATTENDANCE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	Jan 2011	47,654	YTD 2011	47,654
	Jan 2010	43,445	YTD 2010	43,445
	<b>% Change</b>	<b>10%</b>	<b>% Change</b>	<b>10%</b>

<b>MEETING ROOM USE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
Library Sponsored Prog	44	2,506	YTD	2,506
Outside Groups	21	528	YTD	528
Internal Meetings	11	88	YTD	88
<b>TOTAL</b>	<b>76</b>	<b>3,122</b>	<b>TOTAL</b>	<b>3,122</b>

<b>OUTREACH</b>				
	<b>THIS MONTH</b>	<b>Attendance</b>	<b>YEAR TO DATE</b>	
Adult Services	12	144	YTD	144
Youth Services	38	814	YTD	814
<b>TOTAL</b>	<b>50</b>	<b>1,008</b>	<b>TOTAL</b>	<b>1,008</b>

<b>COMPUTER / TECHNOLOGY USE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
<b>Hits on Website</b>	Jan 2011		YTD 2011	
	From Internal IP's	5,670	From Internal IP's	5,670
	From External IP's	40,699	From External IP's	40,699
	Absolutely Unique Visitors	22,098		
	<b>TOTAL</b>	<b>46,369</b>	<b>TOTAL</b>	<b>46,369</b>
<b>Hits on PlainTalk</b>	Jan 2011	771	YTD 2011	771
	Jan 2010	673	YTD 2010	673
	<b>% Change</b>	<b>15%</b>	<b>% Change</b>	<b>15%</b>
<b>Hits on Positively Ellinwood Street</b>	Jan 2011	1047	YTD 2011	1,047
	Jan 2010	931	YTD 2010	931
	<b>% Change</b>	<b>12%</b>	<b>% Change</b>	<b>12%</b>

<b>Computer Use</b>	<b>Adult Services</b>		<b>YEAR TO DATE</b>	
	Jan 2011	7,564	YTD 2011	7,564
	Jan 2010	9,511	YTD 2010	9,511
	<b>% Change</b>	<b>-20.47%</b>	<b>% Change</b>	<b>-20.47%</b>
	<b>Youth Services</b>			
	Jan 2011	926	YTD 2011	926
	Jan 2010	1,608	YTD 2010	1,608
<b>% Change</b>	<b>-42.41%</b>	<b>% Change</b>	<b>-42.41%</b>	
<b>Average Online Reference Products Searches &amp; Queries</b>	Jan 2011	16,438	YTD 2011	16,438
	Jan 2010	10,403	YTD 2010	10,403
			<b>% Change</b>	<b>58.01%</b>

FRIENDS OF THE LIBRARY  
Tuesday, January 25, 2011

The meeting was called to order at 6:57 pm.

The minutes of the November meeting were accepted. The treasurer's report was accepted.

The Membership Committee reported that there are 535 Friends members on the mailing list. Renewal forms and an envelope were included in the last mailing to those members whose memberships are due.

The Book Shelf sales continue to do well. The sale of Children's Books has been completed. Romance paperbacks will be featured in February.

The next Book Sale will be held: Friday, April 1 - 6-9 PM, members only, Saturday, April 2, 9:30 AM-4:00PM, Sunday, April 3, 1-5 PM. The Book Sale will be advertised on Book Finders and in the surrounding areas. The Friends mailing in March will contain Book Sale information.

Sue D'Hondt, Carol Szymanski and Debra Sus were named to the Nominating Committee. The election will be held in May.

Director's Report: Holly told of the Library staff and the Library Board of Trustees planning session held on Saturday, January 8<sup>th</sup>. There will be another 'Food Fight' in February to replenish the Des Plaines Food Pantry. Donations should be brought to the library by February 15<sup>th</sup>. The Friends will buy \$200 of food for this endeavor. "Do the Dewey" will be held Saturday, May 7<sup>th</sup>, 7-10 PM. The Friends will give \$1500 towards the music for the evening.

Stephanie Spetter explained the winter reading program "All Aboard the Reading Express" (Check out the train on the second floor!). She asked for \$100 to be used for \$20 gift cards as the prizes. Request granted.

A 5 week "Better Babysitting Program" will begin Feb. 22. There will be 4 weeks of instruction led by the DP Police Department, the DP Fire Department, the DP Community Health Nurse and the DP Public Library. An exam will be taken in week 4. The "Better Babysitting Certificates will be awarded in week 5. 25 book bags will be donated to hold their materials.

Stephanie asked for 75 nylon tote bags (made in the USA) at a cost of \$16.50 each. These bags would be used to hold the materials that teachers request for their special units/programs. An imprint of "The Friends of the Library" and a clear pocket on the front to be added to the bag. The Friends will donate \$14,000 for these bags.

The meeting adjourned at 7:55 PM.

**DES PLAINES PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**SEMI-ANNUAL DINNER**

**DATE:** January 18, 2011

**PLACE:** Cheeseburger in Paradise

**TIME:** 6:30 PM

**RSVP:** Carol Kidd – 847-376-2803



# Des Plaines Public Library

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

TO: Library Board of Trustees  
FROM: Holly Richards Sorensen, Library Director *HRS*  
SUBJECT: Background on January Agenda Items  
DATE: January 14, 2011

This is information to help you prepare for the discussion at our meeting on January 18.

## VIII. Unfinished Business

### A. Report on Renewal of Biography Resource Center Database without the Student Resource Center Database. [Action Item]

At the December 21 Board meeting you voted to not renew the Gale Student Resource Center database and you asked me to contact Gale to ask them to issue a new invoice for the renewal of Biography Resource Center database only. Gale has done so and agreed to hold the price for the Biography Resource Center at the existing level.

## IX. New Business

### A. Approve Payment of Vendor Checks Report - \$200,278.04. [Action Item]

### B. Approve Payment to Lyngsoe - \$23,250.00 [Action Item]

This is a budgeted expense. This is the annual service agreement for the automated materials handler. The automated materials handler (or sorter) is the equipment we installed as part of our conversion to RFID. This is the conveyor belt and bin system that checks in and sorts all materials. It's located on the first floor in the circulation workroom.

### C. Approve Payment to Global Enterprise Technologies, Inc. (GET) - \$10,350.00. [Action Item]

This \$10,350 invoice is for the annual subscription (Jan - Dec 2011) to Command Center HD, the software that enables us to manage and run content on the library's nine information display system screens. This was budgeted and approved at \$11,307 in the 2011 Budget.

### D. Approve Payment to NewsBank Databases for 2011 - \$11,925.00. [Action Item]

An explanation is attached.

## NewsBank Databases 2011

**Total Amount:** \$11,925.00 (priced as a package)

### Chicagoland Newspaper Collection

**Full-text Content:**

*Chicago Tribune* (1985-present)

*Chicago Sun-Times* (1986-present)

*Daily Herald* (1995-present)

**Remote Access:**

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

**Usage Statistics:**

Average of 569 searches per month from January through December 2010.

**Benefit to patrons:**

These newspaper Web sites charge for articles older than 30 days.

**Chicago Tribune:** Articles older than 30 days cost \$3.95 each. Annual plans cost \$149.95-\$359.95. Daily, weekly and monthly passes are also available.

**Chicago Sun-Times:** Articles older than 2 weeks cost \$2.95 each. Annual plans cost \$149.95-\$359.95. Daily, weekly and monthly passes are also available.

**Daily Herald:** Articles older than 30 days cost \$2.95 ea.

This subscription also entitles us to free access to the **Chicago Tribune Archive**. Though incomplete, it is heavily used for obituary searching (average of 383 searches per month in 2010).

### America's Obituaries and Death Notices

**Content:**

Obituaries and death notices from 1,761 newspapers across the country, searchable by name, residence, family members, and date range.

**Remote Access:**

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

**Usage Statistics:**

Average of 2,532 searches per month from January through December 2010.

**Note:**

This database is very popular with genealogists and is our only national source for obits other than the *New York Times*.

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JANUARY

JANUARY



Des Plaines  
Public Library

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

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, JANUARY 18, 2011

4:00 PM\*

Conference Room – Second Floor

\*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 376-2801 to allow the Library to make reasonable accommodations.





# Des Plaines Public Library

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

## DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

Agenda for the Regular Meeting  
**January 18, 2011**  
**4:00 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 – December 21, 2010.
  - B. Acceptance of Financial Reports for December 2010.
  - C. Acceptance of Reports.
    1. Director's Report – Holly Richards Sorensen.
- VIII. Unfinished Business.
  - A. Report on Renewal of Biography Resource Center Database without the Student Resource Center Database. [Action Item]
- IX. New Business.
  - A. Approve Payment of Vendor Checks Report - \$200,278.04. [Action Item]
  - B. Approve Payment to Lyngsoe - \$23,250.00. [Action Item]
  - C. Approve Payment to Global Enterprise Technologies, Inc. (GET) - \$10,350.00. [Action Item]
  - D. Approve Payment to NewsBank Databases for 2011 - \$11,925.00. [Action Item]

- X. Announcements.
  - A. Des Plaines Chamber of Commerce & Industry February "FOOD FIGHT."
  - B. President's Day Library Legislative Breakfast, Monday, February 21, 2011, 8:30 a.m. – 10:30 a.m., Arboretum Club, Buffalo Grove.
- XI. Correspondence.
- XII. Other
- XIII. Adjournment.

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



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

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

ROLL CALL.

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

\*Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Jo Bonell, Margaret Scholl, Jennifer Delgado, Alderman Dan Wilson.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

MOTION by Myrtle Klebe, seconded by Dion Kendrick, to accept the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson

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

CONSENT AGENDA

President Magerl asked to remove A. Approval of the Minutes of Board Discussion – November 16, 2010 from the Consent Agenda.

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

George Magerl stated that the minutes of the November 16, 2010 Board Discussion should be changed from "Meeting adjourned at 7:59 p.m. to Discussion adjourned at 7:59 p.m."

MOTION by John Robinson, seconded by Jennifer Tsalapatani, to approve the Minutes of the November 16, 2010 Board Discussion, as modified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

#### UNFINISHED BUSINESS

George Magerl introduced the Employee Merit Increase and Bonus Data that the Board had directed Holly to provide. Holly gave an explanation of the raise and bonus structure that was shown on the chart. Dion Kendrick wanted to know exactly how many employees were on the payroll for each of the years shown, 2008, 2009, 2010. Eugene Fregetto also wanted more information about the chart.

Dion Kendrick feels the need for a study of Des Plaines Public Library salaries compared to other libraries, including all types of libraries, district, municipal, academic, corporate.

MOTION by Dion Kendrick, seconded by Steven Mokry, to direct library staff to conduct a comparative salary study within 6 months and to include libraries of similar size within the greater Chicagoland area, including municipal libraries, district libraries, academic libraries and private libraries. VOTE: AYES: All NAYS: None. MOTION CARRIED.

George Magerl spoke about the Wiki and its use for the purpose of sharing information, but he cautioned about having too much information and not soliciting comments or suggestions. Comments would be a violation of the open meetings act and George stressed that we must stay within those guidelines. Eugene Fregetto asked for more study of the FOI act and spoke about the need to educate and inform each other in spite of the FOI act. George again stressed *restrictions on sharing information* and John Robinson suggested that Eugene Fregetto call the city attorney for clarification on exactly what can be shared. Eugene said that he would make any necessary contacts with the Illinois Attorney General Lisa Madigan.

President Magerl asked that the board packet be divided into sections for easier use. Carol Kidd will be asked to make this change to the Wiki, if possible.

#### NEW BUSINESS

MOTION by Jeffrey Rozovics, to approve the payment of vendor checks in the amount of \$85,908.59, as listed on the vendor checks report of November 2010 and authorize the Library Director to have transferred the amount required to the library's operating account. MOTION FAILED FOR LACK OF A SECOND.

The board discussed several vendor checks including Microsystems, Inc., Cooperative Computer Systems, Standard & Poors and Schindler.

Eugene Fregetto said that the financial reports do not appear to have been reviewed by anyone. Treasurer Rozovics explained the process for approving invoices and how the auditors will certify the accuracy of the numbers

MOTION by George Magerl, seconded by John Robinson, to approve the payment of vendor checks in the amount of \$85,908.59; as listed on the vendor checks report of November 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, Tsalapatani. NAYS: Fregetto. MOTION CARRIED

The board was asked to approve payment to ProQuest in the amount of \$15,195.00. Roberta Johnson gave an explanation of what this database provides to library users.

Jennifer Tsalapatani left the meeting at 8:17 p.m.

Eugene Fregetto questioned low numbers on usage of databases. He thought it was very low considering the population in Des Plaines. He does not think several institutions should subscribe to the same thing.

The board discussed the cost per search for several of the databases including Student Resource Center and the Wall Street Journal. The cost is \$6.00 per search for these two databases.

MOTION by Eugene Fregetto, seconded by Myrtle Klebe, to approve payment to ProQuest in the amount of \$15,195.00, which is a budgeted expense and in the best interest of the Des Plaines Public Library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Dion Kendrick requested usage statistics for all databases.

MOTION BY Myrtle Klebe, seconded by John Robinson, to approve payment to Gale for Biography Resource Center/Student Resource Center in the amount of \$10,111.96.

(Note: Actual amount on invoice is \$10,222.96)

SUBSTITUTE MOTION by Dion Kendrick, seconded by Eugene Fregetto, to approve the database subscription for Biography Resource Center and to eliminate the database subscription for Student Resource Center and to obtain new pricing for only Biography Resource Center. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Steven Mokry, seconded by Eugene Fregetto, to approve payment to EBSCO in the amount of \$11,989.00, which is a budgeted expense and in the best interest of the Des Plaines Public Library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Dion Kendrick, seconded by John Robinson, to approve the 2011 appropriation and 2010 levy and to direct Carol Kidd to deliver the information to the City of Des Plaines. VOTE: AYES: All. NAYS: None. MOTION CARRIED

January and July 2011 Meeting Start Times were discussed and all agreed that the original calendar will stand with the January and July 2011 meeting time at 4:00p.m. with dinner following.

MOTION by Dion Kendrick, seconded by John Robinson, approve payment to The RTI Group in the amount of \$16,990.00 for the purchase of an optical disc repair system and to use 2010 Per Capita Funds. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustees Robinson and Fregetto agreed to serve on the Do the Dewey committee, if available. The first meeting will be January 25 at 3:00 p.m. in the library's second floor conference room.

#### EXECUTIVE SESSION

MOTION by Eugene Fregetto, seconded by Myrtle Klebe, to enter into an Executive Session at 9:04p.m. to discuss Semi-Annual Review of Executive Session Minutes. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 9:22p.m. and was called to order by President George Magerl.

#### EXECUTIVE SESSION ACTION

MOTION by John Robinson, seconded by Susan Moylan Krey, to concur with the decision made in Executive Session to retain all Executive Session Minutes on file and to direct the Management Committee to meet and review all Executive Session Minutes prior to the July board meeting and to make a recommendation to the board about retention and release of minutes. ROLL CALL VOTE: AYES: Fregetto, Klebe, Moylan Krey, Magerl, Mokry, Robinson, Rozovics. NAYS: Kendrick. MOTION CARRIED.

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

Meeting adjourned at 9:25p.m.

Minutes prepared by Margaret Scholl.

January 10, 2011

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 December 31, 2010 and the related statements of revenues, expenditures and changes in fund balance for the one month and the twelve 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 December 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>3,194.55</u>
	<u>3,194.55</u>
201-1102015 - First Midwest Operating #8100292260	96,608.52
202-1102015 - First Midwest Operating #8100292260	<u>24,386.82</u>
	<u>120,995.34</u>
201-1102028 - Cash Library Donations	<u>21,626.46</u>
	<u>21,626.46</u>
201-1102073 - Cash IL - Epay #151600222104	<u>6,033.65</u>
201-1102076 - IL Funds - Library # 151600221288	(58,205.82)
202-1102076 - IL Funds - Library # 151600221288	<u>128,386.09</u>
	<u>70,180.27</u>
201-1102078 - Cash IL - Epay Library	<u>2,185.45</u>
201-1102079 - IL Funds - 151600222591	<u>1,733,614.87</u>
201-1104006 - Investments - Certificates of Deposit	<u>102,507.45</u>
<b>Total Invested</b>	<u><u>2,062,797.71</u></u>



January 10, 2011

## Des Plaines Public Library

### Balance Sheet as of December 31, 2010

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>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	17,860.96	(14,666.41)	3,194.55
1102015 - First Midwest Operating #8100292260	97,483.06	(874.54)	96,608.52
1102028 - Cash Library Donations	21,624.07	2.39	21,626.46
1102073 - Cash IL - Epay 151600008073	3,978.80	2,054.85	6,033.65
1102076 - IL Funds - Library # 15160221288	(100,655.08)	42,449.26	(58,205.82)
1102078 - Cash IL - Epay Library	1,702.64	482.81	2,185.45
1102079 - IL Funds -	174,801.22	1,558,813.65	1,733,614.87
1104006 - Investments - Certificates of Deposit	102,423.77	83.68	102,507.45
1118000 - Receivable - Property Taxes	6,599,703.00	0.00	6,599,703.00
1119301 - Prepaid Expense	0.00	75,805.23	75,805.23
	<u>6,921,382.11</u>	<u>1,664,150.92</u>	<u>8,585,533.03</u>
<b><u>Liabilities and Fund Balance</u></b>			
<b><u>Liabilities</u></b>			
2401000 - Accounts Payable	84,092.88	21,216.82	105,309.70
2401001 - Audit Accounts Payable	0.00	0.00	0.00
2401002 - Payroll Liabilities	15,021.61	(15,021.61)	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>6,746,995.93</u>	<u>6,195.21</u>	<u>6,753,191.14</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>8,231,287.10</u>	<u>6,195.21</u>	<u>8,237,482.31</u>

See Accountants' Compilation Report

January 10, 2011

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

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Library Fund</u>			
Excess Revenues Over Expenses	(1,309,904.99)	1,657,955.71	348,050.72
<u>Capital Projects Fund</u>			
<b><u>Assets</u></b>			
1102015 - First Midwest Operating #8100292260	24,853.23	(466.41)	24,386.82
1102076 - IL Funds - Library # 15160221288	128,386.09	0.00	128,386.09
	<u>153,239.32</u>	<u>(466.41)</u>	<u>152,772.91</u>
<b><u>Liabilities and Fund Balance</u></b>			
<b><u>Liabilities</u></b>			
2401000 - Accounts Payable	466.41	16,523.59	16,990.00
2401001 - Audit Accounts Payable	16,531.10	0.00	16,531.10
	<u>16,997.51</u>	<u>16,523.59</u>	<u>33,521.10</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>223,849.25</u>	<u>16,523.59</u>	<u>240,372.84</u>
<b>Excess Revenues Over Expenses</b>	<u>(70,609.93)</u>	<u>(16,990.00)</u>	<u>(87,599.93)</u>
<u>Compensated Absences Fund</u>			
<b><u>Assets</u></b>			
1120201 - Due From Library	172,222.11	0.00	172,222.11
	<u>172,222.11</u>	<u>0.00</u>	<u>172,222.11</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	47,842.11	0.00	47,842.11
	<u>172,222.11</u>	<u>0.00</u>	<u>172,222.11</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>172,222.11</u>	<u>0.00</u>	<u>172,222.11</u>
<b>Excess Revenues Over Expenses</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

January 10, 2011

## Des Plaines Public Library Balance Sheet as of December 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	(372,709.00)	0.00	(372,709.00)
	<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	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>

January 10, 2011

**Des Plaines Public Library**  
**Revenue Report as of December 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><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	<u>1,958,501.02</u>	<u>5,540,422.62</u>	<u>6,309,802.00</u>	<u>769,379.38</u>	<u>87.81</u>
	<u>1,958,501.02</u>	<u>5,750,061.53</u>	<u>6,359,802.00</u>	<u>609,740.47</u>	<u>90.41</u>
<b><u>Intergovernmental</u></b>					
4810800 - Personal Property Replacement Tax	23,247.00	46,494.00	92,988.00	46,494.00	50.00
4822040 - State Grant - Per Capita	30,355.98	30,355.98	57,700.00	27,344.02	52.61
4822095 - State Grant - Library	0.00	0.00	0.00	0.00	0.00
	<u>53,602.98</u>	<u>76,849.98</u>	<u>150,688.00</u>	<u>73,838.02</u>	<u>51.00</u>
<b><u>Fines &amp; Fees</u></b>					
4850101 - Library Fees	277.07	5,396.79	0.00	(5,396.79)	0.00
4850102 - Library Fines	5,732.07	100,091.15	125,000.00	24,908.85	80.07
4850103 - Library Fines / Credit Card	2,542.63	22,020.58	0.00	(22,020.58)	0.00
4850201 - Copying Fee	1,524.15	27,963.81	30,000.00	2,036.19	93.21
4850202 - Damaged Materials	74.99	716.64	0.00	(716.64)	0.00
4850203 - Lost Materials	560.62	7,250.52	0.00	(7,250.52)	0.00
4850205 - Bags	35.00	814.69	0.00	(814.69)	0.00
4850207 - Non-Res Cards	0.00	1,576.46	0.00	(1,576.46)	0.00
	<u>10,746.53</u>	<u>165,830.64</u>	<u>155,000.00</u>	<u>(10,830.64)</u>	<u>106.99</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	203.98	4,166.50	5,000.00	833.50	83.33
4890050 - Sale of Fixed Assets	0.00	0.00	1,000.00	1,000.00	0.00
4899900 - Miscellaneous Revenue	7,126.21	31,747.71	17,500.00	(14,247.71)	181.42
4899920 - Library Donations	0.00	6,019.59	10,000.00	3,980.41	60.20
	<u>7,330.19</u>	<u>41,933.80</u>	<u>33,500.00</u>	<u>(8,433.80)</u>	<u>125.18</u>
<b>Total Library Fund</b>	<u><u>2,030,180.72</u></u>	<u><u>6,035,340.88</u></u>	<u><u>6,703,990.00</u></u>	<u><u>668,649.12</u></u>	<u><u>90.03</u></u>

See Accountants' Compilation Report

January 10, 2011

**Des Plaines Public Library**  
**Revenue Report as of December 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>2,030,180.72</u></u>	<u><u>6,035,344.13</u></u>	<u><u>7,008,990.00</u></u>	<u><u>973,645.87</u></u>	<u><u>86.11</u></u>

See Accountants' Compilation Report

January 10, 2011

## Des Plaines Public Library Expense Report as of December 31, 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>
<u>Library Fund</u>					
<b>Salaries</b>					
5910100 - Salaries	204,495.34	2,461,373.47	2,318,022.00	(143,351.47)	106.18
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	2,586.24	105,508.34	0.00	(105,508.34)	0.00
5910600 - Sick Pay	6,308.24	51,258.49	0.00	(51,258.49)	0.00
5910700 - Holiday Pay	6,258.14	47,018.10	0.00	(47,018.10)	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>219,647.96</u>	<u>2,955,594.54</u>	<u>3,110,635.00</u>	<u>155,040.46</u>	<u>95.02</u>
<b>Benefits</b>					
5918010 - Unemployment Compensation	177.71	7,607.19	4,986.00	(2,621.19)	152.57
5918020 - Employer Contribution - FICA	16,449.48	221,366.32	237,314.00	15,947.68	93.28
5918021 - Employer Contribution - IMRF	20,954.45	288,334.11	297,814.00	9,479.89	96.82
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	24,988.62	343,282.33	389,041.00	45,758.67	88.24
5918051 - HMO Insurance Premiums	8,184.26	105,945.04	111,979.00	6,033.96	94.61
5918055 - Dental Insurance Premiums	2,188.26	28,898.98	31,505.00	2,606.02	91.73
5918070 - Workers Compensation	1,040.64	13,928.61	9,500.00	(4,428.61)	146.62
5918085 - RHS Plan Payout	0.00	5,214.26	10,000.00	4,785.74	52.14
	<u>73,983.42</u>	<u>1,017,184.64</u>	<u>1,099,397.00</u>	<u>82,212.36</u>	<u>92.52</u>
<b>Contractual Services</b>					
5920100 - Legal Fees	0.00	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	2,047.95	309,453.18	405,000.00	95,546.82	76.41
5920120 - Communication Services	3,423.11	32,894.05	28,460.00	(4,434.05)	115.58
5920140 - Data Processing Services	8,642.70	80,669.38	100,800.00	20,130.62	80.03
5920202 - Conferences	(1,546.30)	0.00	0.00	0.00	0.00
5920204 - Training	(1,447.00)	0.00	2,600.00	2,600.00	0.00
5920205 - Tuition Reimbursements	0.00	0.00	0.00	0.00	0.00
5920206 - Seminars	0.00	0.00	0.00	0.00	0.00
5920210 - In Service Training	(3,366.56)	0.00	0.00	0.00	0.00
5920220 - Membership Dues	(3,469.00)	0.00	6,500.00	6,500.00	0.00
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
5920990 - Property/Liability Insurance	0.00	0.00	0.00	0.00	0.00
5930010 - R&M Equipment	4,496.68	107,125.51	110,062.00	2,936.49	97.33
5930020 - R&M Buildings & Structures	3,760.36	77,735.01	116,235.00	38,499.99	66.88
5930030 - R&M Vehicles	1,607.07	6,056.19	14,300.00	8,243.81	42.35
5930195 - Book Binding & Repair	0.00	215.10	1,000.00	784.90	21.51
5930210 - Rental of Equipment	164.00	1,804.00	26,500.00	24,696.00	6.81
5930320 - Cleaning/Custodial Services	0.00	109,266.00	96,700.00	(12,566.00)	112.99
5930490 - Refuse Contract	0.00	6,158.53	5,500.00	(658.53)	111.97
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00

See Accountants' Compilation Report

January 10, 2011

## Des Plaines Public Library Expense Report as of December 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>
5960065 - Bank Fees	46.70	688.66	0.00	(688.66)	0.00
5960070 - Travel Expense	(551.93)	0.00	500.00	500.00	0.00
5960210 - Special Event Programming	(20,380.84)	0.00	31,000.00	31,000.00	0.00
5960990 - Misc. Contractual Services	<u>2,026.92</u>	<u>79,457.98</u>	<u>99,375.00</u>	<u>19,917.02</u>	<u>79.96</u>
	<u>(4,546.14)</u>	<u>832,123.54</u>	<u>1,089,251.00</u>	<u>257,127.46</u>	<u>76.39</u>
<b><u>Commodities</u></b>					
5970100 - Office Supplies	2,229.75	78,576.58	116,300.00	37,723.42	67.56
5970110 - Meals	409.64	1,265.61	2,800.00	1,534.39	45.20
5970115 - Supplies - Dept/Other	0.00	0.00	0.00	0.00	0.00
5970170 - Janitorial	1,269.90	19,885.17	20,600.00	714.83	96.53
5970260 - Postage & Parcel	1,157.28	16,401.71	13,300.00	(3,101.71)	123.32
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	451.08	4,240.03	8,000.00	3,759.97	53.00
5970600 - Books	15,422.85	351,367.65	489,800.00	138,432.35	71.74
5970610 - Audio Materials	1,080.18	49,066.45	84,600.00	35,533.55	58.00
5970620 - Subscriptions & Books	40,100.89	64,560.00	78,800.00	14,240.00	81.93
5970630 - Visual Materials	3,941.54	81,302.40	96,250.00	14,947.60	84.47
5970640 - Automated Reference Materials	14,588.26	112,454.68	141,000.00	28,545.32	79.76
5970810 - Natural Gas	0.00	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	0.00	2,201.32	4,000.00	1,798.68	55.03
5970850 - Gasoline	17.03	451.92	2,000.00	1,548.08	22.60
5970900 - Equipment < \$5,000	<u>1,950.00</u>	<u>4,638.87</u>	<u>5,500.00</u>	<u>861.13</u>	<u>84.34</u>
	<u>82,618.40</u>	<u>803,379.96</u>	<u>1,098,450.00</u>	<u>295,070.04</u>	<u>73.14</u>
<b><u>Capital Expenditures</u></b>					
5980300 - Improvements	0.00	0.00	8,000.00	8,000.00	0.00
5980400 - Equipment	71.37	42,714.91	33,000.00	(9,714.91)	129.44
5980410 - Computer Hardware	0.00	1,092.69	6,750.00	5,657.31	16.19
5980420 - Computer Software	450.00	20,519.32	32,000.00	11,480.68	64.12
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>8,530.81</u>	<u>20,500.00</u>	<u>11,969.19</u>	<u>41.61</u>
	<u>521.37</u>	<u>72,857.73</u>	<u>100,250.00</u>	<u>27,392.27</u>	<u>72.68</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	<u>0.00</u>	<u>0.00</u>	<u>75,000.00</u>	<u>75,000.00</u>	<u>0.00</u>
	<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>372,225.01</u></u>	<u><u>5,687,290.16</u></u>	<u><u>6,897,581.00</u></u>	<u><u>1,210,290.84</u></u>	<u><u>82.45</u></u>

See Accountants' Compilation Report

January 10, 2011

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

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>
<u>Capital Projects Fund</u>					
<u>Contractual Services</u>					
5920110 - Professional Services	0.00	0.00	15,000.00	15,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>15,000.00</u>	<u>15,000.00</u>	<u>0.00</u>
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	92,000.00	92,000.00	0.00
5980400 - Equipment	16,990.00	55,037.28	24,000.00	(31,037.28)	229.32
5980410 - Computer Hardware	0.00	32,565.90	76,100.00	43,534.10	42.79
	<u>16,990.00</u>	<u>87,603.18</u>	<u>192,100.00</u>	<u>104,496.82</u>	<u>45.60</u>
<b>Total Capital Projects Fund Expenditures</b>	<u>16,990.00</u>	<u>87,603.18</u>	<u>207,100.00</u>	<u>119,496.82</u>	<u>42.30</u>
<b>Total of All Funds</b>	<u>389,215.01</u>	<u>5,774,893.34</u>	<u>7,104,681.00</u>	<u>1,329,787.66</u>	<u>81.28</u>

See Accountants' Compilation Report



Des Plaines Public Library  
Check Register

Check Number	Check Date	Payee	Amount
Checks			
10782	01/18/11	ACCUTY INC	1,299.00
10783	01/18/11	ACE DES PLAINES INCORPORATED	51.94
10784	01/18/11	ADAM KRAJEUSKI, CRAFT REMODELING	467.00
10785	01/18/11	ALEXIAN BROTHERS CORP HEALTH SERV	55.00
10786	01/18/11	ALLDATA LLC	1,500.00
10787	01/18/11	ANDERSON LOCK CO LTD	60.55
10788	01/18/11	ASPEN PUBLISHERS, INC.	267.54
10789	01/18/11	BAKER & TAYLOR	11,774.84
10790	01/18/11	BILL'S AUTO & TRUCK REPAIR	1,607.07
10791	01/18/11	C C H, INCORPORATED	96.50
10792	01/18/11	C D W GOVERNMENT INCORPORATED	475.00
10793	01/18/11	CERAMICA, INC.	32.80
10794	01/18/11	CITY OF DES PLAINES, PUBLIC WORKS	451.08
10795	01/18/11	COOPERATIVE COMPUTER SERVICES	10,720.38
10796	01/18/11	CRIMSON MULTIMEDIA DIST., INC.	763.68
10797	01/18/11	EBSCO SUBSCRIPTION SVC	33,673.17
10798	01/18/11	FEDERAL EXPRESS	49.75
10799	01/18/11	FINDAWAY WORLD LLC	238.01
10800	01/18/11	FIRST SECURITY SYSTEMS, INC.	319.36
10801	01/18/11	GALE	12,174.58
10802	01/18/11	GARVEY'S OFFICE PRODUTS	46.34
10803	01/18/11	INNOVATION EXPERTS	275.00
10804	01/18/11	LAPORT INC.	915.11
10805	01/18/11	LAUTERBACH & AMEN, LLP.	1,350.00
10806	01/18/11	M K PAINTING & DECORATING INC	2,974.00
10807	01/18/11	MATTHEW BENDER & COMPANY INC	1,672.63
10808	01/18/11	MIDWEST GAMING & TRAVEL	24.00
10809	01/18/11	MIDWEST TAPE	4,437.99
10810	01/18/11	NORMAN ELECTRICAL CONSTRUCTION CO	255.00
10811	01/18/11	OFFICE DEPOT	667.41
10812	01/18/11	OUTSOURCE SOLUTIONS GROUP	488.88
10813	01/18/11	P C NATION	71.37
10814	01/18/11	PADDOCK PUBLICATIONS, INC.	127.00
10815	01/18/11	PITNEY BOWES	164.00
10816	01/18/11	PROQUEST LLC	5,911.72
10817	01/18/11	PURCHASE POWER	1,107.53
10818	01/18/11	RESEARCH TECHNOLOGY INTERNATIONAL	18,940.00
10819	01/18/11	SCHOLASTIC LIBRARY PUBLISHING	396.33
10820	01/18/11	UNITED BUSINESS SOLUTIONS	1,376.58
10821	01/18/11	UNIVERSITY OF SOUTHERN INDIANA	65.00
10822	01/18/11	W S I LIGHTING	95.11
10823	01/18/11	WAREHOUSE DIRECT	17.65
10824	01/18/11	WOODLAKE TECHNOLOGIES INC	450.00
10825	01/18/11	WORLD BOOK INCORPORATED	1,218.00
10826	01/18/11	AMY GAIL HANSEN	150.00
10827	01/18/11	BAKER & TAYLOR	2,733.00
10828	01/18/11	BANC OF AMERICA LEASING	2,005.00
10829	01/18/11	COMPLETE CLEANING COMPANY INC	7,423.00
10830	01/18/11	EUGENE KWOK	200.00
10831	01/18/11	HIGH TOUCH - HIGH TECH	200.00
10832	01/18/11	INNOVATION EXPERTS	7,007.00
10833	01/18/11	INTERIOR TROPICAL GARDENS INC	85.00
10834	01/18/11	MORNINGSTAR INCORPORATED	4,935.00
10835	01/18/11	MOSIO, INC.	1,199.00
10836	01/18/11	PROQUEST LLC	15,195.00
10837	01/18/11	WASTE MANAGEMENT	134.09
10838	01/18/11	WASTE MANAGEMENT	351.14
10839	01/18/11	BANKCARD SERVICES	2,195.01
10840	01/18/11	ARTHUR J. GALLAGHER RISK MANAGEMENT	32,938.00
10841	01/18/11	GLOBAL ENTERPRISE TECHNOLOGIES, INC.	810.00
10842	01/18/11	PETTY CASH	170.79

Des Plaines Public Library  
Check Register

Check Number	Check Date	Payee	Amount
50113	12/31/10	NEXTEL	900.20
50114	12/31/10	CALL ONE	478.72
50115	12/31/10	AT&T	222.33
50116	12/31/10	AT&T	98.57
50117	12/31/10	AT&T	43.25
50118	12/31/10	McLEOD USA	299.03
50119	12/31/10	VERIZON WIRELESS	126.84
50120	12/31/10	COMCAST CABLE	228.96
50121	12/31/10	LEVEL(3) COMMUNICATIONS, LLC.	456.32
50122	12/31/10	LEVEL(3) COMMUNICATIONS, LLC.	451.54
50123	12/31/10	SPRINT	18.82
50124	12/31/10	SPRINT	16.04
50125	12/31/10	WOW! INTERENT CABLE	82.49
Total checks	74	Total	<u>200,278.04</u>

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
AT&T	50115	12/31/10	222.33
Account No. 201-5920120	Description ACH	Amount 222.33	
AT&T	50116	12/31/10	98.57
Account No. 201-5920120	Description ACH	Amount 98.57	
AT&T	50117	12/31/10	43.25
Account No. 201-5920120	Description ACH	Amount 43.25	
CALL ONE	50114	12/31/10	478.72
Account No. 201-5920120	Description ACH	Amount 478.72	
COMCAST CABLE	50120	12/31/10	228.96
Account No. 201-5920120	Description ACH	Amount 228.96	
LEVEL(3) COMMUNICATIONS, LLC.	50121	12/31/10	456.32
Account No. 201-5920120	Description ACH	Amount 456.32	
LEVEL(3) COMMUNICATIONS, LLC.	50122	12/31/10	451.54
Account No. 201-5920120	Description ACH	Amount 451.54	
McLEOD USA	50118	12/31/10	299.03
Account No. 201-5920120	Description ACH	Amount 299.03	
NEXTEL	50113	12/31/10	900.20
Account No. 201-5920120	Description ACH	Amount 900.20	
SPRINT	50123	12/31/10	18.82
Account No. 201-5920120	Description ACH	Amount 18.82	
SPRINT	50124	12/31/10	16.04
Account No. 201-5920120	Description ACH	Amount 16.04	
VERIZON WIRELESS	50119	12/31/10	126.84
Account No. 201-5920120	Description ACH	Amount 126.84	
WOW! INTERENT CABLE	50125	12/31/10	82.49
Account No. 201-5920120	Description ACH	Amount 82.49	
		Subtotal	<u>3,423.11</u>
ACCUITY INC	10782	01/18/11	1,299.00
Account No. 201-5970600	Description Invoice # 2347987	Amount 927.00	
Account No. 201-5970600	Description Invoice # 2348418	Amount 372.00	
ACE DES PLAINES INCORPORATED	10783	01/18/11	51.94
Account No. 201-5970170	Description Doc # 220189	Amount 51.94	

Vendor Name	Chk. No.	Check Date	Amount
ADAM KRAJEUSKI, CRAFT REMODELING	10784	01/18/11	467.00
Account No.    Description		Amount	
201-5930020    Invoice # 28370		467.00	
ALEXIAN BROTHERS CORP HEALTH SER'	10785	01/18/11	55.00
Account No.    Description		Amount	
201-5960990    Invoice # 386931		55.00	
ALLDATA LLC	10786	01/18/11	1,500.00
Account No.    Description		Amount	
201-5970640    Invoice # 19007883		1,500.00	
AMY GAIL HANSEN	10826	01/18/11	150.00
Account No.    Description		Amount	
201-5960210    "How to Write" - Program		150.00	
ANDERSON LOCK CO LTD	10787	01/18/11	60.55
Account No.    Description		Amount	
201-5970170    Invoice # 0634090		60.55	
ARTHUR J. GALLAGHER RISK MANAGEM	10840	01/18/11	32,938.00
Account No.    Description		Amount	
201-5920900    Invoice # 520017		3,891.00	
201-5920990    Invoice # 522092		1,501.00	
201-5920990    Invoice # 520070		8,600.00	
201-5920990    Invoice # 520023		3,250.00	
201-5920990    Invoice # 520074		1,888.00	
201-5920990    Invoice # 520072		749.00	
201-5920990    Invoice # 520006		13,059.00	
ASPEN PUBLISHERS, INC.	10788	01/18/11	267.54
Account No.    Description		Amount	
201-5970600    Invoice # 75066009		267.54	
BAKER & TAYLOR	10789	01/18/11	11,774.84
Account No.    Description		Amount	
201-5960990    Invoice # 2025423372		3.36	
201-5960990    Invoice # 2025423395		1.12	
201-5960990    Invoice # 2025423391		2.35	
201-5960990    Invoice # 2025384646		2.24	
201-5960990    Invoice # 2025365422		1.12	
201-5960990    Invoice # 2025361496		1.12	
201-5960990    Invoice # 2025386595		16.02	
201-5960990    Invoice # 2025423364		0.59	
201-5960990    Invoice # 2025402472		231.00	
201-5960990    Invoice # 2025409019		1.12	
201-5960990    Invoice # 2025409137		1.09	
201-5960990    Invoice # 2025408945		1.24	
201-5960990    Invoice # 2025378601		0.59	
201-5960990    Invoice # 2025400373		12.69	
201-5960990    Invoice # 2025393388		51.93	
201-5960990    Invoice # 2025396533		59.55	
201-5960990    Invoice # 2025393359		242.24	
201-5960990    Invoice # 2025396451		91.27	
201-5960990    Invoice # 2025396452		37.32	
201-5960990    Invoice # 2025394393		9.03	
201-5960990    Invoice # 2025390249		3.23	
201-5960990    Invoice # 2025394870		18.28	
201-5960990    Invoice # 2025405239		23.55	
201-5960990    Invoice # 2025390667		25.84	
201-5960990    Invoice # 2025419341		3.85	
201-5960990    Invoice # 2025426605		27.12	

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2025423372	28.94	
201-5970600	Invoice # 2025423395	9.09	
201-5970600	Invoice # 2025423391	26.99	
201-5970600	Invoice # 2025384646	22.59	
201-5970600	Invoice # 2025365422	14.38	
201-5970600	Invoice # 2025361496	17.02	
201-5970600	Invoice # 2025386594	1,272.83	
201-5970600	Invoice # 2025423364	8.97	
201-5970600	Invoice # 2025402472	4.18	
201-5970600	Invoice # 2025409019	14.76	
201-5970600	Invoice # 2025409137	14.20	
201-5970600	Invoice # 2025408945	14.76	
201-5970600	Invoice # 2025378601	8.94	
201-5970600	Invoice # 2025400373	161.14	
201-5970600	Invoice # 2025393388	629.61	
201-5970600	Invoice # 2025396533	823.33	
201-5970600	Invoice # 2025393359	3,339.97	
201-5970600	Invoice # 2025396451	1,169.87	
201-5970600	Invoice # 2025396452	394.87	
201-5970600	Invoice # 2025405238	553.32	
201-5970600	Invoice # 2025394392	235.62	
201-5970600	Invoice # 2025390248	64.70	
201-5970600	Invoice # 2025394869	647.03	
201-5970600	Invoice # 2025390666	504.85	
201-5970600	Invoice # 2025433369	125.12	
201-5970600	Invoice # 2025429778	166.83	
201-5970600	Invoice # 2025426604	417.50	
201-5970600	Invoice # 2025419340	214.57	
<b>BAKER &amp; TAYLOR</b>	<b>10827</b>	<b>01/18/11</b>	<b>2,733.00</b>
Account No.	Description	Amount	
201-5960990	Invoice # 2025424240	12.32	
201-5960990	Invoice # A28NS1716M	2,560.00	
201-5970600	Invoice # 2025424240	160.68	
<b>BANC OF AMERICA LEASING</b>	<b>10828</b>	<b>01/18/11</b>	<b>2,005.00</b>
Account No.	Description	Amount	
201-5930210	Invoice # 011743941	2,005.00	
<b>BANKCARD SERVICES</b>	<b>10839</b>	<b>01/18/11</b>	<b>2,195.01</b>
Account No.	Description	Amount	
201-5960065	Late Fees & Interest	41.03	
201-5970100	Card # 2500	485.40	
201-5970100	Card # 2518	79.68	
201-5970100	Card # 2518	32.93	
201-5970100	Card # 7061	350.00	
201-5970110	Card # 2534	400.00	
201-5970170	Card # 2518	147.19	
201-5970600	Card # 7319	140.55	
201-5970620	Card # 7319	345.00	
201-5970630	Card # 7319	173.23	
<b>BILL'S AUTO &amp; TRUCK REPAIR</b>	<b>10790</b>	<b>01/18/11</b>	<b>1,607.07</b>
Account No.	Description	Amount	
201-5930030	Order # 048209	1,607.07	
<b>C C H, INCORPORATED</b>	<b>10791</b>	<b>01/18/11</b>	<b>96.50</b>
Account No.	Description	Amount	
201-5970600	Invoice # 416239	96.50	
<b>C D W GOVERNMENT INCORPORATED</b>	<b>10792</b>	<b>01/18/11</b>	<b>475.00</b>
Account No.	Description	Amount	
201-5970100	Invoice # VTG6159	475.00	

Vendor Name	Chk. No.	Check Date	Amount
CERAMICA, INC.	10793	01/18/11	32.80
Account No. Description		Amount	
201-5970100 Invoice # IN-10-35432		32.80	
CITY OF DES PLAINES, PUBLIC WORKS	10794	01/18/11	451.08
Account No. Description		Amount	
201-5970500 Bill Date 12/15/10		451.08	
COMPLETE CLEANING COMPANY INC	10829	01/18/11	7,423.00
Account No. Description		Amount	
201-5930320 Invoice # 1271250		7,423.00	
COOPERATIVE COMPUTER SERVICES	10795	01/18/11	10,720.38
Account No. Description		Amount	
201-5920140 Invoice # CCS 12/13/10		8,642.70	
201-5930010 OCLC JED December		2,077.68	
CRIMSON MULTIMEDIA DIST., INC.	10796	01/18/11	763.68
Account No. Description		Amount	
201-5960990 Order # 17950A		114.34	
201-5960990 Order # 17951A		47.34	
201-5970630 Order # 17925B		144.00	
201-5970630 Order # 17925A		458.00	
EBSCO SUBSCRIPTION SVC	10797	01/18/11	33,673.17
Account No. Description		Amount	
201-5970620 Invoice # 1315831		52.00	
201-5970620 Invoice # 1301436		32,109.40	
201-5970620 Invoice # 0039242		1,511.77	
EUGENE KWOK	10830	01/18/11	200.00
Account No. Description		Amount	
201-5960210 1/30/11 piano concert		200.00	
FEDERAL EXPRESS	10798	01/18/11	49.75
Account No. Description		Amount	
201-5970260 Invoice # 7-326-05714		49.75	
FINDAWAY WORLD LLC	10799	01/18/11	238.01
Account No. Description		Amount	
201-5970610 Invoice # 43685		238.01	
FIRST SECURITY SYSTEMS, INC.	10800	01/18/11	319.36
Account No. Description		Amount	
201-5930020 Invoice # S74310		319.36	
GALE	10801	01/18/11	12,174.58
Account No. Description		Amount	
201-5970600 Invoice # 17023694		197.60	
201-5970600 Invoice # 17026667		503.05	
201-5970640 Invoice # 17035864		1,464.75	
201-5970640 Invoice # 17035865		2,260.85	
201-5970640 Invoice # 17041506		4,022.73	
201-5970640 Invoice # 17034563		1,464.75	
201-5970640 Invoice # 17035865		2,260.85	
GARVEY'S OFFICE PRODUCTS	10802	01/18/11	46.34
Account No. Description		Amount	
201-5970100 Credit Memo # CM112323		-51.23	
201-5970100 Invoice # PINV212815		97.57	
GLOBAL ENTERPRISE TECHNOLOGIES, IT	10841	01/18/11	810.00

Vendor Name	Chk. No.	Check Date	Amount
Account No. Description 201-5930010 Invoice # 52366		Amount 810.00	
HIGH TOUCH - HIGH TECH	10831	01/18/11	200.00
Account No. Description 201-5960210 3/5/11 Presentation		Amount 200.00	
INNOVATION EXPERTS	10803	01/18/11	275.00
Account No. Description 201-5970600 Invoice # GVRL-A11P-62		Amount 275.00	
INNOVATION EXPERTS	10832	01/18/11	7,007.00
Account No. Description 201-5970640 Invoice # LN62-362-3		Amount 7,007.00	
INTERIOR TROPICAL GARDENS INC	10833	01/18/11	85.00
Account No. Description 201-5960990 Invoice # 45955		Amount 85.00	
LAPORT INC.	10804	01/18/11	915.11
Account No. Description 201-5970170 Invoice # 129381 201-5970170 Invoice # 128678 201-5970170 Invoice # 129132		Amount 109.92 360.84 444.35	
LAUTERBACH & AMEN, LLP.	10805	01/18/11	1,350.00
Account No. Description 201-5920110 Invoice No. 18856		Amount 1,350.00	
M K PAINTING & DECORATING INC	10806	01/18/11	2,974.00
Account No. Description 201-5930020 201-5930020		Amount 960.00 2,014.00	
MATTHEW BENDER & COMPANY INC	10807	01/18/11	1,672.63
Account No. Description 201-5970600 Invoice # 13026127 201-5970600 Invoice # 12070858		Amount 136.08 1,536.55	
MIDWEST GAMING & TRAVEL	10808	01/18/11	24.00
Account No. Description 201-5970620 1 year subscription		Amount 24.00	
MIDWEST TAPE	10809	01/18/11	4,437.99
Account No. Description 201-5960990 Invoice # 6223477 201-5960990 Invoice # 6223478 201-5960990 Invoice # 6223479 201-5960990 Invoice # 6223476 201-5960990 Invoice # 6226893 201-5960990 Invoice # 6226891 201-5960990 Invoice # 6226892 201-5960990 Invoice # 6231576 201-5960990 Invoice # 6231578 201-5960990 Invoice # 6231577 201-5960990 Invoice # 6210068 201-5960990 Invoice # 6215800 201-5960990 Invoice # 6219114 201-5960990 Invoice # 6223469 201-5960990 Invoice # 6221214 201-5960990 Invoice # 6221215 201-5960990 Invoice # 6221216 201-5960990 Invoice # 6221217		Amount 8.55 11.40 5.70 28.50 2.45 6.75 9.00 6.75 4.50 4.50 18.00 4.50 2.45 2.25 9.20 18.00 27.00 26.25	

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6215799		2.25
201-5960990	Invoice # 6223472		42.75
201-5960990	Invoice # 6223473		13.50
201-5960990	Invoice # 6227252		2.25
201-5960990	Invoice # 6223471		15.75
201-5960990	Invoice # 6223470		4.50
201-5960990	Invoice # 6223475		47.25
201-5960990	Invoice # 6226896		5.70
201-5960990	Invoice # 6226897		22.80
201-5960990	Invoice # 6226898		25.90
201-5960990	Invoice # 6226894		2.85
201-5960990	Invoice # 6226895		25.65
201-5960990	Invoice # 6210069		5.70
201-5960990	Invoice # 6215801		2.85
201-5960990	Invoice # 6221218		37.05
201-5970610	Invoice # 6223477		35.97
201-5970610	Invoice # 6223478		58.16
201-5970610	Invoice # 6223479		20.98
201-5970610	Invoice # 6223476		123.35
201-5970610	Invoice # 6210929		68.21
201-5970610	Invoice # 6226896		29.23
201-5970610	Invoice # 6226897		102.82
201-5970610	Invoice # 6226898		74.91
201-5970610	Invoice # 6226894		12.74
201-5970610	Invoice # 6226895		118.41
201-5970610	Invoice # 6210069		26.83
201-5970610	Invoice # 6215801		12.74
201-5970610	Invoice # 6221218		157.82
201-5970630	Invoice # 6226893		104.97
201-5970630	Invoice # 6226891		69.72
201-5970630	Invoice # 6226892		85.46
201-5970630	Invoice # 6231576		67.47
201-5970630	Invoice # 6231578		22.48
201-5970630	Invoice # 6231577		63.72
201-5970630	Invoice # 6210068		178.42
201-5970630	Invoice # 6215800		41.98
201-5970630	Invoice # 6219114		17.24
201-5970630	Invoice # 6223469		22.49
201-5970630	Invoice # 6221214		98.21
201-5970630	Invoice # 6221215		135.67
201-5970630	Invoice # 6221216		262.38
201-5970630	Invoice # 6221217		553.25
201-5970630	Invoice # 6215799		14.99
201-5970630	Invoice # 6223472		421.31
201-5970630	Invoice # 6223473		132.69
201-5970630	Invoice # 6227252		21.74
201-5970630	Invoice # 6223471		157.43
201-5970630	Invoice # 6223470		44.98
201-5970630	Invoice # 6223475		426.54
201-5970630	Invoice # 6214175		44.99
201-5970630	Invoice # 2388696		89.21
201-5970630	Invoice # 6223474		44.99
201-5970630	Invoice # 2394756		20.99
MORNINGSTAR INCORPORATED	10834	01/18/11	4,935.00
Account No.	Description	Amount	
201-5970640	Subscription ID 31500640	4,935.00	
MOSIO, INC.	10835	01/18/11	1,199.00
Account No.	Description	Amount	
201-5980420	Invoice # dppl-101201-322	1,199.00	
NORMAN ELECTRICAL CONSTRUCTION C	10810	01/18/11	255.00



**Des Plaines Public Library  
Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
Account No. Description 201-5930010 Invoice # 21454			255.00
<b>OFFICE DEPOT</b>	10811	01/18/11	667.41
Account No. Description 201-5970100 Invoice # 544405324001			43.59
201-5970100 Invoice # 544405529001			21.00
201-5970100 Invoice # 542775577001			391.40
201-5970100 Invoice # 543670715001			18.18
201-5970100 Invoice # 542795798001			98.74
201-5970100 Invoice # 545142746001			94.50
<b>OUTSOURCE SOLUTIONS GROUP</b>	10812	01/18/11	488.88
Account No. Description 201-5960990 Invoice # 11121			488.88
<b>P C NATION</b>	10813	01/18/11	71.37
Account No. Description 201-5980400 Invoice # P048724501013			71.37
<b>PADDOCK PUBLICATIONS, INC.</b>	10814	01/18/11	127.00
Account No. Description 201-5970620 Subscription 11/26 - 1/20			127.00
<b>PETTY CASH</b>	10842	01/18/11	170.79
Account No. Description 201-5920204			30.00
201-5960070			41.17
201-5960210			10.00
201-5970100			19.96
201-5970110			9.64
201-5970620			20.00
201-5970630			22.99
201-5970850			17.03
<b>PITNEY BOWES</b>	10815	01/18/11	164.00
Account No. Description 201-5930210 Invoice # 9954034-DC10			164.00
<b>PROQUEST LLC</b>	10816	01/18/11	5,911.72
Account No. Description 201-5970620 Invoice # 70112289			5,911.72
<b>PROQUEST LLC</b>	10836	01/18/11	15,195.00
Account No. Description 201-5970640 Renewal # US1733682			15,195.00
<b>PURCHASE POWER</b>	10817	01/18/11	1,107.53
Account No. Description 201-5970260			1,107.53
<b>RESEARCH TECHNOLOGY INTERNATION</b>	10818	01/18/11	18,940.00
Account No. Description 201-5970900 Invoice # 155628			1,950.00
202-5980400 Invoice # 155629			16,990.00
<b>SCHOLASTIC LIBRARY PUBLISHING</b>	10819	01/18/11	396.33
Account No. Description 201-5970640 Invoice # 11353594			396.33
<b>UNITED BUSINESS SOLUTIONS</b>	10820	01/18/11	1,376.58
Account No. Description 201-5930010 Invoice # 055718			1.69

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5930010 Invoice # 055760		578.00	
201-5930010 Invoice # 055720		7.32	
201-5930010 Invoice # 055697		561.02	
201-5930010 Invoice # 055696		139.06	
201-5930010 Invoice # 055687		66.91	
201-5970100 Invoice # 87607A		11.31	
201-5970100 Invoice # 87680A		11.27	
UNIVERSITY OF SOUTHERN INDIANA	10821	01/18/11	65.00
Account No. Description		Amount	
201-5970600 Interlibrary Loan		65.00	
W S I LIGHTING	10822	01/18/11	95.11
Account No. Description		Amount	
201-5970170 Invoice # 389302		95.11	
WAREHOUSE DIRECT	10823	01/18/11	17.65
Account No. Description		Amount	
201-5970100 Invoice # 984242-0		17.65	
WASTE MANAGEMENT	10837	01/18/11	134.09
Account No. Description		Amount	
201-5930490 Invoice # 4269227-2008-8		134.09	
WASTE MANAGEMENT	10838	01/18/11	351.14
Account No. Description		Amount	
201-5930490 Invoice # 2307777-2008-0		351.14	
WOODLAKE TECHNOLOGIES INC	10824	01/18/11	450.00
Account No. Description		Amount	
201-5980420 Invoice # 10799		450.00	
WORLD BOOK INCORPORATED	10825	01/18/11	1,218.00
Account No. Description		Amount	
201-5970640 Invoice # 1420139		1,218.00	
		Subtotal	<u>196,854.93</u>
		TOTAL	<u><u>200,278.04</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	\$ 969,023	\$ 474,918	\$ 2,062,798
<b>Revenue (M-T-D)</b>												
Property Taxes	130,787	-	739,239	2,641,784	51,612	-	194,449	-	1,411	32,279	-	1,958,501
Other Revenue	15,579	11,914	17,102	52,394	14,286	20,593	12,416	20,995	13,939	18,912	15,472	71,680
	146,366	11,914	756,341	2,694,178	65,898	20,593	206,866	20,995	15,350	51,190	15,472	2,030,181
<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	293,631
Other Expense	161,788	249,673	162,718	153,112	177,041	205,815	209,132	105,584	96,124	77,045	86,600	95,584
M-T-D change in A/P & Adj.	-	-	-	-	(11,273)	(58,485)	(3,015)	70,813	88,427	15,118	(20,511)	53,085
	468,020	559,532	475,633	455,626	477,431	450,908	674,189	489,341	489,751	394,847	509,576	442,300
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)	1,587,880

## Director's Report January, 2011

### Patron Services Highlights

#### Circulation

We circulated 1,209,024 items in 2010. That's down 4.14% from 2009 where we saw record increases of 13%. Our circulation is leveling off from those record highs but still very strong.

#### Card Registration

58.1% of the population of Des Plaines, or 33,119 people, hold library cards.

#### Hits on Web site:

We had 67,198 hits on our web site in December. Total web site hits for 2010 are 697,388.

#### Searches on Online Reference Products

10,720 searches were performed in December. For 2010, 156,951 searches were performed.

#### Wireless Usage

3,010 individual devices connected to our wireless network in December. 36,712 individual devices connected to our wireless network in 2010.

#### Meeting Room Usage:

In December 81 different groups met at the library using our meeting rooms. 29,869 people used our meeting rooms in 2010.

#### Other:

In December there were 300 audiobooks or e-books downloaded by 96 patrons, 49 of whom were new. For the year 2010, there were 2,584 audiobooks or e-books downloaded by 423 unique patrons.

# Des Plaines Public Library - December 2010 Board Report

<b>CIRCULATION</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	Dec 2010		YTD 2010	
	Youth Services	28,359	Youth Services	439,316
	Adult Services	58,162	Adult Services	769,708
	TOTAL	86,521	TOTAL	1,209,024
	Dec 2009		YTD 2009	
	Youth Services	31,115	Youth Services	447,710
	Adult Services	64,683	Adult Services	813,539
	TOTAL	95,798	TOTAL	1,261,249
	% Change	-9.68%	% Change	-4.14%
<b>SELF CHECK</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	Dec 2010	57,382	YTD 2010	813,966
	Dec 2009	62,775	YTD 2009	783,876
	% Change	-8.59%	% Change	3.84%

<b>CARD REGISTRATION</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
New Resident Cards	Dec 2010	191	YTD 2010	3,869
	Dec 2009	209	YTD 2009	4,545
	% Change	-9%	% Change	-15%
New Business Cards	Dec 2010	1	YTD 2010	35
	Dec 2009	0	YTD 2009	33
	% Change		% Change	6%
Total Card Ownership			YTD 2010	33,119
			YTD 2009	35,728
			% Population 2010	58.1%
			% Population 2009	62.7%

<b>PATRON ATTENDANCE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	Dec 2010	41,946	YTD 2010	576,796
	** Dec 2009	42,693	YTD 2009	**
	% Change	-2%	% Change	

<b>MEETING ROOM USE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
Library Sponsored Prog	39	939	YTD	17,753
Outside Groups	28	847	YTD	11,743
Internal Meetings	14	108	YTD	2,267
TOTAL	81	1,894	TOTAL	29,869

<b>OUTREACH</b>				
	<b>THIS MONTH</b>	<b>Attendance</b>	<b>YEAR TO DATE</b>	
Adult Services	11	88	YTD	2,277
Youth Services	5	115	YTD	7,834
<b>TOTAL</b>	<b>16</b>	<b>203</b>	<b>TOTAL</b>	<b>10,111</b>

<b>SPECIAL PROJECTS &amp; STATS:</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
Voter Registration	Dec 2010	2	YTD 2010	35
	Dec 2009	11	YTD 2009	36
	<b>% Change</b>	<b>-82%</b>	<b>% Change</b>	<b>-3%</b>

<b>COMPUTER / TECHNOLOGY USE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
Hits on Website	Dec 2010		YTD 2010	
	From Internal IP's	8,263	From Internal IP's	112,612
	From External IP's	39,471	From External IP's	584,776
	Absolutely Unique Visitors	19,464		
	<b>TOTAL</b>	<b>67,198</b>	<b>TOTAL</b>	<b>697,388</b>

Hits on PlainTalk	Dec 2010	796	YTD 2010	11,606
	Dec 2009	463	YTD 2009	7,240
	<b>% Change</b>	<b>72%</b>	<b>% Change</b>	<b>60%</b>

Hits on Positively Ellinwood Street	Dec 2010	1296	YTD 2010	11,441
	Dec 2009	973	YTD 2009	9,790
	<b>% Change</b>	<b>33%</b>	<b>% Change</b>	<b>17%</b>

<b>Computer Use</b>	<b>Adult Services</b>		<b>YEAR TO DATE</b>	
	Dec 2010	6,801	YTD 2010	105,054
	Dec 2009	8,520	YTD 2009	118,812
	<b>% Change</b>	<b>-20.18%</b>	<b>% Change</b>	<b>-11.58%</b>
	<b>Youth Services</b>			
	Dec 2010	894	YTD 2010	16,218
	Dec 2009	1,380	YTD 2009	20,125
	<b>% Change</b>	<b>-35.22%</b>	<b>% Change</b>	<b>-19.41%</b>

Average Online Reference Products Searches & Queries	Dec 2010	10,720	YTD 2010	156,951
	Dec 2009	8,926	YTD 2009	154,504
	<b>% Change</b>		<b>% Change</b>	<b>1.58%</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.

**Carol Kidd**

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**From:** NSLS <mwitt=nsisstaff.org@mcsv16.net> on behalf of NSLS <mwitt@nsisstaff.org>  
**Sent:** Wednesday, January 05, 2011 9:17 AM  
**To:** Carol Kidd  
**Subject:** President's Day Library Legislative Breakfast

Email not displaying correctly? [View it in your browser.](#)

**President's Day Library Legislative Breakfast Sponsored by ILA**

The Illinois Library Association is sponsoring a President's Day Library Legislative Breakfast on Monday, February 21, from 8:30 - 10:30 a.m. The Breakfast will be held at the Arboretum Club, located at 401 Half Day Road in Buffalo Grove. The cost is \$15 per person. [View the flyer.](#)

The Breakfast will give library trustees, directors and staff from all types of libraries, the opportunity to meet with legislators and speak to them firsthand about issues affecting their libraries. To register, visit the ILA website at [https://www.ila.org/about/breakfast\\_2010.htm](https://www.ila.org/about/breakfast_2010.htm).

This list will be used in lieu of the old NSLS CoPs and mail lists.

[Unsubscribe ckidd@dppl.org](#) from this list | [Forward to a friend](#) | [Update your profile](#)

Our mailing address is:  
North Suburban Library System  
200 W. Dundee Road  
Wheeling, Illinois 60090

[Add us to your address book](#)

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# Des Plaines Chamber of Commerce & Industry

1401 Oakton Street • Des Plaines, IL 60018 • Telephone 847-824-4200 • Fax 847-824-7932  
Email: info@dpchamber.com • www.DesPlainesChamber.com

## 2010 Officers

**President**  
**HERMAN ZELK**  
Solutions Networking Corp.

**President-Elect**  
**CHARLES WIERCINSKI**  
McLennan Commercial  
Properties

**Treasurer**  
**JEFFREY ROZOVICS**  
Rozovics & Wojcicki, PC

**Secretary**  
**SCOTT SEIFERT**  
Edward Jones Investments

**Past President**  
**JAMES MACCHIAROLI**  
Ace Hardware

## 2010 Directors

**MICHAEL CONLAN**  
City of Des Plaines

**CRISTINA CORONA**  
Residence Inn by Marriott  
Chicago-O'Hare

**CARL COSTANZA**  
Oakton Community College

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Copyco Solutions, Inc.

**DON EMPIE**  
UOP

**TOM FREMAREK**  
Cheeseburger in Paradise

**PATRICK GROODY**  
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& Chiropractic

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Century 21 Elm, Realtors

**MARIE MURPHY**  
Attorney at Law

**SANDRA NORLIN**  
Des Plaines Public Library

January 4, 2011

Friends of the Des Plaines Public Library  
Holly Sorenson  
1501 Ellinwood St.  
Des Plaines, IL 60016

During February 2011, the Des Plaines Chamber of Commerce & Industry's Board of Directors *challenges* your Board of Directors to participate in the eighth annual "FOOD FIGHT" benefiting the *Des Plaines Self Help Closet and Food Pantry*.

It is being held in conjunction with the Pantry's February "Have a Heart" food drive for the residents of the community. We ask your Board of Directors to encourage members to bring non-perishable food items to your regularly scheduled meetings *throughout February*.

The "Food Fight" will begin on February 1st and ends on March 1st, 2011. The organization that collects the most food (measured by weight) will have their name engraved on a special plaque. The Kiwanis Club of Des Plaines won last year. Over 7,831 pounds of food was collected in total. The biggest winner will be the Des Plaines Self Help Closet & Food Pantry and those they serve.

Each organization is to contact the Food Pantry and make an appointment to schedule your time of delivery. For more information or questions please contact the Des Plaines Chamber of Commerce & Industry at 847-824-4200 or Debra Walusiak, Food Pantry Community Resource Director, at 847-337-1443.

Please complete the information below, and return to the Chamber Office, 1401 Oakton Street, Des Plaines 60018 or fax to 847-824-7932. The Chamber will provide the Food Pantry with a list of participating organizations.

Thank you!

Barbara Ryan  
Executive Director

### 2011 February "FOOD FIGHT" Challenge

**YES! Our organization will participate in the February 2011 "Food Fight" Challenge.**

Organization Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

**RETURN to Des Plaines Chamber, 1401 Oakton St., Des Plaines 60018 or fax to 847-824-7932 by February 1, 2011.**