

Board Packet  
July-December 2011

2011:12:14

**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, DECEMBER 20, 2011**

**7:00 PM**

**Conference Room – Second Floor**

**Agenda:**

- **Annual Budget Resolutions**
- **Executive Session – To Discuss**
  - **Semi-Annual Review of Executive Session Minutes**

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



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

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting  
**December 20, 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 – November 15, 2011.
  - B. Acceptance of Financial Reports for November 2011.
  - C. Acceptance of Reports.
    1. Director's Report – Holly Richards Sorensen.
- VIII. Unfinished Business.
  - A. Report on UIC Grant Program – Eugene Fregetto.
  - B. Report on December Meet & Greet – Steve Mokry & Vince Rangel.



- IX. New Business.
  - A. Approve Payment of Vendor Checks Report - \$212,125.85. [Action Item]
  - B. Review and Approve Insurance Proposals from Hartford Insurance for Library Property, General Liability, Automobile, Workers' Compensation and Employers' Liability, Umbrella, Directors' & Officers Liability - \$29,949.00. [Action Item]
  - C. Approve Payment to ProQuest - \$15,195.00. [Action Item]
  - D. Approve Payment to Global Enterprise Technologies - \$10,350.00. [Action Item]
  - E. Approve Payment to Lyngsoe Systems – Two Year Pricing, First Year, \$24,170 and Second Year, \$25,125. [Action Item]
  - F. Resolutions. [Action Item]
    - 1. Appropriation and Levy.
  - G. Report Out Management Committee Action, December 7, 2011 – Jeff Rozovics. [Action Item]
    - 1. Approve Changes to Collection Development and Management Policy, Section B.
    - 2. Approve Changes to General Regulations, Section C, C-1, C-2, C-3, C-4.
    - 3. Approve Changes to Personnel Policy, Section D.
    - 4. Approve Changes to Statistics Reporting.
  - H. Food for Fines Program Dates. [Action Item]
- X. Announcements.
- XI. Correspondence.
- XII. Executive Session – To Discuss
  - A. Approval of the Minutes of the Executive Session - November 15, 2011.
  - B. Semi-Annual Review of Executive Session Minutes.
- XIII. (Regular Session) Action.
  - A. Semi-Annual Review of Executive Session Minutes. [Action Item]
- XIV. Adjournment.

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



BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
November 15, 2011

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, November 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, George Magerl, Steven Mokry, Susan Moylan Krey, Richard Post, Vincent Rangel, Jeff Rozovics.

Absent: Jennifer Tsalapatani.

Also present: Holly Richards Sorensen, Roberta Johnson, Carol Kidd, Heather Imhoff, Jo Bonell, Susan Farid, Stephanie Spetter, Jennifer Delgado.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

MOTION by Dion Kendrick, seconded Vince Rangel, 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

President Magerl asked to remove D. Acceptance of Reports 1. Director's Report from the Consent Agenda.

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

President Magerl stated that the statistics report included in the monthly board packet was revised and now includes additional information and charts. Director Sorensen explained how the statistics were compiled and how they correspond to the Strategic Goals.

MOTION by Eugene Fregetto, seconded by Dion Kendrick, to ask the Management Committee to determine the type of reports the Board will ask the staff to prepare for the monthly board packet. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Vincent Rangel, seconded by Dion Kendrick, to approve D. Acceptance of Report 1. Director's Report, as presented. 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 \$197,811.68, as listed on the vendor checks report of October 2011 and authorize the Library Director to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Magerl, Mokry, Pope, Rangel, Rozovics. NAYS: None. MOTION CARRIED.

MOTION by Vincent Rangel, seconded by Dion Kendrick, to purchase sound and video equipment to broadcast library board meetings in the amount of \$3,600, and to pay for the equipment from 2011 Per Capita Grant funds. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Director Sorensen presented a recommendation from staff to raise the 15 cent a day fine to 25 cents a day and reduce the DVD fine from \$1 a day to 50 cents a day. Based on current fine revenue, this change could result in an increase of approximately 15% in revenue.

MOTION Steve Mokry, seconded by Vince Rangel, to accept the recommendation from staff to raise the 15 cent a day fine to 25 cents a day and reduce the DVD fine from \$1 a day to 50 cents a day. VOTE: AYES: Fregetto, Magerl, Mokry, Pope, Rangel. NAYS: Kendrick, Moylan Krey, Rozovics. MOTION CARRIED.

The fines will be increased/decreased beginning January 2012 and the staff will report on the results from the increases/decreases at the April 2012 board of trustees meeting.

#### ANNOUNCEMENTS

President Magerl reported that he and Trustee Fregetto attended Trustee Day at the Illinois Library Association annual conference. They gave an overview of the programs they attended.

Trustees Mokry and Rangel talked to library users at the Meet & Greet at the Library on November 2, 2011. Trustee Rozovics talked to Des Plaines residents at Alderman Bogusz' third ward meeting on November 9, 2011.

Trustee Fregetto reported that he, with the assistance of library staff applied for and received a Civic Engagement Grant from the University of Illinois at Chicago. The grant is in the amount of \$20,000 and will be used to work with the community to discover their information habits and needs. The first planning meeting is being held at the library on December 3.

#### EXECUTIVE SESSION

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to enter into an Executive Session at 8:35 p.m. to discuss the Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Magerl, Mokry, Pope, Rangel, Rozovics. NAYS: None. MOTION CARRIED.

The regular session reconvened at 9:07p.m. and was called to order by President Magerl.

#### EXECUTIVE SESSION ACTION

MOTION by Susan Moylan Krey, seconded by Vincent Rangel, to direct President Magerl to carry out the decision made in Executive Session for the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Magerl, Mokry. NAYS: Pope, Rozovics. MOTION CARRIED.

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

Meeting adjourned at 9:07p.m.

Minutes prepared Carol Kidd.

## Lauterbach &amp; Amen, LLP

27W457 Warrenville Road, Warrenville, IL 60555-3902

Certified Public Accountants

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

December 9, 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 November 30, 2011 and the related modified cash basis statements of revenues, expenditures and changes in fund balance for the eleven 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 November 30, 2011**

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102009 - Cash Payroll #8100292278	<u>146,863.65</u>
	<u>146,863.65</u>
201-1102015 - First Midwest Operating #8100292260	100,211.91
202-1102015 - First Midwest Operating #8100292260	<u>933.62</u>
	<u>101,145.53</u>
201-1102028 - Cash Library Donations	<u>28,196.10</u>
	<u>28,196.10</u>
201-1102073 - Cash IL - Epay #151600222104	<u>33,840.04</u>
201-1102078 - Cash IL - Epay Library	<u>8,692.89</u>
201-1102079 - IL Funds - 151600222591	4,093,295.25
202-1102079 - IL Funds - 151600222591	<u>110,882.50</u>
	<u>4,204,177.75</u>
201-1104006 - Investments - Certificates of Deposit	<u>103,211.03</u>
<b>Total Invested</b>	<u><u>4,626,626.99</u></u>

December 9, 2011

**Des Plaines Public Library**  
**Balance Sheet as of November 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	31,154.88	115,708.77	146,863.65
1102015 - First Midwest Operating #8100292260	195,954.46	(95,742.55)	100,211.91
1102028 - Cash Library Donations	28,194.94	1.16	28,196.10
1102073 - Cash IL - Epay 151600008073	31,186.19	2,653.85	33,840.04
1102078 - Cash IL - Epay Library	7,989.24	703.65	8,692.89
1102079 - IL Funds - 151600222591	2,308,949.33	1,784,345.92	4,093,295.25
1104006 - Investments - Certificates of Deposit	103,171.60	39.43	103,211.03
1118000 - Receivable - Property Taxes	6,434,105.06	0.00	6,434,105.06
	<u>9,141,205.70</u>	<u>1,807,710.23</u>	<u>10,948,915.93</u>
<b><u>Liabilities and Fund Balance</u></b>			
<b><u>Liabilities</u></b>			
2401000 - Accounts Payable	170,163.37	40,067.17	210,230.54
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>6,832,256.64</u>	<u>40,067.17</u>	<u>6,872,323.81</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>9,167,734.69</u>	<u>40,067.17</u>	<u>9,207,801.86</u>
<b>Excess Revenues Over Expenses</b>	<u>(26,528.99)</u>	<u>1,767,643.06</u>	<u>1,741,114.07</u>

See Accountants' Compilation Report

December 9, 2011

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

Capital Projects Fund

**Assets**

1102015 - First Midwest Operating #8100292260	1,247.86	(314.24)	933.62
1102079 - IL Funds - 151600222591	110,882.50	0.00	110,882.50
	112,130.36	(314.24)	111,816.12

**Liabilities and Fund Balance**

**Liabilities**

2401000 - Accounts Payable	314.24	(5.09)	309.15
	314.24	(5.09)	309.15

**Fund Balance**

3730000 - Fund Balance - Unreserved	152,772.91	0.00	152,772.91
<b>Total Liabilities and Fund Balance</b>	153,087.15	(5.09)	153,082.06
<b>Excess Revenues Over Expenses</b>	(40,956.79)	(309.15)	(41,265.94)

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

See Accountants' Compilation Report



December 9, 2011

**Des Plaines Public Library**  
**Balance Sheet as of November 30, 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>			
<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>

See Accountants' Compilation Report

December 9, 2011

**Des Plaines Public Library**  
**Revenue Report**  
**For the 11 Months Ended November 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	57,081.19	250,000.00	192,918.81	22.83
4810027 - Property Taxes 2010	2,143,805.05	6,390,656.03	6,499,096.00	108,439.97	98.33
	<u>2,143,805.05</u>	<u>6,447,737.22</u>	<u>6,749,096.00</u>	<u>301,358.78</u>	<u>95.53</u>
<b><u>Intergovernmental</u></b>					
4810800 - Personal Property Replacement Tax	0.00	69,741.00	92,988.00	23,247.00	75.00
4822040 - State Grant - Per Capita	60,079.70	60,079.70	56,000.00	(4,079.70)	107.29
4822095 - State Grant - Library	0.00	4,000.00	0.00	(4,000.00)	0.00
	<u>60,079.70</u>	<u>133,820.70</u>	<u>148,988.00</u>	<u>15,167.30</u>	<u>89.82</u>
<b><u>Fines &amp; Fees</u></b>					
4850101 - Library Fees	310.00	3,462.87	4,300.00	837.13	80.53
4850102 - Library Fines	5,665.16	65,829.85	128,000.00	62,170.15	51.43
4850103 - Library Fines / Credit Card	3,358.12	34,356.86	15,000.00	(19,356.86)	229.05
4850201 - Copying Fee	1,723.03	23,450.77	25,000.00	1,549.23	93.80
4850202 - Damaged Materials	44.96	874.09	450.00	(424.09)	194.24
4850203 - Lost Materials	403.33	5,300.43	7,000.00	1,699.57	75.72
4850205 - Bags	54.00	659.65	1,000.00	340.35	65.96
4850207 - Non-Res Cards	73.50	1,791.00	2,000.00	209.00	89.55
	<u>11,632.10</u>	<u>135,725.52</u>	<u>182,750.00</u>	<u>47,024.48</u>	<u>74.27</u>
<b><u>Other Revenue</u></b>					
4890010 - Interest Income	265.53	2,120.69	3,500.00	1,379.31	60.59
4890050 - Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00
4899900 - Miscellaneous Revenue	6,444.59	24,641.51	14,000.00	(10,641.51)	176.01
4899920 - Library Donations	0.00	5,931.84	500.00	(5,431.84)	1,186.37
	<u>6,710.12</u>	<u>32,694.04</u>	<u>18,000.00</u>	<u>(14,694.04)</u>	<u>181.63</u>
<b>Total Library Fund</b>	<u><u>2,222,226.97</u></u>	<u><u>6,749,977.48</u></u>	<u><u>7,099,834.00</u></u>	<u><u>349,856.52</u></u>	<u><u>95.07</u></u>

See Accountants' Compilation Report

December 9, 2011

**Des Plaines Public Library  
Revenue Report  
For the 11 Months Ended November 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	<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>2,222,226.97</u>	<u>6,749,977.48</u>	<u>7,302,334.00</u>	<u>552,356.52</u>	<u>92.44</u>

See Accountants' Compilation Report

December 9, 2011

**Des Plaines Public Library**  
**Expense Report**  
**For the 11 Months Ended November 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><u>Salaries</u></b>					
5910100 - Salaries	151,371.93	1,759,361.67	2,024,433.00	265,071.33	86.91
5910200 - Temporary Wages	61,085.00	672,714.66	883,343.00	210,628.34	76.16
5910400 - Non - Supervisory Overtime	0.00	0.00	500.00	500.00	0.00
5910500 - Vacation Pay	0.00	0.00	0.00	0.00	0.00
5910600 - Sick Pay	0.00	0.00	0.00	0.00	0.00
5910700 - Holiday Pay	0.00	0.00	0.00	0.00	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>212,456.93</u>	<u>2,432,076.33</u>	<u>2,911,776.00</u>	<u>479,699.67</u>	<u>83.53</u>
<b><u>Benefits</u></b>					
5918010 - Unemployment Compensation	121.00	14,404.78	31,000.00	16,595.22	46.47
5918020 - Employer Contribution - FICA	15,732.23	180,581.01	222,599.00	42,017.99	81.12
5918021 - Employer Contribution - IMRF	22,052.25	254,305.19	308,526.00	54,220.81	82.43
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	16,850.89	209,569.93	269,057.00	59,487.07	77.89
5918051 - HMO Insurance Premiums	8,683.92	73,015.95	99,504.00	26,488.05	73.38
5918055 - Dental Insurance Premiums	1,961.72	21,201.94	23,478.00	2,276.06	90.31
5918070 - Workers Compensation	1,051.71	11,851.41	9,500.00	(2,351.41)	124.75
5918085 - RHS Plan Payout	0.00	0.00	10,000.00	10,000.00	0.00
	<u>66,453.72</u>	<u>765,520.21</u>	<u>977,660.00</u>	<u>212,139.79</u>	<u>78.30</u>
<b><u>Contractual Services</u></b>					
5920100 - Legal Fees	292.50	2,642.09	10,000.00	7,357.91	26.42
5920105 - Costs of Litigation	0.00	0.00	1,000.00	1,000.00	0.00
5920110 - Professional Services	29,158.58	354,084.07	365,000.00	10,915.93	97.01
5920120 - Communication Services	1,751.74	33,478.63	33,800.00	321.37	99.05
5920140 - Data Processing Services	13,479.29	74,093.91	78,000.00	3,906.09	94.99
5920202 - Conferences	185.00	878.95	1,000.00	121.05	87.89
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	1,440.00	1,000.00	(440.00)	144.00
5920225 - Licensing/Titles	0.00	110.00	0.00	(110.00)	0.00
5920230 - Publication of Notices	0.00	278.05	2,000.00	1,721.95	13.90
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	3,105.00	34,029.00	25,000.00	(9,029.00)	136.12
5930010 - R&M Equipment	2,370.85	125,529.57	125,757.00	227.43	99.82
5930020 - R&M Buildings & Structures	14,575.00	87,541.34	124,080.00	36,538.66	70.55
5930030 - R&M Vehicles	0.00	8,290.43	8,250.00	(40.43)	100.49
5930195 - Book Binding & Repair	0.00	301.80	1,000.00	698.20	30.18
5930210 - Rental of Equipment	2,169.00	25,899.00	27,000.00	1,101.00	95.92
5930320 - Cleaning/Custodial Services	3,340.00	66,841.00	92,500.00	25,659.00	72.26
5930490 - Refuse Contract	587.78	6,449.74	6,000.00	(449.74)	107.50
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00

See Accountants' Compilation Report

December 9, 2011

**Des Plaines Public Library**  
**Expense Report**  
**For the 11 Months Ended November 30, 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	45.45	221.52	500.00	278.48	44.30
5960070 - Travel Expense	0.00	321.42	500.00	178.58	64.28
5960210 - Special Event Programming	1,812.04	24,833.57	31,000.00	6,166.43	80.11
5960990 - Misc. Contractual Services	10,574.27	63,586.43	95,600.00	32,013.57	66.51
	<u>83,426.50</u>	<u>914,741.52</u>	<u>1,029,737.00</u>	<u>114,995.48</u>	<u>88.83</u>
<b><u>Commodities</u></b>					
5970100 - Office Supplies	3,283.97	62,516.18	107,800.00	45,283.82	57.99
5970110 - Meals	60.00	1,037.38	2,100.00	1,062.62	49.40
5970115 - Supplies - Dept/Other	0.00	0.00	0.00	0.00	0.00
5970170 - Janitorial	5,666.69	22,689.48	30,900.00	8,210.52	73.43
5970260 - Postage & Parcel	45.04	10,954.37	25,000.00	14,045.63	43.82
5970270 - Printing -Reproduction-Binding	287.00	1,285.42	6,000.00	4,714.58	21.42
5970330 - Supplies - Vehicles R/M	0.00	0.00	0.00	0.00	0.00
5970500 - Purchase of Water	0.00	4,079.76	6,000.00	1,920.24	68.00
5970600 - Books	33,707.94	367,088.37	401,805.00	34,716.63	91.38
5970610 - Audio Materials	6,987.52	68,543.18	90,200.00	21,656.82	75.99
5970620 - Subscriptions & Books	1,339.82	39,229.66	69,500.00	30,270.34	56.45
5970630 - Visual Materials	14,404.16	100,618.29	111,000.00	10,381.71	90.65
5970640 - Automated Reference Materials	9,995.00	114,014.34	128,900.00	14,885.66	88.45
5970810 - Natural Gas	0.00	14,398.38	18,000.00	3,601.62	79.99
5970820 - Electricity	0.00	0.00	500.00	500.00	0.00
5970840 - Diesel	240.08	2,419.15	2,000.00	(419.15)	120.96
5970850 - Gasoline	93.25	715.43	500.00	(215.43)	143.09
5970900 - Equipment < \$5,000	0.00	1,678.45	2,000.00	321.55	83.92
	<u>76,110.47</u>	<u>811,267.84</u>	<u>1,002,205.00</u>	<u>190,937.16</u>	<u>80.95</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	1,559.50	7,560.86	6,500.00	(1,060.86)	116.32
5980420 - Computer Software	0.00	19,550.11	33,465.00	13,914.89	58.42
5980600 - Furniture & Fixtures	7,661.44	15,175.99	17,300.00	2,124.01	87.72
	<u>9,220.94</u>	<u>42,286.96</u>	<u>57,265.00</u>	<u>14,978.04</u>	<u>73.84</u>
<b><u>Other Funding Activities</u></b>					
5990900 - Per Capita Grant Expenditures	6,915.35	21,427.02	56,000.00	34,572.98	38.26
5990901 - I Lead U Grant Expenditures	0.00	3,942.08	0.00	(3,942.08)	0.00
5990935 - Trans to D/S - 2002A Bond	0.00	17,601.45	23,469.00	5,867.55	75.00
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>6,915.35</u>	<u>42,970.55</u>	<u>354,469.00</u>	<u>311,498.45</u>	<u>12.12</u>
<b>Total Library Fund Expenditures</b>	<u>454,583.91</u>	<u>5,008,863.41</u>	<u>6,333,112.00</u>	<u>1,324,248.59</u>	<u>79.09</u>

See Accountants' Compilation Report

December 9, 2011

**Des Plaines Public Library**  
**Expense Report**  
**For the 11 Months Ended November 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>309.15</u>	<u>41,265.94</u>	<u>48,200.00</u>	<u>6,934.06</u>	<u>85.61</u>
	<u>309.15</u>	<u>41,265.94</u>	<u>48,200.00</u>	<u>6,934.06</u>	<u>85.61</u>
Total Capital Projects Fund Expenditures	<u>309.15</u>	<u>41,265.94</u>	<u>48,200.00</u>	<u>6,934.06</u>	<u>85.61</u>
Total of All Funds	<u>454,893.06</u>	<u>5,050,129.35</u>	<u>6,381,312.00</u>	<u>1,331,182.65</u>	<u>79.14</u>

See Accountants' Compilation Report

First Midwest Bank  
November 2011

Des Plaines Public Library  
Check Register

DESPLANSLIB

Check Number	Check Date	Payee	Amount
Checks			
11506	11/15/11	HARRIS INFOSOURCE	-208.00
11539	12/20/11	BAKER & TAYLOR	23,966.52
11540	12/20/11	BANKCARD SERVICES	4,046.76
11541	12/20/11	MIDWEST TAPE	19,534.06
11542	12/20/11	3BRANCH PRODUCTS, INC.	589.70
11543	12/20/11	3M	1,302.83
11544	12/20/11	ABDO-SPOTLIGHT-MAGIC WAGON	3,899.75
11545	12/20/11	AFFORDABLE ALTERNATIVES, INC.	53.25
11546	12/20/11	AHA SERVICES, INC.	358.95
11547	12/20/11	ALEXANDER STREET PRESS, LLC.	1,098.00
11548	12/20/11	AMAZON	112.93
11549	12/20/11	AMERICAN SPIRIT	18.00
11550	12/20/11	ANDERSON LOCK CO LTD	2,100.70
11551	12/20/11	ARTHUR J. GALLAGHER RISK MANAGEMENT	3,105.00
11552	12/20/11	AudioGo	78.70
11553	12/20/11	AUTOMATED LOGIC	9,165.00
11554	12/20/11	BANC OF AMERICA LEASING	2,005.00
11555	12/20/11	BUSINESS MACHINE AGENTS INC	11.45
11556	12/20/11	C C H, INCORPORATED	97.50
11557	12/20/11	CAPSTONE PRESS INCORPORATED	4,946.12
11558	12/20/11	CARDSTAR, INC.	162.00
11559	12/20/11	CHICAGO OFFICE TECHNOLOGY GROUP	2,359.40
11560	12/20/11	CHROMATECH	287.00
11561	12/20/11	CITY OF DES PLAINES	333.33
11562	12/20/11	COOPERATIVE COMPUTER SERVICES	13,479.29
11563	12/20/11	CRIMSON MULTIMEDIA DIST., INC.	675.39
11564	12/20/11	CRYSTAL MANAGEMENT & MAINT. SERVICES	5,500.00
11565	12/20/11	CYBOR FIRE PROTECTION CO.	135.00
11566	12/20/11	D & Z HOUSE OF BOOKS INCORPORATED	679.04
11567	12/20/11	DEMCO EDUCATIONAL CORP	3,093.36
11568	12/20/11	DES PLAINES CHAMBER OF COMMERCE	160.00
11569	12/20/11	DUNCAN CARPET COMPANY	275.00
11570	12/20/11	EDIE KLEINMAN	500.00
11571	12/20/11	FEDERAL EXPRESS	45.04
11572	12/20/11	FINDAWAY WORLD LLC	569.90
11573	12/20/11	FIRST SECURITY SYSTEMS, INC.	1,600.00
11574	12/20/11	GALE	7,986.68
11575	12/20/11	GARVEY'S OFFICE PRODUTS	79.80
11576	12/20/11	GOVCONNECTION INC	5,301.61
11577	12/20/11	GRAINGER	1,874.36
11578	12/20/11	GRAPHIC SCIENCES, INC.	922.87
11579	12/20/11	H-O-H WATER TECHNOLOGY, INC.	1,619.07
11580	12/20/11	HANG_MATE PRODUCTS, LLC.	120.78
11581	12/20/11	JACK WADDICK	250.00
11582	12/20/11	JEWISH VOCATIONAL SERVICE	400.00
11583	12/20/11	JOURNAL AND TOPICS NEWSPAPERS	28.00
11584	12/20/11	KEVIN FARM	540.00
11585	12/20/11	KLEIN, THORPE & JENKINS, LTD.	292.50
11586	12/20/11	LAUTERBACH & AMEN, LLP.	1,390.00
11587	12/20/11	LIBRARY FURNITURE INTERNTL	3,026.00
11588	12/20/11	LIMRiCC	36,831.72
11589	12/20/11	MARQUIS WHO'S WHO	2,908.20
11590	12/20/11	MASTERS MAGAZINE	49.95
11591	12/20/11	MATTHEW BENDER & COMPANY INC	199.52
11592	12/20/11	MENARDS	155.87
11593	12/20/11	MESSAGE MOVERS	259.46
11594	12/20/11	NATIONAL REGISTER PUBLISHING CO.	321.45
11595	12/20/11	OFFICE DEPOT	268.47
11596	12/20/11	OUTSOURCE SOLUTIONS GROUP	27,868.25
11597	12/20/11	P C NATION	499.15
11598	12/20/11	PADDOCK PUBLICATIONS, INC.	45.00

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First Midwest Bank  
November 2011

Des Plaines Public Library  
Check Register

DESPLANSLIB

Check Number	Check Date	Payee	Amount
11599	12/20/11	PATRON PROFILES	79.00
11600	12/20/11	PITNEY BOWES	164.00
11601	12/20/11	PRESTIGE DISTRIBUTION, INC.	2,017.39
11602	12/20/11	R & J UPHOLSTERY	1,400.00
11603	12/20/11	RANDOM HOUSE INCORPORATED	148.00
11604	12/20/11	RECORDED BOOKS, LLC	1,855.10
11605	12/20/11	ROSEN PUBLISHING	1,257.35
11606	12/20/11	RUNCO OFFICE SUPPLY	1,293.94
11607	12/20/11	SANGAMAM PUBLICATIONS, INC.	35.00
11608	12/20/11	SOMETHING FISHY INC	171.86
11609	12/20/11	SPORTING CHANCE PRESS, INC.	24.00
11610	12/20/11	STEVEN J. GASSMAN	125.00
11611	12/20/11	TELEVEND SERVICES INCORPORATED	153.10
11612	12/20/11	THE CHILD'S WORLD	980.35
11613	12/20/11	WAREHOUSE DIRECT	36.64
11614	12/20/11	WASTE MANAGEMENT	158.06
11615	12/20/11	WASTE MANAGEMENT	409.72
11616	12/20/11	WEST GROUP	648.50
50242	11/30/11	NEXTEL	860.35
50243	11/30/11	CALL ONE	278.54
50244	11/30/11	LEVEL(3) COMMUNICATIONS, LLC.	461.12
50245	11/30/11	SPRINT	19.23
50246	11/30/11	SPRINT	16.38
50247	11/30/11	FIRST MIDWEST BANK 504	42.42
50248	11/30/11	WOW! INTERENT CABLE	116.12
Total checks	86		Total <u>212,125.85</u>



First Midwest Bank  
November 2011

Des Plaines Public Library  
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
HARRIS INFOSOURCE	11506	11/15/11	-208.00
Account No.	Description	Amount	
201-5970600	VOID CK# 11506	-208.00	
BAKER & TAYLOR	11539	12/20/11	23,966.52
Account No.	Description	Amount	
201-5960990	Invoice # 167953920	2.99	
201-5960990	Invoice # 2026471975	38.85	
201-5960990	Invoice # 2026463806	4.20	
201-5960990	Invoice # 2026471738	41.80	
201-5960990	Invoice # 2026459404	20.10	
201-5960990	Invoice # 2026413365	55.90	
201-5960990	Invoice # 2026383489	109.25	
201-5960990	Invoice # 2026396705	130.90	
201-5960990	Invoice # 2026287319	2.80	
201-5960990	Invoice # 2026390969	2.10	
201-5960990	Invoice # 2026429559	2.75	
201-5960990	Invoice # 2026428115	1.40	
201-5960990	Invoice # 2026429413	187.30	
201-5960990	Invoice # 2026441453	24.10	
201-5960990	Invoice # 2026495086	29.45	
201-5960990	Invoice # 2026476100	47.30	
201-5960990	Invoice # L16NS5809M	2,560.00	
201-5960990	Invoice # 2026431013	1.50	
201-5960990	Invoice # 2026435807	2.80	
201-5960990	Invoice # 2026434854	25.45	
201-5960990	Invoice # 2026434879	19.95	
201-5960990	Invoice # 2026468909	2.84	
201-5960990	Invoice # 2026468880	2.81	
201-5960990	Invoice # 2026471092	2.10	
201-5960990	Invoice # 2026478432	13.05	
201-5960990	Invoice # 2026463805	0.30	
201-5960990	Invoice # 2026458680	19.44	
201-5960990	Invoice # 2026471900	0.70	
201-5960990	Invoice # 2026467198	12.96	
201-5960990	Invoice # 2026466864	7.90	
201-5960990	Invoice # 2026466750	7.90	
201-5960990	Invoice # 2026466856	3.85	
201-5960990	Invoice # 2026468864	7.65	
201-5960990	Invoice # 2026420428	23.85	
201-5960990	Invoice # 2026416719	11.24	
201-5960990	Invoice # 2026413698	3.24	
201-5960990	Invoice # 2026397760	2.35	
201-5960990	Invoice # 2026375333	11.06	
201-5960990	Invoice # 2026381848	3.00	
201-5960990	Invoice # 2026373162	1.41	
201-5960990	Invoice # 2026310053	0.47	
201-5960990	Invoice # 5011710862	25.20	
201-5960990	Invoice # 2026405933	2.69	
201-5960990	Invoice # 2026399658	32.11	
201-5960990	Invoice # 2026405892	3.54	
201-5960990	Invoice # 2026405803	4.90	
201-5960990	Invoice # 2026399974	25.62	
201-5960990	Invoice # 2026409170	4.70	
201-5960990	Invoice # 2026381608	5.55	
201-5960990	Invoice # 2026381729	4.40	
201-5960990	Invoice # 2026381945	6.85	
201-5960990	Invoice # 2026382053	1.62	
201-5960990	Invoice # 2026381940	5.62	
201-5960990	Invoice # 2026382061	0.85	
201-5960990	Invoice # 2026399949	40.50	
201-5960990	Invoice # 2026397827	7.50	
201-5960990	Invoice # 2026394191	19.44	

First Midwest Bank  
November 2011

Des Plaines Public Library  
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2026386270		3.90
201-5960990	Invoice # 2026399745		1.55
201-5960990	Invoice # 2026401025		4.90
201-5960990	Invoice # 2026397729		8.30
201-5960990	Invoice # 2026391066		73.54
201-5960990	Invoice # 2026409156		1.70
201-5960990	Invoice # 2026430835		4.80
201-5960990	Invoice # 2026427357		1.62
201-5960990	Invoice # 2026436142		16.80
201-5960990	Invoice # 2026422440		7.50
201-5960990	Invoice # 2026489103		5.55
201-5960990	Invoice # 2026422402		6.00
201-5960990	Invoice # 0000137180		11.44
201-5960990	Invoice # 2026442814		25.92
201-5960990	Invoice # 2026450083		6.00
201-5960990	Invoice # 2026444586		6.00
201-5960990	Invoice # 2026450146		4.05
201-5960990	Invoice # 2026450071		5.53
201-5960990	Invoice # 2026442699		1.62
201-5960990	Invoice # 2026450016		1.50
201-5960990	Invoice # 2026454968		1.62
201-5960990	Invoice # 2026435551		181.25
201-5960990	Invoice # 2026489083		3.70
201-5960990	Invoice # 2026489106		7.25
201-5960990	Invoice # 2026478328		115.00
201-5960990	Invoice # 2026489086		5.68
201-5960990	Invoice # 2026485087		2.96
201-5960990	Invoice # 2026494233		0.85
201-5960990	Invoice # 2026494227		4.80
201-5960990	Invoice # 2026494214		4.50
201-5960990	Invoice # 2026494116		8.10
201-5960990	Invoice # 2026478270		15.85
201-5960990	Invoice # 2026478154		56.35
201-5960990	Invoice # 2026483836		53.95
201-5970600	Invoice # 2026471974		536.78
201-5970600	Invoice # 2026471737		880.96
201-5970600	Invoice # 2026459403		303.46
201-5970600	Invoice # 2026413364		894.51
201-5970600	Invoice # 2026383488		1,531.73
201-5970600	Invoice # 2026396704		2,231.12
201-5970600	Invoice # 2026387318		40.54
201-5970600	Invoice # 2026390968		22.00
201-5970600	Invoice # 2026429558		42.19
201-5970600	Invoice # 2026428114		21.51
201-5970600	Invoice # 2026429412		2,073.83
201-5970600	Invoice # 2026441452		410.81
201-5970600	Invoice # 2026495085		545.09
201-5970600	Invoice # 2026476099		750.38
201-5970600	Invoice # 2026431013		12.80
201-5970600	Invoice # 2026435807		34.90
201-5970600	Invoice # 2026434854		178.35
201-5970600	Invoice # 2026434879		340.02
201-5970600	Invoice # 2026468909		4.77
201-5970600	Invoice # 2026468880		13.09
201-5970600	Invoice # 2026471092		31.33
201-5970600	Invoice # 2026478432		89.86
201-5970600	Invoice # 2026463805		60.65
201-5970600	Invoice # 2026458680		185.88
201-5970600	Invoice # 2026471900		14.06
201-5970600	Invoice # 2026467198		125.83
201-5970600	Invoice # 2026466864		159.39
201-5970600	Invoice # 2026466750		70.06
201-5970600	Invoice # 2026466856		32.61

First Midwest Bank  
November 2011

Des Plaines Public Library  
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2026468864		81.64
201-5970600	Invoice # 2026420428		205.10
201-5970600	Invoice # 2026416719		21.51
201-5970600	Invoice # 2026413698		28.94
201-5970600	Invoice # 2026397760		40.05
201-5970600	Invoice # 2026375333		26.86
201-5970600	Invoice # 2026381848		19.30
201-5970600	Invoice # 2026373162		20.02
201-5970600	Invoice # 2026310053		2.38
201-5970600	Invoice # 5011710862		859.58
201-5970600	Invoice # 2026405933		4.18
201-5970600	Invoice # 2026399658		87.21
201-5970600	Invoice # 2026405892		28.38
201-5970600	Invoice # 2026405803		25.61
201-5970600	Invoice # 2026399974		38.35
201-5970600	Invoice # 2026409170		74.70
201-5970600	Invoice # 2026381608		49.61
201-5970600	Invoice # 2026381729		39.42
201-5970600	Invoice # 2026381945		85.83
201-5970600	Invoice # 2026382053		14.17
201-5970600	Invoice # 2026381940		15.54
201-5970600	Invoice # 2026382061		17.68
201-5970600	Invoice # 2026399949		436.32
201-5970600	Invoice # 2026397827		98.49
201-5970600	Invoice # 2026394191		188.74
201-5970600	Invoice # 2026386270		33.25
201-5970600	Invoice # 2026399745		19.29
201-5970600	Invoice # 2026401025		23.27
201-5970600	Invoice # 2026397729		133.83
201-5970600	Invoice # 2026391066		160.64
201-5970600	Invoice # 2026409156		49.83
201-5970600	Invoice # 2026430835		78.33
201-5970600	Invoice # 2026427357		14.75
201-5970600	Invoice # 2026436142		246.93
201-5970600	Invoice # 2026422440		70.30
201-5970600	Invoice # 2026489103		63.21
201-5970600	Invoice # 2026422402		77.93
201-5970600	Invoice # 0000137180		100.33
201-5970600	Invoice # 2026442814		250.12
201-5970600	Invoice # 2026450083		44.90
201-5970600	Invoice # 2026444586		49.93
201-5970600	Invoice # 2026450146		81.65
201-5970600	Invoice # 2026450071		13.75
201-5970600	Invoice # 2026442699		17.00
201-5970600	Invoice # 2026450016		14.38
201-5970600	Invoice # 2026454968		14.75
201-5970600	Invoice # 2026435551		1,619.73
201-5970600	Invoice # 2026489083		29.73
201-5970600	Invoice # 2026489106		192.17
201-5970600	Invoice # 2026478328		1,000.58
201-5970600	Invoice # 2026489086		19.14
201-5970600	Invoice # 2026485087		4.77
201-5970600	Invoice # 2026494233		3.97
201-5970600	Invoice # 2026494227		82.35
201-5970600	Invoice # 2026494214		49.33
201-5970600	Invoice # 2026494116		73.10
201-5970600	Invoice # 2026478270		145.88
201-5970600	Invoice # 2026478154		251.84
201-5970600	Invoice # 2026483836		380.01
201-5970610	Invoice # I67953920		14.24
201-5970630	Invoice # I68909140		24.23
201-5970630	Invoice # I68431740		68.78

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Vendor Name	Chk. No.	Check Date	Amount
BANKCARD SERVICES	11540	12/20/11	4,046.76
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5920202	VISA 11/28/11	185.00	
201-5930020	VISA 11/28/11	1,240.00	
201-5960210	VISA 11/28/11	562.04	
201-5970100	VISA 11/28/11	145.94	
201-5970600	VISA 11/28/11	403.39	
201-5970610	VISA 11/28/11	21.24	
201-5970630	VISA 11/28/11	393.71	
201-5980600	VISA 11/28/11	1,095.44	
MIDWEST TAPE	11541	12/20/11	19,534.06
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5960990	Invoice # 6510103	1.85	
201-5960990	Invoice # 6510104	9.25	
201-5960990	Invoice # 6510102	38.50	
201-5960990	Invoice # 6497212	23.85	
201-5960990	Invoice # 6497213	5.55	
201-5960990	Invoice # 6493954	24.05	
201-5960990	Invoice # 6493952	36.50	
201-5960990	Invoice # 6486690	14.80	
201-5960990	Invoice # 6486689	5.55	
201-5960990	Invoice # 6510100	192.35	
201-5960990	Invoice # 6493951	270.55	
201-5960990	Invoice # 6497211	140.55	
201-5960990	Invoice # 6486687	291.05	
201-5960990	Invoice # 6480949	311.55	
201-5960990	Invoice # 6489987	153.75	
201-5960990	Invoice # 6504243	139.95	
201-5960990	Invoice # 6500897	640.20	
201-5960990	Invoice # 6486688	100.10	
201-5960990	Invoice # 6486691	5.55	
201-5960990	Invoice # 6480952	25.90	
201-5960990	Invoice # 6480951	5.56	
201-5960990	Invoice # 6480950	174.00	
201-5960990	Invoice # 6489990	3.70	
201-5960990	Invoice # 6489989	1.85	
201-5960990	Invoice # 2664531	0.00	
201-5960990	Invoice # 6489988	85.20	
201-5960990	Invoice # 6504244	69.55	
201-5960990	Invoice # 6504245	1.85	
201-5960990	Invoice # 6504246	3.70	
201-5960990	Invoice # 6500899	5.55	
201-5960990	Invoice # 6500898	53.90	
201-5970610	Invoice # 2686799	95.98	
201-5970610	Invoice # 2671917	43.99	
201-5970610	Invoice # 6510103	39.99	
201-5970610	Invoice # 6510104	141.95	
201-5970610	Invoice # 6510102	139.40	
201-5970610	Invoice # 6497212	80.49	
201-5970610	Invoice # 6497213	84.97	
201-5970610	Invoice # 6493954	445.87	
201-5970610	Invoice # 6493952	162.50	
201-5970610	Invoice # 6486690	214.92	
201-5970610	Invoice # 6486689	114.97	
201-5970610	Invoice # 6486688	327.18	
201-5970610	Invoice # 6486691	99.97	
201-5970610	Invoice # 6480952	451.86	
201-5970610	Invoice # 6480951	128.97	
201-5970610	Invoice # 6480950	606.13	
201-5970610	Invoice # 6489990	64.98	
201-5970610	Invoice # 6489989	74.99	
201-5970610	Invoice # 2664531	595.89	

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Vendor Name	Chk. No.	Check Date	Amount
201-5970610 Invoice # 6489988		299.03	
201-5970610 Invoice # 6504244		236.37	
201-5970610 Invoice # 6504245		39.99	
201-5970610 Invoice # 6504246		74.98	
201-5970610 Invoice # 6500899		99.97	
201-5970610 Invoice # 6500898		204.90	
201-5970630 Invoice # 6493951		1,544.68	
201-5970630 Invoice # 6497211		865.05	
201-5970630 Invoice # 6486687		1,467.87	
201-5970630 Invoice # 6480949		1,458.50	
201-5970630 Invoice # 6489987		1,010.27	
201-5970630 Invoice # 6504243		1,008.53	
201-5970630 Invoice # 6500897		3,141.24	
201-5970630 Invoice # 6510100		1,331.42	
<b>3BRANCH PRODUCTS, INC.</b>	<b>11542</b>	<b>12/20/11</b>	<b>589.70</b>
Account No. Description		Amount	
201-5990900 Invoice # 259		589.70	
<b>3M</b>	<b>11543</b>	<b>12/20/11</b>	<b>1,302.83</b>
Account No. Description		Amount	
201-5990900 Invoice # UM04192		1,302.83	
<b>ABDO-SPOTLIGHT-MAGIC WAGON</b>	<b>11544</b>	<b>12/20/11</b>	<b>3,899.75</b>
Account No. Description		Amount	
201-5970600 Invoice # 158704		1,542.95	
201-5970600 Invoice # 158703		2,356.80	
<b>AFFORDABLE ALTERNATIVES, INC.</b>	<b>11545</b>	<b>12/20/11</b>	<b>53.25</b>
Account No. Description		Amount	
201-5970100 Invoice # 4308		53.25	
<b>AHA SERVICES, INC.</b>	<b>11546</b>	<b>12/20/11</b>	<b>358.95</b>
Account No. Description		Amount	
201-5970630 Invoice # 23337399		358.95	
<b>ALEXANDER STREET PRESS, LLC.</b>	<b>11547</b>	<b>12/20/11</b>	<b>1,098.00</b>
Account No. Description		Amount	
201-5970630 Invoice # 025570		1,098.00	
<b>AMAZON</b>	<b>11548</b>	<b>12/20/11</b>	<b>112.93</b>
Account No. Description		Amount	
201-5970630 AMAZON 12-1-11		112.93	
<b>AMERICAN SPIRIT</b>	<b>11549</b>	<b>12/20/11</b>	<b>18.00</b>
Account No. Description		Amount	
201-5970620 1 YR Subscription		18.00	
<b>ANDERSON LOCK CO LTD</b>	<b>11550</b>	<b>12/20/11</b>	<b>2,100.70</b>
Account No. Description		Amount	
201-5960990 Invoice # 7029347		541.20	
201-5980410 Invoice # 7029343		1,559.50	
<b>ARTHUR J. GALLAGHER RISK MANAGEM.</b>	<b>11551</b>	<b>12/20/11</b>	<b>3,105.00</b>
Account No. Description		Amount	
201-5920990 Invoice # 578562		3,550.00	
201-5920990 Invoice # 579147		-445.00	
<b>AudioGo</b>	<b>11552</b>	<b>12/20/11</b>	<b>78.70</b>
Account No. Description		Amount	
201-5970610 Invoice # 435812		78.70	
<b>AUTOMATED LOGIC</b>	<b>11553</b>	<b>12/20/11</b>	<b>9,165.00</b>

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Vendor Name	Chk. No.	Check Date	Amount
Account No.	Description	Amount	
201-5930020	Invoice # 013586	5,090.00	
201-5930020	Invoice # 013587	4,075.00	
BANC OF AMERICA LEASING	11554	12/20/11	2,005.00
Account No.	Description	Amount	
201-5930210	Invoice # 012021080	2,005.00	
BUSINESS MACHINE AGENTS INC	11555	12/20/11	11.45
Account No.	Description	Amount	
201-5930010	Invoice # IN29069	11.45	
C C H, INCORPORATED	11556	12/20/11	97.50
Account No.	Description	Amount	
201-5970600	Invoice # 457724	97.50	
CAPSTONE PRESS INCORPORATED	11557	12/20/11	4,946.12
Account No.	Description	Amount	
201-5970600	Invoice # CI110234006	4,946.12	
CARDSTAR, INC.	11558	12/20/11	162.00
Account No.	Description	Amount	
201-5970620	Invoice # 1027	162.00	
CHICAGO OFFICE TECHNOLOGY GROUP	11559	12/20/11	2,359.40
Account No.	Description	Amount	
201-5930010	Invoice # 080909	263.50	
201-5930010	Invoice # 075303	389.16	
201-5930010	Invoice # 075302	925.69	
201-5930010	Invoice # 075495	578.00	
201-5930010	Invoice # 075293	148.84	
201-5930010	Invoice # 075267	25.72	
201-5930010	Invoice # 075266	28.49	
CHROMATECH	11560	12/20/11	287.00
Account No.	Description	Amount	
201-5970270	Invoice # 5167	287.00	
CITY OF DES PLAINES	11561	12/20/11	333.33
Account No.	Description	Amount	
201-5970840	Invoice Fuel # 10-11	240.08	
201-5970850	Invoice Fuel # 10-11	93.25	
COOPERATIVE COMPUTER SERVICES	11562	12/20/11	13,479.29
Account No.	Description	Amount	
201-5920140	Invoice # CCS 10/1/11	4,174.41	
201-5920140	Invoice # CCS 11/1/11	7,989.90	
201-5920140	OCLC JED Profile November	1,314.98	
CRIMSON MULTIMEDIA DIST., INC.	11563	12/20/11	675.39
Account No.	Description	Amount	
201-5960990	Invoice # 19284A	149.39	
201-5960990	Invoice # 19283A	6.00	
201-5970630	Invoice # 19029C	20.00	
201-5970630	Invoice # 19251A	500.00	
CRYSTAL MANAGEMENT & MAINT. SER	11564	12/20/11	5,500.00
Account No.	Description	Amount	
201-5930020	Invoice # 20088	2,160.00	
201-5930320	Invoice # 20113	3,340.00	
CYBOR FIRE PROTECTION CO.	11565	12/20/11	135.00
Account No.	Description	Amount	

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Vendor Name	Chk. No.	Check Date	Amount
201-5930020 Invoice # 52690		135.00	
D & Z HOUSE OF BOOKS INCORPORATED	11566	12/20/11	679.04
Account No. Description		Amount	
201-5970600 Invoice # 2011-1028189		679.04	
DEMCO EDUCATIONAL CORP	11567	12/20/11	3,093.36
Account No. Description		Amount	
201-5970100 Invoice # 4432667		146.73	
201-5970100 Invoice # 4377313		-53.37	
201-5980600 Invoice # 4428670		3,000.00	
DES PLAINES CHAMBER OF COMMERCE	11568	12/20/11	160.00
Account No. Description		Amount	
201-5960210 Invoice # 8519A		100.00	
201-5970110		60.00	
DUNCAN CARPET COMPANY	11569	12/20/11	275.00
Account No. Description		Amount	
201-5930020 Invoice # 109580		275.00	
EDIE KLEINMAN	11570	12/20/11	500.00
Account No. Description		Amount	
201-5960210		500.00	
FEDERAL EXPRESS	11571	12/20/11	45.04
Account No. Description		Amount	
201-5970260 Invoice # 7-703-58526		45.04	
FINDAWAY WORLD LLC	11572	12/20/11	569.90
Account No. Description		Amount	
201-5970100 Invoice # 61143		569.90	
FIRST SECURITY SYSTEMS, INC.	11573	12/20/11	1,600.00
Account No. Description		Amount	
201-5930020 Invoice # S74543		1,600.00	
GALE	11574	12/20/11	7,986.68
Account No. Description		Amount	
201-5970600 Invoice # 17376841		311.60	
201-5970600 Invoice # 17390588		175.08	
201-5970640 Invoice # 17387030		7,500.00	
GARVEY'S OFFICE PRODUCTS	11575	12/20/11	79.80
Account No. Description		Amount	
201-5970100 Invoice # PINV349970		79.80	
GOVCONNECTION INC	11576	12/20/11	5,301.61
Account No. Description		Amount	
201-5970100 Invoice # 48456902		278.79	
201-5990900 Invoice # 48502314		5,022.82	
GRAINGER	11577	12/20/11	1,874.36
Account No. Description		Amount	
201-5970170 Invoice # 9677286420		1,786.46	
201-5970170 Invoice # 9679749592		39.30	
201-5970170 Invoice # 9679890286		48.60	
GRAPHIC SCIENCES, INC.	11578	12/20/11	922.87
Account No. Description		Amount	
201-5970620 Invoice # 0125939-IN		922.87	
H-O-H WATER TECHNOLOGY, INC.	11579	12/20/11	1,619.07

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Vendor Name	Chk. No.	Check Date	Amount
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5970170	Invoice # 00371439	913.79	
201-5970170	Invoice # 00371572	705.28	
HANG_MATE PRODUCTS, LLC.	11580	12/20/11	120.78
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5970100	Invoice # 11261	120.78	
JACK WADDICK	11581	12/20/11	250.00
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5960210	Program on 3/28/12	250.00	
JEWISH VOCATIONAL SERVICE	11582	12/20/11	400.00
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5960210		400.00	
JOURNAL AND TOPICS NEWSPAPERS	11583	12/20/11	28.00
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5970620	Subscription renewal	28.00	
KEVIN FARM	11584	12/20/11	540.00
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5980600	Invoice # 208	540.00	
KLEIN, THORPE & JENKINS, LTD.	11585	12/20/11	292.50
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5920100	Statement # 155420	292.50	
LAUTERBACH & AMEN, LLP.	11586	12/20/11	1,390.00
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5920110	Invoice No. 23666	1,390.00	
LIBRARY FURNITURE INTERNTL	11587	12/20/11	3,026.00
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5980600	Invoice # 3881	1,878.00	
201-5980600	Invoice # 3882	1,148.00	
LIMRICC	11588	12/20/11	36,831.72
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-2401002	November 2011	36,831.72	
MARQUIS WHO'S WHO	11589	12/20/11	2,908.20
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5970600	Invoice # 1048756	191.20	
201-5970600	Invoice # 1045334	222.00	
201-5970640	Invoice # 1051673	2,495.00	
MASTERS MAGAZINE	11590	12/20/11	49.95
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5970620		49.95	
MATTHEW BENDER & COMPANY INC	11591	12/20/11	199.52
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5970600	Invoice # 24211435	199.52	
MENARDS	11592	12/20/11	155.87
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5970170	Invoice # 6342	65.87	
201-5970170	Invoice # 1145	42.71	
201-5970170	Invoice # 3407	47.29	
MESSAGE MOVERS	11593	12/20/11	259.46
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	



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Vendor Name	Chk. No.	Check Date	Amount
201-5960990 Invoice # 1111003		259.46	
<b>NATIONAL REGISTER PUBLISHING CO.</b>	11594	12/20/11	321.45
Account No. Description		Amount	
201-5970600 Invoice # 1051294		321.45	
<b>OFFICE DEPOT</b>	11595	12/20/11	268.47
Account No. Description		Amount	
201-5970100 Invoice # 585208220001		110.06	
201-5970100 Invoice # 286029491001		44.03	
201-5970100 Invoice # 585940453001		44.39	
201-5970100 Invoice # 584945823001		1.83	
201-5970100 Invoice # 583868375001		82.51	
201-5970100 Invoice # 584620185001		-14.35	
<b>OUTSOURCE SOLUTIONS GROUP</b>	11596	12/20/11	27,868.25
Account No. Description		Amount	
201-5920110 Invoice # 13546		27,083.33	
201-5960990 Invoice # 13547		280.00	
201-5960990 Invoice # 13419		504.92	
<b>P C NATION</b>	11597	12/20/11	499.15
Account No. Description		Amount	
201-5970100 Invoice # P050029201018		190.00	
202-5980410 Invoice # P050050301018		309.15	
<b>PADDOCK PUBLICATIONS, INC.</b>	11598	12/20/11	45.00
Account No. Description		Amount	
201-5970620 1 Year Subscription		45.00	
<b>PATRON PROFILES</b>	11599	12/20/11	79.00
Account No. Description		Amount	
201-5970620 Subscription Renewal		79.00	
<b>PITNEY BOWES</b>	11600	12/20/11	164.00
Account No. Description		Amount	
201-5930210 INV # 9954034-NV11		164.00	
<b>PRESTIGE DISTRIBUTION, INC.</b>	11601	12/20/11	2,017.39
Account No. Description		Amount	
201-5970170 Invoice # 4739		1,344.00	
201-5970170 Invoice # 4674		673.39	
<b>R &amp; J UPHOLSTERY</b>	11602	12/20/11	1,400.00
Account No. Description		Amount	
201-5960990 Invoice # 2099		1,400.00	
<b>RANDOM HOUSE INCORPORATED</b>	11603	12/20/11	148.00
Account No. Description		Amount	
201-5970610 Invoice # 1082681835		60.00	
201-5970610 Invoice # 1082633209		88.00	
<b>RECORDED BOOKS, LLC</b>	11604	12/20/11	1,855.10
Account No. Description		Amount	
201-5970610 Invoice # 74453545		97.64	
201-5970610 Invoice # 74443044		176.61	
201-5970610 Invoice # 74441010		556.85	
201-5970610 Invoice # 74437850		1,024.00	
<b>ROSEN PUBLISHING</b>	11605	12/20/11	1,257.35
Account No. Description		Amount	
201-5970600 Invoice # 533929		1,257.35	

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Vendor Name	Chk. No.	Check Date	Amount
RUNCO OFFICE SUPPLY	11606	12/20/11	1,293.94
Account No.		Description	Amount
201-5970100		Invoice # 497039-0	72.74
201-5970100		Invoice # 496757-1	159.98
201-5970100		Invoice # 496400-0	13.05
201-5970100		Invoice # 495879-0	75.35
201-5970100		Invoice # 496597-0	339.90
201-5970100		Invoice # 496212-0	72.99
201-5970100		Invoice # 496757-0	559.93
SANGAMAM PUBLICATIONS, INC.	11607	12/20/11	35.00
Account No.		Description	Amount
201-5970620			35.00
SOMETHING FISHY INC	11608	12/20/11	171.86
Account No.		Description	Amount
201-5960990		Invoice # 0135	171.86
SPORTING CHANCE PRESS, INC.	11609	12/20/11	24.00
Account No.		Description	Amount
201-5970600		Invoice # 815	24.00
STEVEN J. GASSMAN	11610	12/20/11	125.00
Account No.		Description	Amount
201-5960990		December Board Meeting	125.00
TELEVEND SERVICES INCORPORATED	11611	12/20/11	153.10
Account No.		Description	Amount
201-5970100		Invoice # 3094	153.10
THE CHILD'S WORLD	11612	12/20/11	980.35
Account No.		Description	Amount
201-5970600		Invoice # NA113832	980.35
WAREHOUSE DIRECT	11613	12/20/11	36.64
Account No.		Description	Amount
201-5970100		Invoice # 1338855-0	36.64
WASTE MANAGEMENT	11614	12/20/11	158.06
Account No.		Description	Amount
201-5930490		Inv # 4487337-2008-1	158.06
WASTE MANAGEMENT	11615	12/20/11	409.72
Account No.		Description	Amount
201-5930490		Inv # 2439842-2008-3	409.72
WEST GROUP	11616	12/20/11	648.50
Account No.		Description	Amount
201-5970600		Invoice # 823900671	648.50
NEXTEL	50242	11/30/11	860.35
Account No.		Description	Amount
201-5920120		ACH	860.35
CALL ONE	50243	11/30/11	278.54
Account No.		Description	Amount
201-5920120		ACH	278.54
LEVEL(3) COMMUNICATIONS, LLC.	50244	11/30/11	461.12
Account No.		Description	Amount
201-5920120		ACH	461.12
SPRINT	50245	11/30/11	19.23

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DESPLANSLIB

Vendor Name	Account No.	Description	Chk. No.	Check Date	Amount
	201-5920120	ACH			19.23
SPRINT	201-5920120	ACH	50246	11/30/11	16.38
	201-5920120	ACH			16.38
FIRST MIDWEST BANK 504	201-5960065	Check Order	50247	11/30/11	42.42
	201-5960065	Check Order			42.42
WOW! INTERENT CABLE	201-5920120	ACH	50248	11/30/11	116.12
	201-5920120	ACH			116.12
TOTAL					<u>212,125.85</u>

## Director's Report December, 2011

### Collection Development

We are offering a new and useful classroom resource of film documentaries that can be streamed on your computer. Filmmakers Library Online provides over 900 award-winning documentaries on subjects from race and gender studies, human rights, globalization criminal justice, bioethics, health, arts, literature, and more. It presents points of view and historical and current experiences from diverse cultures and traditions world-wide.

### Community Networking

Here are some highlights of programs that were offered to the public in partnership with local organizations.

On Veterans Day the library in conjunction with VFW Post 2992 and the Des Plaines History Center offered the opportunity to experience and honor living history by visiting with a Veteran. Additionally, folks could stop by tables set up on the 2nd, 3rd, or 4th floors to write an encouraging letter of support to a veteran or current member of our armed forces. 136 letters were written.

A Cook County Board of Review representative and representative from State Senator Dan Kotowski's and State Representative Rosemary Mulligan's office were at the library teaching residents of Maine Township how to appeal their property taxes. 87 people attended.

City Nurse Madeline May was at the library taking blood pressure readings and answer questions about diabetes on the first floor. November was American Diabetes Month. Also the City of Des Plaines' Community Social Worker was at the library meeting with residents to discuss their needs and to work with them to find appropriate community resources. 35 people took advantage of these city services.

Oakton Community College offers a beginning computer class in Spanish. 20 people attended.

### Lifelong Learning

New shelving on the 2<sup>nd</sup> and 3<sup>rd</sup> floor highlights popular areas in the collections making materials more accessible and easier to find for the public. The new magazine shelving in Youth Services Department resulted in a 53% increase in circulation over last year.

Over 80 people attended 24 computer classes the Adult Services staff offered for the public in November.

November 12<sup>th</sup> was National Gaming Day at the library. Over 200 people, not just kids but Moms and Dads, Grandma and Grandpas, came to the library and tested out the new

Xbox Kinect, played the Nintendo Wii, battled it out with Pokemon, tried their hand at BINGO, or played a board game.

### **Personnel Highlights**

#### **New Employees**

Jacqueline Dennison, Promotion to Part-Time Readers' Services Assistant, 11/13/2011

Joanna Malecki, Page, 11/14/2011

Harshal Patel, Page, 11/28/2011

Mariela Lopez, Page, 11/28/2011

#### **Resignations**

Casandra Panganiban, Page, 11/9/2011

## 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	Estimated Year Totals	Budgeted Year Totals	Amount Under/Over
<b>Balance Sheet</b>															
Cash Beginning of Month	\$ 2,062,798	\$ 2,429,769	\$ 2,060,419	\$ 2,664,961	\$ 4,343,679	\$ 4,018,814	\$ 3,541,183	\$ 3,148,828	\$ 2,763,843	\$ 2,390,682	\$ 2,819,231	\$ 4,626,627			
Restricted cash donations	124,698	124,786	124,916	125,005	125,091	125,255	125,395	126,426	131,327	131,367	131,407	127,574			
	1,938,100	2,304,983	1,935,503	2,539,956	4,218,588	3,893,559	3,415,788	3,022,401	2,632,516	2,259,315	2,687,824	4,499,053			
<b>Revenue (M-T-D)</b>															
Property Taxes	727,523	90,460	348,474	2,111,326	110,937	30,415	12,971	48,867	22,762	800,195	2,143,805	100,000	\$6,547,735	6,749,096	
Other Revenue	15,869	12,965	16,036	12,322	32,461	32,332	14,546	19,360	53,161	14,768	78,422	49,996	352,238	350,738	
Total Revenue	743,392	103,425	364,510	2,123,648	143,398	62,747	27,517	68,227	75,923	814,963	2,222,227	149,996	6,899,973	7,099,834	(199,681)
<b>Expenses</b>															
Payroll & Benefits	291,418	282,505	287,530	288,418	279,068	412,507	265,281	256,113	275,180	280,666	278,911	413,000	3,612,597	3,889,436	276,839
Commodities	100,713	70,732	83,251	64,479	91,413	59,098	65,673	96,535	51,090	52,173	76,110	75,000	886,267	1,002,205	115,938
Capital	10,057	5,360	(8,371)	5,291	4,841	2,519	10,723	295	1,198	1,155	9,221	3,000	47,289	37,265	9,976
Contracts	191,212	116,125	32,664	78,031	71,749	72,536	85,623	64,601	58,988	59,786	83,427	83,000	999,742	1,029,737	29,995
Other				184	409	204	1,940	200	18,056	15,061	6,915				
202		4,905	35,085				652			314	309	5,000	46,265	48,200	1,935
Adjustments	(216,979)	(6,852)	(670,191)	8,527	20,783	(6,486)	(10,020)	35,468	44,572	(22,741)	(40,062)				
Total Expenses	376,421	472,775	(240,032)	444,930	468,263	540,378	419,872	453,212	449,084	386,414	414,831	383,000			434,683
Net Increase/(Decrease)	366,971	(369,350)	604,542	1,678,718	(324,865)	(477,631)	(392,355)	(384,985)	(373,161)	428,549	1,807,396	(433,004)			
Cash End of Month	2,429,769	2,060,419	2,664,961	4,343,679	4,018,814	3,541,183	3,148,828	2,763,843	2,390,682	2,819,231	4,626,627	4,191,623			
Cash End of Month less restricted cash donations	2,305,071	1,935,633	2,540,045	4,218,674	3,893,723	3,415,928	3,023,433	2,637,417	2,259,355	2,687,864	4,495,220	4,064,049			

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
<b>3M - Service Agreement for self checks, security gates, checkout stations</b>								\$16,956.00 Annual
	3/15/2011	10905	201-5930010		\$16,956.00		\$16,956.00	
	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	
	8/16/2011	11276	201-5980420	399.57			\$399.57	
	12/20/2011	11543	201-5990900	1,302.83			\$1,302.83	
				\$21,689.73	\$16,956.00	\$38,645.73	\$38,645.73	
<b>AUTOMATED LOGIC - Maintenance Agreement for HVAC software and hardware controls</b>								\$9,960.00 Annual
	2/15/2011	10845	201-5930020		\$2,490.00		\$2,490.00	\$2,490.00 Quarterly
	5/18/2011	11056	201-5930020		\$2,490.00		\$2,490.00	
	8/16/2011	11281	201-5930020		\$2,490.00		\$2,490.00	
	11/15/2011	11484	201-5930020		\$2,490.00		\$2,490.00	
	12/20/2011	11553	201-5930020	\$9,165.00			\$9,165.00	
				\$9,165.00	\$9,960.00	\$19,125.00	\$19,125.00	
<b>AWE - Service Agreement for Early Learning Literacy Stations</b>								\$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	
<b>BANC OF AMERICA LEASING - Lease for Copy Machines</b>								\$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	
	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	
	7/19/2011	11206	201-5930210		\$2,005.00		\$2,005.00	
	8/16/2011	11282	201-5930210		\$2,005.00		\$2,005.00	
	9/20/2011	11346	201-5930210		\$2,040.00		\$2,040.00	
	10/18/2011	11426	201-5930210		\$2,005.00		\$2,005.00	

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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.
	11/15/2011	11485	201-5930210		\$2,005.00		\$2,005.00	
	12/20/2011	11554	201-5930210		\$2,005.00		\$2,005.00	
				\$0.00	\$22,090.00	\$22,090.00	\$22,090.00	

**BUSINESS MACHINE AGENTS INC - Service Agreement for Kyocera printers. Includes toner.**

	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	
	9/20/2011	11349	201-5930010		\$640.91			
	9/20/2011	11349	201-5930010		\$846.88		\$1,487.79	
	10/18/2011	11428	201-5930010		\$99.50		\$99.50	
	11/15/2011	11488	201-5930010		\$86.85		\$86.85	
	12/20/2011	11555	201-5930010		\$11.45		\$11.45	
				\$0.00	\$5,900.98	\$5,900.98	\$5,900.98	

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**CHICAGO OFFICE TECHNOLOGY GROUP - Service Agreement for copy machines and Kyocera printers. Includes toner.**

	6/21/2011	11135	201-5930010		\$287.29			.007 per print B/W (copiers)
	6/21/2011	11135	201-5930010		\$1,797.03			.07 per print Color
	6/21/2011	11135	201-5930010		\$776.31		\$2,860.63	\$264.00 Monthly (printers)
	7/19/2011	11212	201-5930010		\$63.06			.0085 per print B/W
	7/19/2011	11212	201-5930010		\$2.93			.085 per print Color
	7/19/2011	11212	201-5930010		\$13.78			
	7/19/2011	11212	201-5930010		\$188.27			
	7/19/2011	11212	201-5930010		\$74.61		\$342.65	
	8/16/2011	11286	201-5930010		\$0.92			
	8/16/2011	11286	201-5930010		\$6.31			
	8/16/2011	11286	201-5930010		\$116.66			
	8/16/2011	11286	201-5930010		\$475.94			
	8/16/2011	11286	201-5930010		\$1,070.07		\$1,669.90	
	9/20/2011	11354	201-5930010		\$965.58			
	9/20/2011	11354	201-5930010		\$257.26			
	9/20/2011	11354	201-5930010		\$263.50			
	9/20/2011	11354	201-5930010		\$766.97			
	9/20/2011	11354	201-5930010		\$263.50			
	9/20/2011	11354	201-5930010		\$1.08			
	9/20/2011	11354	201-5930010		\$16.63			
	9/20/2011	11354	201-5930010		\$126.59		\$2,661.11	



Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	10/18/2011	11431	201-5930010		\$263.50			
	10/18/2011	11431	201-5930010		\$269.96			
	10/18/2011	11431	201-5930010		\$863.63			
	10/18/2011	11431	201-5930010		\$175.25			
	10/18/2011	11431	201-5930010		\$12.94			
	10/18/2011	11431	201-5930010		\$6.16		\$1,591.44	
	11/15/2001	11490	201-5930010		\$105.57			
	11/15/2001	11490	201-5930010		\$263.50			
	11/15/2001	11490	201-5930010		\$6.27			
	11/15/2001	11490	201-5930010		\$250.10			
	11/15/2001	11490	201-5930010		\$827.75			
	11/15/2001	11490	201-5930010		\$128.13			
	11/15/2001	11490	201-5930010		\$21.10		\$1,602.42	
	12/20/2011	11559	201-5930010		\$263.50			
	12/20/2011	11559	201-5930010		\$389.16			
	12/20/2011	11559	201-5930010		\$925.69			
	12/20/2011	11559	201-5930010		\$578.00			
	12/20/2011	11559	201-5930010		\$148.84			
	12/20/2011	11559	201-5930010		\$25.72			
	12/20/2011	11559	201-5930010		\$28.49		\$2,359.40	
					\$13,087.55	\$13,087.55	\$13,087.55	

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**COMPLETE CLEANING COMPANY INC.**

	2/15/2011	10855	201-5930320		\$7,219.00		\$7,219.00	\$87,852.00 Annual \$7,321.00 Monthly
	3/15/2011	10921	201-5930320		\$7,321.00		\$7,321.00	
	4/20/2011	10992	201-5930320		\$7,321.00		\$7,321.00	
	5/18/2011	11065	201-5930320		\$7,321.00		\$7,321.00	
	6/21/2011	11138	201-5930320	\$385.00				
	6/21/2011	11138	201-5930320		\$7,321.00		\$7,706.00	
	7/19/2011	11219	201-5930320		\$7,321.00		\$7,321.00	
				\$385.00	\$43,824.00	\$44,209.00	\$44,209.00	

**CRYSTAL MANAGEMENT & MAINTENANCE SERVICES** Cleaning service

	8/16/2011	11291	201-5930320		\$3,340.00			\$40,080.00 Annual \$3,340.00 Monthly
	8/16/2011	11291	201-5930320	\$198.00				
	8/16/2011	11291	201-5930320		\$3,340.00			
	8/16/2011	11291	201-5930320	\$150.00			\$7,028.00	
	9/20/2011	11360	201-5930020	\$6,190.00			\$6,190.00	
	10/18/2011	11437	201-5930320		\$3,340.00			
	10/18/2011	11437	201-5930320		\$3,340.00		\$6,680.00	

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	11/15/2011	11495	201-5930320		\$3,340.00		\$3,340.00	
	12/20/2011	11564	201-5930020	\$2,160.00				
	12/20/2011	11564	201-5930320		\$3,340.00		\$5,500.00	
				\$8,698.00	\$20,040.00	\$28,738.00	\$28,738.00	
<b>D &amp; B POWER ASSOCIATES - Extended warranty for UPS in 4th floor server room</b>								\$2,696.00 Annual
	4/20/2011	10995	201-5930010		\$2,696.00		\$2,696.00	
					\$2,696.00	\$2,696.00	\$2,696.00	
<b>FIRST SECURITY SYSTEMS, INC - Maintenance Agreement for the Fire Alarm System</b>								\$1,664.00 Annual
	12/20/2011	11573	201-5930020		\$1,600.00		\$1,600.00	
				\$0.00	\$1,600.00	\$1,600.00	\$1,600.00	
<b>IMAGING OFFICE SYSTEMS, INC - Service Agreement for Microfilm Reader/Printers</b>								\$1,495.47 Annual
	4/20/2011	11007	201-5930010		\$1,495.47		\$1,495.47	
				\$0.00	\$1,495.47	\$1,495.47	\$1,495.47	
<b>INTERIOR TROPICAL GARDENS INC - Plant Service</b>								\$1,020.00 Annual
	3/15/2011	10937	201-5960990		\$85.00		\$85.00	
	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		\$85.00		\$85.00	
	7/19/2011	11237	201-5960990		\$85.00		\$85.00	
	8/16/2011	11305	201-5960990		\$85.00		\$85.00	
	9/20/2011	11377	201-5960990		\$85.00		\$85.00	
				\$0.00	\$595.00	\$595.00	\$595.00	
<b>LAUTERBACH &amp; AMEN, LLP - Accounting Services</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	
	7/19/2011	11242	201-5920110		\$1,390.00			
	7/19/2011	11242	201-5920110		\$1,390.00		\$2,780.00	
	8/16/2011	11309	201-5920110		\$1,390.00		\$1,390.00	
	8/31/2011	11383	201-5920110		\$1,390.00		\$1,390.00	
	10/18/2011	11450	201-5920110		\$1,390.00		\$1,390.00	
	12/20/2011	11586	201-5920110		\$1,390.00		\$1,390.00	

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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.
				\$0.00	\$16,035.00	\$16,035.00	\$16,035.00	
<b>LYNGSOE SYSTEMS - Maintenance Agreement for RFID materials handler</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>MCQUAY SERVICE - Maintenance Agreement for HVAC</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	
	8/16/2011	11313	201-5930020		\$24,629.00		\$24,629.00	
	10/18/2011	11458	201-5930020	\$707.00				
	10/18/2011	11458	201-5930020	\$699.25			\$1,406.25	
				\$2,722.05	\$24,629.00	\$27,351.05	\$27,351.05	
<b>OUTSOURCE SOLUTIONS GROUP - IT Services</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	
	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	
	6/21/2011	11175	201-5920110		\$27,083.33			
	6/21/2011	11175	201-5960990	\$485.43			\$27,568.76	
	7/19/2011	11250	201-5960990	\$280.00				
	7/19/2011	11250	201-5960990	\$280.00				
	7/19/2011	11250	201-5960990	\$489.83				
	7/19/2011	11250	201-5930010	\$2,495.00				

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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.
	7/19/2011	11250	201-5920110		\$27,083.33		\$30,628.16	
	8/16/2011	11318	201-5960990	\$280.00				
	8/16/2011	11318	201-5960990	\$280.00				
	8/16/2011	11318	201-5920110		\$27,083.33		\$28,140.41	
	8/16/2011	11318	201-5960990	\$497.08				
	9/20/2011	11392	201-5980420	\$125.99				
	9/20/2011	11392	201-5960990	\$280.00				
	9/20/2011	11392	201-5960990	\$509.12				
	9/20/2011	11392	201-5920110		\$27,083.33		\$27,998.44	
	10/18/2011	11461	201-5920110		\$27,083.33			
	10/18/2011	11461	201-5920110	\$511.58				
	10/18/2011	11461	201-5920110	\$280.00			\$27,874.91	
	11/15/2011	11522	201-5960990	\$280.00				
	11/15/2011	11522	201-5960990	\$485.01				
	11/15/2011	11522	201-5920110		\$27,083.33		\$27,848.34	
	12/20/2011	11596	201-5920110		\$27,083.33			
				\$784.92			\$27,868.25	
				\$15,147.09	\$352,083.29	\$367,230.38	\$367,230.38	

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**PITNEY BOWES - Postage Machine**

\$1,968.00 Annual

	2/15/2011	10889	201-5930210		\$164.00		\$164.00	
	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	
	7/19/2011	11253	201-5930210		\$164.00		\$164.00	
	8/19/2011	11321	201-5930210		\$164.00		\$164.00	
	9/20/2011	11395	201-5930210		\$164.00		\$164.00	
	10/18/2011	11463	201-5930210		\$164.00		\$164.00	
	11/15/2011	11524	201-5930210		\$164.00		\$164.00	
	12/20/2011	11600	201-5930210		\$164.00		\$164.00	
				\$0.00	\$1,804.00	\$1,804.00	\$1,804.00	

**PRO DATA - Payroll Services**

\$9,575.00 Annual

	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	

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	5/31/2011		201-5920110		\$331.46		\$331.46	
	6/13/2011		201-5920110		\$338.20			
	6/27/2011		201-5920110		\$337.70		\$675.90	
	7/11/2011		201-5920110		\$334.05		\$334.05	
	8/16/2011		201-5920110		\$336.45		\$336.45	
	8/22/2011		201-5920110		\$337.90		\$337.90	
	9/6/2011		201-5920110		\$340.60		\$340.60	
	9/23/2011		201-5920110		\$336.45		\$336.45	
	10/7/2011		201-5920110		\$340.10		\$340.10	
	10/21/2011		201-5920110		\$342.50		\$342.50	
	11/4/2011		201-5920110		\$340.55		\$340.55	
	11/14/2011		201-5920110		\$344.70		\$344.70	
	11/28/2011		201-5920110		\$344.20		\$344.20	
	12/12/2011		201-5920110		\$344.60		\$344.60	
				\$0.00	\$7,185.81	\$7,185.81	\$7,185.81	

**REDHAWK SECURITY SYSTEMS - Monitoring company for the Building Alarm System**

\$305.28 Annual

639

	2/15/2011	10891	201-5960990		\$76.32		\$76.32	
	4/20/2011	11033	201-5960990		\$76.32		\$76.32	\$76.32 Quarterly
	7/19/2011	11214	201-5960990		\$76.32		\$76.32	
					\$152.64	\$152.64	\$152.64	

**SCHINDLER ELEVATOR CORPORATION**

\$6,860.00 Annual

	3/15/2011	10963	201-5930020		\$6,859.80		\$6,859.80	
	7/19/2011	11260	201-5930020	\$795.00			\$795.00	
	9/20/2011	11404	201-5930020	\$773.33			\$773.33	
				\$1,568.33	\$6,859.80	\$8,428.13	\$8,428.13	

**SOMETHING FISHY - Aquarium Services**

\$1,440.00 Annual

	3/15/2011	10965	201-5960990	\$90.94				
	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	
	7/19/2011	11261	201-5960990	\$66.97			\$66.97	
	8/16/2011	11329	201-5960990	\$19.49			\$19.49	
	11/15/2011	11532	201-5960990	\$98.97			\$98.97	
	12/20/2011	11608	201-5960990	\$171.86			\$171.86	
				\$610.22	\$1,440.00	\$2,050.22	\$2,050.22	

**TODAY'S BUSINESS SOLUTIONS INC. - Service agreement for public printing and computer reservation system**

\$6,065.00 Annual

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	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	

TRANSWORLD SYSTEMS INC - Collection Agency

\$5,250.00 Annual

\$0.00      \$0.00      \$0.00      \$0.00

UNITED BUSINESS SOLUTIONS\*\* SEE CHIGAGO OFFICE TECHNOLOGY GROUP

.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		\$11.78		\$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			
	5/18/2011	11112	201-5970100		\$11.31			

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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.
	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	

**WASTE MANAGEMENT - Garbage Collection Services**

\$4,004.76 Annual  
\$333.73 Monthly

	2/15/2011	10902	201-5930490		\$132.21			
	2/15/2011	10903	201-5930490		\$349.04		\$481.25	
	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	
	7/19/2011	11266	201-5930490		\$398.44			
	7/19/2011	11267	201-5930490		\$153.15		\$551.59	
	8/16/2011	11332	201-5930490		\$407.65			
	8/16/2011	11333	201-5930490		\$156.62		\$564.27	
	9/20/2011	11412	201-5930490		\$155.62			
	9/20/2011	11413	201-5930490		\$404.92		\$560.54	
	10/18/2011	11474	201-5930490		\$405.55			
	10/18/2011	11475	201-5930490		\$156.46		\$562.01	
	11/15/2011	11535	201-5930490		\$156.75			
	11/15/2011	11536	201-5930490		\$406.35		\$563.10	
	12/20/2011	11614	201-5930490		\$158.06			
	12/20/2011	11615	201-5930490		\$409.72		\$567.78	
				\$0.00	\$5,964.51	\$5,964.51	\$5,964.51	

\$673,932.90

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## November 2011 Statistics Report

CIRCULATION - E-MATERIALS			
THIS MONTH		YEAR TO DATE	
November 2011	623	YTD 2011	5,234
November 2010	259	YTD 2010	2,392
	% Change	140.54%	% Change
			118.81%

CIRCULATION - GENERAL			
THIS MONTH		YEAR TO DATE	
November 2011		YTD 2011	
	TOTAL	98,265	TOTAL
			1,081,782
November 2010		YTD 2010	
	TOTAL	95,544	TOTAL
			1,122,503
	% Change	2.85%	% Change
			-3.63%

COMPUTER			
PUBLIC ACCESS COMPUTERS			
November 2011		YTD 2011	
	TOTAL	7,891	TOTAL
			99,054
November 2010		YTD 2010	
	TOTAL	10,129	TOTAL
			113,577
	% Change	-22.09%	% Change
			-12.79%
WIRELESS			
THIS MONTH		YEAR TO DATE	
November 2011	5621	YTD 2011	50,036
November 2010	3709	YTD 2010	33,653
	% Change	51.55%	% Change
			48.68%
VISITS TO WEBSITE			
November 2011		YTD 2011	
	TOTAL	39,695	TOTAL
			501,958
November 2010		YTD 2010	
	TOTAL	61,194	TOTAL
			649,654
	% Change	-35.13%	% Change
			-22.73%

\*The decrease in this category is due to a switch in the type of numbers reported. In 2010, we reported PAGE VIEWS (or "Hits"), which counted each time a page on the website was hit from internal and external IPs in the category. In 2011, based on board member requests, we switched to reporting VISITS, counting each time the website was entered from internal and external IPs in the category.

UNIQUE VISITORS TO WEBSITE			
November 2011 Unique Visitors	23,547	YTD 2011 Unique Visitors	227,061
November 2010 Unique Visitors	22,510	YTD 2010 Unique Visitors	236,437
	% Change	4.61%	% Change
			-3.97%



<b>DATABASE USAGE</b>			
THIS MONTH		YEAR TO DATE	
November 2011	14,264	YTD 2011	163,912
November 2010	13,744	YTD 2010	135,511
% Change	3.78%	% Change	20.96%

<b>LIBRARY CARD OWNERSHIP</b>			
YTD 2011	33,706	% of Population 2011	57.75%
YTD 2010	33,131	% of Population 2010	57.80%
% Change	1.74%	% Change	1.74%

<b>MEETING ROOM ATTENDANCE</b>			
THIS MONTH		YEAR TO DATE	
November 2011		YTD 2011	
Library Sponsored Prog	1,889	Library Sponsored Prog	15,761
Outside Groups	1,746	Outside Groups	10,341
Public Study Rooms	1,191	Public Study Rooms	10,202
Internal Meetings	50	Internal Meetings	1,487
<b>TOTAL</b>	<b>4,876</b>	<b>TOTAL</b>	<b>37,791</b>
November 2010		YTD 2010	
Library Sponsored Prog	1,200	Library Sponsored Prog	16,814
Outside Groups	784	Outside Groups	10,896
Public Study Rooms	N/A	Public Study Rooms	N/A
Internal Meetings	128	Internal Meetings	2,159
<b>TOTAL</b>	<b>2,112</b>	<b>TOTAL</b>	<b>29,869</b>
% Change	130.87%	% Change	26.52%

Note: Increase due to Public Study Rooms now being counted.

<b>MEETING ROOM BOOKINGS</b>			
THIS MONTH		YEAR TO DATE	
November 2011		YTD 2011	
Library Sponsored Prog	57	Library Sponsored Prog	1,067
Outside Groups	49	Outside Groups	708
Public Study Rooms	582	Public Study Rooms	1,222
Internal Meetings	5	Internal Meetings	13
<b>TOTAL</b>	<b>693</b>	<b>TOTAL</b>	<b>3,010</b>
November 2010		YTD 2010	
Library Sponsored Prog	19	Library Sponsored Prog	733
Outside Groups	29	Outside Groups	662
Public Study Rooms	N/A	Public Study Rooms	N/A
Internal Meetings	16	Internal Meetings	N/A
<b>TOTAL</b>	<b>64</b>	<b>TOTAL</b>	<b>1,395</b>
% Change	982.81%	% Change	115.77%

Note: Increase due to Public Study Rooms now being counted.

<b>OUTREACH</b>			
THIS MONTH		YEAR TO DATE	
November 2011		YTD 2011	
<b>TOTAL</b>	<b>810</b>	<b>TOTAL</b>	<b>10,789</b>
November 2010		YTD 2010	
<b>TOTAL</b>	<b>1,036</b>	<b>TOTAL</b>	<b>9,908</b>
% Change	-22%	% Change	9%

<b>PATRON ASSISTANCE</b>			
THIS MONTH		YEAR TO DATE	
November 2011		YTD 2011	
TOTAL		23,372	TOTAL N/A

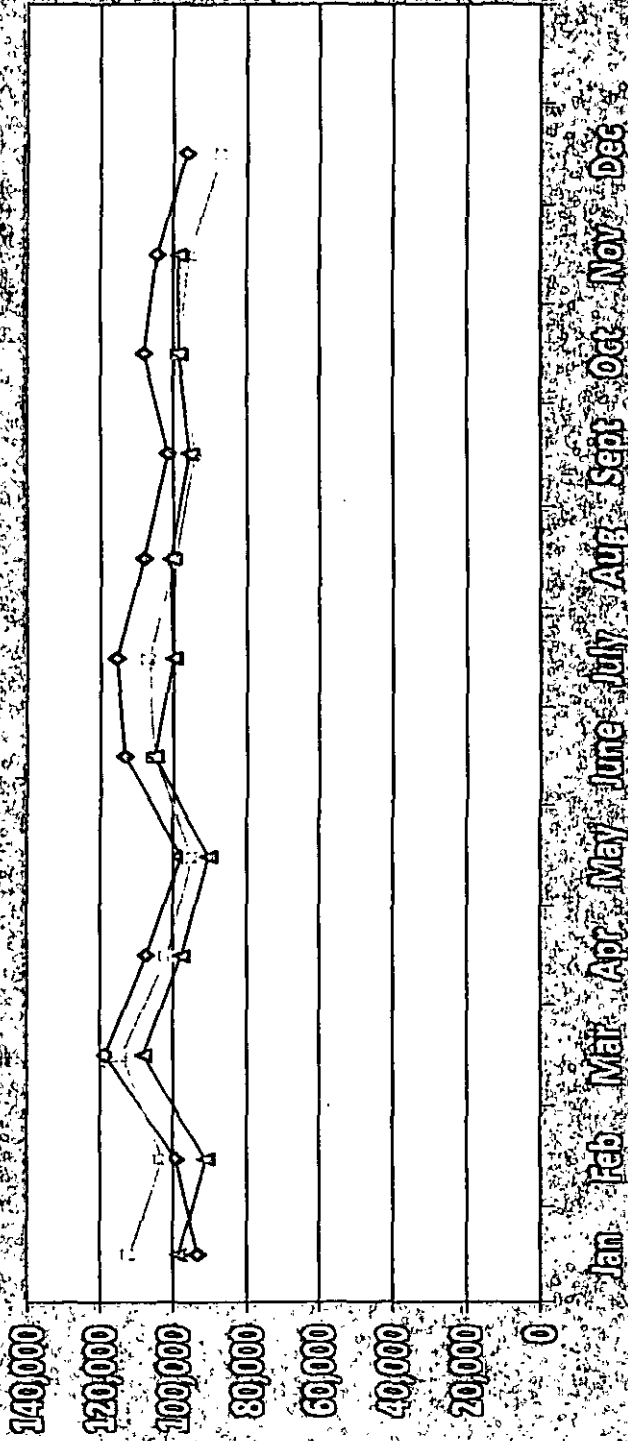
NOTES: Starting in October 2011, we implemented a new, uniform process for recording assistance numbers.

<b>PATRON ATTENDANCE</b>			
THIS MONTH		YEAR TO DATE	
November 2011		46,365	554,377
November 2010		47,122	534,850
% Change		-1.61%	3.65%

# Circulation Statistics 2009 - 2011

Des Plaines  
Public Library

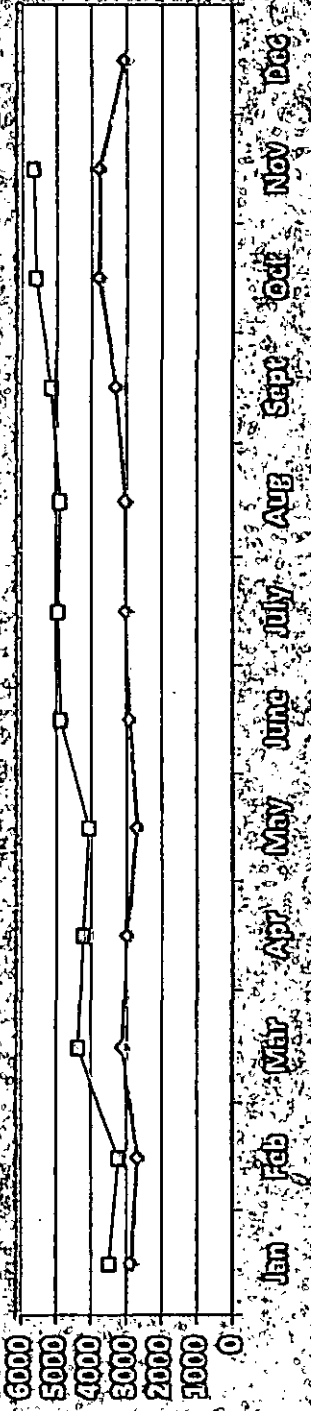
Jan-Dec 2009 (1,261,249)  
 Jan-Dec 2010 (1,209,024)  
 Jan-Nov 2011 (1,081,782)



# Computer Use - Wireless

Des Plaines Public Library

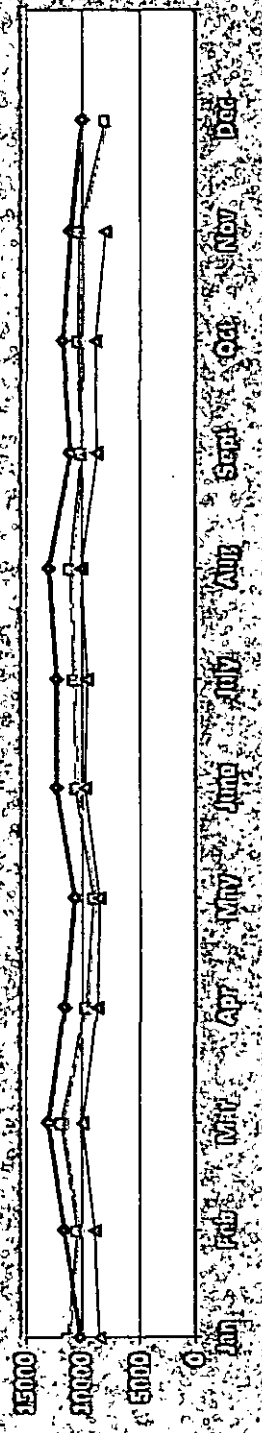
◆ Jan - Dec 2010 (36,663)  
 □ Jan - Nov 2011 (50,036)



# Computer Use - Wired

Des Plaines Public Library

◆ Jan-Dec 2009 (136,917)  
 □ Jan-Dec 2010 (121,272)  
 ▲ Jan-Nov 2011 (99,045)





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

- Progress Report
- Response Requested by \_\_\_\_\_
- Board Action Required 12/20/2011

BOARD OF TRUSTEES  
 Minutes of the Management Committee Meeting  
 December 7, 2011

Chair: Jeff Rozovics.

Present: Jeff Rozovics, Rich Pope, George Magerl, Steve Mokry, Dion Kendrick, Holly Richards Sorensen, Carol Kidd, Roberta Johnson, Heather Imhoff, Susan Farid, Jo Bonell.

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

MOTION by Rich Pope, seconded Jeff Rozovics, by to accept the agenda, as presented. VOTE: Ayes: All. NAYS: None. MOTION CARRIED.

*Roberta Johnson explained changes made to the Collection Development and Management Policy.*

MOTION by Rich Pope, seconded by Jeff Rozovics, to accept changes made to the Collection Development and Management Policy, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Rich Pope, seconded by Jeff Rozovics, to accept changes made to General Regulations, C-1, Registration Eligibility, C-2, Material Loan Periods, C-3, Overdue Fines, C-4, Lost or Damaged Materials, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Rich Pope, seconded by Jeff Rozovics, to accept changes made to Personnel Policies, Section D, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Rich Pope, seconded by Jeff Rozovics, to add additional circulation statistics material to the board packet monthly and year-to-date. VOTE: AYES: All. NAYS: None.  
MOTION CARRIED.

MOTION by Rich Pope, seconded by Jeff Rozovics, to adjourn the meeting.

The meeting adjourned at 6:53p.m.

Minutes prepared by Carol Kidd



Des Plaines  
Public Library

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847-827-5551 phone  
847-827-7974 fax

## RESOLUTION

2012 appropriation and 2011 Levy for Library Purposes  
Des Plaines Public Library, Des Plaines, Illinois

WHEREAS, The Board of Library Trustees of the Des Plaines Public Library of Des Plaines, Illinois, has at an open and public meeting held on September 20, 2011 considered the financial requirements of the said Public library for the fiscal year commencing January 1, 2012; and

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

WHEREAS, said Board has further determined the amount of money of which, in its judgment, it will be necessary to levy for library purposes in the 2011 annual tax levy ordinance to be enacted by the City Council of the City of Des Plaines.

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

1. THAT the amount of money, which in its judgment it will be necessary to levy for library purposes in the 2011 annual tax levy ordinance and for collection and deposit in the library fund is \$6,359,096.
2. AND THAT the Library will control its expenditures so that the expenditures do not exceed actual income during FY2012.
3. THAT the Secretary of the Board file a certified copy of this resolution with the City Clerk of the City of Des Plaines, Illinois.

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Des Plaines  
Public Library

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847-827-5551 phone  
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**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**EXECUTIVE COMMITTEE MEETING**

**TUESDAY, NOVEMBER 15, 2011**

**6:45 PM**

**Conference Room – Second Floor**

**Agenda:**

- **Approval of the Minutes of the November 2, 2011 Meeting**

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.



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**DES PLAINES PUBLIC LIBRARY  
BOARD OF TRUSTEES**

Agenda for the Meeting of the Executive Committee  
November 15, 2011  
6:45 PM

- I. Call to order.
- II. Roll call.
- III. Approval of the Minutes of the Executive Committee – November 2, 2011.  
[Action Item]
- IV. Adjournment.



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Public Library**

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**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, NOVEMBER 15, 2011**

**7:00 PM**

**Conference Room – Second Floor**

**Agenda:**

- **Discuss Increasing Fines for Additional Revenue for 2012**

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DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting  
**November 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 – October 18, 2011.
  - B. Acceptance of Financial Reports for October 2011.
  - D. Acceptance of Reports.
    1. Director's Report – Holly Richards Sorensen.

- VIII. New Business.
  - A. Approve Payment of Vendor Checks Report - \$197,811.68. [Action Item]
  - B. Discuss Purchase of Sound and Video Equipment to Broadcast Library Board Meetings. [Action Item]
  - C. Discuss Increasing Fines for Additional Revenue for 2012. [Action Item]
  
- IX. Announcements.
  - A. 2011 ILA Conference Report – George Magerl and Gene Fregetto.
  - B. Trustee Meet & Greet.
  
- X. Correspondence.
  
- XI. Executive Session – To Discuss
  - A. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee.
  
- XII. (Regular Session) Action.
  - A. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee. [Action Item]
  
- XIII. Adjournment.

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



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Public Library

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BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
October 18, 2011

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, October 18, 2011. President George Magerl called the meeting to order at 7:01p.m.

ROLL CALL.

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

Also present: Holly Richards Sorensen, Roberta Johnson, Carol Kidd, Heather Imhoff, Jo Bonell, Stephanie Spetter, Susan Farid, Alderman Robinson, Myrtle Klebe, Steve Antonoff, Vincent Rangel, Richard Post.

PLEDGE OF ALLEGIANCE.

OATH OF OFFICE

Vincent Rangel and Richard Post took the oath of office.

CONSIDERATION OF THE AGENDA.

President Magerl asked to remove from XII. Announcements. A. 2011 ILA Conference Report from the agenda.

MOTION by Susan Moylan Krey, seconded Steve Mokry, to accept the agenda, as amended. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PRESENTATION – Myrtle Klebe and John Robinson.

President Magerl and Director Sorensen thanked Myrtle Klebe and Alderman John Robinson for their service to the community by serving on the library board.

## PUBLIC COMMENTS AND QUESTIONS

None.

## CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson

Alderman Wilson was not in attendance.

## CONSENT AGENDA

Dion Kendrick asked to remove D. Acceptance of Reports from the Consent Agenda.

MOTION by Jennifer Tsalapatani, seconded by Jeff Rozovics, to approve the Consent Agenda, as amended. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Kendrick asked for more statistical information, including graphs, to be included in the monthly board packet.

MOTION by Dion Kendrick, seconded by Gene Fregetto, to approve D. Acceptance of Report, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## UNFINISHED BUSINESS

MOTION by Steve Mokry, seconded by Gene Fregetto, to approve the 2011 – 2013 Strategic Plan, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## MOBILE LIBRARY REPORT

Director Sorensen reported how library staff will publicize the stoppage of mobile library service in 2012. A sample handout was distributed to the board giving information on services available at the main library.

## NEW BUSINESS

MOTION by Dion Kendrick, seconded by Vincent Rangel, to approve the payment of vendor checks in the amount of \$178,628.10, as listed on the vendor checks report of September 2011 and authorize the Library Director to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Magerl, Mokry, Pope, Rangel, Rozovics, Tsalapatani. NAYS: None. MOTION CARRIED.

President Magerl suggested a new procedure for the annual review of the library director. The Executive Committee (President, Vice President, Treasurer) will meet in Executive Session to prepare a review for the Library Director and then make a recommendation to the board in Executive Session at their next regular board meeting.

MOTION by Vince Rangel, seconded by Dion Kendrick, to approve the new procedure for evaluating the library director. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Susan Moylan Krey, seconded by Dion Kendrick, to approve library closings through January 2013. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Director Sorensen asked for board approval to declare a Kyocera Copier surplus property.

MOTION by Steve Mokry, seconded by Jennifer Tsalapatani, to declare a Kyocera copier surplus property and to offer the copier to the City of Des Plaines for right of first refusal and then to donate or discard because of safety issues or conditions. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Fregetto reported that he, with the assistance of library staff, applied for and received a Civic Engagement Grant from the University of Illinois at Chicago. The grant is in the amount of \$20,000 and will be used to work with the community to discover their information habits and needs.

#### ANNOUNCEMENTS

Trustee Rozovics and Trustee Tsalapatani will be in attendance at their Ward meetings and Trustees Mokry, Tsalapatani, Fregetto and Rangel will attend a Meet and Greet at the library on November 2.

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

Meeting adjourned at 8:09 p.m.

Minutes prepared Carol Kidd.



**Lauterbach & Amen, LLP**

27W457 Warrenville Road, Warrenville, IL 60555-3902

Certified Public Accountants

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

November 8, 2011

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

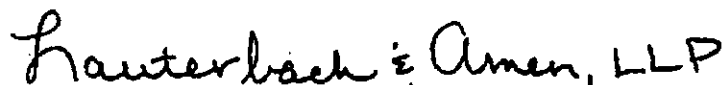
We have compiled the accompanying modified cash basis balance sheet of the Des Plaines Public Library as of October 31, 2011 and the related modified cash basis statements of revenues, expenditures and changes in fund balance for the ten months then ended, and the accompanying other supplementary information 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 &amp; AMEN, LLP

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

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102009 - Cash Payroll #8100292278	<u>31,154.88</u> <u>31,154.88</u>
201-1102015 - First Midwest Operating #8100292260	195,954.46
202-1102015 - First Midwest Operating #8100292260	<u>1,247.86</u> <u>197,202.32</u>
201-1102028 - Cash Library Donations	<u>28,194.94</u> <u>28,194.94</u>
201-1102073 - Cash IL - Epay #151600222104	<u>31,186.19</u>
201-1102078 - Cash IL - Epay Library	<u>7,989.24</u>
201-1102079 - IL Funds - 151600222591	2,308,949.33
202-1102079 - IL Funds - 151600222591	<u>110,882.50</u> <u>2,419,831.83</u>
201-1104006 - Investments - Certificates of Deposit	<u>103,171.60</u>
<b>Total Invested</b>	<u><u>2,819,231.00</u></u>

November 8, 2011

**Des Plaines Public Library**  
**Balance Sheet as of October 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
1102009 - Cash Payroll #8100292278	30,584.12	570.76	31,154.88
1102015 - First Midwest Operating #8100292260	327,847.46	(131,893.00)	195,954.46
1102028 - Cash Library Donations	28,193.74	1.20	28,194.94
1102073 - Cash IL - Epay 151600008073	28,380.61	2,805.58	31,186.19
1102076 - IL Funds - Library # 15160221288	(3.46)	3.46	0.00
1102078 - Cash IL - Epay Library	7,548.80	440.44	7,989.24
1102079 - IL Funds - 151600222591	1,752,367.23	556,582.10	2,308,949.33
1104006 - Investments - Certificates of Deposit	103,133.45	38.15	103,171.60
1118000 - Receivable - Property Taxes	6,434,105.06	0.00	6,434,105.06
	<u>8,712,657.01</u>	<u>428,548.69</u>	<u>9,141,205.70</u>
<b><u>Liabilities and Fund Balance</u></b>			
<b><u>Liabilities</u></b>			
2401000 - Accounts Payable	147,736.55	22,426.82	170,163.37
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>6,809,829.82</u>	<u>22,426.82</u>	<u>6,832,256.64</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>9,145,307.87</u>	<u>22,426.82</u>	<u>9,167,734.69</u>
<b>Excess Revenues Over Expenses</b>	<u>(432,650.86)</u>	<u>406,121.87</u>	<u>(26,528.99)</u>

November 8, 2011

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

Capital Projects Fund

Assets

1102015 - First Midwest Operating #8100292260	1,244.27	3.59	1,247.86
1102076 - IL Funds - Library # 15160221288	3.59	(3.59)	0.00
1102079 - IL Funds - 151600222591	110,882.50	0.00	110,882.50
	<u>112,130.36</u>	<u>0.00</u>	<u>112,130.36</u>

Liabilities and Fund Balance

Liabilities

2401000 - Accounts Payable	0.00	314.24	314.24
	<u>0.00</u>	<u>314.24</u>	<u>314.24</u>

Fund Balance

3730000 - Fund Balance - Unreserved	152,772.91	0.00	152,772.91
<b>Total Liabilities and Fund Balance</b>	<u>152,772.91</u>	<u>314.24</u>	<u>153,087.15</u>
<b>Excess Revenues Over Expenses</b>	<u>(40,642.55)</u>	<u>(314.24)</u>	<u>(40,956.79)</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>

November 8, 2011

**Des Plaines Public Library**  
**Balance Sheet as of October 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>(413,456.00)</u>	<u>0.00</u>	<u>(413,456.00)</u>
	<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>

November 8, 2011

**Des Plaines Public Library  
Revenue Report  
For the 10 Months Ended October 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	57,081.19	250,000.00	192,918.81	22.83
4810027 - Property Taxes 2010	800,195.37	4,246,850.98	6,499,096.00	2,252,245.02	65.35
	<u>800,195.37</u>	<u>4,303,932.17</u>	<u>6,749,096.00</u>	<u>2,445,163.83</u>	<u>63.77</u>
<b><u>Intergovernmental</u></b>					
4810800 - Personal Property Replacement Tax	0.00	69,741.00	92,988.00	23,247.00	75.00
4822040 - State Grant - Per Capita	0.00	0.00	56,000.00	56,000.00	0.00
4822095 - State Grant - Library	0.00	4,000.00	0.00	(4,000.00)	0.00
	<u>0.00</u>	<u>73,741.00</u>	<u>148,988.00</u>	<u>75,247.00</u>	<u>49.49</u>
<b><u>Fines &amp; Fees</u></b>					
4850101 - Library Fees	311.00	3,152.87	4,300.00	1,147.13	73.32
4850102 - Library Fines	6,199.06	60,164.69	128,000.00	67,835.31	47.00
4850103 - Library Fines / Credit Card	3,250.20	30,998.74	15,000.00	(15,998.74)	206.66
4850201 - Copying Fee	2,764.75	21,727.74	25,000.00	3,272.26	86.91
4850202 - Damaged Materials	130.10	829.13	450.00	(379.13)	184.25
4850203 - Lost Materials	572.31	4,897.10	7,000.00	2,102.90	69.96
4850205 - Bags	68.00	605.65	1,000.00	394.35	60.57
4850207 - Non-Res Cards	220.50	1,717.50	2,000.00	282.50	85.88
	<u>13,515.92</u>	<u>124,093.42</u>	<u>182,750.00</u>	<u>58,656.58</u>	<u>67.90</u>
<b><u>Other Revenue</u></b>					
4890010 - Interest Income	128.67	1,855.16	3,500.00	1,644.84	53.00
4890050 - Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00
4899900 - Miscellaneous Revenue	1,123.13	18,196.92	14,000.00	(4,196.92)	129.98
4899920 - Library Donations	0.00	5,931.84	500.00	(5,431.84)	118.67
	<u>1,251.80</u>	<u>25,983.92</u>	<u>18,000.00</u>	<u>(7,983.92)</u>	<u>144.36</u>
<b>Total Library Fund</b>	<u>814,963.09</u>	<u>4,527,750.51</u>	<u>7,099,834.00</u>	<u>2,572,083.49</u>	<u>63.77</u>

November 8, 2011

**Des Plaines Public Library  
Revenue Report  
For the 10 Months Ended October 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><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>202,500.00</u></u>	<u><u>202,500.00</u></u>	<u><u>0.00</u></u>
<b>Total of All Funds</b>	<u><u>814,963.09</u></u>	<u><u>4,527,750.51</u></u>	<u><u>7,302,334.00</u></u>	<u><u>2,774,583.49</u></u>	<u><u>62.00</u></u>

November 8, 2011

**Des Plaines Public Library**  
**Expense Report**  
**For the 10 Months Ended October 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	(322,173.62)	1,607,989.74	2,024,433.00	416,443.26	79.43
5910200 - Temporary Wages	611,629.66	611,629.66	883,343.00	271,713.34	69.24
5910400 - Non - Supervisory Overtime	0.00	0.00	500.00	500.00	0.00
5910500 - Vacation Pay	(45,537.21)	0.00	0.00	0.00	0.00
5910600 - Sick Pay	(17,103.07)	0.00	0.00	0.00	0.00
5910700 - Holiday Pay	(15,427.78)	0.00	0.00	0.00	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>211,387.98</u>	<u>2,219,619.40</u>	<u>2,911,776.00</u>	<u>692,156.60</u>	<u>76.23</u>
<b>Benefits</b>					
5918010 - Unemployment Compensation	2,532.77	14,283.78	31,000.00	16,716.22	46.08
5918020 - Employer Contribution - FICA	15,667.19	164,848.78	222,599.00	57,750.22	74.06
5918021 - Employer Contribution - IMRF	22,119.46	232,252.94	308,526.00	76,273.06	75.28
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	18,626.66	192,719.04	269,057.00	76,337.96	71.63
5918051 - HMO Insurance Premiums	7,347.00	64,332.03	99,504.00	35,171.97	64.65
5918055 - Dental Insurance Premiums	1,928.14	19,240.22	23,478.00	4,237.78	81.95
5918070 - Workers Compensation	1,056.62	10,799.70	9,500.00	(1,299.70)	113.68
5918085 - RHS Plan Payout	0.00	0.00	10,000.00	10,000.00	0.00
	<u>69,277.84</u>	<u>699,066.49</u>	<u>977,660.00</u>	<u>278,593.51</u>	<u>71.50</u>
<b>Contractual Services</b>					
5920100 - Legal Fees	117.00	2,349.59	10,000.00	7,650.41	23.50
5920105 - Costs of Litigation	0.00	0.00	1,000.00	1,000.00	0.00
5920110 - Professional Services	27,765.93	324,925.49	365,000.00	40,074.51	89.02
5920120 - Communication Services	3,705.33	31,726.89	33,800.00	2,073.11	93.87
5920140 - Data Processing Services	4,425.76	60,614.62	78,000.00	17,385.38	77.71
5920202 - Conferences	100.00	693.95	1,000.00	306.05	69.40
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	1,440.00	1,000.00	(440.00)	144.00
5920225 - Licensing/Titles	0.00	110.00	0.00	(110.00)	0.00
5920230 - Publication of Notices	0.00	278.05	2,000.00	1,721.95	13.90
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	1,877.00	30,924.00	25,000.00	(5,924.00)	123.70
5930010 - R&M Equipment	1,249.25	123,158.72	125,757.00	2,598.28	97.93
5930020 - R&M Buildings & Structures	4,600.93	72,966.34	124,080.00	51,113.66	58.81
5930030 - R&M Vehicles	830.50	8,290.43	8,250.00	(40.43)	100.49
5930195 - Book Binding & Repair	0.00	301.80	1,000.00	698.20	30.18
5930210 - Rental of Equipment	2,169.00	23,730.00	27,000.00	3,270.00	87.89
5930320 - Cleaning/Custodial Services	3,340.00	63,501.00	92,500.00	28,999.00	68.65
5930490 - Refuse Contract	563.10	5,881.96	6,000.00	118.04	98.03
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00

See Accountants' Compilation Report



November 8, 2011

**Des Plaines Public Library  
Expense Report  
For the 10 Months Ended October 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	5.76	178.07	500.00	323.93	35.21
5960070 - Travel Expense	51.23	321.42	500.00	178.58	64.28
5960210 - Special Event Programming	1,608.41	23,021.53	31,000.00	7,978.47	74.26
5960990 - Misc. Contractual Services	7,376.47	53,012.16	95,600.00	42,587.84	55.45
	<u>59,785.67</u>	<u>831,315.02</u>	<u>1,029,737.00</u>	<u>198,421.98</u>	<u>80.73</u>
<b><u>Commodities</u></b>					
5970100 - Office Supplies	5,430.52	59,232.21	107,800.00	48,567.79	54.95
5970110 - Meals	0.00	977.38	2,100.00	1,122.62	46.54
5970115 - Supplies - Dept/Other	0.00	0.00	0.00	0.00	0.00
5970170 - Janitorial	706.35	17,022.79	30,900.00	13,877.21	55.09
5970260 - Postage & Parcel	683.75	10,909.33	25,000.00	14,090.67	43.64
5970270 - Printing -Reproduction-Binding	0.00	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	837.00	4,079.76	6,000.00	1,920.24	68.00
5970600 - Books	24,328.63	333,380.43	401,805.00	68,424.57	82.97
5970610 - Audio Materials	9,188.51	61,555.66	90,200.00	28,644.34	68.24
5970620 - Subscriptions & Books	36.03	37,889.84	69,500.00	31,610.16	54.52
5970630 - Visual Materials	8,623.56	86,214.13	111,000.00	24,785.87	77.67
5970640 - Automated Reference Materials	1,500.00	104,019.34	128,900.00	24,880.66	80.70
5970810 - Natural Gas	544.46	14,398.38	18,000.00	3,601.62	79.99
5970820 - Electricity	0.00	0.00	500.00	500.00	0.00
5970840 - Diesel	294.11	2,179.07	2,000.00	(179.07)	108.95
5970850 - Gasoline	0.00	622.18	500.00	(122.18)	124.44
5970900 - Equipment < \$5,000	0.00	1,678.45	2,000.00	321.55	83.92
	<u>52,172.92</u>	<u>735,157.37</u>	<u>1,002,205.00</u>	<u>267,047.63</u>	<u>73.35</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	0.00	6,001.36	6,500.00	498.64	92.33
5980420 - Computer Software	1,155.00	19,550.11	33,465.00	13,914.89	58.42
5980600 - Furniture & Fixtures	0.00	7,514.55	17,300.00	9,785.45	43.44
	<u>1,155.00</u>	<u>33,066.02</u>	<u>57,265.00</u>	<u>24,198.98</u>	<u>57.74</u>
<b><u>Other Funding Activities</u></b>					
5990900 - Per Capita Grant Expenditures	11,119.73	14,511.67	56,000.00	41,488.33	25.91
5990901 - I Lead U Grant Expenditures	3,942.08	3,942.08	0.00	(3,942.08)	0.00
5990935 - Trans to D/S - 2002A Bond	0.00	17,601.45	23,469.00	5,867.55	75.00
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>15,061.81</u>	<u>36,055.20</u>	<u>354,469.00</u>	<u>318,413.80</u>	<u>10.17</u>
<b>Total Library Fund Expenditures</b>	<u>408,841.22</u>	<u>4,554,279.50</u>	<u>6,333,112.00</u>	<u>1,778,832.50</u>	<u>71.91</u>

November 8, 2011

**Des Plaines Public Library**  
**Expense Report**  
**For the 10 Months Ended October 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>314.24</u>	<u>40,956.79</u>	<u>48,200.00</u>	<u>7,243.21</u>	<u>84.97</u>
	<u>314.24</u>	<u>40,956.79</u>	<u>48,200.00</u>	<u>7,243.21</u>	<u>84.97</u>
<b>Total Capital Projects Fund Expenditures</b>	<u>314.24</u>	<u>40,956.79</u>	<u>48,200.00</u>	<u>7,243.21</u>	<u>84.97</u>
<b>Total of All Funds</b>	<u>409,155.46</u>	<u>4,595,236.29</u>	<u>6,381,312.00</u>	<u>1,786,075.71</u>	<u>72.01</u>

Des Plaines Public Library  
Check Register

Check Number	Check Date	Payee	Amount
Checks			
10058	10/31/11	LEXICON MARKETING, LLC	-941.00
10508	10/31/11	BANC OF AMERICA LEASING	-2,005.00
11455	10/18/11	MARSHALL CAVENDISH CORPORATION	-140.97
11470	10/18/11	STANDARD & POOR'S	-4,229.26
11477	11/15/11	BAKER & TAYLOR	20,886.04
11478	11/15/11	BANKCARD SERVICES	8,028.94
11479	11/15/11	MIDWEST TAPE	10,150.87
11480	11/15/11	MIDWEST TAPE	7,515.63
11481	11/15/11	ABC-CLIO, INC.	192.17
11482	11/15/11	AMAZON	869.60
11483	11/15/11	AMERICAN BANKERS INSURANCE CO. of FL	1,877.00
11484	11/15/11	AUTOMATED LOGIC	2,490.00
11485	11/15/11	BANC OF AMERICA LEASING	2,005.00
11486	11/15/11	BISHOP PLUMBING, INC.	723.85
11487	11/15/11	BLACKSTONE AUDIO INC	76.99
11488	11/15/11	BUSINESS MACHINE AGENTS INC.	86.85
11489	11/15/11	CHICAGO BRONZE	650.00
11490	11/15/11	CHICAGO OFFICE TECHNOLOGY GROUP	1,602.42
11491	11/15/11	CITY OF DES PLAINES	294.11
11492	11/15/11	CITY OF DES PLAINES, PUBLIC WORKS	837.00
11493	11/15/11	COOPERATIVE COMPUTER SERVICES	5,740.74
11494	11/15/11	CRIMSON MULTIMEDIA DIST., INC.	324.06
11495	11/15/11	CRYSTAL MANAGEMENT & MAINT. SERVICES	3,340.00
11496	11/15/11	D & B	1,609.00
11497	11/15/11	D & Z HOUSE OF BOOKS INCORPORATED	1,011.85
11498	11/15/11	DELL MARKETING LP	314.24
11499	11/15/11	DEMCO EDUCATIONAL CORP	2,867.76
11500	11/15/11	EVOLUTION MARKETING GROUP INC	1,331.98
11501	11/15/11	FEDERAL EXPRESS	16.66
11502	11/15/11	FINDAWAY WORLD LLC	149.98
11503	11/15/11	FIRE EQUIPMENT COMPANY	50.40
11504	11/15/11	GALE	1,087.22
11505	11/15/11	GRAINGER	429.68
11506	11/15/11	HARRIS INFOSOURCE	208.00
11507	11/15/11	ILLINOIS DEPT OF EMPLOYMENT SECURITY	2,403.00
11508	11/15/11	ILLINOIS LIBRARY ASSOCIATION	225.00
11509	11/15/11	INFOGROUP, LIBRARY DIVISION	830.00
11510	11/15/11	JOHN LAVALIE	51.23
11511	11/15/11	KANTOLA PRODUCTIONS, LLC.	414.00
11512	11/15/11	KLEIN, THORPE & JENKINS, LTD.	117.00
11513	11/15/11	LACONI	15.00
11514	11/15/11	LIMRiCC	36,743.22
11515	11/15/11	MARY EDSEY	200.00
11516	11/15/11	MATTHEW BENDER & COMPANY INC	127.46
11517	11/15/11	MCHENRY PUBLIC LIBRARY DISTRICT	10.00
11518	11/15/11	MENARDS	107.84
11519	11/15/11	MIDCO INC.	1,155.00
11520	11/15/11	OCLC, INC.	11,000.00
11521	11/15/11	OFFICE DEPOT	132.12
11522	11/15/11	OUTSOURCE SOLUTIONS GROUP	27,848.34
11523	11/15/11	PETRA VAN NUIS	600.00
11524	11/15/11	PITNEY BOWES	164.00
11525	11/15/11	PRESTIGE DISTRIBUTION, INC.	706.35
11526	11/15/11	PURCHASE POWER	667.09
11527	11/15/11	R & J UPHOLSTERY	2,800.00
11528	11/15/11	RANDOM HOUSE INCORPORATED	84.00
11529	11/15/11	RECORDED BOOKS, LLC	1,500.00
11530	11/15/11	RUNCO OFFICE SUPPLY	45.57
11531	11/15/11	SCHMAUS CASH REGISTER COMPANY	250.00
11532	11/15/11	SOMETHING FISHY INC	98.97
11533	11/15/11	STANDARD & POOR'S	3,418.78

Des Plaines Public Library  
Check Register

Check Number	Check Date	Payee	Amount
11534	11/15/11	STANDBY ELECTRICAL SYSTEMS	907.00
11535	11/15/11	WASTE MANAGEMENT	156.75
11536	11/15/11	WASTE MANAGEMENT	406.35
11537	11/15/11	WEST GROUP	400.50
11538	11/15/11	STEVEN J. GASSMAN	125.00
50227	10/31/11	IMRF	30,400.51
50228	10/31/11	NEXTEL	860.62
50229	10/31/11	CALL ONE	279.93
50230	10/31/11	AT&T	460.76
50231	10/31/11	AT&T	466.11
50232	10/31/11	McLEOD USA	300.89
50233	10/31/11	McLEOD USA	300.99
50234	10/31/11	COMCAST CABLE	220.97
50235	10/31/11	COMCAST CABLE	220.96
50236	10/31/11	LEVEL(3) COMMUNICATIONS, LLC.	442.61
50237	10/31/11	NICOR GAS	131.19
50238	10/31/11	NICOR GAS	413.27
50239	10/31/11	SPRINT	19.12
50240	10/31/11	SPRINT	16.25
50241	10/31/11	WOW! INTERENT CABLE	116.12
Total checks	81		Total <u>197,811.68</u>

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
MARSHALL CAVENDISH CORPORATION	11455	10/18/11	-140.97
Account No. Description		Amount	
201-5970600 VOIC CK# 11455		-140.97	
STANDARD & POOR'S	11470	10/18/11	-4,229.26
Account No. Description		Amount	
201-5970600 VOID CK # 11470		-4,229.26	
		Subtotal	<u>-4,370.23</u>
AT&T	50230	10/31/11	460.76
Account No. Description		Amount	
201-5920120 ACH		460.76	
AT&T	50231	10/31/11	466.11
Account No. Description		Amount	
201-5920120 ACH		466.11	
BANC OF AMERICA LEASING	10508	10/31/11	-2,005.00
Account No. Description		Amount	
201-5930010 VOID CK# 10508		-2,005.00	
CALL ONE	50229	10/31/11	279.93
Account No. Description		Amount	
201-5920120 ACH		279.93	
COMCAST CABLE	50234	10/31/11	220.97
Account No. Description		Amount	
201-5920120 ACH		220.97	
COMCAST CABLE	50235	10/31/11	220.96
Account No. Description		Amount	
201-5920120 ACH		220.96	
IMRF	50227	10/31/11	30,400.51
Account No. Description		Amount	
201-2401002 10/2011 ER IMRF Contrib		22,119.46	
201-2401002 10/2011 EE IMRF Contrib		8,281.05	
LEVEL(3) COMMUNICATIONS, LLC.	50236	10/31/11	442.61
Account No. Description		Amount	
201-5920120 ACH		442.61	
LEXICON MARKETING, LLC	10058	10/31/11	-941.00
Account No. Description		Amount	
201-5970600 VOIC CK# 10058		-941.00	
McLEOD USA	50232	10/31/11	300.89
Account No. Description		Amount	
201-5920120 ACH		300.89	
McLEOD USA	50233	10/31/11	300.99
Account No. Description		Amount	
201-5920120 ACH		300.99	
NEXTEL	50228	10/31/11	860.62
Account No. Description		Amount	
201-5920120 ACH		860.62	
NICOR GAS	50237	10/31/11	131.19
Account No. Description		Amount	
201-5970810 ACH		131.19	

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
NICOR GAS	50238	10/31/11	413.27
Account No. 201-5970810		Description ACH	Amount 413.27
SPRINT	50239	10/31/11	19.12
Account No. 201-5920120		Description ACH	Amount 19.12
SPRINT	50240	10/31/11	16.25
Account No. 201-5920120		Description ACH	Amount 16.25
WOW! INTERENT CABLE	50241	10/31/11	116.12
Account No. 201-5920120		Description ACH	Amount 116.12
		Subtotal	<u>31,704.30</u>
ABC-CLIO, INC.	11481	11/15/11	192.17
Account No. 201-5970600		Description Invoice # 31321-2	Amount 192.17
AMAZON	11482	11/15/11	869.60
Account No. 201-5970600		Description	Amount 687.89
Account No. 201-5970610			Amount 24.99
Account No. 201-5970630			Amount 156.72
AMERICAN BANKERS INSURANCE CO. of	11483	11/15/11	1,877.00
Account No. 201-5920990		Description Contents Flood Coverage	Amount 1,877.00
AUTOMATED LOGIC	11484	11/15/11	2,490.00
Account No. 201-5930020		Description Invoice #013294	Amount 2,490.00
BAKER & TAYLOR	11477	11/15/11	20,886.04
Account No. 201-5960990		Description Invoice # 166291210	Amount 2.99
Account No. 201-5960990		Description Invoice # 166609730	Amount 2.99
Account No. 201-5960990		Description Invoice # 2026295476	Amount 27.00
Account No. 201-5960990		Description Invoice # 2026327430	Amount 1.77
Account No. 201-5960990		Description Invoice # 2026325908	Amount 3.00
Account No. 201-5960990		Description Invoice # 2026327515	Amount 11.21
Account No. 201-5960990		Description Invoice # 2026326211	Amount 48.00
Account No. 201-5960990		Description Invoice # 2026327484	Amount 13.40
Account No. 201-5960990		Description Invoice # 5011668571	Amount 23.00
Account No. 201-5960990		Description Invoice # 2026322260	Amount 6.32
Account No. 201-5960990		Description Invoice # 2026318076	Amount 5.68
Account No. 201-5960990		Description Invoice # 2026314832	Amount 1.12
Account No. 201-5960990		Description Invoice # 2026314831	Amount 7.50
Account No. 201-5960990		Description Invoice # 2026314733	Amount 4.50
Account No. 201-5960990		Description Invoice # 2026310040	Amount 3.05
Account No. 201-5960990		Description Invoice # 2026314007	Amount 17.85
Account No. 201-5960990		Description Invoice # 2026310081	Amount 4.71
Account No. 201-5960990		Description Invoice # 2026322447	Amount 19.55
Account No. 201-5960990		Description Invoice # 2026344849	Amount 30.00
Account No. 201-5960990		Description Invoice # 2026348206	Amount 10.20
Account No. 201-5960990		Description Invoice # 2026344688	Amount 3.54
Account No. 201-5960990		Description Invoice # 2026350540	Amount 23.70
Account No. 201-5960990		Description Invoice # 2026344694	Amount 11.06

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2026350547		6.48
201-5960990	Invoice # 2026348309		7.84
201-5960990	Invoice # 2026350524		1.50
201-5960990	Invoice # 2026350538		3.80
201-5960990	Invoice # 2026350479		2.95
201-5960990	Invoice # 2026350525		2.81
201-5960990	Invoice # 2026332371		5.60
201-5960990	Invoice # 2026337118		9.45
201-5960990	Invoice # 2026327428		2.05
201-5960990	Invoice # 2026327363		2.55
201-5960990	Invoice # 2026284149		52.90
201-5960990	Invoice # 2026288522		29.50
201-5960990	Invoice # 2026292197		13.80
201-5960990	Invoice # 2026296381		23.85
201-5960990	Invoice # 2026300749		16.50
201-5960990	Invoice # 2026323310		4.15
201-5960990	Invoice # 2026318679		50.40
201-5960990	Invoice # 2026324404		118.35
201-5960990	Invoice # 2026352483		1.40
201-5960990	Invoice # 2026347103		15.20
201-5960990	Invoice # 2026352360		1.40
201-5960990	Invoice # 2026338155		47.30
201-5960990	Invoice # 2026377332		57.05
201-5960990	Invoice # 2026302496		4.15
201-5960990	Invoice # 2026302738		47.15
201-5960990	Invoice # 2026286478		20.55
201-5960990	Invoice # 2026286475		2.96
201-5960990	Invoice # 2026286448		2.24
201-5960990	Invoice # 2026286376		4.16
201-5960990	Invoice # 2026290222		26.25
201-5960990	Invoice # 2026305104		1.12
201-5960990	Invoice # 2026305103		32.00
201-5960990	Invoice # 2026305151		4.21
201-5960990	Invoice # 2026302684		4.48
201-5960990	Invoice # 2026305055		0.85
201-5960990	Invoice # 2026302739		2.20
201-5960990	Invoice # 2026302495		12.60
201-5960990	Invoice # 2026302350		46.30
201-5960990	Invoice # 2026304993		73.84
201-5960990	Invoice # 2026281130		7.45
201-5960990	Invoice # 2026298562		4.06
201-5960990	Invoice # 2026290164		11.36
201-5960990	Invoice # 2026294368		2.69
201-5960990	Invoice # 2026291156		2.90
201-5960990	Invoice # 2026295383		6.93
201-5960990	Invoice # 2026358784		63.35
201-5960990	Invoice # 2026346556		60.80
201-5960990	Invoice # 2026332292		1.50
201-5960990	Invoice # 2026332243		1.70
201-5960990	Invoice # 2026327426		7.65
201-5960990	Invoice # 5011690063		14.70
201-5960990	Invoice # 2026356860		1.50
201-5960990	Invoice # 2026357017		1.12
201-5960990	Invoice # 2026356656		1.43
201-5960990	Invoice # 2026356878		1.50
201-5960990	Invoice # 2026361248		18.00
201-5960990	Invoice # 2026372923		24.00
201-5960990	Invoice # 2026365649		51.55
201-5960990	Invoice # 2026370456		2.80
201-5960990	Invoice # 2026369267		1.50
201-5960990	Invoice # 2026365319		4.50
201-5960990	Invoice # 2026360940		17.44
201-5960990	Invoice # 2026364440		27.40

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2026370308		7.30
201-5960990	Invoice # 2026370414		4.48
201-5960990	Invoice # 2026361032		0.97
201-5960990	Invoice # 0000137125		11.44
201-5970600	Invoice # 2026284148		1,045.22
201-5970600	Invoice # 2026292196		275.07
201-5970600	Invoice # 2026300748		339.74
201-5970600	Invoice # 2026288521		465.30
201-5970600	Invoice # 2026296380		411.96
201-5970600	Invoice # 2026323309		56.76
201-5970600	Invoice # 2026347094		213.56
201-5970600	Invoice # 2026318678		1,133.85
201-5970600	Invoice # 2026347094		213.56
201-5970600	Invoice # 2026324403		1,707.53
201-5970600	Invoice # 2026352482		17.93
201-5970600	Invoice # 2026327430		14.75
201-5970600	Invoice # 2026325908		25.61
201-5970600	Invoice # 2026327515		36.44
201-5970600	Invoice # 2026326211		481.44
201-5970600	Invoice # 2026327484		146.48
201-5970600	Invoice # 5011668571		1,330.26
201-5970600	Invoice # 2026322260		62.93
201-5970600	Invoice # 2026318076		13.74
201-5970600	Invoice # 2026314832		15.89
201-5970600	Invoice # 2026314831		78.74
201-5970600	Invoice # 2026314733		45.90
201-5970600	Invoice # 2026310040		44.58
201-5970600	Invoice # 2026314007		169.18
201-5970600	Invoice # 2026310081		47.26
201-5970600	Invoice # 2026322447		216.51
201-5970600	Invoice # 2026344849		325.82
201-5970600	Invoice # 2026348206		147.62
201-5970600	Invoice # 2026344688		31.22
201-5970600	Invoice # 2026350540		471.22
201-5970600	Invoice # 2026344694		28.63
201-5970600	Invoice # 2026350547		40.88
201-5970600	Invoice # 2026348309		94.12
201-5970600	Invoice # 2026350524		17.07
201-5970600	Invoice # 2026350538		46.89
201-5970600	Invoice # 2026350479		19.53
201-5970600	Invoice # 2026350525		8.94
201-5970600	Invoice # 2026332371		73.77
201-5970600	Invoice # 2026337118		141.74
201-5970600	Invoice # 2026327428		26.28
201-5970600	Invoice # 2026327363		15.80
201-5970600	Invoice # 2026332292		16.18
201-5970600	Invoice # 2026347102		329.41
201-5970600	Invoice # 2026352359		9.55
201-5970600	Invoice # 2026338154		999.40
201-5970600	Invoice # 2026358783		936.11
201-5970600	Invoice # 2026346555		977.34
201-5970600	Invoice # 2026396620		370.85
201-5970600	Invoice # 2026377331		862.66
201-5970600	Invoice # 2026302496		49.56
201-5970600	Invoice # 2026302738		433.96
201-5970600	Invoice # 2026286478		277.01
201-5970600	Invoice # 2026286475		12.74
201-5970600	Invoice # 2026286448		24.01
201-5970600	Invoice # 2026286376		33.59
201-5970600	Invoice # 2026290222		278.08
201-5970600	Invoice # 2026305104		15.90
201-5970600	Invoice # 2026305103		398.06
201-5970600	Invoice # 2026305151		36.98



Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600 Invoice # 2026302684		58.45	
201-5970600 Invoice # 2026305055		6.55	
201-5970600 Invoice # 2026302739		22.59	
201-5970600 Invoice # 2026302495		105.90	
201-5970600 Invoice # 2026302350		295.49	
201-5970600 Invoice # 2026304993		157.07	
201-5970600 Invoice # 2026281130		81.16	
201-5970600 Invoice # 2026298562		44.15	
201-5970600 Invoice # 2026290164		41.80	
201-5970600 Invoice # 2026294368		8.96	
201-5970600 Invoice # 2026291156		15.62	
201-5970600 Invoice # 2026295383		53.94	
201-5970600 Invoice # 2026295476		263.21	
201-5970600 Invoice # 2026332243		26.11	
201-5970600 Invoice # 2026327426		77.71	
201-5970600 Invoice # 5011690063		524.98	
201-5970600 Invoice # 2026356860		9.65	
201-5970600 Invoice # 2026357017		13.56	
201-5970600 Invoice # 2026356656		20.20	
201-5970600 Invoice # 2026356878		10.21	
201-5970600 Invoice # 2026361248		188.98	
201-5970600 Invoice # 2026372923		252.13	
201-5970600 Invoice # 2026365649		398.18	
201-5970600 Invoice # 2026370456		23.60	
201-5970600 Invoice # 2026369267		7.38	
201-5970600 Invoice # 2026365319		28.94	
201-5970600 Invoice # 2026360940		51.75	
201-5970600 Invoice # 2026364440		202.18	
201-5970600 Invoice # 2026370308		123.98	
201-5970600 Invoice # 2026370414		59.01	
201-5970600 Invoice # 2026361032		14.19	
201-5970600 Invoice # 0000137125		100.33	
201-5970610 Invoice # 166291210		12.73	
201-5970610 Invoice # 166609730		18.19	
<b>BANC OF AMERICA LEASING</b>	<b>11485</b>	<b>11/15/11</b>	<b>2,005.00</b>
Account No. Description		Amount	
201-5930210 Invoice # 012000391		2,005.00	
<b>BANKCARD SERVICES</b>	<b>11478</b>	<b>11/15/11</b>	<b>8,028.94</b>
Account No. Description		Amount	
201-5920202		85.00	
201-5930030		830.50	
201-5960210		158.41	
201-5960990		44.10	
201-5970100		945.25	
201-5970600		755.13	
201-5970620		115.00	
201-5970630		1,033.74	
201-5990900		119.73	
201-5990901		3,942.08	
<b>BISHOP PLUMBING, INC.</b>	<b>11486</b>	<b>11/15/11</b>	<b>723.85</b>
Account No. Description		Amount	
201-5930020 Invoice # 73735		723.85	
<b>BLACKSTONE AUDIO INC</b>	<b>11487</b>	<b>11/15/11</b>	<b>76.99</b>
Account No. Description		Amount	
201-5970610 Invoice # 587681		42.49	
201-5970610 Invoice # 587747		34.50	
<b>BUSINESS MACHINE AGENTS INC</b>	<b>11488</b>	<b>11/15/11</b>	<b>86.85</b>
Account No. Description		Amount	

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Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5930010 Invoice # IN28256		11/15/11	86.85
CHICAGO BRONZE	11489	11/15/11	650.00
Account No. Description		Amount	
201-5960210 12/2/11 Music Program		650.00	
CHICAGO OFFICE TECHNOLOGY GROUP	11490	11/15/11	1,602.42
Account No. Description		Amount	
201-5930010 Invoice # 069396		6.27	
201-5930010 Invoice # 069397		263.50	
201-5930010 Invoice # 3UF01A		105.57	
201-5930010 Invoice # 068133		250.10	
201-5930010 Invoice # 068132		827.75	
201-5930010 Invoice # 068119		128.13	
201-5930010 Invoice # 068067		21.10	
CITY OF DES PLAINES	11491	11/15/11	294.11
Account No. Description		Amount	
201-5970840 Invoice Fuel # 09-11		294.11	
CITY OF DES PLAINES, PUBLIC WORKS	11492	11/15/11	837.00
Account No. Description		Amount	
201-5970500 Bill Date 10/17/11		837.00	
COOPERATIVE COMPUTER SERVICES	11493	11/15/11	5,740.74
Account No. Description		Amount	
201-5920140 Invoice # CCS 9/1/11		4,425.76	
201-5930010 OCLC JED Profile October		1,314.98	
CRIMSON MULTIMEDIA DIST., INC.	11494	11/15/11	324.06
Account No. Description		Amount	
201-5960990 Invoice # 19244A		47.03	
201-5960990 Invoice # 19245A		27.03	
201-5970630 Invoice # 19029B		80.00	
201-5970630 Invoice # 19202A		170.00	
CRYSTAL MANAGEMENT & MAINT. SERV	11495	11/15/11	3,340.00
Account No. Description		Amount	
201-5930320 Invoice # 20038		3,340.00	
D & B	11496	11/15/11	1,609.00
Account No. Description		Amount	
201-5970600 Subscriber # 263788088		804.50	
201-5970600 Subscriber # 264782418		804.50	
D & Z HOUSE OF BOOKS INCORPORATED	11497	11/15/11	1,011.85
Account No. Description		Amount	
201-5970600 Invoice # 201171027994		1,011.85	
DELL MARKETING LP	11498	11/15/11	314.24
Account No. Description		Amount	
202-5980410 Invoice # XFJN9MKT4		314.24	
DEMCO EDUCATIONAL CORP	11499	11/15/11	2,867.76
Account No. Description		Amount	
201-5970100 Invoice # 4391699		71.68	
201-5970100 Invoice # 4385556		1,209.20	
201-5970100 Invoice # 4382916		1,343.26	
201-5970100 Invoice # 4377313		221.77	
201-5970100 Invoice # 4367598		21.85	
EVOLUTION MARKETING GROUP INC	11500	11/15/11	1,331.98
Account No. Description		Amount	

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Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970100 Invoice # 613797		11/15/11	1,331.98
FEDERAL EXPRESS	11501	11/15/11	16.66
Account No. Description		Amount	
201-5970260 Invoice # 7-673-33503		16.66	
FINDAWAY WORLD LLC	11502	11/15/11	149.98
Account No. Description		Amount	
201-5970610 Invoice # 59352		149.98	
FIRE EQUIPMENT COMPANY	11503	11/15/11	50.40
Account No. Description		Amount	
201-5930020 Invoice # 62835		50.40	
GALE	11504	11/15/11	1,087.22
Account No. Description		Amount	
201-5970600 Invoice # 17362250		256.92	
201-5970600 Invoice # 17349216		207.10	
201-5970600 Invoice # 17346336		623.20	
GRAINGER	11505	11/15/11	429.68
Account No. Description		Amount	
201-5930020 Invoice # 9654571539		429.68	
HARRIS INFOSOURCE	11506	11/15/11	208.00
Account No. Description		Amount	
201-5970600 Invoice # 10133877		208.00	
ILLINOIS DEPT OF EMPLOYMENT SECUR	11507	11/15/11	2,403.00
Account No. Description		Amount	
201-5918010 3rd Qtr 2011		2,403.00	
ILLINOIS LIBRARY ASSOCIATION	11508	11/15/11	225.00
Account No. Description		Amount	
201-5970600 Invoice # 1632170		225.00	
INFOGROUP, LIBRARY DIVISION	11509	11/15/11	830.00
Account No. Description		Amount	
201-5970600 Invoice # 10001992149		830.00	
JOHN LAVALIE	11510	11/15/11	51.23
Account No. Description		Amount	
201-5960070 Travel		51.23	
KANTOLA PRODUCTIONS, LLC.	11511	11/15/11	414.00
Account No. Description		Amount	
201-5970630 Invoice # 183985A		414.00	
KLEIN, THORPE & JENKINS, LTD.	11512	11/15/11	117.00
Account No. Description		Amount	
201-5920100 Statement # 155128		117.00	
LACONI	11513	11/15/11	15.00
Account No. Description		Amount	
201-5920202 Conference Registration		15.00	
LIMRICC	11514	11/15/11	36,743.22
Account No. Description		Amount	
201-2401002 PHP MOnthly Billing Oct		36,743.22	
MARY EDSEY	11515	11/15/11	200.00
Account No. Description		Amount	
201-5960210 Program on 12/10/11		200.00	

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Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
MATTHEW BENDER & COMPANY INC	11516	11/15/11	127.46
Account No. Description		Amount	
201-5970600 Invoice # 24044474		127.46	
MCHENRY PUBLIC LIBRARY DISTRICT	11517	11/15/11	10.00
Account No. Description		Amount	
201-5970630 Invoice # 101011		10.00	
MENARDS	11518	11/15/11	107.84
Account No. Description		Amount	
201-5970100 Invoice # 96917		107.84	
MIDCO INC.	11519	11/15/11	1,155.00
Account No. Description		Amount	
201-5980420 Invoice # 251719		1,155.00	
MIDWEST TAPE	11479	11/15/11	10,150.87
Account No. Description		Amount	
201-5960990 Invoice # 6464559		3.25	
201-5960990 Invoice # 6483349		112.65	
201-5960990 Invoice # 6483351		24.05	
201-5960990 Invoice # 6482329		11.55	
201-5960990 Invoice # 6474063		11.10	
201-5960990 Invoice # 6474062		7.40	
201-5960990 Invoice # 6474064		5.55	
201-5960990 Invoice # 6474061		3.70	
201-5960990 Invoice # 6474060		5.55	
201-5960990 Invoice # 6474056		1.85	
201-5960990 Invoice # 6474059		1.85	
201-5960990 Invoice # 6474058		3.70	
201-5960990 Invoice # 6474057		3.70	
201-5960990 Invoice # 6474055		1.85	
201-5960990 Invoice # 6474054		3.85	
201-5960990 Invoice # 6474053		15.65	
201-5960990 Invoice # 6474052		23.10	
201-5960990 Invoice # 6474050		3.85	
201-5960990 Invoice # 6474049		3.85	
201-5960990 Invoice # 6477182		0.85	
201-5960990 Invoice # 6477177		1.85	
201-5960990 Invoice # 6477176		1.85	
201-5960990 Invoice # 6477179		1.85	
201-5960990 Invoice # 6477175		1.85	
201-5960990 Invoice # 6477174		1.85	
201-5960990 Invoice # 6477172		3.85	
201-5960990 Invoice # 6477173		7.70	
201-5960990 Invoice # 6477171		3.85	
201-5960990 Invoice # 6477169		7.70	
201-5960990 Invoice # 6477170		7.70	
201-5960990 Invoice # 6477180		1.85	
201-5960990 Invoice # 6477178		1.85	
201-5960990 Invoice # 6470837		3.85	
201-5960990 Invoice # 6470838		3.85	
201-5960990 Invoice # 6470840		7.40	
201-5960990 Invoice # 6470839		3.70	
201-5960990 Invoice # 6470841		6.95	
201-5960990 Invoice # 6455319		57.75	
201-5960990 Invoice # 6455327		3.70	
201-5960990 Invoice # 6455328		5.55	
201-5960990 Invoice # 6455326		1.85	
201-5960990 Invoice # 6455325		7.40	
201-5960990 Invoice # 6455321		1.85	
201-5960990 Invoice # 6455323		1.85	

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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6455324		9.25
201-5960990	Invoice # 6455322		1.85
201-5960990	Invoice # 6455318		34.90
201-5960990	Invoice # 6455320		27.20
201-5960990	Invoice # 6464568		3.85
201-5960990	Invoice # 6464565		3.85
201-5960990	Invoice # 6464566		7.70
201-5960990	Invoice # 6464567		35.15
201-5960990	Invoice # 6464571		11.10
201-5960990	Invoice # 6464570		1.85
201-5960990	Invoice # 6464569		3.70
201-5960990	Invoice # 6448448		1.85
201-5960990	Invoice # 6448449		7.40
201-5960990	Invoice # 6448453		1.85
201-5960990	Invoice # 6448452		5.55
201-5960990	Invoice # 6448450		1.85
201-5960990	Invoice # 6448454		9.25
201-5960990	Invoice # 6448451		1.85
201-5960990	Invoice # 6448446		84.95
201-5960990	Invoice # 6448447		23.10
201-5960990	Invoice # 6448443		3.85
201-5960990	Invoice # 6448444		15.40
201-5960990	Invoice # 6448445		38.50
201-5960990	Invoice # 6468055		3.70
201-5960990	Invoice # 6468054		3.70
201-5960990	Invoice # 6468056		7.40
201-5960990	Invoice # 6468057		1.85
201-5960990	Invoice # 6468052		1.85
201-5960990	Invoice # 6468053		5.55
201-5960990	Invoice # 6468059		7.40
201-5960990	Invoice # 6468058		11.90
201-5960990	Invoice # 6468051		15.40
201-5960990	Invoice # 6468050		11.55
201-5960990	Invoice # 6461507		3.85
201-5960990	Invoice # 6461516		5.55
201-5960990	Invoice # 6461515		1.85
201-5960990	Invoice # 6461513		1.85
201-5960990	Invoice # 6461512		3.70
201-5960990	Invoice # 6461517		3.70
201-5960990	Invoice # 6461511		1.85
201-5960990	Invoice # 6461514		7.40
201-5960990	Invoice # 6461509		69.30
201-5960990	Invoice # 6461510		11.55
201-5960990	Invoice # 6461508		11.55
201-5970600	Invoice # 2651636		22.49
201-5970610	Invoice # 2658200		251.95
201-5970610	Invoice # 2645599		163.97
201-5970610	Invoice # 2645600		79.99
201-5970610	Invoice # 2639413		259.96
201-5970610	Invoice # 2639414		555.89
201-5970610	Invoice # 6464559		20.24
201-5970610	Invoice # 6483349		378.91
201-5970610	Invoice # 6483351		467.87
201-5970610	Invoice # 6482329		32.97
201-5970610	Invoice # 6474063		249.94
201-5970610	Invoice # 6474062		117.96
201-5970610	Invoice # 6474064		124.97
201-5970610	Invoice # 6474061		74.98
201-5970610	Invoice # 6474060		69.97
201-5970610	Invoice # 6474056		34.99
201-5970610	Invoice # 6474059		19.99
201-5970610	Invoice # 6474058		64.98
201-5970610	Invoice # 6474057		64.98

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Vendor Name	Chk. No.	Check Date	Amount
201-5970610	Invoice # 6474055		39.99
201-5970610	Invoice # 6474054		14.24
201-5970610	Invoice # 6474053		48.71
201-5970610	Invoice # 6474052		65.19
201-5970610	Invoice # 6474050		7.49
201-5970610	Invoice # 6474049		5.24
201-5970610	Invoice # 6477182		44.99
201-5970610	Invoice # 6477177		44.99
201-5970610	Invoice # 6477176		29.99
201-5970610	Invoice # 6477179		19.99
201-5970610	Invoice # 6477175		34.99
201-5970610	Invoice # 6477174		34.99
201-5970610	Invoice # 6477172		12.59
201-5970610	Invoice # 6477173		22.33
201-5970610	Invoice # 6477171		12.74
201-5970610	Invoice # 6477169		26.98
201-5970610	Invoice # 6477170		20.98
201-5970610	Invoice # 6477180		36.99
201-5970610	Invoice # 6477178		24.99
201-5970610	Invoice # 6470837		14.24
201-5970610	Invoice # 6470838		12.74
201-5970610	Invoice # 6470840		154.96
201-5970610	Invoice # 6470839		64.98
201-5970610	Invoice # 6470841		65.22
201-5970610	Invoice # 6455319		147.60
201-5970610	Invoice # 6455327		69.98
201-5970610	Invoice # 6455328		139.97
201-5970610	Invoice # 6455326		39.99
201-5970610	Invoice # 6455325		139.96
201-5970610	Invoice # 6455321		49.99
201-5970610	Invoice # 6455323		44.99
201-5970610	Invoice # 6455324		244.95
201-5970610	Invoice # 6455322		49.99
201-5970610	Invoice # 6455318		104.91
201-5970610	Invoice # 6455320		88.28
201-5970610	Invoice # 6464568		9.89
201-5970610	Invoice # 6464565		12.59
201-5970610	Invoice # 6464566		27.58
201-5970610	Invoice # 6464567		115.41
201-5970610	Invoice # 6464571		186.94
201-5970610	Invoice # 6464570		36.99
201-5970610	Invoice # 6464569		99.98
201-5970610	Invoice # 6448448		44.99
201-5970610	Invoice # 6448449		169.96
201-5970610	Invoice # 6448453		29.99
201-5970610	Invoice # 6448452		69.97
201-5970610	Invoice # 6448450		29.99
201-5970610	Invoice # 6448454		224.95
201-5970610	Invoice # 6448451		24.99
201-5970610	Invoice # 6448446		298.26
201-5970610	Invoice # 6448447		136.73
201-5970610	Invoice # 6448443		17.24
201-5970610	Invoice # 6448444		54.71
201-5970610	Invoice # 6448445		117.80
201-5970610	Invoice # 6468055		89.98
201-5970610	Invoice # 6468054		94.98
201-5970610	Invoice # 6468056		121.96
201-5970610	Invoice # 6468057		34.99
201-5970610	Invoice # 6468052		38.99
201-5970610	Invoice # 6468053		134.97
201-5970610	Invoice # 6468059		179.96
201-5970610	Invoice # 6468058		239.94
201-5970610	Invoice # 6468051		49.46

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Vendor Name	Chk. No.	Check Date	Amount
201-5970610	Invoice # 6468050		32.97
201-5970610	Invoice # 6461507		11.99
201-5970610	Invoice # 6461516		82.97
201-5970610	Invoice # 6461515		39.99
201-5970610	Invoice # 6461513		29.99
201-5970610	Invoice # 6461512		134.98
201-5970610	Invoice # 6461517		58.98
201-5970610	Invoice # 6461511		49.99
201-5970610	Invoice # 6461514		156.96
201-5970610	Invoice # 6461509		393.53
201-5970610	Invoice # 6461510		35.22
201-5970610	Invoice # 6461508		32.22
201-5970610	Invoice # 2651639		51.99
201-5970630	Invoice # 6477154		183.71
201-5970630	Invoice # 6455312		70.48
201-5970630	Invoice # 6455317		84.73
201-5970630	Invoice # 6464547		22.49
201-5970630	Invoice # 6468045		18.74

MIDWEST TAPE	11480	11/15/11	7,515.63
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Account No.	Description	Amount
201-5960990	Invoice # 6483348	72.10
201-5960990	Invoice # 6474042	19.50
201-5960990	Invoice # 6474041	6.50
201-5960990	Invoice # 6474039	3.25
201-5960990	Invoice # 6474045	10.15
201-5960990	Invoice # 6474048	56.25
201-5960990	Invoice # 6474044	19.50
201-5960990	Invoice # 6474043	39.00
201-5960990	Invoice # 6474047	16.25
201-5960990	Invoice # 6474046	22.75
201-5960990	Invoice # 6477181	6.75
201-5960990	Invoice # 6477163	3.25
201-5960990	Invoice # 6477156	3.25
201-5960990	Invoice # 6477160	3.25
201-5960990	Invoice # 6477152	3.25
201-5960990	Invoice # 6477153	3.25
201-5960990	Invoice # 6477XXX	6.70
201-5960990	Invoice # 6477165	16.25
201-5960990	Invoice # 6477168	13.40
201-5960990	Invoice # 6477164	6.50
201-5960990	Invoice # 6477162	13.00
201-5960990	Invoice # 6477167	3.45
201-5960990	Invoice # 6477166	6.50
201-5960990	Invoice # 6477159	16.25
201-5960990	Invoice # 6477155	3.25
201-5960990	Invoice # 6477157	26.00
201-5960990	Invoice # 6477158	32.50
201-5960990	Invoice # 6477149	3.45
201-5960990	Invoice # 6477150	6.50
201-5960990	Invoice # 6477151	6.50
201-5960990	Invoice # 6470831	9.75
201-5960990	Invoice # 6470832	3.25
201-5960990	Invoice # 6470833	6.50
201-5960990	Invoice # 6470834	41.23
201-5960990	Invoice # 6470834	6.50
201-5960990	Invoice # 6470829	3.45
201-5960990	Invoice # 6470828	3.25
201-5960990	Invoice # 6470823	9.95
201-5960990	Invoice # 6470825	3.25
201-5960990	Invoice # 6470835	3.25
201-5960990	Invoice # 6470824	3.45
201-5960990	Invoice # 6470830	19.50

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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6455310		13.40
201-5960990	Invoice # 6455329		22.50
201-5960990	Invoice # 6455315		6.50
201-5960990	Invoice # 6455311		3.25
201-5960990	Invoice # 6455313		3.25
201-5960990	Invoice # 6455309		3.25
201-5960990	Invoice # 6455308		3.25
201-5960990	Invoice # 6455316		9.75
201-5960990	Invoice # 6455314		29.25
201-5960990	Invoice # 6470826		26.00
201-5960990	Invoice # 6470822		6.50
201-5960990	Invoice # 6464551		6.50
201-5960990	Invoice # 6464553		3.45
201-5960990	Invoice # 6464558		3.25
201-5960990	Invoice # 6464564		3.25
201-5960990	Invoice # 6464561		23.35
201-5960990	Invoice # 6464550		6.50
201-5960990	Invoice # 6464562		3.25
201-5960990	Invoice # 6464560		3.25
201-5960990	Invoice # 6464555		13.60
201-5960990	Invoice # 6464548		9.75
201-5960990	Invoice # 6464549		26.00
201-5960990	Invoice # 6464563		3.25
201-5960990	Invoice # 6464572		11.25
201-5960990	Invoice # 6464573		4.50
201-5960990	Invoice # 6464557		3.25
201-5960990	Invoice # 6464554		3.25
201-5960990	Invoice # 6448437		16.45
201-5960990	Invoice # 6448441		39.60
201-5960990	Invoice # 6448435		13.40
201-5960990	Invoice # 6448440		6.50
201-5960990	Invoice # 6448442		13.00
201-5960990	Invoice # 6448434		3.25
201-5960990	Invoice # 6448439		48.75
201-5960990	Invoice # 6448433		3.25
201-5960990	Invoice # 6448436		42.65
201-5960990	Invoice # 6448438		3.25
201-5960990	Invoice # 6464556		9.75
201-5960990	Invoice # 6464552		16.25
201-5960990	Invoice # 6468047		40.00
201-5960990	Invoice # 6461502		6.50
201-5960990	Invoice # 6461505		13.20
201-5960990	Invoice # 6468049		16.25
201-5960990	Invoice # 6461506		3.25
201-5960990	Invoice # 6461504		6.50
201-5960990	Invoice # 6468048		13.00
201-5960990	Invoice # 6461518		2.25
201-5960990	Invoice # 6468046		3.25
201-5970630	Invoice # 6483348		437.77
201-5970630	Invoice # 6474042		109.44
201-5970630	Invoice # 6474041		14.98
201-5970630	Invoice # 6474039		11.24
201-5970630	Invoice # 6474045		56.22
201-5970630	Invoice # 6474048		217.32
201-5970630	Invoice # 6474044		108.69
201-5970630	Invoice # 6474043		201.63
201-5970630	Invoice # 6474047		104.95
201-5970630	Invoice # 6474046		136.42
201-5970630	Invoice # 6477181		67.47
201-5970630	Invoice # 6477163		14.99
201-5970630	Invoice # 6477156		14.99
201-5970630	Invoice # 6477160		14.99
201-5970630	Invoice # 6477152		14.99



Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970630	Invoice # 6477153		22.49
201-5970630	Invoice # 6477XXX		44.98
201-5970630	Invoice # 6477165		112.45
201-5970630	Invoice # 6477168		49.46
201-5970630	Invoice # 6477164		31.48
201-5970630	Invoice # 6477162		83.96
201-5970630	Invoice # 6477167		14.99
201-5970630	Invoice # 6477166		44.98
201-5970630	Invoice # 6477159		112.45
201-5970630	Invoice # 6477155		18.74
201-5970630	Invoice # 6477157		179.92
201-5970630	Invoice # 6477158		112.40
201-5970630	Invoice # 6477149		18.74
201-5970630	Invoice # 6477150		43.48
201-5970630	Invoice # 6477151		22.48
201-5970630	Invoice # 6470831		65.97
201-5970630	Invoice # 6470832		22.49
201-5970630	Invoice # 6470833		38.98
201-5970630	Invoice # 6470829		26.24
201-5970630	Invoice # 6470828		11.24
201-5970630	Invoice # 6470823		64.47
201-5970630	Invoice # 6470825		9.74
201-5970630	Invoice # 6470835		22.49
201-5970630	Invoice # 6470824		20.24
201-5970630	Invoice # 6470830		79.44
201-5970630	Invoice # 6455310		61.46
201-5970630	Invoice # 6455329		122.90
201-5970630	Invoice # 6455315		25.48
201-5970630	Invoice # 6455311		29.99
201-5970630	Invoice # 6455313		11.24
201-5970630	Invoice # 6455309		15.74
201-5970630	Invoice # 6455308		127.49
201-5970630	Invoice # 6455316		71.22
201-5970630	Invoice # 6455314		129.66
201-5970630	Invoice # 6470826		185.92
201-5970630	Invoice # 6470822		41.98
201-5970630	Invoice # 6464551		42.73
201-5970630	Invoice # 6464553		29.99
201-5970630	Invoice # 6464558		20.99
201-5970630	Invoice # 6464564		18.74
201-5970630	Invoice # 6464561		125.92
201-5970630	Invoice # 6464550		40.48
201-5970630	Invoice # 6464562		23.24
201-5970630	Invoice # 6464560		14.99
201-5970630	Invoice # 6464555		89.95
201-5970630	Invoice # 6464548		68.97
201-5970630	Invoice # 6464549		173.17
201-5970630	Invoice # 6464563		65.23
201-5970630	Invoice # 6464572		108.70
201-5970630	Invoice # 6464573		44.98
201-5970630	Invoice # 6464557		14.99
201-5970630	Invoice # 6464554		18.74
201-5970630	Invoice # 6448437		157.44
201-5970630	Invoice # 6448441		198.63
201-5970630	Invoice # 6448435		50.96
201-5970630	Invoice # 6448440		105.71
201-5970630	Invoice # 6448442		80.96
201-5970630	Invoice # 6448434		20.99
201-5970630	Invoice # 6448439		377.08
201-5970630	Invoice # 6448433		11.24
201-5970630	Invoice # 6448436		116.87
201-5970630	Invoice # 6448438		11.24
201-5970630	Invoice # 6464556		67.47

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970630 Invoice # 6464552		52.45	
201-5970630 Invoice # 6468047		233.11	
201-5970630 Invoice # 6461502		89.98	
201-5970630 Invoice # 6461505		50.21	
201-5970630 Invoice # 6468049		110.19	
201-5970630 Invoice # 6461506		11.24	
201-5970630 Invoice # 6461504		14.98	
201-5970630 Invoice # 6468048		62.21	
201-5970630 Invoice # 6461518		20.99	
201-5970630 Invoice # 6468046		18.74	
201-5970630 Credit # 99794		-43.98	
201-5970630 Credit # 99792		-40.00	
201-5970630 Invoice # 6474040		37.48	
201-5970630 Invoice # 6470827		18.74	
201-5970630 Invoice # 6461503		18.74	
<b>OCLC, INC.</b>	<b>11520</b>	<b>11/15/11</b>	<b>11,000.00</b>
Account No. Description		Amount	
201-5990900 Invoice # 0000130967		9,800.00	
201-5990900 Invoice # 0000130967a		1,200.00	
<b>OFFICE DEPOT</b>	<b>11521</b>	<b>11/15/11</b>	<b>132.12</b>
Account No. Description		Amount	
201-5970100 Invoice # 582544899001		16.10	
201-5970100 Invoice # 582980991001		18.31	
201-5970100 Invoice # 583450285001		76.66	
201-5970100 Invoice # 580288328001		14.24	
201-5970100 Invoice # 580887932001		-20.43	
201-5970100 Invoice # 580717736001		27.24	
<b>OUTSOURCE SOLUTIONS GROUP</b>	<b>11522</b>	<b>11/15/11</b>	<b>27,848.34</b>
Account No. Description		Amount	
201-5920110 Invoice # 13359		27,083.33	
201-5960990 Invoice # 13360		280.00	
201-5960990 Invoice # 13191		485.01	
<b>PETRA VAN NUIS</b>	<b>11523</b>	<b>11/15/11</b>	<b>600.00</b>
Account No. Description		Amount	
201-5960210 Program on 11/20/11		600.00	
<b>PITNEY BOWES</b>	<b>11524</b>	<b>11/15/11</b>	<b>164.00</b>
Account No. Description		Amount	
201-5930210 Invoice # 9954034-OT11		164.00	
<b>PRESTIGE DISTRIBUTION, INC.</b>	<b>11525</b>	<b>11/15/11</b>	<b>706.35</b>
Account No. Description		Amount	
201-5970170 Invoice # 4611		706.35	
<b>PURCHASE POWER</b>	<b>11526</b>	<b>11/15/11</b>	<b>667.09</b>
Account No. Description		Amount	
201-5970260 Customer ID 21445552868		667.09	
<b>R &amp; J UPHOLSTERY</b>	<b>11527</b>	<b>11/15/11</b>	<b>2,800.00</b>
Account No. Description		Amount	
201-5960990 Invoice # 2342		2,800.00	
<b>RANDOM HOUSE INCORPORATED</b>	<b>11528</b>	<b>11/15/11</b>	<b>84.00</b>
Account No. Description		Amount	
201-5970610 Invoice # 1082422823		50.00	
201-5970610 Invoice # 1082380738		34.00	
<b>RECORDED BOOKS, LLC</b>	<b>11529</b>	<b>11/15/11</b>	<b>1,500.00</b>
Account No. Description		Amount	

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970640 Invoice # 74406849		11/15/11	1,500.00
RUNCO OFFICE SUPPLY	11530	11/15/11	45.57
Account No. Description		Amount	
201-5970100 Invoice # 495065-0		45.57	
SCHMAUS CASH REGISTER COMPANY	11531	11/15/11	250.00
Account No. Description		Amount	
201-5930010 Invoice # R0698		250.00	
SOMETHING FISHY INC	11532	11/15/11	98.97
Account No. Description		Amount	
201-5960990 Invoice # 0134		98.97	
STANDARD & POOR'S	11533	11/15/11	3,418.78
Account No. Description		Amount	
201-5970600 Invoice # 30500943		907.98	
201-5970600 Invoice # 33030267		2,510.80	
STANDBY ELECTRICAL SYSTEMS	11534	11/15/11	907.00
Account No. Description		Amount	
201-5930020 Quote # 2011-25		907.00	
STEVEN J. GASSMAN	11538	11/15/11	125.00
Account No. Description		Amount	
201-5960990 Videotaping 11/15/11		125.00	
WASTE MANAGEMENT	11535	11/15/11	156.75
Account No. Description		Amount	
201-5930490 Invoice # 4464220-2008-6		156.75	
WASTE MANAGEMENT	11536	11/15/11	406.35
Account No. Description		Amount	
201-5930490 Invoice # 2432532-2008-7		406.35	
WEST GROUP	11537	11/15/11	400.50
Account No. Description		Amount	
201-5970600 Invoice # 823719334		400.50	
		Subtotal	<u>170,477.61</u>
		TOTAL	<u>197,811.68</u>

## 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	Budgeted Year Totals
<b>Balance Sheet</b>													
Cash Beginning of Month	\$ 2,062,798	\$ 2,429,769	\$ 2,060,419	\$ 2,664,961	\$ 4,343,679	\$ 4,018,814	\$ 3,541,183	\$ 3,148,828	\$ 2,763,843	\$ 2,390,682	\$ 2,819,231	\$ 2,044,446	
Restricted cash donations	124,698	124,786	124,916	125,005	125,091	125,255	125,395	126,426	131,327	131,367	122,593	122,593	
	1,938,100	2,304,983	1,935,503	2,539,956	4,218,588	3,893,559	3,415,788	3,022,402	2,632,516	2,259,315	2,696,638	1,921,853	
<b>Revenue (M-T-D)</b>													
Property Taxes	727,523	90,460	348,474	2,111,326	110,937	30,415	12,971	48,867	22,762	800,195			\$ 4,303,930
Other Revenue	15,869	12,965	16,036	12,322	32,461	32,332	14,546	19,360	53,161	14,768	48,462	48,458	320,740
Total Revenue	743,392	103,425	364,510	2,123,648	143,398	62,747	27,517	68,227	75,923	814,963	48,462	48,458	4,624,670
<b>Expenses</b>													
Payroll & Benefits	291,418	282,505	287,530	288,418	279,068	412,507	265,281	256,113	275,180	280,666	575,894	394,856	3,889,436
Commodities	100,713	70,732	83,251	64,479	91,413	59,098	65,673	96,535	51,090	52,173	133,524	133,524	1,002,205
Capital	10,057	5,360	(8,371)	5,291	4,841	2,519	10,723	295	1,198	1,155	12,099	12,098	57,265
Contracts	191,212	116,125	32,664	78,031	71,749	72,536	85,623	64,601	58,988	59,786	99,211	99,211	1,029,737
Other			184		409	204	1,940	200	18,056	15,061			
202		4,905	35,085				652			314	2,519	2,520	45,995
Adjustments	(216,979)	(6,852)	(670,191)	8,527	20,783	(6,486)	(10,020)	35,468	44,572	(22,741)			
Total Expenses	376,421	472,775	(240,032)	444,930	468,263	540,378	419,872	453,212	449,084	386,414	823,247	642,209	
Net Increase/(Decrease)	366,971	(369,350)	604,542	1,678,718	(324,865)	(477,631)	(392,355)	(384,985)	(373,161)	428,549	(774,785)	(393,751)	
Cash End of Month	2,429,769	2,060,419	2,664,961	4,343,679	4,018,814	3,541,183	3,148,828	2,763,843	2,390,682	2,819,231	2,044,446	1,450,695	
Cash End of Month less restricted cash donations	2,305,071	1,935,633	2,540,045	4,218,674	3,893,723	3,415,928	3,023,433	2,637,417	2,259,355	2,687,864	1,921,853	1,328,102	

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
<b>3M - Service Agreement for self checks, security gates, checkout stations</b>								\$16,956.00 Annual
	3/15/2011	10905	201-5930010		\$16,956.00		\$16,956.00	
	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	
	8/16/2011	11276	201-5980420	399.57			\$399.57	
				\$20,386.90	\$16,956.00	\$37,342.90	\$37,342.90	
<b>AUTOMATED LOGIC - Maintenance Agreement for HVAC software and hardware controls</b>								\$9,960.00 Annual
	2/15/2011	10845	201-5930020		\$2,490.00		\$2,490.00	\$2,490.00 Quarterly
	5/18/2011	11056	201-5930020		\$2,490.00		\$2,490.00	
	8/16/2011	11281	201-5930020		\$2,490.00		\$2,490.00	
	11/15/2011	11484	201-5930020		\$2,490.00		\$2,490.00	
				\$0.00	\$9,960.00	\$9,960.00	\$9,960.00	
<b>AWE - Service Agreement for Early Learning Literacy Stations</b>								\$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	
<b>BANC OF AMERICA LEASING - Lease for Copy Machines</b>								\$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	
	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	
	7/19/2011	11206	201-5930210		\$2,005.00		\$2,005.00	
	8/16/2011	11282	201-5930210		\$2,005.00		\$2,005.00	
	9/20/2011	11346	201-5930210		\$2,040.00		\$2,040.00	
	10/18/2011	11426	201-5930210		\$2,005.00		\$2,005.00	
	11/15/2011	11485	201-5930210		\$2,005.00		\$2,005.00	
				\$0.00	\$20,085.00	\$20,085.00	\$20,085.00	

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
<b>BUSINESS MACHINE AGENTS INC - Service Agreement for Kyocera printers. Includes toner.</b>								.006 per print B/W
	2/15/2011	10581	201-5930010		\$491.07		\$491.07	
	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	
	9/20/2011	11349	201-5930010		\$640.91			
	9/20/2011	11349	201-5930010		\$846.88		\$1,487.79	
	10/18/2011	11428	201-5930010		\$99.50		\$99.50	
	11/15/2011	11488	201-5930010		\$86.85		\$86.85	
				\$0.00	\$5,889.53	\$5,889.53	\$5,889.53	
<b>CHICAGO OFFICE TECHNOLOGY GROUP - Service Agreement for copy machines and Kyocera printers. Includes toner.</b>								.007 per print B/W (copiers) .07 per print Color
	6/21/2011	11135	201-5930010		\$287.29			
	6/21/2011	11135	201-5930010		\$1,797.03			
	6/21/2011	11135	201-5930010		\$776.31		\$2,860.63	\$264.00 Monthly (printers)
	7/19/2011	11212	201-5930010		\$63.06			.0085 per print B/W
	7/19/2011	11212	201-5930010		\$2.93			.085 per print Color
	7/19/2011	11212	201-5930010		\$13.78			
	7/19/2011	11212	201-5930010		\$188.27			
	7/19/2011	11212	201-5930010		\$74.61		\$342.65	
	8/16/2011	11286	201-5930010		\$0.92			
	8/16/2011	11286	201-5930010		\$6.31			
	8/16/2001	11286	201-5930010		\$116.66			
	8/16/2011	11286	201-5930010		\$475.94			
	8/16/2011	11286	201-5930010		\$1,070.07		\$1,669.90	
	9/20/2011	11354	201-5930010		\$965.58			
	9/20/2011	11354	201-5930010		\$257.26			
	9/20/2011	11354	201-5930010		\$263.50			
	9/20/2011	11354	201-5930010		\$766.97			
	9/20/2011	11354	201-5930010		\$263.50			
	9/20/2011	11354	201-5930010		\$1.08			
	9/20/2011	11354	201-5930010		\$16.63			
	9/20/2011	11354	201-5930010		\$126.59		\$2,661.11	
	10/18/2011	11431	201-5930010		\$263.50			
	10/18/2011	11431	201-5930010		\$269.96			
	10/18/2011	11431	201-5930010		\$863.63			
	10/18/2011	11431	201-5930010		\$175.25			
	10/18/2011	11431	201-5930010		\$12.94			

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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.
	10/18/2011	11431	201-5930010		\$6.16		\$1,591.44	
	11/15/2001	11490	201-5930010		\$105.57			
	11/15/2001	11490	201-5930010		\$263.50			
	11/15/2001	11490	201-5930010		\$6.27			
	11/15/2001	11490	201-5930010		\$250.10			
	11/15/2001	11490	201-5930010		\$827.75			
	11/15/2001	11490	201-5930010		\$128.13			
	11/15/2001	11490	201-5930010		\$21.10		\$1,602.42	
					<u>\$10,728.15</u>	\$10,728.15	\$10,728.15	
<b><u>COMPLETE CLEANING COMPANY INC.</u></b>								\$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		\$7,321.00		\$7,321.00	
	4/20/2011	10992	201-5930320		\$7,321.00		\$7,321.00	
	5/18/2011	11065	201-5930320		\$7,321.00		\$7,321.00	
	6/21/2011	11138	201-5930320	\$385.00				
	6/21/2011	11138	201-5930320		\$7,321.00		\$7,706.00	
	7/19/2011	11219	201-5930320		\$7,321.00		\$7,321.00	
				<u>\$385.00</u>	<u>\$43,824.00</u>	\$44,209.00	\$44,209.00	
<b><u>CRYSTAL MANAGEMENT &amp; MAINTENANCE SERVICES-Cleaning service</u></b>								\$40,080.00 Annual
	8/16/2011	11291	201-5930320		\$3,340.00			\$3,340.00 Monthly
	8/16/2011	11291	201-5930320	\$198.00				
	8/16/2011	11291	201-5930320		\$3,340.00			
	8/16/2011	11291	201-5930320	\$150.00			\$7,028.00	
	9/20/2011	11360	201-5930020	\$6,190.00			\$6,190.00	
	10/18/2011	11437	201-5930320		\$3,340.00			
	10/18/2011	11437	201-5930320		\$3,340.00		\$6,680.00	
	11/15/2011	11495	201-5930320		\$3,340.00		\$3,340.00	
				<u>\$6,538.00</u>	<u>\$16,700.00</u>	\$23,238.00	\$23,238.00	
<b><u>D &amp; B POWER ASSOCIATES - Extended warranty for UPS in 4th floor server room</u></b>								\$2,696.00 Annual
	4/20/2011	10995	201-5930010		\$2,696.00		\$2,696.00	
					<u>\$2,696.00</u>	\$2,696.00	\$2,696.00	
<b><u>FIRST SECURITY SYSTEMS, INC. - Maintenance Agreement for the Fire Alarm System</u></b>								\$1,664.00 Annual
				<u>\$0.00</u>	<u>\$0.00</u>	\$0.00	\$0.00	
<b><u>IMAGING OFFICE SYSTEMS, INC. - Service Agreement for Microfilm Reader/Printers</u></b>								\$1,495.47 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.
	4/20/2011	11007	201-5930010		\$1,495.47		\$1,495.47	
				\$0.00	\$1,495.47	\$1,495.47	\$1,495.47	
<b>INTERIOR TROPICAL GARDENS INC. - Plant Service</b>								\$1,020.00 Annual
	3/15/2011	10937	201-5960990		\$85.00		\$85.00	
	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		\$85.00		\$85.00	
	7/19/2011	11237	201-5960990		\$85.00		\$85.00	
	8/16/2011	11305	201-5960990		\$85.00		\$85.00	
	9/20/2011	11377	201-5960990		\$85.00		\$85.00	
				\$0.00	\$595.00	\$595.00	\$595.00	
<b>LAUTERBACH &amp; AMEN, LLP. - Accounting Services</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	
	7/19/2011	11242	201-5920110		\$1,390.00			
	7/19/2011	11242	201-5920110		\$1,390.00		\$2,780.00	
	8/16/2011	11309	201-5920110		\$1,390.00		\$1,390.00	
	8/31/2011	11383	201-5920110		\$1,390.00		\$1,390.00	
	10/18/2011	11450	201-5920110		\$1,390.00		\$1,390.00	
				\$0.00	\$14,645.00	\$14,645.00	\$14,645.00	
<b>LYNGSOE SYSTEMS - Maintenance Agreement for RFID materials handler</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 - Maintenance Agreement for HVAC</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	
	8/16/2011	11313	201-5930020		\$24,629.00		\$24,629.00	
	10/18/2011	11458	201-5930020	\$707.00				
	10/18/2011	11458	201-5930020	\$699.25			\$1,406.25	
				\$2,722.05	\$24,629.00	\$27,351.05	\$27,351.05	



# 2011

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
<b>OUTSOURCE SOLUTIONS GROUP - IT Services</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	\$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	
	6/21/2011	11175	201-5920110		\$27,083.33			
	6/21/2011	11175	201-5960990	\$485.43			\$27,568.76	
	7/19/2011	11250	201-5960990	\$280.00				
	7/19/2011	11250	201-5960990	\$280.00				
	7/19/2011	11250	201-5960990	\$489.83				
	7/19/2011	11250	201-5930010	\$2,495.00				
	7/19/2011	11250	201-5920110		\$27,083.33		\$30,628.16	
	8/16/2011	11318	201-5960990	\$280.00				
	8/16/2011	11318	201-5960990	\$280.00				
	8/16/2011	11318	201-5920110		\$27,083.33		\$28,140.41	
	8/16/2011	11318	201-5960990	\$497.08				
	9/20/2011	11392	201-5980420	\$125.99				
	9/20/2011	11392	201-5960990	\$280.00				
	9/20/2011	11392	201-5960990	\$509.12				
	9/20/2011	11392	201-5920110		\$27,083.33		\$27,998.44	
	10/18/2011	11461	201-5920110		\$27,083.33			
	10/18/2011	11461	201-5920110	\$511.58				
	10/18/2011	11461	201-5920110	\$280.00			\$27,874.91	
	11/15/2011	11522	201-5960990	\$280.00				
	11/15/2011	11522	201-5960990	\$485.01				

# 2011

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	11/15/2011	11522	201-5920110		\$27,083.33		\$27,848.34	
				\$14,362.17	\$324,999.96	\$339,362.13	\$339,362.13	
<b>PITNEY BOWES - Postage Machine</b>								\$1,968.00 Annual
	2/15/2011	10889	201-5930210		\$164.00		\$164.00	
	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	
	7/19/2011	11253	201-5930210		\$164.00		\$164.00	
	8/19/2011	11321	201-5930210		\$164.00		\$164.00	
	9/20/2011	11395	201-5930210		\$164.00		\$164.00	
	10/18/2011	11463	201-5930210		\$164.00		\$164.00	
	11/15/2011	11524	201-5930210		\$164.00		\$164.00	
				\$0.00	\$1,640.00	\$1,640.00	\$1,640.00	
<b>PRO DATA - Payroll Services</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			
	6/27/2011		201-5920110		\$337.70		\$675.90	
	7/11/2011		201-5920110		\$334.05		\$334.05	
	8/16/2011		201-5920110		\$336.45		\$336.45	
	8/22/2011		201-5920110		\$337.90		\$337.90	
	9/6/2011		201-5920110		\$340.60		\$340.60	
	9/23/2011		201-5920110		\$336.45		\$336.45	
	10/7/2011		201-5920110		\$340.10		\$340.10	
	10/21/2011		201-5920110		\$342.50		\$342.50	
	11/4/2011		201-5920110		\$340.55		\$340.55	
				\$0.00	\$6,152.31	\$6,152.31	\$6,152.31	
<b>REDHAWK SECURITY SYSTEMS - Monitoring company for the Building Alarm System</b>								\$305.28 Annual
	2/15/2011	10891	201-5960990		\$76.32		\$76.32	
	4/20/2011	11033	201-5960990		\$76.32		\$76.32	\$76.32 Quarterly
	7/19/2011	11214	201-5960990		\$76.32		\$76.32	

# 2011

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
					\$152.64	\$152.64	\$152.64	
<b>SCHINDLER ELEVATOR CORPORATION</b>								\$6,860.00 Annual
	3/15/2011	10963	201-5930020		\$6,859.80		\$6,859.80	
	7/19/2011	11260	201-5930020	\$795.00			\$795.00	
	9/20/2011	11404	201-5930020	\$773.33			\$773.33	
				\$1,568.33	\$6,859.80	\$8,428.13	\$8,428.13	
<b>SOMETHING FISHY - Aquarium Services</b>								\$1,440.00 Annual
	3/15/2011	10965	201-5960990	\$90.94				
	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	
	7/19/2011	11261	201-5960990	\$66.97			\$66.97	
	8/16/2011	11329	201-5960990	\$19.49			\$19.49	
	11/15/2011	11532	201-5960990	\$98.97			\$98.97	
				\$438.36	\$1,440.00	\$1,878.36	\$1,878.36	
<b>TODAY'S BUSINESS SOLUTIONS INC. - Service agreement for public printing and computer reservation system</b>								\$6,065.00 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. - Collection Agency</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			

# 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		\$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		\$11.78		\$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			
	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	

**WASTE MANAGEMENT - Garbage Collection Services**

	2/15/2011	10902	201-5930490		\$132.21			
	2/15/2011	10903	201-5930490		\$349.04		\$481.25	
	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	
	7/19/2011	11266	201-5930490		\$398.44			
	7/19/2011	11267	201-5930490		\$153.15		\$551.59	

\$4,004.76 Annual  
\$333.73 Monthly

# 2011

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	8/16/2011	11332	201-5930490		\$407.65			
	8/16/2011	11333	201-5930490		\$156.62		\$564.27	
	9/20/2011	11412	201-5930490		\$155.62			
	9/20/2011	11413	201-5930490		\$404.92		\$560.54	
	10/18/2011	11474	201-5930490		\$405.55			
	10/18/2011	11475	201-5930490		\$156.46		\$562.01	
	11/15/2011	11535	201-5930490		\$156.75			
	11/15/2011	11536	201-5930490		\$406.35		\$563.10	
				\$0.00	\$5,396.73	\$5,396.73	\$5,396.73	
						\$620,793.83		

## Director's Report November, 2011

### Collection Development

The Illinois Library Association Conference was held at the Donald E. Stephens Convention Center in Rosemont, October 18 through the 20<sup>th</sup>. Eight library staffers and two library board members were in attendance. Staff attended programs and met with vendors that strengthen our knowledge and understanding of e-resources and materials.

E-resources and equipment were promoted on the homepage of the library's website, weekly newsletter and on Patch.com.

Digitization software and equipment was purchased with money from the I LEAD U grant and per capita grant.

Readers' Services Department staff offered four classes on using e-readers. Eight people attended.

### Community Networking

Here are some highlights of programs that were offered to the public in partnership with local organizations.

September 31, October 1, 2 Friends of the Library Fall Book Sale. This year's Fall Book Sale was a huge success with over 900 people attending and over \$9,000 in profits for the Friends of the Library.

The Youth Services Department and the Des Plaines Park District partnered on Halloween Hoopla, October 29. The *Wild and Wacky Magic by Randy* show had 300 kids and their parents in attendance and the Park Districts' Halloween craft had 100 kids take part.

Additionally, the Youth Department participated in the national *Read for the Record* event. This event tries to get as many kids nationwide reading the same book on the same day. This year's book was *Llama Llama Red Pajama*. The library had 741 kids read this book; nationally 2,184,155 kids read the book.

The Des Plaines Chamber of Commerce and the library offered the program *Social Media Marketing Made Simple for Business* on October 4th and 32 people attended.

### Lifelong Learning

The UIC/Civic Engagement Research grant is off to a great start. There is a website established ([www.engagedesplaines.org](http://www.engagedesplaines.org)) and the date for the first public hearing is set for December 3<sup>rd</sup>.

The Youth Services department offered twelve early literacy storytime programs this month. 33 kids attended the Spanish language storytime program and 304 kids attended the English language programs.

**Personnel Highlights**

New Employees

Paula Bianca Vioria, Page, 10/25/2011

Lulvera Estrefi, Circulation Services Clerk, 11/03/2011

Joanna Malecki, Page, TBD

Resignations

Samson Nguyen, Circulation Services Clerk, 10/14/2011

# October 2011 Statistics Report

CIRCULATION - E-MATERIALS			
THIS MONTH		YEAR TO DATE	
October 2011	643	YTD 2011	4,611
October 2010	241	YTD 2010	2,133
	% Change	166.80%	% Change
			116.17%

CIRCULATION - GENERAL			
THIS MONTH		YEAR TO DATE	
October 2011		YTD 2011	
	TOTAL	TOTAL	983,517
October 2010		YTD 2010	
	TOTAL	TOTAL	1,026,959
	% Change	0.03%	% Change
			-4.23%

COMPUTER			
<b>PUBLIC ACCESS COMPUTERS</b>			
October 2011		YTD 2011	
	TOTAL	TOTAL	91,163
October 2010		YTD 2010	
	TOTAL	TOTAL	103,448
	% Change	-10.30%	% Change
			-11.88%
<b>WIRELESS</b>			
THIS MONTH		YEAR TO DATE	
October 2011	5562	YTD 2011	44,415
October 2010	3727	YTD 2010	29,944
	% Change	49.24%	% Change
			48.33%
<b>HITS TO WEBSITE</b>			
October 2011		YTD 2011	
	TOTAL	TOTAL	462,263
October 2010		YTD 2010	
	TOTAL	TOTAL	588,460
	% Change	-21.28%	% Change
			-21.45%
<b>UNIQUE VISITORS TO WEBSITE</b>			
October 2011 Unique Visitors	25,762	YTD 2011 Unique Visitors	203,514
October 2010 Unique Visitors	22,720	YTD 2010 Unique Visitors	213,927
	% Change	13.39%	% Change
			-4.87%
<b>DATABASE USAGE</b>			
THIS MONTH		YEAR TO DATE	
October 2011	14,397	YTD 2011	149,648
October 2010	16,131	YTD 2010	121,767
	% Change	-10.75%	% Change
			22.90%
<b>LIBRARY CARD OWNERSHIP</b>			
YTD 2011	33,623	% of Population 2011	57.61%
YTD 2010	33,030	% of Population 2010	56.59%
	% Change	1.80%	% Change
			1.80%



<b>MEETING ROOM ATTENDANCE</b>			
THIS MONTH		YEAR TO DATE	
October 2011		YTD 2011	
Library Sponsored Prog	2,846	Library Sponsored Prog	13,872
Outside Groups	2,155	Outside Groups	8,595
Public Study Rooms	1,221	Public Study Rooms	9,011
Internal Meetings	75	Internal Meetings	1,437
<b>TOTAL</b>	<b>6,297</b>	<b>TOTAL</b>	<b>32,915</b>
October 2010		YTD 2010	
Library Sponsored Prog	1,520	Library Sponsored Prog	15,614
Outside Groups	1,462	Outside Groups	10,112
Public Study Rooms	949	Public Study Rooms	9,465
Internal Meetings	150	Internal Meetings	2,031
<b>TOTAL</b>	<b>4,081</b>	<b>TOTAL</b>	<b>37,222</b>
<b>% Change</b>	<b>54.30%</b>	<b>% Change</b>	<b>-11.57%</b>

<b>MEETING ROOM BOOKINGS</b>			
THIS MONTH		YEAR TO DATE	
October 2011		YTD 2011	
Library Sponsored Prog	114	Library Sponsored Prog	1,010
Outside Groups	49	Outside Groups	659
Public Study Rooms	640	Public Study Rooms	-
Internal Meetings	8	Internal Meetings	8
<b>TOTAL</b>	<b>811</b>	<b>TOTAL</b>	<b>1,677</b>

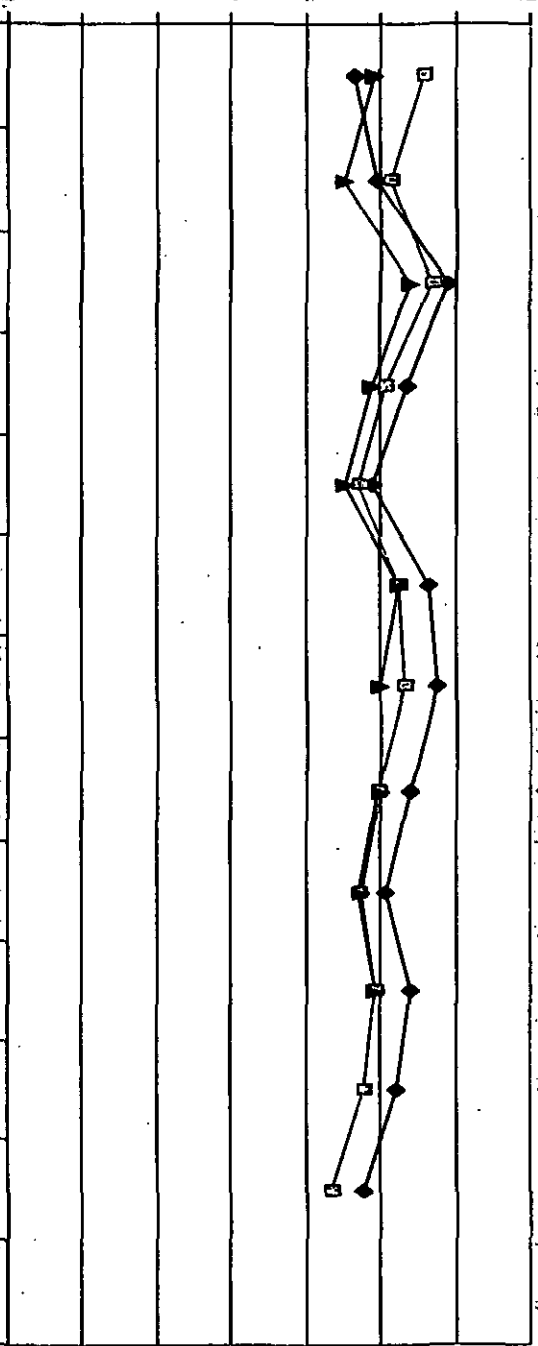
<b>OUTREACH</b>			
THIS MONTH		YEAR TO DATE	
October 2011		YTD 2011	
<b>TOTAL</b>	<b>1,512</b>	<b>TOTAL</b>	<b>9,979</b>
October 2010		YTD 2010	
<b>TOTAL</b>	<b>144</b>	<b>TOTAL</b>	<b>2,237</b>
<b>% Change</b>	<b>950%</b>	<b>% Change</b>	

NOTES: Beginning in 2011, we implemented a new, uniform process for tracking outreach. Prior to that, YS outreach was tracked manually, data is being compiled and will be included in the November Statistics report.

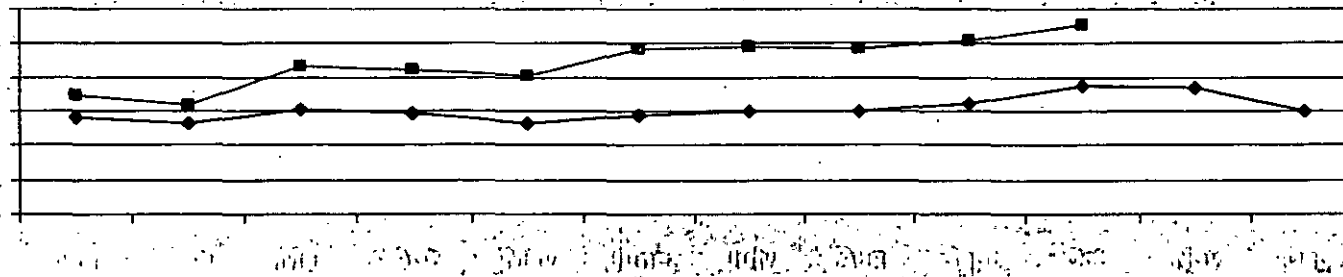
<b>PATRON ASSISTANCE</b>			
THIS MONTH		YEAR TO DATE	
October 2011		YTD 2011	
<b>TOTAL</b>	<b>25,983</b>	<b>TOTAL</b>	<b>N/A</b>
October 2010		YTD 2010	
<b>TOTAL</b>	<b>N/A</b>	<b>TOTAL</b>	<b>N/A</b>
<b>% Change</b>	<b>N/A</b>	<b>% Change</b>	<b>N/A</b>

NOTES: Starting in October 2011, we implemented a new, uniform process for recording assistance numbers.

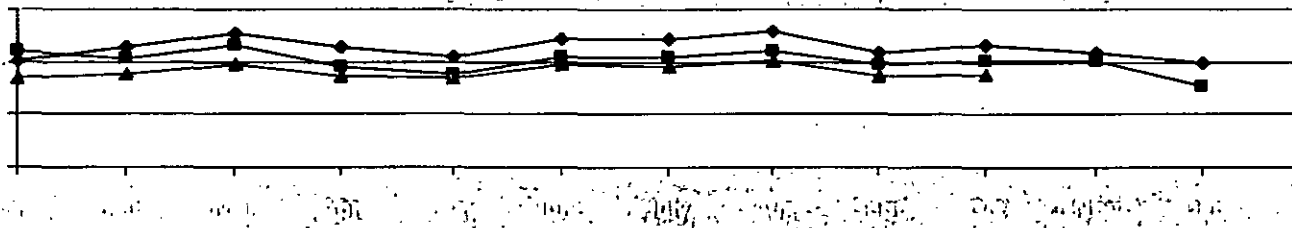
<b>PATRON ATTENDANCE</b>			
THIS MONTH		YEAR TO DATE	
Oct 2011		YTD 2011	
	46,863		455,938
Oct 2010		YTD 2010	
	40,620		437,576
<b>% Change</b>	<b>15.37%</b>	<b>% Change</b>	<b>4.20%</b>



◆ Jan-Dec 2009 (1,261,249)  
 □ Jan-Dec 2010 (1,209,024)  
 ▲ Jan-Oct 2011 (983,517)



◆ Jan - Dec 2010 (36,663)  
 ■ Jan - Oct 2011 (44,415)



◆ Jan-Dec 2009 (136,917)  
 ■ Jan-Dec 2010 (121,272)  
 ▲ Jan-Oct 2011 (90,945)



**TWO MEN AND A TRUCK.**  
 "Movers Who Care."

Dear Roberta,

Thank you, on behalf of the Two Men and a Truck team, for the D.P. Libman's help with the Truckload of Warmth program! We appreciate your partnership in making winter a bit warmer for Des Plaines residents in need. I hope we can work together again in the future. Sincerely, Alicia Sorber Gallardo

OCTOBER

1530

1530



**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, OCTOBER 18, 2011**

**7:00 PM**

**Conference Room – Second Floor**

**Agenda:**

- **Approval of Library Closings through January 2012**
- **Mobile Library Report**
- **Strategic Goals for 2011 - 2013**

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

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  
**October 18, 2011**  
**7:00 PM**

- I. Call to Order.
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Oath of Office. (Vincent Rangel and Richard Pope)
- V. Consideration of the Agenda.
- VI. Presentation – Myrtle Klebe and John Robinson.
- VII. Public Comments and Questions.
- VIII. City Council Community Services Committee – Alderman Dan Wilson.
- IX. Consent Agenda. [Action Item]
  - A. Approval of the Minutes of the Regular Board Meeting – September 21, 2011.
  - B. Approval of the Minutes of the Finance Committee Meeting – September 16, 2011.
  - C. Acceptance of Financial Reports for September 2011.
  - D. Acceptance of Reports.
    1. Director's Report – Holly Richards Sorensen.
- X. Unfinished Business.
  - A. Strategic Goals for 2011 – 2013. [Action Item]
  - B. Mobile Library Report.

- XI. New Business.
  - A. Approve Payment of Vendor Checks Report - \$178,628.10. [Action Item]
  - B. Director's Review Procedure. [Action Item]
  - C. Approval of Library Closings through January 2013. [Action Item]
  - D. Declaration of Surplus Property. [Action Item]
  
- XII. Announcements.
  - A. 2011 ILA Conference Report – George Magerl.
  
- XII. Correspondence.
  
- XIII. Adjournment.

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





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BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
September 20, 2011

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, September 20, 2011. President George Magerl called the meeting to order at 7:01p.m.

ROLL CALL.

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

Absent: Myrtle Klebe, Jennifer Tsalapatani.

Also present: Holly Richards Sorensen, Roberta Johnson, Carol Kidd, Heather Imhoff, Jo Bonell, Stephanie Spetter, Susan Farid, Alderman Wilson, Alderman Sayad, Jennifer Delgado, Tim O'Connor, Veronica Harrison, Don Sofolo.

PLEDGE OF ALLEGIANCE.

OATH OF OFFICE

Susan Moylan Krey took the oath of office.

CONSIDERATION OF THE AGENDA.

President Magerl asked to add Strategic Plan, 2011 - 2013 to the agenda under Unfinished Business.

*MOTION* by Steve Mokry, seconded John Robinson, to accept the amended 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 did not give a report.

CONSENT AGENDA

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

UNFINISHED BUSINESS

Library Director Sorensen reported that the goals for the 2011 – 2013 Strategic Plan were renumbered to:

Goal 1 – Collection Development

Goal 2 – Community Networking

Goal 3 – Lifelong Learning

and to Goal 1, #7 was added:

Ensure that the collection is current and relevant to community needs by assessing usage and patron demand on a regular basis and adjusting funding and collection composition accordingly.

President Magerl stated that the Strategic Plan will be on the October agenda for board approval.

NEW BUSINESS

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to approve the payment of vendor checks in the amount of \$226,706.09, as listed on the vendor checks report of August 2011 and authorize the Library Director to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Magerl, Mokry, Moylan Krey, Robinson, Rozovics. NAYS: None. MOTION CARRIED.

Dion Kendrick, Chair of the Finance Committee, reported that the Finance Committee met on Friday, September 16 to discuss the proposed FY2012 budget document.

MOTION by Susan Moylan Krey, seconded by John Robinson, to approve the 2012 budget, as presented. ROLL CALL VOTE: AYES: Moylan Krey, Magerl, Mokry, Robinson, Rozovics. NAYS: Fregetto, Kendrick. MOTION CARRIED.

MOTION by Eugene Fregetto, seconded by Steve Mokry, to approve the Per Capita Grant application, as presented. ROLL CALL VOTE: AYES: All. NAYS: None. MOTION CARRIED.

President Magerl distributed information on a proposed meet and greet program which would encourage more residents to use the library.

Trustee Fregetto reported that he, with the assistance of library staff applied for a Civic Engagement Grant from the University of Illinois at Chicago. If Trustee Fregetto receives the grant, in the amount of \$20,000, the money would be used to work with the community to discover their information habits and needs.

#### ANNOUNCEMENTS

Alderman Wilson stated that Richard Pope and Vincent Rangel were appointed to the library board and will replace Alderman Robinson and Myrtle Klebe. Alderman Wilson thanked Alderman Robinson and Myrtle Klebe for their service to the board and to the community.

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

Meeting adjourned at 8:47 p.m.

Minutes prepared Carol Kidd.



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- Progress Report
- Response Requested by \_\_\_\_\_
- Board Action Required 09/20/2011

BOARD OF TRUSTEES  
Minutes of the Finance Committee Meeting  
September 16, 2011

Chair: Dion Kendrick.  
Present: Dion Kendrick, Jennifer Tsalapatani, Susan Moylan Krey, Eugene Fregetto, Holly Richards Sorensen, Roberta Johnson, Carol Kidd, Susan Farid, Stephanie Spetter, Brenda Murphy.

Call to Order: 5:02 p.m. by Dion Kendrick.

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

The Committee discussed ways to increase revenue by increasing fines, charging for meeting rooms and soliciting donations.

MOTION by Dion Kendrick, seconded by Jennifer Tsalapatani, to implement a revenue line item for meeting room fees and to add projected revenue for additional fines, donations and meeting room use fees. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Kendrick proposed ways to cut costs by increasing hours for full-time staff to 40 hours per week, decrease hours for part-time staff to less than 20 hours per week, and to increase staff health insurance costs. Trustee Kendrick also proposed an increase to the materials budget.

MOTION by Dion Kendrick, to increase the insurance premiums for employees who pay for individual coverage by 5%. MOTION DIED FOR LACK OF A SECOND.

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

The meeting adjourned at 6:59 p.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

October 12, 2011

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

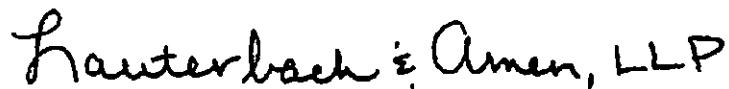
We have compiled the accompanying modified cash basis balance sheet of the Des Plaines Public Library as of September 30, 2011 and the related modified cash basis statements of revenues, expenditures and changes in fund balance for the nine months then ended, and the accompanying other supplementary 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 &amp; AMEN, LLP

# Des Plaines Public Library

## Treasurer's Report as of September 30, 2011

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102009 - Cash Payroll #8100292278	<u>30,584.12</u>
	<u>30,584.12</u>
201-1102015 - First Midwest Operating #8100292260	327,847.46
202-1102015 - First Midwest Operating #8100292260	1,244.27
	<u>329,091.73</u>
201-1102028 - Cash Library Donations	<u>28,193.74</u>
	<u>28,193.74</u>
201-1102073 - Cash IL - Epay #151600222104	<u>28,380.61</u>
201-1102076 - IL Funds - Library # 151600221288	(3.46)
202-1102076 - IL Funds - Library # 151600221288	3.59
	<u>0.13</u>
201-1102078 - Cash IL - Epay Library	<u>7,548.80</u>
201-1102079 - IL Funds - 151600222591	1,752,367.23
202-1102079 - IL Funds - 151600222591	110,882.50
	<u>1,863,249.73</u>
201-1104006 - Investments - Certificates of Deposit	<u>103,133.45</u>
<b>Total Invested</b>	<u><b>2,390,682.31</b></u>

October 12, 2011

**Des Plaines Public Library**  
**Balance Sheet as of September 30, 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>			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102009 - Cash Payroll #8100292278	29,604.87	979.25	30,584.12
1102015 - First Midwest Operating #8100292260	281,935.45	45,912.01	327,847.46
1102028 - Cash Library Donations	23,332.19	4,861.55	28,193.74
1102073 - Cash IL - Epay 151600008073	25,811.50	2,569.11	28,380.61
1102076 - IL Funds - Library # 15160221288	4,000.04	(4,003.50)	(3.46)
1102078 - Cash IL - Epay Library	7,038.75	510.05	7,548.80
1102079 - IL Funds - 151600222591	2,175,742.40	(423,375.17)	1,752,367.23
1104006 - Investments - Certificates of Deposit	103,094.05	39.40	103,133.45
1118000 - Receivable - Property Taxes	6,434,105.06	0.00	6,434,105.06
	<u>9,085,164.31</u>	<u>(372,507.30)</u>	<u>8,712,657.01</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	191,655.45	(43,918.90)	147,736.55
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>6,853,748.72</u>	<u>(43,918.90)</u>	<u>6,809,829.82</u>
<u>Fund Balance</u>			
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>9,189,226.77</u>	<u>(43,918.90)</u>	<u>9,145,307.87</u>
<b>Excess Revenues Over Expenses</b>	<u>(104,062.46)</u>	<u>(328,588.40)</u>	<u>(432,650.86)</u>

October 12, 2011

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

Capital Projects Fund

**Assets**

1102015 - First Midwest Operating #8100292260	1,896.53	(652.26)	1,244.27
1102076 - IL Funds - Library # 15160221288	3.59	0.00	3.59
1102079 - IL Funds - 151600222591	110,882.50	0.00	110,882.50
	<u>112,782.62</u>	<u>(652.26)</u>	<u>112,130.36</u>

**Liabilities and Fund Balance****Liabilities**

2401000 - Accounts Payable	652.26	(652.26)	0.00
	<u>652.26</u>	<u>(652.26)</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>153,425.17</u>	<u>(652.26)</u>	<u>152,772.91</u>
<b>Excess Revenues Over Expenses</b>	<u>(40,642.55)</u>	<u>0.00</u>	<u>(40,642.55)</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>



October 12, 2011

**Des Plaines Public Library**  
**Balance Sheet as of September 30, 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>(413,456.00)</u>	<u>0.00</u>	<u>(413,456.00)</u>
	<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>

October 12, 2011

**Des Plaines Public Library  
Revenue Report  
For the 9 Months Ended September 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>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	0.00	57,081.19	250,000.00	192,918.81	22.83
4810027 - Property Taxes 2010	22,762.11	3,446,655.61	6,499,096.00	3,052,440.39	53.03
	<u>22,762.11</u>	<u>3,503,736.80</u>	<u>6,749,096.00</u>	<u>3,245,359.20</u>	<u>51.91</u>
<u>Intergovernmental</u>					
4810800 - Personal Property Replacement Tax	34,981.30	69,741.00	92,988.00	23,247.00	75.00
4822040 - State Grant - Per Capita	0.00	0.00	56,000.00	56,000.00	0.00
4822095 - State Grant - Library	0.00	4,000.00	0.00	(4,000.00)	0.00
	<u>34,981.30</u>	<u>73,741.00</u>	<u>148,988.00</u>	<u>75,247.00</u>	<u>49.49</u>
<u>Fines &amp; Fees</u>					
4850101 - Library Fees	393.00	2,841.87	4,300.00	1,458.13	66.09
4850102 - Library Fines	5,393.31	53,965.63	128,000.00	74,034.37	42.16
4850103 - Library Fines / Credit Card	3,084.67	27,748.54	15,000.00	(12,748.54)	184.99
4850201 - Copying Fee	1,686.01	18,962.99	25,000.00	6,037.01	75.85
4850202 - Damaged Materials	148.14	699.03	450.00	(249.03)	155.34
4850203 - Lost Materials	518.77	4,324.79	7,000.00	2,675.21	61.78
4850205 - Bags	73.00	537.65	1,000.00	462.35	53.76
4850207 - Non-Res Cards	73.50	1,497.00	2,000.00	503.00	74.85
	<u>11,370.40</u>	<u>110,577.50</u>	<u>182,750.00</u>	<u>72,172.50</u>	<u>60.51</u>
<u>Other Revenue</u>					
4890010 - Interest Income	129.75	1,726.49	3,500.00	1,773.51	49.33
4890050 - Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00
4899900 - Miscellaneous Revenue	1,819.63	17,073.79	14,000.00	(3,073.79)	121.96
4899920 - Library Donations	4,860.00	5,931.84	500.00	(5,431.84)	1,186.37
	<u>6,809.38</u>	<u>24,732.12</u>	<u>18,000.00</u>	<u>(6,732.12)</u>	<u>137.40</u>
<b>Total Library Fund</b>	<u><u>75,923.19</u></u>	<u><u>3,712,787.42</u></u>	<u><u>7,099,834.00</u></u>	<u><u>3,387,046.58</u></u>	<u><u>52.29</u></u>

See Accountants' Compilation Report

October 12, 2011

**Des Plaines Public Library  
Revenue Report  
For the 9 Months Ended September 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	<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><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>202,500.00</u></u>	<u><u>202,500.00</u></u>	<u><u>0.00</u></u>
<b>Total of All Funds</b>	<u><u>75,923.19</u></u>	<u><u>3,712,787.42</u></u>	<u><u>7,302,334.00</u></u>	<u><u>3,589,546.58</u></u>	<u><u>50.84</u></u>

See Accountants' Compilation Report

October 12, 2011

**Des Plaines Public Library**  
**Expense Report**  
**For the 9 Months Ended September 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	200,434.26	1,930,163.36	2,024,433.00	94,269.64	95.34
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	4,854.24	45,537.21	0.00	(45,537.21)	0.00
5910600 - Sick Pay	495.85	17,103.07	0.00	(17,103.07)	0.00
5910700 - Holiday Pay	2,380.90	15,427.78	0.00	(15,427.78)	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>208,165.25</u>	<u>2,008,231.42</u>	<u>2,911,776.00</u>	<u>903,544.58</u>	<u>68.97</u>
<b>Benefits</b>					
5918010 - Unemployment Compensation	123.00	11,751.01	31,000.00	19,248.99	37.91
5918020 - Employer Contribution - FICA	15,433.93	149,181.59	222,599.00	73,417.41	67.02
5918021 - Employer Contribution - IMRF	21,554.43	210,133.48	308,526.00	98,392.52	68.11
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	19,617.03	174,092.38	269,057.00	94,964.62	64.70
5918051 - HMO Insurance Premiums	7,347.00	56,985.03	99,504.00	42,518.97	57.27
5918055 - Dental Insurance Premiums	1,894.56	17,312.08	23,478.00	6,165.92	73.74
5918070 - Workers Compensation	1,044.90	9,743.08	9,500.00	(243.08)	102.56
5918085 - RHS Plan Payout	0.00	0.00	10,000.00	10,000.00	0.00
	<u>67,014.85</u>	<u>629,788.65</u>	<u>977,660.00</u>	<u>347,871.35</u>	<u>64.42</u>
<b>Contractual Services</b>					
5920100 - Legal Fees	0.00	2,232.59	10,000.00	7,767.41	22.33
5920105 - Costs of Litigation	0.00	0.00	1,000.00	1,000.00	0.00
5920110 - Professional Services	29,941.96	297,159.56	365,000.00	67,840.44	81.41
5920120 - Communication Services	2,551.96	28,021.56	33,800.00	5,778.44	82.90
5920140 - Data Processing Services	0.00	56,188.86	78,000.00	21,811.14	72.04
5920202 - Conferences	484.95	593.95	1,000.00	406.05	59.40
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	1,440.00	1,000.00	(440.00)	144.00
5920225 - Licensing/Titles	0.00	110.00	0.00	(110.00)	0.00
5920230 - Publication of Notices	0.00	278.05	2,000.00	1,721.95	13.90
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	4,320.90	121,909.47	125,757.00	3,847.53	96.94
5930020 - R&M Buildings & Structures	6,194.73	68,365.41	124,080.00	55,714.59	55.10
5930030 - R&M Vehicles	119.57	7,459.93	8,250.00	790.07	90.42
5930195 - Book Binding & Repair	0.00	301.80	1,000.00	698.20	30.18
5930210 - Rental of Equipment	2,169.00	21,561.00	27,000.00	5,439.00	79.86
5930320 - Cleaning/Custodial Services	7,692.00	60,161.00	92,500.00	32,339.00	65.04
5930490 - Refuse Contract	562.01	5,318.86	6,000.00	681.14	88.65
960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00

See Accountants' Compilation Report

October 12, 2011

**Des Plaines Public Library**  
**Expense Report**  
**For the 9 Months Ended September 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	6.10	170.31	500.00	329.69	34.06
5960070 - Travel Expense	0.00	270.19	500.00	229.81	54.04
5960210 - Special Event Programming	747.84	21,413.12	31,000.00	9,586.88	69.07
5960990 - Misc. Contractual Services	4,196.20	45,635.69	95,600.00	49,964.31	47.74
	<u>58,987.22</u>	<u>771,529.35</u>	<u>1,029,737.00</u>	<u>258,207.65</u>	<u>74.92</u>
<b><u>Commodities</u></b>					
5970100 - Office Supplies	2,896.44	53,801.69	107,800.00	53,998.31	49.91
5970110 - Meals	176.90	977.38	2,100.00	1,122.62	46.54
5970115 - Supplies - Dept/Other	0.00	0.00	0.00	0.00	0.00
5970170 - Janitorial	2,335.20	16,316.44	30,900.00	14,583.56	52.80
5970260 - Postage & Parcel	1,195.49	10,225.58	25,000.00	14,774.42	40.90
5970270 - Printing -Reproduction-Binding	0.00	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	3,242.76	6,000.00	2,757.24	54.05
5970600 - Books	28,476.77	309,051.80	401,805.00	92,753.20	76.92
5970610 - Audio Materials	4,904.67	52,367.15	90,200.00	37,832.85	58.06
5970620 - Subscriptions & Books	433.73	37,853.81	69,500.00	31,646.19	54.47
5970630 - Visual Materials	8,722.72	77,590.57	111,000.00	33,409.43	69.90
5970640 - Automated Reference Materials	1,500.00	102,519.34	128,900.00	26,380.66	79.53
5970810 - Natural Gas	114.35	13,853.92	18,000.00	4,146.08	76.97
5970820 - Electricity	0.00	0.00	500.00	500.00	0.00
5970840 - Diesel	249.92	1,884.96	2,000.00	115.04	94.25
5970850 - Gasoline	83.98	622.18	500.00	(122.18)	124.44
5970900 - Equipment < \$5,000	0.00	1,678.45	2,000.00	321.55	83.92
	<u>51,090.17</u>	<u>682,984.45</u>	<u>1,002,205.00</u>	<u>319,220.55</u>	<u>68.15</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	1,198.00	6,001.36	6,500.00	498.64	92.33
5980420 - Computer Software	0.00	18,395.11	33,465.00	15,069.89	54.97
5980600 - Furniture & Fixtures	0.00	7,514.55	17,300.00	9,785.45	43.44
	<u>1,198.00</u>	<u>31,911.02</u>	<u>57,265.00</u>	<u>25,353.98</u>	<u>55.73</u>
<b><u>Other Funding Activities</u></b>					
5990900 - Per Capita Grant Expenditures	454.65	3,391.94	56,000.00	52,608.06	6.06
5990935 - Trans to D/S - 2002A Bond	17,601.45	17,601.45	23,469.00	5,867.55	75.00
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>18,056.10</u>	<u>20,993.39</u>	<u>354,469.00</u>	<u>333,475.61</u>	<u>5.92</u>
<b>Total Library Fund Expenditures</b>	<u>404,511.59</u>	<u>4,145,438.28</u>	<u>6,333,112.00</u>	<u>2,187,673.72</u>	<u>65.46</u>

See Accountants' Compilation Report

October 12, 2011

**Des Plaines Public Library**  
**Expense Report**  
**For the 9 Months Ended September 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>40,642.55</u>	<u>48,200.00</u>	<u>7,557.45</u>	<u>84.32</u>
	<u>0.00</u>	<u>40,642.55</u>	<u>48,200.00</u>	<u>7,557.45</u>	<u>84.32</u>
Total Capital Projects Fund Expenditures	<u>0.00</u>	<u>40,642.55</u>	<u>48,200.00</u>	<u>7,557.45</u>	<u>84.32</u>
 Total of All Funds	 <u>404,511.59</u>	 <u>4,186,080.83</u>	 <u>6,381,312.00</u>	 <u>2,195,231.17</u>	 <u>65.60</u>

See Accountants' Compilation Report

Check Number	Check Date	Payee	Amount
Checks			
1006	09/01/11	LACONI ADMINISTRATORS SECTION	30.00
11311	09/30/11	MARSHALL CAVENDISH CORPORATION	-2,349.25
11387	09/30/11	METRO PROFESSIONAL PRODUCTS, INC.	-173.50
11414	10/18/11	BAKER & TAYLOR	24,070.65
11415	10/18/11	BANKCARD SERVICES	2,626.12
11416	10/18/11	MIDWEST TAPE	6,390.39
11417	10/18/11	MIDWEST TAPE	7,539.02
11418	10/18/11	ACE DES PLAINES INCORPORATED	119.30
11419	10/18/11	AHA SERVICES, INC.	358.95
11420	10/18/11	ALEXIAN BROTHERS CORP HEALTH SERV	189.00
11421	10/18/11	ALLDATA LLC	1,500.00
11422	10/18/11	ALLISON WLMES	210.00
11423	10/18/11	AMAZON	133.97
11424	10/18/11	ANDERSON LOCK CO LTD	25.38
11425	10/18/11	BAILA-TONE FITNESS	75.00
11426	10/18/11	BANC OF AMERICA LEASING	2,005.00
11427	10/18/11	BLACKSTONE AUDIO INC	59.00
11428	10/18/11	BUSINESS MACHINE AGENTS INC	99.50
11429	10/18/11	CAROL KIDD	27.62
11430	10/18/11	CENTRAL STATES COACH REPAIRS, INC.	119.57
11431	10/18/11	CHICAGO OFFICE TECHNOLOGY GROUP	1,591.44
11432	10/18/11	CITY OF DES PLAINES	333.90
11433	10/18/11	CITY OF DES PLAINES,	39.00
11434	10/18/11	COOPERATIVE COMPUTER SERVICES	2,629.96
11435	10/18/11	CRIMSON MULTIMEDIA DIST., INC.	396.03
11436	10/18/11	CRITICAL SYSTEMS SERVICES, INC.	878.00
11437	10/18/11	CRYSTAL MANAGEMENT & MAINT. SERVICES	6,680.00
11438	10/18/11	CYBOR FIRE PROTECTION CO.	300.00
11439	10/18/11	D & B	208.00
11440	10/18/11	FEDERAL EXPRESS	72.58
11441	10/18/11	FINDAWAY WORLD LLC	59.99
11442	10/18/11	GALE	2,538.82
11443	10/18/11	GARVEY'S OFFICE PRODUCTS	94.80
11444	10/18/11	GRAINGER	1,119.62
11445	10/18/11	HR SPECIALIST: EMPLOYMENT LAW	199.00
11446	10/18/11	IMAGE VIDEO PRODUCTIONS	50.00
11447	10/18/11	INTERACT BUSINESS PRODUCTS	1,198.00
11448	10/18/11	JOHN LAVALIE	77.03
11449	10/18/11	JOHN LYNN	240.00
11450	10/18/11	LAUTERBACH & AMEN, LLP.	1,390.00
11451	10/18/11	LIMRICC	36,863.22
11452	10/18/11	LINCOLN STORY LEAGUE	30.00
11453	10/18/11	LORITO BOOKS	190.60
11454	10/18/11	M K PAINTING & DECORATING INC	2,685.00
11455	10/18/11	MARSHALL CAVENDISH CORPORATION	140.97
11456	10/18/11	MARSHALL CAVENDISH CORPORATION	259.50
11457	10/18/11	MATTHEW BENDER & COMPANY INC	80.91
11458	10/18/11	MCQUAY SERVICE	1,406.25
11459	10/18/11	NOVAK & PARKER	522.00
11460	10/18/11	OFFICE DEPOT	1,036.65
11461	10/18/11	OUTSOURCE SOLUTIONS GROUP	27,874.91
11462	10/18/11	P C NATION	100.02
11463	10/18/11	PITNEY BOWES	164.00
11464	10/18/11	PRESTIGE DISTRIBUTION, INC.	1,244.40
11465	10/18/11	PROGRAM ONE PROF BUILDING SERVICES	772.00
11466	10/18/11	PURCHASE POWER	1,092.99
11467	10/18/11	RANDOM HOUSE INCORPORATED	160.00
11468	10/18/11	RECORDED BOOKS, LLC	591.24
11469	10/18/11	SPEED-E-KLEEN	240.00
11470	10/18/11	STANDARD & POOR'S	4,229.26
11471	10/18/11	STANLEY ACCESS TECH	925.48

All checkbooks  
September 2011

Des Plaines Public Library  
Check Register

DESPLANSLIB  
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Check Number	Check Date	Payee	Amount
11472	10/18/11	STEVEN J. GASSMAN	125.00
11473	10/18/11	TEEN INK	189.00
11474	10/18/11	WASTE MANAGEMENT	405.55
11475	10/18/11	WASTE MANAGEMENT	156.46
11476	10/18/11	WEST GROUP	606.50
50216	09/30/11	NEXTEL	861.01
50217	09/30/11	CALL ONE	278.41
50218	09/30/11	CALL ONE	278.50
50219	09/30/11	AT&T	460.76
50220	09/30/11	McLEOD USA	300.89
50221	09/30/11	COMCAST CABLE	220.97
50222	09/30/11	NICOR GAS	114.35
50223	09/30/11	SPRINT	19.12
50224	09/30/11	SPRINT	16.18
50225	09/30/11	WOW! INTERENT CABLE	116.12
50226	09/30/11	IMRF	30,717.99
Total checks	77		<u>178,628.10</u>



Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
LACONI ADMINISTRATORS SECTION	1006	09/01/11	30.00
Account No. Description		Amount	
201-5920202 Manual Check		30.00	
		Subtotal	<u>30.00</u>
AT&T	50219	09/30/11	460.76
Account No. Description		Amount	
201-5920120 ACH		460.76	
CALL ONE	50217	09/30/11	278.41
Account No. Description		Amount	
201-5920120 ACH		278.41	
CALL ONE	50218	09/30/11	278.50
Account No. Description		Amount	
201-5920120 ACH		278.50	
COMCAST CABLE	50221	09/30/11	220.97
Account No. Description		Amount	
201-5920120 ACH		220.97	
IMRF	50226	09/30/11	30,717.99
Account No. Description		Amount	
201-2401002 09/2011 ER IMRF Contrib		21,581.43	
201-2401002 09/2011 EE IMRF Contrib		9,136.56	
MARSHALL CAVENDISH CORPORATION	11311	09/30/11	-2,349.25
Account No. Description		Amount	
201-5970600 VOID CK # 11311		-2,349.25	
McLEOD USA	50220	09/30/11	300.89
Account No. Description		Amount	
201-5920120 ACH		300.89	
METRO PROFESSIONAL PRODUCTS, INC.	11387	09/30/11	-173.50
Account No. Description		Amount	
201-5970170 VOID CK# 11387		-173.50	
NEXTEL	50216	09/30/11	861.01
Account No. Description		Amount	
201-5920120 ACH		861.01	
NICOR GAS	50222	09/30/11	114.35
Account No. Description		Amount	
201-5970810		114.35	
SPRINT	50223	09/30/11	19.12
Account No. Description		Amount	
201-5920120 ACH		19.12	
SPRINT	50224	09/30/11	16.18
Account No. Description		Amount	
201-5920120 ACH		16.18	
WOW! INTERENT CABLE	50225	09/30/11	116.12
Account No. Description		Amount	
201-5920120 ACH		116.12	
		Subtotal	<u>30,861.55</u>

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
ACE DES PLAINES INCORPORATED	11418	10/18/11	119.30
Account No.    Description		Amount	
201-5970170    Invoice # 222964		86.35	
201-5970170    Invoice # 223097		32.95	
AHA SERVICES, INC.	11419	10/18/11	358.95
Account No.    Description		Amount	
201-5970600    Invoice # 23337399		358.95	
ALEXIAN BROTHERS CORP HEALTH SER'	11420	10/18/11	189.00
Account No.    Description		Amount	
201-5960990    Invoice # 412049		189.00	
ALLDATA LLC	11421	10/18/11	1,500.00
Account No.    Description		Amount	
201-5970640    Statement Date 9/12/11		1,500.00	
ALLISON WILMES	11422	10/18/11	210.00
Account No.    Description		Amount	
201-5960210    Yoga at Work on 11/2/11		210.00	
AMAZON	11423	10/18/11	133.97
Account No.    Description		Amount	
201-5970600		86.99	
201-5970610		11.98	
201-5970630		35.00	
ANDERSON LOCK CO LTD	11424	10/18/11	25.38
Account No.    Description		Amount	
201-5970170    Invoice # 0658937		25.38	
BAILA-TONE FITNESS	11425	10/18/11	75.00
Account No.    Description		Amount	
201-5960210    Fitness Class on 11/19		75.00	
BAKER & TAYLOR	11414	10/18/11	24,070.65
Account No.    Description		Amount	
201-5960210    Invoice # 2026274685		159.69	
201-5960990    Invoice # 165752820		5.98	
201-5960990    Invoice # 165402270		2.99	
201-5960990    Invoice # 2026190242		6.30	
201-5960990    Invoice # 2026195435		42.65	
201-5960990    Invoice # 2026204897		66.15	
201-5960990    Invoice # 2026209013		35.90	
201-5960990    Invoice # 2026264781		4.52	
201-5960990    Invoice # 2026264784		48.30	
201-5960990    Invoice # 2026243949		20.55	
201-5960990    Invoice # 2026228376		35.85	
201-5960990    Invoice # 2026225053		55.45	
201-5960990    Invoice # 2026219806		3.45	
201-5960990    Invoice # 2026217327		28.65	
201-5960990    Invoice # 2026238716		1.94	
201-5960990    Invoice # 2026240619		65.30	
201-5960990    Invoice # 2026260143		51.40	
201-5960990    Invoice # 2026255132		7.65	
201-5960990    Invoice # 2026253250		55.40	
201-5960990    Invoice # 2026268904		32.40	
201-5960990    Invoice # 2026254588		8.10	
201-5960990    Invoice # 2026257047		32.10	
201-5960990    Invoice # 2026256946		8.37	
201-5960990    Invoice # 2026256947		6.78	
201-5960990    Invoice # 2026257074		44.95	
201-5960990    Invoice # 0000137027		11.44	

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2026268167		12.00
201-5960990	Invoice # 2026267081		11.10
201-5960990	Invoice # 2026268037		24.20
201-5960990	Invoice # 2026263613		1.12
201-5960990	Invoice # 2026263519		9.57
201-5960990	Invoice # 2026268164		27.00
201-5960990	Invoice # 2026267915		6.48
201-5960990	Invoice # 2026271270		23.05
201-5960990	Invoice # 2026268093		69.45
201-5960990	Invoice # 2026272428		1.12
201-5960990	Invoice # 2026271106		2.24
201-5960990	Invoice # 2026271051		2.82
201-5960990	Invoice # 2026245852		57.80
201-5960990	Invoice # 2026250415		3.36
201-5960990	Invoice # 2026250405		3.00
201-5960990	Invoice # 2026242612		1.70
201-5960990	Invoice # 2026251969		188.74
201-5960990	Invoice # 2026242707		1.12
201-5960990	Invoice # 2026250388		66.60
201-5960990	Invoice # 2026250404		6.00
201-5960990	Invoice # 2026251553		52.53
201-5960990	Invoice # 2026251739		15.90
201-5960990	Invoice # 2026254589		4.33
201-5960990	Invoice # 2026238531		1.62
201-5960990	Invoice # 2026246802		1.50
201-5960990	Invoice # 2026238507		1.70
201-5960990	Invoice # 2026238533		8.52
201-5960990	Invoice # 2026242594		11.39
201-5960990	Invoice # 2026242606		1.50
201-5960990	Invoice # 2026250414		10.50
201-5960990	Invoice # 2026246897		19.90
201-5960990	Invoice # 2026246796		1.12
201-5960990	Invoice # 2026230135		2.24
201-5960990	Invoice # 2026232637		4.86
201-5960990	Invoice # 2026210815		75.30
201-5960990	Invoice # 2026223184		4.90
201-5960990	Invoice # 2026212481		3.93
201-5960990	Invoice # 2026212352		2.84
201-5960990	Invoice # 2026212473		11.19
201-5960990	Invoice # 2026210787		13.90
201-5960990	Invoice # 2026212490		55.20
201-5960990	Invoice # 5011625758		21.65
201-5960990	Invoice # 2026232649		26.85
201-5960990	Invoice # 2026232651		2.35
201-5960990	Invoice # 2026232652		5.50
201-5960990	Invoice # 2026256918		34.15
201-5960990	Invoice # 2026263579		10.20
201-5960990	Invoice # 2026263503		18.00
201-5960990	Invoice # 2026264783		0.00
201-5960990	Invoice # 2026215412		15.00
201-5960990	Invoice # 2026215576		2.24
201-5960990	Invoice # 2026215679		2.70
201-5960990	Invoice # 2026215695		3.00
201-5960990	Invoice # 2026215544		1.50
201-5960990	Invoice # 2026215684		3.00
201-5960990	Invoice # 2026215678		3.10
201-5960990	Invoice # 2026195434		0.00
201-5960990	Invoice # 5011604890		28.00
201-5960990	Invoice # 2026187546		19.58
201-5960990	Invoice # 2026187569		2.96
201-5960990	Invoice # 2026198849		26.10
201-5960990	Invoice # 2026203039		12.85
201-5960990	Invoice # 2026175769		60.95

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2026202985		5.45
201-5960990	Invoice # 2026203047		4.55
201-5960990	Invoice # 2026187638		3.36
201-5960990	Invoice # 2026187637		19.10
201-5960990	Invoice # 2026189633		3.09
201-5960990	Invoice # 2026207946		1.62
201-5960990	Invoice # 2026197081		8.37
201-5960990	Invoice # 2026212534		3.36
201-5960990	Invoice # 2026203761		4.48
201-5960990	Invoice # 2026207774		5.25
201-5960990	Invoice # 2026212499		2.55
201-5960990	Invoice # 2026207875		9.00
201-5960990	Invoice # 2026210956		9.00
201-5960990	Invoice # 2026202862		15.75
201-5960990	Invoice # 2026281112		8.10
201-5960990	Invoice # 2026279073		1.50
201-5960990	Invoice # 2026286497		3.39
201-5960990	Invoice # 2026279212		4.48
201-5960990	Invoice # 2026281105		9.00
201-5960990	Invoice # 2026286325		13.65
201-5960990	Invoice # 2026287399		6.30
201-5960990	Invoice # 5011648253		27.95
201-5970600	Invoice # 2026190241		92.01
201-5970600	Invoice # 2026204896		759.20
201-5970600	Invoice # 2026209012		821.10
201-5970600	Invoice # 2026243948		60.40
201-5970600	Invoice # 2026243948		308.67
201-5970600	Invoice # 2026219805		36.00
201-5970600	Invoice # 2026225052		1,230.42
201-5970600	Invoice # 2026228375		443.63
201-5970600	Invoice # 2026217326		401.90
201-5970600	Invoice # 2026238715		36.90
201-5970600	Invoice # 2026240618		1,069.48
201-5970600	Invoice # 2026255131		106.22
201-5970600	Invoice # 2026260142		711.95
201-5970600	Invoice # 2026253249		838.97
201-5970600	Invoice # 2026268903		674.20
201-5970600	Invoice # 2026254588		75.93
201-5970600	Invoice # 2026257047		217.60
201-5970600	Invoice # 2026256946		26.86
201-5970600	Invoice # 2026256947		57.85
201-5970600	Invoice # 2026257074		358.40
201-5970600	Invoice # 0000137027		100.33
201-5970600	Invoice # 2026268167		120.52
201-5970600	Invoice # 2026267081		89.52
201-5970600	Invoice # 2026268037		169.88
201-5970600	Invoice # 2026263613		12.80
201-5970600	Invoice # 2026263519		83.99
201-5970600	Invoice # 2026268164		283.65
201-5970600	Invoice # 2026267915		56.66
201-5970600	Invoice # 2026271270		505.07
201-5970600	Invoice # 2026268093		554.45
201-5970600	Invoice # 2026272428		9.65
201-5970600	Invoice # 2026271106		24.85
201-5970600	Invoice # 2026271051		31.13
201-5970600	Invoice # 2026245852		529.50
201-5970600	Invoice # 2026250415		32.28
201-5970600	Invoice # 2026250405		22.59
201-5970600	Invoice # 2026242612		18.99
201-5970600	Invoice # 2026251969		18.00
201-5970600	Invoice # 2026242707		14.75
201-5970600	Invoice # 2026250388		568.71
201-5970600	Invoice # 2026250404		71.54

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2026251553		179.50
201-5970600	Invoice # 2026251739		148.73
201-5970600	Invoice # 2026254589		50.45
201-5970600	Invoice # 2026238531		19.88
201-5970600	Invoice # 2026246802		11.35
201-5970600	Invoice # 2026238507		11.74
201-5970600	Invoice # 2026238533		35.97
201-5970600	Invoice # 2026242594		42.89
201-5970600	Invoice # 2026242606		25.02
201-5970600	Invoice # 2026250414		78.12
201-5970600	Invoice # 2026246897		162.88
201-5970600	Invoice # 2026246796		11.35
201-5970600	Invoice # 2026230135		30.65
201-5970600	Invoice # 2026232637		46.57
201-5970600	Invoice # 2026210815		453.09
201-5970600	Invoice # 2026223184		31.27
201-5970600	Invoice # 2026212481		24.83
201-5970600	Invoice # 2026212352		14.31
201-5970600	Invoice # 2026212473		103.84
201-5970600	Invoice # 2026210787		61.87
201-5970600	Invoice # 2026212490		569.69
201-5970600	Invoice # 5011625758		990.70
201-5970600	Invoice # 2026232649		269.99
201-5970600	Invoice # 2026232651		25.13
201-5970600	Invoice # 2026232652		83.55
201-5970600	Invoice # 2026256918		662.89
201-5970600	Invoice # 2026263579		84.96
201-5970600	Invoice # 2026263503		128.42
201-5970600	Invoice # 2026264783		722.18
201-5970600	Invoice # 2026215412		122.99
201-5970600	Invoice # 2026215576		23.35
201-5970600	Invoice # 2026215679		44.25
201-5970600	Invoice # 2026215695		21.57
201-5970600	Invoice # 2026215544		14.38
201-5970600	Invoice # 2026215684		23.01
201-5970600	Invoice # 2026215678		48.30
201-5970600	Invoice # 2026195434		579.66
201-5970600	Invoice # 5011604890		854.45
201-5970600	Invoice # 2026187546		43.57
201-5970600	Invoice # 2026187569		9.54
201-5970600	Invoice # 2026198849		342.13
201-5970600	Invoice # 2026203039		113.27
201-5970600	Invoice # 2026175769		485.46
201-5970600	Invoice # 2026202985		57.52
201-5970600	Invoice # 2026203047		38.63
201-5970600	Invoice # 2026187638		42.02
201-5970600	Invoice # 2026187637		309.75
201-5970600	Invoice # 2026189633		31.24
201-5970600	Invoice # 2026207946		15.89
201-5970600	Invoice # 2026197081		25.52
201-5970600	Invoice # 2026212534		44.27
201-5970600	Invoice # 2026203761		59.56
201-5970600	Invoice # 2026207774		172.82
201-5970600	Invoice # 2026212499		17.97
201-5970600	Invoice # 2026207875		84.00
201-5970600	Invoice # 2026210956		90.99
201-5970600	Invoice # 2026202862		118.42
201-5970600	Invoice # 2026281112		69.81
201-5970600	Invoice # 2026279073		9.65
201-5970600	Invoice # 2026286497		32.31
201-5970600	Invoice # 2026279212		59.05
201-5970600	Invoice # 2026281105		60.74
201-5970600	Invoice # 2026286325		140.26

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Vendor Name	Chk. No.	Check Date	Amount
201-5970600 Invoice # 2026287399		32.23	
201-5970600 Invoice # 5011648253		826.29	
201-5970610 Invoice # 165752820		22.81	
201-5970620 Invoice # 165402270		15.73	
201-5970630 Invoice # 165120750		104.29	
<b>BANC OF AMERICA LEASING</b>	<b>11426</b>	<b>10/18/11</b>	<b>2,005.00</b>
Account No. Description		Amount	
201-5930210 Invoice # 011978988		2,005.00	
<b>BANKCARD SERVICES</b>	<b>11415</b>	<b>10/18/11</b>	<b>2,626.12</b>
Account No. Description		Amount	
201-5920202		454.95	
201-5960210		33.15	
201-5960990		14.70	
201-5970100		1,142.97	
201-5970110		176.90	
201-5970260		29.92	
201-5970600		253.56	
201-5970630		169.97	
201-5990900		350.00	
<b>BLACKSTONE AUDIO INC</b>	<b>11427</b>	<b>10/18/11</b>	<b>59.00</b>
Account No. Description		Amount	
201-5970610 Invoice # 586203		59.00	
<b>BUSINESS MACHINE AGENTS INC</b>	<b>11428</b>	<b>10/18/11</b>	<b>99.50</b>
Account No. Description		Amount	
201-5930010 Invoice # IN27495		99.50	
<b>CAROL KIDD</b>	<b>11429</b>	<b>10/18/11</b>	<b>27.62</b>
Account No. Description		Amount	
201-5990900 Conference Travel		27.62	
<b>CENTRAL STATES COACH REPAIRS, INC.</b>	<b>11430</b>	<b>10/18/11</b>	<b>119.57</b>
Account No. Description		Amount	
201-5930030 Invoice # 10118		119.57	
<b>CHICAGO OFFICE TECHNOLOGY GROUP</b>	<b>11431</b>	<b>10/18/11</b>	<b>1,591.44</b>
Account No. Description		Amount	
201-5930010 Invoice # 065851		263.50	
201-5930010 Invoice # 060581		269.96	
201-5930010 Invoice # 060554		12.94	
201-5930010 Invoice # 060553		6.16	
201-5930010 Invoice # 060580		863.63	
201-5930010 Invoice # 060575		175.25	
<b>CITY OF DES PLAINES</b>	<b>11432</b>	<b>10/18/11</b>	<b>333.90</b>
Account No. Description		Amount	
201-5970840 Invoice Fuel # 08-11		249.92	
201-5970850 Invoice Fuel # 08-11		83.98	
<b>CITY OF DES PLAINES,</b>	<b>11433</b>	<b>10/18/11</b>	<b>39.00</b>
Account No. Description		Amount	
201-5960990 Invoice # FN 2566		39.00	
<b>COOPERATIVE COMPUTER SERVICES</b>	<b>11434</b>	<b>10/18/11</b>	<b>2,629.96</b>
Account No. Description		Amount	
201-5930010 OCLC JED Profile August		1,314.98	
201-5930010 OCLC JED Profile Sept.		1,314.98	
<b>CRIMSON MULTIMEDIA DIST., INC.</b>	<b>11435</b>	<b>10/18/11</b>	<b>396.03</b>
Account No. Description		Amount	

Vendor Name	Chk. No.	Check Date	Amount
201-5960990 Order # 19178A		92.03	
201-5970630 Order # 19029A		304.00	
<b>CRITICAL SYSTEMS SERVICES, INC.</b>	11436	10/18/11	878.00
Account No. Description		Amount	
201-5930020 Invoice # 12922		878.00	
<b>CRYSTAL MANAGEMENT &amp; MAINT. SERV</b>	11437	10/18/11	6,680.00
Account No. Description		Amount	
201-5930320 Invoice # 19968		3,340.00	
201-5930320 Invoice # 19890		3,340.00	
<b>CYBOR FIRE PROTECTION CO.</b>	11438	10/18/11	300.00
Account No. Description		Amount	
201-5930020 Invoice # 52394		300.00	
<b>D &amp; B</b>	11439	10/18/11	208.00
Account No. Description		Amount	
201-5970600 Invoice # 10133877		208.00	
<b>FEDERAL EXPRESS</b>	11440	10/18/11	72.58
Account No. Description		Amount	
201-5970260 Invoice # 7-625-87242		72.58	
<b>FINDAWAY WORLD LLC</b>	11441	10/18/11	59.99
Account No. Description		Amount	
201-5970610 Invoice # 57774		59.99	
<b>GALE</b>	11442	10/18/11	2,538.82
Account No. Description		Amount	
201-5970600 Invoice # 17317146		672.60	
201-5970600 Invoice # 17316364		311.60	
201-5970600 Invoice # 17331545		412.72	
201-5970600 Invoice # 17321771		207.10	
201-5970600 Invoice # 17280757		934.80	
<b>GARVEY'S OFFICE PRODUCTS</b>	11443	10/18/11	94.80
Account No. Description		Amount	
201-5970100 Invoice # PINV330524		94.80	
<b>GRAINGER</b>	11444	10/18/11	1,119.62
Account No. Description		Amount	
201-5970170 Invoice # 9648754233		1,119.62	
<b>HR SPECIALIST: EMPLOYMENT LAW</b>	11445	10/18/11	199.00
Account No. Description		Amount	
201-5970620 Notice # SBQ3R02		199.00	
<b>IMAGE VIDEO PRODUCTIONS</b>	11446	10/18/11	50.00
Account No. Description		Amount	
201-5970630 Invoice # 1856		50.00	
<b>INTERACT BUSINESS PRODUCTS</b>	11447	10/18/11	1,198.00
Account No. Description		Amount	
201-5980410 Invoice # INV64776		1,198.00	
<b>JOHN LAVALIE</b>	11448	10/18/11	77.03
Account No. Description		Amount	
201-5990900 Travel		77.03	
<b>JOHN LYNN</b>	11449	10/18/11	240.00
Account No. Description		Amount	
201-5960210 Appalachian Trail 11/9/11		240.00	

Vendor Name	Chk. No.	Check Date	Amount
LAUTERBACH & AMEN, LLP.	11450	10/18/11	1,390.00
Account No. Description		Amount	
201-5920110 Invoice No. 22461		1,390.00	
LIMRICC	11451	10/18/11	36,863.22
Account No. Description		Amount	
201-2401002 Sept 11 Monthly Billing		36,863.22	
LINCOLN STORY LEAGUE	11452	10/18/11	30.00
Account No. Description		Amount	
201-5960210 2011-12 Membership		30.00	
LORITO BOOKS	11453	10/18/11	190.60
Account No. Description		Amount	
201-5970600 Invoice # 591		190.60	
M K PAINTING & DECORATING INC	11454	10/18/11	2,685.00
Account No. Description		Amount	
201-5930020 10/5/11 Service		2,685.00	
MARSHALL CAVENDISH CORPORATION	11455	10/18/11	140.97
Account No. Description		Amount	
201-5970600 Invoice # 877200		140.97	
MARSHALL CAVENDISH CORPORATION	11456	10/18/11	259.50
Account No. Description		Amount	
201-5970600 Invoice # 877141		118.53	
201-5970600 Invoice 3 877200		140.97	
MATTHEW BENDER & COMPANY INC	11457	10/18/11	80.91
Account No. Description		Amount	
201-5970600 Invoice # 22171436		80.91	
MCQUAY SERVICE	11458	10/18/11	1,406.25
Account No. Description		Amount	
201-5930020 Invoice # 2556212		699.25	
201-5930020 Invoice 3 2556213		707.00	
MIDWEST TAPE	11416	10/18/11	6,390.39
Account No. Description		Amount	
201-5960990 Invoice # 6458046		1.85	
201-5960990 Invoice # 6458048		1.85	
201-5960990 Invoice # 6458047		1.85	
201-5960990 Invoice # 6458044		1.85	
201-5960990 Invoice # 6458045		5.55	
201-5960990 Invoice # 6458039		7.70	
201-5960990 Invoice # 6458040		7.70	
201-5960990 Invoice # 6458041		1.85	
201-5960990 Invoice # 6458042		1.85	
201-5960990 Invoice # 6442523		5.70	
201-5960990 Invoice # 6442513		11.55	
201-5960990 Invoice # 6442514		3.85	
201-5960990 Invoice # 6442515		23.35	
201-5960990 Invoice # 6458037		7.70	
201-5960990 Invoice # 6458038		7.70	
201-5960990 Invoice # 6442520		1.85	
201-5960990 Invoice # 6442519		1.85	
201-5960990 Invoice # 6442516		1.85	
201-5960990 Invoice # 6442517		1.85	
201-5960990 Invoice # 6442518		3.70	
201-5960990 Invoice # 6423393		3.70	
201-5960990 Invoice # 6423390		3.85	



Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6423392		23.35
201-5960990	Invoice # 6423391		7.70
201-5960990	Invoice # 6423394		1.85
201-5960990	Invoice # 6423395		1.85
201-5960990	Invoice # 6437894		1.85
201-5960990	Invoice # 6437893		1.85
201-5960990	Invoice # 6437890		7.70
201-5960990	Invoice # 6437892		19.25
201-5960990	Invoice # 6437891		26.95
201-5960990	Invoice # 6437889		3.85
201-5960990	Invoice # 6437895		8.53
201-5960990	Invoice # 6451482		30.80
201-5960990	Invoice # 6451483		7.95
201-5960990	Invoice # 6451484		1.85
201-5960990	Invoice # 6451485		1.85
201-5960990	Invoice # 6451486		3.70
201-5960990	Invoice # 6451487		5.55
201-5960990	Invoice # 6432661		19.25
201-5960990	Invoice # 6432662		3.85
201-5960990	Invoice # 6432664		1.85
201-5960990	Invoice # 6432663		7.40
201-5960990	Invoice # 6432659		3.85
201-5960990	Invoice # 6432660		11.80
201-5960990	Invoice # 6429772		1.85
201-5960990	Invoice # 6429771		1.85
201-5960990	Invoice # 6429770		1.85
201-5960990	Invoice # 6429774		14.25
201-5960990	Invoice # 6429766		26.95
201-5960990	Invoice # 6429765		19.25
201-5960990	Invoice # 6429764		23.10
201-5960990	Invoice # 6429767		11.55
201-5960990	Invoice # 6429763		3.85
201-5960990	Invoice # 6429768		1.85
201-5960990	Invoice # 6429762		3.85
201-5960990	Invoice # 6429769		1.85
201-5960990	Invoice # 6429773		3.70
201-5960990	Invoice # 6438518		11.55
201-5960990	Invoice # 6438523		2.85
201-5960990	Invoice # 6438520		5.55
201-5960990	Invoice # 6438519		19.25
201-5960990	Invoice # 6445014		5.55
201-5960990	Invoice # 6445015		1.85
201-5960990	Invoice # 6445011		3.85
201-5960990	Invoice # 6445012		19.50
201-5960990	Invoice # 6445013		23.35
201-5960990	Invoice # 6445010		3.85
201-5960990	Invoice # 6458031		6.50
201-5960990	Invoice # 6458035		3.25
201-5960990	Invoice # 6458032		3.25
201-5960990	Invoice # 6458036		3.25
201-5960990	Invoice # 6458034		3.25
201-5960990	Invoice # 6458022		19.50
201-5960990	Invoice # 6458018		6.50
201-5960990	Invoice # 6458019		3.25
201-5960990	Invoice # 6458030		3.25
201-5960990	Invoice # 6458021		6.50
201-5960990	Invoice # 6458020		3.25
201-5960990	Invoice # 6458025		19.50
201-5960990	Invoice # 6458024		22.75
201-5960990	Invoice # 6458023		3.25
201-5960990	Invoice # 6458028		3.25
201-5960990	Invoice # 6458049		6.75
201-5960990	Invoice # 6458027		13.00

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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6442511		3.45
201-5960990	Invoice # 6442512		35.75
201-5960990	Invoice # 6442503		9.75
201-5960990	Invoice # 6442510		3.25
201-5960990	Invoice # 6442508		49.75
201-5970600	Invoice # 2620424		44.23
201-5970600	Invoice # 2608798		34.49
201-5970610	Invoice # 2620423		127.98
201-5970610	Invoice # 2626826		447.93
201-5970610	Invoice # 6442521		9.99
201-5970610	Invoice # 6442522		29.97
201-5970610	Invoice # 2633262		419.92
201-5970610	Invoice # 6458046		34.99
201-5970610	Invoice # 6458048		44.99
201-5970610	Invoice # 6458047		19.99
201-5970610	Invoice # 6458044		34.99
201-5970610	Invoice # 6458045		104.97
201-5970610	Invoice # 6458039		23.08
201-5970610	Invoice # 6458040		25.48
201-5970610	Invoice # 6458041		49.99
201-5970610	Invoice # 6458042		59.99
201-5970610	Invoice # 6442523		28.48
201-5970610	Invoice # 6442513		36.72
201-5970610	Invoice # 6442514		12.74
201-5970610	Invoice # 6442515		76.14
201-5970610	Invoice # 6458037		24.73
201-5970610	Invoice # 6458038		25.18
201-5970610	Invoice # 6442520		19.99
201-5970610	Invoice # 6442519		12.99
201-5970610	Invoice # 6442516		49.99
201-5970610	Invoice # 6442517		39.99
201-5970610	Invoice # 6442518		61.98
201-5970610	Invoice # 6423393		59.98
201-5970610	Invoice # 6423390		11.99
201-5970610	Invoice # 6423392		73.74
201-5970610	Invoice # 6423391		31.48
201-5970610	Invoice # 6423394		17.99
201-5970610	Invoice # 6423395		24.99
201-5970610	Invoice # 6437894		39.99
201-5970610	Invoice # 6437893		26.99
201-5970610	Invoice # 6437890		21.73
201-5970610	Invoice # 6437892		71.95
201-5970610	Invoice # 6437891		62.18
201-5970610	Invoice # 6437889		12.59
201-5970610	Invoice # 6437895		32.07
201-5970610	Invoice # 6451482		105.22
201-5970610	Invoice # 6451483		26.08
201-5970610	Invoice # 6451484		24.99
201-5970610	Invoice # 6451485		29.99
201-5970610	Invoice # 6451486		59.98
201-5970610	Invoice # 6451487		139.97
201-5970610	Invoice # 6432661		59.95
201-5970610	Invoice # 6432662		10.49
201-5970610	Invoice # 6432664		38.99
201-5970610	Invoice # 6432663		142.96
201-5970610	Invoice # 6432659		12.59
201-5970610	Invoice # 6432660		39.57
201-5970610	Invoice # 6429772		34.99
201-5970610	Invoice # 6429771		22.99
201-5970610	Invoice # 6429770		19.99
201-5970610	Invoice # 6429774		55.75
201-5970610	Invoice # 6429766		90.08
201-5970610	Invoice # 6429765		72.40

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Vendor Name	Chk. No.	Check Date	Amount
201-5970610	Invoice # 6429764		77.19
201-5970610	Invoice # 6429767		29.37
201-5970610	Invoice # 6429763		11.99
201-5970610	Invoice # 6429768		34.99
201-5970610	Invoice # 6429762		14.99
201-5970610	Invoice # 6429769		34.99
201-5970610	Invoice # 6429773		37.98
201-5970610	Invoice # 6438518		38.97
201-5970610	Invoice # 6438523		14.24
201-5970610	Invoice # 6438520		99.97
201-5970610	Invoice # 6438519		62.80
201-5970610	Invoice # 6445014		84.97
201-5970610	Invoice # 6445015		22.99
201-5970610	Invoice # 6445011		14.24
201-5970610	Invoice # 6445012		74.05
201-5970610	Invoice # 6445013		65.34
201-5970610	Invoice # 6445010		12.74
201-5970630	Invoice # 6444999		29.99
201-5970630	Invoice # 6438514		29.99
201-5970630	Invoice # 6438502		22.49
201-5970630	Invoice # 6438509		37.49
201-5970630	Invoice # 6438504		44.99
201-5970630	Invoice # 6438500		34.49
201-5970630	Invoice # 6458026		29.99
201-5970630	Invoice # 6458017		44.99
201-5970630	Invoice # 6458031		88.47
201-5970630	Invoice # 6458035		11.24
201-5970630	Invoice # 6458032		17.24
201-5970630	Invoice # 6458036		22.49
201-5970630	Invoice # 6458034		7.49
201-5970630	Invoice # 6458022		110.44
201-5970630	Invoice # 6458018		43.48
201-5970630	Invoice # 6458019		14.99
201-5970630	Invoice # 6458030		18.74
201-5970630	Invoice # 6458021		38.98
201-5970630	Invoice # 6458020		14.99
201-5970630	Invoice # 6458025		127.44
201-5970630	Invoice # 6458024		78.68
201-5970630	Invoice # 6458023		11.24
201-5970630	Invoice # 6458028		14.99
201-5970630	Invoice # 6458049		33.72
201-5970630	Invoice # 6458027		89.96
201-5970630	Invoice # 6442511		14.99
201-5970630	Invoice # 6442512		249.64
201-5970630	Invoice # 6442503		33.72
201-5970630	Invoice # 6442510		14.99
201-5970630	Invoice # 6442508		189.60

## MIDWEST TAPE

11417

10/18/11

7,539.02

Account No.	Description	Amount
201-5960990	Invoice # 6442509	78.00
201-5960990	Invoice # 6442506	13.00
201-5960990	Invoice # 6442505	6.90
201-5960990	Invoice # 6442504	3.45
201-5960990	Invoice # 6442507	35.75
201-5960990	Invoice # 6442502	0.00
201-5960990	Invoice # 6423382	13.00
201-5960990	Invoice # 6423381	3.25
201-5960990	Invoice # 6423385	6.70
201-5960990	Invoice # 6423383	6.50
201-5960990	Invoice # 6423389	6.50
201-5960990	Invoice # 6423384	9.75
201-5960990	Invoice # 6423386	9.75

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6423387		3.25
201-5960990	Invoice # 6423388		26.00
201-5960990	Invoice # 6437882		3.25
201-5960990	Invoice # 6437887		3.45
201-5960990	Invoice # 6437883		3.25
201-5960990	Invoice # 6437886		19.50
201-5960990	Invoice # 6437884		3.25
201-5960990	Invoice # 6437885		10.15
201-5960990	Invoice # 6437888		13.20
201-5960990	Invoice # 6452752		4.50
201-5960990	Invoice # 6452751		13.00
201-5960990	Invoice # 6451491		4.50
201-5960990	Invoice # 6451490		2.25
201-5960990	Invoice # 6451489		2.25
201-5960990	Invoice # 6451488		9.00
201-5960990	Invoice # 6451477		3.25
201-5960990	Invoice # 6451478		3.25
201-5960990	Invoice # 6451480		3.25
201-5960990	Invoice # 6451476		3.25
201-5960990	Invoice # 6451465		3.25
201-5960990	Invoice # 6451467		0.00
201-5960990	Invoice # 6451468		6.50
201-5960990	Invoice # 6451469		19.50
201-5960990	Invoice # 6451481		6.50
201-5960990	Invoice # 6451472		6.50
201-5960990	Invoice # 6451473		6.50
201-5960990	Invoice # 6451473		6.50
201-5960990	Invoice # 6451466		6.50
201-5960990	Invoice # 6451471		3.25
201-5960990	Invoice # 6451479		3.25
201-5960990	Invoice # 6451464		22.95
201-5960990	Invoice # 6451474		3.25
201-5960990	Invoice # 6451470		3.25
201-5960990	Invoice # 6451475		29.25
201-5960990	Invoice # 6432665		13.50
201-5960990	Invoice # 6432654		22.75
201-5960990	Invoice # 6432646		9.75
201-5960990	Invoice # 6432645		3.25
201-5960990	Invoice # 6432644		3.25
201-5960990	Invoice # 6432643		0.00
201-5960990	Invoice # 6432656		6.50
201-5960990	Invoice # 6432655		3.25
201-5960990	Invoice # 6432647		6.50
201-5960990	Invoice # 6432652		19.50
201-5960990	Invoice # 6432651		3.25
201-5960990	Invoice # 6432650		3.45
201-5960990	Invoice # 6432649		9.75
201-5960990	Invoice # 6432653		3.25
201-5960990	Invoice # 6432648		16.25
201-5960990	Invoice # 6432658		19.50
201-5960990	Invoice # 6432657		26.00
201-5960990	Invoice # 6429761		22.75
201-5960990	Invoice # 6429758		3.25
201-5960990	Invoice # 6429757		16.65
201-5960990	Invoice # 6429756		3.45
201-5960990	Invoice # 6429755		6.50
201-5960990	Invoice # 6429754		13.00
201-5960990	Invoice # 6429759		72.30
201-5960990	Invoice # 6438506		13.00
201-5960990	Invoice # 6438517		3.25
201-5960990	Invoice # 6438511		3.45
201-5960990	Invoice # 6438507		3.25
201-5960990	Invoice # 6438501		3.25

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6438508		26.00
201-5960990	Invoice # 6438503		6.50
201-5960990	Invoice # 6438505		3.25
201-5960990	Invoice # 6438513		6.50
201-5960990	Invoice # 6438510		3.25
201-5960990	Invoice # 6438516		9.75
201-5960990	Invoice # 6438512		13.00
201-5960990	Invoice # 6438522		9.00
201-5960990	Invoice # 6438515		3.25
201-5960990	Invoice # 6438521		4.50
201-5960990	Invoice # 6429760		29.45
201-5960990	Invoice # 6429753		3.25
201-5960990	Invoice # 6445016		4.50
201-5960990	Invoice # 6445000		9.95
201-5960990	Invoice # 6445001		3.25
201-5960990	Invoice # 6445006		6.90
201-5960990	Invoice # 6445002		3.25
201-5960990	Invoice # 6445003		6.50
201-5960990	Invoice # 6445007		6.50
201-5960990	Invoice # 6445005		6.50
201-5960990	Invoice # 6445004		9.75
201-5960990	Invoice # 6445008		3.25
201-5960990	Invoice # 6445009		36.35
201-5970630	Invoice # 6442509		233.01
201-5970630	Invoice # 6442506		69.71
201-5970630	Invoice # 6442505		89.97
201-5970630	Invoice # 6442504		48.73
201-5970630	Invoice # 6442507		193.36
201-5970630	Invoice # 6442502		29.99
201-5970630	Invoice # 6423382		150.67
201-5970630	Invoice # 6423381		11.24
201-5970630	Invoice # 6423385		37.48
201-5970630	Invoice # 6423383		22.48
201-5970630	Invoice # 6423389		25.48
201-5970630	Invoice # 6423384		52.47
201-5970630	Invoice # 6423386		127.47
201-5970630	Invoice # 6423387		33.73
201-5970630	Invoice # 6423388		84.67
201-5970630	Invoice # 6437882		5.24
201-5970630	Invoice # 6437887		18.74
201-5970630	Invoice # 6437883		7.49
201-5970630	Invoice # 6437886		93.69
201-5970630	Invoice # 6437884		22.49
201-5970630	Invoice # 6437885		59.22
201-5970630	Invoice # 6437888		133.46
201-5970630	Invoice # 6452752		46.48
201-5970630	Invoice # 6452751		92.96
201-5970630	Invoice # 6451491		22.48
201-5970630	Invoice # 6451490		29.97
201-5970630	Invoice # 6451489		29.99
201-5970630	Invoice # 6451488		89.96
201-5970630	Invoice # 6451477		18.74
201-5970630	Invoice # 6451478		18.74
201-5970630	Invoice # 6451480		97.47
201-5970630	Invoice # 6451476		11.24
201-5970630	Invoice # 6451465		22.49
201-5970630	Invoice # 6451467		57.73
201-5970630	Invoice # 6451468		56.98
201-5970630	Invoice # 6451469		134.94
201-5970630	Invoice # 6451481		14.98
201-5970630	Invoice # 6451472		89.97
201-5970630	Invoice # 6451473		37.48
201-5970630	Invoice # 6451473		37.48

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970630	Invoice # 6451466		59.98
201-5970630	Invoice # 6451471		29.99
201-5970630	Invoice # 6451479		22.49
201-5970630	Invoice # 6451464		164.93
201-5970630	Invoice # 6451474		17.24
201-5970630	Invoice # 6451470		29.99
201-5970630	Invoice # 6451475		172.38
201-5970630	Invoice # 6432665		136.44
201-5970630	Invoice # 6432654		236.91
201-5970630	Invoice # 6432646		113.21
201-5970630	Invoice # 6432645		14.99
201-5970630	Invoice # 6432644		22.49
201-5970630	Invoice # 6432643		34.49
201-5970630	Invoice # 6432656		38.98
201-5970630	Invoice # 6432655		67.48
201-5970630	Invoice # 6432647		40.48
201-5970630	Invoice # 6432652		128.94
201-5970630	Invoice # 6432651		29.99
201-5970630	Invoice # 6432650		67.48
201-5970630	Invoice # 6432649		62.22
201-5970630	Invoice # 6432653		23.99
201-5970630	Invoice # 6432648		71.20
201-5970630	Invoice # 6432658		67.44
201-5970630	Invoice # 6432657		101.92
201-5970630	Invoice # 6429761		75.68
201-5970630	Invoice # 6429758		7.49
201-5970630	Invoice # 6429757		70.45
201-5970630	Invoice # 6429756		71.23
201-5970630	Invoice # 6429755		15.73
201-5970630	Invoice # 6429754		126.71
201-5970630	Invoice # 6429759		328.28
201-5970630	Invoice # 6438506		89.96
201-5970630	Invoice # 6438517		20.24
201-5970630	Invoice # 6438511		14.99
201-5970630	Invoice # 6438507		9.74
201-5970630	Invoice # 6438501		27.99
201-5970630	Invoice # 6438508		179.92
201-5970630	Invoice # 6438503		37.48
201-5970630	Invoice # 6438505		18.74
201-5970630	Invoice # 6438513		29.98
201-5970630	Invoice # 6438510		26.99
201-5970630	Invoice # 6438516		41.22
201-5970630	Invoice # 6438512		55.46
201-5970630	Invoice # 6438522		89.96
201-5970630	Invoice # 6438515		20.24
201-5970630	Invoice # 6438521		44.98
201-5970630	Invoice # 6429760		96.66
201-5970630	Invoice # 6429753		14.99
201-5970630	Invoice # 6445016		22.48
201-5970630	Invoice # 6445000		70.47
201-5970630	Invoice # 6445001		18.74
201-5970630	Invoice # 6445006		44.98
201-5970630	Invoice # 6445002		11.24
201-5970630	Invoice # 6445003		29.98
201-5970630	Invoice # 6445007		22.48
201-5970630	Invoice # 6445005		59.98
201-5970630	Invoice # 6445004		196.43
201-5970630	Invoice # 6445008		14.99
201-5970630	Invoice # 6445009		314.12

NOVAK &amp; PARKER

11459

10/18/11

522.00

Account No.  
201-5970100Description  
Invoice # 123529Amount  
522.00

Vendor Name	Chk. No.	Check Date	Amount
OFFICE DEPOT	11460	10/18/11	1,036.65
Account No.		Description	Amount
201-5970100		Invoice # 578066238001	42.26
201-5970100		Invoice # 576576049001	12.56
201-5970100		Invoice # 579999035001	97.72
201-5970100		Invoice # 579274727001	884.11
OUTSOURCE SOLUTIONS GROUP	11461	10/18/11	27,874.91
Account No.		Description	Amount
201-5920110		Invoice # 13109	27,083.33
201-5920110		Invoice # 13110	280.00
201-5920110		Invoice # 13013	511.58
P C NATION	11462	10/18/11	100.02
Account No.		Description	Amount
201-5970100		Invoice # P049747201011	100.02
PITNEY BOWES	11463	10/18/11	164.00
Account No.		Description	Amount
201-5930210		Invoice # 9954034-SP11	164.00
PRESTIGE DISTRIBUTION, INC.	11464	10/18/11	1,244.40
Account No.		Description	Amount
201-5970170		Invoice # 4509	653.65
201-5970170		Invoice # 4547	590.75
PROGRAM ONE PROF BUILDING SERVICE	11465	10/18/11	772.00
Account No.		Description	Amount
201-5930320		Invoice # 36258	772.00
PURCHASE POWER	11466	10/18/11	1,092.99
Account No.		Description	Amount
201-5970260			1,092.99
RANDOM HOUSE INCORPORATED	11467	10/18/11	160.00
Account No.		Description	Amount
201-5970610		Invoice # 1082250607	30.00
201-5970610		Invoice # 1082177493	100.00
201-5970620		Invoice # 1082273222	30.00
RECORDED BOOKS, LLC	11468	10/18/11	591.24
Account No.		Description	Amount
201-5970610		Invoice # 74370014	428.82
201-5970610		Invoice # 74359589	162.42
SPEED-E-KLEEN	11469	10/18/11	240.00
Account No.		Description	Amount
201-5930320		Invoice # 3663	120.00
201-5930320		Invoice # 3670	120.00
STANDARD & POOR'S	11470	10/18/11	4,229.26
Account No.		Description	Amount
201-5970600		Invoice # 30500943	907.98
201-5970600		Invoice # 33030267	810.48
201-5970600		Invoice # 33030267	2,510.80
STANLEY ACCESS TECH	11471	10/18/11	925.48
Account No.		Description	Amount
201-5930020		Invoice # 901548987	925.48
STEVEN J. GASSMAN	11472	10/18/11	125.00
Account No.		Description	Amount

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	October 2011 Meeting		125.00
TEEN INK	11473	10/18/11	189.00
Account No. 201-5970620	Description Invoice # 14227-1112	Amount 189.00	
WASTE MANAGEMENT	11474	10/18/11	405.55
Account No. 201-5930490	Description Invoice # 2429099-2008-2	Amount 405.55	
WASTE MANAGEMENT	11475	10/18/11	156.46
Account No. 201-5930490	Description Invoice # 4447773-2008-6	Amount 156.46	
WEST GROUP	11476	10/18/11	606.50
Account No. 201-5970600	Description Invoice # 823534660	Amount 606.50	
	Subtotal		<u>147,736.55</u>
	TOTAL		<u><u>178,628.10</u></u>



## Director's Report October, 2011

### Personnel Highlights

#### New Employees

Michael Brodie Austin, Web Services Librarian, 10/03/2011

Susan Rischow, Page, 10/04/2011

### Patron Services Highlights

#### Circulation

We circulated 95,110 items in September. That's up about 1.4% from September of 2010.

#### E-books

In September there were 567 checkouts. 325 were e-books and 242 e-audiobooks. There were 171 unique patrons, 54 of whom are new. *The Help* by Kathryn Stockett was the most popular title.

#### Card Registration

57.4% of the population of Des Plaines, or 33,537 people, hold library cards.

#### Hits on Web site

We had 40,945 hits on our web site in September.

#### Searches on Online Reference Products

16,129 searches were performed in September.

#### Wireless Usage

5,094 individual devices connected to our wireless network in August that's up 57% from September of 2010.

## Des Plaines Public Library - September 2011 Board Report

CIRCULATION				
	THIS MONTH		YEAR TO DATE	
	Sep 2011		YTD 2011	
	Youth Services	36,438	Youth Services	327,470
	Adult Services	58,672	Adult Services	557,382
	<b>TOTAL</b>	<b>95,110</b>	<b>TOTAL</b>	<b>884,852</b>
	Sep 2010		YTD 2010	
	Youth Services	35,523	Youth Services	337,760
	Adult Services	58,284	Adult Services	590,565
	<b>TOTAL</b>	<b>93,807</b>	<b>TOTAL</b>	<b>928,325</b>
		<b>% Change</b>	<b>% Change</b>	<b>-4.68%</b>
		<b>1.39%</b>		
SELF CHECK				
	THIS MONTH		YEAR TO DATE	
	Sep 2011	62,191	YTD 2011	584,954
	Sep 2010	65,709	YTD 2010	626,383
		<b>% Change</b>	<b>% Change</b>	<b>-6.61%</b>
		<b>-5.35%</b>		

CARD REGISTRATION				
	THIS MONTH		YEAR TO DATE	
New Resident Cards	Sep 2011	341	YTD 2011	2,931
	Sep 2010	372	YTD 2010	2,962
		<b>% Change</b>	<b>% Change</b>	<b>-1.05%</b>
		<b>-8.33%</b>		
New Business Cards	Sep 2011	0	YTD 2011	17
	Sep 2010	2	YTD 2010	28
		<b>% Change</b>	<b>% Change</b>	<b>-39.29%</b>
		<b>-100.00%</b>		
Total Card Ownership			YTD 2011	33,537
			YTD 2010	32,903
			<b>% Population 2011</b>	<b>57.4%</b>
			<b>% Population 2010</b>	<b>57.8%</b>

PATRON ATTENDANCE				
	THIS MONTH		YEAR TO DATE	
	Sep 2011	46,863	YTD 2011	455,938
	Sep 2010	40,620	YTD 2010	437,576
		<b>% Change</b>	<b>% Change</b>	<b>4.20%</b>
		<b>15.37%</b>		

MEETING ROOM USE				
	THIS MONTH		YEAR TO DATE	
Library Sponsored Prog	44	1,803	YTD	17,665
Outside Groups	65	1,774	YTD	13,474
Internal Meetings	12	205	YTD	1,362
<b>TOTAL</b>	<b>121</b>	<b>3,782</b>	<b>TOTAL</b>	<b>32,501</b>

OUTREACH				
	THIS MONTH	Attendance	YEAR TO DATE	
Adult Services	13	378	YTD	1,956
Youth Services	24	671	YTD	6,544
<b>TOTAL</b>	<b>37</b>	<b>1,049</b>	<b>TOTAL</b>	<b>8,500</b>

COMPUTER / TECHNOLOGY USE				
	THIS MONTH		YEAR TO DATE	
Hits on Website	Sep 2011		YTD 2011	
	From Internal IP's	3,377	From Internal IP's	47,511
	From External IP's	37,568	From External IP's	372,132
	Absolutely Unique Visitors	24,269		
	<b>TOTAL</b>	<b>40,945</b>	<b>TOTAL</b>	<b>419,643</b>
Hits on PlainTalk	Sep 2011	472	YTD 2011	5,930
	Sep 2010	514	YTD 2010	9,098
	% Change	-8.17%	% Change	-34.82%
Hits on Positively Ellinwood Street	Sep 2011	1526	YTD 2011	10,636
	Sep 2010	1115	YTD 2010	7,712
	% Change	36.86%	% Change	37.91%

Computer Use	Adult Services		YEAR TO DATE	
	Sep 2011	7,583	YTD 2011	71,541
	Sep 2010	8,731	YTD 2010	80,553
	% Change	-13.15%	% Change	-11.19%
Youth Services	Sep 2011	1,025	YTD 2011	10,507
	Sep 2010	1,089	YTD 2010	12,733
	% Change	-5.88%	% Change	-17.48%
Average Online Reference Products Searches & Queries	Sep 2011	16,129	YTD 2011	135,251
	Sep 2010	14,684	YTD 2010	105,636
	% Change	9.84%	% Change	28.03%

## 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	Budgeted Year Totals
<b>Balance Sheet</b>													
Cash Beginning of Month	\$ 2,062,798	\$ 2,429,769	\$ 2,060,419	\$ 2,664,961	\$ 4,343,679	\$ 4,018,814	\$ 3,541,183	\$ 3,148,828	\$ 2,763,843	\$ 2,390,682	\$ 1,873,472	\$ 1,191,531	
Restricted cash donations	124,698	124,786	124,916	125,005	125,091	125,255	125,395	126,426	131,327	126,426	122,593	122,593	
	1,938,100	2,304,983	1,935,503	2,539,956	4,218,588	3,893,559	3,415,788	3,022,402	2,632,516	2,264,256	1,750,879	1,068,938	
<b>Revenue (M-T-D)</b>													
Property Taxes	727,523	90,460	348,474	2,111,326	110,937	30,415	12,971	48,867	22,762				\$ 3,503,735
Other Revenue	15,869	12,965	16,036	12,322	32,461	32,332	14,546	19,360	53,161	-8,465	-8,462	-8,458	354,437
Total Revenue	743,392	103,425	364,510	2,123,648	143,398	62,747	27,517	68,227	75,923	-8,465	-8,462	-8,458	3,858,172
<b>Expenses</b>													
Payroll & Benefits	291,418	282,505	287,530	288,418	279,068	412,507	265,281	256,113	275,180	362,229	526,957	362,230	3,889,436
Commodities	100,713	70,732	83,251	64,479	91,413	59,098	65,673	96,535	51,090	106,407	106,407	106,407	1,002,205
Capital	10,057	5,360	(8,371)	5,291	4,841	2,519	10,723	295	1,198	8,451	8,451	8,450	57,265
Contracts	191,212	116,125	32,664	78,031	71,749	72,536	85,623	64,601	58,988	86,069	86,069	86,070	1,029,737
Other				184	409	204	1,940	200	18,056				
202		4,905	35,085				652			2,519	2,519	2,520	48,200
Adjustments	(216,979)	(6,852)	(670,191)	8,527	20,783	(6,486)	(10,020)	35,468	44,572				
Total Expenses	376,421	472,775	(240,032)	444,930	468,263	540,378	419,872	453,212	449,084	565,675	730,403	565,677	
Net Increase/(Decrease)	366,971	(369,350)	604,542	1,678,718	(324,865)	(477,631)	(392,355)	(384,985)	(373,161)	(517,210)	(681,941)	(517,219)	
Cash End of Month	2,429,769	2,060,419	2,664,961	4,343,679	4,018,814	3,541,183	3,148,828	2,763,843	2,390,682	1,873,472	1,191,531	674,312	
Cash End of Month less restricted cash donations	2,305,071	1,935,633	2,540,045	4,218,674	3,893,723	3,415,928	3,023,433	2,637,417	2,259,355	1,747,046	1,068,938	551,719	

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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>3M - Service Agreement for self checks, security gates, checkout stations</b>								\$16,956.00 Annual
	3/15/2011	10905	201-5930010		\$16,956.00		\$16,956.00	
	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	
	8/16/2011	11276	201-5980420	399.57			\$399.57	
				<u>\$20,386.90</u>	<u>\$16,956.00</u>	<u>\$37,342.90</u>	<u>\$37,342.90</u>	
<b>AUTOMATED LOGIC - Maintenance Agreement for HVAC software and hardware controls</b>								\$9,960.00 Annual
	2/15/2011	10845	201-5930020		\$2,490.00		\$2,490.00	\$2,490.00 Quarterly
	5/18/2011	11056	201-5930020		\$2,490.00		\$2,490.00	
	8/16/2011	11281	201-5930020		\$2,490.00		\$2,490.00	
				<u>\$0.00</u>	<u>\$7,470.00</u>	<u>\$7,470.00</u>	<u>\$7,470.00</u>	
<b>AWE - Service Agreement for Early Learning Literacy Stations</b>								\$2,100.00 Annual
	3/15/2011	10908	201-5930010		\$2,100.00		\$2,100.00	
				<u>\$0.00</u>	<u>\$2,100.00</u>	<u>\$2,100.00</u>	<u>\$2,100.00</u>	
<b>BANC OF AMERICA LEASING - Lease for Copy Machines</b>								\$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	
	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	
	7/19/2011	11206	201-5930210		\$2,005.00		\$2,005.00	
	8/16/2011	11282	201-5930210		\$2,005.00		\$2,005.00	
	9/20/2011	11346	201-5930210		\$2,040.00		\$2,040.00	
	10/18/2011	11426	201-5930210		\$2,005.00		\$2,005.00	
				<u>\$0.00</u>	<u>\$18,080.00</u>	<u>\$18,080.00</u>	<u>\$18,080.00</u>	
<b>BUSINESS MACHINE AGENTS INC - Service Agreement for Kyocera printers. Includes toner.</b>								.006 per print B/W
	2/15/2011	10581	201-5930010		\$491.07		\$491.07	

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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.
	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	
	9/20/2011	11349	201-5930010		\$640.91			
	9/20/2011	11349	201-5930010		\$846.88		\$1,487.79	
	10/18/2011	11428	201-5930010		\$99.50		\$99.50	
				\$0.00	\$5,802.68	\$5,802.68	\$5,802.68	
<b>CHICAGO OFFICE TECHNOLOGY GROUP - Service Agreement for copy machines and Kyocera printers. Includes toner.</b>								.007 per print B/W (copiers)
	6/21/2011	11135	201-5930010		\$287.29			.07 per print Color
	6/21/2011	11135	201-5930010		\$1,797.03			
	6/21/2011	11135	201-5930010		\$776.31		\$2,860.63	\$264.00 Monthly (printers)
	7/19/2011	11212	201-5930010		\$63.06			.0085 per print B/W
	7/19/2011	11212	201-5930010		\$2.93			.085 per print Color
	7/19/2011	11212	201-5930010		\$13.78			
	7/19/2011	11212	201-5930010		\$188.27			
	7/19/2011	11212	201-5930010		\$74.61		\$342.65	
	8/16/2011	11286	201-5930010		\$0.92			
	8/16/2011	11286	201-5930010		\$6.31			
	8/16/2011	11286	201-5930010		\$116.66			
	8/16/2011	11286	201-5930010		\$475.94			
	8/16/2011	11286	201-5930010		\$1,070.07		\$1,669.90	
	9/20/2011	11354	201-5930010		\$965.58			
	9/20/2011	11354	201-5930010		\$257.26			
	9/20/2011	11354	201-5930010		\$263.50			
	9/20/2011	11354	201-5930010		\$766.97			
	9/20/2011	11354	201-5930010		\$263.50			
	9/20/2011	11354	201-5930010		\$1.08			
	9/20/2011	11354	201-5930010		\$16.63			
	9/20/2011	11354	201-5930010		\$126.59		\$2,661.11	
	10/18/2011	11431	201-5930010		\$263.50			
	10/18/2011	11431	201-5930010		\$269.96			
	10/18/2011	11431	201-5930010		\$863.63			
	10/18/2011	11431	201-5930010		\$175.25			
	10/18/2011	11431	201-5930010		\$12.94			
	10/18/2011	11431	201-5930010		\$6.16		\$1,591.44	
				\$0.00	\$9,125.73	\$9,125.73	\$9,125.73	

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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>COMPLETE CLEANING COMPANY INC.</b>								
	2/15/2011	10855	201-5930320		\$7,219.00		\$7,219.00	\$87,852.00 Annual \$7,321.00 Monthly
	3/15/2011	10921	201-5930320		\$7,321.00		\$7,321.00	
	4/20/2011	10992	201-5930320		\$7,321.00		\$7,321.00	
	5/18/2011	11065	201-5930320		\$7,321.00		\$7,321.00	
	6/21/2011	11138	201-5930320	\$385.00				
	6/21/2011	11138	201-5930320		\$7,321.00		\$7,706.00	
	7/19/2011	11219	201-5930320		\$7,321.00		\$7,321.00	
				\$385.00	\$43,824.00	\$44,209.00	\$44,209.00	
<b>CRYSTAL MANAGEMENT &amp; MAINTENANCE SERVICES-Cleaning service</b>								
	8/16/2011	11291	201-5930320		\$3,340.00			\$40,080.00 Annual \$3,340.00 Monthly
	8/16/2011	11291	201-5930320	\$198.00				
	8/16/2011	11291	201-5930320		\$3,340.00			
	8/16/2011	11291	201-5930320	\$150.00			\$7,028.00	
	9/20/2011	11360	201-5930020	\$6,190.00			\$6,190.00	
	10/18/2011	11437	201-5930320		\$3,340.00			
	10/18/2011	11437	201-5930320		\$3,340.00		\$6,680.00	
				\$6,538.00	\$13,360.00	\$19,898.00	\$19,898.00	
<b>D &amp; B POWER ASSOCIATES - Extended warranty for UPS in 4th floor server room</b>								
	4/20/2011	10995	201-5930010		\$2,696.00		\$2,696.00	\$2,696.00 Annual
					\$2,696.00	\$2,696.00	\$2,696.00	
<b>FIRST SECURITY SYSTEMS, INC. - Maintenance Agreement for the Fire Alarm System</b>								
				\$0.00	\$0.00	\$0.00	\$0.00	\$1,664.00 Annual
<b>IMAGING OFFICE SYSTEMS, INC. - Service Agreement for Microfilm Reader/Printers</b>								
	4/20/2011	11007	201-5930010		\$1,495.47		\$1,495.47	\$1,495.47 Annual
				\$0.00	\$1,495.47	\$1,495.47	\$1,495.47	
<b>INTERIOR TROPICAL GARDENS INC. - Plant Service</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		\$85.00		\$85.00	
	7/19/2011	11237	201-5960990		\$85.00		\$85.00	
	8/16/2011	11305	201-5960990		\$85.00		\$85.00	
	9/20/2011	11377	201-5960990		\$85.00		\$85.00	

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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.
				\$0.00	\$595.00	\$595.00	\$595.00	
<b>LAUTERBACH &amp; AMEN, LLP. - Accounting Services</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	
	7/19/2011	11242	201-5920110		\$1,390.00			
	7/19/2011	11242	201-5920110		\$1,390.00		\$2,780.00	
	8/16/2011	11309	201-5920110		\$1,390.00		\$1,390.00	
	8/31/2011	11383	201-5920110		\$1,390.00		\$1,390.00	
	10/18/2011	11450	201-5920110		\$1,390.00		\$1,390.00	
				\$0.00	\$14,645.00	\$14,645.00	\$14,645.00	
<b>LYNGSOE SYSTEMS - Maintenance Agreement for RFID materials handler</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 - Maintenance Agreement for HVAC</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	
	8/16/2011	11313	201-5930020		\$24,629.00		\$24,629.00	
	10/18/2011	11458	201-5930020	\$707.00				
	10/18/2011	11458	201-5930020	\$699.25			\$1,406.25	
				\$2,722.05	\$24,629.00	\$27,351.05	\$27,351.05	
<b>OUTSOURCE SOLUTIONS GROUP - IT Services</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				

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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	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	
	6/21/2011	11175	201-5920110		\$27,083.33			
	6/21/2011	11175	201-5960990	\$485.43			\$27,568.76	
	7/19/2011	11250	201-5960990	\$280.00				
	7/19/2011	11250	201-5960990	\$280.00				
	7/19/2011	11250	201-5960990	\$489.83				
	7/19/2011	11250	201-5930010	\$2,495.00				
	7/19/2011	11250	201-5920110		\$27,083.33		\$30,628.16	
	8/16/2011	11318	201-5960990	\$280.00				
	8/16/2011	11318	201-5960990	\$280.00				
	8/16/2011	11318	201-5920110		\$27,083.33		\$28,140.41	
	8/16/2011	11318	201-5960990	\$497.08				
	9/20/2011	11392	201-5980420	\$125.99				
	9/20/2011	11392	201-5960990	\$280.00				
	9/20/2011	11392	201-5960990	\$509.12				
	9/20/2011	11392	201-5920110		\$27,083.33		\$27,998.44	
	10/18/2011	11461	201-5920110		\$27,083.33			
	10/18/2011	11461	201-5920110	\$511.58				
	10/18/2011	11461	201-5920110	\$280.00			\$27,874.91	
				<u>\$13,597.16</u>	<u>\$297,916.63</u>	<u>\$311,513.79</u>	<u>\$311,513.79</u>	
<b>PITNEY BOWES - Postage Machine</b>								\$1,968.00 Annual
	2/15/2011	10889	201-5930210		\$164.00		\$164.00	
	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	
	7/19/2011	11253	201-5930210		\$164.00		\$164.00	
	8/19/2011	11321	201-5930210		\$164.00		\$164.00	
	9/20/2011	11395	201-5930210		\$164.00		\$164.00	
	10/18/2011	11463	201-5930210		\$164.00		\$164.00	
				<u>\$0.00</u>	<u>\$1,476.00</u>	<u>\$1,476.00</u>	<u>\$1,476.00</u>	

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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>PRO DATA - Payroll Services</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			
	6/27/2011		201-5920110		\$337.70		\$675.90	
	7/11/2011		201-5920110		\$334.05		\$334.05	
	8/16/2011		201-5920110		\$336.45		\$336.45	
	8/22/2011		201-5920110		\$337.90		\$337.90	
	9/6/2011		201-5920110		\$340.60		\$340.60	
	9/23/2011		201-5920110		\$336.45		\$336.45	
	10/7/2011		201-5920110		\$340.10		\$340.10	
				\$0.00	\$5,469.26	\$5,469.26	\$5,469.26	
<b>REDHAWK SECURITY SYSTEMS - Monitoring company for the Building Alarm System</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
	7/19/2011	11214	201-5960990		\$76.32		\$76.32	
					\$152.64	\$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
	7/19/2011	11260	201-5930020	\$795.00			\$795.00	
	9/20/2011	11404	201-5930020	\$773.33			\$773.33	
				\$1,568.33	\$6,859.80	\$8,428.13	\$8,428.13	
<b>SOMETHING FISHY - Aquarium Services</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	
	7/19/2011	11261	201-5960990	\$66.97			\$66.97	
	8/16/2011	11329	201-5960990	\$19.49			\$19.49	
				\$339.39	\$1,440.00	\$1,779.39	\$1,779.39	
<b>TODAY'S BUSINESS SOLUTIONS INC. - Service agreement for public printing and computer reservation system</b>								
								\$6,065.00 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.
	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	

**TRANSWORLD SYSTEMS INC. - Collection Agency** \$5,250.00 Annual

\$0.00
\$0.00
\$0.00
\$0.00

**UNITED BUSINESS SOLUTIONS\*\* SEE CHIGAGO OFFICE TECHNOLOGY GROUP**

.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		\$11.78		\$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			
5/18/2011	11112	201-5970100		\$11.31			

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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.
	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 - Garbage Collection Services</b>								\$4,004.76 Annual \$333.73 Monthly
	2/15/2011	10902	201-5930490		\$132.21			
	2/15/2011	10903	201-5930490		\$349.04		\$481.25	
	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	
	7/19/2011	11266	201-5930490		\$398.44			
	7/19/2011	11267	201-5930490		\$153.15		\$551.59	
	8/16/2011	11332	201-5930490		\$407.65			
	8/16/2011	11333	201-5930490		\$156.62		\$564.27	
	9/20/2011	11412	201-5930490		\$155.62			
	9/20/2011	11413	201-5930490		\$404.92		\$560.54	
	10/18/2011	11474	201-5930490		\$405.55			
	10/18/2011	11475	201-5930490		\$156.46		\$562.01	
				\$0.00	\$4,833.63	\$4,833.63	\$4,833.63	
						\$581,912.10		

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# 2011-2013 Strategic Plan

## Goal #1: Collection Development

The Des Plaines Public Library will continue to proactively track, evaluate and implement emerging technologies and trends in electronic resources to keep pace with community needs and demands.

### Objectives:

1. Assess the growing demand in our community for downloadable ebooks, e-audiobooks, digital music and digital videos and meet that demand with high quality, affordable products.
2. Assess the growing demand in our community for electronic databases and meet that demand with high quality, affordable products.
3. Create digital materials that have special interest to our community such as historical photographs of Des Plaines, digital yearbooks of the local high schools and digital copies of local newspapers.
4. Evaluate and promote new technologies that increase our community's access to library materials such as apps linked to downloadable materials, our electronic databases and our online catalog.
5. Review staff assignments to ensure that our staff is sufficient in number and in training to provide high quality service about these new trends and technologies to our community.
6. Proactively promote these new electronic materials to our community through classes and marketing.
7. Ensure that the collection is current and relevant to community needs by assessing usage and patron demand on a regular basis and adjusting funding and collection composition accordingly.

## Goal #2 Community Networking

The Des Plaines Public Library will partner with local organizations to share resources and costs to maximize the benefits of those resources to the community.

### Objectives

1. Promote local history by collaborating with the History Center on three digitization projects.
2. Partner with community organizations to develop programs and services for children and their families and caregivers.
3. Partner with the Des Plaines Park District to create summer teen programs.
4. Work closely with the Friends to assist them in developing methods to raise money for the library.
5. Partner with Chamber of Commerce businesses to create programs about personal financial skills.

### **Goal #3 Lifelong Learning**

**The Des Plaines community will have the library collections, programs, services and spaces they need to learn throughout their lives.**

#### **Objectives**

1. Develop surveys and other data collection tools to identify core constituencies, leading areas of interest and needs not currently being addressed by the library.
2. Identify and promote both quiet and collaborative areas in the building.
3. Provide early literacy storytime programs for young children and their families.
4. Reorganize collections to make them more accessible and effective. Make specific collections available to the public using advanced technologies.
5. Create specialized career and job-hunting workshops. Expand Work Center information.



Optimist Club of Des Plaines, IL  
F R I E N D O F Y O U T H

Des Plaines Public Library  
1501 Ellinwood  
Des Plaines, IL 60016

September 25, 2011

Dear Sir/Madam,

On behalf of the Optimist Club of Des Plaines, and the children of School District 62, I want to thank you for your very generous donation towards our school supply drive. The backpacks, and other items supplied were more than I expected and were deeply appreciated. I also want to thank you for letting us put a bucket at the library.

Thank you for helping us to bring out the best in kids and I wish you the very best, and hope to work with you next year.

Sincerely,

Zack Ladner  
School Supplies Chairman  
[Schoolsupplies@dpoptimist.org](mailto:Schoolsupplies@dpoptimist.org)  
847-691-6995

197 N. Warrington Road  
Des Plaines IL 60016

Phone: (847) 827-1444

Email: [ladnercj@yahoo.com](mailto:ladnercj@yahoo.com)  
Website: <http://www.dpoptimists.org>

**From:** mcrouch20@comcast.net [mailto:mcrouch20@comcast.net]  
**Sent:** Saturday, September 24, 2011 9:56 PM  
**To:** Stephanie Spetter  
**Subject:** Re: Science Expo is Saturday!

Hello Stephanie,

As you sit with aching feet, on behalf of Packer Engineering I wanted to thank you for a well run event. You and your staff were extremely accommodating and helpful. I know that when all is said and done, it's great when it's over, but I wanted you to know that we appreciate all the effort that goes into a successful event.

Thank you again,

Michael Crouch  
Packer Engineering

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SEPTEMBER

1952

P - George

V - Susan

T Jeff

S Carol

P	George
V	Susan
T	Jeff
S	Carl

P George

V Susan

T Dion

S Carol

P GEORGE

V SUSAN CRY

T DION

S CAROL

P - GEORGE

VP - SUSAN

T - DION

S - CAROL

P - George

V - Susan

T - Jeff

S - Carol

P - GEORGE MAGERL

V - SUE MOYLAN

T - DION KENDRICK

S - CAROL KIDD



P

✓ George ### ||

V

✓ Susan ### ||

T

Jeff ||

✓ Dion |||

S

✓ Carol ### ||



Des Plaines  
Public Library

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

**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, SEPTEMBER 20, 2011**

**7:00 PM**

**Conference Room – Second Floor**

**Agenda:**

- **Finance Committee Report**
- **2012 Budget**
- **Per Capita Grant Application**

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



DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting  
**September 20, 2011**  
**7:00 PM**

- I. Call to Order.
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Oath of Office – Susan Moylan Krey.
- V. Consideration of the Agenda.
- VI. Public Comments and Questions.
- VII. City Council Community Services Committee – Alderman Dan Wilson.
- VIII. Consent Agenda. [Action Item]
  - A. Approval of the Minutes of the Regular Board Meeting – August 16, 2011.
  - B. Acceptance of Financial Reports for August 2011.
  - D. Acceptance of Reports.
    1. Director's Report – Holly Richards Sorensen.
    2. Friends of the Library Report – Myrtle Klebe.

- IX. New Business.
  - A. Approve Payment of Vendor Checks Report - \$226,706.09. [Action Item]
  - B. Report Out Finance Committee, September 16, 2011 – Dion Kendrick. [Action Item]
  - C. Approve 2012 Library Budget. [Action Item]
  - D. Approve Per Capita Grant Application. [Action Item]
  - E. Library Meet and Greet Program.
  - F. Civic Engagement Proposal.
- X. Announcements.
- XI. Correspondence.
- XII. -Adjournment.

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



BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
August 16, 2011

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, August 16, 2011. President George Magerl called the meeting to order at 7:17 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, George Magerl, Steven Mokry, John Robinson.

Absent: Myrtle Klebe, Susan Moylan Krey, Jeff Rozovics.

Also present: Holly Richards Sorensen, Roberta Johnson, Carol Kidd, Heather Imhoff, Jo Bonell, Stephanie Spetter, Susan Farid, Don Sofolo, Dan Klobnak, Deb Sus, Steve Antonoff.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

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

PUBLIC COMMENTS AND QUESTIONS

None.

Jennifer Tsalapatani entered the meeting at 7:19 p.m.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson

Alderman Wilson stated that Alderman Walsten reported seeing water damage to the brick on the south side of the library building. Library Director Sorensen will contact Acting City Manager Jason Slowinski to report this damage.

## STAFF PRESENTATION – Stephanie Spetter

Stephanie Spetter, Head of Youth Services, reported on her trip to the ALA Conference in New Orleans.

## CONSENT AGENDA

MOTION by Jennifer Tsalapatani, seconded by Steve Mokry, to approve the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## UNFINISHED BUSINESS

Director Sorensen reported that the Strategic Plan was revised to include technology and e-resources.

MOTION by Gene Fregetto, seconded by Dion Kendrick, to make the following changes to the proposed 2011-2013 Strategic Plan:

- Rename Goal #3 Collection Development
- Add “assessing current collection” as an additional objective to Collection Development
- Renumber the goals as follows:
  1. Collection Development
  2. Community Networking
  3. Lifelong Learning

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

## NEW BUSINESS

MOTION by Dion Kendrick, seconded by Steve Mokry, to approve the payment of vendor checks in the amount of \$206,122.46, as listed on the vendor checks report of July 2011 and authorize the Library Director to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Magerl, Mokry, Robinson, Tsalapatani. NAYS: None. MOTION CARRIED.

Dion Kendrick, Chair of the Finance Committee, reported that the Finance Committee met on August 10 to discuss the proposed budget documents. Trustee Kendrick gave an overview of the 2012 budget. The budget document proposes a decrease in property tax, an increase to the fund balance, the elimination of mobile library service and reallocates money to e-resources. The board discussed the proposed budget.

Director Sorensen asked for board approval to declare a list of computers, monitors and miscellaneous equipment surplus property.

MOTION by Dion Kendrick, seconded by Jennifer Tsalapatanis, to declare a list of computers, monitors and miscellaneous equipment surplus property and to offer the equipment to the City of Des Plaines for right of first refusal and then to donate or discard because of safety issues or conditions. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The board reviewed Chapter 2, "Governance and Administration" of Standards for Illinois Public Libraries. This fulfills a Per Capita Grant requirement for trustees for the 2012 Per Capita Grant application.

The board discussed ways to survey library users and non-users.

MOTION by Eugene Fregetto, seconded by Jennifer Tsalapatanis, to direct President Magerl and Library Director Sorensen, with help from staff, to begin the process of developing a program to meet people in the community using surveys and neighborhood dialogues. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

#### ANNOUNCEMENTS

President Magerl invited the board to attend Trustee Day on Thursday, October 20, 2011 for the Illinois Library Association Annual Conference.

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

Meeting adjourned at 8:54 p.m.

Minutes prepared Carol Kidd.

September 13, 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 August 31, 2011 and the related modified cash basis statements of revenues, expenditures and changes in fund balance for the eight 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 August 31, 2011

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102009 - Cash Payroll #8100292278	<u>29,604.87</u>
	<u>29,604.87</u>
201-1102015 - First Midwest Operating #8100292260	281,935.45
202-1102015 - First Midwest Operating #8100292260	<u>1,896.53</u>
	<u>283,831.98</u>
201-1102028 - Cash Library Donations	<u>23,332.19</u>
	<u>23,332.19</u>
201-1102073 - Cash IL - Epay #151600222104	<u>25,811.50</u>
201-1102076 - IL Funds - Library # 151600221288	4,000.04
202-1102076 - IL Funds - Library # 151600221288	<u>3.59</u>
	<u>4,003.63</u>
201-1102078 - Cash IL - Epay Library	<u>7,038.75</u>
201-1102079 - IL Funds - 151600222591	2,175,742.40
202-1102079 - IL Funds - 151600222591	<u>110,882.50</u>
	<u>2,286,624.90</u>
201-1104006 - Investments - Certificates of Deposit	<u>103,094.05</u>
<b>Total Invested</b>	<u><u>2,763,841.87</u></u>

September 14, 2011

**Des Plaines Public Library**  
**Balance Sheet as of August 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
1102009 - Cash Payroll #8100292278	28,135.08	1,469.79	29,604.87
1102015 - First Midwest Operating #8100292260	275,317.94	6,617.51	281,935.45
1102028 - Cash Library Donations	22,339.90	992.29	23,332.19
1102073 - Cash IL - Epay 151600008073	23,111.67	2,699.83	25,811.50
1102076 - IL Funds - Library # 15160221288	0.00	4,000.04	4,000.04
1102078 - Cash IL - Epay Library	6,221.13	817.62	7,038.75
1102079 - IL Funds - 151600222591	2,577,363.79	(401,621.39)	2,175,742.40
1104006 - Investments - Certificates of Deposit	103,054.67	39.38	103,094.05
1118000 - Receivable - Property Taxes	6,434,105.06	0.00	6,434,105.06
	<u>9,470,149.24</u>	<u>(384,984.93)</u>	<u>9,085,164.31</u>
<b><u>Liabilities and Fund Balance</u></b>			
<b><u>Liabilities</u></b>			
2401000 - Accounts Payable	210,227.70	(18,572.25)	191,655.45
2401002 - Payroll Liabilities	16,896.14	(16,896.14)	0.00
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>6,889,217.11</u>	<u>(35,468.39)</u>	<u>6,853,748.72</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>9,224,695.16</u>	<u>(35,468.39)</u>	<u>9,189,226.77</u>
<b>Excess Revenues Over Expenses</b>	<u>245,454.08</u>	<u>(349,516.54)</u>	<u>(104,062.46)</u>

September 14, 2011

**Des Plaines Public Library**  
**Balance Sheet as of August 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
	<u>112,782.62</u>	<u>0.00</u>	<u>112,782.62</u>

**Liabilities and Fund Balance****Liabilities**

2401000 - Accounts Payable	652.26	0.00	652.26
	<u>652.26</u>	<u>0.00</u>	<u>652.26</u>

**Fund Balance**

3730000 - Fund Balance - Unreserved	152,772.91	0.00	152,772.91
<b>Total Liabilities and Fund Balance</b>	<u>153,425.17</u>	<u>0.00</u>	<u>153,425.17</u>
<b>Excess Revenues Over Expenses</b>	<u>(40,642.55)</u>	<u>0.00</u>	<u>(40,642.55)</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>

See Accountants' Compilation Report

September 14, 2011

**Des Plaines Public Library**  
**Balance Sheet as of August 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	(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><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

September 13, 2011

**Des Plaines Public Library  
Revenue Report  
For the 8 Months Ended August 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>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	0.00	57,081.19	250,000.00	192,918.81	22.83
4810027 - Property Taxes 2010	48,867.10	3,423,893.50	6,499,096.00	3,075,202.50	52.68
	<u>48,867.10</u>	<u>3,480,974.69</u>	<u>6,749,096.00</u>	<u>3,268,121.31</u>	<u>51.58</u>
<u>Intergovernmental</u>					
4810800 - Personal Property Replacement Tax	0.00	34,759.70	92,988.00	58,228.30	37.38
4822040 - State Grant - Per Capita	0.00	0.00	56,000.00	56,000.00	0.00
4822095 - State Grant - Library	4,000.00	4,000.00	0.00	(4,000.00)	0.00
	<u>4,000.00</u>	<u>38,759.70</u>	<u>148,988.00</u>	<u>110,228.30</u>	<u>26.02</u>
<u>Fines &amp; Fees</u>					
4850101 - Library Fees	308.00	2,448.87	4,300.00	1,851.13	56.95
4850102 - Library Fines	6,728.14	48,572.32	128,000.00	79,427.68	37.95
4850103 - Library Fines / Credit Card	3,520.61	24,663.87	15,000.00	(9,663.87)	164.43
4850201 - Copying Fee	0.00	17,276.98	25,000.00	7,723.02	69.11
4850202 - Damaged Materials	131.36	550.89	450.00	(100.89)	122.42
4850203 - Lost Materials	431.72	3,806.02	7,000.00	3,193.98	54.37
4850205 - Bags	59.95	464.65	1,000.00	535.35	46.46
4850207 - Non-Res Cards	915.00	1,423.50	2,000.00	576.50	71.17
	<u>12,094.78</u>	<u>99,207.10</u>	<u>182,750.00</u>	<u>83,542.90</u>	<u>54.29</u>
<u>Other Revenue</u>					
4890010 - Interest Income	116.96	1,596.74	3,500.00	1,903.26	45.62
4890050 - Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00
4899900 - Miscellaneous Revenue	2,778.41	15,254.16	14,000.00	(1,254.16)	108.96
4899920 - Library Donations	370.00	1,071.84	500.00	(571.84)	214.37
	<u>3,265.37</u>	<u>17,922.74</u>	<u>18,000.00</u>	<u>77.26</u>	<u>99.57</u>
<b>Total Library Fund</b>	<u><u>68,227.25</u></u>	<u><u>3,636,864.23</u></u>	<u><u>7,099,834.00</u></u>	<u><u>3,462,969.77</u></u>	<u><u>51.22</u></u>

See Accountants' Compilation Report

September 13, 2011

**Des Plaines Public Library  
Revenue Report  
For the 8 Months Ended August 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>68,227.25</u>	<u>3,636,864.23</u>	<u>7,302,334.00</u>	<u>3,665,469.77</u>	<u>49.80</u>

See Accountants' Compilation Report

September 14, 2011

**Des Plaines Public Library**  
**Expense Report**  
**For the 8 Months Ended August 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	202,383.72	1,729,729.10	2,024,433.00	294,703.90	85.44
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	7,049.00	40,682.97	0.00	(40,682.97)	0.00
5910600 - Sick Pay	2,042.14	16,607.22	0.00	(16,607.22)	0.00
5910700 - Holiday Pay	0.00	13,046.88	0.00	(13,046.88)	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>211,474.86</u>	<u>1,800,066.17</u>	<u>2,911,776.00</u>	<u>1,111,709.83</u>	<u>61.82</u>
<b>Benefits</b>					
5918010 - Unemployment Compensation	140.67	11,628.01	31,000.00	19,371.99	37.51
5918020 - Employer Contribution - FICA	15,651.84	133,747.66	222,599.00	88,851.34	60.08
5918021 - Employer Contribution - IMRF	21,981.54	188,579.05	308,526.00	119,946.95	61.12
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	3,019.95	154,475.35	269,057.00	114,581.65	57.41
5918051 - HMO Insurance Premiums	855.97	49,638.03	99,504.00	49,865.97	49.89
5918055 - Dental Insurance Premiums	1,928.14	15,417.52	23,478.00	8,060.48	65.67
5918070 - Workers Compensation	1,059.75	8,698.18	9,500.00	801.82	91.56
5918085 - RHS Plan Payout	0.00	0.00	10,000.00	10,000.00	0.00
	<u>44,637.86</u>	<u>562,773.80</u>	<u>977,660.00</u>	<u>414,886.20</u>	<u>57.56</u>
<b>Contractual Services</b>					
5920100 - Legal Fees	0.00	2,232.59	10,000.00	7,767.41	22.33
5920105 - Costs of Litigation	0.00	0.00	1,000.00	1,000.00	0.00
5920110 - Professional Services	30,537.68	267,217.60	365,000.00	97,782.40	73.21
5920120 - Communication Services	5,279.13	25,469.60	33,800.00	8,330.40	75.35
5920140 - Data Processing Services	4,936.14	56,188.86	78,000.00	21,811.14	72.04
5920202 - Conferences	109.00	109.00	1,000.00	891.00	10.90
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	100.00	1,440.00	1,000.00	(440.00)	144.00
5920225 - Licensing/Titles	0.00	110.00	0.00	(110.00)	0.00
5920230 - Publication of Notices	0.00	278.05	2,000.00	1,721.95	13.90
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	399.15	117,588.57	125,757.00	8,168.43	93.50
5930020 - R&M Buildings & Structures	8,249.97	62,170.68	124,080.00	61,909.32	50.11
5930030 - R&M Vehicles	0.00	7,340.36	8,250.00	909.64	88.97
5930195 - Book Binding & Repair	0.00	301.80	1,000.00	698.20	30.18
5930210 - Rental of Equipment	8,219.00	19,392.00	27,000.00	7,608.00	71.82
5930320 - Cleaning/Custodial Services	0.00	52,469.00	92,500.00	40,031.00	56.72
5930490 - Refuse Contract	560.54	4,756.85	6,000.00	1,243.15	79.28
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 8 Months Ended August 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	3.97	164.21	500.00	335.79	32.84
5960070 - Travel Expense	0.00	270.19	500.00	229.81	54.04
5960210 - Special Event Programming	2,431.64	20,665.28	31,000.00	10,334.72	66.66
5960990 - Misc. Contractual Services	<u>3,774.92</u>	<u>41,439.49</u>	<u>95,600.00</u>	<u>54,160.51</u>	<u>43.35</u>
	<u>64,601.14</u>	<u>712,542.13</u>	<u>1,029,737.00</u>	<u>317,194.87</u>	<u>69.20</u>
<b><u>Commodities</u></b>					
5970100 - Office Supplies	8,403.39	50,905.25	107,800.00	56,894.75	47.22
5970110 - Meals	0.00	800.48	2,100.00	1,299.52	38.12
5970115 - Supplies - Dept/Other	0.00	0.00	0.00	0.00	0.00
5970170 - Janitorial	2,262.40	13,981.24	30,900.00	16,918.76	45.25
5970260 - Postage & Parcel	1,190.77	9,030.09	25,000.00	15,969.91	36.12
5970270 - Printing -Reproduction-Binding	0.00	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	566.36	3,242.76	6,000.00	2,757.24	54.05
5970600 - Books	31,563.11	280,575.03	401,805.00	121,229.97	69.83
5970610 - Audio Materials	9,961.41	47,462.48	90,200.00	42,737.52	52.62
5970620 - Subscriptions & Books	32,637.42	37,420.08	69,500.00	32,079.92	53.84
5970630 - Visual Materials	7,093.68	68,867.85	111,000.00	42,132.15	62.04
5970640 - Automated Reference Materials	2,512.33	101,019.34	128,900.00	27,880.66	78.37
5970810 - Natural Gas	123.60	13,739.57	18,000.00	4,260.43	76.33
5970820 - Electricity	0.00	0.00	500.00	500.00	0.00
5970840 - Diesel	189.44	1,635.04	2,000.00	364.96	81.75
5970850 - Gasoline	31.57	538.20	500.00	(38.20)	107.64
5970900 - Equipment < \$5,000	<u>0.00</u>	<u>1,678.45</u>	<u>2,000.00</u>	<u>321.55</u>	<u>83.92</u>
	<u>96,535.48</u>	<u>631,894.28</u>	<u>1,002,205.00</u>	<u>370,310.72</u>	<u>63.05</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	168.46	4,803.36	6,500.00	1,696.64	73.90
5980420 - Computer Software	125.99	18,395.11	33,465.00	15,069.89	54.97
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>7,514.55</u>	<u>17,300.00</u>	<u>9,785.45</u>	<u>43.44</u>
	<u>294.45</u>	<u>30,713.02</u>	<u>57,265.00</u>	<u>26,551.98</u>	<u>53.63</u>
<b><u>Other Funding Activities</u></b>					
5990900 - Per Capita Grant Expenditures	200.00	2,937.29	56,000.00	53,062.71	5.25
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>200.00</u>	<u>2,937.29</u>	<u>354,469.00</u>	<u>351,531.71</u>	<u>0.83</u>
<b>Total Library Fund Expenditures</b>	<u><u>417,743.79</u></u>	<u><u>3,740,926.69</u></u>	<u><u>6,333,112.00</u></u>	<u><u>2,592,185.31</u></u>	<u><u>59.07</u></u>

See Accountants' Compilation Report



September 14, 2011

**Des Plaines Public Library**  
**Expense Report**  
**For the 8 Months Ended August 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>40,642.55</u>	<u>48,200.00</u>	<u>7,557.45</u>	<u>84.32</u>
	<u>0.00</u>	<u>40,642.55</u>	<u>48,200.00</u>	<u>7,557.45</u>	<u>84.32</u>
Total Capital Projects Fund Expenditures	<u>0.00</u>	<u>40,642.55</u>	<u>48,200.00</u>	<u>7,557.45</u>	<u>84.32</u>
 Total of All Funds	 <u>417,743.79</u>	 <u>3,781,569.24</u>	 <u>6,381,312.00</u>	 <u>2,599,742.76</u>	 <u>59.26</u>

See Accountants' Compilation Report

Des Plaines Public Library  
Check Register

Check Number	Check Date	Payee	Amount
Checks			
1005	08/16/11	STEVEN J. GASSMAN	125.00
11294	08/16/11	EVOLUTION MARKETING GROUP INC	-1,328.70
11303	08/16/11	ILLINOIS LIGHTING, INC.	-208.00
11335	09/20/11	BANKCARD SERVICES	3,040.05
11336	09/20/11	BAKER & TAYLOR	19,335.91
11337	09/20/11	BAKER & TAYLOR	8,688.33
11338	09/20/11	MIDWEST TAPE	6,690.20
11339	09/20/11	MIDWEST TAPE	5,145.65
11340	09/20/11	3D BRICK PAVING	110.00
11341	09/20/11	ACE DES PLAINES INCORPORATED	146.30
11342	09/20/11	ADLER'S FOREIGN BOOKS	456.60
11343	09/20/11	AMAZON	1,091.54
11344	09/20/11	ANDERSON LOCK CO LTD	400.00
11345	09/20/11	AudioGo	83.78
11346	09/20/11	BANC OF AMERICA LEASING	2,040.00
11347	09/20/11	BISHOP PLUMBING, INC.	337.95
11348	09/20/11	BLACKSTONE AUDIO INC	109.99
11349	09/20/11	BUSINESS MACHINE AGENTS INC	1,487.79
11350	09/20/11	C D W GOVERNMENT INCORPORATED	19.25
11351	09/20/11	CAPSTONE PRESS INCORPORATED	313.68
11352	09/20/11	CERAMICA, INC.	79.00
11353	09/20/11	CHICAGO HUMAN RHYTHM PROJECT	900.00
11354	09/20/11	CHICAGO OFFICE TECHNOLOGY GROUP	2,661.11
11355	09/20/11	CITY OF DES PLAINES	566.36
11356	09/20/11	CITY OF DES PLAINES	221.01
11357	09/20/11	COMPUTYPE, INC.	943.31
11358	09/20/11	CONSUMERS CHECKBOOK	150.00
11359	09/20/11	COOPERATIVE COMPUTER SERVICES	6,251.12
11360	09/20/11	CRYSTAL MANAGEMENT & MAINT. SERVICES	6,190.00
11361	09/20/11	D & Z HOUSE OF BOOKS INCORPORATED	405.36
11362	09/20/11	DEMCO EDUCATIONAL CORP	3,661.13
11363	09/20/11	DES PLAINES OFFICE EQUIPMENT	110.00
11364	09/20/11	EBSCO SUBSCRIPTION SVC	33,907.44
11365	09/20/11	EDUCATIONAL DIRECTORIES INC.	105.00
11366	09/20/11	EVANCED SOLUTIONS, INC.	680.00
11367	09/20/11	EVOLUTION MARKETING GROUP INC	1,292.85
11368	09/20/11	FEDERAL EXPRESS	105.52
11369	09/20/11	FILM IDEAS, INC.	341.95
11370	09/20/11	FINDAWAY WORLD LLC	234.96
11371	09/20/11	GALE	163.08
11372	09/20/11	GARVEY'S OFFICE PRODUCTS	74.27
11373	09/20/11	GIRL SCOUTS of the USA	83.96
11374	09/20/11	GOVCONNECTION INC	168.46
11375	09/20/11	IBLR	720.08
11376	09/20/11	INNOVATION EXPERTS	3,231.00
11377	09/20/11	INTERIOR TROPICAL GARDENS INC	85.00
11378	09/20/11	INVICTA SERVICES LLC	143.85
11379	09/20/11	JANWAY COMPANY USA, INC.	285.22
11380	09/20/11	JOHN ELLIOTT	250.00
11381	09/20/11	KATHLEEN WENTZ	200.00
11382	09/20/11	LACONI ADMINISTRATORS SECTION	155.00
11383	08/31/11	LAUTERBACH & AMEN, LLP.	1,390.00
11384	09/20/11	LEXISNEXIS ACADEMIC & LIB SOLUTIONS	2,445.00
11385	09/20/11	LIMRiCC	35,345.99
11386	09/20/11	MANAGEMENT ASSOCIATION OF ILLINOIS	25.00
11387	09/20/11	METRO PROFESSIONAL PRODUCTS, INC.	173.50
11388	09/20/11	MODIO MEDIA LLC	200.00
11389	09/20/11	MORNINGSTAR INCORPORATED	170.00
11390	09/20/11	NORTHWESTERN UNIVERSITY LIBRARY	60.00
11391	09/20/11	OFFICE DEPOT	1,020.64
11392	09/20/11	OUTSOURCE SOLUTIONS GROUP	27,998.44

Des Plaines Public Library  
Check Register

Check Number	Check Date	Payee	Amount
11393	09/20/11	P C NATION	266.72
11394	09/20/11	PCGAMER	19.95
11395	09/20/11	PITNEY BOWES	164.00
11396	09/20/11	PRESTIGE DISTRIBUTION, INC.	1,010.16
11397	09/20/11	PURCHASE POWER	1,085.25
11398	09/20/11	RANDOM HOUSE INCORPORATED	1,908.00
11399	09/20/11	RECORDED BOOKS, LLC	537.93
11400	09/20/11	REGENT BOOK COMPANY	36.09
11401	09/20/11	RESEARCH TECHNOLOGY INTERNATIONAL	492.50
11402	09/20/11	RUNCO OFFICE SUPPLY	339.90
11403	09/20/11	RUNGE PAPER COMPANY, INC.	180.08
11404	09/20/11	SCHINDLER ELEVATOR CORPORATION	773.33
11405	09/20/11	STANDBY ELECTRICAL SYSTEMS	260.00
11406	09/20/11	STANLEY ACCESS TECH	896.69
11407	09/20/11	STEVEN J. GASSMAN	125.00
11408	09/20/11	TELEVEND SERVICES INCORPORATED	90.85
11409	09/20/11	TONY ROMANO	200.00
11410	09/20/11	TUMBLEWEED PRESS INC.	267.33
11411	09/20/11	WAREHOUSE DIRECT	401.76
11412	09/20/11	WASTE MANAGEMENT	155.62
11413	09/20/11	WASTE MANAGEMENT	404.92
50204	08/31/11	NEXTEL	2,193.07
50205	08/31/11	NEXTEL	1,183.78
50206	08/31/11	CALL ONE	264.82
50207	08/31/11	AT&T	460.76
50208	08/31/11	McLEOD USA	300.89
50209	08/31/11	COMCAST CABLE	220.97
50210	08/31/11	LEVEL(3) COMMUNICATIONS, LLC.	503.28
50211	08/31/11	NICOR GAS	123.60
50212	08/31/11	SPRINT	16.32
50213	08/31/11	SPRINT	19.12
50214	08/31/11	WOW! INTERENT CABLE	116.12
50215	08/31/11	IMRF	30,407.35
Total checks	94	Total	<u>226,706.09</u>

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
EVOLUTION MARKETING GROUP INC	11294	08/16/11	-1,328.70
Account No. Description		Amount	
201-5960210 VOID CK #11294 Inv#613756		-1,328.70	
ILLINOIS LIGHTING, INC.	11303	08/16/11	-208.00
Account No. Description		Amount	
201-5930020 VOID CK #11303 Inv#13133		-208.00	
STEVEN J. GASSMAN	1005	08/16/11	125.00
Account No. Description		Amount	
201-5960990 August Meeting Taping		125.00	
		Subtotal	<u>-1,411.70</u>
AT&T	50207	08/31/11	460.76
Account No. Description		Amount	
201-5920120 ACH		460.76	
CALL ONE	50206	08/31/11	264.82
Account No. Description		Amount	
201-5920120 ACH		264.82	
COMCAST CABLE	50209	08/31/11	220.97
Account No. Description		Amount	
201-5920120 ACH		220.97	
IMRF	50215	08/31/11	30,407.35
Account No. Description		Amount	
201-2401002 8/2011 ER IMRF Contrib		21,981.54	
201-2401002 8/2011 EE IMRF Contrib		8,425.81	
LAUTERBACH & AMEN, LLP.	11383	08/31/11	1,390.00
Account No. Description		Amount	
201-5920110 Invoice No. 22227		1,390.00	
LEVEL(3) COMMUNICATIONS, LLC.	50210	08/31/11	503.28
Account No. Description		Amount	
201-5920120 ACH		503.28	
McLEOD USA	50208	08/31/11	300.89
Account No. Description		Amount	
201-5920120 ACH		300.89	
NEXTEL	50204	08/31/11	2,193.07
Account No. Description		Amount	
201-5920120 ACH		2,193.07	
NEXTEL	50205	08/31/11	1,183.78
Account No. Description		Amount	
201-5920120 ACH		1,183.78	
NICOR GAS	50211	08/31/11	123.60
Account No. Description		Amount	
201-5970810 ACH		123.60	
SPRINT	50212	08/31/11	16.32
Account No. Description		Amount	
201-5920120 ACH		16.32	
SPRINT	50213	08/31/11	19.12
Account No. Description		Amount	
201-5920120 ACH		19.12	

Vendor Name	Chk. No.	Check Date	Amount
WOW! INTERENT CABLE	50214	08/31/11	116.12
Account No.    Description		Amount	
201-5920120    ACH		116.12	
		Subtotal	<u>37,200.08</u>
3D BRICK PAVING	11340	09/20/11	110.00
Account No.    Description		Amount	
201-5960990    Invoice # P-repair		110.00	
ACE DES PLAINES INCORPORATED	11341	09/20/11	146.30
Account No.    Description		Amount	
201-5970170    Invoice # 222678		61.90	
201-5970170    Invoice # 222463		84.40	
ADLER'S FOREIGN BOOKS	11342	09/20/11	456.60
Account No.    Description		Amount	
201-5970600    Invoice # 301715		307.92	
201-5970600    Invocie # 301707		148.68	
AMAZON	11343	09/20/11	1,091.54
Account No.    Description		Amount	
201-5970600    Statement dated 9/6/11		849.32	
201-5970610		30.85	
201-5970630		211.37	
ANDERSON LOCK CO LTD	11344	09/20/11	400.00
Account No.    Description		Amount	
201-5970100    Invoice # 0654864		400.00	
AudioGo	11345	09/20/11	83.78
Account No.    Description		Amount	
201-5970610    Invoice # 426848		83.78	
BAKER & TAYLOR	11336	09/20/11	19,335.91
Account No.    Description		Amount	
201-5960990    Invoice # 2026154738		22.45	
201-5960990    Invoice # 2026154282		22.15	
201-5960990    Invoice # 2026178675		65.25	
201-5960990    Invoice # 2026182353		2.25	
201-5960990    Invoice # 2026182372		43.75	
201-5960990    Invoice # 2026192439		63.75	
201-5960990    Invoice # 2026143460		1.12	
201-5960990    Invoice # 2026141179		5.55	
201-5960990    Invoice # 2026141319		1.12	
201-5960990    Invoice # 2026143452		1.12	
201-5960990    Invoice # 2026143339		47.06	
201-5960990    Invoice # 2026149381		4.48	
201-5960990    Invoice # 2026149242		12.00	
201-5960990    Invoice # 2026152762		3.00	
201-5960990    Invoice # 2026152757		2.38	
201-5960990    Invoice # 2026141284		21.95	
201-5960990    Invoice # 2026149293		3.24	
201-5960990    Invoice # 5011581032		21.60	
201-5960990    Invoice # 2026152554		4.25	
201-5960990    Invoice # 2026143589		14.58	
201-5960990    Invoice # 2026143676		30.00	
201-5960990    Invoice # 2026141475		32.80	
201-5960990    Invoice # 2026141038		10.23	
201-5960990    Invoice # 2026109691		4.70	
201-5960990    Invoice # 2026099581		11.36	

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2026109692		2.56
201-5960990	Invoice # 2026109733		1.50
201-5960990	Invoice # 2026122088		8.55
201-5960990	Invoice # 2026122059		2.55
201-5960990	Invoice # 2026116606		2.09
201-5960990	Invoice # 2026109590		32.30
201-5960990	Invoice # 2026122066		5.16
201-5960990	Invoice # 162166140		2.99
201-5960990	Invoice # 161177330		5.98
201-5960990	Invoice # 162442980		2.99
201-5960990	Invoice # 163463670		2.99
201-5960990	Invoice # 2026146254		58.20
201-5960990	Invoice # 2026145576		0.32
201-5960990	Invoice # 2026139566		40.65
201-5960990	Invoice # 2026150623		14.70
201-5960990	Invoice # 2026114840		17.95
201-5960990	Invoice # 2026112136		49.70
201-5960990	Invoice # 2026098108		17.75
201-5960990	Invoice # 2026103719		20.75
201-5960990	Invoice # 2026094715		30.40
201-5960990	Invoice # 2026091496		39.05
201-5960990	Invoice # 2026118417		54.15
201-5960990	Invoice # 2026132792		118.50
201-5960990	Invoice # 2026123747		6.90
201-5960990	Invoice # 2026135888		26.15
201-5960990	Invoice # 2026169528		325.65
201-5960990	Invoice # 2026158322		9.65
201-5960990	Invoice # 2026157236		10.40
201-5970600	Invoice # 2026145575		10.75
201-5970600	Invoice # 2026146253		608.87
201-5970600	Invoice # 2026139565		609.30
201-5970600	Invoice # 2026150622		195.31
201-5970600	Invoice # 2026118416		478.37
201-5970600	Invoice # 2026112135		893.08
201-5970600	Invoice # 2026114839		228.22
201-5970600	Invoice # 2026103718		313.03
201-5970600	Invoice # 2026098107		330.97
201-5970600	Invoice # 2026094714		529.39
201-5970600	Invoice # 2026091495		563.86
201-5970600	Invoice # 2026132791		1,516.87
201-5970600	Invoice # 2026123746		82.48
201-5970600	Invoice # 2026135887		419.12
201-5970600	Invoice # 2026169527		3,377.17
201-5970600	Invoice # 0000136914		111.77
201-5970600	Invoice # 2026154281		328.32
201-5970600	Invoice # 2026180994		405.97
201-5970600	Invoice # 2026154737		293.32
201-5970600	Invoice # 2026158321		178.85
201-5970600	Invoice # 2026157235		146.70
201-5970600	Invoice # 2026182352		54.89
201-5970600	Invoice # 2026178674		892.76
201-5970600	Invoice # 2026182371		751.61
201-5970600	Invoice # 2026192438		1,139.63
201-5970600	Invoice # 2026143460		13.56
201-5970600	Invoice # 2026141179		49.61
201-5970600	Invoice # 2026141319		15.33
201-5970600	Invoice # 2026143452		9.65
201-5970600	Invoice # 2026143339		131.23
201-5970600	Invoice # 2026149381		63.56
201-5970600	Invoice # 2026149242		73.67
201-5970600	Invoice # 2026152762		19.30
201-5970600	Invoice # 2026152757		16.79
201-5970600	Invoice # 2026141284		608.23

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Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2026149293		30.67
201-5970600	Invoice # 5011581032		1,040.94
201-5970600	Invoice # 2026152554		50.65
201-5970600	Invoice # 2026143589		129.40
201-5970600	Invoice # 2026143676		314.97
201-5970600	Invoice # 2026141475		280.75
201-5970600	Invoice # 2026141038		97.89
201-5970600	Invoice # 2026109691		37.59
201-5970600	Invoice # 2026099581		23.89
201-5970600	Invoice # 2026109692		26.26
201-5970600	Invoice # 2026109733		9.06
201-5970600	Invoice # 2026122088		90.01
201-5970600	Invoice # 2026122059		35.91
201-5970600	Invoice # 2026116606		27.08
201-5970600	Invoice # 2026109590		213.13
201-5970600	Invoice # 2026122066		49.38
201-5970600	Credit Memo # 0002191115		-16.98
201-5970610	Invoice # 162166140		11.88
201-5970610	Invoice # 161177330		23.01
201-5970610	Invoice # 162442980		6.78
201-5970610	Invoice # 163463670		11.88
201-5970630	Invoice # 161159030		17.55

BAKER & TAYLOR

11337

09/20/11

8,688.33

Account No.	Description	Amount
201-5960990	Invoice # 2026126519	1.05
201-5960990	Invoice # 2026122081	1.62
201-5960990	Invoice # 2026127230	3.50
201-5960990	Invoice # 2026122131	29.30
201-5960990	Invoice # 2026106171	2.81
201-5960990	Invoice # 2026106149	1.12
201-5960990	Invoice # 2026106148	12.90
201-5960990	Invoice # 2026106173	3.36
201-5960990	Invoice # 2026109818	5.31
201-5960990	Invoice # 2026106131	0.85
201-5960990	Invoice # 2026109786	9.20
201-5960990	Invoice # 2026106198	9.72
201-5960990	Invoice # 2026099853	26.40
201-5960990	Invoice # 2026100586	2.10
201-5960990	Invoice # 2026093873	52.90
201-5960990	Invoice # 2026096584	15.60
201-5960990	Invoice # 2026099878	21.40
201-5960990	Invoice # 2026097499	47.10
201-5960990	Invoice # 2026106142	11.34
201-5960990	Invoice # 5011560132	25.90
201-5960990	Invoice # 2026137872	4.25
201-5960990	Invoice # 2026130113	1.12
201-5960990	Invoice # 2026130153	5.35
201-5960990	Invoice # 2026137863	9.72
201-5960990	Invoice # 2026130140	1.59
201-5960990	Invoice # 2026144588	0.00
201-5960990	Invoice # 2026120211	5.68
201-5960990	Invoice # 2026120199	15.40
201-5960990	Invoice # 2026126533	2.06
201-5960990	Invoice # 2026134728	22.35
201-5960990	Invoice # 2026137861	3.24
201-5960990	Invoice # 2026135102	9.72
201-5960990	Invoice # 2026137851	1.50
201-5960990	Invoice # 2026166375	7.30
201-5960990	Invoice # 2026172550	4.70
201-5960990	Invoice # 2026172683	10.50
201-5960990	Invoice # 2026166443	13.50
201-5960990	Invoice # 2026172679	9.42

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2026163553		11.40
201-5960990	Invoice # 2026166319		12.60
201-5960990	Invoice # 2026161123		1.40
201-5960990	Invoice # 2026161647		19.43
201-5960990	Invoice # 2026163623		4.48
201-5960990	Invoice # 2026161768		10.50
201-5960990	Invoice # 2026172693		22.27
201-5960990	Invoice # 2026152880		54.20
201-5960990	Invoice # 2026161274		9.57
201-5960990	Invoice # 2026163712		6.48
201-5960990	Invoice # 2026157112		20.95
201-5960990	Invoice # 2026166364		1.12
201-5960990	Invoice # 2026161459		1.12
201-5960990	Invoice # 2026161458		27.70
201-5960990	Invoice # 2026157333		2.81
201-5960990	Invoice # 2026152768		53.21
201-5960990	Invoice # 2026152744		12.75
201-5960990	Invoice # 2026157619		9.00
201-5960990	Invoice # 2026157503		9.00
201-5960990	Invoice # 2026172755		8.73
201-5960990	Invoice # 2026172417		10.50
201-5960990	Invoice # 2026172496		5.07
201-5960990	Invoice # 2026172587		2.55
201-5960990	Invoice # 2026189697		9.72
201-5960990	Invoice # 2026187555		9.27
201-5960990	Invoice # 2026187628		4.50
201-5960990	Invoice # 2026187627		3.36
201-5960990	Invoice # 2026187552		7.05
201-5960990	Invoice # 2026184297		44.55
201-5960990	Invoice # 2026187579		2.41
201-5960990	Invoice # 2026191463		13.30
201-5960990	Invoice # 2026184365		45.90
201-5960990	Invoice # 2026198638		5.10
201-5970600	Invoice # 2026126519		12.05
201-5970600	Invoice # 2026122081		13.62
201-5970600	Invoice # 2026127230		45.72
201-5970600	Invoice # 2026122131		199.12
201-5970600	Invoice # 2026106171		8.96
201-5970600	Invoice # 2026106149		14.75
201-5970600	Invoice # 2026106148		148.51
201-5970600	Invoice # 2026106173		42.58
201-5970600	Invoice # 2026109818		66.48
201-5970600	Invoice # 2026106131		5.27
201-5970600	Invoice # 2026109786		92.92
201-5970600	Invoice # 2026106198		86.29
201-5970600	Invoice # 2026099853		237.28
201-5970600	Invoice # 2026100586		8.95
201-5970600	Invoice # 2026093873		439.23
201-5970600	Invoice # 2026096584		125.72
201-5970600	Invoice # 2026099878		140.80
201-5970600	Invoice # 2026097499		407.88
201-5970600	Invoice # 2026106142		100.45
201-5970600	Invoice # 5011560132		715.41
201-5970600	Invoice # 2026137872		27.84
201-5970600	Invoice # 2026130113		9.65
201-5970600	Invoice # 2026130153		52.71
201-5970600	Invoice # 2026137863		86.29
201-5970600	Invoice # 2026130140		23.01
201-5970600	Invoice # 2026144588		15.89
201-5970600	Invoice # 2026120211		13.14
201-5970600	Invoice # 2026120199		211.03
201-5970600	Invoice # 2026126533		36.42
201-5970600	Invoice # 2026134728		246.81



Des Plaines Public Library  
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Vendor Name	Chk. No.	Check Date	Amount
201-5970600 Invoice # 2026137861			28.38
201-5970600 Invoice # 2026135102			91.11
201-5970600 Invoice # 2026137851			8.49
201-5970600 Invoice # 2026166375			85.61
201-5970600 Invoice # 2026172550			60.06
201-5970600 Invoice # 2026172683			100.42
201-5970600 Invoice # 2026166443			121.21
201-5970600 Invoice # 2026172679			87.86
201-5970600 Invoice # 2026163553			242.76
201-5970600 Invoice # 2026166319			83.39
201-5970600 Invoice # 2026161123			5.97
201-5970600 Invoice # 2026161647			59.15
201-5970600 Invoice # 2026163623			57.86
201-5970600 Invoice # 2026161768			110.10
201-5970600 Invoice # 2026172693			53.79
201-5970600 Invoice # 2026152880			463.34
201-5970600 Invoice # 2026161274			92.50
201-5970600 Invoice # 2026163712			59.01
201-5970600 Invoice # 2026157112			202.56
201-5970600 Invoice # 2026166364			10.21
201-5970600 Invoice # 2026161459			14.17
201-5970600 Invoice # 2026161458			269.46
201-5970600 Invoice # 2026157333			7.77
201-5970600 Invoice # 2026152768			113.45
201-5970600 Invoice # 2026152744			200.59
201-5970600 Invoice # 2026157619			87.74
201-5970600 Invoice # 2026157503			94.49
201-5970600 Invoice # 2026172755			25.72
201-5970600 Invoice # 2026172417			81.79
201-5970600 Invoice # 2026172496			94.04
201-5970600 Invoice # 2026172587			15.80
201-5970600 Invoice # 2026189697			90.67
201-5970600 Invoice # 2026187555			85.10
201-5970600 Invoice # 2026187628			44.29
201-5970600 Invoice # 2026187627			44.26
201-5970600 Invoice # 2026187552			85.84
201-5970600 Invoice # 2026184297			363.70
201-5970600 Invoice # 2026187579			21.11
201-5970600 Invoice # 2026191463			100.99
201-5970600 Invoice # 2026184365			282.08
201-5970600 Invoice # 2026198638			33.83
<b>BANC OF AMERICA LEASING</b>	<b>11346</b>	<b>09/20/11</b>	<b>2,040.00</b>
<b>Account No.</b>		<b>Amount</b>	
201-5930210		Invoice # 011953905	2,040.00
<b>BANKCARD SERVICES</b>	<b>11335</b>	<b>09/20/11</b>	<b>3,040.05</b>
<b>Account No.</b>		<b>Amount</b>	
201-5920202		August 2011 Statement	109.00
201-5930010			160.27
201-5960210			500.27
201-5960990			14.70
201-5970100			546.06
201-5970170			752.36
201-5970600			712.45
201-5970620			29.95
201-5970630			39.99
201-5990900			175.00
<b>BISHOP PLUMBING, INC.</b>	<b>11347</b>	<b>09/20/11</b>	<b>337.95</b>
<b>Account No.</b>		<b>Amount</b>	
201-5930020		Invoice # 72751`1	337.95

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Vendor Name	Chk. No.	Check Date	Amount
BLACKSTONE AUDIO INC	11348	09/20/11	109.99
Account No.	Description	Amount	
201-5970610	Invoice # 582539	50.99	
201-5970610	Invoice # 582681	59.00	
BUSINESS MACHINE AGENTS INC	11349	09/20/11	1,487.79
Account No.	Description	Amount	
201-5930010	Invoice # IN26550	846.88	
201-5930010	Invoice # IN26548	640.91	
C D W GOVERNMENT INCORPORATED	11350	09/20/11	19.25
Account No.	Description	Amount	
201-5970100	Invoice # ZFV4401	19.25	
CAPSTONE PRESS INCORPORATED	11351	09/20/11	313.68
Account No.	Description	Amount	
201-5970600	Invoice # C110214939	214.70	
201-5970600	Invoice # C110214939	98.98	
CERAMICA, INC.	11352	09/20/11	79.00
Account No.	Description	Amount	
201-5970100	Invoice # IN-11-38426	79.00	
CHICAGO HUMAN RHYTHM PROJECT	11353	09/20/11	900.00
Account No.	Description	Amount	
201-5960210	Program on 10/16/11	900.00	
CHICAGO OFFICE TECHNOLOGY GROUP	11354	09/20/11	2,661.11
Account No.	Description	Amount	
201-5930010	Invoice # 052619 1	1.08	
201-5930010	Invoice # 052620 1	16.63	
201-5930010	Invoice # 052671 1	126.59	
201-5930010	Invoice # 052684 1	965.58	
201-5930010	Invoice # 052685 1	257.26	
201-5930010	Invoice # 053012 1	263.50	
201-5930010	Invoice # 057570 3	766.97	
201-5930010	Invoice # 058074 1	263.50	
CITY OF DES PLAINES	11355	09/20/11	566.36
Account No.	Description	Amount	
201-5970500		566.36	
CITY OF DES PLAINES	11356	09/20/11	221.01
Account No.	Description	Amount	
201-5970840	Invoice Fuel # 07-11	189.44	
201-5970850	Invoice Fuel # 07-11	31.57	
COMPUTYPE, INC.	11357	09/20/11	943.31
Account No.	Description	Amount	
201-5970100	Invoice # 541526	943.31	
CONSUMERS CHECKBOOK	11358	09/20/11	150.00
Account No.	Description	Amount	
201-5970640	Online Access 9/11-9/12	150.00	
COOPERATIVE COMPUTER SERVICES	11359	09/20/11	6,251.12
Account No.	Description	Amount	
201-5920140	Invoice # CCS 8/1/11	4,936.14	
201-5930010	OCLC JED PROFILE July '11	1,314.98	
CRYSTAL MANAGEMENT & MAINT. SER <sup>1</sup>	11360	09/20/11	6,190.00
Account No.	Description	Amount	
201-5930020	Invoice # 19941	6,190.00	

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Vendor Name	Chk. No.	Check Date	Amount
D & Z HOUSE OF BOOKS INCORPORATED	11361	09/20/11	405.36
Account No.    Description		Amount	
201-5970600    Invoice # 2011-1027009		50.69	
201-5970600    Invoice # 2011/1026413		354.67	
DEMCO EDUCATIONAL CORP	11362	09/20/11	3,661.13
Account No.    Description		Amount	
201-5970100    Invoice # 4285661		2,926.70	
201-5970100    Invoice # 4296748		734.43	
DES PLAINES OFFICE EQUIPMENT	11363	09/20/11	110.00
Account No.    Description		Amount	
201-5930010    Account # A8275551		110.00	
EBSCO SUBSCRIPTION SVC	11364	09/20/11	33,907.44
Account No.    Description		Amount	
201-5970620    Credit Memo # 0021745		-88.00	
201-5970620    Credit Memo # 0007550		-23.50	
201-5970620    Invoice # 1340465		65.95	
201-5970620    Invoice # 1336370		34.95	
201-5970620    Invoice # 1342083		31,823.04	
201-5970640    Invoice # 1341551		2,095.00	
EDUCATIONAL DIRECTORIES INC.	11365	09/20/11	105.00
Account No.    Description		Amount	
201-5970600    Invoice # 97685		105.00	
EVANCED SOLUTIONS, INC.	11366	09/20/11	680.00
Account No.    Description		Amount	
201-5930010    Invoice # 7446		680.00	
EVOLUTION MARKETING GROUP INC	11367	09/20/11	1,292.85
Account No.    Description		Amount	
201-5960210    Invoice # 613756		771.85	
201-5960210    Invoice # 613763		453.00	
201-5970100    Invoice # 613760		68.00	
FEDERAL EXPRESS	11368	09/20/11	105.52
Account No.    Description		Amount	
201-5970260    Invoice # 7-603-44599		105.52	
FILM IDEAS, INC.	11369	09/20/11	341.95
Account No.    Description		Amount	
201-5970630    Invoice # 60854		341.95	
FINDAWAY WORLD LLC	11370	09/20/11	234.96
Account No.    Description		Amount	
201-5970610    Invoice # 56059		234.96	
GALE	11371	09/20/11	163.08
Account No.    Description		Amount	
201-5970600    Invoice # 17300666		163.08	
GARVEY'S OFFICE PRODUCTS	11372	09/20/11	74.27
Account No.    Description		Amount	
201-5970100    Invoice # PINV310240		54.77	
201-5970100    Invoice # PINV310678		19.50	
GIRL SCOUTS of the USA	11373	09/20/11	83.96
Account No.    Description		Amount	
201-5970600    Order # 1206473-00		83.96	

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Vendor Name	Chk. No.	Check Date	Amount
GOVCONNECTION INC	11374	09/20/11	168.46
Account No.		Amount	
201-5980410		Invoice # 48169971	108.46
201-5980410		Invoice # 48170418	60.00
IBLR	11375	09/20/11	720.08
Account No.		Amount	
201-5970620		Invoice # 1-7000496	720.08
INNOVATION EXPERTS	11376	09/20/11	3,231.00
Account No.		Amount	
201-5970610		Invoice # MMM81511-15	3,231.00
INTERIOR TROPICAL GARDENS INC	11377	09/20/11	85.00
Account No.		Amount	
201-5960990		Invoice # 50268	85.00
INVICTA SERVICES LLC	11378	09/20/11	143.85
Account No.		Amount	
201-5960990		Invoice # 1540	143.85
JANWAY COMPANY USA, INC.	11379	09/20/11	285.22
Account No.		Amount	
201-5960210		Invoice # 103185	285.22
JOHN ELLIOTT	11380	09/20/11	250.00
Account No.		Amount	
201-5960210		Slide Presentation 9/27	250.00
KATHLEEN WENTZ	11381	09/20/11	200.00
Account No.		Amount	
201-5960210		Program on 10/10/2011	200.00
LACONI ADMINISTRATORS SECTION	11382	09/20/11	155.00
Account No.		Amount	
201-5920220		Amount	100.00
201-5970620		Amount	55.00
LEXISNEXIS ACADEMIC & LIB SOLUTION	11384	09/20/11	2,445.00
Account No.		Amount	
201-5970600		Statement Date 7/31/11	2,445.00
LIMRiCC	11385	09/20/11	35,345.99
Account No.		Amount	
201-2401002		August Billing	35,345.99
MANAGEMENT ASSOCIATION OF ILLINO	11386	09/20/11	25.00
Account No.		Amount	
201-5990900		Invoice # 48756	25.00
METRO PROFESSIONAL PRODUCTS, INC.	11387	09/20/11	173.50
Account No.		Amount	
201-5970170		Invoice # 047482	173.50
MIDWEST TAPE	11338	09/20/11	6,690.20
Account No.		Amount	
201-5960990		Invoice # 6407403	3.70
201-5960990		Invoice # 6399735	11.55
201-5960990		Invoice # 6407404	5.55
201-5960990		Invoice # 6414162	15.40
201-5960990		Invoice # 6414163	7.70
201-5960990		Invoice # 6414161	3.85
201-5960990		Invoice # 6426198	7.40

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6426199		1.85
201-5960990	Invoice # 6426197		7.70
201-5960990	Invoice # 6426196		23.10
201-5960990	Invoice # 6426201		0.85
201-5960990	Invoice # 6417335		11.80
201-5960990	Invoice # 6417336		5.55
201-5960990	Invoice # 6417337		3.70
201-5960990	Invoice # 6417334		46.20
201-5960990	Invoice # 6405341		1.85
201-5960990	Invoice # 6405340		9.25
201-5960990	Invoice # 6420118		5.55
201-5960990	Invoice # 6405338		5.55
201-5960990	Invoice # 6405337		3.70
201-5960990	Invoice # 6405339		20.35
201-5960990	Invoice # 6405334		26.95
201-5960990	Invoice # 6405335		38.75
201-5960990	Invoice # 6405342		0.85
201-5960990	Invoice # 6420116		3.85
201-5960990	Invoice # 6420115		3.85
201-5960990	Invoice # 6420117		11.55
201-5960990	Invoice # 6405333		53.90
201-5960990	Invoice # 6407399		11.55
201-5960990	Invoice # 6407401		3.85
201-5960990	Invoice # 6407400		3.85
201-5960990	Invoice # 6407402		19.25
201-5960990	Invoice # 6394076		4.10
201-5960990	Invoice # 6394077		7.70
201-5960990	Invoice # 6394079		19.25
201-5960990	Invoice # 6394078		15.40
201-5960990	Invoice # 6399734		3.85
201-5960990	Invoice # 6417333		11.55
201-5960990	Invoice # 6411492		15.65
201-5960990	Invoice # 6411491		69.30
201-5960990	Invoice # 6411490		30.80
201-5960990	Invoice # 6411489		46.70
201-5960990	Invoice # 6411496		1.85
201-5960990	Invoice # 6411494		1.85
201-5960990	Invoice # 6420109		3.25
201-5960990	Invoice # 6420108		9.75
201-5960990	Invoice # 6420114		3.25
201-5960990	Invoice # 6420105		3.25
201-5960990	Invoice # 6420106		26.00
201-5960990	Invoice # 6420104		6.50
201-5960990	Invoice # 6420102		6.50
201-5960990	Invoice # 6420100		6.70
201-5960990	Invoice # 6420101		6.50
201-5960990	Invoice # 6420120		4.50
201-5960990	Invoice # 6420119		2.25
201-5960990	Invoice # 6420113		3.45
201-5960990	Invoice # 6420110		3.25
201-5960990	Invoice # 6420103		6.50
201-5960990	Invoice # 6420111		6.50
201-5960990	Invoice # 6420112		9.75
201-5960990	Invoice # 6394066		3.25
201-5960990	Invoice # 6407406		6.95
201-5960990	Invoice # 6407389		16.65
201-5960990	Invoice # 6407395		19.50
201-5960990	Invoice # 6407393		9.75
201-5960990	Invoice # 6407396		22.75
201-5960990	Invoice # 6407390		6.50
201-5960990	Invoice # 6407398		3.45
201-5960990	Invoice # 6407392		3.25
201-5960990	Invoice # 6407391		13.00

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6407397		6.50
201-5960990	Invoice # 6407405		11.45
201-5960990	Invoice # 6407394		6.50
201-5960990	Invoice # 6394067		3.25
201-5960990	Invoice # 6394068		3.25
201-5960990	Invoice # 6394073		3.25
201-5970600	Invoice # 2584829		22.49
201-5970600	Invoice # 2590710		22.49
201-5970610	Invoice # 6407403		84.98
201-5970610	Invoice # 6399735		46.47
201-5970610	Invoice # 6407404		114.97
201-5970610	Invoice # 6414162		50.66
201-5970610	Invoice # 6414163		24.73
201-5970610	Invoice # 6414161		14.24
201-5970610	Invoice # 6426198		164.96
201-5970610	Invoice # 6426199		24.99
201-5970610	Invoice # 6426197		17.98
201-5970610	Invoice # 6426196		78.39
201-5970610	Invoice # 6426201		59.99
201-5970610	Invoice # 6417335		46.32
201-5970610	Invoice # 6417336		49.97
201-5970610	Invoice # 6417337		52.98
201-5970610	Invoice # 2584976		235.96
201-5970610	Invoice # 2562075		29.99
201-5970610	Invoice # 2590715		79.99
201-5970610	Invoice # 6417334		131.13
201-5970610	Invoice # 2608809		71.99
201-5970610	Invoice # 6405341		34.99
201-5970610	Invoice # 6405340		94.95
201-5970610	Invoice # 6420118		98.97
201-5970610	Invoice # 6405338		134.97
201-5970610	Invoice # 6405337		79.98
201-5970610	Invoice # 6405339		395.89
201-5970610	Invoice # 6405334		76.73
201-5970610	Invoice # 6405335		122.30
201-5970610	Invoice # 6405342		29.99
201-5970610	Invoice # 6420116		11.24
201-5970610	Invoice # 6420115		14.24
201-5970610	Invoice # 6420117		38.22
201-5970610	Invoice # 6405333		215.55
201-5970610	Invoice # 6407399		41.22
201-5970610	Invoice # 6407401		11.24
201-5970610	Invoice # 6407400		12.59
201-5970610	Invoice # 6407402		63.55
201-5970610	Invoice # 6394076		13.49
201-5970610	Invoice # 6394077		26.23
201-5970610	Invoice # 6394079		71.20
201-5970610	Invoice # 6394078		42.71
201-5970610	Invoice # 6399734		16.19
201-5970610	Invoice # 6417333		31.32
201-5970610	Invoice # 6411492		35.96
201-5970610	Invoice # 6411491		356.81
201-5970610	Invoice # 6411490		81.67
201-5970610	Invoice # 6411489		165.48
201-5970610	Invoice # 6411496		27.99
201-5970610	Invoice # 6411494		44.99
201-5970630	Invoice # 2562075		29.99
201-5970630	Invoice # 6420107		44.99
201-5970630	Invoice # 6399729		44.99
201-5970630	Invoice # 6417327		26.24
201-5970630	Invoice # 6426191		37.49
201-5970630	Invoice # 6426180		14.99
201-5970630	Invoice # 6405332		39.99

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970630	Invoice # 6426184		44.99
201-5970630	Invoice # 6426183		44.99
201-5970630	Invoice # 6420109		36.79
201-5970630	Invoice # 6420108		53.22
201-5970630	Invoice # 6420114		11.24
201-5970630	Invoice # 6420105		18.74
201-5970630	Invoice # 6420106		68.92
201-5970630	Invoice # 6420104		22.48
201-5970630	Invoice # 6420102		44.98
201-5970630	Invoice # 6420100		131.21
201-5970630	Invoice # 6420101		41.23
201-5970630	Invoice # 6420120		22.48
201-5970630	Invoice # 6420119		22.49
201-5970630	Invoice # 6420113		29.99
201-5970630	Invoice # 6420110		14.99
201-5970630	Invoice # 6420103		29.98
201-5970630	Invoice # 6420111		37.48
201-5970630	Invoice # 6420112		51.72
201-5970630	Invoice # 6394066		18.74
201-5970630	Invoice # 6407406		59.97
201-5970630	Invoice # 6407389		206.17
201-5970630	Invoice # 6407395		124.44
201-5970630	Invoice # 6407393		28.47
201-5970630	Invoice # 6407396		191.93
201-5970630	Invoice # 6407390		38.98
201-5970630	Invoice # 6407398		29.99
201-5970630	Invoice # 6407392		14.99
201-5970630	Invoice # 6407391		91.46
201-5970630	Invoice # 6407397		37.48
201-5970630	Invoice # 6407405		111.70
201-5970630	Invoice # 6407394		44.98
201-5970630	Invoice # 6394067		18.74
201-5970630	Invoice # 6394068		14.99
201-5970630	Invoice # 6394073		18.74

## MIDWEST TAPE

11339

09/20/11

5,145.65

Account No.	Description	Amount
201-5960990	Invoice # 6394069	3.25
201-5960990	Invoice # 6394070	6.50
201-5960990	Invoice # 6394071	9.75
201-5960990	Invoice # 9394072	3.25
201-5960990	Invoice # 6394074	3.25
201-5960990	Invoice # 6394075	13.00
201-5960990	Invoice # 6399728	3.25
201-5960990	Invoice # 6399727	3.25
201-5960990	Invoice # 6399730	3.25
201-5960990	Invoice # 6399731	3.25
201-5960990	Invoice # 6399733	13.20
201-5960990	Invoice # 6399732	32.50
201-5960990	Invoice # 6414165	9.00
201-5960990	Invoice # 6414164	2.25
201-5960990	Invoice # 6414153	3.25
201-5960990	Invoice # 6414152	6.50
201-5960990	Invoice # 6414151	6.50
201-5960990	Invoice # 6414150	3.25
201-5960990	Invoice # 6414149	9.75
201-5960990	Invoice # 6414148	3.25
201-5960990	Invoice # 6414147	3.25
201-5960990	Invoice # 6414146	6.50
201-5960990	Invoice # 6414154	3.25
201-5960990	Invoice # 6414155	13.00
201-5960990	Invoice # 6414156	6.50
201-5960990	Invoice # 6414157	13.00

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6414158		3.25
201-5960990	Invoice # 6414159		6.50
201-5960990	Invoice # 6414160		6.50
201-5960990	Invoice # 6417324		3.25
201-5960990	Invoice # 6417325		3.25
201-5960990	Invoice # 6417326		9.75
201-5960990	Invoice # 6417328		16.45
201-5960990	Invoice # 6417329		23.15
201-5960990	Invoice # 6417330		6.50
201-5960990	Invoice # 6417331		22.75
201-5960990	Invoice # 6417332		6.90
201-5960990	Invoice # 6426185		3.25
201-5960990	Invoice # 6411493		3.70
201-5960990	Invoice # 6405331		9.75
201-5960990	Invoice # 6426195		13.00
201-5960990	Invoice # 6426186		6.50
201-5960990	Invoice # 6426181		6.50
201-5960990	Invoice # 6426187		9.95
201-5960990	Invoice # 6426182		9.75
201-5960990	Invoice # 6411486		13.40
201-5960990	Invoice # 6426179		3.25
201-5960990	Invoice # 6411481		3.45
201-5960990	Invoice # 6426190		9.75
201-5960990	Invoice # 6405326		19.70
201-5960990	Invoice # 6426188		3.25
201-5960990	Invoice # 6426189		3.25
201-5960990	Invoice # 6405325		3.45
201-5960990	Invoice # 6426194		9.95
201-5960990	Invoice # 6426192		3.25
201-5960990	Invoice # 6405330		26.40
201-5960990	Invoice # 6405328		29.25
201-5960990	Invoice # 6426178		3.25
201-5960990	Invoice # 6411488		6.50
201-5960990	Invoice # 6426193		3.25
201-5960990	Invoice # 6411487		3.25
201-5960990	Invoice # 6405327		23.55
201-5960990	Invoice # 6405329		43.25
201-5960990	Invoice # 6411495		1.85
201-5960990	Invoice # 6426200		9.00
201-5960990	Invoice # 6411485		32.50
201-5960990	Invoice # 6411484		9.75
201-5960990	Invoice # 6411482		42.45
201-5960990	Invoice # 6411483		16.65
201-5970630	Invoice # 6394069		11.24
201-5970630	Invoice # 6394070		63.72
201-5970630	Invoice # 6394071		48.72
201-5970630	Invoice # 9394072		11.24
201-5970630	Invoice # 6394074		11.24
201-5970630	Invoice # 6394075		56.21
201-5970630	Invoice # 6399728		22.49
201-5970630	Invoice # 6399727		5.24
201-5970630	Invoice # 6399730		9.74
201-5970630	Invoice # 6399731		9.74
201-5970630	Invoice # 6399733		266.88
201-5970630	Invoice # 6399732		253.39
201-5970630	Invoice # 6414165		71.21
201-5970630	Invoice # 6414164		20.24
201-5970630	Invoice # 6414153		14.99
201-5970630	Invoice # 6414152		46.48
201-5970630	Invoice # 6414151		89.97
201-5970630	Invoice # 6414150		59.98
201-5970630	Invoice # 6414149		61.47
201-5970630	Invoice # 6414148		20.24



Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970630 Invoice # 6414147		23.99	
201-5970630 Invoice # 6414146		43.48	
201-5970630 Invoice # 6414154		11.24	
201-5970630 Invoice # 6414155		89.96	
201-5970630 Invoice # 6414156		41.23	
201-5970630 Invoice # 6414157		39.71	
201-5970630 Invoice # 6414158		22.49	
201-5970630 Invoice # 6414159		71.97	
201-5970630 Invoice # 6414160		33.73	
201-5970630 Invoice # 6417324		11.24	
201-5970630 Invoice # 6417325		14.99	
201-5970630 Invoice # 6417326		63.97	
201-5970630 Invoice # 6417328		45.70	
201-5970630 Invoice # 6417329		83.93	
201-5970630 Invoice # 6417330		26.23	
201-5970630 Invoice # 6417331		91.43	
201-5970630 Invoice # 6417332		44.98	
201-5970630 Invoice # 6426185		26.99	
201-5970630 Invoice # 6411493		89.98	
201-5970630 Invoice # 6405331		46.47	
201-5970630 Invoice # 6426195		49.46	
201-5970630 Invoice # 6426186		44.98	
201-5970630 Invoice # 6426181		86.97	
201-5970630 Invoice # 6426187		48.72	
201-5970630 Invoice # 6426182		37.47	
201-5970630 Invoice # 6411486		131.18	
201-5970630 Invoice # 6426179		18.74	
201-5970630 Invoice # 6411481		17.99	
201-5970630 Invoice # 6426190		26.22	
201-5970630 Invoice # 6405326		123.69	
201-5970630 Invoice # 6426188		22.49	
201-5970630 Invoice # 6426189		27.99	
201-5970630 Invoice # 6405325		18.74	
201-5970630 Invoice # 6426194		65.22	
201-5970630 Invoice # 6426192		22.49	
201-5970630 Invoice # 6405330		127.42	
201-5970630 Invoice # 6405328		226.11	
201-5970630 Invoice # 6426178		27.99	
201-5970630 Invoice # 6411488		44.98	
201-5970630 Invoice # 6426193		11.24	
201-5970630 Invoice # 6411487		11.24	
201-5970630 Invoice # 6405327		138.68	
201-5970630 Invoice # 6405329		239.12	
201-5970630 Invoice # 6411495		31.99	
201-5970630 Invoice # 6426200		88.46	
201-5970630 Invoice # 6411485		262.39	
201-5970630 Invoice # 6411484		71.22	
201-5970630 Invoice # 6411482		265.67	
201-5970630 Invoice # 6411483		97.45	
<b>MODIO MEDIA LLC</b>	<b>11388</b>	<b>09/20/11</b>	<b>200.00</b>
Account No.	Description	Amount	
201-5960210	Program on 10/19/11	200.00	
<b>MORNINGSTAR INCORPORATED</b>	<b>11389</b>	<b>09/20/11</b>	<b>170.00</b>
Account No.	Description	Amount	
201-5970600	Subscription ID 1603178	170.00	
<b>NORTHWESTERN UNIVERSITY LIBRARY</b>	<b>11390</b>	<b>09/20/11</b>	<b>60.00</b>
Account No.	Description	Amount	
201-5970600	Invoice # 67616444	60.00	
<b>OFFICE DEPOT</b>	<b>11391</b>	<b>09/20/11</b>	<b>1,020.64</b>

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5970100	Invoice # 575268079001	14.24	
201-5970100	Invoice # 572955245001	558.10	
201-5970100	Invoice # 573767670001	37.72	
201-5970100	Invoice # 571851143001	35.16	
201-5970100	Invoice # 575268078001	375.42	
<b>OUTSOURCE SOLUTIONS GROUP</b>	11392	09/20/11	27,998.44
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5920110	Invoice # 12909	27,083.33	
201-5960990	Invoice # 12910	280.00	
201-5960990	Invoice # 12794	509.12	
201-5980420	Invoice # 12828	125.99	
<b>P C NATION</b>	11393	09/20/11	266.72
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5970100	Invoice # P049681901014	266.72	
<b>PCGAMER</b>	11394	09/20/11	19.95
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5970620	Subscription Renewal	19.95	
<b>PITNEY BOWES</b>	11395	09/20/11	164.00
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5930210	Invoice # 9954034-AU11	164.00	
<b>PRESTIGE DISTRIBUTION, INC.</b>	11396	09/20/11	1,010.16
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5970170	Invoice # 4438	526.72	
201-5970170	Invoice # 4381	483.44	
<b>PURCHASE POWER</b>	11397	09/20/11	1,085.25
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5970260		1,085.25	
<b>RANDOM HOUSE INCORPORATED</b>	11398	09/20/11	1,908.00
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5970610	Invoice # 1082097630	100.00	
201-5970610	Invoice # 1082019318	35.00	
201-5970610	Invoice # 9023230001	110.00	
201-5970610	Invoice # 9023230001	28.00	
201-5970610	Invoice # 1081985667	368.00	
201-5970610	Invoice # 1082123892	482.00	
201-5970610	Invoice # 1082127762	547.00	
201-5970610	Invoice # 1081931370	238.00	
<b>RECORDED BOOKS, LLC</b>	11399	09/20/11	537.93
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5970610	Invoice # 74356274	300.35	
201-5970610	Invoice # 74356308	144.44	
201-5970610	Invoice # 74356314	46.57	
201-5970610	Invoice # 74338937	46.57	
<b>REGENT BOOK COMPANY</b>	11400	09/20/11	36.09
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5970600	Invoice # 40042	36.09	
<b>RESEARCH TECHNOLOGY INTERNATION</b>	11401	09/20/11	492.50
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5970100	Invoice # 160634	325.00	
201-5970100	Invoice # 160635	167.50	
<b>RUNCO OFFICE SUPPLY</b>	11402	09/20/11	339.90

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
Account No. Description 201-5970100 Invoice # 491101-0		Amount 339.90	
RUNGE PAPER COMPANY, INC.	11403	09/20/11	180.08
Account No. Description 201-5970170 Invoice # 713843		Amount 180.08	
SCHINDLER ELEVATOR CORPORATION	11404	09/20/11	773.33
Account No. Description 201-5930020 Invoice # 7151467688		Amount 773.33	
STANDBY ELECTRICAL SYSTEMS	11405	09/20/11	260.00
Account No. Description 201-5930020 Invoice # 11-1483		Amount 260.00	
STANLEY ACCESS TECH	11406	09/20/11	896.69
Account No. Description 201-5930020 Invoice # 901527574		Amount 896.69	
STEVEN J. GASSMAN	11407	09/20/11	125.00
Account No. Description 201-5960990 Invoice # 04		Amount 125.00	
TELEVEND SERVICES INCORPORATED	11408	09/20/11	90.85
Account No. Description 201-5970100 Invoice # 2921		Amount 90.85	
TONY ROMANO	11409	09/20/11	200.00
Account No. Description 201-5960210 Program on 10/12/11		Amount 200.00	
TUMBLEWEED PRESS INC.	11410	09/20/11	267.33
Account No. Description 201-5970640 Invoice # 32574		Amount 267.33	
WAREHOUSE DIRECT	11411	09/20/11	401.76
Account No. Description 201-5970100 Invoice # 1237375-0		Amount 401.76	
WASTE MANAGEMENT	11412	09/20/11	155.62
Account No. Description 201-5930490 Invoice # 4423601-2008-7		Amount 155.62	
WASTE MANAGEMENT	11413	09/20/11	404.92
Account No. Description 201-5930490 Invoice # 2402071-2008-2		Amount 404.92	
		Subtotal	<u>190,917.71</u>
		TOTAL	<u><u>226,706.09</u></u>

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

### **Personnel Highlights**

#### New Employees

Bonnie Wilson, Page, Part-time, 08/22/2011

#### Resignations

Bonnie Wilson, Page, Part-time, 08/24/2011

### **Patron Services Highlights**

#### Circulation

We circulated 100,221 items in August. That's up about 1% from August of 2011.

#### E-books

In August there were 430 checkouts. 209 were e-books and 221 e-audiobooks. There were 137 unique patrons, 61 of whom are new. *The Help* by Kathryn Stockett was the most popular title.

#### Card Registration

57.2% of the population of Des Plaines, or 33,395 people, hold library cards.

#### Hits on Web site

We had 43,302 hits on our web site in August.

#### Searches on Online Reference Products

12,6545 searches were performed in August.

#### Wireless Usage

4,293 individual devices connected to our wireless network in August that's up 43% from August of 2010.

#### **Other**

The final results are in from the 2011 Des Plaines/Park Ridge Relay for Life. This year 33 teams relayed, with a total 325 participants and \$83,580 was raised; this is the biggest year yet. The library's team the *Book Babes* raised \$5,496.

## 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	Budgeted Year Totals
<b>Balance Sheet</b>													
Cash Beginning of Month	\$ 2,062,798	\$ 2,429,769	\$ 2,060,419	\$ 2,664,961	\$ 4,343,679	\$ 4,018,814	\$ 3,541,183	\$ 3,148,828	\$ 2,763,843	\$ 2,293,323	\$ 1,822,806	\$ 1,187,558	
Restricted cash donations	124,698	124,786	124,916	125,005	125,091	125,255	125,395	126,426	126,426	126,426	122,593	122,593	
	1,938,100	2,304,983	1,935,503	2,539,956	4,218,588	3,893,559	3,415,788	3,022,402	2,637,417	2,166,897	1,700,213	1,064,965	
<b>Revenue (M-T-D)</b>													
Property Taxes	727,523	90,460	348,474	2,111,326	110,937	30,415	12,971	48,867					\$ 3,480,973
Other Revenue	15,869	12,965	16,036	12,322	32,461	32,332	14,546	19,360	48,462	48,465	48,462	48,458	349,738
Total Revenue	743,392	103,425	364,510	2,123,648	143,398	62,747	27,517	68,227	48,462	48,465	48,462	48,458	3,830,711
<b>Expenses</b>													
Payroll & Benefits	291,418	282,505	287,530	288,418	279,068	412,507	265,281	256,113	340,467	340,467	505,195	340,467	3,889,436
Commodities	100,713	70,732	83,251	64,479	91,413	59,098	65,673	96,535	92,578	92,578	92,578	92,577	1,002,205
Capital	10,057	5,360	(8,371)	5,291	4,841	2,519	10,723	295	6,638	6,638	6,638	6,636	57,265
Contracts	191,212	116,125	32,664	78,031	71,749	72,536	85,623	64,601	79,299	79,299	79,299	79,299	1,029,737
Other				184	409	204	1,940	200					
202		4,905	35,085				652						40,642
Adjustments	(216,979)	(6,852)	(670,191)	8,527	20,783	(6,486)	(10,020)	35,468					
Total Expenses	376,421	472,775	(240,032)	444,930	468,263	540,378	419,872	453,212	518,982	518,982	683,710	518,979	
Net Increase/(Decrease)	366,971	(369,350)	604,542	1,678,718	(324,865)	(477,631)	(392,355)	(384,985)	(470,520)	(470,517)	(635,248)	(470,521)	
Cash End of Month	2,429,769	2,060,419	2,664,961	4,343,679	4,018,814	3,541,183	3,148,828	2,763,843	2,293,323	1,822,806	1,187,558	717,037	
Cash End of Month less restricted cash donations	2,305,071	1,935,633	2,540,045	4,218,674	3,893,723	3,415,928	3,023,433	2,637,417	2,166,897	1,696,380	1,064,965	594,444	

# 2011

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
<b>3M - Service Agreement for self checks, security gates, checkout stations</b>								\$16,956.00 Annual
	3/15/2011	10905	201-5930010		\$16,956.00		\$16,956.00	
	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	
	8/16/2011	11276	201-5980420	399.57			\$399.57	
				\$20,386.90	\$16,956.00	\$37,342.90	\$37,342.90	
<b>AUTOMATED LOGIC - Maintenance Agreement for HVAC software and hardware controls</b>								\$9,960.00 Annual
	2/15/2011	10845	201-5930020		\$2,490.00		\$2,490.00	\$2,490.00 Quarterly
	5/18/2011	11056	201-5930020		\$2,490.00		\$2,490.00	
	8/16/2011	11281	201-5930020		\$2,490.00		\$2,490.00	
				\$0.00	\$7,470.00	\$7,470.00	\$7,470.00	
<b>AWE - Service Agreement for Early Learning Literacy Stations</b>								\$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	
<b>BANC OF AMERICA LEASING - Lease for Copy Machines</b>								\$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	
	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	
	7/19/2011	11206	201-5930210		\$2,005.00		\$2,005.00	
	8/16/2011	11282	201-5930210		\$2,005.00		\$2,005.00	
	9/20/2011	11346	201-5930210		\$2,040.00		\$2,040.00	
				\$0.00	\$16,075.00	\$16,075.00	\$16,075.00	
<b>BUSINESS MACHINE AGENTS INC - Service Agreement for Kyocera printers. Includes toner.</b>								.006 per print B/W
	2/15/2011	10581	201-5930010		\$491.07		\$491.07	
	3/15/2011	10931	201-5930010		\$670.45		\$670.45	.06 per print Color

# 2011

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	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	
	9/20/2011	11349	201-5930010		\$640.91			
	9/20/2011	11349	201-5930010		\$846.88		\$1,487.79	
				\$0.00	\$5,703.18	\$5,703.18	\$5,703.18	

**CHICAGO OFFICE TECHNOLOGY GROUP - Service Agreement for copy machines and Kyocera printers. Includes toner.**

6/21/2011	11135	201-5930010		\$287.29				
6/21/2011	11135	201-5930010		\$1,797.03				
6/21/2011	11135	201-5930010		\$776.31			\$2,860.63	
7/19/2011	11212	201-5930010		\$63.06				
7/19/2011	11212	201-5930010		\$2.93				
7/19/2011	11212	201-5930010		\$13.78				
7/19/2011	11212	201-5930010		\$188.27				
7/19/2011	11212	201-5930010		\$74.61			\$342.65	
8/16/2011	11286	201-5930010		\$0.92				
8/16/2011	11286	201-5930010		\$6.31				
8/16/2001	11286	201-5930010		\$116.66				
8/16/2011	11286	201-5930010		\$475.94				
8/16/2011	11286	201-5930010		\$1,070.07			\$1,669.90	
9/20/2011	11354	201-5930010		\$965.58				
9/20/2011	11354	201-5930010		\$257.26				
9/20/2011	11354	201-5930010		\$263.50				
9/20/2011	11354	201-5930010		\$766.97				
9/20/2011	11354	201-5930010		\$263.50				
9/20/2011	11354	201-5930010		\$1.08				
9/20/2011	11354	201-5930010		\$16.63				
9/20/2011	11354	201-5930010		\$126.59			\$2,661.11	
					\$7,534.29	\$7,534.29	\$7,534.29	

.007 per print B/W (copiers)  
.07 per print Color  
\$264.00 Monthly (printers)  
.0085 per print B/W  
.085 per print Color

**COMPLETE CLEANING COMPANY INC.**

2/15/2011	10855	201-5930320		\$7,219.00			\$7,219.00	
3/15/2011	10921	201-5930320		\$7,321.00			\$7,321.00	
4/20/2011	10992	201-5930320		\$7,321.00			\$7,321.00	
5/18/2011	11065	201-5930320		\$7,321.00			\$7,321.00	
6/21/2011	11138	201-5930320	\$385.00					
6/21/2011	11138	201-5930320		\$7,321.00			\$7,706.00	
7/19/2011	11219	201-5930320		\$7,321.00			\$7,321.00	

\$87,852.00 Annual  
\$7,321.00 Monthly

# 2011

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
				\$385.00	\$43,824.00	\$44,209.00	\$44,209.00	
<b>CRYSTAL MANAGEMENT &amp; MAINTENANCE SERVICES-Cleaning service</b>								\$40,080.00 Annual
	8/16/2011	11291	201-5930320		\$3,340.00			\$3,340.00 Monthly
	8/16/2011	11291	201-5930320	\$198.00				
	8/16/2011	11291	201-5930320		\$3,340.00			
	8/16/2011	11291	201-5930320	\$150.00			\$7,028.00	
	9/20/2011	11360	201-5930020	\$6,190.00			\$6,190.00	
				\$6,538.00	\$6,680.00	\$13,218.00	\$13,218.00	
<b>D &amp; B POWER ASSOCIATES - Extended warranty for UPS in 4th floor server room</b>								\$2,696.00 Annual
	4/20/2011	10995	201-5930010		\$2,696.00		\$2,696.00	
					\$2,696.00	\$2,696.00	\$2,696.00	
<b>FIRST SECURITY SYSTEMS, INC. - Maintenance Agreement for the Fire Alarm System</b>								\$1,664.00 Annual
				\$0.00	\$0.00	\$0.00	\$0.00	
<b>IMAGING OFFICE SYSTEMS, INC. - Service Agreement for Microfilm Reader/Printers</b>								\$1,495.47 Annual
	4/20/2011	11007	201-5930010		\$1,495.47		\$1,495.47	
				\$0.00	\$1,495.47	\$1,495.47	\$1,495.47	
<b>INTERIOR TROPICAL GARDENS INC. - Plant Service</b>								\$1,020.00 Annual
	3/15/2011	10937	201-5960990		\$85.00		\$85.00	
	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		\$85.00		\$85.00	
	7/19/2011	11237	201-5960990		\$85.00		\$85.00	
	8/16/2011	11305	201-5960990		\$85.00		\$85.00	
	9/20/2011	11377	201-5960990		\$85.00		\$85.00	
				\$0.00	\$595.00	\$595.00	\$595.00	
<b>LAUTERBACH &amp; AMEN, LLP. - Accounting Services</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	
	7/19/2011	11242	201-5920110		\$1,390.00			

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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.
	7/19/2011	11242	201-5920110		\$1,390.00		\$2,780.00	
	8/16/2011	11309	201-5920110		\$1,390.00		\$1,390.00	
	8/31/2011	11383	201-5920110		\$1,390.00		\$1,390.00	
				\$0.00	\$13,255.00	\$13,255.00	\$13,255.00	
<b>LYNGSOE SYSTEMS - Maintenance Agreement for RFID materials handler</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>MCQUAY SERVICE - Maintenance Agreement for HVAC</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	
	8/16/2011	11313	201-5930020		\$24,629.00		\$24,629.00	
				\$1,315.80	\$24,629.00	\$25,944.80	\$25,944.80	
<b>OUTSOURCE SOLUTIONS GROUP - IT Services</b>								\$325,000.00 Annual
	2/15/2011	10886	201-5920110		\$27,083.33		\$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	\$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	
	6/21/2011	11175	201-5920110		\$27,083.33			
	6/21/2011	11175	201-5960990	\$485.43			\$27,568.76	
	7/19/2011	11250	201-5960990	\$280.00				
	7/19/2011	11250	201-5960990	\$280.00				
	7/19/2011	11250	201-5960990	\$489.83				

# 2011

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	7/19/2011	11250	201-5930010	\$2,495.00				
	7/19/2011	11250	201-5920110		\$27,083.33		\$30,628.16	
	8/16/2011	11318	201-5960990	\$280.00				
	8/16/2011	11318	201-5960990	\$280.00				
	8/16/2011	11318	201-5920110		\$27,083.33		\$28,140.41	
	9/20/2011	11392	201-5980420	\$125.99				
	9/20/2011	11392	201-5960990	\$280.00				
	9/20/2011	11392	201-5960990	\$509.12				
	9/20/2011	11392	201-5920110		\$27,083.33		\$27,998.44	
				\$12,308.50	\$270,833.30	\$283,141.80	\$283,638.88	
<b>PITNEY BOWES - Postage Machine</b>								\$1,968.00 Annual
	2/15/2011	10889	201-5930210		\$164.00		\$164.00	
	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	
	7/19/2011	11253	201-5930210		\$164.00		\$164.00	
	8/19/2011	11321	201-5930210		\$164.00		\$164.00	
	9/20/2011	11395	201-5930210		\$164.00		\$164.00	
				\$0.00	\$1,312.00	\$1,312.00	\$1,312.00	
<b>PRO DATA - Payroll Services</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			
	6/27/2011		201-5920110		\$337.70		\$675.90	
	7/11/2011		201-5920110		\$334.05		\$334.05	
	8/16/2011		201-5920110		\$336.45		\$336.45	
	8/22/2011		201-5920110		\$337.90			
	9/6/2011		201-5920110		\$340.60		\$678.50	
				\$0.00	\$4,792.71	\$4,792.71	\$4,792.71	
<b>REDHAWK SECURITY SYSTEMS - Monitoring company for the Building Alarm System</b>								\$305.28 Annual
	2/15/2011	10891	201-5960990		\$76.32		\$76.32	

# 2011

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	4/20/2011	11033	201-5960990		\$76.32		\$76.32	\$76.32 Quarterly
	7/19/2011	11214	201-5960990		\$76.32		\$76.32	
					\$152.64	\$152.64	\$152.64	
<b>SCHINDLER ELEVATOR CORPORATION</b>								\$6,860.00 Annual
	3/15/2011	10963	201-5930020		\$6,859.80		\$6,859.80	
	7/19/2011	11260	201-5930020	\$795.00			\$795.00	
	9/20/2011	11404	201-5930020	\$773.33			\$773.33	
				\$1,568.33	\$6,859.80	\$8,428.13	\$8,428.13	
<b>SOMETHING FISHY - Aquarium Services</b>								\$1,440.00 Annual
	3/15/2011	10965	201-5960990	\$90.94				
	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	
	7/19/2011	11261	201-5960990	\$66.97			\$66.97	
	8/16/2011	11329	201-5960990	\$19.49			\$19.49	
				\$339.39	\$1,440.00	\$1,779.39	\$1,779.39	
<b>TODAY'S BUSINESS SOLUTIONS INC. - Service agreement for public printing and computer reservation system</b>								\$6,065.00 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. - Collection Agency</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			

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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		\$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		\$11.78		\$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			
	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	

**WASTE MANAGEMENT - Garbage Collection Services**

	2/15/2011	10902	201-5930490		\$132.21			
	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	
	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	
	7/19/2011	11266	201-5930490		\$398.44			

\$4,004.76 Annual  
\$333.73 Monthly

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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.
	7/19/2011	11267	201-5930490		\$153.15		\$551.59	
	8/16/2011	11332	201-5930490		\$407.65			
	8/16/2011	11333	201-5930490		\$156.62		\$564.27	
	9/20/2011	11412	201-5930490		\$155.62			
	9/20/2011	11413	201-5930490		\$404.92		\$560.54	
				\$0.00	\$4,271.62	\$4,271.62	\$4,271.62	
						\$538,965.36		

# Des Plaines Public Library - August 2011 Board Report

<b>CIRCULATION</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	Aug 2011		YTD 2011	
	Youth Services	35,400	Youth Services	291,032
	Adult Services	64,821	Adult Services	498,710
	TOTAL	100,221	TOTAL	789,742
	Aug 2010		YTD 2010	
	Youth Services	34,420	Youth Services	302,237
	Adult Services	64,942	Adult Services	532,281
	TOTAL	99,362	TOTAL	834,518
	% Change	0.86%	% Change	-5.37%
<b>SELF CHECK</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	Aug 2011	66,565	YTD 2011	522,763
	Aug 2010	71,900	YTD 2010	560,674
	% Change	-7.42%	% Change	-6.76%

<b>CARD REGISTRATION</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
New Resident Cards	Aug 2011	442	YTD 2011	2,590
	Aug 2010	333	YTD 2010	2,590
	% Change	33%	% Change	0%
My Business Cards	Aug 2011	4	YTD 2011	17
	Aug 2010	2	YTD 2010	26
	% Change	100%	% Change	-35%
Total Card Ownership			YTD 2011	33,395
			YTD 2010	32,761
			% Population 2011	57.2%
			% Population 2010	57.2%

<b>PATRON ATTENDANCE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	Aug 2011	52,683	YTD 2011	409,075
	Aug 2010	52,150	YTD 2010	396,956
	% Change	1%	% Change	3%

<b>MEETING ROOM USE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
Library Sponsored Prog	32	759	YTD	15,862
Outside Groups	70	1,195	YTD	11,700
Internal Meetings	10	127	YTD	1,157
<b>TOTAL</b>	<b>112</b>	<b>2,081</b>	<b>TOTAL</b>	<b>28,719</b>

<b>OUTREACH</b>				
	<b>THIS MONTH</b>	<b>Attendance</b>	<b>YEAR TO DATE</b>	
Adult Services	20	137	YTD	1,578
Youth Services	3	582	YTD	5,873
<b>TOTAL</b>		<b>719</b>	<b>TOTAL</b>	<b>7,451</b>

<b>COMPUTER / TECHNOLOGY USE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
<b>Hits on Website</b>	Aug 2011		YTD 2011	
	From Internal IP's	4,556	From Internal IP's	44,134
	From External IP's	43,302	From External IP's	334,564
	Absolutely Unique Visitors	27,107		
	<b>TOTAL</b>	<b>47,858</b>	<b>TOTAL</b>	<b>378,698</b>
<b>Hits on PlainTalk</b>	Aug 2011	441		5,458
	Aug 2010	662	YTD 2010	8,584
	<b>% Change</b>	<b>-33%</b>	<b>% Change</b>	<b>-36%</b>
<b>Hits on Positively Ellinwood Street</b>	Aug 2011	1419	YTD 2011	9,110
	Aug 2010	704	YTD 2010	6,597
	<b>% Change</b>	<b>102%</b>	<b>% Change</b>	<b>38%</b>

<b>Computer Use</b>	Adult Services		<b>YEAR TO DATE</b>	
	Aug 2011	8,683	YTD 2011	63,958
	Aug 2010	9,441	YTD 2010	71,822
	<b>% Change</b>	<b>-8.03%</b>	<b>% Change</b>	<b>-10.95%</b>
	Youth Services			
	Aug 2011	1,437	YTD 2011	9,482
Aug 2010	1,536	YTD 2010	11,644	
<b>% Change</b>	<b>-6.45%</b>	<b>% Change</b>	<b>-18.57%</b>	
<b>Average Online Reference Products Searches &amp; Queries</b>	Aug 2011	12,654	YTD 2011	119,122
	Aug 2010	11,754	YTD 2010	90,952
			<b>% Change</b>	<b>30.97%</b>

FRIENDS OF THE LIBRARY  
August 23, 2011

The meeting was called to order by Vice President Susan Casson.

Dawn Conlin, secretary is moving from Des Plaines. Linda Knorr volunteered to replace her as the secretary for the Friends of the Library.

The treasurer's report was given. The proposed budget for the coming year was discussed. We will follow this budget for 4-6 months to determine if adjustment needs to be made.

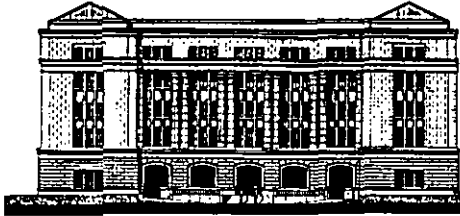
The on-going book shelf sale continues to do well. The Fall Book Sale will be Sept. 30<sup>th</sup>, Oct. 1<sup>st</sup> and 2<sup>nd</sup>. The Fall Sale will be listed on booksales.com. Banners and signs are being updated and information is going to local newspapers. The Book Sale will be listed on the City Marque.

The Library Director, Holly Sorenson, gave a report on the Summer Reading programs. Over 1000 children and 300 teens completed these programs.

"Llama, Llama Red Pajama" is the book for "Read for Record Campaign" where everyone reads the same book on the same day, Oct. 6<sup>th</sup>. The Friends will fund \$200 for Read for Record, \$800 for the Chess program and \$500 for teen programs.

Sue and Dick D'Hondt will do the Display Case for September.





**JESSE WHITE · Secretary of State & State Librarian**  
 Illinois State Library, Gwendolyn Brooks Building  
 300 S. Second St., Springfield, IL 62701-1796

***WWW.CYBERDRIVEILLINOIS.COM***

**Illinois State Library  
 FY2012 ILLINOIS PUBLIC LIBRARY PER CAPITA AND  
 EQUALIZATION AID GRANTS APPLICATION**

**DUE DATE: OCTOBER 15, 2011**

This is a postmark due date. **Postmark legibility and proof of postal receipt are the applicant's responsibility.** The Illinois State Library is neither responsible for, nor obligated to fund, grant applications postmarked past the deadline date that are incomplete or missing components. The Illinois State Library is not obligated to fund grant applications that do not meet the requirements established by the Illinois State Library as indicated in the State of Illinois Administrative Code Rules Part 3035.115 and 3035.135.

This application form is made available electronically so libraries may complete the form online. After completing the required fields, the form must be printed, signed and returned to the Illinois State Library per the instructions in the Illinois Public Library Per Capita and Equalization Aid Grants Application. Other than supplying requested information, grant applicants may not alter the original form as issued by the Secretary of State/Illinois State Library. Grant applications not submitted on the required forms by the deadline date, or not completed, shall not be considered for funding by the Illinois State Library. The Illinois State Library is not obligated to fund grant applications from public libraries that have: delinquent grant reports, lapsed grant funds from any Illinois State Library administered grant program, and/or failed to submit a current IPLAR (Illinois Public Library Annual Report).

**ONE ORIGINAL** grant application including the County Clerk(s) page, any supporting documentation, **AND ONE COPY** must be postmarked on or before October 15, 2011, **or hand delivered no later than 4:30 p.m. on October 14, 2011.** Postmark Legibility and proof of postal receipt are the applicant's responsibility.

Mail or deliver application to: State Grants for Illinois Public Libraries  
 Illinois State Library  
 Gwendolyn Brooks Building - Room 410  
 300 S. Second St.  
 Springfield, IL 62701-1796

**Make two (2) COPIES** of the original application and all supporting documentation. Submit the **ORIGINAL AND ONE (1) COPY** to the Illinois State Library. **Retain one (1) COPY** for the library's files.

Jesse White, Secretary of State and State Librarian

Anne Craig, Illinois State Library Director

**Illinois State Library**  
**APPLICATION FOR GRANTS AVAILABLE TO ILLINOIS PUBLIC LIBRARIES**  
**Application Statement**

The Library Board understands that the State Librarian is empowered to make these grants, under the law, from funds appropriated by the Illinois General Assembly, and that if the monies appropriated for these grants are not sufficient, the State Librarian shall reduce the per capita amount of the grants so that the qualifying public libraries receive the same amount of per capita. The Board further affirms that in making the application for the grant or grants, it is acting at its sole discretion and is not applying as a result of pressure or duress from any outside agency, person or persons.

In making application for a grant or grants, the Library Board agrees to expend all the funds received for the purposes outlined in the application as approved by the Illinois State Library and defined by the Illinois Library System Act and corresponding Administrative Rules. The Library Board further affirms that all grant funds received as a result of this application shall be used for providing public library service to its community by supplementing the library's regular budget, and that it will not reduce, nor cause to have reduced, the library's levy in the current year or in the next year.

The Board further affirms that if the expenditure of the grant funds is contemplated, at any time, to be other than that stated in the grant application, that it will solicit and receive the consent of the Illinois State Library before approving such expenditures. Failure to spend funds as approved by the Illinois State Library and/or within the time frame allotted shall result in ineligibility for future grants for a period of one year. The Board further affirms that it has reviewed the most recent edition of *Serving Our Public 2.0: Standards for Illinois Public Libraries* during the previous 12 months and that it has completed all requirements of this application. The Board agrees that the Illinois State Library or its designee shall have the right to examine any of the Board's records that directly relate to this grant.

The Illinois State Library is not obligated to fund grant applications that do not meet the requirements established by the Illinois State Library as indicated in the State of Illinois Administrative Code Rules Part 3035.115 and 3035.135. This application form has been made available electronically so libraries may complete the form online. After completing the required fields, the form must be printed, signed and returned to the Illinois State Library per the instructions in the Illinois Public Library Per Capita and Equalization Aid Grants Application. Other than supplying requested information, grant applicants may not alter the original form as issued by the Secretary of State/Illinois State Library. Grant applications not submitted on the required forms by the deadline date, or not completed, shall not be considered for funding by the Illinois State Library. The Board affirms that the information contained in this application is, to the best of its knowledge and under penalty of perjury, correct.

Date: September 20 , 2011

Mr.  Mrs.  Ms. \_\_\_\_\_  
 President, Board of Directors/Trustees

Mr.  Mrs.  Ms. \_\_\_\_\_  
 Secretary, Board of Directors/Trustees

Mr.  Mrs.  Ms. \_\_\_\_\_  
 Librarian

### Illinois State Library 2012 ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANTS APPLICATION

Pursuant to the provisions of the Illinois Compiled Statutes (ILCS), 75 ILCS 10/8 and 10/8.1, as amended, the undersigned PUBLIC LIBRARY hereby applies for the FY2011 Illinois Public Library Per Capita and Equalization Aid Grants to be used for library purposes.

City Des Plaines

1. \*Name and Title of Person preparing this application:

Holly Richards Sorensen Library Director  
(Name) (Title)

Library Telephone Number: 847-827-5551 Library FAX Number: 847-827-7974

\*E-mail Address: ckidd@dppl.org or hsorensen@dppl.org  
(E-mail address of person preparing the application)

Main Library Hours: Monday 9am - 9 pm Tuesday 9am - 9 pm Wednesday 9am - 9 pm

Thursday 9am - 9 pm Friday 9am - 9 pm Saturday 9am - 5 pm Sunday 1pm - 5pm

**\*If this information changes within the next six months, please e-mail changes to jurbanek@ilsos.net.**

2. Population Served: 58,364

Has the library's legal service population changed from the previous year?  Yes  No

If yes, all changes in population must be documented, and that documentation must be included with this application. Documentation should include one of the following:

- Any U.S. Census documentation (corrections, special census, special block census, etc.) that has been filed by October 14, 2011, with the Office of Secretary of State, Index Department, or
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must include appropriate and substantial documentation. Examples include, but are not limited to: documentation from appropriate municipal corporate authorities, a library district's board of trustees, referenda questions and certified results, etc.

Contact the Illinois State Library with any questions about what documentation should be included. Please **check box** to indicate the library has included the required documentation with this application.

3. Calculation of Equalization Aid Grant: (Sections a, b, and c must be completed in order to apply for a Per Capita Grant, even if the library is not applying for an Equalization Aid Grant.)

a) Value of all taxable property within the library's service area as of January 1, 2011, or the most recent year available (the assessed valuation against which tax revenue was most recently levied) and as equalized by the Department of Revenue, Property Tax Administration Bureau

Must match "TOTAL" line from primary county's County Clerk's page..... \$ \_\_\_\_\_

Must match "TOTAL" line from additional county's County Clerk's page ..... \$ \_\_\_\_\_

Must match "TOTAL" line from additional county's County Clerk's page ..... \$ \_\_\_\_\_

Must match "TOTAL" line from additional county's County Clerk's page ..... \$ \_\_\_\_\_

a) = the sum of ALL county total lines

TOTAL of combined said valuation for primary and/or additional counties: \$ 0 a)

Library Des Plaines Public Library

- b) Said valuation multiplied by 0.0013 yields.....\$ \_\_\_\_\_ b)
- c) Levy at 0.13% divided by population served yields per capita of.....\$ \_\_\_\_\_ c)

Complete d) e) and f) ONLY if receiving an Equalization Aid Grant

- d) Population served multiplied by \$4.25 equals .....\$ \_\_\_\_\_ d)
- e) Enter valuation multiplied by 0.0013 obtained in step b).....\$ \_\_\_\_\_ e)
- f) Subtract e) from d) equals amount of equalization aid.....\$ \_\_\_\_\_ f)

- 4. Is the library's tax rate below .13% because of the Property Tax Limitation Law?  Yes  No
- 5. In order to be eligible for either a Per Capita Grant or an Equalization Aid Grant, the corporate authorities, in lieu of a tax levy at a particular rate, may provide an amount equivalent to the amount to be produced by that levy (75 ILCS 10/8.1). **If the library is applying for a grant on that basis, attach documentation for the most recent year available. Please check box to indicate the library has included the required document with this application.**

**LEGAL COMPLIANCE**

- 6. As per the requirements, the library administration and board of trustees must review Chapter 2, "Governance and Administration," of the most recent edition of *Standards for Illinois Public Libraries*. Provide the date(s) of review and a short narrative discussing the library's progress toward meeting the standards, including any changes made as a result of this review.

The Des Plaines Public Library Board of Trustees reviewed Chapter 2, "Governance and Administration" at their August 16, 2011 monthly board meeting. The board voted to work with library staff to develop an outreach plan that will include surveys, neighborhood dialogues, hearings, and input from staff who serve the community. The board also asked staff to begin the process of soliciting input from those who do not use the library. This will be done in conjunction with the library's Strategic Plan for 2012 - 2014.

**COLLABORATION AND COOPERATION**

- 7. Determine how the library can inspire a stronger community through collaboration and cooperation. Identify partnerships the library has formed or will consider forming within the community. Explain in a short narrative and provide a list of the community partners:

Our primary partner activities have been digitization of local history materials, programming for teens and supporting local businesses. We worked with the Des Plaines History Center to purchase, microfilm and digitize a decades-long run of the Des Plaines Suburban Times. We partnered with the Des Plaines Park District to create a series of programs for 2010 and 2011 Teen Summer Reading. We also worked with the Chamber of Commerce to produce short promotional films for multiple local businesses.

**LIBRARY'S PROMOTION AND PROGRAMMING**

8. How has funding from the Illinois Public Library Per Capita and Equalization Aid Grants Program enabled the library to initiate or enhance library services? Explain in a short narrative:

Purchasing the multiple disc cleaner allows us to greatly extend the life of our DVD and CD collection, as well as get damaged materials back on the shelf much faster, enhancing the selection and positive experience of our patrons. The digitization projects increase public access to important and frequently used historical material for research and recreational use.

**TRUSTEES**

9. Has the library board analyzed the library's revenues in the last three years to determine if those monies are sufficient to meet the needs of the community?  Yes  No

If the revenues were found to be insufficient, has the board of trustees investigated and identified potential funding sources?  Yes  No

Please identify the potential funding sources:

Last year the library board began using a "cash flow summary." This document, originally prepared by our accounting firm, projects the library budget, both revenue and expenditures, for the entire year. The actual numbers are added as the year progresses and the projected numbers are adjusted. This allows the board to see the year ahead, and if property tax revenue is late in coming or lower than expected, the board and the library administration have the opportunity to adjust expenditures accordingly.

Based on our "cash flow summary" the board found our revenues to be sufficient.

**PLANNED USE OF FY2012 GRANT MONIES**

10. Describe how the library plans to use FY2012 grant monies in order to meet standards in the most recent edition of **Serving Our Public 2.0: Standards for Illinois Public Libraries**. Use general categories in identifying actual planned expenditures. *Capital expenditures (anything attached to the building's interior or exterior including heating and air conditioning systems) will not be an approved use of per capita funds. Inappropriate expenditures include appliances such as refrigerators, stoves, microwaves, water fountains, etc.*

We will use Per Capita Grant monies to purchase 44 new computers for patrons and staff. This is part of a four-year life cycle plan implemented to insure that our computers have up-to-date technology and are in good working order. (Chapter 5, Technology) We will also begin a local history digitization project, that will be determined. (Chapter 7, Collection Management and Resource Sharing)

Computer Hardware (44) Computers.....	\$47,000
Misc Contractual Services, Local History Digitization.....	..\$11,000
TOTAL.....	..\$58,000

**FY2010 Per Capita Grant funds must be obligated by June 30, 2011, and expended by August 15, 2011.**

For libraries that received and reported the use of FY2010 Per Capita Grant funds on last year's application, proceed to page 7.

For libraries that did not report any or all of the use of FY2010 Per Capita Grant funds on last year's application, the information below is required.

**EXPENDITURE OF FY2010 PER CAPITA GRANT**

11. Total FY2010 Per Capita Grant received: \$ 59,948.78  
 (Must be exact amount - do not round up or down)

List expenditures by general category. Total must be equal to or greater than the FY2010 Per Capita Grant.  
**Include equalization aid grant expenditures only - do not include entire library budget.**  
 All expenditures listed here must be addressed in the budget explanation below.

CATEGORY	FY2010 AMOUNT
Children's Materials (including electronic resources) .....	\$ _____
Adult Materials (including electronic resources) .....	\$ _____
Programs .....	\$ 19141
Personnel.....	\$ _____
Continuing Education.....	\$ 6116
Supplies .....	\$ _____
Equipment.....	\$ 25290
Electronic Access (include computer software and hardware).....	\$ _____
Travel .....	\$ 593
Public Relations .....	\$ _____
Telecommunications .....	\$ _____
Contractual Services (please specify) _____	\$ 7153
Other (please specify) _____	\$ 1656
<b>TOTAL (must be equal to or greater than the FY2010 Per Capita Grant).....</b>	<b>\$ 59949</b>

If a Per Capita Grant was received in FY2010, describe how the monies were used in the library's progress toward meeting the Illinois Public Library Standards adopted by the Illinois Library Association, in the most recent edition of *Serving Our Public 2.0: Standards for Illinois Public Libraries*.

**All expenditures addressed here also must be represented above.**

We used Per Capita Grant monies to send staff to conferences, local workshops and seminars, increasing their knowledge. (Chapter 3, Personnel) We were able to provide educational, cultural and recreational programming to our patrons because we receive Per Capita funding. (Chapter 9, Programming) With Per Capita funds the library purchased an audio/visual disk cleaning system which is being used by circulation services staff to expedite the cleaning of DVDs, CDs and CD ROMs promoting a longer shelf life for audio/visual materials. (Chapter 7, Collection Management and Resource Sharing) With Per Capita funds the library upgraded the security computer system. (Chapter 4, Facilities) Monies from Per Capita went to purchase equipment to digitize information about local history and events. (Chapter 7, Collection Mangement and Resource Sharing)

Explanation from above  
 Contractual Services (Local History Digitization Project).....\$7,153  
 Other (Membership Dues for ILA/ALA Publications for Board/Staff.....\$1,656

For libraries that received and reported the use of FY2010 Equalization Aid Grant funds on last year's application, proceed to page 8.

For libraries that did not report any or all of the use of FY2010 Equalization Aid Grant funds on last year's application, the information below is required.

**FY2010 Equalization Aid Grant funds must be obligated by June 30, 2011, and expended by August 15, 2011.**

**EXPENDITURE OF FY2010 EQUALIZATION AID GRANT**

12. Total FY2010 Equalization Aid Grant received: \$ \_\_\_\_\_  
(Must be exact amount - do not round up or down)

List expenditures by general category. Total must be equal to or greater than the FY2010 Equalization Aid Grant.  
**Include equalization aid grant funds expenditures only - do not include entire library budget.**  
All expenditures listed here must be addressed in the budget explanation below.

CATEGORY	FY2010 AMOUNT
Children's Materials (including electronic resources) .....	\$ _____
Adult Materials (including electronic resources) .....	\$ _____
Programs .....	\$ _____
Personnel .....	\$ _____
Continuing Education .....	\$ _____
Supplies .....	\$ _____
Equipment .....	\$ _____
Electronic Access (include computer software and hardware) .....	\$ _____
Travel .....	\$ _____
Public Relations .....	\$ _____
Telecommunications .....	\$ _____
Contractual Services (please specify) _____	\$ _____
Other (please specify) _____	\$ _____
<b>TOTAL (must be equal to or greater than the FY2010 Equalization Aid Grant) .....</b>	<b>\$ 0</b>

If an Equalization Aid Grant was received in FY2010, describe how the monies were used in the library's progress toward meeting the Illinois Public Library Standards adopted by the Illinois Library Association, in the most recent edition of *Serving Our Public 2.0: Standards for Illinois Public Libraries*.

**All expenditures addressed here also must be represented above.**

City Des Plaines

Library Des Plaines Public Library

FY2011 Per Capita Grant funds must be obligated by June 30, 2012, and expended by August 15, 2012.

**EXPENDITURE OF FY2011 PER CAPITA GRANT**

13. Total FY2011 Per Capita Grant received: \$ 60079.70  
(Must be exact amount - do not round up or down)

List expenditures by general category. Total must be equal to or greater than the FY2011 Per Capita Grant.  
**Include equalization aid grant funds expenditures only - do not include entire library budget.**  
All expenditures listed here must be addressed in the budget explanation below.

CATEGORY	FY2011 AMOUNT
Children's Materials (including electronic resources) .....	\$ _____
Adult Materials (including electronic resources) .....	\$ _____
Programs .....	\$ _____
Personnel .....	\$ _____
Continuing Education .....	\$ _____
Supplies .....	\$ _____
Equipment .....	\$ _____
Electronic Access (include computer software and hardware) .....	\$ _____
Travel .....	\$ _____
Public Relations .....	\$ _____
Telecommunications .....	\$ _____
Contractual Services (please specify) _____	\$ _____
Other (please specify) _____	\$ _____
<b>TOTAL (must be equal to or greater than the FY2011 Per Capita Grant).....</b>	<b>\$ 0</b>

If a Per Capita Grant was received in FY2011, describe how the monies were used in the library's progress toward meeting the Illinois Public Library Standards adopted by the Illinois Library Association, in the most recent edition of *Serving Our Public 2.0: Standards for Illinois Public Libraries*.

**All expenditures addressed here also must be represented above.**

Will report expenditures in 2012.



FY2011 Equalization Aid Grant funds must be obligated by June 30, 2012, and expended by August 15, 2012.

**EXPENDITURE OF FY2011 EQUALIZATION AID GRANT**

14. Total FY2011 Equalization Aid Grant received: \$ \_\_\_\_\_  
(Must be exact amount - do not round up or down)

List expenditures by general category. Total must be equal to or greater than the FY2011 Equalization Aid Grant.  
Include equalization aid grant funds expenditures only - do not include entire library budget.  
All expenditures listed here must be addressed in the budget explanation below.

CATEGORY	FY2011 AMOUNT
Children's Materials (including electronic resources) .....	\$ _____
Adult Materials (including electronic resources) .....	\$ _____
Programs .....	\$ _____
Personnel .....	\$ _____
Continuing Education .....	\$ _____
Supplies .....	\$ _____
Equipment .....	\$ _____
Electronic Access (include computer software and hardware) .....	\$ _____
Travel .....	\$ _____
Public Relations .....	\$ _____
Telecommunications .....	\$ _____
Contractual Services (please specify) _____	\$ _____
Other (please specify) _____	\$ _____
<b>TOTAL (must be equal to or greater than the FY2011 Equalization Aid Grant) ....</b>	<b>\$ 0 _____</b>

If an Equalization Aid Grant was received in FY2011, describe how the monies were used in the library's progress toward meeting the Illinois Public Library Standards adopted by the Illinois Library Association, in the most recent edition of *Serving Our Public 2.0: Standards for Illinois Public Libraries*.

All expenditures addressed here also must be represented above.

City Des Plaines

Library Des Plaines Public Library

# COUNTY CLERK PAGE

**ATTACHMENT TO BE USED BY COUNTY CLERK'S OFFICE AND INCLUDED WITH THE LIBRARY'S FY2012 APPLICATION  
ATTACH A SEPARATE FORM FOR EACH COUNTY WITHIN THE LIBRARY'S SERVICE AREA**

I, \_\_\_\_\_, Clerk of the County of \_\_\_\_\_,  
in the State of Illinois, and keeper of the records and files of said county, do hereby certify that the assessed value of all  
property as equalized by the Department of Revenue, Property Tax Administration Bureau, for tax year \_\_\_\_\_  
(most recent year)  
available in \_\_\_\_\_ is: \$ \_\_\_\_\_  
(Library Corporate entity) (\* Total assessed valued of all property)

**\*USE THIS FIGURE TO ANSWER QUESTION 14 a) ON PAGE 3 OF THIS APPLICATION.**

All of which appears from the records and files in my office.

The \_\_\_\_\_ tax rate for \_\_\_\_\_ is \_\_\_\_\_  
(Name of Library) (Tax Year) (Tax Rate)

This tax rate is below .13% because of the Property Tax Limitation Law:  Yes  No

City Des Plaines

Library Des Plaines Public Library

## DRAFT

PUBLIC LIBRARY FUNDS

The Library Board of Trustees adopted the 2012 Budget for library operations and capital projects at the \_\_\_\_\_ board meeting of \_\_\_\_\_. The budget will:  
(Special/Regular) (Date)

- 1) Decrease property tax 5% over the extended amount collected in 2010.
- 2) Increase the fund balance to \$3,158,303.
- 3) Eliminate Mobile Library service.
- 4) Reallocate money to e-resources.

**Library Fund**

	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
Beginning Balance	1,533,655	1,748,944	2,335,477	2,903,055
Revenues	6,667,810	7,099,834	6,883,415	6,742,034
Expenditures	(5,865,988)	(6333,112)	(6,115,837)	(6,286,786)
Transfers	No transfer made	(200,000)	(200,000)	(200,000)
Ending Balance	2,335,477	2,315,666	2,903,055	3,158,303

**Library Capital Projects Fund**

	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
Beginning Balance	223,383	429,783	152,773	257,676
Revenues	3	2,500	3	0
Expenditures	(70,613)	(48,200)	(95,100)	(99,300)
Transfers	No transfer made	200,000	200,000	200,000
Ending Balance	152,773	584,083	257,676	358,376

**Library Staff**

	2009	2010	2011	2012
Full Time	46	46	38	38
Part Time	76(FTE 29.8)	65(FTE 26.4)	70(FTE 28.5)	66(FTE 26.8)
TOTAL FTEs	75.8	72.4	66.5	64.8

Fund 201		Des Plaines Public Library			
		Revenue - Fund 2110 & 2130			
Account		2010 Actual	2011 Budget	2011 Projected	2012 Proposed
<b>TAXES</b>					
810020	Property Taxes 2003				
810021	Property Taxes 2004				
810022	Property Taxes 2005				
810023	Property Taxes 2006				
810024	Property Taxes 2007	(61,672)			
810025	Property Taxes 2008	271,311			
810026	Property Taxes 2009	6,143,299	250,000	57,081	
810027	Property Taxes 2010		6,499,096	6,499,096	50,000
810028	Property Taxes 2011				6,359,096
<b>TOTAL TAXES</b>		<b>6,352,938</b>	<b>6,749,096</b>	<b>6,556,177</b>	<b>6,409,096</b>
<b>INTERGOVERNMENTAL REVENUE</b>					
810800	Personal Prop Repl Tax	46,494	92,988	92,988	92,988
822040	State Grant: Per Capita	59,949	56,000	56,000	58,000
822095	State Grant: Library				
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>		<b>106,443</b>	<b>148,988</b>	<b>148,988</b>	<b>150,988</b>
<b>FINES &amp; FEES</b>					
850101	Library Fees	5,397	4,300	4,100	4,000
850102	Library Fines	100,091	128,000	71,000	72,000
850103	Library Fines Credit Card	22,021	15,000	36,000	38,000
850201	Copying Fees	27,964	25,000	30,000	30,000
850202	Damaged Materials	717	450	700	700
850203	Lost Materials	7,251	7,000	6,100	7,000
850205	Bags	815	1,000	700	750
850207	Non-Resident Cards	1,576	2,000	850	1,000
<b>TOTAL FINES</b>		<b>165,831</b>	<b>182,750</b>	<b>149,450</b>	<b>153,450</b>
<b>TOTAL TAXES</b>		<b>6,625,211</b>	<b>7,080,834</b>	<b>6,854,615</b>	<b>6,713,534</b>
<b>SPECIAL PROGRAMS &amp; EVENTS</b>					
850215	Special Programs & Events	665	1,000	0	500
<b>TOTAL SPECIAL PROGRAMS &amp; EVENTS</b>		<b>665</b>	<b>1,000</b>	<b>0</b>	<b>500</b>
<b>OTHER REVENUE</b>					
890010	Interest Income	4,167	3,500	2,800	3,000
890050	Sale of Fixed Assets	0	0	0	5,000
899900	Miscellaneous Revenue	31,748	14,000	20,000	18,000
899920	Library Donations	6,020	500	6,000	2,000
<b>TOTAL OTHER REVENUE</b>		<b>41,934</b>	<b>18,000</b>	<b>28,800</b>	<b>28,000</b>
<b>FUND TOTAL</b>		<b>6,667,810</b>	<b>7,099,834</b>	<b>6,883,415</b>	<b>6,742,034</b>

Fund 202		Des Plaines Public Library				
		Revenue - Capital Projects Fund				
		<u>Account</u>	<u>2010 Actual</u>	<u>2011 Budget</u>	<u>2011 Projected</u>	<u>2012 Proposed</u>
<b>OTHER REVENUE</b>						
890010	Interest Income	3	2,500	3	0	
899900	Miscellaneous Revenue					
899920	Library Donations					
<b>TOTAL OTHER REVENUE</b>		<b>3</b>	<b>2,500</b>	<b>3</b>	<b>0</b>	
<b>OTHER FINANCING SOURCES</b>						
898902	Transfer from Lib Fund		200,000	200,000	200,000	
<b>TOTAL OTHER FINANCING SOURCES</b>			<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	
<b>FUND TOTAL</b>		<b>3</b>	<b>202,500</b>	<b>200,003</b>	<b>200,000</b>	

Fund 201		Des Plaines Public Library					
		Expenditures - Fund 2110 & 2130					
	Account	2010 Actual	2011 Budget	2011 Projected	2012 Proposed	Details	Amount
<b>SALARIES</b>							
910100	Full-time Salaries	2,481,594	2,024,433	2,660,822	2,073,069		
910200	Part-time Salaries	284,402	883,343		781,369		
910400	Non-Supervisory Overtime	443	500		0		
910500	Vacation Pay	105,508	0	55,322			
910600	Sick Pay	51,258	0	24,622			
910700	Holiday Pay	47,018	0	21,036			
910900	Act/Out of Class/Premium	2,692	0		0		
910950	Excess Sick Hrs Pay out	2,899	3,500		0		
910970	Compensated Absences	0	0	0	0		
<b>TOTAL SALARIES</b>		<b>2,975,815</b>	<b>2,911,776</b>	<b>2,761,802</b>	<b>2,854,438</b>		
<b>BENEFITS</b>							
918010	Unemployment Compensation	8,854	31,000	23,700	35,000		
918020	Employer Contr - FICA	221,366	222,599	204,900	214,925		
918021	Employer Contr - IMRF	288,334	308,526	289,903	342,979		
918040	Life Ins Premiums	2,608	3,996	1,180	4,104		
918050	PPO Insurance Premiums	343,282	269,057	280,960	275,713		
918051	HMO Insurance Premiums	105,945	99,504	92,018	99,504		
918055	Dental Insurance Premiums	28,899	23,478	25,022	25,543		
918070	Workers Compensation	13,929	9,500	13,192	13,500		
918085	RHS Plan Payout	5,214	10,000	0	1,500		
<b>TOTAL BENEFITS</b>		<b>1,018,431</b>	<b>977,660</b>	<b>930,875</b>	<b>1,012,768</b>		
<b>CONTRACTUAL SERVICES</b>							
920100	Legal Fees	6,990	10,000	4,000	9,000	Legal Fees	9,000
920105	Costs of Litigation	154	1,000	0	0	Costs of Litigation	0
920110	Professional Services	369,784	365,000	360,000	360,000	IT Management Service	325,000
						Accounting Service	20,000
						Audit	5,000
						Payroll Service	10,000
920120	Communication Services	32,894	33,800	39,100	39,100	McLeod	3,700
						AT&T	6,400
						Call One	6,200
						Level 3	5,600
						Sprint/Nextel	13,000
						Comcast	2,800
						Wide Open West (WOW)	1,400
920140	Integrated Library System	80,669	78,000	78,000	100,250	CCS/Data Processing/OCLC	100,250
920202	Conferences	0	1,000	1,000	3,000		
920204	Training	274	0	40	5,000	Staff Development	4,500
						AED	500
920205	Tuition Reimbursements	0	0	0	0		
920210	In-Service Training	0	500	500	0		
920220	Membership Dues	3,469	1,000	1,340	7,000		
920225	Licensing/Titles	50	0	110	0		
920230	Publication of Notices	971	2,000	600	2,000		
920990	Property/Liab Insurance	18,652	25,000	29,047	30,000		
930010	R & M Equipment	129,488	125,757	200,000	118,100	COTG Printer Support	4,000
						COTG Copier Support	17,000
						Wireline (repair telephone Service)	5,000
						TBS Annual Agreement	6,400
						Evanced Annual Agreement	900
						AWE Annual Agreement	2,350
						SARA Workstation Agreement	250
						Media/Website Workstation	200
						Lyngsoe	24,200
						APC UPS Annual Agreeemnt	3,300
						IDS Annual Agreement	11,500
						Reader/Printers Maintenance	1,500
						Laminator Maintenance Contract	300
						Appliance Repair	1,000
						Network Maintenance - Nomadix/Smartnet/Juniper/Proxim	15,500
						BM Equipment (security/checkout/workstations)	23,000
						Smart UPS	200
						Backflow Device Testing	1,500

	Account	2010 Actual	2011 Budget	2011 Projected	2012 Proposed	Details	Amount
930020	R & M Bldgs & Structures	77,735	124,080	128,100	128,100	McQuay	30,000
						Furniture/Carpet/Draperies	28,000
						Cleaning	10,000
						Painting	5,000
						Woodwork Repair/Carpentry	8,800
						Fire Protection Equipment	9,100
						Testing	11,750
						Lighting/Electrical	7,700
						HVAC (Automated Logic)	3,500
						Controls	2,500
						Elevator Maintenance	1,000
						Security Camera Repair	6,000
						Carpeting	4,000
						HVAC Water Treatment	750
						Door Maintenance	
						Plumbing Repairs	
						Meeting Room Partition	
						Maintenance	
930030	R & M Vehicles	6,056	8,250	8,250	3,500	Library Van Maintenance	3,500
930195	Book Binding & Repair	215	1,000	600	500	Binding Soft Cover and Hard	500
						Cover Books & Periodicals	
930210	Rental of Equipment	1,804	27,000	21,000	29,000	Postage Machine	2,000
						Public Scan Station	2,000
						Copier Lease	25,000
930320	Cleaning: Custodial Services	109,266	92,500	76,000	47,700	Contract for Cleaning Library	40,100
						Additional Housekeeping	1,800
						Window/Glass Cleaning	5,800
930490	Refuse Contract	6,159	6,000	7,264	7,200	Waste Hauling	7,200
960040	Employee Physicals	0	250	125	250		
960065	Epay Fees	689	500	310	500		
960070	Mileage	0	500	500	500		
960210	Special Event Programming	0	31,000	31,000	31,250	Youth Services Programming	12,500
						Adult Services Programming	12,500
						Refreshments	1,500
						Community Outreach Activities	4,750
960990	Misc. Contractual SVCS	73,098	95,600	95,000	76,425	Baker & Taylor Title Source	2,675
						Aquarium Service	4,000
						Midwest Tape	10,000
						Baker & Taylor Processing	22,000
						Crimson Multimedia	1,000
						Van Delivery Service	15,000
						Constant Contact (eNewsletter)	750
						Invicta Services	600
						Back-up Disaster Recovery Off-	6,000
						site Storage	
						Server Monitoring	4,200
						Collection Agency Fees	5,200
						Furniture Recovering	5,000
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>918,417</b>	<b>1,029,737</b>	<b>1,081,886</b>	<b>998,375</b>		

	Account	2010 Actual	2011 Budget	2011 Projected	2012 Proposed	Details	Amount
<b>COMMODITIES</b>							
970100	Office Supplies	78,577	107,800	102,000	102,500	Materials Processing	70,000
						Disk Cleaning Supplies	2,000
						Debit Cards	1,000
						Toner	2,500
						Mice/Keyboards	2,500
						Headphones	2,500
						Library Cards	4,000
						Supplies	18,000
970110	Meals (PRSNRS/WRKRS/VOLS)	1,266	2,100	2,000	2,000	Library Hosted Meetings & Public Programs, All Staff	1,500
						Volunteer Party	500
970115	Supplies: Dept./Other	0	0	0	7,000	Public Information Services	3,000
						Building & Security Services	2,000
						IT Services	2,000
970170	Janitorial	20,416	30,900	30,300	30,300	Housekeeping Supplies	20,000
						Lighting	7,800
						HVAC Filters	2,500
970260	Postage and Parcel	16,421	25,000	14,000	15,000	Post Interlibrary Loan, Outgoing Mail, FedEx, Notices	15,000
970270	Printing-Reprod-Binding	1,272	6,000	2,500	4,000	Printing (Public Information)	4,000
970500	Purchase of Water	4240.03	6,000	6,000	6,000	Purchase of Water	6,000
970600	Books	351,627	401,805	401,805	350,000	Books	350,000
970610	Music & Audio Books	49,066	90,200	90,200	74,000	Music/Audio/CD ROMs	74,000
970620	Subscriptions	64,560	69,500	69,500	68,000	Magazines, Newsletters/Microfilm	68,000
970630	DVDs	81,302	111,000	111,000	111,000	DVDs	111,000
970640	Databases	112,455	128,900	128,900	165,000	Databases, Print/Reference	165,000
970650	Downloadable Materials		0	0	33,000	E books/E Audio Books/Music	33,000
970810	Natural Gas	15,696	18,000	26,000	26,000		
970820	Electricity	0	500	0	0		
970840	Diesel	2,201	2,000	2,000	0		
970850	Gasoline	452	500	800	1,000		
970900	Equipment < \$5,000	4,639	2,000	2,000	4,000	3M Pad (Circulation Services)	4,000
<b>TOTAL COMMODITIES</b>		<b>804,189</b>	<b>1,002,205</b>	<b>989,005</b>	<b>998,800</b>		



	Account	2010 Actual	2011 Budget	2011 Projected	2012 Proposed	Details	Amount
<b>CAPITAL EXPENDITURES</b>							
	980300	Improvements	0	0	0		
	980400	Equipment	42,715	0	0		
	980410	Computer Hardware	1,164	6,500	6,500	Printer	1,500
						Monitor Replacement	1,000
						External Harddrive	1,000
						Printer Replacement	4,000
						MACs for Teens	3,000
						Phone Replacement Parts	1,200
	980420	Computer Software	20,519	33,465	30,000	Graphics Software	4,000
						EZAudit	550
						Public Adobe Suite	3,200
						Web Classification	525
						Trend anti-virus	3,300
						Public Web Browser	125
						Web Dewey	525
						Cataloger Desk	700
						Microsoft Annual Licenses	12,500
						Jaws & Magic	680
						Deepfreeze/Fortres	3,900
						Website Software	2,000
						Text a Librarian	1,200
						Evanced SRC	3,650
						MacTeen Software	1,000
						Desktop Authority	5,000
						3 Yr Websense Renewal	8,300
						SSL/Ninite	350
						Digitization Software	3,000
						3M CMS	700
						Exchange Virus Filter	3,000
						Exchange Services	3,000
	980600	Furniture & Fixtures	8,531	17,300	17,300	Adult Services Fixtures	4,000
						Youth Services Fixtures	2,000
						Circulation Services Fixtures	2,000
						Public Seating Replacement	3,000
						Adult Services	
						Signage	5,500
<b>TOTAL CAPITAL EXPENDITURES</b>			<b>72,929</b>	<b>57,265</b>	<b>53,800</b>	<b>89,405</b>	
<b>Other Funding Activities</b>							
	990900	Per Capita Grant Expenditure	59,949	56,000	56,000	58,000	
	990935	Trans to D/SD: 2002A Bond	6,150	23,469	23,469	0	End with 2011 Budget 23,469
	990940	Trans to Lib Cap Proj FND	0	200,000	200,000	200,000	
	990955	Trans to D/SD: 2003B Bond	0	0	0	0	End with 2008 Budget
	993000	Contingency Reserve	0	75,000	75,000	75,000	
<b>TOTAL OTHER FUNDING ACTIVITIES</b>			<b>66,099</b>	<b>354,469</b>	<b>354,469</b>	<b>333,000</b>	
<b>LIBRARY TOTALS</b>			<b>5,855,880</b>	<b>6,333,112</b>	<b>6,171,837</b>	<b>6,286,786</b>	

FUND 201		Des Plaines Public Library					
2130		EXPENDITURES - IL LIBRARY PER CAPITA GRANT					
	Account	2010 Actual	2011 Budget	2011 Projected	2012 Proposed	Details	Amount
Contractual Services							
920202	Conferences	1,546	5,000	5000	2,000		
920204	Training	1,203	0				
920210	In-Service Training	3,367	0				
920220	Membership Dues	1,656					
960070	Travel Expenses	593	5,000	5000			
960210	Special Event Prog	19,141	0				
960990	Misc Contractual Svcs	7,153	30,000	22000	11,000	Local History Digitization	11,000
<b>TOTAL CONTRACTUAL</b>		<b>34,659</b>	<b>40,000</b>	<b>32,000</b>	<b>11,000</b>		
Commodities							
970260	Postage and Parcel		0				
970270	Printing-Reprod-Binding	0	0				
<b>TOTAL COMMODITIES</b>		<b>0</b>	<b>0</b>				
CAPITAL EXPENDITURES							
980400	Equipment	25,290	16,000	24000			
980410	Computer Hardware				47,000	(44) Computers	47,000
<b>TOTAL CAPITAL</b>		<b>25,290</b>	<b>16,000</b>	<b>24,000</b>	<b>47,000</b>		
<b>PER CAPITA TOTALS</b>		<b>DIVISION TOTALS</b>	<b>59,949</b>	<b>56,000</b>	<b>56,000</b>	<b>58,000</b>	

Fund 202		Des Plaines Public Library					
		Expenditures - Capital Projects Fund					
	Account	2010 Actual	2011 Budget	2011 Projected	2012 Proposed	Details	Amount
<b>CONTRACTUAL SERVICES</b>							
920110	Professional Services			0			
960990	Misc Contractual Svcs			0			
<b>TOTAL CONTRACTUAL SERVICES</b>							
<b>CAPITAL EXPENDITURES</b>							
980300	Improvements			0	39,000	Countertop Replacment	25,000
						HVAC Upgrade	14,000
980400	Equipment	38,047			17,300	Cisco Routers	11,000
						AWE Workstations	6,300
980420	Computer Software		0		0		
980600	Furniture & Fixtures						
990990	Vehicles				43,000	Library Van	43,000
<b>TOTAL CAPITAL EXPENDITURES</b>		38,047	0	0	99,300		
<b>DIVISION TOTALS</b>		38,047	0	0	99,300		

1707

# 2011-2013 Strategic Plan

## Goal #1: Collection Development

The Des Plaines Public Library will continue to proactively track, evaluate and implement emerging technologies and trends in electronic resources to keep pace with community needs and demands.

### Objectives:

1. Assess the growing demand in our community for downloadable ebooks, e-audiobooks, digital music and digital videos and meet that demand with high quality, affordable products.
2. Assess the growing demand in our community for electronic databases and meet that demand with high quality, affordable products.
3. Create digital materials that have special interest to our community such as historical photographs of Des Plaines, digital yearbooks of the local high schools and digital copies of local newspapers.
4. Evaluate and promote new technologies that increase our community's access to library materials such as apps linked to downloadable materials, our electronic databases and our online catalog.
5. Review staff assignments to ensure that our staff is sufficient in number and in training to provide high quality service about these new trends and technologies to our community.
6. Proactively promote these new electronic materials to our community through classes and marketing.
7. Ensure that the collection is current and relevant to community needs by assessing usage and patron demand on a regular basis and adjusting funding and collection composition accordingly.

## Goal #2 Community Networking

The Des Plaines Public Library will partner with local organizations to share resources and costs to maximize the benefits of those resources to the community.

### Objectives

1. Promote local history by collaborating with the History Center on three digitization projects.
2. Partner with community organizations to develop programs and services for children and their families and caregivers.
3. Partner with the Des Plaines Park District to create summer teen programs.
4. Work closely with the Friends to assist them in developing methods to raise money for the library.
5. Partner with Chamber of Commerce businesses to create programs about personal financial skills.

### **Goal #3 Lifelong Learning**

**The Des Plaines community will have the library collections, programs, services and spaces they need to learn throughout their lives.**

#### **Objectives**

1. Develop surveys and other data collection tools to identify core constituencies, leading areas of interest and needs not currently being addressed by the library.
2. Identify and promote both quiet and collaborative areas in the building.
3. Provide early literacy storytime programs for young children and their families.
4. Reorganize collections to make them more accessible and effective. Make specific collections available to the public using advanced technologies.
5. Create specialized career and job-hunting workshops. Expand Work Center information.

1708

## **LIBRARY MEET AND GREET PROGRAM**

### **Library Users**

Have a Trustee in the lobby of the Library two times a month to talk with users and answer questions. Suggest the first Saturday from 11:00 AM to 1:00 PM and the third Sunday from 2:00 to 4:00 PM.

Serve cookies and coffee or milk to guests. Food and drink **MUST** be kept on lobby area.

Have a list of questions that Trustees can select from to open discussions.

### **Library Users and Non-Users**

Have each Trustee select a Ward and attend a Ward meeting at least once a quarter to discuss the Library and the programs we offer with families attending. We can also arrange for a brief formal announcement by the Trustee during the meeting if this would help open discussions.

Again, have a list of questions the Trustees can select from to pole the people they talk too.

### **Library Non-Users**

Plan a program similar to the Ward meetings but conduct the survey at a Park District Health Club, Grocery store, Church, or at the Railroad Station during rush hour.

## QUESTIONS

1. Were you able to find what you were looking for today?
  - 1.1. Was the staff helpful?
2. How often do you come to the library?
  - 2.1. Do you also use the library from home or work or school?
  - 2.2. If the answer is "rarely" ask why?
3. How could we make your visit more convenient or more pleasant?
  - 3.1. What would you like to see from your library?

## ADDITIONAL QUESTIONS

Do you come to the library with your family?  
When you do visit, do you spend much time in the building?  
Do you always feel safe in the building?  
Does the building and its spaces meet your needs?

What kind of technology do you use in your daily life?  
Are you interested in downloadable books, audiobooks and music to use on your computer, smartphone, iPad or iPod?  
Do you use the computers in the library when you visit?  
Do you use your own wireless device when you visit?

Do you attend programs at the library?

Do you use the library's website?  
Would you like to see local history, old yearbooks, old phone books, etc.  
available on the library's website?

1710  
DPPL/ 2012 Budget Meeting  
Finance Committee: 9/16/11

**Objective:**

The objective of this meeting is to compare one budget proposal to another in order to determine which option better serves our tax paying sponsors and our user patrons. The main points of each proposal are summarized as follows:

**Option (A) Staff Proposal**

This option proposes to reduce the tax levy by \$141,000 or 2% from 2011 levels. Total library expenses increase by \$115,000 with the staff component reflecting a \$174,000 increase; those funds being sourced from the elimination of the Bookmobile (\$133,000) and a decrease of \$53,000 in annual custodial expense.

Total collection expense remains unchanged from its 2011 level of \$801,000. There is a reallocation of funds from books to e-books/databases of \$69,000; increasing that expense from \$129,000 to \$198,000.

This proposal projects an ending fund balance at 12/31/12 of \$3,101,000 or a 9% increase of \$255,000 over 2011.

**Option (B) <sup>Kendrick</sup> Finance Committee Proposal**

This option proposes to reduce the tax levy by \$325,000 or 5% from 2011 levels. Total library expenses increase by \$18,000 with the staff component actually decreasing \$10,000. This is achieved through a realignment/redeployment of existing staff and their hours without any layoffs or cuts to operational hours or programs.

Total collection expense is increased by \$100,000 (to \$900,000) and *virtual* product spending (e-books/databases) is increased by \$129,000.

This proposal projects an ending fund balance at 12/31/12 of \$3,243,000 or a 14% increase of \$397,000 over 2011.



1711  
1711

**Critical Analysis:**


Option (B) offers more relief to taxpayers. It more than doubles the levy reduction over Option (A) and shifts part of the revenue support to facility users; a sharing principle practiced by other local taxing bodies for decades.

It manages employee hours creatively in order to reduce part-time paid hours and avoid pension expenses for part-time employees; all without any layoffs or operational cuts and still allows for normal raises.

The monies sourced by these savings are invested in more *virtual* inventory products in line with our primary strategic goal. It also increases our ending fund balance by substantially more than Option (A). It holds the line on total library expenses.

Simply put: Option B does more with less when compared to Option A.

Respectfully Submitted,



Dion F Kendrick  
Trustee/Treasurer

1712  
**FINANCE COMMITTEE 2012**  
**BUDGET PROPOSAL 9-16-11**

PUBLIC LIBRARY FUNDS

The Library Board of Trustees adopted the 2012 Budget for library operations and capital projects at the \_\_\_\_\_ board meeting of \_\_\_\_\_. The budget will:

(Special/Regular)	(Date)	FIN COM. PROPOSAL (B)
<u>STAFF PROPOSAL (A)</u>		
1) Decrease property tax 5% over the extended amount collected in 2010.		1) DECREASE 8%
2) Increase the fund balance to \$3,158,303.		2) INCREASE TO \$3,243,000
3) Eliminate Mobile Library service. (\$133,000)		3) SAME
4) Reallocate money to e-resources. (NO CHANGE IN INVENTORY EXP)		4) ADD \$100K TO INVENTORY
5) INCR STAFF EXP \$174,000	6) INCREASE TOTAL EXPS \$165,000	5) DECREASE STAFF EXP \$10,000
		6) INCREASE TOTAL EXPS \$165,000

Library Fund

	2010 Actual	2011 Budget	2011 Projected	2012 STAFF Proposed	2012 FIN COM PROPOSE
Beginning Balance	1,533,655	1,748,944	2,335,477	2,903,055 2,846,000	\$2,846
Revenues	6,667,810	7,099,834	6,883,415	6,742,034	6,699
Expenditures	(5,865,988)	(6,333,112)	*(6,115,837)(6,173)	(6,286,786)	(6,190)
Transfers	No transfer made	(200,000)	(200,000)	(200,000)	(200)
Ending Balance	2,335,477	2,315,666	2,903,055 2,846,000	3,158,303 3,101,000	\$3,243,000

\* PER CAPITA \$50K NOT INCLUDED IN EXPS BUT INCLUDED IN INCOME (SEE PAGE 7)

Library Capital Projects Fund

	2010 Actual	2011 Budget	2011 Projected	2012 Proposed STAFF	2012 Proposed FIN. COMM
Beginning Balance	223,383	429,783	152,773	257,676	NO CHANGES
Revenues	3	2,500	3	0	
Expenditures	(70,613)	(48,200)	(95,100)	(99,300)	
Transfers	No transfer made	200,000	200,000	200,000	
Ending Balance	152,773	584,083	257,676	358,376	

Library Staff

	2009	2010	2011	2012 STAFF	2012 FIN COM
Full Time	46	46	38	38	NO CHANGES
Part Time	76(FTE 29.8)	65(FTE 26.4)	70(FTE 28.5)	66(FTE 26.8)	
TOTAL FTEs	75.8	72.4	66.5	64.8	

FIN. COMM.  
000's

Fund 201		Des Plaines Public Library				
		Revenue - Fund 2110 & 2130				
Account		2010 Actual	2011 Budget	2011 Projected	2012 Proposed	
<b>TAXES</b>						
810020	Property Taxes 2003					
810021	Property Taxes 2004					
810022	Property Taxes 2005					
810023	Property Taxes 2006					
810024	Property Taxes 2007	(61,672)				
810025	Property Taxes 2008	271,311				
810026	Property Taxes 2009	6,143,299	250,000	57,081		
810027	Property Taxes 2010		6,499,096	6,499,096	50,000	
810028	Property Taxes 2011				6,359,096	
<b>TOTAL TAXES</b>		<b>6,352,938</b>	<b>6,749,096</b>	<b>6,556,177</b>	<b>6,409,096</b>	<b>6,174 (1)</b> <b>6,224</b>
<b>INTERGOVERNMENTAL REVENUE</b>						
810800	Personal Prop Repl Tax	46,494	92,988	92,988	92,988	
822040	State Grant: Per Capita	59,949	56,000	56,000	58,000	
822095	State Grant: Library					
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>		<b>106,443</b>	<b>148,988</b>	<b>148,988</b>	<b>150,988</b>	<b>151</b>
<b>FINES &amp; FEES</b>						
850101	Library Fees	5,397	4,300	4,100	4,000	
850102	Library Fines	100,091	128,000	71,000	72,000	
850103	Library Fines Credit Card	22,021	15,000	36,000	38,000	
850201	Copying Fees	27,964	25,000	30,000	30,000	
850202	Damaged Materials	717	450	700	700	
850203	Lost Materials	7,251	7,000	6,100	7,000	
850205	Bags	815	1,000	700	750	
850207	Non-Resident Cards	1,576	2,000	850	1,000	
<b>TOTAL FINES</b>		<b>165,831</b>	<b>182,750</b>	<b>149,450</b>	<b>153,450</b>	<b>245 (2)</b>
<b>TOTAL TAXES</b>		<b>6,625,211</b>	<b>7,080,834</b>	<b>6,854,615</b>	<b>6,713,534</b>	
<b>SPECIAL PROGRAMS &amp; EVENTS</b>						
850215	Special Programs & Events	665	1,000	0	500	
<b>TOTAL SPECIAL PROGRAMS &amp; EVENTS</b>		<b>665</b>	<b>1,000</b>	<b>0</b>	<b>500</b>	<b>1</b>
<b>OTHER REVENUE</b>						
890010	Interest Income	4,167	3,500	2,800	3,000	
890050	Sale of Fixed Assets	0	0	0	5,000	
899900	Miscellaneous Revenue	31,748	14,000	20,000	18,000	
899920	Library Donations	6,020	500	6,000	2,000	
<b>CHRG FOR MEET RMS</b>						<b>50 (3)</b>
<b>TOTAL OTHER REVENUE</b>		<b>41,934</b>	<b>18,000</b>	<b>28,800</b>	<b>28,000</b>	<b>78</b>
<b>FUND TOTAL</b>		<b>6,667,810</b>	<b>7,099,834</b>	<b>6,883,415</b>	<b>6,742,034</b>	<b>6,699</b>

(1)  $6,499 \times 95\% = 6,174$  (5% REAL TAX REDUCTION OR 325# VS. 140# OR 185# MORE FOR TAXPAYERS)  
89 WITH EXTENSION #

(2)  $153 \times 2 \times 80\% = 245$

(3) MONTH OF 4/11: 54 GROUPS X 50 SET-UP FEE X 12 MOS = 32,400  
54 " X 35 HR X 1/2 HR X 12 MOS = 34,200  
 $66,600 \times 75\% = 49,950$

Fund 202	Des Plaines Public Library				
	Revenue - Capital Projects Fund				
	Account	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
<b>OTHER REVENUE</b>					
890010	Interest Income	3	2,500	3	0
899900	Miscellaneous Revenue				
899920	Library Donations				
<b>TOTAL OTHER REVENUE</b>		<b>3</b>	<b>2,500</b>	<b>3</b>	<b>0</b>
<b>OTHER FINANCING SOURCES</b>					
898902	Transfer from Lib Fund		200,000	200,000	200,000
<b>TOTAL OTHER FINANCING SOURCES</b>			<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
<b>FUND TOTAL</b>		<b>3</b>	<b>202,500</b>	<b>200,003</b>	<b>✓ 200,000</b>

NO CHANGE

(IN 000's)

Fund 201		Des Plaines Public Library				2012 F.C. Proposed	
		Expenditures - Fund 2110 & 2130				Details	
Account		2010 Actual	2011 Budget	2011 Projected	2012 Proposed	Amount	
<b>SALARIES</b>							
910100	Full-time Salaries	2,481,594	2,024,433	2,660,822	2,073,069		2,073
910200	Part-time Salaries	284,402	883,343		781,369		681 (4)
910400	Non-Supervisory Overtime	443	500		0		
910500	Vacation Pay	105,508	0	55,322			
910600	Sick Pay	51,258	0	24,622			
910700	Holiday Pay	47,018	0	21,036			
910900	Act/Out of Class/Premium	2,692	0	0	0		
910950	Excess Sick Hrs Pay out	2,899	3,500		0		
910970	Compensated Absences	0	0	0	0		
<b>TOTAL SALARIES</b>		<b>2,975,815</b>	<b>2,911,776</b>	<b>2,761,802</b>	<b>2,854,438</b>		<b>2,754</b>
<b>BENEFITS</b>							
918010	Unemployment Compensation	8,854	31,000	23,700	35,000		35 (5)
918070	Employer Contr - FICA	221,566	222,599	204,900	214,925		208
918021	Employer Contr - IMRF	288,334	308,526	289,903	342,979		287 (6)
918040	Life Ins Premiums	2,608	3,996	1,180	4,104		
918050	PPO Insurance Premiums	343,282	269,057	280,950	275,713		
918051	HMO Insurance Premiums	105,945	99,504	92,018	99,504		-460 -20 = 380 (7)
918055	Dental Insurance Premiums	28,839	23,478	25,022	25,543		
918070	Workers Compensation	13,929	9,500	13,192	13,500		
918085	RHS Plan Payout	5,214	10,000	0	1,500		
<b>TOTAL BENEFITS</b>		<b>1,018,431</b>	<b>977,660</b>	<b>930,875</b>	<b>1,012,768</b>		<b>929</b>
<b>CONTRACTUAL SERVICES</b>							
920100	Legal Fees	6,990	10,000	4,000	9,000	Legal Fees	9,000
920105	Costs of Litigation	154	1,000	0	0	Costs of Litigation	0
920110	Professional Services	369,784	365,000	360,000	360,000	IT Management Service	325,000
						Accounting Service	20,000
						Audit	5,000
						Payroll Service	10,000
920120	Communication Services	32,894	33,800	89,100	39,100	McLeod	3,700
						AT&T	6,400
						Call One	6,200
						Level 3	5,600
						Sprint/Nestel	13,000
						Comcast	2,800
						Wide Open West (WOW)	1,400
920140	Integrated Library System	80,669	78,000	78,000	100,250	CCS/Data Processing/OCLC	100,250
920202	Conferences	0	1,000	1,000	3,000		
920204	Training	274	0	40	5,000	Staff Development	4,500
						AED	500
920205	Tuition Reimbursements	0	0	0	0		
920210	In-Service Training	0	500	500	0		
920220	Membership Dues	3,469	1,000	1,340	7,000		
920225	Licensing/Titles	50	0	110	0		
920230	Publication of Notices	971	2,000	600	2,000		
920990	Property/Liab Insurance	18,652	25,000	29,047	30,000		
930010	R & M Equipment	129,488	125,757	200,000	118,100	COTG Printer Support	4,000
						UBS Copier Support	17,000
						Wireline (repair telephone Service)	5,000
						TBS Annual Agreement	6,400
						Evanced Annual Agreement	900
						AWF Annual Agreement	2,350
						SARA Workstation Agreement	250
						Media/Website Workstation	200
						Lyngsoe	24,200
						APC UPS Annual Agreement	3,300
						IDS Annual Agreement	11,500
						Reader/Printers Maintenance	1,500
						Laminator Maintenance Contract	300
						Appliance Repair	1,000
						Network Maintenance	
						Nomadia/Smartnet/Juniper/Proxmox	15,500
						3M Equipment (security/checkout/workstations)	23,000
						Smart UPS	200
						Backflow Device Testing	1,500

NO CHANGES

(4) 38 FT's WORK 40 HRS WK; NOT 37.5

38 X 2.5 HRS X 52 WKS = 4,940 EXTRA HRS PER YR FROM FT STAFF WHICH DECREASES PT HOURS NEEDED @ \$20 ALL-IN PER HR RATE = \$98,800

22 exempt  
16 non-exempt

(5) DECREASE \$100K IN PT WAGES X 7% SS TAX = \$7,000 DECREASE

(6) PT GET PENSION BENEFIT IF WORK 1,000+ HOURS PER YR.; MANAGE PT WORKFORCE TO 999 HOURS PER YR EACH; AVOID \$56,000 PENSION EXPENSE

08/10/2011

(7) HAVE FT EMPLOYEES PAY 5% MORE TOWARDS MED/DENT COSTS; RAISE EACH YR BY 5% TILL 50/50 PARTNERSHIP IS ACHIEVED.

	Account	2010 Actual	2011 Budget	2011 Projected	2012 Proposed	Details	Amount
930020	R & M Bldgs & Structures	77,735	124,080	128,100	128,100	McQuay	30,000
						Furniture/Carpet/Draperies	28,000
						Cleaning	10,000
						Painting	5,000
						Woodwork Repair/Carpentry	8,800
						Fire Protection Equipment	9,100
						Testing	11,750
						Lighting/Electrical	7,700
						HVAC (Automated Logic)	3,500
						Contro's	2,500
						Elevator Maintenance	1,000
						Security Camera Repair	6,000
						Carpeting	4,000
						HVAC Water Treatment	750
						Door Maintenance	
						Plumbing Repairs	
						Meeting Room Partiton Maintenance	
930030	R & M Vehicles	6,036	8,250	8,250	3,500	Library Van Maintenance	3,500
930195	Book Binding & Repair	219	1,000	600	500	Blinding Soft Cover and Hard Cover Books & Periodicals	500
930210	Rental of Equipment	1,804	27,000	21,000	29,000	Postage Machine	2,000
						Public Scan Station	2,000
						Copier Lease	25,000
930320	Cleaning: Custodial Services	109,266	92,500	76,000	47,700	Contract for Cleaning Library	40,100
						Additional Housekeeping	1,800
						Window/Glass Cleaning	5,800
930490	Refuse Contract	6,159	6,000	7,264	7,200	Waste Hauling	7,200
960040	Employee Physicals	0	250	125	250		
960065	Epoxy Fees	689	500	310	500		
960070	Mileage	0	500	500	500		
960210	Special Event Programming	0	31,000	31,000	31,250	Youth Services Programming	12,500
						Adult Services Programming	12,500
						Refreshments	1,500
						Community Outreach Activities	4,750
960990	Misc. Contractual SVCS	73,098	95,600	95,000	76,425	Baker & Taylor Title Source	2,675
						Aquarium Service	4,000
						Midwest Tape	10,000
						Baker & Taylor Processing	22,000
						Crimson Multimedia	1,000
						Van Delivery Service	15,000
						Constant Contact (eNewsletter)	750
						Invicta Services	600
						Back-up Disaster Recovery Off-site Storage	16,000
						Server Monitoring	4,200
						Collection Agency Fees	5,200
						Furniture Recovering	5,000
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>918,417</b>	<b>1,029,737</b>	<b>1,081,886</b>	<b>998,375</b>		

NO CHANGES

Account	2010 Actual	2011 Budget	2011 Projected	2012 Proposed	Details	Amount
<b>COMMODITIES</b>						
970100	Office Supplies	78,577	107,800	102,000	102,500	Materials Processing 70,000 Disk Cleaning Supplies 2,000 Debit Cards 1,000 Toner 2,500 Mice/Keyboards 2,500 Headphones 2,500 Library Cards 4,000 Supplies 18,000
970110	Meals (PRSNRS/WKRS/VOLS)	1,266	2,100	2,000	2,000	Library Hosted Meetings & Public Programs, All Staff 1,500 Volunteer Party 500
970115	Supplies: Dept./Other	0	0	0	7,000	Public Information Services 3,000 Building & Security Services 2,000 IT Services 2,000
970170	Janitorial	20,416	30,900	30,300	30,300	Housekeeping Supplies 20,000 Lighting 7,800 HVAC Filters 2,500
970260	Postage and Parcel	16,421	25,000	14,000	15,000	Post Interlibrary Loan, Outgoing Mail, FedEx, Notices 15,000
970270	Printing-Reprod-Blinding	1,272	6,000	2,500	4,000	Printing (Public Information) 4,000
970500	Purchase of Water	4240.03	6,000	6,000	6,000	Purchase of Water 6,000
970600	Books	351,627	401,805	401,805	350,000	Books 350,000
970610	Music & Audio Books	49,066	90,200	90,200	74,000	Music/Audio/CD ROMs 74,000
970620	Subscriptions	64,560	69,500	69,500	69,000	Magazines, Newsletters/Microfilm 69,000
970630	DVDs	81,302	111,000	111,000	111,000	DVDs 111,000
970640	Databases	112,455	128,900	128,900	165,000	Databases/Print/Reference 165,000
970650	Downloadable Materials		0	0	33,000	E books/E Audio Books/Music 33,000
970810	Natural Gas	15,696	18,000	26,000	26,000	
970820	Electricity	0	500	0	0	
970840	Diesel	2,201	2,000	2,000	0	
970850	Gasoline	452	500	800	1,000	
970900	Equipment < \$5,000	4,639	2,000	2,000	4,000	3M Pad (Circulation Services) 4,000
<b>TOTAL COMMODITIES</b>		<b>1,804,189</b>	<b>1,002,205</b>	<b>989,005</b>	<b>998,800</b>	

(8)  
400  
74  
69  
100  
165  
93  
1,087

(8) \* INVENTORY EXPS.

2009 ACTUAL	\$ 819
2010 ACTUAL	659
2011 PROJ	802
2012 BUDGET (STAFF)	801

2012 BUDGET (FIN COM) 900 \*\* . MORE \$ FOR E-BOOKS & REGULAR BOOKS  
. LITTLE LESS \$ FOR MOVIES (DVDs)

\*\* OUR #1 STRATEGIC GOAL IS TO DEVELOPE OUR COLLECTION WITH INCREASED VIRTUAL TECHNOLOGIES.  
. OUR BUDGET SHOULD FUND THAT VISION

Account	2010 Actual	2011 Budget	2011 Projected	2012 Proposed	Details	Amount
<b>CAPITAL EXPENDITURES</b>						
980300	0	0	0	0	Improvements	
980400	42,715	0	0	0	Equipment	
980410	1,164	6,500	6,500	11,700	Computer Hardware	
					Printer	1,500
					Monitor Replacement	1,000
					External Harddrive	1,000
					Printer Replacement	4,000
					IMACs for Teens	3,000
					Phone Replacement Parts	1,200
980420	20,519	33,465	30,000	61,205	Computer Software	
					Graphics Software	4,000
					EZAudit	550
					Public Adobe Suite	3,200
					Web Classification	525
					Trend anti-virus	3,300
					Public Web Browser	125
					Web Dewey	525
					Cataloger Desk	700
					Microsoft Annual Licenses	12,500
					Jaws & Magic	680
					Deepfreeze/Portres	3,900
					Website Software	2,000
					Text a Librarian	1,200
					Evanced SRC	3,650
					MacTeen Software	1,000
					Desktop Authority	5,000
					3 Yr Websense Renewal	8,300
					SSL/Ninite	350
					Digitization Software	3,000
					3M CIMS	700
					Exchange Virus Filter	3,000
					Exchange Services	3,000
980600	8,531	17,300	17,300	16,500	Furniture & Fixtures	
					Adult Services Fixtures	4,000
					Youth Services Fixtures	2,000
					Circulation Services Fixtures	2,000
					Public Seating Replacement	3,000
					Adult Services	3,000
					Signage	5,500
<b>TOTAL CAPITAL EXPENDITURES</b>						
	72,929	57,265	53,800	89,405		
<b>Other Funding Activities</b>						
990900	59,949	56,000	56,000	59,000	Per Capita Grant Expenditure	
990935	6,150	23,469	23,469	0	Trans to D/50: 2002A Bond	23,469
990940	0	200,000	200,000	200,000	Trans to Lib Cap Proj FND	
990955	0	0	0	0	Trans to D/50: 2003B Bond	
993000	0	75,000	75,000	75,000	Contingency Reserve	
<b>TOTAL OTHER FUNDING ACTIVITIES</b>						
	66,099	354,469	354,469	333,000		
<b>LIBRARY TOTALS</b>						
	5,855,880	6,333,112	6,171,837	6,286,786		

NO CHANGES

NO CHANGES

6,190



FUND 201		Des Plaines Public Library					
2130		EXPENDITURES - IL LIBRARY PER CAPITA GRANT					
	Account	2010 Actual	2011 Budget	2011 Projected	2012 Proposed	Details	Amount
<b>Contractual Services</b>							
920202	Conferences	1,546	5,000	5000			
920204	Training	1,203	0				
920210	In-Service Training	3,367	0				
920220	Membership Dues	1,656					
960070	Travel Expenses	593	5,000	5000			
960210	Special Event Prog	19,141	0				
960990	Misc Contractual Svcs	7,153	30,000	22000	15,000	Local History Digitization	15,000
<b>TOTAL CONTRACTUAL</b>		<b>34,659</b>	<b>40,000</b>	<b>32,000</b>	<b>15,000</b>		
<b>Commodities:</b>							
970260	Postage and Parcel		0				
970270	Printing-Reprod-Binding	0	0				
<b>TOTAL COMMODITIES</b>		<b>0</b>	<b>0</b>				
<b>CAPITAL EXPENDITURES</b>							
980400	Equipment	25,290	16,000	24000			
990990	Vehicles				43,000	New Library Van	
<b>TOTAL CAPITAL</b>		<b>25,290</b>	<b>16,000</b>	<b>24,000</b>	<b>43,000</b>		
<b>PER CAPITA TOTALS</b>		<b>59,949</b>	<b>56,000</b>	<b>56,000</b>	<b>58,000</b>		
<b>DIVISION TOTALS</b>		<b>59,949</b>	<b>56,000</b>	<b>56,000</b>	<b>58,000</b>		

NO CHANGES

Fund 202		Des Plaines Public Library					
		Expenditures - Capital Projects Fund					
	Account	2010 Actual	2011 Budget	2011 Projected	2012 Proposed	Details	Amount
<b>CONTRACTUAL SERVICES</b>							
920110	Professional Services				0		
960990	Misc Contractual Svcs				0		
<b>TOTAL CONTRACTUAL SERVICES</b>					0		
<b>CAPITAL EXPENDITURES</b>							
980300	Improvements				0	35,000 Countertop Replacment HVAC Upgrade	25,000 10,000
980400	Equipment	38,047			11,000	Cisco Routers	11,000
980410	Computer Hardware	32,566	48,200	48,200	53,300	(44) Computers AWE Workstations	47,000 6,300
980420	Computer Software		0		0		
980600	Furniture & Fixtures						
<b>TOTAL CAPITAL EXPENDITURES</b>		70,613	48,200	48,200	99,300		
<b>DIVISION TOTALS</b>		70,613	48,200	48,200	99,300		

NO CHANGES

AUGUST

1721

288. 11. 10



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 August Agenda Items  
DATE: August 12, 2011

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To help you prepare for the discussion at our meeting on August 16, please refer to information provided below. If you would like more information or explanation, please contact me (847-376-2801).

**X. Unfinished Business.**

**A. Strategic Goals. [Action Item]**

The 2011 – 2013 revised Strategic Plan is attached for your review.

**VIII. New Business**

**A. Approve Payment of Vendor Checks Report - \$206,122.46. [Action Item]**

**B. Report Out Finance Committee, August 10, 2011 – Dion Kendrick.**

The Finance Committee minutes are attached.

**C. Review 2012 Budget.**

The 2012 budget document and summary are attached for your review.

**D. Declaration of Surplus Property. [Action Item]**

List attached. These items will be offered to the City of Des Plaines for right of first refusal and then donated or discarded because of safety issues or condition.

**E. Trustee Training.**

For the 2012 Per Capita Grant the library board and staff are required to review several documents. We will review *Serving Our Public 2.0 Standards for Illinois Public Libraries*, Chapter 2, "Governance and Administration."

# 2011-2013 Strategic Plan

## Goal #1 Community Networking

**The Des Plaines Public Library will partner with local organizations to share resources and costs to maximize the benefits of those resources to the community.**

### Objectives

1. Promote local history by collaborating with the History Center on three digitization projects.
2. Partner with community organizations to develop programs and services for children and their families and caregivers.
3. Partner with the Des Plaines Park District to create summer teen programs.
4. Work closely with the Friends to assist them in developing methods to raise money for the library.
5. Partner with Chamber of Commerce businesses to create programs about personal financial skills.

## Goal #2 Lifelong Learning

**The Des Plaines community will have the library collections, programs, services and spaces they need to learn throughout their lives.**

### Objectives

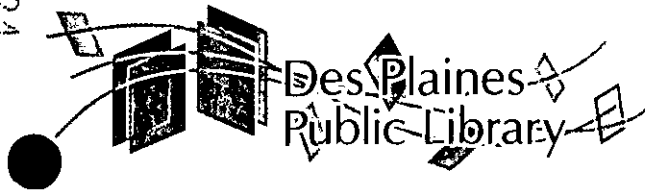
1. Develop surveys and other data collection tools to identify core constituencies, leading areas of interest and needs not currently being addressed by the library.
2. Identify and promote both quiet and collaborative areas in the building.
3. Provide early literacy storytime programs for young children and their families.
4. Reorganize collections to make them more accessible and effective. Make specific collections available to the public using advanced technologies.
5. Create specialized career and job-hunting workshops. Expand Work Center information.

## Goal #3: Technology & E-resources

**The Des Plaines Public Library will continue to proactively track, evaluate and implement emerging technologies and trends in electronic resources to keep pace with community needs and demands.**

### Objectives:

1. Assess the growing demand in our community for downloadable ebooks, e-audiobooks, digital music and digital videos and meet that demand with high quality, affordable products.
2. Assess the growing demand in our community for electronic databases and meet that demand with high quality, affordable products.
3. Create digital materials that have special interest to our community such as historical photographs of Des Plaines, digital yearbooks of the local high schools and digital copies of local newspapers.
4. Evaluate and promote new technologies that increase our community's access to library materials such as apps linked to downloadable materials, our electronic databases and our online catalog.
5. Review staff assignments to ensure that our staff is sufficient in number and in training to provide high quality service about these new trends and technologies to our community.
6. Proactively promote these new electronic materials to our community through classes and marketing.



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

- Progress Report
- Response Requested by \_\_\_\_\_
- Board Action Required 08/16/2011

BOARD OF TRUSTEES  
Minutes of the Finance Committee Meeting  
August 10, 2011

Chair: Dion Kendrick.  
Present: Dion Kendrick, Jennifer Tsalapatanis, Susan Moylan Krey, George Magerl, Steve Mokry, John Robinson, Eugene Fregetto, Alderman Sayad, Holly Richards Sorensen, Roberta Johnson, Carol Kidd, Stephanie Spetter, Jo Bonell, Susan Farid, Heather Imhoff, Jennifer Delgado.

Call to Order: 6:00 p.m. by Dion Kendrick.

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

Director Sorensen stated that the proposed 2012 budget includes the following:

- 5% decrease in property tax
- \$3,168,303 fund balance at the end of 2012
- eliminating mobile library service in 2012
- reallocating money to e-resources with no increase in the materials budget

The committee discussed the proposed budget and asked for the following information:

- amount of taxes levied and received for the last several years
- Information on positions eliminated in 2011.

#### PUBLIC COMMENTS

Alderman Sayad said that he polled 25 people in his ward and all but one said that they did not object to the library being closed on Sunday.

The proposed budget will be reviewed at the August 16, 2011 Board of Trustees meeting.

## DISCUSS POSSIBILITY OF OUTSOURCING LIBRARY MANAGEMENT

Trustee Kendrick distributed a checklist that included issues and questions concerning the possibility of outsourcing public library management. The committee discussed the outsourcing idea.

MOTION by Jennifer Tsalapatani, seconded by Susan Moylan Krey, to revisit this issue at a later date and not to move this discussion out of committee. VOTE: AYES: Moylan Krey, Tsalapatani. NAYS: Kendrick. MOTION CARRIED.

MOTION by Dion Kendrick, to make a substitute motion to begin the process of looking into outsourcing management. Motion failed for lack of a second.

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

The meeting adjourned at 7:58 p.m.

Minutes prepared by Carol Kidd

**DRAFT**PUBLIC LIBRARY FUNDS

The Library Board of Trustees adopted the 2012 Budget for library operations and capital projects at the \_\_\_\_\_ board meeting of \_\_\_\_\_. The budget will:  
 (Special/Regular) (Date)

- 1) Decrease property tax 5% over the extended amount collected in 2010.
- 2) Increase the fund balance to \$3,158,303.
- 3) Eliminate Mobile Library service.
- 4) Reallocate money to e-resources.

**Library Fund**

	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
Beginning Balance	1,533,655	1,748,944	2,335,477	2,903,055
Revenues	6,667,810	7,099,834	6,883,415	6,742,034
Expenditures	(5,865,988)	(6,333,112)	(6,115,837)	(6,286,786)
Transfers	No transfer made	(200,000)	(200,000)	(200,000)
Ending Balance	2,335,477	2,315,666	2,903,055	3,158,303

**Library Capital Projects Fund**

	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
Beginning Balance	223,383	429,783	152,773	257,676
Revenues	3	2,500	3	0
Expenditures	(70,613)	(48,200)	(95,100)	(99,300)
Transfers	No transfer made	200,000	200,000	200,000
Ending Balance	152,773	584,083	257,676	358,376

**Library Staff**

	2009	2010	2011	2012
Full Time	46	46	38	38
Part Time	76(FTE 29.8)	65(FTE 26.4)	70(FTE 28.5)	66(FTE 26.8)
TOTAL FTEs	75.8	72.4	66.5	64.8



Fund 201		Des Plaines Public Library			
		Revenue - Fund 2110 & 2130			
Account		2010 Actual	2011 Budget	2011 Projected	2012 Proposed
<b>TAXES</b>					
810020	Property Taxes 2003				
810021	Property Taxes 2004				
810022	Property Taxes 2005				
810023	Property Taxes 2006				
810024	Property Taxes 2007	(61,672)			
810025	Property Taxes 2008	271,311			
810026	Property Taxes 2009	6,143,299	250,000	57,081	
810027	Property Taxes 2010		6,499,096	6,499,096	50,000
810028	Property Taxes 2011				6,359,096
<b>TOTAL TAXES</b>		<b>6,352,938</b>	<b>6,749,096</b>	<b>6,556,177</b>	<b>6,409,096</b>
<b>INTERGOVERNMENTAL REVENUE</b>					
810800	Personal Prop Repl Tax	46,494	92,988	92,988	92,988
822040	State Grant: Per Capita	59,949	56,000	56,000	58,000
822095	State Grant: Library				
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>		<b>106,443</b>	<b>148,988</b>	<b>148,988</b>	<b>150,988</b>
<b>FINES &amp; FEES</b>					
850101	Library Fees	5,397	4,300	4,100	4,000
850102	Library Fines	100,091	128,000	71,000	72,000
850103	Library Fines Credit Card	22,021	15,000	36,000	38,000
850201	Copying Fees	27,964	25,000	30,000	30,000
850202	Damaged Materials	717	450	700	700
850203	Lost Materials	7,251	7,000	6,100	7,000
850205	Bags	815	1,000	700	750
850207	Non-Resident Cards	1,576	2,000	850	1,000
<b>TOTAL FINES</b>		<b>165,831</b>	<b>182,750</b>	<b>149,450</b>	<b>153,450</b>
<b>TOTAL TAXES</b>		<b>6,625,211</b>	<b>7,080,834</b>	<b>6,854,615</b>	<b>6,713,534</b>
<b>SPECIAL PROGRAMS &amp; EVENTS</b>					
850215	Special Programs & Events	665	1,000	0	500
<b>TOTAL SPECIAL PROGRAMS &amp; EVENTS</b>		<b>665</b>	<b>1,000</b>	<b>0</b>	<b>500</b>
<b>OTHER REVENUE</b>					
890010	Interest Income	4,167	3,500	2,800	3,000
890050	Sale of Fixed Assets	0	0	0	5,000
899900	Miscellaneous Revenue	31,748	14,000	20,000	18,000
899920	Library Donations	6,020	500	6,000	2,000
<b>TOTAL OTHER REVENUE</b>		<b>41,934</b>	<b>18,000</b>	<b>28,800</b>	<b>28,000</b>
<b>FUND TOTAL</b>		<b>6,667,810</b>	<b>7,099,834</b>	<b>6,883,415</b>	<b>6,742,034</b>

Fund 202	Des Plaines Public Library				
	Revenue - Capital Projects Fund				
	Account	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
<b>OTHER REVENUE</b>					
890010	Interest Income	3	2,500	3	0
899900	Miscellaneous Revenue				
899920	Library Donations				
<b>TOTAL OTHER REVENUE</b>		<b>3</b>	<b>2,500</b>	<b>3</b>	<b>0</b>
<b>OTHER FINANCING SOURCES</b>					
898902	Transfer from Lib Fund		200,000	200,000	200,000
<b>TOTAL OTHER FINANCING SOURCES</b>			<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
<b>FUND TOTAL</b>		<b>3</b>	<b>202,500</b>	<b>200,003</b>	<b>200,000</b>

Fund 201		Des Plaines Public Library					
		Expenditures - Fund 2110 & 2130					
	Account	2010 Actual	2011 Budget	2011 Projected	2012 Proposed	Details	Amount
<b>SALARIES</b>							
910100	Full-time Salaries	2,481,594	2,024,433	2,660,822	2,073,069		
910200	Part-time Salaries	284,402	883,343		781,369		
910400	Non-Supervisory Overtime	443	500		0		
910500	Vacation Pay	105,508	0	55,322			
910600	Sick Pay	51,258	0	24,622			
910700	Holiday Pay	47,018	0	21,036			
910900	Act/Out of Class/Premium	2,692	0		0		
910950	Excess Sick Hrs Pay out	2,899	3,500		0		
910970	Compensated Absences	0	0	0	0		
<b>TOTAL SALARIES</b>		<b>2,975,815</b>	<b>2,911,776</b>	<b>2,761,802</b>	<b>2,854,438</b>		
<b>BENEFITS</b>							
918010	Unemployment Compensation	8,854	31,000	23,700	35,000		
918020	Employer Contr - FICA	221,366	222,599	204,900	214,925		
918021	Employer Contr - IMRF	288,334	308,526	289,903	342,979		
918040	Life Ins Premiums	2,608	3,996	1,180	4,104		
918050	PPO Insurance Premiums	343,282	269,057	280,960	275,713		
918051	HMO Insurance Premiums	105,945	99,504	92,018	99,504		
918055	Dental Insurance Premiums	28,899	23,478	25,022	25,543		
918070	Workers Compensation	13,929	9,500	13,192	13,500		
918085	RHS Plan Payout	5,214	10,000	0	1,500		
<b>TOTAL BENEFITS</b>		<b>1,018,431</b>	<b>977,560</b>	<b>930,875</b>	<b>1,012,768</b>		
<b>CONTRACTUAL SERVICES</b>							
920100	Legal Fees	6,990	10,000	4,000	9,000	Legal Fees	9,000
920105	Costs of Litigation	154	1,000	0	0	Costs of Litigation	0
920110	Professional Services	369,784	365,000	360,000	360,000	IT Management Service	325,000
						Accounting Service	20,000
						Audit	5,000
						Payroll Service	10,000
920120	Communication Services	32,894	33,800	39,100	39,100	McLeod	3,700
						AT&T	6,400
						Call One	6,200
						Level 3	5,600
						Sprint/Nextel	13,000
						Comcast	2,800
						Wide Open West (WOW)	1,400
920140	Integrated Library System	80,669	78,000	78,000	100,250	CCS/Data Processing/OCLC	100,250
920202	Conferences	0	1,000	1,000	3,000		
920204	Training	274	0	40	5,000	Staff Development	4,500
						AED	500
920205	Tuition Reimbursements	0	0	0	0		
920210	In-Service Training	0	500	500	0		
920220	Membership Dues	3,469	1,000	1,340	7,000		
920225	Licensing/Titles	50	0	110	0		
920230	Publication of Notices	971	2,000	600	2,000		
920990	Property/Liab Insurance	18,652	25,000	29,047	30,000		
930010	R & M Equipment	129,488	125,757	200,000	118,100	COTG Printer Support	4,000
						UBS Copier Support	17,000
						Wireline (repair telephone Service)	5,000
						TBS Annual Agreement	6,400
						Evanced Annual Agreement	900
						AWE Annual Agreement	2,350
						SARA Workstation Agreement	250
						Media/Website Workstation	200
						Lyngsoe	24,200
						APC UPS Annual Agreeemnt	3,300
						IDS Annual Agreement	11,500
						Reader/Printers Maintenance	1,500
						Laminator Maintenance Contract	300
						Appliance Repair	1,000
						Network Maintenance - Nomadix/Smartnet/Juniper/Proxm	15,500
						3M Equipment (security/checkout/workstations)	23,000
						Smart UPS	200
						Backflow Device Testing	1,500

	Account	2010 Actual	2011 Budget	2011 Projected	2012 Proposed	Details	Amount
930020	R & M Bldgs & Structures	77,735	124,080	128,100	128,100	McQuay	30,000
						Furniture/Carpet/Draperly Cleaning	28,000
						Painting	10,000
						Woodwork Repair/Carpentry	5,000
						Fire Protection Equipment Testing	8,800
						Lighting/Electrical	9,100
						HVAC (Automated Logic) Controls	11,750
						Elevator Maintenance	7,700
						Security Camera Repair	3,500
						Carpeting	2,500
						HVAC Water Treatment	1,000
						Door Maintenance	6,000
						Plumbing Repairs	4,000
						Meeting Room Partition Maintenance	750
930030	R & M Vehicles	6,056	8,250	8,250	3,500	Library Van Maintenance	3,500
930195	Book Binding & Repair	215	1,000	600	500	Binding Soft Cover and Hard Cover Books & Periodicals	500
930210	Rental of Equipment	1,804	27,000	21,000	29,000	Postage Machine	2,000
						Public Scan Station	2,000
						Copier Lease	25,000
930320	Cleaning: Custodial Services	109,266	92,500	76,000	47,700	Contract for Cleaning Library	40,100
						Additional Housekeeping	1,800
						Window/Glass Cleaning	5,800
930490	Refuse Contract	6,159	6,000	7,264	7,200	Waste Hauling	7,200
960040	Employee Physicals	0	250	125	250		
960065	Epay Fees	689	500	310	500		
960070	Mileage	0	500	500	500		
960210	Special Event Programming	0	31,000	31,000	31,250	Youth Services Programming	12,500
						Adult Services Programming	12,500
						Refreshments	1,500
						Community Outreach Activities	4,750
960990	Misc. Contractual SVCS	73,098	95,600	95,000	76,425	Baker & Taylor Title Source	2,675
						Aquarium Service	4,000
						Midwest Tape	10,000
						Baker & Taylor Processing	22,000
						Crimson Multimedia	1,000
						Van Delivery Service	15,000
						Constant Contact (eNewsletter)	750
						Invicta Services	600
						Back-up Disaster Recovery Off- site Storage	6,000
						Server Monitoring	4,200
						Collection Agency Fees	5,200
						Furniture Recovering	5,000
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>918,417</b>	<b>1,029,737</b>	<b>1,081,886</b>	<b>998,375</b>		

	Account	2010 Actual	2011 Budget	2011 Projected	2012 Proposed	Details	Amount
<b>COMMODITIES</b>							
970100	Office Supplies	78,577	107,800	102,000	102,500	Materials Processing	70,000
						Disk Cleaning Supplies	2,000
						Debit Cards	1,000
						Toner	2,500
						Mice/Keyboards	2,500
						Headphones	2,500
						Library Cards	4,000
						Supplies	18,000
970110	Meals (PRSNRS/WRKRS/VOLS)	1,266	2,100	2,000	2,000	Library Hosted Meetings & Public Programs, All Staff	1,500
						Volunteer Party	500
970115	Supplies: Dept./Other	0	0	0	7,000	Public Information Services	3,000
						Building & Security Services	2,000
						IT Services	2,000
970170	Janitorial	20,416	30,900	30,300	30,300	Housekeeping Supplies	20,000
						Lighting	7,800
						HVAC Filters	2,500
970260	Postage and Parcel	16,421	25,000	14,000	15,000	Post Interlibrary Loan, Outgoing Mail, FedEx, Notices	15,000
970270	Printing-Reprod-Binding	1,272	6,000	2,500	4,000	Printing (Public Information)	4,000
970500	Purchase of Water	4240.03	6,000	6,000	6,000	Purchase of Water	6,000
970600	Books	351,627	401,805	401,805	350,000	Books	350,000
970610	Music & Audio Books	49,066	90,200	90,200	74,000	Music/Audio/CD ROMs	74,000
970620	Subscriptions	64,560	69,500	69,500	68,000	Magazines, Newsletters/Microfilm	68,000
970630	DVDs	81,302	111,000	111,000	111,000	DVDs	111,000
970640	Databases	112,455	128,900	128,900	165,000	Databases, Print/Reference	165,000
970650	Downloadable Materials		0	0	33,000	E books/E Audio Books/Music	33,000
970810	Natural Gas	15,696	18,000	26,000	26,000		
970820	Electricity	0	500	0	0		
970840	Diesel	2,201	2,000	2,000	0		
970850	Gasoline	452	500	800	1,000		
970900	Equipment < \$5,000	4,639	2,000	2,000	4,000	3M Pad (Circulation Services)	4,000
<b>TOTAL COMMODITIES</b>		<b>804,189</b>	<b>1,002,205</b>	<b>989,005</b>	<b>998,800</b>		

	Account	2010 Actual	2011 Budget	2011 Projected	2012 Proposed	Details	Amount
<b>CAPITAL EXPENDITURES</b>							
	980300	0	0	0	0		
	980400	42,715	0	0	0		
	980410	1,164	6,500	6,500	11,700	Printer	1,500
						Monitor Replacement	1,000
						External Harddrive	1,000
						Printer Replacement	4,000
						MACs for Teens	3,000
						Phone Replacement Parts	1,200
	980420	20,519	33,465	30,000	61,205	Graphics Software	4,000
						EZAudit	550
						Public Adobe Suite	3,200
						Web Classification	525
						Trend anti-virus	3,300
						Public Web Browser	125
						Web Dewey	525
						Cataloger Desk	700
						Microsoft Annual Licenses	12,500
						Jaws & Magic	680
						Deepfreeze/Fortres	3,900
						Website Software	2,000
						Text a Librarian	1,200
						Evanced SRC	3,650
						MacTeen Software	1,000
						Desktop Authority	5,000
						3 Yr Websense Renewal	8,300
						SSL/Ninite	350
						Digitization Software	3,000
						3M CMS	700
						Exchange Virus Filter	3,000
						Exchange Services	3,000
	980600	8,531	17,300	17,300	16,500	Adult Services Fixtures	4,000
						Youth Services Fixtures	2,000
						Circulation Services Fixtures	2,000
						Public Seating Replacement	3,000
						Adult Services	3,000
						Signage	5,500
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>72,929</b>	<b>57,265</b>	<b>53,800</b>	<b>89,405</b>		
<b>Other Funding Activities</b>							
	990900	59,949	56,000	56,000	58,000		
	990935	6,150	23,469	23,469	0	End with 2011 Budget	23,469
	990940	0	200,000	200,000	200,000		
	990955	0	0	0	0	End with 2008 Budget	
	999000	0	75,000	75,000	75,000		
<b>TOTAL OTHER FUNDING ACTIVITIES</b>		<b>66,099</b>	<b>354,469</b>	<b>354,469</b>	<b>333,000</b>		
<b>LIBRARY TOTALS</b>		<b>5,855,880</b>	<b>6,333,112</b>	<b>6,171,837</b>	<b>6,286,786</b>		

FUND 201		Des Plaines Public Library					
2130		EXPENDITURES - IL LIBRARY PER CAPITA GRANT					
	Account	2010 Actual	2011 Budget	2011 Projected	2012 Proposed	Details	Amount
<b>Contractual Services</b>							
920202	Conferences	1,546	5,000	5000			
920204	Training	1,203	0				
920210	In-Service Training	3,367	0				
920220	Membership Dues	1,656					
960070	Travel Expenses	593	5,000	5000			
960210	Special Event Prog	19,141	0				
960990	Misc Contractual Svcs	7,153	30,000	22000	15,000	Local History Digitization	15,000
<b>TOTAL CONTRACTUAL</b>		<b>34,659</b>	<b>40,000</b>	<b>32,000</b>	<b>15,000</b>		
<b>Commodities</b>							
970260	Postage and Parcel		0				
970270	Printing-Reprod-Binding	0	0				
<b>TOTAL COMMODITIES</b>		<b>0</b>	<b>0</b>				
<b>CAPITAL EXPENDITURES</b>							
980400	Equipment	25,290	16,000	24000			
990990	Vehicles				43,000	New Library Van	
<b>TOTAL CAPITAL</b>		<b>25,290</b>	<b>16,000</b>	<b>24,000</b>	<b>43,000</b>		
<b>PER CAPITA TOTALS</b>							
<b>DIVISION TOTALS</b>		<b>59,949</b>	<b>56,000</b>	<b>56,000</b>	<b>58,000</b>		

Fund 202		Des Plaines Public Library					
		Expenditures - Capital Projects Fund					
	Account	2010 Actual	2011 Budget	2011 Projected	2012 Proposed	Details	Amount
<b>CONTRACTUAL SERVICES</b>							
920110	Professional Services				0		
960990	Misc Contractual Svcs				0		
<b>TOTAL CONTRACTUAL SERVICES</b>							
					0		
<b>CAPITAL EXPENDITURES</b>							
980300	Improvements				0	35,000	Countertop Replacment HVAC Upgrade
							25,000 10,000
980400	Equipment	38,047				11,000	Cisco Routers
980410	Computer Hardware	32,566	48,200	48,200	53,300	(44) Computers AWE Workstations	11,000 47,000 6,300
980420	Computer Software			0		0	
980600	Furniture & Fixtures						
<b>TOTAL CAPITAL EXPENDITURES</b>		70,613	48,200	48,200	99,300		
<b>DIVISION TOTALS</b>		70,613	48,200	48,200	99,300		



## SURPLUS CHECKLIST

### Computers

Make & Model	Service Tag / Serial Number	Good	Bad	Storage	NOTES
Dell GX270	C27HS31			Storage	
Dell GX270	15TKG31			Storage	
Apple PowerMac G4	XB14901GL8G	x		Storage	HD Wiped 4-9-10
Dell PowerEdge 700	BW5KG51			Storage	
Dell Optiplex GX270	54TKG31		x	Storage	
Dell PowerEdge 700	9W5KG51			Storage	
Dell PowerEdge 700	DW5KG51			Storage	
Dell Optiplex GX280	8L5S971			Storage	
Dell Optiplex GX260	6G78P11			Storage	
Dell Optiplex GX280	1C8V971			Storage	
Dell Optiplex GX280	6L5S971			Storage	
Dell Optiplex GX280	4D8V971			Storage	
Dell Optiplex GX280	7L5S971			Storage	No Hard Drive
Dell Optiplex GX280	BC8V971			IT Office	
Dell Optiplex GX270	5W2FB31			Storage	
Dell Optiplex GX280	3L5S971			Storage	
Dell Optiplex GX270	G5TKG31			Storage	
Dell Optiplex GX270	HKQZH31			Storage	
Dell Optiplex GX270	JW75831			Storage	

Dell Inspiron 2650	43YJB21	Storage	
Dell Optiplex GX 280	2C8V971	Storage	
Dell Optiplex GX 260	2NR6P11	Storage	
Dell Optiplex GX 280	GB8V971	Storage	
Dell Optiplex GX 280	35BT971	Storage	
Dell Optiplex GX 280	FC8V971	Storage	
Dell Optiplex GX 280	CC8V971	Storage	
Dell Optiplex GX 280	FL5S971	Storage	
Dell Optiplex GX270	8KQZH31	Storage	
Dell Optiplex GX270	DSLWW31	Storage	
Dell Optiplex GX270	6FLWW31	Storage	
Dell Optiplex GX280	HL5S971	Storage	
Dell Optiplex GX280	J4BT971	Storage	
Dell Optiplex GX280	6C8V971	Storage	
Dell Optiplex 280	2L5S971	IT Office	No CD Drive
Dell Optiplex 745	7WZ64D1	Storage	
Dell Optiplex 745	7XZ64D1	Storage	
Dell Optiplex 745	4DYQ5D1	Storage	
Dell Optiplex 745	HDYQ5D1	Storage	
Dell Optiplex 745	2FYW5D1	Storage	
Dell Optiplex 745	GFYQ5D1	Storage	
Dell Optiplex 745	CDYQ5D1	Storage	
Dell Optiplex 745	GDYQ5D1	Storage	

Dell Optiplex 745	9YZ64D1		Storage	
Dell Optiplex 745	23074D1		Storage	
Dell Optiplex 745	F6074D1		Storage	
Dell Optiplex 745	J4074D1		Storage	
Dell Optiplex 745	6FYQ5D1		Storage	
Dell Optiplex 745	8FYQ5D1		Storage	
Dell Optiplex 745	4FYQ5D1		Storage	
Dell Optiplex 745	2DYQ5D1		Storage	
Dell Optiplex 745	6DYQ5D1		Storage	
Dell Optiplex 745	24074D1		Storage	
Dell Optiplex 745	D3074D1		Storage	
Dell Optiplex 745	FDYQ5D1		Storage	
Dell Optiplex 745	1DYQ5D1		Storage	
Dell Optiplex 745	4GYQ5D1		Storage	
Dell Optiplex 745	JFYQ5D1		Storage	
Dell Optiplex 745	G5074D1	x	IT Office	No PSU
Dell Optiplex 745	3FYQ5D1		Storage	
Dell Optiplex 745	8DYQ5D1		Storage	
Dell Optiplex 745	3DYQ5D1		Storage	
Dell Optiplex 745	8GYQ5D1		Storage	
Dell Optiplex 745	52074D1		Storage	
Dell Optiplex 745	DDYQ5D1		Storage	
Dell Optiplex 745	55074D1		Storage	

Dell Optiplex 745	9VZ64D1	Storage
Dell Optiplex 745	93074D1	Storage
Dell Optiplex 745	H3074D1	Storage
Dell Optiplex 745	95074D1	Storage
Dell Optiplex 745	3GYQ5D1	Storage
Dell Optiplex 745	1FYQ5D1	Storage
Dell Optiplex 745	75074D1	Storage
Dell Optiplex 745	10074D1	Storage
Dell Optiplex 745	HFYQ5D1	Storage
Dell Optiplex 745	D4074D1	Storage
Dell Optiplex 745	DFYQ5D1	Storage
Dell Optiplex 745	44074D1	Storage
Dell Optiplex 745	2GYQ5D1	Storage

### Monitors

Make & Model	Service Tag / Serial Number	Good	Bad	Location	NOTES
Dell AS501	CN0R92394822054Q0209			Storage	
Dell E151FPp	CN-06R644-47804-38M-N35R			Storage	
Dell E151FPp	CN-06R644-47804-37P-L18J			Storage	
ViewSonic VP181	MW04711738			Storage	
Dell 1505FP	CN0U479571618563CC0U			Storage	
Dell 1503FP	KR032DVX4760215AAAUF			Storage	
3M Touch Systems	69710811CA00110			Storage	
Dell E151FPb	CN-08W234-46633-03WU			IT room	
Dell E151FPp	CN-06R644-47804-387-L31E			It room	

**Miscellaneous**

Make & Model	Service Tag / Serial Number	Good	Bad	Location	NOTES
N/A	N/A			Storage	in labeled box
N/A	N/A			IT Workroom	
N/A	N/A			Storage	in labeled box
N/A	N/A			Storage	in labeled box
APC 350	BB0240004180R			IT Workroom	
APC 350	BB0240004173R			IT Workroom	
		unk	unk	IT Workroom	used to be 13 HDs
		unk	unk	IT Workroom	used to be 14 HDs
Perkins Brailer		unk	unk	storage	old gray case
Dell 1907FPV	N/a	x		Storage	1 Box
Nextel i570	364VJGHQGY			Storage	
LG VX8300	701KPMZ3755323			IT Workroom	
3M EF200LB	CDW000371501			Storage	
Phillips LTC2814/90	M0020192			Storage	
TBS	90900628			IT Workroom	
TBS	90900627			IT Workroom	
ACT 350	N/a			Storage	4 count
N/a	N/a			Storage	1 Box
Dell GX270	N/a			Storage	1 Box
Dell Optiplex GX270	N/a	x		Storage	1 Box
Panasonic Ultra Magnefine	N/a			Storage	
SupraExpress 33.6	64100			IT Workroom	
Epson LQ-670	ACVY011360			Storage	
Dell L100	CN-ORH659-73571-71P-03F7			IT Workroom	
N/a	N/a			Storage	9 count
N/a	N/a			Storage	2 count

Make & Model	Service Tag / Serial Number	Good	Bad	Location	NOTES
Dell				Storage	36 count, in 32" Samsung TV box
Dell/Logitech	N/A			Storage	19 count Top Shelf (17 Logitech, 2 Dell)
New Keyboard Company	N/A			Storage	2 count, in boxes next to each other
Dell/Logitech Deluxe 250's	N/A			Storage	22, in labeled box
Dell/HP/Logitech	N/a	unk	unk	Surplus Room	22Count - Top shelf
Logitech Deluxe 250	N/a	unk	unk	Surplus Room	19 Count
Dell/VisicKey	N/a	unk	unk	Storage	23 count, in worn box
Dell/Logitech Deluxe 250's	N/A			Storage	8 Logitechs, 5 Dells, in labelled box
Belkin 4-Port KVM	N/a			Storage	1 Box, includes 4 cables
				IT Workroom	
CoStar 95075	98300095075G			IT Workroom	in Dymo box
CoStar 95075	51719			Storage	
N/a	N/a			Storage	1 Box
Dell Optiplex 745	N/a			Storage	1 Box
Cisco 3524 Switch	N/a			Storage	1 Box
Inspiron 5150	N/a			Storage	1 Box
Dell 40952	N/a			Storage	5 count
Dell/HP/Logitech	N/a	unk	unk	Surplus Room	59 count
Dell/HP/Logitech	N/a	unk	unk	Storage	32 count
Dell Optical Mice	N/A			Storage	12 count
Logitech	N/A			Storage	64 count, box labeled BOX A
N/a	N/a			Storage	1 Box
Proxim ULTEM-ATX100	N/a			Storage	
NEC SS1800	N/a			Storage	
Microsoft	N/a			Storage	in box with 16 keyboards
Newpoint 01007	N/a			IT Workroom	
HP Laser Jet C4092A	N/a			Storage	

Miscellaneous					
Item Type	Make & Model	Service Tag / Serial Number	Good	Bad	Location
Assorted 3M Manuals/Accessories	N/A	N/A			Storage
Assorted Cables/Chargers 1	N/A	N/A			IT Workroom
Assorted Games/Instructional CD's 1	N/A	N/A			Storage
Assorted Games/Instructional CD's 2	N/A	N/A			Storage
Back-up	APC 350	BB0240004180R			IT Workroom
Back-up	APC 350	BB0240004173R			IT Workroom
Box of 14 hard drives Assorted sizes 10-40GB			unk	unk	IT Workroom
Box of 5 hard drives Assorted sizes 10-40GB			unk	unk	IT Workroom
Braille	Perkins Braille		unk	unk	storage
Cables	Dell 1907FPV	N/a	x		Storage
Cellphone	Nextel i570	364VJGHQGY			Storage
Cellphone + charger	LG VX8300	701KPMZ3755323			IT Workroom
Computer Filter	3M EF200LB	CDW000371501			Storage
CRT TV	Phillips LTC2814/90	M0020192			Storage
Debit Card Reader	TBS	90900628			IT Workroom
Debit Card Reader	TBS	90900627			IT Workroom
Debit Card Readers	ACT 350	N/a			Storage
Debit Card Readers and Time Clocks	N/a	N/a			Storage
Desktop Stands	Dell GX270	N/a			Storage
Desktop Stands	Dell Optiplex GX270	N/a	x		Storage
Dry Toner	Panasonic Ultra Magnefine	N/a			Storage
External Modem	SupraExpress 33.6	64100			IT Workroom
Impact Printer	Epson LQ-670	ACVY011360			Storage
Keyboard	Dell L100	CN-ORH659-73571-71P-03F7			IT Workroom
Keyboard foam pads	N/a	N/a			Storage



Item Type	Make & Model	Service Tag / Serial Number	Good	Bad	Location
Keyboard plastic pads	N/a	N/a			Storage
Keyboards	Dell				Storage
Keyboards	Dell/Logitech	N/A			Storage
Keyboards	New Keyboard Company	N/A			Storage
Keyboards	Dell/Logitech Deluxe 250's	N/A			Storage
Keyboards	Dell/HP/Logitech	N/a	unk	unk	Surplus Room
Keyboards	Logitech Deluxe 250	N/a	unk	unk	Surplus Room
Keyboards	Dell/VisicKey	N/a	unk	unk	Storage
Keyboards	Dell/Logitech Deluxe 250's	N/A			Storage
KVM	Belkin 4-Port KVM	N/a			Storage
Lab Laptop Docs					IT Workroom
Label writer	CoStar 95075	98300095075G			IT Workroom
Label writer	CoStar 95075	51719			Storage
Manuals	N/a	N/a			Storage
Manuals	Dell Optiplex 745	N/a			Storage
Manuals	Cisco 3524 Switch	N/a			Storage
Manuals	Inspiron 5150	N/a			Storage
Memory Sticks	Dell 40952	N/a			Storage
Mice	Dell/HP/Logitech	N/a	unk	unk	Surplus Room
Mice	Dell/HP/Logitech	N/a	unk	unk	Storage
Mice	Dell Optical Mice	N/A			Storage
Mice	Logitech	N/A			Storage
Misc. Cables	N/a	N/a			Storage
Modem	Proxim ULTEM-ATX100	N/a			Storage
Motor Assem.	NEC SS1800	N/a			Storage
Mouse	Microsoft	N/a			Storage

Item Type	Make & Model	Service Tag / Serial Number	Good	Bad	Location
Power Tap	Newpoint 01007	N/a			IT Workroom
Print Cartridge	HP Laser Jet C4092A	N/a			Storage
Print Cartridge	HP C4096A	N/a			Storage
Print Cartridge	HP C4096A	N/a			Storage
Printer	Kyocera FS-3820N	GPK4927948		x	Storage
Printer	Dell 3000cn	CQM1071		x	Storage
Printer	HP Laser Jet 6P	USBC040137		x	Storage
Printer	NEC SuperScript 1800	B1GN63O513M		x	Storage
Printer	KYOCERA mita FS-C5016N	ABQ4880307			Storage
Printer	KYOCERA mita DU-301	GPN7321520		x	Storage
Printer	KYOCERA mita DU-61	GPK4927836		x	Storage
Printer	Dell 3000cn	2WM1071		x	Storage
Printer	Dell 1710n	60J2N71		x	Storage
Printer	Dell 3000cn	545ZZ61	unk	unk	
Printer	Epson Stylus Photo EX	ASD0058309			Storage
Product Information Guide	Dell	N/a			Storage
Proxima Accessories/Manuals	Proxima	N/A			Storage
Receipt Printer	Star TSP600	120360600706P			Storage
Receipt Printer	Star TSP600	120341100436P			Storage
Ribbon Cartridge	EPSON	C13S015275	x		Storage
Ribbon Cartridge	Epson	N/A			Storage
Router	Dell WX-6215D	TW0F01843621036Q4FL0			Storage
Scanner	Visioneer 8600	034B000213D1	?	?	Storage
Self-check accessories	3M	N/a			Storage
Server	Quantum Snap!	114955			IT Workroom
Software	N/a	N/a			IT Workroom

Item Type	Make & Model	Service Tag / Serial Number	Good	Bad	Location
Software and manuals	Dell	N/a			IT Workroom
Software and manuals	3M	N/a			Storage
Software and manuals	Dell	N/a			Storage
Software and manuals	Dell	N/a			Storage
Stack of paper	N/a	N/a			Storage
Switch	Dell PowerConnect 5324	GPXHF61			Storage
Switch	Dell PowerConnect 5325	JD82SB1			Storage
Switch	Dell PowerConnect 5324	5F82SB1	?	?	Storage
Toner Kit	KYOCERA TK-502K	370PD0KM001			Storage
Toner Kit	KYOCERA TK-502K	370PD0KM001			Storage
Toner Kit	KYOCERA TK-502K	370PD0KM001			Storage
Toner Kit	KYOCERA TK-502C	N/a			Storage
Toner Kit	KYOCERA TK-502C	N/a			Storage
Toner Kit	KYOCERA TK-502C	370PD5KM001			Storage
Toner Kit	KYOCERA TK-502M	370PD4KM001			Storage
Toner Kit	KYOCERA TK-502M	370PD4KM001			Storage
Toner Kit	KYOCERA TK-502M	370PD4KM001			Storage
Toner Kit	KYOCERA TK-502M	370PD4KM001			Storage
Toner Kit	KYOCERA TK-502Y	370PD3KM001			Storage
Toner Kit	KYOCERA TK-502Y	370PD3KM001			Storage
Toner Kit	Sharp AR-C25NT7	N/a			Storage
Toner Kit	Sharp AR-C25NT1	N/a			Storage
Toner Kit	Sharp AR-C25NT8	N/a			Storage
TouchScreen Monitor	3M TouchScreen Montor CRT	0251-32609	unk	unk	Storage
Transient Voltage Surge Supressor	ESP D11316T	482056			IT Workroom
Wireless Card	Kyocera KPKC650				IT Workroom

Item Type	Make & Model	Service Tag / Serial Number	Good	Bad	Location
Wireless Paging Sytem	Radioshack	39331			IT Workroom
Wireless DTV antenna	zenith dtt901	808shdp185122			IT Workroom
Wireless HD radio antenna	Radioshack 15-1868				IT Workroom

SERVING OUR PUBLIC 2.0:

**STANDARDS**  
FOR **ILLINOIS**  
**PUBLIC**  
**LIBRARIES**

CHAPTER 2

**GOVERNANCE AND  
ADMINISTRATION**

## Chapter 2

# Governance and Administration

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In order for Illinois public libraries to maintain the highest standards of excellence, they shall be staffed by a qualified librarian, be administered by a board of trustees, file an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library and the regional library system to which they belong, have a written mission statement, a long-range plan, and periodically review policies and procedures that reflect the needs of the local community.

Public library service is provided to the people of Illinois through local tax-supported public libraries, regional library systems, the Illinois State Library, and the statewide library network (ILLINET). Illinois public libraries are governed by boards of trustees elected or appointed according to the provisions of the *Illinois Compiled Statutes* under which the libraries are established—village, city, town, district, township, etc.

Library boards carry the full responsibility for the library and its policies. Administering library policy, including management of day-to-day operations, collection management, technology plans, and staffing decisions, is delegated to the library administrator. The library administrator provides the board with clear, relevant, and timely information that will enable it to make informed decisions in regard to policy, planning, and budget.

**Applicable Core Standards**—Please see Core Standards 1 to 24 in Chapter 1.

### Governance and Administration Standards

1. The board-approved mission statement and long-range plan are developed by the board, administrator, and staff. These documents are based on a sound knowledge of public library service and a deep understanding of the community. Surveys, neighborhood dialogues, hearings, and input from staff who serve the community on a daily basis provide a framework for this understanding. The most difficult task is eliciting input from those who do not use the library.
2. The board reviews most library policies every three years. The policy governing the selection and use of library materials must, by law, be reviewed biennially. [75 ILCS 5/4-7.2 or 75 ILCS 16/30-60].
3. Board members participate in relevant local, state, regional, and national decision making to effect change that will benefit libraries. This can be achieved through a variety of methods. Among these, board members can:
  - Write, call, or visit legislators
  - Attend meetings of other units of local government
  - Serve on ALA, ILA, or system legislative committees
  - Participate in other community organizations that have similar legislative interests
  - Include the subject of legislation on board meeting agendas
  - Provide a forum for local community issues
4. The board and the library administrator develop and conduct a meaningful and comprehensive orientation program for each new board member. This can be achieved by creating a trustee orientation checklist. (See Appendix I)
5. On an annual basis, each trustee participates in a continuing education activity that focuses on libraries, trusteeship, or other issues pertinent to libraries and reports on this activity to the full board.
6. The library provides financial support for trustee membership in ILA and ALA as well as trustee attendance at workshops and conferences.

In encouraging citizens to run for the position of library trustee or in recommending citizens for appointment, the standing library board of trustees can use the following as a guide:

- Library trustees are selected for their interest in the library, their knowledge of the community, their ability to work well with others, their willingness to devote the time and effort necessary to carry out the duties of a trustee, their open-mindedness and respect for the opinions of others, and their ability to plan and establish policies for services.

7. Library keeps adequate records of library operations. (See Appendix G)

## Governance and Administration Checklist

- Library has an elected or appointed board of trustees.
- Library has a qualified library administrator.
- Library administrator files an *Illinois Public Library Annual Report (IPLAR)* with the Illinois State Library.
- Library administrator prepares monthly reports (including statistics) of operations and services, including statistics, for the board's review.
- Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
- Library has a mission statement and a long-range plan.
- Library maintains an understanding of the community by surveys, hearings, and other means.
- Library board reviews library policies on a regular basis.
- Library board members participate in local, state, regional, and national decision making that will benefit libraries.
- Library develops an orientation program for new board members.
- Library board members attend local, regional, state, and national conferences pertinent to libraries.
- Library keeps adequate records of library operations.

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Des Plaines  
Public Library

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

**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, AUGUST 16, 2011**

**7:00 PM**

**Conference Room – Second Floor**

**Agenda:**

- **Strategic Goals**
- **2012 Budget**

The Des Plaines Public Library, in compliance with the Americans With Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in the meetings or have questions about the accessibility of the meetings or facilities contact the 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  
**August 16, 2011**  
**7:00 PM**

- I. Call to Order.
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Oath of Office – Susan Moylan Krey.
- V. Consideration of the Agenda.
- VI. Public Comments and Questions.
- VII. City Council Community Services Committee – Alderman Dan Wilson.
- VIII. Staff Presentation – Stephanie Spetter.
- IX. Consent Agenda. [Action Item]
  - A. Approval of the Minutes of the Regular Board Meeting – July 19, 2011.
  - B. Approval of the Minutes of the Management Committee Meeting – July 19, 2011.
  - B. Approval of the Minutes of the Finance Committee Meeting – August 10, 2011.
  - C. Acceptance of Financial Reports for July 2011.
  - D. Acceptance of Reports.
    1. Director's Report – Holly Richards Sorensen.
- X. Unfinished Business.
  - A. Strategic Goals. [Action Item]

- XI. New Business.
  - A. Approve Payment of Vendor Checks Report - \$206,122.46. [Action Item]
  - B. Report Out Finance Committee, August 10, 2011 – Dion Kendrick. [Action Item]
  - C. Review 2012 Budget.
  - D. Declaration of Surplus Property. [Action Item]
  - E. Trustee Training.
    - 1. Review Chapter 2, "Governance and Administration" of *Standards for Illinois Public Libraries* [Per Capita Grant Requirement]
  
- XII. Announcements.
  - A. 2011 Illinois Library Association Annual Conference, Trustee Day, October 20, 2011.
  
- XIII. Correspondence.
  
- XIV. Other
  
- XV. Adjournment.

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



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

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

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, July 19, 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, George Magerl, Steven Mokry, John Robinson, 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, Wally Meyer, Jennifer Delgado.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

MOTION by Dion Kendrick, 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 was not in attendance.

## CONSENT AGENDA

MOTION by John Robinson, seconded by Dion Kendrick, 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 \$171,346.22, as listed on the vendor checks report of June 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.

Myrtle Klebe, Chair of the Management Committee, reported that the Committee met on July 19 to review job descriptions for Readers' Services Supervisor, Assistant Director, Circulation Services Clerk, Page II, Circulation Services Assistant, Part-time Circulation Services Assistant, Part-time Reference Librarian.

MOTION by Committee to approve changes to the job descriptions for Readers' Services Supervisor, Assistant Director, Circulation Services Clerk, Page II, Circulation Services Assistant, Part-time Circulation Services Assistant and Part-time Reference Librarian, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Director Sorensen reported that library staff will proceed with a marketing campaign to promote library services when Mobile Library service is discontinued in 2012 by advertising how to get to the library, continuing to provide materials to the schools and expanding homebound services.

Director Sorensen reported that she spoke with the superintendents of District 62 and was told that the school district could not help with funding the Mobile Library.

Director Sorensen presented the revised 2011 – 2013 Strategic Goals. The goals are Community Networking and Lifelong Learning. The board discussed the revised goals and the plans for implementation. The board asked staff to add collection development to the goals.

MOTION by Eugene Fregetto, seconded Dion Kendrick, to add collection development as a strategic goal for the 2011 – 2013 Strategic Plan. VOTE: AYES: Fregetto, Kendrick, Mokry, Robinson NAYS: Magerl, Rozovics. ABSTAIN: Klebe. MOTION CARRIED.

## NOMINATING COMMITTEE

Myrtle Klebe nominated Jeff Rozovics for Treasurer.

MOTION by Myrtle Klebe, seconded by John Robinson, to close nominations for the slate of officers for the Library Board of Trustees for 2011/2012. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The election was by written ballot and the teller's were Susan Farid, Head of Circulation Services and Stephanie Spetter, Head of Youth Services.

The results of the election George Magerl, President, Susan Moylan Krey, Vice President, Dion Kendrick, Treasurer, Carol Kidd, Secretary.

George Magerl took the oath of office for President, Dion Kendrick took the oath of office for Treasurer and Carol Kidd took the oath of office for Secretary.

## ANNOUNCEMENTS

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

Meeting adjourned at 5:41 p.m.

Minutes prepared Carol Kidd.

August 8, 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 July 31, 2011 and the related modified cash basis statements of revenues, expenditures and changes in fund balance for the seven 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 July 31, 2011**

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102009 - Cash Payroll #8100292278	<u>28,135.08</u>
	<u>28,135.08</u>
201-1102015 - First Midwest Operating #8100292260	275,317.94
202-1102015 - First Midwest Operating #8100292260	1,896.53
	<u>277,214.47</u>
201-1102028 - Cash Library Donations	<u>22,339.90</u>
	<u>22,339.90</u>
201-1102073 - Cash IL - Epay #151600222104	<u>23,111.67</u>
202-1102076 - IL Funds - Library # 151600221288	3.59
	<u>3.59</u>
201-1102078 - Cash IL - Epay Library	<u>6,221.13</u>
201-1102079 - IL Funds - 151600222591	2,577,363.79
202-1102079 - IL Funds - 151600222591	110,882.50
	<u>2,688,246.29</u>
201-1104006 - Investments - Certificates of Deposit	<u>103,054.67</u>
<b>Total Invested</b>	<u><u>3,148,826.80</u></u>



August 8, 2011

**Des Plaines Public Library**  
**Balance Sheet as of July 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
1102009 - Cash Payroll #8100292278	40,466.80	(12,331.72)	28,135.08
1102015 - First Midwest Operating #8100292260	255,922.76	19,395.18	275,317.94
1102028 - Cash Library Donations	22,238.12	101.78	22,339.90
1102073 - Cash IL - Epay 151600008073	20,757.79	2,353.88	23,111.67
1102078 - Cash IL - Epay Library	5,568.19	652.94	6,221.13
1102079 - IL Funds - 151600222591	2,979,929.60	(402,565.81)	2,577,363.79
1104006 - Investments - Certificates of Deposit	103,016.56	38.11	103,054.67
1118000 - Receivable - Property Taxes	6,434,105.06	0.00	6,434,105.06
	<u>9,862,504.88</u>	<u>(392,355.64)</u>	<u>9,470,149.24</u>
<b><u>Liabilities and Fund Balance</u></b>			
<b><u>Liabilities</u></b>			
2401000 - Accounts Payable	168,431.71	41,795.99	210,227.70
2401002 - Payroll Liabilities	49,324.15	(32,428.01)	16,896.14
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>6,879,849.13</u>	<u>9,367.98</u>	<u>6,889,217.11</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>9,215,327.18</u>	<u>9,367.98</u>	<u>9,224,695.16</u>
<b>Excess Revenues Over Expenses</b>	<u>647,177.70</u>	<u>(401,723.62)</u>	<u>245,454.08</u>

August 8, 2011

**Des Plaines Public Library**  
**Balance Sheet as of July 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	<u>110,882.50</u>	<u>0.00</u>	<u>110,882.50</u>
	<u>112,782.62</u>	<u>0.00</u>	<u>112,782.62</u>

**Liabilities and Fund Balance**

**Liabilities**

2401000 - Accounts Payable	<u>0.00</u>	<u>652.26</u>	<u>652.26</u>
	<u>0.00</u>	<u>652.26</u>	<u>652.26</u>

**Fund Balance**

3730000 - Fund Balance - Unreserved	<u>152,772.91</u>	<u>0.00</u>	<u>152,772.91</u>
<b>Total Liabilities and Fund Balance</b>	<u>152,772.91</u>	<u>652.26</u>	<u>153,425.17</u>
<b>Excess Revenues Over Expenses</b>	<u>(39,990.29)</u>	<u>(652.26)</u>	<u>(40,642.55)</u>

Compensated Absences Fund

**Assets**

1120201 - Due From Library	<u>182,329.64</u>	<u>0.00</u>	<u>182,329.64</u>
	<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	<u>62,595.01</u>	<u>0.00</u>	<u>62,595.01</u>
	<u>182,329.64</u>	<u>0.00</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>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>

August 8, 2011

**Des Plaines Public Library**  
**Balance Sheet as of July 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	(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>

See Accountants' Compilation Report

August 8, 2011

**Des Plaines Public Library  
Revenue Report  
For the 7 Months Ended July 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	57,081.19	250,000.00	192,918.81	22.83
4810027 - Property Taxes 2010	12,971.35	3,375,026.40	6,499,096.00	3,124,069.60	51.93
	<u>12,971.35</u>	<u>3,432,107.59</u>	<u>6,749,096.00</u>	<u>3,316,988.41</u>	<u>50.85</u>
<b><u>Intergovernmental</u></b>					
4810800 - Personal Property Replacement Tax	0.00	34,759.70	92,988.00	58,228.30	37.38
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>34,759.70</u>	<u>148,988.00</u>	<u>114,228.30</u>	<u>23.33</u>
<b><u>Fines &amp; Fees</u></b>					
4850101 - Library Fees	170.00	2,140.87	4,300.00	2,159.13	49.79
4850102 - Library Fines	6,112.96	41,844.18	128,000.00	86,155.82	32.69
4850103 - Library Fines / Credit Card	3,011.42	21,143.26	15,000.00	(6,143.26)	140.96
4850201 - Copying Fee	2,046.25	17,276.98	25,000.00	7,723.02	69.11
4850202 - Damaged Materials	63.93	419.53	450.00	30.47	93.23
4850203 - Lost Materials	293.69	3,374.30	7,000.00	3,625.70	48.20
4850205 - Bags	57.75	404.70	1,000.00	595.30	40.47
4850207 - Non-Res Cards	73.50	508.50	2,000.00	1,491.50	25.42
	<u>11,829.50</u>	<u>87,112.32</u>	<u>182,750.00</u>	<u>95,637.68</u>	<u>47.67</u>
<b><u>Other Revenue</u></b>					
4890010 - Interest Income	103.78	1,479.78	3,500.00	2,020.22	42.28
4890050 - Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00
4899900 - Miscellaneous Revenue	2,511.80	12,475.75	14,000.00	1,524.25	89.11
4899920 - Library Donations	100.00	701.84	500.00	(201.84)	140.37
	<u>2,715.58</u>	<u>14,657.37</u>	<u>18,000.00</u>	<u>3,342.63</u>	<u>81.43</u>
<b>Total Library Fund</b>	<u>27,516.43</u>	<u>3,568,636.98</u>	<u>7,099,834.00</u>	<u>3,531,197.02</u>	<u>50.26</u>

See Accountants' Compilation Report

August 8, 2011

**Des Plaines Public Library**  
**Revenue Report**  
**For the 7 Months Ended July 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>					
<b><u>Other Revenue</u></b>					
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>27,516.43</u>	<u>3,568,636.98</u>	<u>7,302,334.00</u>	<u>3,733,697.02</u>	<u>48.87</u>

See Accountants' Compilation Report

August 8, 2011

**Des Plaines Public Library**  
**Expense Report**  
**For the 7 Months Ended July 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	196,934.60	1,527,345.38	2,024,433.00	497,087.62	75.45
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	5,973.38	33,633.97	0.00	(33,633.97)	0.00
5910600 - Sick Pay	2,254.47	14,565.08	0.00	(14,565.08)	0.00
5910700 - Holiday Pay	2,528.65	13,046.88	0.00	(13,046.88)	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>207,691.10</u>	<u>1,588,591.31</u>	<u>2,911,776.00</u>	<u>1,323,184.69</u>	<u>54.56</u>
<b>Benefits</b>					
5918010 - Unemployment Compensation	3,595.17	11,487.34	31,000.00	19,512.66	37.06
5918020 - Employer Contribution - FICA	15,650.44	118,095.82	222,599.00	104,503.18	53.05
5918021 - Employer Contribution - IMRF	21,646.04	166,597.51	308,526.00	141,928.49	54.00
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	11,004.08	151,455.40	269,057.00	117,601.60	56.29
5918051 - HMO Insurance Premiums	3,673.50	48,782.06	99,504.00	50,721.94	49.03
5918055 - Dental Insurance Premiums	978.55	13,489.38	23,478.00	9,988.62	57.46
5918070 - Workers Compensation	1,042.31	7,638.43	9,500.00	1,861.57	80.40
5918085 - RHS Plan Payout	0.00	0.00	10,000.00	10,000.00	0.00
	<u>57,590.09</u>	<u>518,135.94</u>	<u>977,660.00</u>	<u>459,524.06</u>	<u>53.00</u>
<b>Contractual Services</b>					
5920100 - Legal Fees	247.00	2,232.59	10,000.00	7,767.41	22.33
5920105 - Costs of Litigation	0.00	0.00	1,000.00	1,000.00	0.00
5920110 - Professional Services	27,771.53	236,679.92	365,000.00	128,320.08	64.84
5920120 - Communication Services	2,156.98	20,190.47	33,800.00	13,609.53	59.74
5920140 - Data Processing Services	9,969.71	51,252.72	78,000.00	26,747.28	65.71
5920202 - Conferences	(580.00)	0.00	1,000.00	1,000.00	0.00
5920204 - Training	(40.00)	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	1,340.00	1,000.00	(340.00)	134.00
5920225 - Licensing/Titles	0.00	110.00	0.00	(110.00)	0.00
5920230 - Publication of Notices	0.00	278.05	2,000.00	1,721.95	13.90
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	3,747.58	117,189.42	125,757.00	8,567.58	93.19
5930020 - R&M Buildings & Structures	29,878.84	53,920.71	124,080.00	70,159.29	43.46
5930030 - R&M Vehicles	0.00	7,340.36	8,250.00	909.64	88.97
5930195 - Book Binding & Repair	0.00	301.80	1,000.00	698.20	30.18
5930210 - Rental of Equipment	2,169.00	11,173.00	27,000.00	15,827.00	41.38
5930320 - Cleaning/Custodial Services	(293.00)	52,469.00	92,500.00	40,031.00	56.72
5930490 - Refuse Contract	564.27	4,196.31	6,000.00	1,803.69	69.94
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00

See Accountants' Compilation Report

August 8, 2011

**Des Plaines Public Library**  
**Expense Report**  
**For the 7 Months Ended July 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	5.09	160.24	500.00	339.76	32.05
5960070 - Travel Expense	45.54	270.19	500.00	229.81	54.04
5960210 - Special Event Programming	4,068.83	18,233.64	31,000.00	12,766.36	58.82
5960990 - Misc. Contractual Services	5,912.04	37,664.57	95,600.00	57,935.43	39.40
	<u>85,623.41</u>	<u>647,940.99</u>	<u>1,029,737.00</u>	<u>381,796.01</u>	<u>62.92</u>
<b><u>Commodities</u></b>					
5970100 - Office Supplies	2,868.42	42,501.86	107,800.00	65,298.14	39.43
5970110 - Meals	31.59	800.48	2,100.00	1,299.52	38.12
5970115 - Supplies - Dept/Other	0.00	0.00	0.00	0.00	0.00
5970170 - Janitorial	929.00	11,718.84	30,900.00	19,181.16	37.93
5970260 - Postage & Parcel	1,175.07	7,839.32	25,000.00	17,160.68	31.36
5970270 - Printing -Reproduction-Binding	0.00	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	2,676.40	6,000.00	3,323.60	44.61
5970600 - Books	32,578.29	249,011.92	401,805.00	152,793.08	61.97
5970610 - Audio Materials	3,116.70	37,501.07	90,200.00	52,698.93	41.58
5970620 - Subscriptions & Books	1,207.83	4,782.66	69,500.00	64,717.34	6.88
5970630 - Visual Materials	9,335.92	61,774.17	111,000.00	49,225.83	55.65
5970640 - Automated Reference Materials	13,360.00	98,507.01	128,900.00	30,392.99	76.42
5970810 - Natural Gas	481.76	13,615.97	18,000.00	4,384.03	75.64
5970820 - Electricity	0.00	0.00	500.00	500.00	0.00
5970840 - Diesel	259.76	1,445.60	2,000.00	554.40	72.28
5970850 - Gasoline	81.00	506.63	500.00	(6.63)	101.33
5970900 - Equipment < \$5,000	247.50	1,678.45	2,000.00	321.55	83.92
	<u>65,672.84</u>	<u>535,358.80</u>	<u>1,002,205.00</u>	<u>466,846.20</u>	<u>53.42</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	0.00	4,634.90	6,500.00	1,865.10	71.31
5980420 - Computer Software	10,123.75	18,269.12	33,465.00	15,195.88	54.59
5980600 - Furniture & Fixtures	598.86	7,514.55	17,300.00	9,785.45	43.44
	<u>10,722.61</u>	<u>30,418.57</u>	<u>57,265.00</u>	<u>26,846.43</u>	<u>53.12</u>
<b><u>Other Funding Activities</u></b>					
5990900 - Per Capita Grant Expenditures	1,940.00	2,737.29	56,000.00	53,262.71	4.89
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>1,940.00</u>	<u>2,737.29</u>	<u>354,469.00</u>	<u>351,731.71</u>	<u>0.77</u>
<b>Total Library Fund Expenditures</b>	<u>429,240.05</u>	<u>3,323,182.90</u>	<u>6,333,112.00</u>	<u>3,009,929.10</u>	<u>52.47</u>

See Accountants' Compilation Report

August 8, 2011

**Des Plaines Public Library**  
**Expense Report**  
**For the 7 Months Ended July 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>652.26</u>	<u>40,642.55</u>	<u>48,200.00</u>	<u>7,557.45</u>	<u>84.32</u>
	<u>652.26</u>	<u>40,642.55</u>	<u>48,200.00</u>	<u>7,557.45</u>	<u>84.32</u>
<b>Total Capital Projects Fund Expenditures</b>	<u>652.26</u>	<u>40,642.55</u>	<u>48,200.00</u>	<u>7,557.45</u>	<u>84.32</u>
<b>Total of All Funds</b>	<u>429,892.31</u>	<u>3,363,825.45</u>	<u>6,381,312.00</u>	<u>3,017,486.55</u>	<u>52.71</u>

See Accountants' Compilation Report



Des Plaines Public Library  
Check Register

Check Number	Check Date	Payee	Amount
Checks			
11219	07/19/11	COMPLETE CLEANING COMPANY INC	-7,321.00
11239	07/19/11	JOHN L.	-75.24
11270	08/16/11	BANKCARD SERVICES	3,343.52
11271	08/16/11	MIDWEST TAPE	5,927.79
11272	08/16/11	MIDWEST TAPE	6,549.88
11273	08/16/11	BAKER & TAYLOR	18,351.72
11274	08/16/11	BAKER & TAYLOR	7,388.02
11275	08/16/11	1 BAG AT A TIME	1,425.00
11276	08/16/11	3M	399.57
11277	08/16/11	A & J SEWER SERVICE	185.00
11278	08/16/11	ACE DES PLAINES INCORPORATED	139.82
11279	08/16/11	AMAZON	419.31
11280	08/16/11	ANDERSON LOCK CO LTD	1,202.89
11281	08/16/11	AUTOMATED LOGIC	2,490.00
11282	08/16/11	BANC OF AMERICA LEASING	2,005.00
11283	08/16/11	BISHOP PLUMBING, INC.	681.95
11284	08/16/11	C D W GOVERNMENT INCORPORATED	9,758.49
11285	08/16/11	CAPSTONE PRESS INCORPORATED	214.70
11286	08/16/11	CHICAGO OFFICE TECHNOLOGY GROUP	1,669.90
11287	08/16/11	CITY OF DES PLAINES	379.76
11288	08/16/11	CLASS ACT	250.00
11289	08/16/11	CLASS ACT	745.00
11290	08/16/11	COOPERATIVE COMPUTER SERVICES	12,047.39
11291	08/16/11	CRYSTAL MANAGEMENT & MAINT. SERVICES	7,028.00
11292	08/16/11	DEMCO EDUCATIONAL CORP	753.40
11293	08/16/11	ENSEMBLE ESPANOL	920.00
11294	08/16/11	EVOLUTION MARKETING GROUP INC	1,328.70
11295	08/16/11	FEDERAL EXPRESS	128.58
11296	08/16/11	GALE	711.04
11297	08/16/11	GARVEY'S OFFICE PRODUTS	163.60
11298	08/16/11	GOVCONNECTION INC	652.26
11299	08/16/11	GUITAR AFICIONADO	29.95
11300	08/16/11	H M M SYSTEMS INCORPORATED	482.00
11301	08/16/11	HEATHER IMHOFF	51.49
11302	08/16/11	ILLINOIS DEPT OF EMPLOYMENT SECURITY	3,457.00
11303	08/16/11	ILLINOIS LIGHTING, INC.	208.00
11304	08/16/11	INFOGROUP, LIBRARY DIVISION	13,360.00
11305	08/16/11	INTERIOR TROPICAL GARDENS INC	85.00
11306	08/16/11	JOHN LAVALIE	120.78
11307	08/16/11	KLEIN, THORPE & JENKINS, LTD.	247.00
11308	08/16/11	LACONI TECHNOLOGY SECTION	30.00
11309	08/16/11	LAUTERBACH & AMEN, LLP.	1,390.00
11310	08/16/11	LIMRiCC	38,747.63
11311	08/16/11	MARSHALL CAVENDISH CORPORATION	2,349.25
11312	08/16/11	MATTHEW BENDER & COMPANY INC	2,602.42
11313	08/16/11	MCQUAY SERVICE	24,629.00
11314	08/16/11	MENARDS	63.03
11315	08/16/11	METRO PROFESSIONAL PRODUCTS, INC.	173.50
11316	08/16/11	OCLC, INC.	834.50
11317	08/16/11	OFFICE DEPOT	584.26
11318	08/16/11	OUTSOURCE SOLUTIONS GROUP	28,140.41
11319	08/16/11	P.J. KENEDY & SONS	356.60
11320	08/16/11	PADDOCK PUBLICATIONS, INC.	1,055.15
11321	08/16/11	PITNEY BOWES	164.00
11322	08/16/11	PRESTIGE DISTRIBUTION, INC.	552.65
11323	08/16/11	PURCHASE POWER	1,046.49
11324	08/16/11	RANDOM HOUSE INCORPORATED	78.00
11325	08/16/11	ROTARY CLUB OF DES PLAINES	240.00
11326	08/16/11	SAGE PUBLICATIONS, INC.	176.41
11327	08/16/11	SALEM PRESS	1,020.00
11328	08/16/11	SHEET MUSIC PLUS	361.39

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All checkbooks  
July 2011Des Plaines Public Library  
Check Register

DESPLANSLIB

Check Number	Check Date	Payee	Amount
11329	08/16/11	SOMETHING FISHY INC	19.49
11330	08/16/11	TERRA BROCKMAN	300.00
11331	08/16/11	VAHE GHAZARIAN	85.00
11332	08/16/11	WASTE MANAGEMENT	407.65
11333	08/16/11	WASTE MANAGEMENT	156.62
11334	08/16/11	YES! MAGAZINE	15.00
50195	07/31/11	AT&T	460.76
50196	07/31/11	McLEOD USA	300.08
50197	07/31/11	COMCAST CABLE	220.97
50198	07/31/11	LEVEL(3) COMMUNICATIONS, LLC.	511.77
50199	07/31/11	LEVEL(3) COMMUNICATIONS, LLC.	511.77
50200	07/31/11	NICOR GAS	481.76
50201	07/31/11	SPRINT	19.19
50202	07/31/11	SPRINT	16.32
50203	07/31/11	WOW! INTERENT CABLE	116.12
Total checks	76	Total	<u>206,122.46</u>

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
COMPLETE CLEANING COMPANY INC	11219	07/19/11	-7,321.00
Account No. Description		Amount	
201-5930320 VOID CK # 11219		-7,321.00	
JOHN L.	11239	07/19/11	-75.24
Account No. Description		Amount	
201-5960070 VOIC CK # 11239		-75.24	
		Subtotal	<u>-7,396.24</u>
AT&T	50195	07/31/11	460.76
Account No. Description		Amount	
201-5920120 ACH		460.76	
COMCAST CABLE	50197	07/31/11	220.97
Account No. Description		Amount	
201-5920120 ACH		220.97	
LEVEL(3) COMMUNICATIONS, LLC.	50198	07/31/11	511.77
Account No. Description		Amount	
201-5920120 ACH		511.77	
LEVEL(3) COMMUNICATIONS, LLC.	50199	07/31/11	511.77
Account No. Description		Amount	
201-5920120 ACH		511.77	
McLEOD USA	50196	07/31/11	300.08
Account No. Description		Amount	
201-5920120 ACH		300.08	
NICOR GAS	50200	07/31/11	481.76
Account No. Description		Amount	
201-5970810 ACH		481.76	
SPRINT	50201	07/31/11	19.19
Account No. Description		Amount	
201-5920120 ACH		19.19	
SPRINT	50202	07/31/11	16.32
Account No. Description		Amount	
201-5920120 ACH		16.32	
WOW! INTERENT CABLE	50203	07/31/11	116.12
Account No. Description		Amount	
201-5920120 ACH		116.12	
		Subtotal	<u>2,638.74</u>
1 BAG AT A TIME	11275	08/16/11	1,425.00
Account No. Description		Amount	
201-5970100 Invoice # 5093		1,425.00	
3M	11276	08/16/11	399.57
Account No. Description		Amount	
201-5980420 Invoice # 0F48646		399.57	
A & J SEWER SERVICE	11277	08/16/11	185.00
Account No. Description		Amount	
201-5930020 Invoice # 20844		185.00	
ACE DES PLAINES INCORPORATED	11278	08/16/11	139.82

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5970170	Invoice # 222325	98.92	
201-5970170	Invoice # 221950	40.90	
AMAZON	11279	08/16/11	419.31
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5970600	Statement Date 7/10/11	196.49	
201-5970610		22.93	
201-5970630		199.89	
ANDERSON LOCK CO LTD	11280	08/16/11	1,202.89
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5930020	Invoice # 7027333	422.40	
201-5930020	Invoice # 7027128	471.90	
201-5930020	Invoice # 0652099	308.59	
AUTOMATED LOGIC	11281	08/16/11	2,490.00
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5930020	Invoice # 012436	2,490.00	
BAKER & TAYLOR	11273	08/16/11	18,351.72
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	
201-5960990	Invoice # 2026083923	48.60	
201-5960990	Invoice # 2026088069	33.40	
201-5960990	Invoice # 2026076541	4.90	
201-5960990	Invoice # 2026068449	35.35	
201-5960990	Invoice # 2026060730	37.05	
201-5960990	Invoice # 2026016979	33.20	
201-5960990	Invoice # 2026009815	56.65	
201-5960990	Invoice # 2026004608	3.50	
201-5960990	Invoice # 2026009923	23.10	
201-5960990	Invoice # 2026000865	70.25	
201-5960990	Invoice # 2026012932	21.15	
201-5960990	Invoice # 2026019645	0.97	
201-5960990	Invoice # 2026024338	41.95	
201-5960990	Invoice # 2026013931	75.85	
201-5960990	Invoice # 2026041614	20.60	
201-5960990	Invoice # 2026034233	81.10	
201-5960990	Invoice # 2026027079	6.85	
201-5960990	Invoice # 2026027648	46.65	
201-5960990	Invoice # 2026040707	1.40	
201-5960990	Invoice # 2026046120	96.45	
201-5960990	Invoice # 2026034765	5.60	
201-5960990	Invoice # 2026047587	1.29	
201-5960990	Invoice # 2026095265	3.50	
201-5960990	Invoice # 2026078717	3.05	
201-5960990	Invoice # 2026080608	2.96	
201-5960990	Invoice # 2026089249	16.80	
201-5960990	Invoice # 2026089250	0.47	
201-5960990	Invoice # 2026086592	4.25	
201-5960990	Invoice # 2026080653	0.70	
201-5960990	Invoice # 2026080615	1.50	
201-5960990	Invoice # 2026086572	2.06	
201-5960990	Invoice # 2026080587	11.30	
201-5960990	Invoice # 2026080539	9.00	
201-5960990	Invoice # 2026078744	22.20	
201-5960990	Invoice # 2025939288	5.46	
201-5960990	Invoice # 2026078850	2.24	
201-5960990	Invoice # 2026080637	14.13	
201-5960990	Invoice # 2026078742	3.65	
201-5960990	Invoice # 2026075522	1.12	
201-5960990	Invoice # 2026078741	2.09	
201-5960990	Invoice # 2026075519	9.70	

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2026067655		6.20
201-5960990	Invoice # 2026064026		15.85
201-5960990	Invoice # 2026064078		1.12
201-5960990	Invoice # 2026072625		9.00
201-5960990	Invoice # 2026072367		16.50
201-5960990	Invoice # 5011537654		9.80
201-5960990	Invoice # 2026057537		9.00
201-5960990	Invoice # 2026059199		2.84
201-5960990	Invoice # 159981730		2.99
201-5960990	Invoice # 159570530		2.99
201-5960990	Invoice # 2026059228		1.12
201-5960990	Invoice # 2026059227		26.30
201-5960990	Invoice # 5011517281		23.75
201-5960990	Invoice # 2026064031		1.47
201-5960990	Invoice # 2026053923		0.47
201-5970600	Invoice # 2026040706		23.90
201-5970600	Invoice # 2026046119		1,810.28
201-5970600	Invoice # 2026034764		120.79
201-5970600	Invoice # 2026047586		20.42
201-5970600	Invoice # 2026095264		49.52
201-5970600	Invoice # 2026083922		987.77
201-5970600	Invoice # 2026078717		22.95
201-5970600	Invoice # 2026080608		8.96
201-5970600	Invoice # 2026089249		173.58
201-5970600	Invoice # 2026089250		8.96
201-5970600	Invoice # 2026086592		30.10
201-5970600	Invoice # 2026080653		11.30
201-5970600	Invoice # 2026080615		9.65
201-5970600	Invoice # 2026086572		20.71
201-5970600	Invoice # 2026080587		88.25
201-5970600	Invoice # 2026080539		57.92
201-5970600	Invoice # 2026078744		166.85
201-5970600	Invoice # 2025939288		4.77
201-5970600	Invoice # 2026078850		30.61
201-5970600	Invoice # 2026080637		148.53
201-5970600	Invoice # 2026078742		36.12
201-5970600	Invoice # 2026075522		9.65
201-5970600	Invoice # 2026078741		19.86
201-5970600	Invoice # 2026075519		105.50
201-5970600	Invoice # 2026067655		44.00
201-5970600	Invoice # 2026064026		127.05
201-5970600	Invoice # 2026064078		15.33
201-5970600	Invoice # 2026072625		90.99
201-5970600	Invoice # 2026072367		164.11
201-5970600	Invoice # 5011537654		1,231.08
201-5970600	Invoice # 2026057537		91.11
201-5970600	Invoice # 2026059199		8.36
201-5970600	Credit Memo # 1449488CM		-14.87
201-5970600	Invoice # 2026088068		531.58
201-5970600	Invoice # 2026076540		48.38
201-5970600	Invoice # 2026068448		598.55
201-5970600	Invoice # 2026060729		586.97
201-5970600	Invoice # 0000136861		111.77
201-5970600	Invoice # 2026016978		658.78
201-5970600	Invoice # 2026009814		1,107.77
201-5970600	Invoice # 2026012931		296.81
201-5970600	Invoice # 2026009922		199.16
201-5970600	Invoice # 2026000864		1,123.80
201-5970600	Invoice # 2026004607		34.64
201-5970600	Invoice # 2026024337		1,207.42
201-5970600	Invoice # 2026019644		13.56
201-5970600	Invoice # 2026013930		788.12
201-5970600	Invoice # 2026041613		291.24

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2026034232		1,186.89
201-5970600	Invoice # 2026027647		440.73
201-5970600	Invoice # 2026027078		115.61
201-5970600	Invoice # 2026059228		14.17
201-5970600	Invoice # 2026059227		459.11
201-5970600	Invoice # 5011517281		1,616.51
201-5970600	Invoice # 2026064031		14.17
201-5970600	Invoice # 2026053923		2.38
201-5970610	Invoice # I59981730		10.78
201-5970610	Invoice # I59570530		11.88
201-5970630	Invoice # I59939530		154.38
201-5970630	Invoice # I60369900		11.01

## BAKER &amp; TAYLOR

11274

08/16/11

7,388.02

Account No.	Description	Amount
201-5960990	Invoice # 2025999598	7.25
201-5960990	Invoice # 2026022918	6.00
201-5960990	Invoice # 2026018258	8.52
201-5960990	Invoice # 2026022898	5.60
201-5960990	Invoice # 2026019920	3.24
201-5960990	Invoice # 2026015103	20.91
201-5960990	Invoice # 2026022859	1.58
201-5960990	Invoice # 2025994860	6.48
201-5960990	Invoice # 2025999619	1.62
201-5960990	Invoice # 2025986688	6.48
201-5960990	Invoice # 2025999582	5.53
201-5960990	Invoice # 2026015110	7.50
201-5960990	Invoice # 2026015083	18.40
201-5960990	Invoice # 2026015084	1.12
201-5960990	Invoice # 2025994833	30.50
201-5960990	Invoice # 2025994853	13.90
201-5960990	Invoice # 2026014927	21.90
201-5960990	Invoice # 2026021689	0.70
201-5960990	Invoice # 2026022886	2.40
201-5960990	Invoice # 2025994855	2.53
201-5960990	Invoice # 2025986715	1.50
201-5960990	Invoice # 2025999611	0.65
201-5960990	Invoice # 2025999570	2.55
201-5960990	Invoice # 2025997777	10.05
201-5960990	Invoice # 2025999609	1.50
201-5960990	Invoice # 2026007878	4.80
201-5960990	Invoice # 2025991904	9.00
201-5960990	Invoice # 2026004852	6.85
201-5960990	Invoice # 2026004887	11.39
201-5960990	Invoice # 2026004908	2.84
201-5960990	Invoice # 2026038777	8.10
201-5960990	Invoice # 2026036623	1.25
201-5960990	Invoice # 2026050218	23.60
201-5960990	Invoice # 2026057347	3.85
201-5960990	Invoice # 2026053876	1.12
201-5960990	Invoice # 2026057286	2.55
201-5960990	Invoice # 2026047589	3.24
201-5960990	Invoice # 2026038833	7.84
201-5960990	Invoice # 2026043363	0.47
201-5960990	Invoice # 2026038760	31.75
201-5960990	Invoice # 2026038767	16.05
201-5960990	Invoice # 2026038768	8.55
201-5960990	Invoice # 2026043487	0.85
201-5960990	Invoice # 2026043524	3.24
201-5960990	Invoice # 2026039061	9.00
201-5960990	Invoice # 2026022973	0.85
201-5960990	Invoice # 2026015092	2.24
201-5960990	Invoice # 2026014975	2.24

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2026018362		7.50
201-5960990	Invoice # 2026019778		12.85
201-5960990	Invoice # 2026019808		53.13
201-5960990	Invoice # 2026018522		18.00
201-5960990	Invoice # 2026018552		38.00
201-5960990	Invoice # 2026038761		1.12
201-5960990	Invoice # 2026064134		0.32
201-5960990	Invoice # 2026064128		1.12
201-5960990	Invoice # 2026026071		2.55
201-5960990	Invoice # 2026019978		15.90
201-5960990	Invoice # 2026014969		25.25
201-5960990	Invoice # 2026026060		0.85
201-5960990	Invoice # 2025999600		5.35
201-5960990	Invoice # 2026018145		1.12
201-5960990	Invoice # 2026038852		4.25
201-5960990	Invoice # 2025912660		54.92
201-5960990	Invoice # 2026047689		5.55
201-5960990	Invoice # 2026043459		2.69
201-5960990	Invoice # 2026093036		17.80
201-5960990	Invoice # 2026092817		53.81
201-5960990	Invoice # 2026086563		11.75
201-5960990	Invoice # 2026093855		35.19
201-5960990	Invoice # 2026089236		48.55
201-5960990	Invoice # 2026050391		29.65
201-5960990	Invoice # 2026053878		4.50
201-5960990	Invoice # 2026047633		2.96
201-5970600	Invoice # 2025999598		40.68
201-5970600	Invoice # 2026022918		56.80
201-5970600	Invoice # 2026018258		14.32
201-5970600	Invoice # 2026022898		75.48
201-5970600	Invoice # 2026019920		39.76
201-5970600	Invoice # 2026015103		184.42
201-5970600	Invoice # 2026022859		20.00
201-5970600	Invoice # 2025994860		59.01
201-5970600	Invoice # 2025999619		14.20
201-5970600	Invoice # 2025986688		62.94
201-5970600	Invoice # 2025999582		71.87
201-5970600	Invoice # 2026015110		78.74
201-5970600	Invoice # 2026015083		218.77
201-5970600	Invoice # 2026015084		13.62
201-5970600	Invoice # 2025994833		397.52
201-5970600	Invoice # 2025994853		31.06
201-5970600	Invoice # 2026014927		201.30
201-5970600	Invoice # 2026021689		3.58
201-5970600	Invoice # 2026022886		16.52
201-5970600	Invoice # 2025994855		31.33
201-5970600	Invoice # 2025986715		11.30
201-5970600	Invoice # 2025999611		11.56
201-5970600	Invoice # 2025999570		54.20
201-5970600	Invoice # 2025997777		85.39
201-5970600	Invoice # 2025999609		15.19
201-5970600	Invoice # 2026007878		53.84
201-5970600	Invoice # 2025991904		87.80
201-5970600	Invoice # 2026004852		89.55
201-5970600	Invoice # 2026004887		50.81
201-5970600	Invoice # 2026004908		4.77
201-5970600	Invoice # 2026038777		103.94
201-5970600	Invoice # 2026036623		252.13
201-5970600	Invoice # 2026050218		188.61
201-5970600	Invoice # 2026057347		28.88
201-5970600	Invoice # 2026053876		14.20
201-5970600	Invoice # 2026057286		39.16
201-5970600	Invoice # 2026047589		28.38

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2026038833	106.15	
201-5970600	Invoice # 2026043363	11.30	
201-5970600	Invoice # 2026038760	338.64	
201-5970600	Invoice # 2026038767	145.24	
201-5970600	Invoice # 2026038768	88.16	
201-5970600	Invoice # 2026043487	19.04	
201-5970600	Invoice # 2026043524	30.67	
201-5970600	Invoice # 2026039061	84.42	
201-5970600	Invoice # 2026022973	5.38	
201-5970600	Invoice # 2026015092	28.94	
201-5970600	Invoice # 2026014975	20.18	
201-5970600	Invoice # 2026018362	67.54	
201-5970600	Invoice # 2026019778	135.73	
201-5970600	Invoice # 2026019808	114.58	
201-5970600	Invoice # 2026018522	183.89	
201-5970600	Invoice # 2026018552	252.98	
201-5970600	Invoice # 2026038761	15.34	
201-5970600	Invoice # 2026064134	5.27	
201-5970600	Invoice # 2026064128	9.65	
201-5970600	Invoice # 2026026071	31.33	
201-5970600	Invoice # 2026019978	146.89	
201-5970600	Invoice # 2026014969	197.82	
201-5970600	Invoice # 2026026060	15.06	
201-5970600	Invoice # 2025999600	43.01	
201-5970600	Invoice # 2026018145	12.05	
201-5970600	Invoice # 2026038852	26.33	
201-5970600	Invoice # 2025912660	92.82	
201-5970600	Invoice # 2026047689	69.35	
201-5970600	Invoice # 2026043459	4.77	
201-5970600	Invoice # 2026093036	180.35	
201-5970600	Invoice # 2026092817	101.51	
201-5970600	Invoice # 2026086563	241.21	
201-5970600	Invoice # 2026093855	326.16	
201-5970600	Invoice # 2026089236	395.71	
201-5970600	Invoice # 2026050391	233.20	
201-5970600	Invoice # 2026053878	42.60	
201-5970600	Invoice # 2026047633	8.36	
<b>BANC OF AMERICA LEASING</b>	<b>11282</b>	<b>08/16/11</b>	<b>2,005.00</b>
Account No.	Description	Amount	
201-5930210	Invoice # 011932990	2,005.00	
<b>BANKCARD SERVICES</b>	<b>11270</b>	<b>08/16/11</b>	<b>3,343.52</b>
Account No.	Description	Amount	
201-5960210	Account # 486522594516246	473.64	
201-5960990		1.02	
201-5970100		155.35	
201-5970110		31.59	
201-5970620		107.73	
201-5970630		925.33	
201-5980600		598.86	
201-5990900		1,050.00	
<b>BISHOP PLUMBING, INC.</b>	<b>11283</b>	<b>08/16/11</b>	<b>681.95</b>
Account No.	Description	Amount	
201-5930020	Invoice # 72486	681.95	
<b>C D W GOVERNMENT INCORPORATED</b>	<b>11284</b>	<b>08/16/11</b>	<b>9,758.49</b>
Account No.	Description	Amount	
201-5970100	Invoice # XZZ9625	34.31	
201-5980420	Invoice # ZCQ0696	9,724.18	
<b>CAPSTONE PRESS INCORPORATED</b>	<b>11285</b>	<b>08/16/11</b>	<b>214.70</b>



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Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
<b>Account No.</b> 201-5970600	<b>Description</b> Invoice # CI10214939	<b>Amount</b> 214.70	
CHICAGO OFFICE TECHNOLOGY GROUP	11286	08/16/11	1,669.90
<b>Account No.</b> 201-5930010	<b>Description</b> Invoice # 045618 1	<b>Amount</b> 475.94	
201-5930010	Invoice # 045617 1	1,070.07	
201-5930010	Invoice # 045598 1	116.66	
201-5930010	Invoice # 045507 1	0.92	
201-5930010	Invoice # 045508 1	6.31	
CITY OF DES PLAINES	11287	08/16/11	379.76
<b>Account No.</b> 201-5960990	<b>Description</b> Invoice # FN 2545	<b>Amount</b> 39.00	
201-5970840	Invoice Fuel # 06-11	259.76	
201-5970850	Invoice Fuel # 06-11	81.00	
CLASS ACT	11288	08/16/11	250.00
<b>Account No.</b> 201-5960210	<b>Description</b> Prgram on 12/4/11	<b>Amount</b> 250.00	
CLASS ACT	11289	08/16/11	745.00
<b>Account No.</b> 201-5960210	<b>Description</b> Program on 12/4/11	<b>Amount</b> 745.00	
COOPERATIVE COMPUTER SERVICES	11290	08/16/11	12,047.39
<b>Account No.</b> 201-5920140	<b>Description</b> Invoice # CCS 7/1/11	<b>Amount</b> 5,015.00	
201-5920140	Invoice # CCS 6/1/11	4,954.71	
201-5930010	OCLC JED Profile January	2,077.68	
CRYSTAL MANAGEMENT & MAINT. SERV	11291	08/16/11	7,028.00
<b>Account No.</b> 201-5930320	<b>Description</b> Invoice # 19795	<b>Amount</b> 3,340.00	
201-5930320	Invoice # 19816	3,340.00	
201-5930320	Invoice # 19862	150.00	
201-5930320	Invoice # 19804	198.00	
DEMCO EDUCATIONAL CORP	11292	08/16/11	753.40
<b>Account No.</b> 201-5970100	<b>Description</b> Invoice # 4257805	<b>Amount</b> 505.90	
201-5970900	Invoice # 4267396	247.50	
ENSEMBLE ESPANOL	11293	08/16/11	920.00
<b>Account No.</b> 201-5960210	<b>Description</b> Program on 9/25/11	<b>Amount</b> 920.00	
EVOLUTION MARKETING GROUP INC	11294	08/16/11	1,328.70
<b>Account No.</b> 201-5960210	<b>Description</b> Invoice # 613756	<b>Amount</b> 1,328.70	
FEDERAL EXPRESS	11295	08/16/11	128.58
<b>Account No.</b> 201-5970260	<b>Description</b> Invoice # 7-557-29720	<b>Amount</b> 107.76	
201-5970260	Invoice # 7-572-63726	20.82	
GALE	11296	08/16/11	711.04
<b>Account No.</b> 201-5970600	<b>Description</b> Invoice # 17255269	<b>Amount</b> 623.20	
201-5970600	Invoice # 17267755	87.84	
GARVEY'S OFFICE PRODUCTS	11297	08/16/11	163.60
<b>Account No.</b>	<b>Description</b>	<b>Amount</b>	

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Vendor Name	Chk. No.	Check Date	Amount
201-5970100 Invoice # PINV299197		25.98	
201-5970100 Invoice # PINV305798		54.86	
201-5970100 Invoice # B2B181526		82.76	
<b>GOVCONNECTION INC</b>	11298	08/16/11	652.26
Account No. Description		Amount	
202-5980410 Invoice # 48034783		557.26	
202-5980410 Invoice # 48030107		95.00	
<b>GUITAR AFICIONADO</b>	11299	08/16/11	29.95
Account No. Description		Amount	
201-5970620 Subscriber # 0104088265		29.95	
<b>H M M SYSTEMS INCORPORATED</b>	11300	08/16/11	482.00
Account No. Description		Amount	
201-5930020 Invoice # 25-10073		482.00	
<b>HEATHER IMHOFF</b>	11301	08/16/11	51.49
Account No. Description		Amount	
201-5960210 Candy for Parade		51.49	
<b>ILLINOIS DEPT OF EMPLOYMENT SECUR</b>	11302	08/16/11	3,457.00
Account No. Description		Amount	
201-5918010 7/23/11 Billing		3,457.00	
<b>ILLINOIS LIGHTING, INC.</b>	11303	08/16/11	208.00
Account No. Description		Amount	
201-5930020 Invoice # 13133		208.00	
<b>INFOGROUP, LIBRARY DIVISION</b>	11304	08/16/11	13,360.00
Account No. Description		Amount	
201-5970640 Invoice # 10001944635		13,360.00	
<b>INTERIOR TROPICAL GARDENS INC</b>	11305	08/16/11	85.00
Account No. Description		Amount	
201-5960990 Invoice # 50052		85.00	
<b>JOHN LAVALIE</b>	11306	08/16/11	120.78
Account No. Description		Amount	
201-5960070 Meeting Travel		35.31	
201-5960070 Meeting Travel		75.24	
201-5960070 Meeting Travel		10.23	
<b>KLEIN, THORPE &amp; JENKINS, LTD.</b>	11307	08/16/11	247.00
Account No. Description		Amount	
201-5920100 Statement # 153637		247.00	
<b>LACONI TECHNOLOGY SECTION</b>	11308	08/16/11	30.00
Account No. Description		Amount	
201-5920202 DDC23 Meeting		30.00	
<b>LAUTERBACH &amp; AMEN, LLP.</b>	11309	08/16/11	1,390.00
Account No. Description		Amount	
201-5960990 Invoice # 21823		1,390.00	
<b>LIMRiCC</b>	11310	08/16/11	38,747.63
Account No. Description		Amount	
201-2401002 PHIP July Billing		38,747.63	
<b>MARSHALL CAVENDISH CORPORATION</b>	11311	08/16/11	2,349.25
Account No. Description		Amount	
201-5970600 Invoice # 873582		2,349.25	

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Vendor Name	Chk. No.	Check Date	Amount
<b>MATTHEW BENDER &amp; COMPANY INC</b>	11312	08/16/11	2,602.42
<b>Account No. Description</b>		<b>Amount</b>	
201-5970600 Invoice # 19323328		2,445.00	
201-5970600 Invoice # 50226969		157.42	
<b>MCQUAY SERVICE</b>	11313	08/16/11	24,629.00
<b>Account No. Description</b>		<b>Amount</b>	
201-5930020 Invoice # 39964		24,629.00	
<b>MENARDS</b>	11314	08/16/11	63.03
<b>Account No. Description</b>		<b>Amount</b>	
201-5970170 Invoice # 61357		63.03	
<b>METRO PROFESSIONAL PRODUCTS, INC.</b>	11315	08/16/11	173.50
<b>Account No. Description</b>		<b>Amount</b>	
201-5970170 Invoice # 047482		173.50	
<b>MIDWEST TAPE</b>	11271	08/16/11	5,927.79
<b>Account No. Description</b>		<b>Amount</b>	
201-5960990 Invoice # 6385277		11.40	
201-5960990 Invoice # 6396539		3.85	
201-5960990 Invoice # 6396538		3.85	
201-5960990 Invoice # 6385272		11.55	
201-5960990 Invoice # 6385274		26.95	
201-5960990 Invoice # 6385271		3.85	
201-5960990 Invoice # 6385273		42.35	
201-5960990 Invoice # 6385270		3.85	
201-5960990 Invoice # 6396541		3.85	
201-5960990 Invoice # 6396540		7.70	
201-5960990 Invoice # 6391025		15.40	
201-5960990 Invoice # 6373965		34.65	
201-5960990 Invoice # 6373966		19.50	
201-5960990 Invoice # 6373963		7.70	
201-5960990 Invoice # 6373964		3.85	
201-5960990 Invoice # 6385756		3.85	
201-5960990 Invoice # 6385755		11.55	
201-5960990 Invoice # 6385754		3.85	
201-5960990 Invoice # 6402260		7.70	
201-5960990 Invoice # 6388784		3.25	
201-5960990 Invoice # 6388782		3.25	
201-5960990 Invoice # 6388785		11.55	
201-5960990 Invoice # 6388786		7.70	
201-5960990 Invoice # 6388787		53.90	
201-5960990 Invoice # 6388788		26.95	
201-5960990 Invoice # 6378865		2.85	
201-5960990 Invoice # 6378862		3.85	
201-5960990 Invoice # 6378863		65.70	
201-5960990 Invoice # 6388783		19.50	
201-5960990 Invoice # 6388781		3.25	
201-5960990 Invoice # 6388780		3.25	
201-5960990 Invoice # 6388790		2.25	
201-5960990 Invoice # 6378855		22.75	
201-5960990 Invoice # 6378850		9.95	
201-5960990 Invoice # 6378852		35.75	
201-5960990 Invoice # 6378851		3.45	
201-5960990 Invoice # 6378860		3.25	
201-5960990 Invoice # 6378857		16.45	
201-5960990 Invoice # 6378854		13.40	
201-5960990 Invoice # 6378853		6.50	
201-5960990 Invoice # 6378861		9.75	
201-5960990 Invoice # 6378858		26.40	
201-5960990 Invoice # 6378849		3.25	
201-5960990 Invoice # 6378864		4.50	

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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6396542		6.75
201-5960990	Invoice # 6396543		9.00
201-5960990	Invoice # 6385263		3.25
201-5960990	Invoice # 6385262		19.50
201-5960990	Invoice # 6385264		9.75
201-5960990	Invoice # 6385265		16.65
201-5970610	Invoice # 6396539		11.99
201-5970610	Invoice # 6396538		10.49
201-5970610	Invoice # 6385272		32.22
201-5970610	Invoice # 6385274		89.93
201-5970610	Invoice # 6385271		18.74
201-5970610	Invoice # 6385273		125.14
201-5970610	Invoice # 6385270		11.24
201-5970610	Invoice # 6396541		12.59
201-5970610	Invoice # 6396540		20.23
201-5970610	Invoice # 6391025		46.76
201-5970610	Invoice # 6373965		105.21
201-5970610	Invoice # 6373966		55.60
201-5970610	Invoice # 6373963		20.98
201-5970610	Invoice # 6373964		12.74
201-5970610	Invoice # 6385756		12.59
201-5970610	Invoice # 6385755		35.22
201-5970610	Invoice # 6385754		12.59
201-5970610	Invoice # 6402260		23.23
201-5970610	Invoice # 2572748		29.99
201-5970610	Invoice # 2575747		39.99
201-5970610	Invoice # 2572750		59.98
201-5970610	Invoice # 2572749		462.86
201-5970610	Invoice # 2572752		79.99
201-5970610	Invoice # 2572751		239.96
201-5970610	Invoice # 2567675		129.97
201-5970610	Invoice # 2567674		74.98
201-5970610	Invoice # 2562377		75.98
201-5970610	Invoice # 2562378		363.95
201-5970610	Invoice # 2578950		215.96
201-5970610	Invoice # 6388785		35.97
201-5970610	Invoice # 6388786		26.08
201-5970610	Invoice # 6388787		163.96
201-5970610	Invoice # 6388788		82.28
201-5970610	Invoice # 6378865		11.24
201-5970610	Invoice # 6378862		13.49
201-5970610	Invoice # 6378863		182.53
201-5970610	Invoice # 6385277		46.46
201-5970630	Invoice # 6388784		12.74
201-5970630	Invoice # 6388782		281.93
201-5970630	Credit Memo # 98444		-21.99
201-5970630	Credit Memo # 98443		-6.00
201-5970630	Invoice # 6385275		29.99
201-5970630	Invoice # 2567586		66.72
201-5970630	Invoice # 6368449		37.49
201-5970630	Invoice # 6388783		172.43
201-5970630	Invoice # 6388781		14.99
201-5970630	Invoice # 6388780		18.74
201-5970630	Invoice # 6388790		14.99
201-5970630	Invoice # 6378855		230.90
201-5970630	Invoice # 6378850		124.45
201-5970630	Invoice # 6378852		222.29
201-5970630	Invoice # 6378851		52.48
201-5970630	Invoice # 6378860		14.99
201-5970630	Invoice # 6378857		86.20
201-5970630	Invoice # 6378854		97.46
201-5970630	Invoice # 6378853		93.71
201-5970630	Invoice # 6378861		89.97

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Vendor Name	Chk. No.	Check Date	Amount
201-5970630	Invoice # 6378858		148.41
201-5970630	Invoice # 6378849		18.74
201-5970630	Invoice # 6378864		40.48
201-5970630	Invoice # 6396542		67.47
201-5970630	Invoice # 6396543		65.21
201-5970630	Invoice # 6385263		43.48
201-5970630	Invoice # 6385262		123.69
201-5970630	Invoice # 6385264		21.72
201-5970630	Invoice # 6385265		116.20

## MIDWEST TAPE

11272

08/16/11

6,549.88

Account No.	Description	Amount
201-5960990	Invoice # 6385260	3.25
201-5960990	Invoice # 6385276	11.45
201-5960990	Invoice # 6385259	0.00
201-5960990	Invoice # 6385268	16.25
201-5960990	Invoice # 6385266	9.75
201-5960990	Invoice # 6385269	43.45
201-5960990	Invoice # 6385267	9.75
201-5960990	Invoice # 6385261	6.50
201-5960990	Invoice # 6396535	16.25
201-5960990	Invoice # 6391021	13.00
201-5960990	Invoice # 6391014	3.25
201-5960990	Invoice # 6391015	3.25
201-5960990	Invoice # 6391019	13.20
201-5960990	Invoice # 6391016	16.25
201-5960990	Invoice # 6391018	6.50
201-5960990	Invoice # 6391017	9.75
201-5960990	Invoice # 6391013	3.25
201-5960990	Invoice # 6391022	9.75
201-5960990	Invoice # 6396533	6.70
201-5960990	Invoice # 6396524	0.00
201-5960990	Invoice # 6396523	3.25
201-5960990	Invoice # 6396527	6.50
201-5960990	Invoice # 6396531	3.25
201-5960990	Invoice # 6396529	6.50
201-5960990	Invoice # 6396532	6.50
201-5960990	Invoice # 6396534	13.00
201-5960990	Invoice # 6396525	13.20
201-5960990	Invoice # 6396526	3.45
201-5960990	Invoice # 6396536	35.75
201-5960990	Invoice # 6396530	3.25
201-5960990	Invoice # 6396528	6.50
201-5960990	Invoice # 6396537	6.50
201-5960990	Invoice # 6391023	6.50
201-5960990	Invoice # 6391027	4.50
201-5960990	Invoice # 6391020	3.25
201-5960990	Invoice # 6373962	3.25
201-5960990	Invoice # 6373953	3.25
201-5960990	Invoice # 6373952	3.25
201-5960990	Invoice # 6391026	9.00
201-5960990	Invoice # 6373967	11.25
201-5960990	Invoice # 6373951	3.25
201-5960990	Invoice # 6373961	23.15
201-5960990	Invoice # 6373959	9.75
201-5960990	Invoice # 6373957	71.50
201-5960990	Invoice # 6373956	22.75
201-5960990	Invoice # 6373954	13.00
201-5960990	Invoice # 6373958	13.00
201-5960990	Invoice # 6373960	6.50
201-5960990	Invoice # 6373955	16.65
201-5960990	Invoice # 6391024	3.25
201-5960990	Invoice # 6385753	9.95

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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6385752		3.25
201-5960990	Invoice # 6385758		6.75
201-5960990	Invoice # 6385759		9.00
201-5960990	Invoice # 6385757		4.50
201-5960990	Invoice # 6385751		13.20
201-5960990	Invoice # 6385750		3.45
201-5960990	Invoice # 6385749		16.25
201-5960990	Invoice # 6385748		13.00
201-5960990	Invoice # 6385747		3.45
201-5960990	Invoice # 6385746		6.50
201-5960990	Invoice # 6385745		19.50
201-5960990	Invoice # 6385744		0.00
201-5960990	Invoice # 6368452		3.25
201-5960990	Invoice # 6368451		3.25
201-5960990	Invoice # 6368457		6.50
201-5960990	Invoice # 6368453		6.50
201-5960990	Invoice # 6368456		19.70
201-5960990	Invoice # 6368455		13.20
201-5960990	Invoice # 6368454		13.00
201-5960990	Invoice # 6368450		3.25
201-5960990	Invoice # 6402258		6.50
201-5960990	Invoice # 6402257		3.25
201-5960990	Invoice # 6402256		6.50
201-5960990	Invoice # 6402253		26.00
201-5960990	Invoice # 6402254		6.50
201-5960990	Invoice # 6402262		4.50
201-5960990	Invoice # 6402261		4.50
201-5960990	Invoice # 6402259		13.00
201-5970630	Invoice # 6385260		11.24
201-5970630	Invoice # 6385276		59.96
201-5970630	Invoice # 6385259		37.49
201-5970630	Invoice # 6385268		116.20
201-5970630	Invoice # 6385266		215.97
201-5970630	Invoice # 6385269		170.87
201-5970630	Invoice # 6385267		116.20
201-5970630	Invoice # 6385261		48.78
201-5970630	Invoice # 6396535		113.20
201-5970630	Invoice # 6391021		32.96
201-5970630	Invoice # 6391014		21.74
201-5970630	Invoice # 6391015		18.74
201-5970630	Invoice # 6391019		89.36
201-5970630	Invoice # 6391016		103.45
201-5970630	Invoice # 6391018		34.48
201-5970630	Invoice # 6391017		56.22
201-5970630	Invoice # 6391013		14.99
201-5970630	Invoice # 6391022		36.72
201-5970630	Invoice # 6396533		22.48
201-5970630	Invoice # 6396524		26.24
201-5970630	Invoice # 6396523		22.49
201-5970630	Invoice # 6396527		41.98
201-5970630	Invoice # 6396531		14.99
201-5970630	Invoice # 6396529		41.23
201-5970630	Invoice # 6396532		41.98
201-5970630	Invoice # 6396534		47.96
201-5970630	Invoice # 6396525		100.46
201-5970630	Invoice # 6396526		22.49
201-5970630	Invoice # 6396536		242.14
201-5970630	Invoice # 6396530		20.24
201-5970630	Invoice # 6396528		49.58
201-5970630	Invoice # 6396537		43.48
201-5970630	Invoice # 6391023		46.48
201-5970630	Invoice # 6391027		25.48
201-5970630	Invoice # 6391020		18.74

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970630	Invoice # 6373962		37.48
201-5970630	Invoice # 6373953		234.68
201-5970630	Invoice # 6373952		112.49
201-5970630	Invoice # 6391026		74.96
201-5970630	Invoice # 6373967		62.20
201-5970630	Invoice # 6373951		18.74
201-5970630	Invoice # 6373961		122.93
201-5970630	Invoice # 6373959		59.97
201-5970630	Invoice # 6373957		544.26
201-5970630	Invoice # 6373956		161.53
201-5970630	Invoice # 6373954		135.69
201-5970630	Invoice # 6373958		116.20
201-5970630	Invoice # 6373960		82.47
201-5970630	Invoice # 6373955		97.45
201-5970630	Invoice # 6391024		22.49
201-5970630	Invoice # 6385753		37.47
201-5970630	Invoice # 6385752		18.74
201-5970630	Invoice # 6385758		66.72
201-5970630	Invoice # 6385759		80.96
201-5970630	Invoice # 6385757		25.48
201-5970630	Invoice # 6385751		71.21
201-5970630	Invoice # 6385750		29.99
201-5970630	Invoice # 6385749		108.70
201-5970630	Invoice # 6385748		80.21
201-5970630	Invoice # 6385747		14.99
201-5970630	Invoice # 6385746		37.48
201-5970630	Invoice # 6385745		134.19
201-5970630	Invoice # 6385744		14.99
201-5970630	Invoice # 6368452		11.24
201-5970630	Invoice # 6368451		18.74
201-5970630	Invoice # 6368457		45.72
201-5970630	Invoice # 6368453		26.23
201-5970630	Invoice # 6368456		221.89
201-5970630	Invoice # 6368455		181.46
201-5970630	Invoice # 6368454		44.96
201-5970630	Invoice # 6368450		14.99
201-5970630	Invoice # 6402258		23.98
201-5970630	Invoice # 6402257		9.74
201-5970630	Invoice # 6402256		39.73
201-5970630	Invoice # 6402253		179.92
201-5970630	Invoice # 6402254		33.73
201-5970630	Invoice # 6402262		46.48
201-5970630	Invoice # 6402261		44.98
201-5970630	Invoice # 6402259		89.96
OCLC, INC.	11316	08/16/11	834.50
Account No.	Description	Amount	
201-5970600	Invoice # 0000112943	270.00	
201-5970600	Invoice 3 0000112889	564.50	
OFFICE DEPOT	11317	08/16/11	584.26
Account No.	Description	Amount	
201-5970100	Invoice # 569927716001	23.16	
201-5970100	Invoice # 571134246001	471.92	
201-5970100	Invoice # 571062343001	15.92	
201-5970100	Invoice # 570319176001	73.26	
OUTSOURCE SOLUTIONS GROUP	11318	08/16/11	28,140.41
Account No.	Description	Amount	
201-5920110	Invoice # 12695	27,083.33	
201-5960990	Invoice # 10560	280.00	
201-5960990	Invoice # 12696	280.00	
201-5960990	Invoice # 12594	497.08	

All Checkbooks  
July 2011Des Plaines Public Library  
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
P.J. KENEDY & SONS	11319	08/16/11	356.60
<b>Account No.</b> 201-5970600		<b>Description</b> Invoice # 1040331	<b>Amount</b> 356.60
PADDOCK PUBLICATIONS, INC.	11320	08/16/11	1,055.15
<b>Account No.</b> 201-5970620		<b>Description</b> 7/17/11 to 9/3/11	<b>Amount</b> 125.95
<b>Account No.</b> 201-5970620		<b>Description</b> 7/19/11 to 7/16/12	<b>Amount</b> 929.20
PITNEY BOWES	11321	08/16/11	164.00
<b>Account No.</b> 201-5930210		<b>Description</b> Invoice # 9954034-JY11	<b>Amount</b> 164.00
PRESTIGE DISTRIBUTION, INC.	11322	08/16/11	552.65
<b>Account No.</b> 201-5970170		<b>Description</b> Invoice # 4317	<b>Amount</b> 552.65
PURCHASE POWER	11323	08/16/11	1,046.49
<b>Account No.</b> 201-5970260		<b>Description</b> Invoice date 7/11/11	<b>Amount</b> 1,046.49
RANDOM HOUSE INCORPORATED	11324	08/16/11	78.00
<b>Account No.</b> 201-5970610		<b>Description</b> Invoice # 1081799125	<b>Amount</b> 78.00
ROTARY CLUB OF DES PLAINES	11325	08/16/11	240.00
<b>Account No.</b> 201-5990900		<b>Description</b> Invoice # 3031	<b>Amount</b> 240.00
SAGE PUBLICATIONS, INC.	11326	08/16/11	176.41
<b>Account No.</b> 201-5970600		<b>Description</b> Invoice # 20865023	<b>Amount</b> 176.41
SALEM PRESS	11327	08/16/11	1,020.00
<b>Account No.</b> 201-5970600		<b>Description</b> Invoice # 0393951-IN	<b>Amount</b> 1,020.00
SHEET MUSIC PLUS	11328	08/16/11	361.39
<b>Account No.</b> 201-5970600		<b>Description</b> Invoice # 9786	<b>Amount</b> 361.39
SOMETHING FISHY INC	11329	08/16/11	19.49
<b>Account No.</b> 201-5960990		<b>Description</b> Invoice # 0132	<b>Amount</b> 19.49
TERRA BROCKMAN	11330	08/16/11	300.00
<b>Account No.</b> 201-5960210		<b>Description</b> Program on 8/27/11	<b>Amount</b> 300.00
VAHE GHAZARIAN	11331	08/16/11	85.00
<b>Account No.</b> 201-5960990		<b>Description</b> Invoice # 459484	<b>Amount</b> 85.00
WASTE MANAGEMENT	11332	08/16/11	407.65
<b>Account No.</b> 201-5930490		<b>Description</b> Invoice # 2394289-2008-0	<b>Amount</b> 407.65
WASTE MANAGEMENT	11333	08/16/11	156.62
<b>Account No.</b> 201-5930490		<b>Description</b> Invoice # 4405289-2008-3	<b>Amount</b> 156.62
YES! MAGAZINE	11334	08/16/11	15.00



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

Vendor Name	Chk. No.	Check Date	Amount
Account No. 201-5970620	Description 1 Year Subscription	Amount 15.00	
		Subtotal	<u>210,879.96</u>
		TOTAL	<u>206,122.46</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	\$ 4,018,813	\$ 3,541,182	\$ 3,148,827	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Revenue (M-T-D)</b>												
Property Taxes	727,523	90,460	348,474	2,111,326	110,937	30,415	12,971	-	-	-	-	-
Other Revenue	15,869	12,965	16,036	12,322	32,461	32,332	14,545	-	-	-	-	-
	743,392	103,424	364,510	2,123,648	143,399	62,747	27,516	-	-	-	-	-
<b>Expenses (M-T-D)</b>												
Payroll & Benefits	291,418	282,505	287,530	288,418	279,068	412,507	265,281	-	-	-	-	-
Other Expense	301,982	197,122	142,629	147,985	168,412	134,357	164,611	-	-	-	-	-
Change in A/P & AJE's	(216,979)	(6,852)	(670,191)	8,527	20,783	(6,486)	(10,020)	-	-	-	-	-
	376,422	472,775	(240,032)	444,930	468,264	540,378	419,872	0	0	0	0	0
<b>Net Increase/(Decrease)</b>	366,971	(369,350)	604,543	1,678,718	(324,865)	(477,630)	(392,356)	0	0	0	0	0

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

### **Personnel Highlights**

#### New Employees

Mary Bartusiak, Part-time Circulation Services Clerk, 07/11/2011

#### Resignations

Jacob Post, Part-time Reference Assistant, 07/10/2011

### **Patron Services Highlights**

#### Circulation

We circulated 99,608 items in July. That's down 6% from July of 2010. The circulation reports were incomplete because CCS was unable to provide complete statistics for this July due to power outages.

#### E-books

In July there were 554 checkouts, that's up 30% from June. 312 were e-books and 229 e-audiobooks. There were also 162 unique patrons, 70 of whom are new.

#### Card Registration

57.1% of the population of Des Plaines, or 33,356 people, hold library cards.

#### Hits on Web site

We had 44,208 hits on our web site in July.

#### Searches on Online Reference Products

12,495 searches were performed in July.

#### Wireless Usage

4,918 individual devices connected to our wireless network in July that's up 65% from July of 2010.

### **Other**

Summer Reading Club ended on July 31<sup>st</sup>. We've had a fantastic response from the public this year. On July 12<sup>th</sup> we had over 300 people attend the "Harry Potter Party", celebrating the release of the final Harry Potter film.

We made \$120 on our Potbelly Fundraiser. The fundraiser worked like this: Anyone who went to Potbelly and bought food on June 4<sup>th</sup> between the hours of 4 pm and 7 pm, Potbelly gave the library 10% of all sales.

And the final numbers are in for kids, teens and adults that participated in SRC 2011(Summer Reading Club)

2,091 kids

400 teens  
613 adults

If you have an opportunity please thank and patronize the following local businesses and organizations that donated prizes that helped make this year's Summer Reading Club such a great success.

- The Friends of the Des Plaines Public Library
- Millennium Bank
- Buona Beef
- Gameworks
- Kane County Cougars
- Mexico Restaurant
- Auntie Anne's Pretzel Perfect
- Pop O Licious, Inc.
- Dunkin' Donuts
- Potbelly Sandwich Works
- Domino's Pizza
- Evolution Marketing

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	Budgeted Year Totals
<b>Balance Sheet</b>													
Cash Beginning of Month	\$ 2,062,798	\$ 2,429,769	\$ 2,060,419	\$ 2,664,961	\$ 4,343,679	\$ 4,018,814	\$ 3,541,183	\$ 3,148,828	\$ 2,692,977	\$ 2,237,126	\$ 1,781,275	\$ 1,160,695	
Restricted cash donations	124,698	124,786	124,916	125,005	125,091	125,255	125,395	125,395	125,395	125,395	125,395	125,395	1,035,300
	1,938,100	2,304,983	1,935,503	2,539,956	4,218,588	3,893,559	3,415,788	3,023,433	2,567,582	2,111,731	1,655,880	1,035,300	
<b>Revenue (M-T-D)</b>													
Property Taxes	727,523	90,460	348,474	2,111,326	110,937	30,415	12,971	42,642	42,642	42,642	42,642	42,642	\$ 3,432,106
Other Revenue	15,869	12,965	16,036	12,322	32,461	32,332	14,546	-42,642	42,642	42,642	42,642	42,642	349,738
Total Revenue	743,392	103,425	364,510	2,123,648	143,398	62,747	27,517	-42,642	42,642	42,642	42,642	42,642	3,781,844
<b>Expenses</b>													
Payroll & Benefits	291,418	282,505	287,530	288,418	279,068	412,507	265,281	323,396	323,396	323,396	488,125	323,396	3,888,436
Commodities	100,713	70,732	83,251	64,479	91,413	59,098	65,673	93,369	93,369	93,369	93,369	93,370	1,002,205
Capital	10,057	5,360	(8,371)	5,291	4,841	2,519	10,723	5,369	5,369	5,369	5,369	5,369	57,265
Contracts	191,212	116,125	32,664	78,031	71,749	72,536	85,623	76,359	76,359	76,359	76,359	76,361	1,029,737
Other		4,905	35,085	184	409	204	1,940	652					40,642
Adjustments	(216,979)	(6,852)	(670,191)	8,527	20,783	(6,486)	(10,020)	498,493	498,493	498,493	663,222	498,496	5,139,804
Total Expenses	376,421	472,775	(240,032)	444,930	468,263	540,378	419,872	498,493	498,493	498,493	663,222	498,496	5,139,804
Net Increase/(Decrease)	366,971	(369,350)	604,542	1,678,718	(32,486)	(477,631)	(392,355)	(455,851)	(455,851)	(455,851)	(620,580)	(455,857)	
Cash End of Month	2,429,769	2,060,419	2,664,961	4,343,679	4,018,814	3,541,183	3,148,828	2,692,977	2,237,126	1,781,275	1,160,695	704,838	
Cash End of Month less restricted cash donations	2,305,071	1,935,633	2,540,045	4,218,674	3,893,723	3,415,928	3,023,433	2,567,582	2,111,731	1,655,880	1,035,300	579,443	

# 2011

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
<b>3M - Service Agreement for self checks, security gates, checkout stations</b>								\$16,956.00 Annual
	3/15/2011	10905	201-5930010		\$16,956.00		\$16,956.00	
	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	
	8/16/2011	11276	201-5980420	399.57			\$399.57	
				\$20,386.90	\$16,956.00	\$37,342.90	\$37,342.90	
<b>AUTOMATED LOGIC - Maintenance Agreement for HVAC software and hardware controls</b>								\$9,960.00 Annual
	2/15/2011	10845	201-5930020		\$2,490.00		\$2,490.00	\$2,490.00 Quarterly
	5/18/2011	11056	201-5930020		\$2,490.00		\$2,490.00	
	8/16/2011	11281	201-5930020		\$2,490.00		\$2,490.00	
				\$0.00	\$7,470.00	\$7,470.00	\$7,470.00	
<b>AWE - Service Agreement for Early Learning Literacy Stations</b>								\$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	
<b>BANC OF AMERICA LEASING - Lease for Copy Machines</b>								\$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	
	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	
	7/19/2011	11206	201-5930210		\$2,005.00		\$2,005.00	
	8/16/2011	11282	201-5930210		\$2,005.00		\$2,005.00	
				\$0.00	\$14,035.00	\$14,035.00	\$14,035.00	
<b>BUSINESS MACHINE AGENTS INC - Service Agreement for Kyocera printers. Includes toner.</b>								.006 per print B/W
	2/15/2011	10581	201-5930010		\$491.07		\$491.07	
	3/15/2011	10931	201-5930010		\$670.45		\$670.45	.06 per print Color
	4/20/2011	10985	201-5930010		\$670.45			

# 2011

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	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	

**CHICAGO OFFICE TECHNOLOGY GROUP - Service Agreement for copy machines and Kyocera printers. Includes toner.**

6/21/2011	11135	201-5930010		\$287.29				.007 per print B/W (copiers)
6/21/2011	11135	201-5930010		\$1,797.03				.07 per print Color
6/21/2011	11135	201-5930010		\$776.31			\$2,860.63	\$264.00 Monthly (printers)
7/19/2011	11212	201-5930010		\$63.06				.0085 per print B/W
7/19/2011	11212	201-5930010		\$2.93				.085 per print Color
7/19/2011	11212	201-5930010		\$13.78				
7/19/2011	11212	201-5930010		\$188.27				
7/19/2011	11212	201-5930010		\$74.61			\$342.65	
8/16/2011	11286	201-5930010		\$0.92				
8/16/2011	11286	201-5930010		\$6.31				
8/16/2011	11286	201-5930010		\$116.66				
8/16/2011	11286	201-5930010		\$475.94				
8/16/2011	11286	201-5930010		\$1,070.07			\$1,669.90	
					\$4,873.18	\$4,873.18	\$4,873.18	

**COMPLETE CLEANING COMPANY INC.**

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		\$7,321.00			\$7,321.00	
6/21/2011	11138	201-5930320	\$385.00					
6/21/2011	11138	201-5930320		\$7,321.00			\$7,706.00	
7/19/2011	11219	201-5930320		\$7,321.00			\$7,321.00	
			\$385.00	\$43,824.00	\$44,209.00	\$44,209.00	\$44,209.00	

**CRYSTAL MANAGEMENT & MAINTENANCE SERVICES-Cleaning service**

8/16/2011	11291	201-5930320		\$3,340.00				\$40,080.00 Annual
8/16/2011	11291	201-5930320	\$198.00					\$3,340.00 Monthly
8/16/2011	11291	201-5930320		\$3,340.00				
8/16/2011	11291	201-5930320	\$150.00				\$7,028.00	
			\$348.00	\$6,680.00	\$7,028.00	\$7,028.00	\$7,028.00	

**D & B POWER ASSOCIATES - Extended warranty for UPS in 4th floor server room**

\$2,696.00 Annual

# 2011

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	4/20/2011	10995	201-5930010		\$2,696.00		\$2,696.00	
					\$2,696.00	\$2,696.00	\$2,696.00	
<b>FIRST SECURITY SYSTEMS, INC. - Maintenance Agreement for the Fire Alarm System</b>								\$1,664.00 Annual
				\$0.00	\$0.00	\$0.00	\$0.00	
<b>IMAGING OFFICE SYSTEMS, INC. - Service Agreement for Microfilm Reader/Printers</b>								\$1,495.47 Annual
	4/20/2011	11007	201-5930010		\$1,495.47		\$1,495.47	
				\$0.00	\$1,495.47	\$1,495.47	\$1,495.47	
<b>INTERIOR TROPICAL GARDENS INC. - Plant Service</b>								\$1,020.00 Annual
	3/15/2011	10937	201-5960990		\$85.00		\$85.00	
	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		\$85.00		\$85.00	
	7/19/2011	11237	201-5960990		\$85.00		\$85.00	
	8/16/2011	11305	201-5960990		\$85.00		\$85.00	
				\$0.00	\$510.00	\$510.00	\$510.00	
<b>LAUTERBACH &amp; AMEN, LLP. - Accounting Services</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	
	7/19/2011	11242	201-5920110		\$1,390.00			
	7/19/2011	11242	201-5920110		\$1,390.00		\$2,780.00	
	8/16/2011	11309	201-5920110		\$1,390.00		\$1,390.00	
				\$0.00	\$11,865.00	\$11,865.00	\$11,865.00	
<b>LYNGSOE SYSTEMS - Maintenance Agreement for RFID materials handler</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 - Maintenance Agreement for HVAC</b>								\$24,650.00 Annual
	2/15/2011	10877	201-5930020	\$368.50			\$368.50	



# 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	10945	201-5930020	\$947.30			\$947.30	
	8/16/2011	11313	201-5930020		\$24,629.00		\$24,629.00	
				\$1,315.80	\$24,629.00	\$25,944.80	\$25,944.80	

**OUTSOURCE SOLUTIONS GROUP - IT Services**

\$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	
	6/21/2011	11175	201-5920110		\$27,083.33			
	6/21/2011	11175	201-5960990	\$485.43			\$27,568.76	
	7/19/2011	11250	201-5960990	\$280.00				
	7/19/2011	11250	201-5960990	\$280.00				
	7/19/2011	11250	201-5960990	\$489.83				
	7/19/2011	11250	201-5930010	\$2,495.00				
	7/19/2011	11250	201-5920110		\$27,083.33		\$30,628.16	
	8/16/2011	11318	201-5960990	\$280.00				
	8/16/2011	11318	201-5960990	\$280.00				
	8/16/2011	11318	201-5920110		\$27,083.33		\$28,140.41	
				\$11,393.39	\$243,749.97	\$255,143.36	\$255,640.44	

**PITNEY BOWES - Postage Machine**

\$1,968.00 Annual

	2/15/2011	10889	201-5930210		\$164.00		\$164.00	
	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	

# 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	11180	201-5930210		\$164.00		\$164.00	
	7/19/2011	11253	201-5930210		\$164.00		\$164.00	
	8/19/2011	11321	201-5930210		\$164.00		\$164.00	
				\$0.00	\$1,148.00	\$1,148.00	\$1,148.00	
<b>PRO DATA - Payroll Services</b>								
	1/24/2011		201-5920110		\$773.50		\$773.50	
	2/7/2011		201-5920110		\$343.90		\$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		\$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	
	6/27/2011		201-5920110		\$337.70		\$675.90	
	7/11/2011		201-5920110		\$334.05		\$334.05	
	8/16/2011		201-5920110		\$336.45		\$336.45	
				\$0.00	\$4,114.21	\$4,114.21	\$4,114.21	
<b>REDHAWK SECURITY SYSTEMS - Monitoring company for the Building Alarm System</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
	7/19/2011	11214	201-5960990		\$76.32		\$76.32	
					\$152.64	\$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
	7/19/2011	11260	201-5930020	\$795.00			\$795.00	
				\$795.00	\$6,859.80	\$7,654.80	\$7,654.80	
<b>SOMETHING FISHY - Aquarium Services</b>								
	3/15/2011	10965	201-5960990	\$90.94			\$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	
	7/19/2011	11261	201-5960990	\$66.97			\$66.97	
	8/16/2011	11329	201-5960990	\$19.49			\$19.49	
				\$339.39	\$1,440.00	\$1,779.39	\$1,779.39	

# 2011

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. - Service agreement for public printing and computer reservation system</b>								\$6,065.00 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. - Collection Agency</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		\$11.78		\$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	

**WASTE MANAGEMENT - Garbage Collection Services**

\$4,004.76 Annual  
\$333.73 Monthly

	2/15/2011	10902	201-5930490		\$132.21			
	2/15/2011	10903	201-5930490		\$349.04		\$481.25	
	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	
	7/19/2011	11266	201-5930490		\$398.44			
	7/19/2011	11267	201-5930490		\$153.15		\$551.59	
	8/16/2011	11332	201-5930490		\$407.65			
	8/16/2011	11333	201-5930490		\$156.62		\$564.27	
				\$0.00	\$3,711.08	\$3,711.08	\$3,711.08	

\$494,936.65

\$773.50	Jan-11
\$118,413.93	Feb-11
\$98,320.59	Mar-11
\$51,903.18	Apr-11
\$57,890.00	May-11
\$54,138.02	Jun-11
\$45,149.74	Jul-11
\$68,921.09	Aug-11
\$426,588.96	

# Des Plaines Public Library - July 2011 Board Report

<b>CIRCULATION</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	Jul 2011		YTD 2011	
	Youth Services	37,612	Youth Services	255,632
	Adult Services	61,996	Adult Services	433,889
	<b>TOTAL</b>	<b>99,608</b>	<b>TOTAL</b>	<b>689,521</b>
	Jul 2010		YTD 2010	
	Youth Services	40,247	Youth Services	267,817
	Adult Services	66,310	Adult Services	467,339
	<b>TOTAL</b>	<b>106,557</b>	<b>TOTAL</b>	<b>735,156</b>
	<b>% Change</b>	<b>-6.52%</b>	<b>% Change</b>	<b>-6.21%</b>
<b>SELF CHECK</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	Jul 2011	62,912	YTD 2011	456,198
	Jul 2010	76,808	YTD 2010	488,774
	<b>% Change</b>	<b>-18.09%</b>	<b>% Change</b>	<b>-6.66%</b>

<b>CARD REGISTRATION</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
New Resident Cards	Jul 2011	327	YTD 2011	2,148
	Jul 2010	374	YTD 2010	2,257
	<b>% Change</b>	<b>-13%</b>	<b>% Change</b>	<b>-5%</b>
Business Cards	Jul 2011	2	YTD 2011	13
	Jul 2010	3	YTD 2010	27
	<b>% Change</b>	<b>-71%</b>	<b>% Change</b>	<b>-52%</b>
Total Card Ownership			YTD 2011	33,356
			YTD 2010	32,680
			<b>% Population 2011</b>	<b>57.1%</b>
			<b>% Population 2010</b>	<b>57.2%</b>

<b>PATRON ATTENDANCE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	Jul 2011	54,814	YTD 2011	356,392
	Jul 2010	48,800	YTD 2010	344,806
	<b>% Change</b>	<b>12%</b>	<b>% Change</b>	<b>3%</b>

<b>MEETING ROOM USE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
Library Sponsored Prog	38	1,964	YTD	15,103
Outside Groups	57	1,814	YTD	10,505
Internal Meetings	10	104	YTD	1,030
<b>TOTAL</b>	<b>105</b>	<b>3,882</b>	<b>TOTAL</b>	<b>26,638</b>

<b>OUTREACH</b>				
	<b>THIS MONTH</b>	<b>Attendance</b>	<b>YEAR TO DATE</b>	
Adult Services	19	192	YTD	1,441
Youth Services	1	65	YTD	5,291
<b>TOTAL</b>	<b>20</b>	<b>257</b>	<b>TOTAL</b>	<b>6,732</b>

<b>COMPUTER / TECHNOLOGY USE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
<b>Hits on Website</b>	Jul 2011		YTD 2011	
	From Internal IP's	4,871	From Internal IP's	39,578
	From External IP's	44,208	From External IP's	291,262
	Absolutely Unique Visitors	25,573		
	<b>TOTAL</b>	<b>49,079</b>	<b>TOTAL</b>	<b>330,840</b>
<b>Hits on PlainTalk</b>	Jul 2011	593	YTD 2011	5,017
	Jul 2010	625	YTD 2010	7,922
	<b>% Change</b>	<b>-5%</b>	<b>% Change</b>	<b>-37%</b>
<b>Hits on Positively Ellinwood Street</b>	Jul 2011	1320	YTD 2011	7,691
	Jul 2010	870	YTD 2010	5,893
	<b>% Change</b>	<b>52%</b>	<b>% Change</b>	<b>31%</b>

<b>Computer Use</b>	<b>Adult Services</b>		<b>YEAR TO DATE</b>		
	Jul 2011	7,981	YTD 2011	55,275	
	Jul 2010	8,911	YTD 2010	62,381	
	<b>% Change</b>	<b>-10.44%</b>	<b>% Change</b>	<b>-11.39%</b>	
	<b>Youth Services</b>	Jul 2011	1,488	YTD 2011	8,045
		Jul 2010	1,617	YTD 2010	10,108
		<b>% Change</b>	<b>-7.98%</b>	<b>% Change</b>	<b>-20.41%</b>
<b>Average Online Reference Products Searches &amp; Queries</b>	Jul 2011	12,495	YTD 2011	106,468	
	Jul 2010	12,935	YTD 2010	79,198	
			<b>% Change</b>	<b>34.43%</b>	



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

- Progress Report
- Response Requested by \_\_\_\_\_
- Board Action Required 07/19/2011

BOARD OF TRUSTEES  
Minutes of the Management Committee Meeting  
July 19, 2011

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

Call to Order: 3:00 p.m. by Myrtle Klebe.

MOTION by Myrtle Klebe, seconded John Robinson, by to accept the agenda, as presented. VOTE: Ayes: All. NAYS: None. MOTION CARRIED.

The Committee reviewed the following job descriptions:

- Readers' Services Supervisor
- Assistant Director
- Circulation Services Clerk
- Page II
- Circulation Services Assistant
- Part-time Circulation Services Assistant
- Part-time Reference Librarian

MOTION by John Robinson, seconded by Myrtle Klebe, to make changes to the job descriptions, as presented, for Readers' Services Supervisor, Assistant Director, Circulation Services Clerk, Page II, Circulation Services Assistant, Part-time Circulation Services Assistant, Part-time Reference Librarian, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by John Robinson, seconded by Myrtle Klebe, to adjourn the meeting.

The meeting adjourned at 3:16 p.m.

Minutes prepared by Carol Kidd

## DRAFT

PUBLIC LIBRARY FUNDS

The Library Board of Trustees adopted the 2012 Budget for library operations and capital projects at the \_\_\_\_\_ board meeting of \_\_\_\_\_. The budget will:  
 (Special/Regular) (Date)

- 1) Decrease property tax 5% over the extended amount collected in 2010.
- 2) Increase the fund balance to \$3,158,303.
- 3) Eliminate Mobile Library service.
- 4) Reallocate money to e-resources.

**Library Fund**

	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
Beginning Balance	1,533,655	1,748,944	2,335,477	2,903,055
Revenues	6,667,810	7,099,834	6,883,415	6,742,034
Expenditures	(5,865,988)	(6,333,112)	(6,115,837)	(6,286,786)
Transfers	No transfer made	(200,000)	(200,000)	(200,000)
Ending Balance	2,335,477	2,315,666	2,903,055	3,158,303

**Library Capital Projects Fund**

	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
Beginning Balance	223,383	429,783	152,773	257,676
Revenues	3	2,500	3	0
Expenditures	(70,613)	(48,200)	(95,100)	(99,300)
Transfers	No transfer made	200,000	200,000	200,000
Ending Balance	152,773	584,083	257,676	358,376

**Library Staff**

	2009	2010	2011	2012
Full Time	46	46	38	38
Part Time	76(FTE 29.8)	65(FTE 26.4)	70(FTE 28.5)	66(FTE 26.8)
TOTAL FTEs	75.8	72.4	66.5	64.8



Fund 201		Des Plaines Public Library			
		Revenue - Fund 2110 & 2130			
Account		2010 Actual	2011 Budget	2011 Projected	2012 Proposed
<b>TAXES</b>					
810020	Property Taxes 2003				
810021	Property Taxes 2004				
810022	Property Taxes 2005				
810023	Property Taxes 2006				
810024	Property Taxes 2007	(61,672)			
810025	Property Taxes 2008	271,311			
810026	Property Taxes 2009	6,143,299	250,000	57,081	
810027	Property Taxes 2010		6,499,096	6,499,096	50,000
810028	Property Taxes 2011				6,359,096
<b>TOTAL TAXES</b>		<b>6,352,938</b>	<b>6,749,096</b>	<b>6,556,177</b>	<b>6,409,096</b>
<b>INTERGOVERNMENTAL REVENUE</b>					
810800	Personal Prop Repl Tax	46,494	92,988	92,988	92,988
822040	State Grant: Per Capita	59,949	56,000	56,000	58,000
822095	State Grant: Library				
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>		<b>106,443</b>	<b>148,988</b>	<b>148,988</b>	<b>150,988</b>
<b>FINES &amp; FEES</b>					
850101	Library Fees	5,397	4,300	4,100	4,000
850102	Library Fines	100,091	128,000	71,000	72,000
850103	Library Fines Credit Card	22,021	15,000	36,000	38,000
850201	Copying Fees	27,964	25,000	30,000	30,000
850202	Damaged Materials	717	450	700	700
850203	Lost Materials	7,251	7,000	6,100	7,000
850205	Bags	815	1,000	700	750
850207	Non-Resident Cards	1,576	2,000	850	1,000
<b>TOTAL FINES</b>		<b>165,831</b>	<b>182,750</b>	<b>149,450</b>	<b>153,450</b>
<b>TOTAL TAXES</b>		<b>6,625,211</b>	<b>7,080,834</b>	<b>6,854,615</b>	<b>6,713,534</b>
<b>SPECIAL PROGRAMS &amp; EVENTS</b>					
850215	Special Programs & Events	665	1,000	0	500
<b>TOTAL SPECIAL PROGRAMS &amp; EVENTS</b>		<b>665</b>	<b>1,000</b>	<b>0</b>	<b>500</b>
<b>OTHER REVENUE</b>					
890010	Interest Income	4,167	3,500	2,800	3,000
890050	Sale of Fixed Assets	0	0	0	5,000
899900	Miscellaneous Revenue	31,748	14,000	20,000	18,000
899920	Library Donations	6,020	500	6,000	2,000
<b>TOTAL OTHER REVENUE</b>		<b>41,934</b>	<b>18,000</b>	<b>28,800</b>	<b>28,000</b>
<b>FUND TOTAL</b>		<b>6,667,810</b>	<b>7,099,834</b>	<b>6,883,415</b>	<b>6,742,034</b>

Fund 202		Des Plaines Public Library				
		Revenue - Capital Projects Fund				
		<u>Account</u>	<u>2010 Actual</u>	<u>2011 Budget</u>	<u>2011 Projected</u>	<u>2012 Proposed</u>
<b>OTHER REVENUE</b>						
890010	Interest Income		3	2,500	3	0
899900	Miscellaneous Revenue					
899920	Library Donations					
<b>TOTAL OTHER REVENUE</b>			<b>3</b>	<b>2,500</b>	<b>3</b>	<b>0</b>
<b>OTHER FINANCING SOURCES</b>						
898902	Transfer from Lib Fund			200,000	200,000	200,000
<b>TOTAL OTHER FINANCING SOURCES</b>				<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
<b>FUND TOTAL</b>			<b>3</b>	<b>202,500</b>	<b>200,003</b>	<b>200,000</b>

Fund 201		Des Plaines Public Library					
		Expenditures - Fund 2110 & 2130					
	Account	2010 Actual	2011 Budget	2011 Projected	2012 Proposed	Details	Amount
<b>SALARIES</b>							
910100	Full-time Salaries	2,481,594	2,024,433	2,660,822	2,073,069		
910200	Part-time Salaries	284,402	883,343		781,369		
910400	Non-Supervisory Overtime	443	500		0		
910500	Vacation Pay	105,508	0	55,322			
910600	Sick Pay	51,258	0	24,622			
910700	Holiday Pay	47,018	0	21,036			
910900	Act/Out of Class/Premium	2,692	0		0		
910950	Excess Sick Hrs Pay out	2,899	3,500		0		
910970	Compensated Absences	0	0	0	0		
<b>TOTAL SALARIES</b>		<b>2,975,815</b>	<b>2,911,776</b>	<b>2,761,802</b>	<b>2,854,438</b>		
<b>BENEFITS</b>							
918010	Unemployment Compensation	8,854	31,000	23,700	35,000		
918020	Employer Contr - FICA	221,366	222,599	204,900	214,925		
918021	Employer Contr - JMRF	288,334	308,526	289,903	342,979		
918040	Life Ins Premiums	2,608	3,996	1,180	4,104		
918050	PPO Insurance Premiums	343,282	269,057	280,960	275,713		
918051	HMO Insurance Premiums	105,945	99,504	92,018	99,504		
918055	Dental Insurance Premiums	28,899	23,478	25,022	25,543		
918070	Workers Compensation	13,929	9,500	13,192	13,500		
918085	RHS Plan Payout	5,214	10,000	0	1,500		
<b>TOTAL BENEFITS</b>		<b>1,018,431</b>	<b>977,660</b>	<b>930,875</b>	<b>1,012,768</b>		
<b>CONTRACTUAL SERVICES</b>							
920100	Legal Fees	6,990	10,000	4,000	9,000	Legal Fees	9,000
920105	Costs of Litigation	154	1,000	0	0	Costs of Litigation	0
920110	Professional Services	369,784	365,000	360,000	360,000	IT Management Service	325,000
						Accounting Service	20,000
						Audit	5,000
						Payroll Service	10,000
920120	Communication Services	32,894	33,800	39,100	39,100	McLeod	3,700
						AT&T	6,400
						Call One	6,200
						Level 3	5,600
						Sprint/Nextel	13,000
						Comcast	2,800
						Wide Open West (WOW)	1,400
920140	Integrated Library System	80,669	78,000	78,000	100,250	CCS/Data Processing/OCLC	100,250
920202	Conferences	0	1,000	1,000	3,000		
920204	Training	274	0	40	5,000	Staff Development	4,500
						AED	500
920205	Tuition Reimbursements	0	0	0	0		
920210	In-Service Training	0	500	500	0		
920220	Membership Dues	3,469	1,000	1,340	7,000		
920225	Licensing/Titles	50	0	110	0		
920230	Publication of Notices	971	2,000	600	2,000		
920990	Property/Liab Insurance	18,652	25,000	29,047	30,000		
930010	R & M Equipment	129,488	125,757	200,000	118,100	COTG Printer Support	4,000
						UBS Copier Support	17,000
						Wireline (repair telephone Service)	5,000
						TBS Annual Agreement	6,400
						Evanced Annual Agreement	900
						AWE Annual Agreement	2,350
						SARA Workstation Agreement	250
						Media/Website Workstation	200
						Lyngsoe	24,200
						APC UPS Annual Agreemnt	3,300
						IDS Annual Agreement	11,500
						Reader/Printers Maintenance	1,500
						Laminator Maintenance Contract	300
						Appliance Repair	1,000
						Network Maintenance - Nomadix/Smartnet/Juniper/Proxim	15,500
						3M Equipment (security/checkout/workstations)	23,000
						Smart UPS	200
						Backflow Device Testing	1,500

	Account	2010 Actual	2011 Budget	2011 Projected	2012 Proposed	Details	Amount
930020	R & M Bldgs & Structures	77,735	124,080	128,100	128,100	McQuay	30,000
						Furniture/Carpet/Drapery	28,000
						Cleaning	10,000
						Painting	5,000
						Woodwork Repair/Carpentry	8,800
						Fire Protection Equipment Testing	9,100
						Lighting/Electrical	11,750
						HVAC (Automated Logic) Controls	7,700
						Elevator Maintenance	3,500
						Security Camera Repair	2,500
						Carpeting	1,000
						HVAC Water Treatment	6,000
						Door Maintenance	4,000
						Plumbing Repairs	750
						Meeting Room Partition Maintenance	3,500
930030	R & M Vehicles	6,056	8,250	8,250	3,500	Library Van Maintenance	500
930195	Book Binding & Repair	215	1,000	600	500	Binding Soft Cover and Hard Cover Books & Periodicals	2,000
930210	Rental of Equipment	1,804	27,000	21,000	29,000	Postage Machine	2,000
						Public Scan Station	25,000
930320	Cleaning: Custodial Services	109,266	92,500	76,000	47,700	Contract for Cleaning Library	1,800
						Additional Housekeeping	5,800
						Window/Glass Cleaning	7,200
930490	Refuse Contract	6,159	6,000	7,264	7,200	Waste Hauling	
960040	Employee Physicals	0	250	125	250		
960065	Epay Fees	689	500	310	500		
960070	Mileage	0	500	500	500		
960210	Special Event Programming	0	31,000	31,000	31,250	Youth Services Programming	12,500
						Adult Services Programming	1,500
						Refreshments	4,750
						Community Outreach Activities	2,675
960990	Misc. Contractual SVCS	73,098	95,600	95,000	76,425	Baker & Taylor Title Source	4,000
						Aquarium Service	10,000
						Midwest Tape	22,000
						Baker & Taylor Processing	1,000
						Crimson Multimedia	15,000
						Van Delivery Service	750
						Constant Contact (eNewsletter)	600
						Invicta Services	6,000
						Back-up Disaster Recovery Off-site Storage	4,200
						Server Monitoring	5,200
						Collection Agency Fees	5,000
						Furniture Recovering	
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>918,417</b>	<b>1,029,737</b>	<b>1,081,886</b>	<b>998,375</b>		

	Account	2010 Actual	2011 Budget	2011 Projected	2012 Proposed	Details	Amount
<b>COMMODITIES</b>							
970100	Office Supplies	78,577	107,800	102,000	102,500	Materials Processing	70,000
						Disk Cleaning Supplies	2,000
						Debit Cards	1,000
						Toner	2,500
						Mice/Keyboards	2,500
						Headphones	2,500
						Library Cards	4,000
						Supplies	18,000
970110	Meals (PRSNRS/WRKRS/VOLS)	1,266	2,100	2,000	2,000	Library Hosted Meetings & Public Programs, All Staff	1,500
						Volunteer Party	500
970115	Supplies: Dept./Other	0	0	0	7,000	Public Information Services	3,000
						Building & Security Services	2,000
						IT Services	2,000
970170	Janitorial	20,416	30,900	30,300	30,300	Housekeeping Supplies	20,000
						Lighting	7,800
						HVAC Filters	2,500
970260	Postage and Parcel	16,421	25,000	14,000	15,000	Post Interlibrary Loan, Outgoing Mail, FedEx, Notices	15,000
970270	Printing-Reprod-Binding	1,272	6,000	2,500	4,000	Printing (Public Information)	4,000
970500	Purchase of Water	4240.03	6,000	6,000	6,000	Purchase of Water	6,000
970600	Books	351,627	401,805	401,805	350,000	Books	350,000
970610	Music & Audio Books	49,066	90,200	90,200	74,000	Music/Audio/CD ROMs	74,000
970620	Subscriptions	64,560	69,500	69,500	68,000	Magazines, Newsletters/Microfilm	68,000
970630	DVDs	81,302	111,000	111,000	111,000	DVDs	111,000
970640	Databases	112,455	128,900	128,900	165,000	Databases, Print/Reference	165,000
970650	Downloadable Materials		0	0	33,000	E books/E Audio Books/Music	33,000
970810	Natural Gas	15,696	18,000	26,000	26,000		
970820	Electricity	0	500	0	0		
970840	Diesel	2,201	2,000	2,000	0		
970850	Gasoline	452	500	800	1,000		
970900	Equipment < \$5,000	4,639	2,000	2,000	4,000	3M Pad (Circulation Services)	4,000
<b>TOTAL COMMODITIES</b>		<b>804,189</b>	<b>1,002,205</b>	<b>989,005</b>	<b>998,800</b>		

	Account	2010 Actual	2011 Budget	2011 Projected	2012 Proposed	Details	Amount
<b>CAPITAL EXPENDITURES</b>							
	980300	Improvements	0	0	0		
	980400	Equipment	42,715	0	0		
	980410	Computer Hardware	1,164	6,500	6,500	11,700	Printer 1,500
						Monitor Replacement	1,000
						External Harddrive	1,000
						Printer Replacement	4,000
						MACs for Teens	3,000
						Phone Replacement Parts	1,200
	980420	Computer Software	20,519	33,465	30,000	61,205	Graphics Software 4,000
						EZAudit	550
						Public Adobe Suite	3,200
						Web Classification	525
						Trend anti-virus	3,300
						Public Web Browser	125
						Web Dewey	525
						Cataloger Desk	700
						Microsoft Annual Licenses	12,500
						Jaws & Magic	680
						Deepfreeze/fortres	3,900
						Website Software	2,000
						Text a Librarian	1,200
						Evanced SRC	3,650
						MacTeen Software	1,000
						Desktop Authority	5,000
						3 Yr Websense Renewal	8,300
						SSL/Ninite	350
						Digitization Software	3,000
						3M CIMS	700
						Exchange Virus Filter	3,000
						Exchange Services	3,000
	980600	Furniture & Fixtures	8,531	17,300	17,300	16,500	Adult Services Fixtures 4,000
						Youth Services Fixtures	2,000
						Circulation Services Fixtures	2,000
						Public Seating Replacement	3,000
						Adult Services	3,000
						Signage	5,500
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>72,929</b>	<b>57,265</b>	<b>53,800</b>	<b>89,405</b>		
<b>Other Funding Activities</b>							
	990900	Per Capita Grant Expenditure	59,949	56,000	56,000	58,000	
	990935	Trans to D/SD: 2002A Bond	6,150	23,469	23,469	0	End with 2011 Budget 23,469
	990940	Trans to Lib Cap Proj FND	0	200,000	200,000	200,000	
	990955	Trans to D/SD: 2003B Bond	0	0	0	0	End with 2008 Budget
	993000	Contingency Reserve	0	75,000	75,000	75,000	
<b>TOTAL OTHER FUNDING ACTIVITIES</b>		<b>66,099</b>	<b>354,469</b>	<b>354,469</b>	<b>333,000</b>		
<b>LIBRARY TOTALS</b>		<b>5,855,880</b>	<b>6,333,112</b>	<b>6,171,837</b>	<b>6,286,786</b>		

FUND 201		Des Plaines Public Library					
2130		EXPENDITURES - IL LIBRARY PER CAPITA GRANT					
	Account	2010 Actual	2011 Budget	2011 Projected	2012 Proposed	Details	Amount
Contractual Services							
920202	Conferences	1,546	5,000	5000			
920204	Training	1,203	0				
920210	In-Service Training	3,367	0				
920220	Membership Dues	1,656					
960070	Travel Expenses	593	5,000	5000			
960210	Special Event Prog	19,141	0				
960990	Misc Contractual Svcs	7,153	30,000	22000	15,000	Local History Digitization	15,000
<b>TOTAL CONTRACTUAL</b>		<b>34,659</b>	<b>40,000</b>	<b>32,000</b>	<b>15,000</b>		
Commodities							
970260	Postage and Parcel		0				
970270	Printing-Reprod-Binding	0	0				
<b>TOTAL COMMODITIES</b>		<b>0</b>	<b>0</b>				
CAPITAL EXPENDITURES							
980400	Equipment	25,290	16,000	24000			
990990	Vehicles				43,000	New Library Van	
<b>TOTAL CAPITAL</b>		<b>25,290</b>	<b>16,000</b>	<b>24,000</b>	<b>43,000</b>		
<b>PER CAPITA TOTALS</b>	<b>DIVISION TOTALS</b>	<b>59,949</b>	<b>56,000</b>	<b>56,000</b>	<b>58,000</b>		

Fund 202		Des Plaines Public Library					
		Expenditures - Capital Projects Fund					
	Account	2010 Actual	2011 Budget	2011 Projected	2012 Proposed	Details	Amount
<b>CONTRACTUAL SERVICES</b>							
920110	Professional Services			0			
960990	Misc Contractual Svcs			0			
<b>TOTAL CONTRACTUAL SERVICES</b>				0			
<b>CAPITAL EXPENDITURES</b>							
980300	Improvements			0	35,000	Countertop Replacment HVAC Upgrade	25,000 10,000
980400	Equipment	38,047			11,000	Cisco Routers	11,000
980410	Computer Hardware	32,566	48,200	48,200	53,300	(44) Computers AWE Workstations	47,000 6,300
980420	Computer Software		0		0		
980600	Furniture & Fixtures						
<b>TOTAL CAPITAL EXPENDITURES</b>		70,613	48,200	48,200	99,300		
<b>DIVISION TOTALS</b>		70,613	48,200	48,200	99,300		



From recent experience it is clear that outsourcing presents public libraries challenges with no simple solutions. It is also clear that public library outsourcing will not diminish in future importance.

**Public Library Outsourcing Checklist**

Issues & Questions	Yes	No
<b>Fundamental Issues</b>		
Is the activity core to the library's mission?		
Is the activity considered for outsourcing "inherently governmental" and therefore not appropriate for outsourcing?		
<b>Legal Issues</b>		
Have all applicable local and state general laws and regulations been adequately addressed?		
Have all applicable contracting and procurement regulations been adequately addressed?		
Have all current collective bargaining contracts and related issues been adequately addressed?		
Does the administrative entity considering the proposed outsourcing have the authority to make the decision and enter into a contract?		
<b>Economic &amp; Quality of Service Issues</b>		
Will improved efficiencies result?		
Will cost savings result?		
Are provisions in place to monitor and verify that anticipated cost savings actually result?		
Will more timely completion of activities result?		
Will specialized skills or technical expertise be obtained that are not currently available?		
Will the activities and processes that the library continues to conduct be improved through more efficient and effective completion of the contracted activities?		
Will improved service to the public result?		
<b>Policy Issues</b>		
Will library governing board responsibilities be affected?		
Will library advisory board responsibilities be affected?		
Will the outsourcing contract allow the agency to respond to changing situations?		
Will the library's free library service policy or statutory requirements be affected?		

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<b>Political Issues</b>	<b>Yes</b>	<b>No</b>
Have library governing and advisory boards been involved in the planning and decision making?		
Do the library governing and advisory boards support the outsourcing decision?		
Are outsourcing decisions being driven by external political influences?		
Has the local community been involved in the outsourcing decision making process?		
Is the community comfortable with the proposed outsourcing.		
<b>Organizational &amp; Staff Considerations</b>		
Have organizational issues resulting from the proposed outsourcing been adequately considered?		
Will organizational restructuring be required?		
Will staff be replaced or transferred to the employment of the contractor?		
Have library staff been informed of the proposed outsourcing of activities?		
Have library staff had the opportunity to participate in the planning and decision making process?		
Do library staff support the proposed outsourcing of activities?		
<b>Administrative Issues</b>		
Will library administration be responsible for monitoring contractor performance?		
Have adequate provisions been made to administer the outsourcing contract?		
<b>Contract Considerations</b>		
Are the contract specifications for the activity proposed for outsourcing sufficiently clear and appropriate?		
Are the scope and scale of the contract specifications for the activity proposed for outsourcing clear and appropriate?		
Does the proposed contract include specific provisions to adequately insure sufficient quality of service and performance?		
Does the proposed contract provide adequate provisions for monitoring contractor's performance and correcting contractor's failure to meet performance requirements?		
Does the proposed contract provide a reasonable process for terminating the contract for cause?		
Do contract renewal provisions provide the agency with a realistic option to seek a new vendor or bring the activity		

1809

	YES	No
back in house?		
Is the agency prepared to reassume responsibility for the contracted functions or activities should the contractor fail to meet the performance terms of the contract?		
Does the contract provide sufficient protection from contractor low-balling, i.e. offering a low initial year price to get the contract then increase the price when the agency no longer has the capacity to bring the activity back in-house?		

1819

W. A. W. W.

JULY



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 July Agenda Items

DATE: July 15, 2011

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I'm enclosing information to help you prepare for the discussion at our meeting on July 19. Please call me at 847-376-2801 or send me an email at [hsorensen@dppl.org](mailto:hsorensen@dppl.org) if you have any questions.

#### VIII. New Business

- A. Approve Payment of Vendor Checks Report - \$171,346.22. [Action Item]**
- B & C. Management Committee Report & Approve Job Descriptions. [Action Item]**  
The Management Committee will meet before the regular board meeting to review changes to several job descriptions. You will be asked to vote on revisions to these job descriptions.
- D. Approaches to Ensure Continuity of Services to Former Mobile Library Patrons.**  
Mobile Library service will cease December 2011. We will be discussing ways to ensure former Mobile Library patrons continue to have library service.
- E. Strategic Goals. [Action Item]**  
The 2011 – 2013 Strategic Plan is attached for your review. We will discuss the revised plan at our meeting.

## 2011-2013 Strategic Plan

### Goal #1 Community Networking

**The Des Plaines Public Library will partner with local organizations to share resources and costs to maximize the benefits of those resources to the community.**

#### Objectives

1. Promote local history by collaborating with the History Center on three digitization projects.
2. Partner with community organizations to develop programs and services for children and their families and caregivers.
3. Partner with the Des Plaines Park District to create summer teen programs.
4. Work closely with the Friends to assist them in developing methods to raise money for the library.
5. Partner with Chamber of Commerce businesses to create programs about personal financial skills.

### Goal #2 Lifelong Learning

**The Des Plaines community will have the library collections, programs, services and spaces they need to learn throughout their lives.**

#### Objectives

1. Develop surveys and other data collection tools to identify core constituencies, leading areas of interest and needs not currently being addressed by the library.
2. Identify and promote both quiet and collaborative areas in the building.
3. Provide early literacy storytime programs for young children and their families.
4. Reorganize collections to make them more accessible and effective. Make specific collections available to the public using advanced technologies.
5. Create specialized career and job-hunting workshops. Expand Work Center information.



Des Plaines  
Public Library

1501 Ellinwood Street  
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847-827-5551 phone  
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**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, JULY 19, 2011**

**4:00 PM\***

**Conference Room – Second Floor**

**Agenda:**

- **Strategic Goals**
- **Election of Officers for 2011 – 2012**
- **Installation of Trustees**

**\*Note: Special Time**

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



DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting  
July 19, 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 – June 21, 2011.
  - B. Acceptance of Financial Reports for June 2011.
  - C. Acceptance of Reports.
    1. Director's Report – Holly Richards Sorensen.



- VIII. New Business.
- A. Approve Payment of Vendor Checks Report - \$171,346.22. [Action Item]
  - B. Management Committee Report, July 19, 2011 – Myrtle Klebe. [Action Item]
  - C. Approve Job Descriptions. [Action Item]
  - D. Approaches to Ensure Continuity of Services to Former Mobile Library Patrons.
  - E. Strategic Goals. [Action Item]
- IX. Announcements.
- X. Correspondence.
- XI. Other
- XII. Nominating Committee. [Action Item]
- A. Election of Officers.
  - B. Oath of Office.
- XIII. Adjournment.

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



BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
June 21, 2011

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, June 21, 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, George Magerl, Steven Mokry, Susan Moylan Krey.

Absent: John Robinson, Jeff Rozovics, Jennifer Tsalapatani.

Also present: Holly Richards Sorensen, Roberta Johnson, Carol Kidd, Heather Imhoff, Susan Farid, Stephanie Spetter, Cheryl Gladfelter, Jennifer Delgado, Steve Antonoff, Alderman Dick Sayad.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

MOTION by Myrtle Klebe, seconded Eugene Fregetto, 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 entered the meeting at 7:29 p.m. He did not give a report.

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## CONSENT AGENDA

MOTION by Gene Fregetto, seconded by Myrtle Klebe, to approve the Consent Agenda, as modified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Gene Fregetto, seconded by Dion Kendrick, to remove A. Approval of the Minutes of the Regular Board Meeting – May 17, 2011 and D. Acceptance of Reports. 1. Director's Report – Holly Richards Sorensen. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Mokry asked that the May 17, 2011 minutes be revised as follows: Trustee Mokry stated that after reviewing the personnel policy he thought that some benefits to library employees seemed excessive, including the 37.5 hour work week, when the industry standard is 40 hours, 12 sick days, 2 personal days and 1 floating holiday.

Trustee Moylan Krey asked that the May 17, 2011 minutes be revised as follows: Library Director Holly Sorensen stated that she had two inquires, one from a local organization and one from an individual, offering financial assistance to continue mobile library service, but there was no promise of money.

MOTION by Steve Mokry, seconded by Eugene Kendrick, to approve the minutes of the Regular Board Meeting for May 17, 2011, as amended. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Dion Kendrick talked about the changes in May to the 2011 Cash Budget Projection. Trustee Kendrick stated that there was no property tax revenue in May and that if property tax revenue is not received in November and December there will be a shortfall. Director Sorensen responded that property tax revenue is expected to be received this year in November and December.

MOTION by Dion Kendrick, seconded by Eugene Fregetto, to approve the comments made by Dion Kendrick regarding the Cash Flow Summary report for May 2011. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

STAFF PRESENTATION, RELAY FOR LIFE – Cheryl Gladfelter.

Cheryl Gladfelter, Youth Services Assistant, and Captain of the Relay for Life team for the Des Plaines Public Library, invited the board to attend the June 24, 2011 walk at Maine West High School. This is a library top fundraiser.

## UNFINISHED BUSINESS

Director Sorensen reported that at the December 21, 2010 Board of Trustees meeting, the board directed staff to conduct a comparative salary study that included libraries of similar size within the greater Chicagoland area, including municipal libraries, district libraries, academic libraries and private libraries.

The board discussed the Library Salary Comparison Chart prepared by Acting Assistant Director Roberta Johnson.

MOTION by Susan Moylan Krey, seconded by Dion Kendrick, to approve the 2011 salary schedule with a 1% increase. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

#### NEW BUSINESS

MOTION by Susan Moylan Krey, seconded by Dion Kendrick, to approve the payment of vendor checks in the amount of \$205,380.93, as listed on the vendor checks report of May 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. NAYS: None. MOTION CARRIED.

Trustee Mokry reported that the Building and Grounds Committee met on June 7, 2011

MOTION by Committee, to replace all countertops in public washrooms.

MOTION by Gene Fregetto, seconded by Steve Mokry, to make a substitute motion to replace all countertops in public washrooms and to direct staff to issue a request for information (RFI) for the replacement of countertops. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The board discussed replacing the paper towel holders in the washrooms with hand dryers and Director Sorensen responded that this could be included in the Request for Information (RFI).

Trustee Mokry also reported the committee's recommendation to paint stripes on the pavement in the parking garage that would designate the pedestrian and the suggestion for a long-range plan for beautification of the parking garage.

MOTION by Committee, 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.

The board directed Library Director Sorensen to contact the City Manager to discuss the outside building issues.

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## NOMINATING COMMITTEE

Susan Moylan Krey reported that the Nominating Committee voted to approve the slate of officers, George Magerl, President, Susan Moylan Krey, Vice President, Treasurer, Dion Kendrick and Carol Kidd, Secretary, for 2011 -2012.

Roberta Johnson, Acting Assistant Director, reported that the library's share of the profits from the Do the Dewey fundraiser was \$5,149.00 and that library staff recommendation is not to host this fundraiser in 2012. Johnson reported that the event was not profitable when compared to staff hours spent preparing for the event.

The board discussed other fundraising activities and how to raise money for the library.

MOTION by Eugene Fregetto, seconded by Myrtle Klebe, to direct the finance committee to establish a development plan to raise money. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

APPROVE PAYMENT TO REFERENCE USA - \$13,360.00.

MOTION by Susan Moylan Krey, seconded by Dion Kendrick, to approve payment to Reference USA in the amount of \$13,360.00, which is a budgeted expense and in the best interest of the Des Plaines Public Library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

APPROVAL OF LIBRARY BOARD MEETING DATE.

MOTION by Steve Mokry, seconded by Dion Kendrick, to approve the board meeting dates, as presented. VOTE: AYES: All. NAYS: None.

APPROVAL OF NON-RESIDENT FEE.

MOTION by Susan Moylan Krey, seconded by Dion Kendrick, to approve the non-resident fee in the amount of \$294.00 for the period 07/01/2011 – 06/29/2012. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

RENEW AND ACCEPT BIDS FOR HOUSEKEEPING/JANITORIAL CONTRACT.

Director Sorensen reported that bids for the Janitorial Contract for the Des Plaines Public Library were opened on June 7, 2011. Director Sorensen stated that the bid documents were reviewed by Gary Valente, Head of Building and Security Services, Roberta Johnson, Acting Assistant Director and Carol Kidd, Administrative Assistant, and that references were checked, and the recommendation was to award the contract to Crystal Maintenance Services Corp., Lake Center Plaza, 1699 Wall Street, Suite 504, Mount Prospect, IL 60056 in the amount of \$3,340/month, which was the lowest responsible bidder

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Director Sorensen also reported that she received a letter from the current cleaning company, Complete Cleaning, that questioned how Crystal Maintenance could pay their employees minimum wages based on the requirements of the library for the cleaning company to have four people cleaning four hours each evening. Sorensen contacted the library attorney who stated that the library can approve the lowest responsible bid. Further the Federal and IL minimum wage laws apply to the wages that an employer pays to its employees. The library is not employing people to do janitorial services. The people who are doing those services are employees of the company with which the library proposes to contract. The actual janitorial people are not library employees; therefore neither the Federal nor IL minimum wage law is applicable in connection with the wages that the janitorial service company pays to its employees.

MOTION by Dion Kendrick, seconded by Steve Mokry, to accept the bid from Crystal Maintenance Services Corp., in the amount of \$3,340/month, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Kendrick, Klebe, Moylan Krey, Magerl, Mokry. NAYS: Fregetto. MOTION CARRIED.

#### ANNOUNCEMENTS

Director Sorensen invited the Board to attend the 2011 Annual ALA Virtual Conference on July 13 and 14. The conference will be televised in the second floor conference room and the board was asked to call Carol Kidd if they plan to attend.

President Magerl invited the Board to attend the 2011 ILA Annual Conference for Trustee Day on Thursday, October 20 from 8:00 a.m. – 4:00 p.m. Anyone interested in attending should email Carol Kidd by August 2 to receive the early bird registration rate.

#### EXECUTIVE SESSION

MOTION by Susan Moylan Krey, seconded by Eugene Fregetto, to enter into an Executive Session at 9:17 p.m. to discuss Semi-Annual Review of Executive Session Minutes. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 9:22 p.m. and was called to order by President Magerl.

#### EXECUTIVE SESSION ACTION

MOTION by Committee, to concur with the consensus in Executive Session that the following Executive Session minutes no longer require confidential treatment and are available for public inspection:

- December 19, 1995 – Administrator's Review.
- February 27, 1996 – Mayor Sherwood – Relationship with City Government.
- January 21, 1997 – Administrator's Review.
- August 18, 1998 – Downtown Redevelopment.
- September 8, 1998 – Downtown Redevelopment.
- October 14, 1998 – Downtown Redevelopment.

October 20, 1998 - Downtown Redevelopment.

November 17, 1998 – Sale or Purchase of Real Property, Pending or Probable Litigation.

December 15, 1998 – Purchase or Lease of Real Property, Semi-Annual Review of Executive Session Minutes.

January 19, 1999 – Purchase or Lease of Real Property.

February 16, 1999 – Purchase or Lease of Real Property, Pending or Probable Litigation.

March 16, 1999 – Purchase or Lease of Real Property, Pending or Probable Litigation.

April 20, 1999 – Purchase or Lease of Real Property, Pending or Probable Litigation.

May 6, 1999 – Purchase or Lease of Real Property.

May 18, 1999 – Purchase or Lease of Real Property, Pending or Probable Litigation.

June 1, 1999 – Purchase or Lease of Real Property.

June 15, 1999 – Purchase or Lease of Real Property.

August 9, 1999 - Purchase or Lease of Real Property.

August 17, 1999 - Purchase or Lease of Real Property, Compensation of a Specific Employee.

August 15, 2000 - Purchase or Lease of Real Property.

May 15, 2001 – Administrator's Evaluation.

June 19, 2001 - Purchase or Lease of Real Property, Personnel – Compensation, Litigation – Probable.

February 17, 2004 – To Discuss Compensation of a Specific Employee.

June 7, 2005 – To Discuss Compensation of a Specific Employee.

June 21, 2005 – To Discuss Compensation of a Specific Employee, Semi-Annual Review of Executive Session Minutes.

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

MOTION by Committee, to retain the following minutes:

January 20, 1998 – Appointment, Employment, or Dismissal of Employee.

March 17, 1998 – Appointment, Employment or Dismissal of Employee.

January 18, 2000 – Compensation, Discipline and Performance of Specific Employees, Semi-Annual Review of Minutes.

February 15, 2000 – Compensation, Discipline and Performance of Specific Employees.

September 21, 2004 – To Discuss Compensation of a Specific Employee.

October 19, 2004 - To Discuss Compensation of a Specific Employee.

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

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

Meeting adjourned at 9:30 p.m.

Minutes prepared Carol Kidd.

July 11, 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 June 30, 2011 and the related modified cash basis statements of revenues, expenditures and changes in fund balance for the six 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 June 30, 2011**

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102009 - Cash Payroll #8100292278	<u>40,466.80</u>
	<u>40,466.80</u>
201-1102015 - First Midwest Operating #8100292260	255,922.76
202-1102015 - First Midwest Operating #8100292260	<u>1,896.53</u>
	<u>257,819.29</u>
201-1102028 - Cash Library Donations	<u>22,238.12</u>
	<u>22,238.12</u>
201-1102073 - Cash IL - Epay #151600222104	<u>20,757.79</u>
202-1102076 - IL Funds - Library # 151600221288	<u>3.59</u>
	<u>3.59</u>
201-1102078 - Cash IL - Epay Library	<u>5,568.19</u>
201-1102079 - IL Funds - 151600222591	2,979,929.60
202-1102079 - IL Funds - 151600222591	<u>110,882.50</u>
	<u>3,090,812.10</u>
201-1104006 - Investments - Certificates of Deposit	<u>103,016.56</u>
<b>Total Invested</b>	<u><b>3,541,182.44</b></u>

July 11, 2011

**Des Plaines Public Library**  
**Balance Sheet as of June 30, 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	23,047.70	17,419.10	40,466.80
1102015 - First Midwest Operating #8100292260	443,970.11	(188,047.35)	255,922.76
1102028 - Cash Library Donations	22,161.30	76.82	22,238.12
1102073 - Cash IL - Epay 151600008073	17,785.66	2,972.13	20,757.79
1102078 - Cash IL - Epay Library	5,225.80	342.39	5,568.19
1102079 - IL Funds - 151600222591	3,290,409.95	(310,480.35)	2,979,929.60
1104006 - Investments - Certificates of Deposit	102,929.67	86.89	103,016.56
1118000 - Receivable - Property Taxes	<u>6,434,105.06</u>	<u>0.00</u>	<u>6,434,105.06</u>
	<u>10,340,135.25</u>	<u>(477,630.37)</u>	<u>9,862,504.88</u>
<b><u>Liabilities and Fund Balance</u></b>			
<b><u>Liabilities</u></b>			
2401000 - Accounts Payable	199,445.21	(31,013.50)	168,431.71
2401002 - Payroll Liabilities	11,824.54	37,499.61	49,324.15
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	<u>6,434,105.06</u>	<u>0.00</u>	<u>6,434,105.06</u>
	<u>6,873,363.02</u>	<u>6,486.11</u>	<u>6,879,849.13</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>9,208,841.07</u>	<u>6,486.11</u>	<u>9,215,327.18</u>
<b>Excess Revenues Over Expenses</b>	<u>1,131,294.18</u>	<u>(484,116.48)</u>	<u>647,177.70</u>

July 11, 2011

**Des Plaines Public Library**  
**Balance Sheet as of June 30, 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
	<u>112,782.62</u>	<u>0.00</u>	<u>112,782.62</u>

**Liabilities and Fund Balance**

**Liabilities**

<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
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**Fund Balance**

3730000 - Fund Balance - Unreserved	<u>152,772.91</u>	<u>0.00</u>	<u>152,772.91</u>
<b>Total Liabilities and Fund Balance</b>	<u>152,772.91</u>	<u>0.00</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	<u>182,329.64</u>	<u>0.00</u>	<u>182,329.64</u>
	<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	<u>62,595.01</u>	<u>0.00</u>	<u>62,595.01</u>
	<u>182,329.64</u>	<u>0.00</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>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>

See Accountants' Compilation Report

July 11, 2011

**Des Plaines Public Library**  
**Balance Sheet as of June 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	<u>(413,456.00)</u>	<u>0.00</u>	<u>(413,456.00)</u>
	<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>

July 11, 2011

**Des Plaines Public Library  
Revenue Report  
For the 6 Months Ended June 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	1,355.09	57,081.19	250,000.00	192,918.81	22.83
4810027 - Property Taxes 2010	<u>29,060.27</u>	<u>3,362,055.05</u>	<u>6,499,096.00</u>	<u>3,137,040.95</u>	<u>51.73</u>
	<u>30,415.36</u>	<u>3,419,136.24</u>	<u>6,749,096.00</u>	<u>3,329,959.76</u>	<u>50.66</u>
<b><u>Intergovernmental</u></b>					
4810800 - Personal Property Replacement Tax	17,379.85	34,759.70	92,988.00	58,228.30	37.38
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>34,759.70</u>	<u>148,988.00</u>	<u>114,228.30</u>	<u>23.33</u>
<b><u>Fines &amp; Fees</u></b>					
4850101 - Library Fees	277.99	1,970.87	4,300.00	2,329.13	45.83
4850102 - Library Fines	6,878.42	35,731.22	128,000.00	92,268.78	27.92
4850103 - Library Fines / Credit Card	3,318.36	18,131.84	15,000.00	(3,131.84)	120.88
4850201 - Copying Fee	2,344.44	15,230.73	25,000.00	9,769.27	60.92
4850202 - Damaged Materials	47.94	355.60	450.00	94.40	79.02
4850203 - Lost Materials	579.04	3,080.61	7,000.00	3,919.39	44.01
4850205 - Bags	45.00	346.95	1,000.00	653.05	34.70
4850207 - Non-Res Cards	290.00	435.00	2,000.00	1,565.00	21.75
	<u>13,781.19</u>	<u>75,282.82</u>	<u>182,750.00</u>	<u>107,467.18</u>	<u>41.19</u>
<b><u>Other Revenue</u></b>					
4890010 - Interest Income	205.81	1,376.00	3,500.00	2,124.00	39.31
4890050 - Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00
4899900 - Miscellaneous Revenue	890.13	9,963.95	14,000.00	4,036.05	71.17
4899920 - Library Donations	75.00	601.84	500.00	(101.84)	120.37
	<u>1,170.94</u>	<u>11,941.79</u>	<u>18,000.00</u>	<u>6,058.21</u>	<u>66.34</u>
<b>Total Library Fund</b>	<u><u>62,747.34</u></u>	<u><u>3,541,120.55</u></u>	<u><u>7,099,834.00</u></u>	<u><u>3,558,713.45</u></u>	<u><u>49.88</u></u>

See Accountants' Compilation Report

July 11, 2011

**Des Plaines Public Library  
Revenue Report  
For the 6 Months Ended June 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>					
<b><u>Other Revenue</u></b>					
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>62,747.34</u>	<u>3,541,120.55</u>	<u>7,302,334.00</u>	<u>3,761,213.45</u>	<u>48.49</u>

See Accountants' Compilation Report

July 11, 2011

**Des Plaines Public Library**  
**Expense Report**  
**For the 6 Months Ended June 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	298,779.89	1,330,410.78	2,024,433.00	694,022.22	65.72
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	5,964.35	27,660.59	0.00	(27,660.59)	0.00
5910600 - Sick Pay	2,000.21	12,310.61	0.00	(12,310.61)	0.00
5910700 - Holiday Pay	2,830.44	10,518.23	0.00	(10,518.23)	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>309,574.89</u>	<u>1,380,900.21</u>	<u>2,911,776.00</u>	<u>1,530,875.79</u>	<u>47.42</u>
<b>Benefits</b>					
5918010 - Unemployment Compensation	406.82	7,892.17	31,000.00	23,107.83	25.46
5918020 - Employer Contribution - FICA	22,926.92	102,445.38	222,599.00	120,153.62	46.02
5918021 - Employer Contribution - IMRF	32,305.45	144,951.47	308,526.00	163,574.53	46.98
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	32,066.04	140,451.32	269,057.00	128,605.68	52.20
5918051 - HMO Insurance Premiums	10,790.19	45,108.56	99,504.00	54,395.44	45.33
5918055 - Dental Insurance Premiums	2,886.21	12,510.83	23,478.00	10,967.17	53.29
5918070 - Workers Compensation	1,550.50	6,596.12	9,500.00	2,903.88	69.43
5918085 - RHS Plan Payout	0.00	0.00	10,000.00	10,000.00	0.00
	<u>102,932.13</u>	<u>460,545.85</u>	<u>977,660.00</u>	<u>517,114.15</u>	<u>47.11</u>
<b>Contractual Services</b>					
5920100 - Legal Fees	0.00	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	85,037.35	208,908.39	365,000.00	156,091.61	57.24
5920120 - Communication Services	2,095.14	18,033.49	33,800.00	15,766.51	53.35
5920140 - Data Processing Services	14,022.96	41,283.01	78,000.00	36,716.99	52.93
5920202 - Conferences	75.00	580.00	1,000.00	420.00	58.00
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	230.80	278.05	2,000.00	1,721.95	13.90
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	8,645.33	113,441.84	125,757.00	12,315.16	90.21
5930020 - R&M Buildings & Structures	1,003.00	24,041.87	124,080.00	100,038.13	19.38
5930030 - R&M Vehicles	1,871.72	7,340.36	8,250.00	909.64	88.97
5930195 - Book Binding & Repair	301.80	301.80	1,000.00	698.20	30.18
5930210 - Rental of Equipment	164.00	9,004.00	27,000.00	17,996.00	33.35
5930320 - Cleaning/Custodial Services	7,321.00	52,762.00	92,500.00	39,738.00	57.04
5930490 - Refuse Contract	551.59	3,632.04	6,000.00	2,367.96	60.53
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00

See Accountants' Compilation Report

July 11, 2011

**Des Plaines Public Library**  
**Expense Report**  
**For the 6 Months Ended June 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	4.58	155.15	500.00	344.85	31.03
5960070 - Travel Expense	143.67	224.65	500.00	275.35	44.93
5960210 - Special Event Programming	1,560.63	14,164.81	31,000.00	16,835.19	45.69
5960990 - Misc. Contractual Services	<u>(50,492.85)</u>	<u>31,752.53</u>	<u>95,600.00</u>	<u>63,847.47</u>	<u>33.21</u>
	<u>72,535.72</u>	<u>562,317.58</u>	<u>1,029,737.00</u>	<u>467,419.42</u>	<u>54.61</u>
<b><u>Commodities</u></b>					
5970100 - Office Supplies	2,285.86	39,633.44	107,800.00	68,166.56	36.77
5970110 - Meals	0.00	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	972.69	10,789.84	30,900.00	20,110.16	34.92
5970260 - Postage & Parcel	600.47	6,664.25	25,000.00	18,335.75	26.66
5970270 - Printing -Reproduction-Binding	0.00	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	576.38	2,676.40	6,000.00	3,323.60	44.61
5970600 - Books	41,297.96	216,433.63	401,805.00	185,371.37	53.87
5970610 - Audio Materials	3,388.69	34,384.37	90,200.00	55,815.63	38.12
5970620 - Subscriptions & Books	0.00	3,574.83	69,500.00	65,925.17	5.14
5970630 - Visual Materials	4,524.20	52,438.25	111,000.00	58,561.75	47.24
5970640 - Automated Reference Materials	4,043.16	85,147.01	128,900.00	43,752.99	66.06
5970810 - Natural Gas	1,064.37	13,134.21	18,000.00	4,865.79	72.97
5970820 - Electricity	0.00	0.00	500.00	500.00	0.00
5970840 - Diesel	233.96	1,185.84	2,000.00	814.16	59.29
5970850 - Gasoline	110.48	425.63	500.00	74.37	85.13
5970900 - Equipment < \$5,000	0.00	1,430.95	2,000.00	569.05	71.55
	<u>59,098.22</u>	<u>469,685.96</u>	<u>1,002,205.00</u>	<u>532,519.04</u>	<u>46.87</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	1,008.86	4,634.90	6,500.00	1,865.10	71.31
5980420 - Computer Software	1,210.00	8,145.37	33,465.00	25,319.63	24.34
5980600 - Furniture & Fixtures	300.00	6,915.69	17,300.00	10,384.31	39.98
	<u>2,518.86</u>	<u>19,695.96</u>	<u>57,265.00</u>	<u>37,569.04</u>	<u>34.39</u>
<b><u>Other Funding Activities</u></b>					
5990900 - Per Capita Grant Expenditures	204.00	797.29	56,000.00	55,202.71	1.42
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>204.00</u>	<u>797.29</u>	<u>354,469.00</u>	<u>353,671.71</u>	<u>0.22</u>
<b>Total Library Fund Expenditures</b>	<u>546,863.82</u>	<u>2,893,942.85</u>	<u>6,333,112.00</u>	<u>3,439,169.15</u>	<u>45.70</u>

See Accountants' Compilation Report



July 11, 2011

**Des Plaines Public Library**  
**Expense Report**  
**For the 6 Months Ended June 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>					
<b><u>Contractual Services</u></b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b><u>Capital Expenditures</u></b>					
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>546,863.82</u>	<u>2,933,933.14</u>	<u>6,381,312.00</u>	<u>3,447,378.86</u>	<u>45.98</u>

See Accountants' Compilation Report

Des Plaines Public Library  
Check Register

Check Number	Check Date	Payee	Amount
Checks			
1002	05/26/11	CITY OF DES PLAINES,	-110.00
11200	07/19/11	BANKCARD SERVICES	4,407.69
11201	07/19/11	MIDWEST TAPE	7,873.32
11202	07/19/11	BAKER & TAYLOR	19,046.78
11203	07/19/11	ACCUITY INC	1,947.00
11204	07/19/11	ACCURATE AUTO CLINIC	301.11
11205	07/19/11	ANDERSON LOCK CO LTD	186.09
11206	07/19/11	BANC OF AMERICA LEASING	2,005.00
11207	07/19/11	BRODART COMPANY	725.74
11208	07/19/11	C D W GOVERNMENT INCORPORATED	410.86
11209	07/19/11	CAPSTONE PRESS INCORPORATED	2,179.98
11210	07/19/11	CAROL KIDD	32.93
11211	07/19/11	CENTRAL STATES COACH REPAIRS, INC.	1,570.61
11212	07/19/11	CHICAGO OFFICE TECHNOLOGY GROUP	342.65
11213	07/19/11	CHOICE OFFICE EQUIPMENT & SUPPLIES	598.00
11214	07/19/11	CHUBB SECURITY SYSTEMS, INC.	76.32
11215	07/19/11	CITY OF DES PLAINES	576.38
11216	07/19/11	CITY OF DES PLAINES	50.00
11217	07/19/11	CITY OF DES PLAINES	488.44
11218	07/19/11	CITY OF DES PLAINES	34.25
11219	07/19/11	COMPLETE CLEANING COMPANY INC	7,321.00
11220	07/19/11	COOPERATIVE COMPUTER SERVICES	14,022.96
11221	07/19/11	COOPERATIVE COMPUTER SERVICES	2,077.68
11222	07/19/11	CRIMSON MULTIMEDIA DIST., INC.	152.49
11223	07/19/11	DEMCO EDUCATIONAL CORP	71.39
11224	07/19/11	EDUCATORS PROGRESS SERVICE, INC.	180.80
11225	07/19/11	EVOLUTION MARKETING GROUP INC	72.50
11226	07/19/11	FEDERAL EXPRESS	46.55
11227	07/19/11	FINDAWAY WORLD LLC	184.97
11228	07/19/11	GALE	5,074.87
11229	07/19/11	GARVEY'S OFFICE PRODUTS	51.66
11230	07/19/11	GRAINGER	443.10
11231	07/19/11	GREY HOUSE PUBLISHING	416.05
11232	07/19/11	HI-TECH SURVEILLANCE INC	975.00
11233	07/19/11	HOUCHEM BINDERY	301.80
11234	07/19/11	ILLINOIS LIGHTING, INC.	208.00
11235	07/19/11	INFORMATION TODAY, INC.	572.10
11236	07/19/11	INNOVATION EXPERTS	8,687.00
11237	07/19/11	INTERIOR TROPICAL GARDENS INC	170.00
11238	07/19/11	ITALIAN AMERICANS VETERANS MUSEUM	18.00
11239	07/19/11	JOHN L.	75.24
11240	07/19/11	JOHN LAVALIE	35.50
11241	07/19/11	KASCO PRINTING	280.00
11242	07/19/11	LAUTERBACH & AMEN, LLP.	2,780.00
11243	07/19/11	LIBRARY FURNITURE INTERNTL	300.00
11244	07/19/11	LIMRiCC	36,432.21
11245	07/19/11	MARSHALL CAVENDISH CORPORATION	2,349.25
11246	07/19/11	MASON CREST PUBLISHERS	435.00
11247	07/19/11	MIDWEST SWISS EMBROIDERIES CO.	277.99
11248	07/19/11	MORNINGSTAR INCORPORATED	1,265.00
11249	07/19/11	OFFICE DEPOT	51.52
11250	07/19/11	OUTSOURCE SOLUTIONS GROUP	30,628.16
11251	07/19/11	OVERHEAD DOOR SOLUTIONS, INC.	750.00
11252	07/19/11	OXFORD UNIVERSITY PRESS	148.99
11253	07/19/11	PITNEY BOWES	164.00
11254	07/19/11	PRESTIGE DISTRIBUTION, INC.	343.50
11255	07/19/11	PROQUEST LLC	1,510.00
11256	07/19/11	PURCHASE POWER	569.89
11257	07/19/11	RECORDED BOOKS, LLC	232.18
11258	07/19/11	ROBERT LINDSEY	300.00
11259	07/19/11	SALEM PRESS	127.50

All checkbooks  
June 2011

Des Plaines Public Library  
Check Register

DESPLANSLIB

Check Number	Check Date	Payee	Amount
11260	07/19/11	SCHINDLER ELEVATOR CORPORATION	795.00
11261	07/19/11	SOMETHING FISHY INC	66.97
11262	07/19/11	STEVEN J. GASSMAN	125.00
11263	07/19/11	TELEVEND SERVICES INCORPORATED	442.70
11264	07/19/11	THE CHILD'S WORLD	1,905.45
11265	07/19/11	THE H W WILSON COMPANY	1,200.00
11266	07/19/11	WASTE MANAGEMENT	398.44
11267	07/19/11	WASTE MANAGEMENT	153.15
11268	07/19/11	WEST GROUP	253.00
11269	07/19/11	WIRELINER INCORPORATED	135.00
50188	06/30/11	NEXTEL	770.49
50189	06/30/11	CALL ONE	264.46
50190	06/30/11	McLEOD USA	301.08
50191	06/30/11	LEVEL(3) COMMUNICATIONS, LLC.	491.67
50192	06/30/11	NICOR GAS	1,064.37
50193	06/30/11	SPRINT	16.32
50194	06/30/11	WOW! INTERENT CABLE	116.12
Total checks	78	Total	<u>171,346.22</u>

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
CITY OF DES PLAINES,	1002	05/26/11	-110.00
Account No. Description		Amount	
201-5960210 VOID CK # 1002		-110.00	
		Subtotal	<u>-110.00</u>
CALL ONE	50189	06/30/11	264.46
Account No. Description		Amount	
201-5920120 ACH		264.46	
LEVEL(3) COMMUNICATIONS, LLC.	50191	06/30/11	491.67
Account No. Description		Amount	
201-5920120 ACH		491.67	
McLEOD USA	50190	06/30/11	301.08
Account No. Description		Amount	
201-5920120 ACH		301.08	
NEXTEL	50188	06/30/11	770.49
Account No. Description		Amount	
201-5920120 ACH		770.49	
NICOR GAS	50192	06/30/11	1,064.37
Account No. Description		Amount	
201-5970810 ACH		1,064.37	
SPRINT	50193	06/30/11	16.32
Account No. Description		Amount	
201-5920120 ACH		16.32	
WOW! INTERENT CABLE	50194	06/30/11	116.12
Account No. Description		Amount	
201-5920120 ACH		116.12	
		Subtotal	<u>3,024.51</u>
ACCUTY INC	11203	07/19/11	1,947.00
Account No. Description		Amount	
201-5970600 Invoice # 2365675		495.00	
201-5970600 Invoice # 2367430		415.00	
201-5970600 Invoice # 2365243		1,037.00	
ACCURATE AUTO CLINIC	11204	07/19/11	301.11
Account No. Description		Amount	
201-5930030 Invoice # 16077		301.11	
ANDERSON LOCK CO LTD	11205	07/19/11	186.09
Account No. Description		Amount	
201-5970170 Invoice # 0646213		186.09	
BAKER & TAYLOR	11202	07/19/11	19,046.78
Account No. Description		Amount	
201-5960990 Invoice # 2025973893		38.37	
201-5960990 Invoice # 2025970464		39.30	
201-5960990 Invoice # 2025959000		12.24	
201-5960990 Invoice # 2025976466		1.28	
201-5960990 Invoice # 2025941449		57.74	
201-5960990 Invoice # 2025949142		29.36	
201-5960990 Invoice # 2025943817		0.96	
201-5960990 Invoice # 2025945790		25.73	
201-5960990 Invoice # 2025952553		26.44	

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2025930452		45.16
201-5960990	Invoice # 2025922466		32.67
201-5960990	Invoice # 2025941338		281.40
201-5960990	Invoice # 2025919279		27.70
201-5960990	Invoice # 2025984638		26.08
201-5960990	Invoice # 2025975630		56.58
201-5960990	Invoice # 2025986717		2.35
201-5960990	Invoice # 2025986729		8.58
201-5960990	Invoice # 2025977790		14.13
201-5960990	Invoice # 2025982862		21.10
201-5960990	Invoice # 2025982721		2.24
201-5960990	Invoice # 2025982722		2.24
201-5960990	Invoice # 2025972243		1.59
201-5960990	Invoice # 2025972242		23.16
201-5960990	Invoice # 2025977682		2.08
201-5960990	Invoice # 2025977459		11.22
201-5960990	Invoice # 2025977693		0.47
201-5960990	Invoice # 2025975446		7.44
201-5960990	Invoice # 5011494486		7.36
201-5960990	Invoice # 2025977885		7.23
201-5960990	Invoice # 2025982803		2.48
201-5960990	Invoice # 2025990516		6.72
201-5960990	Invoice # 2025997737		3.94
201-5960990	Invoice # 2025934469		8.68
201-5960990	Invoice # 2025932814		6.72
201-5960990	Invoice # 2025932663		4.48
201-5960990	Invoice # 2025934338		7.29
201-5960990	Invoice # 2025934427		4.94
201-5960990	Invoice # 2025928578		1.12
201-5960990	Invoice # 2025934483		1.12
201-5960990	Invoice # 2025796510		5.31
201-5960990	Invoice # 2025917500		4.01
201-5960990	Invoice # 2025920986		3.18
201-5960990	Invoice # 2025920970		0.47
201-5960990	Invoice # 2025914387		7.44
201-5960990	Invoice # 2025920969		1.44
201-5960990	Invoice # 2025925803		13.44
201-5960990	Invoice # 2025917619		2.46
201-5960990	Invoice # 2025924427		14.08
201-5960990	Invoice # 2025928827		24.96
201-5960990	Invoice # 2025928828		0.47
201-5960990	Invoice # 2025934428		0.79
201-5960990	Invoice # 5011469277		7.04
201-5960990	Invoice # 2025940245		14.56
201-5960990	Invoice # 2025934315		19.23
201-5960990	Invoice # 2025934426		12.75
201-5960990	Invoice # 2025962259		4.48
201-5960990	Invoice # 2025962295		1.92
201-5960990	Invoice # 2025962331		1.41
201-5960990	Invoice # 2025962254		12.25
201-5960990	Invoice # 2025962346		5.60
201-5960990	Invoice # 2025954159		0.94
201-5960990	Invoice # 2025954089		2.37
201-5960990	Invoice # 2025956495		15.81
201-5960990	Invoice # 2025954312		7.84
201-5960990	Invoice # 2025950818		8.96
201-5960990	Invoice # 2025956701		22.40
201-5960990	Invoice # 2025950818		16.58
201-5960990	Invoice # 2025950688		6.68
201-5960990	Invoice # 2025950993		0.94
201-5960990	Invoice # 2025954175		1.41
201-5960990	Invoice # 2025946790		25.50
201-5960990	Invoice # 2025939213		0.64

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2025946856		4.59
201-5960990	Invoice # 2025946857		0.47
201-5960990	Invoice # 2025950822		2.35
201-5960990	Invoice # 2025950753		1.59
201-5960990	Invoice # 2025950961		17.36
201-5960990	Invoice # 2025946858		19.54
201-5960990	Invoice # 2025950830		2.37
201-5960990	Invoice # 2025950821		19.51
201-5960990	Invoice # 2025962281		2.43
201-5960990	Invoice # 2025956451		4.77
201-5960990	Invoice # 2025965396		1.12
201-5960990	Invoice # 2025965384		0.32
201-5960990	Invoice # 2025975478		0.79
201-5960990	Invoice # 2025926506		13.49
201-5970600	Invoice # 2025980207		701.54
201-5970600	Invoice # 2025980208		23.83
201-5970600	Invoice # 2025958999		321.38
201-5970600	Invoice # 2025949141		735.29
201-5970600	Invoice # 2025941448		1,308.12
201-5970600	Invoice # 2025984637		657.27
201-5970600	Invoice # 2025973892		826.84
201-5970600	Invoice # 2025970463		1,202.81
201-5970600	Invoice # 2025976465		53.05
201-5970600	Invoice # 2025958120		191.35
201-5970600	Invoice # 2025936164		40.68
201-5970600	Invoice # 0000136693		111.77
201-5970600	Invoice # 2025945789		820.71
201-5970600	Invoice # 2025943816		28.68
201-5970600	Invoice # 2025952552		603.23
201-5970600	Invoice # 2025922465		828.92
201-5970600	Invoice # 2025930451		1,078.84
201-5970600	Invoice # 2025919278		731.23
201-5970600	Invoice # 2025926505		394.78
201-5970600	Invoice # 0000136749		111.77
201-5970600	Invoice # 2025975630		136.12
201-5970600	Invoice # 2025986717		16.38
201-5970600	Invoice # 2025986729		42.81
201-5970600	Invoice # 2025977790		208.53
201-5970600	Invoice # 2025982862		189.30
201-5970600	Invoice # 2025982721		17.02
201-5970600	Invoice # 2025982722		17.59
201-5970600	Invoice # 2025972243		23.16
201-5970600	Invoice # 2025972242		364.45
201-5970600	Invoice # 2025977682		51.95
201-5970600	Invoice # 2025977459		145.35
201-5970600	Invoice # 2025977693		14.06
201-5970600	Invoice # 2025975446		85.15
201-5970600	Invoice # 5011494486		622.45
201-5970600	Invoice # 2025977885		27.45
201-5970600	Invoice # 2025982803		29.53
201-5970600	Invoice # 2025990516		86.82
201-5970600	Invoice # 2025997737		44.65
201-5970600	Invoice # 2025934469		110.64
201-5970600	Invoice # 2025932814		87.74
201-5970600	Invoice # 2025932663		59.61
201-5970600	Invoice # 2025934338		106.79
201-5970600	Invoice # 2025934427		101.97
201-5970600	Invoice # 2025928578		15.19
201-5970600	Invoice # 2025934483		14.20
201-5970600	Invoice # 2025796510		8.97
201-5970600	Invoice # 2025917500		67.85
201-5970600	Invoice # 2025920986		24.62
201-5970600	Invoice # 2025920970		8.97

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2025914387		41.91
201-5970600	Invoice # 2025920969		36.66
201-5970600	Invoice # 2025925803		175.83
201-5970600	Invoice # 2025917619		9.57
201-5970600	Invoice # 2025924427		193.02
201-5970600	Invoice # 2025928827		346.54
201-5970600	Invoice # 2025928828		8.36
201-5970600	Invoice # 2025934428		32.06
201-5970600	Invoice # 5011469277		421.87
201-5970600	Invoice # 2025940245		183.84
201-5970600	Invoice # 2025934315		61.52
201-5970600	Invoice # 2025934426		60.61
201-5970600	Invoice # 2025962259		49.25
201-5970600	Invoice # 2025962295		51.07
201-5970600	Invoice # 2025962331		11.94
201-5970600	Invoice # 2025962254		146.45
201-5970600	Invoice # 2025962346		78.31
201-5970600	Invoice # 2025954159		28.76
201-5970600	Invoice # 2025954089		15.49
201-5970600	Invoice # 2025956495		347.96
201-5970600	Invoice # 2025954312		106.73
201-5970600	Invoice # 2025950818		108.94
201-5970600	Invoice # 2025956701		314.97
201-5970600	Invoice # 2025950818		209.07
201-5970600	Invoice # 2025950688		77.45
201-5970600	Invoice # 2025950993		13.61
201-5970600	Invoice # 2025954175		20.32
201-5970600	Invoice # 2025946790		87.06
201-5970600	Invoice # 2025939213		19.26
201-5970600	Invoice # 2025946856		147.57
201-5970600	Invoice # 2025946857		8.96
201-5970600	Invoice # 2025950822		42.36
201-5970600	Invoice # 2025950753		22.45
201-5970600	Invoice # 2025950961		220.62
201-5970600	Invoice # 2025946858		229.23
201-5970600	Invoice # 2025950830		71.50
201-5970600	Invoice # 2025950821		232.89
201-5970600	Invoice # 2025962281		9.54
201-5970600	Invoice # 2025956451		13.75
201-5970600	Invoice # 2025965396		12.80
201-5970600	Invoice # 2025965384		2.38
201-5970600	Invoice # 2025975478		33.10
201-5970630	Invoice # 157184180		22.04
<b>BANC OF AMERICA LEASING</b>			
	11206	07/19/11	2,005.00
Account No.	Description	Amount	
201-5930010	Invoice # 011908417	2,005.00	
<b>BANKCARD SERVICES</b>			
	11200	07/19/11	4,407.69
Account No.	Description	Amount	
201-5920202		75.00	
201-5920230		230.80	
201-5960210		970.14	
201-5970100		1,563.90	
201-5970260		-15.97	
201-5970600		33.23	
201-5970630		136.59	
201-5980420		1,210.00	
201-5990900		204.00	
<b>BRODART COMPANY</b>			
	11207	07/19/11	725.74
Account No.	Description	Amount	
201-5970600	Invoice # B1830408	6.16	

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Vendor Name	Chk. No.	Check Date	Amount
201-5970600 Invoice # B1824080		07/19/11	719.58
C D W GOVERNMENT INCORPORATED	11208	07/19/11	410.86
Account No. Description		Amount	
201-5980410 Invoice # XSC9022		410.86	
CAPSTONE PRESS INCORPORATED	11209	07/19/11	2,179.98
Account No. Description		Amount	
201-5970600 Invoice # C110213492		2,719.98	
201-5970600 Credit # CR10011014		-540.00	
CAROL KIDD	11210	07/19/11	32.93
Account No. Description		Amount	
201-5960070 Expense Reimbursement		32.93	
CENTRAL STATES COACH REPAIRS, INC.	11211	07/19/11	1,570.61
Account No. Description		Amount	
201-5930030 Invoice # 09747		418.61	
201-5930030 Invoice # 09694		1,152.00	
CHICAGO OFFICE TECHNOLOGY GROUP	11212	07/19/11	342.65
Account No. Description		Amount	
201-5930010 Invoice # 038614 1		63.06	
201-5930010 Invoice # 038613 1		74.61	
201-5930010 Invoice # 038590 1		2.93	
201-5930010 Invoice # 038591 1		13.78	
201-5930010 Invoice # 038608 1		188.27	
CHOICE OFFICE EQUIPMENT & SUPPLIES	11213	07/19/11	598.00
Account No. Description		Amount	
201-5980410 Invoice # 20110565aa		598.00	
CHUBB SECURITY SYSTEMS, INC.	11214	07/19/11	76.32
Account No. Description		Amount	
201-5960990 Invoice # 17692 RX		76.32	
CITY OF DES PLAINES	11215	07/19/11	576.38
Account No. Description		Amount	
201-5970500 Storm/Water/Sanitary		576.38	
CITY OF DES PLAINES	11216	07/19/11	50.00
Account No. Description		Amount	
201-5960210 4th of July Parade		50.00	
CITY OF DES PLAINES	11217	07/19/11	488.44
Account No. Description		Amount	
201-5960990 Invoice FN 2525		78.00	
201-5970100 Invoice FN 2526		66.00	
201-5970840 Invoice Fuel # 05-11		233.96	
201-5970850 Invoice Fuel # 05-11		110.48	
CITY OF DES PLAINES	11218	07/19/11	34.25
Account No. Description		Amount	
201-5960990 Michael Puente		34.25	
COMPLETE CLEANING COMPANY INC	11219	07/19/11	7,321.00
Account No. Description		Amount	
201-5930320 Invoice # 1276328		7,321.00	
COOPERATIVE COMPUTER SERVICES	11220	07/19/11	14,022.96
Account No. Description		Amount	
201-5920140 Invoice # CCS 7/1/11		14,022.96	



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Vendor Name	Chk. No.	Check Date	Amount
COOPERATIVE COMPUTER SERVICES	11221	07/19/11	2,077.68
Account No. Description		Amount	
201-5930010 OCLC JED Profile June		2,077.68	
CRIMSON MULTIMEDIA DIST., INC.	11222	07/19/11	152.49
Account No. Description		Amount	
201-5960990 Invoice # 18746A		37.49	
201-5970630 Invoice # 18608B		115.00	
DEMCO EDUCATIONAL CORP	11223	07/19/11	71.39
Account No. Description		Amount	
201-5970100 Invoice # 4235193		71.39	
EDUCATORS PROGRESS SERVICE, INC.	11224	07/19/11	180.80
Account No. Description		Amount	
201-5970600 REF # RHS209-1XPZQ		180.80	
EVOLUTION MARKETING GROUP INC	11225	07/19/11	72.50
Account No. Description		Amount	
201-5960210 Invoice # 613741		72.50	
FEDERAL EXPRESS	11226	07/19/11	46.55
Account No. Description		Amount	
201-5970260 Invoice # 7-542-46072		46.55	
FINDAWAY WORLD LLC	11227	07/19/11	184.97
Account No. Description		Amount	
201-5970610 Invoice # 53077		184.97	
GALE	11228	07/19/11	5,074.87
Account No. Description		Amount	
201-5970600 Invoice # 17238423		152.00	
201-5970600 Invoice # 17238604		238.37	
201-5970600 Invoice # 17212986		1,333.80	
201-5970600 Invoice # 17217510		112.10	
201-5970600 Invoice # 17233174		281.20	
201-5970600 Invoice # 17230689		296.40	
201-5970640 Invoice # 17233684		2,661.00	
GARVEY'S OFFICE PRODUCTS	11229	07/19/11	51.66
Account No. Description		Amount	
201-5970100 Invoice # PINV293450		51.66	
GRAINGER	11230	07/19/11	443.10
Account No. Description		Amount	
201-5970170 Invoice # 9565535722		443.10	
GREY HOUSE PUBLISHING	11231	07/19/11	416.05
Account No. Description		Amount	
201-5970600 Order # 806860		416.05	
HI-TECH SURVEILLANCE INC	11232	07/19/11	975.00
Account No. Description		Amount	
201-5930010 Invoice # 112706/0827		975.00	
HOUCHEN BINDERY	11233	07/19/11	301.80
Account No. Description		Amount	
201-5930195 Invoice # 184204		301.80	
ILLINOIS LIGHTING, INC.	11234	07/19/11	208.00
Account No. Description		Amount	
201-5930020 Invoice # 13133		208.00	

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Vendor Name	Chk. No.	Check Date	Amount
INFORMATION TODAY, INC.	11235	07/19/11	572.10
Account No.		Description	Amount
201-5970600		Invoice # 1369731-B1	234.55
201-5970600		Invoice # 1358892-B1	337.55
INNOVATION EXPERTS	11236	07/19/11	8,687.00
Account No.		Description	Amount
201-5970600		Invoice # GVRL0601	8,687.00
INTERIOR TROPICAL GARDENS INC	11237	07/19/11	170.00
Account No.		Description	Amount
201-5960990		Invoice # 47204	85.00
201-5960990		Invoice # 46999	85.00
ITALIAN AMERICANS VETERANS MUSEL	11238	07/19/11	18.00
Account No.		Description	Amount
201-5970630		"5,000 miles from home"	18.00
JOHN L.	11239	07/19/11	75.24
Account No.		Description	Amount
201-5960070		Expense Reimbursement	75.24
JOHN LAVALIE	11240	07/19/11	35.50
Account No.		Description	Amount
201-5960070		Expense Reimbursement	35.50
KASCO PRINTING	11241	07/19/11	280.00
Account No.		Description	Amount
201-5970100		Invoice # 6275	280.00
LAUTERBACH & AMEN, LLP.	11242	07/19/11	2,780.00
Account No.		Description	Amount
201-5920110		Invoice No. 21237	1,390.00
201-5920110		Invoice No. 21458	1,390.00
LIBRARY FURNITURE INTERNTL	11243	07/19/11	300.00
Account No.		Description	Amount
201-5980600		Invoice # 3802	300.00
LIMRICC	11244	07/19/11	36,432.21
Account No.		Description	Amount
201-2401002		Monthly Billing June 2011	36,432.21
MARSHALL CAVENDISH CORPORATION	11245	07/19/11	2,349.25
Account No.		Description	Amount
201-5970600		Invoice # 873582	2,349.25
MASON CREST PUBLISHERS	11246	07/19/11	435.00
Account No.		Description	Amount
201-5970600		Invoice # 1078902	435.00
MIDWEST SWISS EMBROIDERIES CO.	11247	07/19/11	277.99
Account No.		Description	Amount
201-5960210		Invoice # 67666	74.40
201-5960210		Invoice # 67532	203.59
MIDWEST TAPE	11201	07/19/11	7,873.32
Account No.		Description	Amount
201-5960990		Invoice # 6370885	34.65
201-5960990		Invoice # 6380950	8.55
201-5960990		Invoice # 6380947	7.70
201-5960990		Invoice # 6368462	11.55
201-5960990		Invoice # 6368461	3.85

Des Plaines Public Library  
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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6368460		7.70
201-5960990	Invoice # 6370884		7.70
201-5960990	Invoice # 6356985		3.85
201-5960990	Invoice # 6356986		34.65
201-5960990	Invoice # 6365055		7.70
201-5960990	Invoice # 6375992		3.85
201-5960990	Invoice # 6375993		3.85
201-5960990	Invoice # 6375994		30.80
201-5960990	Invoice # 6375995		3.85
201-5960990	Invoice # 6362702		15.90
201-5960990	Invoice # 6362703		11.55
201-5960990	Invoice # 6362701		3.85
201-5960990	Invoice # 6362700		3.85
201-5960990	Invoice # 6380943		3.25
201-5960990	Invoice # 6380949		4.50
201-5960990	Invoice # 6380948		2.45
201-5960990	Invoice # 6380939		3.25
201-5960990	Invoice # 6380941		6.50
201-5960990	Invoice # 6380940		3.45
201-5960990	Invoice # 6380938		6.50
201-5960990	Invoice # 6380942		13.00
201-5960990	Invoice # 6380946		6.50
201-5960990	Invoice # 6380944		16.25
201-5960990	Invoice # 6380945		3.25
201-5960990	Invoice # 6368458		9.75
201-5960990	Invoice # 6368459		19.50
201-5960990	Invoice # 6370879		3.45
201-5960990	Invoice # 6370880		3.45
201-5960990	Invoice # 6370881		3.25
201-5960990	Invoice # 6370870		13.00
201-5960990	Invoice # 6370871		9.95
201-5960990	Invoice # 6370873		3.25
201-5960990	Invoice # 6370873		13.00
201-5960990	Invoice # 6370878		3.25
201-5960990	Invoice # 6370869		3.25
201-5960990	Invoice # 6370877		9.75
201-5960990	Invoice # 6370882		3.25
201-5960990	Invoice # 6370883		3.25
201-5960990	Invoice # 6356977		6.50
201-5960990	Invoice # 6356979		35.75
201-5960990	Invoice # 6356980		22.75
201-5960990	Invoice # 6356982		22.75
201-5960990	Invoice # 6356983		3.25
201-5960990	Invoice # 6356984		6.50
201-5960990	Invoice # 6356981		26.40
201-5960990	Invoice # 6356976		19.70
201-5960990	Invoice # 6356975		13.00
201-5960990	Invoice # 6356973		3.25
201-5960990	Invoice # 6356974		9.95
201-5960990	Invoice # 6365046		13.00
201-5960990	Invoice # 6365045		3.45
201-5960990	Invoice # 6370875		3.25
201-5960990	Invoice # 6365056		13.50
201-5960990	Invoice # 6365057		22.50
201-5960990	Invoice # 6356972		3.25
201-5960990	Invoice # 6365052		16.25
201-5960990	Invoice # 6365048		3.25
201-5960990	Invoice # 6365044		6.50
201-5960990	Invoice # 6365043		9.75
201-5960990	Invoice # 6365049		2.25
201-5960990	Invoice # 6365050		6.50
201-5960990	Invoice # 6365051		13.00
201-5960990	Invoice # 6365054		6.50

Des Plaines Public Library  
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 6365053		6.50
201-5960990	Invoice # 6370887		4.50
201-5960990	Invoice # 6370886		9.00
201-5960990	Invoice # 6375987		13.00
201-5960990	Invoice # 6375985		3.25
201-5960990	Invoice # 6375988		6.50
201-5960990	Invoice # 6375989		6.50
201-5960990	Invoice # 6375990		13.20
201-5960990	Invoice # 6375991		3.25
201-5960990	Invoice # 6375996		2.25
201-5960990	Invoice # 6362699		6.50
201-5960990	Invoice # 6362698		13.00
201-5960990	Invoice # 6362697		32.70
201-5960990	Invoice # 6362696		13.20
201-5960990	Invoice # 6362695		3.25
201-5960990	Invoice # 6362694		3.25
201-5960990	Invoice # 6362693		6.50
201-5960990	Invoice # 6362692		3.45
201-5970610	Invoice # 2551393		19.99
201-5970610	Invoice # 2551394		469.88
201-5970610	Invoice # 2551395		707.88
201-5970610	Invoice # 2540152		71.99
201-5970610	Invoice # 2540150		39.99
201-5970610	Invoice # 2540151		14.99
201-5970610	Invoice # 2546299		34.99
201-5970610	Invoice # 2546297		31.99
201-5970610	Invoice # 2546298		298.92
201-5970610	Invoice # 2557128		256.92
201-5970610	Invoice # 2557129		235.96
201-5970610	Invoice # 6370885		114.96
201-5970610	Invoice # 6380950		37.92
201-5970610	Invoice # 6380947		22.48
201-5970610	Invoice # 6368462		45.87
201-5970610	Invoice # 6368461		11.24
201-5970610	Invoice # 6368460		28.48
201-5970610	Invoice # 6370884		26.98
201-5970610	Invoice # 6356985		10.49
201-5970610	Invoice # 6356986		95.90
201-5970610	Invoice # 6365055		26.08
201-5970610	Invoice # 6375992		9.89
201-5970610	Invoice # 6375993		10.49
201-5970610	Invoice # 6375994		101.62
201-5970610	Invoice # 6375995		8.99
201-5970610	Invoice # 6362702		33.71
201-5970610	Invoice # 6362703		31.47
201-5970610	Invoice # 6362701		14.99
201-5970610	Invoice # 6362700		7.49
201-5970630	Invoice # 6380937		29.99
201-5970630	Invoice # 6370872		29.99
201-5970630	Invoice # 6370876		37.49
201-5970630	Invoice # 6358770		31.47
201-5970630	Invoice # 6356978		29.99
201-5970630	Invoice # 6365042		29.99
201-5970630	Invoice # 6365047		22.49
201-5970630	Invoice # 6375986		22.49
201-5970630	Invoice # 6380943		92.22
201-5970630	Invoice # 6380949		45.73
201-5970630	Invoice # 6380948		14.99
201-5970630	Invoice # 6380939		18.74
201-5970630	Invoice # 6380941		33.73
201-5970630	Invoice # 6380940		59.98
201-5970630	Invoice # 6380938		29.98
201-5970630	Invoice # 6380942		89.96

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Vendor Name	Chk. No.	Check Date	Amount
201-5970630	Invoice # 6380946		33.73
201-5970630	Invoice # 6380944		111.70
201-5970630	Invoice # 6380945		26.99
201-5970630	Invoice # 6368458		82.46
201-5970630	Invoice # 6368459		97.44
201-5970630	Invoice # 6370879		14.99
201-5970630	Invoice # 6370880		14.99
201-5970630	Invoice # 6370881		11.24
201-5970630	Invoice # 6370870		96.96
201-5970630	Invoice # 6370871		73.47
201-5970630	Invoice # 6370873		18.74
201-5970630	Invoice # 6370873		86.96
201-5970630	Invoice # 6370878		18.74
201-5970630	Invoice # 6370869		18.74
201-5970630	Invoice # 6370877		44.97
201-5970630	Invoice # 6370882		65.98
201-5970630	Invoice # 6370883		22.49
201-5970630	Invoice # 6356977		41.98
201-5970630	Invoice # 6356979		125.89
201-5970630	Invoice # 6356980		112.43
201-5970630	Invoice # 6356982		67.43
201-5970630	Invoice # 6356983		11.24
201-5970630	Invoice # 6356984		22.48
201-5970630	Invoice # 6356981		96.67
201-5970630	Invoice # 6356976		85.44
201-5970630	Invoice # 6356975		72.71
201-5970630	Invoice # 6356973		15.74
201-5970630	Invoice # 6356974		108.70
201-5970630	Invoice # 6365046		89.96
201-5970630	Invoice # 6365045		37.49
201-5970630	Invoice # 6370875		18.74
201-5970630	Invoice # 6365056		133.44
201-5970630	Invoice # 6365057		150.65
201-5970630	Invoice # 6356972		18.74
201-5970630	Invoice # 6365052		112.45
201-5970630	Invoice # 6365048		14.99
201-5970630	Invoice # 6365044		44.98
201-5970630	Invoice # 6365043		67.47
201-5970630	Invoice # 6365049		11.24
201-5970630	Invoice # 6365050		29.98
201-5970630	Invoice # 6365051		86.96
201-5970630	Invoice # 6365054		33.73
201-5970630	Invoice # 6365053		23.98
201-5970630	Invoice # 6370887		22.48
201-5970630	Invoice # 6370886		88.46
201-5970630	Invoice # 6375987		82.46
201-5970630	Invoice # 6375985		22.49
201-5970630	Invoice # 6375988		40.48
201-5970630	Invoice # 6375989		29.98
201-5970630	Invoice # 6375990		110.96
201-5970630	Invoice # 6375991		112.47
201-5970630	Invoice # 6375996		11.24
201-5970630	Invoice # 6362699		67.47
201-5970630	Invoice # 6362698		48.71
201-5970630	Invoice # 6362697		303.63
201-5970630	Invoice # 6362696		44.96
201-5970630	Invoice # 6362695		4.49
201-5970630	Invoice # 6362694		97.49
201-5970630	Invoice # 6362693		26.98
201-5970630	Invoice # 6362692		22.49

MORNINGSTAR INCORPORATED  
Account No. Description

11248

07/19/11  
Amount

1,265.00

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Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Subscrip ID 948218	170.00	
201-5970600	Subscrip ID 4024224	925.00	
201-5970600	Subscrip ID 1603178	170.00	
OFFICE DEPOT	11249	07/19/11	51.52
Account No.	Description	Amount	
201-5970100	Invoice # 567224876001	42.10	
201-5970100	Invoice # 568387577001	9.42	
OUTSOURCE SOLUTIONS GROUP	11250	07/19/11	30,628.16
Account No.	Description	Amount	
201-5920110	Invoice # 12486	27,083.33	
201-5930010	Invoice # 12266	2,495.00	
201-5960990	Invoice # 12488	280.00	
201-5960990	Invoice # 12487	280.00	
201-5960990	Invoice # 12317	489.83	
OVERHEAD DOOR SOLUTIONS, INC.	11251	07/19/11	750.00
Account No.	Description	Amount	
201-5930010	Invoice # 5095	750.00	
OXFORD UNIVERSITY PRESS	11252	07/19/11	148.99
Account No.	Description	Amount	
201-5970610	Invoice # 95372052	105.13	
201-5970610	Invoice # 95372051	43.86	
PITNEY BOWES	11253	07/19/11	164.00
Account No.	Description	Amount	
201-5930210	Invoice # 9954034-JN11	164.00	
PRESTIGE DISTRIBUTION, INC.	11254	07/19/11	343.50
Account No.	Description	Amount	
201-5970170	Invoice # 4239	343.50	
PROQUEST LLC	11255	07/19/11	1,510.00
Account No.	Description	Amount	
201-5970640	Renewal # US1677302	1,510.00	
PURCHASE POWER	11256	07/19/11	569.89
Account No.	Description	Amount	
201-5970260	6/12/11 Statement	569.89	
RECORDED BOOKS, LLC	11257	07/19/11	232.18
Account No.	Description	Amount	
201-5970610	Order # 276352	232.18	
ROBERT LINDSEY	11258	07/19/11	300.00
Account No.	Description	Amount	
201-5960210	Program American Inventor	300.00	
SALEM PRESS	11259	07/19/11	127.50
Account No.	Description	Amount	
201-5970600	Invoice # 0393577-IN	127.50	
SCHINDLER ELEVATOR CORPORATION	11260	07/19/11	795.00
Account No.	Description	Amount	
201-5930020	Invoice # 7151441721	795.00	
SOMETHING FISHY INC	11261	07/19/11	66.97
Account No.	Description	Amount	
201-5960990	Invoice # 0131	66.97	
STEVEN J. GASSMAN	11262	07/19/11	125.00

All Checkbooks  
June 2011

Des Plaines Public Library  
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
Account No. Description 201-5960990 Invoice # 02		Amount 125.00	
TELEVEND SERVICES INCORPORATED	11263	07/19/11	442.70
Account No. Description 201-5970100 Invoice # 2808		Amount 208.60	
201-5970100 Invoice # 2825		234.10	
THE CHILD'S WORLD	11264	07/19/11	1,905.45
Account No. Description 201-5970600 Invoice # NA112105		Amount 1,905.45	
THE H W WILSON COMPANY	11265	07/19/11	1,200.00
Account No. Description 201-5970640 Invoice # 58639357		Amount 1,200.00	
WASTE MANAGEMENT	11266	07/19/11	398.44
Account No. Description 201-5930490 Invoice # 2388993-2008-5		Amount 398.44	
WASTE MANAGEMENT	11267	07/19/11	153.15
Account No. Description 201-5930490 Invoice # 4388043-2008-5		Amount 153.15	
WEST GROUP	11268	07/19/11	253.00
Account No. Description 201-5970600 Invoice # 822998267		Amount 253.00	
WIRELINE INCORPORATED	11269	07/19/11	135.00
Account No. Description 201-5920120 Invoice # 17569		Amount 135.00	
		Subtotal	<u>168,431.71</u>
		TOTAL	<u><u>171,346.22</u></u>

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
<b>3M - Service Agreement for self checks, security gates, checkout stations</b>								\$16,956.00 Annual
	3/15/2011	10905	201-5930010		\$16,956.00		\$16,956.00	
	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	
				\$19,987.33	\$16,956.00	\$36,943.33	\$36,943.33	
<b>AUTOMATED LOGIC - Maintenance Agreement for HVAC software and hardware controls</b>								\$9,960.00 Annual \$2,490.00 Quarterly
	2/15/2011	10845	201-5930020		\$2,490.00		\$2,490.00	
	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 - Service Agreement for Early Learning Literacy Stations</b>								\$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	
<b>BANC OF AMERICA LEASING - Lease for Copy Machines</b>								\$24,060.00 Annual \$2,005.00 Monthly
	2/15/2011	10847	201-5930210		\$2,005.00		\$2,005.00	
	3/15/2011	10910	201-5930210		\$2,005.00		\$2,005.00	
	4/20/2011	10983	201-5930210		\$2,005.00		\$2,005.00	
	5/18/2011	11057	201-5930210		\$2,005.00		\$2,005.00	
	6/21/2011	11131	201-5930210		\$2,005.00		\$2,005.00	
	7/19/2011	11206	201-5930210		\$2,005.00		\$2,005.00	
				\$0.00	\$12,030.00	\$12,030.00	\$12,030.00	
<b>BUSINESS MACHINE AGENTS INC - Service Agreement for Kyocera printers. Includes toner.</b>								.006 per print B/W .06 per print Color
	2/15/2011	10581	201-5930010		\$491.07		\$491.07	
	3/15/2011	10931	201-5930010		\$670.45		\$670.45	
	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	



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 - Service Agreement for copy machines. Includes toner.</b>								.007 per print B/W .07 per print Color
	6/21/2011	11135	201-5930010		\$287.29			
	6/21/2011	11135	201-5930010		\$1,797.03			
	6/21/2011	11135	201-5930010		\$776.31		\$2,860.63	
	7/19/2011	11212	201-5930010		\$63.06			
	7/19/2011	11212	201-5930010		\$2.93			
	7/19/2011	11212	201-5930010		\$13.78			
	7/19/2011	11212	201-5930010		\$188.27			
	7/19/2011	11212	201-5930010		\$74.61		\$342.65	
					\$3,203.28	\$3,203.28	\$3,203.28	
<b>COMPLETE CLEANING COMPANY INC.</b>								\$87,852.00 Annual \$7,321.00 Monthly
	2/15/2011	10855	201-5930320		\$7,219.00		\$7,219.00	
	3/15/2011	10921	201-5930320		\$7,321.00		\$7,321.00	
	4/20/2011	10992	201-5930320		\$7,321.00		\$7,321.00	
	5/18/2011	11065	201-5930320		\$7,321.00		\$7,321.00	
	6/21/2011	11138	201-5930320	\$385.00				
	6/21/2011	11138	201-5930320		\$7,321.00		\$7,706.00	
	7/19/2011	11219	201-5930320		\$7,321.00		\$7,321.00	
				\$385.00	\$43,824.00	\$44,209.00	\$44,209.00	
<b>D &amp; B POWER ASSOCIATES - Extended warranty for UPS in 4th floor server room</b>								\$2,696.00 Annual
	4/20/2011	10995	201-5930010		\$2,696.00		\$2,696.00	
					\$2,696.00	\$2,696.00	\$2,696.00	
<b>FIRST SECURITY SYSTEMS, INC. - Maintenance Agreement for the Fire Alarm System</b>								\$1,664.00 Annual
				\$0.00	\$0.00	\$0.00	\$0.00	
<b>IMAGING OFFICE SYSTEMS, INC. - Service Agreement for Microfilm Reader/Printers</b>								\$1,495.47 Annual
	4/20/2011	11007	201-5930010		\$1,495.47		\$1,495.47	
				\$0.00	\$1,495.47	\$1,495.47	\$1,495.47	
<b>INTERIOR TROPICAL GARDENS INC. - Plant Service</b>								\$1,020.00 Annual \$85.00 Monthly
	3/15/2011	10937	201-5960990		\$85.00		\$85.00	
	4/20/2011	11009	201-5960990		\$85.00			
	4/20/2011	11009	201-5960990		\$85.00		\$170.00	
	6/21/2011	11158	201-5960990		\$85.00		\$85.00	

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	7/19/2011	11237	201-5960990		\$85.00		\$85.00	
				\$0.00	\$425.00	\$425.00	\$425.00	
<b>LAUTERBACH &amp; AMEN, LLP. - Accounting Services</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	
	7/19/2011	11242	201-5920110		\$1,390.00			
	7/19/2011	11242	201-5920110		\$1,390.00		\$2,780.00	
				\$0.00	\$10,475.00	\$10,475.00	\$10,475.00	
<b>LYNGSOE SYSTEMS - Maintenance Agreement for RFID materials handler</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 - Maintenance Agreement for HVAC</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 - IT Services</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	\$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				

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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.
	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	
	6/21/2011	11175	201-5920110		\$27,083.33			
	6/21/2011	11175	201-5960990	\$485.43			\$27,568.76	
	7/19/2011	11250	201-5960990	\$280.00				
	7/19/2011	11250	201-5960990	\$280.00				
	7/19/2011	11250	201-5960990	\$489.83				
	7/19/2011	11250	201-5930010	\$2,495.00				
	7/19/2011	11250	201-5920110		\$27,083.33		\$30,628.18	
				\$10,833.39	\$216,666.64	\$227,500.03	\$227,500.05	

**PITNEY BOWES - Postage Machine**

\$1,968.00 Annual

	2/15/2011	10889	201-5930210		\$164.00		\$164.00	
	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	
	7/19/2011	11253	201-5930210		\$164.00		\$164.00	
				\$0.00	\$984.00	\$984.00	\$984.00	

**PRO DATA - Payroll Services**

\$9,575.00 Annual

	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	
	5/31/2011		201-5920110		\$331.46		\$331.46	
	6/13/2011		201-5920110		\$338.20			
	6/27/2011		201-5920110		\$337.70		\$675.90	
	7/11/2011		201-5920110		\$334.05		\$334.05	
				\$0.00	\$3,777.76	\$3,777.76	\$3,777.76	

**REDHAWK SECURITY SYSTEMS - Monitoring company for the Building Alarm System**

\$305.28 Annual

	2/15/2011	10891	201-5960990		\$76.32		\$76.32	
	4/20/2011	11033	201-5960990		\$76.32		\$76.32	\$76.32 Quarterly
					\$152.64	\$152.64	\$152.64	

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
<b>SCHINDLER ELEVATOR CORPORATION</b>								\$6,860.00 Annual
	3/15/2011	10963	201-5930020		\$6,859.80		\$6,859.80	
	7/19/2011	11260	201-5930020	\$795.00			\$795.00	
				\$795.00	\$6,859.80	\$7,654.80	\$7,654.80	
<b>SOMETHING FISHY - Aquarium Services</b>								\$1,440.00 Annual
	3/15/2011	10965	201-5960990	\$90.94				
	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	
	7/19/2011	11261	201-5960990	\$66.97			\$66.97	
				\$319.90	\$1,440.00	\$1,759.90	\$1,759.90	
<b>TODAY'S BUSINESS SOLUTIONS INC. - Service agreement for public printing and computer reservation system</b>								\$6,065.00 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. - Collection Agency</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	

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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.
	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		\$11.78		\$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			
	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	

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**WASTE MANAGEMENT - Garbage Collection Services**

\$4,004.76 Annual  
\$333.73 Monthly

	2/15/2011	10902	201-5930490		\$132.21			
	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	
	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	
	7/19/2011	11266	201-5930490		\$398.44			
	7/19/2011	11267	201-5930490		\$153.15		\$551.59	
				\$0.00	\$3,146.81	\$3,146.81	\$3,146.81	

\$426,512.64

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
				\$773.50				
				\$118,413.93				
				\$98,320.59				
				\$51,903.18				
				\$57,890.00				

## 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	Budgeted 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	\$ 3,194,685	\$ 2,815,717	\$ 2,349,705	\$ 1,883,693	\$ 1,417,681	\$ 951,668	\$ 320,044	
Restricted cash donations	124,698	124,786	124,916	125,005	125,091	125,255	124,916	124,916	124,916	124,916	124,916	124,916	
	1,938,100	2,088,004	1,716,577	1,685,924	3,373,267	3,069,430	2,690,801	2,224,789	1,758,777	1,292,765	826,752	195,128	
<b>Revenue (M-T-D)</b>													
Property Taxes	727,523	90,460	348,474	2,111,326	110,937	30,415							\$ 3,419,135
Other Revenue	15,869	12,965	16,036	12,322	32,461	32,332	38,126	38,126	38,126	38,125	38,125	38,125	350,738
Total Revenue	743,392	103,425	364,510	2,123,648	143,398	62,747	38,126	38,126	38,126	38,125	38,125	38,125	3,769,873
<b>Expenses</b>													
Payroll & Benefits	291,418	282,505	287,530	288,418	279,068	307,562	331,221	331,221	331,221	331,221	496,830	331,221	3,889,436
Commodities	100,713	70,732	83,251	64,479	91,413	59,098	88,753	88,753	88,753	88,753	88,753	88,754	1,002,205
Capital	10,057	5,360	(8,371)	5,291	4,841	2,519	6,261	6,261	6,261	6,261	6,262	6,262	57,265
Contracts	191,212	116,125	32,664	78,031	71,749	72,536	77,903	77,903	77,903	77,903	77,904	77,904	1,029,737
Total Expenses	593,400	474,722	395,074	436,219	447,071	441,715	504,138	504,138	504,138	504,138	669,749	504,141	5,978,643
Net Increase/(Decrease)	149,992	(371,297)	(30,564)	1,687,429	(303,673)	(378,968)	(166,012)	(166,012)	(166,012)	(166,013)	(631,624)	(146,016)	
Cash End of Month	2,212,790	1,841,493	1,810,929	3,498,358	3,194,685	2,815,717	2,349,705	1,883,693	1,417,681	951,668	320,044	(145,972)	
Cash End of Month less restricted cash donations	2,088,092	1,716,707	1,686,013	3,373,353	3,069,594	2,690,462	2,224,789	1,758,777	1,292,765	826,752	195,128	(270,888)	

## Director's Report July, 2011

### Personnel Highlights

#### New Employees

Lauren Alleman, Part-time Youth Services Assistant, 06/20/2011

### Patron Services Highlights

#### Circulation

We circulated 105,223 items in June. That's up 0.26% from June of 2010. I attribute the increase to the great response we've had from the public in Summer Reading Club registration for kids and teens.

#### E-books

In June there were 423 checkouts. There were also 133 unique patrons, 49 of whom are new. *The Help* by Kathryn Stockett is the most checked out title.

#### Card Registration

57.2% of the population of Des Plaines, or 33,380 people, hold library cards.

#### Hits on Web site

We had 43,049 hits on our web site in June.

#### Searches on Online Reference Products

12,484 searches were performed in June.

#### Wireless Usage

4,834 individual devices connected to our wireless network in June that's up 68% from June of 2010.

### Other

The theme of the Summer Reading Club this year is "A Midsummer Knight's Read". We've had a great response from the public this year.

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

2,009 kids

225 teens

326 adults



## Des Plaines Public Library - June 2011 Board Report

<b>CIRCULATION</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	June 2011		YTD 2011	
	Youth Services	42,216	Youth Services	218,020
	Adult Services	63,007	Adult Services	371,893
	<b>TOTAL</b>	<b>105,223</b>	<b>TOTAL</b>	<b>589,913</b>
	June 2011		YTD 2010	
	Youth Services	40,993	Youth Services	227,570
	Adult Services	63,957	Adult Services	401,029
	<b>TOTAL</b>	<b>104,950</b>	<b>TOTAL</b>	<b>628,599</b>
	<b>% Change</b>	<b>0.26%</b>	<b>% Change</b>	<b>-6.15%</b>
<b>SELF CHECK</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	June 2011	72,658	YTD 2011	393,286
	June 2010	70,465	YTD 2010	411,966
	<b>% Change</b>	<b>3.11%</b>	<b>% Change</b>	<b>-4.53%</b>

<b>CARD REGISTRATION</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
New Resident Cards	June 2011	433	YTD 2011	1,821
	June 2010	373	YTD 2010	1,883
	<b>% Change</b>	<b>16%</b>	<b>% Change</b>	<b>-3%</b>
New Business Cards	June 2011	2	YTD 2011	11
	June 2010	7	YTD 2010	24
	<b>% Change</b>	<b>-71%</b>	<b>% Change</b>	<b>-54%</b>
Total Card Ownership			YTD 2011	33,380
			YTD 2010	32,584
			<b>% Population 2011</b>	<b>57.2%</b>
			<b>% Population 2010</b>	<b>57.2%</b>

<b>PATRON ATTENDANCE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
	June 2011	56,990	YTD 2011	301,578
	June 2010	53,121	YTD 2010	296,006
	<b>% Change</b>	<b>7%</b>	<b>% Change</b>	<b>2%</b>

<b>MEETING ROOM USE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
Library Sponsored Prog	51	2,327	YTD	13,139
Outside Groups	43	1,328	YTD	8,691
Internal Meetings	18	206	YTD	926
<b>TOTAL</b>	<b>112</b>	<b>3,861</b>	<b>TOTAL</b>	<b>22,756</b>

<b>OUTREACH</b>				
	<b>THIS MONTH</b>	<b>Attendance</b>	<b>YEAR TO DATE</b>	
Adult Services	17	130	YTD	1,249
Youth Services	4	688	YTD	5,226
<b>TOTAL</b>	<b>21</b>	<b>818</b>	<b>TOTAL</b>	<b>6,475</b>

<b>COMPUTER / TECHNOLOGY USE</b>				
	<b>THIS MONTH</b>		<b>YEAR TO DATE</b>	
<b>Hits on Website</b>	June 2011		YTD 2011	
	From Internal IP's	5,385	From Internal IP's	34,707
	From External IP's	43,049	From External IP's	247,054
	Absolutely Unique Visitors	25,003		
	<b>TOTAL</b>	<b>48,434</b>	<b>TOTAL</b>	<b>281,761</b>
<b>Hits on PlainTalk</b>	June 2011	718	YTD 2011	4,424
	June 2010	1,239	YTD 2010	7,297
	<b>% Change</b>	<b>-42%</b>	<b>% Change</b>	<b>-39%</b>
<b>Hits on Positively Ellinwood Street</b>	June 2011	1248	YTD 2011	6,371
	June 2010	791	YTD 2010	5,023
	<b>% Change</b>	<b>58%</b>	<b>% Change</b>	<b>27%</b>

<b>Computer Use</b>	<b>Adult Services</b>		<b>YEAR TO DATE</b>	
	June 2011	8,276	YTD 2011	47,294
	June 2010	8,756	YTD 2010	53,470
	<b>% Change</b>	<b>-5.48%</b>	<b>% Change</b>	<b>-11.55%</b>
<b>Youth Services</b>	June 2011	1,420	YTD 2011	6,557
	June 2010	1,725	YTD 2010	8,491
	<b>% Change</b>	<b>-17.68%</b>	<b>% Change</b>	<b>-22.78%</b>

<b>Average Online Reference Products Searches &amp; Queries</b>	June 2011	12,484	YTD 2011	93,973
	June 2010	11,585	YTD 2010	66,263
			<b>% Change</b>	<b>41.82%</b>

**From:** John Lavalie  
**Sent:** Friday, July 01, 2011 8:47 AM  
**To:** John Lavalie  
**Subject:** myCatalog comment

I haven't been to a library in years. I came here last week because of the power outage and I was blown away at how up to date the libraries have become. Everyone has been so incredibly helpful to me and everything is so easy to find. I keep learning more about the library here everyday, it never stops amazing me. Thank you!!

-----  
Time stamp: 2011-06-30 15:11:12.698  
User name: nicolemarie  
User email: [nicolemarie@sbcglobal.net](mailto:nicolemarie@sbcglobal.net)  
Comment type: biblio\_compliment



**Illinois Department of Financial and Professional Regulation**  
**Office of the Secretary**

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PAT QUINN  
Governor

BRENT E. ADAMS  
Secretary

June 29, 2011

Ms. Becky Wenzel  
Circulation Services Assistant  
Des Plaines Public Library  
1501 Ellinwood Street  
Des Plaines, IL 60016

Re: Mortgage Relief Project

Dear Ms. Wenzel:

On behalf of the entire Mortgage Relief Project Team, thank you for allowing us to hold our 21<sup>st</sup> Mortgage Relief Project Event at the library on Saturday, June 18, 2011. The site was ideal. The staff's and your help in organizing the set-up for the event proved critical to its success. The event provided assistance to nearly 150 families.

Thanks again!

Very truly yours,

A handwritten signature in black ink, appearing to read "Brent E. Adams".

Brent E. Adams

**Des Plaines Public Library  
Board of Trustees  
Semi-Annual Dinner**

DATE: July 19, 2011

PLACE: Silver Stallion Restaurant  
1275 Lee Street  
Des Plaines  
847-298-2656

TIME: 6:00 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

**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**MANAGEMENT COMMITTEE MEETING**

**TUESDAY, JULY 19, 2011**

**3:00 PM**

**Conference Room – Second Floor**

**Agenda:**

- **Review Job Descriptions**

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

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

**DES PLAINES PUBLIC LIBRARY  
BOARD OF TRUSTEES**

Agenda for the Meeting of the Management Committee  
July 19, 2011  
3:00 PM

- I. Call to order.
- II. Consideration of the Agenda.
- III. Review Job Descriptions. [Action Item]
- IV. Adjournment.